Memorandum

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

Date: March 1, 2019

File: Division of Construction
CPD 19-5

From: BOB FINNEY, Acting Chief
Division of Construction

Subject: UPDATED DISPUTE RESOLUTION ADVISOR AND DISPUTE RESOLUTION BOARD FORMS

Five Alternative Dispute Resolution (ADR) forms have been revised and two forms have been created to reflect changes in the updated Dispute Resolution Board (DRB) agreement at:

http://www.dot.ca.gov/hq/construc/dispute_resolution/drbinfo.htm

and the updated Dispute Resolution Advisor (DRA) agreement at:

http://www.dot.ca.gov/hq/construc/dispute_resolution/drainfo.htm:

<table>
<thead>
<tr>
<th>Form Number</th>
<th>Title</th>
<th>Submittal Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEM-6200 (New)</td>
<td>Candidate Application for Dispute Resolution Board (DRB) Member/Dispute Resolution Advisor (DRA)</td>
<td>Prospective DRB and DRA candidates</td>
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<tr>
<td>CEM-6202 (Revised)</td>
<td>Dispute Resolution Board (DRB) — Establishment Report</td>
<td>DRB chair</td>
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<tr>
<td>CEM-6204 (Revised)</td>
<td>Dispute Resolution Board (DRB) — Dispute Meeting Report</td>
<td>DRB chair and resident engineer</td>
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<tr>
<td>CEM-6205 (Revised)</td>
<td>Dispute Resolution Board (DRB) — Completion Report</td>
<td>Resident engineer</td>
</tr>
<tr>
<td>CEM-6206 (Revised)</td>
<td>Dispute Resolution Advisor (DRA) — Establishment Report</td>
<td>DRA</td>
</tr>
<tr>
<td>CEM-6207 (Revised)</td>
<td>Dispute Resolution Advisor (DRA) — Dispute Meeting Report</td>
<td>DRA and resident engineer</td>
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<tr>
<td>CEM-6210 (New)</td>
<td>Alternative Dispute Resolution — Progress Meeting Report</td>
<td>DRB chair, DRA, and resident engineer</td>
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</tbody>
</table>

The forms for documenting ADR activities identified in the table, are available at:

http://www.dot.ca.gov/hq/construc/forms.htm

“Provide a safe, sustainable, integrated and efficient transportation system to enhance California’s economy and livability.”
The ADR engineer’s email address (ADR.Engineer@dot.ca.gov) is included on the forms for submittal.

If you have questions regarding this directive, contact Mohan Bonala, Division of Construction, at: Mohan.Bonala@dot.ca.gov or (916) 654-3158.

“Provide a safe, sustainable, integrated and efficient transportation system to enhance California’s economy and livability”