



2015

Project Management Reference Guide

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Preface

This is a live reference guide developed for use by employees serving in the role of a Highway Project Manager. The Guidance is provided in a checklist format which highlights project management responsibilities during different phases of a typical highway construction project. This manual references existing manuals (*and their supplemental updates*) and provides best practice tips shared by experienced NDOR Project Managers. Samples and examples are provided in the appendix and hyperlinked from the individual checklist items as frequently as possible in an effort to provide additional clarification.

While assembling this manual, input was sought from current and former Project Managers statewide. Each individual brought with them a slightly different prospective and level of experience. Collectively, this manual hopes to provide a solid reference for all Project Managers.

If the suggestions shown in this reference guide are not consistent with the standard procedures of your district, consult with your supervisor for direction.

In an effort to keep this guide current, it will be reviewed and updated regularly. Revisions will be posted on a Project Management Guidance Webpage currently under development. This website will also contain instructions on how to suggest additions or changes to the reference guide.

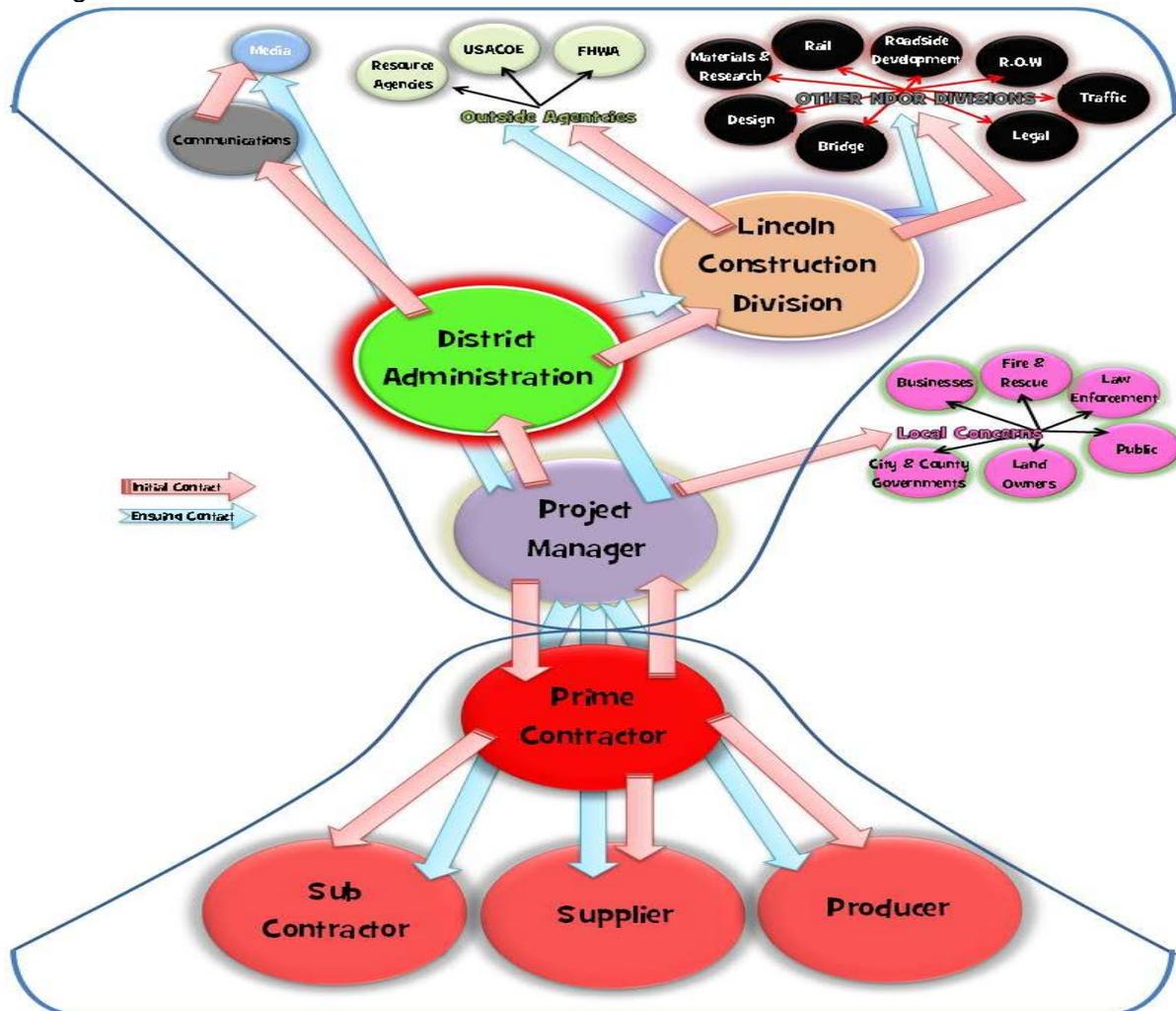
Acronyms Used in This Manual			
AASHTO	American Association of State and Highway Transportation Officials	GPS	Global Positioning System
ACI	American Concrete Institute	IA	Independent Assurance
ATSSA	American Traffic Safety Services Association	M&R	Materials and Research Division
AUP	Average Unit Price	NDOR	Nebraska Department of Roads (Also DOR)
BTSD	Business Technology Support Division	NOI	Notice of Intent
CO/SA	Change Order/Supplemental Agreement	OSHA	Occupational Safety and Health Administration
DBE	Disadvantaged Business Enterprises	QA	Quality Assurance
DCE	District Construction Engineer	ROW	Right of Way
DE	District Engineer	RUG	Report Utility Generator (SiteManager)
DEQ	Department of Environmental Quality	SSHC	Standard Specifications for Highway Construction
DWR	Daily Work Report (SiteManager)	SWPPP	Storm Water Pollution Prevention Plan
EEO	Equal Employment Opportunity	TCM	Traffic Control Manager
ECOD	Environmental Compliance Oversight Database	T&E	Threaten and Endangered Species
FHWA	Federal Highway Administration	USACE	United States Army Corps of Engineers
FCAC	Field Computer Application Committee	VEP	Value Engineering Proposal

General Topics

Your Role as a Project Manager

Your role as a Project Manager is formally defined by Subsection 101.0361 of the *Standard Specifications for Highway Construction 2007 Edition* and Section 101.08 of the Construction Manual. Primarily, you are responsible for assuring that the Contractor performs the work as planned and that sufficient documentation to justify payments is kept. Project Managers are leaders who exhibit diligence, knowledge, and integrity which are critically important in carrying out the work of planners and designers and provide guidance to their staff.

In order to fulfill these duties, good communication skills are essential. It is necessary to know the appropriate channels of communication involved while serving in this role. Provided below is a basic flowchart representing the typical lines of communication expected for all Project Managers.



As shown on the flowchart, the Project Manager serves as the primary contact for project communications between NDOR and external project stakeholders (*Prime Contractor, Cities, Utilities, Public Citizens, etc.*).

Internal Project Communication

The Project Manager will consult the appropriate NDOR employees necessary to coordinate day-to-day activities, e.g.; the coordination of specific testing personnel to complete specialty testing for the project.

If a situation arises where the Project Manager needs to consult additional resources to make a decision, the District Administration must be consulted first. The next source of support for the District Administration should be the Construction Division. If needed, the Construction Division will coordinate with additional central complex representatives or external regulatory agencies (*FHWA, Fish and Wildlife, etc.*)

Exceptions can be identified in the contract special provisions.

External Project Communication

As shown on the flowchart, it is important that the Prime Contractor's representative serve as the Project Manager's main contact for project communications. The Prime Contractor is responsible for all coordination with subcontractors and manufacturers to ensure compliance with the terms of their contracts. It is not the NDOR Project Manager's responsibility to direct the everyday activities of the prime or subcontractors, **and they should not do so.**

It may be necessary for the Project Manager to work with the Prime Contractor to establish expected lines of communications when communication between the NDOR Project Manager and subcontractor is warranted.

There are times when it is necessary to contact a subcontractor directly. However, the Prime Contractor should be informed of the contact and resulting actions e.g., when the signing subcontractor is also the Traffic Control Manager and you receive a call from Law Enforcement that there are RPDs blowing across the highway. You would call the TCM directly to resolve the issue but also inform the Prime Contractor.

Commonly, project issues that would require input from sources other than the Project Manager and the Prime Contractor will carry some sort of timeframe in which an answer is desired. Therefore, it is imperative that you act promptly to resolve the matter. This means that the project personnel and the Prime Contractor must be able to contact you when the need arises. If you are not going to be available, make sure everyone involved knows who the alternate point of contact is.

If there is going to be a delay in obtaining a decision on an issue, stay proactive in the process. Keep in regular contact with the involved parties and do your best to assist in the process. This is especially important if the issue is nearing a "need to know" deadline.

In every form of conflict resolution, which most project issues turn out to be, it is important that you remain professional, honest, and upfront. There is an answer to every question; and sometimes the answer is going to be "no". Don't take a decision personally; you may not know all of the supporting information used to make the decision.

Follow up conversations in a written format (*email, or letter*). It may take a little time, but too often, key players rely on their memory, which can lead to misunderstanding. Misunderstandings lead to disagreements which often lead to delays, rework, and claims. Communication is the most effective method of claims avoidance.

Everyone makes mistakes here and there. Don't cover up your mistakes. Admit that you could have done better and assist in the resolution and move on.

The Contractor's basic requirement is satisfactory performance of the work and fulfillment of all other terms of the contract. Contractors expect fair and just treatment from the Department during the fulfillment of their part of the contract. This includes: cooperation from the Department in their efforts to perform the work, prompt payments for work that is satisfactorily performed, avoidance of undue delays to the Contractor, returning phone calls, and answering any communication in a timely manner. The Department should always strive to maintain a businesslike relationship of mutual cooperation.

The Department openly wishes and strives for a "partnering" atmosphere between all parties. It is absolutely imperative that the Department treat all parties honestly, with respect, and in an approachable manner even when it seems that the other party is not reciprocating. The Department's project personnel are expected to be proactive and as helpful as possible to all parties without expending unnecessary resources and without violating NDOR rules.

Being decisive in contract administration requires a thorough knowledge and understanding of the Standard Specifications, project plans, and Project Special Provisions. Prompt and informed decisions are imperative to a successful project.

Plan In Hand – Project Manager Expectations

- Gain background knowledge of the project. Review Scope of work and Prelim Plans prior to the PIH, if possible.
- Get to know the designer (face to face).
- Discuss, with the DE/DCEs, what their expectations of the project are.
 - This can include any unique circumstances that they may be aware of, or wish to have included, in the plan set.
- Check up with Maintenance for any issues that have been occurring on the project.
- Discuss constructability issues with Design staff, (phasing, access to properties, etc.)
 - Communicate to the designer where the trouble areas are on the project. Make sure that the PM or others have input and can follow what is discussed.
- Follow up with the DCE when the FINAL Design (aka LOC) plans come out and review issues were discussed at the plan-in-hand. (It is too late for changes when the PS&E plans come out. There is a clarity task for District Review at each of the project milestones.)
 - Ask additional questions, 3 months prior to letting, if the PM hasn't received word on the issue addressed at the Plan in Hand.
- Conversations happen in the front of the van that cannot be heard in the back of the van, so ensure that you can hear all important conversations.

Take notes on the plan set during discussions. Relay any notes back to Design within a week to make sure they are incorporated into the PIH record

Pre-Construction

A. Administrative

1A-1

- After Project is assigned to Project Manager, obtain a copy of all material pertinent to construction phase of the project from the District file

Important Leave originals in District File

EXAMPLE:

The District Correspondence File will contain some of the following:

Any Plan-in-Hand Notes, Minutes of any meetings dealing with the project, ROW Contracts, Condemnation documents, Utility Contracts, Local Agreements, Correspondence, Quantity Breakdowns, Pre-Construction Horseblankets, etc.

BEST PRACTICE TIP

Review this correspondence to identify any on-going issues that are related to the project, or special commitments made that may have not been included in the final plan set.

Also, check Falcon and verify the District file contains all of the pertinent correspondence to date.

1A-2

- Start a diary in **Microsoft Word** to keep track of conversations and actions dealing with the project until SiteManager can be accessed.

BEST PRACTICE TIP

When corresponding via email or letter about the project, be sure to reference the project number and control number to make referencing in the future easier

1A-3

- Assess staffing needs for your project.

BEST PRACTICE TIP

Forecast the project staffing needs (# of inspectors and required training. See bullet 1C-5) and communicate back to the DCE. This will assist in coordinating inspection roles on the project (Group1,2, etc..)

1A-4

- Create File Folders for Project Documents - Hard Copies.

EXAMPLE:

Typical File Folders for a New Project Include, Depending on the Scope of the Project:

District File – Pre-Let	Pre-Construction Conference	District Correspondence
Lincoln Correspondence	Contractor Correspondence	Sent Correspondence
FHWA Correspondence	LPA Correspondence	MISC. Correspondence
Culvert List	Working Day Reports	Estimates
Contracts	Design File	Training
Subcontractor Approvals	Traffic Control	Utilities
CO/SA Completed	CO/SA Pending w/support material	
Stockpile Data	M&R Aggregates	M&R Soils
M&R Concrete	M&R Asphalt	M&R Culverts
M&R Concrete	M&R Asphalt	M&R Culverts
M&R Bridges	M&R MISC	Moisture/Density
Reports		
SWPPP/Green Sheets	Material Certifications	Shop Drawings
ROW Contracts	Borrow Pits	EEO-Labor Compliance
Survey Data	Profile-O-Graph Records	Invoices
LPA Checklists	Item Computations	Final Records
Contractor Payrolls (One for each Contractor & Sub-Contractor)		
3-5 Blank Files	Other examples are in section 12 of the LPA Manual	

BEST PRACTICE TIP

Be consistent in how you place documents in your files.

Constantly review project files to keep them as current as possible. Use the Change Order/Supplemental Agreements (CO/SA) pending file to store CO/SAs that are going through the system. Once they have been approved by all levels, attach the supporting documentation to the signed CO/SA and place in the CO/SA Completed file.

1A-5

- Create a file folder for the project in the Contract Documents folder on the (S) Drive for electronic correspondence and other documentation, and ensure that inspection crew has read/write access to the folders.

EXAMPLE:

Typical File Folders for a New Project in Contract Doc's:

Correspondence (You may wish to include sub folders like District, Lincoln, Contractor, Sent, Misc., M&R, etc.)

Computations	Payrolls	Photos	Environmental
Plans & Specs	M&R	Pile Records	Pre-Cons
Weekly Meetings	Traffic	Finals	Miscellaneous

After main folder is created, you can set the files up to match your needs.

1A-6

- Along with your inspectors, review plans, special provisions, as-builts, pre-letting questions and all other applicable documents for potential difficulties.

Look for obvious quantity errors, phasing conflicts, constructability issues, omissions, wetland conflicts, etc.

Refer to p. viii for areas to review in a typical plan set.

(See [Example 1A-6](#) in the appendix)

Communicate find back to the designer, especially if a finding necessitates a plan revision.

(See [Example 1A-6A](#) in the appendix for an example of the correspondence)

BEST PRACTICE TIP

Highlight key words in the Special Provisions to identify required timelines and responsibilities. Consider using different colors to highlight instances where "Contractor", or "NDOR" are listed in the special provisions, another color can be used to highlight actions such as "shall", "will", and "must" and yet another color for words like "may", "submit", and "prior". In general, "shall" and "should" indicate a Contractor action "will" and "may" indicate Nebraska Department of Roads' (NDOR) actions in the Standard and Special Provisions

Note: *Identify any possible conflicts between the commitments listed in the "Green Sheets" and the construction of the project (required phasing, special persecution and progress, etc.). Communicate these issues to the correct individuals and ask for input for the Pre-Construction Meeting.*

1A-7

- Check for other project in the area, and confirm the need for any coordination between projects.

BEST PRACTICE TIP

Also check with other PMs whose projects are using the same contractor to validate if the contractors submitted schedule is consistent with the other work they have.

1A-8

- Prepare Sign Plan, save it into FALCON (*Control Number-District-Traffic Control Plans*). Send notification to the appropriate Traffic Engineer for review and/or approval. Provide signed copy to Contractor at Pre-Construction Meeting.

(See [Example 1A-8](#) in the appendix)

BEST PRACTICE TIP

Depending on your District, Lincoln may send the approved traffic control plan to the District Construction Engineer (DCE) for signatures.

Refer to the field operations portion of this document for more information.

1A-9

- Email Sign Order List (*DOR Traffic Sign Orders*) and assure signs are available per the district sign procurement practice.

(See [Example 1A-9](#) in the appendix)

BEST PRACTICE TIP

Depending on the number and type of signs required, make sure you allow for enough lead time to assure signs will be available prior to their need.

1A-10

- As soon as possible, Authorize Inspectors to work on SiteManager.

1A-11

- Delegate all applicable office work, field work and materials management to inspection team.

EXAMPLE:

Payrolls, Traffic Control Manager Reports, Training Reports, Daily Pavement Laid Reports, Material Certifications, Inspection responsibilities, etc.

BEST PRACTICE TIP

Consider switching up inspection duties from project to project to help develop your Construction Techs in various aspects of construction inspection.

1A-12

- Prepare culvert list and transmit to Contractor. Provide this prior to the Pre-Construction Meeting, if possible.

(See [Example 1A-12](#) in the appendix)

BEST PRACTICE TIP

Refer to the field operations portion of this document for more information.

1A-13

- Ensure that the County Surveyor has been notified about work that may impact section corners.

Pre-Construction Meeting

1A-14

- Schedule Pre-Construction Meeting with DCE and Contractor.

Notify Federal Highway Administration (FHWA) Field Engineer (if applicable) of scheduled date.

Assure that all "Key Personnel" can attend the chosen date.

BEST PRACTICE TIP

Assure that all "Key Personnel" can attend the chosen date.

Remember to reserve your meeting room once a date and time have been set. If pre-con attendees have to travel some distance, avoid early morning or late afternoon pre-cons.

1A-15

- Send Pre-Construction Meeting Invitations.

Project Manager (PM) should use the FCAC form “letter-Preconstruction invite”.

Send the invitations to the Prime Contractor (let him/her invite the Sub-Contractors), Local Governments, Railroad, Law Enforcement, Fire & Rescue, Utilities and any Other Parties. Be sure to include the meeting time, date and location.

(See [Example 1A-15](#) in the appendix)

BEST PRACTICE TIP

NDOR personnel to consider include: Design, Materials & Research (M&R), Construction Division, Equal Employment Opportunity (EEO) Office, Roadside Development, Environmental, District Quality Assurance (QA) personnel, Area Maintenance Superintendent, District Environmental personnel, District Utility Coordinator, Bridge. This will be based on the complexity of the project.

Use Microsoft Outlook to invite NDOR personnel. By using “new meeting request”, the meeting will be automatically added to the calendar of those accepting the meeting request. This will also work for any individual which you have an email address for.

Contact the NDOR personnel listed in the “Green Sheets” and ask them to attend the Pre-Con to address specific environmental issues on your project.

1A-16

- Develop Pre-Construction Meeting Agenda.

(See [Example 1A-16](#) in the appendix)

BEST PRACTICE TIP

Seek input from Contractor about agenda topics before finalizing agenda

Depending on the scope, consider scheduling a separate meeting to discuss Environmental commitments. Include Prime, and they need to make sure the right subs are there.

Consider putting Utilities, or any other party that may not need to attend the entire meeting, early in the agenda, so that they can depart after discussion.

Ask Contractor to go over schedule and phasing and identify possible conflicts while Utilities are present.

Use your Special Provisions as a guide when developing your agenda. Any clause that amends, voids or supersedes a standard specification should be addressed. Remember that every section in the Special Provisions is there to address specific issues and going over them before work starts could avoid conflicts later on.

Address any potential conflicts discovered during your plan review.

Make sure that all environmental restrictions are clearly understood by all.

If needed, do conduct a dry run Pre-Con meeting to become more comfortable with presenting the information included in the agenda.

1A-17

- Provide agenda to Contractor prior to meeting

(See [Example 1A-17](#) in the appendix)

1A-18

- Send the Contractor a letter listing required documents to be submitted at the Pre-Construction Meeting.

(See [Example 1A-18](#) in the appendix)

Best Practice Tip

While reviewing the Special Provisions and Plans, make notes as to what documents and associated timelines are required. Don't forget to include those documents required by the Standard Specifications. On a grading project, ask the Contractor if they are planning on using GPS technology. If so, and they would like any electronic information, they will have to submit the request in writing.

Remind the Contractor that their "Erosion Control Plan" must include how they plan to address any potential erosion issues, not only within the project ROW, but also at borrow pits, camp sites, plant sites, waste sites, etc. (Standard Specifications for Highway Construction (SSHC) 201.01.)

A "Department of Environmental Quality (DEQ) Discharge Number" shall be included for all sites that are not within the project ROW. A DEQ number will be part of the borrow pit approval letter.

1A-19

- Communicate with Contractor to see what they may need from NDOR to start construction.

I.e., surveying, large tree count, ROW staking, borrow pit x-sections, etc...

1A-20

- Prepare Pre-Construction Meeting Sign-In. Use the FCAC standard form.

(See [Example 1A-20](#) in the appendix)

Conduct Pre-Construction Meeting

1A-21

- Pre-construction Meeting Recording

Best Practice Tip

Use voice recorder during the meeting to assist with documentation of the meeting. Assign someone other than the PM to take meeting minutes if possible.

Instruct attendees to introduce themselves prior to speaking, the meeting facilitator should repeat all questions before permitting them to be answered.

Ask the meeting attendees to refrain from having side conversations.

1A-22

- Discuss Partnering Agreement (formal or informal) per Section 113 of the Standard Specifications for Highway Construction.

Best Practice Tip

When the size or complexity of the project justifies establish frequency, time and location for regularly scheduled Planning meetings

Established chain of command for NDOR and Prime Contractor to address conflict resolution.

Discuss the need for any special planning meetings such as Pre-Pour Meeting, Pre-Traffic Shift Meeting, etc.

1A-23

- Review ROW plans and ROW contracts for special considerations, agreements, or issues, if applicable.

Best Practice Tip

Check ROW call reports to ensure ROW negotiation commitments are included the Project Plan Set..

The Call reports can be found in FALCON.

Pay special attention to delineated Wetlands (2_w-sheets)

1A-24

- Provide Contractor with, and review the Materials Required Documents List (*M-RDL*), and SiteManager Sampling Checklist.

(See [Example 1A-24](#) in the appendix)

1A-25

- Discuss Preliminary list of CO/SA's or VEP's

Best Practice Tip

While reviewing the Special Provisions and Plans, make notes as to any issues that may require a CO/SA. Also, review any contingency CO/SA's that may apply.

Include conversation addressing whether additional working days would be part of a possible CO/SA.

Remind the Contractor that CO/SA's or Work Orders shall be completed prior to the beginning of any additional work.

1A-26

- Provide required posters. Depending on the funding source of the Project, the required posters will vary.

A folder has been created at Runtime (S-Drive) - Contract Docs – Jobsite Posters.

(See [Example 1A-26](#) in the appendix)

1A-27

- Provide Contractor the Notice of Intent (*NOI*) from Storm Water Pollution Prevention Plan (*SWPPP*) detailing Environmental Commitments and Identifies NDOR Point of Contact and Location of SWPPP book.

(See [Example 1A-27](#) in the appendix.)

Ask the Contractor to place at the same location he has the rest of the job-site postings. Most of the time, these are protected from the elements.

1A-28

- Address any and all environmental commitments identified in the contract.

Discuss how the inspections will be conducted, documented and distributed, who will attend inspections and what Incentives/Disincentives there may be related to environmental commitments on the project.

(See [Example 1A-28](#) in the appendix)

Best Practice Tip

Prior to the Pre-Con, identify any possible conflicts between the commitments listed in the 'Green Sheets' and the construction of the project (required phasing, special persecution and progress, etc.). Communicate these issues to the correct individuals.

Generally, SWPPP requirements are more static and consistent from project to project. (typically, Historical finds, borrow pits, etc...)

Permit requirements are more dynamic and change from project to project and will necessitate more input during the life of the project. (typically, United States Army Corps of Engineers (USACOE) 404, Nationwide 14, wetlands delineation & Special treatment, Threatened and Endangered Species, Migratory Birds, Fish, Bugs, Mammals, etc...)

When in doubt – Call, don't guess.

1A-29

- Review any and all Action Items recorded during the Pre-Construction Conference at conclusion of the meeting

Post Pre-Construction Meeting

1A-30

- Prepare and send draft minutes of Pre-construction Meeting to Key attendees for comment (*i.e., DCE, Contractor*)

(See [Example 1A-30](#) in the appendix)

Best Practice Tip

Provide draft reviewer with a deadline to return their comments by. If comments are not received, then concurrence is assumed.

1A-31

- Compile and send minutes of Pre-construction Meeting to all attendees requesting copies and the Construction Division.

Transmittal Letter - (See [Example 1A-31](#) in the appendix)

Cover Letter - (See [Example 1A-31A](#) in the appendix)

Actual Minutes - (See [Example 1A-31B](#) in the appendix)

Best Practice Tip

Include a copy of the Critical Path Schedule submitted by the Contractor at the Pre-Construction Meeting.

Include a complete list of Action Items recorded during the Pre-Construction Meeting.

Include the answers that have been received, but do not hold up the submission of the notes to the Construction Office for unanswered action items.

Temporary Erosion Control and Spill Prevention plans DO NOT need to be sent to the Construction Office.

1A-32

- Contact the Contractor acknowledging your receipt and review of the critical path schedule.

(See [Example 1A-32](#) in the appendix)

Best Practice Tip

Send a similar letter of acknowledgement to the Contractor every time the Contractors schedule is changed and that the most current version applies.

1A-33

- Along with your inspectors, review all documents from Pre-Construction Conference. Adjust office work, fieldwork, and materials management assignments, as necessary.

1A-34

- Follow up on any unsolved issues that resulted from the Pre-construction Conference.

1A-35

- Obtain Notice to Proceed from Construction Division, retain on file before conducting work.

(See [Example 1A-35](#) in the appendix)

(See [Example 1A-35A](#) in the appendix)

1A-36

- Generate and distribute other project forms as needed:

1A-37

- Emergency contact information for each project and distribute according to your district policy.

Lists the projects key personnel contact information; i.e., Contractor Superintendent, 24 hr. Traffic Control contact or Traffic Control Supervisor, Project Manager, Lead Inspector, Maintenance Superintendent, DCE.

The Project Manager shall be the primary contact.

(See [Example 1A-37](#) in the appendix for a District 2 “Project Information Form” example)

1A-38

- Speed Zone Authorization. [DR Form 44]

(See [Example 1A-38](#) in the appendix)

Best Practice Tip

State Statute automatically reduces the speed limit in a construction zone to 35 in rural areas and 25 in urban areas. The speed zone authorization allows NDOR to raise the speed limit above what is specific in the statute.

So even if you plan to leave the speed limit as it is, you still need to complete this form to authorize any speed above 35 MPH in rural and 25 in urban areas.

1A-39

- Letter to Police. *(if through a city or town)* [Use the FCAC standard form]

(See [Example 1A-39](#) in the appendix)

1A-40

- Letter to Sheriff. (If on a county road or highway) [Use the FCAC standard form]

(See [Example 1A-40](#) in the appendix)

1A-41

- Letter to State Patrol. [Use the FCAC standard form]

(See [Example 1A-41](#) in the appendix)

1A-42

Add Project to State's 511 Computer System. Complete Over-Dimension Notice, if applicable.

(See [Example 1A-42](#) in the appendix)

1A-43

- Distribute any Public Flyer created by Communication Division.

(See [Example 1A-43](#) in the appendix)

Best Practice Tip

The Lincoln Communication Division will work with the PM to create any public correspondence necessary to keep the public informed about the project.

For urban projects with high public impact, discuss with your DCE the need to have a public meeting after the pre-con to discuss the project. Also consider having these before major events during the life of the project.

1A-44

- Send Press Release through District Coordinator.

(See [Example 1A-44](#) in the appendix)

1A-45

- Create Culvert Book (if necessary)

Best Practice Tip

A culvert book can be created electronically, however, it must be printed and bound before it's submitted to Construction Division as part of the final records.

1A-46

- Create (copy) all Pertinent FCAC Forms, FCAC Spreadsheets and FCAC Workbooks from the FCAC Central File & setup for your project.

[\[FCAC Forms\]](#)

[\[NDOR Forms\]](#)

[\[FCAC Spreadsheets\]](#)

[\[FCAC Workbooks\]](#)

If there are forms that you will be using repeatedly, place your project information into a reference copy and replicate, as needed.

1A-47

- If applicable, verify that the Contractor's Railroad insurance is current, on record with the Construction Division and that all necessary personnel have completed the required Railroad safety classes.

1A-48

- Send Crystalline Silica Letter to OSHA.

(See [Example 1A-48](#) in the appendix)

B. Field Operations

Survey Field Operations

Under your supervision, assure that the Survey Crew and/or Inspection Staff do the following:

1B-1:

- Check the age and type of the prelim survey. Correspond with the District Survey Coordinator to begin the search for the age of the surveys.

Best Practice Tip

Depending on the type and age of the preliminary survey, it may be necessary to do additional verification of elevations and alignments to forecast possible issues.

Check the project for any changes in condition that may have occurred since the preliminary survey. (Soil that a farmer may have borrowed, stockpiled materials that may not be present, etc..)

1B-2

- Verify all control points, benches and monuments are located and control point data is verified. If needed have additional control points are placed.

Best Practice Tip

Have a level loop run to ensure that the elevation benches tie together.

This should be done as soon as possible, in case issues are found.

1B-3

- Verify Project alignment, stationing and offsets (dependent on project scope).

1B-4

- Stake Old/New R.O.W., Permanent and Temporary Easements

Best Practice Tip

While staking the project, check for utility facilities that are not shown on the plans. Call One Call, if necessary, to identify the owner.

Check for ROW possible encroachments. I.e., ROW stake beyond an existing fence line where no new ROW exists.

1B-5

- Verify the location, size, and elevations of any structures, objects or existing pavements that may be required for the construction of the project, complete cross-sections as necessary.

