Project Management Reference Guide

2020

NEBRASKA
Good Life. Great Journey.
DEPARTMENT OF TRANSPORTATION
DISCLAIMER STATEMENT (Revised)

This handbook has been prepared for the information and guidance of employees serving the role as a Highway Project Manager. It is intended to cover a basic outline and provide some ‘best practice’ suggestions for your consideration. This is meant to serve as a supplement to existing manuals (Construction Manuals, Final Review Manual, etc.), illustrate processes and clarify expectations, not replace any existing manuals. If the suggestions shown in this manual are not consistent with the standard procedures of your District, consult your supervisor for direction.

Some of the information will change from time to time since our policies are under constant review and are revised when appropriate. There is no guarantee, real or implied, that this manual covers every function of a Highway Project Manager.

As part of our ongoing process, the procedures and other requirements are reviewed on a regular basis. If you have a suggestion you think would provide value to this manual, you can provide your input by sending it to: Jason.Volz@nebraska.gov
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Preface

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

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

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

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

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General Topics

Your Role as a Project Manager

Your role as a Project Manager is formally defined by Subsection 101.0366 of the Standard Specifications for Highway Construction (SSHC), 2017 Edition and Section 101.08 of the 2019 Construction Manual. Primarily, you are responsible for assuring that the Contractor performs the work as planned and that sufficient documentation to justify payments is kept. Project Managers are leaders who exhibit diligence, knowledge, and integrity which are critically important in carrying out the work of planners and designers and provide guidance to their staff.

In order to fulfill these duties, good communication skills are essential. It is necessary to know the appropriate channels of communication involved while serving in this role. Provided below is a basic flowchart representing the typical lines of communication expected for all Project Managers.
As shown on the flowchart, the Project Manager serves as the primary contact for project communications between NDOT and external project stakeholders (Prime Contractor, Cities, Utilities, Public Citizens, etc.).

**Internal Project Communication**

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

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

Exceptions can be identified in the contract special provisions.

**External Project Communication**

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

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

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

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

If there is going to be a delay in obtaining a decision on an issue, stay proactive in the process. Keep in regular contact with the involved parties and do your best to assist in the process. This is especially important if the issue is nearing a “need to know” deadline.
In every form of conflict resolution, which most project issues turn out to be, it is important that you remain professional, honest, and upfront. There is an answer to every question; and sometimes the answer is going to be “no”. Don’t take a decision personally; you may not know all of the supporting information used to make the decision.

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

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

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

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

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

**Plan In Hand – Project Manager Expectations**

- Some Districts do not send PMs on PIH, but for those that due it is helpful to gain background knowledge of the project.
- Review Scope of work and Prelim Plans prior to the PIH, if possible. PIH plans should be available in OnBase. The Designer may bring a few extra hard copies of plans to the PIH.
- Get to know the designer (face to face).
- Discuss, with the DE/DCEs, what their expectations of the project are.
  - This can include any unique circumstances that they may be aware of, or wish to have included, in the plan set.
- Check up with Maintenance for any issues that have been occurring on the project.
- Discuss constructability issues with Design staff, (phasing, access to properties, etc.)
  - Communicate to the designer where the trouble areas are on the project. Make sure that the PM or others have input and can follow what is discussed.
• Follow up with the DCE when the FINAL Design (aka LOC) plans come out and review issues were discussed at the plan-in-hand. (It is too late for changes when the PS&E plans come out. There is a clarity task for District Review at each of the project milestones.)
  o Ask additional questions, 3 months prior to letting, if the PM hasn’t received word on the issue addressed at the Plan in Hand.

• Conversations happen in the front of the van that cannot be heard in the back of the van, so ensure that you can hear all important conversations.

• Take notes on the plan set during discussions. Relay any notes back to Design within a week, via your District Project Delivery Engineer (Super-Team), to make sure they are incorporated into the PIH record.
After Project is assigned to Project Manager, determine location of all material pertinent to construction phase of the project. The majority of this information will be housed in OnBase, however some utility and local agreement may still be in hardcopy form in the District file. Your District Project Delivery Engineer (Super-Team) may be your best help in locating this information.

**EXAMPLE**

*OnBase may contain some of the following:*

*Any Plan-in-Hand Notes, Minutes of any meetings dealing with the project, ROW Contracts (Call reports, land owner correspondence, etc.), Condemnation documents, Utility Contracts, Local Agreements, Correspondence, Quantity Breakdowns, Pre-Construction Horse-blankets, etc.*

**PMBP - 2**

- Start a diary in Microsoft Word to keep track of conversations and actions/activities by others (i.e. bird netting, tree topping) dealing with the project until SiteManager can be accessed. PM will receive an email when contract is active in SiteManager.

  **Note:** Copy diary comments into SiteManager once contract is activated in SiteManager. Place the comments in SiteManager on the days the events actually occurred.

  **BEST PRACTICE TIP**

*Since the ‘NDOT DIST Media Content’ area in OnBase is not accessible until the contract has been activated, a similar method should be used for any photos or videos until the OnBase area is available.*
Assess inspection staffing needs for your project with your District administration to determine if adjustment to staff is necessary.

**BEST PRACTICE TIP**
Forecast the project staffing needs i.e. # of inspectors and required training. [See Bullet PMBP - 22 in this Manual] and communicate back to the DCE. This will assist in coordinating inspection roles on the project (Group1, 2, etc...)

Check the age and type of the prelim survey. Talk to the District Survey Coordinator for assistance in determining the age and accuracy of the surveys.

**BEST PRACTICE TIP**
Never assume the original survey is 100% accurate, depending on the type and age of the preliminary survey, it may be necessary to do additional verification of elevations and alignments to forecast possible issues.
Check the project for any changes in condition that may have occurred since the preliminary survey. (Soil that a farmer may have borrowed, stockpiled materials that may not be present, etc.)

Ensure all control points, benches and monuments are located and control point data is verified. If needed have additional control points placed. Verify that Datum used matches the previous and/or adjacent projects.

**BEST PRACTICE TIP**
Project Plan “F” Sheets show all the control points. Look in OnBase at “NDOT PD Control Point - Tie Sheets” for control point description sheets; compare to ‘F-Sheets’ to make sure they are right. Have a level loop run to ensure that the elevation benches tie together. This should be done as soon as possible, in case issues are found.
Verify Project alignment, stationing and offsets (dependent on project scope). Some District establish center line with redheads on all projects.

Along with your inspectors, review plans, special provisions (found in Storefront), As-Builts ('NDOT HWY As Built' in OnBase), pre-letting questions (Bid Express) and all other applicable documents for potential difficulties.

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

Discuss with your DCE how they want you to communicate findings back to the designer, typically forwarding through the DCE or District Project Coordinator (Super-Team). District Construction Engineers also have access to an OneNote file for documenting plan errors.

See Example PMBP - 7A in the Appendix

**BEST PRACTICE TIP**

Prior to the letting, preliminary plans can be found in ProjectWise, you can get a jump on reviewing the plans by looking at the preliminary plans.

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

See Example PMBP - 7 in the Appendix

Note: Identify any possible conflicts between the commitments listed in the “Green Sheets” and the construction of the project (required phasing, special prosecution and progress, etc.). Communicate these issues to the correct individuals and ask for input for the Pre-Construction Meeting.
PMBP - 8

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

**BEST PRACTICE TIP**

Check ROW call reports to ensure ROW negotiation commitments are included in the contract documents.

The Call reports can be found in OnBase at 'NDOT ROW Negotiations Payment Packet'. Occasionally, Call reports are missing from OnBase; if so, contact ROW Division.

Pay close attention to special locations such as delineated Wetlands ("E" Sheets)

PMBP - 9

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

**BEST PRACTICE TIP**

While staking the project, check for utility facilities that are not shown on the plans. Call “One Call” (811), if necessary, to identify the owner.

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

Stake the ROW during negotiations if possible, so land owner knows new property limits before moving their fences, equipment, etc.
PMBP - 10

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

**BEST PRACTICE TIP**

*Inspectors should actually measure the size of these culverts and identify the type in the field, do not “eyeball it”.*

*This information should be marked in the As-Builts and addressed on the culvert order list*.

While verifying structures, check for utility facilities that are not shown on the plans. Call One Call (811) if necessary to identify the owner.

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

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

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

PMBP - 11

☐ Drive through the project with the Maintenance Personnel assigned to that area to see if there are any issues that may need to be addressed during the construction of the project.

**BEST PRACTICE TIP**

*If the type of work warrants (grading, shoulder work, sign placement, etc.), ask maintenance to mow the project before construction begins.*

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

*This is helpful for determining existing location of signs, seeding establishment at end of project, existing wetlands, pre-existing conditions of adjacent properties, existing pavement conditions, drainage areas, etc.....*
PMBP - 12

☐ Verify the existing signs on the project site are logged in preparation for the sign plan. PathWeb is a tool you can use for this.

**BEST PRACTICE TIP**

Check with Traffic Engineering and the area Maintenance Superintendent to see if the construction will create a need for a new permanent sign plan. (This needs to be created for NDOT Maintenance’s use prior to the completion of the project.) [See Bullet Point 93 in this Manual]

PMBP - 13

☐ If your project requires a detour, notify Maintenance so they can prepare the signing

PMBP - 14

☐ Distribute any Public Flyers created by Communication Division.

<< See Example PMBP -14 in the Appendix >>

**BEST PRACTICE TIP**

The Lincoln Communication Division will work with the PM to create any public correspondence necessary to keep the public informed about the project. For urban projects with high public impact, discuss with your DCE the need to have a public meeting after the pre-con to discuss the project. Also consider having these before major events during the life of the project.

PMBP - 15

☐ Send Press Release through District Coordinator.

<< See Example PMBP – 15 in the Appendix >>
Upload applicable documents into appropriate document type in OnBase. As a general rule, any document you create as a PM, or receive from outside the Department, you need to upload into OnBase.

(See APPENDIX page 148-153 for Suggested OnBase Location)

**BEST PRACTICE TIP**

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

When you upload documents into OnBase, make sure to include a Global Description so you can differentiate documents at a later date.

Most PM do not upload all emails into OnBase since they are achieved in Outlook. However, emails regarding CO documentation, decisions made, approvals and rejections, etc. should be converted to PDF and uploaded.

Check with your DCE/DOMM for other projects in the area, and confirm the need for any coordination between projects.

<< See Example PMBP – 17 in the Appendix >>

**BEST PRACTICE TIP**

Also check with other PMs whose projects are using the same contractor to validate if the contractors submitted schedule is consistent with the other work they have. A report generator showing what active projects each contractor has can be found at this link.

Some Districts create maps of all active projects, including planned maintenance work in the District.
PMBP - 18

Prepare Traffic Control Plan (TCP) using MicroStation, save it into ProjectWise
(PWNDOT/Documents/District/Control number/District/Traffic Control Plans).

Send a .pdf version of the TCP to the appropriate Traffic Engineer for review:
Kevin Wray for District 1, 2, 3, & 4
Kelvin Arendt for District 5, 6, 7, & 8

Once reviewed by the Traffic Engineer, the District Construction engineer (or
appointee) will stamp and sign.

Provide signed copy to Contractor at Pre-Construction Meeting. Upload a copy of the
signed TCP into OnBase.

<<< See Example PMBP - 18 in the Appendix >>>

PMBP - 19

Create a list of signs necessary for the project and check against District inventory.
Create a Sign Order List for additional signs that are not in District inventory.

Email Sign Order List (NDOT Traffic Sign Orders).

<<< See Example PMBP - 19 in the Appendix >>>

BEST PRACTICE TIP

Depending on the number and type of signs required, make sure to allow for enough lead
time to (Generally 4-6 weeks) assure signs will be available prior to their need.

Check with the other yards in your district before ordering signs.

PMBP - 20

Once your project has been activated in SiteManager, authorize your inspection staff
with the proper authority to the project. For information on how to add inspectors to
the contract in SiteManager, see the SiteManager help files.

<<< See Example PMBP - 20 in the Appendix >>
PMBP - 21

As soon as possible, submit a “Ticket” through Service Portal so the Project plans can be copied into the correct location to be used for As-Builts.  (See Bullet 118 in this Manual)

PMBP - 22

P.M. distributes copies to inspection personnel for the project specific Materials Required Document List (M-RDL), in OnBase.

(See the Materials Sampling Guide, and M&R Guidance Page for more detailed information about how to use the M-RDL, the Project Sampling Checklist (NDOT reporting portal), and documenting material requirement compliance.)

See Example PMBP - 22 in the Appendix

BEST PRACTICE TIP

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

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

A detailed review of the project material sampling will be done during the finals process and may require additional information at that time.
PMBP - 23

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

**BEST PRACTICE TIP**

Use the NDOT Report Portal to see if concrete plants, asphalt plants, etc. certifications are current. See Section 28 of the Materials Sampling Guide to see the technician material and sampling certification requirements, temporary certification requirements, etc. If a sampler/tester is not certified, but needs to be, contact the QA manager for assistance.

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

NDOT Reporting Portal can be used to check on inspectors certifications. Flagger Certification and Assistant Traffic Control Manager Certifications are now available on the NDOT web site – Contractors Corner – Highway, Bridge & Local Projects Lettings – scroll down to the bottom of the page.

[See Example PMBP - 23 in the Appendix]

PMBP - 24

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

**EXAMPLE**

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

**BEST PRACTICE TIP**

Consider switching up inspection duties from project to project to help develop your Construction Techs in various aspects of construction inspection. Make sure your inspector has the applicable inspection certifications before assigning duties. (See PMBP - 23 in this manual)
Create (copy) all Pertinent FCAC Forms, FCAC Spreadsheets and FCAC Workbooks from the FCAC Central File & setup for your project.

- [FCAC Forms]
- [NDOT Forms]
- [FCAC Spreadsheets]
- [FCAC Workbooks]

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

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

- See Example PMBP - 26 in the Appendix

**BEST PRACTICE TIP**

Create a separate list for each Groups pipe, including Driveway pipes.

*Use this same procedure for ordering R.O.W. Markers, Seeding, etc...*

Ensure that the County Surveyor has been notified about work that may impact section corners. Each District has a different policy on this. Typically the District Survey Coordinator will do this, but District 8 and 5 have different policy

Communicate with Contractor to see what they may need from NDOT to start construction prior to Pre-Con. (i.e., surveying, large tree count, ROW staking, borrow pit x-sections, environmental work, netting etc...)
PMBP - 29
- IF your project has lighting or Information Technology Services (ITS) that requires new electrical service, contract the utilities early in the project.

PMBP - 30
- Verify any possible staking for structures is completed prior to the start. (See section 1300 of the Construction Manual for further guidance on staking)

PMBP - 31
- Verify earthwork stakes (slope stakes) are installed, if possible (clearing and grubbing not complete).

BEST PRACTICE TIP
Look on OnBase (NDOT RD Construction Slope Stake) to see if slope stake information is there, if not contact the roadway designer.

PMBP - 32
- Verify that all necessary earthwork cross-sections have been taken for any areas where volume calculations are needed (when the pay item is a measure quantity, not an established quantity), during the construction phase. (i.e., Excavation, or Excavation Borrow, See Section 205.05 of the SSHC, for the Basis of Payments)

BEST PRACTICE TIP
Remember, even if you have the item “Construction Staking” on your project, borrow pit cross-sections are still done by NDOT personnel.

Keep in mind that intermediate cross-sections may be necessary throughout the life of the project. One borrow site may be serving multiple pay items or projects.
PMBP – 33

Schedule a Pre-Construction Meeting with DCE and Contractor.
Notify Federal Highway Administration (FHWA) Field Engineer (if applicable) of
scheduled date. Assure that all “Key Personnel” can attend the chosen date.

**BEST PRACTICE TIP**

*Generally held about 2 weeks to 2 month prior to start of project, but this can be adjusted based on size/complexity of project. There are lots of Pre-Con’s happening in the spring, scheduling 2 months out can make it easier to schedule, but the contractor will be less prepared.*

*Remember to reserve your meeting room once the date and time have been set.*

*If pre-con attendees have to travel some distance, avoid early morning or late afternoon pre-cons.*

*Consider including a WebEx teleconference option on your meeting invite to increase participation*

PMBP - 34

Send Pre-Construction Meeting Invitations.
Project Manager (PM) should use the FCAC form “letter-Preconstruction invite”.
Send the invitations to the Prime Contractor (let them invite their Sub-Contractors), Local Governments, Railroad, Law Enforcement, Fire & Rescue, Air Force (D-5), Utilities and any Other Parties. Be sure to include the meeting time, date and location (include Mountain or Central Time Zone).

**BEST PRACTICE TIP**

-- On next page --
**BEST PRACTICE TIP**

**“Key Personnel” to consider:**

NDOT personnel to consider include: Design, Materials & Research (M&R), Equal Employment Opportunity (EEO) Office, Roadside Development, Environmental, District Quality Assurance (QA) personnel, Area Maintenance Superintendent, District Environmental personnel, District Utility Coordinator, Bridge, District Project Delivery engineer, Highway Environmental Program Manager (Super-Team). This will be based on the complexity of the project.

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

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

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**BEST PRACTICE TIP**

**Pre-Con Agenda:**

Seek input from Contractor about agenda topics before finalizing pre-con agenda.

Depending on the scope and complexity, consider scheduling a separate meeting to discuss Environmental commitments or utilities conflicts. Your District Project Delivery engineer can assist you in determining the need for separate utility meeting. Include Prime in all pre-cons, and they need to make sure the right subs are there.

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

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

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

Include anticipated NDOT chain of command in meeting minutes. Go over dispute resolution procedure at meeting.

**Pre-Con Topics:**
Use your Special Provisions as a guide when developing your agenda. Any clause that amends, voids or supersedes a standard specification should be addressed.

Remember that every section in the Special Provisions is there to address specific issues and going over them before work starts could avoid conflicts later on.

Address any potential conflicts discovered during your plan review.

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

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

**BEST PRACTICE TIP**

Send the Contractor a draft of the pre-con agenda for review and comment. Make sure the Prime has time on agenda to explain their schedule.

* See Example PMBP - 36 in the Appendix

Send the Contractor a letter listing required documents to be submitted at the Pre-Construction Meeting (can also be sent with draft agenda).

