

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 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 5, Working with Items, in the [FieldManager 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 WORK FLOW

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

1. Resident Engineer completes the FieldManager Semi-Final process to include the Closeout Contract Modification (Figure 25-4 and Figure 25-5). Refer to Chapter 13, Semi-Final Estimate Procedures, in the [FieldManager User Guide](#) for details.
2. Resident Engineer creates the Closeout Contract Modification draft.
3. Resident Engineer completes the Contract Pickup Memo (Figure 25-6) and the EDOC Checklist for the Final Pickup & Review (Figure 25-7 through Figure 25-10). Email them both to the Chief Construction Engineer and copy the supervisor of the Construction Admin Services Section.
4. Construction Admin Services staff work with the Resident Engineer/Office Engineer to schedule a date to perform the field (job) pickup.

5. 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

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)

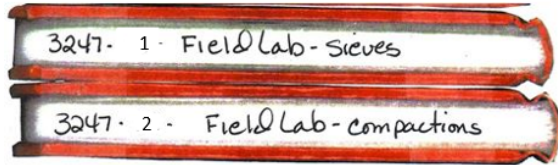


Figure 25-2: Field Lab Books

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.
6. When the Resident Engineer determines the contract is substantially complete, he/she will request an on-site review from the District Engineer.
 7. After completion of the on-site review, if the District Engineer finds the work in compliance, he/she sends the District Acceptance Letter (Figure 25-11) to the contractor and the Construction Division.
 8. The following items **MUST** be submitted before Construction Admin Services staff can begin their final payment process:
 - Final Payroll Letter (Figure 25-12)
 - 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 25-14)
 - Guardrail Inventory Data Sheet (if applicable) (Figure 25-15)
 - Contractor Past Performance Rating (CPPR) (Figure 25-16)

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

9. 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 CONTRACT MODIFICATION

The Closeout Contract Modification (Figure 25-4 and Figure 25-5) reconciles (balances) the quantities of all items in a contract. It includes a detailed justification for all items with overruns and under runs of \$50,000. This type of modification will be the last modification prepared by the Resident Engineer, after the semi-final payment. Refer to Chapter 13, Contract Modifications, in the [FieldManager User Guide](#) for details.



Contract Modification

Department of Transportation

2/22/2017 11:05 AM
FieldManager 5.3a

Contract: 03644, CHIP SEAL AND SEAL COAT

Cont. Mod. Number 1	Revision Number 1	Cont. Mod. Date 2/22/2017	Net Change \$-165,222.07	Awarded Contract Amount \$635,897.07
Route SR293-1				Entered By Deena L Rose
Contract Location: SR 293				

Short Description

Aaron Rodgers, Resident Engineer

Description of Changes

Type 26 Closeout Contract Modification

Increases / Decreases


Project: 60741C1C, CHIP SEAL AND SEAL COAT

CNST

Category: 01, CHIP SEAL AND FLUSH - BETTERMENT

Item Description	Item Code	Prop.Ln.	Item Type	Unit	Quantity Chg.	Unit Price	Dollar Value
REMOVAL OF BITUMINOUS SURFACE (COLD MILLING)	2020990	0010	ORIGINAL	SQYD	-2,561.000	2.00000	\$-5,122.00
PLANT MIX SURFACING (TYPE 2)(WET)	4020180	0450	ORIGINAL	TON	-162.000	135.00000	\$-21,870.00
EMULSIFIED ASPHALT, TYPE CQS-1NV (DILUTED)	4070218	0455	ORIGINAL	TON	-12.000	400.00000	\$-4,800.00
SAND BLOTTER	4070240	0460	ORIGINAL	TON	-10.000	1.00000	\$-10.00
Reason: Didn't use sand blotter in this contract at request of maintenance(see email dated 4/16/16)							
EMULSIFIED ASPHALT, TYPE CRS-2NV	4080220	0465	ORIGINAL	TON	-209.000	250.00000	\$-52,250.00
Reason: The source could not supply this oil, and so as not to delay contractor a Contract Mod was made to delete item. (See Cont Mod # 2)							
SCREENINGS, ONE-HALF INCH	4080390	0470	ORIGINAL	TON	-169.000	120.00000	\$-20,280.00

