

# PM Best Practice Guide



**2023**

**NEBRASKA**

Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

## **DISCLAIMER STATEMENT** (Revised 12/20/23)

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

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

As part of our ongoing process, the procedures and other requirements are reviewed on a regular basis. If you have a suggestion that you think would provide value to this manual or have any questions send them to: Kellie.Troxel@nebraska.gov

**PLEASE NOTE** hyperlinks to NDOT network folders such as NDOT and FCAC forms, FCAC workbooks, standard letters, internal manuals, etc. can NOT be reached when viewing the PM Best Practice Guide on a web browser. This document must be downloaded onto a NDOT machine to access those links.

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# Preface

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

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

If the suggestions shown in this reference guide are not consistent with the standard procedures of your district, consult with your supervisor for direction. In an effort to keep this guide current, it will be reviewed and updated regularly. Revisions will be posted on the Project Management Resources Webpage: <https://dot.nebraska.gov/business-center/pm/>.

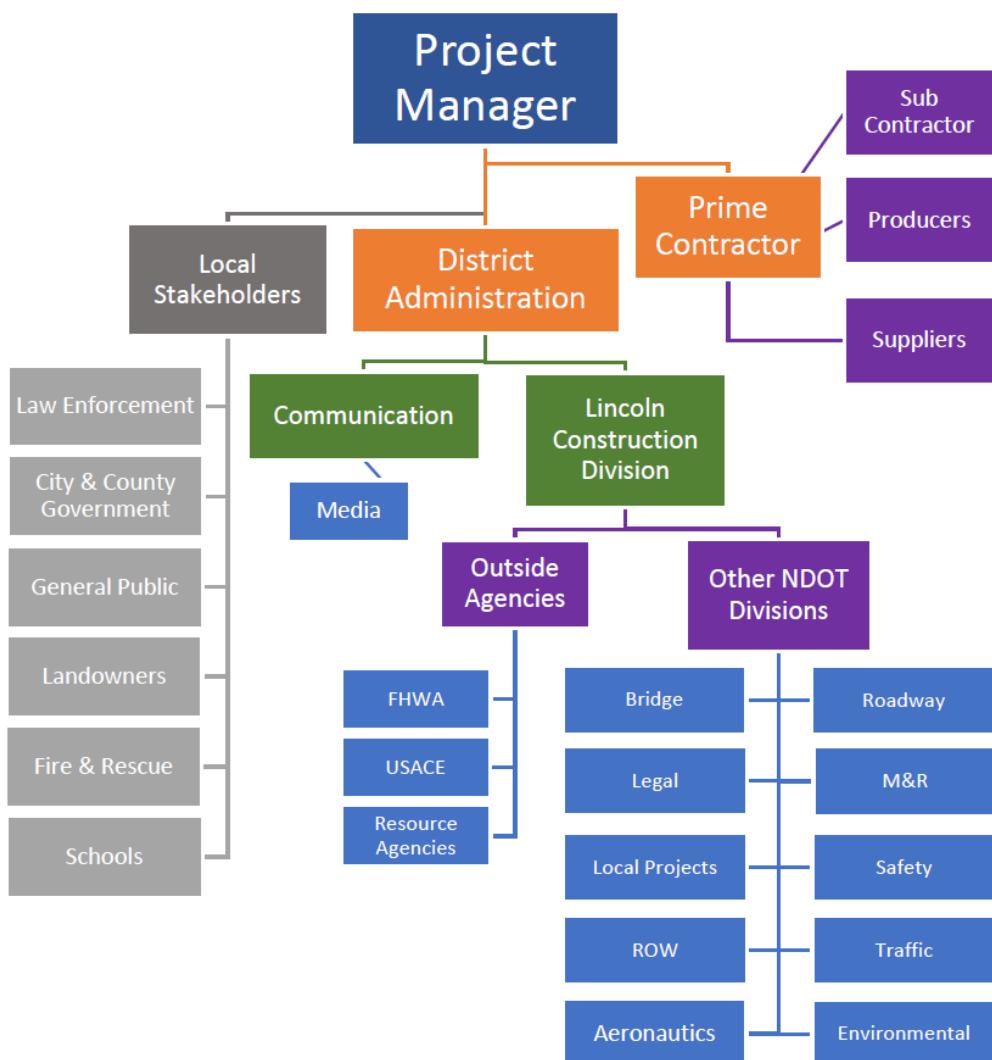
Acronyms Used in This Manual			
<b>AASHTO</b>	American Association of State and Highway Transportation Officials	<b>GPS</b>	Global Positioning System
<b>ACI</b>	American Concrete Institute	<b>IA</b>	Independent Assurance
<b>ATSSA</b>	American Traffic Safety Services Association	<b>M&amp;R</b>	Materials and Research Division
<b>AUP</b>	Average Unit Price	<b>MRDL</b>	Materials Required Document List
<b>AWP</b>	AASHTOWare Project	<b>NOI</b>	Notice of Intent
<b>BTSD</b>	Business Technology Support Division	<b>OSHA</b>	Occupational Safety and Health Administration
<b>CO/SA</b>	Change Order/Supplemental Agreement	<b>PIH</b>	Plan-In-Hand
<b>DBE</b>	Disadvantaged Business Enterprises	<b>QA</b>	Quality Assurance
<b>DCE</b>	District Construction Engineer	<b>ROW</b>	Right of Way
<b>DE</b>	District Engineer	<b>RUG</b>	Report Utility Generator
<b>DEQ</b>	Department of Environmental Quality	<b>SSH</b>	Standard Specifications for Highway Construction
<b>DWR</b>	Daily Work Report	<b>SWPPP</b>	Storm Water Pollution Prevention Plan
<b>EEO</b>	Equal Employment Opportunity	<b>TCM</b>	Traffic Control Manager
<b>ECOD</b>	Environmental Compliance Oversight Database	<b>T&amp;E</b>	Threaten and Endangered Species
<b>FHWA</b>	Federal Highway Administration	<b>USACE</b>	United States Army Corps of Engineers
<b>FCAC</b>	Field Computer Application Committee	<b>VEP</b>	Value Engineering Proposal

# General Topics

## Your Role as a Project Manager

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

In order to fulfill these duties, good communication skills are essential. It is necessary to know the appropriate channels of communication involved while serving in this role. It's helpful to provide all the project details (control number, project number, etc.) in any communications. Provided below is a basic flowchart representing the typical lines of communication expected for all Project Managers.



As shown on the flowchart, the Project Manager serves as the primary contact for project communications between NDOT and external project stakeholders (*Prime Contractor, Cities, Utilities, Public Citizens, etc.*).

## **Internal Project Communication**

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

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

Exceptions can be identified in the contract special provisions.

## **External Project Communication**

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

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

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

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

If there is going to be a delay in obtaining a decision on an issue, stay proactive in the process. Keep in regular contact with the involved parties and do your best to assist in the process. This is especially important if the issue is nearing a "need to know" deadline.

In every form of conflict resolution, which most project issues turn out to be, it is important that you remain professional, honest, and upfront. There is an answer to every question; and sometimes the answer is going to be “no”. Don’t take a decision personally; you may not know all of the supporting information used to make the decision.

Follow up conversations in a written format (*email, or letter*). It may take a little time, but too often, key players rely on their memory, which can lead to misunderstanding. Misunderstandings lead to disagreements which often lead to delays, rework, and claims. Communication is the most effective method of claims avoidance. Keeping detailed notes and writing things down or taking photos as they happen to look back on can be helpful.

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

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

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

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

## **Plan In Hand – Project Manager Expectations**

- Some Districts do not send PMs on PIH, but for those that do find it is helpful to gain background knowledge of the project.
- Review Scope of work and Prelim Plans prior to the PIH, if possible. PIH plans should be available in OnBase. The Designer may bring a few extra hard copies of plans to the PIH.
- Get to know the designer (either face to face or virtual).
- Discuss, with the DE/DCEs, what their expectations of the project are.
  - This can include any unique circumstances that they may be aware of, or wish to have included, in the plan set.
- Check up with Maintenance for any issues that have been occurring on the project.

- Discuss constructability issues with Design staff, (phasing, access to properties, etc.)
  - Communicate to the designer where the trouble areas are on the project. Make sure that the PM or others have input and can follow what is discussed.
- Follow up with the DCE when the FINAL Design (aka NDOT RD 5500 Plans) plans come out and review issues were discussed at the plan-in-hand. (It is too late for changes when the PS&E plans come out. There is a clarity task for District Review at each of the project milestones.)
  - Ask additional questions, 3 months prior to letting, if the PM hasn't received word on the issue addressed at the Plan in Hand.

<b>Previous</b>	<b>New</b>
NDOT RD Preliminary Design Plans	NDOT RD 5300 Plans
NDOT RD Functional Design Plans	NDOT RD 5400 Plans
NDOT RD Roadway Design Detail Plans	NDOT RD 5500 Plans
NDOT RD Utility Plans	NDOT RD 5600 Plans

- Conversations happen in the front of the van that cannot be heard in the back of the van, so ensure that you can hear all important conversations.
- Take notes on the plan set during discussions. Relay any notes back to Design within a week, via your District Project Delivery Engineer ([Super-Team](#)), to make sure they are incorporated into the PIH record



## PMBP - 1

- After Project is assigned to Project Manager, determine location of all material pertinent to construction phase of the project. The majority of this information will be housed in OnBase, however some utility and local agreement may still be in hardcopy form in the District file. Your District Project Delivery Engineer ([Super-Team](#)) may be your best help in locating this information.

### EXAMPLE

#### **OnBase may contain some of the following:**

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

## PMBP - 2

- PM will receive an email when contract is active in AASHTOWare Project (AWP). If conversations or activities by others (i.e. bird netting, tree topping, etc.) happen prior to the project being activated in AWP, it's a good idea to record them in a Microsoft Word document until they can be entered in AWP.

### BEST PRACTICE TIP

*Since the 'NDOT DIST Media Content' area in OnBase is not accessible until the contract has been activated, a similar method should be used for any photos or videos until the OnBase area is available.*

## PMBP – 3

- Assess inspection staffing needs for your project with your District administration to determine if adjustment to staff is necessary.

### **BEST PRACTICE TIP**

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

### **PMBP - 4**

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

### **BEST PRACTICE TIP**

*Never assume the original survey is 100% accurate, depending on the type and age of the preliminary survey, it may be necessary to do additional verification of elevations and alignments to forecast possible issues*

*Check the project for any changes in condition that may have occurred since the preliminary survey. (Soil that a farmer may have borrowed, stockpiled materials that may not be present, etc.)*

### **PMBP - 5**

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

### **BEST PRACTICE TIP**

*Project Plan "F" Sheets show all the control points. Look in OnBase at "NDOT PD Control Point - Tie Sheets" for control point description sheets; compare to 'F-Sheets' to make sure they are right. Have a level loop run to ensure that the elevation benches tie together.*

*This should be done as soon as possible in case issues are found.*

### **PMBP - 6**

- Verify Project alignment, stationing, and offsets (dependent on project scope). Some Districts establish center line with redheads on all projects.

## PMBP - 7

- Along with your inspectors, review plans and special provisions (both found on [Bid Express](#) or in OnBase under NDOT CNST Contracts and NDOT HWY Letting), As-Builts ('NDOT HWY As Built' in OnBase), pre-letting questions (Bid Express) and all other applicable documents for potential difficulties.

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

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

<< See Example [PMBP - 7A](#) in the Appendix >>

### **BEST PRACTICE TIP**

*Prior to the letting, NDOT RD 5500 Plans can be found in OnBase, you can get a jump on reviewing the plans by looking at the Final Design Plans.*

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

<< See Example [PMBP - 7](#) in the Appendix >>

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

## PMBP - 8

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

### **BEST PRACTICE TIP**

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

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

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

## PMBP - 9

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

### **BEST PRACTICE TIP**

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

*Depending on the ROW it could be a good idea to contact landowners first before staking.*

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

*Stake the ROW during negotiations if possible, so landowner knows new property limits before moving their fences, equipment, etc.*

## PMBP - 10

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

### **BEST PRACTICE TIP**

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

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

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

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

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

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

## PMBP - 11

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

### **BEST PRACTICE TIP**

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

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

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

## PMBP - 12

- If a signing plan is needed, verify the existing signs on the project site are logged in preparation for the sign plan. [PathWeb](#) is a tool you can use for this.

### **BEST PRACTICE TIP**

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

## PMBP - 13

- If your project requires a detour, notify Maintenance so they can prepare the signing. The Contract may call for the Contractor to install, maintain, and remove all signs and devices for detour routes but signs are provided by the NDOT per standard practice for project signing. Detour route signing plan will be provided by the NDOT at the preconstruction conference.

## PMBP - 14

- Determine if Communication Division will require any additional public outreach prior to project start.

<< See Example [PMBP -14](#) in the Appendix >>

### **BEST PRACTICE TIP**

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

## PMBP - 15

- If needed, send Press Release through District Coordinator.

<< See Example [PMBP – 15](#) in the Appendix >>

## PMBP - 16

- Upload applicable documents into appropriate document type in OnBase. As a general rule, any document you create as a PM, or receive from outside the Department, you need to upload into OnBase.

(See APPENDIX page 150 -156 for Suggested OnBase Location)

### **BEST PRACTICE TIP**

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

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

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

## PMBP - 17

- Check with your DCE/DOMM for other projects in the area and confirm the need for any coordination between projects. A useful resource to look at active project in the area is our [GIS website](#).

<< See Example [PMBP – 17](#) in the Appendix >>

### **BEST PRACTICE TIP**

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

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

## PMBP - 18

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

Send a PDF or link of the TCP to the appropriate Traffic Engineer for review:  
[Kevin Wray](#) for District 1, 2, 3, & 4  
[Kelvin Arent](#) for District 5, 6, 7, & 8

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

Provide signed copy to Contractor before the Pre-Construction Meeting, if possible, and as necessary throughout the life of the project. Upload a copy of the signed TCP into OnBase.

<< See Example [PMBP - 18](#) in the Appendix >>

## PMBP - 19

- Create a list of signs necessary for the project and check against District inventory.  
Create a Sign Order List for additional signs that are not in District inventory.
- Have personnel in the District in charge of the sign order list email to ([NDOT Traffic Sign Orders](#)).

<< See Example [PMBP - 19](#) in the Appendix >>

### **BEST PRACTICE TIP**

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

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

## PMBP - 20

- Once your project has been activated in AASHTOWARE Project (AWP), authorize your inspection staff with the proper authority to the project. For information on AWP, see the help files on the NDOT website under [Business Center](#).

<< See Example [PMBP - 20](#) in the Appendix >>

## PMBP - 21

- PDU automatically makes As-Built files when they get the Awarded and Rejected Announcement. Check files and reach out to the Designer if any are missing or files have errors. You may need to ask for updated files if changes are made, such as a revision, during the project. (See Bullet 118 in this Manual)

## PMBP - 22

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

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

<< See Example [PMBP - 22](#) in the Appendix >>

### **BEST PRACTICE TIP**

*Use the *MRDL* contacts list to determine the lab or section to send records to. Typically included on the *MRDL* contact list is a contact phone number that will connect you with someone if there are questions.*

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

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

## PMBP - 23

- Verify that technicians, vendors, suppliers and manufacturers qualifications and certifications are current. District QA personnel will come out early in the project to verify people are certified. Sampling qualifications report has individual IAs.

### **BEST PRACTICE TIP**

-- On next page --

### **BEST PRACTICE TIP**

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

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

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

<< See Example [PMBP - 23](#) in the Appendix >>

### **PMBP - 24**

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

### **EXAMPLE**

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

### **BEST PRACTICE TIP**

Consider switching up inspection duties from project to project to help develop your Construction Techs in various aspects of construction inspection. Make sure your inspector has the applicable inspection certifications before assigning duties. (See PMBP - 23 in this manual)

## PMBP - 25

- Create (copy) all Pertinent FCAC Forms, FCAC Spreadsheets and FCAC Workbooks from the FCAC Central File & setup for your project.

[\[FCAC Forms\]](#)

[\[NDOT Forms\]](#)

[\[FCAC Spreadsheets\]](#)

[\[FCAC Workbooks\]](#)

Note: Most forms are generic and won't always fit correctly in every situation.

If there are forms that you will be using repeatedly, place your project information into a reference copy and replicate, as needed. Verify you update these reference copies when the master forms are updated to ensure you are using the most recent files.

## PMBP - 26

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

<< See Example [PMBP - 26](#) in the Appendix >>

### **BEST PRACTICE TIP**

*Create a separate list for each Group's pipe, including Driveway pipes.*

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

*See Best Practice Tip under PMBP-10.*

## PMBP - 27

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

## PMBP - 28

- Communicate with Contractor to see what they may need from NDOT to start construction prior to Pre-Con. (I.e., surveying, large tree count, ROW staking, borrow pit x-sections, environmental work, netting etc.). Typically, if it involves developing a quantity it's the NDOTs responsibility to provide. Review items that may be the Contractors responsibility. Consult District environmental personnel for input on required environmental commitments on any of the above.

## PMBP - 29

- Review project for utility needs.

If your project has lighting or Information Technology Services (ITS) that requires new electrical service, contract the utilities early in the project.

Review project plans for K-Sheets (utility rehabilitation sheets). If available, review K-Sheets and contact your Utility Coordinator if you have any questions or if a utility could conflict with the project but was not identified. Review Special Provisions for possible Utility Specific Pre-Construction Meeting (See PMBP-33) and Utility Communication & Coordination Plan. Find Utility Resources and contact information on our website under Business Center: [Utilities](#).

## PMBP - 30

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

## PMBP - 31

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

### **BEST PRACTICE TIP**

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

*Electronic models are being provided on more projects, check if a model is available and if the Contractor wants to use machine grading instead of traditional staking.*

## PMBP - 32

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

### **BEST PRACTICE TIP**

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

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



## PMBP – 33

- A Utility Specific Pre-Construction Meeting may be required, schedule that meeting with the DCE, Contractor, utility companies, and NDOT Utility Coordinator as soon as practical after the execution of the contract.

