

Oklahoma Department of Transportation

Contract Administration and Documentation Utilizing SiteManager
Construction Control Directive No. **20070201**

February 1, 2007

Scope: To establish the Contract Administration and Documentation procedures required for the Residencies to furnish for Division Audits when the Contract is administered in SiteManager

Background

The Department currently has two computer systems, CAS/FieldManager and SiteManager, which are used to administer contracts and generate estimates to pay contractors. This Directive will address the policies & procedures for contract administration and the documentation requirements for the contracts administered in the SiteManager computer system by the Residencies.

Policies and Procedures

I. SiteManager Support System (SSS) database.

The SSS database, accessible through Lotus Notes, includes the Policies and Procedures regulating the contract administration of projects administered in SiteManager. The various sections include written policies & procedures regarding processing of Change Orders and Contractor Payments, documenting the project work on Daily Work Reports, Sampling and Testing of Materials, and various other tasks necessary to administer contracts in SiteManager. Some ODOT business practices, such as the electronic processing of Change Orders, have been drastically revised as a result of the implementation of SiteManager. Therefore, this Construction Control Directives (CCD) and the SSS will supersede some of the existing CCD's which have established procedures for various administrative tasks.

II. SiteManager Construction.

(A) Source Documentation for Pay Items.

SiteManager makes available to the project managers and inspectors several templates and reports, as well as the ability to attach and store files (spreadsheets, correspondence, etc.) electronically. When these tools are

used to provide the required source documentation for contract pay items, the need for "Pay Item / Documentation" books will be eliminated. The "Contract Item Work Report" is a very useful tool for tracking payments on each contract item, and a printed copy, after all audit adjustments are made, will be required in every project file.

(B) Daily Work Reports and Time & Diary Reports.

SiteManager requires the project managers and inspectors to complete Daily Work Reports and project Diaries as a means of documenting the daily work activities of the contractor and / or subcontractor. This action eliminates the need for hand written "Diary" books.

III. SiteManager Materials.

(A) Material Sampling and Testing Requirements:

Material Sampling and Testing Requirements defined in SiteManager for Pay Items supercede requirements established in the published Sampling guide currently known as Appendix 700 A, and in the future as the Field Acceptance Sampling and Testing (FAST) Guide. SiteManager Sampling and Testing requirements define test methods, test frequencies and conversion factors. Any adjustments to these requirements shall be properly documented as to who, when, and why. Sampling and Testing Requirements are satisfied by documenting sample information in a sample record and test results in material test templates. Material acceptance requirements for Pay items on the Outstanding Item List (OIL) shall be documented using established Non-SiteManager processes.

(B) Material Acceptance Templates, 5000 Series.

Field Acceptance Methods for materials/products that are pre-delivery (shop) inspected, come from pre-approved stock or source, acceptable by certification, approved listing, field observations etc. These Field Acceptance Methods are referenced by 5000 series codes listed adjacent to:

1. General material listings in the FAST Guide
2. Product Names on Products Lists, accessible by selecting Products Links on the Approved Product Category List (APL).

(C) Approved Products List (APL).

The Materials Division of the Oklahoma Department of Transportation oversees the establishment and maintenance of several lists of products, material sources, service providers etc., all of which have undergone some form of initial qualification evaluation.

The existence of a list is in no way a blanket approval which relieves the Contractor of the responsibility of furnishing quality items, nor the Project Engineer of the responsibility for performing inspections. Each list is unique, listing requirements, expiration considerations, job control and other field acceptance methods vary. Whenever using any of these lists, read the relevant information and requirements carefully.

In the process of job functions and regardless of listed field acceptance methods, if doubt exists, job control sampling action should be taken. The doubt must be explained in detail and accompany the sampling records so that the proper testing and high priority may be assigned.

Finally, Project Engineers and Maintenance personnel should report any problems in usability or resulting premature failure since those are key factors in properly maintaining these types of lists.

General

Currently there are several templates and reports included in the SiteManager computer system which may be utilized for the documentation of virtually every operation performed during the course of the project. The documentation that is created and stored in SiteManager for every specific Contract ID will be considered sufficient documentation for the Residencies to furnish as the documentation for their specific Contract ID, unless there is other documentation required for audit which is not available electronically.

The Residency will be required to furnish to the project file a printed copy of all documents stored in SiteManager which were used as support for the payment of every contract item. This printed documentation will also include an "Index of Documentation" which will indicate the location of all supporting documents. If additional "hard copy" documentation is requested by the Residency Auditor, Division Auditor, etc; then the Auditors or any others in the Division may print out any and/or all of the documentation they desire for their files.

Even if all activities and pay items have been adequately documented in SiteManager, there may still be certain documents, books, asbuilt plans, etc. which will need to be created by the Residency and submitted for audit.

As part of a continuing effort to improve this process, all SiteManager Users are encouraged to become actively involved in the development of reports which may be used for SiteManager data queries.



George Raymond, P.E.
Construction Engineer