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This is the 2001 Edition of the Construction Manual for the Oregon Department of Transportation (ODOT). It replaces earlier versions of the Construction Manual.

This Construction Manual describes or references practices needed to administer contracts under the Oregon Standard Specifications (2001 or newer edition). Nothing in this manual changes any provision or specification included in the contract or any applicable laws, ordinances, or regulations.

Because this manual references the requirements of the Oregon Standard Specifications, there may be a number of projects still in progress that must be administered under the requirements of the 1996 Standard Specifications for Highway Construction. Administer each contract according to its requirements.

Following are the major differences in the Oregon Standard Specifications as compared to previous standard specifications:

- Requirements in Section 00180.41, Project Work Schedule are modified.
- Measurement of Quantities, discussed generally in Section 00190.10, has been modified. The need to measure “to the nearest” unit for each item has been replaced by the general guidelines of Section 00190.10.
- Section 00195.20(b) changes the method to administer some significant changes that the Project Manager makes to the contract work, where the actual quantity differs greatly from the bid quantity.
- Section 00197.30(a) changes the method to calculate labor cost for work performed on a force account basis.
- Local agencies may, under Section 00150.97, require a one-year warranty period. As discussed in the Warranties, Guarantees, Responsibility for Materials and Workmanship Section of this manual, that additional requirement is not included in ODOT contracts because of the Contractor responsibilities already required by the performance bond.

This manual describes many contract administration practices that ODOT must follow to assure that contracts are administered in a consistent and uniform manner statewide. Since the practices described in this manual are the accepted policies and procedures of ODOT, the Project Manager must adhere to those described practices unless the Project Manager has secured the concurrence of the Construction Section to do differently.

This manual generally is written in the imperative mode. When sentences in this manual use the imperative mode, the subject, “the Project Manager”, is implied, as well as “shall” or similar words.

This manual uses the terms “Area” or “Region” to describe duties, responsibilities, actions, etc. that must be fulfilled by the Region Manager or Area Manager. Since delegation of responsibilities varies by Region or Area, the Project Manager must work with the Area Manager to determine whether the Project Manager should contact the Region or Area in each instance.

The Project Manager and project staff must be familiar with all applicable requirements of the Oregon Standard Specifications, which this manual references, and the contract for each of their projects. They must also be familiar with other manuals, technical reference manuals, or instructions that apply to other portions of their work not covered in this manual.

This manual uses the pronoun “it”, when referring to the Contractor, an agency, etc., since the Contractor, etc. is an organization rather than a person.

This manual generally only uses the term “Project Manager” when discussing project personnel. The term is meant to include the Assistant Project Manager, Inspector, and other project personnel to whom the Project Manager has delegated responsibility or authority.

When a local agency or a consultant administers an ODOT contract, the term “Project Manager” shall generally refer to that local agency or consultant, except for delegated authorities. ODOT will assign a liaison to provide guidance and assistance and to provide a link to the ODOT Region. See Project Funding / Contract Administration Responsibility, Section 2 of this manual.

The Project Manager’s Checklist, which is included in this manual, is a short listing of many of the events and happenings associated with each construction project. Because the Checklist includes only abbreviated discussions of the items listed, please also become familiar with the discussions in this manual.

ODOT’s Construction Section, under the State Construction & Materials Engineer, published this manual and welcomes any comments and suggestions for revisions, corrections, or additions.

This manual often references the Contract Administration Unit, who reports to the Contract Administration Engineer, of the Construction Section. Primary contact persons are:

Contract Administration Engineer	(503) 986-3012
Contract Administration Leadworker	(503) 986-3027
Contract Payments Specialist	(503) 986-3028
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