

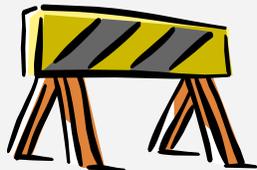
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BJO:JG

Mobilization Payment and Revisions to Inspector Daily Reports

The purpose of this construction advisory is to remind construction staff of documentation requirements related to the payment of Mobilization and the retention of Inspector Daily Report (IDR) revisions. These requirements were noted in a recent Federal Highway Administration (FHWA) billing review.

A sampling of pay estimates for the **Mobilization, Max__** pay item has noted delayed payment and missing documentation. The contractor is to be paid for this pay item per Table 150-1 on page 108 of the *2012 Standard Specifications for Construction* (Table 150-1, page 113, of the *2003 Standard Specifications for Construction*). The supporting documentation for this pay item is to be an IDR issued by the engineer (or their representative) and placed in the project files. The IDR is to be generated when the contract value earned reaches 5, 10, and 25 percent value of the original contract amount. The notation of contract value earned and that payment is being made per Section 150 of the associated Standard Specifications for Construction are to be noted on the IDR.

A sampling of local agency files has discovered that original and previous versions of IDRs are not being retained in the project files. On page 3 of *Bureau of Highway Instructional Memorandum (BOHIM) 2009-06, Region Oversight of Local Agency Construction Projects* under the heading of **Project Administration: MDOT-Let Local Agency Projects (Road/Bridge/Enhancement)** it states the following:

In addition, when Inspector's Daily Reports (IDRs) are modified or changed, the original and all revisions are to be kept in the project files as a permanent part of the project records.

This information and requirement must be reinforced to local agencies. These documents are considered source documentation and must be maintained in the project files. It should be noted that MDOT construction staff and consultant construction staff are also to be placing original and revised IDRs in the project files.

Please share this construction advisory with local agencies and consultants within your jurisdiction, as well as TSC staff.