

2016 TDOT Local Programs Construction Phase Overview





Important TDOT Approval Documents

Notice to Proceed with Construction Phase

Sixth Edition, March 2016

Local Government Guidelines for the Management of
Federal and State Funded Transportation Projects

8.2 CONSTRUCTION PHASE PROCEDURES

At this point, the pre-construction activities are complete and the LG shall not proceed with construction phase activities until the Notice to Proceed is received.

NOTICE TO PROCEED WITH THE FUNDED

CONSTRUCTION PHASE

OF PROJECT DEVELOPMENT

PIN:

FEDERAL PROJECT NUMBER:

STATE PROJECT NUMBER:

ROUTE (STREET NAME):

FROM:

TO:

CITY:

COUNTY:

REGION:

Effective Date:

Date of Transmittal:

This letter serves as your official **Notice to Proceed** with the above referenced phase of work for the subject project. The Local Government shall perform this phase of project development in accordance with the Local Government Guidelines provided on the Local Program Development Office website at <http://www.tn.gov/tdot/section/local-programs>. **Any work performed ahead of a Notice to Proceed's Effective Date will not be reimbursed.**

You may procure, in accordance with law, a consulting engineering firm to do all phases of construction at this time. Please refer to Section 1.6 of the Local Government Guidelines for guidance on consultant selection, if needed. Please provide a copy of the executed contract with the consultant and a copy of the notice sent to the consultant indicating the date work was authorized on the phase of the project mentioned above. These documents should be addressed to Manager, Local Program Development Office and sent by email to Local.Programs@tn.gov. **Note: If the person in responsible charge for this phase of the project has changed since Form 3-1 (Project Initiation Form) was submitted, the Local Government shall resubmit the responsible charge page (Form 1-1) at this time to the Local Programs Development Office at the email below.**

If you have questions or concerns regarding this matter, please direct them to Kip Mayton at 615.741.5314 in the Local Programs Development Office. You may contact us by email at: Local.Programs@tn.gov.

Figure 8-2 – NTP with Construction Phase



Pre-Construction and Construction Procedures

Sixth Edition, March 2016

Local Government Guidelines for the Management of Federal and State Funded Transportation Projects

CHAPTER 8 - PRE-CONSTRUCTION AND CONSTRUCTION PROCEDURES

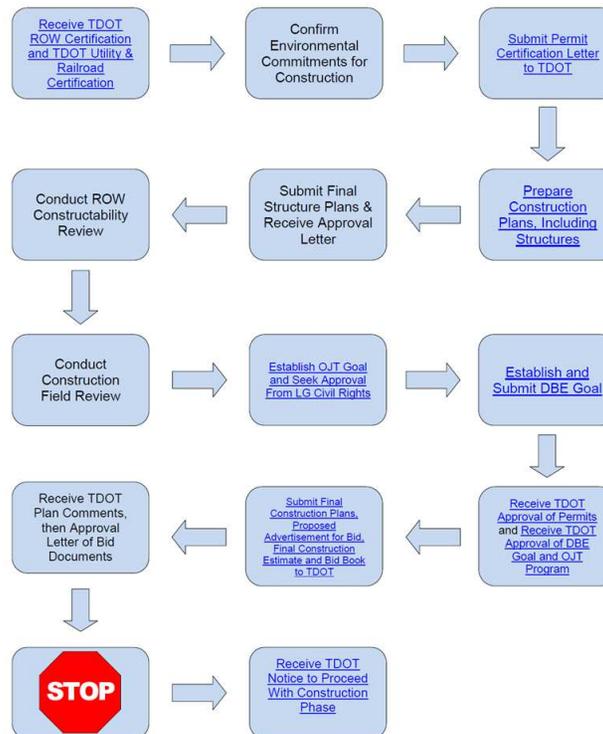


Figure 8-1 – Pre-Construction & Construction Flow Chart



Pre-Construction and Construction Procedures

Sixth Edition, March 2016

Local Government Guidelines for the Management of
Federal and State Funded Transportation Projects

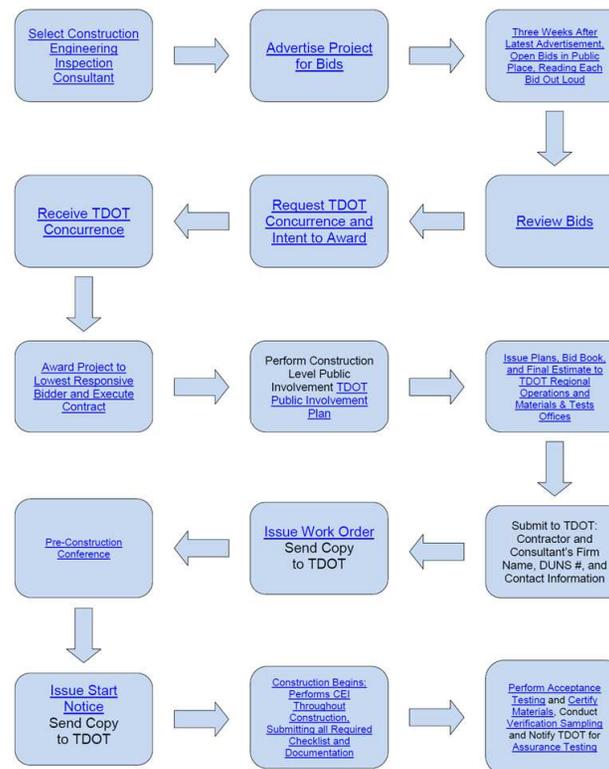


Figure 8-1 – Pre-Construction & Construction Flow Chart (continued)

Pre-Construction and Construction Procedures



Sixth Edition, March 2016

Local Government Guidelines for the Management of
Federal and State Funded Transportation Projects

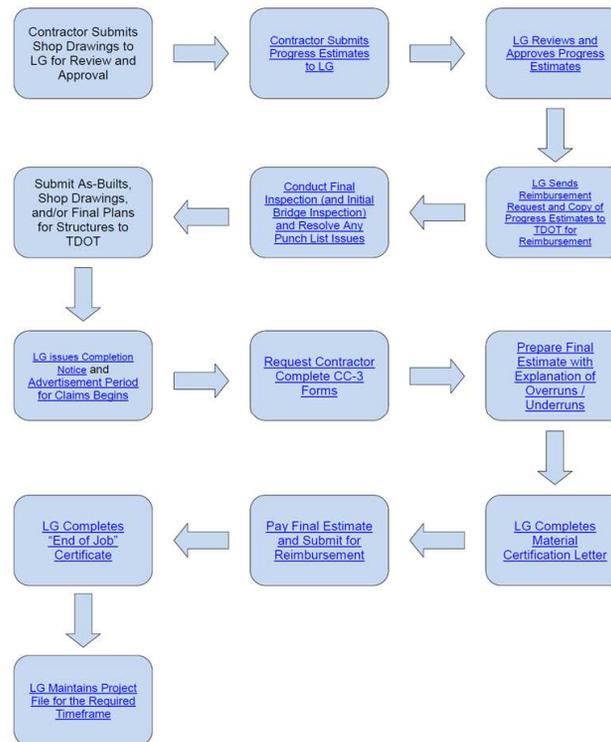


Figure 8-1 – Pre-Construction & Construction Flow Chart (continued)



Important TDOT Approval Documents

Concurrence of Award of Construction Contract

Sixth Edition, March 2016

Local Government Guidelines for the Management of
Federal and State Funded Transportation Projects

Government Project Supervisor and all inspectors. The CEI firm must be selected as described in [Section 1.6](#).

If a proposal contract contains a DBE Goal ([TDOT SP 1247](#)), the contractor must submit with its bid, or within three (3) business days of the bid opening, the names, ethnicities, and genders of the TNUCP certified DBEs that will be used on the project, and the amount of subcontracts to be completed by the DBE ([Form 8-5](#)), or provide the necessary requirements for good faith efforts as specified in [SP 1247](#). The LG must submit this form with their bid concurrence package to the [LPDO](#) and copy the [TDOT Civil Rights Office](#).

8.2.7 AWARD OF THE CONTRACT

The award of the contract shall be in general accordance with [Section 103](#) of the TDOT Standard Specifications.



Until this bid concurrence is received, the LG may not award a contract to the contractor nor may it issue a work order. Failure to follow these procedures could result in a loss of funding for the Construction Phase of project development.

Once the TDOT Construction Office and TDOT Estimating and Bid Analysis Office concurs in the intent to award, the LG can proceed with the execution of the contract with the responsive low bidder. The LG will issue the contractor a copy of the Proposal Contract for signature. The contractor shall return the signed copy to the LG with a fully executed Payment and Performance Bond equal to one hundred (100) percent of the contract amount. The signed proposal contract and bond shall be returned within ten (10) days or the contract may be canceled and the Proposal Bond/Guarantee forfeited. Any necessary railroad insurance must also be submitted in accordance with the railroad agreements prior to the final execution of the contract (twenty (20) calendar days are allowed for this). **The signed contracts shall be distributed such that LPDO, the Contractor, the Surety, and the LG all receive signed copies.**

The LG shall submit all contractor and consultant firm's name, street address (with nine-digit zip code), DUNS number, and contact persons information to the LPDO by electronic means (email at Local.Programs@tn.gov).

At least seven days prior to the pre-construction conference, the LG shall send, by electronic means, a set of plans, a copy of the bid book and final cost estimate to the [TDOT District Operations Engineer/Manager](#) and the [TDOT Regional Materials and Tests Supervisor](#). A copy of this email shall be sent to Local.Programs@tn.gov.

Once all the required signatures, bonds, and insurance have been submitted, the LG will provide the contractor with a work order identifying the effective Date of Construction. The effective date is typically 21 calendar days after the issuance of the work order. **The LG shall also provide a copy of the work order via email to the TDOT District Operations Engineer/Manager and the LPDO.**



Pre-Construction and Construction Procedures

- The Local Government Guidelines describes a linear process, however many of these events could occur simultaneously or at a much later timeframe in the project process. Please be aware of the specific requirements for all processes in the construction phase relative to any approvals or submittals that are time sensitive. An example is a mix design, which will be discussed late in the presentation but it will be an item that will require approval near the start of construction.
- Also, the guidelines outline the high level documentation process for the project and does not outline the specific inspection or testing requirements for individual items.
Specific inspection requirements such as ADA requirements will be checked in the field.



When do you need Construction Inspection Services performed to TDOT standards?

- The LG shall hire an independent consulting firm for Construction Engineering Inspection (CEI) services to monitor the project and complete all the necessary inspection and documentation as outlined in the TDOT Proposed Scope of Work for CEI. The LG may use the same consultant for both the design phase and CEI phase of the project for small size projects only. For mid-range and large size projects, the selected CEI consultant shall not be associated with any other aspect of the project. Please refer to Section 3.1 and to the Local Version of TDOT Consultant Selection Policy (Form 1-2) for further information on this important requirement. The selected CEI consultant shall be a pre-qualified consulting firm on the TDOT pre-qualified list. All CEI staff shall be qualified in accordance with TDOT requirements.
- Depending on the type, amount, and difficulty of work, the Local Government may request that its own qualified forces be used to document and inspect the work in accordance with these guidelines. The use of local forces must be pre-approved by TDOT. Contact the LPDO for additional information.



Criteria For Allowing Local Governments To Manage Projects



Local Government Guidelines Form 1-2
March 1, 2016

ATTACHMENT A - Consultant Selection for Locally Managed Projects

Size of Project	Type of Project	Procurement Requirements
<p>SMALL projects</p> <ul style="list-style-type: none"> Must have a full-time employee on staff with experience managing transportation projects. Must hire consultants for all phases of the project from TDOT's approved list if the Local Government has not been approved by TDOT to use their own forces. The consultants must be qualified in the required area of expertise. 	<ul style="list-style-type: none"> Transportation Alternatives intersection improvements without significant ROW (under one acre of disturbance) Safe Routes to School resurfacing striping signing guardrail installation signalization some bridge replacement projects (under one acre of disturbance) non-construction/service contracts (as listed in Chapter 10 of the LGG) low-risk and exempt ITS 	<ul style="list-style-type: none"> Local Government can use the same consultant for the entire project (planning, preliminary engineering and CEI)
<p>MID-RANGE projects</p> <ul style="list-style-type: none"> Must have a qualified, full-time professional engineer on staff. Must hire consultants for all phases of the project from TDOT's approved list. The consultants must be qualified in the required area of expertise. 	<ul style="list-style-type: none"> roadway widening realignment of existing roadway signalization projects with the addition of turn lanes intersection improvements with significant ROW (over one acre of disturbance) bridge replacement projects requiring significant land acquisition (over one acre of disturbance) projects with environmental requirements greater than a categorical exclusion but lesser than an EIS high-risk ITS 	<ul style="list-style-type: none"> The selected CEI consultant shall not be associated with any other aspect of the project.
<p>LARGE projects</p> <ul style="list-style-type: none"> Must have a qualified, full-time professional engineer on staff with extensive experience working with federally-funded transportation projects. Must hire consultants for all phases of the project from TDOT's approved list. The consultants must be qualified in the required area of expertise. 	<ul style="list-style-type: none"> construction of new facilities widening of existing roadways realignment of existing roadways that require significant land acquisition (over 10 acres) environmental clearances that require an EIS 	<ul style="list-style-type: none"> The selected CEI consultant shall not be associated with any other aspect of the project.



Materials and Tests Charges for Local Government Projects

- The Tennessee Department of Transportation's Material and Tests Division requires payment for any materials testing done on construction projects. As stated in the Local Government's contract with TDOT, materials charges/departments oversight charges are the responsibility of the Local Governments. Therefore, when a Local Government utilizes the TDOT laboratory or certified personnel as a third party for Acceptance Testing, Independent Assurance Testing, Verification Testing, or Mix Design Approval, an invoice will be sent to the Local Governments for payment for such testing/approval at the end of each month or upon completion of a project. The Local Government representative will be asked at the preconstruction meeting to complete an information sheet to ensure proper distribution for the respective testing invoices.



Materials and Tests Charges for Local Government Projects


STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
MATERIALS & TESTS DIVISION
6601 CENTENNIAL BOULEVARD
NASHVILLE, TENNESSEE 37243-0360
(615) 350-4100

JOHN C. SCHROEK
COMMISSIONER

BILL HASLAM
GOVERNOR

Local Government information

PIN: _____
County: _____
Federal Project No: _____
State Project No: _____
Contract No: _____
Description: _____

The Tennessee Department of Transportation's Materials & Tests Division requires payment for any materials testing done on construction projects. Local Governments should expect a monthly invoice for payment when material testing is performed by TDOT. This includes material mixture design review and approval.

In order to ensure proper distribution of invoices, please complete the following information and send to the Materials & Tests Division office via e-mail TDOT.MaterialsTests@tn.gov or by mail using the address above.

The following information is where the invoices for test charges should be sent for payment.

Local Government Name: _____
Address: _____

Phone: _____
Contact Name: _____
Contact Phone: _____
Contact E-mail: _____

Notes:

Updated 3-15-14



Pre-Construction Procedures

LOCAL GOVERNMENT REPRESENTATIVE

- The Local Government (LG) must designate a Project Supervisor and an Official who will be responsible for the administration of the project, including, but not limited to: requesting authorization of funds, requesting award of contract, supervision of the CEI, authority to approve changes, and accountability for contract compliance (23 CFR 635.105) as outlined in Chapter 3: Getting Started.
- The LG will act on the behalf of the Tennessee Department of Transportation (TDOT) for the administration of construction projects and that in accordance with federal regulations, funds may be withheld for non-compliance of federal rules and regulations (23 CFR 1.36):

“If the Administrator determines that a Local Agency has violated or failed to comply with the Federal laws or the regulations in this part with respect to a project, he may withhold payment to the Local Agency of Federal funds on account of such project, withhold approval of further projects by the Local Agency, and take such other action that he deems appropriate under the circumstances, until compliance or remedial action has been accomplished by the Local Agency to the satisfaction of the Administrator.”



Construction Procedures

- **AWARD OF THE CONTRACT**



- **The Local Government shall request TDOT concurrence in its intent to award the contract to the lowest responsive bidder. This request shall be sent to the Manager of the Local Program Development Office by electronic means (email at Local.Programs@tn.gov) who will forward it to the TDOT Construction. Until this concurrence is received, the Local Government may not enter into contract with the contractor nor may it issue a work order. Failure to follow these procedures could result in a loss of funding for the Construction Phase of project development.**



Construction Procedures

- Once the TDOT Construction Office and TDOT Estimating and Bid Analysis Office concurs in the intent to award, the LG can proceed with the execution of the contract with the responsive low bidder. The LG will issue the contractor a copy of the Proposal Contract for signature. The contractor shall return the signed copy to the LG with a fully executed Payment and Performance Bond equal to one hundred (100) percent of the contract amount. The signed proposal contract and bond shall be returned within ten (10) days or the contract may be canceled and the Proposal Bond/Guarantee forfeited. Any necessary railroad insurance must also be submitted in accordance with the railroad agreements prior to the final execution of the contract (twenty (20) calendar days are allowed for this). **The signed contracts shall be distributed such that LPDO, the Contractor, the Surety, and the LG all receive signed copies.**



Construction Procedures

AWARD OF THE CONTRACT (CONT'D)

- At least seven days prior to the pre-construction conference, the LG shall send, by electronic means, a set of plans, a copy of the bid book and final cost estimate to the TDOT District Operations Engineer/Manager and the TDOT Regional Materials and Tests Supervisor. A copy of this email shall be sent to Local.Programs@tn.gov.
- Once all the required signatures, bonds, and insurance have been submitted, the Local Government will provide the contractor with a work order (Notice to Proceed) identifying the effective Date of Construction. The effective date is typically 21 calendar days after the issuance of the work order. **The LG shall also provide a copy of the work order via email to the TDOT District Operations Engineer/Manager and the LPDO.**



LP NIC System

- Upon award of the construction contract, the LG or CEI will need to visit <https://apps.tn.gov/tdotlp/> to enter project, contractor and subcontractor information.
- Types of information entered in LP NIC includes: contract amount, contractor's business name, contractor's contact person name, contractor's DUNS number, all subcontractors' information, and contract end date.
- If the LG has multiple construction projects underway, all projects will show on the LG's dashboard in LP NIC. The award concurrence email is the LG's notification to add construction information into LP NIC.
- For the first project entered into LP NIC, one person per LG will receive a username and password via email. There is one login per LG.
 - If you change your username and password, you will need to alert any users within your organization.



LP NIC System Screenshot

TN

Local Programs

Tennessee Department of Transportation - Local Programs

Users

Welcome back.

[Go to Log In](#)

What You Can Do

- Revise Project and Contractor information
- Add and Edit Subcontractor information

What You Will Need

- Contractor and Subcontractor information including their ID - Duns, Contact Name/Address, Contract Numbers and more

[Help and FAQs](#)

[Privacy Statement](#)

Tennessee Department of Transportation

This online service uses [cookies](#).



LPDO Help and FAQs

Questions about LP NIC:

Whitney Sullivan
Local Programs Office
615-253-1387
whitney.sullivan@tn.gov

Technical Questions:

NIC, TN - Tennessee.gov
Help Desk
(615) 313-0300 or
1-866-8TN-EGOV
help@egovtn.org



Work Order Example

City of Fayetteville

John Ed Underwood, Jr. Mayor
Gwen Shelton, Vice Mayor
Scott Collins, City Administrator



Alderman:
Danny Bryant
Marty Pepper
Dorothy Small
Michael Whisenant
Tom Young

Phone (931) 433-6154
Fax (931) 433-2557

"Where Tradition Meets Tomorrow"

110 Elk Avenue South * Fayetteville, TN 37334 * www.fayettevilletn.com

September 19, 2014

Lincoln Paving, LLC
P.O. Box 1034
Fayetteville, TN 37334

RE: Notice to Proceed with Work

PIN: 118545.00

County: Lincoln

Federal Project No.: STP-M-3310 (10)

State Project No: 521PLM-F3-013

Contract No: 130035

Description: **Roadway Resurfacing Along Washington Street**

You are hereby notified to commence work in accordance with the above-referenced contact on **Tuesday September 23, 2014** and you are to complete all work on or before **Friday November 21, 2014**.

CITY OF FAYETTEVILLE, TENNESSEE

By: 
John Ed Underwood, Mayor

Cc: Regional Construction Engineer
Regional Materials and Tests Engineer
Regional Environmental Coordinator
Manager, Comprehensive Inspections
Manager, Natural Resources Office
Director, Materials and Tests Division
Director, Small Business Development Office
Manager, Program Dev. & Sch. Office
Manager, Operations Office
Director, Labor Standards Division
HQ Finance (Contract Payments Section)
Zachary Dufour, Kimley-Horn
Jackie Hunter, CEI, Smith Seckman Reid
Scott Collins, City Manager
Jeff Siefert, Codes Director
Eddie Plunkett, Public Works Director



Construction Procedures

AWARD OF THE CONTRACT (CONT'D)

- A filing system for the construction phase of the project should be in place at this time. Project files shall consist of the contract applicable files as required by Form 8-6. Additional project files may be added as deemed necessary.
- The Local Program Guidelines Manual and respective forms are located on the TDOT website at <http://www.tn.gov/tdot/topic/local-programs-documents-and-forms> . These forms are in Microsoft Word format and easily downloadable. **Please be advised that changes to TDOT circular letters may not be reflected in the referenced forms. In addition, other required TDOT forms not referenced will need to be obtained from your respective Regional TDOT office.** **Link to TDOT Circular Letters:** <http://www.tn.gov/tdot/article/transportation-construction-circular-letters>



Construction Project File List



Local Government Guidelines Form 8-6
March 1, 2016

Construction Project Files

Project files shall be neatly organized to adequately document and record all project correspondence, and provide full support for all payments and decisions made including material certifications and test reports, calculations, invoices, etc.

Project files shall consist of the contract applicable files listed below. Additional project files may be added as deemed necessary.

Correspondence incoming & outgoing - Two project-specific Correspondence Files shall be maintained throughout the life of the project. The files consist of all project related correspondence received and sent. This includes all meeting minutes, letters, printed emails, fax documents, etc.

Pay Item file – A project folder shall be maintained per item. Folders shall contain Material Certifications/Test Reports and any support documentation (worksheets/calculations) for the specific item.

Engineer's Estimate file- Copies of the Engineer's Estimate and all the supporting documents submitted to the Finance Department for payment.

Sub-Contract file – contains all Approved Sub-Contract forms.

Plans Revisions file – contains copies of all requested plans revisions. Also, a copy of the approved request shall be placed in this folder.

Shop Drawings file – One copy of approved shop drawings shall be placed in this folder.

DBE file– contains any Disadvantage Business Enterprise related documents. Also, contains copies of the actual contract agreements between the Prime Contractor and the DBE sub-contractor.

Utility file – contains all general correspondence in regard to Utility work.

Utility Name files – A folder per Utility Name shall be created. This folder will contain any related documents concerning the specific Utility. Also, this file will contain the Utility Specific Utility Diary Sheets.

Trainee file – consists of all trainee program supporting documents.

Environmental file – consists of environmental related documents, including copies of the Notice of Coverage (NOC) and Notice of Termination (NOT).

Environmental (Construction Storm Water Inspection Certification) file – contains copies of all Construction Storm Water Inspection Certification.

Environmental (EPSC) file – contains copies of all EPSC reports including the Rainfall Data Log.

Safety (Accidents) file – contains copies of all official Police Reports of all accidents that occurred within the project limits.



Local Government Guidelines Form 8-6
March 1, 2016

Contractor Name Payroll file – A folder per Contractor Name shall be created. This folder will contain copies of all the specific contractor payrolls submitted conforming to the requirements.

Employee Interviews file – consists of all original Employee Interviews.

Change Orders file – contains copies of the submitted Supplemental Agreement with supporting documents attached and a copy of the approved Supplemental Agreement (with all required signatures).

Job Mix Formulas file – contains copies of all approved Asphalt Job Mix Formulas for the appropriate asphalt mixes included in the project.

Concrete Designs file – contains copies of all approved Concrete Designs for the appropriate types of concrete included in the project.

TCD Checklist file – This folder contains all original Traffic Control Devices Checklist submitted by the Project Inspector.

Prompt Payment file – consists of all original Prompt Payment forms submitted by the Contractor.

Monthly Construction Report file – contains copies of all Monthly Construction Reports mailed to the Prime Contractor.

Attestation of Illegal Immigrants file – contains the original form submitted by the Prime Contractor.

Contractor Performance Evaluation file – contains the original form completed by the Project Manager

End of Job file – contains copies of all project documents related to the completion of the project.



Construction Procedures

PUBLIC RELATIONS AND PUBLIC INFORMATION

- The Local Government, with the CEI, should provide timely information to the local media regarding lane closures, construction updates, and general project information. It is suggested the Local Government establish an area on its website for such information. Project specific information such as construction updates, lane closures or detours should be addressed at the appropriate time to make the motoring public aware of current conditions. Any closure or detour affecting a state route or major artery shall be coordinated with TDOT and the Local Agency.



Construction Procedures

SUBCONTRACTING OF WORK

- The prime contractor may sub-let work in accordance with Section 108.01 of the TDOT Standard Specifications, as allowed in 23 CFR 635.116 (CL 108.01-01, CL 108.01-02). In no case shall the prime contractor sublet more than seventy (70) percent of the original contract amount excluding specialty items. All subcontractors must be pre-qualified in accordance with TDOT Standard Specifications (Section 102.01).
- Please be aware that TDOT now requires all PRIME contractors (except mowing and litter removal contractors) to be licensed with the Tennessee Department of Commerce and Insurance, Board for Licensing Contractors. Contractors will not be required to have a license to bid, however, prior to recommending award of the Contract, TDOT will confirm that the lowest responsible bidder is licensed. The Contractor will be considered for award for twenty-one (21) days after the letting date (bid submittal). If the contractor does not have a license, on or before the 21 days, the contractor will be considered non-responsive, and the next lowest responsible bidder will be considered for award.



Construction Procedures

SUBCONTRACTING OF WORK

- The LG shall approve all 1st, 2nd, or greater tier subcontracts. All approved Sub-Contractors shall be on the TDOT Pre-Qualified Contractor List. An approved and executed subcontract form must be on file in the project records (Subcontract File) before a subcontractor can begin work. An approved and executed subcontract form bears all of the required signatures of the appropriate officials. The Prime Contractor shall submit to the LG completed sub-contract forms after they have been collected from the subcontractors. Form 8-7a , Form 8-7b, and Form 8-7c are provided for 1st, 2nd, and 3rd tier subcontractors. Link to Prequalification :
(<http://www.tn.gov/tdot/topic/construction-contractor-prequalification>)



Construction Procedures

SUBCONTRACTING OF WORK (CONT'D)

- FHWA requires that all subcontracts at any tier be in writing, per 23 CFR, Section 635.116(b). This includes both contracts between the prime contractor and their subcontractors, and contracts between subcontractors and their agents. Each of these subcontracts shall physically contain the following documents. NONE OF THESE DOCUMENTS CAN BE INCLUDED BY REFERENCE ONLY:
 - Form FHWA 1273 “Required Contract Provisions, Federal-Aid Construction Contracts,” and,
 - The minimum wage rates for the contract as required by Tennessee Prevailing Wage Rate Act and 29 CFR.
- It is the responsibility of the Local Government to ensure full compliance with all required provisions.



Subcontract Forms

Subcontract Form					
<i>Insert Local Government Name</i>					
<i>Insert Local Government Address</i>					
<i>Insert Phone #</i>					
Prime Contractor			Contract No.		
Street Address			Project No.		
City			Project Ref No.		
State	Zip Code		County		
Subcontractor					
Street Address					
City					
State	Zip Code				

The following items are to be subcontracted in accordance with Subsection 108.01 of the Tennessee Department of Transportation's Standard Specifications, Special Provisions, and other applicable forms.

