

CHAPTER 1
Organization of Project Documents, Abbrev & AEB

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**DOCUMENTATION REQUIREMENT
SECTION A
ORGANIZATION OF PROJECT DOCUMENTS**

All field office records must be organized in a standardized filing system with a separate file drawer (if room allows) for each major file category. By each field office maintaining the same filing system, this will enable crew personnel, Headquarters personnel, District personnel, FHWA, etc. to locate information consistently. The four major file categories are:

1. CONTRACT FILES
2. MATERIALS AND TESTING FILES
3. GENERAL CORRESPONDENCE
4. PERSONNEL RECORDS

There shall be a separate category 1 and 2 for each contract. Category 3 is for the Resident Engineer's office records. Category 4 must be maintained continuously and secured and locked at all times.

Each filing system category is divided into divisions as described in this Chapter. Each division listed shall be set up with a titled file divider and the dividers may be used on subsequent contracts. A divider shall be set up even if no activity for that division is anticipated. This will provide room in the file for unanticipated material as it is received.

Each division in the filing system is further divided into subdivisions, representing the individual file folders for each contract item. **All file folders, except progress payments must be 8-1/2" x 11"**. Certified payrolls can also be placed in legal (8-1/2" x 14") size files if needed. There may be times when additional file subdivisions may have to be created that are not shown in this Chapter. Care must be taken to cross reference material that may be filed elsewhere in the office such as in loose leaf binders, etc.

Every filing system shall contain the major divisions listed. The subdivisions, however, are utilized only when relative to a specific contract.

1. CONTRACT FILES

DIVISION NO. 1 - INFORMATION FURNISHED AT THE START AND DURING THE CONTRACT

This division is for documents furnished to the Resident Engineer at the beginning and during the contract. **Separate file folders are required for each.** Listed are some of the documents provided:

- 1.1 Agreement Estimate Breakout
- 1.2 Bid Summary Tabulation and Contract Record
- 1.3 Notice of Award of Contract
- 1.4 Special Provisions (executed)
- 1.5 Pre-bid Conference
- 1.6 Preconstruction Conference
- 1.7 CPM (sequence of operation)
- 1.8 CPM Monthly Schedule Updates
- 1.9 CPM Schedule, Misc.
- 1.10 Partnering Information
- 1.11 Delegation of Superintendent, Signature for Change Orders
- 1.12 Safety Program
- 1.13 EEO Program
- 1.14 Pollution Control Plan
- 1.15 Dust Permit
- 1.16 Others as required

DIVISION NO. 2 - GENERAL CORRESPONDENCE

This division is for correspondence relative to the contract. Correspondence, as listed below are samples of those, which may conceivably develop under this division. There could be more or less, depending on the volume of correspondence that develops. **Separate file folders are required for each.**

- 2.1 To District
- 2.2 From District
- 2.3 To Headquarters
- 2.4 From Headquarters
- 2.5 To Contractor
- 2.6 From Contractor
- 2.7 To/From Property Owners
- 2.8 To/From Utility Companies
- 2.9 To/From Miscellaneous
- 2.10 To/From Designer
- 2.11 Weekly Meeting Minutes
- 2.12 Customer Service Work Orders
- 2.13 Others as required

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DIVISION NO. 3 – MEDIA RECORDS

This division is for all media records. Large files of photographs, videos, or CD's may be stored elsewhere, providing the new location is referenced. **An Index for CD's and Videos are required. Any printed pictures are to be placed on photo cards (Form No. 040 029) along with a complete description of each picture. Separate file folders are required for each.**

- 3.1 Photographs with description cards (Form No.040-029)
- 3.2 Video tapes with index
- 3.3 CD's with index

DIVISION NO. 4 -POSSIBLE CLAIMS

This division is for any claims or information concerning claims pertaining to the contract. **Separate file folders are required for each individual claim.**

- 4.1 Notice of Claim by Contractor
- 4.2 Acknowledgment of Contractor's letters of potential claim
- 4.3 Contractor's claims for time extension
- 4.4 Acknowledgment of claim for time extension
- 4.5 On Project accident reports (ex: NHP, Metro, etc.)
- 4.6 Outside Claims to Contractor
- 4.7 Claim information from the Attorney General's Office
- 4.8 Other correspondence/force account relating to claims
- 4.9 Conflict Resolution information

DIVISION NO. 5 - CHANGE ORDERS

This division is for the prior approval, initial change order (**backup is required**), related correspondence prior to approval, transmittal letter, the executed change order, and the change order report received from Headquarters. **Separate file folders are required for each individual change order.**

- 5.A Change Order Reports
- 5.1 Change Order No. 1
- 5.2 Change Order No. 2
- 5.2A Change Order No. 2A
- 5.3 Change Order No. 3
- 5.4 Others as required

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DIVISION NO. 6 - FORCE ACCOUNT

This division is for the original/copy of the daily force account sheets, invoices, fringe benefit statement, force account recap and other required information described in Chapter 3 of this Manual. **Separate file folders are required for each force account item and each individual AEB.**

- 6.1 Remove Portion of Bridge (AEB #1)
- 6.1A Remove Portion of Bridge (AEB #2)
- 6.2 Temporary Pollution Control
- 6.3 Change Order No. 1 - Extend Pipe
- 6.4 Change Order No. 4 - Construct Foundation
- 6.5 Others as required

DIVISION NO. 7 - PROGRESS PAYMENTS AND RELATED DATA

This division is for the bi-weekly progress payments filed by payment number. Each file shall contain any copies of worksheets, turnaround document, the CM02 and CM03 reports from Headquarters, (by item and by AEB), and AEB dollar amounts (CM01) for fuel escalation. **Separate file folders (legal size, 8 ½" x 14") are required for each progress payment.** Bi-Working Day Reports, Asphalt, Fuel, and Steel Escalation worksheets, liquidated damage information and Request for Materials on Hand forms with backup data shall also be filed in this division, **with a separate file folder for each item.**

- 7.A Bi-Weekly Working Day Reports (Form No. 040-057)
- 7.B Requests for Materials on Hand (Form No. 040-015)
- 7.C Asphalt Escalation
- 7.D Fuel Escalation
- 7.E Steel Escalation
- 7.F Liquidated Damages-PG 76-22 NV
- 7.G Liquidated Damages-wage complaints
 - 7.1 Payment No. 1
 - 7.2 Payment No. 2
 - 7.3 Others as required

DIVISION NO. 8 - LUMP SUM (Form No. 040-039)

This division is for the **original** Letter of Authorization and the **original** lump sum sheet with all backup and items paid by lump sum. The Contractor will sign the original L.O.A. and return to the Resident Engineer to signify acceptance. **L.O.A.s (Incidental Construction) will be filed according to AEB numbers and lump sum items will be filed in a separate file folder for each item and AEB.**

- 8.1 Traffic Signal System (AEB #1)
- 8.2 Traffic Signal System (AEB #2)
- 8.3 Incidental Construction (file per AEB number not L.O.A. number)
- 8.4 Others as required

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DIVISION NO. 9 - TRAINEE HOURS (Form No. 040-042)

This division is for the **original** Weekly Trainee Reports with spreadsheets and all documents pertaining to trainees.