Best Practice Tip

Inspectors should actually measure the size of these culverts and identify the type in the field, do not “eyeball it”. This information should become part of the “Culvert Book”.

While verifying structures, check for utility facilities that are not shown on the plans. Call One Call if necessary to identify the owner.

If you are tying into an existing pavement, have enough profile shots taken to assure that the new construction will blend into the existing without issue.

Check current and future clearance of structures over roadways and railroads for what is shown in the plans..

If your Project includes a pay item for Contractor Staking, NDOR personnel will still be responsible to complete the work of verifying the culvert data.

1B-6

- Verify any possible staking for structures that will be required for the construction is completed prior to the start.

1B-7

- Verify earthwork stakes (slope stakes) are installed, if possible.

Best Practice Tip

Look on FALCON to see if slope stake information is there, if not contact the designer.

1B-8

- Verify that all necessary cross-sections have been taken for any areas where volume calculations are needed (not Established Quantities), during the construction phase. (i.e., Excavation, or Excavation Borrow, see Spec 205.05 Basis of Payments)

Best Practice Tip

Remember, even if you have the item "Construction Staking" on your project, borrow pit cross-sections are still done by NDOR personnel.

Keep in mind that intermediate cross-sections may be necessary throughout the life of the project.

Non-Survey Field Operations

1B-9

- Drive through the project with the areas Maintenance Personnel to see if there are any issues that may need to be addressed during the construction of the project

Best Practice Tip

If the type of work warrants, ask maintenance to mow the project before construction begins.

Video tape the project before construction to document any possible issues that may come up during the life of the project.

Examples of key things to document may be wetlands, adjacent properties, existing

1B-10

- Verify the existing signs on the project site are logged in preparation for the sign plan.

Best Practice Tip

Check with Traffic Engineering and the area Maintenance Superintendent to see if the project needs a new permanent sign plan. (This needs to be created for NDOR Maintenance's use prior to the completion of the project.)

See Bullet Point 2B-11

1B-11

- Verify soil samples are taken, if possible, and sent to the proper laboratory for processing.

EXAMPLE:

You may need samples from all borrow pits, the existing roadway shoulders & embankments, subgrade areas, etc.

Depending on the scope of work, you may need to obtain other materials that may be blended into the soil as part of the work.

1B-12

- Verify Public Flyers and/or Changeable Message Boards are posted in prominent locations. For Changeable Message Boards, use Acceptable Abbreviations found in Section 1A.15 of the MUTCD.

1B-13

- Stake Location and Project Construction Signs as per approved traffic sign plan

1B-14

- Distribute "Mailbox Re-Location Letter", if needed.

(See [Example 1B-14](#) in the appendix)

Best Practice Tip

Talk to local postmaster to get the appropriate addresses for approved relocations. The postmaster may distribute the letters themselves if unable to provide you with the addresses.

Order state furnished mailbox posts following District policy.

C. Materials Management

1C-1

- P.M. distributes copies of the project specific Materials Required Document List (M-RDL), sent by M&R (See the *Materials Sampling Guide*, and [Materials Standard Operating Procedures for Project Managers](#) for more detailed information about how to use the M-RDL, the *SiteManager Sampling Checklist*, and documenting material requirement compliance.)

(See [Example 1C-1](#) in the appendix)

Best Practice Tip

Use the MRDL contacts list to determine who to send records to. Also, there are the names of the M&R representatives who will review the documentation during the final materials review.

Remember that the M-RDL is based on contract items and quantities. Should you add items or deviate from plan quantities, addition samples will be required.

A detailed review of the project material sampling will be done during the finals process and may require additional information at that time.

1C-2

- Verify that technicians, venders, suppliers and manufacturers qualifications and certifications are current.

Best Practice Tip

Use the NDOR web-site to see if concrete plants, asphalt plants, etc. certifications are current.

*See Section 28 of the *Materials Sampling Guide* to see the technician material and sampling certification requirements, temporary certification requirements, etc.*

If a sampler/tester is not certified, but needs to be, contact the QA manager for assistance.

If concrete plant or temporary plant is not certified, contact the NDOR PCC Engineer immediately.

RUG can be used to check on inspectors certifications.

Flagger Certification and Assistant Traffic Control Manager Certifications are now available .on the NDOR web site – Contractors Corner – Highway, Bridge & Local Projects Lettings – scroll down to the bottom of the page.

1C-3

- Assure that the Contractor has submitted any required mix designs, material samples, etc., as defined in the contract or specifications.

Best Practice Tip

Point out any unique materials special provisions to the contractor.

Timely submittals of mix designs and materials are critical with the current recycling strategies.

Review with the Contractor, who is responsible for any and all salvaged materials. This may change during the varying phases of the project.

If the special provisions require the use of NDOR furnished materials, verify that that material is available well in advance of the need to avoid delays.

Active Project

A. Administrative

The Project Manager shall be the primary contact throughout the life of the project; therefore, it is expected that the PM is available at all times during construction. If the PM is unavailable, they must communicate to the stakeholders who the project's primary contact is in their absence.

SiteManager

2A-1

- Once your project has been activated in SiteManager, give your inspection staff proper authority to the project.

(See [Example 2A-1](#) in the appendix)

2A-2

- In SiteManager, enter the required key dates, event dates, and milestones and release dates that are applicable. (See *final review manual for required key dates.*)

(See [Example 2A-2](#) in the appendix for a list of SiteManager Key Dates and Critical Dates and their responsible parties.)

2A-3

- Maintain detailed daily diary in SiteManager.

See Construction Manual section 104.01 for additional information concerning diary entries including working day charges.

(See [Example 2A-3](#) in the appendix for the suggested SiteManager Diary Remarks based on the Construction Manual and the LPA Manual)

2A-4

- Review and authorize inspector Daily Work Report's (DWR) in SiteManager. (The timeline for authorization of your inspector's DWR's is subject to your District's policies, or your own comfort level.)

Best Practice Tip

DWR Review: Instruct the inspectors put in details for the construction processes that they were monitoring. They should document what occurred on the project in as much detail as possible. Document the work on the day that the work occurred. Look for consistency and conflicting accounts from DWR to DWR between inspectors and individuals DWRs.

2A-5

- Create, review, check and approve Progress Estimates in SiteManager per the Construction Manual. Generate additional estimates as needed.

Best Practice Tip

Create a dated justification for discrepancy list and save in your files. FHWA have required such explanations during project audits.

(See [Example 2A-5](#) in the appendix).

At a minimum, review quantities and documentation for every progress estimate.

Provide your Inspectors a copy of any local agreements at beginning of the project so they know the location of any [funding splits](#).

For DWR work items to be included in an estimate, the DWR must be locked.

2A-6

- Following your District's established procedures, notify DCE that estimate needs to be approved. The Department relies on the PM for accurate information that is included in the payment estimates.

2A-7

- Create Change Order/Supplemental Agreement's (CO/SA) in SiteManager for VEP's, Work Orders or Force Accounts initiated during the Construction Phase of the Project.

Work Order - (See [Example 2A-7](#) in the appendix)

CO/SA - (See [Example 2A-7A](#) in the appendix)

CO/SA Comments from the Construction Division (See [Example 2A-7B](#) in the appendix)

CO/SA Approval Levels (See [Example 2A-7C](#) in the appendix)

Supporting documentation for CO/SA See [Example 2A-7D](#) in the appendix).

(See [Example 2A-7E](#) in the appendix)

Best Practice Tip

Establish a method for the Contractor to submit the supporting documentation for all proposed CO/SA's

Assure that the documentation includes proper justification, cost breakdowns, etc.

Contact your DCE and FHWA (if applicable) and review the request and whether to proceed or request more information.

If necessary, create a Work Order to allow work to begin before the CO/SA works through the system.

If using a force account, document all costs as per Section 109.05 of the Standard Specifications

The Construction Division has created a worksheet to define approval levels of a CO/SA based on value and oversight.

Consider negotiation of 5% overhead on CO/SA's, for subcontracted work, that have little impact on the Prime Contractor, or have a high dollar value. (No 5% on work conducted only by the Prime Contractor)

Adjust Stockpiled materials when adjusting items through a CO/SA if necessary.

2A-8

- Notify DCE when CO/SA's need to be approved.

2A-9

- Verify that all Sub-Contractors have Sub-Contractor Approval Letters on file and that they have completed their yearly Contractor Self-Analysis.

Best Practice Tip

Identify which items of work each sub-Contractor is responsible for.

Determine what a DBE is being paid for each item of their work. You will need this to assure they are fulfilling the Project's DBE Goal.

(See [Example 2A-9](#) in the appendix).

You will also need to complete a DR Form 136, Commercial Useful Function Review, for each DBE Sub-Contractor on the project.

(See [Example 2A-9A](#) in the appendix).

2A-10

- Upon receipt of proper invoices, Create/Replenish Material Stockpiles. Refer to Section 109.07 of the Standard Specifications or special provision.

Best Practice Tip

Verify that the materials shown on the invoices are stored as per specifications. Make sure that materials in question comply with the applicable specifications. Document the computed break-downs of items/costs, and remember only to use 3 decimal places.

(See [Example 2A-10](#) in the appendix).

Contract Management

2A-11

- Verify that Borrow Pits, Contractor Camp Sites, Plant Sites, Waste Sites, etc. have received proper approval as required by the contract, standard spec, or state law.

(See [Example 2A-11](#) in the appendix)

(See [Example 2A-11A](#) in the appendix)

2A-12

- Host planning meetings with the Contractor as defined during preconstruction meeting. Send completed minutes to the Prime's Superintendent for review.

Best Practice Tip

Consider using a set agenda for every meeting. This will allow you to ensure that you cover all topics at each meeting.

Weekly Agenda – (See [Example 2A-12](#) in the appendix).

Make sure that you ask if there are any questions concerning both Working Day charges and Current Quantities at each meeting. This will help prevent issues from lingering.

Minutes – (See [Example 2A-12A](#) in the appendix).

Pre-Deck Pour - (See [Example 2A-12B](#) in the appendix).

You may wish to contact the applicable utility companies prior to each meeting and determine if they need to attend. If you don't, they may stop coming altogether.

Treat Railroad like utilities, but special attention is needed if a flagger may be required.

Consider additional planning meetings as necessary (Pre-Deck Pour, traffic shift, Bridge Removal, especially if explosives are being planned, etc.)

Ensure that the proposed plans meet project specifications and all other commitments.

2A-13

- Coordinate project staking and inspection. Ensure an appropriate number of NDOR employees are present.

2A-14

- If applicable, generate a DR Form 74 – Cost Overrun/Underrun.
(See [Example 2A-14](#) in the appendix)

2A-15

- Follow Record Retention Policy for Project Documentation
(Note: This policy is currently under development.)

2A-16

- Start Log of Work Area Speed Zones [DR Form 471]
(See [Example 2A-16](#) in the appendix.)

2A-17

- Manage record keeping, materials documentation, computation and recording of quantities for payment.

Best Practice Tip

Have the inspector in charge of recording the work quantities review these with the contractor.

2A-18

- Produce and maintain project records (Electronically, Hard Copy, Drawings, etc.). This would include forwarding material received to the proper location.

(See [Example 2A-18](#) in the appendix for typical Project Records).

[\[FCAC Forms\]](#)

[\[NDOR Forms\]](#)

[\[FCAC Spreadsheets\]](#)

[\[FCAC Spreadsheets\]](#)

2A-19

- Manage daily relations with appropriate Contractors, Businesses, Groups, and Individuals.

(See [Example 2A-19](#) in the appendix)

Best Practice Tip

Document, as needed, all meetings, phone calls, letters or e-mail in the Daily Diary. Keep your District Administration, the Construction Division, Designers, FHWA and Legal informed as to project specific issues that may result in CO/SA's, or claims.

If necessary, follow the legal document policy to assure correspondence is not lost.

2A-20

- Maintain and update field draft As-Builts in the Project construction trailer or office.

Best Practice Tip

Use various color highlighters to denote difference Plan Revisions.

Make notes of what plan components did and did not work well during construction. (Red/Green Plans).

Consider posting a PDF of the marked up plans on a network spot accessible to designer.

Be sure to fill out the project plan survey to provide feedback to designers about field use of the plans.

2A-21

- Be aware of contractual dates that may be included on your project (*i.e. milestones, placement limitations, winter work specifications, etc.*).

Best Practice Tip

The Construction Division will notify you of cut-off dates for certain work.

If it appears that your project work may extend past these dates, the Contractor must request this in written form. It will be determined by the Construction Division if this is acceptable or what limitations may be attached to the work involved.

B. Field Operations

2B-1

- Verify Traffic Control plan daily.

Best Practice Tip

Drive the Project at different times, day and night. Consider video recording a drive through, especially after a traffic shift.

Consider asking somebody that is not familiar with the project drive through and inspect the traffic control.

Special attention may be needed in areas where active construction is occurring.

If special traffic opening is pending, consider having a pre-opening meeting with Law enforcement, locals, Prime Contractor, District Maintenance staff.

2B-2

- In the event of a traffic accident, video tape or photograph location and condition of all traffic control on the project. Obtain a copy of the accident report from the law enforcement agency if possible.

(See [Example 2B-2](#) in the appendix)

In addition to accidents, there may be situations that warrant additional documentation. As a Project Manager, many of your inspectors will have access to digital cameras, but few will have photography training. It may be worth reviewing the following with your inspectors as needed.

Best Practice Tip

Consider before releasing the shutter:

What else is important in this situation? If you are photographing an accident scene, remember to catch items other than skid marks; traffic control, pavement edges, sign offsets, and striping widths will all be helpful in the event we find ourselves in Court.

Where is this photo taken? When possible, include some background that can add meaning to the photos when trying to re-establish the location of the subject.

When are you taking this? Camera Date Stamps are helpful, as long as they are correct and turned on.

Why are you taking this photo? Consider what you want to document and will this photo do that. (e.g. If photographing a crack is it the length, depth or location that is important? Maybe more than one photo is required.)

2B-3

- Verify Environmental Commitment compliance

Document all environmental commitments using NDOR's Environmental Compliance Online Documentation (ECOD) Database.

Best Practice Tip

On a larger or longer project, consider using a full size plan sheet to record the details of a SWPPP plan.

Label and date when BMP's are installed, the location of fuel tanks, wash-out pits, etc.

Note: Currently under development is a manual to handle unforeseen obstacles (*i.e., fuel tanks, tires, appliances, and other environmental hazards. This is currently covered in the Construction Manual, and may result in additional permits.*)

2B-4

- Be aware of project safety, NDOR and Contractor.

Do not allow your employees to enter an unsafe work zone.

Ensure all personnel on the project have their Railroad Safety Training if the project requires it.

Best Practice Tip

Project personnel should follow the contractor's safety policies while on the job site.

2B-5

- Ensure that work complies with plans, special provisions and specifications, and that all items of work are being properly measured..

Best Practice Tip

Remember Section 105.04 of the Standard Specification for hierarchy of project information.

2B-6

- Schedule M&R for Pile Hammer Analysis, Coring Crew, Profile Crew, Concrete Maturity Determination, and/or QA Managers to conduct an Independent Assessment (IA), if needed.

Best Practice Tip

If your project has a new or rehabilitated bridge sized structure (bridge or concrete box culvert with a combined span greater than 20 feet), then the Project Manager needs to contact Bridge division to schedule an initial inspection. The PM should notify the "In-Service" section of Bridge Division and specifically the Bridge Inspection Engineer. The initial inspection should be scheduled prior to opening the structure to traffic.

BP: If there is a question, if the "In-Service" section of the Bridge Division would want to inspect the completed work, call and ask.

2B-7

- Ensure that field personnel are checking the Contractor's equipment prior to first usage; i.e., bridge deck paving machine, mainline paving machine, sheep's foot, etc.

Best Practice Tip

The checklists developed for Chapter 12 of the LPA Guide are a good reference for field operations. (Link to the LPA checklist Website)

EXAMPLE:

Materials Sampling/Testing Activity Report
Monitor DBE Activity During Construction
Verify Labor Compliance
Environmental Compliance Inspection Audit Form
Construction Project File Review Checklist
Diary Entry Review Checklist
Asphalt Paving Checklist
Asphalt Plant Checklist
Concrete Structure Checklist
Concrete Pavement Placement Checklist
Grading Checklist
Structures-Piling Checklist
Pipe Installation Checklist
Work Zone Checklist - Inspection Report
Final Punch List

2B-8

- As with topic 1B-13, verify that intermediate cross sections of all borrow pits are taken as needed throughout the project. It may necessary to measure multiple earthwork items on a project, possibly out of the same borrow pit.

2B-9

- Create and reconcile a Final Punch list for the project.

Best Practice Tip

Have the Contractor notify the PM when they are ready to review the project for punch list items.

Coordinate with all interested parties, (i.e., NDOR Maintenance, Local Public Agencies, DCE/DE), when compiling a project punch list before submitting to the Contractor.

If you anticipate ongoing issues with any of the project punch lists items, document with photographs for review at a later time.

Have open communication about project maintenance; i.e., cleaning up trash, grouting holes, etc.

This may allow the contractor to take care of punch list items throughout the life, or as time permits, and minimize work necessary at the end of the project.

2B-10

- Check with Maintenance, when approaching the end of a project, to ensure they have the information that need for permanent signs.

C. Materials Management

2C-1

- Ensure material sampling requirements are collected and documented properly as the work is being performed. Materials requirements are documented in the, project special provisions, Material Sampling Guide, and/or the NHSS.

Best Practice Tip

Check that the sampling discrepancies are taken care of during the life of the project. The SiteManager Sampling Checklist can be a useful tool in assessing which material requirements are documented in SiteManager for your contract. Currently, not all material documentation is in SiteManager.

2C-2

- P.M. receives all materials documents, makes a copy of materials correspondence, distributes as required, and files the original form.
 - The MRDL shows the distribution to M&R

2C-3

- Assure that the proper samples are generated and submitted as required. File the original in the project file and distribute as required.
 - DR 12's are used for materials that are not currently tracked in SiteManager.

Best Practice Tip

Each form has a distribution list on it.

Even if the sample cannot be entered into SiteManager, have your inspectors assign it a SiteManager Number. Make sure your inspectors retain a copy of every sample tag, this helps avoid duplicate samples numbers.

You may want to keep a current list of what documentation was submitted and when, for future reference.

Post-Construction

A. Administrative

For this Section, the NDOR Final Review Manual was used as a guide. Use this publication for 'Best Practice Tips', examples, and or additional information as you work through a Project Final.

Best Practice Tip

*The Final Review manual can be found on the S Drive or the Help File in SiteManager
[Final Review Manual](#)*

Contract Management

3A-1

- Generate and Distribute the Tentative Acceptance of Project Letter.

(See [Examples 3A-1](#) in the appendix)

3A-2

- Generate and Distribute the Project Completion Memo.

(See [Examples 3A-2](#) in the appendix)

Send the notification to the email distribution list, DOR Const-Completion Notification as specified in the Final Review Manual.

Include project observation periods in the Project Completion Memo if applicable.

- 3A-3** Remove Project from Detour Report and the 511 System
(See Examples 3A-3 in the appendix).

3A-4

- Review Contract Documentation and Verify Basis of Payment and Method of Measurement for all items.

Best Practice Tip

Assure that the Standard Specification References to the 'Basis of Payment' and the 'Method of Measurement' for your pay items were not modified by your Special Provisions.

Also check to see if any CO/SA's, Agreements, Correspondence, Internal Milestones, etc. did not alter quantities or the basis of payment for all items

Verify that the proper Contractor/Sub-Contractor was selected for payment on the DWR's

3A-5

- If applicable, confirm that Project Funding breakdowns are accurate.

Best Practice Tip

Confirm that city/county funds are applied to the quantity or portion of the project that it was assigned to.

Provide your Inspectors a copy of any local agreements at beginning of the project so they know. (See 2B-6.)

3A-6

- Review all pending CO/SA Documentation for completeness and accuracy.

3A-7

- Do a detailed review of all contract quantities.

3A-8

- Complete all Computation Sheets and file in the Contract Documents folder.

3A-9

- Confirm that all other adjustments to the Contract Quantities have been included.

Best Practice Tip

Generate CO/SA's, as needed, to include Force Accounts, Letters of Deduction, Contingency Items, etc.

3A-10

- Review Major Items

Best Practice Tip

If necessary, generate a CO/SA to satisfy SiteManager requirements (25% Increase/Decrease).

Remember that a Major Item is one whose total original value exceeded 10% of its original group. See Section 104.02 Paragraph 2C (2).

3A-11

- Complete Time Allowance Review worksheet based on Contract information. Review with DCE. With DCE's approval, generate a "Time Extension Document" and edit time allowance in SiteManager.

(See [Example 3A-11](#) in the appendix).

3A-12

- End your Inspector's SiteManager contract Authority per the Final Review Manual.

3A-13

- Generate a Final Estimate (*Do Not Approve*), and then a letter of Concurrence/Non-Concurrence. [Use the FCAC standard form.]

(See [Example 3A-13](#) in the appendix)

Best Practice Tip

It may be necessary to resolve quantity issues with the Contractor or negotiate a CO/SA as a result of this letter. Allow a reasonable amount of time to resolve discrepancies.

It may also be necessary to generate a new Final Estimate and send another Concurrence/Non-Concurrence letter to the Contractor.

If concurrence cannot be reached, then final the project and proceed with payment. Resolution will then be done in Lincoln

3A-14

- Prepare "As-Builts"

Best Practice Tip

You will need to contact Lincoln BTSD and have the "As Builts" generated and placed into the proper Falcon location.

Control Number – District – As Builts

Make the necessary changes to the .dgn's and print to the PDF printer. Use Arch D size paper (36x24 inch paper).

E-mail the PDF's to the Lincoln Print Shop along with a completed DR Form 3, if you don't have access to a full size plotter.

(See [Example 3A-14](#) in the appendix).

As of June 6th, 2013, PE Stamping of as built plans is no longer required.

For instructions on what to include in as-builts see Construction Manual 106.10

For Microstation as-built instructions:

Falcon -> Training environment -> Projects -> Asbuilts -> plansheets.pdf

3A-15

- Prepare Letters of Transmittal

Suggested Items (See [Example 3A-15](#) in the appendix).

(See [Example 3A-15A](#) in the appendix).

SWPPP Records - (See [Example 3A-15B](#) in the appendix).

3A-16

- Submit project records to Lincoln thru your District Reviewer.

3A-17

- If not completed during the life of the project, notify the In-Service Bridge Section of the Bridge Division of the date that the bridge is open to traffic, if your project contains bridge work.

3A-18

- Host a post construction meeting with the Contractor and Designer and any interested party. It may be necessary to hold separate meetings due to schedules or other conflicts.

3A-19

- Follow the District Record Retention Policy.

(Refer to Project Record Retention Policy: currently under development)

Best Practice Tip

Confirm that all project files have been moved to the proper location. Do this for all your inspectors as well.

Eliminate and duplicate files or those files that are out dated.

Burn copy of Project Documents folder to a CD and eliminate photo/video folder from server once a copy has been made.

3A-20

- Ensure the E-verify letter of compliance from the Prime Contractor, stating that he/she and all subs have registered with E-Verify, has been received.

(Check SiteManager Scheduled Check-list Events)

3A-21

- Controller Division will notify the District when records no longer need to be retained

SiteManager

Follow the NDOR Final Review Manual Sections for Project Managers and complete the required entries in SiteManager.

Retain copies of payrolls received, (*Use Form DR 84*), enter date in SiteManager for final payroll received.

B. Field Operations

3B-1

- Watch for damage to work after completion/acceptance – After the acceptance or partial acceptance of a project, work may be damaged or new problems may arise that are outside of the control of the Contractor; the work should be treated as extra work.

3B-2

- SWPPP Inspection Hand-off – Continue to do inspections until the SWPPP is transferred to Maintenance or Notice of Termination is filed.

3B-3

- Maintain Required Observation periods
Examples: Product warranties (*striping, light poles, etc.*), Landscaping, etc.

3B-4

- Final Project Clean up – Lath, sand bags, message boards, detour signs.

C. Materials Management

3C-1

- Materials and Research conducts the material review upon receipt of the Project Completion Notification.

3C-2

- If additional documentation is needed, you will be contacted by the finals unit.

(It is necessary that you resolve those issues as quickly as possible so the project can be accepted in a timely manner.)



Appendices

Pre-Construction

Note: For blank forms of the examples shown, got to one of the following:

- NDOR Forms : <\\DORIMAGE1\dorforms>
- FCAC Forms : <\\dorobsprd\runtime\FCAC\forms>
- FCAC Forms : <\\dorobsprd\runtime\FCAC\spreadsheets>
- FCAC Forms : <\\dorobsprd\runtime\FCAC\workbooks>

CONSTRUCTION STORMWATER MANAGEMENT CONTROL (B-3-0509)

General

1. This Section defines some best management practices (BMPs) for erosion and sediment control measures and construction practices the Contractor shall use to prevent soil erosion and avoid water pollution.
2. The Contractor shall exercise every reasonable precaution throughout the life of the contract to prevent silting of the waters of the state, the project site, and adjacent property. Construction of drainage facilities, as well as performance of other contract work which will contribute to the control of siltation, shall be carried out in conjunction with earthwork operations or as soon thereafter as is practicable.
3.
 - a. The Contractor shall take sufficient precautions to prevent pollution of the waters of the state, the project site, and adjacent property with construction debris, petroleum products, chemicals, or other harmful materials.
 - b. The Contractor shall conduct and schedule the operations to avoid interference with any protected species.
 - c. The Contractor shall comply with all applicable statutes relating to pollution of the waters of the state and fish and game regulations.
4. All construction debris shall be disposed in a manner that it cannot enter any waterway. Excavation shall be deposited as to protect the waters of the state from siltation.
5. The erosion and sediment control measures shall continue until the permanent drainage facilities have been constructed and the slopes are sufficiently vegetated to be an effective erosion deterrent or until tentative acceptance of the work.
6. All erosion and sediment control measures shall be properly maintained by the Contractor.
7. All erosion and sedimentation resulting from the Contractor's operations and the weather conditions must be corrected by the Contractor.



Don,

My crew has gone over the plans with a fine-tooth comb and we have the following questions. I might have asked a few of these orally, but I would like to get them down on paper so I can have a record.

Some of these are minor in nature, but I feel they need to be looked at.

1. Refer to Sheet 2-T₂, Upper left section. This section indicates that 255mm Surfacing be built between the Doweled Base Course and the 150mm Surfacing. The quantity of this 255mm surfacing does not appear to be included in the plan quantity for Item 28, 255mm surfacing.
2. As with the above, Item 39, Foundation Course and 41, Stabilized Sub-grade quantities for this area do not appear to be included in their respective quantities.
3. Refer to Sheet 2-T₃, Middle left section. This section indicates that Surfacing be placed under the new guardrail. This is also shown on Sheet 83. However there are no limits shown anywhere on the plans, nor are there any quantities shown on the plans. Also, the foundation course and sub-grade preparation shown, would they be subsidiary, or would those quantities need to be adjusted?
4. Refer to Sheet 2-N₁, Left section, Sixth Bullet Point. The Select Placement that this section refers to is the soil on the rip-rap and the 150mm on the fore-slopes correct? We cannot find any other references.
5. Refer to Sheet 2-N₄, There seems to be an inconsistency with the depth of the sub-drain. When you apply assumed elevations and project these elevations to the sub-drain locations, you do not match the depths shown on the table. From past experience, sub-drains are designed to go an inch or so into the sub-grade (As shown in the sketch). Need to know which is right here. When you apply a full super, the difference would be greater.
6. Refer to Sheet 2-P₁, In order to place the new roadway fill from station 680+/-50 to 682+/-00, rt., it will be necessary to install the new twin pipe under the 7100 series, and make the ditch on the west side of the existing highway functional, then plug the existing box culvert at 680+/-80.

3 Example 1A-8, Traffic Control Plan
Submittal Letter Example



Date: XXXX-XX-XXXX

To: Name of Appropriate
Person for your District
Traffic Engineering
Signing & Marking

From: [Your Name]
[Your Title]

Subject: [Project Number]
[Project Name]
[Contract Number] [Control Number]
[Contractor Name and Vendor Number]

XXXX,

I have placed a file called [Name-of-file.dgn] in Falcon at the following location:

District Number/Projects/Control Number/District/Traffic Control Plans

Please review this plan, make any necessary changes and forward to *Name of the person who signs your traffic control plan*, in *Office location*.

I did not attach the project specific temporary traffic signal plans, the permanent and temporary pavement marking plans for this project, or the applicable Standard plans since these have already been reviewed and signed. However, it may be necessary to refer to these during your review and I will include them as part of my transmittal to the Contractor.

The project's Pre-Construction meeting is scheduled for XXXX, with a start date of XXXX.

If you have any questions please call me at [Your office number and cell].

Thank you

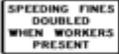
Your Name
Your Title

cc: District file
File

4 Example 1A-9, Sign Order Form Example



PROJECT NUMBER: NH-BR-77-3(128) SIGN CONTRACTOR: River City Barricade
 PROJECT MANAGER: Frank Veverka CONTROL NUMBER: 22265
 DATE SIGNS NEEDED: 11/29/2010

SIGN #	REQ	FRN	FRN	RTN	SIGN DESCRIPTION	SIZE	HUE	W/S	BIN
R41-17B-48	3					48 x 36	B/HS	W	138
W20-1A-48	3				ROAD WORK AHEAD	48 x 48	B/HO	W	O/R
G20-1-60	3				ROAD WORK NEXT ____ MILES	60 x 24	B/HO	W	168
G20-2B-48	3				END ROAD WORK / THANK YOU DRIVE SAFELY	48 x 48	B/HO	W	205
R2-1WZ-24	10				FINES DOUBLE	24 x 12	B/HO	W	100
R4-1-24	2				DO NOT PASS	24 x 30	B/HS	W	125
W21-5-48	4				SHOULDER WORK	48 x 48	B/HO	W	24

NDOR REPRESENTATIVE: _____ DATE: _____

CONTRACTOR REPRESENTATIVE: _____

NDOR REPRESENTATIVE: _____ DATE: _____

CONTRACTOR REPRESENTATIVE: _____

NDOR REPRESENTATIVE: _____ DATE: _____

CONTRACTOR REPRESENTATIVE: _____

4 Example 1A-12, Culvert Order Letter Example



Date of Letter

Contractor's Name

Contractors Address

ATTENTION: Contractor's Contact

RE: Culvert List

Project Number

Control Number

Contract Number

Project Location –

Transmitted is a partial culvert list for the above referenced project. This listing may be used for ordering materials for construction.

