



## House Keeping Rules

- Please log on to the WebEx at least 10 minutes prior to the start of the seminar.
- Select the option for the computer to call you for audio connection.
- Please disable your video option to limit bandwidth usage.
- **All participants** will be muted upon entry into the WebEx.
- Submit all questions via the Q&A box. Please do not send any questions to a single individual as it might be missed.
- Once on the WebEx, please close your Chat box.
- We will pause our presentation from time to time to answer submitted questions. If we do not get to your question during the seminar, we will make sure your questions are answered offline.



*Contract Administration  
Paperwork  
Standardization*



**Brought to you by:**

**TxDOT & AGC Task Force**

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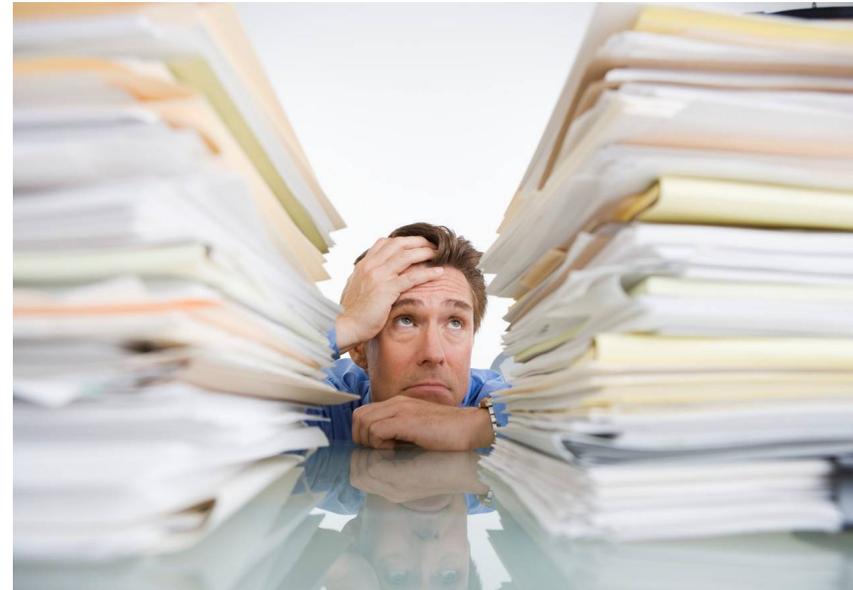
**5** Final Completion

**6** Materials

**7** Audit Forms / Checklists



- *Implement standardized paperwork requirements for construction & maintenance contracts based on Federal/State Regulation and/or Department Policy as applicable to each project phase:*
  - Prework
  - During Construction
  - DBE/SBE Commitment
  - Final Completion
  - Contractor's Assurance page
  - Bulletin Board
  - Materials



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## Pre-work Spreadsheet Discussion



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- *Pre-Con Agenda*
- *Contractor's designated contacts*
- *EEO Compliance*
- *Traffic Control*
- *Construction Schedules*
- *SW3P Environmental*
- *Subcontracts*
- *E-Verify*



## New Form:

- Form 2796 updated.
- Includes safety meeting agenda section.

## Changes:

- Removes redundant questions and information.
- Updated ACTUAL required documents.

Link: <http://txeform/lc/apps/ws/index.html#>

# Pre-Work: 2796 – Pre-Construction Conference Agenda



 **Pre-Construction Conference - Agenda** Form 2796  
(12/19)  
Page 1 of 8

Area Office: \_\_\_\_\_ Date: \_\_\_\_\_  
Control: \_\_\_\_\_ Highway: \_\_\_\_\_  
Project: \_\_\_\_\_ County: \_\_\_\_\_

---

I. Welcome, introduction of all present and identify project (location, limits, etc.)  
Prime Contractor: \_\_\_\_\_

II. Escalation Ladder - Attachment A: Identify Role of TxDOT Project Staff and Prime Contractor Staff

III. Purpose of meeting - This meeting is in accordance with department policy in order for personnel of TxDOT, the Contractor, Utility Companies, Law Enforcement Agencies, etc., to discuss the schedule and methods of operation, and acquaint all concerned with lines of authority and communication while promoting greater safety.

IV. Partnering/Project Pledge (reading is optional) & Sign (required-attachment B) - 2014 Standard Specifications, Item 4, Article 3, POLICY MEMO partnering program 7/30/2010.

V. Project Issues (use this section for project specific discussion items)

**Note: Refer to  
Forms section  
for actual form.**



## Pre-Construction Conference - Agenda

Form 2796  
(12/19)  
Page 1 of 9

Area Office:  Date:

Control:  Highway:

Project:  County:

I. Welcome, introduction of all present and identify project (location, limits, etc.)

Prime Contractor:

II. Escalation Ladder - Attachment A: Identify Role of TxDOT Project Staff and Prime Contractor Staff

III. Purpose of meeting - This meeting is in accordance with department policy in order for personnel of TxDOT, the Contractor, Utility Companies, Law Enforcement Agencies, etc., to discuss the schedule and methods of operation, and acquaint all concerned with lines of authority and communication while promoting greater safety.

IV. Partnering/Project Pledge (reading is optional) & Sign (required-attachment B) - 2014 Standard Specifications, Item 4, Article 3, POLICY MEMO partnering program 7/30/2010.

V. Project Issues (use this section for project specific discussion items)



## New Form:

- Form 2795 includes required contact information.
- Includes an assurance statement that all required trainings have been accomplished.
- Form to be submitted at pre-con unless otherwise agreed.

## Changes:

- Associated certifications are not required to be submitted but are to be available upon request. *This does not mean to request all up front.*
- Required contacts reduced.
- The EEO officer name and contact information is to be posted on the bulletin board, not required to be turned in.

Link: <http://txeform/lc/apps/ws/index.html#>

# Pre-Work: 2795 - Contractor Staff Designees Submission



**Contractor Staff Designee Submission** Form 2795  
(10/19)  
Page 1 of 1

County: \_\_\_\_\_ Highway: \_\_\_\_\_ Date: \_\_\_\_\_

Project Number: \_\_\_\_\_ CSJ: \_\_\_\_\_ Control No.: \_\_\_\_\_

Company Name: \_\_\_\_\_

This submission is required at the preconstruction meeting unless otherwise agreed.  
Please reference the 2014 standard specifications unless otherwise indicated.

The following designates are submitted:

**Superintendent:** \_\_\_\_\_  
*(Reference Section 6.6)* Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor Safety Point of Contact:** \_\_\_\_\_  
*(Reference Section 7.2.1)* Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**DBE Liaison Officer:** \_\_\_\_\_  
*(Federal Aid Only - Reference DBE Special Provision Section 2.3.1.)* Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**SBE Liaison Officer:** \_\_\_\_\_  
*(Wholly State Funded Only - Reference SBE Special Provision Section 2.1.2.6)* Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Payroll Officer:** \_\_\_\_\_  
To provide a point of contact for questions/issues regarding payroll. Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor Responsible Person for Traffic Control (CRP):** \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**CRP Alternate:** \_\_\_\_\_  
*(Reference Section 7.2.6.1)* Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Flagger Instructor:** \_\_\_\_\_  
*(Reference Section 7.2.6.2. and Section 7.2.6.5)* Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Project Scheduler:** \_\_\_\_\_  
*(Reference Section 6.6.1)* Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor Responsible Person for Environmental (CRPE):** \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**CRPE Alternate:** \_\_\_\_\_  
*(Reference Item 606, Section 3.3)* Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor Authorized Representative**

By signing this submission, the contractor certifies that required training is complete in accordance with contract specifications (flaggers, environmental, other work zone personnel, law enforcement, etc.).

Name & Title: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Refer to Forms section for actual form.**





## Contractor Staff Designee Submission

Form 2795  
(12/19)  
Page 1 of 1

County:  Highway:  Date:

Project Number:  CSJ:  Control No.:

Company Name:

This submission is required at the preconstruction meeting unless otherwise agreed.  
Please reference the 2014 standard specifications unless otherwise indicated.

The following designates are submitted:

**Superintendent:**   
*(Reference Section 5.5)* Phone Number:  Email:

**Contractor Safety Point of Contact:**   
*(Reference Section 7.2.1)* Phone Number:  Email:

**DBE Liaison Officer:**   
*(Federal Aid Only - Reference DBE Special Provision Section 2.3.1.)* Phone Number:  Email:

**SBE Liaison Officer:**   
*(Wholly State Funded Only - Reference SBE Special Provision Section 2.1.2.6)* Phone Number:  Email:

**Payroll Officer:**   
*To provide a point of contact for questions/issues regarding payroll.* Phone Number:  Email:

**Contractor Responsible Person for Traffic Control (CRP):**   
Phone Number:  Email:

# Pre-Work: 2795 - Contractor Staff Designees Submission



CRP Alternate:   
(Reference Section 7.2.6.1) Phone Number:  Email:

Flagger Instructor:   
(Reference Section 7.2.6.2. and Section 7.2.6.5) Phone Number:  Email:

Project Scheduler:   
(Reference Section 8.5.1) Phone Number:  Email:

Contractor Responsible Person for Environmental (CRPE):   
Phone Number:  Email:

CRPE Alternate:   
(Reference Item 506, Section 3.3) Phone Number:  Email:

## Contractor Authorized Representative

*By signing this submission, the contractor certifies that required training is complete in accordance with contract specifications (flaggers, environmental, other work zone personnel, law enforcement, etc.).*

Name & Title:

Signed:  Date:



### Clarification:

- EEO Policy; FHWA 1273; Section II.1.b:
  - ✓ Prime's statement is to be posted on the bulletin board.

"It is the policy of this Company to assure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, sex, color, national origin, age or disability. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training."



### Clarification:

- EEO Policy; FHWA 1273; Section II.9.a & b:
  - ✓ The contractor shall notify all potential subcontractors and suppliers and lessors of their EEO obligations under the contract.
  - ✓ The contractor will use good faith efforts to ensure subcontractor compliance with their EEO obligations.
  - ❖ *Subcontractors have the option to post statement on bulletin board adopting Prime's policy or Prime keeps statement in contractor's project files to be made available upon request.*
  
- EEO Meetings; FHWA 1273; Section II.3.a:
  - ✓ Meetings are to be held per requirements.
  - ✓ Form 2498 is available for Contractors' use.

**Note: Refer to  
Forms section  
for actual form.**

### Notes:

*Submittal of EEO Policy and Meeting minutes was removed many years ago by memo. The EEO policy is only required to be posted on the bulletin board. The meeting minutes only need to be available upon request. EEO requirements are audited by CIV.*

# Pre-Work - EEO Compliance (cont'd)





**EEO Meeting for Supervisory and  
Personnel Office Employees**

Form 2490  
(Rev. 12/19)  
Page 1 of 1

Company Name:

Project:  CSJ:

Meeting Conducted By:  Date of Meeting:

Certification of meeting: My signature certifies that I held an EEO meeting for the supervisors and personnel office employees working with the federal-aid project named above. This meeting was held to address aspects of our EEO obligations.