Figure 25-4: Closeout Contract Modification (Page 1)



Department of Transportation

Contract Modification

2/22/2017 11:05 AM
FieldManager 5.3a

Increases / Decreases

Project: 60741C1C, CHIP SEAL AND SEAL COAT CNST

Category: 01, CHIP SEAL AND FLUSH - BETTERMENT

Item Description	Item Code	Prop.Ln.	Item Type	Unit	Quantity Chg.	Unit Price	Dollar Value
UNIFORMED TRAFFIC CONTROL OFFICER	6240130	0305	ORIGINAL	FA	-10,000.000	1.00000	\$-10,000.00
RENT TRAFFIC CONTROL DEVICES	6250490	0310	ORIGINAL	L.S.	-5,000.000	1.00000	\$-5,000.00
FUEL ESCALATION	7360016	0415	ORIGINAL	L.S.	-5,690.070	1.00000	\$-5,690.07
Reason: Contractor didn't request activation.							
INCIDENTAL CONSTRUCTION	7360040	0425	ORIGINAL	L.S.	-40,000.000	1.00000	\$-40,000.00
Reason: Didn't need to incur any incidental costs.							
Subtotal for Category 01:							\$-165,222.07
Subtotal for Project 60741C1C:							\$-165,222.07

Contract: 03644

Cont. Mod.: 1, Rev. 1

Page 2 of 3

Figure 25-5: Closeout Contract Modification (Page 2)

CONTRACT PICKUP MEMO

The Contract Pickup Memo (Figure 25-6) 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

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 25-6: Contract Pickup Memo

EDOC CHECKLIST FOR THE FINAL PICKUP AND REVIEW

A completed EDOC Checklist (Figure 25-7 through Figure 25-10) 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 3 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 Engineers and District Engineer for final comments, signatures & dates.

EDOC CHECKLIST

CONTRACT NO: SELECT ONE: Mid-point Review Final Pickup & Review

FILE ORGANIZATION (* items collected @ pickup)	OFFICE			HQ	COMMENTS
	Yes	No	N/A		
Organize & maintain Contract Files, as stated:					
Division No. 1: Info Furnished @ Start of Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Division No. 2: General Correspondence*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Division No. 3: Multimedia Records*	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Division No. 4: Claims*	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Division No. 5: Contract Modifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Division No. 6: Force Account*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Division No. 7: Construction Pay Estimate and Related Data*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Division No. 8: Daily Record of Scale Weights*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Division No. 9: Earthwork Calcs*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Division No. 10: Agreements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Division No. 11: Request to Sublet-Subcontract Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Division No. 12: Miscellaneous*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Division No. 13: Stormwater*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Division No. 14: RFI's & Preliminary RFI's	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Division No. 15: Submittals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Division No. 16: Shop Drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Division No. 17: Plan Sheet Revisions & Quantity Revisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Divisions 1-12 Materials & Testing (any originals)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

FIELD LAB BOOKS					
Title page complete.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Index complete.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Initial Key complete.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bottom of books are numbered sequentially.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Book Bottom/Title label of a book has 1 of 2, etc. (if there is more than 1 book with the same title).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
There are no ditto marks or lines with arrows.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Each entry has a complete date.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Each entry has an Inspector's initials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stations show left, right, or centerline.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Field Lab books are set up properly (by test types).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Failing tests must be circled in red.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

COMPUTERIZED TICKETS					
Moistures are done on base course aggregate.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All required information is placed on the tickets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stations match load books.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stations includes line & left, right, or centerline.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste (incl. "0") is recorded, circled in red.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Last ticket of the day needs to be scanned and saved to Division No. 8.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Rev 08-17

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Figure 25-7: EDOC Checklist for the Final Pickup & Review (Page 1)

