

# Memorandum

*Serious drought.  
Help Save Water!*

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

Date: June 30, 2016

File: Division of Construction  
CPD 16-9

From:  For!  
RACHEL FALSETTI, Chief  
Division of Construction

Subject: **ADMINISTRATION OF DROUGHT-RELATED EMERGENCY CONTRACTS**

California's continuing drought requires that the California Department of Transportation (Caltrans) adheres to strict conservation guidelines for water consumption on construction projects. This directive reminds district construction staff that all drought-related emergency contracts above the minor B contract limit are required to be input into the Contract Administration System (CAS), so that project costs and progress payments can be monitored for compliance with the attached Director's memorandum, "Caltrans Continuing Drought Efforts."

Section 5-103B (2), "Emergency Contracts in Excess of Minor B Limits," of the *Construction Manual* directs staff to input emergency contracts estimated at greater than the minor B contract limit in construction cost into CAS.

If you have any further questions or comments, please contact Blair Anderson, Division of Construction, at [blair.anderson@dot.ca.gov](mailto:blair.anderson@dot.ca.gov) or (916) 657-4967.

Attachment: Director's memorandum dated May 20, 2015, "Caltrans Continuing Drought Efforts"