

Engineering Division:

CONTRACT/TASK ORDER ADMINISTRATION AND MANAGEMENT GUIDE

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1. Monthly PROGRESS PAYMENTS (ENG Form 93)

<http://www.nan.usace.army.mil/business/buslinks/contract/ae/ENGForm93.xls>

or

<http://www.nan.usace.army.mil/business/buslinks/contract/ae/ENGForm93.pdf>

- a. An ENG Form 93 is required for each **individual task order**. (Do not list multiple task orders on one (1) ENG Form 93)
- b. List all contract modifications as separate line items.
- c. If construction services are included, It is required to breakout individual items on page 2 of the ENG Form 93.
(see above Example of an ENG Form 93)

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Instructions to prepare and submit Monthly Progress Payments:

PREPARATION:

- Block 1: Date the pay estimate is prepared
- Block 2: Self-explanatory
- Block 3: Self-explanatory
- Block 4: New York District
- Block 5: Project description.
- Block 6: Appropriation Data of contract or delivery order for which payment is requested (see block 17 of DD1155 and block 9 of SF252)
- Block 7: Self-explanatory
- Block 8: Location of project, i.e. USMA, West Point, NY
- Block 9: Self-explanatory
- Block 10: Task Order number if an Indefinite Delivery Contract. N/A if a basic contract
- Block 11: Number of pay estimate (sequential numbers are to be used)

Item No.'s A- G, located in the mid-section of the ENG Form 93 to be completed as appropriate, including the task order number or modification number, if applicable. Use Sheet 2 if more space is needed.

If construction services are included, It is required to breakout individual items on page 2 of the ENG Form 93.

(see link called ENG Form 93_Example)

- Block 12: Payee – Name of firm

Per – Typed name and signature of firm official authorized to request payment

Date – Date signed

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Title – Official signing

Block 13: *To be completed by Government*

Block 14 (A through L): A-E firm to complete this Block. The Government has the right to review and revise this form as necessary.

Block 15: A-E firm to complete this Block. The Government has the right to review and revise this form as necessary.

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SUBMISSION:

Methods of Submitting Monthly Progress Payments (ENG Form 93's):

Either submit by MAIL **or** E-mail (not both) to the A-E Contract Administrator shown below.

Submission by FAX is not PERMITTED

A-E Contract Administrator:

Stephen DiBari, P.E., Room 2037
Engineering Division
A-E Contract Administrator
26 Federal Plaza
New York, NY 10278-0090

917-790-8384 (Phone)

Email: Stephen.dibari@usace.army.mil

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2. Final Payment with Release of Claims Form (NAD Form 750-R):

<http://www.nan.usace.army.mil/business/buslinks/contract/ae/Form750.doc>

or

<http://www.nan.usace.army.mil/business/buslinks/contract/ae/Form750.pdf>

Methods of Submitting a FINAL Payment (ENG Form 93):

By MAIL: Original ENG Form 93 and Original Release Form is **required** to be submitted to the A-E Contract Administrator shown below.

E-MAIL: NOT PERMITTED.

FAX: NOT PERMITTED.

A-E Contract Administrator:

Stephen DiBari, P.E., Room 2037
Engineering Division
A-E Contract Administrator
26 Federal Plaza
New York, NY 10278-0090

917-790-8384 (Phone)

Email: Stephen.dibari@usace.army.mil

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**3. ENGINEERING PERFORMANCE EVALUATION
(DD Form 2631, Apr 99)**

See chapter 6 of EP 715-1-7, Architect-Engineer Contracting for information on Performance Evaluations.

EP 715-1-7 can be obtained from the following website:

<http://www.usace.army.mil/inet/usace-docs/eng-pamphlets/ep715-1-7/toc.htm>

DD Form 2631 can be obtained from the following website:

<http://www.dtic.mil/whs/directives/infomgt/forms/forminfo/forminfo2039.html>

Instructions to prepare DD Form 2631 can be obtained from the following website:

<http://www.usace.army.mil/inet/usace-docs/eng-pamphlets/ep715-1-7/toc.htm>

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4. Architect-Engineer Contract Administration Support System (ACASS)

The selected A-E Firm will need to be familiar with the Architect-Engineer Contract Administration Support System (ACASS). The ACASS system is a web-base application that is accessed via internet website, <http://cpars.navy.mil/>