EEO Officer Signature Date

**Major Topics** (check all items that were covered in this meeting)

<input type="checkbox"/> EEO Policy	<input type="checkbox"/> Encouraging minority and female applicants
<input type="checkbox"/> Identification of EEO Officer	<input type="checkbox"/> Human Resource policy procedure and implementation
<input type="checkbox"/> Bulletin boards	<input type="checkbox"/> Training opportunities and requirements
<input type="checkbox"/> Wages and payroll	<input type="checkbox"/> Discrimination complaint procedure
<input type="checkbox"/> Recruitment sources to use	<input type="checkbox"/> Workforce diversity and recruitment
<input type="checkbox"/> Performance evaluations	<input type="checkbox"/> Utilization of DBE firms

Add Additional Sign-In Page

Meeting Attendees		
Name (Printed)	Title	Signature



### Changes:

- Std Spec Article 7.2.6.1 is having a SP added.
- SP to Item 7 (in development):

**Note: Refer to  
Special Provisions  
section for details.**

*2.6.2. **Flaggers.** Designate in writing, a flagger instructor who will serve as a flagging supervisor and is responsible for training and assuring that all flaggers are qualified to perform flagging duties. **Make available upon request** a list of flaggers certified to perform flagging duties. Certify to the Engineer that all flaggers will be trained and include these requirements, by reference or attachment, in all subcontracts.*

- CRP contact information is included in Form 2795.
- Certification documents are to be available upon request.

*(doesn't mean request all up front)*



### Changes:

Other Work zone Personnel Training, including Contractor Developed Training:

- ✓ Standard Specifications and Special Provision to Item 7, Section 2.6.5.
- ✓ Using Form 2795, contractors certify to the Engineer that work zone personnel have been trained in accordance with these requirements.
- ✓ Contractors to maintain, and make available upon request, the certifications of completion for employees that have completed training that includes the following:
  - name of provider and course title,
  - name of participant,
  - date of completion, and
  - date of expiration.



### Changes:

#### Contractor Developed-Training

✓ To meet the requirements for Other Work Zone Personnel, contractors use Form 2795 to certify to the Engineer that other work zone personnel have been trained. Contractors are to maintain a log, documenting employees that have completed training, that includes the following:

- printed name and signature of participant,
- name and title of trainer, and
- date of training.

**Note:** *Contractor Developed-Training must still be submitted and approved by the Department. The log is to be made available upon request.*



No Changes:

Std Spec Article 8.5.1: Project Scheduler. Designate an individual who will develop and maintain the progress schedule.

- ✓ Progress Scheduler contact info shown on Form 2795.

Reminder: Item 8 sections regarding schedule submissions:

- ✓ **5.5.1. Bar Chart.** **Seven calendar days** before the preconstruction meeting, prepare and submit a hard copy of the prepared schedule using the bar chart method.
- ✓ **5.5.2.1. Preliminary Schedule.** **Seven calendar days** before the preconstruction meeting, submit both the plotted and electronic copies of the project schedule showing activities beginning with the authorization date to begin work and including activities to be performed within the first 90 calendar days from the work start date.



## Stays the same:

- Construction Site Notice (CSN) – posted on bulletin board or separately within project limits.
- Notice of Intent (NOI) – Copies of Contractor's and TxDOT's placed in SW3P binder. CGP no longer requires posting of the NOI.
- The contractor will use the same regulated entity number (RN) as TxDOT, and verify this information before submitting their NOI.

## Changes:

- CRPE & Alt. CRPE – contact info and contractor's certification of training completion provided on Form 2795 at precon.
- Training for all other Contractor and subcontractor employees involved in soil disturbing activities:
  - ✓ Std Spec and SP to Article 506.3.1: *The CRPE will maintain a list, signed by the CRPE, of all applicable Contractor and subcontractor employees who have completed the training. Include the employee's name, the training course name, and date the employee completed the training. The CRPE will provide the list to TxDOT upon request.*
  - ✓ The contractor will certify to the Engineer on Form 2795 that applicable personnel have been trained in accordance with this Item.

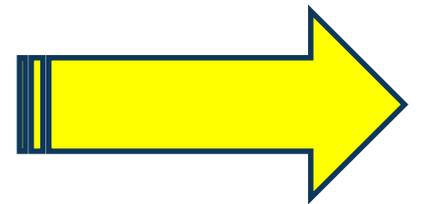
➤ *CSN, NOI, & Training Certificates/Lists are to be AO audit items.*

**Note: Refer to  
Special Provisions  
section for details.**



# Question & Answer Time

(Submit through Q&A only to all)





### Changes:

- Subcontractor Request for Approval
  - ✓ We require approval of subcontractors for three reasons:
    - ❖ To verify that they are not debarred.
    - ❖ To verify the total amount subcontracted does not exceed 70%.
    - ❖ To verify they are E-Verify compliant.
  
  - ✓ Applies to all tiers
  
  - ✓ New form 2802 available on E-forms– SiteManager will have total subcontract amount entered by checking the supplier/hauler box and inputting the total amount.

# Pre-Work: 2802 - Subcontract Request for Approval





### Subcontract Request for Approval

*Equivalent formats must include the required information shown herein.*

Form 2802  
(02/20)  
Page 1 of 1

County:  Highway:  CCSJ:  Project:

Prime Contractor:

Subcontractor<sup>2</sup>:  Subcontractor Federal Tax ID:

Phone:  Address:

Race Conscious or Race Neutral DBE, HUB, or SBE Subcontractor<sup>3</sup>:  Yes  No  Unknown

Estimated Subcontractor Begin Work Date:  Estimated End Work Date:

Work Description <sup>4</sup>	
Subtotal Amount this Subcontractor <sup>1</sup>	
Subtotal Amount Specialty Item Reduction this Subcontractor <sup>5</sup>	
Adjusted Subtotal this Subcontractor	
Adjusted Percent Subcontracted for this Subcontractor	

Explanation of Specialty Item for reduction:

**Prime Contractor's Authorized Representative**

Name & Title:  Date:

Signed:

**TxDOT Approval**

30% Check      Debarred:  Yes  No      E-Verify:  Yes  No      Approved:  Yes  No

Name & Title:  Date:

Signed:

Return the signed copy to the contractor.

**1.** Only the initial contract & subcontract amounts and item quantities are considered for the 30%-with-own-forces requirement. Added work through change orders and overruns are not to be further evaluated to meet the 30% requirement.  
**2.** See definition of subcontractor under Item 1 and special provisions to Item 1. Submit individual forms for each subcontractor.  
**3.** Requires TxDOT to perform a CUF review.  
**4.** General description of the work to be performed by the subcontractor. No other detail needed.  
**5.** See Item 8 for definition of Specialty Item.

[Contact / Help](#)

**Note: Refer to Forms section for actual form.**

# Pre-Work 2802 – Subcontractor Request for Approval





## Subcontract Request for Approval

*Equivalent formats must include the required information shown herein.*

Form 2802  
(02/20)  
Page 1 of 1

County:  Highway:  CCSJ:  Project:

Prime Contractor:

Subcontractor<sup>2</sup>:  Subcontractor Federal Tax ID:

Phone:  Address:

Race Conscious or Race Neutral DBE, HUB, or SBE Subcontractor<sup>3</sup>:  Yes  No  Unknown

Estimated Subcontractor Begin Work Date:  Estimated End Work Date:

Work Description <sup>4</sup>	
Subtotal Amount this Subcontractor <sup>1</sup>	
Subtotal Amount Specialty Item Reduction this Subcontractor <sup>5</sup>	
Adjusted Subtotal this Subcontractor	
Adjusted Percent Subcontracted for this Subcontractor	

Explanation of Specialty Item for reduction:



**Prime Contractor's Authorized Representative**

Name & Title:  Date:

Signed:

**TxDOT Approval**

30% Check      Debarred:  Yes  No      E-Verify:  Yes  No      Approved:  Yes  No

Name & Title:  Date:

Signed:

*Return the signed copy to the contractor.*

1. Only the Initial contract & subcontract amounts and item quantities are considered for the 30%-with-own-forces requirement. Added work through change orders and overruns are not to be further evaluated to meet the 30% requirement.
2. See definition of subcontractor under Item 1 and special provisions to Item 1. Submit individual forms for each subcontractor.
3. Requires TxDOT to perform a CUF review.
4. General description of the work to be performed by the subcontractor. No other detail needed.
5. See Item 8 for definition of Specialty Item.

[Contact / Help](#)



- Subcontract (DBE):
  - ✓ For all DBE subcontracts including all tiered DBE subcontracts, contractor submits a copy of the executed subcontract agreement with required attachments before the subcontractor starts work on the project. This submittal does not have to be included with the subcontract approval request form.
  
- Subcontract (Non-DBE):
  - ✓ For federally funded contracts, upon request, one non-DBE subcontract may be required to be submitted to the AE. If there are any findings, additional non-DBE subcontracts may be requested.



### E-Verify

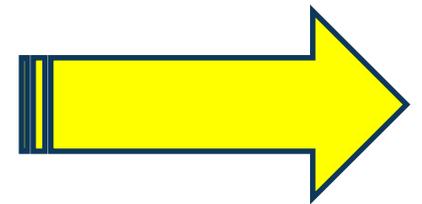
#### Clarification:

- SP 002-011 adds Article 2.2.15 which requires subcontractor compliance with E-Verify.
  - ✓ Subcontractor compliance verified by TxDOT when subcontractor approval forms received at pre-con or during construction.
  - ✓ A submission is needed only in the case that a subcontractor is not found registered in the E-Verify website.
  - ✓ The MOU must be submitted to, and approved by, CST prior to a subcontractor working on the project.



# Question & Answer Time

(Submit through Q&A only to all)





## During Construction Spreadsheet Discussion





- Form 1295
- Material-on-Hand
- Payrolls
- SW3P
- Progress Schedules



## Clarification:

- Special Provision 000-384
  - ✓ At contract execution for contracts awarded by the District Engineer with an award amount of \$1,000,000 or more;
  - ✓ At any time an existing contract awarded by the District Engineer increases in value to \$1,000,000 or more due to changes in the contract;
  - ✓ At any time there is an increase of \$1,000,000 or more to an existing contract (change orders, extensions, and renewals); or
  - ✓ At any time there is a change to the information in Form 1295, when the form was filed for an existing contract.



- Reference Standard Specification Item 7.2.6.3 and 7.2.6.5 and Special Provision 007-001
  - ✓ TxDOT Form 318 – No changes
  
- Submittal of Required Law Enforcement Training Certificate
  - ✓ Not Required – Form 318 includes checkbox for law enforcement personnel to certify they have completed the training
    - Law Enforcement Officer certifies that they have successfully completed the National Highway Institute online course “Safe and Effective Use of Law Enforcement Personnel in Work Zones.” Certification of training has been provided and is valid for three years from the date of completion per SP 007-001.
  
