

CHAPTER 24
 “Finaling Out” a Contract

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**DOCUMENTATION REQUIREMENT
SECTION A
FIELD BOOK, LOAD BOOK, SURVEY BOOK, AND TESTER'S LOG BOOK
NUMBERING SYSTEM**

All project field books must be labeled and numbered by field personnel as described below and illustrated on page 24-2 before the final pickup by Headquarters Construction.

The contract number, book number and subject shall be printed with black ink on the end of each book as illustrated on page 24-2. Place the book face down in front of you. The end nearest you is in the proper position to place the number and title.

Books shall be numbered consecutively, starting with the first alignment book being number one (1). Next shall be all pay books, followed by load books, cross-section books, slope stake books, and field lab books.

ALIGNMENT
REMOVAL
EARTHWORK
LANDSCAPE AND IRRIGATION
MINERAL FILLER
ASPHALT CEMENT
PORTLAND CEMENT
LIQUID ASPHALT
PCCP
ROADBED MODIFICATION
RECYCLED BIT. SURFACING
MICRO SURFACING
MAJOR STR
PIPE
RCB
MISC STR
RETAINING WALL
SOUND WALL
MSE WALL
MISC
C&G
FENCE
GUARDRAIL
GUIDEPOSTS/OBJECT MARKERS
ELECTRICAL/SIGNAL
RENT CONST SIGNS, ETC
SIGNS (perm & temp)
STRIPING (perm & temp)
LOAD BOOKS (Type I, PBS, Open-Graded, etc)
X-SECTIONS
SLOPE STAKE BOOKS
FIELD LAB BOOKS

If you have already numbered the books as illustrated on page 24-2, and discover at a later date one has been omitted from the numbering sequence, use a letter designation as illustrated on page 24-2. **Page 24-2 is only an illustration of how the bottom of the books should be completed. Use the list above to get the books in the proper order for numbering.** If you have any questions, contact Headquarters Construction for assistance.

- 3247-1- Alignment
- 3247-2- Removal
- 3247-3- Earthwork
- 3247-4- ASPHALT Cement/m.F.
- 3247-5- Liquid Asphalt
- 3247-6 - Struct. I-675 1 of 2
- 3247-6A- Struct. I-675 2 of 2
- 3247-7- Misc 1 of 2

ALL OTHER FIELD
 BOOKS (8-11)
 See page 24-1

- 3247-12- Type I Class B Load BK 1 of 2
- 3247-13- Type I Class B Load BK 2 of 2
- 3247-14- PBS Type 2C Load BK 1 of 2
- 3247-15- PBS Type 2C Load BK 2 of 2
- 3247-16 O.G. Load BK 1 of 2
- 3247-17- O.G Load BK 2 of 2
- 3247-18- Field Lab- Sieves
- 3247-19- Field Lab- compactions

**DOCUMENTATION REQUIREMENT
SECTION B
FINALING OUT A CONTRACT**

Upon completion of the contract, the **FINAL** field payment shall be prepared by the **Officeperson**. Once the **FINAL** field payment is processed, Headquarters Construction will send out a CM19I to assist the Resident Engineer in verifying quantities and assuring all items have been addressed. The **Officeperson** shall complete the CM19I by verifying each item on the report and recording where each item was paid, see the illustration of a CM19I Report on page 24-11. The number on the BK/ENV line is the book number, the number below the line in parentheses is the book total from the recap page, and the number below the book total is the AEB #. All zero balances that are not explained in a field book must have a complete explanation for zero balances on the CM19I. If discrepancies are found, please notify Headquarters Construction and process another **FINAL** payment. **Before entering this payment**, please be sure that all items have been checked for accuracy and all change orders and quantity adjustments are complete.

Each pay book containing bid items must be totaled by page. The quantity totals, by AEB, must be documented in the bottom left-hand corner as illustrated on page 24-4. The page totals (one page per line) are then transferred to the recap (page 75 or as many pages as needed up to page 80) as illustrated on page 24-5. Blank pages are not totaled or recapped; however, all bid item pages with a zero pay quantity must be totaled as zero and be included in the recap. Pages with zero quantities must contain an explanation why this item was not necessary and the explanation must be initialed. Per the Resident Engineer is not an acceptable explanation. The person responsible for transferring and checking the information must initial the recap page 75 or as many pages as needed up to page 80. If the recap is placed on more than one page, make sure all pages are listed on the index page.

Surveying books (i.e. alignment, cross-section, grades), load books, and field lab books are not recapped, but shall be checked for title page, index and initial key as described in Chapter 2 (Setting up a Contract, Book Format, etc.).

When totaling the pages, look for missing or incomplete dates, inspectors' initials, significant figures, specific quantities paid to 100%, final totals, measurements and/or calculations where required and initialed by the checker, etc.

All spreadsheets shall have a final total on all columns except date and payment number.

When the CM19I has been completed and all items have been addressed, the **Resident Engineer** shall submit a Final Job Pickup Memo, as illustrated on page 24-6, to the appropriate Construction personnel in either District One or District Two. **REMEMBER, no job will be scheduled for pickup until all change orders have been processed and paid.** When the memo is received a date will be scheduled to have a completed Check List as illustrated on pages 24-7 thru 24-10, a completed CM19I as illustrated on page 24-11, a completed Inventory of Final Documents form as illustrated on page 24-12, and the items listed on the Inventory of Final Documents form sent to the appropriate Construction personnel in District One or District Two for final pickup. The Inventory of Final Documents form will be reviewed by Construction personnel to assure all items have been received. The Inventory of Final Documents form will be completed signed, and a copy will be sent back to the Resident Engineer for their records. If there are items that need to be addressed after the final pickup is completed, a new Inventory of Final Documents form will be completed and sent to the Resident Engineer along with the items to be corrected. When the Resident Engineer receives the returned items, the Inventory of Final Documents form will be reviewed, signed, and the original Inventory of Final Documents form will be sent back to the Construction personnel performing the pickup. When the items have been addressed a new Inventory of Final Documents form will be completed and sent back to the Construction personnel performing the final pickup. This process will continue until the closeout is complete and all items have been addressed.

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The **Officeperson** shall go through the files for the test reports (Compaction, Sieve Analysis, Plant Reports, etc.) to assure that all the **originals** were processed correctly. There should only be the copies of the test reports in the file. If an original is found make sure the report has been checked, initialed, and signed by the Resident Engineer. Submit the report to the appropriate District Progress Lab for review. The report will be reviewed and if there are any errors or omissions the test report will be returned to the crew for corrections. Upon satisfactory completion, the Progress Lab will then forward the **original** report to Headquarters Quality Assurance Office.

Headquarters Construction will review all field books and original source documentation for the contract including force account sheets. If the force account has federal money, it must be checked by Internal Audit. As soon as the force account is complete send the **original** to Headquarters Construction as stated in Chapter 3, Force Account. Lump sum sheets, trainee sheets, rent equipment sheets, flagging sheets, scale sheets, bill of ladings, rolls and CALCULATION book, Source documentation and all correspondence shall be placed in envelopes by Headquarters Construction and numbered appropriately.

Below is an illustration of a page with an Each item that has quantities in three AEB numbers.