<u>E-LOAD SHEETS</u>	OFFICE			HQ	COMMENTS
	Yes	No	N/A		
Beginning & ending station on each sheet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If there is a line change, an equation is required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Time recorded every 5th load.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Inspector and checker initials on each page.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Record waste.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stations includes line & left, right, or centerline.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stations match stations in IDR postings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Record TICKET numbers only (No load numbers).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<u>CERTS & B/Ls</u>					
All B/Ls have certs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A completed B/L calc worksheet for all mix designs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure enough B/Ls to cover what was used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Only the B/Ls are filed in Division 8 of the Contract Files.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<u>LETTERS OF AUTHORIZATION</u>					
Original LOAs must be filed by Category numbers in Division 7 in Contract Files.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Total dollar amount and percent is correctly calc'd to the correct sig fig.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<u>FORCE ACCOUNT</u>					
Must have the following for EACH Force Account:					
Completed F.A. sheet (Form 040-008)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contractor's Equipment Listing (Form 040-033)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment Watch Recap (online thru SharePoint); printed page from EWR for each piece of equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Completed Fringe Benefit Statement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Completed Force Account Recap.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Send all originals to the HQ Construction once completed; place a copy in Division 6 of the Contract Files.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<u>LIQUIDATED DAMAGES</u>					
Oil Damages must be listed on the appropriate LD Form and failing test reports must be attached to the LD worksheet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All other damages must have some form of backup filed in Division 7 of the Contract Files.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Figure 25-8: EDOC Checklist for the Final Pickup & Review (Page 2)

CALCULATION SHEETS	OFFICE			HQ	COMMENTS
	YES	NO	N/A		
Cross-reference each calc sheet to the IDR date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cross-reference the IDR date to the calc sheet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Each IDR/calc sheet has all the required information for measurement.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Save all calc sheets to Division 7 with correct naming convention.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MISCELLANEOUS					
All duplicate correspondence has been removed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All copies of mix designs, JMFs, LOAs, Contract Compliance & shop drawings have been removed from B/L file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
NDOT or Contractor's Stakeout Data (e-file, file or book).*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Two sets of As-Builts (1 set to HQ; 1 Set to District)*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Include Estimate of Quantities on 11x17 (E-Bidding).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
- Insert after last "3-sheet" in plans; modify Index.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Final Payroll Letter (Date sent).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Confidential Past Performance Ratings (Date sent).*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Acceptance Test Summary Sheet (Form 040-076; Date sent).*	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Guardrail Inventory (Date sent).*	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Material Usage Report (Date sent).*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety Inspection Checklist (Form 040-028; Date sent).*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
District Acceptance (Date sent).*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

Resident Engineer: _____

Date: _____

* -- Required for submission prior to the completion of final pickup and final payment.
 Make sure to cc: the Construction Division on all items that have the original going to another department.

Figure 25-9: EDOC Checklist for the Final Pickup & Review (Page 3)

Construction Division/HQ Comments

Reviewed By: _____ Date: _____

RE Comments

Reviewed By: _____ Date: _____

District Comments

Reviewed By: _____ Date: _____

Figure 25-10: EDOC Checklist for the Final Pickup & Review (Page 4)

DISTRICT ACCEPTANCE LETTER

The District Acceptance Letter (Figure 25-11) is the notification to the contractor the items of work were found acceptable and completed within substantial compliance with the Contract Plans and Specifications. This letter, in most cases, includes the Release of Maintenance.

DocuSign Envelope ID: F7683E89-80A2-48E4-83A0-855974CE3484



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
RN: 41A892213F431C
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 25-11: District Acceptance and Release of Maintenance

FINAL PAYROLL LETTER

The Final Payroll Letter (Figure 25-12) is a list of final payroll numbers for the Contractor and all Subcontractors, including the last payroll number and week ending date. Resident Engineer submits this letter directly to HQ Contract Compliance with a copy to Construction Admin Services staff. This letter initiates the EEO clearance.



BRIAN SANDOVAL, Governor

STATE OF NEVADA
 DEPARTMENT OF TRANSPORTATION RECEIVED
 CONSTRUCTION DIV.

