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## 1.0 PURPOSE:

The purpose of this procedure is to document the processes by which construction contracts are administered, monitored and managed.

## 2.0 RESPONSIBILITIES:

### 2.1 NTTA Manager of Construction — shall be responsible for:

- The oversight, coordination and management of all projects within his or her jurisdiction, including activities from pre-design through contract closeout, and all design and construction work necessary to ensure requirements are met.
- Planning the overall construction administration effort to achieve goals and requirements for contract completions and closeouts.
- Utilizing the program management resources required, consisting of the program controls group (estimating, scheduling and cost control), and the professional/technical staff required throughout the construction administration effort.
- Assisting in resolving disputes with prime contractors, as part of claims avoidance.
- Overseeing the performance of NTTA Resident Engineers (REs).
- Monitoring and seeking corrective action to ensure that the projects and corridors meet quality, budget and schedule requirements.

### 2.2 NTTA Resident Engineer (RE) — shall be responsible for: (this rolls up to NTTA Manager of Construction if no NTTA RE assigned)

- Collaborating with the Construction Manager for resource planning and management of all aspects of the project's construction.
- Verifying the Prime Contractor's quality plan, construction plan, and schedule are complete, workable, and in accordance with contract requirements.
- Overseeing the performance of the Construction Manager(s).
- Determining the NTTA Support Staff needed, and the individual(s) assigned from within the NTTA.
- Consulting with the NTTA Manager of Construction to assign professional/technical staff needed for the project.
- Representing the NTTA in conjunction with NTTA Communications Department in dealings with interested third parties on all matters relating to the project. Interested third parties may include Federal and State agencies; Federal, State, and City elected officials, community boards and local businesses.
- Managing and maintaining the change order process.
- Activities may include, but are not limited to:
  - distributing construction notices to local businesses;
  - assisting in the notification of local officials of major disruptive construction work;

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- conducting construction coordination meetings with Prime Contractors and utilities and/or Federal, State, and local agencies;
- assisting with presentations at public hearings;
- assisting the NTTA in responding to public inquiries.

### 2.3 Construction Manager – Shall be responsible for:

- Ensuring quality, budget and schedule requirements are met.
- Collaborating with the NTTA Manager of Construction for resource planning and management for all aspects of a project's construction.
- Ensuring that the Prime Contractor's construction work plan or schedule are complete, workable, and in accordance with contract requirements, including contractor's submittal of Special Provisions to Item 8 Attachment A – Project Status Spreadsheet. See CON-04-F1 for a blank form and CON-04-A1 for an example.
- Administration of the contract in accordance with requirements of the contract documents.
- Establishing, maintaining, and managing an efficient, properly equipped project field office.
- Documenting prime contractor work and project issues (and recommend sound solutions) in daily reports, appropriate logs, and meeting minutes, and oversee the production of all construction related documentation.
- Verifying that prime contractors and subcontractors follow NTTA requirements and policies.
- Ensuring that official NTTA documents such as change orders, are prepared and routed correctly and in a timely manner.
- Generating progress payment quantities that accurately reflect the work that was performed.
- Representing the NTTA to Prime Contractors/subcontractors on all matters relating to the project.
- Ensuring that Prime Contractors/subcontractors perform work according to the contractual specifications and approved quality and construction plans.
- Monitoring Prime Contractor compliance with approved submittals.
- Advising NTTA RE and NTTA Manager of Construction when conditions of significant or repetitive noncompliance occur to request formal corrective action to prevent recurrence.
- Ensuring that work is inspected thoroughly.
- Managing the submittal/approval process for Prime Contractor submittals, review Prime Contractor submittals for accuracy and completeness, and provide appropriate review comments to the NTTA RE.
- Managing, track and monitor the RFI process, verify that RFIs are addressed by the NTTA Subject Matter Expert (SME), and follow QMS Procedure CON-01 Construction RFI Review Process.
- Creating nonconformance reports on construction and follow them through to final resolution in accordance with CON-07 Control of Nonconforming Items During Construction.
- Evaluating and assist in the disposition of proposed material/equipment substitutions, and processing them as necessary.
- Evaluating and assist in resolving prime contractor disputes or potential claims.

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- Providing support and participate, when requested by the NTTA, in dealings with interested third parties on matters relating to the project. Interested third parties may include: private property owners, utility companies, Federal, State, and local agencies, Federal, State, and local elected officials, and community boards.

