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**Consultant Contract Administration**



**Ohio Department of Transportation**

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# Consultant Contract Administration

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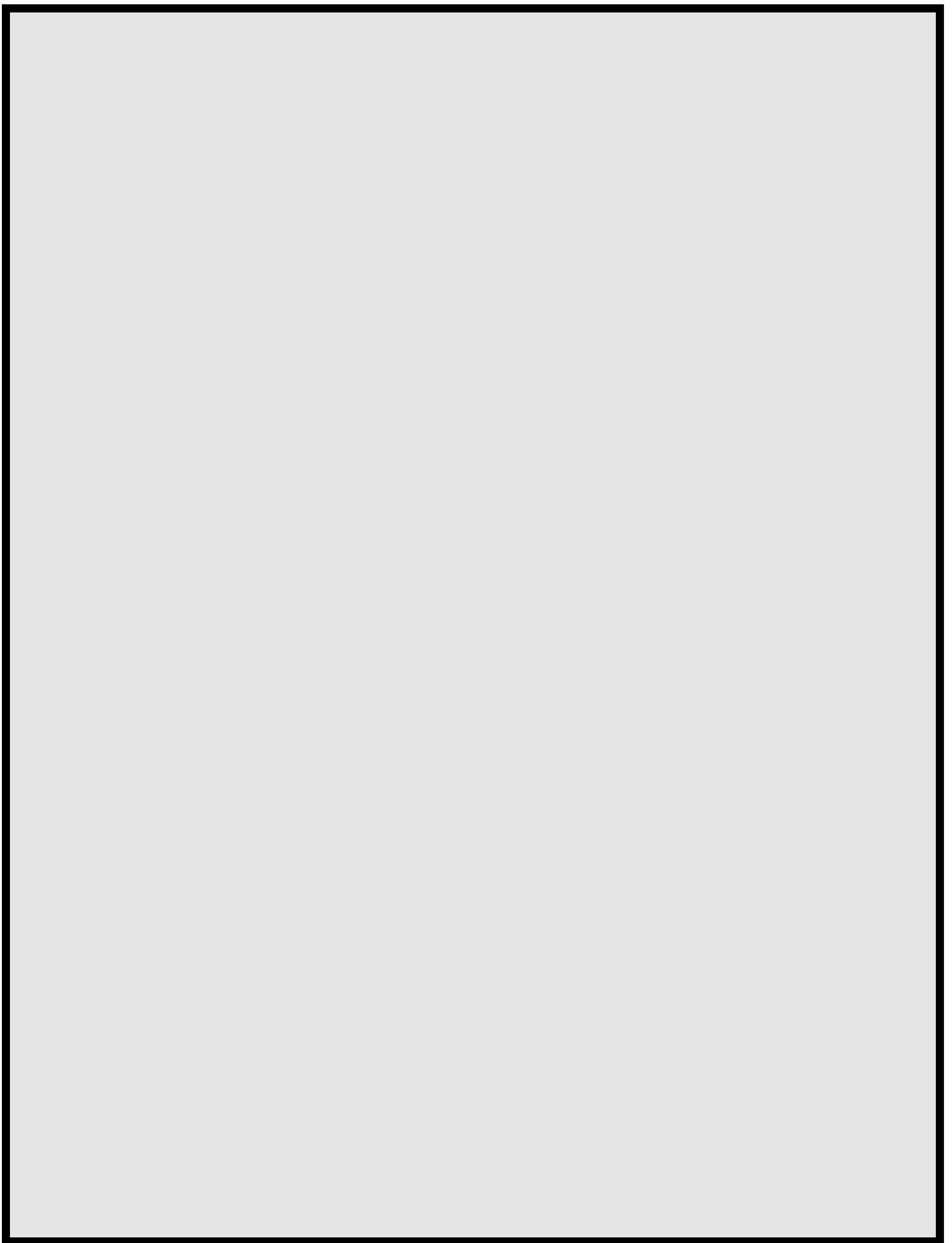
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**Part I.**  
**General Information**

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# Introduction to the Manual

## Purpose and Procedures

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In this chapter look for:

- T Purpose of Consultant Contract Administration manual
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### Purpose of Consultant Contract Administration Manual

The purpose of this manual is to provide uniform guidelines for ODOT employees to follow in administering contractual agreements between ODOT and consultants who are hired to provide technical services. These services include, but are not limited to, environmental studies, design and plan preparation, construction inspection, bridge inspection and right of way acquisition. It is intended that this manual be a single source of reference for ODOT's internal procedures regarding consultant administration and the consultant selection process. Any and all ODOT employees having any role in the administration of a consultant contract must either possess or have ready access to a copy of this manual.

The benefits of "active" administration of consultant contracts include:

- T Helping to ensure that a quality product will be delivered on schedule.
- T Providing early identification of technical and/or contractual issues that must be resolved.
- T Helping to ensure that ODOT upholds all contractual obligations including terms of site access, prompt review of submittals and prompt payment.
- T Providing an accurate historical record for use in documentation of the project development process and contractual disputes.

This manual does **not** replace ODOT's "Specifications for Consulting Services". Those specifications, most recently revised in January, 1998, have been written from the standpoint of a contractual relationship between ODOT and a consultant. References to internal procedures were eliminated. This manual addresses those internal procedures removed from the Specifications and more.

In addition to providing the user guidelines on internal procedures, this manual also includes chapters that explain the laws and regulations that govern ODOT's procedures as well as chapters that describe the various types and forms of contracts with consultants.

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A few of the important points that are emphasized throughout this manual include:

- T Uniform application of consultant administration activities from contract to contract.
- T The identification of an ODOT Project Manager, the single contact person, for each consultant contract. (See Chapter 4 for further definition)
- T The importance of good documentation and filing practices which are fundamental to effective contract administration.
- T What to do when contractual obligations are not met.

It is recognized that, not unlike many other ODOT activities, consultant contract administration is dynamic and standard procedures change periodically. This manual is formatted such that updates and revisions can be easily made to single chapters without rewriting the entire manual. ODOT's Consultant Services section of the Office of Contracts will monitor these revisions and update the manual on a timely basis, allowing the user access to the most current procedures.

