

Engineering Consulting Guidelines for Highway, Bridge and Water Projects, Volume
2, 2013 – Appendix D (D.01)

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AMENDMENTS TO ENGINEERING CONSULTANT GUIDELINES FOR HIGHWAY, BRIDGE AND WATER PROJECTS (VOLUME 2) – APPENDIX D

1. The contents of Form D.01, **Summary Final Details to Department**, of Appendix D, is revised as follows:
 - 1) In the Format column of the Checklist area,
 - i) all occurrences of “*Both*” are replaced with “PDF”
 - (1) In cases where “Originals of Hard Copy” was previously used, replaced with “PDF scans of originals”.
 - ii) all occurrences of “*Hard Copy*” are replaced with “PDF”
 - 2) In the **Legend** below the Checklist area on Page 2 of 2,
 - i) The following text “*Both – Editable PDF and Hard Copy*” is deleted
 - 3) In the **Header, Project** field: BFxxxxxxx is added to the example
 - 4) Row 20 Document description changed
 - i) From: Final Estimate (**ORIGINAL**) – (include EWO (A.03) and Cost Overrun Approval Form (A.04) related to this estimate)
 - ii) To: Final Estimate – (include EWO (A.03) and Cost Overrun Approval Form (A.04) related to this estimate).
 - 5) Row **D.08 Document Description** changed
 - i) From: Details of Widths and Thicknesses (1 for early submission to TSB)
 - ii) To: Details of Pavement Widths and Thicknesses (Consultant to submit D.08 to TSB via email trans.constructqa@gov.ab.ca, prior to submitting the final details package)
 - 6) Row **A.14 Document Description** Project Completed or Shutdown Report
 - i) Each BF: add X
 - 7) Row **D.10 Document Description** Summary of Borrow Pits changed
 - i) From: (Include Supporting Docs, Pre Disturbance and Post Assessment)
 - ii) To: (Include Supporting Docs, Pre Disturbance and Post Assessment, AEP acceptance certificate if required)
 - 8) The following new row is added after the existing row B.09 to B.11 – Daily Lot Paving Reports
 - i) Form Reference: B.12, B.13
 - ii) Document: Daily Report for Compaction (Grading and Subgrade Projects) and Granular Base
 - iii) Format: PDF
 - iv) Each Hwy: X
 - 9) Form Reference: B.19
 - i) Form Reference: add B.20
 - ii) Change Document description
 - (1) From: Smoothness Reports – Profilograph Index Report (PDF) and Profilograph Rolls (original), or IRI reports
 - (2) To: Smoothness Reports – IRI reports
 - 10) **Document Description** Project photographs taken by consultant
 - i) Changed to: Project photographs taken by consultant with caption and date taken

- 11) **Document Description** Copies of all important Correspondence between the Consultant, Department and Contractor...
 - i) Changed to: Copies of all Correspondence between the Consultant, Department and Contractor...
- 12) **Document description:** Mylars & digital copies of record drawings
 - i) Changed to: Digital Copies of record drawings

AMENDMENTS TO ENGINEERING CONSULTANT GUIDELINES FOR HIGHWAY, BRIDGE AND WATER PROJECTS (VOLUME 2) – FINAL DETAILS

1. To reword subsections 5.4.1 and 5.4.2 so that the forms referenced, reflect the proper form names and update the wording with changes to the D.01 form as documented above by removing hardcopy as an optional format type.
 - 1) The applicable forms are found in Appendix D:
 - i) D.01 - Summary of Final Details to Department
 - ii) D.02 - Summary of Final Details Retained by Consultant.
 - 2) The contents of Subsection 5.4.1, **Items to Be Submitted To the Department**, of Section 5.4, SUBMISSIONS REQUIREMENTS FOR HIGHWAY AND BRIDGE PROJECTS, is revised as follows:
 - i) Paragraph 3: rewording:
 - (1) From: 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
 - (2) To: A list of items that shall be submitted to the Department is included in Appendix D –Form D.01 - Summary Final Details to Department.
 - ii) Paragraph 4: rewording
 - (1) From: Items shall be submitted in electronic format (PDF or as otherwise indicated) and/or hardcopy format as indicated in form D.01
 - (2) To: Items shall be submitted in electronic format (PDF or as otherwise indicated) in form D.01.
 - 3) The contents of Subsection 5.4.2, **Items to Be Retained By the Consultant**, of Section 5.4, SUBMISSIONS REQUIREMENTS FOR HIGHWAY AND BRIDGE PROJECTS, is revised as follows:
 - i) Paragraph 1 is replaced in its entirety with the following:

A list of items that shall be retained by the Consultant is included in Appendix D –Form D.02 – Summary of Final Details Retained by Consultant.

Effective Date

Immediately

Recommended

Approved

D. Hadfield, Manager,
Project Management Office

A. Paramapathy, Director, Vendor
Management and Outreach