* See Example PMBP – 37 in the Appendix

**BEST PRACTICE TIP**

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BEST PRACTICE TIP

While reviewing the Special Provisions and Plans, make notes as to what documents and associated timelines are required. Don’t forget to include those documents required by the Standard Specifications.

On a project where the electronic model was not provided as part of bid documents, ask the Contractor if they are planning on using Automated Machine Guidance. If so, and they would like any electronic information, they will have to submit the request in writing. PM should send request on to Final Review section in Construct Division.

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

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

PMBP - 38

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

PMBP - 39

☐ Pre-construction Meeting Recording

BEST PRACTICE TIP

Use voice recorder during the meeting to assist with documentation of the meeting. Assign an NDOT staff member other than the PM to take meeting minutes if possible. Make sure everyone at the meeting is aware the meeting is being recorded.

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

—Continued on next page—
BEST PRACTICE TIP (Cont’d)

Ask the meeting attendees to refrain from having side conversations.

Establish a chain of command for NDOT and Prime Contractor to address conflict resolution. Add Prime contractors chain of command in meeting minutes. NDOT chain of command should already be included in the agenda.

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

PMBP – 40

☐ At Pre-Con, discuss need for weekly partnering meetings on job. When the size or complexity of the project justifies, establish frequency, time and location for regularly scheduled Planning meetings. See Section 113 of the 2017 SSHC

PMBP – 41

☐ At Pre-Con, make sure the contractor knows there must be a supervisor on the project at all times, or at least reasonably close by. If prime is off project, need a letter indicating who is in charge. See Section 105.05, Para 3 of the 2017 SSHC

PMBP – 42

☐ At Pre-Con, provide Contractor with, and review the Materials Required Documents List (M-RDL), and SiteManager Sampling Checklist. M-RDL is in OnBase, additional copies can be obtained from Andi Clark in M&R.

<< See Example PMBP - 22 in the Appendix >>
PMBP - 43

Discuss Preliminary list of CO/SA’s or VEP’s

**BEST PRACTICE TIP**

*While reviewing the Special Provisions and Plans, make notes as to any issues that may require a CO/SA. Also, review any contingency CO/SA’s that may apply (pile cutoff, binder incentive, smoothness I/D).*

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

*Remind the Contractor that as per Section 109.05 of the 2017 SSHC, a written agreement shall be completed prior to the beginning of any additional work.*

PMBP - 44

Provide required jobsite posters if requested by the contractor. Depending on the funding source of the Project, the required posters will vary. On Federal aid jobs – remind contractor that Davis Bacon wages also need to be posted.


**BEST PRACTICE TIP**

*Once the contractor gets their board up, take a picture and upload into OnBase*

PMBP - 45

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

<< See Example PMBP - 45 in the Appendix >>

Ask the Contractor to place the SWPPP Notice at the same location he has the rest of the job-site postings. Most of the time, these are protected from the elements. D-8 provides their own board to post this, due to job board not available throughout life of SWPPP.
Address any and all environmental commitments identified in the contract. Discuss how the inspections will be conducted, documented and distributed, who will attend inspections and what Incentives/Disincentives there may be related to environmental commitments on the project.

Review Environmental Commitments Checklist (from ECOD) with Contractor

Discuss SWPPP inspection schedule and who will be attending.

BEST PRACTICE TIP

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

Review any and all Action Items recorded during the Pre-Construction Conference at conclusion of the meeting. Assign responsibility for following up on action items.

BEST PRACTICE TIP

Consider sending out draft copy of minutes to contractor for comment prior to sending out final minutes

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

Prepare and send minutes of Pre-construction Meeting to Key attendees

BEST PRACTICE TIP

Consider sending out draft copy of minutes to contractor for comment prior to sending out final minutes

Provide each draft reviewer with a deadline to return their comments by. If comments are not received, then concurrence is assumed.
PMBP - 49

Compile and upload into OnBase the following documents:
- Pre-construction Meeting Minutes and Cover Letter
- Meeting Sign-in Sheet
- Contractor’s Critical Path.

Send a copy to all attendees requesting copies and email the OnBase link to the Construction Division at **NDOT Const-Precon Minutes** (Lorrain Legg, Mike Ondrak, Jason Volz, Kerri Halstead, Andy Dearmont, and Chris Hassler).

<< See Example PMBP - 49 in the Appendix – Transmittal Letter >>

<< See Example PMBP - 49A in the Appendix – Cover Letter >>

<< See Example PMBP - 49B in the Appendix – Actual Minutes >>

**BEST PRACTICE TIP**

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

Include a complete list of Action Items recorded during the Pre-Construction Meeting.
Include the answers that have been received, but do not hold up the submission of the notes to the Construction Office for unanswered action items.

Temporary Erosion Control and Spill Prevention plans DO NOT need to be sent to the Construction Office. Enter key date in SiteManager about when it was received.

PMBP - 50

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

PMBP - 51

Follow up on any unresolved issues that resulted from the Pre-construction Conference.
Ensure that the Contractor has submitted any required mix designs, material samples, etc., as defined in the contract or specifications.

**BEST PRACTICE TIP**

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

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

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

If applicable, verify that the Contractor’s Railroad insurance is current, on record with the Construction Division. (Kerri Halstead). Some contractors do not purchase RR insurance until needed. Verify that all necessary NDOT personnel have completed the required Railroad safety classes.

Send the Contractor acknowledgment of your receipt and review of the critical path schedule.

See Example PMBP – 54 in the Appendix

**BEST PRACTICE TIP**

Send a similar letter of acknowledgement to the Contractor every time the Contractors schedule is changed and that the most current version applies. If the contractor submits a schedule that fails to meet a requirement of the contract (milestones, working days, environmental restriction dates), send them a request for a revised schedule that meets the contract provisions. Remember – the contractor is responsible for scheduling their operations.
Verify soil samples are taken, if possible, and sent to the proper laboratory for processing.

**EXAMPLE**

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

Depending on the scope of work, you may need to obtain other materials that may be blended into the soil as part of the work, i.e. fly ash, lime, etc.

Verify Changeable Message Boards are posted in prominent locations. Contact SOC to have message board programmed (D-2 use DOC).

Stake Location of Project Construction Signs as per approved traffic sign plan. The contractor request a One Call once NDOT stakes the sign locations

Distribute “Mailbox Re-Location Letter”, if needed.

<< See Example PMBP - 58 in the Appendix >>

**BEST PRACTICE TIP**

Talk to local postmaster to get the appropriate addresses for and approved relocation locations.

The postmaster may distribute the letters themselves if unable to provide you with the addresses.

Order state furnished mailbox posts following District policy.
PMBP - 59

☐ Obtain Notice to Proceed from Construction Division, retain on file before conducting work. Hard copy is no longer being sent by Construction Division to PM or Contractor.

<< See Example PMBP - 59 in the Appendix >>

<< See Example PMBP - 59A in the Appendix >>

PMBP - 60

☐ Compile emergency contact information for each project and distribute according to your district policy.
Lists the projects key personnel contact information; i.e., Contractor Superintendent, 24 hr. Traffic Control contact or Traffic Control Supervisor, Project Manager, Lead Inspector, Maintenance Superintendent, DCE.
The Project Manager shall be the primary contact.

<< See Example PMBP - 60 in the Appendix >>

<This is a District 2 “Project Information Form” - Your District may have a similar Form>

PMBP - 61

☐ Speed Zone Authorization. [NDOT Form 44]

<< See Example PMBP – 61 in the Appendix >>

BEST PRACTICE TIP

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

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

<Link to DOR-OI 60-18 Work Zone Speed Limits>
PMBP - 62

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

<< See Example PMBP - 62 in the Appendix >>

PMBP - 63

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

<< See Example PMBP - 63 in the Appendix >>

PMBP - 64

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

<< See Example PMBP - 64 in the Appendix >>

PMBP - 65

☐ Add Project to State’s 511 Computer System. Complete Over-Dimension Notice, and include diagrams for turning restrictions, if applicable. Follow your District’s procedure for including projects on 511. Ultimately everything is added to 511 by the SOC (State Operations Center).

<< See Example PMBP - 65 in the Appendix >>

**BEST PRACTICE TIP**

*Complete this process 10-14 days prior to the anticipated need, since Over-Dimensional Permits can be issued that far in advance. If you wait until the restriction becomes active, you will have to deal with legally permitted loads for up to 2 weeks.*

PMBP - 66

☐ Start Log of Work Area Speed Zones [NDOT 471]. This form is in the FCAC Traffic Control Workbook as well.

<< See Example PMBP - 66 in the Appendix >>
In SiteManager, enter the required key dates, event dates, and milestones and release dates that are applicable. (See final review manual for required key dates.)

<< See Example PMBP – 67 in the Appendix >>

For a list of SiteManager Key Dates and Critical Dates and their responsible parties.

Maintain detailed daily diary in SiteManager.
See Section 104.01 of the 2019 Construction Manual additional information concerning diary entries including working day charges.

<< See Example PMBP - 68 in the Appendix >>

For the suggested SiteManager Diary Remarks based on the Construction Manual and the LPA Manual

For Bridge projects over major waterways (Platte, Republican, Elkhorn, and Loop) NOAA has gauging station reports available online at: http://water.weather.gov/ahps2/index.php?wfo=lbf. During periods of high water, 5 day forecast of river levels are available.

Verify the in place traffic control daily with respect to the Traffic Control Plans.

If it is necessary to modify the existing TCP due to field changes, follow the procedures in PMBP - 18

---Continued on next page---
**BEST PRACTICE TIP (Cont’d)**

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

Prior to opening a segment to traffic, consider having a pre-opening meeting with Law enforcement, locals, Prime Contractor, District Maintenance staff.

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**BEST PRACTICE TIP**

DWR Review: Instruct the inspectors to include in details for the construction processes that they were monitoring.

They should document what occurred on the project in as much detail as possible, including which subcontractors were present that day. Document the work on the day that the work occurred.

Look for consistency and conflicting accounts from DWR to DWR between inspectors and their individuals DWRs.

Verify that the proper Contractor/Sub-Contractor was selected for payment on the DWR’s. This is critical for accurate reporting of contractor and subcontractor work.

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Create, review, check and approve Progress Estimates in SiteManager per the 2019 Construction Manual. Generate additional estimates as needed.
The DCE will receive an automated email twice a day when estimate is waiting their approval. If you need it signed in a hurry send DCE an email. (D-6 would like an email with pdf on all estimates) The Department relies on the PM for accurate information that is included in the payment estimate.

BEST PRACTICE TIP

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

<< See Example PMBP - 73 in the Appendix >>

At a minimum, review quantities and documentation for every progress estimate. NDOT Reporting Portal> Contract Pay Estimate- Summary to Contactor has ability to show only items installed under current estimate.

<< See Example PMBP - 73A in the Appendix >>

Provide your Inspectors a copy of any agreement estimate (in OnBase) at beginning of the project so they know the location of any funding splits. Once the project is awarded, the funding splits will be available on agreement estimate.

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

Electronic Approval of Change Orders-Reference Guide

<< See Example PMBP - 74 in the Appendix - NDOT Form188 - Work Order >>

<< See Example PMBP – 74A in the Appendix - CO/SA Comments from the Construction Division >>

<< See Example PMBP – 74B in the Appendix - NDOT Form 58 – Force Account Agreement >>

<< See Example PMBP – 74C in the Appendix - Force Account Supporting Documentation >>

<< See Example PMBP - 74D in the Appendix - NDOT Form 204 – Weekly Force Account Statement >>
Additional supporting documentation for CO/SA’s could include Item Average Unit Price Summary (Reporting Portal), Average Unit Price Information (AUP), (DOT Website), Invoices, Payrolls, etc.

**BEST PRACTICE TIP**

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

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

Remember, Section 109.05 of the 2017 SSHC require a written agreement to be in place prior to beginning work. If necessary, create a Work Order to allow work to begin before the CO/SA works through the system.

If using a force account, document all costs as per Section 109.05 of the 2017 SSHC.

The Construction Division has created a worksheet to define approval levels of a CO/SA based on value and oversight. ([Required Signatures Spreadsheet](#))

Construction Division Directive CONSTR 18-01 covers environmental review requirements on all CO/SA.

OnBase Link: [NDOT CNST Construction Directives - Type: CONTRACT ADMINISTRATION - Date: - Description: Directive 18-01 Environmental Review of Contract Changes](#). (This would include the NDOT-194)

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

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

Contact the Construction Division ([Jason Volz](#)) for Bluebook Equipment rates.

For CO/SA work which will be performed by a subcontractor, ensure that the Prime Contractor submits an updated “CON” file to the Construction Division ([NDOT Subcontracts Section](#)) so the correct contractor can be credited for pay items.
An automatic email is generated to notify the next signature level of approval.

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

**BEST PRACTICE TIP**

In SiteManager, look for an approval date next to their name. If there is no date, they are not approved yet.

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

<< See Example PMBP - 76 in the Appendix >>

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

<< See Example PMBP - 76A in the Appendix >>

Upon receipt of the proper invoices: Create/Replenish Material Stockpiles. Refer to Section 109.07 of the 2017 SSHC or special provision.

**BEST PRACTICE TIP**

Verify that the materials shown on the invoices are stored as per specifications.

Make sure that materials in question comply with the applicable specifications.

Document the computed break-downs of items/costs, and remember only to use 3 decimal places.

<< See Example PMBP - 77 in the Appendix >>
PMBP - 78

- Verify that Borrow Pits, Contractor Camp Sites, Plant Sites, Waste Sites, etc. have received proper approval as required by the contract, standard spec, or state law. These are available in OnBase via the document type “NDOT CNST Contractor Site Approval”

  << See Example PMBP - 78 in the Appendix >>

  << See Example PMBP – 78A in the Appendix >>

Another location to check is this link to Report from Roadside Development.

PMBP - 79

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

  **BEST PRACTICE TIP**

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

  << See Example PMBP - 79 in the Appendix -- Weekly Agenda >>

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

  << See Example PMBP – 79A in the Appendix -- Pre-Deck Pour >>

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

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

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

Ensure that the proposed plans meet project specifications and all other commitments.
PMBP - 80

☐ Coordinate project staking and inspection. Ensure an appropriate number of NDOT employees are present.

PMBP - 81

☐ If applicable, generate a NDOT 74 – Cost Overrun/Underrun. See Construction Manual for guidance on using NDOR Form 74. This applies to multiple items if the sums of the overruns are expected to exceed the limit. This is not required if additional cost are covered by COSA. Send Copy to Kerri Halstead in the Construction Division.

☛ See Example PMBP - 81 in the Appendix ☛

PMBP - 82

☐ Manage record keeping, materials documentation, computation and recording of quantities for payment. Most District keep this documentation on a local server until the final quantity has been validated. District 8 maintains records using OnBase system.

**BEST PRACTICE TIP**

*Have the inspector in charge of recording the work quantities, review these with the contractor as the work progresses. This could help avoid issues later.*

PMBP - 83

☐ In the event of a traffic crash, video or photograph location and condition of all traffic control on the project.

Obtain a copy of the accident report from the law enforcement agency if possible. If you can’t get from the law enforcement, the accident report number is in the Workzone Crash Report sent out by Traffic Division.

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

Consider before releasing the shutter:

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

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

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

If necessary, use some object that will provide ‘scale’ to what is being shown.

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

Verify Environmental Commitment compliance.

Document all environmental commitments using NDOT’s Environmental Compliance Online Documentation (ECOD) Database, including endangered species and other project specific commitments.

BEST PRACTICE TIP

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

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

See the Unexpected Waste Action Plan on the Department Website for information on the PM’s responsibility in dealing with unexpected waste.
PMBP - 85

☐ In accordance with PMBP - 45, make sure the project posting regarding environmental commitments (NOI, SWPPP Location, SWPPP Contact) remain in place and legible throughout life of project.

PMBP - 86

☐ Be aware of project safety. This includes NDOT and Contractor personnel and the Traveling Public. Ensure all personnel on the project have their Railroad Safety Training if the project requires it. Railroad Safety Training is available through the EDC. See PMBP - 53

**BEST PRACTICE TIP**

*Project personnel should follow the contractor’s safety policies while on the job site. Including Hardhats and safety glasses.*

PMBP - 87

☐ Work with field staff to check that all items of work are being properly measured in accordance with the plans, special provisions and specifications.

**BEST PRACTICE TIP**

*Refer to Section 105.04 of the 2017 SSHC for hierarchy of project information.*

*Contractor's field personnel often work from the plan set and don’t keep a copy of the Special Provisions on-site. Special attention should be paid to discrepancies between the Special Provisions and the plans, which may get missed.*
Schedule M&R for Pile Hammer Analysis, Coring Crew, Profile Crew, Concrete Maturity Determination, and/or QA Managers to conduct an Independent Assessment (IA), if needed.

Pile Hammer Analysis.................. Nikolas Glennie, Bridge Foundations...402-479-4780
Coring Crew........................... Jeremy Weigel, Quality Assurance Manager...402-479-4757
Pavement Profile..................... Jeremy Weigel, Quality Assurance Manager...402-479-4757
Maturity Curve....................... Tim Krason, PCC Materials Test Manager...402-479-4709
D-1 QA Manager.......................... James Smith...402-479-4543
D-2 QA Manager........................ Terry Becker...402-595-2534 ext. 286
Norfolk QA Manager (D-3 & D-8).............. Mike Reynolds...402-370-3476 ext. 219
Grand Island QA Manager (D-4&7).............. Cal Splattstoesser ...308-385-6271 ext. 218
North Platte QA Manager (D-5, 6, 7&8)..................... Jerry Isom...308-535-8111 ext. 226
Bridge Steel Fabrication Manager .............. Mark Borgmann....402-479-4763

BEST PRACTICE TIP

If your project has a new or rehabilitated bridge sized structure (bridge or concrete box culvert with a combined span greater than 20 feet), then the Project Manager needs to contact Bridge division to schedule an initial inspection.

The PM should notify the “In-Service” section of Bridge Division and specifically the Bridge Inspection Engineer. The initial inspection should be scheduled prior to opening the structure to traffic. If there is a question if the “In-Service” section of the Bridge Division would want to inspect the completed work, call and ask.

BEST PRACTICE TIP

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

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

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

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

- Create and reconcile a Final Punch list for the project. Intermediate punch list may be needed when a sub-contractor completes work on the project or when a portion of the project is completed (i.e. a bridge is completed).

  Completing a punch list, does not mean that the work is accepted. The project is not accepted until the tentative acceptance letter is sent by DCE.

