



Illinois Department of Transportation

Division of Highways / Bureau of Construction
2300 South Dirksen Parkway, Springfield, Illinois 62764

Subject:
**Operational Review of
Contract Quantities**

CONSTRUCTION MEMORANDUM 12-33

Effective May 1, 2012

Expires Indefinite

This memorandum supersedes Construction Memorandum 12-33 dated March 22, 2012.

PURPOSE

This memorandum prescribes procedures for reviewing support documentation of contract quantities by District and Central Office Bureau of Construction personnel.

APPLICABILITY

Procedures herein apply to all contracts awarded by the Department of Transportation under Bureau of Construction supervision.

REFERENCES

1. [Documentation](#) section of the Construction Manual
2. Contract Special Provisions
3. [Standard Specifications for Road and Bridge Construction](#)
4. [Supplemental Specifications and Recurring Special Provisions](#)
5. Pertinent [Construction Memorandums](#)
6. [Project Procedures Guide](#)

RESPONSIBILITIES

Each District is responsible for conducting both "Progress" and "Final" Documentation reviews. Central Bureau of Construction "Project Review Engineers" and "Documentation Engineers" may examine randomly selected contracts for both Progress and Final Documentation.

PROGRESS DOCUMENTATION REVIEWS

Each District must perform a minimum of 28 Progress Documentation Reviews each year. These reviews should be performed at various times throughout the year.

The Documentation section of the Construction Manual provides for the minimum documentation requirements. The following section on Progress Documentation

guidelines shall be followed. As an aid in completing Progress reviews, Form [BC 1013](#), "Progress Documentation Review" must be used. Enter appropriate notations on the form, if necessary, citing the deficiencies.

Guidelines for Progress Reviews are:

- a. Select one item from each contract "unit of measure" category for review where work has been performed and in addition all pay items which equal or exceed 10% of the current contract value.
- b. When the contract has had a "Material Allowance" added, a sample of the Material Allowance should be reviewed for compliance with Article 109.07.
- c. Sampling should be carried out so as to avoid a standard pattern by altering choices of contract items from one contract to another, as well as varying from larger quantities to smaller, and vice versa.
- d. Major deficiencies of a nature requiring sample expansion will call for examining two or more like units of measure for adequacy. The reviewer's supervisor is to be advised of any pattern of deficiency for corrective action. This is to be noted on review sheets. Residents are to address all noted major deficiencies within 30 days and notify, by memo, the District Implementation Engineer and the Construction Engineer how the deficiency has been corrected.
- e. Sampled items should be examined to assure proper "Method of Measurement" in accordance with the above References.
- f. Inadequately supported quantities must have deficiencies resolved. Adequate explanation is to be provided for those items not supported in accordance with the above References.
- g. Distribution of reviews shall be as follows:
 1. Resident
 2. Field Engineer
 3. Documentation Reviewer's Supervisor
- h. All reviews shall be retained as follows:
 1. Project records (with Resident)
 2. District Office
 3. Documentation Reviewer

SCOPE OF REVIEW

The reviewer should indicate steps utilized to review the process for supporting documentation of progress pay estimates. The review should consist of a thorough check of the documentation to support at least one pay item entry. If discrepancies are discovered, the reviews of that pay item should be expanded to determine the extent of the deficiency.

FINAL DOCUMENTATION REVIEWS

1. Final Documentation reviews are required for each completed contract. Review guidelines are:
 - a. Select one item from each contract "Unit of Measure" category for review. (Exclude "Each" and "Lump Sum").
 - b. When the contract has had "Extra Work" added, sampling should also include both "Agreed Unit Price" items and "Force Account" bills, as applicable. Except for unit price verification, documentation checks of "Agreed Unit Price" items may be waived if a like measurement item has been previously selected and reviewed.
 - c. Sampling should be carried out so as to avoid a standard pattern by altering choices of contract items from one contract to another, as well as varying from larger quantities to smaller, and vice versa.
 - d. Sampled items should be examined to assure proper "Method of Measurement" in accordance with the above References.
 - e. During Final Review examination, also verify the correction of earlier Progress Documentation deficiencies. Items not corrected should be added to list of randomly selected pay items and treated as in "f" below.
 - f. Inadequately supported quantities must have deficiencies resolved. Adequate explanation is to be provided for those items not supported in accordance with the above References.
 - g. Major deficiencies of a nature requiring sample expansion will call for examining two or more like units of measure for adequacy. The reviewer's supervisor is to be advised of any pattern of deficiency for corrective action. This is to be noted on review sheets.
 - h. Form [BC 111](#) is then to be completed. Reviewer's name and review date are to be entered.
 - i. The name of the [BC 111](#) reviewer and date of review completion is to be entered on the "Resident's Pay Estimate Report-Line Item Detail Report of completed Work-In-Place," on the final payment estimate in accordance with the attached. The review date will be entered as the "Final Review Date" into the BCM System in Springfield.
2. The reviewer should prepare and retain for the contract files a work sheet covering each contract item selected. A suggested three part form should include:
 - a. Heading - Contract description, Quantity Book page number, contract item, unit of measure, plan and final pay quantity, date, and reviewer's signature.
 - b. Scope of Review - The reviewer should indicate what steps were taken in verifying the contract item. Calculations which were checked, identified calculator or adding machine tapes made and any other identified checks which were used in verifying the final quantity should be attached to or shown on the work sheets. The review trail should consist of items such as the Quantity Book cross reference notes, field book number and page

