

Table of Contents

CHAPTER 1: GENERAL PROVISIONS

100 GENERAL

DEPARTMENT ORGANIZATION

Materials Group
Bridge Group
Traffic Engineering Group
Right-Of-Way Group
Roadway Engineering Group
Construction Group
Partnering
Statewide Project Management Group and Valley Project Management
District Operations and the District Offices

QUALITY

Who are Our Customers?

Consistency

Mutuality

Standards

ADOT'S PROJECT DEVELOPMENT PROCESS

COMMUNICATION

Communicating with the Public
Communicating with the Media
Communicating with the Contractor
Communicating with the District
Communicating within the Field Office and Empowerment
Communicating with ADOT Technical Support Staff
Communicating the Contractor's Technical Proposals

101 DEFINITIONS AND TERMS

102 BIDDING REQUIREMENTS AND CONDITIONS

102.00 FIELD OFFICE RESPONSIBILITIES DURING BIDDING
102.06 INTERPRETATION OF QUANTITIES IN THE BIDDING SCHEDULE
102.07 EXAMINATION OF PLANS, SPECIFICATIONS AND SITE OF WORK
Taking Advantage of Errors
Oral Explanations

103 AWARD AND EXECUTION OF CONTRACT

103.08 EXECUTION OF CONTRACT
103.11 ESCROW OF BID DOCUMENTATION

104 SCOPE OF WORK

104.01 INTENT OF CONTRACT
(A) Covenant of Good Faith and Fair Dealing
(B) Partnering
104.02 REVISIONS TO THE CONTRACT
Value Engineering
Work out of Scope
Quantity Omissions
Plans Revisions and Oversights
Changed Condition
Penalty or Bonus
Other
Selecting the proper Type of Supplemental Agreement .
104.03 NOTIFICATION
Issue Resolution Process
104.04 MAINTENANCE OF TRAFFIC
(A) Detours
(B) Winter Work Suspension
104.08 PREVENTION OF AIR AND NOISE POLLUTION
Air Pollution
Noise Control

Table of Contents

CHAPTER 1: GENERAL PROVISIONS

104.09 PREVENTION OF LANDSCAPE DEFACTEMENT; PROTECTION OF STREAMS, LAKES AND RESERVOIRS

NPDES Regulations

Storm Water Pollution Prevention Plans (SWPPP)

Forms and Filing Requirements

Inspections and Record Keeping

104.10 CONTRACTOR'S RESPONSIBILITY FOR WORK

104.11 DAMAGE BY STORM, FLOOD OR EARTHQUAKE

Damages that can be claimed include

Damages that cannot be claimed include

104.13 VALUE ENGINEERING

105 CONTROL OF WORK

105.01 AUTHORITY AND RESPONSIBILITY OF THE DISTRICT ENGINEER

105.02 AUTHORITY AND RESPONSIBILITY OF THE RESIDENT ENGINEER

105.03 PLANS AND WORKING DRAWINGS

105.04 CONFORMITY WITH PLANS AND SPECIFICATIONS

105.05 RESTRICTED PERFORMANCE SPECIFICATIONS

105.06 COORDINATION OF PLANS, SPECIFICATIONS, AND SPECIAL PROVISIONS

105.07 COOPERATION BY CONTRACTOR

105.08 COOPERATION WITH UTILITY COMPANIES

105.09 COOPERATION BETWEEN CONTRACTORS

105.11 AUTHORITY AND RESPONSIBILITY OF PROJECT SUPERVISOR AND INSPECTORS

Project Supervisor

Inspectors

Cooperation by Contractors

105.12 INSPECTION OF WORK

Inspection Fundamentals

Construction Rework and Additional Inspections

Why Document Inspection Work?

Daily Project Diaries

Construction Workmanship Inspection Checklists (Quantlists*)