Also note, the plan pay quantities for each location are shown, please review them. If you see any inaccuracies, please bring them to my attention.

If you have any questions, please feel free to contact me.

Your Name

Your Title

Office Phone Number

Office Fax Number

Attachments Sheet A

cc: District project file
File

Station 141+37.00

Build Triple 12' x 5' x 70' Concrete Box Culvert
 Fill – 1.5'
 Special Plan 2C Project plan sheets 4 & 31

*Plan Pay Quantities: Item 066 – 580.00 yd³
 Item 067 – 229.450 yd³ (barrel-209.720, wings-19.730)
 Item 068 – 29,437.000 lbs (barrel-27,923.000, wings-1514.000)*

Station 141+44.00

Existing Twin 12' x 5' x 40.80' Concrete Box Culvert w/endwalls.
 Remove
 Project plan sheets 4

Plan Pay Quantities: Item 065 – 1.00 Each

Station 171+41.31

Existing 1-25' Span Deck Steel Girder Bridge, w/29' Roadway
 Remove
 Project plan sheets 5

Plan Pay Quantities: Item 073 – 1.00 Each

Station 171+64.03

Build Triple 12' x 8' x 70' Concrete Box Culvert
 Fill – 1.0'
 Standard Plan 1308 Project plan sheets 5 & 31

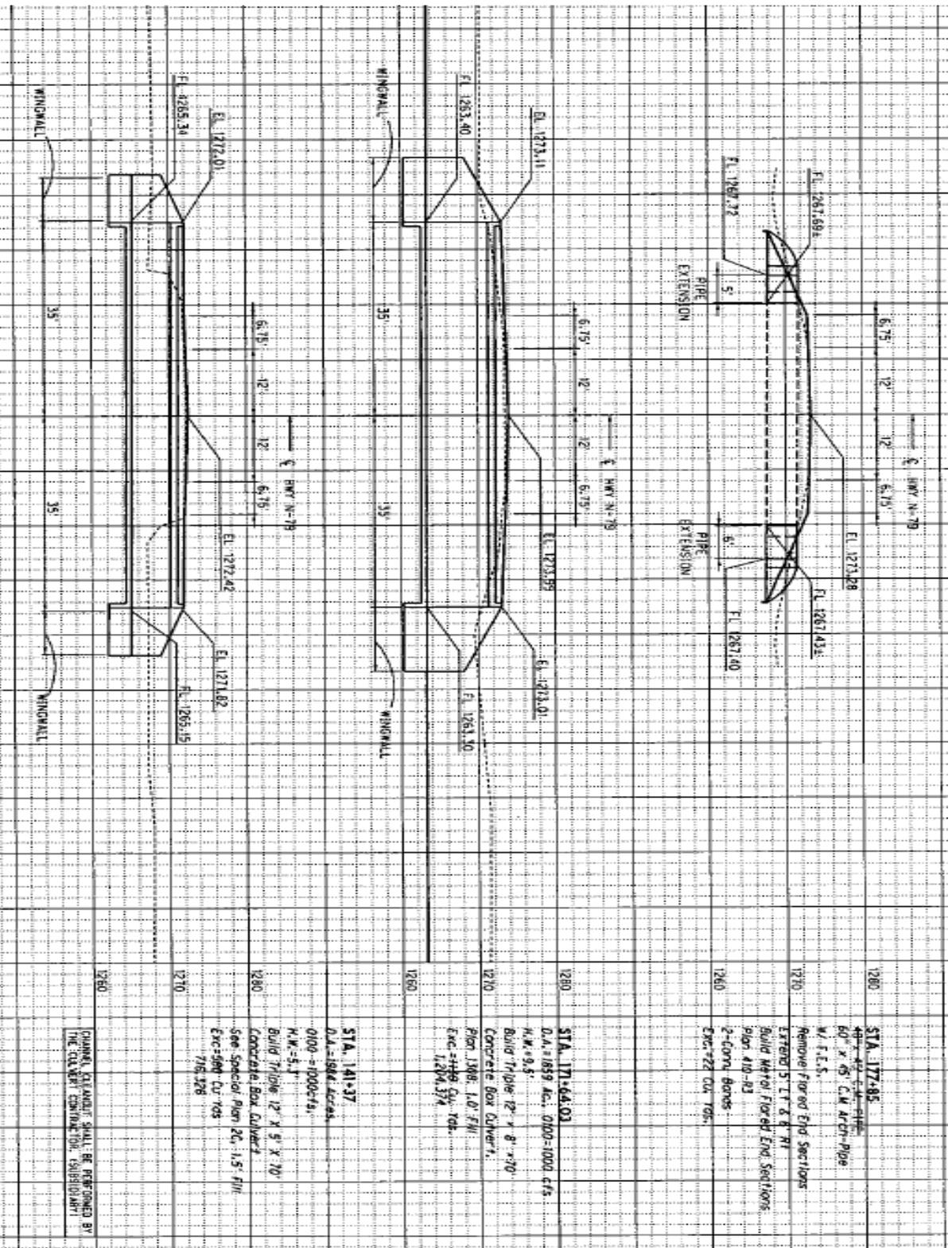
*Plan Pay Quantities: Item 070 – 1,130.00 yd³
 Item 071 – 258.230 yd³ (barrel-228.200, wings-30.030)
 Item 072 – 35,879.000 lbs (barrel-33,768.000, wings-2,111.000)*

Station 177+85.00

Existing 48" x 45.0' Corrugated Metal Pipe, w/F.E.S.
 Remove Flared End Sections, and extend 5' lt, & 6' rt.
 Build Metal Flared End Sections
 2.0 Connecting Bands
 Standard plan 410-R3 Project plan sheets 5 & 31

*Plan Pay Quantities: Item 053 – 2 each
 Item 056 – 22.000 yd³
 Item 061 – 2 each
 Item 063 – 19.000 Lin. Ft.*

Example 1A-12 (Cont'd)





Date of Letter

Name of Invitee
Title of Invitee
Address of Invitee

Re: Project Number
Project Name
Contract Number
Control Number



Nebraska Department of Roads
PRE-CONSTRUCTION CONFERENCE Agenda
Project Number & Project Name
Location of Meeting
Time & Date of Meeting

INTRODUCTIONS

Department of Roads Personnel – List everyone you invited

Contractor Personnel

Prime – Name of Prime Contractor
Name of Contact Person

Subs - List all Sub's approved to date.

Government Officials

List all people invited and their affiliation.

Others

List all people invited and their affiliation.

Utility Companies

List all people invited and their affiliation.
All known utilities should be listed in the Special Provisions.

CONTRACTORS PROPOSED WORK SCHEDULE:

- 1.) Starting Date: (Notice to Proceed XX/XX/XX, XX working days allowed.)
Any date before Notice to Proceed must be approved in writing by Construction Division.

- 2.) Staging Schedule and/or sequence of Operation:
 - a.) Schedule with copies provided by Prime Contractor as per Section 108.07 of the Standard Specifications.
 - b.) Identify CCO with Prime Contractor on Schedule provided.

UTILITY COMPANIES PROPOSED WORK

- 1.) Review Contract Special Provisions "Status of Utilities".
- 2.) Consult local project owners of "public" services in the area.



- 3.) Schedule on site meeting prior to construction. (if necessary)
- 4.) Utilities will be excused from the remainder of conference.

NEBRASKA ONE CALL NOTIFICATION

It is the law; anyone who digs a hole, pushes a pipe through the ground, or even moves a stockpile of gravel must contact Diggers Hotline first. The number is 1-800-331-5666.

RIGHT OF WAY

- 1.) Status of ROW purchases for the project.
- 2.) Review any specific agreements that are applicable
- 3.) All parties are reminded that highway right-of-way abuts upon private property. Any infringement or trespassing upon such private property could cause damage that would become a liability to the person or organization involved. Maintaining good relations with the public (especially private property owners) is very important.

PROJECT SUPERVISION

The prime Contractor shall submit in writing, to the Project Manager in charge, the name of an authorized representative on the project. Representatives will be empowered to coordinate with all operations of Sub-Contractors and negotiate with the Project Manager any questions concerning extra work, including extra work performed by a Sub-Contractor. If the prime Contractor wishes, this representative may be a Sub-Contractor's employee that is present when the work on the project is being performed.

SUBCONTRACTORS

- 1.) Items to be sublet and names of Sub-Contractors.
Provided by Contractor.
- 2.) On all projects, prime Contractors must submit their Sub-Contractor requests to the Construction Division in a letter or FAX.

All subcontractors must be approved by the Construction Division prior to the subcontractor starting work.

- 3.) The prime Contractor is responsible for E.E.O. and minimum wage compliance by all Sub-Contractors.

Example 1A-16 (Cont'd)

- 4.) In the event a prime Contractor elects not to subcontract and instead "carry the people on the payroll", the District Engineer and/or his/her authorized representative may perform the following checks:
 - a.) Request to see the payroll checks for the people in question on a random basis
 - b.) Request a copy of the lease agreement on equipment to verify that compensation is on a time period basis rather than the amount of work accomplished.
 - c.) Check material supplier invoices or billings to insure that the prime Contractor is or will make payment for the materials used in the work in question.
 - d.) Check the prime Contractor's payrolls to determine if the people in question and their supervisor(s) are included on the payrolls.

CONTRACT DOCUMENTS

Contractors must see that copies of plans, specifications, and special provisions are available at all times to their representatives on the project. Contractors will be responsible for keeping their field representatives informed and supplied with all revisions.

DISCUSSION OF PLANS, SPECIFICATIONS, SPECIAL PROVISIONS AND SPECIAL NOTES ON PLANS.

- 1.) Update all to the most recent applicable changes and/or revisions.
- 2.) Special prosecution and progress.
- 3.) Internal liquidated Damages
- 4.) Omissions and discrepancies in plans.
- 5.) Proposed change orders and supplemental agreements.

LABOR, PAYROLLS, WAGE RATES, TRAINING, AND E.E.O.

E.E.O. Officer: _____ - _____

- 1.) Wage Rates (Federal Aid Projects)

All wages paid must conform to wage and hour provisions prescribed in the contract. Crafts must be listed exactly as shown in the wage decision. Crafts not listed but needed shall be requested by the Contractor through the Project Manager. Required payrolls must be submitted weekly and within seven days after the last day covered by the payroll.

Example 1A-16 (Cont'd)

- a.) It is suggested that the prime Contractor collect, sign and submit all payrolls of approved Sub-Contractors, as a group, to the Project Manager.
 - b.) The Project Manager may withhold progress estimates if payrolls are more than two weeks behind schedule.
- 2.) Training - Contractor must show some type of training activity. Contractor must advise employees about training opportunities available and encourage minorities and females to participate.
- a.) Contractor must document the progress of the training. When training is given on an informal basis, the Contractor will need to show that it is given.

KEEP RECORDS OF ALL TRAINING ACTIVITIES.

- b.) Requires form DR 289 to be submitted monthly.
- 3.) Apprenticeships - Under Section IV. Paragraph 5, of the Required Contract Provisions Federal-Aid Construction Contracts, apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Bureau of Apprenticeship and Training or with a State Apprenticeship Agency recognized by the bureau.
- 4.) The Federal Highway Administration Memorandum of September 19, 1985 states the Department of Labor has determined that the duties of flaggers are clearly manual and physical in nature, and as such they are laborers or mechanics within the meaning of the Davis-Bacon Act. Accordingly, all employees performing the work of flaggers on Davis-Bacon covered contracts entered after invitation for bids issued or negotiations concluded after October 19, 1985 will be entitled to the applicable prevailing wage rates for such work.

Appendix K (Miscellaneous Activities and Employees) Subsection K-104 of the U.S. Department of Transportation, Federal Highway Administration Labor Compliance Manual is hereby VOID effective October 19, 1985.

- 5.) P.M. provides applicable posters
- a.) Wage Rate Information Poster (FHWA 1495)
 - b.) Wage Rate Schedule (listed in Contracts)
 - c.) False Statement Poster
 - d.) State of Nebraska E.E.O. Poster
 - e.) Federal E.E.O. Poster

PARTNERING

Under the contract system used in highway construction, Contractors aim to perform the work contracted and NDR Engineers see that the work performed, is done according to project plans and Specifications. Since these aims are essentially the same, Engineer-Contractor relations should be conducted in a spirit of mutual cooperation within the framework of the Specifications and with the best interest of both contracting parties. Establishing a cooperative and collaborative working relationship may result in improved quality and fewer

Un-resolved contract issues. This is the goal of "Partnering". Contractors should do no less than required by contract, nor should they expect compensation for work done that was not required. Good relations can be promoted by keeping an open line of communication and advising Contractors when they are doing unacceptable work before such work is completed.

- 1.) Provide partnering agreement and discuss.
- 2.) Establish time and place for a brief weekly meeting.

SITEMANAGER

The NDOR has updated all projects to SiteManager™; it is one of the most powerful software support systems available to transportation agencies. It seamlessly integrates field-based data collection, administration of contract records, Contractor payments, project-oriented civil rights monitoring, and materials management. All this is combined with a state-of-the-art, client/server environment and is available to field, project, district, laboratory and central office personnel.

- 1.) Payments and Working Days
 - a.) Payments remain as per Standard Specifications for partial payments.
 - b.) Contractor to print estimates from NDOR home page.
 - c.) Working days will be distributed as usual. When working time is being charged, the Project Manager will prepare and furnish the Contractor the "Weekly Progress/Working Day Report" showing working days charged that week. Objections to days charged must be made in writing by the Contractor within 14 calendar days after receipt of the report. Objections based on delays due to unavailability of materials should be accompanied by copies of orders placed, acceptance of orders, and promised dates of delivery. All other objections must be accompanied with documentation of the reason for objection. The Project Manager will respond to the objection, indicating acceptance of the claim or reasons for rejection.
- 2.) Project Quantities - Review and Explain DWR

TRAFFIC CONTROL

Approved Traffic control plan provided by Project Manager/NDOR representative.

1.) Review Sign Plan:

- a.) The signs checked out to the project will be the ones required that be returned at the end of the project. NDOR will not accept any sign but those originally checked out to the project.
- b.) Signs that are missing either by loss, theft or damage beyond reuse will be billed to that project. The Quality Standards Booklet will be used for assessing the signs returned.

2.) Contractor is to install all signs as per the approved sign plan and all MUTCD and other applicable specifications. They should be maintained in their proper position and in a clean condition.

- a.) Barricades are furnished by the Contractor.
- b.) Letter of Certification stating the brand and model of barricade lights proposed to be used.
- c.) Maintaining spare parts on the project site.
- d.) Checking barricades and signs at frequent intervals daily.
- e.) Phone numbers of person or persons to call at **NIGHT** if barricades, signs or devices are down or not working.
Name and Number _____ - _____
Name and Number _____ - _____

MATERIALS

1.) Prompt submittal of Certificates of Compliance, Certified Analysis etc. to ensure payment.

- a.) Project Manager will provide a job specific list from Materials and Tests.

2.) List of Suppliers and Plants to be used.

3.) Contractors Borrow Pits

- a.) Contractor shall submit for approval all borrow locations as per Section 205.02, paragraph 7 of the Standard Specifications

Example 1A-16 (Cont'd)

4.) Stockpiled Materials

a.) Steel Plates and Shapes as per Memo dated June 15th, 2000.

b.) All other materials

1.) Upon presentation by the Contractor of receipted bills, payments may also be allowed for acceptable nonperishable materials purchased expressly to be incorporated into the work and delivered in the vicinity of the project or stored in acceptable storage places with Nebraska.

2.) The amount to be included in the payment will be determined by the Engineer, but in no case shall it exceed 100 percent of the value of the materials as shown by the receipted bills. This value may not exceed the appropriate portion of the value of the contract item or items in which such materials are to be incorporated, nor shall the quantity in any case exceed the total estimated quantity required to complete the project.

3.) Payment will not be approved when the value of such materials, as determined by the Engineer, amounts to less than \$1,000.00, when the progress of the work is not in accordance with the requirements set forth in Subsection 108.07, or when the material can reasonably be expected to be incorporated into the work within 15 days.

4.) Deductions at rates and in amounts which are equal to the payments will be made from estimates as the materials are incorporated in the work.

5.) Payment for the materials shall not in itself constitute acceptance, and any materials which do not conform to the specifications shall be rejected in accordance with Section 106.05, paragraph 2 of the Standard Specifications.

ASPHALT QA/QC

1.) In accordance with Section 1028.01, paragraph 5 of the Standard Specifications, the Contractor shall establish, provide and maintain an effective Quality Control (QC) Program and shall provide the Engineer a copy of the QC Program at the Preconstruction Conference.

SAFETY

Contractor must comply with provisions of the Federal and State Occupational Safety and Health Acts.

1.) The Contractor is requested to post a written safety program including the following, before starting work.

Example 1A-16 (Cont'd)

- 2.)
 - a.) The designated safety officer on the project
Safety Officer: _____ - _____
 - b.) Methods of conveying safety information to employees.
 - c.) Plans for maintaining safety consciousness among employees.
 - d.) Manner in which he/she will assure compliance by a subcontractor.
 - e.) Plans for meeting basic safety requirements - arrangements for first aid, medical attention, sanitation, personnel protective equipment, traffic control, and storage of fuels and explosives.
 - f.) Plans for eliminating potential hazards associated with the work.
- 2.) The inspector will refuse to inspect any work which may constitute an imminent danger situation, such as un-shored trenches with vertical walls more than 5 feet, etc. Also, payment for such work may be withheld and, should the Contractor persist in working under such conditions, the work may be suspended as a last resort.

ENVIRONMENTAL PROTECTION

BURIAL SITES

Contractor has 48 hours to file notice with the County Sheriff when burial sites are discovered.

WATER POLLUTION & WETLANDS

- 1.) Review and discuss transmittal of environmental documents from the Construction Division.
- 2.) On all projects, the Contractor must comply with Section 201.01, including the submission for approval of specific plans for accomplishing temporary erosion control work, before beginning the applicable construction.

MISC. TOPICS

Location of Field Laboratory

Not disturbing construction stakes

Welding on girders not allowed without written permission

Haul Roads - Discussion with local government entities with intentions to use local roads

ACTION ITEMS



Use your District Letterhead

Date of Letter

Name of Invitee
Title of Invitee
Address of Invitee

Re: Project Number
Project Name
Contract Number
Control Number

Greetings,

It's less than two weeks until the pre-con for the above listed project.

Here is the agenda which will be used at the meeting.

I know that there are a lot of topics, but all of them are necessary and important to someone.

Please look it over and write down any comments/questions you might have so when the subject is brought up on the 16th, you will have your input ready. In addition, if you have any documents that may be related to your comments/questions, please bring them with you.

Also, if you are not able to attend, and you have comments relevant to a topic, please send me a note.

Please forward this to anyone you feel is necessary

Thank you, see you on the **Date of Meeting**.

Feel free to contact me with any questions or concerns.

Your Name
Your Title
Your Contact information
Include your e-mail

xc: District Project File
File



Date of Letter

Contractor's Name

Contractor's Address

ATTENTION: Contact's Name

RE: Pre-Construction Items

Project Number

Control Number

Contract Number

Project Location –

Contact's Name,

The following is a list of items that your company will need to provide at the Pre-Construction Conference, or other defined timelines, as required by either the Project's Special Provisions or the Standard Specifications:

1. A letter or list containing:
 - a. General Contractor name, address, phone number and fax number
 - b. General Contractor key personnel, names, addresses and phone numbers This would include the individual designated as the Project Superintendent (Section 105.05, Para. 3)
 - c. E.E.O. Officer, name, address and phone number
 - d. Safety Officer, name, address and phone number
 - e. Payroll Officer, name address and phone number
 - f. Emergency and Night contacts, names, addresses and phone numbers
2. List of Brand and Models of Barricade Lights
3. List of Sub-Contractors, names, addresses and phone numbers
4. List of Local Material Sources, names, addresses and phone numbers

Example 1A-18 (Cont'd)

5. Contractor Schedule of Operation

Section 108.07 of the Standard Specifications require that the Contractor to submit at the pre-construction conference, a Critical Path Schedule. Please note that the project Special Provisions have multiple references to Scheduling. Pages 50 thru 54, 84, 85 and 88 of the Special Provisions all refer to "Special Prosecution and Progress" and project specific scheduling requirements. Please be prepared to explain the details of this schedule at the pre-construction conference.

6. Certification of compliance to NCHRP Report 350 for all applicable traffic control devices. (See section 422.01 of the Standard Specifications)

7. QA/QC Program. (Section 1028.01, Para 4d (1) of the Standard Specifications)

8. The project Special Provisions requires specific submittals, each with a defined timelines. Please familiarize yourself with these timelines and make any additional submittals in a timely manner, to avoid a delay in payment. They include:

List each Special Provision Reference to submittals. Include Page Number.

9. The Standard Specifications require additional specific submittals, each with a defined timelines. Please familiarize yourself with these timelines and make any additional submittals in a timely manner, to avoid a delay in payment. They include:

Section 105.02 - This specification deals with the submittal of shop drawings.

Section 106.07 - This specification deals with the "BUY AMERICA" submittals. Paragraph 3 and Paragraph 6 each include separate requirements for submittals.

Section 420.02 - This specification deals with the submittal and approval of delineator manufacturing details prior to ordering materials.

Section 703.03, Para 1b - This specification deals with the submittal of Hammer data at least 21 days prior to use.

Section 704.03, Para 8j - This specification deals with the submittal of stay-in-place form design plans and computations.

Section 704.03, Para 19d - This specification deals with the submittal of bridge removal plans at least 10 days in advance of the work.

Section 732.03 - This specification deals with the submittals necessary if test results show the presence of lead based paints on the existing structure.

Section 1028.03, Para 9a - The specification requires Contractor to establish the method of density testing for super-pave asphalt at the pre-construction conference.

Example 1A-18 (Cont'd)

10. Certifications of all materials required in a job specific list. Payment of items may not be made if proper certifications are not received prior to use.

Please note that this is not considered to be a complete listing of required submittals. Additional submittals may be necessary as the work progresses.

Please contact me if you have any questions.

Your Name
Your Title

cc:file



SIGN-IN SHEET
PRECONSTRUCTION CONFERENCE

PROJECT NO.:
CONTROL NO.:
CONTRACT ID:
LOCATION:
DATE:
MEETING LOCATION:

PLEASE PRINT

your name, organization, title, phone number and e-mail address

	NAME	ORGANIZATION	TITLE	PHONE	E-MAIL ADDRESS
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____
6	_____	_____	_____	_____	_____
7	_____	_____	_____	_____	_____
8	_____	_____	_____	_____	_____
9	_____	_____	_____	_____	_____
10	_____	_____	_____	_____	_____
11	_____	_____	_____	_____	_____
12	_____	_____	_____	_____	_____
13	_____	_____	_____	_____	_____
14	_____	_____	_____	_____	_____

FCAC 401



CONTRACT NO. 2849H PROJECT NO. NH-75-2(173)
 VENDOR NO: 0049 HAWKINS CONSTRUCTION COMPANY

LOCATION: PLATTSMOUTH - BELLEVUE, PLATTE RIVER & SOUTH
 TYPE OF CONST: GRAD WALL CONC PAVE CULV SEED BR GDRL
 FENCE, ELEC, SIGN
 LETTING DATE: 1/19/2012

NOTE: ALL MANUFACTURERS OF STEEL AND IRON
 MATERIALS WILL INCLUDE A STATEMENT ON THE TEST
 REPORT OR CERTIFICATION THAT ALL STEEL AND IRON
 MATERIALS WERE MELTED AND MANUFACTURED IN
 THE USA (SEE NSS-106.07 PARAGRAPH 3)

*TOS=TEST OR SAMPLE
 CC=CONTRACTOR'S CERTIFICATION
 COC=CERTIFICATION OF COMPLIANCE
 COT=CERTIFICATION OF TEST
 APL=APPROVED PRODUCTS LIST
 PMV=PROJECT MANAGER'S VERIFICATION

**SP=SPECIAL PROVISIONS - PAGE NUMBER
 SG=SAMPLING GUIDE - SECTION NUMBER
 NSS=NEBR. STAND. SPECS. - SECTION #

DESCRIPTION	QUANTITY UNITS	* REQUIRED DATA	** REF BK	M&R CONTACT
RIGHT-OF-WAY MARKERS	81.000 EACH	SG-SECTION 27,	NOTE 24	HALL
RIPRAP FILTER FABRIC	48.000 SY	APL	SG-24	PENAS
FILTER FABRIC	2,873.000 SY	APL	SP-291	DONDLINGER
18" DRIVE PIPE 2,3,4,5,6,7 OR 8	248.000 LF	*	*	KAREL
24" DRIVE PIPE 2,3,4,5,6,7 OR 8	422.000 LF	*	*	KAREL
48" RD EQUIV DRIVE PIPE 2	394.000 LF	*	*	KAREL
SOIL GRID CONFINEMENT SYSTEM	99,396.000 SF	APL	SP-291	PENAS
CAST IRON GRATE & FRAME	14,634.000 LB	COC	SG-25	KAREL
47B-3000 CONC FOR INLET & JUNCTION BOXES	87.100 CY	TOS	SG-16	MASTERS
47B-3000 CONC FOR CONCRETE CO	1.260 CY	TOS	SG-16	MASTERS
RE-STEEL FOR INLET & JCT BOX	5,260.000 LB	TOS/COT	SG-16	KAREL
EPOXY RE-STEEL FOR INLET & JCT. BOX	653.000 LB	TOS/COT	SG-16	KAREL
RE-STEEL FOR COLLARS	63.000 LB	TOS/COT	SG-16	KAREL
15" FLARED-END SECTION	1.000 EACH	*	*	KAREL
18" FLARED-END SECTION	30.000 EACH	*	*	KAREL
36" FLARED-END SECTION	1.000 EACH	*	*	KAREL
18" METAL FLARED-END SECTION	19.000 EACH	*	*	KAREL

The Construction Division has Created a Folder with these Posters

Current Posters for Federal Aid Projects

- Equal Opportunity is the Law – (federal poster)
- State of Nebraska Equal Opportunity Commission – (state poster)
- WH-1420 Family Medical Leave Act (US Dept. of Labor, Wage/Hour Division)
- WH-1462 Employee Polygraph Protection Act (US Dept. of Labor, Wage/Hour Division)
- FHWA-1022 False Statement Notice (Federal Highway Admin.) *
- FHWA-1495 Wage Rate Information (Federal Highway Admin.) *
- Whistleblowers Rights (US Dept. of Transportation) **

Current Posters for State Funded Projects

- State of Nebraska Equal Opportunity Commission – (state poster)
- WH-1420 Family Medical Leave Act (US Dept. of Labor, Wage/Hour Division)
- WH-1462 Employee Polygraph Protection Act (US Dept. of Labor, Wage/Hour Division)
- USDOL-1088 Employee Rights, Federal Minimum Wage (US Dept. of Labor)

* State Highway Department - Nebraska Department of Roads
Construction Division
PO Box 94759
Lincoln, NE 68509-4759

* Federal Highway Administrator - Division Administrator – FHWA
Federal Building, Room 220
100 Centennial Mall North
Lincoln, NE 68508-3851

** For use on stimulus / ARRA projects only



NOTICE

The **S**torm **W**ater **P**ollution **P**revention **P**lan
for **Project Number** is located in this Project
Field Office

Please call **Your Name**

Your Phone Number

if you have questions.

You also need to have a copy of the actual 'Notice to Proceed' from your files posted as well.

**Local Projects Division Green Sheet
Status of Environmental Commitments**

Green Sheet #: 1

Project No.: STPB-89(24) Control No.: 22220
 Location: Blair Dana Trail

- △ **Triangle** (*left row*) are to be completed by the NDOR Environmental Section Reviewer
 ○ **Circle** (*right row*) are to be completed by the NDOR Project Coordinator who will review the final plans

△ **NDOR/FHWA Environmental Clearance Obtained:** Dates of Clearances: NEPA Determination & CE approved by FHWA: 7/31/09 and by NDOR on 7/27/09 and 7/28/09

Comments: Categorical Exclusion

- ☑ The NDOR Project Coordinator has reviewed the plans to determine if the project location information and the project description in the NEPA documents match the plans.

△ **404 Permit Required:** Yes No Received: N/A Permit No.: N/A
 Acres Impacted: N/A Acres Mitigated: N/A
 Location: N/A Project Mitigation Ratio: N/A

△ **404 Permit Type:** Individual Nationwide N/A

△ **Wetland Delineation:** Yes No Date Delineated: 3-17-2009
 Who Delineated: Jeff Greenwald, Olsson Associates

Comments: No Wetland Impacts from Project

△ **401 Water Quality Certification Required:** Yes No Received: N/A

△ **401 Certification Type:** Individual Certification (*must get this type for an Individual 404 Permit*)
 Nationwide Certification (*automatically issued for Nationwide 404 Permits*)
 N/A

Comments: N/A

△ **State Title 117 Waters (Letter of Opinion):** Yes No Received: N/A
 Permit No.: N/A Acres Impacted: N/A Acres Mitigated: N/A

Location: N/A

Project Mitigation Ratio: N/A

Comments: N/A

- ☑ The NDOR Project Coordinator has reviewed the project plans to determine if wetland and/or Title 117 Water Impacts and mitigation were correctly marked on the plans. The project plans include a temporary work platform, shoo-fly, or temporary crossing if one will be used in the project.

△ **Floodplain Permit Required:** Yes No Received: 7/22/09
 Permit No.: 2009-03

Comments: N/A

Historic Clearance: Yes No Received: 9-26-2007

Comments: Contact NSHS during construction if any archaeological remains are encountered.

