

Work Type Definition and Submittal Requirements
11.7 Construction Contract Administration & Management

Work Type Definition

Pages 1-2 detail the work type definition. In order to become *pre-qualified* for this work type, please see the “Work Type Submittal Requirements” on pages 3-5.

I. Description

Construction Contract Administration & Management includes the services necessary to assure that proper coordination and management of the construction inspection, surveying, materials sampling & testing and contract administration activities are coordinated with all parties involved in accomplishing completion of a Minnesota Department of Transportation (MnDOT) construction project. This may include some or all of the following:

- A. Ensure that Contractor performs all work in accordance with the Contract.
- B. Maintenance of complete, accurate records of the activities and events relating to a project.
- C. Serve as Compliance Officer to ensure Contactor’s compliance with Contract requirements, including Equal Employment Opportunity (EEO) Affirmative Action plans and Disadvantaged Business Enterprise (DBE) requirements.
- D. Proper documentation of significant changes to a project.
- E. Interpretation of plans, specifications and contract provisions of a project.
- F. Making recommendations to MnDOT to resolve disputes which arise in relation to the Contracts.
- G. Resolution of field problems, including situations such as: out of place piling, out tolerance work, out of specification materials, structural defects, accidental damage, underground obstructions, etc.
- H. Hiring and managing of qualified sub-consultants in some or all of the following work types: Grading & Base, Bituminous and Concrete Inspection; Bridge Inspection; Construction Surveying; Materials Sampling & Testing – Field, Plant Inspection/Bituminous, and Plant Inspection/Concrete and Public Involvement.
- I. Evaluation of Value Engineering Proposals and analysis of Project Changes.
- J. Assist MnDOT in preparing for dispute resolution or litigation regarding the Project.

II. Standards and Specifications

Standards and specifications required for a project under this work type may include the following:

- A. All work is in compliance with MnDOT Contract Administration Manual and MnDOT Standard Specifications for Construction.
- B. The work must comply with all project specific requirements and include sufficient level of detail, as dictated by the project scope, size, geographic location, & background conditions.

III. Provided By MnDOT

**Information to be supplied by MnDOT for a project may include the following:
The most recent version of some or all of the following:**

- A. Contract Documents
- B. MnDOT Standard Specifications for Construction
- C. MnDOT Bituminous Manual
- D. MnDOT Concrete Manual

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- E. MnDOT Laboratory Manual
- F. MnDOT Contract Administration Manual
- G. MnDOT Grading and Base Manual
- H. MnDOT Bridge Construction Manual
- I. MnDOT Bridge Details Manual
- J. MnDOT Erosion Control Handbook
- K. MnDOT Bridge Standard Plans
- L. MnDOT Standard Plans Manual
- M. MnDOT Standard Plates Manual
- N. MnDOT Standard Signs Manual
- O. MnDOT Survey and Mapping Manual
- P. MnDOT Technical Manual
- Q. MnDOT Traffic Engineering Manual
- R. MnDOT Labor Compliance Manual
- S. MnDOT Technical Certification Handbook
- T. MnDOT Technical Memorandums
- U. Staking Information Sheets
- V. MnDOT Landscape Projects Manual
- W. Minnesota Manual of Uniform Traffic Control Devices (MN MUTCD)

IV. Provided by Consultant

Deliverables to be supplied by the consultant for a project may include the following:

- A. Daily diaries, logs and records of all activities and events relating to the Project;
- B. Records of Work completed by the Contractor;
- C. Issue partial payment vouchers based on work satisfactorily completed by the Contractor;
- D. Pre-construction conference minutes, meeting notes, documentation of significant information revealed and decisions made;
- E. Material log of all materials entering into the work;
- F. Videotape and photo record of Project activities;
- G. Records of all sampling and testing accomplished and analysis of such records required to ascertain acceptability of materials and completed work items.
- H. Final Voucher and Final Documentation and one (1) set of As-Built plans.

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Work Type Submittal Requirements

A consultant firm becomes pre-qualified based on the qualifications of the personnel that are employed by the firm and by meeting the demonstrated requirements.

