**Administration and Projects Committee STAFF REPORT**  
**Meeting Date:** June 4, 2015

<table>
<thead>
<tr>
<th>Subject</th>
<th>Approval to Adopt the Updated Procedures for Authority Advertised Projects – 2015 Construction Contract Administration Guide</th>
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<tbody>
<tr>
<td>Summary of Issues</td>
<td>It is the goal of the Authority to periodically review and update its policies and procedures as needed to ensure the effective delivery of the Measure J Program of Projects. As a result, a review of the existing Construction Contract Administration Guide has determined that an update to the guide would improve the Authority’s performance. This guide documents the administration practices, procedures and activities of the Authority during the bid document preparation, advertisement, and construction phase of a project. The 2015 Construction Contract Administration Guide replaces the March 1999 edition of the guide.</td>
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<td>Recommendations</td>
<td>Staff seeks approval of Resolution 15-38-P which adopts the 2015 Construction Contract Administration Guide and authorize the Executive Director, or his designee, to update the document as needed.</td>
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<td>Financial Implications</td>
<td>None</td>
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| Options | 1. The Authority may choose not to approve the 2015 Construction Contract Administration Guide.  
2. The Authority may direct staff to make revisions. |
| Attachments | A. Resolution 15-38-P  
| Changes from Committee |
Background

The Authority has developed a program of Advertising, Awarding, and Administering (AAA) highway construction projects, rather than relying on other agencies, such as California Department of Transportation (Caltrans), for such services. It is the goal of the Authority to periodically review and update its policies and procedures as needed to ensure the effective delivery of the Authority’s Program of Projects. As a result, a review of the existing 1999 Construction Contract Administration Guide has determined that an update of the guide would improve the Authority’s performance.


The March 1999 Construction Contract Administration Guide covered the following topics:

- Contract Advertisement
- Contract Award
- Bid Protest and Post Award
- Construction Phase
- Project Close-Out

The proposed 2015 Construction Contract Administration Guide updates and expands on the above topics, and adds discussions on:

- Roles and Responsibilities
- Staff titles consistent with current CCTA organization
- Partnering
- Relief of Maintenance
- Records Retention
- Safety and Emergency Action Plans
- Storm Water and Environmental Requirements
- Federal-Aid Requirements
- Labor Compliance

This guide will be considered a “living document” that will be revised and updated periodically by CCTA staff, subject to the approval of the Executive Director, or his designee.

WHEREAS, Authority has developed a program of Advertising, Awarding, and Administering (AAA) highway construction projects; and

WHEREAS, in March 1999, Authority adopted the Construction Contract Administration Guide, 1999 edition, which documents the administration practices, procedures and activities of the Authority during the bid document preparation, advertisement, and construction phase of a project; and

WHEREAS, Authority periodically reviews and revises its policies as needed to ensure the effective delivery of Authority-administered highway construction projects; and

WHEREAS, a review of Authority’s processes, procedures, and policies has determined that an update of the Construction Contract Administration Guide, 1999 edition, would more effectively support Authority staff in the delivery of highway construction projects; and

WHEREAS, the Construction Contract Administration Guide, 1999 edition, has been revised and updated to include current best practices and Authority processes;

THEREFORE NOW BE IT RESOLVED, the Contra Costa Transportation Authority hereby:

(1) adopts the Construction Contract Administration Guide, 2015 edition; and

(2) authorizes the Executive Director or his designee to develop and update the Construction Contract Administration Guide, 2015 edition, as needed to reflect current practices and procedures.

This RESOLUTION was entered into at a meeting of the Contra Costa Transportation Authority held on June 17, 2015 in Walnut Creek, California

Attest: 

Danice J. Rosenbohm, Executive Secretary

Julie K. Pierce, Chair