

# Memorandum

*Flex your power!  
Be energy efficient!*

**To:** DEPUTY DISTRICT DIRECTORS, Construction  
DEPUTY DIVISION CHIEF, Structure Construction  
CONSTRUCTION MANAGERS  
SENIOR CONSTRUCTION ENGINEERS  
RESIDENT ENGINEERS

**Date:** August 25, 2009

**File:** Division of Construction  
CPD 09-10

**From:** MARK LEJA  
Chief  
Division of Construction



**Subject:** Supplemental Progress Payment Estimates

Resident engineers need to ensure that supplemental progress payment estimates are used in accordance with existing policy. Supplemental progress payment estimates are used to correct omissions or make adjustments to a previously processed progress payment estimate for work performed within that pay period. Supplemental progress payment estimates may be run only between the completion of the original monthly progress payment and the 15th of the following month.

Recently, the number of supplemental progress payment estimates processed has increased. This increase is indicative of quality issues in processing monthly progress payment estimates. Resident engineers are responsible for the completeness and accuracy of each progress payment estimate. Resident engineers must provide quality assurance on progress payment estimates before their input into the progress payment system for payment. The Division of Construction will monitor the frequency of supplemental progress payment estimates used and evaluate the need for any change in related policy or procedure.

If a supplemental progress payment estimate is required, document its need in writing and file within category 61 of the project records.

If you have questions or comments regarding this bulletin, please contact Shaun Ng, Division of Construction, at (916) 651-6284.