

# MaineDOT Local Project Administration Certification Training

Construction Administration



## 11.1 Oversight Responsibilities

- Assign a qualified resident inspector to document and inspect the work.
- Ensure the inspector has taken Documentation Training within the previous year.
- Notify MaineDOT's project manager and construction manager of the inspector selection.
- Inspector must be present for major pay items and perform tasks such as inspecting work, documenting quantities, reviewing payrolls, coordinating contract modifications, keeping detailed logs, arranging materials testing, monitoring traffic control, checking environmental compliance, and approving contractor payments.

## 11.2 Preconstruction Meeting

- Hold a preconstruction meeting at least one week before work starts. Refer to the MaineDOT Standard Specifications, 104.4.2 (Preconstruction Meeting).
- Involve contractor, local project administrator, resident inspector, utility representatives, and MaineDOT construction manager.
- Discuss project requirements, schedule, and progress meetings.
- Prime contractor must submit a schedule, traffic control plan, emergency contacts list, and soil erosion and water pollution control plan.
- If the work requires multiple or complicated utility relocations, a separate pre-utility meeting may be held. Refer to the Standard Specifications, 104.4.6 (Utility Coordination).
- Hold progress meetings at a minimum every two weeks. Refer to the MaineDOT Standard Specifications, 104.4.3 (Progress Meetings).

### 11.3 Contractor Payrolls

- Use the Elation system for payroll submission to verify Davis-Bacon wage compliance for all Federally funded Projects. An Elation user manual is online: [www.mainedot.gov/contractors/publications/](http://www.mainedot.gov/contractors/publications/)
- Resident inspector checks payrolls for completeness and compliance.
- Conduct payroll interviews every 90 days with covered workers. The resident inspector will compare information from the interviews against a contractor's certified payroll report for a given period. The resident must address any discrepancies.
- State funded (only) projects require certified payrolls verifying payment of prevailing wage rates.

## 11.4 Contract Modifications

- Prepare contract modifications (change orders) by the resident inspector or local project administrator.
- Necessary for changes in specifications, materials, testing requirements, scope, design, incentives/disincentives, major item changes, and contract completion date adjustments
- Obtain MaineDOT's concurrence before signing modifications.
- A detailed draft contract modification must be sent to the Multimodal construction/project manager for review and concurrence with the following:
  - ☐ An independent cost estimate for the additional work; and
  - ☐ A statement addressing the associated time. If there is no change, write 0 days.

## 11.5 Construction Documents

- Keep accurate field records including project diary, drainage book, final quantity book, testing file, and submittal log.
- Record daily activities, weather, pay items, workers, equipment, measurements, grade checks, drainage measurements, excavation sources, and noteworthy events.
- For detailed information on construction documentation, refer to two MaineDOT references:
  - ❑ Record Keeping Manual:  
[www.mainedot.gov/contractors/support/](http://www.mainedot.gov/contractors/support/)
  - ❑ Construction Manual:  
[www.mainedot.gov/contractors/publications/](http://www.mainedot.gov/contractors/publications/)

## 11.6 Materials Testing

- Ensure construction materials meet MaineDOT specifications.
- Proper testing of items such as gravel, pavement and concrete will help to ensure their performance and durability.
- Use independent, accredited laboratories for aggregate testing.
- Certified inspectors must be present for pavement and concrete testing. Additionally, MaineDOT Independent Assurance staff must be notified when paving & concrete work is scheduled; such notification may be coordinated through the Multimodal construction manager.
- Log test results and notify MaineDOT of failing tests.
- A pre-paving meeting must take place before paving starts. It should involve the local project administrator, paving contractor, resident inspector, MaineDOT Multimodal construction manager, and other appropriate personnel. It may take up to two weeks to schedule such a meeting. Refer to the Standard Specifications, 401.18 (Prepave Meeting).

## 11.7 Buy America

- Comply with Buy America requirements for steel and iron products.
- Expanded requirements under Build America Buy America (BABA) Act for construction materials.
- Prime contractor must provide certifications for compliance.
- MaineDOT expects that applicable products installed on federally funded projects will comply with Buy America & BABA. If a local agency, during design, believes that Buy America and or BABA cannot be met - or if a contractor contends that certain items subject to Buy America and or BABA cannot be acquired - the MaineDOT project manager and Multimodal construction manager should be contacted immediately to discuss the concerns. **Bottom line:** Projects funded through the FHWA and or FTA must comply with Buy America & BABA.



## 11.8 Commercially Useful Function

- Verify that Disadvantaged Business Enterprise (DBE) firms perform services with their own equipment and workers.
- Conduct CUF reviews when DBE initially shows up and during peak work periods.
- The Commercially Useful Function Form is online:  
[www.mainedot.gov/civilrights/dbe/](http://www.mainedot.gov/civilrights/dbe/)

### 11.9 Bulletin Board

- Prime contractor must display required posters on a bulletin board accessible to employees and the public.
- A list of required state and federal posters is online:  
[www.mainedot.gov/civilrights/sfp/](http://www.mainedot.gov/civilrights/sfp/)

### 11.10 Retainage

- Deduct 5% retainage from progress payments after 50% of work is complete.
- Retainage may be adjusted based on contractor obligations and timely completion.
- Retainage is covered in Section 108.3 of the Standard Specifications.

## 11.11 Final Inspection

- Conduct an on-site final inspection with the contractor, local agency, and MaineDOT representatives.
- Develop a punch list of items to be addressed before project acceptance.
- Once a final inspection determines that the contractor has addressed all punch-list items, the local agency notifies the contractor in writing that physical work is complete and in compliance with the contract, through a Completion of Physical Work Notification.
- Forms and other documents are online:  
[www.maine.gov/mdot/contractors/support/](http://www.maine.gov/mdot/contractors/support/)

### 11.12 Final Contractor Payment

- Make final payment after successful final inspection and submission of closeout documents.
- Ensure no claims, liquidated damages, or remaining work.
- Project closeout is covered in section 107.9 of the Standard Specifications.

### 11.13 Closeout with MaineDOT

- Request accounting of MaineDOT's charges and send final invoice.
- Include consultant evaluation, contractor evaluation, and as-built plans.

### 11.14 As-Built Plans

- Submit revised design plans documenting the project as constructed.
- Mark up plans electronically or by hand and send to MaineDOT's project manager.

## Appendices

- Administrative Checklist: Ensure all pre-construction, testing, documentation, and completion tasks are performed.
- Letters to MaineDOT: Templates for preconstruction meeting, contract modification request, and final inspection.
- Sample Field Report Entries: Examples of daily report entries for documentation.



# MaineDOT's Role

- ❖ **MaineDOT stays involved during construction by:**
  - **Attending preconstruction, pre-utility, pre-pave & progress meetings;**
  - **Reviewing contract modifications;**
  - **Providing guidance during construction;**
  - **Visiting the work site; and**
  - **Attending final inspection of project.**
- ❖ **Contact will be either Tom Stevens, Construction Manager, or the MaineDOT Project Manager.**
  - **[Thomas.Stevens@maine.gov](mailto:Thomas.Stevens@maine.gov) or 207-592-4508.**

# QUESTIONS ?