  - ✓ Contractor to make available upon request the law enforcement training certificates (*doesn't mean request all up front*).



- Standard Specification Articles 9.5 & 9.6 will have a Special Provision.
  - ✓ Invoices are *not* required with MOH form submittal. Approved fabricator confirmation to be determined from shipping documents and markings on delivered material.
  - ✓ Unless otherwise agreed, the cut off date will be two calendar days prior to estimate cut off period established by the Contractor and Area Office during the preconstruction conference. Estimate cut off date will be no earlier than the 25<sup>th</sup> of the month.
  - ✓ \$1,000 invoice cost being clarified regarding single item cost verses divisible components for single item.

**Note:** *Contractor equivalent form allowed if approved by TxDOT*

**Note: Refer to Special Provisions section for details.**



### Changes:

- Paid Invoices or Cancelled Checks (verification of payment for material on MOH)
  - ✓ Audit one material item per quarter that has reached the 60-day threshold. Materials for which the Contractor does not have a paid invoice within 60 days (2<sup>nd</sup> estimate cycle after initial payment) will not be eligible for payment and will be removed from the estimate.



- Submitted electronically each week through LCPtracker. No changes.

## Clarification:

- 10% of paper or electronic payrolls for each contract are to be reviewed by TxDOT
  - The system flags insufficient hourly wages; what else does TxDOT look for?
    - *Proper worker classifications*
    - *Correct number of hours reported – as related to requirements of the Contract Work Hours and Safety Standards Act (29 CFR Part 5)*
    - *Workers being correctly reported in case of multiple projects - in regards to minimum wage requirements for classifications in different zones.*
    - *Submitted payrolls apply to correct project*
    - *Cross-reference against DWRs that identify subcontractors on a project during a specific period of time.*
  - In conjunction with employee interviews



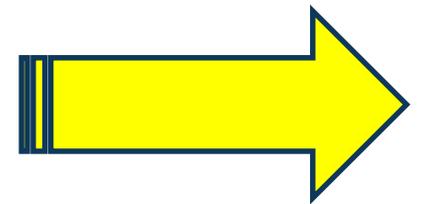
Prompt Payment Certification - Form 2177. No changes.

- Prompt Payment Certification due (current requirements):
  - ✓ **each month payment received** (example: Work performed in January. Contractor paid in February. Contractor must submit certification no later than the end of March).
  - ✓ **the month following the month when final acceptance occurred** (example: Final acceptance occurs in January. Contractor must submit the final certification no later than the end of February).



# Question & Answer Time

(Submit through Q&A only to all)





## Changes:

- Reference Standard Specification Item 506.3 and related special provisions
- Contractor Daily Monitoring Reports
  - ✓ Contractor Responsible Person Environmental (CRPE) – Will monitor the project site daily and produce daily monitoring reports as long as there are BMPs in place or soil disturbing activities are evident to ensure compliance with the SWP3 and TPDES General Permit TXR150000
  - ✓ Coordinate with TxDOT for approval of form utilized. Form 2801 has been created for the contractors' use if desired.
  - ✓ Contractor to maintain these records at the project site or at an approved location for periodic review by TxDOT and provide upon request.

## Note:

*1) Daily submittal of reports is not required. TxDOT will periodically review daily reports as part of weekly SWP3 inspections and Construction Stage Gate Checklist reviews. TxDOT may also request the reports if persistent stormwater issues are noted, and the contractor must be prepared to submit them upon request.*

*2) These changes do not affect the weekly 2118 inspections. Weekly 2118 inspections will occur until the Notice of Termination (NOT) is filed.*

# Forms: 2801 - SW3P Daily Monitoring Log



## Contractor Daily Environmental Monitoring Log

Form 2801  
(10/19)  
Page 1 of 2

Highway:  Project CSJ:  Contractor:

Date for week of review:

This form or equivalent required per Item 506.3.1 & 506.4.5

	SUN	MON	TUE	WED	THU	FRI	SAT
1. Did work or rain occur today? If Yes, please answer the following questions.	<input type="checkbox"/> Y <input type="checkbox"/> N						
2. Are all applicable items (Construction Site Notice, etc.) posted on bulletin board?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
3. Are all Storm Water and Erosion Control BMP's functioning as intended?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
4. Are any BMP's in need of repair or maintenance?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
4A. Are BMP's from previous contractor inspections repaired?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
5. Any additional BMP's required?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A

Note: Refer to Forms section for actual form.

Highway:  Project CSJ:  Contractor:

Date for week of review:  ←

This form or equivalent required per Item 506.3.1 & 506.4.5

	SUN	MON	TUE	WED	THU	FRI	SAT
1. Did work or rain occur today? If Yes, please answer the following questions.	<input type="checkbox"/> Y <input type="checkbox"/> N						
2. Are all applicable items (Construction Site Notice, etc.) posted on bulletin board?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A
3. Are all Storm Water and Erosion Control BMP's functioning as intended?	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A



Form 2801 (10/19)  
Page 2 of 2

Additional Comments:

Contractor Responsible Person:

Title:

Signature:

Date:

[Contact/Help](#)



### Changes:

- Training – All Contractor and subcontractor employees involved in soil disturbing activities, small or large structures, storm water control measures, and seeding activities must complete training as prescribed by the Department.
  - ✓ Contractor certifies that all required personnel have met training requirements through submittal of Form 2795 as discussed in the Pre-Work sections of this workshop.
  - ✓ Contractor to submit training certificates upon request

**Note:** *Submittal of training certificates up front is not required. TxDOT will periodically review training certificates as part of weekly SWP3 inspections and Construction Stage Gate Checklist reviews. TxDOT may also request the training certificates if persistent stormwater issues are noted, and the contractor must be prepared to submit them upon request.*



## Clarification:

- Standard Specification Item 9.7, Form 316 or approved equivalent
- The submission needs to occur at least once a month. The contractor may use Form 316 to submit the request for payment, however, the department is ultimately responsible for verification of the payment amount.



### **Instructions For Preparing Form 316 (Rev. 3-07), “Daily Report Of Force Account Work”**

Use Form 316 to record work quantities for extra work performed on a “Force Account” basis. In accordance with Article 9.5.H of the Standard Specifications, request the Contractor to submit a certified correct invoice for extra work less than \$10,000. Payment by invoice is not recommended when it is practical to monitor the extra work and the estimated total cost exceeds \$10,000.

Use these procedures for handling payments for extra work performed on a “Force Account” basis:

1. Execute a change order (CO) to establish labor and equipment rates and material costs to determine an estimated cost for the proposed work. Maintain daily records of extra work completed on the force account basis. Use Form 316 when the force account work begins and the CO has been approved. Ensure that all sections of the form are completed.
2. Include only equipment and corresponding unit prices outlined on the CO. Payment for equipment will be made for the actual hours used in the work. Use an approved Supplemental Change Order if different or additional equipment or labor is required.
3. List only job titles and corresponding wage rates identified on the CO. Do not exceed the actual labor rate shown on the Contractor's payroll regardless of the labor rate included on the CO (i.e., the CO shows a welder wage rate of \$15 per hr. and the Contractor's payroll shows the actual rate of \$11 per hr. Use the \$11 rate, as identified by the Davis-Bacon Act wage rate.)



4. Attach invoice(s) for materials used. Compensation will be made for materials associated with the work based on actual delivered invoice costs, less any discount. An additional 25 percent of this sum will be paid as compensation for overhead and profit.
5. The completed form is signed by the Area Engineer, the Inspector, and the Contractor's representative each day the work is performed.
6. File completed Form 316 in a folder labeled for the corresponding change order. Maintain date order and attach material invoices. Include a "Statement of Contingencies and Force Account Items" to sum the total of equipment, labor and materials, add-on compensation for labor, materials and equipment, and Contractor's bond on the extra work.

Additional compensation will be made for extra work performed by subcontractors under Article 4.2, "Changes in the Work," on the force account basis or based on actual invoice costs. An additional five percent compensation will be paid on subcontracted work for administrative cost and profit.



No changes – All documentation is submitted through DMS.

Questions concerning OJT contact:

Civil Rights Division

LaShaundra Shaw

[lashaundra.shaw@txdot.gov](mailto:lashaundra.shaw@txdot.gov)

512- 416-4700



## No Changes:

- Specification articles 8.5.5.2.2 & 8.5.5.2.2.1 describe the requirement for submission and review of the baseline schedule.
- Specification Articles 8.5.5.2.3 (Progress Schedule) & 8.5.5.2.3.1 (PSSR) require submission of the schedule updates monthly no later than the 20<sup>th</sup> calendar day of the following month, when changes occur, or when requested.
- A potential future special provision will waive the monthly submittal on specific short duration projects.

## Remains the same:

- Contractor to submit a Notice of Potential Time Impact when a contract time extension or adjustment of milestone dates may be justified or when directed.
- Contractor to submit a Time Impact Analysis when directed.



## Contractor's Assurance Page:

- ✓ Only required in Federal-Assisted proposals
- ✓ Clarifying what needs to be attached in the subcontracts and what only needs to be referenced.

## No Change:

- 000-003 Certification of Nondiscrimination in Employment: Include in subcontracts greater than \$10k.
- 000-004 Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity (Executive Order 11246): Include in subcontracts greater than \$10k.
- 000-005 Standard Federal Equal Employment Opportunity Construction Contract Specifications (Executive Order 11246): Include in subcontracts greater than \$10k.
- Form FHWA 1273 Required Contract Provisions Federal-aid Construction Contracts: Include in all subcontracts.