Item	Quantity	Unit	Description	Rate	Amount
	-			\$ -	
	-			\$ -	
	-			\$ -	
	-			\$ -	
	-			\$ -	
	-			\$ -	
	-			\$ -	
	-			\$ -	
	-			\$ -	
	-			\$ -	
Total This Page					
Total Additional Pages					
Overall Total					

Prime Contractor		Contract No.
Date	Signature	Print Name and Title

Signature by the prime contractor is certifying: (1) that a written subcontract exists containing the items and quantities listed herein and all requirements and pertinent provisions of the prime contract, and (2) that no work included in the written subcontract has or will be performed prior to approval by the Department. (3) If the project is federally funded, then form FHWA 1273 must be physically included in all sub-contracts, including 2nd tier, and cannot be referenced.

Subcontractor

The above statement of Subcontract is presented with my knowledge and consent:

The subcontractor named on this form is (CHECK ONE)

A Certified DBE

Woman-owned Minority-owned

Minority-owned, not certified DBE

Woman-owned, not certified DBE

Is not a Minority Subcontractor

as defined in Section 101 of the Tennessee Department of Transportation Standard Specifications.

Subcontractor's Telephone Number: _____

Subcontractor's Employee Identification Number: _____

Date	Signature (Subcontractor)	Print Name and Title
------	---------------------------	----------------------

The Subcontractor is advised that they must comply with all applicable labor requirements of this contract. Copies of the labor requirements and wage rates can be obtained from the Prime Contractor.

THE FOLLOWING IS TO BE COMPLETED BY THE LOCAL GOVERNMENT PROJECT SUPERVISOR.

This Subcontract _____ %

Subcontracted to Date _____ %

Date	Approved By Signature	Print Name
------	-----------------------	------------

Submit Form:

By Mail to: _____ or By E-mail to: _____



Construction Procedures

DBE SUBCONTRACTS AND CIVIL RIGHTS CONTRACT COMPLIANCE

- As soon as possible after the award of the contract, the Contractor shall submit to the Local Government Project Supervisor a copy of the actual signed contract agreement between the contractor and the DBE subcontractor for each DBE. **The actual signed agreement(s) must be on file in the project records before the first progress estimate is paid.**
- If a DBE is unable to perform work committed toward a goal, the DBE shall notify the LG by a signed statement that the DBE is unable to complete the work. The contractor shall have another DBE perform the item of work or have a DBE perform other items to replace the original DBE commitment amounts. If a replacement cannot be obtained the contractor shall provide the LG with documentation of good faith efforts. Please refer to TDOT Special Provision (SP) 1247 and www.tdot.state.tn.us/civil-rights/smallbusiness/ for further guidance.
- The TDOT Civil Rights Division may be contacted to obtain additional guidance on Good Faith Effort determinations. If a DBE is unable to perform the work which they committed to perform, the prime contractor/consultant should notify the LG. Adequate effort should be made to replace the dollar amount of the lost DBE commitment.



Construction Procedures

DBE SUBCONTRACTS AND CIVIL RIGHTS CONTRACT COMPLIANCE (CONT'D)

- If the contract has a DBE Goal, a copy of the signed sub-contract agreement between the Prime Contractor and the DBE Sub-Contractor must be in the project records (DBE file) before the first progress estimate can be paid. Additional information regarding Disadvantaged Business Enterprises is located in Chapter 7: Civil Rights Compliance.
- At the Pre-Construction Conference, the Prime Contractor shall identify all DBE subcontractors indicating approximate dates for their appearance on the project.



Construction Procedures

DBE SUBCONTRACTS AND CIVIL RIGHTS CONTRACT COMPLIANCE (CONT'D)

- The DBE Company Profile (Form 8-8a) and DBE Material Supplier/Trucker Contract Certification (Form 8-8b) shall be completed in accordance with TDOT Circular Letter 1247-01 once the DBE contracts are in place as outlined in Section 7.2.9. Contact the Local Government DBE Liaison for a copy of the completed DBE Company Profile. A DBE Company Profile and the DBE Material Supplier/Trucker Contract Certification shall be completed for each DBE on the project and kept by the LG for records.



DBE Company Profile Example



Local Government Guidelines Form 8-8a
March 1, 2016

DBE Company Profile

(To be completed by the Local Government DBE Liaison or Civil Rights Coordinator on DBE Goal Projects, provide a copy to the Local Government Project Supervisor)

Date:
Contract No.:
Project No.:
PIN No.:
County:
Contract Description:
Prime Contractor:
DBE Firm:
Areas of Certification:

Type of Operation:

Contractor Trucker Regular Dealer Manufacturer

	YES	NO	N/A
Is the business' primary function to manufacture construction products? (If no, this is a red flag)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the regular dealer have an established storage facility and inventory? (If no, this is a red flag)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal contract executed by the DBE to perform a distinct element of work is on file in the Civil Rights Office (DBE Goal Contracts Only)? (If no, this is a red flag)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If no, has construction field office been contacted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subcontract Date:			
Has the Regional Construction Office submitted an approved TDOT Subcontract Form? (If no, this is a red flag)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If no, has construction field office been contacted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DBE on-site representative/contact for hiring, firing, or modifying the contract:			
Has a two party/joint check been approved by the Civil Rights Office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has a 2nd-Tier Subcontract been approved by the Civil Rights Office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



DBE Material Supplier/Trucker Contract Certification Example

Page 1 of 2

DBE MATERIAL SUPPLIER/TRUCKER CONTRACT CERTIFICATION

1. To be completed by the Prime Contractor, Subcontractor (if 2nd Tier agreement), and DBE Material Supplier/Trucker **immediately following the award of project**
2. Submit the completed form to the HQ Civil Rights Office (CRO) Small Business Development Program (SBDP) with actual Subcontract Agreement and/or purchase order **prior to pre-construction conference for project.**

Contract No.: _____ Project No.: _____ County: _____

Contract Description: _____

Prime Contractor: _____

Sub Contractor (if 2nd Tier agreement): _____

DBE Firm: _____

Describe the type of work to be completed: _____

Regular Dealers/Suppliers

- ❖ The DBE dealer shall be an established, regular business that engages, as its principle business and under its own name, in the purchase and sale or lease of the products being supplied
- ❖ The DBE dealer shall maintain a store, warehouse, or other establishment, where the products are brought, kept in stock, or sold or leased to the public in the usual course of business (A firm may be a dealer in bulk items such as petroleum products, steel, cement, gravel, stone, or asphalt without owning or operating a place of business, if the firm owns and operates the distribution equipment for the products)
- ❖ 60% of the cost of materials supplied will be counted towards DBE Goal credit only

Transportation or Hauling of Materials

- ❖ As allowed by 49 CFR Part 26 as interpreted by the SBDP. This regulation allows for DBE goal hauling-credit in either DBE trucks or in trucks leased to DBE firms. Leases cannot be TDOT contract-specific and must be approved by the SBDP Staff. The verification of truck drivers employed by DBE firms will continue to be by submission of payrolls independent from any Davis-Bacon regulations.
- ❖ DBE receives credit for the total value of the transportation services it provides on the contract using trucks it owns, insures, and operates using drivers it employs.
- ❖ The DBE may lease trucks from another DBE firm, including an owner-operator who is certified as a DBE. The DBE who leases trucks from DBE receives credit for the total value of the transportation services the lessee DBE provides on the contract.
- ❖ The DBE may also lease trucks from a non-DBE firm, including an owner-operator. The DBE who leases trucks from a non-DBE is entitled to the total value of transportation services provided by non-DBE lessees not to exceed the value of transportation services provided by DBE-owned trucks

Page 2 of 2

on the contract. The DBE is entitled to credit only the fees or commission it receives for all other non-DBE trucks used.

DBE Responsibilities:

- ❖ Does the DBE supply materials to non-DBE goal projects: Yes _____ No _____
- ❖ Does the DBE supply materials to other contractors not working on TDOT contracts: Yes _____ No _____
- ❖ Does the DBE own and operate distribution equipment for the materials supplied: Yes _____ No _____
- ❖ The DBE will be responsible for:
 1. Obtaining materials/supplies Yes _____ No _____
 2. Negotiating the price Yes _____ No _____
 3. Ensure that quality and quantity of materials are per TDOT requirements Yes _____ No _____
 4. Purchasing & making payment for the materials Yes _____ No _____
 5. Make arrangement and schedule for delivery of materials Yes _____ No _____
 6. Supplying invoices & cancelled checks verifying purchase of materials Yes _____ No _____
 7. Control over methods of work on their contract items Yes _____ No _____

By completing and signing this certification, the Prime Contractor, Subcontractor (if 2nd Tier agreement), and DBE firm agree to and acknowledge the responsibilities of the DBE as stated herein and in accordance with SP1247 of the Contract Proposal. The individual signing this certification must be an authorized company representative.

Prime Contractor Authorized Representative:

Print Name: _____ Title: _____

Signature: _____ Date: _____

Subcontractor Authorized Representative (if 2nd Tier agreement):

Print Name: _____ Title: _____

Signature: _____ Date: _____

DBE Material Supplier/Trucker Authorized Representative:

Print Name: _____ Title: _____

Signature: _____ Date: _____



Construction Procedures

DBE SUBCONTRACTS AND CIVIL RIGHTS CONTRACT COMPLIANCE (CONT'D)

- **The Commercially Useful Function (CUF) Checklist (Form 8-9) shall be completed for every DBE on all projects and submitted to the TDOT Civil Rights Office via their web address (tdot.dbe.program@tn.gov).** The Local Government Project Supervisor shall assume the responsibility of completing the CUF Checklist. The Project Inspector shall initiate the CUF Checklist as soon as the DBE starts work. The date on the CUF Checklist (Date of Review) should be the date the actual observation was made. The Project Supervisor shall send the original to the DBE Liaison. A copy of the completed DBE Company Profile and a copy of the CUF Checklist shall be sent to the TDOT Civil Rights Office with a copy provided to the LPDO.
- All work activities performed by a DBE shall be monitored and documented to ensure compliance. All work performed by a DBE shall be documented separately in the Project Diary. The DBE name, equipment, labor, and the type of work performed shall be documented. The acronym DBE shall be written beside the DBE name to distinguish DBE status. The project inspector shall ensure the DBE is performing the work reflected on the Sub-Contract.



Commercially Useful Function Checklist Example



Local Government Guidelines Form 8-9
March 1, 2016

Commercially Useful Function Checklist

Checklist Instructions:

- To be completed by the Project Inspector for each DBE on every project.
- If at any time a DBE is observed not performing a CUF or if there are any items that are suspicious, red flags or warrant further attention, this must be reported to the Local Government DBE Liaison.**
- Submit the completed form to the HQ Civil Rights Office Small Business Development Program.

Date of Review:
Reviewer's Name:
Contract No.:
Project No.:
County:
Contract Description:
Prime Contractor:
DBE Firm:
Start Date(s) of DBE Work:
Describe the type of work observed:



Local Government Guidelines Form 8-9
March 1, 2016

YES NO N/A

Management

Who does the DBE on-site representative contact for hiring, firing, or modifying the contract?

Name of on-site representative:

On-site representative reports to:

Has the on-site representative been identified as an employee of the DBE? If not, then by whom? (If no, this could be a red flag.)

Action taken:

Did the DBE sublet any items or portions of work to any other firm? (If yes, this could be a red flag.)

If yes, what percent was sublet/what items were sublet?

Name of the firm (Non-DBE or DBE):

Does the DBE on-site representative effectively manage the job site without interference from any other non-DBE contractor/subcontractor? (If no, this could be a red flag.)

If no, explain:

Has the DBE owner been present on the jobsite?
Is the DBE submitting its own payroll?
(If no, this could be a red flag.)

Action taken:

Who makes arrangement and schedule for delivery of materials?
(If not the DBE, this is a red flag.)

Action taken:

Does the prime contractor direct who the DBE is to obtain the material from and at what price?
(If yes, this could be a red flag.)

Action taken:

Major Equipment Used	Serial Number	Equipment including Trucks					
		DBE's Markings?		DBE's Operator?		Leased?	
		Yes or No	If no, list other company's markings if seen	Yes or No	If no, list company operator works for	Yes or No	If yes, list company leased from

Attach additional sheets if necessary

If equipment was leased, were copies of lease agreements provided?
If not, Action taken:



Construction Procedures

DBE SUBCONTRACTS AND CIVIL RIGHTS CONTRACT COMPLIANCE (CONT'D)

- All work activities performed by a DBE shall be monitored and documented to ensure compliance. All work performed by a DBE shall be documented separately in the Project Diary. The DBE name, equipment, labor force, and the type of work performed shall be documented. The acronym DBE shall be written beside the DBE name to distinguish DBE status. The project inspector shall ensure the DBE is performing the work reflected on the Sub-Contract.



CONSTRUCTION CONTRACT ADMINISTRATION

CONSTRUCTION

- All construction shall be completed in full compliance with the contract documents, including the Bid Book, TDOT Standard Specifications for Road and Bridge Construction, and TDOT Standard Drawings.
- The TDOT Regional Construction Manager and Materials & Tests Manager will each assign a TDOT representative to participate in the project pre-construction conference. The TDOT Construction Representative will conduct routine project reviews (at designated intervals as described in C.L. 105.11-01), attend progress meetings, and participate in the final inspection.
- For non-traditional projects, the LPDO may elect to utilize a consultant firm to conduct oversight reviews. The TDOT Regional office will need to verify with the LPDO if an oversight consultant firm will be used.



CONSTRUCTION CONTRACT ADMINISTRATION

CONSTRUCTION

- The TDOT Operations' Circular Letter File contains general guidance and requirements for the proper administration of projects.
The Circular Letters can be found at:
<http://www.tn.gov/tdot/article/transportation-construction-circular-letters>.
- Reduced requirements for non-traditional projects can be found in Chapter 10: Non-Traditional Projects.



Contract Documents

- TDOT Local Government Guidelines (LGG)
- TDOT Standard Specifications for Road and Bridge Construction (2015) and Supplemental Specifications
- TDOT Standard Drawings
- Contract including Special Provisions
- Plans
- TDOT Circular Letters
- Other referenced guidance (AASHTO, ASTM, MUTCD, ETC.)



Hierarchy of Contract Documents (§105.04)

- Special Provisions
- Plans
- Supplemental Specifications
- Standard Specifications



CONSTRUCTION CONTRACT ADMINISTRATION

PRE-CONSTRUCTION CONFERENCE

- Before any work begins, a pre-construction conference shall be held (Standard Specifications, Section 105.06) by the Local Government's Project Supervisor to discuss the contractor's plan of operation, required contract provisions, environmental commitments if applicable, erosion control, traffic control/work zone safety, utility relocations, inspection, materials acceptance, independent assurance, quality control plans, certified payrolls, DBE/sub-contractors (approximate mobilization dates), etc. Minutes (Pre-Construction Conference Minutes Form) shall be kept of this conference, including an attendance roster (Pre-Construction Conference Sign-in Sheet), and key decisions shall be fully documented. A copy of these minutes should be emailed to all attendees and to Local.Programs@tn.gov .
- A meeting announcement (Pre-Construction Conference Notice) (Circular Letter 105.06-01) (Form 8-10a) shall be sent 14 days in advance, to all parties with a vested interest in the project including, but not limited to: prime and sub contractors, material suppliers, permitting agencies, utility owners, the TDOT District Operations Engineer/Manager, TDOT Regional Materials and Tests Supervisor and other affected LGs.



CONSTRUCTION CONTRACT ADMINISTRATION

PRE-CONSTRUCTION CONFERENCE (CONT'D)

- **TDOT Materials & Tests Office and TDOT District Operations Office representatives must be present at the Pre-Construction Conference.** If both of these offices are not represented at the Pre-Construction conference, the Pre-Construction conference must be postponed until TDOT representatives can be present.
- In the Pre-Construction Conference, the following documents will be required.
 - • Pre-Construction Notice (Form 8-10a)
 - • Pre-Construction Conference Meeting Minutes (Form 8-11a)
 - • Pre-Construction Conference Sign-in Sheet (Form 8-12)
- In the case that Erosion Control and/or Utility Conferences are necessary, refer to Section 8.2.14 and/or Section 8.2.15.



Preconstruction Notice Example

RE: PRE-CONSTRUCTION CONFERENCE NOTICE

PIN: _____ State Project No.: _____
County: _____ Contract No.: _____
Federal Project No.: _____ Reference No.: _____
Description: _____

To Whom it May Concern:

A pre-construction conference is to be held _____, at _____, at the _____ in _____, Tennessee for the contract referenced above. The discussion will include details relating to project construction. Your attendance and all pertinent subcontractors are requested to attend. Utility Companies involved will also need to be present.

By copy of this notice, all utility companies are advised to attend and provide a representative capable of presenting a workable relocation plan.

It is required that you bring the following information, if applicable, to the conference:

1. Plan of construction operation and work schedule as specified in Subsection 105.06 of the T.D.O.T. Standard Specifications.
2. Erosion Control Plan as specified in Subsection 209.05 of the T.D.O.T. Standard Specifications.
3. Name of the person in charge of the project, traffic control, erosion control and their home telephone, mobile and beeper number.
4. Plan for detouring/controlling traffic.
5. Material Suppliers List - including name and location of suppliers as specified in Subsection 106.07 of the T.D.O.T. Standard Specifications.
6. Listing of ALL subcontractors and the items and/or material they are involved with.
7. Letter certifying that all temporary traffic control items to be used, fully comply with the Department of Transportation requirements as specified in Subsection 712.02 of the T.D.O.T. Standard Specifications. This letter must be signed and notarized.
8. Contractor Employee Safety and Health Program (ESHP) Certification Letter (Special Provision 107SHP & Circular Letter 107.01-01)
9. Proposed trainees and classifications as specified in Special Provision 1240.
10. A copy of the signed agreement between the prime contractor and each DBE subcontractor as specified in [Special Provision 1247](#).
11. 407 Process Control Plan for asphalt as specified in Subsection 407.03 of the T.D.O.T. Standard Specifications.
12. 604 Process Control Plan for concrete as specified in Subsection 604.03 of the T.D.O.T. Standard Specifications.

If a subcontractor or utility company representative is not able to attend, please notify this office. If I may be of assistance or additional information is needed, please contact me at _____. Persons having a disability that require access to participate at the meeting may contact the Local Government at _____, TTY _____, no less than (seven) days prior to the meeting.

Sincerely,

cc: Regional Construction Environmental Division Natural Resources Office
Regional Materials & Tests Environmental Ecology Section
Regional Safety
Environmental Planning and Permits Division
Regional ADA Coordinator
Civil Rights office
contract file



Preconstruction Meeting Agenda Items to be Discussed

AGENDA ITEMS

1. Plan of construction operation and work schedule as specified in Subsection 105.06 of the T.D.O.T. Standard Specifications.
2. Erosion Control Plan as specified in Subsection 209.05 of the T.D.O.T. Standard Specifications.
3. Name of the person in charge of the project, traffic control, erosion control and their home telephone, mobile and beeper number.
4. Plan for detouring/controlling traffic.
5. Material Suppliers List - including name and location of suppliers as specified in Subsection 106.07 of the T.D.O.T. Standard Specifications.
6. Listing of ALL subcontractors and the items and/or material they are involved with.
7. Letter certifying that all temporary traffic control items to be used, fully comply with the Department of Transportation requirements as specified in Subsection 712.02 of the T.D.O.T. Standard Specifications. This letter must be signed and notarized.



Preconstruction Meeting Agenda Items to be Discussed

AGENDA ITEMS (CONT'D)

8. Contractor Employee Safety and Health Program (ESHP) Certification Letter (Special Provision 107SHP & Circular Letter 107.01-01)
9. Proposed trainees and classifications as specified in Special Provision 1240 if applicable.
10. A copy of the signed agreement between the prime contractor and each DBE subcontractor as specified in SP 1247 to be presented.
11. 407 Process Control Plan for asphalt as specified in Subsection 407.03 of the T.D.O.T. Standard Specifications.
12. 604 Process Control Plan for concrete as specified in Subsection 604.03 of the T.D.O.T. Standard Specifications.



Preconstruction Conference Minutes Example



Local Government Guidelines Form 8-11a
March 1, 2016

Pre-Construction Conference Meeting Minutes

Date Held: _____ ATTENDEE LISTING ON LAST PAGE

Contractor: _____

Contract: _____ Estimated Start Date: _____

Project #: _____ Estimated Completion Date: _____

Reference #: _____ Estimate Cut Off: _____

Effective Date: _____ Days Allowed: _____

Project Superintendent: _____

CEI Personnel: _____

The Following Information was Discussed and Materials, if Applicable,
were Received at the Meeting.

	DISCUSSED	RECEIVED	N/A
1. Plan of Operation (Stand. Spec. 105.06)	<input type="checkbox"/>	<input type="checkbox"/>	
2. Erosion Control Plan (Stand. Spec. 209.05)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Erosion (Special Provision 107FP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Material Suppliers List - including name and location of suppliers (Stand. Spec. 106.07)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Listing of ALL Subcontractors and the items and/or material they are involved with.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Contractor Employee Safety and Health Program (ESHPP) Certification Letter (Special Provision 107SHP & Circular Letter 107.01-01)	<input type="checkbox"/>	<input type="checkbox"/>	
7. Traffic Control Certification Letter (Stand. Spec. 712.02)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Detouring/Controlling Traffic Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. 105 Letter - Certified listing of personnel including Name & License # of PE or RLS (Stand. Spec. 105.09)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. 407 Process Control Plan (Stand. Spec. 407.03)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. 604 Process Control Plan (Stand. Spec. 604.03)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Rideability: 411B <input type="checkbox"/> 411C <input type="checkbox"/> 604R <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Process Control Plan Examples

Revised: 8/21/2012
9/06/2013
12/09/2013

ANNUAL BATCH PLANT CONCRETE PROCESS CONTROL PLAN PART 1 OF 2

DATE: _____

READY MIX CONCRETE COMPANY: _____

READY MIX COMPANY LOCATION: _____

NAME:	CERT.#
NAME:	CERT.#
NAME:	CERT.#
NAME:	CERT.#

All qualified TDOT Level 2 or higher qualified Concrete Technicians shall be listed in this section or on attached sheets. Include every technician that will be working on this project and update as needed.

We hereby propose to utilize the below listed process controls to insure that the concrete delivered meets Tennessee Department of Transportation Specifications. If approved, this plan will be posted at the concrete plant along with approved mix designs for each particular project.

The following Sampling, Testing, and Inspections will be performed by T.D.O.T. Certified Plant Technicians.

- 1.) Tests to determine aggregate gradations (AASHTO T-27 with T-11 when required) will be performed prior to any batching and then a minimum of once per week or every 500 C.Y. for each source of aggregate utilized for this project. Perform *fineness modulus test on fine aggregate per AASHTO M-6 with each gradation.*
- 2.) Stockpiles will be checked daily to insure that they are being maintained in an uncontaminated and unsegregated manner. Current aggregate quality reports shall be kept on file at the plant.
- 3.) Calibration of weighing systems for aggregates, cement, fly ash, water meters, and admixture dispensing systems will be performed at the beginning of the project, then every month or as conditions warrant. Scale checks may be performed by a Certified Scale Company at a minimum interval of six (6) months.
- 4.) Assurance of accurate weighing, proper metering, and mixing of all materials and the quality of water will be verified daily.
- 5.) Mixing trucks and/or equipment, counters, concrete build-up in drums, blade wear, water gauges, etc. will be checked at the beginning of each project and randomly thereafter. Transport trucks shall be checked and approved by Tennessee Department of Transportation before use. The Producer shall update the concrete truck checklist every six (6) months and distribute to Regional Materials and Tests.

Page 1 of 2

Annual Batch Plant Cont.
Page 2

Revised: 8/21/2012
9/06/2013
12/09/2013

- 6.) Adjustment of mix proportions due to the moisture content of both fine and coarse aggregates will be performed prior to initial daily mixing and again in the afternoon if operations are continuous through AM and PM hours of the day. Moisture determination will be in accordance with AASHTO-T 255. Moisture Probes may be utilized but must be correlated and verified with a dry moisture check weekly.
- 7.) Slump (AASHTO T 119), air entrainment (AASHTO T-152 - AASHTO T-186 for concrete containing light weight aggregates) and ambient air and mix temperatures shall be checked for specifications compliance on the initial load and randomly thereafter for each day's run. Air loss during transport shall be determined on initial loads and randomly verified thereafter.
- 8.) If Class 'D' Concrete is included in the plans, SOP 4-1 is applicable. The Producer/Contractor shall check slump and air at the plant initially and randomly throughout pour to assure that the requirements are met.
- 9.) An approved report will be furnished daily to the project supervisor showing all pertinent information. Records of tests and inspections that are project specific and not included on the daily reports are to be maintained and submitted to the project supervisor upon project completion. Documents that are plant and lab specific shall be maintained at the plant systematically.
- 10.) An approved delivery ticket will accompany each load sent to the project. All information including actual batch weights of each component identified as well as other information in the Standard Specification shall be identified on the delivery ticket.

The above scheduled frequencies of testing are a minimum. Should problems become evident, they will be increased as the conditions require.

Sign Name: _____
Representative Concrete Supplier

Print Name: _____
Representative Concrete Supplier

Page 2 of 2



Process Control Plan Examples

REV. 8/21/2012
9/05/2013
12/10/2013

PROJECTS LET AFTER JANUARY 2011 PLACEMENT SITE CONCRETE PROCESS CONTROL PLAN PART 2 OF 2

DATE: _____
 CONTRACT NO: _____
 PROJECT NO: _____
 REFERENCE NO: _____
 COUNTY: _____
 CONTRACTOR: _____
 READY MIX COMPANY AND LOCATION: _____
 PRIME CONTRACTOR: _____

All qualified Field Technicians or higher qualified Concrete Technicians shall be listed in this section or an attached sheet. Include every technician that will be working on this project and update as needed.

NAME:	CERT.#
NAME:	CERT.#
NAME:	CERT.#
NAME:	CERT.#

We hereby propose to utilize the below listed process controls to insure that the concrete incorporated in the work on the above referenced project meets Tennessee Department of Transportation's specifications. If approved, this plan will be posted on the project at a place accessible to all quality control personnel.

Initial concrete loads at the beginning of pours will be checked for specification compliance prior to use. Loads that test out of specification will be rejected. All sampling, testing, and inspections will be performed by ACI or TDOT Certified Personnel.

- 1.) Tests for slump (AASHTO T-119), air and mix temperatures, and air content (AASHTO T-152/T-190) will be performed prior to placement of the first load and for each sample from which early and/or 28 day test cylinders are obtained. For bridge decks, slump, temperatures, and air content tests shall be performed on the first three loads. Thereafter, they shall be conducted at least once every fifty cubic yards (50cy). No concrete shall be placed when the rate of moisture evaporation from the freshly placed concrete exceeds 0.2 lb/ft²/hr as determined by Figure 2.1.5, American Concrete Institute Publication "ACI 306R-89." If data collected during the 24 hours prior to the pour or predictions from the National Weather Service indicate the moisture evaporation rate of 0.2 lb/ft²/hr or more, the pour should be rescheduled or the Contractor shall demonstrate to the satisfaction of the Engineer prior to the pour, that protection can be provided.

Page 1 of 2

Placement Site continued
Page 2

Rev. 8/21/2012
9/05/2013
12/10/2013

- 2.) Early test specimens for Tennessee Department of Transportation compression testing will be cast in accordance with AASHTO T-23. The Contractor shall supply the necessary curing equipment, molds, and wheelbarrow as identified in Supplemental Specification Subsection 804.03(b) and a temporary storage facility in accordance with Supplemental Specification Subsection 722-09. The frequency of casting early break cylinders will be as follows:

For Bridge Decks:

Not less than one pair to represent every fifty cubic yards (50cy). See SOP 1-1 and 4-1

For Major Structures:

Contractor shall perform all tests on the first load. At least one pair of cylinders will be made per unit per structure to represent up to 150cy for that unit of pour. See SOP 1-1

For Minor Structures:

Contractor shall perform all tests on the first load. At least one pair of cylinders will be made to represent up to 150cy for that unit of pour. See SOP 1-1

For Small Structures:

As specified in the Standard Specifications Subsection 804.03 and SOP 1-1.