BEST PRACTICE TIP

-- On next page --
BEST PRACTICE TIP

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

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

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

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

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

PMBP - 92

☐ Check with Maintenance, to ensure they have the information they need for permanent signs once construction is complete. This may require that signs be ordered, so give them sufficient notice.

In some cases it may be necessary to assist maintenance in staking the location of the signs so Maintenance can do a One Call.

PMBP - 93

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

Typical Project Records also include

- [FCAC Forms]
- [NDOT Forms]
- [FCAC Spreadsheets]
- [FCAC Workbooks]
PMBP - 94

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

BEST PRACTICE TIP

Document, as needed, all meetings, phone calls, and letters or e-mail in the Daily Diary.

Keep your District Administration, the Construction Division, M&R, Designers, FHWA and Legal informed as to project specific issues that may result in CO/SA’s, or claims.

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

PMBP - 95

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

BEST PRACTICE TIP

Use various color highlighters to denote difference Plan Revisions.

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

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

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

PMBP - 96

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

BEST PRACTICE TIP

The Construction Division will add Milestones that are known prior to letting. The PM is responsible for adding all other Milestones. The Construction Division typically sends an email to notify the PM of potential Milestones they will need to enter.

-- Continued on Next Page --
If it appears that your project work may extend past these dates, the Contractor must request this in written form.

It will be determined by the Construction Division if this is acceptable or what limitations may be attached to the work involved.

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

Check that the sampling discrepancies are taken care of during the life of the project.

The SiteManager Sampling Checklist can be a useful tool in assessing which material requirements are documented in SiteManager for your contract.

It may be necessary to follow up with M&R about the status of samples to avoid ongoing discrepancies. Sometimes the labs review a sample but fail to authorize it.

P.M. receives all materials certs and other documents, makes an electronic copy of materials documents (upload in OnBase), and distributes OnBase link as required. The MRDL shows the distribution to M&R

Assure that the proper samples are generated and submitted as required. Upload into OnBase and distribute the link as required. Sample records using Universal Material Acceptance (Material Code: UMA) are utilized to track material requirements that do not have a specific material code on the Material Sampling Checklist.
BEST PRACTICE TIP

M&R sends out a weekly S/T Report that summarizes sampling and testing activity and/or needs relative to recent DWR payments.

UMA submittals automatically notify appropriate lab of submittal. RDL can be used as a reference for which lab to select on the UMA.

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

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

BEST PRACTICE TIP

The Final Review manual can be found on the PM Resource Page Final Review Manual

Generate and Distribute the District Tentative Acceptance of Project Letter.

<< See Example PMBP – 100 in the Appendix >>
Generate and Distribute the Project Completion Notification Email.

See Example PMBP - 101 in the Appendix

When your project is Complete – as in – you have a Project Completion Date, you still need you to send out the Project Completion Notification Email to the following Email Group — NDOT Const-Completion Notification.

The Email notification allows the people in this mail group to begin their close out processes. The whole intent for this Email notification is to eliminate delays in the Final process once your Final reaches Central Complex. In order for it to be effective – please send the Email notification out within a couple weeks of the actual Project Completion Date.
(2 – 3 weeks should be sufficient time for the District to either sign off on a project, or not.)

Please include the following information in the body of your Email:

- Project Number:
- Project Name:
- Contract ID:
- Control Number:
- Prime Contractor:
- Completion Date:
- Most recent Estimate #:
- Observation Periods?

NOTE: This is not to be confused with the District Tentative Acceptance Letter.

Remove any project related traffic restriction (Detour Report, width restrictions, and the 511 System)

Watch for damage to work after completion/acceptance – After the acceptance or partial acceptance of a project or section of project, work may be damaged or new problems may arise that are outside of the control of the Contractor; the work should be treated as extra work.
Final Project Clean up – Lath, sand bags, message boards, detour signs, etc.

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

**BEST PRACTICE TIP**

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

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

Verify that city/county funds were applied to the quantity or portion of the project that it was assigned to. Funding splits can be found on the Agreement Estimate in OnBase

Review all pending CO/SA documentation for completeness and accuracy.

Do a detailed review of all contract quantities.

Ensure the E-verify letter of compliance from the Prime Contractor, stating that he/she and all subs have registered with E-Verify, has been received by Construction Division. *(Check to make sure date is entered in SiteManager Scheduled Check-list Events, actually date is entered into SiteManager by Roy Leach in the Construction Office)*
PMBP - 110

☐ Complete all Computation Sheets and upload into OnBase. The preferred format is a .pdf.

PMBP - 111

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

BEST PRACTICE TIP

Generate CO’s, as needed, to include Force Accounts, Letters of Deduction, Contingency Items, Incentives and Disincentives, etc.

PMBP - 112

☐ Review Major Items

BEST PRACTICE TIP

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

Remember that a Major Item is one whose total original value exceeded 10% of its original group. See Section 101.0352 & 104.02 Paragraph 2B of the 2017 SSHC

PMBP - 113

☐ Complete Time Allowance Review worksheet based on Contract information. Review with DCE. With DCE’s approval, generate a “Time Extension Document” and edit time allowance in SiteManager.

<< See Example PMBP - 113 in the Appendix >>
PMBP - 114

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

PMBP - 115

☐ End your Inspector’s SiteManager contract Authority per the Final Review Manual. For information on how to end inspector’s authority in SiteManager, see the SiteManager help files.

PMBP - 116

☐ Contractor Evaluations: Prepare the Evaluation of Contractor in RUG. See Construction Manual for completing contractor evaluations. Send copy of completed evaluations to the Prime Contractor for distribution to the subcontractors. (A PDF E-mail to the contractor is acceptable).

**Note:** Per a 2016 Construction Office Directive, a signed hardcopy of the evaluation is no longer to be submitted to Lincoln Construction Division

PMBP - 117

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

See Example PMBP - 117 in the Appendix >>

**BEST PRACTICE TIP**

*It may be necessary to resolve quantity issues with the Contractor or negotiate a CO/SA as a result of this letter.*

*Allow a reasonable amount of time to resolve discrepancies.*

*It may also be necessary to generate a new Final Estimate and send Contractor a letter detailing the resolution of any discrepancies.*

*If concurrence cannot be reached, then final the project and proceed with payment. Resolution will then be done in Lincoln*
PMBP - 118

☐ Prepare "As-Builts"

BEST PRACTICE TIP

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

PE Stamping of as built plans is not required.

For instructions on what to include in As-Builts see Construction Manual 106.10

Assemble the complete set into one .pdf and up-load into OnBase as per the Final Review Manual

PMBP - 119

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

PMBP - 120

☐ Prepare Letters of Transmittal
   ☀ See Example PMBP - 120 in the Appendix – Suggested Items
   ☀ See Example PMBP – 120A in the Appendix – Letter
   ☀ See Example PMBP – 120B in the Appendix – SWPPP Records

PMBP - 121

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

PMBP - 122

☐ Send email to final reviewer with links to OnBase locations of necessary files, they will review and submit to Lincoln.
PMBP - 123

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

PMBP - 124

☐ If additional documentation is needed, you will be contacted by the finals unit. 
(It is necessary that you resolve those issues as quickly as possible so the project can be accepted in a timely manner.)

PMBP - 125

☐ If your project contains bridge work, notify the In-Service Bridge Section of the Bridge Division of the date that the bridge will be open to traffic.

(See Example PMBP – 125 3A-18 in the appendix)

PMBP - 126

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

BEST PRACTICE TIP
Submit comments for improving plans to your DCE. Lincoln Construction Division maintains a repository of plan comments.

PMBP - 128

☐ Follow the District Record Retention Policy.

BEST PRACTICE TIP
Confirm that all project files have been moved to the proper location in OnBase. Do this for all your inspectors as well. It’s better to maintain all working documents in OnBase throughout the life of the project.
Controller Division will notify the District when records no longer need to be retained.

Following the Record Retention Policy for Project Documentation, the District Administrative Assistant Receives a list of when project records no longer need to be retained.
Appendices

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

NDOT Forms:\dotfs\public\DOTForms
FCAC Forms:
\stndotdmznas01.stone.ne.gov\dotdmzdata0$\NDOTAPP\FCAC\FORMS
CONSTRUCTION STORMWATER MANAGEMENT CONTROL
(B.3-0509)

General

1. This Section defines some best management practices (BMPs) for erosion and sediment control measures and construction practices the Contractor shall use to prevent soil erosion and avoid water pollution.

2. The Contractor shall exercise every reasonable precaution throughout the life of the contract to prevent siting of the waters of the state, the project site, and adjacent property. Construction of drainage facilities, as well as performance of other contract work which will contribute to the control of siltation, shall be carried out in conjunction with earthwork operations or as soon thereafter as is practicable.

3. a. The Contractor shall take sufficient precautions to prevent pollution of the waters of the state, the project site, and adjacent property with construction debris, petroleum products, chemicals, or other harmful materials.

   b. The Contractor shall conduct and schedule the operations to avoid interference with any protected species.

   c. The Contractor shall comply with all applicable statutes relating to pollution of the waters of the state and fish and game regulations.

4. All construction debris shall be disposed in a manner that it cannot enter any waterway. Excavation shall be deposited as to protect the waters of the state from siltation.

5. The erosion and sediment control measures shall continue until the permanent drainage facilities have been constructed and the slopes are sufficiently vegetated to be an effective erosion deterrent or until tentative acceptance of the work.

6. All erosion and sediment control measures shall be properly maintained by the Contractor.

7. All erosion and sedimentation resulting from the Contractor’s operations and the weather conditions must be corrected by the Contractor.
DATE       Month Date, Year
TO          Project Designer
FROM        Project Manager
THRU        District Construction Engineer
SUBJECT     Review of Project Plans

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

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

1. Refer to Sheet 2-T2, Upper left section. This section indicates that 255mm Surfacing be built between the Doweled Base Course and the 150mm Surfacing. The quantity of this 255mm surfacing does not appear to be included in the plan quantity for Item 28, 255mm surfacing.
2. As with the above, Item 39, Foundation Course and 41, Stabilized Sub-grade quantities for this area do not appear to be included in their respective quantities.
3. Refer to Sheet 2-T3, Middle left section. This section indicates that Surfacing be placed under the new guardrail. This is also shown on Sheet 83. However there are no limits shown anywhere on the plans, nor are there any quantities shown on the plans. Also, the foundation course and sub-grade preparation shown, would they be subsidiary, or would those quantities need to be adjusted?
4. Refer to Sheet 2-N1, Left section, Sixth Bullet Point. The Select Placement that this section refers to is the soil on the rip-rap and the 150mm on the foreslopes correct? We cannot find any other references.
5. Refer to Sheet 2-N4, There seems to be an inconsistency with the depth of the sub-drain. When you apply assumed elevations and project these elevations to the sub-drain locations, you do not match the depths shown on the table. From past experience, sub-drains are designed to go an inch or so into the sub-grade (As shown in the sketch). Need to know which is right here. When you apply a full super, the difference would be greater.
Road Construction Coming Soon

Project: NH-77-1 (136) In Beatrice & North
Starting Date: April 2, 2018
Expected Completion: November 2018

The Nebraska Department of Transportation, in conjunction with Constructors Inc., will be doing construction work on US-77 starting on the north side of the intersection of Industrial Row in Beatrice and heading north. Expect lane closures and reduced speed zones on the northbound and southbound lanes of US-77. Construction work includes concrete pavement patching, milling, armor coating overlay, asphalt laydown overlay, shoulder rumble strips and grooved striping. If your house or business is on a service road, we advise using that as much as possible to avoid the road construction.

Every effort will be made to have access to all intersections and driveways on the project, as we plan to have only half of an intersection closed at a time. Traffic control devices will be used to lead motorists through the work area. Please drive cautiously when traveling through the project, as workers will be present near the open lanes.

Questions or more information:
Contact Ron Klaus @ 402-729-3489
NDCT Highway Project Manager

NEBRASKA
Good Life. Great Journey
DEPARTMENT OF TRANSPORTATION
FOR IMMEDIATE RELEASE

Work to Begin on Hwy 92 Rising City East

March 11, 2019 (Lincoln, Neb.) — Weather Permitting, work is scheduled to begin the week of April 1 on Hwy 92, in the David City area, from Reference Post 411+68 to Reference Post 421+23, according to the Nebraska Department of Transportation.

Werner Construction, of Hastings, Nebraska has the $5,116,884 contract. Work includes concrete pavement patching, guardrail work, asphalt overlay and seeding.

During construction, there will be a lane closures with flaggers and guided by a pilot car. The project is anticipated to be completed by late fall of 2019.

The Department's project manager is Joe Kuehn of Lincoln. Motorists are reminded to drive cautiously through construction zones and are urged to use an alternate route.

#NDOT#

Contact:
Joseph Kuehn (402) 471-0850

Coding
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<th>Contract ID</th>
<th>Fed/State Project Number</th>
<th>Total Contract Amount</th>
<th>Contractor Actually Started Work</th>
<th>Current Estimate Type</th>
<th>Current Estimate Nbr</th>
<th>Percent Time Complete</th>
<th>Percent Monetary Complete</th>
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<td>ENH-2231</td>
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Example PMBP - 18 – Traffic Control Plan Submittal Letter Example

NEBRASKA
Good Life. Great Journey.
DEPARTMENT OF TRANSPORTATION

Date: XXXX-XX-XXXX

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

From: [Your Name]
      [Your Title]

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

XXXX,

I have placed a file called [Name-of-file.dgn] in ProjectWise at the following location:
[District Number]/Projects/Control Number/District/Traffic Control Plans

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

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

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

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

Thank you

Your Name
Your Title
### Example PMBP - 19 – Sign Order Example

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<th>RTN</th>
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<td>W20-1A-48</td>
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<td>ROAD WORK NEXT ___ MILES</td>
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<td>G20-1-60</td>
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<td></td>
<td></td>
<td>END ROAD WORK / THANK YOU DRIVE SAFELY</td>
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<tr>
<td>G20-2B-48</td>
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<td>FINES DOUBLE</td>
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<td>SHOULDER WORK</td>
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---

**NDOR REPRESENTATIVE:**

**CONTRACTOR REPRESENTATIVE:**

**NDOR REPRESENTATIVE:**

**CONTRACTOR REPRESENTATIVE:**

**NDOR REPRESENTATIVE:**

**HUE B=BLACK HO=HIGH ORANGE HS=HIGH SILVER HY=HIGH YELLOW WS WORD/Symbol 12/19/2017 Example 1A-9**
From: Guilfoil, David  
To: Rudnick, Michael  
Cc: Kovar, Mark  
Subject: SiteManager Contract Activation  
Date: Monday, May 07, 2012 10:28:44 AM 

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

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

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

David
**Example PMBP - 22 – Project’s M.R.L. Example**

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

**LOCATION:** PLATTSMOUTH - BELLEVUE, PLATTE RIVER & SOUTH TYPE OF CONST: GRAD WALL CONC PAVE CULV SEED BR GDRL FENCE, ELEC, SIGN

**LETTING DATE:** 1/19/2012

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

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNITS</th>
<th>REQUIRED DATA</th>
<th>REF BK</th>
<th>CONTACT</th>
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<td>APL</td>
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<td>PENAS</td>
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**SP=Special Provisions - Page Number**
**SG=Sampling Guide - Section Number**
**NSS=Nebr. Stand. Specs. - Section #**
### NDOT Reporting Portal

**Materials**

Home › AASHTOWare_Project › User_Role_Report_Access › All_Access › Materials

#### PAGINATED REPORTS (10)

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<thead>
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<th>Report Title</th>
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<tr>
<td>Contract Sampling Checklist</td>
<td>MISC All Sample Records by Contract</td>
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<tr>
<td>MISC Contract Line Item Estimate Discrepancies</td>
<td>MISC Sampling and Testing Personnel Qualification</td>
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<tr>
<td>PCC Contract Summary of Concrete Cores</td>
<td>PCC Mainline Pavement Structure Maturity Summary</td>
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<tr>
<td>Prestress PCC Cylinders by Contract</td>
<td>PCC Pavement Repair Maturity Summary</td>
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<tr>
<td>Ready Mix Plant Certifications</td>
<td>Sample Record TAG Creator</td>
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<tr>
<td>SOIL LWD-Density Compaction Tests</td>
<td></td>
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</tbody>
</table>
Example **PMBP - 26** – Culvert Order Letter Example

Date of Letter

Contractor’s Name
Contractors Address

**ATTENTION:** Contractor’s Contact

RE: Culvert List
   Project Number
   Control Number
   Contract Number
   Project Location

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

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

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

Your Name
Your Title
Office Phone Number
Office Fax Number

*Attachments Sheet A*

cc: OnBase
Example PMBP - 26 – Culvert Order Letter Example (Cont’d)

Station 141+37.00
Build Triple 12' x 5' x 70' Concrete Box Culvert
Fill = 1.5'
Special Plan 2C Project plan sheets 4 & 31

Plan Pay Quantities:
Item 066 – 580.00 yd³
Item 067 – 229,450 yd³ (barrel=209,720, wings=19,730)
Item 068 – 29,437,000 lbs (barrel=27,923,000, wings=1,514,000)

Station 141+44.00
Existing Twin 12’ x 5’ x 40.80’ Concrete Box Culvert w/endwalls.
Remove
Project plan sheets 4

Plan Pay Quantities:
Item 065 – 1.00 Each

Station 171+41.31
Existing 1-25’ Span Deck Steel Girder Bridge, w/29’ Roadway
Remove
Project plan sheets 5

Plan Pay Quantities:
Item 073 – 1.00 Each

Station 171+64.03
Build Triple 12’ x 8’ x 70’ Concrete Box Culvert
Fill = 1.0’
Standard Plan 1308 Project plan sheets 5 & 31

Plan Pay Quantities:
Item 070 – 1,130.00 yd³
Item 071 – 258,230 yd³ (barrel=228,200, wings=30,030)
Item 072 – 35,879,000 lbs (barrel=33,768,000, wings=2,111,000)


Use your District Letterhead

Date

Name of Invitee
Title of Invitee
Address of Invitee

Re: Project Number
Project Name
Contract Number
Control Number

Dear Mr., Ms. Last Name:

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

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

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

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

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

Please forward this to anyone you feel is necessary.

Thank you, see you on the Date of Meeting.

