

## CONSTRUCTION ADMINISTRATION

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### Electronic Payroll (*Federally funded projects only*)

- Send information to MaineDOT for the Elation payroll system**
  - Sonya Everett: 624-3519 or [Sonya.Everett@maine.gov](mailto:Sonya.Everett@maine.gov)
- MaineDOT will require the following information**
  - Work Identification Number (WIN);
  - Project resident's name and email address (person approving payrolls);
  - Prime Contractor;
  - Award amount;
  - Subcontractors, with item numbers and subcontract amounts;
  - Dates for project advertise, bid opening, and contract award;
  - Construction start date and completion date stipulated in the contract;
  - County in which the work will take place; and
  - Wage rate General Decision number and dates of any modifications.

### Pre-Construction / Pre-Utility / Pre-Pave Meeting

- Send notice of meeting and agenda (Communication 17) to the following:**
  - Contractor
  - Affected utilities
  - Public safety agencies (if lane closures or detours involved)
  - Project resident
  - MaineDOT project manager and construction manager, who will invite others as appropriate
- Receive Quality Control (QC) Plan and Mix Designs from Contractor**
  - Contractor must submit them at least 30 days before the work is scheduled to begin
  - Review and approve/reject the contractor's QC Plan and mix designs
  - Submit to MaineDOT construction manager for review and approval
- Provide meeting minutes to project file, and:**
  - Contractor, subcontractors, attendees and groups invited but not represented
- Contractor Traffic Control Plan:**
  - Reviewed by project resident
  - Submitted to MaineDOT Traffic Section for review/approval (Dana Hanks)
  - Approved by MaineDOT Traffic Section
- Soil Erosion Water Pollution Control Plan approved by project resident**
- Spill Prevention Plan approved by project resident**
- Contractor Schedule of Work received**

### Construction Testing & Documentation

- Minimum Materials Testing Requirements determined**
- Testing File created for:**
  - Concrete
  - Pavement
  - Aggregate
  - Other required documents for minimum testing

- Project Diary created**
  - Pages are set up by date and note weather, crew & equipment, hours worked, and activity
  - Field measurements
  - Drainage work measurements and computations by stationing, from outlet to inlet
  - Details of any grade checks done (subgrade and/or fine-grading)
    - Stationing of the day's completed grading would be entered with a statement, "Graded according to plans and within allowable tolerances."
  - Record significant events (accidents, discussions with owners, debates with contractor)
  - Person making entries in the Project Diary should initial them daily
- Final Quantity Book created**
  - Book set up by item numbers
  - Pages set up for original measurements (or computations from plan dimensions)
  - Pages set up with a total-to-date column (makes estimates easy to compute)
  - Entries and computations initialed and dated
  - After item completed, compute final quantity
- Pit Authorizations completed**
- Waste area agreements completed**
- Contractor's Bulletin Board erected:** [www.maine.gov/mdot/civilrights/posters.htm](http://www.maine.gov/mdot/civilrights/posters.htm)
- Federal Projects: "Commercially Useful Function Form" sent to MaineDOT**, if applicable
- Project signage monitored** (*condition must be noted weekly in a project diary*)
- Quality Assurance (QA):**
  - Municipality may hire consultant or use MaineDOT testing labs.
    - If Municipality will use MaineDOT labs, local contact information should be shared with MaineDOT Independent Assurance Supervisor in the Bangor office: 941-4545
  - Certified Material Acceptance sampler appointed
  - MaineDOT contacted to see if Hot Mix Asphalt / Portland Cement Concrete plant has been inspected recently or needs to be inspected: [Kevin.cummings@maine.gov](mailto:Kevin.cummings@maine.gov)
  - MaineDOT notified of pavement and concrete placement schedules to ensure that plant QC operations are monitored and scales checked at least twice in five days of production
  - Sampling and testing are done and documented by certified technicians, with sampling by municipality and possible testing by MaineDOT. (Check with project manager.)
- Federal projects: Weekly certified payrolls received electronically from all contractors**
  - Certified payroll checked in "Elation" system for compliance with minimum wage rates
- Federal projects: Employees interviewed to verify Davis-Bacon wage rate compliance**
  - Voluntary interviews with 2 covered workers from each contractor every 90 days
  - Worker must be on site 5 days or more during each 90-day period to be covered
- Subcontractor Approvals:** [www.maine.gov/mdot/contractors/publications/](http://www.maine.gov/mdot/contractors/publications/)
  - Municipality must approve subcontracts before any subcontractor can start work
  - Send copy of approved package to the MaineDOT project manager
    - For federal projects, project manager will forward the information to MaineDOT's Civil Rights Office and arrange for the subcontractor to be added to the Elation system
- Federal Projects: "Buy America" (Special Provision 105)**
  - "Buy America" certifications must be received before payment can be made

**Monthly progress payments:**

- Prepare estimate and review with contractor; or receive and check estimate from contractor
- Once approved, process estimate and send payment to contractor
- Once payment is made, Municipality sends invoice for reimbursement to MaineDOT, with backup information to verify quantities

### Contract Modifications

**Modifications to the construction contract are handled as follows:**

- Identify needed change, with estimated quantities and associated additional cost
- Prepare an independent cost estimate of the additional work
- Note the time associated with the change. (If no change, then note 0 additional days.)
- Prepare a formal contract modification
- Send draft modification to MaineDOT construction manager for review (*Communication 18*)

**Obtain MaineDOT's concurrence with contract modification**

- Send the modification to the contractor for signature
- When contractor has signed, local project administrator signs and dates the modification
- Send copy of the executed modification to the contractor, with a copy to MaineDOT
- Place original modification in Project Records

### Project Completion

**Final inspection by Municipality, MaineDOT and contractor (*Communication 19*)**

- Final "punch list" developed
- Final "punch list" of items completed

**Notice of completion sent to contractor with notification of any liquidated damages**

- Copies sent to MaineDOT project manager and construction manager

**As-built plans completed and sent to MaineDOT project manager (if applicable)**

**Quality Assurance (QA) Certification completed**

- Testing file provided to municipality's project administrator for project files.

**Final quantity book completed by project resident**

**Federal projects: DBE Form completed by the contractor, signed by each DBE**

- MaineDOT project manager will forward to MaineDOT's Civil Rights Office

**Final estimate paid and retainage released**

**Final billing sent to MaineDOT project manager (*Communication 20*)**

**MaineDOT project manager completes a project evaluation**

- Local administrator reviews, signs and returns to project manager
- Project manager files the completed evaluation in Tedocs electronic filing system

*Note: By regulation, records must be retained for 3 years from completion for federal projects. MaineDOT recommends keeping records for at least 5 years in case of an audit.*