

## INTRODUCTION

# CONSTRUCTION PROJECT ADMINISTRATION MANUAL

### I.1 PURPOSE

The **Construction Project Administration Manual (CPAM)** contains instructions needed to complete the administrative portion of Department of Transportation contracts. It is designed to give details to Department representatives for administering items mandated in Florida Statutes, rules and/or contract specifications and for the successful completion of construction contracts. This **Manual** ensures consistency in carrying out Department of Transportation policies and helps ensure that all construction contracts are successfully administered on a fair and equal basis.

### I.2 AUTHORITY

Sections 20.23(3)(a), 119.07, 119.011, and 334.048(3), Florida Statutes (F.S.)

Authority for the **Manual** will be cited on a chapter-by-chapter basis.

### I.3 SCOPE

This **Manual** is intended to be used by Department and Consultant Construction Inspectors, Project Engineers, Resident Engineers, and other Department and Consultant personnel involved in the administration of construction contracts.

### I.4 DISTRIBUTION

**CPAM Coordinator:** Each District Construction Engineer (DCE) shall appoint a District CPAM Coordinator for the District. The DCE shall also notify the State Construction Engineer whenever a new District CPAM coordinator is appointed. The State Construction Office (SCO) will publish the current list of CPAM coordinators, including their position, titles, postal addresses and email addresses at the end of this section (**See Attachment I-1**). The District CPAM Coordinator will act as a district contact on requests for copies of the CPAM and CPAM revision comments or suggestions. The State Construction Office shall appoint a CPAM Coordinator. The State Construction Engineer shall notify the DCEs and District CPAM Coordinators of any such appointments or changes in appointment thereof. The SCO-CPAM Coordinator is

responsible for coordinating the review and publishing of the CPAM in accordance with this procedure.

**Access:** The **CPAM** and its associated **Construction Bulletins (CBs)** and **Guidance Documents** are public documents as defined in **Section 119.011(1), F.S.**, and must be made available to the public. The principal avenue of availability to all external customers, including the public, should be through the State Construction Office website at [www.dot.state.fl.us/Construction](http://www.dot.state.fl.us/Construction). All external customers should be advised of the opportunity to review and or print the **CPAM** free at the State Construction Office website. Department of Transportation staff may also access the **CPAM** from the Construction Office website on the Infonet/Intranet. Although the document is intended for Department personnel and Consultant CEI personnel with active Consultant CEI contracts, other requests for paper copies are to be expected.

**Access to Paper Copies for External Customers:** When an external customer still wants a paper copy after being advised of the free availability on the SCO website, then that request within any District should be handled by the District Construction Office. **CPAM** distribution is now electronic and the Office of Maps and Publications no longer handles sales of the **CPAM**. Paper copies of individual pages or of whole sections may be requested from a District. A reproduction fee of 15 cents per page copied on paper one-sided or 20 cents per page copied on paper two-sided is specified in **Section 119.07, F.S.** Any monies received should be submitted to the Comptroller in accordance with the latest version of the **Recording, Transmitting, and Depositing Receipts and Refunding Moneys, Procedure No. 350-080-300**.

**Access to Paper Copies for Internal Customers:** All internal customers are strongly encouraged to access the **CPAM** and its associated **CBs** and **Guidance Documents** online, printing only those sections required to satisfy their immediate needs. Where a Resident or Project Engineer, within the DCE's areas of responsibility, is unable to access the SCO's website or Intranet site from any Construction Office in the district, then the DCE shall be responsible for printing and distributing paper copies of the **CPAM** and its associated **CBs** and **Guidance Documents** to that Resident Engineer or Project Engineer.

**Notice of Changes:** Each DCE and District CPAM Coordinator will receive an emailed notice when any portion of the **CPAM** published on the SCO website has changed. Such changes are posted on the Construction website under Manuals Online, or posted under Memos and Bulletins when implemented quickly by a **Construction Bulletin**. The DCEs and District CPAM Coordinators shall be responsible for the distribution of that notice to all Resident Engineers and Project Engineers within their areas of responsibility. The SCO shall be responsible for notifying the Office of the General Counsel, Office of the Comptroller, the Director of Administration, DCEs, the Forms and

Procedures Office, and the District CPAM Coordinators and those individuals within the SCO of any updates/revisions to the **CPAM**.

**Maintenance of Record Copies and Review Files:** The SCO shall be responsible for maintaining the **CPAM** review files; original copies of **CBs**; original copies of **Guidance Documents** and overseeing the timely incorporation of **CBs** into the correct section of the **CPAM**.

## **I.4.1 ELECTRONIC DOCUMENT DISTRIBUTION**

### **(A) District Level Responsibilities**

The District Construction Engineer shall have a policy for electronic distribution and storage of documents in lieu of paper copies as called for throughout this manual.

### **(B) Resident Level Responsibilities**

Subject to the District's policy, documents shall be electronically distributed and stored in lieu of paper copies as called for throughout this manual.

