

Construction contract administration and management

Minimum Requirements

Work must be completed under the direct supervision of a Minnesota professional civil engineer. Staff must have a working knowledge of "One Office", project documentation and payment software.

Description

Construction contract administration and 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 Hennepin County road and/or bridge construction project. This may include some or all of the following:

- Ensure that contractor performs all work in accordance with the contract.
- Maintenance of complete, accurate records of the activities and events relating to a project.
- Ensure that all work and project documentation follows MnDOT State Aid Rules and all applicable associated policies and regulations.
- Proper documentation of significant changes to a project.
- Interpretation of plans, specifications, and contract provisions of a project.
- Making recommendations to Hennepin County to resolve disputes which arise in relation to the contracts.
- 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.
- 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.
- Evaluation of Value Engineering proposals and analysis of project changes.
- Assist Hennepin County in preparing for dispute resolution or litigation regarding the project.

Standards and Specifications

May include the following:

- All work follows the MnDOT Contract Administration Manual and MnDOT Standard Specifications for Construction.
- 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.

Provided by Hennepin County

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

- Contract documents
- Electronic templates of Hennepin County versions of contract change documents (Change Orders, Authorization to Proceed, and Supplemental Agreements)
- Copy of Construction Cooperative Agreements for the Project

Typical services

Project deliverables may include the following:

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

MnDOT standards and manuals supplied by the contractor for a project may include the most recent version of some or all of the following:

- MnDOT Standard Specifications for Construction
- MnDOT Bituminous Manual
- MnDOT Concrete Manual
- MnDOT Laboratory Manual
- MnDOT Contract Administration Manual
- MnDOT Grading and Base Manual
- MnDOT Bridge Construction Manual
- MnDOT Bridge Details Manual

- MnDOT Erosion Control Handbook
- MnDOT Bridge Standard Plans
- MnDOT Standard Plans Manual
- MnDOT Standard Plates Manual
- MnDOT Standard Signs Manual
- MnDOT Survey and Mapping Manual
- MnDOT Technical Manual
- MnDOT Traffic Engineering Manual
- MnDOT Labor Compliance Manual
- MnDOT Technical Certification Handbook
- MnDOT Technical Memorandums
- Staking Information Sheets
- MnDOT Landscape Projects Manual
- Minnesota Manual of Uniform Traffic Control Devices (MN MUTCD)