

# CONTRACT CLOSEOUT

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## OVERVIEW

Contract Closeout verifies the completion of all the required documents throughout the contract life-cycle to ensure fulfillment of all state and federal requirements (23CFR 635.123). The guidelines and documentation requirements detailed in this chapter apply to Design-Bid-Build and Construction Manager at Risk (CMAR) contracts, NOT Design-Build contracts.

Timely contract closeout is crucial to the following:

- Release of the Contractor's retention and bonds allowing the Contractor to pursue future projects.
- Limit Department exposure to potential Contractor issues/claims.
- Ensure the availability and accuracy of contract documents.
- Increase Department efficiency by freeing up critical resources.
- Meet Federal end date and related funding obligations.

Closeout begins when a contract is awarded and continues throughout construction by adhering to the following guidelines:

- Proper contract setup per Chapter 2, Contract Startup, in this Manual.
- Saving contract source documents to the appropriate EDOC Contract Files directory.
- Follow the Materials Sampling and Testing Checklist:
  - Ensure there are adequate Material Division samples and tests for quantities placed.
  - Ensure there are adequate field samples and tests for quantities placed.
  - Certificates of Compliance are submitted to the Materials Division when received.
- Review item quantities for accuracy and mark as completed. Refer to Chapter 4, Contract Items, in the [AWP User Guide](#) for details.

**Note:** NOTE: Use the NDOT Business Intelligence (BI) Report, Item Posting Tracking, to aid in tracking item posting quantities. Contact the Construction Admin Services staff for details on this BI report.

- Review payment quantities with contractors bi-weekly.
- Update the As-Built plans as the contract progresses.
- Request a mid-point audit from Construction Admin Section staff.

**Note:** A Contract Closeout Helpful Hints section is included at the end of this chapter.

## CONTRACT CLOSEOUT TASKS

The following is guidance for the Resident Engineer and Office Engineer on the tasks required to closeout construction contracts. All documents mentioned in the closeout work flow are detailed in the Closeout Documents Section in this chapter.

- Crew Office completes the AWP Semi-Final Payment Estimate. Refer to Chapter 10, Field Closeout, in the [AWP User Guide](#) for details.
- Resident Engineer adds the Closeout Change Order, balances all Completed Items, and enters detailed Explanations for any balanced item that is +/- \$50,000. This Change Order is left in Draft status and the Resident Engineer contacts Construction Admin staff that it is ready for their review. Refer to Chapter 10, Field Closeout, in the [AWP User Guide](#) for details.

- Resident Engineer completes the Contract Pickup Memo (Figure 25-4) and the EDOC Crew Checklist for the Final Pickup & Review (Figure 25-5 through Figure 25-7). Email them both to the Construction Admin section at [Const.Admin@dot.nv.gov](mailto:Const.Admin@dot.nv.gov).
- Construction Admin Services staff work with the Resident Engineer/Office Engineer to schedule a date to perform the field (job) pickup.
- Construction Admin Services staff arrive on-site and work with Resident Engineer and Office Engineer to collect the following:
  - Flash drive with file index spreadsheet and relevant EDOC Contract File directories (Figure 25-1). Refer to Chapter 2, Contract Startup, in this manual for details. The records in the index spreadsheet need to match the divisions (the directory and sub-directory names). It is acceptable to have non sequential sub-directory numbers in the case that a sub-directory was not needed and was deleted. Do not include empty sub-directories.

**EDOC CONTRACT FILES DIRECTORIES**

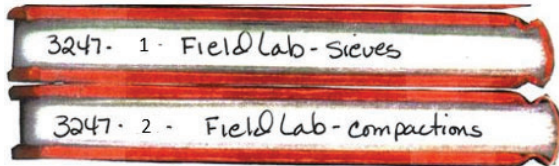
- Division No. 2 – General Correspondence
- Division No. 3 – Multimedia Records
- Division No. 4 – Claims
- Division No. 6 – Force Account
- Division No. 7 – Construction Pay Estimate and Related Data
- Division No. 8 – Daily Record of Scale Weights
- Division No. 9 – Survey
- Division No. 12 – Miscellaneous
- Division No. 13 – Stormwater
- Division No. 16 – Shop Drawings

**Materials and Testing Files**

Division No. 1 – 12 – Anything that is an **original** document that has not been submitted.

**Figure 25-1: EDOC Contract Files Required for Pickup**

- Field lab books with book listing (8.5 X 11) (Figure 25-2 and Figure 25-3)



**Figure 25-2: Field Lab Books**

Contract No. 3247 – Field Lab Book Listing		
<u>Book No.</u>	<u>Description or Title</u>	<u>Remarks</u>
1	Field Lab - Sieve Tests	
2	Field Lab - Compaction Tests	

**Figure 25-3: Field Lab Book Listing**

- Original documents that cannot be scanned and saved to the EDOC Contract Files directories.
- Construction Admin Services staff will complete an Item Posting Tracking BI Report noting DWR corrections to be addressed. This BI report will be sent to the Office Engineer so they can make the required corrections.

**Note:** During the Contract Closeout process the use of DWR Notes can be used.

*Non-Quantity Error in an DWR.*

When a non-quantity error is made in a DWR in the below Tabs/Fields and the DWR has been included in a Payment Estimate, create a DWR Note in the DWR with specific details of the correction for the error.

- **General Tab:** Weather, Temperature, Remarks Type or Remarks
- **Equipment Tab and Personnel Tab:** Number, Hours or Comments (Description and Name)
- **Postings Tab:** Stationing/Location, Offsets, Line Destination or Comments

**Note:** During the Contract Closeout process the use of DWR Notes can be used.

*Quantity Error in an DWR.*

When a quantity error (Only) is made in a DWR and it has been included in a Payment Estimate, a new DWR must be created to correct the quantity.