## **I.5 COMMENTS OR SUGGESTIONS FOR CPAM REVISIONS**

Any comments or suggestions on the **CPAM** should be sent to the District CPAM Coordinator. Comments from District personnel will be routed through the District Construction Engineer for concurrence/comments before forwarding to the SCO-CPAM coordinator in Tallahassee. Manual holders in the Central Office may send their comments directly to the SCO-CPAM Coordinator. **Attachment I-2, Suggestions and Comments**, is provided at the end of this section to show manual users the minimum information required to submit comments/recommendations. Suggestions containing the same minimum information may also be emailed to the appropriate CPAM Coordinator or submitted directly to the comments section of the SCO Website. As comments and suggestions are received at the SCO, they will be assigned for action by the SCO-CPAM Coordinator to the appropriate staff person.

## **I.6 REVIEW**

The **Construction Project Administration Manual** is a dynamic document which will require periodic review. Each section of the manual will be reviewed on a bi-yearly basis: even numbered chapters on even numbered years and odd numbered chapters on odd numbered years. This review will be conducted by the Construction Office staff person assigned to be the contact person for the section. The SCO-CPAM Coordinator will route any comments received during the 24 months to the appropriate section contact person for the bi-yearly section review. Separate files will be maintained on

each section including original draft, final adopted copy, revisions, comments received, and history of any changes made to the section. The Construction Office staff person assigned as the section contact person will ensure that all comments received during the 24 months are reviewed, responded to and if appropriate, incorporated into any revision of the section. The SCO-CPAM Coordinator will also make sure that any revisions involving substantive content changes to an existing section are reviewed by all District Construction Engineers.

## **I.7 REVISIONS AND ADDITIONS**

### **I.7.1 New Chapter/Section**

When a new item appears which cannot be adequately addressed within the Manual's present chapters/sections, then a new section will be written by the State Construction Office. New chapters or sections will be circulated for preliminary and executive review in accordance with **Section 5** of the Department's **Standard Operating System, Procedure No. 025-020-002**, and approved by the Executive Board. New sections of **CPAM** will be distributed in accordance with instructions in **Subsection I.4, Distribution**.

### **I.7.2 Revised Chapter/Section**

The State Construction Engineer will decide if revisions involve substantive content or minor and/or editorial revisions. Revised sections of the **CPAM** will be distributed in accordance with the instructions in **Subsection I.4, Distribution**.

#### **I.7.2.1 Substantive Revisions**

Adoption of revisions shall begin by majority vote with each District Construction Engineer having one vote (8 votes), and the Central Office having three votes, for a total of 11 votes. These individuals shall make up the Construction Project Administration Manual Committee (CPAM Committee).

After adoption by the CPAM Committee, substantive revisions will be coordinated with the Office of the General Counsel, Office of the Comptroller, Director of Administration, and the Forms and Procedures Office. After all comments are received and resolved, the draft revision shall be put on the Executive Board Agenda for approval.

After Executive Board approval, the State Construction Office will prepare a summary of changes for the history section, update table of contents and forms section as needed, and coordinate with the Forms and Procedures Office for final publication.

### **I.7.2.2 Minor and/or Editorial Revisions**

Minor and/or editorial revisions may be issued by the State Construction Engineer, after coordination with the Forms and Procedures Office and the Director, Office of Construction.

### **I.7.3 Construction Bulletins (CBs)**

Upon concurrence by the Chief Engineer, **CBs** may be issued by the State Construction Engineer's Office. This action should only be used when immediate implementation is needed, such as to implement a mandatory legislative change, FHWA directive, judicial court ruling, new Department policy, or other time sensitive issue. **CBs** will be distributed in accord with the instructions in **Subsection I.4, Distribution**.

A **CB** shall have temporary authority. A **CB** shall expire at the next meeting of the District Construction Engineers unless a majority of the CPAM Committee votes to extend the **CB**. During periods of restricted travel or when more than 120 days elapse prior to a regularly scheduled District Construction Engineers' meeting, teleconferences may be used for discussing and voting on **CBs**.

**CBs** will be sequentially numbered followed by the last two digits of the year issued, (i.e., 10-01, 11-01, 12-02, etc.). **CBs** shall be issued in memorandum format ending with a signature block for the Chief Engineer.

**CBs** will be published on the SCO website. Prior to being placed on the District Construction Engineers' agenda, a **CB** must be put into the **Construction Manual** format. This can be a page revision/insertion, section revision/insertion, or chapter revision/insertion. They will also be distributed to all DCEs and District CPAM Coordinators Engineers, and the Office of Administration. The DCEs shall be responsible to notify all Resident Engineers and Project Engineers within their district when a new **CB** is received. The DCE shall copy and distribute the **CB** as needed in order to ensure that their areas of responsibility are in compliance. The SCO will distribute copies of the **CB** to the SCO Specialty Engineers and other affected Central Office personnel. A section has been provided in the Manual for insertion of **CBs**. Holders of the **CPAM** should maintain a record or receipt for Construction Bulletins.