- 9.1 Weekly Trainee Reports and spreadsheet
- 9.2 Apprenticeship Agreements
- 9.3 Trainee Identification Forms
- 9.4 Others as required

DIVISION NO. 10 - RENT EQUIPMENT, PILOT CAR, SURVEY CREW, TRAFFIC CONTROL OFFICER, OFFICE SPACE, & BIOLOGIST (Form No. 040-037)

This division is for the **original** Rent Equipment, Pilot Car, Survey Crew, Traffic Control Officer, Office Space, & Biologist sheets with spreadsheets. **Separate file folders are required for each item.**

- 10.1 Traffic Delay Logs (To be filled out by the Flagger and the **original** log will be submitted to the Resident Engineer and a copy to the Contractor)
- 10.2 Pilot Car and spreadsheet
- 10.3 Motor Grader and spreadsheet
- 10.4 Survey Crew Hours and spreadsheet
- 10.5 Traffic Control Supervisor (paid by the day) and spreadsheet
- 10.6 Office Space (paid by the month) and spreadsheet
- 10.7 Biologist (paid by the hour or day) and spreadsheet
- 10.8 Others as required

DIVISION NO. 11 – FLAGGING (Form No. 040-036)

This division is for the **original** Flagging/Uniformed Traffic Control Officer sheets with spreadsheets. **Separate file folders are required for each item.**

- 11.1 Flagger and spreadsheet
- 11.2 Uniformed Traffic Control Officer (paid by the hour) and spreadsheet

DIVISION NO. 12 - DAILY RECORD OF SCALE WEIGHTS

This division is for the 40-Load sheets or the last computerized ticket for the day with spreadsheets for items paid by the ton, the signed written report submitted each day by the Contractor to indicate the amount of aggregate and emulsion delivered for micro-surfacing, and for the bill of ladings (B/L) (**only**) for Asphalts, Portland cement, and mineral filler. **A copy of the B/L along with the certification and the SAMPLE TRANSMITTAL FOR ASPHALT (Form No. 020-016), Portland cement, and mineral filler shall be filed in Section 2-Material and Testing Files, Division No. 4 as described in this chapter. Separate file folders are required for each item.**

- 12.1 Misc weights (rollers, trucks, scale checks, etc.)
- 12.2 Type 1 Class B Aggregate Base and spreadsheet
- 12.3 PBS Type 2 scale tickets, copy of the mix design(s) used, and spreadsheet
- 12.4 Open Grade scale tickets, copy of the mix design(s) used, and spreadsheet
- 12.5 Mineral Filler B/L (without the certifications or sample transmittal)
- 12.6 SS-1h B/L (without the certifications or sample transmittal)
- 12.7 PG 76-22NV (without the certifications or sample transmittal)
- 12.8 Portland Cement B/L (without the certifications or sample transmittal)
- 12.9 Micro-surfacing reports
- 12.10 Others as required

DIVISION NO. 13 - EARTHWORK CALCS

This division is for any worksheet **not** used for payment. If the worksheet is backup for payment, make sure to attach the worksheet to a CALCULATION sheet and place in the CALCULATION book or SURVEY book. **Separate file folders are required for each item.**

- 13.1 Roadway Excavation
- 13.2 Borrow (Pit No. _____)
- 13.3 Others as required

DIVISION NO. 14 - AGREEMENTS

This division is for any agreements received pertaining to utilities, right-of-way, developers, land owners, entities, etc. **The agreements received concerning manholes shall be compared to the quantity paid. If there are discrepancies the manholes in the field must be rechecked for accuracy. Separate file folders are required for each item.**

- 14.1 Southwest Gas
- 14.2 City of Reno
- 14.3 Private
- 14.4 Others as required

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DIVISION NO. 15 - DAILY CONSTRUCTION REPORTS, DAILY DIARIES, TRAFFIC CONTROL SUPERVISOR REPORTS, AND DAILY BIOLOGICAL FIELD REPORT

This division is for Daily Construction Reports, Daily Diaries, The Contractor's Traffic Control Supervisor's Work Zone Traffic Control Checklist, and the Daily Biological Field Report. Large files may be stored elsewhere, providing the new location is referenced. **Separate file folders are required for each item.**

- 15.1 Construction Reports (Form No. 040-056)
- 15.2 Daily Diaries (Form No. 040-056A) (electronic printed or hardcopy)
- 15.3 Work Zone Traffic Control Checklist (Form No. 040-056B) (Traffic Control Supervisor's report with qualification certificates.)
- 15.4 Biological Field Reports (Form No. 040-088)

DIVISION NO. 16 - REQUEST TO SUBLET/SUBCONTRACT AGREEMENT

This division is for requests to sublet, subcontract agreements, and any other correspondence relative to contract agreements. **Separate file folders are required for each subcontractor.**

- 16.1 Subcontractor No. 1 (name of firm)
- 16.2 Subcontractor No. 2 (name of firm)
- 16.3 Others as required

DIVISION NO. 17 - CERTIFIED PAYROLLS

This division is for information from Contract Compliance before and during a contract (prevailing wage information, etc), Monthly Report of Payments to Subcontractor, fringe benefit statements and certified payrolls for the prime contractor and all subcontractors performing work on the project. If a contract has LCP Tracker, then hard copies of payrolls are not needed unless working on force account. **Separate file folders are required for each contractor/subcontractor.**

- 17.1 Information from Contract Compliance (Prevailing Wage Information, etc)
- 17.2 Monthly Report of Payments to Subcontractor (Form No. 052-060)
- 17.3 Prime contractor (name of firm)
- 17.4 Subcontractor No. 1 (name of firm)
- 17.5 Subcontractor No. 2 (name of firm)
- 17.6 Others as required

DIVISION NO. 18 – MISCELLANEOUS

This division is for any items that may be necessary and are not covered elsewhere. **Separate file folders are required for each item.**

- 18.1 Job pickup documents/checkoff list/CM19I
- 18.2 NDOT and Contractor's survey calculations/notes
- 18.3 MSDS sheets (contract specific)
- 18.4 Others as required

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DIVISION NO. 19 – CHECKLISTS AND REPORTS

This division is for any checklist and report that is not covered elsewhere. **Separate file folders are required for each item.**

- 19.1 Weekly NDOT Construction Site Discharge Inspection Checklist
- 19.2 Safety Inspection Checklist
- 19.3 SWPPP (Storm Water Pollution Prevention Plan)
- 19.4 Others as required

