

**ENGINEERING CONSULTANT GUIDELINES FOR HIGHWAY,
BRIDGE, AND WATER PROJECTS (VOLUME 2) – CONSTRUCTION
CONTRACT ADMINISTRATION**

AMENDMENT NO. 2/September 2016

Issue:

The following clarifies requirements for Weekly Construction Reports and Final Details.

Modifications:

In **Section 2.3.4 Weekly Construction Reports** the following is added after the second paragraph:

“The Consultant shall also complete form A.08 Weekly Engineering Hours Report when requested by the Project Sponsor.”

In **Section 3.6.13.2 Report Submissions to Technical Standards Branch** the first paragraph” Is replaced with the following:

In addition to the above listed requirements the Consultant shall submit the following report forms and summary sheets to TSB (780-422-2846, trans.constructqa@gov.ab.ca (preferred)).

In **Section 5.4.1 Items to Be Submitted to the Department** the third paragraph states:

“A list of items that shall be submitted to the Department is included in Appendix D –Form D.01 – Summary of Final Details to be submitted to the Department.”

Note: Appendix D – Form D.01 has been updated to include a new form: D.19 “Final Details Project Summary Information”. Consultants shall complete form and click Submit to return the data to the form author. This new form should also be submitted to the Project Sponsor with the Final Details.

In **Section 5.6.1 As-Constructed Surfacing Project Information** the second paragraph” Is replaced with the following:

This information needs to be entered, within a timely manner, into the Department’s Pavement Management System (PMS) database. **The following information is included as part of the final details but also needs to be submitted by the Consultant to the Project Sponsor and Technical Standards Branch within 4 weeks of project completion, or seasonal shutdown, but in no case later than December 1st.** The Project Sponsor shall review for accuracy and notify the Consultant and Technical Standards Branch of any modifications. This submission is independent of any contractual requirements for issuing a Construction Completion Certificate (i.e. submit this project information once the actual work is completed despite any outstanding deficiencies or minor outstanding work).

Replace Summary Table Appendix B and Appendix D with attached tables.

**SUMMARY TABLE - APPENDIX B
HIGHWAY CONSTRUCTION ADMINISTRATION FORMS
(TESTING REQUIREMENTS AND REPORTING FORMS)**

Form No.	Form Name	Designation
B.01	Minimum QA Testing Requirements - ACP - Managed QA	MQA/12 (2 Pages)
B.02	Minimum QA Testing Requirements - ACP - Superpave	SMQA/12 (2 Pages)
B.03	Minimum QA Testing Requirements - ACP – Hot In-Place Recycle	HIRQA/12 (2 Pages)
B.04	Minimum QA Testing Requirements – Cold In-Place Recycling	1 CIRQA/12
B.05	Minimum QA Testing - Subgrade Prep & Grading	SUBGQA/12
B.06	Minimum QA Testing Requirements – Granular Base Course and Full Depth Reclamation	GBCQA/12
B.07	Asphalt Mix Design and Job Mix Formula Summary Sheet	ACPJMF/12
B.08	Superpave Mix Design and Job Mix Formula Summary Sheet	SUPJMF/12
B.09	Lot Paving Report	MAT 6-78/12
B.10	Superpave Lot Paving Report	MAT 6-78S/12
B.11	Hot In-Place Lot Paving Report	MAT 6-78H/12
B.12	Daily Compaction Report - Grading and Subgrade Projects	MAT 6-1/12
B.13	Daily Report - Granular Base Course (Used also for FDR Compaction)	MAT 6-60/12
B.14	Daily Compaction Report - Cold In-Place Recycling	CIR1/12
B.15	Appeal Initialization Form	MAT 6-92A/11
B.16	Appeal Testing	MAT 6-92/11
B.17	Segregation Worksheet	MAT 6 – 95/12
B.18	Segregation Summary Report	MAT 6 – 95s/12
B.19	Profilograph Index Report	MAT 6-73/12
B.20	Ride Quality Summary and Areas of Localized Roughness Summary	Excel Format
QA Testing and Reporting Requirements for Cutback Asphalt Mixes, Emulsified Asphalt Mixes and Cement Stabilized Base Course are inactive and not included here. If needed, contact Technical Standards Branch.		

**SUMMARY TABLE – APPENDIX D
FINAL DETAILS FORMS**

Form No.	Form Name
D.01	Summary Final Details to Department
D.02	Summary Final Details Retained by Consultant
D.03	Checking Final Details - Summary
D.04	Checking Final Details - Grading
D.05	Checking Final Details - Surfacing
D.06	Details of Final Estimate - GRAND SUMMARY
D.07	Summary of Subgrade Construction
D.08	Details of Widths and Thicknesses
D.09	Details of Mob - Site Occ - Agg Supply
D.10	Summary of Borrow Pits
D.11	Bid Item Details - Miscellaneous
D.12	Bid Item Details - Length Based
D.13	Bid Item Details - Area Based
D.14	Bid Item Details - Volume Based
D.15	Bid Item Details - Gravel Surf-ACP-Base with Haul
D.16	Summary of Extra Work Orders
D.17	Final Details - ACP - EPS Projects
D.18	Final Details IRI – ACP- EPS Projects
D.19	Final Details Project Summary Information