### **BEST PRACTICE TIP**

*Include a WebEx teleconference option on your meeting invite to increase participation.*

*Topics of Discussion include utility and contractor contact information, the Department's Construction Project Communication and Decision Guide, the Contractor's preliminary progress schedule that shows the critical path, schedules and status of utility relocations, and possible delays.*

*After meeting and prior to the preconstruction conference the Contractor should submit their plan for utilities for review and acceptance. The Utility Communication and Coordination Plan should have a level of detail that reflects the complexity of the project.*

## PMBP – 34

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

### **BEST PRACTICE TIP**

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

*Remember to reserve your meeting room once the date and time have been set. If pre-con attendees have to travel some distance, avoid early morning or late afternoon pre-cons.*

*Include a WebEx teleconference option on your meeting invite to increase participation.*

## PMBP - 35

- Send Pre-Construction Meeting Invitations.

Project Manager (PM) should use the language found in FCAC form "[letter-Preconstruction invite](#)".

Email the meeting request to the Prime Contractor (let them invite their Sub-Contractors), Local Governments, Railroad, Law Enforcement, Fire & Rescue, Air Force (D-5), Utilities and any Other Parties. Be sure to include the meeting time, date, and location (include Mountain or Central Time Zone).

### **BEST PRACTICE TIP**

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

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

*Contact the NDOT personnel listed in the "Green Sheets" to verify contact person and ask them to attend the Pre-Con to address specific environmental issues such as Section 6(f) and/ or Section 4(f) resource areas (detailed as "Do Not Distribub" in the construction plans) on your project.*

## PMBP - 36

- Develop Pre-Construction Meeting Agenda.

### **BEST PRACTICE TIP**

#### **Pre-Con Agenda:**

*Seek input from Contractor about agenda topics before finalizing pre-con agenda. Communicate expected agenda items and questions before the meeting, if possible, it's helpful to get the schedule prior to the meeting.*

*-Continued on next page-*

### **BEST PRACTICE TIP (Cont'd)**

*Depending on the scope and complexity, consider scheduling a separate meeting with Environmental, traffic, first responders, or any other major stakeholders that are impacted. Include Prime in all pre-cons, and they need to make sure the right subs are there.*

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

*Ask Contractor to go over schedule and phasing and identify possible conflicts while Utilities are present if a separate utility meeting was not held.*

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

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

#### ***Pre-Con Topics:***

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

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

*Address any potential conflicts discovered during your plan review.*

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

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

### **PMBP – 37**

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

[\*<< See Example PMBP - 36 in the Appendix >>\*](#)

## PMBP – 38

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

<< See Example [PMBP – 37](#) in the Appendix >>

### **BEST PRACTICE TIP**

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

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

*Remind the Contractor that their 'Erosion Control Plan' must include how they plan to address any potential erosion issues. (Standard Specifications for Highway Construction (SSHC) 201.01.)*

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

## PMBP - 39

- Prepare Pre-Construction Meeting Sign-In. Use the [FCAC standard form](#).

Make sure to include any participants that are attending via Webex: screen shot the attendants, make note as they join, etc. Those without a name on the Webex ask for it and record that as well.

## PMBP - 40

- Pre-construction Meeting Recording

### ***BEST PRACTICE TIP***

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

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

*Ask the meeting attendees to refrain from having side conversations.*

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

*<< See Example [PMBP - 45](#) in the Appendix >>*

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

## PMBP - 41

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

## PMBP - 42

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

## PMBP - 43

- At Pre-Con, provide Contractor with, and review the Materials Required Documents List (MRDL), and AWP Sampling Checklist. MRDL is in OnBase, additional copies can be obtained from [Andi Clark](#) in M&R. Documents are also automatically emailed out after project is awarded.

<< See Example [PMBP - 22](#) in the Appendix >>

## PMBP - 44

- Discuss Preliminary list of Change Order/Supplemental Agreement's (CO/SA) or Value Engineering Proposal's (VEP)

### **BEST PRACTICE TIP**

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

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

*Remind the Contractor that as per Section 109.05 of the 2017 SSHC, a written agreement (i.e. work order, email chain, etc.) shall be completed prior to the beginning of any additional work.*

## PMBP - 45

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

<http://dot.nebraska.gov/business-center/contractor/jobsite-posters/>

### **BEST PRACTICE TIP**

*Once the contractor gets their board up, verify that the posters are correct and in a location that is always accessible, take a picture and upload into OnBase.*

## PMBP - 46

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

<< See Example [PMBP - 45](#) in the Appendix >>

Ask the Contractor to place the *SWPPP* Notice at the same location he has the rest of the job-site postings. Most of the time, these are protected from the elements. D-8 provides their own board to post this, due to job board not available throughout life of *SWPPP*.

## PMBP - 47

- Address any and all environmental commitments identified in the contract. Discuss how the inspections will be conducted, documented, and distributed, who will attend inspections and what Incentives/Disincentives there may be related to environmental commitments on the project.

Review Environmental Commitments Checklist (from ECOD) with Contractor  
Discuss *SWPPP* inspection schedule and who will be attending.

<< See Example [PMBP - 46](#) in the Appendix >>

### **BEST PRACTICE TIP**

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

## PMBP - 48

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

## PMBP - 49

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

<< See Example [PMBP - 48](#) in the Appendix >>

### **BEST PRACTICE TIP**

*Go back and review the meeting recording to double check the meeting notes.*

*Consider sending out draft copy of minutes to contractor for comment prior to sending out final minutes. When sending out minutes you could note that if anything was missed to send those updates back.*

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

## PMBP - 50

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

Send a copy to all attendees requesting copies and email the OnBase link to the Construction Division at [NDOT Const-Precon Minutes](#) (Lorrain Legg, Mike Ondrak, Kellie Troxel, Kerri Halstead, and Andy Dearmont).

<< See Example [PMBP - 49](#) in the Appendix -- Transmittal>>

<< See Example [PMBP - 49A](#) in the Appendix -- Cover L >>

<< See Example [PMBP - 49B](#) in the Appendix -- Actual Minutes >>

### **BEST PRACTICE TIP**

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

*Include a complete list of Action Items recorded during the Pre-Construction Meeting.*

*-Continued on next page-*

### **BEST PRACTICE TIP (Cont'd)**

*Include the answers that have been received, but do not hold up the submission of the notes to the Construction Office for unanswered action items.*

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

#### **PMBP - 51**

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

#### **PMBP - 52**

- Follow up on any unresolved issues that resulted from the Pre-construction Conference.

#### **PMBP - 53**

- Ensure that the Contractor has submitted any required mix designs, material samples, vendor information, Buy America Certifications, etc., as defined in the contract or specifications. Check material requirements found under [NDOT Materials](#) in the Business Center.

### **BEST PRACTICE TIP**

*Timely submittals of mix designs and materials are critical with the current recycling strategies. Verify suppliers facilitates are certified and up to date.*

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

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

## PMBP - 54

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

## PMBP - 55

- Email the Contractor acknowledgement of your receipt and review of the critical path schedule. See example for guidance on critical path schedule and example email language.

<< See Example [PMBP – 54](#) in the Appendix >>

### **BEST PRACTICE TIP**

*Send a similar email of acknowledgement to the Contractor every time the Contractors schedule is changed and that the most current version applies. If the contractor submits a schedule that fails to meet a requirement of the contract (milestones, working days, environmental restriction dates), send them a request for a revised schedule that meets the contract provisions. Remember – the contractor is responsible for scheduling their operations.*

## PMBP - 56

- Verify soil samples are taken, if required, and sent to the proper laboratory for processing.

### **EXAMPLE**

*You may need samples from all borrow pits, the existing roadway shoulders & embankments, subgrade areas, etc. If project has stabilized subgrade, multiple soil samples may be needed. Clearly label all samples with project CN and location information when sending into lab.*

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

## PMBP - 57

- Verify if Changeable Message Boards are needed, they posted in prominent locations. Contact SOC to have message board programmed if NDOT boards are used.

If Contractor Changeable Message Signs are used, verify they are programmed per project requirements.

## PMBP - 58

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

## PMBP - 59

- Distribute "[Mailbox Re-Location Letter](#)", if needed.

<< See Example [PMBP - 58](#) in the Appendix >>

### **BEST PRACTICE TIP**

*Talk to local postmaster and/ or carrier to get the appropriate addresses for and approved relocation locations.*

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

*Order state furnished mailbox posts following District policy.*

## PMBP - 60

- Verify Subcontractor approval. Check the Subcontractor records in AWP, if there is not a "Consent Date" listed then the subcontractor has not been approved yet. Contact the Construction Office (Kerri Halstead) for assistance.

## PMBP - 61

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

<< See Example [PMBP - 59](#) in the Appendix >>

<< See Example [PMBP - 59A](#) in the Appendix >>



## PMBP - 62

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

<< See Example [PMBP - 60](#) in the Appendix >>

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

## PMBP - 63

- Speed Zone Authorization. [\[NDOT Form 44\]](#)

<< See Example [PMBP – 61](#) in the Appendix >>

### **BEST PRACTICE TIP**

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

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

[\*\(Link to DOR-OI 60-18 Work Zone Speed Limits\)\*](#)

## PMBP - 64

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

<< See Example [PMBP - 62](#) in the Appendix >>

## PMBP - 65

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

<< See Example [PMBP - 63](#) in the Appendix >>

## PMBP - 66

- Letter to State Patrol. [[Use the FCAC standard form](#)]

<< See Example [PMBP - 64](#) in the Appendix >>

## PMBP - 67

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

<< See Example [PMBP - 65](#) in the Appendix >>

### **BEST PRACTICE TIP**

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

## PMBP - 68

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

<< See Example [PMBP - 66](#) in the Appendix >>

## PMBP - 69

- In AWP, enter the required site times, information times, event dates, and milestones and release dates that are applicable. (See *final review manual for required key dates*.)

<< See Example [PMBP - 67](#) in the Appendix >>

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

## PMBP - 70

- Maintain detailed daily diary in AWP.  
See Section 104.01 of the 2019 [Construction Manual](#) additional information concerning diary entries including working day charges.

<< See Example [PMBP - 68](#) in the Appendix >>

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

## PMBP - 70

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

## PMBP - 72

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

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

### **BEST PRACTICE TIP**

*Drive the Project at different times, day, and night. Consider video recording a drive through, especially after a traffic shift.*

*Consider asking somebody that is not familiar with the project drive through and inspect the traffic control.*

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

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

## PMBP - 73

- Review and approve inspector Daily Work Report's (DWR) in AWP. (The timeline for authorization of your inspector's DWR's is subject to your District's policies, or your own comfort level.)

### **BEST PRACTICE TIP**

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

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

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

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

## PMBP - 74

- Create, review, check and approve Progress Estimates in AWP per the general guidelines described in the [2019 Construction Manual](#), subsection 105.06. Generate additional estimates as needed.

## PMBP - 75

- The DCE will receive an automated email when an estimate is waiting their approval. If you need it signed in a hurry, send the DCE an email. The Department relies on the PM for accurate information that is included in the payment estimate

### **BEST PRACTICE TIP**

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

*-Continued on next page-*

### **BEST PRACTICE TIP (Cont'd)**

<< See Example [PMBP - 73](#) in the Appendix >>

*Provide your Inspectors a copy of any Agreement Estimate (in OnBase) at beginning of the project so they know the location of any funding splits. Once the project is awarded, the funding splits will be available on agreement estimate. AWP->ITEMS->Contract Project Items*

### **PMBP - 76**

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

Electronic Approval of Change Orders [Reference Guide](#)

<< See Example [PMBP - 74](#) in the Appendix - [NDOT Form188](#) - Work Order >>

<< See Example [PMBP – 74A](#) in the Appendix - CO/SA Comments from the Construction Division >>

<< See Example [PMBP – 74B](#) in the Appendix - [NDOT Form 58](#) – Force Account Agreement >>

<< See Example [PMBP – 74C](#) in the Appendix - Force Account Supporting Documentation >>

<< See Example [PMBP - 74D](#) in the Appendix - [NDOT Form 204](#) – Weekly Force Account Statement >>

Additional supporting documentation for CO/SA's could include [Item Average Unit Price Summary](#) (Reporting Portal), [Average Unit Price Information](#) (AUP), (DOT Website), Invoices, Payrolls, etc. See Reporting Portal for Change Order reports available.

### **BEST PRACTICE TIP**

*Assure that the documentation includes proper justification, background, cost breakdowns, impact to project schedule/ timeline, etc. and relevant documents are uploaded into the appropriate location in OnBase.*

*Contact your DCE or Construction office to review the request and whether to proceed or request more information.*

*IF the CO/SA is due to a Plan Revision, work cannot be completed as shown in the Revision until it has gone through the official revision process and distributed by Mike Ondrak.*

*-Continued on next page-*

### **BEST PRACTICE TIP (Cont'd)**

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

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

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

Construction Division Directive [CONSTR 22-01](#) covers environmental review requirements on all CO/SA.

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

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

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

Contact the Construction Division (Kellie Troxel or Mike Ondrak) for Bluebook Equipment rates.

For CO/SA work which will be performed by a subcontractor, ensure that the Prime Contractor submits an updated "CON" file to the Construction Division ([NDOT Subcontracts Section](#)) so the correct contractor can be credited for pay items.

### **PMBP - 77**

- An automatic email is generated to notify the next signature level of approval.

## PMBP - 78

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

### **BEST PRACTICE TIP**

*In AWP, look for an approval date next to "Consent Date". If there is no date, they are not approved yet.*

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

*<< See Example [PMBP - 76](#) in the Appendix >>*

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

*<< See Example [PMBP - 76A](#) in the Appendix >>*

## PMBP - 79

- Upon receipt of the proper invoices: Create/Replenish Material Stockpiles within AWP, see guidance [HERE](#). Refer to Section 109.07 of the 2017 SSHC or special provision.

### **BEST PRACTICE TIP**

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

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

*Document the computed breakdowns of items/costs.*

*<< See Example [PMBP - 77](#) in the Appendix >>*

## PMBP - 80

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

<< See Example [PMBP - 78](#) in the Appendix >>

<< See Example [PMBP – 78A](#) in the Appendix >>

Another location to check is this [link](#) to Report from Roadside Development.

## PMBP - 81

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

### **BEST PRACTICE TIP**

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

<< See Example [PMBP - 79](#) in the Appendix -- Weekly Agenda >>

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

<< See Example [PMBP – 79A](#) in the Appendix -- Pre-Deck Pour >>

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

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

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

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

## PMBP - 82

- Coordinate project staking and inspection. Work with District administration to ensure all phases are staffed.

## PMBP - 83

- If applicable, generate a [NDOT 74](#)– Cost Overrun/Underrun. This applies to multiple items if the sums of the overruns are expected to exceed the limit. This is not required if additional cost is covered by COSA. Send Copy to [Kerri Halstead](#) in the Construction Division.

<< See Current Guidance and Example [PMBP - 81](#) in the Appendix >>

## PMBP - 84

- Manage record keeping, materials documentation, computation and recording of quantities for payment. Most Districts keep this documentation on a local server until the final quantity has been validated. Contractors and PM will also utilize a folder on ShareFile™, if required, to exchange and keep documentation until project is final.

### **BEST PRACTICE TIP**

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

*The Contractor will use ShareFile™ to transmit to the PM, at a minimum, the submittals required by contract for acceptance of the project work items. They may jointly agree on other documents to be transmitted using ShareFile™. ShareFile™ does not replace the requirement to upload required project documentation to OnBase.*

## PMBP - 85

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

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

## PMBP - 85 (Cont'd)

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

### **BEST PRACTICE TIP**

Consider before releasing the shutter:

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

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

*When are you taking this? Metadata attached to the photo will document the date, ensure you are not editing the photo and keep all photos.*

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

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

## PMBP - 86

- Verify Environmental Commitment compliance.

Document all environmental commitments using NDOT's Environmental Compliance Online Documentation (*ECOD*) Database, including endangered species and other project specific commitments. Consult with your environmental specialist for any coordination that is needed or questions.

### **BEST PRACTICE TIP**

-- On next page --

### **BEST PRACTICE TIP**

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

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

*See the [Unexpected Waste Action Plan](#) on the Department Website for information on the PM's responsibility in dealing with unexpected waste.*

*Have a copy of the Environmental Commitments Checklist included with SWPPP Plan to review at various times of the project.*

### **PMBP - 87**

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

### **PMBP - 88**

- Be aware of project safety. This includes NDOT and Contractor personnel and the Traveling Public.

Ensure all personnel on the project have their Railroad Safety Training if the project requires it. Railroad Safety Training is available through [railroadeducation.com](http://railroadeducation.com). See PMBP – 54.

### **BEST PRACTICE TIP**

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

### **PMBP - 89**

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

### **BEST PRACTICE TIP**

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

Contractor's field personnel often work from the plan set and don't keep a copy of the Special Provisions on-site. Special attention should be paid to discrepancies between the Special Provisions and the plans, which may get missed.

### **PMBP - 90**

- Schedule M&R for Pile Hammer Analysis, Coring Crew, Profile Crew, Concrete Maturity Determination, and/or QA Managers to conduct an Independent Assessment (IA), if needed.

Pile Hammer Analysis.....	<a href="#">Nikolas Glennie</a> , Bridge Foundations...402-479-4780
Coring Crew.....	<a href="#">Alex Johnson</a> , Quality Assurance Manager...402-479-4757
Pavement Profile.....	<a href="#">Alex Johnson</a> , Quality Assurance Manager...402-479-4757
Maturity Curve.....	<a href="#">Tim Krason</a> , PCC Materials Test Manager...402-479-4709
D-1 QA Manager.....	<a href="#">Jacob Reynolds</a> ....402-499-1638
D-2 QA Manager.....	<a href="#">Terry Becker</a> ...402-595-2534 ext. 286
Norfolk QA Manager (D-3 & D-8).....	<a href="#">Brandon Remm</a> ...402-370-3476 ext. 219
Grand Island QA Manager (D-4&7).....	<a href="#">Dennis Osterman</a> ...308-385-6271 ext. 218
North Platte QA Manager (D-5, 6, 7&8).....	<a href="#">Jerry Isom</a> ...308-535-8111 ext. 226
Bridge Steel Fabrication Manager .....	<a href="#">Mark Borgmann</a> ....402-479-4763

### **BEST PRACTICE TIP**

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

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

## PMBP - 91

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

### **BEST PRACTICE TIP**

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

### **EXAMPLES**

*Materials Sampling/Testing Activity Report*

*Monitor DBE Activity during Construction*

*Verify Labor Compliance*

*Environmental Compliance Inspection Audit Form*

*Construction Project File Review Checklist*

*Diary Entry Review Checklist*

*Asphalt Paving Checklist*

*Asphalt Plant Checklist*

*Concrete Structure Checklist*

*Concrete Pavement Placement Checklist*

*Grading Checklist*

*Structures-Piling Checklist*

*Pipe Installation Checklist*

*Work Zone Checklist - Inspection Report*

*Final Punch List*

## PMBP - 92

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

## PMBP - 93

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

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

### **BEST PRACTICE TIP**

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

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

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

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

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

## PMBP - 94

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

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

## PMBP - 95

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

Typical Project Records also include

[\[FCAC Forms\]](#) [\[NDOT Forms\]](#) [\[FCAC Spreadsheets\]](#) [\[FCAC Workbooks\]](#)

## PMBP - 96

- Submit shop drawings, requests for information (RFI), shim shots, proposed Contractor repairs, and shop plans to the Shop Drawing email: [ndot.shopdrawings@nebraska.gov](mailto:ndot.shopdrawings@nebraska.gov).

