

2016 DBE Workshop

Golden Shovel

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Best Practices from a DBE Contracting Perspective

- ▶ Claims Process
- ▶ Subcontract Agreements
- ▶ Field Work - Best Practices
- ▶ ASP 4



SS 105.13 Claims Process

- Notice of Claim
- Submission of Claim
- Content of Claim
- Review by the Region
- Review by the Bureau
- Review Panel
- Referred to Dispute Review Board



Subcontract Agreements

- Work items
- Mobilization
- Retainer
- Schedule



Field Work - Best Practices

- Attend Pre-construction Mgt
- Attend Weekly Mgt
- Closely review the special provisions and specs (material/construction/payment... requirements)
- Measure work item quantities daily
- Check quantities with Project Leader on a weekly basis
- Notify Project Leader, timely, of any possible “changed conditions”
- Check the “Construction Payment Viewing System” with every pay estimate



ASP 4

- ▶ 10 days to pay
- ▶ Exceptions
 - Notice to DOT and Subcontractor
 - Justification

