OFFICE MEMORANDUM

DATE: December 13, 1994

TO: District Engineers
   District Field Engineers
   District Construction Engineers
   Resident/Project Engineers

FROM: Gerald D. Dobie
      Engineer of Construction

      Paul F. Miller
      Engineer of Engineering Services

SUBJECT: Joint Construction and Engineering Services Instructional Memorandum 1994-I
         Recommendations for Changes, Adjustments and Extra Work to the Contract

To expedite the process of finalizing out projects and to pay the contractor for completed work, effective immediately, the following steps shall be taken by the Resident/Project Engineer:

1. When a Work Order is issued to the contractor, it must be accompanied with a recommendation for authorizing payment for the work to be done.

2. A budget recommendation must be submitted for any work to be done on a Force Account basis at the time the contractor is directed to perform the extra work.

3. A recommendation shall be submitted for any increases in Contract Quantities as soon as the increase to the contract is known.

This process will accelerate balancing final quantities and the payments to the contractor for work completed.

Resident/Project Engineers are requested to give a copy of this memorandum to all the Local Government Agencies under their jurisdiction for their information and use.

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Engineer of Construction

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Engineer of Engineering Services
Subject Index: Recommendation/Authorizations