



Work Type Definition

Construction Contract Administration & Management

I. Minimum Requirements:

The work must be under the direct supervision of a Minnesota Professional Civil Engineer. Staff must have a working knowledge of “One Office”, project documentation and payment software.

II. Description

Construction Contract Administration & 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:

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

II. Standards and Specifications

Standards and specifications required for a project under this work type may include the following:

- A. All work is in compliance with the MnDOT Contract Administration Manual and MnDOT Standard Specifications for Construction.
- B. 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.

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III. Provided by Hennepin County

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

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

IV. Provided by Consultant

Deliverables to be supplied by the consultant for a project may include the following:

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

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

- A. MnDOT Standard Specifications for Construction
- B. MnDOT Bituminous Manual
- C. MnDOT Concrete Manual
- D. MnDOT Laboratory Manual
- E. MnDOT Contract Administration Manual
- F. MnDOT Grading and Base Manual
- G. MnDOT Bridge Construction Manual
- H. MnDOT Bridge Details Manual
- I. MnDOT Erosion Control Handbook
- J. MnDOT Bridge Standard Plans
- K. MnDOT Standard Plans Manual
- L. MnDOT Standard Plates Manual
- M. MnDOT Standard Signs Manual
- N. MnDOT Survey and Mapping Manual
- O. MnDOT Technical Manual
- P. MnDOT Traffic Engineering Manual
- Q. MnDOT Labor Compliance Manual
- R. MnDOT Technical Certification Handbook
- S. MnDOT Technical Memorandums
- T. Staking Information Sheets

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- U. MnDOT Landscape Projects Manual
- V. Minnesota Manual of Uniform Traffic Control Devices (MN MUTCD)