Use the DWR Notes to cross-reference both DWRs.

- In the Note for DWR with the quantity error, provide details on the specific error and the following information from the correcting DWR: Item number and Description, Stationing/Location, Inspector, and the details of the correction that was applied.
- In the Posting comments for the correcting DWR, reference the following information from the DWR where the error occurred: DWR Date, Inspector, Item Number and Description, Stationing/Location and the details on the specific error and provide details on the correction applied.

- When the Resident Engineer determines the contract is substantially complete, he/she will request an on-site review from the District Engineer.
- After completion of the on-site review, if the District Engineer finds the work in compliance, he/she sends the District Acceptance Letter (Figure 25-8) to the contractor and the Construction Division.
- The following items MUST be submitted before Construction Admin Services staff can begin their final payment process:
  - Final Payroll Letter (Figure 25-9)
  - Material Division's Acceptance of Contract Letter (Lab Clearance)
  - Acceptance Test Summary Sheet (ATSS)
  - As-Built Plans
  - Pit Release (if applicable)
  - Material Deposit Usage Report (if applicable) (Figure 25-10)
  - Guardrail Inventory Data Sheet (if applicable) (Figure 25-11)
  - Contractor Past Performance Rating (CPPR) (Figure 25-12)

**Note:** Construction Admin Services staff will Conreview all the contract source documentation to ensure it was completed per the requirements detailed in this manual.

- When all the required documents have been approved, and accepted by the appropriate division, Construction Admin Services staff will facilitate the closeout process and final payment.

## CLOSEOUT DOCUMENTS

The following section provides information and guidance to the Resident Engineer on required closeout documents. All closeout forms mentioned in this section are found in the SharePoint [Construction Forms](#) Area.

### CLOSEOUT CHANGE ORDER

The Closeout Change Order reconciles (balances) the quantities of all items in a contract. It includes a detailed justification for all items with overruns/underruns greater than \$50,000/-\$50,000. This type of modification will be the last modification prepared by the Resident Engineer after the Semi-Final Payment Estimate is Approved. Refer to Chapter 8, Change Orders, in the [AWP User Guide](#) for details.

Refer to [Change Order Examples](#) in the Construction Crew Portal of the Construction Division SharePoint for various examples of completed Change Orders.

### CONTRACT PICKUP MEMO

The Contract Pickup Memo (Figure 25-4) is the required document to initiate a contract pickup. If there are any questions, contact the Construction Division.



795 E. 4th Street  
 Winnemucca, Nevada 89445  
 Phone: (775) 623-8070  
 Fax: (775) 623-0369

**MEMORANDUM**

Construction Crew 920

November 30, 2016

To: Sharon Foerschler, Construction Engineer

From: David Schwartz, Resident Engineer

Subject: Contract 3603 - Final Pickup

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Contract 3603, Project number SPSR-0140(014), is ready for final pickup. Attached, please find the completed check list. Please schedule the final pickup at your earliest convenience.

If you have any questions or need additional information, please feel free to contact my office at (775) 623-8070. Thank you for your cooperation in the above matter.

cc: Dave Lindeman, Assistant District Engineer  
 File

Figure 25-4: Contract Pickup Memo

## EDOC CREW CHECKLIST FOR THE FINAL PICKUP AND REVIEW

A completed EDOC Crew Checklist (Figure 25-5 through Figure 25-7) is required to accompany the Contract Pickup Memo.

- Office Engineer will check all the appropriate boxes. Check the “Yes” box when each item is verified as being complete in accordance with this Manual. If the item is not applicable, they must check the **N/A** box.
- Resident Engineer will sign and date (Page 2 of the Checklist) after all items have been verified by the Office Engineer, and documentation is in accordance with this Manual.
- Construction Admin Section will complete their final closeout audit and resend the Checklist through DocuSign for the Resident Engineer and District Engineer for final comments, signatures & dates.

EDOC CREW CHECKLIST					
CONTRACT NO: _____		SELECT ONE: Mid-Point Review		Final Pickup & Review	
FILE ORGANIZATION (* items collected @ pickup)	OFFICE			HQ	COMMENTS
	YES	NO	N/A		
<b>Organize &amp; maintain Contract Files as shown:</b>					
Division No. 1: Info Furnished @ Start of Project					
Division No. 2: General Correspondence*					
Division No. 3: Multimedia Records *					
Division No. 4: Claims *					
Division No. 5: Change Orders					
Division No. 6: Force Account *					
Division No. 7: Construction Pay Estimate Reports *					
Division No. 8: Daily Record of Scale Weights *					
Division No. 9: Survey *					
Division No. 10: Agreements					
Division No. 11: Request to Sublet					
Division No. 12: Miscellaneous *					
Division No. 13: Stormwater *					
Division No. 14: RFIs & Preliminary RFIs					
Division No. 15: Submittals					
Division No. 16: Shop Drawings *					
Division No. 17: Plan Sheet Revisions & Quantity Revisions					
Division 1-12 Materials & Testing (all originals sent in)					
<b>FIELD LAB BOOKS</b>					
	YES	NO	N/A	HQ	COMMENTS
Title page complete.					
Index complete.					
Initial Key complete.					
Bottom of books are numbered sequentially.					
Book Bottom/Title label of a book has 1 of 2 etc (if there is more than one book with same title).					
There are no ditto marks or lines with arrows.					
Each entry has a completion date and inspector initials.					
Stations show left, right or centerline.					
Field lab books are set up properly (by test types).					
Failing tests must be circled in red.					
Field book listing completed and printed.					
<b>FORCE ACCOUNT</b>					
	YES	NO	N/A	HQ	COMMENTS
<b>Must have the following for EACH Force Account:</b>					
Completed F.A. sheet (Form 040-008)					
Contractor's Equipment Listing (Form 040-033)					
Printed page from Equipment Watch for each piece of equipment and completed EW Recap.					
Completed Fringe Benefit Statement.					
Completed Force Account Recap.					

