



INTERDEPARTMENT MEMORANDUM

STATE OF ALABAMA HIGHWAY DEPARTMENT

1409 COLISEUM BOULEVARD MONTGOMERY, ALABAMA 36130

February 12, 1990

CONSTRUCTION INFORMATION MEMORANDUM NO. 1-90

TO: All Division Engineers

FROM: William J. Hartzog
Construction Engineer *WJH*

RE: Suspension of Contract
Time for Company Vacations

At the last meeting of the Highway Industry Liaison Committee, the industry representatives requested that the Department give consideration to suspending time charges during periods when their companies shut down for vacation on a regular annual basis. For instance, some companies regularly shut down between Christmas and New Year's Day, others shut down the week of July 4, etc.

We have discussed this matter with the FHWA, and we are agreeable to grant such suspensions under certain conditions. These are outlined below.

1. The contractor must make his request at the preconstruction conference or prior to beginning work on the project.
2. The project must be placed in a safe condition with no hazards to the travelling public prior to suspending time.
3. All aspects of the project must be maintained in a safe condition during the suspension period. This will be the contractor's responsibility and he shall arrange for this to be done.
4. No consideration will be given to suspending time on a project containing an incentive/disincentive provision for early/late completion.
5. The Division Engineer will have the right to not suspend time in any case where he believes such action is appropriate.

WJH/gl

cc: Mr. Royce G. King
Mr. Tom Espy, Jr.
Mr. W. E. Page
Federal Highway Administration
Alabama Road Builders' Association

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*Construction
Jack Hartzog*



STATE OF ALABAMA
HIGHWAY DEPARTMENT

MONTGOMERY, ALABAMA 36130

GUY HUNT
GOVERNOR

February 5, 1990

FEB 1990
RECEIVED
BUREAU OF
CONSTRUCTION,
ALABAMA
HONORABLE G. KING
HIGHWAY DIRECTOR

Alabama Roadbuilders Association
630 Adams Avenue
Montgomery, Alabama 36104

Re: ARBA/AHD Liaison Committee Meeting

Gentlemen:

Reference is made to the recent Liaison Committee Meeting and the minutes as submitted on January 12, 1990, of the discussions at this meeting. The following is a summary of the actions taken on the items as enumerated in these notes and also on the agenda.

Item A. Suspension of Contract Time for a company that closes for vacations, etc. It was decided that this would be acceptable provided the contractor does this on a regular annual basis as a part of his overall plan of operations. I am asking Mr. Jack Hartzog to prepare a construction memorandum to all Divisions advising that this will be acceptable provided the contractor makes the request at the preconstruction conference or prior to beginning work on a particular project.

Item B. Covering Slopes after they are ready. This item was on a particular problem and dealt with the changing of slopes after they were dressed up to obtain additional material. We will continue to emphasize this matter to our Division construction people, and that every attempt should be made for the construction slope stakes to be set in the proper position at the beginning of the project prior to grading. This should eliminate this problem.

Item E. Non-Pay Items of Work. This is a repeat from previous meetings in which the contractors apparently were continuing to be concerned with our absorbing certain items of work and other pay items. We feel that every effort has been made to eliminate this and there may be certain specific cases that could be handled on a project by project basis, but, in general, we feel this is being properly handled. We have even had some complaints that we have entirely too many minor insignificant pay items. We have also been in contact with the Counties to insure they are aware of this concern and will continue to do so.

Item F. Formula for Force Account Work. The Roadbuilders would like to have us take a look at our formula for computing force account. After much discussion, it was suggested that a separate meeting be held to discuss this problem. I am going to ask Mr. Hartzog to get with the Roadbuilders and set up a meeting for this discussion and report at our next Liaison Meeting.

Discussed with Jim Gray. They will organize a committee and submit recommendations for consideration. They will contact me if a meeting is needed.