The NDOR Project Coordinator has reviewed the project plans to determine if any historic or cultural resources impacted by this project were marked correctly on the plans.

Threatened and Endangered Species Clearance Obtained: Yes No

Received NGPC: 7-3-2008

Received USFWS: 6-6-2008

Comments: See Page 3 for commitments

The NDOR Project Coordinator has reviewed the project plans to determine if areas that were identified in the Threatened and Endangered Species concurrence are marked correctly.

NPDES/Stormwater Required: Yes No Received: September 11, 2009

Permit No.: NER111878

Comments:

The NDOR Project Coordinator has reviewed the project plans to determine if erosion control measures were marked on the project plans.

Special Provisions: Are there Environmental Special Provisions? Yes No

If you check Yes, then see attached Environmental Commitment sheet.

Special Notes on Plans: There are no special notes on the plans in reference to environmental issues for the project.

The NDOR Project Coordinator has reviewed any notes on the plans and has determined they are correct.

Example 1A-28 (Cont'd)

Green Sheet Approvals:

NDOR Environmental Reviewer Approval: I have compared the environmental documentation and project correspondence with the environmental commitments shown on this Form and found them to be accurate and complete.

AZ 10/14/09
NDOR Environmental Analyst
(Initial and Date)

NDOR Environmental Documents Unit Manager Approval: I concur with the findings of the Environmental Analyst's review of ~~the plans~~.

[Signature] 10-15-09
NDOR Environmental Documents Unit Manager
(Initial and Date)

LPD Project Coordinator Approval: I have compared the environmental documentation, final project plans, and project correspondence with the environmental commitments shown on this form and found them to be accurate and complete.

[Signature] 10/7/09
LPD Project Coordinator
(Initial and Date)

LPD Section Head Approval: I concur with the findings of the LPD Project Coordinator's review of the plans.

[Signature] 10/19/09
LPD Section Head
(Initial and Date)

Environmental Commitments

Green Sheet #: 1

This information is being provided to inform project designers, construction staff, and maintenance staff of the environmental commitments that need to be fulfilled or re-examined during project development and construction.

Project No.:	STPB-89(24)	Control No.:	22220
Project Name:	Blair Dana Trail	Letting Date:	2010 (Spring)
City/County:	Blair, NE / Washington County	Designer:	Steven M. Irons, P.E. 1.402.477.4240
Environmental Project Contact:	Steven M. Irons, P.E. 1.402.477.4240		
Project's Responsible Charge:	Allen Schoemaker, City of Blair - Public Works Director - (402) 426-4191		

List environmental commitments and contact people below.

Prior to construction activities a NPDES Permit/SWPPP will need to be acquired by the contractor. All terms and conditions of the permit shall be implemented.

US Fish and Wildlife Services will require a survey for migratory birds be completed prior to construction if any habitats will be disturbed during the nesting season. This commitment will be followed if it is determined there will be any migratory bird habitat removed during the nesting season. The contact for these commitments will be Eric Zach, NDOR Biologist, eric.zach@nebraska.gov , (402) 479-4766.

Nebraska Game and Parks Commission requested no reed canary grass be used on the project and rigorous soil erosion control practices be used during and after construction. The project specifications have been modified to use K-31 Fescue and prairie cordgrass mix instead of the reed canary grass. There are several rigorous erosion control measures being used to maintain soil erosion practices on the project. Prior to starting construction silt fence will be established around the perimeter of the project to catch all soil erosion that may leave the site. Once grading has been completed erosion control matting will be placed at the outlets of all pipes. This will prevent soil erosion while seeding is established. Seeding will be the final measure of erosion control on the project. Mulching will be used on the project to protect the seed while it matures and grows to prevent soil erosion into Cauble Creek. The contact for these commitments is Steven M. Irons, P.E., Project Engineer, siron@kirkham.com , (402)-477-4240.

Nebraska State Historical Society shall be contacted if any archaeological remains are encountered during the construction of the project. Steven Irons, P.E., Project Engineer, siron@kirkham.com , (402)-477-4240.

Environmental Commitments

Green Sheet #: 1

DISTRIBUTION LIST

	<u>Name</u>	<u>Date Sent</u>
Consultant	Steven M. Irons, P.E.	10-21-09
Local Agency RC	Allen Schoemaker	10-21-09
District Construction Engineer	Mark Zach & Tim Warden	10-21-09
District Environmental Contact	Steve Rader	10-21-09
Project File	STPB-39(24)	10-21-09
NDOR Environmental Analyst	Allison Zach	10-21-09
NDOR Project Coordinator	Mark Jobman	10-21-09
NDOR LPD Section Head	Jim Pearson	10-21-09
NDOR LPD Division Head	Jim Wilkinson	10-21-09
Contract Lettings	Liz Wunderlich	10-21-09
FHWA	Melissa Maiefski	10-21-09
SWPPP-Environmental Commitment Book		10-21-09

Additional Comments:



Typically, this is done via e-mail

Date of Letter

Name of Invitee
Title of Invitee
Address of Invitee

Re: Project Number
Project Name
Contract Number
Control Number

Greetings,

Here are the minutes from the **Date of Meeting** Pre-Construction Meeting for **Project Name**.

Please review these minutes and notify me of any inaccuracies promptly, by the **Set a Date**, for I would like to submit them as part of the project record.

Thank you.

Your Name
Your Title
Your Contact information
Include your e-mail

xc: District Project File
File



[Use your District Letterhead](#)

Date of Letter

Name of Invitee
Title of Invitee
Address of Invitee

Re: Project Number
Project Name
Contract Number
Control Number

Greetings,

Here are the minutes from the **Date of Meeting** Pre-Construction Meeting for **Project Number**.

You are getting these because you either attended or were invited to this meeting.

I have included a copy of the sign-in sheets from that meeting as well as a copy of the schedule submitted. Please remember that this schedule is being reviewed and possibly will be revised. It is for information only.

Thank you.

Your Name
Your Title
Your Contact information
Include your e-mail

xc: District Project File
File

Listed is the minimum information required by the Construction Division.

Cover Sheet for Preconstruction Meeting Notes

MEETING DATE – **Enter correct information**

PROJECT NO – **Enter correct information**

PROJECT NAME – **Enter correct information**

CONTROL NO – **Enter correct information**

CONT ID - **Enter correct information**

PRIME CONTRACTOR – **Enter correct information**

CATEGORIES– Groups **Enter correct information** and 10

NOTICE TO PROCEED DATE – **Enter correct information**

REVISED STARTING DATE? – **Enter correct information**

TIME METHOD – **Enter correct information**

BID DAYS = **Enter correct information**

INTERNAL TIME ALLOWANCES – **Enter correct information**

MILESTONES – **Enter correct information**

Example 1A-31B (Cont'd)

Utility Companies

Northwest Iowa Power Coop - *Keith Schiltz*
American Broadband (Formerly Huntel Systems) - *Pat Edwards*
City of Blair - *Allen Schoemaker*
Omaha Public Power District - *No Representative Present*
Black Hills Energy - *No Representative Present*

UTILITY COMPANIES PROPOSED WORK

For this meeting, we included the UPRR as a Utility:

Review Contract Special Provisions "Status of Utilities". (Pages 44 & 45 of Contract)

Contact List for Utilities:

Omaha Public Power District – *Steve Kojdecki (402) 658-6319*
Northwest Iowa Power Coop – *Keith Schiltz (712) 456-3553*
Black Hills Energy– *Paul Dodson (402) 437-1870*
American Broadband (Formerly Huntel Systems) – *Pat Edwards (402) 426-6231*
City of Blair – *Allen Schoemaker (402) 426-4191*
Union Pacific Railroad – *Mike Blackley (402) 544-2029 Main Contact*
Kyle Vedder (402) 501-3846 Road Master
Rick Brady (402) 681-5837 Signals

Comments and possible conflicts from the utility companies:

OPPD: Steve Kojdecki ...

Northwest Iowa Power Coop: Keith said that his company ...

Black Hills Energy: an e-mail from Paul Dodson ...

American Broadband (Formerly Huntel): Pat (ABB) said that they ...

City of Blair: Allen (Blair) indicated ...

UPRR: Mike (UPRR) pointed out two issues UPRR have....

The PM spoke with Traffic Engineering in Lincoln and Kent Wohlers - (402) 479-4594 he will come out and assist when the temporary signals are being set-up.

NEBRASKA ONE CALL NOTIFICATION

PM reminded everyone of the one call requirements.

It is the law; anyone who digs a hole, pushes a pipe through the ground, or even moves a stockpile of gravel must contact Diggers Hotline first. The number is 1-800-331-5666.

Schedule an on-site meeting prior to construction. (If necessary)

This completed the utility portion of the meeting and utility companies and the UPRR were allowed to leave.

CONTRACTORS PROPOSED WORK SCHEDULE:

Starting Date: *Contract Start Date 7-6-2010, 50 working days allowed.*

Staging Schedule and/or sequence of Operation:

- a.) Schedule with copies provided by Prime Contractor as per Section 108.07 of the Standard Specifications.
- b.) Identify CCO with Prime Contractor on Schedule provided.

Special Provisions references to scheduling:

Pages 45 & 46 of the special provisions refer to "Special Prosecution & Progress" for this project.

Bill (Tab) gave the PM a tentative schedule ...

Bill's (Tab) schedule follows the required phasing indicated

The schedule doesn't show work on Saturdays,...

Bill (Tab) asked if

The PM spoke with M&R in Lincoln and they have allowed this work to take place after the grinding in the past.

RIGHT OF WAY

- a) Status of ROW purchases for the project. - Page 44 of Contract
There are no R.O.W. issues on this project
- b) Review any specific agreements that are applicable
None
- c) All parties are reminded that highway right-of-way abuts upon private property. Any infringement or trespassing upon such private property could cause damage that would become a liability to the person or organization involved. Maintaining good relations with the public (especially private property owners) is very important.

Note the locations on page 46 of the contract for area that the Contractor can't use.

Example 1A-31B (Cont'd)

The PM reminded everyone that if they are planning to 'stage' or 'camp' on private property, they should consider having a written agreement before the move onto the property. This may save headaches down the line.

PROJECT SUPERVISION

(Section 105.05, Para 3)

The Contractor shall at all times have on the work, as his agent, a competent superintendent capable of reading and thoroughly understanding the plans and specifications, thoroughly experienced in the type of work being performed, who shall receive instructions from the engineer or his authorized representatives. The superintendent shall have full authority to execute the orders or directions of the engineer without delay, and promptly to supply such materials, equipment, tools, labor, and incidentals as may be required. Such superintendence shall be furnished irrespective of the amount of work sublet.

The prime Contractor shall submit in writing, to the Project Manager in charge, the name of this authorized representative on the project. Representatives will be empowered to coordinate with all operations of subcontractors and negotiate with the Project Manager any questions concerning extra work, including extra work performed by a subcontractor. If the prime Contractor wishes, this representative may be a subcontractor's employee that is present when the work on the project is being performed.

Bill (Tab) provided a complete list with his company's superintendent's names and phone numbers.

Primary name is Matt Troge – 402-510-3687

SUBCONTRACTORS

All subcontractors must be approved by the Construction Division prior to the subcontractor starting work.

- Items to be sublet and names of subcontractors. (Provided by Contractor.)

Current approved Sub-Contractors are:

Rupert Construction - Concrete repair (Partial)
Highway Signing - Traffic Control
Vierrigger Electric – Temporary Signals
Soil Tek - Seeding/Erosion Control
Interstate Improvements – Diamond Grinding
Safety Guard, Inc. - Guardrail
Midwest Coating – Joint Sealing

Example 1A-31B (Cont'd)

- On all projects, prime Contractors must submit their subcontractor requests to the Construction Division in a letter or FAX.
- The prime Contractor is responsible for E.E.O. and minimum wage compliance by his subcontractors, in addition to fulfilling the terms of his contract.
- In the event a prime Contractor elects not to subcontract and instead "carry the people on the payroll", the District Engineer and/or his/her authorized representative may perform the following checks:
 - 1) Request to see on a random basis and before distributing the payroll checks of the men in question.
 - 2) Request a copy of the lease agreement on equipment to verify that compensation is on a time period basis rather than the amount of work accomplished.
 - 3) Check material supplier invoices or billings to insure that the prime Contractor is or will make payment for the materials used in the work in question.
 - 4) Check the prime Contractor's payrolls to determine if the people in question and their supervisor(s) are included on the payrolls.

CONTRACT DOCUMENTS

Contractors must see that copies of plans, specifications, and special provisions are available at all times to their representatives on the project. Contractors will be responsible for keeping their field representatives informed and supplied with all revisions.

The PM reminded Bill (Tab) that he is responsible to assure that all of his sub's comply with the E.E.O. requirements , self evaluations and wages rates listed in the contract.

Since there is some ARRA funding in this project, there are additional reports and forms that need to be filled out and submitted. (I.e. Monthly employment report, etc.)

Bill (Tab) handed out to the sub-Contractors present, and will mail to those not, a packet that covered forms required (1273), wage rates , etc.

Bill (Tab) reminded his sub's that failure to provide the required forms by the dates specified will result in the NDOR not processing estimates.

Example 1A-31B (Cont'd)

Payrolls are required. They will be submitted to The PM through Tab. NDOR and possibly FHWA employees will be doing 'wage rate' interviews at some point during the life of the project.

Bill (Tab) will need to provide a temporary erosion control plan and a critical path schedule before work begins.

Bill (Tab) pointed out that all correspondence to the NDOR should go through his office.

DISCUSSION OF PLANS, SPECIFICATIONS, SPECIAL PROVISIONS AND SPECIAL NOTES ON PLANS.

Special provisions.

There are 3 addendums for this project.

Number 3 voids Number 1 and deals with the Davis-Bacon wage rates.

Number 2 ties groups together

Pages 3 thru 12 – Federal – Aid Construction Contracts

No comments recorded.

Pages 13 thru 23 – EEO & Wage Rates

Addendum No. 3 sets wage rates for the project

Page 24 – General Conditions

Addendum No. 2 revises the last paragraph of this section

Pages 24 & 25 – American Recovery and Reinvestment Act

This covers the forms and reports required by ARRA projects.

Forms need to be completed on-line.

PM reminded everyone that estimates will not be paid if this paperwork is not turned in.

>>> Minutes Cont'd>>>

Page 135 – Dowel Bars

No comments recorded.

Page 135 – Proposal Guaranty

No comments recorded.

Internal liquidated Damages

No comments made.

Example 1A-31B (Cont'd)

Omissions and discrepancies in plans.

The PM pointed out that there appears to be an error in the end station of the diamond grinding, 10086+74 should be 10085+04. The small bridge was missed.

A maintenance asphalt patch has been placed since the project was designed. This patch hid an existing approach slab The PM has M&R looking at options of how to deal with this area.

The roadway typical should not have "doweled "on shoulder areas.

Pre letting questions

No questions received.

Proposed change orders and supplemental agreements.

There is an extra level of approval for CO/SA's, The FHWA will approval all CO/SA's prior to work being done. The PM was told that the average turn-around is 10-14 days on a CO/SA.

Plan Details

No questions received.

LABOR, PAYROLLS, WAGE RATES, TRAINING, AND E.E.O.

E.E.O. Officer: PENDING

- 1.) The Project Manager provides applicable posters
 - a.) Wage Rate Information Poster (FHWA 1495)
 - b.) Wage Rate Schedule (listed in Contracts)
 - c.) False Statement Poster
 - d.) State of Nebraska E.E.O. Poster
 - e.) Federal E.E.O. Poster

The PM gave Bill (Tab) all of the required posters, and discussed installation.

E.E.O.

Requires Form PR-1391 Federal Aid Highway Construction Contractors Annual E.E.O. Report.

Required for all Prime Contractors

Required for all Sub-Contractors whose work is \$10,000 or more, Form is for the month of July.

Self-Analysis forms are required to be submitted by each Contractor to the Minority Business Office once each year, includes subcontractors over \$10,000.

Training: None

PARTNERING

Under the contract system used in highway construction, Contractors aim to perform the work contracted and NDOR Engineers see that the work performed, is done according to project plans and Specifications. Since these aims are essentially the same, Engineer-Contractor relations should be conducted in a spirit of mutual cooperation within the framework of the Specifications and with the best interest of both contracting parties. Establishing a cooperative and collaborative working relationship may result in improved quality and fewer unresolved contract issues. This is the goal of "Partnering". Contractors should do no less than required by contract, nor should they expect compensation for work done that was not required. Good relations can be promoted by keeping an open line of communication and advising Contractors when they are doing unacceptable work before such work is completed.

Establish time and place for a brief weekly meeting.

The PM will arrange a time with Matt (Tab) and set up a schedule.

SITEMANAGER

The NDOR has updated all projects to SiteManager™; it is one of the most powerful software support systems available to transportation agencies. It seamlessly integrates field-based data collection, administration of contract records, Contractor payments, project-oriented civil rights monitoring, and materials management. All this is combined with a state-of-the-art, client/server environment and is available to field, project, district, laboratory and central office personnel.

1.) Payments and Working Days

- a) Payments remain as per Standard Specifications for partial payments.
- b) Contractor to print estimates from NDOR home page.
- c) Working days will be distributed as usual. When working time is being charged, the Project Manager will prepare and furnish the Contractor the "Weekly Progress/Working Day Report" showing working days charged that week. Objections to days charged must be made in writing by the Contractor within 14 calendar days after receipt of the report. Objections based on delays due to unavailability of materials should be accompanied by copies of orders placed, acceptance of orders, and promised dates of delivery. All other objections must be accompanied with documentation of the reason for objection. The Project Manager will respond to the objection, indicating acceptance of the claim or reasons for rejection.

Example 1A-31B (Cont'd)

- 2.) Project Quantities - Review and Explain DWR
SiteManager sometimes denies estimate until the required certifications have been received.

The PM explained how Site-manage works and the need to get certifications in promptly, to avoid delays in estimate approvals.

TRAFFIC CONTROL

THE CONTRACTOR WILL PROVIDE FHWA CERTIFICATIONS STATING THAT ALL APPLICABLE DEVICES USED ON THIS PROJECT HAVE MET THE "CRASH WORTHLY" REQUIREMENTS OF NCHRP 350

- 1.) Review Sign Plan:
 - a) The signs checked out to the project will be the ones required that be returned at the end of the project. NDOR will not accept any sign but those originally checked out to the project.
 - b) Signs that are missing either by loss, theft or damage beyond reuse will be billed to that project. The Quality Standards Booklet will be used for assessing the signs returned.
- 2.) Contractor is to install all signs as per the approved sign plan and all MUTCD and other applicable specifications. They should be maintained in their proper position and in a clean condition.
 - a.) Barricades are furnished by the Contractor.
 - b.) Letter of Certification stating the brand and model of barricade lights proposed to be used.
 - c.) Maintaining spare parts on the project site.
 - d.) Checking barricades and signs at frequent intervals daily.
 - e.) Phone numbers of person or persons to call at NIGHT if barricades, signs or devices are down or not working.

Name and Number

Pending

The PM gave Bill (Tab) 2 copies of the traffic control plan. Jason (HS) said that he will try and get signs installed by 7-6-10.

Example 1A-31B (Cont'd)

The PM asked Jason (HS) to make sure he helps set up any flagging stations and check the certifications of any flaggers on the project.

The PM will keep the District 2 Operation Center informed.

MATERIALS

- 1) Prompt submittal of Certificates of Compliance, Certified Analysis etc. to ensure payment.
 - a.) Project Manager will provide a job specific list from Materials and Tests.
- 2.) List of Suppliers and Plants to be used.
- 3.) Contractors Borrow Pits
Contractor shall submit for approval all borrow locations as per Section 205.02, paragraph 7 of the Standard Specifications
- 4.) Stockpiled Materials
 - a.) Steel Plates and Shapes as per Memo dated June 15th, 2000.
 - b.) All other materials

Upon presentation by the Contractor of receipted bills, payments may also be allowed for acceptable nonperishable materials purchased expressly to be incorporated into the work and delivered in the vicinity of the project or stored in acceptable storage places with Nebraska. The amount to be included in the payment will be determined by the Engineer, but in no case shall it exceed 100 percent of the value of the materials as shown by the receipted bills. This value may not exceed the appropriate portion of the value of the contract item or items in which such materials are to be incorporated, nor shall the quantity in any case exceed the total estimated quantity required to complete the project.

Payment will not be approved when the value of such materials, as determined by the Engineer, amounts to less than \$2,000.00, when the progress of the work is not in accordance with the requirements set forth in Subsection 108.07, or when the material can reasonably be expected to be incorporated into the work within 30 days.

Deductions at rates and in amounts which are equal to the payments will be made from estimates as the materials are incorporated in the work.

Payment for the materials shall not in itself constitute acceptance, and any materials which do not conform to the specifications shall be rejected in accordance with Section 106.05, paragraph 2 of the Standard Specifications.

SAFETY

Contractor must comply with provisions of the Federal and State Occupational Safety and Health Acts.

- 1.) The Contractor is requested to post a written safety program including the following, before starting work.
 - i. The designated safety officer on the project
 - ii. Methods of conveying safety information to employees.
 - iii. Plans for maintaining safety consciousness among employees.
 - iv. Manner in which he/she will assure compliance by a subcontractor.
 - v. Plans for meeting basic safety requirements - arrangements for first aid,
 - vi. Medical attention, sanitation, personnel protective equipment, traffic
 - vii. Control and storage of fuels and explosives.
 - viii. Plans for eliminating potential hazards associated with the work.
- 2.) The inspector will refuse to inspect any work which may constitute an imminent danger situation, such as un-shored trenches with vertical walls more than 5 feet, etc. Also, payment for such work may be withheld and, should the Contractor persist in working under such conditions, the work may be suspended as a last resort. The inspector will conduct periodic safety inspections during the progress of the work.

ENVIRONMENTAL PROTECTION

BURIAL SITES

Contractor has 48 hours to file notice with the County Sheriff when burial sites are discovered.

WATER POLLUTION & WETLANDS

- 1.) Review and discuss transmittal of environmental documents from the Construction Division.
- 2.) On all projects, the Contractor must comply with Section 201.01, including the submission for approval of specific plans for accomplishing temporary erosion control work, before beginning the applicable construction.

MISC. TOPICS

The PM went around the room and found no questions or comments.

Allen (Blair) asked if there was going to be a handout made to give to the businesses along the roadway to keep them informed.

The meeting then adjourned.

ACTION ITEMS

No action items recorded



[Use your District Letterhead](#)

Date of Letter

Name of Contractor
Address of Contractor

Re: Project Number
Project Name
Contract Number
Control Number
Vendor Number

Attention: Name of Contact

Name,

This letter is to acknowledge the receipt of you schedule for the Year construction season.

I have reviewed your schedule for compliance with the applicable portions of the Project's Special Provisions (Internal Milestones, Special Persecution and Progress, Environmental restrictions, etc.) and Section 108.07 of the Standard Specifications and have found it to be in substantial compliance with these specifications.

Remember that even though this is a calendar day project, according to Section 108.07 of the Standard Specifications, if the work falls behind the schedule submitted, or if you plan to deviate from the schedule submitted, you must furnish me with an up-dated schedule.

Please contact me if you have any questions.

Your Name
Your Title
Your Phone Number

xc: Construction Division
District File
File

Memo from the Construction Division on Notices to Proceed

CONTRACTOR'S NOTICE TO PROCEED

Project managers should keep in mind that the tentative starting date shown in the Proposal is just that --- tentative. While the Department may establish a tentative start date based on local circumstances, projected or required completion date of the work, or other factors, most projects have some flexibility in determining the date when the Contractor is actually authorized or directed to begin work.

In some cases, the Department may identify a "no later than" or "no sooner than" date for starting work. When those conditions exist, they will be spelled out in the Proposal.

The Construction Division in Lincoln is responsible for issuing the Notice to Proceed to the Contractor. This is true for both NDOR projects and LPA projects. An important thing to keep in mind is that we expect a Notice to Proceed to be issued before the Contractor begins *any* work on the site. The *Standard Specifications* provide for a number of tasks that can be performed before the tentative or anticipated beginning date; and the Proposals sometimes show an official "tentative start date" while including language describing work that can be done before that date without the charge of days to the contract. Regardless, even though working days or calendar days might not be charged, a Notice to Proceed should be in place to document the Department's --- or owner's --- approval of the Contractor working on the project. Additionally, diary entries and working day reports need to be created to document what work actually occurred.

Realizing that circumstances for the Contractors can --- and do --- change in the field, the Construction Division does not usually issue the Notice to Proceed document too far in advance of the tentative start date. History has shown that issuing the Notice to Proceed far in advance of the tentative start date usually results in the need to issue a revised Notice.

If some notification hasn't already been received from the project manager or Contractor about an early start or late start, the Construction Division will attempt to contact the project manager (or "responsible charge" on an LPA project) about two weeks prior to the tentative start date to confirm the tentative start date as a sure thing. The project manager or RC should not "confirm" the date without having talked to the Contractor to determine what is planned ---- and then that that information needs to be shared with the Construction Division. While the Construction Division encourages project managers to be proactive in this task sooner, two weeks is generally about as late as you should wait to discuss the starting date with the Contractor --- just in case other arrangements need to be made if the work will not start as planned.

Example 1A-35 (Cont'd)

Early start requests and late start requests from a Contractor should be sent directly to the Construction Division. Most are, but some are sent to the project manager --- and they should promptly be forwarded to the Construction Division. When early start or late start requests are received in the Construction Division, no action will be taken before discussing the request with the affected district or RC unless requests forwarded from the districts or local public agency already include an affirmative statement that the suggested date is acceptable.

While we are interested in all such requests to change the starting date, late start requests on asphaltic concrete paving projects are of greatest interest to us. The starting dates for asphaltic concrete paving projects are established by calculating backwards from the latest possible finish date permitted (October 31, plus or minus). Early starts are easy to grant, but late starts may require some negotiation with the Contractor. In some cases, the contract may need to be supplemented with some special disincentives for not completing the asphalt work by a certain date. For this reason, it is necessary that the request to start late on an asphalt project is not delayed until the last minute.

Early start requests on Federal-aid projects receive some extra review in Lincoln. According to Department policy, our Environmental Section needs to review all early start requests on Federal-aid projects ---- including the LPA projects.

sdb051712



Dave Heineman
Governor

Aug 19, 2008

STATE OF NEBRASKA

DEPARTMENT OF ROADS

John L. Craig, Director
1500 Highway 2 • PO Box 94759 • Lincoln NE 68509-4759
Phone (402)471-4567 • FAX (402)479-4325 • www.dor.state.ne.us

HSIP-STWD (83)
CN # 00746

STATEWIDE CENTERLINE RUMBLE STRIPS

PENHALL COMPANY AND SUBSIDIARIES
1801 PENHALL WAY
PO BOX 4609
ANAHEIM CA 92803

NOTICE TO PROCEED AND ESTABLISHMENT OF BEGINNING DATE

In accordance with the requirements of Section 108 of the 2007 Standard Specifications, the Special Prosecution and Progress shown in the Proposal, and as shown below, permission is hereby granted to begin the work included in each group --- or combination of groups --- for which a separate time allowance has been established in the contract.

GROUP(S)	ESTABLISHED BEGINNING DATE
8 - SPECIALTY	August 25, 2008

The determination and assessment of calendar days or working days for each group --- or combination of groups --- shall begin on the date established by this Notice to Proceed or on the actual beginning date, if earlier, and shall be continued until all work has been completed unless the Engineer authorizes a temporary suspension of the work in accordance with the Standard Specifications.

The work on this project is to be performed under the general supervision of Tim Weander District 2 Engineer at Omaha and under the direct oversight of Project Manager Ray Trujillo whose mailing address is 2550 W 23rd St., PO Box 651, Fremont NE, 68025.

DEPARTMENT OF ROADS

ORIGINAL SIGNED
BY KERRI K. HALSTEAD

Kerri K. Halstead
Highway Project Manager

KKH/kkh

- Xc: Tim Weander D-2
- Ray Trujillo D-2 (Fremont)
- Steve Bartos – Construction
- Mike Lobush – Bridge
- Bob Grant – Highway Safety
- Ron Disney – M & R
- Jason Jurgens – Planning & Project Development
- CENTRAL FILES
- File

An Equal Opportunity/Affirmative Action Employer

PROJECT INFORMATION FORM

Tim is using the information provided by you to send letters to Senators, City Council, Law Enforcement, etc.

Project No: *Project Number*
Location: *Project Location*
County: *County*
Control No: *Control Number* **Contract No:** *Contract Number*
Letting Date: *Letting Date*
Starting Date: *Contract Start Date*
Anticipated Completion: *Completion Date (Month/Year)*
Working Days Allowed: *Contract Day Allowance*
Contracted Cost: *Contract Value*
Groups: *Applicable Groups*

Project Manager: *Your Name*
 Office Phone
 Home Phone
 Mobile

Contractor: *Tab Construction - Bill Ringsdorf*
 (Tab Holding Company, Inc. DBA)
 4153 South 67th Street
 Omaha, NE 68117-1001

INFORMATION ABOUT THE PROJECT:

(Please use complete sentences to describe important aspects of the project and any other information that might assist the recipients of the letters to know what is happening.)

Ex: Where exactly is the project? What are we doing? Why? Will there be traffic detours? Closures? Lane Restrictions?

General location (Mile posts or streets)

Short overview of the project scope.

Anticipated impacts to the public.



