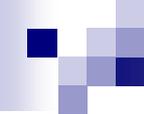


Construction Oversight

Brenda Boell

Local Systems Bureau

Iowa Department of Transportation



**Local Agency
Instructional
Memorandum 6.000
Construction
Inspection**

Presentation Overview

- Pre-construction Meeting
- Project Inspection Duties
- Materials Testing and Certification
- Change Orders
- Equal Employment Opportunity / Affirmative Action (EEO / AA)
- Davis-Bacon Wage Rates
- Prompt Payment
- Buy America
- Training Opportunities

Pre-construction Meeting

■ General considerations

- When should it be scheduled?
- Who needs to attend?

■ Administrative details

- Change Orders
- Davis-Bacon Wage Rates (if applicable)
- Poster boards
- Project supervision
- Weekly Report of Working Days
- Safety requirements
- Storm Water Pollution Prevention Plan
 - Erosion Control Implementation Plan
- Payment to the contractor

Pre-construction Meeting

■ Project details

- Start date, staging, signing
- Construction staking
- Subcontractors and subcontract items
- DBE participation – Commercially Useful Function
- Erosion Control Implementation Plan
- Plan Quantity Agreements

Pre-construction Meeting

■ Project Details (Cont.)

- Special notes (plans, proposal, Special Provisions)
- Special considerations (wetlands, environmentally sensitive areas, historical sites)
- Dates of interest (fairs, celebrations, gatherings)

■ For more information:

- See Section 2.11 of Instructional Memorandum (I.M.) 6.000 Attachment D

Project Inspection Duties

- Carefully review plans and specifications
- Monitor contract compliance
- Identify unacceptable work
- Provide or monitor testing
- Prepare or collect documentation
- Maintain a fair, honest attitude

Materials Testing and Certification

- Projects let by the Iowa DOT
 - Testing and certifications required as per Standard Specifications and Materials Instructional Memorandums (Materials I.M.s)
- Materials I.M. 101
 - Worksheets for review of different types of projects
 - General procedures and guidelines for review
 - Materials certification forms

Materials Testing and Certification

■ Materials I.M. 103

- Outlines the procedures to be followed for materials quality assurance inspection and other materials associated services performed for counties, cities, and other state agencies.
- Defines required inspection levels based on project category
- Specifies inspection services and costs that may be provided by the Iowa DOT for LPA projects

Materials Testing and Certification

■ Materials I.M. 204

- Describes the materials acceptance and independent assurance requirements
- Appendices provide sampling and testing directions to document tests conducted, method used, minimum frequencies, sources, etc.
- Specifies level of testing & certifications required
- Appendix X shows requirements for small quantities

Materials Testing and Certification

■ Materials I.M. 213

- Specifies the training and certifications required for testing personnel

■ Projects let locally

- Testing as per local agencies' specifications
- DOT will provide materials inspection upon request **as workload and time permits**
- Iowa DOT accepts Project Engineer's certification that all materials were in accordance with plans and specifications

Change Orders

- What is a Change Order?
 - A written order to the contractor to add or delete an item of work, increase or decrease contract quantities, or change the contract documents.
 - On measured items, only **required** for deviations of contract price in excess of +/- \$50,000.
 - Documented on Change Order (Form 831240).
 - With a signature block or without (DocExpress)

Change Orders

- New Form summary of changes
 - Substantial / non-substantial
 - Total cost of \$150,000.00 or more
 - Document justification for additional costs in Section D
 - Address impacts to Contract Time in Section E
 - Federal/State Participating moved to Section F (changes to existing items) and/or Section G (new items)

Change Orders

- Required Signatures – Section H.
 - Contractor
 - LPA Project Engineer (recommended)
 - Person in Responsible Charge
 - Contracting Authority (optional)
 - Iowa DOT Administering Bureau
- The DocExpress version does not have a signature block section
- For more information:
 - See Section 2.36 of I.M. 6.000 Attachment D

Equal Employment Opportunity / Affirmative Action (EEO / AA)

- Contractor / subcontractor policy
 - Prior to awarding a contract or approving a subcontract over \$10,000, an approved EEO policy must be on file with the Iowa DOT Contracts and Specifications Bureau.
 - Required policy provisions
 - General operating statement
 - Designation of EEO officer
 - Definition of EEO / AA
 - Company's recruitment policy
 - Certification that company does not possess segregated facilities
 - Plan for employee training and promotion

Subcontract Review and Authorization

■ Post Award Process

- Contractor submits Subcontractor data to SiteExchange and submits a “.con” file to the Project Engineer
- Project Engineer verifies Subcontracting Limit (70/30) and that Subcontractor has a current EEO/AA policy on file at IDOT
- Project Engineer emails the “.con” file to the Contracts and Specifications Bureau
- Contracts and Specifications Bureau Prepares:
 - EEO Poster Notice – sent to Project Engineer (FYI) and Contractor to post on Bulletin Board
 - Tax Certificates – sent to Project Engineer for signature, then sent to Contractor

Equal Employment Opportunity / Affirmative Action (EEO / AA)