## Contractor's Assurance Page (cont'd):

### Changes (additions):

- 000-002 Nondiscrimination: Include provisions 3.1 - 3.6 of the SP in all subcontracts and agreements for materials.
- 000-241 Cargo Preference Act Requirements in Federal-Aid Contracts: Include in all subcontracts.
- 000-394 Disadvantaged Business Enterprise in Federal-Aid Contracts: Include requirements of SP in all subcontracts



## Bulletin Board:

✓ Reviewed checklist requirements and no changes needed

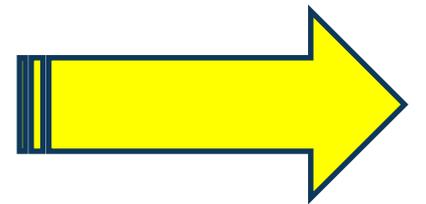
			CONSTRUCTION BULLETIN BOARD CHECKLIST	
#	YES	NO	This section not reviewed during this visit	
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Equal Employment Opportunity Poster (EEOC-P/E-1)	
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(English) "THE LAW" (Spanish) "LA LEY" <span style="float: right;">Nov. 2009</span>	
3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	EEO is the Law - Supplement Poster to EEOC-P/E-1	
4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(English) "EEO is the Law" Poster Supplement (Spanish) "IOE es la Ley" Cartel Suplementario <span style="float: right;">Sept. 2015</span>	
5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Prime Contractor EEO Policy Statement (includes designation of the company EEO officer, minority referral statement, and company training program policy)	
6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Name and phone number of EEO Officer – provided by the Prime Contractor (May be included in the Company EEO policy statement)	
7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Pay Transparency Nondiscrimination Provision	
8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(English) "PAY TRANSPARENCY NONDISCRIMINATION PROVISION" (Spanish) "TRANSPARENCIA EN EL PAGO DISPOSICION SOBRE NO DISCRIMINACION" <span style="float: right;">Dec. 2016</span>	
9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Falsified Statement Poster [FHWA 1022] (Must have FHWA Division Administrator Name and address)	
10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(English) "NOTICE" (Spanish) "AVISO" <span style="float: right;">May 2015</span>	
11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Davis-Bacon Wage Poster (WH1321)	
12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(English) "EMPLOYEE RIGHTS UNDER THE DAVIS BACON ACT" (Spanish) "DERECHO DEL EMPLEADO Bajo la Ley de Normas Justas de Trabajo" <span style="float: right;">October 2017</span>	
13	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Project Wage Rates (obtained from the Contract – specific to each project)	
14	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Federal Minimum Wage Poster (WH1088)	
15	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(English) "EMPLOYEE RIGHTS Under the Fair Labor Standards Act" (Spanish) "DERECHOS DEL EMPLEADO Bajo la Ley de Normas Justas de Trabajo" <span style="float: right;">July 2016</span>	
16	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Job Safety and Health Poster (OSHA 3165-04R-2015 & 3167-04R-2015)	
17	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(English) "Job Safety and Health 'IT'S THE LAW!'" (Spanish) "Seguridad y Salud en el Trabajo 'ES LA LEY'" <span style="float: right;">2015</span>	
18	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	USERRA Poster	
19	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(English) "Your Rights Under USERRA" (Spanish) "DERECHOS Y RESPONSABILIDADES DEL EMPLEADO Bajo la Ley de Ausencia Familiar y Médica" <span style="float: right;">April 2016</span>	
20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Family & Medical Leave Act (WH1420)	
21	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(English) "EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT" (Spanish) "DERECHOS DEL EMPLEADO LEY PARA LA PROTECCION DEL EMPLEADO CONTRA LA..." <span style="float: right;">July 2016</span>	
22	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Employee Polygraph Poster (WH1462)	
23	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(English) "EMPLOYEE RIGHTS" (Spanish) "DERECHOS DE LOS EMPLEADOS" <span style="float: right;">Jan 2018</span>	
24	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Notice for Workers with Disabilities Paid at Special Minimum Wages (WH1284) – posted when appropriate	
25	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(English) "EMPLOYEE RIGHTS" (Spanish) "DERECHOS DE LOS EMPLEADOS" <span style="float: right;">Jan 2018</span>	
26	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Emergency Telephone Number Notification – developed by the Contractor (911 or actual phone #)	
27	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(English) "ATTENTION EMPLOYEES" (Spanish) "ATENCIÓN A LOS EMPLEADOS" <span style="float: right;">Jan 2018</span>	
28	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(Firm name, address and account number should be on this poster.)	
29	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Workers' Compensation Poster (Notice 6-Rule 110.101)	
30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(English) "NOTICE TO EMPLOYEES CONCERNING WORKERS' COMPENSATION IN TX" (Spanish) "AVISO A EMPLEADOS SOBRE COMPENSACION PARA TRABAJADORES EN TX" <span style="float: right;">Jan 2018</span>	
31	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hazard Communication Program Notice (per OSHA reg. 1926.59)	
32	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(English) "NOTICE TO EMPLOYEES" (Spanish) "AVISO A EMPLEADOS" <span style="float: right;">Jan 2018</span>	
			NOI and Large Construction Site Notice (disturbing 5+ acres) or Small Construction Site Notice (disturbing 1-4.99 acres). May be posted on Bulletin Board and/or where visible to public.	
			EMS Policy Statement	

The link where most of the posters can be found is on the [FHWA website](https://www.fhwa.dot.gov/programadmin/contracts/poster.cfm) (this link is in the CCAM, Chapter 17, section 2):  
<https://www.fhwa.dot.gov/programadmin/contracts/poster.cfm>



# Question & Answer Time

(Submit through Q&A only to all)





## MTD Presentation



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## Proposed Special Provision to Item 6



For the purpose of material source verification, the contractor will be required to submit documentation that includes at minimum the following:

- Description of product **What is it?**
- Identification of manufacturer **Who made it?**
- Quantity **How much?**

Examples of this material source verification documentation will vary according to what is most appropriate for any given material as long as it meets the listed criteria, e.g. commercial invoices, bills of lading, shipping manifests, delivery tickets, product label, etc. Invoices are not required to show prices unless otherwise stated in the specifications (MOH, Force Account).



Some exclusions will apply...

The following materials do **not** require material traceability:

- Conduit
- Ground Boxes
- Electrical Conductors
- Tray Cable
- Duct Cable

Verify that the manufacturer (as identified on the product itself) is listed on the Material Producer List for “*Roadway Illumination and Electrical Supplies.*”

# Proposed Special Provision to Item 6



Ideally, for finished products an invoice or Bill of Lading will contain the 3 requirements.

**STRAIGHT BILL OF LADING - SHORT FORM**  
ORIGINAL - NOT NEGOTIABLE

Carrier: SMS LOGISTICS, INC. Trailer No:  
Load No: 38723  
BOL No: 23237

RECEIVED, Subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading.

From: [REDACTED] Date: 11/20/2018  
Page 2 of 3

The property described below, in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, numbered, and destined as indicated below, which said carrier (the word carrier being understood throughout this document as meaning any person or company in possession of the property under the contract) agrees to carry to its usual place of delivery or such destination, if on its route, otherwise to deliver to another carrier on the route to said destination, it is mutually agreed, as to each carrier or any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Domestic Straight Bill of Lading set forth in (1) in Official Southern, Western and Florida Freight Classifications in effect on the date hereof, if this is a rail or a rail-water shipment, or (2) in the applicable motor carrier classification or tariff if this is a motor carrier shipment. Shipper hereby certifies that he is familiar with all terms and conditions of the said bill of lading, including those on the back thereof, set forth in the classification tariff which governs the transportation of this shipment, and the said terms and conditions are hereby agreed to by the shipper and accepted by himself and his assigns.

Sold To: [REDACTED] Ship To: [REDACTED]

Quantity	Description	Width	Length	Weight
Cust PO: 704735      Sales Order: 90588      Inside Salesperson: [REDACTED]				
3	PLATE 1/2 ASTM - A36 Heat Numbers: A8P0776 (3)	48"	120"	2,450
	MATERIAL MUST BE DOMESTIC M&M			Net Wt./ 2,450
<b>Shipping Instructions:</b>				<b>Sales Order Total</b>
Receiving Hours: Max Bundle Weight: 0 Spacers:				2,450
				<b>Messages:</b>
				** ALL SHEETS BELOW 3/16" THICK MUST BE TARPED
				* NO RUST ON SHEET STOCK WILL BE PERMITTED **

# Proposed Special Provision to Item 6



For bulk materials such as cement or lime a delivery ticket is most appropriate.

**Ticket 103398**

TIME DUE	TIME IN	TIME OUT	ELAPSED
07:00	18:16	18:57	41

DATE	PLANT	JOB ID #	CUSTOMER NO	PO NO	P/U	DEMAND ORDER	Loads Today	Job Today	Job To Date
06/13/18				2045-B	N		2.00	27.99	

SHIP TO

Instructions: 15 TONS ONLY  
POTH TX 78147

Reference Ticket No: Seal #: 9428941

Product:	TYPE I SPREAD	WEIGH MASTER	PRESTON W.	Check #:
Hauler: 797290	STAR MATERIALS TRANSPORT	Truck #: HCSTAR8103	Trailer #:	LOCATION /SILO 22

NET 29,960 14.98 13.59

Line#110

RE STA: 1255+80 to 1265+10 x 14w

CARRIER CUSTOMER

What's missing? Prices! If an invoice is submitted with redacted prices for the purpose of material source verification it's OKAY!

# Proposed Special Provision to Item 6



POP QUIZ!



Does this document satisfy all three requirements to the SP?

It is a trick question. The answer is YES!

Even if the manufacturer is not specifically listed, it can still be **identified** by the Type and Model of the product.

LINE NO.	QUANTITY ORDERED	QUANTITY B.O.	PRODUCT AND DESCRIPTION	QTY. SHIPPED	QTY. U/M
1	3	0	BRISCOE COUNTY SH 256 STP 2019(316) HES 0541-01-028, ETC TXDOT RFD291089	3	each
Lot #: 19-6			ATBM P70 MVOLT R2 20 NL SH 400WEQ MVOLT LUM		
2	3	0	Qty: 3.00 SA50T-10	3	ea
			50 FOOT ROADWAY ILLUMINATION POLE		
2	Lines Total		Qty Shipped Total	6	

Item 610 - Roadway Illumination Assemblies - LED Luminaire			
Manufacturer	Brand	Type	Model
Acuity Acuity Brands Lighting, Inc. 3825 Columbus Rd. Granville, OH 43023 <a href="http://acuitybrands.com">acuitybrands.com</a>	American Electric	◆150W EQ LED (75W) - 120-277V; LLF = 0.81	◆ ATBS I MVOLT R3 20 NL SH BL F2 RFD291566
		◆150W EQ LED (75W) - 480V; LLF = 0.81	◆ ATBS I 480 R3 20 NL SH BL F2 RFD291567
		◆250W EQ LED (120W) - 120-277V; LLF = 0.78	◆ ATBM P30 MVOLT R2 NL SH RFD291754
		◆250W EQ LED (120W) - 480V; LLF = 0.78	◆ ATBM P30 480 R2 NL SH RFD291755
		◆400W EQ LED (190W) - 120-277V; LLF = 0.78	◆ATBM P70 MVOLT R2 NL SH RFD291089



FHWA's 1997 Memo states:

“...steel components of a predominately steel product must be of domestic manufacture unless the value of the components is less than De Minimis threshold\* for the total project. Per conversations with the FHWA Office of Programs, we interpret the words steel components to include the miscellaneous steel components. This means that all the steel components, including miscellaneous steel of a final manufactured product that is predominantly composed of steel are required to comply with Buy America requirements.

\*De Minimus threshold is defined as the cost of materials, including delivery, not to exceed 0.1% of the total Contract cost or \$2,500, whichever is greater.