		<h1>Speed Zone Authorization</h1>	
<p>Pursuant to the authority contained in Section 60-6,188 Reissue Revised Statutes of Nebraska, and in accordance with Authorization No. <u>Your Number</u> issued on August 21, 2003 by the Director, the maximum speed limit of 35 miles per hour in a rural area, or 25 miles per hour in an urban area through highway maintenance, repair, or construction zones on the portion of the state highway system, has been increased as set forth below.</p>			
Highway No.:	<u>US 79</u>	Location:	<u>North of North Bend</u>
Ref. Post:	<u>429</u>	to Ref. Post:	<u>438</u>
Project No. (if applicable):	<u>STPD-79-3 (106)</u>		
<p>The prima facie speed limit shall be increased from <u>35</u> miles per hour to <u>40</u> miles per hour. This increase maintains the same posted speed limit as the speed limit prior to work for the entire length of the work zone, and will be in effect 24 hours a day, except as changed below.</p>			
<p>The following prima facie speed limit for sections of the work zone shall be increased from <u>35</u> miles per hour to the speed shown below, and shall be in effect only when standard signs giving notice thereof are installed as provided by law, for the lengths and time periods as set forth below.</p>			
Work Zone Section One:	<u>45 Miles Per Hour</u>	Activity:	<u>Culvert Construction</u>
Transition Speed Zone Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, Transition Speed Zone = <u> </u> Miles Per Hour.			
Stationary: <input checked="" type="checkbox"/> (Longer than 3 days)	Sta. or Ref. Post:	<u>43.8</u>	To: <u>49.1</u>
	Starting Date:	<u>June 16, 2008</u>	Ending Date: <u>December 1, 2008</u>
24 Hours: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	or Daily, Start Time:	<u> </u>	Ending Time: <u> </u>
Non-Stationary: <input type="checkbox"/> (Less than 3 days)	Actual Starting and Ending Locations, Dates and Times will be documented in a daily log.		
Work Zone Section Two:	<u> </u> Miles Per Hour	Activity:	<u> </u>
Transition Speed Zone Required <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Transition Speed Zone = <u> </u> Miles Per Hour.			
Stationary: <input type="checkbox"/> (Longer than 3 days)	Sta. or Ref. Post:	<u> </u>	To: <u> </u>
	Starting Date:	<u> </u>	Ending Date: <u> </u>
24 Hours: <input type="checkbox"/> Yes <input type="checkbox"/> No	or Daily, Start Time:	<u> </u>	Ending Time: <u> </u>
Non-Stationary: <input type="checkbox"/> (Less than 3 days)	Actual Starting and Ending Locations, Dates and Times will be documented in a daily log.		
Signature of Authorizing Authority		Project Manager	June 1, 2008
		Title	Date

cc: District Office
 Nebraska State Patrol
 County Sheriff

DR Form 44, May 2007



STATE OF NEBRASKA

DEPARTMENT OF ROADS
John L. Craig, *Director*
1500 Nebraska Hwy 2
PO Box 94759
Lincoln NE 68509-4759
Phone (402) 471-4567

July 18, 2008



Mike Johann:
Governor

Larry Wanamaker
O'Neill Police Dept.
317 S. 4th. St.
O'Neill, NE 68763

RE: RD-20-4 (1027) In O'Neill 80819

Dear Larry,

This is to advise that the construction work will begin for the above referenced project, beginning at Reference Post 307.96 and continuing East to Reference Post 309.07, on Highway 20 starting on July 16, 2008.

Please notify the Department of Roads in person or by telephone of the general details of any traffic accident occurring in the construction zone, or within ½ mile of either end of the construction area. It will be appreciated if this information is received within 24 hours of the accident.

Please contact one of the following persons:

		Home	Office
Dan Ziska	Project Manager	(402) 336-2019	(402) 336-2051
	Dist. Const. Engineer		
Mark Kovar	District Engineer	(402) 387-2694	(402) 387-2471

Also enclosed is a "Speed Zone Authorization" dated 7/16/08, for the aforementioned project.

Sincerely,

Dan Ziska
HPM
Department of Roads

cc: District
Construction Engr.
File

An Equal Opportunity / Affirmative Action Employer



STATE OF NEBRASKA

DEPARTMENT OF ROADS
John L. Craig, *Director*
1500 Nebraska Hwy 2
PO Box 94739
Lincoln NE 68309-4739
Phone (402) 471-4567

April 6, 2004



Mike Johanns
Governor

Custer County Sheriff
116 S 11th
Broken Bow NE, 68822

RE: (EACNH-21-3(103) Oconto North>

Dear Ted

This is to advise that the construction work will begin for the above referenced project, Highway 21 North of Oconto starting on April 1, 2004.

Please notify the Department of Roads in person or by telephone of the general details of any traffic accident occurring in the construction zone, or within ½ mile of either end of the construction area. It will be appreciated if this information is received within 24 hours of the accident.

Please contact one of the following persons:

		Home	Office
Dennis White	Project Manager	308-872-2985	308-872-6735
Gary Thayer	Dist. Const. Engineer	308-534-1157	308-535-8031
Les O'Donnell	District Engineer	308-534-3355	308-535-8031

Sincerely,

Dennis White
H.P.M.
Department of Roads

cc: Dist. FL

FL



Dave Heineman
Governor

STATE OF NEBRASKA

DEPARTMENT OF ROADS

Monty W. Fredrickson, P.E., Director - State Engineer
1500 Highway 2 • PO Box 94739 • Lincoln NE 68509-4739
Phone (402) 471-4567 • FAX (402) 479-4325 • www.transportation.nebraska.gov

3-23-2011

Bret Friesz
Nebraska State Patrol
4411 South 108th Street
Omaha, NE 68137

Re: Project NH-BR-77-3(1028)

Dear Captain Friesz:

This is to advise that the construction work will begin for the above referenced project, starting at Fremont South Bridge on 3-22-2011.

Please notify the Department of Roads in person or by telephone of the general details of any traffic accident occurring in the construction zone, or within ½ mile of either end of the construction area. It will be appreciated if this information is received within 24 hours of the accident.

Please contact one of the following persons:

		Home	Office
Micky Jacobs	Project Manager	402-727-8058	402-727-3292x292
Marv Lech	Dist. Const. Engineer		402-595-2534x202
Tim Weander	District Engineer		402-595-2534

Sincerely,

Micky Jacobs
Highway Project Manager
Department of Roads

cc: File
Dist 2 File



Memorandum

Department of Roads

Date

To:

From:

Thru: District Permits – District #

Subject:

Construction on the above referenced project will begin on Date. Throughout the multiple phases of this project the use of lane closures and slow speed crossovers may restrict the capacity to carry oversized loads. A “minimum” lane width of XX feet is anticipated.

If you have any questions or desire further information, please contact me.

Your Name
Your Title
Your Phone Number

xc: DCE
File



Nebraska

Department of Roads

Were coming to your area!

PROJECT: RD-36-7 (1017) Elkhorn River East

START DATE: MAY 1st, 2012

EXPECTED COMPLETION: AUGUST 2012

The Nebraska Department of Roads in conjunction with Western Engineering Company Inc. will be overlaying the highway, and shoulders, on Highway 36 from the Elkhorn River Bridge to the Thomas Creek Bridge ¼ mile East of Highway 133. This project will consist of concrete pavement patching, milling, and overlaying of the mainline, shoulders, and intersecting road returns, along with grooved striping in various locations, shoulder, and centerline rumble strips. Traffic will be maintained using lane closures with flaggers during daytime hours.

If you have questions or desire further information please contact Raymond L. Trujillo, NDOR Highway Project Manager, or Brian Henthorn, Western Engineering Project Manager.



Work Begins in North Bend

Work is slated to begin June 2nd in and north of North Bend on Hwy 79.

Beginning just south of Hwy 30, and continuing north to the intersection with County Road 'O', the work will consist of bridge removal, culvert construction, pavement/curb repairs and a traffic signal at 11th street. M.E. Collins Contracting Company, Inc. of Wahoo Nebraska has the \$2,434,060.84 contract.

The first activity planned, will be the construction of several temporary roadways along Hwy 79, to allow for the culvert work.

The work planned within the City of North Bend will begin shortly after, and will be completed this fall.

It is the Department of Roads and Collins' desire to complete this work with a minimal amount of inconvenience to the public. However, some inconvenience will be unavoidable.

With your cooperation, these improvements will make this part of Highway 79 safer for years to come.

Local access will be maintained for landowners and residents along the project throughout the duration of the project.

The Department of Roads Manager for this project is Micky Jacobs from the Fremont office.

For additional information contact:
Micky Jacobs in Fremont at (402) 727-3292 x292
STPD-79-3(106) North of North Bend



[Use your District Letterhead](#)

Bernard Hauber
Lake Regency Office Building
444 Regency Parkway Drive, Suite 303
Omaha Nebraska 68114

RE: Crystalline Silica Exposure & OSHA Notification

Mr. Hauber,

This letter is to inform you that project number RD-75-3(1023), Blair – Herman will include Sawing, Drilling and Jack hammering of concrete.

The project manager is Chris Kuehner, 402-595-2534 ext. 278

Attached is a project schedule.

Sincerely,

Chris Kuehner
Project Manager

xc: File



Date: July 1, 2008

To: Local Postal
Patron

From: Ray Trujillo
Project Manager

Subject: Project STPD 79-3(106)
North of North Bend



Greetings,

As you have noticed, work has begun on Hwy 79. This work will require the temporary relocation of your existing mailbox and support to a location outside the limits of construction. This temporary location should be approved by your mail carrier.

At the conclusion of the highway improvements, the Department of Roads will install safety mailbox supports as part of the highway project at no cost to the mailbox owner.

These safety mailbox supports are required to meet federal regulations. Any mailbox support that does not comply with these safety regulations will be removed.

The mailbox owner will be required to attach their mailbox to the post and maintain the safety mailbox support. Repair parts will be available at the Department of Roads Fremont Maintenance Headquarters at no cost.

Please feel free to contact me if you have any questions or concerns.

Thank You

Ray Trujillo
Project Manager
(402) 727-3292 x292

xc: Postmaster
File

27 Example 1C-1, Materials Required Document List



CONTRACT NO. 2849H PROJECT NO. NH-75-2(173)
 VENDOR NO: 0049 HAWKINS CONSTRUCTION COMPANY

LOCATION: PLATTSMOUTH - BELLEVUE, PLATTE RIVER & SOUTH
 TYPE OF CONST: GRAD WALL CONC PAVE CULV SEED BR GDRL
 FENCE, ELEC, SIGN
 LETTING DATE: 1/19/2012

NOTE: ALL MANUFACTURERS OF STEEL AND IRON
 MATERIALS WILL INCLUDE A STATEMENT ON THE TEST
 REPORT OR CERTIFICATION THAT ALL STEEL AND IRON
 MATERIALS WERE MELTED AND MANUFACTURED IN
 THE USA (SEE NSS-106.07 PARAGRAPH 3)

*TOS=TEST OR SAMPLE
 CC=CONTRACTOR'S CERTIFICATION
 COC=CETIFICATION OF COMPLIANCE
 COT=CERTIFICATION OF TEST
 APL=APPROVED PRODUCTS LIST
 PMV=PROJECT MANAGER'S VERIFICATION

**SP=SPECIAL PROVISIONS - PAGE NUMBER
 SG=SAMPLING GUIDE - SECTION NUMBER
 NSS=NEBR. STAND. SPECS. - SECTION #

DESCRIPTION	QUANTITY	UNITS	* REQUIRED DATA	** REF BK	M&R CONTACT
RIGHT-OF-WAY MARKERS	81.000	EACH	SG-SECTION 27,	NOTE 24	HALL
RIPRAP FILTER FABRIC	48.000	SY	APL	SG-24	PENAS
FILTER FABRIC	2,873.000	SY	APL	SP-291	DONDLINGER
18" DRIVE PIPE 2,3,4,5,6,7 OR 8	248.000	LF	*	*	KAREL
24" DRIVE PIPE 2,3,4,5,6,7 OR 8	422.000	LF	*	*	KAREL
48" RD EQUIV DRIVE PIPE 2	394.000	LF	*	*	KAREL
SOIL GRID CONFINEMENT SYSTEM	99,396.000	SF	APL	SP-291	PENAS
CAST IRON GRATE & FRAME	14,634.000	LB	COC	SG-25	KAREL
47B-3000 CONC FOR INLET & JUNCTION BOXES	87.100	CY	TOS	SG-16	MASTERS
47B-3000 CONC FOR CONCRETE CO	1.260	CY	TOS	SG-16	MASTERS
RE-STEEL FOR INLET & JCT BOX	5,260.000	LB	TOS/COT	SG-16	KAREL
EPOXY RE-STEEL FOR INLET & JCT. BOX	653.000	LB	TOS/COT	SG-16	KAREL
RE-STEEL FOR COLLARS	63.000	LB	TOS/COT	SG-16	KAREL
15" FLARED-END SECTION	1.000	EACH	*	*	KAREL
18" FLARED-END SECTION	30.000	EACH	*	*	KAREL
36" FLARED-END SECTION	1.000	EACH	*	*	KAREL
18" METAL FLARED-END SECTION	19.000	EACH	*	*	KAREL

Active Project

28 Example 2A-1, SiteManager Activation Notice Example



From: [Guilfoil, David](#)

To: [Rudnick, Michael](#)

Cc: [Kovar, Mark](#)

Subject: SiteManager Contract Activation

Date: Monday, May 07, 2012 10:28:44 AM

Mike,

Your project, RD-20-3(1014) – Contract I.D. 8855, has been activated in SiteManager on the PRODUCTION SERVER. It is now available for your use.

The disincentives and incentives described on pages 41 and 42 of the Special Provisions of this contract should be handled as Contingency Change Orders as described in a directive from Bill Hitzeman on February 17, 2010 should they become necessary to implement. Under each of the three provisions described, multiple change orders are possible.

In addition, the internal liquidated damage for Hydrated Lime Slurry Stabilization described on pages 8 and 9 of the Special Provisions should it become necessary to implement, may also be handled as a Contingency Change Order. Again in this case, multiple change orders are possible.

David



SITE MANAGER KEY DATES

All Dates hi-lighted in **BLUE** are Site Manager Dates the Project Manager is responsible for entering.

There are a few dates that are marked with double asterisks **. These are Dates that may, or may not apply to specific situations.

CRITICAL DATES - No entries required by Project Managers in Critical Dates.

KEY DATES - Located in Contract Admin>Contract Records>Key Dates

<p>Contractor Actually Started Work (The first day the Contractor physically started work on the project.)</p>	<p>Project Manager</p>
--	------------------------

<p>Contractor Acceptance of Final Quantities Date** (This is the date the Contractor actually signs the Concurrence form. The Contractor is allowed 14 days from the date of delivery to review and sign the Concurrence form. If the Contractor does not respond within that time frame, this is also considered Concurrence. Date of delivery on the Certified Mail Receipt + 14 days.)</p>	<p>Project Manager **</p>
---	---------------------------

District Reviewer Clearance	District Reviewer
-----------------------------	-------------------

<p>Erosion Control Plan Received Date (Depending on the type of project, retain a copy of the plan in the SWPP book, or the District file. Enter the date you receive the Erosion Control plan. This should occur prior to the start of any work on the project.)</p>	<p>Project Manager</p>
---	------------------------

Final Acceptance by NDOR	Lincoln
--------------------------	---------

Final Acceptance Letter Date	Lincoln
------------------------------	---------

Final Audit	Lincoln
-------------	---------

Final Received in Lincoln Construction Office	Lincoln
---	---------

Material Certificate	Materials & Research
----------------------	----------------------

Notice for Work to Begin	Lincoln
--------------------------	---------

Key Dates (Cont.)

Project Completion Date (This date is typically the last day the Contractor performs any work on the project. This is also the date "in" the District Engineer's Letter of Acceptance to the Contractor, which states that the project is complete and is hereby tentatively accepted as of that date.)	Project Manager
Project Released to Controller	Lincoln
Punch List Complete** (Date the Contractor has satisfactorily completed the punch list.)	Project Manager **
Punch List to Contractor** (Date the PM/Engineer submits a list of incomplete/unacceptable work to the Contractor that requires completion prior to any acceptance of the project, or portion there of.)	Project Manger **
Project Schedule Received Date (Submit a copy of Contractor's Progress Schedule to Lincoln Construction office prior to the start any work on the project. Submit revised schedules as necessary.)	Lincoln
Quantity Acceptance Letter Sent to Contractor (Date of Certified Mail receipt when the Concurrence form is sent to the Contractor.)	Project Manager
Railroad Insurance Cancelled Dates	Lincoln
Railroad Insurance Effective Dates	Lincoln
Railroad Work Done- "xxxx" (appropriate RR initials) ** (This date is a required entry if your project has work on Railroad ROW. Enter the date that work is completed on Railroad ROW.)	Project Manager**
Ready for Final Inspection** (Date PM requests final inspection from the DE)	Project Manager **
Tentative Start Date	Lincoln
Traffic Control Plan Submitted Date (Enter the date the Traffic Control Plan is approved, or if using the Standard Plans, enter the Notice to Proceed Date)	Project Manager
Work Resumed Date** (This date is required if the work on the project is resuming after a suspension.)	Project Manager**

Key Dates (Cont.)

Work Suspended Date**

Project Manager**

(This date is required if the work on the project is suspended.)

Checklist Scheduled Events - Located in Contract Admin / Contract Records / Checklist Scheduled events / create New / select Final Payroll Received Date from drop down list

Final Payroll Received Date

Project Manager**

(Date the last payroll is received and all payrolls are accounted for.)

MILESTONES - Located in Contract Admin / Contract Records / Milestones

Prior to the start of work on the project, check for Milestone Dates. Be Aware, Site Manager will AUTOMATICALLY start incentive/disincentive payments if you do not enter a Milestone Date once it has been met. Set up a reminder in your Lotus Notes Calendar prior to the Milestone Date if necessary.

Description	Status	By	Resolve Date	Resolve Time
Line Item # 22265 000 /0041 has a deficient tested mati discr	Unresolved ▼		00/00/00	00:00:00
Line Item # 22265 000 /0156 has a deficient tested mati discr	Unresolved ▼		00/00/00	00:00:00
Line Item # 22265 000 /0004 has a deficient tested mati discr	Unresolved ▼		00/00/00	00:00:00
Line Item # 22265 000 /0005 has a deficient tested mati discr	Unresolved ▼		00/00/00	00:00:00
Line Item # 22265 000 /0031 has a deficient tested mati discr	Unresolved ▼		00/00/00	00:00:00
Line Item # 22265 000 /0032 has a deficient tested mati discr	Unresolved ▼		00/00/00	00:00:00
Line Item # 22265 000 /0039 has a deficient tested mati discr	Unresolved ▼		00/00/00	00:00:00
Line Item # 22265 000 /0049 has a deficient tested mati discr	Unresolved ▼		00/00/00	00:00:00
Line Item # 22265 000 /0068 has a deficient tested mati discr	Unresolved ▼		00/00/00	00:00:00
Line Item # 22265 000 /0072 has a deficient tested mati discr	Unresolved ▼		00/00/00	00:00:00
Line Item # 22265 000 /0085 has a deficient tested mati discr	Unresolved ▼		00/00/00	00:00:00
Line Item # 22265 000 /0086 has a deficient tested mati discr	Unresolved ▼		00/00/00	00:00:00
Line Item # 22265 000 /0089 has a deficient tested mati discr	Unresolved ▼		00/00/00	00:00:00
Line Item # 22265 000 /0099 has a deficient tested mati discr	Unresolved ▼		00/00/00	00:00:00
Line Item # 22265 000 /0106 has a deficient tested mati discr	Unresolved ▼		00/00/00	00:00:00
Line Item # 22265 000 /0154 has a deficient tested mati discr	Unresolved ▼		00/00/00	00:00:00

Estimate #35 Discrepancies

Line Item 4, Excavation

- No Density testing is required on this excavation material.

Line Item 5, Embankment,

- Volumetric balloon testing, is no longer required.

Line Item 31, 255mm DCP,

- Black Reinforcing Steel #5, Epoxy coated steel has been used so far on the project.
- Epoxy and Black field sampled re-steel may not be needed, steel has been pretested.



Distribution
 Construction Engineer
 Contractor
 District Engineer
 Project Manager

Work Order

TO: <i>(Contractor, Name, and Address)</i> Cramer & Associates 3100 SW Brookside Drive Grimes IA 50111-4977	Project No.: NH-BR-77-3 (128)			
	Order No.: 1			
	Station: Project			
You are hereby ordered to perform the extra work described below in compliance with Subsection 104.04 of the Specifications and the conditions listed herein. Reimbursement will be in accordance with the option marked below and the provisions of Subsection 109.05. Equipment rental rates, when applicable, will be established by applying prevailing Department policies and formulated to the rates established in the Rental <i>Rate Blue Book for Construction Equipment</i> .				
<input checked="" type="checkbox"/> Supplemental Agreement will be issued to incorporate agreed total price or unit price shown herein. <input type="checkbox"/> Supplemental Agreement will be prepared following completion of the work to pay for labor, equipment, and material. Payment will be according to the provisions of Subsection 109.05. If the total cost is estimated to exceed \$50,000.00, then a Force Account Agreement should be considered.				
<input type="checkbox"/> Force Account Agreement will be completed. Weekly force account statements will be prepared.				
Description of Work: <i>(Include specifications if non-standard items)</i> Install "Construction Entrance/Exit" In order to limit the amount of "Track-Out" onto Hwy 77, this work will consist of furnishing and placing crushed concrete surfacing on filter fabric as shown on the attached sketch. We will also establish a unit price for replacement material if necessary. The prices below include a 5% for administrative costs.(See Section 109.05, Para 5)				
ITEM OF WORK	UNIT	APPROX. QUANTITY	AGREED UNIT PRICE	AMOUNT
Construction Entrance/Exit (Dodge County)	Each	1	\$1,735.14	\$1,735.14
Construction Entrance (Saunders County)	Each	1	\$2,081.29	\$2,081.29
Replacement Material (Dodge County)	Mg	30	\$25.54	\$766.20
Replacement Material (Saunders County)	Mg	30	\$30.37	\$911.10
				\$0.00
				\$0.00
				\$0.00
TOTAL PRICE				\$5,493.73
FOR THE DEPARTMENT OF ROADS		FOR THE CONTRACTOR		
Signature:		We Concur		
Name:		Signature:		
Title:		Name:		
Date:		Title:		
		Date:		



**Nebraska Department of Roads
Change Order Report**

Date: 4/12/2011
Page: 1 of 3

Contract ID: 2285 Change Order Nbr: 001
Change Order Description: Construction Entrances/Exits

CO/SA #: _____ Potential for Design Error/Omission: No
Vendor: 1802 CRAMER AND ASSOCIATES, INC.
Primary Project Information: 22285 000 NH-BR-77-3(128)
Primary Project Location: FREMONT SOUTH BRIDGE
Contract Desc: GRAD,CONC PAVE,CULV,BR,GDRL,ELEC
Change Order Approval Date: 07.27.2011 Letting Date: 10.21.2010
Change Order Type: SUPPLEMENTAL AGREEMENT
Force Acct ID: 0 Zero Dollar Change Order: N

Project Information: 22285 000 NH-BR-77-3(128)
Project Location: FREMONT SOUTH BRIDGE

Item Nbr	Catg	Funds	Item Code	Unit	Unit Price	Bid Qty	Total Apprvd Qty	This CO Qty	Amount of Change
4001	0010	P	1910.17	LS	\$1,735.14	0.000	1.000	1.000	This Change: \$1,735.14
Item Description		Suppl Description		CO Item Description				Prev Revised: \$0.00	
CONSTRUCTION ENTRANCE		Dodge County		Construction Entrance/Ext				New Revised: \$1,735.14	
								Bid Amount: \$0.00	
								Revised Total: \$1,735.14	
								Pct Change: 0%	
4002	0010	P	1910.16	LS	\$2,081.29	0.000	1.000	1.000	This Change: \$2,081.29
Item Description		Suppl Description		CO Item Description				Prev Revised: \$0.00	
CONSTRUCTION ENTRANCE		Saunders County		Construction Entrance/Ext				New Revised: \$2,081.29	
								Bid Amount: \$0.00	
								Revised Total: \$2,081.29	
								Pct Change: 0%	
4003	0010	P	2020.90	Mg	\$24.31	0.000	30.000	30.000	This Change: \$729.30
Item Description		Suppl Description		CO Item Description				Prev Revised: \$0.00	
CONSTRUCTION ENTRANCE		Replacement MaterialsDodge County		Construction Entrance/Ext				New Revised: \$729.30	
								Bid Amount: \$0.00	
								Revised Total: \$729.30	
								Pct Change: 0%	
4004	0010	P	2020.90	Mg	\$28.92	0.000	30.000	30.000	This Change: \$867.60
Item Description		Suppl Description		CO Item Description				Prev Revised: \$0.00	
CONSTRUCTION ENTRANCE		Replacement MaterialsSaunders County		Construction Entrance/Ext				New Revised: \$867.60	
								Bid Amount: \$0.00	
								Revised Total: \$867.60	
								Pct Change: 0%	

Total Value for Change Order 001 \$5,413.33

To provide for the item(s) of work and to establish a basis of payment.

Example 2A-7A (Cont'd)

**Nebraska Department of Roads
Change Order Report**

**Date: 4/12/2011
Page: 2 of 3**

Contract ID: 2265 Change Order Nbr: 001

Change Order Description: Construction Entrances/Exits

In order to provide the best possible control of "Construction Track-Out" on this project, the Contractor proposed the installation of "Construction Entrances/Exits".

This BMP is an accepted method of erosion control used on several past projects with good results, the Department agreed on the need.

Frank Rich (FHWA) was consulted and gave e-mail approval for this work on 4-1-2011

Work Order Number 1, dated 3-30-2011 was used as a basis for this COSA.

The agreed unit price was negotiated and is considered reasonable.

The agreed unit price(s) shall be full compensation for all material, labor equipment, tools and incidentals necessary to complete the work.

The method of measurement is by field measured dimensions.

No additional working days or calendar days to the contract time allowance are being granted. Additional working day consideration is not applicable to this change.

**Nebraska Department of Roads
Change Order Report**

**Date: 4/12/2011
Page: 3 of 3**

Contract ID: 2265 Change Order Nbr: 001

Change Order Description: Construction Entrances/Exits

Change Order Signature Page

_____	_____	_____	_____
Project Manager	Date	District Engineer	Date
<hr/>			
_____	_____	FHWA	_____
Contractor name and title	Date		Date



Suggestions for Improved Change Order Explanations

I'm already beginning to see some improved change order explanations --- and appreciate the effort. Anything that we can do to make our explanations clearer and more meaningful is going to help us all in more ways than one.

Here are a few other suggestions.

When it comes to justifying the price or cost of new items of work, the best approach is to just type an explanation that says why you are willing to submit the change order with that price. Please avoid using the "canned" explanation in SiteManager that says, "The agreed unit price was negotiated and is considered reasonable." **That is no longer acceptable.** I considered removing it from the list of options, but have been told we can't do that in order to maintain the historical integrity of the data. Something like this would be better:

"The negotiated price is considered acceptable because it is reasonably close to the current AUP", or
"The negotiated price is acceptable because it is reasonably close the price recently bid on Project XXX".

If you can grab the now-forbidden "canned" explanation and edit it appropriately, that will be OK. For example, "The agreed unit price was negotiated and is considered reasonable **because**....."

We understand that there will be times when the price for extra work seems too high, maybe even unreasonable. Sometimes the Contractor or the situation just has us over a barrel and we need to get the work done. When that type of situation occurs, just make sure it's been discussed in the district and put an explanation on the change order to indicate that.

For example, "The negotiated prices are higher than desirable, but are considered acceptable because of --- the limited quantities ---- the remoteness of the location ---- the emergency nature of the extra work" -- or whatever the reason is that leads you to your willingness to accept the price.

At this point, I have no problem with making a statement that the prices for extra work are based upon invoices, actual hours and wages, Blue Book rental rates, etc. --- if that is the case and the method used - -- and then indicating that the records are on file. We hope the FHWA will not become insistent that all that data be included on the actual change order. Be prepared, however, if we must direct you otherwise in the future.

"State Representatives" and "Project Managers"

"State Representatives" will be taking on an increased presence and certainly increased duties and responsibilities on the LPA and Enhancement projects in the near future. Very near future. In an effort to make some things a little more clear, please stop using the "canned" explanation in SiteManager that says, "Invoice(s) are on file in State Representative's file" ---- unless you really are dealing with a change order on an LPA or Enhancement project. We see quite a few of those on our own projects, and they really haven't been a serious problem --- but just need to make a clearer distinction from this point forward. Jim Ferguson will create a new "canned" explanation that says, "Invoice(s) are on file in the Project Manager's records". You can use it when it's appropriate.

Thanks in advance for your cooperation.

Don't get too put out with us if we send a few change orders back for a massage.

We'll be issuing more tidbits as we go along.

I'm forwarding this FHWA Inspection report so that you can see the checklists being used by the FHWA when they review the ARRA projects.

Please take special note of the section on the "Contracts Administration Checklist" that refers to "CONTRACT CHANGES". If you can address and document as many of these 10 checklist questions when you create a change order --- especially on Federal-aid projects of any kind, the change order is probably more likely to escape suspicion or criticism by the FHWA and this office. The references on the checklist are to 23 CFR.

SDB

§ 635.120 Changes and extra work.

(a) Following authorization to proceed with a project, all major changes in the plans and contract provisions and **all major extra work shall have formal approval by the Division Administrator in advance of their effective dates.** However, when emergency or unusual conditions justify, the Division Administrator may give tentative advance approval orally to such changes or extra work and ratify such approval with formal approval as soon thereafter as practicable.

(b) For **non-major changes and non-major extra work, formal approval is necessary but such approval may be given retroactively at the discretion of the Division Administrator.** The STD should establish and document with the Division Administrator's concurrence specific parameters as to what constitutes a non-major change and non-major extra work.

(c) **Changes in contract time, as related to contract changes or extra work, should be submitted at the same time as the respective work change** for approval by the Division Administrator.

(d) In establishing the method of payment for contract changes or extra work orders, force account procedures shall only be used when strictly necessary, such as when agreement cannot be reached with the Contractor on the price of a new work item, or when the extent of work is unknown or is of such character that a price cannot be determined to a reasonable degree of accuracy. The reason or reasons for using force account procedures shall be documented.

(e) The STD **shall perform and adequately document a cost analysis of each negotiated contract change or negotiated extra work order.** The method and degree of the cost analysis shall be subject to the approval of the Division Administrator.

(f) Proposed changes and extra work involved in nonparticipating operations that may affect the design or participating construction features of a project, shall be subject to review and concurrence by the Division Administrator.