## PMBP - 97

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

### **BEST PRACTICE TIP**

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

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

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

## PMBP - 98

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

### **BEST PRACTICE TIP**

*Use various color highlighters to denote difference Plan Revisions.*

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

*Consider posting a PDF of the marked-up plans in OnBase accessible to designer.*

## PMBP - 99

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

### **BEST PRACTICE TIP**

*The Construction Division will add Milestones that are known prior to letting. The PM will coordinate with AWP and Construction Division for any additional Milestones that need to be added.*

*If it appears that your project work may extend past these dates, the Contractor must request this in written form.*

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

## PMBP - 100

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

### **BEST PRACTICE TIP**

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

*The Sampling Checklist in the report's portal can be a useful tool in assessing which material requirements are documented in AWP for your contract.*

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

## PMBP - 101

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

## PMBP - 102

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

<< See Example [PMBP – 99](#) in the Appendix >>

### **BEST PRACTICE TIP**

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

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

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



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

### **BEST PRACTICE TIP**

The Final Review manual can be found in the [Construction Division Share folder](#).

## **PMBP - 103**

- Distribute the [Project Completion Notification Email](#). This notification is emailed when a project is final, it may take a few days to send out.

<< See Example [PMBP - 101](#) in the Appendix >>

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

The Email notification allows the people in this mail group to begin their close out processes. The whole intent for this Email notification is to eliminate delays in the Final process once your Final reaches Central Complex.

In order for it to be effective – please send the Email notification out within a couple weeks of the actual Project Completion Date.

(2 – 3 weeks should be sufficient time for the District to either sign off on a project, or not.)

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

Project Number:

Project Name:

Contract ID:

Control Number:

Prime Contractor:

Completion Date:

Most recent Estimate #:

Observation Periods?

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

## PMBP - 104

- Generate and Distribute the [District Tentative Acceptance](#) of Project Letter.

<< See Example [PMBP - 100](#) in the Appendix >>

## PMBP - 105

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

## PMBP - 106

- Watch for damage to work after completion/acceptance – After the acceptance or partial acceptance of a project or section of project, work may be damaged or new problems may arise that are outside of the control of the Contractor; the work should be treated as extra work.

## PMBP - 107

- Final Project Clean up – Lath, sandbags, punch list items, temporary tape outside of permeant stripping, traffic control devices, etc.

## PMBP - 108

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

### **BEST PRACTICE TIP**

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

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

## PMBP - 109

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

## PMBP - 110

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

## PMBP - 111

- Do a detailed review of all contract quantities.

## PMBP - 112

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

## PMBP - 113

- Complete all pay item Computation Sheets and upload into OnBase. The preferred format is a .pdf.

## PMBP - 114

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

### **BEST PRACTICE TIP**

*Generate COs, as needed, to include Force Accounts, Letters of Deduction, Contingency Items, Incentives and Disincentives, etc.*

## PMBP - 115

- Review Major Items

### **BEST PRACTICE TIP**

*If necessary, generate a CO/SA to satisfy AWP requirements (25% Increase/Decrease). Regardless of if the Contractor agrees to do the work at the original unit price or not.*

*The Reports Portal has a Major Items Overrun/ Underrun report that can be used.*

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

## PMBP - 116

- Complete Time Allowance Review worksheet based on Contract information. Review with DCE. With DCE's approval, generate a "Time Extension Document" and edit time allowance in AWP.

<< See Example [PMBP - 113](#) in the Appendix >>

## PMBP -117

- Retain copies of payrolls received, if necessary for the project, (Use [Form DR 84](#) and upload into OnBase), enter date in AWP for final payroll received.

## PMBP - 118

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

## PMBP - 119

- Contractor Evaluations: Prepare the Evaluation of Contractor in AWP in EOC User Role. See Construction Manual for completing contractor evaluations. Send copy of completed evaluations to the Prime Contractor for distribution to the subcontractors.

## PMBP - 120

- Generate a Semi-Final Estimate (*Do Not Approve*), and then a letter of Concurrence/Non-Concurrence will be generated by AWP.

<< See Example [PMBP - 117](#) in the Appendix >>

### **BEST PRACTICE TIP**

*It may be necessary to resolve quantity issues with the Contractor or negotiate a CO/SA as a result of this letter. There could also be DBE goals not being met that need resolved.*

*It may also be necessary to generate a Final Estimate and send Contractor a letter detailing the resolution of any discrepancies. Allow a reasonable amount of time to resolve discrepancies.*

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

## PMBP - 121

- Prepare "As-Builts"

### **BEST PRACTICE TIP**

*Make the necessary changes to the dgn's and print to the PDF printer. Use Arch D size paper (36x24 inch paper). Use Adobe Pro to collect into one set.*

*PE Stamping of as built plans is not required.*

*For instructions on what to include in As-Builts see Construction Manual [106.10](#)*

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

## PMBP - 122

- Maintain Required Observation periods

Examples: Product warranties (*striping, light poles, etc.*), Landscaping, etc.

## PMBP - 123

- Prepare email of Transmittal

<< See Example [PMBP - 120](#) in the Appendix -- Suggested Items >>

<< See Example [PMBP - 120A](#) in the Appendix – Letter >>

<< See Example [PMBP - 120B](#) in the Appendix -- SWPPP Records >>

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

## PMBP - 124

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

## PMBP - 125

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

## PMBP - 126

- If additional documentation is needed, you will be contacted by the Finals unit or Materials and Research. (*It is necessary that you resolve those issues as quickly as possible so the project can be accepted in a timely manner.*)

## PMBP - 127

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

(See Example [PMBP - 125](#) 3A-18 in the appendix)

## PMBP - 128

- If warranted, host a post construction meeting with the Contractor and Designer and any interested party. It may be necessary to hold separate meetings due to schedules or other conflicts.

**BEST PRACTICE TIP**

*Submit comments for improving plans to your Super Team Member. Lincoln Construction Division maintains a repository of plan comments.*

**PMBP - 129**

- Follow the District Record Retention Policy.

**BEST PRACTICE TIP**

*Confirm that all project files have been moved to the proper location in OnBase. Do this for all your inspectors as well. It's better to maintain all working documents in OnBase throughout the life of the project*

**PMBP - 130**

- Controller Division will notify the District when records no longer need to be retained.

**PMBP - 131**

- Following the [Record Retention Policy](#) for Project Documentation, the District Administrative Assistant Receives a list of when project records no longer need to be retained.

## **Appendices**

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

NDOT Forms: <\\dotfs\public\DOTForms>

FCAC Forms:

[\\stndotdmzna01.stone.ne.gov\dotdmzdata0\\$\NDOTAPP\FCAC\FORMS](\\stndotdmzna01.stone.ne.gov\dotdmzdata0$\NDOTAPP\FCAC\FORMS)

Civil Rights DBE and OJT: <https://dot.nebraska.gov/business-center/civil-rights/>

## CONSTRUCTION STORMWATER MANAGEMENT CONTROL (B-3-0509)

### General

1. This Section defines some best management practices (BMPs) for erosion and sediment control measures and construction practices the Contractor shall use to prevent soil erosion and avoid water pollution.
2. The Contractor shall exercise every reasonable precaution throughout the life of the contract to prevent silting of the waters of the state, the project site, and adjacent property. Construction of drainage facilities, as well as performance of other contract work which will contribute to the control of siltation, shall be carried out in conjunction with earthwork operations or as soon thereafter as is practicable.
3.
  - a. The Contractor shall take sufficient precautions to prevent pollution of the waters of the state, the project site, and adjacent property with construction debris, petroleum products, chemicals, or other harmful materials.
  - b. The Contractor shall conduct and schedule the operations to avoid interference with any protected species.
  - c. The Contractor shall comply with all applicable statutes relating to pollution of the waters of the state and fish and game regulations.
4. All construction debris shall be disposed in a manner that it cannot enter any waterway. Excavation shall be deposited as to protect the waters of the state from siltation.
5. The erosion and sediment control measures shall continue until the permanent drainage facilities have been constructed and the slopes are sufficiently vegetated to be an effective erosion deterrent or until tentative acceptance of the work.
6. All erosion and sediment control measures shall be properly maintained by the Contractor.
7. All erosion and sedimentation resulting from the Contractor's operations and the weather conditions must be corrected by the Contractor.



## Memorandum

---

DATE            Month Date, Year  
TO              Project Designer  
FROM            Project Manager  
THRU           District Construction Engineer  
SUBJECT        Review of Project Plans

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

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

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

## Road Construction Coming Soon

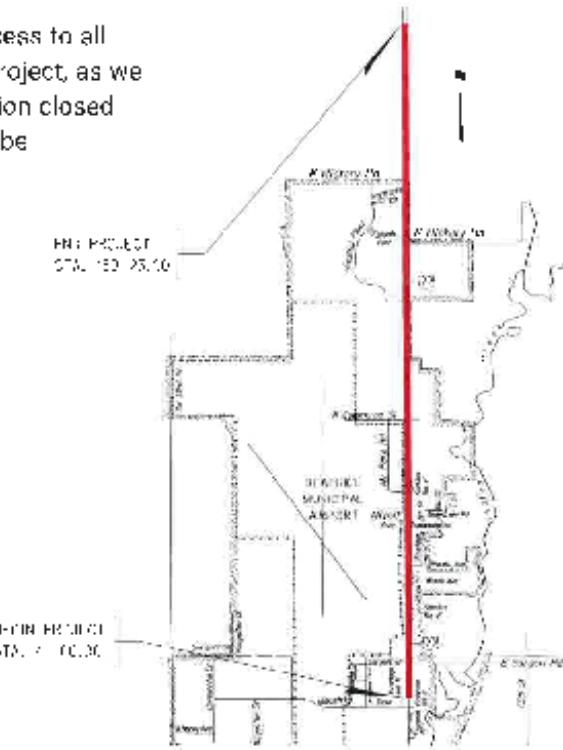
**Project: NH -77-1 (136) In Beatrice & North**

**Starting Date: April 2, 2018**

**Expected Completion: November 2018**

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

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



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

**NEBRASKA**  
Good Life. Great Journey.  
**DEPARTMENT OF TRANSPORTATION**



Good Life. Great Journey.

**DEPARTMENT OF TRANSPORTATION**

District 1 Headquarters  
302 Superior St.  
Lincoln, NE 68521-2481  
Phone (402) 471-0850 Fax (402) 471-3401  
[dot.nebraska.gov](http://dot.nebraska.gov)



Pete Ricketts, Governor

**FOR IMMEDIATE RELEASE**

## Work to Begin on Hwy 92 Rising City East

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

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

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

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

#NDOT#

**Contact:**

Joseph Kuehn (402) 471-0850

Coding



## Example **PMBP – 17** – Contractor Activity Report Example

[BACK](#)

The screenshot shows a Microsoft Excel spreadsheet with the following details:

- Header:** Vendor Current Contracts
- Date:** 08/24/2022 01:23 PM
- Prime Contractor:** HAWKINS CONSTRUCTION COMPANY
- Contract ID:** STWD0169, STWD0169, 1578D, 2209, 2224X, 22757, 2558X, 2611, 2732X1, 2733Y1, 3320X1, 3925X, 8039
- Project Number:** S-1005B1, S-1005B7, DPU-LIN-2-6(120), NH-75-2(128), STPC-STPE-5147(1), TAP-77(61), S-30-6(1045), NH-480-9(3), NH-480-9(9), NH-75-2(185), ER-12-5(122), RRZ-TMT-6061(8), ER-281-4(130)
- Total Contract Amount:** \$ 163.50, \$ 203.50, \$ 347,222,541.34, \$ 44,700,101.22, \$ 32,014,700.44, \$ 2,245,676.92, \$ 42,490,464.13, \$ 40,982,795.51, \$ 2,116,379.07, \$ 3,436,579.12, \$ 46,177,225.93, \$ 10,949,865.70, \$ 28,479,779.36
- Contractor Actually Started Work:** 3/26/2019, 2/3/2020, 7/1/2021, 2/6/2020, 9/4/2018, 3/15/2021, 4/4/2022, 7/11/2021, 6/3/2019, 7/29/2019, 5/28/2019
- Current Estimate Type:** PROG, PROG, PROG, PROG, FINL, PROG, PROG, PROG, PROG, PROG, PROG, FINL
- Current Estimate Nbr:** 0030, 0028, 0057, 0071, 0038, 0009, 0008, 0043, 0047, 0043, 0049
- Percent Time Complete:** 0.00%, 0.00%, 57.00%, 46.00%, 99.00%, 64.00%, 89.00%, 83.00%, 99.00%, 99.00%, 99.00%
- Percent Monetary Complete:** 0.00%, 0.00%, 90.00%, 34.00%, 95.00%, 64.00%, 101.00%, 100.00%, 101.00%, 99.00%, 96.00%
- Project Manager:** Fox, Mike; Pogge, Paula; Kuehn, Joe; Fox, Mike; Sitorius, Dan; Tsvid, Sasha; Jacobs, Micky; Zelensky, Rich; Zelensky, Rich; Koertje, Keith; Eklund, Robert; Sitorius, Dan

Page 1 of 1



DEPARTMENT OF TRANSPORTATION

Date: **XXXX-XX-XXXX**

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

From: **[Your Name]  
[Your Title]**

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

**XXXX,**

I have placed a file called **[Name-of-file.dgn]** in ProjectWise at the following location:

**District Number/Projects/Control Number/District/Traffic Control Plans**

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

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

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

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

Thank you

**Your Name  
Your Title**

Agency of the State of Nebraska  
Department of Transportation  
1500 K Street, Suite 1000  
Lincoln, Nebraska 68505  
[dot.nebraska.gov](http://dot.nebraska.gov)



Pete Ricketts, Governor

## Example **PMBP - 19** – Sign Order Example

BACK

 **Sign Order Form**

<b>TO:</b> Traffic Engineering Division (402) 479-4594 <b>Email (Group):</b> NDOT Traffic Sign Orders	<b>FROM:</b>  (Name/District)	<b>Order No.</b> 
<b>Sign Manual:</b> <a href="\\idotfs\open\Stockphotos\MUTCD 2019 (Internal).pdf">\\idotfs\open\Stockphotos\MUTCD 2019 (Internal).pdf</a> <b>Sign Ordering Instructions:</b> <a href="\\idotfs\Traffic\Sign Ordering SOP.pdf">\\idotfs\Traffic\Sign Ordering SOP.pdf</a>	<b>SHIP TO:</b> 	<b>Date</b> 

### Sign Description

SIGN ID NUMBER	SIGN NAME	WIDTH x HEIGHT (inches)	BACKGROUND COLOR	QUANTITY	HIGHWAY NO.	REFERENCE PO#
1	1	X	1	1	1	1
2	2	X	1	1	1	1
3	3	X	1	1	1	1
4	4	X	1	1	1	1
5	5	X	1	1	1	1
6	6	X	1	1	1	1
7	7	X	1	1	1	1
8	8	X	1	1	1	1
9	9	X	1	1	1	1
10	10	X	1	1	1	1
11	11	X	1	1	1	1
12	12	X	1	1	1	1
13	13	X	1	1	1	1
14	14	X	1	1	1	1
15	15	X	1	1	1	1
16	16	X	1	1	1	1
17	17	X	1	1	1	1
18	18	X	1	1	1	1
19	19	X	1	1	1	1
20	20	X	1	1	1	1

**Remarks/Special instructions:** (hinged, double sided, extruded, overlay, etc.)

**Photos/Drawings:**

NDOT Form 120, July 21

**From:** Leach, Roy <[Roy.Leach@nebraska.gov](mailto:Roy.Leach@nebraska.gov)>

**Sent:** Thursday, August 4, 2022 12:47 PM

**To:** Willard, Josh <[Josh.Willard@nebraska.gov](mailto:Josh.Willard@nebraska.gov)>; Craig, Cameron <[Cameron.Craig@nebraska.gov](mailto:Cameron.Craig@nebraska.gov)>; Thayer, Gary <[Gary.Thayer@nebraska.gov](mailto:Gary.Thayer@nebraska.gov)>

**Cc:** NDOT Const-Contract Activation <[NDOT.Const-ContractActivation@nebraska.gov](mailto:NDOT.Const-ContractActivation@nebraska.gov)>; Guilfoil, David <[David.Guilfoil@nebraska.gov](mailto:David.Guilfoil@nebraska.gov)>; Weigel, Jeremy <[Jeremy.Weigel@nebraska.gov](mailto:Jeremy.Weigel@nebraska.gov)>

**Subject:** 61617; US-30, Hershey - North Platte; STP-30-2(149) - Contract Activation

Josh,

Your contract - STP-30-2(149), Contract ID: 61617 - has been activated in AASHTOWare Project (AWP) and is now available for your use.

Please take note of the following:

- On page 5 of the contract, there is a special provision titled “**SPECIAL PROSECUTION AND PROGRESS (General Requirements)**” that addresses specific times that the contractor is required to have all traffic lanes open to traffic. Please review this special provision for details.
- This contract contains the item **Earth Shoulder Construction**. See Section 304 of the 2017 Standard Specifications for the number of days allowed to complete this work. Please keep track of the working days assessed to this item in your diary.
- On pages 38 and 39 of the contract, there is a special provision titled “**SPECIAL PROSECUTION AND PROGRESS (Federal Immigration Verification System)**”. At the pre-construction meeting, please remind the Prime contractor of this provision which include the requirement to “furnish a letter to the NDOT Construction Division in Lincoln on company letterhead and signed by an officer of the company stating that documentation is on file certifying that the Contractor and all subcontractor have registered with and used a Federal Immigration Verification System”.