Figure 25-5: EDOC Crew Checklist for the Final Pickup & Review (Page 1)



<u>LIQUIDATED DAMAGES</u>	YES	NO	N/A	HQ	COMMENTS
Oil Damages are listed on the appropriate LD Form and failing test reports are attached to the LD worksheet.					
All other damages including backup are filed in Division 7 of the Contract Files.					
<u>CALCULATION SHEETS</u>	YES	NO	N/A	HQ	COMMENTS
Cross-reference each calc sheet to the DWR date.					
Cross-reference the DWR date to the calc sheet.					
Each DWR/calc sheet has all required information for measurement.					
Save all calc sheets to Division 7 with correct naming convention.					
<u>COMPUTERIZED TICKETS</u>	YES	NO	N/A	HQ	COMMENTS
Moistures are done on base course aggregate.					
All required information is placed on the tickets.					
Stations match load sheets.					
Stations include line designation, left, right or centerline.					
Waste (incl. "0") is recorded.					
Last ticket of the day scanned and saved to Division 7.					
<u>E-LOAD SHEETS &amp; RECORDS OF DELIVERY</u>	YES	NO	N/A	HQ	COMMENTS
Beginning & ending station on each sheet.					
If there is a line change, an equation is provided.					
Time recorded every 5th load.					
Inspector and checker initials on each page.					
Waste (incl "0") is recorded.					
Explanation for all waste other than 0.					
Stations include line designation, left, right or centerline.					
Stations match stations in IDR postings.					
Record TICKET numbers only (No load numbers).					
<u>CERTS &amp; B/Ls</u>	YES	NO	N/A	HQ	COMMENTS
All B/Ls have certs.					
A completed B/L calc worksheet for all mix designs.					
Ensure enough B/Ls to cover what was used.					
Only the B/Ls are filed in Division 8 of the Contract Files.					
<u>MISCELLANEOUS</u>	YES	NO	N/A	HQ	COMMENTS
All duplicate correspondence has been removed.					
NDOT or Contractor's Stakeout Data (e-file, file or book).*					
Two sets of As-Builts (1 set to HQ; 1 set to District).*					
Final Payroll Letter (Date sent).*					
Confidential Past Performance Ratings (Date sent).*					
Acceptance Test Summary Sheet Form 040-076 (Date sent).*					
Guardrail Inventory (Date sent).*					
Material Usage Report (Date sent).*					
Safety Inspection Checklist Form 040-028 (Date Sent).*					
District Acceptance (Date sent).*					
* Required to be submitted prior to the completion of final pickup.					
Make sure to cc: HQ Construction on all items that have the original going to another department					

Figure 25-6: EDOC Crew Checklist for the Final Pickup & Review (Page 2)



DocuSign Envelope ID: F7883E89-80A2-46E4-83A0-855974CE3484



BRIAN SANDOVAL, Governor

STATE OF NEVADA  
DEPARTMENT OF TRANSPORTATION

District II  
310 Galletti Way  
Sparks, Nevada 89431  
(775) 834-8300 - FAX (775) 834-8390

RUDY MALFABON, P.E., Director

May 17, 2016

Granite Construction Company  
1900 Glendale Ave.  
Sparks, NV 89431

Contract No. 3612  
Project No. SPFR-WA06(002)  
Re: Relief of Maintenance –  
District Acceptance

Attention: Mr. Marty Powers, Project Manager

Dear Sir:

Reference is made to Contract No. 3612, For Constructing a Portion of the State Highway System On FRWA06, Sparks, Nugget Avenue, Pyramid to McCarran

A field inspection was recently conducted for this project and all items of work were found acceptable and completed within substantial compliance with the Contract Plans and Specifications. Therefore, you are hereby granted full Relief of Maintenance as well as District Acceptance, in accordance with Subsections 105.16 and 107.15 of the Standard Specifications for Road and Bridge Construction, 2014 Edition.

If you have any questions or concerns, please feel free to contact me at (775) 834-8300.

Sincerely,

DocuSigned by:  
*Rick Bosch*  
ID: 4A88213E43C  
Rick C. Bosch, P.E.

rcb:sal

DocuSign: Mr. Thor Dyson, P.E., District II Engineer  
Ms. Sharon Foerschler, P.E., Chief Construction Engineer  
Mr. Stephen Lani, P.E., Assistant Chief Construction Engineer  
Mr. Michael Fuess, P.E., Assistant District II Engineer, Maintenance  
Mr. Sam Lompa, P.E., Resident Engineer  
File: 3612

Figure 25-8: District Acceptance and Release of Maintenance

## FINAL PAYROLL LETTER

The Final Payroll Letter (Figure 25-9) is a list of final payroll numbers for the Contractor and all Subcontractors, including the last payroll number and week ending date. Resident Engineer emails this letter directly to HQ Contract Compliance at [ContractComplianceProjects@dot.nv.gov](mailto:ContractComplianceProjects@dot.nv.gov) with a copy to Construction Admin Services staff at [Const.Admin@dot.nv.gov](mailto:Const.Admin@dot.nv.gov). This letter initiates the Contract Compliance Clearance.