Item No: 609 0112		Item: Adjusting Covers (Method A)		Plan Qty: 6 EACH		Sig figs = 1		30	
Station	Qty	Date	Insp	AEB#	Pmt#	Type	Owner	Remarks	
"BD" 56+34.81	10.00' RT	Raised	1	10-2-08	MD	2	28	sewer ccsd	
"BD" 56+39.10	5.00' RT	Raised	1	10-2-08	MD	2	28	sewer ccsd	
"BD" 56+62.75	8.00' RT	Raised	1	10-3-08	MD	2	28	sewer ccsd	
"BD" 56+78.12	25.00 RT	Raised	1	10-3-08	MD	5	28	Phone Spunt	
"BD" 56+92.90	15.00' RT	Raised	1	10-2-08	MD	5	28	Phone Spunt	
"BD" 57+17.54	12.00' RT	Raised	1	10-5-08	MD	3	28	Ents Suck	
Page Total: AEB#2=3 AEB#3=1 AEB#5=2									

Book RECAP												75	
AEB	2	1	2	9	1	2	9	1	2	3	5		
PAGE	3020572	2030556	2030556	2030556	2110524	402	402	502	502	502	609	609	609
4	800.81					0660	0660	0616	0616	0976	0112	0112	0112
5	923.02												
6	420.92												
8		.24	2.83	1.02									
10					3.210								
13						72.9	77.7						
14						95.6	40.3						
15						250.9	95.2						
16						260.8	56.0						
17						302.1	80.9						
18						290.8	75.8						
19						194.8	65.2						
20						79.3	45.9						
21						60.0							
22								560	107				
25										120.93			
26										80.86			
30											3	1	2
Book TOTAL	2144.75	.24	2.83	1.02	3.210			560	107	201.79	3	1	2

TRANSFERRED & ✓ BY: SB

Book RECAP						C.O.#5						76
AEB	2	9	2	3	5	2	2	1	2	9		
PAGE	4020660	4020660	6090116	6090116	6090116	AP0	609	408	611	611		
35	295.3	132.9				001	0120	0512	0508	0508		
40			4	1	1							
47												
52												
62												
64												
65										1520.00	400.00	
66										1320.92	693.01	
67										2295.50	1129.53	
68										2793.00	1593.12	
69										1900.00	1292.01	
70										2150.93	920.75	
										3950.00	490.01	
Book TOTAL	1902.5	669.9	4	1	1	957.9	4	25	15930.35	6518.43		

TRANSFERRED & ✓ BY: SB

PICKUP MEMO – illustrated below is an example of a pickup memo.

**STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION
CONSTRUCTION DIVISION
M E M O R A N D U M**

DATE: February 10, 2010
TO: Jeff Shapiro, Chief Construction Engineer
FROM: Joe Green, Resident Engineer
SUBJECT: REQUEST FOR FINAL PICKUP - CONTRACT NO. 3247

Contract 3247 is ready for the Final Pickup. Attached please find the completed Check List and CM19I. Please schedule a Final Pickup at your earliest convenience. If you have any question regarding this request please contact this office at 702-555-1292.

Thank you for your cooperation in the above matter.

cc: James Dean, District Engineer
File

CHECK LIST FOR THE FINAL PICKUP FOR CONTRACT NO: _____

FIELD BOOKS	YES	NO	N/A	COMMENTS
Title page complete	_____	_____	_____	_____
Index page complete	_____	_____	_____	_____
Initial key complete	_____	_____	_____	_____
Book bottoms are numbered sequentially	_____	_____	_____	_____
Bottom and Title page of a book has 1 of 2 (etc.), (if there is more than one book with the same title)	_____	_____	_____	_____
Book is recapped	_____	_____	_____	_____
Initials of who checked and transferred quantities	_____	_____	_____	_____
Explanation and initials for zero balances	_____	_____	_____	_____
All zero balances are recapped	_____	_____	_____	_____
There are no ditto marks or lines with arrows	_____	_____	_____	_____
Pages are totaled by AEB numbers	_____	_____	_____	_____
Each entry has an AEB number	_____	_____	_____	_____
Each entry has a complete date	_____	_____	_____	_____
Each entry has an Inspector's initials	_____	_____	_____	_____
Calculations are done if required	_____	_____	_____	_____
Calculations are checked and initialed	_____	_____	_____	_____
Each entry is paid to significant figures	_____	_____	_____	_____
Stations show left, right, or centerline	_____	_____	_____	_____
Field Lab books are setup properly	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
SCALE or COMPUTERIZED TICKETS				
Moistures are done on base course aggregate	_____	_____	_____	_____
All required info is placed on the tickets	_____	_____	_____	_____
Stations match load book	_____	_____	_____	_____
Stations show left, right, or centerline	_____	_____	_____	_____
Waste or "0" waste is shown	_____	_____	_____	_____
Tickets in order according to the spreadsheet	_____	_____	_____	_____
40-load sheets must have totals every 10 th load	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

LOAD BOOKS	YES	NO	N/A	COMMENTS
Title page complete	_____	_____	_____	_____
Index page complete	_____	_____	_____	_____
Book bottoms are numbered sequentially	_____	_____	_____	_____
Bottom and Title page of a book has 1 of 2 (etc.), (if there is more then one book with the same title)	_____	_____	_____	_____
Beginning and ending stations on each page	_____	_____	_____	_____
If the line changes an equation is required	_____	_____	_____	_____
Time is recorded every fifth load	_____	_____	_____	_____
Inspector and checker's initials on each page	_____	_____	_____	_____
Waste or "0" waste is circled in red	_____	_____	_____	_____
Stations match the stations on the scale tickets	_____	_____	_____	_____
Stations show left, right, or centerline	_____	_____	_____	_____
Ticket numbers are used not load numbers	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

FORMS	YES	NO	N/A	COMMENTS
Forms are done in blue or black ink (excluding scale sheets)	_____	_____	_____	_____
Have all the required signatures	_____	_____	_____	_____
Show AEB numbers	_____	_____	_____	_____
Each AEB listed must be totaled separately	_____	_____	_____	_____
Have totals	_____	_____	_____	_____
Have the checker's initials or signature	_____	_____	_____	_____
Only one type of equipment per form	_____	_____	_____	_____
A detailed location for each flagger	_____	_____	_____	_____
A reason for the flaggers	_____	_____	_____	_____
Dates on forms match dates on spreadsheets	_____	_____	_____	_____
All spreadsheets have final totals	_____	_____	_____	_____
Tickets in order according to the spreadsheet	_____	_____	_____	_____
Lump sum sheets equal 100% for each LS item	_____	_____	_____	_____
All B/L's have certs	_____	_____	_____	_____
There are enough B/L's to cover what was use	_____	_____	_____	_____
B/L's are filed in Division 12 of the contract files	_____	_____	_____	_____
Certs are removed from all B/Ls in Division 12	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

LETTERS OF AUTHORIZATION	YES	NO	N/A	COMMENTS
The original lump sum sheet and all backup is attached to the original L.O.A.	_____	_____	_____	_____
All copies are removed	_____	_____	_____	_____
L.O.A. must be filed according to AEB numbers	_____	_____	_____	_____
The total dollar amount and percent is correct and the percent is to the correct significant figure	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

FORCE ACCOUNT	YES	NO	N/A	COMMENTS
Must have the following for each Force Account:				
Completed F.A. sheet (Form No. 040-008)	_____	_____	_____	_____
Contractor's Equipment listing (Form No. 040-033)	_____	_____	_____	_____
Equipment Recap sheet (Form No. 040-040) or Equipment Watch Recap sheet (Form No. 040-040)	_____	_____	_____	_____
Fringe Benefit Statement	_____	_____	_____	_____
Force Account Recap	_____	_____	_____	_____
All invoices	_____	_____	_____	_____
All originals are sent to Headquarters Construction as soon as completed and a copy is place in Division 6 of the contract files	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

LIQUIDATED DAMAGES	YES	NO	N/A	COMMENTS
Oil Damages must be listed on the appropriate Liquidated Damages Form and failing test reports must be attached to the LD form	_____	_____	_____	_____
All other damages must have some form of backup and be filed in Division 7 of the contract files	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

CALCULATION BOOK	YES	NO	N/A	COMMENTS
Title page complete	_____	_____	_____	_____
Index page complete	_____	_____	_____	_____
Initial key complete	_____	_____	_____	_____
Each page is cross-referenced to the field book	_____	_____	_____	_____
The books are cross-referenced to the calc page	_____	_____	_____	_____
Each page has all the required information	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

MISCELLANEOUS	YES	NO	N/A	COMMENTS
All paper clips removed and items stapled	_____	_____	_____	_____
All duplicate correspondence have been removed	_____	_____	_____	_____
All copies of mix designs, JMF, change orders, L.O.A.s, Contract Compliance items, and shop drawings have been removed	_____	_____	_____	_____
Photos/files are copied to a CD	_____	_____	_____	_____
Contractor's Stakeout Data*	_____	_____	_____	_____
Two sets of As-Builts *	_____	_____	_____	_____
Final Payroll Letter *	_____	_____	_____	_____
Confidential Past Performance Ratings *	_____	_____	_____	_____
Acceptance Test Summary Sheet *	_____	_____	_____	_____
Pit Release*	_____	_____	_____	_____
Material Deposit Usage Report *	_____	_____	_____	_____
Guardrail Inventory *	_____	_____	_____	_____
Safety Inspection Checklist (Form No. 040-028)*	_____	_____	_____	_____
Acceptance Testing Frequency Report (Form 040-075)*	_____	_____	_____	_____
Copy of the front cover of the Special Provisions*	_____	_____	_____	_____
Book listing*	_____	_____	_____	_____
Letter of Explanation	_____	_____	_____	_____
District Acceptance	_____	_____	_____	_____

*Items that must be submitted prior to the completion of final pickup. **Make sure to copy Headquarters Construction on all items which have the original going to another department.**

All the above items have been checked and verified and documentation is in accordance with the Documentation Manual.

