Quality Control Training Manual for

Construction Contract Administration

2015

Written & Edited by: Carol Hoisington and BethAnn Wieder

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FORWARD

This manual was written and compiled by Carol Hoisington and BethAnn Wieder, CDOT Engineering Technicians.

It is intended to be used as a training guide for project personnel in the areas of project documentation and contract administration.

It in no way replaces, nor was intended to replace any existing CDOT Manuals, but rather to supplement them.

A special note of thanks to the other Finals Administrators (aka Finals Engineers), Regions 1&6 Civil Rights Offices, and other friends for their support, suggestions and contributions.

Editor's Note:

Road to Retirement

I am heading on down the highway…..
This is the last edition of this manual that I will edit and publish.
I hope this manual will continue to be of assistance to construction project personnel in the documentation and administration of their projects.

THANK YOU to everyone for their encouragement, support and assistance during my career at CDOT.

Carol Hoisington

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Note:

All references to the CDOT Construction Manual are for the 2014 edition
All references to Specifications are for the 2011 edition

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Chapter 1 –

WHO CAN I CALL?

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REGION 1

Region Transportation Director – Tony DeVito (303)757-9459

Deputy Director of Program Delivery - Paul Jesaitis (303) 757-9919
Deputy Director of Maintenance – Michael O'Neill (303) 757-9253

North Program Engineer – Jared Esquibel (303) 398-6728
Resident Engineers:

N. Holly	Markos Atamo	(303) 398-6745
N. Holly	Kurt Kionka	(303) 398-6738
N. Holly	Andy Stratton	(303) 398-6780
N. Holly	Jacob Ojera	(303) 398-6765
Hydraulics	Zak Humbles	(303) 365-7253

South Program Engineer – Carrie DeJiacomo (303) 365-7211
Resident Engineers:

S. Parker Rd	John Hall	(303) 512-5402
S. Holly	Jerome Estes	(303) 757-9350
Arapahoe:	Roman Jauregui	(303) 365-7255
Centennial:	Dole Grebenik	(303) 365-7234
Hydraulics	Samer AlHaj	(303) 365-7248

West Program Engineer – Steve Harelson
Resident Engineers:

Red Rocks	Jana Spiker	(720) 497-6913
Foothills	Russel Cox	(720) 497-6905
Table Mt	Kevin Brown	(720) 497-6954
Dakota Ridge	Robert Smith	(720) 497-6961
Hydraulics	Luis Calderon	(303) 365-7245

Central Program Engineer – Jay Hendrickson (303) 757-9253
Resident Engineers:

S. Wadsworth	Ron Buck	(303) 512-5456
S. Holly	Kevin Stefanik	(303) 512-4105
S. Wadsworth	Matt Pacheco	(303) 512-5455
Hydraulics	Scott Leiker	(303) 365-7260

I-70 Mountain Corridor – Ben Acimovic (303) 497-6985
Environmental Manager – David Singer (303) 497-6960

US 36 DB – Mark Gosselin (303) 404-7021
Resident Engineers: Scott Rees (303) 404-6962
Bob Hayes (303) 404-7033

Fastracks – Lizzie Kemp (303) 299-6905

Traffic Program Engineer - Clark Roberts (303) 365-7330
Resident Engineers:

Aurora:	Alazar Tesfaye	(303) 365-7813
S. Holly	Leela Rajasekar	(303) 757-9862

Specialty Units:

Business Office		
S. Atlantic Pl	Lillian Bourne	(303) 757-9912
Civil Rights Office		
S. Atlantic Pl	Vacant	(303) 757-9385
Finals & Documentation Support		
S. Holly	**Jacob Shafer**	**(303) 757-9024**
Hydraulics		
Centennial	Luis Calderon	(303) 365-7245
Centennial	Samer Al-haj	(303) 365-7248
Centennial	Scott Leiker	(303) 365-7260
	Zak Humbles	(303) 365-7253
Maintenance		
Aurora	DJ Brown	(303) 365-7110
Idaho Springs	Kenny Martinez	(303) 512-5733
Materials Engineer		
N. Holly	Masoud Ghaeli (N&C)	(303) 398-6701
N. Holly	James Chang (S&W)	(303) 398-6702
Permits		
S. Holly	Kirk Allen	(303) 757-9531
Planning & Environmental		
S. Holly	Chuck Attardo	(303) 757-9929
ROW/Survey Section		
S. Holly	Vacant	(303) 757-9917
Utilities Engineer		
S. Holly	Dave Ruble	(303) 757-9250

REGION 2

Region Transportation Director – Karen Rowe (719) 546-5452

North Program Engineer – Doug Lollar (719)227-3201

Resident Engineers
Colorado Springs:

Dan Hunt	(719) 277-3231
Mark Andrew	(719) 227-3205
Dave Watt	(719) 227-3202

South Program Engineer – Ajin Hu (719) 546-5430

Resident Engineers:

Pueblo:	Joe Deheart	(719) 546-5439
	Dan Dahlke	(719) 562-5509
Lamar:	Brian Long	(719) 336-3228

Traffic Engineering - Sasan Delshad (719) 546-5411
Terry Shippy (719) 546-5734

Specialty Units:

Business Office	Jason Ahrens	(719) 546-5408
Civil Rights Office	Mary Dugan	(719) 546-5432
Environmental/ Planning	Lisa Streisfeld	(719) 227-3248
Finals	**Don Scanga**	**(719) 546-5434**
Hydraulics	Dennis Cress	(719) 562-5580
Local Agency (Colorado Springs)	Lesley Mace	(719) 634-2323
(Pueblo)	Don Scanga	(719) 546-5434
Maintenance	Adam Padilla	(719) 546-5419
Materials Engineer	Craig Wieden	(719) 546-5438
Planning	Wendy Pettit	(719) 546-5748
Real Estate Services	Wayne Trujillo	(719) 546-5725
Survey	Tom Adams	(719) 546-5454
Survey	Jeffry Eickelman	(719) 546-5496
Utilities Engineer	Joe Trevizo	(719) 546-5743

REGION 3

Region Transportation Director –Dave Eller (970) 683-6202

Central Program Engineer – Joe Elsen (970) 384-3332
Resident Engineers:

Glenwood Springs:	Roland Wagner	(970) 384-3334
Craig:	Clint Moyer	(970) 826-5189

West Program Engineer – Jason Smith (970) 683-6208
Resident Engineers:

Grand Junction:	Rob Beck	(970) 683-6351
Montrose:	Ron Alexander	(970) 683-6420

East Program Engineer – Steve Olson (303) 512-5664
Resident Engineer:

Mountain:	Grant Anderson	(303) 512-5601
Eagle:	Martha Miller	(970) 328-9933
	Pete Lombardi	(970) 328-9962

Traffic Program Engineer –Zane Znamenacek (970) 683-6275
Resident Engineer:

Construction:	Sean Yeates	(970) 683-6276
Operations:	Richard Sarchet	(970) 683-6278

Specialty Units:

Business Office		Rocky Baker	(970) 683-6260
Civil Rights Office		Chip Brazelton	(970) 683-6210
Environmental/Planning		Mike Vanderhoof	(970) 685-6251
Finals		**Cindy Morgan**	**(970) 683-7575**
Hydraulics		Stuart Gardner	(970) 683-6354
Maintenance			
	Grand Junction	Mike Goolsby	(970) 683-6305
	Craig	Mike Eike	(970) 826-5162
	Hanging Lake	Tunnel Control	(970) 945-3840
Local Agency		Joseph Carter	(970) 683-6253
Materials Engineer		Jeremy Lucero	(970) 683-7562
Permits/Access		Dan Roussin	(970) 683-6284
ROW/Survey Section		Kathy Freeman	(970) 683-6231
Utilities Engineer		Rob Martindale	(970) 683-6209

REGION 4

Region Transportation Director – Johnny Olson (970) 350-2103

North Program Engineer – Corey Stewart (970) 350-2104

Resident Engineers:

Loveland:	James Flohr	(970) 622-1268
	Scott Ellis	(970) 622-1267
Sterling:	Brett Locke	(970) 521-9716

South Program Engineer – Keith Sheaffer (970) 350-2162

Resident Engineers:

Greeley West:	Robin Stoneman	(970) 506-4952
	Lou Keen	(970) 506-4954
Boulder:	Chris Boespflug	(303) 546-5653
	Dan Marcuci	(303) 546-5655
Limon:	Travis Miller	(719) 775-8002
US 36	Mark Gosselin	(303) 404-7020
	Scott Rees	(303) 404-6962
	Bob Hayes	(303) 404-7033

FRO Program Engineer – Heather Paddock (970) 350-2321
Resident Engineer: Joe Garcia (970) 350-2322

Traffic Program Engineer – Mike Crow (970) 350-2121

Resident Engineers:

Operations:	Larry Haas	(970) 350-2143
Local Agency	Long Nguyen	(970) 350-2126

Specialty Units:

Access Coordinator	Gloria Hice-Idler	(970) 350-2148	
Business Office	Julie Powers	(970) 350-2119	
Civil Rights Office	Anna Mariotti	(970) 350-2107	
	Tina Schulte	(970) 350-2116	
	Juliet Sheets	(970) 250-2156	
Environmental/Planning	Myron Hora	(970) 350-2263	
Finals	**Irene Stumpf**	**(970) 350-2190**	Fax (970) 350-2262
Hydraulics	Steven Griffin	(970) 506-4947	
Local Agency	Jake Schuch	(970) 350-2205	
Maintenance	Tim Miles	(970) 350-2120	
Materials Engineer	Gary Dewitt	(970) 350-2379	
ROW Section	Bob Grube	(970) 350-2152	
Survey	Mark Guerrero	(970) 350-2173	
Utility Engineer	Vacant	(970) 350-2164	

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REGION 5

Region Transportation Director – Kerri Neet (970) 385-1402

Program Engineer – Ed Archuleta (970) 385-1400

Resident Engineers:

Alamosa:	David Valentinelli	(719) 587-6501
Durango:	Mike Coggins	(970) 385-3621
	Steven Cross	(970) 385-3624

Traffic Program Engineer – Jim Horn (970) 385-8360

Specialty Units:

Business Office	Jeff Medenwaldt	(970) 385-1401
Civil Rights Office	Jason Benally	(970) 385-1403
Environmental /Planning	Tony Cady	(970) 385-1430
Finals	**Tom Bovee**	**(970) 385-1412**
Hydraulics	Walter Buckholts	(970) 385-1445
Local Agency	Robert Shanks	(970) 385-1416
Maintenance	Vacant	(970) 385-1651
Materials Engineer	Tim Webb	(970) 385-1625
ROW	Ralph Campano	(970) 385-1434
Survey	Todd Johnston	(970) 385-1419
Utilities Engineer	Kevin Walters	(970) 385-1407

HEADQUARTERS

Accounting	Liliya Gershman	(303) 757-9657
Contractor Payments/Liens	Sarah Winter	(303) 757-9571
Bridge Design & Construction Support	Vacant	(303) 757-9339
Contracts & Market Analysis Branch	John Eddy	(303) 757-9592
Award letters/Notice to Proceed	Marci Gray	(303) 757-9006
Construction Area Engineers	Kevin Ryburn (2&5)	(303) 757-9855
	Mark Straub (1 & ITS)	(303) 757-9595
	Laura Zamora (3&4)	(303) 757-9233
Asst. Area Engineers	Frank Kinder	(303) 757-9428
	Karen Sullivan	(303) 757-9502
	Roselle Drahushak-Crow	(303) 757-9428
Design Area Engineer	Ryan Sorensen	(303) 757-9326
Engineering Contracts	Bernie Rasmussen	(303) 757-9400
Engineering Estimates/Cost Estimates	Shawn Yu	(303) 757-9293
	Ken Auge (R- 3,5)	(303) 757-9860
	George Demos (R-2)	(303) 757-9874
	Greg Jones (R-4)	(303) 757-9872
	Sina Khavaryt(R-6)	(303) 757-9294
	Roy Pallman(R-1)	(303) 757-9870
Hydraulics	Al Gross	(303) 757-9868
Innovative Contracting	Nabil Haddad	(303) 757-9104
Local Agency Area Engineer	Steve Markovetz	(303) 757-9391
Program & Project Analysis	BethAnn Wieder	(303) 757-9541
ROW	Christine Rees	(303) 755-9836
Specifications and Standards	Larry Brinck	(303) 757-9474
Geology	Ty Ortiz	(303) 398-6601
Soil & Rockfall	Vacant	(303) 398-6586
Help Desk	(SiteManager® help)	(303) 757-9317
Labor and Contract Compliance	Karen Fujii-Martin	(303) 757-9540
Legal Services	Rose Estrada	(303) 757-9211
Materials		
Pavement - Concrete	Eric Prieve	(303) 398-6541
-Flexible Pavement	Mike Stanford	(303) 398-6576
- Design	Jay Goldbaum	(303) 398-6561
Open Records Requests (CORA)	Vacant	(303) 757-9558
Public Information Officer	Amy Ford	(303) 757-9362
Reproduction	Alvaro Duran	(303) 757-9213
Risk Management	Tracie Smith	(303) 757-9491

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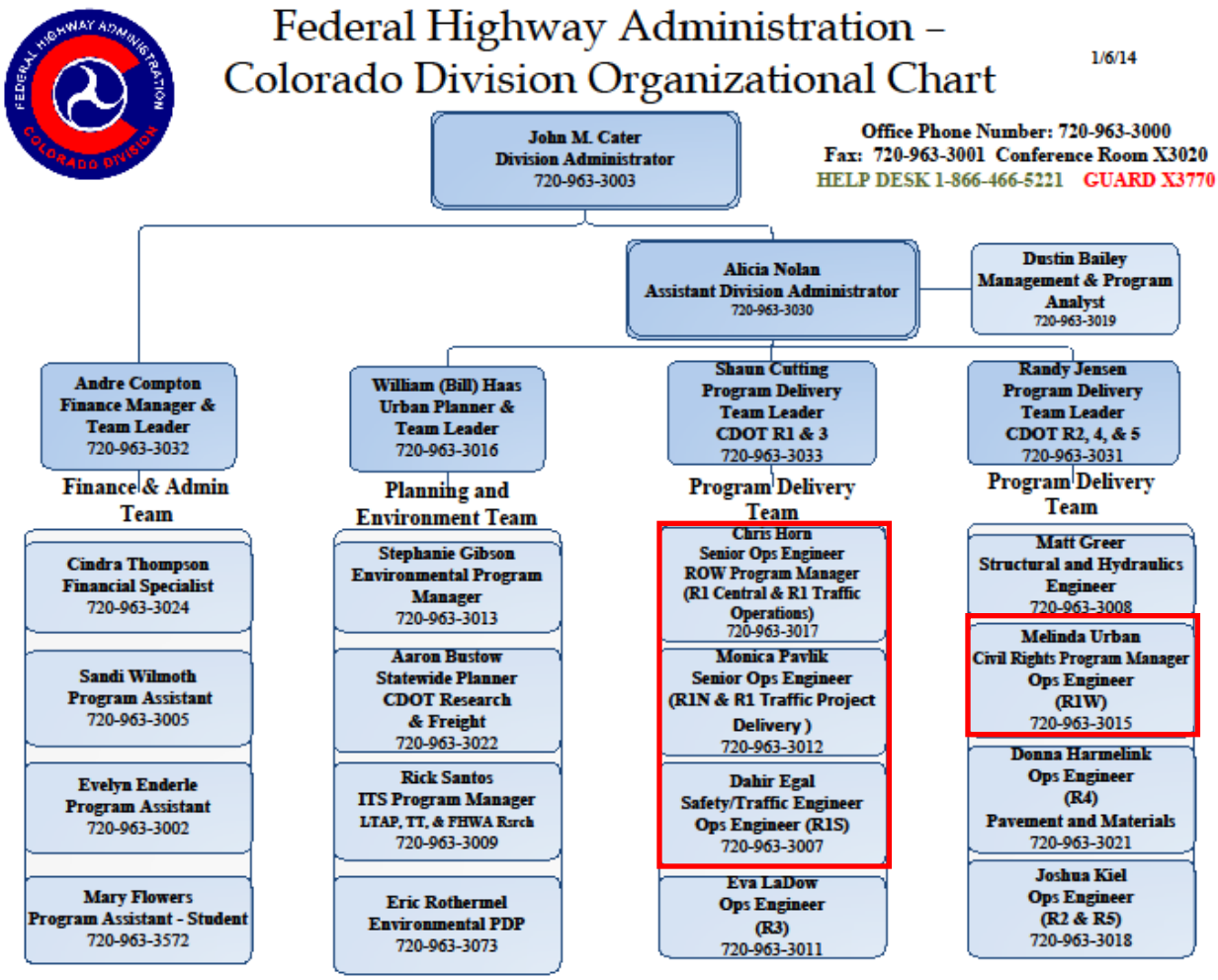
FHWA – Colorado Division

http://www.fhwa.dot.gov/codiv/



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Resources

Contractor Payrolls/Wage Compliance:
Contact Karen Fujii-Martin, Labor Compliance Specialist (303) 757-9541

DBE/OJT: your CDOT Region Civil Rights Managers.

R-1 Vacant	(303) 365-7031
R-2 Mary Dugan	(719) 546-5432
R-3 Chip Brazelton	(970) 683-6210
R-4 Anna Mariotti	(970) 350-2107
R-5 Jason Benally	(970) 385-1403

Change Orders:
Contact CDOT Area Engineers Unit, Contracts & Market Analysis:

Kevin Ryburn (2&5)	(303) 757-9855
Mark Straub (1&ITS)	(303) 757-9595
Laura Zamora (3&4)	(303) 757-9233
Karen Sullivan	(303) 757-9502
Frank Kinder	(303) 757-9428

Web sites (links active on 12/30/14)

FHWA home page: http://www.fhwa.dot.gov/
SAFETEALU/Title 23/Title 49: http://www.fhwa.dot.gov/legsregs/legislat.html
FHWA 1273: http://www.fhwa.dot.gov/programadmin/contracts/1273.cfm
Buy America info: http://www.fhwa.dot.gov/construction/cqit/buyam.cfm

Davis-Bacon Determinations: http://www.access.gpo.gov/davisbacon/
Davis-Bacon info: http://www.fhwa.dot.gov/construction/cqit/dbacon.cfm
Job Site Posters: http://www.dol.gov/osbp/sbrefa/poster/main.htm
FHWA Contract Administration Core Curriculum Participant's Manual & Reference Guide:
http://www.fhwa.dot.gov/programadmin/contracts/coretoc.cfm

CDOT Project Specifications/Standard Plans
https://www.codot.gov/business/designsupport

Current & Past Davis Bacon Minimum Wage Schedules
https://www.codot.gov/business/designsupport/construction-specifications/2005-construction-specs/past-min-wage-decisions

CDOT Manuals, Publications
Available for viewing from web page: https://www.codot.gov/business/designsupport/bulletins_manuals

Available in hardcopy and/or CD from
CDOT Bid Plans Room.
4201 E. Arkansas, Rm 117
(303) 757-9313

CDOT Forms:
https://www.codot.gov/library/forms

Bulletin Board Posters
https://www.codot.gov/business/bidding/bulletin-board-postings

CDOT Management List:
http://internal/infoexchg/organizations/CDOT%20Management%20Contact%20List.pdf

CDOT Organizations: http://internal/infoexchg/organizations.cfm
FHWA Contact List: http://www.fhwa.dot.gov/codiv/directory.htm

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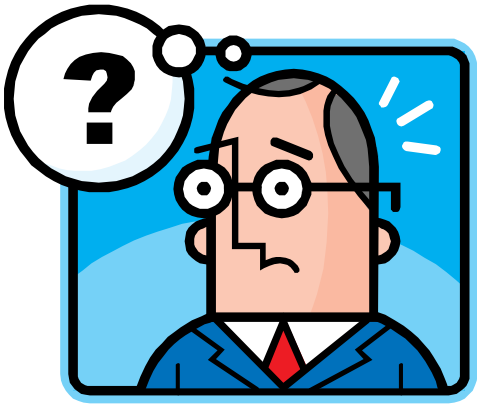
Chapter 2 –

ACRONYMS/ ABBREVIATIONS and DEFINITIONS



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Acronyms/Abbreviations

3R	Resurfacing, Restoration, Rehabilitation
3P	Public Private Partnerships
4P	Project Priority Programming Process

A

AADT	Annual Average Daily Traffic
AAN	American Association of Nurserymen
AAR	Association of American Railroads
AASHTO	American Association of State Highway and Transportation Officials
AC	Asphaltic Cement
ACI	American Concrete Institute
ACOE	Army Corps of Engineers
ADA	Americans with Disabilities Act
ADR	Alternate Dispute Resolution
ADT	Average Daily Traffic
AED	Associated Equipment Distributors
AGC	Associated General Contractors of America
AI	Asphalt Institute
AIA	American Institute of Architects
AISC	American Institute of Steel Construction
AISI	American Iron and Steel Institute
AITC	American Institute of Timber Construction
ANPRM	Advanced Notice of Proposed Rule Making
ANSI	American National Standards Institute, Inc.
APL	Approved Products List
AQCC	Air Quality Control Commission
AQCM	Air Quality Congestion Mitigation
ARA	American Railway Association
AREA	American Railway Engineering Association
ARRA	American Recovery and Reinvestment Act
ARTBA	American Road and Transportation Builders Association
ASCE	American Society of Civil Engineers
ASLA	American Society of Landscape Architects
ASME	American Society of Mechanical Engineers
ASTM	American Society for Testing and Materials
ATSSA	American Traffic Safety Services Association
AWG	American Wire Gauge
AWPA	American Wood Preservers' Association
AWS	American Welding Society
AWWA	American Water Works Association

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B

BAT	DOL, Bureau of Apprenticeship and Training
BLM	Bureau of Land Management
BMP	Best Management Practices
BPO	Business Programs Office
BPX	Business Process Expert
BR	Bridge On-System Program
BRO	Bridge Off-System Program

C

CA	Certification Acceptance
CAA	Clean Air Act
CARL	Water Quality Corrective Action Report
CAS	Construction Administration System
CatEx	Categorical Exclusion
CBC	Concrete Box Culvert
CCA	Colorado Contractors Association
CCEVA	Construction Contract Estimate Voucher Approval
CDOT	Colorado Department of Transportation
CDPHE	Colorado Department of Health and Environment
CDPS	Colorado Discharge Permit System
CE	Categorical Exclusion
CE	Chief Engineer
CE	Construction Engineering
CFC	Cost of Facilities Capital
CFR	Code of Federal Regulations
CM	Construction Manual
CMAQ	Congestion Mitigation Air Quality
CMC	Construction Metrication Council
CMGC	Construction Management General Contractor
CMO	Contract Modification Order
CO	Change Order (SiteManager®)
COC	Certificate of Compliance
COFRS	Colorado Financial Reporting System
COG	Council of Governments
COGO	Coordinate Geometry Output
CP	Colorado Procedure
CPF	Combined Pay Factor
CPM	Critical Path Method
CRO	Civil Rights Office
CRS	Colorado Revised Statutes
CRSI	Concrete Reinforcing Steel Institute
CTR	Certified Test Results
CWA	Clean Water Act (of 1972)

D

DBE	Disadvantaged Business Enterprise
DHV	Design Hour Volume
DNR	Department of Natural Resources
DOC	Department of Commerce
DOJ	Department of Justice
DOL	Department of Labor
DOL FOH	Department of Labor Field Operations Handbook
DOR	Design Office Review
DOW	Division Of Wildlife
DPM	Design Project Manager
DRB	Dispute Review Board
DRCOG	Denver Regional Council of Governments
DSR	Design Scooping Review
DTD	Division of Transportation Development
DWR	Daily Work Report (SiteManager®)
DWR	Division of Water Resources (DNR)

E

EA	Environmental Assessment
ECS	Erosion Control Supervisor
EEO	Equal Employment Opportunity
EEOC	Equal Employment Opportunity Commission
EIA	Electronic Industries Association
EIS	Environmental Impact Statement
EPA	Environmental Protection Agency
ER	Emergency Relief
ERP	Enterprise Resource Planning
ESA	Endangered Species Act
ESB	Emerging Small Business
E&SC	Erosion and Sediment Control
ESAL	Equivalent Single Axle Load
ESWC	Executive Stormwater Management Committee

F

FA	Force Account
FAA	Federal Aviation Administration
FAPG	Federal-aid Policy Guide
FASTER	Funding Advancements for Surface Transportation & Economic Recovery
FEBBS	Federal Electronic Bulletin Board System
FHWA	Federal Highway Administration
FIFRA	Federal Insecticide, Fungicide, and Rodenticide Act
FIPI	Finding-in-the-Public-Interest
FIR	Field Inspection Review
FLHD	Federal Land Highway Division
FLHP	Federal Lands Highway Program
FMIS	Financial Management Information System
FMV	Fair Market Value
FONSI	Finding of No Significant Impact
FOR	Final Office Review
FMR	Final Rule Making
FSS	Federal Specifications and Standards
FTA	Federal Transit Administration
FTE	Full Time Employee (CDOT)
FY	Fiscal Year

G

GAO	General Accounting Office
GHSR	Governor’s Highway Safety Representative
GIS	Geographical Information System
GPS	Global Positioning System
GSA	General Services Administration

H

HAR	Highway Advisory Radio
HAZMAT	Hazardous Materials
HBP	Hot Bituminous Pavement
HCM	Highway Capacity Manual
HES	Hazard Elimination System
HMA	Hot Mix Asphalt
HPTE	High-Performance Transportation Enterprise
HOT	High Occupancy Toll
HOV	High Occupancy Vehicle
HTF	Highway Trust Fund (Federal)
HUTF	Highway Users Tax Fund (State)

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I

I/D	Incentive/Disincentive
IDF	Intensity-Duration-Frequency Curve
IECA	International Erosion Control Association
IEEE	Institute of Electrical and Electronics Engineers
IES	Illuminating Engineering Society
IGA	Inter-Governmental Agreement
IMSA	International Municipal Signal Association
IP	Implementation Package
IPCEA	Insulated Power Cable Engineers Association
IRIS	Inventory Road Information System
ISA	Initial Site Assessment
ISTEA	Inter-modal Surface Transportation Efficiency Act
ITE	Institute of Transportation Engineers
ITS	Intelligent Transportation System
IVHS	Intelligent Vehicle Highway System

J

JBC	Joint Budget Committee

L

LA	Local Agency
LACA	Local Agency Certification Acceptance
LCCA	Life-Cycle Cost Analysis
LIMS	Laboratory Information Management System (Transport®)
LOD	Limits of Disturbance
LPA	Local Planning Authority/Local Public Agency
LTAP/TTAP	Local Transportation Assistance Program / Tubal Transportation Assistance Program

M

MAP-21	Moving Ahead for Progress in the 21st Century Act
MBE	Minority Business Enterprise
MCR	Minor Contract Revision
MHT	Method of Handling Traffic
MIL	Military Specifications
MIS	Major Investment Study
MMS	Maintenance Management System
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MOSS	Modeling of Surfaces and Strings Computer Program
MPO	Metropolitan Planning Organization
M & S	Miscellaneous & Standard Plans
MS4	Municipal Separate Storm Sewer System
MSE	Mechanically Stabilized Earth
MUTCD	Manual on Uniform Traffic Control Devices

(Rev. 11/20/12)

N

NBIS	National Bridge Inventory System
NCHRP	National Cooperative Highway Research Program
NEC	National Electrical Code
NEEP	National Experimental and Evaluation Program
NEMA	National Electrical Manufacturers' Association
NEPA	National Environment Policy Act
NFRT&AQPC	North Front Range Transportation & Air Quality Planning Council
NGO	Non-Governmental Organization
NHI	National Highway Institute
NHS	National Highway System
NHTSA	National Highway Traffic Safety Administration
NIST	National Institute of Standards and Technology
NOAA	National Oceanic and Atmospheric Administration
NOI	Notice of Intent
NOT	Notice of Termination
NOV	Notice of Violation
NPDES	National Pollutant Discharge Elimination System
NPRM	Notice of Proposed Rule Making
NPS	Non-Point Source
NS	Non-Regulatory Supplement
NSF	National Sanitation Foundation (nSF)
NTP	Notice to Proceed

O

OFCCP	Office of Federal Contract Compliance Programs
OFMB	Office of Management and Budget
OIG	Office of Inspector General
OJT	On-the-job Trainee
OPEC	Organization of Petroleum Exporting Countries
OSD	Original Source Document
OSHA	Occupational Health & Safety Administration
OST	Office of the Secretary of Transportation
OTIS	Online Transportation Information System

P

PACOG	Pueblo Area Council of Governments
PAM	Polyacrylamide
PCA	Project Commitment Amount
PCCP	Portland Cement Concrete Pavement
PCI	Prestressed Concrete Institute
PD	Procedural or Policy Directive
PDA	Pile Driving Analysis
PDAC	Project Delivery Advisory Committee
PE	Preliminary Engineering
PE	Professional Engineer (Licensed)
PF	Pay Factor
PM	Project Manager
PODI	Project of Division Interest (FHWA)
PPPP	Project Priority Programming
PPACG	Pikes Peak Area Council of Governments
PQR	Program Quality Reviews
PRS	Performance Related Specifications
PS&E	Plans, Specifications, and Estimate
PSI	Preliminary Site Investigation
PSP	Project Special Provisions
PUC	Public Utilities Commission

Q

QA/QC	Quality Assurance/Quality Control
QAR	Quality Assurance Review
QCTM	Quality Control Training Manual
QIC	Quality Improvement Council

R

RAMP	Responsible Acceleration of Maintenance and Partnerships
RCRM	Region Civil Rights Manager
RE	Resident Engineer
RFA	Region Finals Administrator
RFE	Region Finals Engineer (now Region Finals Administrator)
RFI	Request For Information
RFE	Region Materials Engineer
ROD	Record of Decision
ROW	Right of Way
RPC	Region Planning Commission
RPE	Region Program Engineer
RTD	Region Transportation Director (CDOT)
RTD	Region Transportation District
RTP	Regional Transportation Plan
RSAR	Roadway Surface Accomplishment Report
RWPCM	Region Water Pollution Control Manager

S

SAE	Society of Automotive Engineers
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: a Legacy for Users
SAP	Systems, Applications and Products
SCOH	Standing Committee on Highways
SCP	Stormwater Construction Permit
SHA	State Highway Agency
SHPO	State Historic Preservation Office
SM	SiteManager®
SMA	Stone Matrix Asphalt
SpG	Specific Gravity
SI	International System of Units (Modernized Metric System)
SS	Standard Specification
SSP	Standard Special Provision
STA	State Transportation Agency
STAA	Surface Transportation Assistance Act
STAC	Statewide Transportation Advisory Committee
STIP	State Transportation Improvement Program
STP	Surface Transportation Program
STURAA	Surface Transportation and Uniform Relocation Assistance Act
SWMP	Storm Water Management Plan
SWPPP	Storm Water Pollution Prevention Plan

T

TA	Technical Advisory
TCI	Traffic Control Inspection
TCD	Traffic Control Device
TCM	Traffic Control Management
TCP	Traffic Control Plan
TCS	Traffic Control Supervisor
T&E	Threatened & Endangered Species
TE	Transportation Enhancement Funding
TEA-21	Transportation Efficiency Act for the 21st Century
TERO	Tribal Employment Rights Office
TETP	Transportation Engineering Training Program
TIGER	Transportation Investment Generating Economic Recovery
TIP	Transportation Improvement Program
TMDL	Total Maximum Daily Load
TMOSS	Terrain Modeling Survey System
TMP	Transportation Management Plan
TOC	Traffic Operations Center
TPR	Transportation Planning Region
TRB	Transportation Research Board
T-REX	Transportation Expansion Project
TSS	Total Suspended Solids

U

UDBE	Underutilized Disadvantaged Business Enterprises
UL	Underwriters Laboratories, Inc.
UMTA	Urban Mass Transportation Administration
USC	U.S. Code
USDA	U.S. Department of Agriculture
USDOT	U.S. Department of Transportation
USFWS	U.S. Fish and Wildlife Service
USTR	United States Trade Representative
UTC	Uniformed Traffic Control

V

VECP	Value Engineering Change Proposal
VMB	Variable Message Board
VMS	Variable Message Sign
VMT	Vehicle Miles Traveled

W

WASHTO	Washington Association of State Highway and Transportation Officials
WBE	Women Business Enterprise
WQP	Water Quality Program

X

Y

Z

(Rev. 12/16/09)

DEFINITIONS

Specialty Firm:

A licensed professional firm, limited to work that requires highly specialized knowledge, abilities, or equipment not ordinarily available in the type of contracting organizations qualified and expected to bid on the contract as a whole and in general are to be limited to minor components of the overall contract. Source: FHWA 1273 VII. Subletting or Assigning The Contract(1b)

(Rev 6/6/11)

Chapter 3 –

CONSTRUCTION PROJECT ADMINISTRATION

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PROJECT CONTRACT ADMINISTRATION

The Project Engineer is the Chief Engineers duly authorized representative (§101.51) and is responsible for:

- The administration and satisfactory completion of the project
- Assuring the project is completed in “reasonable close conformity to plans and specifications”
- Assuring all contractual requirements are met
- Assuring all local, state and federal regulations and programs stipulated by CFR Title 6, 49 and 23 are adhered to

All questions, observations, concerns and problems should be addressed to them.

We support these assurances by documentation.

Documentation is not only required by law it:

- Is an essential part of contract administration
- Ensures contract compliance
- Supports payments to the contractor
- Assures a quality product
- Records history of the project

Construction documentation takes many formats. It not only records daily work but includes such things as certifications, test results and Civil Rights program documentation.

Some examples are:

- All documentation showing counts, measurements, and calculations supporting pay items (i.e. DWR’s, 266's, Form 7’s)
- Material Tester Certification
- Material Certificate of Compliance (COC’s)
- Actions taken on failing material tests
- Stockpile material documentation
- Scale and Weighers Certifications
- Scale Tickets
- Haul ID sheets
- Welder certifications
- Survey documentation
- Contractor Payrolls (all federal aid projects)
- Monthly employee interviews (Form 280’s)
- OJT Documentation (Forms 1337, 838, 832)
- Time counts (Form 262 or 263)
- Force account billings w/ Form 580’s, Form 10’s and copies of certified invoices
- Piling books
- Approved Form 205's for all subcontractors
- Change Orders (Major and Minor)

(Rev 12/4/12)

Some events that are documented by letters, memos, conference agendas etc.:

During Project Ad and Award:

- Bid opening
- Award Conference
- Award Letter
- Notice to Proceed
- Pre-construction conference
- Pre-pour conferences
- Pre-erection conference

After award and during project construction:

- Notice to Proceed
- Monthly Contractor Estimate
- Notice of Intent to file claim by Prime Contractor per §105.22
- Contractor and supplier liens (must be submitted to the CDOT accounting office prior to the date of Final Settlement)
- Work Zone Time Violations
- Out of Spec material

Project Acceptance:

- Form 1212, Final Inspection Report. Completed by RE.
- Acceptance Letter or Partial acceptance

  Note: If the project has a **Landscaping Maintenance** period **ONLY PARTIALLY ACCEPT** the project. Follow example in Construction Manual

- Letter of Advertisement
- Notice of Final Settlement

Included with Final:

- Contract required letters, forms
- Interim reports re-measured to a final report
- Payrolls submitted to the Civil Rights office, if required (all federal aid projects). Please be sure to inform the finals unit of the date.
- Change Orders written and submitted to region
- Field verification of application rates, and pay plan items are within + or – 2% of plan quantity.

(Rev 10/5/12)

THE CONTRACT

The contract is a written agreement between the Department of Transportation and the Prime contractor. It consists of multiple parts, all of which constitute one instrument:
(See §101.17 for further information.)

Invitation for bids
Proposal
Contract Bonds
Standard Specifications
Supplemental Specifications
Special Provisions (project and standard special)
General Plans (includes M&S standards)
Detailed Plans
Notice to Proceed
Survey Manual (§629.01; §629.03 & any CRS statues that may apply)
Materials Manual (§105.03 & §106.01)
Contract Change Orders
Authorized Extensions of time

These separate documents should be in agreement with one another. If there should be a **discrepancy** between any of these documents the **ORDER OF PRECEDENCE** is as follows:

Special Provisions

- Project Special Provisions
- Standard Special Provisions

Plans

- Detailed Plans (your project plans)
- Standard Plans (such as M & S standards)
- Calculated measurements take precedence over scaled measurements
- Supplemental Specifications (revisions or updates to the "Spec Book")
- Standard Specifications for Road and Bridge Construction

Reference - §105.09 for the hierarchy to be followed.

The Project Engineer should be immediately notified and make the necessary corrections to carry out the intent of the contract. The Project Engineer should then notify the contractor, in writing of their decision.

Remember these are parts of the Contract and must be modified in writing. Modification of the Contract requires a Change Order.

The front page of the Project Special Provisions will always reference what version applies to the following books: Standard Specifications for Road and Bridge Construction, Supplemental Specifications, Standard Specials.

(Rev 6/6/11)

FEDERAL REQUIREMENTS
(all Federal Aid Projects)

In addition to the requirements of §107.01 (Laws to be Observed) that the "Contractor shall ….comply with all Federal, State and local laws, ordinances and regulations…." there are additional Contract Requirements on Federal Aid Projects per §107.05 (Federal Aid Provisions). The FHWA 1273 summarizes Federal contract requirements. This includes:

- Civil Rights and labor compliance
- Minimum Wages (Davis-Bacon)
- Apprentices and Trainee programs
- Subletting
- Reporting requirements (monthly interviews, contractor payrolls, monies paid DBE's.

23 CFR 633 states that the FHWA 1273 will be "physically incorporated into each Federal Aid Construction Contract". It is the responsibility of the Project Engineer to assure that contract between the Prime and Sub Contractor physically includes a copy of the FHWA 1273. This is the actual contract, which may, or may not include the CDOT Form 205.

Work added by Change Order – certain types of Change Orders written on federal oversight projects require FHWA pre-approval **prior** to work . See the CDOT Construction Manual for guidelines regarding pre-approval procedures.

Reporting requirements –

- **Buy America** – A statement that steel, steel products and their coatings permanently installed on the project are manufactured in the United States of America.

- **Form 1212** – Final acceptance report
  Filled out and signed by the RE after they inspect the project. Send the original to the RFE. Copies will be made and original submitted to FHWA when all the required forms are received.

- **Forms 205B, 1414, 1415, 1416, 1418, 1419, 1420, 1425** – Subcontractor and Supplier information and commitments.

- **Form 280** – Monthly Employee Interviews

- **Forms 832, 838, 1337, 1336** – On-The-Job Training Information and Commitments
  Contractors shall provide OJT aimed at developing full journey level workers in a skill craft (Labor & Mechanic) and encourage training and upgrading of minorities and women toward journey worker status

- **Certified Contractor payrolls**
  The Davis Bacon Wage Decision applies to **all** federal aid projects, not just projects with Federal Oversight. A copy of the decision appropriate to your project is included with the project specials. Also be familiar with the Midway Decision. This involves the pay scale for truckers hauling to and from the project site, as well as defining the "project site". See the FHWA 1273 included with your contract and bond, the Construction Manual and the section on Contractor Payrolls in this manual.

(Rev 7/1/14)

TIME COUNT

The time count shall be started as per the Notice to Proceed. **No exceptions !!** However, there are times when the time count **may be suspended** before the project begins construction: delay in the contractor receiving the Notice of Award or Notice to Proceed, delayed start date due to nature of project and time of year, material delivery delay, unsuitable weather (working day contract only), and utility delays. These delays are also valid excusable delays for time count extension.

The contractor shall not perform work on any day of a three or four day holiday weekend for the following holidays and time will not be charged:

New Year's Day (January 1st)
Memorial Day (May)
Independence Day (July 4th)
Labor Day (1st Monday in September)
Thanksgiving (4th Thursday in November)
Christmas Day (December 25th)

NOTE: (Reference §101.36 and §108.08 for additional information)

Less than full time charges (1/2 day) are allowed for work that cannot be effectively done for at least 2 hours but not more than 6 hours of the day.

Form 262, Weekly time count

One full day will be charged for each working day, beginning with the start date. Time shall not be charged on Saturdays, Sundays, or holidays unless the Contractor has worked, with the permission of the Project Engineer. Note reasons for suspensions and/or less than full time charges in the remarks section.

Form 263, Calendar Day contract

One full day will be charged for each calendar day, beginning with the start date. Time shall be charged for Saturdays, Sundays and holidays. The time count shall not be suspended for delays due to weather. Calendar day contracts have already made allowances for average days of precipitation. Be sure to check your Project Special Provisions for how to handle National Holiday weekends. State in remarks section when there is no charge for a holiday, per specs.

Fixed Completion Date

Contractor shall complete work before date established in the contract. Time count shall be maintained in the same manner as a Calendar Day Contract. This date may be affected by A+B Bidding. Be sure to check the Contract and Bond for your project.

(Rev 7/1/14)

Liquidated Damages

If work is not completed by the time authorized, each additional day shall be charged and contractor will be accessed liquidated damages at the rate specified in §108.09.

Payment will not be made of the use of Section 630 pay items for the period of time after expiration of the approved contract time (§630.16)

Authorized time is the time specified in the contract plus any days added by change order(s).

An item assessing liquidated damages shall be added to the contractor estimate by a Change Order record in category 400. You must use either item code 620-00040 (Dol) or 620-00045 (Day).

Delays

Delays fall into two categories:

1. excusable which includes compensable and noncompensable
2. nonexcusable

Excusable, compensable delays are those that were outside the control of the contractor and had a financial impact to them and/or the project progress schedule. A time extension and/or monetary compensation is awarded.

Excusable, noncompensable delays are those that had no monetary consequence to the contractor but did have an impact on the progress schedule. A time extension is awarded.

Non excusable delays are those that were foreseeable or within the control of the contractor. No compensation is awarded the contractor.

Sometimes there are delays to a project that are not in the control of the contractor or CDOT, such as unusual market conditions caused by strikes, disasters, area-wide shortages, utility companies and unseasonable weather conditions. These are considered excusable delays and the Project Engineer may suspend the time count and/or the contractor may request additional time and/or compensation.

(Reference §108.08, §108.09 and §109.10)

For additional information see the section on forms (Forms 262, 263)

Chapter_4

CONTRACTOR PAYROLLS

Contractor payrolls are required on **ALL** federal aid projects and force account work. They are necessary for monitoring the Davis-Bacon wage decision.

Project personnel are responsible for verifying that accurate, complete payrolls are received for all contractors personnel (prime and subcontractors) that are working, or have worked on a project. Wage rates must meet the requirements for each job classification, per the Davis Bacon Act and the Midway Decision. Each employee may work in more than one class on a project, however, they must be paid the correct rate for each job classification. See your project special provisions for the schedule applicable to your project.

You must also complete the CDOT Form 280, Equal Employment Opportunity and Labor Compliance Verification. There is a set amount of these that need to be done per your Contract. Contact your Region Civil Rights Manager for this information.

For more detailed information -- please refer to the section on Contractor Payrolls, the CDOT Davis-Bacon Manual, 2014 Construction Manual section 107.1 and/or call your region Civil Rights Manager.

Chapter 10

(Rev 12/29/11)

EEO PROGRAMS

An additional Contract requirement on Federal Aid Projects is monitoring the Contractor's "good faith efforts" to encourage use of DBE Business and at providing OJT to develop full journey level workers in a skill craft and promoting minorities into full journeymen status.

Prior to the Pre-Con, Project personnel should familiarize themselves with the DBE & OJT goals, the Plan F/A $ Budget, and the Standard Special Provisions titled "On the Job Training" & "Disadvantaged Business Enterprises".

The project engineer is responsible for reminding the Contractor of the DBE & OJT Goals, the possibility of progress payments being withheld or assessment of damages for non-compliance, and requesting a written explanation of why the DBE and/or OJT goal is not being met. They should notify the Contractor in writing when documentation is not received and contact your Civil Rights Manager as soon as the Contractor is at risk at being held in non-compliance.

The Region Civil Rights Manager is responsible for setting the DBE & OJT goals, determining Contractor compliance and calculating the $$$ amount of any penalty to be assessed.

The monthly progress estimate may be withheld if forms are not received by the deadlines stipulated in the specs.

All payments to subcontractors/suppliers must follow the prompt payment act(CRS 38-26-107 & 24-91-103).

OJT - The following forms are used to monitor Contractor compliance of **OJT** goals:

CDOT 1337 – Contractor Commitment to Meet OJT Requirements
CDOT 838 – OJT/Trainee/Apprentice Record
CDOT 832 – Trainee Status and Evaluation
CDOT 105 – Speed Memo
CDOT 1336 - Wavier Request

Any damages assessed should be posted to the estimate, using category 200, item code 900-00028 (OJT Damages)

DBE - The following forms are used to monitor Contractor compliance of the DBE goals:

CDOT 1414 – Anticipated DBE Participation Plan
CDOT 1415 – Commitment Confirmation
CDOT 1417 – Approved DBE Participation Plan
CDOT 1418 – Monthly Payment Summary
CDOT 1419 – DBE Participation Report
CDOT 1420 – DBE Participation Plan Modification Request
CDOT 1425 – Supplier List
CDOT 205 - Permit to Sublet

Any damages assessed should be posted to the estimate, using category 200, item code 900-00031 (DBE Sanctions)

For more detailed information -- please refer to the section on EEO Programs in this manual.
Chapter_17

(Rev 7/1/14)

PERMIT TO SUBLETS
(CDOT Form 205B)

Note: the Contract is between CDOT and the Prime contractor. The Form 205B is the statement for contract of work between the Prime and sub-contractors. (See the definition of a subcontractor in §101.81).

Required of **ALL** Sub-Contractors, including any "Specialty Firms", on the project site, no exceptions!

The Form 205B **MUST BE** approved by the Project Engineer prior to a subcontractor "coming on board".(§108.01). If time is a factor, the Prime contractor may fax or e-mail this form to the Project Engineer for their verbal approval. The original, signed copy must still be submitted for final approval. Note: this may be two sided form. If faxed, please make sure that both sides are received. Minimum review by the Project Engineer should include "good faith efforts" by the prime to utilize DBE firms; that the maximum allowed to be sub-contracted on their project has not been exceeded and that the Form 205 has been signed and dated by the prime and subcontractors.

Be sure to check the debarment list. This can be done either online at https://www.sam.gov/portal/public/SAM/
or calling your Civil Rights Manager.

For more detailed information -- please refer to your Project Special Provisions and the section on Permit to Sublets (Form 205).

Chapter 5

(Rev 6/5/13)

FORCE ACCOUNT BILLINGS

Payment by Force Account billings is utilized when a previously unknown condition is encountered in the field and it is difficult to determine the actual scope of work and related costs. Labor, material and equipment are documented on the Form 10, rental rates are determined by the Form 580 and certified invoices for materials permanently incorporated into the project received from the contractor. These should all be attached to the billing. Requests for payment are generally received from the Prime Contractor on their letterhead, processed and paid on the monthly contractor estimate. Billings may be submitted to the region for filing or submitted with the project final. The billing should be reviewed prior to payment. The Contractor is allowed one billing per month, per item of work. Reference §109.04.

For more detailed information -- please refer to the section on Force Account Billings

Chapter_7

CHANGE ORDERS

Contract Change Orders are written to authorize additional work and modify the Contract after the project has been awarded. These become part of the contract as agreed unit prices, method of measurement and payment, plan sheets and/or specifications. Any directions to the contractor are legal and binding.

At a minimum --- All Change Orders need to be discussed with the Resident Engineer and appropriate Region Program Engineer. All CMO type Change Orders need to be discussed with your Area Engineer in Contract & Market Analysis.

All Claim Settlement Change Orders must be pre-approved in writing by the Chief Engineer, Area Engineer or RTD **PRIOR** to any payment to the Contractor.

All project extension Change Orders must be pre-approved in writing by the Chief Engineer **PRIOR** to any work being executed.

On federal oversight projects, several types of Change Orders need to be signed by the FHWA Operations engineer **PRIOR to any work being started on the project**. These include: Project Termini extensions; Major Design Changes, changes affecting environmental commitments; Administrative Settlements(non-DRB) and material changes to scope of work.

In ALL cases Change Orders must be verbally approved by the Resident Engineer and signed by the Contractor and project engineer PRIOR to any work being started on the project.

For more detailed information -- please refer to the CDOT Construction Manual and the section on Change Orders in this manual.

Chapter_6

(Rev 12/29/11)

DAILY REPORTS
(CDOT Form 7's, 10's, 266's, DWR's, etc.)

These are CDOT forms used by project personnel to document item quantities and work done by the contractor. They are to be filled out on a **DAILY** basis.

You may record more than one item of work on a page.

Quantities are posted from these to the computer estimate program.

Be sure to show all measurements and calculations !!!!!

Form 10's are still required in paper format with signatures !!!!!!!

(Reference §109.04)

For more detailed information -- please refer to the section on Forms

Chapter_4

(Rev 12/29/11)

THE MONTHLY CONTRACTOR ESTIMATE

The Prime contractor is paid once a month through the contractor estimate system. The current program used by CDOT is called SiteManager®.
Payment may be withheld from the Contractor if any of the following apply:

- Out of spec materials were placed
- Material COC's were not received
- DBE documentation was not received
- OJT documentation was not received
- Updated progress schedule is not received prior to estimate approval.

The Project Engineer is responsible for the accuracy of the progress estimate.

Project personnel shall post pay quantities from the Daily Inspectors Report (Form 266), Form 7's, Force Account billings or other project documentation. At the end of the month, or the date requested by the Contractor, the estimate needs to be processed. It should then be submitted to the Project Engineer for their approval. Once they have approved the estimate, it shall be submitted to the Resident Engineer's office. The RE shall review and approve the estimate electronically. Copies may be made and distributed. A copy of the estimate with the project engineer's original signature, may be placed either in the project file or submitted to the region for inclusion with the Final Documentation Package.

The suggested copy distribution may be the following:

Contractor
Head Materials Tester
Region Finals Administrator
Project Engineer
Resident Engineer – original
Region Material's Lab – (last progress estimate)

Project personnel shall review the estimate. Some questions to ask --

- Is there documentation and calculations for all the payments being made?
- Have all items of work been posted?
- Have any penalties for work zone time violations or over weight loads been posted?
- Have COC's been received for materials that require them?
- Have the required OJT/DBE forms been received?
- Did you verify that items added by Change Order have been entered with the correct unit price, method of measurement and method of payment? Please note Change Order number authorizing items of work in the supplemental description.
- Did the Project Engineer check the amount of payment for any large discrepancies?
- Did the Project Engineer enter a negative line item to withhold payment for any liens filed by a sub-contractor or supplier?

For more detailed information -- please refer to sections on Daily Reports, Change Orders, Time Counts and forms in this manual.

FINAL ACCEPTANCE

When the project is essentially complete, the Project Engineer shall notify the Resident Engineer and they shall conduct a final inspection. The contractor shall correct any deficiencies before final acceptance will be granted. It is customary to invite the specialty units (i.e. Traffic, Maintenance, Utilities and Environmental) to these inspections.

The Resident Engineer shall complete the Form 1212 and submit it to the Region Finals Administrator. A completed copy is required on all Federal Aid projects.

The Project Engineer shall write the letter of acceptance to the Contractor. The letter shall list all outstanding documentation still required from the Contractor. (see example in the chapter on forms). This includes all required material COC's, the final Form 1419, Buy America Letter and any outstanding payrolls or Force Account billings.

Partial Acceptance

Partial acceptance may be made on a portion of a project. For example, the project is 90% complete, with the exception of the landscape establishment period. This will release the contractor from their legal responsibility for the roadway portion of the project. All traffic control devices can be removed. Final acceptance shall not be made until the landscape establishment period has elapsed and final inspection of those items completed and accepted. Standard Specification §214.06 provides for a % of the Lump Sum for landscape establishment to be paid monthly. For further information on partial acceptance, refer to §105.21, §107.16 and §107.17 of the Spec Book.

In either case DO NOT HOLD the final in the field for any reason!. Checking can begin with the documentation that is available. If the contractor owes CDOT paperwork, still turn in the final. The Region Finals Administrator will help you track any paperwork that is still outstanding. Be assured that the final payment will NOT be processed until the PE and finals unit are satisfied.

ADVERTISEMENT for FINAL SETTLEMENT

After a project is accepted the project must be advertised for final settlement. CRS 38-26-107 requires that a project be advertised for final settlement at least twice in a newspaper of general circulation in any county where the project was contracted for or work performed. If the project resides in more than one county, the notice may be published in any county. Final payment cannot be made until after the Date of Final Settlement established in the publication. CDOT must withhold the $ amount on any notices of liens against the project filed with the CDOT accounting office for a period of 90 days past this date. If a notice of Lis Pendens is received within this time frame, the amount of the lien must be withheld until a notice of release of Lis Pendens is received.

This process does not mean that you cannot continue to finalize pay quantities with the Prime Contractor.
The Region Finals Administrator or local agency will request advertisement as soon as a copy of the letter of acceptance is received from the project engineer.

(Rev 12/1/11)

THE "FINAL"

Once the project is completed you need to gather and organize ALL project records and correspondence and complete the "As Constructed" plans.
The project engineer shall also meet with the Contractors representative and finalize all pay quantities.

The project final consists of:

- All contract documents – i.e. Contract and Bond, Change Orders, etc.
- "As Built" plans (completed per section 121.2.3 of the CDOT Construction Manual)
- Specifications
- Correspondence
- Memos to contractors
- Forms
- Certifications
- Scale and Weigher certifications
- Scale tickets
- Hauler ID sheets
- Form 305 (item summary reports)
- Form 266 (DWR) books w/attachments or original source documentation
- Field books
- Survey books and Monumentation records
- Contractor submitted forms
- All documentation that supports payments to the contractor

For more detailed list see "Final Submittal Checklist" located in section "Submittal of Final".
Also reference section 121 of the Construction Manual.

Chapter 12

PRIOR TO SUBMITTING THE "FINAL"

- Confirm the Finals Administrator has received a copy of the acceptance letter and has entered the acceptance date in SiteManager®. This will release final payment of TCD's at 100%.
- Post all final quantities to the contractor estimate system.
- Give Contractor and Project Engineer a copy of the last progress estimate, so that they may review and agree on final quantities.
- Check to assure that all authorized items are identified on the estimate and "As Constructed" plans.
- Print and review all Form 305's (Item Summary Reports) and have the Project Engineer (or other project personnel) initial. This indicates that quantities have been reviewed.
- Complete the "Final Submittal Checklist".
- Submit your final to the region ASAP.

FINAL REVIEW

An independent check of the construction project documentation is required per CFR 635.123. The region Finals Administrator or Local Agency shall conduct this review. Any corrections to pay quantities or late billings will be posted on the final estimate. (§109.09)

Once the review is completed, the Contractor will be notified, in writing, utilizing the CDOT Form 96. The cover letter should detail any required documentation that is missing. Once the Contactor signs and returns the Form 96, along with any outstanding documentation, the Finals Administrator will authorize final payment. The Cover letter, Form 96 and copy of the Final Estimate should be mailed to the Prime Contractor via Certified mail, return receipt requested.

The Finals Administrator shall track the final checking progress and outstanding documentation.

The Region Finals Administrator updates and distributes a Status of Finals Report monthly.
Ask your RE for a copy to check the progress of your projects final checking and forms still outstanding.

Chapter 13

DOCUMENTATION STORAGE

All project records must be retained per 49 CFR part 18.40
Within CDOT this is a period of approximately 8 years from the date of project acceptance.
Records custodians should be aware of the Public Records Laws – CRS 24-72-201 thru –206 and Procedural Directives (PD) 25.2, 51.1, 51.2 and 51.3. Also be aware of the confidentiality requirements.

ADDITIONAL LETTERS AND FORMS FOR LOCAL AGENCY PROJECTS

FHWA and CDOT operate under a Stewardship agreement. CDOT is the state agency responsible for overseeing the use of federal funds, ensuring quality of materials placed on projects and monitoring federally mandated Civil Rights programs. This responsibility extends to local agency projects utilizing federal funds.

In order to assure compliance with all federal rules and regulations CDOT is requesting that the local agency complete additional documentation. This includes the following forms and letters:

Local Agency Final Construction Acceptance Certification
Letter of Materials Certification
EEO Certification Acceptance Letter
Copies of any Change Orders
Copies of all required forms (i.e. Form 1419, Buy America letter)

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Chapter 4 –

FORMS
&
LETTERS

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Project Forms Listing

CDOT #	Title
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Engineering Personnel Roster
Award Letter
Notice to Proceed
Acceptance Letter
Letter to Advertise
Notice of Final Settlement
Buy America Certification Letter
Quality Assurance Sampling Checklist
Certification Checklist

(Rev 3/3/15)

CDOT Form 7

This form is used to track items that are measured by the hour or day, i.e. traffic control devices, additional construction surveying and potholing hours.

When you first start a project, you may type or write in the project number and project code and then make copies of this report for the length of the job. This report is filled out weekly so leave the date blank. The date should be the week ending date (usually this is a Saturday).

Make sure that you carry the previous total over to the next week. Have someone review the form to assure that the numbers all add up.

Sign the form at the bottom right hand corner. This form now has a box for someone to check the form and sign. Please have this done.

It is recommended that the Form 7 be signed by the Contractor on a <u>weekly</u> basis. This will serve as written notification to the Contractor and allow them to verify quantities with their subcontractors during the course of the project.

(Rev 2/21/12)

COLORADO DEPARTMENT OF TRANSPORTATION

WEEKLY REPORT ON MISCELLANEOUS PAY ITEMS

Project No.:	Project Code (SA#):
Location:	Week Ending: / /

Ref. No.	Item No.	Description	Date→ Unit	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Total	Previous Total	Total To Date
	203	Backhoe	hour										
	203	Blading	hour										
	203	Potholing	hour										
	250	Monitoring Technician	hour										
	250	Health & Safety Officer	hour										
	630	Flagging*	hour										
	630	UTC	hour										
	630	TCM*	day										
	630	TCI*	day										
	630	Pilot Car*	hour										
	630	Portable Message Sign	day										
		Construction Surveying	hour										
		Trainee	hour										

*Final quantities for these items shall be determined on a weekly basis in conformance with the Standard Special Provision – REVISION OF SECTION 630 – CONSTRUCTION ZONE TRAFFIC CONTROL.

Ref. No	Truck No.	Capacity	Previous Meter Reading	Daily Meter Reading or Load Count							M3 (M-Gal) Totals		
				Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly	Previous	To Date

Remarks:				
	Signature:	Title:	Checked By:	Date: / /
	Posted By:	Date: / /	/ /	

Distribution: Project File (original)

Form 7 Remarks (continued)

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CDOT Form 10

This form is used to track the labor and equipment hours, and the material used on force account work. Refer to section §109.04 for information detailing the requirements for this basis of payment.

Supply the Project number and Project code, the prime and sub contractor's names, whether this is for a Change Order or Force Account billing and a brief description of the work.

Fill in the names of the workers, their job title and the amount of hours worked. Each day should have its own column. Do not forget to separate out regular hours vs. overtime hours. At the end of each week total the hours for each employee.

Once the certified payrolls are received, check the payrolls against this form and if everything matches, place your name under the checked by and date it.

Fill in the equipment number. This comes from the Form 580. Check off whether this is the 1st or 2nd shift. Fill in the rate per hour and the amount of hours this equipment was used each day. Total the hours at the end of the week.

Fill in any material used, the unit type and the numbers of unit used each day. Total the number of units at the end of the week. Any invoice for material incorporated in the project shall not contain sales tax. The Contractor will need to obtain a tax-exempt number from the Department of Revenue.

Have the contractor and/or the subcontractor initial the form each day. This will avoid any conflicts later.

Sign this form at the end of the week. Give the contractor a copy. If the force account work carries over for a period of time and you have not filled up the form, you may keep the form "going" until you have used it for five days. The days do not have to be consecutive.

Keep this form in a handy place so that when you receive the invoice from the contractor you can easily check the invoice against the Form 10.

For Additional information on Force Account Billings see the chapter on F/A Billings in this manual.

Chapter_7

COLORADO DEPARTMENT OF TRANSPORTATION

INSPECTOR'S REPORT FOR FORCE ACCOUNT WORK

Project No.:

Project Code (SA#):

CMO or F/A No.:

Contractor's Name:

Subcontractor's Name:

Description of Work:

LABOR Employee Name	Date:	/ /		/ /		/ /		/ /		/ /		Total Hours	
	Occupation	Hours											
		ST	OT	ST	OT	ST	OT	ST	OT	ST	OT	ST	OT

The hours shown here were checked against the certified payrolls.

Checked By:

Date: / /

EQUIPMENT Code No.	Shift		Rate	Hours					Total Hours
	1st	SB							

MATERIAL Type	Unit	Number of Units					Total Units
Note: A Certified Invoice for Materials is required as part of billing.							
Contractor/Subcontractor Initials		/	/	/	/	/	

Billing procedures shall conform to applicable project specifications.

I certify that this is a correct record of employee & equipment hours and material units on the above project as authorized by the above modification order or agreement.

Signed:

Title:

Distribution: Region Finals Engineer (original)
Project File
Contractor

CDOT Form 10 07/02

Previous editions may be used until supplies exhausted

CDOT Form 17

This is the **OLD** form utilized to track DBE Goals.
It was replaced by the CDOT form 1419 per the revised DBE Spec dated 12/26/13.

This form is still **required on all projects that have the OLD DBE Spec**. (i.e. projects advertised before January 27, 2014.)

It should be completed by the contractor at the completion of the project and is part of the final documentation requirement.

If no DBE subcontractors were utilized it should state “NONE USED.”

Be sure to check your Project Special Provisions to verify the forms required on your project !!!!!!!.

See SSP Disadvantage Business Enterprise Definitions and Requirements.

(Rev. 3/18/14)

COLORADO DEPARTMENT OF TRANSPORTATION

CONTRACTOR DBE PAYMENT CERTIFICATION

Project No.:

Project Code (SA#):

Section I.

Prime Contractor:

- List the DBE firms and the amount you have paid or will pay for work performed and materials used on this project
- Return both copies to the Project Engineer.
- Retain supporting documentation for a minimum of seven years from the project acceptance date.
- The contractor is required to provide written explanation(s) for final pay amounts that are less than the amount committed on CDOT Form 715 when the difference is 10% or greater. Use space below in **Section II**.

DBE FIRM NAME	AMOUNT	TIER

Section II.

Explain why your company paid less to the project's DBE(s) subcontractors than was shown on CDOT Form 715:

Confidential

I declare under penalty of perjury in the second degree, and any other applicable state or federal laws, that the statements made in this document are true and complete to the best of my knowledge.

Prime Contractor's Name:

Date: / /

Authorized Representative's Signature and Title:

Distribution: Contracts and Market Analysis Branch (original)
Project Engineer
Region EEO Manager
Previous editions may be used until supplies are exhausted

CDOT Form 90

This is the Contract Modification Order form. This form may be printed from SiteManager® accessories. See the section on this form for further information.

There are certain added items that do not require a fully executed change order. A "Modifications With No CMO/MCR Required" change order record needs to be added in SiteManager®, but signatures are not required. The list includes:

- Minor items of work not utilized on the project - §104.02
- Overruns or under-runs of contract bid items - §104.02
- Price adjustments for out of spec material - §105.03.
- Work zone time violations - §105.03
- Construction Surveying paid at $100/hour - §105.13
- Overweight vehicles - §105.18
- Liquidated damages - §108.09 (must be in Category 400 and use 8-digit item codes: 620-00040 [dollar] or 620-00045 [day])
- Failure to perform Erosion Control - §208.09
- Piling cutoffs and splices - §502.08
- Substitution of materials as allowed by Contract
- Supplier or Sub-contractor liens
- Plan force account items
- OJT Penalties - § On the Job Training
- DBE Sanctions - § Disadvantaged Business Enterprises
- Water Quality Control Penalties - §101, §107 & §208

For additional information see the Construction Manual Section 120.7; the chapter on Change Orders in this manual and Construction Bulletins in Appendix A.

Chapter_6

Appendix_A

CB 2011- 9 Federal Oversight CMO Thres

CB_2010-13_Change_Orders.docx

CB_2008-7_Minor_Contract_Revision_Pro

(Rev 8/26/14)

COLORADO DEPARTMENT OF TRANSPORTATION **CONTRACT MODIFICATION ORDER**	Project No.:	Project Code (SA#):
	Location:	
	Date:	Project Order No.:
Contractor:	Estimated cost to project: ☐ Increase ☐ Decrease $	
Complete Address:	Total additional days allowed to complete work:	Federal Oversight? ☐ Yes ☐ No
Modification Title:		

I hereby accept this order, for work to be performed and prices on which payment is to be based.

REQUIRED IN ACCORDANCE WITH INSTRUCTIONS IN THE *CDOT CONSTRUCTION MANUAL*		REQUIRED FOR ALL CHANGE ORDERS	
Approved by FHWA Operations Engineer:	Date:	Authorized by Project Engineer:	Date:
OPTIONAL		Contractor Representative:	Date:
Approved by Region Transportation Director:	Date:	Approved by Resident Engineer:	Date:
		☐ Participating ☐ Non-participating ☐ Participation as noted Approved Funding by Region Program Engineer:	Date:

Previous editions may be used until supplies are exhausted

CDOT Form 96

This is the form used for authorizing the final payment of the project. After the final project quantities are audited, required forms are received and the materials and Civil Rights documentation is reviewed, this form is filled out by the Region Final Administrators and mailed by certified mail to the contractor.

When the signed original is received by the Finals Administrator, final payment will be authorized and sent to Accounting for processing. At this point all complaints, disputes etc. regarding payment are invalid.

Final payment will not be made until the Contractor has fulfilled all of the contract requirements and all liens and claims are cleared.

COLORADO DEPARTMENT OF TRANSPORTATION

CONTRACTOR ACCEPTANCE OF FINAL ESTIMATE

Project #
Project code (Subaccount)

As Contractor on the above referenced project, I accept the pay quantities and final payment indicated on the final estimate as correct. The final estimate payment of $_____, results in a total cumulative payment of $_____ for this project. By accepting this final payment as full and complete, except as noted below**, or if the Contractor fails to sign and return this document within 30 days of the certified letter receipt, the Contractor releases the State of Colorado from all disputes and claims that notice has not already been submitted per the Contract provisions. I certify that I have the authority to make this statement to obligate the Contractor.

I declare under penalty of perjury in the second degree, and any other applicable State or Federal laws, that the statements made on this document are true and complete to the best of my knowledge.

Prime Contractor	Date	By (Signature and Title)

No payment can be made by the Department of Transportation until after the final settlement date as established by Section 38-26-107, C.R.S.

**CDOT has withheld $_____ from the final payment for placement in escrow as set forth below.

1 copy of the signed original shall be returned to CDOT

CDOT Form 103

This form is used to detail what has transpired on the project each day. This form should be **filled out by all project personnel daily** while events are still fresh in their mind.

The text should be fairly brief. Note any and all conversations and/or events with the contractor regarding items of work, field and weather conditions, traffic control, etc. This includes numbers on crews and equipment, what kind of work, when and where. For example "Crew 1, four men, a pickup, a generator, and hand tools, formed up abutment 1 bridge E-17-XX 7:00 AM to 11:00 AM. Same crew and equipment formed Pier 2 spread footer 3, 11:30AM to 3:30 PM."

The blocks at the top of the page should be filled out as completely as possible. The time count information may not be available to all project personnel daily. To avoid potential problems this information should be completed by the project engineer alone.

Be sure to sign the form.

NOTE: This form can be subpoenaed for any court actions, either against the Department or for the Department. This document is considered “public record.” It is advised that you “keep it clean”.

For further information, please see the Construction Manual section 120.5.

COLORADO DEPARTMENT OF TRANSPORTATION **PROJECT DIARY**	Project number: Date:

Total days charged to date:	Elapsed days:	Hours worked:
Approximate number of employees:	Weather:	Temperature range:
Time lost and reason:		Supt:

Signing and barricading:
Traveled roadway condition:

Signed:	Title:

Distribution: Project file (original)

CDOT Form #103 7/06

CDOT Form 105

This is the speed memo form. It is the preferred method to give written directions to the Prime Contractor, request prices for additional items of work, notification of deleted items, deficiencies, or other topics that need to be brought to their attention.

It is required to use this method of "written communication" to give notification to the Contractor of any violations of the Water Quality spec (§208)
You may either hand write these or use one that has been developed for the computer.

On either form, supply the project number and project code and the project location.

Be sure to date the form and address the form to the **Prime Contractor**. The Form 105 should not be addressed to any subcontractor. The memo may be addressed to the prime and a subcontractor if need be.

Be brief on the subject line but clear enough so that the person reading the memo has an idea of what the memo is about.

Write the memo.

Sign and place your title on the form.

Give this to the Prime Contractor's representative on the project. The project superintendent will usually sign this. If they should not be authorized to sign the bottom line, there is a place for them to sign as "Received By:" There is also a place for any reply that the contractor may want to give.

For further information see the Construction Manual section 120.4 and Construction Bulletins in Appendix A.

Appendix A

Use_of_Form_105.doc

CB2011-7 WRITTEN NOTICE.docx

CB_2010-12_Written_Notification.docx

(Rev. 8/26/14)

COLORADO DEPARTMENT OF TRANSPORTATION **SPEED MEMO**	Project No.:	Project Code (SA#):
	Location:	

MESSAGE

To:	Date: / /
Subject:	

Signed (CDOT):	Title:
By Signing Below I Acknowledge Receipt of This Document	
Signed (Contractor):	Title:

REPLY

To:	Date: / /
Signed:	Title:

Distribution:
- Contractor
- Resident Engineer
- Project Engineer

CDOT Form 105 05/10

CDOT Form 118

Contractor Payrolls are required on all federal aid projects and force account work.

This form is completed by the Prime Contractor and shall be attached to all weekly submitted payrolls. (FHWA 1273 requirement)

Please note if it is the **FINAL** Payroll for a project and assure it has the correct project no on it.

The Contractor may submit 1 form for multiple weeks of NO WORK. Note as such and list beginning and ending payroll weeks.

Also note that this is a **2 sided** form.

For further information see the chapter on Contractor Payrolls.

Chapter_10

Colorado Department of Transportation **CONTRACTOR WAGE COMPLIANCE STATEMENT**	Project Code: Project Number: Project Location:

Contractors/subcontractors

Completion of the payroll supervisor appointment and perjury statement is required by the U.S. Department of Labor and is included on the back of this form. Contractors/subcontractors are required to pay weekly; complete both sides of this form in full and attach to each payroll for the seven day payroll period. Prime contractors are required to submit the forms within seven days of the weekly payroll period to the project engineer; subcontractors submit forms for review to the prime contractor prior to submission to CDOT. The prime contractor is responsible for subcontractor payroll submittal and compliance; by submittal of subcontractor payrolls, the prime contractor certifies that they have reviewed the submittal for compliance.

Contractor/subcontractor name	Payroll number	Payroll period to

Fringe benefit information:

Name(s)/addresses of fringe benefit administrator(s):

Contact person and phone number(s):

Contributions are made in cash or to the plans, funds or programs described below at least quarterly. There are no past due deposits. List the value of the fringe amount as the dollar amount per hour. Documentation of calculations used to determine hourly rates shall be available upon request. Please attach additional information as necessary if fringe contributions vary by employee.

- ☐ cash _____
- ☐ health insurance _____
- ☐ dental insurance _____
- ☐ life insurance _____
- ☐ pension _____
- ☐ vacation _____
- ☐ holiday _____
- ☐ other (describe) _____

All on-the-job trainees (OJTs) employed in the above period are registered in and paid according to a bona fide training program approved by the Colorado Department of Transportation and the Federal Highway Administration. Each trainee has also been approved for work on this contract.

I declare under penalty of perjury in the second degree, and any other State or Federal laws that the statements made in this document are true and complete to the best of my knowledge.

Contractor/subcontractor payroll supervisor or signatory party	Date

Date	(Name of signatory party)	(Title)	
	I,		do hereby state:

(1) That I pay or supervise the payment of the persons employed by

(Contractor or Subcontractor)	on the	(Building or work) ;

that during the payroll period commencing on the

day of	Month	Year	and ending the	day of	Month	Year

all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said

(Contractor or Subcontractor)

from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described below:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGES BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

☐ in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

(b) WHERE FRINGES BENEFITS ARE PAID IN CASH

☐ Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) EXCEPTIONS

Exception (craft)	Explanation

Remarks

Name and Title	Signature

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

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CDOT Form 128

In compliance with Federal Regulation 23 CFR 771 and the National Environmental Policy Act (NEPA) of 1969 all proposed projects must be assigned an Environmental Category designation of Major, Intermediate, or Minor (Categorical Exclusion projects). The category designation helps determine the appropriate level of environmental studies and public involvement activities required for approval.

Minor category projects do not individually or cumulatively result in significant environmental impacts and generally do not have a great deal of public controversy. A Form 128 is prepared for these projects and it documents the environmental clearances and permits required and completed for the project.

It is included here as a revised form 128 may be required when work is added by a Change Order. (For additional information - see section on Change Orders in this manual)

NOTE: Additional information on how to prepare this form and about the types of clearances, permits, and additional requirements as shown on the Form 128 and can be found in the CDOT Project Development Manual.

COLORADO DEPARTMENT OF TRANSPORTATION **CATEGORICAL EXCLUSION DETERMINATION**	Date:	Revision Date:	Project Code #:
	Project #:		
Project Name:			
Project Description:			

A. Categorical Exclusion Project Determination

1. This project has a Federal nexus (yes or no) _____.
2. This project fits Categorical Exclusion or Programmatic CE number _____
3. CDOT _____ design plans dated _____ were referenced in selecting the Clearance Actions required in Block B of this form.

B. Clearance Actions

REQUIRED If not checked is Not Applicable	DATE COMPLETED	REQUIRED If not checked is Not Applicable	DATE COMPLETED
☐ Air Quality (hot spot analysis)	_____	☐ Paleontology	_____
☐ Noise	_____	☐ Archaeology	_____
Hazardous Waste		☐ History	_____
☐ - ISA Checklist	_____	☐ Historic Bridge	_____
☐ - MESA (or Phase I)	_____	☐ 4(f)	_____
☐ Threatened or Endangered Species	_____	☐ 6(f) Agreements	_____
☐ Wetland Delineation (survey)	_____	☐ Other	_____

All required clearance actions indicated have been completed for the work described in the design plans referenced above. No significant environmental impacts will result from this project. All Permits and Additional Requirements indicated in Part C below will be obtained before project advertisement/construction. Implementation of project shall include required mitigation commitments.

RPEM Signature Date Region #

I concur in the above category designation and the scope of environmental clearance/permits indicated.

FHWA Division Administrator Signature (when required) (Please return form to RPEM) Date

C. Permits and Additional Requirements

REQUIRED COMPLETED If not checked is Not Applicable	DATE COMPLETED	REQUIRED If not checked is Not Applicable	DATE
☐ 404 Permit	_____	☐ CO Parks & Wildlife SB 40	_____
☐ 401 Certification	_____	☐ Wetland Finding	_____
402 Certification		☐ APCD Bridge/Structure Demo Permit	_____
☐ Const Dewatering Permit	_____	☐ Hazardous Materials (Phase II)	_____
☐ Const Stormwater Permit	_____	☐ 6(f) Completion	_____
☐ Floodplains Development Permit	_____	☐ Other	_____

D. Comments

E. Environmental Project Certification

All clearance and permit requirements for this project have been completed and mitigation included in the _____ set of plans and specifications dated _____. The appropriate documentation is on file in the Region office.

RPEM Signature Date

Note to Project Manager: Any changes to the plans and specifications after the date of the RPEM signature in Part B that affect environmental impacts or mitigation must be approved by the RPEM.

Distribution:
RPEM (original); copies to: Project Manager, Region Right of Way (if ROW required), Central Files

CDOT Form 200

This form is required to be filled out when there is an approved OJT trainee on the project.

This should be done at least once per trainee on the project.

Any questions regarding this form should be directed to the Region Civil Rights Specialist.

COLORADO DEPARTMENT OF TRANSPORTATION

OJT TRAINING QUESTIONNAIRE

Project No.:	Project Code (SA#):
Project Location:	Date: / /

Contractor's Name:			
Trainee's Name:			Worker Classification:
Trainee's Address:			Telephone No.:
Trainee's Social Security No.:	☐ Male ☐ Female	☐ Black ☐ Hispanic ☐ Am. Indian ☐ Asian Am. ☐ Other	

Have you ever received any apprenticeship training under any type of program before beginning this program? ☐ Yes ☐ No

If yes, where?

When did you enter the current program? Month: Year:

In what type of training program are you enrolled?

☐ Colorado Contractor's Association ☐ Contractors OJT Program
☐ Union Apprenticeship Program ☐ Other:

How did you learn about the program?

☐ Contractor ☐ Community Based Organization
☐ Union ☐ Other:

When you entered your training, did anyone explain the program to you? ☐ Yes ☐ No

If yes, explain:

Did you receive a copy of your training program? ☐ Yes ☐ No

Which of the following aspects of the training program were explained to you?

☐ Training Hours ☐ Type of Training
☐ Training Wages ☐ Job Choices
☐ Entry Wages

Did you understand the training program discussed with you? ☐ Yes ☐ No

If no, explain:

What is your current stage of training?

☐ 25% ☐ 80%
☐ 60% ☐ 90%

How many hours of training do you receive each week?

On-Job-Site Training: hours/week
Classroom Training: hours/week

Are you keeping a record of your training hours? ☐ Yes ☐ No

Do you believe proper training is being given? ☐ Yes ☐ No

If no, explain:

Does the job superintendent, trainer, or foreman show interest in helping you reach your goal of journeyman? ☐ Yes ☐ No

Do you have any problems that may interfere with your training? ☐ Yes ☐ No

If yes, explain:

Have you ever received any type of counseling from the apprenticeship counselor or another? ☐ Yes ☐ No

If yes, explain:

Do you know the name of your trainer? ☐ Yes ☐ No

If yes, what is the name of your trainer?

Interviewer's Signature:	Date: / /
Trainee's Signature:	Date: / /

Distribution: CDOT Business Programs Office (original)

CDOT Form 200 07/02

Previous editions may be used until supplies exhausted

CDOT Form 205B

Permit to Sublet. Written permission from the project engineer is required prior to any subcontractor working on projects (§108.01).

If replacing a DBE subcontractor, please contact the Region Civil Rights Office for proper procedures.

NOTE that this form now shows the actual subcontracted quantities, units & prices.

Signatures are only required on the 1st page. If this is a 2nd tier subcontract, then both subcontractors must sign this form, in addition to the Prime Contractor.

This may be a double sided form. If you receive this via a fax from the contractor make sure you receive both pages!

Detailed explanation of how this form should be filled out is in the Permit to Sublet section in this manual.

Chapter_5

Colorado Department of Transportation

SUBLET PERMIT APPLICATION

		Prime Contractor Name:	Project Number:
Total Original Contract Amount:		Contact Name & Phone #:	Project Code:
Total Percent Sublet to date (in hundredths):	#DIV/0!		

Subcontract Information

Subcontract Name, Address, Phone:	Subcontract #:	Tier:	If Tier, to what subcontract:
	Substitute Contract: (Y/N)		
	Substitute DBE:		
	If Substitute, to what subcontractor:		
	Subcontract Information (check all that apply) ☐ DBE ☐ ESB		

WBS Element or Proposal Line #	Item Code	Item Description	Unit of Measure	Location for Design Builds Only	Quantity	Subcontractor Unit Price	Total Amount Sublet
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
						Total amount of above items:	$ -
						Total from page 2 (if applicable):	$ -
						Previous amount sublet under the Contract:	
						Total amount sublet:	$ -
						Percent of contract of the above items:	#DIV/0!

The Prime Contractor and the subcontractor agree to the following:

- All Prime Contract terms and conditions apply to the subcontract, and the subcontractor shall not commence work until the written subcontract has been fully executed.
- On Federal-Aid projects, the fully executed written subcontract shall include a copy of the form FHWA 1273.
- The subcontractor shall not commence work until the CDOT project engineer approves this Sublet Permit Application.
- The Prime Contractor and subcontractor shall:
  - Make partial payments to subcontractors and/or suppliers in accordance with subsection 107.01 and C.R.S. 24-91-103(2), the "Prompt Payment" statute.
  - Promptly notify subcontractors and/or suppliers of any reason for delaying partial payments.
  - Provide a copy of the monthly estimate to subcontractors who perform work for which payment was made.

I certify under penalty of perjury in the second degree, and other applicable state or federal laws, that the statements made on this document are true and complete to the best of my knowledge.

Prime Representative Signature: _____ Name: _____ Date: _____

Tier #1 Subcontractor Signature: _____ Name: _____ Date: _____

Tier #2 Subcontractor Signature: _____ Name: _____ Date: _____

Subcontract Approval - The application is approved subject to the terms of the Prime Contractor's Contract with CDOT. Nothing in this application shall create a contractual relationship between CDOT and the subcontractor. CDOT approval of this application is not an endorsement of the subcontractor and does not relieve the Prime Contractor of any responsibilities under the Contract with CDOT.

Project Engineer Signature: _____ Name: _____ Date: _____

Region Civil Rights Office: _____ Name: _____ Date: _____

Distribution: Contract and Market Analysis (Records Mgmt) - Original
Contractor
Region

pg 2

Colorado Department of Transportation

SUBLET PERMIT APPLICATION

Total Original Bid Amount:	$ -	Prime Contractor Name: 0	Project Number: 0
		Contact Name & Phone #: 0	Project Code: 0
		0	0

WBS Element or Proposal Line #	Item Code	Item Description	Unit of Measure	Location for Design Builds Only	Quantity	Subcontractor Unit Price	Total Amount Sublet
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
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							$ -
							$ -
							$ -
							$ -
							$ -
						Total amount of above items:	$ -

CDOT Form 205 9/3/2014

Distribution: Contract and Market Analysis (Records Mgmt) - Original
Contractor
Region

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CDOT Form 262

This is the weekly time count report. This form may be hand written or you may use the current computer generated form.

If you hand write this form be sure to supply the project number and project code. Supply the date and the contractor's superintendent's name.

Be sure to fill in the week ending date.

One full day will be charged for each work day, beginning with the start date. Time shall not be charged on Saturday, Sunday, or holidays unless the Contractor has worked, with the permission of the Project Engineer. See §101.36 for the holiday list as acknowledged by CDOT. Note reasons for suspensions and/or less than full time charges in the remarks section.

Fill in the date for each day beginning with Sunday. State what kind of day it was (i.e. sunny, partly cloudy, rain, snow). State whether it is a workable day, unworkable or if you are not charging a day for some other reason. See §101.93 and your project special provisions for a definition of work day.

If you are not charging time for more than 5 days, please state the reason under the remark section.

Total the days charged each week, report the days previously charged and add these days together to get the total days charged.

Fill in the amount of days per the contract. Add any additional days by change order. Add these together to get the total revised contract days. Fill in the days charged from above. Subtract the contract days from the days charged to get the days remaining.

The elapsed time will be every day since the beginning of the project.

When you start the time count, note in the remark section if this is per the notice to proceed. If you are not starting time per the notice to proceed, state that also. When the project is complete, please state in the comment section that the project is complete and that this is the final time count.

Sign the form and give this to the contractor for his/her review and signature.

If you use the form from the current computer program be sure to make copies of the form after being signed by yourself and the contractor.

For further information, see §108.08 and the Construction Manual section 120.6.1.

COLORADO DEPARTMENT OF TRANSPORTATION

WEEKLY TIME COUNT REPORT-WORK DAYS

Project No.:	Project Code (SA#):	No.:
To: Contractor		Date: / /

The following statement shows the number of Work Days charged to your account for the week ending _____, 20__.

Date	Day	Weather Conditions or Other Causes	Workable Days	Unworkable Days	Days Not Chargeable Other Causes
- -	Sunday				
- -	Monday				
- -	Tuesday				
- -	Wednesday				
- -	Thursday				
- -	Friday				
- -	Saturday				
Days charged this week:					
Days previously reported:					
Total days charged to date:					
Work days allowed by original Contract:					
Extra days approved by Change Orders – Participating:					
Nonparticipating:					
Total revised Contract days:					
Total days charged to date:					
Total days remaining:					
ELAPSED TIME:					

Remarks:

Project Engineer:

Contractor's Comments:

Date: / /

Contractor:

Distribution: Contractor (original)
Records Center
Resident Engineer
Project Engineer

Previous editions may be used until supplies exhausted

CDOT Form 262 07/02

CDOT Form 263

This is the form for the weekly time count for a calendar day project. This form is also one that can be hand written or the current computer program generated form may be used.

One full day will be charged for each calendar day, beginning with the start date. Time shall be charged for Saturdays, Sundays and holidays. The time count shall not be suspended for delays due to weather. Calendar day contracts have already made allowances for average days of precipitation. Be sure to check your Project Special Provisions for how to handle National Holiday weekends (§101.36 & §108.08).

This form is the same as the weekly time count, Form 262. The major difference is that each day the contractor is charged time. There is a column for whether the contractor worked or did not work.

For any further information on what to do, see the page on Form 262 and Time Count in the Overview section.

For further information, see §101.36 & §108.08 and the Construction Manual section 120.6.1.

COLORADO DEPARTMENT OF TRANSPORTATION

WEEKLY TIME COUNT REPORT-CALENDAR DAYS

Project No.:	Project Code (SA#):	No.:
To: Contractor	Date: / /	

The following statement shows the number of Calendar Days charged to your account for the week ending _____, 20__.

Date	Day	Weather Conditions or Other Causes	Calendar Days	Worked (W) Not worked (NW) by Contractor	Days Not Chargeable Other Causes
- -	Sunday				
- -	Monday				
- -	Tuesday				
- -	Wednesday				
- -	Thursday				
- -	Friday				
- -	Saturday				
Days charged this week:					
Days previously reported:					
Total days charged to date:					
Calendar days allowed by original contract:					
Extra days approved by Change Orders – Participating:					
Nonparticipating:					
Total revised contract days:					
Total days charged to date:					
Total days remaining:					
ELAPSED TIME:					

Remarks:

Project Engineer:

Contractor's Comments:

Date: / /

Contractor:

Distribution: Contractor (original)
Records Center
Resident Engineer
Project Engineer

Previous editions may be used until supplies exhausted

CDOT Form 263 07/02

CDOT Form 266/DWR

These forms should be used to document the pay quantity for all items of work. The requirements for documentation are the same for both paper and electronic. All information will be completed, i.e. project code, project number, date, signatures. All calculations and measurements will be shown on all documentation when appropriate. In order to defend the Department against frivolous claims, the number of workers and the equipment used will be recorded as well.

An interim report may pay a percentage of an item. Interim reports are used to document items of work that cannot be determined accurately as the work progresses. As an example, a percentage of a lump sum item, cubic yard (i.e. earthwork), or inlets are common items that are paid on a percentage basis until the item is complete. When paying for items of work using the interim reports, be sure to verify that you have not overrun plan quantity. A final report must recap and/or show measurements and calculations of the previous quantity and show any payment due to the contractor for the completion of the work (CM section 120.15.1.2).

Final reports should be used to document all items that have been field measured, calculated and/or counted. (CM section 120.15.1.2)

If the item is a lump sum make sure there are the beginning and ending dates.

Be sure to include stationing or location on the form.

When using attachments, each attachment should be signed or initialed and dated.

Make sure the signature block is filled out.

If errors are found, simply cross out the error, write in the correction and initial.

Did you explain what you are paying for and why? This explanation does not have to be wordy.
Also **check the construction manual.** Some items may be paid using the plan quantity. Only the items listed in your project special provisions, standard specifications and the Construction Manual may be paid as plan quantity (CM section 120.15.2 and figure 100-D).

Irregardless of which form you use ------

- **Show all measurements and calculations!!!!**
- **Include a reference number and note the number in the location field on the DWR.**

DAILY WORK REPORT FOR CONTRACT: C00000

DWR Date: 07/18/2001		Contract ID: C00000		Authorized: Yes I Locked: No I Paid: Yes		
Inspector ID:	Dorightd	Inspector:Dudley Doright				
High Temp: 0		Low Temp: 0	A.M. Condition:		P.M. Condition:	
Work Suspended Time: 00:00		Work Resumed Time:00:00		No Work Items Instld: □	No Contrs present: □	No Staff Present: □

Remarks: No

Contractor Information

Contractor ID: 032A Contractor Name: BRANNAN SAND AND GRAVEL COMPANY Hrs Worked: 0.000

Nbr of Supervisors: Nbr Of Workers:

Contractor 10: 1091A Contractor Name: DONE RIGHT STRIPING & BARRICADE, INC. Hrs Worked: 0.000

Nbr of Supervisors: Nbr Of Workers:

Work Item Information

Item Code: 608-00010 Description: *Concrete Curb Ramp

Supp Desc 1:
Supp Desc 2:

Project Nbr	Line Item Nbr	Category	Plan Pg Nbr	Place Qty	Units	Contractor ID Contractor Name	Measured Installed
13346-BID	0165	0200	0	8.0	SY	865A Concrete Express, Inc.	388

Location: NW corner of 29th ave.

	Station	Offset	Distance	Station	Offset	Distance
From:	+ 0.000		0.00	+0.00		0.00

Concrete Express placed a curb ramp at 29th ave. (Type 2).

7'/2 (17 + 4.4) = 3.5 (21.4) = 74.9sf. 74.9sf./g = 8.3sy.
Total => 8 SY.

Note measurements & calculations shown as remarks

COLORADO DEPARTMENT OF TRANSPORTATION

INSPECTOR'S PROGRESS REPORT

Project No.:	Project Code (SA#):	Date:
C 00-000-00	00000	12/20/07

No. of Workers:	Equipment:
2	Loader

Location, Comments, and Supporting Calculations:

Contractor removed 2 Concrete footings from existing sign structure at STA 25+00.

☐ Interim X☐ Final	Calculated By: DD	Measured By: DD
	Posted By: DD	Checked By: DD

Reference and Item Number	Item Description	Quantity	Unit
020-202-09000	Removal of Concrete Footing	2	EA

Enter DOT 266 reference # in first 25 characters in Location Installed field in DWR & it will print on Item Summary Report

The item(s) and material(s) listed above were inspected and found to conform reasonably with the Contract Plans and Specifications, except as noted.

Signed:	Title:	No.:
Dudley Doright	PE	0020-02

Distribution: Project File (original) **Previous editions may be used until supplies are exhausted.** **CDOT Form 266 07/02**

CDOT 266 - back page

CDOT Form 279

This form is used to document the quantity for reinforcing steel. If you are paying for more than plan or there has been a change order for reinforcing steel, you will need to fill out this form.

This form can be hand calculated or computer generated.

Follow the format of the form. Be sure to use the correct weights (Metric v. English).

Be sure to complete all the boxes and sign the form.

You do not need to repeat info on the DWR, just post the total and refer to the form by using the reference number in the lower right hand corner.

(Rev. 3/1/06)

COLORADO DEPARTMENT OF TRANSPORTATION

INSPECTOR'S REPORT OF REINFORCING STEEL PLACED

Project No.:	Project Code (SA#):	Date: / /
Equipment:		No. of Workers:
Station:	Structure:	Portion:

Mark	Size		No. of Bars	Total Length	Weight per Unit Length	Total Weight	Space	Clear
	Bar No.	Length						
				TOTAL				

Remarks:

☐ Interim ☐ Final

Calculated By:	Measured By:
Posted By:	Checked By:

Metric		English	
Bar No.	kg/m	Bar No.	lb/ft
		3	.376
10m	.785	4	.668
15m	1.570	5	1.043
20m	2.355	6	1.502
		7	2.044
25m	3.925	8	2.670
30m	5.495	9	3.400
		10	4.303
35m	7.850	11	5.313
45m	11.775	14	7.65
55m	19.625	18	13.60

The above bars were placed into the structure in a manner which is in accordance with C.R.S.I recommendations.
THE ITEM(S) AND MATERIAL(S) LISTED ABOVE WERE INSPECTED AND FOUND TO CONFORM REASONABLY WITH THE CONTRACT PLANS AND SPECIFICATIONS EXCEPT AS NOTED.

Signed:	Computer Reference No.:
Title:	No.:

CDOT Form 280

This form is used to interview laborers on projects. There is a Spanish version of this form as well. All job classifications may be interviewed. There is a requirement for the number of interviews that need to be completed on a monthly basis. The requirement changes from project to project depending on the dollar value of the contract. There is an electronic tracking form to aid you. The tracking form must be submitted to the Region Civil Rights Office (electronically only) on a quarterly basis.

Make sure that all the boxes are filled out regarding project number, location, and contractor name. It is very important that you fill out the name of the employee that you are interviewing and his/her job classification.

Ask the questions that are on the form. Check yes or no.

Have the employee sign and date the form.

Once you have completed this form, compare the answers to the payrolls from that contractor. You will need to sign and date this form.

You do not have to re-interview the same employee to meet the minimum number.

Contact your region Civil Rights manager.

This form should be kept with the payrolls for the project.

For additional information see Construction Bulletin 2013#2 in Appendix A.

Appendix_A

CB_Form_2013-2.docx

Project personnel will conduct interviews in accordance with the following table:

Contract Amount	Interviews Required
Up to $20 million	4 interviews during each month of active construction
Greater than $20 million and up to $100 million	8 interviews during each month of active construction
Greater than $100 million and up to $200 million	12 interviews during each month of active construction
Greater than $200 million and up to $300 million	16 interviews during each month of active construction
Greater than $300 million	20 interviews during each month of active construction

(Rev. 2/5/13)

COLORADO DEPARTMENT OF TRANSPORTATION **EQUAL EMPLOYMENT OPPORTUNITY AND LABOR COMPLIANCE VERIFICATION**	Project No.: Project Code (SA#):
Contractor Name:	Project Location:
Employee Name:	Job Classification:

JOB SITE INTERVIEW SECTION

Equal Employment Opportunity

Have you seen the EEO posters posted by the Contractor?	☐ ***Yes***	☐ ***No***
Do you know the EEO policy of the Contractor?	☐ ***Yes***	☐ ***No***
Do you know who the project EEO Officer is? ***If yes, what is the project EEO Officer's name?***	☐ ***Yes***	☐ ***No***
Have Contractor or Contractor personnel ever asked you to refer minorities and women to fill job openings?	☐ ***Yes***	☐ ***No***
Has the Contractor offered you training or apprenticeship programs to upgrade your skills?	☐ ***Yes***	☐ ***No***
How long have you been employed by this Contractor? years months days		
How did you get this job? ☐ ***union*** ☐ ***other:***		
Have you attended a meeting on this project where EEO was discussed? ***If yes, what was the date of the meeting? / /***	☐ ***Yes***	☐ ***No***
Do you feel the Contractor has discriminated against you in any way?	☐ ***Yes***	☐ ***No***
Comments:		

Labor Compliance

Have you seen the wage posters posted by the Contractor?	☐ ***Yes***	☐ ***No***
What is your hourly wage rate? $ /hour		
What is your hourly fringe benefit amount? $ /hour ***How are fringe benefits being paid to you?*** ☐ ***cash*** ☐ ***other (e.g., plan, fund, program):*** ***Have you experience any problems with fringe benefit payments?*** ***If yes, please describe:***	☐ ***Yes***	☐ ***No***
TOTAL HOURLY WAGE: $ /hour		
How often are you paid? ☐ ***weekly*** ☐ ***other:***		
Describe your current work assignment:		
Employee Signature:	Date: / /	

VERIFICATION SECTION (Use the Contractor payroll to answer the questions in this Section)

Is the employee's wage correct?	☐ ***Yes***	☐ ***No***
What is the total hourly amount?		
What is employee's worker classification?		
What is the payroll date? / /		
Comments:		
Interviewer's Signature:	Date: / /	

CDOT Form 282

This form may be used to document the quantity for asphalt paving.

Fill out the weather information (clear, sunny, etc.), the project number, air temperature and the date of the paving operation.

Keep track of the load count and ticket number. This will help in determining if you have missed a ticket.

The ticket weight and the cumulative weight will also help in determining if you have missed a ticket.

Put the stationing down if you can find it. Sometimes you may have to use NB, EB, etc. for a reference.

The thickness, width, bottom or top course will help in a claim situation and/or when the mix fails.

Check the temperature at the determined intervals per your Project Engineer.

The remark section is for anything else you would like to write (keep it clean).

Be sure to show the conversion factor used when converting from English to Metric.

On the emulsion ticket, be sure to show the temperature, **temperature correction factor and the dilution** (i.e. 50-50). Per §109.01 Bituminous materials measured by the gallon will be measured at 60°F or be corrected to 60°F. Appendix D of the Construction Manual contains a table that is to be used for the correction factor.

If you choose to use this form, you may not have to run adding machine tapes. Check with your Region Finals Administrator (Region 1 allows this). Total the weight and have a second person check the ticket numbers, ticket weight, cumulative weights and the total. If everything checks, have the preparer sign and a second person initial this report and place this form with the tickets in an envelope and post the appropriate quantity.

CDOT DEPARTMENT OF TRANSPORTATION

ASPHALT PAVING INSPECTOR DAILY REPORT

Weather:	Date: / /	Project Code (SA#):
Air Temperature: Maximum: Minimum:	Project No.:	

Load No.	Ticket No.	Ticket Weight	Cumulative Weight	Station to Station		Location	Paver Pass		Course		Spread Yield	Mix Temp,	Remarks
							Thk.	Wdth.	Bot.	Top			

This item and the materials used were inspected and found to conform reasonably with the Contract Plans and Specifications as noted.

Signed:

Title:

CDOT Form 305 (Item Summary Report)

This form serves as a ledger for each item of work. The report shows the date, who posted the item, the location, the current quantity and the accumulated quantity.

Verify each entry matches the source document (i.e. CDOT Form 266, DWR, Form 7 or invoice.)

Initial the last entry reflecting the final quantity. This will serve as an indication to the Finals checker that the quantity was checked for all postings and reasonableness.
Please do not us RED pencil! This color is reserved for the FINAL check.

In SiteManager®, any reference to a source document should be placed as the **first thing in the location field**. If you do this, when the Item Summary Reports are printed, the source document will print out.

This report is located in SiteManager® Accessories.

Colorado Department of Transportation

Authorized Item Quantities for Contract C 00000 Project C 00-0000-00

Category 0200 ROADWAY

LIN	Item Code	Spec Yr	CO Nbr	P/N	Status	Subcontracted	Unit	Unit Price
0020	202-00900	2005		P	Active	Yes	EACH	$772.47000
	*Removal of Concrete Footing							

Supplemental Description

	Quantity	$ Amount	%
Bid	2.000	1,544.94	200.00
Cumulative	4.000	3,089.88	
Projected	4.000	3,089.88	100.00
Approved CO	0.000	0.00	
Pending CO	0.000	0.00	

Date	Inspector	Seq	Item Location	Quantity	$ Amount	Rmrks/Attach
11/21/2007	DORIGHT	1	0020-01	2.000	1,544.94	No / No
			Estimate 0001 50.00% Complete	2.000	1,544.94	
12/20/2007	DORIGHT	1	0020-02	2.000	1,544.94	No / No
			Estimate 0002 100.00% Complete	4.000	3,089.88	

CJH
12/28/07

Note reference #'s to DOT 266's

CDOT Form 379

This is the Project Independent Assurance Sampling Schedule for the project. It is used by the IAT unit of the Region Materials Lab. After the project is complete the Materials Lab will fill in the exact sampling schedule that was done for the project. This form will become part of the final materials documentation.

COLORADO DEPARTMENT OF TRANSPORT	Project Code	Project No.	Page	System Basis
			of	(Y or N)

PROJECT INDEPENDENT ASSURANCE SAMPLING SCHEDULE

Project Engineer	Resident Engineer

Project Location

Item # Quantity	Identification & Test Performed	#of Sample Req.	#of Sample Actual	CDOT Form #	Field Sheet #	Date M / D / Y	Field Tester (QA)	Indep. Assur. Tester (IA)

Project Mat'ls Lab Inspected By:		Date:	
In accordance with Item 620.03 and CP 10.			
Developed By:		Date:	

The above schedule is an estimate of CDOT Independent Assurance samples required on this project. The number of samples recommended is also the number of each type of test for the specific item in the *Frequency Schedule for Independent Assurance Evaluation* unless otherwise noted.

All equipment was independent except as noted:

Initial Review By:	Date:	Approved By:	Date:

Distribution:

PRE:	POST:
____ Region Materials Er	____ w/ Form #473
____ Resident Engineer	____ w/ Form #473
____ Project Engineer	____ w/ Form #473
____ Project Tester	____ N/A
____ Doc. Unit, Central Lal	____ w/ Form #473

The independent assurance sampling schedule for this project has been substantially followed and the test results of the IA samples are in reasonably close agreement with the project acceptance sample test results. (Exceptions to this statement have been previously commented on and documented when the test results were reported or are explained on this form or on an attached sheet.

Final Review By: (Region Materials Engineer) Date:

CDOT Form 473

This is the letter of certification for the Material portion of the project.

This form may be completed by the Head Tester, Project Engineer or the Resident Engineer. However, once completed the Resident Engineer must sign this form. This form should not be signed until the Form 1199 – Finals Materials Documentation Review and Audit Checklist has been completed.

It should be completed **within 30 days** of project acceptance

Once this form has been signed, a copy will be sent to the Region Finals Administrator for inclusion in the final project documentation.

COLORADO DEPARTMENT OF TRANSPORTATION	Contract No BR4701-127	Region 1	Contract ID C19589S
Final Materials Documentation and Checklist	Contract Location C-470 RAMPS OVER I-25 BRIDGE REPAIRS		

The Independent Assurance Sampling Schedule for this project has been substantially followed and the test results of the IA samples are in reasonably close agreement with the project acceptance (QA) sample test results. Exceptions to this statement have been previously commented on and documented when the test results were reported or are explained on an attached sheet.

Independent Assurance (IA) samples were tested with independent equipment unless noted in Explanation of Exceptions, see attached.

(circle one)			Checked by (circle one)
SYSTEM / PROJECT / COMBO BASIS YES NO	Method of Acceptance for Item 403		YES NO
YES NO	IA Summary Report (Report #379), IA Explanation of Exceptions is attached		YES NO
YES NO	Project Materials Lab Inspected by: (per CP 10)	N/A Date: –	YES NO
	Final IA Review (by Region Materials Engineer)	See Attached Form 379	
Prepared by signature	Name, printed	Title	Checked by signature
	Signature	Date	
Date:			Date:

(circle one)			Checked by (circle one)
YES NO	As Completed Report 250/Quality Assurance Sampling Checklist and Report Cert/Certification Checklist		
	Random Sampling Schedules (as completed for all required elements) are attached.	N/A	YES NO
YES NO NA	Quality Control Notebooks for HMA & PCCP (per CP 12A & 12B) are attached.	N/A	YES NO NA
YES NO NA	Buy America Certificates are attached.		YES NO NA
YES NO NA	Pavement Structural Design Data Window is complete. (replaces the Roadway Surface Accomplishment Report (RSAR))	N/A	YES NO NA
	Final Materials Documentation Review (by Project Engineer)		
	Name, printed	Title	
	BROCK C. JOHNSON	PROJECT ENGINEER	
Prepared by signature	Signature	Date	Checked by signature
Dennis Martin	Brock C Johnson	1/28/15	
Date: 1-28-15			Date:

Explanation of Exceptions

Explanation of Exceptions with all required supplemental documents are attached.

Price Reduction Calculations with supporting documentation are attached.

This is to Certify that: The results of the tests on the acceptance samples indicate that the material incorporated in the construction work, and the construction operations controlled by sampling and testing, were in conformity with the approved plans and specifications; and such results compare favorably with the results of the Independent Assurance sampling and testing. This document is complete, includes all attachments, and has been reviewed and accepted.

Project Engineer	Name, printed	Title
	BROCK C. JOHNSON	PROJECT ENGINEER
Signature		Date
Brock C Johnson		1/28/15

Resident Engineer	Name, printed	Title
	DOLE GREBENIK	RESIDENT ENG
Signature		Date
Dole Grebenik		2/5/15

Distribution

o: Resident Engineer (included with Final Documentation)

xc: Region Materials Engineer

Region Finals Engineer

FHWA Division Administrator

Documentation Unit, Materials & Geotechnical Branch

Central Files

CDOT Form 513 (RSAR)

This is a form that is completed by the Head Tester. It is a part of the Colorado Pavement Management System. A copy should be printed out and sent to the Region Finals Administrator for inclusion in the final project documentation.

The form may be found on the Pavement Management website:
Home Page:
http://internal.dot.state.co.us/PMPTC/

http://cdot/forms/rsar/_layouts/FormServer.aspx?XsnLocation=http://cdot/forms/rsar/RSAR%20Form%20Submittals/Forms/template.xsn&SaveLocation=http%3A%2F%2Fcdot%2Fforms%2Frsar%2FRSAR%20Form%20Submittals&Source=http%3A%2F%2Fcdot%2Fforms%2Frsar%2FRSAR%2520Form%2520Submittals%2FForms%2FAllItems%2Easpx&DefaultItemOpen=1

Colorado Pavement Management System
RSAR Form

NOTES:
1) Please complete one RSAR form for EACH State Highway and/or each segment with a different type of treatment that is include in your project.
2) Required fields are indicated with a (*)

Project Description

Project # *

Subacct/Patrol #

Highway#

Prime Contractor *

Region
Select...

Maintenance Project?
☐ **Yes**

Project Description

Area of Surface Treatment

Beginning MilePoint

Ending MilePoint

Work End Date

Surface Treatment
(If greater than 500 Feet in length)
Select...

Direction
Both

Project Details

Treatment Thickness (inches)

Average Project Width(feet) *

Pavement Type
Select...

General

Comments

Completed By

Phone Number

Today's Date
12/11/2014

Please contact your Regional Materials Engineer or Regional Pavement Manager with any questions or comments you may have regarding this form.

Submit RSAR Data

CDOT Form 580

This form is used to determine a rate for equipment that is used for force account work.

You need to review Part I and assure that **ALL** applicable information for a piece of equipment is included.

At a minimum the following information should be filled in: Project No, Project Code, Description of equipment, Year, Make, Model, Fuel Type, and Wheel combination. On vehicles, include type of cab (regular or crew), GVW and HP.

Also be sure output and/or capacities are included. (i.e. HP, Volts, PSI, Cubic Yards, height of lifts, etc.) The Remarks section may be used, if necessary.

If the piece of equipment has extra pieces, that information should also be included.

Nothing should be left to the imagination of the rater. If in doubt, please call the rater with any questions you may have.

After you have reviewed the form 580, complete the "Submitted By" boxes and submit to the rater in your region.

Only CDOT personnel should sign and fill out the "Submitted By boxes. If the contractor fills out the form, they are **not** to sign the form.

See section on Force Account **Chapter_7** and §109.04

If the piece of equipment is a rented from a rental center, you may pay from the certified invoice. For further information see the Force Account section of this manual.

If the information is provided completely and accurately, a rental rate may be determined within 5 business days.

Incomplete forms will be returned!!!!

You may fax or e-mail this form to the person that does the calculations for your region.

In Region

1 – Jacob Shafer - (303) 757-9024 [1-9024]
2 – Don Scanga - (719) 546-5434 [2-5434]
3 – Cindy Morgan - (970) 683-6372 [3-6372]
4 – Irene Stumpf – (970) 350-2190 [4-2190]
5 – Tom Bovee – (970) 385-1412 [5-1412]

For more information on CDOT 580's see the section on 580's in this manual.
Chapter_16

COLORADO DEPARTMENT OF TRANSPORTATION

EQUIPMENT RENTAL RATE DETERMINATION REQUEST

Project No.:			Project Code (PCN):
Contractor:			
F/A, CMO, MCR No.:			
Equipment Description:	Year:	Make:	Model:
Series:	Serial No.	HP:	GVW(Loaded weight):
☐ EROPS ☐ ROPS ☐ None			
Trucks: Wheel Combination: ☐ 4x2 ☐ 4x4 ☐ 4x6 ☐ Other	Fuel Type: ☐ Gas ☐ Diesel ☐ Other:	Trailers: Length: _____ft. # Axles: _____ ☐ Tilt Deck ☐ Non-Tilt Deck Hitch type: ☐ Gooseneck ☐ Folding Gooseneck ☐ Other	
Cab Type: ☐ Conventional ☐ Crew	Dump Trucks & Dump Trailers: ☐ Rear Dump ☐ Single axle ☐ Bottom Dump ☐ Double axle ☐ Side Dump ☐ Triple axle	Capacity (cubic yards, gallons, PSI, lift height, extension, # lights on tower, etc)	
Equipment Owner Name:	Owner Phone No.	Owner Equipment ID (if available):	
Remarks: (any additional information that should considered?)			
Submitted By:	Region No.:	Date:	

RATE DETERMINATION

Equipment No. (Assigned by CDOT and may be used on CDOT Form 10 – Inspector's Report for Force Account Work):

BLUE BOOK REFERENCE	Volume:	Section:	Page:	Date (Blue Book Section):

SHIFT RATE PER HOUR

Bare Rate (Federal Participating): $_____

Operating Cost (Federal Participating): $_____

TOTAL $_____

STANDBY RATE PER HOUR

Adjusted Bare Rate (Federal Participating): $_____

TOTAL $_____

These rates will apply to the above entire F/A, CMO or MCR Line situation. If used on any other force account situation, new rates will be needed to determine if rates have changed per Blue Book Revisions.

The Colorado Department of Transportation maintains procedures for determining equipment rental costs which are reimbursable to contractors performing force account work on CDOT construction projects. These rates do not include profit or operator's wages or fringe benefits. These rates have no legal status beyond CDOT contracts.

Signed:	Title:	Date:

Distribution: Project Engineer (copy)
Contractor (copy)
Finals Administrator File (original)

Previous editions are obsolete and should not be used

CDOT Form 832

This form is used to record status of trainee's on the project.

This form is to be submitted by the Contractor on a monthly basis.

Reimbursement for any trainee should not be made unless the Contractor has submitted this form and it has been reviewed and approved by the Region Civil Rights Manager. The Contractor shall only be reimbursed for the hours that are worked and billed on your project.

If there is a change in the trainee's status, the Contractor must submit this form documenting the change, i.e. the trainee has changed projects or the project is complete.

One form is required for each trainee.

For further information see the Special Provision regarding On-the-Job trainee for your project, Construction Bulletin 2011-10 in Appendix A and the Chapter on Civil Rights programs in this manual.

Chapter_17

Appendix_A

CB 2011-10 Revised
OJT Special Provision.

COLORADO DEPARTMENT OF TRANSPORTATION

TRAINEE STATUS AND EVALUATION

Type of Approved Program Check all that apply:
☐ Standard ☐ Union ☐ CCA
☐ Colorado ☐ Other:_____

Contractors Name:	Project Number:	Project Code (SA#):	Reporting Month:

Trainee's Name:	Trainee's Classification:

Social Security Number:	Date Enrolled in Program:	Hourly Rate:
Percent of Journeyman Scale:	Total Hours Required in Program:	Sponsor (Colorado Program):

Status of Trainee is: ☐ Working ☐ Graduated ☐ Temporarily Laid Off ☐ Dropped Out ☐ Transferred to Another Project ☐ Terminated

Federal Aid: ☐ Yes ☐ No	CDOT Project No.:	Project Code:	Location:	Hours Worked this Month:
Federal Aid: ☐ Yes ☐ No	CDOT Project No.:	Project Code:	Location:	Hours Worked this Month:
Federal Aid: ☐ Yes ☐ No	CDOT Project No.:	Project Code:	Location:	Hours Worked this Month:
Federal Aid: ☐ Yes ☐ No	CDOT Project No.:	Project Code:	Location:	Hours Worked this Month:

Non-CDOT Project Descriptions and Locations:	Hours Worked this Month:

Total Training Hours Worked This Month:	Previous Training Hours Worked:	Total Training Hours Worked to Date:

What were the trainee's primary job duties this month:

The trainee's overall job performance for this month is: ☐ Excellent ☐ Good ☐ Fair ☐ Poor

Supervisor's Comments:

Trainee's Comments:

Trainee's Signature (if available):	Supervisor's Signature:

CONTRACTOR:

The undersigned contractor herby certifies that the listed employee is a bona fide trainee as required by the On-the-Job Training Special Provision, that s/he has worked the hours reported on this form, and the hours worked on CDOT and Federal Aid Projects reported are eligible for reimbursement. The information provided above is reasonably correct to the best of my knowledge.

Contractor Signature/ Title ***Date***

PROJECT ENGINEER:

I hereby certify that the On-the-Job training hours reported above have been reviewed and found reasonable.

Engineer Signature/Title **Date**

Distribution: **Previous editions are obsolete and may not be used.** CDOT Form # 832 1/06

REGION CIVIL RIGHTS MANAGER – 3 copies (one for BPO, one for Sponsor)
Project Engineer
Trainee
Records Center (original)

CDOT Form 838

This form shall be submitted by the Contractor **prior to the first estimate**.

This form will serve as notice to the Project Engineer from the Contractor that they are expecting to be reimbursed for the On-the-Job trainee's registered on the form.

In order for the Contractor to receive payment, this form must be reviewed and approved by the Region Civil Rights Manager.

One form is required for each trainee.

The monthly progress estimate should be withheld if this form is not received by the deadline.

For further information regarding the On-the-Job trainee program, see the Standard Special Provision for your project, Construction Bulletin 2011-10 in Appendix A and the Chapter on Civil Rights programs in this manual.

Chapter_17

Appendix_A.

CB 2011-1 Revised
OJT Special Provision.

COLORADO DEPARTMENT OF TRANSPORTATION

OJT TRAINEE/APPRENTICE RECORD

Contractor Instructions:

1) Complete this form for each trainee or apprentice on the project that will be used to meet OJT requirements
2) Submit **one** form for **each** trainee/ apprentice for each project
3) Retain a copy for your records
4) Submit original to CDOT Project Engineer
5) **Incomplete submittals will be rejected**
6) Attach training program certificate
7) Attach training enrollment certificate

Type of Program (check all that apply): ☐ Union ☐ Standard OJT Program ☐ Other _____ ☐ U.S. DOL - BAT

Contractor's Name:	Project No.:	Location:	Project Code (SA#)

Name of Trainee's Supervisor:	Title:

Trainee's Name:	Date this form submitted:

Trainee's Job Classification and CODE from the wage decision:	Wage Decision number, include modifications:

☐ Male ☐ Female	Last 4 of SSN	Veteran: ☐ No ☐ Yes If Yes, which branch:

Education – Check the last year of school completed:

Highest Grade Completed _____ ☐ GED ☐ High School Diploma ☐ College

Technical Training or Certifications:

Special Licenses:

Training Hours Credited:

Accumulated:

On-the-Job Training _____(hours)

Classroom Training _____(hours)

Ethnic or Racial Background:

☐ African American ☐ American Indian or Alaskan ☐ White ☐ Hispanic ☐ Asian or Pacific Islander ☐ Other

Trainee's Previous Construction Work Experience:

Name of Company	Location City / State	Job Classification	Dates of Employment: From:	To:

Were any previous jobs at the journeyman level? ☐ Yes ☐ No

If yes, explain:

Date Trainee First employed by Your Company:

Date Enrolled in Training Program:

How long do you anticipate employing this trainee/apprentice?

Trainee's wage (% of journeyman work) at this time? ☐ 60% ☐ 75% ☐ 90% ☐ 100%

Trainees current wage rate $ _____/hr

Trainee willing to travel? ☐ Yes ☐ No

Signature of Authorized Contractor Representative:	**Title:**	**Date:**

Region Civil Rights Manager Signature:	**Region:**	☐ **Approved** ☐ **Not-Approved**	**Date:**

Comments or reason not approved:

Previous editions are obsolete and may not be used.

CDOT Form # 838 12/11

Project Engineer (2) Project Engineer will provide one copy to the contractor
Region Civil Rights Manager (3 copies – one for BPO; one for the sponsor if applicable)
Records Center (Original)

CDOT Form 859

This form is for the Project Control Data. The RE or Project Engineer should fill out this information approximately 4 weeks prior to ad. The information contained on this form should only show construction information. No design data should be shown.

This form helps to determine contract time.

See the Construction Manual for further information on how to complete this form.

COLORADO DEPARTMENT OF TRANSPORTATION

PROJECT CONTROL DATA

Project No.:	Project Code (SA#):
Location:	
Region:	

The data on this form is valid for project advertisement before:

Date: / / Advertisement Period: weeks

Region Program Engineer:	Project Engineer:
Resident Engineer:	Project Inspector:
Floating Start Date: ☐ Yes ☐ No / / to / /	Time Specification Considerations: Yes No Material Delivery: ☐ ☐ A+B: ☐ ☐ Critical Path: ☐ ☐ Completion Incentive/Disincentive: ☐ ☐
Lead Time-Award Date to Notice-to-Proceed Date (typically 20 days): days	

Provide information below for work items that may impact Contract time.

Mobilization/Construction Signing:		Construction Surveying:	Salient Feature: ☐ Yes ☐ No
Clearing and Grubbing:	Utilities:	Detours – Installation:	Detours - Removal:
Minor Structures:		Major Structures:	
Earthwork: ☐ Contractor Furnished ☐ Available Source		Borrow: ☐ Contractor Furnished ☐ Available Source	
Concrete Pavement: ☐ Contractor Furnished ☐ Available Source		Hot Bituminous Pavement: ☐ Contractor Furnished ☐ Available Source ton	
QC/QA Specifications: ☐ Yes ☐ No If no, explain:		Smoothness Specifications: ☐ No ☐ Yes If yes, Category #: HBP only: ☐ % improvement ☐ inches/mile	
Guardrail:		Traffic Signals/Lighting:	Permanent Signing/Striping:
Topsoil/Seeding/Mulching:		Other Items:	
Flagging: hours	Uniform Traffic Control: hours	Traffic Control Manager: ☐ No If no, attach explanation. ☐ Yes If yes, days:	
Construction Type, Special Requirements and Comments:			
Days: ☐ Working ☐ Calendar	Or Fixed Completion Date: / /	Months Time Not Charged (free time):	Minor Contract Revisions:
Region Program Engineer Signature:	Date: / /	Resident Engineer Signature:	Date: / /

Distribution:
Records Center (original) Region Program Engineer Resident Engineer

Previous editions may be used until supplies exhausted

COLORADO DEPARTMENT OF TRANSPORTATION

PROJECT CONTROL DATA

BAR CHART FOR DETERMINING CONTRACT TIME

Project No.:	Project Code (SA#):
Location:	Region:
Prepared By:	Reviewed By:

Controlling Item of Work (*) Denotes Salient Feature	Number of Working Days Bar Chart													

Production Rate Calculations:

Instructions: See Appendix B of the *CDOT Construction Manual* for instructions on completing this form.

Previous editions may be used until supplies exhausted

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CDOT Form 1176

This form shall be completed every 14 days and within 24 hours after every storm event as required by the 208 Erosion Control Standard Specification, during an active construction project.

It shall be signed by both the Erosion Control Supervisor designated by the Contractor and the CDOT representative who performed the inspection.

It is strongly encouraged that the Contractor and CDOT representatives perform the inspections together. In the event that the CDOT representative cannot accommodate his schedule to perform the inspections with the Contractor, then the CDOT representative may perform his inspection independently.

Complete a Form 105 for any action items immediately following an inspection.

After the project has been accepted, the inspections will need to be completed every 30 days until the seeding is at 70% coverage. Use the Form 1777 to document your post-construction inspections.

These completed forms must be on file at the Project site!!!!!!!!!!!

Be sure to notify the Contractor in writing of any violations. They have 48 hours to correct a situation, and may be assessed a penalty of $825/day for non-compliance!!! (§208.09)

For additional information see §107.25; §208.03 through §208.10 and Construction Bulletins in Appendix A.

Appendix_A

CB_2008-12 - Implementation of Wa

CB_2009-1_WQC #1.doc

CB_2009-4_WQC #2.doc

CB_2009-6_WQC #3.doc

CB_2011-4_WQC #4.docx

CB_2011-8_WQC_CARL.doc

(Rev 12/19/11)

COLORADO DEPARTMENT OF TRANSPORTATION

STORMWATER FIELD INSPECTION REPORT - ACTIVE CONSTRUCTION

(1) Project Name:	(2) Project Contractor:	(3) Erosion Control Supervisor/SWMP Administrator:	
(4) CDOT Project Engineer/Representative:	(5) Inspector(s) (Name and Title):	(6) CDOT Project Number:	
(7) Project Code (Sub Account #):	(8) CDPS-SCP Certification#:	(9) CDOT Region:	(10) Date of Project Inspection:
(11) Weather at Time of Inspection:			

(12) REASON FOR INSPECTION / EXCLUSION

- ❑ Routine Inspection: (minimum every 14 Calendar Days)
- ❑ Runoff Event: (Post-storm event inspections must be conducted within 24 hours after the end of any precipitation or snowmelt event that causes surface erosion. If no construction activities will occur following a storm event, post-storm event inspections shall be conducted prior to re-commencing construction activities, but no later than 72 hours following the storm event. The occurrence of any such delayed inspection must be documented in the inspection record.) Routine inspections still must be conducted every 14 calendar days.

  Storm Start Date: Approximate End Time of Storm (hrs):

- ❑ Third Party Request:
- ❑ Winter Conditions Inspections Exclusion: Inspections are not required at sites where construction activities are temporarily halted, snow cover exists over the **entire site** for an extended period, and **melting conditions posing a risk of surface erosion do not exist**. This exception is applicable only during the period where **melting conditions do not exist**, and applies to the routine 14-day inspections, as well as the post-storm-event inspections. If **visual inspection** of the site verifies that all of these conditions are satisfied, document the conditions in section 18 (General Notes) and proceed to section 19 (Inspection Certification). Documentation must include: dates when snow cover occurred, date when construction activities ceased, and date when melting conditions began.
- ❑ Other:

(13) SWMP MANAGEMENT

	Yes	No	NA
(a) Is the SWMP notebook located on site?			
(b) Are changes to the SWMP documents noted and approved?			
(c) Are the inspection reports retained in the SWMP notebook?			
(d) Are corrective actions from the last inspection completed?			
(e) Is a Spill Prevention Control and Countermeasure Plan retained at the project site?			
(f) Is a list of potential pollutants retained at the site?			

(14) CURRENT CONSTRUCTION ACTIVITIES:

Estimate of disturbed area at the time of the inspection: _____ Acres

(15) BMPs ON SITE AT TIME OF INSPECTION

***See Inspection Report Instructions for more detail.**

	In SWMP	Used	Not Needed at this time
(a) EROSION CONTROL BMPs ON SITE			
Seeding	❑	❑	❑
Mulching/Mulch Tackifier	❑	❑	❑
Soil Binder	❑	❑	❑
Soil Retention Blankets	❑	❑	❑
Embankment Protector*	❑	❑	❑
Grading Techniques*	❑	❑	❑
Berm/Diversion	❑	❑	❑
Check Dams*	❑	❑	❑
Outlet Protection*	❑	❑	❑
Other:	❑	❑	❑
(c) BMPs FOR SPECIAL CONDITIONS			
Dewatering Structure	❑	❑	❑
Temp. Stream Crossing	❑	❑	❑
Clear Water Diversion	❑	❑	❑
Sensitive Area Fencing	❑	❑	❑
Other:	❑	❑	❑

	In SWMP	Used	Not Needed at this time
(b) SEDIMENT CONTROL BMPs ON SITE			
Stabilized Const. Entrance	❑	❑	❑
Sediment Trap	❑	❑	❑
Inlet Protection*	❑	❑	❑
Sediment Basin	❑	❑	❑
Perimeter Control*	❑	❑	❑
Other:	❑	❑	❑
(d) MATERIALS HANDLING, SPILL PREVENTION, WASTE MANAGEMENT AND GENERAL POLLUTION PREVENTION			
Stockpile Management*	❑	❑	❑
Materials Management*	❑	❑	❑
Concrete Waste Management*	❑	❑	❑
Saw Water Management*	❑	❑	❑
Solid Waste/Trash Management	❑	❑	❑
Street Sweeping	❑	❑	❑
Sanitary Facility*	❑	❑	❑
Vehicle and Equip. Management	❑	❑	❑
Other:	❑	❑	❑

CDOT Form 1177

After the project has been accepted, the Stormwater Management Plan field inspections still need to be completed every 30 days until the seeding is at 70% coverage.

Use the Form 1777 to document the inspections after project acceptance.

Even though inspections are done by the Contractor's Erosion Control Supervisor, it is still the project engineer's responsibility to assure they are done and reports on file.

These completed forms must still be filed in the SWMP notebook!!!!!!!!!!!

After project acceptance, the SWMP notebook is to be sent to the region.

For additional information see Construction Bulletins in Appendix A.

Appendix_A

CB_2008-12 - Implementation of Wa

CB_2009-1_WQC #1.doc

CB_2009-4_WQC #2.doc

CB_2009-6_WQC #3.doc

CB_2011-4_WQC #4.docx

CB_2011-8_WQC_CARL.doc

(Rev 12/19/11)

COLORADO DEPARTMENT OF TRANSPORTATION

STORMWATER FIELD INSPECTION REPORT - POST CONSTRUCTION

(1) Project Name:	(2) Maintenance Patrol/Representative:	(3) SWMP Administrator:	
(4) Inspector(s) (Name and Title):	(5) Weather at Time of Inspection:	(6) CDOT Project Number:	
(7) Project Code (Sub Account #):	(8) CDPS-SCP Certification#:	(9) CDOT Region:	(10) Date of Project Inspection:

(11) REASON FOR INSPECTION / EXCLUSION

- ❑ 30 Calendar day:
- ❑ Third Party Request:
- ❑ Winter Conditions Inspections Exclusion: Inspections are not required at sites where snow cover exists over the **entire site** for an extended period, and **melting conditions posing a risk of surface erosion do not exist**. This exception is applicable only during the period where **melting conditions do not exist**. If **visual inspection** of the site verifies that all of these conditions are satisfied, document the conditions in section 17 (General Notes) and proceed to section 18 (Inspection Certification). Documentation must include: dates when snow cover occurred, and date when melting conditions began.
- ❑ Other:

(12) SWMP MANAGEMENT

	Yes	No	NA
(a) Are changes to the SWMP documents noted and approved?			
(b) Are the 30 day inspection reports retained with the SWMP notebook?			
(c) Are corrective actions from the last inspection completed?			

(13) DESCRIPTION OF PROJECT:

(14) BMPs ON SITE AT TIME OF INSPECTION *See Inspection Report Instructions for more detail.

	Installed		Installed		Installed		Installed
Check Dams*	❑	Seeding	❑	Inlet Protection*	❑	Other:	❑
Embankment Protector	❑	Mulching/Mulch Tackifier	❑	Outlet Protection*	❑	Other:	❑
Sediment Basin/ Detention Pond	❑	Soil Retention Blankets	❑	Other:	❑	Other:	❑

(15) CONSTRUCTION SITE ASSESSMENT & CORRECTIVE ACTIONS **Off site Pollutant Discharges are a Violation of the Permit**

The construction site perimeter and revegetated areas that are exposed to precipitation shall be inspected for erosion and the evidence of, or the **potential** for, pollutants leaving the CDOT right of way, entering the stormwater drainage system, or discharging to state waters. If there is evidence of sediment or other pollutants discharging from the site, see section 16 (Construction Site Assessment).

All erosion and sediment control practices identified in the SWMP shall be evaluated to ensure that they are maintained and operating correctly. Identify the condition of the BMP, using more than one letter if necessary: (**I**) Incorrect Installation; (**M**) Maintenance is needed; (**F**) BMP failed to operate; (**A**) Additional BMP is needed; (**R**) Remove BMP. Keep copies of this blank page for additional room if needed.

Continuous maintenance is required on all BMPs. **BMPs that are not operating effectively, have proven to be inadequate, or have failed must be addressed as soon as possible, immediately in most cases.**

Location	BMP	Condition	Comments: Description of Corrective Action and Preventative Measure Taken (Include Picture #)	Date Completed & Initials

CDOT Form 1186

This form is utilized when increasing or decreasing the amount of funds available for a project.

If the projected completion cost of your project is expected to exceed the Project Commitment Amount, the Region is required to request additional funding.

Contractor payments will be withheld if your project does not have adequate funds. You should allow at least two (2) weeks for processing.

This form may be filled out by the Business office. Contact the Region Business office for help in completing or any questions regarding this form.

Note: The Project Commitment Amount may be found on Line 7 on the CDOT 65.

The Form 1186 is completed by the following in each region:

1 – Resident Engineer or Program Engineer
2 –
3 – Business Office
4 – Project Engineer
5 –

The project engineer needs to update projected quantities in SiteManager® and review the Form 65 on a monthly basis**!**

For additional information see Construction Manual §120.6.3.2 & §120.6.3.3 and Construction Bulletin 2007 #3 Appendix A.

Appendix_A

CB_2007-3_Hwy_Const_PO.doc

(Rev. 1/3/12)

COLORADO DEPARTMENT OF TRANSPORTATION **CONTRACT FUNDING INCREASE/DECREASE & APPROVAL LETTER**	Authority: State Controller Policy letter on June 12, 1996 CDOT Controller letter on May 23, 1996

Region: Complete section 1 and submit to CDOT Controller's office

This form to be used for the following contracts/situations only (check the appropriate situation):

- ☐ Indefinite quantity, order more/add more
- ☐ CDOT construction, sum of CMO's
- ☐ CDOT Construction, underestimated total cost
- ☐ utility/railroad, underestimated total cost
- ☐ LA construction, underestimated cost
- ☐ CDOT Consultant, underestimated cost

SECTION 1 (Region use)

Date:			Project code:
To: **CDOT Controller {FAX# (303) 757-9573 or e-mail CONTROLLER}**			Project #:
From Region #:	Office:	Phone #:	FAX #:
CDOT has executed a contract with:			
Address:			
CDOT Vendor #:		Countract routing #:	SAP Purchase Order #:
Fund:	Functional Area:	GL Account Number:	WBS Element or Functional Center:
Original contract amount: $		Has a Budget Request been processed to cover the contract amount of increase? ☐ Yes ☐ No	
Previous Funding Letter(s) total: $	Funding letter: #1 thru #	Preparer's name:	Preparer's phone #:
This Funding Letter total: $	Funding letter: #	Contract Administrator's/Business Manager's approval:	Approver's phone #:
Adjusted contract amount: $		CDOT Designee approval: Local Agency approval:	

SECTION 2 (Controller's Office use)

Total allotment amount: $			Commission budget: $
If construction: ☐ CE pool eligible	CE charges: $	Indirect charges: $	Adjusted contract amount plus total CE & Indirect charges Calculation: $
I have reviewed the financial status of the project, organization, grant and have determined that sufficient funds are available to cover this increase, effective as of (show date):			
State Controller or Delegee:			Date signed:

CDOT Form 1199

This form is used to document the final materials documentation review and audit. There are two levels of review required for the material portion.

The first level is the project review. This is usually done by the project tester. This review is a 100% review of all material documentation.

The second review is the residency review. This should completed by someone not familiar with the project. Their role is to review the material documentation of the top major item of the project.

Contact the Region Finals Materials Coordinator to determine the residency finals review process.

Region 1 – Head Testers
Region 2 – Don Scanga
Region 3 – Cindy Morgan
Region 4 – Jeremy Montrose
Region 5 – Russ Ebel

(Rev 8/26/14)

Pg 1 – Head Tester

COLORADO DEPARTMENT OF TRANSPORTATION

FINAL MATERIALS DOCUMENTATION CHECKLIST, (PROJECT CLOSURE)

Project no.	Contract ID	Acceptance Date
Project Location		Region
Contractor	Project Engineer	Resident Engineer

☐ Project Basis ☐ System Basis ☐ Progress Estimate number: (latest issued)

In order for materials documentation to be complete, the following items need to be checked 100%:

- ☐ Final Quantities between Progress Estimate and CDOT Form #250 agree. (If different, it is noted)
- ☐ Field Sheet/Serial number(s) on CDOT Form #250 match project documents, of the item(s) checked.
- ☐ Tests required and tests reported on the Form #250 agree. (If different, it is noted.)

yes	no	
☐	☐	If IA tests are involved, Field Sheet/Serial number(s) on CDOT Form #379 match project documents and all test(s) agree with field acceptance tests, and if applicable, shortages and exceptions are explained.
☐	☐	Ensure the correct number of tests on the CDOT Form #379.
☐	☐	IA Witness tests did not exceed 20% of actual testing, for each test element.
☐	☐	Independent (IA)/Acceptance (QA)/Check Test differences are explained.
☐	☐	Form #250 signed by the Project Engineer and the Form #379 has Final Approved by signature of the Region Materials Engineer and Project Review by signature of the Project Engineer.
		NOTE: The following materials records are required to be attached to complete the finals materials documentation process, if applicable for this project:
☐	☐	Letters, CMOs, MCRs, field sheets, etc. if used as the primary documentation within the Explanation of Exceptions
☐	☐	Progress Estimate (latest issued)
☐	☐	Random Sample Schedule
☐	☐	Price reduction calculations.(with supporting documentation)
☐	☐	QC/QA Data for Item: . (reference applicable Items)
☐	☐	Buy America Certificate, for steel products, All individual certifications + each monthly summary report included.
☐	☐	Roadway Surface Accomplishment Report (RSAR).
☐	☐	Evaluation of Materials Testing, Form #1324 (per CP 16).

Review notes:

This is to certify that the review of the materials documentation indicates the documentation is complete and accurate.

Name (Printed)	Name (signed)	Title:	Date:

Distribution:

- ☐ Resident Engineer, (included with Project Final Documentation)
- ☐ Project Engineer
- ☐ Region Materials Engineer
- ☐ Region Finals Engineer
- ☐ FHWA (Oversight Projects Only)
- ☐ Documentation Unit, Materials & Geotechnical Branch

Previous editions are obsolete and may not be used.

COLORADO DEPARTMENT OF TRANSPORTATION

FINAL MATERIALS DOCUMENTATION CHECKLIST, (REVIEW or AUDIT)

Project No.	Contract ID	Acceptance Date

Residency Finals Review ☐ or Region Finals Audit ☐ Progress Estimate number:

Major Item 1.)	Major Item 2.)
Major Item 3.)	Major Item 4.)

1.)	2.)	3.)	4.)	In order for materials documentation to be complete, the following items need to be checked:
☐	☐	☐	☐	Final Quantities between Progress Estimate and CDOT Form #250 agree. (If different, it is noted)
☐	☐	☐	☐	Field Sheet/Serial number(s) on CDOT Form #250 match project documents, of the item(s) checked.
☐	☐	☐	☐	Tests required and tests reported on the Form #250 agree. (If different, it is noted.)

yes	no	
☐	☐	If IA tests are involved, Field Sheet/Serial number(s) on CDOT Form #379 match project documents and all test(s) agree with field acceptance tests, and if applicable, shortages and exceptions are explained.
☐	☐	Ensure the correct number of tests on the CDOT Form #379.
☐	☐	IA Witness tests did not exceed 20% of actual testing, for each test element.
☐	☐	Independent (IA)/Acceptance (QA)/Check Test differences are explained.
☐	☐	Form #250 signed by the Project Engineer and Form #379 has Final Approved by signature of the Region Materials Engineer and Project Review by signature of the Project Engineer.
		NOTE: The following materials records are required to be attached to complete the finals materials documentation process, if applicable for this project:
☐	☐	Letters, CMOs, MCRs, field sheets, etc. if used as the primary documentation within the Explanation of Exceptions
☐	☐	CDOT Form #325, Final Estimate Data. (If not yet developed, indicate this in Review Notes.)
☐	☐	Progress Estimate. *Note if a more recent version was used since the Project Closure.*
☐	☐	Random Sample Schedule
☐	☐	Price reduction calculations.(with supporting documentation)
☐	☐	QC/QA Data for Item: . (reference applicable Items)
☐	☐	Buy America Certificate, for steel products, All individual certifications + each monthly summary report included.
☐	☐	Roadway Surface Accomplishment Report (RSAR).
☐	☐	Evaluation of Materials Testing, Form #1324 (per CP 16).

Review notes:

This is to certify that the review of the materials documentation indicates the documentation is complete and accurate.

Name (Printed)	Name (signed)	Title:	Date:

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CDOT Form 1212

This is the "Final Inspection Report." This form is filled out by the RE at the end of the project and submitted to the region Finals Administrator for final processing and distribution.

This form is required by FHWA. It documents Contract Compliance.

It is required on **ALL Projects**. **NO EXCEPTIONS!!** This includes local agency and Railroad projects.

The RE should conduct the inspection and complete the form when the project is approximately 75% complete.

A **second use** of this form is part of the **project closure process in SAP** – Project Systems. The RE must log into SAP and complete the form.
However, they must be sure to print & sign a copy and send to the region Finals Administrator. FHWA still requires a paper copy that shows all statements have been checked.

For additional information please see Construction Bulletin 2010 #6 in Appendix A. .

Appendix_A

CB 2010-6 - Form 1212 Process final.do

(Rev 12/15/11)

COLORADO DEPARTMENT OF TRANSPORTATION **FINAL ACCEPTANCE REPORT FOR FEDERAL-AID PROJECTS**	Project No:	Federal Oversight: ☐ Yes ☐ No
	Project Code (SA#):	County:

Contractor's Name:	Location:	Original Contract Amount: $
Description of Improvement as Advertised		

Inspection Date:	Acceptance Date:	Percent Time Elapsed:	Original Contract Time: days

Checklist – Verify the following items as complete and /or correct:

☐ The project has been completed in reasonably close conformity with the Contract Plans and Specifications including authorized changes.

☐ The Form 473 – Letter of Materials Certification has been completed.

☐ The project right-of-way appears to be free of unauthorized encroachments.

☐ The completed project has been reviewed for obvious safety deficiencies.

Select one of the following:

☐ 1. The project did not include construction of a major bridge.

☐ 2. The project included construction of one or more major bridges.

If you selected 2 above verify the following:

☐ Staff Bridge has conducted an inspection of all major bridges constructed on this project.

Remarks:

Name: Title:	Signature:	Date:

Distribution:
FHWA (Original)
CDOT Projects and Grants
Records Center
Finals Engineer
Resident Engineer
Local Agency (if a Local Agency project)

CDOT Form 1333

This form is to be completed by the project inspector and provides an “as-built” construction record of each caisson completed on a project.
It also serves to identify the bearing materials utilized during installation.

Contact the CDOT Geotechnical Program for assistance and training regarding material identification for drilled shaft installation.

For additional information please see Construction Bulletin 2005 #2 in Appendix A.

Appendix A

05-2-503_Drilled_Caissons_4-14-05.doc

(Rev. 12/19/11)

COLORADO DEPARTMENT OF TRANSPORTATION

INSPECTOR'S REPORT OF CAISSON INSTALLATION

Page ___ of ___

Project No.:	Project Code:	Date:

Completed by: Geotechnical report reviewed: ❑ Yes ❑ No Drilling start date & time: Drilling completed date & time:	Contractor: Subcontractor: Onsite representative: Drill rig details:

Structure number:
Shaft location/number:

Caisson details (designate units)	Plan	As built
Shaft diameter		
Casing diamenter		
Top of shaft elevation		
Bottom of casing elevation		
Top of socket elevation		
Tip elevation		
Socket length (in bedrock)		
Shaft length		

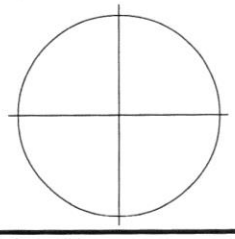
Steel reinforcement details: (use CDOT Form #279 if neccessary)

Cage clearance from hole bottom=

Concrete observations (attach load tickets & test results)

Concrete placement method:
Design volume:
Actual volume:
Class & slump:
Placement start time and date:
Placement end time and date:
Water depth at start of concrete placement:

Measurement of axis variation and shaft plumb percent



(maximum variation shall be the greater of 3 inches or 1/24 diameter

%= _____
(must be <3%)

Shaft conditions:

Bottom	Perimeter	Elevations
❑ Clean	❑ Smooth	
❑ Clean with fragments	❑ Rough	
❑ Wet	❑ Grooved	
❑ Not observable	❑ Shear rings	
❑ Other		

Depth & time:	Geology & comments (i.e. water, caving, slurry loss, obstructions)

Groundwater conditions:
❑ None ❑ Intermittent ❑ Continuous

Pay length=

Other comments (drilling equipment changes, contractor communication, out of roundness, change in cage elevation, weather, changes to design):

Notes: 1) For any caisson in shale, if concrete is not placed within 4 hours of drilling, an additional 1/3 of penetration shall be drilled.
2) A hole may be considered dry at time of concrete placement, if without dewatering, water depth is less than 2 inches.

Distribution: Project file (original)

CDOT Form 1336

This is the Waiver Request for Contract's On-The-Job Training Hours

The Colorado Program exempts the Contractor from goals, but not the obligation to provide training.

The Contractor may request that the CDOT Civil Rights Manager modify or waive the OJT hours goal.

This form is completed by the CDOT project engineer and submitted to the CDOT Civil Rights manager as soon as it becomes apparent the OJT goal may not be reached and **prior to project acceptance.**

Be sure to include or attach the Contractor's written request explaining the reason for their request.

Provision of the OJT spec .

For more information:
Contact your Region Civil Rights Manager for assistance.
Refer to Construction Bulletin 2011-10 in Appendix A and the chapter on Civil Rights Programs in this manual.

Appendix_A

CB 2011-10 Revised
OJT Special Provision.

Chapter_17

(Rev 12/15/14)

COLORADO DEPARTMENT OF TRANSPORTATION **WAIVER REQUEST FOR CONTRACT'S ON THE JOB TRAINING HOURS**	Project No.:	Project Code (SA#):
	Project Location:	
	Assigned Training Hours:	Project Start Date: / /

Instructions: The CDOT Project Engineer must complete the following information to request that the Region Civil Rights Manager waive or modify a contract's OJT training hours requirement. **Waivers or modifications will only be granted for the most compelling of reasons, for instance when safety is at issue.**

I, _____, the CDOT Project Engineer for the project listed above, request that the Region Civil Rights Manager ☐ **modify** ☐ **waive** the on-the-job training hours established for this contract. I make this request for the following reasons. *(Please be specific)*:

I certify that I believe the facts stated to be true and correct based on my personal knowledge.

CDOT Project Engineer Signature:	Date: / /

I, _____, the CDOT Region Civil Rights Manager, ☐ **approve** ☐ **disapprove** the waiver/modification request for the following reasons. *(Please be specific)*:

CDOT Region Civil Rights Manager:	Date: / /

CDOT Form 1337

This is the “Contractor Commitment to Meet OJT Requirements” form required by the OJT Spec. It is the Contractors documentation that they have an approved training program.

This form is to be filled out by the Contractor and submitted to the project engineer prior to any training. It is preferable that it be submitted at or before the Pre-Construction conference.

A copy of the Contractors Approved Training Program Certification **must be attached**.

It is required on **ALL** projects. **NO EXCEPTIONS!!**

Progress payments should be withheld if this document is not submitted or is not approved by the Regions Civil Rights Manager by the stated deadline!

For additional information see your project special provision and the Chapter on Civil Rights programs in this manual.

Chapter_17

(Rev 12/29/11)

COLORADO DEPARTMENT OF TRANSPORTATION **CONTRACTOR COMMITMENT TO MEET OJT REQUIREMENTS**	**Project No.:**	**Project Code (SA#):**
	Prime Contractor Name:	
	Subcontractor Name *(If applicable):*	**Training Hrs. Required:**

Instructions: If there is an OJT requirement on the contract, the contractor must complete and submit this form to the Engineer no later than the preconstruction conference. The contractor must attach a copy of the approved Training Program certification. This may be a letter from CDOT or other such certification from the U.S. Department of Labor or FHWA. Progress payments may be withheld from the contractor if this document is not submitted or is not approved by the Region Civil Rights Manager, or if the commitment has not been implemented by the contractor.

Program (check applicable boxes):

☐ Standard Program ☐ U.S. DOL - BAT ☐ Other: _____ ☐ Sponsor: _____

Name of Certified Program:

Name/Title of Contractor's Representative Administering OJT Program:

Telephone Number:

Date of Certification or Approval of Program if Approved by CDOT or FHWA: / /

Agency That Issued Approval of the Training Program:

Classifications of Trainees Intended to be Placed on this Project:

Classification of Trainee	Approximate Start Date of Training
1.	/ /
2.	/ /
3.	/ /
4.	/ /
5.	/ /
6.	/ /

Anticipated Amount Expected for Reimbursement for Training Hours: hrs.

Prime Contractor Certification:
I certify that the above information is complete and accurate to the best of my knowledge. I understand that the On The Job Training is a requirement of this contract and failure to provide training as required by the special provisions of this contract may result in sanctions.

Contractor Representative Signature:	**Date:** / /

Distribution: Project Engineer, Prime Contractor, Subcontractor (if applicable), Region Civil Rights Manager (3 copies, 1- Bus. Prog. Office, 1- Sponsor)

Previous editions may not be used

CDOT Form #1337 12/11

CDOT form 1388

This is the “Daily Stormwater Log”.

It is required on all projects greater than 1 acre and with a Colorado Discharge Permit System – Stormwater Construction Permit (CDPS-SCP). (§108.03)

The Erosion Control Supervisor or Superintendent must fill out this form on **each and every day** construction activity takes place!!!

“Spills, leaks, or overflows that result in the discharge of pollutants shall be documented on the Form 1176 or 1388 by the ECS. The ECS shall record the time and date, weather conditions, reasons for spill, and how it was remediated”. (§208.03c)

A copy must be kept on file at the project site.

For additional information see Construction Bulletins in Appendix A.

Appendix A

CB_2008-12 - Implementation of Wa

CB_2009-1_WQC #1.doc

CB_2009-4_WQC #2.doc

CB_2009-6_WQC #3.doc

CB_2011-4_WQC #4.docx

CB_2011-8_WQC_CARL.doc

(Rev 1/26/12)

COLORADO DEPARTMENT OF TRANSPORTATION

DAILY STORMWATER LOG

In accordance with subsection 208.03(c) daily stormwater compliance inspections are required on all projects holding a Colorado Discharge Permit System – Stormwater Construction Permit (CDPS-SCP).

This form is to be used as the daily diary to evaluate BMPs used during construction activities.

See the instructions for more information.

Date:	Project number:	Sub-account number:

The entire site shall be inspected to determine whether BMPs are being implemented and maintained in accordance with the project's site specific SWMP and the CDPS-SCP. The Erosion Control Supervisor (ECS) or Superintendent shall identify if additional BMPs are needed, can be removed, or need maintenance. The **condition** of the currently used BMPs shall be recorded, using one or more of the following letters: (**I**) Incorrect Installation; (**M**) Maintenance is needed; (**F**) BMP failed to operate; (**A**) Additional BMP is needed; (**R**) Remove BMP. Only BMPs with the conditions above need be recorded. (Use the extra page at the end of this form if needed.)

The Project Engineer will approve and the Superintendent shall direct the work associated with any BMPs identified in this daily log to ensure compliance with the site specific SWMP and the CDPS-SCP.

CDPS-SCP States: "BMPs that are not operating effectively, have proven to be inadequate, or have failed must be addressed as soon as possible, immediately in most cases."

Location	BMP Type	Condition	Notes/Comments	Date Completed & Initials

**** ALL BMPS ARE IN OPERATING CONDITION AND NO MAINTENANCE IS NEEDED.**
(initial the box to the right when this applies)

Comments/General notes:(attach photos if necessary)

Inspection signature:

Superintendent or ECS Name:(Print)	Signature:	Date signed:

FHWA 1391

This is an annual report that is required by law and regulation on all Federal Aid projects. (23 U.S.C. 140a and 23 CFR Part 230).

Submission of the FHWA 1391 report is required from Prime and subcontractors (with subcontracts that equal or exceed $10,000) on federally funded contracts that have construction activity during any part of the final full week of July. The report is not required for contracts that are state funded only.

Reports are to be filed with the Labor and Contract Compliance Manager at Karen.fujii-martin@state.co.us. Failure to submit the required information may result in future estimate payments being withheld. Electronic version of the FHWA 1391 may be found at:
https://www.codot.gov/library/forms/fhwa-other-forms/form1391.xls/view

Report project personnel on federally funded contracts; report each prime contract or subcontract separately. Include those company officials and supervisors that are on the project a majority of the time even if they do not appear on payrolls. DO NOT include any company personnel if they are on the project only from time to time and do not have daily, on-site responsibility for project activity

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT

1. MARK APPROPRIATE BLOCK	2. COMPANY NAME, CITY, STATE:	3. PROJECT NUMBER:	4. DOLLAR AMOUNT OF CONTRACT:	5. PROJECT LOCATION: (County and State)
○ PRIME CONTRACTOR ○ SUBCONTRACTOR			$0.00	

This collection of information is required by law and regulation 23 U.S.C. 140a and 23 CFR Part 230. The OMB control number for this collection is 2125-0019 expiring in March, 2016.

6. WORKFORCE ON FEDERAL-AID AND CONSTRUCTION SITE(S) DURING LAST FULL PAY PERIOD ENDING IN JULY 2014

TABLE A																					TABLE B			
JOB CATEGORIES	TOTAL EMPLOYED		TOTAL RACIAL/ ETHNIC MINORITY		BLACK or AFRICAN AMERICAN		HISPANIC OR LATINO		AMERICAN INDIAN OR ALASKA NATIVE		ASIAN		NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER		TWO OR MORE RACES		WHITE		APPRENTICES		ON THE JOB TRAINEES	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS	0	0	0	0																		
SUPERVISORS	0	0	0	0																		
FOREMEN/WOMEN	0	0	0	0																		
CLERICAL	0	0	0	0																		
EQUIPMENT OPERATOR	0	0	0	0																		
MECHANICS	0	0	0	0																		
TRUCK DRIVERS	0	0	0	0																		
IRONWORKERS	0	0	0	0																		
CARPENTERS	0	0	0	0																		
CEMENT MASONS	0	0	0	0																		
ELECTRICIANS	0	0	0	0																		
PIPEFITTER/PLUMBERS	0	0	0	0																		
PAINTERS	0	0	0	0																		
LABORERS-SEMI SKILL	0	0	0	0																		
LABORERS-UNSKILLED	0	0	0	0																		
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TABLE C *(Table B data by racial status)*																						
APPRENTICES	0	0	0	0																		
OJT TRAINEES	0	0	0	0																		

7. PREPARED BY: (Signature and Title of Contractor's Representative)	8. DATE	9. REVIEWED BY: *(Signature and Title of State Highway Official)*	10. DATE

Form FHWA- 1391 (Rev. 09-13) PREVIOUS EDITIONS ARE OBSOLETE

CDOT Form 1401

This is the Block Faced Wall Submittal checklist.

This form is to be used on projects that require the construction of Concrete Block Facing MSE Walls or other hybrid wall

It is to be filled out by the Contractor and submitted with the shop drawings.

The submittal checklist forms were developed in response to the MSE Quality Assurance Review (QAR) recommendations. It was recommended a review and revision of the contractor submittal process with the goal of improving the process, ensuring all required certifications are received, and reducing the burden on construction staff.

The submittal checklist forms are used for materials certifications and test report submittals required by the Standard Special Provisions: *Revision of Section 504 Concrete Block Facing MSE Walls* and *Revision of Section 504 Concrete Panel Facing MSE Walls*. These forms are also located at the Forms Management website: http://intranet/resources/CDOT-forms/documents/cdot-1401.doc/view

The submittal checklist forms shall be submitted with the shop drawings, materials certifications and test report submittals. They need to be filled out by the Contractor and reviewed and used by the Engineer of Record and the Project Engineer in the review of the shop drawings.

For additional information see Construction Bulletin 2011 #5 in Appendix A.

Appendix A

CB_2011-05_-_MSE_Wall_Checklists.docx

(Rev. 12/16/14)

COLORADO DEPARTMENT OF TRANSPORTATION

BLOCK FACED MSE WALL SUBMITTAL CHECKLIST

Project No.:
Project Code (SA#):
Date:

Instructions for shop drawing submittal and approval:

- This form is to be used on projects that require construction of Concrete Block Facing MSE Walls or alternate hybrid walls. The Contractor is to fill out this form and submit it with the shop drawings.
- Yes = Yes, the required submittal is included in this submittal package.
- No = No. the required submittal is not included in this submittal package. Provide the reason why the required submittal is not included in this submittal package in the space below the requirement. This may result in the rejection of the submittal package.
- NA = The required submittal does not apply. In lieu of required submittal provide alternative documentation as needed. Provide reason why in the space below the requirement.
- Add = The required submittal is not available at this time. Provide planned date when test results will be provided in the space below the requirement.
- (1) = An explanation is required and has been provided in the space below the requirement.

Contractor's Name:
Subcontractor's Name:
Description of Wall(s):

Standard Special Provision Reference	Requirement Description (see Standard Special Provision for complete description and requirements)	Enter Yes, No (1), NA (1) and/or Add (1)
MATERIALS, (f) 1	Certification of TULT (MARV) conforming to the requirements of ASTM D4595, ASTM D6637 or other methods as appropriate.	
MATERIALS, (f) 1	Ultimate Tensile Strength, a mill test report containing the ultimate tensile strength and/or of yield strength of the steel.	
MATERIALS, (f) 2	Report of the block/reinforcement connection test conforming to the requirements of ASTM D6638, NCMA Methods SRWU 1 or other methods as appropriate.	
MATERIALS, (f) 3	Report for block/block connection test conforming to the requirements of NCMA Methods SRWU 2 or other methods as appropriate.	
MATERIALS, (f) 4	Report for soil to reinforcement interface pullout test conforming to the requirements of ASTM D6706 or other methods as appropriate.	
MATERIALS, (f) 5	Certification of facial block to reinforcement long-term connection strength.	
MATERIALS, (f) 6	Certification of reinforcement pullout.	
MATERIALS, (f) 7	Report and certification for Concrete block 28 days compression strength and water absorption rate conforming to the requirements of ASTM C90 and ASTM C140. Multiple submittals may be required per frequency of tests.	
MATERIALS, (f) 8	Efflorescence, Freeze and Thaw Test conforming to the requirements of ASTM C1262 or other methods as appropriate. Multiple submittals may be required per frequency of tests.	

I certify that the Block Faced MSE Wall Certifications, Calculations and Testing Reports Submittal is complete and correct.

Authorized Prime Contractor Representative Signature:	Title:

CDOT Form 1402

This is the Panel Faced MSE Wall Submittal Checklist.

This form is to be used on projects that require the construction of Panel Faced MSE Walls or other hybrid wall.

It is to be filled out by the Contractor and submitted with the shop drawings.

The submittal checklist forms were developed in response to the MSE Quality Assurance Review (QAR) recommendations. The MSE QAR recommended a review and revision of the contractor submittal process with the goal of improving the process, ensuring all required certifications are received, and reducing the burden on construction staff.

The submittal checklist forms are used for materials certifications and test report submittals required by the Standard Special Provisions: *Revision of Section 504 Concrete Block Facing MSE Walls* and *Revision of Section 504 Concrete Panel Facing MSE Walls*. The forms are attached to this bulletin for your reference. These forms are also located at the Forms Management website:

http://intranet/resources/CDOT-forms/documents/cdot-1402.doc/view

The submittal checklist forms shall be submitted with the shop drawings, materials certifications and test report submittals. They need to be filled out by the Contractor and reviewed and used by the Engineer of Record and the Project Engineer in the review of the shop drawings

For additional information see Construction Bulletin 2011 #5 in Appendix A.

Appendix_A

CB_2011-05_-_MSE_Wall_Checklists.docx

COLORADO DEPARTMENT OF TRANSPORTATION **PANEL FACED MSE WALL SUBMITTAL CHECKLIST**	Project No.: Project Code (SA#): Date:

Instructions for shop drawing submittal and approval:

- This form is to be used on projects that require construction of Concrete Panel Facing MSE Walls or alternate hybrid walls. The Contractor is to fill out this form and submit it with the shop drawings.
- Yes = Yes, the required submittal is included in this submittal package.
- No = No. the required submittal is not included in this submittal package. Provide the reason why the required submittal is not included in this submittal package in the space below the requirement. This may result in the rejection of the submittal package.
- NA = The required submittal does not apply. In lieu of required submittal provide alternative documentation as needed. Provide reason why in the space below the requirement.
- Add = The required submittal is not available at this time. Provide planned date when test results will be provided in the space below the requirement.
- (1) = An explanation is required and has been provided in the space below the requirement.

Contractor's Name:

Subcontractor's Name:

Description of Wall(s):

Standard Special Provision Reference	Requirement Description (see Standard Special Provision for complete description and requirements)	Enter Yes, No (1), NA (1) and/or Add (1)
MATERIALS, (f) 1	Certification of T_{ULT} (MARV) conforming to the requirements of ASTM D4595, ASTM D6637 or other methods as appropriate.	
MATERIALS, (f) 2	Ultimate Tensile Strength, a mill test report containing the ultimate tensile strength and/or of yield strength of the steel.	
MATERIALS, (f) 3	Report of the Panel/Reinforcement Connection Test.	
MATERIALS, (f) 4	Report for soil to reinforcement interface pullout test conforming to the requirements of ASTM D6706 or other methods as appropriate.	
MATERIALS, (f) 5	Certification of facial panel to reinforcement long-term connection strength	
MATERIALS, (f) 6	Certification of reinforcement pullout	
MATERIALS, (f) 7	Certification of the initial concrete compression strength and Report of shipping and handling stress calculations	
MATERIALS, (f) 8	Design calculations and/or pull out test report for soil reinforcement embedment in the concrete panel	
MATERIALS, (f) 9	Air Content Test conforming to the requirements of ASTM C173 or ASTM C231. Multiple submittals may be required per frequency of tests.	

I certify that the Panel Faced MSE Wall Certifications, Calculations and Testing Reports Submittal is complete and correct.

Authorized Prime Contractor Representative Signature:	Title:

CDOT Form 1414

This is the Anticipated DBE Participation Plan. It is an EEO form used to show “Good Faith Efforts” of the Prime Contractor to utilize DBE subcontractors.

It is required on all projects that have a DBE goal.
It must be submitted to CDOT by 10:00 AM on the letting date.

Commitments are submitted to CDOT via Form 1414, Anticipated DBE Participation Plan, or via Form 1420, DBE Plan Modification Request. Once approved, commitments are obligations of the Contract that are enforceable by CDOT.

CDOT will use 49 CFR Part 26, Appendix A as a guide for determining whether the bidder made good faith efforts to meet the contract goal.

COLORADO DEPARTMENT OF TRANSPORTATION

ANTICIPATED DBE PARTICIPATION PLAN

Bidder:		Project:	
Contact:		Project Code:	
Phone:		Date of Proposal:	
Email:		Contract Goal:	
Preferred Contact Method:		Region:	

DBE Commitments

DBE Firm Name	Work to Be Performed	Commitment Amount	Eligible Participation
		Total Eligible Participation	
		Total Bid Amount	
		Total Eligible Participation Percentage	

Bidder Signature

This section must be signed by an individual with the authority to bind the Bidder. By signing this form, as an authorized representative of the Bidder, you declare under penalty of perjury in the second degree and any other applicable state or federal laws that the statements made in this document are true and complete to the best your knowledge. Further, you attest that you have read the Standard Special Provision Disadvantaged Business Enterprise Requirements and understand the following:

CDOT shall not award a contract until it has been determined that the contract goal has been met or that you have otherwise demonstrated good cause. Once your proposal has been submitted, commitments may not be modified or terminated without the approval of CDOT. If selected as the lowest apparent bidder, you shall submit a Form 1415 for each commitment listed above. If you have not met the contract goal, you will also be required to submit documentation of all good faith efforts to meet the contract goal.

It is your responsibility to ensure that the selected DBEs are certified for the work to be performed and that their eligible participation has been properly counted. For additional information and instructions on calculating eligible participation, see the Standard Special Provision Disadvantaged Business Enterprise Requirements.

Name	Title	Signature	Date

This form must be submitted by the proposal deadline. For CDOT projects, submit to cdot_hq_dbeforms@state.co.us.

CDOT Form 1415

This is the Commitment Confirmation form. It is an EEO form used to show “Good Faith Efforts” of the Prime Contractor to utilize DBE subcontractors.

It is to be submitted to CDOT by the close of business of the fifth calendar day from date of selection.

The CDOT 1415 shall be obtained from each DBE listed on Form 1414.
The bidder shall complete Section 1 and the DBE shall complete Section 2 of Form 1415.

Form 1415’s shall be consistent with the commitments listed on Form 1414.
The bidder shall not modify commitments listed on Form 1414 without good cause and approval from CDOT.

The bidder shall contact CDOT if any issues arise which may require the bidder to alter or terminate a commitment.

This is a two page form…..be sure both pages are completed.

Page 1

COLORADO DEPARTMENT OF TRANSPORTATION

COMMITMENT CONFIRMATION

SECTION 1. This section must be completed by the Contractor.

Project:		Project Code:	
Bidder/Contractor:		Phone:	
Contact:		Email:	
DBE Firm Name:		DBE Phone:	
DBE Address:		DBE Email:	

Commitment Details

Category	Work to be Performed	DBE Work Code(s)	Commitment Amount	Eligible Participation
Construction				
Trucking				
Supplies				
Services				
		Total		

This section must be signed by an individual with the power to contractually bind the Bidder/Contractor. You declare under penalty of perjury in the second degree and any other applicable state or federal laws that the statements made in this document are complete, true and accurate to the best of your knowledge.

Bidder/Contractor Representative	Title	Signature	Date

SECTION 2. This section must be completed by the DBE. (Attach additional pages if necessary).

This document is not a contract with the Bidder/Contractor; it is an acknowledgement of the obligation that the Bidder/Contractor is making to CDOT. The amounts listed above may be less than the subcontractor or purchase order amount, but can never be more, and shall not reflect any mark up by the Bidder/Contractor. **All questions must be answered.**

Are you contracting directly with the Bidder/Contractor or with one of its subcontractors? If with a subcontractor, provide the firm name.	
Will you be purchasing supplies or materials or leasing or renting equipment from the Bidder/Contractor or its subcontractors? If so, explain.	
Do you intend to subcontract any portion of the work listed above? If yes, state to which firms, what work and the approximate amount. Include trucking subcontractors and owner-operators.	
Will you be providing trucking services on this project? If so, state how many of your own trucks and employees you will have on this project.	
Who within your firm will be supervising and responsible for your firm's work on this project?	
Will you be acting as a broker on this project? If so, state what you will be brokering and your approximate brokerage fee.	
Will you be acting as a supplier on this project? If so, please state what you will be supplying and whether you will manufacture the items.	

Page 2

This section must be signed by an individual with the power to contractually bind the DBE. You declare under penalty of perjury in the second degree and any other applicable state or federal laws that the statements made in this document are complete, true and to the best of your knowledge. You attest that you are eligible to participate as a DBE on this contract for the work listed above and have the capacity to perform the work as stated.

DBE Representative	Title	Signature	Date

See the DBE Standard Special provision for additional information on completing and submitting this form.

Pre-award CDOT projects: Submit this form to the CDOT Civil Rights and Business Resource Center via fax to (303)757-9019. All originals must be sent to: CDOT Civil Rights and Business Resource Center, 4201 E. Arkansas Ave. Room 150, Denver, CO 80222.

Pre-award local agency projects: Submit this form to the local agency. All originals must be sent to: CDOT Civil Rights and Business Resource Center, 4201 E. Arkansas Ave. Room 150, Denver, CO 80222.

CDOT Form 1417

This is the Approved DBE Participation Plan.

It is issued by the Civil Right Business Resource Center (CRBRC).

This is the list of approved DBE for use on a project.

When the project engineer receives a CDOT form 205B, they should check it against this list.

<u>If a subcontractor's name is not on the form 1417, they should contact the Region Civil Rights office immediately</u>.

The monthly progress estimate should be withheld if not submitted for the previous month.

COLORADO DEPARTMENT OF TRANSPORTATION

APPROVED DBE PARTICPATION PLAN

Section 1. Eligibility for Award. The Civil Rights and Business Resource Center has determined that the Bidder listed below has demonstrated good faith efforts to meet the contract goal. The approved commitments are listed below. If applicable, CDOT's determination of other good faith efforts shall be attached.

Contractor:		Region:		Contract Goal:	
Project Name:		Project Code:		Amended (Y/N):	

Section 2. Approved DBE Commitments. The Bidder has committed to the following DBE participation on this project.

DBE	Work	Commitment Amount	Eligible Participation
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$

CDOT Form 1418

This is the Monthly Payment Summary. It reports all payments made to all subcontractors and suppliers. It is to be completed and submitted by the Prime Contractor on a monthly basis.

The monthly progress estimate should be withheld if not submitted for the previous month.

It is to assure Prompt Payments per CRS 24-91-103(2) and is required by §109.06, as revised January 31, 2013.

Subsection 109.06 (e) shall include the following:

"The Contractor shall submit the Form 1418, Monthly Payment Report, along with the project schedule updates, in accordance with subsections 108.03 (b) or 108.03 (c) (3). Failure to submit a complete and accurate Form 1418 shall be grounds for CDOT to withhold subsequent payments or retainage to the Contractor. "

COLORADO DEPARTMENT OF TRANSPORTATION **MONTHLY PAYMENT SUMMARY**	Contractor:	Project:	SA:	PE Initials:
	Payment Period: / / - / /	Date Paid: / /	Received By CDOT: / /	

Following the receipt of a payment from the Department, this form must be completed to show all payments due to subcontractors, including suppliers, in accordance with CDOT Standard Specifications for Road and Bridge Construction 109.06. Please follow the instructions below:

- List all subcontractors whose work you reported in the pay estimate or invoice to CDOT. Attach additional pages if necessary.
- Accurately describe the work performed or supplies provided by the subcontractor.
- Mark whether you have requested approval of a good cause exception. A good cause exception is required if you did not pay your subcontractor within seven days of receipt of payment from the Department.
- List the amount of the invoice and current payment to the subcontractor.
- Mark whether subcontractor has completed the subcontract/purchase order and whether you have released retainage to such subcontractor.
- Submit a signed copy of this form to the Project Engineer. Failure to timely complete this form will result in delay of your next payment from the Department. Failure to accurately complete this form could result in the delay of future payments from the Department.

Subcontractor	Payment Date	Exception Requested	Invoice Amount	Payment Amount	Work Completed	Retainage Released
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N

I declare under penalty of perjury in the second degree and any other applicable state or federal laws that the statements made in this document are complete, true and accurate and that my company has complied with CDOT Standard Specifications for Road and Bridge Construction and all other relevant contract provisions. I acknowledge that if payment has not been made consistent with the representations herein, my company may be liable for interest pursuant to CRS 24-91-103(2) and the Department may withhold payments to my company until all required payments have been made to subcontractors.

Contractor Representative Name	Signature	Title	Date

CDOT Form 1419

This is the DBE Participation Report. It reports actual payments made to all the DBE Subcontractors on a project.

The Contractor shall submit Form 1419, DBE Participation Report to the Engineer on a **quarterly basis** (January 15, April 15, July 15, and October 15) **and upon completion of the Contract.**

CDOT may withhold progress payments if the quarterly Form 1419 is not received on time.

CDOT will not provide final payment on the Contract in accordance with subsection 109.09 of CDOT's *Standard Specifications for Road and Bridge Construction* until the **final** Form 1419 has been reviewed and approved.

COLORADO DEPARTMENT OF TRANSPORTATION

DBE PARTICIPATION REPORT

Project:		Project Code:	
Contractor:		Phone:	
Report Period (Quarter or Final):			

For the quarterly report, summarize the DBE participation during the reporting period. For the final report summarize all DBE participation on the contract. Attach additional pages as necessary.

DBE Firm				Work Status (In Progress/Completed)	
Work this Period		Paid to Date		Eligible Participation to Date	
Work Performed					
DBE Firm				Work Status (In Progress/Completed)	
Work this Period		Paid to Date		Eligible Participation to Date	
Work Performed					
DBE Firm				Work Status (In Progress/Completed)	
Work this Period		Paid to Date		Eligible Participation to Date	
Work Performed					
DBE Firm				Work Status (In Progress/Completed)	
Work this Period		Paid to Date		Eligible Participation to Date	
Work Performed					
DBE Firm				Work Status (In Progress/Completed)	
Work this Period		Paid to Date		Eligible Participation to Date	
Work Performed					
DBE Firm				Work Status (In Progress/Completed)	
Work this Period		Paid to Date		Eligible Participation to Date	
Work Performed					
DBE Firm				Work Status (In Progress/Completed)	
Work this Period		Paid to Date		Eligible Participation to Date	
Work Performed					

CONTRACTOR: I declare under penalty of perjury in the second degree and any other applicable state or federal laws that the statements made in this document are complete, true and accurate and that I have the authority to commit my company to statements made herein.

Signature: _____ Name: _____ Date: _____

PROJECT ENGINEER OR MANAGER: To my knowledge, the statements made in this document are complete, true and accurate. I have reviewed the contracting records and monitored the work sites as part of normal business practices.

Signature: _____ Name: _____ Date: _____

CDOT Form 1420

This is the DBE Participation Plan Modification Request.

If the Contractor intends to use a DBE for work that was not listed in the commitment, the Contractor shall submit Form 1420 for approval of the modification.

The CDOT 1420 is also used to communicate all requests for *termination*, reduction, substitution, and waivers to CDOT.

One Form 1420 may include multiple requests and must be submitted at the time of the occurrence or, if that is not possible, within a reasonable time of the occurrence requiring termination, reduction, substitution or waiver.

Payment Reduction

The Contractor's retainage will not be released until CDOT has determined whether the Contractor will be subject to a payment reduction.

Payment reductions will be calculated as follows:

Failure to Fulfill Commitments. If the Contractor terminated or reduced a commitment, the Contractor will be subject to a payment reduction for any termination or reduction which was not approved via a Form 1420.

Failure to Meet Contract Goal. If the Contractor failed to meet the contract goal, the Contractor will be subject to a payment reduction for the portion of the contract goal that was not met and was not waived via an approved Form 1420.

COLORADO DEPARTMENT OF TRANSPORTATION

DBE PARTICIPATION PLAN MODIFICATION REQUEST

Section 1. Contractor and Project Information.

Contractor:		Project Code:		
Project Name		Earned Amount:	$	
Contact Name:		Estimated Total Contract Amount:	$	
Contact Phone:		DBE Goal:	%	
Contact Email:		DBE Participation to Date:	$	%

Section 2. Approval Request. Attach supporting documentation and additional pages as necessary.

Reason(s):		Termination/Reduction		Substitution		New Commitment		Waiver		Modification

Explanation of Request:

Contractor Signature:	Date:

Section 3. Regional Civil Rights Office Review

RCRO Staff Signature:	□ Approved □ Denied	Date:

Comments/Conditions:

Engineer Signature:	Date:

CDOT Form 1425

This is the Suppliers List.

It is required per the DBE spec dated 12/26/13 and Revision of Section 106 dated 1/30/14.

The Contractor must submit this at the Pre-Con meeting.

All suppliers providing materials valued at > $10,000 must be included.

It is required to be updated if suppliers change.

Progress payments will be held if not received prior to construction.

January 30, 2014

REVISION OF SECTION 106
SUPPLIER LIST

Section 106 of the Standard Specifications is hereby revised for this project as follows:

Subsection 106.01 shall include the following:

Prior to beginning any work the Contractor shall submit to the Engineer a completed Form 1425, Supplier List. During the performance of the Contract, the Contractor shall submit an updated Form 1425 when requested by the Engineer.

Failure to comply with the requirements of this subsection shall be grounds for withholding of progress payments.

COLORADO DEPARTMENT OF TRANSPORTATION

SUPPLIER LIST

Contractor:	Project Number:

Original Bid Amount:	Contact Name:	Contact Phone:	Project Code:
$			

List all Materials/Items the sum of which is $10,000 or more and identify the Supplier(s) selected to provide such materials . You must include Suppliers to Subcontractors. If a Supplier has not yet been selected, enter TBD. This form shall be submitted before Work on the project begins and as requested by CDOT. The Updated Amount is only required for forms submitted during the project.

Supplier Information

Material/Item	Supplier	Expected PO Amount	Updated Amount
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$

I certify under penalty of perjury in the second degree, and other applicable state or federal laws, that the statements made on this document are true and complete to the best of my knowledge.

Signature:		Name:		Date:	

Previous editions obsolete and may not be used

CDOT Form 1425 (03/14)

Distribution: Contract and Market Analysis (Records Mgmt)
Contractor
Regional Civil Rights Office

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MISCELLANEOUS FORMS & LETTERS

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ENGINEERING PERSONNEL

PROJECT NO. _____

SUBACCOUNT NO. _____

NAME	COMPANY	TITLE	SIGNATURE	INITIAL

(Rev. 2/23/01)

Required Documentation from Contractors

CB_2011-3_REQD_DOC.doc

(See Construction Bulletin in Appendix A)

Appendix A

Submittal	SHALL be submitted prior to construction	SHALL be submitted prior to use	Date Received	Date Approved
Schedule: 108.03, 10 days prior to start of work, CPM unless otherwise specified	X			
Methods Statements: 108.03(a) All salient features listed in COC spec, any others Contractor deems controlling	X			
Written List of All Permits: 107.02	X			
Proposed Subcontractors	X			
Sublet Permit Applications, Form 205 (w/ forms 713, Contractor DBE Subcontractor, Supply and Service Contract Statement, & 715, Certificate of Proposed Underutilized DBE(UDBE) Participation, as appropriate): submitted and approved prior to use		X		
List of Material Sources & Suppliers: 106.01, Preferably at Precon, minimum of 2 weeks prior to material delivery		X		
Mix Designs: HMA, concrete, etc.		X		
List of Haul Vehicles Legal Loads		X		
Project Safety Management Plan: SSP 107.06	X			
Copy of Insurance Certificate 107.15	X			
Method of Handling Traffic (MHT) Initial 630.09	X			
Method of Handling Traffic (MHT) Other 630.09		X		
Contractor's Schedule for Temporary & Permanent Erosion Controls 208.03	X			
List of Potential Pollution Sources: 107.25(b)5	X			
Spill Prevention, Control, and Countermeasure Plan (SPCC): 107.25(b)5	X			
Surveying Schedule: 625.03 submitted prior to Pre-Survey Conference	X			
Form 1337, Contractor Commitment to Meet OJT Requirements: no later than Precon	X			
Form 1378, Contractor Selection of Litigation or Arbitration	X			
Contractor's EEO Policy & Procedures	X			
Letter confirming EEO Policies & Procedures orientation meeting was presented to supervisory personnel: prior to construction & every 12 months	X			
Letter describing Contractor's EEO complaint procedures	X			
Letter describing Contractor's method & schedule for monitoring subcontractor EEO compliance schedule	X			
Letter communicating Contractor's tentative date of first project EEO meeting	X			

Project Engineer: _____ Date: _____

Resident Engineer: _____ Date: _____

STATE OF COLORADO

DEPARTMENT OF TRANSPORTATION

Contracts and Market Analysis Branch
4201 East Arkansas Avenue, 4th Floor
Denver, Colorado 80222
Telephone (303) 757-9736
Facsimile (303) 757-9868

STA007A-014
SH 7:US 287 TO RR - RESURFACIN
Project Code 17768

January 25, 2011

Asphalt Specialties Co., Inc.
10100 Dallas St
Henderson, Colorado 80640

This is confirming notice, for record, that on January 25, 2011 you were awarded the contract for the construction of project STA007A-014, on the basis of the bid as submitted.

At the bid opening briefing held on January 13, 2011, the following people were present: Gus Bieber, Jill Sweeney.

The work and the contract time will commence as authorized in writing by the Chief Engineer in the "Notice to Proceed". No work is to begin until the "Notice to Proceed" is received from the Department of Transportation.

If contract item 625 and/or 629 were a part of your bid proposal for this project, surveyors and/or Engineers' Professional Liability insurance is required for the amount of not less than $1,000,000 in the aggregate, as indicated in subsection 107.15, fourth paragraph of the Standard Specifications for Road and Bridge Construction. See the specifications for additional insurance requirements which includes, but are not limited to: shop drawings, mix designs, contractor performed design work, change orders, and approved value engineering change proposals.

A pre-construction conference will be set by the resident engineer. Jake Koenig is the Resident Engineer on the project.

Sincerely yours,

RICHARD OTT
Award Officer

JSW/jw

cc: Reza Akhavan (Region 6)
Maint. Super. (Region 6)
Business Mgr. (Region 6)
Bieber (Staff Design)
Finals Engr. (Region 6)
Tara Galvez (Public Info)
Moe Awaznezhad/Jake Koenig (Region 6)
Project and Grants
Loeper (Staff Const.)
CENTRAL FILES
Status Papers

STATE OF COLORADO

DEPARTMENT OF TRANSPORTATION
Contracts and Market Analysis Branch

4201 East Arkansas Avenue, 4th Floor
Denver, Colorado 80222
Telephone: (303) 757-9736
Facsimile: (303) 757-9868

STA007A-014
SH 7:US 287 TO RR - RESURFACIN
Project Code 17768

NOTICE TO PROCEED

February 18, 2011

Asphalt Specialties Co., Inc.
10100 Dallas St
Henderson, Colorado 80640

You are hereby notified that on February 18, 2011, the Department of Transportation received a fully executed Contract and Bond, and acceptable evidence of insurance naming Willis of Colorado as the insurer for Colorado Project No. STA007A-014 located on State Highway 7 from State Highway 287 to the rail road tracks. We enclose herewith a duplicate and one conforming copy of the contract between this Department and your company.

This letter is to verify "Notice to Proceed" given by telephone on February 18, 2011, to the Region Construction Office.

Work on this project may proceed. Time will be started indicated in the specifications, as provided for in the contract, or when work is started, as authorized by the Engineer.

Very truly yours,

RICHARD E. OTT
Award Officer

REO/reo

Cc:

Reza Akhavan (R-6)
Moe Awaznezhad (R-6)
Jake Koenig (R-6)
Finals Engineer (R-6)
R. Ott (CCU)
FHWA (1 contract)
T. Smith – Rm 274
J. Loeper/att. (Staff Constr.)
D. Aldrich/att. (Federal Aid)
P. Valesquez/att. (Federal Aid)
CENTRAL FILES (Original Contract)
Business Office (R-6)

STATE OF COLORADO

DEPARTMENT OF TRANSPORTATION

Region 6
2000 South Holly Street
Denver, Colorado 80222

Project No. STA 007A-014
Subacct No. 17768
Location: SH 7 at Lafayette

Asphalt Specialties, Inc.
10100 Dallas Street
Henderson, Colorado
80640

May 27, 2011

Re: Project Acceptance

Dear Greg Simmons,

This is to inform you that the above referenced project was accepted as complete on May 27, 2011.

Please be advised that the following items are required as part of your contract for this project. Retainage cannot be reduced until all required paperwork has been received. These items must be submitted before final payment can be approved:

1. CDOT form 17
2. Buy America letter
3. Final payrolls from ABC Contractors and XYZ Trucking.

List all outstanding documentation – Be specific ! i.e. "Outstanding payrolls" list who from & what pay period

The final quantities are ready for your review at this time.

The final estimate and supporting documentation will be submitted to the Region office by July 8, 2011. Please note that the standard amount retained shall remain in effect until final payment is made (§109.06) and that all prior estimates and payments will be subject to correction in the final estimate and payment (§109.09).

Please contact me at 303-999-9999 if you should have any questions.

I would also like to take this time to thank you and all your staff for the cooperation we received during this project.

Sincerely,

Dudley DoRight

Dudley DoRight
Project Engineer

Cc:Project Development
Projects & Grants
Region Business Office
Region Lab

Region Program Engineer
Resident Engineer
Region Finals Engineer

STATE OF COLORADO

DEPARTMENT OF TRANSPORTATION

Region 6
2000 South Holly Street
Denver, Colorado 80222

Project No. STA 007A-014
Subacct No. 17768
Location: SH 7 at Lafayette

Asphalt Specialties, Inc.
10100 Dallas Street
Henderson, Colorado
80640

May 27, 2011

Re: Project Acceptance

Dear Greg Simmons,

This is to inform you that the above referenced project is accepted as **partially** accepted as complete on May 27, 2011. Acceptance includes all Contract work, with the exception of the landscape establishment period, which shall begin as of this date.

Please be advised that the following items are required as part of your contract for this project. Retainage cannot be reduced until all required paperwork has been received. These items must be submitted before final payment can be approved:

1. CDOT form 17
2. Buy America letter
3. Final payrolls from ABC Contractors and XYZ Trucking.

List all outstanding documentation – Be specific ! i.e. "Outstanding payrolls" list who from & what pay period

The final quantities are ready for your review at this time.

The final estimate and supporting documentation will be submitted to the Region office by July 8, 2011. Please note that the standard amount retained shall remain in effect until final payment is made (§109.06) and that all prior estimates and payments will be subject to correction in the final estimate and payment (§109.09).

Please contact me at 303-999-9999 if you should have any questions.

I would also like to take this time to thank you and all your staff for the cooperation we received during this project.

Sincerely,

Dudley DoRight

Dudley DoRight
Project Engineer

Cc:Project Development
Projects & Grants
Region Business Office
Region Lab

Region Program Engineer
Resident Engineer
Region Finals Engineer

MEMORANDUM

COLORADO DEPARTMENT OF TRANSPORTATION
Region 6
2000 South Holly Street
Denver, Colorado 80222
(303) 757-9387

Project No. STA 007A-014
Subacct No. 17768
Location: SH 7 at Lafayette

DATE: **June 3, 2011**

TO: **PROJECT DEVELOPMENT (Tobilynn Erosky)**

FROM: **REGION 6 FINAL'S UNIT**

SUBJECT: **LETTER TO ADVERTISE PROJECT FOR FINAL SETTLEMENT**

In accordance with Colorado Revised Statute 38-26-107, your office is hereby requested to advertise Project No. STA 007A-014 Id # 17768 for final settlement.

Prime Contractor: Asphalt Specialties
County(s): Boulder

Carol J. Hoisington
Region 6 Finals Unit

CJH
cc:
Staff ROW
R6 RTD
R6 Program Engineer
R6 RE
R6 Materials
R6 Business Office
R6 Final's file
GL = 4261000011
WBS = 17768.20.20
CE Cost Center = R6092-010

NOTICE OF FINAL SETTLEMENT

PROJECT #STA 007A-014

PROJECT ID #17768

In accordance with the notice provisions contained in 38-26-107 C.R.S. 1973 as amended, the DEPARTMENT OF TRANSPORTATION, STATE OF COLORADO has established July 14, 2011 as the date of final settlement date with Asphalt Specialties for Project #STA 007A-014, Project ID #17768, in Boulder County. Work consists of resurfacing; Rotomill 2 inches, overlay 2 1/2 inches, HMA, curb ramps, curb and gutter repair, install bus pad, and signing and striping.

Claims containing a verified statement of the amounts due and unpaid must be in the form of a written affidavit and must be received by the CONTROLLER, Department of Transportation at 4201 E. Arkansas Avenue, Denver, Colorado, 80222, on or before 5:00 p.m. of the final settlement date above.

Pamela Hutton, P.E., Chief Engineer, Department of Transportation

DAILY CAMERA
P.O. BOX 4579
BOULDER, CO. 80302

FIRST PUBLICATION: June 23, 2011
SECOND PUBLICATION: June 30, 2011

DAILY JOURNAL
1114 WEST 7TH AVENUE, SUITE 100
DENVER CO. 80204

FIRST PUBLICATION: June 23, 2011
SECOND PUBLICATION: June 30, 2011

DENVER POST
101 WEST COLFAX AVENUE
DENVER, CO. 80202

FIRST PUBLICATION: June 23, 2011
SECOND PUBLICATION: June 30, 2011

DISTRIBUTION:

Area Engineer: Scott Rees
Contracts & Analysis: Erin Evans
Project Development: Lesa Larsen
Design & Construction: Regina Eslary
Projects & Grants: Bonnie Mulroy
Public Relations: Tara Galvez
Region Finals Engineer: Carol Hoisington

File

Buy America Certification Sample

The specification requires the Contractor to certify that he has obtained all the correct certifications from the manufacturers and suppliers. These Buy America certifications are to be received and approved by CDOT **BEFORE** the materials are incorporated into the project. Once the Contractor receives the Buy America certification from manufactures and suppliers, the Contractor provides CDOT with a Buy America certification such as the example below**. CDOT does not accept blanket Buy America letters covering all materials**.

Kryptonite Construction Inc.

13369 W. Rocky Rd. Smallville, Colorado 91130
Phone 999-123-4567

Attn: Project Engineer

Date: July 10, 2014

Re: CDOT Contract ID: 53124

Re: CDOT Project No. CC 00-0000-00

Subject: Buy America Certification

Kryptonite Construction hereby certifies that the materials and quantities represented below, to be incorporated into the project, meet the contract Buy America requirements. We also certify that the Buy America paperwork and certifications required by Section 106.11 are on file at the project.

1.) 550 LF of 24" culvert pipe for bid item 603-01180

Respectfully,

Clark Kent
Construction Manager
Kryptonite Construction Inc.

EXAMPLE
(Per requirements of Subsection 106.11)
(Original Signatures Required,
No Facsimiles Accepted)

Note 1: The Buy America Certification is to always be received by the Project Engineer prior to the steel or iron being incorporated into the project.
Note 2: The delivery date and/or the incorporation date may be included in the letter.

Also see §106.11, Construction Manual Section 106.11 and Construction Bulletins in Appendix A.

Appendix A

CB 2014-8 Buy America Examples.d

Materials_Bulletin_2011_No_2 - Micropile 8

(Rev. 12/30/14)

Summary of Buy America Quantities

This is a suggested format for the reconciliation of the Buy America Certification quantities with Installed Quantities. The contractor shall submit this summary on a **monthly basis** to the Project Engineer for material incorporated during the previous month. The Project Engineer will verify the information in the Summary and all Buy America certifications provided by the Contractor**. Before approving a progress payment**, the Resident Engineer will verify that the quantities in the Contractor's summary document match the quantities in the progress report.

Kryptonite Construction Inc.

Summary of Buy America Certifications Received for Installed Steel / Iron Products

CDOT Project No.: CC000-000-00
CDOT Contract ID: 53124
Summary for the Period Ending: October 2014

	Item	Item Description	Quantity Delivered to Project	Unit	Delivered Cost*	Delivery Date	Installed Quanity	Unit	Installation Month	BUY AMERICA CERTIFICATION Date	BUY AMERICA CERTIFICATION Quantity
	603-01180	24" culvert pipe	550	LF		11-Jul-14	300	LF	Aug-14	10-Jul-14	550 LF
							250	LF	Oct-14	10-Jul-14	550 LF
Total	603-01180	24" culvert pipe	550	LF			550	LF			

Prepared by: _____ Title: _____ Date: _____

* If there is any foreign steel or iron permanently incorporated into the project the Contractor shall provide documentation of the project delivered cost of that foreign steel or iron.

EXAMPLE

Suggested format for the reconciliation of the Buy America Certification quantities with Installed Quantities. The Contractor shall submit this summary to the Project Engineer.

Subsection of the Field Material Manual 4.1.G:
"The Contractor shall maintain a document summarizing the date and quantity of the material utilizing CDOT Item Number(s) and Item Description(s) delivered to the project, along with the quantity of material installed during the month."

Example of Exceptions

The specification requires the Contractor to document the project delivered costs of any foreign steel or iron permanently incorporated in the project. This is an example of the requirement.

Kryptonite Construction Inc.

13369 W. Rocky Rd. Smallville, Colorado 91130
Phone 999-123-4567

Attn: Project Engineer

Date: November 28, 2014

Re: CDOT Contract ID: 53124

Re: CDOT Project No. CC 00-0000-00

Subject: Buy America Certification

Kryptonite Construction Inc. hereby certifies that throughout the entirety of the above referenced project there was one acquisition of steel / iron from a non-American source. The Minor Exemption documentation is on file at the project's Contractor's trailer as required by Section 106.11 of the contract.

_____ No Exception

__X__ Minor Exceptions: Value less than 1/10 of 1% of the total contract cost or $ 2,500.00 whichever is greater. Documentation is in our Project Files.

1.) 16 panels of ADA Truncated Domes which were imported from China were incorporated into the project. The total contract cost to date of imported steel or iron is $1,831.66.

Respectfully,

Clark Kent
Construction Manager
Kryptonite Construction Inc.

EXAMPLE
(Per requirements of Subsection 106.11)
(Original Signatures Required, No Facsimiles Accepted)

Quality Assurance Sampling Checklist

This is a materials form generated LIMS (AASHTOWare SiteManager®)

It shows the required sampling and testing schedule for various materials for a specific project.

To be completed by the project tester in LIMS and included in their final documentation storage file.

It is one of the major pieces of documentation that the Lab utilizes to determine if a project has been constructed “in reasonable close conformity to plans and specifications.”

Based on the NPS contract language used for firms CDOT hires for consultant tester, CDOT requires the testers to be supervised by a PE.

If there is a consultant tester on project – then the final report needs a statement & the Consultant PE stamp.

“Affix the supervisors PE stamp here when consultant tester(s) used on this project.”

COLORADO DEPARTMENT OF TRANSPORTATION QUALITY ASSURANCE SAMPLING CHECKLIST	Contract No. STU0404-054	Region 6	Contract ID C19431R
	Contract Location US40 - MP296 TO MP298 - FEDERAL TO SPEER		
	Contractor ABCO CONTRACTING, INC.	Award Date 09/16/2014	Ad Date 07/03/2014	Field Materials Manual Year 2015

SM Report 250 Revision Date 08/04/2014 Production

/ Refer to Frequency Guide Schedule for further instructions.

Date Printed 3/18/2015

Project	Item Code	Item Description	Item Unit	Quantity Reported to Date	Quantity Authorized to Date	Total Installed Quantity
19431R-BID	US40-FEDERAL TO SPEER-SURFACE					
19431R-BID	403-34871	Hot Mix Asphalt (Grading SX) (100) (PG 76-28)	TON	0.00	0.00	0.00

Matl Code	Material Description / Test Method	Test Description	Material Unit	Sample Type	Rate / Frequency	Line Item No.	Conversion Factor	Special Instructions	Plan + CO Qty	Estimated Required Tests	Required Tests to Date	Sampled Tests to Date	Estimated Tests Remaining	Completed Tests to Date	Tests (+/-) to Date
403.02.01.21	Hot Mix Asphalt (SX)(100)(PG76-28)		TON				1.0000								
	CP31HMAaa	CP31HMAaa Sieve Analysis of Aggregates HMA		QA	1/10000	0125			9,977.00	1	0	0	1	0	0
									9,977.00	1	0	0	1	0	0
	CP33	Total Evaporable Moisture Content of Aggregate by Drying		QA	1/2000	0125			9,977.00	5	0	0	5	0	0
									9,977.00	5	0	0	5	0	0
	CP44	CP44 Bulk SpG & Comp. of HMA Using SSD Specimens		QA	1/500	0125			9,977.00	20	0	0	20	0	0
									9,977.00	20	0	0	20	0	0
	CP44L	Bulk SpG & Comp. of HMA Using SSD Specimens - Longitudinal		QA	*/*	0125			9,977.00	1	1	0	1	0	-1
									9,977.00	1	1	0	1	0	-1
	CP48aa	CP48aa-Voids in the Mineral Aggregate (VMA)		QA	1/1000	0125			9,977.00	10	0	0	10	0	0
									9,977.00	10	0	0	10	0	0

Number of tests on this row based on summed quantity: Total Plan + CO Quantity | Estimated Total Required Tests | Required Total Tests to Date | Sampled Total Tests to Date | Estimated Total Tests Remaining | Completed Total Tests to Date | Total Tests (+/-) to Date

Certification Checklist

This is a materials form generated LIMS (AASHTOWare SiteManager®)

It shows the items and quantities for various materials on a specific project.

To be completed by the project tester in LIMS and included in their final documentation storage file.

It is one of the major pieces of documentation that the Lab utilizes to determine if a project has been constructed “in reasonable close conformity to plans and specifications.”

COLORADO DEPARTMENT OF TRANSPORTATION	Contract No. STU0404-054	Region 6	Contract ID C19431R
Certification Checklist	Contract Location US40 - MP296 TO MP298 - FEDERAL TO SPEER		
	Contractor	Award Date	Ad Date	Field Materials Manual Year
	ABCO CONTRACTING, INC.	09/16/2014	07/03/2014	2015

SM Report CERT Revision Date: 03/6/2015

/ Refer to Frequency Guide Schedule for further instructions.

Date Printed 3/18/2015

19431R-BID US40-FEDERAL TO SPEER-SURFACE

Project	Item Code / Matl Code / Test Method	Item Description / Material Description / Test Description	Material Unit / Sample Type	Item Unit / Conversion Factor / Rate/Frequency	Total Plan + CO Quantity / Special Instructions / Line Item No.	Quantity Reported to Date / Producer/Supplier Name	Total Installed Quantity / Reqd Number of Certs	Certs Received to Date	Certs (+/-) to Date
19431R-BID	208-00035	Aggregate Bag		LF	200.00	0.00	0.00		
	208.02.19.00	Erosion Control, Gravel Bag, Fabric	LF	1.0000					
	CERT	CERT Document COC or CTR							
			COC	*/*	0065		1	0	1
19431R-BID	208-00051	Storm Drain Inlet Protection (Type 1)		LF	84.00	0.00	0.00		
	208.02.08.01	Erosion Control, Strm Drn Inlet Protect	EACH	1.0000					
	CERT	CERT Document COC or CTR							
			COC	*/*	0075		1	0	1
19431R-BID	403-34871	Hot Mix Asphalt (Grading SX) (100) (PG 76-28)		TON	9977.00	0.00	0.00		
	702.01.01.06	Asphalt Cement, Binder, PG76-28	TON	1.0000	NOTE to Field Sampler: Other Test Methods are to be assigned by the Bituminous Lab. The Sampler MUST describe what specific Type and PG Grade Asphalt Binder is being submitted.				
	CERT	CERT Document COC or CTR							
			COC	*/*	0125		1	0	1
	712.03.01.00	Hydrated Lime	TON	1.0000					
	CERT	CERT Document COC or CTR							
			CTR	*/*	0125		1	0	1
19431R-BID	412-01120	Concrete Pavement (11 Inch) (Fast Track)		SY	45.00	0.00	0.00		
	705.01.01.00	Joint Sealant With Backer Rod	LF	1.0000	Needs to be in LF / SY, BUT Test is performed @ two frequencies: LF is (2 (for Two traffic Directions) X ? LF (from PLANS)) / 2500 LF /// 412 Acceptance of Joint Sealant is Pre-Approved w/Contr. COC. (ie Inspector test performed by a Material tester)				
	CERT	CERT Document COC or CTR							
			COC	*/*	0130		1	0	1
	709.03.01.00	Dowel, Smooth, Epoxy Coated	LB	1.0000					
	CERT	CERT Document COC or CTR							
			COC	*/*	0130		1	0	1
	709.03.02.00	Tie Bar, Epoxy Coated	LB	1.0000					

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Chapter 5 –

PERMIT TO SUBLETS
(CDOT Form 205)

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CDOT Form 205B – Permit to Sublet

A permit to sublet is required when a Prime Contractor makes an agreement with an individual, firm, corporation or other legal entity to perform part of the Contract. Subletting any portion of the contract does not release the Contractor of any liability as defined by the Contract and Bond.

No subcontractor may begin work on a project until the Contractor has received the Engineer's written permission. (§108.01) The written permission shall be the signed and dated Form 205B – Permit to Sublet.

Submitting a Form 205B on a Federal Aid project is certification from the Prime Contractor that a FHWA Form 1273 is attached to and incorporated into that subcontract.

The Prime Contractor must perform at least 30% of the Contract work. Any material purchase and/or manufactured products can be included with the prime contract or the subcontract. (§108.01) However, if the subcontractor both sells the material and installs the material, then this must be considered as one subcontract.

"Specialty items" must be defined in the contract and may be performed by a subcontractor. Any work that is defined as such may be deducted from the amount of contract work that must be performed by the Prime Contractor.

If it is necessary to replace a DBE certified subcontractor, reference your project special provisions and/or contact your Region Civil Right Specialist for the proper procedures.

If a sub-contractor changes names, (i.e. is bought out) or goes out of business, then a letter or memo needs to be written to the Region Civil Rights Manager notifying them of this change. The Region Civil Rights Manager will determine any impact on the DBE goals and if a new Form 205B will be required. Send copies of any such correspondence to the Project Engineer and Region Finals Administrator.

On multi-page Form 205B's, be sure to number the pages. Example: 1 of 3, 2 of 3, 3 of 3. Signatures are only required on the front of the first page.

This may be a two-sided form. Signatures are required on the first page. The second page is a continuation of work item information.

References: §108.01 and the Standard Special Provisions: "Affirmative Action Requirements – Equal Employment Opportunity", "Disadvantaged Business Enterprise-Definitions and Requirements" and "Emerging Small Business Program".

See Construction Bulletin 2013#8 in Appendix A

CB2013_8

(Rev. 7/15/13)

Sublet Permit Application (CDOT 205B)

In accordance with CDOT's Standard Specifications for Road and Bridge Construction subsection 108.01 and the FHWA 1273 (Required Contract Provision – Federal Aid Construction Projects, Section VI), the Contractor shall not sublet, sell, transfer, assign or dispose of the Contract or Contracts, or any portion thereof without the written permission of the Engineer. This is accomplished by submitting a completed CDOT Form 205B – Sublet Permit Application for all subcontracted work. No contract work may begin until the Contractor has received the Engineer's written permission.

The Contractor's organization shall perform work amounting to 30 percent or more of the total original contract amount. Subletting of the contract does not relieve the Contractor of any liability as defined by the Contract and Bond.

The Form 205B is an Excel spreadsheet with the calculations hard coded in the spreadsheet. After opening the document, be sure to click on the "Enable editing" box on the top of the spreadsheet.

Header Information

Colorado Department of Transportation		Prime Contractor Name:	Project Number:
SUBLET PERMIT APPLICATION			
Total Original Contract Amount:		Contact Name & Phone #:	Project Code:
Total Percent Sublet to date (in hundredths):	%		

The header information contains project related information. Complete the Total Original Contract Amount cell. This will aid the spreadsheet with the calculations.

The Total Percent Sublet to date (in hundredths) will automatically calculate when the work item detail lines are completed.

Subcontractor Information

Subcontract Information				
Subcontract Name, Address, Phone:	Subcontract #:	Tier:	If Tier, to what subcontract:	
	Substitute Contract: (Y/N)			
	Substitute DBE:			
	If Substitute, to what subcontractor:			
Subcontract Information (check all that apply)				
☐ DBE ☐ ESB				

The above section informs CDOT of the status of the subcontractor. CDOT utilizes this section to track information relating to the utilization of the DBE's listed on the CDOT Form 1417, and possible ESB contractors.

Complete the information for the subcontractor including the name, address and phone.

(Rev. 7/3/13)

Work Item Section

This section details the work items that are being subcontracted. This section shall be fully completed utilizing the actual **SUBCONTRACT DOLLARS.** In accordance with subsection 108.01, the calculation of the percentage of subcontracted work shall be based on the subcontract unit prices.

WBS Element or Proposal	Item Code	Item Description	Unit of Measure	Location (D/B Only)	Quantity	Subcontractor Unit Price	Total Amount Sublet
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
						Total amount of above items:	$ -
						Total from page 2 (if applicable):	$ -
						Previous amount sublet under the Contract:	
						Total amount sublet:	$ -
						Percent of contract of the above items:	#DIV/0!
						Estimated amount of subcontract elegible toward DBE goal:	

CONFIDENTIAL

WBS Element or Proposal Line # from RFP or Bid Proposal

WBS Element information may be found in the RFP. Please refer to this book in order to complete this column.

Proposal line number is a four digit number found in the bid proposal for the project. Items within the bid proposal are combined with like items, unlike the estimate that will show the items broken out by category.

8 Digit Item Code

This is the item code number associated with each pay item.

Item Description

This is the description of each pay item. If partial item is being subbed, indicate “Partial” here.

Unit of Measure (must be same as bid tab)

How is the item paid? SY? CY? LF?

Location (D/B Only)

For Design Build projects, list location for the item within the limits of the project.

Quantity

Plan quantity, as shown on the proposal.

Subcontractor Unit Price

This shall be completed utilizing the price shown on the agreement between the Contractor and the subcontractor.

$ Amount

The spreadsheet will calculate the amount sublet based on the quantity and subcontract unit price entered. The spreadsheet is password protected and if any attempt is made to enter any information in this column, the user will get an error message.

Percent's & Totals

Total amount of above items:	$ -
Total from page 2 (if applicable):	$ -
Previous amount sublet under the Contract:	
Total amount sublet:	$ -
Percent of contract of the above items:	#DIV/0!

This section will calculate all necessary information. The line for "Previous amount sublet under the contract" will be zero for the first subcontract. All following subcontracts will auto populate based on the total from the previous Form 205B. If more than 15 subcontracts are needed, the Contractor must enter the total amount previously sublet on the first tab of the workbook. By doing this the workbook will continue to calculate the total amount sublet for all future subcontracts.

Certification section and signatures

Prime Representative Signature: _____	Name: _____	Date: _____
Tier #1 Subcontractor Signature: _____	Name: _____	Date: _____
Tier #2 Subcontractor Signature: _____	Name: _____	Date: _____

The Contractor and subcontractor(s) shall sign in the appropriate areas. If this is a tier subcontract the Contractor shall sign along with the both the tier 1 subcontractor and the tier 2 subcontractor.

Subcontract approval

Subcontract Approval - The application is approved subject to the terms of the Prime Contractor's Contract with CDOT. Nothing in this application shall create a contractual relationship between CDOT and the subcontractor. CDOT approval of this application is not an endorsement of the subcontractor and does not relieve the Prime Contractor of any responsibilities under the Contract with CDOT.		
Project Engineer Signature: _____	Name: _____	Date: _____
Region Civil Rights Office: _____	Name: _____	Date: _____

This is for CDOT use only. This does not imply endorsement of the subcontractor. The Engineer and Region Civil Rights Manager will sign. Once the form has been signed by the CDOT representative(s), the subcontractor may begin work on the project.

(Rev. 7/3/13)

CDOT Form 205B Page 2

Complete this section only when there are more items to subcontract than what is allowed on page 1. This page is not necessary on all subcontracts.

Colorado Department of Transportation			Prime Contractor Name:	Project Number:
SUBLET PERMIT APPLICATION			0	0
Total Original Bid Amount:	$	100,000.00	Contact Name & Phone No.:	Project Code:
			0	0
			0	

Page 2

WBS Element or	Item Code	Item Description	Unit of Measure	Location (D/B Only)	Quantity	Unit Price	Total Amount Sublet
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
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							$ -
							$ -
					Total amount of above items:		$ -

Tier 2 subcontract completion instructions

On occasion a Tier 1 subcontractor will subcontract some of their work items to another subcontractor. This is considered a tier 2 subcontract. The Contractor is responsible for the work of the tier 2 subcontractor therefore, the Form 205B shall be completed and signed by the Contractor and both the tier 1 and tier 2 subcontractors.

There is a separate spreadsheet contained within the Form 205B workbook. This spreadsheet has certain pieces of information completed for the Contractor and does not calculate the total amount or percent sublet as these totals were included with the Tier 1 subcontract.

If this is a Tier 2 subcontractor complete the Form 205B labeled Tier 2 subcontractor (last tab of the workbook). The CDOT Form 205B is completed in the same manner as the tier 1 Form 205B. However, there are some differences:

1. the tier section and the associated first tier information shall be completed
2. the totals for percent of sublet and sublets dollars are shown as N/A (since the dollars were already considered in the first tier Form 205B)

Naming the tabs

Each tab may be named in any convention that the Contractor chooses. The following procedures will allow the user to rename the tabs. First, double click which should highlight the tab with a black highlight. Type the name or whatever convention and hit enter.

Printing instructions

There are multiple ways for printing the Form 205B.

First, you can select Print and only print the current (active) form.

Second, you may select to print the entire workbook.

And third, you may select multiple tabs, and then print the active forms.

For any questions or assistance, please call Karen Fuji-Martin 303-757-9540.

(Rev. 7/3/13)

Be sure to ----

- Check the Debarment list at https://www.sam.gov/portal/public/SAM/
- Verify that the Prime and subcontractor have signed the form (If tier 2, etc. , then all subcontractors must sign.
- Verify Tier 2 subcontracts are entered on the "Tier 2" tab.
- Verify "Total Percent Sublet to Date" **does not exceed 70% !!!**

Total $$$ of all **BID** Items. (See Contract Schedule included in the Contract & Bond)

Be sure the Project Number and Project Code are correct for your project !

Colorado Department of Transportation

SUBLET PERMIT APPLICATION

Total Original Contract Amount:		Prime Contractor Name:	Project Number:
Total Percent Sublet to date (in hundredths):	#DIV/0!	Contact Name & Phone No.:	Project Code:

Subcontract Information

Subcontract Name, Address, Phone:	Subcontract #:	Tier:	If Tier, to what subcontract:
	Substitute Contract: (Y/N)		
	Substitute DBE:		
	If Substitute, to what subcontractor:		

DBE or ESB sub?

Subcontract Information (check all that apply)

☐ DBE ☐ ESB

If tier 2, then subcontract must be entered on "Tier 2" tab (totals will show as "N/A"). Remember figures are already included with Tier 1 contact.

WBS Element or Proposal Line No.	Item Code	Item Description	Unit of Measure	Location (D/B Only)	Quantity	Subcontractor Unit Price	Total Amount Sublet
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
						Total amount of above items:	$ -
						Total from page 2 (if applicable):	$ -
						Previous amount sublet under the Contract:	
						Total amount sublet:	$ -
						Percent of contract of the above items:	#DIV/0!

Calculated Field

The Prime Contractor and the subcontractor agree to the following:

- All Prime Contract terms and conditions apply to the subcontract, and the subcontractor shall not commence work until the written subcontract has been fully executed.
- On Federal-Aid projects, the fully executed written subcontract shall include a copy of the form FHWA 1273.
- The subcontractor shall not commence work until the CDOT project engineer approves this Sublet Permit Application.
- The Prime Contractor and subcontractor shall:
  - Make partial payments to subcontractors and/or suppliers in accordance with subsection 107.01 and C.R.S. 24-91-103(2), the "Prompt Payment" statute.
  - Promptly notify subcontractors and/or suppliers of any reason for delaying partial payments.
  - Provide a copy of the monthly estimate to subcontractors who perform work for which payment was made.

I certify under penalty of perjury in the second degree, and other applicable state or federal laws, that the statements made on this document are true and complete to the best of my knowledge.

Signatures of Prime & subcontractor(s)

Prime Representative Signature: _____	Name: _____	Date: _____
Subcontractor Signature: _____	Name: _____	Date: _____
Subcontractor Signature: _____	Name: _____	Date: _____

Subcontract Approval - The application is approved subject to the terms of the Prime Contractor's Contract with CDOT. Nothing in this application shall create a contractual relationship between CDOT and the subcontractor. CDOT approval of this application is not an endorsement of the subcontractor and does not relieve the Prime Contractor of any responsibilities under the Contract with CDOT.

Project Engineer Signature: _____	Name: _____	Date: _____
Region Civil Rights Office: _____	Name: _____	Date: _____

Previous editions are obsolete and may not be used CDOT Form 205B 1/31/2013

Distribution: Contract and Market Analysis (Records Mgmt) Contractor

Page 1 of 2 (over)

CDOT FORM 205B – PERMIT TO SUBLET CHECKLIST

After receiving the Form 205B from the contractor, a few things will need to be checked before approving the form.

____ 1. Check to make sure that the Project number and Project Code (SA#) are correct for your project.

____ 2. The prime contractor should have their name and contact information filled in.

____ 3. Check the Total Original Contract Amount against the Contract Schedule in your Contract and Bond.

____ 4. The subcontractor's name and address should be noted along with their phone number.

____ 5. Is this the first Form 205B? The subcontract numbers should begin with 1 and should be sequentially numbered.

____ 6. Is this a tier subcontract? The tier represents the level of subcontract this is. If this is a subcontractor to a subcontractor make sure that the Form 205B states to what subcontractor this belongs to.

____ 7. Is this subcontractor a DBE or ESB? The DBE should be listed on the Form 1417. This applies to any DBE supplier and/or service/broker as well. This should be in a sealed envelope as this information is confidential.

____ 8. Is the subcontractor on any debarment list? Either call the Project Development Branch at 303-757-9541 or check on-line at https://www.sam.gov/portal/public/SAM/

____ 9. The WBS Element or proposal line number, 8 digit code, item description and unit of measure should come from the Contract Schedule or RFP. The Contract Schedule of items and the bid tab numbering may be different than the Contractor pay estimate Reference No. numbering. This is due to the break out of quantities for an item over the different categories and the CE Bid Items. (Example: Structural Excavation)

____ 10. Quantity should be the **actual quantity subcontracted**.

____ 11. Units should be the **unit of measurement** in the contract between the Prime & Subcontractor.

____ 12. The unit price is the **actual unit price** per the contract between the Prime & Subcontractor.

____ 13. The new Excel version of the CDOT 205B will calculate the totals for you. However, you need to assure the total amount of all the Form 205B's do not exceed 70% of the Prime Contract.

____ 14. If a subcontract is for a 2nd, 3rd, etc. tiers, the subcontract information should be entered on the "Tier 2" tab and show "N/A" in "Total Amount Sublet"(figures are included with 1st tier).

(Rev. 3/17/14)

____ 15. If a subcontract is for any added work (Change Order or Force Account), the percent and $ for "the above items" should be zero (0) for this subcontract. (Goals are tracked using Original Bid Quantities and Prices)

____ 16. Have the prime contractor and all subcontractors signed the Form 205B? These signatures should be in blue or black ink.

____ 17. If everything checks, the Project Engineer may sign and date the form and the Form 205B is approved. The Region EEO/Civil Rights Office will review the Form 205B and may request revisions . The Region Civil Rights Office has final approval on all Form 205B's. After all signatures are obtained, the Form is ready for distribution.

____ 18. You may fax or hand carry the Form 205B's to the Region. If you fax the Form 205B's, be sure to include both pages (if appropriate) and follow up ASAP with the originals. EEO will not sign a copy. PE should record the date the Form 205B's was submitted to Region.