For Concrete Placement:

One pair for each 300m³ (400 cy) minimum of 1 pair AM and 1 pair PM. If Class A is used, the frequency shall be as for major structures as listed above.

- 3.) Yield tests will be performed in accordance with AASHTO T-121 initially per mix design, at 240m³ (300cy) intervals and/or during pours exceeding 120m² (150 cy), and/or one for each bridge deck pour.
- 4.) A Tennessee Department of Transportation approved report will be furnished daily showing all pertinent information (Date, Contract, Item Number(s), Batch Weights, Moisture Corrections, Admixtures, Slump, Air Content, Temperatures, etc.) A delivery ticket shall accompany each load. Information to be included shall be in accordance with Section 804 of the Standard Specifications. Records of tests and inspections performed at both the batch and placement sites will be submitted to the project supervisor upon completion of the project. This submission will also include certification that the concrete incorporated into the work meets Tennessee Department of Transportation specifications.

The above scheduled frequencies of testing are a minimum, should problems become evident, they will be increased as the conditions require.

Sign Name: _____ Print Name: _____
Representative Prime Contractor Representative Prime Contractor

Sign Name: _____ Print Name: _____
Sub-Contractor Sub-Contractor

Page 2 of 2



Preconstruction Meeting Agenda Items to be Discussed

AGENDA ITEMS (CONT'D)

1. Listing of contact personnel of contractor for Traffic Control, Erosion Control, Customer Service and Employee Safety.
2. A project site bulletin board is required on all federal aid projects. The bulletin board must display required posters as noted in Circular Letter 1273-01, Project Site Poster board.
3. The Department of Labor and Workforce Development lists on their website all the posters required by the Tennessee State Government and those required by the Federal Government for all Tennessee Employers. The posters may be downloaded off of the Department of Labor website and printed. The posters are located under the Online Services menu option under Posters. **The following website can be used to obtain the required posters:** <http://www.tn.gov/workforce/article/required-posters>
4. The Civil Rights Division Regional Contract Compliance Officer can provide assistance in locating the posters / documents that are required in regard to DBEs, EEO, and Title VI.



Preconstruction Conference Minutes Example



Local Government Guidelines Form 8-11a
March 1, 2016

Pre-Construction Conference Meeting Minutes (continued)

Traffic Control: 24 Hour Emergency Contact Person (N/A)
 Name: _____
 Home Telephone: _____
 Mobile/Pager: _____

Erosion Control: 24 Hour Emergency Contact Person (N/A)
 Name: _____
 Home Telephone: _____
 Mobile/Pager: _____

Customer Service: Customer Service Representative (N/A) (Stand. Spec. 105.05)
 Name: _____
 Home Telephone: _____
 Mobile/Pager: _____

Employee Safety: 24 Hour On-Site Contact Person (N/A) (Circular Letter 107.01-01)
 Name: _____
 Home Telephone: _____
 Mobile/Pager: _____

Civil Rights

DBE/WBE (N/A) % Goal Required: _____
 ON-THE-JOB TRAINEE (N/A) Hours Required: _____

	DISCUSSED	RECEIVED	N/A
1. Copy of Signed Agreement between Prime Contractor and DBE Subcontractor, must be submitted before progress payments can begin. (Spec. Prov. 1247)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. On-the-Job Training Program – Federal Aid projects (Circular Letter 1230-01 and 1240-01)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. CC-3 certifying the amount paid the DBE(s) must be submitted when the contract is completed. Final payment will not be made until received. (Spec. Prov. 1247)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Local Government Guidelines Form 8-11a
March 1, 2016

Pre-Construction Conference Meeting Minutes (continued)

4. Special Provision: 1230 <input type="checkbox"/> , 1231 <input type="checkbox"/> , 1232 <input type="checkbox"/> , 1240 <input type="checkbox"/> , 1246 <input type="checkbox"/> , 1247 <input type="checkbox"/> , 1290 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. CUF Checklist: All DBE's on ALL projects. (Circular Letter 1247-01)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Goal Projects: Any changes to DBE's portion of work must be pre-approved by SBDP Director. (Circular Letter 1247-01)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Bulletin Board & Information (Circular Letter 1273-01)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Contract Compliance Officer:			

Items Discussed

Construction Signs Staked: Yes No N/A

	DISCUSSED	N/A
State subcontract approvals: These need to be submitted to Hdqts Construction, and approved before work can begin, for recognized subcontractors (Stand. Spec. 105.05 & 108.01 and Circular Letter 108.01-01 & 108.01-02).	<input type="checkbox"/>	<input type="checkbox"/>
Test Reports & Certifications: They are required prior to material being used. Items will not be paid for until certifications and/or test reports are received.	<input type="checkbox"/>	
Tickets: Certified weigher policy, all tickets are to have all the correct information on them.	<input type="checkbox"/>	<input type="checkbox"/>
Payrolls: All certified payrolls must be submitted to the Project Supervisor within 7 days after the regular payment date of the respective contractor's weekly payroll period or progress payments shall be withheld. The first payroll must have: Employee's Name, Address, s.s.#, Rate of Pay and their Classification. See Special Provision. If the work of the prime contractor and subcontractor is interrupted for a week or more, a statement is to be placed on the signature sheet of the payroll for the last week in which work was performed: "No additional work will be performed until further notice." If work stops for a week or more and is not anticipated, the statement "No work performed, and no work will be performed until further notice." See Stand. Spec. 107.23.	<input type="checkbox"/>	
Prompt Payment Certification: Prime contractor certifies each month that payments have been made to subcontractor. The certification shall run 2 months in arrears. Progress payments shall not be processed without this certification. (Circular Letter 109.02-05)	<input type="checkbox"/>	



Preconstruction Conference Minutes Example



Local Government Guidelines Form 8-11a
March 1, 2016

Pre-Construction Conference Meeting Minutes (continued)

Note: Mark with Check If Applicable

<i>Documentation needed during the duration of the job</i>	<i>Adjustments and/or special items that apply to this contract</i>
<input type="checkbox"/> Archaeological Cert. for Borrow Pit: (Circ Let 105.06-05 & Stand. Spec. 107.06)	<input type="checkbox"/> Asphalt Content & Gradation: (Stand. Spec. 407.20)
<input type="checkbox"/> 604 Certification of work complete: (Stand. Spec. 604.03)	<input type="checkbox"/> Asphalt Density Ded.: (Stand. Spec. 407.15)
<input type="checkbox"/> Shop Drawings Approval	<input type="checkbox"/> Defective Concrete: (Stand. Spec. 604.15, 604.20, 604.31, & Circular Letter 604.21-01. If applicable, see Spec. Prov. 501RC and/or 501UT.)
<input type="checkbox"/> Guardrail at Bridge Ends	<input type="checkbox"/> Material Variation Deduction: (Stand. Spec. 411.10)
<input type="checkbox"/> CC-3: (Spec. Prov. 1247 & Circular Letter 1247-01)	<input type="checkbox"/> Fuel: (Spec. Prov. 109A)
<input type="checkbox"/> Liquid Anti-Strip: delivery tickets & invoices (Stand. Spec. 307.08, 307.09, 411.09, & 411.10)	<input type="checkbox"/> Bit. Material: (Spec. Prov. 109B)
<input type="checkbox"/> AC: invoices (Stand. Spec. 307.08 & 411.09)	<input type="checkbox"/> Rideability: (Spec. Prov. 411B) <input type="checkbox"/> (Spec. Prov. 411C) <input type="checkbox"/>
<input type="checkbox"/> _____	<input type="checkbox"/> Rideability: 604R <input type="checkbox"/> (Stand. Spec. 604.27)
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____



Local Government Guidelines Form 8-11a
March 1, 2016

Pre-Construction Conference Meeting Minutes (continued)

Construction Special Notations: (N/A)

Safety Special Notations: (N/A)



Preconstruction Conference Minutes Example



Local Government Guidelines Form 8-11a
March 1, 2016

Pre-Construction Conference Meeting Minutes (continued)

Utilities: (N/A)

	DISCUSSED	N/A
1. Our office is to be notified 48 hours in advance of any work performed.	<input type="checkbox"/>	<input type="checkbox"/>
2. Utilities & Contractor are to coordinate their work with each other.	<input type="checkbox"/>	<input type="checkbox"/>
3. Utilities are to meet M.U.T.C.D. guidelines, Standard Specification Section 712, and Personal Protective Equipment requirements set by TOSHA, M.U.T.C.D. guidelines and TDOT.	<input type="checkbox"/>	<input type="checkbox"/>

4. TDOT Utility Coordinator: _____

Utilities Involved:	Reimbursed	Non Reimbursed
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

Utility Special Notations: (N/A)



Local Government Guidelines Form 8-11a
March 1, 2016

Pre-Construction Conference Meeting Minutes (continued)

Attendee Listing

Company	Name	Phone Number



Preconstruction Conference

ENVIRONMENTAL (EROSION CONFERENCE)

- An emphasis shall be placed on maintaining the construction project in regard to Environmental requirements. Construction projects require various permits to allow construction work to be performed. Refer to the Statewide Storm Water Management Plan (SSWMP).
- The SWPPP, the erosion control plans, and all applicable environmental permits shall be adhered to on the project.
- Various permits require routine inspections of erosion control measures, documentation of environmental issues that arise, and completion of various reports. The LG shall be responsible for compliance with all applicable environmental regulations, including reporting and records keeping (Circular Letter 209.01-02, Circular Letter 209.01-03, Circular Letter 209.01-04, Circular Letter 209.01-05, Circular Letter 209.06-01).
- In the case that a separate Erosion Control Conference is necessary due to the magnitude of environmental work related to the contract, the following documents will be required.
 - Erosion Control Conference Notice (Form 8-10b)
 - Erosion Control Conference Meeting Minutes (Form 8-11b)
 - Erosion Control Conference Sign-in Sheet (Form 8-12)



Erosion Control Conference Documents

RE: EROSION CONTROL CONFERENCE NOTICE

PIN:
 County:
 Federal Project No.:
 Description:

State Project No.:
 Contract No.:
 Reference No.:

To Whom it May Concern:

An erosion control conference is to be held _____ at _____ in _____ Tennessee for the contract referenced above. The discussion will include details pertinent to project construction. All environmental permits will be discussed. Your attendance and all sub contractors who will be involved with erosion control are requested to attend. Utility Companies involved will also need to be present. Notification of all affected utilities is the contractor's responsibility as well as notification to all of your sub contractors. If a sub contractor or utility company representative is not able to attend, please notify this office.

It is required that you bring the following information, if applicable, to the conference:

1. Name of the person in charge of the project and erosion control. This is to include their home telephone, mobile and pager number.
2. A copy of all permits involved with the project.

If a subcontractor or utility company representative is not able to attend, please notify this office. If I may be of assistance or additional information is needed, please contact me at _____. Persons having a disability that require access to participate at the meeting may contact the Local Government at _____, TTY _____, no less than (seven) days prior to the meeting.

Sincerely,

cc: Regional Construction
 Regional Environmental Coordinator
 Environmental Planning and Permits Division
 Regional ADA Coordinator
 contract file

Environmental Division Natural Resources Office
 Environmental Ecology Section



Local Government Guidelines Form 8-11b
 March 1, 2016

Erosion Control Conference Meeting Minutes

Date Held: _____ ATTENDEE LISTING ON LAST PAGE

Contractor: _____

Contract: _____ Effective Date: _____

Project #: _____

Reference #: _____

Project Superintendent: _____

CEI Personnel: _____

The Following Information was Discussed and Materials, if Applicable, were Received at the Meeting.

	DISCUSSED	RECEIVED	N/A
1. Erosion & Siltation Control Plan (Stand. Spec. 209.05)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Legal Relations & Responsibility (Spec. Prov. 107E)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Water Quality and Storm Water Permits (Spec. Prov. 107FP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Acid Producing Rock Materials (Spec. Prov. 107L)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Protection of Streams, Lakes & Reservoirs (Spec. Prov. 107M)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. NPDES Permits (Spec. Prov. 107P, Circular Letter 107.08-01)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. S.W.P.P.P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Erosion Control Conference Documents



Local Government Guidelines Form 8-11b
March 1, 2016

Erosion Control Conference Meeting Minutes (continued)

Erosion Control: 24 Hour Emergency Contact Person
 Name: _____
 Home Telephone: _____
 Mobile/Pager: _____

Items Discussed

		DISCUSSED
EROSION AND SILTATION CONTROL DEVICES	The contractor shall install the projects siltation control devices to prevent any contamination on the project. When implemented, the contractor would be responsible for the replacement and/or maintenance during the term of the contract. The contractor shall incorporate all permanent erosion and siltation features into the project at the earliest practical time.	<input type="checkbox"/>
QUANTITY LETTERS AND CERTIFICATIONS	The contractor is required to furnish quantity letters and certification on erosion control material that is placed on the project.	<input type="checkbox"/>
EROSION AND SILTATION CONTROL PLAN	The contractor is to submit an Erosion and Siltation Control Plan in accordance with Stand. Spec. 209, subsection 209.05. This is to be presented at the Pre-Construction Meeting.	<input type="checkbox"/>
CLEARING	The extent of clearing is to be held to the scope of work.	<input type="checkbox"/>
SEEDING AND EROSION CHECKS	These are to be placed following Standard Specification 209.	<input type="checkbox"/>
PROJECT PHASING	Stand. Spec. 209, subsection 209.06	<input type="checkbox"/>

Special Notations: (N/A)



Local Government Guidelines Form 8-11b
March 1, 2016

Erosion Control Conference Meeting Minutes (continued)

Attendee Listing

Company	Name	Phone Number
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Preconstruction Conference

UTILITIES AND RAILROAD

- For utility steps, flow charts, and details, refer to Chapter 6: Right-of-Way, Utility and Railroad Procedures.
- Various highway projects require the adjustment of utility facilities to accommodate the activities of the highway contractor as well as meet the physical requirements to improve the section of the highway. Utility relocation work can be performed as part of the contract or prior to start of construction on the project. In either case, adequate documentation shall be maintained. In various circumstances the appropriate utility may be reimbursed for expenses incurred for the relocation. Reimbursement will be determined before utility work begins.
- In the case that a separate Utility Conference is necessary due to the magnitude of utility work related to the contract, the following documents will be required:
 - Utility Conference Notice (Form 8-10c)
 - Utility Conference Minutes (Form 8-11c)
 - Utility Conference Sign-in Sheet (Form 8-12)



Utility Conference Documents

RE: UTILITY CONFERENCE NOTICE

PIN:
County:
Federal Project No.:
Description:

State Project No.:
Contract No.:
Reference No.:

To Whom it May Concern:

A utility conference will be held , at , at the in , Tennessee for the contract referenced above. The discussion will include details pertinent to project construction. Written notification is requested if a representative of your company is not able to attend.

If additional information is needed, please contact this office. If I may be of assistance or additional information is needed, please contact me at . Persons having a disability that require access to participate at the meeting may contact the Local Government at , TTY , no less than (seven) days prior to the meeting.

Sincerely,

cc: Regional ADA Coordinator
Regional Construction
Regional Utility Manager
Local Program Development Office
contract file



Utility Conference Documents



Local Government Guidelines Form 8-11c
March 1, 2016

Utility Conference Meeting Minutes

Date Held: _____ ATTENDEE LISTING ON LAST PAGE

Contractor: _____

Contract: _____ Estimated Start Date: _____

Project #: _____ Estimated Completion Date: _____

Reference #: _____ Estimate Cut Off: _____

Effective Date: _____ Days Allowed: _____

Project Superintendent: _____

CEI Personnel: _____

The Following Information was Discussed and Materials, if Applicable,
were Received at the Meeting.

	DISCUSSED	RECEIVED	N/A
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Local Government Guidelines Form 8-11c
March 1, 2016

Utility Conference Meeting Minutes (continued)

Traffic Control: 24 Hour Emergency Contact Person (N/A)
Name: _____
Home Telephone: _____
Mobile/Pager: _____

Erosion Control: 24 Hour Emergency Contact Person (N/A)
Name: _____
Home Telephone: _____
Mobile/Pager: _____

Customer Service: Customer Service Representative (N/A) (Stand. Spec. 105.05)
Name: _____
Home Telephone: _____
Mobile/Pager: _____

Employee Safety: 24 Hour On-Site Contact Person (N/A) (Circular Letter 107.01-01)
Name: _____
Home Telephone: _____
Mobile/Pager: _____



Utility Conference Documents



Local Government Guidelines Form 8-11c
March 1, 2016

Utility Conference Meeting Minutes (continued)

Utilities: (N/A)

- | | DISCUSSED | N/A |
|--|--------------------------|--------------------------|
| 1. Our office is to be notified 48 hours in advance of any work performed. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Utilities & Contractor are to coordinate their work with each other. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Utilities are to meet M.U.T.C.D. guidelines, Standard Specification Section 712, and Personal Protective Equipment requirements set by TOSHA, M.U.T.C.D. guidelines and TDOT. | <input type="checkbox"/> | <input type="checkbox"/> |

4. TDOT Utility Coordinator: _____

5. Utilities Involved:	Reimbursed	Non Reimbursed
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

Utility Special Notations: (N/A)



Local Government Guidelines Form 8-11c
March 1, 2016

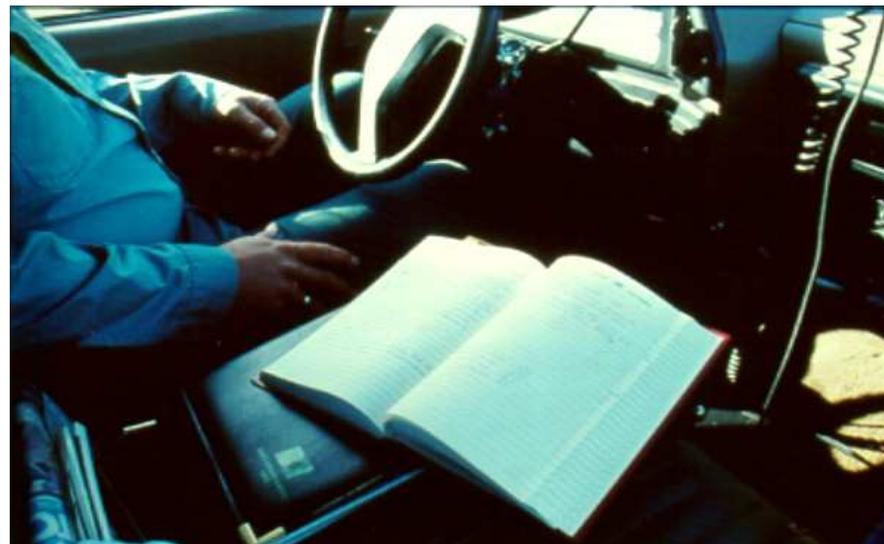
Utility Conference Meeting Minutes (continued)

Attendee Listing

Company	Name	Phone Number



Construction Contract Administration





Construction Contract Administration

CONTRACT ADMINISTRATION (CONT'D)

- Quality contract administration is a requirement to ensure that the construction project is built in accordance with the plans, specifications, and special provisions and is completed by the projected completion date. Refer to Form 8-16 for Local Government Construction Checklist.
- File Management - Project files shall be neatly organized to adequately document and record all project correspondence, and provide full support for all payments and decisions made including material certifications and test reports, calculations, invoices, etc. in accordance with 23 CFR 635.123.
- Project files shall consist of the contract applicable files as required by Form 8-6. Additional project files may be added as deemed necessary.



LGG Construction Checklist



Local Government Guidelines Form 8-16
March 1, 2016

Construction Checklist

PIN:
County:
Federal Project No.:
State Project No.:

The following checklist is intended to serve as a guide to assist the local government during the construction process. This list contains basic requirements for most types of construction projects. The local government should check the Local Government Guidelines and the TDOT Circular Letters for requirements pertaining to individual construction projects.

Requirement	Details	Comments
Local Government issues work order (LGG – Chapter 8)	Copies to: • CEI • Contractor • TDOT Regional Construction • Local Program Development Office	
LG/CEI schedules Pre-Construction Conference (schedule at least 2 weeks in advance) (CL 105.06-04)	Notify: • TDOT Reg. Const. or TDOT Consultant • TDOT Reg. Materials & Tests • TDOT Civil Rights • Contractor/Subcontractors • Utilities, etc.	
LG/CEI sends plans and copy of proposal (min. 7 days prior to Pre-Con Meeting) (LGG – Chapter 8)	Copies to: • TDOT Regional Construction • TDOT Reg. Materials & Tests	
LG/CEI issues Pre-Con Meeting Minutes (LGG – Chapter 8)	Copies to: • All attendees • Local Program Development Office	
Contractor submits required documents to LG/CEI at Pre-Construction Conference	Refer to LGG Chapter 8	
LG/CEI Issues Starting Notice on the 1 st day work is performed on project (LGG – Chapter 8)	Copies to: • Local Program Development Office • All others copied on Form-17	
LG/CEI Inspects and maintains Daily Work Reports throughout life of project (LGG – Chapter 8) (TDOT SOP 1-1 and 1-2)	All inspectors must be qualified/certified as required. All documentation must be on TDOT Local Government Forms	

Page 1 of 2



Local Government Guidelines Form 8-16
March 1, 2016

Requirement	Details	Comments
LG/CEI performs Materials Testing and gives 72 hour notice to TDOT Materials & Tests for Independent Assurance & Verification tests	TDOT SOP 1-1 and SOP 1-2	
Contractor submits asphalt and concrete mix designs for approval prior to use on project	Submit to: • TDOT HQ Materials & Tests	
Contractor submits subcontracts for approval prior to sub working on project	Submit to: • LG / CEI	
Contractor submits weekly Payrolls (CL 1273-02)	Submit to: • LG / CEI	
LG/CEI performs monthly contractor employee interview and verifies payroll information (CL 1273-03)	Copy to: • Project file	
LG/CEI issues monthly progress payments to Contractor (LGG Chapter 8)	Before payment is issued: • Contractor payrolls must be up-to-date • Labor Interviews must be on file • All Material certifications and/or test reports must be on file for documented installed quantities • All materials must come from approved sources on TDOT's QPL or Producer/Supplier List	
LG/CEI completes Monthly Construction Report (LGG Chapter 8)	Copies to: • Contractor • Surety	
LG/CEI performs Final Inspection w/ TDOT when all work is complete (LGG Chapter 8)	Copy to: • Prime Contractor	
LG/CEI issues Completion Notice when project is complete and punch list items have been addressed. Completion date to be noted in Daily Work Report. (CL 105.15-01)	Copies to: • Local Program Development Office • TDOT Regional Construction • TDOT Reg. Materials & Tests • TDOT Civil Rights	
LG/CEI/Contractor prepares Contract Finalization Documents (LGG Chapter 8)	Documents include: • Final Estimate • Overrun/Underrun Explanations • End of Job Certificate • CC-3(s) • Material Certification Letter	

Page 2 of 2



Construction Contract Administration

CONTRACT ADMINISTRATION (CONT'D)

- Proposal Contract Book - The executed Proposal Contract contains project information including contract items, item descriptions, unit prices, the total contract bid amount, special provisions, in addition to the required signatures to execute the contract.
- Starting Notice - As soon as possible after work starts, the Local Government's Project Supervisor or Local Government Official shall send a notice (Form 8-17) by email that work has started to the LPDO (Local.Programs@tn.gov) and all others copied on Form 8-17.



Starting Notice

Local Program Development Office
Tennessee Department of Transportation
Suite 600
James K. Polk Building
Nashville, TN 37243

RE: START NOTICE

PIN:
County:
Federal Project No.:
Description:

State Project No.:
Contract No.:
Reference No.:

To Whom It May Concern:

This is to advise the following on the above captioned project.

Work Begin Date:

Notice to Proceed Date:

Sincerely,

cc: Regional Construction Engineer
Regional Materials and Tests Engineer
Regional Environmental Coordinator
Manager, Comprehensive Inspections Program
Manager, Natural Resources Office
Director, Materials and Tests Division
Director, Small Business Development Office
Manager, Program Operations Office
Manager, Program Dev. & Sch. Office
Director, Labor Standards Division
HQ Finance (Contract Payments Section)



Construction Contract Administration

CONTRACT ADMINISTRATION (CONT'D)

- Project Meetings - Several project meetings are held throughout construction of the project.
- Partnering, scheduling, and progress meetings are held during construction. Detailed meeting minutes shall be documented and kept in the project records "Correspondence File". A meeting sign-in-sheet shall accompany the meeting minutes.
- Progress meetings shall be held, at a minimum, quarterly to discuss the status of the project and other project issues. The Local Government's Project Supervisor, Local Government Official and the TDOT representative shall be notified of the scheduled progress meetings.
- Attestation of Illegal Immigrants (Circular Letter 102.01-02) (Form 8-18) The Prime Contractor shall certify they are not knowingly utilizing the services of illegal immigrants in the performance of each contract.



Illegal Immigrant Attestation Form



Local Government Guidelines Form 8-18
March 1, 2016

Attestation Regarding Personnel Used in Contract Performance

SUBJECT CONTRACT NUMBER:	
CONTRACTOR LEGAL ENTITY NAME:	
FEDERAL EMPLOYER IDENTIFICATION NUMBER: (or Social Security Number)	

The Contractor, identified above, does hereby attest, certify, warrant, and assure that the Contractor shall not knowingly utilize the services of an illegal immigrant in the performance of this Contract and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant in the performance of this Contract.

SIGNATURE & DATE: _____

NOTICE: This attestation MUST be signed by an individual empowered to contractually bind the Contractor. If said individual is not the chief executive or president, this document shall attach evidence showing the individual's authority to contractually bind the Contractor



Construction Contract Administration

PROJECT INSPECTION AND DOCUMENTATION

- The LG/CEI shall maintain an adequate, qualified staff to administer the inspection and material sampling and testing in accordance with all circular letters, specifications, standard drawings, and contract documents. As previously noted, the services of a qualified CEI firm, unless otherwise approved by TDOT, shall be used for the inspection of work, the sampling and testing for acceptance (TDOT SOP 1-1), and proper and sufficient documentation of acceptance. The inspection staff shall be qualified and knowledgeable about the type of work taking place, be familiar with the contract documents, and certified in accordance with TDOT Standard Operating Procedures (TDOT SOP 1-3) when conducting sampling and testing of materials for acceptance.
- The TDOT representative will conduct routine project reviews, attend progress meetings, and participate in the final inspection of the project. The Local Government Project Supervisor and the Local Government Official responsible for the project shall be present at project reviews and the final inspection. Refer to Circular Letter 105.11-01 for detailed information on the frequency of the project reviews. Any findings during the project reviews shall be responded to in writing by the Local Government Project Supervisor and the Local Government Official.



Construction Contract Administration

Page 1 of 2

CIRCULAR LETTER

SECTION: 105.11 INSPECTION OF WORK
 NUMBER: 105.11-01
 SUBJECT: TDOT INSPECTION RESPONSIBILITIES ON LOCAL PROGRAMS PROJECTS
 DATE: OCTOBER 2, 2015

In accordance with the TDOT and FHWA Stewardship Agreement, for Local Agency Projects:

“TDOT is responsible for assuring that all Federal-aid projects administered by local agencies comply with all applicable Federal and State requirements. TDOT is not relieved of this responsibility even though the project may be delegated to the local agency. In accordance with 23 CFR 1.11, TDOT is responsible for ensuring that the local agency is qualified and equipped to administer the project and has processes in place to ensure compliance with federal requirements.”

In order to assure adequate construction and materials acceptance and testing, TDOT will have an active oversight responsibility in the pre-construction and construction of these local projects.

The **Regional Operations Engineer** will assign a **TDOT representative** to participate in the project pre-construction meeting, to conduct routine project reviews, to attend quarterly progress meetings, and to participate in the final inspection as required in the Oversight and Frequency table below. When TDOT is conducting the routine project review and final inspection, the **Local Government Representative** responsible for the project shall be present. It is also preferable that the CEI be present during the reviews. The TDOT representative shall assure the quality of construction, completion of contract requirements, and project record keeping are satisfactory.