Feel free to contact me with any questions or concerns.

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

xc: District Project File
File

Kyle Schneeloch, P.E., Director
Department of Roads
District 1 Headquarters
332 Superior Street
Lincoln, NE 68521-2481

Nebraska.gov/roads

Office 402-471-0850 Fax 402-471-3461
DOR.ContactUs@nebraska.gov
NEBRASKA
Good Life. Great Journey.

DEPARTMENT OF ROADS

Date of Letter

Contractor's Name
Contractor's Address
ATTENTION: Contact's Name

RE: Pre-Construction Items
Project Number
Control Number
Contract Number
Project Location –

| Dear Contact’s Name,

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

1. A letter or list containing:
   a. General Contractor name, address, phone number and fax number
   b. General Contractor key personnel, names, addresses and phone numbers This would include the individual designated as the Project Superintendent (Section 105.05, Para. 3)
   c. E.E.O. Officer, name, address and phone number
   d. Safety Officer, name, address and phone number
   e. Payroll Officer, name address and phone number
   f. Emergency and Night contacts, names, addresses and phone numbers

2. List of Brand and Models of Barricade Lights

3. List of Sub-Contractors, names, addresses and phone numbers
4. List of Local Material Sources, names, addresses and phone numbers

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

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

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

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

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

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

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

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

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

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

Section 704.03, Para 8j - This specification deals with the submittal of stay-in-place form design plans and computations.
Section 204.03, Para 10d - This specification deals with the submittal of bridge removal plans at least 10 days in advance of the work.

Section 232.03 - This specification deals with the submittals necessary if test results show the presence of lead based paints on the existing structure.

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

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

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

Please contact me if you have any questions.

Your Name
Your Title

c:file
NOTICE

The Storm Water Pollution Prevention Plan for Project Project Number is located in SWPPP Location — Trailer, Inspector Vehicle, etc..

Please call Project Manager @ Office Number if you have questions.
Local Projects Division Green Sheet
Status of Environmental Commitments

Green Sheet #: 1

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

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

NDOR/FHWA Environmental Clearance Obtained: Dates of Clearances: NEPA Determination & CE approved by FHWA: 7/31/09 and by NDOR on 7/27/09 and 7/28/09
Comments: Categorical Exclusion
The NDOR Project Coordinator has reviewed the plans to determine if the project location information and the project description in the NEPA documents match the plans.

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

404 Permit Type: [ ] Individual [ ] Nationwide [ ] N/A

Wetland Delineation: [ ] Yes [ ] No Date Delineated: 3-17-2009
Who Delineated: Jeff Greenwald, Osborn Associates
Comments: No Wetland Impacts from Project

401 Water Quality Certification Required: [ ] Yes [ ] No Received: N/A

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

State Title 117 Waters (Letter of Opinion): [ ] Yes [ ] No Received: N/A
Permit No.: N/A Acres Impacted: N/A Acres Mitigated: N/A
Location: N/A Project Mitigation Ratio: N/A
Comments: N/A

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

Floodplain Permit Required: [ ] Yes [ ] No Received: 7/22/09
Permit No.: 2009-03
Comments: N/A
Example PMBP - 46 – Status of Environmental Commitments (Green Sheets) (Cont’d)

Historic Clearance: ☑ Yes ☐ No Received: 9-25-2007
Comments: Contact NSHS during construction if any archaeological remains are encountered.
☐ The NDOR Project Coordinator has reviewed the project plans to determine if any historic or cultural resources impacted by this project were marked correctly on the plans.

Threatened and Endangered Species Clearance Obtained: ☑ Yes ☐ No
Received NGPC: 7-3-2008
Received USFWS: 6-6-2008
Comments: See Page 3 for commitments
☐ The NDOR Project Coordinator has reviewed the project plans to determine if areas that were identified in the Threatened and Endangered Species concurrence are marked correctly.

NPDES/Stormwater Required: ☑ Yes ☐ No Received: September 11, 2009
Permit No.: NER111678
Comments:
☐ The NDOR Project Coordinator has reviewed the project plans to determine if erosion control measures were marked on the project plans.

Special Provisions: Are there Environmental Special Provisions? ☑ Yes ☐ No
If you check Yes, then see attached Environmental Commitment sheet.

Special Notes on Plans: There are no special notes on the plans in reference to environmental issues for the project.
☐ The NDOR Project Coordinator has reviewed any notes on the plans and has determined they are correct.
Green Sheet Approvals:

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

[Signature] 10/14/09

NDOR Environmental Analyst (Initial and Date)

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

[Signature] 10-15-09

NDOR Environmental Documents Unit Manager (Initial and Date)

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

[Mathew] 10/7/09

LPD Project Coordinator (Initial and Date)

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

[Signature] 10/19/09

LPD Section Head (Initial and Date)
Environmental Commitments

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

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

List environmental commitments and contact people below.

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

US Fish and Wildlife Services will require a survey for migratory birds be completed prior to construction if any habitats will be disturbed during the nesting season. This commitment will be followed if it is determined there will be any migratory bird habitat removed during the nesting season. The contact for these commitments will be Eric Zach, NDOR Biologist, eric.zach@nebraska.gov, (402) 479-4796.

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

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

**Green Sheet #: 1**

<table>
<thead>
<tr>
<th>DISTRIBUTION LIST</th>
<th>Name</th>
<th>Date Sent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultant</td>
<td>Steven M. Irons, P.E.</td>
<td>10-21-09</td>
</tr>
<tr>
<td>Local Agency RC</td>
<td>Allen Schoemaker</td>
<td>10-21-09</td>
</tr>
<tr>
<td>District Construction Engineer</td>
<td>Tim Wunder</td>
<td>10-21-09</td>
</tr>
<tr>
<td>District Environmental Contact</td>
<td>Steve Radke</td>
<td>10-21-09</td>
</tr>
<tr>
<td>Project File</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NDOR Environmental Analyst</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NDOR Project Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NDOR LPD Section Head</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NDOR LPD Division Head</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Lettings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FHWA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SWPPP-Environmental Commitment Book</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional Comments:
Date of Letter

Name of Invitee
Title of Invitee
Address of Invitee

RE:  Project Number
     Project Name
     Contract Number
     Control Number

Greetings,

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

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

Thank You.

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

OnBase
Greetings,

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

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

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

Thank you.

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

xc: District Project File
File
Listed is the minimum information required by the Construction Division.

**Cover Sheet for Preconstruction Meeting Notes**

**MEETING DATE** – Enter correct information

**PROJECT NO** – Enter correct information  
**PROJECT NAME** – Enter correct information  
**CONTROL NO** – Enter correct information  
**CONT ID** - Enter correct information  
**PRIME CONTRACTOR** – Enter correct information  
**CATEGORIES**– Groups Enter correct information and 10  
**PROJECT MANAGER**- Enter correct Project Manager

**NOTICE TO PROCEED DATE** – Enter correct information  
**REVISED STARTING DATE?** – Enter correct information  
**TIME METHOD** – Enter correct information  
**BID DAYS** = Enter correct information  
**INTERNAL TIME ALLOWANCES** – Enter correct information  
**MILESTONES** – Enter correct information
Nebraska Department of Transportation
PRE-CONSTRUCTION CONFERENCE MINUTES
Project Number: NH-30-7(116) Blair - East
Location: Blair City Council Chambers
Time: 9:30-11:30    Date: June 16, 2010

Blue – indicate notes taken.
Red – indicate follow-up conversations made.

The Project Manager welcomed everyone, reminded all to turn cell phones to silent and that he was going to be using a voice recorder to record the meeting to help provide accurate notes.

Started the meeting by going around the room and having everyone introduce themselves.

INTRODUCTIONS

Department of Roads Personnel
NDOT Project Manager                  NDOT Construction Tech III
Assistant District 2 Construction Engineer    NDOT Construction Tech II
District 2 Quality Assurance Manager                  NDOT Maintenance Superintendent
                                                NDOT Maintenance Supervisor

Contractor Personnel
Prime – Tab Holding Company
    Bill Ringsdorf – Project Manager

Subs -
    Rupert Construction - Concrete - Howard Scott
    Highway Signing - Traffic Control – Jason Teel
    Vierrigger Electric – Temporary Signals – Tim Vierregger
                                                Mike Vierregger
    Soil Tek - Seeding/Erosion Control – No Representative Present
    Interstate Improvements – Diamond Grinding – No Representative Present
    Safety Guard, Inc. - Guardrail – No Representative Present
    Midwest Coating – Joint Sealing – No Representative Present

Government Officials
    City of Blair - Allen Schoemaker – Director of Public Works
    Washington County Roads - Cheryl Parsons
    Iowa DOT - No Representative Present

Others
    Union Pacific Railroad - Mike Blackley
    Rick Brady
Utility Companies

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

UTILITY COMPANIES PROPOSED WORK

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


Contact List for Utilities:

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

Comments and possible conflicts from the utility companies:

OPPD: Steve Kojdecki …
Northwest Iowa Power Coop: Keith said that his company …
Black Hills Energy: an e-mail from Paul Dodson …
American Broadband (Formerly Huntel): Pat (ABB) said that they …
City of Blair: Allen (Blair) indicated …
UPRR: Mike (UPRR) pointed out two issues UPRR have….

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

NEBRASKA ONE CALL NOTIFICATION

PM reminded everyone of the one call requirements.

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

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

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

CONTRACTORS PROPOSED WORK SCHEDULE:

Starting Date: Contract Start Date 7-6-2010, 50 working days allowed.
Staging Schedule and/or sequence of Operation:

a.) Schedule with copies provided by Prime Contractor as per Section 108.07 of the Standard Specifications.

b.) Identify CCO with Prime Contractor on Schedule provided.

Special Provisions references to scheduling:

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

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

*Bill’s (Tab) schedule follows the required phasing indicated ....*

*The schedule doesn’t show work on Saturdays, ...*

*Bill (Tab) asked if ....*

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

**RIGHT OF WAY**

a) Status of ROW purchases for the project. - Page 44 of Contract

   *There are no R.O.W. issues on this project*

b) Review any specific agreements that are applicable

   *None*

c) All parties are reminded that highway right-of-way abuts upon private property. Any infringement or trespassing upon such private property could cause damage that would become a liability to the person or organization involved. Maintaining good relations with the public (especially private property owners) is very important.

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

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

**PROJECT SUPERVISION**

(Section 105.05, Para 3)
The Contractor shall at all times have on the work, as his agent, a competent superintendent capable of reading and thoroughly understanding the plans and specifications, thoroughly experienced in the type of work being performed, who shall receive instructions from the engineer or his authorized representatives. The superintendent shall have full authority to execute the orders or directions of the engineer without delay, and promptly to supply such materials, equipment, tools, labor, and incidentals as may be required. Such superintendence shall be furnished irrespective of the amount of work sublet.
The prime Contractor shall submit in writing, to the Project Manager in charge, the name of this authorized representative on the project. Representatives will be empowered to coordinate with all operations of subcontractors and negotiate with the Project Manager any questions concerning extra work, including extra work performed by a subcontractor. If the prime Contractor wishes, this representative may be a subcontractor’s employee that is present when the work on the project is being performed.

_Bill (Tab) provided a complete list with his company’s superintendent’s names and phone numbers._

_Primary name is Matt Troge – 402-510-3687_

**SUBCONTRACTORS**

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

- Items to be sublet and names of subcontractors. (Provided by Contractor.)
  Current approved Sub-Contractors are:
  
  Rupert Construction - Concrete repair (Partial)
  Highway Signing - Traffic Control
  Vierrigger Electric – Temporary Signals
  Soil Tek - Seeding/Erosion Control
  Interstate Improvements – Diamond Grinding
  Safety Guard, Inc. - Guardrail
  Midwest Coating – Joint Sealing

- On all projects, prime Contractors must submit their subcontractor requests to the Construction Division in a letter or FAX.

- The prime Contractor is responsible for E.E.O. and minimum wage compliance by his subcontractors, in addition to fulfilling the terms of his contract.

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

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

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

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

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

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

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

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

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

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

Special provisions.

There are 3 addendums for this project.
Number 3 voids Number 1 and deals with the Davis-Bacon wage rates.
Number 2 ties groups together
   Pages 3 thru 12 – Federal – Aid Construction Contracts
No comments recorded.
   Pages 13 thru 23 – EEO & Wage Rates
Addendum No. 3 sets wage rates for the project
   Page 24 – General Conditions
Addendum No. 2 revises the last paragraph of this section
   Pages 24 & 25 – American Recovery and Reinvestment Act
This covers the forms and reports required by ARRA projects.
Forms need to be completed on-line.
PM reminded everyone that estimates will not be paid if this paperwork is not turned in.

>>> Minutes Cont’d>>>
Page 135 – Dowel Bars
No comments recorded.

Page 135 – Proposal Guaranty
No comments recorded.

Internal liquidated Damages
No comments made.

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

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

The roadway typical should not have “doweled” on shoulder areas.

Pre letting questions
No questions received.

Proposed change orders and supplemental agreements.
There is an extra level of approval for CO/SA’s. The FHWA will approve all CO/SA’s prior to work being done. The PM was told that the average turn-around is 10-14 days on a CO/SA.

Plan Details
No questions received.

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

E.E.O. Officer: PENDING

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

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

E.E.O.
Required for all Prime Contractors
Required for all Sub-Contractors whose work is $10,000 or more, Form is for the month of July.
Self-Analysis forms are required to be submitted by each Contractor to the Minority Business Office once each year, includes subcontractors over $10,000.

Training: None
PARTNERING

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

Establish time and place for a brief weekly meeting.

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

SITEMANAGER

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

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

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

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

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

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

2.) Contractor is to install all signs as per the approved sign plan and all MUTCD and other applicable specifications. They should be maintained in their proper position and in a clean condition.
   a.) Barricades are furnished by the Contractor.
   b.) Letter of Certification stating the brand and model of barricade lights proposed to be used.
   c.) Maintaining spare parts on the project site.
   d.) Checking barricades and signs at frequent intervals daily.
   e.) Phone numbers of person or persons to call at NIGHT if barricades, signs or devices are down or not working.

Name and Number
Pending

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

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

*The PM will keep the District 2 Operation Center informed.*

MATERIALS

1) Prompt submittal of Certificates of Compliance, Certified Analysis etc. to ensure payment.
   a.) Project Manager will provide a job specific list from Materials and Tests.

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

3.) Contractors Borrow Pits
   Contractor shall submit for approval all borrow locations as per Section 205.02, paragraph 7 of the Standard Specifications

4.) Stockpiled Materials
   a.) Steel Plates and Shapes as per Memo dated June 15th, 2000.
   b.) All other materials
Upon presentation by the Contractor of receipted bills, payments may also be allowed for acceptable nonperishable materials purchased expressly to be incorporated into the work and delivered in the vicinity of the project or stored in acceptable storage places with Nebraska. The amount to be included in the payment will be determined by the Engineer, but in no case shall it exceed 100 percent of the value of the materials as shown by the receipted bills. This value may not exceed the appropriate portion of the value of the contract item or items in which such materials are to be incorporated, nor shall the quantity in any case exceed the total estimated quantity required to complete the project.

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

Deductions at rates and in amounts which are equal to the payments will be made from estimates as the materials are incorporated in the work. Payment for the materials shall not in itself constitute acceptance, and any materials which do not conform to the specifications shall be rejected in accordance with Section 106.05, paragraph 2 of the Standard Specifications.

**SAFETY**

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

1.) The Contractor is requested to post a written safety program including the following, before starting work.
   i. The designated safety officer on the project
   ii. Methods of conveying safety information to employees.
   iii. Plans for maintaining safety consciousness among employees.
   iv. Manner in which he/she will assure compliance by a subcontractor.
   v. Plans for meeting basic safety requirements - arrangements for first aid,
   vi. Medical attention, sanitation, personnel protective equipment, traffic
   vii. Control and storage of fuels and explosives.
   viii. Plans for eliminating potential hazards associated with the work.

2.) The inspector will refuse to inspect any work which may constitute an imminent danger situation, such as un-shored trenches with vertical walls more than 5 feet, etc. Also, payment for such work may be withheld and, should the Contractor persist in working under such conditions, the work may be suspended as a last resort. The inspector will conduct periodic safety inspections during the progress of the work.

**ENVIRONMENTAL PROTECTION**

**BURIAL SITES**

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

**WATER POLLUTION & WETLANDS**

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

MISC. TOPICS

The PM went around the room and found no questions or comments. Allen (Blair) asked if there was going to be a handout made to give to the businesses along the roadway to keep them informed. The meeting then adjourned.

ACTION ITEMS

No action items recorded
Use your District Letterhead

Date of Letter

Name of Contractor
Address of Contractor

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

Attention: Name of Contact

Name,

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

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

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

Please contact me if you have any questions.

Your Name
Your Title
Your Phone Number

cc: Construction Division
    District File
    File

Kyle Schneweis, P.E. Director
Department of Roads
District 5 Headquarters
14207 Union Rd.
PO Box 220
Gering, NE 69341-0220
roeds.nebraska.gov

OFFICE: 308-436-6687 FAX: 308-633-6614
DOR.ContactUs@nebraska.gov
Date: July 1, 2008
To: Local Postal Patron
From: Ray Trujillo
Project Manager
Subject: Project STPD 79-3(106)
North of North Bend

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

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

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

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

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

Thank You

Ray Trujillo
Project Manager
(402) 727-3292 x292

xc: Postmaster
File
CONTRACTOR’S NOTICE TO PROCEED

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

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

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

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

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

Early start requests and late start requests from a Contractor should be sent directly to the Construction Division. Most are, but some are sent to the project manager — and they should promptly be forwarded to the Construction Division. When early start or late start requests are received in the Construction Division, no action will be taken before discussing the request with the affected district or RC unless requests forwarded from the districts or local public agency already include an affirmative statement that the suggested date is acceptable.
While we are interested in all such requests to change the starting date, late start requests on asphaltic concrete paving projects are of greatest interest to us. The starting dates for asphaltic concrete paving projects are established by calculating backwards from the latest possible finish date permitted (October 31, plus or minus). Early starts are easy to grant, but late starts may require some negotiation with the Contractor. In some cases, the contract may need to be supplemented with some special disincentives for not completing the asphalt work by a certain date. For this reason, it is necessary that the request to start late on an asphalt project is not delayed until the last minute.