(Rev. 12/31/13)

REFERENCE

CONSTRUCTION MANUAL

SECTION 120.10.2

https://www.codot.gov/business/designsupport/bulletins_manuals/cdot-construction-manual/2014-cdot-construction-manual/cdot-construction-manual.pdf/view

Construction Bulletin # 2013 #8

https://www.codot.gov/business/designsupport/bulletins_manuals/construction-bulletins/current/cb-2013-8-new-form-205/view

AND/OR

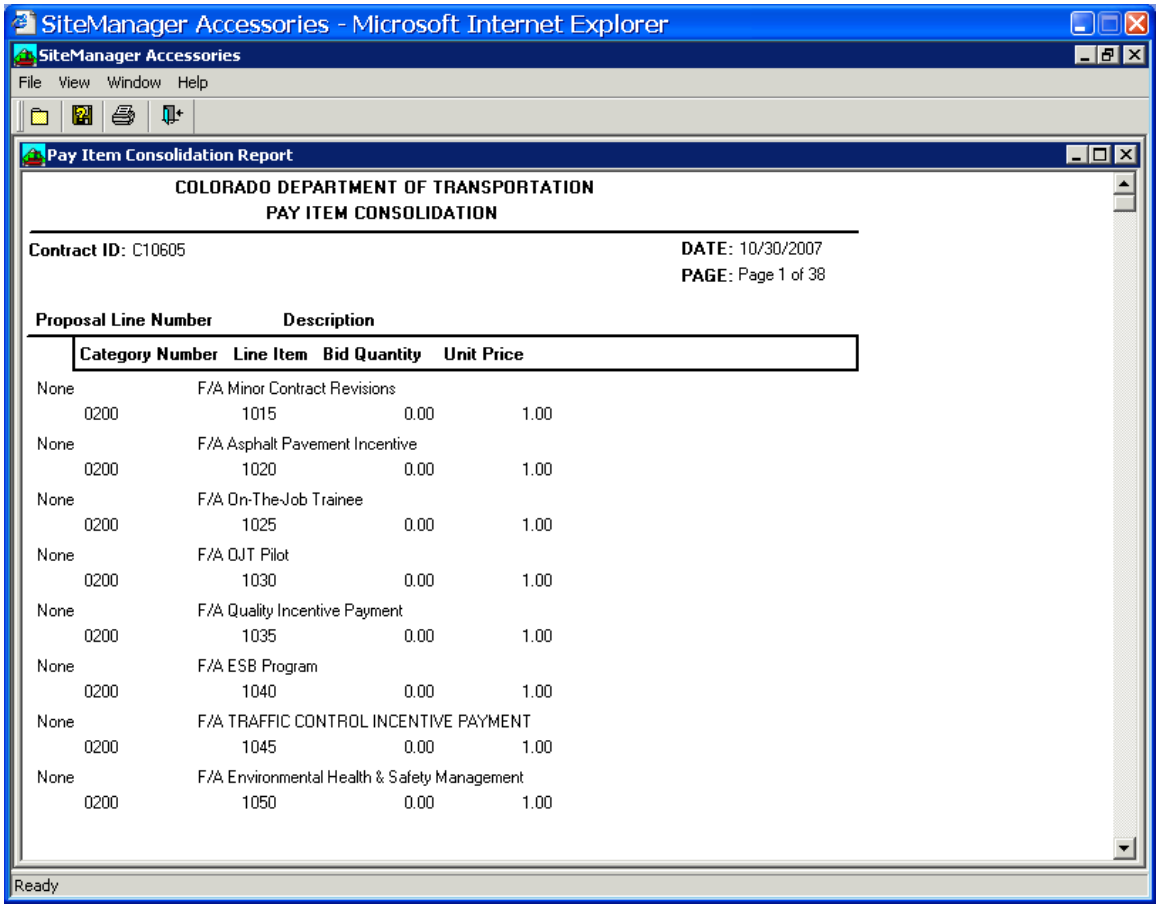
CALL YOUR

REGION

CIVIL RIGHTS MANAGER

Hints on Entering CDOT 205B's in SiteManager® –

Pay Item Consolidation Report



SiteManager Accessories - Microsoft Internet Explorer

SiteManager Accessories

File View Window Help

Pay Item Consolidation Report

COLORADO DEPARTMENT OF TRANSPORTATION
PAY ITEM CONSOLIDATION

Contract ID: C10605 **DATE:** 10/30/2007
PAGE: Page 1 of 38

Proposal Line Number	Description			
	Category Number	Line Item	Bid Quantity	Unit Price
None	F/A Minor Contract Revisions			
	0200	1015	0.00	1.00
None	F/A Asphalt Pavement Incentive			
	0200	1020	0.00	1.00
None	F/A On-TheJob Trainee			
	0200	1025	0.00	1.00
None	F/A OJT Pilot			
	0200	1030	0.00	1.00
None	F/A Quality Incentive Payment			
	0200	1035	0.00	1.00
None	F/A ESB Program			
	0200	1040	0.00	1.00
None	F/A TRAFFIC CONTROL INCENTIVE PAYMENT			
	0200	1045	0.00	1.00
None	F/A Environmental Health & Safety Management			
	0200	1050	0.00	1.00

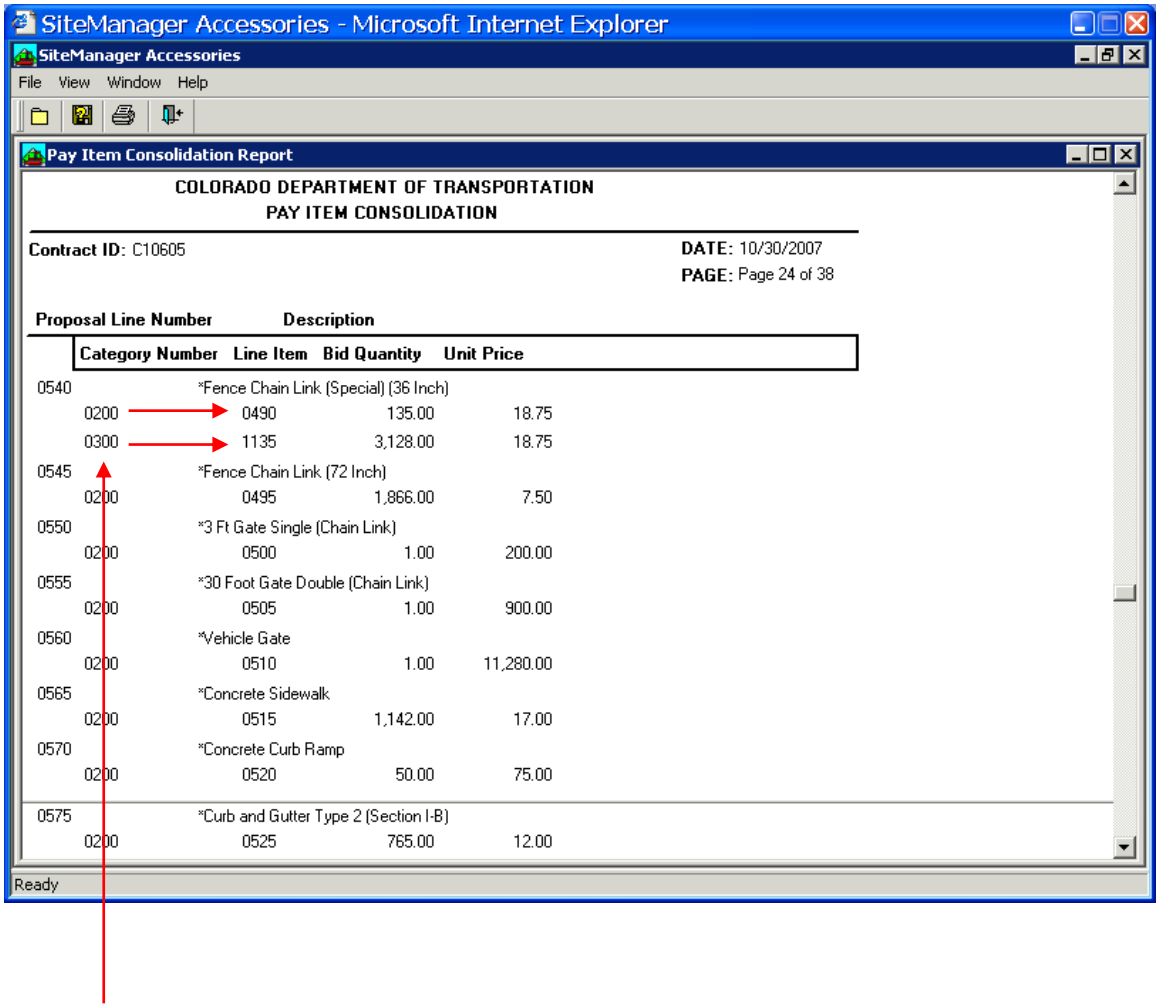
Ready

Step 1 – It is recommended that you run this report before you enter the 205's for your project.

It is found in SiteManager® Accessories, Contract Administration, Pay Item Consolidation Report.

This report is very useful as it shows Proposal Line Numbers and Pay Estimate Line Reference Numbers. These may be different, due the break out of work under different categories on the progress estimate.

Pay Item Consolidation Report



The Pay Item Consolidation Report will **show bid items that are split between multiple categories and the corresponding Line Reference Numbers**.

This is very useful for locating all occurrence of items in the pull down menu for Items tab when entering items of work on a 205 record.

Creating a CDOT 205 record…

Step 2 – Main Panel, Contract Administration, Contractor Management, Subcontracts

Services, Choose Keys, select & open your project.

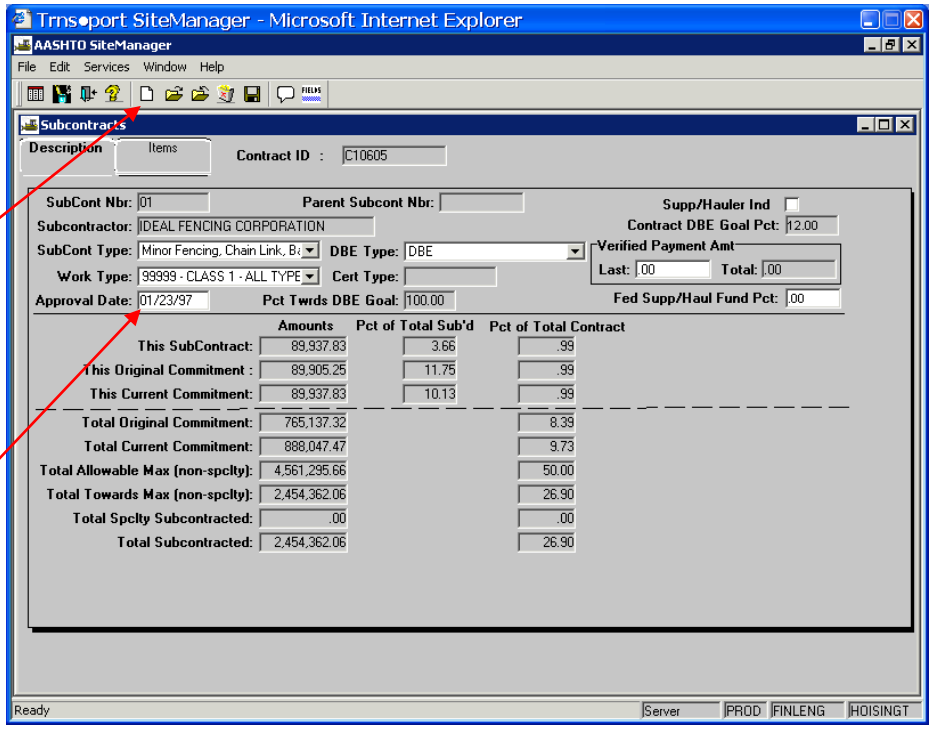
The Description tab should be bold.

Click on the "New" icon.

Fill in fields, using info from your CDOT 205.

The Approval date must the same as or later than the project Start Date so leave this for now.

SAVE…..



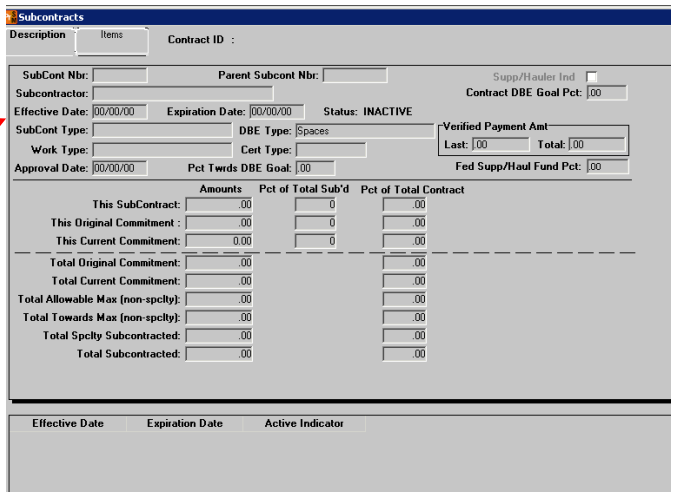
<u>Typical 205 entry- Description Tab</u>

Note **SubCont Nbr must be 3 digits** (i.e. 001, etc.)

Parent Sub cont Nbr is only used if 205 is for 2nd, 3rd tier Subcontract.

Note:
In February 2015 a new window was added to this screen.
It contains three new fields:
"Effective Date", "Expiration Date" and "Active Indicator".

The project engineer shall enter the "Effective Date" and "Expiration Date" fields. This will add/delete the subcontractor from the contractor drop down list in the DWR screen.



Adding Items

Step 3 – Add items.
Click on the "Items" tab ("Items" tag should be bold.)

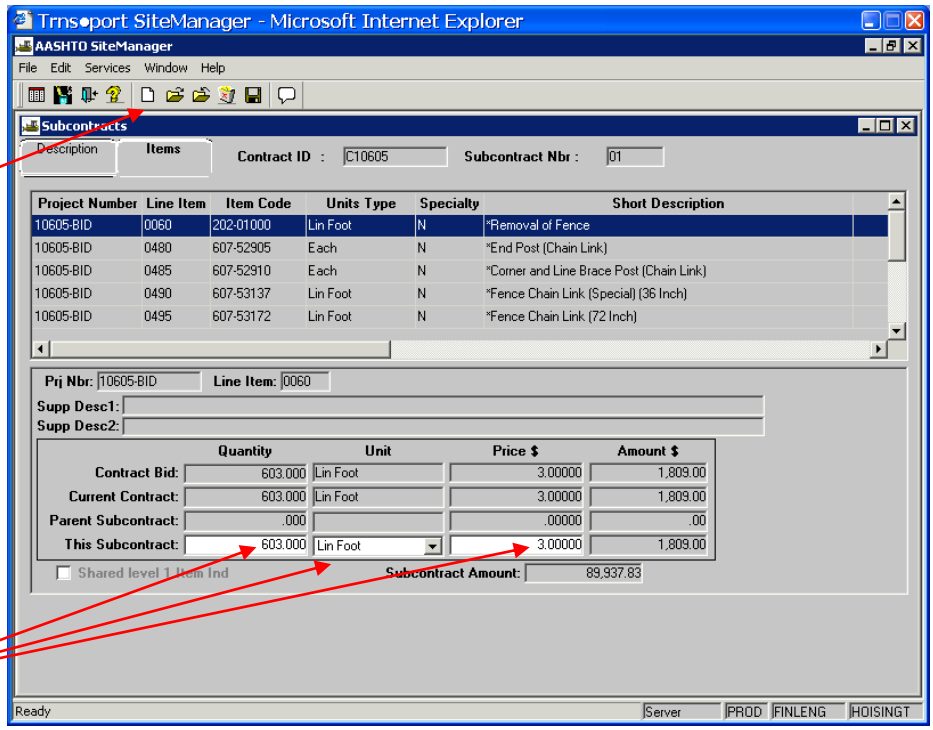
Click on the "New" icon.

Click on the drop down arrow next to "Prj Nbr" and select your project.

Right click in the "Line Item" field (magnifying glass should appear)

Scroll down and select item.

"This Subcontract Quantity", "Unit" & "Price $" will always be the actual subcontracted quantity & price



<u>Example of a subcontracted item</u>

Item Quantity, Unit & Price $ are actual subcontract quantities/prices as shown on the 205

Adding Items- Partial Item Subcontracted
(i.e. the haul portion of Structure Excavation)

Step 3 – Add items **(Partial)**
Click on the "Items" tab ("Items" should be bold.)

Click on the "New" icon.

Click on the drop down arrow next to "Prj Nbr" and select your project.

Right click in the "Line Item" field (magnifying glass should appear)

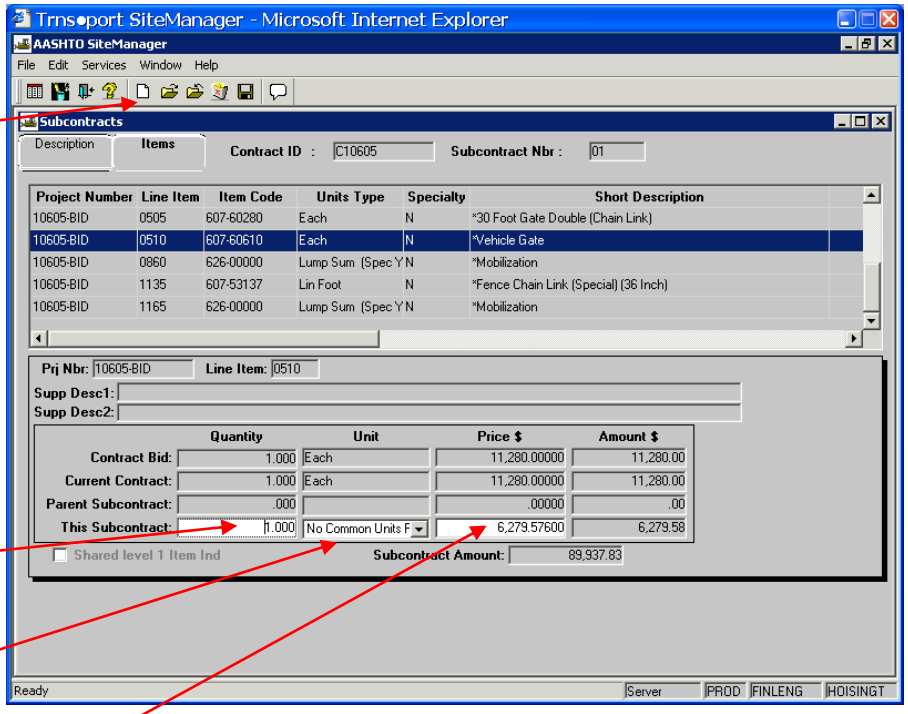
Scroll down and select item.
"This Subcontract Quantity" will be the actual subcontracted quantity.

"Unit" will be "No Common Units"

"Price $" will be the percent of the subcontracted price that you calculate using the figures shown on the 205.

In this case—
Subcontract bid price is $11,280.
% subcontracted is 55.67%

.5567 x $11,280 = $6,279.57



<u>Example of an item that is partially subcontracted –</u>

Note **Unit is "<u>No Common Units</u>"** and **<u>Price $ is the %</u> of subcontracted price** noted on CDOT 205.

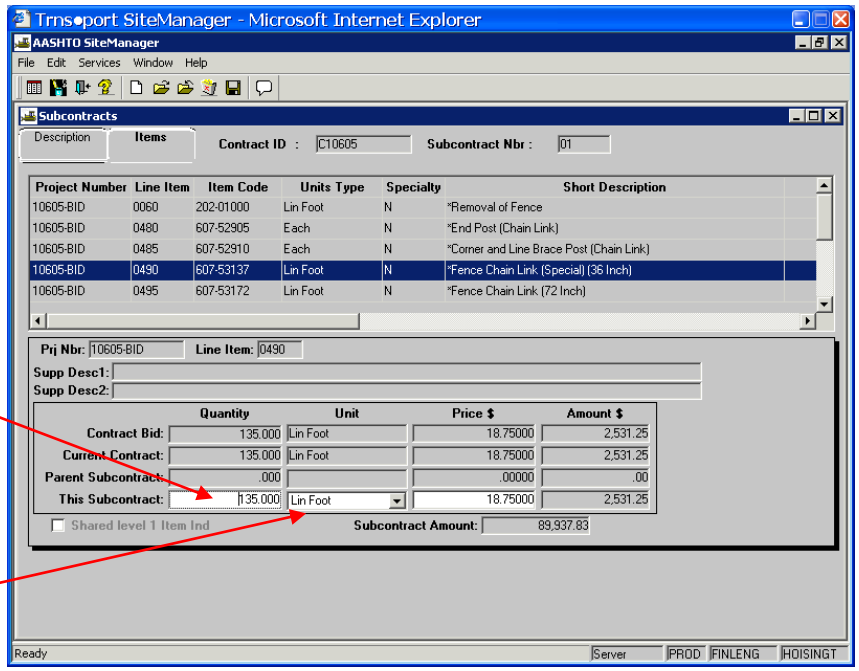
Adding Items- Bid Item is Paid under <u>Multiple</u> Categories

This is where the Pay Item Consolidation Report is useful.

<u>First</u> occurrence in **<u>Cat 200</u>** as line reference **# 490** -------

Note - Quantity is 100% of the amounts shown on the Pay Item Consolidation Report for **<u>this</u> line reference number.**

"Unit" is the <u>actual</u> method of measurement (in this case Lin Foot) and price $ is <u>actual</u> subcontracted price.



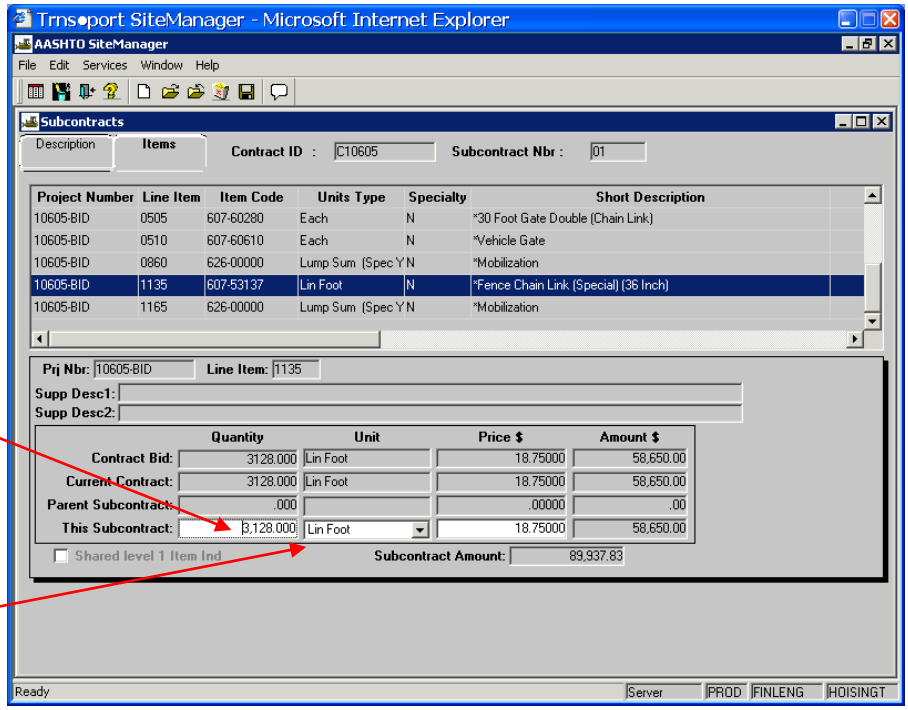
<u>Example of first occurrence of a bid item that is split between Categories on the estimate</u>

Adding Items- Bid Item is Paid under Multiple Categories (cont)

Second occurrence in **Cat 300** as line reference **# 1135** -------

Note Quantity, Unit & Price are 100% of the amounts shown on the Pay Item Consolidation Report for **this line reference number**.

Note - "Unit" will always be the actual method of measurement (in this case Lin Foot) and "Price $" will always be the actual subcontracted price.

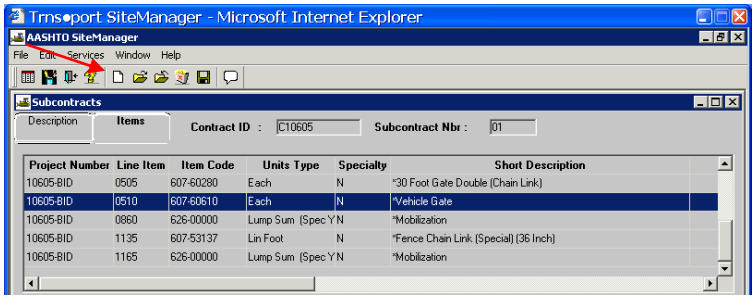


Example of second occurrence of a bid item that is split between Categories on the estimate

Continue adding all items for one(1) subcontractor.
Save often.

When finished with one subcontract –
Save

To continue adding subcontracts –



Click on Description tab
Click on New
Enter info
Save

Add Items
Click on Item
Click on New
Enter info
Save

Continue until all your subcontracts are entered.

Don't forget to go back and enter the Approval and Effective Dates after your project start date is entered by the Region Finals Administrator and before you run an estimate!

Additional Help Tips:

- When adding an additional subcontractor to an existing sublet item (2nd tier etc.) modify the tier 1 subcontractor record by selecting "no common units".

- When replacing a subcontractor, modify the original subcontract record by reducing the original quantity and $ amount, then add a new subcontract record and select "no common units".

- Also see SiteManager® Bulletin 2001-5 Subcontracts & CB 2013 #8

SiteManager Bulletin

Colorado Department of Transportation
Project and Program Analysis

July 6, 2001
2001 Number 5

Subcontracts

The AASHTO Trns•port SiteManager software is a project management program that tracks project data, then uses that data to generate construction contract payment estimates. Using SiteManager at CDOT does not change the rules or procedures regarding approval, signatures on forms, etc. It affects only the record keeping process.

Please provide copies of this and other SiteManager Bulletins to Consultants working on projects in your Region.

Subcontracts

Subcontracts in SiteManager associate specific subcontractors with each contract. This information must be entered in order to record installed work items to the subcontractors that installed them. Subcontract data comes from the CDOT Form 205. All Subcontracts, including all of the items each subcontractor is approved to install, must be entered into SiteManager for all new projects. This must be completed in SERVER MODE and is more efficient on a computer at a networked location.

Accurate entry is critical to the application of the new retainage specification - if the items are not entered from the Form 205 on the Subcontract window, the retainage will be incorrect. The retainage specification for projects advertised on or after November 2, 2000 requires that "no retainage will be withheld from payment for completed work on items which are partially or completely subcontracted."

SiteManager will automatically place an asterisk in the Description of each Item listed on a Subcontract. For example, if Item 202, Removal of Bridge has been subcontracted the description will be *Removal of Bridge. This will affect all screens and reports that show item descriptions. The asterisk will be visible on all contracts in SiteManager regardless of the retainage specification the project is using. SiteManager will compute retainage correctly, using the correct specification for each contract.

Creating a Subcontract

Double-click the **Subcontracts** icon available through **Contract Administration, Contractor Management** panels. Select **Choose Keys** from the **Services** menu. In the selection box scroll to and select the appropriate **Contract ID** and click **OK**.

Eenter the Subcontract number from the Form 205 in the **Subcont Nbr** field. Each subcontract must have a unique two digit subcontract number (eg, 01, 02). Second or third tier Subcontracts must also have a unique two digit subcontract number. No longer can a letter be added to the parent Subcontract number).

A tier two or three or more Subcontract is assigned a unique number and the subconract number of the parent subcontractor is entered in the **Parent Subcont Nbr** field.

Place the cursor over the **Subcontractor** field. When the cursor changes to a search lens click the right mouse button and click on the **Search** option. This will display a selection list of all contractors listed in the SiteManager Vendor List. The list can be sorted alphabetically by clicking on the title field of the Vendor Name column. Scroll to and highlight the appropriate Vendor and click **OK**. If the vendor is not on the list, look under different variations of the subcontractor's name. If the subcontractor is still not found, please contact the Help Desk with the subcontractor name, address and telephone number to have them added to the Vendor List.

Choose the appropriate type of work for the subcontractor from the **SubCont Type** drop-down list

Choose **CLASS 1 – ALL TYPES OF WORK** from the **Work Type** drop-down list

The Original Commitment reference applies only to DBEs that are used to meet DBE/UDBE goals. This number comes from CDOT Form 715. Enter the amount from this form into the **This Original Commitment** field before you save the Description folder tab; the field is not available for changes once this folder tab is saved.

Confidential Dollars are recorded in the Generic Fields window of SiteManager. This amount comes from CDOT Form 713. Click the **Generic Fields** button on the toolbar. Enter the amount from Form 713 in the **Confidential $ (Form 713)** field. Click the **Generic Fields** button on the toolbar again to close the window and click **Save**.

ENTER THE APPROVAL DATE FOR THE SUBCONTRACT ONLY AFTER YOU HAVE FINISHED ENTERING ALL OF THE SUBCONTRACT ITEMS. If you need to add Items to a Subcontract later, delete the approval date and enter the new Items. Be sure to re-enter the approval date for the Subcontract after all Items are added in order to record installed items in the DWRs. The Approval Date must be entered or Retainage will be held on the Subcontract Items.

Subcontract data can be entered into SiteManager before CDOT Form 205 is approved. Leave the Approval Date field on the Description folder tab blank until all appropriate personnel have approved the Form 205. When the form has been approved, enter the Approval Date in the SiteManager Subcontract.

Adding Items to a Subcontract

In addition to CDOT Form 205, the Pay Item Consolidation report IS available in the CDOT SiteManager Accessories program. It will be used to add Items to a Subcontract. Please print this form for your contract from CDOT SiteManager Accessories. The Form 205 lists Items by bid proposal line number; however, SiteManager requires the line item number. The Pay Item Consolidation report lists the Items by bid proposal line number, and has a column showing the corresponding line item number.

Click on the **Items** folder tab to add Items to a Subcontract then click the **New** button in the top data window. In the bottom data window choose the project number from the **Prj Nbr** field. Enter the four-digit line item number of the Item in the **Line Item** field. The line item number is found in the Pay Item Consolidation report.

Enter the Item quantity from Form 205 in the **This Subcontract Quantity** field. Enter the unit price from Form 205 in the **This Subcontract Price** field. Click **Enter** and the SiteManager will calculate the amount of this Item on the Subcontract. This number should match the amount on the Form 205.

Partial Items can be entered on a Subcontract. Choose **No Common Units** in the Units field first, then enter the **This Subcontract Quantity** from the Form 205. Adjust the unit price by entering the Subcontract percentage of the bid unit price. The resulting amount should match the subcontract amount on the Form 205. DO NOT adjust the quantity of the item, adjust the unit price.

Mobilization and other Items can also be split between multiple categories, using multiple line item numbers. Each line item number will be a new Item record on the Subcontract. Enter the first four-digit line item number for the Item in the **Line Item** field. Choose **No Common Units** and in the **This Subcontract Quantity** field enter the quantity for that line item number from the Pay Item Consolidation report. Next, enter the total dollar amount of the Subcontract for the Item not the unit price in the **This Subcontract Price** field. The combined amounts of the split line items should equal the total Subcontract amount for the Item.

Reports and Forms

The following reports are available to use to create and review Subcontracts within SiteManager. One report is available within the SiteManager system, while the other is run through CDOT SiteManager Accessories, a separate program developed by CDOT to extract data from the SiteManager database and create some of the same reports and forms you have been using.

CDOT SiteManager Accessories Pay Item Consolidation report
SiteManager Subcontract Value report

Training

Anyone requiring access to SiteManager must attend a training class. Attendees must have prior computer experience and be comfortable using Windows based software products. The class schedule is located on the SiteManager website at http://internal/sitemanager/. Users may attend multiple SiteManager training classes.

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Chapter 6 –

CHANGE ORDERS
&
LETTERS OF EXPLANATION

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General Discussion

A change order is a construction-industry accepted term for a change in the scope, specifications, pay items, project limits, duration, or design of a project, as compared to the original Contract requirements. Change orders are legal documents that revise the terms of the original contract between CDOT and the Contractor. A change order may also be used to supplement an existing agreement with an entity or a utility company; however, an agreement must first exist before a change order can be executed to modify the original agreement.

A change order may be either a Major change (CMO type) or a Minor change (MCR type). In either case, the contract is being modified and it is very important for the modifications to be **clear, concise and include exact instructions to the contractor**. These instructions must include **who** will do the work, **what** change in the work will be required, **why** the work is being changed, **when** the work will be done, **where** the work will be located, and the **method of measurement** and **basis of payment** for each pay item. The change order should also address the time required to do the added work.

The CDOT Project Engineer and Resident Engineer are the only representatives of the Chief Engineer authorized to sign change orders at the project level per §105.14. This is a legal document, therefore original signatures are required.

All change orders must be approved by the Contractor and a CDOT representative prior to any work proceeding. This is indicated by their signatures on the CDOT Form 90. Generally the CDOT representative is the CDOT Project Engineer. The Resident Engineer should be consulted and verbal approval given. The CDOT Resident Engineer will sign for the Project Engineer when there is a consultant project engineer on a project. The Resident Engineer will determine if the change order is a major or minor change. The Resident Engineer will then notify the Region Program Engineer of any funding issues. The Contractor shall not start work on any change order unless authorized via a Form 105.

The Chief Engineer and the Region Transportation Directors are the only CDOT individuals with authority to make an administrative settlement. An administrative settlement is defined as a change order that is not based solely on a contractual basis using factual information (CM section 120.7.2).

All **major** (CMO type) change orders must be discussed with the Area Engineer (per the 2014 Construction Manual, section 120.7.4). At a minimum the following items will be discussed:

- Circumstances precipitating the change order
- Items of work to be included in the change order
- Basis of payment and justification for the prices being authorized
- Any justification of time extensions

There are certain types of Change Orders that require **written approval** of the Chief Engineer, Project Development Branch Manager and FHWA Operations Engineer **PRIOR** to work starting. (see the CM sections 120.7.5 & 120.7.7 and Construction Bulletin 2011 #9 for complete lists). For all project extension change orders, written pre-approval is **mandatory**. **Failure to obtain these pre-approvals may jeopardize Federal funding.** The Contractor must not sign the change order nor perform any work until the approval has been obtained (CM section 120.7.7.3).

CB 2011- 9 Federal Oversight CMO Thres

The approval for project extensions from the Chief Engineer and Project Development Branch Manager may be in the form of e-mails or faxes. Approval from the FHWA Operations Engineer must be by their signature on the Form 90.

(See CB in Appendix A)

FHWA must give **written approval, by signature, on the CDOT form 90,** on all Major Change Orders on projects with FHWA Oversight (Construction Bulletin 2011#9 in Appendix_A)

- Project termini extensions, regardless of oversight (defined in 23 CFR 635.102 & CM section 120.7.7.3)
- Major design changes (defined in 23 CFR 635.102 & CM section 120.7.7.1 and determined via discussions between the FHWA Operations Engineer and CDOT)
- Material changes to scope of work(i.e. additional capacity, additional access, major extra work, deletions of work, etc.)
- Changes affecting Environmental commitments
- Administrative Settlement of Claims, with the exception of Dispute Review Board recommendations.

A review of **environmental impacts** is required on all change orders according to Federal Regulation 23 CFR 771 and the National Environmental Policy Act of 1969. Any change order altering the approved environmental mitigation considerations must be submitted to FHWA for signature. Contact your Region Environmental Program Manager for guidance.

FHWA also requires "adequate documentation" on all change orders per Code of Federal Regulations (CFR 635.120e). The State Highway Agency must adequately document a cost analysis of each negotiated contract change or extra work order. A letter of explanation must be attached that provides the details of why the work is needed, how the work will be done, justifying the agreed unit prices and any additional time granted, as well as documenting dates and names of personnel granting concurrences.

It is the Project Engineer's responsibility to justify the prices that are accepted and agreed upon for the change orders. There are **four methods** of justifying prices (choose one) The Cost Estimates Unit may be called if you have an unusual item or piece of equipment or if the price submitted is greater than 15% of the Cost Data price.

- Use the **Cost Data book,** start with the average bid price. If the price submitted by the contractor is not reasonable based on the average bid price (±15%), then compute a weighted average bid price using 3 or more projects based on location and/or quantity. When doing the weighted average bid price be sure to use the same criteria for all factors (i.e. location, quantity, average bid price). It is not unreasonable to have up to a 15 percent difference between the submitted price and the cost data book.

- Prepare a **force account analysis** justifying the price. The force account analysis must include all known costs (i.e. labor, equipment, materials).

- Request that the **Contractor provides a cost analysis**. This should be similar to a force account analysis. It needs to include all labor, equipment and materials needed to complete the work. The Project Engineer is required to make the statements shown in CM section 120.7.6.2.1 in the explanation letter when using the Contractor's cost analysis for a price justification. This is to verify that they have in fact reviewed the Contractor's submittal.

- If submitted price is 15% higher than cost data, the **Engineering Estimates and Market Analysis Unit** may be contacted. Written concurrence is required.

All change orders including the letter of explanation may be reviewed in DRAFT status by the Region Finals Administrator. The Assistant Area Engineers in Contracts and Market Analysis are available to review all Major (CMO type) change orders (i.e. Value Engineering Proposals, etc.). When signed by the Contractor, Project Engineer and Resident Engineer, the change order package should be sent to the Region Finals Administrator for final review and Program Engineer's signature. The will make copies and forward the original to Contracts and Market Analysis. The

Region Finals Administrator can help with the content and intent of the change order and assure that the change order is in compliance with the Stewardship Agreement.

The Assistant Area Engineers in Contract & Market Analysis review all final change orders when submitted for compliance with current manuals, policies and procedures. They work with the Regions to get corrections made to the change orders. They also prepare and distribute quarterly and annual reports that quantify the completeness and conformance of change orders to section 120 of the CM.

Local Agency change orders may be written on the agency version of the Form 90. Justifications and signatures must be per the CM section 120.7. The Local Agency will retain the original change order. All other distribution of Local Agency change orders will be per the latest edition of the Local Agency Manual (LAM) section 8.13.

There are some items that do not require a signed Form 90. These are items that have the unit price and method of payment already established per the Contract. These items need to be documented two ways. First, notify the Contractor in writing using the Form 105, and second, use the DWR in SiteManager®.
You will have to create a change order record in SiteManager® to add the item to the estimate but the type of change order is "**No CMO/MCR required**."

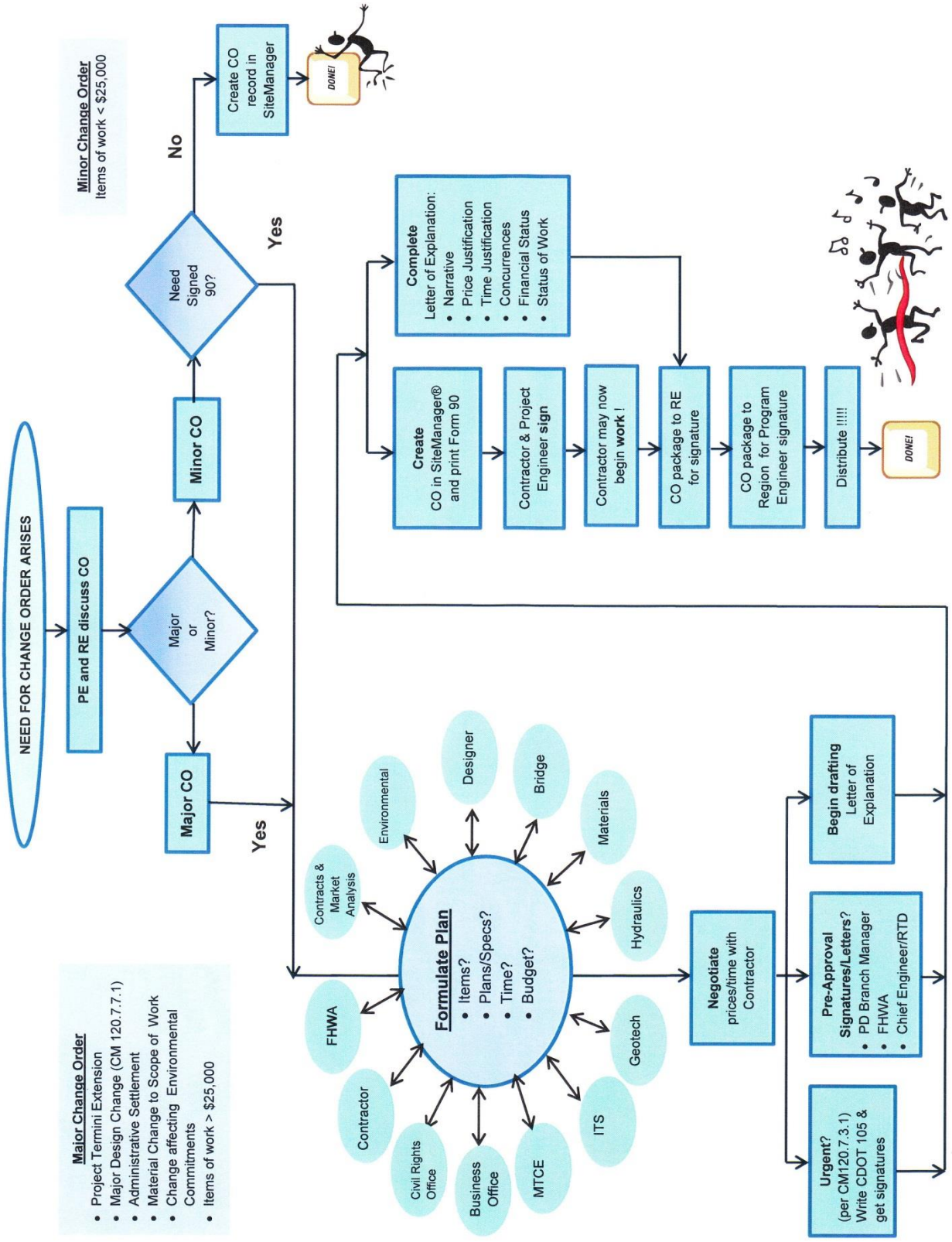
Items NOT requiring a signed CDOT 90:

- Minor items of work not utilized on the project - §104.02
- Overruns or under-runs of contract bid items - §104.02
- Price adjustments for out of spec material - §105.03
- Work zone time violations - §105.03
- Construction Surveying paid at $100/hour - §105.13
- Overweight vehicles - §105.18
- Liquidated damages - §108.09 (must be in Category 400 and use 8-digit item codes: 620-00040 [dollar] or 620-00045 [day])
- Failure to perform Erosion Control - §208.09
- Piling cutoffs and splices - §502.08
- Substitution of materials as allowed by Contract
- Supplier or Sub-contractor liens – CRS 38-26-107
- Plan force account items
- OJT Penalties - § On the Job Training (must be in Category 200 and use 8-digit item code: 900-00028 (OJT Damages)
- DBE Penalties - § DBE Enterprises (must be in Category 200 and use 8-digit item code: 900-00031 (DBE Sanctions)
- Water Quality Control Penalties per §101, §107 and §208

Note that USC's; CFR's; CRS's and all federal, state and local laws are included in the Contract by reference to: §107.01 – Laws to be Observed "The Contractor shall keep fully informed and comply with all Federal, State and local laws, ordinances, and regulations and all orders, decrees of bodies or tribunal having any jurisdiction or authority, which may affect those engaged or employed on the work, or affect the conduct of the work."

(Rev 7/1/14)

Overview of Change Order Process



CDOT Form 90 – Contract Modification Order

The CDOT Form 90 is the means by which the Contractor and CDOT agree to modify the contract. This is a legal document and original signatures are required. Both major and minor changes are documented using the Form 90.

There are certain pieces of information required on the Form 90 to ensure that the modification is a valid contract. Most of the items will be filled in when you create, and print, your Change Order in SiteManager®.

Header

The header information includes the project number, project code, location, date of the change order, change order number and title of the change order. The Contractor's name and address also appear. There are boxes for the estimated increase or decrease to the project, any days added and whether or not the project has Federal oversight. The Federal oversight box is a small check box that must be filled in by the Project Engineer. This information can be found on the title page of the plans.

Body

The main portion of any change order is the body. This is where the Project Engineer will detail the what, why, where, and any other special instructions relating to the work. The Project Engineer needs to be specific and detailed about the work. Detailed explanations for why the work needs to be done, as well as price and time justifications should be saved for the letter of explanation, and not included on the Form 90.

Required Statements

The **first statement** in the change order body will notify the Contractor that the contract is being modified and then describes the work that needs to be done:

***"Your contract is hereby modified/revised to include** …"*

(complete the sentence by describing the work, the location, etc.) This should be a brief statement yet specific enough that there is no confusion on what work is being added. Be sure to include any reference to stationing and/or project limits.

The **second statement** that is required is:

"***All work shall be done in accordance with the 2011 Colorado Department of Transportation Standard Specifications for Road and Bridge Construction****(or the current edition)****, the project plans, the project special provisions, the attached plans and/or specifications*** *(if applicable)* ***and as directed by the Project Engineer****."*

To have the statements print out on the Form 90 from SiteManager® while in the "Change Order Explanation" screen, click on the first down arrow. There are three options for this window. Choose the "**Explanation applied to all line items**." Then tab down to the large white box and type your description of the work to be done. Do not add any items that are affected by the change order in this section. When the items are entered in SiteManager® they are carried over to the Form 90. Any days added and the cost of the change order will also be reflected in the body by SiteManager®.

(Rev 6/6/11)

"As Needed" Statements

If the current amount exceeds the original commitment amount, then additional bonding will be required. (§103.03) To determine this, compare the original project commitment amount with the current project commitment amount plus the amount of the change order . When additional bonding is required, the Contractor should incorporate the additional cost into the unit prices of the new work items.

For change orders on projects that also have additional funding by entities (i.e. local agencies, RTD), the following statement shall be added in the body of the change order per LAM section 8.13. Those statements are:

*"**Should federal funds not be available to cover these additional costs, or the FHWA decides not to participate, the entity agrees to provide the required funds. The [**entity name**] approves this Change order by signing below.**"*

Add signature lines for the entities' authorized signature, title and date. Always keep a copy of the change order for your records while it is routing through the signature process.

For change orders that are written to settle claims, the following statement shall be added in the body of the change order:

"[Contractor's Name] by signing below, hereby waives any and all disputes or rights to dispute which it now has or may have in the future relating to ……"[any delays to this project][additional impact costs]etc. for this Change Order"

Do not state that the work has started. This is to be addressed only in the letter of explanation.

When the Form 90 is printed, the items will print below these statements. Signatures are only required on the last page. If the change order is multiple pages, cross out the signature blocks on all but the last page and be sure to number the pages 1 of 2, etc. More than one item may be placed on a single change order. The only requirement for added items is that the items must be of the same change order type, i.e. CMO or MCR.

While awaiting signatures, leave the change order in "Pending" status in SiteManager®. This will provide a Form 90 that is ready for signatures, but still allow for changes (i.e. spelling corrections) if needed.

Signatures

Signatures should be obtained as soon as possible. The change order is not valid until the Contractor and the CDOT Project Engineer have signed the Form 90. The Resident Engineer' will sign the Form 90 as the Project Engineer when there is a consultant project engineer on a project. (§105.14). If the project is being managed by a Consultant Project Engineer per §101.51(b), they are not authorized to sign or approve change orders.

For CMO type change orders, the signature of the Program Engineer should be obtained as soon as possible. All CMO type change orders should be processed within two weeks of the change order. The Program Engineer is also responsible for checking the box determining the funding for the change order (participating, non-participating or participating as noted).

CB 2010-13 Change Orders.docx

(See CB in Appendix A)

CB_2008-7_Minor_Contract_Revision_Pro

For MCR type change orders, the signature of the Program Engineer should be obtained as soon as possible. The suggested time frame again is two weeks. All MCR type change orders will be held by the Region until the project is complete, this includes the letter of explanation attached to the Form 90 (see submittal and distribution for further information). Upon project completion all MCR type change orders will be assembled into one package and forwarded to the Area Engineers Unit in Contract and Market Analysis.

Attachments to CDOT Form 90

Attachments to the **Form 90** may include:

- Memos describing the work and the request for a price for the work
- Form 105's regarding instructions to the Contractor (i.e. design guidelines)
- Plan sheets
- Specifications

Any added plan sheets that show a design change must have the PE stamp of the responsible design engineer, as explained in *CDOT Procedural Directive 508.1, Professional Engineer's Stamp.*

Use of the CDOT form 105 directing contractor to begin work prior to the formalization of the CDOT 90 (Contract Modification Order)

Per the Construction Manual 120.4 - at a minimum the CDOT form 105 should include:

- Description of Work
- Description of Material
- Applicable Specifications
- Construction Requirements
- Method of Measurement
- Basis of Payment

CB_2010-12_Written_Notification.docx

CB 2010-3 Use of Form 105.doc

CB2011-7 WRITTEN NOTICE.docx

See copies of Construction Bulletins in Appendix A.

For additional information on how to enter your Change Order in SiteManager® refer to the Chapter on SiteManager® Change Orders in this Manual.

Chapter 15

(Rev. 3/21/2011)

CHECKLIST FOR REVIEWING CHANGE ORDERS (CDOT Form 90)

____ 1. Header boxes accurately filled out. Be sure appropriate Federal Oversight box is checked. It is **not** filled in by SiteManager®.

____ 2. Clear, concise description of type of work required and where work is being added.

____ 3. Required statements included in the body of the Form 90 (i.e. Your contract is hereby modified to... All work shall be according to plans specs....etc).

____ 4. Waiver statement included in the body of Change Orders written for Claim Settlements.

____ 5. Funding statement and signature of entity on projects with city, county, special district funding.

____ 6. Extra Bonding statement is included when required.

____ 7. All items of work are entered with proper method of measurement, payment and correct unit price.

____ 8. Signatures are obtained from Contractor, Project Engineer and Resident Engineer.

____ 9. Signatures of the FHWA Operations Engineer, Project Development Engineer and/or Chief Engineer obtained on the CDOT 90 prior to work starting for those types requiring it. (See Construction Bulletin 2011 #9)

____ 10. On multi-page change orders:
- All heading block information carried forward/backward correctly
- Pages are numbered (1 of 2, 2 of 2, etc.)
- Signature blocks are x'ed out or cut off on all but last page of multi-page change orders

____ 11. Plan sheets have the stamp of a Professional Engineer (per Procedural Directive 508.1)

____ 12. Copy of any Specifications or plan sheets being added attached.

____ 13. Copy of any CDOT 105 directing Contractor to begin work (See CM §120 and Construction Bulletins for content requirements).

____ 14. All attachments are numbered and present.

____ 15. **PROOF** read. Read for content. Check grammar and spelling.

Check off items when they have been completed, use N/A if they do not apply for this change order.

(rev. 8/4/11)

CDOT Form 90 Example

SiteManager® **does not** fill this box in.

COLORADO DEPARTMENT OF TRANSPORTATION **CONTRACT MODIFICATION ORDER**	Project No. XXXXXXXXXXXXXXXXXXXXXXXXXXX	Project Code xxxxx
	Location xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	
	Date xx/xx/xx	Project Order No. xx
Contractor xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	Estimated cost to project ☐ Increase ☐ Decrease $xxx,xxx.xx	
Complete Address xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	Total additional days allowed to complete work xx	Federal oversight ☐ yes ☐ no
Modification Title xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx		

Required:

Your contract is hereby modified to ………(brief description of work)

All work shall be done in accordance with the 2011 Colorado Department of Transportation Standard Specifications for Road and Bridge Construction, project plans, project special provisions ---------(any attached plan sheets and/or revisions) ---------- and as directed by the Project Engineer.

As Needed:

If appropriate, the following phrases must be included:

The Contractor shall provide additional bonding to cover the cost of this work at no additional cost to the project.

By signing below, the Contractor hereby waives any and all disputes or rights to dispute which it now has or may have in the future relating to this Change Order.

Should federal funds not be available to cover these additional costs, or the FHWA decides not to participate, the entity agrees to provide the required funds.

The (entity's name) approves this Change Order by signing below.

The following items are hereby added to your contract at agreed unit prices:

Project	Catg	Line	Item No.	Description	Quantity	Unit	Unit Price	Total
xxxxx-BID	0200	0660	900-00006	Added item(Dollar) xxxxxxxxxxx	x	DOL	$x,xxx.xx	$x,xxx.xx

Total added items:

The quantities of the following existing contract items are hereby modified as follows:

Project	Catg	Line	Item No.	Description	Quantity	Unit	Unit Price	Total
xxxxx-BID	0200	0660	900-00006	Added item(Dollar) xxxxxxxxxxx	(x)	DOL	$x,xxx.xx	($x,xxx.xx)

Total changed item quantities: ($x,xxx.xx)

Total for Contract Modification Order 000: $0.00

This order does not change your contract time OR This order adds xx calendar/work days to your contract time.

I hereby accept this order, for work to be performed and prices on which payment is to be based.

REQUIRED IN ACCORDANCE WITH INSTRUCTIONS IN CDOT'S CONSTRUCTION MANUAL		**REQUIRED FOR ALL CHANGE ORDERS**	
Approved by: FHWA Operations Engineer:	Date	Authorized by: Project Engineer	Date xx/xx/xx
OPTIONAL		Contractor Representative:	Date xx/xx/xx
Approved by: Region Transportation Director:	Date	Approved by: Resident Engineer	Date xx/xx/xx
		☐ Participating ☐ Non-participating ☐ Participation as noted	
		Approved Funding by: Region Program Engineer	Date xx/xx/xx

Previous editions may be used until supplies are exhausted. CDOT Form 90 7/02

Letter of Explanation

All change orders require a letter of explanation. This is different than the explanation provided in SiteManager®. This explanation is more detailed and needs to be written so that someone not familiar with the project may review the change order and understand the who, what, where and why of the change order.

The letter of explanation should **fully describe** the modification that is being performed, **who** is doing the work, **why** the work is needed and the **method of measurement** and **basis of payment** of the items of work. The explanation needs to fully address the price of the work and show **justification of the price** accepted. This justification must be in the body of the letter. Attachments to the letter can be an invoice for an item of the work, the Contractor submitted cost analysis, or a Form 105 informing the Contractor to begin the added work so as not to delay the project. Attachments should not be the entire project file for the added work nor the force account billings.

Price Justification

It is the Project Engineer's responsibility to **justify all prices** that are accepted and agreed upon for the change orders. There are four ways of justifying prices. Use one of the four:

- **First**, use the **Cost Data Book**. If justifying agreed unit prices using this resource, start with the average bid price. If the price submitted by the contractor is not reasonable based on the average bid price, then compute a weighted average bid price using 3 or more projects based on location and/or quantity. When doing the weighted average bid price be sure to use the same criteria for all factors (i.e. location or quantity). It is not unreasonable to have up to a 15 percent difference between the submitted price and cost data book. (CM section 120.7.6.2.3)

Example of Use of Cost Data Book

COLORADO DEPARTMENT OF TRANSPORTATION — 14:09 Friday, March 26, 2010 550
ITEM UNIT COSTS BY PROJECTS -- 2009 COST DATA

PROJECT NUMBER	ITEM NUMBER/	ITEM DESCRIPTION/ PROJECT LOCATION	DATE LET	UNIT/ QUANTITY	ENGR. EST.	AVERAGE BID	AWARDED BID
==========	630-85040	Impact Atten (T-M-A) (Temp)		Each			
C0253-201		PREBLE CREEK (LOCATED ON I-25	10/15/09	1.00	14000.00	6420.19	4194.71
IM0703-345		GEORGETOWN HILL I-70 MM 226 T	11/12/09	1.00	10000.00	5484.18	5000.00
BRR600-353		QUEBEC OVER SAND CREEK, 6TH @	11/19/09	2.00	15000.00	15820.00	7500.00
IM0703-310		I-70 AND WARD RD	12/03/09	3.00	25000.00	15406.24	14202.11
IM 0701-203		I-70 MP 108.5 TO 119, GARFIEL	12/03/09	1.00	15000.00	9975.00	7900.00
ES6 C010-101		I-25 AT W. ALAMEDA AVE. IN DE	12/30/09	2.00	15000.00	29770.71	28500.00
		WEIGHTED AVERAGE FOR THE FOURTH QUARTER		11.00	16727.27	15107.50	12354.64
		WEIGHTED AVERAGE FOR THE YEAR		60.00	16933.33	14827.01	12249.66
==========	630-85041	Impact Atten (T-M-A)		Day			
SHE R100-162		SH 24(261.24) 25 (168.50) 70	01/08/09	10.00	400.00	423.42	500.00
NH 016A-039		SH 16 ALIGNMENT AT SH 85 INTE	01/15/09	30.00	600.00	227.66	225.00
		WEIGHTED AVERAGE FOR THE FIRST QUARTER		40.00	550.00	261.41	293.75
C0702-292		I-70 WILDLIFE FENCE IN EAGLE	04/16/09	2.00	10000.00	4312.50	787.50
STAR600-327		VARIOUS LOCATIONS WITHIN REGI	04/23/09	65.00	450.00	252.13	175.00
ES6R600-340		I-25, US 36 AND C-470	04/30/09	20.00	300.00	405.20	550.00
C R100-164		I-70 MOUNTAIN CORRIDOR FROM M	05/21/09	25.00	350.00	413.05	414.00
IM 0702-251		I-70 ALONG STRAIGHT CREEK	05/28/09	30.00	400.00	238.59	266.25
ES1 0703-353		I-70: EB 175.23, EB 177.9, WB	05/28/09	15.00	350.00	380.00	380.00
ITS 1602-121		US 160 WOLF CREEK PASS SNOWSH	06/11/09	15.00	300.00	327.33	200.00
ES4 0762-045		176 SEDGWICK COUNTY	06/11/09	100.00	300.00	479.33	485.50
SHER100-167		SH 40 AT COLFAX AND TOWER RD	06/25/09	8.00	350.00	449.00	600.00
		WEIGHTED AVERAGE FOR THE SECOND QUARTER		280.00	423.39	355.81	372.63
SNE1211-068		SH121 AT CHATFIELD AVE IN LIT	07/02/09	10.00	300.00	433.83	430.00
		WEIGHTED AVERAGE FOR THE THIRD QUARTER		10.00	300.00	433.83	430.00
IM0703-345		GEORGETOWN HILL I-70 MM 226 T	11/12/09	56.00	150.00	249.51	28.00
C SW00-792		STATE WIDE - VARIES	12/03/09	60.00	330.00	474.58	60.00
SNE R600-337		SH95/S2ND-56TH, SH128/US287	12/17/09	20.00	450.00	281.00	450.00
		WEIGHTED AVERAGE FOR THE FOURTH QUARTER		136.00	273.53	365.55	104.18
		WEIGHTED AVERAGE FOR THE YEAR		466.00	387.88	349.13	288.75

- **Or** prepare a **force account analysis** justifying the price. Rates for some equipment can be found in this chapter. Use the wage rate for your project to determine the labor costs. If your project does not have a wage schedule, you may still use the latest Davis Bacon wage schedule. These may be found on the Design and Construction website under specifications:

  https://www.codot.gov/business/designsupport/construction-specifications/2005-construction-specs/past-min-wage-decisions

  For any material, either use bid prices, cost data prices or documentation of phone calls to suppliers.

Example of Use of F/A Analysis

Labor:					
Foreman	4 hrs @ $20.00/hr =		$ 80.00		
Laborer (2)	4 hrs @ $14.00/hr =		$112.00		
			$192.00		
	67% loading =	$128.64			
Fringe Benefits:					
Foreman	4hrs @ 3.25/hr =			$13.00	
Laborers	8hrs @ 3.25/hr =		$26.00		
			$39.00		
Total labor =	$359.64				
Equipment:					
Uniloader	4hrs @ $18.00/hr =		$72.00		
Pickup	4hrs @ $2.00/hr =		$ 8.00		
			80.00	Total equipment =	$ 80.00
Materials:					
Landscaping Wall Stones					
	150 ea @ $2.50/ea =		$375.00		
	15% loading =		$ 56.25		
			431.25	Total materials =	$ 431.25
				Total Cost =	$ 870.89

Therefore contractor submitted price of $850.00 is acceptable.

- **Or** request that the **Contractor provide a cost analysis**. This should look very similar to a force account analysis. Note that the **project engineer is required to make the statements shown** in CM section 120.7.6.2.1 in the explanation letter when **using the contractor's cost analysis for a price justification**. Justification for acceptance of the Contractor cost analysis is required.

- **Or** if the submitted price is 15% higher than the cost data, the Engineering Estimates and Market Analysis Unit may be contacted. Written concurrence is required.

Environmental Impact (CDOT 128)

If the change order alters the approved **environmental impact**, an explanation of what the new impact will need to be given. Discuss the impact with the Region Environmental Project Manager. Attach any e-mails, letters and new or revised Form 128 if applicable.

Discussions and Concurrences

Document any **discussions and concurrences** you have received for the change order. At a minimum the ***Resident Engineers*** and ***Civil Rights Managers*** names and dates of discussion should be documented. For all project termini extension change orders the Chief Engineer, Project Development Branch Manager and FHWA must have given written approval **prior** to the work starting. For Project termini extensions, major design changes, material changes to scope of work, changes affecting environmental commitments or administrative settlements (other than those by DRB) FHWA must have given written approval by their signature on the CDOT form 90. Within CDOT concurrences from various specialty units may also be required. Contact the specialty units for guidance.

Financial Status/Additional Funding

All Change Orders have an impact on your project budget. A review of the **financial status** of the project must be shown per the CM section 120.7.6.3. Funds must be encumbered prior to any payments for the work. Per CDOT's financial rules, active construction projects may not exceed the budget by more than five percent.

Finding additional funds may take time; therefore **if additional funds are required, notify the Program Engineer as soon as possible**. This will ensure that payments will be not delayed to the Contractor and ensure that CDOT remains in compliance with C.R.S. 24-91-103(2) (Prompt payment law). The PE should be prepared to send a copy of the Change Order and over/under report to the region Business Office Prior to work starting and Change Order approval !!!!

It is recommended that no item utilizing the MCR budget be over $25,000 (per CM section 120.7.7). Items over $25,000 are generally viewed as being a major change to the contract.

It is necessary to consider the entire project budget, not just the Construction phase.
Use the $ amounts from line 25 of a current Form 65 for your project:
See the CM section 120.7.6.3 for additional guidance and actions.

Total Cost of Project		$ xx,xxx,xxx.xx	(CDOT 65, line 25 Award column)
Projected Costs to Completion		$ xx,xxx,xxx.xx	(line 25, Proj'd To Compl column)
Less this change order	-	$ xxx,xxx.xx	
Projected Surplus (Deficit)	(-)	$ xxx,xxx.xx	

Attach a copy of the current Form 65 to the letter.

CB_2007-3_Hwy_Const_PO.doc

For additional information on the PO Amendment Process see CB 2007#3 in Appendix A

Status of Work

Include a statement regarding the **status of work**. Note whether or not work has started. Include a copy of the Form 105 with change order package.

CB2011-7 WRITTEN NOTICE.docx

For additional information regarding use of the CDOT 105 see CB 2011#7 in Appendix A

Time

If **time** was added to the contract because of the added work, that time extension must be justified. Time cannot be added arbitrarily. Time extensions will only be made under §108.08(d), the added work will need to extend the critical path and duration of the project. The Contractor shall provide the Project Engineer with an updated project schedule showing how the added work will impact their original schedule.

Attachments

Any attached documents need to be referenced in the letter. It is best to minimize the number of attachments and summarize pertinent information in the letter. Remember that the intent of the Letter of Explanation is to explain the change order so that someone not familiar with the project will understand why the change order is being executed. There are certain circumstances where attachments are necessary (i.e. when adding a specialty item attach the manufacturers' specifications). Be sure to number any attachment to the letter and reference that number in the letter.

(Rev 12/29/11)

CHECKLIST FOR REVIEWING LETTER OF EXPLANATION

____ **1.** Project number, change order number match the CDOT Form 90.

____ **2.** Clearly describe the what, where and why the work is needed. Include any historical background, participants, discussions and rational used.

____ **3.** Method of measurement, basis of payment, estimated quantities and information and/or figures are carried correctly to/from the CDOT Form 90.

____ **4.** Time extensions are thoroughly justified. They should only be granted for work which extends the critical path (§108.07).

____ **5.** Prices are fully justified. Reference COST DATA Book (year and data), include force account analysis or Contractor's cost analysis in submittal package. Attach copy of page.

____ **6.** When force account analysis used – verify labor and equipment hours are reasonable and in proportion to each other.

____ **7.** When using Contractor submitted cost analysis, included the statements from CM section 120.7.6.2.1. (i.e. "The labor and equipment rates and hours are reasonable", etc.) Make sure cost analysis is attached.

____ **8.** On materials or utility work to be paid by invoice, include certified invoice.

____ **9.** Name and dates of all necessary concurrences, approvals, discussions noted (i.e. Resident Engineer, Program Engineer, and specialty units (environmental, business office, designer, etc.)(See CM §120.7.6.1).

____ **10.** Attach signed pre-approval letter from the CDOT Chief Engineer on **Project Termini Extensions**. (See CM 120.7.7.3.3)

____ **11.** Summarize Financial Status in letter. Attach copy of the CDOT Form 65 (Project Financial Statement).

____ **12.** Budget Action/Funding Letter. If additional funds are needed, state where additional funds are coming from and the status.

____ **13.** State whether work has started or not. If yes, why. Also include a copy of CDOT Form 105 directing Contractor to begin work. (See CM 120.7.3.1 for minimum content requirements).

____ **14.** Math calculations are accurate.

____ **15.** Spelling and grammar are correct.

____ **16.** Attachments and reference number(s) are correct.

____ **17.** **Proof read** for content and spelling. Did it answer the basic questions - who requested the additional work, what work is needed, why was this change order or line item is needed, when the work will be done, where it is needed and how it is to be measured and paid?

(rev. 6/21/11)

SUBMITTAL AND DISTRIBUTION

After the drafts are reviewed, discussed and the final copy of the Form 90 and Letter of Explanation are prepared, and the Project Engineer has obtained the FHWA Operations Engineer's signature on any type Change Order requiring it, they should sign the original Form 90 and then obtain the signature of the Contractor. The Project Engineer should also obtain a signature from any entity that is involved with the project, if applicable. If the change order is sent to an entity for their review and/or signature, it is best to keep a copy of the change order in the project files. Once these signatures are obtained, the letter of explanation with all attachments should then be attached to the Form 90 and the entire package submitted to the Resident Engineer.

The Resident Engineer should sign in the appropriate signature block and the change order package should then be submitted to the Region Finals Checker for review and the Program Engineers signature. The package should include:

Original change order + original justification letter + all attachments

After the Program Engineer signs the Change Order, it will be returned to the Region Finals Administrator for distribution.

Note:
Change orders written by Local Agencies are processed in a similar manner, one exception being the Local Agency may retain the original and Central Files receives a copy. They are not required to use the Form 90.

All Change Orders should be organized in the following order:

- Form 90' s w/ appropriate attachments
- Letter of explanation w/appropriate attachments

Attachments to a specific Form 90 include: Plan sheets, specifications, and Form 105's giving instructions to the Contractor, or directing the Contractor to begin work. The Contractor receives a copy of the change order, including its attachments.

Attachments to the Letter of Explanation include: any correspondence giving concurrences, product information, force account analyses or Contractor submitted cost analyses. The Contractor does not receive a copy of the letter of explanation.

For additional information on how to enter your Change Order in SiteManager® refer to the Chapter on SiteManager® Change Orders in this Manual.

Chapter_15

(Rev 4/1/14)

Most Common Mistakes/Omissions on Change Orders

COLORADO DEPARTMENT OF TRANSPORTATION

CONTRACT MODIFICATION ORDER

Project No. XXXXXXXXXXXXXXXXXXXXXXXXXXXX		Project Code xxxxx
Location xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx		
Date xx/xx/xx	Project Order No. xx	
Contractor xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	Estimated cost to project ☐ Increase ☐ Decrease $xxx,xxx.xx	
Complete Address xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	Total additional days allowed to complete work xx	Federal oversight ☐ yes ☐ no
Modification Title xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx		

SiteManager does not fill in Oversight Box!!!

Your contract is hereby modified to include:

End Anchorage Type 3D to be installed at the downstream end of the EB I-70/Quebec off ramp.
Non-Destructive Testing/Evaluation of cassion 1 of pier 2 requested by Staff Bridge.
Removal of old lane lines on SB I-225 conflicting with the current lane lines utilizing profile grinding.

All work shall be done in accordance with the 2011 Colorado Department of Transportation Standard Specifications for Road and Bridge Construction, project plans, project special provisions and as directed by the Project Engineer.

The following items are hereby added to your contract at agreed unit prices:

Project	Catg	Line	Item No.	Description	Quantity	Unit	Unit Price	Total
xxxxx-BID	0201	0316	606-01340	End Anchorage Type 3D	1	EA	$650.00	$650.00
xxxxx-BID	0250	0930	900-00014	Added Item (Lump Sum)/Nondestructive Evaluation of Caisson	1	LS	$693.00	$693.00
xxxxx-BID	0203	1100	900-00014	Added Item (Lump Sum)Removal of old	1	LS	$15,817.50	$15,817.50

Does not match Unit Price of $1,100.00 stated in Letter

Total added items: $17,160.50

Signatures are only required on the last page of the Form 90 – the signature block should be x'ed out on all but the last page. Check to assure the last page is fully signed.

I hereby accept this order, for work to be performed and prices on which payment is to be based.

REQUIRED IN ACCORDANCE WITH INSTRUCTIONS IN CDOT'S CONSTRUCTION MANUAL		REQUIRED FOR ALL CHANGE ORDERS	
Approved by: FHWA Operations Engineer:	Date	Authorized by: Project Engineer	Date
OPTIONAL		Contractor Representative:	Date
Approved by: Region Transportation Director:	Date	Approved by: Resident Engineer	Date
		☐ Participating ☐ Non-participating ☐ Participation as noted	
		Approved Funding by: Region Program Engineer	Date

Need to number if multiple pages

Pg 2 of 2

COLORADO DEPARTMENT OF TRANSPORTATION **CONTRACT MODIFICATION ORDER**	Project No. XXXXXXXXXXXXXXXXXXXXXXXXXXX	Project Code xxxxx
	Location xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	
	Date xx/xx/xx	Project Order No. xx
Contractor xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	Estimated cost to project ☐ Increase ☐ Decrease $xxx,xxx.xx	
Complete Address xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	Total additional days allowed to complete work xx	Federal oversight ☐ yes ☐ no
Modification Title xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx		

SiteManager does not fill in Oversight Box!!!

Your contract is hereby modified to include:
End Anchorage Type 3D to be installed at the downstream end of the EB I-70/Quebec off ramp.
Non-Destructive Evaluation of Casson

All work shall be done in accordance with the 2011 Colorado Department of Transportation Standard Specifications for Road and Bridge Construction, project plans, project special provisions and as directed by the Project Engineer.

The quantities of the following existing contract items are hereby modified as follows:

Project	Catg	Line	Item No.	Description	Quantity	Unit	Unit Price	Total
xxxxx-BID	0200	0970	700-70010	F/A Minor Contract Revisions	(17160.50)	F/A	$1.00	($17,160.50)

Total changed item quantities:
($17,160.50)

Total for Contract Modification Order 000: $0.00

This order does not change your contract time.

This MCR type CO has been correctly reconciled. The cost of this CO has been subtracted from the Plan F/A MCR budget.

Signatures are only required on the last page of the Form 90 – however check to assure that the last page is fully signed!

I hereby accept this order, for work to be performed and prices on which payment is to be based.

REQUIRED IN ACCORDANCE WITH INSTRUCTIONS		REQUIRED FOR ALL CHANGE ORDERS	
Approved by: FHWA Operations Engineer:	Date	Authorized by: Project Engineer XXXXXXXXXXXXXXXXXXXXXXXXXXX	Date xx/xx/xx
OPTIONAL		Contractor Representative: XXXXXXXXXXXXXXXXXXXXXXXXXXX	Date xx/xx/xx
Approved by: Region Transportation Director:	Date	Approved by: Resident Engineer XXXXXXXXXXXXXXXXXXXXXXXXXXX	Date xx/xx/xx
		☐ Participating ☐ Non-participating ☐ Participation as noted	
		Approved Funding by: Region Program Engineer	Date xx/xx/xx

MEMORANDUM

COLORADO DEPARTMENT OF TRANSPORTATION
Region 6
2000 South Holly Street
Denver, Colorado 80222
(303) 757-9387

DATE: XX/XX/XXXX

PROJECT NUMBER: XXXXXXXXXXXXX
LOCATION: XXXXXXXXXXXXXXXXXXXXX

TO: Program Engineer

FROM: Project Engineer

SUBJECT: (Order type and order number, Description from DOT 90)(i.e. Minor Contract Revision CO # 2)
This Change Order was written to compensate the contractor for the following:

Attachment missing

Line Item #1 – End Anchorage Type 3D. The plans specify using an End Anchorage (Non-Flared) downstream at the end of the EB I-70 Quebec off ramp guardrail (see attached plan sheet). The End Anchorage (Nonflared) is designed for oncoming traffic per the M & S Standard. The I-70/Quebec ramp does not have opposing traffic, therefore the nonflared anchorage is excessive. A Type 3D end anchor is designed as a downstream terminal and will work best in this application. This will also save the project $1,499.00.The Contractor has submitted a price of $650.00 for the Type 3D End Anchorage. Price is deemed reasonable as this is within 7% of the average price of $530.91 for End Anchorage Type 3D in the 2010 Cost Data Book. No additional time is required.

Line Item #2 – This item was added to pay for an evaluation of the caisson found to have an anomaly. The item will be paid on a lump sum basis. Staff Bridge estimated the cost would be approximately $1,000.00 for the analysis. Staff Bridge recommended the use of Olson Engineering or GRL and Associates for this evaluation.

Consultant cost:	=$1,000.00
Administrative Loading(per §109.04)	=$ 100.00
Total	=$1,100.00

Does not match form 90

Therefore, the submitted price is reasonable. The total estimated cost of this item is 1 LS @ $1,100.00.
This work was performed concurrently with other work and did not require additional time.

Line Item #3 – This item was added to compensate the contractor for cost associated with removing the old lane lines on SB I0225 that were conflicting with the existing lane lines. The old inlaid pavement markings were removed on a previous project, however, the grooves from the inlaid pavement markings remained. Once the new pavement markings were installed, the old lane lines caused a confusing situation with the motorists. This became a safety issue that needed to be corrected immediately. At the direction of the project engineer, the Contractor proposed to profile grind the entire lane where the old lane lines conflict with the current lane lines. A total of 8550 SF were measured that required profile grinding.

The basis of payment is the agreed upon lump sum price of $15,817.50 which includes mobilization of a profile grinder, water tanker, street sweeper, traffic control and admin compensation per §109.04(e). No additional days were required for this work.

Need detailed F/A analysis (> $10,000)

This Change Order was discussed with the Resident Engineer on 6/5/12, Program Engineer on 6/5/12, Staff Bridge on 6/6/12 and Project Development 6/8/12.

No budget action is required as funds will come from the project F/A Minor Contract Revision budget.

Original F/A MCR budget	$ 1,000,000.00
Less this CO	$ 17,160.50
Remaining F/A MCR budget	$ 982,839.50

COLORADO DEPARTMENT OF TRANSPORTATION **CONTRACT MODIFICATION ORDER**	Project No. XXXXXXXXXXXXXXXXXXXXXXXXXXXX	Project Code xxxxx
	Location xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	
	Date xx/xx/xx	Project Order No. xx
Contractor xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	Estimated cost to project ☐ Increase ☐ Decrease $xxx,xxx.xx	
Complete Address xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	Total additional days allowed to complete work xx	Federal oversight ☐ yes ☐ no
Modification Title xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx		

Your contract is hereby modified to include temporary marking paint for use as directed by the Engineer.

Item #0746 Pavement Marking Paint (Low VOC Solvent Base) shall be used in accordance with the January 28, 2010 Standard Special Revision of Section 627 Pavement Marking.

Item #0746 Pavement Marking Paint (Low VOC Solvent Base) shall not be subject to note #3 on sheet #216 which states "removal of temporary pavement markings will not be paid for separately, but shall be incidental to pavement marking(paint).

The following items are hereby added to your contract at agreed unit prices:

Project	Catg	Line	Item No.	Description	Quantity	Unit	Unit Price	Total
xxxxx-BID	0200	0746	627-00012	Pavement Marking Paint(Low VOC Solvent Base)	100.00	GAL	$32.50	$3,250.00

Total added items: $3,250.00

The quantities of the following existing contract items are hereby modified as follows:

Project	Catg	Line	Item No.	Description	Quantity	Unit	Unit Price	Total
xxxxx-BID	0250	0745	627-00005	*Epoxy Pavment Marking	(100.00)	GAL	$60.00	($6,000.00)

Total changed item quantities: ($6,000.00)

Total for Contract Modification Order 000: ($2,750.00)

This order does not change your contract time.

Generally, on MCR type CO's you would see $0.00 here. Because this MCR type CO adds an item that is less expensive than the item it is replacing, this CO results in a cost savings to the project. Therefore the total for this CO shows the $ amount of savings and should not be reconciled.

I hereby accept this order, for work to be performed and prices on which payment is to be based.

REQUIRED IN ACCORDANCE WITH INSTRUCTIONS IN CDOT'S CONSTRUCTION MANUAL		**REQUIRED FOR ALL CHANGE ORDERS**	
Approved by: FHWA Operations Engineer:	Date	Authorized by: Project Engineer	Date
OPTIONAL		Contractor Representative:	Date
Approved by: Region Transportation Director:	Date	Approved by: Resident Engineer	Date
		☐ Participating ☐ Non-participating ☐ Participation as noted	
		Approved Funding by: Region Program Engineer	Date

Examples

There are two examples of letters of explanation for change orders included in this manual.

Also, see **Appendix C of the CDOT Construction Manual** for additional examples.

The first is an example of an MCR type change order and the second is a CMO type change order. The letter needs to look professional as you are explaining things not only to management but possibly to others outside the department (i.e. FHWA, auditors). While EXCEL® spreadsheets may be useful in tracking MCR type change orders; they are not a substitute for the Letter of Explanation. The letter of explanation must contain detailed information as outlined in CM section120.7.6.1.

MEMORANDUM

COLORADO DEPARTMENT OF TRANSPORTATION
Region 6
2000 South Holly Street
Denver, Colorado 80222
(303) 757-9011

DATE: XX/XX/XXXX

PROJECT NUMBER: XXXXXXXXXXXXX
LOCATION: XXXXXXXXXXXXXXXXXXXXX

TO: (Program Engineer)

FROM: (Project Engineer)

SUBJECT: Minor Contract Revision, Change Orders numbers 2-4

This Change Order was written to compensate the contractor for various items utilizing the minor contract revision budget

Modify Inlet (CO #2).

This item was added to repair existing inlets that were not identified in the project plans. An agreed unit price of $1,750.00 per inlet for the quantity of 8 inlets totaling $14,000.00 was accepted based on the average bid price of $2,249.17 in the 2011 Cost Data Book. No additional time will be necessary to complete this work.

Additional Surveying (CO #3)

Additional surveying was required to profile existing north and south curb flow lines for a distance of 100 ft. east of the intersection of Gill St. and Sheridan Blvd. This work was necessary to design an additional valley gutter interceptor to provide proper drainage from the North and South curbs to the new curb and gutter along Sheridan Blvd. Contractor submitted a price of $110.00/HR. This is reasonable when compared with the $100/HR as defined in Section 105.13 of the 2011 Standard Specifications for Road and Bridge Construction. Approximately 4 additional hours will be needed. No further time (days) will be needed. No further time (days) will be necessary to complete this work.

Decorative Wall (CO #4)

A landscape wall at the northwest corner of the intersection was necessary due to the adverse elevation drop from 5th Ave. to Sheridan Blvd. This wall was constructed to retain the backfill behind the sidewalk at the NW corner and prevent settling while providing stability. The Contractor's lump sum price of $850.00 was accepted based on the following analysis:

Labor:				
Foreman	4 hrs @ $20.00/hr =	$ 80.00		
Laborer (2)	4 hrs @ $14.00/hr =	$112.00		
		$192.00		
		67% loading =	$128.64	
Fringe Benefits:				
Foreman	4hrs @ 3.25/hr =	$13.00		
Laborers	8hrs @ 3.25/hr =	$26.00		
		$39.00		
			Total labor =	$359.64
Equipment:				
Uniloader	4hrs @ $18.00/hr =	$72.00		
Pickup	4hrs @ $2.00/hr =	$ 8.00		
		80.00	Total equipment =	$ 80.00
Materials:				
Landscaping Wall Stones				
	150 ea @ $2.50/ea =	$375.00		
	15% loading =	$ 56.25		
		431.25	Total materials =	$ 431.25
			Total Cost =	$ 870.89

Therefore contractor submitted price of $850.00 is acceptable.

Two additional days will be added to the contract time as this work affected the critical path. This wall had to be constructed prior to the sidewalk on the west side of Sheridan. The sidewalk is a salient feature of the project.

This change order was discussed with (name, title, date) (i.e. Project Development, FHWA Operations Engineer)
Concurrence was obtained from (name, title, date) (i.e. Region Program Engineer, Resident Engineer)

The MCR budget is as follows:

Original MCR Budget:	$ 50,000.00
Less Previous Balance:	- $ 0.00
Less Current Items:	- $ 15,350.00
Current Balance	$ 34,650.00

In order not to delay the project, the Contractor has been directed by Form 105 to begin this work. A copy of the completed Form 105 is attached.

(Rev 6/7/11)

MEMORANDUM

COLORADO DEPARTMENT OF TRANSPORTATION
Region 1
2000 South Holly Street
Denver, Colorado 80222
(303) 757-9011

DATE: XX/XX/XXXX

PROJECT NUMBER: XXXXXXXXXXXXX
LOCATION: XXXXXXXXXXXXXXXXXXXXX

TO: (Program Engineer)

FROM: (Project Engineer)

Subject: Change order no. 5 – Project Extension, Type II

This change order is proposed to perform emergency repairs of two heaving slabs on I-70 in close proximity to the above referenced project. The slabs have formed a 4 to 6 inch bump that created a safety issue. Therefore for safety reasons the slabs should be removed and replaced.

The Contractor working on the I-70 East: Aurora to Agate project (MP 285 to MP 340) is willing to complete the work at bid prices from the existing contract. The work will overrun the existing amount of removal, reconditioning, replacement of concrete pavement, and traffic control devices. The actual total cost for this additional work is $30,073.34 based on the following:

Item No.	Units	Bid Price	Quantity	Amount
202-00210 Rem of Conc Pvmt	SY	$ 33.50	138.64	$4,644.44
210-03100 Replace Conc Pvmt	SY	$ 87.00	138.64	$12,061.68
304-06007 ABC (Cl 6)	CY	$ 38.00	7.00	$ 266.00
306-01000 Reconditioning	SY	$ 5.00	138.64	$ 693.20
626-00000 Mobilization	LS	$20,000.00	1	$20,000.00
	Total			**$37,664.32**

All bid items affected by this change order will be paid at the Contract bid prices. An additional mobilization item will be needed as a result of the added quantity of work. The basis of payment for mobilization will be based on the following force account analysis:

Semi Truck w/flatbed trailer	$ 53.45/hr	8 round trips at start	
		8 round trips at end	
Move Water Truck	1		
Move saws	1		
Move Tool Trailer	1		
Move the Power Screed	1		
Move walk behind roller	1		
Move pavement breaker	1		
Move combination loader (2)	2		
Move cat backhoe	1		
Total trips	9		
	1 trip = 3 hours	18 trips = 54 hours	
	$53.45/ hr x 54 hours =		$2,886.30
Extra haul for rubble	7 yd./load = 50 loads		
	1 load = 2 hr	$44.00/hr x 100 hrs	$4,400.00

Roller Rental	6 days	$28.00/hr x 48 hrs		$1,344.00	
	Loading per 109.04			$ 117.20	
					$1,361.20
Concrete supplier increased price		125 x 65 x 1 / 27 = 300.9 = 301 CY			
		$15.00 x 301 CY			$4,515.00
Truck Driver	Wages and Fringes		$22.52		
	Loading per 109.04		$15.09	$37.61	
	$37.61/hr x 148 hrs				$5,566.04
Lost production charge = 10%					
	Subtotal			$18,728.54	$1,872.85
			Total		$20,601.39

Based on the above force account analysis $20,000 is deemed to be reasonable.

In accordance with the 2014 Construction Manual section 120.7.7.3.2, the following information is furnished to justify this extension:

a) The need for this slab replacement is critical for reasons of safety to prevent a hazardous condition.
b) The Contractor is willing to do the extra work.
c) The proposed work is within the scope of the original contract and is in reasonable proximity to the project. The new project limit will be I-70 MP 360.5 at the end of the added work zone. Approximately 20 miles east of the original limit.
d) No additional funding will be required for this work.
e) The estimated cost of this extension is $37,664.32 which is less than 50 percent of the original limit.
f) The estimated cost of $37,644.32 is 10 percent less than the estimated cost of designing, advertising, and awarding this work under a separate contract.

An additional 10 days will be added to the contract time for this work. The 10 additional days is for the following:

Move equipment (to and fro)		2 days
Demo/Subgrade prep		3 days
Pour and cure of concrete		3 days
Contingency days for subgrade	2 days	
		10 days

The projected cost for this project including this change order is $1,136,052.93 or 7.4% under the current allotment as shown on the attached Project Financial Statement. The budget summary is as follows:

Current Project Budget	$1,226,432.00	
Project costs to completion	$1,136,052.93	
Project surplus (deficit)	$ 90,379.07	7.4% under

No further budget action is required.

The Region 1 Materials Engineer will inspect and recommend any repairs necessary to complete this work.

Verbal pre-approval for this change order was obtained from Mike Rowe, FHWA Operations Engineer on October 31, 2007. This change order was discussed with Ami James, Project Development Area Engineer on October 28, 2007. Concurrence was obtained from Ricky Bobby, Region 1 Traffic Program Engineer, Simon Cowell, Region Transportation Director, and Adriana Barbeau, Region 1 Environmental Manager.

Work on this change order will not begin until the Form 90 has been fully executed.

Paul Teutul, Sr.
I Concur
Paul Teutul, Sr.
Project Development Branch Manager

Adrian Monk
I concur
Adrian Monk
Chief Engineer

REFERENCES

Section 120.7
&
Appendix C
of the
2014 CDOT Construction Manual
https://www.codot.gov/business/designsupport/bulletins_manuals/cdot-construction-manual/2014-cdot-construction-manual/cdot-construction-manual.pdf/view

The Standard Specifications
For Road & Bridge Construction

https://www.codot.gov/business/designsupport/construction-specifications/2011-Specs

CDOT M & S Standards
https://www.codot.gov/business/designsupport/standard-plans

M Standards:
https://www.codot.gov/business/designsupport/standard-plans/2006-m-standards

S Standards:

https://www.codot.gov/library/traffic/traffic-s-standard-plans

(Rev. 12/3014)

EQUIPMENT RENTAL RATES

The following tables of equipment rental rates are to be used for

FORCE ACCOUNT ANALYSIS PURPOSES ONLY!!!!!!!

For actual Force Account billings, a completed Form 580 must be processed.

Rental Rates for Force Account Analysis
Construction Equipment Only
2014

Type Description		Shift Rate per Hr	Standby Rate per Hr
4 WD Articulated Wheel Loaders	MIN	$ 49.75	$ 8.40
	MAX	$ 114.69	$ 25.82
	AVG	$ 72.44	$ 14.93
Articulated Frame Graders	MIN	$ 88.35	$ 19.95
	MAX	$ 133.66	$ 34.45
	AVG	$ 111.01	$ 27.20
Articulating Boom Aerial Lifts For Truck Mounting	-----	$ 60.40	$ 24.00
Bare Industrial Tractors	-----	$ 24.31	$ 4.43
Compact Track Loader	MIN	$ 31.40	$ 7.15
	MAX	$ 45.50	$ 12.05
	AVG	$ 36.70	$ 9.04
Crawler Mounted Compact Excavator	MIN	$ 14.90	$ 3.50
	MAX	$ 170.00	$ 40.80
	AVG	$ 35.84	$ 8.66
Crawler Mounted Hydralic Eacavators	MIN	$ 37.70	$ 8.75
	MAX	$ 189.15	$ 42.60
	AVG	$ 105.70	$ 24.79
Crawler Mounted Lattice Boom Crane	MIN	$ 184.00	$ 48.35
	MAX	$ 295.95	$ 70.80
	AVG	$ 224.93	$ 57.20
Cut-Off Saws	-----	$ 4.10	$ 1.03
Diesel Hammers	-----	$ 54.60	$ 30.10

Rental Rates for Force Account Analysis
Construction Equipment Only
2014

Type Description		Shift Rate per Hr	Standby Rate per Hr
Generator Set - Large	MIN	$ 16.35	$ 2.15
	MAX	$ 33.70	$ 3.70
	AVG	$ 25.15	$ 2.98
Generator Set - Small	-----	$ 4.44	$ 0.35
Guardrail Post Driver	-----	$ 32.20	$ 6.65
Hand Held Rammers	-----	$ 5.73	$ 1.49
Hydraulic Excavator	-----	$ 178.15	$ 40.20
Hydraulic Impact Breakers	MIN	$ 4.48	$ 1.49
	MAX	$ 34.92	$ 11.26
	AVG	$ 19.70	$ 6.38
I C Self Propelled Telescopic Boom Aerial Lift	MIN	$ 32.75	$ 9.70
	MAX	$ 49.04	$ 15.80
	AVG	$ 44.29	$ 14.01
Mini Track Loader	-----	$ 15.25	$ 4.20
Non Tilt Deck Utility Trailer	MIN	$ 2.50	$ 0.55
	MAX	$ 5.45	$ 1.35
	AVG	$ 3.43	$ 0.82
On Hwy Bottom Dump Semi Trailer	MIN	$ 11.77	$ 3.66
	MAX	$ 15.35	$ 4.90
	AVG	$ 14.12	$ 4.40
On Hwy Flatbed Truck	MIN	$ 26.55	$ 2.50
	MAX	$ 59.85	$ 8.95
	AVG	$ 35.76	$ 4.20

Rental Rates for Force Account Analysis
Construction Equipment Only
2014

Type Description		Shift Rate per Hr	Standby Rate per Hr
On Hwy Flatbed Truck /w attachments	-----	$ 73.55	$ 20.40
On Hwy Light Duty Truck	MIN	$ 10.90	$ 1.60
	MAX	$ 36.20	$ 25.35
	AVG	$ 21.01	$ 2.83
On Hwy Rear Dump	MIN	$ 60.40	$ 8.40
	MAX	$ 85.39	$ 10.97
	AVG	$ 71.87	$ 9.33
On Hwy Truck Tractor	MIN	$ 64.95	$ 4.25
	MAX	$ 86.82	$ 12.36
	AVG	$ 75.82	$ 10.37
On Hwy Truck Tractor & Trailer	MIN	$ 78.60	$ 8.90
	MAX	$ 98.80	$ 17.50
	AVG	$ 85.65	$ 11.91
On Hwy Truck w/Telescopic Crane	-----	$ 87.70	$ 18.10
On Hwy Water Tankers	MIN	$ 32.20	$ 4.60
	MAX	$ 58.90	$ 9.70
	AVG	$ 45.34	$ 7.05
Pavement Brooms - Pull Type	-----	$ 8.80	$ 2.85
Pavement Miller - Crawler Mounted	-----	$ 427.30	$ 112.20
Pavement Sweeper - Dual Engine	-----	$ 64.55	$ 23.50
Pile Driving Diesel Hammer	-----	$ 69.60	$ 20.05

Rental Rates for Force Account Analysis
Construction Equipment Only
2014

Type Description		Shift Rate per Hr	Standby Rate per Hr
Portable Light Tower	MIN	$ 9.65	$ 2.50
	MAX	$ 10.40	$ 2.95
	AVG	$ 10.07	$ 2.80
Portable Rotary Screw Air Compressor	MIN	$ 15.90	$ 1.45
	MAX	$ 27.08	$ 2.05
	AVG	$ 19.66	$ 1.85
Portable Welders	-----	$ 7.50	$ 0.85
Pump - Electric Submersible	-----	$ 4.90	$ 1.30
Rough Terrain Hydraulic Crane	MIN	$ 109.75	$ 22.40
	MAX	$ 153.20	$ 33.30
	AVG	$ 130.64	$ 27.69
Sewer/Catch Basin Cleaners For Truck Mounting	-----	$ 30.42	$ 5.93
Single Drum Vibratory Compactor	MIN	$ 33.55	$ 5.40
	MAX	$ 61.35	$ 11.50
	AVG	$ 45.20	$ 8.43
Skid Steer Loaders	MIN	$ 26.60	$ 6.05
	MAX	$ 43.15	$ 10.20
	AVG	$ 35.20	$ 7.97
Standard Crawler Dozers	MIN	$ 59.90	$ 13.85
	MAX	$ 114.00	$ 45.12
	AVG	$ 92.24	$ 26.47
Straight Mast Rough Terrian Lift Truck (Forklift)	-----	$ 54.50	$ 11.00

Rental Rates for Force Account Analysis
Construction Equipment Only
2014

Type Description		Shift Rate per Hr	Standby Rate per Hr
Tank Mounted Air Compressor	-----	$ 2.45	$ 0.70
Telescopic Cranes For Truck Mounting	-----	$ 35.35	$ 11.60
Telescopic Boom Aerial Lift Truck	-----	$ 54.60	$ 20.05
Telescoping Boom Rough Terrain Lift Truck	MIN	$ 45.46	$ 1.80
	MAX	$ 84.79	$ 20.80
	AVG	$ 59.69	$ 13.41
Tilt Deck Utility Trailer	MIN	$ 3.64	$ 0.87
	MAX	$ 6.70	$ 1.80
	AVG	$ 5.17	$ 1.34
Tractor Loader Backhoe	MIN	$ 32.75	$ 6.25
	MAX	$ 43.65	$ 9.04
	AVG	$ 39.35	$ 7.86
Trailer - Fixed Gooseneck Equipment	MIN	$ 10.25	$ 2.88
	MAX	$ 18.55	$ 5.30
	AVG	$ 14.90	$ 4.11
Trailer Mounted Power Unit	MIN	$ 17.30	$ 3.60
	MAX	$ 18.15	$ 4.05
	AVG	$ 17.80	$ 3.85
Trash Pumps -Self Priming	-----	$ 7.60	$ 0.83

Rental Rates for Force Account Analysis
Construction Equipment Only
2014

Type Description		Shift Rate per Hr	Standby Rate per Hr
Trench Compactor	MIN	$ 33.35	$ 10.65
	MAX	$ 37.30	$ 12.38
	AVG	$ 35.98	$ 11.80
Vibratory Hammer	MIN	$ 91.65	$ 19.40
	MAX	$ 155.85	$ 24.85
	AVG	$ 123.75	$ 22.13
Walk Behind Chain Trencher	-----	$ 11.65	$ 2.30
Water Trailer	-----	$ 18.05	$ 4.95
Welder Power Source	MIN	$ 2.44	$ 0.65
	MAX	$ 2.51	$ 0.68
	AVG	$ 2.49	$ 0.67
Wheel Mounted Hydraulic Excavator	-----	$ 157.80	$ 28.90
Wheel Mounted Pavement Miller	-----	$ 495.05	$ 103.90

Rental Rates for Force Account Analysis
Construction Equipment Only
2013

Type Description		Shift Rates/Hr	Standby Rates/Hr
4 WD Articulated Wheel Loader	MIN	$ 34.30	$ 6.55
	MAX	$ 150.65	$ 32.85
	AVG	$ 83.10	$ 17.17
Articulated Frame Grader	MIN	$ 3.75	$ 1.10
	MAX	$ 215.35	$ 48.45
	AVG	$ 84.00	$ 20.46
Articulated Rear Dump	MIN	$ 124.80	$ 29.60
	MAX	$ 155.80	$ 41.05
	AVG	$ 142.39	$ 35.81
Articulating Boom Aerial Lift Truck	------	$ 34.05	$ 5.25
Asphalt Paver	------	$ 269.65	$ 79.65
Asphalt Pick-up Machine	------	$ 92.75	$ 23.00
Chain Saw	------	$ 2.80	$ 0.45
Concrete Saw	MIN	$ 3.30	$ 0.67
	MAX	$ 30.80	$ 4.00
	AVG	$ 11.86	$ 1.75
Concrete Saw -Self Propelled	------	$ 27.10	$ 27.10
Crawler Dozer	------	$ 94.00	$ 23.05
Crawler Dozer Ripper Attachment only	------	$ 9.65	$ 2.85

Rental Rates for Force Account Analysis
Construction Equipment Only
2013

Type Description		Shift Rates/Hr	Standby Rates/Hr
Compact Track Loader	MIN	$ 31.85	$ 7.25
	MAX	$ 43.00	$ 10.15
	AVG	$ 37.05	$ 8.97
Crawler Lattice Boom Cranes	------	$ 113.60	$ 27.10
Crawler Mounted Compact Excavator	MIN	$ 18.25	$ 4.30
	MAX	$ 27.60	$ 6.25
	AVG	$ 21.60	$ 5.13
Crawler Mounted Hydraulic Excavator	MIN	$ 44.90	$ 14.15
	MAX	$ 369.90	$ 93.20
	AVG	$ 152.62	$ 35.83
Crawler Mounted Hydraulic Rotary Rig	------	$ 182.85	$ 45.80
Crawler Mounted Pavement Miller	------	$ 492.05	$ 100.35
Crawler Vertical Mounted Earth Drill	------	$ 163.25	$ 45.35
Field Office Trailer	------	$ 2.20	$ 0.65
Fixed Gooseneck Equipment Trailer	MIN	$ 13.75	$ 3.75
	MAX	$ 14.35	$ 4.05
	AVG	$ 13.95	$ 3.85

Rental Rates for Force Account Analysis
Construction Equipment Only
2013

Type Description		Shift Rates/Hr	Standby Rates/Hr
Generators	MIN	$ 5.00	$ 0.50
	MAX	$ 139.80	$ 7.15
	AVG	$ 26.94	$ 2.26
Hand Held Vibratory Plate Compactor	------	$ 4.00	$ 0.70
Hydraulic Digger Derrick	------	$ 31.20	$ 7.85
Hydraulic Driven Horizontal Borers	------	$ 6.10	$ 1.90
Hydraulic Impact Breakers	MIN	$ 27.40	$ 8.45
	MAX	$ 66.10	$ 21.70
	AVG	$ 56.63	$ 18.28
Hydraulic Removable Gooseneck Equipment Trailer	------	$ 21.80	$ 6.60
I.C. Self Propelled Telescopic Boom Aerial Lift	------	$ 36.15	$ 10.70
Impact Attenuator Truck	MIN	$ 37.75	$ 5.20
	MAX	$ 60.90	$ 6.15
	AVG	$ 45.50	$ 5.82
LGP Crawler Dozer	MIN	$ 100.30	$ 23.70
	MAX	$ 121.30	$ 28.60
	AVG	$ 110.80	$ 26.15

Rental Rates for Force Account Analysis
Construction Equipment Only
2013

Type Description		Shift Rates/Hr	Standby Rates/Hr
LGP Crawler Loaders	MIN	$ 84.10	$ 18.40
	MAX	$ 164.40	$ 36.50
	AVG	$ 112.83	$ 25.64
Low Overhead Drill Rig	------	$ 198.00	$ 62.00
Mechanical Crane - Boom Tip Attachment	------	$ 5.40	$ 1.80
Non Tilt Deck Utility Trailer	MIN	$ 2.60	$ 0.58
	MAX	$ 3.75	$ 0.90
	AVG	$ 3.02	$ 0.71
Off Highway Water Tanker	------	$ 74.30	$ 12.77
Off Highway Articulated Rear Dump Truck	MIN	$ 132.15	$ 30.80
	MAX	$ 135.40	$ 32.35
	AVG	$ 134.57	$ 31.91
On Highway Bottom Dump Semi Trailer	MIN	$ 11.40	$ 3.45
	MAX	$ 14.75	$ 14.35
	AVG	$ 13.62	$ 4.68
On Highway Rear Dump Trailer	MIN	$ 11.05	$ 3.10
	MAX	$ 18.50	$ 5.50
	AVG	$ 13.17	$ 3.82

Rental Rates for Force Account Analysis
Construction Equipment Only
2013

Type Description		Shift Rates/Hr	Standby Rates/Hr
On Highway Flatbed Truck	MIN	$ 4.70	$ 0.30
	MAX	$ 58.65	$ 25.95
	AVG	$ 35.69	$ 4.88
On Highway Flatbed Truck w/Asphalt Distributor	------	$ 63.80	$ 14.43
On Highway Light Duty Truck	MIN	$ 14.95	$ 1.65
	MAX	$ 33.20	$ 3.60
	AVG	$ 22.96	$ 2.47
On Highway Rear Dump Truck	MIN	$ 39.80	$ 4.90
	MAX	$ 85.25	$ 19.80
	AVG	$ 61.91	$ 10.71
On Highway Rear Dump Semi Trailer	MIN	$ 11.05	$ 3.10
	MAX	$ 12.35	$ 3.70
	AVG	$ 11.23	$ 3.19
On Highway Truck Tractor	MIN	$ 63.35	$ 9.00
	MAX	$ 84.65	$ 11.20
	AVG	$ 75.58	$ 10.06
On Highway Truck Tractor w/ crane	------	$ 93.00	$ 20.05
On Highway Water Tanker	MIN	$ 26.00	$ 4.50
	MAX	$ 62.10	$ 11.20
	AVG	$ 46.89	$ 7.96
Portable Light Tower	MIN	$ 8.20	$ 2.25
	MAX	$ 10.85	$ 3.00
	AVG	$ 9.92	$ 2.71

Rental Rates for Force Account Analysis
Construction Equipment Only
2013

Type Description		Shift Rates/Hr	Standby Rates/Hr
Portable Rotary Screw Air Compressor	MIN	$ 18.65	$ 2.10
	MAX	$ 66.30	$ 7.20
	AVG	$ 26.15	$ 2.95
Portable Water Towers	------	$ 12.85	$ 3.30
Pump - 3"-4"	MIN	$ 5.15	$ 1.45
	MAX	$ 11.90	$ 3.50
	AVG	$ 8.53	$ 2.48
Road Wideners	------	$ 143.25	$ 36.10
Rotary Screw Compressor	------	$ 26.10	$ 1.65
Rough Terrain Hydraulic Crane	MIN	$ 113.80	$ 25.45
	MAX	$ 190.85	$ 44.75
	AVG	$ 140.75	$ 32.35
Seed Spreader for Truck Mounting	------	$ 36.50	$ 6.45
Self Priming Trash Pump 6"	------	$ 34.60	$ 4.50
Self Propelled Asphalt Paver	------	$ 249.20	$ 70.95
Self Propelled Pad Foot Compactor	MIN	$ 34.85	$ 11.30
	MAX	$ 172.75	$ 40.00
	AVG	$ 107.57	$ 18.23
Self Propelled Pad Foot Compactor w/Blade	------	$ 74.00	$ 17.25

Rental Rates for Force Account Analysis
Construction Equipment Only
2013

Type Description		Shift Rates/Hr	Standby Rates/Hr
Self Propelled Pavement Broom	MIN	$ 27.25	$ 4.20
	MAX	$ 33.75	$ 6.60
	AVG	$ 29.09	$ 4.78
Self Propelled Pneumatic Compactor	MIN	$ 15.65	$ 2.20
	MAX	$ 64.60	$ 15.75
	AVG	$ 46.49	$ 11.92
Single Drum Vibratory Compactor	MIN	$ 44.30	$ 8.45
	MAX	$ 160.65	$ 34.50
	AVG	$ 68.62	$ 15.24
Skid Steer Loader	MIN	$ 30.10	$ 6.30
	MAX	$ 38.05	$ 8.35
	AVG	$ 34.46	$ 7.51
Standard Crawler Dozer	MIN	$ 49.90	$ 10.75
	MAX	$ 275.75	$ 70.50
	AVG	$ 188.25	$ 48.23
Submersible Pump	------	$ 2.75	$ 0.70
Tandem Axle Dump Truck	MIN	$ 60.10	$ 8.45
	MAX	$ 79.65	$ 9.30
	AVG	$ 75.96	$ 8.74
Tandem Drum Vibratory Compactor	MIN	$ 34.80	$ 10.00
	MAX	$ 95.35	$ 29.40
	AVG	$ 66.15	$ 18.83

Rental Rates for Force Account Analysis
Construction Equipment Only
2013

Type Description		Shift Rates/Hr	Standby Rates/Hr
Telescoping Boom Rough Terrain Lift Truck	MIN	$ 45.50	$ 10.75
	MAX	$ 57.45	$ 14.45
	AVG	$ 52.42	$ 12.75
Tilt Deck Utility Trailer	MIN	$ 3.60	$ 0.85
	MAX	$ 3.70	$ 0.90
	AVG	$ 3.65	$ 0.88
Tractor Loader	------	$ 34.38	$ 6.80
Tractor-Loader-Backhoe	MIN	$ 32.55	$ 6.15
	MAX	$ 52.15	$ 11.90
	AVG	$ 42.41	$ 8.70
Trailer - Misc.	MIN	$ 1.95	$ 0.50
	MAX	$ 22.40	$ 6.85
	AVG	$ 14.58	$ 4.23
Trailer Mounted Concrete Pump	------	$ 58.05	$ 9.30
Trailer Mounted Seed Sprayer	------	$ 11.90	$ 2.45
Trench Compactor	MIN	$ 33.30	$ 10.60
	MAX	$ 38.65	$ 12.95
	AVG	$ 37.58	$ 12.48
Truck Mounted Vertical Earth Drill	MIN	$ 57.35	$ 8.55
	MAX	$ 131.15	$ 36.40
	AVG	$ 94.25	$ 22.48

Rental Rates for Force Account Analysis
Construction Equipment Only
2013

Type Description		Shift Rates/Hr	Standby Rates/Hr
Truck Mounted Welder/Air Compressor	------	$ 16.15	$ 1.45
Vacuum Truck	------	$ 86.80	$ 16.35
Walk-Behind Chain Trencher	------	$ 7.75	$ 1.50
Walk Behind Saw	------	$ 11.55	$ 1.95
Water Trailer	------	$ 15.05	$ 4.20
Wheel Mounted Asphalt Paver	------	$ 238.30	$ 63.70
Wheel Mounted Pavement Miller	------	$ 111.40	$ 23.35

Rental Rates for Force Account analysis
Construction Equipment Only
2012

Equipment		Shift Rate	Standby Rate
4" Trailer Mounted Pump		$23.20	$4.30
4 WD Articulated Wheel Loader	MIN	$34.90	$3.50
	MAX	$119.85	$24.10
	AVG	$65.87	$13.15
Articulated Frame Grader	MIN	$87.05	$20.10
	MAX	$88.20	$21.05
	AVG	$87.63	$20.58
Articulated Rear Dump		$134.20	$33.15
Compact Track Loader	MIN	$35.30	$8.30
	MAX	$43.30	$10.30
	AVG	$39.48	$9.38
Concrete Saw		$32.05	$3.70
Crawler Mounted Compact Excavator	MIN	$28.50	$6.65
	MAX	$29.35	$7.10
	AVG	$28.93	$6.88
Crawler Mounted Hydraulic Excavator	MIN	$15.90	$3.55
	MAX	$296.80	$66.75
	AVG	$147.96	$32.21
Crawler Mounted Hydraulic Rotary Rig		$198.87	$49.90
Electrical Submersible Pump	MIN	$2.80	$0.75
	MAX	$2.85	$0.75
	AVG	$2.83	$0.75
Fixed Gooseneck Equipment Trailer		$15.65	$4.25
Ground Heaters	MIN	$15.50	$2.60
	MAX	$19.35	$3.65
	AVG	$17.15	$3.08

Rental Rates for Force Account analysis
Construction Equipment Only
2012

Equipment		Shift Rate	Standby Rate
Hand Held Rammer		$5.40	$1.40
Hand Held Vibratory Plate Compactor	MIN	$4.05	$0.70
	MAX	$6.55	$1.75
	AVG	$5.27	$1.15
Hydraulic Impact Breaker	MIN	$16.00	$4.25
	MAX	$55.35	$17.65
	AVG	$38.11	$11.16
I.C. Self Propelled Articulating Aerial Lift	MIN	$27.25	$7.90
	MAX	$56.60	$14.80
	AVG	$42.08	$11.21
Large Generator Sets	MIN	$15.70	$1.95
	MAX	$32.85	$3.65
	AVG	$22.05	$2.58
Lay Down Light Weight Manual Bucket		$2.90	$1.00
Non Tilt Deck Utility Trailer	MIN	$2.55	$0.55
	MAX	$4.55	$1.15
	AVG	$2.88	$0.67
On Highway Rear Dump Truck	MIN	$62.75	$9.60
	MAX	$88.00	$11.70
	AVG	$74.79	$10.30
On Highway Flatbed Truck	MIN	$27.70	$1.55
	MAX	$39.65	$6.70
	AVG	$33.23	$3.51
On Highway Flatbed Truck w/lift	MIN	$53.25	$9.10
	MAX	$79.55	$14.85
	AVG	$69.75	$12.52
On Highway Light Duty Truck	MIN	$14.60	$1.60
	MAX	$55.35	$17.50
	AVG	$24.30	$2.72

Rental Rates for Force Account analysis
Construction Equipment Only
2012

Equipment		Shift Rate	Standby Rate
On Highway Rear Dump	MIN	$39.10	$3.90
	MAX	$100.90	$11.90
	AVG	$69.42	$6.09
On Highway Rear Dump Semi Trailer		$11.25	$3.20
On Highway Tandem Rear Dump Truck	MIN	$46.50	$5.85
On Highway Tandem Rear Dump Truck w/Trailer	MAX	$100.55	$15.55
	AVG	$73.53	$10.70
On Highway Truck Tractor	MIN	$64.75	$9.25
	MAX	$79.75	$10.85
	AVG	$68.34	$9.98
On Highway Truck Tractor w/ Log Loader		$104.90	$16.80
On Highway Water Tankers	MIN	$26.25	$1.40
	MAX	$45.75	$5.20
	AVG	$37.91	$4.02
Portable Grout Plant		$13.10	$3.40
Portable Light Tower	MIN	$9.80	$2.60
	MAX	$10.65	$2.90
	AVG	$10.19	$2.79
Portable Rotary Screw Air Compressor		$9.70	$1.40
Portable Welder		$7.60	$0.50
Rock Drill Skid Mount		$40.60	$14.30
Rough Terrain Hydraulic Crane	MIN	$68.20	$2.40
	MAX	$134.50	$29.95
	AVG	$100.92	$19.28
Self Priming Trash Pump	MIN	$7.00	$0.80
	MAX	$14.10	$2.60
	AVG	$10.55	$1.70

Rental Rates for Force Account analysis
Construction Equipment Only
2012

Equipment		Shift Rate	Standby Rate
Self Propelled Pavement Broom		$34.55	$6.10
Sewer/Catch Basin Cleaner for Truck Mounting	MIN	$29.65	$5.80
	MAX	$29.95	$8.80
	AVG	$29.80	$7.30
Single Drum Vibratory Compactor		$36.15	$7.25
Single Engine Elevating Scraper		$225.25	$48.80
Single Engine Pavement Sweeper	MIN	$70.20	$16.90
	MAX	$108.50	$21.95
	AVG	$89.35	$19.43
Skid Steer Loader	MIN	$18.40	$2.00
	MAX	$42.50	$9.35
	AVG	$30.39	$6.52
Small Generator Sets	MIN	$2.10	$0.20
	MAX	$8.30	$0.75
	AVG	$4.74	$0.41
Standard Crawler Dozer	MIN	$52.75	$10.85
	MAX	$85.40	$22.65
	AVG	$69.08	$16.75
Tandem Vibratory Compactor	MIN	$26.60	$7.95
	MAX	$52.95	$14.75
	AVG	$35.38	$10.22
Telescoping Boom Rough Terrain Lift Truck	MIN	$51.50	$12.30
	MAX	$74.52	$18.30
	AVG	$61.79	$14.87
Tilt Deck Utility Trailer	MIN	$3.80	$0.95
	MAX	$7.35	$2.00
	AVG	$5.26	$1.40

Rental Rates for Force Account analysis
Construction Equipment Only
2012

Equipment		Shift Rate	Standby Rate
Tractor-Loader-Backhoe	MIN	$21.10	$6.00
	MAX	$52.05	$11.65
	AVG	$41.33	$8.88
Trailer Mounted Brush Chipper		$53.40	$11.35
Trailer Mounted Seeded Sprayer		$19.45	$4.53
Trench Compactor		$32.55	$10.50
Vertical Earth Drill - Truck Mounted	MIN	$137.15	$23.25
	MAX	$150.65	$25.10
	AVG	$143.90	$24.18
Water Trailer		$14.35	$3.85
Wheel Mounted Chain Trencher		$17.95	$4.25
Wheel Mounted Hydraulic Excavator		$94.00	$23.50

Chapter 7 –

FORCE ACCOUNT BILLINGS

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Force Account Work

Force account work is unforeseen work that is performed by the Contractor for which an agreed unit price or plan force account item is not included in the Contract. The project engineer directs the work and should be reviewing the work for an opportunity to convert this labor, materials and equipment method of payment to an agreed unit price. When the project engineer and Contractor agree on a unit price, all work completed **prior** to the agreement shall be paid using the Force Account method of payment. This includes the billing on the Contractor's letterhead, the form 10's, 580's, certified invoices and payrolls in one package from Contractor. All work completed **after** the agreement shall be paid at the agreed unit price.

All Force Account work not already included in the Contract as a bid item or planned force account, must be authorized by a change order. **Chapter_6**

All force account work will be paid per §109.04.

The Contractor will submit the request for payment on their letterhead, one billing per month for each item of work paid by Force Account method. The project engineer shall review and approve the billing prior to any payments.

A Force Account Billing includes the following types of documentation:

CDOT Form 10

The Contractor and the Project Engineer need to agree in writing on a **daily** basis what will be paid for regarding labor, equipment and material. The CDOT form 10 is the source document used for this purpose. **Form_10**

Labor:

All payment for labor needs to be verified by **certified payrolls** furnished by the Contractor. This applies to **all** force account work on **all** projects, regardless of funding.

Equipment:

The rate for equipment will be based on the calculation in §109.04(c). The CDOT form 580 is used for this purpose. The rate will be established using the current edition of the Blue Books. The Blue Books are updated semi-annually. **Chapter_16**

Agreed prices for equipment not found in the Blue Books are acceptable. The agreement between the Contractor and the Project Engineer must be in writing.

Rented equipment that is not owned by the Contractor or subcontractor will be paid for at **certified invoice** cost. Equipment operating costs will be allowed if not included in the rental rate. Loading may be included in the invoice for up to 10%.§109.04(d).

Materials:

Payment for materials used for the force account work must be by **certified invoice** showing the cost of the material, quantity used and any transportation costs. If the material was taken from the Contractor's own stock, then the Contractor must furnish a statement certifying the material was taken from their stock per §109.04(h). Certified invoices must be received from the Contractor prior to any payment. The following examples were taken from the CDOT Construction Manual §120.15.3.9:

Certification Statements:

"We certify, by photocopy of this invoice, that the quantity of material/rental or lease/specialty work, represented by this invoice was purchased and received for CDOT Project No. _____ and that the prices shown are actual costs."

_____ _____

Contractor Date

If Materials taken from stock:

"This is to certify that the materials shown below were taken from our stock, the quantity shown was actually used on Project No._____ and the price shown is the actual price, including transportation costs of the material"

_____ _____

Contractor Date

Loading:

Administrative:

Payment for administration (overhead) will be per §109.04(e). Administrative loading for work done by the Prime Contractor is **not** allowed. Administrative loading is for work performed on a force account basis by a subcontractor, utility, railroad, waste disposal or specialty work only.

Labor:

Loading in an amount equal to 67% of the actual wages and fringe benefits paid directly to the employee is allowed. §109.04(a).

Materials:

Loading in the amount of 15% of the materials incorporated into the project shall be allowed on the actual cost of the materials plus transportation charges. §109.04(b).

NOTE: Per Colorado Statutes (title 39 part 39-26-704), CDOT should not pay State sales tax – the Contractor should obtain a sales tax exemption from Department of Revenue or may apply for sales tax refund.

For additional information regarding Force Account work see:

- The CDOT Construction Manual sections 120.7 & 120.15.3
- §109.04 of the CDOT Standard Specifications for Road and Bridge Construction
- The section on Change Orders in this manual **Chapter_6**
- The section on CDOT 10 in this manual **Form_10**
- The section on CDOT 580's in this manual. **Chapter_16**

FORCE ACCOUNT CHECK LIST

Project No. _____ **Subaccount No.** _____

____ 1. Correct project number on both Prime and subcontractor's cover letter(s).

____ 2. Title of work and Plan F/A number or change order number on Prime Contractor's cover letter.

____ 3. **Certified** payrolls checked. Initial of reviewer on face of F/A billing. Required on **all** projects.

____ 4. Completed CDOT form 10's attached, signed and/or initialed daily by the Contractor and CDOT personnel.

____ 5. Completed CDOT form 580's attached for all equipment listed on the Form 10.

____ 6. **Certified** invoices and/or statements of material taken from stock attached for all material listed on form 10.

____ 7. Correct standby rates (if applicable). Hours should not exceed 8 hours in a day or 176 hours in a 30 day period.

____ 8. Small tools valued between $500 and $2,000 should be identified on the form 10.

____ 9. If billing contains rented or leased equipment at a negotiated rate, the billing should contain a completed form 580 for comparison and justification.

____ 10. All calculations and extensions correct.

____ 11. Loading factors are applicable and correct (§109.04).

____ 12. Only one billing per F/A item per month.

____ 13. Appropriate signatures and/or initials on cover letter from Contractor.

____ 14. Checker initials and date checked on Prime Contractor's cover letter.

NOTE: Reference your Project Special Provisions, §109.04 and the Construction Manual.

(Rev. 1/25/13)

REFERENCES

THE CONSTRUCTION MANUAL
SECTIONS 109.4.2 & 120.15.3.2

https://www.codot.gov/business/designsupport/bulletins_manuals/cdot-construction-manual/2014-cdot-construction-manual/cdot-construction-manual.pdf/view

SECTION 109.04 OF THE
STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION

https://www.codot.gov/business/designsupport/construction-specifications/2011-Specs

YOUR PROJECT SPECIAL PROVISIONS

(Rev. 12/30/14)

FORCE ACCOUNT EXAMPLES

Contractor Submitted F/A Billing –
Cover Letter from Prime Contractor

KECI Colorado Inc
An Equal Opportunity Employer

November 29, 2001

Ms. Loretta Leyba
Colorado Department of Transportation
555 Zang Street, #150
Lakewood, CO 80228

RE: CDOT Project No. STE C010-043; Colfax Ave., I-70 East to I-70 West

Dear Loretta:

Per Section 109.04 of the Standard Specifications, we hereby submit to you the following Force Account Work.

					$1,616.04		$1,616.04
Repair Traffic Wire	(Sturgeon Electric # 804)	1	LS	@	~~$1,610.61~~	=	~~$1,610.61~~
Markup Per Section 109.04		1	LS	@	~~$130.53~~	=	130.8~~$130.53~~
Total					$130.80	=	~~$1,741.14~~

$1,746.84

Sincerely,

Steve O'Hanlon
Project Engineer/Estimator

ESTIMATE NO. 13
~~CMO OR FA.~~ mcn LINE #3
DATE 7/13/03
INITIALS
PAYROLL CHECK

5750 West Airport Road • Sedalia, Colorado 80135 • 303-791-3759/FAX 303-791-3829

Summary of Labor, Equipment & Materials from Subcontractor

Note: Corrections made by Project Engineer after reviewing payrolls

KECI Colorado Inc.						
5750 West Airport Road						
Sedalia, CO. 80135						
Work Order No. 811422-804						
24-Jul-00						
ATTN: Ed Callejo						
Colfax at Moline						
Description of work.						
Repair traffic wire due to sawcutting						
MATERIAL: (As per price confirmation)		COST	HOURS	15% MARKUP	TOTAL	
20 ft. 2" GRC Conduit		$35.80				
6 ft. 1/2" band-it		$2.76				
4 ea. wedge grip		$15.80				
1 ea. 2" weatherhead		~~$8.49~~	9.66			
90 ft. IMSA 7c cable		$25.82				
90 ft. IMSA 4c cable		$17.07				
TOTAL	$ 106.91	~~$105.65~~	16.04	~~$15.85~~	~~$124.50~~	$ 122.95
LABOR:						
Traffic Signal Foreman Base Wage		$21.56				
67% MARKUP:		$14.45				
HEALTH & WELFARE:		$2.00				
PENSION (7% OF GROSS):		$1.51				
NEBF (3% OF GROSS):		$0.65				
APPR. TRAINING (1.75% OF GROSS):		~~$0.27~~	.37			
TOTAL	40.54	~~$39.48~~	1		~~$39.48~~	$ 40.54
Traffic Signal Foreman Base Wage Overtime		$32.34				
67% MARKUP:		$21.67				
HEALTH & WELFARE:		$2.10				
PENSION (7% OF GROSS):		$2.26				
NEBF (3% OF GROSS):		$0.97				
APPR. TRAINING (1.75% OF GROSS):		~~$0.49~~	.56			
TOTAL	59.90	~~$59.75~~	10		~~$597.50~~	$ 599.00
Traffic Signal Apprentice Level 3 Base Wage Overtime		$20.58				
67% MARKUP:		$13.79				
HEALTH & WELFARE:		$2.10				
PENSION (7% OF GROSS):		$1.44				
NEBF (3% OF GROSS):		$0.62				
APPR. TRAINING (1.75% OF GROSS):		~~$0.26~~	.36			
TOTAL	38.39	~~$38.78~~	1.5		~~$58.17~~	$58.34
Traffic Signal Apprentice Level 4 Base Wage		$14.69				
67% MARKUP:		$9.84				
HEALTH & WELFARE:		$2.10				
PENSION (7% OF GROSS):		$1.03				
NEBF (3% OF GROSS):		$0.44				
APPR. TRAINING (1.75% OF GROSS):		$0.26				
TOTAL		$28.36	1		$28.36	
Traffic Signal Apprentice Level 4 Base Wage Overtime		$22.04				
67% MARKUP:		$14.77				
HEALTH & WELFARE:		$2.10				
PENSION (7% OF GROSS):		$1.54				
NEBF (3% OF GROSS):		$0.66				
APPR. TRAINING (1.75% OF GROSS):		~~$0.28~~	.39			
TOTAL	41.50	~~$41.30~~	5		~~$206.95~~	$ 207.50
Equipment Operator Base Wage Overtime		$29.31				
67% MARKUP:		$19.64				
HEALTH & WELFARE:		$2.10				
PENSION (7% OF GROSS):		$2.05				
NEBF (3% OF GROSS):		$0.88				
APPR. TRAINING (1.75% OF GROSS):		~~$0.37~~	.51			
TOTAL	54.49	~~$54.36~~	5		~~$271.75~~	$ 272.45
EQUIPMENT						
Service Van (CDOT Rental Rate R699-251)		$ 9.55	6.5		$62.08	
Pickup (CDOT Rental Rate R699-154)		$ 7.55	10		$75.50	$ 286.90
Bucket Truck (CDOT Rental Rate #R699-249)		$ 29.65	5		$148.25	
GRAND TOTAL					~~$1,809.53~~	$1,616.04

Page 1

KECI Colorado Inc.
5750 West Airport Road
Sedalia, CO. 80135
Work Order No. 811422-804
24-Jul-00
ATTN: Ed Callejo
Colfax at Moline

Description of work.
Repair traffic wire due to sawcutting

	COST	HOURS	15% MARKUP	TOTAL
EQUIPMENT (Previously Billed)				
Service Van (CDOT Rental Rate R699-251)	$ 9.55	6.5		($62.08)
Pickup (CDOT Rental Rate R699-154)	$ 7.55	10		($75.50)
Bucket Truck (CDOT Rental Rate #R699-249)	$ 29.65	5		($148.25)
EQUIPMENT New Force Account Rates				
Service Van (CDOT Rental Rate R601-024)	$ 8.60	6.5		$55.90
Pickup (CDOT Rental Rate R601-026)	$ 9.05	10		$90.50
Bucket Truck (CDOT Rental Rate #R601-032)	$ 28.10	5		$140.50
GRAND TOTAL				**$1.08**

$286.90

CDOT form 10

COLORADO DEPARTMENT OF TRANSPORTATION

INSPECTOR'S REPORT FOR FORCE ACCOUNT WORK

Project No.: STE C010-043

Project Code (SA#): 11994

CMO or F/A No.: MCR line 3

Contractor's Name: K.E.C.I. Colorado

Subcontractor's Name: Sturgeon Electric Company

Description of Work: Repair Traffic Wire

LABOR Employee Name	Date:	10/30/01		/ /		/ /		/ /		/ /		Total Hours	
	Occupation	Hours											
		ST	OT	ST	OT	ST	OT	ST	OT	ST	OT	ST	OT
Jose Jimenez	Foreman	1	10									1	10
Edward Scissorhand	Apprentice 3		1.5										1.5
Juan Capistrano	Apprentice 4	1	5									1	5
Ted Red	Operator		5										5

The hours shown here were checked against the certified payrolls. Checked By: Date: 9/30/01

EQUIPMENT Code No.	Shift 1st	Shift SB	Rate	Hours					Total Hours
R6-01-24	x		8.60	6.5					6.5
R6-01-26	x		9.05	10					10
R6-01-32	x		28.10	5					5

MATERIAL Type	Unit	Number of Units					Total Units
Note: A Certified Invoice for Materials is required as part of billing.							
See Sturgeon Invoice							106.91
Contractor/Subcontractor Initials		/	/	/	/	/	

Billing procedures shall conform to applicable project specifications.

I certify that this is a correct record of employee & equipment hours and material units on the above project as authorized by the above modification order or agreement.

Signed: Title: CTM

Distribution: Region Finals Engineer (original)
Project File
Contractor

CDOT Form 10 07/02

Previous editions may be used until supplies exhausted

Certified Invoice

Sturgeon ELECTRIC

- ELECTRICAL CONSTRUCTION
- OVERHEAD, SUBSTATION, UNDERGROUND DISTRIBUTION
- SERVICE WORK

STURGEON ELECTRIC COMPANY, INC. • 12150 E. 112th AVE. • HENDERSON, CO 80640 • (303) 286-8000

DATE	TYPE	JOB NUMBER	WORK ORDER NUMBER
7-26-00	T&E	811422	804

WORK LOCATION	BILLING ADDRESS
	KECI

CUSTOMER P.O.	ORDERED BY	TELEPHONE NUMBER

DESCRIPTION OF WORK REQUESTED

REPAIR TRAFFIC CONDUIT.

DESCRIPTION OF WORK DONE: INSTALL A TEMPORARY 2" GRC RISER. INSTALL 7c+4c CABLE OVER HEAD. TIE IN SIGNAL HEAD. OVERHEAD SPLICE SIGNAL CABLES. TROUBLESHOOT A BACKFEED (95V) ON THE PED BUTTON CIRCUIT.

MATERIAL				MATERIAL			
QUANTITY	DESCRIPTION	PRICE	AMOUNT	QUANTITY	DESCRIPTION	PRICE	AMOUNT
3'	2" GRC						
6'	1/2 BAND-IT						
4	WEDGE GRIPS						
1	2" WEATHER HEAD						
90'	IMSA 7C						
90'	IMSA 4C						

DATE	EMPLOYEE NUMBER	S/T HOURS	T/H HOURS	D/T HOURS	EQUIPMENT NUMBER
7/26	3500361		5	Scott	291127
7/26	3500413		5	Rob	4-1021
7/26	3503710	1	5	Buddy	7-39
7/26	3504463	1	5	Lee	2-177
7/26	3504059		1 1/2	Jason	4-1020

MATERIAL	$
EQUIPMENT	$
	$
HRS. @	$
HRS. @	$
HRS. @	$
PLEASE PAY THIS AMOUNT	$

Certification Statement

"We certify, by photocopy of this invoice, that the quantity of material/rental or lease/specialty work, represented by this invoice was purchased and received for CDOT Project No STE C010-043 and that the prices shown are actual costs"

AUTHORIZED SIGNATURE Patricia Laffenty TITLE Project Eng/Estima

BILLING INSTRUCTIONS, ADD TO P.O./CONTRACT NO:

OFFICE - WHITE CUSTOMER COPY - YELLOW STAYS IN BOOK - PINK

Page 1

Statement of Materials Taken from Contractor's Stock

Sturgeon ELECTRIC

Sturgeon Electric Company, Inc.
12150 East 112th Avenue
Henderson, CO 80640
303-286-8000

Equal Opportunity Employer

October 18, 2000

Colorado Department Of Transportation
Region 6
2000 S. Holly St.
Denver, CO. 80222
ATTN: Loretta Leyba

Statement of Materials taken from Contractor's stock

RE: CDOT Project # STE C010-043
Colfax Avenue I-70 West to I-70 East

Ms. Leyba,

This is to certify that the materials shown below were taken from our stock, the quantity shown was actually used on this project and the price shown represents the actual cost of the material.

20 ft. 2" GRC conduit	$35.80
6 ft. ½" band-it	$ 2.76
4 ea. wedge grip	$15.80
90 ft. IMSA 7c cable	$25.82
90 ft. IMSA 4c cable	$17.07
1 ea. 2" weatherhead	$ 9.66

Gary Eckley
Project Manager

Form 580's – Equipment Rental Rates

COLORADO DEPARTMENT OF TRANSPORTATION **EQUIPMENT RENTAL RATE DETERMINATION REQUEST**	Project No.: STE C010-043	Project Code (SA#): 11994
	Contractor: Sturgeon Electric Company, Inc.	
	F/A, CMO, MCR No.:	

Type/Description: Ltk_Reg 3/4		Make: Ford Pickup	
Year: 2001	Model: 55	Series: N/A	Serial No:
Fuel Type: ☒ Gas ☐ Diesel ☐ Other:		Transmission: ☐ Direct Drive ☐ Power Shift ☒ Other: Automatic	
Trucks: Wheel Combination: ☐ 4x2 ☒ 4x4 ☐ 4x6 ☐ Other:		GVW (Loaded Weight):	Capacity (cubic yards, gallons):
Equipment Owner Name: Sturgeon Electric Company, Inc.		Owner Equipment ID (if available): 20294109	
Remarks: Vin# 1EFNF21L51EA04820			
Submitted By: Joe Smoooh		Region No.: 6	Date: 2/2/01

RATE DETERMINATION

Equipment No. (Assigned by CDOT and may be used on CDOT Form 10 – Inspector's Report for Force Account Work): R6-01-026

BLUE BOOK REFERENCE:	Volume: 1	Section: 20	Page:	Date (Blue Book Section): 2H/00

SHIFT RATE PER HOUR

Bare Rate (Federal Participating): $4.15

Operating Cost (Federal Participating): $4.90

TOTAL $9.05

STANDBY RATE PER HOUR

Adjusted Bare Rate (Federal Participating): $2.10

TOTAL $2.10

This rate will apply to the above entire F/A, CMO, or MCR Line situation. If used on any other force account situation, a new rate will be needed to determine if rate has changed per Blue Book Revisions.

The Colorado Department of Transportation maintains procedures for determining equipment rental costs which are reimbursable to contractors performing force account work on CDOT construction projects. These rates do not include profit or operator's wages or fringe benefits. These rates have no legal status beyond CDOT contracts.

Signed:	Title: EPST I	Date: 2/20/01

Distribution: Project File (original) Previous editions are obsolete and may not be used CDOT Form 580 10/00

COLORADO DEPARTMENT OF TRANSPORTATION **EQUIPMENT RENTAL RATE DETERMINATION REQUEST**	Project No.: STE C010-043	Project Code (SA#): 11994
	Contractor: Sturgeon Electric Company, Inc.	
	F/A, CMO, MCR No.:	

Type/Description: Ltk_Reg 1 Ton		Make: Ford	
Year: 1995	Model: Van	Series: E350	Serial No:
Fuel Type: ☐ Gas ☒ Diesel ☐ Other:		Transmission: ☐ Direct Drive ☐ Power Shift ☒ Other: Automatic	
Trucks: Wheel Combination: ☒ 4x2 ☐ 4x4 ☐ 4x6 ☐ Other:		GVW (Loaded Weight):	Capacity (cubic yards, gallons):
Equipment Owner Name: Sturgeon Electric Company, Inc.		Owner Equipment ID (if available): 4-1021	
Remarks: Vin# 1EDKE37F2SHA49397			
Submitted By: Joe Smoooh		Region No.: 6	Date: 2/2/01

RATE DETERMINATION

Equipment No. (Assigned by CDOT and may be used on CDOT Form 10 – Inspector's Report for Force Account Work): R6-01-024

BLUE BOOK REFERENCE:	Volume: 1	Section: 20	Page:	Date (Blue Book Section): 2H/00

SHIFT RATE PER HOUR

Bare Rate (Federal Participating): $4.75

Operating Cost (Federal Participating): $3.85

TOTAL $8.60

STANDBY RATE PER HOUR

Adjusted Bare Rate (Federal Participating): $2.40

TOTAL $2.40

This rate will apply to the above entire F/A, CMO, or MCR Line situation. If used on any other force account situation, a new rate will be needed to determine if rate has changed per Blue Book Revisions.

The Colorado Department of Transportation maintains procedures for determining equipment rental costs which are reimbursable to contractors performing force account work on CDOT construction projects. These rates do not include profit or operator's wages or fringe benefits. These rates have no legal status beyond CDOT contracts.

Signed:	Title: EPST I	Date: 2/20/01

Distribution: Project File (original) Previous editions are obsolete and may not be used CDOT Form 580 10/00

COLORADO DEPARTMENT OF TRANSPORTATION

EQUIPMENT RENTAL RATE DETERMINATION REQUEST

Project No.: STE C010-043

Project Code (SA#): 11994

Contractor: Sturgeon Electric Company, Inc.

F/A, CMO, MCR No.:

Type/Description: Bucket Truck		Make: Ford	
Year: 2001	Model: F350	Series: N/A	Serial No:
Fuel Type: ☐ Gas ☒ Diesel ☐ Other:		Transmission: ☐ Direct Drive ☐ Power Shift ☐ Other:	
Trucks: Wheel Combination: ☐ 4x2 ☒ 4x4 ☐ 4x6 ☐ Other:		GVW (Loaded Weight):	Capacity (cubic yards, gallons):
Equipment Owner Name: Sturgeon Electric Company, Inc.		Owner Equipment ID (if available): 20294110	
Remarks: Vin# 1BFEF21L51EB04853			
Submitted By: Joe Smoooh		Region No.: 6	Date: 2/2/01

RATE DETERMINATION

Equipment No. (Assigned by CDOT and may be used on CDOT Form 10 – Inspector's Report for Force Account Work): R6-01-032

BLUE BOOK REFERENCE:	Volume: 1	Section: 20/12	Page:	Date (Blue Book Section): 2H/00

SHIFT RATE PER HOUR

Bare Rate (Federal Participating): $6.20

Operating Cost (Federal Participating): $21.90

TOTAL $28.10

STANDBY RATE PER HOUR

Adjusted Bare Rate (Federal Participating): $3.10

TOTAL $3.10

This rate will apply to the above entire F/A, CMO, or MCR Line situation. If used on any other force account situation, a new rate will be needed to determine if rate has changed per Blue Book Revisions.

The Colorado Department of Transportation maintains procedures for determining equipment rental costs which are reimbursable to contractors performing force account work on CDOT construction projects. These rates do not include profit or operator's wages or fringe benefits. These rates have no legal status beyond CDOT contracts.

Signed:	Title: EPST I	Date: 2/20/01

Distribution: Project File (original) Previous editions are obsolete and may not be used CDOT Form 580 10/00

Example 2 - Alternate Method - Project Engineer creates

SUMMARY of ACTUAL COST OF CORBEL PLATES per CDOT Force Account Method

CMO/MCR # : 25
ITEM 700 Furnish and Install Corbel Backer Plates
Ref 1031

PROJECT STA 0853-078
LOCATION US 85 Bypass 5th to US 34
SA # 17757

	TLM Constructors, Inc.
Day 1	$831.70
Day 2	$991.47
Day 3	$922.48
Day 4	$343.96
Total	$3,089.61

CRCC Administrative Loading (109.04(e)) $ 204.48
$100 + 5% of excess over $1,000.00

ACTUAL COST (TLM total +Administrative) **$3,294.09**

Project STA 0853-078
F/A or CMO # 27
Estimate # 18
Amount $ 3,294.09
Date Approved March 27, 2014
By (RE or Asst. PE) [signature]
Date Approved 3/27/14
By (Finals Engr.) [signature]

TLM BackerPlate & 3rd PartyFringe.xls

Day 1 – F/A Analysis Worksheet (Mobilize and Begin Concrete Coring)

F/A ANALYSIS WORKSHEET

CMO/MCR # : 25
TEM : Furnish and Install Corbel Backer Plates
DESCRIP. : Coring

PROJECT STA 0853-078
LOCATION US 85 Bypass 5th to US 34
SA # 17757
DATE 8/8/2013

Day 1 - Mobilize, Concrete Coring
Daily Notes: Cored 1 1/2" diameter holes for installing backing plates for corbel installations.

EQUIPMENT :

DESCRIPTION	QTY.	RENTAL RATE	Hrs REQ'D.		COST
Water Truck #230	1	$ 32.30	8.0	$ 258.40	$258.40
Hilti Core Drill (DD-200)	1	$ 26.45	8.0	$ 211.60	$211.60
Honda Generator	1	$ 7.50	8.0	$ 60.00	$60.00
Dodge Ram 3500HD, #29	1	$ 27.80	1.0	$ 27.80	$27.80
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
				Total	$557.80

MATERIALS :

DESCRIPTION	QTY	UNIT COST	INVOICE No.	COST
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
			Total	$0.00

LABOR :

DESCRIPTION	CODE	BASE RATE	Fringe Paid as Cash	Fringe Pd to 3rd Party Plan	HRS. REQ'D	Base + Cash Fringe	3rd Party Plan Fringe
Kyle Casper	Foreman	$24.00	$0.00	$0.00	0.0	$0.00	$0.00
Tommy McCrackin, Laborer	1736	$16.29	$0.00	$4.48	6.5	$105.89	$29.12
Tommy McCrackin, Laborer, OT	1736	$24.44	$0.00	$4.48	1.5	$36.66	$6.72
						$0.00	$0.00
						$0.00	$0.00
						$0.00	$0.00
						$0.00	$0.00
						$0.00	$0.00
						$0.00	$0.00
						$0.00	$0.00
						$0.00	$0.00
					Total	$142.55	$35.84

RECAP:

LABOR	$142.55	$95.51	$35.84	$273.90
	Base + Cash Fringe	67%	3rd Party Fringe	
MATERIALS	$0.00	$0.00		$0.00
	Cost	15%		
EQUIPMENT	$557.80			$557.80
	Cost			

TOTAL COST: (Amt to pay to Prime) IF PRIME CONTRACTOR **$831.70**

TLM BackerPlate & 3rd PartyFringe.xls

Day 1 – Form 10

COLORADO DEPARTMENT OF TRANSPORTATION

INSPECTOR'S REPORT FOR FORCE ACCOUNT WORK

Project No.: STA 0853-078

Project Code (SA#): 17757

CMO or F/A No.: 25

Contractor's Name: CASTLE ROCK CONSTRUCTION CO.

Subcontractor's Name: TLM CONSTRUCTORS, INC

Description of Work: CORBEL BACKER PLATES

LABOR Employee Name	Occupation	Date: 8/8/13 ST	OT	/ / ST	OT	/ / ST	OT	/ / ST	OT	/ / ST	OT	Total Hours ST	OT
TOMMY MCLEAN	LABORER	6.5	1.5										

The hours shown here were checked against the certified payrolls. Checked By: [illegible] Date: 2/6/14

EQUIPMENT Code No.	Shift 1st	SB	Rate	8/8/13					Total Hours
WATER TRUCK			32.30	8					
TRUCK RAM 3500HD			27.80	1					
HILTI CORE DRILL			26.45	8					
HONDA GENERATOR			7.50	8					

MATERIAL Type	Unit	Number of Units					Total Units
Note: A Certified Invoice for Materials is required as part of billing.							
Contractor/Subcontractor Initials		/	/	/	/	/	

Billing procedures shall conform to applicable project specifications.

I certify that this is a correct record of employee & equipment hours and material units on the above project as authorized by the above modification order or agreement.

Signed: [illegible] Title: Consultant Inspector

Distribution: Region Finals Engineer (original)
Project File
Contractor

CDOT Form 10 07/02

Previous editions may be used until supplies exhausted

Day 1 – Form 118 submitted with payrolls

COPY FOR 8/8 + 8/9

olorado Department of Transportation

ONTRACTOR WAGE COMPLIANCE STATEMENT

Project Code: 17757

Project Number: STA 0853-078

Project Location: US 85 BYPASS 5TH TO US 34

ntractors/subcontractors

npletion of the payroll supervisor appointment and perjury statement is required by the U.S. Department of bor and is included on the back of this form. Contractors/subcontractors are required to pay weekly; complete both es of this form in full and attach to each payroll for the seven day payroll period. Prime contractors are required to mit the forms within seven days of the weekly payroll period to the project engineer; subcontractors submit forms for ew to the prime contractor prior to submission to CDOT. The prime contractor is responsible for subcontractor payroll mittal and compliance; by submittal of subcontractor payrolls, the prime certifies that they have reviewed the mittal for compliance.

ractor/subcontractor name	Payroll number	Payroll period
TLM CONSTRUCTORS, INC	50	8/4/2013 TO 08/10/2013

nge benefit information:

NI JO PULLARA
. BOX 505
INK, CO 81077

tact person and phone number(s):
" JO PULLARA
.@tlmconstructors.com
-384-5956

tributions are made in cash or to the plans, funds or programs described below at least quarterly. There are no past s deposits. List the value of the fringe amount as the dollar amount per hour. Documentation of calculations used to rmine hourly rates shall be available upon request. Please attach additional information as necessary if fringe ributions vary by employee.

- [x] cash
- [x] health insurance $ 4.48
- [ ] dental insurance
- [ ] life insurance
- [ ] pension
- [ ] vacation
- [ ] holiday
- [ ] other (describe)

n-the-job trainees (OJTs) employed in the above period are registered in and paid according to a bona fide training ram approved by the Colorado Department of Transportation and the Federal Highway Administration. Each trainee has been approved for work on this contract.

clare under penalty of perjury in the second degree, and any other State or Federal laws that the statements made in document are true and complete to the best of my knowledge.

actor/subcontractor payroll supervisor or signatory party: Jim Pullara

Date: 2/6/14

ous editions are obsolete and may not be used

Page 1 of 2 (over)

CDOT Form #118 3/07

Day 1 – Form 118 (original submittal, error found in fringe benefit)

– CMD 26 Copy –

Colorado Department of Transportation

CONTRACTOR WAGE COMPLIANCE STATEMENT

Project Code:	17757
Project Number:	STA 0853-078
Project Location:	US 85 BYPASS 5TH TO US 34

Contractors/subcontractors

Completion of the payroll supervisor appointment and perjury statement is required by the U.S. Department of Labor and is included on the back of this form. Contractors/subcontractors are required to pay weekly; complete both sides of this form in full and attach to each payroll for the seven day payroll period. Prime contractors are required to submit the forms within seven days of the weekly payroll period to the project engineer; subcontractors submit forms for review to the prime contractor prior to submission to CDOT. The prime contractor is responsible for subcontractor payroll submittal and compliance; by submittal of subcontractor payrolls, the prime contractor certifies that they have reviewed the submittal for compliance.

Contractor/subcontractor name	Payroll number	Payroll period
TLM CONSTRUCTORS INC	50	08/04/2013 to 08/10/2013

Fringe benefit information:

Name(s)/addresses of fringe benefit administrator(s):

TLM CONSTRUCTORS INC
TONI JO PULLARA
P.O. BOX 505
SWINK, CO 81077

Contact person and phone number(s):

T JO PULLARA
384-5956
tonijo@tlmconstructors.com

REPLACED & REVISED TO CORRECT ERROR IN FRINGE

Contributions are made in cash or to the plans, funds or programs described below at least quarterly. There are no past due deposits. List the value of the fringe amount as the dollar amount per hour. Documentation of calculations used to determine hourly rates shall be available upon request. Please attach additional information as necessary if fringe contributions vary by employee.

- ☐ cash
- ☒ health insurance 4.56
- ☐ dental insurance
- ☐ life insurance
- ☐ pension
- ☐ vacation
- ☐ holiday
- ☐ other (describe)

All on-the-job trainees (OJTs) employed in the above period are registered in and paid according to a bona fide training program approved by the Colorado Department of Transportation and the Federal Highway Administration. Each trainee has also been approved for work on this contract.

I declare under penalty of perjury in the second degree, and any other State or Federal laws that the statements made in this document are true and complete to the best of my knowledge.

Contractor/subcontractor payroll supervisor or signatory party	Date
Toni Jo Pullara	08/23/2013

Day 1 – Contractor Payroll

Wage and Hour Division

PA. JLL

(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)

U.S. Wage and Hour Division

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

Rev. Dec. 2008

NAME OF CONTRACTOR ☐ OR SUBCONTRACTOR ☒
TLM CONSTRUCTORS, INC

ADDRESS P.O. BOX 505
SWINK, CO 81077

OMB No.: 1235-0008
Expires: 01/31/2015

PAYROLL NO. 50

FOR WEEK ENDING 08/10/2013

PROJECT AND LOCATION 12115-US 85 5TH ST TO US 34

PROJECT OR CONTRACT NO.

(1) Name and Individual Identifying number (e.g. last four digits of Social Security number) of worker	(2) # of W/H Exmp	(3) Work Classification	Earn Code	(4) DAY AND DATE SUN 08/04	MON 08/05	TUE 08/06	WED 08/07	THU 08/08	FRI 08/09	SAT 08/10	(5) Total Hours	(6) Rate of Pay Non-Hourly*	(7) Gross Amount Earned	(8) DEDUCTIONS FICA	Fed W/H Tax	State & Local W/H Tax	Union Deductions	Other	Total Deductions	(9) Net Wages Paid For Week
				HOURS WORKED EACH DAY																
CALHOON, DILLON S	S1	1719 FORM CARPENTER WELD	REG		10.00						10.00	16.54	165.40	12.65	11.31	4.39		18.13	46.48	118.92
													565.56		Other Detail:		Ded.	Amt.		
***-**-4773																	GARN6	7.31		
																	MED	10.82		
CALHOON, DILLON S	S1	1736 COMON LABORER	REG			5.50	8.00	6.00			19.50	16.29	317.66	24.30	21.71	8.43		34.82	89.26	228.40
													565.56		Other Detail:		Ded.	Amt.		
***-**-4773																	GARN6	14.04		
																	MED	20.78		
CASPER, KYLE A	S2	6-SUPERVISOR	REG		8.00	8.00	8.00		8.00		32.00	24.00	768.00	58.75	90.90	28.80		45.98	224.43	543.57
													960.00		Other Detail:		Ded.	Amt.		
***-**-4327							1 hr on Form 10 team not be paid		1 hr. on form 10 - ok -								AFLAC	12.24		
																	D&V	1.74		
																	MED	32.00		
CROWDER, ERIC R	S2	1722 FINISHER WELD COUNTY	REG			11.00					11.00	17.48	192.28	14.71	8.57	3.88			27.16	165.12
													347.04							
***-**-5931																				
CROWDER, ERIC R	S2	1736 COMON LABORER	REG		7.50		2.00				9.50	16.29	154.76	11.84	6.90	3.12			21.86	132.90
													347.04							
***-**-5931																				
DARNELL, BRANDON E	S0	1736 COMON LABORER	REG			9.00					9.00	16.29	146.61	11.22	17.02	5.99			34.23	112.38
													490.61							
***-**-3878																				

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 20 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Public Burden Statement

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, ESA, U. S. Department of Labor, Room S3502, 200 Constitution Avenue, N. W., Washington, D. C. 20210

Day 1 – Contractor Payroll

U.S. Departm of Labor
Wage and Hour Divi

PA' ›LL
(For Contractor's Optional Use; See Instruc at www.dol.gov/whd/forms/wh347instr.htm)

U.S. Wa Hour Division
Rev. Dec. 2008

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

OMB No.: 1235-0008
Expires: 01/31/2015

NAME OF CONTRACTOR ☐ OR SUBCONTRACTOR ☒
TLM CONSTRUCTORS, INC

ADDRESS P.O. BOX 505
SWINK, CO 81077

PAYROLL NO.: 50

FOR WEEK ENDING: 08/10/2013

PROJECT AND LOCATION: 12116-US 85 5TH ST TO US 34

PROJECT OR CONTRACT NO.:

(1) Name and Individual Identifying number (e.g. last four digits of Social Security number) of worker	(2) # of W/H Exmp	(3) Work Classification	Earn Code	(4) DAY AND DATE HOURS WORKED EACH DAY SUN 08/04	MON 08/05	TUE 08/06	WED 08/07	THU 08/08	FRI 08/09	SAT 08/10	(5) Total Hours	(6) Rate of Pay Non-Hourly*	(7) Gross Amount Earned	(8) DEDUCTIONS FICA	Fed W/H Tax	State & Local W/H Tax	Union Deduc-tions	Other	Total Deductions	(9) Net Wages Paid For Week
MCCRACKIN, TOMMY D	M5	1730 IRONWORKER REINFORCING	REG			3.00					3.00	16.69/.97	52.98	4.05	2.15	0.95		15.31	22.46	30.52
													889.34		Other Detail:		Ded.	Amt.		
***-**-0754																	AFLAC	1.47		
																	GARN5	11.46		
																	MED	2.38		
MCCRACKIN, TOMMY D	M5	1736 COMON LABORER	OT					1.50	8.00		9.50	24.44	737.12	56.39	29.88	13.26		213.04	312.57	424.55
			REG		4.50	20.00		6.50			31.00	16.29	889.34		Other Detail:		Ded.	Amt.		
***-**-0754																	AFLAC	20.48		
																	GARN5	159.40		
																	MED	33.15		
PEIRANO, JEREMY H	S4	1736 COMON LABORER	REG			9.00					9.00	16.29	309.51	23.68				100.00	123.68	185.83
			REG		10.00						10.00	16.29	309.51		Other Detail:		Ded.	Amt.		
***-**-3166																	GARN4	100.00		
SCHMIDT, JUSTIN J	M8	6-SUPERVISOR	REG			8.00	8.00				16.00	34.00	544.00	41.62	29.16	11.20		28.87	110.85	433.15
													1,360.00		Other Detail:		Ded.	Amt.		
***-**-6707																	D&VS	12.87		
																	MED	16.00		
YOUNG, OLYNN D	S0	1736 COMON LABORER	REG			9.00					9.00	16.29	146.61	11.21	16.80	6.26			34.27	112.34
													421.61							
***-**-5746																				

8 hrs on Form 10
-ck-

8 hrs on Form 10-ck-

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 20 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Public Burden Statement

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, ESA, U. S. Department of Labor, Room S3502, 200 Constitution Avenue, N. W., Washington, D. C. 20210.

Day 2 – F/A Analysis Worksheet (Continue Concrete Coring)

F/A ANALYSIS WORKSHEET

CMO/MCR # : 25
TEM : Furnish and Install Corbel Backer Plates
DESCRIP. : Coring

PROJECT STA 0853-078
LOCATION US 85 Bypass 5th to US 34
SA # 17757
DATE 8/9/2013

Day 2 - Concrete Coring Continued

EQUIPMENT :

DESCRIPTION	QTY.	RENTAL RATE	Hrs REQ'D.		COST
Water Truck #230	1	$ 32.30	8.0	$ 258.40	$258.40
Hilti Core Drill (DD-200)	1	$ 26.45	8.0	$ 211.60	$211.60
Honda Generator	1	$ 7.50	8.0	$ 60.00	$60.00
Dodge Ram 3500HD, #29	1	$ 27.80	1.0	$ 27.80	$27.80
Ford F350 XLT (SD), #21	1	$ 26.75	1.0	$ 26.75	$26.75
					$0.00
					$0.00
					$0.00
					$0.00
				Total	$584.55

MATERIALS :

DESCRIPTION	QTY	UNIT COST	INVOICE No.	COST
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
			Total	$0.00

LABOR :

DESCRIPTION	CODE	BASE RATE	Fringe Paid as Cash	Fringe Pd to 3rd Party Plan	HRS. REQ'D	Base + Cash Fringe	3rd Party Plan Fringe
Kyle Casper	Foreman	$24.00	$0.00	$4.48	1.0	$24.00	$4.48
Tommy McCrackin, Laborer	1736	$16.29	$0.00	$4.48	0.0	$0.00	$0.00
Tommy McCrackin, Laborer, OT	1736	$24.44	$0.00	$4.48	8.0	$195.52	$35.84
						$0.00	$0.00
						$0.00	$0.00
						$0.00	$0.00
						$0.00	$0.00
						$0.00	$0.00
						$0.00	$0.00
						$0.00	$0.00
						$0.00	$0.00
					Total	$219.52	$40.32

RECAP:

LABOR	$219.52	$147.08	$40.32	$406.92
	Base + Cash Fringe	67%	3rd Party Fringe	
MATERIALS	$0.00	$0.00		$0.00
	Cost	15%		
EQUIPMENT	$584.55			$584.55
	Cost			

TOTAL COST: (Amt to pay to Prime) IF PRIME CONTRACTOR $991.47

TLM BackerPlate & 3rd PartyFringe.xls

Day 2 – Form 10

COLORADO DEPARTMENT OF TRANSPORTATION

INSPECTOR'S REPORT FOR FORCE ACCOUNT WORK

Project No.: STA 0853-078

Project Code (SA#): 17757

CMO or F/A No.: 25

Contractor's Name: CASTLE ROCK CONSTRUCTION CO.

Subcontractor's Name: TLM CONSTRUCTORS, INC

Description of Work: CORBEL BACKER PLATES

LABOR Employee Name	Occupation	Date: 8/9/13		/ /		/ /		/ /		/ /		Total Hours	
		Hours											
		ST	OT	ST	OT	ST	OT	ST	OT	ST	OT	ST	OT
KYLE CASPER	FOREMAN	1											
TOMMY McCARTHY	LABORER		8										

The hours shown here were checked against the certified payrolls. Checked By: Ap N. Steck Date: 2/6/14

EQUIPMENT Code No.	Shift 1st	Shift SB	Rate	8/9	Hours				Total Hours
WATER TRUCK			32.30	8					
TRUCK RAM 3500 HD			27.80	1					
HILTI CORE DRILL			26.45	8					
HONDA GENERATOR			7.50	8					
TRUCK F350 XLT			26.75	1					

MATERIAL Type	Unit	Number of Units					Total Units
Note: A Certified Invoice for Materials is required as part of billing.							
Contractor/Subcontractor Initials		/	/	/	/	/	

Billing procedures shall conform to applicable project specifications.

'ify that this is a correct record of employee & equipment hours and material units on the above project as authorized by the above modification r or agreement.

Signed: Ap N. Steck Title: Consultant inspector

Distribution: Region Finals Engineer (original) Project File Contractor

CDOT Form 10 07

Previous editions may be used until supplies exhausted

Day 3 – F/A Analysis Worksheet (Continue Concrete Coring, Begin Plate Installation)

F/A ANALYSIS WORKSHEET

CMO/MCR # : 25
ITEM : Furnish and Install Corbel Backer Plates
DESCRIP. : Coring

PROJECT STA 0853-078
LOCATION US 85 Bypass 5th to US 34
SA # 17757
DATE 8/14/2013

Day 3 - Concrete coring continued & begin plate installation

EQUIPMENT :

DESCRIPTION	QTY.	RENTAL RATE	Hrs REQ'D.		COST
Water Truck #230	1	$ 32.30	2.0	$ 64.60	$64.60
Hilti Core Drill (DD-200)	1	$ 26.45	2.0	$ 52.90	$52.90
Honda Generator	1	$ 7.50	2.0	$ 15.00	$15.00
Dodge Ram 3500HD, #29	1	$ 27.80	1.0	$ 27.80	$27.80
Ford F350 XLT (SD), #21	1	$ 26.75	1.0	$ 26.75	$26.75
					$0.00
					$0.00
					$0.00
					$0.00
			Total		$187.05

MATERIALS :

DESCRIPTION	QTY	UNIT COST	INVOICE No.		COST
Diamond Core Bits (Consumable)	2	$168.30	12116	$336.60	$336.60
Steel Plates (Corbel Backup Plates)	205.68	$0.54	13-32912	$111.07	$111.07
Steel Sheet Cut Charge	3	$ 30.00	13-32912	$90.00	$90.00
Anchor Bolt	2	$2.18	13-32912	$4.36	$4.36
					$0.00
					$0.00
				Total	$542.03

LABOR :

DESCRIPTION	CODE	BASE RATE	Fringe Paid as Cash	Fringe Pd to 3rd Party Plan	HRS. REQ'D	Base + Cash Fringe	3rd Party Plan Fringe
Keith Kammerzell	Foreman	$26.50	$0.00	$4.48	1.0	$26.50	$4.48
Tommy McCrackin, Laborer	1736	$16.29	$0.00	$4.48	2.0	$32.58	$8.96
Tommy McCrackin, Laborer, OT	1736	$24.44	$0.00	$4.48	0.0	$0.00	$0.00
						$0.00	$0.00
						$0.00	$0.00
						$0.00	$0.00
						$0.00	$0.00
						$0.00	$0.00
						$0.00	$0.00
						$0.00	$0.00
						$0.00	$0.00
					Total	$59.08	$13.44

RECAP:

LABOR	$59.08	$39.58	$13.44	$112.10
	Base + Cash Fringe	67%	3rd Party Fringe	
MATERIALS	$542.03	$81.30		$623.33
	Cost	15%		
EQUIPMENT	$187.05			$187.05
	Cost			

TOTAL COST: (Amt to pay to Prime) IF PRIME CONTRACTOR $922.48

TLM BackerPlate & 3rd PartyFringe.xls

Day 3 – Form 10

COLORADO DEPARTMENT OF TRANSPORTATION

INSPECTOR'S REPORT FOR FORCE ACCOUNT WORK

Project No.: STA 0853-078

Project Code (SA#): 17757

CMO or F/A No.: 25

Contractor's Name: Castle Rock Construction Co.

Subcontractor's Name: TLM CONSTRUCTORS, INC

Description of Work: CORBEL BACKER PLATES

LABOR Employee Name	Occupation	Date: 8/14/13		/ /		/ /		/ /		/ /		Total Hours	
		Hours											
		ST	OT	ST	OT	ST	OT	ST	OT	ST	OT	ST	OT
KEITH KAMMERZEL	FOREMAN	1											
TOMMY McCRACKEN	LABORER	2											

The hours shown here were checked against the certified payrolls. Checked By: [signature] Date: 2/7/14

EQUIPMENT Code No.	Shift 1st	Shift SB	Rate	8/14 Hours					Total Hours
WATER TRUCK			32.30	2					
HILTI CORE DRILL			26.45	2					
HONDA GENERATOR			7.50	2					
TRUCK RAM 3500 HD			27.80	1					
TRUCK F350 XLT			26.75	1					

MATERIAL Type	Unit	8/14 Number of Units					Total Units
Note: A Certified Invoice for Materials is required as part of billing.							
DIAMOND CORE BITS	EACH	2					
STEEL PLATES	lbs.	205.68					
STEEL CUTTING CHARGE	EACH	3					
ANCHOR BOLT	EACH	2					
Contractor/Subcontractor Initials		/	/	/	/	/	

Billing procedures shall conform to applicable project specifications.

I certify that this is a correct record of employee & equipment hours and material units on the above project as authorized by the above modification order or agreement.

Signed: [signature] Title: Consultant Inspector

Distribution: Region Finals Engineer (original)
Project File
Contractor

CDOT Form 10 07/02

Previous editions may be used until supplies exhausted

Day 3 – Form 118 submitted with payrolls

COPY FOR 8/14

lorado Department of Transportation

ONTRACTOR WAGE COMPLIANCE STATEMENT

Project Code:	17757
Project Number:	STA 0853-078
Project Location:	US 85 BYPASS 5TH TO US 34

ntractors/subcontractors

npletion of the payroll supervisor appointment and perjury statement is required by the U.S. Department of or and is included on the back of this form. Contractors/subcontractors are required to pay weekly; complete both s of this form in full and attach to each payroll for the seven day payroll period. Prime contractors are required to mit the forms within seven days of the weekly payroll period to the project engineer; subcontractors submit forms for ew to the prime contractor prior to submission to CDOT. The prime contractor is responsible for subcontractor payroll mittal and compliance; by submittal of subcontractor payrolls, the prime certifies that they have reviewed the mittal for compliance.

actor/subcontractor name	Payroll number	Payroll period
TLM CONSTRUCTORS, INC	51	8/11/2013 TO 08/17/2013

ıge benefit information:

I JO PULLARA
BOX 505
NK, CO 81077

act person and phone number(s):
I JO PULLARA
@tlmconstructors.com
584-5956

ributions are made in cash or to the plans, funds or programs described below at least quarterly. There are no past deposits. List the value of the fringe amount as the dollar amount per hour. Documentation of calculations used to mine hourly rates shall be available upon request. Please attach additional information as necessary if fringe ibutions vary by employee.

- [x] cash
- [x] health insurance $ 4.48 ✓
- [ ] dental insurance
- [ ] life insurance
- [ ] pension
- [ ] vacation
- [ ] holiday
- [ ] other (describe)

n-the-job trainees (OJTs) employed in the above period are registered in and paid according to a bona fide training am approved by the Colorado Department of Transportation and the Federal Highway Administration. Each trainee has been approved for work on this contract.

lare under penalty of perjury in the second degree, and any other State or Federal laws that the statements made in locument are true and complete to the best of my knowledge.

ctor/subcontractor payroll supervisor or signatory party	Date
Jim Pullara	2/1/14

ous editions are obsolete and may not be used

CDOT Form #118 3/07

Day 3 – Form 118 submitted with payrolls (original submittal, error found in fringe benefit)

– CMO 26 Copy –

Colorado Department of Transportation

CONTRACTOR WAGE COMPLIANCE STATEMENT

Project Code:	17757
Project Number:	STA 0853-078
Project Location:	US 85 BYPASS 5TH TO US 34

Contractors/subcontractors

Completion of the payroll supervisor appointment and perjury statement is required by the U.S. Department of Labor and is included on the back of this form. Contractors/subcontractors are required to pay weekly; complete both sides of this form in full and attach to each payroll for the seven day payroll period. Prime contractors are required to submit the forms within seven days of the weekly payroll period to the project engineer; subcontractors submit forms for review to the prime contractor prior to submission to CDOT. The prime contractor is responsible for subcontractor payroll submittal and compliance; by submittal of subcontractor payrolls, the prime contractor certifies that they have reviewed the submittal for compliance.

Contractor/subcontractor name	Payroll number	Payroll period
TLM CONSTRUCTORS INC	51	08/11/2013 to 08/17/2013

Fringe benefit information

Name(s)/addresses of fringe benefit administrator(s):

TLM CONSTRUCTORS INC
TONI JO PULLARA
P.O. BOX 505
SWINK, CO 81077

REPLACED & REVISED TO CORRECT ERROR IN FRINGE

Contact person and phone number(s):

O PULLARA
(719) 384-5956
tonijo@tlmconstructors.com

Contributions are made in cash or to the plans, funds or programs described below at least quarterly. There are no past due deposits. List the value of the fringe amount as the dollar amount per hour. Documentation of calculations used to determine hourly rates shall be available upon request. Please attach additional information as necessary if fringe contributions vary by employee.

- ☐ cash
- ☒ health insurance 4.56
- ☐ dental insurance
- ☐ life insurance
- ☐ pension
- ☐ vacation
- ☐ holiday
- ☐ other (describe)

All on-the-job trainees (OJTs) employed in the above period are registered in and paid according to a bona fide training program approved by the Colorado Department of Transportation and the Federal Highway Administration. Each trainee has also been approved for work on this contract.

I declare under penalty of perjury in the second degree, and any other State or Federal laws that the statements made in this document are true and complete to the best of my knowledge.

Contractor/subcontractor payroll supervisor or signatory party	Date
Toni Jo Pullara	08/23/2013

revious editions are obsolete and may not be used

CDOT Form #118 3/07

Day 3 – Contractor Payrolls

U.S. Department of Labor
Wage and Hour Division

PAYROLL

(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

U.S. Wage and Hour Division
Rev. Dec. 2008

NAME OF CONTRACTOR [ ] OR SUBCONTRACTOR [X]
TLM CONSTRUCTORS, INC

ADDRESS P.O. BOX 505
SWINK, CO 81077

OMB No.: 1235-0008
Expires: 01/31/2015

PAYROLL NO. 51

FOR WEEK ENDING 08/17/2013

PROJECT AND LOCATION 12116-US 85 5TH ST TO US 34

PROJECT OR CONTRACT NO.

(1) Name and Individual Identifying number (e.g. last four digits of Social Security number) of worker	(2) # of W/H Exmp.	(3) Work Classification	Earn Code	(4) DAY AND DATE HOURS WORKED EACH DAY SUN 08/11	MON 08/12	TUE 08/13	WED 08/14	THU 08/15	FRI 08/16	SAT 08/17	(5) Total Hours	(6) Rate of Pay Non-Hourly*	(7) Gross Amount Earned	(8) DEDUCTIONS FICA	Fed W/H Tax	State & Local W/H Tax	Union Deductions	Other	Total Deductions	(9) Net Wages Paid For Week
CALHOON, DILLON S	S1	1730 IRONWORKER REINFORCING	REG						5.00		5.00	16.69/.97	88.30	6.76	8.52	3.07		10.64	28.99	59.31
													539.49			Other Detail:	Ded.	Amt.		
***-**-4773																	GARN6	4.51		
																	MED	6.13		
CALHOON, DILLON S	S1	1736 COMON LABORER	REG						1.50		1.50	16.29	24.44	1.87	2.36	0.85		2.95	8.03	16.41
													539.49			Other Detail:	Ded.	Amt.		
***-**-4773																	GARN6	1.25		
																	MED	1.70		
CASPER, KYLE A	S2	6-SUPERVISOR	REG					8.00	8.00		16.00	24.00	384.00	29.38	45.45	14.40		22.99	112.22	271.78
													960.00			Other Detail:	Ded.	Amt.		
								1 hr. uniform 10 cannot be paid.									AFLAC	6.12		
--4327																	D&V	0.87		
																	MED	16.00		
CROWDER, ERIC R	S2	1736 COMON LABORER	REG			9.00	9.00	6.50	6.50		31.00	16.29	504.99	38.63	38.32	14.00			90.95	414.04
													504.99							
--5931																				
DARNELL, BRANDON E	S0	1736 COMON LABORER	REG					11.00	3.00		14.00	16.29	228.06	17.45	28.11	9.81			55.37	172.69
													558.06							
--3878																				
HAWKINS, EMMITT F	S1	1719 FORM CARPENTER WELD	OT					5.50			5.50	24.81	153.00	11.70	20.98	6.26		13.28	52.22	100.78
			REG					1.00			1.00	16.54	1,003.66			Other Detail:	Ded.	Amt.		
																	AFLAC	4.51		
--5274																	D&V	2.34		
																	MED	6.42		

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 20 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Public Burden Statement

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, ESA, U. S. Department of Labor, Room S3502, 200 Constitution Avenue N. W., Washington, D. C. 20210.

Day 3 – Contractor Payrolls

U.S. Departme f Labor
Wage and Hour Division

PA LL

(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

U.S. Wage and Hour Division
Rev. Dec. 2008

NAME OF CONTRACTOR ☐ OR SUBCONTRACTOR ☒
TLM CONSTRUCTORS, INC

ADDRESS P.O. BOX 505
SWINK, CO 81077

OMB No.: 1235-0008
Expires: 01/31/2015

PAYROLL NO. 51

FOR WEEK ENDING 08/17/2013

PROJECT AND LOCATION 12116-US 85 5TH ST TO US 34

PROJECT OR CONTRACT NO.

(1) Name and Individual Identifying number (e.g. last four digits of Social Security number) of worker	(2) # of W/H Exmp	(3) Work Classification	Earn Code	(4) DAY AND DATE SUN 08/11	MON 08/12	TUE 08/13	WED 08/14	THU 08/15	FRI 08/16	SAT 08/17	(5) Total Hours	(6) Rate of Pay Non-Hourly*	(7) Gross Amount Earned	(8) DEDUCTIONS FICA	Fed W/H Tax	State & Local W/H Tax	Union Deduc-tions	Other	Total Deductions	(9) Net Wages Paid For Week
				HOURS WORKED EACH DAY																
MCCRACKIN, TOMMY D	M5	1731 IRONWORKER STRUCTURAL	REG					3.00			3.00	18.22/1.53	59.25	4.53	1.68	0.79		4.98	11.98	47.27
													745.86		Other Detail:		Ded.	Amt.		
***-**-0754																	AFLAC	1.96		
																	MED	3.02		
MCCRACKIN, TOMMY D	M5	1736 COMON LABORER	REG		3.50		6.00				9.50	16.29	154.76	11.84	4.38	2.07		13.01	31.30	123.46
							2 hours REG time on Form 10 - ok.						745.86		Other Detail:		Ded.	Amt.		
***-**-0754																	AFLAC	5.13		
																	MED	7.88		
MCCRACKIN, TOMMY D	M5	1755 BACKHOE TRACKHOE WELD	REG		6.00	8.00	3.50				17.50	20.98/1.85	399.53	30.56	11.31	5.36		33.59	80.82	318.71
													745.86		Other Detail:		Ded.	Amt.		
***-**-0754																	AFLAC	13.24		
																	MED	20.36		
SCHMIDT, JUSTIN J	M8	6-SUPERVISOR	REG					8.00	8.00		16.00	34.00	544.00	41.62	29.16	11.20		28.87	110.65	433.15
													1,360.00		Other Detail:		Ded.	Amt.		
***-**-6707																	D&VS	12.87		
																	MED	16.00		

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Public Burden Statement

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, ESA, U. S. Department of Labor, Room S3502, 200 Constitution Avenue, N. W., Washington, D. C. 20210.

Day 4 – F/A Analysis Worksheet (Complete Work)

F/A ANALYSIS WORKSHEET

CMO/MCR # : 25
TEM : Furnish and Install Corbel Backer Plates
DESCRIP. : Coring

PROJECT STA 0853-078
LOCATION US 85 Bypass 5th to US 34
SA # 17757
DATE 8/27/2013

Day 4 - Complete Work

EQUIPMENT :

DESCRIPTION	QTY.	RENTAL RATE	Hrs REQ'D.		COST
Water Truck #230	1	$ 32.30	2.5	$ 80.75	$80.75
Hilti Core Drill (DD-200)	1	$ 26.45	2.5	$ 66.13	$66.13
Honda Generator	1	$ 7.50	2.5	$ 18.75	$18.75
Dodge Ram 3500HD, #29	1	$ 27.80	1.0	$ 27.80	$27.80
Ford F350 XLT (SD), #21	1	$ 26.75	1.0	$ 26.75	$26.75
					$0.00
					$0.00
					$0.00
					$0.00
				Total	$220.18

MATERIALS :

DESCRIPTION	QTY	UNIT COST	INVOICE No.		COST
				$0.00	$0.00
				$0.00	$0.00
					$0.00
					$0.00
					$0.00
					$0.00
				Total	$0.00

LABOR :

DESCRIPTION	CODE	BASE RATE	Fringe Paid as Cash	Fringe Pd to 3rd Party Plan	HRS. REQ'D	Base + Cash Fringe	3rd Party Plan Fringe
Kyle Casper	Foreman	$24.00	$0.00	$4.48	1.0	$24.00	$4.48
Hector Bermea	1736	$16.29	$0.00	$4.48	2.5	$40.73	$11.20
						$0.00	$0.00
						$0.00	$0.00
						$0.00	$0.00
						$0.00	$0.00
						$0.00	$0.00
						$0.00	$0.00
						$0.00	$0.00
						$0.00	$0.00
						$0.00	$0.00
					Total	$64.73	$15.68

RECAP:

LABOR	$64.73	$43.37	$15.68	$123.78
	Base + Cash Fringe	67%	3rd Party Fringe	
MATERIALS	$0.00	$0.00		$0.00
	Cost	15%		
EQUIPMENT	$220.18			$220.18
	Cost			

TOTAL COST: (Amt to pay to Prime) IF PRIME CONTRACTOR $343.96

TLM BackerPlate & 3rd PartyFringe.xls

Day 4 – Form 10

COLORADO DEPARTMENT OF TRANSPORTATION

INSPECTOR'S REPORT FOR FORCE ACCOUNT WORK

Project No.: STA 0853-078

Project Code (SA#): 17757

CMO or F/A No.: 25

Contractor's Name: CASTLE ROCK CONSTRUCTION CO.

Subcontractor's Name: TLM CONSTRUCTORS, INC

Description of Work: CORBEL BACKER PLATES

LABOR Employee Name	Date:	8/27/13		/ /		/ /		/ /		/ /		Total Hours	
	Occupation	Hours											
		ST	OT	ST	OT	ST	OT	ST	OT	ST	OT	ST	OT
KYE CASPER	FOREMAN	1											
HECTOR BERMEA	LABORER	2.5											

The hours shown here were checked against the certified payrolls. Checked By: Ag N. Steck Date: 2/9/14

EQUIPMENT Code No.	Shift 1st	Shift SB	Rate	Hours 8/27/13					Total Hours
WATER TRUCK			32.30	2.5					
HILTI CORE DRILL			26.45	2.5					
HONDA GENERATOR			7.50	2.5					
TRUCK RAM 3500 HD			27.80	1					
TRUCK F350 XAT			26.75	1					

MATERIAL Type	Unit	Number of Units					Total Units
Note: A Certified Invoice for Materials is required as part of billing.							
Contractor/Subcontractor Initials		/	/	/	/	/	

Billing procedures shall conform to applicable project specifications.

'ify that this is a correct record of employee & equipment hours and material units on the above project as authorized by the above modification .r or agreement.

Signed: Ag N. Steck Title: Consultant Inspector

Distribution: Region Finals Engineer (original)
Project File
Contractor

CDOT Form 10 07/02

Previous editions may be used until supplies exhausted

Day 4 – Form 118 submitted with payrolls

olorado Department of Transportation

:ONTRACTOR WAGE COMPLIANCE STATEMENT

Project Code: 17757

Project Number: STA 0853-078

Project Location: US 85 BYPASS 5TH TO US 34

ontractors/subcontractors

mpletion of the payroll supervisor appointment and perjury statement is required by the U.S. Department of bor and is included on the back of this form. Contractors/subcontractors are required to pay weekly; complete both es of this form in full and attach to each payroll for the seven day payroll period. Prime contractors are required to omit the forms within seven days of the weekly payroll period to the project engineer; subcontractors submit forms for iew to the prime contractor prior to submission to CDOT. The prime contractor is responsible for subcontractor payroll omittal and compliance; by submittal of subcontractor payrolls, the prime certifies that they have reviewed the omittal for compliance.

tractor/subcontractor name	Payroll number	Payroll period		
TLM CONSTRUCTORS, INC	53	8/25/2013	TO	08/31/2013

inge benefit information:

NI JO PULLARA
). BOX 505
/INK, CO 81077

ntact person and phone number(s):
'' JO PULLARA
o@tlmconstructors.com
I-384-5956

ntributions are made in cash or to the plans, funds or programs described below at least quarterly. There are no past s deposits. List the value of the fringe amount as the dollar amount per hour. Documentation of calculations used to ermine hourly rates shall be available upon request. Please attach additional information as necessary if fringe tributions vary by employee.

- [x] cash
- [x] health insurance $ 4.48
- [ ] dental insurance
- [ ] life insurance
- [ ] pension
- [ ] vacation
- [ ] holiday
- [ ] other (describe)

on-the-job trainees (OJTs) employed in the above period are registered in and paid according to a bona fide training gram approved by the Colorado Department of Transportation and the Federal Highway Administration. Each trainee has been approved for work on this contract.

clare under penalty of perjury in the second degree, and any other State or Federal laws that the statements made in document are true and complete to the best of my knowledge.

actor/subcontractor payroll supervisor or signatory party: Jan Jo Pullara

Date: 2/6/14

lous editions are obsolete and may not be used

Page 1 of 2 (over)

CDOT Form #118 3/07

Day 4 – Contractor Payrolls

U.S. Depar ent of Labor
Wage and Hou on

'ROLL
(For Contractor's Optional Use; See Ins. .ions at www.dol.gov/whd/forms/wh347instr.htm)

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

U.S. Wage and Hour Division
Rev. Dec. 2008

NAME OF CONTRACTOR [ ] OR SUBCONTRACTOR [X]
TLM CONSTRUCTORS, INC

ADDRESS P.O. BOX 505
SWINK, CO 81077

OMB No.: 1235-0008
Expires: 01/31/2015

PAYROLL NO. 53

FOR WEEK ENDING 08/31/2013

PROJECT AND LOCATION 12116-US 85 5TH ST TO US 34

PROJECT OR CONTRACT NO.

(1) Name and Individual Identifying number (e.g. last four digits of Social Security number) of worker	(2) # of W/H Exmp	(3) Work Classification	Earn Code	(4) DAY AND DATE SUN 08/25	MON 08/26	TUE 08/27	WED 08/28	THU 08/29	FRI 08/30	SAT 08/31	(5) Total Hours	(6) Rate of Pay Non-Hourly*	(7) Gross Amount Earned	(8) DEDUCTIONS FICA	Fed W/H Tax	State & Local W/H Tax	Union Deduc-tions	Other	Total Deductions	(9) Net Wages Paid For Wee
				HOURS WORKED EACH DAY																
BERMEA, HECTOR L	S1	1736	REG			7.50	10.00	8.50	9.50		35.50	16.29	578.30	44.24	60.57	21.00		35.50	161.31	416.9
						2.5 FOR FORM 10-OK							578.30		Union	Other Dtl:	Ded.	Amt.		
***-**-1767																	MED	35.50		
CALHOON, DILLON S	S1	1736	REG		7.50	8.00	7.50				23.00	16.29	374.67	28.66	33.37	12.21		46.22	120.46	254.2
													429.67		Union	Other Dtl:	Ded.	Amt.		
***-**-4773																	GARN6	21.80		
																	MED	24.42		
CASPER, KYLE A	S2	SUPERVISOR	REG		8.00	8.00	8.00	8.00	8.00		40.00	24.00	960.00	73.44	113.63	36.00		57.48	280.55	679.4
													960.00		Union	Other Dtl:	Ded.	Amt.		
***-**-4327						1 HR FOR FORM 10-OK											AFLAC	15.30		
																	D&V	2.18		
																	MED	40.00		
CROWDER, ERIC R	S2	1736	REG		7.50	8.00	7.50		8.00		31.00	16.29	504.99	38.63	42.21	15.24			96.08	408.91
													563.49							
***-**-5931																				
DARNELL, BRANDON E	S0	1736	REG		4.00	12.00					16.00	16.29	260.64	19.94	24.17	10.00			54.11	206.53
													260.64							
***-**-3878																				
HAWKINS, EMMITT F	S4	1722	OT						0.50		0.50	26.22	39.33	3.01	4.81	1.59		3.87	13.28	26.05
			REG						1.50		1.50	17.48	841.96		Union	Other Dtl:	Ded.	Amt.		
***-**-5274																	AFLAC	1.31		
																	D&V	0.66		
																	MED	1.87		

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Public Burden Statement

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments reg' n these estimates or any other aspect of this collection, including suggestions for reducing this burden, send th' n the Administrator, Wage and Hour Division, ESA, U. S. Department of Labor, Room S3502, 200 Constitution Avenue, N. W., Washington, D. C

Day 4 – Contractor Payrolls

U.S. Depar. .ent of Labor
Wage and Hour Division

PAYROLL
(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

U.S. Wage and Hour Division
Rev. Dec. 2008
OMB No.: 1235-0008
Expires: 01/31/2015

NAME OF CONTRACTOR ☐ OR SUBCONTRACTOR ☒
TLM CONSTRUCTORS, INC

ADDRESS P.O. BOX 505
SWINK, CO 81077

PAYROLL NO. 53

FOR WEEK ENDING 08/31/2013

PROJECT AND LOCATION 12116-US 85 5TH ST TO US 34

PROJECT OR CONTRACT NO.

(1) Name and Individual Identifying number (e.g. last four digits of Social Security number) of worker	(2) # of W/H Exmp	(3) Work Classification	Earn Code	(4) DAY AND DATE SUN 08/25	MON 08/26	TUE 08/27	WED 08/28	THU 08/29	FRI 08/30	SAT 08/31	(5) Total Hours	(6) Rate of Pay Non-Hourly*	(7) Gross Amount Earned	(8) DEDUCTIONS FICA	Fed W/H Tax	State & Local W/H Tax	Union Deduc-tions	Other	Total Deductions	(9) Net Wages Paid For Week
				HOURS WORKED EACH DAY																
MCCRACKIN, TOMMY D ***-**-0754	M5	1736	REG		7.00	2.50	7.00		3.00		19.50	16.29	317.68 752.01	24.30	9.18	4.22	Ded. AFLAC MED	27.33 Amt. 10.44 16.90	65.03	252.6
ROCHA, RICHARD G ***-**-6104	S1	1800 DUMPTRUCK DRIVER WELD	REG				0.50	2.50			3.00	15.27/.79	46.18 726.76	3.69	5.49	1.86	Ded. MED	2.65 Amt. 2.65	13.69	34.4
ROCHA, RICHARD G ***-**-6104	S1	1807 SEMI/TRAILER TRUCK DRIVER	REG			1.00					1.00	15.00	15.00 726.76	1.15	1.71	0.58	Ded. MED	0.83 Amt. 0.83	4.27	10.7
SCHMIDT, JUSTIN J ***-**-6707	M8	SUPERVISOR	REG					8.00	8.00		16.00	34.00	544.00 1,360.00	41.62	29.16	11.20	Ded. D&VS MED	28.87 Amt. 12.87 16.00	110.85	433.15

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 20 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Public Burden Statement

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All Work - Form 580

COLORADO DEPARTMENT OF TRANSPORTATION
EQUIPMENT RENTAL RATE DETERMINATION REQUEST

Project No. STA 0853-078
Project Code (SA#): 17757
Contractor: TLM Constructors Inc
F/A, CMO, MCR No.:

Type/Description: Water Truck
Make: Ford
Year: 1994
Model: AeroMax L-9000
Series: NA
Serial No.: 1FTY595W4RVA47532
Fuel Type: ☐ Gas ☒ Diesel ☐ Other:
Transmission: ☐ Direct Drive ☐ Power Shift ☐ Other: Fuller 7 Speed
Truck-Wheel Combination: ☐ 4x2 ☐ 4x4 ☒ 6x6 ☐ Other:
GVW (Loaded Weight): 33,200
Capacity (cubic yards, gallons): 2000 Gallons
Equipment Owner Name: TLM Constructors, Inc.
Owner Equipment ID (if available): #230
Remarks: Cat motor model # 3406

Submitted By:

RATE DETERMINATION

Equipment No. (Assigned by CDOT and may be used on CDOT Form 10 – Inspector's Report for Force Account Work):

BLUE BOOK REFERENCE:	Volume: 1	Section: 20	Page: 15	Date (Blue Book Section): 2.0.13

SHIFT RATE PER HOUR

Bare Rate (Federal Participating): ~~$9.55~~ 9.20
Operating Cost (Federal Participating): ~~$23.65~~ 23.10
TOTAL ~~$32.65~~ 32.30

$\frac{1875}{160} \times 1.06 \times .812$

Adjusted Bare Rate (Federal Participating): ~~$5.75~~ 4.60
TOTAL ~~$4.75~~ 4.60

This rate will apply to the above entire F/A, CMO, or MCR Line situation. If used on any other force account situation, a new rate will be needed to determine if rate has changed per Blue Book Revisions.

The Colorado Department of Transportation maintains procedures for determining equipment rental costs which are reimbursable to contractors performing force account work on CDOT construction projects. These rates do not include profit or operator's wages or fringe benefits. These rates have no legal status beyond CDOT contracts.

Signed: Title: Date: 8/21/12

Distribution: Project File (original) Previous editions are obsolete and may not be used CDOT Form 580 10/00

All Work - Form 580

COLORADO DEPARTMENT OF TRANSPORTATION EQUIPMENT RENTAL RATE DETERMINATION REQUEST	Project No.: STA 0853-078	Project Code (SAP): 17757
	Contractor: TLM Constructors Inc.	
	F/A, CMO, MCR No.:	

Type/Description: Generator		Make: Honda	
Year: 2012	Model: EB6500X	Series: NA	Serial No: EBLC-100876
Fuel Type: ☒ Gas ☐ Diesel ☐ Other:		Transmission: ☐ Direct Drive ☐ Power Shift ☒ Other:	
Trucks: Wheel Combination: ☐ 4x2 ☐ 4x4 ☐ 4x6 ☒ Other:		GVW (Loaded Weight): N/A	Capacity (cubic yards, gallons): N/A
Equipment Owner Name: TLM Constructors, Inc.		Owner Equipment ID (if available): N/A	
Remarks: Motor is a 11.7hp with 7000 max watts			
Submitted By: Justin Schmidt		Region No.:	Date: 4/16/13

RATE DETERMINATION

Equipment No. (Assigned by CDOT and may be used on CDOT Form 10 – Inspector's Report for Force Account Work):

BLUE BOOK REFERENCE:	Volume: 1	Section: 11	Page: 15	Date (Blue Book Section): 1/1/13

SHIFT RATE PER HOUR

Bare Rate (Federal Participating): $ 1.30

Operating Cost (Federal Participating): $ 6.20

TOTAL $ 7.50

$\frac{215}{176} \times 1.06 \times .992$

STANDBY RATE PER HOUR

Adjusted Bare Rate (Federal Participating): $ 0.65

TOTAL $ 0.65

This rate will apply to the above entire F/A, CMO, or MCR Line situation. If used on any other force account situation, a new rate will be needed to determine if rate has changed per Blue Book Revisions.

The Colorado Department of Transportation maintains procedures for determining equipment rental costs which are reimbursable to contractors performing force account work on CDOT construction projects. These rates do not include profit or operator's wages or fringe benefits. These rates have no legal status beyond CDOT contracts.

Signed:	Title:	Date: 4/22/13

Distribution: Project File (original) Previous editions are obsolete and may not be used CDOT Form 580 10/00

All Work – Form 580

COLORADO DEPARTMENT OF TRANSPORTATION
EQUIPMENT RENTAL RATE DETERMINATION REQUEST

Project No.: C R400-250
Project Code (SAP#): 17767
Contractor: TLM Constructors Inc.
F/A, CMO, MCR No.:

Type/Description: 1 ton pickup		Make: Ford	
Year: 2001	Model: F350 XLT Super Duty	Series: NA	Serial No: 1FowF36F11EC24660
Fuel Type: ☐ Gas ☒ Diesel ☐ Other:		Transmission: ☒ Direct Drive ☐ Power Shift ☐ Other:	
Trucks: Wheel Combination: ☐ 4x2 ☐ 4x4 ☒ 4x6 ☐ Other:		GVW (Loaded Weight): 12,500	Capacity (cubic yards, gallons):
Equipment Owner Name: TLM Constructors, Inc.		Owner Equipment ID (if available): #21	

Remarks: 1 Ton flatbed truck with power windows and locks. Also has a 100 gallon gas boy transfer tank and 3 weather guard tool boxes.

Submitted By: Justin Schmidt	Region No.:	Date: 10/6/11

RATE DETERMINATION

Equipment No. (Assigned by CDOT and may be used on CDOT Form 10 – Inspector's Report for Force Account Work):

BLUE BOOK REFERENCE:	Volume: 1	Section: 20	Page: 17	Date (Blue Book Section): 1 2Oct11

SHIFT RATE PER HOUR

Bare Rate (Federal Participating): $ 5.75

Operating Cost (Federal Participating): $ 21.00

TOTAL $ 26.75

1030 / 176 x 100% = .925

STANDBY RATE PER HOUR

Adjusted Bare Rate (Federal Participating): $ 2.90

TOTAL $ 2.90

This rate will apply to the above entire F/A, CMO, or MCR Line situation. If used on any other force account situation, a new rate will be needed to determine if rate has changed per Blue Book Revisions.

The Colorado Department of Transportation maintains procedures for determining equipment rental costs which are reimbursable to contractors performing force account work on CDOT construction projects. These rates do not include profit or operator's wages or fringe benefits. These rates have no legal status beyond CDOT contracts.

Signed:	Title:	Date: 10/6/11

Distribution: Project File (original) Previous editions are obsolete and may not be used CDOT Form 580 10/00

Day 4 -Certified Material Invoice

TURING & SUPPLY, LLC

Date	Invoice #
8/28/2013	13-32912

Constructors, Inc.
Box 336638
eley, CO 80633-0611

Ship To

Colorado Dept. of Transporation
SH85 within Greeley Mile Post
268.6 to Mile Post 266.0
Greeley, CO 80631
Tax #08906026-0216 Expires 1-31-15

S.O. No.	P.O. Number	Terms	Due Date	Rep	Ship	Via	Entered By
13-21300	12116-9	Net 30 Days	9/27/2013	CarlK	8/28/2013	CPU	LM

Item Code	Quantity	Description	U/M	Price Each	Amount
STLPLATE1/2"...	205.68	Steel Plate1/2" X 48" X 96" 20.42# / sq. ft/653.44# / sheet (3 pieces cut to 22"x22"=205.68#)		0.54	111.07T
STLCUTCHAR...	3	Cutting Charge for Steel		30.00	90.00
BOLTANCWE...	0.08	Anchor Bolt 1/2" X 81/2" Wedge 25 per Box 2612812 (2 bolts)		54.50	4.36T

We certify by photocopy of this invoice that the quantity shown has been received for Colorado Division of Highways, project No. STA 0853-076 and that the dollar amount shown represents the correct invoice price.

Contractor

ENTERED ON: / /
BY:

I hereby certify under penalty of perjury that the material listed in this Certificate of Compliance represents _____ of pay item _____ for installation on project number _____.

TLM Constructors, Inc. Date

Thank you for your business.

Subtotal	$205.43
Sales Tax (0.0%)	$0.00
Total	$205.43

Phone #	Fax #
970-392-9800	970-304-1199

We certify by photocopy of this invoice that the quantity shown has been received for Colorado Division of Highways, project No. STA 0853-076 and that the dollar amount shown represents the correct invoice price.

Contractor

Day 4 -Certified Invoice

Hilti Inc.
5400 South 122nd East Ave.
TULSA, OK 74146

Bill-To Address

T L M CONSTRUCTORS
ATTN: TONI JO PULLARA
PO Box 505
SWINK CO 81077-0505

Delivery Address

T L M CONSTRUCTORS
3000 W F St
Greeley CO 80631-9216

Standard Order 515582308

Page 1(1)

Order Type:	Standard Order	Customer Number:	10742093
	08/16/2013	Purchase Order No.:	12116
Order Date:	08/16/2013	Your Reference:	
Our Contact:	William Abrams	Your Main Contact:	Schmidt
		Your Main Contact Tel.:	970-346-8323
		Your Delivery Contact:	Justin Schmidt

Item No.	Description	Ordered Quantity	Net Price/Unit	Net Value
2044132	Diamond core bit DD-BL 1 1/2" / 16"+ H2S	2 EA	168.30 EA	336.60
2040441	Diamond core barrel 1 1/2"/16"+H2S DD-B	2 PC		
305542	DD-BL diamond connection end	2 PC		
431940	SFH 18-A hammer drill/driver box	1 EA	144.75 EA	144.75
	Line Total			481.35
	FREIGHT			18.00
	FREIGHT FUEL SURCHARGE			6.40
	Sales Tax			32.16
		Final Total USD		537.91

We certify by photocopy of this invoice that the quantity shown has been received for Colorado Division of Highways, project No. STA 0853-075, and that the dollar amount shown represents the correct invoice price.

Contractor

We certify by photocopy of this invoice that the quantity shown has been received for Colorado Division of Highways, project No. STA 0853-075, and that the dollar amount shown represents the correct invoice price.

Contractor

All Sales Subject to Hilti Terms and Conditions. Prices subject to change without notice. Phone 1-800-879-8000 Fax 1-800-879-7000

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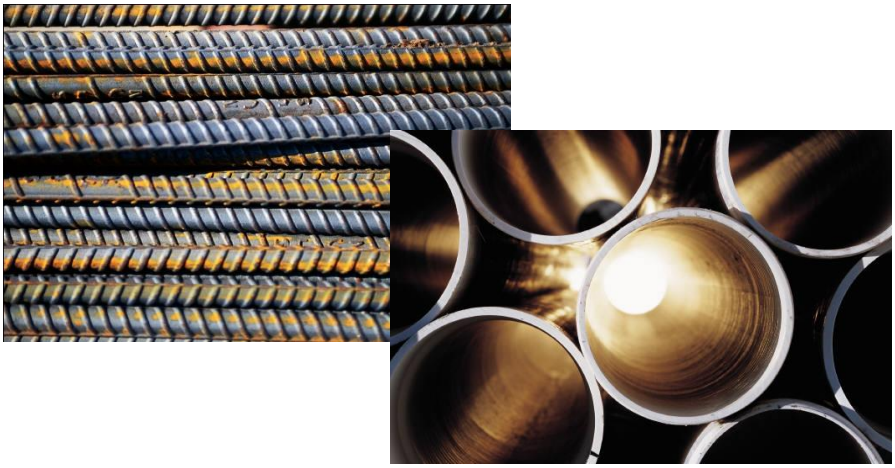
Chapter 8 –

STOCKPILE MATERIAL



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Stockpile Material

The request for payment of stockpile material must be received from the prime contractor on their letterhead. The contractor must provide a **certified invoice** for the material (§109.07). §101.12 defines certified invoice. (See the Construction Manual section 120.15.4 for an example of the certification statement for the invoice.)

The **letter of vested interest** must include where the material is stored. Materials should be stored in the project yard, on state owned property or at an acceptable secured location within the State of Colorado. Structural Steel may be stored in any acceptable area as long as it is identified and stored separately from other lots.

The request should be received with adequate time for review prior to the estimate. This review includes, reviewing the quantities against the plan quantities, to ensure that the request is not for more than plan quantity or for more than is projected to be used. Also, ensuring adequate monies left in the item to complete installation.

Partial payments will not exceed 85% of the bid price or 100% of the certified invoice cost. (§109.07(3)). Stockpile payment for unfabricated milled plate for Structural Steel shall not exceed 60%.

A copy of the certified invoice, material certificate of compliance and a cost analysis must be attached to the letter of vested interest.

If the material will be incorporated in the project prior to the next estimate, do not pay stockpile. **Stockpile should not be paid for living plant materials, perishable materials, or material that will not become an integral part of the project.** (Per §109.07)

Payment for stockpile does not relieve the Contractor of their responsibility for the material.

As the material is incorporated into the project, SiteManager® will decrease the amount of the stockpile material provided that the stockpile record was entered correctly. (i.e. method of measurement matches)

NOTE: When entering your stockpile record in SiteManager® be sure to use the same method of measurement & basis of payment (LF, SY etc.) as the bid item. DO NOT USE DOLLARS (unless the item is paid by dollars**). If you do not match the method of measurement, the stockpile record will not be reduced correctly.**

Be sure that all stockpile records are closed out prior to the final progress estimate!!!!! If stockpile records have not been reduced to zero(0), you must manually close out the balances. In SiteManager® --- Contract Records, Stockpiled Materials, Services, Choose Keys, select your project, Services, Close Out Balance, Close, Yes.
Note: COC's **MUST** be received prior to payment

(Rev 6/6/11)

Letter of Vested Interest

To: Whom It May Concern:

Re: Stockpile Material Letter of Vested Interest

It is hereby understood that the Colorado Department of Transportation fully intends to reimburse

_____
(Contractor-Purchaser)

for materials owned by said Contractor-Purchaser and intended for incorporation into Colorado Department of Transportation Project no. _____.

Said materials, as described below, are now stored on property owned by

_____ and leased by
_____.
(if applicable)

Said storage property is located as follows:

_____
(Address and/or Description of Property)

Said stored materials are described as follows:

(Detailed description of Materials)

It is hereby recognized that once reimbursement has been accomplished, the Colorado Department of Transportation will have a vested interest in the materials. Access to and possession of the materials will be granted to the Colorado Department of Transportation upon demand and providing that acceptable proof is offered substantiating that reimbursement to the named Contractor-Purchaser was, in fact, accomplished.

_____
Owner Phone Number Lessee (if applicable) Phone Number

_____

Owner Phone Number Lessee (if applicable) Phone Number

Attachments: (When existing)
Warehouse Receipt of Contract for Storage

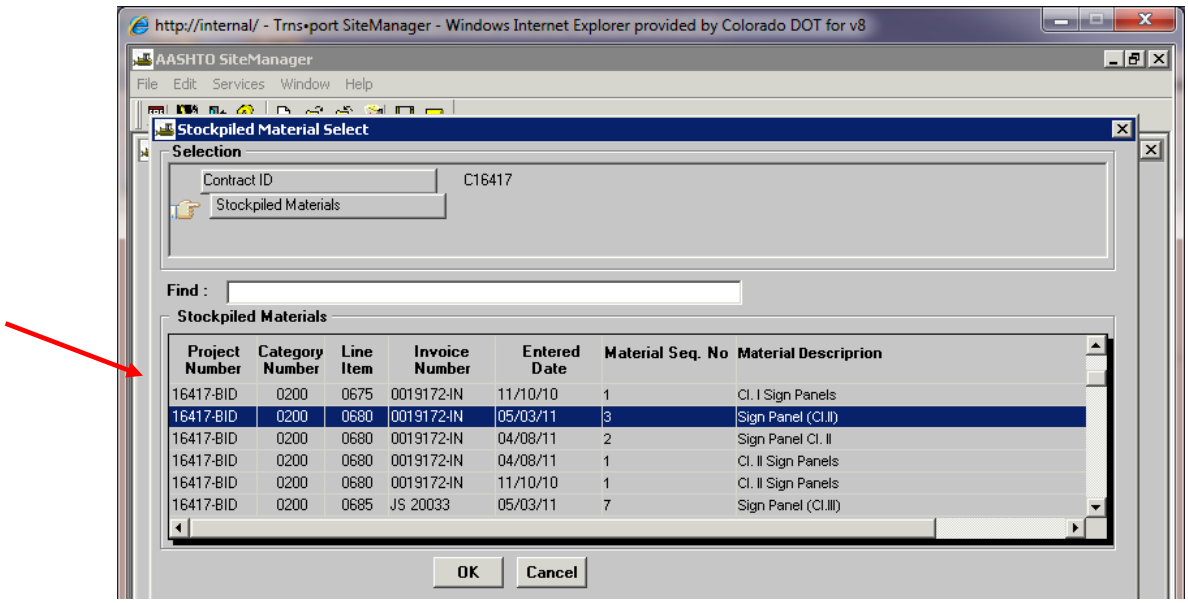
***This letter is a legal document, must be an original, and must clearly identify the materials either in the body or by specifically identifiable attachments*.**

Stockpile Material and SiteManager®

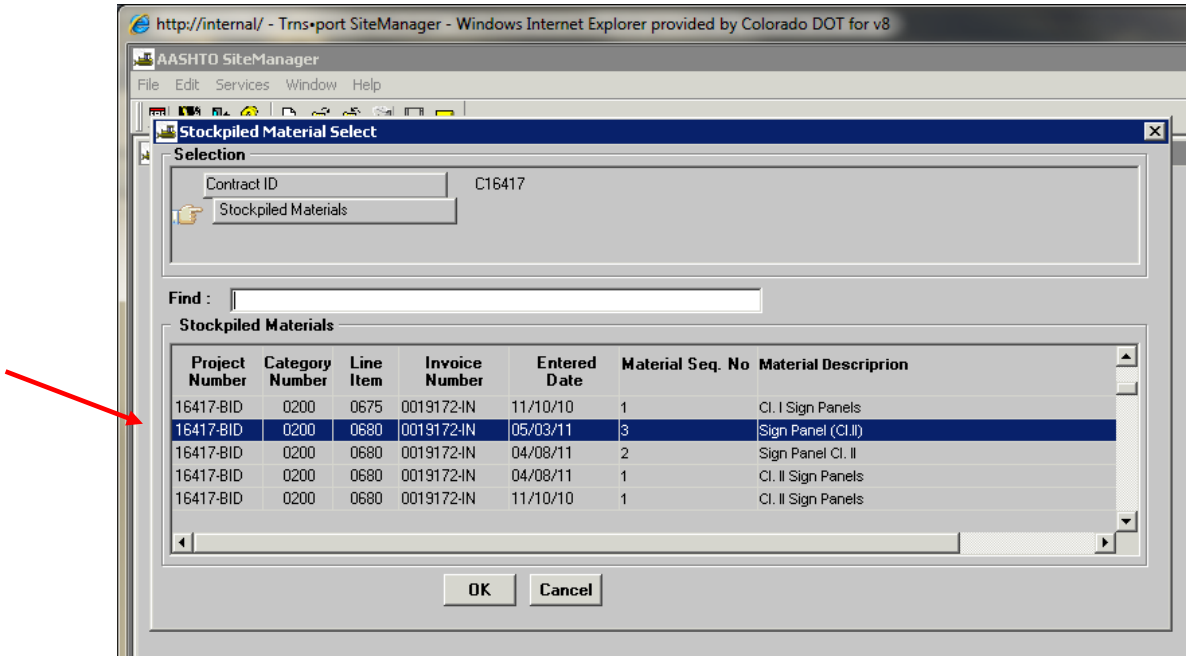
Viewing Stockpile Records

To view stockpile records in SiteManager®:
SiteManager, Main Panel, Contract Administration, Contract Records, Stockpiled Materials, select project, scroll down to line reference number. All records for that line item will be grouped together.

Select the item you want to view

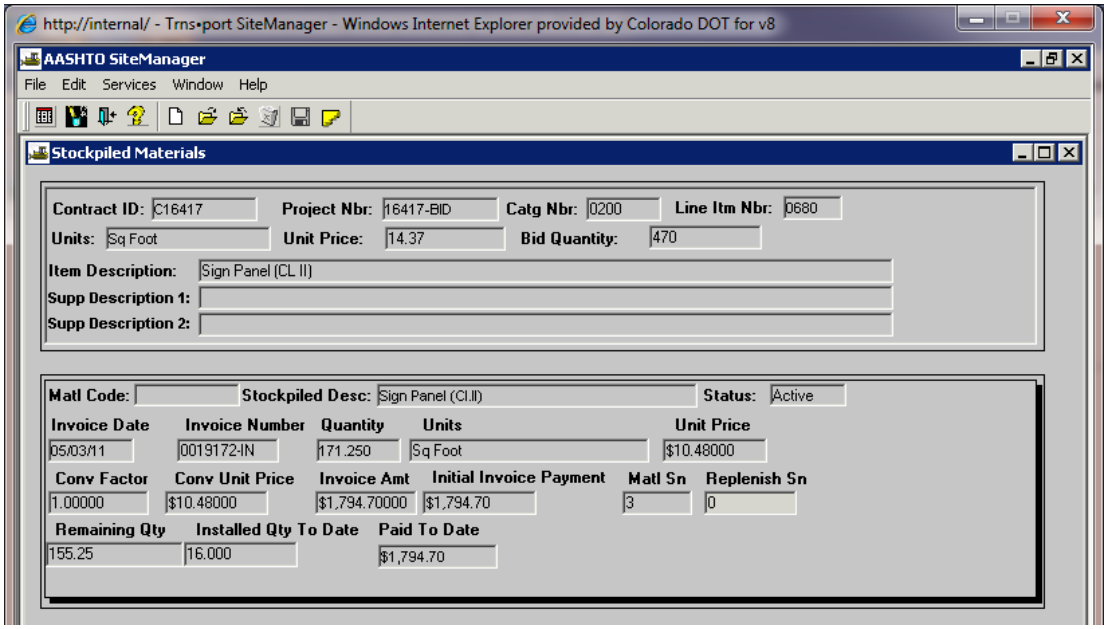


This window appears with all stockpile records. Select the one you want to view. Note that Sign Panel (Cl.II) has multiple records.

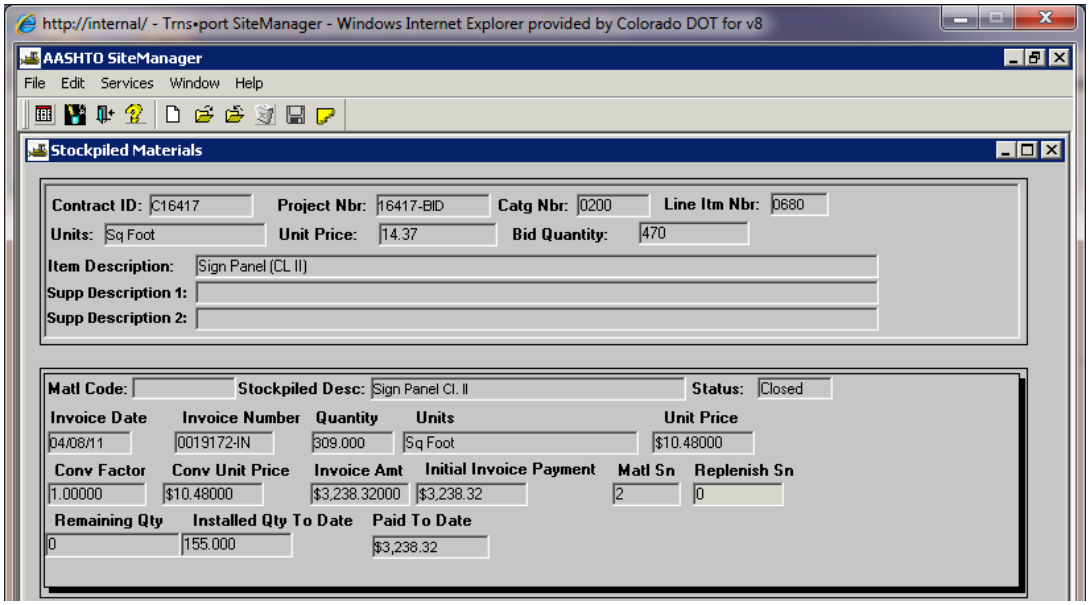


This is how stockpile records look in SiteManager®

1st Record



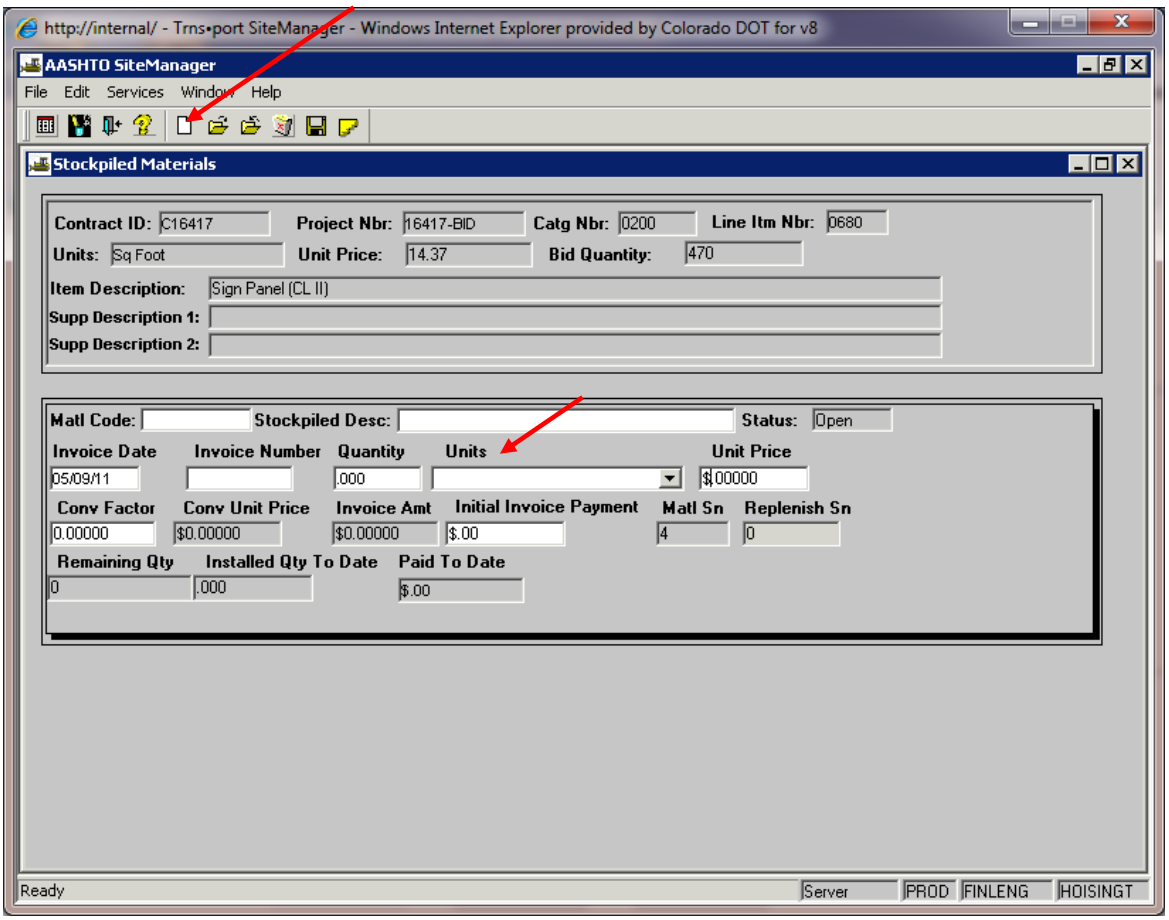
2nd Record



Entering a New Stockpile Record

New Record Screen

- "Units" must **always match** pay item **Basis of Payment** for pay item !!! (i.e. Lbs., Cu. Yd.)
- Never use $$$'s unless the item is measured in dollars.
- SiteManager® reduces the stockpile material record by the quantity paid as work in place. If Units do not match, then the balance will not be reduced correctly.



Entering Stockpile Records When Item is Split Between Categories

Request from Prime Contractor – Required per §109.7

7353 S. Eagle Street
Centennial, CO 80112
Ph: 303-627-2600 Fax: 303-627-2626

Transmittal of Submittal

To: Tsiouvaras Simmons Holderness, Inc.
1278 S. Abilene St.
Aurora, CO 80011
ATTN: Josh Barrett
Fax: 303-771-6800

SEMA Project: 101204- CDOT I-225 Parker to Miss.
Owner's Project: IM 2254-076
Submittal: CDOT #80 Rev: 0
Spec Section: 607
Date: September 07, 2012

Description: Fence Submittals

Item	Description	Copies Sent	Date Due Back	Notes
1	Fence Materials on Hand - August 2012	3		Please see attached Ideal Fencing Corp Request for Materials on Hand. Enclosed, please find Ideal Fence's Letters of Invested Interest with where the Materials on Hand are being stored (5795 Ideal Dr., Erie, CO 80516),, along with the Certified Invoices (Continental Divide Fence, Inc. Invoice 36925 and Merchants Metals Invoice No: 595242528). Ideal has included their Cost Analysis with their Certified Invoices for each Bid Item Below. The Total Amounts of Material On Hand are as follows: 1.) End Post (CL): Bid Item: 607-52905: $915.33 (54.2%) 2.) Corner / Line Post (CL): Bid Item 607-52910: $2,627.76 (60.8%) 3.) Fence Chain Link (Special) 36 Inch: Bid Item 607-53137: $46,886.20 (50.5%) 4.) Fence Chain Link 48 Inch: Bid Item 607-53148: $8,464.15 (30.4%) 5.) Fence Chain Link (Special) 60 Inch: Bid Item 607-53161: $80,172.95 (43.6%) 6.) Fence Chain Link 72 Inch: Bid Item 607-53172: $31,812.33 (39.3%)

Printed: 09/07/2012 12:44 pm
File: \PMT\transmittalOfSubmittalForm_.rpt
Printed By: SEMA\jhartigan
Revised: 09/07/2012 12:44 pm
Page 1 of 2
1 - SEMA Construction, Inc.

Letter from Subcontractor– Required per §109.7

5795 Ideal Drive
Erie, CO 80516
Phone (303) 962-8100
FAX (303) 962-8199

Date: August 23, 2012

TO: Colorado Department of Transportation

Attention: Project Engineer

Project Number: IM 2254-076: I-225, Parker to Mississippi

Gentlemen:

It is hereby understood that the Colorado Department of Transportation (Owner)fully intends to reimburse IDEAL FENCING CORP. (Contractor) for materials owned by said Contractor and intended for incorporation into the project as referenced above: IM 2254-076: I-225, Parker to Mississippi. Said materials as described below are now stored by Ideal Fencing Corp. at 5795 Ideal Dr. in Erie, CO.

Materials stored are: Chain link fencing and hardware for 36" Chain link(Spec) as referenced on Merchants Metals Inv. No 595242528.

It is recognized that once reimbursement has been accomplished, the Colorado Department of Transportation (Owner) will have a vested interest in the materials. Access to and possession of the materials will be granted to the Colorado Department of Transportation (Owner) on demand and providing that acceptable proof is offered substantiating that reimbursement to the named Contractor was, in fact, accomplished.

IDEAL FENCING CORP.

By: James W. Bockelmann
James w. Bockelmann, President

General Contractor: Sema Construction, Inc.

An Equal Opportunity Employer

Contractors Cost Analysis– Required per §109.7

ideal FENCING CORP.