Required oversight and frequency (note these are minimum frequencies and more inspections may be needed if problems persist):

Project Amount	Pre-construction meeting	Project Reviews/Inspections during construction	Final Inspection
< \$250,000	Required	Required- 1 inspection minimum	Required
\$250,000 - \$2,000,000	Required	<ul style="list-style-type: none"> • Duration < 4 months- Recommend 1 per month, but must do at least 1 • Duration 4-8 months, recommend 1 per month, but must do at least 3 inspections at least 1 month apart • Duration > 8 months, Required every 4-6 weeks 	Required
>\$2,000,000	Required	Required 1 per month minimum.	Required

Page 2 of 2

To document TDOT’s oversight activities, the attached inspection form shall be completed during each project review. All findings, satisfactory or not, shall be documented in the inspection report. The inspector must document what was observed and its acceptability in the “comments” section (e.g. all certified payrolls were on file and wage rates comply with contract). It is required to attach supporting documentation when a negative finding is made. A closeout meeting with the Local Government Representative and CEI (if applicable) will be required to discuss the findings.

A representative from the **TDOT Regional Materials and Tests** section shall conduct all verification and Independent Assurance testing on the local project in accordance with TDOT SOP 1-2.

The assigned **TDOT representative** and **Materials and Tests representative** shall work together and shall attend and participate in the mandatory preconstruction meeting to explain TDOT expectations. These TDOT representatives are the “eyes and ears” for TDOT and must assure that the project is completed in accordance with the federal regulations just as though it is a TDOT project with federal funds.

The local entity and their CEI will have the day to day responsibility and authority for construction inspection and material acceptance.

The **TDOT Local Programs Office**, is responsible for project oversight on Enhancement Projects (except the construction of bicycle and pedestrian facilities) and buildings.

Additional inspection requirements and guidelines:

- As noted the Local Government Representative shall be present during the project review
- Once the review is completed, there shall be a close out meeting with the Local Government Representative and the CEI to discuss and explain the findings needing to be resolved and the expectations of TDOT. A copy of the completed inspection report should be distributed at that time, if not complete, a copy shall be provided as soon as available, preferably within 2 business days.
 - o All findings should be resolved on the project site if possible
 - o Findings that cannot be resolved on the project site should be raised to the District Operations Engineer / Regional Operations Engineer. The Local Programs Office and Headquarters Construction should be used to resolve problems that cannot be resolved at the Regional level
- The Local Government Representative will be responsible for responding, in writing, to the findings made in the inspection report. Corrective actions taken need to be documented.



Construction Contract Administration

PROJECT INSPECTION AND DOCUMENTATION (CONT'D)

- **CEI SCOPE OF SERVICES SUMMARY**

- 1. Erosion Control and Preconstruction Conferences**

- 2. Attend Weekly meetings**

- 3. Project Administration**

- 4. Provide Construction Inspection (Required Certifications)**

- OSHA 10 Hour Safety Training Construction (All field personnel)
- Asphalt Roadway Paving Inspector - TDOT
- Asphalt Plant Technician - TDOT
- Class 1 Concrete Technician – TDOT or ACI
- Soils and Aggregate Technician - TDOT
- Nuclear Gauge Training
- EPSC TDEC Level I – TDEC

Certification from another State Highway Department, nationally recognized institution, or other approved agency may be acceptable in lieu of the TDOT certification. Prior approval is required.



Construction Contract Administration

PROJECT INSPECTION AND DOCUMENTATION (CONT'D)

- **CEI SCOPE OF SERVICES SUMMARY**
 - 5. Conduct Field Surveys**
 - 6. Supplemental Agreements/Construction Change, Force Account, VECF**
 - 7. Shop Drawings**
 - 8. Quality Assurance, Testing for Acceptance, and Training**
 - 9. Progress Payments**
 - 10. Revisions to the Contract Plans**
 - 11. Distribution of Correspondence**



Construction Contract Administration

PROJECT INSPECTION AND DOCUMENTATION (CONT'D)

- **CEI SCOPE OF SERVICES SUMMARY**

- **12. Inspection of Work:**

- Provide inspection services for conformance to Plans and
- Observe, measure, and record all quantities for payment.
- Record field measurements for review by the Department or auditors.
- The records will be recorded on a standard form (fieldbook) supplied or defined by the Department and/or on field inspection forms to be submitted to the Department.
- Check traffic control daily, and additionally as required or requested.
- Notify the contractor of deficiencies or problems immediately.
- The consultant is not charged with the role of safety inspector, but expected to have unsafe issues corrected by the Prime Contractor.
- Document weekly (or as often as necessary) project traffic control and distribute reports as required.



Construction Contract Administration

PROJECT INSPECTION AND DOCUMENTATION (CONT'D)

- **CEI SCOPE OF SERVICES SUMMARY**

- **12. Inspection of Work (cont):**

- Inspect daily erosion control items for conformance to the plans as well as effectiveness in the field. Notify the contractor of deficiencies.
- Prepare to justify any and all pay quantities.
- Prepare an accurate daily diary signed by the inspector, consisting of:
 - A record of the contractors on the project
 - Their personnel (number and classification)
 - Equipment (number and type or size)
 - Location and work performed by each contractor or subcontractor
 - Orders given the contractor
 - Events of note on the project



Construction Contract Administration

PROJECT INSPECTION AND DOCUMENTATION (CONT'D)

- **CEI SCOPE OF SERVICES SUMMARY**

- **12. Inspection of Work (cont):**

- Prepare an accurate daily diary signed by the inspector, consisting of (cont):
 - Accidents on the project w/(police report, fatalities, causes, time, etc.)
 - Weather conditions, precipitation, temperature (AM, noon, PM)
 - Days charged (if working day contract), with explanation if not charged
 - Equipment arriving or leaving the project, idle equipment
 - Any other details that may be important later in the project life



Construction Contract Administration

PROJECT INSPECTION AND DOCUMENTATION (CONT'D)

CEI SCOPE OF SERVICES SUMMARY

- Inspection will be needed full time while the contractor is working. Project inspection crews will vary. You will always need a certified concrete inspector when placing concrete. You will need a certified roadway asphalt inspector and a certified asphalt plant technician when placing asphalt paving. Below is typical inspection crews needed for construction projects:
 - Paving project: 1 field inspector, 1 plant inspector, 1 project engineer and records assistant
 - Road Widening project: 1 field inspector, 1 project engineer and records assistant (concrete inspector, asphalt inspectors and EPSC inspector as needed)
 - Bridge project: 1 field inspector, 1 project engineer and records assistant
 - Signal replacement project: 1 manager/inspector and records assistant



Construction Contract Administration

PROJECT INSPECTION AND DOCUMENTATION (CONT'D)

- The LG/CEI shall conduct all acceptance testing (TDOT SOP 1-1). A representative from TDOT Regional Materials and Tests shall conduct all verification and independent assurance testing for the local project in accordance with (TDOT SOP 1-2).
- Various methods shall be used to document project activity. Daily activities are documented in the project diary, work item quantities are documented in the field book, adjustments/additions/deductions are calculated using worksheets, and specific reports and checklists are used to establish the quality of work. A Project Diary template and loose-leaf field book templates are available on the LPDO website.
- The Local Government's Project Supervisor, project office personnel, and inspectors are required to maintain accurate and complete records of all construction work. All records shall be made available for review at TDOT's request.
- It is of prime importance in the administration of a contract that measurements and calculations of contract item quantities are accurate, that records of such quantities are complete and detailed enough to sustain audit, and that records of all other activities pertaining to the contract contain sufficient details and are clear enough to be read and understood by anyone unfamiliar with the project.



Materials and Test Standard Operating Procedures (SOP)

June 9, 2009
June 4, 2010
November 28, 2011
February 25, 2014
REVISED: July 29, 2015

Tennessee Department of Transportation Division of Materials and Tests

Procedures for the Sampling and Testing, and Acceptance of Materials and Products (SOP 1-1)

- Purpose:** The purpose of this document is to establish the procedures and minimum requirements for the acceptance, verification, and certification of materials and products used on Tennessee Department of Transportation (TDOT) projects and projects under the oversight of TDOT (Local Projects, Grants, etc. that include Federal Funds).
- Background:** Acceptance of materials, or combination of materials, may be accomplished in several different ways. Federal requirements state that each State Highway Agency shall develop a Quality Assurance Program which assures all materials, on projects in which Federal monies are used, conform to the requirements of the approved plans and specifications. In addition, these procedures assure projects using state funds will also be constructed using the highest quality materials.
- Policy:** All materials used on TDOT projects must be accepted prior to use. Acceptance of materials is normally by:
- A. Testing during the production of a product (e.g. hot mix asphalt, portland cement concrete, base materials),
 - B. By manufactures certifications, followed by random verification testing (e.g. reinforcing steel, cement, liquid asphalt) (refer to SOP 1-1, Part 4 using Random Numbers for Sampling and Testing)
 - C. Pre-approval and testing of a product or its components prior to being used (e.g. aggregate quality, gray iron castings, reinforced concrete pipe, corrugated metal pipe)(usually TDOT stamped), or
 - D. From the Qualified Products List (QPL) with certifications (e.g. sign sheeting, erosion control blankets, pavement marking materials).

The procedures set forth in the TDOT Materials and Testing Standard Operating Procedures Manual (SOP), the Sampling and Testing Schedule, the Sampling and Testing Guide, the Verification procedures, and the Independent Assurance Procedures, shall be used to document the minimum requirements for product acceptance.

NOTE: For those projects constructed under the oversight of TDOT (Local Projects, Grants, etc. that include Federal Funds) any reference in SOP 1-1 Part 1 and SOP 1-1 Part 2 that refers to TDOT Personnel being the sampled by party, is replaced by the Agency's CEI or Certified sampling and testing technician.



Construction Contract Administration

PROJECT INSPECTION AND DOCUMENTATION (CONT'D)

- Project files shall be neatly organized to adequately document and record all project correspondence, and provide full support for all payments and decisions made including material certifications and test reports, calculations, invoices, etc. in accordance with 23 CFR 635.123.
- Common types of documentation:
 - Project Diary
 - Item Documentation
 - Field book documentation
 - Item quantity tickets
 - Work item quantities
 - Cross-section quantities
 - Bridge Foundation Information
 - Item Adjustment Worksheets
 - Certified Public Weigher Review



Project Diary Example

PROJECT DIARY:

DAY OF WEEK: (M T W T H F S S) MONTH/DATE September 20, 2010 CONTRACT#: 112917 PROJ. #: Metro Signal Enhancement, COUNTY: DAVIDSON

WEATHER: TEMP. AM 75 CONDITIONS Partly Cloudy TEMP. PM 90 CONDITIONS Clear

CONTRACTOR 1 (PRIME CONTRACTOR): S&W trenching, conduit and flowable fill placement

Item or type of work explanation: S&W trenching east (across Linton Ave) placing conduit. Trenched West to East across Gallatin Pike NB lanes

PERSONNEL:		EQUIPMENT:		PAY ITEMS INSTALLED:	
Supt.	Operator (D)	1 P/U ^{safe zone}	1 Haul truck (2 axles)	Item No. <u>702-03</u>	Descr. <u>Removal</u>
Surveyor	Unskilled Laborer	Bulldozer	Haul truck (3 or 4 axle)	Item No. <u>730-12.07</u>	Descr. <u>2" PVC</u>
1 Foreman	2 Skilled Laborer	End Loader	Haul truck (5 or more)	Item No.	Qty <u>140LF</u> Sta <u>East side Int Linton Dr, NB Gallatin Pike</u>
2 Operator (A)	Truck Driver(2 Axle)	Backhoe	Dump Truck (Art.)	Item No.	Qty
Operator (B)	Truck Driver(3/4 Axle)	1 Bobcat	1 Trackhoe	Item No.	Descr.
Operator (C)	Truck Driver(5 or more)	Grader	Van	Item No.	Descr.

1 - staff of Safe Zone for Traffic Control
 1 - Bucket truck w/ lift, trailer
 1 - Drill truck for footers
 1 - trenching Machine

Footer #1 12'-2" depth
 groundwater mitigation @ 2' depth

Talked to design engineer for footers ~~same~~ ok w/ depth of 12'-2" pump ground water

SSR recommendation Pump ground water prior to pour have 5% more PC added to concrete mix and control water added; try not to add water.

* Linton Corner MKT owner gave permission to S&W Brown to store stone on lot in back corner near dumpster area in exchange for extra gravel to remain to fill potholes.

* West side of intersection; Car Wash and Pizz Auto Dealer removed prior permission granted to store material and work on site.

MPW relayed message to remove all equipment and stay off of property.

SSR, INC. Inspector: Trey Gaines Hours worked: 8.0 Visitors: Bob Weithofer MPW photos, traffic control and property on west side complaint.

Notes: KS were unable to provide someone for flowable fill testing today. Technicians tied up in other projects and other personnel out this week. spoke w/ James Bryant



Electronic Project Diary Example



Smith Seckman Reid, Inc.

Daily Report

Veterans Parkway - Millington, TN

South

Federal Project # - STP-M-9411(5)

State Construction # - 79LPLM-F1-005

IDOT PIN - 107354.00

West

Federal Project # - STP-M-9403(118)

State Construction # - 79LPLM-F1-060

IDOT PIN - 110903.00

Report Date: 05/09/2011 **Weather:** Sunny
Prime Contractor: Demest Construction Company, LLC **Temperature:** 70 to 88 degrees
Status: Final **Number:** 155
Created By: Ben Walrus at 05/09/2011 11:50 PM
Revised By: Chris Sweat at 06/01/2011 06:24 PM
Approved By: Chris Sweat at 06/01/2011 06:24 PM
Remarks:

SSR Time Charges: B. Walrus - 5.0 Hrs (Inspection)
 T. Boone - 9.5 Hrs (EPSC)

Work Performed: South:
 Ferrell
 Moving soil on to site from borrow pit located at Pleasant Ridge Rd. Approx 93 trucks
 West:
 Dozer/Trax
 Grubbing and Grubbing
 Reel Nest
 Installing Silt Fence w/ Back
 Demest
 Installed interconnected barrier rail on West Union Rd.
 Cleaning and maintaining pile driving hammer.

Personnel

Crew: Traffic Control Crew Contractor: Demest Construction Company, LLC		
Worker Type	Count	Hours
Foreman	1	
Class "A" Operators	2	
Skilled Laborer	3	
Unskilled Laborer	3	
Truck Driver (5 or more axles)	1	
Superintendent	1	

Crew: Grading Crew Contractor: Ferrell Paving, Inc.		
Worker Type	Count	Hours
Foreman	1	
Class "A" Operators	2	
Truck Driver (3/4 axles)	8	
Truck Driver (5 or more axles)	1	
Superintendent	1	
Class "B" Operators	1	
Crew: EPSC Crew Contractor: Reel Nest Lawn Service		
Worker Type	Count	Hours
Skilled Laborer	1	
Unskilled Laborer	4	
Crew: Clearing Crew Contractor: Dozertrax USA, LLC		
Worker Type	Count	Hours
Class "A" Operators	1	

Equipment

Description	Active	Idle	Comments	Contractor
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Electronic Project Diary Example

Pickup Truck	2	Dement Construction Company, LLC
Pile Driver	1	Dement Construction Company, LLC
Bulldozer	1	Dement Construction Company, LLC
Crane	2	Dement Construction Company, LLC
Haul Truck	1	Dement Construction Company, LLC
Dump Truck	8	Ferrell Paving, Inc.
Trackhoe	1	Ferrell Paving, Inc.
Farm Tractor	2	Ferrell Paving, Inc.
Spreader (Box)	2	Ferrell Paving, Inc.
Bulldozer	3	Ferrell Paving, Inc.
Roller (Implement)	2	Ferrell Paving, Inc.
Roller (Compaction Self-Propelled)	2	Ferrell Paving, Inc.
Dirt Pan	5	Ferrell Paving, Inc.
Articulated Construction Tractor	5	Ferrell Paving, Inc.
Disc	2	Ferrell Paving, Inc.
Haul Truck	1	Reel Neet Lawn Service
Trailer (Utility)	1	Reel Neet Lawn Service
Farm Tractor	1	Reel Neet Lawn Service
Pickup Truck	1	Dozertax USA, LLC
Trackhoe	1	Dozertax USA, LLC
Mulcher	1	Dozertax USA, LLC

(21 Equipment Records)

Item Postings

Item	Unit	Unit Price	Quantity Placed	Posted Amount
Section: 1 - Roadway				
201M01	LS	\$324,300.000	0.00	\$0.00
CLEARING AND GRUBBING				
Remarks: Dozertax				
Location: 5+200				
Funding Details				
			0.00	\$0.00
South			0.00	\$0.00
West			0.00	\$0.00

Item	Unit	Unit Price	Quantity Placed	Posted Amount
203M10	m ³	\$7,490	883.50	\$6,617.42
EMBANKMENT (COMPACTED IN PLACE)				
Remarks: Ferrell 93 Trucks				
Location: Area between Raleigh-Millington Rd and North Fork Creek				
Funding Details				
			883.50	\$6,617.42
South			0.00	\$0.00
West			0.00	\$0.00
Material				
	Unit		Quantity Used	
EMBANKMENT (COMPACTED IN PLACE) (METRIC) (203M10)	m ³		883.50	
209M08.02	m	\$13,780	183.00	\$2,521.74
TEMPORARY SILT FENCE (WITH BACKING)				
Remarks: Reel Neet				
Location: 4+870RT to 5+050RT				
Funding Details				
			0.00	\$0.00
South			183.00	\$2,521.74
West			0.00	\$0.00
Material				
	Unit		Quantity Used	
TEMPORARY SILT FENCE (WITH BACKING) (METRIC) (209M08.02)	m		183.00	
712M02.02	m	\$60,000	109.80	\$6,588.00
INTERCONNECTED PORTABLE BARRIER RAIL				
Remarks: Dement: 18 Sections (20ft)				
Location: West Union Rd.				
Funding Details				
			109.80	\$6,588.00
West			0.00	\$0.00
Material				
	Unit		Quantity Used	
INTERCONNECTED PORTABLE BARRIER RAIL (METRIC) (712M02.02)	m		109.80	
				Total Posted Amount:
				\$15,727.16

(4 Items)



Construction Contract Administration

PROJECT INSPECTION AND DOCUMENTATION (CONT'D)

- Asphalt
 - 1. Hot Mix Asphalt Plant Inspector Checklist (Circular Letter 407.04-01) (Form 8-19)
 - 2. Hot Mix Asphalt Roadway Inspector Checklist (Circular Letter 407-14.01) (Form 8-20)
- Bridge Deck
 - 1. Pre-Pour Checklist (Form 8-23)
 - 2. During Checklist (Form 8-24)
 - 3. Post Pour Checklist (Form 8-25)
- Safety
 - 1. Work Zone Traffic Control Inspection Form (Circular Letter 712.07-01)(Form 8-21) (weekly)
- Guardrail
 - 1. Guardrail and Guardrail Terminal Anchor Daily Field Report (Circular Letter 705.05.01) All guardrail shall be inspected at the time of installation. Guardrail end terminals shall be tagged using the appropriate Guardrail Decal.
 - 2. Guardrail Inspection Form for Deficient or Deviated Terminal Units – Deficient Guardrail found upon inspection shall be documented on the Guardrail Inspection Form for Deficient or Deviated Terminal Units
- The Guardrail Decal and Guardrail Inspection Form for Deficient or Deviated Terminal Units are available from the Regional Materials and Tests Office.



Asphalt Plant Checklist



Local Government Guidelines Form 8-19
March 1, 2016

TDOT Hot Mix Asphalt Plant Checklist

PIN: _____
 County: _____
 Federal Project No.: _____
 State Project No.: _____
 Contract No.: _____
 Producer & Location: _____
 Plant Make And Type: _____

Are adequate stockpile areas provided? Are they separated with Bins, Stalls, Partitions or Walkways? (407.04)	<input type="checkbox"/>
Are bituminous storage tanks adequately equipped to heat and circulate during operating period?	<input type="checkbox"/>
Are there suitable sampling outlets for AC and Anti-strip?	<input type="checkbox"/>
Are there separate feeders for each size of aggregate?	<input type="checkbox"/>
Is there a thermometer or other temperature recording instrument at the discharge end of the dryer?	<input type="checkbox"/>
Is there approved anti-stripping additive in-line blending equipment installed on the plant?	<input type="checkbox"/>
Is there a flow-meter and can the flow meter be calibrated?	<input type="checkbox"/>
Is there a Pyrometer for recording temperature and temperature regulating apparatus for control of aggregate temperature?	<input type="checkbox"/>
Is there a safe platform provided for access to top of truck beds for inspection and sampling of the hot mix?	<input type="checkbox"/>
Is there safe access to storage tanks, control Platforms and Mixer Platforms?	<input type="checkbox"/>
What date were platform scales checked for accuracy?	<input type="checkbox"/>
Are weight limits posted or on file in the control room?	<input type="checkbox"/>
What date were aggregate scales checked for accuracy?	<input type="checkbox"/>
What date were AC scales checked for accuracy?	<input type="checkbox"/>
Is all Test Equipment properly tagged by TDOT Regional Materials within a 2 year period?	<input type="checkbox"/>
Is the Producer maintaining a log of his interim equipment calibrations, correlations, and/or repair work?	<input type="checkbox"/>
Is the process control plan posted or filed at the lab?	<input type="checkbox"/>
Are Control Charts posted and kept current?	<input type="checkbox"/>
Has a Certified Weigher Review been performed?	<input type="checkbox"/>
Are Acceptance Tests being performed independently of the QA/QC tests?	<input type="checkbox"/>
Are samples being collected and performed on a random basis?	<input type="checkbox"/>
Are samples for Acceptance Tests being split for further testing at the Regional Materials Lab?	<input type="checkbox"/>
Are contingency and referee samples being obtained?	<input type="checkbox"/>
Do the Stockpiled Aggregates match the Gradations on the JMF (within tolerances)?	<input type="checkbox"/>
Is this plant producing mix consistently within tolerances for gradation, AC percentage and Temperature?	<input type="checkbox"/>



Local Government Guidelines Form 8-19
March 1, 2016

Additional Remarks: _____
 Inspector Signature: _____
 Inspector's Title: _____
 Date of Inspection: _____

cc: Regional Materials
Project Supervisor



Asphalt Laydown Checklist



Local Government Guidelines Form 8-20
March 1, 2016

Hot Mix Roadway Inspectors Checklist

PIN: _____
 County: _____
 Federal Project No.: _____
 State Project No.: _____
 Prime Contractor: _____
 Paving Contractor: _____
 Date: _____
 Inspection By: _____
 Contract No.: _____
 Project Description: _____

The inspection checklist shall be completed by the Project Supervisor, or their designated representative, during the test strip construction.

	YES	NO	COMMENTS
Lighting (Section 712.02)			
If applicable, has a Lighting plan been submitted and approved?	<input type="checkbox"/>	<input type="checkbox"/>	
Is lighting on all paving equipment (Paver, Transfer Device, Rollers, trail vehicle) per the approved plan?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>	
Milling/Cold Planing (Sect. 415)			
What is the width of the milling machine(s)?			Width =
Are the milling teeth in good condition and all in place?	<input type="checkbox"/>	<input type="checkbox"/>	Teeth spacing =
Is the milled surface free of scabbing, scallops, gouges, ridges, etc...?	<input type="checkbox"/>	<input type="checkbox"/>	
What is the forward speed (ft. /min)?			Speed =
Is the proper depth and cross-slope being obtained by milling?	<input type="checkbox"/>	<input type="checkbox"/>	
Tack Coat (Sect. 403)			
Has the tack coat test strip been completed and is acceptable? What is the application rate to obtain the proper residual rate?	<input type="checkbox"/>	<input type="checkbox"/>	Application rate=
Has the existing surface been cleaned and all foreign materials been removed?	<input type="checkbox"/>	<input type="checkbox"/>	
Material Transfer Device (MTD) (SP407G)			
Does the MTD have a minimum of 15 tons storage capacity and capable of remixing the material?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the paver have a surge hopper with a minimum of 15 tons storage capacity and sloping sides?	<input type="checkbox"/>	<input type="checkbox"/>	



Local Government Guidelines Form 8-20
March 1, 2016

	YES	NO	COMMENTS
Rollers (407.07)			
Are three rollers of the required size being used as required (except CS mix) (407.15)?	<input type="checkbox"/>	<input type="checkbox"/>	
If the inside shoulder and inside traffic lane are being paved concurrently, is there a 4th roller (min. 4 ft wide) for the shoulder?	<input type="checkbox"/>	<input type="checkbox"/>	
Is a pneumatic roller (rubber tire) used for intermediate rolling? *If a latex or polymer additive is used instead of a pneumatic roller for the intermediate roller provided the surface course meets density requirements.	<input type="checkbox"/>	<input type="checkbox"/>	
Are rollers equipped with a device for moisten and cleaning the wheels as required? (407.07)	<input type="checkbox"/>	<input type="checkbox"/>	
Are all spray nozzles working properly (no dry spots or asphalt being picked up on the wheels)?	<input type="checkbox"/>	<input type="checkbox"/>	
Is a release agent being used on the tires of the pneumatic roller? If yes, what type and is it approved?	<input type="checkbox"/>	<input type="checkbox"/>	Type: Approved:
Paver (407.06)			
Is a minimum 40-foot ski or non contact grade control system used for grade control? (407.14)	<input type="checkbox"/>	<input type="checkbox"/>	
Is the mix maintained at half the auger height?	<input type="checkbox"/>	<input type="checkbox"/>	
Are auger extensions within 18 inches of the end plate?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the paver screed heated?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the screed producing effectively a finished surface of required evenness and texture without tearing, shoving or gouging the mixture?	<input type="checkbox"/>	<input type="checkbox"/>	
Are temperature limitations being adhered to? Is there an approved "cold weather paving plan" if out of season?(407.09)	<input type="checkbox"/>	<input type="checkbox"/>	
Is the surface upon which the mix is to be placed free from excessive moisture?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the mix have an even texture, free from segregation, tearing or shoving?	<input type="checkbox"/>	<input type="checkbox"/>	



Asphalt Laydown Checklist



Local Government Guidelines Form 8-20
March 1, 2016

	YES	NO	COMMENTS
Is the pavement and shoulder cross slope being checked. Are they correct (within 0.5% of the plans)?	<input type="checkbox"/>	<input type="checkbox"/>	
Are depth checks being made? Is the thickness correct?	<input type="checkbox"/>	<input type="checkbox"/>	
Delivery			
Are truck beds covered with tarps extending 6 inches over the sides and secured at 5-foot intervals? (407.05)	<input type="checkbox"/>	<input type="checkbox"/>	
Are truck beds tight, clean, and smooth, with a thin coat of approved release agent?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the inspector accepting the weight tickets and signing them?	<input type="checkbox"/>	<input type="checkbox"/>	
Does each truck bed have a 1/2" hole for checking temperature?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the inspector recording temperatures every 3rd load. (Sampling and Test Guide)	<input type="checkbox"/>	<input type="checkbox"/>	
Is the mix temperature in the paver hopper within the allowable specification limits? (407.11)	<input type="checkbox"/>	<input type="checkbox"/>	
Longitudinal Joint			
Is the joint area along the edge clean prior to placement of the adjacent mat? Tack coat applied?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the material slightly high at the joint to allow for compaction (about 0.2" per 1" laid)?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the longitudinal joint being overlapped 1 to 1.5 inches over the adjacent mat to create a tight joint?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the luter casting mix across the mat?	<input type="checkbox"/>	<input type="checkbox"/>	
On a multiple course pavement, is the longitudinal joint offset by one foot of the preceding layer?	<input type="checkbox"/>	<input type="checkbox"/>	
For surface course, is the longitudinal joint at the lane/center line of roadway?	<input type="checkbox"/>	<input type="checkbox"/>	
Transverse Joint			
When tying into existing pavement is a full head of material maintained in front of the screed to the end?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the material slightly high at the joint to allow for compaction (about 0.2" per 1" laid)?	<input type="checkbox"/>	<input type="checkbox"/>	