105.13 REMOVAL OF UNACCEPTABLE AND UNAUTHORIZED WORK

105.14 LOAD RESTRICTIONS

On Public Highways

Within Limits of Construction Projects

105.15 MAINTENANCE DURING CONSTRUCTION

105.18 OPENING SECTIONS OF PROJECT TO TRAFFIC

Work Constructed under Traffic

Work Constructed Away from Traffic

105.19 SUBSTANTIAL COMPLETION

105.20 ACCEPTANCE

(A) Partial Acceptance

(B) Final Acceptance

105.21 ADMINISTRATIVE PROCESS FOR THE RESOLUTION OF CONTRACT DISPUTES

Notice Requirements

Dispute-Resolution Process

105.22 ARBITRATION OF CLAIMS AND DISPUTES

Claims Analysis

The Claim Defense Package

Claim Documentation

Claims Against Design Consultants

106 CONTROL OF MATERIALS

106.01 SOURCE OF SUPPLY AND QUALITY REQUIREMENTS

106.04 TESTS AND ACCEPTANCE OF MATERIAL

106.09 STORAGE OF MATERIALS

106.12 DEPARTMENT FURNISHED MATERIAL

106.15 DOMESTIC MATERIALS

Table of Contents

CHAPTER 1: GENERAL PROVISIONS

107 LEGAL RELATIONS AND RESPONSIBILITY TO THE PUBLIC

107.02 PERMITS, LICENSES AND TAXES

ADOT Fuel Tax and Vehicle Registration

VEHICLE REGISTRATION INFORMATION

107.04 FEDERAL AID PARTICIPATION

Disadvantaged Business Enterprise Program

Bulletin Board Requirements

On-The-Job Training

Liaison with the FHWA

Local Government Projects and Certification Acceptance Projects

Non-certification Acceptance Projects

107.07 SANITARY, HEALTH, AND SAFETY PROVISIONS

OSHA Safety and Health Standards for the Construction Industry (29 CFR Part 1926)

Hazardous Materials

ADOT Safety & Health Section

OSHA Enforcement

Industrial Commission

107.08 PUBLIC CONVENIENCE AND SAFETY

Traffic Disruptions

Liaison with Local Government Officials, Business Owners, and Residences

Local Access and Signing

Stranded Motorists

Safety Plan and Safety Supervisor

Accident Notification

Temporary Fencing and Protecting the Project Site

107.10 USE OF EXPLOSIVES

107.11 PROTECTION AND RESTORATION OF PROPERTY AND LANDSCAPE

107.12 FOREST PROTECTION

107.14 INSURANCE

107.15 CONTRACTOR'S RESPONSIBILITY FOR UTILITY PROPERTY AND SERVICES

108 PROSECUTION AND PROGRESS

108.01 SUBLETTING OF CONTRACT

108.02 START OF WORK

108.03 PRECONSTRUCTION CONFERENCE

Contract Submittals

Conducting the Conference

108.04 PROSECUTION AND PROGRESS

Asphaltic Concrete Mix Designs

Weekly Meetings

The Weekly Project Report

Conducting the Weekly Meeting and Other Construction Meetings

Pre-Activity Meetings

CPM Schedule Reviews

Withholding Progress Payments

Project Delays

Staffing Plans

108.05 LIMITATION OF OPERATIONS

108.07 METHODS AND EQUIPMENT

108.08 DETERMINATION AND EXTENSION OF CONTRACT TIME

Measuring Time

Stopping Time

Contract Time and Controlling Items

REQUEST FOR EXTENSION OF TIME

108.09 FAILURE TO COMPLETE THE WORK ON TIME

Liquidated Damages

Constructive Acceleration

109 MEASUREMENT AND PAYMENT

109.01 MEASUREMENT OF QUANTITIES

Table of Contents

CHAPTER 1: GENERAL PROVISIONS

Method of Measurement
Measuring and Documenting Pay Quantities
Scales
109.02 SCOPE OF PAYMENT
109.03 COMPENSATION FOR ALTERED QUANTITIES
109.04 ADJUSTMENTS IN THE CONTRACT PRICE
General
Investigation and Preparation
Cost Analysis
Negotiating
Authorization
Documentation
Force Account Work
109.05 ELIMINATED ITEMS
109.06 PROGRESS PAYMENTS
Monthly Progress Payments
Supplemental Estimates
109.07 PARTIAL PAYMENT FOR MATERIAL ON HAND
109.09 ACCEPTANCE AND FINAL PAYMENT
Final Documentation
Semi-Final Estimate
Final Estimate and Support Documentation
109.10 LUMP SUM PAYMENT FOR STRUCTURES
(A) General
(B) Adjustments Due To Quantity Variations
(C) Adjustments Due to Revisions Ordered By The Engineer
(D) Payment

REFERENCES AND ADDITIONAL INFORMATION

BLANK FORMS

PARTNERING RATING FORM
ROUTING FORM FOR ISSUES RESOLUTION LADDER
JOBSITE DUST CONTROL PLAN
NONCOMPLIANCE NOTICE
FINAL ESTIMATE CHECKLIST