Thank you.

Roy Leach  
NDOT Construction Division – Final Review  
(402)479-4456

## Example PMBP - 22 – Project's M.R.L. Example

[Back to PMBP - 22](#)

[Back to PMBP - 42](#)

CONTRACT NO.: 61617 PROJECT NO.: STP-30-2(149)	ST = SAMPLE AND TEST
CONTRACTOR: WESTERN ENGINEERING COMPANY, INC.	CC = CONTRACTOR CERTIFICATION
LETTING DATE: July 21, 2022	COC = CERTIFICATION OF COMPLIANCE
LOCATION: US-30, HERSHEY - NORTH PLATTE	COT = CERTIFICATION OF TEST
TYPE OF CONSTR.: GRAD SEED BIT	APL = APPROVED PRODUCTS LIST
<b>NOTE: ALL MANUFACTURERS OF STEEL AND IRON MATERIALS WILL INCLUDE A STATEMENT ON THE TEST REPORT OR CERTIFICATION THAT ALL STEEL AND IRON MATERIALS WERE MELTED AND MANUFACTURED IN THE USA (SEE NSS-106.07 PARAGRAPH 3)</b>	PMV = PROJECT MANAGER VERIFICATION
	SR = SHIPPING REPORT
	** SP = SPECIAL PROVISIONS
	SG = SAMPLING GUIDE - SECTION #
	NSS = NEBR. STAND. SPECS. - SECTION #

Lab	Phone
AGG	(402)479-4749
BAGG	(402)479-3851
BIT	(402)479-3742
CHEM	(402)479-4847
GIBL	(308)379-8596
NFBL	(402)649-9312
NPBL	(308)530-4010
OMBL	(402)805-7236
PCC	(402)525-6569
PHYS	(402)479-4860
SOIL	(402)479-4678

Line Item No.	Line Item Description	Quantity	Units	* Req. Data	** Ref. Info	M&R Contact
8	EROSION CONTROL, CLASS 1D	2,396.000	SY	APL	SG - 24; NSS - 807	Lab: <a href="#">NDOT Material Admin</a>
9	FABRIC SILT FENCE-LOW POROSITY	3,270.000	LF	APL	SG - 24; NSS - 807	Lab: <a href="#">NDOT Material Admin</a>
13	CONCRETE PAVEMENT REPAIR, TYPE B, FULL DEPTH Cement Aggregate White Pigmented Cure Joint and Crack Sealant Non Shrink Grout Epoxy Resin Bond Concrete PvmntRepair,FlexiblePolymerMod Reinforcing Steel	3.780	CY	S&T	SG - 15, 16; NSS - 1002	Lab: <a href="#">NDOT Portland Cement Concrete Lab</a>
14	CONCRETE PAVEMENT REPAIR, TYPE C, FULL DEPTH Cement Aggregate White Pigmented Cure Joint and Crack Sealant Non Shrink Grout Epoxy Resin Bond Concrete PvmntRepair,FlexiblePolymerMod Reinforcing Steel	59.190	CY	S&T	SG - 15, 16; NSS - 1002	Lab: <a href="#">NDOT Portland Cement Concrete Lab</a>

NDOT Reporting Portal

Favorites    Browse

 Materials

Home > AASHTOWare\_Project > User\_Role\_Report\_Access > All\_Access > Materials

PAGINATED REPORTS (18)

 Contract Sampling Checklist	 MISC All Sample Records by Contract	 MISC Contract Line Item Estimate Discrepancies	 MISC Sampling and Testing Personnel Qualification	 Nebraska Qualified Material Vendors List
 PCC Contract Summary of Concrete Cores	 PCC Contract Summary of Cylinders	 PCC Cylinder Break	 PCC Mainline Pavement Structure Maturity Summary	 PCC Pavement Repair Maturity Summary
 Prestress PCC Cylinders by Contract	 Ready Mix Plant Certifications	 Sample Record TAG Creator	 SOIL LWD-Density Compaction Tests	

A green oval highlights the "MISC Sampling and Testing Personnel Qualification" report.



Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

Date of Letter

Contractor's Name

Contractors Address

ATTENTION: Contractor's Contact

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



Pete Ricketts, Governor

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

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

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

Your Name  
Your Title  
Office Phone Number  
Office Fax Number

*Attachments Sheet A*

cc: OnBase

NEBRASKA DEPARTMENT OF TRANSPORTATION  
Division of Highways  
4125 South 10th Street  
Lincoln, NE 68502-1599  
402-471-4200  
[doh@nebraska.gov](mailto:doh@nebraska.gov)



Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION



Pete Ricketts, Governor

**Station 141+37.00**

Build Triple 12' x 5' x 70' Concrete Box Culvert

Fill – 1.5'

Special Plan 2C Project plan sheets 4 & 31

*Plan Pay Quantities:* Item 066 – 580.00 yd<sup>3</sup>

Item 067 – 229.450 yd<sup>3</sup> (barrel-209.720, wings-19.730)

Item 068 – 29,437.000 lbs (barrel-27,923.000, wings-1514.000)

**Station 141+44.00**

Existing Twin 12' x 5' x 40.80' Concrete Box Culvert w/endwalls.

Remove

Project plan sheets 4

*Plan Pay Quantities:* Item 065 – 1.00 Each

**Station 171+41.31**

Existing 1-25' Span Deck Steel Girder Bridge, w/29' Roadway

Remove

Project plan sheets 5

*Plan Pay Quantities:* Item 073 – 1.00 Each

**Station 171+64.03**

Build Triple 12' x 8' x 70' Concrete Box Culvert

Fill – 1.0'

Standard Plan 1308 Project plan sheets 5 & 31

*Plan Pay Quantities:* Item 070 – 1,130.00 yd<sup>3</sup>

Item 071 – 258.230 yd<sup>3</sup> (barrel-228.200, wings-30.030)

Item 072 – 35,879.000 lbs (barrel-33,768.000, wings-2,111.000)

NEBRASKA STATE GOVERNOR

Department of Transportation

3000 C STREET JUNCTION

4TH & 30TH STREETS

OMAHA, NE 68102

402-471-4200

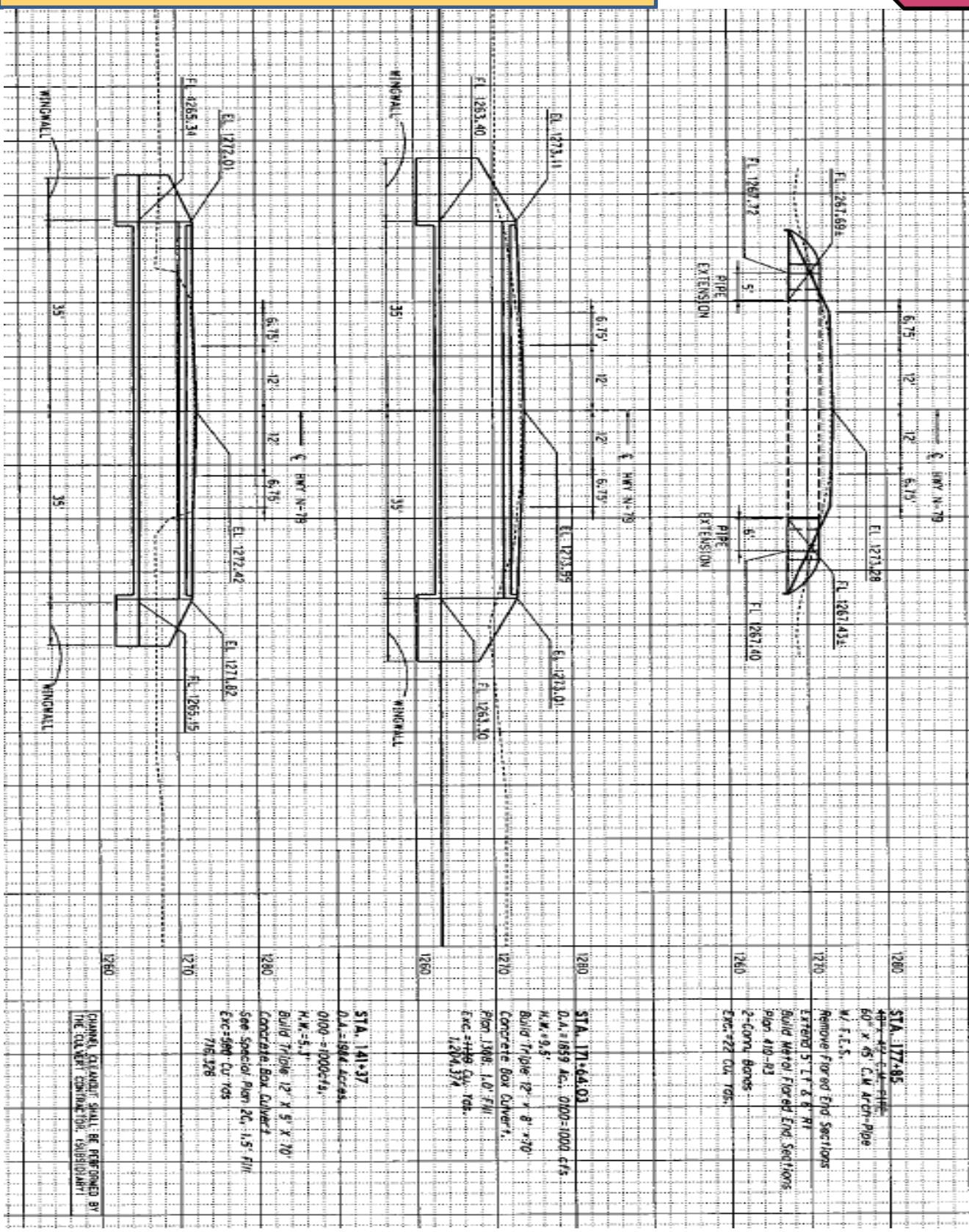
dotnebraska.gov

OFFICE 402-471-4200 FAX 402-471-4720

E-mail: [dotinfo@dot.nebraska.gov](mailto:dotinfo@dot.nebraska.gov)

## Example **PMBP - 26** – Culvert Order Example (Cont'd)

BACK



Use your District Letterhead



Pete Ricketts, Governor

Date

Name of Invitee

Title of Invitee

Address of Invitee

Re: Project Number  
 Project Name  
 Contract Number  
 Control Number

Dear Mr., Ms. Last Name:

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

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

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

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

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

Please forward this to anyone you feel is necessary

Thank you, see you on the **Date of Meeting**.

Feel free to contact me with any questions or concerns.

Your Name

Your Title

Your Contact information

Include your e-mail

xc: District Project File  
 File

Kyle Schneweis, P.E., Director

**Department of Roads**

District 1 Headquarters  
 302 Superior Street  
 Lincoln, NE 68521-2481

roads.nebraska.gov

OFFICE 402-471-0850 FAX 402-471-3401  
 DOR.ContactUs@nebraska.gov

Use your District Letterhead



DEPARTMENT OF ROADS



Pete Ricketts, Governor

Date of Letter

Contractor's Name

Contractor's Address

ATTENTION: Contact's Name

RE: Pre-Construction Items

Project Number

Control Number

Contract Number

Project Location –

Dear Contact's Name,

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

1. A letter or list containing:

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

2. List of Brand and Models of Barricade Lights

3. List of Sub-Contractors, names, addresses and phone numbers

Kyle Schnewels, P.E., Director

Department of Roads

District 2 Headquarters  
4425 South 108<sup>th</sup> Street  
PO Box 45461  
Omaha, NE 68145-0461

[roads.nebraska.gov](http://roads.nebraska.gov)

OFFICE 402-595-2534 FAX 402-595-1720  
[DOOR.ContactUs@nebraska.gov](mailto:DOOR.ContactUs@nebraska.gov)

**DEPARTMENT OF ROADS**

Pete Ricketts, Governor

4. List of Local Material Sources, names, addresses and phone numbers
5. Contractor Schedule of Operation  
Section 108.07 of the Standard Specifications require that the Contractor to submit at the pre-construction conference, a Critical Path Schedule. Please note that the project Special Provisions have multiple references to Scheduling. Pages 50 thru 54, 84, 85 and 88 of the Special Provisions all refer to "Special Prosecution and Progress" and project specific scheduling requirements. Please be prepared to explain the details of this schedule at the pre-construction conference.
6. Certification of compliance to NCHRP Report 350 for all applicable traffic control devices. (See section 422.01 of the Standard Specifications)
7. QA/QC Program. (Section 1028.01, Para 4d (1) of the Standard Specifications)
8. The project Special Provisions requires specific submittals, each with a defined timelines. Please familiarize yourself with these timelines and make any additional submittals in a timely manner, to avoid a delay in payment. They include:  
  
*List each Special Provision Reference to submittals. Include Page Number.*  
  
9. The Standard Specifications require additional specific submittals, each with a defined timelines. Please familiarize yourself with these timelines and make any additional submittals in a timely manner, to avoid a delay in payment. They include:  
  
Section 105.02 - This specification deals with the submittal of shop drawings.  
  
Section 106.07 - This specification deals with the "BUY AMERICA" submittals. Paragraph 3 and Paragraph 6 each include separate requirements for submittals.  
  
Section 420.02 - This specification deals with the submittal and approval of delineator manufacturing details prior to ordering materials.  
  
Section 703.03, Para 1b - This specification deals with the submittal of Hammer data at least 21 days prior to use.  
  
Section 704.03, Para 8j - This specification deals with the submittal of stay-in-place form design plans and computations.

Kyle Schneweis, P.E., Director

**Department of Roads**

District 2 Headquarters  
4425 South 108<sup>th</sup> Street  
PO Box 45461  
Omaha, NE 68145-0461  
[roads.nebraska.gov](http://roads.nebraska.gov)

OFFICE 402-595-2534 FAX 402-595-1720  
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**DEPARTMENT OF ROADS**



*Pete Ricketts, Governor*

Section 704.03, Para 19d - This specification deals with the submittal of bridge removal plans at least 10 days in advance of the work.

Section 732.03 - This specification deals with the submittals necessary if test results show the presence of lead based paints on the existing structure.

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

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

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

Please contact me if you have any questions.

Your Name  
Your Title

cc:file

Kyle Schneweis, P.E., Director

**Department of Roads**

District 2 Headquarters  
4425 South 108<sup>th</sup> Street  
PO Box 45461  
Omaha, NE 68145-0461

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[DOR.ContactUs@nebraska.gov](mailto:DOR.ContactUs@nebraska.gov)

# Nebraska Department of Transportation

## Construction Project Communication & Decision Guide

Project Name: North Bend to Fremont - Pa

Project Number: 30-6 (1044)

Contract Number: 20626

### NDOT

#### Project Manager

 Nebraska Dept. of Transportation  
Micky Jacobs  
Highway Project Manager  
402-512-1169  
micky.jacobs@nebraska.gov

#### District Construction Engineer

 Nebraska Department of Transportation  
Barbara Gerbino-Bevins  
NDOT District 2 Construction Engineer  
402-935-5402  
barbara.gerbino-bevins@nebraska.gov

#### District Engineer

 Nebraska Department of Transportation  
Tim Weander  
NDOT District 2 Engineer  
402-595-2534  
tim.weander@nebraska.gov

#### Construction Engineer (Lincoln)

 Nebraska Department of Transportation  
Jim Knott  
NDOT State Construction Engineer  
402-479-4532  
Jim.Knott@nebraska.gov

### Prime Contractor

#### Superintendent (Designated)

 Cedar Valley Corporation  
Todd Burch  
Paving Superintendent  
319-290-5602  
tburch@cedarvalleycorp.com

#### Project Manager

 Cedar Valley Corporation  
Dean Herbst  
Project Manager  
319-290-5625  
dherbst@cedarvalleycorp.com

#### Division Manager

 Cedar Valley Corporation  
Craig Hughes  
Vice President - Field Operations  
319-290-5617  
chughes@cedarvalleycorp.com

#### Owner

Cedar Valley Corporation  
Steve Jackson  
President  
319-874-6646  
sjackson@cedarvalleycorp.com

The chain of command shown above may be utilized for project decision resolution. When there is an impasse, the next person in the chain of command may be contacted by the other party while still maintaining open communication on the project. Since NDOT does not have a contractual relationship with the subcontractors, decisions relating to subcontractor work should be managed through the prime contractor. This partnering document is for information only and is not part of the contract. It is the intent to always keep the decision making processes moving forward and in doing so, in the least amount of time possible.



## NOTICE

The **S**torm **W**ater **P**ollution **P**revention **P**lan  
for Project *Project Number* is located in  
*SWPPP Location – Trailer, Inspector*  
*Vehicle, etc..*

Please call *Project Manager @*  
*Office Number* if you have questions.

## Environmental Commitments Document

Control No. 42782  
 Project No. 81-2(145)  
 Project Name: In Stromsburg & North

Reviewed and Approved by:	
Frank Albrecht	5-18-2022
Environmental Project Manager	Date

404 Permit Required	<input checked="" type="checkbox"/> Yes    Received: 4/22/2022 <input type="checkbox"/> No    Acres Impacted: 0.003 (permanent) Acres Impacted: 0.007 (temporary) Acres Mitigated: NA Location: NA Project Mitigation Ratio: NA	Permit No. NWO-2022-00338-WEH  <small>Reviewed and Approved</small> <input checked="" type="checkbox"/> <small>BAH Initials</small> <u>      </u> <small>Date</small> <u>05/12/2022</u>
---------------------	--	--

Comments: Nationwide Permit 7 and 14, Notifying

Individual 401 Water Quality Certification Required	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
---	--	--

Comment: Assumed under Nationwide Permit.

State Title 117 Waters (COE Non-Jurisdictional)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
---	--	--

Floodplain Permit Required	<input checked="" type="checkbox"/> Yes    Received: 4/29/2020 and 10/23/2020 <input type="checkbox"/> No	
----------------------------	--	--

Comments: Issued through the City of Stromsburg and Polk County.

