



SC Division of Project Work

Revision and Approval

Revision	Date	Nature of Changes	Approved By
0	11-12-2021	Original issue	Richard Foley

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Background

This process establishes Structure Construction (SC) roles, responsibilities, and procedures for establishing the division of road work and structure work for each project, including verification of structure engineering cost data for each project before submission to the Construction Accounting System (CAS).

Knowledge of the available SC construction support resources is essential before establishing the division of work for each project.

Process Inputs

1. Contract Award package, including the:
 - a. Bid summary
 - b. Contract documents

Procedure

1. All work associated with this process is charged as [Project Direct – Construction](#).
2. No inspection of field work for this process.
3. SC Structure Representative:
 - a. Obtain and review the Contract Award package.

- b. Review *Construction Manual, Chapter 5, Section 002, Contract Administration – Conduct of the Work – Preconstruction Conference with Caltrans Personnel*.
 - c. Identify structures items of work using the Contract Award package, including the Bid Summary and contract documents.
 - d. Assess and review any District requests for SC to perform additional work with the Bridge Construction Engineer (BCE).
 - e. Negotiate and agree on ownership of bid items and/or portions of bid items with the Resident Engineer (RE).
 - f. Calculate percentage of bridge mobilization (and Time Related Overhead, if present) for the contract. See [Attachment 1](#), *How to Calculate Bridge Mobilization*.
 - g. Generate a Division of Work Memo summarizing structures bid items per *Construction Manual Chapter 5, Section 002*. See [Attachment 2](#), *Sample of a Division of Work Memo*.
 - h. Send the Division of Work Memo to the RE.
 - i. Email a copy of the Division of Work Memo to the BCE and the headquarter (HQ) SC Office Associate at sc.office.associates@dot.ca.gov.
 - j. Verify the Bridge Department Data section of [Form CEM-6003](#), *Progress Pay-Estimate Project Initiation or Update*, is accurate before submission to CAS.
 - k. Complete the Project Status Initiation entry in VISION.
4. SC Supervisors:
- a. Confirm that resources identified in the Division of Engineering Services Resource Estimate and the resource allocation, which is accessed in VISION, are sufficient to perform the work as defined in the Division of Work Memo.
 - b. Make assessments to agree or decline District requests for SC to perform additional work
 - c. Verify additional SC construction support budget is provided by the Project Manager and is reflected in PRSM and VISION, when SC covers work in the District plans (e.g., retaining walls, sound walls, overhead sign structures, etc.) based on the work agreement.

Process Outputs

1. Division of Work Memo

Attachments

[Attachment 1](#), How to Calculate Bridge Mobilization

[Attachment 2](#), Sample of a Division of Work Memo