IM 2254-076
I-225 PARKER RD TO MISSISSIPPI

Cost Breakdown

			QTY	UNIT PRICE	TOTAL	
END POST	607-52905					
13 EA 121.10/EA	1574.30	2-7/8" X 9'6 TUF-40 POST	13 EA	30.71	399.23	
Labor/Burden	197.00	2-7/8" PRESSED STEEL CAP	13 EA	0.62	8.06	
Equip/Fuel	42.00	2-7/8" TENSION BAND	65 EA	0.25	16.25	
Material	1086.00	2-7/8" BRACE BAND	52 EA	0.31	16.12	
Subcontract	0.00	1-7/8" BRACE BAND	26 EA	0.22	5.72	
Sm Tools/Supplies	7.00	1-5/8" STEEL RAIL END	39 EA	0.81	31.59	
Overhead/Profit	242.30	1-5/8" 2 HOLE RAIL END	13 EA	1.00	13	
Total	1574.30	1-5/8" TUF 40 PIPE	273 LF	1.29	352.17	
		11'3/8" TRUSS ROD	13 EA	2.93	38.09	
		TRUSS TIGHTENER	13 EA	0.69	8.97	
		72" TENSION BAR	13 EA	2.01	26.13	
						$915.33
CORNER/LINE BRACE	607-52910	2-7/8" X 9'6 TUF-40 POST	24 EA	30.71	737.04	
24 EA 174.15/EA	4179.60	2-7/8" PRESSED STEEL CAP	24 EA	0.62	14.88	
Labor/Burden	400.00	2-7/8" TENSION BAND	240 EA	0.25	60.00	
Equip/Fuel	90.00	2-7/8" BRACE BAND	192 EA	0.31	59.52	
Material	2965.00	1-7/8" BRACE BAND	96 EA	0.22	21.12	
Subcontract	0.00	1-5/8" STEEL RAIL END	144 EA	0.81	116.64	
Sm Tools/Supplies	16.00	1-5/8" 2 HOLE RAIL END	48 EA	1.00	48.00	
Overhead/Profit	588.60	1-5/8" TUF 40 PIPE	1006 LF	1.29	1300.32	
Total	4179.60	11'3/8" TRUSS ROD	48 EA	2.93	140.64	
		TRUSS TIGHTENER	48 EA	0.69	33.12	
		72" TENSION BAR	48 EA	2.01	96.48	
						2827.76
FENCE CHAIN LINK SPEC(36")	607-53137					
3868 LF 21.90/LF	84709.20	1-7/8" X 3' TUF40 POST	310 EA	4.82	1494.20	
Labor/Burden	15122.00	1-7/8" X 3' SCH80 POST	36 EA	17.23	620.28	
Equip/Fuel	2080.00	1-7/8" STEEL CAP	352 EA	0.39	137.28	
Material	52206.00	1-7/8" TENSION BAND	180 EA	0.19	34.20	
Subcontract	0.00	1-7/8" BRACE BAND	108 EA	0.22	23.76	
Sm Tools/Supplies	416.00	11' 3/8" TRUSS ROD	12 EA	2.93	35.16	
Overhead/Profit	14885.20	TRUSS TIGHTENER	36 EA	0.69	24.84	
Total	84709.20	TENSION WIRE(70.91 per 1000')	4800 LF	70.91	340.37	
		TIE WIRE	2170 EA	0.047	101.99	
		HOG RINGS	4920 EA	0.033	162.36	
		36" 3/8" X 12ga FABRIC(GALV)	1625 LF	6.26	10172.50	
						13146.94
[illegible]	[illegible]					
1390 LF 18.70/LF	25993.00	1-7/8" X 4' TUF40 POST	271 EA	6.33	1715.43	
Labor/Burden	5525.00	1-7/8" X 4' SCH80 POST	10 EA	23.00	230.00	
Equip/Fuel	760.00	1-7/8" STEEL CAP	281 EA	0.39	109.59	
Material	14820.00	1-7/8" TENSION BAND	55 EA	0.19	10.45	
Subcontract	0.00	1-7/8" BRACE BAND	58 EA	0.22	12.76	
Sm Tools/Supplies	152.00	11' 3/8" TRUSS ROD	10 EA	2.93	29.30	
Overhead/Profit	4736.00	TRUSS TIGHTENER	14 EA	0.69	9.66	
Total	25993.00	TENSION WIRE(70.91 per 1000')	4170 LF	70.91	295.69	
		TIE WIRE	1897 EA	0.047	89.16	
		HOG RINGS	4185 EA	0.033	138.11	
		48" 1" X 11ga FABRIC(GALV)	1400 LF	4.16	5824.00	
						8464.15
FENCE CHAIN LINK SPEC (60")	607-53181					
6343 LF 27.45/LF	174115.35	1-7/8" X 5' TUF40 POST	1238 EA	7.83	9693.54	
Labor/Burden	26756.00	1-7/8" X 5' SCH80 POST	43 EA	28.71	1234.53	
Equip/Fuel	3680.00	1-7/8" STEEL CAP	1281 EA	0.39	499.59	
Material	113268.00	1-7/8" TENSION BAND	336 EA	0.19	63.84	
Subcontract	0.00	1-7/8" BRACE BAND	220 EA	0.22	48.40	
Sm Tools/Supplies	736.00	11' 3/8" TRUSS ROD	36 EA	2.93	105.48	
Overhead/Profit	29675.35	TRUSS TIGHTENER	56 EA	0.69	38.64	
Total	174115.35	TENSION WIRE(70.91 per 1000')	19029 LF	70.91	1349.35	
		TIE WIRE	9904 EA	0.047	465.49	
		HOG RINGS	19215 EA	0.033	634.10	
		60" 3/8" X 12ga FABRIC(GALV)	6350 LF	10.40	66040.00	
						80172.95
FENCE CHAIN LINK (72")	607-53172					
7351 LF 10.90/LF	80125.90	1-7/8" X 9' TUF40 POST	732 EA	13.85	10138.20	
Labor/Burden	18322.00	1-7/8" X 1-5/8" EYE TOP	730 EA	1.09	795.70	
Equip/Fuel	5800.00	TIE WIRE	4380 EA	0.047	205.86	
Material	39973.00	HOG RINGS	7350 EA	0.033	242.55	
Subcontract	0.00	72" 2" X 9ga FABRIC (GALV)	7050 LF	2.75	19387.50	
Sm Tools/Supplies	464.00	TENSION WIRE(70.91 per 1000')	14702 LF	70.91	1042.52	
Overhead/Profit	15566.90					31812.33
Total	80125.90					
						$137,139.46

Certified Invoice for 36" Chain Link Fence Material– Required per §109.7

INVOICE

Merchants Metals
the first name in fence solutions

Merchants Metals
4901 Langley Road
P.O Box 11646
Houston, TX 77093
Phone: 713-697-2981 Fax: 713-691-8836

INVOICE NO: 595242528
INVOICE DATE: 08/21/12
DUE DATE: 10/20/12
DELIVERY NO: 6512801

Remit To:
Merchants Metals
P.O. Box 281479
Atlanta GA 30384-1479
USA

PICK UP/SHIP TO:
Ideal Fencing Corp
5795 Ideal Dr
Erie CO 80516

36" Spec

RECEIVED
AUG 28 2012
IDEAL FENCING

MAIL TO: 165777
Ideal Fencing Corp
5795 Ideal Dr
Erie CO 80516

ORDERED BY: 165777
Ideal Fencing Corp
5795 Ideal Dr
Erie CO 80516
Contact Dave
Phone 303-962-8100

SOLD TO: 165777 / Ideal Fencing Corp

JOB NAME	ORDER NO	ORDER DATE	CUST PO NO	SALESPERSON
I-225& Parker Rd/ Dave	1004057318	08/01/12	36927	House

TERMS	DELIVERY DATE	CARRIER	F.O.B.
Net 60 Days /	08/21/12	Company Truck - Merchants Metals	FOB Origin

LN NO	ITEM / DESCRIPTION	SHIP WHSE	QTY U/M	NET PRICE PER	AMOUNT	NON TAX
1	59280071 LG40 HMV MJ 2X21 BR	M17	147.0 LNF	2.24	329.28	*
2	59280073 LG40 HMV MJ 2X24 BR	M17	1,200.0 LNF	2.38	2,856.00	*
3	58830133 SCH80-D MJ 2X21 Gates	M17	63.0 LNF	6.15	~~387.45~~	*
5	58830132 SCH80-D CP 2X6 72" Spec	M17	12.0 EA	36.90	~~442.80~~	*
6	59090079 CAP DOME PS 2 IMP BR LM	M17	594.0 EA	1.35	801.90	*
7	59070177 TENBAND PLN 2 BR LM	M17	184.0 EA	0.72	132.48	*
8	59070193 BRCBAND PLN 2 BR LM	M17	112.0 EA	0.78	87.36	*
9	57320080 TRUSS ROD GS 3/8X11 BR HM	M17	12.0 EA	4.45	53.40	*
10	59070109 TRUSS TIGHTN PS BR LM	M17	32.0 EA	1.62	51.84	*
11	57730002 FB 3/8X11X36 KK BR	M17	2,275.0 LNF	9.10	20,702.50	*
12	57760073 FB 1X8X72 KK BR	M17	650.0 LNF	11.10	7,215.00	*
14	57330003 SMTHWIRE EX 8GA 500 RL BR	M17	9.0 ROL	29.25	263.25	*
15	57280016 HOGR STL 9X1-9/16 2550 BR BX	M17	55.0 EA	6.95	382.25	*
16	57330009 TENWIRE EB 6GA 500 BR RL	M17	18.0 ROL	48.00	864.00	*

"SEMA Construction certifies, by photocopy of this invoice, the quantity of material represented by this invoice was purchased and received by CDOT Project No. IM 2254-076 and the prices shown are actual costs."
Gordon Hartley 08/25/12
Contractor Date

We certify by photocopy of this invoice, the quantities shown have been received for the Project: IM 2254-076: I-225, Parker To Mississippi, and that the dollar amount represents the correct invoice price.

Signed James W. Bickelmann
Title President

TO VIEW

If there is a c
to being plac
for damages
Account # - 4

QPV PMW PVP

terms are subject
edits will be issued
...itectural, Inc.

ITEM TOTAL	34,569.51
ORDER TOTAL	34,569.51
TAX TOTAL	0.00
INVOICE TOTAL	34,569.51
TO PAY USD	$34,569.51

Page 1 of 1

Project Engineers Worksheets to Calculate Unit Price for Stockpile and 85% Check

ideal FENCING CORP.

IM 2254-076
I-225 PARKER RD TO MISSISSIPPI

Cost Breakdown

FENCE CHAIN LINK SPEC(36")	607-53137	
3868 LF	21.90/LF	84709.20
Labor/Burden		15122.00
Equip/Fuel		2080.00
Material		52206.00
Subcontract		0.00
Sm Tools/Supplies		416.00
Overhead/Profit		14885.20
Total		84709.20
~~Previous Request~~		~~13146.94~~
Current Request		33739.26

Total from Merchant Metals Inv. 595242528
Less material for Gate $387.45) and 72" CL special ($442.80)

$34, 569.51
$ 387.45
-$ 442.80
$33,739.26

Divided by Plan Quantity of 3,862 LF
= Stockpile Material Unit Price of $8.72/LF

FENCE, CL (SPEC) 36"

				QTY		BID PRICE		
303	RTD MEDIAN STR	~~1920~~ 1915	FENCE, CL (SPEC) 36"	2268	LF	$24.00	=	$54,432.00
304	RTD RTN/SND WALLS	2025	FENCE, CL (SPEC) 36"	1176	LF	$24.00	=	$28,224.00
305	RTD BALLAST WALLS	2080	FENCE, CL (SPEC) 36"	424	LF	$24.00	=	$10,176.00
				3868				$92,832.00

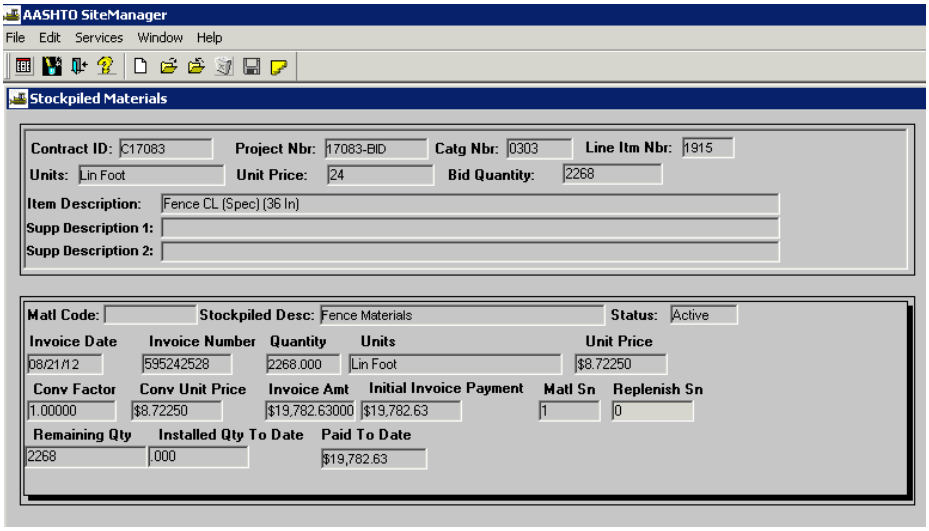
MAX STOCKPILE ALLOWED (85%) = ($78,907.20)

$ REQUESTED Inv. 595242528 $33,739.26

INVOICE QTY		INVOICE PRICE		
2268	X	8.7225	=	$19,782.56 (1)
1176	X	8.7225	=	$10,257.62 (2)
424	X	8.7225	=	$3,698.33 (3)
3868			TOTAL STOCKPILE =	$33,738.51

Stockpile Records in SiteManager® & Line Items on Estimate

1st Category – 1st invoice



1

Colorado Department of Transportation
Stockpiled Materials for Contract C17083 (IM2254-076)

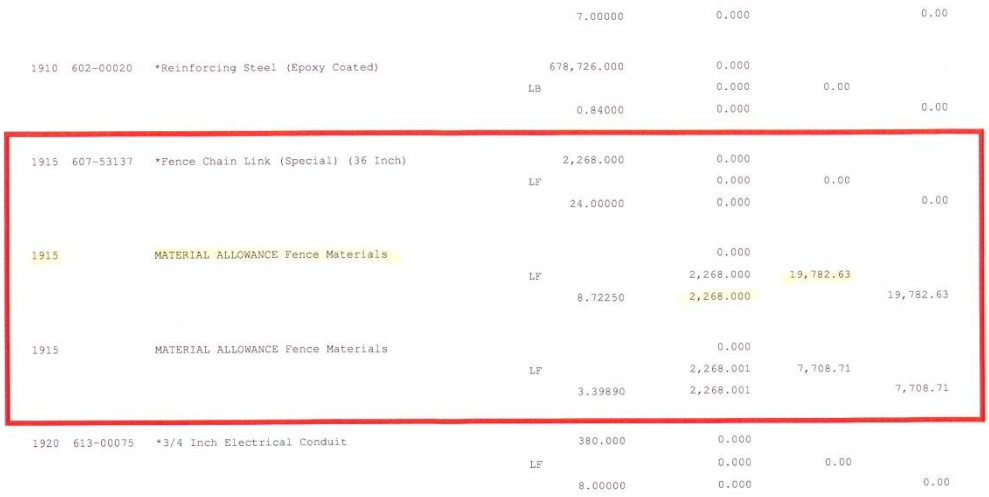
Project	Category	LIN	Bid + CO Qty	Item Unit	Item Unit Price	Bid + CO Amount
17083-BID	0303	1915	2,268.000	LF	$24.00000	$54,432.00
			Maximum Stockpile (85%):		$20.40000	$46,267.20
607-53137	*Fence Chain Link (Special) (36 Inch)					

Material Sequence Number: 1 **Replenish Sequence Number:** 0 **Status:** Active
Material Description: Fence Materials

Invoice Nbr	Invoice Date	Invoice Quantity	Invoice Unit	Invoice Unit Price	Invoice Amount
595242528	08/21/2012	2,268.000	LF	$8.72250	$19,782.63

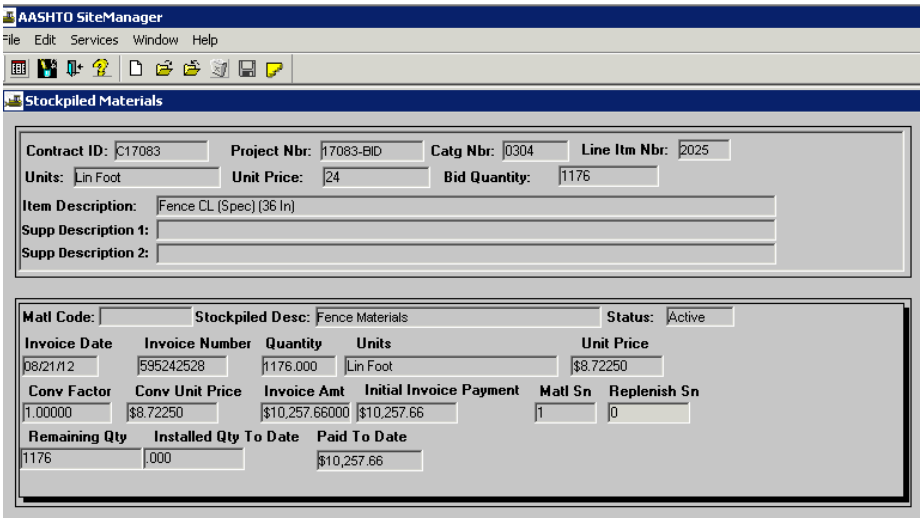
Conversion Factor	Initial Payment	Quantity Installed	Quantity Remaining
1.00000	$19,782.63	0.000	2,268.000

Estimate	Adjustment Type	Adjustment Qty	Unit Price	Amount
0005	Initial Payment			$19,782.63
Totals				$19,782.63



			7.00000	0.000		0.00
1910	602-00020	*Reinforcing Steel (Epoxy Coated)	678,726.000	0.000		
			LB	0.000	0.00	
			0.84000	0.000		0.00
1915	607-53137	*Fence Chain Link (Special) (36 Inch)	2,268.000	0.000		
			LF	0.000	0.00	
			24.00000	0.000		0.00
1915		MATERIAL ALLOWANCE Fence Materials		0.000		
			LF	2,268.000	19,782.63	
			8.72250	2,268.000		19,782.63
1915		MATERIAL ALLOWANCE Fence Materials		0.000		
			LF	2,268.001	7,708.71	
			3.39890	2,268.001		7,708.71
1920	613-00075	*3/4 Inch Electrical Conduit	380.000	0.000		
			LF	0.000	0.00	
			8.00000	0.000		0.00

2nd category – 1st invoice



(2)

Colorado Department of Transportation
Stockpiled Materials for Contract C17083 (IM2254-076)

Project	Category	LIN	Bid + CO Qty	Item Unit	Item Unit Price	Bid + CO Amount
17083-BID	0304	2025	1,176.000	LF	$24.00000	$28,224.00
			Maximum Stockpile (85%):		$20.40000	$23,990.40
607-53137	*Fence Chain Link (Special) (36 Inch)					

Material Sequence Number: 1 **Replenish Sequence Number:** 0 **Status:** Active
Material Description: Fence Materials

Invoice Nbr	Invoice Date	Invoice Quantity	Invoice Unit	Invoice Unit Price	Invoice Amount
595242528	08/21/2012	1,176.000	LF	$8.72250	$10,257.66

Conversion Factor	Initial Payment	Quantity Installed	Quantity Remaining
1.00000	$10,257.66	0.000	1,176.000

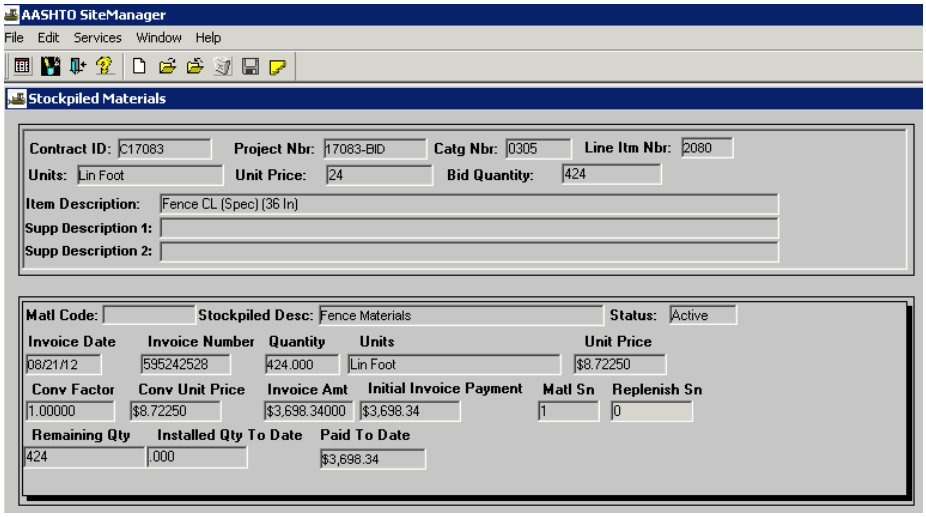
Estimate	Adjustment Type	Adjustment Qty	Unit Price	Amount
0005	Initial Payment			$10,257.66
Totals				$10,257.66

(2)

CONTID: C17083 COLORADO DEPARTMENT OF TRANSPORTATION Page 41
PCN: 17083-BID ESTIMATE RUN 09/13/2012
PROJECT: IM 2254-076 ESTIMATE NO: 0005 10:32:41

REF NO.	ITEM NO.	ITEM DESCRIPTION	CURRENT QUANTITY/ UNITS UNIT PRICE	PREV QTY/ QTY THIS PERIOD QTY TO DATE	AMOUNT THIS PERIOD	CUMULATIVE AMOUNT
CAT N00304	RTD Retaining and Sound Walls					
2020	607-13000	*Fence Masonry (Sound Barrier)	1,242.000	0.000		
			SF	0.000	0.00	
			28.00000	0.000		0.00
2025	607-53137	*Fence Chain Link (Special) (36 Inch)	1,176.000	0.000		
			LF	0.000	0.00	
			24.00000	0.000		0.00
2025		MATERIAL ALLOWANCE Fence Materials		0.000		
			LF	1,176.000	10,257.66	
			8.72250	1,176.000		10,257.66
2025		MATERIAL ALLOWANCE Fence Materials		0.000		
			LF	1,176.001	3,997.11	
			3.39890	1,176.001		3,997.11
2030	607-53161	*Fence Chain Link (Special) (60 Inch)	2,715.000	0.000		
			LF	0.000	0.00	

3rd Category – 1st invoice



Colorado Department of Transportation

Stockpiled Materials for Contract C17083 (IM2254-076)

Project	Category	LIN	Bid + CO Qty	Item Unit	Item Unit Price	Bid + CO Amount
17083-BID	0305	2080	424.000	LF	$24.00000	$10,176.00
			Maximum Stockpile (85%):		$20.40000	$8,649.60
607-53137	*Fence Chain Link (Special) (36 Inch)					

Material Sequence Number: 1 **Replenish Sequence Number:** 0 **Status:** Active

Material Description: Fence Materials

Invoice Nbr	Invoice Date	Invoice Quantity	Invoice Unit	Invoice Unit Price	Invoice Amount
595242528	08/21/2012	424.000	LF	$8.72250	$3,698.34

Conversion Factor	Initial Payment	Quantity Installed	Quantity Remaining
1.00000	$3,698.34	0.000	424.000

Estimate	Adjustment Type	Adjustment Qty	Unit Price	Amount
0005	Initial Payment			$3,698.34
Totals				$3,698.34

				62.00000	0.000		0.00
2080	607-53137	*Fence Chain Link (Special) (36 Inch)		424.000	0.000		
			LF		0.000	0.00	
				24.00000	0.000		0.00
2080		MATERIAL ALLOWANCE Fence Materials			0.000		
			LF		424.000	3,698.34	
				8.72250	424.000		3,698.34
2080		MATERIAL ALLOWANCE Fence Materials			0.000		
			LF		423.999	1,441.13	
				3.39890	423.999		1,441.13
2085	607-53161	*Fence Chain Link (Special) (60 Inch)		3,628.000	0.000		
			LF		0.000	0.00	
				29.00000	0.000		0.00
2085		MATERIAL ALLOWANCE Fence Materials			0.000		
			LF		3,628.000	45,856.47	
				12.63960	3,628.000		45,856.47
			CAT 0305	CURRENT AMT	$ 1,417,096.90	$ 50,995.94	$ 50,995.94

Adjusting Stockpile Materials

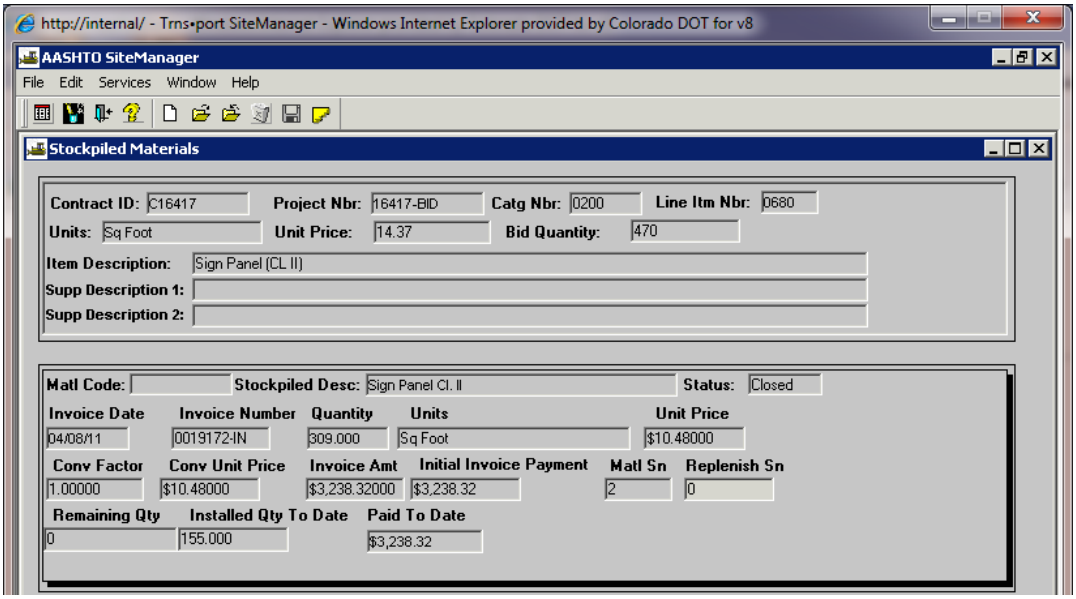
Normally, stockpile records are reduced automatically by SiteManager® as the items are paid for as completed in place. However there may be times during the course of a project where the stockpile records need to be manually adjusted.

For example:

- There is an error in plan quantity.
- A Change Order resulted in increased quantities.
- Additional quantities were placed that were not stockpiled.
- When finalizing final quantities prior to the final estimate. (In this case all stockpile material records must me zeroed out.)

In most cases, you would simply add a new stockpile record as additional quantities are received. The program will reduce each in turn as the materials are put in place and paid for.

Sometimes a case arises where some material may arrive on site and is placed without the need for an additional stockpile record.
In this example, signs were placed that were not part of the original stockpile material record. The program would automatically reduce the stockpile record by the quantity in place. In order to only pay that part from stockpile that was taken from the stockpile, the original stockpile record was closed out and a new stockpile record was calculated and entered. If this was not done, the Contractor would not have been paid properly.



New (2nd) Record-
Original quantity + additional quantity

Results shown on estimate. Stockpile record reduced and Contractor paid correctly.

71 sq.ft. - Plan Qty. signs installed this month, previously paid on stockpile
+ 84 sq.ft. - Addition to Plan Qty., not previously stockpiled

155 sq.ft. - TOTAL PAID AS INSTALLED THIS MONTH

EST SiteManager will remove this entire quantity from stockpiled material, regardless of whether these individual signs were entered on stockpiled material or not. The program cannot tell the difference between one sign and another.

CONTID: C16417 COLORADO DEPART

PCN: 16417-BID

PROJECT: IM 2254-074

REF NO.	ITEM NO.	ITEM DESCRIPTION		CURRENT QUANTITY/ UNITS UNIT PRICE	PREV QTY/ QTY THIS PERIOD QTY TO DATE	AMOUNT THIS PERIOD	CUMULATIVE AMOUNT
CAT NO0200	ROADWAY						
0680	614-00012	*Sign Panel (Class II)		470.000	245.000		
			SF		155.000	2,227.35	
				14.37000	400.000		5,748.00
0680		MATERIAL ALLOWANCE Cl. II Sign Panels			225.000		
			SF		-225.000	-2,358.00	
				10.48000	0.000		0.00
0680		MATERIAL ALLOWANCE Cl. II Sign Panels			0.000		
			SF		0.000	0.00	
				10.48000	0.000		0.00
0680		MATERIAL ALLOWANCE Sign Panel Cl. II			0.000		
			SF		154.000	1,613.92	
				10.48000	154.000		1,613.92
				3,475.000	1,943.500		
			SF		25.000	576.25	
				23.05000	1,968.500		45,373.93
					0.000		
			SF		0.000	0.00	
				16.25000	0.000		0.00
0685		MATERIAL ALLOWANCE Sign panel (class III) 3A,3B,41B,51B			0.000		
			SF		0.000	0.00	
				16.25000	0.000		0.00
0685		MATERIAL ALLOWANCE Sign Panel (CL III) IIA,13A,16A,1A,1B,18A,18B,			0.000		
			SF		0.000	0.00	
				16.25000	0.000		0.00
0685		MATERIAL ALLOWANCE Sign Panel Cl. III			1,531.500		
			SF		-1,531.500	-24,886.88	
				16.25000	0.000		0.00
0685		MATERIAL ALLOWANCE Sign Panel Cl. III			0.000		
			SF		0.000	0.00	
				16.25000	0.000		0.00
0685		MATERIAL ALLOWANCE Sign Panel (Class III)			0.000		
			SF		0.000	0.00	
				16.25000	0.000		0.00

This stockpile for Sign Panel (Class II) was removed (zeroed out). SiteManager would have deducted 155 sq.ft. from this stockpile if it was left in place. The 84 sq.ft. addition to plan quantity was never paid as stockpiled materials, and there is no way to make the program remove only the 71 sq.ft. of the quantity paid in place this month actually included in this stockpile quantity.

New Stockpile as Entered on Computer

225 sq.ft. - Amount of Stockpiled Mat.
+ 84 sq.ft. - Quantity in Addition to Plan
---
309 sq.ft. - Amount Entered for this Stockpile when created.
- 155 sq.ft. - Quantity Paid in Place this month (automatically deducted by program.
---
154 sq.ft. New Stockpile Quanity.

=

New Stockpile Correctly Calculated

225 sq.ft. - Amount of Stockpiled Mat.
- 71 sq.ft. - Quantity paid in place this month previously paid on stockpiled materials
---
154 sq.ft. - New Stockpile Quantity

Closing out Stockpile Balances

The project engineer should make sure that all stockpile records are closed out prior to the final progress estimate. It does not hurt to review this report during the course of a project.

To print out a Stockpile Material Report: SiteManager® Accessories --- Contract Administration, Stockpiled Materials, select your project.

If stockpile records have not been automatically reduced to zero(0), you must manually close out the balances.

To close out balances: In SiteManager® --- Contract Administration, Stockpiled Materials, select your project, Services, Close Out Balance, Close, Yes.

In this example initial payment was made for 331 EA Dowel Baskets (12") incidental to item 412-01200 Concrete Pavement (12").

For each estimate a DWR was approved for payment, the same number of baskets were subtracted from the stockpile record. After estimate 20 was paid, all baskets were paid in place on line # 0330 and the stockpile record automatically zeroed out.

Colorado Department of Transportation
Stockpiled Materials for Contract C93222 (IM 2706-030)

Project	Category	LIN	Bid + CO Qty	Item Unit	Item Unit Price	Bid + CO Amount
93222-BID	0200	0330	94,202.000	SY	$34.52000	$3,251,853.04
			Maximum Stockpile (85%):		$29.34200	$2,764,075.08
412-01200	*Concrete Pavement (12 Inch)					

Material Sequence Number: 1 **Replenish Sequence Number:** 0 **Status:** Closed
Material Description: Dowel Baskets (12")

Invoice Nbr	Invoice Date	Invoice Quantity	Invoice Unit	Invoice Unit Price	Invoice Amount
49992	07/12/2001	331.000	EACH	$35.70000	$11,816.70

Conversion Factor	Initial Payment	Quantity Installed	Quantity Remaining
0.05000	$11,816.70	331.000	0.000

Estimate	Adjustment Type	Adjustment Qty	Unit Price	Amount
0014	Initial Payment			$11,816.70
0014	Quantity Installed	331.00000	($35.70000)	($11,816.70)
Totals		331.00000		$0.00

Material Sequence Number: 1 **Replenish Sequence Number:** 1 **Status:** Closed
Material Description: Dowel Baskets (12")

Invoice Nbr	Invoice Date	Invoice Quantity	Invoice Unit	Invoice Unit Price	Invoice Amount
49992	10/08/2001	537.000	EACH	$35.70000	$19,170.90

Conversion Factor	Initial Payment	Quantity Installed	Quantity Remaining
0.05000	$19,170.90	537.000	0.000

Estimate	Adjustment Type	Adjustment Qty	Unit Price	Amount
0014	Initial Payment			$19,170.90
0014	Quantity Installed	205.44500	($35.70000)	($7,334.39)
0015	Quantity Installed	156.83500	($35.70000)	($5,599.01)
0017	Quantity Installed	33.22000	($35.70000)	($1,185.95)
0018	Quantity Installed	70.35000	($35.70000)	($2,511.50)
0019	Quantity Installed	41.66000	($35.70000)	($1,487.26)
0020	Quantity Installed	29.49000	($35.70000)	($1,052.79)
Totals		537.00000		$0.00

NOTE: When entering your stockpile record in SiteManager® be sure to use the same method of measurement (LF, SY etc) as the bid item.

DO NOT USE DOLLARS (unless the item is paid by dollars). If you do not match the method of measurement, the stockpile record will not be reduced correctly.

SiteManager Bulletin

Colorado Department of Transportation
Project and Program Analysis

July 6, 2001
2001 Number 4

Stockpiled Materials

The AASHTO Trns•port SiteManager software is a project management program that tracks project data, then uses that data to generate construction contract payment estimates. Using SiteManager at CDOT does not change the rules or procedures regarding approval, signatures on forms, etc. It affects only the record keeping process.

Please provide copies of this and other SiteManager Bulletins to Consultants working on projects in your Region.

Stockpiled Materials

The SiteManager system can track and pay Stockpiles – no more calculations each month. SiteManager allows you to set up material Stockpiles in such a way that the system will calculate the initial payment to the contractor. Then, as quantities of these items are installed and included in Estimates, SiteManager will track and calculate your Stockpile payments and quantities.

When setting up a material Stockpile make sure to obtain an accurate invoice from the contractor, and enter the following information on the Stockpile screen in SiteManager:

- Stockpile Description
- Invoice Date
- Invoice Number
- Quantity of the stockpile
- Units – quantity of the stockpile – in same unit measurement as bid units
- Unit Price for the stockpile – up to 85% of the bid amount for the item
- Leave the Conversion Factor at 1.000

In order to calculate and pay stockpiled materials, the Stockpile information must be set up to SiteManager specifications. The initial payment to the contractor will be calculated based on the Stockpile unit price and Stockpile quantity. Subsequent payment amounts are then calculated based on quantities of the items that are installed on authorized DWRs and included in Estimates.

It is easiest to keep the units for the stockpile the same as the bid units and leave the conversion factor as 1, if possible. This makes setting up the calculations more straightforward. A Stockpile with a conversion factor other than 1 may be set up if needed to adjust for differing Stockpile units and bid units.

Click on the **Stockpiled Materials** icon available through the **Contract Administration**, **Contract Records** panels to create a material stockpile for an item. Select **Choose Keys** from the **Services** menu. In the selection box scroll to and double-click the appropriate **Contract ID**. Next double-click the **Contracts Project**. A list of all of the Items associated with the contract will be displayed. Highlight the Item to create the Stockpile and click **OK**.

Enter a description for this Stockpile in the **Stockpiled Desc.** field. Enter the **Invoice Date** and **Invoice Number** in the corresponding fields. Enter the quantity of the Items being delivered in the **Quantity** field, choose the appropriate **Unit** from the drop-down list. Enter the Stockpile unit price for the Item in the **Unit Price** field. Press the **Enter** key and SiteManager will calculate the Invoice Amount. You must enter this exact Invoice Amount into the **Initial Invoice Payment** field, so that future calculations will be accurate, and **Save**. The next Estimate generated will include the contractor's initial Stockpile payment.

Multiple Material Items

Stockpiles for Items consisting of multiple materials can be set up in several ways within SiteManager. If multiple materials are being stockpiled for the same Item, you can either group them together into one Stockpile, or you can create a Stockpile for each material individually. Keep the Stockpile units the same as the bid units and leave the conversion factor as 1 to group the materials. The quantity and unit price of all materials are now relational. Calculate the quantity and unit price of all the materials as a whole and create one Stockpile.

To create an individual Stockpile for each material, again try to keep the Stockpile units the same as the bid units and leave the conversion factor as 1. Enter the required data, as described above, for each material. Each material will have a Material Sequence Number. When finished entering the first material, **Save** and click the **New** button. SiteManager will create a new record under the same Item with Material Sequence Number 2. The Material Sequence Number will increase for each material you add under the same Item.

Replenishing a Stockpile

Deliveries do not always include the full bid quantity of an Item. If additional deliveries are made at a later date, the Stockpile can be Replenished. Open the record for the original Item Stockpile, click on the **Services** menu and choose **Replenish**. SiteManager will give this Stockpile a Replenish Sequence Number of 1. The Replenish Sequence Number will increase each time you Replenish the Item. SiteManager will make deductions for the first

Stockpile item until it is depleted, then begin calculating from the Replenished Stockpile record.

Enter the new delivery's **Invoice Date** and **Invoice Number**. Enter the **Quantity** of this delivery. The same **Unit Price** may be kept or changed to a different price. Press the **Enter** key and SiteManager will calculate the new Invoice Amount for this Stockpile. Enter this number into the **Initial Invoice Payment** field to be included on the next Estimate.

Close Out a Stockpile

SiteManager will calculate additional payments due to the contractor as quantities of stockpiled items are installed on DWRs and included on Estimates. There may be Stockpiled Items remaining when the project is completed. Open the record for the original Item Stockpile, click on the **Services** menu and choose **Close Out Balance**. SiteManager will calculate the remaining quantity of this Stockpile by the Stockpile unit price already paid to the contractor and will deduct this amount from the next Estimate. In addition, if a Stockpile was created incorrectly, Close out Balance on a subsequent estimate.

Reports and Forms

Several reports are available to review information about the Stockpiles that have been created for a contract. Some reports are available within the SiteManager system, while other reports are run through CDOT SiteManager Accessories, a separate program developed by CDOT to extract data from the SiteManager database and create some of the same reports and forms you have been using.

CDOT SiteManager Accessories Stockpiled Materials Report
SiteManager Stockpile screen
SiteManager Line Item Adjustments screen

Training

Anyone requiring access to SiteManager must attend a training class. Attendees must have prior computer experience and be comfortable using Windows based software products. The class schedule is located on the SiteManager website at http://internal/sitemanager/. Users may attend multiple SiteManager training classes.

REFERENCE

THE CONSTRUCTION MANUAL

SECTION 109.7

https://www.codot.gov/business/designsupport/bulletins_manuals/cdot-construction-manual/2014-cdot-construction-manual/cdot-construction-manual.pdf/view

AND/OR

SECTION 109.07 OF THE

STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION

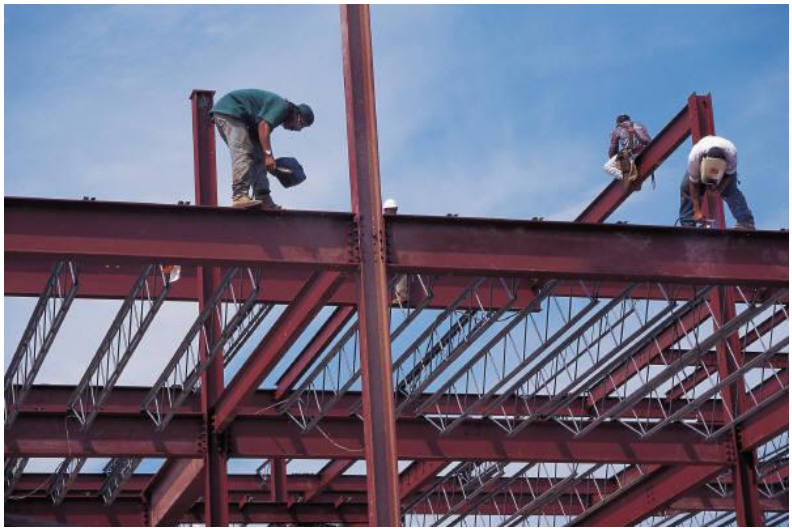
https://www.codot.gov/business/designsupport/construction-specifications/2011-Specs

AND/OR YOUR

PROJECT SPECIAL PROVISIONS

Chapter 9 –

PILING



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PILING

There is not much to piling. Many of the “old-timers” will not consider you a true inspector until you have “driven” your mile. Hopefully this outline will make the driving your mile a little easier.

Once the pile driving equipment has arrived on the project site, verify that the equipment has been approved by the Project Engineer per §502.04.

You will need a large orange field book, also called a cross-section book or a loose leaf binder. All data for piling is entered into this book.

On the outside of the book, in super-indelible-never-come-off until you’re dead and maybe even later marker, put the project number, project code, book number, and structure number(s).

On the inside, you will need to set it up like any survey book with page numbers, table of contents and engineering roster. In the engineering roster place all the names of the inspectors for piling. Another part of the table of contents should be each structure and whether this is for an abutment or pier for each structure. (See examples.)

If you are doing piling for more than one structure, please keep the structures separate.

Make a drawing of the structures showing piling locations. You may either draw it mechanically or make a copy of the plan sheet showing the locations. Make sure you put a North arrow on each drawing.

For each structure and pile, the following **minimum** information will need to be tracked:

- Piling number
- Heat number of piling
- Length of piling
- Inches of refusal in last 10 blows
- Elevation of refusal
- Splices/welds
- Cut-off lengths
- In place amount
- Date
- Initial of inspector
- Any remarks

(Rev. 1/15/03)

Preparation

A few things to note for piling. When the piling arrives at the project site, it is suggested that you go and measure every piece of piling. With white paint, paint each sticks length (to the 1/10th), and stick number on it. On a piece of paper record the stick number, length and heat number.

Determining Refusal

During the actual work, take a piece of lath, yellow kiel (lumber crayon) and/or soap stone with you. This will help when the pile gets to refusal. It is suggested that you place the lath on an angle. Leaning between the toe of your boot and the exposed flange of the pile. Run the kiel across the junction between the lath and pile to make a mark. Keeping the lower end of the lath in the same place, pull the top away from the pile and count ten blows. Place the top of the lath against the pile and make another mark. Measure between marks to see if refusal has been met. **NOTE:** It is imperative that the lower end of the lath remain in the exact same place for accurate measuring. You can ask for additional blows if the pile barely reaches refusal. Make sure that you have recorded all splices/welds, cut-offs and lengths of each piling.

Splices

You will need to keep track of the splices for each steel piling. There is no limit to the number of splices, but **only two splices per steel piling will be paid**. (§502.08). All splices must be authorized. Splices for piles will be measured and paid as an additional 3 foot length of pile.

Steel Cut-Offs

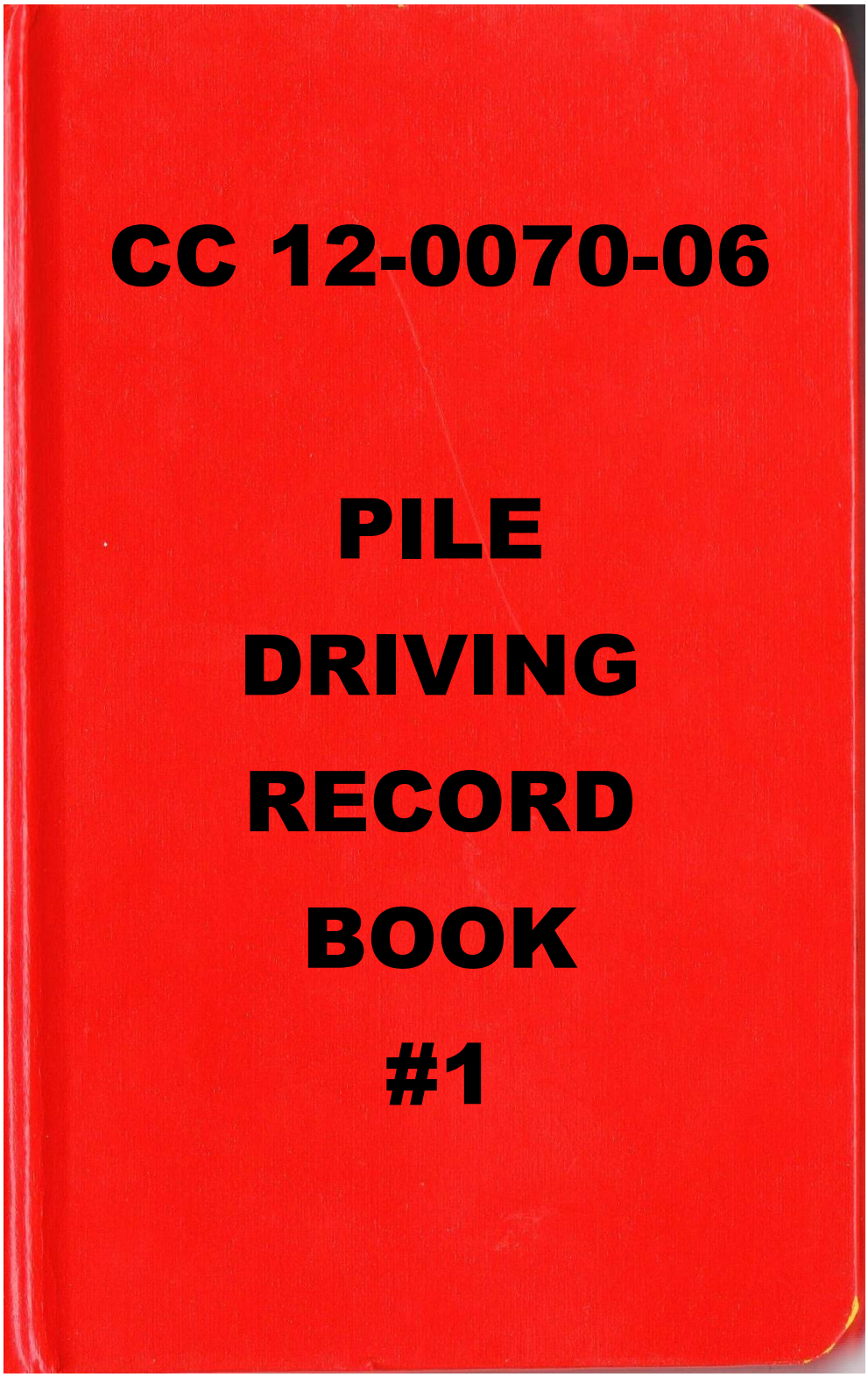
Steel cut-offs 10 feet or less in length will be paid for at the 80% of the contract unit price. These cut-off shall become the property of the Contractor.

For information on how to measure cut-offs and limits for splices/welds see §502.12.

HINT: On days that you are driving pile, make sure you wear old clothes. You will be covered in grease splatters by the end of the day. The contents of a can of Coca-Cola added to the laundry will take out much of the grease. Also, make sure you have ear plugs!!!!! Enjoy driving your mile.

For more information, see Construction Manual and §502.

(Rev. 01/29/13)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PILE
DRIVING
RECORD
BOOK
#1

PROPERTY OF

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UNIT 61803

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Phone 750-7436

Projects

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Meredith, N.H. 03253

Projects (continued)

CC 12-0070-06
AIRPORT BLVD
AT I-70
PILE DRIVING REPORTS

NAME	TITLE	INITIAL
1		
2 L. A. BAYER	PROJ ENGR	JAB
3 N. D. RICKLI	ASST PROJ ENGR	NDR
4 D. C. WIEDER	ASST PROJ ENGR	DW
5 D. L. RUBLE	INSPECTOR	DR
6 K. D. CHAVEZ	INSPECTOR	KC
7 JASON WEINGART	INSPECTOR	JW
8 L. G. SMITH	INSPECTOR	LGS
9 DB ROBEEN	INSPECTOR (FHWA TRAINEE)	DBR
10 S. FOSTER	INSPECTOR	SF
11 J. LAWRENCE	INSPECTOR	JL

CONTENTS

PAGES	TYPE OF NOTES ~~STRUCTURE NUMBER~~	
1	TITLE	
2	ENGINEERING PARTY	
4	CONTENTS	
7	STR	E-17-RR
23	STR	E-17-RS
35	STR	E-17-RT
54	STR	E-17-RV
62	STR	E-17-RW
70	STR	E-17-RX
76	STR	E-17-RY

PILE DRIVING RECORD STR. # E-17-RR ABUT 1 — PILE: HP 12x74 — SEE LAYOUT ON P-7 — 10

DATE	PILE #	HEAT #	IN LEADS	SPLICE #	SPLICE LENGTH	WELDS	CUTOFF #	CUTOFF LENGTH	IN PLACE	PEN. LAST 10	INIT.	REMARKS
5/19/92	1	021621 021622	40.1	1	40.2	1	1	~~2.4~~ 3.1	77.2	1½"	JW	
5/19/92	2	021622 021617	40.1	2	40.1	1	2	3.9	76.3	1½"	JW	
5/11/92	3	021606 021605	40.0	3 3A	40.0 021605 10.0 021606	1 ~~2~~	3	10.0	80.0	3/4"	JW	
5/19/92	4	021622 021622	40.0	4	40.1	1	4	5.5	79.6	1½"	JW	
5/19/92	5	021617 021617	40.1	5	40.2	1	5	~~4.9~~ 4.2	76.1	1½"	JW	
5/15/92	6	021617 021604	40.0	6	40.2	1	6	4.1	76.1	1½"	JW	
5/13/92	7	021607 #7 021613	40.2	7	40.1 021613	1	7	.3	~~80.0~~ 80.3	1"	JW	
5/15/92	8	~~021606 #7~~	~~10.1~~	~~3~~	~~10.1~~	~~1~~						
		021617 #8 021617	40.1	8	40.1	1	8	2.6	77.6	1½"	JW	
5/15/92	10 [redacted]	021601 021604	40.1	10	40.1	1	10	2.5	77.7	1½"	JW	
5/15/92	9 [redacted]	021617 020886	40.1	[redacted] 9	40.2	1	[redacted] 9	2.9	77.4	1½"	JW	
5/15/92	11	021617 021604	40.0	11	40.2	1	11	3.9	76.3	1½"	JW	
5/15/92	12	020899 021601	40.2	12	40.1	1	12	4.3	76.0	1½"	JW	
5/15/92	13	021609 021601	40.1	13	40.0	1	13	5.0	75.1	1½"	JW	
5/15/92	14	021601 021619	40.1	14	40.1	1	14	4.4	75.8	1½"	JW	
SUB TOTALS						14			~~1,076.2~~ 1,076.5			

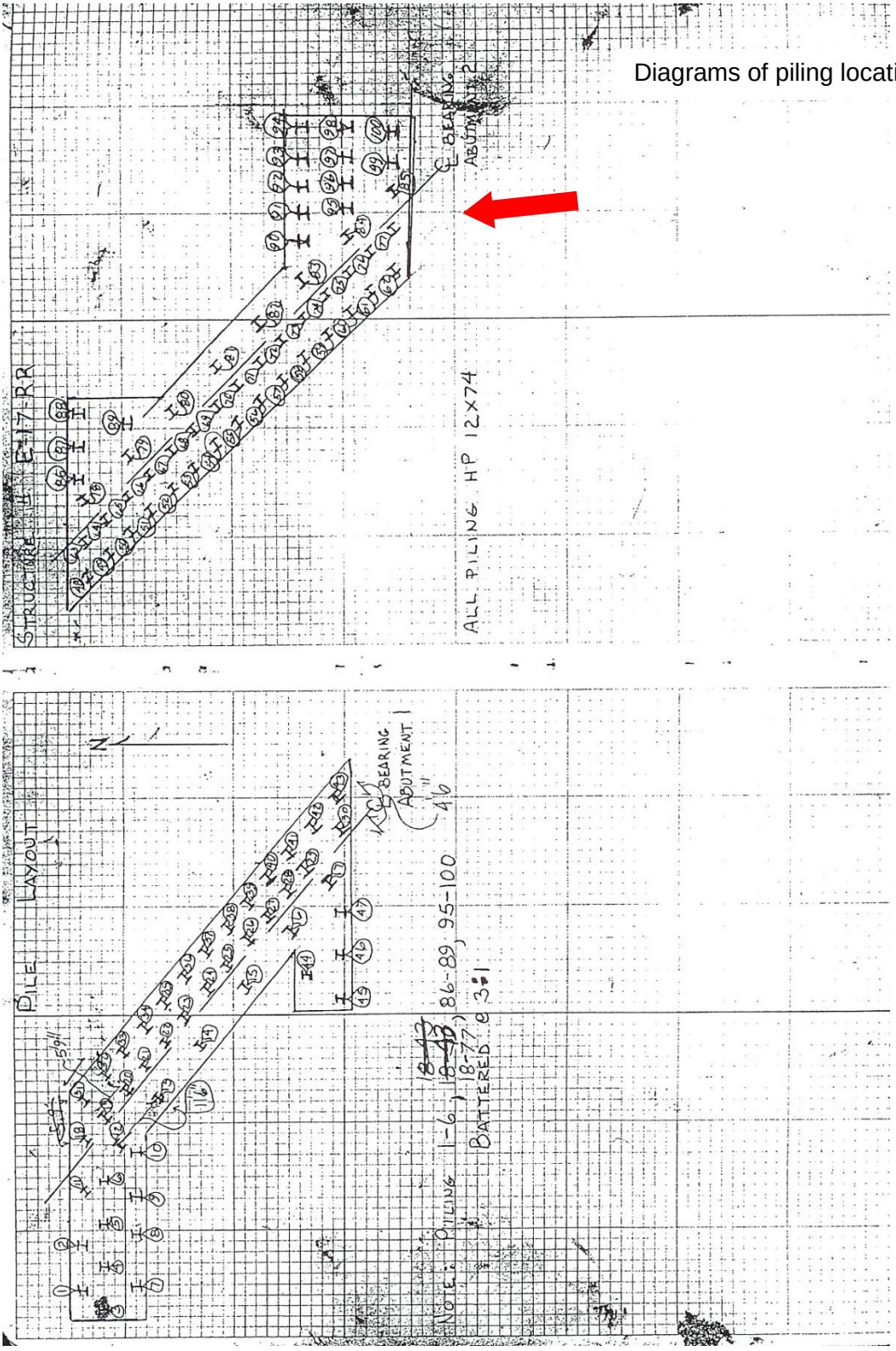
SUB TOTAL CUTOFFS ~~>10.0'~~ >0.9' ≤ 10.0'
56.4'

ABUTMENT 1
CUTOFF ELEVATION: 5364.81
ESTIMATE TIP ELEV. 5293.00

ESTIMATED LENGTH BAT 25.70'
ESTIMATED LENGTH NON BAT 71.81'

W.R.T.

Diagrams of piling locations



PILE DRIVING RECORD SIKH E-17-KR ABUT #1 CONTINUED

PILE HP 12 X 74

SEE LAYOUT P-7

DATE	PILE #	HEAT #	IN LEADS	SPLICE #	SPLICE LENGTH	WELDS	CUTOFF #	CUTOFF LENGTH	IN PLACE	PEN. LAST 10	INIT.	REMARKS
5/16/92	15	021606 021599	40.1'	15	40.1	1	15	4.4	75.8	1½"	RDS	
5/13/92	16	021392 021617	40.1	16	40.2	1	16	6.1'	~~74.1~~ 74.2	1½	JW	
~~5/12/92~~ 5/12/92	17	~~021606~~ 021621 021622 021606	~~40.0~~ ~~40.2~~	17, 17a	40.2 22.0	1 1	17	21.9	80.5	3/4"	RDS	21.4' CUTOFF FOR CONTRACTORS CONVENIENCE. ADDITIONAL 0.5' OFF TO CUTOFF ELEVATION
	18	021601 021599	40.1		40.1	1	18	3.5'	76.7	1½"	RDS	
5/16/92	19	021605 021606	40.1	19	40.1	1	19	2.6'	77.6'	1¼"	RDS	
5/16/92	20	021604 021599	40.1	20	40.1	1	20	3.7'	76.5	1½"	RDS	
5/16/92	21	021617 020883	40.1	21	40.2	1	21	3.5'	76.8'	1½"	RDS	
5/18/92	22	021423 021609	40.1	22	40.0	1	22	4.3'	75.8'	1½"	JW	
5/18/92	23	021606 021612	40.0	23	40.0	1	23	3.0'	77.0'	1½"	JW	
5/19/92	24	021606 020899	40.1	24	40.0	1	24	1.2'	78.9'	1½	JW	
5/19/92	25	021616 021618	40.1	25	40.0	1	25	2.3'	77.8'	1½	JW	
5/19/92	26	021616 021617	40.0	26	40.0	1	26	3.5'	76.5'	1½	JW	
5/19/92	27	021616 021617	40.0	27	40.0	1	27	1.6'	78.4'	1½"	JW	
5/19/92	28	021601 021617	40.1	28	40.1	1	28	1.9	78.3	1½	JW	
SUB TOTALS						15			~~1080.7~~ 1080.8			SUB TOTAL CUTOFFS 0.9' < CUTOFF ≤ 10.0' 41.6'

ABUTMENT 1
CUTOFF ELEVATION 5364.81
ESTIMATED TIP ELEV 5293.00

ST 72
BAT 76

PILE DRIVING REPORT STR # E-17-RR, ABUT 1 CONTINUED

PILE: HP 12x74 SEE LAYOUT P-7

12

DATE	PILE #	HEAT #	IN LEADS	SPLICE #	SPLICE LENGTH	WELDS	CUTOFF #	CUTOFF LENGTH	IN PLACE	DRIVE LAST 10	INIT.	REMARKS
5/20/92	29	021616 020899	40.0	29	40.2	1	29	3.6	76.6	1½"	JW	
5/20/92	30	021601 021617	40.0	30	40.0	1	30	4.3	75.7	1¼"	JW	
5/16/92	31	021616 021604	40.2'	31	40.1'	1	31	3.5'	76.8'	1"	JW	
5/16/92	32	021601 021599	40.2'	32	40.1	1	32	3.8'	76.5	1¼"	JW	
5/18/92	33	021601 021603	40.0	33	40.0	1	33	4.0'	76.0	1½"	JW	
5/18/92	34	021617 021603	40.0	34	40.0	1	34	4.9'	75.1	1½"	JW	
5/18/92	35	021599 021617	40.1	35	40.2	1	35	1.9'	78.4	1½"	JW	
5/19/92	36	021619 021616	40.1	36	40.1	1	36	1.4'	78.8	1½"	JW	
5/19/92	37	021608 021619	40.2	37	40.0	1	37	3.6'	76.6	1½"	JW	
5/19/92	38	021617	40.0	38	40.0	1	38	4.0	76.0	1½"	JW	
5/19/92	39	021616 021603	40.2	39	40.1	1	39	4.0	76.3	1½"	JW	
5/20/92	40	021617 021619	40.0	40	40.0	1	40	2.5	77.5	1½"	JW	
5/20/92	41	020899 021601	40.1	41	40.0	1	41	3.7	76.4	1½"	JW	
5/20/92	42	021616 021616	40.1	42	40.0	1	42	4.1	76.0	1⅛"	JW	
5/20/92	43	021617 021601	40.0	43	40.1	1	43	3.7	76.4	1"	JW	
SUB TOTALS						15			1149.1			

SUB TOTAL CUTOFFS 0.9' < CUTOFF ≤ 10.0'
53.0'

ABUTMENT 1
CUTOFF ELEVATION 5364.8
ESTIMATED TIP ELEV 5293.00

ST 72
BAT 76

E.T.H.

PILE DRIVING RECORD STR E-17-RR ABUT 1 CONTINUED

PILE: HP 12x74

SEE LAYOUT P-7

13

DATE	PILE #	HEAT #	IN LEADS	SPLICE #	SPLICE LENGTH	WELDS	CUTOFF #	CUTOFF LENGTH	IN PLACE	PEN. LAST 10	INIT.	REMARKS
5/13/92	44	021617 021617	40.2	44	40.2	1	44	4.4	76.0	7/8"	[illegible]	
5/13/92	45	021621 021423	40.2'	45	40.1	1	45	3'	77.3'	7/8"	JW	
5/13/92	46	021606 021621	40.0 ~~40.2~~	46	40.2	1	46	1.4	78.9'	3/4"	JW	
5/12/92	47	021606 021622 021606	40.0 ~~40.2~~	47 47A	40.2 8.1 (021606)	2	47	2.2	86.1	1"	[illegible]	2" LAST 10. CRYMPLED?
SUB TOTALS						5			318.3			SUBTOTAL CUTOFF 0.9' ≤ CUTOFF ≤ 10.0' 11.0'
TOTAL ABUT 1						49			~~3624.3~~ 3,624.7			TOTAL ~~CUTOFFS~~ ABUT 1 ~~STR E-17-RR~~ 162.0'

Note: Not a previous cutoff. 2 4B

ABUTMENT 1
CUTOFF ELEVATION 5364.81
ESTIMATED TIP ELEV. 5293.00

ST 72

PILE DRIVING REPORT ABUT 1 ST E-17-RR PILE: HP 12x74

DATE	PILE #	HEAT #	IN LEADS	SPLICE #	SPLICE LENGTH	WELDS	CUTOFF #	CUTOFF LENGTH	IN PLACE	PENETRATION LAST 10 BLOWS	INITIALS
	1										
	2										
	3	2									
	4										
	5	3									
	6										
	7										
	8	4									
	9										
	10										
	11	5									
	12										
	13	6									
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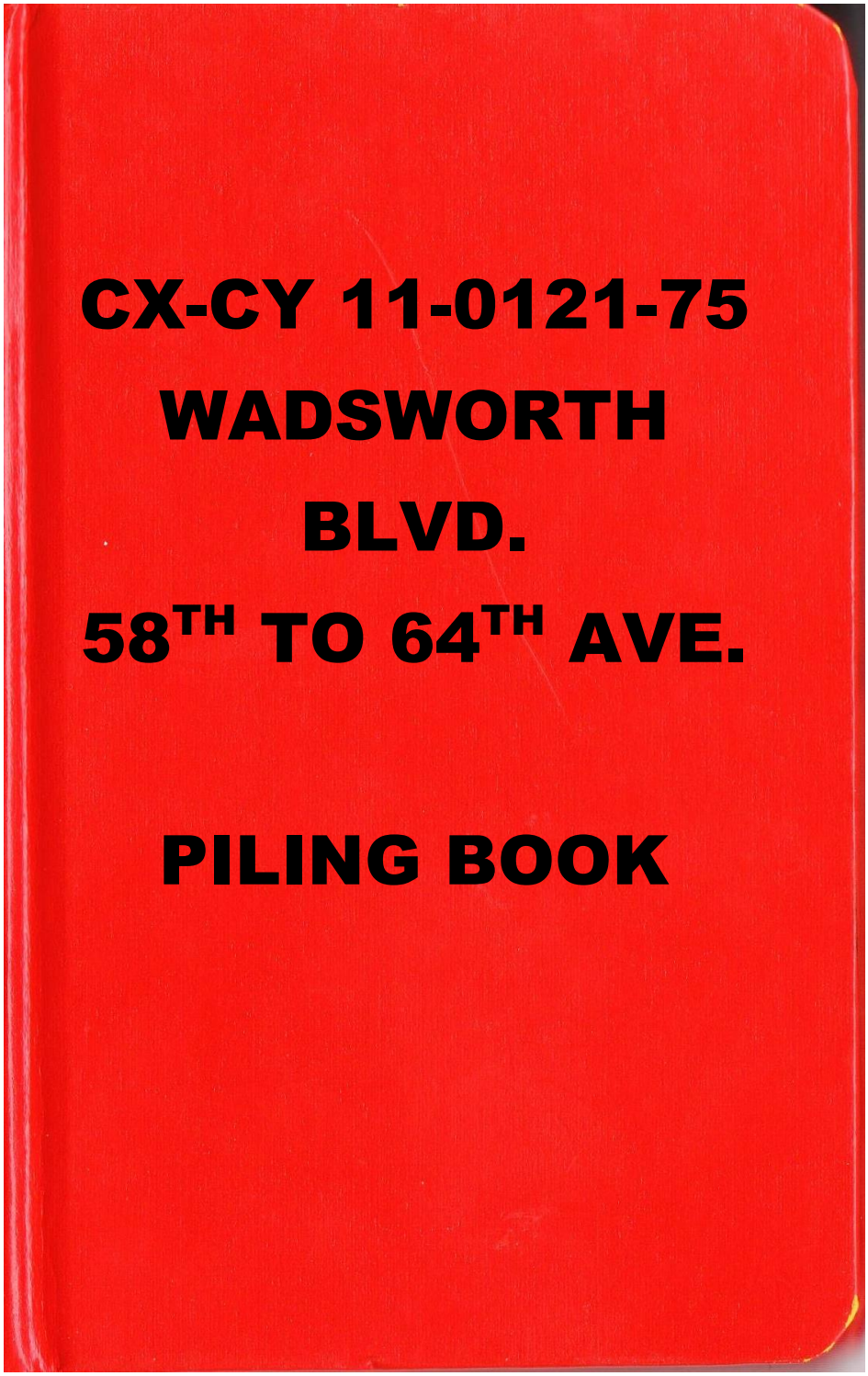
	34										
	35										
	36										
	37										
	38										
TOTALS	THIS PAGE										

VOID GO TO P 10

VOID GO TO P 10

Example 2 – Using Copies of Plan Sheets to Show Locations of Piling



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RE GARY MEACHAM, PE JOHN NICHOLAS
Address 2000 S. HOLLY
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Phone (303) 781-1014 (303) 757-9387

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Projects

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Projects (continued)

PROJECT NUMBER:
CK-CY 11-0121-75

PROJECT LOCATION:
WADSWORTH BLVD, 58th AVE TO 64th AVE

JEFFERSON COUNTY
SH 121

PILING BOOK

NAME	TITLE	INITIALS
JOHN NICHOLAS	PROJ ENG	[illegible]
Jack Gillespie	Inspector	JG
VIVIAN L. Shifflett	INSPECTOR	VLS
Alex KARAMI	Inspector	AKK.
CHARLIE FOX	INSPECTOR	CFX
BRIAN ENOS	Inspector	BNE
DOUG MOLENDYK	E/PS INTERN	DM

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3	
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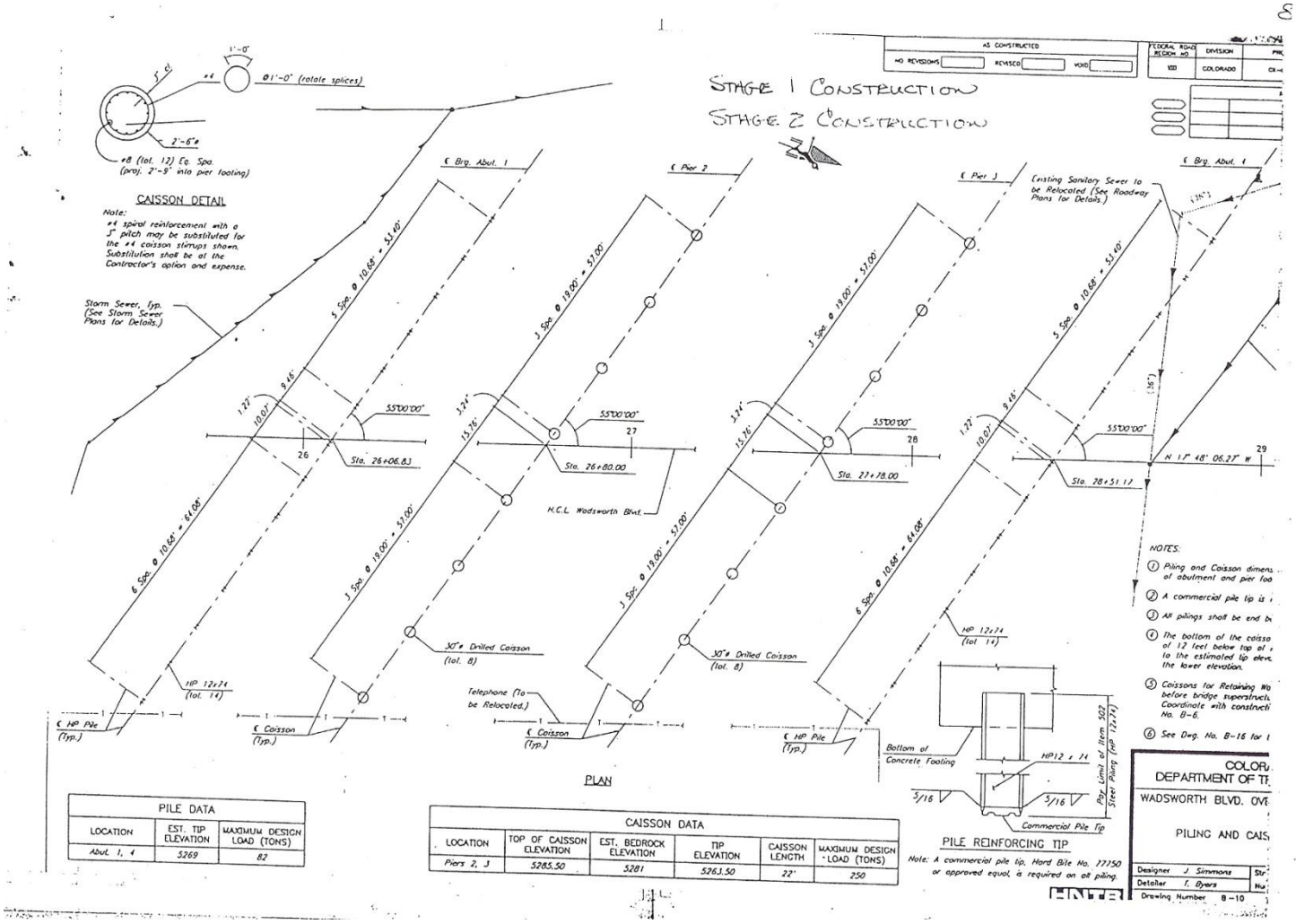
37 Piling Layout
38 Abut. #1 Layout
39 Field Notes ~ Abut. 1
40 Pier 2 Layout
41-42 Field Notes ~ Pier 2
43 Pier 3 Layout
44-45 Field Notes ~ Pier 3
46 Pier 4 Layout
47-48 Field Notes ~ Pier 4
49 Abut. 5 Layout
50 Field Notes ~ Abut. 5
52-53 Log of Pile Cutoffs
55 Running Total of Pile I



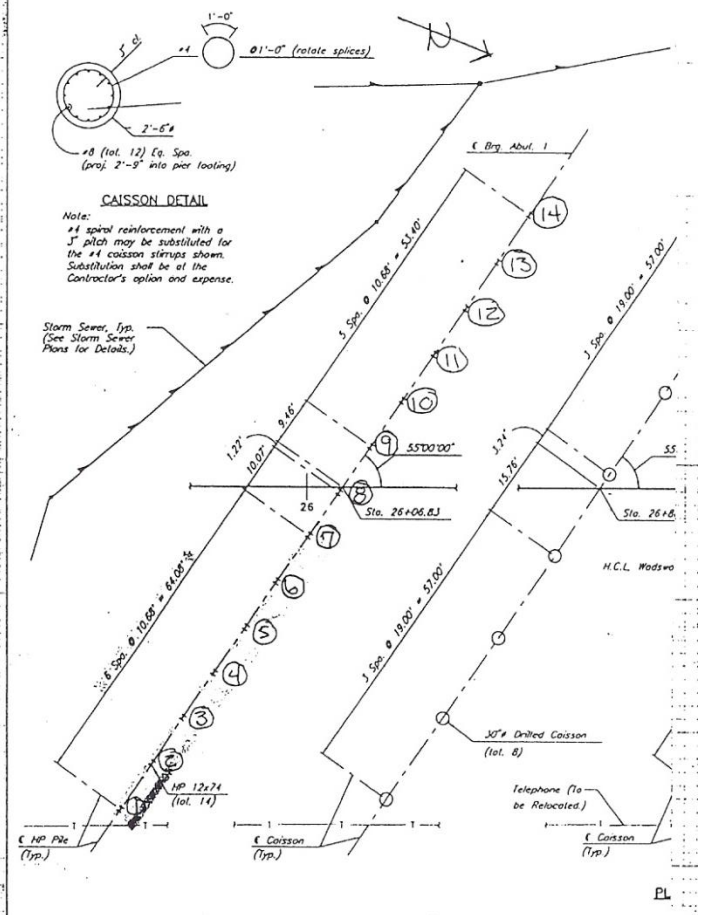
PILE DATA		
LOCATION	EST. TIP ELEVATION	MAXIMUM DESIGN LOAD (TONS)
Abut. 1, 4	5269	82

CAISSON DATA					
LOCATION	TOP OF CAISSON ELEVATION	EST. BEDROCK ELEVATION	TIP ELEVATION	CAISSON LENGTH	MAXIMUM DESIGN LOAD (TONS)
Piers 2, 3	5285.50	5281	5263.50	22'	250

RALSTON STRUCTURE E-16-PT
PILING LAYOUT - ABUT 1

~~STAGE 1~~ CONSTRUCTION (PINK)
PILING # 1-7
PAGE 10 - FIELD INFO
STAGE 2 CONSTRUCTION (YELLOW)
PILING # 8-14
PAGE 11 - FIELD INFO

PAGE 15 - RECAP QUANTITIES



STAGE I CONSTRUCTION - RALSTON STRUCTURE E-16-PT ABUTMENT

REFER TO SHEETS 8 & 9 FOR LAYOUT

PILE #	IN LEADS	SPLICE	WELDS	CUTOFF	IN PLACE	CUTOFF/ TIP ELEV	LAST 10	DATE	INITIAL	REMARKS
SEE REMARKS * PG 56 1	34 3/8 / 0 5/8 / 34 5/8	1	—	Added rest of #6 +1.5 +0.5	36.0 / 35.0 *	5303.58 / 5268.6	7/8	3-18-96	JTH	Tip El - 5306.67 HI 68987 9:20 - 9:44
2	34 3/8 / 0 5/8 / 34 5/8	1	—	Added 6" from #6 +0.5	35.0 *	5303.82 / 5268.8	7/8"	3-18-96	JTH	Tip El: 06.45 HI 68987 8:48 - 9:11
3	34 3/8 / 0 5/8 / 34 5/8	—	—	0 3/8	34 5/8	5304.06 / 5269.6	7/8	3-18-96	JTH	Tip El 05.06 HI 68987 9:16 - 9:36 AM
4	34 3/8 / 0 5/8 / 34 5/8	—	—	0 6/8	34 5/8	5304.30 / 5269.8	7/8	3-18-96	JTH	Tip El: 05.93 HI 68987 7:42 - 8:07
5	34 3/8 / 0 5/8 / 34 5/8	—	—	0 1/8	34 5/8	5304.54 / 5270.0	7/8"	3-18-96	JTH	Tip El: 05.71 7:00 - 7:35 AM
6	34 3/8 / 0 5/8 / 34 5/8	—	—	2 1/8	32 4/8	5304.77 / 5272.4	3/4	3-15-96	VLS	Tip El: 05.93 HI 68987 3:05pm 3:23
7	34 3/8 / 0 5/8 / 34 5/8	—	—	1 5/8	32 2/8 / 238.6 / 6.0	5305.01 / 5272.3	7/8"	3-15-96	VLS	Tip El: 05.28 2:40pm 2:58pm HI 66666

* Add 3° (

STAGE 2 CONSTRUCTION - RALSTON STRUCTURE
REFER TO SHEETS 8 & 9 FOR LAYOUT

E-16-PT, ABUT 1

11

PILE #	INLEADS	SPLICE	WELDS	CUTOFF	INPLACE	CUTOFF/ TIP ELEV.	LAST 10	DATE	INITIAL	REMARKS
8	40 2 0 2 40 4	—	—	5 2	35 2	5305.24 5270.04	1/2 3 1/2/40	11-22-96		HT - 87071 11:50 - 12:17 44/MIN
9	40 2 0 2 40 4	—	—	3 0	37 4	5305.48 5268.08	7/8 3 7/8/40	11-22-96		HT - 87073 1:21 - 1:49 44/MIN
10	40 2 0 2 40 4	—	—	5 8	34 6	5305.71 5271.11	3/4 3 5/8/40	11-22-96		HT - 87076 1:57 - 2:25 43/MIN
11	40 2 0 2 40 4	—	—	6 6	33 8	5305.95 5272.15	5/8 2 1/2/40	11-22-96		HT 87071 2:37 - 3:06 43/MIN
12	40 2 0 2 40 4	—	—	2 2	37 2	5306.19 5268.49	3/4 3 3/4/40	11-25-96 11-22-96		HT - 87076 7:23 - 7:48 3:13 - 3:26 43/MIN
13	40 2 0 2 40 4	—	—	6 4	34 0	5306.43 5272.43	1/2 2 5/8/40	11-25-96		HT - 87076 8:37 - 9:20 44/MIN
14	40 2 0 2 40 4	—	—	7	33 3 246	5306.67 5273.37	7/8 3 3/4/40	11-25-96		HT - 87073 9:50 - 10:17 40/MIN

RALSTON STRUCTURE E-16-PT

PILING LAYOUT - ABUT 4

STAGE 1 CONSTRUCTION PINK

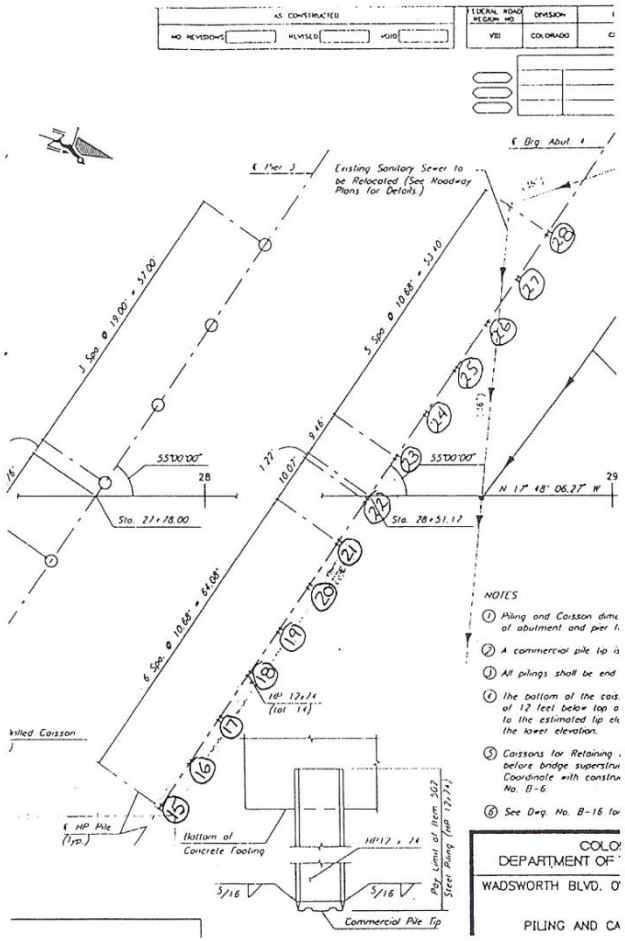
PILING # 15-21

PAGE 13 - FIELD INFORMATION

STAGE 2 CONSTRUCTION (YELLOW)

PILING # 22-28

PAGE 14 - FIELD INFORMATION



STAGE 1 CONSTRUCTION - RALSTON STRUCTURE
REFER TO SHEETS 8 & 12 FOR LAYOUT

E-16-PT ABUT A

7/29/97

13

PILE #	INLEADS	SPLICE	WELDS	CUTOFFS	IN Place	Cutoff/ Tip Elev.	Last 10	Date	Initial	Remarks
15	34 1/2 0 1/2 34 5/2	—	—	5 2/2	29 3/2	5296.0 5266.7	5 1/8"	3-15-96	JTB	Ht 68967 44 blows/min 9:40 - 10:01
16	34 3/2 0 2/2 34 5/2	—	—	3 4/2	31 1/2	5296.0 5264.9	1"(-)	3-15-96	JTB	Ht 68987 9:05 - 9:22 42 blows/min
17	34 2/2 0 2/2 34 4/2	—	—	5 5/2	28 9/2	5296.0 5267.1	1/2"	3-15-96	JTB	Ht [illegible] 10:11 - 10:30
18	34 2/2 0 2/2 34 4/2	—	—	7 3/2	27 1/2	5296.0 5268.9	5/8"	3-15-96	JTB	Ht [illegible] 43 blows/min 10:49 - 11:05
19	34 2/2 0 2/2 34 4/2	—	—	7 2/2	26 7/2	5296.0 5269.3	3/4"	3-15-96	JTB	Ht 68987 11:18 - 11:33
20	34 2/2 0 2/2 34 4/2	—	—	7 9/2	26 5/2	5296.0 5269.5	7/8"	3-15-96	JTB	Ht 68988 11:42 - 12:00
	34 2/2									

STAGE 2 CONSTRUCTION - RALSTON STRUCTURE E-16-PT. ABUT 4

REFER TO SHEETS 8 & 12 FOR LAYOUT

PILE #	INLEADS	SPLICE	WELDS	CUTOFFS	INPLACE	CUTOFF/ TIP ELEV.	LAST 10	DATE	INITIAL	REMARKS
22	34 2 0 2 34 4	—	—	7 5	26 9 ✓	5296.0 5269.1	7/8	3-15-96	JT	HT 6666 1:26 - 1:45
23	40 2 0 2 40 4	—	—	USED @ 27 11 2	29 3 ✓	5296.0 5266.8	5/8 2 1/2/40	11-25-96	M	HT 87071 11:40 - 12:00 42/MIN
24	40 2 0 2 40 4	—	—	USED @ 27 13 1	27 3 ✓	5296.0 5268.7	3/4 3 1/4/40	11-25-96	M	HT 87073 11:15 - 1:34 42/MIN
25	40 2 0 2 40 4	—	—	9 3	31 1 ✓	5296.0 5264.9	3/4 3/40	11-25-96	M	HT 68988 1:45 - 2:00 41/MIN
26	40 2 0 2 40 4	—	—	USED @ 27 9 2	31 2 ✓	5296.0 5264.8	3/4 3 1/4/40	11-25-96	M	HT. 68987 2:10 - 2:24 42/MIN
* 27	13 1 (24) 9 2 (26) 11 2 (28)	1+1	1+1	3 8	29 2 ✓ (35 2)	5296.0 5266.3	3/4 3 1/2/40	11-25-96 11-26-96	M	HT - 87075 68987 #0/MIN 87071 3:10 - 3:30 7:10 - 7:43
28	34 2 0 2 34 4	—	—	4 6	29 8 ✓	5296.0 5266.2	3/4 3 1/4/40	11-26-96	M	HT-68987 7:55 - 8:13 45/MIN

* INCLUDES 6' FOR SPLICES PER SOD 17

STRUCTURE TOTAL

IN PLACE	= 887.7
SPLICE	= 12.0
CUTOFFS	= 86.5
	986.2

PAY = 986 L.F. 7/29/97

ALSO RECAPPED PG 56 OF THIS BOOK.

CUTOFFS

#15 = 4.2	80% OF	5.2
#16 = 2.7		3.4
#17 = 4.4		5.5
#18 = 5.8		7.3
#19 = 6.3		7.9
#20 = 6.3		7.9
#21 = 4.9		6.1

PG 13

#22 = 6.0	80% OF	7.5
#23 = 0	USED ON	#27
#24 = 0	USED ON	#27
#25 = 7.4	80% OF	9.3
#26 = 0	USED ON	#27
#27 = 3.0	80% OF	3.8
#28 = 3.7	"	4.6
34.6 L.F.		

PG 14

RECAP ALSTON STRUCTURE E-1C-PT

PG	IN PLACE	(3' EACH) SPLICES	TOTAL
10	238.6	6' (2)	244.6
11	246.0	0'	246.0
13	197.9	0'	197.9
14	205.2	6' (2)	211.2
	887.7	12.0	899.7

CUTOFFS

#6 = 0	USED ON #1 & #2
#2 = 0	NO CUTOFF (0.5 ADDED)
#1 = 0	NO CUTOFF (1.5 ADDED)
#3 = 0.3	100%
#4 = 0.6	100%
#5 = 0.1	100%
#7 = 1.4	80% OF 1.8

PG 10

#8 = 4.2	80% OF	5.2
#9 = 2.4	"	3.0
#10 = 4.6	"	5.8
#11 = 5.3	"	6.6
#12 = 2.2	"	2.7
#13 = 5.1	"	6.4
#14 = 5.7	"	7.1
31.9 L.F.		

PG 11

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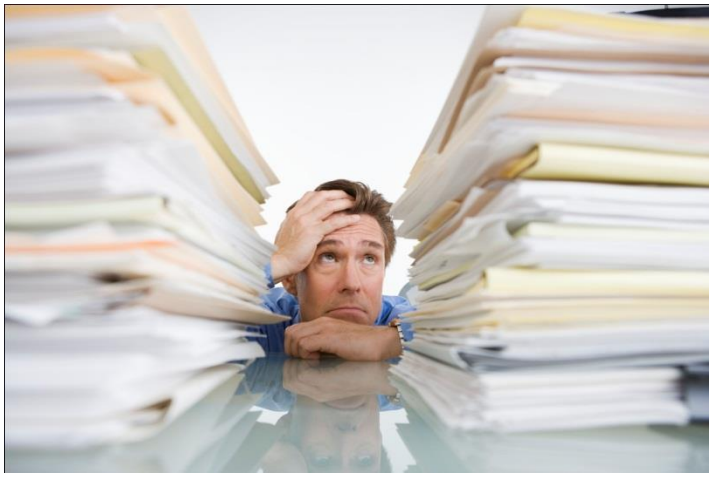
Chapter 10 –

CONTRACTOR PAYROLLS



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Certified Contractor Payrolls

Contractor payrolls are required on **ALL** Federal Aid Projects and work done by **Force Account**. They are needed for monitoring the Davis Bacon wage decision, DBE participation and OJT.

A copy of the decision appropriate to your project is included with the project specials.

Project personnel are responsible for verifying that certified, accurate, complete payrolls are received from all contractors/subcontractors that detail the personnel (prime and subcontractors) that have performed work on the project. Wage rates must meet the requirements for each job classification, per the Davis Bacon wage decision. Each employee may work in more than one classification on a project, however, they must be paid the correct rate for each job classification or the highest wage for all hours worked.

For more detailed information -- please refer to the CDOT Davis-Bacon Manual, 2014 Construction Manual §107.1 and/or call your region Civil Rights Manager.

NOTE:

The outline for this section was written by the Contract and Labor Compliance Manager for the contractor certified payroll checking class. Classes are scheduled periodically throughout the year.

Please contact the Contract and Labor Compliance Manager at 303-757-9540 for class dates and/or watch the Public Announcements.

Certification should be updated every 3 years.

Payroll Checking/Verification Procedures
For
CDOT Construction Projects

Construction Bulletin 2013 Number 3 dated February 4, 2013 changed the checking procedures for certified payrolls. Contractors have always been responsible for all wages on the project and therefore had been checking the payrolls prior to submission to CDOT. The Contractor will now be required to sign and date that the payroll was checked by them and found to be reasonable.

Project Engineers/Managers, including any Local Agency personnel are now responsible for the checking and verifying 10% of the Contractor's payroll. It is suggested that Project Engineers/Manager focus the 10% on the Prime Contractor's payrolls as they cannot verify their own payrolls.

If errors are discovered during the checking and verification process, checking and verification increases to 25% until compliance is achieved. The Engineer will notify the Contractor in writing, of the errors and provide a deadline for corrections. Original payrolls will not be returned to the Contractor. The Contractor shall provide supplemental certified payrolls showing the corrections. If back wages are owed to the employees, it is not unreasonable to require the contractor or subcontractor to provide copies of the cancelled checks (both sides).

Certified payroll are required to be submitted in a timely fashion. Payroll submission should not exceed 4 weeks between submissions.

After review of all weekly payrolls, whether a complete review or an overview, a check mark is to be placed next to the items that were checked. Date, stamp, sign or initial the area of the overview or check.

Items to check include:

- Form 118, Contractor Wage Compliance Statement, must be attached to each payroll. The version should be 3/07 or later, previous editions are obsolete. This form is now two pages. Both sides must be completed.
- Payrolls must be numbered consecutively beginning with number 1 with all periods of time accounted. "No work" weeks or blocks of time may be documented with one form 118 and also numbered consecutively.
- Payrolls contain all required information; i.e. name, and unique employee identification number, number of project hours per day, total for week, etc.
- Check overtime rate when hours exceed 40 in the 7-day pay period.
- Deductions
- Fringe benefits. Request a copy of the plan if needed.

It should be noted that the authority to withhold payments to the Contractor for non-compliance is included in the FHWA 1273 (section IV, #6).

CHECK LIST FOR PAYROLL REVIEW

Week ending date:

Project Code:

Contractor:

N/A	Y/N	
☐	☐ Y ☐ N	CDOT Form 118 attached to payroll (3/07 version)?
☐	☐ Y ☐ N	Contract number
☐	☐ Y ☐ N	Project code
☐	☐ Y ☐ N	If first payroll, payroll supervisor appointed?
☐	☐ Y ☐ N	Correctly numbered and signed by appointed party?
☐	☐ Y ☐ N	Fringe benefit administrators listed and described?
☐	☐ Y ☐ N	Form 118 completed in full/original signature (bottom)?
☐	☐ Y ☐ N	205 on file (if subcontractor)
☐	☐ Y ☐ N	Trainee/apprentice documentation received?
☐	☐ Y ☐ N	Seven day pay period established/constant?
☐	☐ Y ☐ N	If trainees/apprentices during week, conformed to ratio?
☐	☐ Y ☐ N	Reasonable number of employees shown?
☐	☐ Y ☐ N	Payroll form reflects number of hours worked per day?
☐	☐ Y ☐ N	Payroll form reflects number of hours worked per week?
☐	☐ Y ☐ N	All weeks to date accounted? (includes no work weeks)
☐	☐ Y ☐ N	Employee's name and unique employee identification number shown?
☐	☐ Y ☐ N	Employees hourly wage rate(s) are shown?
☐	☐ Y ☐ N	Correct days worked shown on payroll?
☐	☐ Y ☐ N	DB classification codes are included?
☐	☐ Y ☐ N	Classifications reflect the type of work performed on site?
☐	☐ Y ☐ N	Wage matches wage decision required rate?
☐	☐ Y ☐ N	Classifications/wages match 280 questionnaire? (if available)
☐	☐ Y ☐ N	Fringes shown as hourly amount?
☐	☐ Y ☐ N	Pension fringe?**
☐	☐ Y ☐ N	Cash fringe + plan fringe = DB fringe?
☐	☐ Y ☐ N	Deductions shown and are reasonable?
☐	☐ Y ☐ N	Deductions are allowable?
☐	☐ Y ☐ N	Deductions have back up documentation when required?
☐	☐ Y ☐ N	Split rates shown when appropriate or highest rate paid?
☐	☐ Y ☐ N	1.5 DB base rate paid when hours worked exceeds 40?
☐	☐ Y ☐ N	Gross wages are shown?
☐	☐ Y ☐ N	Net wages paid are shown?

Notes:

**If pension fringe benefit is shown, request copy of executive summary and address for submission to HQ

CDOT 118 is a two (2) sided form !!

Colorado Department of Transportation **CONTRACTOR WAGE COMPLIANCE STATEMENT**	Project Code: Project Number: Project Location:

Contractors/subcontractors

Completion of the payroll supervisor appointment and perjury statement is required by the U.S. Department of Labor and is included on the back of this form. Contractors/subcontractors are required to pay weekly; complete both sides of this form in full and attach to each payroll for the seven day payroll period. Prime contractors are required to submit the forms within seven days of the weekly payroll period to the project engineer; subcontractors submit forms for review to the prime contractor prior to submission to CDOT. The prime contractor is responsible for subcontractor payroll submittal and compliance; by submittal of subcontractor payrolls, the prime contractor certifies that they have reviewed the submittal for compliance.

Contractor/subcontractor name	Payroll number	Payroll period to

Fringe benefit information:

Name(s)/addresses of fringe benefit administrator(s):

Contact person and phone number(s):

Contributions are made in cash or to the plans, funds or programs described below at least quarterly. There are no past due deposits. List the value of the fringe amount as the dollar amount per hour. Documentation of calculations used to determine hourly rates shall be available upon request. Please attach additional information as necessary if fringe contributions vary by employee.

- ☐ cash _____
- ☐ health insurance _____
- ☐ dental insurance _____
- ☐ life insurance _____
- ☐ pension _____
- ☐ vacation _____
- ☐ holiday _____
- ☐ other (describe) _____

All on-the-job trainees (OJTs) employed in the above period are registered in and paid according to a bona fide training program approved by the Colorado Department of Transportation and the Federal Highway Administration. Each trainee has also been approved for work on this contract.

I declare under penalty of perjury in the second degree, and any other State or Federal laws that the statements made in this document are true and complete to the best of my knowledge.

Contractor/subcontractor payroll supervisor or signatory party	Date

Previous editions are obsolete and may not be used **Page 1 of 2 (over)** **CDOT Form #118 3/07**

Date	(Name of signatory party)	(Title)	
	I,		do hereby state:

(1) That I pay or supervise the payment of the persons employed by

(Contractor or Subcontractor)	on the	(Building or work) ;

that during the payroll period commencing on the

day of	Month	Year	and ending the	day of	Month	Year

all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said

(Contractor or Subcontractor)	from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly

from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described below:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGES BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

☐ in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

(b) WHERE FRINGES BENEFITS ARE PAID IN CASH

☐ Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) EXCEPTIONS

Exception (craft)	Explanation

Remarks

Name and Title	Signature

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

CDOT 280

COLORADO DEPARTMENT OF TRANSPORTATION **EQUAL EMPLOYMENT OPPORTUNITY AND LABOR COMPLIANCE VERIFICATION**	Project No.: Project Code (SA#):
Contractor Name:	Project Location:
Employee Name:	Job Classification:

JOB SITE INTERVIEW SECTION

Equal Employment Opportunity

Have you seen the EEO posters posted by the Contractor?	☐ Yes	☐ No
Do you know the EEO policy of the Contractor?	☐ Yes	☐ No
Do you know who the project EEO Officer is? If yes, what is the project EEO Officer's name?	☐ Yes	☐ No
Have Contractor or Contractor personnel ever asked you to refer minorities and women to fill job openings?	☐ Yes	☐ No
Has the Contractor offered you training or apprenticeship programs to upgrade your skills?	☐ Yes	☐ No
How long have you been employed by this Contractor? years months days		
How did you get this job? ☐ union ☐ other:		
Have you attended a meeting on this project where EEO was discussed? If yes, what was the date of the meeting? / /	☐ Yes	☐ No
Do you feel the Contractor has discriminated against you in any way?	☐ Yes	☐ No
Comments:		

Labor Compliance

Have you seen the wage posters posted by the Contractor?	☐ Yes	☐
What is your hourly wage rate? $ /hour		
What is your hourly fringe benefit amount? $ /hour How are fringe benefits being paid to you? ☐ cash ☐ other (e.g., plan, fund, program): Have you experience any problems with fringe benefit payments? If yes, please describe:	☐ Yes	☐ No
TOTAL HOURLY WAGE: $ /hour		
How often are you paid? ☐ weekly ☐ other:		
Describe your current work assignment:		
Employee Signature:	Date: / /	

VERIFICATION SECTION (Use the Contractor payroll to answer the questions in this Section)

Is the employee's wage correct?	☐ Yes	☐ No
What is the total hourly amount?		
What is employee's worker classification?		
What is the payroll date? / /		
Comments:		
Interviewer's Signature:	Date: / /	

Distribution: Project File (original) **Previous editions may be used until supplies exhausted** **CDOT Form 280 07/0:**

For more information regarding this form see chapter on forms in this manual Form_280 and CB 2013-2 in **Appendix A.**

CDOT Form 280 (Spanish)

COLORADO DEPARTMENT OF TRANSPORTATION

EQUAL EMPLOYMENT OPPORTUNITY AND LABOR COMPLIANCE VERIFICATION

(COLORADO DEPARTAMENTO DE TRANSPORTACION
OPPORTUNIDAD Y EMPLEO IGUAL
VERIFICACION DE CONFORMIDAD DE TRABAJO)

PROJECT # (Numero De Proyecto)

LOCATION

Project code (SA#)

Contractor's name (Nombre De Contratista)

Employee's name (Nombre De Empleado)

Job classification (Classificacion De Trabajo)

JOB SITE INTERVIEW SECTION (SECCION DE INVESTIGATION DE TRABAJO)

EQUAL EMPLOYMENT OPPORTUNITY (EEO) La Igualdad De Oportunidades de Empleo

1. Have you seen the EEO posters posted by this contractor? (¿Ha visto los cartelones de EEO puestos por el contratista?)
   ❑ yes (si) ❑ no
2. Do you know the EEO policy of your contractor? (¿Usted conoce la politica de EEO del contratista?)
   ❑ yes (si) ❑ no
3. Do you know who the project EEO officer is? (¿Usted sabe, quien es el oficial de EEO del proyecto?) ❑ yes (si) ❑ no
   Who is he/she? (¿Si sabe, digame el nombre del oficial del EEO?) _____
4. Have you ever been requested by the contractor or any of his/her staff to refer minorities and women when job openings are available? (¿Le han preguntado el contratista o empleados del contratista que envie a gente de las poblaciones minoritarias o a mujeres, para que apliquen para oportunidades del empleo?) ❑ yes (si) ❑ no
5. Has the contractor advised you of training or apprenticeship programs available to upgrade your skills? (¿Le ha ofrecido el contratista entrenamiento o programas de apprendizaje para mejorar sus habilidades?) ❑ yes (si) ❑ no
6. How long have you been employed by this contractor? (¿Cuanto tiempo ha estado empleado por este contratista?)
   _____years (años) _____months (meses) _____days (dias)
7. How did you get this job? (¿Como consegio este trabajo?) ❑ union ❑ other (otro modo):_____
8. Have you attended any meetings on this project where EEO was discussed? (¿Ha attendido una reunion en este proyecto cuando EEO fue discutido?) ❑ yes (¿Si si, cuando fue la reunion?), date (fecha)_____/_____/_____ ❑ no
9. Do you feel the contractor has discriminated against you in any way? (¿Siente que el contratista ha discriminado contra usted en algun modo?) ❑ yes (si) ❑ no

_____

_____

LABOR COMPLIANCE (CUMPLIMIENTO DE TRABAJO)

1. Have you seen the wage posters posted by the contractor? (¿Ha visto los cartelones de sueldo puesto por el contratista?)
   ❑ yes (si) ❑ no

2a. What is your wage rate? (¿Cuál es su sueldo por hora?) $_____ hr. (por hora)

b. What is your fringe benefit amount? (¿Cuanto le dan por hora como pago por sus beneficios complementarios?)
$_____ hr. (por hora)

total wage (¿SUELDO completo POR HORA?) $_____ hr. (por hora)

3. Are fringe benefits paid to you in cash or does the contractor save them in approved plans, funds or programs? (¿Como le pagan los beneficios?)
   ❑ cash (dinero) ❑ funds (otro modo, planes, fondos, programas) Have you experienced any problems? (¿Ha tenido problemas con el pago de su beneficios? Si ha tenido problemas, describa por favor como:)
   _____
4. How often are you paid? (¿Cada cuando le pagan?) ❑ weekly (por semana) ❑ other (otro modo)_____
5. Describe work you are performing today. (Describa su asignacion corriente en su trabajo) _____

_____

Employee signature (Firma del Empleado)

Date (Fecha)

VERIFICATION SECTION (SECCION DE VERIFICACION) (use the contractors payroll to answer the questions in this section)

1. Are the employee's wages correct? ❑ yes ❑ no
2. What is the total hourly amount? $_____hr.
3. What is the employee's worker classification? _____
4. What is the payroll date? _____/_____/_____

COMMENTS

Interviewer signature

Date

CDOT Form #280 6/03

For more information regarding this form see chapter on forms in this manual and CB 2013-2.

FHWA 1273

October 31, 2013

1

REQUIRED CONTRACT PROVISIONS
FEDERAL-AID CONSTRUCTION CONTRACTS

Attached is Form FHWA 1273 titled *Required Contract Provisions Federal-Aid Construction Contracts*. As described in Section I. General, the provisions of Form FHWA 1273 apply to all work performed under the Contract and are to be included in all subcontracts with the following modification:

For TAP (Transportation Alternatives Program) funded Recreational Trails projects, Section I (4) regarding convict labor and all of Section IV of the FHWA 1273 do not apply.

FHWA-1273 -- Revised May 1, 2012

REQUIRED CONTRACT PROVISIONS
FEDERAL-AID CONSTRUCTION CONTRACTS

I. General
II. Nondiscrimination
III. Nonsegregated Facilities
IV. Davis-Bacon and Related Act Provisions
V. Contract Work Hours and Safety Standards Act Provisions
VI. Subletting or Assigning the Contract
VII. Safety: Accident Prevention
VIII. False Statements Concerning Highway Projects
IX. Implementation of Clean Air Act and Federal Water Pollution Control Act
X. Compliance with Governmentwide Suspension and Debarment Requirements
XI. Certification Regarding Use of Contract Funds for Lobbying

ATTACHMENTS

A. Employment and Materials Preference for Appalachian Development Highway System or Appalachian Local Access Road Contracts (included in Appalachian contracts only)

I. GENERAL

1. Form FHWA-1273 must be physically incorporated in each construction contract funded under Title 23 (excluding emergency contracts solely intended for debris removal). The contractor (or subcontractor) must insert this form in each subcontract and further require its inclusion in all lower tier subcontracts (excluding purchase orders, rental agreements and other agreements for supplies or services).

The applicable requirements of Form FHWA-1273 are incorporated by reference for work done under any purchase order, rental agreement or agreement for other services. The prime contractor shall be responsible for compliance by any subcontractor, lower-tier subcontractor or service provider.

Form FHWA-1273 must be included in all Federal-aid design-build contracts, in all subcontracts and in lower tier subcontracts (excluding subcontracts for design services, purchase orders, rental agreements and other agreements for supplies or services). The design-builder shall be responsible for compliance by any subcontractor, lower-tier subcontractor or service provider.

Contracting agencies may reference Form FHWA-1273 in bid proposal or request for proposal documents, however, the Form FHWA-1273 must be physically incorporated (not referenced) in all contracts, subcontracts and lower-tier subcontracts (excluding purchase orders, rental agreements and other agreements for supplies or services related to a construction contract).

2. Subject to the applicability criteria noted in the following sections, these contract provisions shall apply to all work performed on the contract by the contractor's own organization and with the assistance of workers under the contractor's immediate superintendence and to all work performed on the contract by piecework, station work, or by subcontract.

3. A breach of any of the stipulations contained in these Required Contract Provisions may be sufficient grounds for withholding of progress payments, withholding of final payment, termination of the contract, suspension / debarment or any other action determined to be appropriate by the contracting agency and FHWA.

4. Selection of Labor: During the performance of this contract, the contractor shall not use convict labor for any purpose within the limits of a construction project on a Federal-aid highway unless it is labor performed by convicts who are on parole, supervised release, or probation. The term Federal-aid highway does not include roadways functionally classified as local roads or rural minor collectors.

II. NONDISCRIMINATION

The provisions of this section related to 23 CFR Part 230 are applicable to all Federal-aid construction contracts and to all related construction subcontracts of $10,000 or more. The provisions of 23 CFR Part 230 are not applicable to material supply, engineering, or architectural service contracts.

In addition, the contractor and all subcontractors must comply with the following policies: Executive Order 11246, 41 CFR 60, 29 CFR 1625-1627, Title 23 USC Section 140, the Rehabilitation Act of 1973, as amended (29 USC 794), Title VI of the Civil Rights Act of 1964, as amended, and related regulations including 49 CFR Parts 21, 26 and 27; and 23 CFR Parts 200, 230, and 633.

The contractor and all subcontractors must comply with: the requirements of the Equal Opportunity Clause in 41 CFR 60-1.4(b) and, for all construction contracts exceeding $10,000, the Standard Federal Equal Employment Opportunity Construction Contract Specifications in 41 CFR 60-4.3.

Note: The U.S. Department of Labor has exclusive authority to determine compliance with Executive Order 11246 and the policies of the Secretary of Labor including 41 CFR 60, and 29 CFR 1625-1627. The contracting agency and the FHWA have the authority and the responsibility to ensure compliance with Title 23 USC Section 140, the Rehabilitation Act of 1973, as amended (29 USC 794), and Title VI of the Civil Rights Act of 1964, as amended, and related regulations including 49 CFR Parts 21, 26 and 27; and 23 CFR Parts 200, 230, and 633.

The following provision is adopted from 23 CFR 230, Appendix A, with appropriate revisions to conform to the U.S. Department of Labor (US DOL) and FHWA requirements.

1. Equal Employment Opportunity: Equal employment opportunity (EEO) requirements not to discriminate and to take affirmative action to assure equal opportunity as set forth under laws, executive orders, rules, regulations (28 CFR 35, 29 CFR 1630, 29 CFR 1625-1627, 41 CFR 60 and 49 CFR 27) and orders of the Secretary of Labor as modified by the

provisions prescribed herein, and imposed pursuant to 23 U.S.C. 140 shall constitute the EEO and specific affirmative action standards for the contractor's project activities under this contract. The provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) set forth under 28 CFR 35 and 29 CFR 1630 are incorporated by reference in this contract. In the execution of this contract, the contractor agrees to comply with the following minimum specific requirement activities of EEO:

a. The contractor will work with the contracting agency and the Federal Government to ensure that it has made every good faith effort to provide equal opportunity with respect to all of its terms and conditions of employment and in their review of activities under the contract.

b. The contractor will accept as its operating policy the following statement:

"It is the policy of this Company to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, age or disability. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training."

2. EEO Officer: The contractor will designate and make known to the contracting officers an EEO Officer who will have the responsibility for and must be capable of effectively administering and promoting an active EEO program and who must be assigned adequate authority and responsibility to do so.

3. Dissemination of Policy: All members of the contractor's staff who are authorized to hire, supervise, promote, and discharge employees, or who recommend such action, or who are substantially involved in such action, will be made fully cognizant of, and will implement, the contractor's EEO policy and contractual responsibilities to provide EEO in each grade and classification of employment. To ensure that the above agreement will be met, the following actions will be taken as a minimum:

a. Periodic meetings of supervisory and personnel office employees will be conducted before the start of work and then not less often than once every six months, at which time the contractor's EEO policy and its implementation will be reviewed and explained. The meetings will be conducted by the EEO Officer.

b. All new supervisory or personnel office employees will be given a thorough indoctrination by the EEO Officer, covering all major aspects of the contractor's EEO obligations within thirty days following their reporting for duty with the contractor.

c. All personnel who are engaged in direct recruitment for the project will be instructed by the EEO Officer in the contractor's procedures for locating and hiring minorities and women.

d. Notices and posters setting forth the contractor's EEO policy will be placed in areas readily accessible to employees, applicants for employment and potential employees.

e. The contractor's EEO policy and the procedures to implement such policy will be brought to the attention of employees by means of meetings, employee handbooks, or other appropriate means.

4. Recruitment: When advertising for employees, the contractor will include in all advertisements for employees the notation: "An Equal Opportunity Employer." All such advertisements will be placed in publications having a large circulation among minorities and women in the area from which the project work force would normally be derived.

a. The contractor will, unless precluded by a valid bargaining agreement, conduct systematic and direct recruitment through public and private employee referral sources likely to yield qualified minorities and women. To meet this requirement, the contractor will identify sources of potential minority group employees, and establish with such identified sources procedures whereby minority and women applicants may be referred to the contractor for employment consideration.

b. In the event the contractor has a valid bargaining agreement providing for exclusive hiring hall referrals, the contractor is expected to observe the provisions of that agreement to the extent that the system meets the contractor's compliance with EEO contract provisions. Where implementation of such an agreement has the effect of discriminating against minorities or women, or obligates the contractor to do the same, such implementation violates Federal nondiscrimination provisions.

c. The contractor will encourage its present employees to refer minorities and women as applicants for employment. Information and procedures with regard to referring such applicants will be discussed with employees.

5. Personnel Actions: Wages, working conditions, and employee benefits shall be established and administered, and personnel actions of every type, including hiring, upgrading, promotion, transfer, demotion, layoff, and termination, shall be taken without regard to race, color, religion, sex, national origin, age or disability. The following procedures shall be followed:

a. The contractor will conduct periodic inspections of project sites to insure that working conditions and employee facilities do not indicate discriminatory treatment of project site personnel.

b. The contractor will periodically evaluate the spread of wages paid within each classification to determine any evidence of discriminatory wage practices.

c. The contractor will periodically review selected personnel actions in depth to determine whether there is evidence of discrimination. Where evidence is found, the contractor will promptly take corrective action. If the review indicates that the discrimination may extend beyond the actions reviewed, such corrective action shall include all affected persons.

d. The contractor will promptly investigate all complaints of alleged discrimination made to the contractor in connection with its obligations under this contract, will attempt to resolve such complaints, and will take appropriate corrective action within a reasonable time. If the investigation indicates that the discrimination may affect persons other than the complainant, such corrective action shall include such other persons. Upon completion of each investigation, the contractor will inform every complainant of all of their avenues of appeal.

6. Training and Promotion:

a. The contractor will assist in locating, qualifying, and increasing the skills of minorities and women who are applicants for employment or current employees. Such efforts should be aimed at developing full journey level status employees in the type of trade or job classification involved.

b. Consistent with the contractor's work force requirements and as permissible under Federal and State regulations, the contractor shall make full use of training programs, i.e., apprenticeship, and on-the-job training programs for the geographical area of contract performance. In the event a special provision for training is provided under this contract, this subparagraph will be superseded as indicated in the special provision. The contracting agency may reserve training positions for persons who receive welfare assistance in accordance with 23 U.S.C. 140(a).

c. The contractor will advise employees and applicants for employment of available training programs and entrance requirements for each.

d. The contractor will periodically review the training and promotion potential of employees who are minorities and women and will encourage eligible employees to apply for such training and promotion.

7. Unions: If the contractor relies in whole or in part upon unions as a source of employees, the contractor will use good faith efforts to obtain the cooperation of such unions to increase opportunities for minorities and women. Actions by the contractor, either directly or through a contractor's association acting as agent, will include the procedures set forth below:

a. The contractor will use good faith efforts to develop, in cooperation with the unions, joint training programs aimed toward qualifying more minorities and women for membership in the unions and increasing the skills of minorities and women so that they may qualify for higher paying employment.

b. The contractor will use good faith efforts to incorporate an EEO clause into each union agreement to the end that such union will be contractually bound to refer applicants without regard to their race, color, religion, sex, national origin, age or disability.

c. The contractor is to obtain information as to the referral practices and policies of the labor union except that to the extent such information is within the exclusive possession of the labor union and such labor union refuses to furnish such information to the contractor, the contractor shall so certify to the contracting agency and shall set forth what efforts have been made to obtain such information.

d. In the event the union is unable to provide the contractor with a reasonable flow of referrals within the time limit set forth in the collective bargaining agreement, the contractor will, through independent recruitment efforts, fill the employment vacancies without regard to race, color, religion, sex, national origin, age or disability; making full efforts to obtain qualified and/or qualifiable minorities and women. The failure of a union to provide sufficient referrals (even though it is obligated to provide exclusive referrals under the terms of a collective bargaining agreement) does not relieve the contractor from the requirements of this paragraph. In the event the union referral practice prevents the contractor from meeting the obligations pursuant to Executive Order 11246, as amended, and these special provisions, such contractor shall immediately notify the contracting agency.

8. Reasonable Accommodation for Applicants / Employees with Disabilities: The contractor must be familiar with the requirements for and comply with the Americans with Disabilities Act and all rules and regulations established there under. Employers must provide reasonable accommodation in all employment activities unless to do so would cause an undue hardship.

9. Selection of Subcontractors, Procurement of Materials and Leasing of Equipment: The contractor shall not discriminate on the grounds of race, color, religion, sex, national origin, age or disability in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The contractor shall take all necessary and reasonable steps to ensure nondiscrimination in the administration of this contract.

a. The contractor shall notify all potential subcontractors and suppliers and lessors of their EEO obligations under this contract.

b. The contractor will use good faith efforts to ensure subcontractor compliance with their EEO obligations.

10. Assurance Required by 49 CFR 26.13(b):

a. The requirements of 49 CFR Part 26 and the State DOT's U.S. DOT-approved DBE program are incorporated by reference.

b. The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the contracting agency deems appropriate.

11. Records and Reports: The contractor shall keep such records as necessary to document compliance with the EEO requirements. Such records shall be retained for a period of three years following the date of the final payment to the contractor for all contract work and shall be available at reasonable times and places for inspection by authorized representatives of the contracting agency and the FHWA.

a. The records kept by the contractor shall document the following:

(1) The number and work hours of minority and non-minority group members and women employed in each work classification on the project;

(2) The progress and efforts being made in cooperation with unions, when applicable, to increase employment opportunities for minorities and women; and

(3) The progress and efforts being made in locating, hiring, training, qualifying, and upgrading minorities and women;

b. The contractors and subcontractors will submit an annual report to the contracting agency each July for the duration of the project, indicating the number of minority, women, and non-minority group employees currently engaged in each work classification required by the contract work. This information is to be reported on Form FHWA-1391. The staffing data should represent the project work force on board in all or any part of the last payroll period preceding the end of July. If on-the-job training is being required by special provision, the contractor will be required to collect and report training data. The employment data should reflect the work force on board during all or any part of the last payroll period preceding the end of July.

III. NONSEGREGATED FACILITIES

This provision is applicable to all Federal-aid construction contracts and to all related construction subcontracts of $10,000 or more.

The contractor must ensure that facilities provided for employees are provided in such a manner that segregation on the basis of race, color, religion, sex, or national origin cannot result. The contractor may neither require such segregated use by written or oral policies nor tolerate such use by employee custom. The contractor's obligation extends further to ensure that its employees are not assigned to perform their services at any location, under the contractor's control, where the facilities are segregated. The term "facilities" includes waiting rooms, work areas, restaurants and other eating areas, time clocks, restrooms, washrooms, locker rooms, and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing provided for employees. The contractor shall provide separate or single-user restrooms and necessary dressing or sleeping areas to assure privacy between sexes.

IV. DAVIS-BACON AND RELATED ACT PROVISIONS

This section is applicable to all Federal-aid construction projects exceeding $2,000 and to all related subcontracts and lower-tier subcontracts (regardless of subcontract size). The requirements apply to all projects located within the right-of-way of a roadway that is functionally classified as Federal-aid highway. This excludes roadways functionally classified as local roads or rural minor collectors, which are exempt. Contracting agencies may elect to apply these requirements to other projects.

The following provisions are from the U.S. Department of Labor regulations in 29 CFR 5.5 "Contract provisions and related matters" with minor revisions to conform to the FHWA-1273 format and FHWA program requirements.

1. Minimum wages

a. All laborers and mechanics employed or working upon the site of the work, will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics.

Contributions made or costs reasonably anticipated for bona fide fringe benefits under section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of paragraph 1.d. of this section; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under paragraph 1.b. of this section) and the Davis-Bacon poster (WH–1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

b.(1) The contracting officer shall require that any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. The contracting officer shall approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:

(i) The work to be performed by the classification requested is not performed by a classification in the wage determination; and

(ii) The classification is utilized in the area by the construction industry; and

(iii) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(2) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the contracting officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the contracting officer to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(3) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the contracting officer shall refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Wage and Hour Administrator for determination. The Wage and Hour Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(4) The wage rate (including fringe benefits where appropriate) determined pursuant to paragraphs 1.b.(2) or 1.b.(3) of this section, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

c. Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

d. If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, Provided, That the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

2. Withholding

The contracting agency shall upon its own action or upon written request of an authorized representative of the Department of Labor, withhold or cause to be withheld from the contractor under this contract, or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work, all or part of the wages required by the contract, the contracting agency may, after written notice to the contractor, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

3. Payrolls and basic records

a. Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work. Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

b.(1) The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to the contracting agency. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i), except that full social security numbers and home addresses shall not be included on weekly transmittals. Instead the payrolls shall only need to include an individually identifying number for each employee (e.g. , the last four digits of the employee's social security number). The required weekly payroll information may be submitted in any form desired. Optional Form WH–347 is available for this purpose from the Wage and Hour Division Web site at http://www.dol.gov/esa/whd/forms/wh347instr.htm

or its successor site. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors. Contractors and subcontractors shall maintain the full social security number and current address of each covered worker, and shall provide them upon request to the contracting agency for transmission to the State DOT, the FHWA or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. It is not a violation of this section for a prime contractor to require a subcontractor to provide addresses and social security numbers to the prime contractor for its own records, without weekly submission to the contracting agency..

(2) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(i) That the payroll for the payroll period contains the information required to be provided under §5.5 (a)(3)(ii) of Regulations, 29 CFR part 5, the appropriate information is being maintained under §5.5 (a)(3)(i) of Regulations, 29 CFR part 5, and that such information is correct and complete;

(ii) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in Regulations, 29 CFR part 3;

(iii) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(3) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH–347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph 3.b.(2) of this section.

(4) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under section 1001 of title 18 and section 231 of title 31 of the United States Code.

c. The contractor or subcontractor shall make the records required under paragraph 3.a. of this section available for inspection, copying, or transcription by authorized representatives of the contracting agency, the State DOT, the FHWA, or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, the FHWA may, after written notice to the contractor, the contracting agency or the State DOT, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

4. Apprentices and trainees

a. Apprentices (programs of the USDOL).

Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice.

The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed.

Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination.

In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable

predetermined rate for the work performed until an acceptable program is approved.

b. Trainees (programs of the USDOL).

Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration.

The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration.

Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed.

In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

c. Equal employment opportunity. The utilization of apprentices, trainees and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR part 30.

d. Apprentices and Trainees (programs of the U.S. DOT).

Apprentices and trainees working under apprenticeship and skill training programs which have been certified by the Secretary of Transportation as promoting EEO in connection with Federal-aid highway construction programs are not subject to the requirements of paragraph 4 of this Section IV. The straight time hourly wage rates for apprentices and trainees under such programs will be established by the particular programs. The ratio of apprentices and trainees to journeymen shall not be greater than permitted by the terms of the particular program.

5. Compliance with Copeland Act requirements. The contractor shall comply with the requirements of 29 CFR part 3, which are incorporated by reference in this contract.

6. Subcontracts. The contractor or subcontractor shall insert Form FHWA-1273 in any subcontracts and also require the subcontractors to include Form FHWA-1273 in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in 29 CFR 5.5.

7. Contract termination: debarment. A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract, and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

8. Compliance with Davis-Bacon and Related Act requirements. All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR parts 1, 3, and 5 are herein incorporated by reference in this contract.

9. Disputes concerning labor standards. Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.

10. Certification of eligibility.

a. By entering into this contract, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

b. No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

c. The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

V. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

The following clauses apply to any Federal-aid construction contract in an amount in excess of $100,000 and subject to the overtime provisions of the Contract Work Hours and Safety Standards Act. These clauses shall be inserted in addition to the clauses required by 29 CFR 5.5(a) or 29 CFR 4.6. As

used in this paragraph, the terms laborers and mechanics include watchmen and guards.

1. Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

2. Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1.) of this section, the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1.) of this section, in the sum of $10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1.) of this section.

3. Withholding for unpaid wages and liquidated damages. The FHWA or the contacting agency shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2.) of this section.

4. Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1.) through (4.) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1.) through (4.) of this section.

VI. SUBLETTING OR ASSIGNING THE CONTRACT

This provision is applicable to all Federal-aid construction contracts on the National Highway System.

1. The contractor shall perform with its own organization contract work amounting to not less than 30 percent (or a greater percentage if specified elsewhere in the contract) of the total original contract price, excluding any specialty items designated by the contracting agency. Specialty items may be performed by subcontract and the amount of any such specialty items performed may be deducted from the total original contract price before computing the amount of work required to be performed by the contractor's own organization (23 CFR 635.116).

a. The term "perform work with its own organization" refers to workers employed or leased by the prime contractor, and equipment owned or rented by the prime contractor, with or without operators. Such term does not include employees or equipment of a subcontractor or lower tier subcontractor, agents of the prime contractor, or any other assignees. The term may include payments for the costs of hiring leased employees from an employee leasing firm meeting all relevant Federal and State regulatory requirements. Leased employees may only be included in this term if the prime contractor meets all of the following conditions:

(1) the prime contractor maintains control over the supervision of the day-to-day activities of the leased employees;
(2) the prime contractor remains responsible for the quality of the work of the leased employees;
(3) the prime contractor retains all power to accept or exclude individual employees from work on the project; and
(4) the prime contractor remains ultimately responsible for the payment of predetermined minimum wages, the submission of payrolls, statements of compliance and all other Federal regulatory requirements.

b. "Specialty Items" shall be construed to be limited to work that requires highly specialized knowledge, abilities, or equipment not ordinarily available in the type of contracting organizations qualified and expected to bid or propose on the contract as a whole and in general are to be limited to minor components of the overall contract.

2. The contract amount upon which the requirements set forth in paragraph (1) of Section VI is computed includes the cost of material and manufactured products which are to be purchased or produced by the contractor under the contract provisions.

3. The contractor shall furnish (a) a competent superintendent or supervisor who is employed by the firm, has full authority to direct performance of the work in accordance with the contract requirements, and is in charge of all construction operations (regardless of who performs the work) and (b) such other of its own organizational resources (supervision, management, and engineering services) as the contracting officer determines is necessary to assure the performance of the contract.

4. No portion of the contract shall be sublet, assigned or otherwise disposed of except with the written consent of the contracting officer, or authorized representative, and such consent when given shall not be construed to relieve the contractor of any responsibility for the fulfillment of the contract. Written consent will be given only after the contracting agency has assured that each subcontract is

evidenced in writing and that it contains all pertinent provisions and requirements of the prime contract.

5. The 30% self-performance requirement of paragraph (1) is not applicable to design-build contracts; however, contracting agencies may establish their own self-performance requirements.

VII. SAFETY: ACCIDENT PREVENTION

This provision is applicable to all Federal-aid construction contracts and to all related subcontracts.

1. In the performance of this contract the contractor shall comply with all applicable Federal, State, and local laws governing safety, health, and sanitation (23 CFR 635). The contractor shall provide all safeguards, safety devices and protective equipment and take any other needed actions as it determines, or as the contracting officer may determine, to be reasonably necessary to protect the life and health of employees on the job and the safety of the public and to protect property in connection with the performance of the work covered by the contract.

2. It is a condition of this contract, and shall be made a condition of each subcontract, which the contractor enters into pursuant to this contract, that the contractor and any subcontractor shall not permit any employee, in performance of the contract, to work in surroundings or under conditions which are unsanitary, hazardous or dangerous to his/her health or safety, as determined under construction safety and health standards (29 CFR 1926) promulgated by the Secretary of Labor, in accordance with Section 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3704).

3. Pursuant to 29 CFR 1926.3, it is a condition of this contract that the Secretary of Labor or authorized representative thereof, shall have right of entry to any site of contract performance to inspect or investigate the matter of compliance with the construction safety and health standards and to carry out the duties of the Secretary under Section 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C.3704).

VIII. FALSE STATEMENTS CONCERNING HIGHWAY PROJECTS

This provision is applicable to all Federal-aid construction contracts and to all related subcontracts.

In order to assure high quality and durable construction in conformity with approved plans and specifications and a high degree of reliability on statements and representations made by engineers, contractors, suppliers, and workers on Federal-aid highway projects, it is essential that all persons concerned with the project perform their functions as carefully, thoroughly, and honestly as possible. Willful falsification, distortion, or misrepresentation with respect to any facts related to the project is a violation of Federal law. To prevent any misunderstanding regarding the seriousness of these and similar acts, Form FHWA-1022 shall be posted on each Federal-aid highway project (23 CFR 635) in one or more places where it is readily available to all persons concerned with the project:

18 U.S.C. 1020 reads as follows:

"Whoever, being an officer, agent, or employee of the United States, or of any State or Territory, or whoever, whether a person, association, firm, or corporation, knowingly makes any false statement, false representation, or false report as to the character, quality, quantity, or cost of the material used or to be used, or the quantity or quality of the work performed or to be performed, or the cost thereof in connection with the submission of plans, maps, specifications, contracts, or costs of construction on any highway or related project submitted for approval to the Secretary of Transportation; or

Whoever knowingly makes any false statement, false representation, false report or false claim with respect to the character, quality, quantity, or cost of any work performed or to be performed, or materials furnished or to be furnished, in connection with the construction of any highway or related project approved by the Secretary of Transportation; or

Whoever knowingly makes any false statement or false representation as to material fact in any statement, certificate, or report submitted pursuant to provisions of the Federal-aid Roads Act approved July 1, 1916, (39 Stat. 355), as amended and supplemented;

Shall be fined under this title or imprisoned not more than 5 years or both."

IX. IMPLEMENTATION OF CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT

This provision is applicable to all Federal-aid construction contracts and to all related subcontracts.

By submission of this bid/proposal or the execution of this contract, or subcontract, as appropriate, the bidder, proposer, Federal-aid construction contractor, or subcontractor, as appropriate, will be deemed to have stipulated as follows:

1. That any person who is or will be utilized in the performance of this contract is not prohibited from receiving an award due to a violation of Section 508 of the Clean Water Act or Section 306 of the Clean Air Act.
2. That the contractor agrees to include or cause to be included the requirements of paragraph (1) of this Section X in every subcontract, and further agrees to take such action as the contracting agency may direct as a means of enforcing such requirements.

X. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

This provision is applicable to all Federal-aid construction contracts, design-build contracts, subcontracts, lower-tier subcontracts, purchase orders, lease agreements, consultant contracts or any other covered transaction requiring FHWA

approval or that is estimated to cost $25,000 or more – as defined in 2 CFR Parts 180 and 1200.

1. Instructions for Certification – First Tier Participants:

a. By signing and submitting this proposal, the prospective first tier participant is providing the certification set out below.

b. The inability of a person to provide the certification set out below will not necessarily result in denial of participation in this covered transaction. The prospective first tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective first tier participant to furnish a certification or an explanation shall disqualify such a person from participation in this transaction.

c. The certification in this clause is a material representation of fact upon which reliance was placed when the contracting agency determined to enter into this transaction. If it is later determined that the prospective participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the contracting agency may terminate this transaction for cause of default.

d. The prospective first tier participant shall provide immediate written notice to the contracting agency to whom this proposal is submitted if any time the prospective first tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

e. The terms "covered transaction," "debarred," "suspended," "ineligible," "participant," "person," "principal," and "voluntarily excluded," as used in this clause, are defined in 2 CFR Parts 180 and 1200. "First Tier Covered Transactions" refers to any covered transaction between a grantee or subgrantee of Federal funds and a participant (such as the prime or general contract). "Lower Tier Covered Transactions" refers to any covered transaction under a First Tier Covered Transaction (such as subcontracts). "First Tier Participant" refers to the participant who has entered into a covered transaction with a grantee or subgrantee of Federal funds (such as the prime or general contractor). "Lower Tier Participant" refers any participant who has entered into a covered transaction with a First Tier Participant or other Lower Tier Participants (such as subcontractors and suppliers).

f. The prospective first tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

g. The prospective first tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," provided by the department or contracting agency, entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions exceeding the $25,000 threshold.

h. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any lower tier prospective participants, each participant may, but is not required to, check the Excluded Parties List System website (https://www.epls.gov/), which is compiled by the General Services Administration.

i. Nothing contained in the foregoing shall be construed to require the establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of the prospective participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

j. Except for transactions authorized under paragraph (f) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

* * * * *

2. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – First Tier Participants:

a. The prospective first tier participant certifies to the best of its knowledge and belief, that it and its principals:

(1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;

(2) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (a)(2) of this certification; and

(4) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

b. Where the prospective participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

2. **Instructions for Certification - Lower Tier Participants:**

(Applicable to all subcontracts, purchase orders and other lower tier transactions requiring prior FHWA approval or estimated to cost $25,000 or more - 2 CFR Parts 180 and 1200)

a. By signing and submitting this proposal, the prospective lower tier is providing the certification set out below.

b. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department, or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

c. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous by reason of changed circumstances.

d. The terms "covered transaction," "debarred," "suspended," "ineligible," "participant," "person," "principal," and "voluntarily excluded," as used in this clause, are defined in 2 CFR Parts 180 and 1200. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations. "First Tier Covered Transactions" refers to any covered transaction between a grantee or subgrantee of Federal funds and a participant (such as the prime or general contract). "Lower Tier Covered Transactions" refers to any covered transaction under a First Tier Covered Transaction (such as subcontracts). "First Tier Participant" refers to the participant who has entered into a covered transaction with a grantee or subgrantee of Federal funds (such as the prime or general contractor). "Lower Tier Participant" refers any participant who has entered into a covered transaction with a First Tier Participant or other Lower Tier Participants (such as subcontractors and suppliers).

e. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

f. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions exceeding the $25,000 threshold.

g. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any lower tier prospective participants, each participant may, but is not required to, check the Excluded Parties List System website (https://www.epls.gov/), which is compiled by the General Services Administration.

h. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

i. Except for transactions authorized under paragraph e of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

* * * * *

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Participants:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

* * * * *

XI. CERTIFICATION REGARDING USE OF CONTRACT FUNDS FOR LOBBYING

This provision is applicable to all Federal-aid construction contracts and to all related subcontracts which exceed $100,000 (49 CFR 20).

1. The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of

Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

2. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

3. The prospective participant also agrees by submitting its bid or proposal that the participant shall require that the language of this certification be included in all lower tier subcontracts, which exceed $100,000 and that all such recipients shall certify and disclose accordingly.

ATTACHMENT A - EMPLOYMENT AND MATERIALS PREFERENCE FOR APPALACHIAN DEVELOPMENT HIGHWAY SYSTEM OR APPALACHIAN LOCAL ACCESS ROAD CONTRACTS

This provision is applicable to all Federal-aid projects funded under the Appalachian Regional Development Act of 1965.

1. During the performance of this contract, the contractor undertaking to do work which is, or reasonably may be, done as on-site work, shall give preference to qualified persons who regularly reside in the labor area as designated by the DOL wherein the contract work is situated, or the subregion, or the Appalachian counties of the State wherein the contract work is situated, except:

a. To the extent that qualified persons regularly residing in the area are not available.

b. For the reasonable needs of the contractor to employ supervisory or specially experienced personnel necessary to assure an efficient execution of the contract work.

c. For the obligation of the contractor to offer employment to present or former employees as the result of a lawful collective bargaining contract, provided that the number of nonresident persons employed under this subparagraph (1c) shall not exceed 20 percent of the total number of employees employed by the contractor on the contract work, except as provided in subparagraph (4) below.

2. The contractor shall place a job order with the State Employment Service indicating (a) the classifications of the laborers, mechanics and other employees required to perform the contract work, (b) the number of employees required in each classification, (c) the date on which the participant estimates such employees will be required, and (d) any other pertinent information required by the State Employment Service to complete the job order form. The job order may be placed with the State Employment Service in writing or by telephone. If during the course of the contract work, the information submitted by the contractor in the original job order is substantially modified, the participant shall promptly notify the State Employment Service.

3. The contractor shall give full consideration to all qualified job applicants referred to him by the State Employment Service. The contractor is not required to grant employment to any job applicants who, in his opinion, are not qualified to perform the classification of work required.

4. If, within one week following the placing of a job order by the contractor with the State Employment Service, the State Employment Service is unable to refer any qualified job applicants to the contractor, or less than the number requested, the State Employment Service will forward a certificate to the contractor indicating the unavailability of applicants. Such certificate shall be made a part of the contractor's permanent project records. Upon receipt of this certificate, the contractor may employ persons who do not normally reside in the labor area to fill positions covered by the certificate, notwithstanding the provisions of subparagraph (1c) above.

5. The provisions of 23 CFR 633.207(e) allow the contracting agency to provide a contractual preference for the use of mineral resource materials native to the Appalachian region.

6. The contractor shall include the provisions of Sections 1 through 4 of this Attachment A in every subcontract for work which is, or reasonably may be, done as on-site work.

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Chapter 11 –

CONTRACTOR SUBMITTED FORMS

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CONTRACTOR SUBMITTED FORMS

The following are the most common forms and/or items that the contractors will submit in the duration of the project. We do not explain the forms here, as the forms have been explained in other sections of the manual.

Prior to construction:

Form 205B – *Sublet Permit Application*
Form 838 – *OJT Trainee/Apprentice Record*
Form 1337 – *Contractor Commitment to Meet OJT Requirements*
Form 1425 – *Supplier List*

During construction: (Not all items required on every project)

Checked payrolls with signed Form 118 *(Contractor Wage Compliance Statement)*
Form 1418 – Monthly Payment Summary
Form 1419 – DBE Participation Report (Quarterly)
Material COC's
Stockpile documentation
Force Account Billings
Form 832 – *Trainee Status and Evaluation* (monthly)(i.e. requests for OJT Trainee payment)
Tare (Truck haul ID) sheets
Scale/Weigher certifications
Welder certifications
Pile Driving Equipment certifications
Letter of intent to file a claim (see §105.24(a))
Signatures on Change Orders

After construction: (Required for final payment)

Buy America certifications & Summary of Quantities (see §106.11& CB 2014#8)
Any outstanding Material COC's (see project specials for requirements)
Any outstanding payrolls
Landscaping/Irrigation "As Builts" (if applicable)
Traffic signal "As Builts" (if applicable)
Survey documentation
Final Form 1419 –*DBE Participation Report* (See project specials)
Letter requesting reduction of retainage (see §109.06(a))
Consent of Surety to reduce retainage letter
Form 96 – *Contractor Acceptance of Final Estimate*

Also see Construction Bulletins in Appendix A and the following worksheet

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Required Contractor Submittal Worksheet

Required Contractor Submittals

	Submittal	SHALL Be Submitted	Required by	CDOT Form No.	Date Received	Date Approved
General	Copy of Insurance Certificates	With Contract & Bond. Renewed as needed	§107.15; SSP 107			
	Written List of All Permits	Prior to construction	§107.02			
	Contractor Selection of Litigation or Arbitration (DRB)	Prior to construction	§105.24	1378		
	Shop / Working Drawings	Prior to construction, as needed	§105.02			
	Acceptance/Refusal of Fuel Cost Adjustment	With Contract & Bond	§103.04	140		
	Emergency Contact List	At Pre-Con	Pre-Con Agenda	Pre-Con Agenda		
	Pavement Marking Plan	As needed	§627			
	Public Information	As needed	§626.01			
	Written Notification to Utilities	Prior to construction	105.11			
	Intent to file Claim	As needed	§105.24	letter		
	Contractor Acceptance of Final Payment	Prior to final payment	§109.09	96		
	Force Account Billings w/certified payrolls, invoices, rental rates	Prior to final payment	§109.04	10, 580		
Schedule & Method Statements	Schedule	10 days prior to start of work, CPM unless otherwise specified. Update monthly prior to estimate cut off date	§108.03; PSP Commencement & Completion of Work			
	Methods Statements: All salient features listed in COC spec, any others Contractor deems controlling	Prior to construction, 2 weeks prior to use	§108.03	**		
	Critical Path Method Schedule & Narrative	Prior to construction, updated as needed	§108.03	**		
	Payment Schedule	Prior to construction, updated as needed	§108.04			
Environmental	Schedule for Temporary & Permanent BMP Installations	Prior to construction, updated as needed	§208.03			
	List of Potential Pollution Sources	Prior to construction, updated as needed	§107.25			
	Spill Prevention, Control, and Countermeasure Plan	Prior to construction, updated as needed	§208.06;107.25			
	Certification of Equipment Cleaning	Prior to use	§107.25			
	Erosion Control Supervisor Certifications	Prior to use	§208.03			
	SWMP Notebook	During & after construction	§208.03	1176, 1177, 1388		
	Environmental Pre-Construction Conference(transfer of permits)	Prior to construction	§208.03			
Traffic Control	Method of Handling Traffic (MHT) Initial	Prior to construction; update as needed	§630.09; PSP Limitation of Operations			
	Method of Handling Traffic (MHT) Other	Prior to use	§630.09			
	Traffic Management Plan	Prior to use	§630.10			
	Traffic Control Plan	Prior to use	PSP Traffic Control Plan General			
	Traffic Control Supervisor Certifications	Prior to use	§630.11			
	Traffic Control Superintendent Certifications	Prior to use	§630.11			
	Flagger Certifications	Prior to use	§630.11			
	NCHRP 350 (Crash Test Worthiness) Certifications	Prior to use	§630.09			
Safety	Project Safety Management Plan/Manager/Competent Person	Prior to construction	§107.06			
	Construction Safety Plan for Safety Critical Items	Prior to construction	PSP 107			
	Health & Safety Plan	Prior to construction	§250.03; PSP 250			
Survey	Surveying Schedule	Prior to Pre-Survey Conference	§625.03			
	Survey & Survey Equipment Certifications	Prior to Pre-Survey Conference	§625.01; &625.13			
	Initial Schedule for Completing Surveying Items for Payment	After survey items completed	§629.03			
	Survey Documentation Stamped by PLS	After survey items completed	§625.11			
	Survey Monumentation Records		§629			

Required Contractor Submittals

	Submittal	SHALL Be Submitted	Required by	CDOT Form No.	Date Received	Date Approved
Materials	List of Sources for Supplies & Materials	Preferably at Precon, minimum of 2 weeks prior to material delivery	§106.01; FMM Special Notice to Contractors			
	Mix Designs: HMA, concrete, etc.	Prior to use	FMM			
	List of Haul Vehicles Legal Loads	Prior to use	FMM			
	Buy America Letter/Chain of Custody	Prior to use	23 CFR 635.410; §106.11	**		
	Certification of Borrow Source for Embankment & Topsoil	Prior to use	§106.02			
	Material COC's	Prior to use; as needed	SSP 106; FMM Special Notice to Contractors	**		
	List of QC personnel	Prior to use	FMM			
	Scale & Weigher Certifications	Prior to use	§109			
	Pile Driving Equipment Certifications	Prior to use	§502.04			
	Welder Certifications	Prior to use	§502.08			
	Stockpile Material Invoice/Requests	Prior to monthly estimate	§109.07			
Equal Employment Opportunity	Contractor's EEO Policy & Procedures	Prior to construction	SSP Affirmative Action Requirements; SSP Required Contract Provisions			
	Letter confirming EEO Policies & Procedures orientation meeting with supervisory personnel	Prior to construction & every 12 months	" "			
	Letter describing Contractor's EEO complaint procedures	Prior to construction	" "			
	Letter describing Contractor's method & schedule for monitoring subcontractor EEO compliance schedule	Prior to construction	" "			
	Letter communicating Contractor's tentative date of first project EEO meeting	Prior to construction	" "			
	Certified Contractor payrolls	Prior to monthly estimate on Federal Aid Projects & Force Account work	FHWA 1273;29 CFR part 5	118		
	Federal-Aid Highway Construction Contractors Annual EEO Report	For employees on payroll in last full week in July	23 USC 140a; 23 CFR part 230	1391		
EEO - On-the-Job-Training	Contractor Commitment to Meet OJT Requirements	At or before Precon	SSP Affirmative Action Requirements; SSP Required Contract Provisions	1337 **		
	OJT Trainee/Apprentice Record for each trainee	Prior to trainee commencing work	" "	838 **		
	Trainee Status & Evaluation (contractor request for payment)for each approved trainee	Monthly	" "	832		
	Letter requesting change/waiver of OJT goals	As needed, prior to project acceptance	" "	1336		
EEO - Subcontractors	List of Suppliers	At Pre-Con	SSP Disadvantaged Business Enterprise	1425	**	
	Sublet Permit Applications(Form 205)	Prior to work	" "	205		
	Report of monthly payments to Subcontractors/Suppliers	Prior to monthly estimate	" "	1418	**	
	Quarterly report of payments to DBE Subcontractors/Suppliers	Prior to monthly/final estimate	" "	1419	**	

KEY

§ - Standard Specification
SSP - Standard Special Provision
PSP - Project Special Provision
FMM - Field Material Manual
COC - Certificate of Compliance

QC - Quality Control
EEO - Equal Employment Opportunity
OJT - On the Job Training
DRB - Dispute Resolution Board

** **Note:** Monthly Contractor payments should be withheld if forms not received prior to estimate cut-off date!

CDOT 118 (pg 1)

Colorado Department of Transportation **CONTRACTOR WAGE COMPLIANCE STATEMENT**	Project Code: Project Number: Project Location:

Contractors/subcontractors

Completion of the payroll supervisor appointment and perjury statement is required by the U.S. Department of Labor and is included on the back of this form. Contractors/subcontractors are required to pay weekly; complete both sides of this form in full and attach to each payroll for the seven day payroll period. Prime contractors are required to submit the forms within seven days of the weekly payroll period to the project engineer; subcontractors submit forms for review to the prime contractor prior to submission to CDOT. The prime contractor is responsible for subcontractor payroll submittal and compliance; by submittal of subcontractor payrolls, the prime contractor certifies that they have reviewed the submittal for compliance.

Contractor/subcontractor name	Payroll number	Payroll period to

Fringe benefit information:

Name(s)/addresses of fringe benefit administrator(s):

Contact person and phone number(s):

Contributions are made in cash or to the plans, funds or programs described below at least quarterly. There are no past due deposits. List the value of the fringe amount as the dollar amount per hour. Documentation of calculations used to determine hourly rates shall be available upon request. Please attach additional information as necessary if fringe contributions vary by employee.

- ☐ cash _____
- ☐ health insurance _____
- ☐ dental insurance _____
- ☐ life insurance _____
- ☐ pension _____
- ☐ vacation _____
- ☐ holiday _____
- ☐ other (describe) _____

All on-the-job trainees (OJTs) employed in the above period are registered in and paid according to a bona fide training program approved by the Colorado Department of Transportation and the Federal Highway Administration. Each trainee has also been approved for work on this contract.

I declare under penalty of perjury in the second degree, and any other State or Federal laws that the statements made in this document are true and complete to the best of my knowledge.

Contractor/subcontractor payroll supervisor or signatory party	Date

Previous editions are obsolete and may not be used **Page 1 of 2 (over)** **CDOT Form #118 3/07**

CDOT 118 (pg 2)

Date	(Name of signatory party)	(Title)	
	I,		do hereby state:

(1) That I pay or supervise the payment of the persons employed by

(Contractor or Subcontractor)	on the	(Building or work) ;

that during the payroll period commencing on the

day of	Month	Year	and ending the	day of	Month	Year

all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said

(Contractor or Subcontractor)	from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly

from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described below:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGES BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

☐ in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

(b) WHERE FRINGES BENEFITS ARE PAID IN CASH

☐ Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) EXCEPTIONS

Exception (craft)	Explanation

Remarks

Name and Title	Signature

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

Previous editions are obsolete and may not be used **Page 2 of 2** **CDOT Form #118 3/07**

CDOT 205B (pg 1)

Colorado Department of Transportation

SUBLET PERMIT APPLICATION

		Prime Contractor Name:	Project Number:
Total Original Contract Amount:		Contact Name & Phone #:	Project Code:
Total Percent Sublet to date (in hundredths):	#DIV/0!		

Subcontract Information

Subcontract Name, Address, Phone:	Subcontract #:	Tier:	If Tier, to what subcontract:
	Substitute Contract: (Y/N)		
	Substitute DBE:		
	If Substitute, to what subcontractor:		
	Subcontract Information (check all that apply) ☐ DBE ☐ ESB		

WBS Element or Proposal Line #	Item Code	Item Description	Unit of Measure	Location for Design Builds Only	Quantity	Subcontractor Unit Price	Total Amount Sublet
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
						Total amount of above items:	$ -
						Total from page 2 (if applicable):	$ -
						Previous amount sublet under the Contract:	
						Total amount sublet:	$ -
						Percent of contract of the above items:	#DIV/0!

The Prime Contractor and the subcontractor agree to the following:

- All Prime Contract terms and conditions apply to the subcontract, and the subcontractor shall not commence work until the written subcontract has been fully executed.
- On Federal-Aid projects, the fully executed written subcontract shall include a copy of the form FHWA 1273.
- The subcontractor shall not commence work until the CDOT project engineer approves this Sublet Permit Application.
- The Prime Contractor and subcontractor shall:
  - Make partial payments to subcontractors and/or suppliers in accordance with subsection 107.01 and C.R.S. 24-91-103(2), the "Prompt Payment" statute.
  - Promptly notify subcontractors and/or suppliers of any reason for delaying partial payments.
  - Provide a copy of the monthly estimate to subcontractors who perform work for which payment was made.

I certify under penalty of perjury in the second degree, and other applicable state or federal laws, that the statements made on this document are true and complete to the best of my knowledge.

Prime Representative Signature: _____ Name: _____ Date: _____

Tier #1 Subcontractor Signature: _____ Name: _____ Date: _____

Tier #2 Subcontractor Signature: _____ Name: _____ Date: _____

Subcontract Approval - The application is approved subject to the terms of the Prime Contractor's Contract with CDOT. Nothing in this application shall create a contractual relationship between CDOT and the subcontractor. CDOT approval of this application is not an endorsement of the subcontractor and does not relieve the Prime Contractor of any responsibilities under the Contract with CDOT.

Project Engineer Signature: _____ Name: _____ Date: _____

Region Civil Rights Office: _____ Name: _____ Date: _____

CDOT Form 205 9/3/2014

Page 1 of 2 (over)

Distribution: Contract and Market Analysis (Records Mgmt) - Original
Contractor
Region

Also see **Chapter_5**

CDOT 205B (pg 2)

Colorado Department of Transportation		Prime Contractor Name:	Project Number:
SUBLET PERMIT APPLICATION		0	0
Total Original Bid Amount:	$ -	Contact Name & Phone #:	Project Code:
		0	0
		0	0

WBS Element or Proposal Line #	Item Code	Item Description	Unit of Measure	Location for Design Builds Only	Quantity	Subcontractor Unit Price	Total Amount Sublet
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
							$ -
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							$ -
							$ -
						Total amount of above items:	$ -

CDOT Form 205 9/3/2014
Page 2 of 2

Distribution: Contract and Market Analysis (Records Mgmt) - Original
Contractor
Region

CDOT 832

COLORADO DEPARTMENT OF TRANSPORTATION

TRAINEE STATUS AND EVALUATION

Type of Approved Program Check all that apply:
☐ Standard ☐ Union ☐ CCA
☐ Colorado ☐ Other:_____

Contractors Name:	Project Number:	Project Code (SA#):	Reporting Month:
Trainee's Name:		Trainee's Classification:	
Social Security Number:	Date Enrolled in Program:		Hourly Rate:
Percent of Journeyman Scale:	Total Hours Required in Program:		Sponsor (Colorado Program):

Status of Trainee is: ☐ Working ☐ Graduated ☐ Temporarily Laid Off ☐ Dropped Out ☐ Transferred to Another Project ☐ Terminated

Federal Aid: ☐ Yes ☐ No	CDOT Project No.:	Project Code:	Location:	Hours Worked this Month:
Federal Aid: ☐ Yes ☐ No	CDOT Project No.:	Project Code:	Location:	Hours Worked this Month:
Federal Aid: ☐ Yes ☐ No	CDOT Project No.:	Project Code:	Location:	Hours Worked this Month:
Federal Aid: ☐ Yes ☐ No	CDOT Project No.:	Project Code:	Location:	Hours Worked this Month:

Non-CDOT Project Descriptions and Locations:		Hours Worked this Month:
Total Training Hours Worked This Month:	Previous Training Hours Worked:	Total Training Hours Worked to Date:

What were the trainee's primary job duties this month:

The trainee's overall job performance for this month is: ☐ Excellent ☐ Good ☐ Fair ☐ Poor

Supervisor's Comments:

Trainee's Comments:

Trainee's Signature (if available):	Supervisor's Signature:

CONTRACTOR:

The undersigned contractor herby certifies that the listed employee is a bona fide trainee as required by the On-the-Job Training Special Provision, that s/he has worked the hours reported on this form, and the hours worked on CDOT and Federal Aid Projects reported are eligible for reimbursement. The information provided above is reasonably correct to the best of my knowledge.

Contractor Signature/ Title ***Date***

PROJECT ENGINEER:

I hereby certify that the On-the-Job training hours reported above have been reviewed and found reasonable.

Engineer Signature/Title **Date**

Distribution: **Previous editions are obsolete and may not be used.** CDOT Form # 832 1/06
REGION CIVIL RIGHTS MANAGER – 3 copies (one for BPO, one for Sponsor)
Project Engineer
Trainee
Records Center (original)

CDOT 838

COLORADO DEPARTMENT OF TRANSPORTATION

OJT TRAINEE/APPRENTICE RECORD

Contractor Instructions:

1) Complete this form for each trainee or apprentice on the project that will be used to meet OJT requirements
2) Submit **one** form for **each** trainee/ apprentice for each project
3) Retain a copy for your records
4) Submit original to CDOT Project Engineer
5) **Incomplete submittals will be rejected**
6) Attach training program certificate
7) Attach training enrollment certificate

Type of Program (check all that apply): ☐ Union ☐ Standard OJT Program ☐ Other _____ ☐ U.S. DOL - BAT

Contractor's Name:	Project No.:	Location:	Project Code (SA#)

Name of Trainee's Supervisor:	Title:

Trainee's Name:	Date this form submitted:

Trainee's Job Classification and CODE from the wage decision:	Wage Decision number, include modifications:

☐ Male ☐ Female	Last 4 of SSN	Veteran: ☐ No ☐ Yes If Yes, which branch:

Education – Check the last year of school completed:	**Training Hours Credited:**
Highest Grade Completed _____ ☐ GED ☐ High School Diploma ☐ College	Accumulated:
Technical Training or Certifications:	On-the-Job Training _____(hours)
Special Licenses:	Classroom Training _____(hours)

Ethnic or Racial Background:
☐ African American ☐ American Indian or Alaskan ☐ White ☐ Hispanic ☐ Asian or Pacific Islander ☐ Other

Trainee's Previous Construction Work Experience:

Name of Company	Location City / State	Job Classification	Dates of Employment: From:	To:

Were any previous jobs at the journeyman level? ☐ Yes ☐ No

If yes, explain:

Date Trainee First employed by Your Company: Date Enrolled in Training Program:	How long do you anticipate employing this trainee/apprentice?

Trainee's wage (% of journeyman work) at this time? ☐ 60% ☐ 75% ☐ 90% ☐ 100% Trainees current wage rate $ _____/hr	Trainee willing to travel? ☐ Yes ☐No

Signature of Authorized Contractor Representative:	**Title:**	**Date:**

Region Civil Rights Manager Signature:	**Region:**	☐ **Approved** ☐ **Not-Approved**	**Date:**

Comments or reason not approved:

Previous editions are obsolete and may not be used. CDOT Form # 838 12/11

Project Engineer (2) Project Engineer will provide one copy to the contractor
Region Civil Rights Manager (3 copies – one for BPO; one for the sponsor if applicable)
Records Center (Original)

CDOT 1337

COLORADO DEPARTMENT OF TRANSPORTATION **CONTRACTOR COMMITMENT TO MEET OJT REQUIREMENTS**	**Project No.:**	**Project Code (SA#):**
	Prime Contractor Name:	
	Subcontractor Name *(If applicable):*	**Training Hrs. Required:**

Instructions: If there is an OJT requirement on the contract, the contractor must complete and submit this form to the Engineer no later than the preconstruction conference. The contractor must attach a copy of the approved Training Program certification. This may be a letter from CDOT or other such certification from the U.S. Department of Labor or FHWA. Progress payments may be withheld from the contractor if this document is not submitted or is not approved by the Region Civil Rights Manager, or if the commitment has not been implemented by the contractor.

Program (check applicable boxes):

☐ Standard Program ☐ U.S. DOL - BAT ☐ Other: _____ ☐ Sponsor: _____

Name of Certified Program:

Name/Title of Contractor's Representative Administering OJT Program:

Telephone Number:

Date of Certification or Approval of Program if Approved by CDOT or FHWA: / /

Agency That Issued Approval of the Training Program:

Classifications of Trainees Intended to be Placed on this Project:

Classification of Trainee	Approximate Start Date of Training
1.	/ /
2.	/ /
3.	/ /
4.	/ /
5.	/ /
6.	/ /

Anticipated Amount Expected for Reimbursement for Training Hours: hrs.

Prime Contractor Certification:
I certify that the above information is complete and accurate to the best of my knowledge. I understand that the On The Job Training is a requirement of this contract and failure to provide training as required by the special provisions of this contract may result in sanctions.

Contractor Representative Signature:	**Date:** / /

Distribution: Project Engineer, Prime Contractor, Subcontractor (if applicable), Region Civil Rights Manager (3 copies, 1- Bus. Prog. Office, 1- Sponsor)

Previous editions may not be used

CDOT Form #1337 12/11

CDOT 1415
(2 page form)

COLORADO DEPARTMENT OF TRANSPORTATION

COMMITMENT CONFIRMATION

SECTION 1. This section must be completed by the Contractor.

Project:		Project Code:	
Bidder/Contractor:		Phone:	
Contact:		Email:	
DBE Firm Name:		DBE Phone:	
DBE Address:		DBE Email:	

Commitment Details

Category	Work to be Performed	DBE Work Code(s)	Commitment Amount	Eligible Participation
Construction				
Trucking				
Supplies				
Services				
		Total		

This section must be signed by an individual with the power to contractually bind the Bidder/Contractor. You declare under penalty of perjury in the second degree and any other applicable state or federal laws that the statements made in this document are complete, true and accurate to the best of your knowledge.

Bidder/Contractor Representative	Title	Signature	Date

SECTION 2. This section must be completed by the DBE. (Attach additional pages if necessary).

This document is not a contract with the Bidder/Contractor; it is an acknowledgement of the obligation that the Bidder/Contractor is making to CDOT. The amounts listed above may be less than the subcontractor or purchase order amount, but can never be more, and shall not reflect any mark up by the Bidder/Contractor. **All questions must be answered.**

Are you contracting directly with the Bidder/Contractor or with one of its subcontractors? If with a subcontractor, provide the firm name.	
Will you be purchasing supplies or materials or leasing or renting equipment from the Bidder/Contractor or its subcontractors? If so, explain.	
Do you intend to subcontract any portion of the work listed above? If yes, state to which firms, what work and the approximate amount. Include trucking subcontractors and owner-operators.	
Will you be providing trucking services on this project? If so, state how many of your own trucks and employees you will have on this project.	
Who within your firm will be supervising and responsible for your firm's work on this project?	
Will you be acting as a broker on this project? If so, state what you will be brokering and your approximate brokerage fee.	
Will you be acting as a supplier on this project? If so, please state what you will be supplying and whether you will manufacture the items.	

CDOT 1416

(2 page form)

COLORADO DEPARTMENT OF TRANSPORTATION

GOOD FAITH EFFORT REPORT

Section 1. Contractor and Project Information

Bidder:		Project:	
Address:		Project Code:	
Contact Name:		Proposal Amount:	
Contact Phone:		Contract Goal Percentage:	
Contact Email:		Contract Goal Dollar Value:	

Section 2. Efforts to Achieve DBE Participation. Attach a narrative that answers the questions below and complete Page 2 (Subcontractor Quote Summary). Provide any supporting documentation which demonstrates your good faith efforts.

a. Describe your overall plan or approach to meeting the contract goal. Include how much and what work you intend to self-perform; how much and what work you intend to subcontract; what work areas were identified as subcontracting opportunities for DBEs; and the approximate number of DBEs per area.

b. Describe your efforts to obtain DBE participation (i.e. how you attempted to execute your plan or approach to meeting the contract goal). Include direct outreach (state the DBE solicited, date(s) and method of phone, email or fax); indirect outreach such as events, publications, and/or communication with minority and other organizations that you conducted to reach DBEs (state date(s), location and audience); other efforts you made to assist DBEs in competing for or obtaining contracts (accepting quotes from DBEs that may be higher than other subcontractors, modifications to contract scopes, unbundling, mentoring, etc.); and obstacles you encountered in assisting or contracting with DBEs. Cost alone shall not be a reason to reject a DBE and will be considered in the evaluation of Page 2.

c. If the eligible participation submitted on the Form 1414 was miscalculated, determined to be invalid, or otherwise did not meet the contract goal, provide your justification for such deficiencies and the remedies you have taken or intend to take to avoid the issue in the future. If you have obtained any additional commitments since submission of the bid, attach the Form 1415(s) and the reason why such commitments were not obtained prior to the proposal due date.

Section 3. Affidavit of Good Faith Efforts. The Bidder must show that it took all necessary and reasonable steps to achieve the DBE contract goal which by their scope, intensity and appropriateness to the objective, could reasonably be expected to obtain sufficient DBE participation, even if not fully successful. 49 CFR Part 26, Appendix A sets forth examples and guidance for good faith efforts. The contractor is not limited to the examples provided in 49 CFR Part 26, Appendix A and may provide any documentation that demonstrates good faith efforts to obtain DBE participation on this contract.

If, at any time, CDOT has reason to believe that any person or firm has willfully and knowingly provided incorrect information or made false statements, CDOT may initiate suspension or debarment proceedings against the person or firm under 49 CFR Part 29, take enforcement action under 49 CFR Part 31, Program Fraud and Civil Remedies, and/or refer the matter to the Department of Justice or Office of the Inspector General for criminal prosecution under 18 U.S.C. 1001, which prohibits false statements in Federal program.

By signing below, the Bidder hereby affirms that it has made good faith efforts and has documented all such efforts in this form and the attached supporting documentation.

I, _____, am the _____ of _____.

Representative Name Title Company

I have the authority to make this affidavit for and on behalf of my company. All information provided herein and attached as evidence of my company's good faith efforts is true and accurate to the best of my belief.

_____ _____

Signature Date

Notarization: Must be completed by a licensed notary.

County of _____ State of _____

Subscribed and sworn before me this _____ day of _____

Notary Signature _____

Notary Address _____

_____

SEAL

CDOT projects: Submit this form and all supporting documentation to the CDOT Civil Rights and Business Resource Center via fax to (303)757-9019. All originals must be sent to: CDOT Civil Rights and Business Resource Center, 4201 E. Arkansas Ave. Room 150, Denver, CO 80222.

Local agency projects: Submit this form and all supporting documentation to the local agency. All originals must be sent to: CDOT Civil Rights and Business Resource Center, 4201 E. Arkansas Ave. Room 150, Denver, CO 80222.

CDOT 1418

COLORADO DEPARTMENT OF TRANSPORTATION **MONTHLY PAYMENT SUMMARY**	Contractor:	Project:	SA:	PE Initials:
	Payment Period: / / - / /	Date Paid: / /	Received By CDOT: / /	

Following the receipt of a payment from the Department, this form must be completed to show all payments due to subcontractors, including suppliers, in accordance with CDOT Standard Specifications for Road and Bridge Construction 109.06. Please follow the instructions below:

- List all subcontractors whose work you reported in the pay estimate or invoice to CDOT. Attach additional pages if necessary.
- Accurately describe the work performed or supplies provided by the subcontractor.
- Mark whether you have requested approval of a good cause exception. A good cause exception is required if you did not pay your subcontractor within seven days of receipt of payment from the Department.
- List the amount of the invoice and current payment to the subcontractor.
- Mark whether subcontractor has completed the subcontract/purchase order and whether you have released retainage to such subcontractor.
- Submit a signed copy of this form to the Project Engineer. Failure to timely complete this form will result in delay of your next payment from the Department. Failure to accurately complete this form could result in the delay of future payments from the Department.

Subcontractor	Payment Date	Exception Requested	Invoice Amount	Payment Amount	Work Completed	Retainage Released
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N

I declare under penalty of perjury in the second degree and any other applicable state or federal laws that the statements made in this document are complete, true and accurate and that my company has complied with CDOT Standard Specifications for Road and Bridge Construction and all other relevant contract provisions. I acknowledge that if payment has not been made consistent with the representations herein, my company may be liable for interest pursuant to CRS 24-91-103(2) and the Department may withhold payments to my company until all required payments have been made to subcontractors.

Contractor Representative Name	Signature	Title	Date

PE, CRO

Attach additional pages as necessary.

CDOT Form 1418 (7/13)

CDOT 1419

COLORADO DEPARTMENT OF TRANSPORTATION

DBE PARTICIPATION REPORT

Project:				Project Code:	
Contractor:				Phone:	
Report Period (Quarter or Final):					

For the quarterly report, summarize the DBE participation during the reporting period. For the final report summarize all DBE participation on the contract. Attach additional pages as necessary.

DBE Firm				Work Status (In Progress/Completed)	
Work this Period		Paid to Date		Eligible Participation to Date	
Work Performed					
DBE Firm				Work Status (In Progress/Completed)	
Work this Period		Paid to Date		Eligible Participation to Date	
Work Performed					
DBE Firm				Work Status (In Progress/Completed)	
Work this Period		Paid to Date		Eligible Participation to Date	
Work Performed					
DBE Firm				Work Status (In Progress/Completed)	
Work this Period		Paid to Date		Eligible Participation to Date	
Work Performed					
DBE Firm				Work Status (In Progress/Completed)	
Work this Period		Paid to Date		Eligible Participation to Date	
Work Performed					
DBE Firm				Work Status (In Progress/Completed)	
Work this Period		Paid to Date		Eligible Participation to Date	
Work Performed					
DBE Firm				Work Status (In Progress/Completed)	
Work this Period		Paid to Date		Eligible Participation to Date	
Work Performed					

CONTRACTOR: I declare under penalty of perjury in the second degree and any other applicable state or federal laws that the statements made in this document are complete, true and accurate and that I have the authority to commit my company to statements made herein.

Signature: _____ Name: _____ Date: _____

PROJECT ENGINEER OR MANAGER: To my knowledge, the statements made in this document are complete, true and accurate. I have reviewed the contracting records and monitored the work sites as part of normal business practices.

Signature: _____ Name: _____ Date: _____

CDOT Form #1419 01/14

CDOT 1420

COLORADO DEPARTMENT OF TRANSPORTATION

DBE PARTICIPATION PLAN MODIFICATION REQUEST

Section 1. Contractor and Project Information.

Contractor:		Project Code:		
Project Name		Earned Amount:	$	
Contact Name:		Estimated Total Contract Amount:	$	
Contact Phone:		DBE Goal:	%	
Contact Email:		DBE Participation to Date:	$	%

Section 2. Approval Request. Attach supporting documentation and additional pages as necessary.

Reason(s):		Termination/Reduction		Substitution		New Commitment		Waiver		Modification

Explanation of Request:

Contractor Signature:	Date:

Section 3. Regional Civil Rights Office Review

RCRO Staff Signature:	□ Approved □ Denied	Date:

Comments/Conditions:

Engineer Signature:	Date:

CDOT Form #1420 01/14

CDOT 1425

COLORADO DEPARTMENT OF TRANSPORTATION SUPPLIER LIST		Contractor:	Project Number:
Original Bid Amount: $	Contact Name:	Contact Phone:	Project Code:

List all Materials/Items the sum of which is $10,000 or more and identify the Supplier(s) selected to provide such materials . You must include Suppliers to Subcontractors. If a Supplier has not yet been selected, enter TBD. This form shall be submitted before Work on the project begins and as requested by CDOT. The Updated Amount is only required for forms submitted during the project.

Supplier Information

Material/Item	Supplier	Expected PO Amount	Updated Amount
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$

I certify under penalty of perjury in the second degree, and other applicable state or federal laws, that the statements made on this document are true and complete to the best of my knowledge.

Signature:		Name:		Date:	

Previous editions obsolete and may not be used

CDOT Form 1425 (03/14)

Distribution: Contract and Market Analysis (Records Mgmt)
Contractor
Regional Civil Rights Office

BUY AMERICA CERTIFICATIONS

Letter certifying Contractor has obtained all the correct certifications from manufacturers and suppliers

Kryptonite Construction Inc.

13369 W. Rocky Rd. Smallville, Colorado 91130
Phone 999-123-4567

Attn: Project Engineer

Date: July 10, 2014

Re: CDOT Contract ID: 53124

Re: CDOT Project No. CC 00-0000-00

Subject: Buy America Certification

Kryptonite Construction hereby certifies that the materials and quantities represented below, to be incorporated into the project, meet the contract Buy America requirements. We also certify that the Buy America paperwork and certifications required by Section 106.11 are on file at the project.

1.) 550 LF of 24" culvert pipe for bid item 603-01180

Respectfully,

Clark Kent
Construction Manager
Kryptonite Construction Inc.

EXAMPLE
(Per requirements of Subsection 106.11)
(Original Signatures Required,
No Facsimiles Accepted)

Note 1: The Buy America Certification is to always be received by the Project Engineer prior to the steel or iron being incorporated into the project.
Note 2: The delivery date and/or the incorporation date may be included in the letter.

Buy America Quantities

Kryptonite Construction Inc.

Summary of Buy America Certifications Received for Installed Steel / Iron Products

CDOT Project No.: CC000-000-00
CDOT Contract ID: 53124
Summary for the Period Ending: October 2014

	Item	Item Description	Quantity Delivered to Project	Unit	Delivered Cost*	Delivery Date	Installed Quanity	Unit	Installation Month	BUY AMERICA CERTIFICATION Date	BUY AMERICA CERTIFICATION Quantity
	603-01180	24" culvert pipe	550	LF		11-Jul-14	300	LF	Aug-14	10-Jul-14	550 LF
							250	LF	Oct-14	10-Jul-14	550 LF
Total	603-01180	24" culvert pipe	550	LF			550	LF			

Prepared by: _____ Title: _____ Date: _____

* If there is any foreign steel or iron permanently incorporated into the project the Contractor shall provide documentation of the project delivered cost of that foreign steel or iron.

EXAMPLE

Suggested format for the reconciliation of the Buy America Certification quantities with Installed Quantities. The Contractor shall submit this summary to the Project Engineer.

Subsection of the Field Material Manual 4.1.G:
"The Contractor shall maintain a document summarizing the date and quantity of the material utilizing CDOT Item Number(s) and Item Description(s) delivered to the project, along with the quantity of material installed during the month."

Buy America Exceptions

Kryptonite Construction Inc.

13369 W. Rocky Rd. Smallville, Colorado 91130
Phone 999-123-4567

Attn: Project Engineer

Date: November 28, 2014

Re: CDOT Contract ID: 53124

Re: CDOT Project No. CC 00-0000-00

Subject: Buy America Certification

Kryptonite Construction Inc. hereby certifies that throughout the entirety of the above referenced project there was one acquisition of steel / iron from a non-American source. The Minor Exemption documentation is on file at the project's Contractor's trailer as required by Section 106.11 of the contract.

_____ No Exception

__X__ Minor Exceptions: Value less than 1/10 of 1% of the total contract cost or $ 2,500.00 whichever is greater. Documentation is in our Project Files.

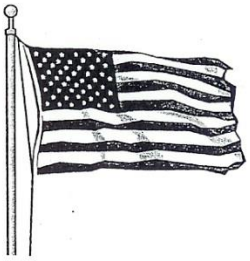
1.) 16 panels of ADA Truncated Domes which were imported from China were incorporated into the project. The total contract cost to date of imported steel or iron is $1,831.66.

Respectfully,

Clark Kent
Construction Manager
Kryptonite Construction Inc.

EXAMPLE
(Per requirements of Subsection 106.11)
(Original Signatures Required, No Facsimiles Accepted)

Facts about the Buy America Letter



Quick facts about "Buy America" requirements for Federal-aid highway construction.

23 CFR 635.410

1. Buy America applies only to the Federal-aid highway construction program.

2. Applies to iron and steel products and their coatings. Raw materials were originally included; however, lack of adequate domestic supply resulted in a 1995 nationwide waiver for iron ore, pig iron, reduced/processed/pelletized iron ore, and raw alloys.

3. All manufacturing processes must take place domestically. Manufacturing is any process that modifies the chemical content; physical shape or size; or final finish of a product. Manufacturing begins with the initial melting and mixing, and continues through the bending and coating stages. If a domestic product is taken out of the US for any process, it becomes foreign source material.

4. Materials must be permanently installed, not temporary. Temporary materials may be left in place at the contractor's convenience.

5. Minimal use of foreign source materials is permitted. Value is based on the value "as delivered to the project site." This value set at the greater of $2500, or 0.1% of the original contract value is the cumulative total for the project for all foreign source materials.

6. Under an alternate bid procedure, foreign source materials may be used if the total project bid using foreign source materials is 25% less than the lowest total bid using domestic materials.

7. Project specific waivers may be approved by the FHWA Division Administrator with prior concurrence from HQ.

8. NAFTA does not apply. There is a specific exemption within NAFTA (article 1001) for grant programs such as the Federal-aid highway program. Similarly, the GATT and EEC agreements do not apply.

9. Buy America is a separate and distinct program from Buy American. Buy American applies to all federal direct procurements; it covers approximately 100 products and has completely different rules. Requirements are found in 41 U.S.C. 10(a)-10(c).

10. In 1994, a nationwide waiver for specific ferryboat parts came into effect.

11. State restrictions may include additional products but must allow any US domestic source.

CDOT 96

COLORADO DEPARTMENT OF TRANSPORTATION **CONTRACTOR ACCEPTANCE OF FINAL ESTIMATE**	Project # Project code (Subaccount)

As Contractor on the above referenced project, I accept the pay quantities and final payment indicated on the final estimate as correct. The final estimate payment of $_____, results in a total cumulative payment of $_____ for this project. By accepting this final payment as full and complete, except as noted below**, or if the Contractor fails to sign and return this document within 30 days of the certified letter receipt, the Contractor releases the State of Colorado from all disputes and claims that notice has not already been submitted per the Contract provisions. I certify that I have the authority to make this statement to obligate the Contractor.

I declare under penalty of perjury in the second degree, and any other applicable State or Federal laws, that the statements made on this document are true and complete to the best of my knowledge.

Prime Contractor	Date	By (Signature and Title)

No payment can be made by the Department of Transportation until after the final settlement date as established by Section 38-26-107, C.R.S.

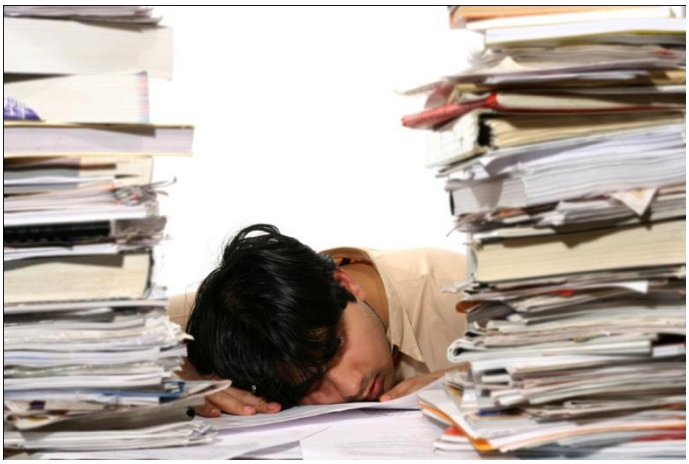
**CDOT has withheld $_____ from the final payment for placement in escrow as set forth below.

1 copy of the signed original shall be returned to CDOT

CDOT Form #96 08/10

CHAPTER 12 –

SUBMITTAL OF FINAL



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SUBMITTAL OF FINAL

DO NOT HOLD THE FINAL IN THE FIELD!!!!!!!

The project "final" consists of **all** documentation that effects the Contractor payments. Documentation may be in electronic or paper format.
It includes, but is not limited to:

- CDOT form 7's, 266's, DWR's, CDOT 305's (Item Summary Reports)
- CDOT form 832's, 838 & 1337 (OJT Documentation)
- CDOT forms 1418's, 1419's, 1425 (DBE Documentation)
- Force Account billings
- Scale Tickets
- Weigher, Scale and Welder Certifications
- Haul ID sheets
- "As Constructed" or "As Built" plans
- Signed copies of first and last time counts
- Survey documentation
- Seeding Tickets
- Field Books
- Contractor payrolls
- Required forms- i.e. Buy America; CDOT1419; CDOT 1212
- CDOT form 105's documenting anything that effects contractor payments (i.e. deleted items, work zone time violations)
- Change Orders

Preparation of the project final documentation package (commonly referred to as "the final") actually begins with the first 266/DWR and diary. If you have filed these items, (either in electronic or paper format), submitted your force account billings and Change Orders to the region after each monthly estimate is run, the final is essentially complete when the project is accepted. All that should remain is posting of the last items of work, printing out the final 305's, running the last monthly progress estimate, and completion of the "As Builts" plans.

It is recommended that you pay all Traffic Control Devices (630 items) at 100% with your last progress estimate. This will be handled by SiteManager® if the acceptance date is entered prior to the running of the monthly estimate. On projects with landscape establishment periods, a TCD override function is available. Your region Finals Administrator can assist you.

If <u>any</u> paperwork is still outstanding from the Contractor, any reduction of retainage will not be allowed. (§109.06)

Submit the final to the region finals office ASAP after your project is accepted as complete or substantially complete. **DO NOT HOLD THE FINAL IN FIELD** if you are just waiting for documentation from the Contractor, or your project is in Landscape Maintenance. There is a copy of a "Final Submittal Checklist" included in this section. Please check off the appropriate items and submit a copy of the checklist with the final.

The region finals Administrator will assist in tracking any paperwork still outstanding. This information is available in the remarks section of the monthly Status of Finals Report. However, this does not relieve the project engineer of the responsibility of following up with the Contractor.

DO NOT HOLD THE FINAL IN THE FIELD!!!!!!!

Checking can be done while waiting for:

- **Forms, payrolls, or other documentation from Contractor**
- **During Landscape Maintenance**

Project Final Submittal Check List

PROJECT NO: _____

ID# _____

Reference: Section 121 of the Construction Manual

		INCL.	N/A	SUBMIT LATER
1.	Acceptance Letter – Timely submittal is **EMPHASIZED.** Itemize all documentation still outstanding from Contractor. Be specific. See Construction Manual (CM) 109.9.1 and 120.3.2 for distribution; Appendix B for example.	☐	☐	☐
2.	CDOT Form 1212 (Final Acceptance Report). Required on **ALL** projects. RE will print form from SAP and submit to Region Finals office.	☐	☐	☐
Pay Documentation				
3.	Engineering Personnel Roster. Must be complete with all project personnel names and initials.	☐	☐	☐
4.	Books/Electronic files with CDOT Form 266/DWR's, CDOT Form 7's, and all original source documentation.	☐	☐	☐
5.	Printed/Electronic copies of all Item Summary reports(305's), initialed by the PE/PM.	☐	☐	☐
6.	Scale Checks and Scale/Weighers Certifications for all weighers, valid during material placement, including concrete scales.	☐	☐	☐
7.	Asphalt & Concrete Scale tickets in envelopes, with totaled tapes or totaled spreadsheet and completed stamp on front of envelope.	☐	☐	☐
8.	Haul vehicle ID sheets. (Used to check for overweight loads).	☐	☐	☐
9.	Field Books (Piling, grade stakes, etc.).	☐	☐	☐
10.	Survey documentation w/ Professional Land Surveyor stamp, signed Survey control data sheets and/or Monumentation records or previously submitted to ROW on _____.	☐	☐	☐
11.	Force Account Billings. Please note if still outstanding from Contractor.	☐	☐	☐
12.	All Change Orders w/Letters of Explanation & attachments that have not been previously submitted.	☐	☐	☐
13.	Seeding Tickets w/ PLS calculations if not submitted with material documentation.	☐	☐	☐
14.	CDOT Form 105's (Speed Memo), that effect Contractor payments (i.e. work zone violations, deleted/unused items), if not already submitted.	☐	☐	☐
15.	Signed copies of **First & Last** Form 262's/263's(Time Counts), if not already submitted.	☐	☐	☐
Water Quality				
16.	Water Quality Notebook (inspection reports, memos, etc.) turned over to Water Quality Manager on_____.	☐	☐	☐
17.	404 Permit transferred to_____ on _____.			

		INCL.	N/A	SUBMIT LATER
Civil Rights - Send original forms to CRO. Keep Copy in project file.				
18.	Checked Payrolls to Region Civil Rights office. (all Federal Aid Projects and F/A work). (CM 107.1.1.2;121.2.8). Payrolls submitted on ._____._____	☐	☐	☐
19.	OJT Documentation – copies of CDOT Form 832's, 838's, 1337 & 266/DWR showing payments. (Note: CDOT 832's should be submitted monthly to the CRO).	☐	☐	☐
20.	DBE Documentation – (CDOT Form 1419 should be submitted quarterly to the CRO).	☐	☐	☐
21.	Final CDOT Form 1419 with PE/PM and Prime Contractor signature. Required on all Projects. If subs were not used submit form with statement "none used".	☐	☐	☐
22.	Copies of CDOT Form 205 - Permit to Sublet (Should be submitted to the CRO when received for CRO approval).	☐	☐	☐
23.	Copies of CDOT Form 1418 - Monthly Payment Summary (payments to subcontractors) per §109.06e.	☐	☐	☐
24.	Copy of updated CDOT Form 1425 - Suppliers list. (§106 revised 1-30-14).	☐	☐	☐
Miscellaneous				
25.	"As Constructed" plans completed per CM 121.2.3.	☐	☐	☐
26.	Contractor Performance Evaluation Completed & Submitted on _____.	☐	☐	☐
27.	Buy America Certifications received and included in Materials book(s).	☐	☐	☐

Copy of this checklist with Final box to Region Finals Administrator

Date: _____

Submitted By_____
(Name)

The following is included for use by project personnel in assembling their Final Materials Documentation.

Final Materials Submittal Check List

PROJECT NO: _____

ID# _____

Reference: Field Material Manual for year of your project

		INCL.	N/A	SUBMIT LATER
1.	Form #473, Page 1 (Letter of Final Materials Certification)	☐	☐	☐
2.	Form #473, Page 2, Explanation of Exceptions supporting documents (letters, CMOs, MCRs etc)	☐	☐	☐
3.	Final Estimate or last Progress Estimate	☐	☐	☐
4.	Form #250 (Materials Documentation Record. Signed w/all pages	☐	☐	☐
5.	Form #379 (Project Independent Assurance Sampling Schedule)	☐	☐	☐
6.	Form #1199, Page 2 (Finals Materials Documentation Checklist)	☐	☐	☐
7.	Form #1199, Page 1 (Finals Materials Documentation Checklist)	☐	☐	☐
8.	Random Sample Schedule	☐	☐	☐
9.	Price Reduction Calculation	☐	☐	☐
10.	QC/QA Data	☐	☐	☐
11.	"Buy America" certifications from Prime Contractor.	☐	☐	☐
12.	Roadway Surface Accomplishment Report (RSAR) Printed copy included. Form available at http://internal/pavementmgt/RSARdata/RSARform.cfm	☐	☐	☐
13.	Evaluation of Materials Testing, Form #1324 (per CP 16)	☐	☐	☐
14.	Form #43 (HMA-Job Mix Formula)	☐	☐	☐
15.	Form #67 (Tabulation of Shipments of Bituminous Materials)	☐	☐	☐
16.	Form #1324 (Evaluation of Materials Testing) per CP 16	☐	☐	☐
17.	Hazardous Material Certification (§106.02b)	☐	☐	☐

Copy of this checklist with Final box to Region Finals Administrator

Date: _____

Submitted By_____
(Name)

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Chapter 13 –

FYI –
FINAL CHECKING PROCESS

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FINAL CHECKING

An independent check of construction project documentation is required by the Code of Federal Regulations (23 CFR 635.123). The region finals unit is charged with this function.

The project engineer is the sole authority on their project, however the Region Finals Administrator is the <u>only person</u> in the region authorized to process final payment to the contractor. Be assured that this is not done without first consulting with the Project Engineer and assuring all rules, regulations, laws, and specifications are complied with.

As part of a state wide Quality Assurance Program, field reviews of project documentation will be performed. Included in this section is a copy of the form that will be used during these reviews. The results of these reviews become part of the final checking process, with the percent of an item checked counting toward the total required dollar amount to be checked for that project. See the CDOT Construction Manual section 121 for more details.

:20 Changes and extra work.

Following authorization to pro- with a project, all major changes e plans and contract provisions ll major extra work shall have l approval by the Division Ad- trator in advance of their effec- tates. However, when emergency isual conditions justify, the Divi- dministrator may give tentative ce approval orally to such es or extra work and ratify such val with formal approval as soon ifter as practicable.

For non-major changes and non- extra work, formal approval is ary but such approval may be retroactively at the discretion of ivision Administrator. The SHA l establish and document with ivision Administrator's concur-

§ 635.121 Contract time and contract time extensions.

(a) The SHA 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 SHA 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.

§ 635.122 Participation in progress payments.

(a) Federal funds will participate in

fabrication at an off-site location, it is not feasible or practicable to stockpile the materials in the vicinity of the project.

§ 635.123 Determination and documentation of pay quantities.

(a) The SHA shall have procedures in effect which will provide adequate assurance that the quantities of completed work are determined accurately and on a uniform basis throughout the State. All such determinations and all related source documents upon which payment is based shall be made a matter of record.

(b) Initial source documents pertaining to the determination of pay quantities are among those records and documents which must be retained pursuant to 49 CFR part 18.

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Field Review of Project Documentation

PROJECT INFORMATION

Project Number: _____ PCN: _____ Date: _____

Location: _____

Prime Contractor: _____

Original Contract Amount: $_____ Percent Complete: ____

Local Agency Resident Engineer: _____ LA Project Engineer: _____

CDOT Resident Engineer: _____ CDOT Project Engineer: _____

Start Date: _____ Anticipated Completion Date: _____

Others in Attendance:

_____

_____

CIVIL RIGHTS DOCUMENTATION (CFR Title 23, 49, VI, FHWA 1273)

1. Bulletin Board available to all employees 24/7? Yes _____ No _____ N/A _____
2. Bulletin Board complete w/ legible required postings? Yes _____ No _____ N/A _____
3. Copy of Minimum Wage Schedules available to all employees 24/7 Yes _____ No _____ N/A _____

WAGE COMPLIANCE Reviewer: _____

1. Completed employee interviews & CDOT 280 in file? Yes _____ No _____ N/A _____
2. Certified payrolls received for all contractors on site? Yes _____ No _____ N/A _____
3. Contractors payrolls checked against Federal Minimum Wage schedule (Davis-Bacon Act)? Yes _____ No _____ N/A _____
4. Signed CDOT 118's in file for all contractors? Yes _____ No _____ N/A _____
5. FHWA Form 1391 submitted? Yes _____ No _____ N/A _____
   (Annual EEO report for contractors on site last week in July)

SUBCONTRACTORS (§108.01)

1. Approved CDOT 205's in file for all subcontractors? Yes _____ No _____ N/A _____
2. Form 1418's rec'd and sent to CRO monthly prior to estimate? Yes _____ No _____ N/A _____

OJT (If goal on project)(Standard Special Provision)

1. Is the Contractor in an approved program? Yes _____ No _____ N/A _____
2. Were the CDOT 1337 & 838's submitted prior to the 1st estimate? Yes _____ No _____ N/A _____
3. Are CDOT 832's being submitted monthly for payment? Yes _____ No _____ N/A _____
4. Are the CDOT 832's being reviewed and hours on project verified? Yes _____ No _____ N/A _____
5. Is the Contractor on track to meet the OJT goal? Yes _____ No _____ N/A _____
6. If not on track to meet goal, is the Contractor aware of that? Yes _____ No _____ N/A _____

DBE (If goal on project)(Standard Special Provision)

1. Copy of CDOT 1417 (Approved DBE Plan) in file? Yes _____ No _____ N/A _____
2. CDOT 1419's submitted quarterly, prior to estimate? Yes _____ No _____ N/A _____
3. Is the Contractor on track to meet the DBE goal? Yes _____ No _____ N/A _____
4. If not on track to meet goal, is the Contractor aware of that? Yes _____ No _____ N/A _____

Comments:

EROSION CONTROL(§107& §208)

1. All required permits in place? Yes _____ No _____ N/A _____
2. Storm Water Management Plan (SWMP) included w/plans? Yes _____ No _____ N/A _____
3. Erosion Control Supervisor certified? Yes _____ No _____ N/A _____
4. ECS Certification(s) in file? Yes _____ No _____ N/A _____
5. Inspections being conducted at least every 14 days? Yes _____ No _____ N/A _____
6. Inspections being conducted after any storm event? Yes _____ No _____ N/A _____
7. Inspection documentation (CDOT 1176, 1388) on file? Yes _____ No _____ N/A _____
8. Contractor notified by CDOT 105 of any actions/penalties? Yes _____ No _____ N/A _____
9. Penalties posted to Item Code 900-00030, CAT 200? Yes _____ No _____ N/A _____

Comments:

MATERIALS DOCUMENTATION – Head Tester:_____

1. Tester certifications current? Yes _____ No _____ N/A _____
2. IAT's performed and documented on CDOT 379? Yes _____ No _____ N/A _____
3. CDOT 250 updated as work progresses? Yes _____ No _____ N/A _____
4. Required material COC's/CTR's in file? Yes _____ No _____ N/A _____
5. Approved CDOT 43 mix designs in file? Yes _____ No _____ N/A _____
6. Failing tests investigated and action documented? Yes _____ No _____ N/A _____
7. Price reduction calculations in pay item documentation? Yes _____ No _____ N/A _____
8. Price reductions posted to pay estimate? Yes _____ No _____ N/A _____
9. Buy America "chain of custody" doc in Contractor's file?(§106.11)Yes _____ No _____ N/A _____
10. Buy America Letter of Certification being rec'd monthly? Yes _____ No _____ N/A _____
11. HMA QA/QC Incentive payment calculated and posted? Yes _____ No _____ N/A _____
12. Fuel Cost Adjustment calculated monthly & posted? Yes _____ No _____ N/A _____

Comments:

CHANGE ORDERS (CDOT 90)

1. Any Change Orders written? Yes _____ No _____ N/A _____
2. Copies of **APPROVED** CO's in file? Yes _____ No _____ N/A _____
3. Any Added Days by CO? If so, number of added days _____ Yes _____ No _____ N/A _____
4. Where CO's approved by Contractor & PE **PRIOR** to work? Yes _____ No _____ N/A ____

   Or CDOT 105 issued? _
5. Any CO's pending? Yes _____ No _____ N/A _____
6. Pending CO's for _____

Comments:

LIENS (CRS 380-26-107)

1. Have there been any subcontractor/supplier liens filed? Yes _____ No _____ N/A _____
2. Have the liens been applied to the estimate? Yes _____ No _____ N/A _____
3. If liens cleared, have they been zeroed on the estimate? Yes _____ No _____ N/A _____

Comments:

DISPUTES/CLAIMS (§105.22-105.24)

1. Any disputes? Yes _____ No _____ N/A _____
2. Disputes resolved? Yes _____ No _____ N/A _____
3. Claims filed? Yes _____ No _____ N/A _____
4. Claims resolved? Yes _____ No _____ N/A _____
5. Change Order written to cover Dispute/Claim resolution? Yes _____ No _____ N/A _____
6. Dispute/Claim resolution posted to estimate? Yes _____ No _____ N/A _____

Comments:

TRAFFIC CONTROL by_____

1. Is the Traffic Control Supervisor (TCS) certified ? Yes _____ No _____ N/A _____
2. Copy of TCS certification(s) in file? Yes _____ No _____ N/A _____
3. Flagging personnel certified? Yes _____ No _____ N/A _____
4. Flagging personnel documentation in file? Yes _____ No _____ N/A _____
5. MHT approved by project engineer and signed by TCS? Yes _____ No _____ N/A _____
6. If Traffic Control Plan (TCP) revised is it signed, approved in file? Yes _____ No _____ N/A _____
7. Has project engineer done periodic project drive throughs? Yes _____ No _____ N/A _____
8. If Region Traffic Control Review conducted, TCRF form on file? Yes _____ No _____ N/A _____

Comments:

TIME COUNT REVIEW (CDOT 262/263)

Contract Days:_____ Days Added:_____ Total Days:_____ No. of Days Charged:_____thru_____

Type of time count: Calendar Days _____Work Days_____ Fixed Completion_____ Start Date:_____

1. Was the time count started per the Notice to Proceed? Yes _____ No _____ N/A _____
2. Are any delays/accelerations documented? Yes _____ No _____ N/A _____
3. Are there any extended periods of no time charged? Yes _____ No _____ N/A _____
4. Are extended periods (>10 days) of "No Charge Days", explained? Yes _____ No _____ N/A _____
5. Are the time counts signed? Yes _____ No _____ N/A _____
6. Are time counts up to date? Yes _____ No _____ N/A _____
7. Are any project time extensions documented? Yes _____ No _____ N/A _____
8. Is project in liquidated damages? Yes _____ No _____ N/A _____
9. Are damages posted as item 620-00040 or 620-00045 and in CAT 400? Yes _____ No _____ N/A _____

Comments:

STOCKPILE MATERIALS

1. Are stockpile materials being utilized? Yes _____ No _____ N/A _____
2. Were stockpile records entered in SiteManager correctly? Yes _____ No _____ N/A _____
3. Is the documentation for stockpile material on file? Yes _____ No _____ N/A _____

   Note: **NEVER EVER** pay more than 85% of item as stockpile material (§109.07)

Comments:

"AS CONSTRUCTED PLANS"

1. Are the "As Constructed" plans being completed? Yes _____ No _____ N/A _____
2. Are underground items(i.e. pipe etc.) being noted on the plans? Yes _____ No _____ N/A _____
3. Are any consultants to do the "As Constructed" plans? Yes _____ No _____ N/A _____

   (i.e. landscaping, sprinkler system, signal system)
4. If so, Consultant or Company_____
5. Type of plans they are responsible for (i.e. wiring, sprinkler)_____

Comments:

CONTRACTOR PAYMENTS

1. Date last estimate run: _____ Estimate number: _____
2. Payments to date: $_____
3. Percent time used: _____
4. Contractor maintaining and submitting Progress Schedule? Yes _____ No _____ N/A _____

   (The Progress schedule **MUST** be received **prior** to monthly payment being authorized!!)

Comments:

FINANCIAL STATUS (SiteManager® Projected Quantities and CDOT 65)

1. Are Change Orders reconciled/adjusted in SiteManager® correctly?

   Yes _____ No _____ N/A _____

2. Are Projected Quantities updated monthly? Yes _____ No _____ N/A _____
3. Are Monthly financial status reports(CDOT 65 reviewed monthly? Yes _____ No _____ N/A _____
4. Is project on budget? Yes _____ No _____ N/A __

Comments:

ADDITIONAL ITEMS FOR LOCAL AGENCY PROJECTS:

CONTRACT

Were the following sent to the CDOT Region Civil Rights Manager?

1. CDOT 205's (Permit to Sublet)? Yes _____ No _____ N/A _____
2. CDOT 1417? (Approved DBE Participation Plan) Yes _____ No _____ N/A _____
3. CDOT 1418's (Report of Payments) Yes _____ No _____ N/A _____
4. CDOT 1419's? (DBE Participation Report) Yes _____ No _____ N/A _____

Notes:

- Per our Stewardship Agreement with FHWA, CDOT is responsible for monitoring the use of DBE's.
- All plan F/A item $ amounts on Local Agency Bid Tabs are **NOT** to be included on the CDOT 205 as the "Final Total Amount". Goals are set on Biddable Items ONLY.

FINANCIAL

1. Monthly billing submitted to CDOT region business office? Yes _____ No _____ N/A _____
2. Monthly financial status reports sent to CDOT region business office?Yes _____ No _____ N/A _____
3. Local Agency using CDOT Local Agency format? Yes _____ No _____ N/A _____

AT PROJECT CLOSE OUT:

1. Copy of Certificate of Compliance Letter to CDOT Region Civil Rights Manager
2. CDOT form 1417 (original) to CDOT Region Civil Rights Manager

ITEM REVIEW:

Category: _____ Reference Number: _____

Item Number: _____ Item Description: _____

Original Item?: _____ Plan Force Account?: _____

Change Order Item?: _____ Specification Item?: _____

Plan Quantity: _____ Quantity to Date: _____

Percent Checked: _____ Checker: _____

1. Do source documents adequately support pay quantities? Yes _____ No _____ N/A _____
2. Have all source documents been signed? Yes _____ No _____ N/A _____
3. Do all CDOT form 7's, 10's and 90's have signatures? Yes _____ No _____ N/A _____
4. Is the item complete? Yes _____ No _____ N/A _____
5. Are there any deficiencies? Yes _____ No _____ N/A _____

Comments:

_____

_____

_____

_____

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_____

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_____

Notes:

- All Lump Sum items MUST have a Start and End Date noted on either the CDOT 266, 305 or DWR !!!!! (CM 121.2.1)
- Only 7 items allowed to by paid "as shown on plans"….unless field changes ordered or discrepancies discovered!!

  Project Engineer must still check field check and show measurements for all additional quantities or discrepancies !!!!
  - Earthwork paid by Cubic Yard ±2% (§203.13)
  - Structural Earthwork (i.e. Str Ex, Str Backfill) paid by Cubic Yard (±2%)(§206.06)
  - Structural Steel paid by pound (±2%)(§509.32(b))
  - Structural Concrete paid by CY(±2%) (§601.19)
  - Reinforcing Steel (±2%) (§602.07)
  - Seeding, Fertilizer, Mulching, Soil Preparation paid by acre (±5%) (§212.07)
  - Culvert or Siphon Pipe (§616.07)

* References are to 2011 CDOT Specifications & 2014 Construction Manual

ITEM REVIEW:

Category: _____ Reference Number: _____

Item Number: _____ Item Description: _____

Original Item?: _____ Plan Force Account?: _____

Change Order Item?: _____ Specification Item?: _____

Plan Quantity: _____ Quantity to Date: _____

Percent Checked: _____ Checker: _____

6. Do source documents adequately support pay quantities? Yes _____ No _____ N/A _____
7. Have all source documents been signed? Yes _____ No _____ N/A _____
8. Do all CDOT form 7's, 10's and 90's have signatures? Yes _____ No _____ N/A _____
9. Is the item complete? Yes _____ No _____ N/A _____
10. Are there any deficiencies? Yes _____ No _____ N/A _____

Comments:

_____

_____

_____

_____

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_____

_____

_____

Notes:

- All Lump Sum items MUST have a Start and End Date noted on either the CDOT 266, 305 or DWR !!!!! (CM 121.2.1)
- Only 7 items allowed to by paid "as shown on plans"....unless field changes ordered or discrepancies discovered!!

  Project Engineer must still check field check and show measurements for all additional quantities or discrepancies !!!!
  - Earthwork paid by Cubic Yard ±2% (§203.13)
  - Structural Earthwork (i.e. Str Ex, Str Backfill) paid by Cubic Yard (±2%)(§206.06)
  - Structural Steel paid by pound (±2%)(§509.32(b))
  - Structural Concrete paid by CY(±2%) (§601.19)
  - Reinforcing Steel (±2%) (§602.07)
  - Seeding, Fertilizer, Mulching, Soil Preparation paid by acre (±5%) (§212.07)
  - Culvert or Siphon Pipe (§616.07)

* References are to 2011 CDOT Specifications & 2014 Construction Manual

ITEM REVIEW:

Category: _____ Reference Number: _____

Item Number: _____ Item Description: _____

Original Item?: _____ Plan Force Account?: _____

Change Order Item?: _____ Specification Item?: _____

Plan Quantity: _____ Quantity to Date: _____

Percent Checked: _____ Checker: _____

11. Do source documents adequately support pay quantities? Yes _____ No _____ N/A _____
12. Have all source documents been signed? Yes _____ No _____ N/A _____
13. Do all CDOT form 7's, 10's and 90's have signatures? Yes _____ No _____ N/A _____
14. Is the item complete? Yes _____ No _____ N/A _____
15. Are there any deficiencies? Yes _____ No _____ N/A _____

Comments:

_____

_____

_____

_____

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_____

Notes:

- All Lump Sum items MUST have a Start and End Date noted on either the CDOT 266, 305 or DWR !!!!! (CM 121.2.1)
- Only 7 items allowed to by paid "as shown on plans"….unless field changes ordered or discrepancies discovered!!

  Project Engineer must still check field check and show measurements for all additional quantities or discrepancies !!!!
  - Earthwork paid by Cubic Yard ±2% (§203.13)
  - Structural Earthwork (i.e. Str Ex, Str Backfill) paid by Cubic Yard (±2%)(§206.06)
  - Structural Steel paid by pound (±2%)(§509.32(b))
  - Structural Concrete paid by CY(±2%) (§601.19)
  - Reinforcing Steel (±2%) (§602.07)
  - Seeding, Fertilizer, Mulching, Soil Preparation paid by acre (±5%) (§212.07)
  - Culvert or Siphon Pipe (§616.07)

* References are to 2011 CDOT Specifications & 2014 Construction Manual

General Comments

FINAL REVIEW CHECK SHEET

Project No. _____**PCN:** _____

Final Reviewer: _____

I. **Gather materials.** (NOTE: these items may already be assembled in box you receive)

__A. Final material from field
__B. Final's files. Remove from file folder and place folder in finals pending cabinet
__C. Copy of last contractor pay estimate, marked "Checkers Copy"
__D. The Construction Project Tracking Worksheet
__E. Reports from SiteManager:
Unpaid Installed Work – review for DWR's entered but not paid
Change Order Reason Code – review to assure all accounted Change Orders are completed.
Contract Authority By Contract – end contract authority for project personnel
__F. Copy of the Final Documentation Risk Assessment (Construction Manual Figure 100F)

_____Date Completed

II. **Organize project information.** (this is especially helpful on large projects)

__A. Group all like items (test results, 205's, 262's, time counts) etc.
__B. Set aside: (you will need these for checking, tracking and logging)

1. Award Letter
2. Notice to Proceed
3. Accepted as Complete Letter
4. Letter to Advertise for Final Settlement
5. Notice of Final Settlement
6. 1st and last Time counts (CDOT 262 or 263)
7. EEO COC memo (if already received)
8. CDOT 90's (Change Orders)
9. CDOT 105's (Engineering memos)
10. CDOT 473 (Letter of Materials Certification)
11. Buy America letter
12. Final CDOT 1419 (DBE Participation Report)
13. CDOT 1212 (Final Acceptance Report) Required on all Federal Aid Projects
14. Contract and Bond
15. Project Plans
16. Project Specifications

All other project info, including Contractor payrolls can be set aside.

_____Date Completed

III. **The Construction Project Tracking Worksheet** (This serves as a quick final check sheet & expedites data entry into the project database. Note: this will be an ongoing task.

__A. Enter the date(s) the listed items were received, verified as having been received and/or checked as correct.
__B. Enter all checking information: name, date started, date completed, # of items and total $ amount checked.
__C. After you receive the Final Estimate -Enter Final as Constructed Amount, Total $ F/A paid, Total % Incentives paid.

_____Date Completed

IV. Subcontractor and Payroll documentation. The actual review is conducted by the Region Civil Rights Office. Check with them to see they have received all required documentation or what may still be outstanding.

__A. Send a copy of Form final 1419 to the Civil Rights Office and request EEO COC (may have already be done at check-in).
__B. If Form 1419 not received.....note that it is still outstanding.
__C. If payrolls in box without EEO COC, send payrolls to Civil Rights Office.
__D. If Contractor was found in non-compliance by Region Civil Rights Office:
---E. Is the CDOT 105 notifying Contractor in file?
__F. Are DBE damages calculated and posted to estimate?

Date Completed

V. OJT Documentation (for projects with an OJT Goal) The actual review is conducted by the Region Civil Rights Office. Contact them to see if they have received all required documentation and/or obtain a list of what documentation is still outstanding.

__A. OJT payments calculated per spec, using hours reported for your project on CDOT 832's?
__B. If Contractor was found in non-compliance by Region Civil Rights Office: is there are CDOT 105 notifying Contractor in file?
__C. Are OJT damages calculated and posted to estimate in Cat 200, item # 900-00028(OJT Damages)?

_____ Date Completed

VI. DBE Documentation (for projects with an DBE Goal) The actual review is conducted by the Region Civil Rights Office. Contact them to see if they have received all required documentation and/or obtain a list of what documentation is still outstanding..

__A. Final CDOT 1419 received?
__B. If Contractor was found in non-compliance by Region Civil Rights Office: is there a CDOT 105 notifying Contractor in file?
__C. Are DBE damages calculated and posted to estimate in Cat 200, item# 900-00031 (DBE Damages)?

_____ Date Completed

VII. Water Quality Compliance (§ 101, 107 & 208, rev 12/23/08) Water Quality Notebook to be transmitted to the Region Environmental Water Quality Specialist.

___A. Review CDOT 105's. Set aside any notification to Contractor of violations and corrections These may also be included in the 305 book.
___B. if Contractor was found out of compliance, assure LD's are calculated & posted per §208.06.

_____ Date Completed

VIII. Change Orders

__A. Review Change Order Reason Code Report (SiteManager®). It will list all Change Orders (CO's) created for project
__B. Note any Change Orders that have not been approved
__C. Note Change Orders that are still outstanding
__D. Check to assure there are copies of all fully executed CO's in file.(Review Construction Manual section 120.7.8 for items that do not require a fully executed Change Order)
__E. Notify project engineer of any outstanding or unapproved CO's.

_____ Date Completed

IX. Unpaid Installed Report(SiteManager®)

__A. Review unpaid, installed report for any unpaid items.
__B. Notify the project engineer and ask them to verify if payment should be made on those items.
__C. If necessary, create diary and approve DWR's in SiteManager® (if not already approved) prior to running final estimate.

_____Date Completed

X. Check FIRST and FINAL time counts (262's or 263's) for the following:

__A. Start and Completion Dates as per Notice to Proceed, Special Provisions, or as per Engineer.
_____/_____/

__B. Total days allowed by Contract

__C. Total days added by Change Orders

__D. Signatures

__E. If time count exceeds authorized time allowed - check for Liquidated Damages.
These should be posted to category 200, item code 620-00040(dollar) or 620-00045(day).
Also check project specials for a)no pay for TCS and flagging; b)charge per day & calculation; c) milestones (section 108).

__F. If elapsed days seem excessive review time counts for comments or ask project engineer for explanations of delays and suspensions.

_____Date Completed

XI. Review Estimate.

__A. Use the copy of the last estimate marked "checkers copy" as a worksheet. Make any needed corrections on this copy.

__B. Check Mobilization. It should be paid at 100%.

__C. Check Force Account totals against F/A billings. Note if any F/A billings appear to be missing or incorrect $ total shown on estimate.

__D. Check Work Summary Section. (Use notes from Section X)

__E. Verify accepted date is shown on Page 1 of estimate.
If not, date needs to be entered into SiteManager. It controls the time count and payment of traffic control devices at 100%.

__F. Verify all zero quantities were unused (deleted) items. Check against CDOT 105's and verify any items not included on memo with PE.

__G. Tag any line items that are withholding payment for liens or unpaid DOL wages.
These must be released and zeroed out on final estimate.

__H. If your review of CDOT 105's unearths any regarding work zone time violations or overweight loads, verify penalty(ies) are posted on estimate correctly.

__I. Call accounting (303-757-9571) and verify that all liens, Lis Pendens' are clear.

__J. Randomly select some items to review....You need to check one of the top four $ items 100%. Other guidelines are listed below and in the Construction Manual.

_____Date Completed

At this point, I find it useful to "tidy up". Clamp all documentation from section II together. Set aside with plans, specs, checkers copy of estimate. Place all miscellaneous documents in bottom of box.

XII. Check bound book of pay item documentation.

NOTE: Only 2 items per $1 million of contract need to be checked. The checker is to randomly select items and use their discretion as to what % of those items to check. Note $ total and % of each item checked on the checkers copy of the last estimate or use a spreadsheet. Items with large overruns/underruns may be good candidates for checking. If many errors are found, contact the Region Finals Administrator. Review other reports for proper procedures (dates, signatures, quantities posted correctly).

__A. Check each selected item for correct Method of Measurement and Payment. (You can find this in the Specifications Book). Also refer to Section 121 of the Construction Manual. Place red check mark by the units at the top of Item Summary Reports.

__B. Check for math errors.

__C. Check off entries on Item Summary Report against the source documents (CDOT Form 7's, 266's, DWR's).

__D. Verify final pay quantities have been reviewed by project personnel. They should have signed or initialed the Item Summary Report.

__E. All original survey books or documentation with saddle references for survey monument or aliquot corners must be transmitted to the Region ROW section. This should be done by the Project Engineer as soon as survey work is completed, so that the Region Survey Coordinator has time to review and approve work. Final payment to the Contractor **WILL NOT BE AUTHORIZED** until final approval of survey documentation is given. Note on the "Documentation Stored by Region" letter when transmittal of survey documentation was made. Use a post it note to mark any errors or any questions you may have.

_____Date Complete

XIII. Scale ticket envelopes (to be completed as part of the check on a 403 item)

__A. Submittal of certification of scales and copy of licenses for all scale person(s) included. Must be valid date for time of project.

__B. Proper procedure. The Project Engineer is responsible for checking scale tickets.

__C. Randomly select a few envelopes. Check tape(s) or signed CDOT 282 against information on face of scale ticket envelopes. Check totals forward to Item Summary Report. Envelopes should have a stamp with required information. Note project personnel do not have to complete a CDOT 266.

__D. Verify that contractor furnished haul unit ID sheets.

_____Date Completed

XIV. Materials. The actual certification will be done by the Head Testers and they will issue the CDOT 473 – Materials Certification. The finals checker will still need to **assure**:

__A. Copies of Price Reduction or Incentive Payment Calculations are included in the pay item documentation book(s). Verify they have been posted to the estimate correctly.

__B. Each item for price reduction has a separate line item on the estimate. (i.e.) Items 601 & 403 must not be combined.

__C. Overweight trucks are identified as such in the supplemental description on the estimate, otherwise materials certification will be delayed.

__D. Incentive payments. Copy of final calculation should be included in the pay item documentation book(s). Verify it was posted to estimate correctly.

__E. Verify that the CDOT 473 has been completed and a copy is in the project file.

__F. Verify that the Contractor has submitted a Buy America Certification letter assuring the complete "chain of custody" documentation is on file in their office.

_____Date Completed.

XV. Check Original "As Constructed" Plans for:

__A. Check 'Plan' and 'Final As Constructed' quantities against the Final Estimate.

__B. Accepted date filled in 'As Constructed' box.

__C. "As Constructed" or "Final" stated on Title & Summary of Final Quantities sheets.

__D. "As Constructed" amounts shown on plans agree with Item Summary Report. Be sure to correct any quantities changed during checking.

__E. All changes were made as per Section 121 of the Construction Manual.

_____Date Completed.

XVI. Organizing final

__A. Complete Status Needs letter. Copy sent to RE/Project Engineer on _____.

__B. Complete transmittal letters. Modify template as appropriate.

__C. Complete Construction Project Tracking Worksheet. Important

__D. Enter data from Tracking Worksheet into project database. !!!

__E. If the EEO COC has not been received, send letter to Civil Rights Office requesting status of EEO COC and list of outstanding documentation they still need.

XVII. Final Estimate.

__A. Give "checkers copy" of "final" estimate to person authorized to run final estimates. They will run the actual Final Estimate.

__B. When you receive the Final Estimate check it over:

__C. Retainage or securities must be 0 (zero).

__D. Stockpiled material must be 0 (zero).

__E. Labor/Wage Rate disputes must be (0) (zero).

__F. All line items for liens or claims must be (0) (zero).

__G. Quantities are final pay quantities.

__H. All pay items are included on the estimate.

_____Date Completed.

XVIII. Finishing off.

__A. Obtain Finals Administrator's signature on:
1. Original Final Estimate Summary.
2. Original Voucher Request.

__B. Check Final Settlement Date - don't send Form 96 to contractor before.

__C. Type cover letter and Form 96. Note any outstanding documentation needed from Contractor in cover letter and send original letter, CDOT 96 and 1 copy of final estimate to contractor via certified mail.

__ D. Place transmittal letters (with copies of forms, etc), Construction Project Tracking Worksheet, copies of Form 96 and estimate in Project Final Pending folder. _____

__E. When Original Form 96 and all outstanding forms are received from contractor, pull final pending folder, complete packages and make copies for documentation storage file, project engineer.

__F. Enter information from the Construction Project Tracking Worksheet into projects database. Be sure to change "Status" to 'C'. This will remove it from the Final Status report.

__G. Log onto SAP and run the CDOT 65, Project Financial Report (ZJ20).

__H. Type & sign Form 325 OR generate report from the projects database.
If you generate the 325 from Access, and the report is blank, you need to create a record for each Change Order. If there were no Change Orders utilized, add a "dummy" Change Order Record. Open Change Order file, enter project number, subaccount and "none used" in the description.
The projected cost to complete and the Project Commitment amount can be found on the CDOT Form 65.
On back of a copy of the CDOT Form 325 note:
1. Reasons for delay of final. (contractor submittals--F/A billings, payrolls, forms, EEO COC, Survey approval, etc.).
2. Dates of delay. (Needed to calculate days due to Contractor, CDOT field, region).
3. No. Items checked and $ amount of those reports checked.
3. List any major errors found.
4. Send original to Region Final's Unit Supervisor

__I. Complete Reproduction Work Order for "As Constructed" plans. Check letter of transmittal for additional copies requested by other entities. Normally 8 sets are needed (original + 7 + 1 e-file).
1 set 8 ½" x 14" to Central files.
7 sets 11"x17"+ original to Region Final's
1 e-file to Staff ROW

__J. Pull pending folder, complete packets.

__K. Send Final Packages.

__L. Verify all information from the Construction Project Tracking Worksheet is entered into projects database. Be sure to change "Status" to 'C'. Place original form with documentation storage file.

XIX. Storage

__A. Package all items for storage.

__B. Place box in "Projects To Basement" file area.

__C. When box(es) are taken to basement, note rack number and enter into Projects database.

Checking Notes/Comments/Questions:

Outstanding Documentation (i.e. CDOT 1419, Buy America letter, payrolls, survey documentation):

Change Orders (Note any not approved in SiteManager® or approved copy missing from file):

Questions/Comments for Project Engineer:

STATE OF COLORADO

COLORADO DEPARTMENT OF TRANSPORTATION
Region 6
2000 S. Holly St
Denver, CO 80222
(303) 757-9011

Wrecking Ball Construction, Inc.
9999 Chaos Street
Denver, CO 80022

January 4, 2012

The Final Estimate for CDOT Project No._____ ID#_____ has been run and a payment in the amount of $_____ is indicated. This estimate includes release of securities in the amount of $_____.

Attached is a copy of the final estimate and the CDOT 96 for your signature. As soon as contractor payrolls and this signed form are received in this office I will notify accounting to release payment ASAP.

Please return the signed 96 to:

CDOT
Region 6 Finals Unit
Attn: Carol Hoisington
2000 S. Holly St.
Denver, CO 80222

If you have any questions or concerns, you may call me at (303) 512-4350.

RE
File

COLORADO DEPARTMENT OF TRANSPORTATION

CONTRACTOR ACCEPTANCE OF FINAL ESTIMATE

Project #
Project code (Subaccount)

As Contractor on the above referenced project, I accept the pay quantities and final payment indicated on the final estimate as correct. The final estimate payment of $_____, results in a total cumulative payment of $_____ for this project. By accepting this final payment as full and complete, except as noted below**, or if the Contractor fails to sign and return this document within 30 days of the certified letter receipt, the Contractor releases the State of Colorado from all disputes and claims that notice has not already been submitted per the Contract provisions. I certify that I have the authority to make this statement to obligate the Contractor.

I declare under penalty of perjury in the second degree, and any other applicable State or Federal laws, that the statements made on this document are true and complete to the best of my knowledge.

Prime Contractor	Date	By (Signature and Title)

No payment can be made by the Department of Transportation until after the final settlement date as established by Section 38-26-107, C.R.S.

