

Table of Contents

9	REFERENCES	9-2
9.1	<i>EXISTING ERA DOCUMENTATION</i>	9-2
9.2	<i>FUNDING AGENCY DOCUMENTATION</i>	9-4
9.3	<i>OTHER DOCUMENTS</i>	9-4
9.4	<i>TRAINING MATERIAL</i>	9-5

9 REFERENCES

9.1 EXISTING ERA DOCUMENTATION

Considerable reference was made to existing literature, documents, manuals, guidelines and standard documents and contract formats in the preparation of this Manual. The reference material was prepared by a number of organisations for and on behalf of a number of road agencies. In some cases the ERA Manuals were used unchanged and in others small revisions were made to update them.

These documents were produced over a number of years and under a number of different Consultancy contracts, funded by various international agencies.

Where these documents fit into the structure of this Manual they have been included as appendices to a particular chapter unless they refer specifically to the contents of one of the other manuals prepared under this same assignment viz.

- Project Planning and Procurement Manual
- Environmental Management Manual
- Claims Manual
- Human Resource Management Manual

Or the SPAN technical assignment being undertaken in parallel with the assignment under which this manual was prepared.

The complete list of ERA documents is the following:

No	Description - ERA Internal Documents
1	Contract Documents for ICB Contracts and Larger LCB Contracts (Except EU Contracts) – April 1998
2	Design Consultant Performance Evaluation Report – July 2005 (Revised October 2006)
3	Draft Guidance Note on Claim Avoidance – March 1999
4	Draft Guidelines on the Evaluation of Tenders/Bids for Works Contracts and the Preparation of the Report from the Contract Award Committee to the ERA Board – November 1998
5	ERA Bridge Design Manual 2002
6	ERA Drainage Design Manual 2002
7	ERA Environmental Procedures Manual - 2001
8	ERA Geometric Design Manual 2002
9	ERA Guidelines on the Environmental Assessment and Impacts of Road Projects – December 1998
10	ERA Pavement Design Manual Vol I Flexible Pavements and Gravel Roads 2002
11	ERA Pavement Design Manual Vol II Flexible Pavements and Gravel Roads 2002
12	ERA Pavement Rehabilitation and Asphalt Overlay Manual 2002
13	ERA Resettlement/Rehabilitation Policy Framework – February 2002
14	ERA Road Safety Manual – September 2004
15	ERA Site Investigation Manual 2002
16	ERA Standard Detail Drawings
17	ERA Standard Technical Specifications 2002
18	ERA, Road Project Cycles in Ethiopia – briefing note

No	Description - ERA Internal Documents
19	ERA, Road Safety Audit Manual – September 04
20	Example of Contractor Monitoring Sheet; ERA Doc
21	Geometric Design Check list -undated
22	Geotechnical Report Checklist,
23	Guide on the Stages of Work for a Project from Initial Consideration through Construction to Handover – March 1999
24	Guideline for Project Counterparts – Project Management for Projects at Design Review Stage – August 1998
25	Guideline on Consultants Progress Reports for Construction Contracts – December 1999
26	Guideline on Prequalification - May 2000
27	Guideline on Reports from Project Engineer to ERA Management for Construction Contracts – December 1999
28	Guideline on the Production of Monthly Statements by Contractors – February 2000
29	Guideline on the Production of Statements by Contractors, Applying for Payment
30	Guidelines for Acceptance of the Works – February 2000
31	Guidelines for Acceptance of the Works (Draft) – February 2000
32	Guidelines for Improving Communications and Holding Meetings
33	Guidelines for Project Counterparts – Checklist of Submissions for Projects at Design and Design Review and Evaluation of Bids Stage – July 1999
34	Guidelines for Project Counterparts - Checklist of Submissions for Projects at Design and Design Review and Evaluation of Bids Stage; Jul 1999
35	Guidelines for Project Counterparts – Project Management for Projects at Design Stage – May 1998
36	Guidelines for Project Counterparts; Claims Handling and Disputes – Nov 1998
37	Guidelines for Project Counterparts; Liquidated Damages & Penalties – Nov 1998
38	Guidelines for Project Counterparts; Securities – Bonds & Guarantees – Sept. 1998
39	Guidelines for Technical Reports (Draft) – Projects at Design Stage- Jan 1998
40	Guidelines for Technical Reports – Projects at Design Stage – June 1998
41	Guidelines for the Design of Bituminous Surfaced New Pavement Structures (Draft) – August 1998
42	Guidelines for the Design of Gravel Surfaced Roads – November 1998
43	Guidelines for the Design of Pavement Overlays and Rehabilitation – July 1998
44	Guidelines for the Geometric Design of Highway Projects – June 1998
45	Guidelines for the Preparation and Checking of Contract Documents (Draft) – October 1998
46	Guidelines for the Preparation and Checking of Contract Documents (DRAFT); October 1998
47	Guidelines on Hydrologic and Hydraulic Analysis of Highway Drainage Structures – June 2000
48	Guidelines on Pre-Contract Activities in Order to Reduce the Possibility of Claims – June 2000
49	Guidelines on the Analysis and Design of Highway Structures – Volume I – June 2000
50	Guidelines on the Analysis and Design of Highway Structures (Draft) – November 1999
51	Guidelines on the Duties of the ERA Project Engineer for the Administration of Construction Contracts – September 1999
52	Notes on the Project Cycle for a Construction Project from Initial Consideration through to Completion of Construction and Handover – May 1999
53	Obligations & Duties of the Employer, Engineer and Contractor - Dec 1999, Rev June 2000
54	Obligations and Duties of the Employer, Engineer and Contractor (Comparison between FIDIC, WB and EU Conditions) – June 2000
55	Post Contract Activities – Claims/Disputes Awareness – June 2000
56	Pro Forma for the Evaluation of Consultants; ERA Doc
57	Procedures Manual – Project Management (Design & Design Review Stage) – August 1997
58	Progress Report Format – Projects at Design or Design Review Stage – July 1998
59	Reporting Requirements (Draft) – Projects at Design Stage – December 1997
60	Review of Standard Document for Design and Construct Contracts for LCB – January 1998
61	Review of Standard Documents for design and Construction contracts for LCB – Jan 1998
62	Risk Management – June 2000
63	Standard Bidding Documents for Roadwork Contracts ICB 2002
64	Standard Conditions of Contract for Civil Works - Ministry of Works and Urban Development, Dec 1994
65	Standard Tendering Documents for Roadwork Contracts NCT 2002