DIVISION NO. 20 – RFI’S and PRELIMINARY RFI’S

This division is for the filing of RFI’S. All original RFI will be distributed and **only a copy will be placed in this division. Separate file folders are required for each RFI.**

- 20.1 Pipe Installation @ “X” 222+00 LT
- 20.2 Structure I-1942
- 20.3 Others as required

DIVISION NO. 21 – SUBMITTALS

This division is for the filing of submittals. **One copy of the submittal will be retained and filed, the rest will be distributed.** When the approved/stamped copies are returned, retain and file one or more as needed and send the remainder to the contractor. Also, filed with the submittal are all related backup and correspondence. **Separate file folders are required for each submittal.**

- 21.1 Submittal Log
- 21.2 Electrical Conduit to be used @ Lamb & Charleston
- 21.3 Others as required

DIVISION NO. 22 – SHOP DRAWINGS

This division is for the filing of Shop Drawings. **One copy of the shop drawing will be retained and filed, the rest will be distributed.** When the approved/stamped copies are returned, retain and file one or more as needed and send the remainder to the contractor. Also, filed with the shop drawings are all related backup and correspondence. **Separate file folders are required for each shop drawing.**

- 22.1 Shop Drawing Log
- 22.2 Structure I-1942 Details
- 22.3 Others as required

DIVISION NO. 23 – PLAN SHEET REVISIONS AND QUANTITY REVISIONS

This division is for the filing of all plan sheets and quantity revisions. All information in this division shall be used to complete the AS BUILTS before the final closeout.

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2. MATERIALS AND TESTING FILES

Direct any questions concerning filing in this section to Headquarters Construction Quality Assurance.

DIVISION NO. 1 - MATERIALS INSPECTION, SAMPLING AND TESTING PACKET AND QUALIFIED PRODUCT LIST

This division is for the Materials Inspection, Sampling and Testing Packet and the Qualified Product List (QPL) received at the start of a contract from the Materials Division. The Materials Inspection, Sampling and Testing Packet and the Qualified Product List will include important information and **should be reviewed upon receipt. Separate file folders are required for each item.**

- 1.1 Materials Checklist
- 1.2 Qualified Product List

DIVISION NO. 2 - DISTRICT AND QUALITY ASSURANCE AUDIT REPORTS

This division is for all audit results conducted by the District Tester and Quality Assurance. **Separate file folders are required for each item.**

- 2.1 District Audits
- 2.2 Project Construction Reports (QA reports)

DIVISION NO. 3 - SOURCE MATERIALS INFORMATION AND REQUIREMENTS

This division is for the contractor's sources of materials and deposit information. **Separate file folders are required for each material type and source.** Any questions contact Headquarters Construction Quality Assurance.

- 3.1 Type 1 Class B Aggregate Base
- 3.2 Drain Backfill
- 3.3 Plantmix

DIVISION NO. 4 - MATERIALS DIVISION CERTS AND TEST REPORTS

This division is for certifications, transmittals and test results to/from the Materials Division. **Separate file folders are required for each item.** In a separate file, a **copy** of all failing material/tests shall be filed in this division. **This information shall be used to complete the Acceptance Test Summary Sheet (ATSS) at project closeout.** When a contract is complete make sure there is a yellow copy attached to every green copy of a transmittal. If a yellow copy is missing, notify the Materials Division to see what action is needed. **Make sure the certifications for asphalt, portland cement, and mineral filler are filed here and not in Section 1-Contract Files, Division No.12 as described in this chapter.**

- 4.1 Failing Material/Tests
- 4.2 Metal Pipe
- 4.3 Reinforcing Steel

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DIVISION NO. 4 - MATERIALS DIVISION CERTS AND TEST REPORTS cont...

- 4.4 PG 76-22NV-copy of B/L and certification
- 4.5 Mineral Filler-copy of B/L and certification
- 4.6 Portland Cement-copy of B/L and certification
- 4.7 Stability/air voids
- 4.8 Lottman results
- 4.9 Reflectivity
- 4.10 Paint thickness
- 4.11 Others as required

DIVISION NO. 5 - PROFILOGRAPH RESULTS

This division is for the **copies** of profilograph reports taken from the profilograph rolls. **The original test reports are sent to Headquarters Construction Quality Assurance. Separate file folders are required for each item.** When the contract is complete, the Resident Engineer retains the profilograph rolls. Any questions contact Headquarters Construction Quality Assurance.

- 5.1 Dense-grade-profilograph reports
- 5.2 Open-grade-profilograph reports

DIVISION NO. 6 - COMPACTION

This division is for the **copies** of field compaction tests (acceptance and informational). **The original test reports are sent to Headquarters Construction Quality Assurance.** Any retests shall be attached to the original test to which it pertains. **Separate file folders are required for each type of material and compaction requirements.** (See the Construction Manual for numbering of test reports.) Any questions contact Headquarters Construction Quality Assurance.

- 6.1 Borrow
- 6.11 Borrow (informational)
- 6.2 Type 1 Class B Aggregate
- 6.21 Type 1 Class B Aggregate (informational)
- 6.3 Nuclear Compaction
- 6.4 PBS Type IIC
- 6.5 Others as required

DIVISION NO. 7 - AGGREGATE GRADATION RESULTS

This division is for the **copies** of field gradation tests and worksheets (acceptance and informational), including all aggregate sieve analysis whether for roadway, stockpile materials or concrete aggregates. **The original test reports are sent to Headquarters Construction Quality Assurance. Separate file folders are required for each type of material and source.** (See the Construction Manual for numbering of test reports.) Any questions contact Headquarters Construction Quality Assurance.

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DIVISION NO. 7 - AGGREGATE GRADATION RESULTS cont...

- 7.1 Type 2 Class B Aggregate
- 7.2 Shoulder Material
- 7.2I Shoulder Material (informational)
- 7.3 Others as required

DIVISION NO. 8 - PLANT REPORTS

This division is for the **copies** of all mix designs, jobmix formulas, the Daily Plant Report of Asphalt Mixtures (Form No. 040-011), (including all aggregate sieve analysis, rice test reports, burnoff reports, etc. attached together as a packet **per day**). **The original test reports are sent to Headquarters Construction Quality Assurance. Separate file folders are required for each type of material and source.** See the Construction Manual for numbering of test reports. Any questions contact Headquarters Construction Quality Assurance. **A copy of all mix designs used in the paving operations shall be filed in the appropriate files in Section 1-Contract files, Division No. 12 as described in this chapter.**

- 8.1 Mix designs
- 8.2 Jobmix formulas
- 8.3 PBS Type 2
- 8.4 PBS Type 2 Coarse
- 8.5 Open-Graded PBS
- 8.6 Others as required

DIVISION NO. 9 - STRUCTURE FOUNDATION INSPECTION REPORTS

This division is for the **copies** of Foundation Pile Driving Records, Pile Load Test Data Sheet, Drilled Shaft Inspection Reports, Structure Foundation Inspection Records, Cross-hole Sonic Logging Sheets, and any other information relating to pile driving and structure foundation. **The original test reports are sent to Headquarters Construction Quality Assurance. Separate file folders are required for each type of report.** Any questions contact Headquarters Construction Quality Assurance.