**CDOT has withheld $_____ from the final payment for placement in escrow as set forth below.

1 copy of the signed original shall be returned to CDOT

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Chapter 14 -

Project Financial Statement - CDOT Form 65

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CDOT Form 65 – PROJECT FINANCIAL STATEMENT

This report shows the financial status of your project. It needs to be reviewed **monthly** by the Project Engineer. This report is maintained within the software program called "SAP" and pulls information from SiteManager®. The Project Engineer needs to review the Over/Underrun report in SiteManager Accessories® and update the quantities in Project Quantities.

On the following pages is a brief description of the process and the financial statement. The procedures for generating and saving the file are:

Log onto SAP.
Enter T-Code ZJ20.
Click on the check mark in the green circle to the left of the T-Code box.
A screen appears that prompts you to enter your project code.
Click on the clock icon on the upper left of that screen.
Another screen appears with the various reports available.
Click on the "Project Financial Statement" box.

SAP automatically refreshes the data each time you generate a report, so you may want to save a copy of the report. A common naming convention is project code, month, year. To save a copy, click on the printer icon. Select "Cute PDF writer" as the printer, enter a name click "OK". If you want to print a copy, then select a printer, then "OK".

For additional guidance on monitoring your project expenditures refer to Construction Bulletins in **Appendix A:**

Construction Bulletin # 2009-3, "Highway Construction PO Amendment Process" regarding funding letters

(

CB 2007-3 Hwy Const PO.doc

Construction Bulletin # 2009-5 entitled "Post Award Financial Statement Form 65" regarding CDOT 65 information

CB 2009-5 FORM 65.doc

Adjusting Projected Quantities in SiteManager®
Adjusting_Projected_Quantities

(Rev. 12/30/14)

Header information

The header information comes over from PES/LAS when the project has been awarded and is now ready for use in SiteManager®. Check to make sure that the following information is correct for your project: Project code (SA#), and location. Confirm the county location, type of construction, length of project, and the amount of original days allowed. The Contractor name should match the Award letter. Verify the RE, the RE Cost Center and the Project Engineer.

There should be a box on the right side of the statement titled **TRANS COMM ACTION (TCA)**. This is the amount that the Transportation Commission has allotted/budgeted for your project. This amount will usually not increase nor decrease for the life of the project. The only way that this will increase is when the project is in desperate need of more money due to large overruns and/or large change orders. There is a set limit that the project may overrun. The limit is 15% of the TCA. Except for 7th Pot projects which require TCA action on any overrun.

Line No.

1) Award Allotment (under the "Current" column):

This is the amount that has been budgeted initially for the project based on the contractor's awarded bid. This should agree with line 22 of the financial statement.

2) Total Adjustments:

Any budget actions processed during construction. This may include budget actions for funding letters and/or any amount to equal the allotment approved by OFMB (line 3). However, the amount may not be the same as the funding letter. This amount should be the same as the budget changes found in SAP after award.

3) Allotment:[1+2] This is the amount of the budget approved by OFMB.

4) Contract Bid Amount:

The amount that the Contractor bid and was awarded. You can verify this against the schedule of bid items attached with the Contract and Bond.

(Rev. 2/16/07)

5) Total Plan F/A – Inc. MCR & Anticipated CMO

There may be several lines listing the plan Force account items and the dollar amounts associated with each. These should only show amounts in the plan column.

The final line will show a total of all plan F/A amounts. Both the current and award amount will stay the same. Changes to plan F/A amounts show in the Over/Under – Inc. Bid Items, CMOs and Plan F/A.

CMO's - When there are change orders (CMO type) those amounts show up here.

Overs/Unders – Inc. Bid Items, CMOs & Plan F/A

This line reflects any **overrun or underrun** to original bid items, change orders and plan force account. This figure may not agree with the Overrun/Underrun statement from SiteManager®. The discrepancy comes from line items added that do not require a MCR or CMO to be written (added per spec).

6) Total CMO's & Overs/(Unders)

This is the sum of the above two lines. This will show a surplus if the amount in the "current" column is negative.

7) Project Commitment Amount [4+5+6]

This is the sum of lines 4, 5, and 6. This should also equal the "current project amt" on the estimate summary page and should agree with the right-hand column on the "Totals for Contract" on the overrun/underrun statement from SiteManager®.

In the surplus/deficit column this is the difference between the award and current column. Also should be the same as line 6.

8) Less CE Bid & CE F/A items

This is the amount of plan and actual paid for the CE bid items found in Category 400 of the estimate.

9) Planned Contract Expenditures

Amounts that may become due the Contractor for any change order or overrun that has not been incurred in SiteManager®. The person entering this information must have privileges to enter this amount. This amount will also need to be reduced as the change order or overrun is actually paid for in SiteManager®.

(Rev. 1/14/05)

10) Subtotal Contractor (3300)[7+8+9]

This is the amount that is anticipated to be paid to the Contractor.

11) Third Party F/A

Amount to be paid to third party entities for construction F/A work performed. (Xcel).

12) Furnished Materials

Amount to be paid to a third party for state furnished materials.

13) Subtotal Construction (33xx)[10+11+12]

Sum of lines 10, 11, and 12. This amount is used to calculate the amount of CE and CE indirects allowed for the project.

The expenditure amount is what has been paid via COFRS.

Construction Engineering (CE)

CE (Fed Aid – CDOT/CE Pool)

This is the amount of dollars that FHWA will participate in and what it is anticipated will cost to build your project.

Under the award amount is the amount of participating CE costs. This amount is based on line 13 using the current (at time of award) percentage for the CE pool for CE pool eligible projects.

Under the current column the percentage amount will change from year to year, especially for projects that span more than one year. This amount needs to be monitored so that your project does not go over budget. This amount will be updated the second week of the following month after the estimate is processed.

CE (Fed Aid – Inc. Bid, F/A & Consultant)

Used only for CE Pool exempt projects. This is the amount of dollars that FHWA will participate in regarding construction engineering bid items, force account and any consultant charges. This will need to be monitored just like the CDOT/CE Pool charges. The CE is based on the % applied to projects in SiteManager® during Construction and from PES Transport in Award.

Rev. 1/14/05)

CE (Fed Aid – Indirects)

This is the amount of charges that are eligible for Federal reimbursement. These charges come from the Region and from HQ. This percentage will change from year to year.

Liquidated Damages Credited to CE Pool (P)

A portion of the amount of any liquidated damages charged the Contractor for failure to complete project in allotted Contract time on Federal Participating projects that is credited back to the CE pool.

14) Total Fed Aid CE Charges (32xx+3980)

This is the maximum amount that FHWA will participate in for CE and indirects. This amount will change from year to year, therefore this total needs to be monitored to assure enough funds are budgeted to cover the costs. This amount will be updated the second week of the following month after the estimate is processed.

CE (NFA – CDOT/CE Pool)

This heading is used on projects when there are no Federal monies included in the project budget or projects with categories of work funded with No Federal providers. These are projects that are 100% state and other funds. This is the amount of dollars that it will cost to build your project. This will need to be monitored for projects that span more than one year to assure enough funds are budgeted to cover the cost of salaries for CE pool eligible projects.

CE (NFA – Inc. Bid, F/A & Consultant)

For CE pool exempt projects this is the amount of dollars regarding construction engineering bid items, force account and any consultant charges for projects with no Federal monies included in the budget or projects with categories of work funded with no Federal Providers. The
CE is based on the % applied to the projects in SiteManager® during construction and from PES Transport in award.

CE (NFA – Indirects)(i.e. balance of overhead)

This is the amount of indirect charges that are not eligible for Federal reimbursement. These charges come from the Region and from HQ. This percentage will change from year to year.

(Rev. 2/18/09)

Liquidated Damages Credited to CE Pool (N)

A portion of the amount of any liquidated damages charged the Contractor for failure to complete project in allotted Contract time on non-participating Federal charges that is credited back to the CE pool.

15) Total NFA CE Charges (32xx+3980)

The total of the non-participating Federal charges.

16) Total CE and Indirect Charges [14+15]

Sum of lines 14 and 15. This total amount of all CE and indirect charges.

17) Other – Inc. Trng., Audit, Legal, Eligible Indirects

These are any costs that do not fit in any of the above categories nor have the costs been documented within SiteManager®. In order for these costs to be included, you will need to have edit authorization.

18) Total Phase C [13+16+17]

This is the total cost of the construction phase for your project.

19-24) Non-Construction Costs

The rest of the financial statement reflects the costs associated with the Environmental, Design, Right of Way, Utilities, and Miscellaneous phases. Some of these costs will have participation with FHWA and some will be strictly covered using State Funds.

For the actual costs to be reflected, you will need to have the Resident Engineer with PES access update the cost estimates in the PES module of Transport. Be sure to run a refresh after the updates are complete. Until the final costs are known, these costs may be updated with the most current projected cost.

24) Total Non-Const. Costs [19+20+21+22+23]

This is the sum of lines 19,20,21,22 &23. It is the total of all non-construction costs to your project. This includes environmental, right-of-way, design, utilities, construction and all indirect costs associated with the different phases.

(Rev. 2/18/09)

25) Total Cost of Project [18+24]

Total cost of your project. This includes environmental, right-of-way, design, utilities, construction and all indirect costs associated with the different phases.

Current Allotment Surplus/(Deficit)[3-25]

This is the amount of money you may have or may have not for any change order or for further spending.

TCA Allotment Surplus/(Deficit)[26-25]

How much you may or may not have in regards to the Transportation Commission Action. If this is a deficit of more than 15% than you or your Business Office will need to go before the Transportation Commission and request more funds for your project.

(Rev. 2/18/09)

CDOT 65 and Corresponding SiteManager® Reports

- Why is it important to update my Projected Quantities?
- Why does it matter how I enter my Change Orders?
- What impact does my Over/Under report have?
- What do I do if the figures don't' match?
- Where do some of the figures come from on the Form 65?

Selections you make when entering your Change Order in SiteManager® have a financial impact to your project and how the $$$ are reflected on the CDOT from 65 – Project Financial Statement.

If the appropriate "CO Type" was selected when Change Orders were entered in SiteManager® then the "PROJ'D TO COMPL" (line 7) and the "Projected Total" on the Over/Under report from SiteManager® Accessories should match.

However,

- If any CO's were entered using the "Modifications with No CMO/MCR Required"

  OR

- If any CO's were not reconciled or adjusted correctly, then adjustments need to be made. (see example following). The adjusted amount should then match line 5 on the form 65.

To assure your Change Orders are reflected correctly on the Form 65, the steps and proper actions to take in SiteManager® are listed in Chapter 15, pages 7-9.

CO_DOT65

(Rev. 2/6/12)

Over/Under Report & CDOT 65

For each Reference Number, use CDOT SITE•MANAGER™ Accessories under "Contract Administration" and "Projected Quantity" to show the overrun or underrun from plan quantity. The system will automatically calculate the new values.

		AWARD	PROJ'D TO COMPL	SURP/(DEF)	EXP TO DATE
	Overs/(Unders)-Inc. Bid Items, CMOs & Plan F/A		(2,044.81)	2,044.81	
[6]	**Total CMOs & Overs/(Unders)**		**1,423,983.92**	**(1,423,983.92)**	
[7]	**Project Commitment Amount [4+5+6]**	**6,498,784.40**	**7,922,768.32**	**(1,423,983.92)**	
[8]	Less CE Bid & CE F/A Items	(21,500.00)	(22,320.00)	(820.00)	
[9]	Documented Incidentals (Payable to Contractor)				
[10]	**Subtotal Contractor (3300) [7+8+9]**	**6,477,284.40**	**7,900,448.32**	**(1,423,163.92)**	
[11]	Third Party F/A				
[12]	Furnished Materials				
[13]	**Subtotal Construction (33xx) [10+11+12]**	**6,477,284.40**	**7,900,448.32**	**(1,423,163.92)**	**7,716,029.59**

Colorado Department of Transportation

Overs and Unders Report for Contract C12401, Project STA C030-020 (12401-BID)

IN	Catg Nbr	Item Number	Description / Supplemental Description	Units	Unit Price	Bid Quantity	Cumulative Quantity	Bid Qty + Aprvd CO Qty	Projected Quantity	Overrun or Underrun	Projected Total
40	0200	700-70035	F/A / Rental Flood Light	F A	$1.00000	0.000	0.000	2,000.000	0.000	($2,000.00)	$0.00
45	0200	900-00010	* Added Item (Hour)/ / Mobile Traffice Control, MCR Line # 1	HOUR	$46.00000	0.000	87.000	120.000	87.000	($1,518.00)	$4,002.00
50	0200	630-80344	* Construction Traffic Sign (Special) / Special Traffice Sign (PanelSize C)	SF	$400.00000	0.000	3.500	4.000	4.000	$0.00	$1,600.00
55	0400	900-00006	Added Item (Dollar)/ / Extra Inspection	DOL	$1.00000	0.000	(180.000)	(180.000)	(180.000)	$0.00	($180.00)
60	0200	900-00014	* Added Item (Lump Sum)/ / MCR #2 Relocate Conduit and Wire	L S	$7,597.26000	0.000	1.000	1.000	1.000	$0.00	$7,597.26
65	0200	601-00000	Conc CL B / MCR LINE #8, CONCRETE BETWEEN CURBS	CY	$123.83000	0.000	14.720	13.930	14.720	$97.83	$1,822.78
70	0200	900-00014	Added Item (Lump Sum)/ / MCR LINE ITEM #4, 24 INCH RCP	L S	$2,911.65000	0.000	1.000	1.000	1.000	$0.00	$2,911.65
75	0200	202-01000	* Removal of Fence / MCR Line # 7	LF	$3.46000	0.000	2,313.000	2,292.000	2,313.000	$72.45	$7,979.85
80	0200	626-00001	Const Surveying (Hour) / Added survey work as per standard specs.	HOUR	$100.00000	0.000	5.000	5.000	5.000	$0.00	$500.00
85	0200	900-00014	Added Item (Lump Sum)/ / MCR Line # 5, Guardrail	L S	$6,813.75000	0.000	0.000	1.000	1.000	$0.00	$6,813.75
			Totals for Project 12401-BID							($2,264.91)	$7,922,768.33
			Totals for Contract C12401							($2,264.81)	$7,922,768.33

This dollar figure should be the same as the line after [5] on the Form 65.

	AWARD	PROJ'D TO COMPL	SURP/(DEF)	EXP TO DATE
Overs/(Unders)-Inc. Bid Items, CMOs & Plan F/A		(2,044.81)	2,044.81	

The Overrun or Underrun column total dollar figure in SITE•MANAGER™ may not match the "PROJ'D TO COMPL" dollar figure in Form 65. In all cases the "PROJ'D TO COMPL" (line [7], Form 65) should equal the over/under report "Projected Total" for the project. The difference is due to the items added in SITE•MANAGER™ as per specifications (i.e., extra surveying, piling cutoff, price adjustment, liquated damages, caisson overruns and overweight load). The summation of these items will not be reflected in the column of Overrun or Underrun total dollar figure in SITE•MANAGER™ Accessories. The example above shows a difference of $320 between the two reports. This is because SITE•MANAGER™ only sums bid items, CMO's and MCR items and excludes items added by specification for the Over/Under report. If the user adds up all the items added to the contract as per specifications to the Over/Under report, it will be the same dollar figure as shown on the Form 65.

Tip: In order to have CDOT SITE•MANAGER™ Accessories on the Overrun and Underrun colunm and the Form 65 in CDOT SITE•MANAGER™ Accessories column to match, another line should be added to the bottom of the Overs/Unders report with the summation of all item that are added per specifications that do not require a CMO or MCR. In all cases, the "PROJ'D TO COMPL" (line [7], CDOT SITE•MANAGER™ Accessories should equal the Over/Under report "Projected Total" for the project.

Examples:

Looking at items 0455 in category 0400, "Added Item (Dollar)/Extra Inspection" for the amount of -180.00 and item 0480 in category 0200, "Construction Surveying (Hour) Added Survey work as per Standard Specs" for the amount $500.00. Thus subtracting the two items will equate to $320.00.

Colorado Department of Transportation

Overs and Unders Report for Contract C12401, Project STA C030-020 (12401-BID)

IN	Catg Nbr	Item Number	Description / Supplemental Description	Units	Unit Price	Bid Quantity	Cumulative Quantity	Bid Qty + Aprvd CO Qty	Projected Quantity	Overrun or Underrun	Projected Total
40	0200	700-70035	F/A / Rental Flood Light	F A	$1.00000	0.000	0.000	2,000.000	0.000	($2,000.00)	$0.00
45	0200	900-00010	* Added Item (Hour)/ / Mobile Traffice Control, MCR Line # 1	HOUR	$46.00000	0.000	87.000	120.000	87.000	($1,518.00)	$4,002.00
50	0200	630-80344	* Construction Traffic Sign (Special) / Special Traffice Sign (PanelSize C)	SF	$400.00000	0.000	3.600	4.000	4.000	$0.00	$1,600.00
[illegible]	0400	900-00076	Added Item (Dollar)/ / Extra Inspection	DOL	$1.00000	0.000	(180.000)	(180.000)	(180.000)	$0.00	($180.00)
60	0200	900-00014	* Added Item (Lump Sum)/ / MCR #2 Relocate Conduit and Wire	L S	$7,597.26000	0.000	1.000	1.000	1.000	$0.00	$7,597.26
65	0200	601-01000	Conc CL B / MCR LINE #6, CONCRETE BETWEEN CURBS	CY	$123.83000	0.000	14.720	13.930	14.720	$97.83	$1,822.78
70	0200	900-00014	Added Item (Lump Sum)/ / MCR LINE ITEM #4, 24 INCH RCP	L S	$2,911.85000	0.000	1.000	1.000	1.000	$0.00	$2,911.85
75	0200	202-01000	* Removal of Fence / MCR Line # 7	LF	$3.45000	0.000	2,313.000	2,292.000	2,313.000	$72.45	$7,979.85
[illegible]	0200	626-00001	Const Surveying (Hour) / Added survey work as per standard specs.	HOUR	$100.00000	0.000	5.000	5.000	5.000	$0.00	$500.00
85	0200	960-00014	Added Item (Lump Sum)/ / MCR Line # 5, Guardrail	L S	$6,813.75000	0.000	0.000	1.000	1.000	$0.00	$6,813.75
			Totals for Project 12401-BID							($2,364.81)	$7,922,768.33
			Totals for Contract C12401							($2,364.81)	$7,922,768.33

This dollar figure should be the same as the line after [5] on the Form 65.

	AWARD	PROJ'D TO COMPL	SURP/(DEF)	EXP TO DATE
Overs/(Unders)-Inc. Bid Items, CMOs & Plan F/A		(2,044.81)	2,044.81	

This example shows that the Overrun or Underrun bottom line does **not** match line 5 on the form 65.

This is due to the items "added by specification" (i.e. CO Type – "Modifications With No CMO/MCR Required".

line # 0455 $-180.00
line #0480 $ 500.00
$ 320.00.

Subtracting this amount from the Overrun or Underrun "Totals for Contract" you get $2,044.81, which matches the form 65 amount.

$ 2,364.81
-$ 320.00
$ 2,044.81

Why is it Important to review the Form 65 every month????

Budget Action may be required.

A funding letter must be submitted and approved before any amount that exceeds the Project Commitment Amount can be paid to a Contractor.

This example is from project 12567, SH 74 Left Turn Lane-Kittredge.

		AWARD	PROJ'D TO COMPL	SURP/(DEF)	EXP TO DATE
	Overs/(Unders)-Inc. Bid Items, CMOs & Plan F/A		(32,540.85)	32,540.85	
[6]	**Total CMOs & Overs/(Unders)**		(32,540.85)	32,540.85	
[7]	**Project Commitment Amount [4+5+6]**	**445,736.90**	413,196.05	**32540.85**	
[8]	Less CE Bid & CE F/A Items	(6,300.00)	1,000.00	(7,300.00)	
[9]	Documented Incidentals (Payable to Contractor)				
[10]	**Subtotal Contractor (3300) [7+8+9]**	**439,436.90**	**414,196.05**	**25,240.85**	
[11]	Third Party F/A				
[12]	Furnished Materials				
[13]	**Subtotal Construction (33xx) [10+11+12]**	**439,436.90**	**414,196.05**	**25,240.85**	**261,629.35**

"Proj'd to Compl" line [7] $413,196.05 amount matches SiteManager

This example is from project 11543, 8th Avenue/Burlington

		AWARD	PROJ'D TO COMPL	SURP/(DEF)	EXP TO DATE
	Overs/(Unders)-Inc. Bid Items, CMOs & Plan F/A		370,404.70	370,404.70	
[6]	**Total CMOs & Overs/(Unders)**		**370,404.70**	**(370,404.70)**	
[7]	**Project Commitment Amount [4+5+6]**	2,964,142.00	3,334,546.70	**(370,404.70)**	
[8]	Less CE Bid & CE F/A Items	(41,000.00)	(41,000.00)		
[9]	Documented Incidentals (Payable to Contractor)				
[10]	**Subtotal Contractor (3300) [7+8+9]**	**2,923,142.00**	**3,293,546.70**	**(370,404.70)**	
[11]	Third Party F/A				
[12]	Furnished Materials				
[13]	**Subtotal Construction (33xx) [10+11+12]**	**2,923,142.00**	**3,293,546.70**	**(370,404.70)**	**3,143,506.70**

Red Flag – "Proj'd to Compl" exceeds "Project Commitment Amount. Form 1186 appears to be needed.

This example is from project 13008, I 70, Floyd Hill – Idaho Spgs.

		AWARD	PROJ'D TO COMPL	SURP/(DEF)	EXP TO DATE
	Overs/(Unders)-Inc. Bid Items, CMOs & Plan F/A		6,342.82	(6,342.82)	
[6]	**Total CMOs & Overs/(Unders)**		**49,123.82**	**(49,123.82)**	
[7]	**Project Commitment Amount [4+5+6]**	3,031,365.80	3,080,489.62	**(49,123.82)**	
[8]	Less CE Bid & CE F/A Items	(24,200.00)	(24,200.00)		
[9]	Documented Incidentals (Payable to Contractor)		17,500.00	(17,500.00)	
[10]	**Subtotal Contractor (3300) [7+8+9]**	**3,007,165.80**	**3,073,789.62**	**(66,623.82)**	
[11]	Third Party F/A	15,000.00	15,000.00		
[12]	Furnished Materials				
[13]	**Subtotal Construction (33xx) [10+11+12]**	**3,022,165.80**	**3,088,789.62**	**(66,623.82)**	2,641,924.37

Red Flag – "Proj'd to Compl" may need a second adjustment. Contact your Finals Engineer for advice

Example –

" Total for Contract" is also shown as "Current Project Amt" on Estimate

ESTIMATE RUN 12/19/2001

ESTIMATE SUMMARY 15:50:39

CONTID: C12401 ESTIMATE N0: 0007 PROG SPEC YR:1999

PCN: 12401-BID CO FRS REPORTING CATEGORY: 4 FACS REF NO:

NTRACT DESCRIPTION: TIME CHARGED: 104.5 DAYS TIME ALLOW: 115 Available Work Days

SH 52 & 85 WELD CO FY01 PERCENT TIME: 90.87 ORIG TIME ALLOW: 80 Available Work Days

PROJECT N0: STA C030-020

SH 52 & 85 WELD CO FY 01

NAME OF ROAD: SH 52 & 85

PROJECT COUNTIES: WELD, REGION 4

CONTRACTOR:

LAFARGE dba WESTERN MOBILE NORTHERN PAY PERIOD ENDING 12/19/2001 DATE TIME STARTED 04/30/2001

1800 N0. TAFT HILL ROAD DATE LET 11/09/2000 DATE WORK BEGAN

DATE AWARDED 12/04/2000 DATE TIME STOPPED

DATE CONTRACT EXECUTED 12/20/2000 DATE ACCEPTED

FT. COLLINS CO 80521 970-407-3600 DATE NOTICE TO PROCEED 04/30/2001

			CURRENT	TOTAL	THIS	ESTIMATE
CURRENT PROJECT AMT:	$ 7,922,768.33	PARTICIPATING (This Column should match	$	7,699,359.59	$	231,010.20
AWARD PROJECT AMT:	$ 6,048,484.40	NON-PARTICIPATING the "Project Total" on the		0.00		0.00
PERCENT COMPLETE:	97.18%	TOTAL EARNINGS Overs and Unders Report		7,699,359.59		231,010.20
FUNDS AVAILABLE:	$ 223,408.74	STOCKPILED MATERIALS in CDOT SiteManager		0.00		0.00
		GROSS EARNINGS Accessories).		7,699,359.59		231,010.20
TOTAL CLAIMS:	$ 0.00	RETAINAGE		-111,381.82		-3,465.16

Current Project Amt should match line [7] Proj'd to Compl amount in SiteManager.

Colorado Department of Transportation

Overs and Unders Report for Contract C12401, Project STA C030-020 (12401-BID)

IN	Catg Nbr	Item Number	Description / Supplemental Description	Units	Unit Price	Bid Quantity	Cumulative Quantity	Bid Qty + Aprvd CO Qty	Projected Quantity	Overrun or Underrun	Projected Total
40	0200	700-70035	F/A / Rental Flood Light	F A	$1.00000	0.000	0.000	2,000.000	0.000	($2,000.00)	$0.00
45	0200	900-00010	*Added Item (Hour) / Mobile Traffice Control, MCR Line # 1	HOUR	$46.00000	0.000	87.000	120.000	87.000	($1,518.00)	$4,002.00
60	0200	630-90344	*Construction Traffic Sign (Special) / Special Traffice Sign (PanelSize C)	SF	$400.00000	0.000	3.600	4.000	4.000	$0.00	$1,500.00
65	0400	900-00006	Added Item (Dollar) / Extra Inspection	DOL	$1.00000	0.000	(100.000)	(100.000)	(100.000)	$0.00	($100.00)
80	0200	900-00014	*Added Item (Lump Sum) / MCR #2 Relocate Conduit and Wire	L S	$7,597.26000	0.000	1.000	1.000	1.000	$0.00	$7,597.26
65	0200	601-01000	Conc CL B / MCR LINE #6, CONCRETE BETWEEN CURBS	CY	$123.83000	0.000	14.720	13.930	14.720	$97.83	$1,822.78
70	0200	900-00014	Added Item (Lump Sum) / MCR LINE ITEM #4, 24 INCH RCP	L S	$2,911.85000	0.000	1.000	1.000	1.000	$0.00	$2,911.85
75	0200	202-01000	*Removal of Fence / MCR Line # 7	LF	$3.46000	0.000	2,313.000	2,292.000	2,313.000	$72.46	$7,979.85
80	0200	625-00001	Const Surveying (Hour) / Added survey work as per standard specs.	HOUR	$100.00000	0.000	5.000	5.000	5.000	$0.00	$500.00
85	0200	900-00014	Added Item (Lump Sum) / MCR Line # 5, Guardrail	L S	$6,813.75000	0.000	0.000	1.000	1.000	$0.00	$6,813.75
			Totals for Project 12401-BID							($2,364.81)	[illegible]
			Totals for Contract C12401							($2,364.81)	7,922,768.33

The "Current Project Amt" on the contractor's estimate and the Projected Total are the same. This figure includes all items that are being paid per specification, i.e. extra surveying, piling cutoff, price adjustment, and overweight load.

Examples of a CDOT 65 and Corresponding SiteManager® Reports –

MCR's were Not Reconciled & "Modifications With No CMO/MCR Required were added.

Project Financial Statement

12324 NH 4701-089
C 470 EXTENSION PHASE II
Jefferson Jefferson Jefferson
New Construction

2.43 Miles Units:
Awarded to ASPHALT SPECIALTIES CO., INC. on 07/30/2003
345 WORK DAYS

Last refresh on 7/21/2005 08:05:17
WILLIAM MCDONNELL, DENVER
RE Orgn Code 6340
PE

PROJECT ALLOTMENT	AWARD	CURRENT
Award Allotment		11,945,305.37
Total Adjustments		(1,180,000.37)
[3] Allotment [1-2]	15,170,788.00	10,765,305.00
[4] Contract Bid Amount	7,787,777.77	7,787,777.77

Post-award

TRANS COMM ACTION (TCA)
[23] 13,990,788.00 on 01/22/1999

CONSTRUCTION	AWARD			SURP/(DEF)	
F/A Conc Incentive Pymt	17,000.00				
F/A OJT Colorado Training Program	5,250.00				
F/A FUEL COST ADJUSTMENTS	10,000.00				
F/A Minor Contract Revisions	750,000.00				
F/A Asph Pvmt Incentive	46,500.00				
F/A Obtain POWER SOURCE FROM XCEL ENERGY	10,000.00				
F/A On-the-Job Trainee	5,625.00				
F/A REMOVAL OF PRAIRIE DOGS	20,000.00				
F/A ROADWAY SMOOTHNESS INCENTIVE	3,600.00				
F/A Repair	20,000.00				
F/A ESB Program	7,500.00				
[5]Total Plan F/A--Inc. MCR & anticipated CMO	**895,475.00**		**895,475.00**		
CMOs			42,580.34	(42,580.34)	
	AWARD		**PROJ'D TOCOMPL**	**SURP/(DEF)**	**EXP TO DATE**
Overs/(Unders)--Inc. Bid Items, CMOs & Plan F/A			(1,201,062.05)	1,201,062.05	
[6]Total CMOs & Overs/(Unders)			**(1,158,481.71)**	**1,158,481.71**	
[7]Project Commitment Amount [4+5+6]	**8,683,252.77**		**7,524,771.06**	**1,158,481.71**	
[8] Less CE Bid & CE F/A Items	(53,200.00)		(49,000.00)	(4,200.00)	
[9] Documented Incidentals (Payable to Contractor)					
[10]Subtotal Contractor (3300) [7+8+9]	**8,630,052.77**		**7,475,771.06**	**1,154,281.71**	
[11] Third Party F/A					
[12] Furnished Materials					
[13]Subtotal Construction (33xx) [10+11+12]	**8,630,052.77**		**7,475,771.06**	**1,154,281.71**	**7,458,892.49**
CONSTRUCTION ENGINEERING (CE)					
CE (Fed Aid - CDOT/CE Pool)	1,388,575.49	16.09%	1,281,287.35 17.14%	107,288.14	1,277,978.13
CE (Fed Aid - Inc. Bid, F/A & Consultant)					
[14]Total Fed Aid CE Charges (32xx+3980)	**1,388,575.49**		**1,281,287.35**	**107,288.14**	**1,277,978.13**
CE (NFA - CDOT/CE Pool)		11.50%	14.00%		
CE (NFA - Inc. Bid Items, F/A & Consultant)					
CE (NFA - Indirects)	87,733.12	1.02%	81,179.40 1.09%	6,553.72	80,972.47
[15]Total NFA CE Charges (32xx+3980)	**87,733.12**		**81,179.40**	**6,553.72**	**80,972.47**
[16] Other--Inc. Trng., Audit, Legal, Eligible Indirects					
[17]Total Phase C [13+14+15+16]	**10,106,361.38**		**8,838,237.81**	**1,268,123.57**	**8,817,843.09**
NON CONSTRUCTION COSTS					
Design (CDOT) (Fed Aid - Directs & Indirects)	1,562,000.00		1,562,000.00		1,558,732.52
Design (CDOT) (NFA - Directs & Indirects)	206,800.00		206,800.00		207,716.06
Design (Consultants)	50,144.00		50,144.00		58,260.49
[18]Total Phase D (30xx)	**1,818,944.00**		**1,818,944.00**		**1,824,709.07**
Right of Way (Fed Aid - Directs & Indirects)	17,500.00		17,500.00		6,983.96
Right of Way (NFA - Directs & Indirects)	2,500.00		2,500.00		8,883.00
[19]Total Phase R	**20,000.00**		**20,000.00**		**15,866.96**
Third Party-RxR(3987),Util(3988),Audit(3989),Indirects(3999)					
[20]Total Phase U					
[21]Total Non-Constr. Costs [18+19+20]	**1,838,944.00**		**1,838,944.00**		**1,840,576.03**

[22] Total Phase U
Miscellaneous (Direct & Indirect)
[23] Total Phase M
[24] Total Non-Constr. Costs [19+20+21+22+23]

[25] TOTAL COST OF PROJECT [18+24]	11,945,305.38	10,677,181.81	1,268,123.57	10,658,419.12
CURR ALLOTMENT SURP/DEF [3-25]	3,225,482.62	88,123.19	0.8% Under Current Allotment	
TCA ALLOTMENT SURP/DEF [26-25]	2,045,482.62	3,313,606.19	23.7% Under TCA	
Engineers Estimate:	*9,992,974.65*	*Bid: 7,787,777.77*	*22.1% Under Engineers Estimate*	

Comments
7/17/03 Bid #1 DTA Start Date per Specs

Approved by accounting? ○ No ● Yes

Alternate Bid:

Form 65 Revised August, 1998 Printed On: 07/21/2005

Estimate Summary Page 1 Figures

COLORADO DEPARTMENT OF TRANSPORTATION

Page 1

ESTIMATE RUN 06/29/2005

ESTIMATE SUMMARY

08:36:49

CONTID: C12324 ESTIMATE NO: 0023 PROG SPEC YR: 2002

PCN: 12324-BID COFRS REPORTING CATEGORY: 6 FACS REF NO:

CONTRACT DESCRIPTION:
C 470 EXTENSION PHASE II

TIME CHARGED: 345.(DAYS TIME ALLOW: 345 WORK DAYS
PERCENT TIME: 100.00 ORIG TIME ALLOW: 345 WORK DAYS

PROJECT NO: NH 4701-089
C 470 EXTENSION PHASE II
NAME OF ROAD: C 470
PROJECT COUNTIES: JEFFERSON, REGION 6

CONTRACTOR:
ASPHALT SPECIALTIES CO., INC.
10100 DALLAS STREET
HENDERSON CO 80640 303-289-8555

PAY PERIOD ENDING	06/05/2005	DATE TIME STARTED	09/08/2003
DATE LET	07/17/2003	DATE WORK BEGAN	09/08/2003
DATE AWARDED	07/30/2003	DATE TIME STOPPED	
DATE CONTRACT EXECUTED	08/19/2003	DATE ACCEPTED	
DATE NOTICE TO PROCEED	09/08/2003		

CURRENT PROJECT AMT: 5 $ 7,524,771.06
AWARD PROJECT AMT: 1 $ 7,787,777.77
PERCENT COMPLETE: 95.88%
'DS AVAILABLE: $ 310,303.80
TOTAL CLAIMS: $ 0.00

	CURRENT TOTAL	THIS ESTIMATE
PARTICIPATING	$ 7,214,467.26	$ 350,030.97
NON-PARTICIPATING	0.00	0.00
TOTAL EARNINGS	7,214,467.26	350,030.97
STOCKPILED MATERIALS	289,858.26	-3,550.00
GROSS EARNINGS	6 7,504,325.52	7 346,480.97
RETAINAGE	-20,847.22	-1,018.02
SECURITIES ENCUMBERED	0.00	0.00
NET EARNINGS	7,483,478.30	345,462.95
LIQUIDATED DAMAGES	0.00	0.00
AUTOPAY ADJUSTMENT	0.00	0.00
AMOUNT DUE	7,483,478.30	345,462.95
OTHER ADJUSTMENTS	0.00	0.00
PAYMENT DUE		$ 345,462.95

APPROVED FOR PAYMENT BY _____

PROJECT COMMENT:

ESTIMATE COMMENT:

Estimate Summary – Last Page Showing Totals

CONTID: C12324 COLORADO DEPARTMENT OF TRANSPORTATION Page 29

PCN: 12324-BID ESTIMATE RUN 06/29/2005

PROJECT: NH 4701-089 ESTIMATE NO: 0023 08:36:49

ITEM NO.	ITEM DESCRIPTION		CURRENT QUANTITY/ UNITS UNIT PRICE	PREV QTY/ QTY THIS PERIOD QTY TO DATE	AMOUNT THIS PERIOD	CUMULATIVE AMOUNT
CAT NO0370	RETAINING WALL UNDER ROONEY ROAD					
1225 504-03311	*RETAINING WALL (1)(ALTERNATIVE SYSTEMS)		1.000	1.000		
			L S	0.000	0.00	
			43,600.00000	1.000		43,600.00
		CAT 0370	CURRENT AMT $	43,600.00 $	0.00 $	43,600.00
CAT NO0400	CE BID ITEMS					
1230 620-00005	FIELD OFFICE (SPECIAL)		1.000	1.000		
			EACH	0.000	0.00	
			35,000.00000	1.000		35,000.00
1235 620-00012	FIELD LABORATORY (CLASS 2)		1.000	1.000		
			EACH	0.000	0.00	
			14,000.00000	1.000		14,000.00
1240 620-00020	SANITARY FACILITY		0.000	0.000		
			EACH	0.000	0.00	
			2,100.00000	0.000		0.00
		CAT 0400	CURRENT AMT $	49,000.00 $	0.00 $	49,000.00
		PROJECT TOTAL	CURRENT AMT $	7,524,771.06 $	346,480.97 $	7,504,325.52
				5	7	6

Colorado Department of Transportation

Overs and Unders Report for Contract C12324, Project NH 4701-089 (12324-BID)

LIN	Catg Nbr	Item Number	Description / Supplemental Description	Units	Unit Price	Bid Quantity	Cumulative Quantity	Bid Qty + Aprvd CO Qty	Projected Quantity	Overrun or Underrun	Projected Total
0005	0200	202-00001	*Removal of Structure	EACH	$630.00000	4.000	4.000	4.000	4.000	$0.00	$2,520.00
0010	0200	202-00010	Removal of Tree	EACH	$250.00000	125.000	90.000	125.000	90.000	($8,750.00)	$22,500.00
0015	0200	202-00024	Removal of Embankment Protector Type 5	EACH	$430.00000	7.000	7.000	7.000	7.000	$0.00	$3,010.00
0020	0200	202-00035	*Removal of Pipe	LF	$17.00000	348.000	369.000	348.000	369.000	$357.00	$6,273.00
0025	0200	202-00037	Removal of End Section	EACH	$230.00000	9.000	9.000	9.000	9.000	$0.00	$2,070.00
0030	0200	202-00090	*Removal of Delineator	EACH	$8.00000	106.000	20.000	106.000	20.000	($688.00)	$160.00
0035	0200	202-00201	*Removal of Curb	LF	$5.00000	2,242.000	1,078.000	2,242.000	1,078.000	($5,820.00)	$5,390.00
0040	0200	202-00220	*Removal of Asphalt Mat	SY	$3.00000	2,634.000	4,700.440	2,634.000	4,700.000	$6,198.00	$14,100.00
0045	0200	202-00240	*Removal of Asphalt Mat (Planing)	SY	$1.10000	21,723.000	23,958.000	21,723.000	23,958.000	$2,458.50	$26,353.80
0050	0200	202-00250	*Removal of Pavement Marking	SF	$1.55000	2,000.000	18,526.000	2,000.000	18,526.000	$25,615.30	$28,715.30
0055	0200	202-00750	*Removal of Luminaire	EACH	$300.00000	14.000	13.000	14.000	14.000	$0.00	$4,200.00
0060	0200	202-00805	*Removal of Overhead Sign Structure	EACH	$3,050.00000	5.000	5.000	5.000	5.000	$0.00	$15,250.00
0065	0200	202-00810	*Removal of Ground Sign	EACH	$122.00000	12.000	10.000	12.000	10.000	($244.00)	$1,220.00
0070	0200	202-00821	*Removal of Sign Panel	EACH	$82.00000	5.000	5.000	5.000	5.000	$0.00	$410.00
0075	0200	202-00895	Removal of Impact Attenuator	EACH	$425.00000	1.000	0.000	1.000	0.000	($425.00)	$0.00
0080	0200	202-01000	*Removal of Fence	LF	$1.85000	6,201.000	8,827.000	6,201.000	8,827.000	$4,858.10	$16,329.95
0085	0200	202-01130	*Removal of Guardrail Type 3	LF	$1.62000	6,855.000	5,405.000	6,855.000	5,405.000	($2,349.00)	$8,756.10
0090	0200	202-01140	Removal of Guardrail Type 4	LF	$6.30000	147.000	158.000	147.000	158.000	$69.30	$995.40
0095	0200	202-01300	*Removal of End Anchorage	EACH	$110.00000	9.000	9.000	9.000	9.000	$0.00	$990.00
0100	0200	202-05150	*Sandblasting	SF	$0.46000	20,500.000	733.000	20,500.000	733.000	($9,092.82)	$337.18
0105	0200	202-07000	*Obliterate Old Road	L S	$44,000.00000	1.000	1.000	1.000	1.000	$0.00	$44,000.00
0110	0200	203-00060	*Embankment Material (Complete In Place)	CY	$3.20000	225,079.000	223,893.000	225,079.000	223,893.000	($3,795.20)	$716,457.60
0115	0200	203-00062	*Embankment Material (Complete In Place) (Special)	CY	$6.70000	53,049.000	47,704.000	53,049.000	47,704.000	($35,811.50)	$319,616.80
0120	0200	203-01100	Proof Rolling	HOUR	$112.00000	100.000	6.500	100.000	7.000	($10,416.00)	$784.00
0125	0200	203-01500	Blading	HOUR	$96.00000	100.000	40.000	100.000	40.000	($5,760.00)	$3,840.00
0130	0200	203-01597	*Potholing	HOUR	$157.00000	25.000	32.000	25.000	32.000	$1,099.00	$5,024.00
0135	0200	207-00205	Topsoil	CY	$6.00000	9,311.000	26,544.000	9,311.000	26,544.000	$103,398.00	$159,264.00
0140	0200	208-00011	*Erosion Bales (Weed Free)	EACH	$13.30000	400.000	956.000	400.000	956.000	$7,394.80	$12,714.80
0145	0200	208-00020	*Silt Fence	LF	$1.55000	2,250.000	2,290.000	2,250.000	2,290.000	$62.00	$3,549.50
0150	0200	208-00033	Sediment Trap	EACH	$670.00000	2.000	1.000	2.000	1.000	($670.00)	$670.00
0155	0200	208-00040	Check Dam	EACH	$158.00000	15.000	0.000	15.000	0.000	($2,370.00)	$0.00
0160	0200	208-00045	Concrete Washout Structure	EACH	$480.00000	5.000	2.000	5.000	2.000	($1,440.00)	$960.00
0165	0200	208-00050	*Storm Drain Inlet Protection	EACH	$255.00000	12.000	5.000	12.000	5.000	($1,785.00)	$1,275.00
0170	0200	208-00070	Stabilized Construction Entrance	EACH	$1,440.00000	4.000	4.000	4.000	4.000	$0.00	$5,760.00
0175	0200	208-00100	Sediment Removal and Disposal	L S	$4,670.00000	1.000	0.900	1.000	1.000	$0.00	$4,670.00
0180	0200	208-00200	Erosion Control Supervisor	L S	$3,950.00000	1.000	0.900	1.000	1.000	$0.00	$3,950.00
0185	0200	208-00300	Temporary Berms	LF	$0.75000	5,000.000	2,500.000	5,000.000	2,500.000	($1,875.00)	$1,875.00
0190	0200	209-00200	*Time-Released Water Product	EACH	$5.10000	400.000	400.000	400.000	400.000	$0.00	$2,040.00

Colorado Department of Transportation

Overs and Unders Report for Contract C12324, Project NH 4701-089 (12324-BID)

LIN	Catg Nbr	Item Number	Description / Supplemental Description	Units	Unit Price	Bid Quantity	Cumulative Quantity	Bid Qty + Aprvd CO Qty	Projected Quantity	Overrun or Underrun	Projected Total
0195	0200	210-00810	*Reset Ground Sign	EACH	$190.00000	23.000	45.000	23.000	45.000	$4,180.00	$8,550.00
0200	0200	210-00815	*Reset Sign Panel	EACH	$81.00000	2.000	2.000	2.000	2.000	$0.00	$162.00
0205	0200	210-01130	*Reset Guardrail Type 3	LF	$8.50000	735.000	895.000	735.000	895.000	$1,360.00	$7,607.50
0210	0200	210-01200	*Reset End Anchorage	EACH	$220.00000	2.000	1.000	2.000	1.000	($220.00)	$220.00
0215	0200	212-00006	*Seeding (Native)	ACRE	$350.00000	65.000	50.210	65.000	50.200	($5,180.00)	$17,570.00
0220	0200	212-00047	*Soil Preparation (Special)	ACRE	$420.00000	65.000	46.320	65.000	46.300	($7,854.00)	$19,446.00
0225	0200	213-00003	*Mulching (Weed Free)	ACRE	$150.00000	65.000	48.480	65.000	48.500	($2,475.00)	$7,275.00
0230	0200	213-00061	*Mulch Tackifier	LB	$1.50000	9,750.000	6,258.000	9,750.000	6,258.000	($5,238.00)	$9,387.00
0235	0200	213-00100	*Soil Binder	ACRE	$300.00000	30.000	31.900	30.000	31.900	$570.00	$9,570.00
0240	0200	214-00000	*Landscape Maintenance	L S	$6,000.00000	1.000	0.000	1.000	1.000	$0.00	$6,000.00
0245	0200	214-00201	*Deciduous Tree (Tubeling)	EACH	$15.00000	25.000	0.000	25.000	0.000	($375.00)	$0.00
0250	0200	214-00401	*Evergreen Tree (Tubeling)	EACH	$15.00000	75.000	0.000	75.000	0.000	($1,125.00)	$0.00
0255	0200	216-00041	*Soil Retention Blanket (Straw/Coconut)	SY	$1.10000	32,450.000	48,911.000	32,450.000	48,911.000	$18,107.10	$53,802.10
0260	0200	304-06004	Aggregate Base Course (Class 6)	SY	$2.80000	9,373.000	7,946.000	9,373.000	7,946.000	($3,995.60)	$22,248.80
0265	0200	403-00720	Hot Bituminous Pavement (Patching) (Asphalt)	TON	$51.00000	1,542.000	2,138.150	1,542.000	2,138.150	$30,403.65	$109,045.65
0270	0200	403-33841	*Hot Bituminous Pavement (Grading S) (100) (PG 64-22)	TON	$33.00000	14,484.000	15,317.250	14,484.000	15,317.250	$27,497.25	$505,469.25
0275	0200	403-33871	*Hot Bituminous Pavement (Grading S) (100) (PG 76-28)	TON	$38.00000	10,744.000	8,960.030	10,744.000	8,960.030	($67,790.86)	$340,481.14
0276	0200	900-00006	Added Item (Dollar)/ / Price Reduction on PG76-28 binder	DOL	$1.00000	0.000	(4,554.300)	(4,554.300)	(4,554.300)	$0.00	($4,554.30)
0280	0200	411-10255	Emulsified Asphalt (Slow-Setting)	GAL	$1.00000	7,333.000	2,517.000	7,333.000	2,517.000	($4,816.00)	$2,517.00
0285	0200	412-00900	*Concrete Pavement (9 Inch)	SY	$31.00000	3,149.000	1,636.000	3,149.000	1,636.000	($46,903.00)	$50,716.00
0290	0200	412-00920	*Concrete Pavement (9 Inch) (Fast Track)	SY	$35.00000	1,728.000	0.000	1,728.000	0.000	($60,480.00)	$0.00
0295	0200	412-01150	*Concrete Pavement (11-1/2 Inch)	SY	$33.00000	3,502.000	3,461.000	3,502.000	3,461.000	($1,353.00)	$114,213.00
0300	0200	420-00100	Geotextile (Erosion Control) (Class A)	SY	$2.00000	56.000	857.000	56.000	857.000	$1,602.00	$1,714.00
0305	0200	503-00042	*Drilled Caisson (42 Inch)	LF	$165.00000	38.800	38.800	38.800	39.000	$33.00	$6,435.00
0310	0200	503-00048	*Drilled Caisson (48 Inch)	LF	$152.00000	109.000	108.000	109.000	108.000	($152.00)	$16,416.00
0315	0200	503-00054	*Drilled Caisson (54 Inch)	LF	$197.00000	50.800	0.000	50.800	0.000	($10,007.60)	$0.00
0320	0200	506-00212	Riprap (12 Inch)	CY	$76.00000	120.000	327.000	120.000	327.000	$15,732.00	$24,852.00
0325	0200	507-00000	Concrete Slope and Ditch Paving	CY	$210.00000	50.000	6.220	50.000	6.200	($9,198.00)	$1,302.00
0330	0200	507-00400	Bituminous Slope and Ditch Paving (Asphalt)	TON	$190.00000	12.000	0.000	12.000	0.000	($2,280.00)	$0.00
0335	0200	603-01185	18 Inch Reinforced Concrete Pipe (Complete In Place)	LF	$34.00000	2,891.000	2,716.000	2,891.000	2,716.000	($5,950.00)	$92,344.00
0340	0200	603-01245	24 Inch Reinforced Concrete Pipe (Complete In Place)	LF	$35.00000	1,615.000	1,660.000	1,615.000	1,660.000	$1,575.00	$58,100.00
0345	0200	603-01305	30 Inch Reinforced Concrete Pipe (Complete In Place)	LF	$75.00000	22.000	22.000	22.000	22.000	$0.00	$1,650.00
0350	0200	603-01365	36 Inch Reinforced Concrete Pipe (Complete In Place)	LF	$92.00000	19.000	19.000	19.000	19.000	$0.00	$1,748.00
0355	0200	603-01605	60 Inch Reinforced Concrete Pipe (Complete In Place)	LF	$170.00000	85.000	32.000	85.000	32.000	($9,010.00)	$5,440.00
0360	0200	603-05018	18 Inch Reinforced Concrete End Section	EACH	$600.00000	8.000	9.000	8.000	9.000	$600.00	$5,400.00
0365	0200	603-05024	24 Inch Reinforced Concrete End Section	EACH	$780.00000	7.000	7.000	7.000	7.000	$0.00	$5,460.00
0370	0200	603-05060	60 Inch Reinforced Concrete End Section	EACH	$1,860.00000	1.000	1.000	1.000	1.000	$0.00	$1,860.00
0375	0200	604-00305	*Inlet Type C (5 Foot)	EACH	$2,000.00000	10.000	10.000	10.000	10.000	$0.00	$20,000.00

Colorado Department of Transportation

Overs and Unders Report for Contract C12324, Project NH 4701-089 (12324-BID)

LIN	Catg Nbr	Item Number	Description / Supplemental Description	Units	Unit Price	Bid Quantity	Cumulative Quantity	Bid Qty + Aprvd CO Qty	Projected Quantity	Overrun or Underrun	Projected Total
0380	0200	604-00310	*Inlet Type C (10 Foot)	EACH	$2,160.00000	1.000	1.000	1.000	1.000	$0.00	$2,160.00
0385	0200	604-00315	*Inlet Type C (15 Foot)	EACH	$2,920.00000	3.000	3.000	3.000	3.000	$0.00	$8,760.00
0390	0200	604-00320	*Inlet Type C (20 Foot)	EACH	$4,030.00000	1.000	1.000	1.000	1.000	$0.00	$4,030.00
0395	0200	604-25005	*Vane Grate Inlet (5 Foot)	EACH	$3,420.00000	3.000	4.000	3.000	4.000	$3,420.00	$13,680.00
0400	0200	604-25010	*Vane Grate Inlet (10 Foot)	EACH	$3,730.00000	2.000	2.000	2.000	2.000	$0.00	$7,460.00
0405	0200	604-26005	*Vane Grate Inlet (Double) (5 Foot)	EACH	$4,460.00000	7.000	7.000	7.000	7.000	$0.00	$31,220.00
0410	0200	604-26010	*Vane Grate Inlet (Double) (10 Foot)	EACH	$4,920.00000	4.000	4.000	4.000	4.000	$0.00	$19,680.00
0415	0200	604-30015	Manhole Slab Base (15 Foot)	EACH	$4,100.00000	1.000	2.000	1.000	2.000	$4,100.00	$8,200.00
0420	0200	604-30025	Manhole Slab Base (25 Foot)	EACH	$9,590.00000	1.000	0.000	1.000	0.000	($9,590.00)	$0.00
0425	0200	606-00301	*Guardrail Type 3 (6-3 Post Spacing)	LF	$11.00000	10,733.000	9,982.000	10,733.000	9,982.000	($8,261.00)	$109,802.00
0430	0200	606-00710	*Guardrail Type 7 (Style CA)	LF	$24.50000	4,822.000	4,191.000	4,822.000	5,032.000	$5,145.00	$123,284.00
0435	0200	606-00716	*Guardrail Type 7 (Style CA) (Special)	LF	$37.00000	590.000	664.000	590.000	664.000	$2,738.00	$24,568.00
0440	0200	606-00720	*Guardrail Type 7 (Style CC)	LF	$26.00000	2,192.000	1,541.000	2,192.000	1,541.000	($16,926.00)	$40,066.00
0445	0200	606-00730	*Guardrail Type 7 (Style CD)	LF	$29.00000	2,672.000	2,723.000	2,672.000	2,723.000	$1,479.00	$78,967.00
0450	0200	606-00740	*Guardrail Type 7 (Style CE)	LF	$55.00000	680.000	690.000	680.000	742.000	$3,410.00	$40,810.00
0455	0200	606-01340	*End Anchorage Type 3D	EACH	$345.00000	17.000	13.000	17.000	13.000	($1,380.00)	$4,485.00
0460	0200	606-01370	*Transition Type 3G	EACH	$710.00000	12.000	12.000	12.000	12.000	$0.00	$8,520.00
0465	0200	606-01380	*Transition Type 3H	EACH	$390.00000	6.000	4.000	6.000	4.000	($780.00)	$1,560.00
0470	0200	606-01460	*Median Terminal	EACH	$2,660.00000	2.000	4.000	2.000	4.000	$5,320.00	$10,640.00
0475	0200	606-02005	*End Anchorage (Flared)	EACH	$1,150.00000	19.000	16.000	19.000	16.000	($3,450.00)	$18,400.00
0480	0200	607-00015	*End Post (Special)	EACH	$320.00000	2.000	2.000	2.000	2.000	$0.00	$640.00
0485	0200	607-00020	*Corner and Line Brace Post (Special)	EACH	$412.00000	29.000	13.000	29.000	13.000	($6,592.00)	$5,356.00
0490	0200	607-11350	*Fence Deer	LF	$6.70000	5,530.000	5,736.000	5,530.000	5,736.000	$1,380.20	$38,431.20
0495	0200	607-11525	*Fence (Plastic)	LF	$1.90000	2,350.000	1,962.000	2,350.000	1,962.000	($737.20)	$3,727.80
0500	0200	607-52905	*End Post (Chain Link)	EACH	$85.00000	4.000	0.000	4.000	0.000	($340.00)	$0.00
0505	0200	607-52910	*Corner and Line Brace Post (Chain Link)	EACH	$117.00000	15.000	0.000	15.000	0.000	($1,755.00)	$0.00
0510	0200	607-53160	*Fence Chain Link (60 Inch)	LF	$7.00000	2,015.000	0.000	2,015.000	0.000	($14,105.00)	$0.00
0515	0200	609-60011	Curb Type 6 (Section M)	LF	$5.50000	5,682.000	4,685.000	5,682.000	4,685.000	($5,483.50)	$25,767.50
0520	0200	612-00001	*Delineator (Type I)	EACH	$13.00000	214.000	148.000	214.000	148.000	($858.00)	$1,924.00
0525	0200	612-00002	*Delineator (Type II)	EACH	$16.00000	37.000	5.000	37.000	5.000	($512.00)	$80.00
0530	0200	612-00003	*Delineator (Type III)	EACH	$19.00000	2.000	9.000	2.000	9.000	$133.00	$171.00
0535	0200	612-00021	*Delineator (Type I) (Barrier)	EACH	$15.00000	99.000	116.000	99.000	116.000	$255.00	$1,740.00
0540	0200	612-00022	*Delineator (Type II) (Barrier)	EACH	$16.00000	47.000	2.000	47.000	2.000	($720.00)	$32.00
0545	0200	613-00200	*2 Inch Electrical Conduit	LF	$7.90000	3,510.000	295.000	3,510.000	295.000	($25,398.50)	$2,330.50
0550	0200	613-00201	*2 Inch Electrical Conduit (Jacked)	LF	$12.20000	1,500.000	2,942.000	1,500.000	2,942.000	$17,592.40	$35,892.40
0555	0200	613-00300	*3 Inch Electrical Conduit	LF	$8.60000	7,480.000	10,654.000	7,480.000	10,654.000	$27,296.40	$91,624.40
0560	0200	613-01200	*2 Inch Electrical Conduit (Plastic)	LF	$9.20000	1,400.000	3,065.000	1,400.000	3,065.000	$15,318.00	$28,198.00
0565	0200	613-07000	*Pull Box (Special)	EACH	$550.00000	2.000	2.000	2.000	2.000	$0.00	$1,100.00

Colorado Department of Transportation

Overs and Unders Report for Contract C12324, Project NH 4701-089 (12324-BID)

LIN	Catg Nbr	Item Number	Description / Supplemental Description	Units	Unit Price	Bid Quantity	Cumulative Quantity	Bid Qty + Aprvd CO Qty	Projected Quantity	Overrun or Underrun	Projected Total
0570	0200	613-10000	*Wiring	L S	$41,200.00000	1.000	1.000	1.000	1.000	$0.00	$41,200.00
0575	0200	613-35120	*Light Standard Steel High Mast (120 Foot)	EACH	$13,000.00000	12.000	12.000	12.000	12.000	$0.00	$156,000.00
0580	0200	613-45048	*High Mast Foundation (Drilled Caisson) (48 Inch)	LF	$140.00000	291.000	302.000	291.000	302.000	$1,540.00	$42,280.00
0585	0200	613-50000	*Lowering Device	EACH	$4,650.00000	12.000	12.000	12.000	12.000	$0.00	$55,800.00
0590	0200	613-50100	*Lighting Control Center	EACH	$3,250.00000	12.000	12.000	12.000	12.000	$0.00	$39,000.00
0595	0200	613-50150	*Secondary Service Pedestal	EACH	$850.00000	20.000	19.000	20.000	19.000	($850.00)	$16,150.00
0600	0200	613-70150	*Luminaire High Pressure Sodium (150 Watt)	EACH	$2,140.00000	5.000	1.000	5.000	1.000	($8,560.00)	$2,140.00
0605	0200	613-70250	*Luminaire High Pressure Sodium (250 Watt)	EACH	$1,000.00000	13.000	8.000	13.000	8.000	($5,000.00)	$8,000.00
0610	0200	613-71000	*Luminaire High Pressure Sodium (1000 Watt)	EACH	$830.00000	33.000	33.000	33.000	33.000	$0.00	$27,390.00
0615	0200	614-00011	*Sign Panel (Class I)	SF	$13.00000	29.000	157.200	29.000	157.000	$1,664.00	$2,041.00
0620	0200	614-00012	*Sign Panel (Class II)	SF	$14.00000	287.000	257.000	287.000	257.000	($420.00)	$3,598.00
0625	0200	614-00013	*Sign Panel (Class III)	SF	$16.50000	2,869.000	2,548.000	2,869.000	2,548.000	($5,296.50)	$42,042.00
0630	0200	614-00375	*Steel Sign Post (S 3x7.5)	LF	$20.00000	16.000	8.000	16.000	8.000	($160.00)	$160.00
0635	0200	614-00477	*Steel Sign Post (S 4x7.7)	LF	$21.00000	8.000	8.200	8.000	8.000	$0.00	$168.00
0640	0200	614-00510	*Steel Sign Post (S 5x10)	LF	$24.00000	23.000	24.000	23.000	24.000	$24.00	$576.00
0645	0200	614-01226	*Steel Sign Post (W 12x26)	LF	$37.00000	78.000	115.000	78.000	115.000	$1,369.00	$4,255.00
0650	0200	614-01502	*Steel Sign Post (2 Inch Round)	LF	$10.00000	69.000	69.000	69.000	69.000	$0.00	$690.00
0655	0200	614-01582	*Steel Sign Post (2.5 Inch Round)(Slipbase Sch. 80)	LF	$28.50000	222.000	252.000	222.000	252.000	$855.00	$7,182.00
0660	0200	614-03007	*Concrete Footing (Type 7)	EACH	$1,330.00000	3.000	5.000	3.000	5.000	$2,660.00	$6,650.00
0665	0200	614-07105	*Modification of Sign Legend	EACH	$820.00000	2.000	0.000	2.000	0.000	($1,640.00)	$0.00
0670	0200	614-31800	*Monotube Overhead Sign Cantilever (18 Inch Diameter)	EACH	$15,700.00000	2.000	2.000	2.000	2.000	$0.00	$31,400.00
0675	0200	614-32400	*Monotube Overhead Sign Cantilever (24 Inch Diameter)	EACH	$22,200.00000	3.000	3.000	3.000	3.000	$0.00	$66,600.00
0680	0200	614-41600	*Monotube Overhead Sign Bridge (16 Inch Diameter)	EACH	$33,700.00000	1.000	1.000	1.000	1.000	$0.00	$33,700.00
0685	0200	614-42400	*Monotube Overhead Sign Bridge (24 Inch Diameter)	EACH	$47,100.00000	1.000	0.000	1.000	0.000	($47,100.00)	$0.00
0690	0200	614-72875	*Loop Detector Wire	LF	$2.65000	3,000.000	2,762.000	3,000.000	2,762.000	($630.70)	$7,319.30
0695	0200	614-72878	*Traffic Signal Vehicle Detector Amplifier (Loop Type)	EACH	$730.00000	6.000	6.000	6.000	6.000	$0.00	$4,380.00
0700	0200	614-85115	*Impact Attenuator (Quadguard)	EACH	$29,700.00000	3.000	3.000	3.000	3.000	$0.00	$89,100.00
0705	0200	614-86105	*Telemetry (Field)	EACH	$870.00000	2.000	2.000	2.000	2.000	$0.00	$1,740.00
0710	0200	614-86245	*Controller (Type 170E)	EACH	$10,400.00000	2.000	2.000	2.000	2.000	$0.00	$20,800.00
0715	0200	615-00050	Embankment Protector Type 5	EACH	$1,340.00000	2.000	0.000	2.000	0.000	($2,680.00)	$0.00
0720	0200	625-00000	*Construction Surveying	L S	$98,000.00000	1.000	1.000	1.000	1.000	$0.00	$98,000.00
0725	0200	626-00000	*Mobilization	L S	$301,298.84000	1.000	1.000	1.000	1.000	$0.00	$301,298.84
0730	0200	626-01000	Public Information Services	L S	$8,000.00000	1.000	1.000	1.000	1.000	$0.00	$8,000.00
0735	0200	627-00002	*Thermoplastic Pavement Marking	SF	$1.45000	15,179.000	0.000	15,179.000	0.000	($22,009.55)	$0.00
0740	0200	627-00005	*Epoxy Pavement Marking	GAL	$96.00000	85.000	196.000	85.000	196.000	$10,656.00	$18,816.00
0745	0200	627-00012	*Pavement Marking Paint (Low VOC Solvent Base)	GAL	$36.00000	500.000	435.600	500.000	436.000	($2,304.00)	$15,696.00
0750	0200	627-01000	*Preformed Plastic Pavement Marking (Type A)	SF	$10.00000	407.000	343.000	407.000	343.000	($640.00)	$3,430.00
0755	0200	627-03000	*Preformed Plastic Pavement Marking (Type C)	SF	$10.00000	509.000	80.000	509.000	80.000	($4,290.00)	$800.00

Colorado Department of Transportation

Overs and Unders Report for Contract C12324, Project NH 4701-089 (12324-BID)

LIN	Catg Nbr	Item Number	Description / Supplemental Description	Units	Unit Price	Bid Quantity	Cumulative Quantity	Bid Qty + Aprvd CO Qty	Projected Quantity	Overrun or Underrun	Projected Total
0760	0200	629-01001	*Survey Monument (Type 1)	EACH	$155.00000	8.000	4.000	8.000	4.000	($620.00)	$620.00
0765	0200	629-01005	*Survey Monument (Type 5)	EACH	$180.00000	1.000	4.000	1.000	4.000	$540.00	$720.00
0770	0200	629-01006	*Survey Monument (Type 6)	EACH	$130.00000	1.000	0.000	1.000	0.000	($130.00)	$0.00
0775	0200	629-01031	*Survey Monument (Type 3A)	EACH	$710.00000	2.000	0.000	2.000	0.000	($1,420.00)	$0.00
0780	0200	630-00000	*Flagging	HOUR	$19.00000	5,000.000	716.000	5,000.000	716.000	($81,396.00)	$13,604.00
0785	0200	630-00003	Uniformed Traffic Control	HOUR	$55.00000	500.000	788.000	500.000	788.000	$15,840.00	$43,340.00
0790	0200	630-00004	Traffic Control Vehicle	EACH	$1,880.00000	4.000	3.600	4.000	4.000	$0.00	$7,520.00
0795	0200	630-00007	Traffic Control Inspection	DAY	$120.00000	250.000	247.000	250.000	247.000	($360.00)	$29,640.00
0800	0200	630-00012	*Traffic Control Management	DAY	$340.00000	425.000	283.000	425.000	283.000	($48,280.00)	$96,220.00
0805	0200	630-80001	Flashing Beacon (Portable)	EACH	$1,000.00000	9.000	7.200	9.000	8.000	($1,000.00)	$8,000.00
0810	0200	630-80337	Barricade (Type 3 M-C) (Temporary)	EACH	$260.00000	8.000	7.200	8.000	8.000	$0.00	$2,080.00
0815	0200	630-80341	Construction Traffic Sign (Panel Size A)	EACH	$67.00000	78.000	101.700	78.000	90.000	$804.00	$6,030.00
0820	0200	630-80342	Construction Traffic Sign (Panel Size B)	EACH	$77.00000	71.000	50.400	71.000	56.000	($1,155.00)	$4,312.00
0825	0200	630-80343	Construction Traffic Sign (Panel Size C)	EACH	$87.00000	28.000	21.600	28.000	24.000	($348.00)	$2,088.00
0830	0200	630-80344	Construction Traffic Sign (Special)	SF	$21.00000	832.000	670.500	832.000	745.000	($1,827.00)	$15,645.00
0835	0200	630-80355	Portable Message Sign Panel	EACH	$12,300.00000	4.000	3.600	4.000	4.000	$0.00	$49,200.00
0840	0200	630-80358	Advance Warning Flashing or Sequencing Arrow Panel (C Type)	EACH	$1,250.00000	4.000	3.600	4.000	4.000	$0.00	$5,000.00
0845	0200	630-80360	Drum Channelizing Device	EACH	$46.00000	400.000	87.300	400.000	97.000	($13,938.00)	$4,462.00
0850	0200	630-80376	Guardrail Type 7 (Temporary)	LF	$13.00000	7,000.000	10,476.000	7,000.000	11,640.000	$60,320.00	$151,320.00
0855	0200	630-80380	Traffic Cone	EACH	$13.00000	600.000	334.800	600.000	372.000	($2,964.00)	$4,836.00
0860	0200	630-80520	*Mobile Pavement Marking Zone	DAY	$250.00000	5.000	4.000	5.000	4.000	($250.00)	$1,000.00
0865	0200	630-85006	Impact Attenuator (Sand Filled Plastic Barrel) (Temporary)	EACH	$7,000.00000	2.000	4.500	2.000	5.000	$21,000.00	$35,000.00
0870	0200	630-85115	Impact Attenuator (Quadguard) (Temporary)	EACH	$18,000.00000	2.000	0.000	2.000	0.000	($36,000.00)	$0.00
0875	0200	700-70010	F/A Minor Contract Revisions	F A	$1.00000	0.000	0.000	740,500.000	200,000.000	($540,500.00)	$200,000.00
0880	0200	700-70012	F/A Asphalt Pavement Incentive	F A	$1.00000	0.000	(2,471.660)	46,500.000	10,000.000	($36,500.00)	$10,000.00
0885	0200	700-70013	F/A Concrete Incentive Payment	F A	$1.00000	0.000	0.000	17,000.000	15,000.000	($2,000.00)	$15,000.00
0890	0200	700-70021	F/A On-the-Job Trainee	HOUR	$1.00000	0.000	0.000	5,625.000	5,625.000	$0.00	$5,625.00
0895	0200	700-70022	F/A OJT Colorado Training Program	F A	$1.00000	0.000	241.000	5,250.000	5,250.000	$0.00	$5,250.00
0900	0200	700-70028	F/A ESB Program	F A	$1.00000	0.000	0.000	7,500.000	0.000	($7,500.00)	$0.00
0905	0200	700-70035	F/A / FUEL COST ADJUSTMENTS	F A	$1.00000	0.000	14,629.650	10,000.000	14,629.650	$4,629.65	$14,629.65
0910	0200	700-70035	F/A / REMOVAL OF PRAIRIE DOGS	F A	$1.00000	0.000	7,137.500	20,000.000	7,137.500	($12,862.50)	$7,137.50
0915	0200	700-70035	F/A / ROADWAY SMOOTHNESS INCENTIVE	F A	$1.00000	0.000	0.000	3,600.000	2,000.000	($1,600.00)	$2,000.00
0920	0200	700-70070	F/A Obtain / POWER SOURCE FROM XCEL ENERGY	F A	$1.00000	0.000	0.000	10,000.000	10,000.000	$0.00	$10,000.00
0925	0310	206-00000	Structure Excavation	CY	$4.00000	3,609.000	3,609.000	3,609.000	3,609.000	$0.00	$14,436.00
0930	0310	206-00100	*Structure Backfill (Class 1)	CY	$8.30000	2,519.000	2,603.000	2,519.000	2,603.000	$697.20	$21,604.90
0935	0310	206-00200	Structure Backfill (Class 2)	CY	$14.00000	108.000	108.000	108.000	108.000	$0.00	$1,512.00
0940	0310	206-00360	*Mechanical Reinforcement of Soil	CY	$12.25000	2,067.000	2,137.000	2,067.000	2,137.000	$857.50	$26,178.25
0945	0310	403-33871	*Hot Bituminous Pavement (Grading S) (100) (PG 76-28)	TON	$38.00000	129.000	129.000	129.000	129.000	$0.00	$4,902.00

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LIN	Catg Nbr	Item Number	Description / Supplemental Description	Units	Unit Price	Bid Quantity	Cumulative Quantity	Bid Qty + Aprvd CO Qty	Projected Quantity	Overrun or Underrun	Projected Total
0950	0310	502-00460	*Pile Tip	EACH	$82.00000	18.000	18.000	18.000	18.000	$0.00	$1,476.00
0955	0310	502-11284	*Steel Piling (HP 12x84)	LF	$29.00000	629.000	1,070.000	629.000	1,070.000	$12,789.00	$31,030.00
0960	0310	504-04410	*Block Facing	SF	$6.60000	1,481.000	1,554.000	1,481.000	1,554.000	$481.80	$10,256.40
0965	0310	507-00100	Concrete Slope and Ditch Paving (Reinforced)	CY	$290.00000	61.000	83.000	61.000	83.000	$6,380.00	$24,070.00
0970	0310	513-00600	Bridge Drain	EACH	$2,660.00000	1.000	1.000	1.000	1.000	$0.00	$2,660.00
0975	0310	515-00120	*Waterproofing (Membrane)	SY	$7.30000	784.000	784.000	784.000	784.000	$0.00	$5,723.20
0980	0310	518-01004	Bridge Expansion Device (0-4 Inch)	LF	$114.00000	138.000	142.000	138.000	142.000	$456.00	$16,188.00
0985	0310	601-03040	*Concrete Class D (Bridge)	CY	$280.00000	415.000	408.000	415.000	408.000	($1,960.00)	$114,240.00
0990	0310	601-40300	*Structural Concrete Coating	SY	$5.50000	1,260.000	1,327.000	1,260.000	1,327.000	$368.50	$7,298.50
0995	0310	602-00020	*Reinforcing Steel (Epoxy Coated)	LB	$0.52000	49,265.000	46,885.000	49,265.000	46,885.000	($1,237.60)	$24,380.20
1000	0310	606-10700	*Bridge Rail Type 7	LF	$58.00000	402.000	489.000	402.000	489.000	$5,046.00	$28,362.00
1005	0310	607-53137	*Fence Chain Link (Special) (36 Inch)	LF	$17.60000	306.000	286.000	306.000	286.000	($352.00)	$5,033.60
1010	0310	613-00200	*2 Inch Electrical Conduit	LF	$7.90000	410.000	0.000	410.000	0.000	($3,239.00)	$0.00
1015	0310	613-01075	*3/4 Inch Electrical Conduit (Plastic)	LF	$13.30000	23.000	23.000	23.000	23.000	$0.00	$305.90
1020	0310	613-01200	*2 Inch Electrical Conduit (Plastic)	LF	$9.20000	819.000	952.000	819.000	952.000	$1,223.60	$8,758.40
1025	0310	618-01994	*Prestressed Concrete Box (Depth 32" Through 48")	SF	$30.00000	5,270.000	5,270.000	5,270.000	5,270.000	$0.00	$158,100.00
1030	0320	202-00495	Removal of Portions of Present Structure	L S	$25,500.00000	1.000	1.000	1.000	1.000	$0.00	$25,500.00
1035	0320	206-00000	Structure Excavation	CY	$4.00000	350.000	350.000	350.000	350.000	$0.00	$1,400.00
1040	0320	206-00100	*Structure Backfill (Class 1)	CY	$8.30000	250.000	0.000	250.000	0.000	($2,075.00)	$0.00
1045	0320	206-00200	Structure Backfill (Class 2)	CY	$14.00000	115.000	20.000	115.000	20.000	($1,330.00)	$280.00
1050	0320	206-00360	*Mechanical Reinforcement of Soil	CY	$12.25000	250.000	0.000	250.000	0.000	($3,062.50)	$0.00
1055	0320	206-01781	*Shoring (Area 1)	L S	$14,900.00000	1.000	0.000	1.000	0.000	($14,900.00)	$0.00
1060	0320	403-33871	*Hot Bituminous Pavement (Grading S) (100) (PG 76-28)	TON	$38.00000	130.000	0.000	130.000	0.000	($4,940.00)	$0.00
1065	0320	502-11274	*Steel Piling (HP 12x74)	LF	$27.00000	222.000	278.000	222.000	278.000	$1,512.00	$7,506.00
1070	0320	503-00036	*Drilled Caisson (36 Inch)	LF	$99.00000	90.000	90.000	90.000	90.000	$0.00	$8,910.00
1075	0320	507-00100	Concrete Slope and Ditch Paving (Reinforced)	CY	$290.00000	48.000	0.000	48.000	0.000	($13,920.00)	$0.00
1080	0320	509-00000	*Structural Steel	LB	$1.05000	241,500.000	0.000	241,500.000	0.000	($253,575.00)	$0.00
1085	0320	512-00101	Bearing Device (Type I)	EACH	$570.00000	6.000	6.000	6.000	6.000	$0.00	$3,420.00
1090	0320	515-00120	*Waterproofing (Membrane)	SY	$7.30000	1,330.000	0.000	1,330.000	0.000	($9,709.00)	$0.00
1095	0320	518-01004	Bridge Expansion Device (0-4 Inch)	LF	$114.00000	115.000	0.000	115.000	0.000	($13,110.00)	$0.00
1100	0320	601-03040	*Concrete Class D (Bridge)	CY	$280.00000	350.000	54.110	350.000	54.100	($82,852.00)	$15,148.00
1105	0320	601-40300	*Structural Concrete Coating	SY	$5.50000	163.000	0.000	163.000	0.000	($896.50)	$0.00
1110	0320	602-00020	*Reinforcing Steel (Epoxy Coated)	LB	$0.52000	94,233.000	7,622.000	94,233.000	7,622.000	($45,037.72)	$3,963.44
1115	0320	606-10705	*Bridge Rail Type 7 (Special)	LF	$55.00000	342.000	0.000	342.000	0.000	($18,810.00)	$0.00
1120	0320	607-53137	*Fence Chain Link (Special) (36 Inch)	LF	$17.60000	605.000	0.000	605.000	0.000	($10,648.00)	$0.00
1125	0320	613-00075	*3/4 Inch Electrical Conduit	LF	$13.30000	50.000	0.000	50.000	0.000	($665.00)	$0.00
1130	0320	613-00200	*2 Inch Electrical Conduit	LF	$7.90000	700.000	0.000	700.000	0.000	($5,530.00)	$0.00
1135	0325	202-00240	*Removal of Asphalt Mat (Planing)	SY	$1.10000	940.000	940.000	940.000	940.000	$0.00	$1,034.00

Colorado Department of Transportation

Overs and Unders Report for Contract C12324, Project NH 4701-089 (12324-BID)

LIN	Catg Nbr	Item Number	Description / Supplemental Description	Units	Unit Price	Bid Quantity	Cumulative Quantity	Bid Qty + Aprvd CO Qty	Projected Quantity	Overrun or Underrun	Projected Total
1140	0325	210-00440	Repair Curb	LF	$19.00000	170.000	139.000	170.000	139.000	($589.00)	$2,641.00
1145	0325	403-33871	*Hot Bituminous Pavement (Grading S) (100) (PG 76-28)	TON	$38.00000	103.000	103.000	103.000	103.000	$0.00	$3,914.00
1150	0325	607-53161	*Fence Chain Link (Special) (60 Inch)	LF	$19.50000	513.000	477.000	513.000	477.000	($702.00)	$9,301.50
1155	0325	614-10015	*Overpass Mounted Sign Bracket	EACH	$6,100.00000	1.000	1.000	1.000	1.000	$0.00	$6,100.00
1160	0325	700-70130	F/A Repair	F A	$1.00000	0.000	17,548.840	20,000.000	17,548.840	($2,451.16)	$17,548.84
1165	0360	202-00026	*Removal of Slope and Ditch Paving	SY	$5.00000	629.000	589.000	629.000	589.000	($200.00)	$2,945.00
1170	0360	206-00000	Structure Excavation	CY	$4.00000	24,527.000	26,174.000	24,527.000	26,174.000	$6,588.00	$104,696.00
1175	0360	206-00100	*Structure Backfill (Class 1)	CY	$8.30000	21,308.000	30,960.000	21,308.000	30,960.000	$80,111.60	$256,968.00
1180	0360	206-00360	*Mechanical Reinforcement of Soil	CY	$12.25000	21,308.000	17,672.000	21,308.000	17,672.000	($44,541.00)	$216,482.00
1185	0360	206-01782	*Shoring (Area 2)	L S	$54,000.00000	1.000	1.000	1.000	1.000	$0.00	$54,000.00
1190	0360	504-04410	*Block Facing	SF	$6.60000	41,185.000	42,515.000	41,185.000	42,515.000	$8,778.00	$280,599.00
1195	0360	507-00100	Concrete Slope and Ditch Paving (Reinforced)	CY	$290.00000	96.000	75.690	96.000	75.700	($5,887.00)	$21,953.00
1200	0360	601-01050	*Concrete Class B (Wall)	CY	$150.00000	347.000	242.130	347.000	242.130	($15,730.50)	$36,319.50
1205	0360	601-03050	Concrete Class D (Wall)	CY	$340.00000	23.000	26.300	23.000	26.300	$1,122.00	$8,942.00
1210	0360	602-00000	*Reinforcing Steel	LB	$0.47000	17,246.000	10,623.000	17,246.000	10,623.000	($3,112.81)	$4,992.81
1215	0360	602-00020	*Reinforcing Steel (Epoxy Coated)	LB	$0.52000	3,595.000	3,595.000	3,595.000	3,595.000	$0.00	$1,869.40
1220	0360	606-10700	*Bridge Rail Type 7	LF	$58.00000	72.000	73.000	72.000	73.000	$58.00	$4,234.00
1225	0370	504-03311	*Retaining Wall (1)(Alternative Systems)	L S	$43,600.00000	1.000	1.000	1.000	1.000	$0.00	$43,600.00
1230	0400	620-00005	Field Office (Special)	EACH	$35,000.00000	1.000	1.000	1.000	1.000	$0.00	$35,000.00
1235	0400	620-00012	Field Laboratory (Class 2)	EACH	$14,000.00000	1.000	1.000	1.000	1.000	$0.00	$14,000.00
1240	0400	620-00020	Sanitary Facility	EACH	$2,100.00000	2.000	0.000	2.000	0.000	($4,200.00)	$0.00
1245	0200	900-00006	Added Item (Dollar)/ / T-1 Computer Line	DOL	$1.00000	0.000	14,573.040	9,500.000	15,900.000	$6,400.00	$15,900.00
1250	0200	900-00006	Added Item (Dollar)/ / Soil Stabilization for existing conditions	DOL	$1.00000	0.000	24,455.890	13,000.000	24,455.890	$11,455.89	$24,455.89
1255	0320	601-03040	Conc CL D (Bridge) / PRICE REDUCTION PIER#2 KW STRUCTURE	CY	$70.00000	0.000	(2.800)	(2.800)	(2.800)	$0.00	($196.00)
1260	0200	202-00210	Rem Conc Pavement / Removal of Concrete Pavement	SY	$3.44000	0.000	2,022.000	2,022.000	2,022.000	$0.00	$6,955.68
1265	0320	513-00690	Bridge Drain (Spec) / Bridge Drain Special	EACH	$5,211.00000	0.000	0.000	1.000	0.000	($5,211.00)	$0.00
1270	0200	900-00006	Added Item (Dollar)/ / Lighting Revision	DOL	$36,780.18000	0.000	0.000	1.000	0.000	($36,780.18)	$0.00
1271	0200	900-00006	Added Item (Dollar)/ / Lighting Revision and Associated Costs	DOL	$1.00000	0.000	36,780.180	36,780.180	36,780.180	$0.00	$36,780.18
1275	0310	900-00014	Added Item (Lump Sum)/ / Piling 12x84 overrun	L S	$5,961.60000	0.000	1.000	1.000	1.000	$0.00	$5,961.60
1280	0320	900-00014	Added Item (Lump Sum)/ / Bearing Stiffeners for Girders Structure F-16-KW	L S	$26,170.55000	0.000	1.000	1.000	1.000	$0.00	$26,170.55
1285	0200	625-00001	Const Surveying (Hour) / Construction Surveying (Hour)	HOUR	$100.00000	0.000	5.000	10.000	5.000	($500.00)	$500.00
1290	0200	900-00014	Added Item (Lump Sum)/ / MSE Wall Soil Stabilization	L S	$4,767.26000	0.000	1.000	1.000	1.000	$0.00	$4,767.26
1295	0200	900-00006	Added Item (Dollar)/ / Lien for Materials and/or Services	DOL	$1.00000	0.000	0.000	(1,963.490)	0.000	$1,963.49	$0.00
1300	0200	210-04020	Modify Inlet / Modify Inlet	EACH	$1,802.05000	0.000	1.000	1.000	1.000	$0.00	$1,802.05
1305	0200	900-00012	Added Item (Foot)/ / Barbed Wire Fence with Posts	LF	$4.85000	0.000	1,571.000	1,650.000	1,571.000	($383.15)	$7,619.35
1310	0310	900-00006	Added Item (Dollar)/ / Furnish and Install Cover Plates for Str. F-16-NF	DOL	$1.00000	0.000	12,273.000	15,000.000	12,273.000	($2,727.00)	$12,273.00
1315	0200	900-00006	Added Item (Dollar)/ / Retrofit Existing Sign Panel	DOL	$1.00000	0.000	1,782.000	973.500	1,782.000	$808.50	$1,782.00
1320	0200	900-00006	Added Item (Dollar)/ / Trees	DOL	$1.00000	0.000	11,750.000	11,750.000	11,750.000	$0.00	$11,750.00

Colorado Department of Transportation

Overs and Unders Report for Contract C12324, Project NH 4701-089 (12324-BID)

LIN	Catg Nbr	Item Number	Description / Supplemental Description	Units	Unit Price	Bid Quantity	Cumulative Quantity	Bid Qty + Aprvd CO Qty	Projected Quantity	Overrun or Underrun	Projected Total
1325	0200	900-00006	Added Item (Dollar)/ / Move Sign Structure	DOL	$1.00000	0.000	0.000	606.000	0.000	($606.00)	$0.00
			Totals for Project 12324-BID							($1,326,528.42)	$7,524,771.06
			Totals for Contract C12324							($1,326,528.42)	$7,524,771.06

MR TYPE CHANGE ORDERS +$125,466.37 a

($1,201,062.05) 4

Change Order / Reason Code Report

This example shows the adjustments that needed to be made for figures to match the form 65, line following 5. This was necessary because the project engineer did not reconcile the MCR type change orders in SiteManager® and there were "Modifications With No CMO/MCR Required".

Rpt-ID: RC(NCD
User: WIEDERB

State of Colorado
Department of Transportation
Change Order / Reason Code Report
Statewide By Contract

ıte: 07/21/2005
Page 1 of 1

Contract ID: C12324

CO Nbr	Status	Emergency	CO Type	CO Description	Reason	CO Amount	
001	Approved	N	Plan Force Account	Plan Force Account	Use for ALL change ord	$895,475.00	2
002	Approved	N	Minor Contract Revision	T-1 Computer Line	Use for ALL change ord	$.00	
003	Approved	N	Minor Contract Revision	Soil Stabilization	Use for ALL change ord	$13,000.00	a
004	Approved	N	Modifications With No CMO/MCR Required	Price Reduction for Class D Concrete, Pier #2 Footer, KW Str	Use for ALL change ord	$-196.00	a
005	Approved	N	Minor Contract Revision	Removal of Concrete Pavement	Use for ALL change ord	$6,955.68	a
006	Approved	N	Minor Contract Revision	Bridge Drain Special	Use for ALL change ord	$5,211.00	a
007	Approved	N	Minor Contract Revision	Lighting Revision and Associated Costs	Use for ALL change ord	$36,780.18	a
008	Approved	N	Contract Modification Order	Lighting Revision and Associated Costs	Use for ALL change ord	$36,780.18	3
009	Approved	N	Contract Modification Order	Piling 12x84 overrun	Use for ALL change ord	$5,961.60	3
010	Approved	N	Minor Contract Revision	Bearing Stiffeners Structure F-16-KW	Use for ALL change ord	$26,170.55	a
011	Approved	N	Minor Contract Revision	Construction Surveying (Hr.)	Use for ALL change ord	$1,000.00	a
012	Approved	N	Minor Contract Revision	MSE Wall Soil Stabilization	Use for ALL change ord	$4,767.26	a
013	Approved	N	Subcontractor/Supplier Lien-SiteMgr only	Lien for Materials and/or Services	Use for ALL change ord	$-1,963.49	3
014	Approved	N	Contract Modification Order	Modify Inlet	Use for ALL change ord	$1,802.05	3
015	Approved	N	Modifications With No CMO/MCR Required	Price Adjustment	Use for ALL change ord	$-4,554.30	a
016	Approved	N	Minor Contract Revision	Barbed Wire Fence with Posts	Use for ALL change ord	$8,002.50	a
017	Approved	N	Minor Contract Revision	Cover Plates Str. F-16-NF	Use for ALL change ord	$15,000.00	a
018	Approved	N	Minor Contract Revision	Retrofit Existing Sign Panel	Use for ALL change ord	$973.50	a
019	Approved	N	Contract Modification Order	Modify Contract due to partial termination	Use for ALL change ord	$.00	
020	Approved	N	Minor Contract Revision	Trees	Use for ALL change ord	$11,750.00	a
021	Approved	N	Minor Contract Revision	Move Sign Structure	Use for ALL change ord	$606.00	a
					Total:	$1,063,521.71	

2 – $ 895,475.00 CO#1
3 – 42,580.34 CO# 8, 9, 13 & 14
a $ 125,466.37

Where The Figures on the Form 65 Come From in SiteManager®

CDOT 65	**SiteManager®**
(1) Line 4 – Contract Bid Amount	Estimate Summary page 1- Award Project Amt.
(2) Line 5 – Total Plan F/A—inc MCR	Change Order Reason Code Report – CO # 001, CO Amt
Change Order Reason Code Report – total $ of CO Type, Subcontractor/Supplier Liens & Modifications w/ No CMO/MCR Required (a)	
(4) Line 5 – Overs/Unders – inc bid items	Overs & Unders Report – last page, total $ + MCR type CO's (a)
(5) Line 7 – Project Commitment Amt	Estimate Summary, page 1 - Current Project Amt & last page - Project Total Current Amt $, Qty To Date

SiteManager®

(6) Line Estimate Summary, page 1-Gross Earnings & last page - Project Total Current Amt, Cumulative Amount
(7) Estimate Summary, page 1-Gross Earnings, This Estimate & last page - Project Total Current Amt, Amount This Period

(a) Total of all MCR Type Change Orders

See also Construction Bulletin 2009 # 5, CDOT 65 in **Appendix A.**

CB 2009-5 FORM 65.doc

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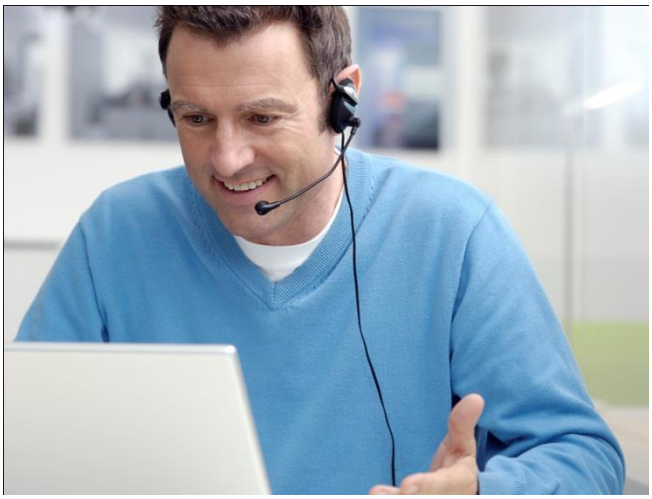
Chapter 15 -

SiteManager® Change Orders



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Once the change order has been written, whether it is a CMO or MCR type, that information must be entered into SiteManager®. The process to enter the change order into SiteManager® is fairly detailed and must be entered correctly so that the true financial impact to the project will be realized (step by step directions in this chapter). MCR type Change Orders utilize the Plan Force Account $ already budgeted with a project. If you do not reconcile them, then your project is hit twice for the cost of that CO. Regular (or Major) Change Orders will require additional funding.

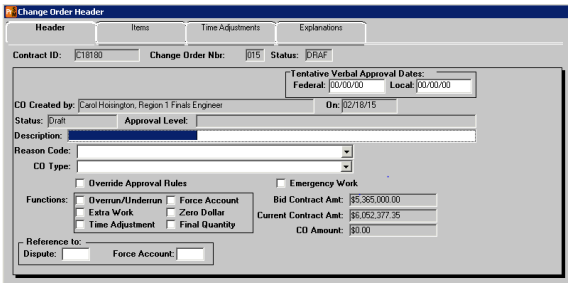
After you have completed the SiteManager® processes, you may print out a Form 90 that is ready for signatures.

Hint: Before you log onto SiteManager® you may want to gather a copy of the last progress estimate and a copy of the Item Code book. They will help you in determining 1) which category to add your line items to, 2) assist you with choosing a line number, 3) allows you to have the item codes available for easy retrieval when scrolling through the items code list and 4) tell you what SiteManager® Spec year your project is using. This is different than the published Spec book. If you do not choose the correct year for your project, the system will "blow up".

SiteManager® Process:

Header

From the **Main Panel**, click on the
Change Orders icon. Click on the
Change Order Maintenance icon. Click on the
Change Orders icon.



As of February 2015, a new screen that displays tabs appears. These replace the old icons.
You no longer need to save and exit the Header screen to add items, make time adjustments, enter your explanation or track the status of your change order!!!

The "Services" menu is only needed to initially open your project and to reconcile your MCR type Change Orders.

The process to create a Change Order does not change.

If your project does not come up (which in most cases it won't) on the
Tool bar menu click on the
Services menu. Then select
Choose Keys. Find your project.

Once the project has been selected a screen requiring many pieces of information will appear. It is required to fill in the **description** (doesn't have to be wordy), the **reason code** (pull down menu only has one option, use it), and the **CO type**. This is where you will need to be sure of the change order type you are entering. Obviously there is the CMO type or MCR type. There is also a one titled "No MCR/CMO required." This last one is for those items that need to be entered onto the estimate but does not require a fully executed change order (i.e. items added per the standard specifications).

The following boxes must be clicked (activated) in order for the change order to continue. For CDOT project engineer groups, you will be able to click on **the "override rules apply."** This will allow you to approve your change order in SiteManager®, without the Resident Engineer approval (only if allowed by your Region and Resident Engineer). For Consultant Project Engineer's, this will be grayed and the Resident Engineer will have to approve the change order.

One or two of the following boxes also must be checked for the change order: **Overruns/Underruns; Extra Work; and/or Time Adjustments. Overruns/Underruns** are used for the original bid items that will be either overrun or will be underrun. This can apply to change orders that increase or decrease original bid items. **Extra Work** is for work that was <u>not defined</u> in the original contract. Time adjustments are for increasing or decreasing the original allotted time. Never, ever click the F/A Button !!!!
Click the **SAVE** button. Remain in this window.

Explanations of the change order

There are two ways to add an explanation to your change order. One will just be a general explanation and will **<u>not</u>** print out on the Form 90. The other will complete the Form 90 for signatures.

On the **Change Order Header** window, click on the **Explanations tab**.

If your project does not come up along with the correct change order, then click on the open folder and select the appropriate project and change order.

The default choice is "**General Change Order Explanations.** This choice is NOT recommended. As this option **<u>will not print out</u>** on the Form 90.

Preferred Option….

The process is the same except you will need to choose the **"Explanations applies to all line items"** in the drop down arrow menu. Then click in the lower box and begin typing your explanation. This area can hold all of the information that you would normally enter on a Form 90. You do not need to type the added/deleted items, the increase/decrease to original bid items or additional time. Those will print automatically on the Form 90. Be sure to put in the accepted statements ("Your contract is hereby modified…"). **This does not relieve you of doing a Letter of Explanation.** This will only complete the Form 90 in SiteManager®. This option **<u>will print on the Form 90</u>** from SiteManager® accessories.

After you have completed this, click **Save** and **Close** to return to the header tab.

Time Adjustments

If you are adding time to the project, click on the **Time Adjustments** tab. If your project does not appear, click on the **Open** icon on the tool bar and select your project. Click on **Time Adjustments**. **Save**. Select **New**. Make sure that the bottom box has a shadow and enter in the time adjustment. Be sure to click for **Milestone** or for **Contract Completion**. Enter an explanation (i.e. CMO #XX or MCR line XX).
Save and return to the Header tab.

(Rev. 2/18/15)

Modifying existing items

To increase or decrease existing bid items, in the
Header window click on the
Items tab. Select the
Services menu. Click on
Select Item

Click in the Item window and select the item that you need to modify. (Right click on the Item Number column to sort the items).

In the "**Change Order Item Description**" enter the reason for the change (i.e. CMO #XX) and in the **Quantity** field enter the quantity change.

SAVE!!!!!! Return to Header tab.

Adding a new item

In the **Header** window, click on the
Items tab. Click on the
New button. Select your
Project number. Select the
Category Number. (drop down list). Enter the
Line Item Number (Reference number). (Must be 4 digits i.e. 0040)

If for some reason you need to write a change order that needs a new category, The Transport Support group is the only one that can do this. Please contact them at 303-757-9541 or via e-mail.

On the **Item code** field, position your pointer over the area. A magnifying lens will appear. This is the search engine. Right click and wait a few minutes. This will bring up the item code book. Once the screen has appeared, right click on the Item code header and this will sort all the items in numerical order. Find the item you need to add and click **OK**. Be sure to match the SiteManager® spec year of your project with the spec year of the item you want to add. Continue to add the **unit price**. Click on the **"Change order item"** tab and fill in the **change order item description**. Enter in the **value (quantity)** for this change order. **Save.** Return to the **Header** tab. If you need to enter more than one item for this change order, start at the top of this paragraph and enter the next item. More than one MCR line item may be entered as a single change order. Just keep in mind that contractor pay estimates are processed monthly and so should Change Orders!

If you are all done entering items for the change order **SAVE**.

If you need to add a category, you MUST call the SiteManager® support group or Help Desk. They are the only ones that have the ultimate power to do this.

LIQUIDATED DAMAGES MUST be placed in category 400 (CE Bid Items) using item codes 620-00040 (dollar) or 620-00045 (day).

OJT Damages MUST be placed in category 200 (Roadway) using item code 900-00028 (OJT Damages).

DBE SANCTIONS MUST be placed in category 200 (Roadway) using item code 900-00031 (DBE Sanctions)

EROSION CONTROL VIOLATIONS MUST be placed in category 200 (Roadway) using item code 900-00030(Erosion Control Liquidated Damages)

(Rev. 2/18//15)

Calculating a change order

In the **Header** window, click on the
Services menu. Click on
Calculate Change Order
Save

IF this is a **MCR** type change order, write down the amount of the calculated change order. You will now need to make an adjustment to the F/A Minor Contract Revisions item (700-70010), **using the negative amount** you just wrote down for the quantity.
Doing this will balance your project in SAP.

CO Type Change Order using MCR Funds

If you are creating a CO type change order, but using MCR funds -----

DO NOT reconcile your change order !!!! (i.e. make an adjusting entry on the 700-70010 item)

The $$$ will not be reflected correctly on your Project Financial Statement (CDOT 65)!!
To adjust your MCR Budget $$ ----
Go to **SiteManager Accessories**®
Contract Administration
Projected Quantities
Open your project
Scroll down to the "700-70010 Plan F/A MCR" item
You will then have to scroll over to the right or adjust the width of the to see the "Projected Quantities column"
In the column titled "Projected Quantities" enter the negative $$ amount of your change order
(Note: if you have already done this – enter the negative sum of all CO's)
Save
This will be reflected on your Overs/Unders Report and the CDOT 65 correctly.

Reconciliation of the MCR Budget

After calculating an MCR type change order you will need to reconcile the MCR budget. This is a fairly easy process.

From the **Header** window, click on the
Items tab. Select the
Services menu. Click on
Select Item

Now you will need to scroll and find your MCR line item. Look for the **700-70010 item**. Click **OK**. For the description, type Reconciling MCR budget and the quantity will be the **negative $ amount of the change order**. Click **Save**.

This is for MCR type change orders only. This will be passed to SAP and your budget will balance. If you forget to do this step your project will be charged double for the MCR type change orders.

After you have entered the adjusting amount for the MCR, you will need to calculate the change order again. This should be zero. Click **SAVE** and close this window.

(Rev. 2/18/15)

Draft/Pending and approving the change order

Once you have entered all of the line items, modified any existing items and applied any explanation, you will now need to change the change order from Draft to Pending. You will need to be in the Header window again with the correct project and change order open.

Where the word **"Draft"** is, there is a pull down menu. Click on the arrow and change the status to **Pending**, then click **Save**. This will bring up another window asking if you are sure. Click either Yes or No. If you click **Yes**, another window will appear. This is the approval window. Click on the **New** button and add the appropriate group and/or groups for the approval of the change order. For each group you will be able to pick the person you want to approve the change order. After you have done this according to your Region policy and/or your Resident Engineer, click **OK**. The Header window will now be gray. Nothing can be changed during the Pending stage. If there is a mistake, whomever you have chosen for approval authority will have to reject the change order. This will change the change order back to Draft and then you may modify the order. If the change order is approved and then an error is discovered, you will need to add another change order correcting the first error.

To approve the change order, from the **"Change Order Maintenance"** tab, click on the **Change Order Review/Approve** icon. Select your contract and change order number. The next screen will have various information relating to the change order. There will also be a box stating **"Recommendation: Approve or Denied."** Click in the appropriate "radio" button, then click **Save.** This will show a small window stating that "Mail has been sent." Click **OK**. Close this window.

Once the change order is approved then you will be able to create DWR's paying for the items. Be sure to allow plenty of time prior to the estimate for any approvals you may need.

Tracking change order

If you wonder what stage you Change Order is in or have approval levels that you need to go through, you can track where the change order is in this process.

From the **Change Order** window**,** double click on
Change Order Maintenance, double click on
Tracking
Open the appropriate contract and/or change order
Close

Printing the Form 90

This will require you to open the SiteManager® Accessories program. From the **Main Panel** open **Change Orders**. This should open another window where you will need to choose your project and the correct change order. Click on the print icon.

If you are still in the draft/pending status, this will be stated on the Form 90. Please do not have the Contractor or anyone else sign at this time. The Form 90 should be in approved status prior to any signatures.

Items Not Requiring a Fully Executed Form 90

There are some items that do not require a fully executed Change Order but still require a Change Order record be entered in SiteManager®.

It is recommended that you still print out a Form 90 from SiteManager Accessories to put in your file.

These are items that have the unit price & method of payment stated per the Contract. (Remember the Specs are part of the Contract. See §105.16 for definition of Contract).

- Minor items of work not utilized on the project - §104.02
- Overruns or under-runs of contract bid items - §104.02
- Price adjustments for out of spec material - §105.03.
- Work zone time violations - §105.03
- Construction Surveying paid at $150/hour - §105.13 (Rev. 7-31-14)
- Overweight vehicles - §105.18
- Liquidated damages - §108.09 (must be in Category 400 and use 8-digit item codes: 620-00040 [dollar] or 620-00045 [day])
- Failure to perform Erosion Control - §208.09
- Piling cutoffs and splices - §502.08
- Substitution of materials as allowed by Contract
- Supplier or Sub-contractor liens
- Plan force account items
- OJT Penalties - § On the Job Training (must be in Category 200 and use 8-digit item code: 900-00028 [OJT Damages)
- Water Quality Control Penalties per §101, §107 and §208

(Rev 3/18/15)

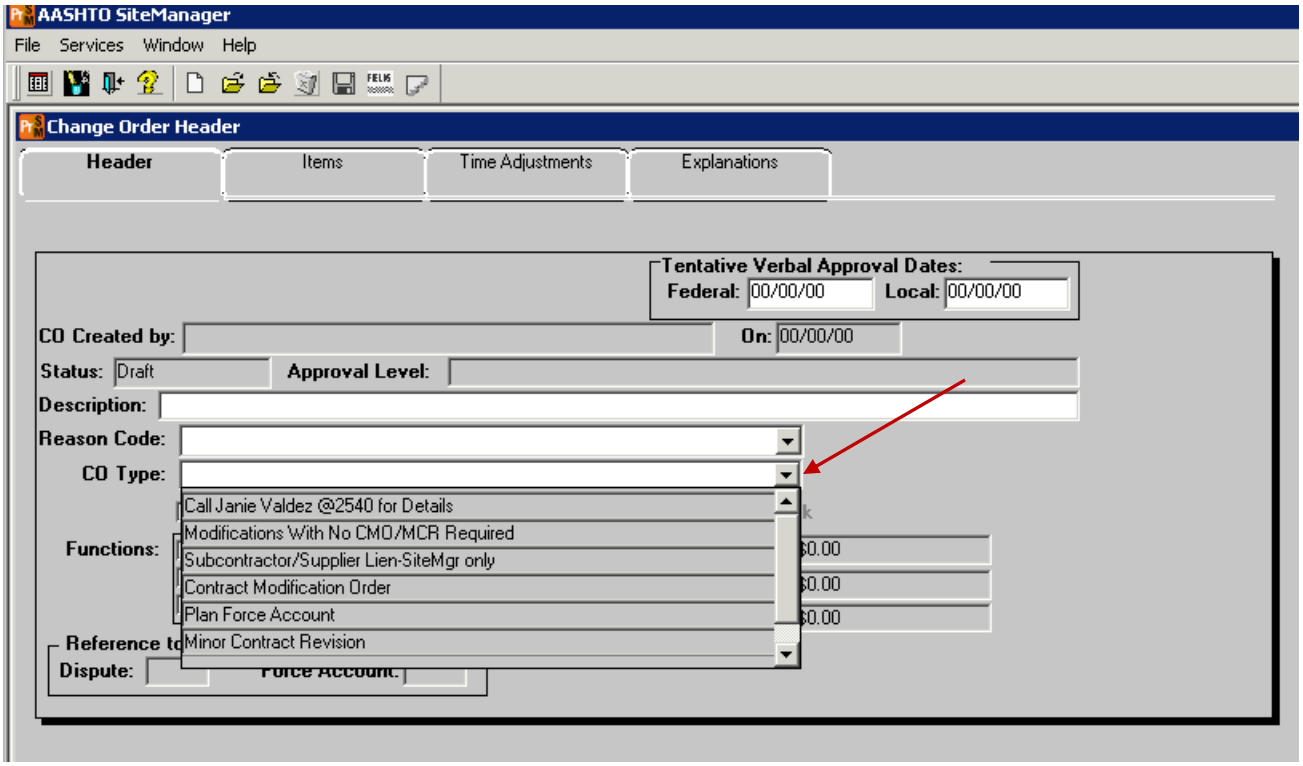
Change Orders and the CDOT 65

Selections you make when entering your Change Order in SiteManager® have a financial impact to your project and how the $$$ are reflected on the CDOT from 65 – Project Financial Statement.

To assure your Change Orders are reflected correctly on the Form 65, here are the steps and proper actions to take in SiteManager®.

CO Header Window in SiteManager

Fill in Description, Reason Code
Click on down arrow for “CO Type:”



CO Type Selections & Where to Reconcile

- **Modifications With No CMO/MCR Required**
  - Complete entering your Change Order
  - If your CO is for a negative $ amount (i.e. price reductions, work zone time violations) **do not make any adjustments.**
  - **For all other CO's, adjust** on the line item for the Change Order in Projected Quantities by entering the negative $ amount of your Change Order in the "Projected Quantity" column.
  - Do not reconcile Change Order in Change Order Module

- **Subcontractor/Supplier Lien SiteMgr only**
  - Complete entering your Change Order
  - **Adjust** on the line item created for the Change Order in Projected Quantities by entering 0 (zero) in the "Projected Quantity" column. (Liens should not show any impact to project budget as they must be cleared (i.e."0") prior to the final estimate and project closure.)
  - Do not reconcile Change Order in Change Order Module

- **Contract Modification Order**
  - Complete entering your Change Order
  - **If using the Plan F/A MCR Budget -- Adjust** on the line item for Plan F/A MCR in Projected Quantities (item 700-70010) by entering the negative $ amount of your Change Order in the "Projected Quantity" column.
  - **If using $$ from an existing line item or other Plan F/A Budget item -- Adjust** on the line item for that specific item or Plan F/A in Projected Quantities by entering the negative $ amount of your Change Order in the "Projected Quantity" column.

- **Plan Force Account**

  DO NOT USE !!!!!! – Items are already included as line items created from system generated Change Order #1

- **Minor Contract Revision**
  - Complete entering your Change Order
  - **Reconcile** Change Order in Change Order Module (will automatically adjust Projected Quantity)
  - After completing your Change Order, return to the Header window:
    - Services, Calculate CO
    - Write down $$ amount of CO
    - Save
    - Services, CO Item, Services, New CO Item
    - Select Plan F/A MCR line item
    - Enter negative amount of calculated CO
    - Services, Calculate CO
    - $$ Total for CO should be 0 (zero)

- **Anticipated CMO**
  - Select "CMO" for CO Type and complete entering your Change Order,.
  - **Adjust** on the line item for Plan F/A Anticipated CMO in Projected Quantities by entering the negative $ amount of your Change Order in the "Projected Quantity" column.
  - Do not reconcile Change Order in Change Order Module

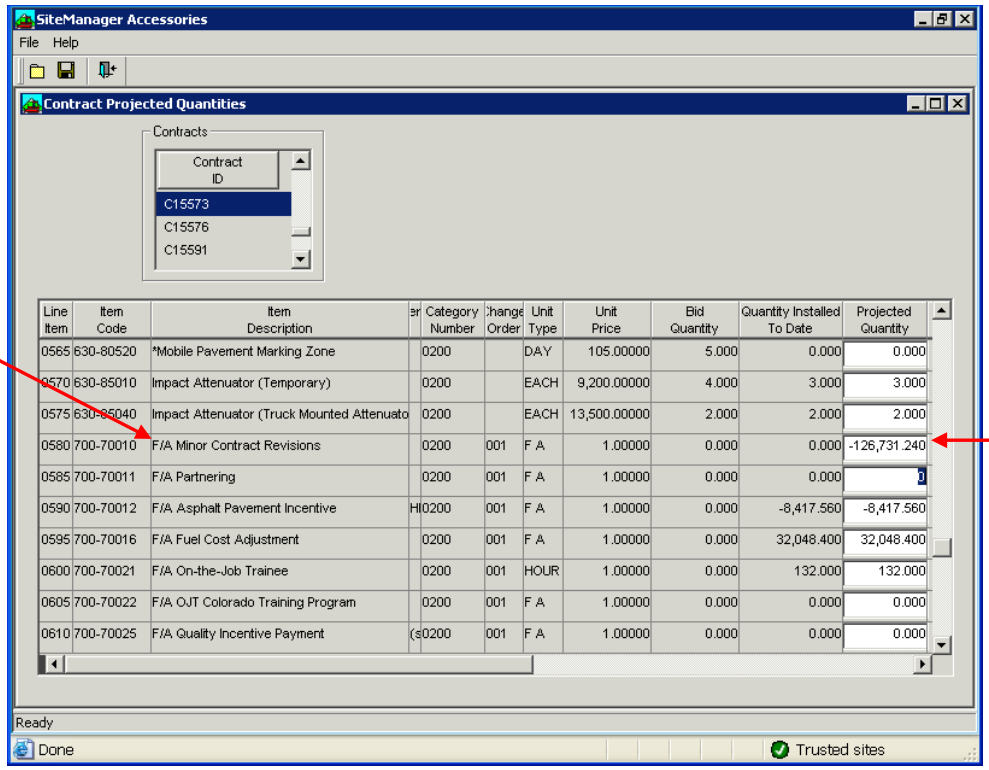
- **Time Extension**

  Time only…no need to reconcile or adjust Projected Quantities.

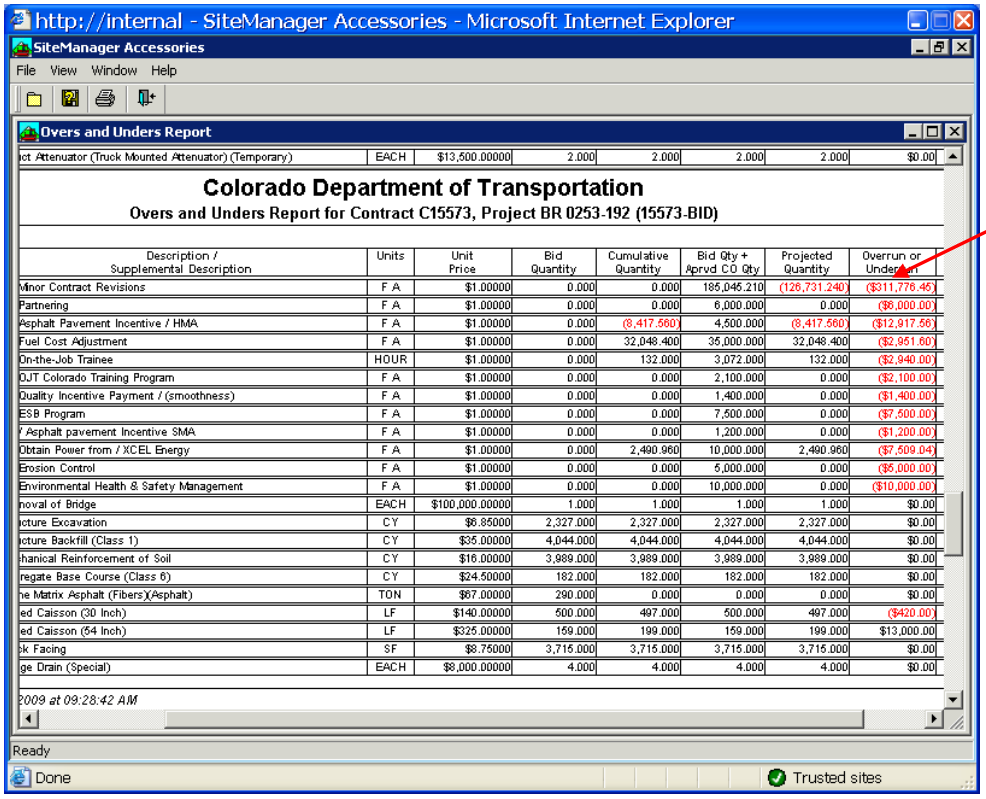
Complete Header

Projected Quantities Screen & Over/Under Report in SiteManager® Accessories

In this example a Contract Modification Order type CO was written. The Change Order amount was $126,731.24. Note the adjusting entry in Projected Quantities and how it is shown on the Over/Under Report.



Line Item	Item Code	Item Description	er	Category Number	Change Order	Unit Type	Unit Price	Bid Quantity	Quantity Installed To Date	Projected Quantity
0565	630-80520	*Mobile Pavement Marking Zone		0200		DAY	105.00000	5.000	0.000	0.000
0570	630-85010	Impact Attenuator (Temporary)		0200		EACH	9,200.00000	4.000	3.000	3.000
0575	630-85040	Impact Attenuator (Truck Mounted Attenuato		0200		EACH	13,500.00000	2.000	2.000	2.000
0580	700-70010	F/A Minor Contract Revisions		0200	001	F A	1.00000	0.000	0.000	-126,731.240
0585	700-70011	F/A Partnering		0200	001	F A	1.00000	0.000	0.000	0
0590	700-70012	F/A Asphalt Pavement Incentive	HI	0200	001	F A	1.00000	0.000	-8,417.560	-8,417.560
0595	700-70016	F/A Fuel Cost Adjustment		0200	001	F A	1.00000	0.000	32,048.400	32,048.400
0600	700-70021	F/A On-the-Job Trainee		0200	001	HOUR	1.00000	0.000	132.000	132.000
0605	700-70022	F/A OJT Colorado Training Program		0200	001	F A	1.00000	0.000	0.000	0.000
0610	700-70025	F/A Quality Incentive Payment	(s	0200	001	F A	1.00000	0.000	0.000	0.000



ict Attenuator (Truck Mounted Attenuator) (Temporary)	EACH	$13,500.00000	2.000	2.000	2.000	2.000	$0.00

Colorado Department of Transportation

Overs and Unders Report for Contract C15573, Project BR 0253-192 (15573-BID)

Description / Supplemental Description	Units	Unit Price	Bid Quantity	Cumulative Quantity	Bid Qty + Aprvd CO Qty	Projected Quantity	Overrun or Underrun
Minor Contract Revisions	F A	$1.00000	0.000	0.000	185,045.210	(126,731.240)	($311,776.45)
Partnering	F A	$1.00000	0.000	0.000	6,000.000	0.000	($6,000.00)
Asphalt Pavement Incentive / HMA	F A	$1.00000	0.000	(8,417.560)	4,500.000	(8,417.560)	($12,917.56)
Fuel Cost Adjustment	F A	$1.00000	0.000	32,048.400	35,000.000	32,048.400	($2,951.60)
On-the-Job Trainee	HOUR	$1.00000	0.000	132.000	3,072.000	132.000	($2,940.00)
OJT Colorado Training Program	F A	$1.00000	0.000	0.000	2,100.000	0.000	($2,100.00)
Quality Incentive Payment / (smoothness)	F A	$1.00000	0.000	0.000	1,400.000	0.000	($1,400.00)
ESB Program	F A	$1.00000	0.000	0.000	7,500.000	0.000	($7,500.00)
/ Asphalt pavement Incentive SMA	F A	$1.00000	0.000	0.000	1,200.000	0.000	($1,200.00)
Obtain Power from / XCEL Energy	F A	$1.00000	0.000	2,490.960	10,000.000	2,490.960	($7,509.04)
Erosion Control	F A	$1.00000	0.000	0.000	5,000.000	0.000	($5,000.00)
Environmental Health & Safety Management	F A	$1.00000	0.000	0.000	10,000.000	0.000	($10,000.00)
hoval of Bridge	EACH	$100,000.00000	1.000	1.000	1.000	1.000	$0.00
icture Excavation	CY	$6.85000	2,327.000	2,327.000	2,327.000	2,327.000	$0.00
icture Backfill (Class 1)	CY	$35.00000	4,044.000	4,044.000	4,044.000	4,044.000	$0.00
hanical Reinforcement of Soil	CY	$16.00000	3,989.000	3,989.000	3,989.000	3,989.000	$0.00
regate Base Course (Class 6)	CY	$24.50000	182.000	182.000	182.000	182.000	$0.00
he Matrix Asphalt (Fibers)(Asphalt)	TON	$67.00000	290.000	0.000	0.000	0.000	$0.00
ed Caisson (30 Inch)	LF	$140.00000	500.000	497.000	500.000	497.000	($420.00)
ed Caisson (54 Inch)	LF	$325.00000	159.000	199.000	159.000	199.000	$13,000.00
ok Facing	SF	$8.75000	3,715.000	3,715.000	3,715.000	3,715.000	$0.00
ge Drain (Special)	EACH	$8,000.00000	4.000	4.000	4.000	4.000	$0.00

2009 at 09:28:42 AM

Preparing to enter a Change Order in SiteManager

Gather -

- Copy of estimate. Will need it to determine categories, line numbering and Spec year.
- Item Code Book (or look up online). Helps when scrolling through item code list.
- The SiteManager® Spec year for your project. Found on page 1 of the estimate or on the description tab on the Contracts screen. This is different than the current Spec Book year. It is critical as the program will blow up if you do not select the matching SM spec year, as it applies to an item code.

Create a worksheet of items with category no., reference line nos., item codes, units of measurement, and unit prices.

Steps in SiteManager®

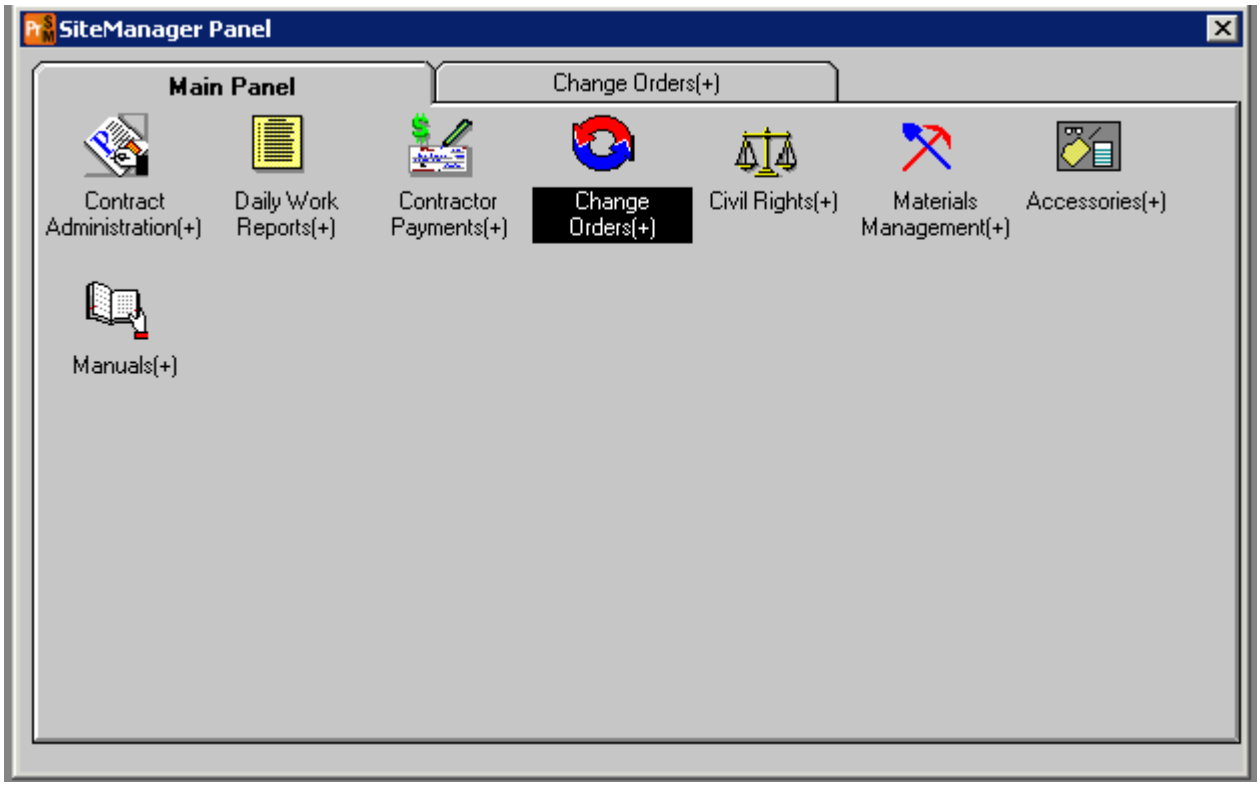
- Log onto SiteManager®
- Select Change Orders
- Header - enter header info
- Explanations – enter "explanations applies to all line items" to print on form 90.
- Time Extensions – enter any added days
- Add items
  More than one – save, click on Item tab, then new icon (blank white page).
- Save
- Calculate Change Order
- If the Change Order is a MCR Type –
  Reconcile Change Order (modify existing plan F/A item)
  Re-calculate Change Order (should be $0)
  Or
  Modify existing item F/A MCR $ item
- Print
- Review
- Change to Pending Status
- Print
- After RE approves – change status to "approved"

Note: See pages Change Order 34 or MCR Type Change Order 18 for step by step directions regarding increasing/decreasing existing bid items.

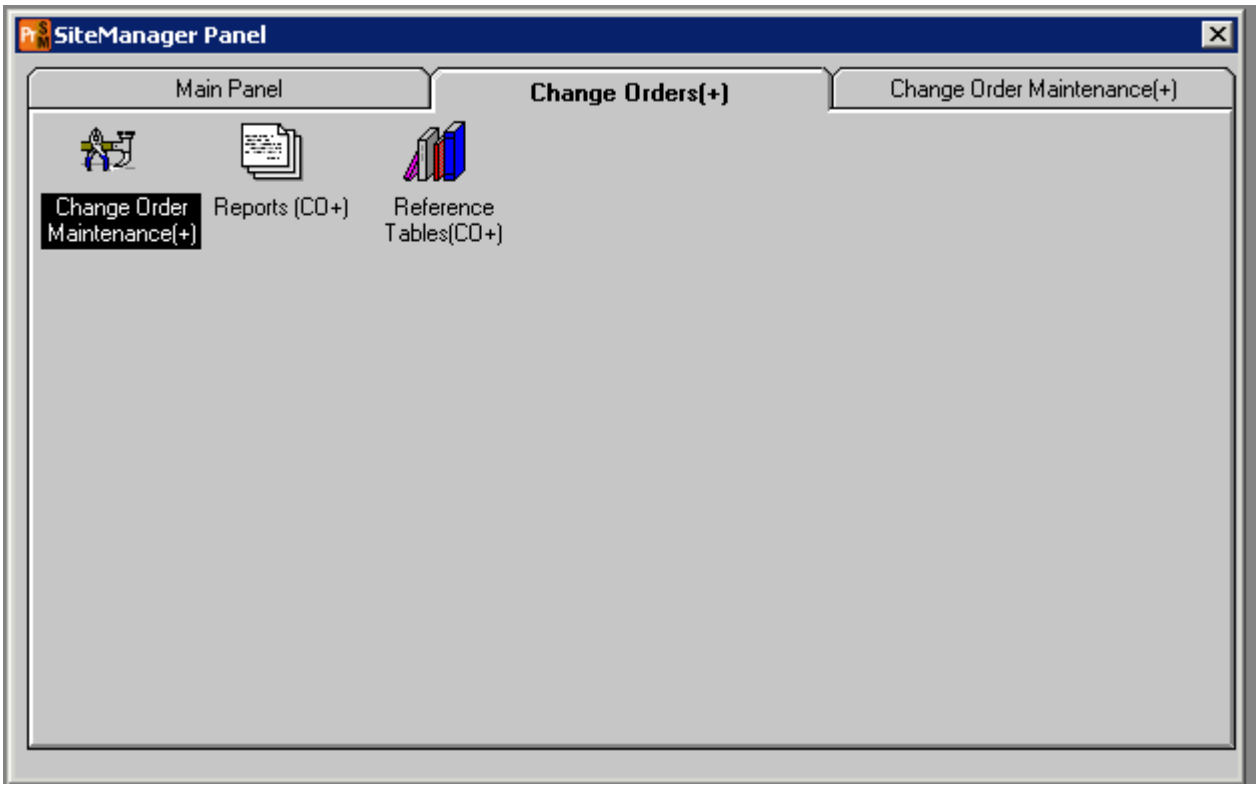
Step by Step Directions on How to Create a Change Order in SiteManager®

(MCR type Change Order instructions following page Change Order – 54)

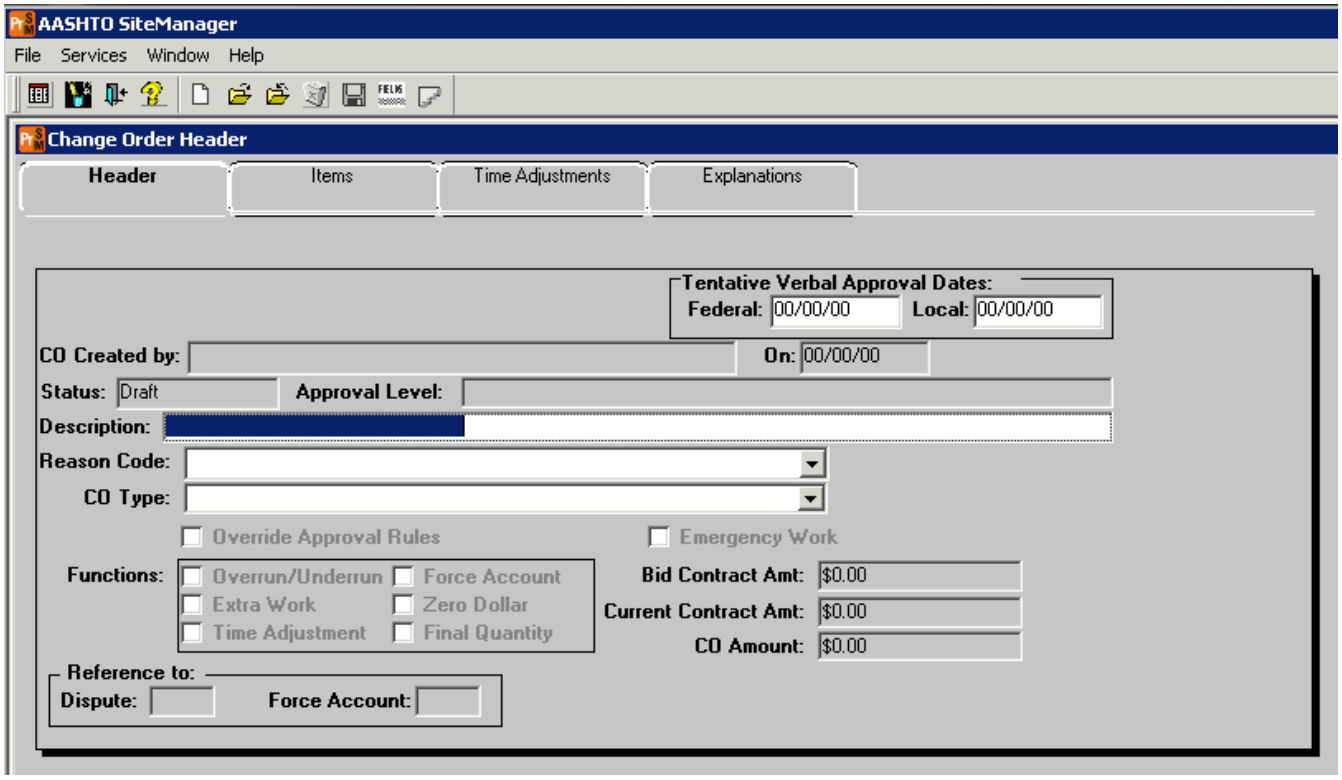
How to Create a Change Order in SiteManager®



After logging in to SiteManager® click on Change Orders.

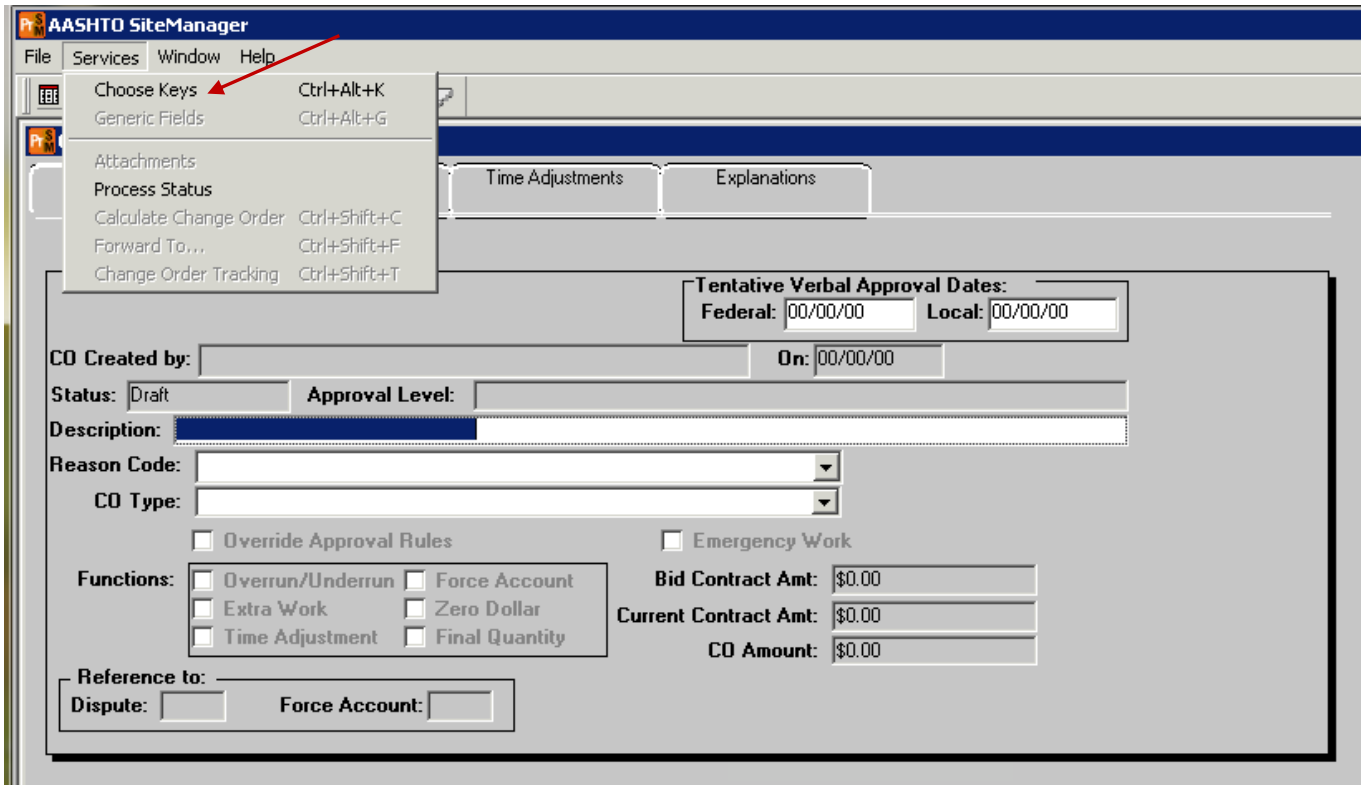


Click on Change Order Maintenance.



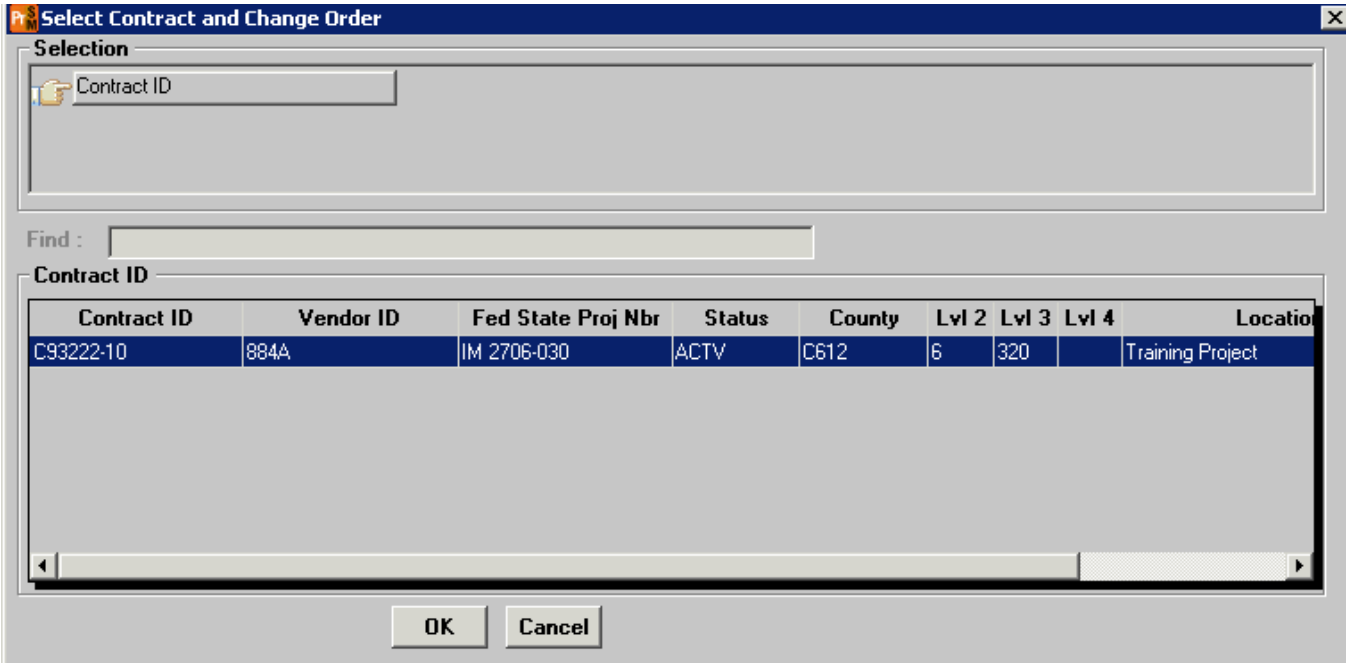
Change Order Header Window will open.

The Header tab will be automatically selected.

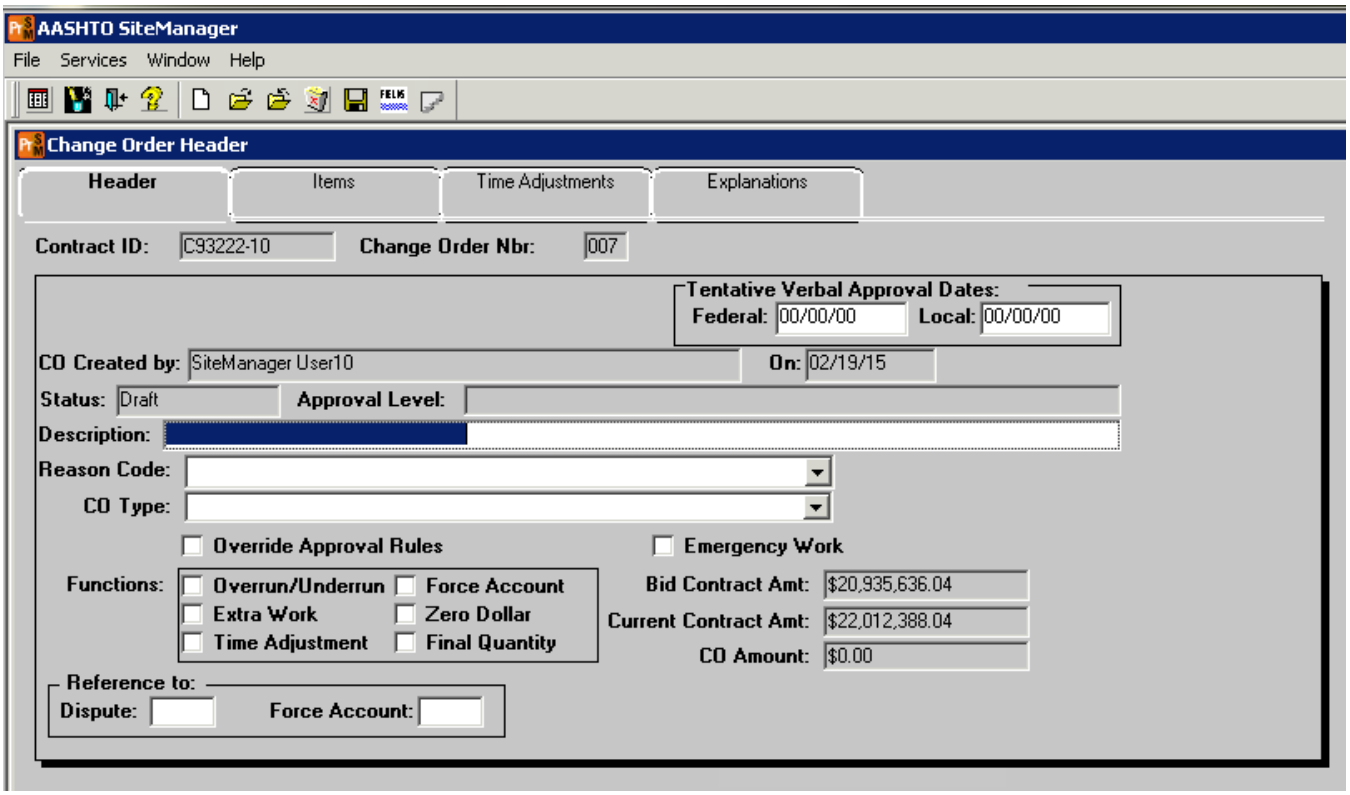


Click on Services.

Choose keys.



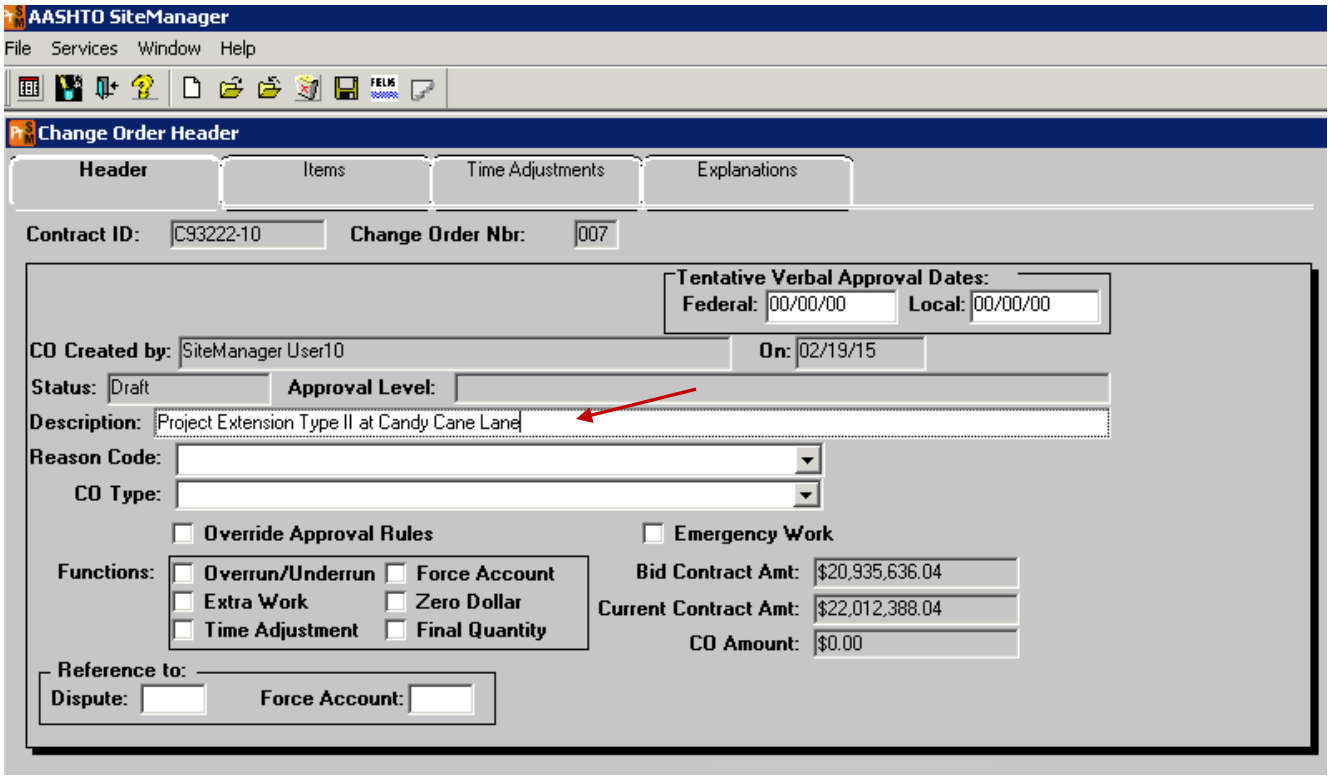
Select your contract.



This will open the header portion of the change order.

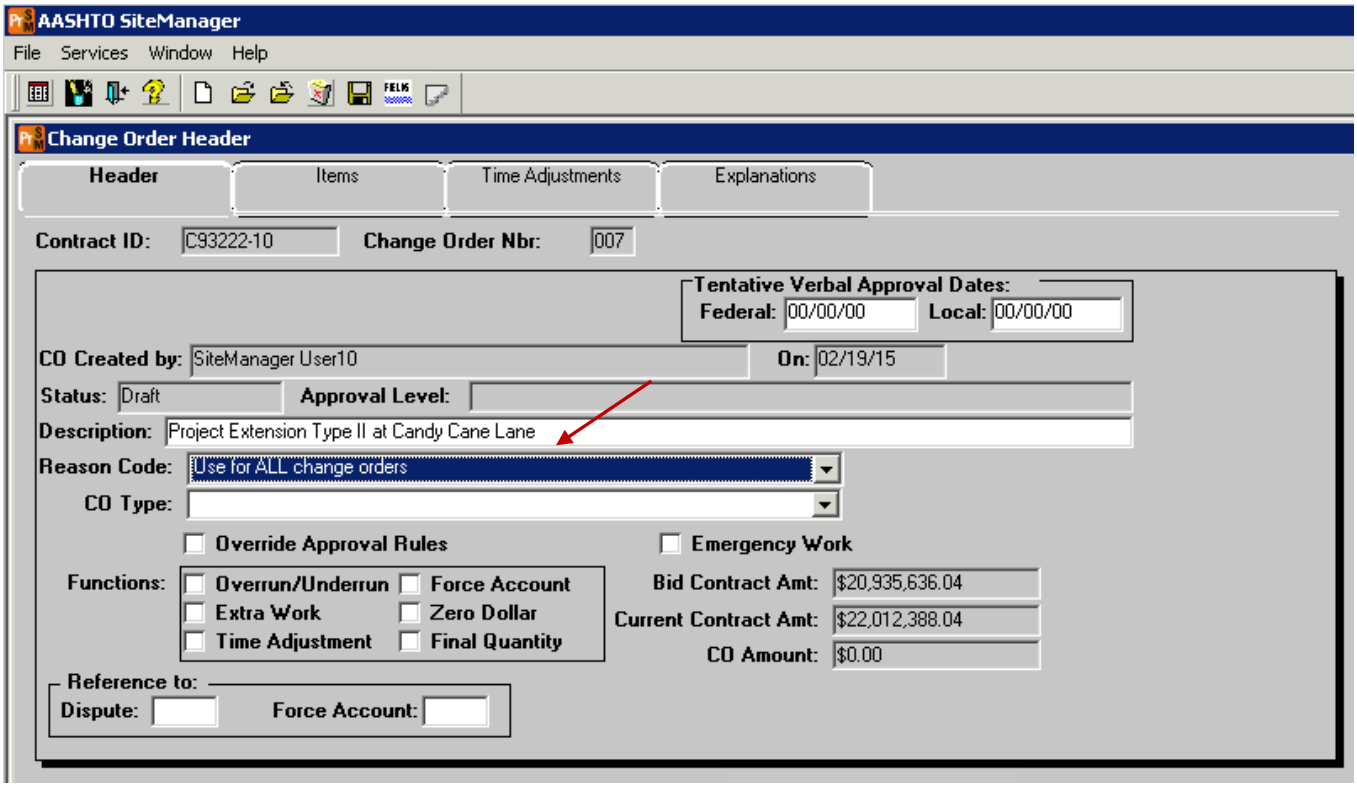
SiteManager® will automatically number the change order.

If this is the first change order you are writing, the number will be 2.
Change order number 1 is completed in PES. Change order number 1 is for all of the plan force account items for your project.



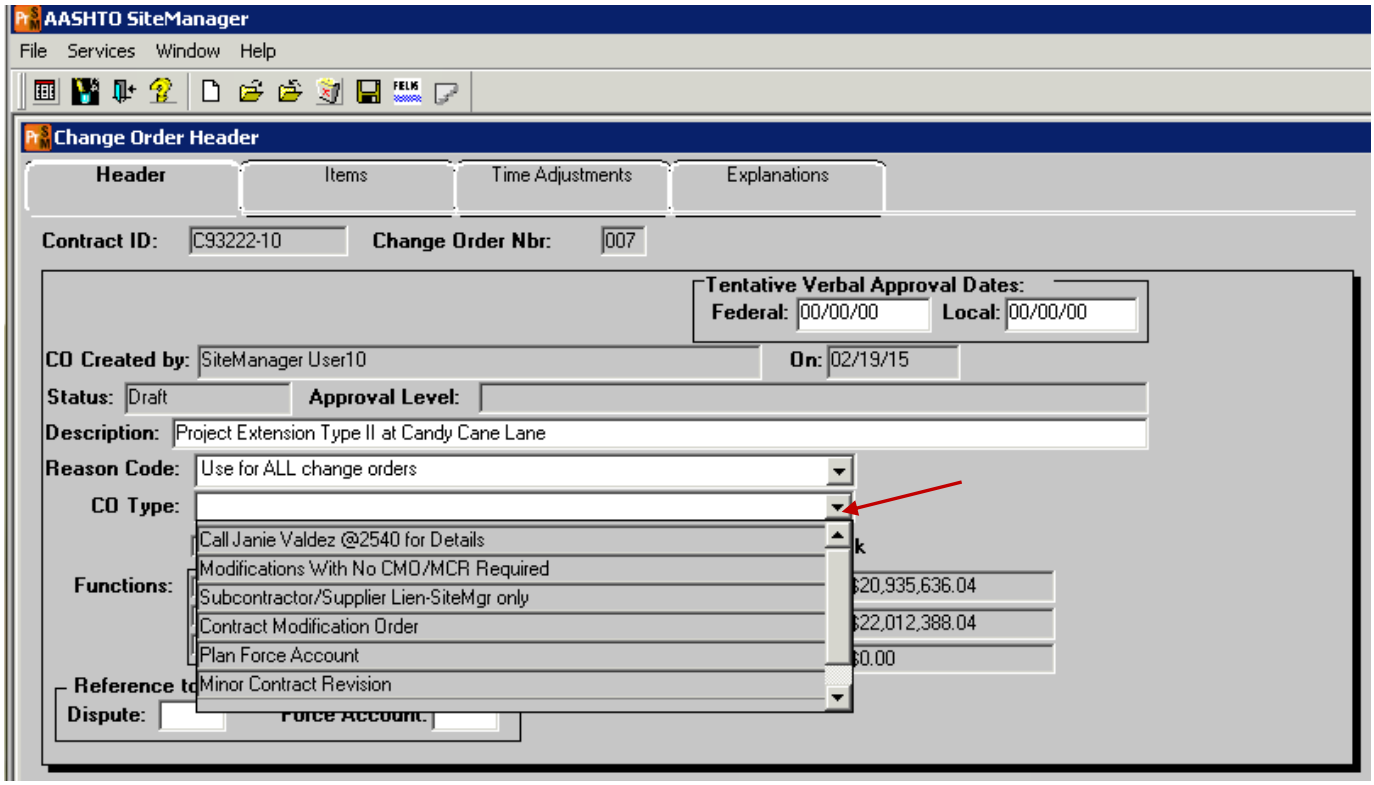
Type in a description (name) for your change order.

Be brief but specific enough that you tell everyone what the change order is for.



"Reason code" is only used in SiteManager®.

You only have one choice.



You will need to decide at this point what kind of change order you are doing.

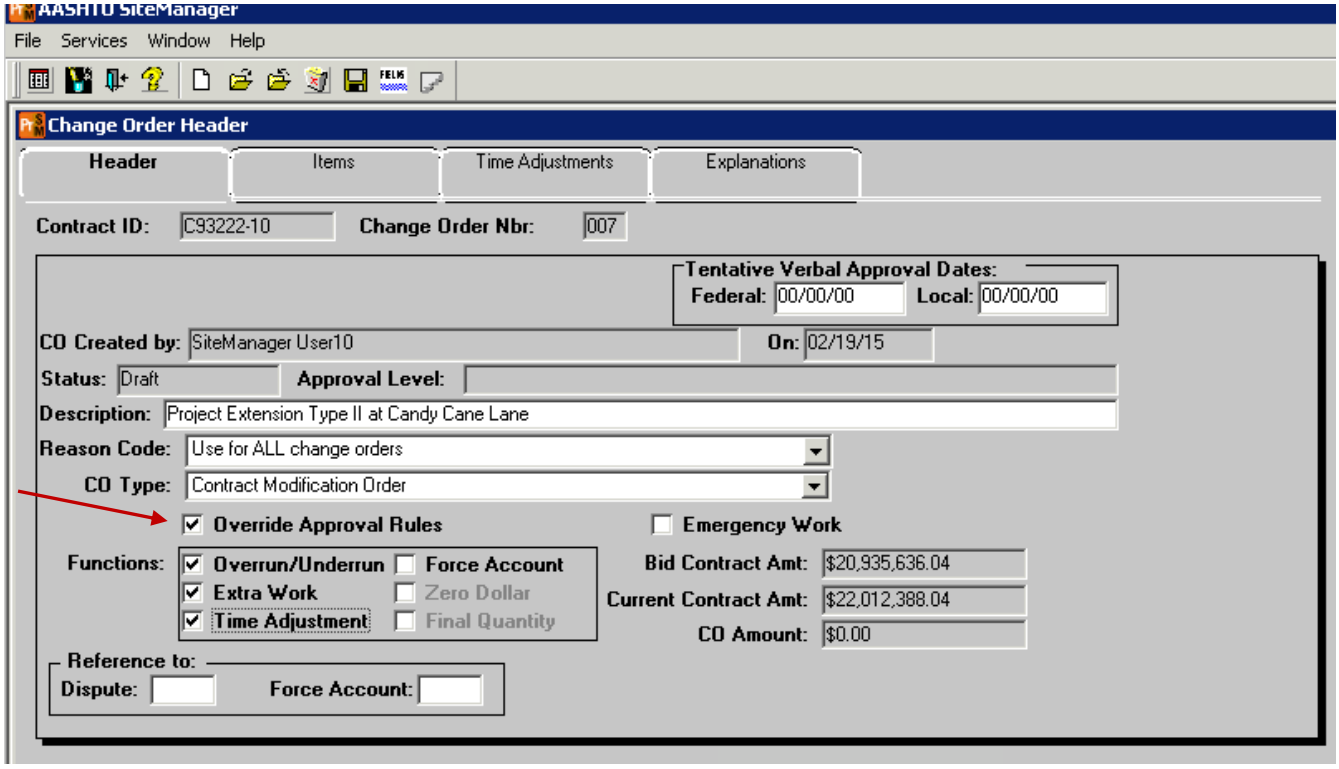
Modifications with No CMO/MCR required are for items added by contract (specifications). These are items such as liquidated damages (use only 620-00040(day) & 620-00045(day) items and placed in category 400), price reductions for out of spec material, work time violations, etc. The Resident Engineer will make the determination.

Subcontractor/Supplier Lien – SiteMgr is only used for supplier liens filed against the project. You will get notification from Projects and Grants that a lien has been filed.

Contract Modification Order is used for major items of work and/or when funds will be added to the project for the work.

Plan Force Account is NOT used by the construction field. This is used when the project is set up in PES.

Minor Contract Revision is used when the MCR Budget will be impacted. These are for minor changes to the contract. The Resident Engineer will make this determination.



Click on the radio buttons for:

Override Approval Rules ****

Overrun/Underrun

Extra Work

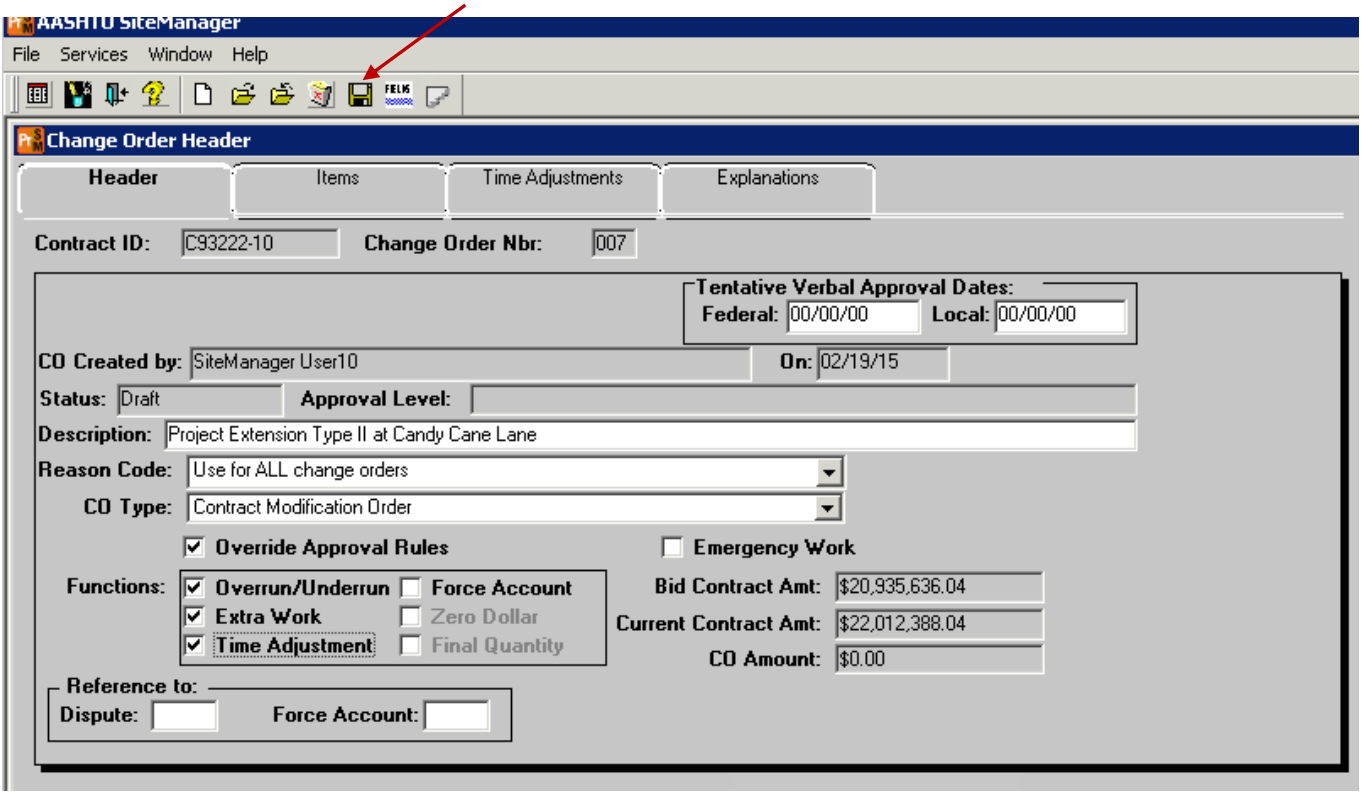
Time Adjustment (IF ADDING TIME)

<u>NEVER, EVER CLICK THE FORCE ACCOUNT BUTTON</u> -- Program will “blow up”

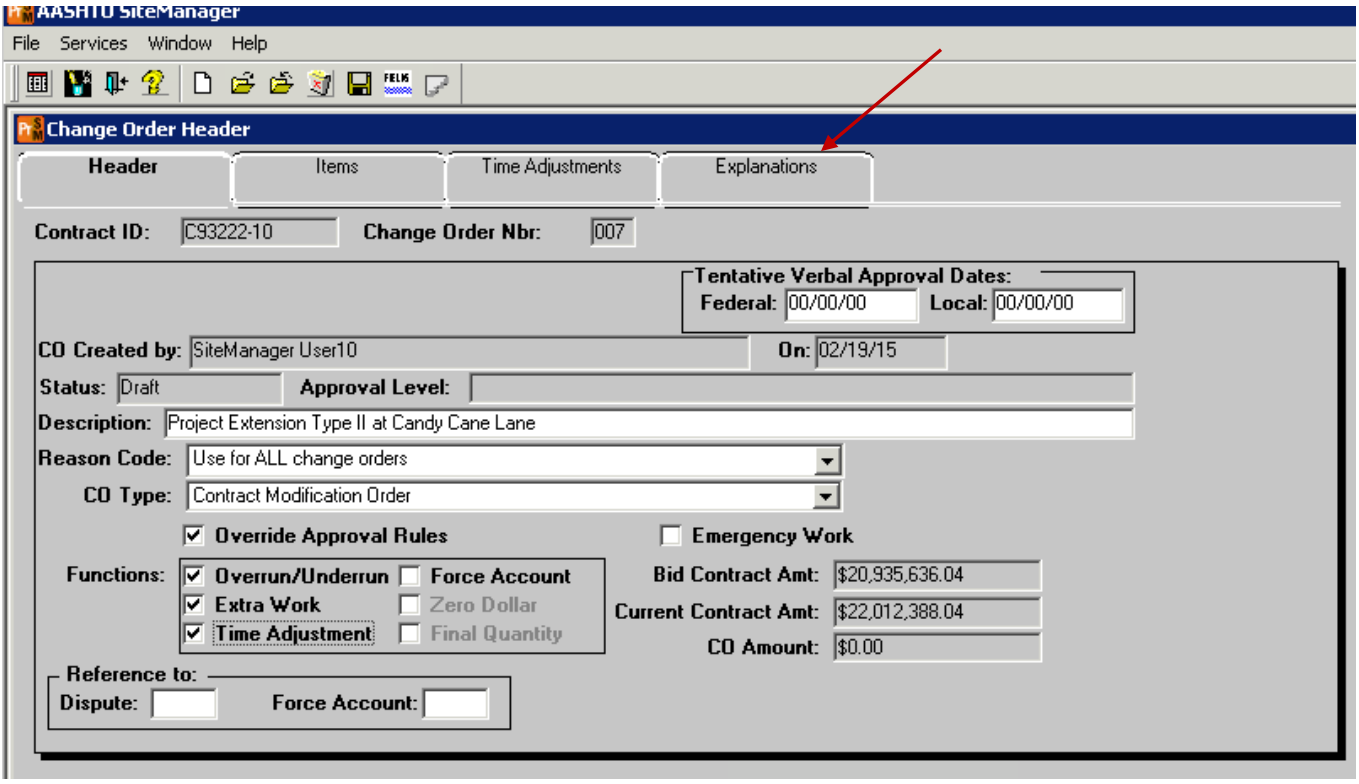
**** The override approval rules should only be turned on if the Resident Engineer does not want to approve the change order in SiteManager®.

This does not relieve the Resident Engineer of approving the paper copy.

**** If the Change Order is created by a Consultant Project Engineer this should be left blank as well, as the CDOT Resident Engineer must do the approval.

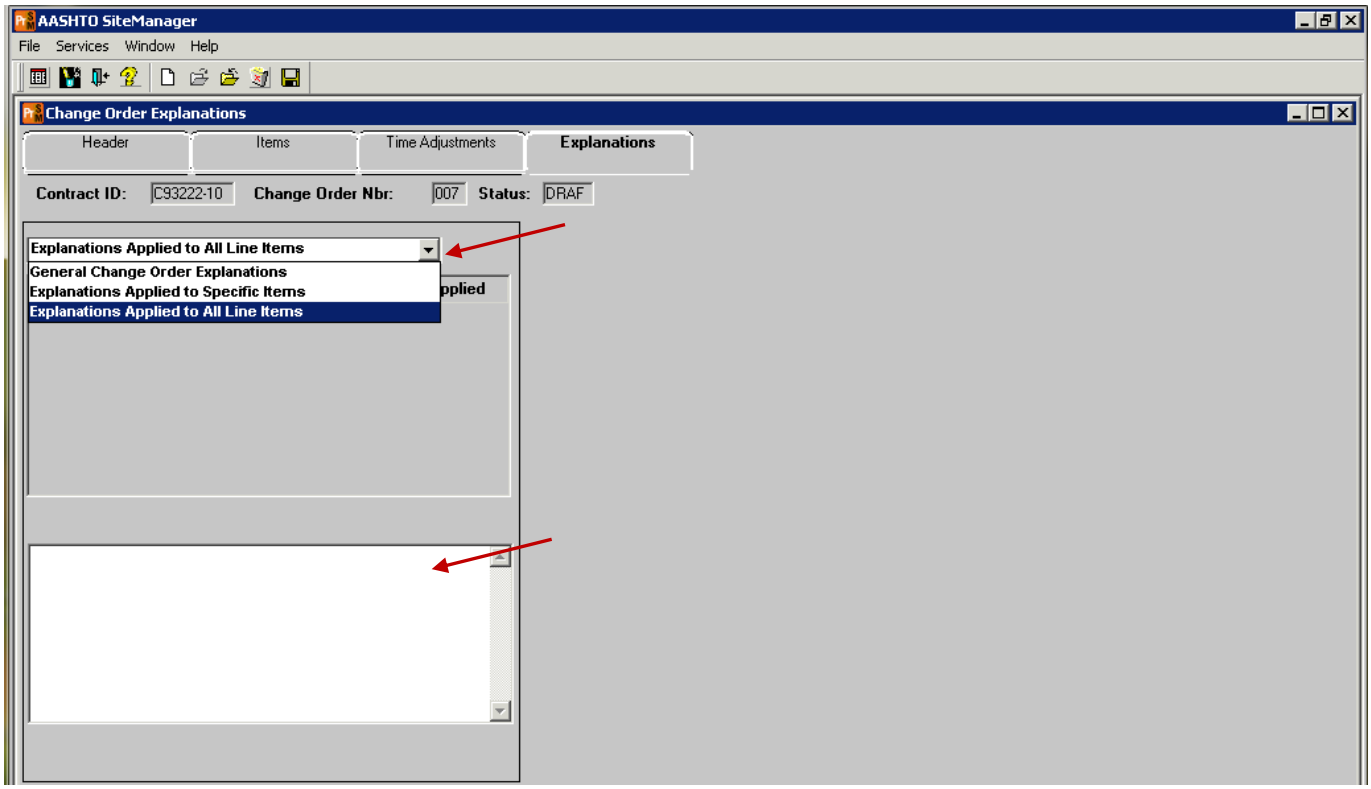


This is how the header screen should look like after saving.



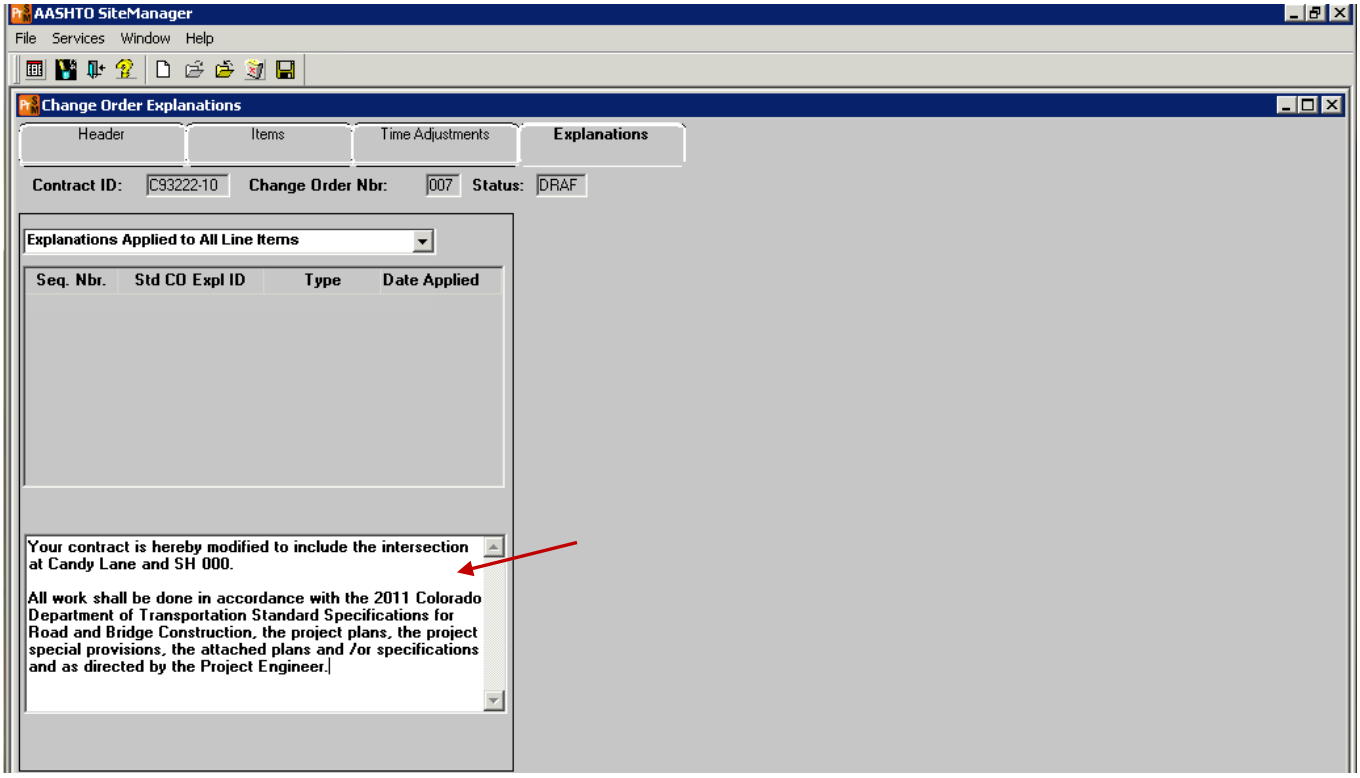
This next step will begin the process of developing a Form 90 within SiteManager® that will be ready for printing and signatures.

Click on the Explanations tab.



Click on the down arrow and choose “Explanations applied to ALL line items.”

Click in the large white box.



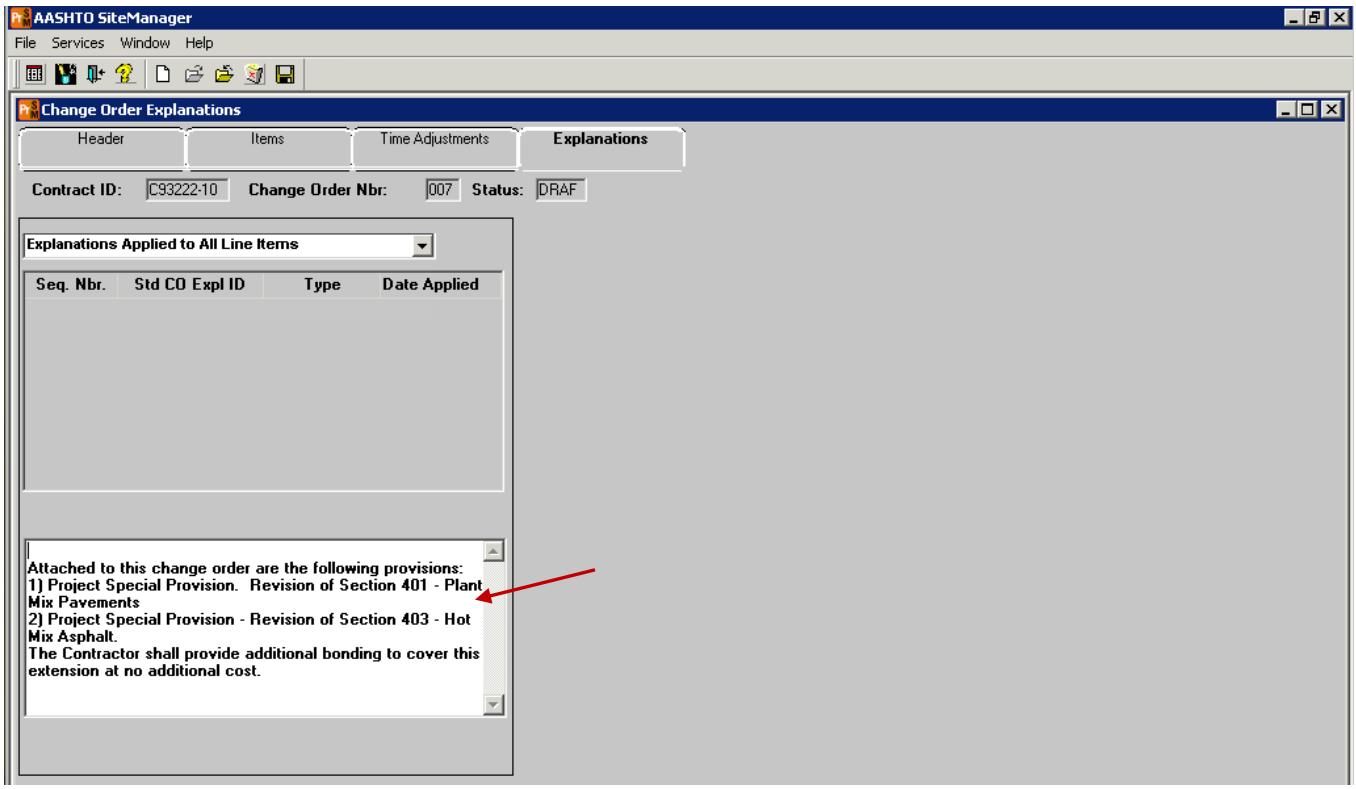
This is where you type the instructions to the contractor.

Be very specific.

Remember this is a legal document that is modifying the contract.

The first paragraph should be stated as above. CDOT needs to inform the Contractor that their contract is being modified, how it is being modified and the location for the modification.

The second paragraph informs the Contractor how the work shall be done.

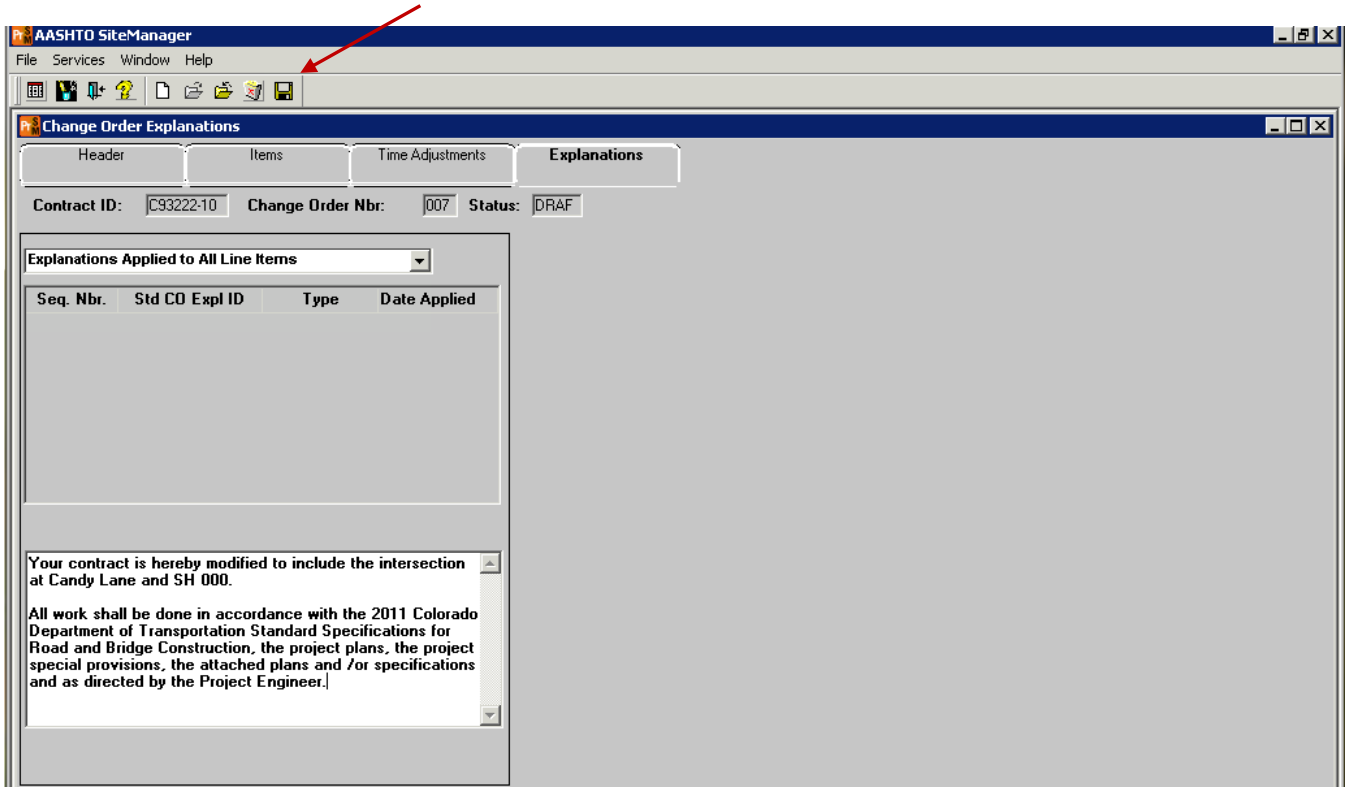


The direction to the Contractor may include plan sheets and/or special provisions.

If this is the case you need to inform the contractor that those changes are a part of the modification.

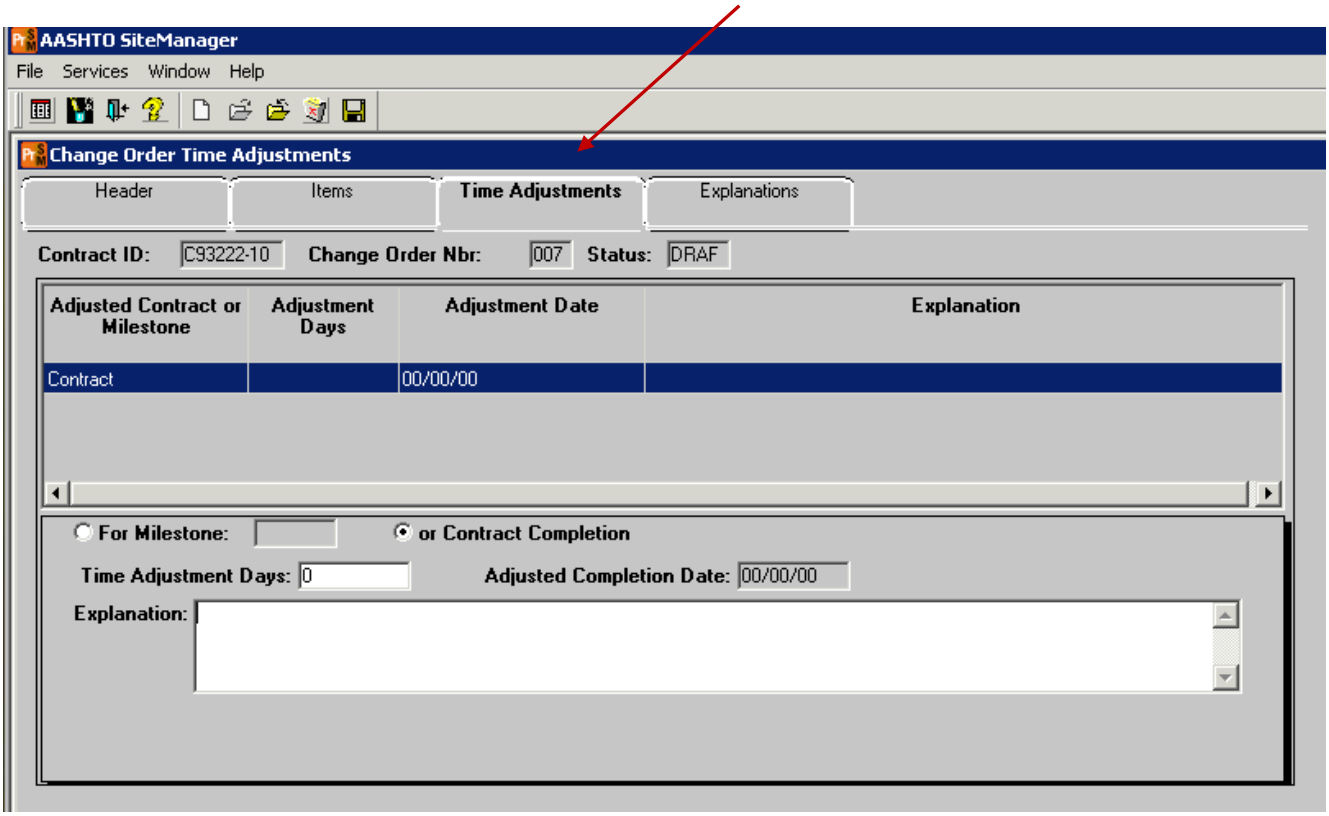
Using the body of the change order also creates a legal document that is signed by the Contractor acknowledging the attachments.

State whether or not that the Contractor is required to provide additional bonding.



Saving the text shows that the explanation will be applied to all line items.

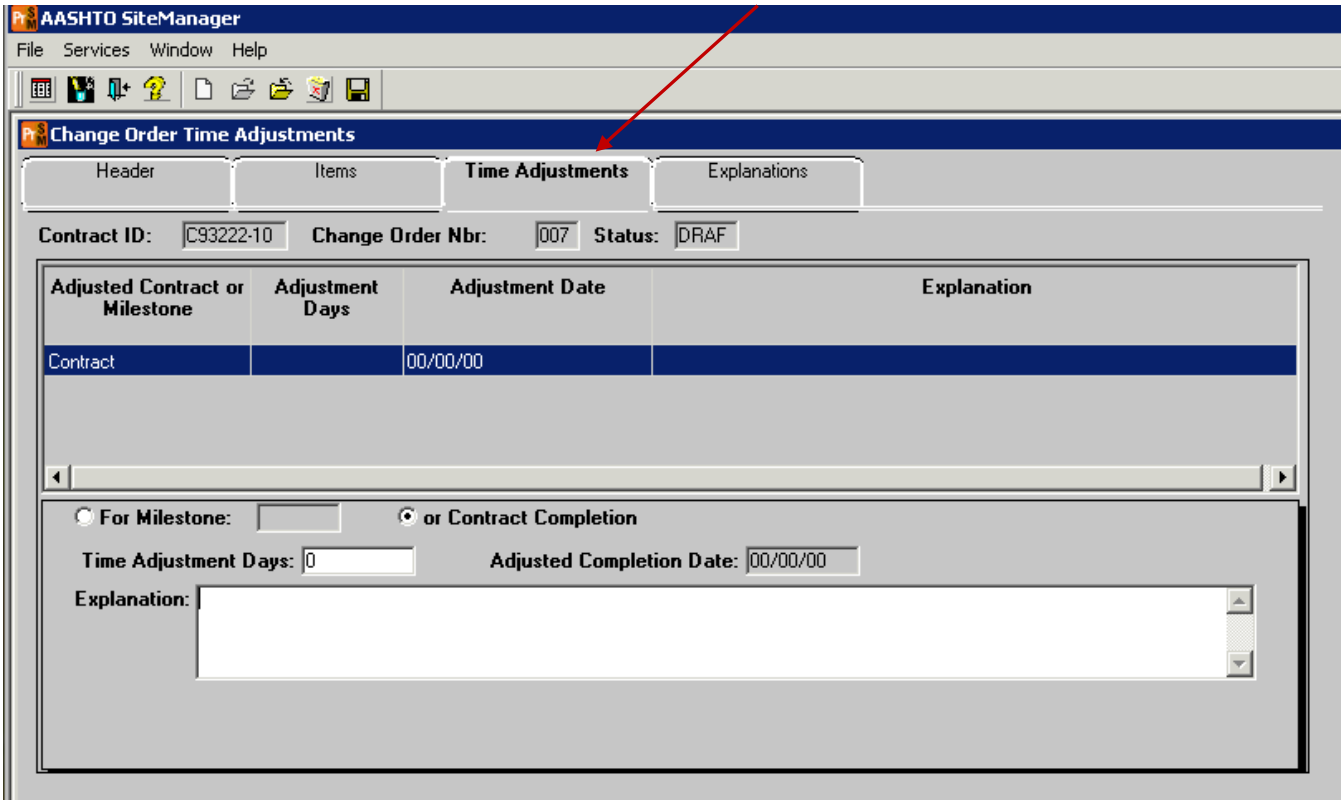
The text will now print on the Form 90.



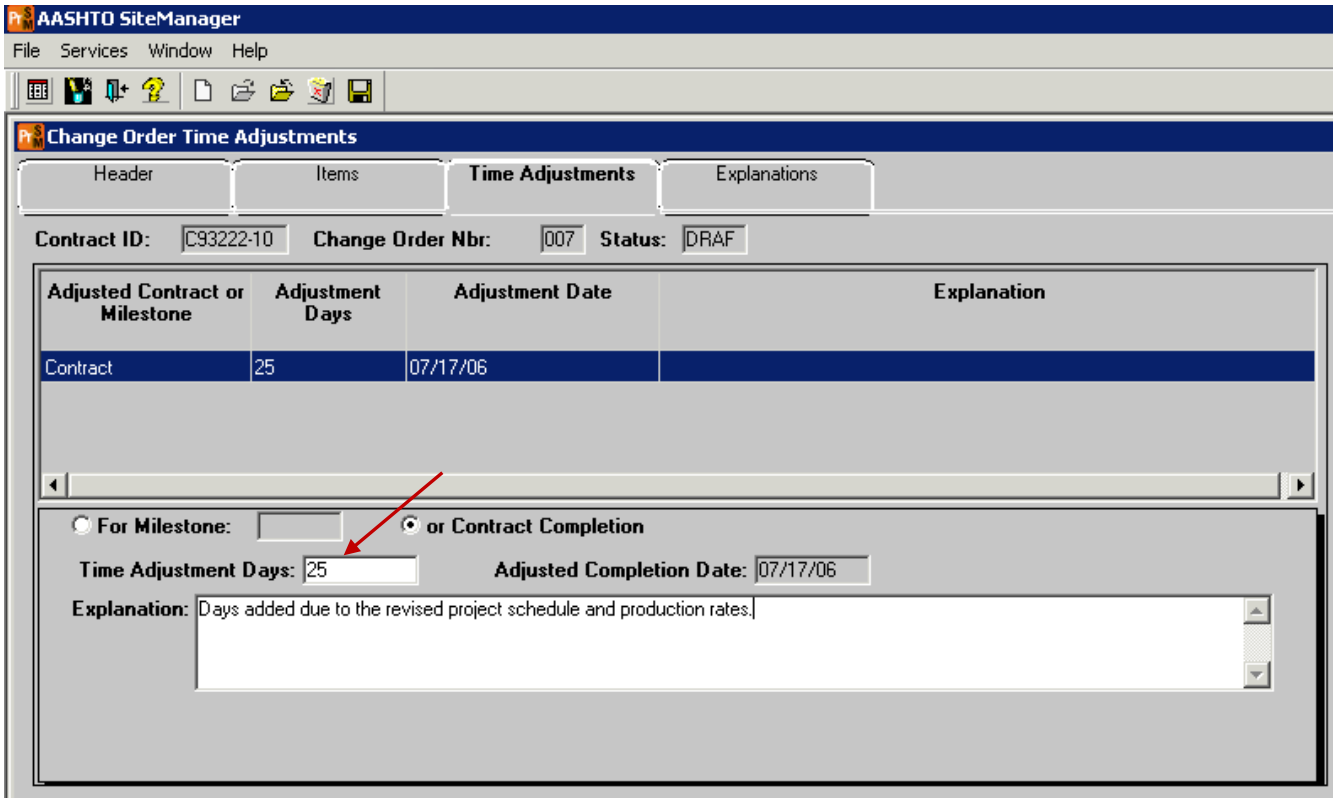
If you add time to the contract then you will need to complete this portion.

Time adjustments may be added on the same change order as long as the time extension is a direct result of the current added work.

Click on the Time Adjustments tab.

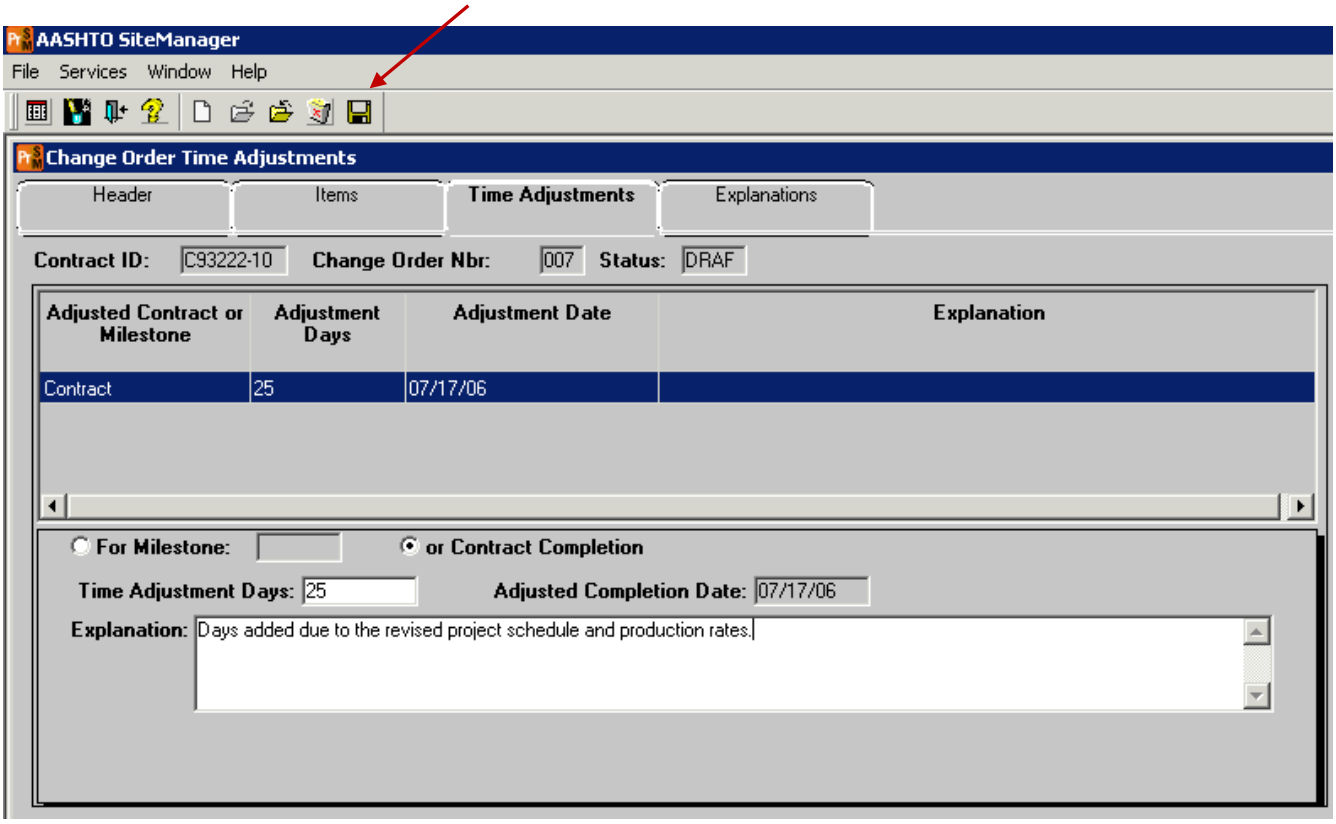


This is the main screen for time extension.

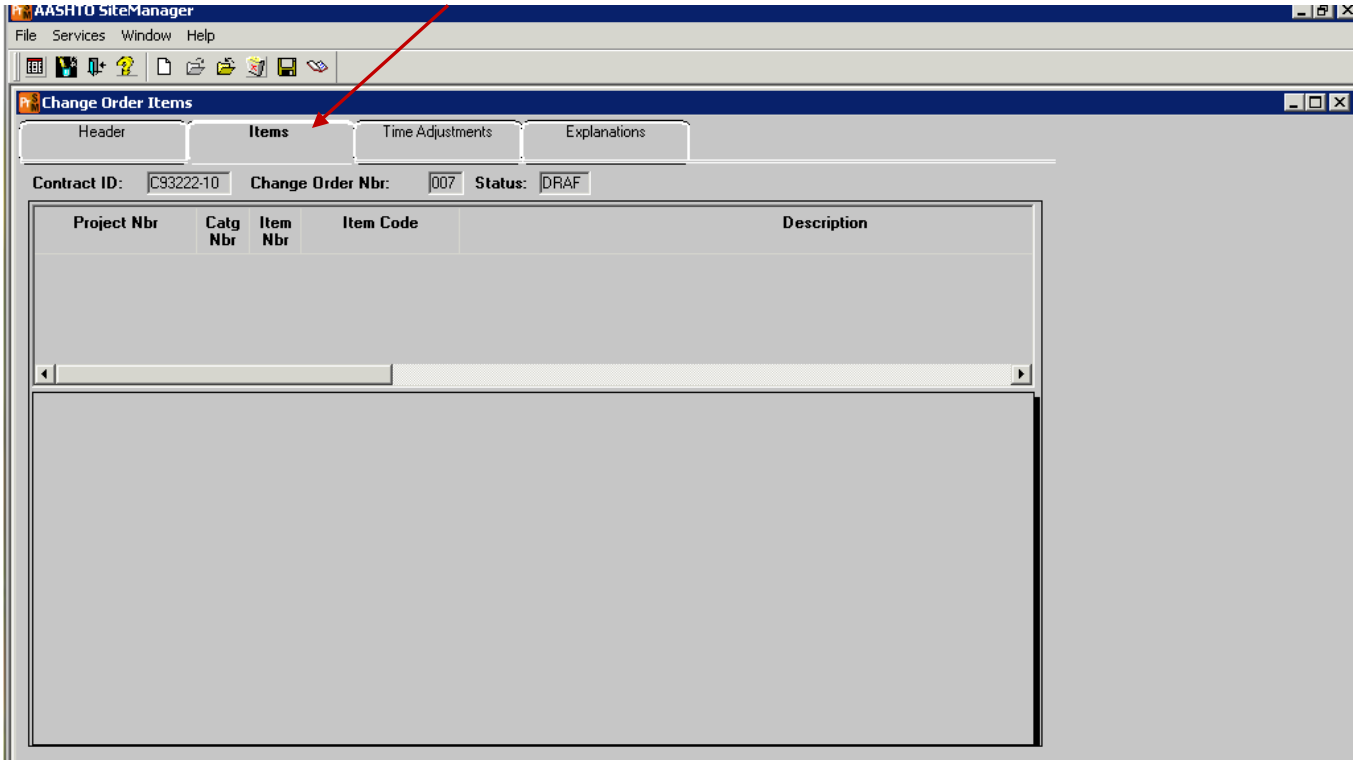


Enter in the amount of days that are being added.

Include a brief explanation. This explanation is for the program only.

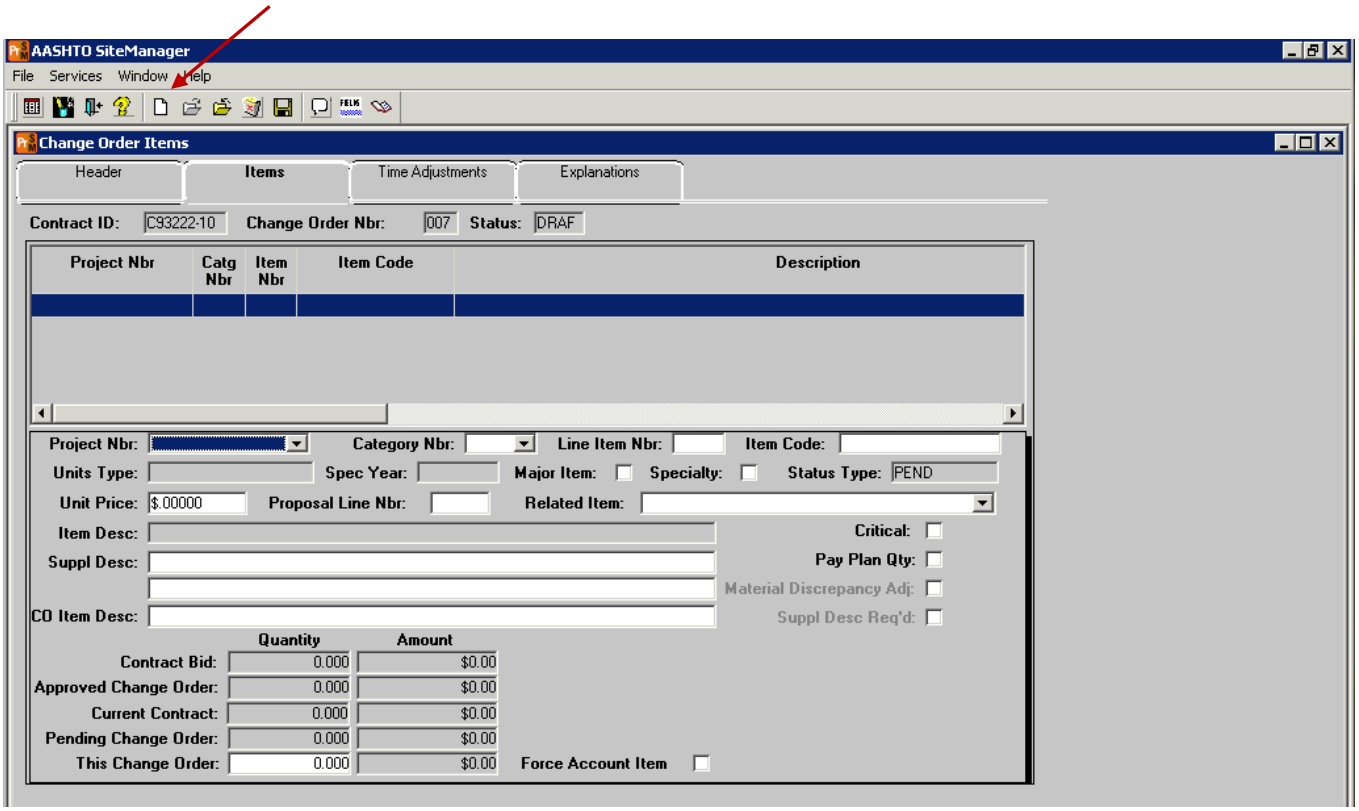

AASHTO SiteManager
File Services Window Help
Change Order Time Adjustments
Header
Items
Time Adjustments
Explanations
Contract ID: C93222-10
Change Order Nbr: 007
Status: DRAF
Adjusted Contract or Milestone
Adjustment Days
Adjustment Date
Explanation
Contract
25
07/17/06
For Milestone:
or Contract Completion
Time Adjustment Days: 25
Adjusted Completion Date: 07/17/06
Explanation: Days added due to the revised project schedule and production rates.

Save.



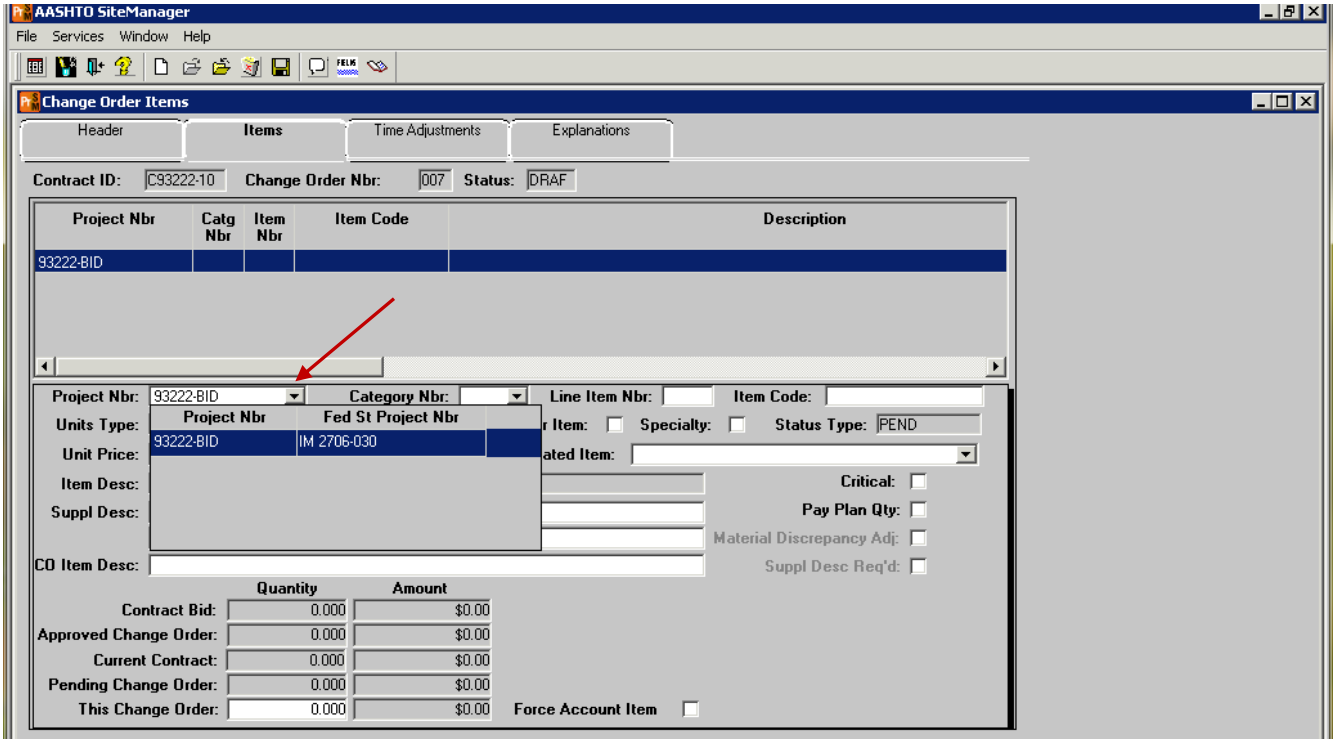
This is the section where the items are added.

Click on the Items tab.



Click on New.

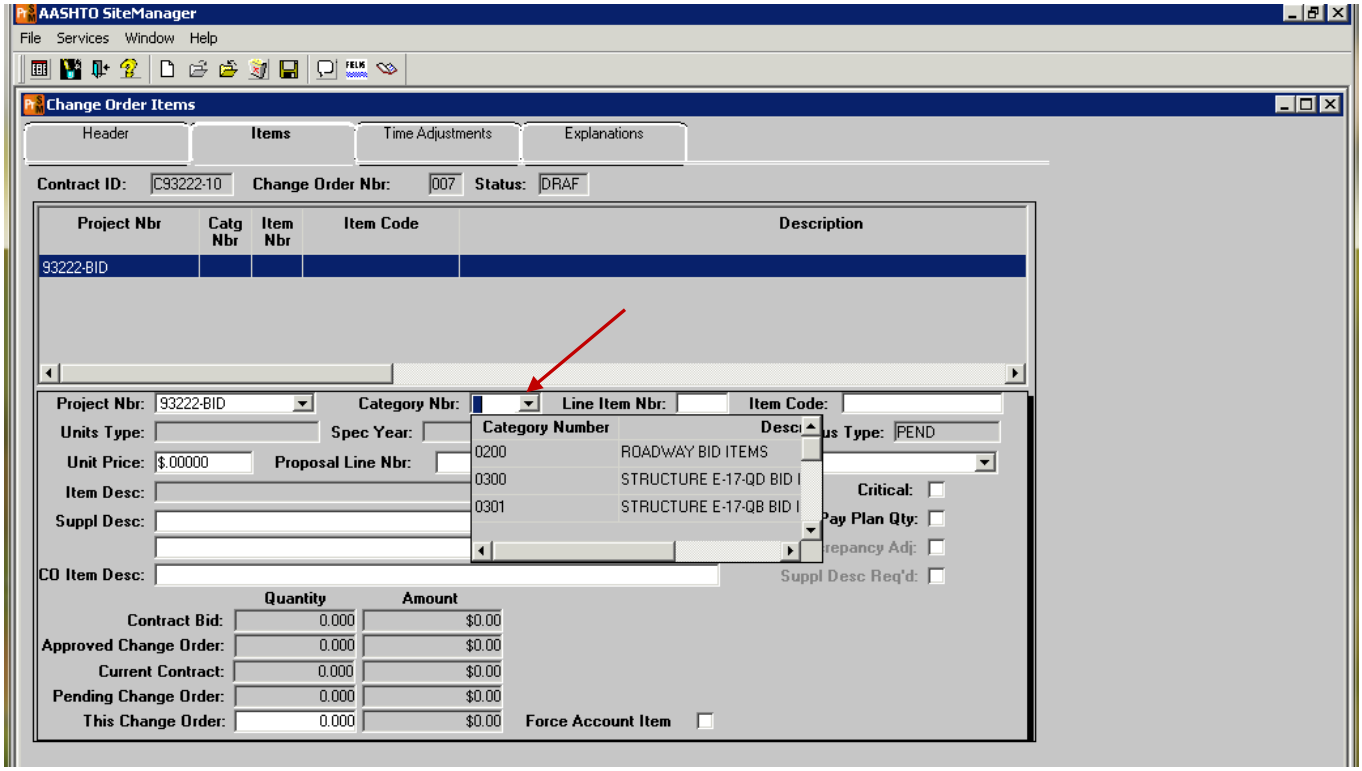
This screen comes up for you to add items to the Change Order.



.

Click on the down arrow in the Project Nbr. Field.

Select your project.



This is where you need to decide which category the item(s) you will be adding belong. If you have multiple categories on the project you will have choices.

If you need to add a category, you MUST call AASHTO Ware support. They have are the only ones that can to do this.

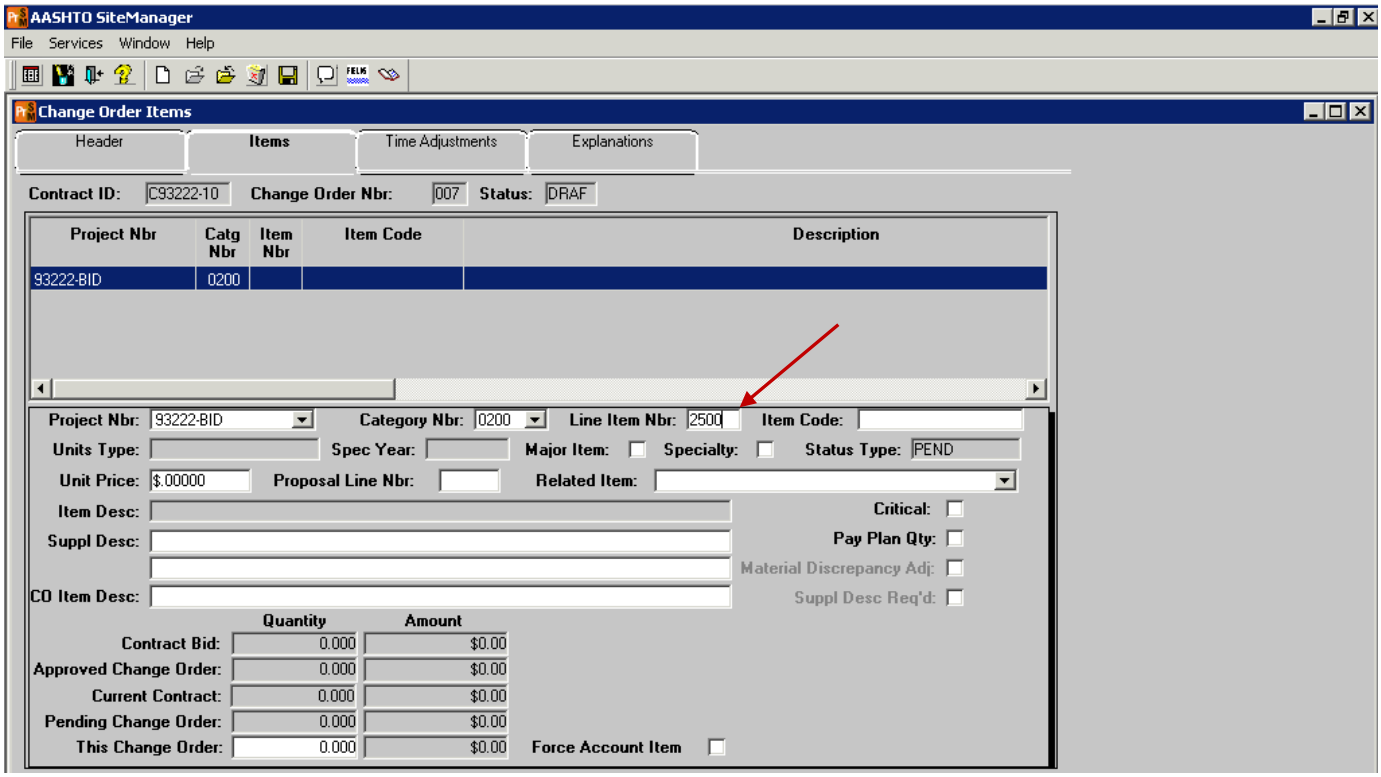
LIQUIDATED DAMAGES MUST be placed in category 400 (CE Bid Items) using item codes 620-00040 (dollar) or 620-00045 (day). (Note: a Funding Letter will be required)

OJT Damages MUST be placed in category 200 (Roadway) using item code 900-00028 (OJT Damages).

DBE SANCTIONS MUST be placed in category 200 using item code 900-00031(DBE Sanctions)

EROSION CONTROL VIOLATIONS MUST be placed in category 200 using item code 900-00030 (Erosion Control Liquidated Damages)

If you are creating a Change Order for an item that is already covered by the Contract (i.e. LD's or OJT Damages) be sure to select "Modifications with no CMO/MCR required" as the "CO Type")



Enter in a reference number.

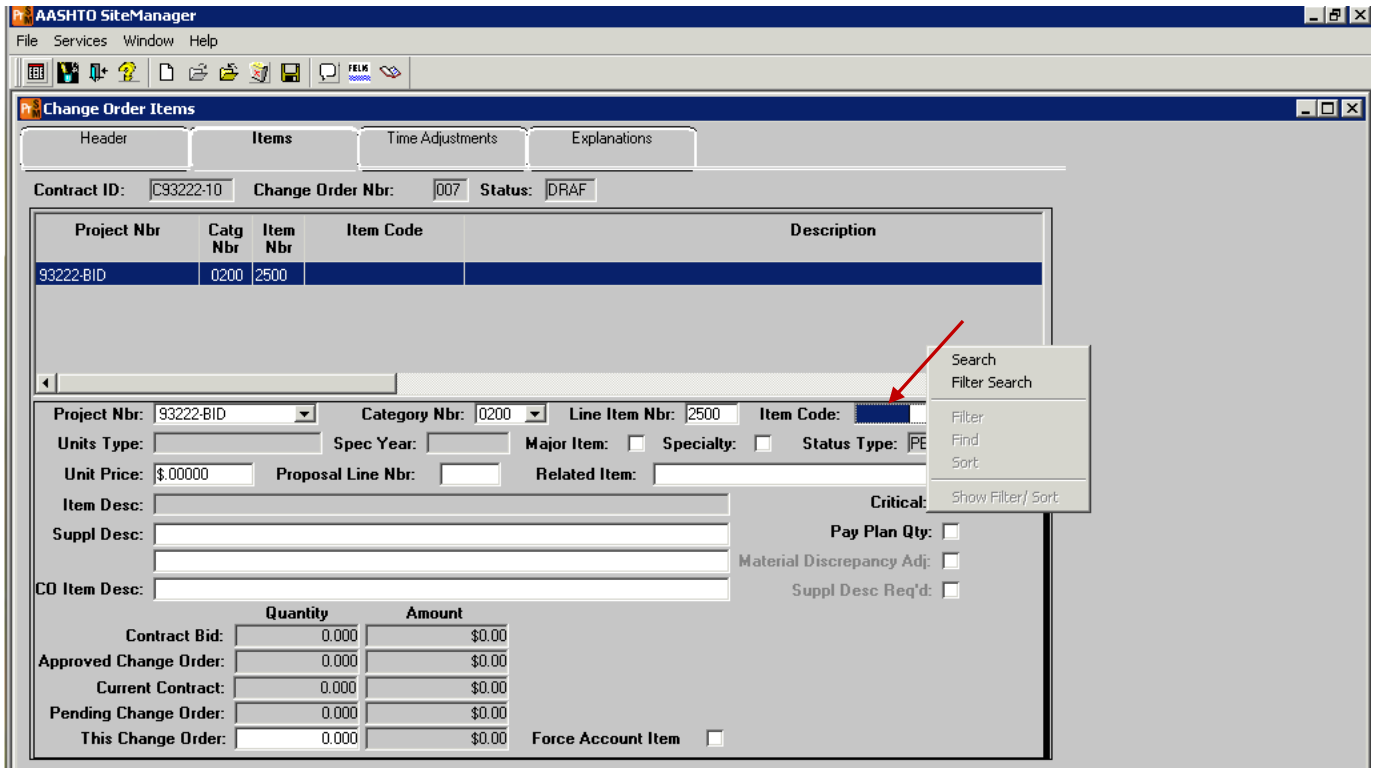
Items should be added to the end of the original bid items in increments of 5.

The reference number must be 4 digits. Use leading ‘0’ zeros, if necessary.

There may be times when you want to insert a line item so that it will be displayed below an existing line. (i.e. change in unit price, method of measurement)

If so, then just enter the next number in sequence ending in something other than 0 or 5 (i.e. 2501).

The Line item will be inserted between the original “0” & “5” items.

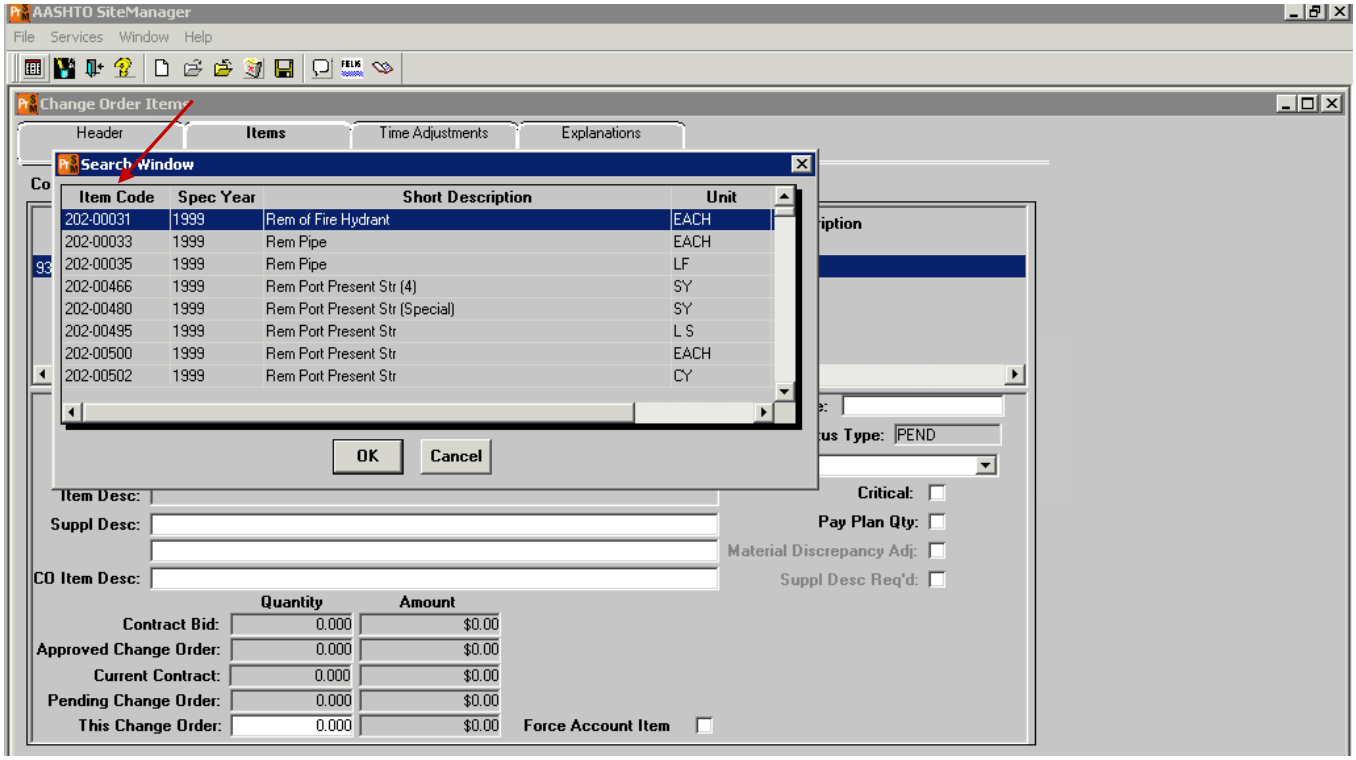


Right click on the Item code box.