■ Poster Board

- Certain notices and posters related to EEO / AA, OSHA, and other requirements must be displayed
- Verify required notices and posters at the beginning of the project and every six months for projects that extend over a longer period of time
- Document compliance on Project Engineer's EEO Project Site Inspection / Wage Rate Report (Form 650170) – NEW form issued Feb 2016

■ For more information:

- See Section 2.22 of I.M. 6.000 Attachment D
- Posters are available at:
- <https://iowadot.gov/civilrights/Documents-forms-and-reports>

Equal Employment Opportunity / Affirmative Action (EEO / AA)

- Changes to Form 650170
 - Added Supplemental forms to EEOC-P/E-1 (English and Spanish versions of EEO Is The Law)
 - Checkbox for participation in the AGC of Iowa's Prevailing Wage Notification Program
 - Table added for Employee Interview
 - Interview Items added to ensure Davis-Bacon Compliance by contractors

Davis-Bacon Wage Rates

■ Wage Rate Interviews

- Not required for contractors that participate in the Prevailing Wage Notification Program
- Required at least once or every 6 months for all prime contracts and any subcontracts greater than \$10,000
- Verifies workers are being paid the required wages
- Document interviews on Project Engineer's EEO Project Site Inspection/Wage Rate Report (Form 650170)

■ For more information:

- See Section 2.24 of I.M. 6.000, Attachment D

Davis-Bacon Wage Rates

- Certified Transcript of Labor Payroll (Form 830176)
 - Must be submitted to the Project Engineer weekly
 - Must include all work done by prime and subs working that week
 - If not received within 2 weeks (3 weeks for subs) payment should be withheld
 - Prime must sign statement of compliance on all payrolls submitted by subcontractors
 - Transcripts will be periodically checked for correctness and completeness
 - Wage Rates are available on the BidX Website
 - <https://www.bidx.com/ia/lettings>

Prompt Payment

■ Governing Laws and Regulations

- 49 CFR 26.29 – requires prompt payment for subcontractors
- Iowa Code Section 573.12 – covers payments and retention for contractors and subcontractors

■ Progress Payments

- LPA must pay prime **at least** monthly
 - Payment due 14 days after work is completed **and all paperwork has been submitted**
- Prime must pay subs no later than:
 - 7 days after the prime is paid, or
 - 7 days after the prime could have been paid
 - Within 30 days full payment (including retention) must be made

Prompt Payment

- Certification of Subcontractor Payments (Form 518002)
 - Submitted by prime to Project Engineer with final paperwork
 - Documents payments to subs
 - Provides explanations if payments exceed 30 days

Prompt Payment

■ Complaint Process

1. Prime contacts the Project Engineer (or subcontractor contacts the Prime) and makes a written request for payment of completed work.
2. Prime (or subcontractor) submits a written complaint to the Iowa DOT.
3. Iowa DOT investigates and responds to Prime (or subcontractor) within 15 business days.

Buy America

- Buy America requires the use of domestic iron and steel products in Federal-aid projects.
 - Buy America, not American
- This includes all contracts within the scope of the project, as defined by the NEPA document, **even those with no Federal funds.**

Buy America

■ Article 1107.06

- On **Federal aid contracts** and contracts where the Department is the Contracting Authority, all products of iron, steel, or a coating of steel which are incorporated into the work shall be of domestic origin and shall be **melted and manufactured in the United States**, according to [Materials I.M. 107](#).
- The Engineer may allow minimal amounts of these materials from foreign sources, provided the cost does not exceed 0.1% of the contract sum or \$2,500, whichever is greater. This amount shall include transportation, assembly, and testing as delivered cost of foreign products to the project.

Buy America - Questions

- More comprehensive information on Buy America is available at:

www.fhwa.dot.gov/construction/contracts/buyam_qa.cfm

Training Opportunities

- Technical Training and Certification Program(TTCP)

- Sign up via the Technical Training and Certification Program (TTCP) web site at:

<https://learning.iowadot.gov/>

- Instructions for registration of City or County employees is available at:

<https://iowadot.gov/training/city-and-county-government-employee-registration-instructions>

Training Opportunities

- Level 1, 2, and 3 Contract Administration for Local Agencies
 - Level 1 is only available as a web-based course in 2019 and is a prerequisite to Level 2 and can be found at: <https://learning.iowadot.gov/>
 - Levels 2 and 3 are Certification classes
 - Information about the level 2 and 3 Contract Administration Classroom course registration can be found under "What other classes are offered?" at: <https://iowadot.gov/training/TTCP-registration-book>

Training Opportunities

■ On-Line Training

□ Other Web based Courses are available in these areas:

■ Certification Review Courses

□ Refresher & only test is required

■ Construction

■ Employee Development

■ Maintenance

■ Materials

■ Safety

<https://iowadot.gov/training/web-based-training>

Questions?



■ Reference Documents:

□ Electronic Reference Library (ERL)

- Standard Specifications for Highway and Bridge Construction
- Construction Manual
- Materials I.M.s

<http://www.iowadot.gov/erl/>

■ Local Systems I.M.s

■ See Iowa DOT Contact List for appropriate Administering Bureau staff