



## MTECC Procedure 7.40.10

Approved: \_\_\_\_\_  
Interim Executive Director

# CONSTRUCTION PROJECT ADMINISTRATION PROCEDURE (CEI)

## Introduction

The Metro Transportation Engineering and Construction Cooperative (MTECC) has a responsibility to appropriately monitor the engineering and inspection for construction projects being implemented by the Agency in accordance with Federal, state and local laws, regulations, rules, ordinance and related guidance.

In delivering these projects MTECC must ensure that professional services firms are prequalified with FDOT to deliver these services for each project before considering firms for a project and procured in accordance with the Agency Procurement Procedures.

Construction administration includes the following activities required to oversee the construction of a Federal-aid project:

- Construction project inspection,
- Project administration and recordkeeping,
- Materials acceptance testing and verification, and
- Federal contract compliance.

## Authority

- Chapter 163 Interlocal Agency Agreement
- Section 302 of Title 23 U.S.C., requires that adequate construction personnel are provided to ensure that quality highways are constructed under the federal-aid highway program.
- 23 CFR 635 Subpart A, Contract Procedures

## Construction Project Administration Process

The Florida Department of Transportation (FDOT) over many years has developed well established and accepted Construction Project Administration Manual, bulletins and related guidance for staff, professional services firms and contractors in delivering construction projects primarily in a partnership with FDOT for funding and under a grant/partnership agreement.

The MTECC Executive Director shall ensure that staff and professional services firms are trained and prequalified to provide Construction Project Administration in accordance with FDOT requirements. The MTECC Executive Director shall ensure that Construction Project Administration follows the requirements



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established by FDOT in the Construction Project Administration Manual and bulletins shown at: <https://www.fdot.gov/construction/manuals/cpam/cpammanual.shtm> and also the Local Programs Manual, Chapter 21, Construction Administration for Local Projects located at [https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/programmanagement/lap/manual/final\\_ch-21\\_2017-06-23.pdf](https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/programmanagement/lap/manual/final_ch-21_2017-06-23.pdf). The MTECC Construction Project Administration Team shall be aware of FDOT Director of Construction Memoranda that might apply for a project that are located at: <https://www.fdot.gov/construction/memos/current-memo/currentmemos.shtm>

For items that are unique to FDOT systems that may not be available to the MTECC, the MTECC Executive Director shall work with the staff and professional services firm to establish like kind systems or if not cost effective, for paper systems to record information as required to meet the requirements of the CPAM.

### **MTECC Construction Reporting**

The MTECC Executive Director shall develop a construction report that is provided monthly by the Construction Project Administration Team for use by FDOT, MTECC Board and the applicable city where the project is located. This report shall include at a minimum the following information for each project reported on a monthly basis by the Construction Project Administration Team.

- Name
- Number (MTECC and FDOT)
- Location
- General Description of the Work
- Completion of the Work
  - Original Contract Work Days
  - Change in Work Days by Type of Increase of Decrease (breakout any new changes in days during the month)
  - Amended Contract Work Days
  - Number of Work Days Used
  - Percent Work Complete
  - Work Days Ahead/Behind Schedule
- Contract Budget to Actual
  - Original Contract Amount
  - Amendments To Date (breakout any new amendments during the month)
  - Amended Contract Amount
  - Contract Payments to Date
  - Retainage Withheld
  - Contract Amount Remaining
- Summary of Work Activities
  - Summary of key work during the last period
  - Summary of planned key work for the next period
  - Identification of any items of concern in the work activities
- Contract Claims or other items of note
- MTECC Project Manager and contact information