Key Personnel Requirements	
Minimum Number of Staff:	<ul style="list-style-type: none"> • At least two Civil Engineers (one Senior Project Engineer and one Project Engineer*) with the proper professional certification, licensure, degree and/or experience *A Project Supervisor with qualifying experience may serve as Project Engineer • At least one Office Manager; and • At least one Secretary/Clerk Typist <p><i>Note: The 4 minimum key staff positions must be identified as to which position the proposed key personnel would be fulfilling (i.e., Sr. Project Engineer, Project Engineer (or Supervisor), Office Manager, & Secretary).</i></p>
Professional Certification/Licensure:	<ul style="list-style-type: none"> • The qualified engineering personnel must have engineering training, experience, knowledge, and expertise in the appropriate areas necessary to do the project in accordance with AASHTO, FHWA, MnDOT, and all other applicable construction policies, procedures, practices and standards. • At least one of the engineers must be a Minnesota Board Licensed Professional Civil Engineer and possess a civil engineering degree. • The Office Manager must have a High School graduation degree. • The Secretary/Clerk Typist must have a High School graduation degree. • If the firm does not have experienced staff in all the associated Construction Inspection Work types (Grading & Base, Bituminous and Concrete Inspection; Bridge Inspection; Construction Surveying; Materials Sampling & Testing – Field, Plant Inspection/Bituminous, and Plant Inspection/Concrete) and Public Involvement, they must have a demonstrated ability to hire and manage qualified sub-consultants
Work Type Submittal Requirements*	
I. Resume and Relevant Project Experience Form (Form PQ1) <i>Submit in Word format</i>	A. Complete Parts, 1, 1A, and 2 of form PQ1 Part 1: Fill out general information and names of personnel, including other professional and technical support personnel. Part 1A: Fill out for each person listed in Part 1. Key personnel must demonstrate the following experience. Senior Project Engineer <ul style="list-style-type: none"> • Eight (8) years of recent engineering experience with four (4) years in major road and/or bridge construction. Project Engineer

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	<ul style="list-style-type: none"> • Four (4) years of recent engineering experience (including construction of major road and/or bridge structures). <p>Supervisor</p> <ul style="list-style-type: none"> • Ten (10) years of responsible and related engineering experience (four (4) years of which involved construction of major road and/or bridge structures). <p><u>For the technical personnel listed above:</u></p> <ul style="list-style-type: none"> • Satisfactory experience must be demonstrated on a minimum of two projects in the last eight years in the activities required for this work type. • Documentation must include <i>reference</i> to qualifying projects, including a description of the project(s), the <u>individual roles and responsibilities</u> on the project(s), and the <u>duration of involvement in Construction Contract Administration (mo./yr. to mo./yr.)</u>. <p>Office Manager</p> <ul style="list-style-type: none"> • Three (3) years of clerical experience plus two (2) years experience in construction office management having performed duties including processing of Supplemental Agreements, final estimates, weekly and monthly reports, EEO compliance, etc. • Must be familiar with the State Contract Administration Manual and with the current State specifications. Experienced in the use of standard word processing software. <p>Secretary/Clerk Typist</p> <ul style="list-style-type: none"> • Two (2) years of secretarial and/or clerical experience. Must be experienced in the use of standard word processing software. <p><u>Part 2:</u> Project Examples are not applicable to this work type. Qualifying experience of staff in the category/level of work must be documented in part 1A.</p>
<p>II. Proof of Professional Certification/ Licensure</p> <p><i>Submit in PDF format</i></p>	<p>A. Provide current copies of applicable Professional Certification/ Licensure</p>
<p align="center">*Work Type Submittal Instructions:</p> <p align="center">Create a CD or flash drive that includes the following individual files or folders in this order:</p> <p>I. Resume and Relevant Project Experience Form (Form PQ1)</p> <p>II. Proof of Professional Certification/Licensure</p> <p align="center">Each file should be saved in the format identified above.</p> <p align="center">Submit 5 copies of the CD or flash drive.</p>	