

Attachment B—Sample Justification for Supplemental Work Items Memorandum

State of California
DEPARTMENT OF TRANSPORTATION

California Department of Transportation Agency

Memorandum

To: DEPUTY DISTRICT DIRECTOR (OR REGION CHIEF) **Date:** Month date, year
DEPUTY DISTRICT DIRECTOR (OR REGION CHIEF),
DESIGN
DISTRICT ___(OR ___REGION) **File:** District – Expenditure
Authorization

From: NAME (ALL CAPS) 2ND NAME (IF APPLICABLE)
Project Engineer Title
Branch (delete line if unused) Branch
Office (delete line if unused) Office
Subdivision (delete line if unused) Subdivision
Division/District Division/District

Subject: JUSTIFICATION FOR SUPPLEMENTAL WORK ITEMS

Project Description

The project is located in _____ County on Route _____ near _____, from _____ to _____. This project will (describe scope of work for this project). Funds are to be provided by the _____ program in the ____ fiscal year. The estimated cost for contract items on this project is _____, and the cost for supplemental work is _____, or ____ percent of the contract items. Contingencies for unforeseen work will be in addition to these amounts.

Supplemental Work Items—on Pre-Approved Supplemental Work Items List

The basic rationale for the need for these items is included in the Pre-Approved Supplemental Work Items list. The cost justification for the following supplemental work items are as follows:

1. 066070 Maintain Traffic \$_____.
The cost justification is based on traffic items involved and duration of the project. The cost was estimated at \$_____ for each day for _____ days.
2. 066666 Compensation Adjustments for Price Index Fluctuations of Paving Asphalt \$_____
The first 5 percent escalation in the unit cost for paving asphalt is included in the bid prices for the various items using paving asphalt. Any escalation in the asphalt price index exceeding 5 percent will result in additional payments to the contractor. The justification of cost is based on an

estimated 15 percent cost increase exceeding the 5 percent trigger calculated as follows:

$0.15 \times \text{Total Paving Asphalt Tonnage } (Q_a) \times \text{California Paving Asphalt Price Index } (I_b)$.

For this project the total paving asphalt planned for use in the (list items that use paving asphalt) (Q_a) is ____ tons and the California Paving Asphalt Price Index for (Month, Year) is ____ (I_b). Supplemental funds required for Compensation Adjustments for Price Index for (Month, Year) is ____ (I_b). Supplemental funds required for Compensation Adjustments for Price Index Fluctuations of Paving Asphalt equals $0.15 \times \text{____} \times \text{____} = \____ , rounded to \$____.

3. 066596 Additional Water Pollutions Control \$_____
The cost was established with the input from the District National Pollutant Discharge Elimination System unit based on the various additional best management practices that might be required during heavier or more frequent than expected storm events. The cost justification for additional water pollution control is estimated based on ____ percent of the engineer's estimate of \$____ for a total cost of \$_____.
4. 066597 Stormwater Sampling and Analysis \$_____
The cost was established with the input from the District National Pollutant Discharge Elimination System unit. Sampling typically costs \$____ for each storm event. For this project there is assumed potential for ____ storm events for a total cost of \$_____.
5. 066610 Partnering \$_____
The state will pay the cost for the Training in Partnering Concepts trainer and training site, and the State and contractor will share equally the cost of the Partnering Workshop facilitator and workshop site. Section 7.7.2, "Partnering," of the *Construction Contract Development Guide* provides criteria for determining cost justification based on the number of working days for the contract and engineer's estimated total project cost. The cost justification for partnering is based on the *Construction Contract Development Guide* criteria using the engineer's estimated contract cost of \$____ and number of working days of _____ to determine an estimated cost of \$_____.
6. Additional Non-Destructive Testing \$_____
This item is required by Section 11-1.06, "Nondestructive Testing," of the *Standard Specifications*. Additional nondestructive testing, as determined by the engineer, will be paid as change order work. According to the

Office of Materials Engineering and Testing Services, the amount of supplemental funds for this item should be 1 percent of the furnished steel items not to exceed \$10,000. The justification of costs for additional nondestructive testing is based on the engineer's cost estimate for structural steel of \$_____ multiplied by 1 percent to determine an estimated cost of \$_____.

Non-Standard Supplemental Work Items

This supplemental work item is needed for this project and is described in the non-standard special provision, (include the Non-standard Special Provisions number and title), approved for this project on (Date) by (Name) of the (Division of Construction, or other specification owners' functional unit).

1. (Supplemental Work Item Description) \$_____ (Explain why this needs to be supplemental work instead of contract bid item work, or instead of unforeseen work which should be funded from contingencies. Explain the basis for the cost estimate for this work.)

NAME
Project Engineer

Date

Required when total non-excluded supplemental work items cost exceeds five percent and for supplemental items not on approved supplemental item lists:

APPROVAL RECOMMENDED

NAME
Deputy District Director, Design
(or Region Chief, Design)
District ___ (or _____ Region)

Date

Required when total non-excluded supplemental work items cost is between five and ten percent:

APPROVED

NAME
District Director
District ____

Date

Required for supplemental items not on approved supplemental item lists:
APPROVAL RECOMMENDED

NAME
District Director
District ____

Date

Required when total non-excluded supplemental work items cost exceeds ten percent and for supplemental items not on approved supplemental item lists:
APPROVED

NAME
Chief
Division of Construction

Date