Page 3 of 4



Local Government Guidelines Form 8-20
March 1, 2016

	YES	NO	COMMENTS
When continuing paving, is the joint thoroughly cleaned and tack applied to ensure a good bond?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the joint straightened to ensure smoothness?	<input type="checkbox"/>	<input type="checkbox"/>	
Test Strip (407.15)			
Is the test strip a minimum of 400 SY as required?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the mix being compacted to achieve maximum density?	<input type="checkbox"/>	<input type="checkbox"/>	
Are cores taken where directed to calibrate the nuclear gauges?	<input type="checkbox"/>	<input type="checkbox"/>	
Do the average and individual nuclear densities meet minimum requirements for the ADT and type of mix (expressed in percent of maximum theoretical density)? What density is required?	<input type="checkbox"/>	<input type="checkbox"/>	Required density:

COMMENTS:

[Click here to enter text.](#)

Page 4 of 4



Traffic Control Checklist



Local Government Guidelines Form 8-21
March 1, 2016

Work Zone Traffic Control Inspection Form

PIN: _____
 County: _____
 Federal Project No.: _____
 State Project No.: _____
 Date / Time: _____
 Location: _____
 No. Of Lanes: _____
 Weather / Lighting Conditions: _____
 Contract No.: _____
 Project Type: _____
 Posted Speed Limit: _____

ADVANCE WARNING SIGNS

SIGN QUANTITY	Yes	No
Appropriate No. of Signs	<input type="checkbox"/>	<input type="checkbox"/>
If no, explain:		
Missing Sign(s)	<input type="checkbox"/>	<input type="checkbox"/>
If yes, explain:		
SIGN CONDITION	Good	Poor
Cleanliness	<input type="checkbox"/>	<input type="checkbox"/>
If poor, explain:		
Legibility	<input type="checkbox"/>	<input type="checkbox"/>
If poor, explain:		
Reflectivity	<input type="checkbox"/>	<input type="checkbox"/>
If poor, explain:		
LEGENDS	Yes	No
Appropriate Legends	<input type="checkbox"/>	<input type="checkbox"/>
If no, explain:		
Unneeded Signs Visible	<input type="checkbox"/>	<input type="checkbox"/>
If yes, explain:		
Signs Posted, No Work	<input type="checkbox"/>	<input type="checkbox"/>
If yes, explain:		
SIGN PLACEMENT	Good	Poor
Height	<input type="checkbox"/>	<input type="checkbox"/>
If poor, explain:		
Visibility	<input type="checkbox"/>	<input type="checkbox"/>
If poor, explain:		
Spacing	<input type="checkbox"/>	<input type="checkbox"/>
If poor, explain:		



Local Government Guidelines Form 8-21
March 1, 2016

ARROW PANEL (A, B, C, or D)	Good	Poor
Placement	<input type="checkbox"/>	<input type="checkbox"/>
If poor, explain:		
Delineated / Shielded	<input type="checkbox"/>	<input type="checkbox"/>
If poor, explain:		
Removed When Not In Use	<input type="checkbox"/>	<input type="checkbox"/>
If poor, explain:		

SIGN SUPPORTS	Yes	No
Stationary Sign Supports	<input type="checkbox"/>	<input type="checkbox"/>
Installed per TDOT Specs.	<input type="checkbox"/>	<input type="checkbox"/>
If no, explain:		
Portable Sign Stands	<input type="checkbox"/>	<input type="checkbox"/>
Removed from Clear Zone When Not In Use	<input type="checkbox"/>	<input type="checkbox"/>
If poor, explain:		

CHANNELIZING DEVICES

TYPE OF UPSTREAM TAPER (CHECK ONE)		
Merging	<input type="checkbox"/>	
Shoulder	<input type="checkbox"/>	
Shifting	<input type="checkbox"/>	
One-Lane, Two-Way	<input type="checkbox"/>	
DOWNSTREAM TAPER (OPTIONAL)	Yes	No
Used	<input type="checkbox"/>	<input type="checkbox"/>
Taper Length: Feet		
Legibility	<input type="checkbox"/>	<input type="checkbox"/>
If poor, explain:		
Reflectivity	<input type="checkbox"/>	<input type="checkbox"/>

CHANNELIZING DEVICE CONDITION

DEVICE	Good	Poor
Barricades Type I, II, or III	<input type="checkbox"/>	<input type="checkbox"/>
If poor, explain:		
Drums	<input type="checkbox"/>	<input type="checkbox"/>
If poor, explain:		
Cones	<input type="checkbox"/>	<input type="checkbox"/>
If poor, explain:		
Tubular Markers	<input type="checkbox"/>	<input type="checkbox"/>
If poor, explain:		
Vertical Panels	<input type="checkbox"/>	<input type="checkbox"/>
If poor, explain:		



Guardrail Checklist



STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION

Guardrail and Guardrail Terminal Anchor Daily Field Report

Date:	_____	County:	_____
Project Number:	_____	Contract Number:	_____
Contractor:	_____	Guardrail Contractor:	_____
Route:	_____		

Type of Installation: NEW MAINTENANCE/ON CALL UPGRADE

Location (Station(s), L.M.)	Item Installed	*Quantity and Unit of Measurement	Pay Item

* If post holes are drilled in rock in accordance with the specifications, identify the number of holes which payment is due. (705-01 items for "Drilling or Boring Posts in Rock")

> Guardrail/end terminal item(s) installed are in agreement with the requirements of the pay item:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
> End terminals are NCHRP-350 approved. Certification, acceptance letter and detailed drawings are on site:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
> Pad for guardrail anchor properly constructed:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
> Estimated pad material for on-call or upgrade:			
Contractor: _____	C.Y.		
TDOT: _____	C.Y.		
> Guardrail/end terminal height is in accordance with the approved standards:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
> Posts and blockouts are installed in accordance with the approved standards and are at correct depth and height:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
> Reflective sheeting installed in accordance with standards:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
> If post holes are drilled/augered, backfill material around the posts has been compacted:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
> Anchorage cable installed according to standards and specifications:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
> Site has been cleaned:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
> Steel foundation/soil tubes have been installed in accordance with approved drawings:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
> Contractor furnished a copy of the material guarantee letter and a completed DT-0044 (T-2) to the Project Supervisor as a report:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A

If any modifications are made, explain below. If NO, place comment(s) below.

Modifications/comments: _____

Foreman/Superintendent: _____
 Guardrail Contractor: _____
 Signature: _____
 Date: _____

TDOT Inspector: _____
 Signature: _____
 Date: _____

ATTACHMENT #1

RECOMMENDATION FOR TAGGING GUARDRAIL END TERMINALS



EXAMPLE OF LOCATION FOR END TERMINAL TAG LOCATION

TENNESSEE DEPARTMENT OF TRANSPORTATION											
TO REPORT DAMAGE CALL 615-350-4300											
INSTALLATION DATE						CONTRACT NUMBER					
MONTH						B	C	D	E	F	
1	2	3	4	5	6	0	1	2	3	4	5
7	8	9	10	11	12	6	7	8	9		
YEAR						0	1	2	3	4	5
06	07	08	09	10		6	7	8	9		

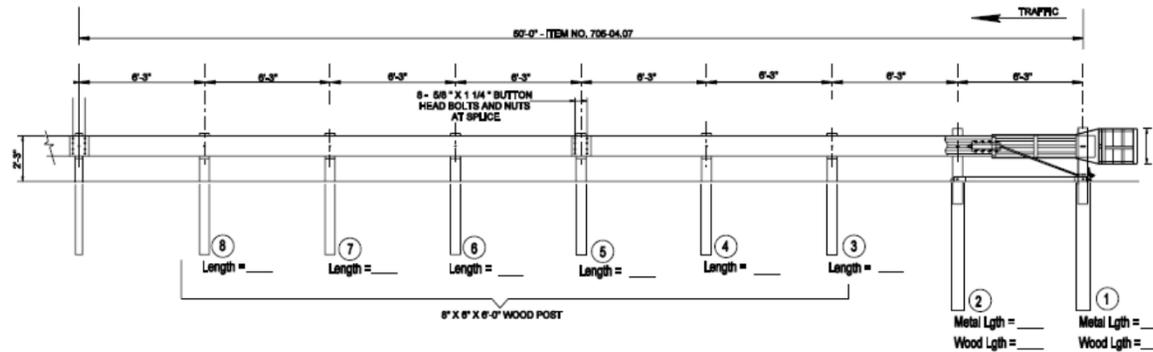
The above tag is an all weather decal that will adhere to any material including metal and wood. A hole punch is used to specify the installation date and contract number. The design is similar to the tag used for highway signs fabricated by the Department of Transportation. The tag should be placed on the guardrail end terminal in an area that is not likely to be damaged on impact, similar to the example above. The Division of Materials and Tests will procure the tags and distribute them to the regions, as needed. These tags will be installed on new guardrail end terminals on both new construction and on-call maintenance projects.



Guardrail Inspection Form

INSPECTION FORM FOR TERMINAL UNITS

Date : _____ Roadway Name : _____ County : _____ Location : N S E W Road Side : Med. Shldr
 Time : _____ Mile marker : _____ Inspector : _____ (Print name) _____ (Signature)



I/H Type : SKT350 ET2000 BEST OTHER (Circle One) Tubes Damaged (i.e. Sawed or Torched) YES NO
 Quantity of Hazard stickers : _____ (If YES, Please Comment below)
 Circle new Wooden Post : 1 2 3 4 5 6 7 8 Lane Closure needed : _____
 Feet new Guardrail : _____ Any old Guardrail reused ? _____
 Cable Taut : _____ Photographed by : _____

Comments : _____



Construction Contract Administration

CONSTRUCTION INSPECTION OF STRUCTURES

- The requirements in Section 8.2.16 shall apply to construction inspection of structures in addition to the following requirements.
- The Bridge Construction Inspector's Checklist (Form 8-22) **shall be completed for each bridge on the project and forwarded to the Division of Structures at completion of the work along with an electronic copy of the contract drawings.**
- A qualified construction inspector shall be on site to view foundation conditions and substructure construction including but not limited to: driving of piles, concrete pours, girder erection, steel spacing and elevations, deck pouring operations (TDOT SOP 4-1), and other structural appurtenances as necessary. **This inspector will be responsible for maintaining a daily diary.** A certification from the Engineer of Record confirming compliance with TDOT standard construction procedures shall be required.



Construction Contract Administration

CONSTRUCTION INSPECTION OF STRUCTURES (CONT'D)

- The Structures (Construction) Checklist (Form 8-23) shall also be submitted with the as-built plans.
- A Pre-Pour Meeting shall be scheduled and conducted prior to any bridge deck pours (Circular Letter 604.17-01). The following forms are required when pouring a bridge deck.
 - 1. Bridge Deck Pre-Pour Checklist (Form 8-23)
 - 2. Bridge Deck During Pour Checklist (Form 8-24)
 - 3. Bridge Deck Post-Pour Checklist (Form 8-25)



Bridge Inspection Checklists



Local Government Guidelines Form 8-22
March 1, 2016

Bridge Construction Inspector's Checklist

PIN: _____
 County: _____
 Federal Project No.: _____
 State Project No.: _____
 Bridge Name: _____
 CEI Bridge Inspection Representative: _____
 Bridge Identification No.: _____
 Project Description: _____

Activity Verified	Date Inspected/Verified	Corrective Action Taken (Y / N)
1. Stationing of all substructures		
2. Pile lengths documented at each substructure		
3. Plans footing elevation		
4. Footing position and skew		
5. Footing reinforcement size and spacing, column steel projection		
6. Column longitudinal and transverse steel size and spacing		
7. Bridge seat elevation @ exterior beams of abutments and intermediate supports		
8. Concrete cylinder strengths meet contract minimums for all substructures		
9. Deck reinforcement location and size		
10. Proper screed rail elevations set		
11. Plans deck thickness computed before pouring concrete		
12. Deck curing materials applied after deck pour		
13. Deck concrete cylinder strength recorded		

★ Copy of this report to be forwarded to the Division of Structures, Suite 1100, James K. Polk Building, Nashville, TN 37243-0339.



Bridge Deck Pre-Pour Checklist



Local Government Guidelines Form 8-23
March 1, 2016

Bridge Deck Construction Pre-Pour Checklist

PIN: _____ Contract: _____
 County: _____ Structure: _____
 Federal Proj. No.: _____ Station: _____
 State Proj. No.: _____ Lane/Span: _____
 Reference: _____ Contractor: _____
 Project: _____

Check forms

- Clean, free of major defects
- Mortar tight
- Line and grade
- Structurally adequate to insure minimum settlement in deck or overhang

Check rebar

- Clean
- Dimensionally correct (size and spacing)
- Supported per specs and Standard Drawing STD-9-1 (Note: Overhang may require different supports)
- Document rebar quantities in field book

Check screed rails and headers for line and grade

- Check screed for camber, insure is correct for template

Make dry run with screed, check for correct slab thickness and rebar clearance. Document thickness and clearances in field book. (Note: Check mechanical condition of screed)

- Check access to site for concrete trucks, have equipment on hand for towing, grading, etc., if required

Check concrete plant

- Up-to-date scales check
- Check concrete trucks to be sure on approved list, all revolution counters and water gauges working, and load does not exceed mixing capacity
- Insure enough approved trucks available to maintain required pouring rate
- Insure adequate supply of aggregates, cement, and additives are on hand for deck pour

Check to be sure Contractor has scheduled enough personnel to handle pour, including equipment mechanics

- Have Contractor verify the availability and operability of all necessary equipment, including finishing machines, continuous water source or portable tanks, water distribution equipment, two work bridges, vibrators, sprayers, 12 ft. straightedge and appropriate backup items

Obtain material certifications for the curing compound and burlap, and for the polyethylene where applicable. Check to be sure an adequate supply of these curing materials is available



Local Government Guidelines Form 8-23
March 1, 2016

Where placement by pumping requires more than one setup, obtain proposed plan from the Contractor showing the locations of the pumping equipment, the location(s) of the leading edge of the concrete pour while repositioning the pumping equipment and a realistic time for each work delay anticipated while repositioning pumping equipment

Require the Contractor to designate which of the pumping configurations listed in Subsection 604.17(a) will be used at the end of the discharge line. No exceptions are to be made, other than alternative equipment proposed under Subsection 105.17 and approved in writing by the Division of Structures under the conditions of that Subsection

Have the Contractor designate his/her authorized representative who will be present and have the authority to represent the Contractor during the bridge deck pour

Hold Pre-Pour Conference to coordinate and confirm above items (Note: Place copy of Pre-pour conference minutes in project files)

Inspector: _____

Title: _____

Date: _____



Bridge Deck During Pour and Post-Pour Checklist



Local Government Guidelines Form 8-24
March 1, 2016

Bridge Deck Construction Checklist During Pour

PIN: _____
County: _____
Federal Project No.: _____
State Project No.: _____

- Answer "Yes" or "No" except as noted and elaborate on "No" answers.
- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. Are all concrete trucks on the approved list? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is plastic concrete checked several times behind screed for slab depth and rebar cover and documented? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do pour, finishing operations and deck finish comply with specifications? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do checks of the pour rate indicate it is satisfactory? (at least 20'/hr. along roadway) | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Has the deck been straightedged and any deficiencies corrected? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are required tests on concrete made and the data recorded in book and on tickets? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Is the amount of curing compound checked both before use and after deck pour to determine quantity used? Compute rate and show here in ft. ² /gal. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Is the curing compound applied as soon as the water sheen disappears from the surface of the concrete? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. From a work bridge, is damp burlap placed as soon as surface will support the burlap without undue marring of the concrete? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. After placement, is the burlap immediately wet with a misty spray and kept wet thereafter with a continuously fed soaker hose? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Is the burlap properly anchored to provide full protection to the concrete? | <input type="checkbox"/> | <input type="checkbox"/> |

Inspector: _____
Title: _____
Date: _____

Comments:



Local Government Guidelines Form 8-25
March 1, 2016

Bridge Deck Construction Post Pour Checklist

PIN: _____
County: _____
Federal Project No.: _____
State Project No.: _____

- Check curing process every day to be sure deck is kept wet. Note: Suggest checking early A.M., midday, and late P.M., at a minimum.
- Check bridge deck for deficiencies using 12' straightedge and/or profilograph as required by specifications and have contractor make necessary corrections.
- Review "Pre-Pour" and "During Pour" checklists and observations; give written instructions to Contractor concerning any unsatisfactory conditions of deficiencies to insure these are not repeated on next pour.
- Place copy of all checklists, Pre-Pour Conference minutes, and instructions to Contractor in project file.

Inspector: _____
Title: _____
Date: _____



Bridge Deck During Pour and Post-Pour Checklist



Local Government Guidelines Form 8-26
March 1, 2016

Structures (Construction) Checklist

PIN:
County:
Federal Project No.:
State Project No.:

Any item not checked yes on the list shall have a written explanation why the condition cannot or has not been met in the comments column.

Bridges	Yes	No	Comments
A CD containing as-built drawings and final foundation type, including footing elevations and lengths of individual piles, will be furnished to the TDOT Division of Structures.	<input type="checkbox"/>	<input type="checkbox"/>	
Foundation Data Sheet complete	<input type="checkbox"/>	<input type="checkbox"/>	
The engineer of record will contact the TDOT Regional Bridge Engineer to request an initial acceptance inspection.	<input type="checkbox"/>	<input type="checkbox"/>	



Construction Contract Administration

CONSTRUCTION INSPECTION OF STRUCTURES (CONT'D)

- Bridge Foundation Information
 - For the bridge foundation, the following information must be documented for abutments, piers, etc.
 - FOOTING ELEVATIONS
 - PILE CUT-OFF ELEVATION
 - PILE TIP ELEVATION
 - IN PLACE PILE LENGTH
 - This information shall be documented on the Field Book- Footing Table and the Field Book- Pile Data Table in the Field Book Sheets.
 - After the bridge is completed to the satisfaction of the Local Government's inspector, the Local Agency must contact the TDOT Regional Bridge Engineer to arrange an inspection prior to the contractor de-mobilizing. **A minimum four week notice should be provided for the TDOT Regional Bridge Engineer.**



Construction Contract Administration

CONSTRUCTION INSPECTION OF STRUCTURES (CONT'D)

- On new bridge construction as well as bridge repair projects, the Local Government Project Supervisor shall contact the TDOT Regional Bridge Engineer to request an initial acceptance inspection, that the bridge construction, not necessarily the whole project is complete. Even if the approach work is not already in place, the bridge inspectors can do their initial inspection of the structure and document any deficiencies they discover. Their inspection report, listing those deficiencies, can be copied to the Project Supervisor for the contractor to address before leaving the project.
- The final closeout of contracts between the Local Government and TDOT cannot occur without a copy of the TDOT Bridge Inspector's findings and resolution of any listed defects.
- A compact disc (CD) containing as-built drawings and final foundation type, including footing elevations and lengths of individual piles, along with all approved shop drawings, shall be furnished to the Division of Structures prior to final payment of funds to the Local Government. The Structures (Construction) Checklist (Form 8-26) shall also be submitted with the as-built plans. A copy of the letter transmitting this CD shall be sent to the Local Program Development Office at Local.Programs@tn.gov.



Construction Contract Administration

PLANS AND WORKING DRAWINGS (SHOP DRAWINGS)

- The construction plans, generally, will show sufficient details and dimensions to define the work. When additional details and dimensions are needed, the contractor shall prepare working drawings and submit them to the Engineer of Record for approval. In any case, the fabricator shall be construed to be an agent of the contractor and any changes from the construction plans submitted by the fabricator shall be considered as made by the contractor. All costs for changes will be at the expense of the contractor. Shop drawings for all types of structures shall be submitted by, or on behalf of the contractor, directly to the Engineer of Record unless noted otherwise in plans or specifications, for handling with the checking agency and for distribution. Proof of appropriate fabricator certification (as required by these specifications) for type of structure to be fabricated shall be submitted along with the shop drawings.



Construction Contract Administration

PLANS AND WORKING DRAWINGS (SHOP DRAWINGS) (CONT'D)

- The following items require submittal of shop drawings by the contractor:
- Structural Steel, Metal Bridge Rails, Bearing Devices (shop drawings not required for plain elastomeric bearing pads), Bridge Deck Drains (shop drawings not required if fabricated according to applicable Standard Drawing), Navigation Lighting Support Brackets, Precast Prestressed Concrete Beams, Precast Prestressed Concrete Deck Panels, Precast Reinforced Concrete Beams, Precast Reinforced Concrete Box Culverts, Post-tensioned Concrete, Roadway Expansion Devices, Steel Stay-In-Place forms, Energy Attenuation Devices, Overhead and Cantilever Sign Structures, Strain Poles, Street Lighting Poles, High Mast Poles with Accompanying Lowering Devices, Photometrics, Cofferdams and any other items when indicated on plans. Also required are erection drawings for steel structures, drawings of falsework, bracing, cofferdams, sheeting, bending of reinforcing steel and other supplementary plans called for by the Engineer of Record.



Construction Contract Administration

PLANS AND WORKING DRAWINGS (SHOP DRAWINGS) (CONT'D)

- Each shop drawing sheet shall contain in the title block the following:
 - Project number
 - County
 - Bridge name
 - Bridge number (or structure type and number)
 - Station
 - Contract number
 - The words “Locally Managed Project”
- Shop drawings shall be submitted in sets with the drawing numbers running consecutively in each set, and, if more than 5 sheets in a set, shall be appropriately bound. Shop drawings marked “APPROVED” or “APPROVED AS NOTED” need not be resubmitted unless specifically instructed.



Construction Contract Administration

PLANS AND WORKING DRAWINGS (SHOP DRAWINGS) (CONT'D)

- Shop drawings shall be a minimum of 8-1/2 x 11 inches in size. Legible half-size copies (11 x 17 inches) of full size drawings are acceptable for submittal. The minimum number of sets of shop drawings shown below shall be submitted for approval. Only one (1) set will be returned to the fabricator unless specifically requested and the additional set(s) requested to be returned is submitted along with those shown below. For consultant designs, an additional set is required. For railroad structures, three (3) additional sets are required. Copies should be kept in LG's files.
 - Two Sets: Structural Steel (Half-size sets shall be submitted for approval. Four (4) additional sets, two (2) full-size and two (2) half-size, will be required after final approval.)
 - Four Sets: Energy Attenuation Devices, Overhead and Cantilever Sign Structures, Strain Poles, Street Lighting Poles, High Mast Poles with Accompanying Lowering Devices, Photometrics (Submit directly to Special Design Office, Structures Division), Cofferdams
 - Six Sets: Metal Bridge Rails, Bearing Devices (shop drawings not required for plain elastomeric bearing pads), Bridge Deck Drains (shop drawings not required if fabricated according to applicable Standard Drawing), Navigation Lighting Support Brackets, Precast Prestressed Concrete Beams, Precast Prestressed Concrete Deck Panels, Precast Reinforced Concrete Beams, Precast Reinforced Concrete Box Culverts, Post-tensioned Concrete, Roadway Expansion Devices, Steel Stay-In- Place forms, and any other type of structural shop drawing not specifically listed.



Construction Contract Administration

PLANS AND WORKING DRAWINGS (SHOP DRAWINGS) (CONT'D)

All working drawings shall be approved by the Engineer of Record; such approval shall be general in nature and shall not operate to relieve the contractor of any of his responsibility under the contract for the successful completion of the work. In addition to such approval, working drawings involved in construction over or under railroad tracks will require approval of the railroad company before approval is granted by the Engineer of Record. The contractor shall submit four sets of plans for any cofferdams, sheeting and bracing details for bents or piers adjacent to a track, and falsework for erecting the spans over tracks, and the method of installation for the protection of the tracks, to the Engineer of Record. No work shall be started until these plans are approved by the LG and the Chief Engineer of the railroad. Approval of these plans will not relieve the contractor from liability. The above also applies in connection with the installation of pipes, culverts, etc. adjacent to or under railroad tracks. The cost of preparation of working drawings will not be paid for separately but shall be included in the prices of the respective contract items involved.



Construction Contract Administration

EROSION PREVENTION / SEDIMENT CONTROL (EPSC) INSPECTION

- It is essential that the SWPPP, SWMPP, and erosion control plans be followed and revised as needed to fully comply with the environmental permits on each project. The Local Government and the CEI shall conduct routine project inspections and document the findings to ensure that the SWPPP and SSWMP is being followed and that non-compliance is unlikely. Note: As stated earlier in this manual, the SSWMP only applies to projects inside state highway right-of-way.
- The Local Government is encouraged to acquire the services of an independent, certified professional in Erosion and Sediment Control (CPESC) certified erosion control consultant on projects with an NPDES or ARAP permit to conduct project inspections. The purpose of the inspections is to provide a “third party” independent review to ensure that the EPSC devices are installed and maintained as required, ensure the requirements of the permits are being documented and followed, and, if asked, provide recommendations. The inspections should be conducted monthly, or more frequent if violations or repeat non-conformances occur.



Construction Contract Administration

EROSION PREVENTION / SEDIMENT CONTROL (EPSC) INSPECTION (CONT'D)

- Erosion and Sediment Control Construction Inspection Report - This report shall be completed for the evaluation of erosion and sediment control measures on all projects that are subject to the requirements of the NPDES General Permit for Storm Water Discharges from Construction Activities. This report shall also be used to document Contractor compliance with erosion and sediment control requirements in conformance with ARAP, Corps of Engineers, and/or TVA permits. An Inspection Report template and sample, along with instructions, are noted in EPSC Inspection Manual. The fillable version of the report is available as Form 8-27 on the LPDO website.



Construction Contract Administration

EROSION PREVENTION / SEDIMENT CONTROL (EPSC) INSPECTION (CONT'D)

- Class V Underground Injection Control (UIC) Permit – Circular Letter 209.06-01 establishes the procedures for applying for a UIC Permit on an active construction project in the event that depressions (sinkholes with open throats) are encountered on or bordering the project site during construction activities.
- Construction Related Sediment Removal – Circular Letter 209.01-03 establishes the procedures for removal and/or stabilization of sediment discharges caused by active construction projects to non-jurisdictional areas, as well as jurisdictional areas, within or beyond the project's construction limits.
- Waste/Borrow Site Weekly EPSC Inspection Review Report – This report shall be completed for the evaluation of approved project exclusive waste/borrow sites. The contractor is responsible for performing twice weekly EPSC inspections of the site and must have a certified EPSC inspector as required by the TDEC Construction General Permit. Instructions for completing this report are noted in Circular Letter 209.01-04.



Construction Contract Administration

EROSION PREVENTION / SEDIMENT CONTROL (EPSC) INSPECTION (CONT'D)

- Notice of Termination (NOT) (TDEC CN-1175) – Storm Water Discharges Construction Activity (Circular Letter 107.08-01) (Form 8-28) - This form notifies the Tennessee Department of Environment and Conservation of the request to termination of coverage from the General NPDES Permit for Discharges of Storm Water Associated with Construction Activities. Instructions for completing the NOT form are noted in Circular Letter 107.08-01.
- Upon concurrence of final stabilization by all involved parties, the NOT form shall be completed by the Local Government Project Supervisor and submitted to the local WPC Environmental Field Office address indicated on the form.



