

Contract Administration

Ron Meyer – Office of Bridges & Structures
Consultant Coordinator



- Bridge Consultant Coordination Staff
 - Contract administration for structural work, primarily final bridge design & overall coordination:
 - Ron Meyer, PE
 - Project review coordinators:
 - Tim Dunlay, PE, I-74
 - Steve Maifield, PE
 - Karen Kontos, PE
 - Matt Rolkowski, EI

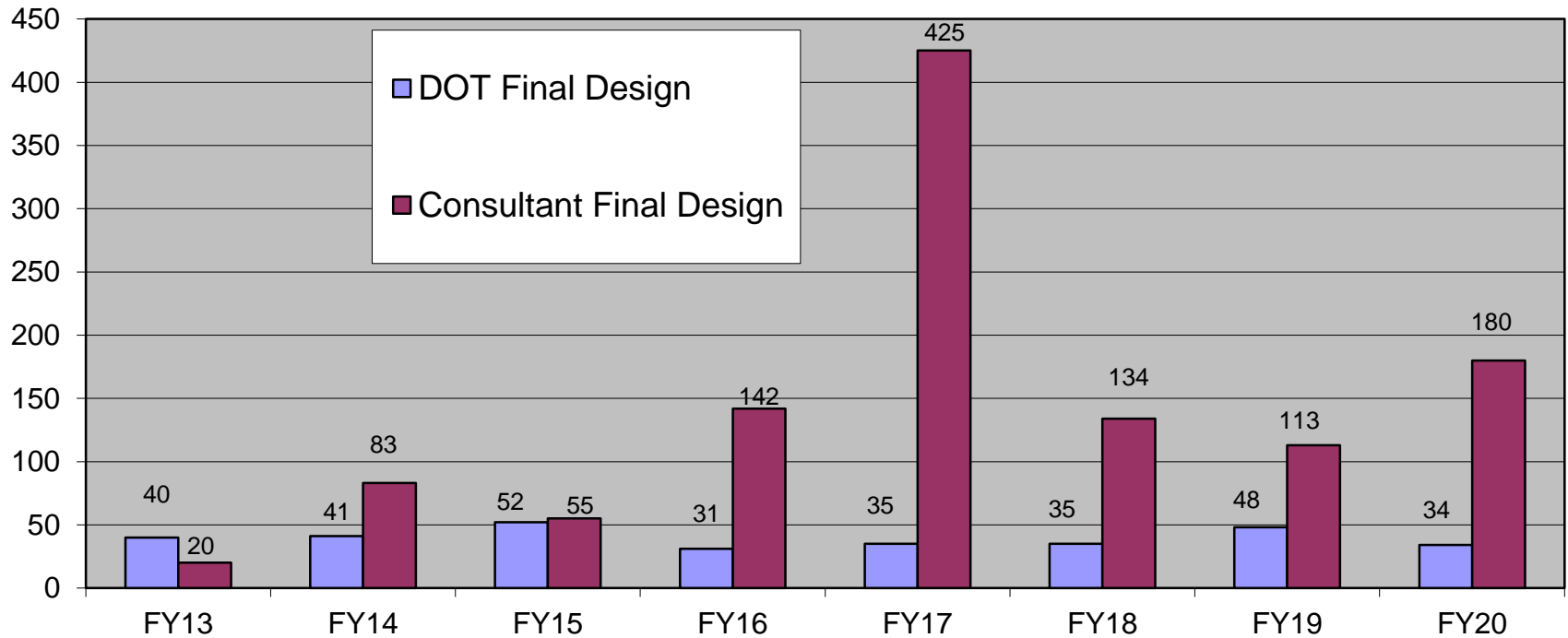
- Iowa DOT Office of Bridges & Structures Staff
 - Other key personnel to know:
 - James Nelson, PE – Bridge Engineer
 - Gary Novey, PE – Assistant Bridge Engineer
 - Ahmad Abu-Hawash, PE – Chief Structural Engineer
 - Mike Nop, PE – Software Engineer & Bridge Design Manual
 - Stuart Nielsen, PE – bridge standards
 - Kimball Olson – bridge aesthetics
 - Brett Kloss – Lead Technician overseeing Bridges & Structures CADD work



- Iowa DOT Office of Bridges & Structures Staff
 - Other key personnel to know:
 - Brian Smith, PE – SIIMS
 - Jim Hauber, PE – Rating Engineer
 - Annette Jeffers, PE – Automation Engineer
 - Dave Claman, PE – Preliminary Bridge
 - Tim Elliott – Shop Drawings / Bridge Revisions

- **Workload** – 81% Consultant design over past 5 years thru FY 2018

**Primary and Interstate
Construction Cost - Bridge & Culvert Bid Items
(Millions)**



- Limited resources on DOT side, so asking consultants to:
 - Be as self-sufficient as possible
 - Communicate appropriately
 - Be responsive to construction RFIs
 - Time is money and profit to contractors
 - Delay claims put us in a bad spot

- Invoices

- DOT.ProjectManagement@iowadot.us (unless paid by Research & Analytics)

- Frequency?

- What to do if <\$1000 for billing period?

- Items to watch on invoices

- E-mail transmittals – show contract # and sequential invoice #

- Readable font size

- Show invoice period with beginning and end dates

- Show NTP date and completion date (not end date)

- Show contract type



- Invoices

- Items to watch on invoices

- Show overhead rate with C+FF & fixed overhead
 - Remember annual overhead adjustments with C+FF
 - Show fixed fee basis (i.e. 12.0%) with C+FF & fixed overhead
 - Specific rate – bill those shown in contract; adjustment allowed
 - Incorporate contingency releases and amendments into direct labor, overhead, and fixed fee amounts

- Progress Reports
 - Expectations – convey accurate assessment where you are in the completion process
 - Schedule – echo contract & add column for when work was delivered
 - Remember design criteria for bridges
 - Remember framing plan, when applicable
 - Work completion percentage
 - Comments – extra work

- **Extra Work / Overruns**
 - Relay and quantify extra work BEFORE proceeding
 - Overruns may not be eligible for fixed fee
 - Important to document assumptions in Attachment A1-1 of contract
- **Financial Adjustments**
 - Contingency release appropriate when extra work or overruns fit; typically wait until 85%
 - Consider reserving some contingency for overhead & direct labor adjustments
 - Amendments appropriate when extra work and overruns don't fit

- 85% Financial Status Notifications
 - If all is well, can be short and sweet
 - If problematic, details needed on how intending to resolve issues
- Annual Marketing Meetings with Consultants
 - Not more often than annual basis
 - Discuss consultant staffing changes
 - Discuss our office's upcoming selections
 - Performance for our office
 - Avoid times of active RFPs for office

- Evaluations
 - Goal to be meaningful
 - Use with fixed fee matrix
 - Potential use with selections
 - Weighted average
 - Past 5 years
 - “Good” and “Great”
 - Scoring criteria
 - Administration criteria: timely & correct invoices; informative progress reports; adherence to beginning & end dates; 85% financial status; extra work authorized before proceeding

- Evaluations – Scoring Well Emphasis
 - Quality of 100% unapproved plans
 - Delivery of “finished” B1 & B3 submittals by targeted date
 - Importance of draft versus final B1
 - Final B3 is due minimum 2 weeks early
 - Final D4 is due minimum 1 month early
 - Striving to avoid these due to plan errors:
 - Sheet swaps after turn in to Contracts
 - Addendums
 - Revisions

Thank you!



Questions?

