Preface

The Division of Engineering Services - Structure Construction (SC) worked on the redevelopment of this manual to familiarize Caltrans personnel with the requirements for contract administration, project management, and inspection of Type B building projects. The manual highlights the distinctions between building projects and traditional Type A general engineering work involving structures and roadway construction, supporting consistent and informed oversight of building construction contracts.

This manual provides an overview of the administrative, managerial, and technical considerations associated with building-type projects. It compiles knowledge contributed by architects, engineers, resident engineers, structure representatives, project managers, and other professionals experienced in the delivery of Caltrans building facilities. Topics addressed include pre-construction planning, construction activities, punch lists, project closeout, warranties, and guarantees. Additional guidance is provided on building and fire codes, Title 24, general conditions and special provisions, change orders, requests for information (RFIs), the Construction Specifications Institute (CSI) format, schedules of values, payment applications, the review and authorization of product submittals, and other supporting processes. The material herein is intended as a reference resource for SC staff assigned to building projects.

This manual is for reference only. It is not part of the construction contract and is not intended as a procedural or “how-to” document.

As specifications, construction practices, and structural policies evolve, the Division of Engineering Services will issue updates to this manual. Users are encouraged to utilize the most current version available on the internet and are responsible for remaining up to date with the latest policies. The latest version of the manual is published directly through the Caltrans Division of Engineering Services Manuals portal; change letters are available on the SC Intranet via the corresponding “Manuals” tab.

Signed,



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