



**SUPPLEMENTAL SPECIFICATIONS
FOR
PROJECT MANAGEMENT**

**Effective Date
February 18, 2014**

THE STANDARD SPECIFICATIONS, SERIES 2012, ARE AMENDED BY THE FOLLOWING MODIFICATIONS AND ADDITIONS. THESE ARE SUPPLEMENTAL SPECIFICATIONS AND THEY SHALL PREVAIL OVER THOSE PUBLISHED IN THE STANDARD SPECIFICATIONS.

12009.01 DESCRIPTION.

The Contractor shall provide a Project Manager to perform project management responsibilities as described in this Supplemental Specification.

12009.02 COORDINATION OF SUBCONTRACTORS.

The Project Manager shall be on the project at the beginning of each phase of work to be performed by a subcontractor. The Project Manager shall coordinate the work of each subcontractor working on the project and shall ensure that the subcontractor understands the scope of work required by the contract documents.

12009.03 COMMUNICATION WITH THE ENGINEER.

The Project Manager shall be responsible for communicating requests for information regarding details of the contract with the Engineer.

12009.04 DOCUMENTATION OF ITEM PROGRESS.

- A.** The Project Manager, or designated representative, shall take and record item measurements and perform calculations to determine pay quantities for invoicing work performed. The items shall be measured as defined in the Method of Measurement specified for each item. The measurements shall be accurate to the nearest 0.1 unit unless otherwise specified in the contract documents.
- B.** As a minimum, the following information shall be included for all item quantity records and measurements:
 - Project Number
 - Proposal Line No. and Item Code
 - Date the work was performed
 - Name of contractor/subcontractor performing the work
 - Location of the work
 - Measured quantity
 - Calculations made to arrive at the quantity
 - Remarks and/ or supporting sketch as needed to clearly define the work performed and quantity measured
 - Names of persons measuring the work

- Identification of whether the measurement is interim or final
 - Signed certification statement by the persons taking the measurements, performing the calculations, and submitting them for payment that the measurement and calculations are correct.
- C. The Contracting Authority will make available the item forms that shall be used for recording item progress. The Contractor may submit alternative forms to the Engineer for approval.
- D. When the method of measurement requires weighing or volume measurement in the hauling vehicle, the Project Manager, or designated representative, shall collect the scale tickets and record the location and placement of the material. The Project Manager shall furnish the original truck scale tickets and a signed, written summary of the delivery of the material to the Engineer at the end of each working day.
- E. For lump sum items, the records shall support invoiced progress payments for pay estimates.
- F. Unless otherwise specified, the item measurement shall be made when the work is in place and complete. When the work is not complete, the item measurement records shall be submitted as interim measurements.
- G. The quantities submitted for payment by the Project Manager shall not include measurements for quantities of work performed outside the scope of work included in the contract without written authorization from the Engineer. The Project Manager shall not submit quantities of work performed to establish or remove plant sites, storage areas, or temporary areas used for Contractor operations.
- H. Project Manager shall submit item measurement records to the Engineer by the end of the following working day, or before subsequent work prevents verification of completed quantities, whichever occurs first.
- I. When the quantity of work required for an item exceeds the contract quantity, the Project Manager shall notify the Engineer, in writing, that extra work is being performed. The notification shall include the location and an estimate of the quantity of extra work.
- J. When extra work, as defined in Article 1109.03, B, of the Standard Specifications, is required, the Project Manager shall notify the Engineer, in writing, of the project number, quantity, contractor that will perform the work, and proposed cost settlement of extra work prior to beginning work. Project Manager and Engineer must agree on quantity and cost before extra work is performed. For unusual circumstances, Contractor may proceed with work upon verbal agreement. The Engineer will issue a change order within 3 working days of the agreement. Contractor shall promptly return the signed change order to ensure prompt payment for extra work.
- K. The Project Manager and Engineer shall agree on a tracking system that will ensure mutual agreement on the status of all change orders.
- L. The Engineer will randomly select quantities for verification. If discrepancies between quantities furnished by the Project Manager and verified by the Engineer occur, Project Manager and Engineer must reconcile differences before payment is processed. The Project Manager shall arrange to have the items in question remeasured and resubmitted if it is determined the original measurement included unacceptable or incomplete quantities of work. In the event the Project Manager, or designated representative, repeatedly fails to perform measurements as required, the Engineer will measure all quantities, and reduce final payment for the item, Project Management.

- M.** If the Engineer withholds quantities for payment, the Project Manager will be provided the details, quantity, and reason for withholding payment. The Project Manager shall correct all deficiencies that have resulted in the withholding of payment within 2 weeks.

12009.05 SUBMISSION OF MATERIAL APPROVAL DOCUMENTATION.

Project Manager shall maintain a Material Approval Record. This record shall include all material approval documentation as required for the basis of acceptance by Materials I.M. 204 except for material approved by visual inspection or tests performed by the Engineer. This includes certification statements for all certified materials incorporated in the project. For materials approved by brand name from an approved source, the Project Manager, or designated representative, shall document the brand name, producer, quantity, and appropriate Materials I.M. for the material incorporated. Copies of these documents shall be provided to the Engineer when reporting item progress for progress payments.

12009.06 FALSE STATEMENTS.

The Contractor shall inform all personnel performing project management activities of the following provisions regarding the falsification of reports and certifications:

- FHWA 1273, IX False Statements;
- Code of Iowa 714.8, Subsection 3, Fraudulent Practices; and
- Article 1102.03, C, 5, of the Standard Specifications; Imposition of Increase in Bidder Qualification Requirements, Suspension, and Disqualification.

12009.07 METHOD OF MEASUREMENT AND BASIS OF PAYMENT.

- A.** The Lump Sum price for Project Management shall be full compensation for coordinating, communicating, measuring, recording, and submitting the required documentation for all projects on the contract. Final payment may be reduced for failure to perform these requirements.
- B.** Progress payments for this item will be made at the same rate as the percent of work completed.