

Memorandum

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a California Way of Life.*

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

Date: March 1, 2019

File: Division of Construction
CPD 19-5


From: BOB FINNEY, Acting Chief
Division of Construction

Subject: UPDATED DISPUTE RESOLUTION ADVISOR AND DISPUTE RESOLUTION BOARD FORMS

Five Alternative Dispute Resolution (ADR) forms have been revised and two forms have been created to reflect changes in the updated Dispute Resolution Board (DRB) agreement at:

http://www.dot.ca.gov/hq/construc/dispute_resolution/drbinfo.htm

and the updated Dispute Resolution Advisor (DRA) agreement at:

http://www.dot.ca.gov/hq/construc/dispute_resolution/drainfo.htm:

Form Number	Title	Submittal Responsibility
CEM-6200 (New)	Candidate Application for Dispute Resolution Board (DRB) Member/Dispute Resolution Advisor (DRA)	Prospective DRB and DRA candidates
CEM-6202 (Revised)	Dispute Resolution Board (DRB) — Establishment Report	DRB chair
CEM-6204 (Revised)	Dispute Resolution Board (DRB) — Dispute Meeting Report	DRB chair and resident engineer
CEM-6205 (Revised)	Dispute Resolution Board (DRB) — Completion Report	Resident engineer
CEM-6206 (Revised)	Dispute Resolution Advisor (DRA) — Establishment Report	DRA
CEM-6207 (Revised)	Dispute Resolution Advisor (DRA) — Dispute Meeting Report	DRA and resident engineer
CEM-6210 (New)	Alternative Dispute Resolution — Progress Meeting Report	DRB chair, DRA, and resident engineer

The forms for documenting ADR activities identified in the table, are available at:

<http://www.dot.ca.gov/hq/construc/forms.htm>

DEPUTY DISTRICT DIRECTORS, Construction et al.

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The ADR engineer's email address (ADR.Engineer@dot.ca.gov) is included on the forms for submittal.

If you have questions regarding this directive, contact Mohan Bonala, Division of Construction, at: Mohan.Bonala@dot.ca.gov or (916) 654-3158.