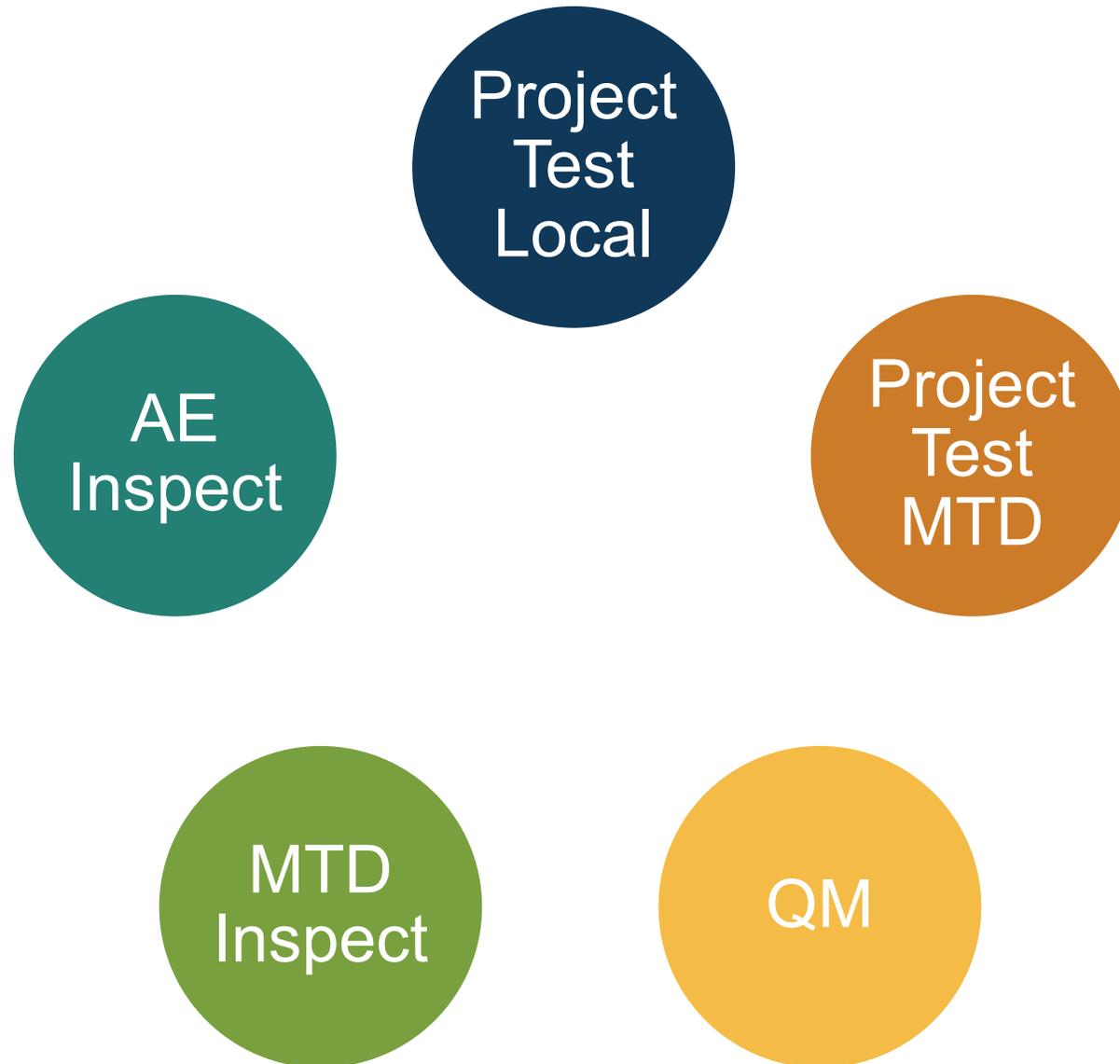


- Item 6, “Control of Materials,” Section 6.1.1, “Buy America,” requires steel and iron materials (permanently installed) to be manufactured in the United States.
- Section 6.1.1 also requires a furnished Form 1818 (D-9-USA-1), “Material Statement,” notarized and with proper attachments, for verification of Buy America compliance.
- “Proper attachments” include Mill Test Reports (MTRs) and Material Certifications. These can have many names, for an example of a complete Buy America documentation Packet, see Appendix B.



- **TxTRST** Test Method – Structural obtains the documentation and is the office of record.
- **TxTRSTQM** Test Method – District/Area Office obtains the documentation and is the office of record. (Form 1818 is not required for reinforcing steel, MTRs and Certifications only.)
- **Project Sample Sent to MTD** - District/Area Office obtains the documentation and submits with each sample.
- **AE Inspected** – District/Area Office obtains the documentation and is the office of record. This requirement applies if the material is tracked in SiteManager or not.

Use the [Project Records Checklist – Test Documents and Sourcing](#) spreadsheet for a more comprehensive list of steel materials.



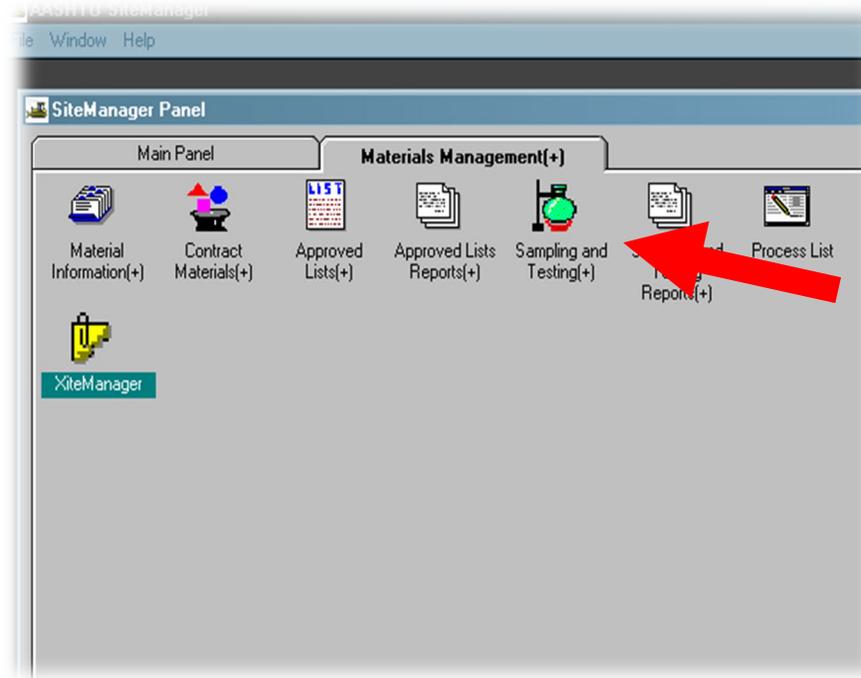


Flex base, Aggregate, Complete Mix,  
Backfill, Rip-Rap Curing Compound (% solids),  
Embankment Material, Mineral Filler, Split  
Samples,  
Referee Testing, Ride Quality

- A material source verification document for all of the materials received.
- Local lab (either Area Office or District) conducts required testing per the Guide Schedule and Test Methods and enters sample into SiteManager.
- Enters mix designs if applicable.



Project  
Test  
Local



Materials Management, Sampling and Testing module.  
Local or District Lab will enter data and complete the appropriate template in SiteManager.



Mechanical Couplers, Multiple-Piece Tie Bars, Steel Strand / Rope, Complete Mix, Surface treatments, Lime, Asphalt, Asphalt Rubber, Backfill, Epoxy, Fly Ash, Concrete Repair Material Glass Beads, Paint, Pavement Markers

- A material source verification document for all of the materials received. Buy America if steel.
- District sends project samples to MTD per Guide Schedule and Test Methods.
- MTD enters testing data into LIMS.
- Testing is uploaded to SiteManager. Look for testing using tools found in Appendix A.



Adhesive - Pavement Marker Adhesive, Traffic Marker Adhesive

**Asphalt Cement, Asphalt Cement PG, Asphalt Cut-back, Asphalt Emulsion, Miscellaneous Asphalt Material**

Aggregate: Bituminous HMAC Course, Lightweight, Surface Treatment, Microsurfacing, Concrete - Course and Fine

**Precast Concrete Products: Manholes, Inlets, Junction Boxes, RC Pipe, Box Culverts, Concrete Railing, Traffic Barriers, Concrete Piling**

**CEMENTITIOUS MATERIAL: PORTLAND, GROUND GRANULATED BF SLAG**

Delineators & Object Markers: Barrier Reflectors, Delineator Units, Flexible Delineator Posts, Traffic Buttons, Raised Pavement Markers

**Luminaires: LED and Standard**

MBGF Components: Composite Blocks, Terminal Anchor Posts, Timber Blocks, Timber Posts, Rail Element

*Reflective Pavement Markings: Glass beads, Prefabbed, Thermal, Traffic Paint*

***Reinforcing Steel: Rebar (Coated and Uncoated), Steel Wire Fabric***

Concrete Surface Finish: Stain, Silane, Silicone Resin Emulsion Paint

◆ Fly Ash ◆ Treated timber ◆ Curing compound

Joint seals ◆ Anti-Graffiti Coating



- A material source verification document for all of the materials received. “Proof”
- Check that supplier is on the appropriate Material Producer List (MPL).
- Attach SiteManager QM test report.
- Check for fabricator test stamp for precast.

**How do I attach a SiteManager QM test report?**

***See Appendix A!***



- **Precast Products:**  
Retaining Walls, Prestressed Concrete Girders,  
Precast Deck Panels
- **Steel Products:**  
Bridge Steel, Rail Mounted Sign Supports,  
Railing, Overhead Sign Supports, Sign Walkways,  
Large Roadside Sign Supports, Traffic Signal  
Poles, Roadway Illumination Poles, High Mast  
Poles & Rings, MBGF Retrofit Transition  
Assemblies
- **Miscellaneous Products:**  
Bearing Pads, Bearing Assemblies