- 9.1 Foundation Pile Driving Record (Form No. 040-058)
- 9.2 Pile Load Test Data Sheet
- 9.3 Drilled Shaft Inspection Reports (Form No. 040-060)
- 9.4 Others as required

DIVISION NO. 10 - CONCRETE REPORTS

This division is for the **copies** of the concrete mix designs, cylinder breaks, and any other information relating to concrete. Cylinder breaks are filed by the mix design number and **separate file folders are required for each**. In subdivision 10.2, file the 7-day cylinder breaks. When the 14-day cylinder break is received, discard the 7-day cylinder break and replace it with the 14-day cylinder break. When the 28-day cylinder break is received, discard the 14-day cylinder break and replace it with the 28-day cylinder break. Any questions contact Headquarters Construction Quality Assurance.

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DIVISION NO. 10 - CONCRETE REPORTS cont...

- 10.1 Concrete mix designs
- 10.2 Cylinder breaks-mix design #1258901
- 10.2A Cylinder breaks-mix design #1259021
- 10.3 Concrete Batch Tickets
- 10.4 Evaporation Rates
- 10.5 Pull Off Test on Polymer Concrete
- 10.6 Others as required

DIVISION NO. 11 – PAINT

This division is for the test reports on paint thickness, retroreflectivity, and marking film pull tests, etc. **Separate file folders are required for each item.** Any questions contact Headquarters Construction Quality Assurance.

- 11.1 Paint Thickness
- 11.2 Retroreflectivity Test
- 11.3 Marking Film Pull Tests
- 11.4 Others as required

DIVISION NO. 12 – MISCELLANEOUS

This division is for any other items that may be necessary and are not covered elsewhere in the Materials and Testing section. **Separate file folders are required for each item.** Any questions contact Headquarters Construction Quality Assurance.

- 12.1 Others as required

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3. GENERAL CORRESPONDENCE

DIVISION NO. 1 - GENERAL CORRESPONDENCE

This division is for Policy & Procedure Directives, Construction Division Procedure Memos all correspondence **not** pertaining to a particular contract. Policy & Procedure Directives and Construction Division Procedure Memos may be placed in a file folder or a three-ring binder. **Separate file folders are required for each item.**

- 1.1 Incoming correspondence
- 1.2 Outgoing correspondence
- 1.3 Fuel, asphalt, and steel escalation memo
- 1.4 Construction Contract Closeout Status report
- 1.5 Construction Division Policy & Procedure Directives (filed chronologically)
- 1.6 Construction Division Procedure Memos (filed chronologically)

DIVISION NO. 2 - OFFICE EQUIPMENT, SUPPLIES, AND VEHICLES

This division is for all documents relating to the equipment, supplies, and vehicles required by the Resident Engineer. **Separate file folders are required for each item.**

- 2.1 Equipment/property inventory
- 2.3 State vehicle oil change invoice (copy)
- 2.4 State vehicle information, memos, and correspondence
- 2.5 Supply Issue Charge Tickets
- 2.6 Request for supplies (51 Form)
- 2.7 Property transfers
- 2.8 Others as required

DIVISION NO. 3 - SERVICE CONTRACTS

This division is for Purchase Order Voucher logs, purchase orders, payment vouchers, and any agreements for utilities, rent, services, etc. **Separate file folders are required for each agreement.**

- 3.1 Purchase Order Voucher logs and purchase orders attached
- 3.2 Payment Vouchers for office bills
- 3.2 Rent
- 3.3 Electricity
- 3.4 Water
- 3.5 Telephone
- 3.6 Others as required

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DIVISION NO. 4 - SAFETY

This division is for all documents relating to safety regulations and precautions, fire regulations, OSHA, etc. **Separate file folders are required for each item.**

- 4.1 Safety information
- 4.2 Crew safety meetings
- 4.3 MSDS sheets (general)
- 4.4 Others as required

DIVISION NO. 5 – MATERIALS AND TESTING

This division is for all material and testing items **not** pertaining to a particular contract. **Separate file folders are required for each item.**

- 5.1 Lab Safety Inspection Reports
- 5.2 Materials and Testing memos
- 5.3 Nuclear Gauge transfer forms
- 5.4 Lab inventory reports
- 5.5 Lab calibration reports
- 5.6 Others as required

DIVISION NO. 6 - ACCIDENT REPORTS

This division is for documents relating to equipment and personnel accidents. Personnel medical reports will be sent to Human Resources per “HIPPA” and a copy will be given to the employee. Do **not** keep a copy of a personnel’s medical report in the office. **Separate file folders are required for each item.**

- 6.1 State equipment
- 6.2 State personnel
- 6.2 Others as required

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4. PERSONNEL RECORDS

DIVISION NO. 1 - CONSTRUCTION CREW PERSONNEL

This division is for all documents relating to employees assigned to a Resident Engineer. Individual personnel files **(separate folder for each employee) must be locked at all times, as required by State law. Hint: Use a separate filing cabinet.**

- 1.1 Leave cards and copies of time sheets
- 1.2 Employee information on raises and Merit Salary Increase/evaluation dates (EMST Form A and B).
- 1.3 Personnel requisitions
- 1.4 Employee files
- 1.5 Travel expense vouchers
- 1.6 Training information
- 1.7 Others as required

DIVISION NO. 2 – WORKMAN’S COMP

This division is for all documents relating to Workman’s Comp claims. These files should be kept in a locked cabinet or drawer.

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**DOCUMENTATION REQUIREMENT
SECTION B
ABBREVIATIONS**

Throughout this Manual, abbreviations are used to reduce repetition. Some of the more common abbreviations are listed below:

AEB	Agreement Estimate Breakout
AP	Agreed Price
B/L	Bill of Ladings
BMP	Best Management Practices
CMP	Corrugated Metal Pipe
CP	Contract Payment
CPM	Critical Path Method
CTB	Cement Treated Base
DI	Drop Inlet
EEO	Equal Employment Opportunity
FA	Force Account
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
GASB	Governmental Accounting Standards Board
GM MS	Ground Mounted Metal Supports
GM TS	Ground Mounted Timber Supports
HMA	Hot Mix Asphalt
LOA	Letters of Authorization
LS	Lump Sum
MSDS	Material Safety Data Sheet
MEAS	Measure
NE	No Estimate
NDOT	Nevada Department of Transportation
PBS	Plantmix Bituminous Surface
PCCP	Portland Cement Concrete Pavement
Pmt	Payment (refers to progress payment, TAD)
PR	Prorated
Qty	Quantity
RCB	Reinforced Concrete Box
RCP	Reinforced Concrete Pipe
SID	Special Improvement District
TAD	Turnaround Document
UOM	Unit of Measure

