

City of Issaquah, WA

Public Works Department Construction Administration Plan

SE 56th Street Road and Bridge Improvement Project

I. INTRODUCTION

A. Purpose and Scope

This Construction Administration Plan is intended to:

- identify needs and resources for administering contracts for Stage I and Stage II construction;
- identify team members for construction administration, both City and consultant.;
- establish interrelationships of team members and relative authority and responsibilities;
- establish procedures and processes for the timely approval of change orders, claims and field adjustments;
- provide for decision making at the lowest level possible for change orders, claims and field changes;
- define comfort level for Council and Mayor delegation of authority and responsibilities to the construction administration team;
- provide mechanisms for timely and routine meetings with the Mayor and Council Utility Committee during construction;
- provide mechanisms for timely and routine meetings between the Contractor and the construction administration team during construction;
- provide for 'partnering' concept with the Contractor.
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B. Definitions

For the purposes of this Plan, the following definitions will apply:

Contract Documents - Include:

- Agreement (Contract) Proposal (Bid)
- Special Provisions
- Technical Provisions
- Plan and Detail Sheets
- Instructions to Bidders
- General Provisions
- Standard Specifications
- Addenda
- Change Orders

Field Adjustment

A field adjustment is a change in the plans and detail sheets and/or proposal quantities or minor changes in the scope of work which result in no additional costs or in additional costs of no more than \$1,000 per adjustment. This does not include contractor claims for delay or requests for extras or force account work. No additional contract time is required.

Change Order Item

A change order item is a change in the plans and detail sheets or changes in the scope of work which result in additional costs of more than \$1,000 per adjustment. This also includes contractor requests for extras or force account work. Additional contract time may or may not be required.

Contract Amount

For the purposes of awarding the contract and determining the amount of the performance and payment bonds, the contract amount, or total bid, is the summation of the products of the quantities shown in the proposal by the unit bid prices plus state sales tax or use tax, as applicable.

Quantities shown on the proposal and contract forms are estimates only, given only as a basis for comparison of bids. Increases or decreases in the quantity of any bid item in relation to the proposal quantity will occur, based on conditions in the field. Also, quantities may change as a result of changes in the scope of work, as determined by the Public Works Department, Mayor and Council. The basis of payment is the actual quantity measured in the field, multiplied by the unit bid price of the item of work performed.

Contingency Amount

At the time of bid award, the Council will establish a contingency amount for the construction contract, typically ten (10) percent of the total bid.

Contract Time

Each contract specifies a time of completion of the project, measured in either calendar days or working days from the date that the Notice to Proceed is issued. This time of completion is adjusted, based on weather conditions, weekly. In addition, changes in the scope of work of the project, changed conditions in the field, or delays by the City may be reasonable cause for extensions of contract time.

C. Functional Assignments

Council

- policy directives
- bid award
- set contingency amount for construction contract
- set construction budget
- regular project oversight meetings
- approve change orders per commitment authority
(see attached, project specific Commitment Authority)

Mayor

- administration and budget directives
- regular project oversight meetings
- approve change orders per commitment authority
(see attached, project specific Commitment Authority)

Engineering Manager

- regular project oversight meetings
- approve change orders per commitment authority
(see attached, project specific Commitment Authority)

Project Manager

- regular project oversight meetings
- regular meetings with Contractor
- overall project management
- weekly cost control reports
- recommend change orders

Project Engineer

- regular project oversight meetings
- regular meetings with Contractor
- construction contract administration

- develop change orders
- approve field adjustments
- weekly contract time reports
- Cost Technician
 - regular project oversight meetings
 - pay estimates
 - quantity monitoring
 - cost control data/reports
 - T.I.B./W.S.D.O.T. reimbursements
- Inspector(s)
 - regular project oversight meetings
 - regular meetings with Contractor
 - recommend field adjustments
 - daily inspection reports and quantity takeoffs
- Project Coordinator (P.C.S.)
 - regular project oversight meetings
 - monitor permit compliance
 - facilitate partnering effort/resolution of claims
 - coordinate with L.I.D. participants/landowners
 - coordinate with utilities, other agencies
- Design Consultant. (CH2M-Hill)
 - regular project oversight meetings
 - meetings with Contractor as requested
 - review material and equipment submittals as requested
 - review change orders as requested
 - special inspections as required

D. Partnering

[See Attachment A - from W.S.D.O.T.]

II. CONTRACT CHANGES

Four levels of commitment and authority for changes in the contract documents are established, as follows:

Mayor and City Council

The Mayor and City Council will approve all change order and field adjustment items when (if) the weekly estimate of total contract cost exceeds the total contract amount plus 50 percent of the allocated contingency amount. The Mayor and Council, of course, may authorize additional contingency or waive this provision. Change orders that result in cost reductions or savings will be 'credited' against the contingency amount.

Regardless of the dollar amount, any change order that changes project functions or affects a policy directive of the Mayor and Council must be approved by the Mayor and Council.

Project Manager/Engineering Manager

Change order items and requests by the contractor for extras or force account work must be recommended by the Project Manager and approved by the Engineering Manager. Change order items resulting in additional costs of under \$20,000 or requests by the contractor for extras or force account work costing under \$20,000 must be approved by the Engineering Manager. When (if) the weekly estimate of total contract cost exceeds the total contract amount plus 50 percent of the allocated contingency amount, change order items and requests for extras or force account work must also be

approved by the Mayor and Council. Extensions of contract time due to change order items shall be as approved by the Engineering Manager.

Project Inspector/Engineer

The Inspector, with the approval of the Project Engineer, shall have the authority to make field adjustments, except when (if) the weekly estimate of total contract cost exceeds the total contract amount plus 50 percent of the allocated contingency amount. These changes and adjustments shall be duly noted in the daily inspection reports and shown on the weekly estimate of total contract cost. The Project Engineer shall adjust the time of completion, based on weather conditions, and shall report the same to the Project Manager weekly.

Consultant Efforts

Changes and/or additions to engineering and project coordinator contracts may be made by the Engineering Manager, provided that the total amount of the contracts does not exceed 105% of the original contract amount.

III. REPORTS & MONITORING

In addition to any other reports and forms required for construction management, the Project Inspector and Project Engineer must submit the following reports on a weekly basis:

- Daily Inspection Reports
- Weekly Contract Time Summary
- Weekly Quantity and Cost Estimate Summary

These reports shall be submitted to the Project Manager and Engineering Manager for approval then forwarded to the Mayor and Council Utility Committee.

The Project Manager shall also submit a Monthly Project Status Report to the Mayor and Council.

IV. PROJECT OVERSIGHT AND CONTRACTOR MEETINGS

Two project oversight meetings per month will be held. The Mayor and all Council members will be notified of these meetings. Attendance, schedules permitting, by the Mayor and Council Utilities Committee Chairman is requested.

Weekly meetings between the City's construction administration team and Contractor personnel will be held.

V. ESTIMATED CONSTRUCTION ADMINISTRATION COSTS