§ 635.121 Contract time and contract time extensions.

(a) The STD **should have adequate written procedures for the determination of contract time.** These procedures should be submitted for approval to the Division Administrator within 6 months of the effective date of this

Final Rule.

(b) Contract time extensions granted by a STD shall be subject to the concurrence of the Division Administrator and will be considered in determining the amount of Federal participation. Contract time extensions submitted for approval to the Division Administrator, shall be fully justified and adequately documented.



Change Order / Supplemental Agreement NDOR Project --- NOT FULL FHWA Oversight Value Less than \$100,000 *	
1	Project Manager
2	District (DE, DCE, or designee)
3	Contractor

Change Order / Supplemental Agreement NDOR Project --- FULL FHWA Oversight Value Less than \$100,000 *	
1	Project Manager
2	District (DE, DCE, or designee)
3	FHWA
4	Contractor

* Change orders / supplemental agreements at this level may utilize the time extension function without adding the Constructor Engineer as a signature level. The Construction Office will review and initial the time extension information on the document.

Change Order / Supplemental Agreement NDOR Project --- NOT FULL FHWA Oversight Value \$100,000 but Less than \$200,000	
1	Project Manager
2	District (DE, DCE, or designee)
3	Construction Engineer (Lincoln)
4	Contractor

Change Order / Supplemental Agreement NDOR Project --- FULL FHWA Oversight Value \$100,000 but Less than \$200,000	
1	Project Manager
2	District (DE, DCE, or designee)
3	Construction Engineer (Lincoln)
4	FHWA
5	Contractor

Change Order / Supplemental Agreement NDOR Project --- NOT FULL FHWA Oversight Value More than \$200,000	
1	Project Manager
2	District (DE, DCE, or designee)
3	Construction Engineer (Lincoln)
4	Deputy Director
5	Contractor

Change Order / Supplemental Agreement NDOR Project --- FULL FHWA Oversight Value More than \$200,000	
1	Project Manager
2	District (DE, DCE, or designee)
3	Construction Engineer (Lincoln)
4	Deputy Director
5	FHWA
6	Contractor

Time Extension Document NDOR Project --- NOT FULL FHWA Oversight	
1	Project Manager
2	District (DE, DCE, or designee)
3	Construction Engineer (Lincoln)

Time Extension Document NDOR Project --- FULL FHWA Oversight	
1	Project Manager
2	District (DE, DCE, or designee)
3	FHWA
4	Construction Engineer (Lincoln)

Contingency "Change Order" ** NDOR Project --- NOT FULL FHWA Oversight	
1	Project Manager
2	District (DE, DCE, or designee)

Contingency "Change Order" ** NDOR Project --- FULL FHWA Oversight	
1	Project Manager
2	District (DE, DCE, or designee)
	(FHWA) ***

** These documents, while labeled in SiteManager and RUG (the associated Report Utility Generator) as "change orders," do not change or alter the contract in any way. They are used to create items to make payments or deductions for work or incentives and disincentives already described or authorized in the Specifications, Proposal, or previously approved supplemental agreements.

The "Change Order" types that fall into this category include: "Contingency Work," "Item Discrepancy Resolution," "Deduction in Compensation," "Contract Correction / Adjustment," and --- when no new items are created --- "Plan Revision."

*** A copy of the completed document will be sent to the FHWA for their files.

Example 2A-7C (Cont'd)

Change Order / Supplemental Agreement LPA Project --- NOT FULL FHWA Oversight All Values ****	
1	Project Manager (CE for the LPA) *****
2	RC (Responsible Charge for the LPA) *****
3	SR (State Representative)
4	District (DE, DCE or designee) *****
5	Contractor

Change Order / Supplemental Agreement LPA Project --- FULL FHWA Oversight All Values ****	
1	Project Manager (CE for the LPA) *****
2	RC (Responsible Charge for the LPA) *****
3	SR (State Representative)
4	District (DE, DCE, or designee) *****
5	FHWA
6	Contractor

**** For values greater than \$100K, the Construction Engineer (Lincoln) should be consulted before Signature 4 is applied. Change orders / supplemental agreements for LPA projects may utilize the time extension function without adding the Construction Engineer as a signature level. The Construction Office will review and initial the time extension information on the document.

***** In the event the CE agreement is not in place, the RC may initiate the change order.

Time Extension Document LPA Project --- NOT FULL FHWA Oversight	
1	Project Manager (CE for the LPA)
2	RC (Responsible Charge for the LPA)
3	SR (State Representative)
4	District (DE, DCE, SR, or designee)
5	Construction Engineer (Lincoln)

Time Extension Document LPA Project --- FULL FHWA Oversight	
1	Project Manager (CE for the LPA)
2	RC (Responsible Charge for the LPA)
3	SR (State Representative)
4	District (DE, DCE, SR, or designee)
5	FHWA
6	Construction Engineer (Lincoln)

Contingency "Change Order" ** LPA Project --- NOT FULL FHWA Oversight	
1	Project Manager (CE for the LPA)
2	RC (Responsible Charge for the LPA)
3	District (DE, DCE, SR, or designee)

Contingency "Change Order" ** LPA Project --- FULL FHWA Oversight	
1	Project Manager (CE for the LPA)
2	RC (Responsible Charge for the LPA)
3	District (DE, DCE, SR, or designee)
	(FHWA) ***

** These documents, while labeled in SiteManager and RUG (the associated Report Utility Generator) as "change orders," do not change or alter the contract in any way. They are used to create items to make payments or deductions for work or incentives and disincentives already described or authorized in the Specifications, Proposal, or previously approved supplemental agreements.

The "Change Order" types that fall into this category include: "Contingency Work," "Item Discrepancy Resolution," "Deduction in Compensation," "Contract Correction / Adjustment," and --- when no new items are created --- "Plan Revision."

*** A copy of the completed document will be sent to the FHWA for their files.

Another location for CO/SA documentation

Consider the following location - <http://drwebsrv2/Trnsport-Intranet/main/>

This information is drawn right from SiteManager when the contract data is entered.



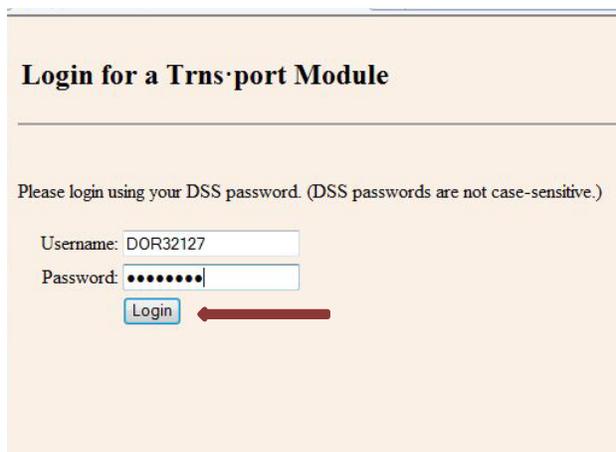
Function	Description	Data Source
Bid Letting Summary	Submit Bid Letting Summary process	LAS
Active Contract Completion Status	Displays completion status for selected active contracts, based on percent time complete versus percent work complete	SiteManager
Item Bid History	Displays an Item Average Unit Price Summary and an Item Bid Price Summary for selected items	DSS
Vendor Activity Summary	Displays the proposals for which vendor submitted bids, the contracts that were awarded to the vendor, and the contracts where the vendor worked as a subcontractor	DSS
Batch Process Status	View and manage batch processes	PES/LAS/CAS
Web Page Customization Management	Manage the Trns port Intranet web pages (Administrator Only)	N/A

See also: [Trns-port Intranet Options](#)

Parsons Copyright © 1987-2003 AASHTO. Parsons Copyright © 1994-2003 Inf Tech, Inc.

Select "Item Bid History"

Enter your SiteManager Username and Password



Login for a Trnsport Module

Please login using your DSS password. (DSS passwords are not case-sensitive.)

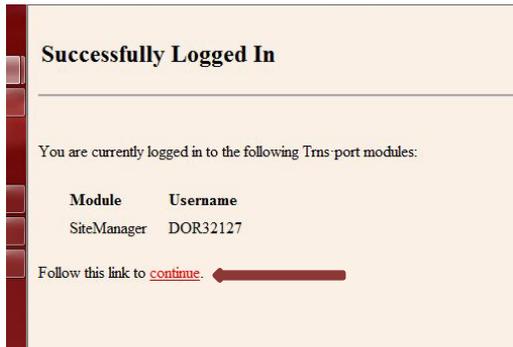
Username:

Password:

Example 2A-7D(Cont'd)

You will get a screen telling you that you have successfully logged in.

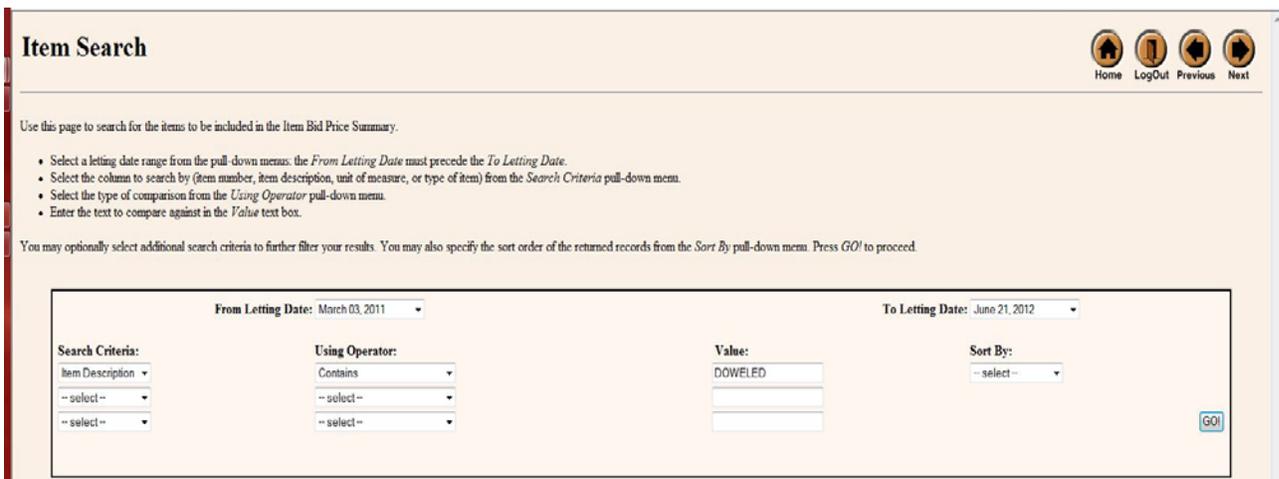
-- Click on Continue



Using the Drop-Down Lists select the date range you are looking at.

Under Search Criteria and Using Operator, select the option that fits your search.

Select the Value you are looking for. Note that all words will need to be all CAPS



Select Go



Depending on your search options, you will receive a listing of Items that match your request.

Example 2A-7D (Cont'd)

This listing shows the Standard Item Number, The Spec Year, a full Item description, units of measurement, the number of contracts that have that item in them in the date range you selected earlier, the total quantity for that date range, the average unit price, the high and low unit prices for that date range.

Item Average Unit Price Summary

Home Logout Previous Next

Your search returned the items listed below with high, low and average bid prices. You may retrieve additional information about a particular item by clicking on its hyperlink in the first column.

You may also obtain a list of comma-separated values (suitable for many spreadsheet programs) of all the data below by pressing the CSV button located on the bottom of the page.

Results for Letting Date range: 03/03/2011 -- 06/21/2012

Item Number	Spec Year	Description	Units	Num. of Contracts Item was Bid	Total Bid Qty	Avg. Unit Price	Low Bid Price	High Bid Price
3031.18	07	8" DOWELED CONCRETE BASE COURSE	SY	1	175.00	\$ 55.00	\$ 55.00	\$ 55.00
3075.36	07	8" DOWELED CONC PAVE, CLASS 47B-3500	SY	10	68441.00	\$ 44.64	\$ 30.05	\$ 61.90
3075.56	07	9" DOWELED CONC PVMT, 47B-3500	SY	13	205684.00	\$ 39.85	\$ 27.00	\$ 53.99
3075.76	07	10" DOWELED CONC PVMT, 47B-3500	SY	10	309173.00	\$ 43.54	\$ 28.10	\$ 56.80
3075.86	07	12" DOWELED CONC PVMT, 47B-3500	SY	1	110.00	\$ 70.77	\$ 70.77	\$ 70.77
3075.86	07	13" DOWELED CONC PVMT, 47B-3500	SY	2	33322.00	\$ 56.25	\$ 42.15	\$ 70.35
3091.25	07	9" DOWELED CONC PVMT 47B-HE-3500	SY	1	5000.00	\$ 28.47	\$ 28.47	\$ 28.47
3223.15	07	10" DOWELED CONC PAVEMENT PR-3500	SY	1	806.00	\$ 50.00	\$ 50.00	\$ 50.00

Select the line that best fits your need.

Item Bid Price Summary

Home Logout Previous Next

This page reports the Item Bid Price Summary for your selected item. Use the Previous button above to return to the Average Unit Price Summary page.

Results for Letting Date range : 03/03/2011 -- 06/21/2012
 Item Number: 3075.46 Pay Unit: SY
 Item Spec Year: 07
 Description: 9" DOWELED CONCRETE PAVEMENT, CLASS 47B-3500

Contract ID	Award Date	Location	Vendor Number	Quantity	Price
4665Y		HANSEN CORNER	0013	212.00	\$ 53.99
5817A		KIMBALL NORTH & SOUTH	2853	2,314.00	\$ 38.00
7565		OXFORD SOUTH BRIDGE	2207	11,207.00	\$ 46.00
4580	6/2012	2ND AVE., 25TH - 31ST ST., KEARNEY	3707	19,408.00	\$ 37.45
4403X	4/2012	FULLERTON SOUTH	0805	14,694.00	\$ 40.00
4443X	4/2012	IN BLUE HILL & SOUTH	3204	21,459.00	\$ 38.90
5358	2/2012	SIDNEY SOUTH	2126	8,769.00	\$ 46.00
2849H	2/2012	PLATTSMOUTH - BELLEVUE, PLATTE RIVER & SOUTH	0049	46,424.00	\$ 27.00
3875X	11/2011	25TH ST. US-275 - BENJAMIN AVE, NORFOLK	2762	32,105.00	\$ 36.36
4103A	7/2011	KEARNEY EAST BYPASS INTERCHANGE	0083	5,323.00	\$ 34.86
3788X	6/2011	WEST BOW & NORWEGIAN BOW CREEK BRIDGES	1742	2,472.00	\$ 51.00
4032X	6/2011	WOOD RIVER WEST	2252	37,956.00	\$ 29.00
3786X	3/2011	LAUREL NORTHEAST	1742	3,341.00	\$ 39.50

You will get a break down similar to this.

From this list you can choose a project in your area, of similar size, by the same Contractor, or combination to provide you with a good idea as to what like work is going for. You can use this data to support a CO/SA or to question a Contractor's price for an item.



Nebraska Department of Roads Force Account Agreement <i>Must be submitted to the Lincoln Construction Office</i>				Date: 7-7-2011			
Contractor: Cramer & Associates				Project No.: F-77-3(128)			
Location: Fremont South Bridge				Control No.: 22265			
For Work on Project No.: 77-3 (128)				Station: 683+91			
				Date of Original Contract: 10-21-2010			
Performance of work not included in the original contract provisions shall be paid at the rates included in this agreement. The extra work to be performed under this agreement shall be the following: The approved Preproject Plans called for the removal of existing piling which were in reach of the temporary work platform. The Project's Special Provisions state that this work will be paid on an "Extra work" basis. After reviewing the issue in the field, it was decided that driving these piling down to the removal depth was the best course of action.							
THE FOLLOWING RATES SHALL APPLY							
SUPERVISORY LABOR				OTHER LABOR			
Title	Rate			Classification	Hourly (Min.)	** Basic Rate (Max.)	Benefits (per hour)
Foreman (Jake)	27.75	per	Hour	Class 5 Operator (Herb)	25.56	31.90	7.45
Foreman (Ben)	27.75	per	Hour	Class 5 Operator (Isreal)	25.56	30.75	7.45
		per		General Labor (John)	18.76	22.16	7.05
		per		General Labor (Jose)	18.76	20.83	7.05
Social Security, Workman's Compensation and Public Liability			%	See Certified Payrolls			
Profit on Labor, Insurance, Taxes, Health and Welfare, Pension, Training, and Vacation			%				
Equipment (Type)	Size	Hourly Rate	*	** Does not reflect applicable overtime ↗			Estimated Cost
Terex/American Crane	HC-110	157.81	WO	Material (Type)			\$
Boom Extention	61'	2.99	NA	NA			\$
Delmag Pile Hammer	D30-32	68.07	NA				
Attached are the Equipment Watch Printouts							
* STATUS: FO = Fully Operated; WO = Without Operator, R = Rented ↗							
Total Estimated Cost of this Agreement						\$	
Contractor's Authorized Agent:			Date:	DEPARTMENT OF ROADS' APPROVAL			
				District Engineer:			Date:
Authorized Agent for County-City:			Date:	Construction Engineer:			Date:

DR Form 58, January 1982

Example 2A-7D (Cont'd)



www.equipmentwatch.com

Rental Rate Blue Book®

August 8, 2012

Terex/American HC 110
Crawler Mounted Lattice Boom Cranes



Size Class:
81.0 - 107.9 MTons 81.0 - 107.9 MTons
Weight:
191,112 lbs.

Configuration for HC 110

Power Mode	Diesel	Maximum Lift Capacity	100.00 MT
Boom Base Length	50.0 ft	Net Horsepower	230.0

Manufacturer Notes: See American for other models.

Blue Book Rates

** FHWA Rate is equal to the monthly ownership cost divided by 176 plus the hourly estimated operating cost.

	Ownership Costs				Estimated Operating Costs	FHWA Rate**
	Monthly	Weekly	Daily	Hourly	Hourly	Hourly
Published Rates	\$15,675.00	\$4,390.00	\$1,100.00	\$165.00	\$79.20	\$168.26
Adjustments						
Region (Nebraska: 94%)	(\$940.50)	(\$263.40)	(\$66.00)	(\$9.90)		
Model Year (2002: 93.9%)	(\$898.80)	(\$251.72)	(\$63.07)	(\$9.46)		
Ownership (100%)	-	-	-	-		
Operating (100%)					-	
Total:	\$13,835.70	\$3,874.88	\$970.93	\$145.64	\$79.20	\$157.81

Rate Element Allocation

Element	Percentage	Value
Depreciation (ownership)	33%	\$5,172.75 / mo
Overhaul (ownership)	48%	\$7,524.00 / mo
CFC (ownership)	6%	\$940.50 / mo
Indirect (ownership)	13%	\$2,037.75 / mo
Fuel (operating) @ \$3.79	36%	\$28.77 / hr

Revised Date: 1st Half 2012

Example 2A-7D (Cont'd)



www.equipmentwatch.com

Rental Rate Blue Book®

August 8, 2012

Boom Extensions
Miscellaneous Models

Size Class:
All All

Configuration for Boom Extensions

Type	Stowable	Capacity	45.4 MT
Length	61 ft		

Blue Book Rates

** FHWA Rate is equal to the monthly ownership cost divided by 176 plus the hourly estimated operating cost.

	Ownership Costs				Estimated Operating Costs	FHWA Rate**
	Monthly	Weekly	Daily	Hourly	Hourly	Hourly
Published Rates	\$345.00	\$97.00	\$24.00	\$4.00	\$1.15	\$3.11
Adjustments						
Region (Nebraska: 94%)	(\$20.70)	(\$5.82)	(\$1.44)	(\$0.24)		
Model Year (100%)	-	-	-	-		
Ownership (100%)	-	-	-	-		
Operating (100%)						
Total:	\$324.30	\$91.18	\$22.56	\$3.76	\$1.15	\$2.99

Rate Element Allocation

Element	Percentage	Value
Depreciation (ownership)	65%	\$224.25 / mo
Overhaul (ownership)	23%	\$79.35 / mo
CFC (ownership)	5%	\$17.25 / mo
Indirect (ownership)	7%	\$24.15 / mo
Fuel (operating)		

Fuel cost data is not available for these rates.

Revised Date: 1st Half 2012

Example 2A-7D (Cont'd)



www.equipmentwatch.com

Rental Rate Blue Book®

August 8, 2012

Delmag D30-32
Diesel Hammers

Size Class:
50,000 - 74,999 lb 50,000 - 74,999 lb
Weight:
13,472 lbs.

Configuration for D30-32

Power Mode	Diesel	Hammer Type	Single Acting
Maximum Rated Energy	75,452 ftb	Horsepower	44.0

Equipment Notes: Includes guides and caps. Leads are not included.

Blue Book Rates

** FHWA Rate is equal to the monthly ownership cost divided by 176 plus the hourly estimated operating cost.

	Ownership Costs				Estimated Operating Costs	FHWA Rate**
	Monthly	Weekly	Daily	Hourly	Hourly	Hourly
Published Rates	\$7,075.00	\$1,980.00	\$495.00	\$74.00	\$29.95	\$70.15
Adjustments						
Region (Nebraska: 95.7%)	(\$304.22)	(\$85.14)	(\$21.28)	(\$3.18)		
Model Year (2011: 99.1%)	(\$60.94)	(\$17.05)	(\$4.26)	(\$0.64)		
Ownership (100%)	-	-	-	-		
Operating (100%)					-	
Total:	\$6,709.84	\$1,877.81	\$469.46	\$70.18	\$29.95	\$68.07

Rate Element Allocation

Element	Percentage	Value
Depreciation (ownership)	35%	\$2,476.25 / mo
Overhaul (ownership)	50%	\$3,537.50 / mo
CFC (ownership)	6%	\$424.50 / mo
Indirect (ownership)	9%	\$636.75 / mo
Fuel (operating) @ \$3.92	23%	\$7.01 / hr

Revised Date: 2nd Half 2012

Example 2A-7D (Cont'd)

Hourly Wage Computations

Foremen

	Hourly Wage	Fringes Paid *1*	Total Hourly Wage		Final Hourly Wage
Jake	\$ 27.75	\$ 1.88	\$ 29.63	x 1.20 =	\$ 35.56
Ben	\$ 27.75	\$ 1.88	\$ 29.63	x 1.20 =	\$ 35.56

1 Payrolls show \$75.00 Fringe per week.
 \$75.00 / 40 = \$1.88

Other Labor

	Base Hourly Wage From Payrolls	Fringes Paid	Regular Pay	Overtime Wage (Base x 1.5)	Overtime Wages (16 Hours)	Total Wages	Average Hourly Wage		Final Hourly Wage
Herb	\$ 31.90	\$ 7.45	\$ 1,574.00	\$ 47.85	\$ 765.60	\$ 2,339.60	\$ 41.78	x 1.20 =	\$ 50.13
Isreal	\$ 30.75	\$ 7.45	\$ 1,528.00	\$ 46.13	\$ 738.00	\$ 2,266.00	\$ 40.46	x 1.20 =	\$ 48.56
John	\$ 22.16	\$ 7.05	\$ 1,168.40	\$ 33.24	\$ 531.84	\$ 1,700.24	\$ 30.36	x 1.20 =	\$ 36.43
Jose	\$ 20.83	\$ 7.05	\$ 1,115.20	\$ 31.25	\$ 499.92	\$ 1,615.12	\$ 28.84	x 1.20 =	\$ 34.61
2 Average Work Week is agreed to be 56 Hours (4-14hr Days)									

Equipment

Terex/American HC-110	\$ 157.81	
Boom Extention	\$ 2.99	
Delmag D30-32 Hammer	\$ 68.07	
	\$ 228.87	x 1.15 = \$ 263.20 per Hour



Computations to verify DBE Commitment

On the cover sheet of your contract you will find the DBE commitment for the Project.

For this example we'll use this Project:

BID PROPOSAL
NEBRASKA DEPARTMENT OF ROADS
LETTING DATE: October 21, 2010

ORIGINAL

HEXRIC

FINRA

CALL ORDER: 205 CONTRACT ID: 2265
CONTROL NO./SEC. NO.: 22265 /000 PROJECT NO.: NH-ER-77-3(128)
TEMPERATIVE START DATE: 08/01/11 CONTRACT TIME: 1645 CALENDAR DAYS
LOCATION: US-77, FREMONT SOUTH BRIDGE
IN COUNTY: DODGE SANDERS BIDDER: GRIMES IA 50111

GROUP 1 CRACKING
GROUP 3 CONCRETE PAVEMENT 1802 CRAMER AND ASSOCIATES, INC.
GROUP 4 COLVERTS 3100 SK BROOKSIDE DRIVE
GROUP 6 BRIDGE AT STA. 683+50.786
GROUP 6A BRIDGE AT STA. 683+50.786
GROUP 7 GUARDRAIL
GROUP 8B ELECTRICAL
GROUP 10 GENERAL ITEMS

THIS PROPOSAL CONTAINS A DBE GOAL OF 2.0 %;
SEE SPECIAL PROVISIONS FOR GROUP TIES

NOTES

THE TOTAL AMOUNT OF WORK WHICH WILL BE ACCEPTED IN THIS LETTING IS LIMITED TO \$ _____.

THE NUMBER OF _____ CONTRACTS WHICH WILL BE ACCEPTED IN THIS LETTING IS LIMITED TO _____.

State of Nebraska Page: 21
Department of Roads Date: 09-28-10
Schedule of Items Revised: 10-14-10

Contract ID: 2265 Project(s): NH-ER-77-3(128)
Letting Date: 10-21-10
Order: 205

Bidder: 1802 - CRAMER AND ASSOCIATES, INC.

Line No.	Item Description	Approx. Quantity	Unit	Unit Price	Bid Amount
10180	L022.75 SILT CHECK	300.000	m	10.00000	3,000.00
10181	L022.90 SILT FENCE	600.000	m	9.00000	5,400.00
10182	L032.70 MULCH	9.000	Mg	300.00000	2,700.00
Section 0008 Total					311,825.48
Bid TOTAL					16,300,982.07

This Bid contains 1 amendment files

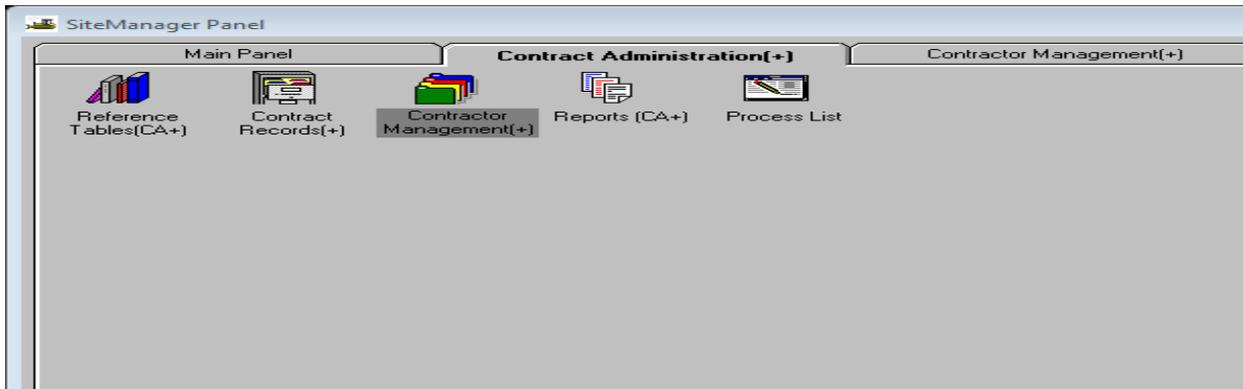
The Original contract value of this Project was \$16,300,982.07, so a 2% goal would equal \$320,019.64.

