

## 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.

**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.