Erosion and Sediment Control Construction Inspection Report



TENNESSEE DEPARTMENT OF TRANSPORTATION
EROSION PREVENTION & SEDIMENT CONTROL (EPSC) INSPECTION REPORT

EPSC Inspection Schedule (circle one): 1st Weekly or 2nd Weekly

Date of Inspection: _____

Site or Project Name (State Route (SR) / US Route or Road Name and Description):			Are corrective actions required by this inspection report (Yes /No):			Current approximate disturbed acreage:
County(ies):	TDOT PIN:	NPDES Tracking Number: TNR	Number of New Corrective Actions/Deficiencies:	Number of Recurring Corrective Actions/Deficiencies:	Number of New Sediment Releases:	Number of Un-Corrected Sediment Releases:
TDOT Project No.:	TDOT Contract No.:	Contractor:				

Please check the box if the following items are on-site:

- Notice of Coverage (NOC)
 Stormwater Pollution Prevention Plan (SWPPP)
 Twice Weekly Inspection Documentation
 Site Contact Information
 Rain Gauge(s)
- Off-site Reference Rain Gauge Location: _____
 Has daily rainfall been checked/documentd on the TDOT Monthly Rainfall Log? Yes No

Best Management Practices (BMPs)	TDOT/Contractor Agrees with EPSC Inspection Report: NO or YES. If No, Explain and initial comment:
Are the Erosion Prevention and Sediment Controls (EPSCs) functioning correctly: If "No," see attached page(s) for description.	
1. Are all applicable (EPSCs) installed and maintained per the SWPPP? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Are EPSC's functioning correctly at all disturbed areas/material storage areas per section 4.1.5 of the CGP? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Are EPSC's functioning correctly at outfall/discharge points such that there is no objectionable color contrast in the receiving stream, and no other water quality impacts per section 5.3.2 of the CGP? <input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Are EPSC's functioning correctly at ingress/egress points such that there is no evidence of track out? <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. If construction activity at any location on-site has temporarily/permanently ceased, was the area stabilized within 14 days per section 3.5.3.2 of the CGP? If "No," refer to the attached page(s) for each location and measures taken to stabilize the area(s). <input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Have pollution prevention measures been installed, implemented, and maintained to minimize the discharge of pollutants from equipment and vehicle washing, wheel and wash water and other wash waters per section 4.1.5 of the CGP? If "No," refer to the attached page(s) for measures to be implemented to address deficiencies. <input type="checkbox"/> Yes <input type="checkbox"/> No	
7. If applicable, have discharges from dewatering activities been managed by appropriate controls per Section 4.1.4 of the CGP? If "No," refer to the attached page(s) for measures to be implemented to address deficiencies. <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No	
8. If a concrete washout facility is located on site, is it clearly identified on the project and maintained? If "No," refer to the attached page(s) for measures to be implemented to address deficiencies. <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No	

(Additional pages may be attached, if needed)

Certification and Signature (must be signed by the certified inspector and the permittees per Sections 3.5.8.2 (g) and 7.7.2 of the CGP)

This document was prepared in accordance with a system designed to assure that qualified personnel properly gathered and evaluated information presented. Based on my inquiry of the person(s) who manage the system, or those persons directly responsible for gathering the information, I certify that inspections of storm water discharge points (outfalls) and of erosion and sediment controls have been performed and recorded. I certify that erosion and sediment controls in the drainage area of the identified outfall were installed as planned and designed in working order as recorded in the table above. I certify, under penalty of law that this document and all attachments were prepared by me, or under my direction or supervision. The submitted information is to the best of my knowledge and belief, true, accurate, and complete. I am aware there are significant penalties for submitting false information, including the possibility of fine and imprisonment. As specified in Tennessee Code annotated section 39-16-702(a) (4), this declaration is made under penalty of perjury.	EPSC Inspector Name, Title and Company (print or type):	Signature:	Date:	
	TN EPSC Certification No.:			
	Contractor (Secondary Permittee) Name and Title (print or type):	Signature:	Date:	
	TDOT Project Supervisor or Designee (Primary Permittee) Name and Title (print or type):	Signature:	Date:	

TDOT EPSC Inspection Form (Rev. 08-13)

Page 1 of ____



Construction Storm Water Inspection Certification


 State/US Route or Road Name: _____
 TDOT Construction No.: _____ TDOT Contract No.: _____

TDOT EPSC Inspection Monthly Rainfall Data Log - December 2011

Date	Day of Week ¹	Predicted Precipitation (%) ²	Rainfall Gauge 1 (in)	Rainfall Gauge 2 (in)	Rainfall Gauge 3 (in)	Rainfall Gauge 4 (in)	Rainfall Gauge 5 (in)	Rainfall Gauge 6 (in)	Duration (hr)
12/01/11	Th	0	0.00	0.00					
12/02/11	F	0	0.00	0.00					
12/03/11	Sa	0	0.00	0.00					
12/04/11	Su	50	1.20	1.15					6
12/05/11	M	20	0.00	0.00					
12/06/11	Tu	10							
12/07/11	W								
12/08/11	Th								
12/09/11	F								
12/10/11	Sa								
12/11/11	Su								
12/12/11	M								
12/13/11	Tu								
12/14/11	W								
12/15/11	Th								
12/16/11	F								
12/17/11	Sa								
12/18/11	Su								
12/19/11	M								
12/20/11	Tu								
12/21/11	W								
12/22/11	Th								
12/23/11	F								
12/24/11	Sa								
12/25/11	Su								
12/26/11	M								
12/27/11	Tu								
12/28/11	W								
12/29/11	Th								
12/30/11	F								
12/31/11	Sa								

¹ Day of Week = Su, M, Tu, W, Th, F, Sa
² Predicted Precipitation Source: www.NOAA.com
 Southern Regional Climate Center (SRCC); R = Gauge Removed



Notice of Termination



TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION (TDEC)
 Division of Water Pollution Control (WPC)
 6th Floor Annex, L&C Tower, 401 Church Street, Nashville, Tennessee 37243
 1-888-891-TDEC (8332)

Notice of Termination (NOT) for General NPDES Permit for Stormwater Discharges from Construction Activities (CGP)

This form is required to be submitted when requesting termination of coverage from the CGP. The purpose of this form is to notify the TDEC that either all stormwater discharges associated with construction activity from the portion of the identified facility where you, as an operator, have ceased or have been eliminated; or you are no longer an operator at the construction site. Submission of this form shall in no way relieve the permittee of permit obligations required prior to submission of this form. Please submit this form to the local WPC Environmental Field Office (EFO) address (see table below). For more information, contact your local EFO at the toll-free number 1-888-891-8332 (TDEC).

Type or print clearly, using ink and not markers or pencil.

Site or Project Name:	NPDES Tracking Number: TNK
Street Address or Location:	County(ies):

Name of Permittee Requesting Termination of Coverage:

Permittee Contact Name:	Title or Position:		
Mailing Address:	City:	State:	Zip:
Phone: ()	E-mail:		

Check the reason(s) for termination of permit coverage:

Stormwater discharge associated with construction activity is no longer occurring and the permitted area has a uniform 70% permanent vegetative cover OR has equivalent measures such as rip rap or geotextiles, in areas not covered with impervious surfaces.

You are no longer the operator at the construction site (i.e., termination of site-wide, primary or secondary permittee coverage).

Certification and Signature: (must be signed by president, vice-president or equivalent ranking elected official)

I certify under penalty of law that either: (a) all stormwater discharges associated with construction activity from the portion of the identified facility where I was an operator have ceased or have been eliminated or (b) I am no longer an operator at the construction site. I understand that by submitting this notice of termination, I am no longer authorized to discharge stormwater associated with construction activity under this general permit, and that discharging pollutants in stormwater associated with construction activity to waters of the United States is unlawful under the Clean Water Act where the discharge is not authorized by a NPDES permit. I also understand that the submittal of this notice of termination does not release an operator from liability for any violations of this permit or the Clean Water Act.

For the purposes of this certification, elimination of stormwater discharges associated with construction activity means that all disturbed soils at the portion of the construction site where the operator had control have been finally stabilized, the temporary erosion and sediment control measures have been removed, and/or the site or portions of the site have obtained permit coverage by subsequent operators or that all stormwater discharges associated with construction activities from the identified site that are authorized by a NPDES general permit have otherwise been eliminated from the portion of the construction site where the operator had control.

Permittee name (print or type):	Signature:	Date:
---------------------------------	------------	-------

EFO	Street Address	Zip Code	EFO	Street Address	Zip Code
Memphis	8383 Wolf Lake Drive, Bartlett, TN	38133	Cookeville	1221 South Willow Ave.	38506
Jackson	1625 Hollywood Drive	38305	Chattanooga	540 McCallie Avenue STE 550	37402
Nashville	711 R S Gass Boulevard	37243	Knoxville	3711 Middlebrook Pike	37921
Columbia	1421 Hampshire Pike	38401	Johnson City	2305 Silverdale Road	37601



Construction Contract Administration

CERTIFIED PAYROLL AND LABOR COMPLIANCE INTERVIEWS

- As required in TDOT Special Provision 1273, Section V, (23 CFR 635.118) the contractor, and subcontractors, shall submit a weekly payroll of wages paid to each employee with a certification statement (refer to Sample Payroll). Circular Letter 1273-02 provides additional information.
- The CEI or LG shall conduct at least one (1) contractor employee interview monthly to verify that the payroll submitted is accurate and employees are being paid properly (hours and wages). Circular Letter 1273-03 provides additional guidance on the required employee interviews.



Payroll Example

U.S. Department of Labor
Wage and Hour Division

PAYROLL
(For Contractor's Optional Use; See Instructions at www.dol.gov/whd/forms/wh347instr.htm)
Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.


U.S. Wage and Hour Division
Rev. Dec. 2008
OMB No.: 1235-0008
Expires: 02/28/2018

NAME OF CONTRACTOR OR SUBCONTRACTOR ADDRESS _____

PAYROLL NO. _____ FOR WEEK ENDING _____ PROJECT AND LOCATION _____ PROJECT OR CONTRACT NO. _____

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (e.g., LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF INCLUDING RESUBSTITUTIONS	(3) WORK CLASSIFICATION	(4) DAY AND DATE							(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS				(9) NET WAGES PAID FOR WEEK
			a	b	c	d	e	f	g				FICA	WITH- HOLDING TAX	OTHER	TOTAL DEDUCTIONS	
			o									/					
			s									/					
			o									/					
			s									/					
			o									/					
			s									/					
			o									/					
			s									/					
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			o									/					
			s									/					

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a), The Copeland Act, (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(i) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Public Burden Statement
We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room 53502, 200 Constitution Avenue, N.W., Washington, D.C. 20210

(over)



Payroll Page 2 Example

Date _____

I, _____
 (Name of Signatory Party) (Title)

do hereby state:

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

_____ on the
 (Contractor or Subcontractor)

_____ ; that during the payroll period commencing on the
 (Building or Work)

_____ day of _____, and ending the _____ day of _____.

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

_____ from the full
 (Contractor or Subcontractor)

weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145), and described below:

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

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

(4) That:
 (a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

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

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

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

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION

REMARKS:

NAME AND TITLE	SIGNATURE

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



Employee Interview

Page 2 of 2

CONTRACTOR'S EMPLOYEE INTERVIEWS (Form C-27)

Contract Number	County	Contractor or Sub-Contractor
Employee Name	Payroll Classification	Hourly rate for classification
Type of work being performed by employee as observed by interviewer:		
Hourly Rate for work employee is performing: \$		
I affirm that the information shown above is correct and that I am / am not receiving the number of hours for normal time and overtime.		
Complaints/comments/remarks:		
Contractor Employee's Signature	Interviewer's Signature	
Date:	Date:	

The Contractor's/Sub-Contractor's (as identified above) payroll for this project have been checked for the period covering this interview and it is apparent that the subject employee is / is not properly classified and is / is not receiving the correct wage scale for the work he is performing in accordance with the wage established, for this project as specified in the Contract Proposal.

Comments/Remarks:

Project Supervisor's/Representative's Signature

Date:



Construction Contract Administration

UTILITY RELOCATION NOT INCLUDED IN THE CONTRACT (NON-REIMBURSABLE OR REIMBURSABLE)

- There are contracts in which the utility relocation work is not included in the Local Government contract as bid items. The relocation work is performed before the construction work begins. The appropriate utility shall be directed to notify the Local Government's Project Supervisor when a work begin date is determined. The Local Government shall provide authorization for the utility to go to work. The Utility shall then submit billings to the Local Government. Local Government inspects and certifies that relocation work bill is done in accordance with the approved plans and estimates. Local Government makes payment of invoices for contracted utility relocation.
- The Project Utility Diary (DT-0667) (Circular Letter 105.07-04) (Form 8-13) is used to document the relocation work performed. The Project Utility Diary shall be used on all projects requiring utility relocations, to document the relocation work whether the work is reimbursable or not. The Project Utility Diary section "Description of Work Performed": will be the only documentation required. However, the documentation shall note if the work is reimbursable or not. The work start date and work complete date shall be noted.



Construction Contract Administration

UTILITY RELOCATION INCLUDED IN THE CONTRACT

- Utility relocation work included in the contract requires documentation of utility item installed quantities. The quantities are paid on the progress estimate.
- The appropriate utility company shall provide an inspector to document and certify the items used in the utility relocation.
- The following documentation is required for utility relocation work included in the contract:
 - • Project Utility Diary (DT-0667)(Form 8-13)
 - • Utility Item Certification / Final Acceptance (DT-1716)(Form 8-14)
 - • Summary of Installed Utility Items

RAILROADS

- For projects with railroad involvement, once construction is complete, the Local Government shall submit a Railroad Completion Notice (Form 8-15).



Railroad Completion Notice

Local Program Development Office
Tennessee Department of Transportation
Suite 600
James K. Polk Building
Nashville, TN 37243

RE: Completion Notice of Work within the Limits of the Railroad

PIN:	State Project No.:
County:	Contract No.:
Federal Project No.:	Reference No.:
Description:	

To Whom It May Concern:

This notice is to confirm the acceptance of all work within the limits of the Railroad in accordance with Subsection 105.13 of the Standard Specifications.

Date of Railroad Inspection:

Inspected by Railroad Representative:

Inspected by D.O.T. Representative:

Sincerely,

cc: Regional Construction
Railroad
Contractor
TDOT Multimodal Resources
Division, Rail Crossing Safety
Office



Construction Contract Administration

PROGRESS PAYMENTS

- The Local Government shall make monthly partial progress payments to the contractor in general accordance with Section 109.06 of the TDOT specifications, 23 CFR 635.122, and Circular Letter 109.02-02.
- Progress payment reimbursement requests submitted to TDOT shall contain all the necessary documentation and certifications as required in Chapter 9 of these guidelines.
- Monthly Engineer's Estimate - Item quantities paid on engineer's estimates shall be supported by field documentation as directed in the Item Documentation instructions. Each item's current estimate quantity documented in the Field Book shall be referenced to the respective engineer's estimate number where payment was made. The reference shall be placed in the remarks field on the Field Book sheet.



Construction Contract Administration

PROGRESS PAYMENTS (CONT'D)

- Material Certifications covering each item's current estimate quantity shall be on file before payment may be processed. (Circular Letter 109-02.02)
- Additional information documented on the progress estimate:
 - Documented reason as to why Liquidated Damages are not being accessed on the current progress estimate when the contract days charged has overrun the original contract days allowed.
 - Local Government Project Supervisor's signature approving estimate payment also certifies that the required labor interview has been conducted.
 - Local Government Project Supervisor's signature certifies that the required material certifications are on file for each item's current estimate quantity.
- Monthly Construction Report - At the end of each estimate period a Monthly Construction Report is sent to the Contractor and a copy is sent to the Surety. The Monthly Construction Report documents the status of the project in regard to % of time used vs. % of contract amount paid. A 15% variance of time over amount shall be explained.

Progress Payment Example



TN DOT
Department of
Transportation

(NAME OF LOCAL GOVERNMENT)

Local Government Guidelines Form 9-8
January 1, 2014

ENGINEER'S ESTIMATE

STATE PROJECT # _____
 FEDERAL PROJECT # _____
 PROJECT DESC _____
 CONTRACT # _____

ORIGINAL AMOUNT _____
 EXECUTION DATE _____
 EFFECTIVE DATE _____
 TIME COMPLETE _____

ESTIMATE # _____
 PARTIAL _____

PIN # _____

REVISED AMOUNT _____
 CONTRACT END _____
 CONT WORK DAYS _____
 WORK COMPLETE _____

CORRESPONDS TO CONSTRUCTION ENGINEERING BILLING # _____

FINAL _____ (Note: Final Estimate Certification must be signed)

BID ITEM NO.	PART	NON PART	DESCRIPTION	UNIT OF MEAS	CURRENT	QUANTITIES PREVIOUS	TOTAL	UNIT PRICE	CURRENT PARTICIPATING AMOUNT	TOTAL PARTICIPATING AMOUNT
--------------	------	----------	-------------	--------------	---------	---------------------	-------	------------	------------------------------	----------------------------

I CERTIFY UNDER PENALTY OF LAW THAT THIS CERTIFICATION/ESTIMATE AND ALL ATTACHMENTS WERE PREPARED UNDER MY DIRECTION OR SUPERVISION IN ACCORDANCE WITH A SYSTEM DESIGNED TO ASSURE THAT QUALIFIED PERSONNEL PROPERLY GATHERED AND EVALUATED INFORMATION PRESENTED. BASED ON MY INQUIRY OF THE PERSON OR PERSONS WHO MANAGE THE SYSTEM, OR THOSE PERSONS DIRECTLY RESPONSIBLE FOR GATHERING THE INFORMATION, I HEREBY CERTIFY THAT THIS SUBMITTAL IS ACCURATE AND CORRECT. I AM AWARE THERE ARE SIGNIFICANT PENALTIES FOR SUBMITTING FALSE INFORMATION, INCLUDING THE POSSIBILITY OF FINE AND IMPRISONMENT FOR KNOWING VIOLATIONS. I FURTHER ACKNOWLEDGE THAT FAILURE TO FOLLOW FEDERAL DIRECTIVES, GUIDELINES, AND REGULATIONS WILL RESULT IN THE LOSS OF FEDERAL FUNDING.

(CONSULTANT CONSTRUCTION ENGINEERING SUPERVISOR)

I CERTIFY THAT DAVIS-BACON LABOR INTERVIEWS HAVE BEEN PERFORMED DURING THIS ESTIMATE PERIOD, EXCEPT AS LISTED BELOW:

EXCEPTION: _____

(CONSULTANT CONSTRUCTION ENGINEERING SUPERVISOR)

I CERTIFY THE (LOCAL GOVERNMENT) HAS SUFFICIENT TEST REPORTS ON HAND TO COVER THE TOTAL QUANTITIES SHOWN ON THIS ESTIMATE.
 I CERTIFY THAT DAVIS-BACON LABOR INTERVIEWS HAVE BEEN PERFORMED DURING THIS ESTIMATE PERIOD.
 I CERTIFY THE CURRENT MONTHLY EARNINGS FOR THIS CONTRACT ARE \$ _____

APPROVED FOR PAYMENT: _____
(LOCAL GOVERNMENT PROJECT SUPERVISOR)

FINAL ESTIMATE CERTIFICATION:

I CERTIFY THE (LOCAL GOVERNMENT) HAS REDUCED THE FINAL ESTIMATE BY ANY LIQUIDATED DAMAGES OR DISINCENTIVES CHARGED TO THE CONTRACTOR. IF THE LIQUIDATED DAMAGES OR DISINCENTIVES EXCEED THE AMOUNT OF THE FINAL ESTIMATE, A CHECK FOR THE FEDERAL SHARE OF THE OVERPAYMENT MUST BE SUBMITTED TO TDOT WITH THIS ESTIMATE.

(LOCAL GOVERNMENT PROJECT SUPERVISOR)



Progress Payment Example

ARRA - South Russell St. Resurfacing - Main St. to Lynnwood Dr. (ARRA Number: 83LPLMF3033002250) Sumner County, Portland, TN
 Payment Summary No. 1, Pay Period Ending 7/31/10, State Project No. 83LPLM-F3-033, Pin # 112054, Federal Project No. ARRA-STP-M-0319(1)

SSR Project numbers: 066A2610, Contractor: LoJac Enterprises, Inc.

Item No.	Description	Unit	Est. Quant.	Unit Price	Current Quantity Used	Previous Quantity Used	Total Quantity Used	Current Cost	Previous Cost	Cost to Date	Total Estimated Contract Cost
202-03	REMOVAL OF RIGID PAVEMENT, SIDEWALK, ETC.	SY	120	\$ 26.25	229.26	0	229.26	\$ 6,005.58	\$ -	\$ 6,005.58	\$ 3,150.00
202-03.03	REMOVAL OF ASPHALT PAVEMENT	CY	328	\$ 40.00	0	0	0	\$ -	\$ -	\$ -	\$ 13,160.00
202-06.15	REMOVAL OF CURB AND GUTTER	LF	116	\$ 5.25	222	0	222	\$ 1,169.50	\$ -	\$ 1,169.50	\$ 859.00
303-01	MINERAL AGGREGATE, TYPE A BASE, GRADING D	TON	182	\$ 35.00	0	0	0	\$ -	\$ -	\$ -	\$ 6,370.00
307-01.01	ASPHALT CONCRETE MIX (PQ54-72) (BPM) GRADING A	TON	485	\$ 72.00	0	0	0	\$ -	\$ -	\$ -	\$ 35,040.00
307-01.07	ASPHALT CONCRETE MIX (PQ54-72) (BPM) GRADING B	TON	1,485	\$ 69.50	0	0	0	\$ -	\$ -	\$ -	\$ 103,207.50
403-01	BITUMINOUS MATERIAL FOR TACK COAT (TC)	TON	3	\$ 535.00	0	0	0	\$ -	\$ -	\$ -	\$ 1,605.00
411-01.10	ACB MIX (PQ64-72) GRADING D	TON	1,012	\$ 80.75	0	0	0	\$ -	\$ -	\$ -	\$ 81,719.00
415-01.01	COLD PLANING BITUMINOUS PAVEMENT	TON	1,404	\$ 16.75	0	0	0	\$ -	\$ -	\$ -	\$ 23,517.00
701-01.01	CONCRETE SIDEWALK (4")	SF	1,061	\$ 4.45	1336.75	0	1336.75	\$ 5,946.44	\$ -	\$ 5,946.44	\$ 4,810.45
701-02.01	CONCRETE HANDICAP RAMP (BIRDEFT)	SF	850	\$ 15.25	746.75	0	746.75	\$ 11,296.44	\$ -	\$ 11,296.44	\$ 9,150.00
701-02.02	CONCRETE DRIVEWAY (8")	SF	140	\$ 8.40	440.0	0	440.0	\$ 3,725.40	\$ -	\$ 3,725.40	\$ 1,176.00
702-03	CONCRETE COMBINED CURB AND GUTTER	CY	10	\$ 280.00	21	0	21	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 2,800.00
712-01	TRAFFIC CONTROL	LS	1	\$ 2,750.00	42	0	42	\$ 1,155.00	\$ -	\$ 1,155.00	\$ 2,750.00
713-04.01	FLEXIBLE DRUMS (CHANNELIZING)	EACH	20	\$ 10.00	28	0	28	\$ 280.00	\$ -	\$ 280.00	\$ 250.00
713-06	SIGNS (CONSTRUCTION)	SF	281	\$ 10.75	362.0	0	362.0	\$ 2,821.88	\$ -	\$ 2,821.88	\$ 3,020.75
712-08.03	ARROW BOARD (TYPE C)	EACH	2	\$ 650.00	0	0	0	\$ -	\$ -	\$ -	\$ 1,300.00
716-02.01	PLASTIC PAVEMENT MARKING (4" LINE)	LM	2.1	\$ 8,200.00	0	0	0	\$ -	\$ -	\$ -	\$ 8,200.00
716-02.05	PLASTIC PAVEMENT MARKING (STOP LINE)	LF	36	\$ 21.00	0	0	0	\$ -	\$ -	\$ -	\$ 756.00
716-02.09	PLASTIC PAVEMENT MARKING (LONGITUDINAL CROSS-WALK)	LF	245	\$ 26.25	0	0	0	\$ -	\$ -	\$ -	\$ 6,431.25
716-05.01	PAINTED PAVEMENT MARKING (4" LINE)	LM	1.0	\$ 1,575.00	0	0	0	\$ -	\$ -	\$ -	\$ 1,575.00
717-01	MOBILIZATION	LS	1	\$ 7,000.00	0.28	0	0.28	\$ 1,950.00	\$ -	\$ 1,950.00	\$ 7,000.00
ITEMS SUBTOTAL								\$ 36,125.23	\$ -	\$ 36,125.23	\$ 316,692.95
CHANGE ORDER ITEMS								\$ -	\$ -	\$ -	\$ -
CHANGE ORDER ITEMS SUBTOTAL								\$ -	\$ -	\$ -	\$ -
STORED MATERIALS								\$ -	\$ -	\$ -	\$ -
STORED MATERIALS SUBTOTAL								\$ -	\$ -	\$ -	\$ -
Total Completed & Stored								\$ 36,125.23	\$ -	\$ 36,125.23	\$ 316,692.95
Retainage Less 0% Current Cost / Less 0% Previous Cost / Less 0% Costs Date								\$ -	\$ -	\$ -	\$ -
Total of Previous Payments / Cost to Date Minus Retainage								\$ -	\$ -	\$ 36,125.23	\$ -
Current Payment Due								\$ 36,125.23	\$ -	\$ 36,125.23	\$ -



Monthly Construction Report

CITY OF GALLATIN

123 West Main Street
Gallatin, TN 37066

MONTHLY CONSTRUCTION REPORT

December 13, 2012

Charles Dewese Construction Co.
785 Industrial By Pass North
Franklin, KY 42135

Pin #: 106688.00
Project: 83PLM-F3-012
County: Sumner

Dear Sir:

As of the pay period ending 11/30/2012, Estimate No. 004, the status of your contract is as follows:

Total Days Charged to date:	107	Total Days Allowed in Contract:	123
Total Contract Paid:	\$ 412,578.85	Original Contract Amount:	\$ 412,578.85
Total Earnings to Date:	\$ 313,166.02	Current Contract Amount:	\$ 412,578.85
% Work Complete:	75.00	% Time Complete:	87.00
Original Completion Date:	12/15/2013	Adjusted Completion Date:	12/15/2012
		Est. Comp Date:	12/15/2012

% Difference in time consumed and project completed: 11.10

Time consumed is more than 15% of the project completed: No. Please advise this office in writing as to how your company plans to correct this delay if the time consumed is greater than 15%.

Supervisor Remarks:

The above information is reflected in the contract records. Should your records in any way differ from the above information, please advise this office within 5 days from this date.

Sincerely,

Gordon L. Hunter, SSR, Inc. for
The City of Gallatin

cc: City of Gallatin
American Safety Casualty Co.
TDOT



Construction Contract Administration

PROMPT PAYMENT AND RETAINAGE

- The prime contractor shall pay each subcontractor no later than thirty (30) days after payment is received from the LG (T.C.A. 12-04-707). The Certification Regarding Prompt Payment to Subcontractors and Material Suppliers and DBE/SBE Payment Summary Form (Form 8-29) must be completed by the Prime Contractor to certify each month that payment has been made to the appropriate subcontractors and submitted monthly to the TDOT Civil Rights Office via their web address (TDOT.DBE.Program@tn.gov). The prompt payment form will run two months in arrears (example: to pay the progress payment for March 2016 the prompt payment form for January 2016 must be on file). More information on certification of prompt payment can be found in Circular Letter 109.02-05. Please refer to TDOT Special Provision (SP) 1247 and <http://www.tn.gov/tdot/topic/small-business> for further guidance.
- In addition, **the LG may not withhold retainage on progress payments from the prime contractor and the prime contractor may not withhold retainage from their subcontractors.**



Prompt Payment



Local Government Guidelines Form 8-29
March 1, 2016

**CERTIFICATION REGARDING
PROMPT PAYMENT TO SUBCONTRACTORS AND MATERIAL SUPPLIERS AND
DBE/SBE PAYMENT SUMMARY**

Project Title: _____
 Contractor: _____ PIN: _____
 State Project No.: _____ Contract No.: _____
 Federal Project No.: _____ County: _____
 Report Period: _____ DBE Goal: _____

I certify that to the best of my knowledge, for the estimate period denoted above that all subcontractors and material suppliers have been paid to date by the Local Government in accordance with the tables below. I have listed exceptions and reasons for non-payment to subcontractors and where joint checks were utilized, as provided below. (TCA 12-4-707D & Section 109.02)⁽¹⁾

Exceptions:

Subcontractor or Material Supplier Name	DBE/SBE ⁽²⁾	Reason For Nonpayment

Only complete the following if joint checks were utilized⁽³⁾:

Subcontractor or Material Supplier	DBE/SBE ⁽²⁾	Payment Amount	Date	Payment To Date

Also, I certify that the following DBE/SBE⁽²⁾ were paid the amounts listed during this estimate period:

DBE/SBE ⁽²⁾ Subcontractor or Material Supplier	DBE/SBE ⁽²⁾	Payment Amount	Payment Date	Payment To Date

Electronic submission of this form certifies the information contained within. Certified by:

Signature Title Date



Local Government Guidelines Form 8-29
March 1, 2016

Guidelines:

1. This certification is for the Local Government's information only and does not place any obligation on the part of the Local Government with regard to any party including but not limited to any subcontractor and Contractor's surety. This certification will be required before processing a monthly progress payment to the Contractor. The certification will run two months in arrears (i.e. progress payment for March 2016 would require certification for January 2016). This certification shall be sent to the project supervisor. When exceptions or joint check subcontractors are listed, the project supervisor shall send copies to the TDOT Local Program Development Office. If an exception or joint check includes a DBE subcontractor then an additional copy shall be sent to the TDOT Civil Rights Office.
2. SBE status should be used only if the firm is certified as a Small Business with the TN Go-DBE. www.tennessee.gov/diversity
3. Copies of joint checks are to be attached to this report.