Unit of Measure (UOM) English (Metric)

GALLON (LITER)	EACH (EACH)	POUND (KILOGRAM)	YDMI (CUMKM)
LINFT (LINM)	SQYD (SQM)	LS (LS)	STA (STA)
TON (MTON)	SQFT (SQM)	CUYD (CUM)	MILE (KILOMETER)
ACRE (HECTARE)	HOUR (HOUR)	DAY (DAY)	MONTH (MONTH)
CUFT (CUM)	FA (FA)		

Rev 11/09

**DOCUMENTATION REQUIREMENT
SECTION C
AGREEMENT ESTIMATE BREAKOUT**

The Agreement Estimate Breakout (AEB), used by many divisions at NDOT is necessary to identify construction type codes and funding sources. A different breakout is established for each different type of construction on a contract (major structure, urban roadway, rural roadway, maintenance stockpiles, cattleguards, etc.) and different funding sources (SID, State, Federal, County, City, Railroads, Developers, etc.). The Construction Division, only deals with breakouts containing construction bid item numbers. The first page of each breakout next to the breakout number you will see either a C1 C for state funds, C2 C for federal funds, and C3 C for third party funds.

The "Preliminary" Agreement Estimate outlining AEB's is generated by Design prior to the contract advertising. The estimated quantities and engineer's reasonable price for each item are listed in each AEB. When the contract is awarded, the reasonable prices are replaced with the contractor's bid prices and a new Agreement Estimate as illustrated on pages 1-15 thru 1-26 is generated.

When making out field books at the beginning of a contract make sure the final plan quantities used are according to the Agreement Estimate that is received after the contract has been awarded. If using the Preliminary Agreement Estimate to start the field books, make sure all plan quantities are rechecked when the awarded Agreement Estimate has been received.

All construction personnel shall receive and be familiar with the AEB list, and are expected to record all quantities of items used on the contract according to the breakouts shown therein. The AEB numbers assigned by Design shall be used when documenting or posting pay items, and may not be changed or modified. **Original contract bid items not planned in a particular AEB but used in that AEB, may be added to the appropriate AEB by the Resident Engineer, (pay for the item, where it's placed).** Occasionally, a change order is processed for work requested by a developer or city and an additional AEB is required to capture costs. Headquarters Construction shall obtain the additional AEB number and the Resident Engineer shall be notified. **When requesting a new AEB it is the Resident Engineer's responsibility to let Headquarters staff know:**

1. **Who will be paying (signed agreement)**
2. **How much will it cost**
3. **What the work entails**
4. **Where the work is being done**
5. **Why the new AEB is needed and who authorized it**
6. **What GASB coding will be used**

Planned quantity for items in an SID breakout are based on a standard width of roadway determined by the participating entity, making it impossible for construction personnel to differentiate between quantities in an SID breakout and a roadway breakout. Final quantities for SID breakouts shall be planned quantity, with the remaining quantity placed in the roadway breakout.

Monthly billings to cities, counties, developers, etc. and billings to the FHWA are generated from the amounts paid in each breakout on the progress payments; therefore, it is crucial that the quantities be accurate.

Rev 10/10

REPORT ID: CM18
 REPORT NAME:

STATE OF NEVADA
 DEPARTMENT OF TRANSPORTATION
 AGREEMENT ESTIMATE

PAGE: 1
 RUN DATE: 05/08/2007
 RUN TIME: 15:47:57

OPTION NUMBER: 0100851101
 CONTRACT NO: 03329 PROJECT ID: 73229 DESIGN NO: A
 FUNCTIONAL CLASS: URBAN INTERSTATE SYSTEM
 PROJECT NUMBER: IM-080-5(035)361
 LOCATION: I80 from 1.11 ME Moor Int. to 1.87 ME Oasis Int.
 COUNTY: ELKO

DEMOGRAPHY: RURAL
 ROUTE SECTION: I8080 - 5 MILE-POST: EL - 83.330 TO: EL - 102.790
 CONTRACTOR: ROAD & HIGHWAY BUILDERS LLC
 PO BOX 1034
 DICKINSON ND 58601

DESIGNER: VICTORIA HARRIS
 MEASUREMENT SYSTEM: ENGLISH
 CONSULTANT DESIGN: N
 CONSULTANT PARTNERING: N
 * UNIT PRICE USED: AWARDED
 PHONE #: 888-7672

CONSTRUCTION TYPE CODE: 1000 ROADWAY
 BREAKOUT DESCRIPTION: Cold-In-Place Recycle with 4 inch plantmix bituminous surface with open grade
 BREAKOUT NO: 01 C2 C 1490 CNTR COUNTY: ELKO GASB34: EXISTING
 FROM STATION: "PE" 142+15.05 TO STATION: "PE" 1176+82.81

UNIT OF WORK	QUANTITY	UNIT MEAS	DESCRIPTION	* UNIT PRICE	ITEM COST
2020328	9.000	EACH	REMOVAL OF DROP INLET	1,500.00	13,500.00
2020432	3.000	EACH	REMOVAL OF CATTLE GUARD	4,000.00	12,000.00
2020436	6.000	EACH	REMOVAL OF CATTLE GUARD WING	300.00	1,800.00
2021020	62,654.000	LINFT	REMOVE AND RESET GUARDRAIL	15.00	939,810.00
2021080	22.000	LINFT	REMOVAL OF CULVERT PIPE	200.00	4,400.00
2021104	99,329.000	LINFT	REMOVAL OF GUARDRAIL	2.00	198,658.00
2021152	119,150.000	SQYD	REMOVAL OF BITUMINOUS SURFACE (COLD MILLING)	5.00	595,750.00
2021292	14,499.000	LINFT	REMOVAL OF BITUMINOUS SHOULDER DIKE	12.00	173,988.00
2030508	2,540.000	CUYD	ROADWAY EXCAVATION	20.00	50,800.00
2060500	4,500.000	CUYD	STRUCTURE EXCAVATION	15.00	67,500.00