## **I.8 GUIDANCE DOCUMENTS**

In the event that the State Construction Engineer determines that written advice should be provided to the Districts, a sequentially numbered "**Guidance Document**" may be issued. **Guidance Documents** will receive only the review determined by the State Construction Engineer to be absolutely necessary prior to its issuance. While adherence to the procedure is mandatory, **Guidance Documents** are only advisory. Information

included in the **Guidance Documents** is intended to convey "best practices", and is not considered mandatory.

The first page of any **Guidance Document** will show the **CPAM** section name and number that the document is intended to clarify. Such **Guidance Documents** will be maintained in the **CPAM** at the end of the section they are intended to clarify. **Guidance Documents** will be distributed in accord with the instructions in **Subsection I.4, Distribution**.

## I.9 CONSTRUCTION MEMOS

**Construction Memos** will be issued by the SCO to provide interpretations of specifications, specification changes, information on policies and standards and construction related issues. All issues concerning standard specifications, policies, and procedures will subsequently be incorporated into those documents. Each **Construction Memo** will be identified with a number indicating its numerical sequence in the year of issue.

**Construction Memos** expire at the end of the calendar year in which they are issued and will be removed from the SCO Current Memos webpage. **Memos**, which must remain active through the next calendar year, will remain on the SCO Current Memos webpage as active memos with its original identification number. Expired **Construction Memos** will be marked "This Memo Has Expired."

## I.10 TRAINING

Training in the use of this Manual is not required. Courses are available within the Department of Transportation in individual subject areas such as Asphalt Technician Qualification, Daily Diary Reporting, MOT Safety Training, etc. Contact the Construction Office should more information about training be needed.

## I-11 FORMS

Forms will be listed on a chapter-by-chapter basis, with accessibility identified if not available from the Department's Forms Library.

**Attachment I-1  
CONTACT LIST FOR FDOT CPAM COORDINATORS**

District 1  
Jack Woods  
P.O. Box 1249  
Bartow, FL 33831-1249  
[Jack.Woods@dot.state.fl.us](mailto:Jack.Woods@dot.state.fl.us)

District 3  
Wynell Baxley  
P.O. Box 607  
Chipley, FL 32428-9990  
[Wynell.Baxley@dot.state.fl.us](mailto:Wynell.Baxley@dot.state.fl.us)

District 5  
Lorie Wilson  
719 So. Woodland Blvd.  
Deland, FL 32720-6800  
[Lorie.Wilson@dot.state.fl.us](mailto:Lorie.Wilson@dot.state.fl.us)

District 7  
Patricia Proch  
11201 N. McKinley Dr.  
Tampa, FL 33612-6403  
[Patricia.Proch@dot.state.fl.us](mailto:Patricia.Proch@dot.state.fl.us)

Materials Office  
Denise Criswell  
2006 N.E. Waldo Rd.  
Gainesville, FL 32609  
[Denise.Criswell@dot.state.fl.us](mailto:Denise.Criswell@dot.state.fl.us)

District 2  
Don Rauch  
P.O. Box 1089  
Lake City, FL 32056-1089  
[Donald.Rauch@dot.state.fl.us](mailto:Donald.Rauch@dot.state.fl.us)

District 4  
Jeannette Harris  
3400 W. Commercial Blvd.  
Ft.Lauderdale, FL 33309-3421  
[Jeannette.Harris@dot.state.fl.us](mailto:Jeannette.Harris@dot.state.fl.us)

District 6  
Max Pearlstein  
1000 N.W. 111<sup>th</sup> Ave.  
Miami, FL 33172-5802  
[Max.Pearlstein@dot.state.fl.us](mailto:Max.Pearlstein@dot.state.fl.us)

Turnpike  
William Sears  
P.O. Box 9828  
Ft.Lauderdale, FL 33310-9828  
[William.Sears@dot.state.fl.us](mailto:William.Sears@dot.state.fl.us)

Central Office  
Rose Hudson  
605 Suwannee St. MS 31  
Tallahassee, FL 32399-0450  
[Rose.Hudson@dot.state.fl.us](mailto:Rose.Hudson@dot.state.fl.us)

**Attachment I-2**  
**SUGGESTIONS AND COMMENTS**  
**CONSTRUCTION PROJECT ADMINISTRATION MANUAL**

Document Name and Number: \_\_\_\_\_

Suggestions or Comments: \_\_\_\_\_

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_

SUNCOM: \_\_\_\_\_

Date: \_\_\_\_\_

Please make a copy for your files, then send the original and one copy through the appropriate District Construction Engineer to:

Department of Transportation  
SCO-CPAM Coordinator  
Construction Office, MS 31  
605 Suwannee Street  
Tallahassee, Florida 32399-0450

-OR-

FAX: (850) 412-8021

-OR-

Email: [Rose.Hudson@dot.state.fl.us](mailto:Rose.Hudson@dot.state.fl.us)