Historic Clearance	<input checked="" type="checkbox"/> Yes    SHPO Concurrence 3/25/2021 Tier III Approved 4/22/2021; Supplemental Evaluations Approved 4/23/2021, 1/13/2022 and 2/28/2022  <input type="checkbox"/> No    Other Consulting Parties: City of Stromsburg, Mark and Alissa Kahler and Carol Peterson 4/21/2021 (all no response)	<small>Reviewed and Approved</small> <input checked="" type="checkbox"/> <small>SLS Initials</small> <u>      </u> <small>Date</small> <u>05/16/2022</u>
--------------------	--	---

Comments: No Adverse Effect

Threatened & Endangered Species Clearance Required	<input checked="" type="checkbox"/> Yes    Final Biological Assessment Approved – 1/4/2022  <input type="checkbox"/> No    Approved: FHWA – 1/4/2022 NGPC – 7/21/2021 USFWS – 7/21/2021	<small>Reviewed and Approved</small> <input checked="" type="checkbox"/> <small>ZDH Initials</small> <u>      </u> <small>Date</small> <u>5/16/2022</u>
--	---	--

Comments: May Affect, Not Likely to Adversely Affect

Environmental Clearance	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> NDOT or <input type="checkbox"/> FHWA Level 3 CE Approved 2/23/2022  <input type="checkbox"/> N/A	<small>Reviewed and Approved</small> <input checked="" type="checkbox"/> <small>SJR Initials</small> <u>      </u> <small>Date</small> <u>5/13/2022</u>
-------------------------	--	--

Hazardous Materials		<small>Reviewed and Approved</small> <input checked="" type="checkbox"/> <small>JDB Initials</small> <u>      </u> <small>Date</small> <u>5.13.2022</u>
---------------------	--	--

NPDES/Stormwater Permit No.:	Stormwater permit required. Will obtain prior to letting.	<small>Reviewed and Approved</small> <input checked="" type="checkbox"/> <small>RP Initials</small> <u>      </u> <small>Date</small> <u>5/13/22</u>
------------------------------	---	---

## Green Sheet 1

## Environmental Commitments

Control No.: 42782 Project No.: 81-2(145)  
 Project Name: In Stromsburg & North

Below are the Conservation Conditions that will be required for this project. All conditions and regulations of any permit obtained for this project will be followed by the contractor.

(Responsible Party for the measure is found in parentheses)

Regulated Wetlands and/or Water Resources for this project have been identified and delineated by NDOT. The Contractor shall not drive through, stage, store, waste or stockpile materials and equipment within delineated wetland boundaries (Wetlands – Do Not Disturb) and/or environmentally sensitive areas (Sensitive Area – Do Not Disturb) as shown in the project plan aerial sheets and/or the erosion control plan sheets included in the plan set. (Contractor, District Construction)

All listed 404 permit Special Conditions as included in the attached 404 permit document must be complied with including Section 401 Water Quality Certification conditions and/or all other conditions required for compliance state and federal regulations. (Contractor, District Construction)

All Nationwide Permit General Conditions and Nebraska Regional Conditions will be followed, as applicable. Based on the project scope (NDOT Control No. 42782), the items indicated with checkmarks in the attached document (*NDOT Contractor Requirements Sheet*) appear to be applicable and relevant to the contractor and project manager. (Contractor, District Construction)

**Northern Long-eared Bat (NLEB):** This project is within the NLEB range and White Nose Syndrome (WNS) zone. There are no known hibernacula sites or known maternity roost tree(s) within a ¼ mile of the permit review area(s) at this time. For purposes of this special condition, "Tree Removal" is defined as cutting down, harvesting, destroying, trimming, or manipulating in any other way the trees, saplings, snags, or any other form of woody vegetation likely to be used by NLEB, as defined by the Final 4(d) Rule published on February 15, 2016. Refer to the U.S. Fish and Wildlife Service (USFWS) website: <http://www.fws.gov/midwest/Endangered/mammals/nleb/index.html>.

- Tree removal will not occur from June 1 - July 31, which corresponds to the maternity roost season. If NDOT proposes tree removal during this time period, NDOT must submit a request to the Nebraska Regulatory Office (NRO). The NRO will coordinate this request with the Service for concurrence (including a copy to the Nebraska Game and Parks Commission) and NLEB surveys may be required.
- Tree removal will NOT occur within 0.25 mile of any NLEB hibernacula at any time of the year.

All areas adjacent (contiguous, bordering, neighboring) to jurisdictional waters disturbed by construction shall be revegetated with appropriate perennial, native grasses and forbs and maintained in this condition. In accordance with Executive Order 13112, the use of invasive species and non-native species is not appropriate for revegetation of disturbed areas. A cover crop may be planted to aid in the establishment of native vegetation. The disturbed area shall be reseeded concurrently with the project or immediately upon completion. Revegetation shall be acceptable when ground cover of appropriate perennial, native grasses and forbs reaches 75%. If this seeding cannot be accomplished by September 15 in the year of project completion, then an erosion blanket shall be placed on the disturbed areas. The erosion blanket shall remain in place until ground cover of appropriate perennial, native grasses and forbs reaches 75%. If the seeding can be accomplished by September 15, all seeded areas shall be properly mulched to prevent erosion. (District Construction, Contractor)

## Green Sheet 1

Distribution List:

	<u>Name</u>	<u>Date Completed</u>
Roadway Designer	Rich Geschwender	May 19, 2022
Design Manager	Tony Kessler	May 19, 2022
District Engineer	Wes Wahlgren	May 19, 2022
District Construction Engineer	Eric Klein	May 19, 2022
District Environmental Liaison	Trudy Soll	May 19, 2022
Construction Project Manager	Lynette Kowalski	May 19, 2022
Technical Resources Unit (Wetlands)	Brett Harbison	May 19, 2022
Roadside Development & Compliance Unit	Ron Poe	May 19, 2022
Environmental Documents Unit	Scott Rupe	May 19, 2022
Public Involvement	Sarah Soula/Tony Bui	May 19, 2022
Contract Lettings	Abbie Elder	May 19, 2022
Bridge Special Projects Designer	Janice Hueske	May 19, 2022
Right-of-Way Designer		
Highway Archeology		
Maintenance		
Other		

Additional Comments



### C. General Conditions

**Note:** To qualify for NWP authorization, the prospective permittee must comply with the following general conditions, as applicable, in addition to any regional or case-specific conditions imposed by the division engineer or district engineer. Prospective permittees should contact the appropriate Corps district office to determine if regional conditions have been imposed on an NWP. Prospective permittees should also contact the appropriate Corps district office to determine the status of Clean Water Act Section 401 water quality certification and/or Coastal Zone Management Act consistency for an NWP. Every person who may wish to obtain permit authorization under one or more NWPs, or who is currently relying on an existing or prior permit authorization under one or more NWPs, has been and is on notice that all of the provisions of [33 CFR 330.1](#) through 330.6 apply to every NWP authorization. Note especially [33 CFR 330.5](#) relating to the modification, suspension, or revocation of any NWP authorization.

#### **1. Navigation.**

- (a) No activity may cause more than a minimal adverse effect on navigation.
- (b) Any safety lights and signals prescribed by the U.S. Coast Guard, through regulations or otherwise, must be installed and maintained at the permittee's expense on authorized facilities in navigable waters of the United States.
- (c) The permittee understands and agrees that, if future operations by the United States require the removal, relocation, or other alteration, of the structure or work herein authorized, or if, in the opinion of the Secretary of the Army or his or her authorized representative, said structure or work shall cause unreasonable obstruction to the free navigation of the navigable waters, the permittee will be required, upon due notice from the Corps of Engineers, to remove, relocate, or alter the structural work or obstructions caused thereby, without expense to the United States. No claim shall be made against the United States on account of any such removal or alteration.

#### **2. Aquatic Life Movements.**

No activity may substantially disrupt the necessary life cycle movements of those species of aquatic life indigenous to the waterbody, including those species that normally migrate through the area, unless the activity's primary purpose is to impound water. All permanent and temporary crossings of waterbodies shall be suitably

*Contents adapted from the Federal Register ([86 FR 73522](#)) published on Dec. 27, 21 and Federal Register ([82 FR 2744](#)) published on Jan. 13, 2021.*

**NDOT Contractor Requirements  
Wetlands and Waters of the U.S.  
Technical Resources Unit**

In accordance with Section 404 of the Clean Water Act (discharge of dredged or fill material into waters of the United States), NDOT has evaluated the project for necessary contractor requirements. The requirements are based on nationwide permit general conditions and Nebraska regional conditions set forth by USACE, which can be viewed online at: <http://www.nwo.usace.army.mil/Missions/Regulatory-Program/Nebraska/>. Note that not all of the USACE general and regional conditions appear below because they are either not relevant to contractor commitments or will be executed by NDOT. Contractor must also comply with special conditions in the 404 permit.

Based on the project scope (NDOT Control No. 42782), the contractor requirements indicated with check marks below require action and/or compliance by the contractor.

**Navigation**

No activity may cause more than a minimal adverse effect on navigation.

Any safety lights and signals prescribed by the U.S. Coast Guard, through regulations or otherwise, must be installed and maintained at the permittee's expense on authorized facilities in navigable waters of the United States.

**Aquatic Life Movements and Management of Water Flows**

No activity may substantially disrupt the necessary life cycle movements of those species of aquatic life indigenous to the waterbody, including those species that normally migrate through the area, unless the activity's primary purpose is to impound water.

All permanent and temporary crossings of waterbodies shall be suitably culverted, bridged, or otherwise designed and constructed to maintain low flows to sustain the movement of those aquatic species.

To the maximum extent practicable, the pre-construction course, condition, capacity, and location of open waters must be maintained for each activity, including stream channelization and storm water management activities, and temporary and permanent road crossings, except as provided below. The activity must be constructed to withstand expected high flows. The activity must not restrict or impede the passage of normal or high flows, unless the primary purpose of the activity is to impound water or manage high flows. The activity may alter the pre-construction course, condition, capacity, and location of open waters if it benefits the aquatic environment (e.g., stream restoration or relocation activities).

**Adverse Effects From Impoundments**

If the activity creates and impoundment of water, adverse effects to the aquatic system due to accelerating the passage of water, and/or restricting its flow must be minimized to the maximum extent practicable.

**Spawning Areas**

Activities in spawning areas during spawning seasons must be avoided to the maximum extent practicable. Activities that result in the physical destruction (e.g., through excavation, fill, or



Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION



Pete Ricketts, Governor

Date of Letter

Name of Invitee

Title of Invitee

Address of Invitee

RE: Project Number

Project Name

Contract Number

Control Number

Greetings,

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

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

Thank You.

Your Name

Your Title

Your Contact Information

Include your e-mail

Xc: OnBase

Kyle Schnewels, P.E., Director

Department of Transportation

District 5 Headquarters

140375 Rundell Rd.

PO Box 220

Gering, NE 69341-0220

dot.nebraska.gov

OFFICE 308-436-5587 FAX 308-633-6614

NDOT.ContactUs@nebraska.gov



[Use your District Letterhead](#)

Pete Ricketts, Governor

Name of Invitee  
Title of Invitee  
Address of Invitee

Date of Letter

Re: Project Number  
Project Name  
Contract Number  
Control Number

Greetings,

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

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

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

Thank you.

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

xc: District Project File  
File

Kyle Schneweis, P.E., Director

**Department of Roads**

District 4 Headquarters  
211 North Tilden Street  
PO Box 1488  
Grand Island, NE 68802-1488  
[roads.nebraska.gov](http://roads.nebraska.gov)

OFFICE 308-385-6265 FAX 308-385-6269  
[DOR.ContactUs@nebraska.gov](mailto:DOR.ContactUs@nebraska.gov)

Listed is the minimum information required by the Construction Division.

### Cover Sheet for Preconstruction Meeting Notes

**MEETING DATE** – Enter correct information

**PROJECT NO** – Enter correct information

**PROJECT NAME** – Enter correct information

**CONTROL NO** – Enter correct information

**CONT ID** - Enter correct information

**PRIME CONTRACTOR** – Enter correct information

**CATEGORIES**– Groups Enter correct information and 10

**PROJECT MANAGER**- Enter correct Project Manager

**NOTICE TO PROCEED DATE** – Enter correct information

**REVISED STARTING DATE?** – Enter correct information

**TIME METHOD** – Enter correct information

**BID DAYS** = Enter correct information

**INTERNAL TIME ALLOWANCES** – Enter correct information

**MILESTONES** – Enter correct information



Nebraska Department of Transportation  
 PRE-CONSTRUCTION CONFERENCE MINUTES  
 Project Number: NH-30-7(116) Blair - East  
 Location: Blair City Council Chambers  
 Time: 9:30-11:30 Date: June 16, 2010

*Blue – indicate notes taken.*

*Red – indicate follow-up conversations made.*

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

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

### INTRODUCTIONS

#### **Department of Transportation Personnel**

NDOT Project Manager

NDOT Construction Tech III

NDOT Construction Tech II

Assistant District 2 Construction Engineer

NDOT Maintenance Superintendent

District 2 Quality Assurance Manager

NDOT Maintenance Supervisor

#### **Contractor Personnel**

Prime – Tab Holding Company

*Bill Ringsdorf – Project Manager*

Subs -

Rupert Construction - Concrete - *Howard Scott*

Highway Signing - Traffic Control – *Jason Teel*

Vierrigger Electric – Temporary Signals – *Tim Vierregger*

*Mike Vierregger*

Soil Tek - Seeding/Erosion Control – *No Representative Present*

Interstate Improvements – Diamond Grinding – *No Representative Present*

Safety Guard, Inc. - Guardrail – *No Representative Present*

Midwest Coating – Joint Sealing – *No Representative Present*

#### **Government Officials**

City of Blair - *Allen Schoemaker – Director of Public Works*

Washington County Roads - *Cheryl Parsons*

Iowa DOT - *No Representative Present*

#### **Others**

Union Pacific Railroad - *Mike Blackley*

*Rick Brady*

**Utility Companies**

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

**UTILITY COMPANIES PROPOSED WORK**

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

Review Contract Special Provisions "Status of Utilities". (Pages 44 & 45 of Contract)

*Contact List for Utilities:*

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

*Comments and possible conflicts from the utility companies:*

*OPPD: Steve Kojdecki ...*

*Northwest Iowa Power Coop: Keith said that his company ...*

*Black Hills Energy: an e-mail from Paul Dodson ...*

*American Broadband (Formerly Huntel): Pat (ABB) said that they ...*

*City of Blair: Allen (Blair) indicated ...*

*UPRR: Mike (UPRR) pointed out two issues UPRR have....*

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

**NEBRASKA ONE CALL NOTIFICATION**

*PM reminded everyone of the one call requirements.*

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

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

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

**CONTRACTORS PROPOSED WORK SCHEDULE:**

Starting Date: *Contract Start Date 7-6-2010, 50 working days allowed.*

Staging Schedule and/or sequence of Operation:

- a.) Schedule with copies provided by Prime Contractor as per Section 108.07 of the Standard Specifications.
- b.) Identify CCO with Prime Contractor on Schedule provided.

Special Provisions references to scheduling:

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

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

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

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

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

#### **RIGHT OF WAY**

- a) Status of ROW purchases for the project. - Page 44 of Contract  
*There are no R.O.W. issues on this project*
- b) Review any specific agreements that are applicable  
*None*
- c) All parties are reminded that highway right-of-way abuts upon private property. Any infringement or trespassing upon such private property could cause damage that would become a liability to the person or organization involved. Maintaining good relations with the public (especially private property owners) is very important.

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

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

#### **PROJECT SUPERVISION**

(Section 105.05, Para 3)

The Contractor shall at all times have on the work, as his agent, a competent superintendent capable of reading and thoroughly understanding the plans and specifications, thoroughly experienced in the type of work being performed, who shall receive instructions from the engineer or his authorized representatives. The superintendent shall have full authority to execute the orders or directions of the engineer without delay, and promptly to supply such materials, equipment, tools, labor, and incidentals as may be required. Such superintendence shall be furnished irrespective of the amount of work sublet.

The prime Contractor shall submit in writing, to the Project Manager in charge, the name of this authorized representative on the project. Representatives will be empowered to coordinate with all operations of subcontractors and negotiate with the Project Manager any questions concerning extra work, including extra work performed by a subcontractor. If the prime Contractor wishes, this representative may be a subcontractor's employee that is present when the work on the project is being performed.

*Bill (Tab) provided a complete list with his company's superintendent's names and phone numbers.*

*Primary name is Matt Troge – 402-510-3687*

### **SUBCONTRACTORS**

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

- Items to be sublet and names of subcontractors. (Provided by Contractor.)  
Current approved Sub-Contractors are:

*Rupert Construction - Concrete repair (Partial)  
Highway Signing - Traffic Control  
Vierrigger Electric – Temporary Signals  
Soil Tek - Seeding/Erosion Control  
Interstate Improvements – Diamond Grinding  
Safety Guard, Inc. - Guardrail  
Midwest Coating – Joint Sealing*

- On all projects, prime Contractors must submit their subcontractor requests to the Construction Division in a letter or FAX.
- The prime Contractor is responsible for E.E.O. and minimum wage compliance by his subcontractors, in addition to fulfilling the terms of his contract.
- In the event a prime Contractor elects not to subcontract and instead "carry the people on the payroll", the District Engineer and/or his/her authorized representative may perform the following checks:
  - 1) Request to see on a random basis and before distributing the payroll checks of the men in question.
  - 2) Request a copy of the lease agreement on equipment to verify that compensation is on a time period basis rather than the amount of work accomplished.
  - 3) Check material supplier invoices or billings to insure that the prime Contractor is or will make payment for the materials used in the work in question.
  - 4) Check the prime Contractor's payrolls to determine if the people in question and their supervisor(s) are included on the payrolls.