Click on Search.

The computer will now sit for a moment, depending on your connection speed.

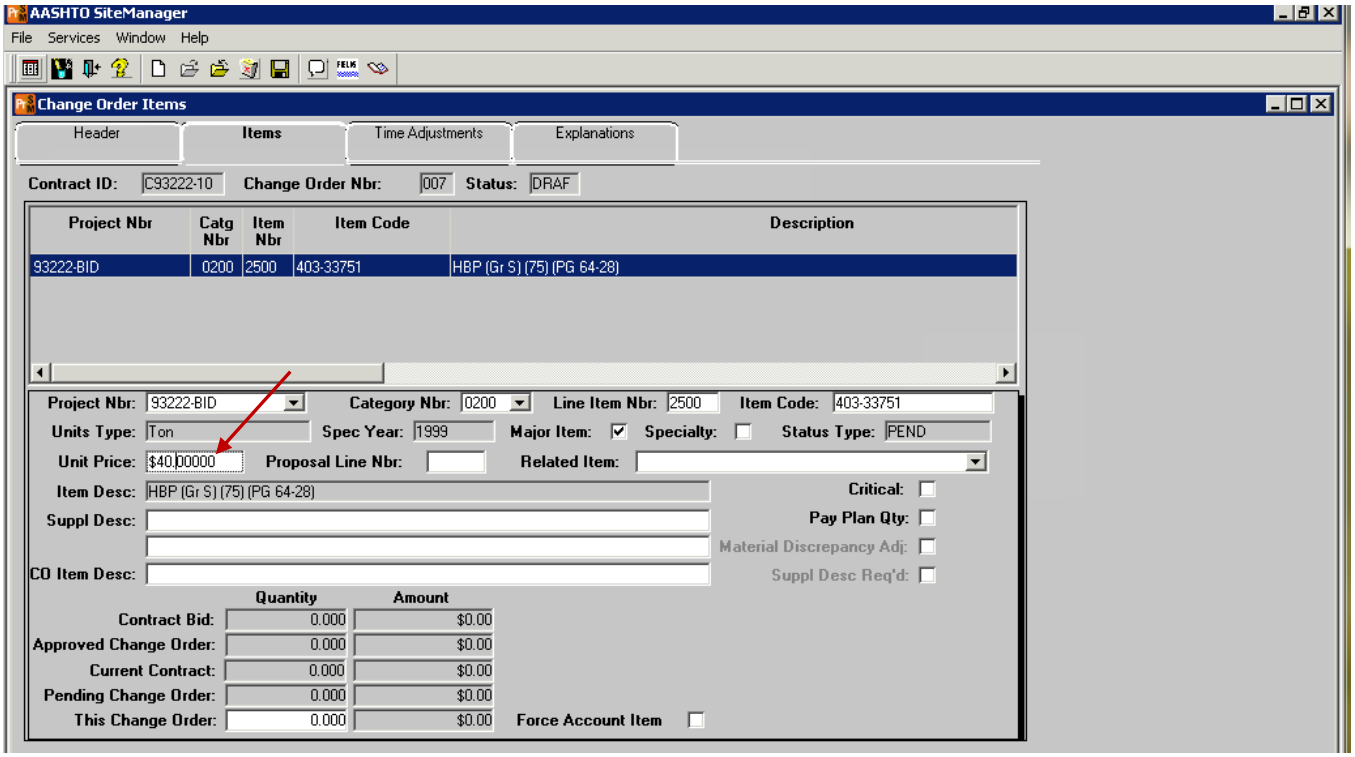
This brings up the item code list.



When the list comes up, right click on the top of the Item Code column header. This will cause the list to sort in ascending order.

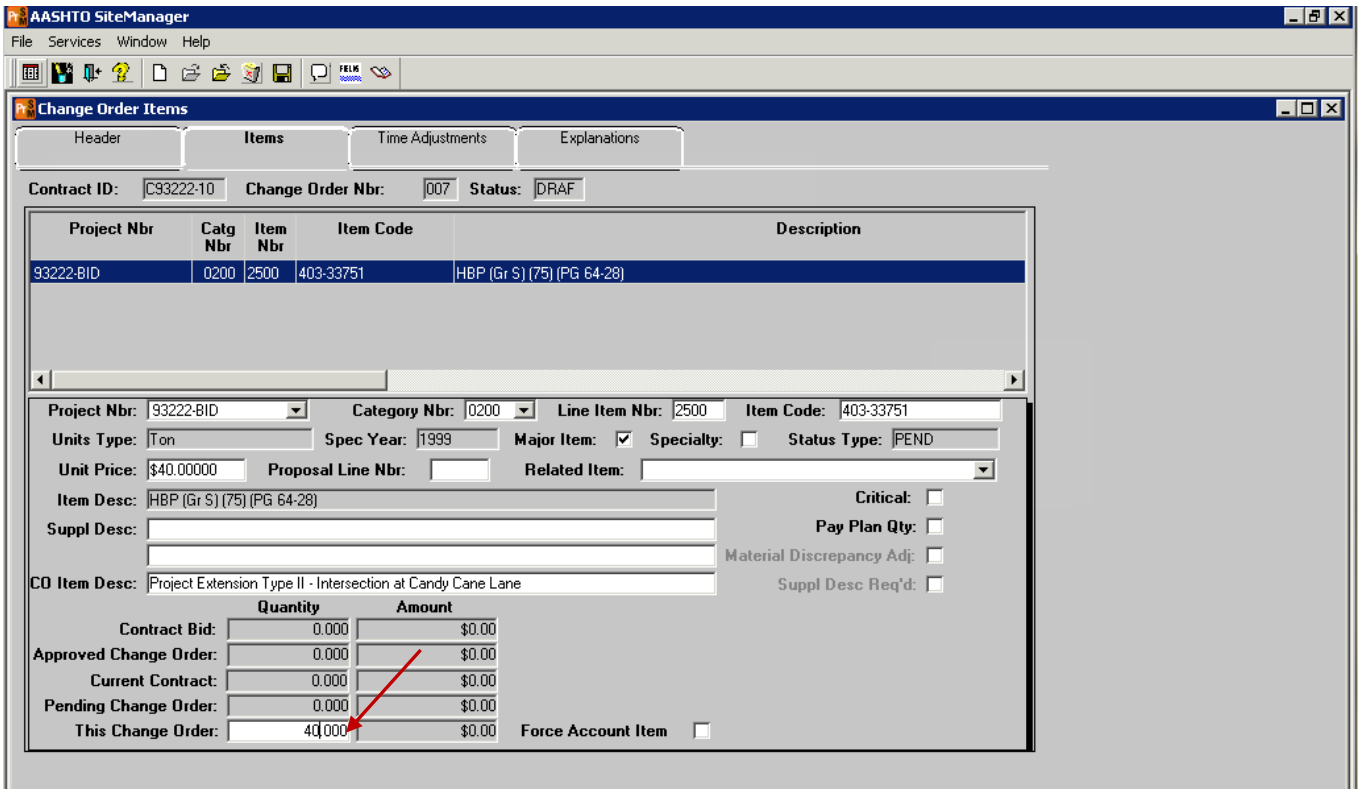
Find the item you are adding.

Be sure to pick the correct spec year (can be found on the item summary page of the estimate). Remember this is different than the CDOT Spec Book year.

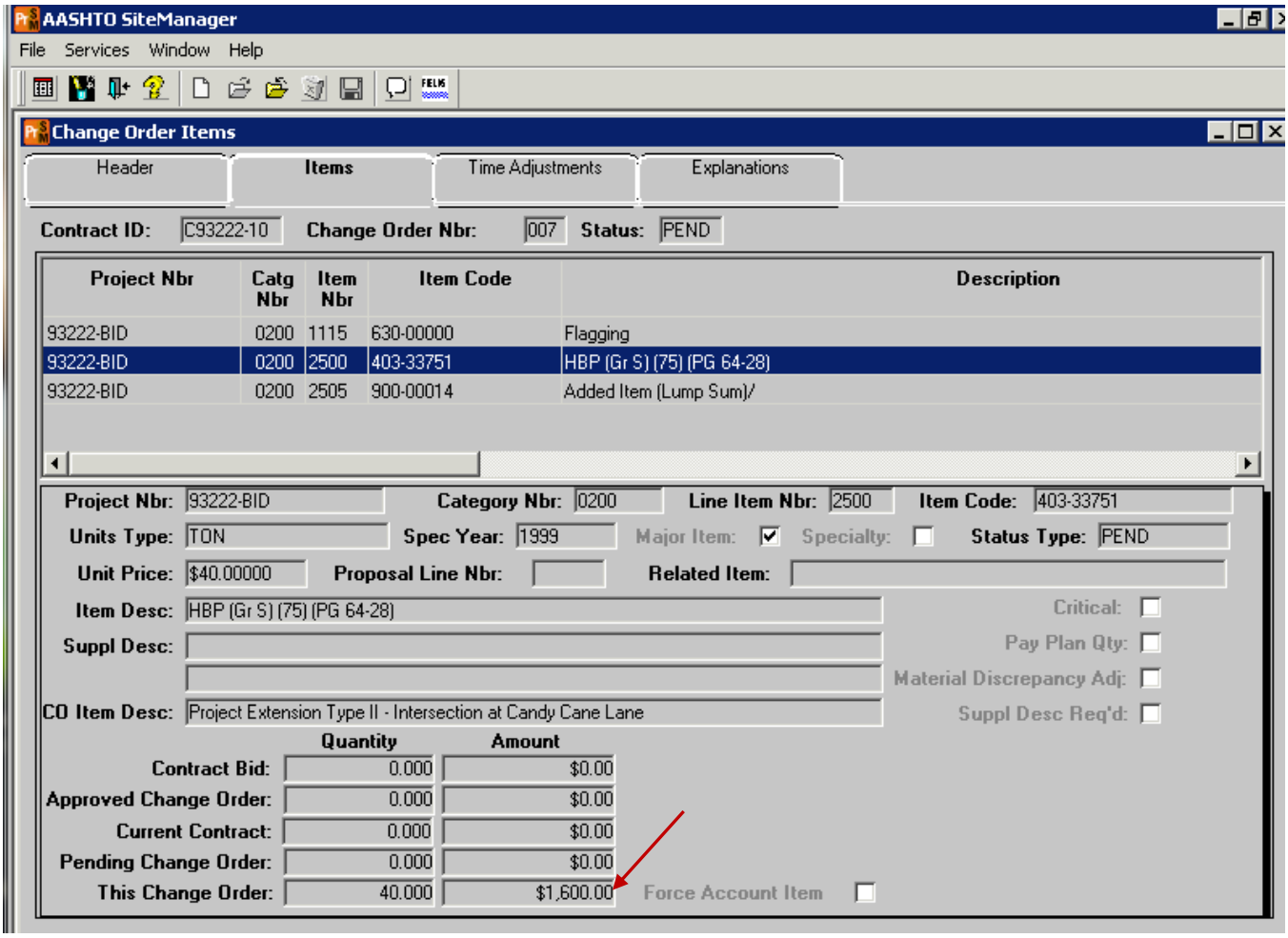


Enter the unit price.

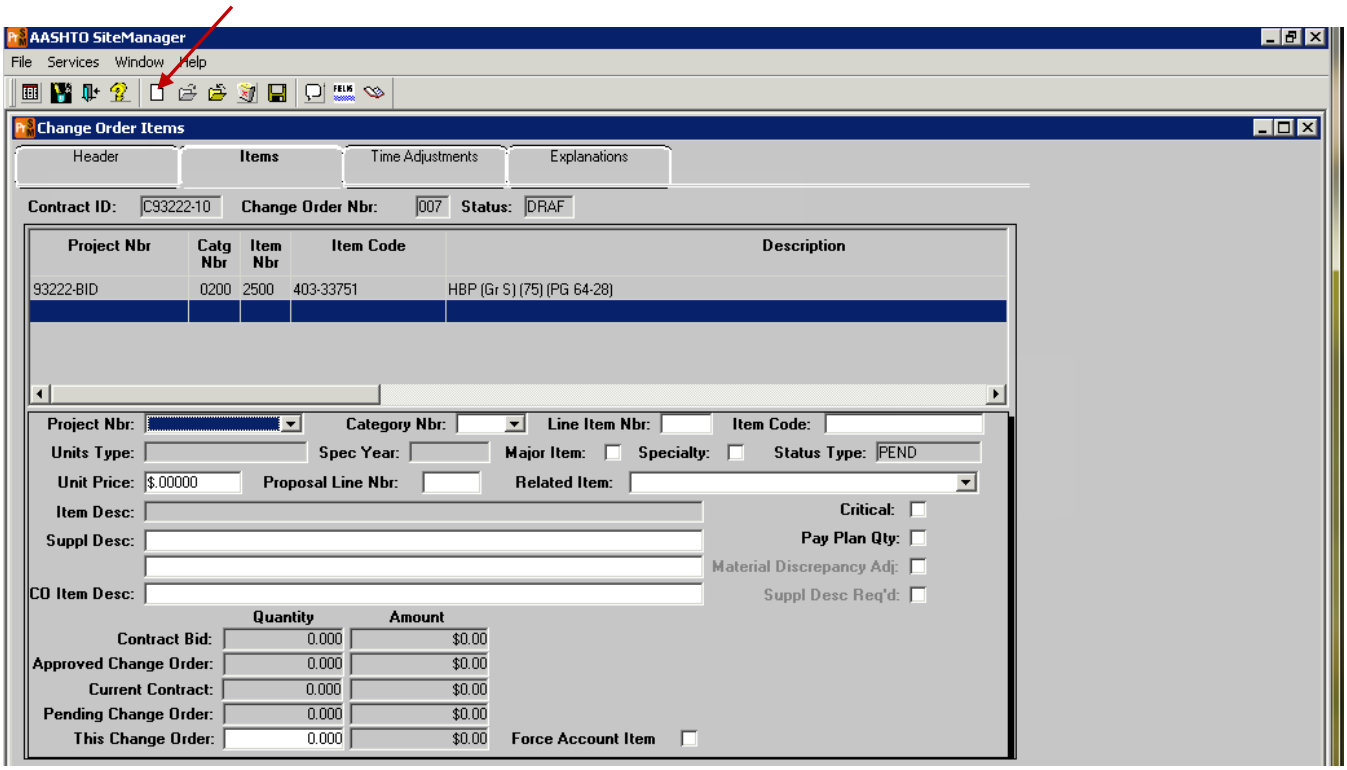
.



Enter the quantity and the description of the change order.



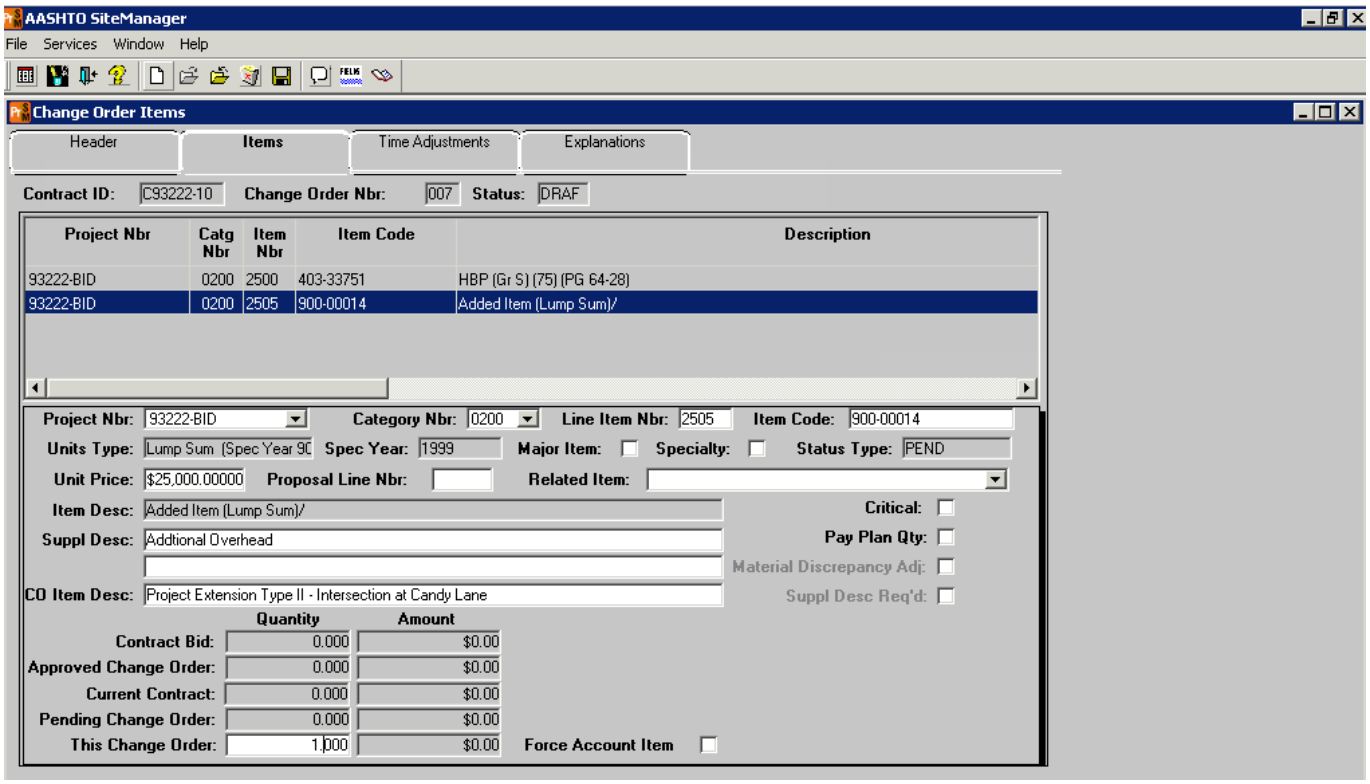
Save. Notice that there is now a calculation of the item added.



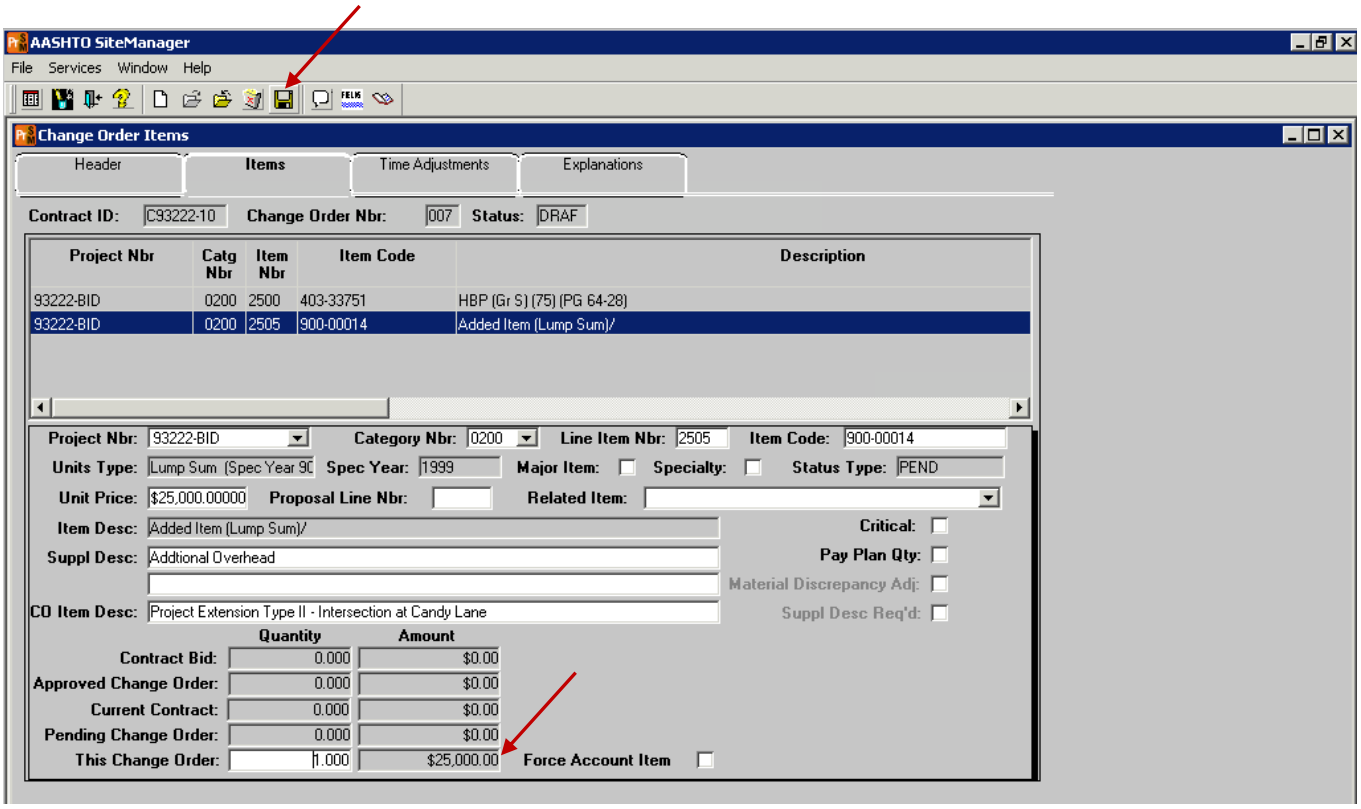
Click on the new page (white sheet on tool bar) if you need to add another item.

Multiple items may be added to the same change order.

This includes MCR type items.



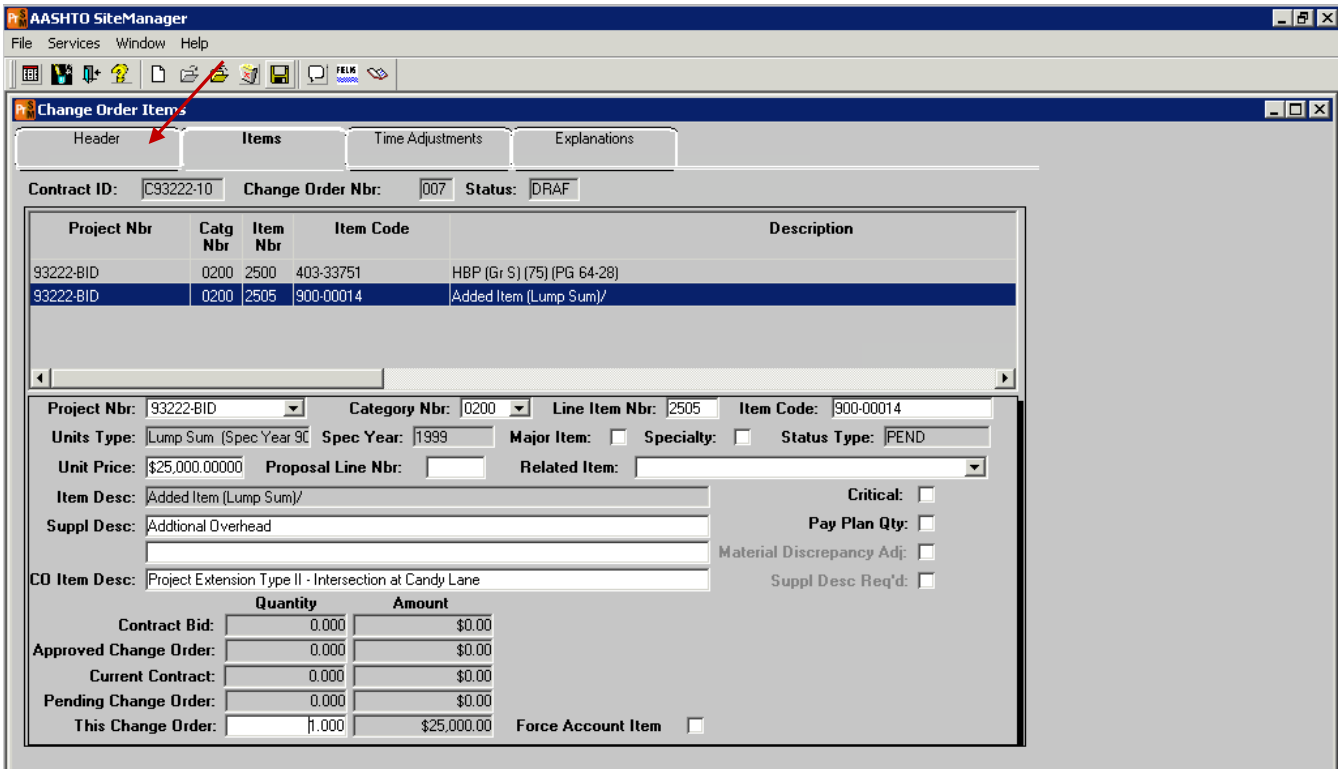
Fill in the required information.



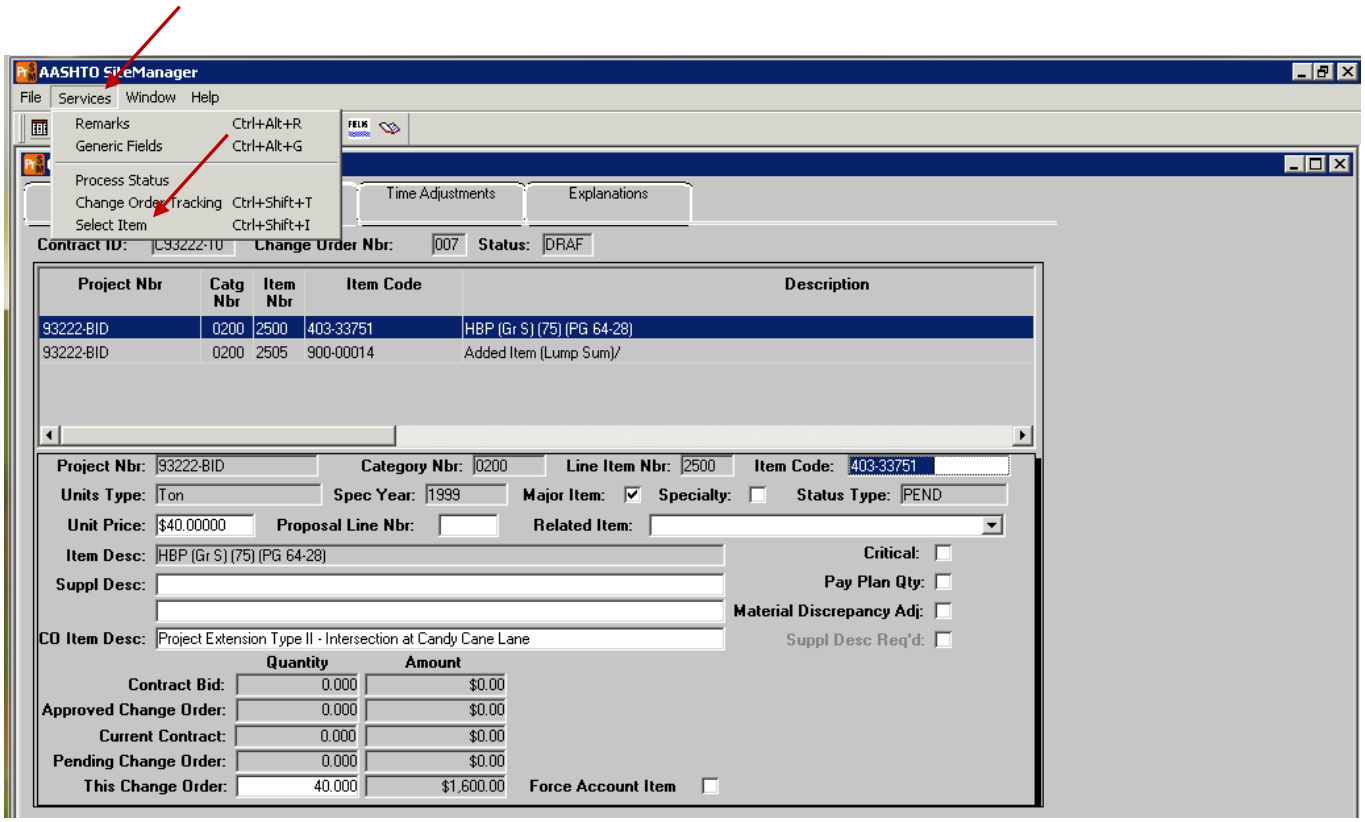
Save.

The amount is calculated for the item.

Continue to add items as needed, using the “new”page (white sheet on tool bar)
Save after each item.

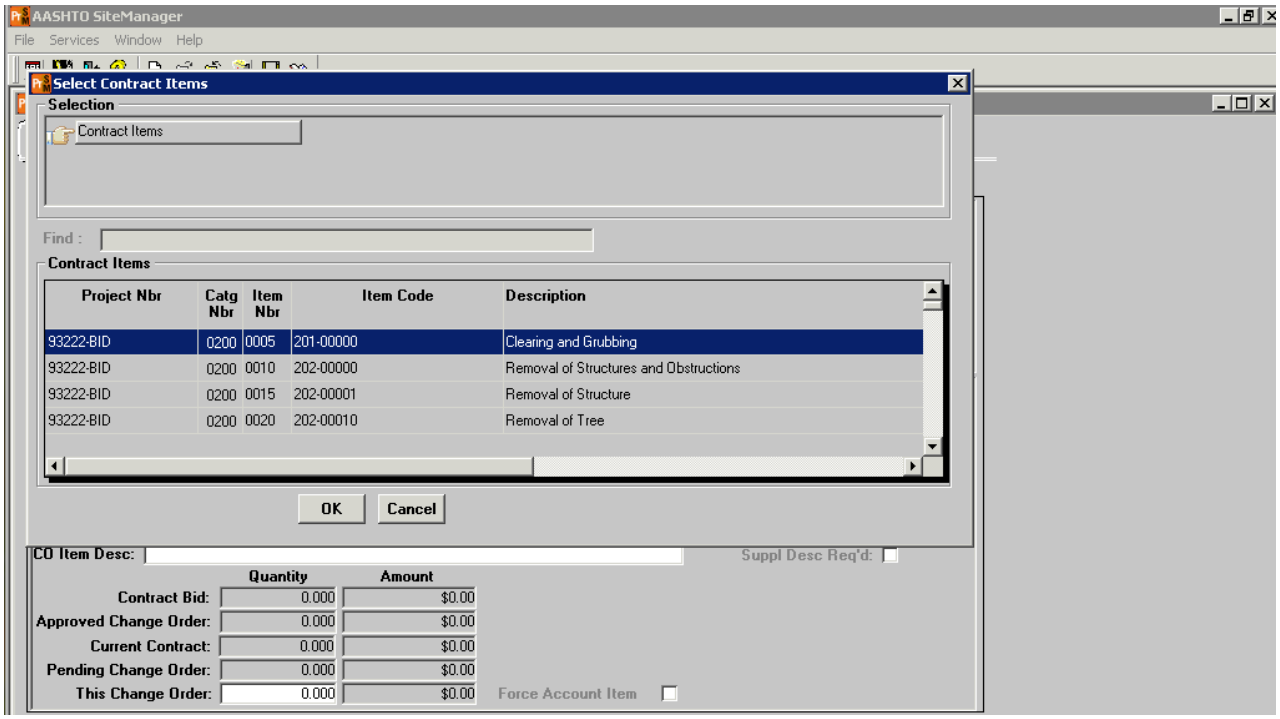


If you need to increase/decrease an original bid item return to the Header tab.

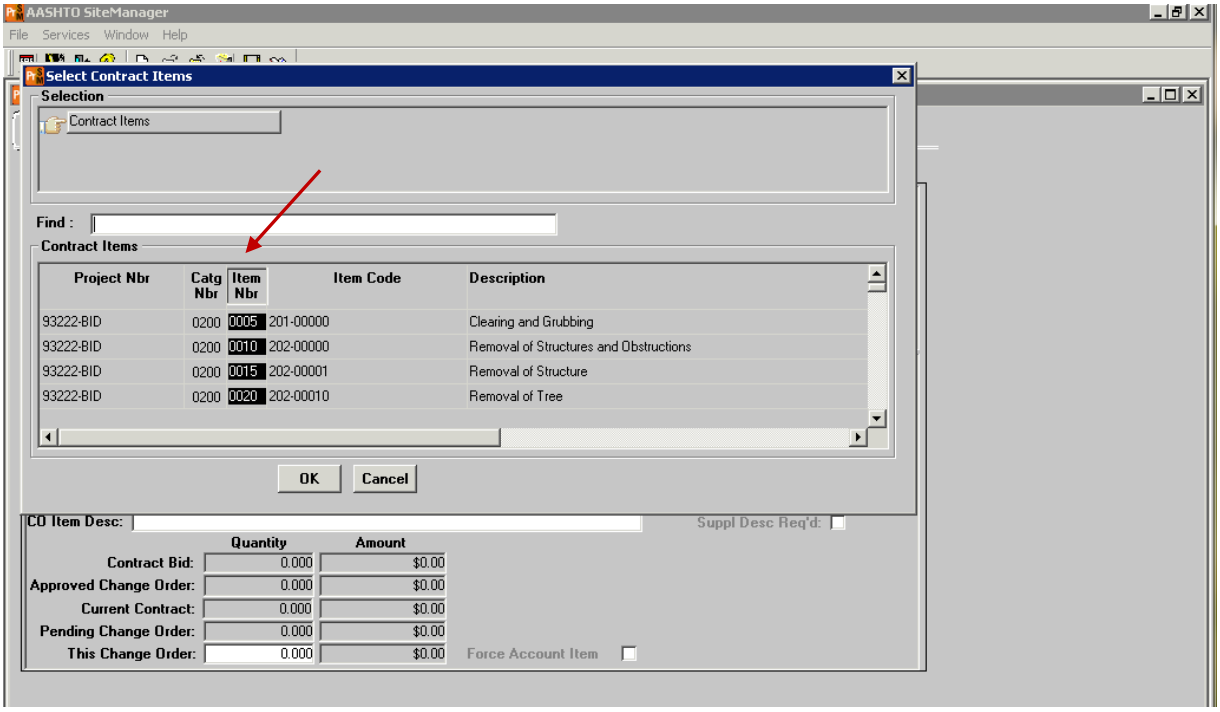


Click on Services.

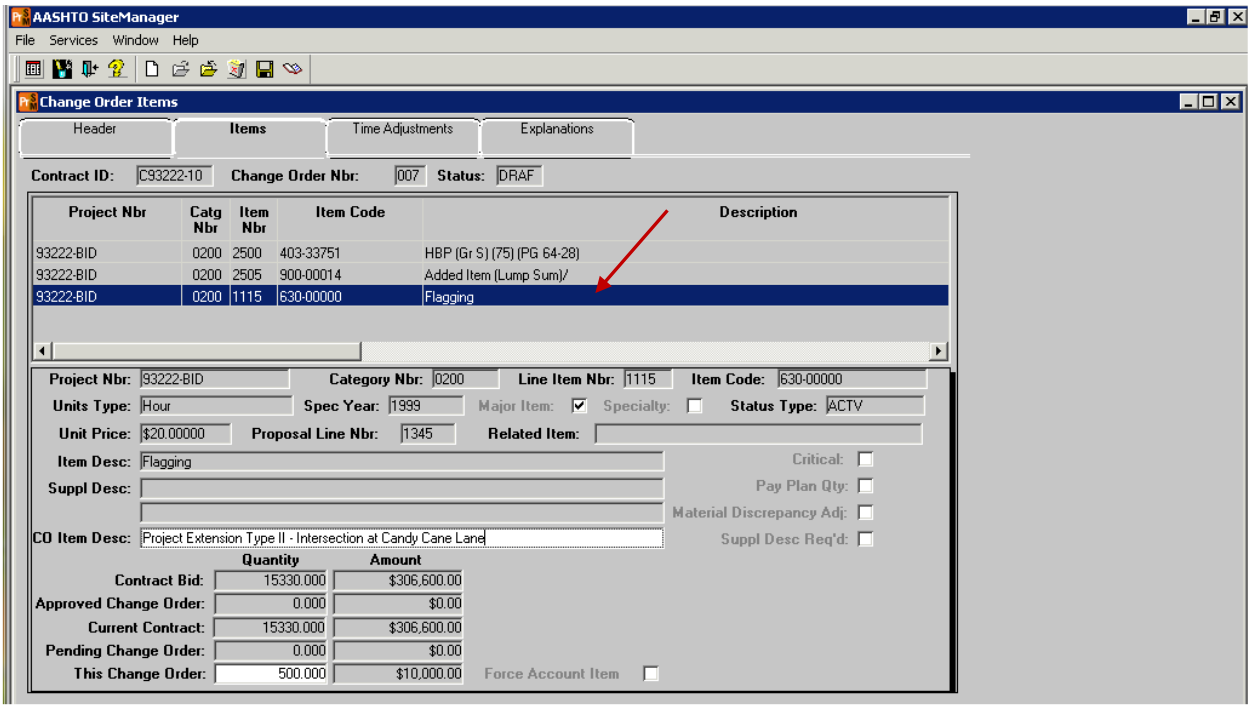
Select Item.



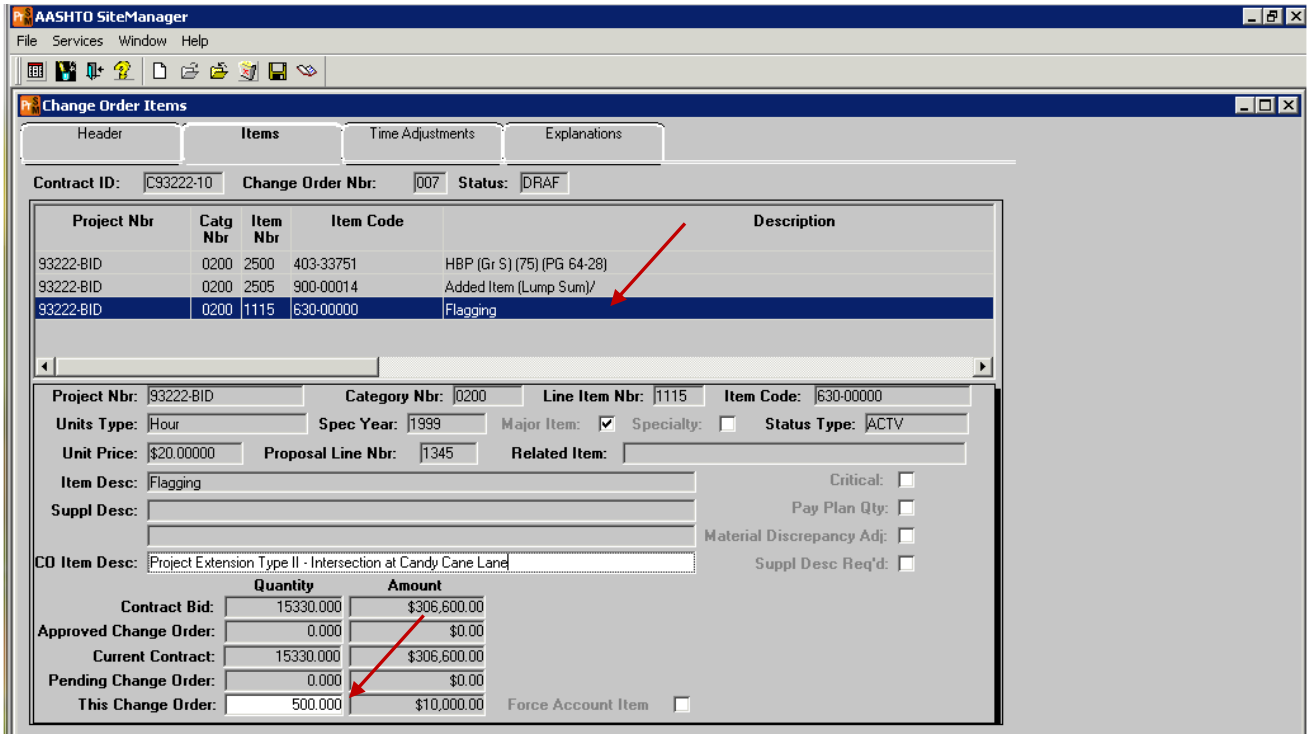
The item list for the project will appear.



Right click on the Item Nbr column header and this will sort the items in ascending order.



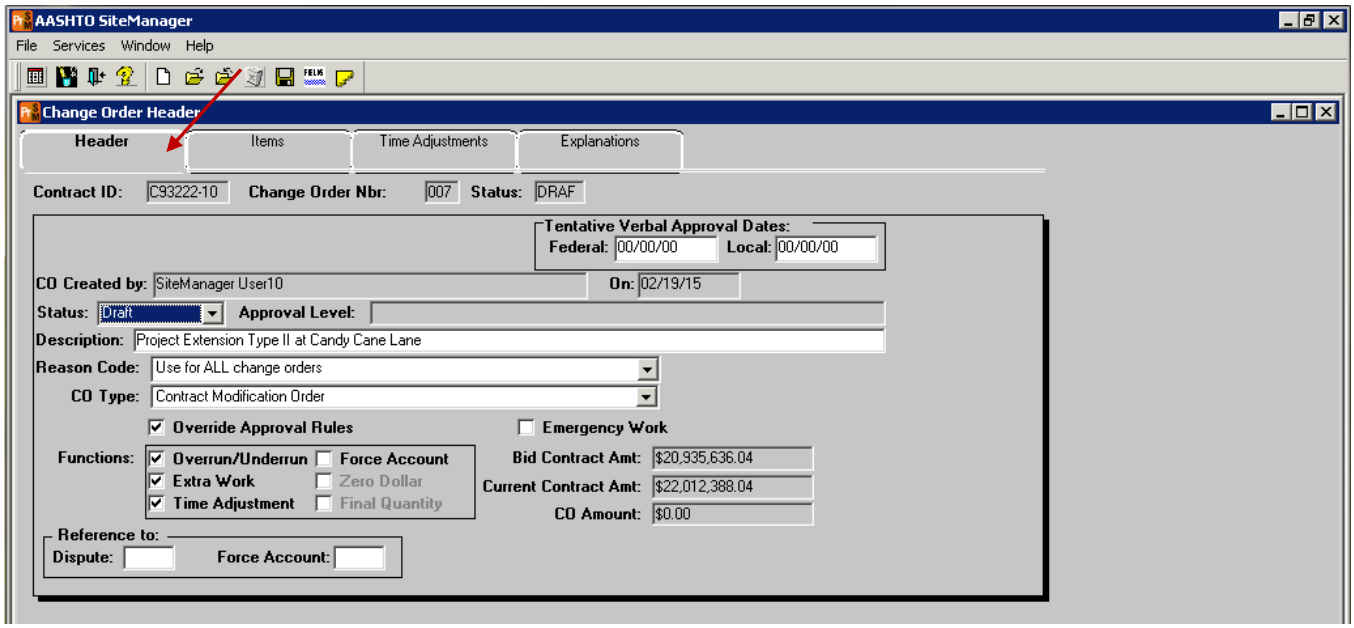
Scroll and find the item that you want to increase or decrease. Double click.



In the white box "This Change Order", enter the amount of the increase or decrease.

Save.

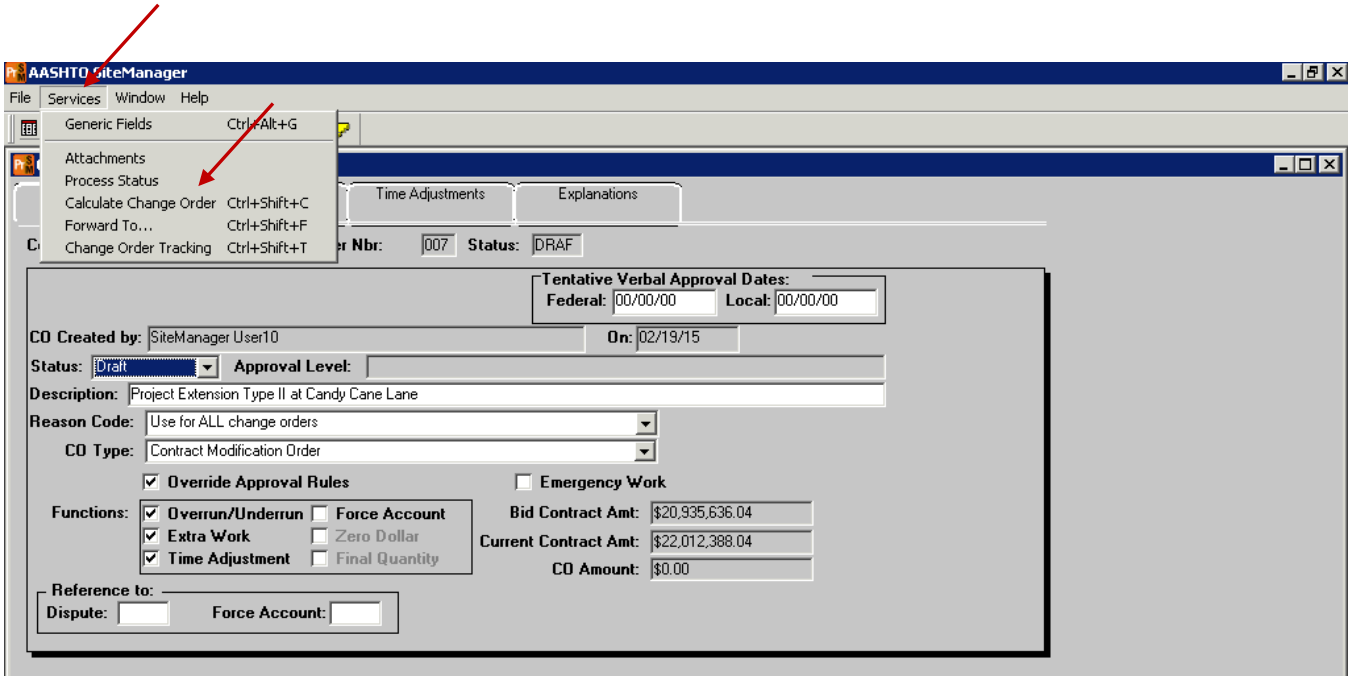
If there are other original bid items that need to be increased or decrease repeat these steps.



Return to the header screen. (click on Header tab).

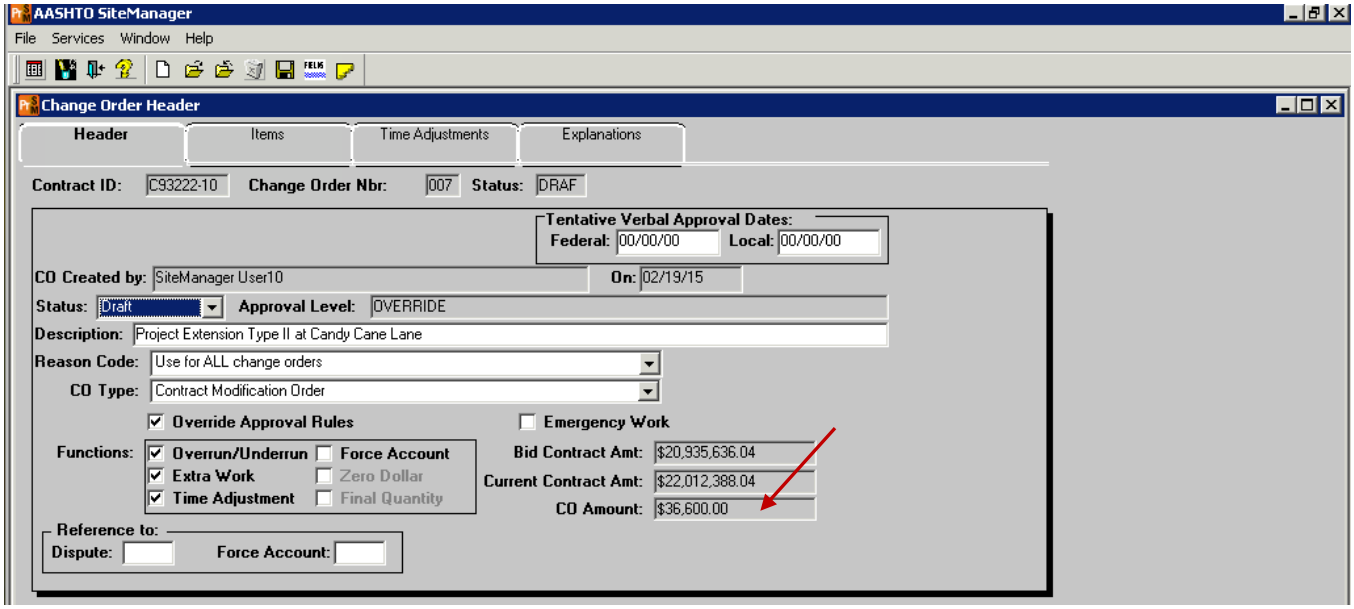
In order for the amount of the change order to be included and for the financial report for the project to be correct, the change order needs to be calculated.

This is also a good check to make sure that all items have been added and/or increased or decreased.



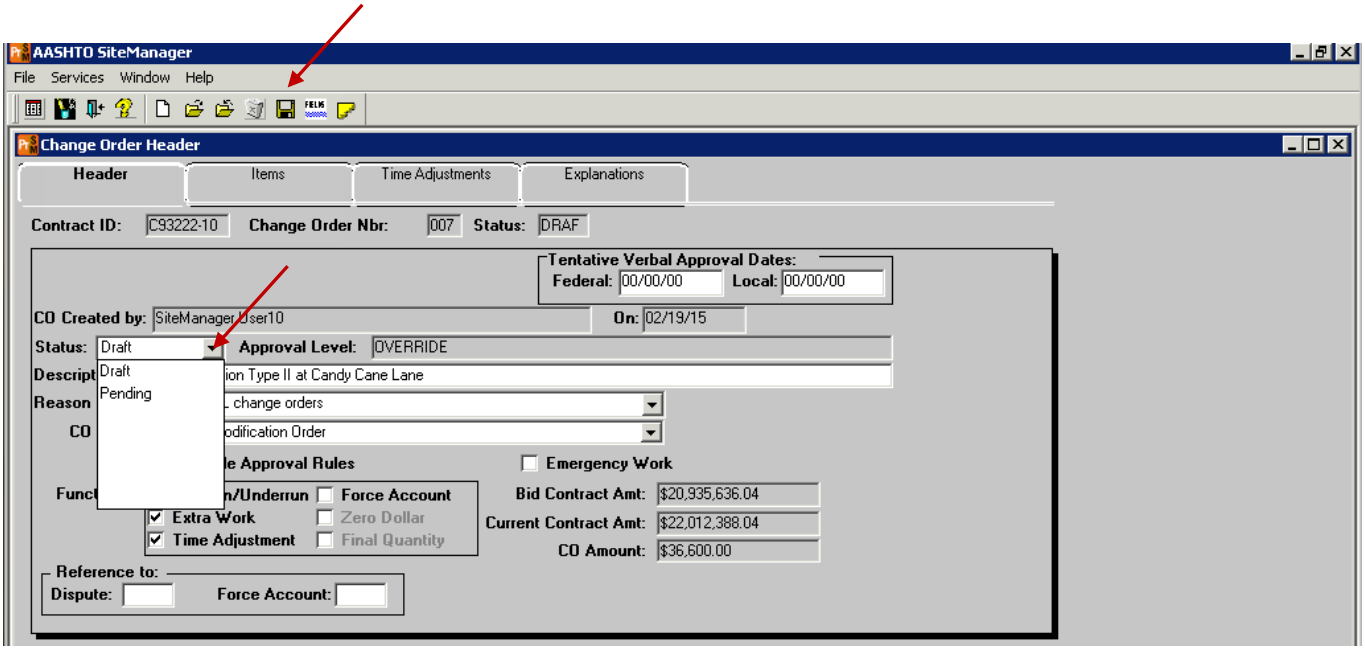
Click on Services.

Calculate change order.



Notice the CO amount has changed.

This amount should be the same or very reasonable to the amount of the change order.

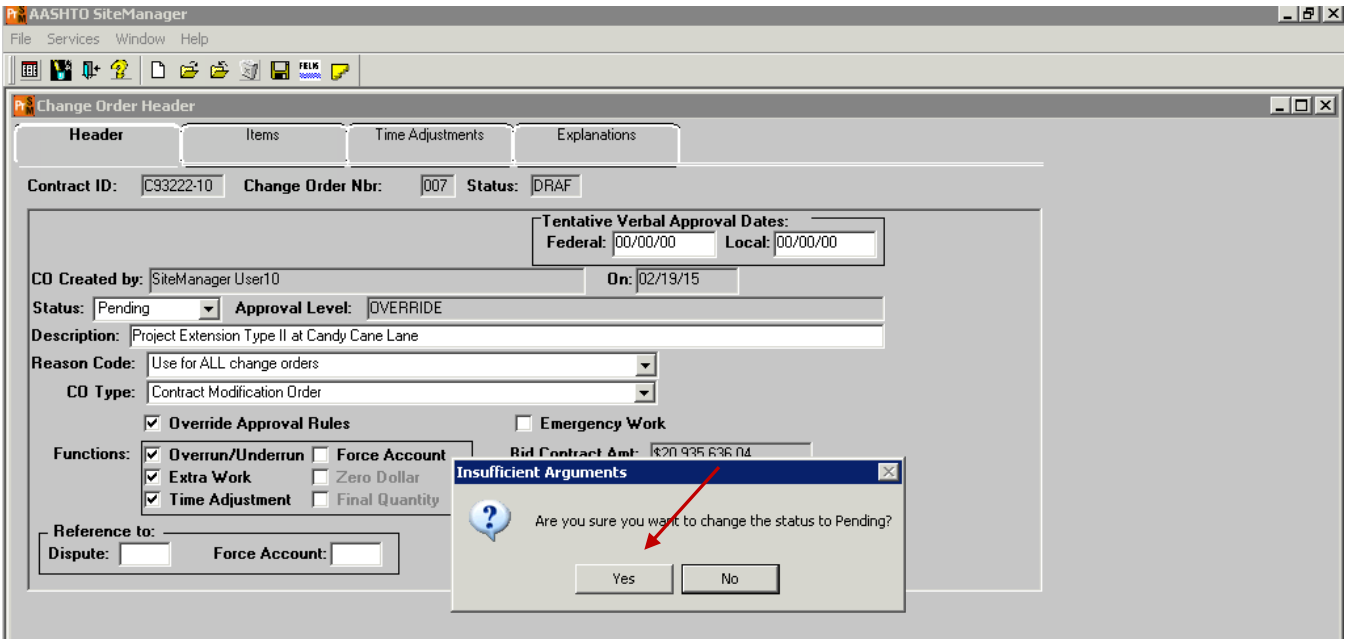


After calculating the change order, change the status from Draft to Pending.

This will enable for a Form 90 to be printed that is ready for signatures.

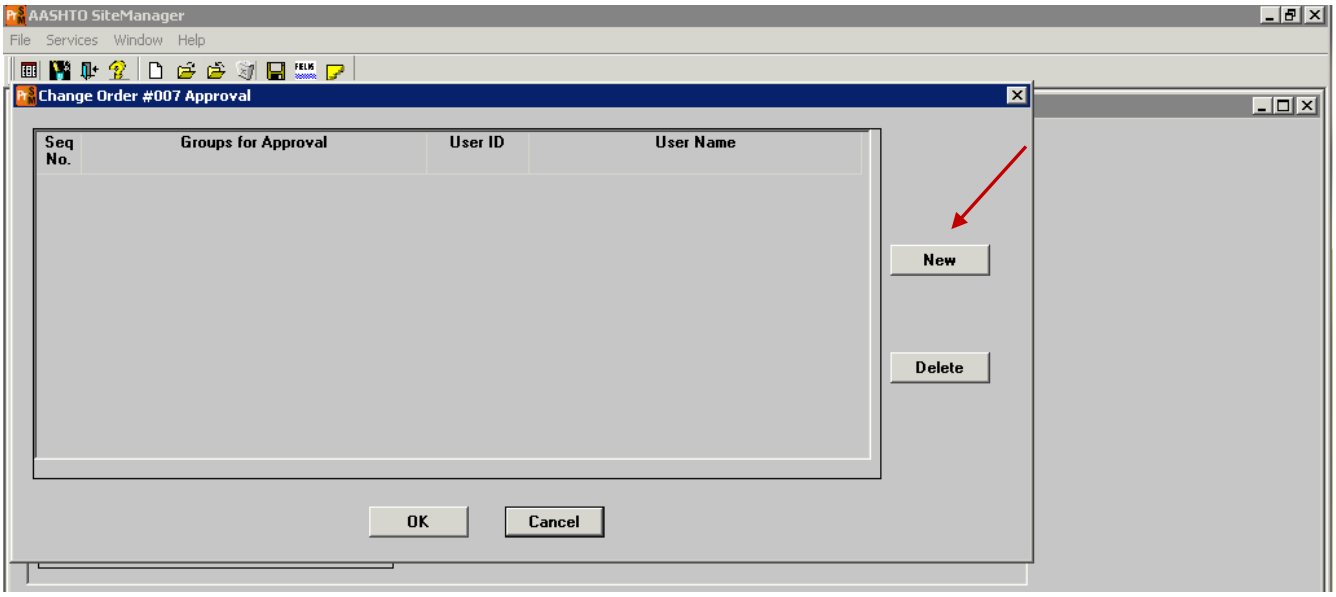
Click on the down arrow and choose Pending.

Save.



This small window will appear.

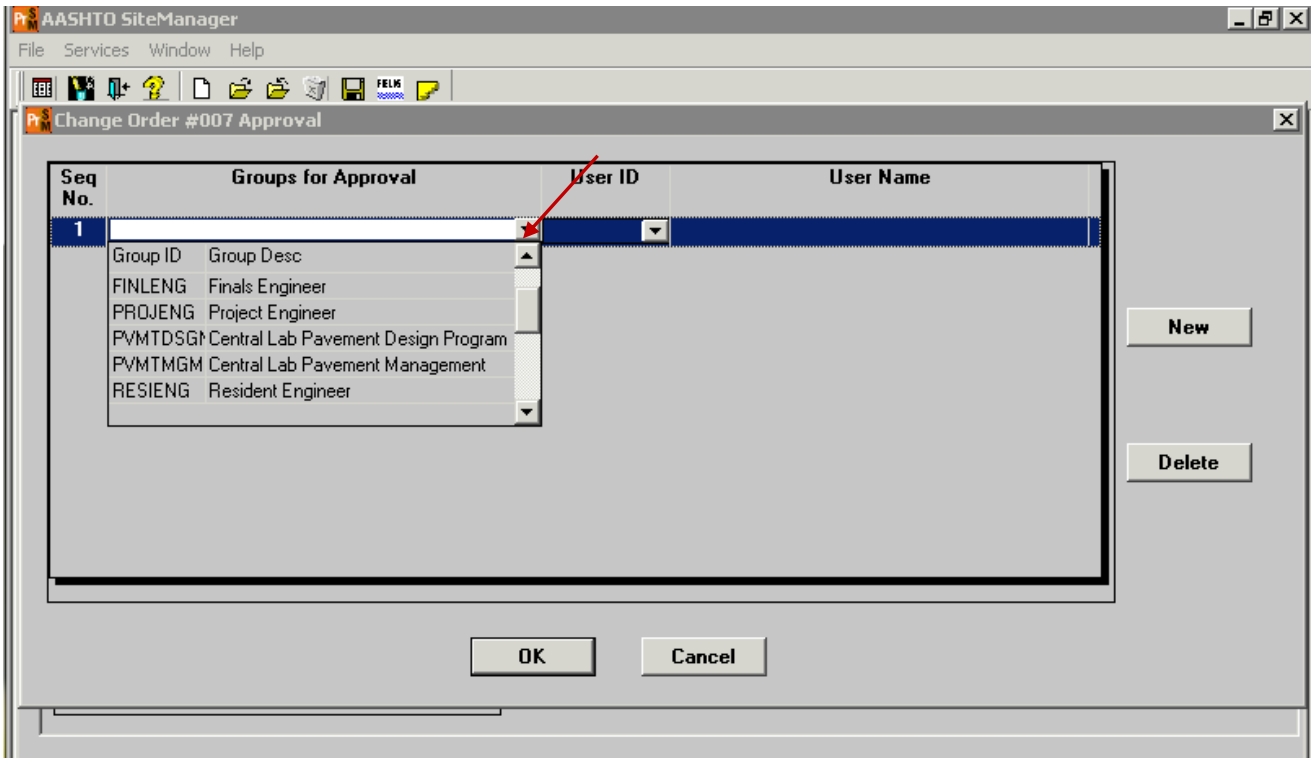
If you truly want to change the status to Pending, click on Yes.



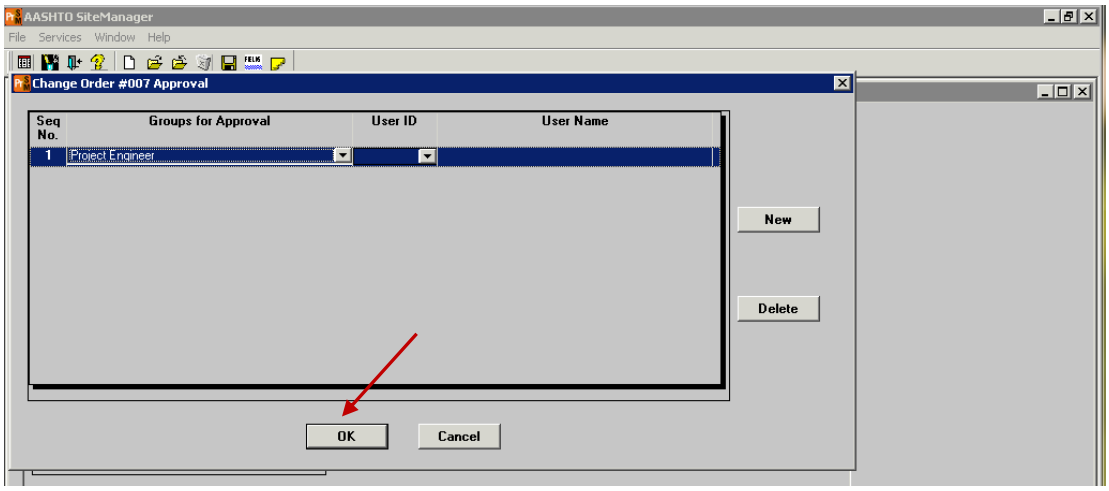
Yet another window appears.

This is the window where the approval person for SiteManager® only is chosen.

Click on New (to the right side).



Click on the arrow under the Groups for approval.



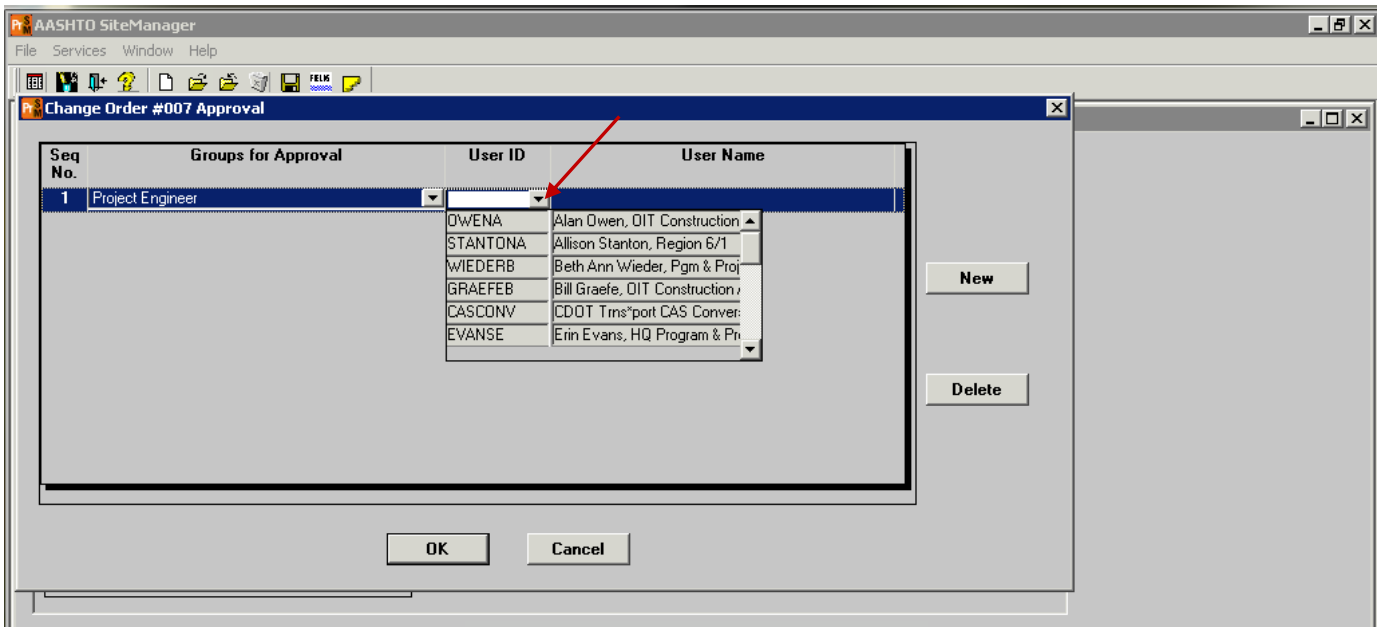
Choose the group(s) that want or need to approve the change order.

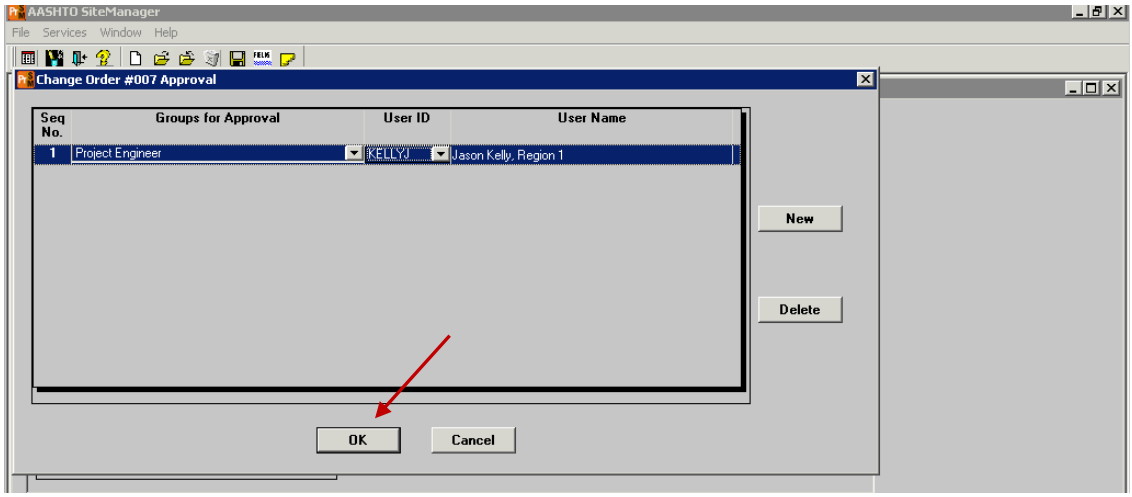
This is the point that someone other than yourself can be added (Resident Engineer, Finals Administrator) for approval.

If you are a Consultant Project Engineer, you cannot approve a Change Order. Be sure to include the CDOT RESIDENT ENGINEER here.

All persons added would be able to review the change order in SiteManager® and recommend approval and denial.

If other group(s) are added be aware that if the person chosen is not available for the process, the change order will not be approved and no postings will be allowed.

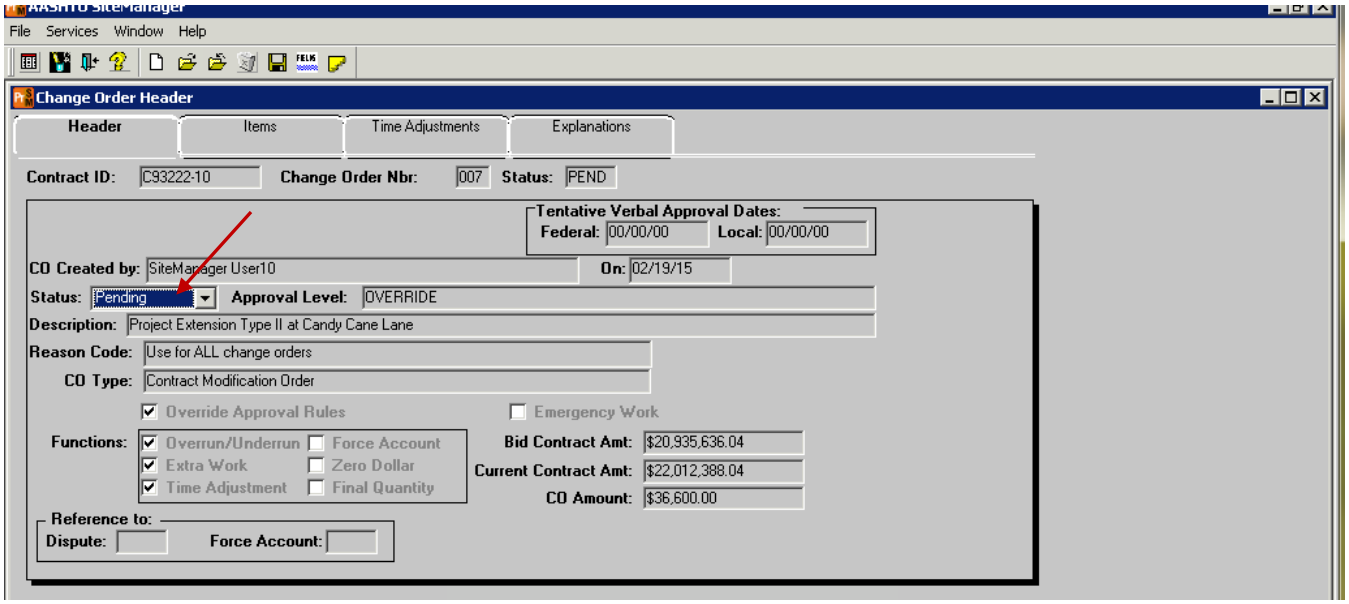




Click on the down arrow under User ID.
The list that appears is in alphabetical order by FIRST name. This list cannot be sorted.

If you are a Consultant Project Engineer, you cannot approve a Change Order. Be sure to include the CDOT RESIDENT ENGINEER here.

After all persons have been added, click on OK.



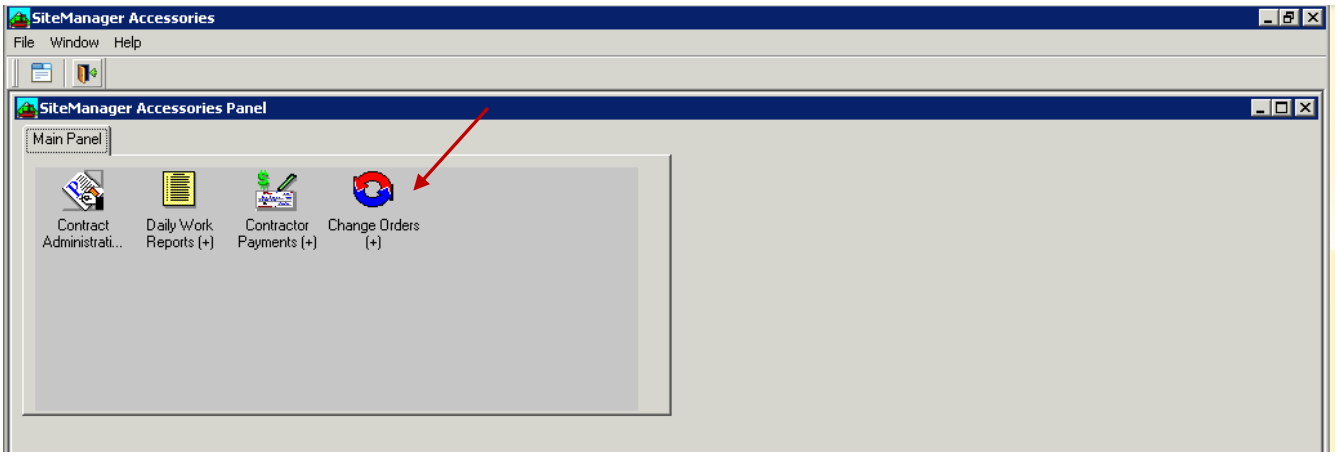
Notice the Status has changed to Pending.

It is highly recommended and encouraged to leave the status as Pending until all signatures have been obtained.

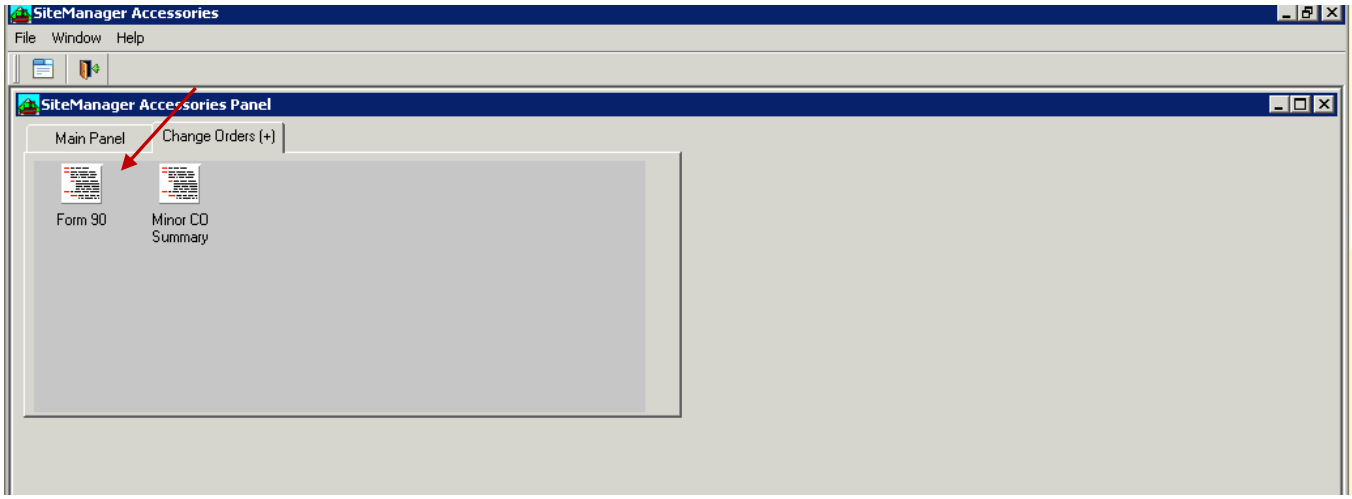
During this stage, if there are errors encountered and/or other items are found that need to be added to this change order, the status can be changed back to Draft.

At this point, Save to be safe and exit (or minimize) SiteManager®.

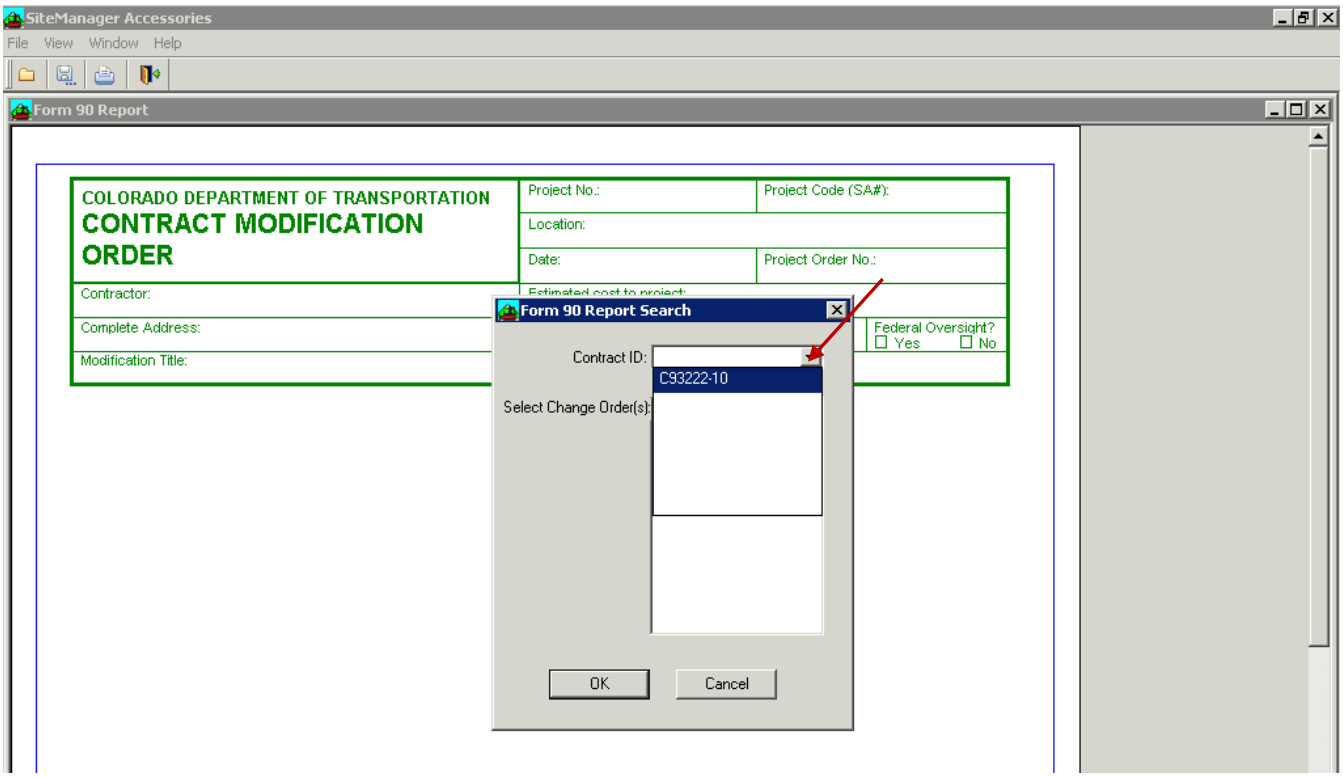
Open SiteManager® Accessories.



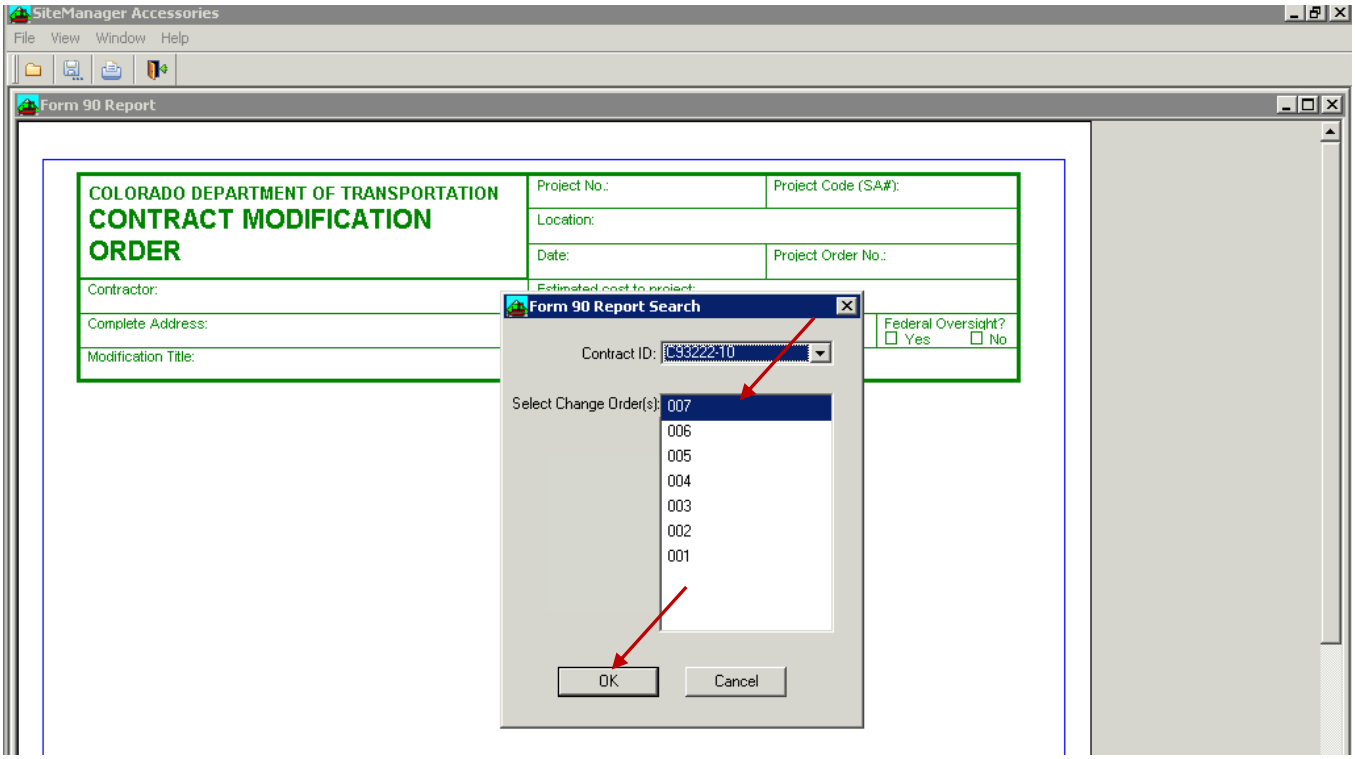
Click on Change Orders.



Click on Form 90.

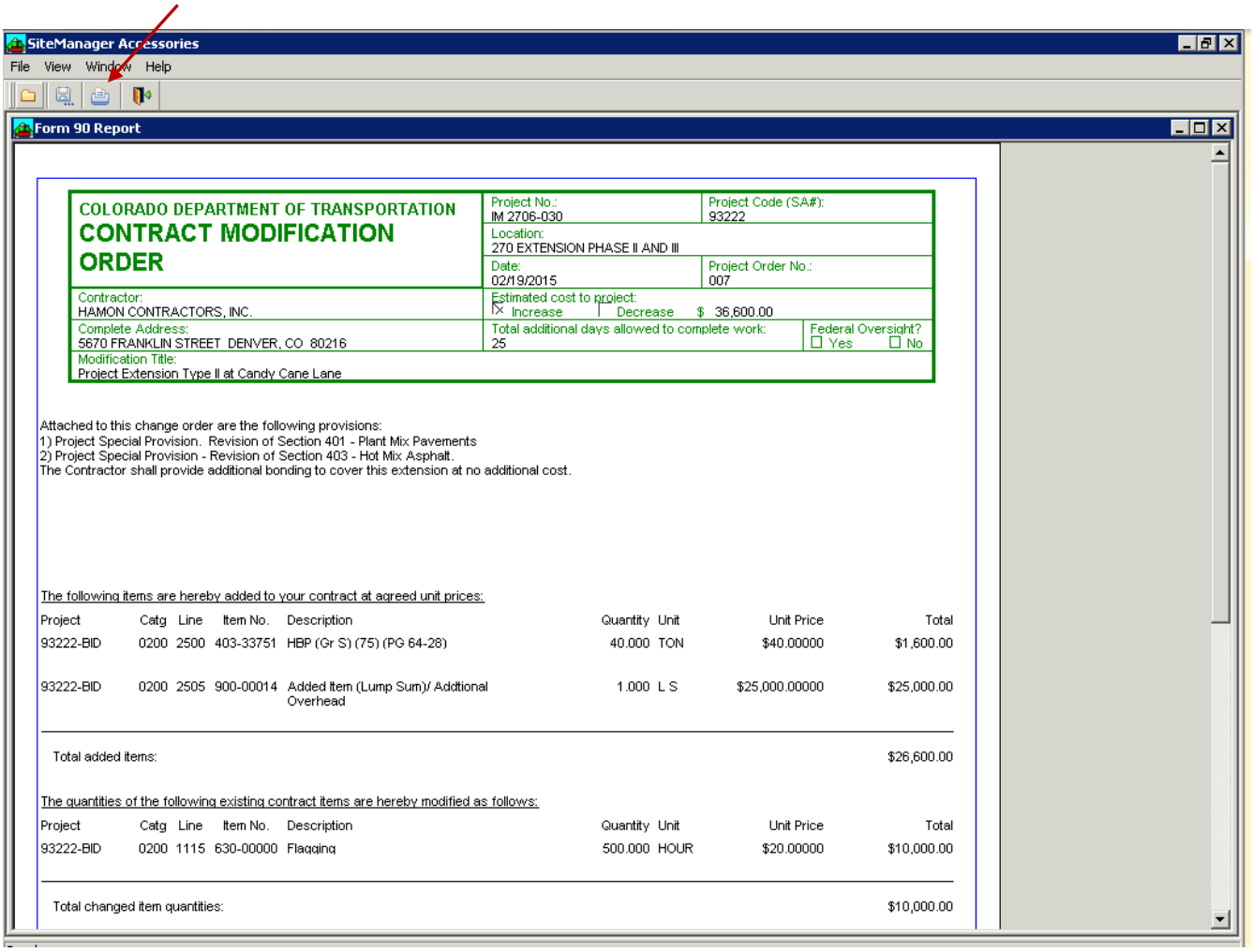


Scroll to the project code.



Open the correct change order number.

Click on OK.



SiteManager Accessories

File View Window Help

Form 90 Report

COLORADO DEPARTMENT OF TRANSPORTATION

CONTRACT MODIFICATION ORDER

Project No.: IM 2706-030

Project Code (SA#): 93222

Location: 270 EXTENSION PHASE II AND III

Date: 02/19/2015

Project Order No.: 007

Contractor: HAMON CONTRACTORS, INC.

Estimated cost to project: ☒ Increase ☐ Decrease $ 36,600.00

Complete Address: 5670 FRANKLIN STREET DENVER, CO 80216

Total additional days allowed to complete work: 25

Federal Oversight? ☐ Yes ☐ No

Modification Title: Project Extension Type II at Candy Cane Lane

Attached to this change order are the following provisions:
1) Project Special Provision. Revision of Section 401 - Plant Mix Pavements
2) Project Special Provision - Revision of Section 403 - Hot Mix Asphalt.
The Contractor shall provide additional bonding to cover this extension at no additional cost.

The following items are hereby added to your contract at agreed unit prices:

Project	Catg	Line	Item No.	Description	Quantity	Unit	Unit Price	Total
93222-BID	0200	2500	403-33751	HBP (Gr S) (75) (PG 64-28)	40.000	TON	$40.00000	$1,600.00
93222-BID	0200	2505	900-00014	Added Item (Lump Sum)/ Addtional Overhead	1.000	L S	$25,000.00000	$25,000.00

Total added items: $26,600.00

The quantities of the following existing contract items are hereby modified as follows:

Project	Catg	Line	Item No.	Description	Quantity	Unit	Unit Price	Total
93222-BID	0200	1115	630-00000	Flagging	500.000	HOUR	$20.00000	$10,000.00

Total changed item quantities: $10,000.00

A completed Change Order will appear.

To print – click on the printer icon.

CO type Change Order using MCR funds

If you are creating a CO type change order, but using MCR funds -----
DO NOT reconcile your change order !!!! (i.e. make an adjusting entry on the 700-70010 item)

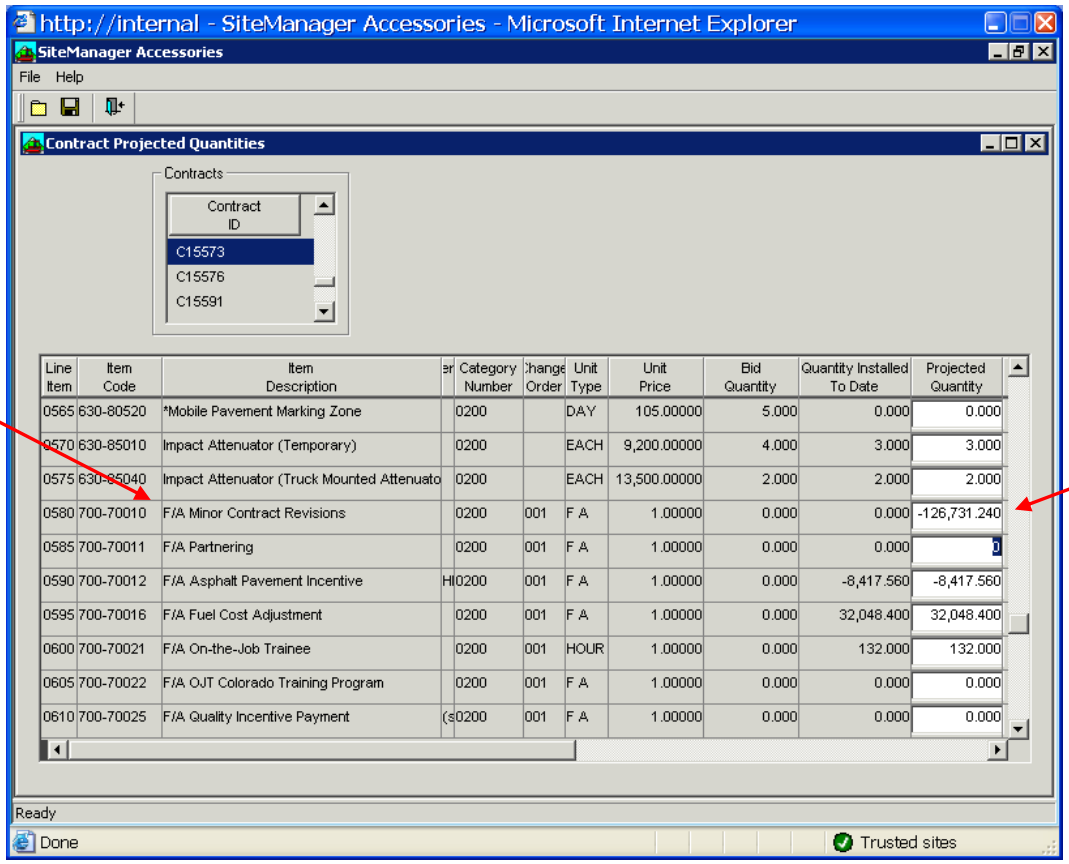
The $$$ will not be reflected correctly on your Project Financial Statement (CDOT 65)!!

To adjust your MCR Budget $$ ----

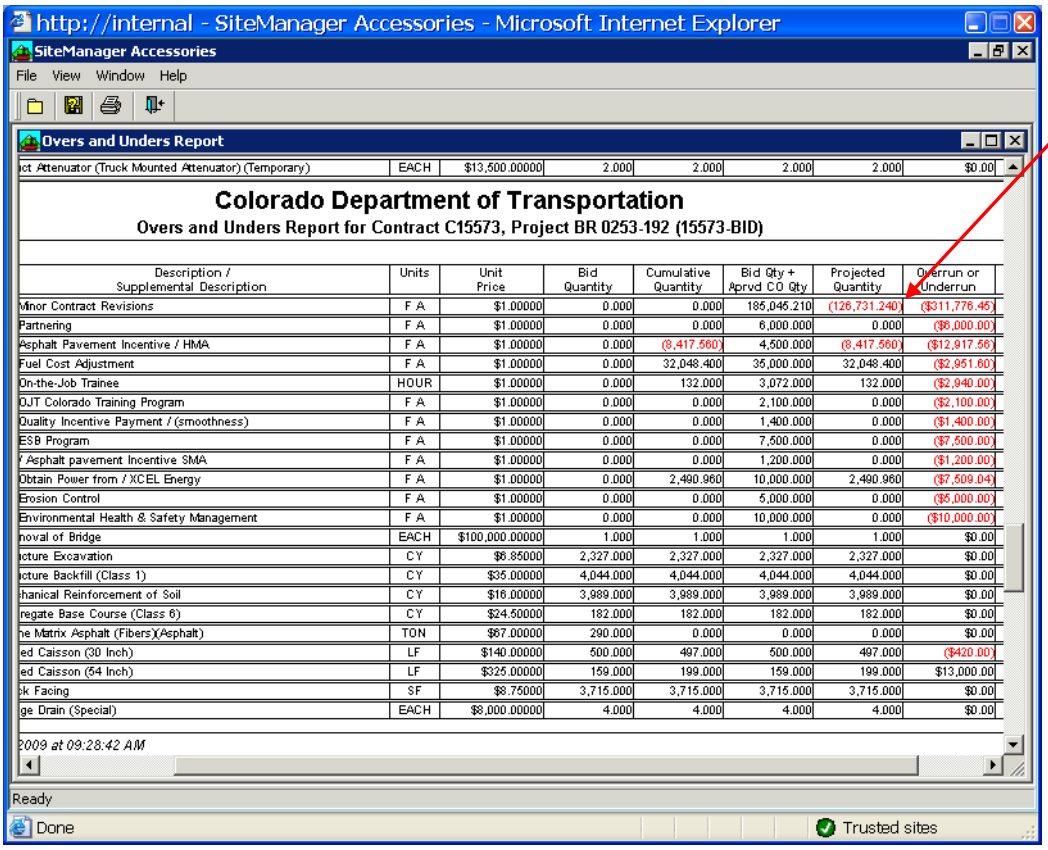
Go to SiteManager Accessories®
Contract Administration
Projected Quantities
Open your project
Scroll down to the “700-70010 Plan F/A MCR” item
You will then have to scroll over to the right or adjust the width of the columns to see the “Projected Quantities column”
In the column titled “Projected Quantities” enter the negative $$ amount of your change order
This will reduce your MCR Budget by the amount of the Change Order.
Save

This will be reflected correctly on your Overs/Unders Report and the CDOT 65.

Adjusting Projected Quantities Screen & Over/Under Report in SiteManager® Accessories



Line Item	Item Code	Item Description		Category Number	Change Order	Unit Type	Unit Price	Bid Quantity	Quantity Installed To Date	Projected Quantity
0565	630-80520	*Mobile Pavement Marking Zone		0200		DAY	105.00000	5.000	0.000	0.000
0570	630-85010	Impact Attenuator (Temporary)		0200		EACH	9,200.00000	4.000	3.000	3.000
0575	630-85040	Impact Attenuator (Truck Mounted Attenuato		0200		EACH	13,500.00000	2.000	2.000	2.000
0580	700-70010	F/A Minor Contract Revisions		0200	001	F A	1.00000	0.000	0.000	-126,731.240
0585	700-70011	F/A Partnering		0200	001	F A	1.00000	0.000	0.000	0
0590	700-70012	F/A Asphalt Pavement Incentive	HI	0200	001	F A	1.00000	0.000	-8,417.560	-8,417.560
0595	700-70016	F/A Fuel Cost Adjustment		0200	001	F A	1.00000	0.000	32,048.400	32,048.400
0600	700-70021	F/A On-the-Job Trainee		0200	001	HOUR	1.00000	0.000	132.000	132.000
0605	700-70022	F/A OJT Colorado Training Program		0200	001	F A	1.00000	0.000	0.000	0.000
0610	700-70025	F/A Quality Incentive Payment	(s	0200	001	F A	1.00000	0.000	0.000	0.000

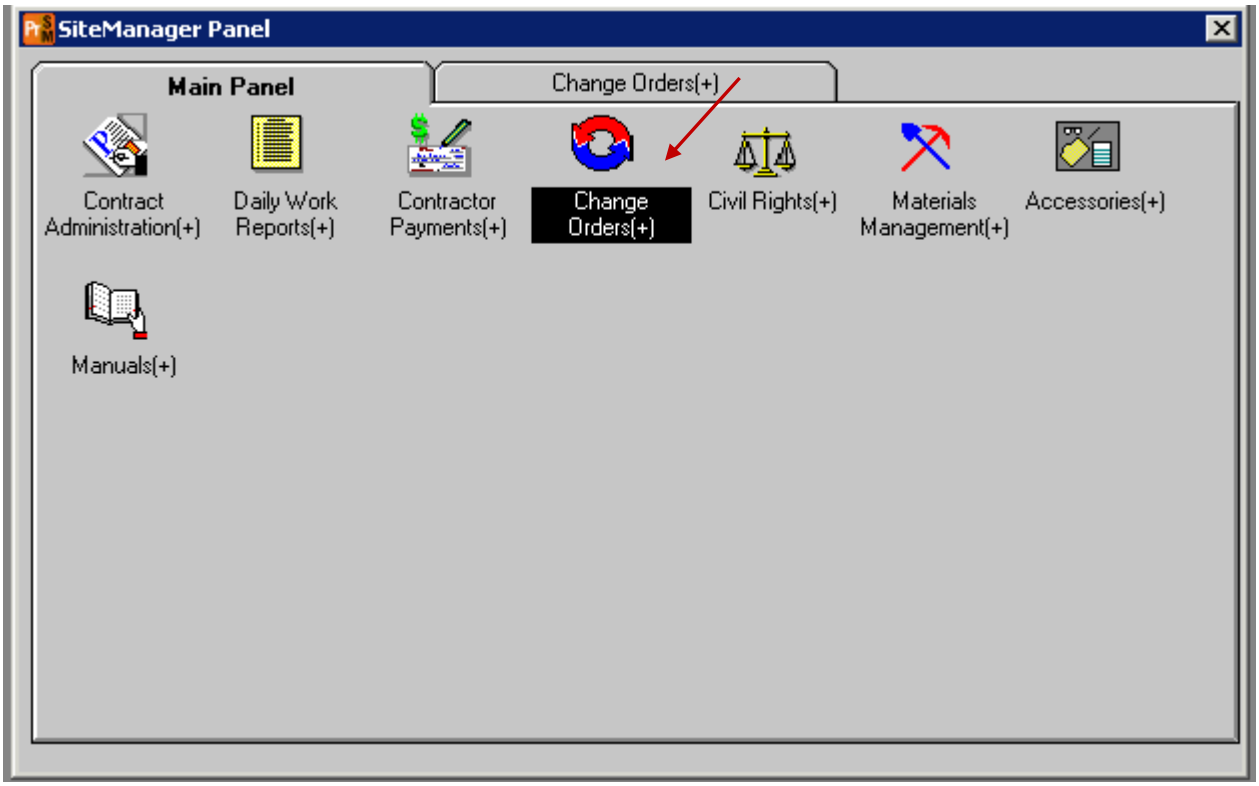


Description / Supplemental Description	Units	Unit Price	Bid Quantity	Cumulative Quantity	Bid Qty + Aprvd CO Qty	Projected Quantity	Overrun or Underrun
ict Attenuator (Truck Mounted Attenuator) (Temporary)	EACH	$13,500.00000	2.000	2.000	2.000	2.000	$0.00
Minor Contract Revisions	F A	$1.00000	0.000	0.000	185,045.210	(126,731.240)	($311,776.45)
Partnering	F A	$1.00000	0.000	0.000	6,000.000	0.000	($6,000.00)
Asphalt Pavement Incentive / HMA	F A	$1.00000	0.000	(8,417.560)	4,500.000	(8,417.560)	($12,917.56)
Fuel Cost Adjustment	F A	$1.00000	0.000	32,048.400	35,000.000	32,048.400	($2,951.60)
On-the-Job Trainee	HOUR	$1.00000	0.000	132.000	3,072.000	132.000	($2,940.00)
OJT Colorado Training Program	F A	$1.00000	0.000	0.000	2,100.000	0.000	($2,100.00)
Quality Incentive Payment / (smoothness)	F A	$1.00000	0.000	0.000	1,400.000	0.000	($1,400.00)
ESB Program	F A	$1.00000	0.000	0.000	7,500.000	0.000	($7,500.00)
/ Asphalt pavement Incentive SMA	F A	$1.00000	0.000	0.000	1,200.000	0.000	($1,200.00)
Obtain Power from / XCEL Energy	F A	$1.00000	0.000	2,490.960	10,000.000	2,490.960	($7,509.04)
Erosion Control	F A	$1.00000	0.000	0.000	5,000.000	0.000	($5,000.00)
Environmental Health & Safety Management	F A	$1.00000	0.000	0.000	10,000.000	0.000	($10,000.00)
hoval of Bridge	EACH	$100,000.00000	1.000	1.000	1.000	1.000	$0.00
icture Excavation	CY	$6.85000	2,327.000	2,327.000	2,327.000	2,327.000	$0.00
icture Backfill (Class 1)	CY	$35.00000	4,044.000	4,044.000	4,044.000	4,044.000	$0.00
hanical Reinforcement of Soil	CY	$16.00000	3,989.000	3,989.000	3,989.000	3,989.000	$0.00
regate Base Course (Class 6)	CY	$24.50000	182.000	182.000	182.000	182.000	$0.00
he Matrix Asphalt (Fibers)(Asphalt)	TON	$67.00000	290.000	0.000	0.000	0.000	$0.00
ed Caisson (30 Inch)	LF	$140.00000	500.000	497.000	500.000	497.000	($420.00)
ed Caisson (54 Inch)	LF	$325.00000	159.000	199.000	159.000	199.000	$13,000.00
ck Facing	SF	$8.75000	3,715.000	3,715.000	3,715.000	3,715.000	$0.00
ge Drain (Special)	EACH	$8,000.00000	4.000	4.000	4.000	4.000	$0.00

2009 at 09:28:42 AM

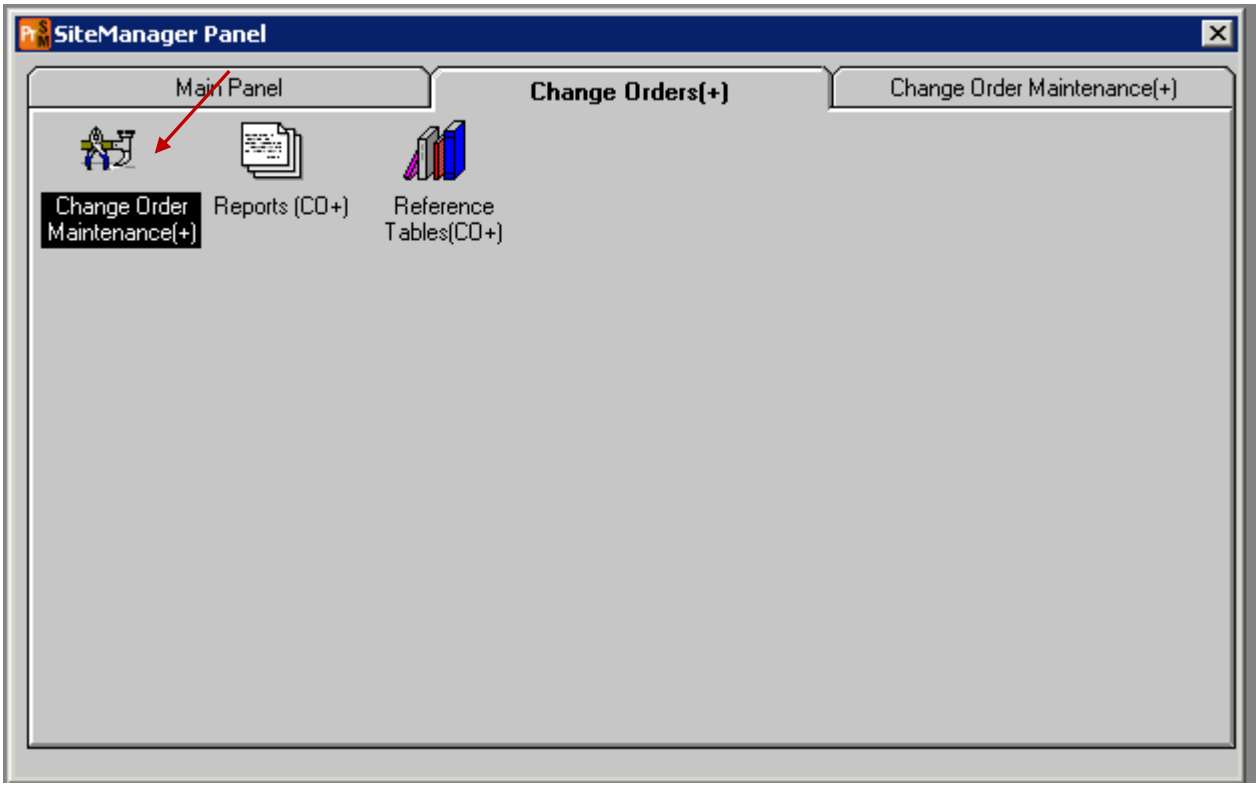
Step by Step Directions on How to Create a MCR type Change Order in SiteManager®

How To Create a MCR type Change Order In SiteManager®

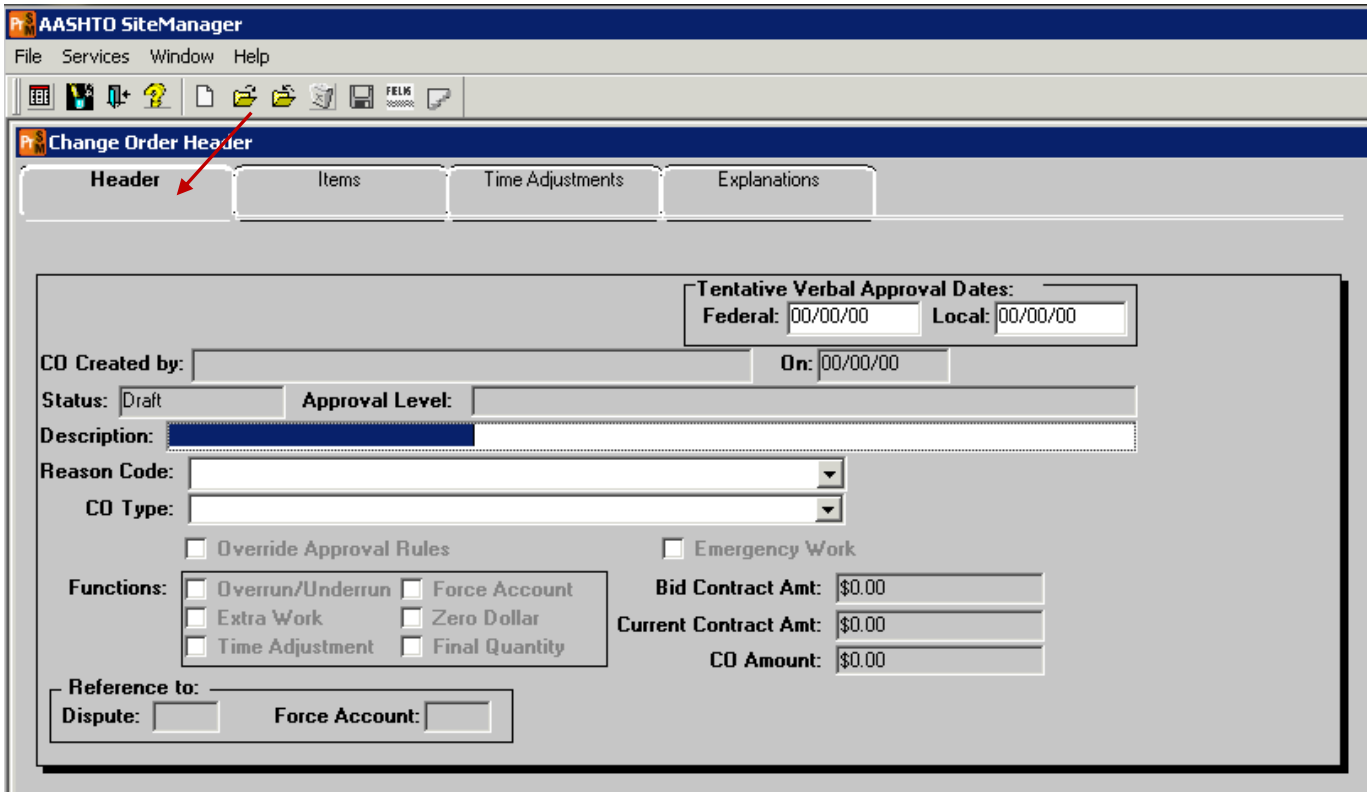


Preparing a change order utilizing the MCR Budget is just like a CO type change order.

Log in to SiteManager® click on Change Orders.

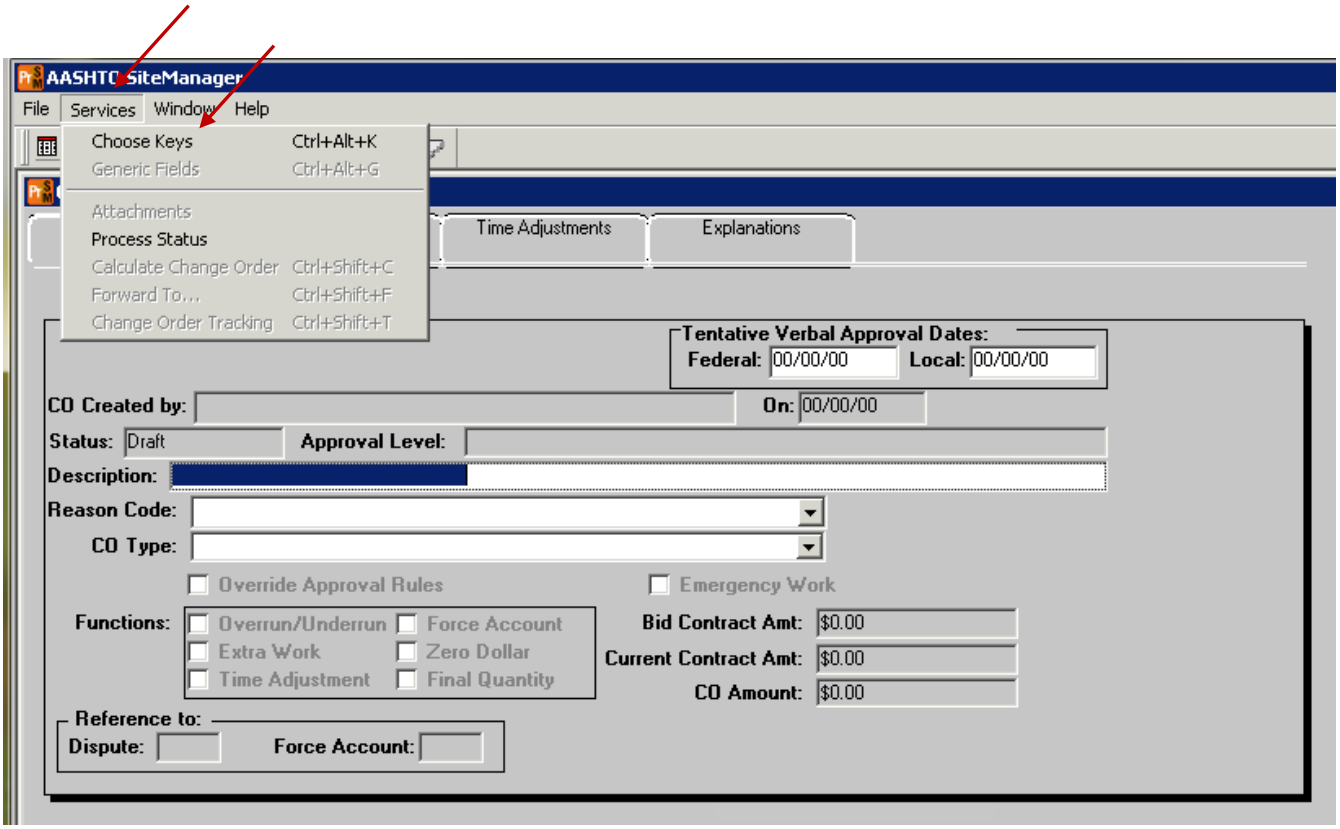


Click on Change Order Maintenance



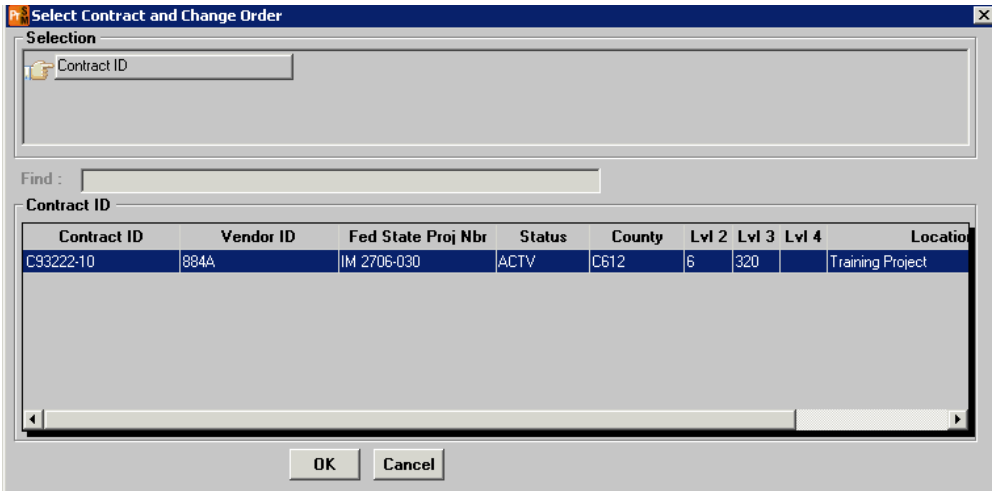
Change Order Header Window opens.

Header tab is automatically selected.

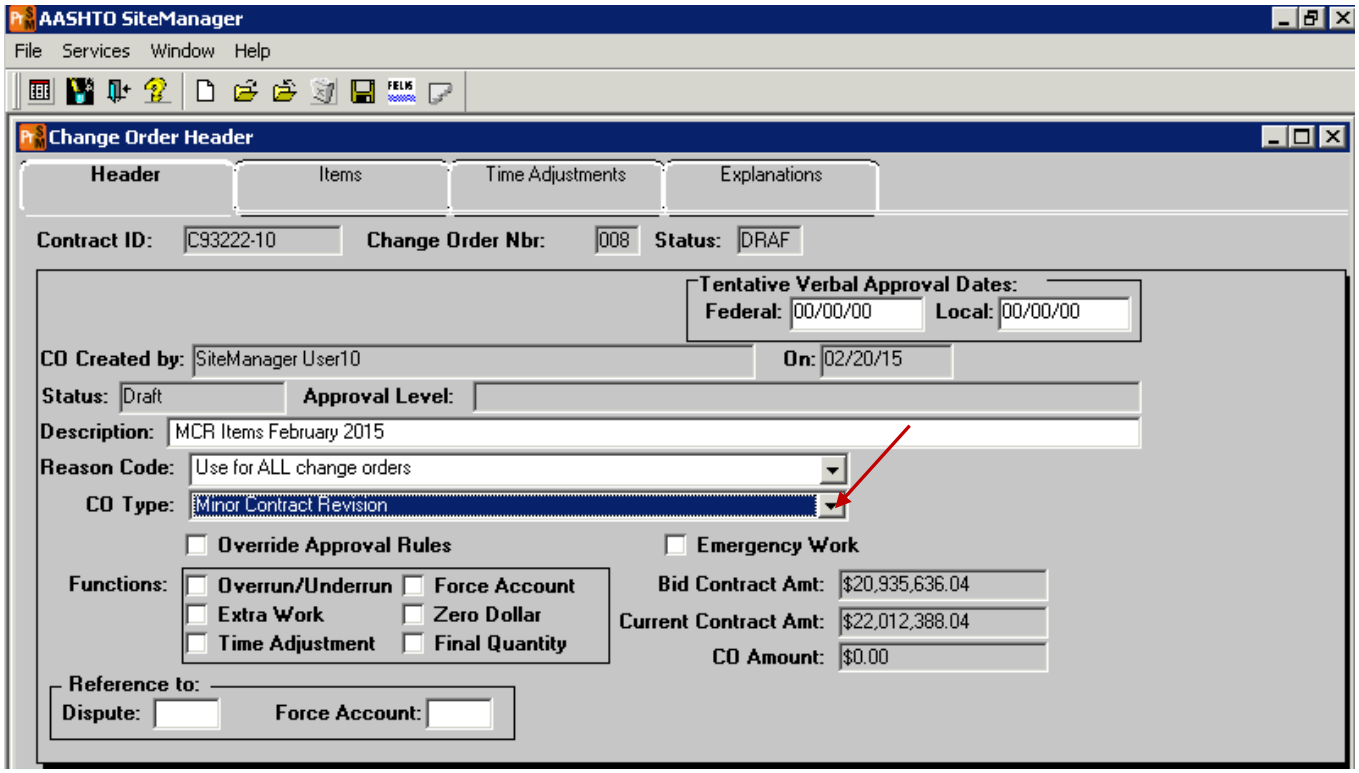


Click on Services.

Choose keys

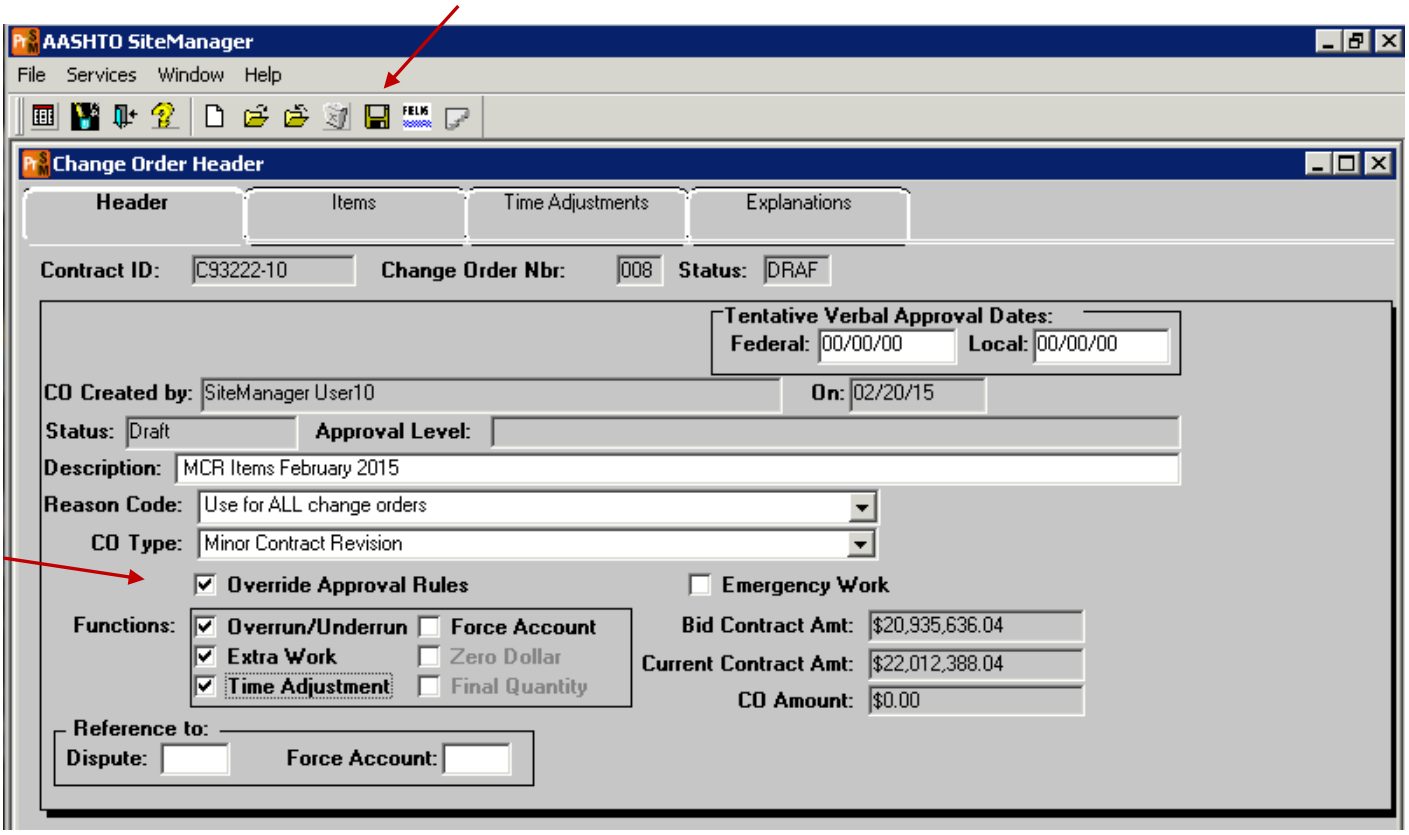


Select your project.



Complete the description (name the change order); reason code and CO type.

This time we are choosing the Minor Contract Revision type.



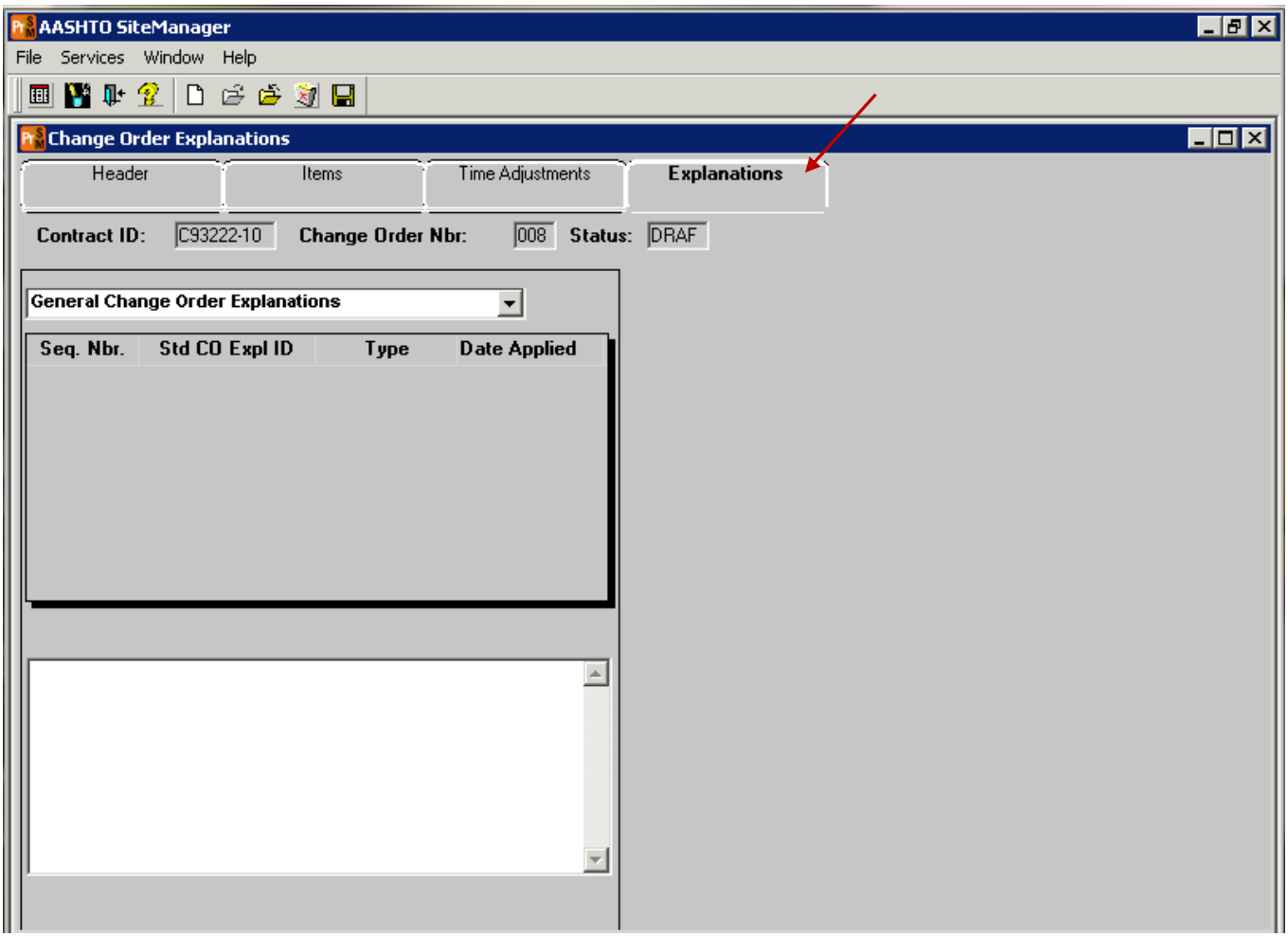
Click on the appropriate radio buttons as shown above.

The override approval rules should only be turned on if the Resident Engineer does not want to approve the change order in SiteManager®.

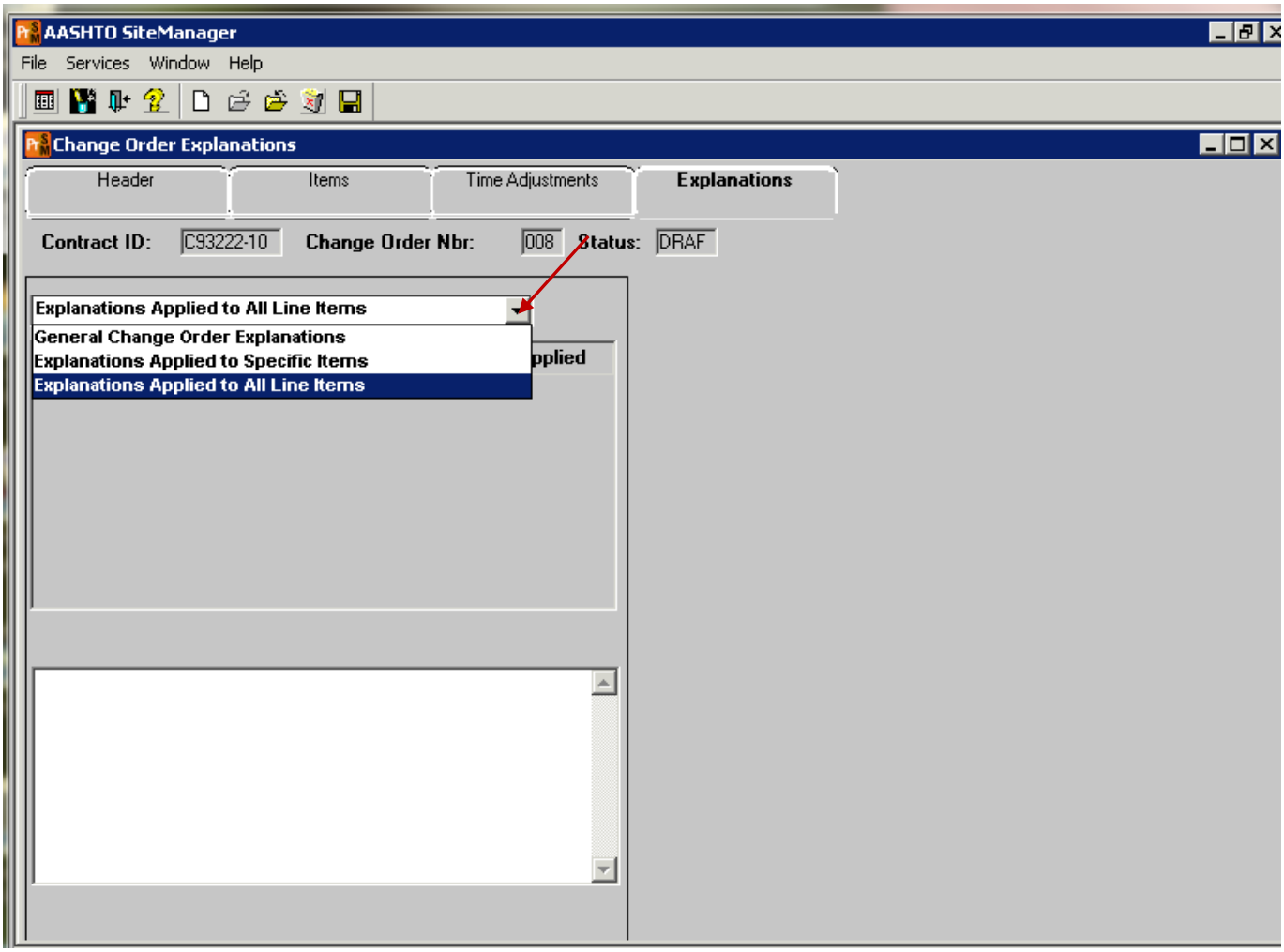
This does not relieve the Resident Engineer of approving the paper copy.

If the Change Order is created by a Consultant Project Engineer this should be left blank as the CDOT Resident Engineer must do the approval.

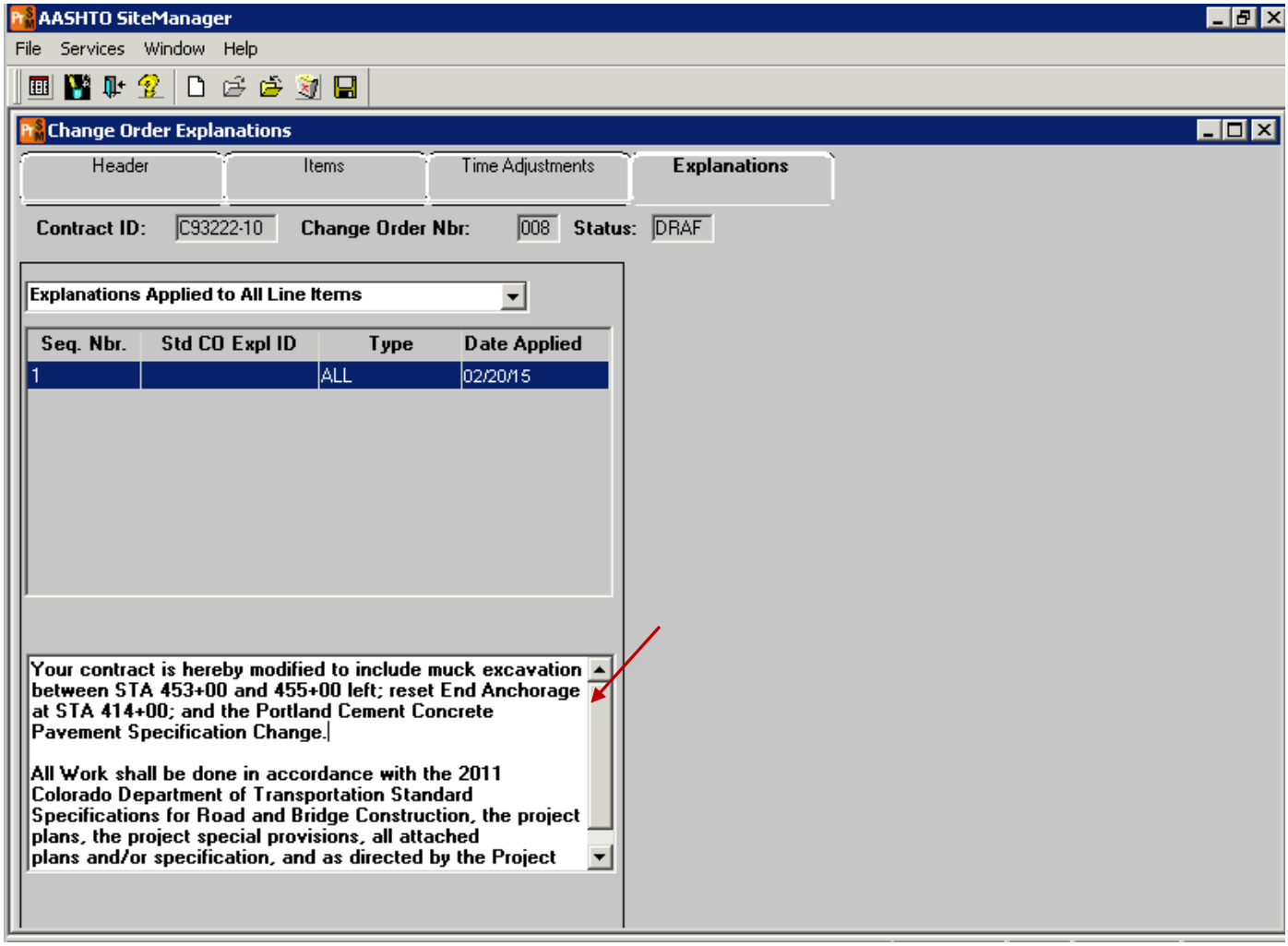
Click Save.



Click on the Explanations tab.



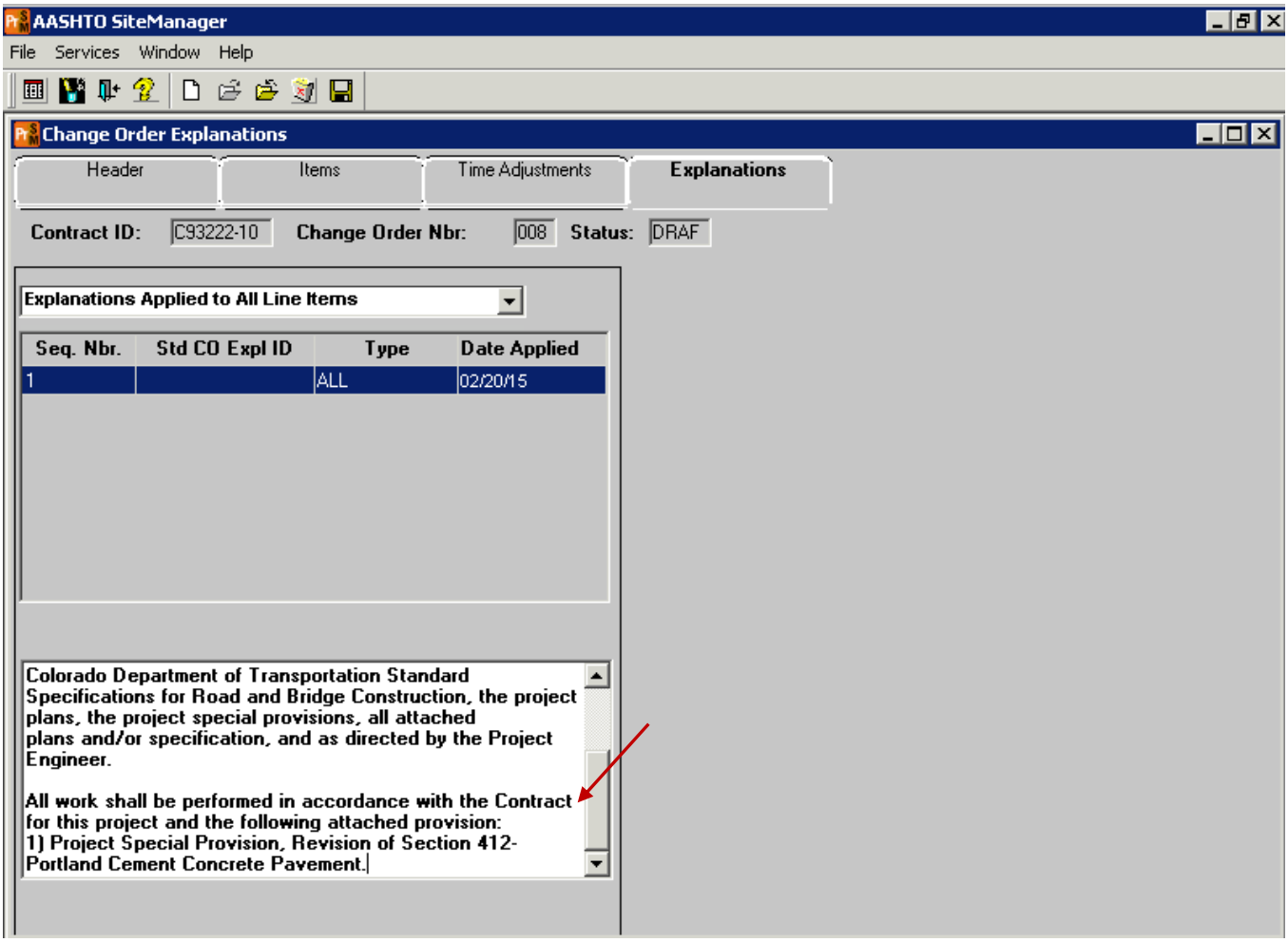
Choose “Explanations applied to ALL line items.”



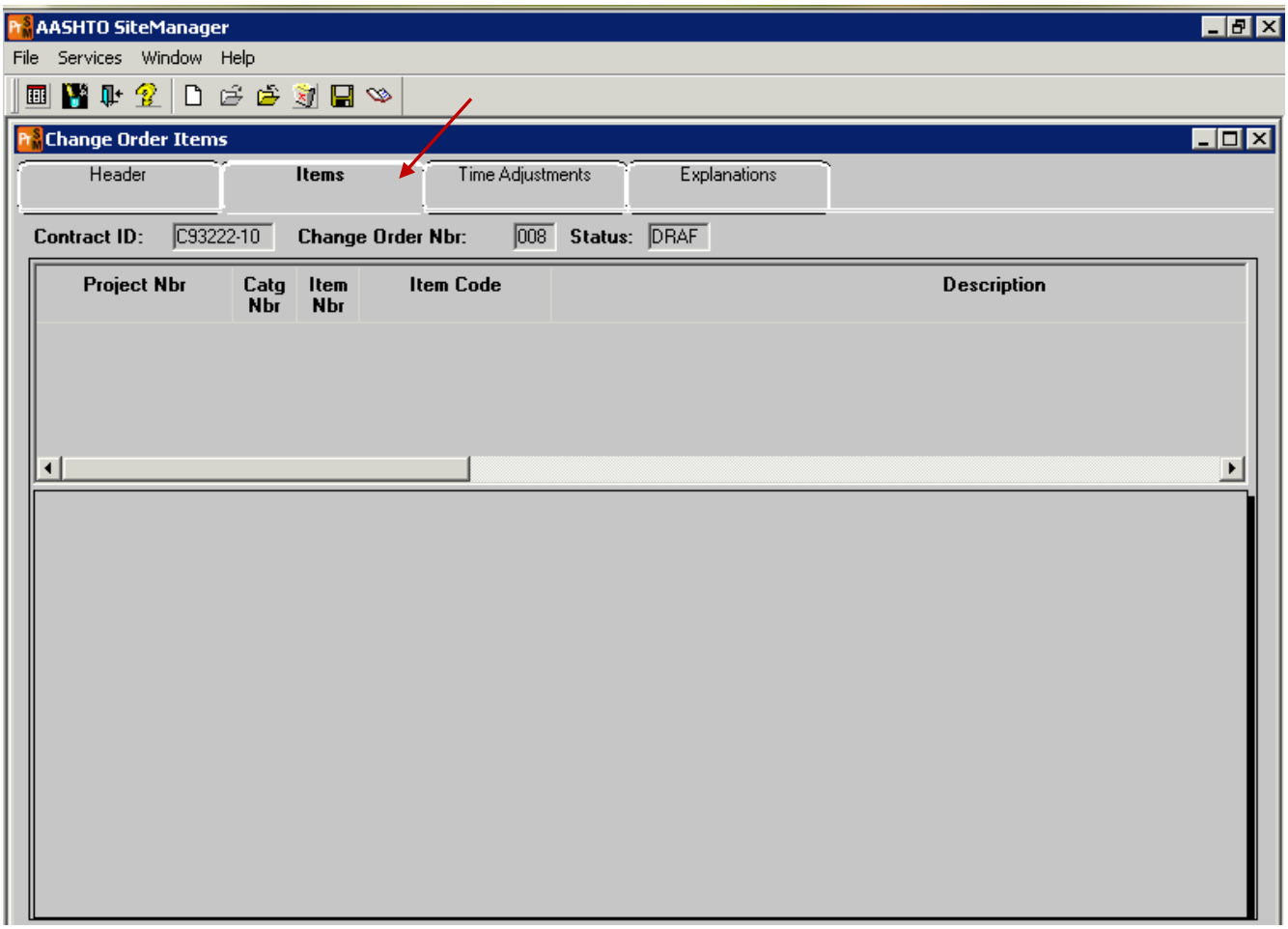
Click in the lower window.

Type in the instructions to the Contractor.

These need to be exact.



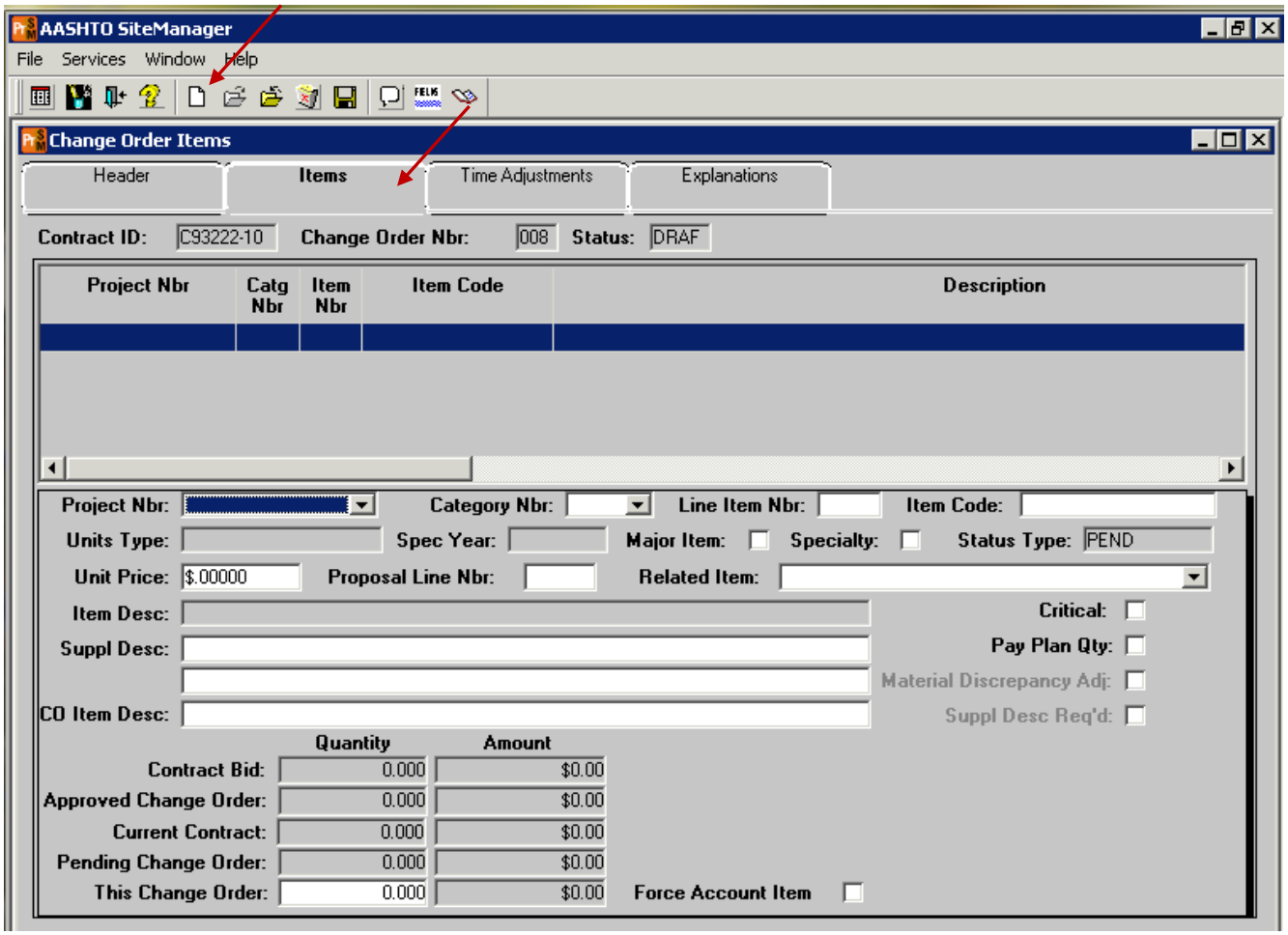
Further instructions to the Contractor and what, where and how the Contract is being modified.



We will now add the items.

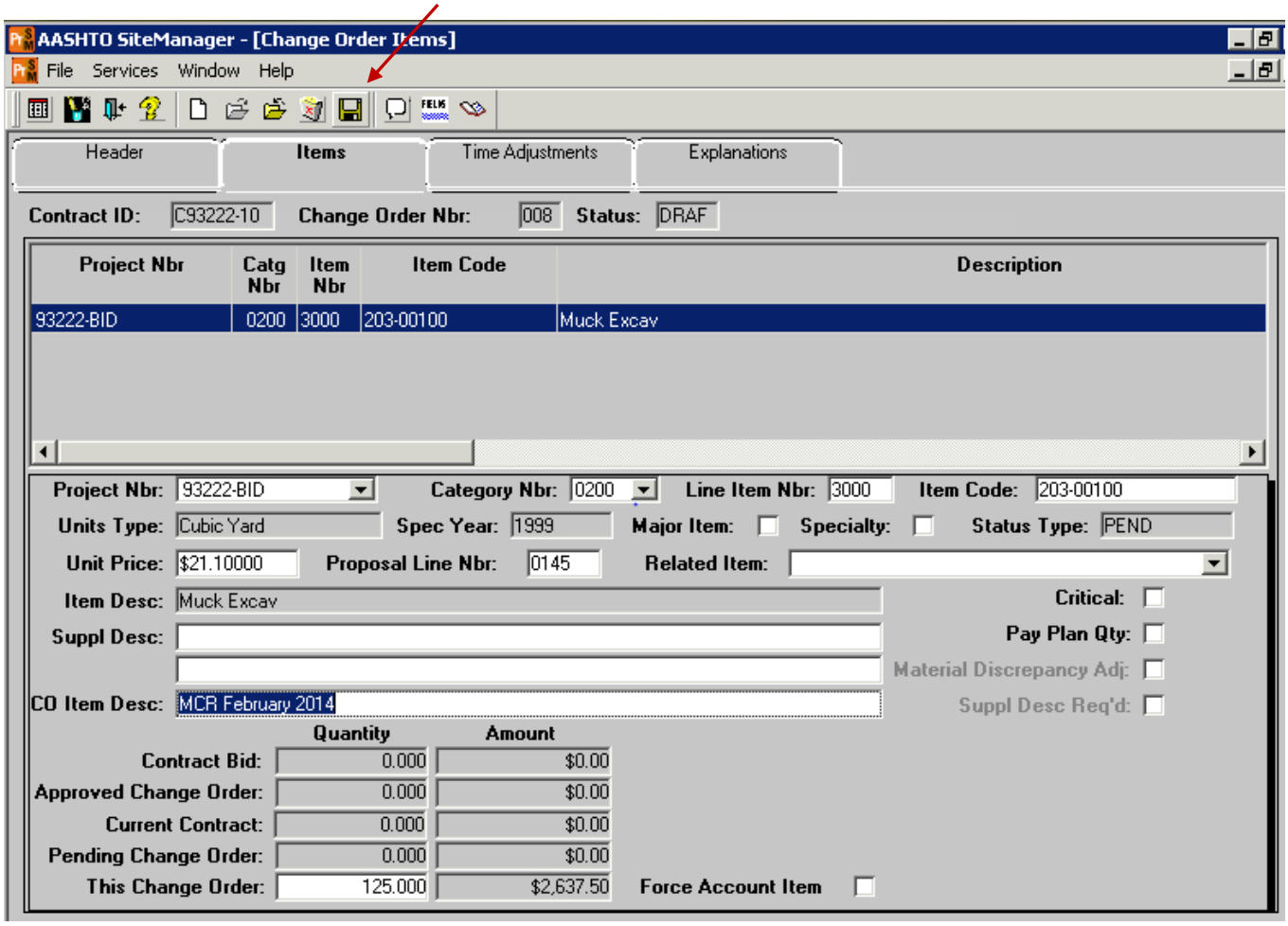
Multiple items may be added to the same change order as long as the items are of the same type. (MCR, CMO)

In this case we are adding 2 pay items to the contract and both items will use the MCR Budget.



Click on the Items tab.

Click on new.

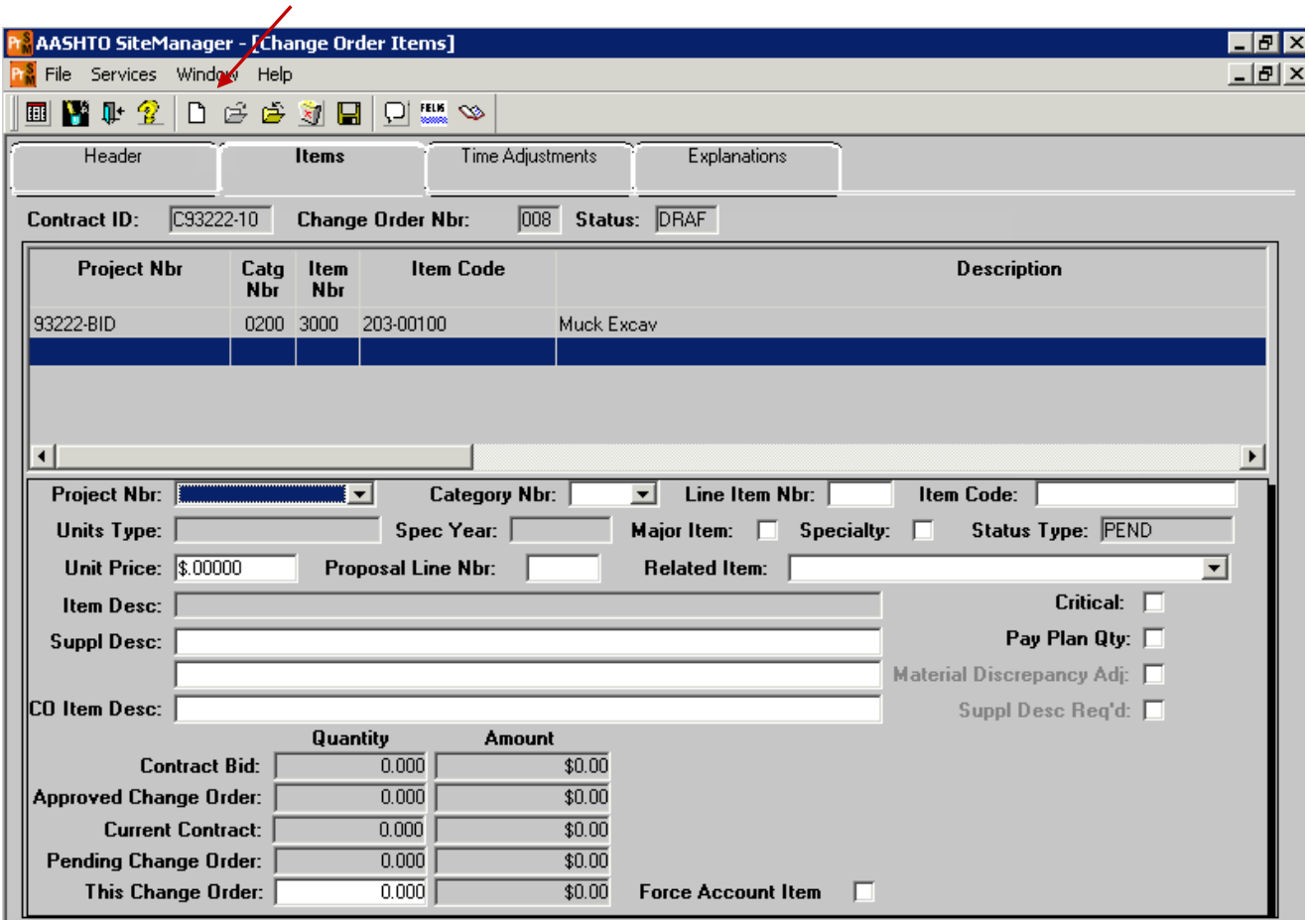


Complete the information required, assign a reference number and select the item from the item code list.

Be sure to select the correct item for the spec year of the project.

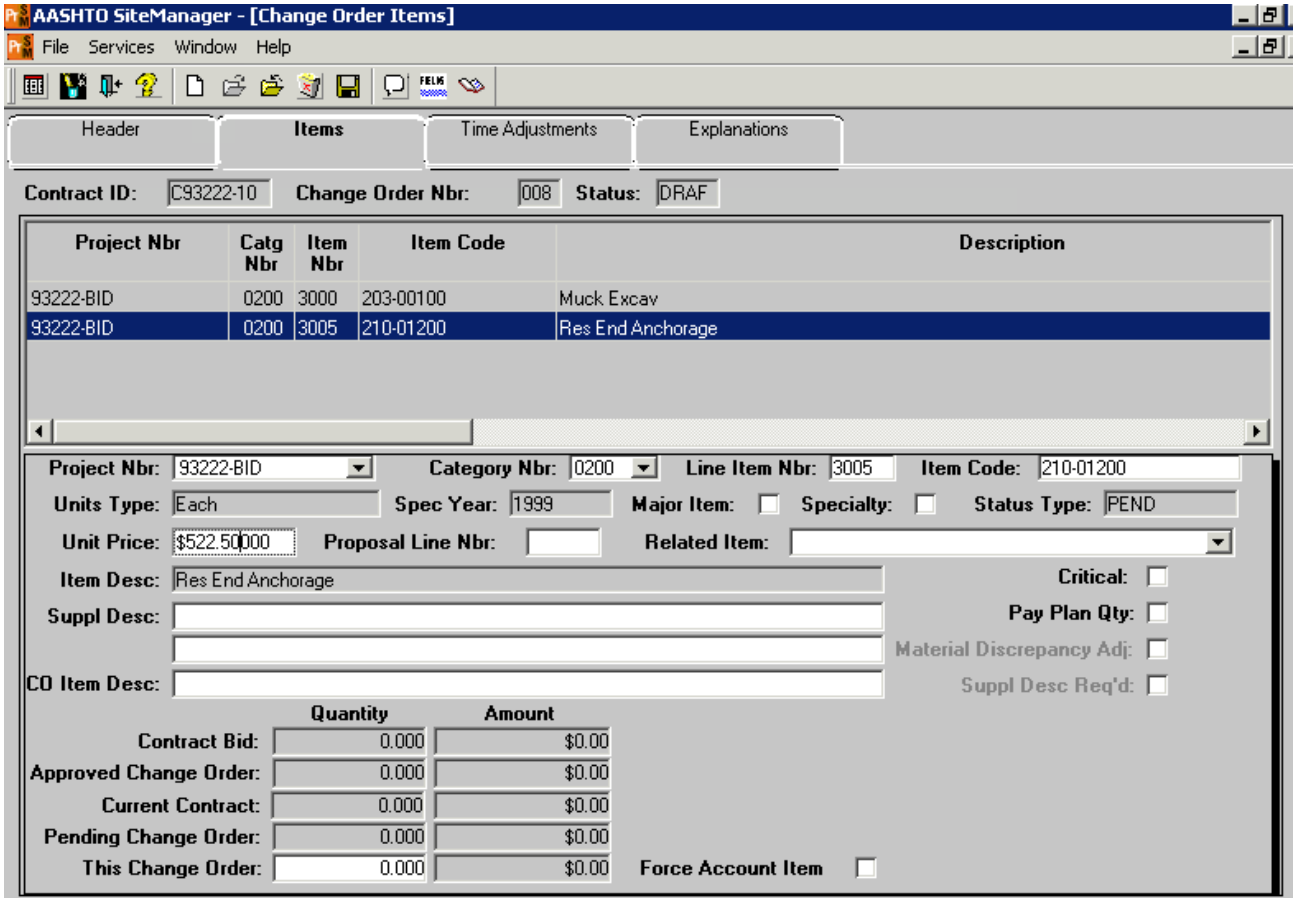
Enter the quantity to be authorized with the change order.

Enter a description. SAVE.



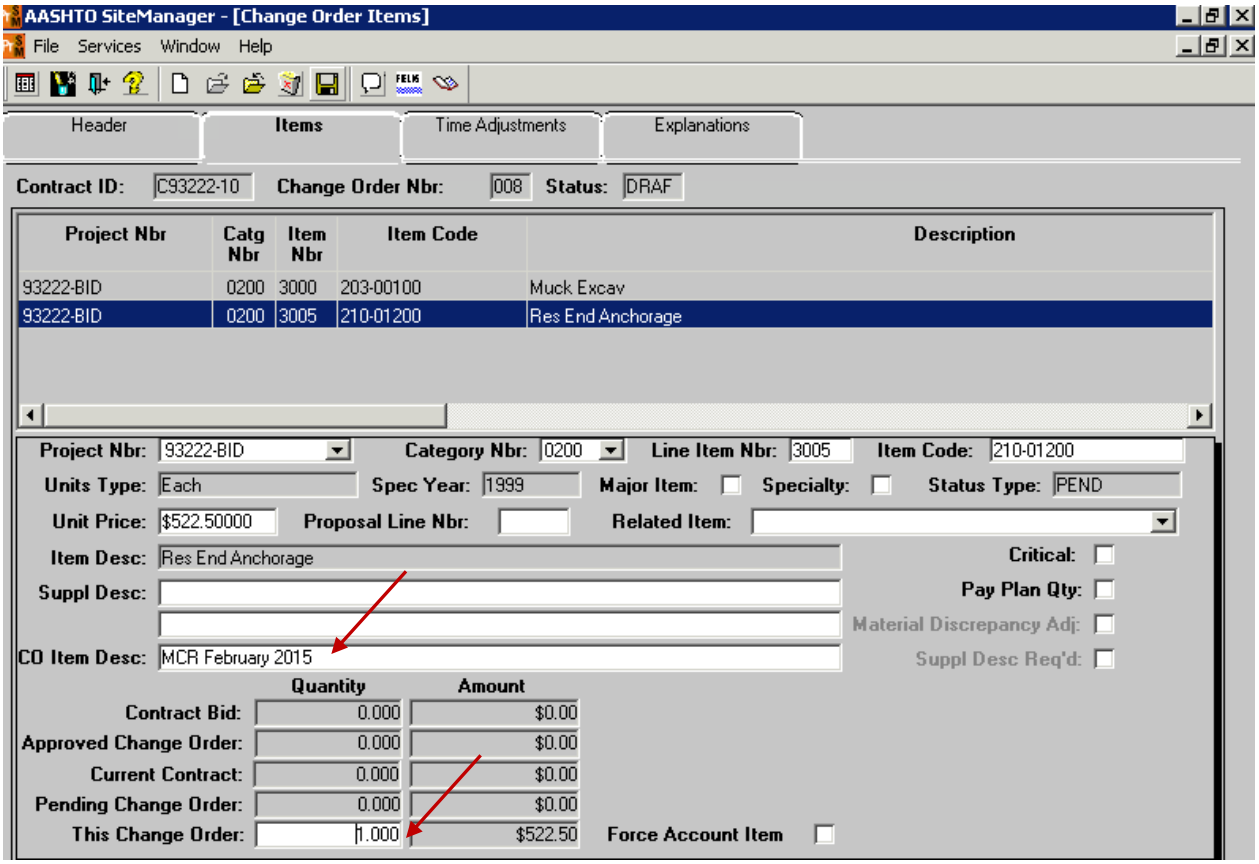
To enter another MCR type item on this change order, click on the “NEW page” on the tool bar.

A new blank screen will appear.



Again, enter the required information.

Select the item for the item code list and enter the unit price.

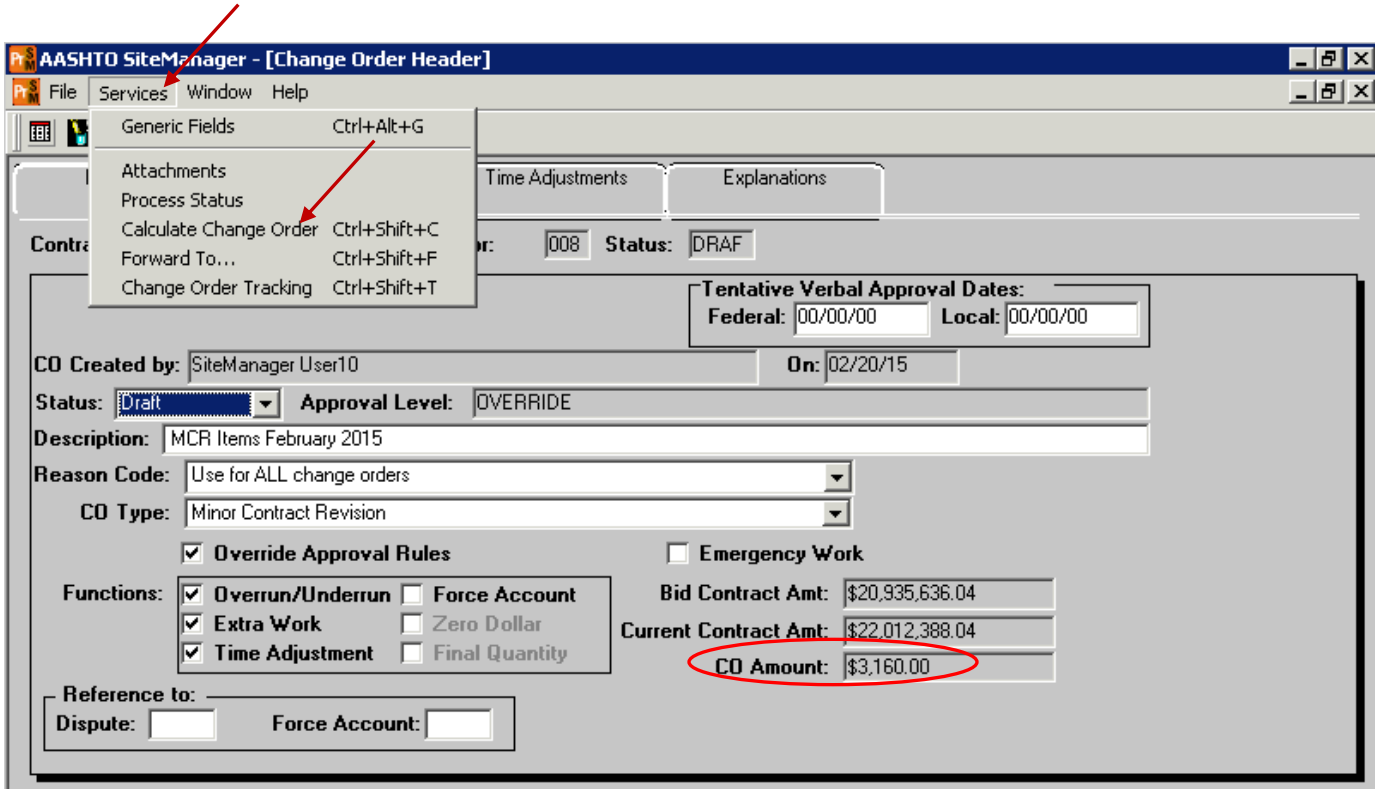


Enter the quantity and description.

SAVE.

Repeat process as many times as needed.

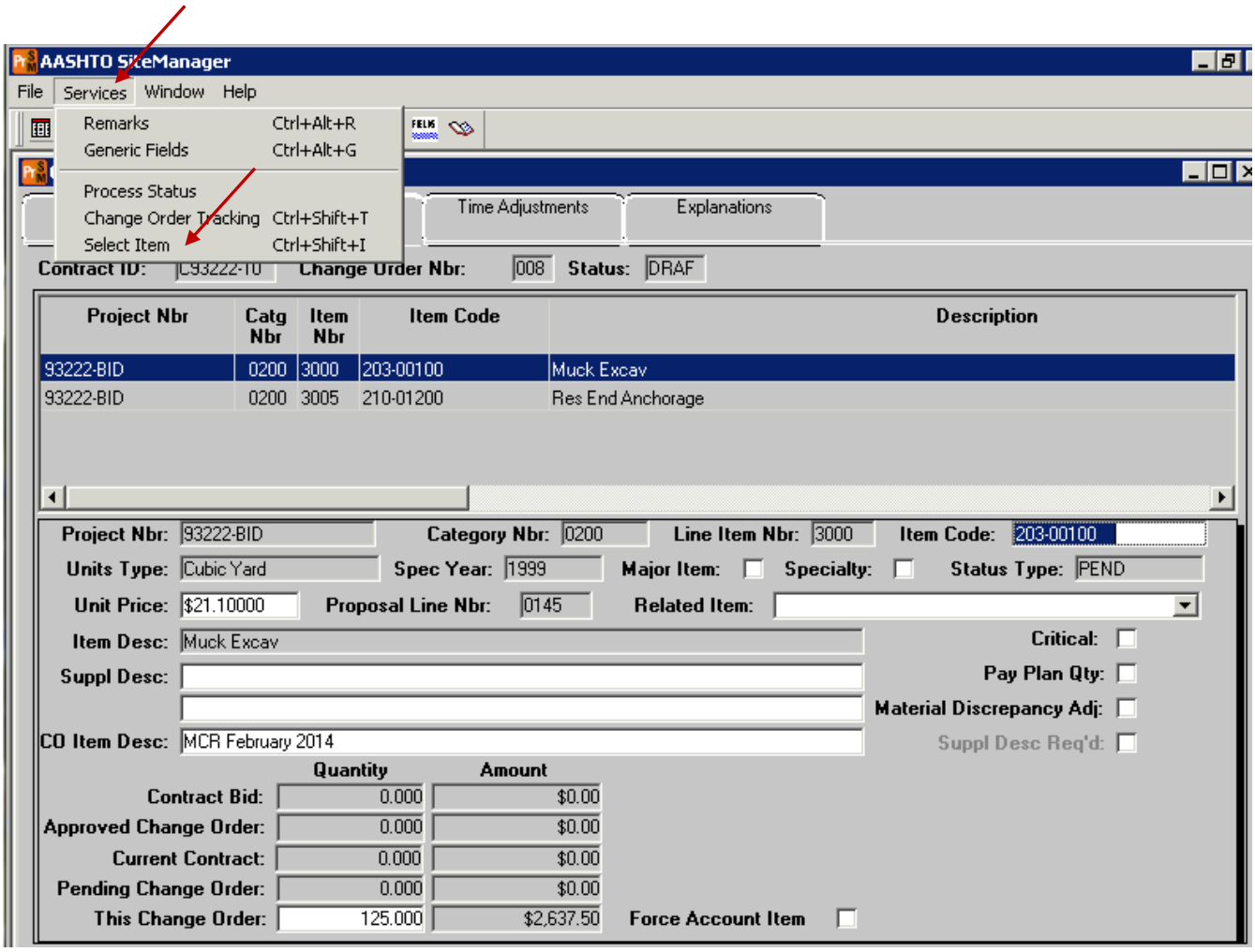
Return to the Header screen. (Click on the Header tab)



Select Services, Calculate change order.

You will now notice that the CO Amount has a dollar value.

Write this amount down.



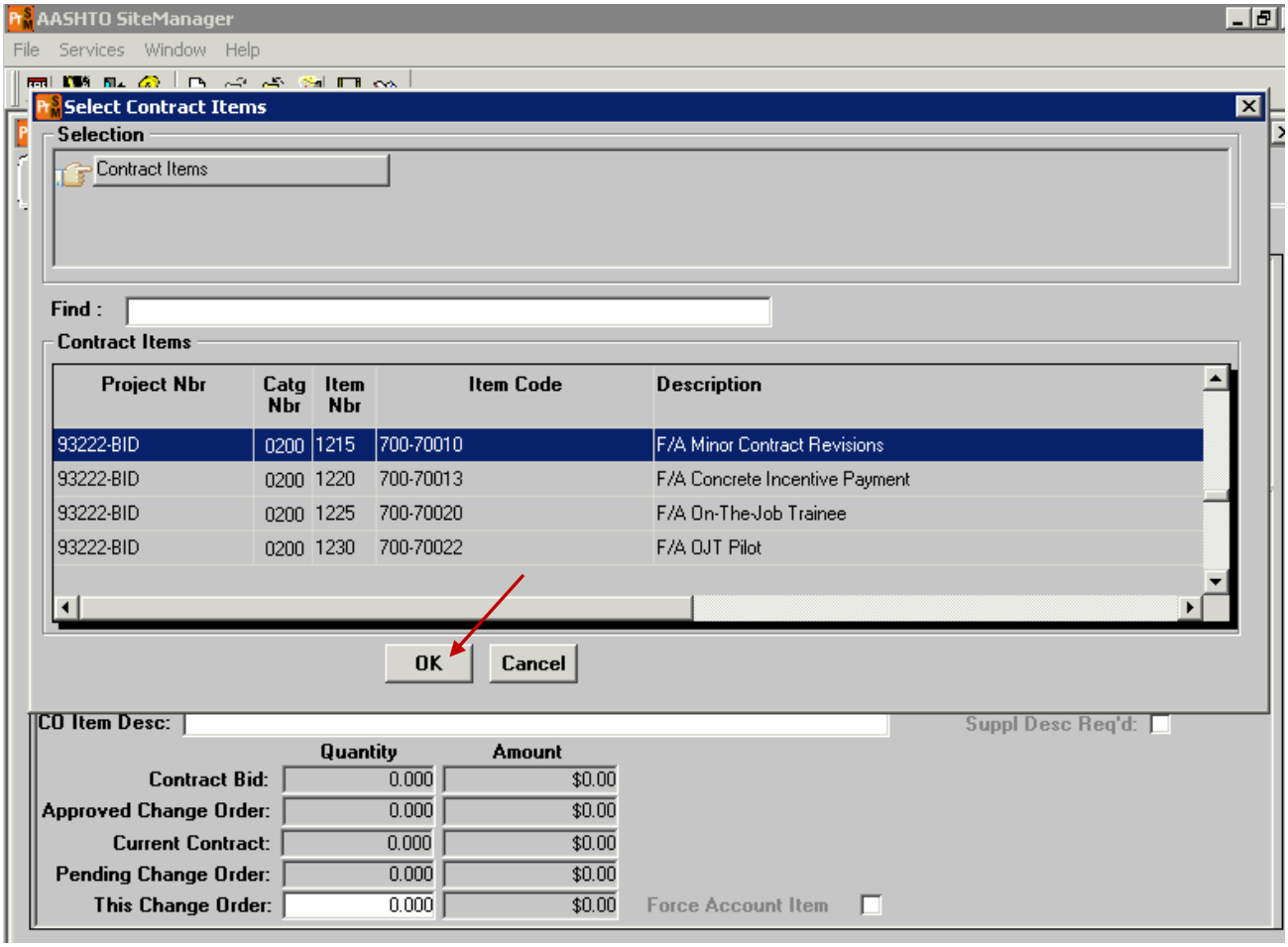
In order to reconcile your Plan MCR budget item to reflect the cost of this Minor Contract Revision……

You will now need to modify the existing item Plan Force account item for Minor Contract Revisions (700-70010).

If you do not do this, your project will be charged twice the cost of this Change Order.

In the Items window, Select “Services”, “Select Item”.

If you do not see the “Select Item” option, be sure that you have clicked the “Overrun/Underrun” radio button on the header screen.

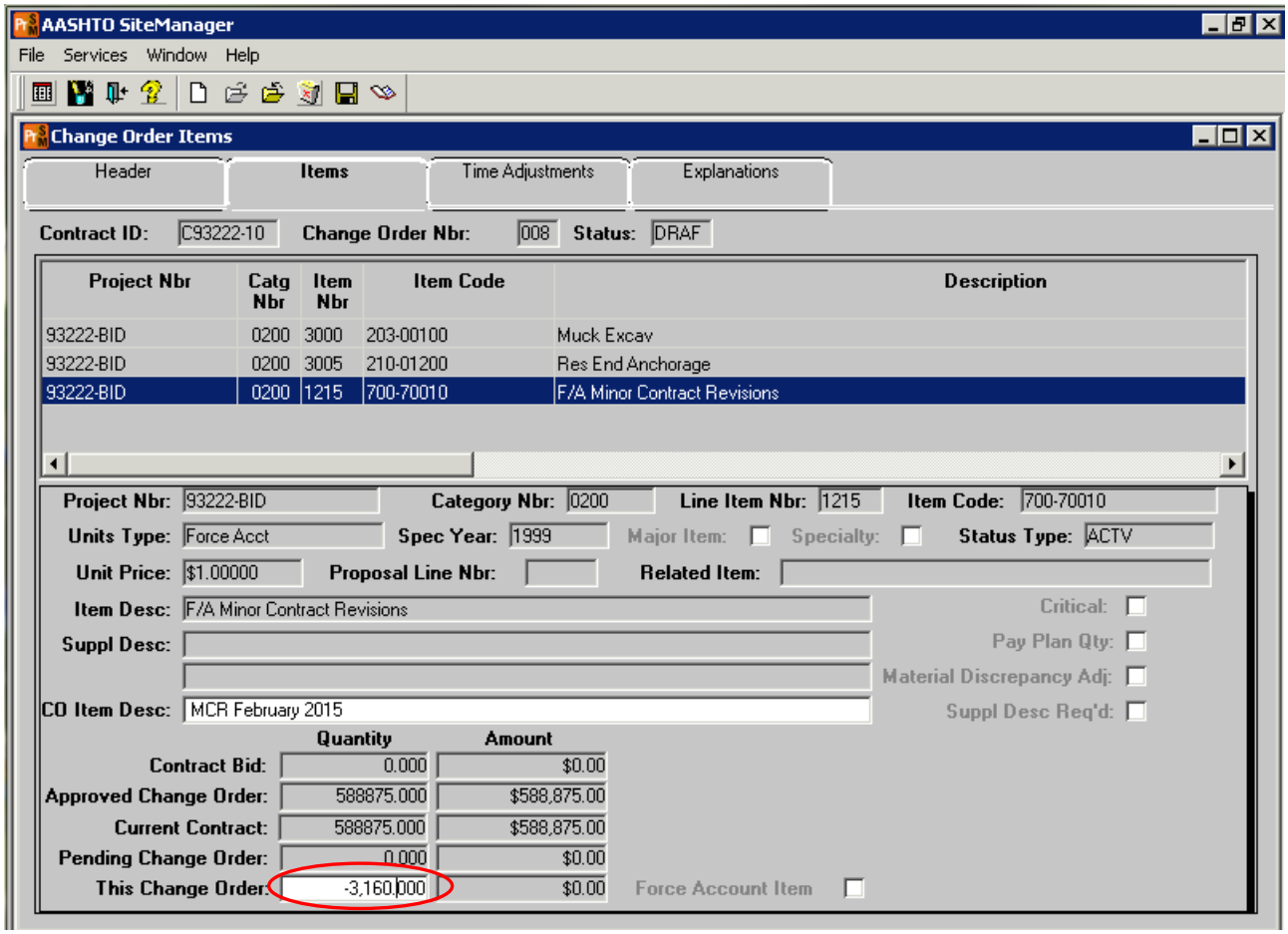


The list of items for your project will appear.

Right click on the Item Nbr tab and the list will sort in ascending order.

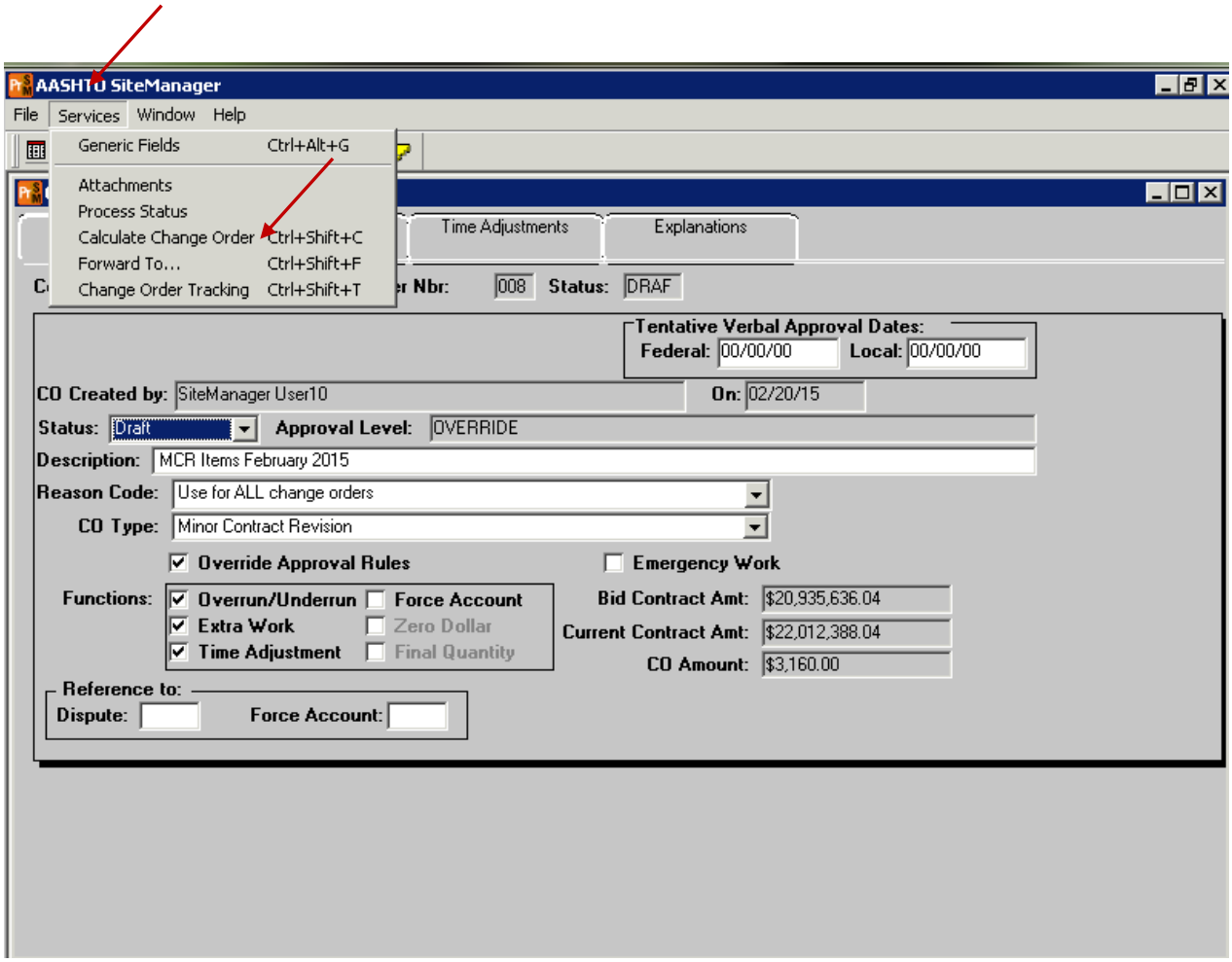
Scroll down to the Plan Force account item for Minor Contract Revisions (700-70010).

Select this item.



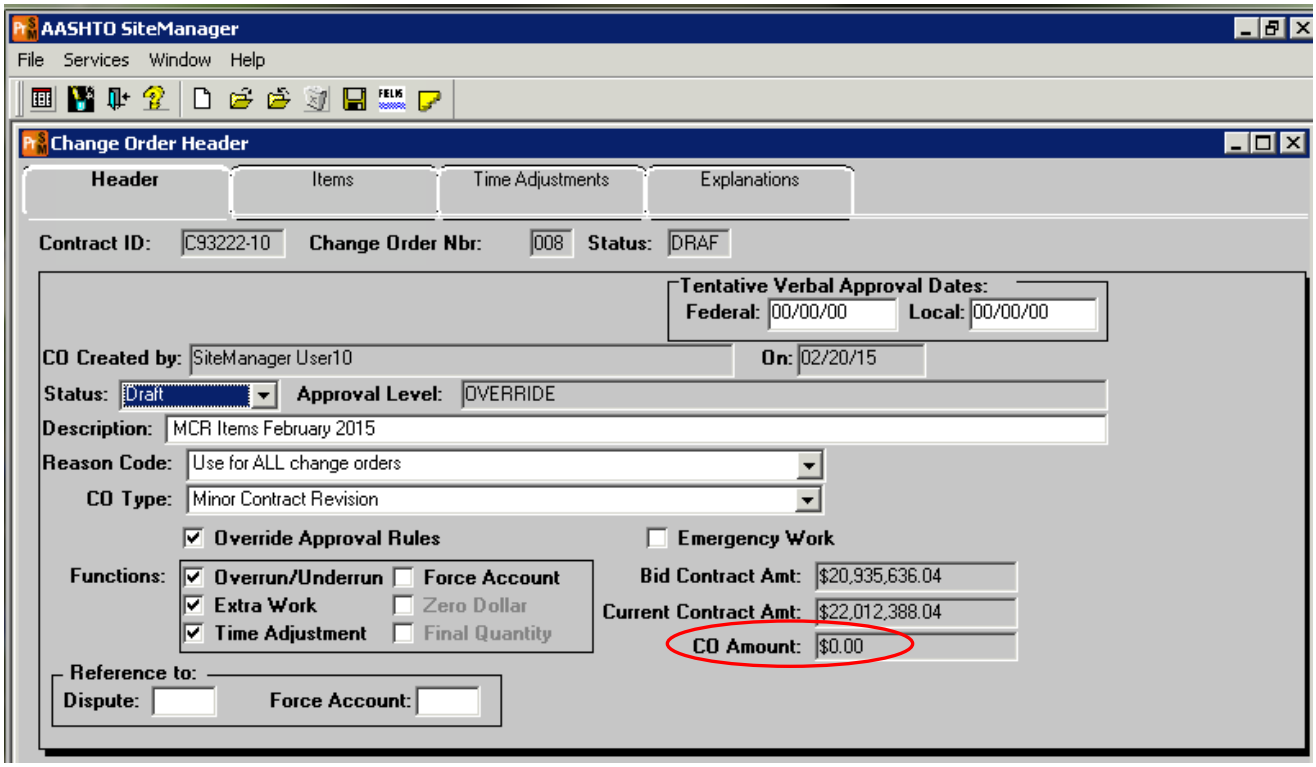
For the quantity for “THIS CHANGE ORDER” enter the negative of the $ amount that was previously calculated.

SAVE and return to the Header screen.



Choose Services.

Calculate Change Order.



The CO amount should now read $0.00.

The reason for this is the MCR budget has been encumbered for the project.
The MCR type change orders need to be reconciled against the MCR budget in order for the financial picture of the project to be correct.

SAVE.

Change the status to Pending, and choose who will approve the change order in SiteManager®. DO NOT approve the change order until you have printed out the Form 90 from accessories and have obtained the appropriate signatures. (Follow the directions for change order example.)

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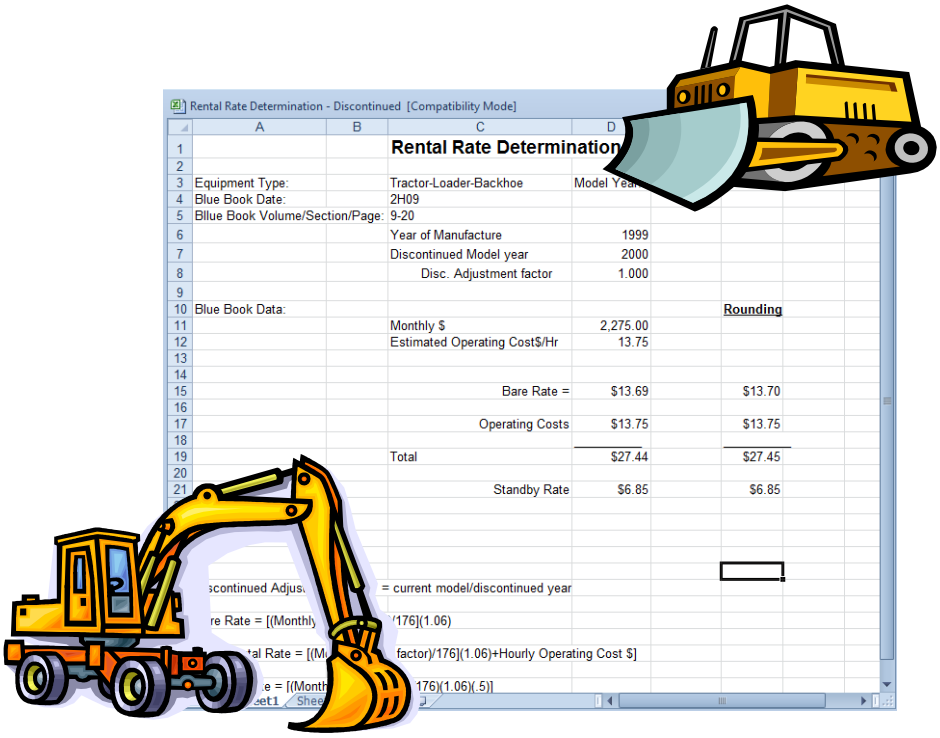
Chapter 16 –

Rental Rate Determination Request

(CDOT Form 580)



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CDOT 580 - Rental Rate Determination Request

The CDOT form 580 is used to determine a rate for equipment that is used for force account work.

The project engineer shall review Part I and assure that **ALL** applicable information for a piece of equipment is included prior to sending the form to the rater.

At a **minimum** the following information should be filled in:

- Project No.
- Project Code
- Description
- Year
- Make
- Model of equipment
- Fuel Type
- CDOT personnel signature (printed)
- Region #
- Date

The Remarks section may be used to include this additional information:

- Vehicles: type of cab (regular or crew), GVW, HP and wheel combination
- Trailers: number of axles, length, type deck (tilt, etc.) and hitch type (straight or gooseneck)
- Pumps, Generators: Output and/or capacities: (i.e. HP, Volts, PSI)
- Lifts: telescoping or articulated, height of lift

NOTES:

- For help in determining what additional information is needed for specific pieces of equipment see the lists in the back of this section.

Nothing should be left to the imagination of the rater.

After you have reviewed the form 580 and completed the "Submitted By" boxes (please print signature for legibility), submit to the rater in your region.

Only CDOT personnel should sign and fill out the "Submitted By boxes.
If the contractor should sign the form, then sign your name above theirs.
This is how we know who to send the completed forms to!

If the information is provided completely and accurately, a rental rate may be determined within 5 business days.

Incomplete forms will be returned!!!!

You may fax or e-mail this form to the person that does the calculations for your region.

R1 – Jacob Shafer (303) 757-9024 [1-9024]
R2 – Don Scanga (719)546-5434 [2-5434]
R3 – Cindy Morgan (970) 683-7575 [3-7575]
R4 – Irene Stumpf (970) 350-2190 [4-2190]
R5 –Tom Bovee (970) 385-1412 [5-1412]

The Equipment Watch Website……

Your Contractor may give you a copy of an equipment rental rate that they have gotten off the Equipment Watch website.
A few things you need to be aware of:

- It does not replace the CDOT 580. We still need to "do the math" and "approve" the rate
- All rental rates are calculated per the formula in §109.04
- We use the user defined "Ownership Rate" of 106% not the "Regional Factor"
- The model year is still used to determine depreciation and operating costs
- The Shift Rate Per Hour is displayed as the "FHWA Rate"
- The Standby Rate is not shown

To calculate the Standby Rate……..

1. Calculate the "FHWA Bare Rate" --
   "FHWA Rate" minus the Estimated Operating Costs on the "Total" Line
   Calculate the "Standby Rate" --
2. Standby Rate = ½ FHWA Bare Rate
3. FHWA rounds to the nearest nickel or dime

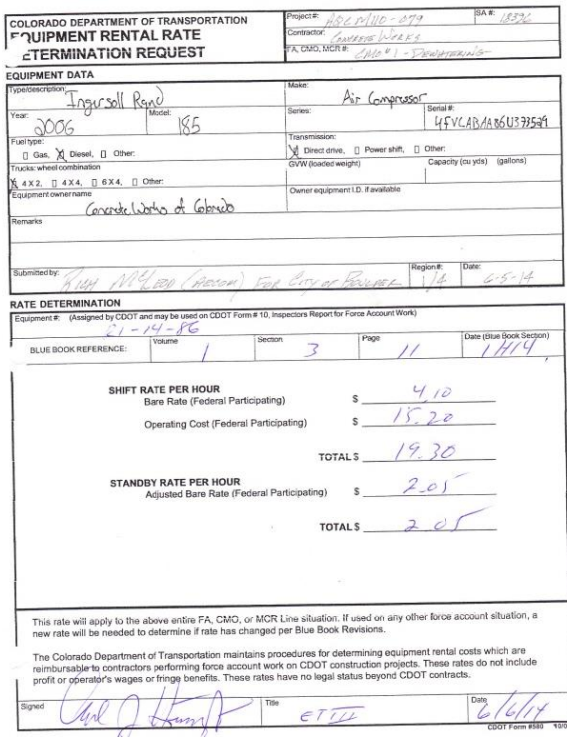
$ 19.32
- 15.20
$ 4.12 = actual FHWA Bare Rate

$4.12/2 = $2.06 = actual Standby Rate

FHWA rule rounds to the next nickel or dime so use ----

$ 4.10 = FHWA Bare Rate
$ 15.20 = Operating Cost
$19.30 = Total

$2.05 = Standby Rate



COLORADO DEPARTMENT OF TRANSPORTATION
EQUIPMENT RENTAL RATE
DETERMINATION REQUEST

Project #: HSCMMD-079 BA #: 18396
Contractor: Concrete Works
FA, CMO, MCR #: CMO #1 - Dewatering

EQUIPMENT DATA

Type/description: Ingersoll Rand
Make: Air Compressor
Year: 2006 Model: 185
Series:
Serial #: 45VCAB1A86U373549
Fuel type: [ ] Gas, [X] Diesel, [ ] Other:
Transmission: [X] Direct drive, [ ] Power shift, [ ] Other:
Trucks: wheel combination
[X] 4 X 2, [ ] 4 X 4, [ ] 6 X 4, [ ] Other:
GVW (loaded weight)
Capacity (cu yds) (gallons)
Equipment owner name: Concrete Works of Colorado
Owner equipment I.D. if available
Remarks
Submitted by: Mark McLeod (Agent) For City of Boulder
Region #: 1/4
Date: 6-5-14

RATE DETERMINATION

Equipment #: (Assigned by CDOT and may be used on CDOT Form # 10, Inspectors Report for Force Account Work) 21-14-86

BLUE BOOK REFERENCE:	Volume	Section	Page	Date (Blue Book Section)
	1	3	11	1/1/14

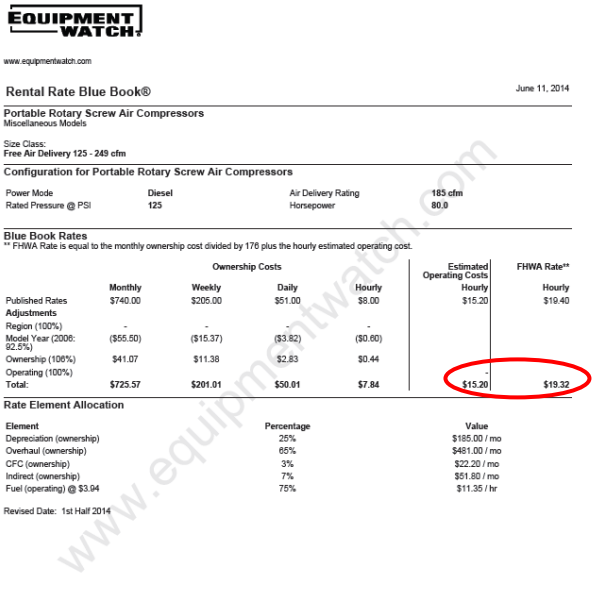
SHIFT RATE PER HOUR
Bare Rate (Federal Participating) $ 4.10
Operating Cost (Federal Participating) $ 15.20
TOTAL $ 19.30

STANDBY RATE PER HOUR
Adjusted Bare Rate (Federal Participating) $ 2.05
TOTAL $ 2.05

This rate will apply to the above entire FA, CMO, or MCR Line situation. If used on any other force account situation, a new rate will be needed to determine if rate has changed per Blue Book Revisions.

The Colorado Department of Transportation maintains procedures for determining equipment rental costs which are reimbursable to contractors performing force account work on CDOT construction projects. These rates do not include profit or operator's wages or fringe benefits. These rates have no legal status beyond CDOT contracts.

Signed: [signature] Title: ET III Date: 6/6/14
CDOT Form #580 10/10



EQUIPMENT WATCH

www.equipmentwatch.com

Rental Rate Blue Book® June 11, 2014

Portable Rotary Screw Air Compressors
Miscellaneous Models

Size Class:
Free Air Delivery 125 - 249 cfm

Configuration for Portable Rotary Screw Air Compressors

Power Mode	Diesel	Air Delivery Rating	185 cfm
Rated Pressure @ PSI	125	Horsepower	80.0

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	$740.00	$205.00	$51.00	$8.00	$15.20	$19.40
Adjustments						
Region (100%)	-	-	-	-		
Model Year (2006: 92.5%)	($55.50)	($15.37)	($3.82)	($0.60)		
Ownership (106%)	$41.07	$11.38	$2.83	$0.44		
Operating (100%)						
Total:	$725.57	$201.01	$50.01	$7.84	$15.20	$19.32

Rate Element Allocation

Element	Percentage	Value
Depreciation (ownership)	25%	$185.00 / mo
Overhaul (ownership)	65%	$481.00 / mo
CFC (ownership)	3%	$22.20 / mo
Indirect (ownership)	7%	$51.80 / mo
Fuel (operating) @ $3.94	75%	$11.35 / hr

Revised Date: 1st Half 2014

www.equipmentwatch.com

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CDOT 580 - Rental Rate Determination Request

COLORADO DEPARTMENT OF TRANSPORTATION **EQUIPMENT RENTAL RATE DETERMINATION REQUEST**		Project No.:		Project Code (PCN):
		Contractor:		
		F/A, CMO, MCR No.:		
Equipment Description:		Year:	Make:	Model:
Series:	Serial No.	HP:	GVW (Loaded weight):	☐ EROPS ☐ ROPS ☐ None
Trucks: Wheel Combination: ☐ 4x2 ☐ 4x4 ☐ 4x6 ☐ Other	Fuel Type: ☐ Gas ☐ Diesel ☐ Other:	Trailers: Length: _____ft. # Axles: _____ ☐ Tilt Deck ☐ Non-Tilt Deck Hitch type: ☐ Gooseneck ☐ Folding Gooseneck ☐ Other		
Cab Type: ☐ Conventional ☐ Crew	Dump Trucks & Dump Trailers: ☐ Rear Dump ☐ Single axle ☐ Bottom Dump ☐ Double axle ☐ Side Dump ☐ Triple axle		Capacity (cubic yards, gallons, PSI, lift height, extension, # lights on tower, etc)	
Equipment Owner Name:	Owner Phone No.	Owner Equipment ID (if available):		
Remarks: (any additional information that should considered?)				
Submitted By:		Region No.:		Date:

RATE DETERMINATION

Equipment No. (Assigned by CDOT and may be used on CDOT Form 10 – Inspector's Report for Force Account Work):				
BLUE BOOK REFERENCE	Volume:	Section:	Page:	Date (Blue Book Section):

SHIFT RATE PER HOUR

Bare Rate (Federal Participating): $_____

Operating Cost (Federal Participating): $_____

TOTAL $_____

STANDBY RATE PER HOUR

Adjusted Bare Rate (Federal Participating): $_____

TOTAL $_____

These rates will apply to the above entire F/A, CMO or MCR Line situation. If used on any other force account situation, new rates will be needed to determine if rates have changed per Blue Book Revisions.

The Colorado Department of Transportation maintains procedures for determining equipment rental costs which are reimbursable to contractors performing force account work on CDOT construction projects. These rates do not include profit or operator's wages or fringe benefits. These rates have no legal status beyond CDOT contracts.

Signed:	Title:	Date:

Distribution: Project Engineer (copy)
Contractor (copy)
Finals Administrator File (original)

Previous editions are obsolete and should not be used

CDOT Form 580 6/14

An **incomplete** CDOT 580 looks like this:

GVW, HP and cab type are **NOT** noted.

COLORADO DEPARTMENT OF TRANSPORTATION **EQUIPMENT RENTAL RATE DETERMINATION REQUEST**		Project No.: CDOT 0001-001		Project Code (PCN): 10000
		Contractor: Joe's Construction		
		F/A, CMO, MCR No.: 002		
Equipment Description: Pickup Truck		Year: 2005	Make: Ford	Model: F250
Series: F	Serial No.	HP:	GVW (Loaded weight):	☐ EROPS ☐ ROPS ☐ None
Trucks: Wheel Combination: ☐ 4x2 ■ 4x4 ☐ 4x6 ☐ Other	Fuel Type: ☐ Gas ■ Diesel ☐ Other:	Trailers: Length: ____ft. # Axles: ____ ☐ Tilt Deck ☐ Non-Tilt Deck Hitch type: ☐ Gooseneck ☐ Folding Gooseneck ☐ Other		
Cab Type: ☐ Conventional ☐ Crew	Dump Trucks & Dump Trailers: ☐ Rear Dump ☐ Single axle ☐ Bottom Dump ☐ Double axle ☐ Side Dump ☐ Triple axle		Capacity (cubic yards, gallons, PSI, lift height, extension, # lights on tower, etc)	
Equipment Owner Name: Joe's Construction	Owner Phone No.	Owner Equipment ID (if available): PU-11		
Remarks: (any additional information that should considered?)				
Submitted By: Joe Schmoo		Region No.: 1		Date: 2/17/2015

RATE DETERMINATION

Equipment No. (Assigned by CDOT and may be used on CDOT Form 10 – Inspector's Report for Force Account Work): R1-15-001				
BLUE BOOK REFERENCE	Volume: on line	Section: 20	Page:	Date (Blue Book Section): 1H15

SHIFT RATE PER HOUR

Bare Rate (Federal Participating): $4.60

Operating Cost (Federal Participating): $10.50

TOTAL $15.10

STANDBY RATE PER HOUR

Adjusted Bare Rate (Federal Participating): $2.30

TOTAL $2.30

These rates will apply to the above entire F/A, CMO or MCR Line situation. If used on any other force account situation, new rates will be needed to determine if rates have changed per Blue Book Revisions.

The Colorado Department of Transportation maintains procedures for determining equipment rental costs which are reimbursable to contractors performing force account work on CDOT construction projects. These rates do not include profit or operator's wages or fringe benefits. These rates have no legal status beyond CDOT contracts.

Signed: Carol Hoisington	Title: ET IIII	Date: 2/17/2015

Distribution: Project Engineer (copy)
Contractor (copy)
Finals Administrator File (original)

Previous editions are obsolete and should not be used

CDOT Form 580 6/14

A **fully completed** CDOT 580 looks like this:

Note GVW, HP and type cab are noted on form.

COLORADO DEPARTMENT OF TRANSPORTATION

EQUIPMENT RENTAL RATE DETERMINATION REQUEST

Project No.: CDOT 0001-001

Project Code (PCN): 10000

Contractor: Joe's Construction

F/A, CMO, MCR No.: 002

Equipment Description: Pickup Truck

Year: 2005

Make: Ford

Model: F250

Series: F

Serial No.:

HP: 310

GVW (Loaded weight): 14,000

☐ EROPS ☐ ROPS ☐ None

Trucks: Wheel Combination: ☐ 4x2 ■ 4x4 ☐ 4x6 ☐ Other

Fuel Type: ☐ Gas ■ Diesel ☐ Other:

Trailers: Length: ____ft. # Axles: ____ ☐ Tilt Deck ☐ Non-Tilt Deck
Hitch type: ☐ Gooseneck ☐ Folding Gooseneck ☐ Other

Cab Type: ☐ Conventional ■ Crew

Dump Trucks & Dump Trailers: ☐ Rear Dump ☐ Bottom Dump ☐ Side Dump ☐ Single axle ☐ Double axle ☐ Triple axle

Capacity (cubic yards, gallons, PSI, lift height, extension, # lights on tower, etc)

Equipment Owner Name: Joe's Construction

Owner Phone No.:

Owner Equipment ID (if available): PU-11

Remarks: (any additional information that should considered?)

Submitted By: Joe Schmoo

Region No.: 1

Date: 2/17/2015

RATE DETERMINATION

Equipment No. (Assigned by CDOT and may be used on CDOT Form 10 – Inspector's Report for Force Account Work): R1-15-001

BLUE BOOK REFERENCE	Volume:	Section:	Page:	Date (Blue Book Section):
	on line	20		1H15

SHIFT RATE PER HOUR

Bare Rate (Federal Participating): $7.15

Operating Cost (Federal Participating): $19.35

TOTAL $26.50

STANDBY RATE PER HOUR

Adjusted Bare Rate (Federal Participating): $3.60

TOTAL $3.60

These rates will apply to the above entire F/A, CMO or MCR Line situation. If used on any other force account situation, new rates will be needed to determine if rates have changed per Blue Book Revisions.

The Colorado Department of Transportation maintains procedures for determining equipment rental costs which are reimbursable to contractors performing force account work on CDOT construction projects. These rates do not include profit or operator's wages or fringe benefits. These rates have no legal status beyond CDOT contracts.

Signed: Carol Hoisington

Title: ET IIII

Date: 2/17/2015

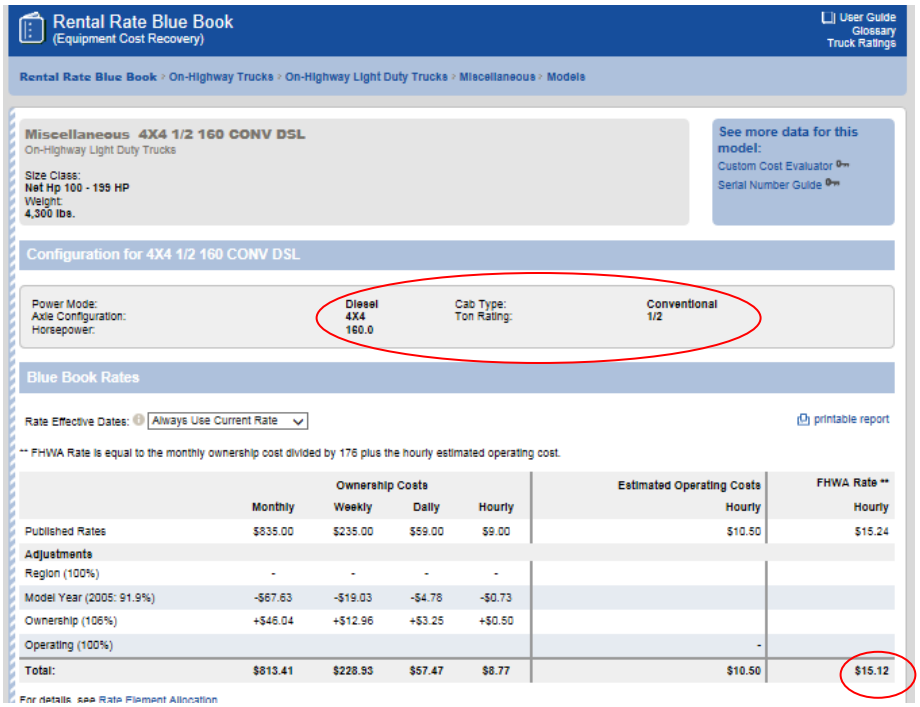
Distribution: Project Engineer (copy)
Contractor (copy)
Finals Administrator File (original)

Previous editions are obsolete and should not be used

CDOT Form 580 6/14

Examples of appropriate Rate Calculation from the “Rental Rate Blue Book for Construction Equipment” website.

Note the difference in estimated Operating Cost $/Hr due to the additional information regarding the crew cab & GVW (14,000 lb.) $26.50/hr vs. $15.10/hr



Rental Rate Blue Book
(Equipment Cost Recovery)

User Guide
Glossary
Truck Ratings

Rental Rate Blue Book › On-Highway Trucks › On-Highway Light Duty Trucks › Miscellaneous › Models

Miscellaneous 4X4 1/2 160 CONV DSL
On-Highway Light Duty Trucks

Size Class:
Net Hp 100 - 199 HP
Weight:
4,300 lbs.

See more data for this model:
Custom Cost Evaluator
Serial Number Guide

Configuration for 4X4 1/2 160 CONV DSL

Power Mode:	Diesel	Cab Type:	Conventional
Axle Configuration:	4X4	Ton Rating:	1/2
Horsepower:	160.0		

Blue Book Rates

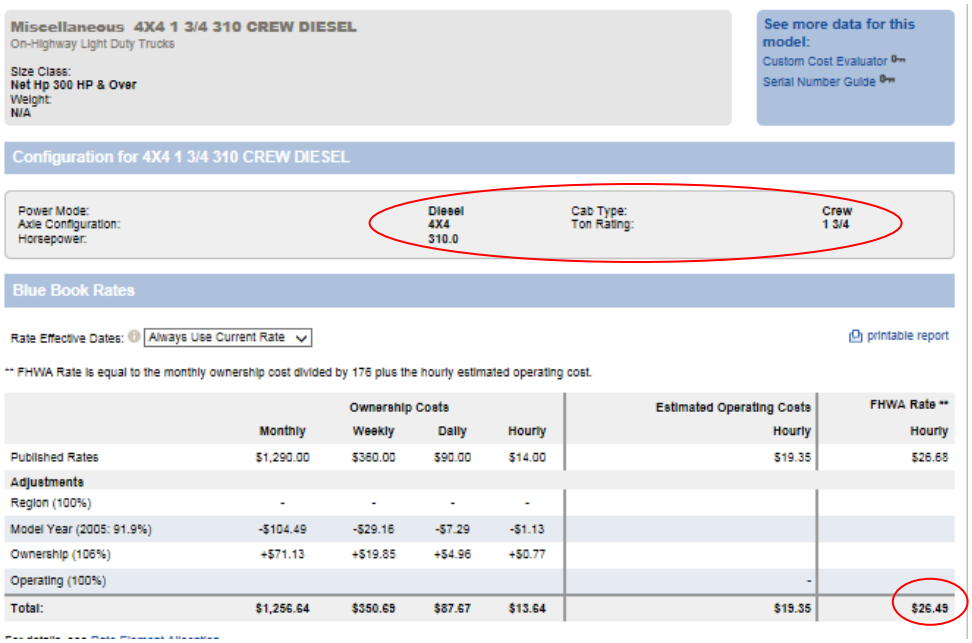
Rate Effective Dates: Always Use Current Rate

printable report

** 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	$835.00	$235.00	$59.00	$9.00	$10.50	$15.24
Adjustments						
Region (100%)	-	-	-	-		
Model Year (2005: 91.9%)	-$67.63	-$19.03	-$4.78	-$0.73		
Ownership (106%)	+$46.04	+$12.96	+$3.25	+$0.50		
Operating (100%)					-	
Total:	**$813.41**	**$228.93**	**$57.47**	**$8.77**	**$10.50**	**$15.12**

For details, see Rate Element Allocation



Miscellaneous 4X4 1 3/4 310 CREW DIESEL
On-Highway Light Duty Trucks

Size Class:
Net Hp 300 HP & Over
Weight:
N/A

See more data for this model:
Custom Cost Evaluator
Serial Number Guide

Configuration for 4X4 1 3/4 310 CREW DIESEL

Power Mode:	Diesel	Cab Type:	Crew
Axle Configuration:	4X4	Ton Rating:	1 3/4
Horsepower:	310.0		

Blue Book Rates

Rate Effective Dates: Always Use Current Rate

printable report

** 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	$1,290.00	$360.00	$90.00	$14.00	$19.35	$26.68
Adjustments						
Region (100%)	-	-	-	-		
Model Year (2005: 91.9%)	-$104.49	-$29.16	-$7.29	-$1.13		
Ownership (106%)	+$71.13	+$19.85	+$4.96	+$0.77		
Operating (100%)					-	
Total:	**$1,256.64**	**$350.69**	**$87.67**	**$13.64**	**$19.35**	**$26.49**

Rental Rate Equipment Data Table

Factors That Effect Rental Rates for Various Pieces of equipment

Section 3: Air Tools

Portable Rotary Screw Air Compressors

1. Air Delivery Rating
2. P.S.I.
3. HP

Tank Mounted Air Compressor

1. Receiver Size
2. Air Delivery Rating
3. HP

Hand Held Rock Drills (Jackhammers)

1. Type (dry-wet)
2. Weight Class

Pneumatic Impact Wrenches

1. Drive
2. Handle Type
3. Bolt Capacity

Portable Sandblasting Machines

1. Capacity
2. Sand Capacity

Section 4: Crushing and Conveying

Single deck portable Screening Plants

1. Conveyor Size
2. Screen Size
3. HP

Roll Crushers

1. Size
2. Roll Type
3. HP

Cone Crusher

1. Head Size
2. Cone Type
3. HP

Section 5: Asphalt and Bituminous

Wheel mounted Asphalt Paver

1. Model
2. Wheel Drive
3. HP

Crawler Mounted Asphalt Paver

1. Model
2. Screed Model
3. HP

Wheel Mounted Pavement Millers

1. Model
2. Cutting Width
3. Max Cutting Depth
4. HP

Crawler Mounted Pavement Miller

1. Model
2. Cutting Width
3. Max Cutting Depth
4. HP

Asphalt Pick-Up Machines

1. Model
2. Conveyor Width
3. Discharge Height
4. HP

Section 6: Compaction

Self-Propelled Compactors

1. Model
2. Number of Speeds
3. Number of Wheels
4. HP

Hand Held Vibratory Plate Compactors

1. Plate width
2. Pounds Per Blow
3. HP

Trench compactors

1. Model
2. Drum width
3. Number of Drums
4. HP

Tandem Vibratory Compactors

1. Model
2. HP
3. Drum Width

Single Drum Vibratory Compactor

1. Model
2. Drum width
3. Drum Type
4. HP

Combination Rollers

1. Model
2. Drum Width
3. HP

Section 7: Concrete

Mobile Batch plants-Transit Mix

1. Production Capacity
2. Cement Batcher Capacity
3. Aggreg. Bin Capacity
4. Aggreg. Batcher Capacity

Portable Tilt Drum Concrete Mixers

1. Gasoline or Electric
2. Batching capacity
3. HP
4. Dump Configuration

Portable Trailer Mounted concrete Mixers

1. Gasoline, Electric or Diesel
2. Batching Capacity
3. HP

Bottom Dump General Purpose Air Buckets

1. Capacity
2. Type
3. Duty

Concrete Pump Booms for Truck Mounting

1. Model
2. Maximum Output
3. Vertical Boom Reach

Trailer Mounted Concrete Pumps

1. Model
2. Max. Output
3. HP

Concrete Saws

1. Type
2. Max. Cutting Depth
3. Blade Capacity Diameter
4. HP

Flexible Shaft Concrete Vibrators

1. Gasoline or Electric
2. Shaft Length
3. Head Diameter
4. HP

Section 8: Drilling

Vertical earth Drills for Truck Mounting

1. Gasoline or Diesel
2. Model
3. Average Drill Depth
4. Kelly Bar (O.D.)
5. HP

Trailer Mounted Pavement Test Core Drills

1. Gasoline or Diesel
2. Drill Feed Type
3. Spindle Travel
4. Water Pump Capacity
5. HP

Section 9: Tractors & Earthmoving

Compact Track Loaders

1. Model
2. Operating Capacity
3. HP

Skid Steer Loaders

1. Gasoline or Diesel
2. Model
3. Operating Capacity
4. HP

Tractor- Loader- Backhoes

1. Gasoline or Diesel
2. Model
3. Drive
4. Loader Bucket Capacity
5. Backhoe Stick Type
6. HP

4-WD Articulated Wheel Loader

1. Model
2. Bucket Capacity
3. HP

Standard Crawler Dozer

1. Model
2. Dozer
3. Operator Protection
4. HP

LGP Crawler Dozers

1. Model
2. Dozer Type
3. Operator Protection
4. HP

Section 10: Excavating

Wheel Mounted Hydraulic Excavators

1. Model
2. Bucket Capacity
3. HP
4. Operating weight

Crawler Mounted compact Excavators

1. Model
2. Operating Weight
3. Operator Protection
4. Bucket capacity
5. HP

Crawler Mounted Hydraulic Excavators

1. Model
2. Bucket Capacity
3. Operating Weight
4. HP

Crawler Mounted Chain Trenchers

1. Model
2. Trench Width
3. Trench Depth
4. HP

Wheel Mounted Chain Trenchers

1. Gasoline or Diesel
2. Model
3. Trench Width
4. Trench Depth
5. HP

Section 11: Motors & Generators

Enclosed Horizontal Motors

1. Rpm
2. Voltage
3. HP

Open Vertical Motors

1. RPM
2. Voltage
3. HP

Small Generator Sets

1. Gasoline or Diesel
2. Prime Output (Watts)
3. HP

Large Generator Sets

1. Prime Output (KW)
2. HP
3. Enclosure

Section 12: Hoist & Derricks

I.C. Self-Propelled Telescopic Boob Aerial Lift

1. Gasoline or Diesel
2. Model
3. Max Lift Capacity
4. Drive
5. HP

I.C. Self-Propelled Articulating Boom Aerial Lifts

1. Gasoline)r Diesel
2. Model
3. Max Platform Height
4. Max Lift Capacity
5. HP

Section 13: Lifting

Yard Cranes

1. Gasoline or Diesel
2. Model
3. Axel Config.(4X4 , 4X2)
4. Max Boom Length
5. Lift Capacity
6. HP

Rough Terrain Hydraulic Cranes

1. Model
2. Axle Config. (4X4X4, 6X6X6)
3. Max Boom Length
4. Lift Capacity
5. HP

Straight Mast Rough Terrain Lift Truck

1. Gasoline or Diesel
2. Capacity(Lbs.)
3. Max Fork Height
4. HP
5. Drive Wheels(2WD,4WD)

Telescoping Boom Rough Terrain Lift Truck

1. Model
2. Capacity
3. Max Reach
4. Max Lift Height
5. HP

Section 15: Pile Driving

Diesel Hammers

1. Model
2. Hammer Type (Single or Double acting)
3. Max Rated Energy (flb)
4. HP

Hydraulic Hammers

1. Model
2. Hammer Type (single or Hydraulic)
3. Max Rated Energy
4. Var. Stroke(Max/Min)
5. HP

Pneumatic Hammers

1. Model
2. Hammer Type(single or double acting)
3. Max Rated Energy
4. Air Required (cfm)

Section 16: Plumbing

Electric Submersible Pumps

1. Size
2. HP
3. Voltage
4. Phase

Section 17: Road Maintenance

Single Engine Pavement Sweepers

1. Model
2. Hopper Capacity
3. Water System Capacity
4. HP

Dual Engine Pavement Sweepers

1. Gasoline Or Diesel
2. Model
3. Hopper Capacity
4. Water System Capacity
5. HP
6. Transport HP

Trailer Mounted Arrow Boards

1. Solar ,Gasoline or Diesel
2. HP

Trailer Mounted Changeable Message “dot” Signs

1. Solar Or Diesel
2. HP

Crash Attenuators Truck Mounting

1. Type (1 or 2 Piece)
2. Material(Aluminum or Fiberglass)
3. Max safe Impact

Section 18: Shop Tools

Pressure Washer Hot

1. Flow Rate
2. Pressure
3. HP

Vacuum Cleaner Wet\Dry Type

1. Tank Capacity
2. Cut Capacity

Chain Saws

1. Bar Length
2. Engine Size (Cu. In.)

Portable Welders

1. Gasoline or Diesel
2. Current
3. Amps
4. Mounting (Skid or Trailer)
5. HP

Section 19: Trailers

Non-Tilt deck Utility Trailers

1. # of Axles
2. # of Tires
3. Hitch Type
4. Capacity

Tilt Deck Utility Trailers

1. # of axles
2. # of Tires
3. Deck Length
4. Capacity

Fixed Goose Neck Equipment Trailer

1. # of Axles
2. Deck Type (Level , Drop)
3. Deck Length
4. Capacity

Section 20: Trucks

Articulated Rear Dumps

1. Model
2. Rated Payload
3. Body Capacity
4. Axle Config.
5. HP

On-Highway Truck Tractors

1. Gasoline or Diesel
2. Axle Config.
3. Max GVW
4. HP

On-Highway Flatbed Trucks

1. Gasoline or Diesel
2. Axle Config.
3. Max GVW
4. HP

On-Highway Light Duty Trucks

1. Gasoline or Diesel
2. Cab Type
3. Axle Config.
4. Ton Rating
5. HP

Section 22: Miscellaneous

Portable Light Towers

1. Gasoline or Diesel
2. Tower Height
3. # of Lights
4. HP

Hydraulic Impact Breakers

1. Model
2. Impact Energy (flb)
3. Frequency (bpm)

Chapter 17 –

Civil Rights Programs –

OJT
On-The-Job Training

&

DBE
Disadvantaged Business Enterprise

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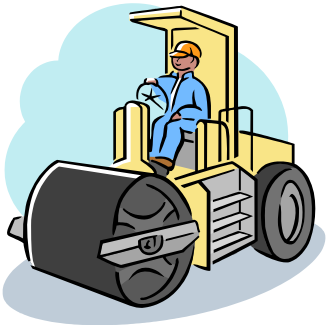
COLORADO
Department of Transportation

On-the-Job Training

Purpose:

To monitor the training and upgrading of Minorities and Women towards journey worker status, in order to enhance promotion from within the Contractors unskilled work force.



