

Certified Inspector Training

Contract Administration

1. General Overview of KDOT

- A. District Divisions
- B. Chain of Command
- C. Overview of a Contract
 - i. Information contained in a contract
 - ii. List of Special Provisions
 - iii. List of contract quantities
 - iv. Errata Sheet 2007

2. Orientation of Spec. Book

- A. Parts of each Section
 - i. Description of Work
 - ii. Bid Items Covered
 - iii. Materials Reference
 - iv. Construction Requirements
 - v. Method of Measurement
 - vi. Basis of Payment
- B. How to look up an item
- C. Dual system Index
 - I. Index of Pay Items
 - II. Subject Index
- D. Group Exercise "Find the Specification"

3. Overview of Section 100 of the Spec. Book

- a. Abbreviations
- b. Review of definitions and terms
- c. Review of Sections 104 to 108
- d. Group exercise "Calculating Liquidated Damages"
- e. Review Section 109

4. The Construction Manual

- a. Overview of the manual
- b. Review of Part I (General Information)
- c. Review of Part II (Contract Information)

5. Documentation

- a. What should be documented
 - i. Example of Diary
- b. Proper Procedures of documentation
- c. Checklist Before Construction Starts
- d. Checklist During Construction
- e. Checklist when Construction is complete
- f. Preconstruction Conferences
- g. Example of pre-construction notes
- h. Example of a work schedule
- i. Group Exercise "How Should this Diary Look"

6. Special Interest Items

- a. EEO and Payroll Information
- b. Highway Construction Trainees
- c. Bulletin Boards
- d. Wage Rates
- e. Fuel Adjustment
- f. Group Exercise "Fuel Adjustment Worksheet"