Construction Contract Administration

ALTERATIONS AND EXTRA WORK (CHANGE ORDERS OR PLAN REVISIONS)

- The construction industry recognizes that it is unrealistic to expect that a construction project could be built without deviating from the project plans. Although project designers should be diligent and exercise due care in developing the plans, they are not omniscient. There are many peculiarities (e.g., unforeseen site conditions, utility conflicts, changes in the geology, etc.) that can arise during construction and virtually every project should expect changes. Only the construction engineer is in a position to judge the adequacy of project designs and respond to needed changes. The LG may initiate a Plans Revision.
- Extra work shall be completed in accordance with subsections 104.02 and 104.03 of the TDOT Standard Specifications as outlined in 23 CFR 635.120. Any changes to the original proposal contract or plans must be documented by a Local Programs Change Order (Form 8-30) along with all supporting documentation for costs associated with the Change Order. **The request must be submitted to the LPDO for funding eligibility approval prior to proceeding with the Change Order request.**



Construction Contract Administration

ALTERATIONS AND EXTRA WORK (CHANGE ORDERS OR PLAN REVISIONS) (CONT'D)

- The supporting documentation shall include:
 - A description of the condition with the date, time, and location impacted
 - Explanation of why the condition represents a change to the contract
 - A statement of all changes required to the contract price(s), delivery schedule, phasing and time. The pricing component shall include a comparison of average unit prices; or the contractor's labor and equipment costs; or other approved methods
- After approval is received from the Local Programs Development Office, it can then be signed by the contractor, his surety, and Local Government Project Supervisor. An executed copy shall also be submitted to the Local Programs Development Office. The approved change order becomes part of the contract. In addition, a Summary Change Order shall be prepared and submitted to TDOT as outlined in Section 8.4.3.



Construction Contract Administration

ALTERATIONS AND EXTRA WORK (CHANGE ORDERS OR PLAN REVISIONS) (CONT'D)

- Upon receipt of a Plans Revision Request, a plans revision shall be made by the “Engineer of Record” to the plans when an error, omission, correction, or additional detail is needed. Plans revisions shall be documented by the following information:
 1. Revision Number – Revisions shall be numbered consecutively throughout the life of the project.
 2. Revision Date – The effective date of the revision.
 3. Brief Description – A brief description as to the basis of the revision.



Change Order



Local Government Guidelines Form 8-30
March 1, 2016

Supplemental Agreement and/or Request for Construction Change Change Order Request # _____

Project Title/Terminal: _____
 Owner: _____ PIN: _____
 Address: _____ State Project No.: _____
 Federal Project No.: _____
 Date Prepared: _____ Contract No.: _____
 County: _____

Whereas, we _____ with _____, as a Surety, entered into a contract with _____, on _____, for the construction by said Contractor of the above designated contract; and Whereas, certain items of construction encountered, are not covered by the original contract, we desire to submit the following additional items of construction to be performed by the Contractor and paid by the Owner at the price(s) scheduled therefore below:

The purpose of this Change Order is to:

As a result of this Change Order, contract time shall:

Not Change, Increase by _____ days, Decrease by _____ days

Original contraction Completion Time: _____ days (Date: _____)

Approved Change Orders: _____

Current Change Order: _____

Contract Completion Time with Change Orders: _____ days (Date: _____)

Unit prices listed below include labor, materials, profit, overhead, and incidentals necessary to complete this work. A separate attached spreadsheet with the same information may be used in lieu of the table below.

Item No.	Description	Unit	Current/ Pending Quantities	Revised Quantities	QTY Over + QTY Under -	Contract Price	Net Amount Due Change
						\$	\$
						\$	\$
						\$	\$
						\$	\$
						\$	\$

Bid Contract Amount: \$ _____
 Current Change Order: \$ _____
 Approved Change Orders: \$ _____
 Pending Change Orders: \$ _____
 Total Change Orders to Date: \$ _____



Local Government Guidelines Form 8-30
March 1, 2016

Supplemental Agreement and/or Request for Construction Change Change Order Request # _____

Project Title/Terminal: _____
 Owner: _____ PIN: _____
 Address: _____ State Project No.: _____
 Federal Project No.: _____
 Date Prepared: _____ Contract No.: _____
 County: _____

Now, Therefore, We, _____, Contractors, and _____, Surety, hereby agree to the Supplemental Agreement consisting of the above mentioned items and prices, and agree that this Supplemental Agreement is hereby made a part of the original contract and will be performed by this Contractor in accordance with specifications thereof, and that the original contract remain in full force and effect, except insofar as specifically modified by this Supplemental Agreement.

Recommended for Approval

By: _____
 Engineer/CEI Date

Approved for Eligibility:

By: _____
 Local Programs Planner Date

Approved By:

By: _____
 Contractor Date

By: _____
 Surety Date

By: _____
 Owner Date



Materials and Tests Procedures

MATERIALS AND TESTS

- The quality of materials on the project and tests performed must conform to all applicable ASTM and AASHTO Standard Specifications for Transportation Materials and Methods of Sampling and Testing, most current edition.
- The Local Government or CEI shall provide the TDOT Regional Materials Supervisor a set of plans and a copy of the bid book for each project prior to the Pre-Construction Conference as outlined in Section 8.2.7.
- **Asphalt and concrete mix designs shall meet TDOT specifications. All mix designs should be a TDOT preapproved plant specific design. In the event a non-standard design is called for, approval shall be the responsibility of the LG. These non-standard designs shall be submitted to the LG following the same submittal process as those submitted to TDOT and outlined within TDOT Standard Operating Procedures SOP 4-4 (Concrete) and SOP 3-4 (Asphalt).**



Concrete Mix Design

STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
DIVISION OF MATERIALS AND TESTS
FIELD OPERATIONS
6601 CENTENNIAL BLVD.
NASHVILLE, TENNESSEE 37249-0960

PROJECT INFORMATION

CONTRACT NO. LOCAL PROGRAM PIN: 112765.00	CONTRACTOR ROY T. GOODWIN	LETTING DATE
PROJECT NO.	PROJECT REFERENCE NO. ARRA-STP-M-9301(23)	DATE ISSUED 7-Sep-10
COUNTY	REGION 3	DATE UPDATED

MATERIALS AND PRODUCERS

CONCRETE PRODUCER		MATERIALS AND PRODUCERS		CLARKSVILLE, TN (#886)	
CEMENTITIOUS MATERIALS	CEMENT	TYPE I	G = 3.15	LAFARGE	GRAND CHAIN, IL
	SUPPLEMENTARY CM	FLYASH CLASS C	G = 2.70	MINERAL RESOURCES TECHNOLOGIES	FESTUS, MO
AGGREGATE	SUPPLEMENTARY CM	GGBFS, GRADE XXX	G =		
	COARSE AGGREGATE	#57 LIMESTONE	G = 2.69	VULCAN MATERIALS COMPANY	CLARKSVILLE, TN
	FINE AGGREGATE	MANUFACTURED SAND (FM=X.XX)	G =		
		NATURAL SAND (FM=2.82)	G = 2.61	WINN MATERIALS	CLARKSVILLE, TN
CHEMICAL	1 AIR ENTRAINER	MICRO AIR	G =		
ADMIXTURES	2 REDUCER	GLENIUM 7500			
BASF ADMIXTURES	3 REDUCER/RETARDER				
	4 ACCELERATOR				
	5 HIGH RANGE REDUCER				
	6 OTHER				

Retarder to be used when temperature is 85 degrees F or higher.
Admixture dosage shall be in accordance with manufacturer's recommendations

MIX DESIGN DATA

CLASS OF CONCRETE ⇔	CLASS A				
	lb/yd ³				
CEMENT	423				
FLY ASH	141				
GGBFS	0				
#57 LIMESTONE	1854				
NATURAL SAND	1199				
MANUFACTURED SAND	0				
WATER	250				
CHEMICAL ADMIXTURES	1,2				

THEORETICAL WEIGHT, PCF	143.1				
% FA VOLUME OF TOTAL AGGREGATE	40.1				
DESIGN W/CM RATIO	0.44				
DESIGN AIR CONTENT	6%				
REQUIRED COMPRESSIVE STRENGTH @ 28 DAYS, PCF	3000				
REQUIRED COMPRESSIVE STRENGTH @ 18 HOURS, PCF	NA				
DESIGN NUMBER	10 036				
PREVIOUSLY ISSUED ON CONTRACT	CNH 155				
CHARGE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The initial shipment of concrete must be accompanied by an aggregate card (CA and FA). Cards must be prepared periodically thereafter during the project. Design as specified in TDOT sections 501.01, 604.03, 702.01, or as applicable. Manufactured sand shall not be used in riding surfaces.

Issued By: Richard Weber
Headquarters (Materials & Tests)



Asphalt Job Mix Design

STATE OF TENNESSEE ASPHALT JOB MIX FORMULA

NO 2008 V1.0 L-20

Project Ref. No.	SP	Date	04/06/2010
Project No.	94840-3233-04 / 94840-3234-04	Region	3
Contract No.	CNJ043	County	Williamson
Contractor	Eubank Paving	Date of Letting	02/05/10
State Route No.	840	Roadway Surface	No
Hot-mix Producer	EUBANK ASPHALT, DICKSON PLANT #1		

Type BPM6-HM Mix 307-A PG 64-22 Item 307-01.01

Serial No.:	Design No.:
	311147

Material	Size or Grade	Producer and Location	Percent Used
#5	Coarse Aggregate	RGI Hickman Co.	44.068
#57	Coarse Aggregate	RGI Hickman Co.	23.950
#10 (Hard)	Screenings	RGI Hickman Co.	27.782
Asphalt Cement			4.200
PG 64-22 ERISON ASPHALT CO., NASHVILLE TERMINAL			
Percent AC in RAP1:		Optimum AC Content:	4.2
		Total	100.000
Percent AC in RAP2:			
Anti-Strip Additive:		Pave Bond Lite	Dosage: 0.3%
AC Contribution:	Virgin AC: 4.20	RAP AC:	Percent Virgin AC:
Asphalt Sp. Gravity:	1.032	Dust to Asphalt Ratio:	N/A
% Fracture Face on CA:	N/A	% Glassy Particles on CA:	N/A
Gravity of RAP Agg:	2.405	Eff. Gravity of Agg:	2.602
Theo. Gravity:	2.445	T.S.R.:	N/A
L.O.I.:	N/A	Ignition Oven Corr. Factor:	N/A
ADT	8170	Log Miles	Beginning: Ending:
Mixing Temp Range(F):	295-335	Compaction Temp Range(F):	290-320
Mixing Temperature(F):	315	Compaction Temperature(F):	300

Sieve Size	Percents Used				% Req.	Design Range
	#5	#57	#10 (Hard)			
2"	46.0	25.0	29.0		100	100
1.5"	100	100	100		100	81-100
1.25"						
1"						
3/4"	40	94	100		71	50-71
5/8"						
1/2"						
3/8"	7	25	100		38	35-50
No.4	2	4	93		29	24-36
No.8	2	2	83		19	13-27
No.16						
No.30	1	2	28		9	7-17
No.50						
No.100	0.5	0.5	15.0		4.7	0-10
No.200	0.5	0.5	13.0		4.1	0-4.5

Requested: Grum, Eubank Paving, LT-264 Approved: _____

Contractor Personnel and Lab Tech Cert No. Regional Materials and Tests Supervisor

Date last lab inspection 5/1/2009 Approved: _____

Headquarters Materials and Tests



Materials and Tests Procedures

MATERIALS AND TESTS (CONT'D)

- Construction Inspection and Approval must conform to Federal-Aid Policy Guide 23 CFR 637 subpart B – Quality Assurance Procedures for Construction.
- The Quality Assurance Procedures for Construction as set forth in the federal policy generally consists of the following points:
 - All materials used on the project must have test reports, material certifications and/or field testing by certified personnel to document that the material meets appropriate specifications.
 - Testing shall be in accordance with a FHWA approved testing program which includes procedures for the sampling, testing and acceptance of materials and products. The source for each type of material must be on TDOT's Qualified Product List or Producer Supply List.



Materials and Tests Procedures

ACCEPTANCE TESTS

- Local Governments/CEI shall conduct Acceptance Sampling and Testing in accordance with TDOT SOP 1-1.
- Acceptance samples and tests are used for determining the quality and acceptability of the material and workmanship which have been or are being incorporated in the project. The results of these tests are to be used by the Local Government to determine conformance to contract documents.
- Local Government/CEI shall conduct Acceptance Sampling and Testing in accordance with TDOT SOP 1-1. Acceptance testing may be conducted by a 3rd party laboratory, accredited through the AASHTO Accreditation Program (AAP). The LG must have the 3rd party laboratory's AASHTO Materials Reference Laboratory (AMRL) and/or Cement and Concrete Reference Laboratory (CCRL) accreditation on file prior to testing. A list of accredited laboratories can be found at the AMRL website.
- All materials incorporated in the construction of the project shall be approved regarding material requirements. Materials used on the project must have test reports, material certifications, and/or field testing by certified personnel to document that the materials meet appropriate specifications.



Materials and Tests Procedures

ACCEPTANCE TESTS (CONT'D)

- Estimated item quantities shall not be paid without the proper material certification on file in the appropriate project file. Item payment shall be withheld until the proper approved material certification is in hand.
- Materials delivered to the project site used in work shall be in compliance with TDOT Specifications, Qualified Products List or other contract documents when TDOT specifications are utilized
- Materials accepted by certification require a T-2 form attached to the certification. Form 8-31 (DT-0044LP) is the Contractor Material Certification and/or Sampling & Testing Record. Material Certifications shall be date appropriate according to the date the material was used.
- **The Buy America requirements in Special Provision 106A regarding iron and steel products are applicable.**



Special Provision 106A

SPI06A

SPI06A

Page 1 of 2

STATE

OF

TENNESSEE

(Rev. 6-19-95)
(Rev. 6-1-04)
(Rev. 06-20-2011)

January 1, 2015

SPECIAL PROVISION

REGARDING

BUY AMERICA REQUIREMENTS

All manufacturing processes for iron and steel products, and coatings applied thereon, used in this project shall occur in the United States except that if the proposal has bid items for furnishing domestic and foreign iron and steel, the bidder will have the option of (1) submitting a bid for furnishing domestic iron and steel, or (2) submitting a bid for furnishing domestic iron and steel and a bid for furnishing foreign iron and steel. If option (2) is chosen the bid will be tabulated on the basis of (a) the total bid price using the bid price for furnishing domestic iron and steel and, (b) the total bid price using the bid price for furnishing foreign iron and steel.

For the total bid based on furnishing foreign iron and steel to be considered for award, the lowest total bid based on furnishing domestic iron and steel must exceed the lowest total bid based on furnishing foreign iron and steel by more than 25 percent. The 25 percent differential applies to the total bid for the entire project, not just the bid prices for the steel or iron products.

Iron and steel products are defined as products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed from iron and steel made in the United States. Iron products are included, however, pig iron and processed, pelletized, and reduced iron ore may be purchased outside the United States.

Manufacturing begins with initial melting and continues through the coating stage. Any process which modifies chemical content, physical size or shape, or the final finish is considered a manufacturing process. Coatings include epoxy, galvanizing, painting or any other surface protection that enhances the value and/or durability of a material.

The contractor shall provide a certification to the Engineer with each shipment of iron and steel products to the project site that the manufacturing processes for the iron and steel products occurred in the United States. No steel shall be placed until the contractor ensures the requirements of this Special Provision are met.

The above requirements do not prevent a minimal use of foreign materials, if the cost of such materials used does not exceed 0.1 percent of the total contract cost or \$2,500.00, whichever is greater. If steel

SPI06A

SPI06A

Page 2 of 2

not meeting the requirements of this Special Provision is used, the contractor shall provide a written statement to the Department prior to its use indicating where the steel will be incorporated in the work, the value of the steel, the percentage of the contract amount, and the appropriate invoices shall be submitted as documentation.

The contractor shall be responsible for all cost associated with any steel that is permanently incorporated into the project that does not meet the requirements of this Special Provision without prior written approval from the Department, up to and including removal and replacement.



Materials and Tests Procedures

ACCEPTANCE TESTS (CONT'D)

- Materials not accepted on certification shall have daily reports documenting the actual test results.
- The required forms for material certifications/test reports are located at <http://www.tn.gov/tdot/article/transportation-materials-tests-division-field-operations-forms>. Each form has an example completed form.
- All Material Certifications/Test Reports shall be documented by the LG/CEI. There shall be a test report totals summary for every item that requires certification/test reports for materials used.



Materials Certification Form (T-2)


STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
DIVISION OF MATERIALS AND TESTS
 6601 CENTENNIAL BLDG.
 NASHVILLE, TENNESSEE 37243-0369

SAMPLE CONTRACTOR MATERIAL CERTIFICATION
 AND/OR
 SAMPLING AND TESTING RECORD

Original Sample Check Sample

Project Reference No. STP-14-1234(5) County MONTGOMERY Region 3
 Project No. 12345-6789-10 Contract No. 1234
 Contractor Bob Jones Heat No. _____ Size _____
 Date Sampled 12-Jan-03 Date Received at Lab 13-Jan-03
 Identification see below Date Reported 14-Jan-03
 Submitted by John Smith Sampled by Bill Smith
 Sampled from Certifications Amount Represented see below
 Producer Kern Brothers Location Clarksville
 Manufacturer see below Location Atlanta, GA
 Lab Serial No. A123 Report No. 34-234

ITEM NUMBER	DESCRIPTION, FIELD USE AND/OR LAB USE	QUANTITY
	PAVEMENT MARKING SHEETS	
718.05.20	SHERWIN WILLIAMS - WHITE PAINT - BATCH NO.	
718.05.20	M2501	500 GAL
718.05.20	M3171	23 GAL
718.05.20	M2881	5 GAL
	TOTAL	588 GAL
	SHERWIN WILLIAMS - WHITE PAINT - BATCH NO.	
718.05.20	M2051	205 GAL
718.05.20	M1701	78 GAL
718.05.20	M2071	40 GAL
	TOTAL	414 GAL
	INCIDENTAL ITEMS:	


 Contractor Personnel Signature

THE CONTRACTOR MUST FILL OUT THIS PORTION PROVIDED THE MATERIAL IS IDENTIFIED. A NOTARIZED SIGNATURE IS REQUIRED.
 I hereby certify that the above referenced material to be incorporated into this project is the same as that shown on the manufacturer's certification.

Contractor/Employee Signature Bob Jones My Commission Expires on 23-Dec-05
 Sworn to and subscribed before me this 20th day of January, 2003 My Commission Expires on 23-Dec-05
 WITNESSED BY: John Smith My Commission Expires on 23-Dec-05
Notary Public

I.D.O.T. Use Only
 This material accepted by certification and visual inspection.

Accepted By: _____ OR _____
Project Inspector Project Supervisor

Reviewed By: John Smith Regional Materials and Tests

This material meets does not meet the requirements of the specification for see item numbers above

Tested by _____ Approved _____ Engr. Of Materials and Tests

Form DT-0044 (Rev. 10-02)



Materials and Tests Procedures

PROJECT MATERIALS ACCEPTANCE

- Products delivered to the project site for use in the work shall be in compliance with TDOT Specifications, Qualified Products List, or other contract documents. Products accepted by certification shall have a materials certification attached to a completed Form 8-31, or similar, stating the TDOT test requirements and certified test results. Other products shall have daily reports showing actual test results. Progress payments should not be made on an item if there are insufficient certifications or test data for that item (Circular Letter 109.02-02).
- All materials shall be accepted in accordance with this manual and TDOT Standard Operating Procedures (SOP).



Materials and Tests Procedures

VERIFICATION TESTS

- Verification samples and tests are those used for validating the quality of a product which is being incorporated into the project. LG or CEI shall be responsible for obtaining verification samples in accordance with TDOT SOP 1-1 and submitting to TDOT Materials & Tests. TDOT Materials & Tests shall conduct Verification Testing in accordance with TDOT SOP 1-1.
- The CEI or the Local Government shall notify the TDOT Regional Materials Supervisor at least 72 hours prior to the start of work requiring verification testing.



Materials and Tests Procedures

INDEPENDENT ASSURANCE TESTS

- TDOT Materials & Tests shall conduct Independent Assurance Sampling and Testing in accordance with TDOT SOP 1-2. Independent Assurance testing is only required for projects on the National Highway System (NHS).
- The CEI or the Local Government shall notify the TDOT Regional Materials Supervisor at least 72 hours prior to the start of work requiring Independent Assurance testing.
- Independent assurance samples and tests are used for the purpose of making checks on the reliability of the results obtained in acceptance sampling and testing. An independent assurance technician will be responsible for observing the acceptance technician conduct the tests to ensure that the proper techniques and procedures are followed.
- Independent assurance sampling shall be conducted at the minimum frequency established in TDOT SOP 1-2. A prompt comparison of acceptance test results with independent assurance test results will be made by the TDOT representative. This comparison must be documented in the project records. If the comparison indicates a problem either with the materials or with the testing methods, action must be taken immediately to resolve the problem.



Materials and Tests Procedures

PROJECT MATERIAL CERTIFICATION

- A materials certification shall be issued by the Local Government or their CEI Representative to the Local Program Development Office at the completion of the project in accordance with 23 CFR 637.207.
- The intent of the material certification is to assure that the quality of all materials incorporated into the project is in conformance with the plans and specifications.
- The certification from the Local Government or their CEI Representative must be based on an audit of the project records according to a certification check list stating that:
“The results of the test on acceptance samples indicate that the materials incorporated in the construction work, and the construction operations controlled by sampling and testing, were in conformity with the plans and specifications; and such results compare favorably with the results of the independent assurance sampling and testing. Exceptions to the plans and specifications are explained in the attachment.”



Materials and Tests Procedures

PROJECT MATERIAL CERTIFICATION (CONT'D)

- At the completion of the project, the Local Programs Material and Tests Certification (DT-1696LP) with supplement form, including documentation for all failing material tests and the corrective action taken, shall be completed by the LG and submitted to the LPDO. This assures compliance with 23 CFR 637.207. The certification document shall be placed in the End of Job file. The intent of the material certification is to ensure that the quality of all materials incorporated into the project is in conformance with the plans and specifications.



Construction Contract Administration

FINAL INSPECTION / ACCEPTANCE

- When all work is complete, the Local Government's Project Supervisor and the Local Government Official responsible for the administration of the project shall conduct a final inspection of the project along with the CEI and with TDOT's participation, to determine the quality, completeness, acceptability, and ADA compliance of the work and to ensure that the authorized project was constructed in reasonable conformance with the contract requirements. Refer to Circular Letter 105.11-01 for additional information on resolving issues found during the inspection (Punch List items). Form 8-32 may be used as a template to document punch list items.
- All local projects with bridges greater than or equal to 20 feet long shall receive an initial inspection by TDOT bridge inspectors to develop a punch list prior to acceptance. TDOT Standard Specifications 105.15 and 108.06 provide the general guidance to determine the acceptance date of the project. Final as-built information for structures shall be submitted as outlined in Section 8.2.19.



Final Inspection/Acceptance

FINAL INSPECTION / ACCEPTANCE (CONT'D)

- Any work that has not been completed in accordance with the contract after the established contract completion date (or working days) shall be assessed liquidated damages (23 CFR 635.127).
- Documents relating to the Final Inspection shall be included in the End of Job folder. The Final Inspection Date shall be documented in the project diary. Also, the attendees at the inspection shall be listed and if applicable, the work that must be performed to complete the project (Punch List).



Final Inspection/Acceptance

COMPLETION NOTICE

- The Local Government Project Supervisor shall send to the LPDO, TDOT Operations Representative, TDOT Regional Materials and Tests Supervisor, contractor, and surety a Completion Notice (Form 8-33) indicating that all items of work have been inspected and are complete. The notice shall be sent as soon as possible after all items are accepted as complete. The completion date is the date time charges are stopped. This notice shall be sent by email to Local.Programs@tn.gov.



Completion Notice

Manager, TDOT Local Programs Office
JKP Building, Suite 600
505 Deaderick Street
Nashville, TN 37243-0341

RE: COMPLETION NOTICE

PIN:
County:
Federal Project No.:
Description:

State Project No.:
Contract No.:
Reference No.:

To Whom it May Concern:

The above project was inspected and accepted as complete on _____ by _____ representing the Tennessee Department of Transportation.

THE HISTORY OF THE PROJECT IS AS FOLLOWS:

Notice to Proceed Date:

Work Begin Date:

Substantial Work Complete Date:

Original Completion Date: ON/BEFORE

Adjusted Completion Date: ON/BEFORE

Actual Number of days used:

Contractor:

S.P. 108B:

Did contract have a Notice Of Coverage from TDEC?

No Yes

No Yes (If yes, a copy of the Notice Of Termination submitted to TDEC must be sent to Local Programs before sending a Completion Notice.)

If any exceptions, date completed:

Sincerely,

cc: Contract file
Regional Construction Engineer
Regional Materials & Tests Engineer
Regional Environmental Coordinator
Director, Material & Tests Division
Director, Small Business Development Office



Final Inspection/Acceptance

FULL SETTLEMENT / CLAIMS

- Full settlement shall be made in accordance with T.C.A. 54-05-122. The LG shall be required to provide the necessary notice in a newspaper of general circulation as stated in T.C.A. 54-05-122. The contractor shall also provide an affidavit (Form 8-34) as evidence that materials, labor, and payment comply with this statute.
- Any claims against the LG should be made in accordance with Sections 105.16 and 107.19 of TDOT Standard Specifications and 23 CFR 635.124.
- The Local Government will issue a Completion Notice to advertise the construction contract for claims. The LG shall have a request for the filing of claims published in an area press service (with the greatest coverage) for two consecutive weeks (one advertisement per week). The notices shall include a due date for claims that meets current T.C.A. guidance, currently at least 30 days from the last published date. The LG will mail copies of the request to the Prime Contractor, Surety Agent, and the Local Programs Development Office.



Affidavit Example



Local Government Guidelines Form 8-34
March 1, 2016

Contractor's Affidavit Pertaining to Labor and Materials

The undersigned contractor on Contract No. _____, Project No. _____, Reference No. _____, County _____, hereby certifies that all laborers, mechanics, apprentices, trainees, watchmen, and guards employed by him or by any subcontractor performing the work under the contract on the project have been paid wages at rates not less than those required by the contract provisions, and that the work performed by each such laborer, mechanic, apprentice, or trainee conformed to the classifications set forth in the contract or training program provisions applicable to the wage rate paid.

The undersigned contractor further certifies that all sums of money which have been due for labor and material used in the construction of this project, that all damages suffered on account of such construction, and that all claims for which we are held liable under the laws of Tennessee, with the exception of the outstanding claims now on file with the Tennessee Department of Transportation, the provisions of our contract and the terms of our bond, have been paid. In the event that any just claim is presented of which we do not now have knowledge, we agree to protect the State of Tennessee Department of Transportation by making at once the proper settlement of such claims.

CONTRACTOR

By _____

Title _____

Date _____

State of _____

County _____

Date _____

Personally appeared before me, a notary public for said county and state, on this date the above named person who, on behalf of the named contractor, makes oath that this affidavit is true to the best of his information, knowledge, and belief.