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About the OJT Program

The OJT program is a federally mandated program designed to promote the training and promotion of unskilled workers to journey worker status per 23 U.S.C. 140(a)

CDOT is responsible for overseeing this program, per the Stewardship Agreement with FHWA.

The Region Civil Rights Manager is responsible for setting the goals and monitoring the program.

Goals are set utilizing these minimum guidelines and considering:

- Availability of minorities, women, and disadvantaged
- The potential for effect training
- Duration of the Contract
- Dollar value of the Contract
- Total normal work force
- Geographic location
- Type of work
- Need for additional journey workers in area
- General guidelines for minimum total training hours

OJT Program -

Contractors are required to meet the OJT Goals on a project!! No exceptions!!

Reimbursement is at the rate of $2.00/hr per approved trainee.

Contractors may use training hours provided to trainee/apprentices offsite to meet the project goals, however, documentation of those hours must be received and approved by the Region Civil Rights Manager. These hours are NOT reimbursable by CDOT.

Remember - There is only 1 program

(Rev. 10/26/11)

Contractor Responsibilities

- Contractors are required to provide OJT Training opportunities in skilled crafts on Federal aid projects.
- Meet project goal set by the Region Civil Rights Manager
- May be assessed a $$$$ penalty. If the Contractor is at risk of failing to meet OJT project requirements they must submit a reasonable explanation in writing. This will be reviewed by the Region Civil Rights Manager for consideration.

Project Engineer Responsibilities

- Assure Contractor in compliance with OJT requirements
- Remind Contractor of their obligations & consequences on an ongoing basis
- Document all communications regarding OJT requirements
- Require written explanation of why OJT goal not met
- Notify the CDOT Civil Rights Manager of any non-compliance issues or concerns

Documentation

- **CDOT Form 1337** – Contractor Commitment to Meet OJT Requirements.
  To be submitted along with a copy of the Contractor's Approved Training Program prior to training starting. Keep in mind that approval of a program by FHWA and/or CDOT may take 30 days or longer. Required on all projects with an OJT Goal !!!

- **CDOT Form 838** – OJT Trainee/Apprentice Record.
  This form must be submitted and approved by the Region Civil Rights Manager prior to any training. One per trainee. Required on all projects with an OJT Goal !!!

- **CDOT Form 832** – Trainee Status and Evaluation.
  This is the Contractors request for payment. One per trainee, per month of training. Be sure you review it and <u>only pay for trainee hours on your project.</u>

- **CDOT Form 1336** – Waiver Request.
  The Contractor may submit a written request for a reduction of hours or waiver of goal. It is filled out by the project engineer. A copy of the Contractor's written explanation should be included. Must be submitted to the Region Civil Rights Manager **<u>prior</u>** to project acceptance.

- **CDOT Form 105** – Speed Memo
  The CDOT project engineer shall communicate with the Contractor, in writing, utilizing the Form 105 regarding non receipt of forms, missed deadlines, withholding of the monthly estimate, and $$ penalties to be imposed for non-compliance.

Payment

The Contractor shall submit a CDOT form 832 for each approved trainee on the project, on a monthly basis. This is the Contractor's formal request for payment.

Payment shall be posted against the budgeted Plan F/A OJT based on the number of OJT hours times the appropriate rate.

Payment of OJT may exceed your plan force account amount. However, be sure to monitor your project budget. If additional funds are needed, a Change Order must be executed.

The Contractor must meet **all** the requirements of the specification before payment can be authorized.

Penalties

The monthly progress estimate **should be withheld** if CDOT forms 1337 & 838 are not received by the deadlines stipulated in the spec.

Additional penalties shall be accessed if the Contractor fails to meet the goal set for the project. The penalty will be determined by the Region Civil Rights Manager. It is calculated based on the OJT goal minus the actual OJT hours paid times the journeyman's wages plus fringe benefits. The CDOT Civil Rights Manager generally selects the most commonly utilized wage classification on the project to use in the calculation.

The project engineer will notify the Contractor in writing, using the CDOT form 105 and post the penalty on the monthly progress estimate using category 200, item code 900-00028 (OJT Damages).

The Contractor has 14 days from the date of receipt of the CDOT 105 notifying them of non-compliance to respond.

Waiver Request

The Contractor may request that the CDOT Civil Rights Manager modify or waive the OJT hours goal. Upon receipt of the Contractor's written request, the project engineer shall complete the CDOT form 1336 and submit both to the CDOT Civil Rights manager. This should be done as soon as it becomes apparent the OJT goal may not be reached and prior to project acceptance.

The Civil Rights Manager will notify the project engineer of their decision and the project engineer shall notify the contractor in writing.

For additional information - reference the Standard Special "On-the-Job-Training", Construction Bulletin 2011 #10 in **Appendix A** and/or contact your region Civil Rights Manager.

CB 2011-10 Revised OJT Special Provision.

OJT Checksheet

____ 1. Review plans and specs:
- OJT goal (hours)
- Plan F/A dollar amount (do not exceed Plan OJT F/A $ without a Change Order)

____ 2. Were the CDOT forms 1337 and 838's and a copy of the training plan submitted at the Preconstruction meeting?

____Yes
- Send copies to Civil Rights Manager
- Keep originals in the project books (266/305's)

____No
- Send 105 to prime contractor, giving them 2 weeks to comply
- If the prime still does not comply, send a 2nd CDOT 105
- Send copy of 2nd CDOT 105 to the Civil Rights Manager
- Monthly Progress Estimate may be withheld

____ 3. Are the CDOT Form 832's being submitted on a monthly basis?

____Yes
- Send copies to Civil Rights Manager
- Keep originals in the project book (266/305 book)
- Calculate payment due. Total approved Trainee Hours worked times $2.00 Hr

_____ No
- Notify Contractor - send 105 to prime Contractor stating that they will be held in non-compliance if not turned in. You may give them 1 week to comply.
- If a second notice is necessary, you must send a copy to the Civil Rights Manager who may assess damages
- Monthly Progress Estimate may be withheld

____ 5. Is Contractor in compliance?

____ Yes
- No additional action needed

____ No
- Has a CDOT 1336 with the Contractor's written explanation been submitted to the Civil Rights office?

  ____ Yes
  - Work with the Region Civil Rights Manager for resolution

  ____ No
  - Notify Contractor in writing of Non-Compliance. They have 14 days to respond with a written explanation.
  - Submit a CDOT 1336 w/ copy of explanation to the Civil Rights Office

- Region Civil Rights Manager will make OJT Damages determination
- Add CO record for OJT Damages in SiteManager® and post to estimate in Category 200 using item code 900-00028

(Rev. 4/10/13)

1

ON THE JOB TRAINING

This training special provision is an implementation of 23 U.S.C. 140 (a). The Contractor shall meet the requirements of the FHWA 1273 for all apprentices and trainees.

As part of the Contractor's Equal Employment Opportunity Affirmative Action Program, training shall be provided on projects as follows:

1. The Contractor shall provide on the job training aimed at developing full journey workers in the skilled craft identified in the approved training plan. The Contractor shall provide at a minimum, required training hours listed in the Project Special Provisions for each project.

2. The primary objective of this specification is to train and upgrade women and minority candidates to full journey worker status. The Contractor shall make every reasonable effort to enroll and train minority and women workers. This training commitment shall not be used to discriminate against any applicant for training whether or not the applicant is a woman or minority.

3. The Contractor may employ temporary workers from CDOT supportive services providers to meet OJT requirements. Information pertaining to supportive services providers may be obtained by calling the CDOT OJT Coordinator at the number shown on the link http://www.coloradodot.info/business/equal-opportunity/training.html

4. An employee shall not be employed or utilized as a trainee in a skilled craft in which the employee has achieved journey status.

5. The minimum length and type of training for each skilled craft shall be as established in the training program selected by the Contractor and approved by the Department and the Colorado Division of the Federal Highway Administration (FHWA), or the U. S Department of Labor (DOL), Office of Apprenticeship or recognized state apprenticeship agency. To obtain assistance or program approval contact:

   CDOT Center for Equal Opportunity
   4201 East Arkansas Avenue
   Denver, CO 80222
   eo@dot.state.co.us
   1-800-925-3427

6. The Contractor shall pay the training program wage rates and the correct fringe benefits to each approved trainee employed on the project and enrolled in an approved program. The minimum trainee wage shall be no less than the wage for the Guardrail Laborer classification as indicated in the wage decision for the project.

7. The CDOT Regional Civil Rights Manager must approve all proposed apprentices and trainees for the participation to be counted toward the project goal and reimbursement. Approval must occur before training begins. Approval for the apprentice or trainee to begin work on a CDOT project will be based on:

   A. Evidence of the registration of the trainee or apprentice into the approved training program.
   B. The completed Form 838 for each trainee or apprentice as submitted to the Engineer.

8. Before training begins, the Contractor shall provide each trainee with a copy of the approved training program, pay scale, pension and retirement benefits, health and disability benefits, promotional opportunities, and company policies and complaint procedures.

9. Before training begins, the Contractor shall submit a copy of the approved training program and CDOT Form 1337 to the Engineer. Progress payments may be withheld until this is submitted and approved and may be withheld if the approved program is not followed.

10. On a monthly basis, the Contractor shall provide to the Engineer a completed On the Job Training Progress Report (Form 832) for each approved trainee or apprentice on the project. The Form 832 will be reviewed and approved by the Engineer before reimbursement will be made. The Contractor will be reimbursed for no more than the OJT Force Account budget. At the discretion of the Engineer and if funds are available, the Engineer may increase the force account budget and the number of reimbursable training hours through a Change Order. The request to increase the force account must be approved by the Engineer prior to the training.

11. Upon completion of training, transfer to another project, termination of the trainee or notification of final acceptance of the project, the Contractor shall submit to the Engineer a "final" completed Form 832 for each approved apprentice or trainee.

12. All forms are available from the CDOT Center for Equal Opportunity, through the CDOT Regional Civil Rights Manager, or on CDOT's website at http://www.coloradodot.info/business/bidding/Bidding%20Forms/Bid%20Winner%20Forms

13. Forms 838 and 832 shall be completed in full by the Contractor. Reimbursement for training is based on the number of hours of on the job training documented on the Form 832 and approved by the Engineer. The Contractor shall explain discrepancies between the hours documented on Form 832 and the corresponding certified payrolls.

14. The OJT goal (# of training hours required) for the project will be included in the Project Special Provisions and will be determined by the Regional Civil Rights Manager after considering:

    A. Availability of minorities, women, and disadvantaged for training;
    B. The potential for effective training;
    C. Duration of the Contract;
    D. Dollar value of the Contract;
    E. Total normal work force that the average bidder could be expected to use;
    F. Geographic location;
    G. Type of work; and
    H. The need for additional journey workers in the area
    I. The general guidelines for minimum total training hours are as follows:

Contract dollar value	Minimum total training hours to be provided on the project
Up to 1 million	0
>1 - 2 million	320
>2 - 4 million	640
>4 - 6 million	1280
>6 - 8 million	1600
>8 - 12 million	1920
>12 - 16 million	2240
>16 - 20 million	2560
For each increment of $5 million, over $20 million	1280

ON THE JOB TRAINING

15. The number of training hours for the trainees to be employed on the project shall be as shown in the Contract. The trainees or apprentices employed under the Contract shall be registered with the Department using Form 838, and must be approved by the Regional Civil Rights Manager before training begins for the participation to be counted toward the OJT project goal. The goal will be met by an approved trainee or apprentice working on that project; or, if a Contractor's apprentice is enrolled in a DOL approved apprenticeship program and registered with CDOT using Form 838 and working for the Contractor on a non-CDOT project. The hours worked on the non-CDOT project may be counted toward the project goal with approved documentation on Form 832. Training hours will be counted toward one project goal.

16. Subcontractor trainees who are enrolled in an approved Program may be used by the Contractor to satisfy the requirements of this specification.

17. The Contractor will be reimbursed $2.00per hour worked for each apprentice or trainee working on a CDOT project and whose participation toward the OJT project goal has been approved

18. The Contractor shall have fulfilled its responsibilities under this specification if the CDOT Regional Civil Rights Manager has determined that it has provided acceptable number of training hours.

19. Failure to provide the required training will result in the following disincentives: A sum representing the number of training hours specified in the Contract, minus the number of training hours worked as certified on Form 832, multiplied by the journey worker hourly wages plus fringe benefits [(A hours – B hours worked) x (C dollar per hour + D fringe benefits)] = Disincentives Assessed. Wage rate will be determined by averaging the wages for the crafts listed on Form 1337. The Engineer will provide the Contractor with a written notice at Final Acceptance of the project informing the Contractor of the noncompliance with this specification which will include a calculation of the disincentives to be assessed.

CDOT 1337

COLORADO DEPARTMENT OF TRANSPORTATION **CONTRACTOR COMMITMENT TO MEET OJT REQUIREMENTS**	Project No.:	Project Code (SA#):
	Prime Contractor Name:	
	Subcontractor Name *(If applicable)*:	Training Hrs. Required:

Instructions: If there is an OJT requirement on the contract, the contractor must complete and submit this form to the Engineer no later than the preconstruction conference. The contractor must attach a copy of the approved Training Program certification. This may be a letter from CDOT or other such certification from the U.S. Department of Labor or FHWA. Progress payments may be withheld from the contractor if this document is not submitted or is not approved by the Region Civil Rights Manager, or if the commitment has not been implemented by the contractor.

Program (check applicable boxes):

☐ Standard Program ☐ U.S. DOL - BAT ☐ Other: _____ ☐ Sponsor: _____

Name of Certified Program:

Name/Title of Contractor's Representative Administering OJT Program:

Telephone Number:

Date of Certification or Approval of Program if Approved by CDOT or FHWA: / /

Agency That Issued Approval of the Training Program:

Classifications of Trainees Intended to be Placed on this Project:

Classification of Trainee	Approximate Start Date of Training
1.	/ /
2.	/ /
3.	/ /
4.	/ /
5.	/ /
6.	/ /

Anticipated Amount Expected for Reimbursement for Training Hours: hrs.

Prime Contractor Certification:
I certify that the above information is complete and accurate to the best of my knowledge. I understand that the On The Job Training is a requirement of this contract and failure to provide training as required by the special provisions of this contract may result in sanctions.

Contractor Representative Signature:	**Date:** / /

Distribution: Project Engineer, Prime Contractor, Subcontractor (if applicable), Region Civil Rights Manager (3 copies, 1- Bus. Prog. Office, 1- Sponsor)

Previous editions may not be used

CDOT Form #1337 12/11

CDOT 838

COLORADO DEPARTMENT OF TRANSPORTATION

OJT TRAINEE/APPRENTICE RECORD

Contractor Instructions:

1) Complete this form for each trainee or apprentice on the project that will be used to meet OJT requirements
2) Submit **one** form for **each** trainee/ apprentice for each project
3) Retain a copy for your records
4) Submit original to CDOT Project Engineer
5) **Incomplete submittals will be rejected**
6) Attach training program certificate
7) Attach training enrollment certificate

Type of Program (check all that apply): ☐ Union ☐ Standard OJT Program ☐ Other _____ ☐ U.S. DOL - BAT

Contractor's Name:	Project No.:	Location:	Project Code (SA#)

Name of Trainee's Supervisor:	Title:

Trainee's Name:	Date this form submitted:

Trainee's Job Classification and CODE from the wage decision:	Wage Decision number, include modifications:

☐ Male ☐ Female | Last 4 of SSN ☐☐☐☐ | Veteran: ☐ No ☐ Yes If Yes, which branch:

Education – Check the last year of school completed:
Highest Grade Completed _____ ☐ GED ☐ High School Diploma ☐ College

Technical Training or Certifications:

Special Licenses:

Training Hours Credited:

Accumulated:
On-the-Job Training _____(hours)

Classroom Training _____(hours)

Ethnic or Racial Background:
☐ African American ☐ American Indian or Alaskan ☐ White ☐ Hispanic ☐ Asian or Pacific Islander ☐ Other

Trainee's Previous Construction Work Experience:

Name of Company	Location City / State	Job Classification	Dates of Employment: From:	To:

Were any previous jobs at the journeyman level? ☐ Yes ☐ No

If yes, explain:

Date Trainee First employed by Your Company: Date Enrolled in Training Program:	How long do you anticipate employing this trainee/apprentice?

Trainee's wage (% of journeyman work) at this time? ☐ 60% ☐ 75% ☐ 90% ☐ 100% Trainees current wage rate $ _____/hr	Trainee willing to travel? ☐ Yes ☐ No

Signature of Authorized Contractor Representative:	**Title:**	**Date:**

Region Civil Rights Manager Signature:	**Region:**	☐ **Approved** ☐ **Not-Approved**	**Date:**

Comments or reason not approved:

Previous editions are obsolete and may not be used. CDOT Form # 838 12/11

Project Engineer (2) Project Engineer will provide one copy to the contractor
Region Civil Rights Manager (3 copies – one for BPO; one for the sponsor if applicable)
Records Center (Original)

CDOT 832

COLORADO DEPARTMENT OF TRANSPORTATION

TRAINEE STATUS AND EVALUATION

Type of Approved Program Check all that apply:
☐ Standard ☐ Union ☐ CCA
☐ Colorado ☐ Other:_____

Contractors Name:	Project Number:	Project Code (SA#):	Reporting Month:
Trainee's Name:		Trainee's Classification:	
Social Security Number:	Date Enrolled in Program:		Hourly Rate:
Percent of Journeyman Scale:	Total Hours Required in Program:		Sponsor (Colorado Program):

Status of Trainee is: ☐ Working ☐ Graduated ☐ Temporarily Laid Off ☐ Dropped Out ☐ Transferred to Another Project ☐ Terminated

Federal Aid:	CDOT Project No.:	Project Code:	Location:	Hours Worked this Month:
Federal Aid: ☐ Yes ☐ No	CDOT Project No.:	Project Code:	Location:	Hours Worked this Month:
Federal Aid: ☐ Yes ☐ No	CDOT Project No.:	Project Code:	Location:	Hours Worked this Month:
Federal Aid: ☐ Yes ☐ No	CDOT Project No.:	Project Code:	Location:	Hours Worked this Month:
Federal Aid: ☐ Yes ☐ No	CDOT Project No.:	Project Code:	Location:	Hours Worked this Month:

Be sure to only pay for hours on your project !!!!

More than 1 project may be listed on form.

Non-CDOT Project Descriptions and Locations:	Hours Worked this Month:

Total Training Hours Worked This Month:	Previous Training Hours Worked:	Total Training Hours Worked to Date:

What were the trainee's primary job duties this month:

The trainee's overall job performance for this month is: ☐ Excellent ☐ Good ☐ Fair ☐ Poor

Supervisor's Comments:

Trainee's Comments:

Trainee's Signature (if available):	Supervisor's Signature:

CONTRACTOR:

The undersigned contractor herby certifies that the listed employee is a bona fide trainee as required by the On-the-Job Training Special Provision, that s/he has worked the hours reported on this form, and the hours worked on CDOT and Federal Aid Projects reported are eligible for reimbursement. The information provided above is reasonably correct to the best of my knowledge.

Contractor Signature/ Title ***Date***

PROJECT ENGINEER:

I hereby certify that the On-the-Job training hours reported above have been reviewed and found reasonable.

Engineer Signature/Title **Date**

Distribution: **Previous editions are obsolete and may not be used.** CDOT Form # 832 1/06

REGION CIVIL RIGHTS MANAGER – 3 copies (one for BPO, one for Sponsor)
Project Engineer
Trainee
Records Center (original)

CDOT 1336

COLORADO DEPARTMENT OF TRANSPORTATION **WAIVER REQUEST FOR CONTRACT'S ON THE JOB TRAINING HOURS**	**Project No.:**	**Project Code (SA#):**
	Project Location:	
	Assigned Training Hours:	**Project Start Date:** / /

Instructions: The CDOT Project Engineer must complete the following information to request that the Region Civil Rights Manager waive or modify a contract's OJT training hours requirement. **Waivers or modifications will only be granted for the most compelling of reasons, for instance when safety is at issue.**

I, _____, the CDOT Project Engineer for the project listed above, request that the Region Civil Rights Manager ☐ **modify** ☐ **waive** the on-the-job training hours established for this contract. I make this request for the following reasons. *(Please be specific)*:

I certify that I believe the facts stated to be true and correct based on my personal knowledge.

CDOT Project Engineer Signature:	**Date:** / /

I, _____, the CDOT Region Civil Rights Manager, ☐ **approve** ☐ **disapprove** the waiver/modification request for the following reasons. *(Please be specific)*:

CDOT Region Civil Rights Manager:	**Date:** / /

Distribution: Business Programs Office, Project Engineer, Region Civil Rights Manager **Previous editions may not be used** **CDOT Form #1336** **04/05**

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Disadvantaged Business Enterprises & DBE Goals

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DBE Programs

The DBE Program is a federally mandated program required by the US Department of Transportation per CFR 49 Part 26 and Title VI of the Civil Rights Act of 1964.

CFR 49 Part 26 may be reviewed at:
http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=753d226faf0792f90410ff80fdea2805&rgn=div5&view=text&node=49:1.0.1.1.20&idno=49

To be certified as a DBE the company must serve a commercially useful function.

Definitions

Disadvantaged Business Enterprise (DBE).
A small business concern that is certified as being:

A. At least 51 percent owned by one or more socially and economically disadvantaged individuals or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more socially and economically disadvantaged individuals; and

B. Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

C. Socially and economically disadvantaged individual means any individual who is a citizen (or lawfully admitted permanent resident) of the United States and who is:

DBE Joint Venture.
Joint venture means an association of a DBE firm and one or more other firms to carry out a single, for-profit business enterprise, for which the parties combine their property, capital, efforts, skills and knowledge, and in which the DBE is responsible for a distinct, clearly defined portion of the work of the contract and whose share in the capital contribution, control, management, risks, and profits of the joint venture are commensurate with its ownership interest.

A DBE joint venture must be certified as a joint venture by the Business Programs Office at CDOT even if all firms were previously certified!!!!

DBE Goals- set on a project by project basis by the Region Civil Rights Manager based on the engineer's estimate. The items of work and quantities taken under consideration only include the biddable items. The Civil Rights Manager also will look at the pool of DBE firms that are available based on the work codes and their availability. The program uses the North American Industry Classification System codes (NAICS) for this purpose.

Good Faith Efforts

It is the obligation of the bidder to make good faith efforts to meet the contract goal prior to the bid opening.

Good Faith Effort --- Condition of Award

Understanding the Process….

- Bid opening – first indication if will go thru Good Faith Effort (GFE)
- Initial forms are submitted by the Prime Contractor to the Civil Rights and Business Resource Center (CRBRC)
- CRBRC will review, collect and verify information
- CRBRC reviews and approves
- **IF** Award denied…….letter is sent to the Prime Contractor
  - Prime Contractor may appeal
  - Prime presents case ….Note: only efforts prior to bid opening are considered
  - Decision made to recommend award, or not, made by the Chief Engineer (or their designee)

Do's & Don'ts

- Do talk to the Subcontractors
- Do notify the Civil Rights Manager when issues are known to exist.
- Don't ignore issues with DBE's even if there is no DBE goal on project
- Don't take sides

Monitoring the Program Through Documentation

- **Beginning**:
  - Commitment at time of bid (CDOT forms 1414 & 1415). Required as condition of award.
- **During**:
  - Permit to Sublet (CDOT form 205B)
  - List of Suppliers (CDOT form 1425)(required for all items >$10,000)
  - All subcontractors must be given opportunity to perform
  - Quarterly report of payments to DBE's (CDOT form 1419)
- **End**:
  - Final payments to DBE's (CDOT form 1419)

Performance Issues or Replacement

If non-performance issues arise –

- be sure to contract your region Civil Rights Specialist
- **READ & follow the DBE specification!!**

Prior to requesting approval of replacing or self-performing , the Contractor must provide written documentation of their Good Faith Efforts in working with the DBE subcontractor to resolve performance issues.

The Prime Contractor's decision to self-perform must meet the following conditions:

- Provide written documentation of the incident(s) to the Region Civil Rights Manager
- Obtain prior approval to self-perform from the Region Civil Rights Manager
- Obtain technical assistance as needed

The Prime Contractor must still meet the continuing obligation of Good Faith Efforts to meet DBE goal.

All payments to subcontractors/suppliers must follow the prompt payment act(CRS 38-26-107 & 24-91-103). The CDOT 1418 shall be submitted monthly and document payments to subcontractors and suppliers.

Replacement of DBE Subcontractors used to meet the contract goal

Based upon a showing of good cause the Contractor may request that a DBE named on Form 1414 or 1415 be replaced with another DBE pursuant to the terms and conditions of the DBE special provision.

For additional information on the DBE Spec – see CB# 2014 #2 in Appendix A

Labor Compliance

More than just Contractor payrolls….
Also includes the following:

- Monitoring field activities
- Comparing activities with payrolls
- Interviewing employees (CDOT 280)
- Ensuring payment for work
- Ensuring proper job classifications are utilized
- Requesting proper job classification if not listed on wage decision (DOL 1444)
- Assuring bulletin board is assessable 24/7 and has all required postings clearly visible, including all pages, including the Davis-Bacon Wage Decision.

  https://www.codot.gov/business/bidding/bulletin-board-postings

DBE Checksheet

____ 1. Review plans and specs:
- DBE goal (hours)

____ 2. Was the CDOT form 1425 submitted at the Preconstruction meeting?

____Yes
- Send copies to Civil Rights Manager
- Keep original in the project books (266/305's)

____No
- Send 105 to prime contractor, giving them 2 weeks to comply
- If the prime still does not comply, send a 2nd CDOT 105
- Send copy of 2nd CDOT 105 to the Civil Rights Manager
- Monthly Progress Estimate may be withheld

____ 3. Are the CDOT Form 1418's being submitted on a monthly basis?

____Yes
- Send copies to Civil Rights Manager
- Keep originals in the project book (266/305 book)

_____ No
- Notify Contractor - send 105 to prime Contractor stating that they will be held in non-compliance if not turned in. You may give them 1 week to comply.
- If a second notice is necessary, you must send a copy to the Civil Rights Manager who may assess damages
- Monthly Progress Estimate may be withheld

____ 4. Are the CDOT Form 1419's being submitted on a quarterly basis?

____Yes
- Send copies to Civil Rights Manager
- Keep originals in the project book (266/305 book)

_____ No
- Notify Contractor - send 105 to prime Contractor stating that they will be held in non-compliance if not turned in. You may give them 1 week to comply.
- If a second notice is necessary, you must send a copy to the Civil Rights Manager who may assess damages
- Monthly Progress Estimate may be withheld

____ 5. Is Contractor in compliance?

____ Yes
- No additional action needed

____ No
- Has a CDOT 1420 with the Contractor's written explanation been submitted to the Civil Rights office?

  ____ Yes
  - Work with the Region Civil Rights Manager for resolution

  ____ No
  - Notify Contractor in writing of Non-Compliance. They have 14 days to respond with a written explanation.

- Region Civil Rights Manager will make DBE Damages determination
- Add CO record for DBE Sanctions in SiteManager® and post to estimate in Category 200 using item code 900-00031.

Rev. 3/20/14)

DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS

1. Overview

The Disadvantaged Business Enterprise (DBE) Program is a federally-mandated program that seeks to ensure non-discrimination in the award of U.S. Department of Transportation (DOT)-assisted contracts and to create a level playing field on which DBEs can compete fairly for DOT-assisted contracts. To such end, CDOT sets a contract goal for DBE participation for each DOT-assisted Contract.

In order to be awarded the Contract, the bidder shall show that it has committed to DBE participation sufficient to meet the goal or has otherwise made good faith efforts to do so. CDOT will amend the goal prior to award if the lowest apparent bidder demonstrates that good faith efforts were made but sufficient commitments to meet the goal could not be obtained.

CDOT will monitor the progress of the Contractor throughout the project to ensure that the Contractor's DBE commitments are being fulfilled. Modifications to the commitments must be approved by CDOT. CDOT may withhold payment or seek other contractual remedies if the Contractor is not complying with the requirements of this special provision. Upon completion of the Contract, CDOT may reduce the final payment to the Contractor if the Contractor has failed to fulfill the commitments or made good faith efforts to meet the contract goal.

For general assistance regarding the DBE program and compliance, contact CDOT's Civil Rights and Business Resource Center (CRBRC) at (303)757-9234. For project specific issues, contact the Engineer.

All forms referenced herein can be found on the CDOT website in the forms library:

http://www.coloradodot.info/library/forms/cdot-forms-by-number

2. Contract Assurance

By submitting a proposal for this Contract, the bidder agrees to the following assurance and shall include it verbatim in all (including non-DBE) subcontracts:

> The contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as CDOT deems appropriate.

3. Definitions

Terms not defined herein shall have the meaning provided in the CDOT Standard Specifications for Road and Bridge Construction.

A. *Commitment.* A commitment is a portion of the Contract, identified by dollar amount and work area, designated by the bidder or Contractor for participation by a particular DBE. Commitments are submitted to CDOT via Form 1414, Anticipated DBE Participation Plan, or via Form 1420, DBE Plan Modification Request. Once approved, commitments are obligations of the Contract that are enforceable by CDOT.

B. *Commercially Useful Function (CUF).* Responsibility for the execution of the work and carrying out such responsibilities by actually performing, managing and supervising the work as further described in Section 8 below.

C. *Contract Goal.* The percentage of the contract designated by CDOT for DBE participation. The contract goal for this contract is provided in the Project Special Provision Disadvantaged Business Enterprise

Contract Goal.

(1) The bidder/Contractor shall make good faith efforts to fulfill the contract goal with eligible DBE participation. For determining whether the contract goal was met prior to award, the contract goal shall be based upon the proposal amount excluding force account items. For determining whether the contract goal was met during and upon completion of the project, the contract goal shall be based upon the total earnings amount.

(2) If the lowest apparent bidder demonstrates that it was unable to meet the contract goal but made good faith efforts to do so, the contract goal will be amended and the revised contract goal will be provided on Form 1417, Approved DBE Participation Plan.

D. *Disadvantaged Business Enterprise (DBE).* A Colorado-certified Disadvantaged Business Enterprise listed on the Colorado Unified Certification Program (UCP) DBE Directory at www.coloradodbe.org.

E. *DBE Program Manual.* The manual maintained by the CRBRC which details CDOT's policies and procedures for administering the DBE program. A copy of the DBE Program Manual is available on the CRBRC webpage.

F. *Eligible Participation.* Work by a DBE that counts toward fulfillment of the contract goal as described in Section 4 below.

G. *Good Faith Efforts.* All necessary and reasonable steps to achieve the contract goal which, by their scope, intensity, and appropriateness to the objective, could reasonably be expected to obtain sufficient DBE participation, even if not fully successful. Good faith efforts are evaluated prior to award and throughout performance of the Contract. For guidance on good faith efforts, see 49 CFR Part 26, Appendix A.

H. *Joint Check.* A check issued by the Contractor or one of its subcontractors to a DBE firm and a material supplier or other third party for materials or services to be incorporated into the work.

I. *Reduction.* A reduction occurs when the Contractor reduces a commitment to a DBE. A reduction constitutes a partial termination.

J. *Subcontractor.* An individual, firm, corporation or other legal entity to whom the Contractor sublets part of the Contract. For purposes of this special provision, the term subcontractor includes suppliers.

K. *Substitution.* Substitution occurs when a Contractor seeks to find another DBE to perform work on the contract as a result of a reduction or termination.

L. *Termination.* A termination occurs when a Contractor no longer intends to use a DBE for fulfillment of a commitment.

M. *Total Earnings Amount:* Amount of the Contract earned by the Contractor, including approved changes and approved force account work performed, but not including any deductions for liquidated damages, price reduced material, work time violations, overweight loads or liens. The amount of the Contract earned does not include plan force account items (i.e. OJT, pavement incentives, etc).

N. *Work Code.* A code to identify the work that a DBE is certified to perform. A work code includes a six digit North American Industry Classifications System code plus a descriptor. Work codes are listed on a firm's profile on the UCP DBE Directory. The Contractor may contact the CRBRC to receive guidance on whether a work code covers the work to be performed.

4. Eligible Participation

The following rules will be used to determine whether work performed by a DBE qualifies as eligible participation on the Contract:

A. *Work Must be Identified in Commitment.* The work performed by the DBE must be reasonably construed to be included in the work area and work code identified by the Contractor in the approved commitment.

(1) If the Contractor intends to use a DBE for work that was not listed in the commitment, the Contractor shall submit Form 1420, DBE Participation Plan Modification for approval of the modification. Unapproved work will not count toward the contract goal.

(2) A DBE commitment cannot be modified to include work for which the DBE was not certified at the time of the approval of the original commitment.

B. *DBE Must be Certified to Perform the Work.* The DBE must be certified to perform the work upon submission of the commitment and upon execution of the DBE's subcontract.

(1) When a commitment has been made, but upon review of Form 205 or 205B, Sublet Permit, CDOT determines that the DBE is no longer certified in the work code which covers the work to be performed, the Contractor may not use the DBE's participation toward the contract goal. The Contractor shall terminate the DBE commitment and seek substitute DBE participation in accordance with Section 9 below.

(2) A DBE's work will continue to count as eligible participation if the DBE was certified upon approval of Form 205 or 205B, Sublet Permit and the certification status changes during the performance of the work.

(3) Suppliers must be certified upon execution of the purchase order.

C. *DBE Performs the Work.* Eligible participation will only include work actually performed by the DBE with its own forces.

(1) Work performed by the DBE includes the cost of supplies and materials obtained by the DBE for its work on the Contract, including any equipment leased by the DBE, provided that such supplies or equipment are not purchased or leased from the Contractor or a subcontractor that is subletting to the DBE.

(2) If CDOT determines that a DBE has not performed a CUF on the project, no participation by such DBE shall count toward the contract goal.

D. *DBE Subcontracts to Another Firm.* When a DBE subcontracts part of the work, the value of the subcontracted work may only be counted toward the goal if the subcontractor is a DBE. Performance by non-DBE subcontractors, including non-DBE trucking firms and owner-operators, shall be deducted from the DBE's participation.

E. *DBE Received Payment for the Work.* Eligible participation only includes work for which the DBE has received payment, including the release of its retainage.

F. *Special Calculations for Suppliers.* When a DBE supplies goods on a project, the DBE may be classified as a manufacturer, dealer or broker. The DBE's status as a manufacturer, dealer or broker is determined on a contract-by-contract basis and is based upon the actual work performed.

(1) When a DBE is deemed to be acting as a manufacturer, one hundred percent of the commitment will count as eligible participation.

(2) When a DBE is deemed to be acting as a regular dealer (i.e. non-manufacturer supplier), only sixty percent of the commitment will count as eligible participation.

(3) When a DBE is deemed to be acting as a broker, only the reasonable brokerage fee will count as eligible participation.

G. *Reasonable Fee for Contract-Specific Services.* Services shall count toward the contract goal only if they are specifically required for the performance of the Contract. Non-contract specific expenses may not be counted toward the contract goal. Fees for services must be reasonable. Services include but are not limited to professional services, public involvement, etc. In the case of temporary employment placement agencies, only the placement fee for an individual to be specifically and exclusively used for work on the contract shall count as eligible participation.

H. *Pre-Approval for Joint Venture Participation.* When a DBE is a participant in a joint venture, the DBE must apply to CDOT to determine how much of the work performed by the joint venture will count toward the contract goal. The DBE shall complete Form 893, Information for Determining DBE Participation when a Joint Venture Includes a DBE. Form 893 shall be submitted to CDOT no less than ten days before the submission of the Proposal to ensure sufficient time for review.

5. Proposal Requirements

In order to be eligible for award, the following shall be submitted with the proposal, or, for electronic bidders, via email to cdot_hq_dbeforms@state.co.us by the proposal submission deadline. In order to avoid an error within the electronic bidding system, electronic bidders shall also enter the total percentage of anticipated eligible DBE participation into the Form 714 and electronically sign the form.

A. *Form 1413, Bidders List.* The bidder shall list each subcontractor (including both DBE and non-DBE subcontractors) that submitted a quote for participation on the project. Failure to submit a signed Form 1413 will result in rejection of the proposal.

B. *Form 1414, Anticipated DBE Participation Plan.* If the Contract Goal is greater than zero, the bidder shall submit Form 1414 to document anticipated DBE participation.

(1) If the Bidder has not obtained any DBE commitments, it shall still submit Form 1414 documenting zero anticipated participation. If the Contract Goal is greater than zero, failure to submit a signed Form 1414 shall result in rejection of the proposal.

(2) The bidder shall list the DBE, work area(s), commitment amount and estimated eligible participation for each commitment. Once Form 1414 is submitted, a commitment may only be terminated or reduced in accordance with Section 9 below. The bidder is responsible for ensuring that commitments, and the estimated eligible participation resulting therefrom, have been properly calculated prior to submitting its proposal.

(3) If the bidder is a DBE, the bidder must include itself in Form 1414 and list the work area(s) and amount that it intends to self-perform and count as eligible participation on the contract.

(4) Commitments may be made to second tier or lower DBE subcontractors; however, the Contractor is ultimately responsible for the fulfillment of the commitment and shall sign the Form 1415, Commitment Confirmation.

6. Additional Forms Due Prior to Award.

If the contract goal is greater than zero, or if the bidder has voluntarily made commitments, the Bidder shall submit the following forms within five calendar days of selection as the lowest apparent bidder:

A. *Form 1415, Commitment Confirmation.* A Form 1415, Commitment Confirmation shall be obtained from each DBE listed on Form 1414. The bidder shall complete Section 1 and the DBE shall complete Section 2 of Form 1415. Form 1415s shall be consistent with the commitments listed on Form 1414. The bidder shall not modify commitments listed on Form 1414 without good cause and approval from CDOT. The bidder shall contact CDOT if any issues arise which may require the bidder to alter or terminate a commitment.

B. *Form 1416, Good Faith Effort Report.* If the total eligible participation listed on Form 1414 does not meet the contract goal, the lowest apparent bidder shall also submit Form 1416, Good Faith Effort Report and any supporting documentation that the bidder would like considered by CDOT as evidence of good faith efforts.

7. Commitment and Good Faith Effort Review

A. *Commitment Review.* CDOT will evaluate the Form 1414 and each Form 1415 to ensure that it the commitment is valid and has been properly calculated. CDOT may investigate or request additional information in order to confirm the accuracy of a commitment. If CDOT determines that the total estimated eligible participation of the commitments does not meet the contract goal, within two business days of notice from CDOT or within the original five calendar day deadline, whichever is later, the bidder shall submit Form 1416 to CDOT.

B. *Good Faith Effort Review.* If the total eligible participation of Form 1414 and all supporting Form 1415s does not meet the contract goal, CDOT will review Form 1416 and all supporting documentation submitted by the bidder in order to determine whether the bidder has demonstrated good faith efforts to obtain DBE participation. CDOT will use 49 CFR Part 26, Appendix A as a guide for determining whether the bidder made good faith efforts to meet the contract goal. A bidder will be deemed to not have made good faith efforts if the bidder lists a DBE for a work area for which the DBE is not certified and the bidder cannot establish a reasonable basis for its determination. CDOT may consider and approve commitments made after submission of the bid if the Bidder demonstrates that (1) good faith efforts were made prior to submission of the bid and (2) there is a reasonable justification for not obtaining the commitments prior to submission of the bid.

C. *Administrative Reconsideration.* If CDOT determines that the bidder did not demonstrate good faith efforts to meet the contract goal, it will provide the bidder with written notice of its determination and an opportunity to appeal. The process for reconsideration is set forth in the *Good Faith Effort Appeal Process,* which is an Appendix I to the DBE Program Manual. A copy of the *Good Faith Effort Appeal Process* will be included in the written notice from CDOT.

D. *Form 1417, Approved DBE Participation Plan.* If CDOT determines that the bidder has met the contract goal or made good faith efforts to do so, CDOT will issue Form 1417, Approved DBE Participation Plan, documenting the approved commitments. If CDOT determines that the bidder did not meet the contract goal but made good faith efforts to do so, via the Form 1417 CDOT will amend the contract goal in accordance with the commitments that were obtained and attach an explanation of its determination.

8. Ongoing Oversight of DBE Participation

A. *Consistency Review.* CDOT will review Form 205 or 205B, Sublet Permit Application to determine whether the work being sublet is consistent with the DBE commitments. CDOT may withhold approval of the sublet or stop performance of the work if the Contractor has reduced, terminated, or otherwise modified the type or amount of work to be performed by a DBE without seeking prior approval.

B. *Form 1419, DBE Participation Report.* The Contractor shall submit Form 1419, DBE Participation Report to the Engineer on a quarterly basis (January 15, April 15, July 15, and October 15) and upon completion of the Contract. CDOT may withhold progress payments if the quarterly Form 1419 is not received on time. CDOT will not provide final payment on the Contract in accordance with subsection 109.09 of

CDOT's *Standard Specifications for Road and Bridge Construction* until the final Form 1419 has been reviewed and approved.

C. *Joint Checks*. All joint checks must be approved by CDOT before they are used in payment to a DBE. Joint checks used in payments to DBEs will be monitored closely to ensure (1) the DBE is performing a CUF and (2) the joint checks are not being used in a discriminatory manner. The Contractor shall request approval for the use of a joint check in a written letter signed by the DBE and the Contractor, stating the reason for the joint checks and the approximate number of checks that will be needed.

D. *Commercially Useful Function*. CDOT will monitor performance during the Contract to ensure each DBE is performing a CUF. If CDOT determines that a DBE is not performing a CUF, no work performed by such DBE shall count as eligible participation. The DBE, Contractor, and any other involved third parties may also be subject to additional enforcement actions.

(1) When determining whether a DBE is performing a CUF, CDOT will consider the amount of work subcontracted, industry practices, the amount the firm is to be paid compared to the work performed and eligible participation claimed, and any other relevant factors.

(2) With respect to material and supplies used on the Contract, in order to perform a CUF the DBE must be responsible for negotiating price, determining quality and quantity, ordering the material, installing the material, if applicable, and paying for the material itself.

(3) With respect to trucking, in order to perform a CUF, the DBE trucking firm must own and operate at least one fully licensed, insured and operational truck used on the Contract. Additionally, the DBE trucking firm must be responsible for the management and supervision of the entire trucking operation for which it is responsible on the Contract.

(4) A DBE does not perform a CUF when 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. CDOT will evaluate similar transactions involving non-DBEs in order to determine whether a DBE is an extra participant.

(5) If a DBE does not perform or exercise responsibility for at least 30 percent of the total cost of its contract with its own work force, or the DBE subcontracts a greater portion of the work than would be expected on the basis of normal industry practice for the type of work involved, CDOT will presume that the DBE is not performing a CUF. The DBE may present evidence to rebut this presumption.

(6) If the Contractor disagrees with CDOT's determination regarding CUF, in accordance with 49 CFR 26.55 the Contractor may seek review of the determination by the applicable USDOT operating administration, however, CUF determination is not subject to administrative appeal.

9. DBE Participation Plan Modifications

A. *Form 1420, DBE Participation Plan Modification Request*. During the performance of the Contract, the Contractor shall use Form 1420, DBE Participation Plan Modification Request to communicate all requests for *termination*, reduction, substitution, and waivers to CDOT. One Form 1420 may include multiple requests and must be submitted at the time of the occurrence or, if that is not possible, within a reasonable time of the occurrence requiring termination, reduction, substitution or waiver.

B. *Commitment Terminations and Reductions*. No commitment shall be terminated or reduced without CDOT's approval. Terminations and reductions include, but are not limited to, instances in which a Contractor seeks to *perform* work originally designated for a DBE subcontractor with its own forces, those of an affiliate, a non-DBE firm or with another DBE firm. In order to receive approval, the Contractor shall:

(1) Have good cause for termination or reduction. Good cause may include:

(i) the DBE fails or refuses to execute a written contract;

(ii) the DBE fails or refuses to perform the work of its subcontract consistent with normal industry standards, provided that such failure is not the result of bad faith or discriminatory actions of the Contractor or one of its subcontractors;

(iii) the DBE fails to meet reasonable, nondiscriminatory bond requirements;

(iv) the DBE becomes bankrupt, insolvent, or exhibits credit unworthiness;

(v) the DBE is ineligible to work because of suspension or debarment proceedings or other state law;

(vi) the DBE is not a responsible contractor;

(vii) the DBE voluntarily withdraws from the project and provides written notice to CDOT,

(viii) the DBE is ineligible to receive DBE credit for the work required;

(ix) the DBE owner dies or becomes disabled and is unable to complete the work;

(x) the DBE ceases business operations or otherwise dissolves;

(xi) or other documented good cause that compels termination. Good cause does not exist if the Contractor seeks to terminate a DBE it relied upon to obtain the contract so that the Contractor can self-perform the work for which the DBE was engaged or so that the Contractor can substitute another DBE or non-DBE contractor after contract award.

(2) Provide the DBE notice of the Contractor's intent to terminate or reduce the commitment and the reason for such termination or reduction, with a copy to CDOT;

(3) In the notice of intent, provide the DBE at least five calendar days to respond to the notice and inform CDOT and the Contractor of the reasons, if any, why it objects to the proposed termination or reduction and any reasons that it shall not be approved. The Contractor is not required to provide the five calendar days written notice in cases where the DBE in question has provided written notice that it is withdrawing from the subcontract or purchase order. The notice period may be reduced by CDOT if required by public necessity.

(4) Following the notice period, if the Contractor decides to proceed, submit Form 1420 requesting approval of the termination or reduction.

(5) When a commitment is terminated or reduced (including when a DBE withdraws), make good faith efforts to find another DBE to substitute. These good faith efforts shall be directed at finding another DBE to perform at least the same amount of work under the contract as the participation that was terminated or reduced up to the contract goal.

C. *Contract Changes.* In the event of a contract change:

(1) If CDOT eliminates or reduces work committed to a DBE, such change shall be considered good cause for termination or reduction in accordance with Section 9.B above. The Contractor shall follow the processes outlined in Section 9.B but is not required to substitute. If the change

reduces the Contractor's DBE participation to below the contract goal, the Contractor shall indicate so on a Form 1420 and request a waiver of the unmet participation.

(2) If CDOT issues a change which increases or adds new work items, the Contractor shall ensure that it has obtained sufficient DBE participation to meet the Contract Goal, or has made good faith efforts to do so.

D. *Process for Substitution or Increase in Participation to Meet the Contract Goal.* When the Contractor must obtain additional DBE participation to meet the Contract Goal, whether resulting from an approved termination or reduction or a change to the Contract, the Contractor shall:

(1) Increase the participation of a DBE for any work items previously identified in an approved commitment without seeking CDOT approval; provided, however, that at its discretion, CDOT may request a Form 1420 documenting such additional participation; or

(2) If the Contractor needs to add new work to a commitment or obtain additional participation from a DBE that is not already participating on the contract pursuant to an approved commitment, submit a Form 1420 and Form 1415 requesting approval of the additional participation; or

(3) If the Contractor determines that additional DBE participation cannot be obtained, submit a Form 1420 requesting waiver of the participation. The Contractor shall include its justification for not obtaining additional participation and, at its discretion, CDOT may require additional information regarding the efforts of the Contractor.

10. Payment Reduction

The Contractor's retainage will not be released until CDOT has determined whether the Contractor will be subject to a payment reduction. Payment reductions will be calculated as follows:

A. *Failure to Fulfill Commitments.* If the Contractor terminated or reduced a commitment, the Contractor will be subject to a payment reduction for any termination or reduction which was not approved via a Form 1420.

B. *Failure to Meet Contract Goal.* If the Contractor failed to meet the contract goal, the Contractor will be subject to a payment reduction for the portion of the contract goal that was not met and was not waived via an approved Form 1420.

C. *Duplication.* The contractor will not be subject to duplicate reduction for the same offense.

D. *Adjustments.* CDOT may adjust the payment reduction wherein the Contractor demonstrates that its failure to obtain DBE participation was due to circumstances outside of its control.

11. Other Enforcement

A. *Investigations.* As it determines necessary, CDOT may conduct reviews or investigations of participants. All participants, including, but not limited to, DBE firms and applicants for DBE certification, complainants,

and contractors using DBE firms to meet contract goals, are required to cooperate fully and promptly with compliance reviews, certification reviews, investigations, and other requests for information.

B. *Intimidation and retaliation.* Participants shall not intimidate, threaten, coerce, or discriminate against any individual or firm for the purpose of interfering with any right or privilege secured by the DBE program or because the individual or firm has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under the DBE program.

C. *Consequences of Non-Compliance.* Failure to comply with subsections 11 A. or 11 B. shall be a ground for appropriate action against the party involved (e.g., with respect to recipients, a finding of noncompliance; with respect to DBE firms, denial of certification or removal of eligibility and/or suspension and debarment; with respect to a complainant or appellant, dismissal of the complaint or appeal; with respect to a contractor which uses DBE firms to meet goals, findings of non-responsibility for future contracts and/or suspension and debarment).

D. *Fraud and Misrepresentation.* If CDOT determines that a Contractor or subcontractor was a knowing and willing participant in any intended or actual subcontracting arrangement contrived to artificially inflate DBE participation or any other business arrangement determined by CDOT to be unallowable, or if the Contractor engages in repeated violations, falsification or misrepresentation, CDOT may:

(1) refuse to count any fraudulent or misrepresented DBE participation;

(2) withhold progress payments to the Contractor commensurate with the violation;

(3) suspend or reduce the Contractor's prequalification status;

(4) refer the matter to the Office of Inspector General of the US Department of Transportation for investigation; or

(5) seek any other available contractual remedy.

CDOT 1418

COLORADO DEPARTMENT OF TRANSPORTATION **MONTHLY PAYMENT SUMMARY**	Contractor:	Project:	SA:	PE Initials:
	Payment Period: / / - / /	Date Paid: / /	Received By CDOT: / /	

Following the receipt of a payment from the Department, this form must be completed to show all payments due to subcontractors, including suppliers, in accordance with CDOT Standard Specifications for Road and Bridge Construction 109.06. Please follow the instructions below:

- List all subcontractors whose work you reported in the pay estimate or invoice to CDOT. Attach additional pages if necessary.
- Accurately describe the work performed or supplies provided by the subcontractor.
- Mark whether you have requested approval of a good cause exception. A good cause exception is required if you did not pay your subcontractor within seven days of receipt of payment from the Department.
- List the amount of the invoice and current payment to the subcontractor.
- Mark whether subcontractor has completed the subcontract/purchase order and whether you have released retainage to such subcontractor.
- Submit a signed copy of this form to the Project Engineer. Failure to timely complete this form will result in delay of your next payment from the Department. Failure to accurately complete this form could result in the delay of future payments from the Department.

Subcontractor	Payment Date	Exception Requested	Invoice Amount	Payment Amount	Work Completed	Retainage Released
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N
	/ /	☐Y ☐N	$	$	☐Y ☐N	☐Y ☐N

I declare under penalty of perjury in the second degree and any other applicable state or federal laws that the statements made in this document are complete, true and accurate and that my company has complied with CDOT Standard Specifications for Road and Bridge Construction and all other relevant contract provisions. I acknowledge that if payment has not been made consistent with the representations herein, my company may be liable for interest pursuant to CRS 24-91-103(2) and the Department may withhold payments to my company until all required payments have been made to subcontractors.

Contractor Representative Name	Signature	Title	Date

PE, CRO

Attach additional pages as necessary.

CDOT Form 1418 (7/13)

CDOT 1419

COLORADO DEPARTMENT OF TRANSPORTATION

DBE PARTICIPATION REPORT

Project:		Project Code:	
Contractor:		Phone:	
Report Period (Quarter or Final):			

For the quarterly report, summarize the DBE participation during the reporting period. For the final report summarize all DBE participation on the contract. Attach additional pages as necessary.

DBE Firm				Work Status (In Progress/Completed)	
Work this Period		Paid to Date		Eligible Participation to Date	
Work Performed					
DBE Firm				Work Status (In Progress/Completed)	
Work this Period		Paid to Date		Eligible Participation to Date	
Work Performed					
DBE Firm				Work Status (In Progress/Completed)	
Work this Period		Paid to Date		Eligible Participation to Date	
Work Performed					
DBE Firm				Work Status (In Progress/Completed)	
Work this Period		Paid to Date		Eligible Participation to Date	
Work Performed					
DBE Firm				Work Status (In Progress/Completed)	
Work this Period		Paid to Date		Eligible Participation to Date	
Work Performed					
DBE Firm				Work Status (In Progress/Completed)	
Work this Period		Paid to Date		Eligible Participation to Date	
Work Performed					
DBE Firm				Work Status (In Progress/Completed)	
Work this Period		Paid to Date		Eligible Participation to Date	
Work Performed					

CONTRACTOR: I declare under penalty of perjury in the second degree and any other applicable state or federal laws that the statements made in this document are complete, true and accurate and that I have the authority to commit my company to statements made herein.

Signature: _____ Name: _____ Date: _____

PROJECT ENGINEER OR MANAGER: To my knowledge, the statements made in this document are complete, true and accurate. I have reviewed the contracting records and monitored the work sites as part of normal business practices.

Signature: _____ Name: _____ Date: _____

CDOT Form #1419 01/14

CDOT 1420

COLORADO DEPARTMENT OF TRANSPORTATION

DBE PARTICIPATION PLAN MODIFICATION REQUEST

Section 1. Contractor and Project Information.

Contractor:		Project Code:		
Project Name		Earned Amount:	$	
Contact Name:		Estimated Total Contract Amount:	$	
Contact Phone:		DBE Goal:	%	
Contact Email:		DBE Participation to Date:	$	%

Section 2. Approval Request. Attach supporting documentation and additional pages as necessary.

Reason(s):		Termination/Reduction		Substitution		New Commitment		Waiver		Modification

Explanation of Request:

Contractor Signature:	Date:

Section 3. Regional Civil Rights Office Review

RCRO Staff Signature:	□ Approved □ Denied	Date:

Comments/Conditions:

Engineer Signature:	Date:

CDOT Form #1420 01/14

CDOT 1425

COLORADO DEPARTMENT OF TRANSPORTATION SUPPLIER LIST		Contractor:	Project Number:
Original Bid Amount: $	Contact Name:	Contact Phone:	Project Code:

List all Materials/Items the sum of which is $10,000 or more and identify the Supplier(s) selected to provide such materials . You must include Suppliers to Subcontractors. If a Supplier has not yet been selected, enter TBD. This form shall be submitted before Work on the project begins and as requested by CDOT. The Updated Amount is only required for forms submitted during the project.

Supplier Information

Material/Item	Supplier	Expected PO Amount	Updated Amount
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$
		$	$

I certify under penalty of perjury in the second degree, and other applicable state or federal laws, that the statements made on this document are true and complete to the best of my knowledge.

Signature:		Name:		Date:	

Previous editions obsolete and may not be used

CDOT Form 1425 (03/14)

Distribution: Contract and Market Analysis (Records Mgmt)
Contractor
Regional Civil Rights Office

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Appendix A

Construction

&

Material

Bulletins

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Appendix A

NOTE: The 2014 edition of the Construction Manual includes all Bulletins issued prior to January 2014. This list has been left in for quick reference.

A complete list of Construction Bulletins may be found at:

https://www.codot.gov/business/designsupport/bulletins_manuals/construction-bulletins

Construction Bulletins Referenced in this Manual

2005 # 2 – Caisson Construction Inspection Documentation

2007 # 3 – Highway Construction PO Amendment Process

2008 # 12 - Implementation of Water Quality Control Consent Order

2008 # 3 - Buy America Requirements

2008 # 7 – Revision to Minor Contract Revision (MCR) Process

2009 # 1 – Water Quality Control Update #1

2009 # 4 – Water Quality Control Update #2

2009 # 5 – Post Award Project Financial Statement: Form 65

2009 # 6 – Water Quality Update #3-FAQ Water Quality Webpage, Daily Inspections & LA projects

2009 # 8 – Force Account Management On All Projects With Emphasis on ARRA Projects

2010 # 12 – Written Notification

2010 # 3 – Proper Use of Form 105 – Speed Memo

2010 # 4 – Buy America Requirements

2010 # 6 – Form 1212 and SAP Workflow

2010 #13 – Payment for Change Order Work

2011 # 10 – Revised OJT Special Provision

2011 # 3 – Required Documentation from Contractors

2011 # 4 - Water Quality Control Update #4

2011 # 5 – Mechanically Stabilized Earth (MSE) Wall Checklists

2011 # 7 – Written Notification

2011 # 8 - Water Quality Corrective Action Response Log (CARL)

2011 # 9 – FHWA Approval of Major CMOs

2013 # 2- CDOT Form 280 – Equal Employment Opportunity and Labor Compliance Verification

2013 # 3- Payroll Verification Sampling

2013 # 5 – Guidelines for Interpreting Non-Standard Readings Using the MIT-Scan-2

2013 # 8 – New Form 205 Sublet Permit Application

2014 # 2 – Disadvantaged Business Enterprise

2014 # 8 – Buy America

Materials Bulletins

A complete list of Material Bulletins may be found at:

http://www.coloradodot.info/business/designsupport/bulletins_manuals/materials-bulletins

Materials Bulletins Referenced In this Manual:

2011 #2 – CDOT Micropile Use & FHWA's Buy America

CONSTRUCTION BULLETIN

Colorado Department of Transportation
Project Development Branch

2005 Number 2, Page 1 of 2
Date: April 14, 2005

Caisson Construction Inspection Documentation

This Construction Bulletin addresses the implementation of several items resulting from a 2004 Quality Assurance Review (QAR) on Construction Inspection of Caissons. The items consist of improvements in caisson construction documentation and identification of bearing materials. For reference, the 2004 QAR observations and recommendation are presented below.

1. Caisson Construction Documentation

Observation: There is uncertainty as to what documentation is needed during caisson construction as reflected by differing levels of documentation between Regions.

Recommendation: The Materials and Geotechnical Branch should develop a caisson inspection report form for inclusion in the Construction Manual and require its use by the inspectors. This form would provide an as-built construction record of each caisson (drilled shaft) completed.

2. Identification of Bearing Materials.

Observation: Not all of the Project Engineers have the necessary experience and/or training to identify the appropriate bearing materials required for founding caissons.

Recommendation: In the Construction Manual note that the CDOT Geotechnical Unit can provide assistance and training for construction project personnel in recognizing the appropriate bearing strata for drilled shafts. If the CDOT Geotechnical Unit is not available, the Geotechnical Consultants can also provide assistance.

The following text will be added to the next Construction Manual revision:

503.2.4 – Caisson Construction Inspection Documentation

The intent of this section is to provide a format for documenting caisson construction and the identification of bearing materials during installation. The CDOT Form No. 1333 should be used as a minimum standard for the as-built documentation of each caisson (drilled shaft) installation.

It is understood that not all of the Project Engineers or inspection staff have the necessary experience and/or training to identify the appropriate bearing materials required for founding caissons. The CDOT Geotechnical Program is available to

provide assistance and training regarding material identification for drilled shaft installation. The Geotechnical Program Manager should be contacted at 303-757-9274 to make arrangements. If the Geotechnical Program cannot accommodate the Project Engineer's request, the Region could also utilize an existing geotechnical consultant. The Geotechnical Program also is available to assist with the caisson inspection or materials identification process should there be a need on the project site.

Prior to installation, the Project Engineer and inspection staff should review and understand the project specific geotechnical report and be familiar with the Drilled Caisson Standard Specification (Section 503). Some of the site-specific geotechnical items to review include depth to bedrock, groundwater elevations, overburden soil and bedrock material types, and potential for caving soil. The inspection staff should be able to perform a visual field verification of the soil/rock material for comparison to supplied geologic boring logs.

The inspection staff should consider the need for the following additional specific documents and equipment in addition to their customary inspection equipment:

- Weighted 100-Foot Tape
- Mirror / High Intensity Light
- Plumb Bob
- A Determination of Planned Concrete Volumes
- Inspector's Report of Caisson Installation Forms

The Engineer may suspend work at any time should there be concern about the caisson construction quality. The Inspection Staff should regularly communicate with the Engineer regarding the progress of installation, any irregularities, and the quality of the contractor's methods and means.

Attachment: CDOT Form No. 1333 - Inspector's Report of Caisson Installation

CDOT Form 1333

CONSTRUCTION BULLETIN

Colorado Department of Transportation
Project Development Branch

Highway Construction PO Amendment Process
2007 Number 3, Page 1
Date: December 21, 2007

Highway Construction PO Amendment Process

This Construction Bulletin describes the process by which Construction Purchase Orders (PO's) will be modified.

- The Project Development Branch Area Engineers will modify highway construction PO's for funding letter requests that are related to Contract Modification Orders (CMO's).
  - The Project Manager will enter an SAP Purchase Requisition, provide a draft of the CMO form 90, a draft of the explanation letter and any pertinent attachments to the Region Business Office.
  - Upon approval of the SAP Purchase Requisition by the Region Business Office and the Program Engineer, the Business Office will submit the request, with all attachments and the Funding Letter, to the Area Engineers.
  - Once the CMO is in compliance with the requirements of Section 120.7 of the Construction Manual, the Area Engineers will modify the PO.
- The Area Engineers will also modify highway construction PO amendments not related to CMO's for funding letter requests for general increases or decreases. The process steps shall be as follows:
  - The Project Manager will enter an SAP Purchase Requisition and provide documentation, including Form 65 and Overs/Unders reports, as to what has changed in the project scope that requires the increase or decrease.
  - Upon approval of the SAP Purchase Requisition by the Region Business Office and the Program Engineer, the Business Office will submit the request, with all attachments and the Funding Letter, to OFMB to determine whether the change is due to a budget issue.
    - If the change is related to justifiable cost overruns or under runs and project budget is available, the request will be immediately forwarded to the Area Engineers to modify the PO.
    - If the change is not justifiable or there are other concerns, the request will be returned to the Region for additional clarification.
    - Upon receipt of a PO modification request that has been reviewed by OFMB, the Area Engineers will proceed with modifying the PO.

When all payments have been made on a project, the Agreements Office will close highway construction PO's. Region Business Offices will need to submit the request to Agreements with a copy of the form 950 or the final pay estimate.

Construction Bulletins can be found on the Design and Construction Project Support web page at: http://www.dot.state.co.us/DesignSupport/ . If you have questions, please contact your Area Engineer in Project Development.

CONSTRUCTION BULLETIN

Colorado Department of Transportation
Project Development Branch

Implementation of the Water Quality Control Consent Order
2008 Number 12, Page 1 of 3
Date: December 23, 2008

Implementation of the Water Quality Control Consent Order

CDOT has entered into a consent order with the Water Quality Control Division of the Colorado Department of Public Health and Environment (CDPHE) regarding water quality control on CDOT projects. **The provisions of the consent order will go into effect on January 1, 2009.** The provisions will apply to all CDOT projects that have a Colorado Discharge Permit System (CDPS) Stormwater Construction Permit (SCP), including those already under contract, those recently awarded, those already advertised, and those to be advertised hereafter.

The consent order is the legal document between CDOT and CDPHE that resolves the notifications of violation of water quality requirements issued by CDPHE to CDOT for multiple construction projects. In the consent order CDOT has agreed to take several actions to improve enforcement of water quality requirements on its projects. The consent order can be found at:

http://www.dot.state.co.us/environmental/envWaterQual/default.asp

To implement the provisions of the consent order at the project level, the Project Development Branch is issuing the following revised special provision, new Construction Manual revision, and additional guidance with this Bulletin:

1. A standard special provision, *Revision of Sections 101, 107, and 208 – Water Quality Control*. This standard special provision will be implemented on all CDOT projects that have a CDPHS -SCP as soon as possible, but no later than February 28, 2009. This standard special provision revises and replaces the project special provision that has the same title and that is now in effect on projects. The standard special provision can be found at:

   http://www.dot.state.co.us/DesignSupport/Construction/2005SpecsBook/2005SSP/2005_SSP_Index.htm

   Major changes in this specification that may cause increased cost to the project are summarized below:

   - Insubstantial structures like children's wading/swimming pools cannot be used as concrete washout structures. (208.02(k))
   - The Superintendent must attend the Environmental Preconstruction Conference. (208.03)
   - Prior to initiation of construction activities, the Erosion Control Supervisor (ECS) and Superintendent shall inspect the project for correct BMP installation conforming to the site-specific Stormwater Management Plan (SWMP). (208.03)
   - The Superintendent must attend and participate in each 14-day stormwater management system inspection. (208.03(c) item 4)
   - The ECS or Superintendent shall conduct an inspection on each day in which active construction has occurred, to determine whether construction is being conducted in accordance with the site-specific SWMP and the CDPS-SCP. (208.03(c) item 17)
   - Additional documents are required to be included in the SWMP Notebook. (208.03(d) 14 through 19)

- Weekly Meetings will be conducted by the Engineer, Superintendent, and ECS with all persons involved in construction activities that could adversely affect water quality to discuss the SWMP, CDPS-SCP, problems implementing the project SWMP, maintaining BMPs, and unresolved issues from the daily stormwater log. New subcontractors who did not attend the Environmental Preconstruction Conference will be briefed on the requirements of the SWMP and the CDPS-SCP at their first weekly meeting. (208.03 (e))
- Payment will be made for the replacement of worn out erosion and sediment control devices, as approved by the Engineer. (208.04(e))
- Items have been added to the list of incidents that are considered failure to perform erosion control. Note that any violation of the CDPS-SCP will be considered failure to perform erosion control. (208.06)
- The Engineers' notification procedures to the Contractor of non-compliance have been changed. (208.06)
- Consequences for continued failure to comply have been revised. (208.06)

For projects under AD with a CDPS-SCP, add the new specification and bid items by Revision Under Ad.

For projects already awarded or under construction with a CDPS-SCP, delete the old project special provision and add the new standard special provision and any necessary additional bid items by Contract Modification Order. The Contractor shall sign the Contract Modification Order in accordance with subsection 105.01 of the Standard Specifications. Failure to sign the Contract Modification Order within 30 days of submittal may result in suspension of work in whole or part, withholding of payment in whole or part or default of the Contract. Contact your Area Engineer if the Contractor refuses to sign the Contract Modification Order. Those projects having Removal and Disposal of Sediment (LS) will need to delete this item and replace it with Removal and Disposal of Sediment (Labor) and Removal and Disposal of Sediment (Equipment), both payable on an hourly basis. Note that the item for equipment includes the operator. Projects having ECS on a LS basis will need to delete the item and add a new item on a per hour or per day basis. Those projects having ECS on a Day or Hour basis may need to negotiate a new price with the Contractor and add the new item to the Contract.

2. A Revision of Section 208.2.2 Item (5) of the Construction Manual. Detailed notification procedures have been added to this section to address cases of non-compliance with the Colorado Discharge Permit System (CDPS) Stormwater Construction Permit (SCP). See attached change to section 208.2.2 of the Construction Manual:

construction manualB.doc

Additional guidance for the Project Engineer:

- The Project Engineer is responsible to schedule the Environmental Preconstruction Conference. Note that for active construction projects, a separate meeting is required to go over the new Environmental Preconstruction Conference agenda items and new specification. After the meeting, a certification of understanding of the terms and conditions of the CDPS-SCP and SWMP will need to be signed by all attendees. A certification shall also be signed by all attendees of meetings held for new subcontractors

beginning work on the project thereafter. A draft of the Environmental Preconstruction Meeting Agenda and certification-signature page is attached. And the final version will be placed in Appendix A of the Construction Manual.

EnviroPrecon_Agenda_AG12_22B.doc draftEnvPreconAttendance_121808.doc

- The Project Engineer should review the Daily Stormwater Log (CDOT Form 1388) weekly. A draft of Form 1388 is attached. The official Form will be posted on the Forms Catalog at: http://internal/centralfiles/FormsCatalog.htm

daily insp form4-12-19-08revise

If CDOT intends or finds it necessary for a contractor to make significant modifications or additions to a SWMP, the engineer responsible for the SWMP plans shall approve and sign off on the modifications or additions. A significant modification or addition is one that is implemented by a CMO or MCR. See Section 120.7 of the Construction Manual for guidance in writing change orders.

A sample change order is attached:

Water Qual CMO.doc

Construction Bulletins can be found on the Design and Construction Project Support web page at:

http://www.dot.state.co.us/DesignSupport/

Please address questions about the consent order and its implications, and the new specification to Rick Willard at 303-757-9343.

If you have CMO questions, contact your Area Engineer in Project Development.

CONSTRUCTION BULLETIN

Colorado Department of Transportation
Project Development Branch

Buy America Requirements
2008 Number 3, Page 1 of 1
Date: April 25, 2008

Buy America Requirements

Delete Section 106.8 of the Construction Manual and replace it with the following:

106.8 BUY AMERICA REQUIREMENTS

The Contractor shall provide steel and iron products for which all manufacturing processes have occurred in the United States.

This requirement applies to all steel and iron products, including donated materials, which are permanently incorporated into the project.

The practice of making items non-participating to circumvent the Buy America provisions is prohibited.

The Contractor may use a minimal amount of foreign steel. The total cost of all such foreign steel, which includes the cost of delivering the steel to the project, shall not exceed one-tenth of one percent of the total Contract cost or $2,500, whichever is greater.

There is no clear-cut rule for resolving an after-the-fact discovery of an inadvertent incorporation of an excess amount of foreign materials into a project. Each situation must be resolved on a case-by-case basis and approved by the FHWA.

Effective immediately, all *Buy America* waiver requests must be submitted to the FHWA Office of Program Administration for consideration. The waiver request will be posted on the internet for public comment for 15 days before FHWA action is taken. They will be posted at:

"Notice of Buy America Waiver Request" (http://www.fhwa.dot.gov/construction/contracts/waivers.cfm

Waiver requests that are based on an adverse impact to a contractor's construction schedule will not be accepted when domestic material is available.

For more information see the attached memorandum from Dwight Horne of FHWA, dated March 13, 2008.

buy america waiver approval authority3 1

CONSTRUCTION BULLETIN

Colorado Department of Transportation

Project Development Branch

Revision to Minor Contract Revision (MCR) Process
2008 Number 7, Page 1 of 2
Date: July 10, 2008

Revision to Minor Contract Revision (MCR) Process

This bulletin addresses clarification and simplification of the existing Minor Contract Revision (MCR) process for construction contract changes determined to be minor. The MCR process encompasses all contract changes that are not specifically defined in the CDOT Construction Manual to be major changes. Recent audits of construction projects uncovered a pattern of problems with payments for small, unplanned items or equipment, including problems with the cost justification analysis, the way the items are paid for, and the tracking of MCR's throughout the project.

For those instances where the Project Engineer identifies work that needs to be performed but is not included in the Contract, the Project Engineer will initiate the procedures in Site Manager to add appropriate new items to the Contract. Existing contract bid items are not to be used for new work added to the project which can be best quantified with other items included in the CDOT Item Code listing. In such a situation, using existing contract items inappropriately could skew the future CDOT Cost Data history.

The changes to Section 120.7 Change Orders addressed in this bulletin are aimed at simplifying the documentation preparation and analysis of the pertinent supporting information for minor (MCR) CMO's. The significant changes are summarized as follows:

- The range for price justification in Section 120.7.6.2 for Contractor's Cost Analysis and Independent Cost Analysis was increased from 10 percent to 15 percent.

- A two-tiered process for the independent cost analysis was established for analyzing costs of minor (MCR) CMOs. An estimated approach may be used for MCR's between $0 to $10,000 and a more detailed approach for MCR's over $10,000. See examples in the revised text.

- For minor (MCR) CMOs, Project Engineers are encouraged to prepare the justification letter attached to all MCR change orders (CDOT Form 90's) in an electronic format which can be easily updated and transmitted to Resident Engineers and Program Engineers for their review during the project. This electronic format letter can be updated as MCR's are added to the project. The letter can then serve as a cumulative single Letter of Explanation at the end of the project. The letter with all of the MCR Form 90's attached should be submitted to the Region Program Engineer for final signature near the completion of the project.

CONSTRUCTION BULLETIN

Colorado Department of Transportation

Project Development Branch

Revision to Minor Contract Revision (MCR) Process

2008 Number 7, Page 2 of 2

Date: July 10, 2008

Attached below is the replacement Section of 120.7, *Change Orders*, revising the July 2002 (Revised June 2004) CDOT Construction Manual [pp. 100-100 through 100-126]. Revised section 120.7 has been formatted so that you can just replace pages 99 through 126 in your Construction Manual. Please note that the changes made in 2004 are indicated by a thin vertical line in the margin, and the changes made in 2008 are indicated by a thick vertical line in the margin.

CM Sect 120.7 Final.doc

If you have questions, please contact the Area Engineers in the Project Development Branch. Training will be forthcoming in summer 2008 in each Region to implement this important contract administration change. Contact Karen Sullivan in Project Development Branch for the dates and times for the upcoming training.

CONSTRUCTION BULLETIN

Colorado Department of Transportation
Project Development Branch

Water Quality Control Update
2009 Number 1, Page 1 of 2
Date: February 20, 2009

WATER QUALITY CONTROL UPDATE

On Dec 23, 2008 CDOT issued:

- Standard special provision Revision of Sections 101, 107, and 208 – *Water Quality Control*
- Construction Bulletin No. 2008-12 – *Implementation of the Water Quality Control Consent Order*

The specification change and the change orders required to implement it have generated questions and much discussion both within CDOT and from the Contractors. Project Development Branch (PDB) along with DTD Environmental Unit and the Water Quality Advisory Committee (WQAC) [formerly known as the Executive Stormwater Committee] continues to work on answering those questions and issuing clarifications and guidance for statewide consistency in implementing and applying that special provision. For statewide consistency the questions and answers should be handled through CDOT's normal processes; i.e. project specific questions need to be asked by contractors to their Project Engineers (PEs) and the PEs should be forwarding those questions to their PDB Area Engineers (AEs). The AEs will coordinate discussions with the other appropriate CDOT personnel and issue responses. Non-project specific questions that are directed to CDOT personnel should also be forwarded to a PDB Area Engineer. The AEs will coordinate responses for those questions as well. In an attempt to get information out as quickly and efficiently as possible PDB will be setting up a FAQ website on our Design and Construction Support page soon. An announcement with the exact location will be made as soon as it is ready.

The change orders are of immediate concern, since if they are not implemented CDOT will be in violation of the Consent Order. The issues with these change orders will be difficult to get fully figured out within the timeframe that CDPHE has requested CDOT to meet. There are procedures in the Construction Manual for dealing with unknown items of work or for issues that cannot be immediately resolved. For additional items of work or revisions to existing items please follow normal procedures for implementing an order from CDOT when negotiated unit prices can not be reached with the Contractor; i.e. use Force Account until a negotiated unit price can be reached. Issues that cannot be resolved should follow the dispute process. These disputes should be considered a normal part of doing business and not be allowed to cause deteriorating relations with a contractor. It is not desirable to have disputes but it may be necessary in this situation. Specific questions regarding how to implement the change orders should be addressed to your AE.

CDOT Management, PDB, DTD Environmental Unit, and the WQAC understand that the new special provision needs to be reviewed and revised and this process is underway. This will necessitate modifications to Change Orders in the future, but, again, it is necessary to meet the CDPHE deadline to implement the consent order now and revise the specification language and the change orders later.

There are a couple of issues that have already been resolved. The change in liquidated damage amounts was addressed in a mass e-mail on Wednesday 2/11/09. Regarding the weekly meetings, the special provision includes subsection 208.03(e) which states:

> *(e) Weekly Meetings: The Engineer, Superintendent and the ECS shall conduct a weekly meeting with all persons involved in construction activities that could adversely affect water quality. . . .*

After discussion with the DTD Environmental Unit it has been determined that "all persons" should be interpreted to mean "the responsible person for the direct activity that could affect water quality"; i.e. it does not mean that every laborer, operator, etc. on the project must attend the weekly water quality meeting. The responsible person from the Contractor or subcontractor is responsible for passing information on to the personnel assigned to perform the activity that could affect water quality. The purpose is to "raise the awareness" of all persons on the project of water quality requirements. This can be achieved by passing information down through the chain of command. The weekly water quality meeting can be held before or after the regular weekly planning and scheduling meeting so it does not necessitate the additional burden of another separate meeting. DTD Environmental Unit will be working on information packets to give the Contractors. The information packets may include such things as BMP instruction cards that could be in each piece of equipment, or "Tool Box Meeting" topics (5 minute discussions) to raise awareness of the contractor personnel at all levels. Discussions with your contractors should be held and ideas passed on to your AE on how "raising awareness" could be achieved.

Another issue that was raised relates to subsection 208.052, Stockpile Management. This section of the specification is, as it states, related to "Stockpile Management", not placement of embankment. The specific language at issue is:

> *There shall be no stockpiling **or side casting** of waste materials including but not limited to paint chips, asphalt, and concrete that result from project activities within 50 horizontal feet of the ordinary high water line of any state waters.*

The language will be reviewed and possibly revised, but for clarification at this time the reference to "side casting" was meant to address the brooming or pushing of material such as paint chips into the drainage area, not the dumping of asphalt or concrete pieces into embankment as allowed by subsection 203.06. Construction of embankments should follow Standard Specification Section 203 and appropriate special provisions revising Section 203. Stockpiles should be managed in conformance with subsection 208.052 and other appropriate specifications.

There are many more questions and issues concerning this special provision and its implementation. PDB, DTD Environmental Unit, the WQAC, and many others are working on addressing them as quickly as possible. Be watching for more information as it is released.

CONSTRUCTION BULLETIN

Colorado Department of Transportation
Project Development Branch

Water Quality Control Update No. 2
2009 Number 4, Page 1 of 3
Date: March 26, 2009

WATER QUALITY CONTROL UPDATE NO. 2

On December 23, 2008 CDOT issued:

- Standard Special Provision *Revision of Sections 101, 107, and 208 – Water Quality Control*
- Construction Bulletin No. 2008-12 – *Implementation of the Water Quality Control Consent Order*

The specification change and its implementation have generated questions and discussion both within CDOT and from Contractors. Clarifications as needed will be provided by the Project Development Branch and Environmental Programs Branch to ensure statewide consistency in implementing and applying this special provision. The purposes of this bulletin are to:

1. Provide guidance on Project Job Showings for emphasis on Water Quality.
2. Issue the Environmental Preconstruction Agenda.

Project Job Showings

With the added emphasis on Water Quality for all CDOT projects, the optimum time to begin addressing water quality and erosion control is at the job showings. CDOT personnel shall review with all bidders at all job showings the project SWMP plans along with the Standard Special provision implementing the Water Quality requirements for the projects. The Project Showing Form, Form No.1389, should be used to document the bidders' questions and the responses from CDOT.

Environmental Preconstruction Conference Agenda
(Required for those projects with a Stormwater Permit)

The agenda, which is attached, will be available in electronic format in the Appendix of the CDOT Construction Manual at the following link:

http://www.dot.state.co.us/DesignSupport/ConstructionManual/Construction%20Manual%20Revisions%202004/Forms/Appendix%20A/Agenda%20Forms.htm

The Environmental Preconstruction Conference meeting is a requirement of the CDOT specifications and Consent Order on all projects holding a Stormwater Construction Permit. CDOT standard special provision, *Revision of Sections 101, 107, and 208 – Water Quality Control*, issued on December 23, 2008 requires under subsection 208.03 that:

> "Prior to construction, an on-site environmental preconstruction conference shall be held. The conference shall be attended by the Engineer, the Superintendent, the Contractor's ECS, subcontractors beginning work on the project that could adversely affect water quality, the Region Water Pollution Control Manager, other CDOT Region Environmental personnel, a CDOT hydraulics engineer as needed, and the CDOT Landscape Architect or CDOT personnel who prepared or reviewed the SWMP. At this conference, the attendees shall discuss the stormwater management plan, CDPS-SCP, sensitive habitats on site, wetlands, and other vegetation to be protected."

The purpose of the conference is to ensure that all workers on site are aware and understand their role in implementing the erosion control/water quality requirements for the project. During each meeting, CDOT shall explain the requirements of the CDPHE Stormwater Permit (SCP), the site-specific SWMP, and all other environmental requirements for the site. At the conclusion of each conference, CDOT shall require all attendees to sign a certification that they understand the terms and conditions of the Permit and the site's associated SWMP.

If a subcontractor begins work at the site after the environmental pre-construction conference has occurred, CDOT's Project Engineer and the project superintendent shall hold a post conference briefing with all subcontractors not attending the original conference on the site's SWMP and the Permit requirements before the subcontractor begins work at the site. Attendees of the post conference briefing will then be required to sign a certification that they understand the terms and conditions of the Permit and the site's associated SWMP.

The attached agenda will be handed out and used by the person conducting the Environmental Preconstruction Conference, and it will be left with the ECS to be placed in the SWMP notebook. Here is the agenda and the certification signature sheet:

EnviroPrecon_Agenda_AG1_march4 (3).d

EnvPreconAttendance_0219.doc

The Environmental Preconstruction Conference can occur as part of the regular preconstruction conference or as a separate meeting at a different date (e.g., at the initial BMP inspection) as agreed upon by the Project Engineer and Superintendent.

For the preconstruction conference to be the most effective, the SWMP notebook shall already be put together to the greatest extent possible. The Engineer shall provide the following:

1. The notebook including tabs
2. Table of contents for maintaining the order of documentation within the notebook
3. SWMP site map and project plan and title sheet
4. Copies of subsection 107.25 and sections 207, 208, 212, 213, and 216 of the Standard Specifications, and the Standard and project special provisions that modify them
5. Standard Plan M-208-1
6. Calendar for marking when the 14 day inspections take place and when the storm event inspections take place
7. All project environmental permits and associated applications, including, CDPS-SCP, Senate Bill 40, USACE 404 permit (if applicable), and all other permits applicable to the project, including any CDPS-SCP obtained by the Contractor.

If possible, the Contractor should have submittals that are required prior to construction commencing prepared for the meeting including but not limited to:

1. Copy of Project Schedule as required under subsection 208.02(b)

2. Erosion Control Supervisor Card
3. Potential pollutants list - 107.25(b)5
4. Spill prevention, control and countermeasure plan - 208.051
5. Description of inspection and maintenance methods implemented at the site to maintain all erosion and sediment control practices identified in the SWMP. *(Including who is responsible for the maintenance of all erosion control measures, how the ECS can make available labor, material and equipment to maintain suitable erosion and sediment control features, and how and when BMPs are inspected and action items are dispatched to crew for repair or maintenance.)*

CONSTRUCTION BULLETIN

Colorado Department of Transportation

Project Development Branch

Post Award Project Financial Statement: Form 65

2009 Number 5, Page 1 of 6

Date: April 1, 2009

Post Award Project Financial Statement: Form 65

The purpose of this construction bulletin is to help Construction project personnel better understand how the Post Award Project Financial Statement: Form 65 reflects a project budget. This specific construction bulletin focuses on the Post-Award status and Construction and Construction Engineering sections of the form. The intent is to give users an awareness about the Project Commitment Amount, the information on how the Total Phase C (line [18]) amount is calculated, the knowledge on how Planned Contract Expenditures show how an overrun or change order affect a budget, and finally a discussion on third party force accounts.

To access the Project Financial Statement: Form 65 in SAP use transaction code ZJ20 – Project Financial Statement: Form 65. There is a Help document that guides you through this transaction located in the SAP Training website: http://saptraining/. Select your Region then select **Project Systems** then select **Project Systems Lifecycle** then select **Project Month End/Period Close** then select **ZJ20 – Project Financial Statement: Form 65**.

Table 1, Project Financial Statement: Form 65, describes the Header Information, Column Information, and Comments portion of the Form 65. This table is an overview of the information in the form. There is a more detailed PDF document at the end of the table that provides more detail about the information in ZJ20 – Project Financial Statement: Form 65.

Table 1 - Project Financial Statement: Form 65		
Header Information		
Field Description		***Description and Where to find this Information***
I	Project Definition (formerly known as Subaccount or Project Code)	5 digit Project Definition number. It is also the first five digits in the Funded Program.
II	OFMB Project Number	The OFMB Project Number consists of three parts found in SAP using transaction code CJ20N - Project Builder. Below are screen shots to help find the OFMB Number. Find OFMB Number
III	Project Description	This is the name of the project and once assigned it should not be changed. In SAP the information is located using transaction CJ20N - Project Builder. Highlight Project Definition and Description Field display on the right in the Work Area.
IV	County	This is the County or Counties in which the project is located. The information is stored in CJ20N - Project Builder in the Custom Enhancement Project Manager tab. At the bottom of the tab there is a County Details section and the counties are listed in the Description.
V	Federal Improvement Code	To find the Federal Improvement Code go to transaction CJ20N - Project Builder in the Custom Enhancement Project Manager tab - Federal Improvement Code field.
VI	Project length and Units	The projects project length and units information is located in Trns*port PES. To see the Project Length, select Projects and select the BID Project/Open Project List click in Categories tab and the length is in the Category Length (Mi/K) field. The Units are found in the General tab in the Unit System field.

VII	Awarded to and Date	This is the name of the Contractor and award date. This information can be found in CJ20N - Project Builder in the Custom Enhancement Agreement Award tab in the Contractor Name field and Award Date field
VIII	Construction Start Date	This date can be found in Trns*port Site Manager. Select Contract Administration then select Contract Records then select Contracts then select the project. Click on the Critical Dates tab and the Construction Start Date is in the Work Begin Date. Note that the Notice to Proceed date in SiteManager is what triggers the time count.
IX	Contract Duration and Contract Completion Type	The Contract duration and Contract Completion type are found in CJ20N - Project Builder in the Custom Enhancement Agreement Award tab in the Work Days field, Type of Days field or Completion Date field.
X	Run Date and Time	The Run Date and Time are calculated based on the Date and Time the Form 65 was generated
XI	RE:	This is the Resident Engineer who oversees the construction of the project. This information is found in CJ20N - Project Builder in the Custom Enhancement Project Manager tab in the Resident Engineer/Section Head field.
XII	RE Orgn Code:	This is the Resident Engineer's Organization code. This is found in CJ20N - Project Builder in the Custom Enhancement Project Manager tab in the Org Code for Resident Engineer/Section Head field.
XIII	PE:	This is the Project Engineer running the construction project. This is found in CJ20N - Project Builder in the Custom Enhancement Project Manager tab in the Project Engineer/Const.Eng. field.
XIV	Current Status	There is a watermark that displays the Current status of Pre-Ad, Ad, Award, or Post-Award.
Column Information		
	AWARD	This column displays the dollar amounts in the system at time of award. These will not change once a project is awarded.
	CURRENT	This column displays the current dollar amounts. The line PROJECT ALLOTMENT/CURRENT amounts come from SAP. CONSTRUCTION/CURRENT/CMOs line just below line [5] comes from Trns*port Site Manager.
	PROJ'D TO COMPL	This column displays the dollar amount projected to complete the project based. PROJ'D TO COMPL amounts for the CONSTRUCTION portion come from Trns*port Site Manager. Line [9] Planned Contract Expenditures comes from SAP. PROJ'D TO COMPL amounts for the CONSTRUCTION ENGINEERING (CE) portion are all calculated except for Line [17] which carries from Trns*port SiteManager. PROJ'D TO COMPL amounts for the NON CONSTRUCTION portion come from Trns*port PES. The Project Manager should make sure these numbers are correct before the project is awarded.
	SURP/(DEF)	This is the surplus or deficit column and is calculated by taking the PROJ'D TO COMPL amount subtracted from AWARD amount.
	EXP TO DATE	This is the Expenditures to Date column and can be found in SAP using transaction ZF70 – FM Budget to Actuals. To get the correct number, you will have to add the appropriate Functional Areas. For example, a summation of items with Functional Area 3300 - 3399 should equal the number in row [13].

ENCUMB BAL	The encumbered balance is the dollar amount of funds set aside for the project that have not been spent.

Comments

To enter comments in the comments field at the bottom of the form, use SAP transaction CJ20N - Project Builder and in the Structure tree on the left select the Construction WBS (XXXXX.20.10). Then in the Work Area on the right click on the Long text tab and enter your comments starting in Line 2. DO NOT ENTER comments in the first line of the Long text field. Line 1 does not display in the Form 65 and is reserved for the WBS element description.

Edit Comments Field

Project Financial Statement: Form 65

This document provides all the information on the Form 65 including where to find information, how numbers are calculated, and what information is in each tab. The document also includes how the Form 65 changes in each status (Pre-Ad, Ad, Award, or Post-Award). To see all the comments once the document is open, select *Comments* then *Show Comments List*. The comments will show where information originates or how it is calculated. For example *"SAP CJ20N> Cust. enhancement> Custom Fields> Project Mgr tab> 'Resident Engineer/ Section Head'> 'Org Code'"* means the data comes from SAP using transaction CJ20N, open the project and select the Custom Enhancement tab then select Custom Fields button then select Project Manager tab and the data is located in the Resident Engineer/Section Head Org Code field.

FORM 65_All Status

Currently the Form 65_All Status document has a few fields highlighted in red. The fields that are highlighted in red are not working properly so the data is not reliable. The document is provided because a majority of the information is helpful.

Before looking at the Project Financial Statement: Form 65 you must first update the Projected Quantities in the Trns*port SiteManager Accessories Overs and Unders report. This should be done at least monthly, as the project progresses. See the attached document for details on how to maintain the Projected Quantity report which populates the Overs and Unders report.

Overs and Unders Report

CONSTRUCTION BULLETIN

Colorado Department of Transportation

Project Development Branch

Post Award Project Financial Statement: Form 65

2009 Number 5, Page 4 of 6

Date: April 1, 2009

Project Commitment Amount

> **Project Commitment Amount**
>
> **Difference ≥ 0** No action required
>
> **Difference < 0** Funding Letter required to increase Current commitment amount

Once the Overs and Unders Report is accurate the information in the Form 65 can be reviewed. The first place to look is the PROJECT COMMITMENT AMOUNT. This is located in the box on the upper right portion of the Form 65. The Current number is the project commitment to the Contractor. In most cases the Current number is the total ZG Highway Construction Purchase Order (PO) amount. Line [7] Projected must be less than or equal to the Current. This means the anticipated budget is less than or equal to the PO amount. If the Projected amount is greater than the Current amount, funds need to be added to the PO using a funding letter or the Projected Quantities need to be adjusted to decrease the projected total. Remember the funding letter will need to include funds to cover the construction engineering costs.

Construction (Phase C) Total

Next, compare the Form 65 Line [18] Total Phase C to ZF70 total budget amount for Construction WBS element.

Figure 1 – ZJ20 - Project Financial Statement: Form 65

	AWARD	PROJ'D TO COMPL
Overs/(Unders) - Inc Bid Items, CMOs and Plan F/A		2,132,839.02
[6] Total CMOs & Overs/(Unders)		3,574,984.92
[7] Project Commitment Amount [4+5+6]	23,969,977.77	27,544,962.69
[8] Less CE Bid and CE F/A Items	(91,500.00)	(94,567.08)
[9] Planned Contract Expenditures		
[10] Subtotal Contractor [3300] [7+8+9]	23,878,477.77	27,450,395.61
[11] Third Party F/A	160,000.00	160,000.00
[12] Furnished Materials		
[13] Subtotal Construction (33xx) [10+11+12]	24,038,477.77	27,610,395.61
CONSTRUCTION ENGINEERING (CE)	**CE Pool Eligible**	
CE (Fed Aid-CDOT/CE Pool)		
CE (Fed Aid-Inc Bid, F/A & Consultant)		
CE (Fed Aid-Indirects)		
Liquidated Damages Credited to CE Pool (P)		
[14] Total Fed Aid CE Charges(32xx+3980)		
CE (NFA-CDOT/CE Pool)	2,764,424.94	3,175,195.50
CE (NFA-Inc.Bid Items, F/A & Consultant)		
CE (NFA-Indirects) (i.e., balance of overhead)	1,347,657.16	1,547,907.80
Liquidated Damages Credited to CE Pool (N)		
[15] Total NFA CE Charges (32xx + 3980)	4,112,082.10	4,723,103.30
[16] Total CE and Indirect Charges [14+15]	4,112,082.10 17.11%	4,723,103.30 17.11%
[17] Other-Inc Trng, Audit, Legal, Eligible Indirects		
[18] Total Phase C [13+16+17]	28,150,559.87	32,333,498.91

CONSTRUCTION BULLETIN

Colorado Department of Transportation

Project Development Branch

Post Award Project Financial Statement: Form 65

2009 Number 5, Page 5 of 6

Date: April 1, 2009

The Total Phase C should be less than or equal to the Construction WBS total budget amount. The total budget amount for Construction WBS element is the total for the Construction WBS in the Revised Budget Amount (Rev bud am) column. In this example Total Phase C is equal to $32,333,498.91 (Figure 1) and the Construction budget amount is equal to $32,373,144.00 (Figure 2).

Figure 2 – ZF70 - FM Budget to Actual Report

Fund Prog	Fnd Prg Nm	Funds Center	FuncArea	Comm Itm	Functional area name	Rev Bud am	YTD Actuals	Commitments	FY Avail B
13590.20.10	Construction	ENTER_VALID	FAB402	EXP	STATE FUNDS ALLOTTED	0.00	0.00	0.00	0.00
		ENTER_VALID	FAB463		FY97	0.00	0.00	0.00	0.00
		ENTER_VALID	FAB463		FY97	0.00	0.00	0.00	0.00
		SSP40207THC	FAB463		FY97	40,000,000.00	0.00	0.00	40,000,000.00
		SSP40207THC	FAB463		FY97	7,626,856.00-	0.00	0.00	7,626,856.00-
		R2170-010	3301	4577600010	CONSTR PMTS - TIME/MA	0.00	15,873.00	0.00	15,873.00-
		R2170-010	3301		CONSTR PMTS - TIME/MA	0.00	49,114.00	0.00	49,114.00-
		R2170-010	3200	4410000120	CONSTRUCTION ENGINE	0.00	814,617.92	0.00	814,617.92-
		R2170-010	3200		CONSTRUCTION ENGINE	0.00	2,090,360.57	258,394.45	2,348,755.02-
		R2170-010	3299	4410000100	INDIRECT COST - CE	0.00	397,126.23	0.00	397,126.23-
		R2170-010	3299		INDIRECT COST - CE	0.00	1,019,050.79	125,967.29	1,145,018.08-
		R2170-010	3300	4231100020	CONSTR PMTS - BID CON	0.00	165,824.18	0.00	165,824.18-
		R2170-010	3300		CONSTR PMTS - BID CON	0.00	172,842.49	0.00	172,842.49-
		R2130-010	3300	4231100010	CONSTR PMTS - BID CON	0.00	0.00	0.00	0.00
		R2170-010	3200		CONSTRUCTION ENGINE	0.00	0.00	0.00	0.00
		R2170-010	3300		CONSTR PMTS - BID CON	0.00	11,131,489.56	0.00	11,131,489.56-
		R2170-010	3300		CONSTR PMTS - BID CON	[illegible]	13,699,026.29	2,246,908.25	[illegible]
13590.20.10						32,373,144.00	29,555,325.03	2,631,269.99	186,548.98
						32,373,144.00	29,555,325.03	2,631,269.99	186,548.98

Revised Budget Amount (Rev Bud am) = Apportionment = Project Budget = YTD Actuals + Commitments + FY Available Balance
YTD Actuals = current expenditures
Commitments = dollars committed by a Purchase Order to Contractor or Third Party (Obligation)
FY Available Balance = budget remaining after commitments and expenditures

If the Total Phase C amount is greater than the Revised Budget Amount, then funds need to be added to the PO using a funding letter or decrease the projected total. The funding letter must include funds to cover the construction engineering costs. If the funding letter amount is greater than the FY Available Balance, then funds will need to be added to the Funded Program (WBS element).

> To get the same information used in Figure 2 - ZF70, select **Get Variant…** button then enter **RRH_F65/PE_TRK** in the **Variant** field. Make sure all other fields are blank. Click **Execute**. Enter the **Funded Program** xxxxx.20.10, where xxxxx is the Project Definition.

For example, if the new projected to complete amount was $32,573,144.00, so $200,000.00 additional funds are needed. The projected to complete increase could be caused by item overruns or an anticipated change order. This project has $186,548.98 available in the Construction funded program (Figure 2). In this case two things need to be done. First, more funds needs to be added to this Funded Program. Discuss where the additional funds come from with the Resident Engineer and Region Business Office. The project needs $13,451.02 (200,000.00 – 186,548.98) more funds added to the Funded Program with a budget action. Once the funds are added, the new FY Available Balance is $200,000.00. Next a funding letter for $200,000.00 will be needed to increase the budget amount.

Situation	Action
Total Phase C ≤ Revised Budget Amount	No Action required
Total Phase C ≥ Revised Budget Amount	Add funds to PO with Funding Letter
Funding Letter change ≤ FY Available Balance	No Budget action required
Funding Letter change > FY Available Balance	Add funds to Funded Program with a Budget action

Planned Contract Expenditures

Use the Planned Contract Expenditures to estimate how a change order or cost overrun affects project financials. There are three Help documents located in the SAP Training website: http://saptraining/. Select your Region then select **Project Systems** then select **Project Systems Lifecycle** then select **Project Month End/Period Close**: (1) CJR2 – Enter Planned Contractor Expenditure; (2) ZJ20 – Review Planned Contractor Expenditures; and (3) CJR2 – Delete Planned Contractor Expenditure.

The information can be entered under a participating or nonparticipating Cost Element. The transaction allows you to enter the information in any period of the fiscal year. The total estimate should only be entered under one period for two reasons; one it is only necessary in one field and it makes deleting the data easier. When entering planned contract expenditures, remember to document the fiscal year, WBS element, cost element(s), and amount of planned expenditures for use when zeroing out the estimate. You must delete the planned contract expenditures once the change order or cost overrun is accounted for in the CMOs and Overs/(Unders) rows, otherwise these cost will be counted twice in the project budget.

Third Party Force Account

Third Party Force Account items are force account items paid to a third party such as a local entity, county, railroad, or other public utility company/agency and not to the prime contractor. This is for work not in the contract bid items that are completed during the construction phase. The funds come from the Construction funded program and are shown in the Commitment column. When creating these force accounts in PES you must use these item numbers:

Utility and Work by State or Local forces – 700-9XXXX.

Third Party non-utility construction – 700-733XX. DO NOT use 700-733xx for regular force account work by the the Contractor.

Third Party - Uniformed Traffic Control between CDOT and CSP – 700-73351
If traffic control with another non-state law enforcement agency is to be contracted by the Contractor, then a regular contractor force account item would be used. Example 700-70XXX.

Project Development Manual Section 8.01
"The term "force account" refers to construction work a public agency is allowed to perform on federal/state-funded projects using its own forces. Specifically, it means the direct performance of highway construction work by the Department, local entity, county, railroad, or other public utility company/agency by use of labor, equipment, materials, and supplies furnished by them and used under their contract terms (23 CFR Part 635.203[c])."

Force account item numbers can be repeated. This is sometimes necessary with the "generic" numbers such as 700-70034 and 700-70035 if there are a lot of unusual force accounts not covered by the regular numbers. If the generic item numbers are used, the Supplemental Description column must be completed for that item on the worksheet.

When creating a force account as part of a change order with the prime contractor in SiteManager use 700-70XXX. DO NOT use 700-9XXXX or 700-733XX for prime contractor item numbers.

CONSTRUCTION BULLETIN

Colorado Department of Transportation

Project Development Branch

WQC Update No. 3 Daily Inspections and Local Agency Projects [Updated]
2009 Number 6, Page 1 of 2
Date: April 9, 2009 [Revised 9-15-09]

Water Quality Update No. 3:
FAQ Water Quality Webpage, Daily Inspections, & Local Agency Projects

On December 23, 2008 CDOT issued:

- Standard Special Provision, *Revision of Sections 101, 107, and 208 – Water Quality Control*
- Construction Bulletin No. 2008-12 – *Implementation of the Water Quality Control Consent Order*

The specification change and its implementation have generated questions and discussion both within CDOT and from Contractors. Clarifications as needed will be provided by the Project Development Branch and Environmental Programs Branch to ensure statewide consistency in implementing and applying this special provision. This bulletin provides clarification of Daily Inspections and the application of the Consent Order to Local Agency projects. Also, CDOT has included an addition to its webpage for Frequently Asked Questions for Water Quality Control.

FAQ Water Quality Webpage

In response to both the number and variety of questions concerning the implementation of the Revision to the Water Quality Control specification, CDOT has created a webpage with questions from Contractors and CDOT field personnel and their associated responses. See the major heading, "Water Quality Control" on the Design and Construction Project Support web page at the link below for access to this site:

http://www.dot.state.co.us/DesignSupport/

Daily Inspections

The requirements for "daily inspections" are included in Subsection 208.03(c)17 of the Revision of Sections 101, 107, & 208 - Water Quality Control, issued on December 23, 2008, which reads:

> *The ECS or the Superintendent shall conduct an inspection on each day in which active construction has occurred. At this inspection the entire site shall be reviewed to determine whether construction is being conducted in accordance with the project's site-specific SWMP and the CDPS-SCP. The ECS or Superintendent shall observe, record, and determine the effectiveness of all BMP's. Inspections shall be recorded on the Daily Stormwater Log and kept in the project SWMP notebook.*

Daily inspections are required for all installed BMP's on the project. As part of the inspection, the entire site shall be reviewed to ensure that the installed BMP's are performing properly and no other water quality issues have arisen.

CONSTRUCTION BULLETIN

Colorado Department of Transportation

Project Development Branch

WQC Update No. 3 Daily Inspections and Local Agency Projects [Updated]
2009 Number 6, Page 2 of 2
Date: April 9, 2009 [Revised 9-15-09]

Local Agency Projects

Clarification has been received from CDPHE regarding how the Consent Order will affect Local Agency (LA) projects. All existing Local Agency projects on which an inter-governmental agreement (IGA) was completed by January 1, 2009 are exempt from the provisions of the Compliance Order on Consent. If this has not occurred then the LA must comply with the Consent Order language.

On those Local Agency projects that are currently exempt and require a CDPS-SCP permit, use the Revision of Sections 101, 107 & 208 Water Quality Control special provision issued July 12, 2007. The specification is available on the CDOT web site at:
http://www.dot.state.co.us/DesignSupport/Construction/2005SpecsBook/Work%20Sheets/101wqc%20corrected%207-12-07.doc .

On Local Agency projects that are exempt and don't require a CDPS-SCP, use the Revision of Sections 101, 107 & 208 Water Quality Control special provision issued on January 21, 2009 for use on projects not requiring a CDPS-SCP (less than 1 acre of disturbance).

Local Agency projects that are not exempt and to which the Consent Order applies as shown in the table below shall include the appropriate one of the following special provisions:

- Revision of Sections 101, 107 & 208 Water Quality Control standard special provision issued on December 23, 2008 for those projects requiring a CDPS-SCP (more than 1 acre of disturbance)
- Revision of Sections 101, 107 & 208 Water Quality Control standard special provision issued on January 21, 2009 for those projects not requiring a CDPS-SCP (less than 1 acre of disturbance)

Project Type	Right of Way Owner	Permit Holder	Consent Order Applies?
LACA Project with CDOT administering Federal/State Funds	100% Other	LA/Municipality	No
	X% other, X% CDOT	LA/Municipality	Yes, for the portion in CDOT ROW
	100% CDOT	LA/Municipality or CDOT	Yes, for entire project
Access/Utility Permits	All	LA/Municipality/Utility	No

See the attached flowchart for additional clarification:

WQ Spec Flowchart.doc

If you have questions, contact your Area Engineer in Project Development.

CONSTRUCTION BULLETIN

Colorado Department of Transportation

Project Development Branch

Project Force Account Management, Especially on ARRA Projects

2009 Number 8, Page 1 of 1

Date: May 6, 2009

FORCE ACCOUNT MANAGEMENT ON ALL PROJECTS WITH EMPHASIS ON AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) PROJECTS

This construction bulletin provides guidance on properly managing project budgets including planned force account items, for all projects, with additional emphasis for projects funded with ARRA funds. There will be further Construction Bulletins with supplemental information for projects funded with ARRA funds. Additional information will be provided as needed.

In accordance with Procedural Directive 40.1, the Project Engineer should review projected quantities on the SiteManager overs/unders report and update the Project Financial Statement (Form 65) on a monthly basis. All items, including planned force account items such as Minor Contract Revisions (MCR), Fuel Cost Adjustment, Asphalt Cement Cost Adjustment, Quality Incentive Payment, Smoothness Incentive Payment, etc. should be included on the updated Form 65. If a large project surplus is anticipated, then money should be unencumbered using a negative funding letter. These additional funds can then be used to fund other projects. This is important on all projects, but especially on ARRA funded projects since major surpluses at an ARRA project's completion could, depending on timing, result in loss of these funds. All surplus funds, actual or projected, not de-obligated and re-obligated by March 2, 2010 will be lost.

- The Project Engineer will need to provide a monthly update with pay estimate to the Resident Engineer with forecasted expenditure (over/under report) for the project in accordance with Procedural Directive 40.1. Procedural Directive 40.1 can be found under Policies and Procedures at http://internal/PolicyGovernRelations/procedures.htm
- See Construction Bulletin 2007-3, Highway Construction PO Amendment Process for the funding letter process.
- See Construction Bulletin 2009 - 5 Project Financial Statement: Form 65 information.
- The Resident Engineer will need to work with the Regional Business Manager and Program Engineer to obligate and expend ARRA funding appropriately.

All construction bulletins can be found at:
http://www.dot.state.co.us/DesignSupport/Construction%20Bulletins/Current/Current%20Construction%20Bulletins.htm

If you have questions, please contact your Area Engineer in Project Development.

CONSTRUCTION BULLETIN

Colorado Department of Transportation
Project Development Branch

Proper use of Form 105 – Speed Memo
2010 Number 3, Page 1 of 1
Date: May 13, 2010

Proper use of Form 105 – Speed Memo

Proper Use of Form 105 – Speed Memo
Section 120.4 of the CDOT Construction Manual defines when a Form 105 – Speed Memo is to be used as follows:

Use Form 105 – Speed Memo to document:

- *directions and interpretations given the Contractor;*
- *instructions to Contractor for work formalized later with a change order;*
- *agreements between the Project Engineer and the Contractor; and*
- *transmittal of project documents and other project information, including to the contractor, internal CDOT staff and consultants working on the project.*

Use of E-mail Is Not An Acceptable Alternative
E-mail is not the Construction Manual established manner for CDOT project staff to communicate the information listed in section 120.4 of the Construction Manual. Therefore, the use of an e-mail as an alternative method of documenting these communications in-lieu of a Form 105 – Speed Memo is not acceptable.

An e-mail "read receipt" or any of other form of tracking delivery or receipt of an electronic copy of a Form 105- Speed memo is not an acceptable alternative to obtaining a copy of a Form 105 – Speed Memo signed by the Contractor.

Contractor's Failure to Sign Form 105
According to Section 120.4 of the Construction Manual the Contractor's refusal to sign the Form 105 should be dealt with as follows:

If a Contractor refuses to sign the form, this refusal should be noted on the form. The form should then be immediately sent by registered mail to the home office address of the Contractor.

The use of e-mail to deliver a Form 105 – Speed Memo is not an acceptable alternative to sending the Form 105 – Speed Memo by registered mail to the home office of the Contractor in the case of the Contractor refusing to sign the form. The use of e-mail to deliver a Form 105 – Speed Memo is an acceptable method of sending the Form 105 to the Contractor in other circumstances. The Contractor should return a signed copy to the Project Engineer.

It is recommended that CDOT's use of Forms 105, as detailed above, be discussed with the Contractor at the start of the project.

CONSTRUCTION BULLETIN

Colorado Department of Transportation
Project Development Branch

Buy America Requirements
2010 Number 4, Page 1 of 1
Date: July 21, 2010

Buy America Requirements

This construction bulletin revises the CDOT Construction Manual to provide guidance on enforcing the federal "Buy America" requirements found in subsection 106.11 of the Standard Specifications.

In Subsection 106.8 of the CDOT Construction Manual add the following:

Prior to the permanent incorporation of steel or iron products into the project the Project Engineer must obtain from the Contractor a written statement signed by the Contractor (see examples in the Field Materials Manual) that the certifications required by the Buy America specification are on file and the steel or iron products are in compliance with the Buy America specification.

The Contractor shall provide documentation of the project delivered cost of all foreign steel or iron permanently incorporated into the project, if any.

Bid items that include steel and iron products will not be paid for in a monthly pay estimate until the Contractor is in compliance with the Buy America specification.

CONSTRUCTION BULLETIN

Colorado Department of Transportation
Project Development Branch

Form 1212 and SAP Workflow
2010 Number 6, Page 1 of 6
Date: September 24, 2010

Form 1212 and SAP Workflow

This construction bulletin addresses project acceptance and completion of the Form 1212 with the SAP system on all projects that have been constructed.

History:

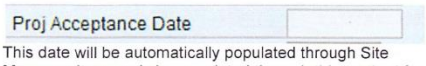
When SAP was rolled out, the Form 1212 workflow was initiated when the project was set to TECO (Technically Complete). The project was meant to be set to TECO when construction was completed. The Form 1212 could not be created unless the project was set to TECO. Additionally, the Form 1212 workflow was started for all projects set to TECO even if a Form 1212 was not required. Some projects had to be set to TECO more than once, creating more than one Form 1212 for a project and creating duplicate workflows.

New Process:

Below is the guidance for the new process to create a Form 1212 in SAP for projects that have construction completed. It addresses what needs to be done to close projects where a Form 1212 is not needed. The Form 1212 is commonly required on each construction project even if it is funded with all state funds. Consult the Region Finals Engineer for the region's requirement for all state funded projects.

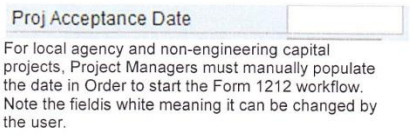
(1) Once a project is accepted in construction as complete, either by CDOT or the Local Agency, the Form 1212 workflow should be started in SAP. Starting the Form 1212 workflow can be done in one of two ways, depending on the type of project.

- For CDOT administered projects, the Form 1212 workflow is triggered automatically when the Project Acceptance Date is populated within Site Manager (it will be filled in during the night but not immediately after input). This date is automatically brought over to the SAP system and populates the same field in the Project Manager Custom Tab in transaction CJ20N. Please refer to the portion of the SAP Project Manager tab screen shot below:
-

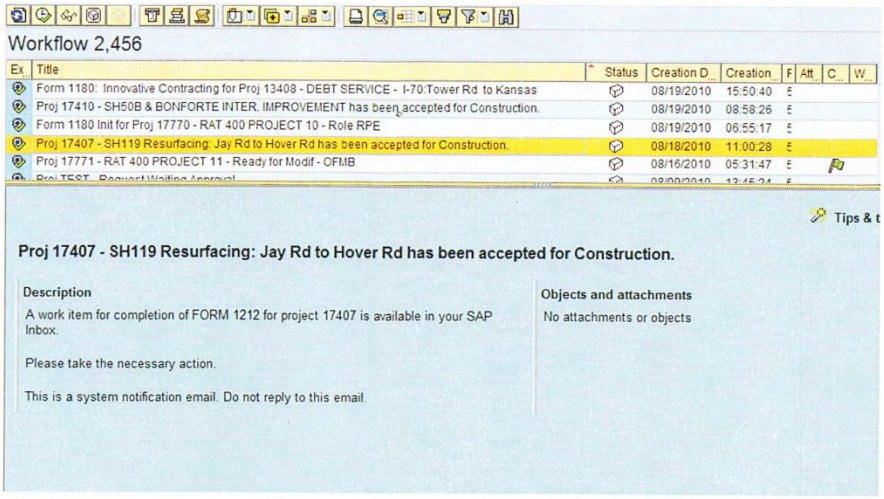


This date will be automatically populated through Site Manager. It can only be populated through this method for CDOT Administered construction projects. Note the box is grayed out or blue in color which means that it cannot be completed by the user.

- For Local Agency Projects and Non-Engineering Capital Projects: The Form 1212 workflow is triggered when the assigned Project Manager populates the Project Acceptance Date within the Project Manager Custom Tab in transaction CJ20N. These project types do not manage Construction activities through Site Manager and the acceptance date must be entered manually. Please refer to the portion of the SAP Project Manager tab screen shot below:



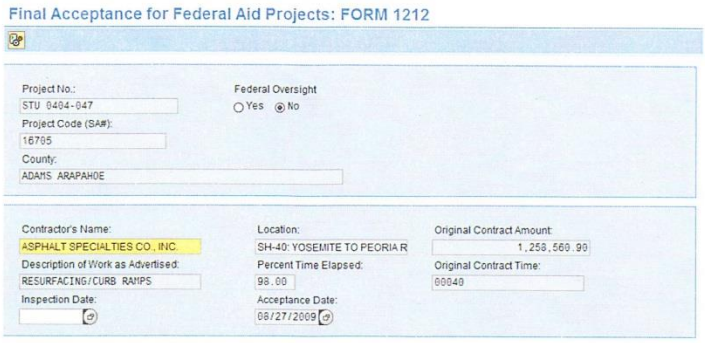
(2) Once the Form 1212 Workflow has been started,, a form 1212 workflow item and outlook email message will be sent to all Resident Engineers within the Project's region. The Resident Engineer managing the project should open this workflow through transaction SBWP to save the workflow or to complete the Form 1212. Please refer to the screen shot below:



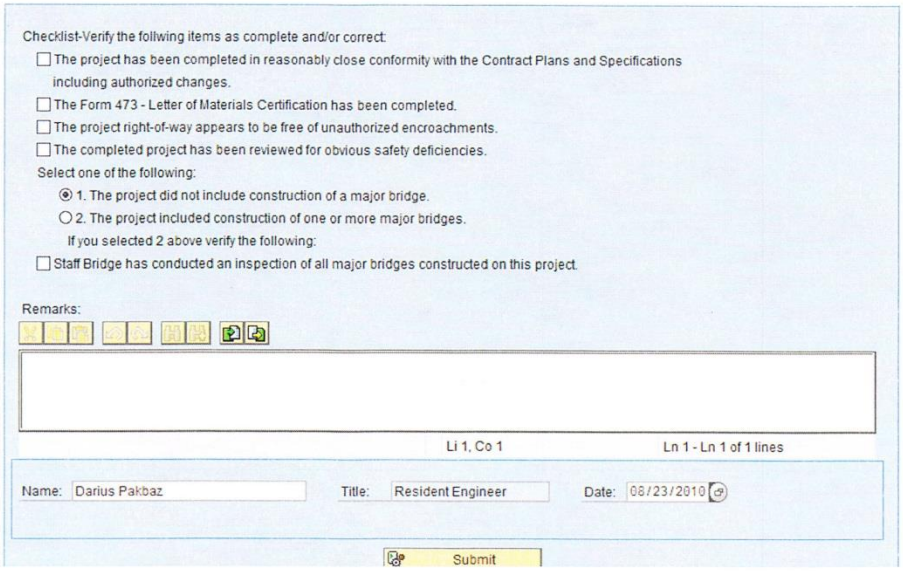
- NOTE: The SAP development team is currently developing a change to all workflows that would limit the size of the audience of Project Systems workflows. For this workflow only the Resident Engineer responsible for the project would receive the workflow item in SAP and receive the Outlook email message.

(3) Upon opening the workflow message, the Form 1212 for the project will be ready for modification.

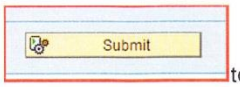
- The top section of the form has two fields that need to be completed by the Resident Engineer (Contractor's Name; Inspection Date). All other fields will be automatically populated using existing information within SAP. The Federal Oversight radio button is automatically selected based on the project information in SAP, but can be changed if necessary. Please refer to the screen shot below:



- The bottom section of the form is the checklist of activities that should be complete as part of project acceptance. All must be checked before submitting the form. The Resident Engineer can select whether the project included a major bridge or not. If a major bridge is included in the project, the Staff Bridge inspection checkbox must be selected before submitting the form. Please refer to the screen shot below:

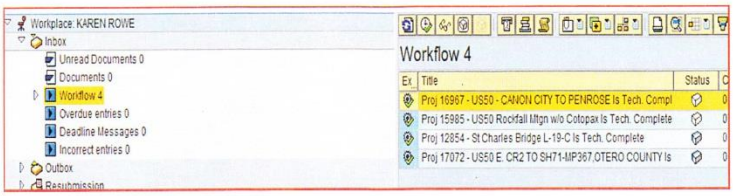


- The Resident Engineer and date fields at the bottom of the form are automatically populated with the user initiating the workflow and the current date. These can be changed if needed.

- Click the "Submit" button 

to complete the Form 1212.

- If the Resident Engineer is not ready to complete the Form 1212 when he receives the workflow, then the workflow should be reserved with that Resident Engineer. Open the workflow item; then close it without completing it. It will show that this workflow is only in that Resident Engineer's SAP business workplace. See screen shot below:



- The workflows only in the Resident Engineer's workplace show a blue and white box under status. This is referred to as "reserving the workflow item."
- The workflows in all the Region's Resident Engineers' workplaces show a white only box.
- The Resident Engineer can come back to this reserved Form 1212 workflow when he is ready to complete it.
- If you want to unreserve a Form 1212 workflow and put it back in all the Region's workplaces, highlight the workflow and then press the button.

(4) After the submit button is hit, the workflow is automatically completed and an Outlook message is sent to all Resident Engineers indicating that the Form 1212 is complete. Attached is a pdf copy of the completed form. The Resident Engineer should print the pdf copy, sign it and send the form with other project closure paperwork to the Region Finals Engineer. Please refer to the example below:

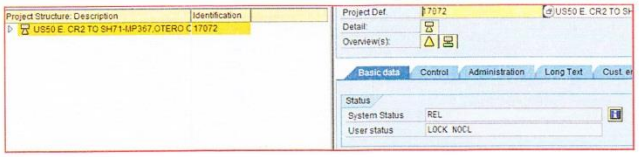
```
From: Workflow System [mailto:WF-BATCH@dot.state.co.us]
Sent: Friday, August 20, 2010 2:45 PM
To: XXXXX
Subject: Notification: Form 1212 Complete for Proj 14959

The constructed project has been accepted and the Form 1212 is attached for review. The Resident
Engineer should print and sign the form and distribute the signed form to the Regions Final
Engineer.

Project Name: SH 58/ 44TH AVE BRIDGE REPLACE.

Program Engineer/Branch Manager:          JAMES BEMELEN.
Resident Engineer/Section Head:   PAUL JESAITIS.
Project Manager/Pre-Constr. Engineer:     CYNTHIA BAILEY.
ProjectEngineer/Constr. Engineer:         JAMES MARTIN.

This is a system notification email. Do not reply to this email.
```

- NOTE: The SAP development team is currently developing a change to all workflows that would limit the size of the audience of Project Systems workflows. For this workflow only the Resident Engineer and Finals Engineer responsible for the project would receive the Outlook email message.

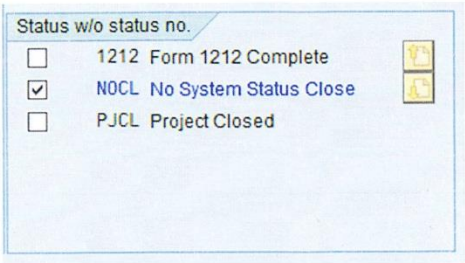
(5) This completes the Form 1212 process. The project can be set to TECO and the business office can start project closure activities. It is up to the Region who will set the project to TECO prior to closure. It is recommended that the Business office set the project to TECO after the project is de-budgeted. The project will have to be set to TECO prior to project closure. Setting the project to TECO will no longer start the 1212 workflow.

For projects that do not require the Form 1212 to be completed, the workflow can be bypassed and the business office can start project closure activities. These types of projects include design-only projects, property projects, DTD projects, maintenance projects, withdrawn projects, or any other projects that do not have a Construction phase.

- For these projects, the Business Manager or designee can mark the Form 1212 status in CJ20N for the project and save the project. Once this status is set, the business office can set the TECO status and begin project closure activities and the Form 950 workflow. Please refer to the screen shots below:



Hit the blue "I" button at the top level of the project. Then the following screen will appear.



Frequently Asked Questions:

What do I do if I lost the Form 1212 workflow?

There is now a workflow report available that will allow anyone to see where any workflow is located. It may be in another RE's SAP workplace and this report will indicate the location. The report is located in the Portal under the Report tab, then under Project Systems. If help is needed with the report, contact your region Super User or the SAP Project Systems support team.

What do I do if I want to run the Form 1212 workflow again?

There is no way in the system to easily re-run a Form 1212 workflow that has already been completed. If the Form 1212 that was created is needed or if the workflow needs to be restarted, the SAP Project systems support team will need to be contacted. Please contact the SAP Project Systems Business process experts who are currently Tony Bemelen and Darius Pakbaz.

Why do I need to do the Form 1212 in SAP when there is a form for it?

The information pulled from SAP for the Form 1212 will be consistent for all projects. It also assures that the Form 1212 was completed for a project that was constructed.

Any questions regarding this process can be referred to your local power user, regional super user or the SAP Project Systems support team at CDOT Headquarters.

Contact:

Darius Pakbaz, Project Systems BPX

CONSTRUCTION BULLETIN

Colorado Department of Transportation
Project Development Branch

Written Notification
2010 Number 12, Page 1 of 1
Date: December 7, 2010

The CDOT specifications use the term "in writing" or other similar terms when referring to the Project Engineer communicating a decision or project information to the Contractor per the Contract.

For example subsection 208.06 of the Standard Special Provisions states: *The Engineer will notify the Contractor in writing of each incident of failure to perform erosion control, items (1) through (10) above.*

Or

Subsection 108.03 of the Standard Specifications states: *When accepted by the Engineer in writing, the revised schedule shall become the Project Schedule.*

The CDOT Construction Manual states the following in Section 120.4:

Proper Use of Form 105 – Speed Memo
Speed Memo is to be used as follows:

Use Form 105 – Speed Memo to document:

- *directions and interpretations given the Contractor;*
- *instructions to Contractor for work formalized later with a change order;*
- *agreements between the Project Engineer and the Contractor; and*
- *transmittal of project documents and other project information, including to the contractor, internal CDOT staff and consultants working on the project.*

When the Contract requires the Engineer to communicate in writing to the Contractor, the proper form of written communication is the use of Form 105.

Example: Failing to notify the Contractor on a Form 105 in accordance with subsection 208.09 of the December 23, 2008 Standard Special Provision or the August 26, 2010 Standard Special Provision is being viewed by CDPHE as a non-compliance issue. For instances relating to erosion control where action needs to be taken by the Contractor, the Project Engineer should prepare and issue a CDOT Form 105 to give the appropriate direction to the Contractor for correcting the noted deficiencies and place a copy in the project file and the SWMP notebook.

CONSTRUCTION BULLETIN

Colorado Department of Transportation
Project Development Branch

Payment for Change Order Work
2010 Number 13, Page 1 of 1
Date: December 9, 2010

PAYMENT FOR CHANGE ORDER WORK

This construction bulletin revises the CDOT Construction Manual to provide guidance on the execution of Change Orders. A recent Internal Audit indicates that CDOT has been paying for some change order work before the CDOT Form 90 has been fully executed.

Change to Construction Manual

In subsection 120.7.3.1 of the CDOT Construction Manual, add the following:

> In accordance with CRS 24-30-202, the CDOT Form 90 must be "fully executed", i.e. signed by both the Contractor and CDOT, before payment can be made to the Contractor for the change order work. Typically, the CDOT signature required to fully execute the change order would be that of the CDOT Project Engineer. In cases where there is a consultant project engineer, the Resident Engineer's signature is required. Obtain the remaining signatures on the CDOT Form 90 and finalize the explanation letter as soon as possible thereafter.
>
> Payment for the change order work will be made on the monthly or interim estimate as the work is completed. Barring disputes, completed work must be paid for within 45 days as required by statute.

Please print a copy of this bulletin and keep it with your copy of the *Construction Manual*.

If you have questions, please contact your Area Engineer in Project Development.

The *Construction Manual* and Construction Bulletins can be found on the Design and Construction Project Support web page at:

http://www.coloradodot.info/business/designsupport

CONSTRUCTION BULLETIN

Colorado Department of Transportation
Project Development Branch

Required Documentation from Contractors
2011 Number 3, Page 1 of 2
Date: February 3, 2011

REQUIRED DOCUMENTATION FROM CONTRACTORS

On April 3, 2008 the CDOT Audit Unit submitted their report titled "Notice to Proceed to the Start of Construction Report of Internal Audit Number 0702_2". This report stated the following:

We audited compliance with regulations related to the construction project file documentation process from notice to proceed to the start of construction. Those regulations require the Project Engineer to obtain specific documentation from the contractor prior to the start of construction.

The contracts we tested were in compliance in most respects; however, we found that the responsibility for construction file documentation is not well defined. In addition, Method Statements for each salient feature listed in the contract had not been consistently obtained, as required by CDOT Standard Specifications for Road and Bridge, "The Specifications", subsection 108.03(a), for seven of the ten contract files tested. We also found the Method Statements submitted were not always in the format required by "The Specifications" subsection 108.03(a) (1) thru (7). Lastly, we found that half of the contractors did not submit listings for materials' and supplies.

The report presented several "Findings" and "Recommendations". Recommendation 1.2 is being addressed by this Construction Bulletin.

Finding 1: Procedures to insure proper project file documentation are not well understood.

Criteria

We found that the CDOT's Construction Manual, Section 101.103.6, states;

The Project Engineer has the complete responsibility for the administration of a CDOT construction contract.

Section 120.1.4.2, states

"The Project Engineer will compile, or cause to be compiled, the required documentation".

The two sections referenced above, would indicate that the Project Engineer is in fact fully responsible for the documentation of the construction project files; however, Section 120.1.4.1 further states;

The Resident Engineer is responsible for assuring that complete and accurate documentation is compiled and accurate.

The CDOT Standard Specifications for Road and Bridge Construction, Section 101.09, states;

The Resident Engineer is directly responsible for the overall administration of assigned construction projects……..The Resident Engineer will delegate authority to Project Engineers consistent with their experience and abilities.

Section 120.1.4.1 of the CDOT Manual and Section 101.09 of "The Specifications" clearly indicate that the responsibility to insure that the Project Engineer has compiled complete and accurate documents is that of the Resident Engineer.

Condition

During the course of the audit, we discovered several project files that were missing required documentation including, but not limited to method statements; suppliers and supply listings and materials lists; which we considered to be substantially deficient project file documentation.

CONSTRUCTION BULLETIN

Colorado Department of Transportation
Project Development Branch

Required Documentation from Contractors
2011 Number 3, Page 2 of 2
Date: February 3, 2011

Cause

1. We noted a consensus among the Resident Engineers that file documentation was the sole responsibility of the Project Engineer.
2. We did not find any procedures in the CDOT Construction Manual that were specifically designed to assist the Resident Engineer in providing the required assurance that the Project Engineer is obtaining the required project documentation.

Effect

The risk that project file documentation is inadequate or incomplete is increased by the lack of written procedures clearly defining the administrative process for the Resident Engineer to follow in order to provide the required assurance as stipulated by the CDOT Construction Manual section 120.1.4.1.

Recommendation

1.1 The CDOT Construction Manual should provide clear procedures for the Resident Engineer to follow in order to provide the adequate assurance that the project construction file documentation is complete.

1.2 Staff Branches Director should provide a checklist for the construction phase between notice to proceed to the start of construction that specifies the required documentation to be obtained by the Project Engineer. The Project Engineer and Resident Engineer should sign the checklist; attesting that project file documentation has been obtained and is complete.

Response

1.1 The CDOT Project Development Branch Manager agreed to draft administrative procedures to be included in the current revision to the CDOT Construction Manual.

1.2 The CDOT, Project Development Branch Manager agreed to draft a check list for the construction phase between notice to proceed to the start of construction that should be included in the CDOT Construction Manual.

This construction bulletin adds section 120.1.3.6, *Required Documentation from Contractors*, to the *Construction Manual*. Section 120.1.3.6 provides a checklist of required documentation that is to be submitted by the Contractor.

Add Section 120.1.3.6 to the CDOT Construction Manual as follows:

The following checklist is to be filled out and updated as necessary by the Project Engineer. The checklist shall be submitted to the Resident Engineer upon first use and after each update and signed by the Resident Engineer. Ex: The Resident Engineer should require that the checklist be submitted with each monthly estimate for their review prior to approving the monthly estimate. The signed checklist will be returned to the PE and kept in the Project Engineer's project files verifying all required documents have been received from the Contractor:

Worksheet.xls

If you have any questions, please contact your Area Engineer in Project Development.

CONSTRUCTION BULLETIN

Colorado Department of Transportation
Project Development Branch

Water Quality Control Update No. 4
2011 Number 4, Page 1 of 3
Date: February 17, 2011

WATER QUALITY CONTROL UPDATE NO. 4

On Aug 26, 2010 CDOT issued:

- Revised Standard Special Provision, *Revision of Sections 101, 107, 208, 213 and 620 – Water Quality Control* for use on projects controlled by the 2005 *Standard Specifications*.
- Project Special Provision Worksheet, *Revision of Section 208 – Permanent Water Quality BMP As Constructed Survey*
- Project Special Provision, *Revision of Section 216 – Soil Retention Covering*

These specification changes were implemented as a result of experience gained on Contracts that included the previous version of the standard special provision. [For more background, see CB 2008-12, CB 2009-1, CB 2009-4, and CB 2009-6.] The provisions of the revised standard special provision have been included in the 2011 Standard Specifications. Clarifications as needed will be provided by the Project Development Branch and Environmental Programs Branch to ensure statewide consistency in implementing and applying this special provision. The purposes of this bulletin are to:

1. Provide summary of changes for the new and revised Water Quality Specifications.
2. Issue the Revised Environmental Preconstruction Agenda and Certification of Understanding.
3. Issue the Revised Stormwater Notebook Table of Contents and Notebook Tabs.

New Specification Provisions

New provisions in these special provisions include but are not limited to:

1. Revised standard special provision, *Revision of Sections 101, 107, 208, 213 and 620 – Water Quality Control*:
   - Fording waters will be allowed only as authorized by the U.S. Army Corps of Engineers 404 Permit (deleted fording four times per day).
   - Erosion logs are trenched 2 inches into the soil.
   - Use of hay bale checks in ditches is no longer allowed.
   - Hay and straw must be certified by Colorado Department of Agriculture Weed Free Forage Certification Program. Each bale is to be identified with orange and blue twine. Hay and straw are not to be unloaded or twine removed until the Engineer has inspected and accepted them.
   - Only fabricated concrete washout structures listed on the CDOT approved products list may be used.
   - Recycled concrete is not allowed to be used for stabilized construction entrances (formerly called vehicle tracking pads).
   - The Contractor's Superintendent shall have an Erosion Control Supervisor (ECS) certification card if he is doing daily inspections.
   - Weekly Meetings will be conducted by the Engineer, the Superintendent, and the ECS for all workers involved in construction activities that could adversely affect water quality. The meeting will be held to discuss the SWMP; the CDPS-SCP; problems implementing the project SWMP or maintaining BMPs; BMPs to be constructed, removed, modified or maintained; and unresolved issues from the daily stormwater log. New subcontractors who did not attend the Environmental

Preconstruction Conference will be briefed on the requirements of the SWMP and the CDPS-SCP at their first weekly meeting. An agenda for the meeting shall be prepared by the Superintendent as well as a sign in sheet on which the names and signatures of all attendees shall be recorded.

- Street sweeping will be measured and paid for when used as a BMP as specified in the Contract.
- Trash removal, when used as a BMP as shown in the Contract, will be measured and paid for.
- Secondary containment shall be capable of containing the volume of the storage structures plus at least 10% freeboard.
- Spray on Mulch Blanket has been added to Section 213 for use as a BMP and will be measured and paid for by the acre.

2. New project special provision worksheet, *Revision of Section 208 – Permanent Water Quality BMP As Constructed Survey*:
   - This special provision establishes the project-specific requirements for the survey of permanent water quality BMPs that the Contractor is required to perform.
3. New project special provision, *Revision of Section 216 – Soil Retention Covering*:
   - This special provision is used to establish the requirements for soil retention covering on projects where it will be used as a BMP.

Revised Environmental Preconstruction Conference Agenda (Required for those projects with a Stormwater Permit)

The agenda, which is attached, will be available in electronic format in Appendix A of the CDOT Construction Manual at the following link:

http://www.coloradodot.info/business/designsupport/bulletins_manuals/cdot-construction-manual/cdot-2002-construction-manua

The Environmental Preconstruction Conference is a requirement of the CDOT specifications and Consent Order on all projects holding a Stormwater Construction Permit. See subsection 208.03 of the standard special provision, *Revision of Sections 101, 107, 208, 213 and 620 – Water Quality Control*, for the specific requirements. The requirements also appear in subsection 208.03 of the *2011 Standard Specifications*.

The attached agenda will be handed out and used by the person conducting the Environmental Preconstruction Conference, and it will be left with the ECS to be placed in the SWMP notebook. Here is the agenda and the certification signature sheet:

agenda eprecon_presentor n | agenda eprecon topics for attendees | certificate of understanding wqdat

The Environmental Preconstruction Conference can occur as part of the regular preconstruction conference or as a separate meeting at a different date (e.g., at the initial BMP inspection) as agreed upon by the Project Engineer and the Superintendent.

For the preconstruction conference to be the most effective, the SWMP notebook shall already be put together to the greatest extent possible. The Engineer will provide the following:

1. The notebook including tabs
2. Table of contents for maintaining the order of documentation within the notebook
3. SWMP site map and project plan and title sheet
4. Copies of subsection 107.25 and sections 207, 208, 212, 213, and 216 of the Standard Specifications, and the Standard and project special provisions that modify them
5. Standard Plan M-208-1
6. Calendar for marking when the 14 day inspections take place and when the storm event inspections take place
7. All project environmental permits and associated applications, including, CDPS-SCP, Senate Bill 40, USACE 404 permit (if applicable), and all other permits applicable to the project, including any CDPS-SCP obtained by the Contractor.

Here is a copy of the Table of Contents for the SWMP notebook:

SWMP Notebook
Table of Contents.do

The Contractor shall have submittals that are required prior to construction commencing prepared for the meeting including but not limited to:

1. Copy of Project Schedule as required under subsection 208.02(b)
2. Erosion Control Supervisor Card
3. Potential pollutants list - 107.25(b)5
4. Spill prevention, control and countermeasure plan - 208.051
5. Description of inspection and maintenance methods implemented at the site to maintain all erosion and sediment control practices identified in the SWMP. (Including who is responsible for the maintenance of all erosion control measures, how the ECS can make available labor, material and equipment to maintain suitable erosion and sediment control features, and how and when BMPs are inspected and action items are dispatched to crew for repair or maintenance.)
6. A minimum of ten days prior to the start of the construction activity, a method statement for containing pollutant by-products (concrete saw water, concrete washout in accordance with 107.25 (b) 13).
7. Copy of Construction Dewater Permit (CDW) prior to dewatering operations (if any).
8. Written notification to owners of water supply at least 15 days prior to dredging or fill operations in accordance to 107.25 (b) 9 (if any)
9. A sample of the staples and a copy of the manufacturer's product data showing that the product meets the Contract requirements shall be submitted for approval at the environmental preconstruction conference.

CONSTRUCTION BULLETIN

Colorado Department of Transportation

Project Development Branch

Mechanically Stabilized Earth (MSE) Wall Checklists

2011 Number 5, Page 1 of 2

Date: February 17, 2011

MECHANICALLY STABILIZED EARTH (MSE) WALL CHECKLISTS

This construction bulletin introduces the Block Faced MSE Wall Submittal Checklist (CDOT Form 1401), the Panel Faced MSE Wall Submittal Checklist (CDOT Form 1402) and the Construction Inspectors Checklists for Concrete Block and Panel MSE Walls.

Block Faced MSE Wall Submittal Checklist (CDOT Form 1401), and Panel Faced MSE Wall Submittal Checklist (CDOT Form 1402)

The submittal checklist forms were developed in response to the MSE Quality Assurance Review (QAR) recommendations submitted in the fiscal year 2008. The MSE QAR recommended a review and revision of the contractor submittal process with the goal of improving the process, ensuring all required certifications are received, and reducing the burden on construction staff.

The submittal checklist forms are used for materials certifications and test report submittals required by the Standard Special Provisions: *Revision of Section 504 Concrete Block Facing MSE Walls* and *Revision of Section 504 Concrete Panel Facing MSE Walls*. The forms are attached to this bulletin for your reference. These forms are also located at the Forms Management website: http://internal/centralfiles/FormsCatalog.htm

The submittal checklist forms shall be submitted with the shop drawings, materials certifications and test report submittals. They need to be filled out by the Contractor and reviewed and used by the Engineer of Record and the Project Engineer in the review of the shop drawings.

cdot1401.doc cdot1402.docx

Construction Inspector's Checklists

Construction inspector's checklists for block and panel faced MSE walls have also been developed according to the MSE QAR recommendations. These checklists will be attached to the approved shop drawings and sent to the field office by the Staff Bridge Branch for the Project Engineer's use. The inspector's checklists are attached to this bulletin for your reference. It is recommended that the construction inspector's checklists be used and archived with the project records.

504inspchklstcbf.doc 504inspchklstcpf.doc

A preconstruction meeting with the Contractor prior to wall construction is also recommended. During the meeting, all checklists should be reviewed.

Review and become familiar with the above mentioned specifications, submittal checklist forms, and inspector's checklists. If you have any questions or recommendations for improvements, please contact the Staff Bridge PE II assigned to your Region.

Please print a copy of this bulletin and keep it with your copy of the *Construction Manual*.

CONSTRUCTION BULLETIN

Colorado Department of Transportation

Project Development Branch

Mechanically Stabilized Earth (MSE) Wall Checklists

2011 Number 5, Page 2 of 2

Date: February 17, 2011

If you have questions, please contact your Area Engineer in Project Development.

CONSTRUCTION BULLETIN

Colorado Department of Transportation
Project Development Branch

Written Notification
2011 Number 7, Page 1 of 1
Date: February 25, 2011

WRITTEN NOTIFICATION

This bulletin replaces Construction Bulletin 2010-12 and provides guidance on the use of Form 105. It also replaces Section 120.3.1 of the Construction Manual (CM) with more complete guidance on communication by letter.

The CDOT specifications use the term "in writing" or other similar terms when referring to the Project Engineer communicating a decision or project information to the Contractor according to the Contract.

For example subsection 208.09 of the 2011 Standard Specifications states: *The Engineer will immediately notify the Contractor in writing of each incident of failure to perform erosion control in accordance with the CDPS-SCP, including, but not limited to items (1) through (14) above.*

Or

Subsection 108.03 of the Standard Specifications states: *When accepted by the Engineer in writing, the revised schedule shall become the Project Schedule.*

Proper Use of Form 105 – Speed Memo

Speed Memo is to be used as described in Section 120.4 of the CM:

Use Form 105 – Speed Memo to document:

- *directions and interpretations given the Contractor;*
- *instructions to Contractor for work formalized later with a change order;*
- *agreements between the Project Engineer and the Contractor; and*
- *transmittal of project documents and other project information.* (This includes transmitting information to the Contractor, internal CDOT staff, and consultants working on the project.)

Example: Failing to notify the Contractor on a Form 105 in accordance with subsection 208.09 of the December 23, 2008 standard special provision, the August 26, 2010 standard special provision, or the 2011 *Standard Specifications* is being viewed by CDPHE as a non-compliance issue. For instances relating to erosion control where action needs to be taken by the Contractor, the Project Engineer should prepare and issue a CDOT Form 105 to give the appropriate direction to the Contractor for correcting the noted deficiencies and place a copy in the project file and the SWMP notebook.

Revision of Section 120.3.1 of the CM

Replace Section 120.3.1 of the Construction Manual with the following:

120.3.1 Letters

Letters should be prepared on CDOT letterhead.

Use Letters to document the following:

- Partial or Final Acceptance
- Dispute or Claim decisions
- Written Notice of intent to default
- Written Contract Termination Notice
- Complex issues involved in Contract performance that require lengthy responses

CONSTRUCTION BULLETIN

Colorado Department of Transportation

Project Development Branch

Water Quality Corrective Action Response Log (CARL)
2011 Number 8, Page 1 of 1
Date: May 26, 2011

WATER QUALITY CORRECTIVE ACTION RESPONSE LOG (CARL)

In an effort to improve the tracking and reporting of findings from monthly project water quality inspections and RECAT/ECAT inspections, the CDOT Environmental Programs Branch (EPB) has developed an automated process called the Corrective Action Response Log (CARL). Currently the Region Water Pollution Control Managers (RWPCMs) and EPB utilize this same ESCAN software (software loaded on to the RWPCM notebooks) to electronically document the monthly inspections and RECAT/ECAT inspections and print out the reports for transmittal to the Contractor.

Implementation of CARL will provide an automated method to submit responses to inspection findings, track the elapsed time from finding to resolution, as well as be able to view compliance performance on all projects within the database statewide. CARL will simplify the existing processes used to create tracking reports and summary reports for submittal to CDOT Executive Management and CDPHE for compliance with the January 2009 Consent Order. See the attachment below for more background information on the initiation of CARL.

CARL Summary.doc

Effective June 6, 2011, CDOT Region Project Engineers will be responsible for uploading corrective action documentation and indicating the date(s) when the Contractor completed the corrective work noted as a finding during the monthly/RECAT/ECAT inspection(s) conducted for that specific project into the CARL tracking database. The RWPCMs will take the lead in coordination with EPB on providing training to the Region Project Engineers before the June 6 implementation date and thereafter as needed. Questions regarding the implementation or problems with inputting information into CARL should be addressed with either the RWPCMs or the HQ Deputy Water Quality Program Manager.

Attached are copies of the tutorials that provide the guidance for accessing and inputting the data into CARL. These will be posted to the CDOT Environmental Program Branch webpage by June 24th for future easy access at http://www.coloradodot.info/programs/environmental/water-quality .

CDOT_RECAT_Training_Brochure_V2_boo

CDOT_RECAT_Training_Brochure_Combin

For additional information or questions about CARL, contact your RWPCM or Rik Gay, Deputy Water Quality Program Manager at (303) 757-9507.

CONSTRUCTION BULLETIN

Colorado Department of Transportation
Project Development Branch

FHWA Approval of CMOs
2011 Number 9, Page 1 of 3
Date: June 8, 2011

FHWA Approval of Major CMOs

This construction bulletin revises section 120.7 of the CDOT Construction Manual to update when it is necessary to obtain Federal Highway Administration approval on Contract Modification Orders (CMOs). This revision is prepared in response to recent changes initiated by the FHWA Colorado Division concerning which CMOs they are interested in reviewing and approving.

FHWA is in the process of developing a new Construction Management Program which will determine how they fulfill their duty to provide oversight to the Federal-aid Highway Program (FAHP). This includes determining which projects and actions they will be involved in administering. The stated goal of this program is to move towards a risk-based approach to providing project oversight.

The criteria which CDOT and FHWA have historically used to determine which projects will have FHWA Oversight will be changing to include projects that have the highest potential for risk to the FAHP and will no longer be limited to the Interstate System. FHWA has also determined that the majority of CDOT's CMOs do not rise to the level that requires FHWA approval and they have proposed to streamline the CMO process to exclude their formal approval in most situations. Instead, FHWA will statistically sample CMOs and perform retroactive reviews to verify conformance with federal regulations and approved CDOT policies and procedures. FHWA will remain available to provide interpretation and guidance to Project Engineers for all CMOs.

FHWA has requested that CDOT revise the current criteria and approval process identified in the joint Stewardship Agreement as follows:

The FHWA Colorado Division delegates to the Colorado Department of Transportation (CDOT) the responsibility for approving all CMOs on projects with no federal oversight, except Project Termini Extensions.

Section 120.7.5 of the Construction Manual is to be revised as follows:

Delete the second paragraph and bullets and replace with the following:

For projects with FHWA Oversight, written approval from the FHWA Operations Engineer (OE)is required prior to work being performed for Major CMOs, defined as a CMO that meets any of the following conditions:

1) *Project Termini Extensions, regardless of oversight (as defined in 23 CFR 635.102 and CDOT's Construction Manual, 120.7.7.3)*
2) *Major Design Changes (as defined in CDOT's Construction Manual, 120.7.7.1, "significant" to be determined via discussions between Operations Engineer and CDOT)*

3) *Material Change to the Scope of Work (i.e. additional capacity, additional access, major extra work, deletion of work, etc.)*

4) *Changes affecting Environmental Commitments*

5) *Administrative Settlement of Claims (excluding Dispute Review Board Recommendations)*

All CMOs on FHWA oversight projects require FHWA approval as described by the procedure below. The following bullet points describe the general process that should be followed for CMO approval.

- When a major CMO is required on a FHWA Full-oversight project, the CDOT Project Engineer notifies the applicable Operations Engineer (OE) as soon as possible of the proposed change prior to the work commencing. This is to start the early coordination between FHWA and CDOT. Upon notification, the OE will determine the appropriate level of FHWA involvement. If the change is determined to be a Major CMO, the following process applies.
- The CDOT Project Engineer will submit to the OE an electronic draft of the CMO (CDOT Form 90 in Construction Manual Appendix A) and draft of the Letter of Explanation (see section 120.7.7 of the Construction Manual), which includes a detailed description of the work, location of change, description of materials, construction requirements, method of measurement, and basis of payment including any contract time extensions, etc.
- The OE will review the CMO and supporting documentation in accordance with the "Evaluation of Change Orders" section of the FHWA procedures.
- The OE will notify CDOT of any needed additional information, or provide comments to CDOT within 5 business days. The OE shall verify that all pertinent information relating to the CMO, along with an independent cost analysis (as described in section 120.7.6.2 of the Construction Manual), is included in the submittal. The method and degree of analysis can vary by project, but it must support the final compensation determination.
- The OE <u>will not</u> provide prior approval, but will discuss the CMO with CDOT so that they may prepare the final CDOT Form 90 (Appendix A) and gather necessary CDOT signatures
- The CDOT Project Engineer will submit a final Form 90 to the OE for approval.
- The OE, through signature of CDOT Form 90 will provide formal approval of the CMO. The OE should receive the CDOT Form 90 and all attachments <u>before</u> the contractor performs any of the work. If the work is emergency work that must begin with the written notice from the PE (i.e. via 105), the PE shall contact the FHWA Operations Engineer and their Area Engineer prior to beginning such work. The Form 90 can be submitted as a pdf for FHWA signature.

- The OE will sign the Form 90 and return the form 90 with the original signature to the CDOT Project Engineer within 5 business days of receipt.
- When time allows, the original form 90 shall be routed through CDOT and FHWA to collect original signatures for final project documentation. Emails and signed pdf documents should be circulated with the original form 90 to hasten this process.

CONSTRUCTION BULLETIN

Colorado Department of Transportation
Project Development Branch

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- The OE <u>will not</u> provide prior approval, but will discuss the CMO with CDOT so that they may prepare the final CDOT Form 90 (Appendix A) and gather necessary CDOT signatures
- The CDOT Project Engineer will submit a final Form 90 to the OE for approval.
- The OE, through signature of CDOT Form 90 will provide formal approval of the CMO. The OE should receive the CDOT Form 90 and all attachments <u>before</u> the contractor performs any of the work. If the work is emergency work that must begin with the written notice from the PE (i.e. via 105), the PE shall contact the FHWA Operations Engineer and their Area Engineer prior to beginning such work. The Form 90 can be submitted as a pdf for FHWA signature.

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CONSTRUCTION BULLETIN

Colorado Department of Transportation
Project Development Branch

On the Job Training
2011 Number 10, Page 1 of 3
Date: September 23, 2011

REVISED ON THE JOB TRAINING SPECIAL PROVISION

On July 29, 2011 CDOT issued a revised standard special provision: *On the Job Training* (OJT). All project personnel should become familiar with its provisions to ensure Contractor compliance. This bulletin gives guidance on the application of the OJT requirements of this special provision.

General Considerations:

1. The Contractor is required to provide OJT training opportunities on federally-aided highway construction projects.

2. The Region Civil Rights Manager sets an OJT goal and force account budget amount for the project. The goal will be included in the advertisement of the project, and become a contract requirement.

3. The OJT special provision provides for disincentives if the Contractor fails to meet the project's OJT goal.

4. To ensure adequate notice to the Contractor, the Engineer will remind the Contractor, if needed, about its obligations and the consequences of non-conformance before and during work on the project. The Engineer will document all communications regarding compliance with OJT requirements.

The Engineer will take the following actions:

1. At the preconstruction conference the Engineer will remind the Contractor of the OJT goal and the OJT requirements. If there is an OJT goal on the project, the Engineer will remind the Contractor that noncompliance may result in the assessment of disincentives against the Contractor at the end of the project.

2. The Contractor must enroll all trainees and apprentices on CDOT Form 838 and submit the form with supporting registration documentation to the Engineer prior to the start of the trainee/apprentice working on site. The Engineer will forward the form to the Region Civil Rights Manager for approval.

3. If the Contractor has not submitted the necessary enrollment documentation to the Engineer at least ten working days prior to the first progress payment, the Engineer will send a CDOT Form 105 to the Contractor. The Form 105 will remind the Contractor of the OJT goal, the possibility of progress estimates being withheld, and the possible assessment of disincentives for non-compliance.

4. If the Contractor does not comply with the OJT requirements during the course of the project, the Engineer will remind the Contractor at the weekly project meetings about the OJT goal. The Engineer will follow up with the issuance of a CDOT Form 105 memo as appropriate.

5. If the Contractor requests that the OJT goal be waived, the Engineer should request a written explanation from the Contractor. The Engineer will need to decide to agree or not with the Contractor's request. The Engineer may contact the Region Civil Rights Manager to discuss. If the Engineer agrees, a CDOT Form 1336 will need to be completed by the Engineer and should include the Contractor's request as an attachment. The Region Civil Rights Manager will review for approval.

6. If a trainee/apprentice has been approved by the Region Civil Rights Office, then the Engineer may initiate payment from the OJT force account for hours worked on the CDOT project site at the rate of $2.00 per hour. The hours worked on the CDOT project site must be submitted by the Contractor on a CDOT Form 832, on a monthly basis, and approved by the Engineer. A copy of the CDOT Form 832 must be sent to the Region Civil Rights Office.

7. If the OJT Force Account has been expended and the Contractor requests an increase in the OJT force account and reimbursable training hours, the Engineer should consider whether further funds are available and if it is a timely request. For example, is the Contractor making a request when it is premature and the Contractor is not yet close to reaching the OJT goal? Or, is the request from a Contractor utilizing trainees/apprentices close to reaching the OJT goal, and still has significant work to perform where training opportunities are still available? Or, if the request is made at the end of a project, after trainees/apprentices have already worked on site, the paperwork was not submitted in a timely manner and the amount requested is significant?

8. The Contractor may meet the OJT goal for a project with training hours provided to trainees/apprentices offsite (i.e. on a non-CDOT project). Adequate documentation shall be submitted by the Contractor to the Engineer for approval. The Engineer should forward the documentation to the Region Civil Rights Manager for review and evaluation. If approved, the training/apprentice hours worked offsite will be counted towards the OJT goal for one project and are not reimbursable from the CDOT force account.

9. If the Contractor does not meet the required OJT goal, the Engineer will notify the Region Civil Rights Manager prior to final acceptance of the project. The Engineer will request from the Contractor a written explanation why the OJT goal was not met.

10. If the Contractor provides a written explanation, the Engineer and the Region Civil Rights Manager will confer to determine whether disincentives should be imposed, and what the amount should be.

11. If the Contractor does not provide a written explanation or the explanation provided is not satisfactory, disincentives will be assessed against the Contractor. The Region Civil Rights Manager will determine the journeymen's rates to be used to calculate disincentives and determine the total amount.. The Engineer will notify the Contractor of the decision in writing.

For further information or assistance with the application of the OJT requirements please contact your Region Civil Rights Manager or Wyvonne Johnson at the HQ Center for Equal Opportunity, 303-757-9072.

Region Civil Rights Managers:

Region 1	Micki Perez	(303) 365-7031
Region 2	Mary Dugan	(719) 546-5432
Region 3	John (Chip) Brazelton	(970) 683-6210
Region 4	Anna Leiferman	(970) 350-2107
Region 5	Alice Baker	(970) 385-1403
Region 6	Micki Perez	(303) 757-9385

Assessing OJT Disincentives in SiteManager:

In SiteManager add a change order (Reason code: No MCR/CMO required) adding the calculated disincentives. Use Category 0200, use only item code 900-00028, Added Item/OJT Disincentives. This item is a per hour type item. Enter the hourly rate as a positive and the quantity of hours as a negative. Remember to post to your DWR.

For further information and/or assistance with SiteManager entry, please contact BethAnn Wieder at (303) 757-9541.

CONSTRUCTION BULLETIN

Colorado Department of Transportation
Project Development Branch

CDOT Form 280
2013 Number 2, Page 1 of 3
Date: February 4, 2013

Replaces CB 2002-8, Issued April 22, 2003

CDOT Form 280
Equal Employment Opportunity and Labor Compliance Verification

Section 107.1.3.3 of the 2002 Construction Manual is hereby deleted and replaced with the following:

Form 280 – EEO and Labor Compliance Verification will be used to document compliance with both Equal Employment Opportunity (EEO) and Labor Compliance as required by federal regulations. Form 280 interviews are required on all projects (i.e. federal aid construction projects, local agency projects, maintenance projects and state funded only projects). All projects require the "Equal Employment Opportunity" section to be completed. The "Labor Compliance" section is only completed when Davis-Bacon wages are required on the project.

Each Region Civil Rights Manager will create a process to report the number of interviews required and completed. The actual interview forms shall be retained in the project records. A copy should be forwarded to the Region Civil Rights Manager for follow-up action if problems are noted. Region Civil Rights Manager will report data for each residency to the Programs and Project Analysis Unit on a quarterly basis. The report will indicate the number of interviews required, completed and forwarded for follow up action. The Programs and Project Analysis Unit will prepare a summary report for the Chief Engineer.

Project personnel will conduct interviews in accordance with the following table:

Contract Amount	Interviews Required
Up to $20 million	4 interviews during each month of active construction
Greater than $20 million and up to $100 million	8 interviews during each month of active construction
Greater than $100 million and up to $200 million	12 interviews during each month of active construction
Greater than $200 million and up to $300 million	16 interviews during each month of active construction
Greater than $300 million	20 interviews during each month of active construction

CONSTRUCTION BULLETIN

Colorado Department of Transportation
Project Development Branch

CDOT Form 280
2013 Number 2, Page 2 of 3
Date: February 4, 2013

Please note, field personnel should prioritize interviews by:

- Interviewing women and minorities on the workforce in order to monitor potential discriminatory actions
- Rotating the interviews among the prime and subcontractors on the project
- Rotating the interviews among various labor classifications, with emphasis on the more heavily utilized classifications

Questions regarding this process may be referred to the HQ Programs and Project Analysis Unit at
303-757-9541.

	A	B	C	D	E
1	Project Tracking Form for EEO interviews using Form 280				
2	Project Number/Code:				
3	Original Contract $$:				
4	Start of work date:				
5	Standard # of Form 280s required monthly (from chart):				
6		**# of**	**# of**	**# Form 280s**	
7		**Form 280s**	**Form 280s**	**forwarded for**	
8	**Reporting Period**	**required**	**completed**	**follow-up action**	**Comments**
9	July (year)				
10	August (year)				
11	September (year)				
12	**Quarterly totals**				
13	October (year)				
14	November (year)				
15	December (year)				
16	**Quarterly totals**				
17	January (year)				
18	February (year)				
19	March (year)				
20	**Quarterly totals**				
21	April (year)				
22	May(year)				
23	June (year)				
24	**Quarterly totals**				

	A	B	C	D
1	Region Quarterly Reporting for EEO interviews using Form 280			
2	Region:			
3	Fiscal Year:			
4	Quarter:			
5		Number of Interviews (Form 280)		
6	Residency Unit Number	Required	Completed	Forwarded for follow-up action
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22	Region Totals			

Please print a copy of this bulletin and keep it with your copy of the *Construction Manual*.

If you have questions, please contact your Area Engineer.

The *Construction Manual* and Construction Bulletins can be found on the Design and Construction Project Support web page at:

http://www.coloradodot.info/business/designsupport

CONSTRUCTION BULLETIN

Colorado Department of Transportation
Project Development Branch

Payroll Verification Sampling
2013 Number 3, Page 1 of 1
Date: February 4, 2013

Payroll Verification Sampling

In accordance with FHWA Form 1273 – Required Contract Provisions Federal-Aid Construction Contracts, the Contractor is responsible for compliance with the form's provisions by all subcontractors, regardless of their tier level, and the Contractor is also responsible for all wages on the project

To comply with FHWA Form 1273, the Contractor is required to check and submit all certified payrolls. The Contractor will signify that checking was completed by signing and dating the payroll.

To verify compliance with FHWA Form 1273, CDOT inspectors will randomly sample ten percent of the Contractor's submittals to verify they are signed and certified. All payrolls checked by an inspector will be stamped to document they were checked. If problems are found, the Contractor will be notified immediately and the random sample frequency will be increased to 25 percent until the Contractor becomes compliant.

Section 107.1.1.2 of the 2002 Construction Manual is hereby deleted and replaced with the following:

Weekly payrolls are required from all Contractors and subcontractors.

CDOT inspectors will randomly sample ten percent of the Contractor's submittals to verify they are signed and certified. All payrolls checked by an inspector will be stamped to document they were checked. If problems are found, the Contractor will be notified immediately and the random sample frequency will be increased to 25 percent until the Contractor becomes compliant.

Payroll Checking procedure classes are available from the Contracts and Market Analysis Branch.

Questions regarding this process may be referred to the HQ Programs and Project Analysis Unit at 303-757-9541.

Please print a copy of this bulletin and keep it with your copy of the *Construction Manual*.

If you have questions, please contact your Area Engineer.

The *Construction Manual* and Construction Bulletins can be found on the Design and Construction Project Support web page at:

http://www.coloradodot.info/business/designsupport

CONSTRUCTION BULLETIN

Colorado Department of Transportation
Project Development Branch

Guidelines for Interpreting Non-standard Readings Using the MIT-Scan-2
2013 Number 5, Page **1** of **1**
Date: April 16, 2013

Guidelines for Interpreting Non-standard Readings Using the MIT-Scan-2

This guidance is necessary because of confusion caused by occasional non-standard readings obtained from the MIT-Scan-2 when testing for dowel bar conformity. This construction bulletin clarifies examples of readings with the MIT-Scan-2 for the Standard Special Provision Revision of Sections of 105, 106, 412, and 601 Conformity to the Contract of Portland Cement Concrete Pavement and Dowel Bars for Transverse Weakened Plane Joints, dated April 26, 2012. Field evaluations have indicated instances when additional evaluation and/or engineering judgment may be required to fully analyze the field-placed dowel bar locations.

New section 412.11 is hereby added to the Construction Manual with the following text:

When dowels have been placed using a dowel bar inserter (DBI) machine, the MIT-Scan-2 has read the dowel positions very accurately, with a few detailed exceptions. (See attached illustrations.)

The MIT-Scan-2 should also be used for location of dowels placed in dowel baskets, but has been observed to have some detailed exceptions. (See attached illustrations.) A common cause of incorrect dowel bar placement is incorrect sawing of the transverse joint. The specification requires: The Contractor shall detail his methodology for ensuring correct marking of dowel bar insertion points and correct sawing of the joints.

There may be instances with dowel baskets where additional analysis and engineering judgment may be required to make a final determination of the acceptability of the placed dowel bars.

The Engineer is encouraged to discuss the proposed dowel placement and potential MIT-Scan-2 reading exceptions at the Pre-Construction or Pre-Pave conferences to determine a method of handling these conditions.

The exceptions do not waive the Contractor's requirement to place dowel and tie bars per the specified contract tolerance.

This guidance is attached to this bulletin for your reference. It is recommended that the MIT reading variance guidance be used on any concrete paving projects where the MIT-Scan-2 is used. Before applying these guidelines, ensure the MIT-Scan-2 device has been calibrated properly and settings entered correctly.

If you have questions regarding this guidance document, please contact the Staff Materials Concrete and Physical Properties Unit or your Area Engineer in Contracts and Market Analysis.

References:
Construction Bulletins can be found on the CDOT intranet at:
http://www.coloradodot.info/business/designsupport/bulletins_manuals/construction-bulletins

Non-Standard
Readings Using MIT-S

CONSTRUCTION BULLETIN

Colorado Department of Transportation
Project Development Branch

New Form 205 Sublet Permit Application

2013 Number 8, Page **1** of **1**
Date: June 28, 2013

New Form 205 Sublet Permit Application

Form 205 has changed. The new Form 205 is confidential, requires actual **subcontracted unit prices and dollars (not bid unit prices and dollars),** and will calculate totals automatically. Signatures from each subcontractor, no matter the tier, are also required.

Due to this change, Form 713 will no longer be required for submitting information regarding DBE subcontractors. Form 713 is still required for reporting supplier or service/broker information.

If your project has already used the old Form 205, continue using the old form through the duration of the project. If your contractor has yet to submit a 205 for your project, require the contractor to use the new form. CDOT EEO offices will not accept old 205's on projects awarded after July 1, 2013.

The attached form and related instructions are posted on our Forms website.

CDOT205B.xlsx

205 Procedure Handout 6-18-13.doc

CONSTRUCTION BULLETIN

Colorado Department of Transportation
Project Development Branch

Disadvantaged Business Enterprise
2014 Number 2, Page 1 of 4
Date: March 28, 2014

REVISED DISADVANTAGED BUSINESS ENTERPRISE PROGRAM (DBE) STANDARD SPECIAL PROVISION

On December 26, 2013, CDOT issued the standard special provision *Disadvantaged Business Enterprise Program Requirements* (DBE Requirements) which replaced the *Disadvantaged Business Enterprise Program Definitions and Requirements* and became effective on all partially or wholly federally funded projects bid on or after January 23, 2014.

There are seven new forms referenced in the DBE Requirements: Forms 1413, 1414, 1415, 1416, 1417, 1419 and 1420. Forms 1413, 1414 and 1416 are not addressed in this bulletin because they are only used prior to award. Forms 713, 715, 718, and 719 have been omitted. Form 714 is still in use in the online bidding system only. Form 17 will continue to be used on projects that let before January 23, 2014.

All project personnel should become familiar with the DBE Requirements to ensure Contractor compliance. This bulletin gives guidance on the application of the DBE Requirements.

General Considerations:

1. In order to be awarded a federally funded contract, the Contractor must commit to DBE participation sufficient to meet the contract goal or make good faith efforts to do so. If the Contractor demonstrates good faith efforts, but does not meet the contract goal, the Civil Rights and Business Resource Center (CRBRC) amends the contract goal prior to award. The new goal is provided on Form 1417, Approved DBE Participation Plan.

2. When the Bidder is deemed eligible for award based upon the DBE Requirements, the CRBRC distributes the Form 1417 to the Regional Civil Rights Office (RCRO) and the Resident Engineer. The Resident Engineer will forward Form 1417 to the applicable Project Engineer. Form 1417 states the contract goal and the commitments for the project.

3. If the Contractor fails to fulfill the commitments or to meet the contract goal (as based upon the Total Earned Amount) the Contractor may be subject to a payment reduction at the end of the project. The Total Earned Amount includes change orders and the Contractor is responsible for evaluating progress toward the contract goal throughout the project.

4. All changes to the Contractor's Approved DBE Participation Plan must be submitted by the Contractor via Form 1420, DBE Participation Plan Modification Request to the Project Engineer and forwarded to the RCRO for approval. Changes must be approved by the RCRO in order to avoid a payment reduction. CDOT's final payment to the Contractor shall not be made until the RCRO has determined whether the Contractor shall be subject to a payment reduction.

The Project Engineer will:

1. Forward Form 1425, Supplier List and Form 205B, Sublet Permit Application to the RCRO. A DBE must be certified to perform the work at the time of subcontract in order to count toward the contract goal. The RCRO may review these forms to ensure that the DBE's participation will count toward the contract goal. If the DBE's participation will no longer count, then the Contractor shall modify its plan.

b. Substitutions. If a DBE commitment is terminated or reduced, the Contractor shall make good faith efforts to find substitute DBE participation up to the contract goal.

   i. Substitution is not required where (1) the Contractor will meet the contract goal without additional participation or (2) via a change order CDOT eliminated the work resulting in the termination or reduction. In such cases, the Contractor must still follow the termination procedures, but is not required to substitute. This exception does not apply to unused quantities. In cases of unused quantities, the Contractor must demonstrate good faith efforts to substitute prior to CDOT granting a waiver of the DBE participation.

   ii. If substitution is required, the Contractor shall submit Form 1420 and Form 1415, Commitment Confirmation to the Project Engineer who will forward it to the RCRO for approval. If the Contractor cannot find substitute participation, then the Contractor must request a waiver via Form 1420. The DBE shall not begin work until the RCRO has approved the commitment. Approvals will be provided to the Project Engineer who will forward them to the Contractor.

c. Modifications Pursuant to Change Orders. If change orders eliminate work designated in a DBE commitment, the Contractor must follow the termination procedures above and request a waiver of the participation; no substitution is required in such instances. If change orders add or increase work on the contract, resulting in the Contractor not having sufficient participation to meet the contract goal based upon the potential Total Earned Amount, the Contractor must make good faith efforts to find additional participation to meet the contract goal.

   i. The Contractor shall request CDOT approval of any new commitment by submitting Form 1420 and Form 1415 to the Project Engineer who will forward it to the RCRO for approval. The DBE shall not begin work until the RCRO has approved the commitment. Approvals will be provided to the Project Engineer who will forward them to the Contractor.

   ii. If the Contractor will not meet the contract goal, the Contractor shall request a waiver of the participation via Form 1420. Form 1420 shall be submitted to the Project Engineer and forwarded to the RCRO for approval. If applicable, the Contractor should include any documentation of good faith efforts to meet the contract goal.

5. Submit any joint check requests to the RCRO. Joint checks used in payment to DBEs must be approved by the RCRO in order to ensure nondiscrimination and the commercially useful function of the particular DBE for which the approval is requested. Additional information may be required by the RCRO in order to evaluate the joint check agreement for compliance. The RCRO will strive to make a determination within 48 hours of receipt of all information necessary to make a determination. The Project Engineer will communicate the RCRO decision to the contractor.

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CONSTRUCTION BULLETIN

Colorado Department of Transportation
Project Development Branch

Disadvantaged Business Enterprise
2014 Number 2, Page 1 of 4
Date: March 28, 2014

REVISED DISADVANTAGED BUSINESS ENTERPRISE PROGRAM (DBE)
STANDARD SPECIAL PROVISION

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All project personnel should become familiar with the DBE Requirements to ensure Contractor compliance. This bulletin gives guidance on the application of the DBE Requirements.

General Considerations:

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COLORADO
Department of Transportation

CONSTRUCTION BULLETIN

Division of Project Support
Project Development Branch
Standards and Specifications Unit

Buy America Examples
2014 Number 8, Page 1 of 2
Date: December 17, 2014

Buy America Examples

To fully comply with Buy America requirements, certification examples must clearly show that certification was received *before* the material was incorporated into the project, not monthly, nor at the end of the project. Additionally, CDOT must be able to track the amount of material delivered and incorporated into the project.

To meet these requirements, changes have been made to the text and examples in the Construction Manual. The following text has been added to the end of Section 106.11 Buy America Requirements:

> "The Contractor shall maintain a document summarizing the date and quantity of all steel and iron material delivered to the project. The document shall show the pay item, quantity of material delivered to the project, along with the quantity of material installed by the cutoff date for the monthly progress payment. The summary shall also reconcile the pay item quantities to the submitted Buy America certifications. The Contractor shall also maintain documentation of the project delivered cost of all foreign steel or iron permanently incorporated into the project, if any. A summary of both sets of documentation shall be submitted to the Engineer within five days of the cutoff date for the monthly progress payment. A monthly summary shall be required even if no steel or iron products are incorporated into the project during the month. The summary document does not alleviate the requirement to provide the necessary Buy America certifications of steel and or iron prior to permanent incorporation into the project."

The following examples of a certification letter, summary statement, and exceptions statement have been added to the Construction Manual Appendix B:

Appendix B Certification Exampl | Appendix B Summary of Quantit | Appendix B Exceptions Example.

COLORADO
Department of Transportation

CONSTRUCTION BULLETIN

Division of Project Support
Project Development Branch
Standards and Specifications Unit

Buy America Examples
2014 Number 8, Page 2 of 2
Date: December 17, 2014

References:

Please print a copy of this bulletin and keep it with your copy of the *Construction Manual*.

To update your printed copy of the *Construction Manual* print out the following files and replace the corresponding pages in Section 100 and Appendix B:

Section 100 pp 60a-62.pdf

Appendix B pp 3-6.pdf

The *Construction Manual* and Construction Bulletins can be found on the Design and Construction Project Support web page at:
http://www.coloradodot.info/business/designsupport/bulletins_manuals

MATERIALS BULLETIN

Colorado Department of Transportation
Project Development Branch
(for Materials & Geotechnical Branch)

2011 Number 2, Page 1 of 1
Date: October 14, 2011

CDOT Micropile Use & FHWA's Buy America

This Bulletin is meant to communicate the FHWA's official position on the applicability of Buy America provisions to steel casings used in micropile construction. Casings are permanently incorporated into the project so the Buy America provisions apply. The information in this Bulletin is extracted from a June 13, 2011 Memorandum from a FHWA Associate Administrator for Infrastructure.

The Buy America requirements of 23 CFR 635.410 apply to all steel or iron materials that are "used" or "permanently incorporated" in a project. Permanent incorporation includes items that are specified in the contract documents (or bid options specified in the contract documents) that must remain in place at the end of the project. It includes items that are impractical to remove due to design, construction staging or other functional requirements. If an item is specified in the contract documents and it is impossible or impractical to remove the item, then Buy America provisions apply.

Other steel or iron items specified in the contract documents that are not required to be permanently incorporated are considered to be temporary and not subject to coverage. This includes an item that is specified in the contract documents for one stage of the project, but for all practical purposes, may be removed during a subsequent phase (or left in place if requested by the contractor and approved by the contracting agency).

Reference:
See Question and Answer No. 19: http://www.fhwa.dot.gov/construction/contracts/buyam_qa.cfm.

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Appendix B

SiteManager®

Tips &
Useful Reports

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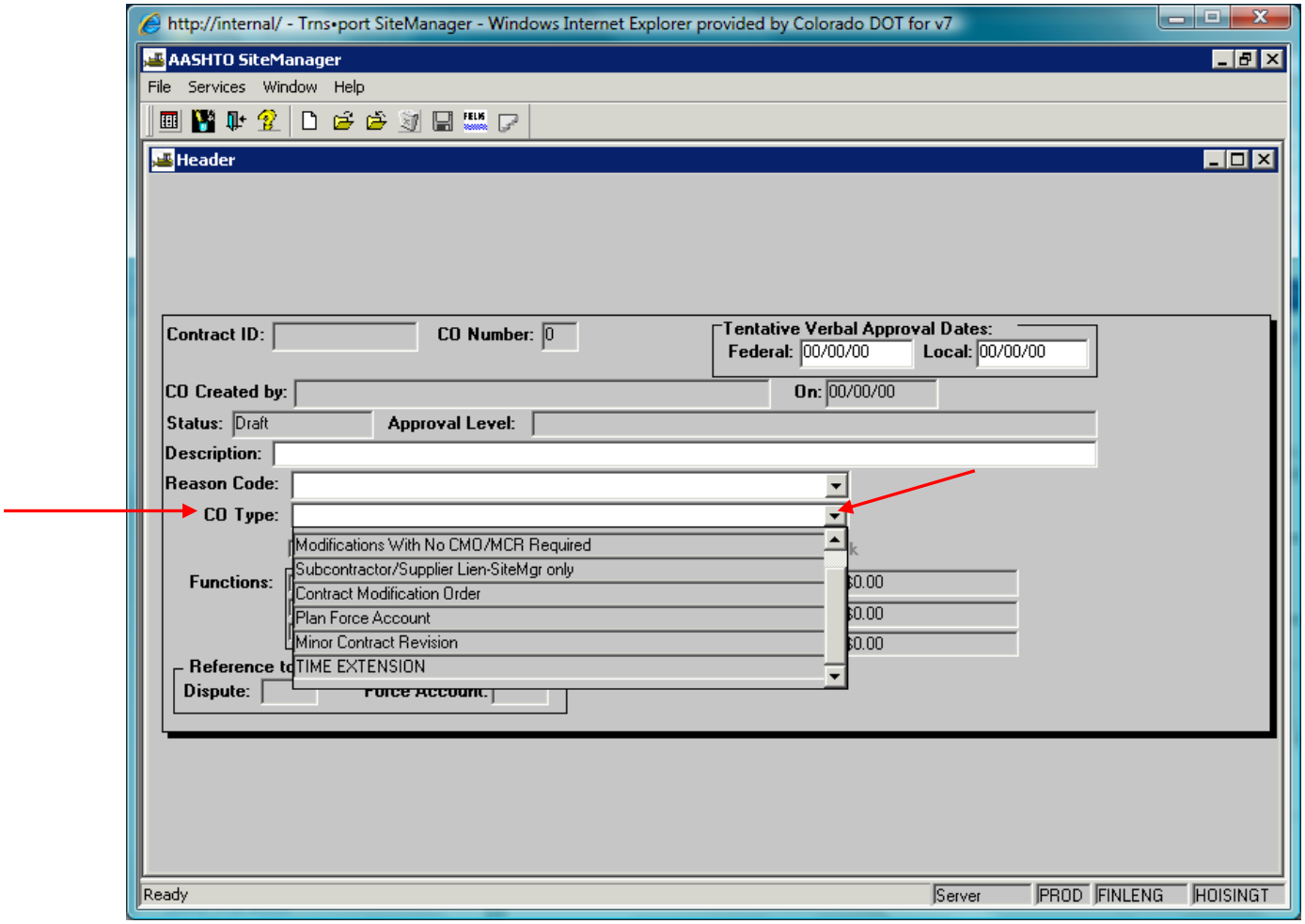
SiteManager®, Change Orders and the CDOT 65

Selections you make when entering your Change Order in SiteManager® have a financial impact to your project and how the $$$ are reflected on the CDOT 65 – Project Financial Statement.

To assure your Change Orders are reflected correctly on the CDOT 65, here are the steps and proper actions to take in SiteManager®.

CO Header Window in SiteManager
Fill in Description, Reason Code
Click on down arrow for “CO Type:”



CO Type Selections & Where to Reconcile

- **Modifications With No CMO/MCR Required**
  - Complete entering your Change Order
  - If your Change Order is for a negative $ amount (i.e. price reductions, work zone time violations) **do not make any adjustments.**
  - **For all others, adjust** on the line item created for the Change Order in Projected Quantities by entering the negative amount of your Change Order in the "Projected Quantity" column.
  - Do not reconcile Change Order in Change Order Module –
  -
- **Subcontractor/Supplier Lien SiteMgr only**
  - Complete entering your Change Order
  - **Adjust** on the line item created for the Change Order in Projected Quantities by entering 0 (zero) in the "Projected Quantity" column. (Liens should not show any impact to project budget as they must be "0" prior to the final estimate and project closure.)
  - Do not reconcile Change Order in Change Order Module
  -
- **Contract Modification Order:**
  - Complete entering your Change Order
  - **Adjust** on the line item for Plan F/A MCR in Projected Quantities (item 700-70010) by entering the negative $ amount of your Change Order in the "Projected Quantity" column.
  -
- **Plan Force Account**

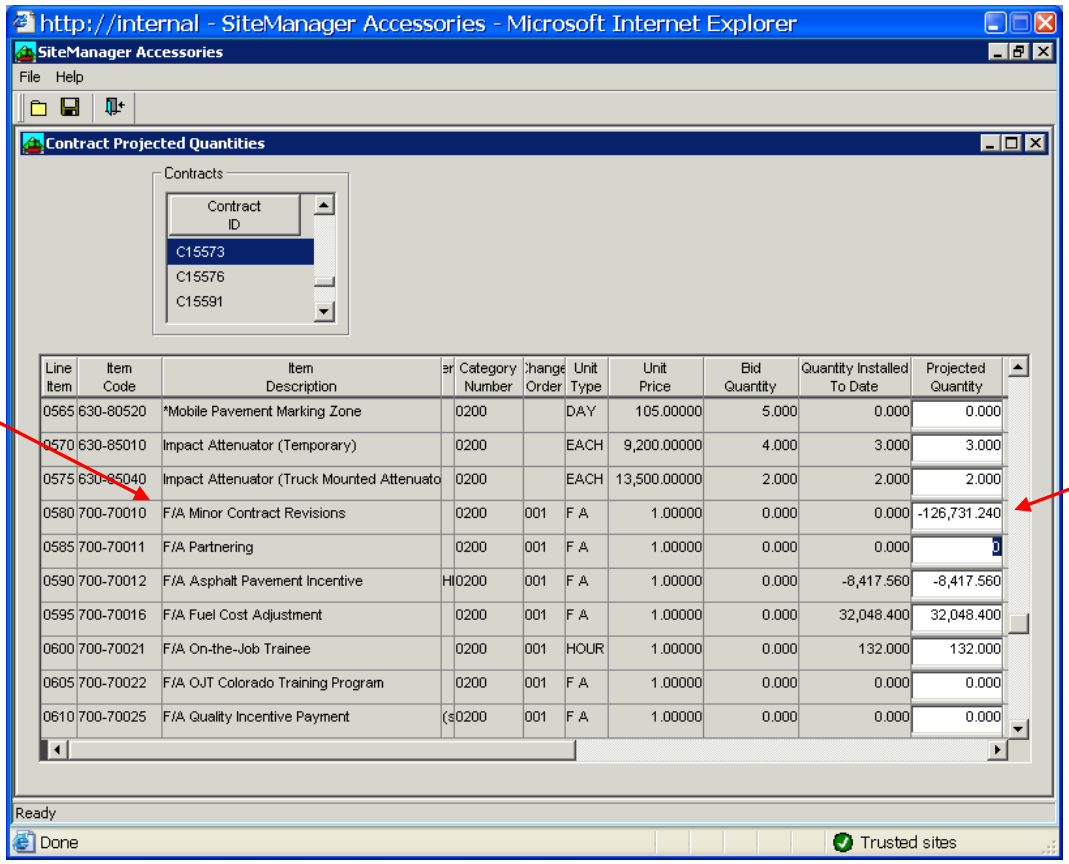
  DO NOT USE !!!!!! – Items are already included as line items from system generated Change Order #1

- **Minor Contract Revision**
  - Complete entering your Change Order
  - **Reconcile** Change Order in Change Order Module (will automatically adjust Projected Quantity)
  - After completing your Change Order, return to the Header window:
    - Services, Calculate CO
    - Write down $$ amount of CO
    - Save
    - Services, CO Item, Services, New CO Item
    - Select Plan F/A MCR line item
    - Enter negative amount of calculated CO
    - Services, Calculate CO
    - $$ Total for CO should be 0 (zero)
    -
- **Anticipated CMO**
  - Select "CMO" for CO Type and complete entering your Change Order,.
  - **Adjust** on the line item for Plan F/A Anticipated CMO (item 700-70002) in Projected Quantities by entering the negative $ amount of your Change Order in the "Projected Quantity" column.
  - Do not reconcile Change Order in Change Order Module
  -
- **Time Extension**

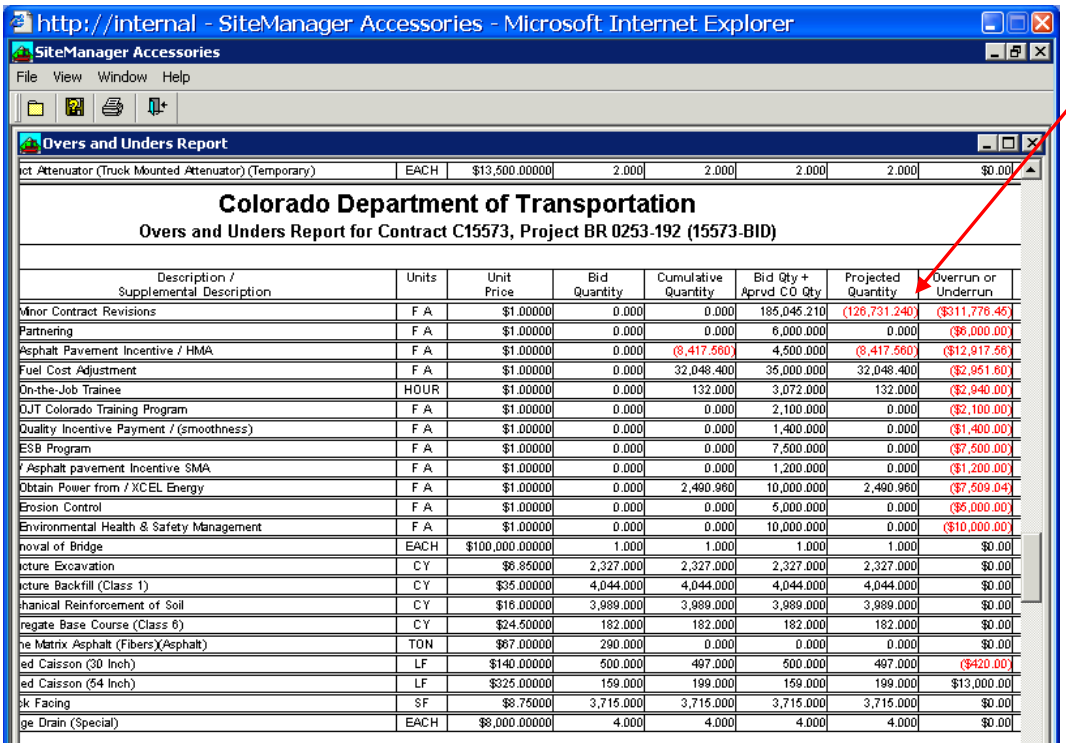
  Time only…no need to reconcile or adjust Projected Quantities.

Note: **NEVER, EVER, EVER** click the box next to "Force Account" (really bad things happen)

Adjusting Projected Quantities Screen & Over/Under Report in SiteManager® Accessories



Line Item	Item Code	Item Description		Category Number	Change Order	Unit Type	Unit Price	Bid Quantity	Quantity Installed To Date	Projected Quantity
0565	630-80520	*Mobile Pavement Marking Zone		0200		DAY	105.00000	5.000	0.000	0.000
0570	630-85010	Impact Attenuator (Temporary)		0200		EACH	9,200.00000	4.000	3.000	3.000
0575	630-85040	Impact Attenuator (Truck Mounted Attenuato		0200		EACH	13,500.00000	2.000	2.000	2.000
0580	700-70010	F/A Minor Contract Revisions		0200	001	F A	1.00000	0.000	0.000	-126,731.240
0585	700-70011	F/A Partnering		0200	001	F A	1.00000	0.000	0.000	0
0590	700-70012	F/A Asphalt Pavement Incentive	HI	0200	001	F A	1.00000	0.000	-8,417.560	-8,417.560
0595	700-70016	F/A Fuel Cost Adjustment		0200	001	F A	1.00000	0.000	32,048.400	32,048.400
0600	700-70021	F/A On-the-Job Trainee		0200	001	HOUR	1.00000	0.000	132.000	132.000
0605	700-70022	F/A OJT Colorado Training Program		0200	001	F A	1.00000	0.000	0.000	0.000
0610	700-70025	F/A Quality Incentive Payment	(s	0200	001	F A	1.00000	0.000	0.000	0.000



ict Attenuator (Truck Mounted Attenuator) (Temporary)	EACH	$13,500.00000	2.000	2.000	2.000	2.000	$0.00

Colorado Department of Transportation

Overs and Unders Report for Contract C15573, Project BR 0253-192 (15573-BID)

Description / Supplemental Description	Units	Unit Price	Bid Quantity	Cumulative Quantity	Bid Qty + Aprvd CO Qty	Projected Quantity	Overrun or Underrun
Minor Contract Revisions	F A	$1.00000	0.000	0.000	185,045.210	(126,731.240)	($311,776.45)
Partnering	F A	$1.00000	0.000	0.000	6,000.000	0.000	($6,000.00)
Asphalt Pavement Incentive / HMA	F A	$1.00000	0.000	(8,417.560)	4,500.000	(8,417.560)	($12,917.56)
Fuel Cost Adjustment	F A	$1.00000	0.000	32,048.400	35,000.000	32,048.400	($2,951.60)
On-the-Job Trainee	HOUR	$1.00000	0.000	132.000	3,072.000	132.000	($2,940.00)
OJT Colorado Training Program	F A	$1.00000	0.000	0.000	2,100.000	0.000	($2,100.00)
Quality Incentive Payment / (smoothness)	F A	$1.00000	0.000	0.000	1,400.000	0.000	($1,400.00)
ESB Program	F A	$1.00000	0.000	0.000	7,500.000	0.000	($7,500.00)
/ Asphalt pavement Incentive SMA	F A	$1.00000	0.000	0.000	1,200.000	0.000	($1,200.00)
Obtain Power from / XCEL Energy	F A	$1.00000	0.000	2,490.960	10,000.000	2,490.960	($7,509.04)
Erosion Control	F A	$1.00000	0.000	0.000	5,000.000	0.000	($5,000.00)
Environmental Health & Safety Management	F A	$1.00000	0.000	0.000	10,000.000	0.000	($10,000.00)
noval of Bridge	EACH	$100,000.00000	1.000	1.000	1.000	1.000	$0.00
icture Excavation	CY	$6.85000	2,327.000	2,327.000	2,327.000	2,327.000	$0.00
icture Backfill (Class 1)	CY	$35.00000	4,044.000	4,044.000	4,044.000	4,044.000	$0.00
hanical Reinforcement of Soil	CY	$16.00000	3,989.000	3,989.000	3,989.000	3,989.000	$0.00
regate Base Course (Class 6)	CY	$24.50000	182.000	182.000	182.000	182.000	$0.00
he Matrix Asphalt (Fibers)(Asphalt)	TON	$67.00000	290.000	0.000	0.000	0.000	$0.00
ed Caisson (30 Inch)	LF	$140.00000	500.000	497.000	500.000	497.000	($420.00)
ed Caisson (54 Inch)	LF	$325.00000	159.000	199.000	159.000	199.000	$13,000.00
ck Facing	SF	$8.75000	3,715.000	3,715.000	3,715.000	3,715.000	$0.00
ge Drain (Special)	EACH	$8,000.00000	4.000	4.000	4.000	4.000	$0.00

In this example a Change Modification Order type CO was written that is using MCR Funds. The Change Order amount was $126,731.24. Note the adjusting entry in Projected Quantities and how it is shown on the Over/Under Report.

Entering CDOT 205's in SiteManager® –

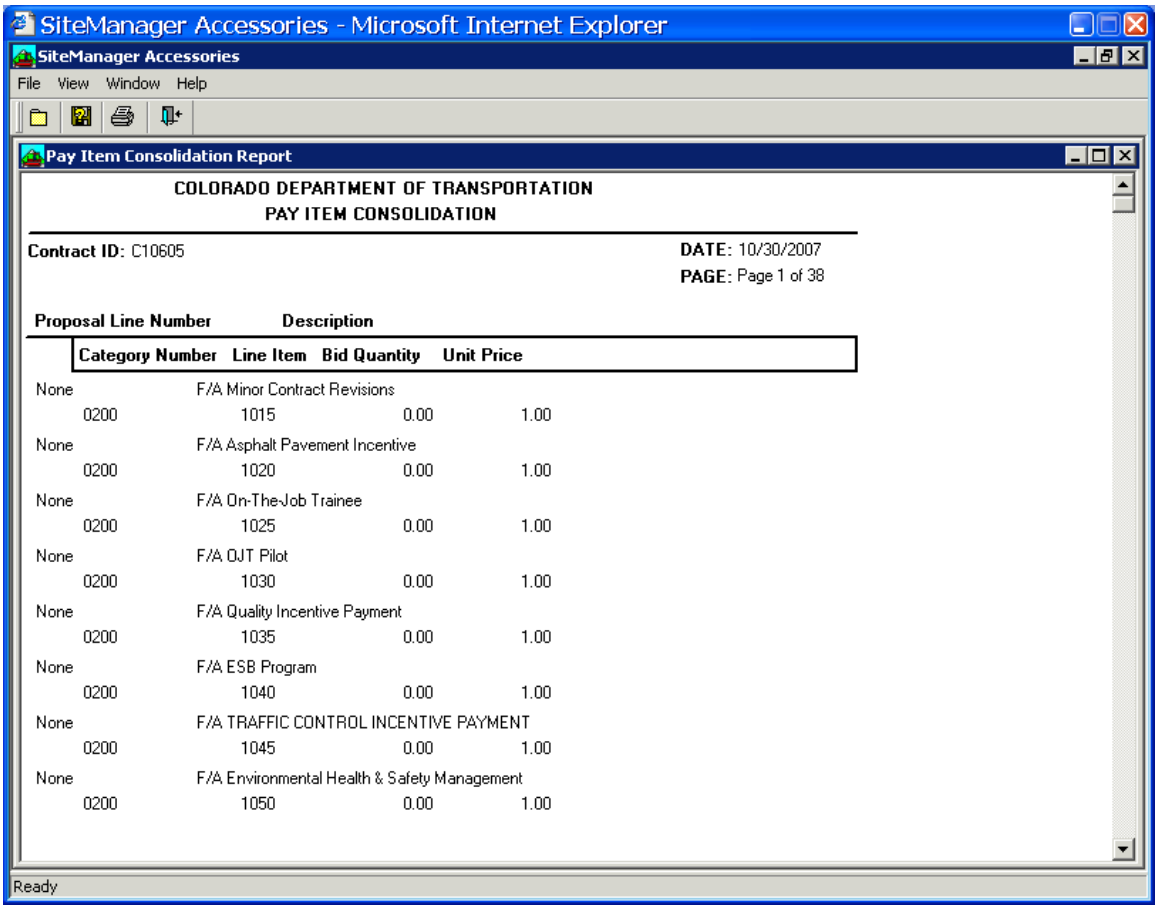
Often times bid items are split between categories.

The Pay Item Consolidaton Report willhelp you locating all occurances of a bid item.

This report shows the categories as well as the Proposal Line Numbers and Pay Estimate Line

Reference Numbers. These may be different, due to the break out of work under different catagories on the progress estimate.

Pay Item Consolidation Report



SiteManager Accessories - Microsoft Internet Explorer

SiteManager Accessories

File View Window Help

Pay Item Consolidation Report

COLORADO DEPARTMENT OF TRANSPORTATION
PAY ITEM CONSOLIDATION

Contract ID: C10605 **DATE:** 10/30/2007
PAGE: Page 1 of 38

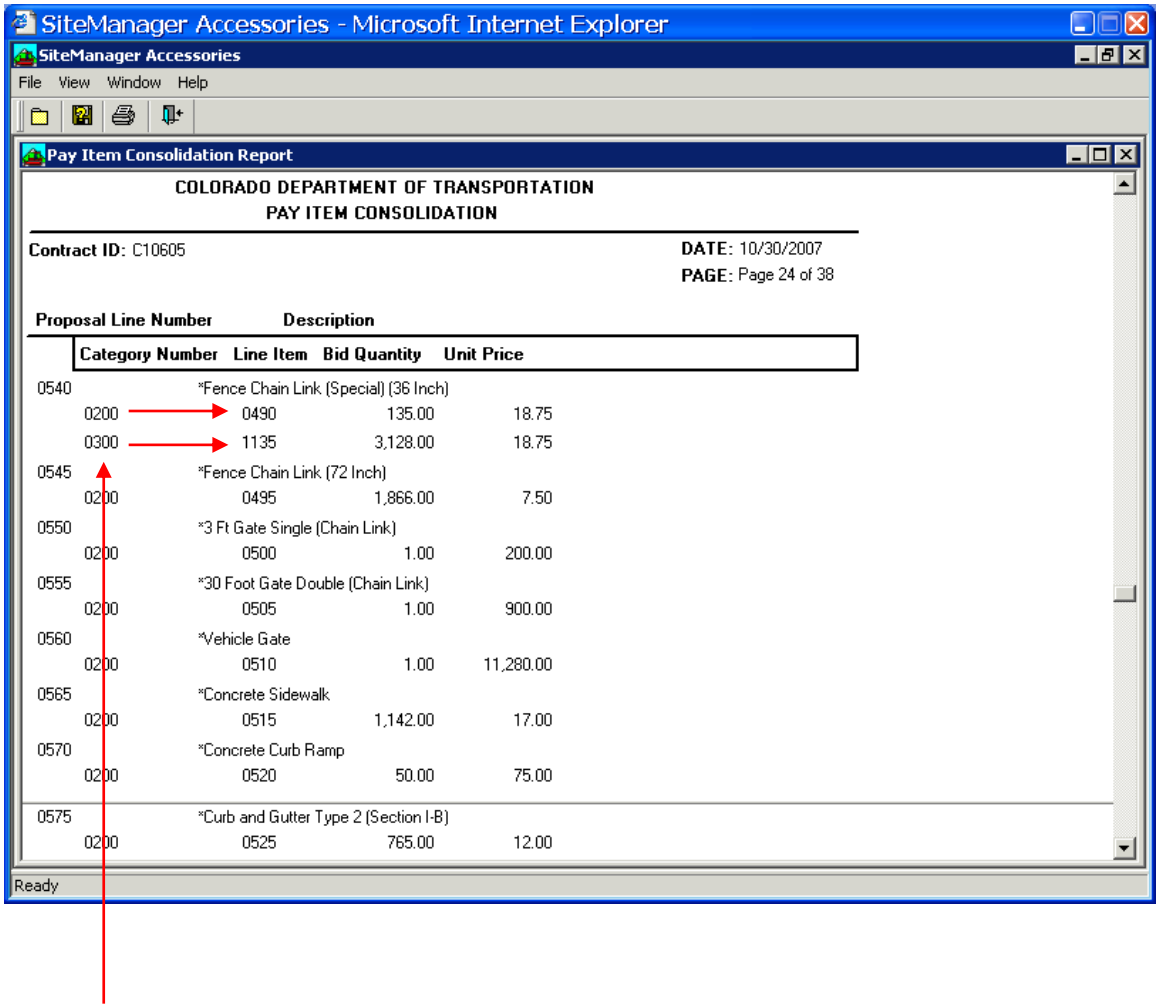
Proposal Line Number	Description			
	Category Number	Line Item	Bid Quantity	Unit Price
None	F/A Minor Contract Revisions			
	0200	1015	0.00	1.00
None	F/A Asphalt Pavement Incentive			
	0200	1020	0.00	1.00
None	F/A On-The-Job Trainee			
	0200	1025	0.00	1.00
None	F/A OJT Pilot			
	0200	1030	0.00	1.00
None	F/A Quality Incentive Payment			
	0200	1035	0.00	1.00
None	F/A ESB Program			
	0200	1040	0.00	1.00
None	F/A TRAFFIC CONTROL INCENTIVE PAYMENT			
	0200	1045	0.00	1.00
None	F/A Environmental Health & Safety Management			
	0200	1050	0.00	1.00

Ready

Step 1 – It is recommended that you run this report before you enter the 205's for your project.

It is found in SiteManager Accessories, Contract Administration, Pay Item Consolidation Report.

Pay Item Consolidation Report



The Pay Item Consolidation Report will **show bid items that are split between multiple categories and the corresponding Line Reference Numbers**.

This is very useful for locating all occurrence of items in the pull down menu for Items tab when entering items of work on a 205 record.

Creating a CDOT 205 record…

Step 2 – Main Panel, Contract Administration, Contractor Management, Subcontracts

Services, Choose Keys, select & open your project.

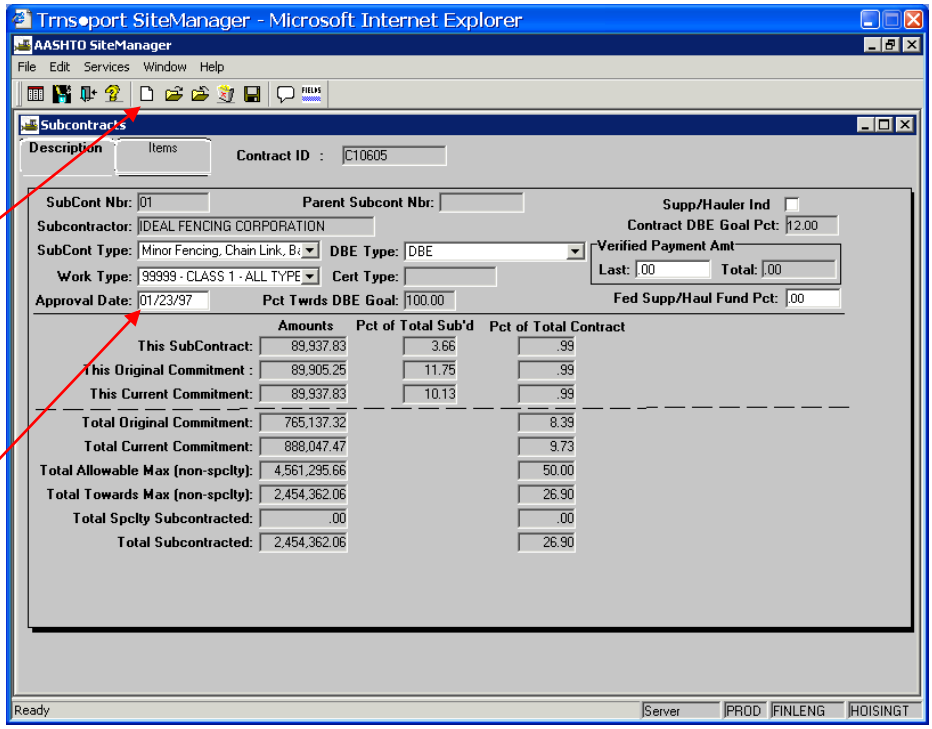
The Description tab should be bold.

Click on the New icon.

Fill in fields, using info from your CDOT 205.

The Approval date must the same as or later than the project Start Date so leave this for now.

SAVE…..



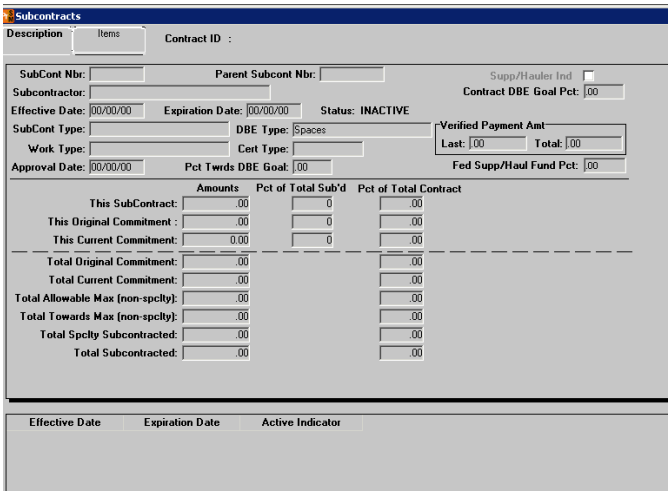
<u>Typical 205 entry- Description Tab</u>

Note **SubCont Nbr must be 3 digits** (i.e. 001, etc)

Parent Sub cont Nbr is only used if 205 is for 2nd, 3rd tier Subcontract.

Note:
In February 2015 a new window was added to this screen.
It contains three new fields:
"Effective Date", "Expiration Date" and "Active Indicator".

The project engineer shall enter the "Effective Date" and "Expiration Date" fields. This will add/delete the subcontractor from the drop down list.



Adding Items

Step 3 – Add items.
Click on the “Items” tab (“Items” tag should be bold.)

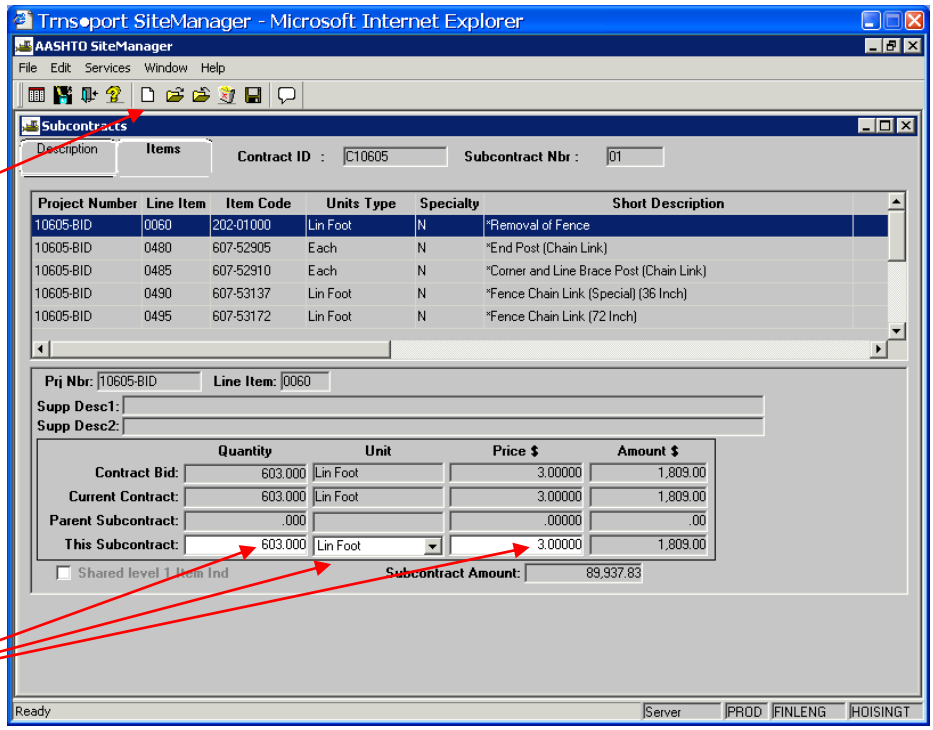
Click on the “New” icon.

Click on the drop down arrow next to “Prj Nbr” and select your project.

Right click in the “Line Item” field (magnifying glass should appear)

Scroll down and select item.

“This Subcontract Quantity”, “Unit” & “Price $” will always be the actual subcontracted quantity & price



<u>Example of a subcontracted</u> item

Item Quantity, Unit & Price $ are actual subcontract quantities/prices as shown on the 205

Adding Items- Partial Item Subcontracted

Step 3 – Add items **(Partial)**
Click on the "Items" tab ("Items" should be bold.)

Click on the "New" icon.

Click on the drop down arrow next to "Prj Nbr" and select your project.

Right click in the "Line Item" field (magnifying glass should appear)

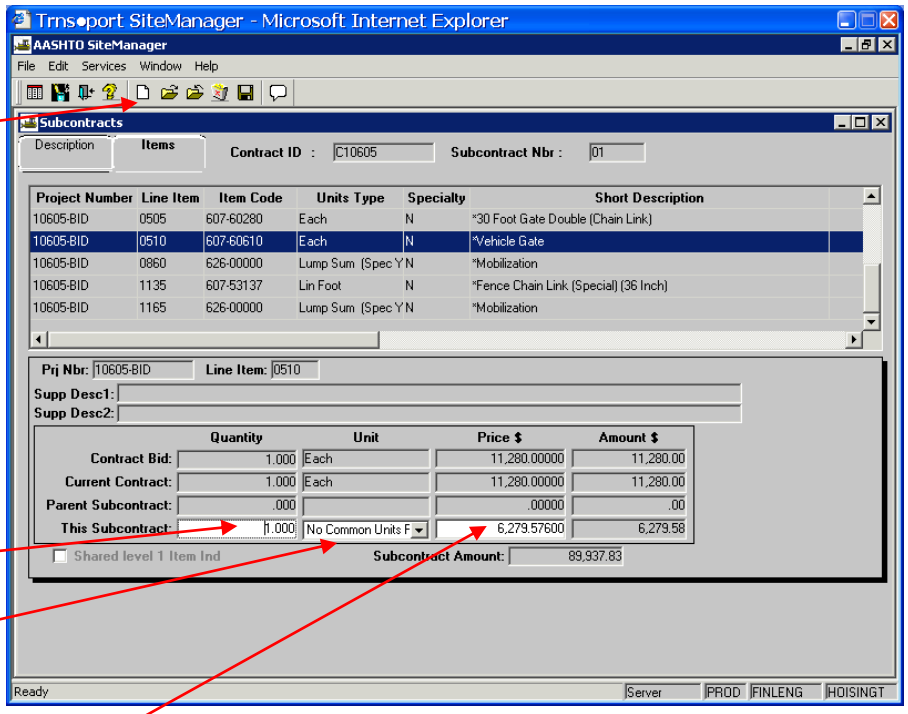
Scroll down and select item.
This Subcontract Quantity will be bid quantity.

Unit will be "No Common Units"

Price $ will be the percent of the original bid price that you calculate using the figures shown on the 205.

In this case—
Original bid price is $11,280.
% subcontracted is 55.67%

.5567 x $11,280 = $6,279.57



<u>Example of an item that is partially subcontracted –</u>

Note **Unit is "<u>No Common Units</u>"** and **<u>Price $ is the %</u> of original bid price** noted on CDOT 205.

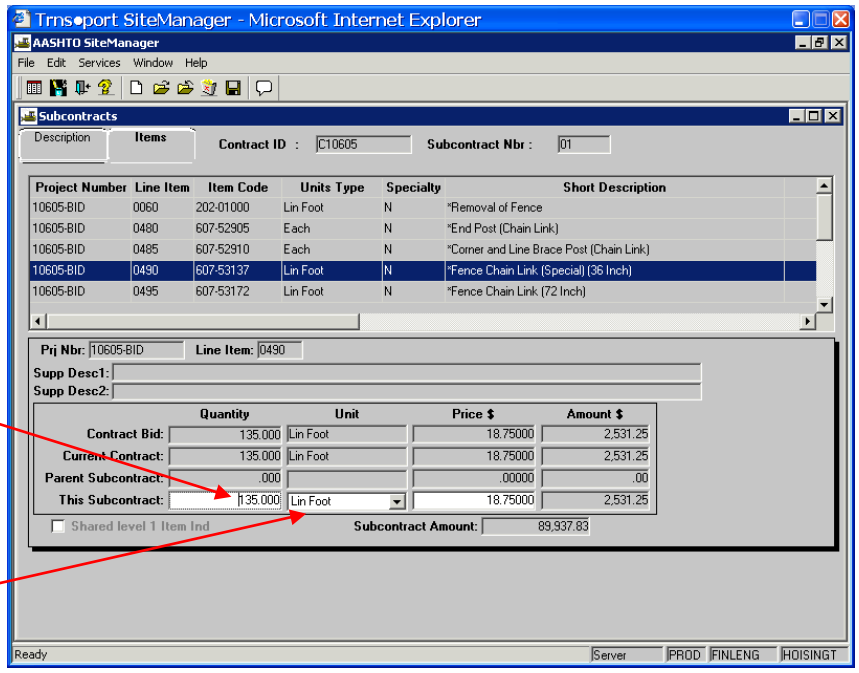
Adding Items- Bid Item is Paid under Multiple Categories

This is where the Pay Item Consolidation Report is useful.

First occurrence in **Cat 200** as line reference
 # 490 -------

Note Quantity, Unit & Price are 100% of the amounts shown on the Pay Item Consolidation Report for **this line reference number**.

"Unit" is the actual method of measurement (in this case Lin Foot) and price $ is actual subcontracted price.