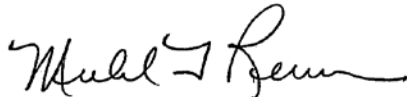
number, inspector's daily report, weight tickets verified, calculations verified, etc.

- c. Conclusion - When the pay item is found to be acceptably documented, the reviewer should state his conclusion on the work sheet; e.g. "The final quantity is considered adequately documented," or "based on the sample selected, the documentation for the pay quantity is considered satisfactory," or any similar statement.

RECORDS DISPOSAL

Application No. 09-17B, approved March 21, 2012 by the State Records Commission provides:

District Construction files are to be retained for three years after submission of final voucher. Files may then be destroyed providing all required audits have been completed, and providing there is no anticipated or pending litigation. The Office of Finance and Administration, Bureau of Business Services, Records Unit, must be notified of the intent to dispose of project records on Form AR D-66.2 "Records Disposal Certificate". Approval is required before records may be disposed.



Michael F. Renner, P.E.
Acting Engineer of Construction
Attach.

ILLINOIS DEPARTMENT OF TRANSPORTATION BUREAU OF CONSTRUCTION - DIVISION OF HIGHWAYS		RESIDENT'S PAY ESTIMATE REPORT LINE ITEM DETAIL OF COMPLETED WORK-IN-PLACE		ESTIMATE NUMBER 12		CONTRACTOR:	
ROUTE: FAS 43 SECTION: 94-00-RS STATE JOB: C-92-93		FROM DATE: 02/29/1996 TO DATE:		SUBJOB: FAS-ID: 330001		COMPLETED TO DATE (ENTER IF CHANGED FROM LAST REPORT)	
PAY ITEM NUMBER	QUANTITY AWARDED	ADDED BY AUTHORIZATION	DEDUCTED BY AUTHORIZATION	ADJUSTED TOTAL CONTRACT VALUE	COMPLETED AT LAST REPORT	COMPLETED TO DATE	(ENTER IF CHANGED FROM LAST REPORT)
60604400	392.000	20.000		412.000	412.000	412.000	✓
60625600	15.000	6.200		21.200	21.200	21.200	✓
61139900	76.000	28.000		104.000	104.000	104.000	✓
61140200	1,108.000	1,575.000	538.000	2,145.000	2,145.000	2,145.000	✓
61140400	145.000	4.000		149.000	149.000	149.000	✓
66500105	350.000	75.000	65.000	860.000	860.000	860.000	✓
66600105	52.000	1.000		53.000	53.000	53.000	✓
90103700	1.000			1.000	1.000	1.000	✓
90103815	10.000			10.000	10.000	10.000	✓
90301900	740.000		740.000				✓
FRC0040A		2,045.570		2,045.570	2,045.570	2,045.570	✓
X9200200		449.000		449.000	449.000	395.000	✓
X920040A		2,081.000		2,081.000	2,081.000	2,081.000	✓
X920040B		180.000		180.000	180.000	180.000	✓
X920040C		495.000		495.000	495.000	495.000	✓
X920040D		60.000		60.000	60.000	60.000	✓
X920040E		323.800		323.800	323.800	323.800	✓
X6200500						5.00	

FINAL REVIEW COMPLETED BY Cynthia Bennett on 7-24-96
 TIME LIMIT: 100 WD
 TIME USED: 82.50
 RESIDENT: Paul Schlotterbeck
 DATE PREPARED: 10/31/96
 DIST. ENGINEER: W.D. O'Neil
 DATE MAILED: 10-31-96