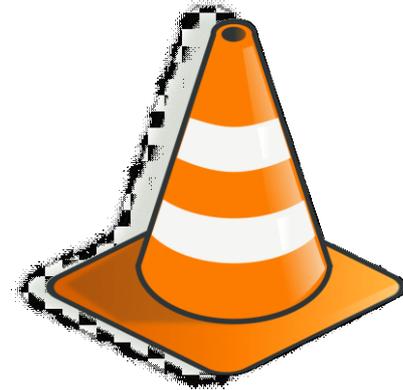


Local Project Administration Certification Course



Construction Administration

MaineDOT Construction Manager Involvement

- ❖ Review of Preliminary & Final Plan set, Specs, & Estimate prior to bid**
- ❖ Attend Pre-construction, Pre-utility, & Pre-pave meetings**
- ❖ Review any Contract Modifications**
- ❖ Provide guidance when needed during construction**
- ❖ Attend Final Inspection of project**

Prior to Bid

- ❖ Refer to Maine DOT Standard Specifications and Standard Details in contract
- ❖ Include most recent Repair Specification and relevant Special Provisions
- ❖ Strongly recommend using MaineDOT pay items
- ❖ Avoid lump sum pay items
- ❖ Federally funded projects: include Fed boilerplate language & Davis Bacon wage rates
- ❖ Specify Testing Methods for Materials

Materials Testing & Certification Requirements

Concrete (cast in place & pre-cast)	Asphalt
Gravels (Base & Subbase) & Borrow	Underdrain Sand/Stone
Geotextile Fabrics	Loam/Seed/Mulch
Paint	Steel/Iron Products
Plastic Culvert Pipes	Timber Fencing & Preservatives

Minimum Testing Requirements List

		PROJECT DEVELOPMENT			
		MINIMUM TESTING REQUIREMENTS			
Project No.: 017976.10		Date:	07/08/14		
Win : 17976.10			revised 8/6/14		
Town: Auburn		Length:	0.40	miles	
Location: In Androscoggin County in the City of Auburn-Park Avenue Improvements.					
Item No.	Description	Quantity	Unit	Est # of Passing Accept. Tests	Type of Tests
		NOTE: FILL OUT PRODUCT EVALUATION REPORT AT COMPLETION OF PROJECT. SEND TO ADDRESS ON FORM			
					Prior to Payment the Contractor shall provide certification of all products containing iron or steel See Special Provision 105 "Buy America Certification"
203	Granular Borrow	50	CY	1	Gradation 1/ 5,000 CY
304	Aggregate Subbase-Gravel	5900	CY	3	Gradation 1/ 2,500 CY
	Total length in feet of A.S.G. (lower)	2099	LF	2	Compaction (lower)
	Total length in feet of A.S.G. (upper)	2099	LF	2	Compaction (upper)
					Compactions are based on 1 test per 2000 LF per lane per layer
				1	Degradation

Pre-construction Meeting

- ❖ **Attendees: Town, MaineDOT, Testing Staff, Contractor, Subs, Utilities**
- ❖ **Schedule/Completion Date/Liquidated Damages**
- ❖ **Submittals – Traffic Control Plan, Quality Control Plans, SEWPCP (sedimentation and runoff)**
- ❖ **Labor Requirements: See if any Davis-Bacon classifications are missing**
- ❖ **Utility Conflicts and their schedule of work**
- ❖ **Discuss Materials Testing Requirements**
- ❖ **Select weekly progress meeting time & location**

Duties of a Construction Project Resident

Communication/Project Meetings & Minutes	Ensure Compliance with Plans, Specs, Permits, & Laws
Manage Submittals, RFIs, Schedule, CMs	Coordinate QA Materials Testing/Collect Certifications
Indep. Measurement & Recording of Pay Quantities	Approval from MaineDOT prior to Contract Modification execution
Utility Coordination	Labor Compliance (Elations, Payroll interviews, DBEs)
Document Daily Work Activities	Create & Submit As Built Plans

Construction Administration

Key Points

- ❖ **Full-time position: Many duties to oversee a construction project properly. Budget accordingly.**
- ❖ **It took a lot of effort to get to this point. Ensure that you get what you are paying for.**
- ❖ **Don't jeopardize State & Federal participation in project.**