



Construction Policy Bulletin

CPB 07-6 Progress Pay—Entering Contract Milestones into the Contract Administration System

References: *Construction Manual*, Section 3-802
Construction Manual, Section 5-104C

“Beginning of Work”
“Disposition of Construction Project Records”

Effective Date: September 21, 2007

Approved:

A handwritten signature in black ink, appearing to read 'Mark Leja', written over a horizontal line.

Mark Leja
Acting Chief
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Approval Date: September 20, 2007

Background

The primary purpose of the computer-based Contract Administration System (CAS) is to help Caltrans administer construction projects. The Division of Engineer Services (DES), the headquarters progress pay desk, district estimate desks, and field personnel enter construction milestone information and dates into CAS. Timely input of this data is critical to smooth workflow and contractor payments for the job.

Existing Procedure

When Caltrans awards a contract, DES sends a copy of the contract award summary package to the headquarters progress pay desk. From the award summary package, the progress pay desk verifies that contractor voucher name and address, bid open date, number of working days, and plant establishment period are correct. Then the progress pay desk enters project funds, award date, and time-related overhead information into CAS. When the approval memo is received from DES, the progress pay desk also enters the approval date.

When the job is complete, the resident engineer completes form CEM-6301, “Contract Acceptance.” The district faxes this form to headquarters, where the progress pay desk enters the completion and acceptance dates. If there is a federal number on the form CEM-6301, the progress pay desk makes a copy of the form and, at the end of each month, sends the copies to the Caltrans Office of Federal Resources, MS-23.

New Procedure

Headquarters progress pay desk verifies the contractor voucher name and address and enters project fund information into CAS from the contract award summary. The district estimate desk verifies the bid open date. Using a new CAS data-entry screen, the district estimate desk enters the award, approval, completion, and acceptance dates; the number of working days; the plant establishment period; and time-related overhead information into CAS from the contract award summary, approval memo, and the CEM-6301 form.

The district no longer faxes a copy of the contract acceptance form to headquarters. If there is a federal number on the form CEM-6301, the district estimate desk makes a copy of the form and, at the end of each month, collects and sends these copies to the Caltrans Office of Federal Resources, MS-23.

If you have questions, please contact Lauren Woodhouse at 916-654-3885.