
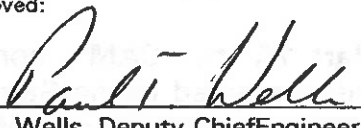


To: n-30-1-87728- Design Quality Assurance Bureau EIIIS Administrator Bldg. 5, Rm. 408 MC 0750,		New York State Department of Transportation ENGINEERING BULLETIN	EB 96-027 <i>Expires one year after issue unless replaced sooner</i>
Title: MURK PART 1A, CONTRACT ADMINISTRATION MANUAL, (CONSTRUCTION SUPERVISION MANUAL / MURK UPDATE)			
Distribution: <input type="checkbox"/> Manufacturers (18) <input type="checkbox"/> Surveyors (33) <input checked="" type="checkbox"/> Main Office (30) <input checked="" type="checkbox"/> Consultants (34) <input type="checkbox"/> Local Govt. (31) <input checked="" type="checkbox"/> Contractors/AGC (39) <input checked="" type="checkbox"/> Regions/Agencies (32) <input type="checkbox"/> ()	Approved:  P. T. Wells, Deputy Chief Engineer, Construction Division 6/18/96 Date		

I. PURPOSE

This Engineering Bulletin issues Part 1A of the Manual for Uniform Record Keeping (MURK), titled "The Contract Administration Manual" (CAM). This manual along with MURK Part 1B, "The Construction Inspection Manual" (CIM), and MURK Part 1C Construction Division Safety and Health Program Manual, will replace material contained in the 1989 version of MURK and the Construction Supervision Manual (CSM).

The manual may be used upon issuance.

II. BACKGROUND

The Manual for Uniform Record Keeping (MURK) provides a standard, unified system of record keeping for our construction contracts. It was originally issued in 1964. Several subsequent editions were issued until the most recent edition in 1989. The 1989 version consisted of the following parts:

- MURK Part 1 - Record Keeping Procedures
- MURK Part 2 - Materials of Construction
- MURK Part 3 - Exhibits
- MURK Part 4 - List of References and Forms
- APPENDIX A - Copies of Selected References

MURK is referred to in the Manual of Administrative procedures under section 7.32-1.

The Construction Supervision Manual (CSM) defines the responsibilities of, and provides instructions to, Construction field personnel regarding the proper administration of construction contracts let by the Department. The manual was first issued in 1981 and was a compilation of previously issued Engineering Instructions, Engineering Bulletins and policy memoranda. In fact many of the referenced EI's contained in MURK part 4 were superseded by the issuance of the CSM and therefore the CSM was a companion document to MURK. The CSM was organized by Standard Specification Section for ease of cross-referencing. It was set up to

allow for updating through the issuance of revised sections via Engineering Bulletins. Several updated sections have been issued since the manual was first published, however the issuances have not kept up with changes made to the Specifications.

III. NEW MURK ORGANIZATION

To facilitate updating the manual we have retained the MURK title, however we will divide the manual into the following parts:

- A. MURK Part 1A, the CAM** - contains guidance on the administration of the general provisions contained in the Standard Specifications (section 100) along with general record keeping procedures not related to specific pay item numbers. Material related to general record keeping such as the project diary (MURK 2), the daily inspector's report (MURK 1), materials acceptance record (MURK 14), final records, record plans, etc. are incorporated into section 90 of the CAM titled Record Keeping Procedures. Material related to general provisions are incorporated into the appropriate CAM section. i.e., Material related to extra work and orders on contract will be found in CAM sections 104.03, Contingencies, Extra work Deductions, and section 109.05, Extra, Force Account Work, Dispute Comp. & record keeping.
- B. MURK Part 1B, the CIM** - will contain guidance on inspection and record keeping requirements related to specification pay items. Material from the 1989 MURK and the CSM related to specification pay items will be incorporated into the CIM by specification pay item number. i.e., asphalt pavement daily field inspection report (MURK 4) will be incorporated into section 401, Plant Mix Pavements. The CIM is scheduled to be completed in late 1996 and will be issued by a subsequent EB.
- C. MURK Part 1C, the Construction Division Safety and Health Program Manual** - is a comprehensive reference to all aspects of the administration of safety and health requirements on Department contracts that apply to contractor's construction operations, to program staff, and to construction inspection consultants' staff. This manual was issued by EB 96-016.
- D. MURK Part 2, Materials of Construction - Part 2A, the Materials Inspection Manual (MIM)**, will continue to include guidance on the acceptance of materials. The MIM will be updated and issued by the Materials Bureau in a future EB. Parts 2B and 2C of the 1989 MURK will be incorporated into the CIM.