Resident Engineer: _____

Date: _____

CM19I – page 1 is illustrated below. This report will be completed before the final pickup by Headquarters Construction. The Officeperson will show where each item has been paid and place an explanation by all zero balances not addressed in the field books. See instructions on page 24-3.

If there are any questions, please call Headquarters Construction.

CONTRACT NO: 03247

PAGE: 1

ITEM NO	CO#	UNIT	ITEM DESCRIPTION	ORIGINAL QTY	UPDATED QTY	QTY DIFFERENCE	OVER/UNDER
1100100		HOUR	TRAINING (TRAINEES)	2,000 .000	2,000.000	167.000-	% 8.4-
AEB: 01			CO	1,833 .000 ✓			
TOTAL				1,833 .000 ✓			
BK/ENV:	<i>spreadsheet</i>						
2000001		HOUR	SURVEY CREW	115 .000	115.000	7.000+	% 6.1+
AEB: 02			CO	122 .000 ✓			
TOTAL				122 .000 ✓			
BK/ENV:	<i>Spreadsheet</i>						
2010512		EACH	REMOVE TREES (6-INCHES TO 12-INCHES)	2 .000	2.000	0.000	% 0.0
AEB: 02			CO	2 .000 ✓			
TOTAL				2 .000 ✓			
BK/ENV:	<i>4</i>						
2020008		LS	REMOVAL OF BRIDGE	202,892 .000	202,892.000	0.000	% 0.0
AEB: 03			CO	202,892 .000			
TOTAL				202,892 .000			
BK/ENV:							
2020076		EACH	REMOVE END SECTION	5 .000	5.000	0.000	% 0.0
AEB: 04			CO	5 .000			
TOTAL				5 .000			
BK/ENV:							

INVENTORY OF FINAL DOCUMENTS-this form is to be completed and submitted with the listed items to the Construction personnel performing the final closeout. See instructions on page 23-3. This form is located on Sharepoint. **For District One only, the AEB lists and all change orders must also be submitted.**

INVENTORY OF FINAL DOCUMENTS

Contract # _____ Sheet # _____ of _____
 (HQ use only)

Resident Engineer _____ District _____ Crew # _____

The following Contract Divisions are to be sent to Headquarters Construction for final pickup:

Date Rec'd: _____ Date Sent: _____

<u>Field Sent</u>	<u>HQ Rec'd</u>	<u>Description</u>
_____	_____	CM19I
_____	_____	Book Listing
_____	_____	Calc Book

Field Books (indicate # of books submitted)

Contract Files (# folders)

Division No.

- 2 - All Correspondence
- 3 - Media Records including an index
- 4 - Possible Claim information and correspondence
- 6 - Force Account
- 7 - Liquidated Damages, Asphalt, Fuel & Steel Escalation
- 8 - Lump Sum sheets and original LOA's w/backup
- 9 - Trainee Hours
- 10 - Rent Equipment sheets
- 11 - Flagging sheets
- 12 - Scale sheets, spreadsheets and B/L for all pay items
- 13 - Earthwork calculations
- 18 - Misc. items concerning job closeout

Materials and Testing Files

- 1-12 (If any originals found, submit to HQ)
- 8 - submit copy of mix design(s) to HQ

As-Builts

Sent to HQ

Sent to District Date _____ Name _____

Files/Books Sent

Date _____ Name _____

Files/Books Rec'd

Date _____ Name _____

ITEMS REQUIRED TO FINAL CONTRACT NO. _____ DATE: _____

1. R.E. Request for District Acceptance (Letter) _____
2. Lab Clearance _____
3. Acceptance Test Summary Sheet (ATSS) _____
4. Acceptance Testing Frequency Report (Form 040-075) _____
5. Pit Release _____
 - a. If material is obtained from private property owner, need a letter
6. Contract Compliance Clearance Includes: _____
 - a. All Subcontracts (including service providers) submitted & approved
 - b. All payrolls received and Final Payroll Letter submitted
 - c. Final Wage Certificate (State Contracts)
7. Confidential Past Performance Ratings _____
 - a. Prime & Subs at least 15% or over \$50,000
8. Letter of Explanations _____
 - a. All breakouts included for items that over/under run 10% & \$25,000
 - b. Policy Directive 01-2003
9. As Built Plans _____
 - a. done in BLUE ink
 - b. 2 sets, placed in red pressboard covers (2" maximum thickness)
 - c. 1-District, 1-Carson
 - d. Headquarters will pickup Carson's copy at the time of final pickup
10. Material Deposit Usage Sheet (Form 040-087) _____
 - a. Required for every State Pit
 - b. If commercial, still need to submit, just state commercial in remarks
11. Guardrail Inventory Sheets _____
 - a. Send to Safety Division
 - b. Send copy to Headquarters Construction
 - c. File a copy in contract files
12. Safety Inspection Checklist (Form 040-028) _____
 - a. Send to Headquarters Construction Quality Assurance
 - b. File a copy in contract files
13. Check Chapter 25 to assure all reports have been submitted _____
 - a. follow distribution on the bottom of each form
14. Complete the CM19I _____
 - a. If mistakes are found after completing the CM19I, contact Construction to let them know another final progress payment will be processed
15. Check List & Memo Request for Final Pick-up _____
 - a. Before submitting the check list it is the responsibility of the **Officeperson** to assure that everything on the list is complete.

The instructions on pages 24-14 thru 24-22 are items listed on the check list on page 24-13. These items are required to be completed at the time of job closeout.

2 SETS of AS-BUILT PLANS – one set for Headquarters Construction and one set for District. Any physical changes (pipe, guardrail, fence, electrical items, typical section changes, Estimate of Quantities, Bill of Material, Structure list, etc.), or stationing changes shall be pictorially shown. These As-Built plans shall be ready at the time of pickup. As Built drawings are an official record of the project at the time of construction completion. The original “as-designed” contract drawings and specifications are modified to show all additions, deletions and other changes made during construction. Accurate as-built drawings are very important for project operation and maintenance, and future modifications, particularly for work completed underground. These modifications are also taken into consideration for future project designs. NDOT’s Records Management Division scans each as-built set assigning a corresponding bar code for each section. This assists in proper recording and storage of files. It is very important to submit the as-builts properly to ensure accurate record of the drawings. **As-builts must be submitted at the time of the final job pickup.** The following guidelines for as-built drawings are on Sharepoint.

FORMATING GUIDELINES:

- 1) All changes must be made in **BLUE INK**
- 2) If sheets are omitted, or there’s a break in the numbering sequence, it needs to be noted on the “Index of Sheets”
- 3) If sheets are added, they need to be in numerical order and included on the “Index of Sheets”
- 4) Use red press board folders with the ACCO fasteners supplied with each folder (posts are not allowed)
- 5) Each as-built folder will be less than 2” thick, separate volumes at a section break
- 6) Identify the following information on the front cover of the as-built folder:
 - “As-Built Drawings”
 - Contract #
 - Project#
 - Volume # (Volume 1 of 1, etc)
- 7) If there are additional sheets without a specified sheet number (not a supplemental or revision) insert it and assign a sheet number. Make a note on the preceding page, “See next (#) sheets,” and revise the “Index of Sheets”
- 8) DO NOT INCLUDE sheets that are 8 1/2” x 11”. All changes must be identified on the appropriate plan sheets

MODIFICATION GUIDELINES:

- 1) If there are “NO FIELD CHANGES” to the plans, it needs to be noted on the title sheet
- 2) If changes were made, the working as-builts shall show correct grade, elevations, cross section, or alignment of roadway, earthwork, structures or utilities on the appropriate plan sheet
- 3) Any changes due to CHANGE ORDERS need to be noted on the plan sheets, with change order number referenced (do not provide a copy of the change order in the plans)
- 4) If a Supplemental Notice is included, remove and replace the original sheets with the revised
 - a) If there is a revision, remove and replace the original sheets with the revised

PIT/PROPERTY OWNER RELEASE - if aggregates or borrow are obtained from a private property owner, the owner must submit a letter stating that they are satisfied with the condition that the property was left in and releases NDOT from any further liability.

