

## **PURPOSE**

The *Construction Project Administration Manual (CPAM)* contains instructions for administering Department of Transportation Construction contracts and describes requirements and procedures for Final Estimate preparation associated with those contracts. This *Manual* provides instructions to Department representatives for administering items mandated in Florida Statutes, rules and/or contract specifications and for the successful completion of construction contracts. Including instructions to assist those charged with the responsibility of documenting final quantities and preparing final estimates. This *Manual* ensures consistency in carrying out Department of Transportation policies and helps ensure that all construction contracts are successfully administered on a fair and equal basis.

## **AUTHORITY**

Sections 20.23(3)(a), 119.07, 119.011, and 334.048(3), Florida Statutes (F.S.)

Authority for the *Manual* will be cited on a chapter-by-chapter basis.

## **SCOPE**

This *Manual* is intended to be used by Department and Consultant Construction Inspectors, Project Engineers, Resident Engineers, and other Department and Consultant personnel involved in the administration of construction contracts. These instructions for the Final Estimates process are not to supersede or circumvent project specific documents such as: specifications, special provisions, plans, and/or plan notes or *Florida Statutes*. As the Department's evolution continues, these procedures will require updates and revisions.

## **Definitions**

The following terms and their definitions are applicable to the Chapters and Sections of this *Manual* as appropriate:

# Sample Project Manual

**Judd E. Hollander**



## **Sample Project Manual:**

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