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

Construction Division
PMBP - 59A – Letter to Contractor – Notice to Proceed Example

STATE OF NEBRASKA

STR-275-7(1045)
CN # 22631
US-275, SOUTH OMAHA VETERANS BRIDGE

MCGILL RESTORATION, INC.
2201 GREBE ST
OMAHA NE 68112

NOTICE TO PROCEED AND ESTABLISHMENT OF BEGINNING DATE

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

GROUP(S) ESTABLISHED BEGINNING DATE

6 – Bridge @ STA 140+75.77 December 1, 2016

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

The work on this project is to be performed under the general supervision of Tim Weander District 2 Engineer at Omaha and under the direct oversight of Project Manager Mike Fox whose mailing address is 4425 S 109th St., PO Box 49481, Omaha, NE 68148.

This Notice to Proceed is being issued prior to the tentative starting date shown in the Proposal for the purpose of allowing the contractor to accomplish preliminary clearing and grubbing or other work necessary to comply with any applicable environmental commitments. This work may be performed without the charge of working days or calendar days provided the contractor does not move on to other work — and the work may be suspended. The determination and count of working days or calendar days shall resume when the work resumes or on the tentative starting date shown in the Proposal — whichever comes first — unless the contractor, prior to the tentative beginning date, requests and receives approval for a later date to resume work.

DEPARTMENT OF ROADS

BY KERRI K. HALSTEAD

Kerr K. Halstead
Highway Contracts Supervisor

Xc: Tim Weander D-2
Mike Fox D-2
Lorraine Legg – Construction
Rebekah King – Bridge
Bob Grant – Highway Safety
Lori Ellison – Planning & Project Development
Mary Lou Goggins – Controller
File

An Equal Opportunity Employer
Memorandum

DATE          Month Date, Year
TO            District Engineer
FROM          Project Manager
THRU          
SUBJECT       New Project Information

PROJECT INFORMATION FORM

[Using this information, provided by you, the DE will send letters to Senators, City Council, Law Enforcement, etc.]

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

Project Manager: Your Name
                Office Phone
                Home Phone
                Mobile

Contractor: Contractor’s Name – Primary Contact of Contractor
            Contractor’s Street Address
            Town, State – Zip Code

INFORMATION ABOUT THE PROJECT:
[Please use complete sentences to describe important aspects of the project and any other information that might assist the recipients of the letters to know what is happening.]

Ex: Where exactly is the project? What are we doing? Why? Will there be traffic detours? Closures? Lane Restrictions?
General location (Mile posts or streets)
Short overview of the project scope.
Anticipated impacts to the public.
Example PMBP – 61 – NDOT Form 44 – Speed Zone Authorization Example

Pursuant to the authority contained in Section 60-6,188 Reissue Revised Statutes of Nebraska, and in accordance with Authorization No. Your Number issued on August 21, 2003 by the Director, the maximum speed limit of 35 miles per hour in a rural area, or 25 miles per hour in an urban area through highway maintenance, repair, or construction zones on the portion of the state highway system, has been increased as set forth below.

Highway No.: US 79 Location: North of North Bend
Ref. Post: 429 to Ref. Post: 438

Project No. (if applicable): STPD-79-3 (106)

The prima facie speed limit shall be increased from 35 miles per hour to 40 miles per hour. This increase maintains the same posted speed limit as the speed limit prior to work for the entire length of the work zone, and will be in effect 24 hours a day, except as changed below.

The following prima facie speed limit for sections of the work zone shall be increased from 35 miles per hour to the speed shown below, and shall be in effect only when standard signs giving notice thereof are installed as provided by law, for the lengths and time periods as set forth below.

Work Zone Section One: 45 Miles Per Hour Activity: Culvert Construction

Transition Speed Zone Required Yes No If yes, Transition Speed Zone = Miles Per Hour.
Stationary: Yes No (Longer than 3 days) Sta. or Ref. Post: 45.8 To 49.1
Starting Date: June 16, 2008 Ending Date: December 1, 2008
24 Hours: Yes No
or Daily, Start Time: Ending Time:
Non-Stationary: Yes No (Less than 3 days) Actual Starting and Ending Locations, Dates and Times will be documented in a daily log.

Work Zone Section Two: Miles Per Hour Activity:

Transition Speed Zone Required Yes No If yes, Transition Speed Zone = Miles Per Hour.
Stationary: Yes No (Longer than 3 days) Sta. or Ref. Post: To:
Starting Date: Ending Date:
24 Hours: Yes No
or Daily, Start Time: Ending Time:
Non-Stationary: Yes No (Less than 3 days) Actual Starting and Ending Locations, Dates and Times will be documented in a daily log.

Project Manager: June 1, 2008

cc: District Office
Nebraska State Patrol
County Sheriff

DR Form 44, May 2007
4/18/16

Brian Jackson, Chief of Police
Lincoln Police Department
575 S. 10th St.
Lincoln, Ne 68508

Re:    S-2-6(1034), 10th St. to Old Cheney RD., Highway 2

Dear Chief Jackson:

This is to advise that the construction work will begin for the above referenced project, On Highway 2 in the corporate limits of the city of Lincoln starting on May 2, 2016.

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

Please contact one of the following persons:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Home</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brian Schoen</td>
<td>Project Manager</td>
<td>402-480-5649</td>
<td>402-471-0850</td>
</tr>
<tr>
<td>Tom Goodnarm</td>
<td>District Engineer</td>
<td>402-430-7897</td>
<td>402-471-0850</td>
</tr>
</tbody>
</table>

Sincerely,

Brian Schoen
Project Manager
Department of Roads

cc:     File

An Equal Opportunity/Affirmative Action Employer
April 27, 2016

Sheriff Kevin Stukenholtz
Saunders County Sheriff
387 N. Chestnut St.
Suite 3
Wahoo, NE 68066

Re: NH-STP-92-6(121), Mead to Yutan

Dear Sheriff Stukenholtz:

This is to advise that the construction work will begin for the above referenced project, R.P. 455+35 to R.P. 462+00 starting on May 2, 2016. This work will consist of Bridge Preservation, Concrete Repair, Milling and Overlay and Culvert Extension. Flagging and Pilot vehicle operations will be used during the time work is being performed. Project completion is anticipated for fall of 2016.

Please notify the Department of Roads in person of by telephone of the general details of any traffic accident occurring in the construction zone, or withing ¼ mile of either end of the construction area. It will be appreciated if this information is received within 24 hours of the accident.

Please contact one of the following persons:

Jesse De Los Santos  Project Manager  402-499-2148
Curt Mueting  Dist. Const. Engineer  402-471-0850 x2072
Tom Goodbarn  District Engineer  402-471-0850 x1075

Sincerely,

Jesse De Los Santos
Highway Project Manager
Department of Roads

CC: Construction
Dist. 1
File
April 27, 2016

Colonel Bradley Rice  
Nebraska State Patrol  
1600 Hwy. 2  
Lincoln, NE 68502-5482

Re: NH-STOP-92-6(121), Mead to Yutan

Dear Colonel Rice:

This is to advise that the construction work will begin for the above referenced project, R.P. 455+35 to R.P. 462+00 starting on May 2, 2016. This work will consist of Bridge Preservation, Concrete Repair, Milling and Overlay and Culvert Extension. Flagging and Pilot vehicle operations will be used during the time work is being performed. Project completion is anticipated for fall of 2016.

Please notify the Department of Roads in person of by telephone of the general details of any traffic accident occurring in the construction zone, or within 1/2 mile of either end of the construction area. It will be appreciated if this information is received within 24 hours of the accident.

Please contact one of the following persons:

Jesse De Los Santos  
Project Manager  
402-499-2148  
402-471-0850 x2072

Curt Mueller  
Dist. Const. Engineer  
402-471-0850 x1075

Tom Goodbarn  
District Engineer  
402-471-0850

Sincerely,

Jesse De Los Santos  
Highway Project Manager  
Department of Roads

Cc: Construction  
Dist. 1  
File
## Current Road Restriction for Permitted Loads

**District # 1**

**Date:** 12/13/2016

<table>
<thead>
<tr>
<th>Hwy #</th>
<th>Description</th>
<th>Beginning Milepost</th>
<th>Ending Milepost</th>
<th>Restriction</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-80/L-80E</td>
<td>WB I-80 Off Ramp at L-80E</td>
<td>369.77 (369 Interchange)</td>
<td>369.56</td>
<td>No over length loads from WB I-80 to SB L-80E</td>
<td>8/12/2013</td>
<td>Indefinite</td>
</tr>
<tr>
<td>75</td>
<td>Nebraska City Southeast</td>
<td>45.6</td>
<td>46.7</td>
<td>12 foot width restriction. No overlength loads allowed</td>
<td>3/14/2016</td>
<td>10/31/2017</td>
</tr>
<tr>
<td>2</td>
<td>Nebraska City Southeast</td>
<td>504.15</td>
<td>506.35</td>
<td>12 foot width restriction.</td>
<td>3/14/2016</td>
<td>10/31/2017</td>
</tr>
</tbody>
</table>

### Additions this Period

<table>
<thead>
<tr>
<th>Hwy #</th>
<th>Description</th>
<th>Beginning Milepost</th>
<th>Ending Milepost</th>
<th>Restriction</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
</table>

### Remove this period

<table>
<thead>
<tr>
<th>Hwy #</th>
<th>Description</th>
<th>Beginning Milepost</th>
<th>Ending Milepost</th>
<th>Restriction</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
</table>

- 15  Seward South  80.41  88.23  11 foot width restriction  9/19/2016  12/15/2016
- 105 Big Nemaha River in Humboldt  7.03  7.03  No access across bridge. Follow marked detour route (Hwy 4-76-8)  6/13/2016  11/30/2016 Extend to 12/15/2016
<table>
<thead>
<tr>
<th>Date</th>
<th>No. Limit</th>
<th>From</th>
<th>To</th>
<th>Location</th>
<th>Start Time</th>
<th>End Time</th>
<th>Holiday or Travel Dest.</th>
<th>Highways Linked</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/01</td>
<td>60</td>
<td></td>
<td>60</td>
<td>NDOT Regional Office</td>
<td>1200 PM</td>
<td>1200 PM</td>
<td>1200 PM</td>
<td></td>
</tr>
<tr>
<td>11/02</td>
<td>60</td>
<td></td>
<td>60</td>
<td>NDOT Regional Office</td>
<td>1200 PM</td>
<td>1200 PM</td>
<td>1200 PM</td>
<td></td>
</tr>
<tr>
<td>11/03</td>
<td>60</td>
<td></td>
<td>60</td>
<td>NDOT Regional Office</td>
<td>1200 PM</td>
<td>1200 PM</td>
<td>1200 PM</td>
<td></td>
</tr>
<tr>
<td>11/04</td>
<td>60</td>
<td></td>
<td>60</td>
<td>NDOT Regional Office</td>
<td>1200 PM</td>
<td>1200 PM</td>
<td>1200 PM</td>
<td></td>
</tr>
</tbody>
</table>

Log of Work Area Speed Zones
SITEMANAGER KEY DATES

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

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

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

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

Contractor Actually Started Work
(The first day the Contractor physically started work on the project.)

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

District Reviewer Clearance

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

Final Acceptance by NDOT
Final Acceptance Letter Date
Final Audit
Final Received in Lincoln Construction Office
Material Certificate
Notice for Work to Begin

Final Received in Lincoln Construction Office

Project Completion Date
(This date is typically the last day the Contractor performs any work on the project. This is also the date “in” the District Engineer’s Letter of Acceptance to the Contractor, which states that the project is complete and is hereby tentatively accepted as of that date.)
<table>
<thead>
<tr>
<th>Event Description</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Released to Controller</td>
<td>Lincoln</td>
</tr>
<tr>
<td>Punch List Complete**</td>
<td>Project Manager **</td>
</tr>
<tr>
<td>(Date the Contractor has satisfactorily completed the punch list.)</td>
<td></td>
</tr>
<tr>
<td>Punch List to Contractor**</td>
<td>Project Manager **</td>
</tr>
<tr>
<td>(Date the PM/Engineer submits a list of incomplete/unacceptable work to the Contractor that requires completion prior to any acceptance of the project, or portion thereof.)</td>
<td></td>
</tr>
<tr>
<td>Project Schedule Received Date</td>
<td>Lincoln</td>
</tr>
<tr>
<td>(Submit a copy of Contractor’s Progress Schedule to Lincoln Construction office prior to the start any work on the project. Submit revised schedules as necessary.)</td>
<td></td>
</tr>
<tr>
<td>Quantity Acceptance Letter Sent to Contractor</td>
<td>Project Manager</td>
</tr>
<tr>
<td>(Date of Certified Mail receipt when the Concurrency form is sent to the Contractor.)</td>
<td></td>
</tr>
<tr>
<td>Railroad Insurance Cancelled Dates</td>
<td>Lincoln</td>
</tr>
<tr>
<td>Railroad Insurance Effective Dates</td>
<td>Lincoln</td>
</tr>
<tr>
<td>Railroad Work Done- “xxxx” (appropriate RR initials) ** Project Manager**</td>
<td></td>
</tr>
<tr>
<td>(This date is a required entry if your project has work on Railroad ROW. Enter the date that work is completed on Railroad ROW.)</td>
<td></td>
</tr>
<tr>
<td>Ready for Final Inspection**</td>
<td>Project Manager **</td>
</tr>
<tr>
<td>(Date PM requests final inspection from the DE)</td>
<td></td>
</tr>
<tr>
<td>Tentative Start Date</td>
<td>Lincoln</td>
</tr>
<tr>
<td>Traffic Control Plan Submitted Date</td>
<td>Project Manager</td>
</tr>
<tr>
<td>(Enter the date the Traffic Control Plan is approved, or if using the Standard Plans, enter the Notice to Proceed Date)</td>
<td></td>
</tr>
<tr>
<td>Work Resumed Date**</td>
<td>Project Manager **</td>
</tr>
<tr>
<td>(This date is required if the work on the project is resuming after a suspension.)</td>
<td></td>
</tr>
<tr>
<td>Work Suspended Date**</td>
<td>Project Manager **</td>
</tr>
<tr>
<td>(This date is required if the work on the project is suspended.)</td>
<td></td>
</tr>
<tr>
<td><strong>Checklist Scheduled Events</strong> - Located in Contract Admin / Contract Records / Checklist Scheduled events / create New / select Final Payroll Received Date from drop down list</td>
<td></td>
</tr>
<tr>
<td>Final Payroll Received Date</td>
<td>Project Manager **</td>
</tr>
<tr>
<td>(Date the last payroll is received and all payrolls are accounted for.)</td>
<td></td>
</tr>
</tbody>
</table>
Checklist Event Dates
Immigration Verification Certification Date Lincoln

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

**Accident**: Details as necessary

**CCO**: List the controlling operation each day.

**CCO Hours**: Time spent on CCO

**EEO Issues**: seldom used.

**Environmental Issues**: Listing of environmental topics, some of this is now in ECOD.

**General**: Major developments of any important matters pertaining to the contract.

- Any understanding with the contractor or his representative.

- Record of important conversations or verbal discussions with the contractor relative to the work. These statements shall be specific, an entry as: "Told the contractor that ***" is not satisfactory, whereas, "I told Jones that *** is satisfactory; or "The contractor seems to feel that his progress is satisfactory" should be written, "Jones said that he is not worried, that he will make up for lost time in June and July with more men on the whereas a statement of the conversation is important job". A general conclusion as to the effect of a conversation in not helpful;

- Important verbal instructions should also be confirmed by letter.

- Dates on which major equipment or sizeable work forces are moved onto or away from the job.

- List general location where equipment is working each day, and a record of major equipment not working or idle for repairs.

- Detail information regarding equipment and cost of exploratory work made by the contractor on any state designated pit. The Construction Division will then have supporting information on costs submitted by the contractor in case he is obliged because of inadequate or unsuitable material to move to a new location.

- Work or materials rejected and reasons.

- Account of any time spent by contractor's men or equipment on disputable items or work.

- Length or cause of any delay.

- Record of emails and telephone calls.

- Unusual conditions, if any, such as high water, bridge failures, slides, etc.

- Progress of surveying and/or staking.
**Example PMBP - 68 – Suggested SiteManager Diary Remarks (Cont’d)**

**Media/Press:** Record of any contact with the media (Follow-up with a DR209)

**Other:** Agreements with property owners shall also be entered in the diary.

**Personnel Remarks:** Details as necessary

**Safety Violations:** not typically used

**Shutdown Orders:** Time of shutting down of work or resuming of work and explanations.

**Special Notes:** Details as necessary

**Staff Remarks:** Record of NDOT staff on project, not a copy of the inspector’s DWR.

**Supervisor Remarks:** Details as necessary

**Traffic:** Record of traffic specific issues. Shifts, detours, etc.

**Visitor:** Official visitors and inspections.

**Weather:** Weather conditions during the day, noting rain, exceptional wind, maximum and minimum temperatures, etc. If possible, show amount of rainfall. Generally, this data is found in the inspector’s DWR.
Example PMBP - 73 – Estimate Discrepancies Documentation Example

Estimate #35 Discrepancies

Line Item 4, Excavation

- No Density testing is required on this excavation material.

Line Item 5, Embankment,

- Volumetric balloon testing, is no longer required.

Line Item 31, 255mm DCP,

- Black Reinforcing Steel #5, Epoxy coated steel has been used so far on the project.
- Epoxy and Black field sampled re-steel may not be needed, steel has been pretested.
Example PMBP - 73A – Estimate “Installed This Estimate” Example
## Work Order

TO: (Contractor, Name, and Address)  
Cramer & Associates  
3100 SW Brookside Drive  
Grimes, IA 50111-4977

You are hereby ordered to perform the extra work described below in compliance with Subsection 104.04 of the Specifications and the conditions listed herein. Reimbursement will be in accordance with the option marked below and the provisions of Subsection 109.05. Equipment rental rates, when applicable, will be established by applying prevailing Department policies and formulated to the rates established in the Rental Rate Blue Book for Construction Equipment.

- [ ] Supplemental Agreement will be issued to incorporate agreed total price or unit price shown herein.
- [ ] Supplemental Agreement will be prepared following completion of the work to pay for labor, equipment, and material. Payment will be according to the provisions of Subsection 109.05. If the total cost is estimated to exceed $50,000.00, then a Force Account Agreement should be considered.