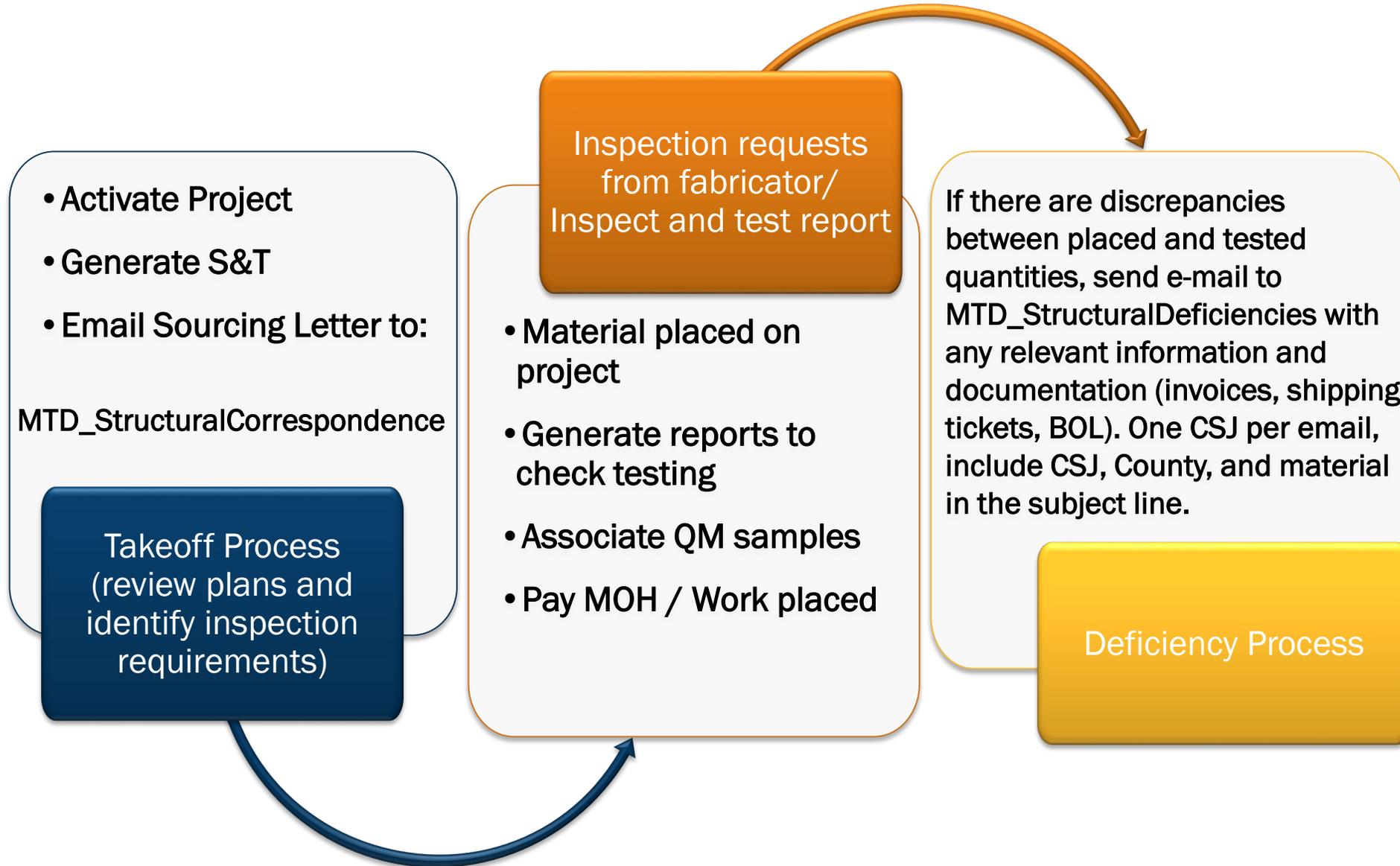


- Check for approved test stamp.
- Visually inspect for shipping damage.
- A material source verification document for all materials received.
- Test report from MTD-PSTR.

***How do I check for a test report?***

***Use these tools described in Appendix A:***







If there are deficiencies between placed and tested quantities (yellow for Structural):

- Send e-mail to **MTD\_StructuralDeficiencies**
- Include CSJ, County, and material in the subject line:  
0008-13-221 Tarrant Poles  
One CSJ and one material code per email.
- Attach appropriate documentation, including any or all of the following:
  - invoices,
  - shipping tickets,
  - bill of lading,
  - Explanation such as “material was provided by City of Austin” or “Material came from TxDOT stock” or “there was no stamp on this material.”



- Products with SiteManager requirements:  
Signs, Precast SET, Pipe Runners,  
Structural  
Paint, Precast Headwalls & Wingwalls
- Products not in SiteManager:  
Anchor bolts, MBGF Steel Posts, Armor  
Joints, Bridge Mounted Clearance Sign  
Brackets, SEJs, Steel Piling, Terminal  
Anchor Beams, T-Bases, Compost  
Ornamental Fence, Seed, Fertilizer,,  
Untreated Timber



- Required documentation for all of the materials received.
- Project inspector inspects material and verifies receipt of documentation and enters sample into SiteManager (e.g. Signs, Precast SETs, Pipe Runners).
- Some materials are inspected but no testing requirement exists in SiteManager. For those materials, just make sure the documentation is on file in the Project Records (e.g. Armor joints, anchor bolts, ornamental fence).



## Signs:

The Contractor must provide the following documentation, per Item 636, with each shipment of furnished signs **(electronic copies are acceptable)**:

- A copy of the project specific notarized Signing Material Statement (Form 2273) completed by the sign fabricator, with the attached copies of material certifications for verification of compliance, and
- A copy of the notarized certification completed by the sign fabricator stating that the completed signs were fabricated in accordance with the plans and specifications.

**NOTE:** The fabricator name on Form 2273 must match the fabricator name on the certification.

# Appendix C – Project Records Checklist

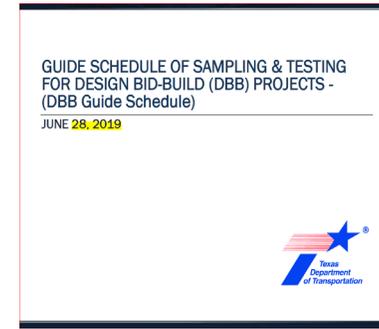


## Source? Sample? Test? Approved?

Testing and materials documentation requirements are as varied and complex as the materials themselves. In an effort to consolidate all the material documentation, sourcing, and testing requirements for any given bid item into one resource, MTD previewed an interactive tool to help keep Districts up to date on what to do for any given material.



BID ITEM	MATERIAL	TESTS	TESTS	TESTS	TESTS	TESTS	TESTS	TESTS	TESTS
10000000	0000	000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000
10000000	0000	000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000	0000000000



To be used in conjunction with the Material Inspection Guide and the Guide Schedule, this spreadsheet connects with SiteManager to pull the bid items for a CSJ and list the requirements for each component material for that bid item.

The checklist will be published on MTD’s web page under “Materials Guidance Documents” and <https://www.txdot.gov/inside-txdot/division/materials-and-tests.html>

# Appendix C – Project Records Checklist



Item Code	Description	Required Records	Buy America Documentation Required	Minimum Information Needed in SiteManager and/or Project Files
0624	Ground Boxes	<ul style="list-style-type: none"> <li>■ Pre-Cast: Verify the producer is on the Material Producer List for "Roadway Illumination and Electrical Supplies."</li> <li>■ Cast-In-Place Box:                             <ul style="list-style-type: none"> <li>- Refer to the guide schedule for all required tests.</li> <li>- Concrete Substructures:                                     <ul style="list-style-type: none"> <li>▪ Expansion Joint Material: Verify the producer is on the Material Producer List for "Joint Sealers."</li> <li>▪ Waterstop: Obtain Manufacturer's Certification.</li> <li>▪ Evaporation Retardants: Verify the producer is on the Material Producer List for "Concrete Evaporation Retardants."</li> <li>▪ Curing Compound:   <ul style="list-style-type: none"> <li>- Verify the producer is on the Material Producer List for "Concrete Curing Compound (Liquid Membrane Forming)."</li> <li>- Attach SiteManager QM test report.</li> <li>- Test report in SiteManager for project sample (% solids) if quality of material is questionable.</li> </ul> </li> </ul> </li> <li>▪ Epoxies and Adhesives:                                     <ul style="list-style-type: none"> <li>- Verify the producer is on the Material Producer List for "Epoxies and Adhesives."</li> <li>- Test report from MTD for sources not on the approved list.</li> </ul> </li> <li>▪ Mechanical Couplers:                                     <ul style="list-style-type: none"> <li>- Verify the producer is on the Material Producer List for "Mechanical Couplers."</li> <li>- Test report for field sample.</li> <li>- Obtain "Buy America" Form 1818 (D-9-USA-1) Material Statement with corresponding Mill Test Reports (MTR's) and Certifications for field samples.</li> </ul> </li> </ul> </li> <li>- Hydraulic Cement Concrete: Refer to item 0421, "Hydraulic Cement Concrete" in the Non-Pay Items tab.</li> <li>- Reinforcing Steel: Refer to item 0440, "Reinforcement for Concrete" in the Non-Pay Items tab.</li> <li>■ Steel Box Covers: Obtain "Buy America" Form 1818 (D-9-USA-1) Material Statement with corresponding Mill Test Reports (MTR's) and Certifications.</li> </ul>	<p>Reinforcing Steel: District obtain Mill Test Reports (MTR's) and Certifications. (NOTE: Form 1818 (D-9-USA-1) Material Statement is NOT required.)</p> <p>Mechanical Couplers: District obtain "Buy America" Form 1818 (D-9-USA-1) Material Statement with corresponding Mill Test Reports (MTR's) and Certifications for each sample.</p> <p>Steel Box Covers: District obtain "Buy America" Form 1818 (D-9-USA-1) Material Statement with corresponding Mill Test Reports (MTR's) and Certifications.</p>	Show STA and OFFSET, Refer to plan sheet, summary sheet
0625	Zinc-Coated Steel Wire Strand	<ul style="list-style-type: none"> <li>Obtain material source verification documents for all materials received.</li> <li>■ Obtain label or brochure that each material used meets the specification requirements.</li> <li>■ Test report from project sample if testing is requested.</li> </ul>		Show STA and OFFSET, Refer to plan sheet, summary sheet
0627	Treated Timber Poles	<ul style="list-style-type: none"> <li>Obtain material source verification documents and Form 2148 "Certificate of Compliance Treated Timber Products)" for all materials received.</li> <li>■ Verify the producer is on the Material Producer List for "Timber Treating Plants and Suppliers."</li> </ul>		Show STA and OFFSET, Refer to plan sheet, summary sheet
0628	Electrical Services	<ul style="list-style-type: none"> <li>■ Verify the manufacturer is on the Material Producer List for "Roadway Illumination and Electrical Supplies."</li> </ul>		Show Service ID#, Refer to plan sheet, summary sheet
0636	Aluminum Signs	<ul style="list-style-type: none"> <li>Obtain material source verification documents for all materials received.</li> <li>■ Obtain Form 2273 Signing Material Statement with corresponding sign component material certifications.</li> <li>■ Obtain notarized fabricator's Certification of Compliance.</li> <li>■ Record receipt of documentation in SiteManager.</li> <li>■ Check for identification decal.</li> </ul>		Show Sign ID, Refer to plan sheet, summary sheet

The Master tab and Non-Pay tab are reference tabs for all bid item categories. Information includes Buy America, MPL information, and SiteManager testing. A guide tab defines terms and details expectations.



Excerpt from the Material Inspection Guide:

## **SECTION 35 - GROUND BOXES**

### ***35.1 Reference***

Refer to the [Standard Specifications](#) for information on Item 624, “Ground Boxes.”

### ***35.2 Functions of the Project Engineer***

The Project Engineer:

- verifies that furnished precast polymer concrete ground boxes are from manufacturers listed on the Material Producer List entitled [“Roadway Illumination and Electrical Supplies.”](#) maintained by the Traffic Operations Division (TRF), and
- advises MTD or TRF when questionable material is received at the job site.

### ***35.3 Functions of MTD***

MTD performs testing on ground boxes received from TRF or the job site.

### ***35.4 Sampling and Testing***

Sampling at the project site for testing is not required but may be performed if the quality of the material is questionable. If sampling is desired, contact MTD for instructions.