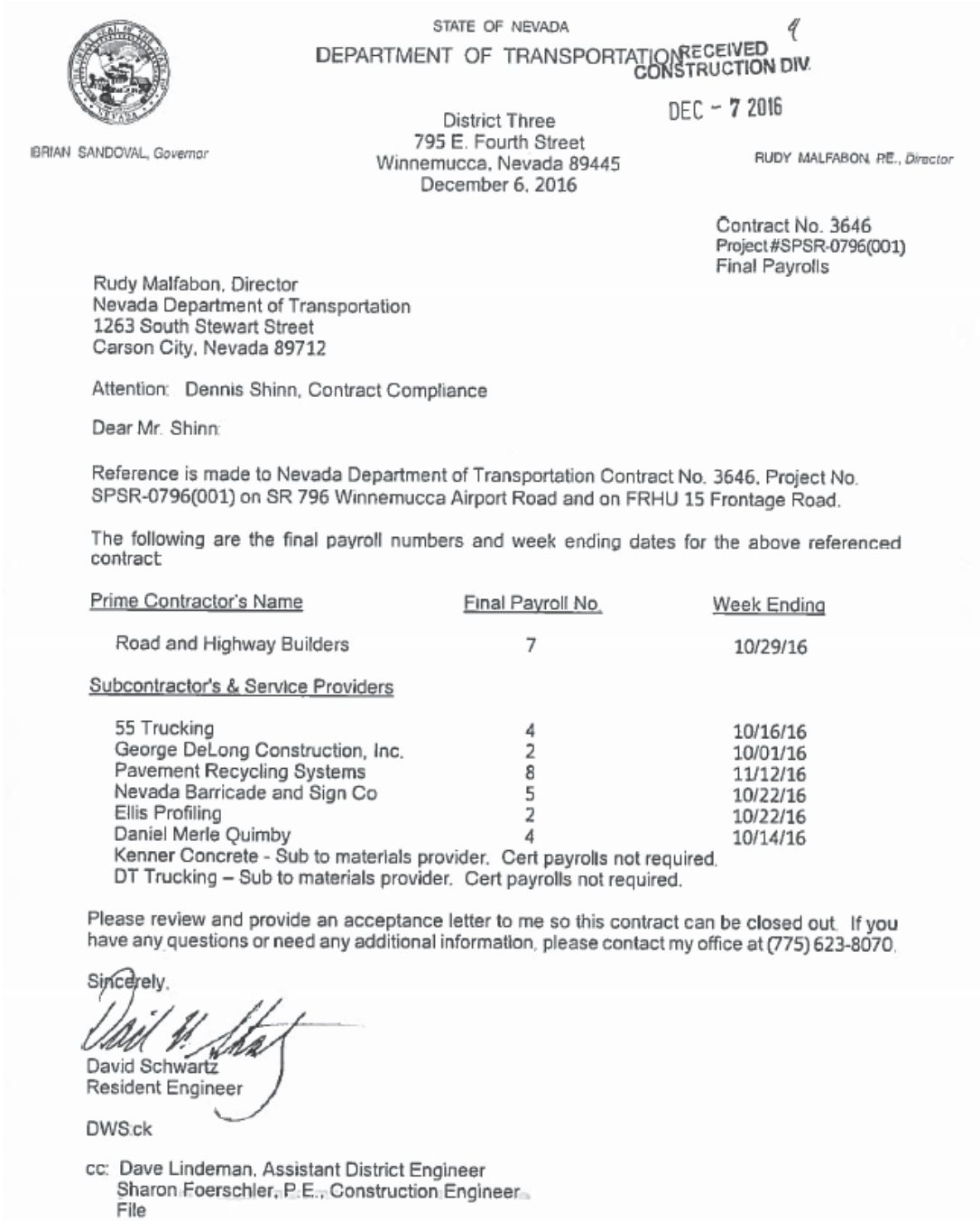


Figure 25-9: Final Payroll Letter

**ACCEPTANCE OF CONTRACT LETTER (LAB CLEARANCE)**

The Acceptance of Contract letter (Lab Clearance) is required on every contract. It is the Materials Division acceptance of the materials used on the contract.

Near the contract completion, the Resident Engineer will 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 the Construction Division. 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

## ACCEPTANCE TEST SUMMARY SHEET (ATSS)

An Acceptance Test Summary Sheet (ATSS) (Form No. 040-076) 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. For failing materials that are allowed to remain in place, an explanation as to why they were allowed to remain in place will be required. 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. Compare the ATSS with failures on the Material Division's Lab Acceptance of Contract letter to ensure all items are addressed. IA personnel and construction crew personnel should work together to resolve any current sampling, testing and crew qualification issues. They should also discuss any potential sampling and testing issues and develop a plan for resolution. The original ATSS will be sent directly to the Materials Division.

Refer to the SharePoint Construction Division page, [Acceptance Testing Summary Sheet Process](#), for details and a sample ATSS sheet.

## AS-BUILT PLANS AND SHOP DRAWINGS

As-Built plans are an official record of the project at the time of construction completion. As-Built plans are required for each contract. They can be completed in hard-copy form (two complete sets) or electronically (PDF format only). They MUST be submitted at the time of the final job pickup. If the crew decides to complete hardcopy as-built plans, one set is for the Construction Division and one set is for the District Engineer. If the crew decides to complete a PDF as-build plan, send a copy to the Construction Division and a copy to the District Engineer.

