

Memorandum

*Flex your power!
Be energy efficient!*

To: DEPUTY DISTRICT DIRECTORS, Design
DEPUTY DISTRICT DIRECTORS, Project Management

Date: February 4, 2008

From: RICHARD D. LAND
Chief Engineer



Subject: Mobilization Contract Item

This memorandum supersedes previous guidance regarding estimation of the mobilization item.

The mobilization item reimburses the contractor for pre-construction expenses and costs incurred due to preparatory work and operations during initial mobilization of personnel and equipment. An item for mobilization should be included on Minor "A " and Major projects when the number of working days for the project is 50 or more (excluding plant establishment working days). The mobilization item may also be included on projects consisting primarily of structures work even though the project's number of working days is less than the criteria above. Mobilization is usually not included in projects where a majority of the work is building related.

Although existing guidance and the Ready to List (RTL) Guide state that, "The mobilization item will be 10 percent of the sum of all contract item costs, including the item of mobilization," the districts will now have the discretion to adjust this base percentage to reflect unique project or regional circumstances. The base percentage should be modified by using actual cost data from recent similar projects with mobilization and by taking into consideration project conditions such as project size, duration, location, and other conditions that could influence mobilization.

The RTL Guide, Section 7.6.3, has been updated to reflect this change and is posted on the Office Engineer website at http://www.dot.ca.gov/hq/esc/oe/specifications/rtl_guide/Sect07.pdf.

If you have any questions, please contact Raymond Tritt, Chief Office of Special Projects, Division of Design, at (916) 653-3348 or Samir Barot, Special Projects Program Manager, Division of Design, at (916) 653-1527.

c: T Craggs, Acting Chief, Division of Design
R Tritt
S Barot