Notary Public

My Commission Expires



Full Settlement/Claims Example



2995 Sidco Drive
Nashville, TN
(615) 383-1113
(615) 386-8469 FAX
www.ssr-inc.com

February 24, 2011

TO: Rebecca Winn
The Leaf Chronicle
200 Commerce St.
Clarksville, TN 37040-0018

Dear Rebecca:

I am transmitting to you herewith a Notice which we wish to have published in the newspaper (s) for the indicated county (s) for two (2) consecutive weeks. This in accordance with the requirements of Tennessee Code Annotated Section 54-5-122.

NOTICE TO FURNISHERS OF LABOR AND MATERIALS

TO: McIntosh Construction Company, LLC
STATE PROJECT NO: 63LPLM-F3-021, 63LPLM-F3-034 and 63LPLM-F3-035
CONTRACT NO: Pin # 112765.00 COUNTY: Montgomery

The City of Clarksville is about to make final settlement with the contractor for construction of the above number projected. All persons wishing to file claims pursuant to Section 54-5-122, T.C.A. must file same with Jack Frazier, City of Clarksville Street Department, 199 Tenth St. Clarksville, TN 37040-6323, on or before 4/15/2011.

NOTE TO PUBLISHER: The above Notice is to be published on:
3/4/2011 & 3/11/2011.

Immediately after the second date of insertion of this Notice send one (1) copy of your newspaper bill and one (1) Affidavit of Publication, which includes a clipping of the advertisement, to me at the address above.

Sincerely,

David Donoho
Director of Transportation

cc: Clarksville Street Department
Bonding Agent
TDOT Local Programs
file

Contractor
TDOT Region 3 Construction Supervisor
Commissioner of Labor



Final Inspection/Acceptance

FINAL ESTIMATE AND SUMMARY CHANGE ORDER (CONT'D)

- Contract Finalization - Upon completion of the project, the quantities paid to date shall be compared to the documented final quantities. All differences shall be corrected on the Final Estimate (the presumed last progress estimate). A Summary Change Order must be prepared to adjust the contract amount to an amount that coincides with the final quantities. Provide a copy of this change order to the LPDO along with the End of Job Certificate.
- Explanations of Overruns/Underruns – All overruns/underruns shall be explained in accordance with Circular Letter 109.03-01. Explanations shall be attached to the Final Estimate and filed in the End of Job file.
- Determination of Time based on Quantity Increase – Circular Letter 108.07-01 provides additional detail on the applicability and process for increasing contract working time based on the increase in quantities of the project.



Final Inspection/Acceptance

FINAL ESTIMATE AND SUMMARY CHANGE ORDER (CONT'D)

- After the records have been checked by the LG, a document should be sent to the contractor displaying a comparison of the Original Quantities to the Final Quantities. Now is the appropriate time to attach a request to the Contractor for CC3s (if applicable) and any deficient material certifications required to pay the Final Estimate.
- Certification Regarding Money Paid to DBEs (CC-3) - As soon as possible after the project is completed; the contractor shall submit a CC-3 form (Form 8-35) for each DBE on the project to the Local Government. The CC-3 form certifies the amount of monies paid the DBE for this project. The Final Estimate shall not be processed until all the CC-3s have been received and are on file in the project records. Each original CC-3 shall be filed in the End of Job file. Once the contractor submits the CC-3's, send a copy to the TDOT Civil Rights Office and the Local Programs Development Office via their web addresses (tdot.dbe.program@tn.gov and Local.Programs@tn.gov).



Summary Change Order Example

CERTIFICATE OF THE CONTRACTOR OR HIS DULY AUTHORIZED REPRESENTATIVE																					
<p>Project: ARRA - Multimodal Intersection Improvements</p> <p>To the best of my knowledge and belief, I certify that all items, units, quantities, and prices of work and materials shown on the face of Sheet 2 of this Periodical Estimate are correct and all work has been performed and materials supplied in full accordance with the terms and conditions of the corresponding construction contract documents between the undersigned as Contractor and the Metropolitan Department of Public Works of the City of Nashville, as Owner, Dated: March 16, 2010, and all authorized changes thereto; that the following is a true and correct statement of the contract amount up to and including the last day of the last day of the period covered by this estimate and that no part of the "Total Amount Due" as been received:</p> <p style="text-align: center;">State Project No. 19-LPLM-F3-051090209 Fed. Project No. ARRA-STP-M-9312(93) TDOT Pin No. 112917 Metro Contract No. 90209 Job No. Invoice No. 7</p>																					
Original Contract Amount <u> \$649,055.00</u> Plus/Minus Approved Change Orders No. 1 Dated: 2-10-11 <u> \$ 30,672.00</u> No. Dated: _____ No. Dated: _____ No. Dated: _____ No. Dated: _____ Revised Contract Amount <u> \$679,727.00</u> Contract Amount To Date: <u> \$698,373.66</u>	<table> <tr> <td>(a) Amount Earned To Date</td> <td style="text-align: right;"><u> \$698,373.66</u></td> </tr> <tr> <td> Stored Materials</td> <td style="text-align: right;"><u> \$0.00</u></td> </tr> <tr> <td> Total Amount Earned</td> <td style="text-align: right;"><u> \$698,373.66</u></td> </tr> <tr> <td>(b) Retainage</td> <td style="text-align: right;"><u> \$0.00</u></td> </tr> <tr> <td> Total Retainage</td> <td style="text-align: right;"><u> \$0.00</u></td> </tr> <tr> <td>(c) Total Due Less Retainage</td> <td style="text-align: right;"><u> \$698,373.66</u></td> </tr> <tr> <td>(d) Less Total Previously Approved</td> <td style="text-align: right;"><u> \$610,635.87</u></td> </tr> <tr> <td>(e) Liquidated Damages</td> <td style="text-align: right;"><u> \$0.00</u></td> </tr> <tr> <td>(f) Bonus for early Completion</td> <td style="text-align: right;"><u> \$0.00</u></td> </tr> <tr> <td>(h) Total Amount Due This Estimate</td> <td style="text-align: right;"><u> \$87,737.79</u></td> </tr> </table>	(a) Amount Earned To Date	<u> \$698,373.66</u>	Stored Materials	<u> \$0.00</u>	Total Amount Earned	<u> \$698,373.66</u>	(b) Retainage	<u> \$0.00</u>	Total Retainage	<u> \$0.00</u>	(c) Total Due Less Retainage	<u> \$698,373.66</u>	(d) Less Total Previously Approved	<u> \$610,635.87</u>	(e) Liquidated Damages	<u> \$0.00</u>	(f) Bonus for early Completion	<u> \$0.00</u>	(h) Total Amount Due This Estimate	<u> \$87,737.79</u>
(a) Amount Earned To Date	<u> \$698,373.66</u>																				
Stored Materials	<u> \$0.00</u>																				
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(e) Liquidated Damages	<u> \$0.00</u>																				
(f) Bonus for early Completion	<u> \$0.00</u>																				
(h) Total Amount Due This Estimate	<u> \$87,737.79</u>																				
<p>I further certify that all claims outstanding as of this date against the undersigned as Contractor of labor, materials, and expendable equipment employed in the performance of said contract up to this date have been paid in full in accordance with the requirements of said contract, PROJECT NAME: <u>ARRA - Multimodal Intersection Improvements</u> Estimate No: <u>7</u></p> <p>CONTRACTOR: <u>S & W Contracting Company, Inc.</u> BY: <u>[Signature]</u> Date: <u>6/29/11</u></p>																					
ENGINEER'S CERTIFICATE FOR PAYMENT																					
<p>I certify that I have verified this Periodical Estimate and that to the best of my knowledge and belief it is true and correct statement of work performed and materials supplied under the Contract and that the Contractor's certified statement of his account and the amount due him is correct and just and that all work and materials included in this periodical estimate have been performed in full accordance with the terms and conditions of the corresponding construction contract documents and authorized changes thereto.</p> <p>Owner: <u>Metropolitan Department of Public Works</u> Name: <u>[Signature]</u> By: <u>SSR, Inc.</u> Date: <u>6/28/11</u></p>																					
OWNERS RECOMMENDATION FOR PAYMENT																					
<p>Approved and Payment Recommended</p> <p>Owner: <u>Metropolitan Department of Public Works</u> By: _____ Title: _____ Date: _____</p>																					



Summary Change Order Example

ARRA - Multimodal Traffic Signal Enhancement (ITB 52528ICY - Project Number 2008-T-02) Davidson County, Nashville, TN
 Payment Summary No. 7, Pay Period Ending 6/30/11, State Project No. 19LPLM-FS-051090206, Pin # 112917

SSR Project numbers: 106A0250, Contractor: S&W

Item No.	Description	Unit	Est. Quan.	Unit Price	Current Quantity Used	Previous Quantity Used	Total Quantity Used	Current Cost	Previous Cost	Cost to Date	Total Estimated Contract Cost
106-07	LIQUIDATED DAMAGES	DAY	0	\$ 750.00	-3.0	0.00	-3.00	\$ (2,250.00)	\$ -	\$ (2,250.00)	\$ -
202-03	REMOVAL OF RIGID PAVEMENT, SIDEWALK, ETC.	SY	60.5	\$ 42.00	27.93	217.26	245.19	\$ 1,027.60	\$ 9,124.50	\$ 10,232.10	\$ 2,541.00
201-01	CONCRETE SIDEWALK (4")	SF	665	\$ 5.28	38.93	645.30	684.23	\$ 205.36	\$ 3,407.18	\$ 3,612.54	\$ 3,511.30
201-02	CONCRETE HANDICAP RAMP (RETROFIT)	SF	75	\$ 23.59	368.78	0.00	368.78	\$ 7,282.25	\$ -	\$ 7,282.25	\$ 1,789.25
201-02	CONCRETE HANDICAP RAMP	SF	810	\$ 16.87	89.29	1308.89	1398.18	\$ 1,602.12	\$ 24,828.87	\$ 26,430.99	\$ 15,385.70
202-02	CONCRETE CURB	LF	135	\$ 29.87	18.33	0.00	18.33	\$ 544.45	\$ -	\$ 544.45	\$ 4,045.50
217-01	MOBILIZATION	EACH	6	\$ 3,000.00	0.00	0.00	0.00	\$ -	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00
212-01	TRAFFIC CONTROL	LS	6	\$ 4,000.00	0.00	0.00	0.00	\$ -	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00
213-11-01	1/2 SECTION STEEL POSTS	LS	40	\$ 2.31	40.00	0.00	40.00	\$ 92.40	\$ -	\$ 92.40	\$ 92.40
213-16-20	SGNS (STREET NAME SGNS - INSTALL ONLY)	EACH	27	\$ 50.00	0.00	0.00	0.00	\$ -	\$ 1,350.00	\$ 1,350.00	\$ 1,350.00
213-16-21	SGNS (R6-2L)	EACH	1	\$ 250.00	2.00	0.00	2.00	\$ 500.00	\$ -	\$ 500.00	\$ 250.00
213-16-22	SGNS (R6-2R)	EACH	1	\$ 250.00	1.00	0.00	1.00	\$ 250.00	\$ -	\$ 250.00	\$ 250.00
213-16-23	SGNS (R3-1)	EACH	1	\$ 250.00	1.00	0.00	1.00	\$ -	\$ 250.00	\$ 250.00	\$ 250.00
213-16-24	SGNS (R3-2)	EACH	3	\$ 250.00	3.00	0.00	3.00	\$ -	\$ 750.00	\$ 750.00	\$ 750.00
213-16-25	SGNS (R10-1)	EACH	2	\$ 250.00	2.00	0.00	2.00	\$ -	\$ 500.00	\$ 500.00	\$ 500.00
213-16-29	SGNS (R10-12)	EACH	1	\$ 250.00	0.00	0.00	0.00	\$ -	\$ 250.00	\$ 250.00	\$ 250.00
216-02-01	PLASTIC PAVEMENT MARKING (4" LINE)	LM	0.07	\$ 22,000.00	0.10	0.10	0.10	\$ -	\$ 2,200.00	\$ 2,200.00	\$ 1,540.00
216-02-05	PLASTIC PAVEMENT MARKING (STOP LINE)	LF	695	\$ 27.50	720.90	720.00	1,440.90	\$ -	\$ 19,800.00	\$ 19,800.00	\$ 19,112.50
216-02-06	PLASTIC PAVEMENT MARKING (TURN LANE ARROW)	EACH	2	\$ 300.00	2.00	0.00	2.00	\$ -	\$ 600.00	\$ 600.00	\$ 600.00
216-02-08	PLASTIC PAVEMENT MARKING (CROSSWALK)	LF	1,250	\$ 49.50	1326.00	1326.00	2,652.00	\$ -	\$ 85,637.00	\$ 85,637.00	\$ 81,875.00
216-06-01	REMOVAL OF PAVEMENT MARKING (LINE)	LF	615	\$ 2.75	257.00	257.00	514.00	\$ -	\$ 708.75	\$ 708.75	\$ 1,691.25
216-06-03	REMOVAL OF PAVEMENT MARKING (CROSSWALK)	LF	275	\$ 49.50	228.00	228.00	456.00	\$ -	\$ 11,187.00	\$ 11,187.00	\$ 13,612.50
216-06-05	REMOVAL OF PAVEMENT MARKING (STOP LINE)	LF	487	\$ 27.50	388.00	388.00	776.00	\$ -	\$ 10,645.00	\$ 10,645.00	\$ 13,382.50
230-01-02	REMOVAL OF SIGNAL EQUIPMENT	EACH	6	\$ 600.00	5.8	1.00	6.80	\$ 3,000.00	\$ 850.00	\$ 3,850.00	\$ 3,600.00
230-02-07	SIGNAL HEAD ASSEMBLY (150)	EACH	47	\$ 695.00	47.00	47.00	94.00	\$ -	\$ 32,865.00	\$ 32,865.00	\$ 32,865.00
230-02-10	SIGNAL HEAD ASSEMBLY (150 AZ)	EACH	2	\$ 588.00	0.00	2.00	2.00	\$ -	\$ 1,188.00	\$ 1,188.00	\$ 1,188.00
230-02-16	SIGNAL HEAD ASSEMBLY (150 AZH)	EACH	7	\$ 1,057.00	7.00	7.00	14.00	\$ -	\$ 7,399.00	\$ 7,399.00	\$ 7,399.00
230-03-12	AERIAL SPLICE ENCLOSURE	EACH	1	\$ 850.00	3.8	0.00	3.80	\$ 1,950.00	\$ -	\$ 1,950.00	\$ 850.00
230-03-21	INSTALL PULL BOX (TYPE B)	EACH	45	\$ 300.00	38.00	38.00	76.00	\$ -	\$ 11,400.00	\$ 11,400.00	\$ 13,500.00
230-05-01	ELECTRICAL SERVICE CONNECTION	EACH	6	\$ 1,500.00	5.8	1.00	6.80	\$ 7,500.00	\$ 1,500.00	\$ 9,000.00	\$ 9,000.00
230-05-03	SERVICE CABLE (2 CONDUCTOR, 86 AWG)	LF	1,610	\$ 1.85	1939.0	0.00	1939.00	\$ 3,496.50	\$ -	\$ 3,496.50	\$ 3,348.50
230-06-03	SGNAL CABLE - 7 CONDUCTOR	LF	7925	\$ 1.15	8400.00	8400.00	16,800.00	\$ -	\$ 9,600.00	\$ 9,600.00	\$ 9,679.25
230-06-05	SGNAL CABLE - 12 CONDUCTOR	LF	4545	\$ 1.90	4100.00	4100.00	8,200.00	\$ -	\$ 7,790.00	\$ 7,790.00	\$ 9,205.50
230-06-10	SGNAL CABLE (2 CONDUCTOR SHIELDED)	LF	445	\$ 1.00	660.0	0.00	660.00	\$ 660.00	\$ -	\$ 660.00	\$ 445.00
230-06-30	INTERCONNECT CABLE (COPPER-TWISTED PAIR)	LF	570	\$ 2.10	156.0	1662.00	1818.00	\$ 315.00	\$ 3,490.20	\$ 3,805.20	\$ 2,057.00
230-11-01	STEEL CONDUIT (RIBBON ASSEMBLY)	EACH	13	\$ 300.00	14.00	14.00	28.00	\$ -	\$ 4,200.00	\$ 4,200.00	\$ 3,000.00
230-12-02	CONDUIT (DIAMETER (IN))	LF	8796	\$ 4.00	8796.00	8796.00	17,592.00	\$ -	\$ 35,182.00	\$ 35,182.00	\$ 35,182.00
230-12-06	CONDUIT (DIAMETER (IN))	LF	10	\$ 15.00	30.00	30.00	60.00	\$ -	\$ 450.00	\$ 450.00	\$ 150.00
230-13-02	VEHICLE DETECTOR (VIDEO)	EACH	2	\$ 5,535.00	2.00	2.00	4.00	\$ -	\$ 11,070.00	\$ 11,070.00	\$ 11,070.00
230-13-06	VEHICLE DETECTOR (2-CHANNEL, RACK MOUNT)	EACH	23	\$ 181.00	21.0	2.00	23.00	\$ 3,801.00	\$ 382.00	\$ 4,183.00	\$ 4,183.00
230-14-01	SHIELDED DETECTOR CABLE	LF	9115	\$ 0.80	8960.00	8960.00	17,920.00	\$ -	\$ 7,168.00	\$ 7,168.00	\$ 7,382.00
230-14-02	RAW SLOT	LF	3915	\$ 3.50	2787.0	1180.00	3967.00	\$ 8,684.50	\$ 4,130.00	\$ 12,814.50	\$ 13,702.50
230-14-03	LOOP WIRE	LF	6000	\$ 0.50	6256.0	2504.00	8760.00	\$ 3,028.00	\$ 1,252.00	\$ 4,280.00	\$ 4,000.00
230-15-32	CABINET (EIGHT PHASE BASE MOUNTED)	EACH	6	\$ 10,280.00	0.00	0.00	0.00	\$ -	\$ 81,880.00	\$ 81,880.00	\$ 81,560.00
230-16-02	EIGHT PHASE ACTUATED CONTROLLER	EACH	6	\$ 2,667.00	5.8	1.00	6.80	\$ 13,335.00	\$ 2,667.00	\$ 16,002.00	\$ 16,002.00
230-21-01	WOOD POLE (SIGNAL SUPPORT) CLEAR 3.30' LENGTH	EACH	1	\$ 1,000.00	1.00	1.00	2.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
230-23-30	PEDESTAL POLE (10 FT.)	EACH	11	\$ 1,200.00	1.8	11.00	12.80	\$ 1,200.00	\$ 13,200.00	\$ 14,400.00	\$ 13,200.00



Summary Change Order Example

ARRA - Multimodal Traffic Signal Enhancement (ITB 62528CY - Project Number 2009-T-02) Davidson County, Nashville, TN
 Payment Summary No. 7, Pay Period Ending 6/30/11, State Project No. 18LPLM-F3-051090206, Pin # 112817

SBR Project numbers: 106A020, Contractor: S&W

Item No.	Description	Unit	Est. Quant.	Unit Price	Current Quantity Used	Previous Quantity Used	Total Quantity Used	Current Cost	Previous Cost	Cost to Date	Total Estimated Contract Cost
730-23.48	CANTILEVER SIGNAL SUPPORT (1 ARM @ 20')	EACH	1	\$ 8,995.00	1.00	1.00	1.00	\$ -	\$ 8,995.00	\$ 8,995.00	\$ 8,995.00
730-23.64	CANTILEVER SIGNAL SUPPORT (1 ARM @ 35')	EACH	2	\$ 7,207.00	2.00	2.00	2.00	\$ -	\$ 14,414.00	\$ 14,414.00	\$ 14,414.00
730-23.72	CANTILEVER SIGNAL SUPPORT (1 ARM @ 35')	EACH	4	\$ 8,017.00	4.00	4.00	4.00	\$ -	\$ 32,068.00	\$ 32,068.00	\$ 32,068.00
730-23.77	CANTILEVER SIGNAL SUPPORT (2 @ 35' & 35')	EACH	1	\$ 10,183.00	1.00	1.00	1.00	\$ -	\$ 10,183.00	\$ 10,183.00	\$ 10,183.00
730-23.78	CANTILEVER SIGNAL SUPPORT (2 @ 35' & 40')	EACH	1	\$ 7,799.00	1.00	1.00	1.00	\$ -	\$ 7,799.00	\$ 7,799.00	\$ 7,799.00
730-23.80	CANTILEVER SIGNAL SUPPORT (1 ARM @ 40')	EACH	2	\$ 7,937.00	2.00	2.00	2.00	\$ -	\$ 15,874.00	\$ 15,874.00	\$ 15,874.00
730-23.86	CANTILEVER SIGNAL SUPPORT (2 @ 40' & 40')	EACH	1	\$ 11,013.00	1.00	1.00	1.00	\$ -	\$ 11,013.00	\$ 11,013.00	\$ 11,013.00
730-23.88	CANTILEVER SIGNAL SUPPORT (1 ARM @ 45')	EACH	1	\$ 7,799.00	1.00	1.00	1.00	\$ -	\$ 7,799.00	\$ 7,799.00	\$ 7,799.00
730-23.96	CANTILEVER SIGNAL SUPPORT (1 ARM @ 50')	EACH	3	\$ 7,937.00	3.00	3.00	3.00	\$ -	\$ 23,811.00	\$ 23,811.00	\$ 23,811.00
730-23.97	CANTILEVER SIGNAL SUPPORT (2 @ 35' & 55')	EACH	1	\$ 11,013.00	1.00	1.00	1.00	\$ -	\$ 11,013.00	\$ 11,013.00	\$ 11,013.00
730-23.98	CANTILEVER SIGNAL SUPPORT (1 ARM @ 60')	EACH	2	\$ 8,846.00	2.00	2.00	2.00	\$ -	\$ 17,692.00	\$ 17,692.00	\$ 17,692.00
730-23.99	CANTILEVER SIGNAL SUPPORT (2 @ 45' & 50')	EACH	1	\$ 9,887.00	1.00	1.00	1.00	\$ -	\$ 9,887.00	\$ 9,887.00	\$ 9,887.00
730-26.02	PEDESTRIAN PUSHBUTTON WITH 12" SIGN	EACH	28	\$ 126.00	1.0	28.00	29.00	\$ 126.00	\$ -	\$ 2,772.00	\$ 2,898.00
730-26.05	COUNTDOWN PEDESTRIAN SIGNAL	EACH	48	\$ 596.00	48.00	48.00	48.00	\$ -	\$ 27,528.00	\$ 27,528.00	\$ 28,704.00
CHANGE ORDER ITEMS SUBTOTAL											
								\$ 57,497.79	\$ 816,835.87	\$ 888,433.66	\$ 849,695.00
STORIED MATERIALS											
ADDITIONAL WORK (REMOVAL OF EXISTING ANTENNA AND CABLE FOR BUS COMMUNICATION) 124-04.30 INSTALL NEW PRE-EMPT SYSTEM @ GALLATIN ROAD & LITTON AVENUE 730-35.01 ANTENNA (INSTALL BRACKETS AND ANTENNAS USING EXISTING HARDWARE) 730-35.12 RF DATA SYSTEM CABLE (OPTICOM GPS SYSTEM CABLE) 730-35.21											
CHANGE ORDER ITEMS SUBTOTAL											
								\$ 30,749.00	\$ -	\$ 30,749.00	\$ 30,749.00
STORIED MATERIALS SUBTOTAL											
								\$ -	\$ -	\$ -	\$ -
Total Completed & Stored Retainage Less 9% Current Cost / Less 9% Previous Cost / Less 9% Cost to Date Total of Previous Payments / Cost to Date Minus Retainage Current Payment Due											
								\$ 87,247.79	\$ 816,835.87	\$ 926,273.96	\$ 879,727.00
								\$ -	\$ -	\$ -	\$ -
								\$ 816,835.87	\$ 888,433.96	\$ 879,727.00	



CC-3 Example

Local Government Guidelines Form 8-35
March 1, 2016

Certification Regarding Money Paid to Disadvantaged Business Enterprises

I, _____, certify that to the best of my knowledge, _____
Name of Owner or Authorized Representative Name of DBE

has been paid in full, per the amount of the contract for actual work performed on:
 Contract No. _____ County _____, as of _____

I further certify that I am duly authorized to make this certification on behalf of the named contractor.

DISADVANTAGED BUSINESS ENTERPRISE	AMOUNT
Firm Name	Original DBE Subcontract \$
	Original DBE Subcontract Date

PRIME CONTRACTOR: _____

SIGNATURE: _____ Paid to date

TITLE: _____ Est. final pmt.

DATE: _____ TOTAL

I, _____, certify that to the best of my knowledge, _____
Name of DBE Owner or Authorized Representative Name of Contractor

has paid the named DBE, in full, per the amount of the contract for actual work performed on:
 Contract No. _____ County _____, as of _____

I further certify that I am duly authorized to make this certification on behalf of the named contractor.

DISADVANTAGED BUSINESS ENTERPRISE	AMOUNT
Firm Name	Original DBE Subcontract \$
	Original DBE Subcontract Date

SIGNATURE: _____ Paid to date

TITLE: _____ Est. final pmt.

DATE: _____ TOTAL



Final Inspection/Acceptance

END OF JOB CERTIFICATE

- The End of Job Certificate (Form 8-36) is completed and signed by the Local Government Project Supervisor upon the approval that the records have been checked and are a true representation of the work that was performed, the item final quantities are correct, and the final quantities are covered by the required material certifications. The Certificate shall be placed in the End of Job file of the Project Records. **The End of Job Certificate shall be submitted to the Local Programs Development Office.** For projects with railroad involvement, once construction is complete, the LG shall submit a Railroad Completion Notice (Form 8-15). This submission will close out the project at TDOT. No requests for reimbursement may be submitted after the End of Job Certificate is submitted. Ensure that all requests for reimbursement have been submitted and processed prior to submitting the certificate to TDOT.



Final Inspection/Acceptance

END OF JOB CERTIFICATE (CONT'D)

- An “End of Job” folder shall be created to retain documents that pertain to events that occur at the completion of the project. The documents listed in this section shall be kept in the “End of Job” file of the project records.
 - Final Inspection Documents
 - Final Progress Estimate with Overrun/Underrun Explanations
 - Completion Notice
 - Advertisement for Claims Letter
 - Material Certification Letter
 - FHWA 1391 Reports
 - CC-3 Documentation
 - Prompt Payment Forms
 - End of Job Certificate



End of Job Certificate Example



Local Government Guidelines Form 8-36
March 1, 2016

END of JOB CERTIFICATE

Project Title/Termini: _____ PIN: _____
Owner: _____ State Project No.: _____
Address: _____ Federal Project No.: _____
Date Prepared: _____ Contract No.: _____
County: _____

The foregoing record, as noted on the various forms and for the various items, is a true representation of the work done by _____, the contractor on the above listed Contract and that any part of the record which has been copied from the field books is a true copy of the notes, field notes mentioned above being submitted.

Signed: _____
Project Supervisor



Final Inspection/Acceptance

RETENTION OF RECORDS

- The Local Government shall maintain the project records as follows:
 - The Project Records shall be organized, indexed, and available for review on an as needed basis. An index shall be placed in the End of Job Folder. Boxes shall be numbered consecutively and labeled by Contract Number or Project Number, and County.
 - All documents shall be kept for a minimum of seven (7) years after everything is closed and finalized. These documents include, but are not limited to copies of the contract, starting notice/work order, correspondence, field books, diaries, material tickets, test reports, progress estimates, final record books, as-built drawings and specifications, contractor payrolls and certifications, field notes, and inspection reports, notice to contractors, estimates, correspondence for advertising and receiving bids, letting advertisements, bid tabulations, bid books (proposal contracts) completed by the contractor, project specifications and provisions, job estimate, contract and bond certificates



Final Inspection/Acceptance

MAINTENANCE OF FACILITY

- The Local Government shall be responsible for the future maintenance of all facilities constructed under the local programs agreement with TDOT that utilize federal or state funds (23 CFR 1.27).



Questions?