IV. CAM SECTIONS NOT YET COMPLETE

The table of contents for the CAM contains the sections that are currently included in the manual. All sections are dated March 1996. The following sections will be added in the future to replace existing guidance contained in the 1989 MURK and the CSM.

- 102.08 - Contract Clauses Required in Public Work
- 102.21 - M/WBE Utilization for non Federal Aid Contracts
- 102.22 - DBE Utilization for Federal Aid Contracts
- 108.05 - Subletting or Assigning the Contract

Additional sections will be added as needed.

V. 1989 MURK SECTIONS SUPERSEDED BY THE CAM

All material from the 1989 MURK, including updates issued by EI's or EB's, has been incorporated into the CAM and is superseded except the following sections:

A. Part 1 - Record Keeping Procedures

- 1.09 - Documentation for portland cement concrete items.
- 1.10 - Documentation for bituminous concrete items.
- 1.122 - Earthwork.
- 1.1231 - Basic Maintenance and protection of traffic and construction signs.
- 1.124 - Temporary soil erosion and water pollution control.

B. Part 2 - Materials of Construction.

- 2-A - Materials Inspection Manual
- 2-B - Items under the Control of the Landscape Architecture Bureau
- 2-C - Items under the Control of the Geotechnical Engineering Bureau

C. Part 3 - Exhibits

- 1.095 - BR-316
- 1.096 - BR-342
- 1.097 - BR-342
- 1.098 - MURK 3, as modified by EB 91-07
- 1.099 - MURK 5, as modified by EB 91-07
- 1.103 - BR-343
- 1.105 - MURK 4, as modified by EB 91-07

The sections of MURK listed above, as modified by EI's, EB's, or other issuances shall be used until superseded by the CIM or other issuances.

VI. CSM SECTIONS SUPERSEDED BY THE CAM

All material from the CSM, including updates issued by EI's or EB's, has been incorporated into the CAM and is superseded except the following sections:

- A. Section 102.08 - Contract Clauses Required in Public Work - EEO requirements (The material regarding Labor Law requirements has been incorporated into section 102-10 of the CAM)**
- B. Section 108.05 - Subletting or Assigning the Contract**
- C. Sections 200 through 930**

These sections of the CSM, as modified by EI's, EB's, or other issuances shall be used until superseded by the CIM or other issuances.

VII. EXHIBITS AND FORMS

All Construction Division forms from MURK and CSM, and related instructions, have been incorporated into the appropriate CAM section. Refer to the list of forms and exhibits in the Appendix. The following forms have been updated with this issuance and shall replace previous versions:

- MURK - 2b, 3/96
- C230g, 1995
- C47B, sheet 2, 3/96
- HC193a, 3/96
- R45c, 3/96
- Wage Rate Interview Form, Exhibit 102-10J

The following form is no longer required:

- CONR 154 - Status of Subcontractors

VIII. REFERENCES

The Appendix contains lists of references sorted by CAM section and alphabetically. These lists contain laws, rules and regulations, other manuals, MAP procedures, etc. referred to in the text of the CAM. This list is included to facilitate upkeep of the manual and as a source for additional information.

IX. EI'S SUPERSEDED BY THE CAM

Engineering Instructions that are superseded by the CAM are listed below.