## CONTRACT DOCUMENTS

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

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

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

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

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

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

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

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

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

*Special provisions.*

*There are 3 addendums for this project.*

*Number 3 voids Number 1 and deals with the Davis-Bacon wage rates.*

*Number 2 ties groups together*

Pages 3 thru 12 – Federal – Aid Construction Contracts

*No comments recorded.*

Pages 13 thru 23 – EEO & Wage Rates

*Addendum No. 3 sets wage rates for the project*

Page 24 – General Conditions

*Addendum No. 2 revises the last paragraph of this section*

Pages 24 & 25 – American Recovery and Reinvestment Act

*This covers the forms and reports required by ARRA projects.*

*Forms need to be completed on-line.*

*PM reminded everyone that estimates will not be paid if this paperwork is not turned in.*

**>>> Minutes Cont'd>>**

Page 135 – Dowel Bars

*No comments recorded.*

Page 135 – Proposal Guaranty

*No comments recorded.*

#### **Internal liquidated Damages**

*No comments made.*

#### **Omissions and discrepancies in plans.**

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

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

*The roadway typical should not have "doweled" "on shoulder areas.*

#### **Pre letting questions**

*No questions received.*

#### **Proposed change orders and supplemental agreements.**

*There is an extra level of approval for CO/SA's, The FHWA will approval all CO/SA's prior to work being done. The PM was told that the average turn-around is 10-14 days on a CO/SA.*

#### **Plan Details**

*No questions received.*

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

#### **E.E.O. Officer: PENDING**

1.) The Project Manager provides applicable posters

- a.) Wage Rate Information Poster (FHWA 1495)
- b.) Wage Rate Schedule (listed in Contracts)
- c.) False Statement Poster
- d.) State of Nebraska E.E.O. Poster
- e.) Federal E.E.O. Poster

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

#### **E.E.O.**

Requires Form PR-1391 Federal Aid Highway Construction Contractors Annual E.E.O. Report.

Required for all Prime Contractors

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

**Training:**      None

## PARTNERING

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

Establish time and place for a brief weekly meeting.

*The PM will arrange a time with Matt (Tab) and set up a schedule.*

## AWP

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

1.) Payments and Working Days

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

2.) Project Quantities - Review and Explain DWR

AWP sometimes denies estimate until the required certifications have been received.

*The PM explained how AWP works and the need to get certifications in promptly, to avoid delays in estimate approvals.*

**TRAFFIC CONTROL**

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

- 1.) Review Sign Plan:
  - a) The signs checked out to the project will be the ones required that be returned at the end of the project. NDOT will not accept any sign but those originally checked out to the project.
  - b) Signs that are missing either by loss, theft or damage beyond reuse will be billed to that project. The Quality Standards Booklet will be used for assessing the signs returned.
  
- 2.) Contractor is to install all signs as per the approved sign plan and all MUTCD and other applicable specifications. They should be maintained in their proper position and in a clean condition.
  - a.) Barricades are furnished by the Contractor.
  - b.) Letter of Certification stating the brand and model of barricade lights proposed to be used.
  - c.) Maintaining spare parts on the project site.
  - d.) Checking barricades and signs at frequent intervals daily.
  - e.) Phone numbers of person or persons to call at NIGHT if barricades, signs or devices are down or not working.

Name and Number

Pending

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

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

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

**MATERIALS**

- 1) Prompt submittal of Certificates of Compliance, Certified Analysis etc. to ensure payment.
  - a.) Project Manager will provide a job specific list from Materials and Tests.
  
- 2.) List of Suppliers and Plants to be used.
- 3.) Contractors Borrow Pits
 

Contractor shall submit for approval all borrow locations as per Section 205.02, paragraph 7 of the Standard Specifications
- 4.) Stockpiled Materials
  - a.) Steel Plates and Shapes as per Memo dated June 15th, 2000.
  - b.) All other materials

Upon presentation by the Contractor of received bills, payments may also be allowed for acceptable nonperishable materials purchased expressly to be incorporated into the work and delivered in the vicinity of the project or stored in acceptable storage places with Nebraska.

The amount to be included in the payment will be determined by the Engineer, but in no case shall it exceed 100 percent of the value of the materials as shown by the received bills. This value may not exceed the appropriate portion of the value of the contract item or items in which such materials are to be incorporated, nor shall the quantity in any case exceed the total estimated quantity required to complete the project.

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

Deductions at rates and in amounts which are equal to the payments will be made from estimates as the materials are incorporated in the work.

Payment for the materials shall not in itself constitute acceptance, and any materials which do not conform to the specifications shall be rejected in accordance with Section 106.05, paragraph 2 of the Standard Specifications.

## **SAFETY**

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

- 1.) The Contractor is requested to post a written safety program including the following, before starting work.
  - i. The designated safety officer on the project
  - ii. Methods of conveying safety information to employees.
  - iii. Plans for maintaining safety consciousness among employees.
  - iv. Manner in which he/she will assure compliance by a subcontractor.
  - v. Plans for meeting basic safety requirements - arrangements for first aid,
  - vi. Medical attention, sanitation, personnel protective equipment, traffic
  - vii. Control and storage of fuels and explosives.
  - viii. Plans for eliminating potential hazards associated with the work.
- 2.) The inspector will refuse to inspect any work which may constitute an imminent danger situation, such as un-shored trenches with vertical walls more than 5 feet, etc. Also, payment for such work may be withheld and, should the Contractor persist in working under such conditions, the work may be suspended as a last resort. The inspector will conduct periodic safety inspections during the progress of the work.

## **ENVIRONMENTAL PROTECTION**

### **BURIAL SITES**

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

## **WATER POLLUTION & WETLANDS**

- 1.) Review and discuss transmittal of environmental documents from the Construction Division.

- 2.) On all projects, the Contractor must comply with Section 201.01, including the submission for approval of specific plans for accomplishing temporary erosion control work, before beginning the applicable construction.

#### **MISC. TOPICS**

*The PM went around the room and found no questions or comments.*

*Allen (Blair) asked if there was going to be a handout made to give to the businesses along the roadway to keep them informed.*

*The meeting then adjourned.*

#### **ACTION ITEMS**

*No action items recorded*

### **Analyzing Schedule for Reasonableness**

Does the schedule reflect a reasonable plan and is it doable?

Check Schedule for:

- Sufficient level of detail
- Activity durations and associated production rates
- Inflated durations or unnecessary use of lags
- Time for work by the Department and 3rd parties
- Proposed overall sequence of work make sense
- Project critical path makes sense, no gaps
- Shows calendar restriction and out of season work
- No unnecessary use of constraints\*
- There are not too many overlapping activities and that there are available resources to support the schedule
- Excessive amount of work at any one location or time
- Known or foreseeable issues are shown

\*Constraints in the software force the program to make an activity happen when it's not logical and forcing it to be the critical path. They can put a hard date to start an activity, taking away the flow and logic from the program.

If something doesn't look correct with the schedule provided ask the Contractor to give more details.

If an activity does not show enough detail, ask for an activity to be broken down into smaller and more manageable activities.



Good Life. Great Journey.

DEPARTMENT OF ROADS



[Use your District Letterhead](#)

Pete Ricketts, Governor

Date of Letter

Name of Contractor  
Address of Contractor

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

Attention: Name of Contact

Name,

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

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

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

Please contact me if you have any questions.

Your Name  
Your Title  
Your Phone Number

xc: Construction Division  
District File  
File

Kyle Schneweis, P.E., Director

Department of Roads

District 5 Headquarters  
140375 Rundell Rd.  
PO Box 220  
Gering, NE 69341-0220  
[roads.nebraska.gov](http://roads.nebraska.gov)

OFFICE 308-436-6587 FAX 308-633-6614  
[DOR.ContactUs@nebraska.gov](mailto:DOR.ContactUs@nebraska.gov)

Date: July 1, 2008  
To: Local Postal Patron  
From: Ray Trujillo  
Project Manager  
Subject: Project STPD 79-3(106)  
North of North Bend



Greetings,

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

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

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

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

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

Thank You

Ray Trujillo  
Project Manager  
(402) 727-3292 x292

xc: Postmaster  
File

## **CONTRACTOR'S NOTICE TO PROCEED**

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

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

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

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

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

Early start requests and late start requests from a Contractor should be sent directly to the Construction Division. Most are, but some are sent to the project manager --- and they should promptly be forwarded to the Construction Division. When early start or late start requests are received in the Construction Division, no action will be taken before discussing the request with the affected district or RC unless requests forwarded from the districts or local public agency already include an affirmative statement that the suggested date is acceptable.

While we are interested in all such requests to change the starting date, late start requests on asphaltic concrete paving projects are of greatest interest to us. The starting dates for asphaltic concrete paving projects are established by calculating backwards from the latest possible finish date permitted (October 31, plus or minus). Early starts are easy to grant, but late starts may require some negotiation with the Contractor. In some cases, the contract may need to be supplemented with some special disincentives for not completing the asphalt work by a certain date. For this reason, it is necessary that the request to start late on an asphalt project is not delayed until the last minute.

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

Construction Division



June 16, 2022

WATTS ELECTRIC COMPANY  
13351 DOVERS ST  
WAVERLY, NE 68462-2516

E-mail to: toniw@gowatts.com

Ref: 61650  
ITS-NH-D6(106)  
61650  
**DISTRICT 6 OVERHEAD DMS**

**LET 10/26/2021 under the Nebraska Department of Transportation Standard Specifications for Highway Construction, 2017 Edition**

**Tentative Start Date: 7/1/2022**

**Work Authorized to Begin Date: 6/16/2022**

#### **NOTICE TO PROCEED AND ESTABLISHMENT OF BEGINNING DATE**

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

GROUP(S)  
1, 5, 7, 8C, 10

NOTICE TO PROCEED DATE  
8/1/2022

The determination and assessment of Working Days in accordance with the provisions of the contract, shall begin on the date established by this Notice to Proceed and shall be continued until all work has been completed.

*Pursuant to Standard Specifications Section 108.02, paragraph 3.a. (working days) or paragraph 4.a. (calendar days), and as specifically shown in the contract, the contractor may perform certain types of work before the Notice to Proceed Date. This work may be performed as of the Work Authorized to Begin Date without the charge of working days or calendar days provided the contractor does not move on to other work and that the performance of such work does not interfere with the normal use of the road by traffic. Work authorized to be accomplished prior to the Notice to Proceed date does not preclude compliance with the environmental commitment requirements in the contract.*

As noted in the Contract, the contractor must obtain the necessary approvals for borrow, waste, construction debris disposal, plant, or stockpile sites. The Contractor will not be allowed to begin work at these sites until the necessary approvals are obtained. No extension of completion time will be granted due to any delays in securing site approval. The Contractor may help expedite the approval process by submitting site approval requests as early as possible and choosing sites that do not have apparent wetland features. Submissions for consideration of site approval must include color aerial and ground photographs of the proposed site; submissions with black and white photographs will not be accepted.

The work on this project is to be performed under the general supervision of Gary Thayer District 6 Engineer at North Platte and under the direct oversight of Project Manager Josh Willard whose mailing address is 1321 N Jeffers St, North Platte, Nebraska 69103-1108.

DEPARTMENT OF TRANSPORTATION  
Electronically signed by

Kerri K. Halstead  
Highway Contracts Supervisor



## **Memorandum**

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

### **PROJECT INFORMATION FORM**

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

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

**Project Manager:**      Your Name  
                                   Office Phone  
                                   Home Phone  
                                   Mobile

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

### **INFORMATION ABOUT THE PROJECT:**

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

Ex: Where exactly is the project? What are we doing? Why? Will there be traffic detours? Closures? Lane Restrictions?

*General location (Mile posts or streets)  
 Short overview of the project scope.  
 Anticipated impacts to the public.*



## **Speed Zone Authorization**

Pursuant to the authority contained in Section 60-6, 188 Reissue Revised Statutes of Nebraska, and in accordance with NDOT Operating Instruction 60-18 signed on July 19, 2018, by the Director, the maximum speed limit of 35 miles per hour in a rural area, or 25 miles per hour in an urban area through highway maintenance, repair, or construction zones on the portion of the state highway system, has been increased as set forth below.

Highway No.: [REDACTED] Location: [REDACTED]  
 Ref. Post: [REDACTED] to Ref. Post: [REDACTED]  
 Project No. (if applicable): [REDACTED]

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

Starting Date: [REDACTED] Ending Date: [REDACTED]

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

**Work Zone Section One:** [REDACTED] Miles Per Hour Activity: [REDACTED]

Transition Speed Zone Required  Yes  No If yes, Transition Speed Zone = [REDACTED] Miles Per Hour.

Stationary:  Sta. or Ref. Post: [REDACTED] To: [REDACTED]  
*(Longer than 3 days)*

Starting Date: [REDACTED] Ending Date: [REDACTED]

24 Hours:  Yes  No or Daily, Start Time: [REDACTED] Ending Time: [REDACTED]

Non-Stationary:  Actual Starting and Ending Locations, Dates and Times will be documented in a daily log.  
*(Less than 3 days)*

**Work Zone Section Two:** [REDACTED] Miles Per Hour Activity: [REDACTED]

Transition Speed Zone Required  Yes  No If yes, Transition Speed Zone = [REDACTED] Miles Per Hour.

Stationary:  Sta. or Ref. Post: [REDACTED] To: [REDACTED]  
*(Longer than 3 days)*

Starting Date: [REDACTED] Ending Date: [REDACTED]

24 Hours:  Yes  No or Daily, Start Time: [REDACTED] Ending Time: [REDACTED]

Non-Stationary:  Actual Starting and Ending Locations, Dates and Times will be documented in a daily log.  
*(Less than 3 days)*

Project Manager [REDACTED]

Signature of Authorizing Authority

Title

Date

cc: District Office  
 Nebraska State Patrol  
 County Sheriff

NDOT Form 44, March 2021

4/18/16

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

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

Dear Chief Jackson:

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

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

Please contact one of the following persons:

		Home	Office
Brian Schoen	Project Manager	402-480-5649	402-471-0850
Curt Muetting	Dist. Const. Engineer	402-499-1640	402-471-0850
Tom Goodbarn	District Engineer	402-430-7897	402-471-0850

Sincerely,

Brian Schoen  
Project Manager  
Department of Roads

cc: File

*An Equal Opportunity/Affirmative Action Employer*

April 27, 2016

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

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

Dear Sheriff Stukenholtz:

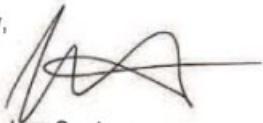
This is to advise that the construction work will begin for the above referenced project, R.P. 455+35 to R.P. 462+00 starting on May 2, 2016. This work will consist of Bridge Preservation, Concrete Repair, Milling and Overlay and Culvert Extension. Flaggin and Pilot vehicle operations will be used during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

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

Please contact one of the following persons:

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

Sincerely,



Jesse De Los Santos  
Highway Project Manager  
Department of Roads

Cc:Construction  
Dist. 1  
File

District 1 Headquarters 302 Superior Street Lincoln NE 68521 Phone (402) 471-0850 FAX (402) 471-3401

*An Equal Opportunity Employer*



April 27, 2016

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

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

Dear Colonel Rice:

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

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

Please contact one of the following persons:

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

Sincerely,

  
Jesse De Los Santos  
Highway Project Manager  
Department of Roads

Cc: Construction  
Dist. 1  
File

## Current Road Restriction for Permitted Loads

District # 1  
Date: 12/13/2016

Hwy #	Description	Beginning Milepost	Ending Milepost	Restriction	Start Date	End Date
I-80/L-80E	WB I-80 Off Ramp at L-80E	368.77 (369 Interchange)	369.56	No over length loads from WB I-80 to SB L-80E	8/12/2013	Indefinite
75	Nebraska City Southeast	45.6	46.7	12 foot width restriction. No overlength loads allowed	3/14/2016	10/31/2017
2	Nebraska City Southeast	504.15	506.35	12 foot width restriction.	3/14/2016	10/31/2017

### Additions this Period


### Remove this period

15	Seward South	60.41	66.23	11 foot width restriction	9/19/2016	12/15/2016
105	Big Nemaha River in Humboldt	7.03	7.03	No access across bridge-Follow marked detour route (Hwy4-75-8)	6/13/2016	11/30/2016 <b>Extend to 12/15/2016</b>

## Log of Work Area Speed Zones

MH-180-0413

Project No.: **MH-180-9(1)**  
Contract I.D. No.: **1116Y**

**Note:** If special remarks or comments are necessary for a particular speed zone, use an extra line.

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## AWP KEY DATES

All Dates hi-lighted in **Red** AWP Dates the Project Manager is responsible for entering.

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

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

**INFORMATION TIMES** - Located in Contract Admin>Contract Administration>Information Times

**Contractor Actually Started Work** **Project Manager**

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

**Contractor Acceptance of Final Quantities Date\*\*** **Project Manager \*\***

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

District Reviewer Clearance

District Reviewer

**Erosion Control Plan Received Date**

**Project Manager**

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

Final Acceptance by NDOT

Lincoln

Final Acceptance Letter Date

Lincoln

Final Audit

Lincoln

Final Received in Lincoln Construction Office

Lincoln

Material Certificate

Materials & Research

Notice for Work to Begin

Lincoln

**Project Completion Date**

**Project Manager**

(This date is typically the last day the Contractor performs any work on the project. This is also the date "in" the District Engineer's Letter of Acceptance to the Contractor, which states that the project is complete and is hereby tentatively accepted as of that date.)

Project Released to Controller	Lincoln
<b>Punch List Complete**</b> (Date the Contractor has satisfactorily completed the punch list.)	<b>Project Manager **</b>
<b>Punch List to Contractor**</b> (Date the PM/Engineer submits a list of incomplete/unacceptable work to the Contractor that requires completion prior to any acceptance of the project, or portion thereof.)	<b>Project Manager **</b>
Project Schedule Received Date (Submit a copy of Contractor's Progress Schedule to Lincoln Construction office prior to the start any work on the project. Submit revised schedules as necessary.)	Lincoln
<b>Quantity Acceptance Letter Sent to Contractor</b> (Date of Certified Mail receipt when the Concurrence form is sent to the Contractor.)	<b>Project Manager</b>
Railroad Insurance Cancelled Dates	Lincoln
Railroad Insurance Effective Dates	Lincoln
<b>Railroad Work Done- "xxxx" (appropriate RR initials) ** Project Manager**</b> (This date is a required entry if your project has work on Railroad ROW. Enter the date that work is completed on Railroad ROW.)	
<b>Ready for Final Inspection**</b> (Date PM requests final inspection from the DE)	<b>Project Manager **</b>
Tentative Start Date	Lincoln
<b>Traffic Control Plan Submitted Date</b> (Enter the date the Traffic Control Plan is approved, or if using the Standard Plans, enter the Notice to Proceed Date)	<b>Project Manager</b>
<b>Work Resumed Date**</b> (This date is required if the work on the project is resuming after a suspension.)	<b>Project Manager**</b>
<b>Work Suspended Date**</b> (This date is required if the work on the project is suspended.)	<b>Project Manager**</b>
<b><u>Checklist Scheduled Events</u></b> - Located in Contract Admin / Contract Records / Checklist Scheduled events / create New / select Final Payroll Received Date from drop down list	
<b>Final Payroll Received Date</b> (Date the last payroll is received and all payrolls are accounted for.)	<b>Project Manager**</b>

**Checklist Event Dates**

Immigration Verification Certification Date Lincoln

**MILESTONES** - Located in Contract Admin / Contract Records / Milestones

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

## AWP Diary Remarks

**Accident:** Details as necessary

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

**CCO Hours:** Time spent on CCO

**EEO Issues:** seldom used.

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

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

- Any understanding with the contractor or his representative.
- Record of important conversations or verbal discussions with the contractor relative to the work. These statements shall be specific, an entry as: "Told the contractor that \*\*\*" is not satisfactory, whereas, "I told Jones that \*\*\*" is satisfactory; or "The contractor seems to feel that his progress is satisfactory" should be written, "Jones said that he is not worried, that he will make up for lost time in June and July with more men on the whereas a statement of the conversation is important job". A general conclusion as to the effect of a conversation in not helpful;
- Important verbal instructions should also be confirmed by letter.
- Dates on which major equipment or sizeable work forces are moved onto or away from the job.
- List general location where equipment is working each day, and a record of major equipment not working or idle for repairs.
- Detail information regarding equipment and cost of exploratory work made by the contractor on any state designated pit. The Construction Division will then have supporting information on costs submitted by the contractor in case he is obliged because of inadequate or unsuitable material to move to a new location.
- Work or materials rejected and reasons.
- Account of any time spent by contractor's men or equipment on disputable items or work.
- Length or cause of any delay.
- Record of emails and telephone calls.
- Property owner remarks.
- Unusual conditions, if any, such as high water, bridge failures, slides, etc.
- Progress of surveying and/or staking.