The SAFETY INSPECTION CHECKLIST (Form No. 040-028) - can be obtained from the stockroom or on Sharepoint, see Chapter 25 (Calculations and Reports). The SAFETY INSPECTION CHECKLIST must be completed at least once for each project and turned into the NDOT field office to be distributed according to the bottom of the form. On contracts of long duration, the checklist must be submitted during each phase of the construction and at least quarterly.

District Acceptance letter – Must be submitted before the contract can be completely closed out.

ATSS (Form No. 040-076) - An Acceptance Test Summary Sheet is required on every contract, even if there were no failures. It must list all Materials Division failures as well as all field acceptance test failures that were allowed to remain in place. These items will require an explanation as to why they were allowed to remain in place. This includes failures for sieves, compaction, plantmix (stability, air voids, etc.), asphalt, concrete, glass beads, etc., even if there is no means of assessing liquidated damages. Failing compaction material that is retested and passing should not be included. The pad version of the ATSS (**must be typed**) or the disk version (both available from Headquarters Construction) are the only two options allowed. **Hand-written or individualized copies are not acceptable.** Compare ATSS with failures on the Material Division's Acceptance of Contract letter to ensure all items are addressed. The **original** ATSS shall be sent directly to the Materials Division. (Reference Memo dated March 6, 2009- Acceptance Test Summary Sheet).

MATERIAL DEPOSIT USAGE REPORT (Form No. 040-087) – the form shall be completed by the **Resident Engineer** and distributed according to the distribution list at the bottom of the form at the close of each project. The Material Deposit Usage Report will be required for all material sources. If the aggregate on the contract was taken from commercial pits, the Material Deposit Usage Report must still be submitted. The top of the form shall be completed, **Resident Engineer** shall sign, and state in the remarks, all material came from commercial pits. The Materials Division will coordinate a database for material sites in the state; this will include what type of material was produced from the site and also how much of the material site was disturbed. This database will enable the Department to track sites that have a history of problems and sites that have a history of producing quality material. This will assist the Department in the re-sampling and proposing of sites for future projects.

GUARDRAIL INVENTORY DATA SHEET – the Safety Division is doing a statewide guardrail inventory. At the completion of every contract the **Resident Engineer** shall contact the Safety Division to see if a Guardrail Inventory Data Sheet is required. If the data sheet is required it will be completed by the **Resident Engineer** and sent to the Safety Division, with a copy sent to Headquarters Construction.

ACCEPTANCE TESTING FREQUENCY REPORT FORM (Form No. 040-075) - is to ensure that the minimum required sampling and testing is being performed including samples submitted to the Materials Division. The completed form shall be distributed according to the distribution list at the bottom of the form. The form is available on SharePoint under 040 Construction. If you have any questions concerning this form, please contact Headquarters Construction Quality Assurance for assistance.

Forms change periodically, please assure that you are using the most current form available, see Chapter 26 (Distribution of Documents).

FINAL PAYROLL LETTER - a list of final payroll numbers for the Contractor and all Subcontractors, including the last payroll number and week ending date as illustrated below.



JIM GIBBONS, Governor

STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION
1263 South Stewart Street
Carson City, Nevada 89712
February 11, 2008

SUSAN MARTINOVICH, P.E., Director

Susan Martinovich, P.E., Director
Department of Transportation
1263 South Stewart Street
Carson City, NV 89712

Contract No. 3267
RE: FINAL PAYROLL LETTER

Attention: Roc Stacey, Contract Compliance Manager

Dear Sir:

Reference is made to Contract No. 3267, Project No. NH-050-2(007), STP-0502(006), and SPSR-0822(001), on US 50 in Lyon County, from 0.50 miles east of Virginia City Road (SR 341) to Fortune Drive, on US 50 from Fortune Drive to Chaves Road and on SR 822, Dayton Valley Road, from US 50 to 0.15 miles east.

The following are the final payroll numbers and week ending dates for the above mentioned contract:

<u>Contractor</u>	<u>Payroll No.</u>	<u>Week Ending</u>
Road and Highway Builder, LLC	79	05/12/07
Nevada Barricade & Signs	55	12/02/06
Penhall Company	03	08/25/06
A C Dike	01	10/07/06
Acme Concrete Pumping	12	12/28/06
Artistic Fence Company	05	08/02/06
Hunewill Construction Co	15	03/24/06
Diversified Concrete Cutting	01	09/30/06
Valentine Surfacing Company	12	07/29/06
PAR Electric	56	01/06/07
Eckart Trucking	17	09/02/06

Please review and provide an acceptance letter to the R.E. so this contract can be closed out.

Sincerely,

Handwritten signature of Gary R. Williams in black ink.

Gary R. Williams, P.E.
Resident Engineer

pc: Thor Dyson, P.E., District Engineer
Dave Titzel, P.E., Asst. District Engineer
Gary Selmi, P.E., Chief Construction Engineer

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CPPR (Form No. 040-044) - A separate Confidential Past Performance Report is required for the prime Contractor and each major Subcontractor (performing at least 15% or \$50,000 of the original amount of work), as illustrated below and on page 24-18.

Forms change periodically, please assure that you are using the most current form available, see Chapter 26 (Distribution of Documents).

STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION

RESIDENT ENGINEERS' CONFIDENTIAL PAST PERFORMANCE REPORT

CONTRACTORS AND SUBCONTRACTORS

INSTRUCTIONS: Upon completion of a contract this form must be filled out by the Resident Engineer and then forwarded directly to the Construction Office. In the event there is a change of Resident Engineers on a contract, the Resident Engineer leaving the project must fill out this form and submit it as indicated above.

Check One:

PRIME CONTRACTOR SUBCONTRACTOR SPECIALTY CONTRACTOR

Date of report..... Acceptance date.....

Contract No..... Project No.....

Description.....

Contractor.....

Address.....

Amount of work \$..... Type of work.....

Answer all questions 1 through 13 using the following percentages:

Poor.....	0-60%	Average.....	71-80%	Very good or	
Fair.....	61-70%	Good.....	81-90%	excellent.....	91-100%

GROUP 1—COOPERATION

NOTE: Each question has a maximum value of 100 percent. Group 1 Rating is the average of total values.

To what degree was the contractor cooperative with:

1. The Department?..... %
2. County and municipal officials?..... %
3. Adjacent property owners and considerate of their rights (ingress and egress, noise and dust)?..... %
4. Providing protection for the public?..... %
5. Equal employment opportunity requirement?..... %
6. Safety requirement?..... %
7. Others?..... %
- (a)..... %

GROUP 1 RATING (Maximum 100 percent) _____ %

(CONTINUED ON OTHER SIDE)

LAB CLEARANCE - the Material Division's Acceptance of Contract letter (Lab clearance) as illustrated below and on page 24-20 is required on every contract. Near the contract completion, contact the Materials Division to make sure all certifications and samples have been received. If samples were inadvertently omitted, the **Resident Engineer** must write a memo to the Materials Division explaining the circumstances and send a copy to Headquarters Construction. If certifications were not received by the Materials Division, another copy of the certification must be sent. Contact the Materials Division if there are discrepancies. Compare the Material Division's Acceptance of Contract letter with failures on the ATSS to ensure all items are addressed.

STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION

RECEIVED
CONSTRUCTION DIV. 
JUN 20 2007

MEMORANDUM

June 19, 2007

~~_____~~

Attn: Tricia MacDiarmid

From: Anita Bush, Assistant Materials Engineer 

Subject: Acceptance of Contract No. 3265
Project No. SPF-95A-1(020), SPSR-0208(008) & SPSR-0340(002)

All materials, samples and certifications of compliance, which are required by the Materials Division, have been received. The following samples received have failed to meet State of Nevada requirements. The 13 shipment(s) of asphaltic products listed below showing the recommended demerits, are accepted based on the Contract Demerit Schedule.

T-3: 30

Failing Bitumen Samples Required: Min. Stab: T-2: 35 %Voids: 3-6
Number Samples Submitted: T-3: 5 T-2: 19
Number Samples Failed: T-3: 1 T-2: 6

Type 2	Source	Stability	%Voids
OMO5-251	"X" 172+00Rt	34	3.5
OMO5-252	"X" 151+00Rt	35	1.1
OMO5-253	"X" 138+00Rt	0	1.8
OMO5-292	"X" 158+00Lt	45	2.9
OMO5-328	Not Stated	16	0.4
OMO6-74	SR340 33+75Lt	38	2.3

Type 3	Source	Stability	%Voids
OMO06-71	SR 340 22+00Lt	35	6.1

Min. Orig. %Strength

Failing Lottman Samples Required: Indirect Tensile: 65% PSI Retained: 70
Number Samples Submitted: 8
Number Samples Failed: 2

Type 2	Source	Min. Orig.	%Retained
OM05-311	"X" 492+00Rt	63.7	84
OM05-328	Not Stated	56.4	99

Failing Asphalt

Number Samples Submitted: 110

Number Samples Failed: 13

<u>Type</u>	<u>Test No.</u>	<u>Quantity</u>	<u>Date</u>	<u>Recommended Demerits</u>
PG 64-28NV	CCAC-2006-00525	15.62	6/2/06	1
PG 64-28NV	CCAC-2006-00526	25.	6/5/06	1
PG 64-28NV	CCAC-2006-00527	7.72	6/5/06	3
PG 64-28NV	CCAC-2006-00529	20.62	6/6/06	3
PG 64-28NV	CCAC-2006-00530	25.	6/7/06	3
PG 64-28NV	CCAC-2006-00531	13.64	6/7/06	1
PG 64-28NV	CCAC-2006-00723	2.77	6/9/06	4
PG 64-28NV	CCAC-2006-00724	25.	6/12/06	8
PG 64-28NV	CCAC-2006-00725	15.14	6/12/06	9
PG 64-28NV	CCAC-2006-00726	11.79	6/13/06	7
PG 64-28NV	CCAC-2006-00727	9.69	6/14/06	6
PG 64-28NV	CCAC-2006-00728	22.56	6/15/06	11
PG 64-28NV	CCAC-2006-00729	25	6/16/06	9

All other materials, tested by the Materials Division, substantially meet plans and specification requirements.

Should you have any questions please feel free to contact me.

SB:WC:KC

cc: Thor Dyson, District II Engineer
Bill Graunke, Resident Engineer

LETTER OF EXPLANATION - required for any original bid item or change order item (all breakouts included) that over/underran 10% and \$25,000 (must exceed both) must be explained. A Letter of Explanation is illustrated below and on page 24-22. (Refer to Policy and Procedure Directive Construction 01-2003).



JIM GIBBONS, Governor

STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION

Mailing: 1951 Idaho Street, Elko, NV 89801
Office: 899 Humboldt Avenue, Wells, Nevada
Tel. (775) 752-2216 ◊ Fax (775) 752-2242

March 27, 2008

SUSAN MARTINOVICH, P.E., Director

RECEIVED
CONSTRUCTION DIV.
APR - 3 2008 TS

Susan Martinovich, P.E., Director
Department of Transportation
1263 South Stewart Street
Carson City, Nevada 89712

In Reply Refer to:
Contract No. 3298
Letter of Explanation

Attention: Gary Selmi, Chief Construction Engineer

Dear Sir:

Reference is made to Contract 3298, Project No. IM-080-4(078)279, on I-80 from 0.32 miles west of the West Carlin Interchange to 0.27 miles west of the west portal of the Carlin Tunnels including ramps, in Elko County.

This letter serves to explain five items of work that either under-ran or overran their respective plan quantities on this contract. The following explanations are offered:

- Item No. 402 0660 – Plantmixing Miscellaneous Areas
Change in Quantity: +1,489.00 square yards or +104.9%
Change in Cost: +\$32,758.00

The cause for this overrun was two-fold. First, the quantities shown in the Plans for the areas to be paved under this item did not include the gore areas. The contractor was required to pave in and around existing drop inlets at the gore areas. Although this caused additional miscellaneous paving, the adjustment of these drop inlets were not necessary (as originally planned), thereby saving \$6,600.00 under a separate bid item. Second, the Plans did not show the paved median cross-over detour near the east end of the project. This crossover required overlaying to accommodate the mainline overlay. The transition areas of this crossover at each end required additional miscellaneous paving.

- Item No. 402 0664 – Plantmix Paved Ditches
Change in Quantity: +2,672.60 square yards or +66.8%
Change in Cost: +\$53,452.00

The cause for this overrun was mostly due to the incorrect dimensions shown for the median paved ditches. The Plans indicated the existing ditches were 4 feet wide. The actual paved ditches to be overlaid were 6 feet wide. This difference caused a 50 percent increase in square yardage. The other 16.8 percent overrun can be attributed to the actual length of the ditches to be overlaid exceeded that which was shown in the Plans.

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- Item No. 402 6004 – Plantmix Surfacing (Type 3) (Wet)
Change in Quantity: -1,761.60 tons or -25.9%
Change in Cost: -\$114,504.00

The cause for this under-run was due to the existing condition of the paved shoulders adjacent to the on and off ramps on this project. The Contract Plans required overlaying all paved shoulders on this project with Type 3 Plantmix to accommodate the Type 2C Plantmix overlay. However, the Type 2C Plantmix overlay occurred only on mainline. The ramps were required to have 1" of the existing surface milled and 1" open-grade plantmix placed. This work did not raise the elevation of the final surface and therefore did not require the overlaying of the existing paved shoulders located adjacent to the ramps. This amounted to a considerable cost savings to the Department.

- Item No. 502 0017 – Concrete Bridge Deck Repair
Change in Quantity: -\$130,032.22 FA or -96.3%
Change in Cost: -\$130,032.22

The reason for this substantial under-run was due to the unknown condition of the underlying bridge decks on this project. This work was set up as force account work since all of the bridge decks had existing bituminous surface on them, and the actual amount of work could not be predetermined. It was anticipated that substantial work might be required to repair the decks once the bituminous surface was removed. However, upon removal and inspection, the existing bridge deck surfaces were very sound and required a minimal amount of repair work before they were overlaid with plantmix.

- Item No. 624 0004 – Flagger
Change in Quantity: +1,010.5 hours or +202.1%
Change in Cost: +\$50,525.00

The reason for this overrun was due to a substantial underestimation of the number of flagger hours required to perform the type of work included under this contract. This contract included 90 working days to complete the work. It could be reasoned that of the 90 working days, it would approximately 50 working days to complete the milling and paving. Another 12 working days were needed to accommodate bridge work. The contract included 500 flagger hours. If the work was to take approximately 62 days to complete, this would allow for only 8 flagger hours per day or one flagger for an 8-hour day.

The contract time was extended to 123 working days. Of the additional 33 days, 10 working days can be attributed to actual work on the roadway. This would revise the total number of working days requiring flaggers from 62 to 72. If an average of two flaggers working 10-hour days were needed to complete the work, it would take approximately 1,440 flagger hours for this contract. Since sometimes, the work required three flaggers, the final total of 1,510.5 hours was reasonable to complete this type of project.

The net change to the Contract Amount as a result of the aforementioned quantity under-runs and overruns is a decrease of \$107,801.22.

Respectfully,



Todd R. Scott
Resident Engineer

cc: Kevin Lee, District Engineer
3298 files: H-LETTER OF EXPLANATION

**DOCUMENTATION REQUIREMENT
SECTION C
INVENTORY FOR FINAL CONTRACT DOCUMENTS**

When the final job pickup is complete all the **original** documents, reports, spreadsheets, field books, and correspondence will be placed in boxes by Headquarters Construction until the Final Report is sent out. From there the original items will be sent to Engineering Files. When the final job pickup is complete the remaining items will be boxed until the Final Report is received. If there are claims the items must be kept until all claims have been resolved.