9.2 FUNDING AGENCY DOCUMENTATION

Although the ERA RSDP projects fall under a "macro economic" IDA umbrella they are not, by far, the only foreign funding agency participating in the RSDP.

Reference was therefore also made to the standard documentation produced by a number of the multilateral funding agencies. Because of the volume of material this has not been reproduced in this manual. Most, if not all of the documentation referred to and detailed below can be obtained from the agencies regional offices or via the internet.

The following is a list of the more commonly used and applicable multilateral funding agency documents:

No	Description - Funding Agency Documents
1	AfDB Rules of Procurement For Procurement of Goods and Works
2	AfDB Rules of Procurement For the Use of Consultants
3	EDF Official Journal of the European Communities L382 Annexes I to V
4	WB Consulting Services Manual; World Bank – Final Draft 2001
5	WB Guidelines Procurement under IBRD Loans and IDA Credits – May 2004
6	WB Guidelines Selection and Employment of Consultants by World Bank Borrowers – May 2004
7	WB Procurement Manual; World Bank – July 2001 edited Sept 2005
8	WB Sample Form of Evaluation Report - Selection of Consultants – Oct 1999
9	WB Standard Bid Evaluation Form - Procurement of Goods or Works – May 2004
10	WB Standard Bidding Documents - Procurement of Works – May 2004
11	WB Standard Bidding Documents- Procurement of Works – Smaller Works Contracts - May 2004
12	WB Standard Procurement Document -Prequalification Document for Procurement of Works & User's Guide –
13	WB Standard Request For Proposals - Selection Of Consultants – March 2002

9.3 OTHER DOCUMENTS

Finally reference was also made to works undertaken by consultants for various clients and also to internationally published literature. The following is a schedule of the most important of those:

No	Description - Other Documents
1	Andra Pradesh State Highways Project Document Management System (SMEC)
2	Civil Engineering Construction Contracts (Michael O'Reilly)(Thomas Telford)
3	Contracts Administration Manual for Addis Ababa City Roads Authority (SMEC)
4	Contracts Administration Manual for Mozambican National Road Administration (SweRoad)
5	Contracts Manual (VicRoads)
6	Contracts Manual for New South Wales Roads and Traffic Authority (SMEC)
7	Critical Path Methods in Construction Practice (James M Antill)(Wiley-Interscience)
8	Effective Contract Management (Ray Valentine)(Ecat Publications)
9	Engineers' Dispute Resolution Handbook (Robert Gaitskill)(Thomas Telford) 2006
10	ERA Force Account Contracts Administration Manual 1995 (LBI)
11	FIDIC 4th A Practical Legal Guide (Edward Corbett)
12	Guide to the use of FIDIC Conditions of Contract (FIDIC)(1989)
13	Main Roads Manuals (Queensland Government)
14	The Law of Building and Engineering Contracts and Arbitration (McKenzie)(Juta)
15	Total Construction Project Management (George J Ritz)(McGraw-Hill Inc)
16	Vietnam Retraining of Road Sector Professionals (SMEC)

9.4 TRAINING MATERIAL

Training, by way of formal interactive teaching sessions formed an integral part of the Technical Assistance assignment under which this manual was prepared.

In the context of this manual i.e. the construction phase the following training courses were presented during the currency of the assignment:

- CA1n Introduction to Contract Administration
- CA1a Contract Documentation
- CA1b Contract Relationships
- CA2 FIDIC IV
- CA3 Time and the Contract
- CA4a Divisional Handover
- CA4b Contract Securities
- CA5 Financial Control
- CA6a Document Control
- CA6b Service Contracts
- CA7 Contract Administration
- CA8 Terms of Reference
- CA9 Administration of Service Contracts
- CA10 Programming
- CA11 Reporting
- CA12 Taking Over
- CA13 Short Introduction to Contract Administration
- CAA1 Currencies, RoE and CPA
- CAA3 Project Completion Reporting
- CAA4 Letter and Report Writing
- CAA5 Insurance

The presentational notes for the above training courses have been included in a separate Human Resource Management Manual prepared under the same assignment as this manual.