**Personnel Remarks:** Details as necessary

**Safety Violations:** not typically used

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

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

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

**Visitor:** Official visitors and inspections.

**Weather:** Weather conditions during the day, noting rain, exceptional wind, maximum and minimum temperatures, etc. If possible, show amount of rainfall. Generally, this data is found in the inspector's DWR.

### Example PMBP - 73 – Estimate “Installed This Estimate” Example

BACK

# Work Order

Distribution  
 Construction Engineer  
 Contractor  
 District Engineer  
 Project Manager

<b>TO:</b> (Contractor, Name, and Address) Cramer & Associates 3100 SW Brookside Drive Grimes IA 50111-4977		Project No.: NH-BR-77-3 (128) Order No.: 1 Station: Project		
<p>You are hereby ordered to perform the extra work described below in compliance with Subsection 104.04 of the Specifications and the conditions listed herein. Reimbursement will be in accordance with the option marked below and the provisions of Subsection 109.05. Equipment rental rates, when applicable, will be established by applying prevailing Department policies and formulated to the rates established in the <b>Rental Rate Blue Book for Construction Equipment</b>.</p> <p><input checked="" type="checkbox"/> Supplemental Agreement will be issued to incorporate agreed total price or unit price shown herein.</p> <p><input type="checkbox"/> Supplemental Agreement will be prepared following completion of the work to pay for labor, equipment, and material. Payment will be according to the provisions of Subsection 109.05. If the total cost is estimated to exceed \$50,000.00, then a Force Account Agreement should be considered.</p> <p><input type="checkbox"/> Force Account Agreement will be completed. Weekly force account statements will be prepared.</p>				
<p>Description of Work: (Include specifications if non-standard items)</p> <p>Install "Construction Entrance/Exit"</p> <p>In order to limit the amount of 'Track-Out' onto Hwy 77, this work will consist of furnishing and placing crushed concrete surfacing on filter fabric as shown on the attached sketch.</p> <p>We will also establish a unit price for replacement material if necessary.</p> <p>The prices below include a 5% for administrative costs.(See Section 109.05, Para 5)</p>				
ITEM OF WORK	UNIT	APPROX. QUANTITY	AGREED UNIT PRICE	AMOUNT
Construction Entrance/Exit (Dodge County)	Each	1	<b>\$1,735.14</b>	<b>\$1,735.14</b>
Construction Entrance (Saunders County)	Each	1	<b>\$2,081.29</b>	<b>\$2,081.29</b>
Replacement Material (Dodge County)	Mg	30	<b>\$25.54</b>	<b>\$766.20</b>
Replacement Material (Saunders County)	Mg	30	<b>\$30.37</b>	<b>\$911.10</b>
				<b>\$0.00</b>
				<b>\$0.00</b>
				<b>\$0.00</b>
TOTAL PRICE				<b>\$5,493.73</b>
<b>FOR THE DEPARTMENT OF ROADS</b> Signature:		<b>FOR THE CONTRACTOR</b> We Concur Signature:		
Name:		Name:		
Title:		Title:		
Date:		Date:		

DR Form 188, December 2010

## **Suggestions for Improved Change Order Explanations**

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

Here are a few suggestions:

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

Something like this would be better:

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

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

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

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

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

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

### **“State Representatives” and “Project Managers”**

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

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

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

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

### **§ 635.120 Changes and extra work.**

- (a) Following authorization to proceed with a project, all major changes in the plans and contract provisions and all major extra work shall have formal approval by the Division Administrator in advance of their effective dates. However, when emergency or unusual conditions justify, the Division Administrator may give tentative advance approval orally to such changes or extra work and ratify such approval with formal approval as soon thereafter as practicable.
- (b) For non-major changes and non-major extra work, formal approval is necessary but such approval may be given retroactively at the discretion of the Division Administrator. The State Transportation Department (STD) should establish and document with the Division Administrator’s concurrence specific parameters as to what constitutes a non-major change and non-major extra work.
- (c) Changes in contract time, as related to contract changes or extra work, should be submitted at the same time as the respective work change for approval by the Division Administrator.

- (d) In establishing the method of payment for contract changes or extra work orders, force account procedures shall only be used when strictly necessary, such as when agreement cannot be reached with the Contractor on the price of a new work item, or when the extent of work is unknown or is of such character that a price cannot be determined to a reasonable degree of accuracy. The reason or reasons for using force account procedures shall be documented.
- (e) The STD shall perform and adequately document a cost analysis of each negotiated contract change or negotiated extra work order. The method and degree of the cost analysis shall be subject to the approval of the Division Administrator.
- (f) Proposed changes and extra work involved in nonparticipating operations that may affect the design or participating construction features of a project, shall be subject to review and concurrence by the Division Administrator.

#### **§ 635.121 Contract time and contract time extensions.**

- (a) The STD should have adequate written procedures for the determination of contract time. These procedures should be submitted for approval to the Division Administrator within 6 months of the effective date of this Final Rule.
- (b) Contract time extensions granted by a STD shall be subject to the concurrence of the Division Administrator and will be considered in determining the amount of Federal participation. Contract time extensions submitted for approval to the Division Administrator, shall be fully justified and adequately documented.

Nebraska Department of Roads <b>Force Account Agreement</b> <i>Must be submitted to the Lincoln Construction Office</i>				Date: 7-7-2011	
Contractor: Cramer & Associates				Project No.: F-77-3(128)	
Location: Fremont South Bridge				Control No.: 22265	
For Work on Project No.: 77-3 (128)				Station: 683+91	
				Date of Original Contract: 10-21-2010	
Performance of work not included in the original contract provisions shall be paid at the rates included in this agreement. The extra work to be performed under this agreement shall be the following: The approved Preproject Plans called for the removal of existing piling which were in reach off the temporary work platform. The Project's Special Provisions state that this work will be paid on an 'Extra work' basis.  After reviewing the issue in the field, it was decided that driving these piling down to the removal depth was the best course of action.					
<b>THE FOLLOWING RATES SHALL APPLY</b>					
SUPERVISORY LABOR			OTHER LABOR		
Title	Rate		Classification	Hourly (Min.)	** Basic Rate (Max.)
Foreman (Jake)	27.75	per Hour	Class 5 Operator (Herb)	25.56	31.90
Foreman (Ben)	27.75	per Hour	Class 5 Operator (Isreal)	25.56	30.75
		per	General Labor (John)	18.76	22.16
		per	General Labor (Jose)	18.76	20.83
Social Security, Workman's Compensation and Public Liability	%				7.05
Profit on Labor, Insurance, Taxes, Health and Welfare, Pension, Training, and Vacation	%				
See Certified Payrolls					
Equipment (Type)	Size	Hourly Rate	*	** Does not reflect applicable overtime	
Terex/American Crane	HC-110	157.81	WO		
Boom Extention	61'	2.99	NA		
Delmag Pile Hammer	D30-32	68.07	NA		
Attached are the Equipment Watch Printouts					
* STATUS: FO = Fully Operated; WO = Without Operator; R = Rented					
Total Estimated Cost of this Agreement					\$
Contractor's Authorized Agent:		Date:	DEPARTMENT OF ROADS' APPROVAL		
			District Engineer:		Date:
Authorized Agent for County-City:		Date:	Construction Engineer:		Date:

DR Form 58, January 1982



www.equipmentwatch.com

**Rental Rate Blue Book®**

August 8, 2012

**Terex/American HC 110**  
Crawler Mounted Lattice Boom Cranes

Size Class:  
81.0 - 107.9 MTons 81.0 - 107.9 MTons  
Weight:  
191,112 lbs.

**Configuration for HC 110**

Power Mode	Diesel	Maximum Lift Capacity	100.00 MT
Boom Base Length	50.0 ft	Net Horsepower	230.0

Manufacturer Notes: See American for other models.

**Blue Book Rates**

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

	Ownership Costs				Estimated Operating Costs	FHWA Rate**
	Monthly	Weekly	Daily	Hourly		
Published Rates	\$15,675.00	\$4,390.00	\$1,100.00	\$165.00	\$79.20	\$168.26
Adjustments						
Region (Nebraska: 94%)	(\$940.50)	(\$263.40)	(\$66.00)	(\$9.90)		
Model Year (2002: 93.9%)	(\$898.80)	(\$251.72)	(\$63.07)	(\$9.46)		
Ownership (100%)	-	-	-	-		
Operating (100%)						
Total:	\$13,835.70	\$3,874.88	\$70.93	\$145.64	\$79.20	\$157.81

**Rate Element Allocation**

Element	Percentage	Value
Depreciation (ownership)	33%	\$5,172.75 / mo
Overhaul (ownership)	48%	\$7,524.00 / mo
CFC (ownership)	6%	\$940.50 / mo
Indirect (ownership)	13%	\$2,037.75 / mo
Fuel (operating) @ \$3.79	36%	\$28.77 / hr

Revised Date: 1st Half 2012



[www.equipmentwatch.com](http://www.equipmentwatch.com)

## Rental Rate Blue Book®

August 8, 2012

### Boom Extensions Miscellaneous Models

Size Class:  
All All

#### Configuration for Boom Extensions

Type	Stowable	Capacity	45.4 MT
Length	61 ft		

#### Blue Book Rates

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

	Ownership Costs				Estimated Operating Costs	FHWA Rate**
	Monthly	Weekly	Daily	Hourly		
Published Rates	\$345.00	\$97.00	\$24.00	\$4.00		
Adjustments						
Region (Nebraska: 94%)	(\$20.70)	(\$5.82)	(\$1.44)	(\$0.24)		
Model Year (100%)	-	-	-	-		
Ownership (100%)	-	-	-	-		
Operating (100%)						
Total:	\$324.30	\$91.18	\$22.56	\$3.76	\$1.15	\$2.99

#### Rate Element Allocation

Element	Percentage	Value
Depreciation (ownership)	65%	\$224.25 / mo
Overhaul (ownership)	23%	\$79.35 / mo
CFC (ownership)	5%	\$17.25 / mo
Indirect (ownership)	7%	\$24.15 / mo
Fuel (operating)		Fuel cost data is not available for these rates.

Revised Date: 1st Half 2012



[www.equipmentwatch.com](http://www.equipmentwatch.com)

## Rental Rate Blue Book®

August 8, 2012

### Delmag D30-32 Diesel Hammers

Size Class:  
50,000 - 74,999 lbf 50,000 - 74,999 lbf  
Weight:  
13,472 lbs.

#### Configuration for D30-32

Power Mode	Diesel	Hammer Type	Single Acting
Maximum Rated Energy	75,452 lbf	Horsepower	44.0

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

#### Blue Book Rates

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

	Ownership Costs				Estimated Operating Costs Hourly	FHWA Rate** Hourly
	Monthly	Weekly	Daily	Hourly		
Published Rates	\$7,075.00	\$1,980.00	\$495.00	\$74.00	\$29.95	\$70.15
Adjustments						
Region (Nebraska: 95.7%)	(\$304.22)	(\$85.14)	(\$21.28)	(\$3.18)		
Model Year (2011: 99.1%)	(\$60.94)	(\$17.05)	(\$4.26)	(\$0.64)		
Ownership (100%)	-	-	-	-		
Operating (100%)						
Total:	\$6,709.84	\$1,877.81	\$469.46	\$70.18	\$29.95	\$68.07

#### Rate Element Allocation

Element	Percentage	Value
Depreciation (ownership)	35%	\$2,476.25 / mo
Overhaul (ownership)	50%	\$3,537.50 / mo
CFC (ownership)	6%	\$424.50 / mo
Indirect (ownership)	9%	\$536.75 / mo
Fuel (operating) @ \$3.92	23%	\$7.01 / hr

Revised Date: 2nd Half 2012

## Hourly Wage Computations

## Foremen

	Hourly Wage	Fringes Paid *1*	Total Hourly Wage		Final Hourly Wage
Jake	\$ 27.75	\$ 1.88	\$ 29.63	x 1.20 =	\$ 35.56
Ben	\$ 27.75	\$ 1.88	\$ 29.63	x 1.20 =	\$ 35.56

\*1\* Payrolls show \$75.00 Fringe per week.

\$75.00 / 40 = \$1.88

## Other Labor

	Base Hourly Wage From Payrolls	Fringes Paid	Regular Pay	Overtime Wage (Base x 1.5)	Overtime Wages (16 Hours)	Total Wages	Average Hourly Wage		Final Hourly Wage
Herb	\$ 31.90	\$ 7.45	\$ 1,574.00	\$ 47.85	\$ 765.60	\$ 2,339.60	\$ 41.78	x 1.20 =	\$ 50.13
Isreal	\$ 30.75	\$ 7.45	\$ 1,528.00	\$ 46.13	\$ 738.00	\$ 2,266.00	\$ 40.46	x 1.20 =	\$ 48.56
John	\$ 22.16	\$ 7.05	\$ 1,168.40	\$ 33.24	\$ 531.84	\$ 1,700.24	\$ 30.36	x 1.20 =	\$ 36.43
Jose	\$ 20.83	\$ 7.05	\$ 1,115.20	\$ 31.25	\$ 499.92	\$ 1,615.12	\$ 28.84	x 1.20 =	\$ 34.61
*2* Average Work Week is agreed to be 56 Hours (4-14hr Days)									

## Equipment

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

\$ 228.87 x 1.15 = \$ 263.20 per Hour

Nebraska Department of Roads

**DR Form 204, August 1972**

Visit the [Civil Rights webpage](#) for guidance on DBE and On-the-Job Training (OJT)

### **Computations to verify DBE Commitment**

On the cover sheet of your contract you will find the DBE commitment for the Project and under the Bid Sheets you will find the DBE List Summary with DBE Goal.

For this example we'll use this Project:

#### BID PROPOSAL

NEBRASKA DEPARTMENT OF ROADS  
LETTING DATE: October 21, 2010

**ORIGINAL**



CALL ORDER: 205 CONTRACT ID: 2265  
CONTROL NO./SEQ. NO.: 22265 /000 PROJECT NO.: NH-BR-77-3(128)  
TENTATIVE START DATE: 08/01/11 CONTRACT TIME: 1645 CALENDAR DAYS  
LOCATION: US-77, FREMONT SOUTH BRIDGE  
IN COUNTY: DODGE SMIERS  
BIDDER  
GROUP 1 GRADING  
GROUP 3 CONCRETE PAVEMENT 1802  
GROUP 4 CONCRETE  
GROUP 5 BRIDGE AT STA. 683+90.786 CRAMER AND ASSOCIATES, INC.  
GROUP 6 BRIDGE ANG-STA. 683+90.786 3100 SW BROCKSIDE DRIVE  
GROUP 7 GUARDRAIL  
GROUP 8 ELECTRICAL  
GROUP 10 GENERAL ITEMS BRIMES IA 50111

State of Nebraska  
Department of Roads  
Schedule of Items

Page: 21  
Date: 09-28-10  
Revised: 10-14-10

Contract ID: 2265  
Letting Date: 10-21-10  
Order: 205

Project(s): NH-BR-77-3(128)

Bidder: 1802 - CRAMER AND ASSOCIATES, INC.

Line No.	Item Description	Approx. and Units	Unit Price Dollars	Bid Amount Dollars
0180   SILT CHECK   300.000   10.00000   3,000.00				
0181   SILT FENCE   600.000   9.00000   5,400.00				
0182   MULCH   9.000   300.00000   2,700.00				
1   Section 0008 Total       311,825.48				
1   BID TOTAL       16,300,982.07				

This Bid contains 1 amendment files

THIS PROPOSAL CONTAINS A DBE GOAL OF 2.0 %.

SEE SPECIAL PROVISIONS FOR GROUP TIES

#### NOTES

THE TOTAL AMOUNT OF WORK WHICH WILL BE ACCEPTED IN THIS LETTING IS LIMITED TO \$ \_\_\_\_\_.

THE NUMBER OF CONTRACTS WHICH WILL BE ACCEPTED IN THIS LETTING IS LIMITED TO \_\_\_\_\_.



Check: 0038D92A Page 21

The Original contract value of this Project was \$16,300,982.07, so a 2% goal would equal \$320,019.64. This matches the DBE List Summary in the Contract.

## Example **PMBP - 76** – Verification of DBE Commitment Example (Cont'd)

[BACK](#)

In AWP, you will need to get to the “Contract Administration” tab on the Home page. Then choose your project.

PROJECT NDOT ROLE for Inquiry Only Construction User

The screenshot shows the AWP Support interface with a navigation menu on the left and a main content area on the right. The navigation menu includes sections for AWP Support, External Links, Materials, and Construction. The 'Contract Administration' link under the Construction section is highlighted with a red box.

