

SECTION XIII

MISCELLANEOUS

13-01. Review of plans and specifications. After completion of the contract plans by the Levees Section, the plans together with bid items, are furnished to the Specifications Section for preparation of the specifications. The plans and specifications are reviewed by the following District elements. Construction-Operations Division, Resident or Field Office, Estimating Section, Design Branch, Foundation and Materials Branch, Embankment Section and Levees Section. During the District review, the Levees Section will make a final review of the plans and specifications, using as a guide the attached check list. (Exhibit J).

After plans and specifications have been reviewed by the District, the Levees Section will assemble and coordinate the comments of the various District elements. Any conflicting comments will be treated as outlined in paragraph 12-02g or a conference will be called to resolve differences. The plans and specifications will then be forwarded to the Division Engineer for approval. Where the contract cost of a job is estimated to be less than \$100,000, no Division prior approval will be necessary.

There shall be no concurrent review of the plans and specifications by the District and Division without approval of the Chief of the Engineering Division.

The transmittal of plans and specifications for approval will be accomplished by the Specifications Section.

13-02. Tabulation of local interest costs. On projects for which local interests contribute funds for non-Federal work items, the coordinator, during the design stage of the work, will complete SPK Form No. 306 as far as column 2. Columns 3 and 4 will be completed after the bids are opened. The coordinator will then secure six copies of the form and complete the form through column 4. One copy will be retained in the Levees Section; the remainder will be sent to Construction-Operations Division, Attention: Program Branch. Construction-Operations Division will immediately send two copies to the Reclamation Board and three copies to the Resident Office. After completion of the construction contract when final contract quantities are known, the Resident Office will complete columns 5 and 6, and return two copies to the Program Branch, Construction-Operations Division, who will in turn transmit them to the Reclamation Board. This procedure was adopted to better account to the State Reclamation Board for the local interest costs. For projects sponsored by agencies other than the State Reclamation Board the same general procedure will be followed when non-Federal work is included in the Corps contract.

13-03. Provision for portable office. The requirements for a field office used in the performance of inspection of construction shall be coordinated

with Construction-Operations and the Specifications Section. On levee project construction contracts where the work is continuous and/or is situated in a location such that a field office is essential to the performance of the inspection duties, a portable office will be provided by the contractor for the use of Government Inspectors. Field offices will not be required for projects when the bank protection and levee construction sites are scattered, and none shall be called for. In order to make a determination whether a portable office will be necessary on a given project, the Specifications Section will clear with the Construction-Operations Division. The portable office, when used, shall be a minimum of 12 feet long by 6 feet wide, 6 feet 6 inches in heights and be properly heated, lighted and ventilated. It shall contain the following features; a portable or built-in table with a top at least 3 feet by 5 feet suitable for drafting, a stool, 2 chairs, a stick file, a map rack capable of holding six sets of the contract drawings and a lockable storage receptacle with a minimum size of 1' x 2' x 4'. The office shall be located where directed; however, the contracting officer may require that the office be relocated at not more than two additional locations. Upon completion of the work the office shall be removed from the premises. The cost of furnishing, locating, relocating and removing the office shall be considered a subsidiary obligation of the contractor and no separate payment will be made therefor.

13-04. Change orders. The Levees Section, on channel and levee contracts, will initiate applicable change orders that originate within the Engineering Division. However, once a contract is advertised all change order action in connection with requests from local interests will be a responsibility of Construction-Operations Division. The Field or Project Office will initiate those change orders which originate in the field. Those originated by the project office are routed through the Levees Section for comment and concurrence during their preparation.

13-05. Wage rates. The Specifications Section will request wage rates for labor on construction projects. The wage rates must be requested at least six weeks before the advertised date. In special instances where the time is not available, wage rates may be obtained by telephonic request. In either case, the Specifications Section will furnish the Legal Branch the pertinent information regarding classification of worker, etc., and they will process the request with the Department of Labor in Washington.

13-06. Project transfer inspection. An inspection will be made of all completed contractual units prior to transfer to the local sponsor for maintenance and operation purposes. A representative of the Construction-Operations Division, a representative of the Levees Section, a representative of the field office together with representatives of the local sponsor will participate. The purpose of this inspection is to familiarize the participants with the work and to determine if there are any construction deficiencies. The representative of the Levees Section will only participate in questions pertaining to the design.