Retain and set aside two sets of the original hard-copy "as-designed" contract plan and the special provisions as "designated As-Built plans" or save a PDF file of the original contract plan and special provisions. The PDF files are found on the e-Bidding Portal in the Contract Documents tab for the contract. These are to be modified to show all additions, deletions and other changes made throughout construction. Diagram any physical changes (e.g., pipe, guardrail, fence, electrical items, typical section changes, Bill of Material, Structure list, etc.). Accurate As-Built drawings are important for project operation, maintenance, and future modifications, particularly for work completed underground. These modifications are also reviewed when designing future projects.

NDOT's Records Management Section scans each set of hard-copy As-Built, assigning a corresponding bar code for each section. This assists in the process of recording and storage of files. It is important to submit the As-Built plans properly to ensure accurate record of the drawings. Ensure ALL pages are accounted for in the "Index of Sheets" before submitting As-Built plans.

The following are formatting guidelines for As-Built plans:

- For hard copy, all changes must be identified and made in BLUE INK on the effected sheet(s), including any construction notes on individual sheets.
- Electronic copies can use all colors, except for black, for making changes.
- If sheets are omitted, or there's a break in the numbering sequence, it needs to be noted on the "Index of Sheets".
- If sheets are added, they need to be in numerical order and noted on the "Index of Sheets".
- Use red press board folders with the ACCO fasteners supplied with each folder (posts are not allowed). Each As-Built folder will be less than 2" thick, separate volumes at a section break. (If there are multiple volumes, indicate on the "Index of Sheets" which sections are included in each volume.)
- Each press board folder shall be identified, with the following information, on the front cover of the As-Built folder:
  - As-Built Drawings
  - Contract #

- Project #
- Volume # (Volume 1 of 1, etc.)
- If there are additional sheets sent without a specified sheet number, assign a sheet number in the same series of numbers of the work the plan sheet represents and insert it (e.g., profile, landscape, lighting, etc.). Revise the *Index of Sheets* accordingly. (This does not apply to a supplemental or revision – see below).
- DO NOT INCLUDE 8-1/2" x 11" sheets.
- If a supplemental or revision sheet is added, REMOVE & REPLACE the original sheet. The revised sheet should show changes in BLUE INK (hard copy only).
- If there are no field changes to the plans, write **No Field Changes** on the title sheet inside the front cover.
- If changes were made, the working As-Built plans shall show correct grade, elevations, cross-section, or alignment of roadway, earthwork, structures or utilities on the appropriate plan sheet.
- Any changes due to Change Orders need to be noted on the effected plan sheets, with the Change Order number referenced. DO NOT insert a copy of the Change Order in the As-Built plans.
- DO NOT TAPE any changes made on smaller pieces of paper to the plan sheets, as they interfere with scanning the plan sheets.
- When Shop Drawings change any part of the original plans, they need to be incorporated into the As-Built plans.

## PIT/PROPERTY OWNER RELEASE

A property owner must submit a Pit/Property Owner Release letter to the Resident Engineer in the case when aggregates or borrow are obtained from a private property. This letter must indicate the property owner is satisfied with the condition the property was left in at the end of construction and releases NDOT from any further liability. The Resident Engineer will send the original letter to Construction Admin Services.

## MATERIALS DEPOSIT USAGE REPORT

The Material Deposit Usage Report (Form No. 040-087) (Figure 25-10) will 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 is only required for state pits. Completely fill out all information.

STATE OF NEVADA  
DEPARTMENT OF TRANSPORTATION  
**MATERIAL DEPOSIT USAGE REPORT**

Contract No.: _____ Date: _____ Resident Engineer: _____	Pit No.: _____ Application No.: _____ Milepost No.: _____
--	---

	Yes/No	Approx. Quantities Used		Yes	No
<b>Type of Material Produced:</b>			<b>Production Problems</b> (If yes use remarks)	<input type="checkbox"/>	<input type="checkbox"/>
Plantmix Aggregate	<input type="checkbox"/>	_____			
Concrete Aggregate	<input type="checkbox"/>	_____	<b>Behind the Paver Problems</b> (If yes use remarks)	<input type="checkbox"/>	<input type="checkbox"/>
Base Aggregate	<input type="checkbox"/>	_____			
Shoulder Material	<input type="checkbox"/>	_____	<b>Reclamation Completed</b>	<input type="checkbox"/>	<input type="checkbox"/>
Borrow	<input type="checkbox"/>	_____	<b>Stockpiles Remaining on Site</b>	<input type="checkbox"/>	<input type="checkbox"/>
Granular Backfill	<input type="checkbox"/>	_____	<b>Type of Stockpiles</b>		
M.S.E. Backfill	<input type="checkbox"/>	_____	_____		
Riprap	<input type="checkbox"/>	_____			
Other (Use Remarks)	<input type="checkbox"/>	_____			
<b>Approximate Acreage Disturbed</b>		_____			

REMARKS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
Resident Engineer

NDOT  
040-087  
Rev. 10/08      Distribution: Headquarters Construction, District, Materials Division, Right of Way Engineer Supervisor, Resident Engineer

**Figure 25-10: Material Deposit Usage Report**

## GUARDRAIL INVENTORY DATA SHEET

The Maintenance and Asset Management Division is performing a statewide guardrail inventory. The Resident Engineer will contact the Maintenance and Asset Management Division at the completion of every contract to see if a Guardrail Inventory Data Sheet (Figure 25-11) is required. If the data sheet is required, it will be completed by the Resident Engineer and sent to the Maintenance and Asset Management Division, with a copy sent to the Construction Division.

