

Memorandum

*Serious drought.
Help Save Water!*

To: DEPUTY DISTRICT DIRECTORS, Construction
DEPUTY DIVISION CHIEF, Structure Construction
CONSTRUCTION MANAGERS
SENIOR CONSTRUCTION ENGINEERS
RESIDENT ENGINEERS

Date: April 5, 2016

File: Division of Construction
CPD 16-3

From: RACHEL FALSETTI, Chief
For Division of Construction



Subject: **EXTRA WORK BILL REVIEW**

Prompt payment to the contractor for completed work is a primary goal for the California Department of Transportation (Caltrans). When reviewing extra work billings, payments must be processed so that the contractor is paid for the work that is in agreement with Caltrans' records. This directive is a reminder that the resident engineer must make necessary adjustments and approve submitted billings in accordance with Section 3-903F, "Billing for Extra Work at Force Account," of the *Construction Manual*.

Section 3-903F of the *Construction Manual* details the procedures for reviewing billings for extra work. Construction staff must compare the submitted bills with Caltrans' records and make adjustments to line items that are not in agreement. Adjust bills to match our records and then process billings for payment—do not wait for the contractor to submit revisions. For example, if the contractor bills 8 hours for labor and equipment, and our records support 6 hours for each, then construction staff should create a revision to the bill, adjust the labor and equipment hours to 6 hours, and process this billing for payment. This process can normally be done in one session using the internet Extra Work Bill (iEWB) system.

The iEWB user guide is available at:

http://www.dot.ca.gov/hq/construc/iewb/documents/EWB_INSTRUCTION.pdf

For more information regarding this directive, contact Luis Rivas, Division of Construction, at luis.rivas@dot.ca.gov or (916) 654-5161 or Robert Nagy, Division of Construction, at robert.nagy@dot.ca.gov or (916) 654-6909.