Prior to the job pickup, the **Officeperson** shall copy the front cover of the Special Provisions for the contract (title sheet) and do a book listing, and roll index as illustrated on pages 24-23 thru 24-25 containing the following information:

TITLE SHEET - contract number, milepost, route section, project number, project description and work description as illustrated on page 24-23.

BOOK LISTING - book number, description or title and remarks as illustrated on page 24-24.

ROLL INDEX – the profilograph roll number, description or title and remarks as illustrated on page 24-25. Only profilograph rolls used for payment purposes should be included in the inventory.

The Headquarters Construction will do the ENVELOPE LISTING after the final job pickup is complete and all the **original** items have been received. An illustration of an envelope listing is shown on page 24-26.

The Title sheet, Book listing, Roll index, and Envelope listings must accompany the records. They become part of the permanent records for the contract, and are used as an index by anyone searching for information for that contract.

If the Resident Engineer feels that he/she may have to refer back to some of the information contained in the records or correspondence, copies should be made and retained.

All **original** (preliminary) books and rolls obtained from Headquarters Construction before the contract began must be returned when they are no longer needed. A copy of the memorandum of transmittal that was sent out with these books must be sent back in with them so they can be checked off upon their return.

NEVADA DEPARTMENT OF TRANSPORTATION

SPECIAL PROVISIONS, PROPOSAL, CONTRACT AND BOND

For Constructing a Portion of the State Highway System

ON SR 160, BLUE DIAMOND ROAD, FROM LAS VEGAS BOULEVARD (SR 604)/WINDMILL LANE TO VALLEY VIEW BOULEVARD - PHASE 1 AND ON I-15, FROM 1 MILE SOUTH OF THE BLUE DIAMOND INTERCHANGE TO I-215

COUNTY OF: CLARK

ROUTE SECTIONS: SR 160 AND 015-1

MILEPOSTS: SR 160 CL-0.00 TO 1.14 AND I-15 CL-32.50 TO 34.66

PROJECT NO.: STP-0160(016) AND IM-015-1(126)

CONTRACT NO.: 3247

Specific description of work covered by this contract

Construct a new eight lane roadway with sidewalks, construct a new structure over I-15 and new interchange ramps, remove existing structure and ramps and construct new auxiliary lanes on I-15.



This form is to be used with, and as a component part of the
Standard Specifications for Road and Bridge Construction,
2001 Edition

Jeffrey Fontaine, P.E.
DIRECTOR
DEPARTMENT OF TRANSPORTATION

Contract No. 3247 - Field Book Listing

<u>Book No.</u>	<u>Description or Title</u>	<u>Remarks</u>
1	Alignment	
2	Removal Items	
3	Earthwork Items	
4	Asphalt Cement-Mineral Filler	
5	Liquid Asphalt	
6	Structure I-675 Book 1 of 2	
6A	Structure I-675 Book 2 of 2	
7	Miscellaneous Book	
8	C & G Book	
9	Rent Construction Signs Book	
10	Perm. Sign Book	
11	Striping Items	
12	Type 1 Class B Load Book 1 of 2	
13	Type 1 Class B Load Book 2 of 2	
14	Type 2 PBS Load Book 1 of 2	
15	Type 2 PBS Load Book 2 of 2	
16	OG PBS Load Book 1 of 2	
17	OG PBS Load Book 2 of 2	
18	Field Lab - Sieve Tests	
19	Field Lab - Compaction Tests	

Contract No. 3247 - Roll Listing

<u>Roll No.</u>	<u>Description or Title</u>	<u>Remarks</u>
1	Borrow Embankment Roll 1 of 1	
2	Borrow Embankment Roll 2 of 2	

Contract No. 3247 - Envelope Listing

<u>Env. No.</u>	<u>Description or Title</u>	<u>Remarks</u>
1	Lump Sum Sheets L.O.A. Lump Sum Sheets Force Account Liquidated Damages Asphalt Escalation Rent Equipment: Loader Motor Grader Dump Truck	
2	Flagging Hours Trainee Hours Scale Tickets: Type 1 Class B Aggregate Plantmix Bituminous Surface Type 2 Open-graded	
3	B/L's: Mineral Filler AC-20P MC-70 SS-1h Photographs	
4	Correspondence: To/From Headquarters To/From District To/From Contractor	

**DOCUMENTATION REQUIREMENT
SECTION D
HELPFUL HINTS**

To start the process for the final job pickup:

1. Enter the "FINAL" TAD. This will produce the CM19I Report.
2. Close out the books.
3. Complete all forms and spreadsheets.
4. When everything is balanced, complete the CM19I Report.
5. The Resident Engineer will send the pickup memo to the appropriate Construction personnel to schedule a date to have all the items sent in for final pickup.

Things to do before the items can be sent to the appropriate Construction personnel to start the final job pickup:

1. Complete the Check List, book listing, the bottom of all the field and lab books, and the Inventory of Final Documents.
2. Make sure all duplicates of correspondence and paper clips have been removed from the files. All mix designs, JMF, change orders, L.O.A.s, shop drawings, Request to Sublet, and Subcontract Agreements (Contract Compliance items) are filed in the appropriate Divisions, see Chapter 1 (Organization of Project Documents).
3. All **original** test reports have been sent to Headquarters Construction.
4. Prepare two sets of As Built.
5. Make sure all completed force account(s) have been sent to the appropriate Construction personnel to be checked. If not, collect and check as illustrated in Chapter 3 (Force Account Work).
 - a. The following documents must be included with the force account file:
 - Force Account sheet(s) (Form No. 040-008)
 - Fringe Benefit Statement
 - Force Account Equipment Listing (Form No. 040-033)
 - Equipment Watch Recap sheet (Form No. 040-040)
 - Force Account recap (one for each AEB)
 - Extended Invoices (original or copy) and/or affidavit (original)

Things to send to the appropriate Construction personnel for final job pickup on the scheduled date:

1. All field and lab books
2. All forms and spreadsheets
3. The completed CM19I Report
4. The completed Check List
5. The completed Inventory of Final Documents
6. One set of As Built and take the other set to District
7. The Calculation Folder, make sure it is in a file folder not in a binder.
8. The blank TAD that was produced by the FINAL TAD.
9. The CM02 that was produced by the FINAL TAD.

The following Divisions will be sent to the appropriate Construction personnel for the final job pickup on the scheduled date:

For District One only, the AEB lists and change orders.

Contract Files

Division No. 2-All Correspondence

Division No. 3-Media Records

Division No. 4-Possible Claim information and correspondence

Division No. 6-Force Account

Division No. 7-Liquidated Damages, Asphalt, Fuel, and Steel Escalation, the TAD(s), and the CM02 that was produced from the Final progress payment.

Division No. 8-Lump Sum sheets

Division No. 9-Trainee Hours

Division No. 10-Rent Equipment sheets

Division No. 11 Flagging sheets

Division No. 12-Scale sheets with spreadsheets and B/L for all pay items

Division No. 13-Earthwork calculations

Division No. 18-Misc. items concerning job closeout

Materials and Testing Files

Division No. 1-12-anything that is an **original** document.

Division No. 8-make sure a copy of the mix design(s) are placed in the appropriate file in Division 12 of the Contract Files.

Things to check on force account (FA) for Highway Patrol:

1. The top and bottom portion of the form is complete.
2. The Highway Patrol is providing the officers. The F.A. for this item should only be done on **Interstate projects**.
3. Payment is made on the force account (Form No. 040-008).
4. Payment is at invoice + 10% and the information is placed in the materials section on the force account form (Form No. 040-008).
5. The calculations are correct, the invoice (s) has been checked and initialed, and is attached to the completed force account sheet.
6. Force account recap sheet is complete.
7. File the **original** force account in Division No. 6 of the Contract files.

