STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION

MANUAL CHANGE TRANSMITTAL		NO. 01-1
TITLE: Department of Transportation *Construction Manual*	APPROVED BY: ROBERT PIEPLOW Chief, Division of Construction	DATE ISSUED July 1, 2001
SUBJECT AREA *Construction Manual*, Complete Revision	ISSUING UNIT Division of Construction	
SUPERSEDES Existing Construction Manual	DISTRIBUTION All Requested Manual Holders	

The 2001 edition of the Caltrans *Construction Manual* (manual) supercedes in authority the procedures contained in all previous editions issued by the California Department of Transportation. Since the last complete revision of the manual there have been many changes and improvements in Caltrans construction administration policy. In this edition of the manual, obsolete policies and procedures have been replaced with new ones consistent with current practice. In addition, all Construction Procedure Bulletins (CPBs) through January 2001, have been incorporated into the revised manual. Supplementary CPBs will be issued from time to time as conditions require.

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

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 departmental manuals and publications. However, we have made a concerted effort to minimize any repetition of information found in other publications.

Below are the chapter titles and a brief synopsis of the information contained in the revised chapters:

- Chapter 1 –Caltrans Construction Organization
  This chapter provides construction personnel with an overview of the manual, and contains information in the areas of construction organization, public relations, personnel development, facilities and equipment, and field expenses and purchases.

- Chapter 2 –Safety and Traffic
  This is a new chapter, which encompasses the sections of the former manual including 1-60, "Safety," and 2-30, "Traffic," among other policies and procedures that have been developed since the last manual revision.

- Chapter 3 –General Provisions
  For the most part, this chapter consists of Chapter 2, "Contract Administration," of the former manual, but it has been reorganized to closely follow the "general provisions" of the *Standard Specifications*.

- Chapter 4 –Construction Details
  This was previously Chapter 6 of the former manual. This chapter covers the construction details portion (Section 10 through Section 95) of the *Standard Specifications*.

- Chapter 5 –Contract Administration
  This new chapter is designed to lead construction personnel through the contract administration process. Sections included in this Chapter are the former Chapter 3, "Project Records and Reports," former Section 2-50, "Contract Change Orders," and former Section 2-70, "Protests, Potential Claims, and Claims."

- Chapter 6 –Sampling and Testing
  This chapter was previously Chapter 8 of the former manual.

- Chapter 7 –Environmental
  This is a new chapter, which is made-up of various environmental pieces of the former *Construction Manual*. Also, this chapter includes the previous *Caltrans Storm Water Quality Handbooks – Construction Staff Guide*.

- Chapter 8 –Employment Practices
  This chapter was previously Chapter 9 of the former manual.

- Chapter 9 –Projects Funded by Other Agencies
  This chapter was previously Section 2-90 of the former manual. It describes local assistance projects and projects funded by others.