NEVADA DEPARTMENT OF TRANSPORTATION GUARDRAIL INVENTORY DATA SHEET

CONTRACT _____	DATE _____
ROUTE _____	COUNTY _____
BEGIN G/R MILEPOST _____	END G/R MILEPOST _____
DIRECTION OF TRAVEL _____	SPEED LIMIT _____ SIDE _____
TYPE OF G/R _____	G/R HEIGHT _____
DISTANCE FROM EDGE OF OIL _____	DISTANCE FROM TRAVEL LANE _____
DAMAGED    YES    NO	PROPER INSTALL    YES    NO
POST TYPE _____	POST SPACING _____
PRESENT LENGTH OF NEED _____ <small>(ADQ, SUB, UNK)</small>	LENGTH OF NEED SEVERITY _____ <small>(MINOR, MODERATE, SEVERE)</small>
TYPE OF HAZARD _____	DISTANCE TO HAZARD _____
LENGTH OF HAZARD _____	WIDTH OF HAZARD _____
APPROACH END TREATMENT TYPE _____	PARABOLA _____ FLARE _____
APPROACH LENGTH _____	APPROACH WIDTH _____
TRAILING END TREATMENT TYPE _____	PARABOLA _____ FLARE _____
TRAILING LENGTH _____	TRAILING WIDTH _____
PLANTMIX DIKE _____	HEIGHT OF DIKE _____
BEGIN DIKE MILEPOST _____	END DIKE MILEPOST _____
RAIL CONNECTION TYPE _____	RAIL CONNECTION CONDITION _____
INTERCHANGE _____	RAMP NO _____
RAMP GORE REFER _____ <small>(MILEPOST)</small>	LENGTH OF RAMP G/R _____ <small>(FEET)</small>
COMMENTS _____	
_____	
_____	

Figure 25-11: Guardrail Inventory Data Sheet

### CONTRACTOR PAST PERFORMANCE RATING (CPPR)

The Resident Engineer is responsible to complete a Contractor Past Performance Rating (CPPR) (Form No. 040-044) (Figure 25-12) for the Prime Contractor upon the completion of work. The rating is a fillable PDF with an automated calculation for the score (rating). There is a "Narrative Rating" with a 10-point bonus. The intent is to allow the Resident Engineer the flexibility to grant additional points if the contractor has performed well in an area not already addressed in the CPPR. The use of this narrative rating is not required.



The CPPR is also used as a tool during execution of contracts to address any shortcomings by the contractor that need to be addressed. If the contractor is struggling to properly execute the contract and work, the contractor should be put on notice that if they do not rectify the situation, it could lead to poor rating. For example, complete an interim rating and share with the contractor what their potential rating will look like if corrective action is not taken.

The Resident Engineer will use the DocuSign template, Const Prime Contractor Past Performance Rating, to properly address the distribution (Resident Engineer, ADE, ACE and Contractor) of the rating. The intent of the template is to insure the rating is distributed to the appropriate Divisions as well as documenting receipt of completion for contract closeout.

The contractor can request a review of the rating by the District Engineer. If this should happen, Construction Admin Services staff will forward the rating to the District Engineer for the review. If a review is not requested, Construction Admin Services staff will forward the rating to Administrative Services Division as required.

This report is provided to the Director by Administrative Services Division and is utilized in the evaluation of prequalifications for bidding department contracts greater than \$250,000.

Use the following guidelines for filling out this form:

- Total # of Change Orders – The number of Change Orders, excluding those that are in a “DELETED” status and the Administrative Types 25 through 35.
- Total Change Order (\$) – Exclude the Change Order totals from the Administrative Types 25 through 35.
- Award Amount (\$) – The Awarded Price from the Contract Record document found in the E-Bidding Portal.
- Final Payment Amount (\$) – The Paid To Date amount from AWP.

Contractor Past Performance Rating

Contract Number:		Resident Engineer:			Date:	Score: <b>0.00</b>
Contractor Name:				Route:	County:	District:
Notice to Proceed Date:		Work Starting Date:	Contract Working Days:	Working Days Added by Change Orders:	Working Days Charged:	Completion Date:
Construction Engineering \$ to Date:		Liquidated Damages Assessed (\$):		Total # of Change Orders:	Total Change Order (\$):	
Description of Work:				Award Amount (\$):		Final Payment Amount (\$):

Notes: Check the corresponding box for each line item. When the "N/A" box is checked for an item, the associated points are removed and subtracted from the Points Total for the section. In addition, these points do not factor into the rating for the section or the overall score, as reflected in each item's Rating.