**Description of Work:** (Include specifications if non-standard items)

Install "Construction Entrance/Exit"

In order to limit the amount of "Track-Out" onto Hwy 77, this work will consist of furnishing and placing crushed concrete surfacing on filter fabric as shown on the attached sketch.

We will also establish a unit price for replacement material if necessary.

The prices below include a 5% for administrative costs. (See Section 109.05, Para 5)

<table>
<thead>
<tr>
<th>ITEM OF WORK</th>
<th>UNIT</th>
<th>APPRX. QUANTITY</th>
<th>AGREED UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Entrance/Exit (Dodge County)</td>
<td>Each</td>
<td>1</td>
<td>$1,735.14</td>
<td>$1,735.14</td>
</tr>
<tr>
<td>Construction Entrance (Saunders County)</td>
<td>Each</td>
<td>1</td>
<td>$2,081.29</td>
<td>$2,081.29</td>
</tr>
<tr>
<td>Replacement Material (Dodge County)</td>
<td>Mg</td>
<td>30</td>
<td>$25.54</td>
<td>$766.20</td>
</tr>
<tr>
<td>Replacement Material (Saunders County)</td>
<td>Mg</td>
<td>30</td>
<td>$30.37</td>
<td>$911.10</td>
</tr>
</tbody>
</table>

**Total Price:** $5,493.73

<table>
<thead>
<tr>
<th>FOR THE DEPARTMENT OF ROADS</th>
<th>FOR THE CONTRACTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature:</td>
<td>We Concur</td>
</tr>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Title:</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

DR Form 188, December 2010
Suggestions for Improved Change Order Explanations

Anything that can be done to make our explanations clearer and more meaningful is going to help us all in more ways than one.

Here are a few suggestions:

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

Something like this would be better:

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

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

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

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

At this point, I have no problem with making a statement that the prices for extra work are based upon invoices, actual hours and wages, Blue Book rental rates, etc. --- if that is the case and the method used --- and then indicating that the records are on file.

We hope the FHWA will not become insistent that all that data be included on the actual change order. Be prepared, however, if we must direct you otherwise in the future.
“State Representatives” and “Project Managers”

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

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

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

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

§ 635.120 Changes and extra work.

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

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

(c) Changes in contract time, as related to contract changes or extra work, should be submitted at the same time as the respective work change for approval by the Division Administrator.
(d) In establishing the method of payment for contract changes or extra work orders, force account procedures shall only be used when strictly necessary, such as when agreement cannot be reached with the Contractor on the price of a new work item, or when the extent of work is unknown or is of such character that a price cannot be determined to a reasonable degree of accuracy. The reason or reasons for using force account procedures shall be documented.

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

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

§ 635.121 Contract time and contract time extensions.

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

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

Force Account Agreement

Must be submitted to the Lincoln Construction Office

Date: 7-7-2011
Project No.: F-77-3(128)
Control No.: 22265
Station: 683+91
Date of Original Contract: 10-21-2010

Performance of work not included in the original contract provisions shall be paid at the rates included in this agreement. The extra work to be performed under this agreement shall be the following:
The approved Project Plans called for the removal of existing piling which were in reach of the temporary work platform. The Project’s Special Provisions state that this work will be paid on an "Extra work" basis.

After reviewing the issue in the field, it was decided that driving these piling down to the removal depth was the best course of action.

<table>
<thead>
<tr>
<th>SUPERVISORY LABOR</th>
<th>OTHER LABOR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
<td><strong>Classification</strong></td>
</tr>
<tr>
<td>Foreman (Jake)</td>
<td>Class 5 Operator (Herb)</td>
</tr>
<tr>
<td>Foreman (Ben)</td>
<td>Class 5 Operator (Isreal)</td>
</tr>
<tr>
<td></td>
<td>General Labor (John)</td>
</tr>
<tr>
<td></td>
<td>General Labor (Jose)</td>
</tr>
</tbody>
</table>

Social Security, Workman’s Compensation and Public Liability: 6%
Profit on Labor, Insurance, Taxes, Health and Welfare, Pension, Training, and Vacation: 3%
See Certified Payrolls

<table>
<thead>
<tr>
<th>Equipment (Type)</th>
<th>Size</th>
<th>Rate (Hourly)</th>
<th>Material (Type)</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terex/American Crane</td>
<td>HC-110</td>
<td>157.81</td>
<td>NA</td>
<td>$</td>
</tr>
<tr>
<td>Boom Extension</td>
<td>81&quot;</td>
<td>2.99</td>
<td>NA</td>
<td>$</td>
</tr>
<tr>
<td>Delmag Pile Hammer</td>
<td>D30-32</td>
<td>68.07</td>
<td>NA</td>
<td>$</td>
</tr>
</tbody>
</table>

Status: FO = Fully Operated; WO = Without Operator; R = Rented

Contractor’s Authorized Agent: [Name]
Date: [Date]

Authorized Agent for County-City: [Name]
Date: [Date]

Total Estimated Cost of this Agreement: $ [Total Amount]

DEPARTMENT OF ROADS’ APPROVAL

District Engineer: [Name]
Date: [Date]

Construction Engineer: [Name]
Date: [Date]

DR Form 58, January 1982
## Equipment Watch

**Rental Rate Blue Book®**

**August 8, 2012**

### Boom Extensions

**Configuration for Boom Extensions**

<table>
<thead>
<tr>
<th>Type</th>
<th>Stowable</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Length</td>
<td>61 ft</td>
<td>45.4 MT</td>
</tr>
</tbody>
</table>

### Blue Book Rates

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

<table>
<thead>
<tr>
<th>Ownership Costs</th>
<th>Estimated Operating Costs</th>
<th>FHWA Rate**</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Monthly</td>
<td>Weekly</td>
</tr>
<tr>
<td>Published Rates</td>
<td>$345.00</td>
<td>$97.00</td>
</tr>
<tr>
<td>Adjustments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Region (Nebraska)</td>
<td>($20.70)</td>
<td>($5.82)</td>
</tr>
<tr>
<td>Model Year (100%)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Ownership (100%)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Operating (100%)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total:</td>
<td>$324.30</td>
<td>$91.18</td>
</tr>
</tbody>
</table>

### Rate Element Allocation

<table>
<thead>
<tr>
<th>Element, Percentage</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depreciation (ownership)</td>
<td>65%</td>
</tr>
<tr>
<td>Overhaul (ownership)</td>
<td>23%</td>
</tr>
<tr>
<td>CFC (ownership)</td>
<td>5%</td>
</tr>
<tr>
<td>Indirect (ownership)</td>
<td>7%</td>
</tr>
<tr>
<td>Fuel (operating)</td>
<td></td>
</tr>
</tbody>
</table>

**Revised Date: 1st Half 2012**

---

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**Rental Rate Blue Book®**

**Delmag D30-32**  
**Diesel Hammers**

**Configuration for D30-32**

<table>
<thead>
<tr>
<th>Power Mode</th>
<th>Diesel</th>
<th>Hammer Type</th>
<th>Single Acting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Rated Energy</td>
<td>75,452 ft</td>
<td>Horsepower</td>
<td>44.0</td>
</tr>
</tbody>
</table>

**Equipment Notes:** Includes guides and caps. Leads are not included.

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

<table>
<thead>
<tr>
<th>Ownership Costs</th>
<th>Monthly</th>
<th>Weekly</th>
<th>Daily</th>
<th>Hourly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Published Rates</td>
<td>$7,075.00</td>
<td>$1,980.00</td>
<td>$495.00</td>
<td>$74.00</td>
</tr>
<tr>
<td>Adjustments</td>
<td>[1.1]</td>
<td>[1.1]</td>
<td>[1.1]</td>
<td>[1.1]</td>
</tr>
<tr>
<td>Region (Nebraska)</td>
<td>($304.22)</td>
<td>($55.14)</td>
<td>($21.29)</td>
<td>($3.18)</td>
</tr>
<tr>
<td>Model Year (2011)</td>
<td>($60.94)</td>
<td>($17.05)</td>
<td>($4.25)</td>
<td>($0.54)</td>
</tr>
<tr>
<td>Ownership (100%)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Operating (100%)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>$6,703.84</td>
<td>$1,877.81</td>
<td>$463.46</td>
<td>$70.18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimated Operating Costs</th>
<th>Hourly</th>
<th>Hourly</th>
</tr>
</thead>
<tbody>
<tr>
<td>$29.95</td>
<td>$70.15</td>
<td></td>
</tr>
</tbody>
</table>

**Rate Element Allocation**

<table>
<thead>
<tr>
<th>Element</th>
<th>Percentage</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depreciation (ownership)</td>
<td>35%</td>
<td>$2,476.25 / mo</td>
</tr>
<tr>
<td>Overhaul (ownership)</td>
<td>50%</td>
<td>$3,537.50 / mo</td>
</tr>
<tr>
<td>CFC (ownership)</td>
<td>6%</td>
<td>$424.50 / mo</td>
</tr>
<tr>
<td>Indirect (ownership)</td>
<td>9%</td>
<td>$636.75 / mo</td>
</tr>
<tr>
<td>Fuel (operating @ $3.92)</td>
<td>23%</td>
<td>$7.91 / hr</td>
</tr>
</tbody>
</table>

Revised Date: 2nd Half 2012

---

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### Hourly Wage Computations

#### Foremen

<table>
<thead>
<tr>
<th></th>
<th>Hourly Wage</th>
<th>Fringes Paid <em>1</em></th>
<th>Total Hourly Wage</th>
<th>Final Hourly Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jake</td>
<td>$27.75</td>
<td>$1.88</td>
<td>$29.63 x 1.20 =</td>
<td>$35.56</td>
</tr>
<tr>
<td>Ben</td>
<td>$27.75</td>
<td>$1.88</td>
<td>$29.63 x 1.20 =</td>
<td>$35.56</td>
</tr>
</tbody>
</table>

*1* Payrolls show $75.00 Fringe per week.  
$75.00 / 40 = $1.88

#### Other Labor

<table>
<thead>
<tr>
<th></th>
<th>Base Hourly Wage From Payrolls</th>
<th>Fringes Paid</th>
<th>Regular Pay (Base x 1.5)</th>
<th>Overtime Wages (16 Hours)</th>
<th>Total Wages</th>
<th>Average Hourly Wage</th>
<th>Final Hourly Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Herb</td>
<td>$31.90</td>
<td>$7.45</td>
<td>$1.574.00</td>
<td>$765.60</td>
<td>$2,339.60</td>
<td>$41.78 x 1.20 =</td>
<td>$50.13</td>
</tr>
<tr>
<td>Isreal</td>
<td>$30.75</td>
<td>$7.45</td>
<td>$1.528.00</td>
<td>$738.00</td>
<td>$2,266.00</td>
<td>$40.46 x 1.20 =</td>
<td>$48.56</td>
</tr>
<tr>
<td>John</td>
<td>$22.16</td>
<td>$7.05</td>
<td>$1.168.40</td>
<td>$531.84</td>
<td>$1,700.24</td>
<td>$30.36 x 1.20 =</td>
<td>$36.43</td>
</tr>
<tr>
<td>Jose</td>
<td>$20.83</td>
<td>$7.05</td>
<td>$1.115.20</td>
<td>$499.92</td>
<td>$1,615.12</td>
<td>$28.84 x 1.20 =</td>
<td>$34.61</td>
</tr>
</tbody>
</table>

*2* Average Work Week is agreed to be 56 Hours (4-14hr Days)

#### Equipment

- Terex/American HC-110: $157.81
- Boom Extention: $2.99
- Delmag D30-32 Hammer: $68.07

$228.87 x 1.15 = $263.20 per Hour
## Nebraska Department of Roads
### Weekly Force Account Statement

**Description of work:** Removal of existing piling

**Project No.:** F-77-3(128)
**Name of Road:** Fremont South Bridge
**Week Ending:** August 11, 2012

**Item**
- Labor - Foreman (Jake)
- Labor - Foreman (Ben)
- Labor - Operator (Herb)
- Labor - Operator (Isreal)
- Labor - General Labor (John)
- Labor - General Labor (Jose)
- Equipment - Terex/American HC-110
  - Includes Boom Extension & Delmag D30-32 Desiel Hammer

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Hours or Units</th>
<th>Rate or Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor - Foreman (Jake)</td>
<td>16.00</td>
<td>35.56</td>
<td>$568.96</td>
</tr>
<tr>
<td>Labor - Foreman (Ben)</td>
<td>8.00</td>
<td>35.56</td>
<td>284.48</td>
</tr>
<tr>
<td>Labor - Operator (Herb)</td>
<td>16.00</td>
<td>50.13</td>
<td>802.08</td>
</tr>
<tr>
<td>Labor - Operator (Isreal)</td>
<td>8.00</td>
<td>48.56</td>
<td>388.48</td>
</tr>
<tr>
<td>Labor - General Labor (John)</td>
<td>16.00</td>
<td>36.43</td>
<td>582.88</td>
</tr>
<tr>
<td>Labor - General Labor (Jose)</td>
<td>8.00</td>
<td>34.61</td>
<td>276.88</td>
</tr>
<tr>
<td>Equipment - Terex/American HC-110</td>
<td>24.00</td>
<td>263.20</td>
<td>6,316.80</td>
</tr>
</tbody>
</table>

**Total Amount:** $9,220.56

- Workmen’s compensation, public liability, and property damage insurance @ $ per $100.
  - $0.00
- Social Security taxes, % of labor payroll.
  - $0.00
- Profit on labor, materials, insurance, social security taxes, freight and items of work and haulage not performed with the contractor's own labor and/or equipment.
  - $0.00

*The above is a true statement of labor, equipment, and material used during the week ending.*

**Contractor:**
**Authorized Agent:**
**Approved:** (Project Manager)

**Sheet Total:** $9,220.56

- DR Form 204, August 1972
Computations to verify DBE Commitment

On the cover sheet of your contract you will find the DBE commitment for the Project. For this example we'll use this Project:

The Original contract value of this Project was $16,300,982.07, so a 2% goal would equal $320,019.64.

In SiteManager, you will need to get to the Subcontracts tab. So, from the Main Panel, choose “Contract Administration”
Next, choose “Contractor Management

Then, “Subcontracts”

Pick the appropriate Project from the list
Next, go through the list of Sub-Contractors until you find the one marked as a DBE and select it.

SiteManager will display all the details about that particular Sub-Contract.
Example PMBP - 76 – Verification of DBE Commitment Example (Cont’d)

By picking the Items tab, you will see all of the Items this Sub-Contractor was awarded.

In this example, they have only one Item, that’s Line Item 99, Epoxy Coated Reinforcing Steel. Their Sub-Contract is for 671,852.000 Kilograms @ $1.4000 per for a total of $940,592.80.

So the actual amount this DBE has been permitted is 5.77% ($940,592.80 / $16,300,982.07 = 0.0577016)

Therefore, as long as this DBE does all of the work he has sub-contracted, there will be no issues meeting the Project’s DBE goal.

Remember to check this again at the end of the project. Make sure to use the final dollar amount of the sub-let work as well as the final project cost in lieu of the plan numbers to verify the final DBE percentages.
Example PMBP - 76A – NDOT Form 136 – Commercially Useful Function Example

NDOT Standard Form

**NDOR Commercially Useful Function Review (CUF)**

**Project Site Review**

*(Construction Projects)*

Per 49 CFR 26.55, "A DBE performs a commercially useful function when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved... A DBE does not perform a CUF if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of DBE participation..." This form is for the purposes of reviewing DBEs for compliance with the CUF requirements for DBE goal credit.

District field staff will perform CUF reviews on DBE subcontractors and Material Suppliers. A minimum of one CUF review will be performed for each DBE on each project with a DBE goal. The review should be conducted when the DBE first begins work.

Project No.: 77-3(128)
Location: Fremont South Bridge
Prime Contractor: Cramer & Associates
DBE Name: Ironworks, Inc. (2392)

**Reviewer:**
Mick Jacobs
Reviewer’s Title: Highway Project Manager

**DBE is performing as:**
- [] Prime Contractor
- [x] Subcontractor
- [] Second Tier Subcontractor
- [x] Material Supplier
- [] Manufacturer
- [] Regular Dealer
- [] Broker

**DBE's Scope of Work (obtain copy of Subcontract Agreement and/or Purchase Order, if needed)**
Ironworks is supplying and installing the reinforcing steel for group 6, Item 99.

**Performing**

- Does the DBE have employees on the job to perform the work? [x] Yes [ ] No
- Do the DBE's employees only work for the DBE? [x] Yes [ ] No
- Is the DBE working without assistance from the prime contractor or another subcontractor? [x] Yes [ ] No
- Is the DBE only using equipment it owns, rents, or leases? (An equipment list and rental lease agreements may be obtained from the NDOR DBE Office.) [x] Yes [ ] No

**Hauling Firms**

- Does the DBE owning firm own or lease their trucks? [ ] Yes [ ] No
  (The DBE must itself own and operate at least one fully licensed, insured, and operational truck used on the contract. Verification of ownership may be obtained from the NDOT DBE Office.)
- If the DBE leases trucks, are the leases "Owner-Operator"? [ ] Yes [ ] No (If leased trucks include operators, this should be indicated in the agreement.)
- Does a review of the haul tickets associated with the project indicate that hauling is being performed by the DBE? [x] Yes [ ] No

**Materials**

- Does a review of the haul tickets and/or bills of lading indicate the material is being supplied by the DBE? [x] Yes [ ] No

**Supervising**

- Is the DBE supervising its employees and their work? [x] Yes [ ] No
- Is the supervisor a full-time employee of the DBE? [x] Yes [ ] No

**CUF**

- Does the DBE appear to be performing a Commercially Useful Function (CUF)? (If no, provide comments.) [x] Yes [ ] No
  If DBE is not performing a CUF, contact the NDOT DBE Office at 1-402-479-4531.

**Comments**
Ironworks is installing the re-steel for the deck today. The prime contractor is swinging the steel onto the deck and Ironworks is moving the steel by hand and placing it into the correct location.

