

# **INTRODUCTION**

This chapter contains the following sections:

---

<b>Overview</b> .....	<b>1-3</b>
<b>General Guidelines</b> .....	<b>1-4</b>



## OVERVIEW

### ABOUT THIS MANUAL

The purpose of this document is to establish uniform procedures for documentation of work performed by contractors on highway construction projects and processing Change Orders using current AASHTOWare Project™ programs. This Manual is a reference for Resident Engineers, field office personnel, Inspectors and construction survey crews. The Resident Engineer is directly responsible for implementing the procedures outlined in this Manual.

To meet federal regulations, according to Title 23 Code of Federal Regulations (CFR), it is required that NDOT employees adequately document all items of work in a uniform manner. This Manual contains instructions for preparing original source documentation, Inspector's Daily Reports, Daily Diaries and Change Orders to substantiate payments made to contractors.

The instructions and procedures in this Manual are predicated on the Standard Specifications for Road and Bridge Construction. Whenever an unusual method of payment is described in the Special Provisions for an individual contract, the methods of documentation shown in this Manual may require modifications to fit the situation. Should this occur, apply a method that would be used for a closely related item of work for which there are instructions. If no usable instructions can be found in this Manual, contact the Construction Division staff for assistance in finding a proper way of documenting the item.

This Manual should be easily read and understood by anyone with a fundamental understanding of NDOT's construction process. In conjunction with related documentation and supplemental training, this Manual will serve as a framework for administering NDOT contracts.

This Manual does not address every phase, process or event throughout the contract lifecycle in detail, nor will it replace good engineering judgment. References to documents and/or related resources are provided throughout this Manual where necessary or applicable.

### CONVENTIONS USED IN THIS MANUAL

References in this Manual include the following:

- *The Department*: The Nevada Department of Transportation (NDOT).
- *Project*: The lifecycle of an NDOT project up until it is advertised.
- *Contract*: The lifecycle of an NDOT project upon advertisement.
- *Standard Specifications*: NDOT's [Standard Specifications for Road and Bridge Construction](#). (This includes "Special Provisions", unless otherwise stated.)
- *Standard Plans*: NDOT's [Standard Plans for Road and Bridge Construction](#).
- *Contract Plans*: Plans specific to the contract.
- *Special Provisions*: Specifications specific to the contract.
- *Contract Documents*: All documents identified under *Contract* in Subsection 101.03, (*Terms and Conditions*) *Definitions*, of the *Standard Specifications*.
- *Manual*: the AWP Documentation Manual
- *AWP*: AASHTOWare Project Construction & Materials™

The order of precedence of contract documents is:

1. Supplemental Notices
2. Special Provisions
3. Contract Plans
4. Standard Specifications
5. Standard Plans

When discrepancies and/or contradictions within the above referenced documents occur, always follow the order of precedence to determine the governing documents. Guidelines when working with Standard Specifications, Standard Plans, Project Plans and/or Special Provisions include:

- Always verify changes to the Standard Plans and Standard Specifications by referencing the Special Provisions, Project Plans and Supplemental Notices.
- Changes to Standard Specifications in between published editions are made as Pull Sheets. When a Pull Sheet is implemented, it is included in a project's Special Provisions. (This incorporation of change in contract documents is a reason why Special Provisions take precedence over Standard Specifications.)
- Changes to Standard Plans are made as Special Details. When Special Details are implemented, they will be included in the Project Plans. (This incorporation of change in contract documents is a reason why Project Plans take precedence over Standard Plans.)
- Changes to contract documents after a project is advertised but before the bid is opened are provided in a Supplemental Notice.

## **UPDATES, REVISIONS TO THIS MANUAL**

The Construction Division is responsible for maintaining an updated Documentation Manual. The Construction Division will revise and/or issue updates as needed. Users can request a revision to the Manual in writing to the Construction Division at [ndotconstruction@dot.nv.gov](mailto:ndotconstruction@dot.nv.gov). The Construction Division will review the request and take appropriate action. Between revisions/updates, the Construction Division may issue interim Construction Division policy memorandums which will be incorporated into the next revision.

## **DISTRIBUTION OF THIS MANUAL**

The latest approved version of the Documentation Manual is posted on the NDOT Internet site [[AWP Documentation Manual With Materials](#)].

## **GENERAL GUIDELINES**

### **NDOT FORMS**

All updates, including wet signatures, on NDOT forms referenced in this manual MUST be completed using blue or black ink.

It is strongly recommended using DocuSign to obtain signatures whenever possible on NDOT forms referenced in this manual.

All corrections on NDOT forms mentioned in this manual MUST be completed using red ink or red pencil.

### **CORRESPONDENCE EMAIL INFORMATION**

It is the responsibility of each crew to save contract related correspondence emails in the appropriate correspondence directories in the EDOC directory tree.

It is highly recommended that the entire email message (the last email in an email string/chain) from MS Outlook (.msg file) be saved to the appropriate correspondence directories in the EDOC directory tree. It is not necessary to save emails as a PDF. Please note that .msg files are acceptable in a claim situation. Correspondence email file names must include the contract number and a short description of the email. Keep the file names short (around 100 characters).