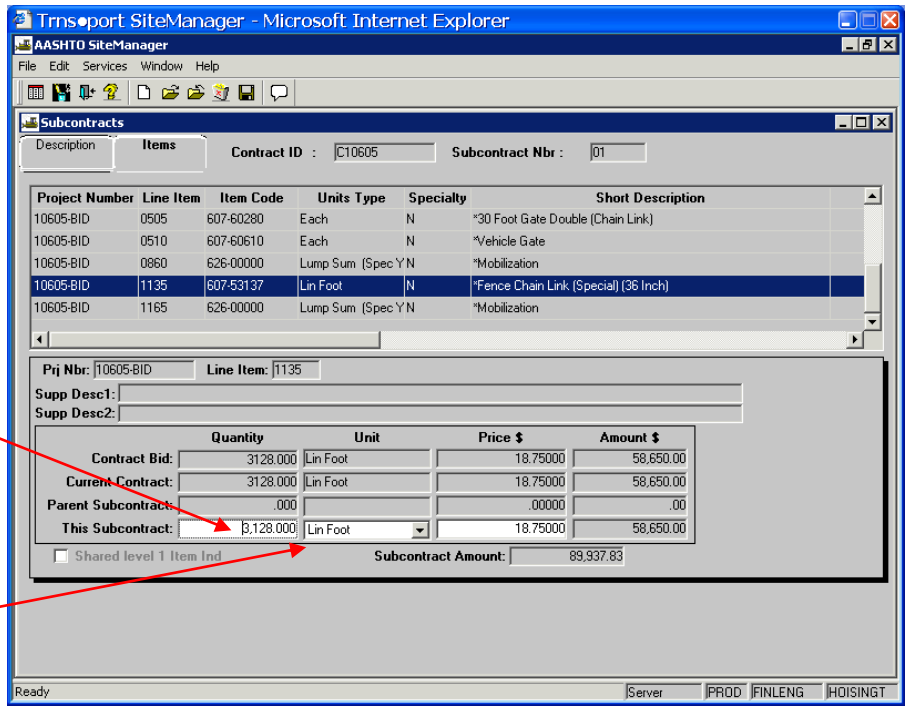
Example of first occurrence of a bid item that is split between Categories on the estimate

Adding Items- Bid Item is Paid under Multiple Categories (cont)

Second occurrence in **Cat 300** as line reference # **1135** -------

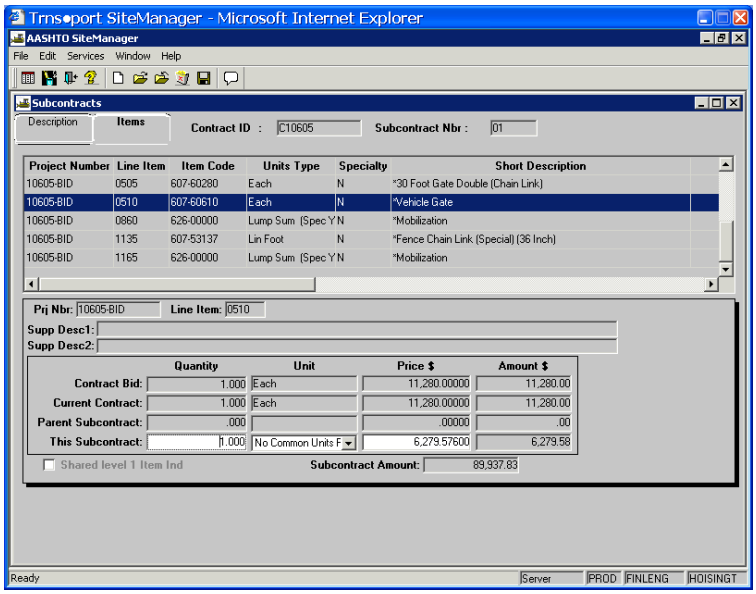
Note Quantity, Unit & Price are 100% of the amounts shown on the Pay Item Consolidation Report for **this line reference number**.

Note - "Unit" will always be the actual method of measurement (in this case Lin Foot) and "Price $" will always be the actual subcontracted price.



Example of second occurrence of a bid item that is split between Categories on the estimate

Continue adding all items for one(1) subcontractor.
Save often.
When finished with one subcontract –
Save
To continue adding subcontracts –
Click on Description tab
Click on New
Enter info
Save
Add Items
Click on Item
Click on New
Enter info
Save
Continue until all your subcontracts are entered.



Don't forget to go back and enter the approval and effective dates after your project start date is entered by the Region Finals Administrator and before you run an estimate!

Additional Help Tips:

- When adding an additional subcontractor to an existing sublet item (2nd tier etc.) modify the tier 1 subcontractor record by selecting "no common units"

- When replacing a subcontractor, modify the original subcontract record by reducing the original quantity and $ amount, then add a new subcontract record and select "no common units"

Stockpile Material and SiteManager®

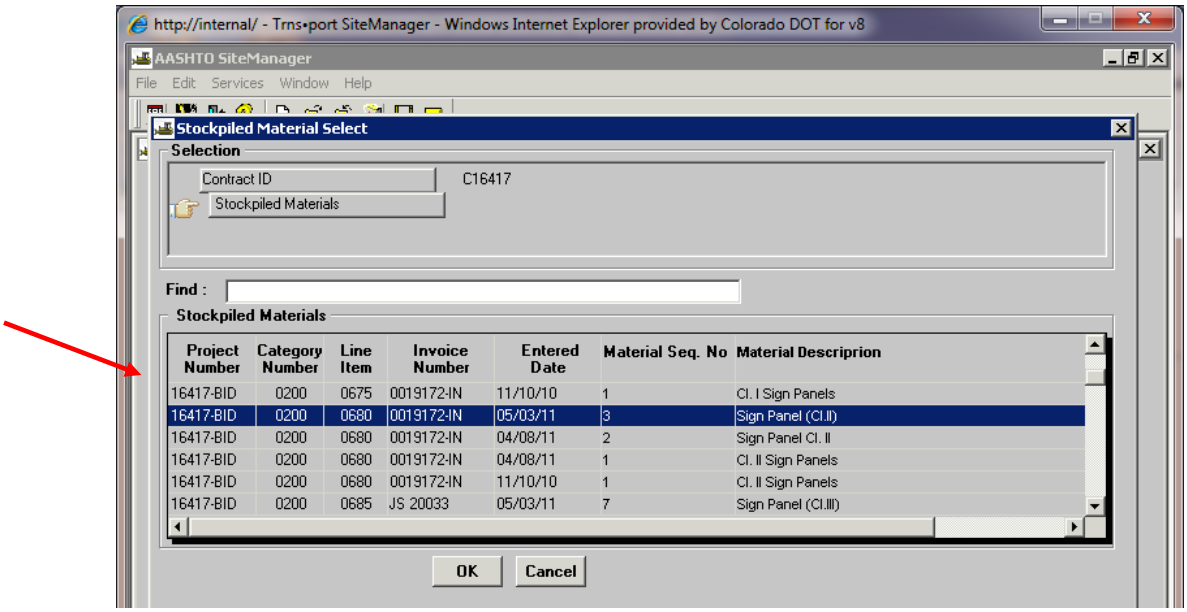
Viewing Stockpile Records

To view stockpile records in SiteManager®:

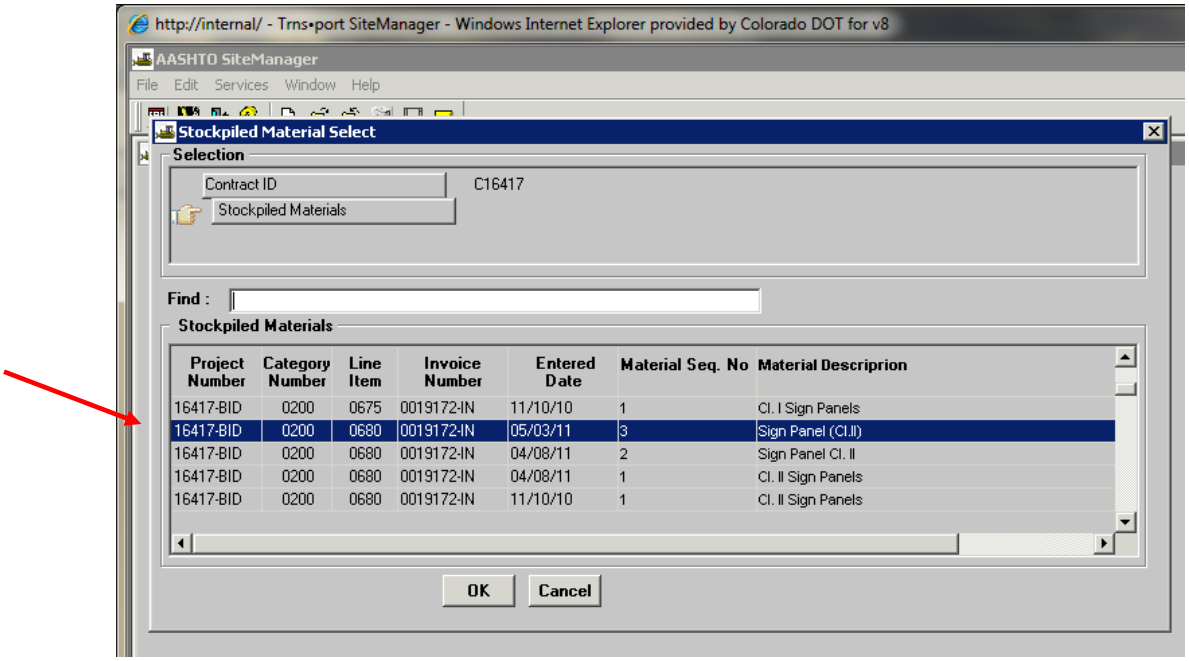
SiteManager, Main Panel, Contract Administration, Contract Records, Stockpiled Materials, select project, scroll down to line reference number.

All records for that line item will be grouped together.

Select the item you want to view

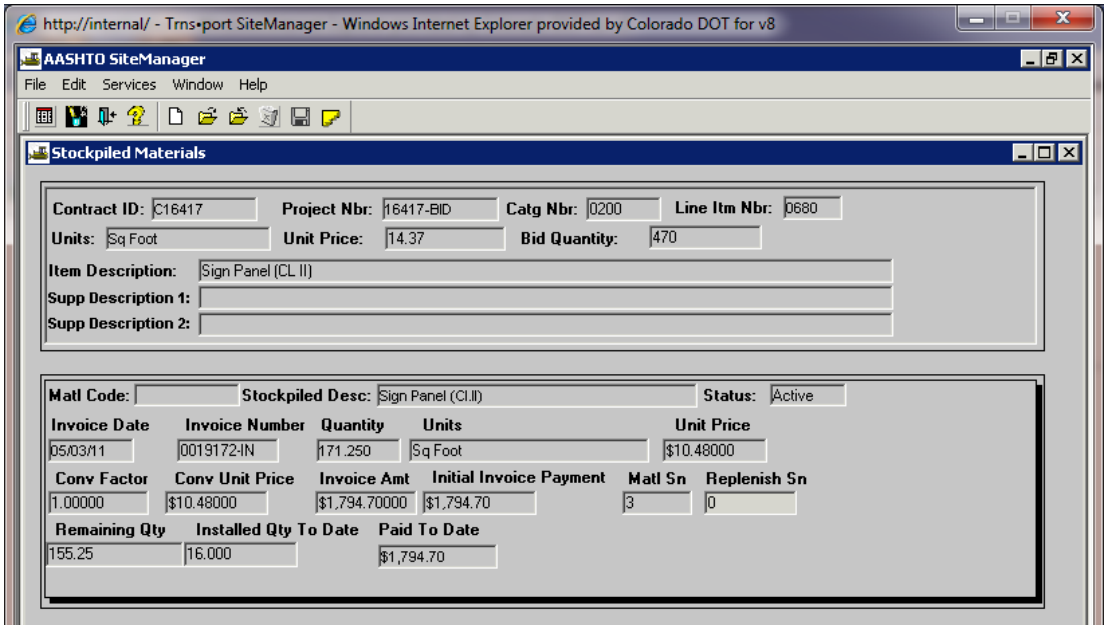


This window appears with all stockpile records. Select the one you want to view. Note that Sign Panel (Cl.II) has multiple records.

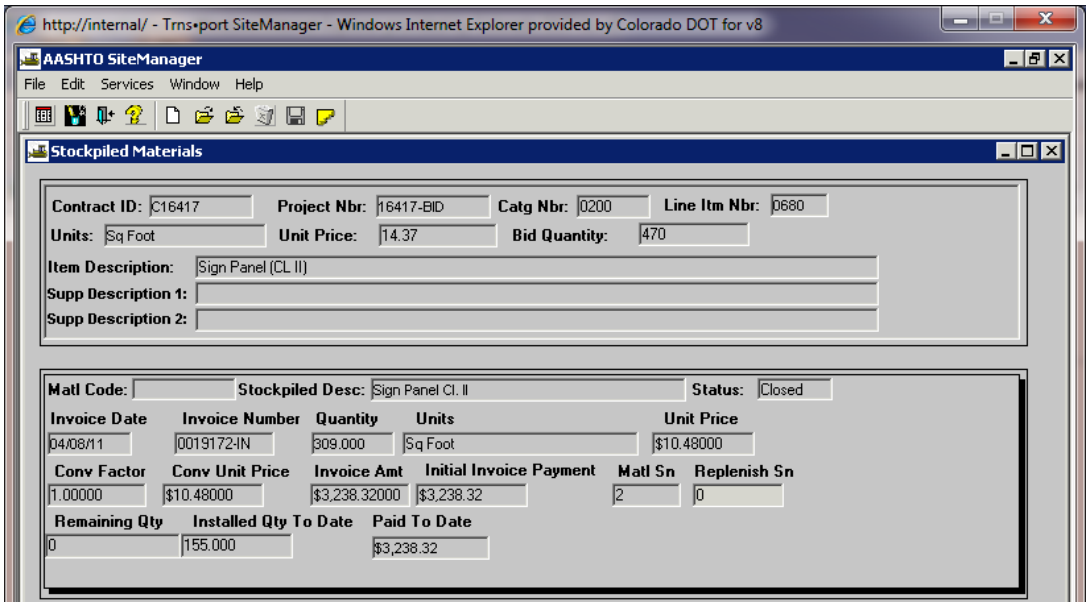


This is how stockpile records look in SiteManager®

1st Record



2nd Record



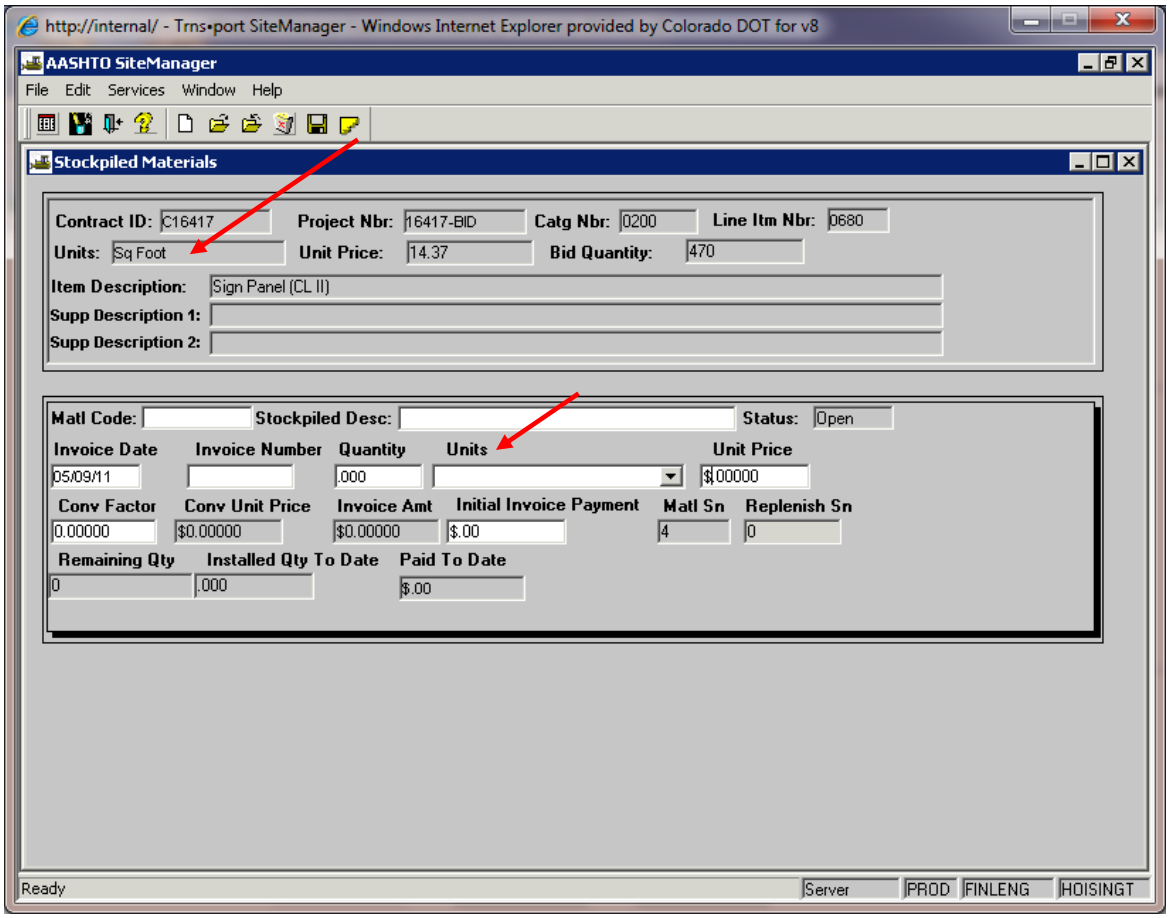
Entering a New Stockpile Record

New Record Screen

"Units" must **always match** pay item **Method of Measurement** and for pay item !!! (i.e. Lbs., Cu. Yd.)

Never use $$$'s unless the item is measured in dollars.

SiteManager® reduces the stockpile material record by the quantity paid as work in place. If Units do not match, then the balance will not be reduced correctly.



Entering Stockpile Records When Item is Split Between Categories

Request from Prime Contractor – Required per §109.7

7353 S. Eagle Street
Centennial, CO 80112
Ph: 303-627-2600 Fax: 303-627-2626

Transmittal of Submittal

To: Tsiouvaras Simmons Holderness, Inc.
1278 S. Abilene St.
Aurora, CO 80011
ATTN: Josh Barrett
Fax: 303-771-6800

SEMA Project: 101204- CDOT I-225 Parker to Miss.
Owner's Project: IM 2254-076
Submittal: CDOT #80 Rev: 0
Spec Section: 607
Date: September 07, 2012

Description: Fence Submittals

Item	Description	Copies Sent	Date Due Back	Notes
1	Fence Materials on Hand - August 2012	3		Please see attached Ideal Fencing Corp Request for Materials on Hand. Enclosed, please find Ideal Fence's Letters of Invested Interest with where the Materials on Hand are being stored (5795 Ideal Dr., Erie, CO 80516),, along with the Certified Invoices (Continental Divide Fence, Inc. Invoice 36925 and Merchants Metals Invoice No: 595242528). Ideal has included their Cost Analysis with their Certified Invoices for each Bid Item Below. The Total Amounts of Material On Hand are as follows: 1.) End Post (CL): Bid Item: 607-52905: $915.33 (54.2%) 2.) Corner / Line Post (CL): Bid Item 607-52910: $2,627.76 (60.8%) 3.) Fence Chain Link (Special) 36 Inch: Bid Item 607-53137: $46,886.20 (50.5%) 4.) Fence Chain Link 48 Inch: Bid Item 607-53148: $8,464.15 (30.4%) 5.) Fence Chain Link (Special) 60 Inch: Bid Item 607-53161: $80,172.95 (43.6%) 6.) Fence Chain Link 72 Inch: Bid Item 607-53172: $31,812.33 (39.3%)

Printed: 09/07/2012 12:44 pm Printed By: SEMA\jhartigan
File: \PMTransmittalOfSubmittalForm_.rpt Revised: 09/07/2012 12:44 pm
Page 1 of 2
1 - SEMA Construction, Inc.

<u>Letter from Subcontractor</u>– Required per §109.7

5795 Ideal Drive
Erie, CO 80516
Phone (303) 962-8100
FAX (303) 962-8199

Date: August 23, 2012

TO: Colorado Department of Transportation

Attention: Project Engineer

Project Number: IM 2254-076: I-225, Parker to Mississippi

Gentlemen:

It is hereby understood that the Colorado Department of Transportation (Owner)fully intends to reimburse IDEAL FENCING CORP. (Contractor) for materials owned by said Contractor and intended for incorporation into the project as referenced above: IM 2254-076: I-225, Parker to Mississippi. Said materials as described below are now stored by Ideal Fencing Corp. at 5795 Ideal Dr. in Erie, CO.

Materials stored are: Chain link fencing and hardware for 36" Chain link(Spec) as referenced on Merchants Metals Inv. No 595242528.

It is recognized that once reimbursement has been accomplished, the Colorado Department of Transportation (Owner) will have a vested interest in the materials. Access to and possession of the materials will be granted to the Colorado Department of Transportation (Owner) on demand and providing that acceptable proof is offered substantiating that reimbursement to the named Contractor was, in fact, accomplished.

IDEAL FENCING CORP.

By: James W. Bockelmann
James w. Bockelmann, President

General Contractor: Sema Construction, Inc.

An Equal Opportunity Employer

Contractors Cost Analysis– Required per §109.7

ideal FENCING CORP.

IM 2254-076
I-225 PARKER RD TO MISSISSIPPI

Cost Breakdown

END POST		607-52905		QTY	UNIT PRICE	TOTAL	
13 EA	121.10/EA	1574.30	2-7/8" X 9'6 TUF-40 POST	13 EA	30.71	399.23	
Labor/Burden		197.00	2-7/8" PRESSED STEEL CAP	13 EA	0.62	8.06	
Equip/Fuel		42.00	2-7/8" TENSION BAND	65 EA	0.25	16.25	
Material		1086.00	2-7/8" BRACE BAND	52 EA	0.31	16.12	
Subcontract		0.00	1-7/8" BRACE BAND	26 EA	0.22	5.72	
Sm Tools/Supplies		7.00	1-5/8" STEEL RAIL END	39 EA	0.81	31.59	
Overhead/Profit		242.30	1-5/8" 2 HOLE RAIL END	13 EA	1.00	13	
Total		1574.30	1-5/8" TUF 40 PIPE	273 LF	1.29	352.17	
			11'3/8" TRUSS ROD	13 EA	2.93	38.09	
			TRUSS TIGHTENER	13 EA	0.69	8.97	
			72" TENSION BAR	13 EA	2.01	26.13	
							$915.33
CORNER/LINE BRACE		607-52910	2-7/8" X 9'6 TUF-40 POST	24 EA	30.71	737.04	
24 EA	174.15/EA	4179.60	2-7/8" PRESSED STEEL CAP	24 EA	0.62	14.88	
Labor/Burden		400.00	2-7/8" TENSION BAND	240 EA	0.25	80.00	
Equip/Fuel		90.00	2-7/8" BRACE BAND	192 EA	0.31	59.52	
Material		2965.00	1-7/8" BRACE BAND	96 EA	0.22	21.12	
Subcontract		0.00	1-5/8" STEEL RAIL END	144 EA	0.81	116.64	
Sm Tools/Supplies		16.00	1-5/8" 2 HOLE RAIL END	48 EA	1.00	48.00	
Overhead/Profit		688.60	1-5/8" TUF 40 PIPE	1006 LF	1.29	1300.32	
Total		4179.60	11'3/8" TRUSS ROD	48 EA	2.93	140.64	
			TRUSS TIGHTENER	48 EA	0.69	33.12	
			72" TENSION BAR	48 EA	2.01	96.48	
							2827.76
FENCE CHAIN LINK SPEC(36")		607-53137					
3868 LF	21.90/LF	84709.20	1-7/8" X 3' TUF40 POST	310 EA	4.82	1494.20	
Labor/Burden		15122.00	1-7/8" X 3' SCH80 POST	36 EA	17.23	620.28	
Equip/Fuel		2060.00	1-7/8" STEEL CAP	352 EA	0.39	137.28	
Material		52206.00	1-7/8" TENSION BAND	180 EA	0.19	34.20	
Subcontract		0.00	1-7/8" BRACE BAND	108 EA	0.22	23.76	
Sm Tools/Supplies		416.00	11' 3/8" TRUSS ROD	12 EA	2.93	35.16	
Overhead/Profit		14885.20	TRUSS TIGHTENER	36 EA	0.69	24.84	
Total		84709.20	TENSION WIRE(70.91 per 1000')	4800 LF	70.91	340.37	
			TIE WIRE	2170 EA	0.047	101.99	
			HOG RINGS	4920 EA	0.033	162.36	
			36" 3/8" X 12ga FABRIC(GALV)	1625 LF	6.26	10172.50	
							13146.94
FENCE CHAIN LINK (48")		607-53140					
1390 LF	18.70/LF	25993.00	1-7/8" X 4' TUF40 POST	271 EA	6.33	1715.43	
Labor/Burden		5525.00	1-7/8" X 4' SCH80 POST	10 EA	23.00	230.00	
Equip/Fuel		760.00	1-7/8" STEEL CAP	281 EA	0.39	109.59	
Material		14820.00	1-7/8" TENSION BAND	55 EA	0.19	10.45	
Subcontract		0.00	1-7/8" BRACE BAND	58 EA	0.22	12.76	
Sm Tools/Supplies		152.00	11' 3/8" TRUSS ROD	10 EA	2.93	29.30	
Overhead/Profit		4736.00	TRUSS TIGHTENER	14 EA	0.69	9.66	
Total		25993.00	TENSION WIRE(70.91 per 1000')	4170 LF	70.91	295.69	
			TIE WIRE	1897 EA	0.047	89.16	
			HOG RINGS	4185 EA	0.033	138.11	
			48" 1" X 11ga FABRIC(GALV)	1400 LF	4.16	5824.00	
							8464.15
FENCE CHAIN LINK SPEC (60")		607-53161					
6343 LF	27.45/LF	174115.35	1-7/8" X 5' TUF40 POST	1238 EA	7.83	9693.54	
Labor/Burden		26756.00	1-7/8" X 5' SCH80 POST	43 EA	28.71	1234.53	
Equip/Fuel		3680.00	1-7/8" STEEL CAP	1281 EA	0.39	499.59	
Material		113268.00	1-7/8" TENSION BAND	336 EA	0.19	63.84	
Subcontract		0.00	1-7/8" BRACE BAND	220 EA	0.22	48.40	
Sm Tools/Supplies		736.00	11' 3/8" TRUSS ROD	36 EA	2.93	105.48	
Overhead/Profit		29675.35	TRUSS TIGHTENER	56 EA	0.69	38.64	
Total		174115.35	TENSION WIRE(70.91 per 1000')	19029 LF	70.91	1349.35	
			TIE WIRE	9904 EA	0.047	465.49	
			HOG RINGS	19215 EA	0.033	634.10	
			60" 3/8" X 12ga FABRIC(GALV)	6350 LF	10.40	66040.00	
							80172.95
FENCE CHAIN LINK (72")		607-53172					
7351 LF	10.90/LF	80125.90	1-7/8" X 9' TUF40 POST	732 EA	13.85	10138.20	
Labor/Burden		18322.00	1-7/8" X 1-5/8" EYE TOP	730 EA	1.09	795.70	
Equip/Fuel		5800.00	TIE WIRE	4380 EA	0.047	205.86	
Material		39973.00	HOG RINGS	7350 EA	0.033	242.55	
Subcontract		0.00	72" 2" X 9ga FABRIC (GALV)	7050 LF	2.75	19387.50	
Sm Tools/Supplies		464.00	TENSION WIRE(70.91 per 1000')	14702 LF	70.91	1042.52	
Overhead/Profit		15566.90					31812.33
Total		80125.90					
							$137,139.46

Certified Invoice for 36" Chain Link Fence Material– Required per §109.7

INVOICE

Merchants Metals®
the first name in fence solutions

Merchants Metals
4901 Langley Road
P.O Box 11646
Houston, TX 77093
Phone: 713-697-2981 Fax: 713-691-8836

INVOICE NO: 595242528
INVOICE DATE: 08/21/12
DUE DATE: 10/20/12
DELIVERY NO: 6512801

Remit To:
Merchants Metals
P.O. Box 281479
Atlanta GA 30384-1479
USA

PICK UP/SHIP TO:
Ideal Fencing Corp
5795 Ideal Dr
Erie CO 80516

36" Spec

RECEIVED
AUG 2 2 2012
IDEAL FENCING

MAIL TO: 165777
Ideal Fencing Corp
5795 Ideal Dr
Erie CO 80516

ORDERED BY: 165777
Ideal Fencing Corp
5795 Ideal Dr
Erie CO 80516
Contact Dave
Phone 303-962-8100

SOLD TO: 165777 / Ideal Fencing Corp

JOB NAME	ORDER NO	ORDER DATE	CUST PO NO	SALESPERSON
I-225& Parker Rd/ Dave	1004057318	08/01/12	36927	House

TERMS	DELIVERY DATE	CARRIER	F.O.B.
Net 60 Days /	08/21/12	Company Truck - Merchants Metals	FOB Origin

LN NO	ITEM / DESCRIPTION	SHIP WHSE	QTY U/M	NET PRICE PER	AMOUNT	NON TAX
1	59280071 LG40 HMV MJ 2X21 BR	M17	147.0 LNF	2.24	329.28	*
2	59280073 LG40 HMV MJ 2X24 BR	M17	1,200.0 LNF	2.38	2,856.00	*
3	58830133 SCH80-D MJ 2X21 60" Spec	M17	63.0 LNF	6.15	~~387.45~~	*
5	58830132 SCH80-D CP 2X6 72" Spec	M17	12.0 EA	36.90	~~442.80~~	*
6	59090079 CAP DOME PS 2 IMP BR LM	M17	594.0 EA	1.35	801.90	*
7	59070177 TENBAND PLN 2 BR LM	M17	184.0 EA	0.72	132.48	*
8	59070193 BRCBAND PLN 2 BR LM	M17	112.0 EA	0.78	87.36	*
9	57320080 TRUSS ROD GS 3/8X11 BR HM	M17	12.0 EA	4.45	53.40	*
10	59070109 TRUSS TIGHTN PS BR LM	M17	32.0 EA	1.62	51.84	*
11	57730002 FB 3/8X11X36 KK BR	M17	2,275.0 LNF	9.10	20,702.50	*
12	57760073 FB 1X8X72 KK BR	M17	650.0 LNF	11.10	7,215.00	*
14	57330003 SMTHWIRE EX 8GA 500 RL BR	M17	9.0 ROL	29.25	263.25	*
15	57280016 HOGR STL 9X1-9/16 2550 BR BX	M17	55.0 EA	6.95	382.25	*
16	57330009 TENWIRE EB 6GA 500 BR RL	M17	18.0 ROL	48.00	864.00	*

"SEMA Construction certifies, by photocopy of this invoice, the quantity of material represented by this invoice was purchased and received for CDOT Project No. IM 2254-076 and the prices shown are actual costs."
Contractor Date 08/25/12

We certify by photocopy of this invoice, the quantities shown have been received for the Project: IM 2254-076: I-225, Parker To Mississippi, and that the dollar amount represents the correct invoice price.

Signed James W. Beckelmann
Title President

TO VIEW

If there is a c
to being plac
for damages
Account # - 4

QPV PMW PVP

terms are subject
edits will be issued
..itectural, Inc.

ITEM TOTAL	34,569.51
ORDER TOTAL	34,569.51
TAX TOTAL	0.00
INVOICE TOTAL	34,569.51
TO PAY USD	$34,569.51

Page 1 of 1

Project Engineers Worksheets to Calculate Unit Price for Stockpile and 85% Check

ideal FENCING CORP.

IM 2254-076
I-225 PARKER RD TO MISSISSIPPI

Cost Breakdown

FENCE CHAIN LINK SPEC(36")		607-53137
3868 LF	21.90/LF	84709.20
Labor/Burden		15122.00
Equip/Fuel		2080.00
Material		52206.00
Subcontract		0.00
Sm Tools/Supplies		416.00
Overhead/Profit		14885.20
Total		84709.20
~~Previous Request~~		~~13146.94~~
Current Request		33739.26

Total from Merchant Metals Inv. 595242528
Less material for Gate $387.45) and 72" CL special ($442.80)

$34, 569.51
$ 387.45
-$ 442.80
$33,739.26

Divided by Plan Quantity of 3,862 LF
= Stockpile Material Unit Price of $8.72/LF

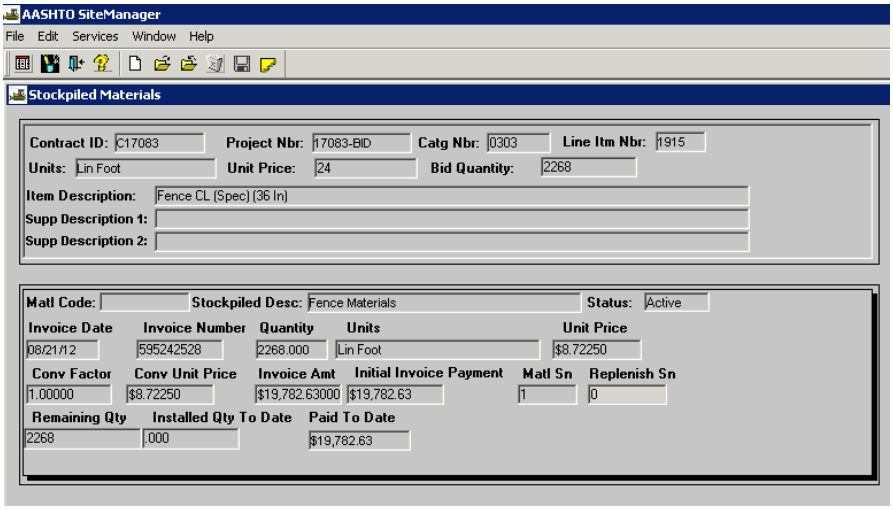
FENCE, CL (SPEC) 36"

				QTY		BID PRICE			INVOICE QTY		INVOICE PRICE		
									$ REQUESTED Inv. 595242528		$33,739.26		
303	RTD MEDIAN STR	~~1920~~ 1915	FENCE, CL (SPEC) 36"	2268	LF	$24.00	=	$54,432.00	2268	X	8.7225	=	$19,782.56 (1)
304	RTD RTN/SND WALLS	2025	FENCE, CL (SPEC) 36"	1176	LF	$24.00	=	$28,224.00	1176	X	8.7225	=	$10,257.62 (2)
305	RTD BALLAST WALLS	2080	FENCE, CL (SPEC) 36"	424	LF	$24.00	=	$10,176.00	424	X	8.7225	=	$3,698.33 (3)
				3868				$92,832.00	3868			TOTAL STOCKPILE =	$33,738.51

MAX STOCKPILE ALLOWED (85%) = ($78,907.20)

Stockpile Records in SiteManager® & Line Items on Estimate

1st Category – 1st invoice



1

Colorado Department of Transportation
Stockpiled Materials for Contract C17083 (IM2254-076)

Project	Category	LIN	Bid + CO Qty	Item Unit	Item Unit Price	Bid + CO Amount
17083-BID	0303	1915	2,268.000	LF	$24.00000	$54,432.00
			Maximum Stockpile (85%):		$20.40000	$46,267.20
607-53137	*Fence Chain Link (Special) (36 Inch)					

Material Sequence Number: 1 **Replenish Sequence Number:** 0 **Status:** Active
Material Description: Fence Materials

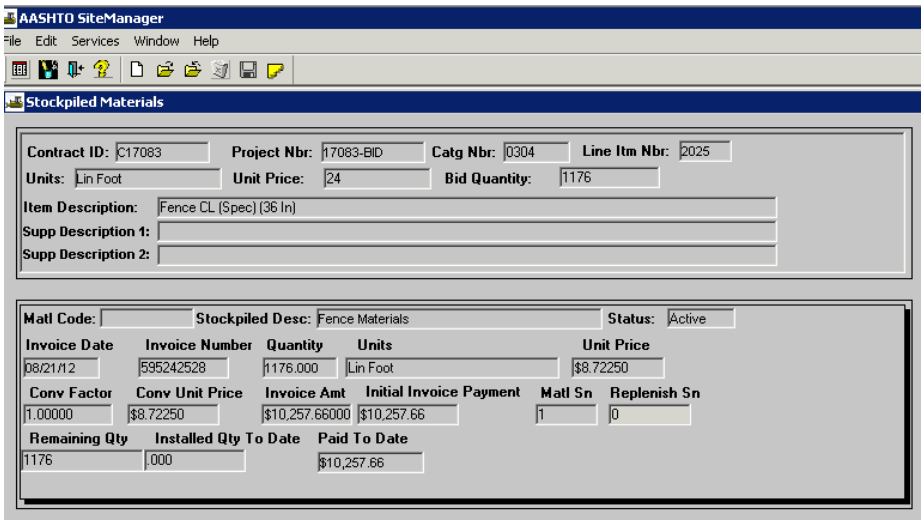
Invoice Nbr	Invoice Date	Invoice Quantity	Invoice Unit	Invoice Unit Price	Invoice Amount
595242528	08/21/2012	2,268.000	LF	$8.72250	$19,782.63

Conversion Factor	Initial Payment	Quantity Installed	Quantity Remaining
1.00000	$19,782.63	0.000	2,268.000

Estimate	Adjustment Type	Adjustment Qty	Unit Price	Amount
0005	Initial Payment			$19,782.63
Totals				$19,782.63

				7.00000	0.000		0.00
1910	602-00020	*Reinforcing Steel (Epoxy Coated)		678,726.000	0.000		
			LB		0.000	0.00	
				0.84000	0.000		0.00
1915	607-53137	*Fence Chain Link (Special) (36 Inch)		2,268.000	0.000		
			LF		0.000	0.00	
				24.00000	0.000		0.00
1915		MATERIAL ALLOWANCE Fence Materials			0.000		
			LF		2,268.000	19,782.63	
				8.72250	2,268.000		19,782.63
1915		MATERIAL ALLOWANCE Fence Materials			0.000		
			LF		2,268.001	7,708.71	
				3.39890	2,268.001		7,708.71
1920	613-00075	*3/4 Inch Electrical Conduit		380.000	0.000		
			LF		0.000	0.00	
				8.00000	0.000		0.00

2nd category – 1st invoice



2

Colorado Department of Transportation
Stockpiled Materials for Contract C17083 (IM2254-076)

Project	Category	LIN	Bid + CO Qty	Item Unit	Item Unit Price	Bid + CO Amount
17083-BID	0304	2025	1,176.000	LF	$24.00000	$28,224.00
			Maximum Stockpile (85%):		$20.40000	$23,990.40
607-53137	*Fence Chain Link (Special) (36 Inch)					

Material Sequence Number: 1 Replenish Sequence Number: 0 Status: Active
Material Description: Fence Materials

Invoice Nbr	Invoice Date	Invoice Quantity	Invoice Unit	Invoice Unit Price	Invoice Amount
595242528	08/21/2012	1,176.000	LF	$8.72250	$10,257.66

Conversion Factor	Initial Payment	Quantity Installed	Quantity Remaining
1.00000	$10,257.66	0.000	1,176.000

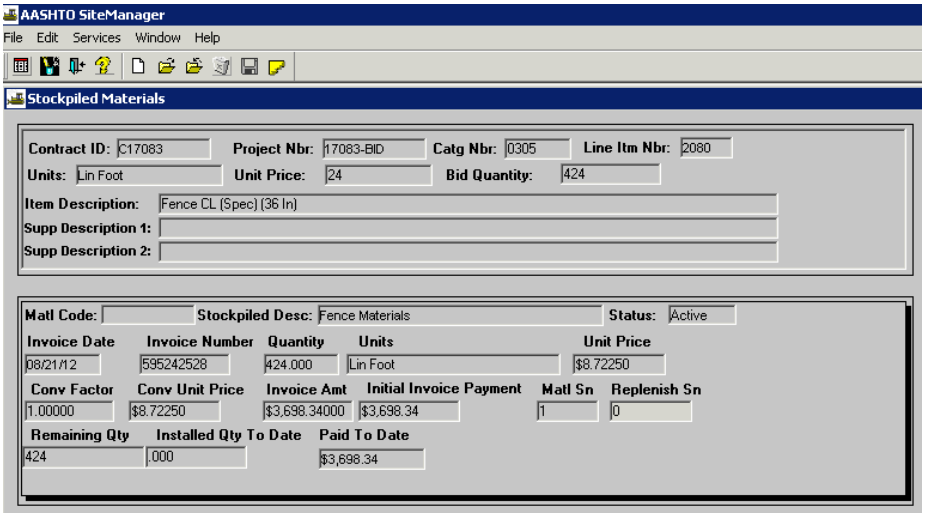
Estimate	Adjustment Type	Adjustment Qty	Unit Price	Amount
0005	Initial Payment			$10,257.66
Totals				$10,257.66

2

CONTID: C17083 COLORADO DEPARTMENT OF TRANSPORTATION Page 41
PCN: 17083-BID ESTIMATE RUN 09/13/2012
PROJECT: IM 2254-076 ESTIMATE NO: 0005 10:32:41

REF NO.	ITEM NO.	ITEM DESCRIPTION	CURRENT QUANTITY/ UNITS UNIT PRICE	PREV QTY/ QTY THIS PERIOD QTY TO DATE	AMOUNT THIS PERIOD	CUMULATIVE AMOUNT
CAT N00304	RTD Retaining and Sound Walls					
2020	607-13000	*Fence Masonry (Sound Barrier)	1,242.000	0.000		
			SF	0.000	0.00	
			28.00000	0.000		0.00
2025	607-53137	*Fence Chain Link (Special) (36 Inch)	1,176.000	0.000		
			LF	0.000	0.00	
			24.00000	0.000		0.00
2025		MATERIAL ALLOWANCE Fence Materials		0.000		
			LF	1,176.000	10,257.66	
			8.72250	1,176.000		10,257.66
2025		MATERIAL ALLOWANCE Fence Materials		0.000		
			LF	1,176.001	3,997.11	
			3.39890	1,176.001		3,997.11
2030	607-53161	*Fence Chain Link (Special) (60 Inch)	2,715.000	0.000		
			LF	0.000	0.00	

3rd Category – 1st invoice



Colorado Department of Transportation

Stockpiled Materials for Contract C17083 (IM2254-076)

Project	Category	LIN	Bid + CO Qty	Item Unit	Item Unit Price	Bid + CO Amount
17083-BID	0305	2080	424.000	LF	$24.00000	$10,176.00
			Maximum Stockpile (85%):		$20.40000	$8,649.60
607-53137	*Fence Chain Link (Special) (36 Inch)					

Material Sequence Number: 1 Replenish Sequence Number: 0 Status: Active

Material Description: Fence Materials

Invoice Nbr	Invoice Date	Invoice Quantity	Invoice Unit	Invoice Unit Price	Invoice Amount
595242528	08/21/2012	424.000	LF	$8.72250	$3,698.34

Conversion Factor	Initial Payment	Quantity Installed	Quantity Remaining
1.00000	$3,698.34	0.000	424.000

Estimate	Adjustment Type	Adjustment Qty	Unit Price	Amount
0005	Initial Payment			$3,698.34
Totals				$3,698.34

				62.00000	0.000		0.00
2080	607-53137	*Fence Chain Link (Special) (36 Inch)		424.000	0.000		
			LF		0.000	0.00	
				24.00000	0.000		0.00
2080		MATERIAL ALLOWANCE Fence Materials			0.000		
			LF		424.000	3,698.34	
				8.72250	424.000		3,698.34
2080		MATERIAL ALLOWANCE Fence Materials			0.000		
			LF		423.999	1,441.13	
				3.39890	423.999		1,441.13
2085	607-53161	*Fence Chain Link (Special) (60 Inch)		3,628.000	0.000		
			LF		0.000	0.00	
				29.00000	0.000		0.00
2085		MATERIAL ALLOWANCE Fence Materials			0.000		
			LF		3,628.000	45,856.47	
				12.63960	3,628.000		45,856.47
			CAT 0305	CURRENT AMT	$ 1,417,096.90	$ 50,995.94	$ 50,995.94

Adjusting Stockpile Materials

Normally, stockpile records are reduced automatically by SiteManager® as the items are paid for as completed in place. However there may be times during the course of a project where the stockpile records need to be manually adjusted.

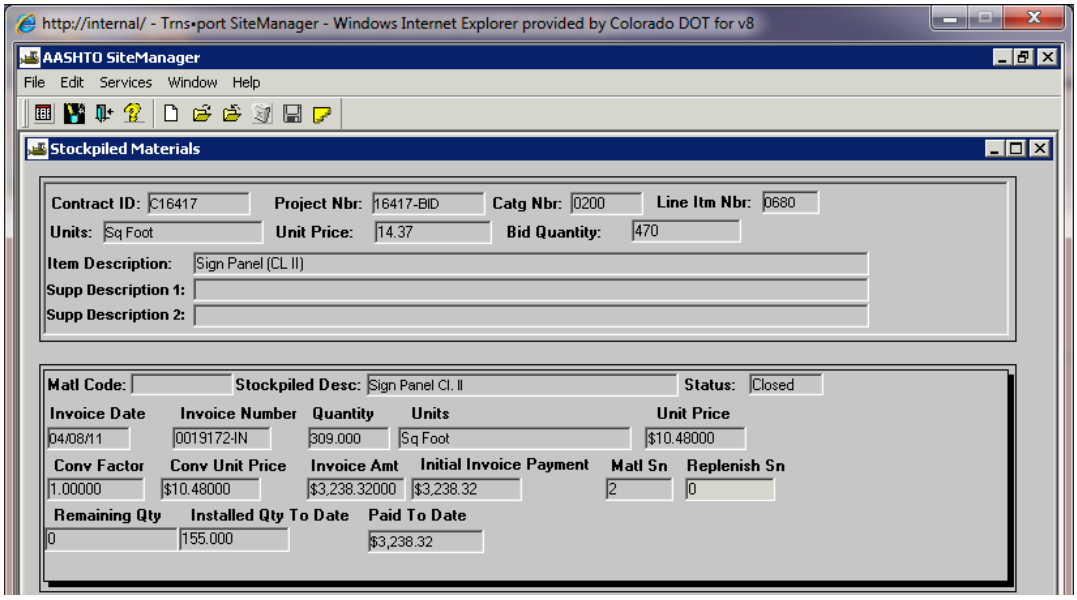
For example:

- There is an error in plan quantity.
- A Change Order resulted in increased quantities.
- Additional quantities were placed that were not stockpiled.
- When finalizing final quantities prior to the final estimate. (In this case all stockpile material records must me zeroed out.)

In most cases, you would simply add a new stockpile record as additional quantities are received. The program will reduce each in turn as the materials are put in place and paid for.

Sometimes a case arises where some material may arrive on site and is placed without the need for an additional stockpile record.

In this example, signs were placed that were not part of the original stockpile material record. The program would automatically reduce the stockpile record by the quantity in place. In order to only pay that part from stockpile that was taken from the stockpile, the original stockpile record was closed out and a new stockpile record was calculated and entered. If this was not done, the Contractor would not have been paid properly.



New (2nd) Record-
Original quantity + additional quantity

Results shown on estimate. Stockpile record reduced and Contractor paid correctly.

71 sq.ft. - Plan Qty. signs installed this month, previously paid on stockpile
+ 84 sq.ft. - Addition to Plan Qty., not previously stockpiled

155 sq.ft. - TOTAL PAID AS INSTALLED THIS MONTH

EST SiteManager will remove this entire quantity from stockpiled material, regardless of whether these individual signs were entered on stockpiled material or not. The program cannot tell the difference between one sign and another.

CONTID: C16417 COLORADO DEPART

PCN: 16417-BID

PROJECT: IM 2254-074

REF NO.	ITEM NO.	ITEM DESCRIPTION		CURRENT QUANTITY/ UNITS UNIT PRICE	PREV QTY/ QTY THIS PERIOD QTY TO DATE	AMOUNT THIS PERIOD	CUMULATIVE AMOUNT
CAT NO0200		ROADWAY					
0680	614-00012	*Sign Panel (Class II)		470.000	245.000		
			SF		155.000	2,227.35	
				14.37000	400.000		5,748.00
0680		MATERIAL ALLOWANCE Cl. II Sign Panels			225.000		
			SF		-225.000	-2,358.00	
				10.48000	0.000		0.00
0680		MATERIAL ALLOWANCE Cl. II Sign Panels			0.000		
			SF		0.000	0.00	
				10.48000	0.000		0.00
0680		MATERIAL ALLOWANCE Sign Panel Cl. II			0.000		
			SF		154.000	1,613.92	
				10.48000	154.000		1,613.92
				3,475.000	1,943.500		
			SF		25.000	576.25	
				23.05000	1,968.500		45,373.93
					0.000		
			SF		0.000	0.00	
				16.25000	0.000		0.00
0685		MATERIAL ALLOWANCE Sign panel (class III) 3A,3B,41B,51B			0.000		
			SF		0.000	0.00	
				16.25000	0.000		0.00
0685		MATERIAL ALLOWANCE Sign Panel (CL III)IIA,13A,16A,1A,1B,18A,18B,			0.000		
			SF		0.000	0.00	
				16.25000	0.000		0.00
0685		MATERIAL ALLOWANCE Sign Panel Cl. III			1,531.500		
			SF		-1,531.500	-24,886.88	
				16.25000	0.000		0.00
0685		MATERIAL ALLOWANCE Sign Panel Cl. III			0.000		
			SF		0.000	0.00	
				16.25000	0.000		0.00
0685		MATERIAL ALLOWANCE Sign Panel (Class III)			0.000		
			SF		0.000	0.00	
				16.25000	0.000		0.00

This stockpile for Sign Panel (Class II) was removed (zeroed out). SiteManager would have deducted 155 sq.ft. from this stockpile if it was left in place. The 84 sq.ft. addition to plan quantity was never paid as stockpiled materials, and there is no way to make the program remove only the 71 sq.ft. of the quantity paid in place this month actually included in this stockpile quantity.

New Stockpile as Entered on Computer

225 sq.ft. - Amount of Stockpiled Mat.
+ 84 sq.ft. - Quantity in Addition to Plan
---
309 sq.ft. - Amount Entered for this Stockpile when created.
- 155 sq.ft. - Quantity Paid in Place this month (automatically deducted by program.
---
154 sq.ft. New Stockpile Quanity.

=

New Stockpile Correctly Calculated

225 sq.ft. - Amount of Stockpiled Mat.
- 71 sq.ft. - Quantity paid in place this month previously paid on stockpiled materials
---
154 sq.ft. - New Stockpile Quantity

Closing out Stockpile Balances

The project engineer should make sure that all stockpile records are closed out prior to the final progress estimate. It does not hurt to review this report during the course of a project.

To print out a Stockpile Material Report: SiteManager® Accessories --- Contract Administration, Stockpiled Materials, select your project.

If stockpile records have not been automatically reduced to zero(0), you must manually close out the balances.

To close out balances: In SiteManager® --- Contract Administration, Stockpiled Materials, select your project, Services, Close Out Balance, Close, Yes.

In this example initial payment was made for 331 EA Dowel Baskets (12") incidental to item 412-01200 Concrete Pavement (12").

For each estimate a DWR was approved for payment, the same number of baskets were subtracted from the stockpile record. After estimate 20 was paid, all baskets were paid in place on line # 0330 and the stockpile record automatically zeroed out.

Colorado Department of Transportation
Stockpiled Materials for Contract C93222 (IM 2706-030)

Project	Category	LIN	Bid + CO Qty	Item Unit	Item Unit Price	Bid + CO Amount
93222-BID	0200	0330	94,202.000	SY	$34.52000	$3,251,853.04
			Maximum Stockpile (85%):		$29.34200	$2,764,075.08
412-01200	*Concrete Pavement (12 Inch)					

Material Sequence Number: 1 **Replenish Sequence Number:** 0 **Status:** Closed
Material Description: Dowel Baskets (12")

Invoice Nbr	Invoice Date	Invoice Quantity	Invoice Unit	Invoice Unit Price	Invoice Amount
49992	07/12/2001	331.000	EACH	$35.70000	$11,816.70

Conversion Factor	Initial Payment	Quantity Installed	Quantity Remaining
0.05000	$11,816.70	331.000	0.000

Estimate	Adjustment Type	Adjustment Qty	Unit Price	Amount
0014	Initial Payment			$11,816.70
0014	Quantity Installed	331.00000	($35.70000)	($11,816.70)
Totals		331.00000		$0.00

Material Sequence Number: 1 **Replenish Sequence Number:** 1 **Status:** Closed
Material Description: Dowel Baskets (12")

Invoice Nbr	Invoice Date	Invoice Quantity	Invoice Unit	Invoice Unit Price	Invoice Amount
49992	10/08/2001	537.000	EACH	$35.70000	$19,170.90

Conversion Factor	Initial Payment	Quantity Installed	Quantity Remaining
0.05000	$19,170.90	537.000	0.000

Estimate	Adjustment Type	Adjustment Qty	Unit Price	Amount
0014	Initial Payment			$19,170.90
0014	Quantity Installed	205.44500	($35.70000)	($7,334.39)
0015	Quantity Installed	156.83500	($35.70000)	($5,599.01)
0017	Quantity Installed	33.22000	($35.70000)	($1,185.95)
0018	Quantity Installed	70.35000	($35.70000)	($2,511.50)
0019	Quantity Installed	41.66000	($35.70000)	($1,487.26)
0020	Quantity Installed	29.49000	($35.70000)	($1,052.79)
Totals		537.00000		$0.00

NOTE: When entering your stockpile record in SiteManager® be sure to use the same method of measurement (LF, SY etc) as the bid item.

DO NOT USE DOLLARS (unless the item is paid by dollars). If you do not match the method of measurement, the stockpile record will not be reduced correctly.

For more information see SiteManager® Bulletin 2001-4 Stockpile Materials in **appendix A**.

SM Bulletin 2001-4 Stockpile.pdf

Adjusting A Time Count

There may be times that you need to adjust the time count on your project.
For instance, you have found you charged time when you should have selected “no charge” days.

After you have determined the correct time count, and identified the diaries that need to be adjusted:

1. Log into SiteManager®
2. Click on “Main Panel”
3. Click on “Daily Work Reports”
4. Click on “Diary Adjustments”
5. Open project
6. Open diary you want to correct
7. Select “New”
8. Click on the down arrow in the “Charge” window
9. Select the change you want (Full, Half, No). Only the options that differ from the original will display.
10. Click in the “Credit Reason” window.
11. Type in “Other” or something like “Correction to time count”
12. SAVE
13. Continue for each diary you need to correct.
14. SAVE

SiteManager® Reports for Field Personnel

Attached are a few of the reports available in SiteManager® and SiteManager® Accessories that field personnel should be familiar with.

They are useful tools to assist with project administration and management.

Overs and Unders Report

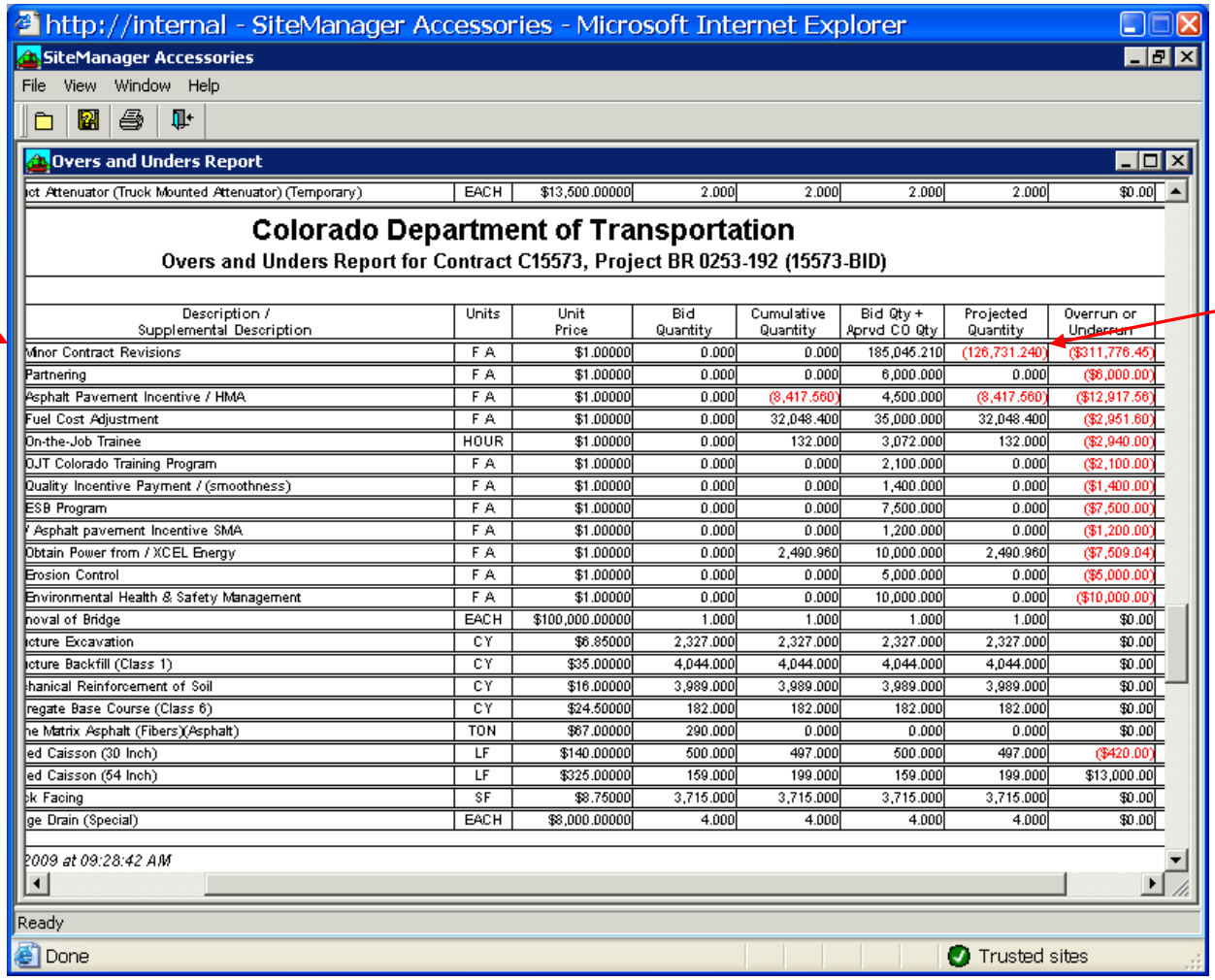
Line by line detail of the original and completed quantities and dollar amounts paid the Contractor.(i.e. status of construction project dollars)

Used to review project construction budget status. This is “must have” as the project engineer should review the project’s budget status on a monthly basis.

The information show on this screen is utilized by SAP to generate the CDOT 65 – Project Financial Report.

Quantities may be adjusted in the Contract Project Quantities screen in SiteManager® Accessories.

This report is found in SiteManager® Accessories, Main Panel, Contract Administration, Over/Unders



Colorado Department of Transportation

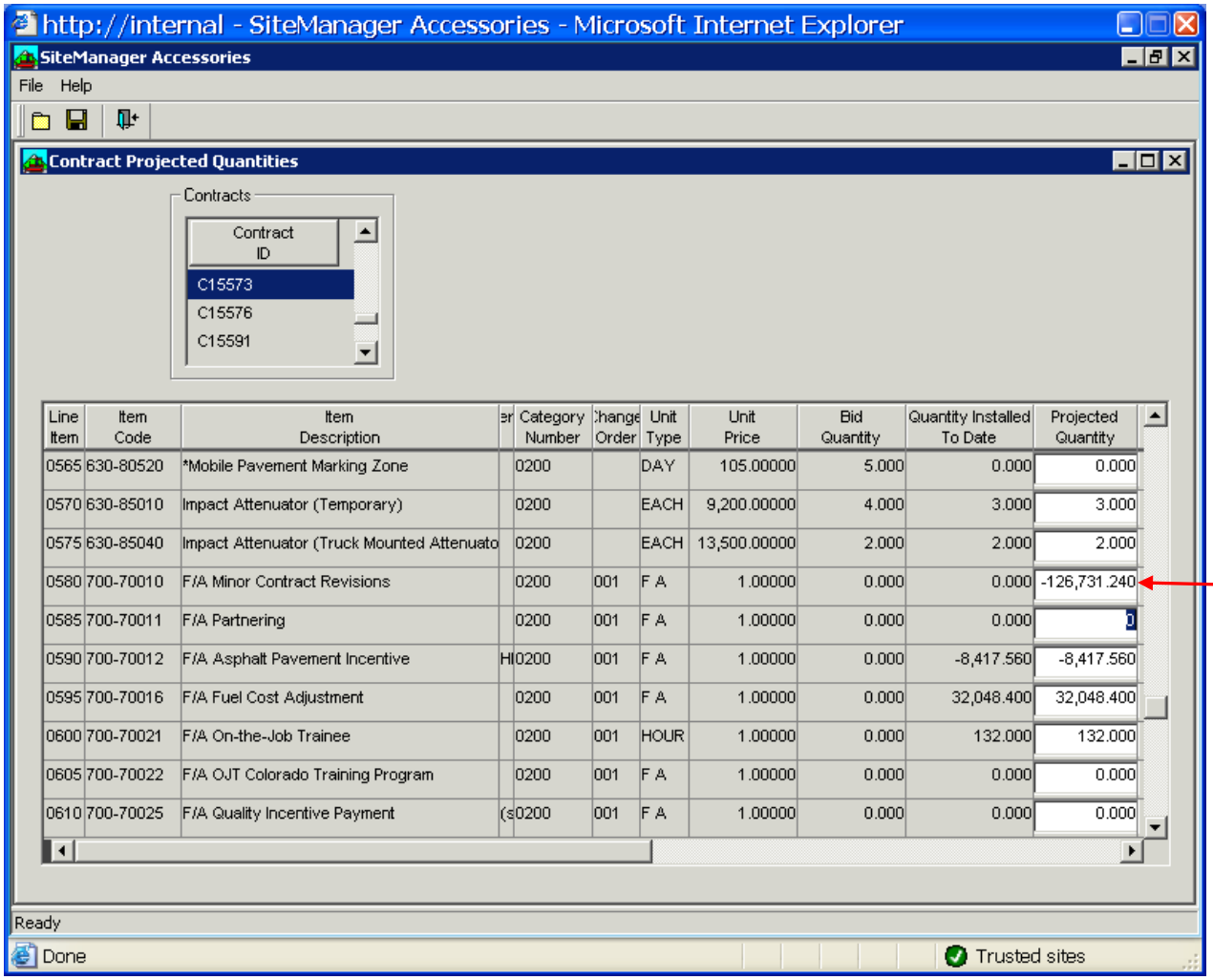
Overs and Unders Report for Contract C15573, Project BR 0253-192 (15573-BID)

Description / Supplemental Description	Units	Unit Price	Bid Quantity	Cumulative Quantity	Bid Qty + Aprvd CO Qty	Projected Quantity	Overrun or Underrun
ict Attenuator (Truck Mounted Attenuator) (Temporary)	EACH	$13,500.00000	2.000	2.000	2.000	2.000	$0.00
Minor Contract Revisions	F A	$1.00000	0.000	0.000	185,045.210	(126,731.240)	($311,776.45)
Partnering	F A	$1.00000	0.000	0.000	6,000.000	0.000	($6,000.00)
Asphalt Pavement Incentive / HMA	F A	$1.00000	0.000	(8,417.560)	4,500.000	(8,417.560)	($12,917.56)
Fuel Cost Adjustment	F A	$1.00000	0.000	32,048.400	35,000.000	32,048.400	($2,951.60)
On-the-Job Trainee	HOUR	$1.00000	0.000	132.000	3,072.000	132.000	($2,940.00)
OJT Colorado Training Program	F A	$1.00000	0.000	0.000	2,100.000	0.000	($2,100.00)
Quality Incentive Payment / (smoothness)	F A	$1.00000	0.000	0.000	1,400.000	0.000	($1,400.00)
ESB Program	F A	$1.00000	0.000	0.000	7,500.000	0.000	($7,500.00)
/ Asphalt pavement Incentive SMA	F A	$1.00000	0.000	0.000	1,200.000	0.000	($1,200.00)
Obtain Power from / XCEL Energy	F A	$1.00000	0.000	2,490.960	10,000.000	2,490.960	($7,509.04)
Erosion Control	F A	$1.00000	0.000	0.000	5,000.000	0.000	($5,000.00)
Environmental Health & Safety Management	F A	$1.00000	0.000	0.000	10,000.000	0.000	($10,000.00)
noval of Bridge	EACH	$100,000.00000	1.000	1.000	1.000	1.000	$0.00
icture Excavation	CY	$6.85000	2,327.000	2,327.000	2,327.000	2,327.000	$0.00
icture Backfill (Class 1)	CY	$35.00000	4,044.000	4,044.000	4,044.000	4,044.000	$0.00
hanical Reinforcement of Soil	CY	$16.00000	3,989.000	3,989.000	3,989.000	3,989.000	$0.00
regate Base Course (Class 6)	CY	$24.50000	182.000	182.000	182.000	182.000	$0.00
he Matrix Asphalt (Fibers)(Asphalt)	TON	$67.00000	290.000	0.000	0.000	0.000	$0.00
ed Caisson (30 Inch)	LF	$140.00000	500.000	497.000	500.000	497.000	($420.00)
ed Caisson (54 Inch)	LF	$325.00000	159.000	199.000	159.000	199.000	$13,000.00
ck Facing	SF	$8.75000	3,715.000	3,715.000	3,715.000	3,715.000	$0.00
ge Drain (Special)	EACH	$8,000.00000	4.000	4.000	4.000	4.000	$0.00

2009 at 09:28:42 AM

Contract Projected Quantities Screen showing where figures may be adjusted for the Over/Under Report.

This report is found in SiteManager® Accessories, Main Panel, Contract Administration, Projected Quantities



Line Item	Item Code	Item Description	er	Category Number	Change Order	Unit Type	Unit Price	Bid Quantity	Quantity Installed To Date	Projected Quantity
0565	630-80520	*Mobile Pavement Marking Zone		0200		DAY	105.00000	5.000	0.000	0.000
0570	630-85010	Impact Attenuator (Temporary)		0200		EACH	9,200.00000	4.000	3.000	3.000
0575	630-85040	Impact Attenuator (Truck Mounted Attenuato		0200		EACH	13,500.00000	2.000	2.000	2.000
0580	700-70010	F/A Minor Contract Revisions		0200	001	F A	1.00000	0.000	0.000	-126,731.240
0585	700-70011	F/A Partnering		0200	001	F A	1.00000	0.000	0.000	0
0590	700-70012	F/A Asphalt Pavement Incentive	HI	0200	001	F A	1.00000	0.000	-8,417.560	-8,417.560
0595	700-70016	F/A Fuel Cost Adjustment		0200	001	F A	1.00000	0.000	32,048.400	32,048.400
0600	700-70021	F/A On-the-Job Trainee		0200	001	HOUR	1.00000	0.000	132.000	132.000
0605	700-70022	F/A OJT Colorado Training Program		0200	001	F A	1.00000	0.000	0.000	0.000
0610	700-70025	F/A Quality Incentive Payment	(s	0200	001	F A	1.00000	0.000	0.000	0.000

In this example we are adjusting the Plan F/A Minor Contract Revisions amount to reflect a Major Change Order utilizing the MCR Budget. It is necessary to make the adjustment in this manner, in order for the CDOT 65 to be correct.

MCR type CO's are reconciled in the Change Order module.

Daily Work Report (DWR)

Detail of items and quantities of work completed and to be paid the Contractor.

Point of entry for data the SiteManager® program utilizes to compile the Contractor Progress Estimate.

Shows contractor, location, and quantity of work.

Documentation requirements are the same for both paper and electronic reports. Measurements & calculations may be included in the 'Remarks" section or referred to as an attachment. Be sure to include the reference number or attachment name in the first 25 characters in the location field, so that it will print out on the Item Summary report. You must leave an audit trail!

In SiteManager®, Main Panel, Daily Work Reports, Daily Work Reports.

RPT -10: RDWRHCON
USER: WIEDERB
Beth Ann Wieder, Region 6

State of Colorado Department of Transportation

DATE: *09/11/2003*
PAGE: 1of3

DAILY WORK REPORT FOR CONTRACT: C00000

DWR Date: 07/18/2001		Contract ID: C00000		Authorized: Yes I Locked: No I Paid: Yes		
Inspector ID:	Dorightd	Inspector:Dudley Doright				
High Temp: 0		Low Temp: 0	A.M. Condition:		P.M. Condition:	
Work Suspended Time: 00:00		Work Resumed Time:00:00		No Work Items Instld: □	No Contrs present: □	No Staff Present: □

Remarks: No

Contractor Information

Contractor ID: 032A Contractor Name: BRANNAN SAND AND GRAVEL COMPANY Hrs Worked: 0.000

Nbr of Supervisors: Nbr Of Workers:

Contractor 10: 1091A Contractor Name: DONE RIGHT STRIPING & BARRICADE, INC. Hrs Worked: 0.000

Nbr of Supervisors: Nbr Of Workers:

Work Item Information

Item Code: 608-00010 Description: *Concrete Curb Ramp

Supp Desc 1:
Supp Desc 2:

Project Nbr	Line Item Nbr	Category	Plan Pg Nbr	Place Qty	Units	Contractor ID Contractor Name	Measured Installed
13346-BID	0165	0200	0	8.0	SY	865A Concrete Express, Inc.	388

Location: NW corner of 29th ave.

	Station	Offset	Distance	Station	Offset	Distance
From:	+ 0.000		0.00	+0.00		0.00

Concrete Express placed a curb ramp at 29th ave. (Type 2).

7'/2 (17 + 4.4) = 3.5 (21.4) = 74.9sf. 74.9sf./g = 8.3sy.
Total => 8 SY.

Note measurements & calculations shown as remarks

Unpaid/Installed Quantity Summary Report

This report lists DWR's that have been posted, but not approved for payment.
Used to verify the items of work that have not been paid on an estimate.

The PE should review this report prior to running an estimate and confirm that all DWR's for work completed have been approved for payment.

In SiteManager®, Main Panel, Contractor Payments, Reports, Installed Work.

RPT-ID: RCPINSWK
USER: HOISINGT

State of Colorado
Department of Transportation
UNPAID INSTALLED QUANTITY SUMMARY
CONTRACT ID: C16808

DATE: 06/23/2009
PAGE: 1 OF 1

DWR Date	LIN	Item Code	Description / Supplemental Description 1 / Supplemental Description 2 / Location	Unit	Unit Price	Auth	Installed Qty	Installed Amount
Fed St Prj Nbr: IMR600-322			**PCN:** 16808-BID					
Category Number: 0200								
	0030	630-00000	Flagging	HOUF	$21.10			
	Qty Reported to Date:	500.00	**Qty Authorized to Date:** 497.50	**Qty Installed to Date:**	497.50			
03/31/09	:Dudley Doright					☐	2.50	$.00
			I-25				2.50	
						Total for Project:		**$.00**
						Total Amount for All Items:		**$.00**

If this DWR was approved for payment, the "Auth" box would display an 'X'.

It would then be paid on the next Progress Estimate that is generated & approved.

Item Summary Report

"Roadmap" to the DWR's. Sorted by estimate Line Item Reference Number & Category.

Lists all DWR's with entries posted and paid to an item and by whom. Shows Contractor payment subtotaled by each estimate.

To be reviewed by the project engineer at end of project to finalize quantities.
In SiteManager® Accessories, Main Panel, Daily Work Reports, Item Summary.

Colorado Department of Transportation
Authorized Item Quantities for Contract C 00000 Project C 00-0000-00
Category 0200 ROADWAY

LIN	Item Code	Spec Yr	CO Nbr	P/N	Status	Subcontracted	Unit	Unit Price
0020	202-00900	2005		P	Active	Yes	EACH	$772.47000
	*Removal of Concrete Footing							

Supplemental Description

	Quantity	$ Amount	%
Bid	2.000	1,544.94	200.00
Cumulative	4.000	3,089.88	
Projected	4.000	3,089.88	100.00
Approved CO	0.000	0.00	
Pending CO	0.000	0.00	

Date	Inspector	Seq	Item Location	Quantity	$ Amount	Rmrks/Attach
11/21/2007	DORIGHT	1	0020-01	2.000	1,544.94	No / No
			Estimate 0001 50.00% Complete	2.000	1,544.94	
12/20/2007	DORIGHT	1	0020-02	2.000	1,544.94	No / No
			Estimate 0002 100.00% Complete	4.000	3,089.88	

CJH
12/28/07

Note reference #'s to DOT 266's

Change Order / Reason Code Report

Lists all Change Orders entered into SiteManager®, sorted by number.

Shows status & type of Change Order and brief description.

Used to verify all Change Orders have approved and/or processed or MCR type CO's have been reconciled. If they have not, the project has been charged twice. This impacts the project budget, and the CDOT 65 Financial Statement will be not be accurate.

In SiteManager®, Main Panel, Change Orders, Reports, CO/Reason Code Breakdown.

Rpt-ID: RCORSNCD
User: HOISINGT

State of Colorado
Department of Transportation
Change Order / Reason Code Report
Statewide By Contract

Date: 06/23/2009
Page 1 of 1

Contract ID: C16808

CO Nbr	Status	Emergency	CO Type	CO Description	Reason	CO Amount
001	Approved	N	Plan Force Account	Plan Force Account	Use for ALL change ord	$33,500.00
002	Approved	N	Minor Contract Revision	Electrical Repair	Use for ALL change ord	$.00
003	Approved	N	Minor Contract Revision	Add Impact Attenuator Truck	Use for ALL change ord	$.00
004	Approved	N	Minor Contract Revision	Reset Snow Fence	Use for ALL change ord	$.00
					Total:	$33,500.00

If CO Type is 'Minor Contract Revision' – CO Amount should be 0(zero) dollars. (CO was reconciled correctly)

If CO Type 'Contract Modification' - CO Amount shown will be $ amount of Change Order. (remember: CO $ amount should be adjusted in the Projected Quantities screen). If not, your project budget, as shown on the CDOT 65 will not be correct.

Minor Change Items Summary

Shows the MCR Limit, Change Order Quantity, Estimated Amount & amount Paid to Date for all Minor Change Order Items.

Used to review your Plan F/A MCR budget balance.

In SiteManager® Accessories, Main Panel, Change Orders, Minor CO Summary.

COLORADO DEPARTMENT OF TRANSPORTATION **MINOR CHANGE ORDER ITEMS SUMMARY**	Location: SNOW CONTROL FENCE		Project Code (SA#): 16808
Contractor: IDEAL FENCING CORPORATION	Project No.: IMR600-322	Federal Oversight?: ◯ Yes ◯ No	Date Generated: 6/23/2009
Complete Address: 5795 IDEAL DRIVE ERIE, CO 80516	MCR Limit $: $25,000.00	Accumulated Amount $: $15,614.90	Added Days: 0

Line Nbr	C O	Item Code	Item Description	Day Add	P/ NP	Unit	Unit Price	Chnge Order Quantity	Estimated Amount	Paid To Date
0110	002	900-00012	Added Item (Foot)/ Remove Existing Wiring		N	LF	$1.09000	620.000	$675.80	$692.15
0115	002	613-10010	Wiring (Special)		N	L S	$5,755.20000	1.000	$5,755.20	$5,755.20
0120	003	630-85041	Impact Attenuator (Truck Mounted Attenuator) Additional TMA for 2-crew Operations		N	DAY	$434.50000	15.000	$6,517.50	$4,301.55
0125	004	210-01050	Reset Chain Link Fence At NB Orchard & Belleview Onramps		N	LF	$16.16000	165.000	$2,666.40	$2,666.40
									Paid To Date Total	**$13,415.30**

To calculate your MCR balance – Subtract the 'Accumulated Amount $' from the MCR 'Limit $'

The Accumulated $ Amount shown is the Total of all the 'Estimated Amounts'.

Contractor Progress Estimate

The Contractor is paid through the SiteManager® Progress Estimate system and SAP.

Page 1 (the Estimate Summary) shows the time allowed and charged , payments for stockpile material, the amount of Retainage/Securities held and payments to Contractor.

The pages following show the line item details – Item by item summary of quantities placed, dollars paid to date.

Generated in SiteManager®, Main Panel, Contractor Payments, Estimates.

Printed out in SiteManager® Accessories, Main Panel, Contractor Payments, Estimate Summary.

Estimate Summary

COLORADO DEPARTMENT OF TRANSPORTATION

Page 1

ESTIMATE RUN 02/02/2009
09:14:29

ESTIMATE SUMMARY

CONTID: C16808 ESTIMATE NO: 0001 PROG SPEC YR: 2005

PCN: 16808-BID COFRS REPORTING CATEGORY: 6 FACS REF NO:

CONTRACT DESCRIPTION:
SNOW CONTROL FENCE

TIME CHARGED: 0.0 DAYS TIME ALLOW: 60 WORK DAYS
PERCENT TIME: 0.00 ORIG TIME ALLOW: 60 WORK DAYS

PROJECT NO: IMR600-322
SNOW CONTROL FENCE
NAME OF ROAD: 025A
PROJECT COUNTIES: ARAPAHOE, REGION 6 DOUGLAS, REGION 6
DENVER

CONTRACTOR:
IDEAL FENCING CORPORATION
5795 IDEAL DRIVE

ERIE CO 80516 303/962-8100

PAY PERIOD ENDING	02/02/2009	DATE TIME STARTED	12/01/2008
DATE LET	10/09/2008	DATE WORK BEGAN	12/01/2008
DATE AWARDED	10/21/2008	DATE TIME STOPPED	03/20/2009
DATE CONTRACT EXECUTED	10/29/2008	DATE ACCEPTED	03/20/2009
DATE NOTICE TO PROCEED	12/01/2008		

			CURRENT TOTAL	THIS ESTIMATE
CURRENT PROJECT AMT:	$ 335,396.45	PARTICIPATING	$ 0.00	$ 0.00
AWARD PROJECT AMT:	$ 279,132.60	NON-PARTICIPATING	69,312.22	69,312.22
PERCENT COMPLETE:	20.67%	TOTAL EARNINGS	69,312.22	69,312.22
FUNDS AVAILABLE:	$ 266,084.23	STOCKPILED MATERIALS	0.00	0.00
		GROSS EARNINGS	69,312.22	69,312.22
TOTAL CLAIMS:	$ 0.00	RETAINAGE	-1,916.17	-1,916.17
		SECURITIES ENCUMBERED	0.00	0.00
		NET EARNINGS	67,396.05	67,396.05
		LIQUIDATED DAMAGES	0.00	0.00
		AUTOPAY ADJUSTMENT	0.00	0.00
		AMOUNT DUE	67,396.05	67,396.05
		OTHER ADJUSTMENTS	0.00	0.00
		PAYMENT DUE		$ 67,396.05

APPROVED FOR PAYMENT BY _____

PROJECT COMMENT:

ESTIMATE COMMENT:

Estimate Details

CONTID: C16808 COLORADO DEPARTMENT OF TRANSPORTATION Page 2

PCN: 16808-BID ESTIMATE RUN 02/02/2009

PROJECT: IMR600-322 ESTIMATE NO: 0001 09:14:29

REF NO.	ITEM NO.	ITEM DESCRIPTION	CURRENT QUANTITY/ UNITS UNIT PRICE	PREV QTY/ QTY THIS PERIOD QTY TO DATE	AMOUNT THIS PERIOD	CUMULATIVE AMOUNT
CAT NO0200	ROADWAY					
0005	208-00018	*GRAVEL BAG	100.000	0.000		
			LF	0.000	0.00	
			10.90000	0.000		0.00
0010	208-00050	*STORM DRAIN INLET PROTECTION	50.000	0.000		
			EACH	0.000	0.00	
			103.50000	0.000		0.00
0015	208-00205	EROSION CONTROL SUPERVISOR	60.000	0.000		
			HOUR	0.000	0.00	
			83.20000	0.000		0.00
0020	607-53137	FENCE CHAIN LINK (SPECIAL) (36 INCH)	4,582.000	0.000		
			LF	1,000.000	38,000.00	
			38.00000	1,000.000		38,000.00
0025	626-00000	*MOBILIZATION	1.000	0.000		
			L S	0.500	5,440.00	
			10,880.00000	0.500		5,440.00
0030	630-00000	FLAGGING	840.000	0.000		
			HOUR	255.500	5,391.05	
			21.10000	255.500		5,391.05
0035	630-00007	TRAFFIC CONTROL INSPECTION	30.000	0.000		
			DAY	0.000	0.00	
			110.90000	0.000		0.00
0040	630-00012	TRAFFIC CONTROL MANAGEMENT	60.000	0.000		
			DAY	28.000	15,369.20	
			548.90000	28.000		15,369.20
0045	630-80341	CONSTRUCTION TRAFFIC SIGN (PANEL SIZE A)	30.000	0.000		
			EACH	0.000	0.00	
			44.35000	0.000		0.00
0050	630-80342	CONSTRUCTION TRAFFIC SIGN (PANEL SIZE B)	44.000	0.000		
			EACH	5.500	243.93	
			44.35000	5.500		243.93
0055	630-80343	CONSTRUCTION TRAFFIC SIGN (PANEL SIZE C)	12.000	0.000		
			EACH	1.500	66.53	
			44.35000	1.500		66.53

Project Time Count
(CDOT 262 &263)

Project time count. To be presented to Prime Contractor weekly for their signature.

Important for two reasons: Per spec the Contractor has 30 days to dispute and if contract time is exceeded, liquidated damages shall be assessed.

In SiteManager® Accessories, Main Panel, Daily Work Reports, Weekly Time Counts.

COLORADO DEPARTMENT OF TRANSPORTATION **WEEKLY TIME COUNT REPORT-WORK DAYS**	Project # IMR600-322	Project Code (SA#) 16808	No. 1
	To IDEAL FENCING CORPORATION Contractor		Date 06/23/09

The following statement shows the number of work days charged to your contract for the week ending December 6, 2008

Date	Day	Weather, weather conditions or other causes	Workable days	Unworkable days (weather)	Days not chargeable other causes
12/01/08	mon		0.0	0.0	1.0
Days charged this week			0.0	0.0	1.0
Days previously reported			0.0	0.0	0.0
Total days charged to date			0.0	0.0	1.0
Work days allowed by original contract					60.0
Extra days approved by Change Orders-		Participating			0.0
		Nonparticipating			
Total revised contract days					60.0
Total days charged to date					0.0
Total days remaining					60.0
ELAPSED TIME					6.0

Remarks

Project Engineer

Contractor's comments

Date | Contractor

White-Contractor
Green-Region Program Engineer
Canary-Central Files

Pink-Resident Engineer
Goldenrod-Project Engineer

CDOT Form #262a 06/00

Pay Item Consolidation Report

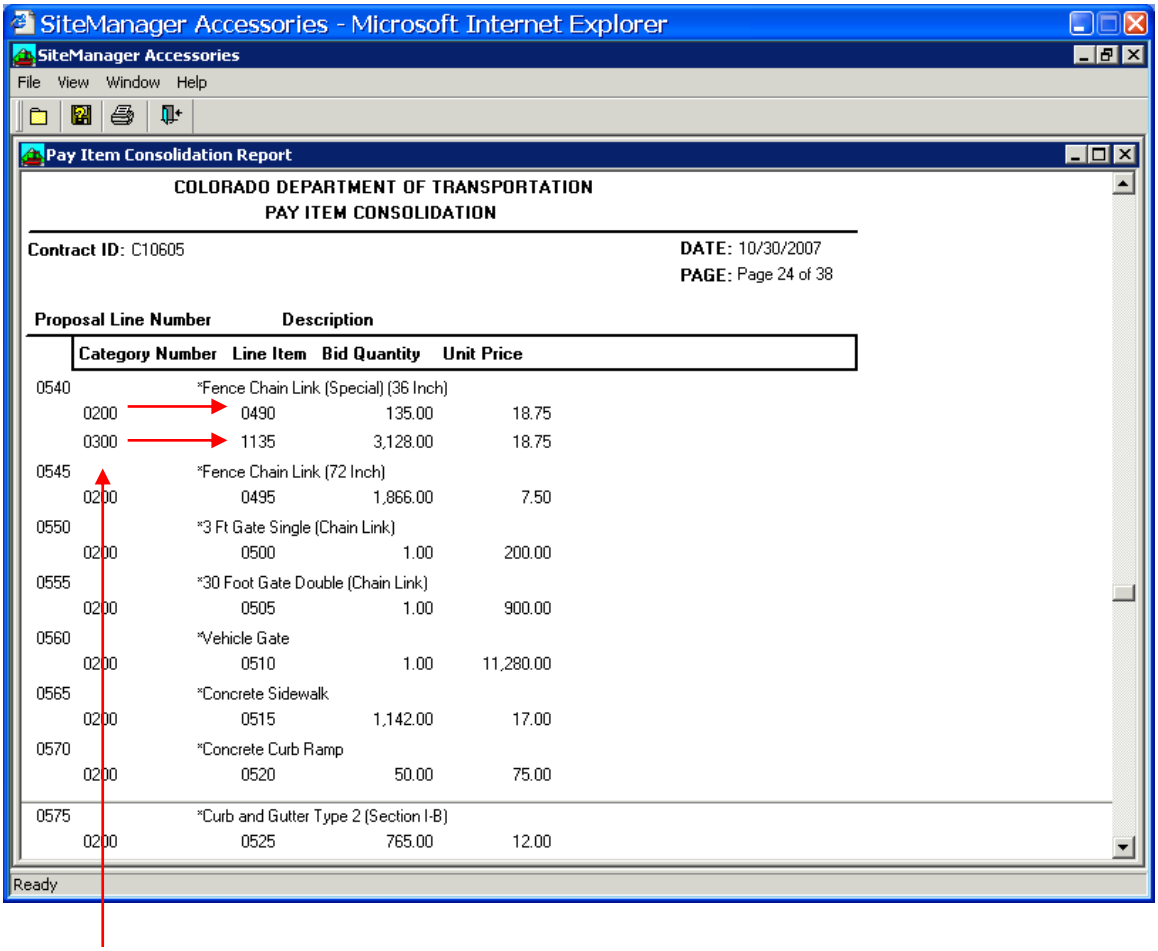
Bid items are often split among categories and assigned multiple line reference numbers.

This report is very useful as it shows Proposal Line Numbers, Category and Pay Estimate Line Reference Numbers.

It is recommended that you run this report before you enter the CDOT 205B's (Permits to Sublet) for your project.

It is also useful for locating all records for a particular item.

In SiteManager® Accessories, Main Panel, Contract Administration, Pay Item Consolidation Report.



In this example the bid item Fence Chain Link(Special)(36 inch) is split between multiple categories. Note the report shows the estimate Category and Line Reference Numbers where this item appears multiple times on the estimate.

This is very useful for locating all occurrence of items in the pull down menu for Items tab when entering items of work on a 205 record.

Stockpile Material

The project engineer should make sure that all stockpile records are closed out prior to the final progress estimate. It does not hurt to review this report during the course of a project.

To print out a stockpile material report: SiteManager® Accessories – Contract Administration, Stockpiled Materials and select your project.

If stockpile records have not been automatically reduced to zero(0), you must manually close out the balances.

To close out balances: In SiteManager®, -- Contract Administration, Stockpiled materials, select your project, Services, Close Out Balance, Close, Yes.
In this example initial payment was made for 331 EA Dowel Baskets (12") incidental to item 412-01200 Concrete Pavement (12").

For each estimate a DWR was approved for payment, the same number of baskets were subtracted from the stockpile record. After estimate 20 was paid, all baskets were paid in place on line #330 and the stockpile record automatically zeroed out.

Colorado Department of Transportation
Stockpiled Materials for Contract C93222 (IM 2706-030)

Project	Category	LIN	Bid + CO Qty	Item Unit	Item Unit Price	Bid + CO Amount
93222-BID	0200	0330	94,202.000	SY	$34.52000	$3,251,853.04
			Maximum Stockpile (85%):		$29.34200	$2,764,075.08
412-01200	*Concrete Pavement (12 Inch)					

Material Sequence Number: 1 **Replenish Sequence Number:** 0 **Status:** Closed
Material Description: Dowel Baskets (12")

Invoice Nbr	Invoice Date	Invoice Quantity	Invoice Unit	Invoice Unit Price	Invoice Amount
49992	07/12/2001	331.000	EACH	$35.70000	$11,816.70

Conversion Factor	Initial Payment	Quantity Installed	Quantity Remaining
0.05000	$11,816.70	331.000	0.000

Estimate	Adjustment Type	Adjustment Qty	Unit Price	Amount
0014	Initial Payment			$11,816.70
0014	Quantity Installed	331.00000	($35.70000)	($11,816.70)
Totals		331.00000		$0.00

Material Sequence Number: 1 **Replenish Sequence Number:** 1 **Status:** Closed
Material Description: Dowel Baskets (12")

Invoice Nbr	Invoice Date	Invoice Quantity	Invoice Unit	Invoice Unit Price	Invoice Amount
49992	10/08/2001	537.000	EACH	$35.70000	$19,170.90

Conversion Factor	Initial Payment	Quantity Installed	Quantity Remaining
0.05000	$19,170.90	537.000	0.000

Estimate	Adjustment Type	Adjustment Qty	Unit Price	Amount
0014	Initial Payment			$19,170.90
0014	Quantity Installed	205.44500	($35.70000)	($7,334.39)
0015	Quantity Installed	156.83500	($35.70000)	($5,599.01)
0017	Quantity Installed	33.22000	($35.70000)	($1,185.95)
0018	Quantity Installed	70.35000	($35.70000)	($2,511.50)
0019	Quantity Installed	41.66000	($35.70000)	($1,487.26)
0020	Quantity Installed	29.49000	($35.70000)	($1,052.79)
Totals		537.00000		$0.00

NOTE: When entering your stockpile record in SiteManager®, be sure to use the same method of measurement (LF< SY, etc.) as the bid item.

<u>DO NOT USE DOLLARS</u> (unless the item is paid in dollars). If you do not match the method of measurement, the stockpile record will not be reduced correctly.

DWR Attachments

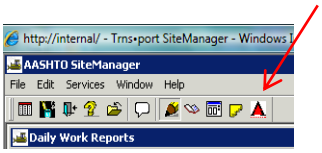
A convenient way to document pay quantities is to create an external document such as an Excel spreadsheet or Word document that can be electronically attached to a DWR in SiteManager®.

Text and PDF files less than 150K may also be attached.

In this example, the project engineer has used documents to calculate pavement detour and sign quantities.
To add an attachments:

To the DWR Info tab: (if attachment applies to the entire DWR)

- Click on “Main Panel”, “Daily Work Reports” icon
- Click on “Daily Work Reports” icon
- Create a new DWR or open an existing DWR that is not locked or authorized for payment.
- Click on the “Attachment” icon.
- The attachment button appears.



To the DWR Work Item tab: (if attachment applies only to a specific work item)

- Click on “Main Panel”, “Daily Work Reports” icon
- Click on “Daily Work Reports” icon
- Create a new DWR or open an existing DWR that is not locked or authorized for payment.
- Select and record to an item on the “Record Work Item” screen
- Click on the “Attachment” icon. The attachment button appears.

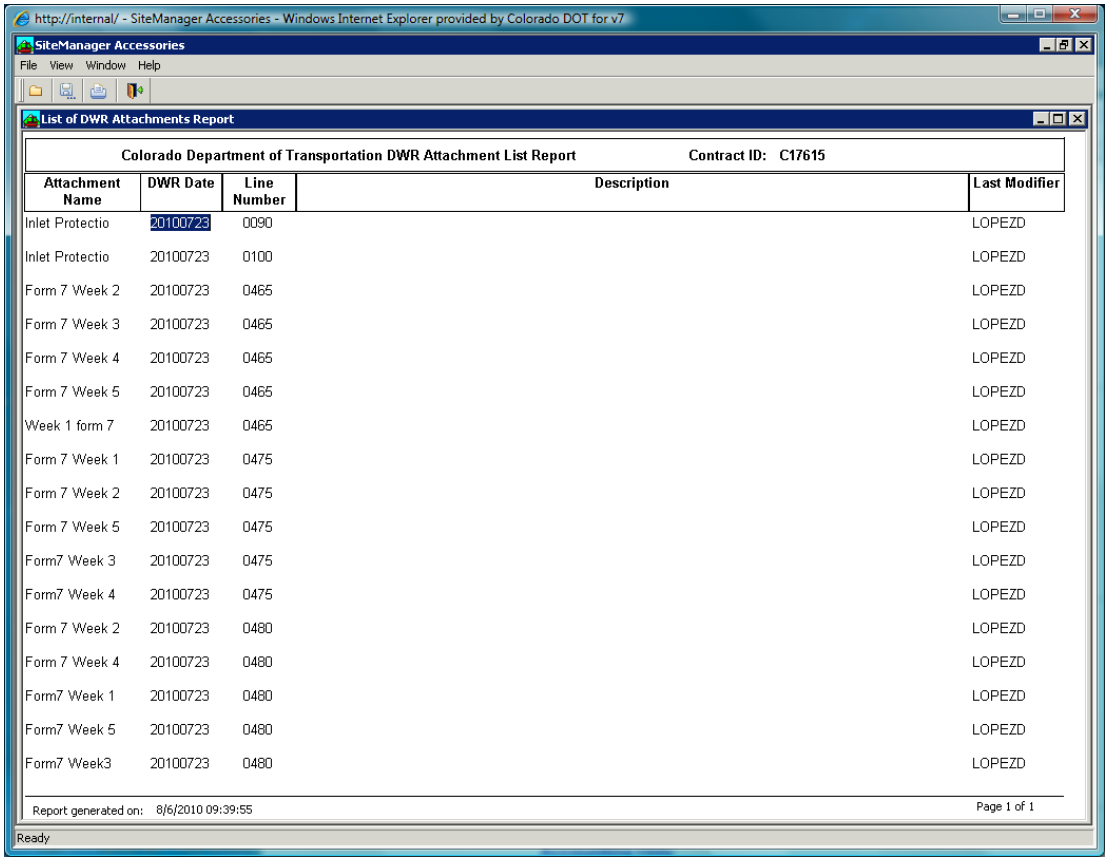
Attach an Existing Electronic File:

- Click on the new “OLE Attachment” icon
- Click the “Create for File” folder tab
- Enter the path and name of the file, or click “Browse” to search and select the file
- Click “Open”
- In the “Name” field enter a name for your attachment.
- In the “Description” field enter a brief description. This will print on the “DWR Attachment” report.
- In the “Attachment Security” box, click on the “Add All” box.
- DO NOT USE the Run Automatically radio button
- When finished ……Click “ADD” button

Click on “Save”

To Print out a Listing of Attachments

To print out the DWR Attachment report: SiteManager® Accessories --- Contract Administration, Daily Work Reports, List of DWR Attachments Report, click on down arrow and select your project, then OK.

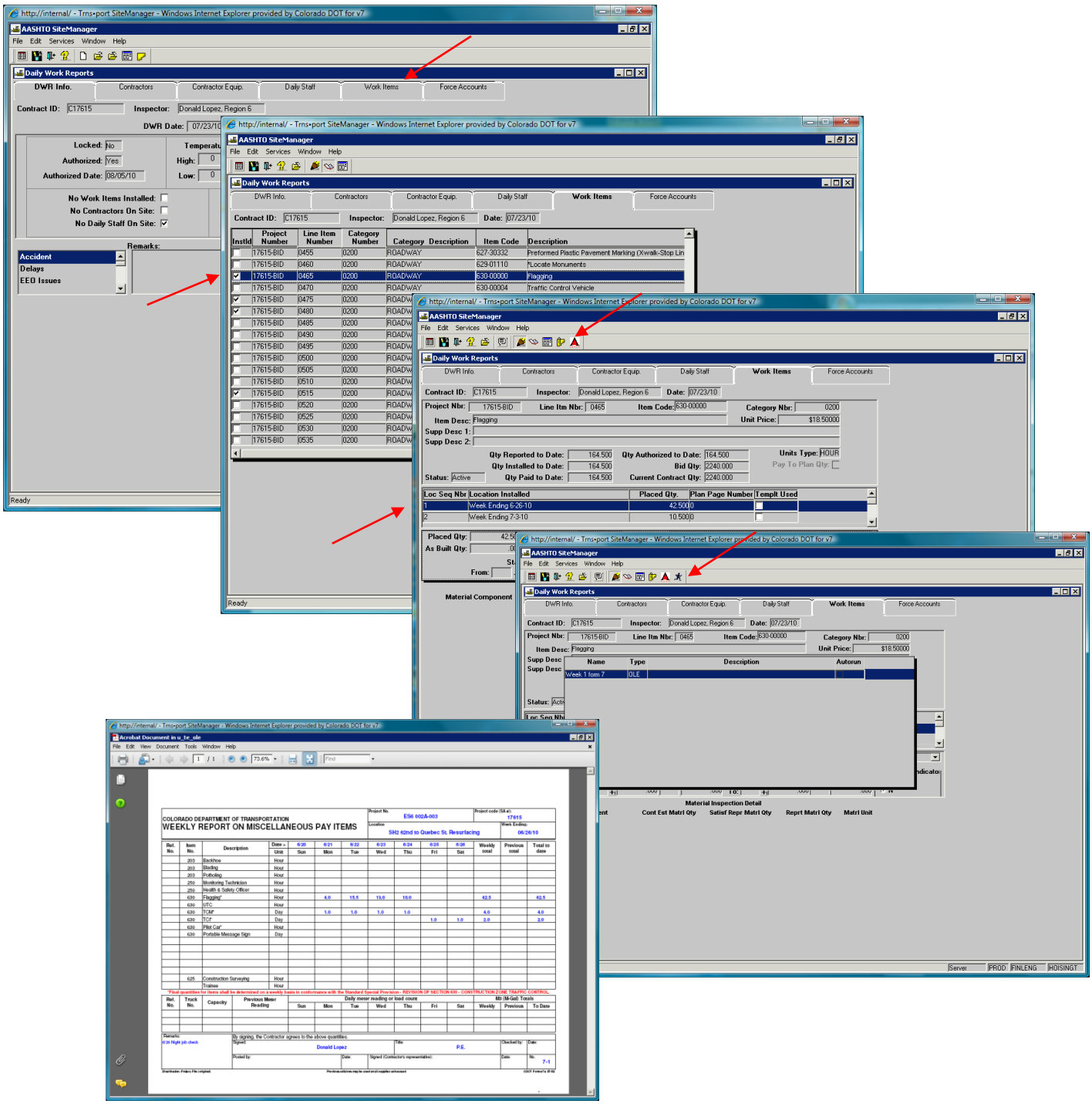


Attachment Name	DWR Date	Line Number	Description	Last Modifier
Inlet Protectio	20100723	0090		LOPEZD
Inlet Protectio	20100723	0100		LOPEZD
Form 7 Week 2	20100723	0465		LOPEZD
Form 7 Week 3	20100723	0465		LOPEZD
Form 7 Week 4	20100723	0465		LOPEZD
Form 7 Week 5	20100723	0465		LOPEZD
Week 1 form 7	20100723	0465		LOPEZD
Form 7 Week 1	20100723	0475		LOPEZD
Form 7 Week 2	20100723	0475		LOPEZD
Form 7 Week 5	20100723	0475		LOPEZD
Form7 Week 3	20100723	0475		LOPEZD
Form7 Week 4	20100723	0475		LOPEZD
Form 7 Week 2	20100723	0480		LOPEZD
Form 7 Week 4	20100723	0480		LOPEZD
Form7 Week 1	20100723	0480		LOPEZD
Form7 Week 5	20100723	0480		LOPEZD
Form7 Week3	20100723	0480		LOPEZD

Note: In this example the project engineer attached the document to a specific work item. An attachment may also be done for an entire DWR on the DWR Info tab.

To View the Attachments

Open the reports: In SiteManager®:Daily Work Reports, Daily Work Reports, open project, select inspector, open DWR, Work Items tab, open line item, select item in “Loc Seq Nbr” box (may be more than one entry), Attachment icon, select attachment in new window, dbl click or highlight attachment and click on Run icon. To close attachment, click on ‘X’ in right hand corner of window. To return to the DWR item, click on the Work Items tab.



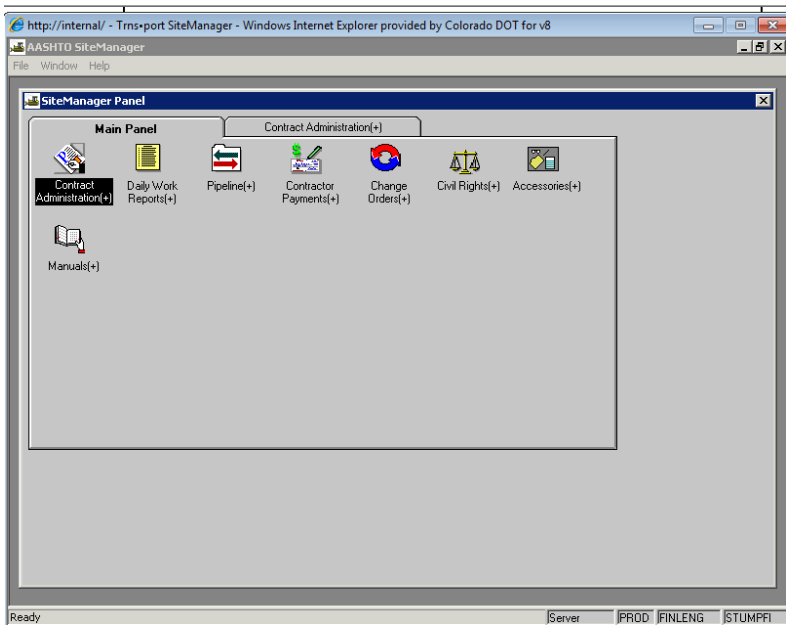
Item Quantity Report----
Exporting Item Listing from SiteManager® to Excel
for Creating “305 Book” Label Tabs

<u>Download Item Information</u> from SiteManager®

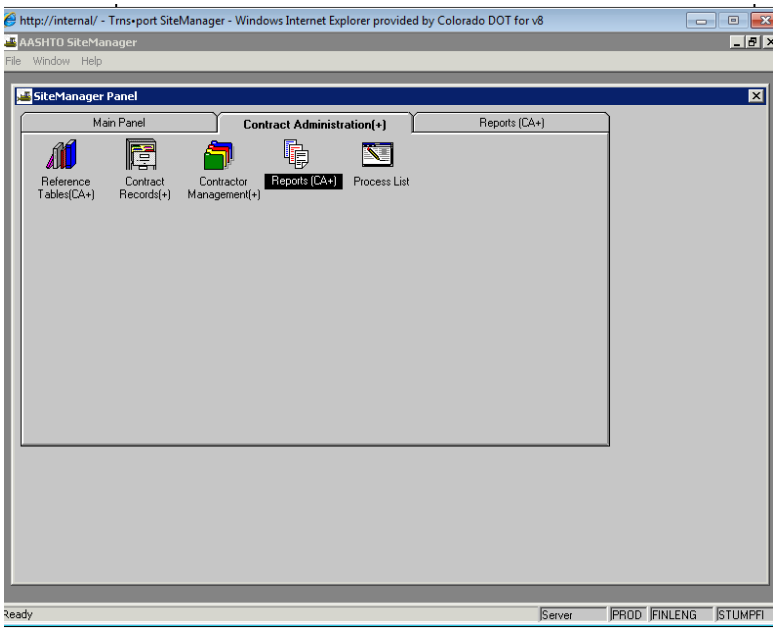
Log into SiteManager®

Main Panel

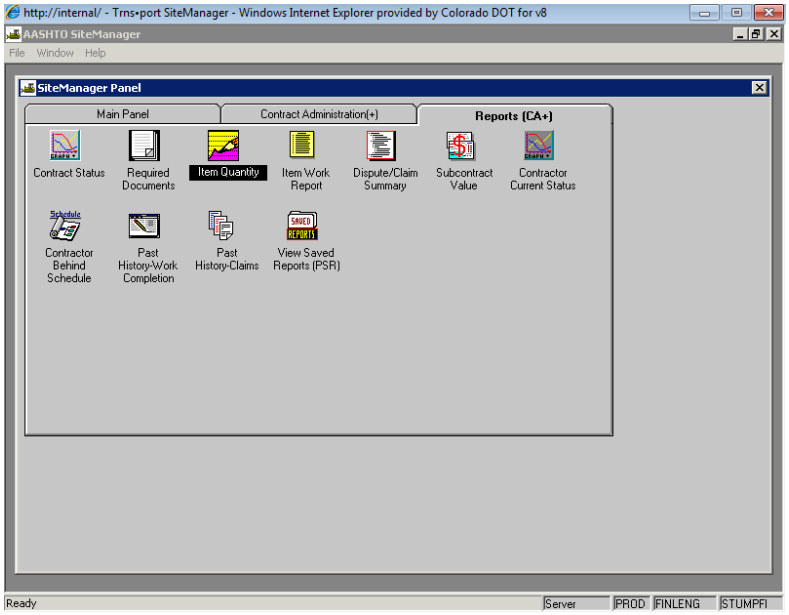
Click on “Contract Adminstration” icon



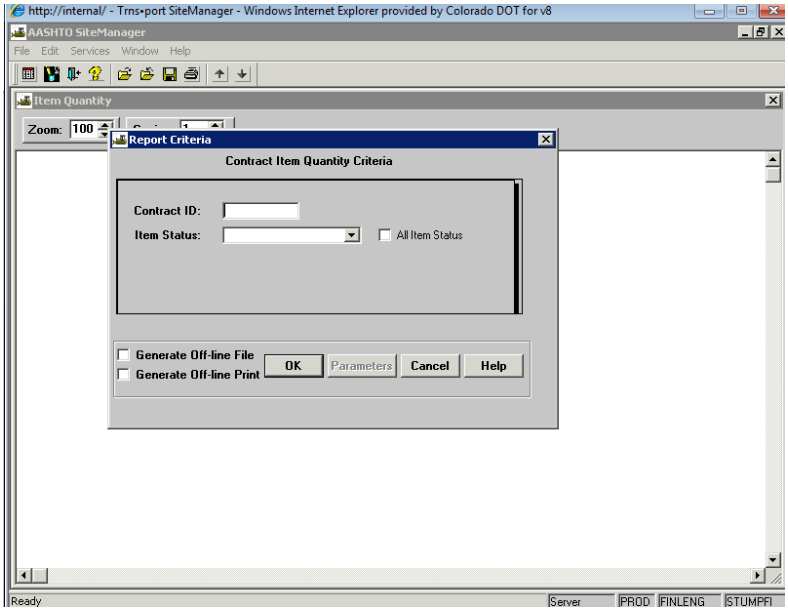
Click on “Reports”



Click on “Item Quantity”



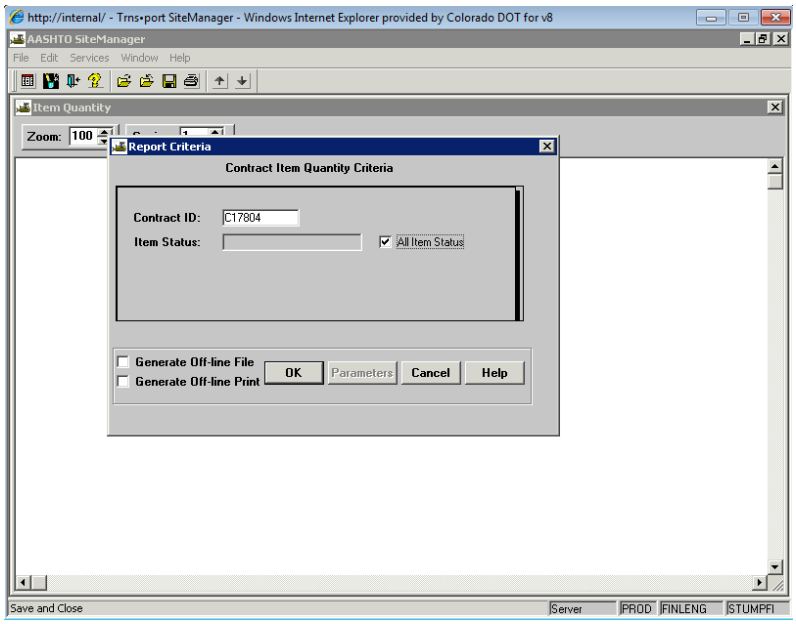
This screen will appear



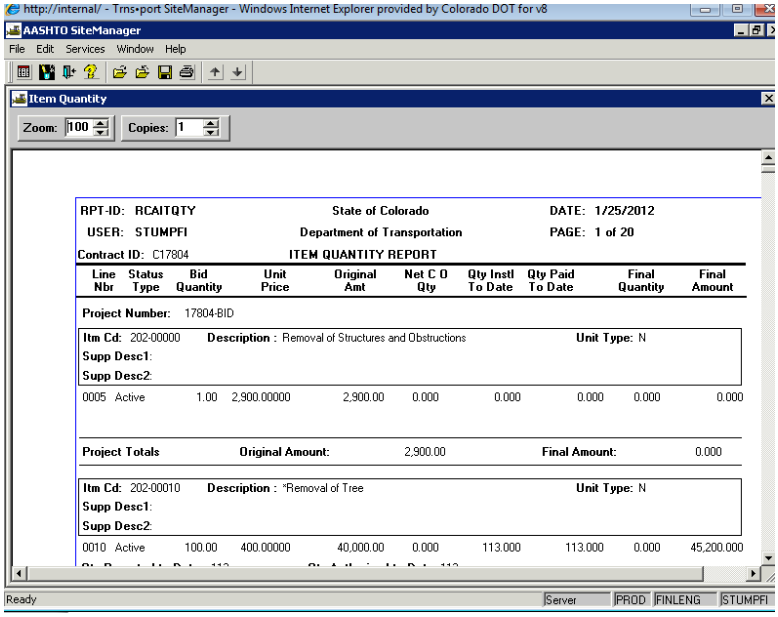
Right click in “Contract ID”: box to search and select project code

Click on “All items Status” box (do not click on generate off-line file or off-line print boxes)

Click “OK”

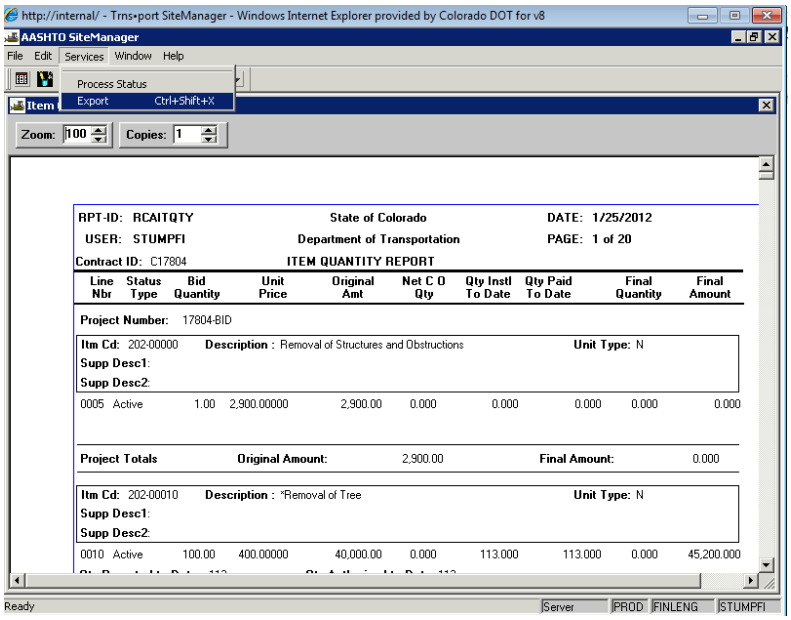


This screen will appear



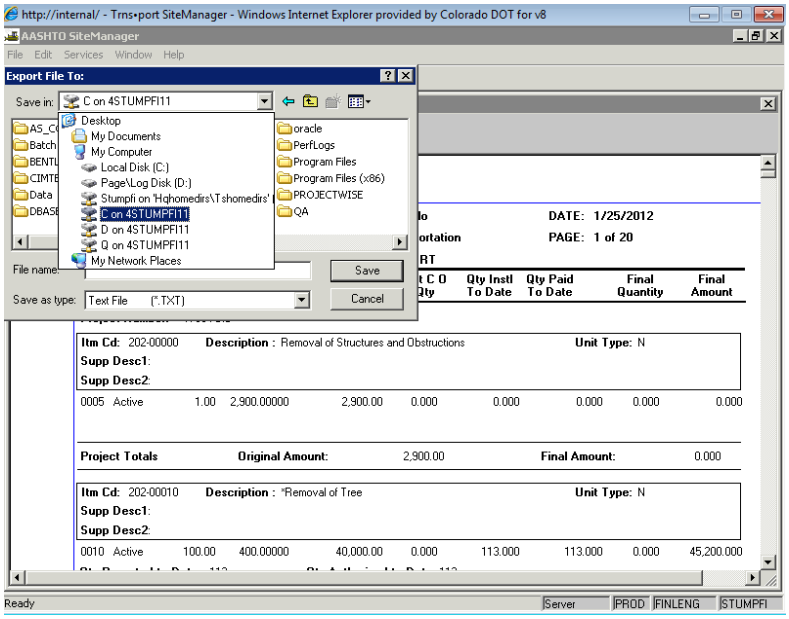
Click on “Services”

Click on “Export”

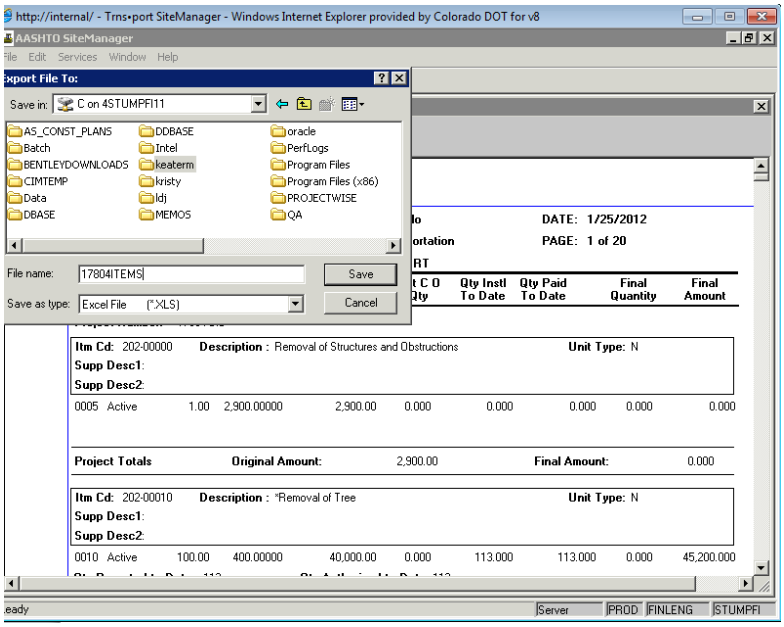


In the “Save in” box, click on the down arrow and select the computer named c: (your name) so the file goes to the hard drive of your computer.

Then select “Users”, then your user name



Then select the folder on the hard drive to copy the file to.

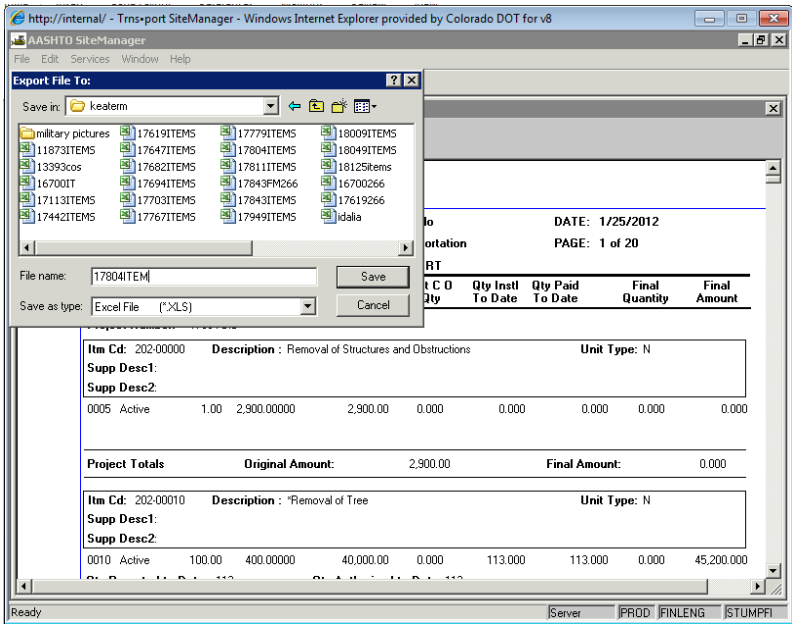


The selected folder will open up.

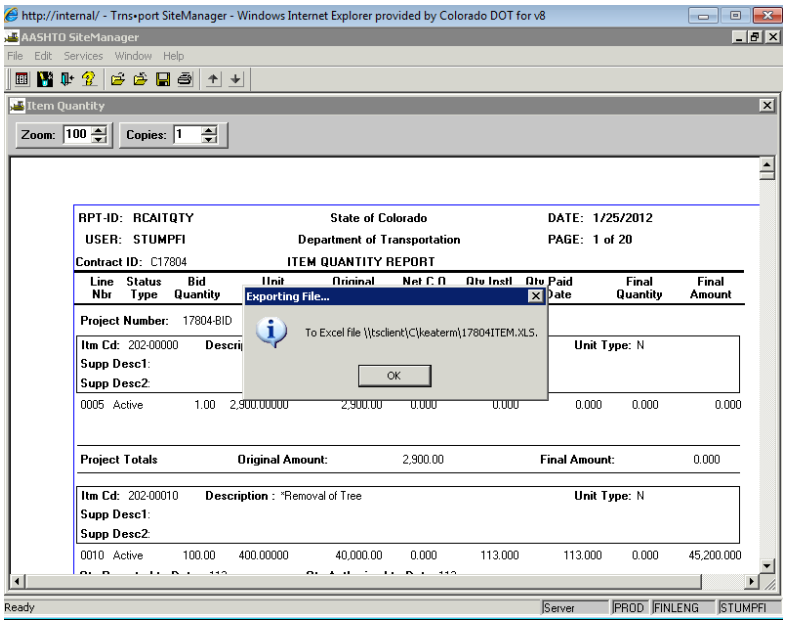
Select "**<u>Excel file</u>**" in the "Save as type:" box

Name the file (a good practice is to use the project PCN then something like item data)

Save



after clicking save on the previous sceen, the following screen will confirm the file was saved to that folder. Check the message to be sure the correct folder is displayed on the confirmation. Otherwise you will need to export again to the correct folder.



Click "OK"

Close out of SiteManager®.

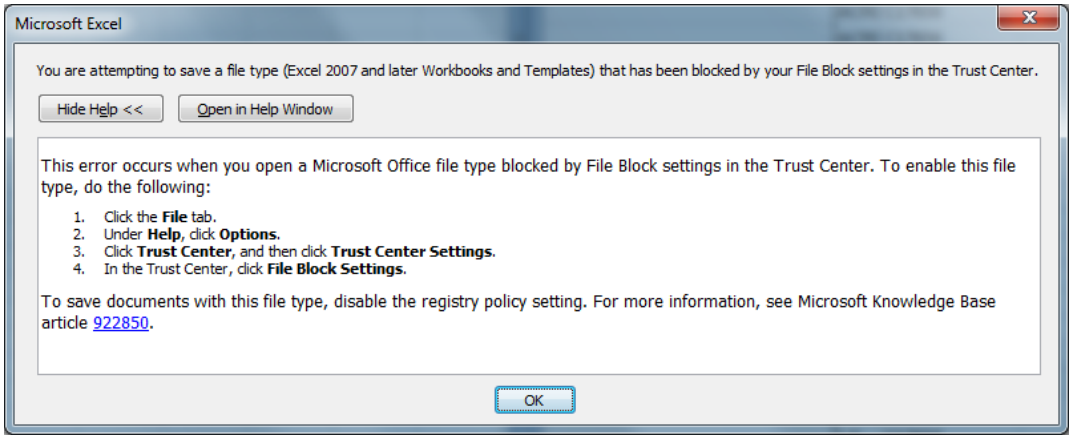
Review data in Excel

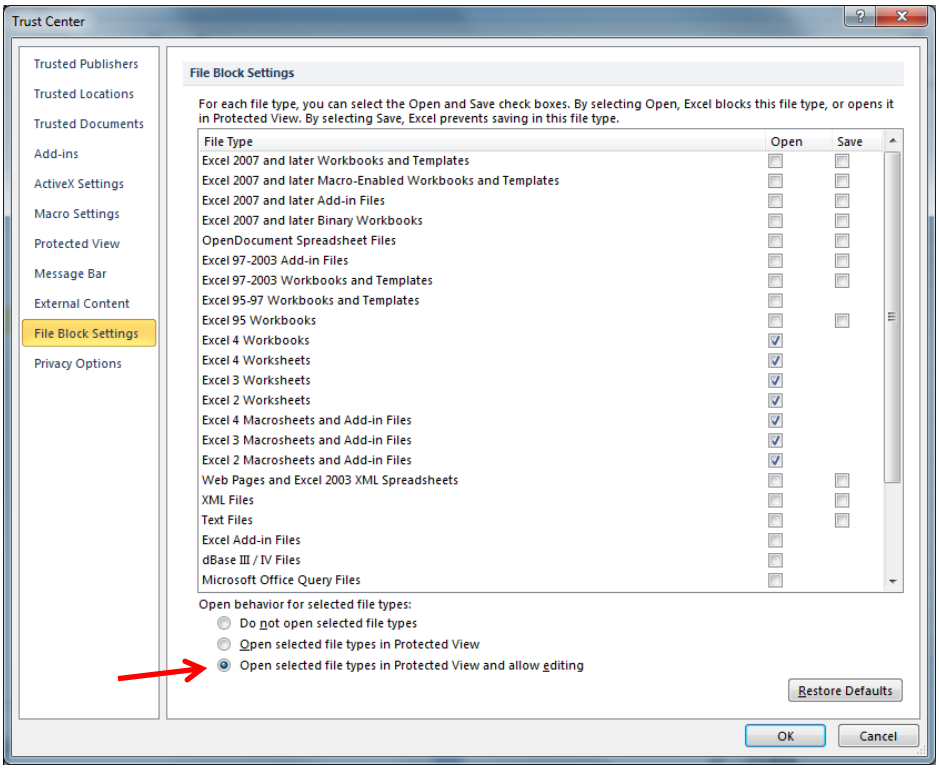
Open the excel file you created with the items.

Note the field names of the data you want to print on your index tabs. (generally "in_itm_nbr", "itm_cd", and "desc1")

At this point, you may re-format the data. I would suggest you review the "In_itm_Nbr" column and make sure that it is sorted in numerical order prior to merging. That will assure your labels will be in sequence when they are printed out.

If you get the "Protected Data" message, you may have to change your File Block Settings to allow editing.





Open the file you created.

Click on “Enable Editing”

Your Excel data should look like this:

prj_nbr	ln_itm_nbr	itm_cd	bid_qty	unt_pric	stat_t	fnl_qty	net_c_o_qty	qty_instl_to_dt	qty_pd_to_dt	desc1	unt_t	cont_i
17656-BID	0005	202-01000	5358	0.5	ACTV	0	0	6567	6567	*Removal of Fence	LF	C17656
17656-BID	0010	203-00000	40	50	ACTV	0	0	37	37	Unclassified Excavation	CY	C17656
17656-BID	0015	203-01597	40	175	ACTV	0	0	24	24	*Potholing	HOUF	C17656
17656-BID	0020	203-01622	90	125	ACTV	0	0	8	8	Sweeping (With Pickup Broom)	HOUF	C17656
17656-BID	0025	208-00005	400	6	ACTV	0	0	420	420	Erosion Log	LF	C17656
17656-BID	0030	208-00045	1	750	ACTV	0	0	1	1	Concrete Washout Structure	EACH	C17656
17656-BID	0035	208-00205	60	40	ACTV	0	0	26	26	Erosion Control Supervisor	HOUF	C17656
17656-BID	0040	210-01000	2100	1.1	ACTV	0	0	2054	2054	*Reset Fence	LF	C17656
17656-BID	0045	210-01001	2100	0.4	ACTV	0	0	2054	2054	*Modify Fence	LF	C17656
17656-BID	0050	212-00006	0.258	1600	ACTV	0	0	0.258	0.258	Seeding (Native)	ACRE	C17656
17656-BID	0055	212-00032	0.258	500	ACTV	0	0	0.258	0.258	Soil Conditioning	ACRE	C17656
17656-BID	0060	213-00003	0.258	2900	ACTV	0	0	0.31	0.31	Mulching (Weed Free)	ACRE	C17656
17656-BID	0065	213-00061	52	8	ACTV	0	0	52	52	Mulch Tackifier	LB	C17656
17656-BID	0070	506-00209	60	135	ACTV	0	0	55	55	Riprap (9 Inch)	CY	C17656
17656-BID	0075	603-50012	40	40	ACTV	0	0	0	0	12 Inch Plastic Pipe	LF	C17656
17656-BID	0080	607-00005	20	285	ACTV	0	0	26	26	*End Post	EACH	C17656
17656-BID	0085	607-00010	36	485	ACTV	0	0	38	38	*Corner and Line Brace Post	EACH	C17656
17656-BID	0090	607-11350	13100	7.35	ACTV	0	0	13380	13380	*Fence Deer	LF	C17656
17656-BID	0095	607-11525	1500	2	ACTV	0	0	1494	1494	*Fence (Plastic)	LF	C17656
17656-BID	0300	607-11530	0	3.35	ACTV	0	400	400	400	Fence (Special)	LF	C17656
17656-BID	0100	607-60002	4	7500	ACTV	0	0	3	3	*Game Ramp	EACH	C17656
17656-BID	0105	607-60117	3	1300	ACTV	0	0	3	3	*16 Foot Gate (Special)	EACH	C17656
17656-BID	0110	612-00003	156	22	ACTV	0	0	170	170	*Delineator (Type III)	EACH	C17656
17656-BID	0115	612-00010	20	175	ACTV	0	0	27	27	Delineator (Special)	EACH	C17656
17656-BID	0120	613-00206	2199	14	ACTV	0	0	1847	1847	*2 Inch Electrical Conduit (Bored)	LF	C17656
17656-BID	0125	613-01200	400	13	ACTV	0	0	432	432	*2 Inch Electrical Conduit (Plastic)	LF	C17656
17656-BID	0130	613-10000	1	1500	ACTV	0	0	1	1	Wiring	LS	C17656
17656-BID	0135	613-16000	8	2850	ACTV	0	0	8	8	*Luminaire (Special)	EACH	C17656
17656-BID	0140	613-30300	8	1730	ACTV	0	0	8	8	*Light Standard Aluminum (30 Foot)	EACH	C17656
17656-BID	0145	613-40010	8	930	ACTV	0	0	8	8	*Light Standard Foundation	EACH	C17656
17656-BID	0150	614-00012	64	24	ACTV	0	0	194	194	*Sign Panel (Class II)	SF	C17656
17656-BID	0155	614-00200	560	8	ACTV	0	0	550	550	*Steel Sign Post (U-2)	LF	C17656
17656-BID	0160	614-10320	1	10000	ACTV	0	0	1	1	System Integration and Testing	LS	C17656
17656-BID	0165	614-72740	4	5300	ACTV	0	-4	0	0	*Blank Out Sign(LED)(Single Faced)	EACH	C17656
17656-BID	0305	614-72748	0	7383.36	ACTV	0	4	4	4	Traffic Signal (48 Inch X 48 Inch Blankout Sign)	EACH	C17656
17656-BID	0170	614-72885	2	2300	ACTV	0	0	2	2	*Traffic Signal Vehicle Detector (Special)	EACH	C17656
17656-BID	0175	614-75855	1	2300	ACTV	0	0	1	1	*Traffic Signal Controller Cabinet (Install Only)	EACH	C17656

CREATE MERGE WORD DOCUMENT

Note: If you save your template, you only have to do this **once for each type** of index tab you use.

Open a blank document in Word.

Select Mailings

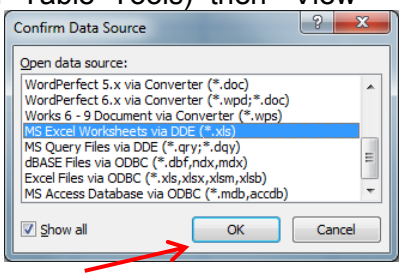
Click on “Start Mail Merge”.

Select “Labels”. Labels Options box opens.

Select the type of labels you have in the “Label Options” window.

Click “OK”.

You should see gridlines appear in the document that represent the tab layout you have selected. If you do not see gridlines, select “Layout” (under Table Tools) then “View Gridlines”



If necessary, click on Select Mailings

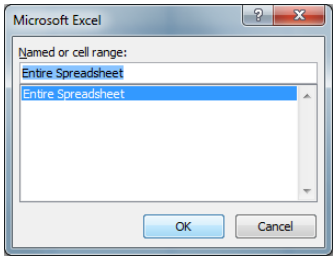
Click on Select Recipients

Select “Use Existing List”

Select the excel file you downloaded and saved. Click “Open”

In “Confirm Data Source” box select “MS Excel Worksheets via DDE(*.xls)” and click “OK”

If you do not see “MS Excel Worksheets via DDE(*.xls)” ,click in the “Show All” box, scroll down the list, and select and then click “OK”. Named or cell range box appears.



Confirm cell or range (i.e. Entire Spreadsheet) and click “OK”

After a minute, you may see «Next Record» populate the labels.

If you do not see «Next Record» in your labels, don’t worry, you can still add that function by selecting “Rules”, “Next Record” when you are adding your merge fields.

If you get and error message, such as “Error has occurred: external table is not the expected format”, just close the box by clicking on the “X” in the upper right hand corner. A “Data Link Properties” box may appear. Close this box by clicking on the “X” in the upper right hand corner. The ODBC Excel Driver Logon Failed box appears. Likewise, close this window by clicking on the “X” in the upper right hand corner. A box asking for the “Named or cell range” should appear. Highlight “Entire Spreadsheet” and click “OK”.

Format Labels/Tab inserts

Click in first label on the left. Place cursor where you want to insert first field.

Select “Insert Merge Field” (may need to click on down arrow). Field list appears.

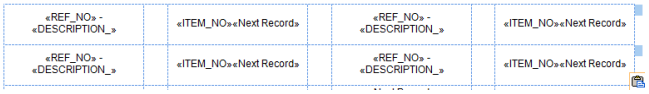
Select field you want (i.e. “In_itm_nbr”. It will be inserted in the position the cursor is.

Continue to place fields in the place you want them to print. You may insert spaces, dashes etc., then insert “desc1”

To create a double-sided label, (i.e. back side)

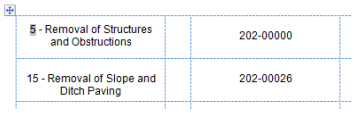
Click in the next label to the right

Select and insert the field you want(i.e. “Itm_cd”).



Note: «Next Record» must follow the last field that you want printed on a label (or pair of labels). If not the mail merge will not work. You may either select “Rules, “Next Record“ or Copy and Paste «Next Record» from one of the other labels.

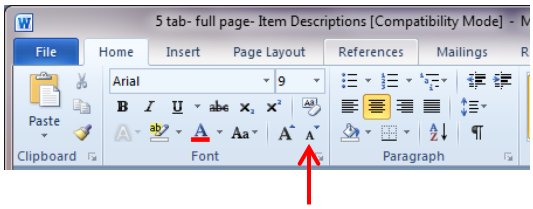
Copy and paste the fields you formatted to the rest of the remaining blank labels. If given the choice, use the “overwrite cells” option on the Paste menu.



You can format font, font size, position etc. by for the entire table by highlighting the table by clicking on the box that appears at top left margin of the table. Then click on the “Home” tab and select the options you want.

I find using Arial and 8 pt works best. If the smallest size available in the drop down window doesn’t fit on your label, click on the “A˘” (shrink font) icon.

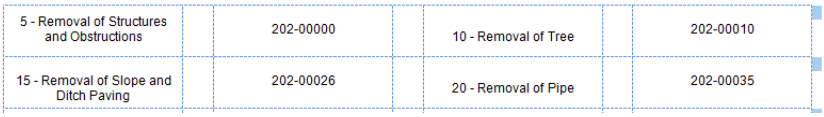
SAVE the document. You may reuse it as a master in the future…. you just need to link another data base to the document using the “Select Recipients”, “Use Existing File” options.



Select Preview Results

In necessary, click on “Mailings”

Select “Preview Results”



Fields should populate from the Excel spreadsheet you downloaded from SiteManager®

This step will only display <u>one page</u> of labels. However, you can see if you need to sort the excel data to print the labels in the order you want. It is also a good idea to see if the majority of your text fits the labels (some item descriptions may be a bit long). You can format font, font size etc. for the entire sheet by clicking in the box at the left top margin of table. Entire table should be highlighted.

Click on the “Home” tab.

Select font, size, center, etc.

SAVE

Select Mailings, Finish & Merge

Select “Edit Individual Documents”. Merge to New Document box appears.

Click “**All**” then “**OK**” (program will add as many pages as you need for the items you have downloaded.)

SAVE

You now have a <u>new document with all the merged data</u>. Review and edit your labels, as necessary so that all text fits on each label. Select fonts font sizes, etc. on the “Home” tab.

SAVE

Print

I suggest you print one page on a sheet on plain paper to check the alignment prior to printing all of your labels.

Using an Existing Word Document

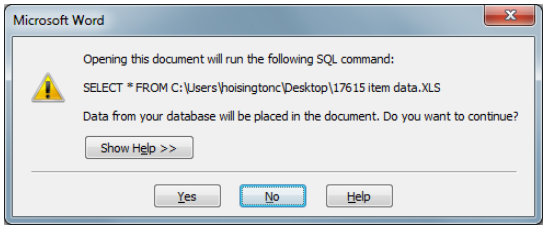
Once you have created and saved the “master” document you do not have to recreate it. Just open the document and select “Mailings”, “Select Recipients” and the “existing file” you want to use.

Open the merge document you saved.

This box will appear

Select “Yes”

Your Merge document appears



Select Recipients (click on down arrow)

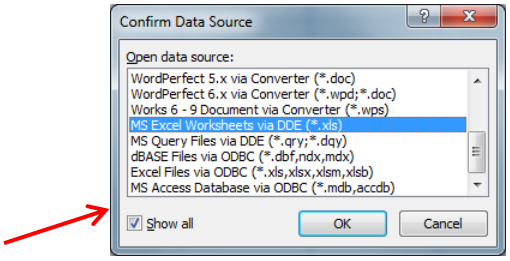
Select “Use Existing List”

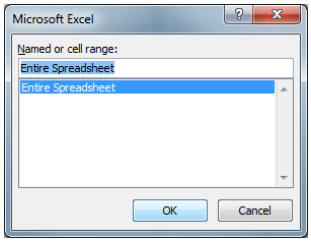
Select the file you want to use.

In “Confirm Data Source” box select “MS Excel Worksheets via DDE(*.xls)” and click “OK”

If you do not see “MS Excel Worksheets via DDE(*.xls)” ,click in the “Show All” box, scroll down the list, and select.

Confirm cell or range (i.e. Entire Spreadsheet) and click “OK”





Here are some Word templates I have already created:

Big 8 tabs:

Big 8 Item Tab Master.docx

8 tabs:

8 index tabs - Item Descriptions.doc

Big 5 tabs: Full page Big 5 tabs:

Big 5 Item tab mstr.docx

5 tab- full page- Item Descriptions.doc

For Additional information see:

Using Mail Merge to Create and Print Lett

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Appendix C

Checklists

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Helpful Checklists

Force Account Checklist

Change Orders Checklist

Change Order Letter of Explanation Checklist

Permit to Sublet (205's) Checklist

Contractor Payrolls Checklist

OJT Checklist

DBE Checklist

Final Submittal Checklist

Final Materials Submittal Checklist

Final Review Check Sheet

Field Review of Project Documentation

Most Common Required Contractor Submittals

FORCE ACCOUNT CHECK LIST

Project No. _____ **Subaccount No.** _____

____ 1. Correct project number on both Prime and subcontractor's cover letter(s).

____ 2. Title of work and Plan F/A number or change order number on Prime Contractor's cover letter.

____ 3. **Certified** payrolls checked. Initial of reviewer on face of F/A billing. Required on **all** projects.

____ 4. Completed CDOT form 10's attached, signed and/or initialed daily by the Contractor and CDOT personnel.

____ 5. Completed CDOT form 580's attached for all equipment listed on the Form 10.

____ 6. **Certified** invoices and/or statements of material taken from stock attached for all material listed on form 10.

____ 7. Correct standby rates (if applicable). Hours should not exceed 8 hours in a day or 176 hours in a 30 day period.

____ 8. Small tools valued between $500 and $2,000 should be identified on the form 10.

____ 9. If billing contains rented or leased equipment at a negotiated rate, the billing should contain a completed form 580 for comparison and justification.

____ 10. All calculations and extensions correct.

____ 11. Loading factors are applicable and correct (§109.04).

____ 12. Only one billing per F/A item per month.

____ 13. Appropriate signatures and/or initials on cover letter from Contractor.

____ 14. Checker initials and date checked on Prime Contractor's cover letter.

NOTE: Reference your Project Special Provisions, §109.04 and the Construction Manual.

CHECKLIST FOR REVIEWING CHANGE ORDERS (CDOT Form 90)

____ 1. Header boxes accurately filled out. Be sure appropriate Federal Oversight box is checked. It is **not** filled in by SiteManager®.

____ 2. Clear, concise description of type of work required and where work is being added.

____ 3. Required statements included in the body of the Form 90 (i.e. Your contract is hereby modified to… All work shall be according to plans specs….etc).

____ 4. Waiver statement included in the body of Change Orders written for Claim Settlements.

____ 5. Funding statement and signature of entity on projects with city, county, special district funding.

____ 6. Extra Bonding statement is included when required.

____ 7. All items of work are entered with proper method of measurement, payment and correct unit price.

____ 8. Signatures are obtained from Contractor, Project Engineer and Resident Engineer.

____ 9. Signatures of the FHWA Operations Engineer, Project Development Engineer and/or Chief Engineer obtained on the CDOT 90 prior to work starting for those types requiring it. (See Construction Bulletin 2011 #9)

____ 10. On multi-page change orders:
- All heading block information carried forward/backward correctly
- Pages are numbered (1 of 2, 2 of 2, etc.)
- Signature blocks are x'ed out or cut off on all but last page of multi-page change orders

____ 11. Plan sheets have the stamp of a Professional Engineer (per Procedural Directive 508.1)

____ 12. Copy of any Specifications or plan sheets being added attached.

____ 13. Copy of any CDOT 105 directing Contractor to begin work (See CM §120 and Construction Bulletins for content requirements).

____ 14. All attachments are numbered and present.

____ 15. **PROOF** read. Read for content. Check grammar and spelling.

Check off items when they have been completed, use N/A if they do not apply for this change order.

(rev. 8/4/11)

CHECKLIST FOR REVIEWING LETTER OF EXPLANATION

____ **1.** Project number, change order number match the CDOT Form 90.

____ **2.** Clearly describe the what, where and why the work is needed. Include any historical background, participants, discussions and rational used.

____ **3.** Method of measurement, basis of payment, estimated quantities and information and/or figures are carried correctly to/from the CDOT Form 90.

____ **4.** Time extensions are thoroughly justified. They should only be granted for work which extends the critical path (§108.07).

____ **5.** Prices are fully justified. Reference COST DATA Book (year and data), include force account analysis or Contractor's cost analysis in submittal package. Attach copy of page.

____ **6.** When force account analysis used – verify labor and equipment hours are reasonable and in proportion to each other.

____ **7.** When using Contractor submitted cost analysis, included the statements from CM section 120.7.6.2.1. (i.e. "The labor and equipment rates and hours are reasonable", etc.) Make sure cost analysis is attached.

____ **8.** On materials or utility work to be paid by invoice, include certified invoice.

____ **9.** Name and dates of all necessary concurrences, approvals, discussions noted (i.e. Resident Engineer, Program Engineer, and specialty units (environmental, business office, designer, etc.)(See CM §120.7.6.1).

____ **10.** Attach signed pre-approval letter from the CDOT Chief Engineer on **Project Termini Extensions**. (See CM 120.7.7.3.3)

____ **11.** Summarize Financial Status in letter. Attach copy of the CDOT Form 65 (Project Financial Statement).

____ **12.** Budget Action/Funding Letter. If additional funds are needed, state where additional funds are coming from and the status.

____ **13.** State whether work has started or not. If yes, why. Also include a copy of CDOT Form 105 directing Contractor to begin work. (See CM 120.7.3.1 for minimum content requirements).

____ **14.** Math calculations are accurate.

____ **15.** Spelling and grammar are correct.

____ **16.** Attachments and reference number(s) are correct.

____ **17.** **Proof read** for content and spelling. Did it answer the basic questions - who requested the additional work, what work is needed, why was this change order or line item is needed, when the work will be done, where it is needed and how it is to be measured and paid?

CDOT FORM 205B – PERMIT TO SUBLET CHECKLIST

After receiving the Form 205B from the contractor, a few things will need to be checked before approving the form.

____ 1. Check to make sure that the Project number and Project Code (SA#) are correct for your project.

____ 2. The prime contractor should have their name and contact information filled in.

____ 3. Check the Total Original Contract Amount against the Contract Schedule in your Contract and Bond.

____ 4. The subcontractor's name and address should be noted along with their phone number.

____ 5. Is this the first Form 205B? The subcontract numbers should begin with 1 and should be sequentially numbered.

____ 6. Is this a tier subcontract? The tier represents the level of subcontract this is. If this is a subcontractor to a subcontractor make sure that the Form 205B states to what subcontractor this belongs to.

____ 7. Is this subcontractor a DBE or ESB? The DBE should be listed on the Form 1417. This applies to any DBE supplier and/or service/broker as well. This should be in a sealed envelope as this information is confidential.

____ 8. Is the subcontractor on any debarment list? Either call the Project Development Branch at 303-757-9541 or check on-line at https://www.sam.gov/portal/public/SAM/

____ 9. The WBS Element or proposal line number, 8 digit code, item description and unit of measure should come from the Contract Schedule or RFP. The Contract Schedule of items and the bid tab numbering may be different than the Contractor pay estimate Reference No. numbering. This is due to the break out of quantities for an item over the different categories and the CE Bid Items. (Example: Structural Excavation)

____ 10. Quantity should be the **actual quantity subcontracted**.

____ 11. Units should be the **unit of measurement** in the contract between the Prime & Subcontractor.

____ 12. The unit price is the **actual unit price** per the contract between the Prime & Subcontractor.

____ 13. The new Excel version of the CDOT 205B will calculate the totals for you. However, you need to assure the total amount of all the Form 205B's do not exceed 70% of the Prime Contract.

____ 14. If a subcontract is for a 2nd, 3rd, etc. tiers, the subcontract information should be entered on the "Tier 2" tab and show "N/A" in "Total Amount Sublet"(figures are included with 1st tier).

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____ 15. If a subcontract is for any added work (Change Order or Force Account), the percent and $ for "the above items" should be zero (0) for this subcontract. (Goals are tracked using Original Bid Quantities and Prices)

____ 16. Have the prime contractor and all subcontractors signed the Form 205B? These signatures should be in blue or black ink.

____ 17. If everything checks, the Project Engineer may sign and date the form and the Form 205B is approved. The Region EEO/Civil Rights Office will review the Form 205B and may request revisions . The Region Civil Rights Office has final approval on all Form 205B's. After all signatures are obtained, the Form is ready for distribution.

____ 18. You may fax or hand carry the Form 205B's to the Region. If you fax the Form 205B's, be sure to include both pages (if appropriate) and follow up ASAP with the originals. EEO will not sign a copy. PE should record the date the Form 205B's was submitted to Region.

CHECK LIST FOR PAYROLL REVIEW

Week ending date:

Project Code:

Contractor:

N/A	Y/N	
☐	☐ Y ☐ N	CDOT Form 118 attached to payroll (3/07 version)?
☐	☐ Y ☐ N	Contract number
☐	☐ Y ☐ N	Project code
☐	☐ Y ☐ N	If first payroll, payroll supervisor appointed?
☐	☐ Y ☐ N	Correctly numbered and signed by appointed party?
☐	☐ Y ☐ N	Fringe benefit administrators listed and described?
☐	☐ Y ☐ N	Form 118 completed in full/original signature (bottom)?
☐	☐ Y ☐ N	205 on file (if subcontractor)
☐	☐ Y ☐ N	Trainee/apprentice documentation received?
☐	☐ Y ☐ N	Seven day pay period established/constant?
☐	☐ Y ☐ N	If trainees/apprentices during week, conformed to ratio?
☐	☐ Y ☐ N	Reasonable number of employees shown?
☐	☐ Y ☐ N	Payroll form reflects number of hours worked per day?
☐	☐ Y ☐ N	Payroll form reflects number of hours worked per week?
☐	☐ Y ☐ N	All weeks to date accounted? (includes no work weeks)
☐	☐ Y ☐ N	Employee's name and unique employee identification number shown?
☐	☐ Y ☐ N	Employees hourly wage rate(s) are shown?
☐	☐ Y ☐ N	Correct days worked shown on payroll?
☐	☐ Y ☐ N	DB classification codes are included?
☐	☐ Y ☐ N	Classifications reflect the type of work performed on site?
☐	☐ Y ☐ N	Wage matches wage decision required rate?
☐	☐ Y ☐ N	Classifications/wages match 280 questionnaire? (if available)
☐	☐ Y ☐ N	Fringes shown as hourly amount?
☐	☐ Y ☐ N	Pension fringe?**
☐	☐ Y ☐ N	Cash fringe + plan fringe = DB fringe?
☐	☐ Y ☐ N	Deductions shown and are reasonable?
☐	☐ Y ☐ N	Deductions are allowable?
☐	☐ Y ☐ N	Deductions have back up documentation when required?
☐	☐ Y ☐ N	Split rates shown when appropriate or highest rate paid?
☐	☐ Y ☐ N	1.5 DB base rate paid when hours worked exceeds 40?
☐	☐ Y ☐ N	Gross wages are shown?
☐	☐ Y ☐ N	Net wages paid are shown?

Notes:

**If pension fringe benefit is shown, request copy of executive summary and address for submission to HQ

OJT Checksheet

____ 1. Review plans and specs:
- OJT goal (hours)
- Plan F/A dollar amount (do not exceed Plan OJT F/A $ without a Change Order)

____ 2. Were the CDOT forms 1337 and 838's and a copy of the training plan submitted at the Preconstruction meeting?

____Yes
- Send copies to Civil Rights Manager
- Keep originals in the project books (266/305's)

____No
- Send 105 to prime contractor, giving them 2 weeks to comply
- If the prime still does not comply, send a 2nd CDOT 105
- Send copy of 2nd CDOT 105 to the Civil Rights Manager
- Monthly Progress Estimate may be withheld

____ 3. Are the CDOT Form 832's being submitted on a monthly basis?

____Yes
- Send copies to Civil Rights Manager
- Keep originals in the project book (266/305 book)
- Calculate payment due. Total approved Trainee Hours worked times $2.00 Hr

_____ No
- Notify Contractor - send 105 to prime Contractor stating that they will be held in non-compliance if not turned in. You may give them 1 week to comply.
- If a second notice is necessary, you must send a copy to the Civil Rights Manager who may assess damages
- Monthly Progress Estimate may be withheld

____ 5. Is Contractor in compliance?

____ Yes
- No additional action needed

____ No
- Has a CDOT 1336 with the Contractor's written explanation been submitted to the Civil Rights office?

  ____ Yes
  - Work with the Region Civil Rights Manager for resolution

  ____ No
  - Notify Contractor in writing of Non-Compliance. They have 14 days to respond with a written explanation.
  - Submit a CDOT 1336 w/ copy of explanation to the Civil Rights Office

- Region Civil Rights Manager will make OJT Damages determination
- Add CO record for OJT Damages in SiteManager® and post to estimate in Category 200 using item code 900-00028

DBE Checksheet

____ 1. Review plans and specs:
- DBE goal (hours)

____ 2. Was the CDOT form 1425 submitted at the Preconstruction meeting?

____Yes
- Send copies to Civil Rights Manager
- Keep original in the project books (266/305's)

____No
- Send 105 to prime contractor, giving them 2 weeks to comply
- If the prime still does not comply, send a 2nd CDOT 105
- Send copy of 2nd CDOT 105 to the Civil Rights Manager
- Monthly Progress Estimate may be withheld

____ 3. Are the CDOT Form 1418's being submitted on a monthly basis?

____Yes
- Send copies to Civil Rights Manager
- Keep originals in the project book (266/305 book)

_____ No
- Notify Contractor - send 105 to prime Contractor stating that they will be held in non-compliance if not turned in. You may give them 1 week to comply.
- If a second notice is necessary, you must send a copy to the Civil Rights Manager who may assess damages
- Monthly Progress Estimate may be withheld

____ 4. Are the CDOT Form 1419's being submitted on a quarterly basis?

____Yes
- Send copies to Civil Rights Manager
- Keep originals in the project book (266/305 book)

_____ No
- Notify Contractor - send 105 to prime Contractor stating that they will be held in non-compliance if not turned in. You may give them 1 week to comply.
- If a second notice is necessary, you must send a copy to the Civil Rights Manager who may assess damages
- Monthly Progress Estimate may be withheld

____ 5. Is Contractor in compliance?

____ Yes
- No additional action needed

____ No
- Has a CDOT 1420 with the Contractor's written explanation been submitted to the Civil Rights office?

  ____ Yes
  - Work with the Region Civil Rights Manager for resolution

  ____ No
  - Notify Contractor in writing of Non-Compliance. They have 14 days to respond with a written explanation.

- Region Civil Rights Manager will make DBE Damages determination
- Add CO record for DBE Sanctions in SiteManager® and post to estimate in Category 200 using item code 900-00031.

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Project Final Submittal Check List

PROJECT NO: _____

ID# _____

Reference: Section 121 of the Construction Manual

		INCL.	N/A	SUBMIT LATER
1.	Acceptance Letter – Timely submittal is **EMPHASIZED.** Itemize all documentation still outstanding from Contractor. Be specific. See Construction Manual (CM) 109.9.1 and 120.3.2 for distribution; Appendix B for example.	☐	☐	☐
2.	CDOT Form 1212 (Final Acceptance Report). Required on **ALL** projects. RE will print form from SAP and submit to Region Finals office.	☐	☐	☐
Pay Documentation				
3.	Engineering Personnel Roster. Must be complete with all project personnel names and initials.	☐	☐	☐
4.	Books/Electronic files with CDOT Form 266/DWR's, CDOT Form 7's, and all original source documentation.	☐	☐	☐
5.	Printed/Electronic copies of all Item Summary reports(305's), initialed by the PE/PM.	☐	☐	☐
6.	Scale Checks and Scale/Weighers Certifications for all weighers, valid during material placement, including concrete scales.	☐	☐	☐
7.	Asphalt & Concrete Scale tickets in envelopes, with totaled tapes or totaled spreadsheet and completed stamp on front of envelope.	☐	☐	☐
8.	Haul vehicle ID sheets. (Used to check for overweight loads).	☐	☐	☐
9.	Field Books (Piling, grade stakes, etc.).	☐	☐	☐
10.	Survey documentation w/ Professional Land Surveyor stamp, signed Survey control data sheets and/or Monumentation records or previously submitted to ROW on	☐	☐	☐
11.	Force Account Billings. Please note if still outstanding from Contractor.	☐	☐	☐
12.	All Change Orders w/Letters of Explanation & attachments that have not been previously submitted.	☐	☐	☐
13.	Seeding Tickets w/ PLS calculations if not submitted with material documentation.	☐	☐	☐
14.	CDOT Form 105's (Speed Memo), that effect Contractor payments (i.e. work zone violations, deleted/unused items), if not already submitted.	☐	☐	☐
15.	Signed copies of **First & Last** Form 262's/263's(Time Counts), if not already submitted.	☐	☐	☐
Water Quality				
16.	Water Quality Notebook (inspection reports, memos, etc.) turned over to Water Quality Manager on_____.	☐	☐	☐
17.	404 Permit transferred to_____ on _____.			

		INCL.	N/A	SUBMIT LATER
Civil Rights - Send original forms to CRO. Keep Copy in project file.				
18.	Checked Payrolls to Region Civil Rights office. (all Federal Aid Projects and F/A work). (CM 107.1.1.2;121.2.8). Payrolls submitted on ._____.	☐	☐	☐
19.	OJT Documentation – copies of CDOT Form 832's, 838's, 1337 & 266/DWR showing payments. (Note: CDOT 832's should be submitted monthly to the CRO).	☐	☐	☐
20.	DBE Documentation – (CDOT Form 1419 should be submitted quarterly to the CRO).	☐	☐	☐
21.	Final CDOT Form 1419 with PE/PM and Prime Contractor signature. Required on all Projects. If subs were not used submit form with statement "none used".	☐	☐	☐
22.	Copies of CDOT Form 205 - Permit to Sublet (Should be submitted to the CRO when received for CRO approval).	☐	☐	☐
23.	Copies of CDOT Form 1418 - Monthly Payment Summary (payments to subcontractors) per §109.06e.	☐	☐	☐
24.	Copy of updated CDOT Form 1425 - Suppliers list. (§106 revised 1-30-14).	☐	☐	☐
Miscellaneous				
25.	"As Constructed" plans completed per CM 121.2.3.	☐	☐	☐
26.	Contractor Performance Evaluation Completed & Submitted on _____.	☐	☐	☐
27.	Buy America Certifications received and included in Materials book(s).	☐	☐	☐

Copy of this checklist with Final box to Region Finals Administrator

Date: _____

Submitted By_____
(Name)

Final Materials Submittal Check List

PROJECT NO: _____

ID# _____

Reference: Field Material Manual for year of your project

		INCL.	N/A	SUBMIT LATER
1.	Form #473, Page 1 (Letter of Final Materials Certification)	☐	☐	☐
2.	Form #473, Page 2, Explanation of Exceptions supporting documents (letters, CMOs, MCRs etc)	☐	☐	☐
3.	Final Estimate or last Progress Estimate	☐	☐	☐
4.	Form #250 (Materials Documentation Record. Signed w/all pages	☐	☐	☐
5.	Form #379 (Project Independent Assurance Sampling Schedule)	☐	☐	☐
6.	Form #1199, Page 2 (Finals Materials Documentation Checklist)	☐	☐	☐
7.	Form #1199, Page 1 (Finals Materials Documentation Checklist)	☐	☐	☐
8.	Random Sample Schedule	☐	☐	☐
9.	Price Reduction Calculation	☐	☐	☐
10.	QC/QA Data	☐	☐	☐
11.	"Buy America" certifications from Prime Contractor.	☐	☐	☐
12.	Roadway Surface Accomplishment Report (RSAR) Printed copy included. Form available at http://internal/pavementmgt/RSARdata/RSARform.cfm	☐	☐	☐
13.	Evaluation of Materials Testing, Form #1324 (per CP 16)	☐	☐	☐
14.	Form #43 (HMA-Job Mix Formula)	☐	☐	☐
15.	Form #67 (Tabulation of Shipments of Bituminous Materials)	☐	☐	☐
16.	Form #1324 (Evaluation of Materials Testing) per CP 16	☐	☐	☐
17.	Hazardous Material Certification (§106.02b)	☐	☐	☐

Copy of this checklist with Final box to Region Finals Administrator

Date: _____

Submitted By_____

(Name)

FINAL REVIEW CHECK SHEET

Project No. _____ **PCN:** _____

Final Reviewer: _____

I. **Gather materials.** (NOTE: these items may already be assembled in box you receive)

__A. Final material from field
__B. Final's files. Remove from file folder and place folder in finals pending cabinet
__C. Copy of last contractor pay estimate, marked "Checkers Copy"
__D. The Construction Project Tracking Worksheet
__E. Reports from SiteManager:
Unpaid Installed Work – review for DWR's entered but not paid
Change Order Reason Code – review to assure all accounted Change Orders are completed.
Contract Authority By Contract – end contract authority for project personnel
__F. Copy of the Final Documentation Risk Assessment (Construction Manual Figure 100F)

_____Date Completed

II. **Organize project information.** (this is especially helpful on large projects)

__A. Group all like items (test results, 205's, 262's, time counts) etc.
__B. Set aside: (you will need these for checking, tracking and logging)

1. Award Letter
2. Notice to Proceed
3. Accepted as Complete Letter
4. Letter to Advertise for Final Settlement
5. Notice of Final Settlement
6. 1st and last Time counts (CDOT 262 or 263)
7. EEO COC memo (if already received)
8. CDOT 90's (Change Orders)
9. CDOT 105's (Engineering memos)
10. CDOT 473 (Letter of Materials Certification)
11. Buy America letter
12. Final CDOT 1419 (DBE Participation Report)
13. CDOT 1212 (Final Acceptance Report) Required on all Federal Aid Projects
14. Contract and Bond
15. Project Plans
16. Project Specifications

All other project info, including Contractor payrolls can be set aside.

_____Date Completed

III. **The Construction Project Tracking Worksheet** (This serves as a quick final check sheet & expedites data entry into the project database. Note: this will be an ongoing task.

__A. Enter the date(s) the listed items were received, verified as having been received and/or checked as correct.
__B. Enter all checking information: name, date started, date completed, # of items and total $ amount checked.
__C. After you receive the Final Estimate -Enter Final as Constructed Amount, Total $ F/A paid, Total % Incentives paid.

_____Date Completed

IV. Subcontractor and Payroll documentation. The actual review is conducted by the Region Civil Rights Office. Check with them to see they have received all required documentation or what may still be outstanding.

__A. Send a copy of Form final 1419 to the Civil Rights Office and request EEO COC (may have already be done at check-in).
__B. If Form 1419 not received.....note that it is still outstanding.
__C. If payrolls in box without EEO COC, send payrolls to Civil Rights Office.
__D. If Contractor was found in non-compliance by Region Civil Rights Office:
---E. Is the CDOT 105 notifying Contractor in file?
__F. Are DBE damages calculated and posted to estimate?

Date Completed

V. OJT Documentation (for projects with an OJT Goal) The actual review is conducted by the Region Civil Rights Office. Contact them to see if they have received all required documentation and/or obtain a list of what documentation is still outstanding.

__A. OJT payments calculated per spec, using hours reported for your project on CDOT 832's?
__B. If Contractor was found in non-compliance by Region Civil Rights Office: is there are CDOT 105 notifying Contractor in file?
__C. Are OJT damages calculated and posted to estimate in Cat 200, item # 900-00028(OJT Damages)?

_____ Date Completed

VI. DBE Documentation (for projects with an DBE Goal) The actual review is conducted by the Region Civil Rights Office. Contact them to see if they have received all required documentation and/or obtain a list of what documentation is still outstanding..

__A. Final CDOT 1419 received?
__B. If Contractor was found in non-compliance by Region Civil Rights Office: is there a CDOT 105 notifying Contractor in file?
__C. Are DBE damages calculated and posted to estimate in Cat 200, item# 900-00031 (DBE Damages)?

_____ Date Completed

VII. Water Quality Compliance (§ 101, 107 & 208, rev 12/23/08) Water Quality Notebook to be transmitted to the Region Environmental Water Quality Specialist.

___A. Review CDOT 105's. Set aside any notification to Contractor of violations and corrections These may also be included in the 305 book.
___B. if Contractor was found out of compliance, assure LD's are calculated & posted per §208.06.

_____ Date Completed

VIII. Change Orders

__A. Review Change Order Reason Code Report (SiteManager®). It will list all Change Orders (CO's) created for project
__B. Note any Change Orders that have not been approved
__C. Note Change Orders that are still outstanding
__D. Check to assure there are copies of all fully executed CO's in file.(Review Construction Manual section 120.7.8 for items that do not require a fully executed Change Order)
__E. Notify project engineer of any outstanding or unapproved CO's.

_____ Date Completed

IX. Unpaid Installed Report(SiteManager®)

__A. Review unpaid, installed report for any unpaid items.
__B. Notify the project engineer and ask them to verify if payment should be made on those items.
__C. If necessary, create diary and approve DWR's in SiteManager® (if not already approved) prior to running final estimate.

_____Date Completed

X. Check FIRST and FINAL time counts (262's or 263's) for the following:

__A. Start and Completion Dates as per Notice to Proceed, Special Provisions, or as per Engineer.
_____/_____/

__B. Total days allowed by Contract

__C. Total days added by Change Orders

__D. Signatures

__E. If time count exceeds authorized time allowed - check for Liquidated Damages.
These should be posted to category 200, item code 620-00040(dollar) or 620-00045(day).
Also check project specials for a)no pay for TCS and flagging; b)charge per day & calculation; c) milestones (section 108).

__F. If elapsed days seem excessive review time counts for comments or ask project engineer for explanations of delays and suspensions.

_____Date Completed

XI. Review Estimate.

__A. Use the copy of the last estimate marked "checkers copy" as a worksheet. Make any needed corrections on this copy.

__B. Check Mobilization. It should be paid at 100%.

__C. Check Force Account totals against F/A billings. Note if any F/A billings appear to be missing or incorrect $ total shown on estimate.

__D. Check Work Summary Section. (Use notes from Section X)

__E. Verify accepted date is shown on Page 1 of estimate.
If not, date needs to be entered into SiteManager. It controls the time count and payment of traffic control devices at 100%.

__F. Verify all zero quantities were unused (deleted) items. Check against CDOT 105's and verify any items not included on memo with PE.

__G. Tag any line items that are withholding payment for liens or unpaid DOL wages.
These must be released and zeroed out on final estimate.

__H. If your review of CDOT 105's unearths any regarding work zone time violations or overweight loads, verify penalty(ies) are posted on estimate correctly.

__I. Call accounting (303-757-9571) and verify that all liens, Lis Pendens' are clear.

__J. Randomly select some items to review....You need to check one of the top four $ items 100%. Other guidelines are listed below and in the Construction Manual.

_____Date Completed

At this point, I find it useful to "tidy up". Clamp all documentation from section II together. Set aside with plans, specs, checkers copy of estimate. Place all miscellaneous documents in bottom of box.

XII. Check bound book of pay item documentation.

NOTE: Only 2 items per $1 million of contract need to be checked. The checker is to randomly select items and use their discretion as to what % of those items to check. Note $ total and % of each item checked on the checkers copy of the last estimate or use a spreadsheet. Items with large overruns/underruns may be good candidates for checking. If many errors are found, contact the Region Finals Administrator. Review other reports for proper procedures (dates, signatures, quantities posted correctly).

__A. Check each selected item for correct Method of Measurement and Payment. (You can find this in the Specifications Book). Also refer to Section 121 of the Construction Manual. Place red check mark by the units at the top of Item Summary Reports.

__B. Check for math errors.

__C. Check off entries on Item Summary Report against the source documents (CDOT Form 7's, 266's, DWR's).

__D. Verify final pay quantities have been reviewed by project personnel. They should have signed or initialed the Item Summary Report.

__E. All original survey books or documentation with saddle references for survey monument or aliquot corners must be transmitted to the Region ROW section. This should be done by the Project Engineer as soon as survey work is completed, so that the Region Survey Coordinator has time to review and approve work. Final payment to the Contractor **WILL NOT BE AUTHORIZED** until final approval of survey documentation is given. Note on the "Documentation Stored by Region" letter when transmittal of survey documentation was made. Use a post it note to mark any errors or any questions you may have.

_____Date Complete

XIII. Scale ticket envelopes (to be completed as part of the check on a 403 item)

__A. Submittal of certification of scales and copy of licenses for all scale person(s) included. Must be valid date for time of project.

__B. Proper procedure. The Project Engineer is responsible for checking scale tickets.

__C. Randomly select a few envelopes. Check tape(s) or signed CDOT 282 against information on face of scale ticket envelopes. Check totals forward to Item Summary Report. Envelopes should have a stamp with required information. Note project personnel do not have to complete a CDOT 266.

__D. Verify that contractor furnished haul unit ID sheets.

_____Date Completed

XIV. Materials. The actual certification will be done by the Head Testers and they will issue the CDOT 473 – Materials Certification. The finals checker will still need to **assure**:

__A. Copies of Price Reduction or Incentive Payment Calculations are included in the pay item documentation book(s). Verify they have been posted to the estimate correctly.

__B. Each item for price reduction has a separate line item on the estimate. (i.e.) Items 601 & 403 must not be combined.

__C. Overweight trucks are identified as such in the supplemental description on the estimate, otherwise materials certification will be delayed.

__D. Incentive payments. Copy of final calculation should be included in the pay item documentation book(s). Verify it was posted to estimate correctly.

__E. Verify that the CDOT 473 has been completed and a copy is in the project file.

__F. Verify that the Contractor has submitted a Buy America Certification letter assuring the complete "chain of custody" documentation is on file in their office.

_____Date Completed.

XV. Check Original "As Constructed" Plans for:

__A. Check 'Plan' and 'Final As Constructed' quantities against the Final Estimate.

__B. Accepted date filled in 'As Constructed' box.

__C. "As Constructed" or "Final" stated on Title & Summary of Final Quantities sheets.

__D. "As Constructed" amounts shown on plans agree with Item Summary Report. Be sure to correct any quantities changed during checking.

__E. All changes were made as per Section 121 of the Construction Manual.

_____Date Completed.

XVI. Organizing final

__A. Complete Status Needs letter. Copy sent to RE/Project Engineer on _____.

__B. Complete transmittal letters. Modify template as appropriate.

__C. Complete Construction Project Tracking Worksheet. Important

__D. Enter data from Tracking Worksheet into project database. !!!

__E. If the EEO COC has not been received, send letter to Civil Rights Office requesting status of EEO COC and list of outstanding documentation they still need.

XVII. Final Estimate.

__A. Give "checkers copy" of "final" estimate to person authorized to run final estimates. They will run the actual Final Estimate.

__B. When you receive the Final Estimate check it over:

__C. Retainage or securities must be 0 (zero).

__D. Stockpiled material must be 0 (zero).

__E. Labor/Wage Rate disputes must be (0) (zero).

__F. All line items for liens or claims must be (0) (zero).

__G. Quantities are final pay quantities.

__H. All pay items are included on the estimate.

_____Date Completed.

XVIII. Finishing off.

__A. Obtain Finals Administrator's signature on:
1. Original Final Estimate Summary.
2. Original Voucher Request.

__B. Check Final Settlement Date - don't send Form 96 to contractor before.

__C. Type cover letter and Form 96. Note any outstanding documentation needed from Contractor in cover letter and send original letter, CDOT 96 and 1 copy of final estimate to contractor via certified mail.

_ D. Place transmittal letters (with copies of forms, etc), Construction Project Tracking Worksheet, copies of Form 96 and estimate in Project Final Pending folder. _____

__E. When Original Form 96 and all outstanding forms are received from contractor, pull final pending folder, complete packages and make copies for documentation storage file, project engineer.

__F. Enter information from the Construction Project Tracking Worksheet into projects database. Be sure to change "Status" to 'C'. This will remove it from the Final Status report.

__G. Log onto SAP and run the CDOT 65, Project Financial Report (ZJ20).

__H. Type & sign Form 325 OR generate report from the projects database.
If you generate the 325 from Access, and the report is blank, you need to create a record for each Change Order. If there were no Change Orders utilized, add a "dummy" Change Order Record. Open Change Order file, enter project number, subaccount and "none used" in the description.
The projected cost to complete and the Project Commitment amount can be found on the CDOT Form 65.
On back of a copy of the CDOT Form 325 note:
1. Reasons for delay of final. (contractor submittals--F/A billings, payrolls, forms, EEO COC, Survey approval, etc.).
2. Dates of delay. (Needed to calculate days due to Contractor, CDOT field, region).
3. No. Items checked and $ amount of those reports checked.
3. List any major errors found.
4. Send original to Region Final's Unit Supervisor

__I. Complete Reproduction Work Order for "As Constructed" plans. Check letter of transmittal for additional copies requested by other entities. Normally 8 sets are needed (original + 7 + 1 e-file).
1 set 8 ½" x 14" to Central files.
7 sets 11"x17"+ original to Region Final's
1 e-file to Staff ROW

__J. Pull pending folder, complete packets.

__K. Send Final Packages.

__L. Verify all information from the Construction Project Tracking Worksheet is entered into projects database. Be sure to change "Status" to 'C'. Place original form with documentation storage file.

XIX. Storage

__A. Package all items for storage.

__B. Place box in "Projects To Basement" file area.

__C. When box(es) are taken to basement, note rack number and enter into Projects database.

Checking Notes/Comments/Questions:

Outstanding Documentation (i.e. CDOT 1419, Buy America letter, payrolls, survey documentation):

Change Orders (Note any not approved in SiteManager® or approved copy missing from file):

Questions/Comments for Project Engineer:

Field Review of Project Documentation

PROJECT INFORMATION

Project Number: _____ PCN: _____ Date: _____

Location: _____

Prime Contractor: _____

Original Contract Amount: $_____ Percent Complete: ____

Local Agency Resident Engineer: _____ LA Project Engineer: _____

CDOT Resident Engineer: _____ CDOT Project Engineer: _____

Start Date: _____ Anticipated Completion Date: _____

Others in Attendance:

_____

_____

CIVIL RIGHTS DOCUMENTATION (CFR Title 23, 49, VI, FHWA 1273)

1. Bulletin Board available to all employees 24/7? Yes _____ No _____ N/A _____
2. Bulletin Board complete w/ legible required postings? Yes _____ No _____ N/A _____
3. Copy of Minimum Wage Schedules available to all employees 24/7 Yes _____ No _____ N/A _____

WAGE COMPLIANCE Reviewer: _____

1. Completed employee interviews & CDOT 280 in file? Yes _____ No _____ N/A _____
2. Certified payrolls received for all contractors on site? Yes _____ No _____ N/A _____
3. Contractors payrolls checked against Federal Minimum Wage schedule (Davis-Bacon Act)? Yes _____ No _____ N/A _____
4. Signed CDOT 118's in file for all contractors? Yes _____ No _____ N/A _____
5. FHWA Form 1391 submitted? Yes _____ No _____ N/A _____
   (Annual EEO report for contractors on site last week in July)

SUBCONTRACTORS (§108.01)

1. Approved CDOT 205's in file for all subcontractors? Yes _____ No _____ N/A _____
2. Form 1418's rec'd and sent to CRO monthly prior to estimate? Yes _____ No _____ N/A _____

OJT (If goal on project)(Standard Special Provision)

1. Is the Contractor in an approved program? Yes _____ No _____ N/A _____
2. Were the CDOT 1337 & 838's submitted prior to the 1st estimate? Yes _____ No _____ N/A _____
3. Are CDOT 832's being submitted monthly for payment? Yes _____ No _____ N/A _____
4. Are the CDOT 832's being reviewed and hours on project verified? Yes _____ No _____ N/A _____
5. Is the Contractor on track to meet the OJT goal? Yes _____ No _____ N/A _____
6. If not on track to meet goal, is the Contractor aware of that? Yes _____ No _____ N/A _____

DBE (If goal on project)(Standard Special Provision)

1. Copy of CDOT 1417 (Approved DBE Plan) in file? Yes _____ No _____ N/A _____
2. CDOT 1419's submitted quarterly, prior to estimate? Yes _____ No _____ N/A _____
3. Is the Contractor on track to meet the DBE goal? Yes _____ No _____ N/A _____
4. If not on track to meet goal, is the Contractor aware of that? Yes _____ No _____ N/A _____

Comments:

EROSION CONTROL(§107& §208)

1. All required permits in place? Yes _____ No _____ N/A _____
2. Storm Water Management Plan (SWMP) included w/plans? Yes _____ No _____ N/A _____
3. Erosion Control Supervisor certified? Yes _____ No _____ N/A _____
4. ECS Certification(s) in file? Yes _____ No _____ N/A _____
5. Inspections being conducted at least every 14 days? Yes _____ No _____ N/A _____
6. Inspections being conducted after any storm event? Yes _____ No _____ N/A _____
7. Inspection documentation (CDOT 1176, 1388) on file? Yes _____ No _____ N/A _____
8. Contractor notified by CDOT 105 of any actions/penalties? Yes _____ No _____ N/A _____
9. Penalties posted to Item Code 900-00030, CAT 200? Yes _____ No _____ N/A _____

Comments:

MATERIALS DOCUMENTATION – Head Tester:_____

1. Tester certifications current? Yes _____ No _____ N/A _____
2. IAT's performed and documented on CDOT 379? Yes _____ No _____ N/A _____
3. CDOT 250 updated as work progresses? Yes _____ No _____ N/A _____
4. Required material COC's/CTR's in file? Yes _____ No _____ N/A _____
5. Approved CDOT 43 mix designs in file? Yes _____ No _____ N/A _____
6. Failing tests investigated and action documented? Yes _____ No _____ N/A _____
7. Price reduction calculations in pay item documentation? Yes _____ No _____ N/A _____
8. Price reductions posted to pay estimate? Yes _____ No _____ N/A _____
9. Buy America "chain of custody" doc in Contractor's file?(§106.11)Yes _____ No _____ N/A _____
10. Buy America Letter of Certification being rec'd monthly? Yes _____ No _____ N/A _____
11. HMA QA/QC Incentive payment calculated and posted? Yes _____ No _____ N/A _____
12. Fuel Cost Adjustment calculated monthly & posted? Yes _____ No _____ N/A _____

Comments:

CHANGE ORDERS (CDOT 90)

1. Any Change Orders written? Yes _____ No _____ N/A _____
2. Copies of **APPROVED** CO's in file? Yes _____ No _____ N/A _____
3. Any Added Days by CO? If so, number of added days _____ Yes _____ No _____ N/A _____
4. Where CO's approved by Contractor & PE **PRIOR** to work? Yes _____ No _____ N/A ____
   Or CDOT 105 issued? _
5. Any CO's pending? Yes _____ No _____ N/A _____
6. Pending CO's for _____

Comments:

LIENS (CRS 380-26-107)

1. Have there been any subcontractor/supplier liens filed? Yes _____ No _____ N/A _____
2. Have the liens been applied to the estimate? Yes _____ No _____ N/A _____
3. If liens cleared, have they been zeroed on the estimate? Yes _____ No _____ N/A _____

Comments:

DISPUTES/CLAIMS (§105.22-105.24)

1. Any disputes? Yes _____ No _____ N/A _____
2. Disputes resolved? Yes _____ No _____ N/A _____
3. Claims filed? Yes _____ No _____ N/A _____
4. Claims resolved? Yes _____ No _____ N/A _____
5. Change Order written to cover Dispute/Claim resolution? Yes _____ No _____ N/A _____
6. Dispute/Claim resolution posted to estimate? Yes _____ No _____ N/A _____

Comments:

TRAFFIC CONTROL by_____

1. Is the Traffic Control Supervisor (TCS) certified ? Yes _____ No _____ N/A _____
2. Copy of TCS certification(s) in file? Yes _____ No _____ N/A _____
3. Flagging personnel certified? Yes _____ No _____ N/A _____
4. Flagging personnel documentation in file? Yes _____ No _____ N/A _____
5. MHT approved by project engineer and signed by TCS? Yes _____ No _____ N/A _____
6. If Traffic Control Plan (TCP) revised is it signed, approved in file? Yes _____ No _____ N/A _____
7. Has project engineer done periodic project drive throughs? Yes _____ No _____ N/A _____
8. If Region Traffic Control Review conducted, TCRF form on file? Yes _____ No _____ N/A _____

Comments:

TIME COUNT REVIEW (CDOT 262/263)

Contract Days:_____ Days Added:_____ Total Days:_____ No. of Days Charged:_____thru_____

Type of time count: Calendar Days _____Work Days_____ Fixed Completion_____ Start Date:_____

1. Was the time count started per the Notice to Proceed? Yes _____ No _____ N/A _____
2. Are any delays/accelerations documented? Yes _____ No _____ N/A _____
3. Are there any extended periods of no time charged? Yes _____ No _____ N/A _____
4. Are extended periods (>10 days) of "No Charge Days", explained? Yes _____ No _____ N/A _____
5. Are the time counts signed? Yes _____ No _____ N/A _____
6. Are time counts up to date? Yes _____ No _____ N/A _____
7. Are any project time extensions documented? Yes _____ No _____ N/A _____
8. Is project in liquidated damages? Yes _____ No _____ N/A _____
9. Are damages posted as item 620-00040 or 620-00045 and in CAT 400? Yes _____ No _____ N/A _____

Comments:

STOCKPILE MATERIALS

1. Are stockpile materials being utilized? Yes _____ No _____ N/A _____
2. Were stockpile records entered in SiteManager correctly? Yes _____ No _____ N/A _____
3. Is the documentation for stockpile material on file? Yes _____ No _____ N/A _____

   Note: **NEVER EVER** pay more than 85% of item as stockpile material (§109.07)

Comments:

"AS CONSTRUCTED PLANS"

1. Are the "As Constructed" plans being completed? Yes _____ No _____ N/A _____
2. Are underground items(i.e. pipe etc.) being noted on the plans? Yes _____ No _____ N/A _____
3. Are any consultants to do the "As Constructed" plans? Yes _____ No _____ N/A _____

   (i.e. landscaping, sprinkler system, signal system)
4. If so, Consultant or Company_____
5. Type of plans they are responsible for (i.e. wiring, sprinkler)_____

Comments:

CONTRACTOR PAYMENTS

1. Date last estimate run: _____ Estimate number: _____
2. Payments to date: $_____
3. Percent time used: _____
4. Contractor maintaining and submitting Progress Schedule? Yes _____ No _____ N/A _____

   (The Progress schedule **MUST** be received **prior** to monthly payment being authorized!!)

Comments:

FINANCIAL STATUS (SiteManager® Projected Quantities and CDOT 65)

1. Are Change Orders reconciled/adjusted in SiteManager® correctly?

   Yes _____ No _____ N/A _____

2. Are Projected Quantities updated monthly? Yes _____ No _____ N/A _____
3. Are Monthly financial status reports(CDOT 65 reviewed monthly? Yes _____ No _____ N/A _____
4. Is project on budget? Yes _____ No _____ N/A __

Comments:

ADDITIONAL ITEMS FOR LOCAL AGENCY PROJECTS:

CONTRACT

Were the following sent to the CDOT Region Civil Rights Manager?

1. CDOT 205's (Permit to Sublet)? Yes _____ No _____ N/A _____
2. CDOT 1417? (Approved DBE Participation Plan) Yes _____ No _____ N/A _____
3. CDOT 1418's (Report of Payments) Yes _____ No _____ N/A _____
4. CDOT 1419's? (DBE Participation Report) Yes _____ No _____ N/A _____

Notes:

- Per our Stewardship Agreement with FHWA, CDOT is responsible for monitoring the use of DBE's.
- All plan F/A item $ amounts on Local Agency Bid Tabs are **NOT** to be included on the CDOT 205 as the "Final Total Amount". Goals are set on Biddable Items ONLY.

FINANCIAL

1. Monthly billing submitted to CDOT region business office? Yes _____ No _____ N/A _____
2. Monthly financial status reports sent to CDOT region business office?Yes _____ No _____ N/A _____
3. Local Agency using CDOT Local Agency format? Yes _____ No _____ N/A _____

AT PROJECT CLOSE OUT:

1. Copy of Certificate of Compliance Letter to CDOT Region Civil Rights Manager
2. CDOT form 1417 (original) to CDOT Region Civil Rights Manager

ITEM REVIEW:

Category: _____ Reference Number: _____

Item Number: _____ Item Description: _____

Original Item?: _____ Plan Force Account?: _____

Change Order Item?: _____ Specification Item?: _____

Plan Quantity: _____ Quantity to Date: _____

Percent Checked: _____ Checker: _____

1. Do source documents adequately support pay quantities? Yes _____ No _____ N/A _____
2. Have all source documents been signed? Yes _____ No _____ N/A _____
3. Do all CDOT form 7's, 10's and 90's have signatures? Yes _____ No _____ N/A _____
4. Is the item complete? Yes _____ No _____ N/A _____
5. Are there any deficiencies? Yes _____ No _____ N/A _____

Comments:

_____

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Notes:

- All Lump Sum items MUST have a Start and End Date noted on either the CDOT 266, 305 or DWR !!!!! (CM 121.2.1)
- Only 7 items allowed to by paid "as shown on plans"….unless field changes ordered or discrepancies discovered!!

  Project Engineer must still check field check and show measurements for all additional quantities or discrepancies !!!!
  - Earthwork paid by Cubic Yard ±2% (§203.13)
  - Structural Earthwork (i.e. Str Ex, Str Backfill) paid by Cubic Yard (±2%)(§206.06)
  - Structural Steel paid by pound (±2%)(§509.32(b))
  - Structural Concrete paid by CY(±2%) (§601.19)
  - Reinforcing Steel (±2%) (§602.07)
  - Seeding, Fertilizer, Mulching, Soil Preparation paid by acre (±5%) (§212.07)
  - Culvert or Siphon Pipe (§616.07)

* References are to 2011 CDOT Specifications & 2014 Construction Manual

ITEM REVIEW:

Category: _____ Reference Number: _____

Item Number: _____ Item Description: _____

Original Item?: _____ Plan Force Account?: _____

Change Order Item?: _____ Specification Item?: _____

Plan Quantity: _____ Quantity to Date: _____

Percent Checked: _____ Checker: _____

6. Do source documents adequately support pay quantities? Yes _____ No _____ N/A _____
7. Have all source documents been signed? Yes _____ No _____ N/A _____
8. Do all CDOT form 7's, 10's and 90's have signatures? Yes _____ No _____ N/A _____
9. Is the item complete? Yes _____ No _____ N/A _____
10. Are there any deficiencies? Yes _____ No _____ N/A _____

Comments:

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Notes:

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  - Structural Concrete paid by CY(±2%) (§601.19)
  - Reinforcing Steel (±2%) (§602.07)
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  - Culvert or Siphon Pipe (§616.07)

* References are to 2011 CDOT Specifications & 2014 Construction Manual

ITEM REVIEW:

Category: _____ Reference Number: _____

Item Number: _____ Item Description: _____

Original Item?: _____ Plan Force Account?: _____

Change Order Item?: _____ Specification Item?: _____

Plan Quantity: _____ Quantity to Date: _____

Percent Checked: _____ Checker: _____

11. Do source documents adequately support pay quantities? Yes _____ No _____ N/A _____
12. Have all source documents been signed? Yes _____ No _____ N/A _____
13. Do all CDOT form 7's, 10's and 90's have signatures? Yes _____ No _____ N/A _____
14. Is the item complete? Yes _____ No _____ N/A _____
15. Are there any deficiencies? Yes _____ No _____ N/A _____

Comments:

_____

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Notes:

- All Lump Sum items MUST have a Start and End Date noted on either the CDOT 266, 305 or DWR !!!!! (CM 121.2.1)
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  - Structural Steel paid by pound (±2%)(§509.32(b))
  - Structural Concrete paid by CY(±2%) (§601.19)
  - Reinforcing Steel (±2%) (§602.07)
  - Seeding, Fertilizer, Mulching, Soil Preparation paid by acre (±5%) (§212.07)
  - Culvert or Siphon Pipe (§616.07)

* References are to 2011 CDOT Specifications & 2014 Construction Manual

General Comments

Required Contractor Submittals

	Submittal	SHALL Be Submitted	Required by	CDOT Form No.	Date Received	Date Approved
General	Copy of Insurance Certificates	With Contract & Bond. Renewed as needed	§107.15; SSP 107			
	Written List of All Permits	Prior to construction	§107.02			
	Contractor Selection of Litigation or Arbitration (DRB)	Prior to construction	§105.24	1378		
	Shop / Working Drawings	Prior to construction, as needed	§105.02			
	Acceptance/Refusal of Fuel Cost Adjustment	With Contract & Bond	§103.04	140		
	Emergency Contact List	At Pre-Con	Pre-Con Agenda	Pre-Con Agenda		
	Pavement Marking Plan	As needed	§627			
	Public Information	As needed	§626.01			
	Written Notification to Utilities	Prior to construction	105.11			
	Intent to file Claim	As needed	§105.24	letter		
	Contractor Acceptance of Final Payment	Prior to final payment	§109.09	96		
	Force Account Billings w/certified payrolls, invoices, rental rates	Prior to final payment	§109.04	10, 580		
Schedule & Method Statements	Schedule	10 days prior to start of work, CPM unless otherwise specified. Update monthly prior to estimate cut off date	§108.03; PSP Commencement & Completion of Work			
	Methods Statements: All salient features listed in COC spec, any others Contractor deems controlling	Prior to construction, 2 weeks prior to use	§108.03	**		
	Critical Path Method Schedule & Narrative	Prior to construction, updated as needed	§108.03	**		
	Payment Schedule	Prior to construction, updated as needed	§108.04			
Environmental	Schedule for Temporary & Permanent BMP Installations	Prior to construction, updated as needed	§208.03			
	List of Potential Pollution Sources	Prior to construction, updated as needed	§107.25			
	Spill Prevention, Control, and Countermeasure Plan	Prior to construction, updated as needed	§208.06;107.25			
	Certification of Equipment Cleaning	Prior to use	§107.25			
	Erosion Control Supervisor Certifications	Prior to use	§208.03			
	SWMP Notebook	During & after construction	§208.03	1176, 1177, 1388		
	Environmental Pre-Construction Conference(transfer of permits)	Prior to construction	§208.03			
Traffic Control	Method of Handling Traffic (MHT) Initial	Prior to construction; update as needed	§630.09; PSP Limitation of Operations			
	Method of Handling Traffic (MHT) Other	Prior to use	§630.09			
	Traffic Management Plan	Prior to use	§630.10			
	Traffic Control Plan	Prior to use	PSP Traffic Control Plan General			
	Traffic Control Supervisor Certifications	Prior to use	§630.11			
	Traffic Control Superintendent Certifications	Prior to use	§630.11			
	Flagger Certifications	Prior to use	§630.11			
	NCHRP 350 (Crash Test Worthiness) Certifications	Prior to use	§630.09			
Safety	Project Safety Management Plan/Manager/Competent Person	Prior to construction	§107.06			
	Construction Safety Plan for Safety Critical Items	Prior to construction	PSP 107			
	Health & Safety Plan	Prior to construction	§250.03; PSP 250			
Survey	Surveying Schedule	Prior to Pre-Survey Conference	§625.03			
	Survey & Survey Equipment Certifications	Prior to Pre-Survey Conference	§625.01; &625.13			
	Initial Schedule for Completing Surveying Items for Payment	After survey items completed	§629.03			
	Survey Documentation Stamped by PLS	After survey items completed	§625.11			
	Survey Monumentation Records		§629			

Required Contractor Submittals

	Submittal	SHALL Be Submitted	Required by	CDOT Form No.	Date Received	Date Approved
Materials	List of Sources for Supplies & Materials	Preferably at Precon, minimum of 2 weeks prior to material delivery	§106.01; FMM Special Notice to Contractors			
	Mix Designs: HMA, concrete, etc.	Prior to use	FMM			
	List of Haul Vehicles Legal Loads	Prior to use	FMM			
	Buy America Letter/Chain of Custody	Prior to use	23 CFR 635.410; §106.11	**		
	Certification of Borrow Source for Embankment & Topsoil	Prior to use	§106.02			
	Material COC's	Prior to use; as needed	SSP 106; FMM Special Notice to Contractors	**		
	List of QC personnel	Prior to use	FMM			
	Scale & Weigher Certifications	Prior to use	§109			
	Pile Driving Equipment Certifications	Prior to use	§502.04			
	Welder Certifications	Prior to use	§502.08			
	Stockpile Material Invoice/Requests	Prior to monthly estimate	§109.07			
Equal Employment Opportunity	Contractor's EEO Policy & Procedures	Prior to construction	SSP Affirmative Action Requirements; SSP Required Contract Provisions			
	Letter confirming EEO Policies & Procedures orientation meeting with supervisory personnel	Prior to construction & every 12 months	" "			
	Letter describing Contractor's EEO complaint procedures	Prior to construction	" "			
	Letter describing Contractor's method & schedule for monitoring subcontractor EEO compliance schedule	Prior to construction	" "			
	Letter communicating Contractor's tentative date of first project EEO meeting	Prior to construction	" "			
	Certified Contractor payrolls	Prior to monthly estimate on Federal Aid Projects & Force Account work	FHWA 1273;29 CFR part 5	118		
	Federal-Aid Highway Construction Contractors Annual EEO Report	For employees on payroll in last full week in July	23 USC 140a; 23 CFR part 230	1391		
EEO - On-the-Job-Training	Contractor Commitment to Meet OJT Requirements	At or before Precon	SSP Affirmative Action Requirements; SSP Required Contract Provisions	1337 **		
	OJT Trainee/Apprentice Record for each trainee	Prior to trainee commencing work	" "	838 **		
	Trainee Status & Evaluation (contractor request for payment)for each approved trainee	Monthly	" "	832		
	Letter requesting change/waiver of OJT goals	As needed, prior to project acceptance	" "	1336		
EEO - Subcontractors	List of Suppliers	At Pre-Con	SSP Disadvantaged Business Enterprise	1425	**	
	Sublet Permit Applications(Form 205)	Prior to work	" "	205		
	Report of monthly payments to Subcontractors/Suppliers	Prior to monthly estimate	" "	1418	**	
	Quarterly report of payments to DBE Subcontractors/Suppliers	Prior to monthly/final estimate	" "	1419	**	

KEY

§ - Standard Specification
SSP - Standard Special Provision
PSP - Project Special Provision
FMM - Field Material Manual
COC - Certificate of Compliance
QC - Quality Control
EEO - Equal Employment Opportunity
OJT - On the Job Training
DRB - Dispute Resolution Board

** **Note:** Monthly Contractor payments should be withheld if forms not received prior to estimate cut-off date!

Appendix D

PowerPoint® Presentation

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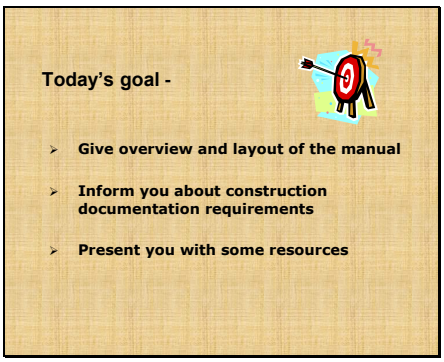
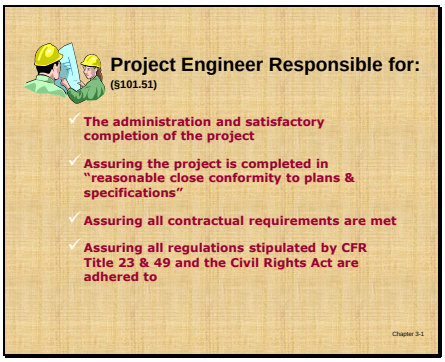
Good Morning – Welcome to the Quality Control Training Manual Class created by Carol Hoisington, Regions 1 & 6 Engineering Support



Intro to manual –
Your region procedures for processing paperwork may vary but……
Documentation requirements same state-wide.

White Space for notes, questions. No test today. Real test when you turn in your final.

Purpose here to give overview and layout of manual and give you some resources to use.
Independent chapters w/ examples.
Each chapter contains a page with appropriate references for further info.
Check off lists for reviewing CDOT 205's; F/A's; OJT; Change Orders; Final Submittal.
Yes, some forms still need to be in paper at this time. Electronic signatures not fully recognized by CDOT.



Project Engineer Responsibilities:

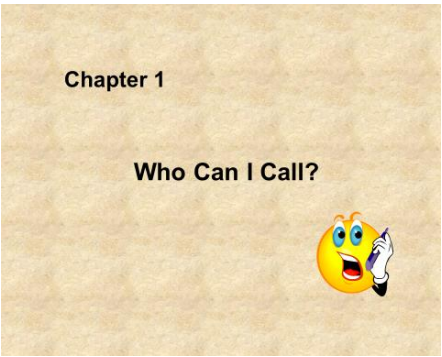
PE is the Chief Engineers duly authorized representative in direct charge of the work (per §101.51).

And therefore responsible -----

Address questions, concerns, problems to them.

A lot of responsibility…however, you not alone…….RE's, specialty units to help you.

Everyone on the project is responsible for documentation!!!!



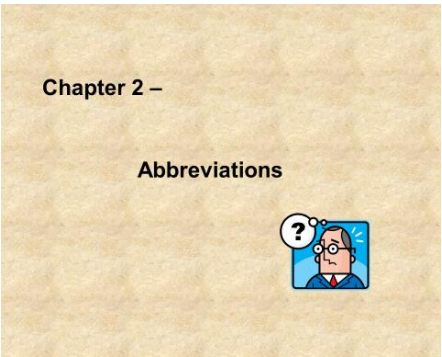
1 – Phone list

Chapter references are to the Quality Control Training Manual.

•Project Engineer is **THE** authority in the field.
•You have the authority to exercise all the duties and responsibilities of the Chief Engineer, except where specifically retained. (§105.14).

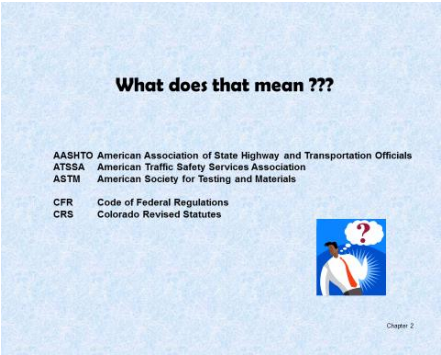
•However you are not alone.
•RE first contact.
•Some of the best resources – co-workers, specialty units.
•For these listings – RE's only. Project personnel move locations often.

2 – Abbreviations



Government agencies are infamous for using acronyms.

Hope these pages help.



3 – Project Administration

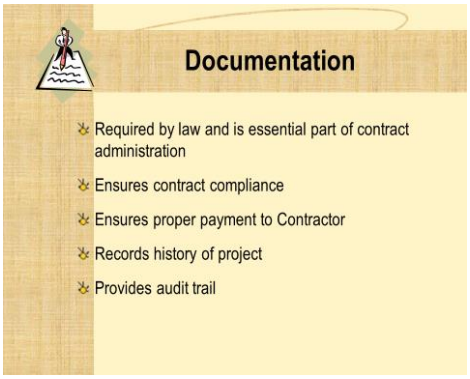
The intent of this chapter is to give you a brief look at the life of a construction project and documentation requirements.

Why concern?
Accountability to the taxpayers of the State of Colorado.
Obligation to provide value for $$$$

We want Fed money we play by their rules.

Stewardship agreement state CDOT will provide these assurances.

CDOT is the state agency responsible for overseeing the use of federal funds, ensuring quality of materials incorporated on projects and monitoring federally mandated Civil Rights programs.
Local Agency projects included
.



Documentation is an essential component of project administration.
Why? We want Fed money – we play by Fed rules.

Per CDOT/FHWA Stewardship agreement, CDOT to assure contract compliance.

How do we support these assurances? --- We DOCUMENT!
Necessary exercise.
Not only required by law but it –
Ensures contract compliance.
Supports payments to the Contractor.
Assures quality product.

Today we are just going to talk about a few of the key areas during construction and project closure.

Even though the Project Engineer is the authority on the project --- All project personnel are responsible for complete & accurate documentation……..

Before you can enforce a Contract – you need to know what the Contract consists of:

The contract is a legally binding, written agreement with the Prime contractor.

It consists of **multiple parts**, all of which constitute one instrument. (show example).
These separate documents should be in agreement with one another.

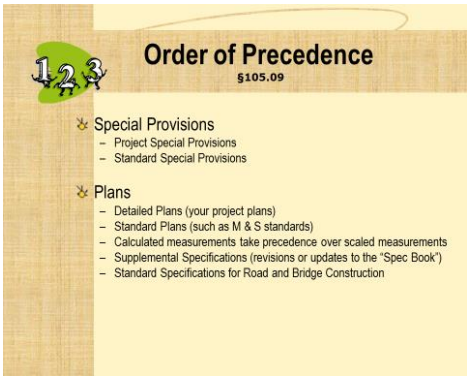
Everything else supports contractor payments and compliance.

If there should be a **discrepancy** between any of these documents see **§101.17 & §105.09**.

Survey Manual part of contract - §629.01 & §629.03.
Materials Manual part of contract - §105.03 & §106.01

Be aware of Construction Bulletins issued and the Construction Manual Change Log

Those issued prior to 5/25/04 are included in Construction Manual revisions dated August 2004.



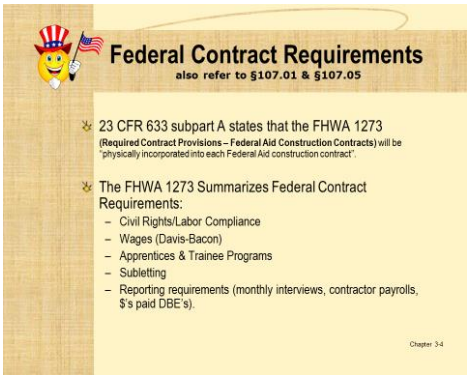
There is an **ORDER OF PRECEDENCE** **§105.09**
(Coordination of Plans, Specifications, Supplemental Specifications, Standard Specifications).

Generally project specific plan, specs supersede general ones.

Remember these are parts of the contract and must be clarified in writing.

Modification of a contract requires the use of a Change Order.

Always check the first page of your project specials to see which version of the CDOT Spec book applies to your project!!!



Some documentation is required by Fed rules, regulations.
(such as CFR title 23, 49 & Title VI of the Civil Rights Act of 1964)

Federal, State and local laws, ordinances and regulations and all orders and decrees of bodies or tribunals are part of the contract!. They are included by reference -§107.01 – Laws to be Observed & §107.05 - Federal Aid Provisions.

Those we do not lack for - but, fortunately- Fed rules regarding construction projects are summarized in **FHWA 1273**.

You are responsible for assuring it is physically attached to all copies of the contract – including subcontracts.

Read it and be familiar with requirements, esp. in the matter of wages, subletting and Civil Rights Compliance.

Call your Region Civil Rights Manager and/or Labor & Contract Compliance Officer (303) 757-9540

Federal Contract Requirements

Additional documentation required per **FHWA 1273** and Stewardship Agreement.

Also keep in mind the additional reporting requirements for projects with special funding (FASTER, Bridge Enterprise, etc.)

CDOT 1212 must still be completed and signed in paper format – assures contract compliance!
DBE Program monitoring, such as the CDOT 205 and 17.
OJT Trainee Programs – CDOT 832, 838. 1337.

Payrolls

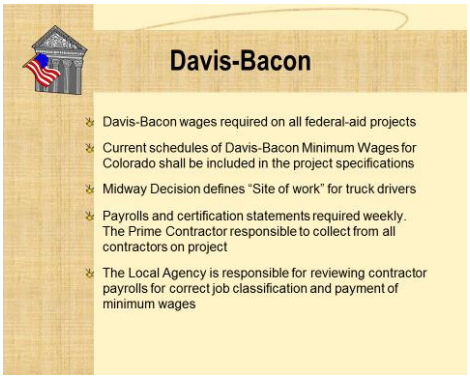
Davis-Bacon wages – apply to all Federal Aid projects. Schedule included in your Project Special Provisions.
Multiple schedules.
Remember other decisions that affect hauling, definition of site of work.

Payrolls required on **all** Federal Aid projects and **ALL** Force Account Work.

Conduct monthly interviews and complete CDOT form 280 – Equal Employment Opportunity and Labor Compliance.

A person may work in more than one job classification – PE must verify they have been paid the appropriate wage for each classification.

Public records law – but don't forget Confidentiality clause.
Inspection of Payrolls – requirement - cover SSN, addresses.
Standard Special Provision (January 9, 2009) modifies FHWA 1273 – Contractor to assign employee #, not to show SSN & home address.



Davis-Bacon

A portion of the FHWA 1273 concerns enforcement of the Davis-Bacon Act.
Minimum Wage Decisions in effect time of Bid Letting must be included in specs.

Be aware there are **multiple** schedules. If your project is in more than one county, Contractor should pay highest pay wage.

Be aware of definition of site of work – esp. applies to truck drivers
LA responsible for assuring minimum wages and job classifications of each employee on project are correct.

If a person works in more than one job classification they **must be paid minimum wage for each class** or at the highest rate for all hours worked.

Time Counts

Basically three types – Working Day, Calendar Day, Fixed Completion Date.

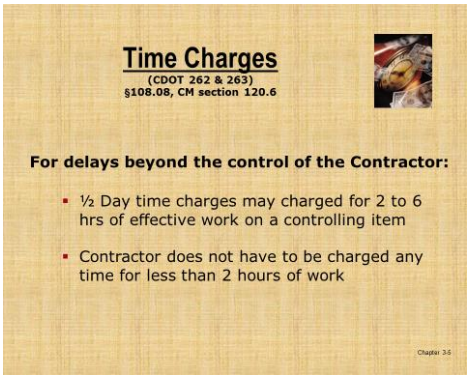
Remember the Contractor bid the contract and that includes time as well as $$$.

PE's responsibility to assure contract compliance.

Be sure to read §108.08 & §108.09 and check your project specs.

Reference your project specials regarding "free time".

Holidays and no charge days may be allowed on Calendar Day contracts – again, check your project specials.



Time Charges

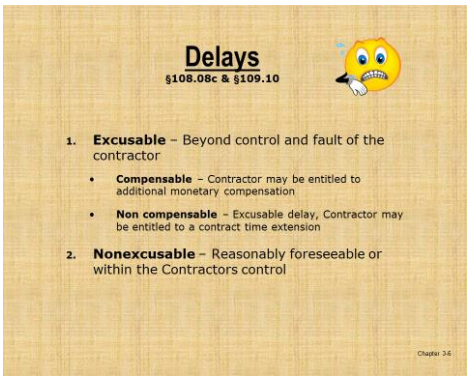
Yes, there are times that you may charge less than a full day.

Record days in SM diary. Print out CDOT 262, 263 in SM Accessories.

Give printed copy to Contractor on weekly basis for their signature, review.

If project time is challenged by the Contractor, they need to notify the PE in writing within 30 working days of period in contention.

For additional information see CM 108.6 & 120.6.

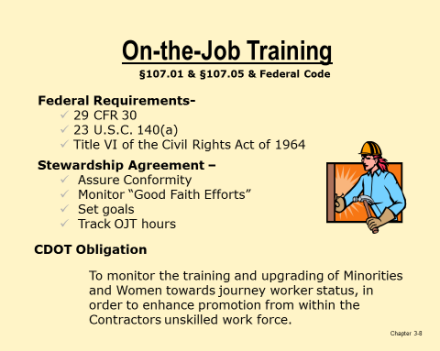


Delays

Important to be aware of types and effect on time count.

Additional days may only be added by Change Order for items of work that are on or affect the critical path!

Otherwise the Contractor should be charged time or liquidated damages per §108.08 – Failure to complete work on time.
Be sure to check your project specials for any revisions.



OJT - What's the Big Deal????
CDOT Obligations

Contractor shall provide OJT aimed at developing full journey level workers in a skill craft (Labor & Mechanic)

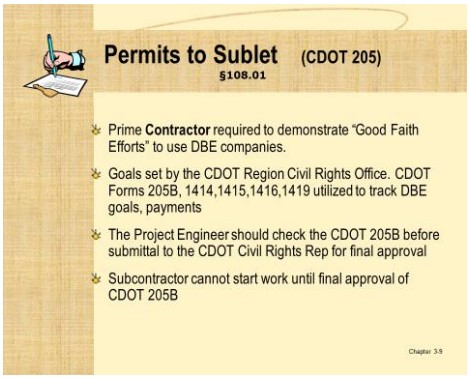
Encourage training and upgrading of minorities and women toward journey worker status --
Federal Money, Federal rules

Whole slew of Federally mandated programs –
23 CFR Part 230 – External Programs
Subpart A – Equal Employment Opportunity on Federal and Federal-Aid Construction Contracts
Subpart B – Supportive Services for Minority, Disadvantaged, and Women Business Enterprises
Subpart C – State Highway Agency Equal Employment Opportunity Programs
Subpart D – Construction Contract Equal Opportunity Compliance Procedures

29 CFR 30 – Equal Employment Opportunity in Apprenticeship and Training
Title VI of the 1964 Civil Rights Act

Stewardship Agreement
How do we assure the Feds we meet these obligations?
We Document!!!!

Forms CDOT 1336, 1337, 838, 832
Reference OJT Spec – General Requirements section 2 & 3 and §107.01 – Laws to be Observed & §107.05 Federal Aid Provisions.
For additional information see the chapter on Civil Rights Programs.

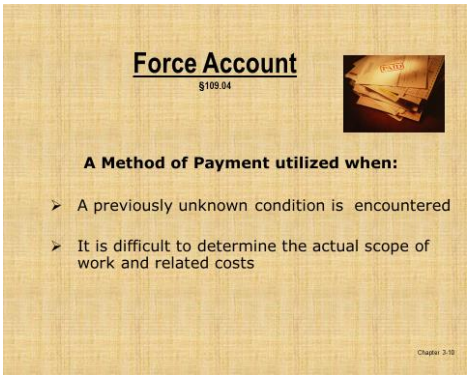


Permit to Sublet – CDOT form 205

Condition of award --- "Good Faith Efforts"
Additional details in section on Permits to Sublet.

Also reference CDOT Construction Manual, Section 120.10.2
Contractor debarment will be enforced. 29 CFR 5.12 states any contractor found guilty of "Aggravated or willful violation of the labor standards provisions" shall be prohibited from working on any federal aid project.
Debarment website : www.sam.gov/portal/public/SAM/

Contact your Region Civil Rights Manager–



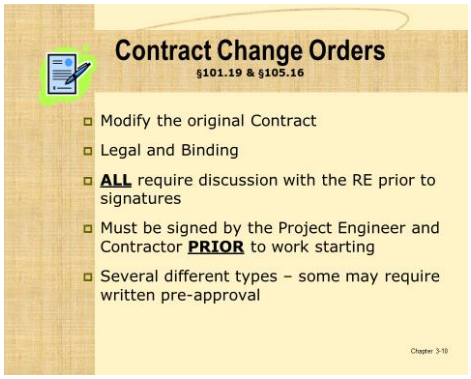
Force Account
Payment by Force Account billing is utilized when a previously unknown condition is encountered in the field and it is difficult to determine the actual scope of work and related costs.

Process entails A LOT of complex paperwork. §109.04 (forms, detailed invoices)

It is recommended that the PE make every attempt to negotiate with the contractor and establish a lump sum or unit prices for all items of work.

Do not confuse this method of payment with the term "Plan Force Account" that is used when an item of work is anticipated to be needed on a project, but the extent of the work and cost cannot be determined at time of bid.

These are known as Plan Force Accounts and are budgeted.
They are listed in the Project Special Provisions.
Actual method of payment may be lump sum, invoice cost or force account billing.
For additional information see the section on Force Account Billings.



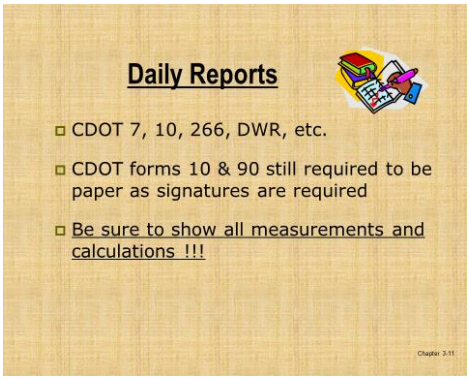
Change Orders
Legal document that becomes a part of the Contract and has an impact to the project budget.
*Imperative that the **PE contact the RE as soon as situation arises** that may require a CO and PRIOR to work starting.*

Don't forget to involve your Program Engineer.

Involved process, different conditions, different level of approvals required. Possibly FHWA, CDOT Chief Engineer, Project Development Branch Manager. CDOT RE will advise, assist.

Additional work may require revised CDOT 128 –Categorical Exclusion Determination.(NEPA) National Environmental Policy Act.

Feds require "adequate documentation & cost analysis of each negotiated CO or extra work order" CFR 635/120e.
A letter of explanation must be written and attached to each Change Order.
Reference CDOT Construction Manual - Section 120.7 for guidelines, Appendix C for examples



Daily Reports

Some of the CDOT forms used by project personnel to document item quantities and work done by the contractor.

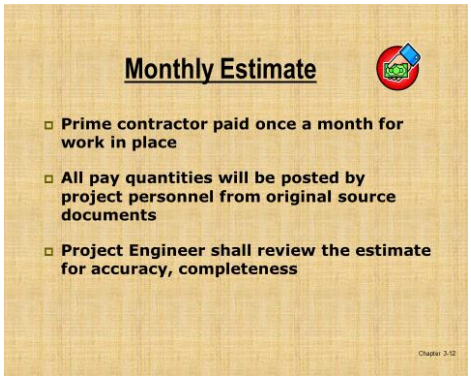
They are to be filled out on a **DAILY** basis.

You may record more than one item of work on a page.

Quantities are posted from these to the computer estimate program.

Be sure to show all measurements and calculations !!!!!
CDOT Forms 10, 90, 262 & 263 are still required in paper format with signatures !

For more detailed information -- please refer to section on Forms.
CDOT 7 - § 630.16 Basis of Payment rev. 2/17/2012.



The Monthly Contractor Estimate

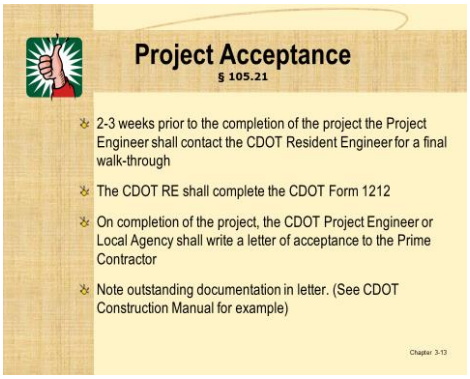
The Prime contractor is paid once a month through the contractor estimate system. The current program on your project computer is called SiteManager®.

Project personnel shall post pay quantities from the Daily Inspectors Report (Form 266), Form 7's, Force Account billings or other project documentation.

At the end of the month, or the date requested by the Contractor, the estimate needs to be processed.

It should then be submitted to the Project Engineer for their approval.
Once they have approved the estimate, it shall be submitted to the Resident Engineer's office. The RE shall review, sign and authorize the estimate electronically.
The original signed Estimate Summary and Voucher should be maintained in the Project files.
Prompt payment law – CRS 24-91-103.

Project Acceptance



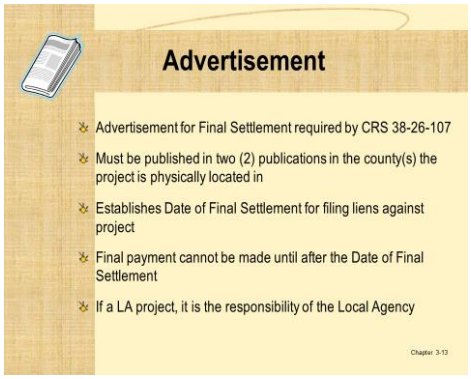
After you have successfully navigated through the administration and construction of the project –
Not done documenting yet !!
2-3 weeks prior to completion of project, you must notify the CDOT RE and schedule a final inspection.
Customary to invite maintenance, environmental, traffic.

CDOT Project Engineer or Local Agency writes acceptance letter to Prime contractor, listing any outstanding documentation.
Then ----

Responsible party – Contract Administration Checklist.

Sample acceptance letter in CDOT Construction Manual, Appendix B.

Advertisement for Final Settlement



The project must be published for Final Settlement In twice where the project was located. (CDOT now does this on their website)

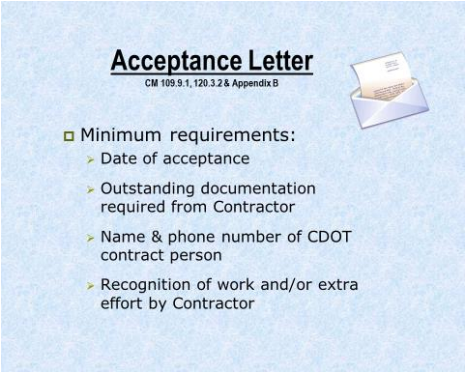
Sets deadline for filing of liens – workers, subcontractors, suppliers

Very important - Do not make final payment until after this date.

On CDOT projects, this is done by the Region Finals Engineer after receipt of copy of Acceptance letter.
This should be done immediately after the final walk through.