<u>Number</u>	<u>Subject</u>	<u>Incorporated into</u>
	<u>CAM Section</u>	
75-051	Direct Mailing of Progress Estimates	109-03
75-085	New Contract Accounting System: Preparation of Orders-on-Contract	109-05
75-086	New Contract Accounting System: Preparation of Processing of Progress Estimates	109-03, 109-04
75-087	New Contract Accounting System: Use of the CONR 22c as a Computer Prepared Final Agreement	90, 109-03, 109-11
81-017	Progress Estimates & Final Agreement Require Two (2) Copies of CONR 30	109-03, 109-11
92-017	Contractor Compliance with Health and Safety Requirements and Other Provisions	99, 107-05
92-023	Prime Contractor Report of Payment to Sub-contractors	109-03
94-009	New, Altered or Additional Work on Department Construction Contracts	109-05

<u>Number</u>	<u>Subject</u>	<u>Incorporated into CAM Section</u>
94-022	109-04, Partial Payment MURK Revisions and Supplemental Information	109-04
94-029	Final Inspection of Federal Aid Projects	109-09
94-044	Criteria for Submission of Form FHWA-47	107-03
95-007	Revision to CSM 109-04 - Partial Payments	109-04
95-028	Changes to Contract Interim Time Frames	104-03

X. EB'S SUPERSEDED BY THE CAM

Engineering Bulletins that are superseded by the CAM are listed below.

<u>Number</u>	<u>Subject</u>	<u>Incorporated into CAM Section</u>
79-010	Orders-On-Contract	109-05
81-056	Out-of-State Notary Publics	102-10
82-014	Overtime Dispensation	102-10
83-037	Extension Of Time	108-04
84-020	Prompt Payment Legislation Construction Contractor and Consultant Payments	109-03, 109-11
84-026	Submittal Of Payrolls by Contractors and Subcontractors	102-10
85-021	Restricted Use Of Highway	104-05
85-039	Prompt Payment Legislation 30-Day Inspection Period Before Final Payment	109-11
87-008	Equipment Rental Rates For Extra Work	109-05
87-023	Control Of Work: Construction Equipment	105-12
87-031	Force Account Order On Contract, Revised Processing	109-05
88-010	Deletion of Federal Final Wage Certificate, Form HC-144	107-03
89-006	Prompt Payment - Postal Service Delays, Two Week Turnaround	109-03
89-010	Partial Payments	109-04
89-011	NYS Labor Law, Section 220 - a Labor Affidavits	102-10
89-020	Submission of FHWA-47 (Previously PR-47) on FHWA projects	107-03
89-021	MIR Dates on Construction Contract Progress Estimates (CONR 30)	109-03, 109-11
90-008	MURK: Wage Rate Interviews	102-10
91-003	109-04, Partial Payment, 75% Structural Steel Limit	109-04
91-007	MURK: Inspector's Report Forms	90
92-003	Spec. Sec. 106 - Control of Materials, Addition of Require/Provide Material Safety Data Sheets	106-01

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<u>Number</u>	<u>Subject</u>	<u>Incorporated into CAM Section</u>
92-015	MURK: Wage Rate Interview Form, Prevailing Wage Rate Entry	102-10
94-011	Timely Notice and Documentation for Altered and Disputed Work	109-16
95-007	Payments for Additional Work: Timely Submission of Order-on-Contract	109-05
95-028	Wage Rate Interviews During Construction	102-10

XI. AVAILABILITY OF THE CAM

The Construction Division will provide an initial supply of the CAM to each Region and NYSDOT Divisions. Contractors, Consultants and others may purchase copies from the Plan Sales Unit at the address shown below:

New York State Department of Transportation
Plan Sales Unit
Building 5, Room 109A
1220 Washington Avenue
Albany, NY 12232-0204

XII. ADDITIONAL INFORMATION

Questions concerning the CAM may be directed to David Kent from the Construction Division at 518-457-3225.