**2.4 NTTA Support Staff** – shall be responsible for:

- Providing Construction Administration support as assigned by the NTTA RE for a specific project and routed correctly and in a timely manner.
- Conducting quarterly audits of Construction Management Consultants records to ensure compliance with the established quality control procedures.

**3.0 SCOPE/APPLICABILITY:**

This procedure shall apply to all NTTA corridors and projects.

**4.0 REFERENCES:**

- Construction Submittal Review Process
- CON-01 Construction RFI Review Process
- CON-02 Construction Submittal Review Process
- CON-03 Construction Contract Change Order (CO) Process
- CON-06 Construction Contract Closeout
- QM-06 Deviations

**5.0 DEFINITIONS & ACRONYMS:**

N/A

**6.0 PROCEDURES:**

- 6.1 Prebid Meeting** - Prior to seeking bids, NTTA Procurement and NTTA Support Staff conduct a Pre-bid meeting to ensure that the bidding prime contractors understand the terms of the contract and scope of work.
- 6.2 Preconstruction Meeting** - Following Contract Execution and prior to construction, the NTTA Manager of Construction shall chair a Pre-construction meeting with the major project participants: NTTA Support Staff, Prime Contractor, affected utilities, local agencies, and affected NTTA Departments
- 6.3 Field Administration** – Throughout construction, the Construction Manager shall:

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- Ensure that regular administration and oversight activities are performed in accordance with approved quality and construction plans. Such activities shall include, but are not limited to:
  - construction schedule management to ensure the Prime Contractor's long-term plans for construction activity are achievable.
- Ensure that the Prime Contractor implements the approved construction schedule. This includes, but is not limited to,
  - maintaining adequate workforce, equipment levels, and planned support resources based on the "construction look-ahead" (i.e., short-term schedule and relevant drawings and specifications).
- Regular oversight of Prime Contractor activity to ensure that construction work is performed according to all guidelines and preparatory-phase control requirements and all necessary external permits and approvals (i.e., from utilities, private property owners, and Federal, State, and local agencies).
- Prepare thorough weekly reports and submit to NTTA RE.
- Participate in quarterly audits of project records to ensure compliance with established quality procedures.
- Regular coordination meetings between the Prime Contractor and the NTTA.
- Ensure that all Prime Contractor submittals (e.g., technical, schedule, cost) are reviewed promptly and thoroughly for consistency with contract requirements.

**6.4 Field Inspection** – Throughout construction, the Construction Manager shall ensure:

- Contract work is inspected in accordance with all regulatory and NTTA requirements as documented within the NTTA Construction Manual
- Results of tests and inspections are documented in accordance with the NTTA Construction Manual
- Quality control inspections are performed by prime contractor personnel, and quality assurance reviews, by the construction manager. NTTA may place the burden for inspection work on the Prime Contractor; however, this does not absolve the construction manager of responsibility for delivering a quality product to NTTA.
- Documentation of any non-compliant work with quality requirements performed by Prime Contractor, documentation shall be a Non-Compliance Report (NCR) with all supporting information
- When necessary, recommend notification of the Prime Contractor's Insurance and Bonding Company of all violations with the intent of obtaining full performance of project activities that the Prime Contractor has failed to perform.

**6.5 Final Acceptance** - Prior to final acceptance, the Construction Manager shall schedule a site inspection with the NTTA Departments and ensures that all documentation is delivered per contractual requirements.

**6.6 Contract Closeout** - Construction contracts shall be closed in accordance with CON-06, Construction Contract Closeout.

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## 7.0 REGULATORY REQUIREMENTS:

N/A

## 8.0 RELATED BOARD POLICY:

N/A

## 9.0 COMPONENT DOCUMENTS:

- CON-04-F1 SP 8.8 Attachment A - Project Status Spreadsheet
- CON-04-A1 Example SP 8.8 Attachment A – Project Status Spreadsheet

## 10.0 FLOWCHARTS:

N/A

## 11.0 REVISION HISTORY:

Revision	Revised by:	Date Issued	DRN	Reason for Revision
0	John Woelfel	06/05/2008		Original Issue
1	John Woelfel	09/18/2008		Added responsibility to 3.2 to ensure coordination with NTTA Communications Department
2	David Kastendick	05/06/2011	<b>10294</b>	Updated titles to current NTTA structure and added CON-04-F1 and CON-04-A1
3	Bryan Dennis	07/23/2025	<b>11138</b>	Update for change in software for EPDS, updated procedures for 6.1 Pre-Bid Meeting, 6.3 Field Administration and 6.4 Field Inspection. Updated roles and titles.