In SiteManager, you will need to get to the Subcontracts tab. So, from the Main Panel, choose "Contract Administration"

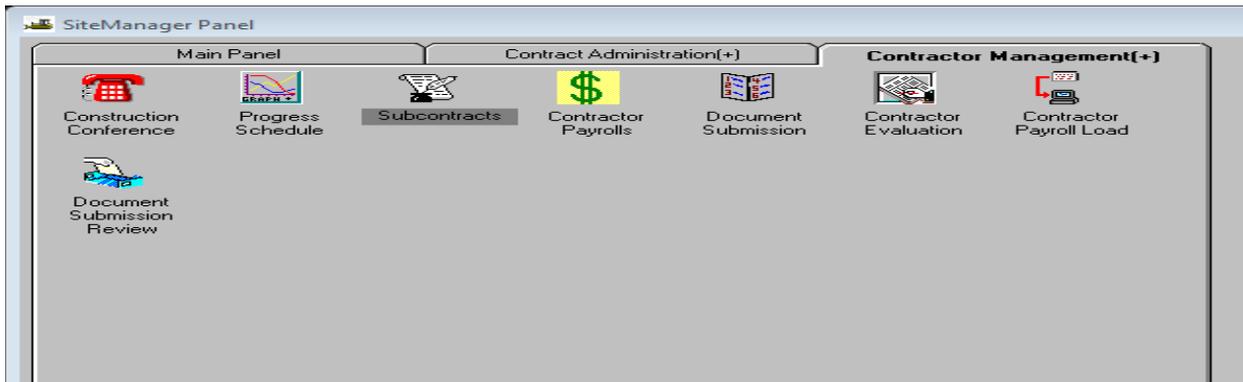


Example 2A-9 (Cont'd)

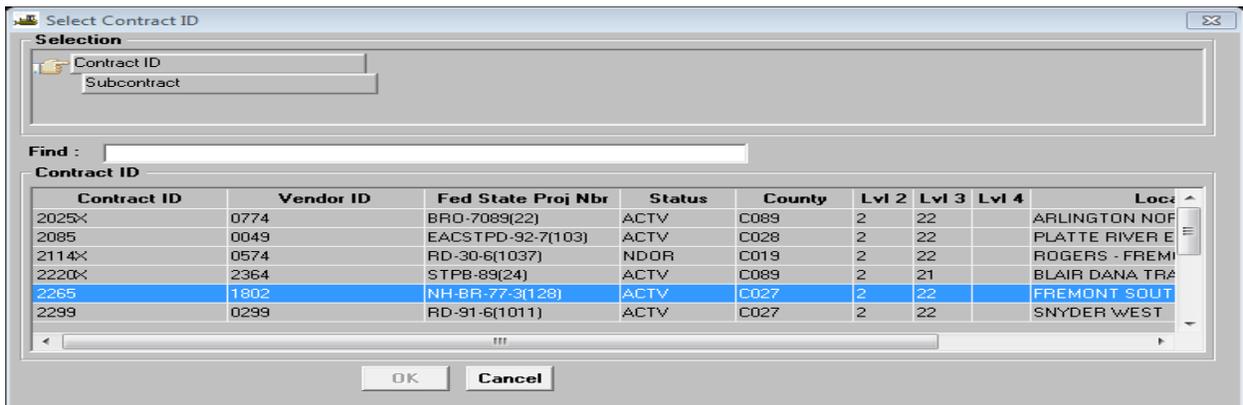
Next, choose "Contractor Management"



Then, "Subcontracts"

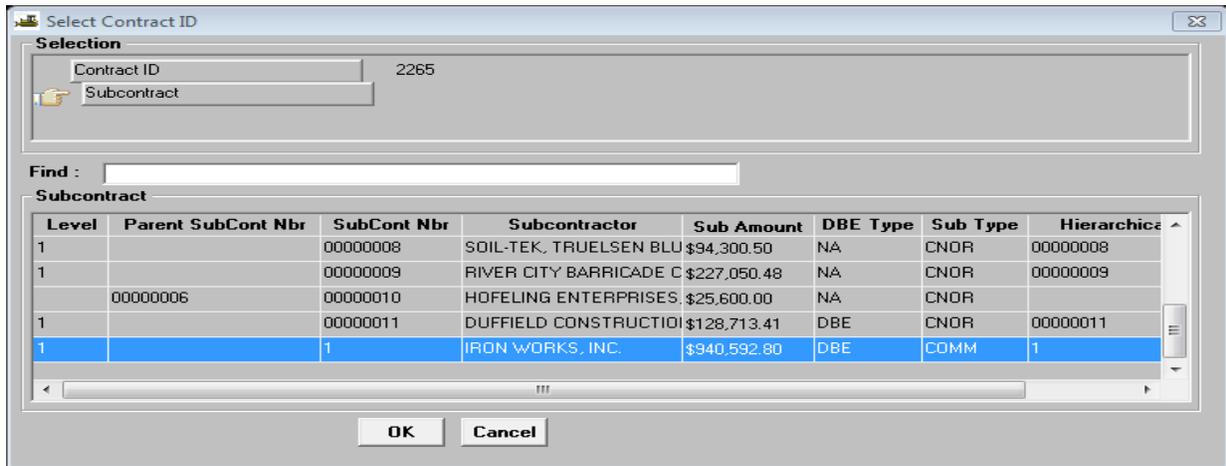


Pick the appropriate Project from the list

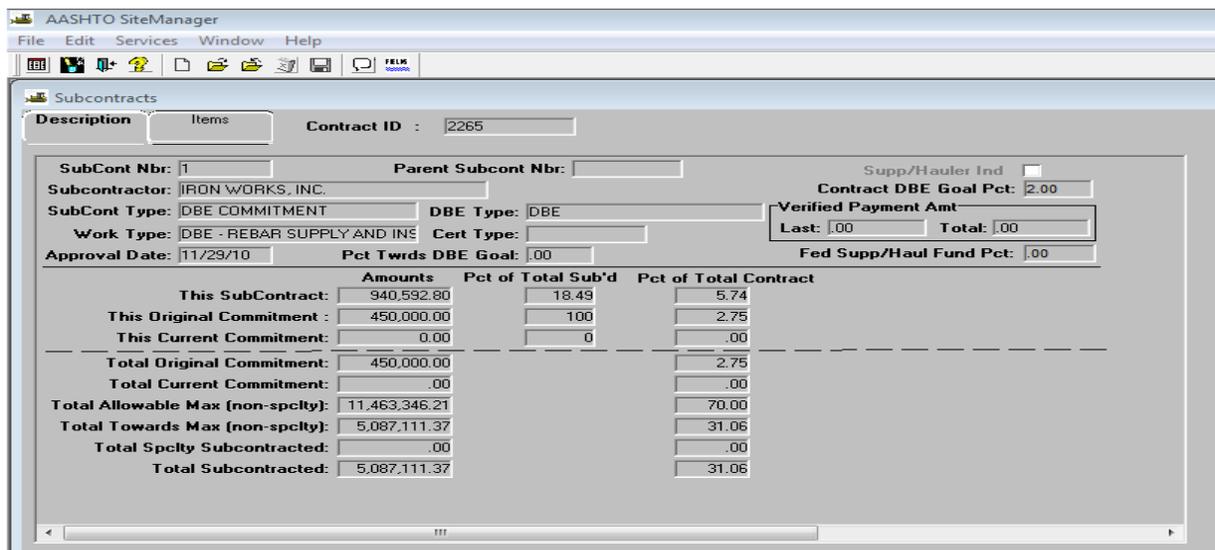


Example 2A-9 (Cont'd)

Next, go through the list of Sub-Contractors until you find the one marked as a DBE and select it.

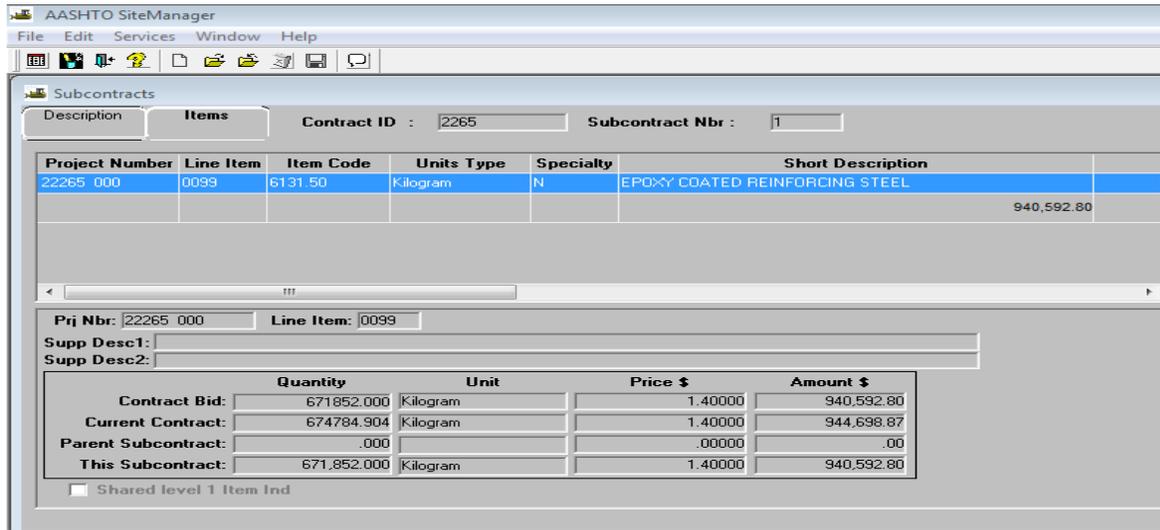


SiteManager will display all the details about that particular Sub-Contract.



Example 2A-9 (Cont'd)

By picking the Items tab, you will see all of the Items this Sub-Contractor was awarded.



In this example, they have only one Item, that's Line Item 99, Epoxy Coated Reinforcing Steel. Their Sub-Contract is for 671,852.000 Kilograms @ \$1.4000 per for a total of \$940,592.80.

So the actual amount this DBE has been permitted is 5.77% ($\$940,592.80 / \$16,300,982.07 = 0.0577016$)

Therefore, as long as this DBE does all of the work he has sub-contracted, there will be no issues meeting the Project's DBE goal.

Remember to check this again at the end of the project. Make sure to use the final dollar amount of the sub-let work as well as the final project cost in lieu of the plan numbers to verify the final DBE percentages.



NDOR Commercially Useful Function Review (CUF) Project Site Review (Construction Projects)

Per 49 CFR 26.55, "A DBE performs a commercially useful function when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved... A DBE does not perform a CUF if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of DBE participation..." This form is for the purposes of reviewing DBEs for compliance with the CUF requirements for DBE goal credit.

District field staff will perform CUF reviews on DBE subcontractors and Material Suppliers. A minimum of one CUF review will be performed for each DBE on each project with a DBE goal. The review should be conducted when the DBE first begins work.

Project No.: 77-3(128) Reviewer: Mick Jacobs
 Location: Fremont South Bridge Reviewer's Title: Highway Project Manager
 Prime Contractor: Cramer & Associates Review Date: 6-13-2012
 DBE Name: Ironworks, Inc. (2392)

DBE is performing as: Prime Contractor Subcontractor Second Tier Subcontractor
 Material Supplier Manufacturer Regular Dealer Broker

DBE's Scope of Work (obtain copy of Subcontract Agreement and/or Purchase Order, if needed)

Ironworks is supplying and installing the reinforcing steel fir group 6, Item 99.

	Yes	No
Performing		
<i>Does the DBE have employees on the job to perform the work?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Do the DBE's employees only work for the DBE?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Is the DBE working without assistance from the prime contractor or another subcontractor? (Use of a prime's equipment <u>in an emergency</u> is allowed, but the cost associated with the use of the equipment cannot be credited towards the DBE goal.)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Is the DBE only using equipment it owns, rents, or leases? (An equipment list and rental/lease agreements may be obtained from the NDOR DBE Office.)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hauling Firms		
<i>Does the DBE hauling firm own or lease their trucks? (The DBE must itself own and operate at least one fully licensed, insured, and operational truck used on the contract. Verification of ownership may be obtained from the NDOR DBE Office.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>If the DBE leases trucks, are the leases "Owner-Operator"?</i> (If leased trucks include operators, this should be indicated in the agreement.)	<input type="checkbox"/>	<input type="checkbox"/>
<i>Does a review of the haul tickets associated with the project indicate that hauling is being performed by the DBE?</i>	<input type="checkbox"/>	<input type="checkbox"/>
Materials		
<i>Does a review of the haul tickets and/or bills of lading indicate the material is being supplied by the DBE?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervising		
<i>Is the DBE supervising its employees and their work?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Is the supervisor a full-time employee of the DBE?</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CUF		
<i>Does the DBE appear to be performing a Commercially Useful Function (CUF)? (If no, provide comments.)</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If DBE is not performing a CUF, contact the NDOR DBE Office at 1-402-479-4531.		

Comments

Ironworks is installing the re-steel for the deck today. The prime contractor is swinging the steel onto the deck and Ironworks is moving the steel by hand and placing it into the correct location.

39 Example 2A-10, Stockpile Computations Example



Stockpile Comps for Invoice 1420430 Dated 9-30-2011

Total Invoice value \$ 84,475.00 = \$ 6.25 per unit
 Total Units 13,516.00

Item # 30 - 255mm Doweled Concrete Base Course 1,049.00 SqM

Item # 31 - 255 mm Doweled Concrete Pavement 17,017.00 SqM
 Plan 19,795.00
 COSA (2,778.00)

Item # 4017 - 255mm Doweled Concrete Pavement (Revised) 2,778.00 SqM

20,844.00 SqM

Units Shipped 13,516.00 = \$ 0.64844 Conversion Factor
 Quantity Available 20,844.00 Call 0.648

Item # 30	1,049.00	X	0.648	680.21	Units	x	\$ 6.25	=	\$ 4,251.33
Item # 31	17,017.00	X	0.648	11,034.50	Units	x	\$ 6.25	=	\$ 68,965.65
Item # 4017	2,778.00	X	0.648	<u>1,801.37</u>	Units	x	\$ 6.25	=	\$ 11,258.54
				13,515.25	Units				84,475.52
									Call \$84,475.00

Example 2A-10 (Cont'd)



EMER-V
P.O. BOX 682
DES MOINES, IA 50305-0682
515-253-8681
FAX 515-253-8181

1715 Fifth Street • Burlington, VA 22032 • 539-414-2969 • (Fax) 539-414-2865
4101 31st Street • Des Moines, IA 50325 • 515-263-9049 • (Fax) 515-253-8681
1824 S. Eastwood Dr. • Clark, KS 66001 • 913-769-1541 • (Fax) 913-769-1771
25441 Street • Omaha, NE 68177 • 402-338-3600 • (Fax) 402-527-0527
www.hopkinsinstruments.com

Date: 09-26-11

Invoice No: 1100000000

Part: 1

Quantity: 1

Unit Price: 13,560.00

Total: 13,560.00

Bill To: EMER

Ship To:

M.E. COLLINS CONTRACTING CO.
P.O. BOX 03
DES MOINES, IA 50304

NEBBOR, DODGE FOUNDERS
414-ER-77-341263

CERTIFIED

PAID BY DATE: 09/26/11

PAID TO: EMER

AMOUNT PAID: 0.00

AMOUNT DUE: 13,560.00

Shipped	Backorder	Product	Description	Qty	Unit Price	Amount
7840		428 N FIR151652512DDT	1/2" DIA X 1/2" THK X 1/2" L	1	13,560.00	13,560.00
3660		428 N FIR151652501-LF	1/2" DIA X 1/2" THK X 1/2" L	1	13,560.00	13,560.00
0000		384 N DIMBRESA/STELLIA	1/2" DIA X 1/2" THK X 1/2" L	1	13,560.00	13,560.00

13,560.00
Pieces

Sub Total: 13,560.00

Product Non-Taxed: 13,560.00

Misc Charges: 0.00

Sales Tax: 0.00

AMOUNT DUE: 13,560.00

FINANCE CHARGE OF 1.5% PER MONTH
(18% PER ANNUM) WILL BE CHARGED ON
ALL PAST DUE ACCOUNTS.

OCT 06 2011



Dave Heineman
Governor

STATE OF NEBRASKA

DEPARTMENT OF ROADS
Monty W. Fredrickson, P.E., Director - State Engineer
1800 Highway 2 • PO Box 94769 • Lincoln NE 68609-4769
Phone (402) 471-1567 • FAX (402) 479-4325 • www.transportation.nebraska.gov

November 24, 2010

Hawkins Construction Company
2512 Deer Park BLVD
P.O. Box 9008 STA. 3
Omaha, NE 68109

Project No: IM-NH-80-9 (850)
Location: US-77 / North Jct. 56th St – Waverly Interchange
RE: CN 12477

Please be advised that the proposed Material Source Site #1 & 2 described in the attached letter has been approved by the Nebraska State Historical Society, the Nebraska Game & Parks Dept., and the U.S. Army Corps of Engineers. This approval is subject to the following conditions:

1. That NO earth removal occurs outside the limits stated on the *Site Identification and Evaluation* form submitted to this office, and
2. That the material obtained from this site is determined to be acceptable by our project personnel.

Be advised that any deviation from these conditions **MAY RESULT IN THE IMMEDIATE SUSPENSION OF YOUR OPERATION AND/OR POSSIBLE ENFORCEMENT ACTIONS** under the jurisdiction of the Army Corps of Engineers.

Sincerely,
Original Signed
By David A. Watkins

David Watkins
Construction Office

XC: Tom Goodbarn
Bob Sanburn
File (C.)



Dave Heineman
Governor

STATE OF NEBRASKA

DEPARTMENT OF ENVIRONMENTAL QUALITY

Michael J. Linder

Director

State 400, The Atrium

1200 N Street

P.O. Box 98922

Lincoln, Nebraska 68509-8922

Phone (402) 471-2186

FAX (402) 471-2909

website: www.deq.state.ne.us

March 24, 2011

Mr. Jerry Kabourck
M.E. Collins Contracting Company, Inc.
PO Box 83
Wahoo, NE 68066

RE: **Issuance of storm water discharge authorization for the NH-BR-77-3(128) construction project located 1.5 miles west on Riverview Road from Highway 77, in Saunders County, NE (NPDES Authorization Number NER112425)**

Dear Mr. Kabourck:

This is to acknowledge receipt of the CSW-NOI form on March 22, 2011, for the project referenced above. This project has authorization to discharge storm water under the terms and conditions of NPDES General Permit NER110000. Please review the entire permit to ensure compliance.

When final stabilization (Part III.M of the permit) has been completed, submit a written notice of the termination for the project as required in Part V of the permit. The enclosed CSW-NOT form is to be used for this purpose.

If you have any questions concerning this NPDES storm water discharge authorization, please contact our office at (402) 471-4239.

Sincerely,

Wendy Wulf
Water Quality Division

Enclosure: CSW-NOT form

copy w encl:

Ms. Jessica Buhl
M.E. Collins Contracting Company, Inc.
PO Box 83
Wahoo, NE 68066



Weekly Agenda – **Project Number – Project Name**
Date & Location –
Attendees & Companies -

Corrections to Last Meeting Minutes:

EROSION CONTROL

TRAFFIC CONTROL

CONTRACTORS WORK SCHEDULE:

Current Controlling Operation (CCO)

Working Day - Review

Estimate/Quantities – Review

Project Superintendent – **List Name and Company**

Group XX – Contractor and/or Sub-Contractor

**List all applicable Groups and Contractor/Sub-Contractors involved in that Group.
Even if a sub-Contractor is not on the project, ask Prime about their status.**

GOVERNMENT ISSUES:

List all Applicable Agencies and their Comments.

UTILITY COMPANIES:

List all Applicable Utilities and their Comments.

Others:

List all Applicable Individuals and their Comments.

MISC. ISSUES:

Use this to identify any new issues or anticipated issues.

FOLLOW-UP ISSUES:

Use this to review the status of previously discussed issues and their resolution status.

ANYTHING ELSE:

Best Practice Tip

Always end the meeting by asking everyone in attendance if there is anything else. If you give the Contractor/Sub-Contractors the opportunity at every meeting to bring things up, it is hard for them to say later they never had a chance to.



PROJECT MEETING REPORT (Construction Division)

Project No: _____ Contractor: _____

County/Descript: _____ Meeting Date: _____

Please discuss each of the following areas. If YES is marked, please note the reason.

Safety/Traffic Control Issues? _____ YES _____ NO

Scheduling Issues? _____ YES _____ NO

Subcontractor Issues? _____ YES _____ NO

Utility Issues? _____ YES _____ NO

Workmanship Issues? _____ YES _____ NO

QC/QA Issues? _____ YES _____ NO

PROJECT MEETING REPORT (cont'd)

Public Issues? _____ YES _____ NO

What will be taking place on the project next week?

List and discuss potential problems/conflicts foreseen in the next 10 work days. Name person who will need to take action and who will contact that person.

List and discuss any unresolved problems/conflicts that were previously discussed but remain unresolved. List what can be done to resolve and who will take action.

Please have all attendees sign below:

(Contractors/Subcontractors)

(Contracting Authority)

(One copy to NDOR Project Manager and Prime Contractor)



PREPOUR CONFERENCE

PROJECT NO _____

DATE & TIME _____

DATE OF POUR _____

TIMES:

A: BATCH OUT _____

B: ON SITE _____

QUANTITY OF CONCRETE:

A: TOTAL ESTIMATED CUBIC YARDS _____

B: CUBIC YARDS DELIVERED BEFORE BALANCE _____

C: CUBIC YARDS PER R/M TRUCK _____ 9 OR 10 _____

D: DESIRED RATE OF DELIVERY – CUBIC YARDS PER HOUR _____ YARDS _____

NUMBER OF R/M TRUCKS _____

USING RETARDER _____

WASHOUT LOCATION _____

DIRECTION BRIDGE MACHINE WILL PROGRESS _____

METHOD OF CURE _____

METHOD OF THAWING BENTS, ABUTMENTS, AND REBAR _____

METHOD OF PROTECTION FROM WEATHER _____

APPROXIMATE NUMBER OF EMPLOYEES WORKING DURING POUR _____

NUMBER OF EMPLOYEES PLACING BURLAP _____

CONTRACTORS CONTACT TO REPORT PROBLEMS _____

R/M CONTACT TO REPORT PROBLEMS _____

PERSON RESPONSIBLE FOR RECORDING WEATHER AND CONCRETE CONDITIONS _____

RM EQUIPMENT IN WORKING ORDER _____

WILL THERE BE AN EXTRA MOTOR FOR BRIDGE MACHINE _____

ADDITIONAL DISCUSSION: _____

Example 2A-12B (Cont'd)

THOSE PRESENT: _____ NAME: _____ COMPANY _____

BRIDGE POUR CHECKLIST

TIME OF POUR _____

STRAIGHT EDGE _____

CURE MACHINE _____

CURE _____

BRIDGING _____

VIBRATORS _____

EXTENSION CORDS _____

FLOATS _____

RAKES _____

SHOVELES _____

EDGERS _____

PLASTIC _____

BURLAP _____

SPARE MOTOR _____

SPARE CARRIAGE _____

PAN _____

AUGERS _____

FINISH MACHINE NOTES: _____



Cost Overrun/Underrun Notification

This form is to be prepared by the Project Manager and submitted to the Controller Division in accordance with the instructions printed in the Construction Manual.

Date:	5-25-04
<input checked="" type="checkbox"/> Overrun	<input type="checkbox"/> Underrun
Project No.:	RD-30-6(1037)
Location:	Rogers - Fremont
Contractor:	Constructors, INC.
Contractor No.:	2114X
Letting Date:	6/23/03
Contract No.:	2114X
Control No.:	22114

Group	Item of Work	Quantity	Units	Unit Price	Amount
9	Item 11, Conc. Pave. Repair, Type B	47.00	SqYd	\$112.50	\$5,287.50
9	Item 13, Bituminous Patching	4.30	Ton	\$680.00	\$2,924.00
9	Item 14, Conc. Pave, Class PR-3500 J.R.	136.10	SqYd	\$117.60	\$16,005.36
9	Item 16, Asph. Conc. for Patching	100.00	Ton	\$44.80	\$4,480.00
9	Item 18, Asph. Conc. Type SP-4(0.5)	1,700.00	Ton	\$18.00	\$30,600.00
9	Item 21, PG Binder(64-28)	100.00	Ton	\$206.00	\$20,600.00
9	Item 30, Cold Milling Class 3	138.10	Sta	\$96.70	\$13,354.27
				\$	\$0.00
				\$	\$0.00
				\$	\$0.00
				\$	\$0.00
				\$	\$0.00
Net Change this Report →					\$93,251.13

Brief explanation of reason for Overrun / Underrun:	
For Items 11, 13, 14 & 16 - The condition of the existing roadway was such, that it was necessary to do additional corrective work.	
For Items 18, 21 & 30 - The existing roadway was wider than that shown on the typicals, making it necessary to perform more work to achieve the desired results.	
All changes were approved through District and/or Materials & Research.	
Items shown may vary as construction proceeds	
Prepared by:	Date:
<i>Micky Jacobs, Project Manager</i>	6/10/04
Approved by: (Construction Engineer)	Date:
Signature: (Deputy Director for Engineering) - if over \$150,000	Date:

Approval signatures not required for underruns.



Log of Work Area Speed Zones

Project No.: IM-80-3 (142)
 Contract I.D. No.: 6411A
 Control No.: 61411A

Date	Highway No.	Speed Limit	Reference Post		Location	Time		Divided Highways Direction of Travel
			From	To		Start	End	
09/03/2008	I-80	65	234.23	232.04	LEX/DARR PASS L MISSOURI	7:15 am	12:45 pm	WB5.5HRS
09/03/2008	I-80	65	234.23	231.23	LEX/DARR PASS L MISSOURI	12:45 pm	4:30 pm	WB 3.75HR
09/03/2008	I-80	65	234.23	230.94	LEX/DARR PASS L MISSOURI	4:30 pm	6:30 pm	WB 2 HRS
09/04/2008	I-80	65	233.13	230.57	LEX/DARR PASS L MISSOURI	7:15 am	6:15 pm	WB11HRS
09/04/2008	I-80	65	242.47	241.84	OVERTON/LEX-PASS-BARNES	7:00 am	7:00 am	WB24HRS
09/04/2008	I-80	55	241.84	240.62	OVERTON/LEX-PASS-BARNES	7:00 am	7:00 am	WB24HRS
09/05/2008	I-80	65	230.16	231.59	LEX/DARR PASS L MISSOURI	7:15 am	3:00 pm	EB7.75HRS
09/05/2008	I-80	65	242.47	241.84	OVERTON/LEX-PASS-BARNES	7:00 am	11:30 am	WB4.5HRS
09/05/2008	I-80	55	241.84	240.46	OVERTON/LEX-PASS-BARNES	7:00 am	11:30 am	WB4.5HRS
09/05/2008	I-80	65	241.29	241.90	OVERTON/LEX-PASS-BARNES	11:30 am	7:00 am	WB19.5HR
09/05/2008	I-80	55	241.29	240.26	OVERTON/LEX-PASS-BARNES	11:30 am	7:00 am	WB19.5HR
09/06/2008	I-80	65	241.90	241.29	OVERTON/LEX-PASS-BARNES	7:00 am	7:00 am	WB24 HRS
09/06/2008	I-80	55	241.29	240.26	OVERTON/LEX-PASS-BARNES	7:00 am	7:00 am	WB24HRS
09/06/2008	I-80	65	230.16	231.59	LEX/DARR PASS L MISSOURI	8:30 am	11:30 am	EB 3HRS
09/06/2008	I-80	65	230.16	232.00	LEX/DARR PASS L MISSOURI	11:30 am	4:00 pm	EB4.5HRS
09/07/2008	I-80	65	230.16	232.50	LEX/DARR PASS L MISSOURI	07:00 am	02:00 pm	EBPL 7hrs
09/07/2008	I-80	65	241.29	241.90	OVERTON/LEX-PASS-BARNES	7:00 am	7:00 pm	WB24HRS

Notes: If special remarks or comments are necessary for a particular speed zone, use an extra line.
 The direction of travel is needed only if work is being performed on one side of a divided highway.

 (Signature)

 (Title)

DR Form 471, Apr 08



Typical Project Documentation Topics:

Correspondence [District, Lincoln, Contractor, FHWA, Sent, Misc.]
Pending & Completed CO/SA, Work Orders, Force Account and VEP Documentation.
Design Issue Documentation
EEO. Labor Compliance
Sub-Contractor Approvals
Training
Material & Research [Concrete, Asphalt, Soils, Aggregates, Bridges, Culverts, Misc.]
Moisture/Density Reports
SWPPP/Green Sheets
Material Certifications
Traffic Control
Utilities
Shop Drawings
ROW Contracts
Borrow Pits
Contractor Payrolls (One of each)
Survey Data
Invoices
Stockpile Data
Profile-O-Graph Records
Final Records
Photos
Videos



Typical Project Interactions:

District Admin	Inspectors	Contractors (Including Sub's)
Landowners	Business Owners	Lincoln M&R
Lincoln Construction Division	NDOR Design	NDOR Environmental
Local Governments	Law Enforcement	Suppliers
Producers	Media	Private Citizens
Other NDOR Individuals	Utilities	NDOR Maintenance Personnel
Railroads		



Construction Zone Accident Report

TO: Traffic Engineering Division		From: Micky Jacobs		Date of Report: 4-18-2011		Accident Date: 4-9-2011	
Dist. No.: 2		County: Dodge		Hwy. No.: 77		RP No.: 112.15	
Project No.: 77-3(128)		Station: 689+65		Military Time: 1315		SEVERITY	
Location: Fremont South Bridge						<input type="checkbox"/> Fatal <input checked="" type="checkbox"/> Injury <input type="checkbox"/> PDO	
Light Conditions: <input checked="" type="checkbox"/> Daylight <input type="checkbox"/> Dark Weather Conditions: <input checked="" type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Raining <input type="checkbox"/> Fog <input type="checkbox"/> Snowing <input type="checkbox"/> Other		Date Construction Began: 12-6-2010		Percent Completed: N/A		Type of Construction Work: Bridge and Paving	
I DESCRIPTION OF ACCIDENT				V TRAFFIC CONTROL AT OR PRECEDING ACCIDENT SITE			
1 Number of Vehicles: 2		2 Driver's Name(s): Timothy Gasper Nancy Korenshen		1 <input type="checkbox"/> Controlled by Flaggers a <input type="checkbox"/> For Work on Roadway b <input type="checkbox"/> For Equipment Crossing		8 <input checked="" type="checkbox"/> Construction Signs: (List Below) Work Work Ahead Fines for Speeding Doubled Road Work Next 2 Miles Speed Limit 45/ Fines Doubled	
3 Vehicle Movement: 1 HEADED <input type="checkbox"/> N <input checked="" type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W 2 HEADED <input type="checkbox"/> N <input checked="" type="checkbox"/> S <input type="checkbox"/> E <input type="checkbox"/> W		2 <input type="checkbox"/> Controlled by Traffic Signals		3 <input checked="" type="checkbox"/> Barricades			
4 Type of Impact: (EX. Head-on, sideswipe, rear-end, right angle, fixed object) Rear End		4 <input type="checkbox"/> Cones or Barrels		5 <input type="checkbox"/> Barriers			
5 Describe what happened: (List any contributing circumstances or factors that may have led to causing the accident) Police report indicate that vehicle # 1 was waiting to make a left hand turn and vehicle #2 ran into the back of vehicle #1.		6 <input checked="" type="checkbox"/> Controlled by Regulatory Speed Zone Control Posted Speed: 45		7 <input type="checkbox"/> Controlled by Advisory Speed Zone Posted Speed:		Other: (Describe)	
		VI Contractor's Equipment, Material or Personnel Involved In any way in the accident.				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", description of Equipment, Material or Personnel Action of Equipment or Personnel if moving; location of Equipment or Personnel if stationary; or location of Material	
II LOCATION OF ACCIDENT							
1 <input checked="" type="checkbox"/> Main Traveled Lanes (Including Shoulders)		3 <input type="checkbox"/> Median Cross-Over		2			
a <input type="checkbox"/> Two-Way Traffic on One-Way Roadway		4 <input type="checkbox"/> Ramp Connections		3			
b <input checked="" type="checkbox"/> Two-Way Traffic		5 <input type="checkbox"/> Detour		4			
2 <input checked="" type="checkbox"/> At-Grade Intersection		6 <input type="checkbox"/> Other Location (Describe below)					
If other location, describe:				VII On a portion of the reduced plans, provide a diagram showing how the accident occurred. Show the location of the accident, the traffic routing being used at the time of the accident, and any traffic control devices within 1000 feet of the accident site.			
				VIII PLEASE INCLUDE PHOTOS WHENEVER POSSIBLE <input checked="" type="checkbox"/> Photos Taken <input type="checkbox"/> No Photos Taken			
				IX Additional Remarks: This accident took place on a Saturday and the Project Manager was not informed of the accident until Monday. Dodge County Sheriff investigates, took all photos and supplied a DR40 on Friday 4-15-2011. The accident is attached.			
III CONDITION OF ROADWAY AT ACCIDENT SITE		IV CONTRACTOR'S ACTIVITY AT ACCIDENT SITE		Name: Mick Jacobs		Title: Project Manager	
1 <input checked="" type="checkbox"/> In the same condition (essentially) as before any construction		1 <input type="checkbox"/> Has not begun work					
2 <input type="checkbox"/> Under active construction		2 <input checked="" type="checkbox"/> Has begun work					
Describe status of construction: Grading for new roadway outside the existing shoulders.		a <input checked="" type="checkbox"/> Not working at time of accident					
		b <input type="checkbox"/> Working at time of accident					
		(1) <input type="checkbox"/> Working completely off the traveled lanes (including shoulders)					
		(2) <input type="checkbox"/> Working on the shoulders					
		(3) <input type="checkbox"/> Working on the traveled lanes					

Post-Construction

48 Example 3A-1, Letter to Contractor 'Tentative Acceptance' Example



	<h1>Memorandum</h1>
DATE	June 1, 2012
TO	Wesley Wahlgren, District 4 Engineer
FROM	Tom Farber, Project Manager
THRU	Dennis Heermann, Assistant District 4 Construction Engineer
SUBJECT	Tentative Acceptance of Project - w/180 Day Observation Period
RE:	Project No. RD-30-4 (1043) Location: Highway 30 Kearney to Gibbon Control No. 42545 Contract ID: 4545 Group Nos. 8B & 9
<p>Please be advised that all items of work, for the subject project listed above, tentatively completed on May 30, 2012. The final acceptance of the permanent pavement markings, Wet Reflective Preformed Permanent Pavement Marking Type IV, Grooved, and Wet Reflective Polyurea Pavement Marking, Grooved will not be made until completion of a 180 day observation period, as per Specifications.</p> <p>The observation period ends on November 19, 2012. Upon completion of the observation period, and all permanent pavement markings are still acceptable, final project acceptance will be made.</p>	
Contractor ID:	3885 Vontz Paving, Inc. 2355 West Highway 6 Hastings, NE 68901
<hr/> Project Manager We concur: <hr/> Maintenance Superintendent	
cc:	Construction Office Project File



Memorandum

Date: 12-1-2010
 To: Tim Weander
 From: Frank Veverka, Project Manager
 Thru: Marvin Lech
 Subject: Completion of Project
 Project NH-30-7(116), Location – Blair-East
 Contract No. 2328X Contractor No. 2364 Control No. 22328
 This is to inform your office that Tab Construction (Tab Holding Company, Inc, DBA),
 4153 South 67th Street, , Omaha, NE 68117-1001,
 has completed their contract .
 The contract date is 03-26-2010
 The completion date was 11-30-2010`

A 180 day observation period for _____, will expire on NA
 (enter NA if none are in contract)

The working days allowed for this group(s) are 50 Working Days
 The Days used for this group(s) were 58 Working Days
 This completes all of the contract items for this group 1, 3, & 10.