District Three
 795 E. Fourth Street
 Winnemucca, Nevada 89445
 December 6, 2016

DEC - 7 2016

RUDY MALFABON, P.E., Director

Contract No. 3646
 Project#SPSR-0796(001)
 Final Payrolls

Rudy Malfabon, Director
 Nevada Department of Transportation
 1263 South Stewart Street
 Carson City, Nevada 89712

Attention: Dennis Shinn, Contract Compliance

Dear Mr. Shinn:

Reference is made to Nevada Department of Transportation Contract No. 3646, Project No. SPSR-0796(001) on SR 796 Winnemucca Airport Road and on FRHU 15 Frontage Road.

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

<u>Prime Contractor's Name</u>	<u>Final Payroll No.</u>	<u>Week Ending</u>
Road and Highway Builders	7	10/29/16
<u>Subcontractor's & Service Providers</u>		
55 Trucking	4	10/16/16
George DeLong Construction, Inc.	2	10/01/16
Pavement Recycling Systems	8	11/12/16
Nevada Barricade and Sign Co	5	10/22/16
Ellis Profiling	2	10/22/16
Daniel Merle Quimby	4	10/14/16
Kenner Concrete - Sub to materials provider. Cert payrolls not required.		
DT Trucking - Sub to materials provider. Cert payrolls not required.		

Please review and provide an acceptance letter to me so this contract can be closed out. If you have any questions or need any additional information, please contact my office at (775) 623-8070.

Sincerely,

David Schwartz
 Resident Engineer

DWS:ck

cc: Dave Lindeman, Assistant District Engineer
 Sharon Foerschler, P.E., Construction Engineer
 File

Figure 25-12: 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 Divi-

sion, 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. 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

As-Built plans are an official record of the project at the time of construction completion. Two sets of As-Built plans are required for each contract. They MUST be submitted at the time of the final job pickup (one set for the Construction Division and one set for the District Engineer). Diagram any physical changes (e.g., pipe, guardrail, fence, electrical items, typical section changes, Estimate of Quantities, Bill of Material, Structure list, etc.). They can be completed in hard copy form or electronically (PDF format only).

Retain and set aside two sets of original "as-designed" contract drawings and specifications as "designated As-Built plans". These are to be modified to show all additions, deletions and other changes made throughout construction. 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 plans, 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.
- 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".
- Print a copy of Estimate of Quantities report from the E-Bidding Portal (11" x 17" sheets). Insert into plans behind the last 3 sheet, usually the *General Notes & Summaries* sheet. Edit the *Index of Sheets*, to reflect the addition of sheets (e.g., sheet 3-3D listed in plans, number the Estimate of Quantities as 3E and change the *Index of Sheets* by crossing out D and add E).
- Update the Estimate of Quantities report (Figure 25-13) in BLUE INK to reflect the changes made to the As-Built plans (e.g., item quantity changes, additions and deletions). Make sure to note associated Contract Modification and supplemental information.



Nevada Department of Transportation
Estimate of Quantities Report

Quantities shown are approximate and subject to change

Bid Opening Date: April 02, 2015 01:30 PM

District: DISTRICT 2

Contract Number: 3595

Estimate Range: R37 \$41,000,000.01 to \$49,000,000

Location: US 395, CARSON CITY FREEWAY, FROM SOUTH CARSON ST TO FAIRVIEW DRIVE, PACKAGE 2B-3. CC 0.05 TO CC 3.15

Description: CONSTRUCT FOUR LANE CONTROLLED ACCESS FREEWAY TO INCLUDE SIGNS, LIGHTING, SOUND WALLS AND L&A; CONSTRUCT INTERIM ROADWAY FM JCT US50 AND SR 529 SO CARSON ST TO THE SR 518 SNYDER AVE GRADE SEPARATION

Project No(s): NHP-395-1(027)