DR Form 136, June 2009
Stockpile Comps for Invoice 1420430 Dated 9-30-2011

Total Invoice value $ 84,475.00 = $ 6.25 per unit
Total Units 13,516.00

Item # 30 - 255mm Doweled Concrete Base Course 1,049.00 SqM
Item # 31 - 255 mm Doweled Concrete Pavement 17,017.00 SqM
Plan 19,795.00
COSA (2,778.00)

Item # 4017 - 255mm Dowelled Concrete Pavement (Revised) 2,778.00 SqM
20,844.00 SqM

Units Shipped 13,516.00 = $ 0.64844 Conversion Factor
Quantity Available 20,844.00 Call 0.648

Item # 30 1,049.00 X 0.648 680.21 Units x $ 6.25 = $ 4,251.33
Item # 31 17,017.00 X 0.648 11,034.50 Units x $ 6.25 = $ 68,965.65
Item # 4017 2,778.00 X 0.648 1,801.37 Units x $ 6.25 = $ 11,258.54

13,515.25 Units 84,475.52
Call $84,475.00
Example PMBP - 77 - Stockpile Computations Example (Cont'd)
November 24, 2010

Havkims Construction Company
2512 Deer Park BLVD
P.O. Box 9008 STA. 3
Omaha, NE 68103

Project No: IM-NI-80-9 (850)
Location: US-77 / North Jct. 56th St - Waverly Interchange
RE: CN 12477

Please be advised that the proposed Material Source Site #1 & 2 described in the attached letter has been approved by the Nebraska State Historical Society, the Nebraska Game & Parks Dept., and the U.S. Army Corps of Engineers. This approval is subject to the following conditions:

1. That NO earth removal occurs outside the limits stated on the Site Identification and Evaluation form submitted to this office, and

2. That the material obtained from this site is determined to be acceptable by our personnel.

Be advised that any deviation from these conditions MAY RESULT IN THE IMMEDIATE SUSPENSION OF YOUR OPERATION AND/OR POSSIBLE ENFORCEMENT ACTIONS under the jurisdiction of the Army Corps of Engineers.

Sincerely,
Original Signed
By David A. Watkins

David Watkins
Construction Office

XC: Tom Goodbarn
Bob Sanburn
File (C.)
Example PMBP - 78A – Letter from DEQ to Contractor “Discharge Permit” Example

STATE OF NEBRASKA
DEPARTMENT OF ENVIRONMENTAL QUALITY
Michael J. Linder
Director
Suite 400 The Annex
1250 N. 24th Street
PO Box 48822
Lincoln, Nebraska 68504-8822
Phone (402) 471-2186
FAX (402) 471-2909
website: www.deq.state.ne.us

March 24, 2011

Mr. Jerry Kabourck
M.E. Collins Contracting Company, Inc.
PO Box 83
Wahoo, NE 68066

RE: Issuance of storm water discharge authorization for the NH-BR-77-3-128 construction project located 1.5 miles west on Riverview Road from Highway 77, in Saunders County, NE (NPDES Authorization Number NER112425)

Dear Mr. Kabourck:

This is to acknowledge receipt of the CSW-NOT form on March 22, 2011, for the project referenced above. This project has authorization to discharge storm water under the terms and conditions of NPDES General Permit NER 116006. Please review the entire permit to ensure compliance.

When final stabilization (Part III M of the permit) has been completed, submit a written notice of the termination for the project as required in Part V of the permit. The enclosed CSW-NOT form is to be used for this purpose.

If you have any questions concerning this NPDES storm water discharge authorization, please contact our office at (402) 471-4239.

Sincerely,

Wendy Wulf
Water Quality Division

Enclosure: CSW-NOT form

copy w/encl:

Ms. Jessica Buhl
M.E. Collins Contracting Company, Inc.
PO Box 83
Wahoo, NE 68066
Project Name
NDOT / Contractor Name
WEEKLY PROJECT MEETING
Date:

<table>
<thead>
<tr>
<th>Regular Attendees</th>
<th>Present</th>
<th>Additional Attendees</th>
<th>Present</th>
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<tbody>
<tr>
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Safety

- ???

Old Business/Previous Meeting Minutes

- Corrections
- Action Items

Utilities

- Current Conflicts:
  - Utility 1
    - Plan/Resolution
  - Utility 2
    - Plan/Resolution
  - Utility 3
    - Plan/Resolution

Traffic Control

- Maintenance
- Changes

Environmental Commitment Assurance

- Incidents:
- SWPPP Planned Inspections
  - Certified Inspectors
- Spill Prevention Plan
  - Incidents:
- Erosion Control Plan
  - Installation
  - Maintenance

Quality

- Workmanship
  - Notification
Example PMBP - 79 – Weekly Planning Meeting Agenda Example (Cont’d)

Project Name
NDOT / Contractor Name
WEEKLY PROJECT MEETING
Date:

- Incidents:
  - None
- Testing coordination

Construction
- Current Progress:
  - Prime Contractor:
    - Activity 1
    - Activity 2
    - Activity 3
  - Subcontractor 1:
    - Activity 1
    - Activity 2
    - Activity 3
  - Subcontractor 2:
    - Activity 1
    - Activity 2
    - Activity 3
- Survey Needs:
  - Coordination/Timing

Schedule
- Current Schedule Review:
  - Current Activities
  - Modifications
    - Updated Schedule Required?
  - Plan to get back on schedule
- Two Week Look ahead
  - Prime Contractor:
  - Subcontractor 1:
  - Subcontractor 2:
  - Misc.

Contract Administration
- Pay Estimates:
  - Quantities
  - Discrepancies
- Correspondence:
  - Topic
    - Type
    - Dates
- Submittals
  - Review open Submittals

Page 2 of 3
Example PMBP - 79 – Weekly Planning Meeting Agenda Example (Cont’d)

Project Name
NDOT / Contractor Name
WEEKLY PROJECT MEETING
Date:

- PCO (Potential Change Order) Log
- CO-SA #
  - Status

Misc. Topics

Schedule Next Meeting

Action Items:

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Responsible Party</th>
<th>Due Date</th>
<th>Date Completed</th>
<th>Comment</th>
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BEST PRACTICE TIP

Always end the meeting by asking everyone in attendance if there is anything else. If you give the Contractor/Sub-Contractors the opportunity at every meeting to bring things up, it is hard for them to say later they never had a chance to.
PREPOUR CONFERENCE

PROJECT NO _________________________________
DATE & TIME _______________________________
DATE OF POUR______________________________
TIMES:
   A:  BATCH OUT___________________________
   B:  ON SITE ______________________________
QUANTITY OF CONCRETE:
   A:  TOTAL ESTIMATED CUBIC YARDS_____________________
   B:  CUBIC YARDS DELIVERED BEFORE BALANCE_______________
   C:  CUBIC YARDS PER R/M TRUCK___ 9 OR 10_________
   D:  DESIRED RATE OF DELIVERY – CUBIC YARDS PER HOUR___ YARDS____
NUMBER OF R/M TRUCKS_________
USING RETARDER___________
WASHOUT LOCATION_______________________
DIRECTION BRIDGE MACHINE WILL PROGRESS_____________
METHOD OF CURE__________________________
METHOD OF THAWING BENTS, ABUTMENTS, AND REBAR_______________
METHOD OF PROTECTION FROM WEATHER_________________________
APPROXIMATE NUMBER OF EMPLOYEES WORKING DURING POUR_________
NUMBER OF EMPLOYEES PLACING BURLAP_____________
CONTRACTORS CONTACT TO REPORT PROBLEMS____________________
R/M CONTACT TO REPORT PROBLEMS__________________________
PERSON RESPONSIBLE FOR RECORDING WEATHER AND CONCRETE CONDITIONS
RM EQUIPMENT IN WORKING ORDER_______________________________
WILL THERE BE AN EXTRA MOTOR FOR BRIDGE MACHINE__________
ADDITIONAL DISCUSSION: ________________________________________
THOSE PRESENT:

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
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</tbody>
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BRIDGE POUR CHECKLIST

TIME OF POUR___________________________________________________
STRAIGHT EDGE__________________________________________________
CURE MACHINE___________________________________________________
CURE__________________________________________________________
BRIDGING_______________________________________________________
VIBRATORS_______________________________________________________
EXTENSION CORDS_______________________________________________
FLOATS________________________________________________________
RAKES_________________________________________________________
SHOVELES______________________________________________________
EDGERS________________________________________________________
PLASTIC_______________________________________________________
BURLAP_______________________________________________________
SPARE MOTOR_________________________________________________
SPARE CARRIAGE_______________________________________________
PAN________________________________________________________
AUGERS_______________________________________________________
FINISH MACHINE NOTES: ________________________________________
**Cost Overrun/Underrun Notification**

This form is to be prepared by the Project Manager and submitted to the Controller Division in accordance with the instructions printed in the Construction Manual.

**Project No.:** NH-80-4(13B)  
**Location:** Maxwell - Brady  
**Control No.:** 61429

**Contractor:** Paulsen Inc.  
**Contract No.:** 6429X  
**Letting Date:** 9/1/16

<table>
<thead>
<tr>
<th>Group</th>
<th>Item of Work</th>
<th>Quantity</th>
<th>Units</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Item #0055 Water</td>
<td>4,838.70</td>
<td>MGAL</td>
<td>$30.00</td>
<td>$145,161.00</td>
</tr>
<tr>
<td>9</td>
<td>Item 0054 Pavt Repr. Type A FD</td>
<td>-444.30</td>
<td>CY</td>
<td>$440.00</td>
<td>($195,492.00)</td>
</tr>
<tr>
<td>9</td>
<td>Item 0055 Pavt Repr. Type B FD</td>
<td>-240.24</td>
<td>CY</td>
<td>$350.00</td>
<td>($80,480.40)</td>
</tr>
<tr>
<td>9</td>
<td>Item 0056 Pavt Repr. Type C. FD</td>
<td>506.50</td>
<td>CY</td>
<td>$232.00</td>
<td>$117,299.20</td>
</tr>
<tr>
<td>9</td>
<td>Item 0059 Joint Repair, PR-3500</td>
<td>799.82</td>
<td>CY</td>
<td>$450.00</td>
<td>$359,919.00</td>
</tr>
</tbody>
</table>

Net Change this Report ➞ $346,406.80

**Brief explanation of reason for Overrun / Underrun:**

Item #0055 Water over-run is due to pre-watering. Computations of in place native moisture showed a required add water of in excess of 3x's plan quantity to bring material to near optimum moisture levels.

Items #0054, and 0055 under-runs are a result of combining repairs to reclassify to Type C repairs, making plan repairs, larger, and re-classifying repairs identified in plans as Type A, and B, full depth to Joint repairs as it was found that was the appropriate repair type after removal.

Items #0056, and 0059 are over-runs as quantities of items 0054, and 0055 were reclassified to these classes, as well as additional repairs due to time frame from when preliminary inspection of the pavement, plan quantities, and actualy construction took place.

**Prepared by:** J. Willard HPM  
**Date:** 8/22/17

**Approved by:** (Construction Engineer) If over $100,000  
**Date:**

**Signature:** (Deputy Director) – If over $250,000  
**Date:**

**Approval signatures not required for underruns.**

DR Form 74, May 2010
August 12, 2019

Werner Construction Co.  
129 East 2nd Street  
Hastings, NE 68902-1087

RE: Project: NH-20-6(105)  
US-20, Belden to Laurel  
C.N. 31342

We have made final inspection of all the work on the above referenced project performed under your contract dated December 11, 2017.

This work was completed on August 6, 2019 and is tentatively accepted as of that date, by the Department.

You are relieved of further responsibility for the care and maintenance of the completed work. You are also relieved of further public liability, providing that all of your equipment and materials have been removed.

R. L. Davis, P.E.  
Asst. District Construction Engineer

cc: J. Knott  
M. Systo  
T. Vogel  
W. Mainquist  
K. Domogalla  
M. McGinn
Memorandum

Date: 12-1-2010
To: Tim Weander
From: Micky Jacobs, Project Manager
Thru: Marvin Lech
Subject: Completion of Project
Project NH-30-7(116), Location – Blair-East
Contract No. 2328X Contractor No. 2364 Control No. 22328
This is to inform your office that Tab Construction (Tab Holding Company, Inc, DBA),
4153 South 67th Street, , Omaha, NE 68117-1001,
has completed their contract.
The contract date is 03-26-2010
The completion date was 11-30-2010
A 180 day observation period for __________, will expire on NA
(enter NA if none are in contract)
The working days allowed for this group(s) are 50 Working Days
The Days used for this group(s) were 58 Working Days
This completes all of the contract items for this group 1, 3, & 10.
County Washington Contract Amount $843,498.23
NA Date lighting “AS-BUILTS” Sent to Party responsible for maintaining Lights
(or Write “Not Applicable” instead of date.)
NA Date lighting “AS-BUILTS” Delivered to Maintenance.

Send Letters To: Send Copies To:
Yes Contractor Yes Construction Engineer
Yes DR Form 91 Yes Controller
Yes FHWA Full Oversight Yes Materials & Research
Yes State Highway CashState Funds Only Yes Project Manager
Yes (ARRA) Other Federal Aid Yes District Reviewer
Yes Nat. Hwy Sys. Other Yes District File
This Comps. Work Yes City/County _City of Blair
Other Contr. Remain Other _
Comp. In Accordance

Special Instructions:
**Memorandum**

<table>
<thead>
<tr>
<th>DATE</th>
<th>[Date of Review]</th>
</tr>
</thead>
<tbody>
<tr>
<td>TO</td>
<td>[District Engineer]</td>
</tr>
<tr>
<td>FROM</td>
<td>[Project Manager]</td>
</tr>
<tr>
<td>THRU</td>
<td>[District Construction Engineer]</td>
</tr>
<tr>
<td>SUBJECT</td>
<td>Time Review</td>
</tr>
<tr>
<td>Project No.(s):</td>
<td>[Project Number(s)]</td>
</tr>
<tr>
<td>Contract No.:</td>
<td>[Contract Number]</td>
</tr>
<tr>
<td>Location(s):</td>
<td>[Project Location]</td>
</tr>
<tr>
<td>Contractor:</td>
<td>[Prime Contractor]</td>
</tr>
</tbody>
</table>

**The following information applies to the overrun:**

| Contract Beginning Date: | [Date] | Actual Start Date: | [Date] |
| Notice to Proceed Date: | [Date] | Completion Date: | [Date] |

**Original Contract Amount:** [Dollar Value]

**Original Days Allowed:** [Days]  
☐ Working Day  ☐ Calendar Day

**Latest Days Allowed:** [Days]  
**Additional Days Allowed:** [Days]

**Days Charged:** [Days]

**Overrun:** [Days] Days @ $[Dollar Value] per day = $[Dollar Value] Liquidated Damages.

**Special Provisions:**

Increase in Traffic Control Items measured by the day ☐ will ☐ will not be considered for extending the Contract Time Allowance.  Pg. [Page]

Shoulders Complete: _______ Day Count: ______

Days Allowed: _____  Days Used: ______  □ Working Day  □ Calendar Day

Time O.K.: □ Yes  □ No

Liquidated Damages Recommended: □ Yes  □ No

Two Week Notice: □ Yes  □ No ________________________________  Pg. [Page]

Charging of Work Days: _______________________________________________________

Other: _______________________________________________________________________

Liquidated Damages:
Liquidated Damages per  □ Working Day  □ Calendar Day
(See Special Provisions Pg. [Page]

(0.06 wrk) or (0.12 cal) x Original Contract Amount
----------------------------------------------- = Liquidated Damages
Orig. No. of Work or Cal. Days Allowed.

_________________ x ___________________
----------------------------------------------- = _____________

_________________  Call ______________

Earth Shouldering: _______________________________________________________

Other: _________________________________________________________________
Traffic Control Items measured by the Day:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>CONTRACT AMOUNT</th>
<th>FINAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flagging</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Barricades, Type III</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Sign Day</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Type B High Intensity Warning Lights</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Barricades, Type II</td>
<td>$</td>
<td>$</td>
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<tr>
<td>TOTAL</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Overrun – Deduct          Underrun – No Further Action

Extra Work Credit:
  □ None, No CO/SA in this Contract

Codes:
  * w/other work – work day charged
  ** w/other work – no work day charged
  CCO Item was Current Controlling Operation
  E. $Amount

CO#___/SA#___ - $________ - ________________________________
$ Amount Allowed

$ Orig. Contract ÷ No. of Orig. Days

\[\frac{\text{Orig. Contract}}{\text{No. of Orig. Days}}\] = Additional Days Allowed

\[\frac{\text{Additional Days Allowed}}{\text{Orig. Days}}\] = \[\frac{\text{Orig. Days}}{\text{Call \ldots}}\]

**Overrun of Original Contract Items:**

- Final Estimate Amount
- Deduct-Amount Allowed for Extra Credit
- Deduct-Amount Not Allowed for Extra Credit
- Deduct-Overrun of Traffic Control (by day)
- Smoothness-Asphaltic Concrete (deduct incentive) – (add disincentive)
- Smoothness-Asphaltic Cement
- Bump Disincentive (add)
- Low Pay Factors (add to reflect 100%)

Deduct Original Contract Amount

\[\square \text{Overrun} \quad \square \text{Underrun – (no additional time)}\]

$ Overrun

\[\frac{\text{Overrun}}{\text{Orig. Contract ÷ No. of Orig. Days}}\] = Additional Days Allowed

\[\frac{\text{Overrun}}{\text{Orig. Days}}\] = \[\frac{\text{Orig. Days}}{\text{Call \ldots}}\]

**Diary Review:** See Attached Sheets
Add: \[\square \text{Overrun} \quad \square \text{Underrun – (no additional time)}\]

Diary Review: See Attached Sheets
- Additional Days Recommended from Diary Review: \[\square \text{Overrun} \quad \square \text{Underrun – (no additional time)}\]
- Reason: \[\ldots\]

\[\ldots\]

\[\ldots\]
Example PMBP - 113 – Time Allowance Review Memo Example (Cont’d)

Summary:
Extra Work Credit – Based on Monetary Value
Actual Days Charged (as per CO-SA)
Actual Days Allowed (as per CO-SA)
Overrun of Original Contract Items
Diary Review

________________________________________

________________________________________

Additional
☐ Working  ☐ Calendar Days Recommended

_______________
NEBRASKA
Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

December 09, 2019

Western Engineering Company, Inc.
1149 Highway 44
P.O. Box 350
Harlan, IA 51537-0350

Re: NH-80-3(151) North Platte West

Attached for your review are two copies of Estimate No. 033 and one copy of a Concurrence/Non-Concurrence Form.