I. Numerical Rating									
A. Administration/Management/Supervision ( 15 Points Total)	N/A	Inadequate	Below Std	Standard	Above Std	Superior	Points	Rating	
Efficient management of Subcontractors and Suppliers. ( 3 pts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0	0.00	%
Sufficient labor force for the project requirements. ( 3 pts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0	0.00	%
Project was equipped properly. ( 2 pts)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0	0.00	%
Items of deficiency and/or incomplete work were addressed timely and in accordance with Subsection 104.05 and 108.09 of the Specifications. ( 3 pts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0	0.00	%
Contractor's Quality Control (Q/C) plan was submitted and in a timely manner. ( 2 pts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0	0.00	%
Material Certifications were submitted and in a timely matter. ( 2 pts)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0	0.00	%
<b>Section A Total</b>							<b>0.0</b>	<b>0.00</b>	<b>%</b>
B. Quality of Work ( 25 Points Total)	N/A	Inadequate	Below Std	Standard	Above Std	Superior	Points	Rating	
Contractor Q/C and testing results were submitted in a timely matter. ( 5 pts)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0	0.00	%
Contractor was effective in implementation and utilization of their Q/C Plan. ( 5 pts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0	0.00	%
Contractor maintained control over material consistency. ( 5 pts)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0	0.00	%
Contractor maintained control over material placement. ( 5 pts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0	0.00	%
Contractor workmanship required zero rework. ( 5 pts)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0	0.00	%
<b>Section B Total</b>							<b>0.0</b>	<b>0.00</b>	<b>%</b>
C. Progress of Work ( 15 Points Total)	N/A	Inadequate	Below Std	Standard	Above Std	Superior	Points	Rating	
Preliminary and Baseline Schedules were submitted in accordance with Section 108.02 of the Specifications. ( 3 pts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0	0.00	%
Weekly look ahead schedules accurately represented the ongoing work. ( 2 pts)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0	0.00	%
Contractor provided an accurate 2-3 week look ahead. ( 2 pts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0	0.00	%
Monthly updates (for project over 120 working days) were submitted timely and accurately represented the ongoing and upcoming work. ( 3 pts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0	0.00	%
Subcontractors and Material Deliveries were scheduled appropriately. ( 2 pts)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0	0.00	%
Schedules accurately matched workflow and material availability. ( 3 pts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0	0.00	%
<b>Section C Total</b>							<b>0.0</b>	<b>0.00</b>	<b>%</b>

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Figure 25-12: Contractor Past Performance Report (Page 1)

## CLOSEOUT HELPFUL HINTS

### PREPARATION FOR THE FINAL CONTRACT PICKUP

- Crew Office completes the Semi-Final Payment Estimate, per Chapter 10, Field Closeout, in the [AWP User Guide](#).
- Review Field Lab Books for formatting and missing information (e.g., dates, initials, stationing etc.).
- Review EDOC Contract Files for accuracy of content and formatting.
- Resident Engineer will send the Contract Pickup Memo and a completed EDOC Crew Checklist to the appropriate Construction personnel to schedule a date for final pickup.

## EDOC CONTRACT FILE DIRECTORIES REQUIRED AT JOB PICKUP

### EDOC CONTRACT FILES DIRECTORIES

Division No. 2 – General Correspondence  
 Division No. 3 – Multimedia Records  
 Division No. 4 – Claims  
 Division No. 6 – Force Account  
 Division No. 7 – Construction Pay Estimate and Related Data  
 Division No. 8 – Daily Record of Scale Weights  
 Division No. 9 – Survey  
 Division No. 12 – Miscellaneous  
 Division No. 13 – Stormwater  
 Division No. 16 – Shop Drawings

### Materials and Testing Files

Division No. 1 – 12 – Anything that is an **original** document that has not been submitted.

**Figure 25-13: EDOC Contract Files Directories for Job Pickup**

## ITEMS REQUIRED PRIOR TO CONTRACT PICKUP

- Complete the EDOC Crew Checklist, Field Lab book listing, the bottom of all the field lab books.
- Make sure all duplicates of correspondence and paper clips have been removed from the files. All mix designs, JMF, shop drawings, Request to Sublet, and Subcontract Agreements (Contract Compliance items) are filed in the appropriate Divisions (refer to Chapter 2, Contract Startup), in this Manual.
- All original test reports have been sent to the Construction Division.
- Prepare two sets of As-Built Plans (1-set to Dist. & 1- set to HQ)
- Make sure all completed Force Account(s) have been checked by appropriate Construction Division personnel, if required, then scanned into appropriate EDOC Contract Files\Division No. 6 directory.

## ITEMS REQUIRED PRIOR TO A REMOTE CONTRACT PICKUP

- A complete Book Listing of Field Lab books.
- The EDOC Contract Files directories with Index spreadsheet copied to a flash drive.
- A copy of the completed EDOC Crew Checklist.
- One set of As-Built Plans (take the other set to District).
- Make sure the Calculation Sheets are scanned into the appropriate EDOC Contract File Division Folder.

## ITEMS TO CHECK IN FIELD LAB BOOKS

- The bottom of the field book is sequentially numbered and labeled in black permanent ink per the Field Testing Guide
- The book pages numbered sequentially from 1 to 80.
- Have a complete title page per the Field Testing Guide.
- A complete Index and Initial key page per the Field Testing Guide.
  - Index must show the beginning and ending page for each material/test.
  - Initial key must have the initials, signature, and title of everyone who has written in the field lab book. The initials must match the initials used in the book.
  - Failures must be circled in Red.
- There are no ditto marks or lines with arrows and there is a date for each entry. These books are not recapped.

## ITEMS TO COMPLETE FOR FORCE ACCOUNT

- 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)

- Force Account recap (one for each AEB (category))
- Extended Invoices (original or copy) and/or affidavit (original)
- Check the following on Force Account (FA) for Highway Patrol:
  - Top and bottom portion of the form is complete.
  - NHP is providing uniformed officers.
  - Payment is made on the Force Account (Form No. 040-008).
  - Payment is total invoice + 10% and the information is placed in the materials section on the Force Account form (Form No. 040-008).
  - Calculations are correct, the invoices have been checked and initialed, and are attached to the completed force account sheet.
  - Force Account recap sheet is complete.
- Scan the original Force Account documents into EDOC Contract Files\Division No. 6 directory.

## ITEMS REQUIRED ON THE LAST SCALE TICKET FOR THE DAY

- Date and Type of material.
- Pit information.
- Contract and category number.
- Ticket total must be checked, initialed, and circled.
- Stations match the load book and the plant report for the appropriate day.
- Waste must be explained and deducted from the accumulative (ticket) total.
- Waste is recorded and circled in Red, including '0 waste'.
- Total placed must be circled.
- Resident Engineer's signature, not initials.
- Checker's initials
- Optimum/actual moistures are shown for base course aggregate and calculations are done if required.