Project Funding: FEDERAL

Seq#	Item Number	Unit of Measure	Quantity	Description
1	1100100	HOUR	1,000.000	TRAINING (1 TRAINEE)
2	2010100	LS	1.000	CLEARING AND GRUBBING
3	2020400	LINFT	1121 841.000	REMOVAL OF CONCRETE BARRIER RAIL CM # 2
4	2020435	EACH	1.000	REMOVAL OF BUILDING
5	2020530	EACH	1.000	REMOVAL OF HEADWALL
6	2020585	LINFT	4,521.000	REMOVAL OF FENCE
7	2020744	LINFT	235.000	REMOVAL OF PIPE
8	2020935	CUYD	1,333.000	REMOVAL OF COMPOSITE SURFACE
9	2020990	SQYD	38,682.000	REMOVAL OF BITUMINOUS SURFACE (COLD MILLING)
10	2021040	EACH	5.000	REMOVAL OF DROP INLET
11	2021111	EACH	1.000	RESET IMPACT ATTENUATOR Deleted - CM # 10
12	2021287	LINFT	189,931.000	GRINDING FOR PAVEMENT MARKINGS
13	2021288	SQFT	8,990.000	GRINDING FOR PAVEMENT MARKINGS
14	2021290	LINFT	1,787.000	REMOVE PAVEMENT MARKINGS
15	2021295	SQYD	225.7 25.700	REMOVE PAVEMENT MARKINGS Supplemental # 3
16	2030140	CUYD	1,016,750.000	ROADWAY EXCAVATION
17	2030160	CUYD	17,004.000	DRAINAGE EXCAVATION
	2060110	CUYD	1332.00	STRUCTURE EXCAVATION Supplemental # 1

Figure 25-13: Estimate of Quantities Report – Updates Included in As-Built Plans

- 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 Contract Modifications need to be noted on the effected plan sheets, with the Contract Modification number referenced. DO NOT insert a copy of the Contract Modification 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.

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 25-14) 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 will be required for all material sources, even if it is obtained from a commercial pit. For Commercial pits, fill out the top portion of form and indicate "Commercial Pit" in the Remarks section. For state pits, completely fill out all information.

STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION
MATERIAL DEPOSIT USAGE REPORT

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

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

Approximate Acreage Disturbed: _____

REMARKS: _____

Resident Engineer

NDOT
040-087
Rev. 10/08

Distribution: Headquarters Construction, District, Materials Division, Right of Way Engineer Supervisor, Resident Engineer

Figure 25-14: 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 25-15) 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 _____	LENGTH OF NEED SEVERITY _____
<small>(ADQ, SUB, UNK)</small>	<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 _____	LENGTH OF RAMP G/R _____
<small>(MILEPOST)</small>	<small>(FEET)</small>
COMMENTS _____	

Figure 25-15: 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 25-16) 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 Contract Modifications, excluding those that are in a “DELETED” status and the Administrative Types 25 through 35.
- Total Change Order (\$) – Exclude the Contract Modification 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 FieldManager.

Contractor Past Performance Rating

Contract Number:		Resident Engineer:		Date:	Score: 0.00
Contractor Name:			Route:	County:	District: Choose one: ▾
Notice to Proceed Date:	Work Starting Date:	Contract Working Days:	Working Days Added by Change Orders:		Working Days Charged:
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 checked="" 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 %
Section A Total							0.0	0.00 %
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 %
Section B Total							0.0	0.00 %
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 %
Section C Total							0.0	0.00 %

NDOT
040-044

Figure 25-16: Contractor Past Performance Report (Page 1)

CLOSEOUT HELPFUL HINTS

PREPARATION FOR THE FINAL CONTRACT PICKUP

- Resident Engineer completes the Semi-Final estimate process per Chapter 13, Semi-Final Estimate Process, in the [FieldManager 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 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

Materials and Testing Files

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

ITEMS REQUIRED PRIOR TO CONTRACT PICKUP

- Complete the EDOC 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 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)
 - Equipment Watch Recap sheet (Form No. 040-040)
 - 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.
- Load numbers coincide with the load numbers on the B/Ls.
- 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.
- Tons are entered with the correct significant figure (.01).
- 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 a FieldManager IDR 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.

ITEMS TO CHECK ON THE ASPHALT AND FUEL ESCALATION

- Make sure a spreadsheet is saved to the EDOC Contract Files\Division No. 7 directory.
- Make sure totals match Construction Division totals.
- Use Mix Design when setting up the Asphalt escalation sheet, NOT JMF.

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 LIQUIDATED DAMAGE 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 LIQUIDATED DAMAGE 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.