Things to check in the pay field books:

1. The label on the bottom of the field book is numbered and labeled according to pages 24-1 and 24-2, and is labeled in black permanent ink.
2. Have the pages numbered from 1 to 80.
3. Have a complete Title page according to Chapter 2 (Setting up a Contract, Book Format, etc.).
4. Have a complete Index and Initial key page according to Chapter 2 (Setting up a Contract, etc.).
 - a. The index must show the beginning and ending page for each item and list the book recap page(s) in the appropriate book.
 - b. The initial key must have the initials, signature, and title of everyone who has written in the field book. The initials must match the initials used in the book.

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- c. If the signature is not legible the person must print name below signature.
5. Must have a book recap page in the appropriate book.

Things to check on each page in the pay field books:

1. Page totals are documented in the bottom left-hand corner and page totals are done by AEB numbers.
2. Blank pages do not have a page total.
3. Bid items and AEB numbers with a zero balance must be totaled as zero with an **explanation** why, initialed, and recapped.
4. The significant figures are in the upper right-hand side of the page.
5. There is a complete date and the initials of the Inspector on every entry.
6. There are calculations done when required and the calculations are checked and initialed by the checker.
7. If the calculations have been changed by the checker then they need to be rechecked by the appropriate Construction personnel and initialed.
8. Check each entry for the correct significant figure. (See Chapter 2 Setting up a Contract, Book Format, etc.).
9. Items paid by percentages must have a final payment to equal 100%.
10. Each entry has a complete station. If one is not available, a detailed location is required. All stations must show left, right, or centerline.
11. There are no ditto marks or lines with arrows.

Things to check on the recap page of a pay field book:

1. **Book Recap** will be printed at the top of the page and **transferred and** ✓ **by** will be on the bottom of the page with the initials of who transferred and checked the page totals on each page of the book recap.
2. The AEB and item numbers are across the top of the page and page numbers are down the left-hand side of the page.
3. The book totals will be the total of each column for each item.
4. When a change order is transferred to the book recap page, the change order number must be written above the AEB number.
5. If more than one page is required to total an item, the total for the page may be left blank or a subtotal shall be done on each page and a final book total shall be done on the last page. If doing a subtotal, write subtotal under the page total for that item.
6. Make sure all zero balances are recapped and have a book total of zero.

Things to check in non-pay field books (Asphalt and mineral filler record of delivery, load, Survey, Field Lab books):

1. The label on the bottom of the field book is numbered and labeled according to pages 24-1 and 24-2, and is labeled in black permanent ink.
2. Have the pages numbered from 1 to 80.
3. Have a complete Title page according to Chapter 2 (Setting up a Contract, Book Format, etc.).

4. Have a complete Index and Initial key page according to Chapter 2 (Setting up a Contract, Book Format, etc.).
 - a. The index must show the beginning and ending page for each item.
 - b. The initial key must have the initials, signature, and title of everyone who has written in the field book. The initials must match the initials used in the book.
5. There are no ditto marks or lines with arrows and there is a date for each entry. There is no recap page for these books.

Things to check in load books:

1. At the top of each page there is a complete date and the type of material.
2. There are ticket numbers not load numbers. Load numbers may be used on 40-load sheets if this is all that is listed on the scale tickets.
3. Truck number on each load.
4. Time every 5th load with AM or PM listed with the time.
5. Beginning and ending stations on each page. If there is a change in the “Line Designation” then an equation has to be shown.
6. Tickets taken by: and T against scale sheet: have initials.
7. The stations must match the plant report, last scale ticket for the day and/or the 40-load sheets.
8. All waste must be shown and circled in red even if the waste is zero.
9. All waste must be explained.
10. For all base course aggregate, optimum/actual moistures are shown on the last ticket for the day or on the 40-load sheet.

Things to check on the last scale ticket for the day:

1. Date and Type of material.
2. Pit information.
3. Contract and AEB number.
4. Ticket total must be checked, initialed, and circled.
5. Stations match the load book and the plant report for the appropriate day.
6. All waste must be explained and deducted from the accumulative (ticket) total.
7. If waste is zero then “0 waste” must show on the last ticket.
8. Total placed must be circled.
9. Resident Engineer’s signature, not initials.
10. Checker’s initials.
11. Optimum/actual Moistures are shown for base course aggregate and calculations are done if required.
12. Calculations are done to keep track of how much oil and mineral filler was used, and the calcs are checked and initialed.

Things to check on a 40-load sheet:

1. The top portion is complete.
2. The unit of measure is circled on all columns.
3. Ticket and truck number are on every load and the AEB number recorded.
4. Gross, Tare, Net, and ton/mton columns are complete.

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5. Beginning and ending stations are listed on each sheet. If there is a change in the "Line Designation" then an equation has to be shown.
6. Trucks are tared at least twice a day.
7. All waste must be shown, even if the waste is zero.
8. All waste must be explained and deducted from the accumulative total.
9. Gross, Tare, Net, and ton/mton are totaled every 10th load.
10. Time every 5th load with AM and PM listed with the time.
11. Station must match the load book and the plant report for appropriate day.
12. If calculations are done to keep track of how much oil and mineral filler was used, the calcs must be checked and initialed.
13. The Weighmaster is the person that was in the scale shack witnessing the weighing of the trucks. If the weights were not witnessed by NDOT, then the Contractor signs as Weighmaster.
14. Required signatures.
15. Optimum/actual Moistures are shown for base course aggregates and calculations are done if required.
16. The **originals** are filed in Division No. 12 of the Contract files.

Things to check in load books with a Record of Delivery:

1. Item No., Item, Plan Qty, and the Sig. Fig are complete.
2. Load numbers coincide with the load numbers on the B/Ls.
3. Complete date.
4. Truck and trailer number.
5. Bill of Lading number or control number. If a control number is used make sure it is noted in the remarks column.
6. Tons delivered matches the B/L. On Emulsified (diluted) make sure the tons delivered are shown as raw tons on the Record of Delivery.
7. Tons are entered with the correct significant figure (.01).
8. The accumulative total is correct.
9. Every load is initialed.

Things to check on the Bill of Ladings:

1. The load number is listed in the right-hand corner and matches the load number in the field book.
2. Contract number is listed in the right-hand corner of the B/L/
3. The weights have been checked and initialed.
4. Tons delivered matches what is entered on the Record of Delivery.
5. If the B/L for Emulsified (diluted) comes to the job diluted, make sure the B/L states either 60/40 mix or it shows water and oil weights separately. It must also show the calculations of raw tons x 1.4 to get the max that can be used.
6. All calculations are checked and initialed.
7. The B/L is filed in Division No. 12 of the Contract files.

Things to Check on the Asphalt Plant Record:

1. Item No., Item, and the Sig. Fig are complete.
2. Sample number is listed and matches the Field No. on the Transmittal for Asphalt Sample (Form No. 020-016).
3. Complete date and matches the Date Sampled on the Transmittal for Asphalt Sample (Form No. 020-016).
4. Time has PM or AM listed with the time.
5. Every load is initialed.

Making sure there is enough B/L to cover what has been used:

1. Obtain the mix design(s) used.
2. Take the percentages on the mix design for the asphalt and mineral filler.
3. Do the calculations to find out how much asphalt and mineral filler was used, as illustrated in Chapter 9 (Plantmix Surfacing). Calculations will be based on the total mix. **Do not** deduct waste.
4. Compare the quantity delivered to the used and see if there is enough to cover. If there are not enough B/Ls collected, the **Resident Engineer** will have to contact the Contractor to see if more B/Ls can be submitted. Make sure the new B/Ls are not duplicates and are in the correct time frame as the paving operation. If **no** more B/Ls can be collected, then contact Headquarters Construction to see what the next step will be.
5. The total delivered on the Liquid and Emulsified asphalt will be compared to the total on the Record of Payment and Application to see if there are enough B/Ls to cover what has been used. If there are not enough B/Ls to cover what was used and if **no** more B/Ls can be collected, then a deduction on the book recap page shall be made and state "there was not enough B/Ls to cover what was used". Make sure to take the total raw tons from the Record of Delivery for Emulsified oil and multiply by 1.4 to get the diluted amount before comparing to the Record of Payment and Application total.