## Excerpt from the Material Inspection Guide (Signs):

The Project Engineer:

- inspects signs for the following:
  - proper completion of the sign identification decals required on the back side lower left hand corner of each sign (See Item 643, “Sign Identification Decals.”)
  - shipping or handling damage (See Section 636.3.2, “Storage and Handling” of the [Standard Specifications](#) for sign damage criteria.)
  - proper storage (See Section 636.3.2, “Storage and Handling” of the [Standard Specifications](#) for proper sign storage.)
  - uniform color, appearance, and retroreflectivity of sign legend, symbols, borders, and background when viewed both day and night
  - proper assembly

NOTE: See the [“Sign Inspection Guidance Document”](#) under “Sign Inspection Updates” on the TRF Policy and Standards Branch website. This document provides more information on sign inspection and documentation mentioned above.

- advises MTD of questionable signs received at the job site,
- obtains the following documentation for all furnished signs on a project:
  - a copy of completed [Form 2273, “Signing Material Statement.”](#) from the fabricator with proper attachments (sign component material certifications, etc.)
  - copy of notarized certification from the fabricator stating that the signs were fabricated per the plans and specifications.

# Appendix C – Project Records Checklist



CONT_ID	LN_ITM_NBR	ITM_CD	ITM_DESCRIPTION	ITM_UNIT	Required Records	Buy America Documentation Required
633304001	0090	05406010	MTL W-BEAM GD FEN ADJUSTMENT	LF	Obtain material source verification documents for all materials received. ■ Rail Elements: - Verify the producer is on the Material Producer List for "Metal Beam Guard Fence (Rail Element Manufacturers)." - Obtain "Buy America" Form 1818 (D-9-USA-1) Material Statement with corresponding Mill Test Reports (MTR's) and Certifications. - Attach SiteManager QM test report. ■ Steel Posts and Hardware: Obtain "Buy America" Form 1818 (D-9-USA-1) Material Statement with corresponding Mill Test Reports (MTR's) and Certifications. ■ Terminal Anchor Posts: Attach SiteManager QM test report. ■ Wood Posts and Blockouts: - Verify the producer is on the Material Producer List for "Timber Treating Plants and Manufacturers." - Obtain Form 2148 Certificate of Compliance Treated Timber Products. - Attach SiteManager QM test report. ■ Composite Material Blocks and Posts: - Verify the producer is on the Material Producer List for "Metal Beam Guard Fence (Composite Material Blocks and Posts)." - Attach SiteManager QM test report.	District obtain "Buy America" Form 1818 (D-9-USA-1) Material Statement with corresponding Mill Test Reports (MTR's) and Certifications.
633304001	0095	05406006	MTL BEAM GD FEN TRANS (THRIE-BEAM)	EA	Obtain material source verification documents for all materials received. ■ Rail Elements: - Verify the producer is on the Material Producer List for "Metal Beam Guard Fence (Rail Element Manufacturers)." - Obtain "Buy America" Form 1818 (D-9-USA-1) Material Statement with corresponding Mill Test Reports (MTR's) and Certifications. - Attach SiteManager QM test report. ■ Steel Posts and Hardware: Obtain "Buy America" Form 1818 (D-9-USA-1) Material Statement with corresponding Mill Test Reports (MTR's) and Certifications. ■ Terminal Anchor Posts: Attach SiteManager QM test report. ■ Wood Posts and Blockouts: - Verify the producer is on the Material Producer List for "Timber Treating Plants and Manufacturers." - Obtain Form 2148 Certificate of Compliance Treated Timber Products. - Attach SiteManager QM test report. ■ Composite Material Blocks and Posts: - Verify the producer is on the Material Producer List for "Metal Beam Guard Fence (Composite Material Blocks and Posts)." - Attach SiteManager QM test report.	District obtain "Buy America" Form 1818 (D-9-USA-1) Material Statement with corresponding Mill Test Reports (MTR's) and Certifications.

The Project Documentation tab will list only the items in the given CSJ. Note that if an item is REMOVE or RELOCATE, the spreadsheet is not smart enough to recognize that no new materials are required and will list documentation requirements anyway. Just ignore those!!!



The Project Engineer:

- verifies that furnished Metal Beam Guard Fence material is from a Department-approved source on the current Material Producer Lists entitled:
  - [“Timber Treating Plants and Suppliers”](#) for timber blocks and posts,
  - [“Composite Material Blocks and Posts for Metal Beam Guard Fence”](#) for composite material blocks and posts,
  - [“Metal Beam Guard Fence Rail Element Manufacturers”](#) for rail elements,

NOTE: Each approved manufacturer’s rail element brand description is shown on the Material Producer List.

- visually inspects timber posts and blocks, (See [SECTION 76 – TREATED TIMBER PRODUCTS.](#))
- receives [Form 2148, “Certification of Compliance \(Treated Timber Products\),”](#) for each shipment of timber blocks and posts, (See Section 492.2.2, “Identification” in the [Standard Specifications.](#))
- visually inspects galvanized coating on steel items for bare spots, peeling, flaking, or handling damage, (See [SECTION 32 – GALVANIZED COATINGS.](#))
- attaches SiteManager QM test report for timber blocks and posts, composite material blocks and posts, and rail elements,
- obtains a completed [Form 1818 \(D-9-USA-1\), “Material Statement,”](#) with mill test reports (MTRs), certifications, and galvanizing reports for **all steel components** of metal beam guard fence (see [SECTION 16 – BUY AMERICA DOCUMENTATION PROGRAM](#)), and
- advises MTD of any unacceptable material received at the job site.



- SiteManager Website: <http://crossroads/org/cst/cmisd/sitemgr.asp>
- Inspector Development Program Website: <https://tntoday.dot.state.tx.us/cst/Pages/IDP.aspx>
- Report Server Page: <http://smcustrpt/org/cst/smrptsvr/home.asp>
- Materials and Tests: <https://www.txdot.gov/inside-txdot/division/materials-and-tests.html>  
(MIG, DMS, MPL, Test Procedures, Guide Schedule, Project Records Checklist)



### SiteManager Questions:

- SiteManager Help Desk – 512-416-2553  
[CST\\_Sitemanager@txdot.gov](mailto:CST_Sitemanager@txdot.gov)
- Cullen Pfeiffer – 512-416-2541  
[Cullen.Pfeiffer@txdot.gov](mailto:Cullen.Pfeiffer@txdot.gov)
- Aaron Lenz – 512-416-2462 [Aaron.Lenz@txdot.gov](mailto:Aaron.Lenz@txdot.gov)



**Coatings & Traffic Materials** - Kristina Santos, Raymond Merritt

**Flexible Pavements** - Travis Patton, Enad Mahmoud

**Rigid Pavements & Concrete Materials** - Rachel Cano

**Soils & Aggregates** - Michael Dawidczik

**Prefabricated Structural Materials** - Jana Buck (512)506-5920,  
Jennifer Warnick (254) 867-2766, Miranda Unruh (512)506-5929

**Quality Assurance** - Thomas Smith

**Materials and contacts listed by functional category:**

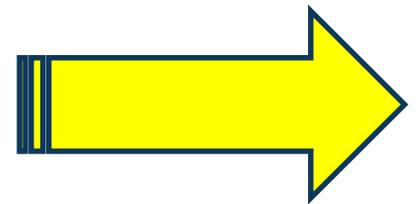
<http://crossroads/org/cst/docs/OrgInfo/FunctionalDir.pdf>

**We are here to help you!**



There are no silly questions. If we cannot answer your question, we will find someone who can and get an answer back to you.

Thank you for your time!





## Final Completion Spreadsheet Discussion





- *Final Prompt Pay*
- *Final NOT*
- *Final Payrolls*
- *Final Contractor Evaluation*



## Form 2177

- ✓ Contractors' request a Semi-final estimate be run with final quantities so an accurate, and truly final, prompt pay report can be submitted.

### ➤ Suggested change:

- ✓ The final form is due within a month after final quantities are determined and paid (semifinal progress estimate).



## No Changes

**Article 506.1.4:** Notice of Termination (NOT). Upon concurrence of the Engineer, submit an NOT, if applicable, to the TCEQ within 30 days of the engineer's approval that 70% of native background vegetative cover is met or equivalent permanent stabilization have been employed in accordance with the TPDES GP TXR 150000. Provide a signed copy of the NOT to the Engineer and any other MS4 operators at the time of submittal.



## No Changes



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- ❖ Not a contractor's submission. The AE is responsible to schedule and complete with the contractor.
- ❖ The DE must sign the final evaluation.
  - District is responsible for Site Manager entry of final score.
  - ✓ Final Estimate cannot be generated without Final Contractor Evaluation entry in Site Manager.
  - ✓ The hard copy of the Final Contractor Evaluation must be delivered to Construction Division in confidential envelope. The hard copy evaluation will be returned to the district following review. No electronic copies allowed.
  - ✓ CST monitors scores and notifies contractors by letter for those that need improvement.



## Contract Audits:

- ✓ AO 30, 60, 90% ?
- ✓ DCO 45, 75%, Final? 50% & Final?

*It is better to audit and collect outstanding paperwork during the course of project construction rather than waiting till the end.*

# Anytime is AUDIT time



- ✓ Weekly with contractor
- ✓ Monthly after estimate

RPT-ID: RCPINSWK USER: JBENAVI				STA Departme UNPAID INSTALL CONTRACT I	<table border="1"> <tr> <th>Total Bid Quantity</th> <th>QTY Paid To Date</th> </tr> <tr> <td>142,225.00</td> <td>29,931.75</td> </tr> </table>		Total Bid Quantity	QTY Paid To Date	142,225.00	29,931.75	DATE: 02/12/2020 PAGE: 1 OF 7
Total Bid Quantity	QTY Paid To Date										
142,225.00	29,931.75										
LIN	Item Code	Description	Supplemental Description 1	Supplemental Description 2	Location	DWR Date	Entered By	Fed St Prj Nbr:	PCN:	Qty Reported to Date:	Qty Authorized to Date:
0252	05026018	WORK ZONE RUMBLE STRIPS	Adding Temporary Rumble Strip Stand			02/03/20				172.00	
		N SH 16 LOT 81									
02/04/20		SB SH 16 LOT 82									
02/06/20		SB SH 16 LOT 83									
02/07/20		SB SH 16 LOT 84									
02/08/20		SB SH 16 LOT 85									
Category Number: 001											
0065	01106001	EXCAVATION (ROADWAY)								66,183.55	66,183.55
02/03/20		NB SH 16 LOT 81									