UNIT OF WORK	QUANTITY	UNIT MEAS	DESCRIPTION	* UNIT PRICE	ITEM COST
2070500	710.000	CUYD	BACKFILL	50.00	35,500.00
2070536	1.000	CUYD	SLURRY CEMENT BACKFILL	1,500.00	1,500.00
3020500	6,000.000	TON	TYPE 1 CLASS B AGGREGATE BASE	10.00	60,000.00
3050532	5,260.000	SQYD	PULVERIZE EXISTING SURFACE	7.00	36,820.00
3070500	163,510.000	TON	SHOULDERING MATERIAL	8.00	1,308,080.00
4020660	18,230.000	SQYD	PLANTMIXING MISCELLANEOUS AREAS	10.00	182,300.00
4026002	215,650.000	TON	PLANTMIX SURFACING (TYPE 2C)(WET)	45.00	9,704,250.00
4030558	76.480	MILE	MILLED RUMBLE STRIPS	500.00	38,240.00
4036000	37,640.000	TON	PLANTMIX OPEN-GRADED SURFACING (3/8-INCH)(WET)	90.00	3,387,600.00
4040553	2,200.000	TON	LIME (COLD RECYCLE)	200.00	440,000.00
4040570	2,200.000	TON	EMULSIFIED ASPHALT, TYPE CMS-2S	400.00	880,000.00
4040571	362.000	TON	EMULSIFIED ASPHALT, TYPE CMS-2S (DILUTED)	70.00	25,340.00
4040581	859,590.000	SQYD	RECYCLED BITUMINOUS SURFACE (3 1/2-INCH DEPTH)	4.00	3,438,360.00
4040584	500.000	TON	PREMIXED BITUMINOUS PAVING MATERIAL	80.00	40,000.00
4040608	500.000	TON	HAUL AND PLACE PREMIXED BITUMINOUS PAVING MATERIAL	5.00	2,500.00
4050516	570.000	TON	EMULSIFIED ASPHALT, TYPE SS-1H (DILUTED)	400.00	228,000.00
4060502	10.000	TON	LIQUID ASPHALT, TYPE MC-70NV	200.00	2,000.00
4060536	6,540.000	TON	SAND BLOTTER	1.50	9,810.00
5020632	19,800.000	LINFT	CONCRETE BARRIER RAIL (TYPE FA)	30.00	594,000.00
6090596	880.000	LINFT	ABANDON PIPE *	2.00	1,760.00
6100501	20.000	CUYD	RIPRAP (CLASS 150)	300.00	6,000.00
6100601	10.000	CUYD	RIPRAP BEDDING, (CLASS 150)	250.00	2,500.00
6180038	46.000	EACH	TRAILING END ANCHOR	1,500.00	69,000.00
6180073	54.000	EACH	GUARDRAIL TERMINAL (FLARED)	2,500.00	135,000.00
6180088	46.000	EACH	GUARDRAIL - BARRIER RAIL CONNECTION (TRIPLE CORRUGATION)	2,500.00	115,000.00
6180100	21.000	EACH	GUARDRAIL-BRIDGE RAIL CONNECTION (TRIPLE CORRUGATION)	1,000.00	21,000.00
6180528	55,865.000	LINFT	GALVANIZED GUARDRAIL (TRIPLE CORRUGATION)	15.00	837,975.00
6190040	3,366.000	EACH	GUIDE POSTS (RIGID)	15.00	50,490.00
6230076	19.000	EACH	NO. 5 PULL BOX	400.00	7,600.00
6230568	1.000	EACH	SPECIAL DETECTOR SENSOR PROBES	2,000.00	2,000.00
6230570	4.000	EACH	SPECIAL DETECTOR SURFACE SENSOR	5,000.00	20,000.00
6231020	60.000	LINFT	2-INCH CONDUIT	15.00	900.00
6231028	1,128.000	LINFT	3-INCH CONDUIT	20.00	22,560.00
6231200	900.000	LINFT	12 PAIR CONDUCTOR NO 16 MESSENGER CABLE	2.00	1,800.00
6231724	58.000	EACH	LOOP DETECTOR (6-FOOT X 6-FOOT)	300.00	17,400.00
6232083	60.000	LINFT	DIRECTIONAL DRILLING	100.00	6,000.00

UNIT OF WORK	QUANTITY	UNIT MEAS	DESCRIPTION	* UNIT PRICE	ITEM COST
6250120	1,644,434.900	LS	RENT TRAFFIC CONTROL DEVICES	1.00	1,644,434.90
6270508	4,026.000	SQFT	PERMANENT SIGNS (GROUND MOUNTED) (METAL SUPPORTS)	8.00	32,208.00
6270512	96.000	SQFT	PERMANENT SIGNS (GROUND MOUNTED) (SPECIAL METAL SUPPORTS)	1,625.00	156,000.00
6270516	340.000	SQFT	PERMANENT SIGNS (GROUND MOUNTED) (TIMBER SUPPORTS)	40.00	13,600.00
6270532	4,462.000	SQFT	PERMANENT SIGNS, REMOVE	0.50	2,231.00
6280004	2,856,000.000	LS	MOBILIZATION	1.00	2,856,000.00
6321124	42.540	MILE	EPOXY PAVEMENT STRIPING (8-INCH BROKEN WHITE)	1,000.00	42,540.00
6321128	42.470	MILE	EPOXY PAVEMENT STRIPING (8-INCH SOLID WHITE)	2,800.00	118,916.00
6321132	42.480	MILE	EPOXY PAVEMENT STRIPING (8-INCH SOLID YELLOW)	2,800.00	118,944.00
6321152	0.870	MILE	EPOXY PAVEMENT STRIPING (DOUBLE SOLID YELLOW)	5,000.00	4,350.00
6321156	1.760	MILE	EPOXY PAVEMENT STRIPING (SOLID WHITE)	3,500.00	6,160.00
6321188	11,920.000	LINFT	EPOXY PAVEMENT STRIPING (12-INCH SOLID WHITE)	2.00	23,840.00
6321200	300.000	LINFT	EPOXY PAVEMENT STRIPING (24-INCH SOLID WHITE)	5.00	1,500.00
6321224	46.000	SQFT	EPOXY PAVEMENT STRIPING (VARIES)	1,150.00	52,900.00
6370003	5,000.000	LS	TEMPORARY POLLUTION CONTROL	1.00	5,000.00
6370090	4,760.000	LS	DUST CONTROL	1.00	4,760.00
6410552	2.000	EACH	IMPACT ATTENUATOR (70 MPH)	30,000.00	60,000.00
7360000	53,800.000	LS	ASPHALT ESCALATION	1.00	53,800.00
7360050	141,000.000	LS	INCIDENTAL CONSTRUCTION	1.00	141,000.00
7360088	52,590.000	LS	MINERAL FILLER	1.00	52,590.00
7360090	52,590.000	LS	ASPHALT CEMENT	1.00	52,590.00
SUB TOTAL					28,932,874.90
CONTINGENCIES (3.00%)					867,986.25
TOTAL COSTS					30,100,841.15
COUNTY: ELKO					(L010) AT (95%)
PRIMARY AMOUNT: INTERSTATE MAINTENANCE					28,595,799.00
MATCHING AMOUNT: STATE					1,505,042.00
SUB TOTAL					30,100,841.00
TOTAL					30,100,841.00