County Washington Contract Amount \$843,498.23
 NA Date lighting "AS-BUILTS" Sent to Party responsible for maintaining Lights
 (or Write "Not Applicable" instead of date.)

NA Date lighting "AS-BUILTS" Delivered to Maintenance.



Send Letters To:	Send Copies To:
Yes Contractor	Yes Construction Engineer
DR Form 91	Controller
FHWA Full Oversight	Yes Materials & Research
Yes State Highway Cash/State Funds Only	Yes Project Manager
Yes (ARRA) Other Federal Aid	Yes District Reviewer
Yes Nat. Hwy Sys. Other	Yes District File
	Yes City/County _City of Blair
	Other _
This Comps. Work	
Other Contr. Remain	
Comp. In Accordance	

Special Instructions:



Memorandum

Nebraska Department of Roads

District 2

Date: Date of Review

To: _____, DE

From: _____, HPM

Thru: _____, DCE

Subject: Time Review

Project No. **F-275-6(1027)**

Contract No.: **21492 -- Control No. 2492**

Location(s): **Hooper East & West**

Contractor: **Werner Construction Company** Contractor No.: **0083**

The following information applies to the overrun:

Contract Beginning Date: 4-12-05 Actual Start Date: 4-13-05

Notice to Proceed Date: 4-12-05 Completion Date: 12-1-08

Original Contract Amount: \$22,401,622.91

Original Days Allowed: **390** Working Day Calendar Day

Latest Days Allowed: **363** Additional Days Allowed: **8**

Days Charged: **339**

Overrun: _____ Days @ \$_____ per day = \$_____ Liquidated Damages.

Special Provisions:

Increase in Traffic Control Items measured by the day will will not be considered for extending the Contract Time Allowance. Pg. _____

Earth Shouldering-Mainline Surf. Complete: _____ Day Count: _____

Shoulders Complete: _____ Day Count: _____

Days Allowed: _____ Days Used: _____ Working Day Calendar Day

Example 3A-11 (Cont'd)

Time O.K.: Yes No

Liquidated Damages Recommended: Yes No

Two Week Notice: Yes No _____ Pg. _____

Charging of Work Days: _____

Other: _____

Liquidated Damages: Not Applicable

Traffic Control Items measured by the Day:

ITEM	CONTRACT AMOUNT	FINAL AMOUNT
Flagging	\$16,000.00	\$167,500.00
Barricades, Type III	\$42,864.00	\$121,054.50
Sign Day	\$14,270.25	\$60,970.00
Barricades, Type II	\$26,275.00	\$63,096.50
Temporary Sign Day	\$1,675.00	\$5,377.50
Contractor Furnished Signs	\$6,522.75	\$15,899.25
Traffic Control Manager	\$36,500.00	\$39,950.00
Vertical Panels	\$0.00	\$104,793.75
Flashing Arrow Board	\$0.00	\$39,950.00
	\$	\$
TOTAL	\$144,107.00	\$582,946.50

Overrun – Deduct

Underrun – No Further Action

Extra Work Credit:

None, No CO/SA in this Contract

Codes: * w/other work – work day charged
 ** w/other work – no work day charged
 CCO Item was Current Controlling Operation

E. \$Amount

CO/SA Number	Date	Items	
1	5/18/2005	6001 Replacement of Unsuitable Material (culverts)	Contingency Item - Not Applicable
2	5/19/2005	6002 Removal of Unsuitable Material (2-K1 Areas)	Contingency Item - Not Applicable

Example 3A-11 (Cont'd)

3	5/19/2005	6003	Traffic Control Management Assessment	Contingency Item - Not Applicable
4	6/3/2005	4001	Drainage System	\$3,511.20
		4002	Geotextile Fabric	\$0.00
		4003	Geogrid	\$0.00
5	7/7/2005	4004	Broken Concrete Rip-Rap	\$23,661.64
6	7/22/2005	6004	Vertical Panels	Contingency Item - Not Applicable
			Salvaging and Stockpiling Hydric	
7	9/14/2005	4005	Materials	\$41,064.40
		4006	Delineator, Type III	\$2,721.60
	10/13/200			
8	5	4007	450mm Corrugated Metal Pipe (sleeves)	\$11,016.81
	12/15/200			
9	5	6005	Soil Set-up Factor	Contingency Item - Not Applicable
10	1/18/2006	4009	Additional Cost (shipping)	\$0.00
		4010	Earthwork Measured in Embankment	\$19,661.20
		4011	Excavation (EQ)	\$19,661.20
		4012	Concrete Collar	\$555.10
	12/12/200			
11	5	6006	Pay Cut-off for Concrete Piling	Contingency Item - Not Applicable
12	5/15/2006	4013	Concrete Protection Barriers	\$13,272.00
		4014	Granular Subdrain	\$68,250.24
13	5/19/2006	6003	Traffic Control Management Assessment	Contingency Item - Not Applicable
14	6/26/2006	4015	205mm Concrete Pavement	\$8,870.55
		4016	Surfacing 150 mm	\$6,309.22
15	6/23/2006	4017	Additional Rebar	\$4,543.41
16	1/3/2007		Profile-o-graph	\$0.00
	11/27/200			
17	6	4018	965 mm Steel Casing	\$15,784.39
		4019	600mm Reinforced Concrete Pipe	\$2,555.00
	12/26/200			
18	6	4020	Screening Crushed Concrete	\$19,740.67
		4021	Asphalt Millings	\$6,334.15
19	3/1/2007	4022	Sawing Pavement	\$5,977.23
		4023	Mobilization	\$15,750.00
		4024	Excavation for Box Culverts	\$47,686.80
		4025	47B-20 Concrete for Box Culverts	\$26,483.55
		4026	Re-Steel for Box Culverts	\$6,071.61
		4027	Remove Structure	\$18,900.00
		4028	47B-20 Concrete for Box Culverts	\$1,452.99
		4029	Re-Steel for Box Culverts	\$1,985.34
20	3/17/2007	4030	Additional Rebar	\$6,694.85

Example 3A-11 (Cont'd)

21	6/5/2007	4031	Excavation, Borrow	\$14,555.36
		4032	Remove Concrete Ditch Liner	\$8,006.22
22	6/26/2007	4033	Asphalt Under Railroad Crossing	\$5,388.00
23	8/27/2007	4034	Additional Work	\$1,800.00
24	9/4/2007	4035	Remove Area Inlet	\$367.50
25	11/5/2007	4036	Flashing Arrow Panel	Traffic Control Item - Not Applicable
26			PENDING	
27	7/28/2008	4037	Seeding	\$5,049.45
28	8/11/2008	4038	Superpave Quality Incentive	Contingency Item - Not Applicable
		4039	Smoothness Incentive Binder	Contingency Item - Not Applicable
		4040	Smoothness Incentive Concrete	Contingency Item - Not Applicable
Total Value of Extra Work				\$433,681.68

Original Contract Amount \$22,401,622.91
 Original Contract Working Days 390

$22,401,622.91 / 390 = 57,440.06$ per day

$433,681.68 / 57,440.06 = 7.55$ *Call 8 Working Days*

Overrun of Original Contract Items:

_____	Final Estimate Amount
_____	Deduct-Amount Allowed for Extra Credit
_____	Deduct-Amount Not Allowed for Extra Credit
_____	Deduct-Overrun of Traffic Control (by day)
_____	Smoothness-Asphaltic Concrete (deduct incentive) – (add
disincentive)	
_____	Smoothness-Asphaltic Cement
_____	Bump Disincentive (add)
_____	Low Pay Factors (add to reflect 100%)

Example 3A-11 (Cont'd)

_____ Deduct Original Contract Amount
 _____ Overrun Underrun – (no additional time)

\$ Overrun

----- = Additional Days

Allowed

\$ Orig. Contract ÷ No. of Orig. Days

----- ÷ ----- = Call -----

Diary Review: See Attached Sheets

Additional Days Recommended from Diary Review: _____

Reason:

DR Form 16 – Time Extension

Document: _____

Summary:

Extra Work Credit – Based on Monetary Value	_____
Actual Days Charged (as per CO/SA)	_____
Actual Days Allowed (as per CO/SA)	_____
Overrun of Original Contract Items	_____
Diary Review	_____
DR Form 16	_____
_____	_____
_____	_____

Additional Working Calendar Days Recommended 8

STATE OF NEBRASKA

DEPARTMENT OF ROADS
John L. Craig, *Director*

Date: January 18, 2006



Dave Heineman
Governor

CONSTRUCTORS INC.
1815 Y ST
PO BOX 80268
LINCOLN, NE 68501

RE: RD-8-7 (1010)
LIBERTY SPUR - EAST
CN-12584

Attached for your review are two copies of Estimate No. 22 and one copy of a Concurrence/Non-Concurrence Form.

If you concur with the quantities shown on this estimate, this estimate will become the Final Estimate. Accordingly, no further review of these quantities is anticipated and the processing of the final records, including final payment, will be accelerated.

If you concur with the quantities shown on this estimate, please sign the enclosed Concurrence/Non-Concurrence Form and return it along with one copy of the estimate. Please be aware that your concurrence applies only to the items entered on the attached estimate. The final payment may be increased or decreased in the final review process by incentive payments, disincentive deductions, the assessment of liquidated damages, deduction for non-compliant materials, or other appropriate reasons.

If you do not concur with the quantities shown on this estimate, please identify on the Concurrence/Non-Concurrence Form those quantities with which you disagree and return the form along with a copy of the estimate and any documentation you have supporting your disagreement with those quantities. In this case, your claim will be reviewed and you will be notified regarding the result of the review.

An Equal Opportunity / Affirmative Action Employer

STATE OF NEBRASKA

DEPARTMENT OF ROADS
John L. Craig, *Director*

In some cases, and when so indicated on the form, the Concurrence/Non-Concurrence Form may also be used to document your agreement to perform at contract unit prices major items of work that either overran or underran the contract quantities by 25% or more. In the event that you do not agree to perform those items at the contract unit prices, it will be necessary to negotiate a Change Order - Supplemental Agreement to establish a new unit price for the quantity that varies by more than 25%.

Failure to respond to this letter, in writing, within 14 calendar days will be considered an indication of your concurrence with the quantities shown on Estimate No. 22, and no further review of the items will be made.

Sincerely,
NEBRASKA DEPARTMENT OF ROADS

Mike Habegger
Project Manager

Attachments

Cc: District
Final Records
file

An Equal Opportunity / Affirmative Action Employer

Copying/Scanning Request

Ordered By: (Division/District) District 2		Date: 1-25-2011	Name: Mick Jacobs	Phone: 727-3292	O.E.: 622		
Scan to File: <input type="checkbox"/> Pdf <input type="checkbox"/> Tif <input type="checkbox"/> Color <input type="checkbox"/> Other -		Labor:	Title/Description: Highway Project Manager	Activity: 6940	AFE:		
BLACK COPIES							
COLOR COPIES							
LARGE DOCUMENT		Size	No. of Orig.	Copies Ea.	Cost		
Size of Originals: <input type="checkbox"/> 12" x 18" <input checked="" type="checkbox"/> 24" x 36"		12x18	16	1			
Other Size:		24x36	16	1			
PRINT							
<input type="checkbox"/> Same Size <input type="checkbox"/> Full Size <input type="checkbox"/> 1/2 Size							
INSTRUCTIONS FOR COPYING							
Reduced to:		Enlarge to:		Special Material			
State Map		County Map		<input type="checkbox"/> Letterhead			
<input type="checkbox"/> 18 1/2" x 36"		<input type="checkbox"/> 1/4" = 1 Mile		<input type="checkbox"/> Acetate Shts _____			
<input type="checkbox"/> 36" x 72"		<input type="checkbox"/> 1/2" = 1 Mile		<input type="checkbox"/> Tabs			
<input type="checkbox"/> City Plats		<input type="checkbox"/> 1" = 1 Mile		<input type="checkbox"/> C.D.			
FINISH WORK		COST					
<input type="checkbox"/> FOLDING: <input type="checkbox"/> Baum <input type="checkbox"/> Booklet Maker		Copies to be Printed					
<input type="checkbox"/> MARRYING: No. of Sections:		<input type="checkbox"/> One Side		Collate <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> STAPLING: <input type="checkbox"/> Hand		<input type="checkbox"/> Head-to-Head		Reduce to: <input type="checkbox"/> Enlarge to: <input type="checkbox"/>			
<input type="checkbox"/> CUTTING/LABOR: Hr. Min.		<input type="checkbox"/> Head-to-Foot		Stapling No.: <input type="checkbox"/> 1 <input type="checkbox"/> 2			
<input type="checkbox"/> BOX: Total No. of Boxes:		<input type="checkbox"/> Head-to-Right		Position <input type="checkbox"/> Top <input type="checkbox"/> Corner			
<input type="checkbox"/> PAD: Total No. of Pads:		<input type="checkbox"/> Head-to-Left		<input type="checkbox"/> Left <input type="checkbox"/> Saddle			
<input type="checkbox"/> DRILLING: No. of Shts./Pkg.:		Number Printed Up		Originals			
<input type="checkbox"/> STRAPPING: No. of Pkgs.:		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>		<input type="checkbox"/> With Job <input type="checkbox"/> To Graphics			
<input type="checkbox"/> BINDING: <input type="checkbox"/> Punch Only <input type="checkbox"/> Comb Bind		Additional Information: Please print the 16 "as built" plans One set - 1/2 size plans One set - full size plans					
Size: <input type="checkbox"/> Tape <input type="checkbox"/> Coll <input type="checkbox"/> Brass Fasteners							
<input type="checkbox"/> Comb <input type="checkbox"/> Acco-Fastener							
SPECIAL WORK						COST	
Laminating: <input type="checkbox"/> 27" <input type="checkbox"/> 12" Total:							
Tabs: Total Sets Used:							
GRAPHICS		COST					
<input type="checkbox"/> Calling Cards <input type="checkbox"/> Mounting Board <input type="checkbox"/> Engraving							
<input type="checkbox"/> Color Plot Sq. Ft.		E-Print Copier No.	Completed Date	Completed By	Delivery Due Date		
<input type="checkbox"/> Labor: Hr. Min.					\$		

DR Form 3, October 2009

General

1. Project Manager's Letter of Transmittal
2. PM's Final Estimate
3. Location of Final Records (Spreadsheet)
4. Letter of Concurrence/Non-Concurrence to the Prime Contractor
5. Change Order/Supplemental Agreements (If a major Items exceeds 25%+/-, it will need to be on a Change Order) List Each Separately and General Content
6. Field Books (List each separate and General Contents)
7. As Built Plans (Large Set) W/O Standard Plans and Cross-Sections
8. Project Manager's Diary (Printed from RUG)
9. Project Manager's Working Day Review
10. Materials Review Letter
11. Project Sign Letter (Either saying all Signs were Returned, or Detailing Signs not Returned)
12. Field Lab/Office Compliance Form
13. DR Form 84 - Record Of Contractor's Payrolls Received (For each Contractor)
14. DR Form 88 - Work Orders
15. DR Form 91 - Notice of Project Completion
16. DR Form 101 - Truck Capacity Computations (For any Material requiring a Conversion Factor)
17. DR Form 147A - Stock Returned for Credit
18. DR Form 181 - Project Manager's Letter of Certification
19. DR Form 204 - Weekly Force Account Statement
20. DR Form 232 - Final Status Material and Site Release
21. DR Form 298 - Monthly Training Reports
22. S FCAC - Traffic Workbook
23. Summary of Scale Weights (FCAC Spreadsheet)
24. Computer Computation Sheets
25. Shape Area Computation Sheets
26. Sketches on Cross-Section Paper (For complicated Projects)
27. Letter of Sub-Contractor Approval
28. Letter of Final Payroll Received
29. DR Form WH-348 - Statement of Compliance (Federal Projects Only)
30. Form 1140 - Additional Classifications and Wage Rates
31. Contractor's EEO Compliance Report (Federal Projects Only)
32. Evaluation of Contractor (RUG Report)

Example 3A-13 (Cont'd)

Grading

- 33. DR Form 99 – Earthwork Computations
- 34. Cross-Sections (Borrow)
- 35. Crop Damage Calculations.

Culverts

- 36. Culvert Horse-Blanket (FCAC Spreadsheet)

Bridges

- 37. DR Form 97 – Pile Record (One for Each Pile Grouping)
- 38. Delivery Tickets (Materials used on Bridge Deck Overlays)
- 39. Bridge Deck Survey (Scaled Drawing showing Repair Areas)

Lighting

- 40. Separate Lighting “As Built Plans”

Asphalt/Concrete Paving

- 41. DR Form 196 – Transfer of Asphaltic Materials
- 42. DR Form 264 – Field Gradation Test of Gravel
- 43. DR Form 295 – Summary and Location of Intersections and Driveways
- 44. Shipping Record/Tickets of Asphaltic Oils (Specific Gravity, Temp, Dates, ETC.)
- 45. Daily Asphalt Plant Temperature Charts
- 46. AC Tank Volume Charts
- 47. Profile-O-Graph Reports
- 48. Incentive/Dis-Incentive Computation Sheet
- 49. Letters of Deduction (From the Construction Division)
- 50. Super-Pave Test Results and Computations
- 51. RAP Incentive/Dis-Incentive Computations

Environmental

- 52. SWPPP Book
- 53. Seed Tickets
- 54. DR Form 61 – Project Seeding Record



Date November 2, 2009

To Fred Lentz
District 2 Final Reviewer

From Frank Veverka
Project Manager

Thru Tim Weander
District Engineer
District 2

Subject Transmittal of Final Records
Project F-275-6 (1027)
Hooper East & West
Control Number 21492



Enclosed for your further handling are the following records and final computations for Project F-275-6 (1027) for groups 1-Grading, 1A-MSE Wall, 3-Concrete Pavement, 4, 4A, 4B-Culverts, 5-Seeding, 6-Bridge, 7-Guardrail, 8B-Electrical, 8C-Signing and 10-General Items. This work was completed by Werner Construction Company, under their contract dated March 3, 2005.

- 1 – Project Manager’s Final Estimate**
(Estimate Number 80, Dated 10-15-09)

- 1 – Location of Final Quantities.**
(Spreadsheet)

- 1 – Letter of Concurrence to Prime Contractor**
(Completed, pending District review of Final Quantities)

- 1 – Set “As Built Plans”**
(Large)
No Standards or Roadway Cross-Sections

- 17 - Field Books**
 - Book No. 1 – Erosion Control Measurements and Computations
 - Book No. 2 – Group 1 Measurements and Computations
 - Book No. 3 – Group 1 Items

Example 3A-13A (Cont'd)

Book No. 4 – Group 1A Items
Book No. 5 – Pavement Marking Items
Book No. 6 – Group 6 Items
Book No. 7 – Groups 3 & 10 Items
Book No. 8 – Groups 7, 8B & 8C Items
Book No. 9 – Seeding & Topsoil Computations
Book No. 10 – Group 1 – Water Applied Record
Book No. 11 – Culvert Book
Book No. 12 – Culvert Items
Book No. 13 – Asphalt Laydown Book 1
Book No. 14 – Asphalt Laydown Book 2
Book No. 15 – Asphalt Laydown Book 3
Book No. 16 – Wetland Mitigation Area Final Cross Sections
Book No. 17 – Benchmark and Control Point Data

1 Set – Project CO/SA's

(Copies only, Originals located in the District file)

CO/SA #1 – Replacement of Unsuitable Materials – Dated 5-18-05
CO/SA #2 – Removal of Unsuitable Material – Dated 5-19-05
CO/SA #3 – Traffic Control Management Assessment – Dated 5-19-05
CO/SA #4 – Culvert Items – Dated 6-3-05
CO/SA #5 – Broken Concrete Rip-Rap – Dated 7-7-05
CO/SA #6 – Vertical Panels – Dated 7-22-05
CO/SA #7 – Omitted Items – Dated 9-14-05
CO/SA #8 – 450mm Sleeves for Piling – Dated 10-13-05
CO/SA #9 – Soil Set-up Factor – Dated 12-5-05
CO/SA #10 – Temporary Roadway Items – Dated 1-18-06
CO/SA #11 – Pay Cut-off for Concrete Piling – Dated 12-12-05
CO/SA #12 – Omitted Items (2) – Dated 5-15-06
CO/SA #13 – TCM Assessment Adjustment – Dated 5-19-06
CO/SA #14 – Change of Materials – Turn Lanes & Median Breaks – Dated 6-26-06
CO/SA #15 – Additional Rebar - Bridge- Dated 6-23-06
CO/SA #16 – Non-Contact Profiler – Dated 1-3-07
CO/SA #17 – Casing @ Station 1008+90.55 – Dated 11-27-06
CO/SA #18 – Field Required Items – Dated 12-26-06
CO/SA #19 – Items Generated by Plan Revision R2 – Dated 3-1-07
CO/SA #20 – Re-Steel for Paving @ 325+/- Rt – Dated 4-17-07
CO/SA #21 – Group 1 Grading Items – Dated 6-5-07
CO/SA #22 – Install – Dated 6-15-07
CO/SA #23 – Grinding of Existing Transition Areas – Dated 8-27-07
CO/SA #24 – Removal of Inlet – Dated 9-4-07

Example 3A-13A (Cont'd)

CO/SA #25 - Flashing Arrow Board - Dated 11-5-07
CO/SA #26 - Created - But Not Used
CO/SA #27 - Special Seed - Dated 7-28-08
CO/SA #28 - Asphalt Bonus Items - Dated 8-11-08
CO/SA #29 - Re-Stocking of Plowable Markers - Dated 10-22-08
CO/SA #30 - State Maintenance Patching - Dated 2-19-09
CO/SA #31 - Letter of Deduction (Cores) - Dated 2-19-09
CO/SA #32 - Smoothness Disincentive Concrete - Dated 2-25-09

1 Set - Letter of SubContractor Approval

0146 - Midwest Fence Company
0202 - Kayton Electric, Inc.
0270 - Railroad Controls Limited
0539 - Brown & Brown, Inc.
0568 - Triple M Construction, Inc.
0805 - A.M. Cohron & Sons, Inc.
1613 - M.E. Collins Contracting Company, Inc.
1753 - Dustrol, Inc.
1825 - D.P. Sawyer, Inc.
1846 - K.W. Boring, Inc.
2014 - Land Construction, Inc.
2283 - Perrett Construction, LTD.
2445 - Highway Improvement, Inc.
2814 - Linhart Construction, Inc.
2854 - Sealcoat Services, Inc. (DBA SCS Construction Company)
2870 - John M. O'Dell & Company
3366 - D-K Contracting Corporation (Approved, but did no work)
3841 - Crushers, Inc.
3984 - Railworks Track Systems
6052 - Kirkham-Michael & Associates, Inc.

1 Set - Contractor Evaluations

0083 - Werner Construction, Inc.
0146 - Midwest Fence Company
0202 - Kayton Electric, Inc.
0270 - Railroad Controls Limited
0539 - Brown & Brown, Inc.
0568 - Triple M Construction, Inc.
0805 - A.M. Cohron & Sons, Inc.
1613 - M.E. Collins Contracting Company, Inc.
1753 - Dustrol, Inc.

Example 3A-13A (Cont'd)

Computer Spread Sheets Computations (Cont'd)

1 Set – *Summary of Scale Weights*

Item Number 85, Asphalt Concrete for Patching

Item Number 86, Asphalt Concrete, Type SPS

Item Number 87, Asphalt Concrete, Type SP4((9.5)

Item Number 4042, Asphaltic Concrete for State Maintenance

1 Set – *Item Number 88, 150mm Surfacing*

1 Set – *Item Number 89, 250mm Surfacing*

1 Set – *Item Number 96, Earth Shoulder Construction*

1 Set – *Item Number 98, Cold Milling, Class 3*

1 Set – *Item Number 99, Cold Milling, Class 4*

1 Set – *Item Number 100, Cold Milling, Class 4, Type A*

1 Set – *Item Number 101, Rumble Strips, Concrete*

1 Set – *Item Number 102, Surfacing Under Guardrail*

1 Set – *Summary of Scale Weights*

Item Number 103, Fly Ash

1 Set – *Item Number 104, Asphalt Pavement Smoothness Testing (Summary)*

(Includes Profile Logs)

1 Set – *Item Number 4014, Granular Subdrains*

1 Set – *Item Number 4015, 205mm Concrete Pavement, Modified Materials*

1 Set – *Item Number 4016, 150mm Asphalt, Modified Materials*

1 Set – *Summary of Scale Weights*

Item Number 178, Mulch

1 Set – *Traffic Control Items*

Item Number 220, Barricade, Type II

Item Number 221, Barricade, Type III

Item Number 222, Temporary Sign Day

Item Number 223, Sign Day

Item Number 224, Contractor Furnished Sign Day

Item Number 228, Flagging

Item Number 229, Furnishing and Operating Pilot Vehicle

Item Number 230, Traffic Control Management

Item Number 4036, Flashing Arrow Panel

Item Number 6004, Vertical Panels

1 Set – *Rental Items*

Item Number 234, Rental of Loader, Fully Operated

Item Number 235, Rental of Motor Grader, Fully Operated

Item Number 236, Rental of Dump Truck, Fully Operated

Item Number 237, Rental of Skid Loader, Fully Operated

Item Number 238, Rental of Crawler Mounted Hydraulic Excavator, Fully Operated

1 Set – Borrow Pit Cross-Sections and Computations

Project Manager's Working Day Review:

The original working days allowed were 390.

In a letter dated 8-29-05, Werner gave back 35 working days in exchange for a change in the project's phasing.

During Construction, Overruns and CO/SA's resulted in enough work to grant Werner 8 additional days based on dollar value. (See Time Review Comp Sheet)

Therefore, $390 - 35 = 355 + 8 = 363$ Working Days Allowed

Total charged days - 352

Werner Construction Company and their Sub-Contractors completed all work within the allotted calendar days.

Frank Veverka
Project Manger

Cc: Construction Division – Final Review Section
File



Date November 5, 2009

To Steven Rader
District 2 Environmental
Compliance Officer

From Micky Jacobs
Project Manager

Thru Tim Weander
District Engineer
District 2

Subject Transmittal of SWPPP
Project F-275-6 (1027)
Hooper East & West
Control Number 21492



Enclosed for your further handling are the following records for Project F-275-6 (1027).

This work was completed by Werner Construction Company, under their contract dated March 3, 2005.

1 Binder – Storm Water Pollution Prevention Plan (SWPPP)
Created by Roadside Development

1 Binder – Inspection and Maintenance Reports

1 Set – Seed Tickets

Micky Jacobs
Project Manger

xc: Construction Division – Final Review Section
File