The District 4 Construction Department is responsible for contract administration on an average of 90 projects per year. There are currently about 80 active projects in the district ranging in contract value from just over $200,000 to $99 million.

As these projects are administered, the construction staff is tasked with ensuring that everything remains in accordance with the project plans and specifications. More specifically, this includes daily documentation of the quality and quantity of work put in place throughout the project.

The construction staff has to adapt to varied project constraints and approaches imparted by each contractor. Furthermore, they need to be aware of a number of things such as nuances within the project plans, the manual of procedures, supplemental specifications, traffic maintenance procedure, scheduling, and staffing.

**Shown to the right** are some figures reflecting work performed in calendar year 2017. To put things in perspective, District 4 construction had 49 full time field personnel last season, which equates to just over two projects per employee. For our 37 project engineers, it equates to nearly three projects per employee.
This season, GoFormz has been implemented on each project sold after January 1, 2018. During this transition period, construction staff have been working through the hurdles of implementing this software. Additionally, they have been working through priority-based inspections and quality checks dependent on the item of work.

GoFormz is the department’s new approach towards electronic documentation. It provides staffers with electronic forms that serve as requirement checklists; the inspection staff can check off items as either compliant or non-compliant. This program also includes additional forms that allow for documentation of pay quantities. The goal of introducing GoFormz is that it will improve consistency and efficiency across the board.

ODOT Let contract administrators work in conjunction with three employees dedicated to the construction phase of Local Let projects. Currently, there are approximately 40 Local Let projects. It can be challenging when ODOT is tasked with not only an oversight role, but must also deal with local governments of varied capabilities and experience in contract administration. In addition, they must deal with increased auditing oversight by FHWA.

The staff also ensures that projects will be built within the original scope of the project parameters and in accordance with State, Federal, and Local guidelines. These staff members attend preconstruction meetings and progress meetings, perform routine reviews of project documentation, review and approve invoices, and follow up with necessary finalization paperwork.

In support of all of the above work for both ODOT Let and Local Let projects, our office staff serves as a support role when it comes to project startups, routing of change orders, project finalization, tracking and forecasting, general inquiries, and any miscellaneous duties in coordination with other departments.
The Test Lab staff consists of the District Test Engineer, Marla Penza, Test Lab Supervisor, Jeff Stewart, Primary Testing Technician, Lee Summers and Testing Technician, Margie Thornhill. Currently, there are three consultants during construction season that aid in the operation of the Test Lab.

The District 4 Test Lab falls under the District Construction Department and is responsible for ensuring that materials used in construction projects comply with the contractual requirements. As simple as this sounds, every item number in each contract has some sort of material requirement that must be verified. In addition to verification of materials on projects, staff members must perform asphalt, aggregate and concrete plant inspections. They must also perform independent assurance testing on materials while ensuring technicians are properly educated on material and project standards. Lastly, they must create a project-specific bill of materials (listing of applicable material requirements specific to the unique item numbers on each project) along with various other project and material duties.

The District 4 Test Lab performs aggregate, asphalt, and concrete testing, including: sieve analysis on aggregate samples, strength testing of concrete cylinders, quality assurance testing and asphalt content on asphalt samples with the use of 500°C ovens to burn the asphalt off samples to test for gradation.

District 4 currently has the most asphalt, aggregate, and concrete plants/sources in the entire state. In 2017, District 4 had the largest asphalt program and will continue to do so, due to the district construction budget.

In 2017, District 4 processed in some shape or form, 4,116 samples of various material—this includes 1,545 concrete cylinders, 517 aggregate samples and over 2,000 asphalt samples.