CONSTRUCTION TYPE CODE: Y080 TRAINING
 BREAKOUT DESCRIPTION: Training hours

BREAKOUT NO: 02 C2 C 1490 CNTR
 FROM STATION: "PE" 142+15.05

COUNTY: ELKO
 TO STATION: "PE" 1176+82.81

GASB34: EXISTING

UNIT OF WORK	QUANTITY	UNIT	MEAS	DESCRIPTION	* UNIT PRICE	ITEM COST
1100100	1,000.000	HOUR		TRAINING (1 TRAINEES)	0.80	800.00
SUB TOTAL						800.00
CONTINGENCIES (0.00%)						0.00
TOTAL COSTS						800.00
COUNTY: ELKO						
PRIMARY AMOUNT: INTERSTATE MAINTENANCE (L010) AT (95%)						760.00
MATCHING AMOUNT: STATE (E11)						40.00
SUB TOTAL						800.00
TOTAL						800.00

CONSTRUCTION TYPE CODE: X220 STRUCTURE REPAIR
 BREAKOUT DESCRIPTION: Structure repair
 BREAKOUT NO: 03 C2 C 1490 CNTR
 FROM STATION: "PE" 142+15.05
 COUNTY: ELKO
 TO STATION: "PE" 1176+82.81
 GASB34: EXISTING

UNIT OF WORK	QUANTITY	UNIT MEAS	DESCRIPTION	* UNIT PRICE	ITEM COST
2020056	1,500.000	LS	REMOVAL OF PORTION OF REINFORCED CONCRETE BOX CULVERT	1.00	1,500.00
2021004	697.000	LINFT	REMOVAL OF EXPANSION JOINTS	30.00	20,910.00
2021144	1,090.000	SQYD	REMOVAL OF BITUMINOUS SURFACE	8.00	8,720.00
2021184	10.000	CUYD	REMOVAL OF COMPOSITE SURFACE	80.00	800.00
2060500	860.000	CUYD	STRUCTURE EXCAVATION	15.00	12,900.00
2070500	230.000	CUYD	BACKFILL	50.00	11,500.00
2070504	220.000	CUYD	GRANULAR BACKFILL	90.00	19,800.00
3020500	790.000	TON	TYPE 1 CLASS B AGGREGATE BASE	10.00	7,900.00
4020676	122.000	LINFT	PLANTMIX BITUMINOUS SHOULDER DIKES	30.00	3,660.00
4026002	2.000	TON	PLANTMIX SURFACING (TYPE 2C)(WET)	45.00	90.00
4050516	1.000	TON	EMULSIFIED ASPHALT, TYPE SS-1H (DILUTED)	400.00	400.00
4960508	120.000	SQYD	BRIDGE DECK PREPARATION AND CONCRETE PLACEMENT	220.00	26,400.00
4960524	29,021.000	POUND	POLYMER CONCRETE AGGREGATE	0.10	2,902.10
4960528	3,484.000	POUND	POLYMER CONCRETE RESIN	2.00	6,968.00
5020017	22,000.000	FA	CONCRETE BRIDGE DECK REPAIR	1.00	22,000.00
5020019	12,000.000	FA	CONCRETE SUPERSTRUCTURE REPAIR	1.00	12,000.00
5020021	72,000.000	FA	REINFORCED CONCRETE BOX REPAIR	1.00	72,000.00
5020085	16,500.000	FA	CRACK SEALING	1.00	16,500.00
5020652	536.000	LINFT	CONCRETE BARRIER RAIL (TYPE D)	100.00	53,600.00
5020653	456.000	LINFT	CONCRETE BARRIER RAIL (TYPE D)(MODIFIED)	120.00	54,720.00
5020856	87.000	CUYD	CLASS DA CONCRETE, MODIFIED (MAJOR)	500.00	43,500.00
5020880	1,360.000	SQYD	FINE SURFACE FINISH	30.00	40,800.00
5020909	857.000	LINFT	EXPANSION JOINT SEALANT	30.00	25,710.00
5050105	300.000	POUND	REINFORCING STEEL (EPOXY COATED) (DOMELED)	10.00	3,000.00
5050500	5,340.000	POUND	REINFORCING STEEL	8.00	42,720.00
5050502	2,950.000	POUND	REINFORCING STEEL (DOMELED)	12.00	35,400.00
5050504	500.000	POUND	REINFORCING STEEL (EPOXY COATED)	7.00	3,500.00
6280004	66,900.000	LS	MOBILIZATION	1.00	66,900.00
6370090	111.000	LS	DUST CONTROL	1.00	111.00
6460503	320.000	GAL	CRACK SEALANT	100.00	32,000.00
6460516	31,926.000	SQFT	BRIDGE DECK PREPARATION	0.50	15,963.00

SUB TOTAL

664,874.10

CONTINGENCIES (3.00%)

7360050	3,500.000	LS	INCIDENTAL CONSTRUCTION	1.00	3,500.00
					688,320.32
			TOTAL COSTS		
			COUNTY: ELKO		
			PRIMARY AMOUNT: INTERSTATE MAINTENANCE		653,904.00
			MATCHING AMOUNT: STATE		34,416.00
			(L010) AT (95%)		688,320.00
			(E11)		688,320.00
			SUB TOTAL		688,320.00
			TOTAL		688,320.00

CONSTRUCTION TYPE CODE: I000 ROADWAY
 BREAKOUT DESCRIPTION: INSTALL GUARDRAIL
 INSTALL STORM DRAIN FACILITY
 BREAKOUT NO: 04 C2 C 1490 CNTR COUNTY: ELKO GASB34: NEW
 FROM STATION: "PE" 142+15.05 TO STATION: "PE" 1176+82.81

UNIT OF WORK	QUANTITY	UNIT MEAS	DESCRIPTION	* UNIT PRICE	ITEM COST
2070504	1,800.000	CUYD	GRANULAR BACKFILL	90.00	162,000.00
5020516	35.000	CUYD	CLASS AA CONCRETE (MINOR)	2,000.00	70,000.00
5050500	1,940.000	POUND	REINFORCING STEEL	8.00	15,520.00
6030520	5,711.000	LINFT	18-INCH REINFORCED CONCRETE PIPE, CLASS III	35.00	199,885.00
6030840	14.000	EACH	18-INCH PRECAST END SECTION	2,000.00	28,000.00
6090190	3.000	EACH	TYPE 1 MANHOLE (MODIFIED)	7,000.00	21,000.00
6090500	2,160.000	POUND	CASTINGS	6.00	12,960.00
6090504	10,530.000	POUND	STRUCTURAL STEEL GRATES	4.00	42,120.00
6090544	4.000	EACH	48-INCH PRECAST REINFORCED CONCRETE MANHOLE, TYPE 1 ✓	7,000.00	28,000.00
6090604	1.000	EACH	72-INCH PRECAST REINFORCED CONCRETE MANHOLE, TYPE 2 ✓	10,000.00	10,000.00
6180528	4,538.000	LINFT	GALVANIZED GUARDRAIL (TRIPLE CORRUGATION)	15.00	68,070.00
6280004	77,100.000	LS	MOBILIZATION	1.00	77,100.00
6370090	129.000	LS	DUST CONTROL	1.00	129.00
				SUB TOTAL	734,784.00
				CONTINGENCIES (3.00%)	22,043.52
				TOTAL COSTS	762,327.52
7360050	5,500.000	LS	INCIDENTAL CONSTRUCTION	1.00	5,500.00
				SUB TOTAL	762,327.52
				(L010) AT (95%)	724,212.00
				(E11)	38,116.00
				SUB TOTAL	762,328.00
				TOTAL	762,328.00