If you concur with the quantities shown on this estimate, this estimate will become the Final Estimate. Accordingly, no further review of these quantities is anticipated and the processing of the final records, including final payment, will be accelerated.

If you concur with the quantities shown on this estimate, please sign the enclosed Concurrence/Non-Concurrence Form and return it, along with one copy of the estimate. Please be aware that your concurrence applies only to the items entered on the attached estimate. The final payment may be increased or decreased in the final review process by incentive payments, disincentive deductions, the assessment of liquidated damages, deduction for non-compliant materials, or other appropriate reasons.

If you do not concur with the quantities shown on this estimate, please identify on the Concurrence/Non-Concurrence Form those quantities with which you disagree and return the form, along with a copy of the estimate and any documentation you have supporting your disagreement with those quantities. In this case, your claim will be reviewed and you will be notified regarding the result of the review.

In some cases, and when so indicated on the form, the Concurrence/Non-Concurrence Form may also be used to document your agreement to perform at contract unit prices major items of work that either overrun or underrun the contract quantities by 25% or more. In the event that you do not agree to perform those items at the contract unit prices, it will be necessary to negotiate a Change Order – Supplemental Agreement to establish a new unit price for the quantity that varies by more than 25%.

Failure to respond to this letter, in writing, within 14 calendar days will be considered an indication of your concurrence with the quantities shown on Estimate No. 033, and no further review of the items will be made.

Sincerely,

Troy Pedersen, Highway Project Manager

Attachments

xc: District 6
Final Records

Pete Ricketts, Governor
December 09/2019

Project No.: NH-BO-3(151)
Groups: 1, 4, 5, 7, 8E, 8C, 9, 10
Contractor Name: Western Engineering Company, Inc.

Concurrence/Non-Concurrence

☐ I concur with the quantities for the groups/items listed as shown on Estimate No. 016.

☐ I do not concur with the quantities for the following items for the reasons stated.

<table>
<thead>
<tr>
<th>Item</th>
<th>Reason</th>
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December 09, 2019

Project No.: NH-80-3(151)
Groups: 1, 4, 5, 7, 8B, 8C, 9, 10
Contractor Name: Western Engineering Company, Inc.

**Major Items of Work**

I agree to perform the following Major Items of Work that have overran or underran the contract quantities by 25% or more at the established unit prices.

<table>
<thead>
<tr>
<th>Item</th>
<th>Agree</th>
<th>Do Not Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>019, Class 47B-3000 Concrete for Columns</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>030. Seeding, Type A</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>031. Seeding, Type B</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>065. Irrigation System</td>
<td>☐</td>
<td>☐</td>
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<td>420. Electrical</td>
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</table>

Contractor

Date

A copy of Estimate No. 033 is attached.
General (updated 12/2016)

1. Project Manager’s Letter of Transmittal
2. PM’s Final Estimate
3. Letter of Concurrence/Non-Concurrence to the Prime Contractor
4. Change Order/Supplemental Agreements (If a major Items exceeds 25%+/-, it will need to be on a Change Order) List Each Separately and General Content
5. As Built Plans
6. Project Manager’s Working Day Review
7. Materials Review Letter
8. Project Sign Letter (Either saying all Signs were Returned, or Detailing Signs not Returned)
9. FCAC Field Lab/Office Compliance Form
10. NDOT Form 84 – Record Of Contractor’s Payrolls Received (For each Contractor)
11. NDOT Form 88 – Work Orders
12. NDOT Form 91 – Notice of Project Completion
13. NDOT Form 101 – Truck Capacity Computations (For any Material requiring a Conversion Factor)
14. NDOT Form 147A – Stock Returned for Credit
15. NDOT Form 181 – Project Manager’s Letter of Certification
16. NDOT Form 204 – Weekly Force Account Statement
17. NDOT Form 232 – Final Status Material and Site Release
18. NDOT Form 298 – Monthly Training Reports
19. FCAC – Traffic Workbook
20. Summary of Scale Weights (FCAC Spreadsheet)
22. Shape Area Computation Sheets
23. Sketches on Cross-Section Paper (For complicated Projects)
24. Letter of Sub-Contractor Approval
25. Letter of Final Payroll Received
26. NDOT Form WH-348 - Statement of Compliance (Federal Projects Only)
27. Form 1140 – Additional Classifications and Wage Rates
28. Contractor’s EEO Compliance Report (Federal Projects Only)
Grading
29. NDOT Form 99 – Earthwork Computations
30. Cross-Sections (Borrow)
31. Crop Damage Calculations.

Culverts
32. Culvert Horse-Blanket (FCAC Spreadsheet)

Bridges
33. NDOT Form 97 – Pile Record (One for Each Pile Grouping)
34. Delivery Tickets (Materials used on Bridge Deck Overlays)
35. Bridge Deck Survey (Scaled Drawing showing Repair Areas)

Lighting
36. Separate Lighting “As Built Plans”

Asphalt/Concrete Paving
37. NDOT Form 196 – Transfer of Asphaltic Materials
38. NDOT Form 264 – Field Gradation Test of Gravel
39. NDOT Form 295 – Summary and Location of Intersections and Driveways
40. Shipping Record/Tickets of Asphaltic Oils (Specific Gravity, Temp, Dates, ETC.)
41. Daily Asphalt Plant Temperature Charts
42. AC Tank Volume Charts
43. Profile-O-Graph Reports
44. Incentive/Dis-Incentive Computation Sheet
45. Letters of Deduction (From the Construction Division)
46. Super-Pave Test Results and Computations
47. RAP Incentive/Dis-Incentive Computations

Environmental
48. SWPPP Book
49. Seed Tickets
50. NDOT Form 61 – Project Seeding Record
Date  [Date of Letter]

To  [District Finals Reviewer]
    [Your District] Final Reviewer

From  [Your Name]
    [Your Title]

Thru  [District Engineer]
    District Engineer
    [Your District]

Subject  Transmittal of Final Records
    [Project Number]
    [Project Name]
    [Control Number(s)]
    [Contractor Name]
    [Completion Date]
    [Observation Period (If Applicable)]

This is to inform you that the following records/final computations for Project [Project Number], groups [List all Applicable Groups], have been uploaded into OnBase under Control Number [Control Number(s)]. This work was completed by [Contractor Name], under their contract dated [Contract Date].

The documentation for the following Items can be found via:

**Document Type Group** - NDOR District Construction
**Document Type** - NDOR DIST Pay Items
**NDOR Global Contract ID** - [Contract Number]
**NDOR Global Finals Document** - YES

List all of the Items and NDOR Global Description. (See 2017 Final Review Manual, page 9, for examples of records to be included)

The documentation for the following Items can be found via:

**Document Type Group** - NDOR Final Review Documents
**Document Type** - [Select Appropriate Group]
**NDOR Global Contract ID** - [Contract Number]
**NDOR Global Finals Document** - YES

List all of the documents. (See 2017 Final Review Manual, page 10, for examples of records to be included)

**Please note:**

The following Plan Item Numbers have a final quantity of 0.00.

List all of the Items. (These would be either Items that were eliminated by COSA, or Items that were never used)

The following COSA Item Numbers have a final quantity of 1.00 Lump Sum.

List all of the Items. (These would be either Items created via COSA, and would have no computations)

**Project Manager’s Working Day Review:**

The original working days allowed were - XXX.
Total charged days - XXX

[Contractor Name] and their Sub-Contractors completed all work within the allotted calendar days.

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

Xc: OnBase
Example **PMBP - 120B** – Letter of Transmittal of SWPPP Documents – PM to District Environmental Officer Example

![Image](image.png)

- **Date:** Date of Letter
- **To:** District Environmental Compliance Officer
- **From:** Project Manager
- **Thru:** District Engineer
- **Subject:** Transmittal of SWPPP
  - Project Name
  - Project Location
  - Control Number

Enclosed for your further handling are the following records for [Project Number]. This work was completed by [Contractor Name], under their contract dated [Contract Date].

1 Binder – Storm Water Pollution Prevention Plan (SWPPP)  
*Created by Roadside Development*

1 Binder – Inspection and Maintenance Reports

1 Set – Seed Tickets

Project Manager

Cc: Construction Office – Final Review Section File
Example **PMBP – 125** – Request for Initial In-Service Bridge Inspection - Email Example

From: Project Manager  
To: Roe Enchayan  
Subject: In-service bridge inspection

<table>
<thead>
<tr>
<th>Structure Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number:</td>
</tr>
<tr>
<td>Location:</td>
</tr>
<tr>
<td>Type of Improvement (New, Rehab, Redeck, etc.):</td>
</tr>
<tr>
<td>Date of Return to Service (Opened to Traffic):</td>
</tr>
</tbody>
</table>

| Project Manager’s Name and Cell Number: |
| Maintenance Supervisor’s Name and Cell Number: |
## Locations where Project Managers can look for Documents - May need to use Control Number, not Contract Number

<table>
<thead>
<tr>
<th>DocType</th>
<th>Sub-Heading</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>NDOT AGR Agreement Executed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NDOT CNST Comp File</td>
<td></td>
<td>Basic Pre-construction Computations and draft Special Provisions</td>
</tr>
<tr>
<td>NDOT CNST Construction Directives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NDOT CNST Shop Drawings</td>
<td></td>
<td></td>
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<tr>
<td>NDOT CNST Change Order</td>
<td></td>
<td>Also available through Reporting Portal when complete.</td>
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<tr>
<td>NDOT CNST Contract Correspondence</td>
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<td>Sub-contracts - FHWA</td>
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<tr>
<td>NDOT CNST Contract Files</td>
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<td>Agreement Estimates - Notice to Proceed - Working Day Computations - Misc. Quantities</td>
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<tr>
<td>NDOT CNST Contractor Site Approval</td>
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<td>NDOT CNST Contractor's Bid</td>
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<tr>
<td>NDOT CNST Contracts</td>
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<td>Original Contracts and Addendums</td>
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<tr>
<td>NDOT CNST Diesel Fuel Price History</td>
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<tr>
<td>NDOT CNST Division Manuals</td>
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<td>NDOT CNST Earthwork Computations</td>
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<td>NDOT HWY As Built</td>
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<td>NDOT HWY Letting</td>
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<td>NDOT HWY Regular</td>
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<td>Plans</td>
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<td>NDOT MAT Approved Products List (APL)</td>
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<td>Buy America Certification</td>
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<td>NDOT MAT Contract Material Acceptance Documentation</td>
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<td>Item Certifications With Sample ID</td>
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<td>NDOT MAT GEOTECH Hammer Approvals</td>
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<td>NDOT PD Green Sheet</td>
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<td></td>
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<td>NDOT RD PIH Plan In Hand Final</td>
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<td>PIH Reports</td>
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<td>Description</td>
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<td>NDOT RD Plan-In-Hand Plans</td>
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<td>PIH Plans</td>
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<td>NDOT ROW Negotiations Payment Packet</td>
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<td>Call Reports</td>
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**Locations where Project Managers can Up-Load to -- Active Project --**

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<tr>
<th>DocType</th>
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<tr>
<td>NDOT CNST Change Order Attachments</td>
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<td>Documentation from PM that needs to included in a COSA, i.e. adding specific specifications, modifying existing language</td>
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<td>NDOT DIST Change Order - Supporting Docs</td>
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<td>Change Order Documents</td>
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<td><strong>PMBP - 72</strong> - Work Order (NDOT 188)</td>
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<td><strong>PMBP - 72B</strong> - Force Account Agreement (NDOT 58)</td>
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<td></td>
<td><strong>PMBP - 72C</strong> - Equipment Watch Data Sheets (From Construction Division)</td>
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<td><strong>PMBP - 72D</strong> - Weekly Force Account Statement (NDOT 204)</td>
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<td>Change Order Environmental Review Form (NDOT 194)</td>
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<td>Other Misc. Documents</td>
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<td>NDOT DIST Contract Correspondence</td>
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<td><strong>PMBP - 7A</strong> - Note to Designer - Plan Review</td>
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<td><strong>PMBP - 58</strong> - New Project Information Form</td>
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<td><strong>PMBP - 61</strong> - PM Letter to Police (FCAC)</td>
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<td>PM Letter to Senator (FCAC)</td>
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<td><strong>PMBP - 63</strong> - PM Letter to State Patrol (FCAC)</td>
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<td><strong>PMBP - 64</strong> - Road Restrictions for Permitted Loads</td>
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<td><strong>PMBP - 52</strong> - Mailbox Re-location Letter (FCAC)</td>
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<td>Contractor Suppliers List</td>
<td>Contractor/landowner Agreements</td>
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<tr>
<th>Incentive/Disincentive (Also See NDOT DIST Pay Items)</th>
<th><strong>PMBP</strong> - <strong>74A</strong> - NDOT Commercially Useful Function Review (CUF) (NDOT136)</th>
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<td>Profile Logs - Smoothness Incentive/Dis-Incentive Calculations</td>
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<tr>
<td>SuperPave Asphalt Incentive Computations</td>
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<tr>
<td>Liquidated Damage Computations - Milestones</td>
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</table>

| **PMBP** - **31** - Pre-Construction Information Request - Letter to Contractor | **PMBP** - **21** - Materials Required Document List |
| PreCon Sign-In Sheet (FCAC) (NDOT 148) | |

| **PMBP** - **28** - Transmittal of Draft PreCon Minutes - Letter | **PMBP** - **54** - Transmittal of PreCon Minutes - Letter |
| **PMBP** - **54A** - Cover Sheet for Pre-Construction Meeting Minutes | |

| **PMBP** - **54B** - Actual Pre-Construction Meetings | **PMBP** - **77** - Weekly Planning Meeting Minutes |
| **PMBP** - **77A** - Bridge Pre-Pour Meeting | |
| Misc. Project Meeting Minutes | |

| Order List | **PMBP** - **25** - Culvert Order List |
| ROW Marker Order List | |
| Seed Order List | |

| Press Release | **PMBP** - **13** - Press Release |
| **PMBP** - **14** - Press Release | |

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<tr>
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<td><strong>PMBP</strong> - <strong>47</strong> - SWPPP Posting</td>
<td><strong>PMBP</strong> - <strong>48</strong> - Status of Environmental Commitments (Green Sheets)</td>
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<td><strong>NDOT DIST Labor Compliance</strong></td>
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<td><strong>Labor Compliance Interviews</strong></td>
<td>Contractor Payrolls - Actual Submitted by Contractor Labor Compliance Interviews (NDOT 98)</td>
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<td><strong>Record of Payrolls Received</strong></td>
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<td><strong>Incentive/Disincentive (Also See NDOT DIST Contract Correspondence)</strong></td>
<td>Profile Logs - Smoothness Incentive/Dis-Incentive Calculations SuperPave Asphalt Incentive Computations Liquidated Damage Computations - Milestones</td>
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<td><strong>Invoice for Stockpile</strong></td>
<td><strong>PMBP - 75</strong> - StockPile Computations Stockpile Invoices</td>
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<td><strong>Purchase Order</strong></td>
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<td><strong>Receipt</strong></td>
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<td><strong>Spreadsheets</strong></td>
<td>Quantity Final Spreadsheets - PDF Water Haul (NDOT 3) Force Account Agreement (NDOT 58)</td>
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<td>Letter of Certification by Project Manager (NDOT 181)</td>
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<td><strong>PMBP - 117</strong> - Concurrence/Non-Concurrence Letter (FCAC)</td>
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<td>NDOT FR Contract Deficiency Notification Letter</td>
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Locations where Project Managers can Up-Load to -- Final Process --

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<th><strong>Description</strong></th>
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</thead>
<tbody>
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<td>Letter of Certification by Project Manager (NDOT 181)</td>
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<td><strong>PMBP - 117</strong> - Concurrence/Non-Concurrence Letter (FCAC)</td>
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<td>NDOT FR Contract Completion Notification E-Mail</td>
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<tr>
<td>NDOT FR Contract Deficiency Notification Letter</td>
<td>Deficiency Notification</td>
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<th><strong>Sub-Heading</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
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<td>NDOT FR Certification By Project Manager - NDOT181</td>
<td>Letter of Certification by Project Manager (NDOT 181)</td>
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<td>NDOT FR Concurrence/Non-Concurrence Letter</td>
<td><strong>PMBP - 117</strong> - Concurrence/Non-Concurrence Letter (FCAC)</td>
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<td>NDOT FR Contract Completion Notification E-Mail</td>
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<td>NDOT FR Contract Deficiency Notification Letter</td>
<td>Deficiency Notification</td>
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</tr>
<tr>
<td>Payrolls</td>
<td>Deficiency Notification</td>
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<tr>
<td>Unemployment Insurance UI-16</td>
<td>Deficiency Notification</td>
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<td>NDOT FR Contract Time Extension</td>
<td>Contract Time Extension Document</td>
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<td>NDOT FR Contract/Project Completion - NDOT91</td>
<td>Notification of Project Completion (NDOT 91)</td>
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<td>NDOT FR Contractor Option Site Concurrence Letter</td>
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<td>NDOT FR Deduction Letter</td>
<td>Deduction Letters</td>
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<td>Sign Deduction Letters</td>
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<td>NDOT FR District Reviewer Final Records Transmittal Letter</td>
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<td>NDOT FR District Reviewer Final Review Summary Letter</td>
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<td>NDOT FR Field Lab Compliance Report</td>
<td>Field Lab Certification (FCAC)</td>
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<td>NDOT FR Field Office Compliance Report</td>
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<td>NDOT FR Hwy As Built - Preparation</td>
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<td>NDOT FR Internal Time Extension Document</td>
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<td>NDOT FR Last Payroll Received Date Letter</td>
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<td>NDOT FR Letter Of Certification by State Engineer</td>
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<td>NDOT FR LPA Cert/Closeout NDOT299</td>
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<td>NDOT FR Material Pit Contract Release - NDOT348</td>
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<td>NDOT FR Option Sites Final Status Report - NDOT232</td>
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| NDOT FR PM Contract Completion Notification to DE | PMBP - 101 - PM Contract Completion Notification  
| PM Tentative Acceptance Memo |
| NDOT FR Project Completion Information - NDOT330 | |
| NDOT FR Project Project Data Sheet | |
| NDOT FR Project Project Manager Final Records Transmittal Letter | PMBP - 120A - PM Final Records Transmittal Letter  
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| NDOT FR ROW Option Pit Letter | |
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| NDOT FR Time Extension Letter - Contractor | Time Extension Letter to Contractor |
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