



Earthwork – Structure Excavation and Backfill – Payment

Revision and Approval

Revision	Date	Nature of Changes	Approved By
0	12-05-2017	Original issue.	Steve Altman

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Background

This process establishes Structure Construction (SC) responsibilities and procedures for payment and any quantity changes and adjustments that may be necessary due to spread footing elevations and changes in seal course.

Process Inputs

1. Contract documents.
2. Structures RE Pending File.
3. As-builts of existing facilities.

Procedure

1. All work associated with the process should be charged to [Project-Direct-Construction](#), unless otherwise directed.
2. Fieldwork for this process is [intermittent](#) inspection.
3. Review contract documents, foundation report(s), and as-builts¹.
4. Write a letter advising spread footing elevation is approximate².
5. Investigate field conditions and write letter confirming if seal course is needed and if the bottom of the footing elevation is revised³.
6. Write Change Order(s) for agreements resulting in additional work if needed.
7. Request revised plan sheets if appropriate.

¹ Foundation Manual, [Chapter 3](#), Contract Administration, Section 3-1, Introduction.

² 2015 Standard Specifications (SS), Section 51-1.03C(1), General, and the Foundation Manual, [Chapter 3](#), Contract Administration, Section 3-3, Change Orders.

³ 2015 SS, Section 51-1.03C(1), General.

8. Document all changes on as-builts.

Process Outputs

1. Letter to Contractor advising spread footing and/or seal course elevations are approximate.
2. Letter to Contractor confirming need for seal course and/or footing elevation revision.
3. Progress pay documents
4. Change Orders if needed.