## ITEMS TO CHECK ON THE RECORD OF DELIVERY SHEETS

- Item No., Item, Plan Qty, and the Sig. Fig are complete.
- Verify date is complete.
- Truck and trailer number.
- Bill of Lading number or control number. If a control number is used, make sure it is noted in the Remarks column.
- Tons delivered matches the B/L. On Emulsified (diluted) make sure the tons delivered are shown as raw tons on the Record of Delivery.
- Every load is initialed.

## ITEMS TO CHECK ON THE BILL OF LADINGS

- Contract number, delivery date and Inspector's initials is written in the right-hand corner of the ticket.
- Weights have been checked and initialed.
- Tons delivered matches what is entered on the e-load sheet (Record of Delivery).
- 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.
- All calculations are checked and initialed.
- The B/L is filed in the EDOC Contract Files\Division No. 8 directory.

## ITEMS TO CHECK ON THE ASPHALT PLANT RECORD

- Item No., Item, and the Sig. Fig. are complete.
- Sample number is listed and matches the Field No. on the Transmittal for Asphalt Sample (Form No. 020-016).
- Complete date and matches the Date Sampled on the Transmittal for Asphalt Sample (Form No. 020-016).

- Time has PM or AM listed with the time.
- Every load is initialed.

## **VERIFYING SUFFICIENT B/Ls TO COVER PRODUCTION**

- Obtain the mix design(s) used.
- Take the percentages on the mix design for the asphalt and mineral filler.
- Enter the oil%, mineral filler %, and RAP% in the worksheet (obtained from SharePoint) to find out how much asphalt and mineral filler was used, as illustrated in Chapter 10, Plantmix and Recycled Surface Items, in this Manual. Calculations will be based on the total mix. Do not deduct waste.
- Compare the quantity delivered to the used and see if there is enough B/Ls to cover, if there are not enough B/Ls collected, the Resident Engineer must 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 the Construction Division to see what the next step will be.
- The total delivered on the Liquid and Emulsified Asphalt will be compared to the total on the e-load sheet (Record of Payment) verify 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 by means of an AWP DWR posting stating, "there was not enough B/Ls to cover what was used". Make sure to take the total raw tons from the e-load sheet (Record of Delivery) and multiply by the appropriate manufacture recommended dilution factor.
- Gallon meter records and/or weigh-back tickets are required to calculate the app rate used. Verify the weights on the weigh-back tickets are applied to the correct date.
  - When using the total B/L make sure the tons do not exceed the max that can be paid.
  - When reading the gallon meter, a temperature correction factor must be used. Check the factor by using the graph in Chapter 11, Liquid and Emulsified Asphalt Items, in this Manual.
- Assure the category numbers are correct.
- Station to station does not necessarily equal length. Length must be measured or calculated.
- Width must be measured or calculated ("Varies" is not acceptable).
- Inspector's initials are required.

## **ITEM TO CHECK ON LETTERS OF AUTHORIZATION**

- The original LOA backup documents are scanned into the appropriate EDOC Contract Files\Division No. 7 directory.

## **ITEM TO CHECK ON LIQUIDATED DAMAGE FOR TIME**

- Make sure there is a copy of the letter to the Contractor scanned into the EDOC Contract Files\Division No. 7 directory.

## **ITEMS TO CHECK ON PRICE ADJUSTMENT LIQ. DAM. FOR ASPHALT**

- Obtain the e-load sheet (Record of Delivery), the Plant Record, the scale tickets, the Liquidated Damage e-form obtained from SharePoint, and the failing test reports from the Lab.
- Compare the failing test report to the plant record to match the field sample number and the date the sample was taken.
- Make sure the Lab Test #, Date Sampled, Sample #, and Demerits compare to the Liquidated Damage spreadsheet. (Print form from SharePoint).
- 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.
- Calculate how much asphalt was used on the days that had failing asphalt. The percent of asphalt is based off the mix design.
- If there was more than one sample taken on 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 used on the Liquidated Damage spreadsheet under Tons.
- Make sure the Liquidated Damages spreadsheet is complete and the calculations are correct.

- Scan the Liquidated Damages spreadsheet with all the backup test reports from the lab in EDOC Contract Files\Division No. 7 directory.
- Calculate how much asphalt was used on the days that had failing asphalt. The percent of asphalt is based off the mix design.
- If there was more than one sample taken on 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 used on the Liquidated Damage spreadsheet under Tons.
- Make sure the Liquidated Damages spreadsheet is complete and the calculations are correct.
- Scan the Liquidated Damages spreadsheet with all the backup test reports from the lab in EDOC Contract Files\Division No. 7 directory.

### **ITEMS TO CHECK ON PRICE ADJUSTMENT LIQ. DAM. FOR LIQUID AND EMULSIFIED ASPHALT**

- Obtain the Liquidated Asphalt e-load sheet, the failing test reports from the Lab, and the Liquidated Damage spreadsheet.
- Compare the Lab Test #, Date Sampled, Refinery #, Truck #, Trailer #, and demerits to the Liquidated Damage spreadsheet.
- 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.
- To check the tons damaged based on what was used of the load. Remember emulsified asphalt is based on diluted tons.
- Make sure the Liquidated Damages spreadsheet is complete and the calculations are correct.
- Scan the Liquidated Damages spreadsheet with all the backup test reports from the lab in the EDOC Contract Files\Division No. 7 directory.