Line No.	DWR Date	DWR Qty	Item Description	UOM	Remarks (DWR Work Item)	Location	Begin STA	Offset	End STA	Offset	Plan Page Nbr
3605	01/24/2020	1.000	PED DETECTOR CONTROLLER UNIT	EA		HANZ ROAD	115 +0	LT 25	115 +0	LT 25	1115
3650	01/24/2020	2.000	RADAR ADVANCED DETECTION DEVI	EA		RIVER ROAD	154 +0	RT 25	154 +0	RT 25	1107
3730	01/24/2020	249.000	HEADER TYPE EXPANSION JOINT	LF		NB GUADALUPE RIVER BRIDGE	106 +0	LT 50	109 +70	LT 50	921
3940	01/24/2020	165.000	HEADER TYPE EXPANSION JOINT	LF		GRUENE NB	125 +65	LT 50	128 +34	LT 50	935
4145	01/24/2020	180.000	HEADER TYPE EXPANSION JOINT	LF		ROCK ST NB	130 +30	LT 50	131 +56	LT 50	953
4545	01/13/2020	2071.670	COMPOST MANUF TOPSOIL (4")	SY		NB MAIN LANES (330 X 56.5) / 9	133 +70	RT 75	137 +0	RT 75	0
4545	01/13/2020	621.000	COMPOST MANUF TOPSOIL (4")	SY		NB MAIN LANES (243 X 23) / 9	131 +27	RT 75	133 +70	RT 75	0
4570	01/13/2020	621.000	DRILL SEEDING (PERM) (URBAN) (CL)	SY		NB MAIN LANES (243 X 23) / 9	131 +27	RT 75	133 +70	RT 75	0
4570	01/13/2020	2071.670	DRILL SEEDING (PERM) (URBAN) (CL)	SY		NB MAIN LANES (330X 56.5) / 9	133 +70	RT 75	137 +0	RT 75	0
4575	01/13/2020	2071.670	DRILL SEED (TEMP)(WARM OR COOL	SY		NB MAIN LANES	133 +70	RT 75	131 +27	RT 75	0
4575	01/13/2020	621.000	DRILL SEED (TEMP)(WARM OR COOL	SY		NB MAIN LANES	131 +27	RT 75	133 +70	RT 75	0
4580	01/24/2020	94.500	VEGETATIVE WATERING	MG		NB MAIN LANES	154 +8	LT 50	272 +0	LT 50	0
4585	01/13/2020	621.000	SOIL RETENTION BLANKETS (CL 1) (T	SY		NB MAIN LANES (243 X 23) / 9	131 +27	RT 75	133 +70	RT 75	0
4585	01/13/2020	2071.670	SOIL RETENTION BLANKETS (CL 1) (T	SY		NB MAIN LANES (30 X 56.50) / 9	133 +70	RT 75	137 +0	RT 75	0
					STA. 249+41.66 TO STA. 261+31.45 = 1189.79 X 22.67 X .67 / 27 = 669.32 CY STA. 261+31.45 TO STA. 265+00 = 368.55 X 19.33 X .67 / 27 = 176.78 CY						
4590	01/16/2020	846.100	FL BS (CMP IN PLC)(TYD GR1-2)(FVAL	CY	TOTAL = 846.10 CY	NB MAIN LANES	249 +41.66	LT 25	265 +0	LT 25	0

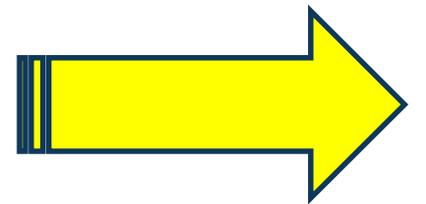


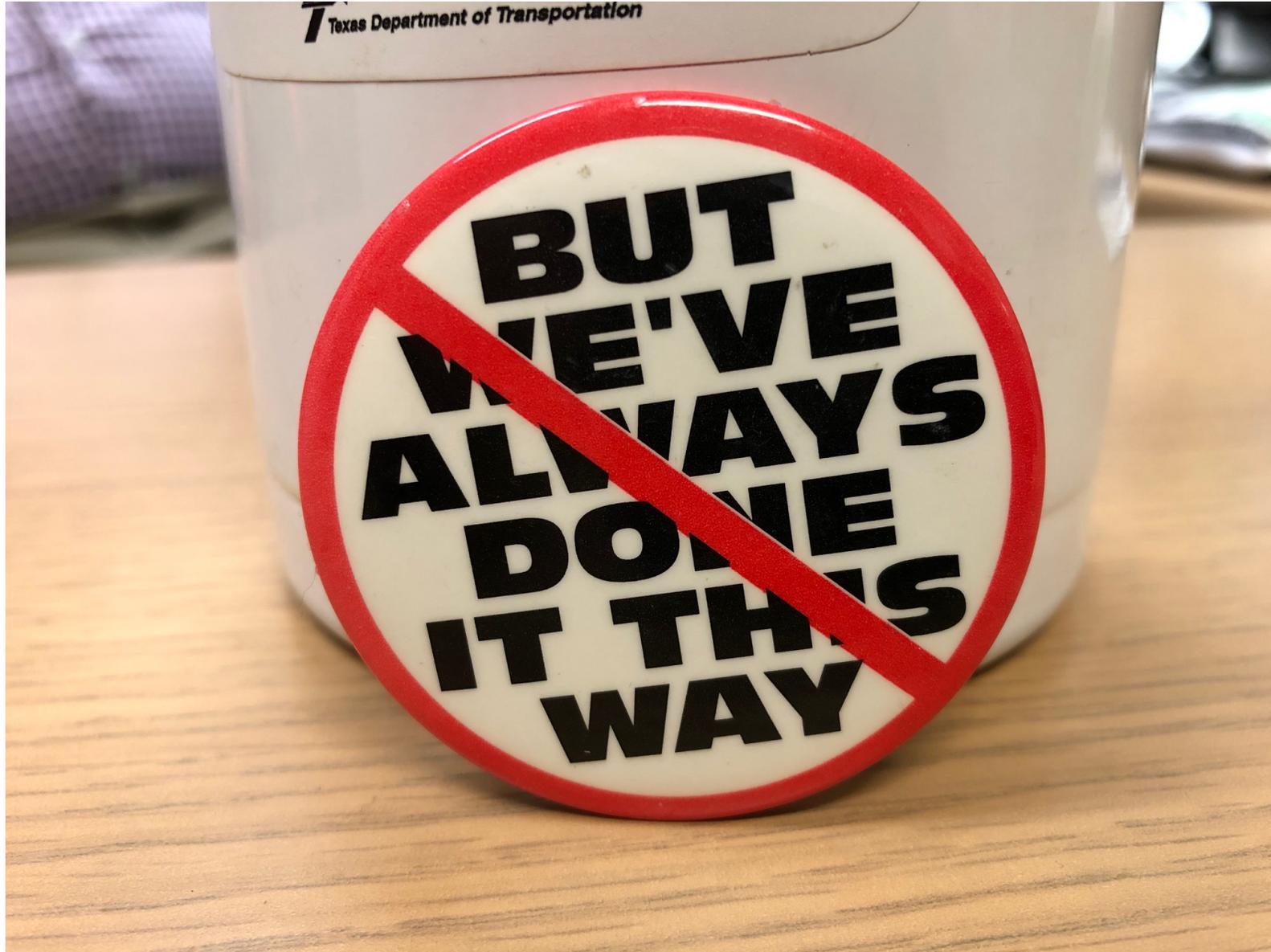
<p><b>Contract Administration</b></p> <p>CSJ: <input type="text"/></p> <p>Audited By: <input type="text"/></p> <p>Date: <input type="text"/></p> <hr/> <p><b>PRE-CONSTRUCTION</b></p> <p>Pre-Con Agenda (Form 27) Full copy of complete agenda and safety meeting agenda attached</p> <p><input type="checkbox"/> Complete <input type="checkbox"/> Incomplete, see note</p> <hr/> <p>Contractor Contacts (Form 28) Due at pre-con unless otherwise noted. Must be completed by Prior to start of work</p> <p><input type="checkbox"/> Complete <input type="checkbox"/> Incomplete, see note</p> <hr/> <p>Preliminary Schedule Due 7 days prior to pre-construction meeting</p> <p><input type="checkbox"/> Complete, note date received, CPM or bar chart <input type="checkbox"/> Incomplete, see note</p> <hr/> <p>SW3P Environmental</p> <p><input type="checkbox"/> CSN posted on bulletin board <input type="checkbox"/> TxDOT &amp; Contractor Meeting <input type="checkbox"/> Incomplete, see note</p>	<p><b>Subcontracts</b> Ensure all the following items are completed</p> <p><input type="checkbox"/> Completed Form 2802 <input type="checkbox"/> All DBE subcontractors-fully executed <input type="checkbox"/> Federally Funded Projects-one copy <input type="checkbox"/> Incomplete, see note</p> <p>Note: <input type="text"/></p> <hr/> <p><b>DURING CONSTRUCTION</b></p> <p>1295 - Certificate of Interested Parties Required if existing contract increase in value by \$1 million or more</p> <p><input type="text"/></p> <hr/> <p>Material on Hand MOH Check one material per quarter that reached the 60-day threshold, note reviewed</p> <p><input type="checkbox"/> Paid invoice or cancelled check on file</p> <hr/> <p>Payrolls Ensure submitted electronically via email</p> <p><input type="checkbox"/> Proper work classifications used <input type="checkbox"/> Correct hours reported <input type="checkbox"/> Correct workers reported if on non-project <input type="checkbox"/> Payroll submitted for correct project <input type="checkbox"/> Cross-reference subcontractor list <input type="checkbox"/> All labor interviews review completed</p>	<p>Note: <input type="text"/></p> <hr/> <p>Prompt Payment Certification Ensure Form 2177 received each month payment received</p> <p><input type="checkbox"/> Complete <input type="checkbox"/> Incomplete, see note</p> <hr/> <p>SW3P Environmental Reference Standard Specification Item 506.3 and related special provisions</p> <p><input type="checkbox"/> Weekly 2118 inspections on file <input type="checkbox"/> Incomplete, see note</p> <hr/> <p>Force Account Work FA work on project, use Form 316 or approved equivalent</p> <p><input type="checkbox"/> Equipment rates <input type="checkbox"/> Material cost <input type="checkbox"/> Verified against CO <input type="checkbox"/> Labor wages checked <input type="checkbox"/> Submitted monthly <input type="checkbox"/> Incomplete, see note <input type="checkbox"/> N/A</p> <p>Note: <input type="text"/></p>	<p>Progress Schedules</p> <p><input type="checkbox"/> Baseline <input type="checkbox"/> Monthly Update in SM checklist events <input type="checkbox"/> If applicable, Time Impact Analysis</p> <p>Note: <input type="text"/></p> <hr/> <p><b>FINAL COMPLETION</b></p> <p><input type="checkbox"/> Final Contractor Evaluation, prior to acceptance, signed by DE submitted to CST Division <input type="checkbox"/> Final Prompt <input type="checkbox"/> Final DBE Payment <input type="checkbox"/> Final NOT if applicable <input type="checkbox"/> Final Payrolls</p> <p>Note: <input type="text"/></p>
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# Question & Answer Time

(Submit through Q&A only to all)







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