Things to check on the Record of Application and Payment page for liquid and emulsified (diluted) asphalt:

1. Complete date.
2. Distributor number.
3. Oil Temperature.
4. Tons Applied. If the total tons delivered were not used the **Inspector** must show how the tons used were derived.
5. Total delivery (B/L) and weighbacks may be used for both liquid and emulsified (diluted) asphalt
6. The gallon meter shall **only** be used on emulsified (diluted) asphalt.

7. The Theoretical rate may be used for both liquid and emulsified (diluted) asphalt and **should only be used as a last resort**.
 - a. Weighbacks - check weights on the weighback and make sure they are applied to the correct date.
 - b. Theoretical rate - make sure the plan sheet is noted and the rate being used is according to the contract documents.
 - c. When using the total B/L make sure the tons do not exceed the max that can be paid.
 - d. When reading the gallon meter, a temperature correction factor must be used. Check the factor by using the graph in Chapter 10 (Liquid and Emulsified Asphalts).
8. Assure the accumulated tons are correct.
9. Assure the AEB numbers are correct.
10. Location for length. If there are equations and the length cannot be determined by subtracting the stations, write the length above the stations.
11. Width. Varies is not acceptable, must have a quantity.
12. **Inspector's** initials.

Things to check on the Asphalt, Fuel, and Steel escalation:

1. Make sure a spreadsheet is printed out and placed in a file folder.
2. Make sure totals match Final progress payment and Headquarters Construction.
3. The spreadsheets are filed in Division No. 7 of the Contract files.

Things to check in the CALCULATION book:

1. Title page, index, and initial key. The CALCULATION book will be setup just like the field books. As illustrated in Chapter 2 (Setting up a Contract, Book format, etc.).
2. All calculations are checked and initialed.
3. The CALCULATION sheet is initialed by the **Inspector**.
4. The CALCULATION sheet is cross-referenced to the field book and the field book to the CALCULATION sheet.
5. On the CALCULATION sheet, Reference Field Book or Book No. and page must be completed.

Things to check on the forms for Uniformed Traffic Control Officer and Flagging Hours (Form No. 040-036):

1. Date at top of form reflects the date the work was performed.
2. The top portion of the form is complete.
3. The flagger or officer's name is complete.
4. Flaggers checked for flagger's card.
5. Form has a complete location, either station to station or cross streets and each station shows left, right, or centerline.
6. The AEB number and total hours worked for each name is listed.
7. If more than one AEB is listed on the form there will be a total for each shown on the form.
8. Reason for flagging.

9. The form has all required signatures.
10. Significant figure is to 0.5
11. **Original** sheets are filed in Division No. 11 of the Contract files with an updated spreadsheet.

Things to check on the forms for Rent Equipment, Pilot Car, Survey Crew and Traffic Control Supervisor, Office Space, and Biologist (Form No. 040-037):

1. Date at the top of form reflects the date the work was performed.
2. Top portion of the form is complete.
3. The description of the equipment is listed. Remember, only one type of equipment per form.
4. The AEB number and total hours are recorded.
5. If more than one AEB is listed on the form there will be a total for each AEB number shown on the form.
6. The form has all the required signatures.
7. Form shall be printed out of Sharepoint or get pads from the stockroom.
8. The total hours for one piece of equipment is not paid over 24 hours for one day.
9. Traffic Control Supervisor/Biologist are the only items that can list up to 14 days on one form. The date on the top of the form should be the date the form was filled out. Make sure dates are consecutive and an there is an explanation for any days not charged.
10. Significant figure is to 0.5.
11. Monthly items the significant figure is 0.25, 0.5, 0.75, or 1.
12. **Original** sheets are filed in Division No. 10 of the Contract files with an updated spreadsheet.

Things to check on the form for Weekly Trainee Hours (Form No. 040-042):

1. The Report For Week Ending date matches the payroll used to gather the information.
2. The contract and project number has been recorded.
3. The name of the trainee, employer, classification, and hours have been completed.
4. The calculations for the weekly hours are correct.
5. The form has been signed and dated.
6. The totals are posted on a spreadsheet.
7. Significant figure is to 0.5.
8. The **original** forms are filed in Division No. 9 of the Contract files with an updated spreadsheet.
9. There is an apprentice agreement on all trainees listed on the Weekly Trainee Hours form.
10. **Check the Special Provisions for the contract, sub-section 107.01, to see if an electronic version is being used for certified payrolls. If so, contact Contract Compliance for assistance.**

Things to check on the spreadsheets:

1. The spreadsheet is according to the spreadsheet illustrated in the chapter the item applies to.
2. The dates match the sheets.
3. The quantity matches the sheets.
4. The AEB numbers match the sheets.
5. All columns have final totals except the date and payment column.
6. All the sheets in the file are in the same order as listed on the spreadsheet.
7. Spreadsheets are filed in the appropriate file with the sheets it represents.

Things to check on Lump Sum Payment Records:

1. The top portion of the form is complete.
2. Payment information is complete. If there is more than one sheet per Bid Item add each "Total this Payment" to assure that 100% of plan quantity is paid. All lump sum sheets that make up the total must be placed in the file for that item.
3. The sheet has all the required signatures.
4. The **original** sheet(s) is filed in Division No. 8 of the Contract files.

Things to check on L.O.A. Lump Sum sheets:

1. The **original** L.O.A. is attached to the **original** lump sum sheet.
2. The percentages at the bottom of the L.O.A. are correct.
3. The lump sum quantity matches the L.O.A. amount.
4. All L.O.A.'s are filed according to AEB not according to L.O.A. numbers.
5. Are filed in Division No. 8 of the Contract files.
6. All copies are removed.
7. All backup is attached to the **original** L.O.A. and lump sum sheet.

Things to check on damages for time:

1. Make sure there is a copy of the letter to the Contractor filed in Division No. 7 of the Contract files.
2. Check the Contract Special Provisions to assure the correct damages are being used.

Things to check on damages for asphalt:

1. You will need the Record of Delivery, the Plant Record, the scale tickets, the Liquidated Damage form, and the failing test reports from the Lab.
2. Compare the failing test report to the plant record to match the field sample number and the date the sample was taken.
3. Make sure the Lab Test #, Date Sampled, Sample #, and Demerits compare to the Liquidated Damage spreadsheet. Print form from Sharepoint.

4. Compare the demerits on the Liquidated Damage spreadsheet to the demerits shown in the Silver Book to assure the deduction per ton on the spreadsheet is correct.
5. Calculate how much asphalt was used on the days that had failing asphalt. The percent of asphalt is based off the mix design.
6. If there was more than one sample taken for a particular day, take the asphalt used and divide by the number of samples taken to get the tonnage each sample represents, whether the sample failed or passed. This will be the quantity that should be used on the Liquidated Damage spreadsheet under Tons.
7. Make sure the Liquidated Damages spreadsheet is complete and the calculations are correct.
8. File the Liquidated Damages spreadsheet with all the backup test reports from the lab in Division No. 7 of the Contract files.

Things to check on damages for Liquid and Emulsified Asphalt:

1. You will need the Liquidated Asphalt book, the failing test reports from the Lab, and the Liquidated Damage spreadsheet.
2. Compare the Lab Test #, Date Sampled, Refinery #, Truck #, Trailer #, and demerits to the Liquidated Damage spreadsheet.
3. Compare the demerits on the Liquidated Damage spreadsheet to the demerits shown the Silver Book to assure the deduction per ton on the Liquidated Damage spreadsheet is correct.
4. To check the tons damaged based on what was used of the load. Remember emulsified asphalt is based on diluted tons.
5. Make sure the Liquidated Damages spreadsheet is complete and the calculations are correct.
6. File the Liquidated Damages spreadsheet with all the backup test reports from the lab in Division No. 7 of the Contract files.

Make sure to check the calculations on all other damages.

Areas of concern:

1. Removal items must be calculated.
2. Linear foot items must be measured.
3. On liquid asphalt if the tons used do not match the B/L then calculations must be completed to show how the tons were derived.
4. There must be enough B/L's to cover what was used.
5. Calculations must be checked and initialed.
6. Lump sum items must be paid to 100% of plan quantity.
7. Calculations must be done if quantity is different than plan.
8. Rent equipment items must have a complete location on each entry.
9. Force account must be given to the Headquarters Construction as soon as the force account is completed.
10. All forms must have all the required signatures.