



**Caltrans Local Assistance**

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# RESIDENT ENGINEER ACADEMY

## Module 3

### Scope of Work

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January 2025

# Scope of Work: Objectives

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## Be able to...

- List Contract Documents
- Know Authority to Make Changes
- Define a Work Character Change
- Understand Differing Site Conditions
- Contractor & Work Site

# Scope of Work: The Contract

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Construct the work described in the Notice to Bidders and as described in **the Contract**.

**CTSS 4-1.03, Work Description**

The Plans, Specifications, and **other Contract Documents** shall govern the work.

**GB 3-7, Contract Documents**

# The Contract

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- Special Provisions
- Project Plans
- Revised Standard Specifications
- Standard Specifications
- Revised Standard Plans
- Standard Plans
- Other?

**CTSS Section 5-1.02, Contract Components**  
**GB 3-7.2, Precedence of the Contract Documents**

# The Contract

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## Intent of plans and specifications -

### Contractor:

- Furnish the resources to complete the work as described in the Contract.
- Where the means and methods to complete the work are not described, choose the means and methods to complete the work.

**CTSS 5-1.01, General  
GB 2-1, Work to Be Done**

# The Contract

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## **Be familiar with the work to be done:**

- Plans and Specifications
- Commonly accepted practices
- Customs
- Terminology

# The Contract

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## Caltrans Construction Manual

### Ch 4 - *Construction Details*

- Each section in Chapter 4 corresponds to a section in the Caltrans Specification Standards (CTSS)
- Contains the following four parts:
  1. General
  2. Before Work Begins
  3. During the Course of Work
  4. Measurement and Payment

# The Contract

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## **Ambiguities and conflicts with plans and specifications:**

- Use engineering judgment
- Think about the reasonable contractor's viewpoint



# Scope of Work: Changes

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The Agency may make changes:

- “Within the scope of the work”
  - and -
- “Add extra work”
  - Work-Character Change
  - Differing Site Condition

**CTSS 4-1.05, Changes and Extra Work**  
**GB 2-7, Changes Initiated by The Agency**

# Changes

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## Change Order (CO):

- Formal change to the contract.
- Legally binding.
- Details:
  - **Work** changed and/or added (extra)
  - **Payment** basis
  - **Time** adjustment

# Changes

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- A CO is approved when the Agency signs it.
- Extra work performed by the Contactor without an approved CO or written direction from the RE is not paid for.
- Change orders will be covered in depth in a later module

**CTSS 4-1.05, Changes**

**GB 2-6 to 2-9, Changes (by Contractor or by Agency)**

# Work-Character Change

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A work-character change has occurred if:

1. An ***ordered change to plan*** or ***spec change*** materially changes the character of a work item *from that on which the bid price was based*; and
2. The **unit cost** of the changed item **differs** when compared to the unit cost of that item under the original plans and specifications; and
3. No approved *Change Order* addresses *the payment*.

**CTSS 4-1.05B, Work-Character Change**

**GB 7-3.5 Contract Unit Prices**

# Work-Character Change

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Required to adjust item (payment to be adjusted)

## Force Account Analysis

*Estimated* Cost of Performing the work per original contract

- versus -

## Force Account Analysis

*Actual* Cost of Performing the work as changed

**CM Section 5-306C(2d), Adjustments for  
Work Character Change**

# Differing Site Conditions (DSC)

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**Type 1:** Actual subsurface or latent physical conditions materially different from those indicated or shown in:

- Contract documents
- Job site examination

## **Examples:**

- groundwater where none indicated or reasonable expected
- quantity, strength, and sizes of rocks
- as-built conditions different from the plans
- inaccurate log of test borings

# Differing Site Conditions (DSC)

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**Type 2:** Unknown physical conditions of an *unusual nature* that are materially different from those *ordinarily encountered* and generally recognized as inherent in the work provided for in the contract:

## **Examples:**

- archaeological finds
- hazardous materials
- endangered species

# Differing Site Conditions (DSC)

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- Spec required in all Federal-aid contracts
- Protects contractors from excessive risk
- Reduces bidding contingencies

**23 CFR 635.109**

**CTSS 4-1.06, Differing Site Conditions**

**GB 2-9, Changed Conditions**

**LAPM 12.8; CM 3-404**



# Differing Site Conditions (DSC)

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- Contractor notifies RE upon discovery
- RE investigates and makes determination
- Adjustment warranted
  - No – Contractor proceeds with work
  - Yes – Change Order

**CTSS 4-1.06, Differing Site Conditions**

**GB 2-9, Changed Conditions**

**CM 3-404**

# Contractor & Work Site - Cleanup

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Contractor must leave the job site neat and presentable and dispose of:

- Rubbish
- Excess materials
- Falsework
- Temporary structures
- Equipment

**CTSS 4-1.13, Cleanup**

**GB 3-12, Work Site Maintenance**

# Scope of Work

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## Remember to know your...

- Contract documents
- Authority to make changes
- Identify work character changes