COUNTY: ELKO
 PRIMARY AMOUNT: INTERSTATE MAINTENANCE
 MATCHING AMOUNT: STATE

CONSTRUCTION ENGINEERING

BREAKOUT NO: 01	CONSTRUCTION TYPE: 1000	DESCRIPTION: ROADWAY	30,100,841.15
BREAKOUT NO: 02	CONSTRUCTION TYPE: Y080	DESCRIPTION: TRAINING	800.00
BREAKOUT NO: 03	CONSTRUCTION TYPE: X220	DESCRIPTION: STRUCTURE REPAIR	688,320.32
BREAKOUT NO: 04	CONSTRUCTION TYPE: 1000	DESCRIPTION: ROADWAY	762,327.52
TOTAL			31,552,288.99

CONSTRUCTION TYPE CODE: CENG STATE FORCES

BREAKOUT DESCRIPTION: Construction Engineering @ 5%

BREAKOUT NO: C0 CE N 1490 CENG

FROM STATION: "PE" 142+15.05

COUNTY: ELKO

GASB34: NEW

TO STATION: "PE" 1176+82.81

COUNTY: ELKO

PRIMARY AMOUNT: INTERSTATE MAINTENANCE

MATCHING AMOUNT: STATE

(L010) AT (95%)	1,571,155.00
(E11)	82,692.00
SUB TOTAL	1,653,847.00
TOTAL	1,653,847.00

CONSTRUCTION TYPE CODE: PENG STATE FORCES
BREAKOUT DESCRIPTION: Preliminary Engineering
BREAKOUT NO: PO E1 P 1490 PENG
FROM STATION: "PE" 142+15.05

COUNTY: ELKO GASB34: NEW
TO STATION: "PE" 1176+82.81

COUNTY: ELKO

PRIMARY AMOUNT: INTERSTATE MAINTENANCE
MATCHING AMOUNT: STATE

(H010) AT (95%)
(E11)

1,755,600.00
92,400.00
1,848,000.00
1,848,000.00

SUB TOTAL
TOTAL

CONSTRUCTION TYPE CODE: ROMA STATE FORCES
BREAKOUT DESCRIPTION: Right-of-Way Engineering
BREAKOUT NO: R0 E1 R 1490 ROMA
FROM STATION: "PE" 142+15.05

COUNTY: ELKO
GASB34: NEW
TO STATION: "PE" 1176+82.81

COUNTY: ELKO

PRIMARY AMOUNT: INTERSTATE MAINTENANCE
MATCHING AMOUNT: STATE

(H010) AT (95%
(E11)

50,160.00
2,640.00
52,800.00
52,800.00

SUB TOTAL
TOTAL

JUT	CONSTRUCTION CODE	COUNTY	TOTAL	WORK BY CONTRACTOR	WORK BY OTHER	WORK BY UTILITY	CONSTRUCTION ENGINEERING	PRELIMINARY ENGINEERING	RIGHT OF WAY
I000	ROADWAY	EL	28,595,799.00	28,595,799.00					
I000	ROADWAY	EL	1,505,042.00	1,505,042.00					
Y080	TRAINING	EL	40.00	40.00					
Y080	TRAINING	EL	760.00	760.00					
X220	STRUCTURE REPAIR	EL	653,904.00	653,904.00					
X220	STRUCTURE REPAIR	EL	34,416.00	34,416.00					
I000	ROADWAY	EL	38,116.00	38,116.00					
I000	ROADWAY	EL	724,212.00	724,212.00					
	TOTAL CONSTRUCTION ITEM COST		31,552,289.00	31,552,289.00					
CENG	STATE FORCES	EL	1,571,155.00				1,571,155.00		
CENG	STATE FORCES	EL	82,692.00				82,692.00		
	TOTAL CONSTRUCTION ENGINEERING COST		1,653,847.00				1,653,847.00		
	TOTAL CONSTRUCTION COST		33,206,136.00	31,552,289.00			1,653,847.00		
PENG	STATE FORCES	EL	1,755,600.00					1,755,600.00	
PENG	STATE FORCES	EL	92,400.00					92,400.00	
	TOTAL PRELIMINARY ENGINEERING COST		1,848,000.00					1,848,000.00	
ROMA	STATE FORCES	EL	2,640.00						2,640.00
ROMA	STATE FORCES	EL	50,160.00						50,160.00
	TOTAL RIGHT OF WAY COST		52,800.00						52,800.00
	TOTAL COSTS		35,106,936.00	31,552,289.00	0.00	0.00	1,653,847.00	1,848,000.00	52,800.00

APPROPRIATION DESCRIPTION	TOTAL	WORK BY CONTRACTOR	WORK BY OTHER	WORK BY UTILITY	CONSTRUCTION ENGINEERING	PRELIMINARY ENGINEERING	RIGHT OF WAY
	1,805,760.00					1,755,600.00	50,160.00
	31,545,830.00	29,974,675.00			1,571,155.00		
TOTAL FEDERAL AMOUNT	33,351,590.00	29,974,675.00			1,571,155.00	1,755,600.00	50,160.00
STATE							
	1,755,346.00	1,577,614.00			82,692.00	92,400.00	2,640.00
TOTAL STATE AMOUNT	1,755,346.00	1,577,614.00			82,692.00	92,400.00	2,640.00
TOTAL COSTS	35,106,936.00	31,552,289.00	0.00	0.00	1,653,847.00	1,848,000.00	52,800.00

**DOCUMENTATION REQUIREMENT
SECTION D
MISCELLANEOUS TOOLS**

Bid Tab-Chapter 1

Common Abbreviations-Chapter 1

Materials Checklist-Chapter 1

AEB List-Chapter 1

Significant Figure sheet-Chapter 2

Metric Conversion Factors-Chapter 2

Method of Measurement and Payment (outline)-Chapter 2

CM19I Report-Chapter 24

Specials and plans for the contract

Standard Plans for Road and Bridge Construction

Standard Specifications for Road and Bridge Construction

Pocketbook of Useful Information

Construction Manual

Testing Manual

Sharepoint

Intra-net Phone Book

NDOT Web-site

Experienced co-workers