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Item G. Monthly Estimates. Mr. Hartzog has issued a memorandum to all the Division Engineers requesting that every effort be made in each Division to insure that the monthly cross sections are reflective of all the earthwork that may be completed during any one particular month and to insure that our monthly estimates are accurate and up to date.

Item H. Process Time on Supplemental Agreements and Final Estimates. This is still an area which we are attempting to work on. We have made some significant improvements; however, since these particular items must go to the Governor's Office for signature, this is beyond our control. As to the processing of final estimates, again, Mr. Hartzog has issued instructions to the Divisions to review this. It is therefore imperative that the contractor make every effort to insure that the advertising is done properly and that all paperwork is handled as rapidly as possible. We often are delayed on Final Estimates due to delays by the Contractor in furnishing the required documents.

Item I (A). Test Reports. A request was made to develop a computerized list of test reports required for each job. We have reviewed this matter with Materials and Tests, and it appears this would be a monumental task because each separate pay item would have to have its own unique series of numbers for test reports on each particular project. We will continue to study this matter, but at the present time, it does not appear to be feasible. The use of the testing manual should alleviate this. We will be more than happy to work with any contractor who has a problem determining what test reports are necessary on any particular project.

Item I. Uniformity in Interpretation of Specifications. Again, this is something the Highway Department is continuing to strive to improve, and we will continue to do so through discussions with the Division Engineers and other construction personnel.

Item J. Excavation and Borrow Items on Resurfacing Projects. This is probably another item on a particular project. In reviewing this matter, it appears that the vast majority of all of our projects have this item covered when it is necessary.

Item K. Calendar Day Contract Delays due to Adverse Weather Conditions. Again, Mr. Hartzog has issued instructions to the Divisions concerning this matter and the fact that the current guidelines are in effect to handle all contracts on a calendar day project. Should the contractors feel they are not being treated fairly on this, they should contact the project personnel for further evidence of their compliance with this.

Item L. Fuel Cost Increases. This is an obvious fact based upon our current information. We will take this matter under advisement and continue to monitor it before making any decision as to whether any adjustments could be legally made on ongoing projects. We do not feel it would be proper, and certainly the contractors agree with us, to begin now to include a fuel cost adjustment in the projects.

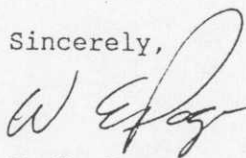
Item M. Claims Procedures. The subcommittee reported that they were waiting on the Highway Department's recommendation on this matter. Since that meeting, the Highway Department has been discussing this and is now trying to ascertain the necessity for changes and will have something out on this in the near future.

Item P. Insurance/Bonding for DBE Subcontractors. There was a statement made that the prime contractor's insurance would cover the subcontractors if they are not covered on their own. Our review of some of the major insurance companies revealed that this is not necessarily a true fact. The prime contractor should continue to either insure that the subcontractor has the proper insurance or investigate the possibility of their policy covering them. In any case, it would be necessary for the prime contractor to furnish the State with a letter from the insurance company stating that they were covering the subcontractor should the subcontractor not provide this coverage.

Item T. Schedule of Resurfacing Projects. There was some concern expressed as to our scheduling of resurfacing projects and when all of the work would be done. I have sent a memorandum to all Divisions and asked them to review their starting dates on all their projects to insure that they are staggered throughout the summer months. Most of the Divisions have made this review and have adjusted these dates accordingly.

It is believed that this summarizes and covers our actions on most of the items on the agenda that required action on our part. Again, we appreciate the cooperation of the Roadbuilders in all of these matters and look forward to our continued good relationship in working these problems out together in a satisfactory manner.

Sincerely,



W. E. Page
Assistant Chief Engineer
Operations Division

WEP/bh

cc: Mr. Royce G. King
Mr. Tom Espy, Jr.
Mr. Jack Hartzog ✓
Mr. Larry Lockett
Mr. Stan Cauthen
Mr. Ray D. Bass
Mr. Don Vaughn
Mr. Dalmus Davidson
Mr. Scott Atkins