

Construction Manual Overview

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1-001 Purpose

When applying Caltrans policy to the administration of construction contracts, knowing how to not only interpret contract documents and plans but also apply engineering experience and judgement is extremely important. The *Construction Manual* (manual) cannot replace this valuable experience and judgement.

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Caltrans intends this manual as a resource for all personnel engaged in contract administration. The manual establishes policies and procedures for the construction phase of Caltrans projects. However, this manual is not a contract document. It imposes no obligations or requirements on contractors. Resident engineers and other Caltrans personnel who administer Caltrans contracts must never attempt to use the manual as a substitute or supplement to the specifications and other contract requirements.

1-002 Scope

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The manual covers topics in two general areas:

1. Policies and procedures related to the duties of Caltrans construction personnel. This topic includes internal policies and procedures for the following areas:
 - Safety
 - Training
 - Acquiring and using resources
 - Public relations
 - Coordinating with other Caltrans units and outside agencies and organizations
2. Construction contract administration. This topic includes the following areas:
 - Making timely and accurate contract payments
 - Ensuring and documenting the contractor's compliance with contract requirements

The manual uses the *Standard Specifications* and some of the more frequently used special provisions as the basis for contract administration instructions and guidelines. Before attempting to apply these instructions and guidelines, the field engineer must have a thorough understanding of the specifications and other contract requirements.

The manual contains many references to other publications and documents, including other Caltrans manuals and publications. However, we have made a concerted effort to minimize any repetition of information found in other publications.

1-003 1-003 Format

Format The manual has been carefully organized to reflect, as much as possible, the general organization of the *Standard Specifications*. Chapters are organized to logically lead the user through the general process of contract administration. For quick reference, an outline of many sections is included at the beginning of those sections, and the major headings are shown in the outside margin of each page.

1-004 1-004 Changes

Changes The Division of Construction issues Construction Procedure Bulletins (CPBs) to change policies and procedures. CPBs supercede any conflicting information, guideline, or instruction in the manual.

Be alert for new or revised specifications that may affect the current manual guidelines for contract administration. As specifications, practices, procedures, and policies change, CPBs will be issued. From time to time, subsequent revisions will be made to the manual.

If you find that a policy contained in this manual is unclear or has been superceded and no CPB has been issued covering the changed policy, you can use the following procedure to recommend a manual change:

- Complete Form CEM-9001, “Construction Manual Proposed Change,” and send it to the Division of Construction manual coordinator. Explain the reason for the proposed change, and attach a draft of the proposed revision.
- The Division of Construction will review the proposed change and make a decision regarding any future revision.