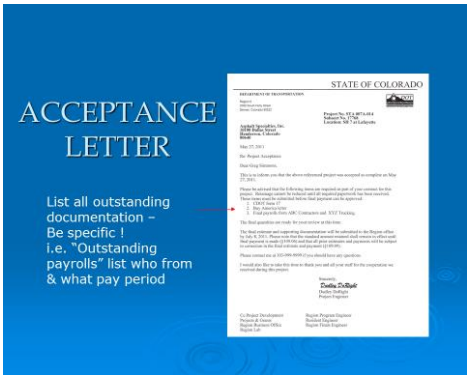
Local Agencies generally responsible for documentation & advertisement on their projects.
Need to check the Contract Administration Checklist completed at the Pre-Con.

Acceptance Letter



Minimum requirements:
Date
Outstanding Documentation
Name & Number of CDOT contact person
Recognition of work/extra effort by Contractor

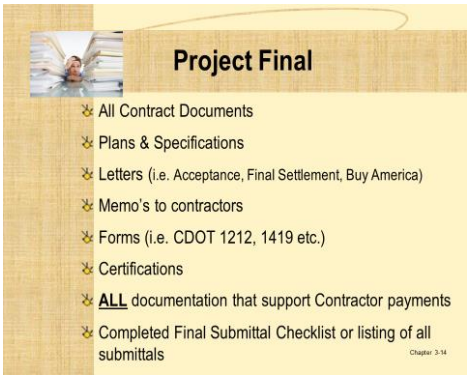
See CM 120.3.2 and Appendix B



FHWA requirement - need to close project within six months

DO not leave your project open for unnecessary charges……

CE charges still will "hit" your project every month your project is open. Minimize time Subcontractors & Suppliers may file liens.

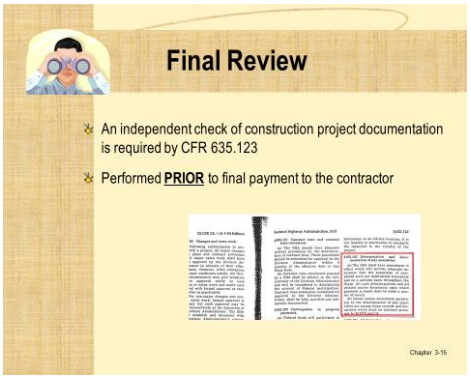


Project Final

Gather and organize ALL project records and correspondence.

Complete "As Constructed" plans.

Then ----



Final Review

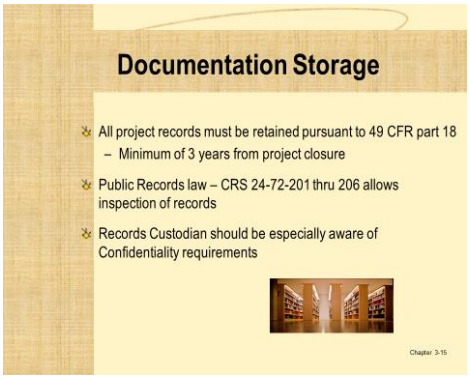
Feds require that an independent review be conducted …..
That means by someone that did not work directly on the project.

Any corrections to pay quantities made on the final pay estimate.

Checklists in this manual useful in this process.

Now you are almost there ----

---
§ 109.09 states-
"all prior partial estimates and payments shall be subject to correction in the final estimate and payment."



Documentation Storage

Must store 6 yrs. – per CDOT LA Manual and CDOT Agency Specific Records Disposition Schedule. (CRS

Open records inspection law applies. Be aware of confidentiality clause.

CDOT Procedural Directives -
PD 25.2 (Reimbursement of Costs)
PD 51.1 (Records Management)
PD 51.2 (Public Inspection of Public Records)
PD 51.3 (Confidential Records)

CRS 24-72-201 through 106

Contact: Legal Services –(303) 757-9558

Local Agency Projects

Remember - FHWA and CDOT operate under a Stewardship agreement.

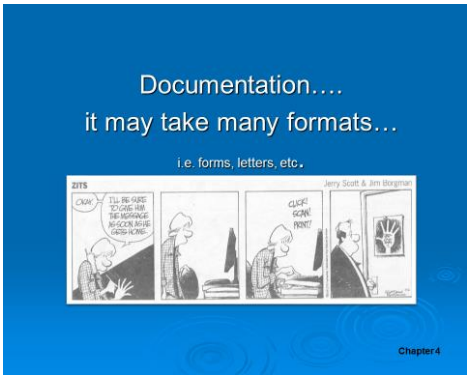
CDOT is the state agency responsible for overseeing the use of federal funds, ensuring quality of materials incorporated on projects and monitoring federally mandated Civil Rights programs.
Local Agency projects included.

PD 387.0 states "Such projects will receive the same degree of supervision and inspection as a project constructed under a contract let and directly supervised by the Division".
Additional documentation – see CDOT LA Manual, chapter 11 & appendix F

Must store 6 yrs. – PD 51.1 & Pg 64 of the CDOT LA Manual.
Open records inspection law applies. Be aware of confidentiality clause.

CDOT Procedural Directives -
PD 25.2 (Reimbursement of Costs)
PD 51.1 (Records Management)
PD 51.2 (Public Inspection of Public Records)
PD 51.3 (Confidential Records)
PD 387.0 (Construction by Public Agencies)

Legal Services –**(303) 757-9558**



4- Miscellaneous Forms & Letters

Hundreds of forms, only covering most common ones used during the active construction of a project.

Encourage use of electronic forms, computer resources, however, all source documents must be kept in the project file!
Can attach to CDOT 266's, DWR's.

There are boxes on all the forms for a reason, fill them out !

Paper forms have a space for signatures.

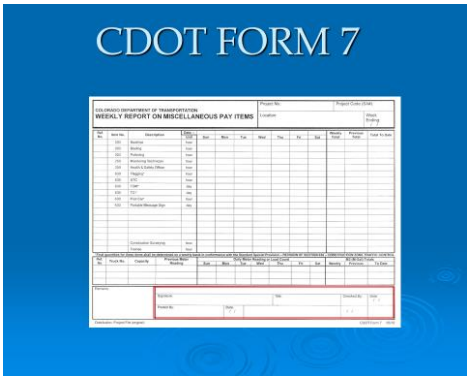
Electronic documentation signatures are covered by the SiteManager agreement.

Some exceptions to electronic signature rule (CDOT 10, 90, 1418, 1419). Colorado legislature has not adopted law to accept electronic signature.
Regardless of what form you use …. always make sure you are using the latest version and fill them out completely!!!

Sometimes using the old form may lead to additional headaches.

Keep all source documents in the project file!

Avoid future headaches…..
INCLUDE THE SOURCE DOCUMENT WITH YOUR PROJECT FINAL !!!!!



CDOT Form 7 - Weekly Report on Misc. Pay Items

This form is used to track items that are measured by the hour or day, i.e. traffic control devices, additional construction surveying and potholing hours.

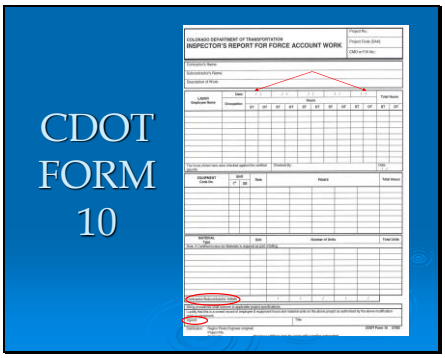
There are blank lines that you may use for additional items.

May use spreadsheet version.

Either case, make sure **totals are carried forward correctly..**

You need to sign the form and it is strongly recommended that you get a signature from the Contractor on weekly basis for:
Traffic Control Management
Traffic Control Inspection
Flagging
Pilot Car Operation

Note "Checked By" box. Please be sure this is done.



CDOT Form 10 – Inspectors Report for Force Account Work

This is the form used to track labor, equipment & material used on force account work.

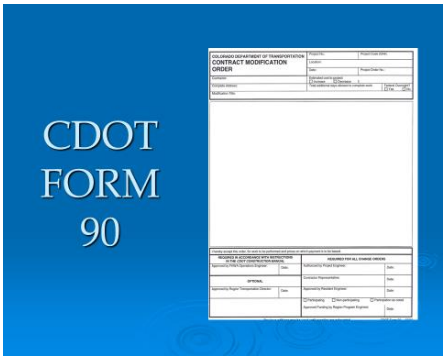
Each day should have its own column, however the days do not have to be consecutive.

Have the contractor and/or the subcontractor initial the form each day. Sign this form at the end of the week. Give the contractor a copy.

This will avoid any conflicts later.

Keep this form handy so that when you receive the invoice from the contractor you can easily check invoices, payrolls & rental rates against the Form 10.

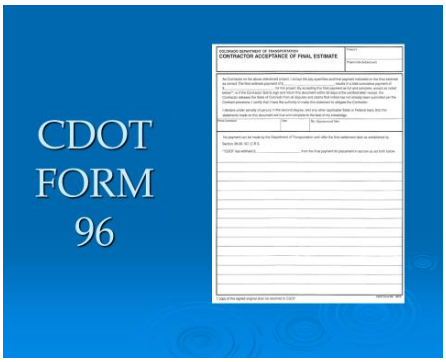
Refer to section §109.04 for information detailing the requirements for this basis of payment.



CDOT Form 90 – Contract Modification Order

This is the Contract Modification Order form.
This form may be printed from the CDOT SiteManager® accessories.
More details later.

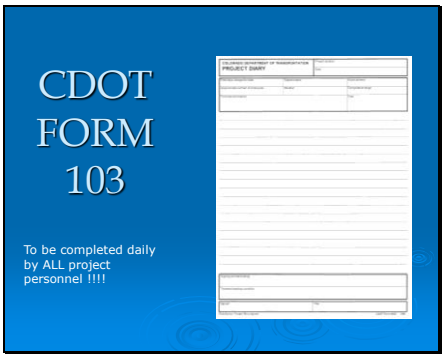
For additional information see the section on Change Orders and Construction Bulletins CB 2011-9 Federal Oversight; CB 2010-13 Change Orders; and CB 2008-7 MCR



CDOT Form 96 - Contractors Acceptance of Final Estimate

This form is filled out by the Finals unit and sent by certified mail to the contractor.
When the signed original is received by the Finals Administrator, final payment will be authorized and sent to Accounting for processing.
At this point all complaints regarding payment are null & void.

Final payment will not be made until the Contractor has fulfilled the contract requirements (i.e. landscape maintenance, any “As Builts”), all liens, disputes and claims are clear and Date of Final Settlement is past.



CDOT Form 103 - Project Diary

This form should be filled out by ALL project personnel daily!
The text should be fairly brief. Note any and all conversations with the contractor regarding items of work, field conditions, traffic control, etc.

Per sure to completely fill out the boxes at the top of the page.

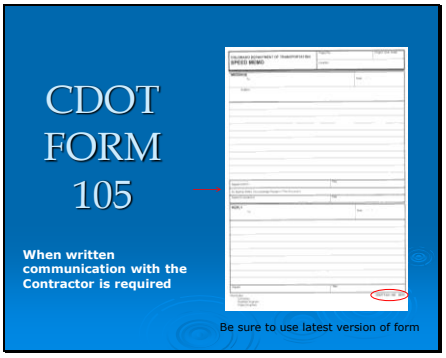
Be sure to sign the form.

NOTE: This form can be **subpoenaed** for any court actions, either against the Department or for the Department. This document is considered "public record." It is advised that you "keep it clean".

Do not give directions to the Contractor on how to perform/execute the work.

This form is also referred to as the CYA document.

For further information, please see the Construction Manual section 120.5.



CDOT Form 105 – Speed Memo

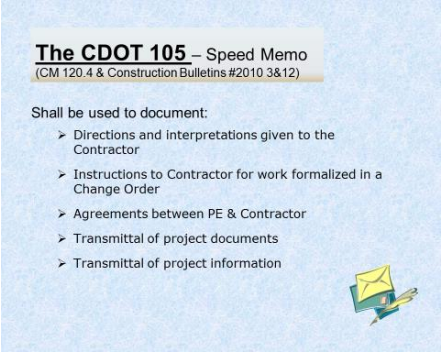
"When the Contract requires the Engineer to communicate in writing to the Contractor, the proper form of written communication is the use of Form 105".
(CB 2010 #12). Also see CB 2010 #3)
Be sure to use latest version – 5/10 ----
Note boxes --Signed (CDOT): &"by Signing below I acknowledge Receipt of This Document"
Some companies will not allow project superintendent to sign – only officers of company.
If Contractor refuses to sign…note on form and send via registered mail to **Prime Contractor**. Our Contract is with the Prime. If necessary, the memo may be addressed to the prime and a subcontractor.

E-Mail is not acceptable!
Do not make any additional comments – public record and may be subpoenaed.

May be used to document: Directions and interpretations to the Contractor
Instructions to Contractor for work formalized in a Change Order
Agreements between PE & Contractor
Transmittal of project documents (including to Contractor, internal CDOT staff and consultants.

CM 120.7.3.1 states: that if necessary to commence work before the change order is completed "…The PE may use a letter or Form 105 to issue authorization."

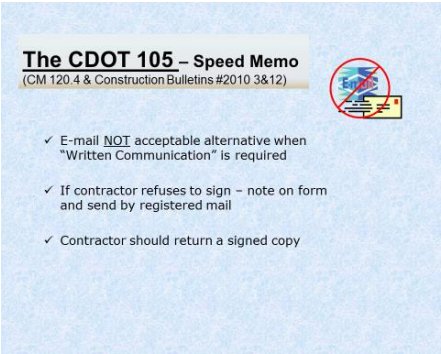
Failure to notify the Contractor in writing regarding violations of the §208.09 spec is viewed by CDPHE as a non-compliance issue.



Proper use of the Form 105

"When the Contract requires the Engineer to communicate in writing to the Contractor, the proper form of written communication is the use of Form 105". (CB 2010 # 12)
For example –
Directions and interpretations given to the Contractor
Instructions to Contractor for work formalized in a Change Order
Agreements between PE & Contractor
Transmittal of project documents
Transmittal of project information (including to Contractor, internal CDOT staff and consultants.

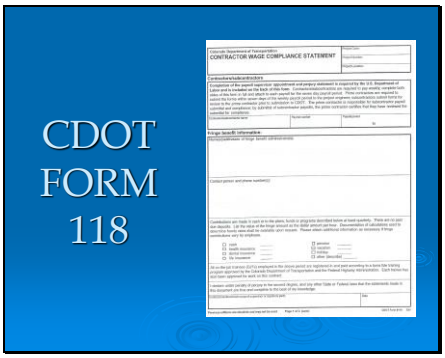
CM 120.7.3.1 states: that if necessary to commence work before the change order is completed "…The PE may use a letter or Form 105 to issue authorization."
§104.02(a) – Differing site conditions : "the Engineer will notify the Contractor of the determination whether or not an adjustment…"
§104.02(c) – Significant changes in the Character of Work :"The Engineer reserves the right to make, in writing, at any time during the work, such changes in quantities…"
§108.03 states: "When accepted by the Engineer in writing, the revised schedule shall become the Project Schedule."
§208.06 states: "The Engineer will notify the Contractor in writing of each incident of failure to perform erosion control items (1) through (10) above."
Failure to notify the Contractor in writing regarding violations of the §208.09 spec is viewed by CDPHE as a non-compliance issue.



E-mail of CDOT 105 not to be used

E-mail not acceptable when "written communication" is required……
CM 120.7.3.1 states: that if necessary to commence work before the change order is completed "…The PE may use a letter or Form 105 to issue authorization."

The Contractor should return a signed copy to the PE.



CDOT Form 118 – Contractor Wage Compliance Statement

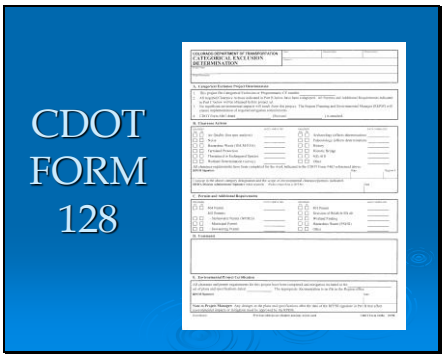
Contractor Payrolls are required on all federal aid projects and force account work.

This form is completed by the Prime Contractor and shall be attached to all weekly submitted payrolls. (FHWA 1273 requirement)

Please note if it is the **FINAL** Payroll for a project and assure it has the correct project no on it.

May also submit 1 for multiple weeks of NO WORK. Note as such and list beginning and ending payroll weeks.

Also note that this is a 2 sided form.



CDOT Form 128 – Categorical Exclusion Determination

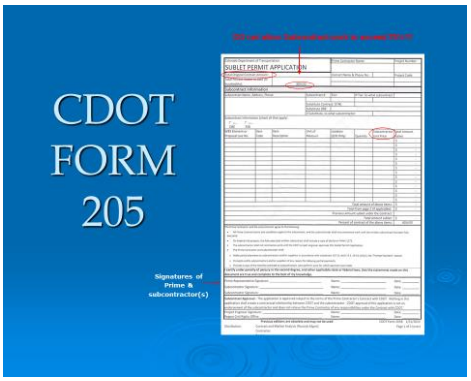
Required on all projects. Must be **completed prior to advertisement**. Generally the Environmental Section handles this form. If you have any questions about this form, please contact them.

However, this form may need to be revised if you disturb any area not covered in the original scope of work or are preparing a **change order.** Contact the Environmental section for assistance.

NOTE: Additional information on how to prepare this form and about the types of clearances, permits, and additional requirements as shown on the Form 128 can be found in the **CDOT Project Development Manual**.

In compliance with Federal Regulation 23 CFR 771 and the National Environmental Policy Act (NEPA) of 1969 all proposed projects must be assigned an Environmental Category designation of Major, Intermediate, or Minor (Categorical Exclusion projects). The category designation helps determine the appropriate level of environmental studies and public involvement activities required for approval.

Minor category projects do not individually or cumulatively result in significant environmental impacts and generally do not have a great deal of public controversy. A Form 128 is prepared for these projects and it documents the environmental clearances and permits required and completed for the project.



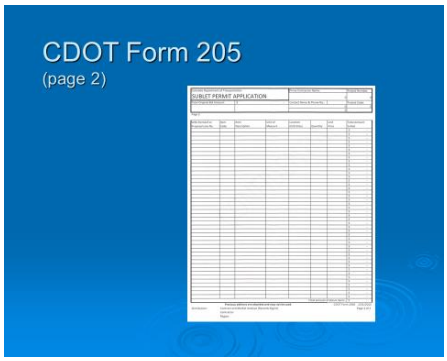
CDOT Form 205B – Sublet Permit Application

NEW FORM 9/13/2014 – Excel Spreadsheet
Condition of Award "Good Faith Efforts".
Required for all subcontractors, individuals or companies.
§108.01 requires written permission by the PE to subcontract work & Prime only allowed to subcontract up to 70% of original total cost of items.

Now shows actual subcontracted dollars - not a percentage of original bid price.
If replacing a DBE subcontractor, please contact the Region Civil Rights Specialist for proper procedures.

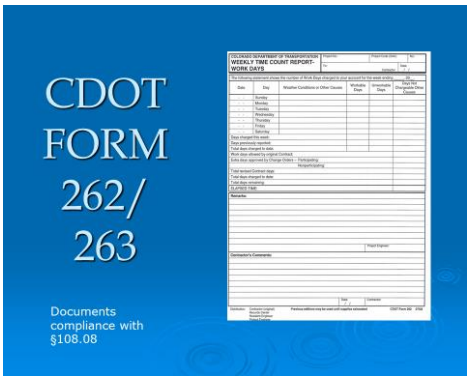
Also reference CDOT Construction Manual, Section 120.10.2
Contractor debarment will be enforced. 29 CFR 5.12 states any contractor found guilty of "Aggravated or willful violation of the labor standards provisions" shall be prohibited from working on any federal aid project.
Debarment website : www.sam.gov/portal/public/SAM/

Contact your Region Civil Rights Manager–



CDOT Form 205B cont.

Now an Excel spreadsheet.
Page 2 is a continuation of the work items from page 1.
Signatures are only required on the first page.
For more information see the chapter on Permits to Sublet.



CDOT Form 262 – Weekly Time Count Report (Work Days)
CDOT Form 263 – Weekly Time Count Report (Calendar Days)

Remember the Contractor bid the contract and that includes time as well as $$$.
Three types – Working Day, Calendar Day, Fixed Completion Date.

Reference your project specials regarding "free time" , Landscape Establishment periods, and National Holiday weekends.

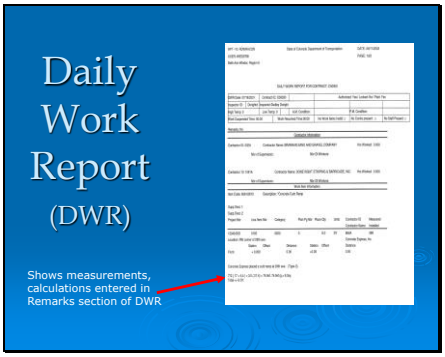
Holidays and no charge days may be allowed on Calendar Day contracts
Yes, there are times that you may charge less than a full day.(§108.08)

Note in the remarks section the reasons for any time count suspension, delays to the project, or no charge days.

Give printed copy to Contractor on weekly basis for their signature, review.

If project time is challenged by the Contractor, they need to notify the PE in writing within 30 working days of period in contention. (§108.08(a)

Be sure to check your Project Special Provisions for how to handle
For additional information see §101.35 & 108.08; CM 100-68 thru 100-73 and the section on Time Counts in the Construction Project Overview section.



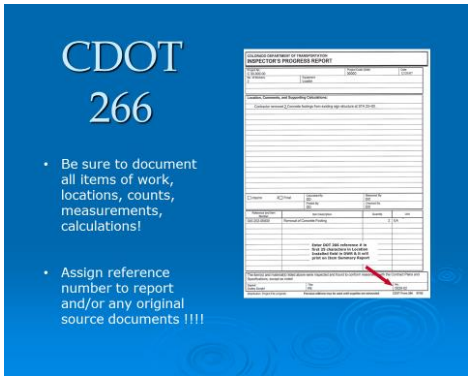
DWR - Daily Work Report

This form is generated from SiteManager®.
It shows the items and quantities that are were placed by the Contractor.
USE the Remarks section !!!!! Or reference to the original source document (266, etc.)
An interim report may pay a percentage of an item.
A final report should recap the previous payments and show any balance due.

When paying for adjustments of manhole or valve boxes, please note if up or down.

If the item is a lump sum make sure there are the beginning and ending dates.

AC temperature corrections must be shown per §109.01
These are to be approved by the Project Engineer and paid on the Monthly Progress Estimate.



Copy of **CDOT 266** as referenced in the location field of the Item Summary report for Item.

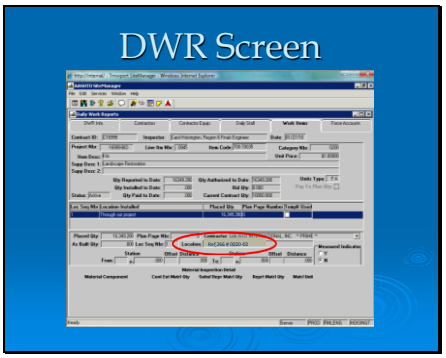
Please fill out **ALL** of the boxes. Note if final or interim report.

May be used as an attachment to a DWR.
Type reference number in first 25 characters in the Location Installed field in SM and you will not have to re-type measurements, calculations.

It does not matter if you are using paper and pencil or SiteManager

Never Use White Out On Any Project Documentation !!!!!!!
Be sure to show all measurements and calculations !!!!!!!

Only 7 items may be paid "Plan Quantity" per spec "Basis of Payment" and (CM 169-171)
•Earthwork paid by Cubic Yard ±2% (§203.13)
•Structural Earthwork (i.e. Str Ex, Str Backfill) paid by Cubic Yard (±2%)(§206.06
•Structural Steel paid by pound ±2% (§509.32)
•Structural Concrete paid by CY (§601.19)
•Reinforcing Steel ±2% (§602.07)
•Seeding, Fertilizer, Mulching, Soil Preparation paid by acre ±5% (§212.07)
•Culvert or Siphon Pipe (§616.07)
You still need to field check for ±2% of plan quantity (± 5% for seeding & related items) when discrepancies are found
Only exceptions are the items listed as such in your project special provisions.
Always keep original source document in project file!!!!!



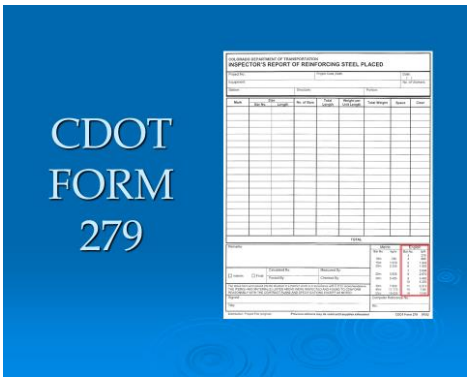
Copy of DWR Work Item Screen in SiteManager® showing CDOT 266 reference number in location field.

First 25 characters entered in this field will print on Item Summary Report for item.

The Item Summary Report (aka 305) is the "road map" or key to locating the DWR's or original source documents associated with a particular pay item.

Do not need to retype measurements, calculations.
Establishes audit trail.

Since DWR's include multiple items sometimes difficult (or impossible) to locate original source documents for an item.
You may also attach Word, Excel & PDF documents to either the DWR Info tab or Work Item tab.
Create DWR or modify an unlocked DWR
Click on the OLE Attachment Icon
Or choose Services Menu, then Attachments
Click on the new OLE attachment icon
Select "Create from File"
Browse and select file, enter name, description for attachment
In "Attachment Security" box, select "Add All"
Click "ADD" button
Click "SAVE".



CDOT Form 279 – Inspector's Report of Reinforcing Steel Placed

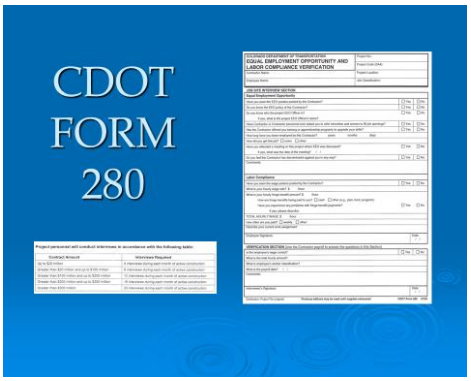
Reinforcing steel is generally paid per plan quantity.
This form is only needed if you are paying for more than plan quantity or there has been a change order for reinforcing steel.

It may also be used to check plan quantity.

If you have time prior to your project starting, you may complete this form and include it with your project documentation.
You will have it available, in case the contractor wants to argue that they have placed more than plan quantity.

This form can be hand calculated or computer generated. Follow the format of the form. Be sure to use the correct weights (Metric v. English).

Be sure to complete all the boxes and sign the form.



CDOT Form 280 – Equal Employment Opportunity and Labor Compliance Verification

Employee interviews are to be conducted on a monthly basis for each job classification utilized on a project.

There is a requirement for the number of interviews that need to be completed. Contact your region Civil Rights office to get a copy of the tracking form.

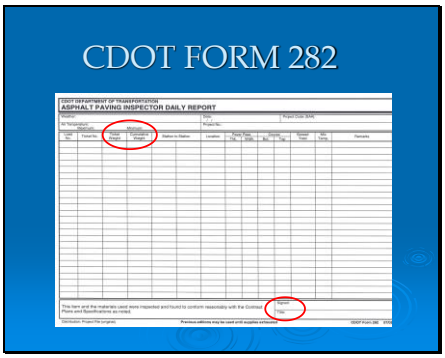
Make sure that all the boxes are filled out. Be sure you fill out the name of the employee that you are interviewing and their job classification.

Ask the questions that are on the form. Check yes or no.

Have the employee sign and date the form.

Once you have completed this form, compare the answers to the payrolls from Contractor. Sign and date this form.

This form should be kept with the payrolls for the project.
You do not have to re-interview the same employee just to meet your minimum number of interviews.
Contact your Region Civil Rights Manager–



CDOT Form 282 - Asphalt Paving Inspector Daily Report

Completely fill out the header.

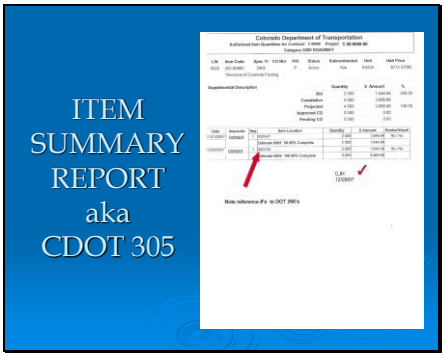
Keep track of the load count and ticket number as this will help in determining if you have missed a ticket.

On the emulsion ticket, be sure to show the temperature, temperature correction factor and the dilution (i.e. 50-50).(§109.01)

If you choose to use this form, you may not have to run adding machine tapes. Check with your region Finals documentation reviewer. (Region 1 allows this procedure).

Total the weight and have a second person check the ticket numbers, ticket weight, cumulative weights and the total.

If everything checks, have the preparer sign and a second person initial this report and place this form with the tickets in an envelope and post the appropriate quantity.



CDOT Form 305 - Item Summary Report

This report is found in SiteManager® accessories.

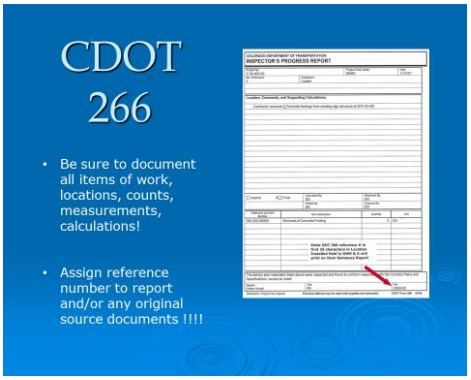
It serves as a "road map" to the DWR's that various project personnel have entered into SiteManager®.

Initial the last entry reflecting the final quantity. This is an indication to the Final's Engineer that the quantity was checked for all postings and reasonableness.

In SiteManager®, please place any reference to a paper source document first in the location field. If you do, the first 25 characters will print on this report.

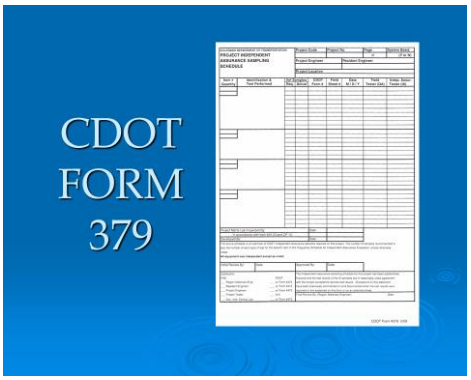
You then can save yourself re-typing the measurements, calculations from the source document and eliminate the risk of typing/calculation errors.

Note Initials following the last entry reflecting the final quantity. This is an indication to the Final's Engineer that the quantity was checked for all postings and reasonableness.



CDOT 266 w/reference as shown on CDOT 305(Item Summary Report)

Copy of CDOT 266 referenced in the location field of the Item Summary report for Item.

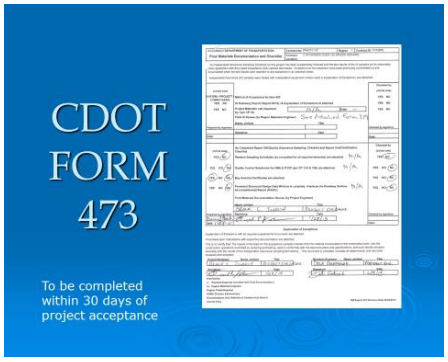


CDOT Form 379 – Project Independent Assurance Sampling Schedule

This is the sampling schedule for the project.

The Region Materials Lab fills in the exact sampling schedule that was done for the project.

This form becomes part of the final documentation.



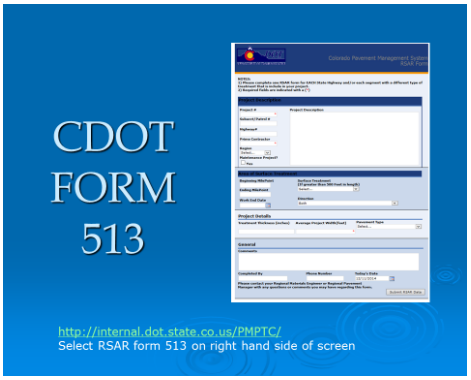
CDOT Form 473 – Letter of Materials Certification

This is the letter of certification for the Material portion of the project.

This form may be completed by the Head Tester, Project Engineer or the Resident Engineer.

Once completed the Resident Engineer must sign this form.

A copy needs to be sent to the Region Final's Administrator for inclusion in the final project documentation.

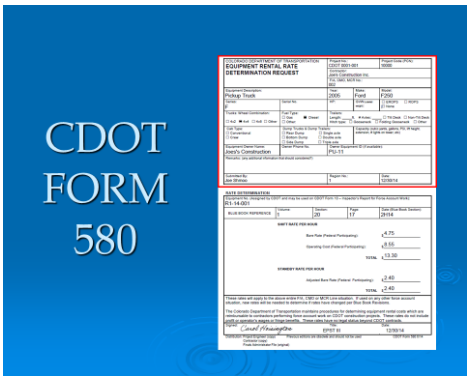


CDOT Form 513- RSAR

This is a form that his completed by the Head Tester.
It is a part of the Colorado Pavement Management System.
A copy should be printed out and sent to the Region Final's Engineer for inclusion in the final project documentation.

The form may be found on the Pavement Management website:

http://internal.dot.state.co.us/PMPTC/



CDOT Form 580 - Equipment Rental Rate Request

This form is used to determine a rate for equipment that is used for force account work.
§109.04
Completely fill out all the information for Part I.
Note any additional equipment. Please call the rater with any questions you may have.

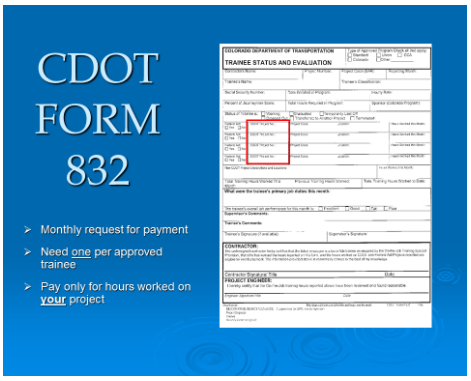
Do not write below the first half of the page.
If the contractor fills out the form, they are **not** to sign the form.
Only CDOT personnel may sign the form and submit a rate request.

Make sure the form you are using is the current form. The current form date is 6/14. You may use a computer version as long as it resembles the paper form.

If the piece of equipment is a rented from a rental center, you may pay from the certified invoice.

If the information is provided correctly, a rental rate can be determined within 5 business days.

You may fax this form to whomever calculates for your region.



CDOT Form 832 – Trainee Status and Evaluation

This form is used to record the status of trainee's on the project. It is to be submitted by the Contractor on a monthly basis and is their formal request for payment.

If there is a change in the trainee's status, the Contractor must submit this form documenting the change, i.e. the trainee has changed projects or the project is complete.

Contractor must submit one (1) for each trainee!

Be familiar with the OJT spec dated 7/29/11, or the latest revision.
Very specific requirements.

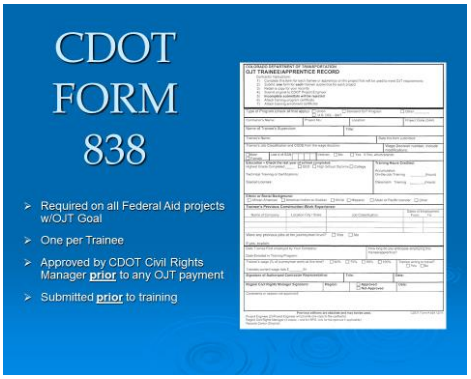
Monthly Progress Payments may be held and a penalty assessed for non-compliance.

You may exceed your project budget on OJT, however, you will need a write a Change Order.
Be sure to monitor your project budget and assure all required

documentation is received from the contractor prior to authorizing payment.

Be sure you do not pay for hours worked by trainee that were not on YOUR PROJECT!!!!
Non CDOT projects shown because SHA 's are responsible for tracking ALL training hours.

For further information see the Special Provision regarding On-the-Job trainee for your project and the section on Civil Rights Programs.



CDOT Form 838 – OJT Trainee/Apprentice Record

Required on all projects with an OJT Goal!!!!!!

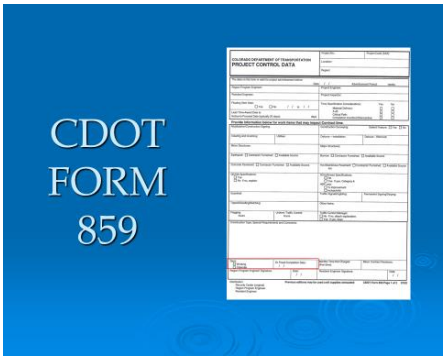
Contractor must submit one for each Trainee.

This form shall be submitted by the Contractor prior to the first estimate. Monthly Progress Payments may be held and a penalty assessed for non-compliance.

It serves as notice to the Project Engineer from the Contractor that they are participating in an approved program and expect reimbursement for the On-the-Job trainee's registered on the form.

In order for the Contractor to receive payment, this **form must be reviewed and approved by the Region Civil Rights Manager prior to any training.**

For further information regarding the On-the-Job trainee program, see the Standard Special Provision for your project.

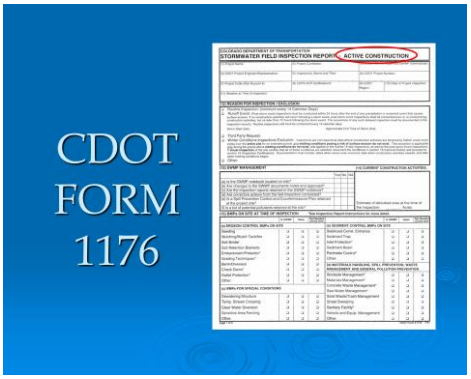


CDOT Form 859 – Project Control Data

The RE or PE should fill out this information approximately 4 weeks prior to ad. The information contained on this form should show construction information only - no design data.

This form helps to determine contract time. (bar chart on back)
If there is a discrepancy in the Contract time between the specification and the Contract and Bond, this form can help in determining what the intent was.

See the Construction Manual for further information on how to complete this form.



CDOT Form 1176 – Stormwater Management Plan Field Inspection Report – Active Construction

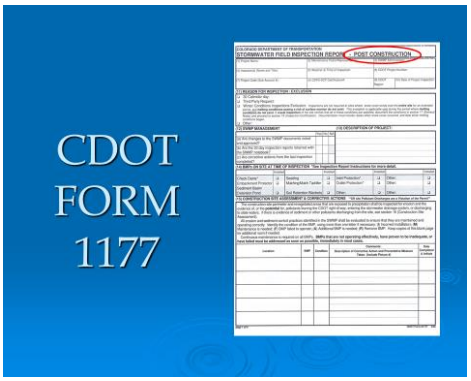
This form shall be completed every 14 days and/or 24 hrs after the end of any precipitation or snow event during active construction.§208.03(c)(4)

Required by the **107&208 Erosion Control Standard Specifications**, and shall be signed by both the Erosion Control Supervisor designated by the Contractor and the CDOT representative who performed the inspection.

It is strongly encouraged that the Contractor's ECS and CDOT representatives perform the inspections together. If schedules do not allow, the CDOT representative can perform their inspection independently.

Be sure to contact the Contractor in writing of any violations. They have 48 hours to correct a situation, and **will be** assessed a penalty of $875/day for non-compliance!!! (§208.09, rev. 2/3/11). Use Item Code 900-00030 – Erosion Control Liquidated Damages.

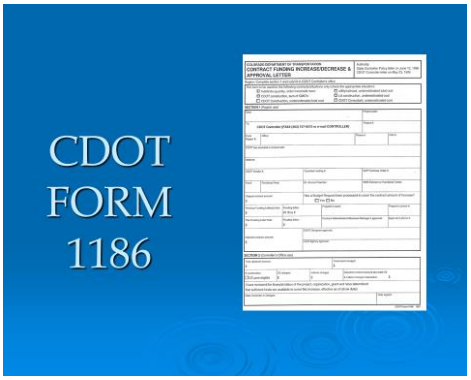
Completed forms must be on file at the project site!!! These forms will be and can be checked during a RECAT or by the Department of Health.



CDOT Form 1177 – Stormwater Management Plan Field Inspection Report – Post Construction

To be used for Stormwater Management Plans Inspection 30 days AFTER project acceptance or when permit transferred or closed. Post storm event inspection is not required.

Refer to Construction Bulletin # 2008 Number 4



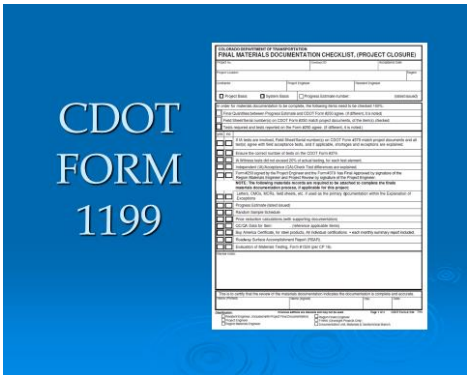
CDOT Form 1186 – Contract Funding Increase/Decrease & Approval Letter

The Form 1186 is submitted to the Region Business Office by the Program or Resident Engineers for approval to increase or decrease the amount of available funds for a project

The project engineer needs to update projected quantities in SiteManager® and review the CDOT form 65 on a monthly basis!!!

Also be sure to review the financial status of your project when considering writing a Change Order.

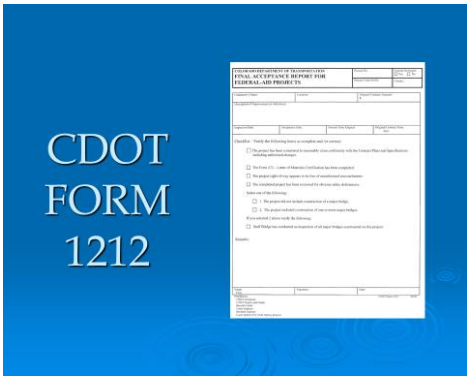
Contractor payments will be withheld if your project does not have adequate funds. You should allow at least two (2) weeks for processing.



CDOT Form 1199 – Finals Materials Documentation Checklist

Materials Documentation Check Sheet used by the head testers prior to issuing the CDOT form 473.

The 2nd page is for an independ*ent check by another head tester.*



CDOT Form 1212 – Final Acceptance Report for Federal-Aid Projects

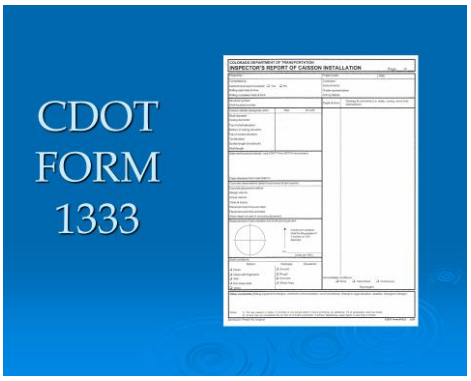
This form is filled out by the RE at the end of the project and submitted to the region final's administrator for final processing and distribution.

This form is required by FHWA.
It documents Contract Compliance.

It is required on **ALL** federal aid projects. **NO EXCEPTIONS!!**
This includes local agency and railroad projects.

A second use of this form is part of the SAP Process.
It will have to be completed in SAP, Project Systems®(CJ20N) for **ALL** projects!!!
May print out from SAP, but a signed paper copy is still required.
Include a copy with the project final.

If desired, the original may be sent to the Final's Engineer and they will make copies and distribute.

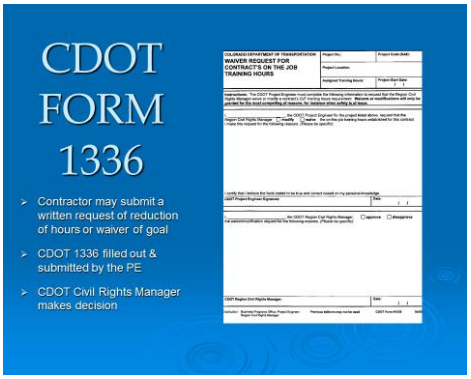


CDOT Form 1333 – Inspectors Report of Caisson Installation

This form is to be completed by the project inspector and provides an "as-built" construction record of each caisson completed on a project.
It also serves to identify the bearing materials utilized during installation.

Contact the CDOT Geotechnical Program for assistance and training regarding material identification for drilled shaft installation.

For additional information please see Construction Bulletin 2005 #2.



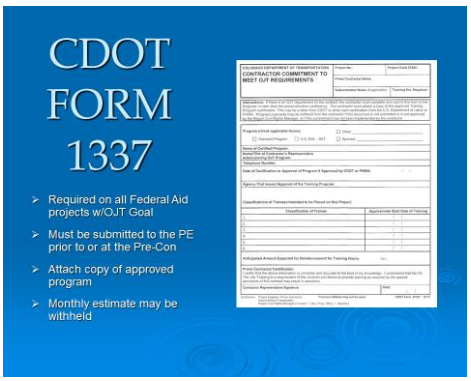
CDOT 1336 – Waiver Request for Contract's On The Job Training Hours

Contractor must meet or make "Good Faith Efforts" to meet OJT Goal !!

The Contractor may make a request to modify or waive the OJT hours goal on a project. This must be submitted in writing.

This form is then completed by the project engineer and submitted to the Region Civil Rights Manager as soon as it becomes apparent the OJT Goal may not be reached **PRIOR TO PROJECT ACCEPTANCE**.

Monthly estimates may be withheld from the Contractor and a penalty may be assessed!!
Region Civil Rights Manager will calculate $$$$penalty. It is to be posted to the Monthly Progress estimate in category 200, as item code 900-00028(OJT Damages)



CDOT Form 1337 – Contractor Commitment To Meet OJT Requirements

It is required on **ALL** projects with an OJT Goal !!!!!
NO EXCEPTIONS!!

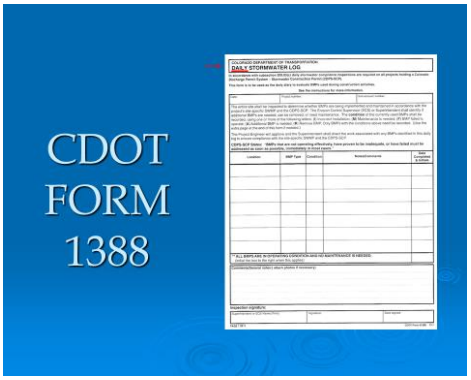
There is now only 1 program. It requires all Contractors to participate in OJT Training.

Must be submitted by the Contractor prior to any training. It is preferable that it be submitted **at or before the Pre-Con.**

A copy of the approved Training Program Certification must also be attached.

Progress payments may be withheld if this document is not submitted or is not approved by the Regions Civil Rights Manager!
Part of the OJT spec (7/29/11).

Contact your Region Civil Rights Manager for assistance



CDOT Form 1388 – Daily Stormwater Log

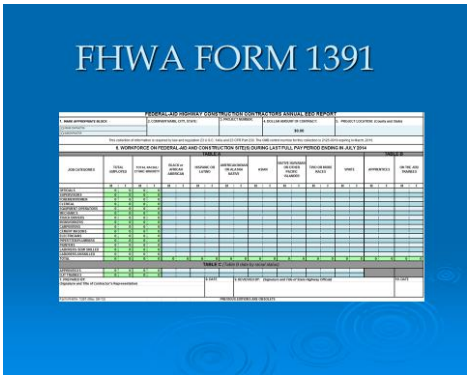
It is required on **ALL projects with a CDPS-SCP permit.**
(Colorado Discharge Permit System & Stormwater Construction Permit)

This form is must be filled out by the Contractors Superintendent or Erosion Control Supervisor on a **DAILY** basis.§208.03(c)(5)
It is to be on file at the project site as part of the SWMP notebook.

This form is required by the Consent Order between the CDPHE & CDOT.

"The Project Engineer and Superintendent shall direct the work associated with any BMPs identified in this daily log to ensure compliance with the site specific SWMP and the CDPS-SCP.
CDPS-SCP States: "BMPs that are not operating effectively, have proven to be inadequate, or have failed must be addressed as soon as possible, immediately in most cases."

Details in the 101, 107, and 208 standard special specs, revised 12/23/08 & 2/3/11. Also see the revision to section 208.2.2 of the Construction Manual.
"Spills, leaks, or overflows that result in the discharge of pollutants shall be documented on the Form 1176 or 1388 by the ECS. The ECS shall record the time and date, weather conditions, reasons for spill, and how it was remediated". (§208.03c)



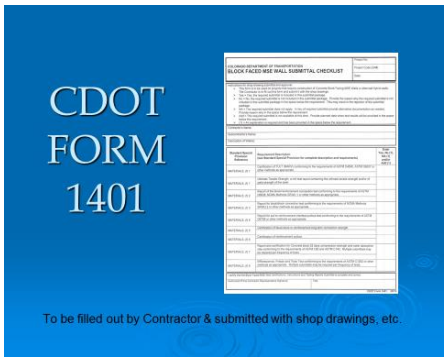
FHWA 1391- Federal-Aid Highway Construction Contractors Annual EEO Report

This is an annual report that is required by law and regulation on all Federal Aid projects. (23 U.S.C. 140a and 23 CFR Part 230).

Submission of the FHWA 1391 report is required from Prime and subcontractors (with subcontracts that equal or exceed $10,000) on federally funded contracts that have construction activity during any part of the final full week of July. The report is not required for contracts that are state funded only.

Reports are to be filed with the Labor and Contract Compliance Manager at Programs.ProjectAnalysis@dot.state.co.us. Failure to submit the required information may result in future estimate payments being withheld. Electronic version of the FHWA 1391 may be found at http://www.dot.state.co.us/FormsMgmt/#otherforms

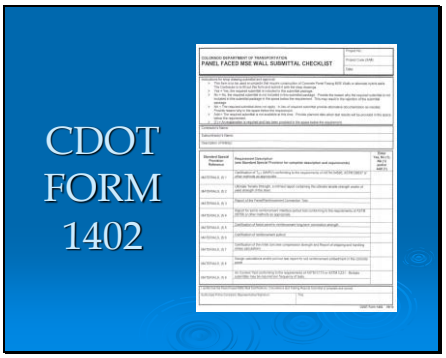
Report project personnel on federally funded contracts; report each prime contract or subcontract separately. Include those company officials and supervisors that are on the project a majority of the time even if they do not appear on payrolls. DO NOT include any company personnel if they are on the project only from time to time and do not have daily, on-site responsibility for project activity.



CDOT Form 1401 – Block Faced MSE Wall Submittal Checklist

This form is to be used on projects that require the construction of Concrete Block Facing MSE Walls or other hybrid wall.
Filled out by the Contractor and submitted with the shop drawings, materials certifications and test reports.

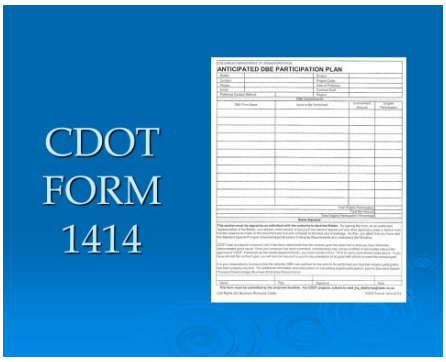
See Construction Bulletin 2011-5



CDOT Form 1402 – Panel Faced MSE Wall Submittal Checklist

This form is to be used on projects that require the construction of Panel Faced MSE Walls.
Filled out by the Contractor and submitted with the shop drawings, materials certifications and test reports.

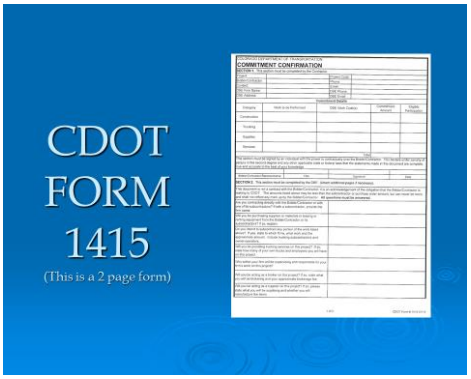
See Construction Bulletin 2011-5



CDOT 1414
This is the Anticipated DBE Participation Plan. It is an EEO form used to show "Good Faith Efforts" of the Prime Contractor to utilize DBE subcontractors.

Commitments are submitted to CDOT via Form 1414, Anticipated DBE Participation Plan, or via Form 1420, DBE Plan Modification Request. Once approved, commitments are obligations of the Contract that are enforceable by CDOT.

CDOT will use 49 CFR Part 26, Appendix A as a guide for determining whether the bidder made good faith efforts to meet the contract goal.



CDOT Form 1415 – Commitment Confirmation

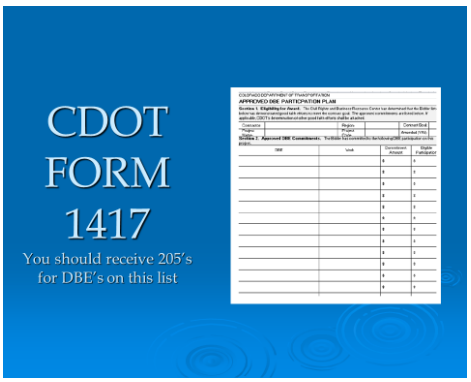
This is the Commitment Confirmation form. It is an EEO form used to show "Good Faith Efforts" of the Prime Contractor to utilize DBE subcontractors.

The CDOT 1415 shall be obtained from each DBE listed on Form 1414. The bidder shall complete Section 1 and the DBE shall complete Section 2 of Form 1415.

Form 1415's shall be consistent with the commitments listed on Form 1414.
The bidder shall not modify commitments listed on Form 1414 without good cause and approval from CDOT.

The bidder shall contact CDOT if any issues arise which may require the bidder to alter or terminate a commitment.

This is a two page form…..be sure both pages are completed.

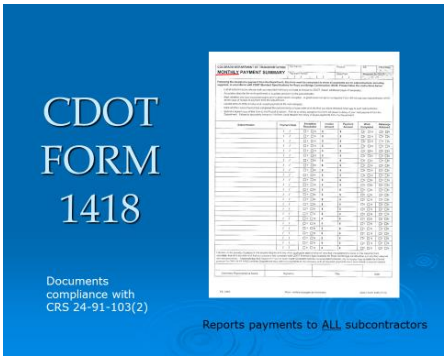


CDOT Form 1417 – Approved DBE Participation Plan.

It is issued by the Civil Right Business Resource Center (CRBRC).

This is the list of approved DBE for use on a project.
When the project engineer receives a CDOT form 205, they should check it against this list. If a subcontractor's name is not on the form 1417, they should contact the Region Civil Rights office immediately.

The monthly progress estimate should be withheld if not submitted for the previous month



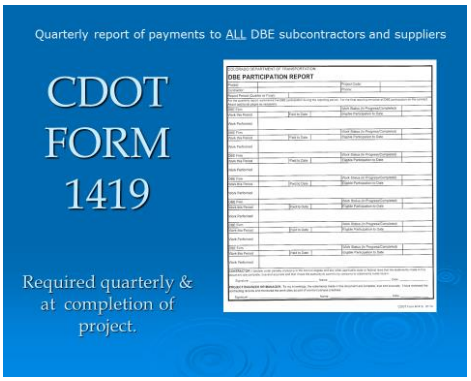
CDOT Form 1418 – Monthly Payment Summary
This is the Monthly Payment Summary. It reports all payments made to subcontractors and suppliers. It is to be completed and submitted by the Prime Contractor on a monthly basis.

The monthly progress estimate should be withheld if not submitted for the previous month.

It is to assure Prompt Payments per CRS 24-91-103(2) and is required by §109.06, as revised January 31, 2013.

Subsection 109.06 (e) shall include the following:

"The Contractor shall submit the Form 1418, Monthly Payment Report, along with the project schedule updates, in accordance with subsections 108.03 (b) or 108.03 (c) (3). Failure to submit a complete and accurate Form 1418 shall be grounds for CDOT to withhold subsequent payments or retainage to the Contractor.

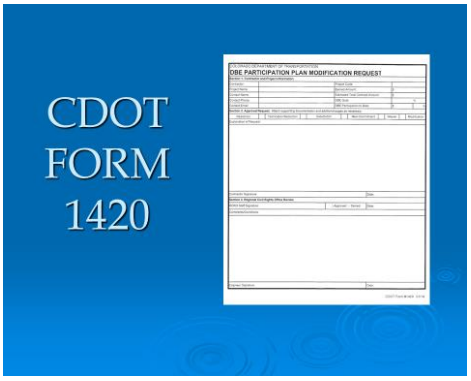


CDOT Form 1419 - DBE Participation Report.
It reports actual payments made to the Subcontractors.

The Contractor shall submit Form 1419, DBE Participation Report to the Engineer on a **quarterly basis** (January 15, April 15, July 15, and October 15) **and upon completion of the Contract.**

CDOT may withhold progress payments if the quarterly Form 1419 is not received on time.

CDOT will not provide final payment on the Contract in accordance with subsection 109.09 of CDOT's *Standard Specifications for Road and Bridge Construction* until the **final** Form 1419 has been reviewed and approved.



CDOT Form 1420 - DBE Participation Plan Modification Request.

If the Contractor intends to use a DBE for work that was not listed in the commitment, the Contractor shall submit Form 1420 for approval of the modification.

The CDOT 1420 is also used to communicate all requests for *termination*, reduction, substitution, and waivers to CDOT.

One Form 1420 may include multiple requests and must be submitted at the time of the occurrence or, if that is not possible, within a reasonable time of the occurrence requiring termination, reduction, substitution or waiver.

Payment Reduction -The Contractor's retainage will not be released until CDOT has determined whether the Contractor will be subject to a payment reduction.

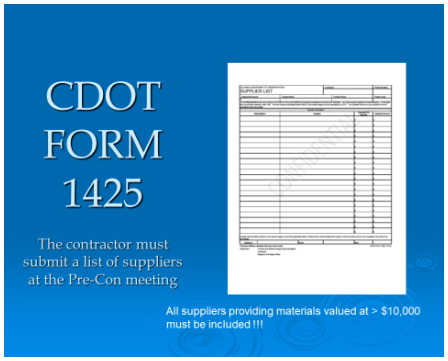
Payment reductions will be calculated as follows:

Failure to Fulfill Commitments. If the Contractor terminated or reduced a commitment, the Contractor will be subject to a payment reduction for any termination or reduction which was not approved via a Form 1420.

Failure to Meet Contract Goal.

If the Contractor failed to meet the contract goal, the Contractor will be subject to a payment reduction for the portion of the contract goal that was not met and was not waived via an approved Form 1420.

Post in SiteManager to Cat 200 Item code 900-00031 (DBE Sanctions)



CDOT Form 1425 - Suppliers List.

It is required per the new DBE spec dated 12/26/13 and revision of SS 106 dated 1/30/14.

The Contractor must submit this at the Pre-Con meeting.

All suppliers providing materials valued at > $10,000 must be included.

It is required to be updated if suppliers change.

January 30, 2014

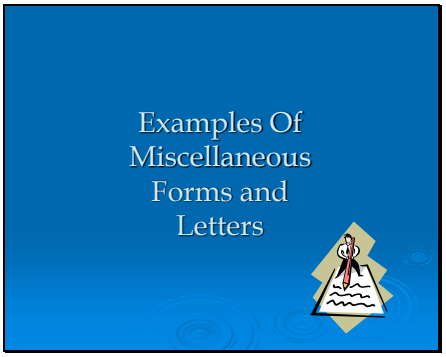
REVISION OF SECTION 106 - SUPPLIER LIST

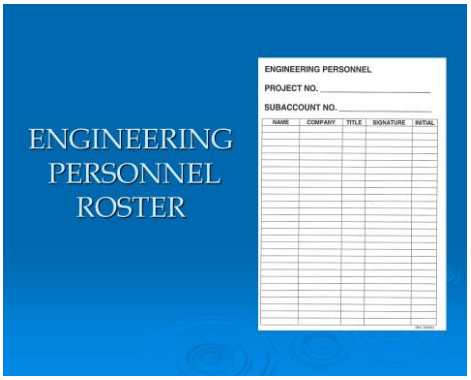
Section 106 of the Standard Specifications is hereby revised for this project as follows:

Subsection 106.01 shall include the following:

Prior to beginning any work the Contractor shall submit to the Engineer a completed Form 1425, Supplier List. During the performance of the Contract, the Contractor shall submit an updated Form 1425 when requested by the Engineer.

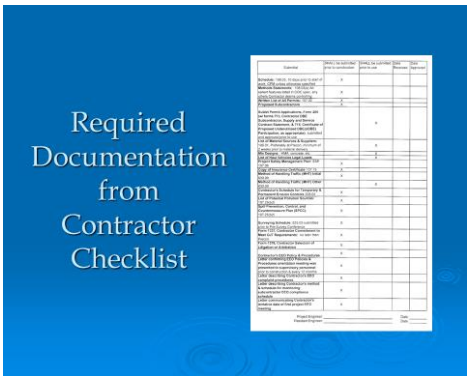
Failure to comply with the requirements of this subsection shall be grounds for withholding of progress payments.





Engineering Personnel Roster

This is not a mandatory form.
It is requested that it be submitted with the final.
It helps in identifying who was on a project and verifying a report was written by someone actually on project.



Required Documentation from Contractors

This checklist is to be filled out and updated as necessary by the Project Engineer.

The checklist shall be submitted to the Resident Engineer upon first use and after each update and signed by the Resident Engineer.

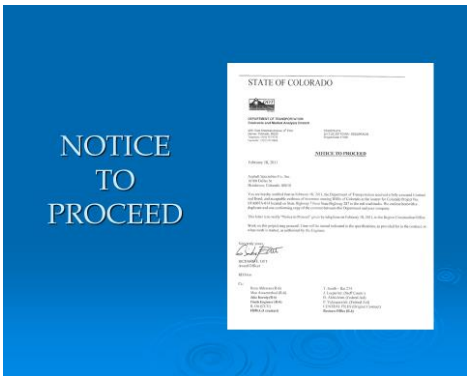
Ex: The Resident Engineer should require that the checklist be submitted with each monthly estimate for their review prior to approving the monthly estimate.
The signed checklist will be returned to the PE and <u>kept in the Project Engineer's project files verifying all required documents have been received from the Contractor</u>:

For more information see CB 2011 #3
Also see "enhanced" checklist in Appendix C.

Award Letter

This comes from the Agreements Engineer's office.
It is addressed to the Contractor notifying them they have been awarded a project.

Info only. No field involvement other than to receive a copy.



Notice To Proceed

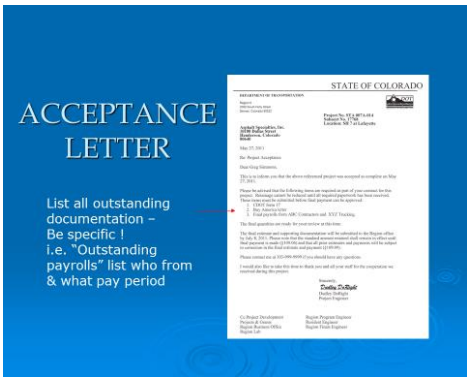
This is issued from the Chief Engineer via the Agreements Engineer.

You may not hold a Pre-con or any meetings with the Contractor until after this is issued.

This also serves as notice that the Contract has been fully executed (signed).

Note: The “NTP” date field in SiteManager® begins the time count. Because of that, the actual start date is entered.
This is done so the project engineer does not have to enter “no charge” days until the actual construction begins.

If you have a long suspension time you will either have to enter “No Charge” days or after you know when you are going to resume the time count, you may call SiteManager support. Just let them know the dates you are requesting to be set to “No Charge” days.
This is only to be done for an extended period of time (i.e. Rule of Thumb: more than 10 days of your contract time).



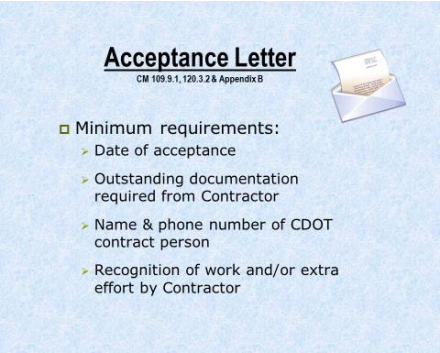
Acceptance Letter

After you have successfully navigated through the administration and construction of the project –
Not done documenting yet !!
2-3 weeks prior to completion of project, you must notify the CDOT RE and schedule a final inspection.
Customary to invite maintenance.

CDOT Project Engineer or Local Agency writes acceptance letter to Prime contractor, listing any outstanding documentation.
Then ----

Responsible party – Contract Administration Checklist.

Sample acceptance letter in CDOT Construction Manual, Appendix B.



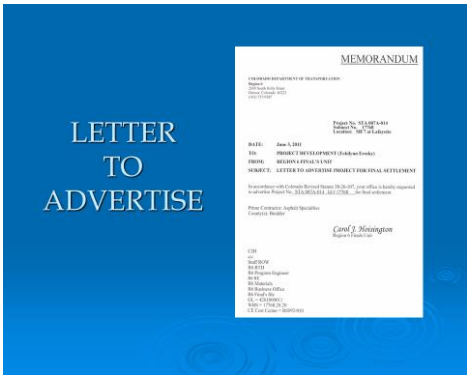
Acceptance Letter

Minimum requirements:
Date
Outstanding Documentation
Name & Number of CDOT contact person
Recognition of work/extra effort by Contractor
See CM 120.3.2 and Appendix B

Partial Acceptance Letter

Letter to Contractor informing them of **partial acceptance** (i.e. roadway portion of Contract) and notifying them of any outstanding documentation needed to final the project.

It releases the Contractor of the responsibility of maintaining the project site and establishes the date landscape maintenance begins.



Letter To Advertise

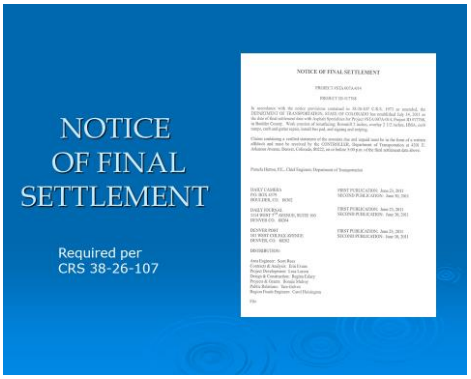
This is the letter to Project Development (now part of Contracts & Market Analysis) requesting advertisement of the project in the local papers.

ASAP the Project Manager either writes or receives a copy of the Acceptance letter, the project should be advertised in the local papers per CRS 38-26-107.
Be sure to send a copy to your region Finals Engineer, as they are the person responsible to get this done.

Each Local Agency should have a person responsible for contacting the newspaper and publishing the Notice of Final Settlement.
LA Responsibilities per LA Contract Administration Checklist. (LA Manual prefix)
This done ASAP as Contractor/Subcontractors may file claims, liens until the date of final settlement published in the papers.

CDOT cannot make final payment until this date.

(CRS 38-26-107 & CRS 24-91-103)



Notice of Final Settlement

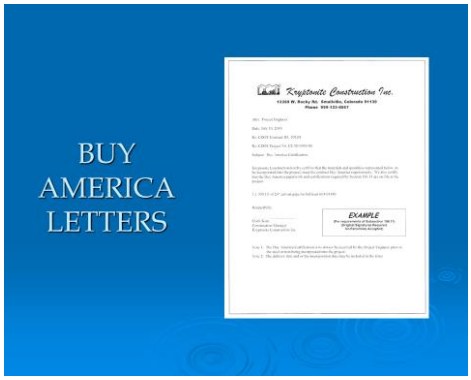
This is the actual publication as it appears in the local papers.

It is the legal notice establishing the date of final settlement for any subcontractors and/or suppliers liens.

State law requires that his notice be published twice in a paper that serves the area the project was in.

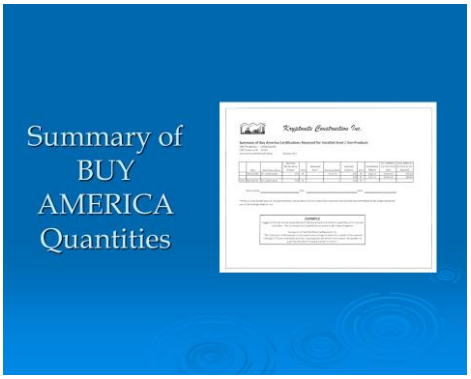
It is very important to get this date established ASAP after project acceptance. If a lien is filed, CDOT has to withhold funds for 90 days after the final settlement date before we can make final payment.

Final payment cannot be made until after this date.



Buy America Letters

NEW requirements!!!!
CDOT does not accept blanket Buy America letters covering all materials.
Required on **all** projects, even overlays. (§106.11 and as revised 2/3/11)
Contractor must complete the letter monthly, or payment may be withheld.
The specification requires the Contractor to certify that he has obtained all the correct certifications from the manufacturers and suppliers.
These Buy America certifications are to be received and approved by CDOT **BEFORE** the materials are incorporated into the project.
Once the Contractor receives the Buy America certification from manufactures and suppliers, the Contractor provides CDOT with a Buy America certification.
Refer to CB 2014#8



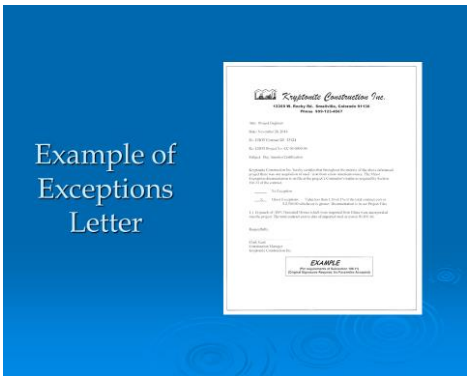
Summary of Buy America Quantities

This is a suggested format for the reconciliation of the Buy America Certification quantities with Installed Quantities.

The contractor shall submit this summary on a monthly basis to the Project Engineer for material incorporated during the previous month.

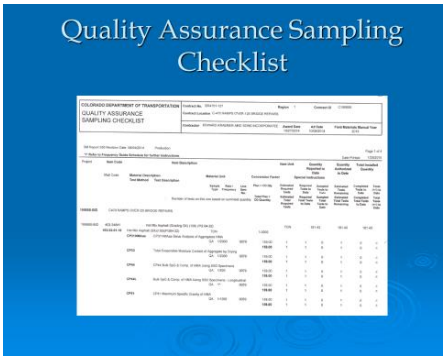
The Project Engineer will verify the information in the Summary and all Buy America certifications provided by the Contractor.

Before approving a progress payment, the Resident Engineer will verify that the quantities in the Contractor's summary document match the quantities in the progress report.



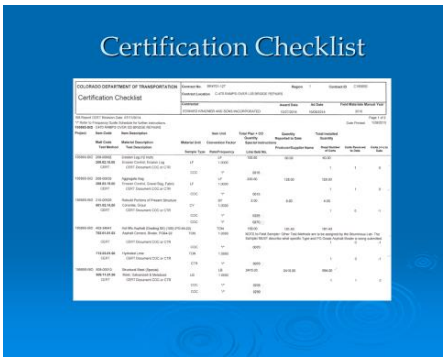
Example of Exceptions Letter for Buy America Quantities

The specification requires the Contractor to document the project delivered costs of any foreign steel or iron permanently incorporated in the project.
This is an example of the requirement.



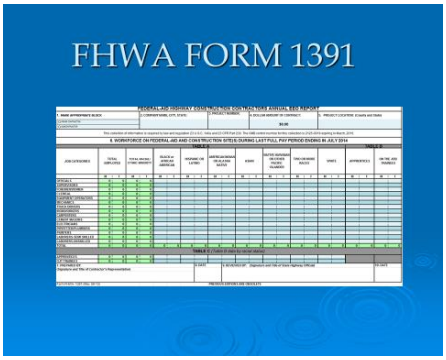
Quality Assurance Sampling Checklist

This is a materials form generated LIMS (AASHTO ware)
It shows the required sampling and testing schedule for various materials for a specific project.
It is completed by the project tester in LIMS and included in their final documentation storage file.
It is one of the major pieces of documentation that the Lab utilizes to determine if a project has been constructed "in reasonable close conformity to plans and specifications."
Based on the NPS contract language used for firms CDOT hires for consultant tester, CDOT requires the testers to be supervised by a PE.
If there is a consultant tester on project – then the final report needs a statement & the Consultant PE stamp.
"Affix the supervisors PE stamp here when consultant tester(s) used on this project."



Certification Checklist

This is a materials form generated LIMS (AASHTO ware)
It shows the items and quantities for various materials on a specific project.
It is completed by the project tester in LIMS.
It is included in their final documentation storage file.
It is one of the major pieces of documentation that the Lab utilizes to determine if a project has been constructed "in reasonable close conformity to plans and specifications."



FHWA 1391

This is an annual report that is required by law and regulation on all Federal Aid projects. (23 B.SC.. 140a and 23 CFR Part 230).

Submission of the FHWA 1391 report is required from Prime and subcontractors (with subcontracts that equal or exceed $10,000) on federally funded contracts that have construction activity during any part of the final full week of July.

The report is not required for contracts that are state funded only.

Reports are to be filed with the Labor and Contract Compliance Manager at Karen.fujii-martin@state.co.us.

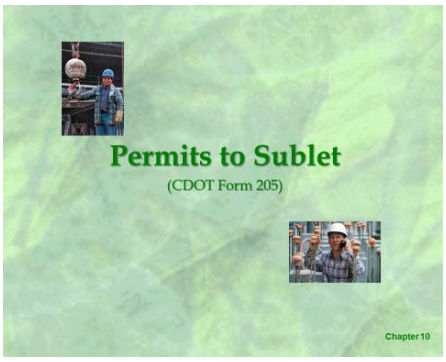
Failure to submit the required information may result in future estimate payments being withheld.

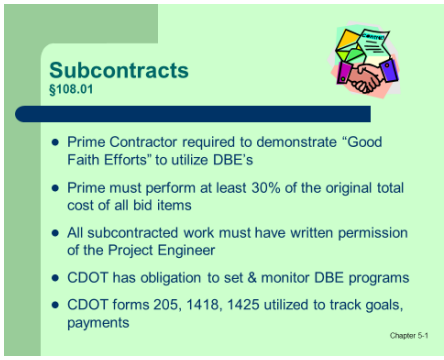
Electronic version of the FHWA 1391 may be found at https://www.codot.gov/library/forms/fhwa-other-forms

Report project personnel on federally funded contracts; report each prime contract or subcontract separately. Include those company officials and supervisors that are on the project a majority of the time even if they do not appear on payrolls.

DO NOT include any company personnel if they are on the project only from time to time and do not have daily, on-site responsibility for project activity.

5 – Permits to Sublet



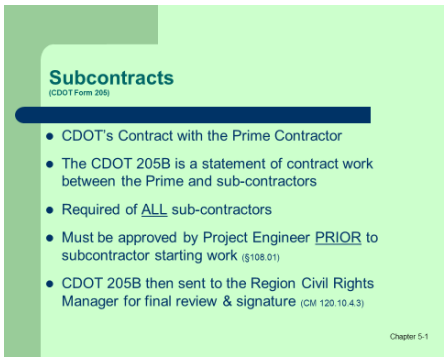


Part of our responsibility for oversight of Federal funds and a condition of award of a Contract is for the Prime Contractor to demonstrate "Good Faith Efforts" in utilizing UDBE's.

However, the All subcontractors must have our written consent and the Prime Contractor must perform at least 30% of the Contract work (based on Total $ of Bid Items).

CDOT has an obligation to set & monitor UDBE goals.
We use the DOT forms 205, 713 & 715 to track utilization and payments.

CDOT's contract is with the Prime contractor.

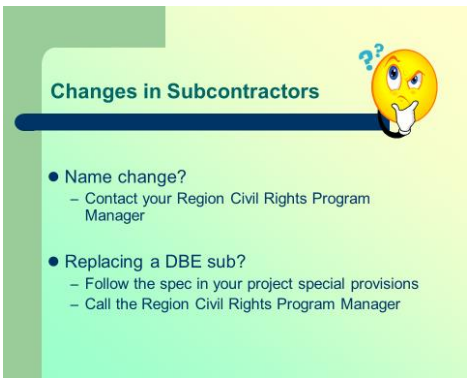


The DOT 205 is the statement for contract of work between the Prime and sub-contractors and is used by CDOT to track DBE Goals.

Required of ALL Sub-Contractors, including any "Specialty Firms", on the project site, no exceptions!

DOT 205 MUST BE approved by the PE prior to subcontractor "coming on board".

The PE's signature constitutes approval per CM pg 100-141 section 120.10.4.2. (§ 108.01)
However the CDOT Civil Rights Manager has final approval.



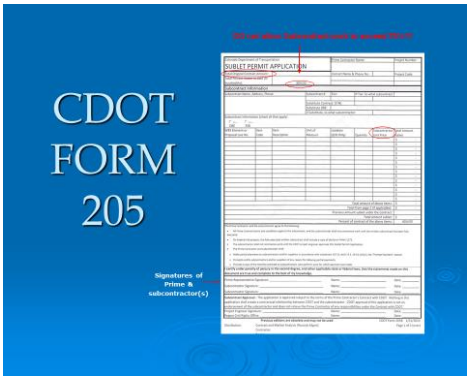
Occasionally a contractor may change names or changes hands – Call your Civil Rights Manager.

May only need letter/memo notifying CDOT of name change.

Clarifies company names on payrolls.

If you need to replace a UDBE sub – be sure to follow procedures in Standard Special Provisions in Contract.

Call your Civil Rights Manager.



CDOT Form 205B – Sublet Permit Application

New Form dated 9/13/2014 – Excel Spreadsheet.
Note that now **actual subcontract prices, quantities and units of measurement are now shown on the form**.

Signatures are only required on the 1st page. If second tier, then both subcontractors must sign.
% work subcontracted is still based on the Original Contract Amount.
Does not include plan F/A dollars or work added by Change Orders.

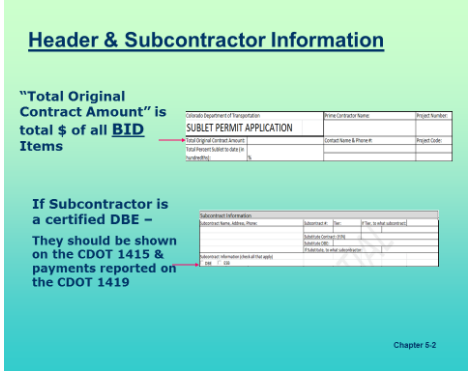
Required for all subcontractors, individuals or companies.
Spec 108.01 requires written permission by the PE to subcontract work.

Per §108.01 Prime must perform at least 30% of Original Contract Amount.

If replacing a DBE subcontractor, please contact the Region Civil Rights Office for proper procedures.

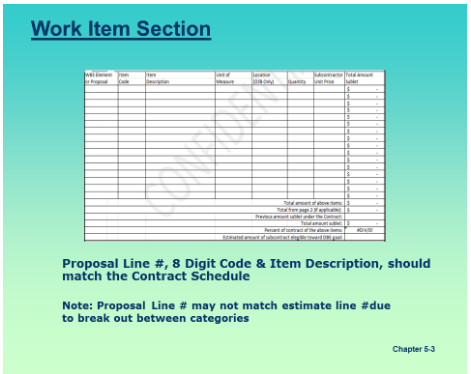
Caution: This may be a double sided form. If you receive this via a fax from the contractor make sure you receive both pages!

Header & Subcontractor Information



Section by section breakdown with directions and explanations of what goes where.
Also reference CM, Appendix B.
Before you check a DOT 205, have a copy of the Bid Schedule or Bid Tabs handy.
A Schedule of Bid items is included with the Contract and Bond.
Bid Tabs are available on the web – circle, Organizations, Program Support, Construction Bids & Info
Goals and tracking are based on Total Original Contract Amount.
Bid items do not include Plan F/A Items (AKA Project Commitment Amount)
Header – Contractor/Subcontractor names & Subcontract/tier numbers
Total Original Contract Amount is the TOTAL DOLLAR AMOUNT OF **BID ITEMS**
(i.e. bottom line on the Schedule of Items). This does not include plan F/A $
Subcontractor Information – DBE info
CDOT utilizes this section to track information relating to the utilization of the DBE's listed on the CDOT Form 1415, and possible ESB contractors.

Work Item Section



Details of items of work being subcontracted.

This now shows the actual subcontracted quantities and Unit price !!!!

Remember that the Prime Contractor must complete at least 30% of the work. (§108.01)

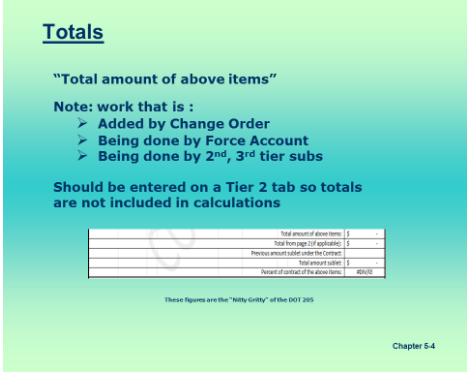
All calculations/goals based on the Original Contract Amount.

Proposal line numbers refer to the Schedule of items.
Bids are based on items of work, however, items may be broken out under different categories
Therefore, the reference #'s do not always match the estimate reference numbers.

8 digit Item code from Bid Schedule or Schedule of Items

If added item of work refer to the Item Codes Book on the Cost Estimates website
And include “work added by CO or F/A” in Item Description.
Do not include $ or % in subtotal for this Subcontract.

Percent & Total calculations



“Total amount of above items “
The sum of all items listed above.

“Previous Amount sublet under the Contract”
Will either be 0 (zero) (if first 205 “Total Amount Sublet” from the previous CDOT Form 205.

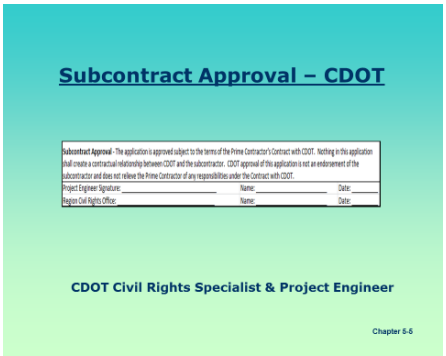
“Percent of contract of above items”
This is the result of the “Total amount sublet” divided by the “Total Original Contract Amount” (near top of form) and the total $ amount subcontracted to date. It is the sum of this CDOT Form 205 and all previous 205’s.
Remember - any items that are added by F/A, CO or done by 2nd, etc. tier subs should be entered on a “Tier 2” tab. $$$ are already included with Tier 1 subcontract.

Certification and Signatures

Certification Statement & Signatures of the Prime and Subcontractors representatives agreeing to these conditions.

If this is a second or successive tier, then all Subcontractors sign.

Subcontract Approval – CDOT Signatures

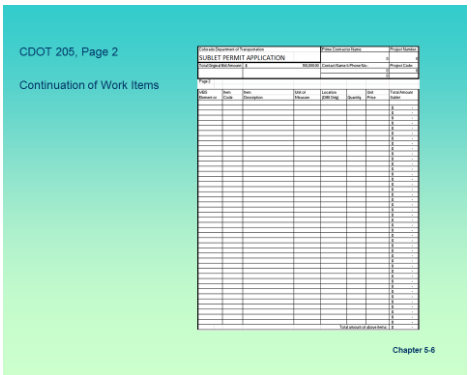


Signature of the CDOT Civil Rights Specialist & Project Engineer.

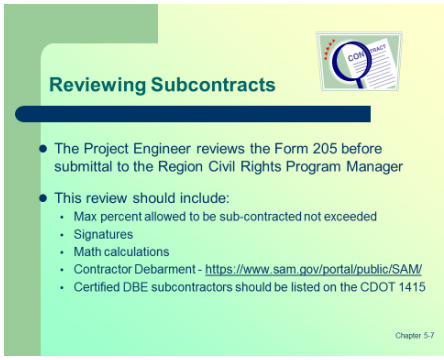
DOT 205 is approved!!!

Subcontractor may now begin work.

Page 2



Continuation of work items, if needed.

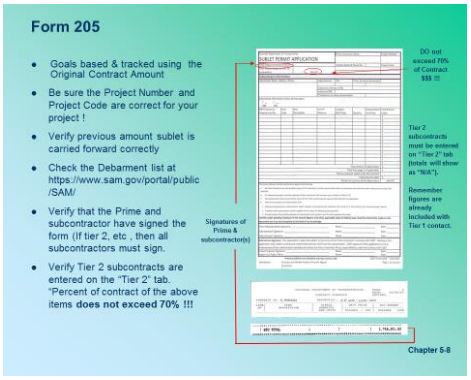


<u>Minimum</u> review by the PE should include:
Maximum % allowed sub-contracted has not been exceeded.
Which is???? 70% on Fed Aid may be 50% on state.

The CDOT 205 has been signed & dated by prime and all subs.
Signatures are only required on the first page.
Math calculations correct.

29 CFR 5.12 states any contractor found guilty of "Aggravated or willful violation of the labor standards provisions" shall be prohibited from working on any federal aid project".
Debarment website : https://www.sam.gov/portal/public/SAM/

This is a confidential form and must be placed in an envelope marked "Confidential" (Pg 82,85 CM)
At project completion, the Civil Rights office will check the 1419 against the 1415. If the $ difference is > 10%, an explanation will be required. **<u>A Penalty may be assessed if Goal not met !!! (DBE Spec dated 12/26/13).</u>**
Note: "The contractor shall have on the project at all times that work is being performed, a competent superintendent capable of reading and understanding the contract documents and experienced in the type of work being performed." (§105.10)



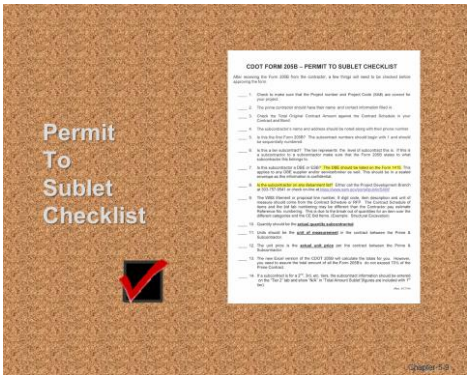
<u>Reviewing the DOT form 205</u>

Key things to remember:

Goals established and tracked on original contract Amount-----
"Total Original Contract Amount:" is Total of Bid Item $$$.
Always shows the actual subcontract quantities, units and unit price

Do not include any work done by 2nd, 3rd, etc. tier subs in 1st row "above items" --- amounts already included with the 1st tier subcontract.

Verify previous amount sublet is carried forward correctly from previous 205.
The Prime Contractor must complete at least 30% of Original Contract Amount.

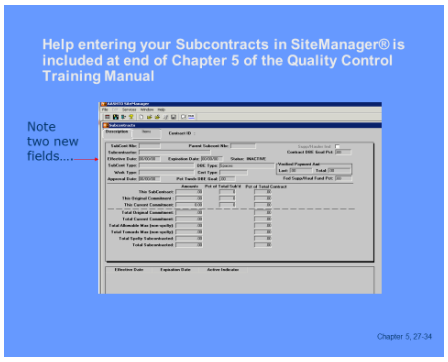


Check list

NO: White out, pencils, crayons, **Corrections must be crossed out, and initialed**.

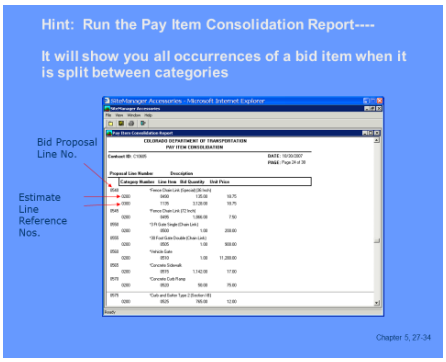
Most common errors

Missing signatures (form requires 4 on front, 1 on back).
Forgetting to attach the DOT 713 when sub is a DBE sub.
Including in the "total $ and %'s to date" on items added by CO, plan F/A & 2nd , 3rd tier subs, etc. Just carry over the previous totals.



SiteManager® help

Additional help on entering your CDOT 205's in SiteManager® included at the end of Chapter 5 in the Quality Control Training manual.
Three samples…..100% of item, partial and item split between categories
If entering a "partial" item of work, you calculate the percentage of the $ amount of work for "Price $" and use "no common units".
Useful to run the "Pay Item Consolidation" report in SiteManager® accessories, Contract Administration, Pay Item Consolidation Report.
Will show you the Proposal Line Numbers and the Pay Estimate Line Numbers and Categories.
Really helpful when you have pay items split between categories!
For additional information see Appendix B or SiteManager Reports Handout



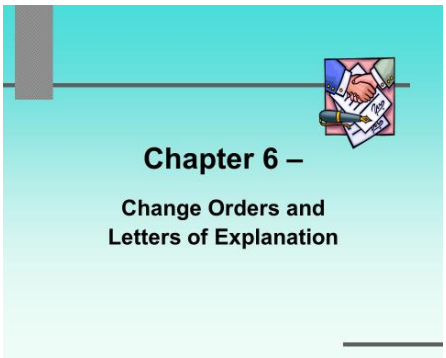
Pay Item Consolidation Report

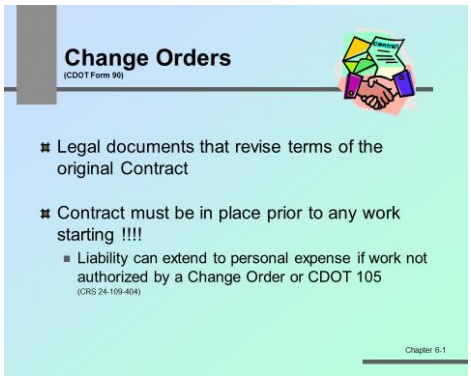
Run the **"Pay Item Consolidation"** report in SiteManager® accessories, Contract Administration, Pay Item Consolidation Report.

The Pay Item Consolidation Report will **show bid items that are split between multiple categories and the corresponding Line Reference Numbers**.

This is very useful for locating all occurrence of items in the pull down menu for Items tab when entering items of work on a 205 record.

6 - Change Orders





Change Orders are legal documents revising the original terms of the Contract.

Legal and binding. Take your time and do it right !!!!!

Involved process, many discussions, info gathering. Follow guidelines in the CM 120.7, revised 7/08.

ALL CO's MUST BE approved PRIOR to work.

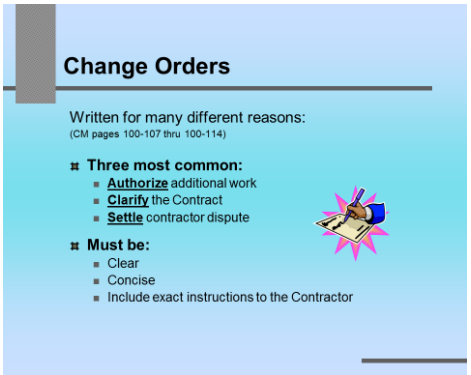
Liability can extend to personal expense if work is not included on a signed CDOT 90 or 105. (CRS 24-109-404)

Refer to CM 120.7.3.1 for minimum information to give the Contractor on the CDOT 105.

CRS 24-109-404 – Liability of Public Employees

"If any governmental body purchases any supplies, services, or construction contrary to the provisions of this code or the rules promulgated pursuant thereto, the head of such governmental body and the public employee,…., actually making such purchase shall be **personally liable** for the costs unlawfully purchased and paid for with State moneys, the amount thereof may be recovered in the name of the State in an appropriate civil action."

** Exception to "in place" – Emergency repairs……follow guidelines in CM 120.8!



Why the need for Change Orders?

Written for many different reasons: (CM pages 100-107 thru 100-114)(CM 120.7)

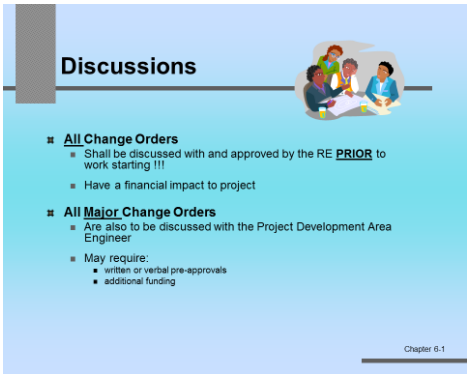
Major design changes
Differing site conditions
Change in project termini extensions
Major change to traffic control plan

Three most common reasons for writing a change order:
- To authorize the contractor to do additional work on a project and establish the method of measurement and payment.

- To clarify the contract, when different parts differ, or do not follow intent or scope of contract.

- To settle a Contractor dispute. (i.e. Administrative Settlement)

Irregardless must be clear, concise and include exact instructions to the Contractor.



Discussions

All Change Orders shall be discussed with & approved by the RE prior to PE obtaining signatures from and directing the Contractor to begin work.
All Change Orders have a financial impact to project.

RE responsible for the financial status of project and also determines if extra work is major (funds not budgeted) or minor change (MCR F/A funds utilized).

Whether or not MCR funds (and how much) will be utilized may determine whether or not your Area Program Engineer needs to be contacted.

The type of change order (Major/Minor) determines what pre-approvals (written or verbal) and/or concurrences are required.

It is recommended that a $25,000 limit be used for a Minor Revision line item (CM 2004 §120.7.7.1)

Discussion w/ Area Engineers
All Major change orders will be discussed with the Area Engineer per the 2002 CM, rev 8/04, §120.7.4
The Area Engineer is responsible for providing subject matter expertise, ensuring statewide uniformity and monitoring change orders for completeness and conformance with established CDOT policies and procedures. CM 120.7.4

Be prepared to discuss at a minimum:

Circumstances precipitating the CO
Items of work to be included
Basis of payment and justification of prices
Justification of any time extensions

Written Pre-Approvals (CM 120.7.7.5)

There are some change order types that require **written PRE-Approval**

The Chief Engineer, Project Development Branch Manager and the FHWA Operations Engineer on **ALL project extensions**

The approval for project extensions from the Chief Engineer and Project Development Branch Manager may be in the form of e-mails or faxes. Approval from the FHWA Operations Engineer must be by their signature on the Form 90. (CB 2011 #9)

FHWA must give **written approval, by signature, on the Form 90,** on all Major Change Orders on projects with FHWA Oversight, **prior to work starting**: (Construction Bulletin 2011#9)

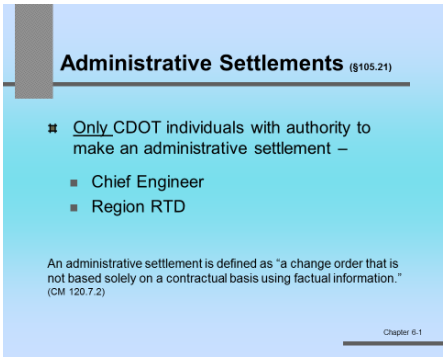
•Project termini extensions, regardless of oversight (defined in 23 CFR 635.102 & CM 120.7.5)

•Major design changes (defined in 23 CFR 635.102 & CM 120.7.7.1)

•Material changes to scope of work(i.e. additional capacity, additional access, major extra work, deletions of work, etc.)

•Changes affecting Environmental commitments

•Administrative Settlement of Claims, with the exception of Dispute Review Board recommendations.

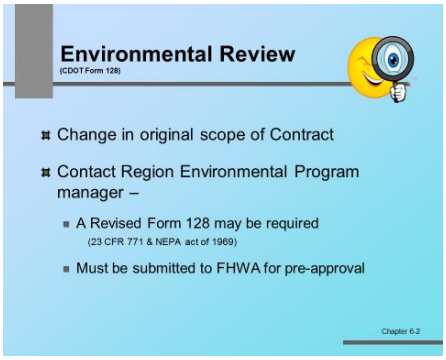


Administrative Settlements

"The Chief Engineer and the Region RTD are the only CDOT individuals with authority to make an administrative settlement between CDOT and a contractor."
Reference Procedural Directive #16 dated 6/19/08

An administrative settlement is defined as a change order that is not based solely on a contractual basis using factual information." 2002 Construction Manual (revised 2004) section 120.7.2

Be sure to follow steps for Disputes (§105.22)
Claims may only be filed if no resolution is reached through the DRB process. (§105.24)
May attach e-mails, memos.



Environmental Review

Change Order – changes scope of original contract & CDOT 128

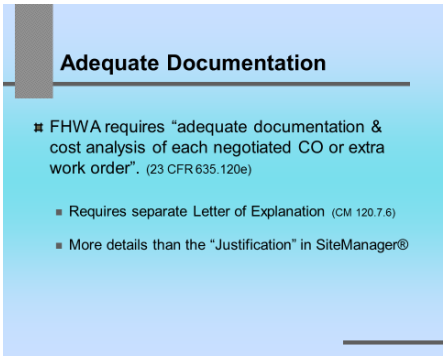
A revised Form 128 – Categorical Exclusion Determination may be required – contact the Region Environmental Program Manager.

This is especially true for **CO's changing project limits, drainage, or any work that disturbs the soil**.

Any change order altering the approved environmental mitigation consideration MUST be submitted to the FHWA for pre-approval.

Attach any correspondence and a copy of the CDOT 128 to the Letter of explanation.

Best practice --- Always contact your Environmental Unit!!!



Adequate Documentation

Feds require "adequate documentation" Need to **attach Letter of Explanation** explaining why work is needed and justifying agreed unit prices.

Documentation requirements same state-wide. Only difference may be in way your region processes them.
Contact your region representatives for your region processes.

See 2014 CM (pages 100-107 thru 100-119) for types of change orders.
Appendix C has some great examples.

The word "Justification" as used in SiteManager is not the same as the "adequate documentation" and justification required by the Construction Manual or the FHWA.

More on the Letter of Explanation later.

Items NOT Requiring a signed Form 90

Before you start the process------

Some items do not require a Form 90 to be fully executed because they are already part of contract (per Spec or other Federal, State or local law).

However you do need to add a Change Order record in SiteManager® to pay the contractor.

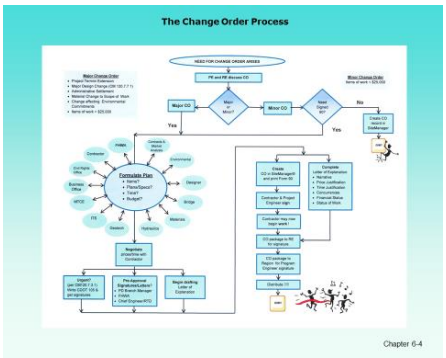
Be sure to select "No MCR required" in reason code.

May want to group them and create separate change orders for these items.

May add more than one item per MCR type change order.

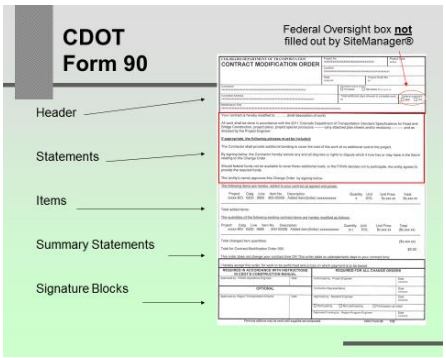
When adding:
LD's use: item code 420-00040 (Dol) or 420-00045 (Day) in Cat 400 (CE items).
OJT Damages use: item code 900-00028 (OJT Damages) in Cat 200.
DBE Sanctions use item code 900-00031 (DBE Sanctions) in Cat 200
Erosion Control LD's use item code 900-00030(Erosion Control Violations) in Cat 200.

Note regarding CRS reference:
§107.01 – Laws to be Observed "The Contractor shall keep fully informed and comply with all Federal, State and local laws, ordinances, and regulations and all orders, decrees of bodies or tribunal having any jurisdiction or authority, which may affect those engaged or employed on the work, or affect the conduct of the work."



Complex process

As you can see…….Change Orders can be complex process..
Many concurrent actions…
Best Advice -------- Communicate…..Communicate…..Communicate
End result is a completed legal document!



Form 90

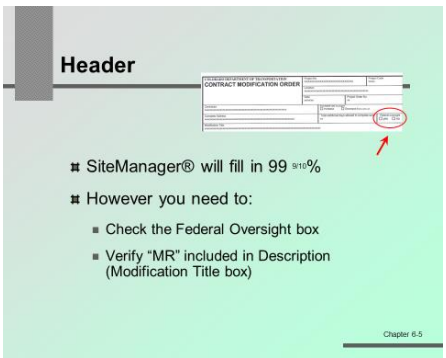
Once a Change Order record is entered in SiteManager, you may print the Form 90 from SM Accessories. Everything but the Oversight box is filled in for you.

Be sure to print the Form 90, NOT the MCR Summary !!!!

5 "parts" – header, statements, item details, summary statements and signature blocks.

Be brief, but give enough direction to the Contractor to effectively execute the Contract.

Directions for entering your Change Order in SiteManager is in Chapter 15 of this manual.



Header

Essentially all boxes in header are filled in by SiteManager® (provided you entered info in appropriate fields)

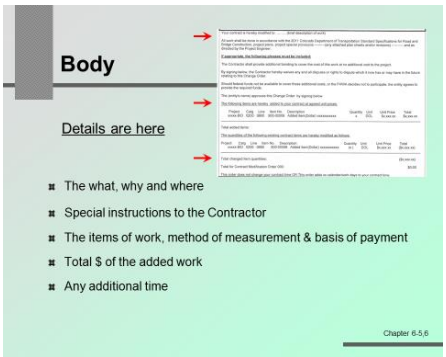
Be sure to verify ALL boxes are filled in ----

Don't forget to check the appropriate box for **Federal Oversight – this is the one thing that SM does not do.**

If you have selected "MCR" as your CO type (SM header window) "MCR" will be printed for you in the Description box.

This helps to identify all MCR's, since they are to be retained in the region and submitted to Contracts & Market Analysis as one package at the end of project

Be sure that all pages are completely filled out and numbered.

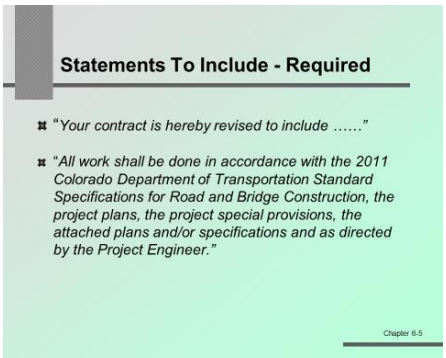


Body

Simple statement "Your contract is hereby modified to ……"
Keep it brief, but do include the what, why, where and refer to attached plan sheets, specs, etc.

i.e. "Your contract is hereby modified to include the placement of two "Smart Cushion" impact attenuators on EB I-70 at approx. sta 260+42 and sta 275+90 Rt. All work shall be done according to the manufacturer's specifications and the 2011 CDOT Standard Specifications for Road & Bridge Construction, CDOT Project & Special Provisions and as directed by the Project Engineer"

Required Standard Statements - Required



Opening statements. Required per CM 120.7.3.2. These are the ones we recommend you use – Remember this is a legal document!

Comfort level with familiarity of format as well as legal implications.

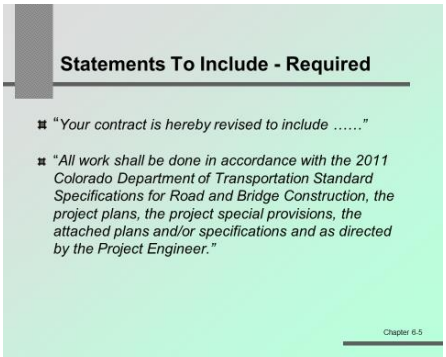
Have been reviewed by legal services.

Be general - " 25 words or less" – Extensive details may be given in a CDOT 105 to the Contractor or attached plans, specs.

Enter in SiteManager® Change Order Maintenance, Change Order Explanation, drop down selection-General Change Order Explanations-

Chose "Explanations applies to all line items".

"As needed" Statements



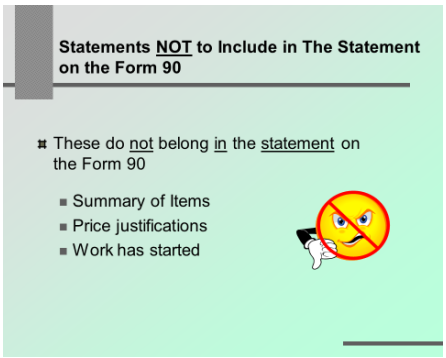
Bonding; entities; claim settlement
Add'l Bonding requirements:
§103.03- Requirement of Contract Bonds --- $ total original bid items plus Plan F/A.
§214.04 – Landscape Establishment

Since the added cost of the change order may increase the project commitment amount, the Contractor may be required to provide additional bonding.
In order to determine this, compare the original project commitment amount with the current project commitment amount and include the change order.

If the current amount exceeds the original commitment amount, then additional bonding will be required. Per §103.03, the original commitment amount is defined as "*the sum of the original bid items plus all force account items as specified in the project special provisions*."

If additional bonding is required, add the following statement:
"The Contractor shall provide additional bonding to cover the cost of this work at no cost to the project."

Hint: Enter in SiteManager® Change Order Maintenance, Change Order Explanation, drop down selection-General Change Order Explanations- Choose "Explanations applies to all line items".
Statement will then print on the Form 90.



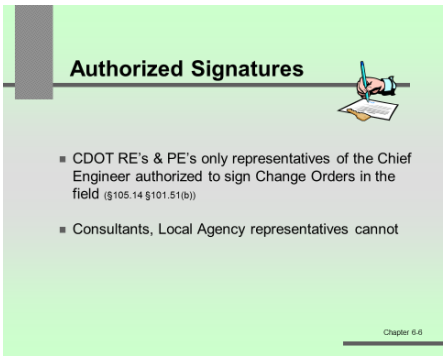
Do Not Include these in the CDOT 90 statement

Do not include any extraneous info. (i.e. summary of items, price justifications or work started statements here.

No since in creating more work for yourself or making this more complicated than it is-----

SiteManager® includes items, unit, prices and includes additional days added statements.

Specifics of why work is needed, price justifications are to be addressed in the letter of explanation.



Authorized Signatures

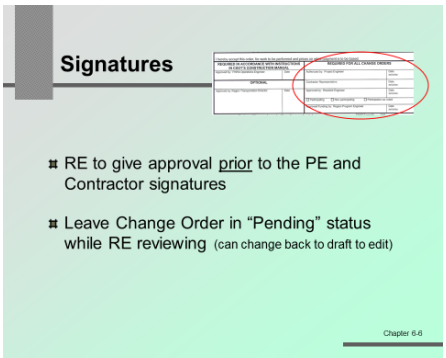
CDOT RE's & PE's only authorized personnel to sign CDOT 90's.

Consultants, LA's may not (§ 105.14 & §101.51b)

However, the LA may execute separate CO.

They do not have to use our CDOT 90.

Must still follow guidelines in the CDOT Construction Manual for Change Orders and Letters of Explanation.



Signatures

The RE is to approve all CO's prior to the PE and Contractor signatures.

This may be verbal.

Also remember that FHWA must give **written approval, by signature, on the CDOT form 90,** on all Major Change Orders on projects with FHWA Oversight (Construction Bulletin 2011#9). This **must be obtained prior to the Contractor beginning work**.

Leave CO in PENDING status, then any changes may be made while the RE is reviewing, but printed copy will not have word "DRAFT" on it.

If editing is needed, change back to DRAFT.

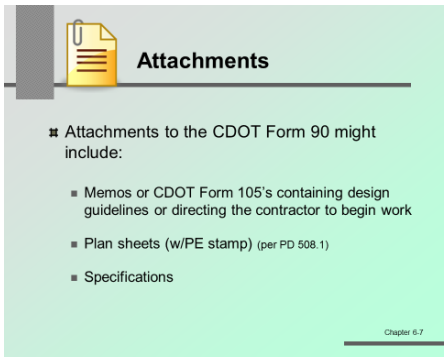
After receiving the RE's approval , change the status to Approved, then print and obtain Contractor Signature.

Complete your Letter of Explanation and submit the package to your RE, they will forward to region, region to Contracts & Market Analysis.

Goal – 2 weeks after RE approval

If more than 1 page, x out signature blocks on all but last page, number 1 of x, etc.

The CDOT project engineer and the CDOT Resident Engineer are the only representatives of the Chief Engineer authorized to sign change orders at the project level. (§105.14).



Attachments

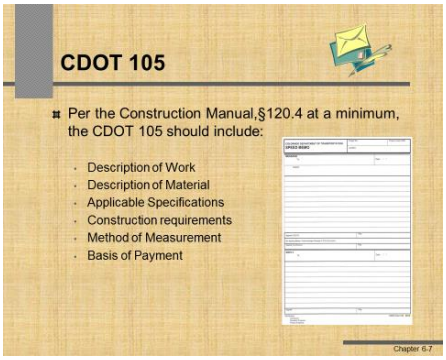
The CDOT Form 90 is part of the contract, contractor gets copy.
The letter of explanation is an internal document, the contractor does not get a copy.

Attachments to the CDOT **Form 90** may include memos, CDOT Form 105's regarding instructions to the Contractor (i.e. design guidelines, or directions to begin work), plan sheets, specs and product information.

All attachments should be numbered and referenced in the Change Order and/or in the Letter of Explanation.

Any added plan sheets that show a design change, must have the stamp of the responsible design Engineer, as explained in CDOT Procedural Directive 508.1, **Professional Engineer's stamp**.

If work was started prior to the Change Order being approved, it should be stated in the letter. Attach a copy of the Form 105 or memo to the Contractor directing them to begin work.



CDOT 105

If work was started prior to the Change Order being approved, it should be stated in the letter.

Attach a copy of the Form 105 sent to the Contractor giving: (CM §120.4)
Description of work; Description of Material; Applicable Specifications; Construction requirements; Method of Measurement; Basis of Payment

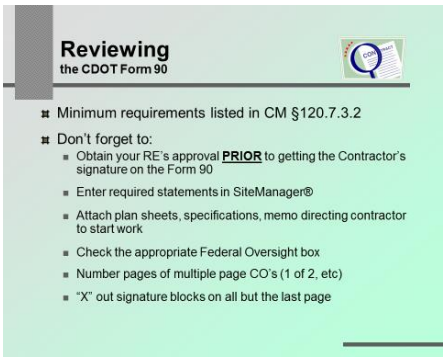
CO's are to be fully signed by the Contractor, PE, RE and Program Engineer as soon as the work is approved. Some may require signature of the FHWA Operations Engineer prior to work starting.
Also See **Construction Bulletin 2010 #3 & #12** dated December 7, 2010

Proper Use of Form 105 – Speed Memo

Speed Memo is to be used as follows:

Use Form 105 – Speed Memo to document:
directions and interpretations given the Contractor;
instructions to Contractor for work formalized later with a change order;
agreements between the Project Engineer and the Contractor; and
transmittal of project documents and other project information, including to the contractor, internal CDOT staff and consultants working on the project.

When the Contract requires the Engineer to communicate in writing to the Contractor, the proper form of written communication is the use of Form 105.



Reviewing the CDOT Form 90

Minimum requirements are listed in CM 120.7.3.2

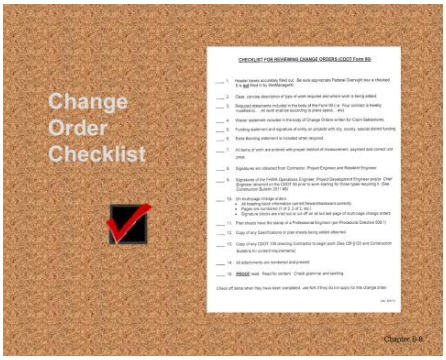
Don't forget ----

Obtain your RE's approval PRIOR to getting the Contractor's signature

After all the time you spent in SiteManager creating the Change Order record, **take another minute and type in the required statements** so that SM will print out a complete Form 90 for you! (Change Order Maintenance, Change Order Explanation, Explanations applies to all line items)
No more cut & paste.

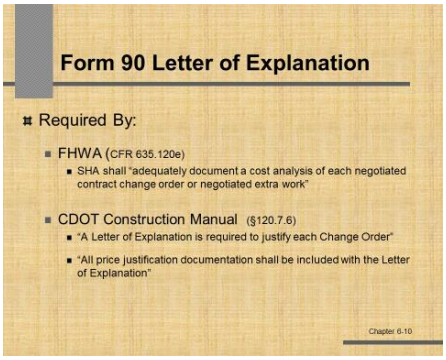
Remember plans, specs part of contract, contractor gets copy.
Need to attach these to the Form 90, not the letter of explanation!

Check the Federal Oversight Box, Yes or No
Number pages (1 of 2, etc.
X or cut off signature blocks on all but last page.



Checklist

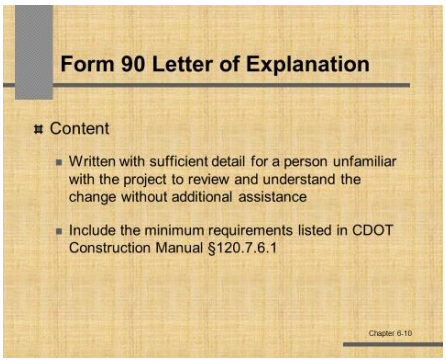
Check list may be useful, especially if you are new, haven't written a change order for a while or are asked to review one.



Letter of Explanation

Why????
Federal requirement to provide "adequate documentation & justification".
CFR 635.120e requires the SHA to adequately document a cost analysis of each negotiated contract change or negotiated extra work order.

Also stated in the CDOT Construction Manual (§120.7.6) the "All price justification documentation shall be included with the Letter of Explanation"



Internal correspondence – use Memorandum format with CDOT logo (CM 120.3.3)

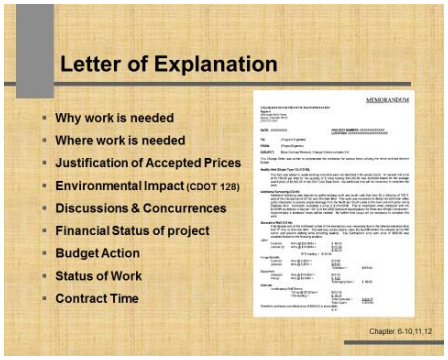
Content requirements

Written w/ sufficient detail for a person unfamiliar with the project to review and understand the change without additional assistance

Basically - just remember the 5 W's + state unit of measurement and method of payment.

Refer to 2002 CM section 120.7.6.1, revised July 2008

9 key pieces ---------→



Letter of Explanation

Topics covered in **CM §120.7.6.1**
The letter should include, at a minimum, 9 key pieces of information:

1 & 2 - Explain the why and where the work is needed.

3 - Support all agreed prices - Use Cost Data info and/or Include a F/A analysis in the body of the letter for F/A work or Lump Sum Items

4 - Address the Status of your Environmental clearances (CDOT 128)

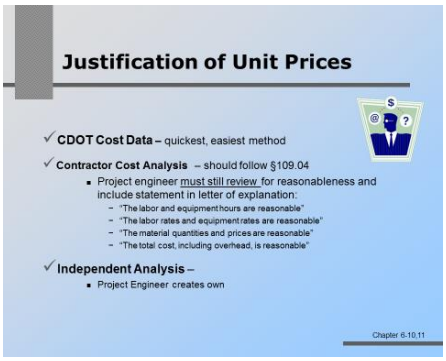
5 – Note names and dates of all discussions and concurrences

6 - Show you have checked the Financial status of your project i.e. show balance of either MCR budget or project budget (CDOT 65)

7 - State whether any budget action is necessary – Where funds are coming from?

8 - State whether work has started or not (attach copy of CDOT 105)

9 - Addressed if contract time needs to be added (only for items effecting the Critical path !!!)§108.07.



Justification of Unit Prices

The CDOT Cost Data /Bid Letting data is by far the easiest. I suggest use first.
Be sure to state year or range of dates used. - It is reasonable to accept price deviations of up to 15%

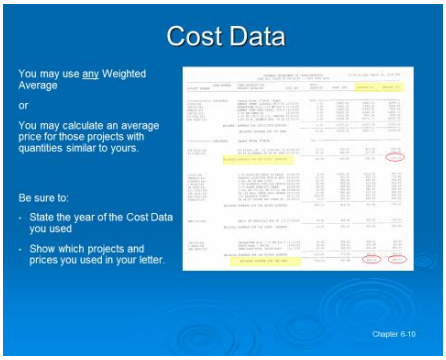
Cost Estimates web site - organizations, Program Support, Construction Cost Estimates & Market Analysis

Lump Sum & **Invoice** – still need to use analysis to determine estimated price.
Use $$ item code and state "invoice will be in project file". Include cost analysis in letter - CM 2004, revised 7/08 §120.7.6.2.2

Contractor Cost Analysis
May request Contractor to submit their F/A analysis (cannot require) However you must still do price comparisons and include statements from CM §120.7.6.2.1—
"The labor and equipment hours are reasonable"
"The labor rates and equipment rates are reasonable"
"The Material Quantities and prices are reasonable"
"The total cost, including overhead, is reasonable"

Independent Analysis - Create your own

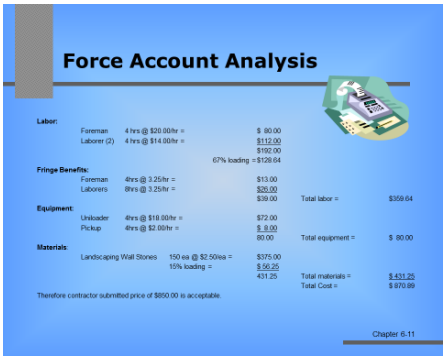
Summarize and restate unit of measurement and price per unit. "The contractor submitted price of $x,xxx.xx is reasonable when compared to the above/attached force account analysis."



Cost Data

A word about using Cost Data…
You may use **any** of the Weighted Averages or
calculate an average using several projects that have a similar quantity.
Please show a minimum of 3 projects.
Be sure to state the year and which type figures you use.

Remember per CM §120.7.6.2.3 it is reasonable to accept price deviations up to 15% .

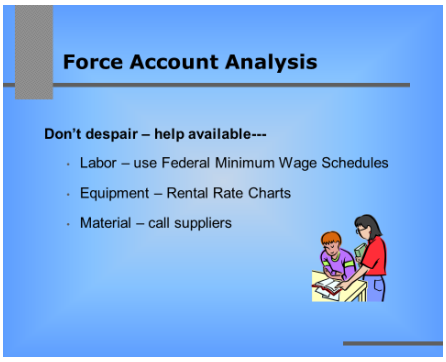


Force Account Analysis

Labor – May use Contractor payrolls, Federal Minimum Wage schedules

Equipment – Rental Rates - these yearly averages may be used in F/A analysis.
There is an annual summary of equipment following this section.
Just remember these rates are for F/A analysis only.
Actual Form 580's must be completed for F/A billings.

Materials – may call suppliers or --- face it work done by time you write letter, use actual invoice cost, just **round**.



Help with Justification of Unit Prices

When preparing a F/A analysis – don't despair, Help is at hand –
OR (If you really want to do your own:)

Labor – may use Federal Minimum Wage schedules, from Project Specials or CDOT Web site.

Equipment – There is an annual summary of equipment rental rates following this section.
Just remember these rates are for F/A analysis only.
Actual Form 580's must be completed for F/A billings.

Materials – may call suppliers or --- face it work done by time you write letter, use actual invoice cost, just **round**.

Remember Change Order is to be executed and approved PRIOR to work starting !!!!

Environmental Impact (CDOT 128)
Discussions & Concurrences

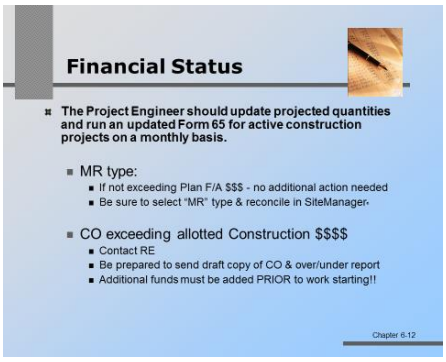
Revision of CDOT 128

Give an explanation of what the additional impact is and attach copies of all correspondence, and revised CDOT 128.

Discussions & Concurrences

Be sure to list dates, names of persons and units contacted for advice and concurrence.
Don't forget about specialty units, especially materials, traffic and environmental.

Be sure you attach any correspondence that grants written pre-approval from: the Chief Engineer, FHWA Operations Engineer, Contracts & Market Analysis, etc.



Financial Status

Remember **all Change Orders have an impact to your project budget.**

PE should **prepare an updated CDOT 65** for active construction projects on a **monthly basis.** (CM §120.7.6.3)PD 715.1

For Minor Change Orders-

You only need to address financial status and budget action **IF** you are **exceeding** your original Plan F/A MCR budget.

Need to select MCR in type field of SiteManager.

Don't forget to reconcile your MCR budget!

If you do not your project will be charged twice for that CO and your financial statement will not be accurate.

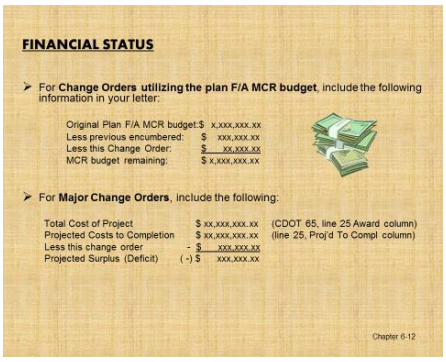
If the **CO** will be **exceeding** the amount of funds allotted for **Construction or the Project budget** by > 5%---

your RE needs to contact the Program Engineer ASAP.

The PE should be prepared to send a copy of the CO and over/under report to the region Business Office.

A copy of your Over/Underruns report and the CDOT 1186 must be submitted to the Region Business Office PRIOR to work starting and CO approval !!!!

Refer to Construction Bulletin # 2007-3 (Highway Construction PO Process) for assistance.



Financial Status - Must include for all CO's

Include either a statement that "funds for this work will come from the Plan F/A MCR budget" and show the balance remaining in the Plan F/A MCR budget.
or a summary of the financial status of the project. 2 formats to use.

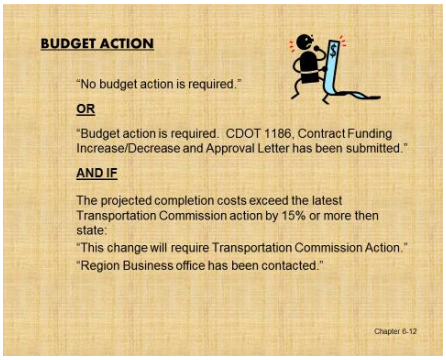
Use figures from Form 65.
The second format is useful as it guides you to specific line #'s.

For additional information on the CDOT form 65 in Chapter 14 of the Quality Control Training Manual.

Note: This is where it is helpful if you selected MCR type when creating your CO "MCR" in the Header description field.

To adjust $$$ - use SM Accessories – Contract Administration – Projected Quantities.

To generate & print CDOT 65 – Use SAP – Project Systems Log onto SAP.
Enter T-Code ZJ20.
Click on the check mark in the green circle.
A screen appears that prompts you enter your project code number.
Click on the clock icon on the upper left.
Another screen appears with the various reports available.
Click on the "Project Financial Statement" box.
Once your project financial report has appeared, click on the disc icon.
A dialog box will appear. Save your report for the month. A common naming convention is project code, month, year.



Budget Action

Include a budget action/no action required statement.
Include a statement where funds are coming from to cover this CO. (i.e. underrun of items, MCR Budget, etc.)

If the CO will be **exceeding** the amount of funds allotted for **Construction,** your RE needs to contact the Program Engineer ASAP. The PE should be prepared to send a copy of the CO and over/under report to the region Business Office.

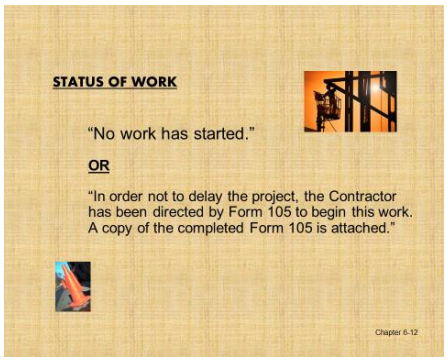
A copy of your Over/Underruns report & the CDOT 1186 must be submitted to the Region Business Office PRIOR to work starting and CO approval !!!!

This also applies, if the **Project budget** will be exceeded by > 5% Projects exceeding 15% of their original allotment also require Transportation Commission Action

Refer to Construction Bulletin # 2007-3 (Highway Construction PO Process)
for assistance.
For Minor Change Orders-
Only need to address financial status and budget action **IF** you are

exceeding your original Plan F/A MCR budget.
Include a statement that work will be paid for from the budgeted Plan F/A dollars.
State in the Header description field that this change order is for Minor Revision Item(s) (MCR type) items.

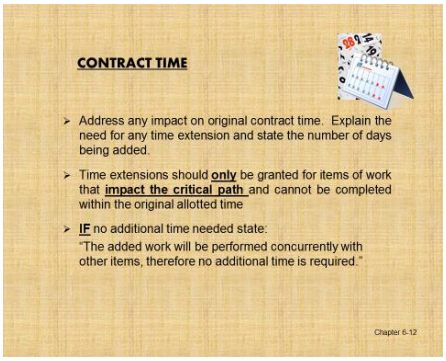
Need to select MCR in type field of SiteManager. Don't forget to reconcile your MCR budget!
If you do not your project will be charged twice for that CO and your financial statement will be messed up.



Status Of Work –

If work has started, attach copy of CDOT 105 directing Contractor to start work.
CO's are to be fully signed by the Contractor and PE PRIOR to work starting !!!!
Verbal approval should be received from the RE and Program Engineer prior to the project engineer and Contractor signatures.

CDOT 105 should contain same info as the CDOT Form 90.
Per CM 120.4 – minimum info:
•Description of Work
•Description of Material
•Applicable Specifications
•Construction Requirements
•Method of Measurement
•Basis of Payment



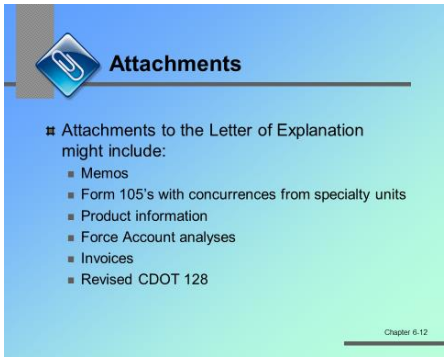
Contract Time - Summarize days added for item.

If work was started prior to the Change Order being approved, it should be stated in the letter.
Attach a copy of the Form 105 sent to the Contractor giving:
Description of work
Description of Material
Applicable Specifications
Construction requirements
Method of Measurement
Basis of Payment

Time may only be added for items of work that impact the critical path, beyond the control of the Contractor and would require time past the original allotted time..
23 CFR 635.121(b) "Contract time extensions….shall be fully justified and adequately documented."

Or simply state "no additional time needed".
Need to indicate that time to do work was considered.

Do this for each item of work, and/or summarize at end of letter.



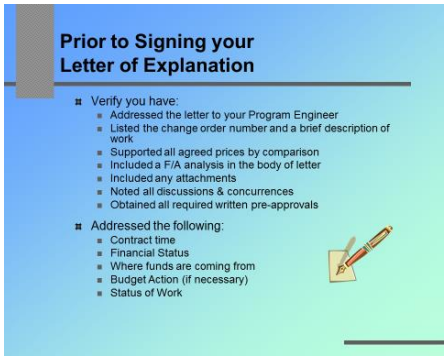
Attachments to the Letter of Explanation

The letter of explanation is an internal document, the contractor does not get a copy.

So therefore,

Attachments to the **letter of explanation** may include letters from the contractor, force account analyses, product info. (i.e. Things that justify the work, prices.)

All attachments should be numbered and referenced in the Change Order and/or in the Letter of Explanation.

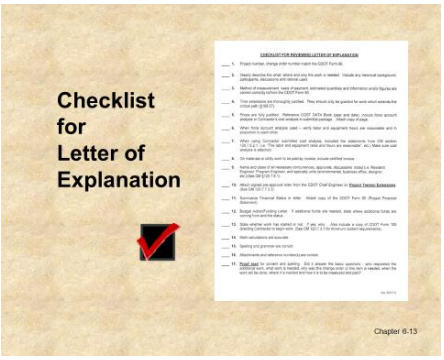


Prior to Signing -

Minimum requirements covered in CM §120.7.6.1
Explain the who, what, where and why the work is needed.

Be sure that you have:
Addressed the letter to your Program Engineer.
Supported all agreed prices
Included a F/A analysis in the body of the letter for F/A work or Lump Sum Items
Verified that attachments are referenced and actually attached.
Noted all discussions and concurrences

Addressed:
Contract time
Financial status of your project
Whether any budget action is necessary
Where funds are coming from
Whether work has started or not



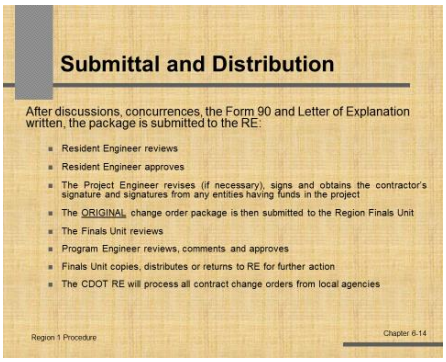
Checklist for Letter of Explanation

Check list for letter of Explanation. **Checklist for Letter of Explanation**

Check list for letter of Explanation.

Remember – letter must **CLEARLY explain** why the additional work is needed, state the method of measurement and basis of payment and justify all prices.

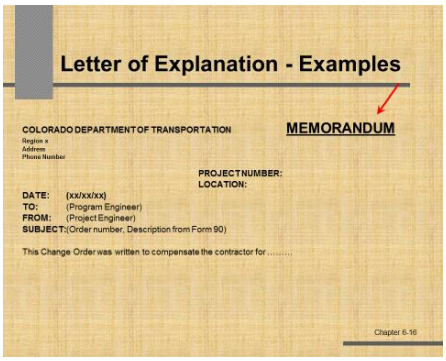
Write it so that a person not familiar with the project will understand what work is to be done.



Submittal & Distribution

CDOT procedure

After all required preapproval signatures and concurrences are obtained, and the letter of justification written…
The Change Order package is sent to the Resident Engineer for review and their approval **PRIOR to the Project Engineer and Contractor signatures**.
Region 1 procedure for submitting & processing CDOT Form 90.
Print out the CDOT Form 90 from SM.
Pending copy to RE and Finals unit PRIOR to PE and Contractor's signatures.
RE to ensure financial obligation met, any budget action needed is initiated.
If CO > $25,000……PE contacts Program Engineer via e-mail. May follow-up with phone call.
Attach copy of e-mail with Program Engineers concurrence to letter.
If necessary contact FHWA Operations Engineer.
PE corrects, revises, signs and obtains contractor and/or entity signatures.
Sends to RE, who signs, transmits to Finals Unit.
Finals Unit obtains Program Engineers signature, copies, distributes.
Local agency change orders processes same way. LA may keep original.



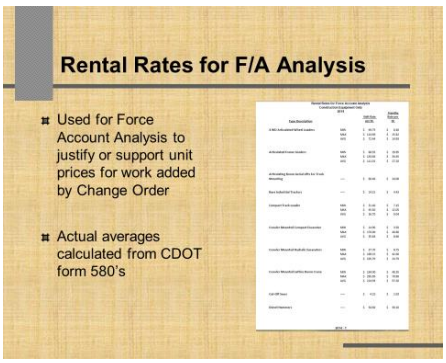
Letter of Explanation Examples

Two Examples of letters – one minor, one major, beginning with page 11.
Both examples include the different methods to justify prices

- Using Cost Data - CM 2004 §120.7.6.2.3
- Using spec – already part of contract
- Using F/A Analysis to estimate $ for lump sum, invoice, or work to be paid by F/A. –

CM 2004 §120.7.6.2.2

Note: **Internal Letter, therefore goes on CDOT MEMO HEAD**



Rental Rates for F/A Analysis for Construction Equipment

Follows References page.

Acceptable to quote when used for F/A Analysis only.
Actual averages calculated from CDOT form 580's in Region 1.
Therefore Contracts & Market Analysis will accept.

Need actual CDOT form 580 if paying by F/A method.

In conclusion …. CDOT Form 90

Just remember to:
Check Federal Oversight box
Required & Optional Statements - enter in "Applies to all line items" or else does not print
Signature of FHWA Operations Engineer when required.

Always required---
"*Your contract is hereby revised to include ……"*

"*All work shall be done in accordance with the 2005 Colorado Department of Transportation Standard Specifications for Road and Bridge Construction, the project plans, the project special provisions, the attached plans and/or specifications and as directed by the Project Engineer."*

Optional
"The Contractor shall provide additional bonding to cover the cost of this work at no cost to the project."

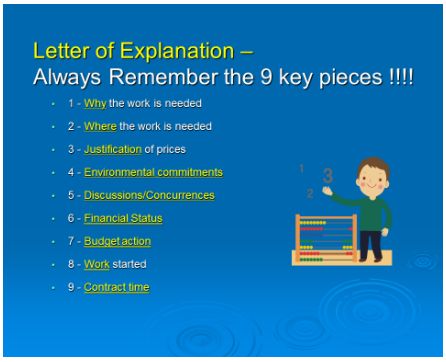
"Should federal funds not be available to cover these additional costs, or the FHWA decides not to participate, the entity agrees to provide the required funds. The [entity name] approves this Change order by signing below."

"[Contractor's Name] by signing below, hereby waives any and all claims or rights to claim which it now has or may have in the future relating to ……"[any delays to this project][additional impact costs]etc. for this Change Order"

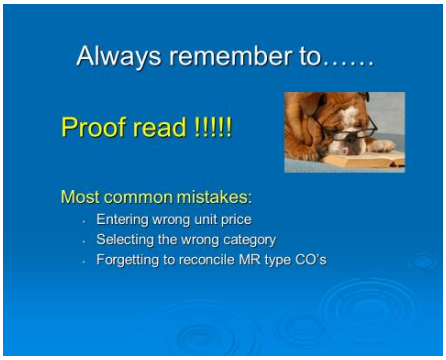
Remember you cannot edit in SiteManager® after you approve it !!!!!

Suggest you leave CO in PENDING status ---- can go back to DRAFT and edit

Letter of Explanation



Did you remember to cover the 9 key pieces of information?



Always Remember -

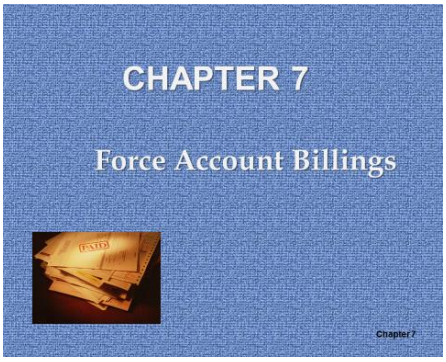
Irregardless …….PROOF READ !!!!!!

Common mistakes:

•Entering wrong unit price
•Selecting the wrong category
•Forgetting to reconcile MCR type CO's

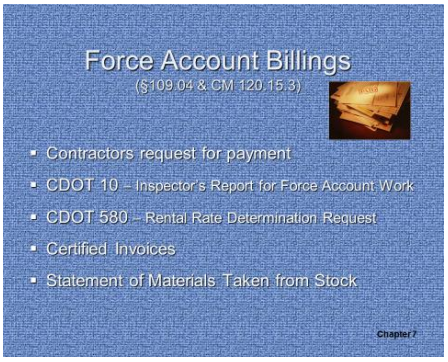
Remember you cannot edit in SiteManager® after you approve it !!!!!

Suggest you leave CO in PENDING status ---- can go back to DRAFT and edit.



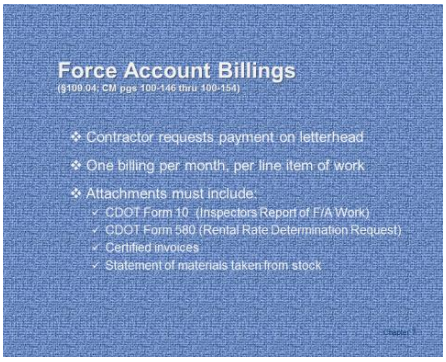
7 -Force Account Billings

Payment by Force Account billing is utilized when unforeseen work is done by the Contractor, no agreed price exists and it is difficult to determine the actual scope of work and related costs.
and related costs.



Method of payment used for work performed by the Contractor for which there is no agreed unit price.

See §109.04 for loading factors
Contractors request for payment
CDOT 10 – Inspectors Report for Force Account Work – covered previously
CDOT 580 – Rental Rate Determination Request
Certified invoices / certified statements of materials taken from stock
May pay rental equipment by certified invoice + loading.



Requests for payment are to be received from the Prime Contractor on their letterhead, processed and paid on the monthly contractor estimate.

One billing per month, per item of work.

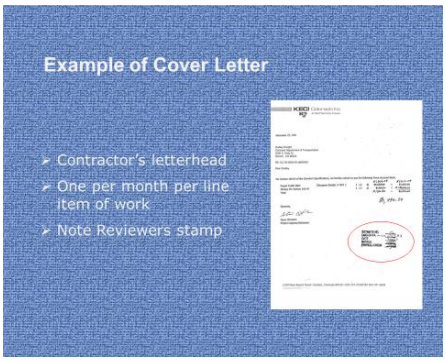
Labor, material and equipment are documented on the CDOT form 10.

Labor rates are to be checked against contractor payrolls, therefore…..
Payrolls must be submitted for ALL Force Account work……..regardless of funding

Rental rates are determined by the CDOT 580 or rental invoice.

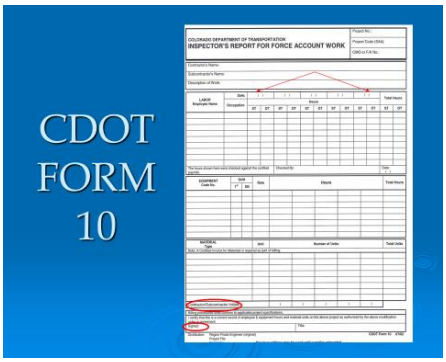
Material is paid by certified invoices or statement of materials taken from stock received from the contractor.

Be sure Contractor signs Certification statement CM 100-152.
Be sure to read and follow §109.04. !!!



Example of Cover Letter

Note stamp, esp. payrolls checked by……



CDOT Form 10 – Inspectors Report for Force Account Work

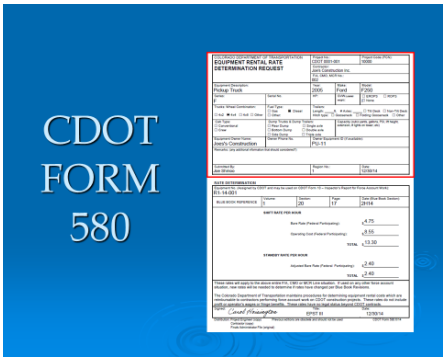
This is the form used to track labor, equipment & material used on force account work.

Each day should have its own column, however the days do not have to be consecutive.

Have the contractor and/or the subcontractor initial the form each day. Sign this form at the end of the week. Give the contractor a copy.

This will avoid any conflicts later.

Keep this form handy so that when you receive payrolls, certified invoices and the Force Account Billing from the contractor you can easily check them against the Form 10.



CDOT Form 580 - Equipment Rental Rate Request

This form is used to determine a rate for equipment that is used for force account work.

Completely fill out all the information for Part I.
Note any additional equipment. Please call the rater with any questions you may have.

Do not write below the first half of the page.
If the contractor fills out the form, they are **not** to sign the form.
Only CDOT personnel may sign the form and submit a rate request.

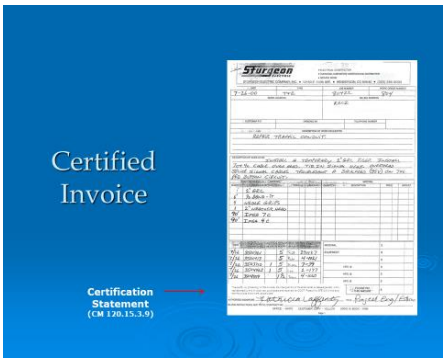
Make sure the form you are using is the current form. The current form date is 6/14. You may use a computer version as long as it resembles the paper form.

If the piece of equipment is a rented from a rental center, you may pay from the certified invoice. 10% administrative loading is allowed.

If the information is provided correctly, a rental rate can be determined within 5 business days.

You may fax or e-mail this form to whomever calculates for your region.

For further information see the Rental Rate Determination section of this manual.

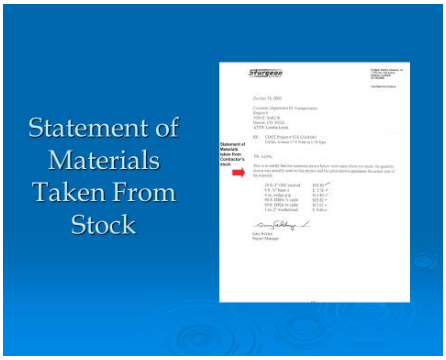


Certified Invoice –

The Contractor must certify that all materials were permanently incorporated into a project.

Certification statement from CM 120.15.3.9

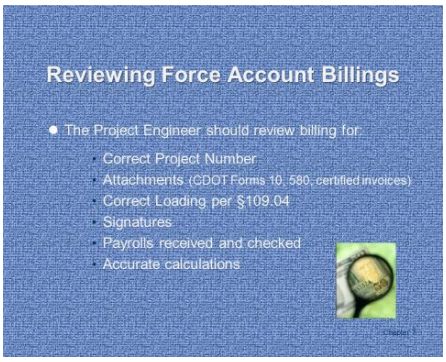
"We certify, by photocopy of this invoice, that the quantity of material/rental or lease/specialty work, represented by this invoice was purchased and received for CDOT Project No._____ and that the prices shown are actual costs" .
Contractor signature and date.



Statement of Materials Taken from Stock

If materials were taken from the Contractors stock, then they must furnish either a copy of the original invoice or letter containing the Certification statement from CM 120.15.3.9

"We certify, by photocopy of this invoice, that the quantity of material, represented by this invoice was taken from stock and the prices shown are the actual costs" .
Contractor signature and date.



Reviewing F/A Billings

The billing should be reviewed prior to payment.

All forms should be filled out accurately and completely.

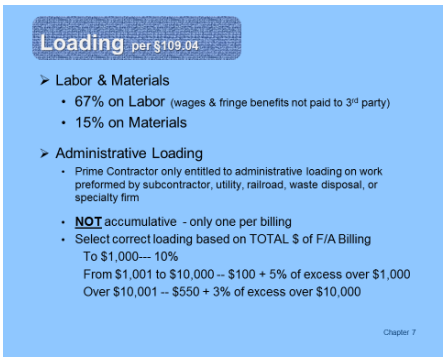
Check the Project Number. Must be for your project….or portion of clearly defined!!!

Must attach - Form 10's, 580's, certified invoices and statement of materials taken from stock.

Must receive payrolls from Contractor! No exceptions!

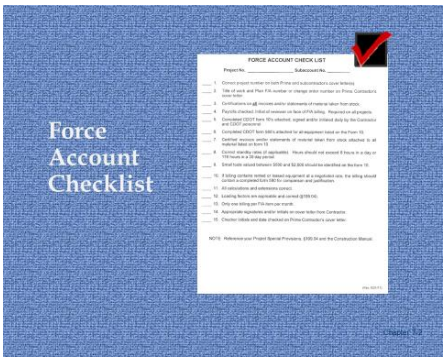
Check loading per §109.04:
Wages and fringes benefits - 67 %.
Loading fringe benefits allowed only if they are **not paid** to a third party.
Materials - 15%.

The prime contractor may or may not be entitled to administrative loading – 10%. Check §109.04.
To $1,000-10%
$1,000 to$10,000 - $100 + 5% of excess over $1,000
Over $10,000 - $550 + 3% of excess over $10,000.



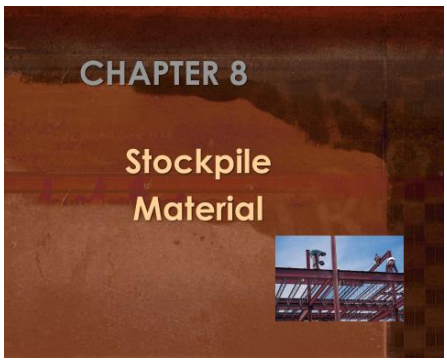
Reviewing Loading on F/A Billings

Check loading per §109.04:
Wages and fringes benefits - 67 %.
Loading fringe benefits allowed only if they are **not paid** to a third party.
Materials - 15%.
The prime contractor may or may not be entitled to administrative loading.
Paid only on work done by subcontractor, utility, railroad, waste disposal, specialty firm.
This is not accumulative!!!!
Select the group that fits the TOTAL $$ of the billing:
To $1,000-10%
$1,000 to$10,000 - $100 + 5% of excess over $1,000
Over $10,000 - $550 + 3% of excess over $10,000
Only 1 administrative loading per billing



Force Account Checklist

Checklist you may find handy



8- Stockpile Material

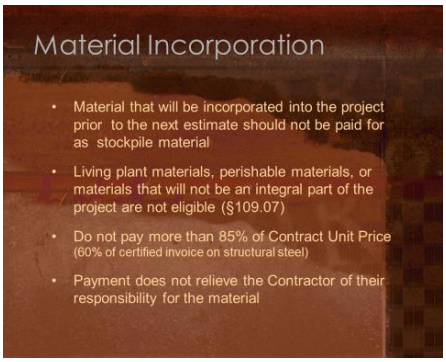
The request for payment of stockpile material must be received from the prime contractor on their letterhead. This includes requests from subcontractors.

It should include a statement that the material was purchased for that particular CDOT project. (See the CM section 120.15.4 for the certification statement that is required on the invoice.)

The letter of vested interest must include where the material is stored. It should include a copy of the certified invoice, material certificate of compliance and a cost analysis.

Materials should be stored in the project yard, State owned property or a secured location within the State of Colorado.
Structural steel may also be stored in any acceptable storage area, as long as it is identified and stored separately from other lots.

The request should be received with adequate time for review prior to the estimate.
This review includes, reviewing the quantities to ensure that the request is not for more than plan quantity or for more than is projected to be used as well as, ensuring adequate monies left in the item to complete installation.
Partial payments will not exceed 85% of the bid price (60% for Structural Steel) or 100% of the certified invoice cost. (§109.07)



Incorporation of Material

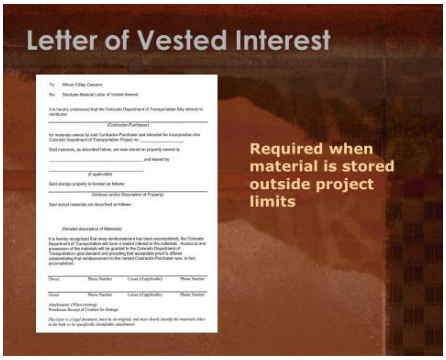
If the material will be incorporated in the project prior to the next estimate, **do not pay as stockpile.**

Stockpile should not be paid for living plant materials, perishable materials, or material that will not become an integral part of the project. (§109.07)

Do not pay more than 85% of the Contract Unit Price of any stockpile material…….except structural steel --- then do not exceed 60% of certified invoice cost

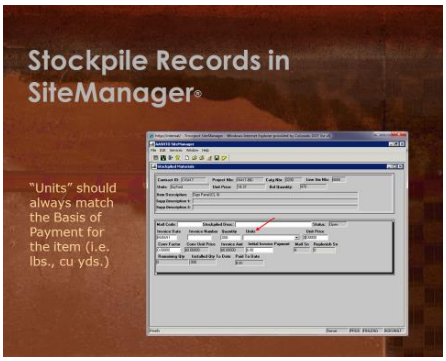
Payment for stockpile does not relieve the Contractor of their responsibility for the material.

If you have entered your stockpile record correctly (i.e. the unit on the stockpile record match the basis of payment for the pay item), SiteManager® will decrease the amount of the stockpile material as it is incorporated into the project.



Letter of Vested Interest

Required when material is stored off project site. (§109.07 & CM 109.7) Must be on kept on file in project records.



Stockpile Records and SiteManager®

Helpful hints on viewing, entering and adjusting Stockpile records in SiteManager®.

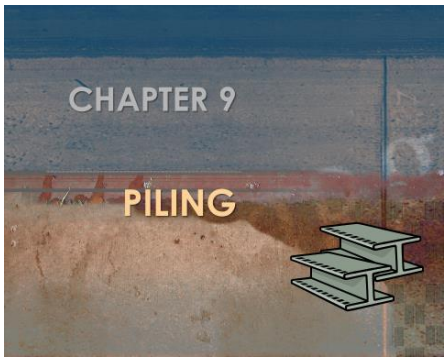
"Units" must **always match** pay item **Basis of Payment** (i.e. lbs., cubic yards)!!!

Never use $$$'s unless the item is measured in dollars.

SiteManager reduces the stockpile material record by the **quantity** paid as work in place.

If you use dollars, and the item is not Measured in dollars, then the stockpile will not be reduced correctly.

Also instructions for manually closing out stockpile balances.



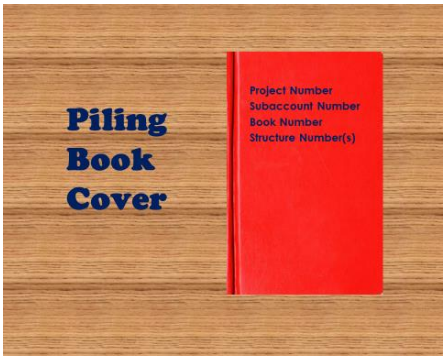
9 - PILING

Once the pile driving equipment has arrived on the project site, verify that the equipment has been approved by the Project Engineer per §502.04.

Soon after the piling arrives at the project site, it is suggested that you go and measure every piece of piling.

With white paint, paint each sticks length (to the 1/10th), and stick number on it.

On a piece of paper record the stick number, length and heat number.



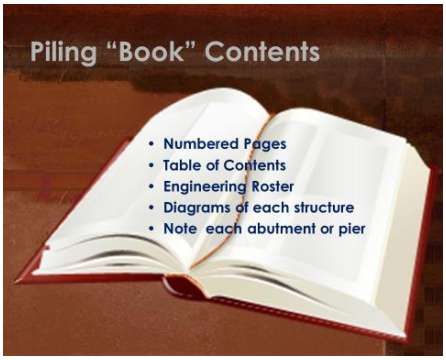
Piling "Book" Cover

Your first choice should be to use a large orange field book, also called a cross-section or survey book.

If this is not available, set up a notebook using word documents or spreadsheets.

All data for piling is entered into this "book".

On the cover of the book, in super-indelible-never-come-off until you're dead and maybe even later marker, put the project number, project code, book number, and structure number(s).



Contents

On the inside, you will need to set it up like any survey book with page numbers, table of contents and engineering roster.

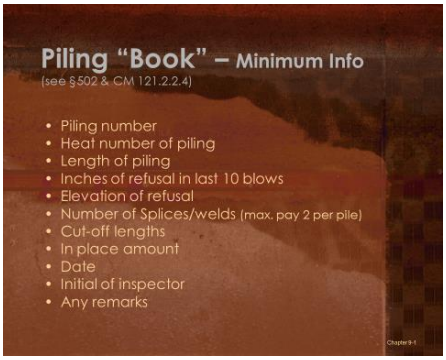
Include the names of the inspectors for piling on the roster.

The table of contents should also include each structure and whether the piling is for an abutment or pier for each structure. (See examples.)

Keep each structure separate.

Make a drawing of the structures showing piling locations.
You may either draw it by hand or make a copy of the plan sheet showing the locations.

Make sure you put a North arrow on each drawing.



Minimum Info:

For each structure and pile, the following **minimum information** will need to be tracked:

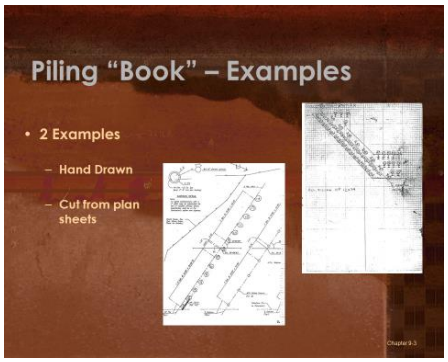
- Piling number
- Heat number of piling
- Length of piling
- Inches of refusal in last 10 blows
- Elevation of refusal
- Splices/welds
- Cut-off lengths
- In place amount
- Date
- Initial of inspector
- Any remarks

You will need to keep track of the splices for each steel piling. May use any number of welds…..however all splices must be authorized.

Only pay for two splices per steel pile (§502.08).
For information on how to measure cut-offs and limits for splices/welds see §502.12.

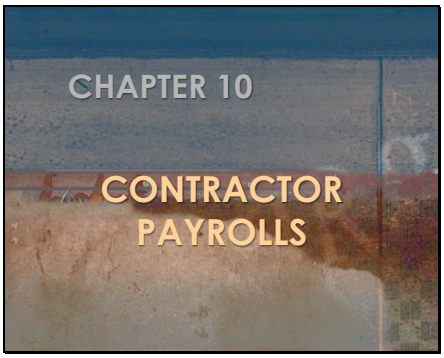
Don't forget your earplugs and wear old clothes. This is a noisy, messy operation !!!!

2 Examples



1 with piling locations hand drawn

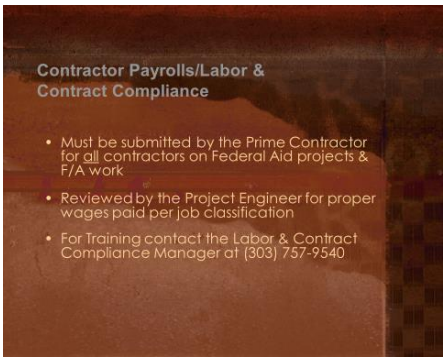
1 copied from plan sheets



10 – Contractor Payrolls

Just summarizing here.

Contact the CDOT Contract and Labor Compliance Manager:
303-757-9540



Payrolls are to be submitted by the Prime Contractor and all Subcontractors on ALL Federal Aid projects and for all work done by Force Account

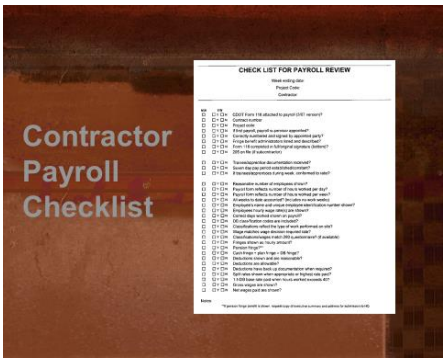
They are to be reviewed by the Project Engineer for proper wage rates per classification.

Will not go into detail here.

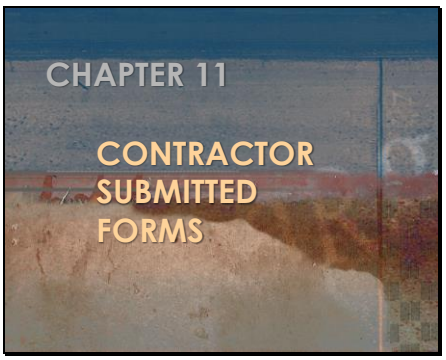
Be aware of Midway & other decisions that define of site of work and affect truck drivers, owner/operators, etc.

Please check with the region Civil Rights office regarding future classes.

Public records law – but don't forget Confidentiality clause.
Inspection of Payrolls – requirement - cover SSN, addresses.
However, per Special Provision, payrolls should not include the full SSN #.
Employers must only use last 4 digits or an employee id no.



Handy Checklist.



11 – Contractor Submitted Forms

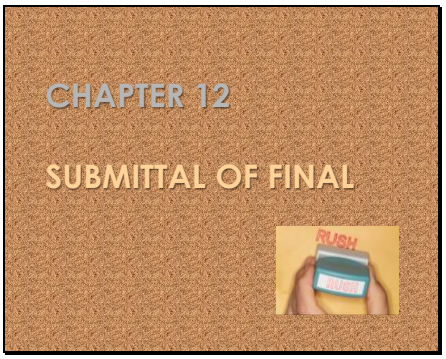
Items in this chapter have been discussed earlier in the presentation.
Won't go over again.
This chapter is just a standalone for the Contractor submitted forms.

Most common forms and/or items.

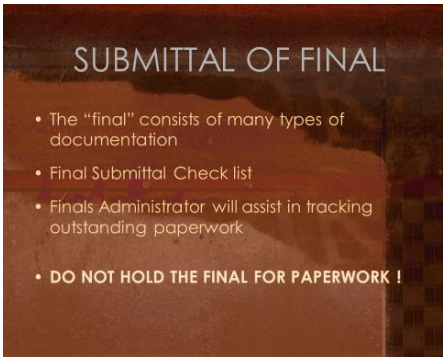
For quick reference here. See in chapter on forms for more details.
If a dispute has not been resolved per the Dispute Resolution process (§105.22 & §105.23), the Contractor must submit their intent to file a claim in writing. (**§105.24**)

Monthly Buy America required on **ALL** projects , even state funded.
The Contractor must also maintain a file of certifications where every process, including application of coating has been carried out. These certifications establish a chain of custody for iron and steel products and their coatings that are permanently incorporated into a project. (**§106.11**)

§109.06(f) ***Retainage by the Contractor.***
This section states that the Prime Contractor may withhold retainage on any and all subcontractors for work performed. However, this section also states that if the subcontractor has completed **ALL** the work that was to be performed by them as stated on the CDOT 205 and any amendments (change orders), the subcontractor may request through the Prime Contractor to have their retainage released. There are a certain number of days that things have to happen, so read the spec regarding the time frames. Also, in this spec it does state that the Department will review the final quantity, make any adjustments and pay the Prime the final quantity. At that point, that quantity is complete and no further checking will be done.



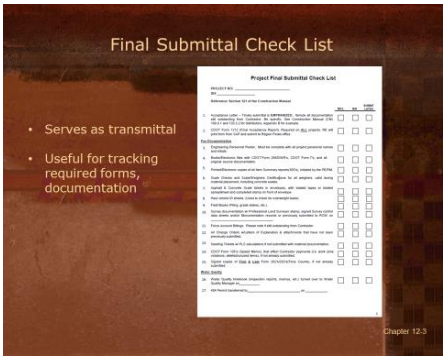
12 – Submittal of Final



The project isn't complete until the paperwork is completed…….

Per FHWA, CDOT has 120 days to completely close out a project…..this includes, final review of project material and pay documentation, assuring all contract required forms, etc. are received from the Contractor, approving and processing the final payment to the Contractor and a final audit and disbursement of funds.

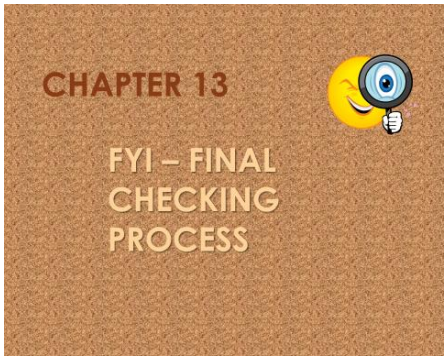
DO NOT HOLD FINAL IN FIELD !!!!



Final Submittal Checklist

Handy "tool".

Not only does it serve as a transmittal for your final……it also helps track outstanding forms, documentation.
The region finals administrator will help you track required forms, etc. Summarized on the Region 6 Final Status Report.
Any Contractor required documentation is listed on the cover letter when the CDOT 96 sent out for the Contractor's signature.
Again ……DO NOT HOLD FINAL IN FIELD FOR DOCUMENTATION !!!!!!



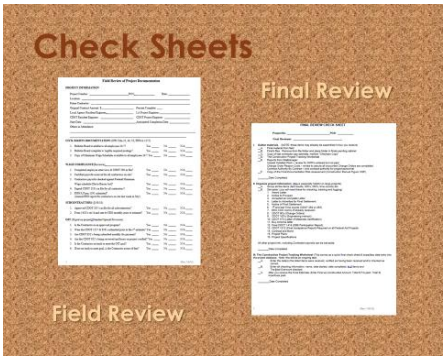
13 – Final Checking Process

No – This is not going away !!!!!!!!!

§109.09 states "All prior partial estimates shall be subject to correction in the final estimate and payment."
Also the Code of Federal Regulations requires an independent check of construction project documentation. (CFR §635.123)

Check list included for your convenience and records.

Finals Administrators will help you track forms still due from Contractor.

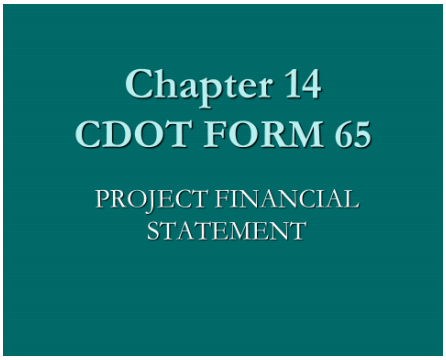


Checksheets

This chapter is provided just to show/tell what all is involved in checking a final.

Field Review Check List- to be used for field visits. Should be of help to project engineer.

Final Review Check Sheet - for your information as to what the process is.



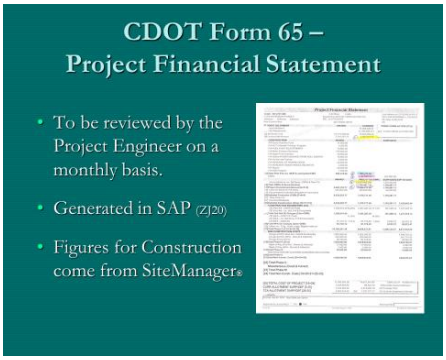
14 – Project Financial Statement - Monthly Review

This section explains the project financial report. (CDOT 65).
The financial status of all projects shall be reviewed on a monthly basis. This is to assure that the projects are within the allotted budget.

SAP automatically refreshes the data each time you generate the report so ---- you may want to save a copy of the financial report each month in electronic format.
SAP T-code is ZJ20.

Pages 2- 6 contain text explaining what the different figures represent.

There is also a Video workshop topic on the TETP website:
http://intracontent.dot.state.co.us/employee/training/tetp/videos/Form65Workshop/PubData/Engine/Default.htm?http%3A%2F%2Fintracontent.dot.state.co.us%2Femployee%2Ftraining%2Ftetp%2Fvideos%2FForm65Workshop%2FPubData%2F



CDOT 65 – Project Financial Statement

This report shows the financial status of your project. It needs to be reviewed **monthly** by the Project Engineer.
This report is maintained within the software program called "SAP" and pulls information from SiteManager®.
The Project Engineer needs to review the Over/Underrun report in SiteManager Accessories® and update the quantities in Project Quantities.
On the following pages is a brief description of the process and the financial statement. Once the financial statement has been updated you can save the file in electronic format.

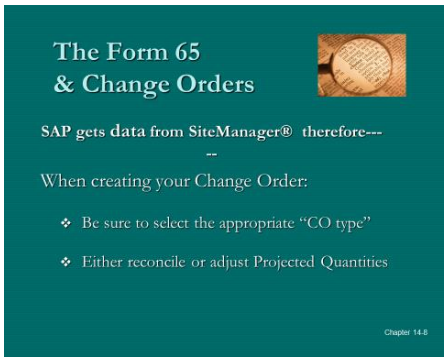
The procedures for generating and saving the file are:
Log onto SAP - Enter T-Code ZJ20 - Click on the check mark in the green circle.
A screen appears that prompts you enter your project code number.
Click on the clock icon on the upper left - Click on the "Project Financial Statement" box.

Once your project financial report has appeared, click on the disc icon. A dialog box will appear. Save your report for the month. A common naming convention is project code, month, year. If you want to print a copy, right click on the form. Select Print.

For additional guidance on monitoring your project expenditures refer to:
Construction Bulletin # 2009-3, "Highway Construction PO Amendment Process" regarding funding letters

Construction Bulletin # 2009-5 entitled "Post Award Financial Statement Form 65" regarding CDOT 65 information
Construction Bulletin # 2009-8 "Force Account Management on All Projects with an Emphasis on ARRA Projects.

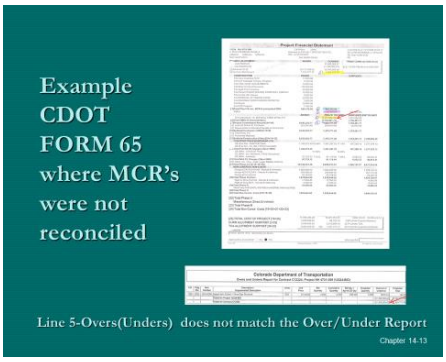
CDOT 65 & Change Orders



Selections you make when entering your Change Order in SiteManager® have a financial impact to your project and how the $$$ are reflected on the CDOT from 65 – Project Financial Statement.

If the correct "CO Type" was selected when Change Orders were entered in SiteManager® then the "PROJ'D TO COMPL" (line 7) and the "Projected Total" on the Over/Under report from SiteManager® Accessories should match.
However,
If any CO's were entered using the "Modifications with No CMO/MCR Required"
OR
If any CO's were not reconciled or adjusted correctly,
then adjustments need to be made. (see example following). The adjusted amount should then match line 5 on the form 65.

To assure your Change Orders are reflected correctly on the Form 65, the steps and proper actions to take in SiteManager® are listed in Chapter 15, pages 7-9.



Example CDOT 65

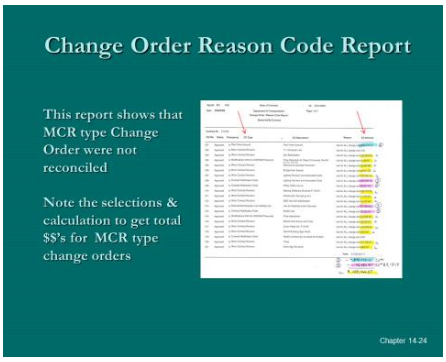
This is the CDOT 65 - Project Financial Statement.

The figures in the Construction section are passed from SiteManager®….

This is why it is not only important that you reconcile your MCR type change orders, but be sure to adjust any Change Orders not being paid by the MCR budget, as well updating your projected quantities!

Line 5-Overs(Unders) does not match the “”Totals for Contract” on the Over/Under Report (page 14-23) because the project engineer forgot to reconcile the Minor Contract Revision type change orders in the SiteManager® Change Order module and the project was charged twice.

The numbers corresponding to the highlighted figures can be found on the Estimate Summary, Reason Code Report and the Over/Under Report from SiteManager® or SiteManager® Accessories.



This is the Change Order Reason Code report from SiteManager.

This is where you can review your CO costs and determine if you reconciled your MCR items (subtracted the $ for the CO from the Plan F/A MCR budget)

If you didn't, your project is being charged twice.

How do you know???? “CO Amount” is NOT zero (0) for MCR type

2 –Your projects Plan MCR F/A $ (line 5 on CDOT 65)

a - MCR type and “no CO” required change orders

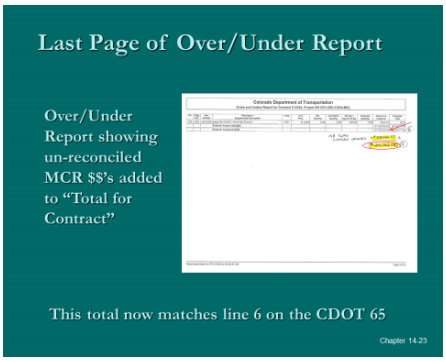
3 - CMO type change orders

The total $ of all a's is the figure you use to adjust your over/under report.

In this case all “Contract Modification Orders” were totaled and subtracted from “CO #1” (Plan Force Account).

This total is then added to the “Totals for Contract” on the Overs and Unders Report.

Figures now match Line 5 -Overs(Unders) of the CDOT 65.



Over/Under Report

This is the last page of the Over/Under Report you get from SM Accessories.

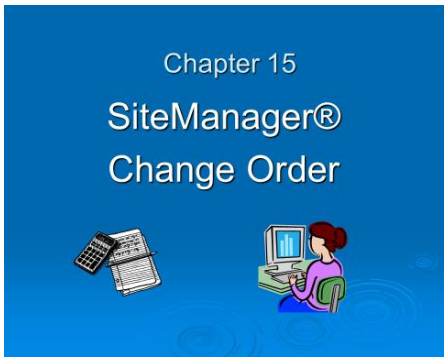
Notice the highlighted figures.

5 - is the total $ of all projected quantities (line 7 on CDOT 65)&(last page of estimate)

a - is the total of all your MCR and “No CO” required Change Orders (calculated from Reason Code Report)

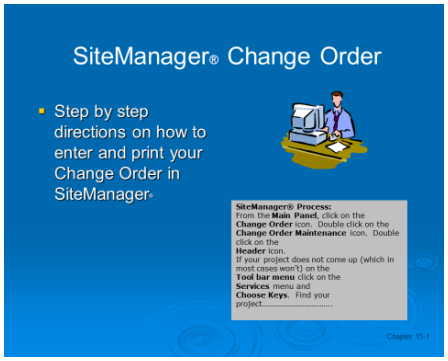
4 - is the total of all bid items plus MCR type CO's. (line 5b on CDOT 65 - “Overs (Unders)—Inc. Bid items, CMOs & Plan F/A”)

15 – SiteManager Change Order



Selections you make when entering your Change Order in SiteManager® have a financial impact to your project and how the $$$ are reflected on the CDOT 65 – Project Financial Statement.

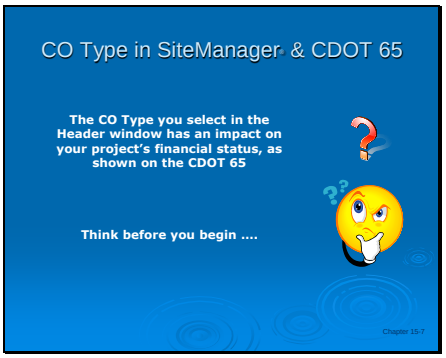
To assure your Change Orders are reflected correctly on the CDOT 65, here are the steps and proper actions to take in SiteManager®.



Step by step directions on entering your Change Order into the SiteManager® program.

Note: Update to SiteManager® 3.15on 4/13/15 changed the appearance of windows.
Change Order Items, Change Order Time Adjustments, CO Explanations, etc. will now appear as tabs on the Header screen.

However the steps to create a Change Order remain the same.
The only time you need to exit the CO Header screen is to initially open your project or to reconcile your MR type Change Orders.

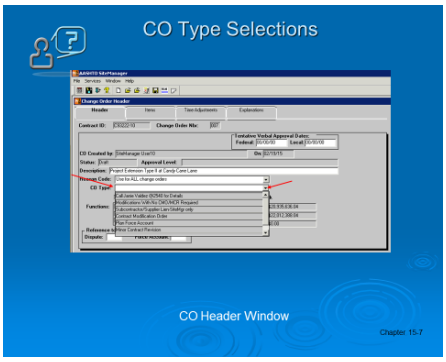


CO Type selections & impact on CDOT 65

Selections you make when entering your Change Order in SiteManager® have a financial impact to your project and how the $$$ are reflected on the CDOT 65 – Project Financial Statement.

To assure your Change Orders are reflected correctly on the CDOT 65, here are the steps and proper actions to take in SiteManager®.

Take time to think things through before you sit down to enter your CO in SiteManager®.
It will save you time and grief later.



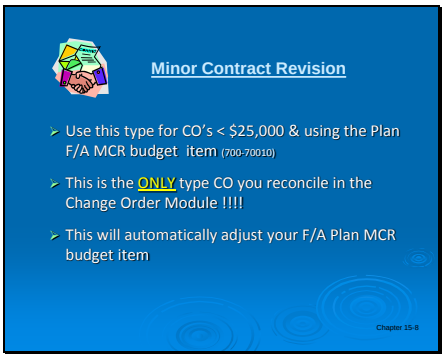
CO Header Window in SiteManager®

Fill in Description, Reason Code
Click on down arrow for "CO Type:"

Your 6 choices are:

Modifications with No CMO/MCR Required
Subcontractor/Supplier Lien SiteMgr only
Contract Modification Order
Plan Force Account – do not use
Minor Contract Revision
Time Extension

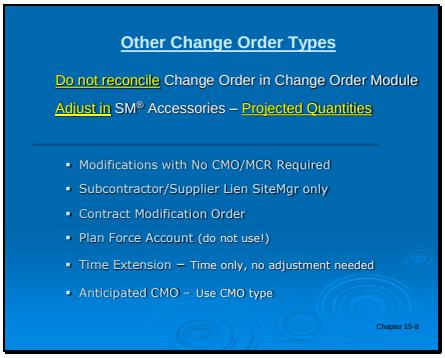
For an "Anticipated CMO "– Use CMO type



Reconciling your MCR type Change Order

Minor Contract Revision
Complete entering your Change Order

Reconcile Change Order in Change Order Module (will automatically adjust Projected Quantity)
After completing your Change Order, return to the Header window:
Services, Calculate CO
Write down $$ amount of CO
Save
Services, CO Item, Services, New CO Item
Select Plan F/A MCR line item (700-70010)
Enter negative amount of calculated CO
Services, Calculate CO
$$ Total for CO should be 0 (zero)
Complete Header



Reconciling all other MCR type Change Orders

Modifications With No CMO/MCR Required
Complete entering your Change Order
If your Change Order is for a negative $ amount (i.e. price reductions, work zone time violations) **do not make any adjustments.**
For all others, adjust on the line item created for the Change Order in Projected Quantities by entering the negative amount of your Change Order in the "Projected Quantity" column.
Do not reconcile Change Order in Change Order Module –

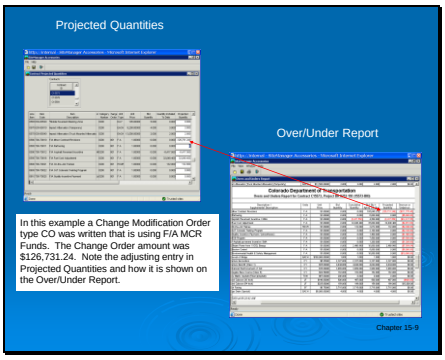
Subcontractor/Supplier Lien SiteMgr only
Complete entering your Change Order
Adjust on the line item created for the Change Order in Projected Quantities by **entering 0 (zero)** in the "Projected Quantity" column.
Liens should not show any impact to project budget as they must be cleared (i.e."0") prior to the final estimate and project closure.)
Do not reconcile Change Order in Change Order Module

Contract Modification Order
Complete entering your Change Order
If using the Plan F/A MCR Budget -- Adjust on the line item for Plan F/A MCR in Projected Quantities (item 700-70010) by entering the negative $ amount of your Change Order in the "Projected Quantity" column.

If using $$ from an existing line item or other Plan F/A Budget item -- Adjust on the line item for that specific item or Plan F/A in Projected Quantities by entering the negative $ amount of your Change Order in the "Projected Quantity" column.
Do not reconcile Change Order in Change Order Module

Plan Force Account
DO NOT USE !!!!!! – Items are already included as line items created from system generated Change Order #1

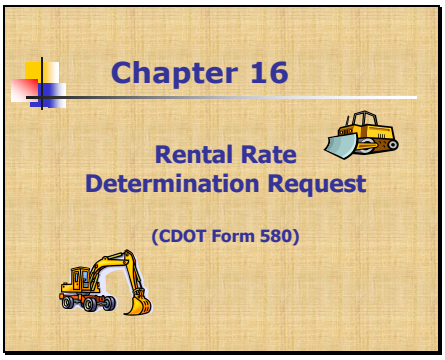
Anticipated CMO
Select "CMO" for CO Type and complete entering your Change Order,. **Adjust** on the line item for Plan F/A Anticipated CMO in Projected Quantities by entering the negative $ amount of your Change Order in the "Projected Quantity" column.
Do not reconcile Change Order in Change Order Module!!



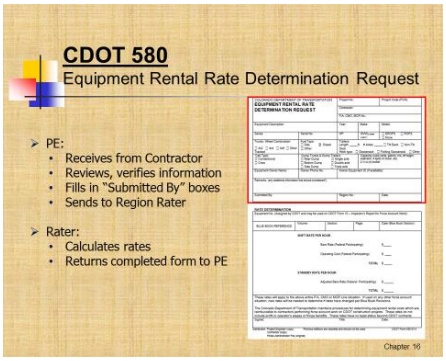
Adjusting Projected Quantities

Or your Construction Project Documentation handout gives you specific directions and shows this example.

If you select any type CO other than MCR you need to make the adjustment of the line item you are using the funds from or process a funding letter to add more funds to your project.



16 – Rental Rate Determination Request

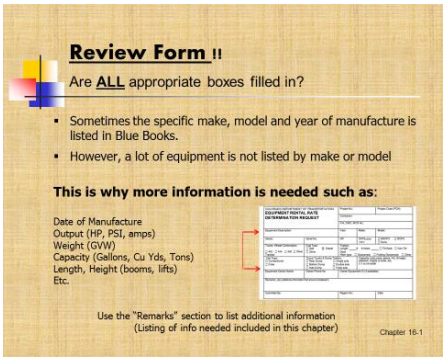


CDOT 580 – Rental Rate Determination Request

This is the from used to determine equipment rental rates to be used on Force Account work.

It is to be attached to the CDOT 10 as part of the F/A Billing.

The PE needs to review, complete top half, then forward to region.
BE SURE TO INCLUDE YOUR NAME & PROJECT NUMBER !!!!!
Refer to the listings following the examples for the type of data that is used to rate each type of equipment.



Review Form

The project engineer shall review Part I and assure that **ALL** applicable information for a piece of equipment is included prior to sending the form to the rater.

At a minimum the following information should be filled in:
Project No, Project Code, Description, Year, Make, Model of equipment, Fuel Type, CDOT person, region & date.
The Remarks section may be used to include any additional information that would help the rater.
NOTE:
For help in determining what additional information is needed for specific pieces of equipment see the lists in the back of this chapter or handout.

Nothing should be left to the imagination of the rater.

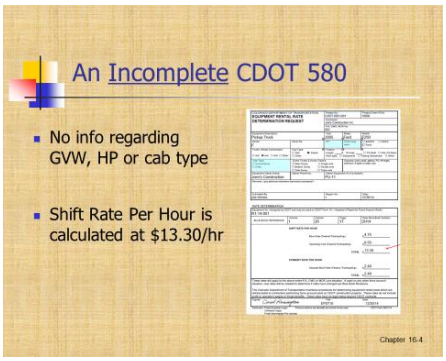
After you have reviewed the form 580, complete the "Submitted By" boxes and submit to the rater in your region.

Only CDOT personnel should sign and fill out the "Submitted By boxes. If the contractor should sign the form, then sign your name above theirs.

If the information is provided completely and accurately, a rental rate may be determined within 5 business days.

Incomplete forms will be returned!!!!

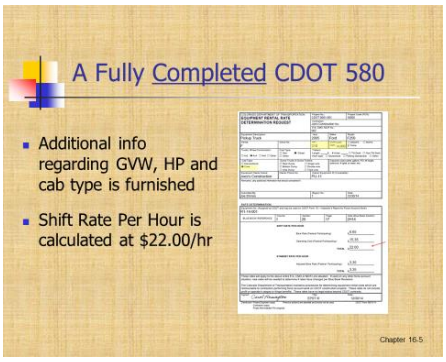
You may fax or e-mail this form to the person that does the calculations for your region.



Example 1:

This CDOT 580 is for a Ford 250 diesel 4x4 pickup.

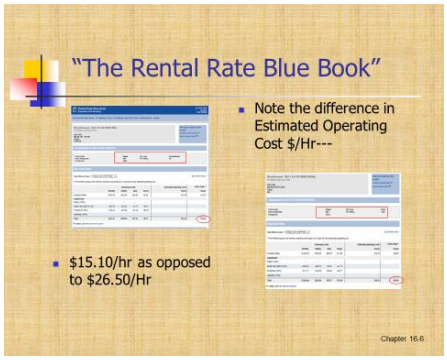
With the information provided, the rater would use the lowest ton rating (1/2) and conventional cab.



Example 2:

This CDOT 580 is also for a Ford 250 diesel 4x4 pickup. However, it has additional info provided – crew cab, 310 HP and GVW is 14,000 lbs.

The GVW now classifies the truck as a 1½ T with crew cab. Notice the change in Shift Rate Per Hour.

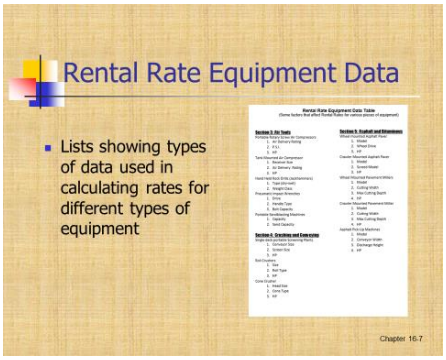


"Rental Rate Blue Book for Construction Equipment"

This is an actual page from the "Rental Rate Blue Book for Construction Equipment"

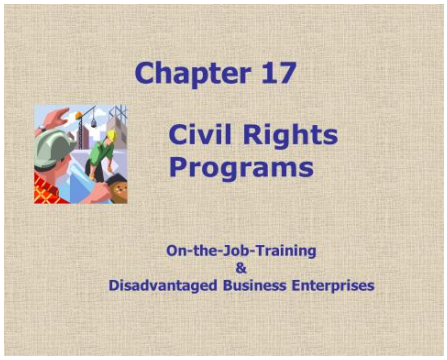
Notice the difference in the operating cost for a **½**T, 4x4 diesel pickup with a **regular** cab and a **1½**T, 4x4 diesel with a **crew** cab. ($8.55/hr vs. $15.35/hr)

Which do you think your Contractor would be happier with?



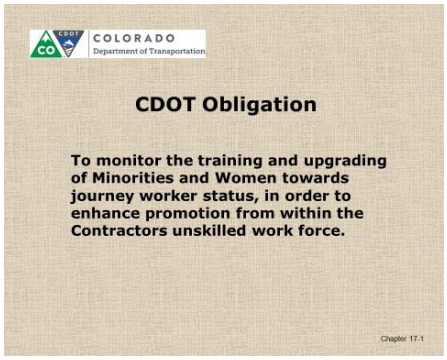
Help available

To help you with determining what additional data should be included with various types of equipment, table included in this chapter or Rental Rate for Construction Equipment Handout.



17 – Civil Rights Programs

On-the-Job Training
DBE Goals



CDOT Obligations

Contractor shall provide OJT aimed at developing full journey level workers in a skill craft (Labor & Mechanic)

Encourage training and upgrading of minorities and women toward journey worker status

WHY??? What's the Big Deal????

Federal Money, Federal rules

Whole slew of Federally mandated programs –
23 CFR Part 230 – External Programs

- **Subpart A** – Equal Employment Opportunity on Federal and Federal-Aid Construction Contracts
- **Subpart B** – Supportive Services for Minority, Disadvantaged, and Women Business Enterprises
- **Subpart C** – State Highway Agency Equal Employment Opportunity Programs
- **Subpart D** – Construction Contract Equal Opportunity Compliance Procedures

29 CFR 30 – Equal Employment Opportunity in Apprenticeship and Training
Title VI of the 1964 Civil Rights Act

<u>Stewardship Agreement</u>
How do we assure the Feds we meet these obligations?

We Document !!!!
Forms CDOT 1336, 1337, 838, 832

Reference OJT Spec – General Requirements section 2 & 3.

Monitoring the OJT Training Program

Familiarize yourself with the provisions of the latest Standard Special Provision - OJT
It lists the requirements for monitoring the OJT Training program

Includes provision that payment may be withheld or a penalty assessed.
Contractors participating in the Standard program at the beginning of the Contract must remain in that program for the duration of the project!

The Region Civil Rights Manager sets OJT goal for the project.

Be aware of your project OJT goals and Plan F/A $$$$$ amount

Construction Bulletin # 2011#10 dated September 23, 2011
"All project personnel should become familiar with its provisions to ensure Contractor compliance".

This bulletin gives guidance on the application of the OJT requirements of this special provision.

No longer different programs

Easier to monitor in some ways……because the Contractor cannot "opt out".
The must provide a plan to their employees and use "Good Faith Efforts" to meet **each** project goal.
Contractor shall pay training program wage rates and correct fringe benefits to each approved trainee. The minimum wage shall be no less than the wage for the guardrail labor classification.
Contractor may request non- CDOT training hours to be counted toward goal, however…….
The request must be submitted in writing and approved by the Region Civil Rights manager.
Any approved hours are **NOT REIMBURSABLE** from CDOT.

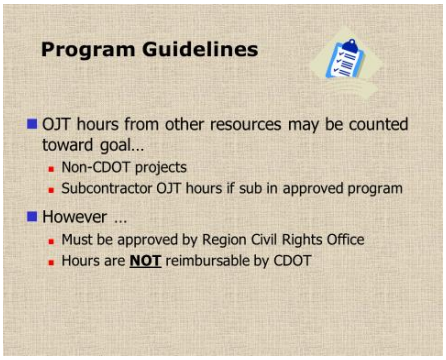
OJT Training Program

Contractors must submit a copy of a current approved training program prior to any training. Preferable at the pre-con with the CDOT1337.
If not previously approved, allow 30+ days for CDOT/FHWA approval or US DOL

Must be submitted to CDOT Center of Equal Opportunity.
4201 E. Arkansas Ave.
Denver, CO
80222
eo@dot.state.co.us
1-800-925-3427

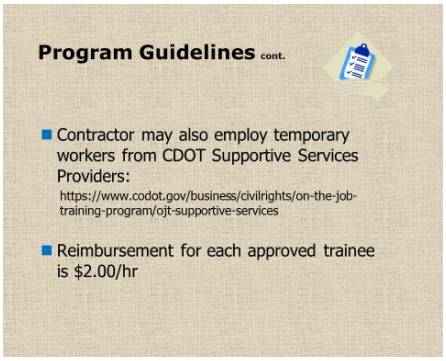
Reimbursement is $2.00/hr for each approved trainee.

OJT hours on Non-CDOT Projects



Contractor may request non-CDOT project training hours to be counted toward goal:
However……any approved hours are **NOT REIMBURSABLE** from CDOT.

Contractor may also employ temporary workers from CDOT Supportive Services Providers:
http://www.coloradodot.info/business/equal-opportunity/training.html



Temporary Workers

Contractor may also employ temporary workers from CDOT Supportive Services Providers:

https://www.codot.gov/business/civilrights/on-the-job-training-program/ojt-supportive-services

Reimbursement is $2.00/hr

Contractor Responsibilities

The Contractor is responsible for demonstrating that steps were taken to provide training opportunities in skilled crafts.

Contractor shall pay training program wage rates and correct fringe benefits to each approved trainee. The minimum wage shall be no less than the wage for the guardrail labor classification.

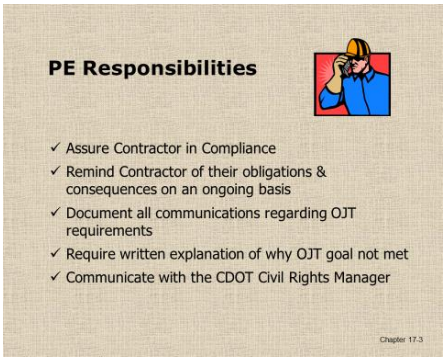
In order to enhance promotion from within the Contractors unskilled workforce, the Contractor may utilize an unskilled worker as a Journey worker, provided they are paid at the contract journey worker rate.

Minimum number of hours to be provided stated in program (generally 2,000, 1,200 in old Colorado Program) includes 40 hours classroom training.

However, the training commitment shall not be used to discriminate against any applicant, regardless if they are a protected class or not.

CDOT Region Civil Rights Manager sets goal on project basis and tracks yearly figures.

Contractor may be assessed a $$$ penalty for non-compliance.



PE Responsibilities:

Assure Contractor is in compliance

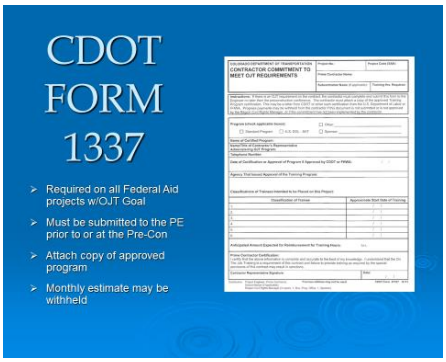
Remind Contractor of requirements at Pre-Con and during weekly meetings & that noncompliance may result in the assessment of monetary damages or withholding of monthly progress estimate.

Document - send a CDOT Form 105 to the Contractor when documentation not received by dates due.
Remind the Contractor at the weekly project meetings about the OJT goal, penalties

If the Contractor does not meet the required OJT goal, the PE will:

Request a written explanation why the OJT goal was not met.
Contact the Region Civil Rights Manager when Contractor is not submitting documentation showing “good faith efforts” and at risk at being held in non-compliance.

Reference Construction Bulletin 2011 #10, dated 9/23/11.



CDOT 1337 – Contractor Commitment to Meet OJT Requirements

Required on all projects with an OJT Goal !!!!!

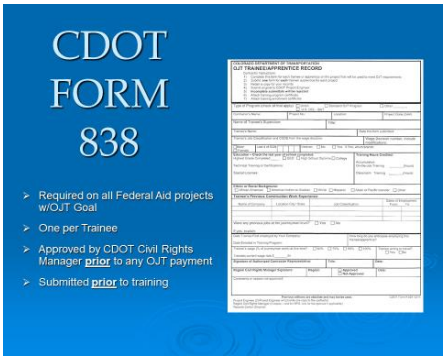
No exceptions!!!!!!

Must be submitted by the Contractor prior to any training.
Preferably **at or before the Pre-Con.**

A copy of the approved Training Program Certification must also be attached.

Monthly estimates may be withheld from the Contractor and a penalty may be assessed !!

Required per the OJT spec.
Contact your Region Civil Rights Manager for assistance.



CDOT 838 – OJT Trainee/Apprentice Record

Required on all projects with an OJT Goal!!!!!!

Remember ALL Contractors must meet project OJT Goals.

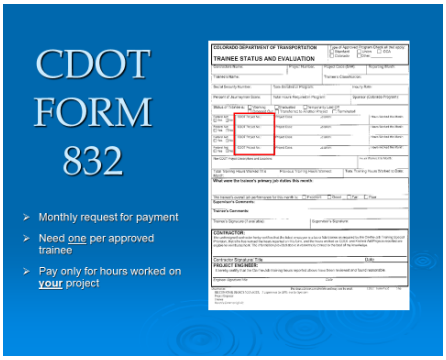
Contractor must submit one for each Trainee.

It lets the Project Engineer know who the approved OJT Trainees are on their project and that the Contractor will expect reimbursement for the On-the-Job trainee's registered on the form.

In order for the Contractor to receive payment, this form **must be reviewed and approved by the Region Civil Rights Manager.**

This form shall be submitted by the Contractor **PRIOR** to training beginning.

Payment may be withheld.
For further information regarding the On-the-Job trainee program, see the Standard Special Provision for your project.



CDOT 832 – Trainee Status and Evaluation

This form is used to record the status of trainee's on the project.

If there is a change in the trainee's status, the Contractor must submit this form documenting the change, i.e. the trainee has changed projects or the project is complete.

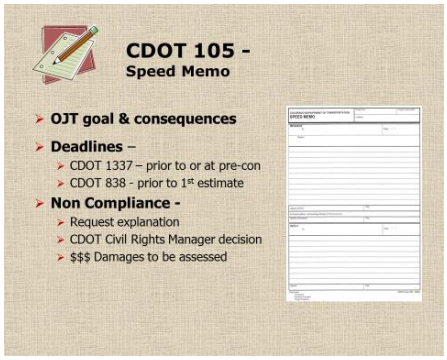
It is to be submitted by the Contractor on a **monthly basis** and is their formal **request for payment**.

Contractor must submit one (1) for each approved trainee!

Trainee may work on multiple projects.
Be sure you do not pay for hours worked by trainee that were not on YOUR PROJECT!!!!

Contractor may request permission to use non CDOT project training hours to meet goal…..but receive NO Payment from CDOT.

For further information see the Special Provision regarding On-the-Job trainee for your project.



CDOT 105

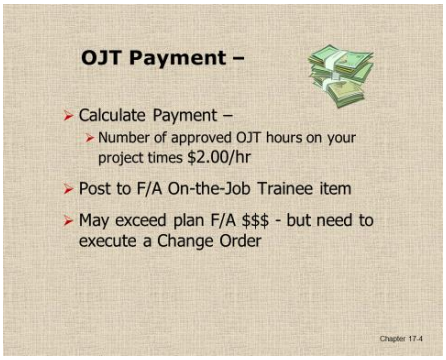
The Engineer will issue a CDOT Form 105 memo as appropriate-

Remind the Contractor of the OJT goal, the possibility of withholding progress estimates and the possible assessment of damages for non-compliance.

Deadlines –
1337 not received prior to or at Pre-Con,
838 not received at least 10 days prior to 1st estimate

CDOT Civil Rights Manager notified about non-compliance

Ask for explanation -
$$$ of damages to be assessed



Calculating OJT Payment

Once you have reviewed the CDOT 832, payrolls, and **confirmed the hours worked on your project:**

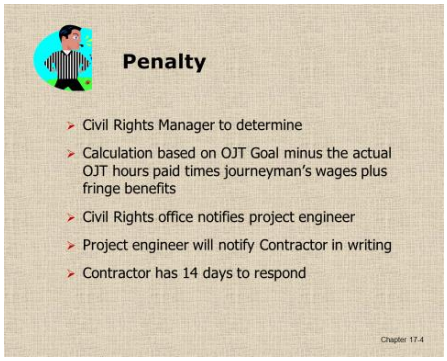
Calculate payment ----total # approved trainee hours times $ 2.00/hr
Post to the monthly progress estimate.

Use Plan F/A item OJT
You may exceed your project budget on OJT, however, you will need to create a Change Order.

Be sure to monitor your project budget and assure all required documentation is received from the contractor prior to authorizing payment.

Contractor may request non CDOT training hours to be counted toward goal, however…….
The request must be submitted in writing and approved by the Region Civil Rights manager.
Any approved hours are **NOT REIMBURSABLE** from CDOT.

Penalty for Non-Compliance



The Civil Rights Manager may determine Contractor has failed to meet the goal or show "good faith efforts".

Per OJT Spec penalty will be assessed.

Their $$$ calculation is based on # of hours short of goal time the total of journeyman's wages + fringes of most commonly utilized wage class on your project.

Project engineer notified by Civil Rights office, Contractor notified in writing by the project engineer.

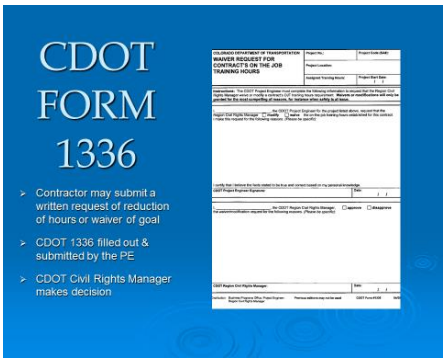
However …….

Contractor has 14 days to respond.

If the Contractor provides a written explanation, the Engineer and the Region Civil Rights Manager will confer to determine whether damages should be imposed, and what the amount should be.

If the Contractor does not provide a written explanation or the explanation provided is not satisfactory, damages will be assessed against the Contractor.

How do they request a waiver????.....



CDOT 1336 – Waiver Request for Contract's On The Job Training Hours

This is the Waiver Request for Contract's On The Job Training Hours

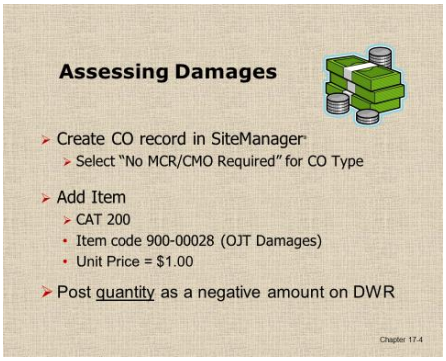
Remember – all Contractors on Federal Aid projects are obligated to provide training and meet goals.

The Contractor may request that the CDOT Civil Rights Manager modify or waive the OJT hours goal.

This form is completed by the CDOT project engineer and submitted to the CDOT Civil Rights manager as soon as it becomes apparent the OJT goal may not be reached and **prior to project acceptance.**

Contact your Region Civil Rights Manager:

Region 1	Vacant	(303) 365-7031
Region 2	Mary Dugan	(719) 546-5432
Region 3	Chip Brazelton	(970) 683-6210
Region 4	Anna Mariotti	(970) 350-2107
Region 5	Jason Bennally	(303) 757-9385



Assessing OJT Damages in SiteManager:

In SiteManager add a change order (Reason code: No MCR/CMO required) adding the calculated damages.

Use Category 0200, use only item code 900-00028, Added Item/OJT Damages.

This item is a per hour type item. Enter the hourly rate as a positive and the quantity of hours as a negative.
Remember to post to your DWR.

For further information or assistance with the application of the OJT requirements please contact your Region Civil Rights Manager or Greg Martinez at the HQ Center for Equal Opportunity, 303-512-4142.

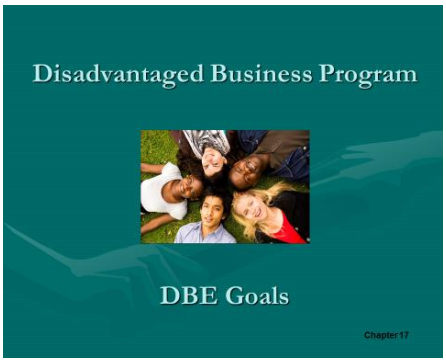
Checklist

To help you through the process and give you a timeframe for documentation.

List forms, actions, timeline.

FYI –

For OJT Goals on LA projects ----- contact your Civil Rights Office



Disadvantaged Business Program

Title VI of the Civil Rights Act of 1964 forms foundation for the creation of the DBE Program.

Required on all Federal Aid construction contracts, regardless of system or oversight agency.

Utilizes NAICS work codes (North American Industry Classification System)

DBE Program References:

CFR 49, Part 21 – Title VI Regulations
23 USC 140(c)
23 CFR 200 & 230
Title VI of the Civil Rights Act of 1964 forms foundation for the creation of the DBE Program.
US DOT, Office of Small and Disadvantaged Business Utilization, Disadvantaged Business Enterprise home page

Outreach efforts - If project is projected to exceed $10mil, PE should consider a mandatory pre-bid meeting.
Commercially useful function(CUF) - Interviews being conducted to assure contractor performing work as documented.

http://www.fta.dot.gov/civilrights/12883.html

CFR 49 Part 26 (DBE Regulations) may be reviewed at:
http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=753d226faf0792f90410ff80fdea2805&rgn=div5&view=text&node=49:1.0.1.1.20&idno=49

Goal is currently set at 10.25% by the Feds.

Joint Ventures must be recertified – even if both parties are individually.

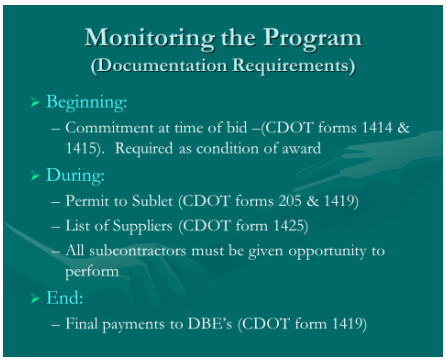
Notify the region Civil Rights Office if you notice they are in danger of not meeting their goal PRIOR to project completion

Good Faith Effort --- Condition of Award

Begins with Contractor Bid and is a Condition of award.

Contractor must also show ongoing efforts to show DBE firms have an opportunity to participate in federally funded projects.

Understanding the Process….
Bid opening – first indication if will go thru Good Faith Effort (GFE)
Initial forms are submitted by the Prime Contractor to the EO Center
GFE (Good Faith Effort) analyst will review, collect and verify information
Initial decision letter is drafted
Draft decision sent to region Civil Rights Manager for review, comments and input
EO Center Manager reviews and approves
IF Award denied…….letter is sent to the Prime Contractor
Prime Contractor may appeal
GFE Panel formed.
Prime presents case ….Note: only efforts prior to bid opening are considered
Decision made to recommend award, or not, presented to DBE Liaison and Chief Engineer. Final decision made to by Chief Engineer



Monitoring the Program

Assuring compliance through documentation.

Begins prior to award (CDOT 1415)

During: CDOT 205 & 1419
Reminder: No subcontract work may begin until the Contractor has received the Engineer's written permission. (§108.01).

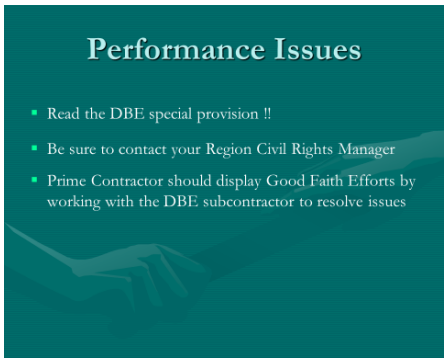
Payments to DBE's must be reported on the CDOT 1419 quarterly and at the completion of the project.

Assessing DBE Sanctions in SiteManager:

The Region Civil Rights Manager will review the DBE goals and participation.

If it is determined that they had not met their goals, a penalty should be accessed.

The Civil Rights Manager will notify the project engineer, who will add the line item in SiteManager.
In SiteManager add a change order (Reason code: No MCR/CMO required) adding the calculated damages.
Use Category 0200, use only item code 900-00031, Added Item/DBE Sanctions.
This item is dollar type item. Enter the unit price as a positive and the quantity to be assessed as a negative.
Remember to post to your DWR.
For further information or assistance with the application of the DBE requirements please contact your Region Civil Rights Manager



Performance Issues

Always contact your region Civil Rights Manager & read the DBE spec!!!

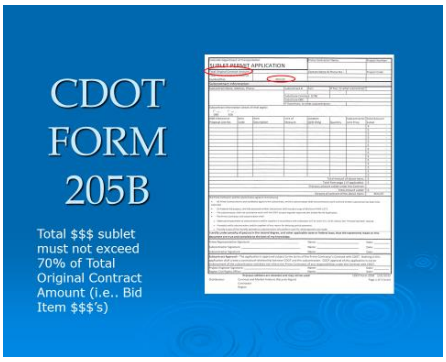
Prime must demonstrate GFE by working with the DBE sub to resolve issues

Replacement of DBE's

If resolution to DBE situation cannot be resolved between Prime & Sub….
Prime Contractor may request to replace or self-perform.
They must submit written documentation to the Region Civil Rights Manager.

However, they must still make ongoing effort to utilize DBE's.

Contact your region Civil Rights Manager



CDOT Form 205B – Sublet Permit Application

Condition of Award "Good Faith Efforts".

Required for all subcontractors, individuals or companies.

§108.01 requires written permission by the PE to subcontract work & Prime must complete at least 30% of original total cost of items.

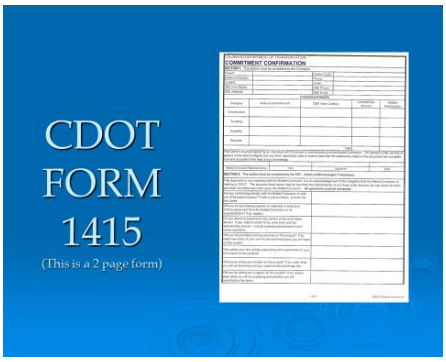
Now shows actual subcontracted dollars – not a percentage of original bid price.

If replacing a DBE subcontractor, please contact the Region Civil Rights Specialist for proper procedures.

Also reference CDOT Construction Manual, Section 120.10.2

Contractor debarment will be enforced. 29 CFR 5.12 states any contractor found guilty of "Aggravated or willful violation of the labor standards provisions" shall be prohibited from working on any federal aid project.

Debarment website : https://www.sam.gov/portal/public/SAM/



CDOT 1415

This is the Commitment Confirmation form. It is an EEO form used to show "Good Faith Efforts" of the Prime Contractor to utilize DBE subcontractors.

The CDOT 1415 shall be obtained from each DBE listed on Form 1414.

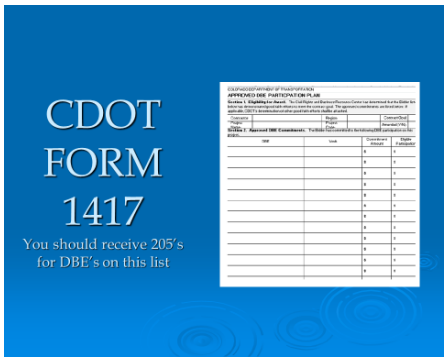
The bidder shall complete Section 1 and the DBE shall complete Section 2 of Form 1415.

Form 1415's shall be consistent with the commitments listed on Form 1414.

The bidder shall not modify commitments listed on Form 1414 without good cause and approval from CDOT.

The bidder shall contact CDOT if any issues arise which may require the bidder to alter or terminate a commitment.

This is a two page form…..be sure both pages are completed.



CDOT 1417

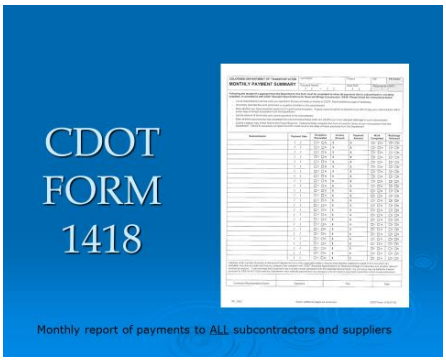
This is the Approved DBE Participation Plan.

It is issued by the Civil Right Business Resource Center (CRBRC).

This is the list of approved DBE for use on a project.

When the project engineer receives a CDOT 205, they should check it against this list. If a subcontractor's name is not on the form 1417, they should contact the Region Civil Rights office immediately.

The monthly progress estimate should be withheld if not submitted for the previous month.



CDOT 1418

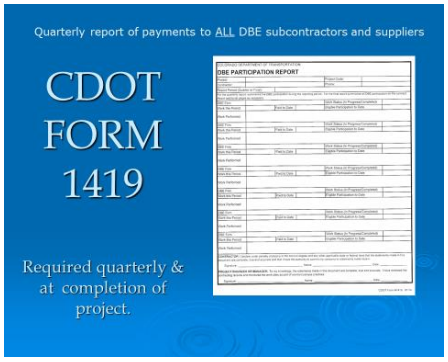
This is the Monthly Payment Summary. It reports all payments made to all subcontractors and suppliers. It is to be completed and submitted by the Prime Contractor on a monthly basis.

The monthly progress estimate should be withheld if not submitted for the previous month.

It is to assure Prompt Payments per CRS 24-91-103(2) and is required by §109.06, as revised January 31, 2013.

Subsection 109.06 (e) shall include the following:

"The Contractor shall submit the Form 1418, Monthly Payment Report, along with the project schedule updates, in accordance with subsections 108.03 (b) or 108.03 (c) (3). Failure to submit a complete and accurate Form 1418 shall be grounds for CDOT to withhold subsequent payments or retainage to the Contractor. "



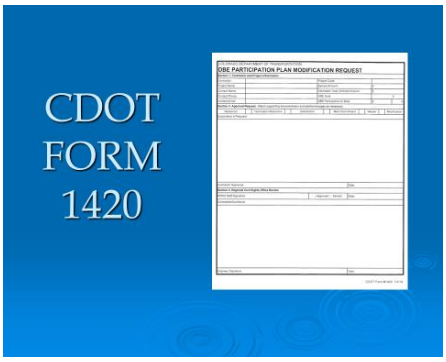
CDOT 1419

This is the DBE Participation Report. It reports actual payments made to the Subcontractors.

The Contractor shall submit Form 1419, DBE Participation Report to the Engineer on a **quarterly basis** (January 15, April 15, July 15, and October 15) **and upon completion of the Contract.**

CDOT may withhold progress payments if the quarterly Form 1419 is not received on time.

CDOT will not provide final payment on the Contract in accordance with subsection 109.09 of CDOT's *Standard Specifications for Road and Bridge Construction* until the **final** Form 1419 has been reviewed and approved.



CDOT 1420

This is the DBE Participation Plan Modification Request.

If the Contractor intends to use a DBE for work that was not listed in the commitment, the Contractor shall submit them 1420 for approval of the modification.

The CDOT 1420 is also used to communicate all requests for *termination*, reduction, substitution, and waivers to CDOT.

One Form 1420 may include multiple requests and must be submitted at the time of the occurrence or, if that is not possible, within a reasonable time of the occurrence requiring termination, reduction, substitution or waiver.

Payment Reduction

The Contractor's retainage will not be released until CDOT has determined whether the Contractor will be subject to a payment reduction.

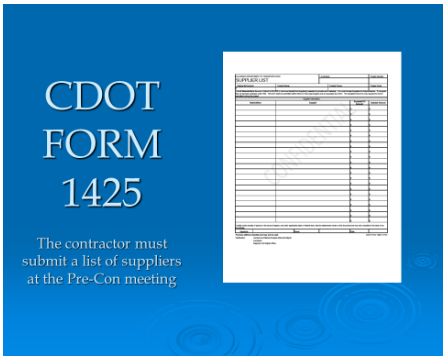
Payment reductions will be calculated as follows:

Failure to Fulfill Commitments. If the Contractor terminated or reduced a commitment, the Contractor will be subject to a payment reduction for any termination or reduction which was not approved via a Form 1420.

Failure to Meet Contract Goal.

If the Contractor failed to meet the contract goal, the Contractor will be subject to a payment reduction for the portion of the contract goal that was not met and was not waived via an approved Form 1420.

Post in SiteManager to Cat 200 Item code 900-00031 (DBE Sanctions)



CDOT 1425

This is the Suppliers List.

It is required per the new DBE spec dated 12/26/13 and revision of SS 106 dated 1/30/14.

The Contractor must submit this at the Pre-Con meeting.

All suppliers providing materials valued at > $10,000 must be included.

It is required to be updated if suppliers change.

January 30, 2014

REVISION OF SECTION 106 - SUPPLIER LIST

Section 106 of the Standard Specifications is hereby revised for this project as follows:

Subsection 106.01 shall include the following:

Prior to beginning any work the Contractor shall submit to the Engineer a completed Form 1425, Supplier List. During the performance of the Contract, the Contractor shall submit an updated Form 1425 when requested by the Engineer.

Failure to comply with the requirements of this subsection shall be grounds for withholding of progress payments.

Labor Compliance

More than checking Contractor payrolls:
Monitoring field activities
Interviewing employees (CDOT 280) – Do not need to re-interview same employee
If all employees have been interviewed……
Note that all employees have been interview on the CDOT 280 under comments.

Ensuring proper payment for work in the correct job classification. Employee may work in more than one classification…..but must get paid correct wage for each class, or higher rate.

Be aware of multiple wage decisions in the Metro Area. Be sure to check your project special provisions!!

Be sure to call……
Here to help

Region 1	Vacant	(303) 757-9385
Region 2	Mary Dugan	(719) 546-5432
Region 3	Chip Brazelton	970) 683-6210
Region 4	Anna Mariotti	(970) 350-2107
Region 5	Jason Bennally	(970) 385-1403

CDOT Civil Rights & Business Resource Center
4201 E. Arkansas Ave.
Denver, CO
80222
https://www.codot.gov/business/civilrights/on-the-job-training-program/on-the-job-training-program
1-800-925-3427

Appendix A

Handy reference to Construction & Material Bulletins referenced in this manual.

Construction Bulletins written prior to August, 2013 are incorporated into the 2014 CDOT Construction Manual

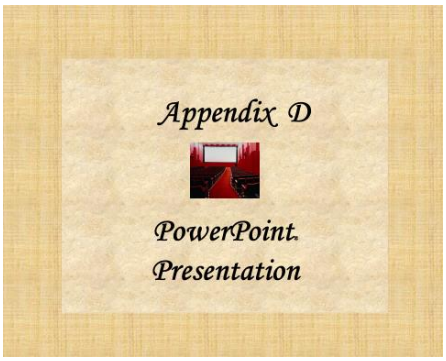
However, some bulletins have additional information and guidance, so have been retained in this section.

Appendix B

SiteManager® Tips and Useful Reports for project personnel.

Appendix C

Useful checklists assembled in one place



Appendix D

This PowerPoint Presentation

Quality Control Training Manual

for

Construction Contract Administration

2015

DEPARTMENT OF TRANSPORTATION