Next, choose “Current DBE Commitments” or “Approved DBE Commitments”

The screenshot shows the 'Contract Administration Summary' page. At the top, there are five tabs: 'Administration Overview', 'Approved DBE Commitments' (which is highlighted with a red oval), 'Contract Payments', 'Contract Progress', and 'Current DBE Commitments' (also highlighted with a red oval). Below the tabs, the page displays details for 'Contract: 31677 - GRAD CULV SEED BR GDRL MISC ELEC BIT'. On the left, there is a sidebar with links to various contract management sections. On the right, specific contract details are listed, such as 'Contract ID: 31677', 'Description\*: GRAD CULV SEED BR GDRL MISC ELEC BIT', 'Prime Contractor Id: 0574', 'Prime Contractor Name: CONSTRUCTORS, INC.', 'Contract Status: Active', and 'Contract Type'.

## Example **PMBP - 76** – Verification of DBE Commitment Example (Cont'd)

[BACK](#)

Next, you will see the DBE Venders and you can find information on each one by dropping down on the DBE Vendor list.

The screenshot shows the PMBP software interface. At the top, there is a section titled "DBE Commitments" with two rows of data:

DBE Vendor ID	Ethnic Group	DBE Vendor	Commit Amt
2392 DBE Vendor Name IRON WORKS, INC.	HISP - HISPANIC AMERICAN	No	109,691.00
3905 STANFORD MADLOCK TRUCKING	BLK - BLACK AMERICAN	No	705,873.00

Below this, there is a section titled "Prime Vendor: 0574 - CONSTRUCTORS, INC." with a dropdown menu open over the "DBE Vendor" field:

DBE Vendor	DBE Supplier Percentage Credit Allowed
2392 - IRON WORKS, INC.	Manufacturer / Broker / Regular Dealer
3905 - STANFORD MADLOCK TRUCKING	DBE Supplier Total Amount

The dropdown menu lists "2392 - IRON WORKS, INC." and "3905 - STANFORD MADLOCK TRUCKING". To the right of the dropdown, there are fields for "DBE Supplier Percentage Credit Allowed" (set to "No") and "DBE Supplier Total Amount".

On the left side of the interface, there is a sidebar with various categories and their status:

- General: 2392 - IRON WORKS, INC. (Manufacturer / Broker / Regular Dealer)
- Work Types: 3905 - STANFORD MADLOCK TRUCKING (DBE Supplier Total Amount)
- Work Items: (DBE Supplier Dollar Credit Allowed)
- Materials: (Supplier / Manufacturer / Broker / Regular Dealer)
- Trucking: (DBE Supplier Percentage Credit Allowed) No
- Revised Commitment: (DBE Supplier Total Amount)
- Review: (DBE Supplier Dollar Credit Allowed)

As long as these DBE subcontractors do all of the work they have sub-contracted, there will be no issues meeting the Project's DBE goal.

Remember to check this again at the end of the project. Make sure to use the final dollar amount of the sub-let work as well as the final project cost in lieu of the plan numbers to verify the final DBE percentages.

NDOT Standard Form

## NDOR Commercially Useful Function Review (CUF) Project Site Review (Construction Projects)

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

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

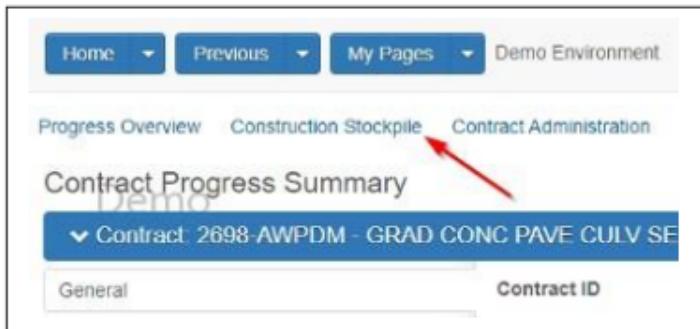
Project No.:	77-3(128)	Reviewer:	Mick Jacobs
Location:	Fremont South Bridge	Reviewer's Title:	Highway Project Manager
Prime Contractor:	Cramer & Associates	Review Date:	6-13-2012
DBE Name:	Ironworks, Inc. (2392)		
DBE is performing as:	<input type="checkbox"/> Prime Contractor <input checked="" type="checkbox"/> Subcontractor <input type="checkbox"/> Second Tier Subcontractor <input checked="" type="checkbox"/> Material Supplier <input type="checkbox"/> Manufacturer <input type="checkbox"/> Regular Dealer <input type="checkbox"/> Broker		

**DBE's Scope of Work (obtain copy of Subcontract Agreement and/or Purchase Order, if needed)**

Ironworks is supplying and installing the reinforcing steel fir group 6, Item 99.

	Yes	No
<b>Performing</b>		
Does the DBE have employees on the job to perform the work?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do the DBE's employees only work for the DBE?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the DBE working without assistance from the prime contractor or another subcontractor? (Use of a prime's equipment <u>in an emergency</u> is allowed, but the cost associated with the use of the equipment cannot be credited towards the DBE goal.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the DBE only using equipment it owns, rents, or leases? (An equipment list and rental/lease agreements may be obtained from the NDOR DBE Office.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Hauling Firms</b>		
Does the DBE hauling firm own or lease their trucks? (The DBE must itself own and operate at least one fully licensed, insured, and operational truck used on the contract. Verification of ownership may be obtained from the NDOR DBE Office.)	<input type="checkbox"/>	<input type="checkbox"/>
If the DBE leases trucks, are the leases "Owner-Operator"? (If leased trucks include operators, this should be indicated in the agreement.)	<input type="checkbox"/>	<input type="checkbox"/>
Does a review of the haul tickets associated with the project indicate that hauling is being performed by the DBE?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Materials</b>		
Does a review of the haul tickets and/or bills of lading indicate the material is being supplied by the DBE?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Supervising</b>		
Is the DBE supervising its employees and their work?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the supervisor a full-time employee of the DBE?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>CUF</b>		
Does the DBE appear to be performing a Commercially Useful Function (CUF)? (If no, provide comments.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If DBE is not performing a CUF, contact the NDOR DBE Office at 1-402-479-4531.		
<b>Comments</b>		
Ironworks is installing the re-steel for the deck today. The prime contractor is swinging the steel onto the deck and Ironworks is moving the steel by hand and placing it into the correct location.		

1. Navigate to the Contract Progress Summary screen for the Contract desired for the Stockpile.
2. Use the Quicklink titled 'Construction Stockpiles' at the top of the page to navigate to Stockpiles.



3. On the Component Action button, selection 'Add' to create a new Stockpile.



4. Enter a Description for the new Stockpile.
5. Select the Item for which the material is stockpiled.
6. Pick a date from the DatePicker field for 'Recovery Date' field.
  - a. This field determines when the system will start recovery from the Stockpile.
7. Click on the "Save" button when all fields have been completely entered.
8. On the 'Construction Stockpile Summary' page, there are two sections. The top section displays overview information and current status information. The lower section displays all invoice records, both the initial stockpile and any replenishments.
9. In the top section, complete the 'Material', 'Source', 'Facility', and 'SMFMI Name' autocomplete fields as applicable.
10. The lower section will have an initial stockpile record populated for completion. If replenishing an existing Stockpile, click the "New" button for each replenishment required.
11. Under the 'New Construction Stockpile Transaction' banner, the "Comments" field is required. Enter information regarding the invoice as applicable.
12. Complete as many of the remaining fields as possible.
13. Under the 'Project Item Distribution' section, select the associated Project(s) the material is stockpiled for. If multiple Projects will utilize the stockpiled material, split the entry appropriately.
14. Enter the Amount of the material stockpiled, splitting the total amount accordingly, to each Project.
15. When the necessary information is entered, click the "Save" button on the blue Component bar.

Constr Stockpi...	Descr	Ln Num	Proj Ln Num	Constr Stockpi...
0001	Group 6B - Sheet Piling	0148 - 6310.00 - STEEL	0148 - 20626 000 - 0062	66,652.99
Number	Transaction Type	DWR Const Stockpil...	Item Adj Amt	Balance
0006	INV - Invoice	Stockpile	66,652.99	0.00
<b>Total Recovery Amount</b>		<b>Stockpile Item Recovery Percentage</b>		
-66,652.99		80.00		
<b>Current Recovery Amount</b>		<b>Previously Approved Recovery Amount</b>		
-24,994.87		-41,658.12		
<b>Invoice Number</b>		<b>Invoice Quantity</b>		
926139		3,300.00		
<b>Invoice Date</b>		<b>Current Quantity</b>		
01/03/2022		3,300.000		
<b>Fund Package ID</b>		<b>Unit Price</b>		
101 - 100% L84EA STATE		29.50000		
<b>Quantity Paid to Date</b>		<b>Quantity Posted To Date</b>		
3,300.000		3,300.000		
<b>Transaction Comments</b>		<b>Invoice Description</b>		
Group 6B		Summary for PZC13 Sheet Piling		
<b>DWR Construction Stockpile Adjustment</b>		<b>Created Date</b>		
Stockpile		02/15/2022 2:11:32 PM		



2200 N. 33rd St. • P.O. Box 30370 • Lincoln, NE 68503-0370 • Phone: 402-471-0641

October 27, 2021

Tony Ringenberg  
Nebraska Department of Transportation  
1500 Highway 2, PO Box 94759  
Lincoln, NE 68509-4759

**Re: North Bend-Fremont, PS1, Project No. MISC-30-6(1044), CN 20626, Dodge County, Nebraska**

Dear Mr. Ringenberg:

Per the Pre-Review Process for Contractor Requests (2015), plant/borrow/stockpile site/sites #1 for the referenced project in Dodge County, Nebraska was reviewed by the Nebraska Department of Transportation, and was submitted to the Nebraska Game and Parks Commission for further review on October 25, 2021. We have completed our review of the proposed site under Neb. Rev. Stat. § 37-807 (3) of the Nongame and Endangered Species Conservation Act and we offer the following comments.

The site is within the estimated range of the state listed endangered Interior least tern (*Sternula antillarum athalassos*); and state and federally listed threatened piping plover (*Charadrius melodus*) and Northern long-eared bat (*Myotis septentrionalis*). The project site will not include tree removal and unlikely to have suitable habitat for Northern long-eared bat. In addition, the project limits are within ¼ mile of suitable habitat for Interior least tern and piping plover.

Nebraska Department of Transportation (NDOT) has agreed to implement conservation conditions in order to avoid impacts to Interior least tern and piping plover. Therefore, we acknowledge the proposed site “May Affect, but is Not Likely to Adversely Affect” piping plover and Interior least tern, and acknowledge no impact is anticipated on all other state-listed endangered or threatened species. We made this determination based on a review of the material you sent, aerial photographs, our Nebraska Natural Heritage Database, and the agreement to implement conservation conditions as outlined above. If the proposed site is changed or new information regarding endangered or threatened species becomes available, then this determination is no longer valid and further consultation with the Nebraska Game and Parks Commission will be necessary.

For an assessment of potential impacts to habitats and species protected under federal wildlife laws, including federally listed, candidate or proposed endangered or threatened species, please contact the Nebraska Field Office ([nebraskaes@fws.gov](mailto:nebraskaes@fws.gov)), U.S. Fish and Wildlife Service, 9325 South Alda Road, Wood River, Nebraska 68883.

Thank you for the opportunity to comment. If you have any questions or need additional information, please feel free to contact me at (402) 471-5423 or [Jonathan.tejeda@nebraska.gov](mailto:Jonathan.tejeda@nebraska.gov)

Sincerely,

A handwritten signature in black ink, appearing to read "Jonathan Tejeda".

Jonathan Tejeda  
Environmental Analyst  
Planning and Programming

EC: USFWS (Brooke Stanberry)

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

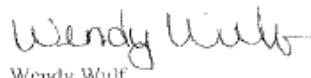
Dear Mr. Kabourek:

This is to acknowledge receipt of the CSW-NOI form on March 22, 2011, for the project referenced above. This project has authorization to discharge storm water under the terms and conditions of NPDES General Permit NER110000. Please review the entire permit to ensure compliance.

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

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

Sincerely,

  
Wendy Wulf  
Water Quality Division

Enclosure: CSW-NOT form

copy w/ enc:

Ms. Jessica Buhl  
M.E. Collins Contracting Company, Inc.  
PO Box 83  
Wahoo, NE 68066

An Equal Opportunity/Affirmative Action Employer  
Printed with soy ink on recycled paper 

**Project Name**  
**NDOT / Contractor Name**  
**WEEKLY PROJECT MEETING**  
Date:

Regular Attendees	Present	Additional Attendees	Present

**Safety**

- ???

**Old Business/Previous Meeting Minutes**

- Corrections
- Action Items

**Utilities**

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

**Traffic Control**

- Maintenance
- Changes

**Environmental Commitment Assurance**

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

**Quality**

- Workmanship
  - Notification

Page 1 of 3

**Project Name**  
**NDOT / Contractor Name**  
**WEEKLY PROJECT MEETING**  
Date:

- Incidents:
  - None
- Testing coordination

**Construction**

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

**Schedule**

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

**Contract Administration**

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

**Project Name**  
**NDOT / Contractor Name**  
**WEEKLY PROJECT MEETING**  
Date:

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

**Misc. Topics****Schedule Next Meeting****Action Items:**

No.	Description	Responsible Party	Due Date	Date Completed	Comment

**BEST PRACTICE TIP**

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

## PREPOUR CONFERENCE

PROJECT NO \_\_\_\_\_

DATE &amp; TIME \_\_\_\_\_

DATE OF POUR \_\_\_\_\_

TIMES:

A: BATCH OUT \_\_\_\_\_

B: ON SITE \_\_\_\_\_

QUANTITY OF CONCRETE:

A: TOTAL ESTIMATED CUBIC YARDS \_\_\_\_\_

B: CUBIC YARDS DELIVERED BEFORE BALANCE \_\_\_\_\_

C: CUBIC YARDS PER R/M TRUCK\_\_\_\_ 9 OR 10\_\_\_\_\_

D: DESIRED RATE OF DELIVERY – CUBIC YARDS PER HOUR\_\_\_\_ YARDS\_\_\_\_\_

NUMBER OF R/M TRUCKS\_\_\_\_\_

USING RETARDER\_\_\_\_\_

WASHOUT LOCATION\_\_\_\_\_

DIRECTION BRIDGE MACHINE WILL PROGRESS\_\_\_\_\_

METHOD OF CURE\_\_\_\_\_

METHOD OF THAWING BENTS, ABUTMENTS, AND REBAR\_\_\_\_\_

METHOD OF PROTECTION FROM WEATHER\_\_\_\_\_

APPROXIMATE NUMBER OF EMPLOYEES WORKING DURING POUR\_\_\_\_\_

NUMBER OF EMPLOYEES PLACING BURLAP\_\_\_\_\_

CONTRACTORS CONTACT TO REPORT PROBLEMS\_\_\_\_\_

R/M CONTACT TO REPORT PROBLEMS\_\_\_\_\_

PERSON RESPONSIBLE FOR RECORDING WEATHER AND CONCRETE CONDITIONS

RM EQUIPMENT IN WORKING ORDER\_\_\_\_\_

WILL THERE BE AN EXTRA MOTOR FOR BRIDGE MACHINE\_\_\_\_\_

ADDITIONAL DISCUSSION: \_\_\_\_\_

THOSE PRESENT:

Name	Company

#### BRIDGE POUR CHECKLIST

TIME OF POUR \_\_\_\_\_

STRAIGHT EDGE \_\_\_\_\_

CURE MACHINE \_\_\_\_\_

CURE \_\_\_\_\_

BRIDGING \_\_\_\_\_

VIBRATORS \_\_\_\_\_

EXTENSION CORDS \_\_\_\_\_

FLOATS \_\_\_\_\_

RAKES \_\_\_\_\_

SHOVELS \_\_\_\_\_

EDGERS \_\_\_\_\_

PLASTIC \_\_\_\_\_

BURLAP \_\_\_\_\_

SPARE MOTOR \_\_\_\_\_

SPARE CARRIAGE \_\_\_\_\_

PAN \_\_\_\_\_

AUGERS \_\_\_\_\_

FINISH MACHINE NOTES: \_\_\_\_\_

## Cost Overrun/Underrun Notification

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

Date:	8/22/2017
<input checked="" type="checkbox"/> Overrun	<input type="checkbox"/> Underrun

Project No.:	NH-80-4(139)	Location:	Maxwell - Brady		Control No.:
Contractor:	Paulsen Inc.		Contractor No.:	2252	Letting Date: 9/1/16
					Contract No.: 6429X
Group	Item of Work	Quantity	Units	Unit Price	Amount
1	Item #0005 Water	4,838.70	MGAL	\$30.00	\$145,161.00
9	Item 0054 Pgmt Repr. Type A FD	-444.30	CY	\$440.00	(\$195,492.00)
9	Item 0055 Pgmt Repr. Type B FD	-240.24	CY	\$335.00	(\$80,480.40)
9	Item 0056 Pgmt Repr. Type C. FD	505.60	CY	\$232.00	\$117,299.20
9	Item 0059 Joint Repair, PR-3500	799.82	CY	\$450.00	\$359,919.00
				\$	\$0.00
				\$	\$0.00
				\$	\$0.00
				\$	\$0.00
				\$	\$0.00
				\$	\$0.00
				\$	\$0.00
Net Change this Report ➔					\$346,406.80

Brief explanation of reason for Overrun / Underrun:

Item #0005 Water over-run is due to pre-watering. Computations of in place native moisture showed a required add water of in excess of 3x's plan quantity to bring material to near optimum moisture levels.

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

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

Prepared by: <i>J. Willard HPM</i>	Date: 8/22/17
Approved by: (Construction Engineer) If over \$100,000	Date:
Signature: (Deputy Director) – If over \$250,000	Date:

*Approval signatures not required for underruns.*

DR Form 74, May 2010

## NDOT Form 74, Cost Overrun/Underrun Notification:

Because the budget under which we currently operate is much leaner than in year's past and is much more sensitive to fluctuations in expenditures, we are making some changes in the process.

An NDOT-74 shall be completed for overruns/underruns\*\* in total project cost\* of \$100,000 or more for which a change order has not yet been executed. (NOTE: The prior threshold of \$50,000 has been increased to \$100,000.) Mindfulness is necessary as it is not always apparent when the costs will overrun/underrun\*\* by more than \$100,000. However, as soon as an overrun/underrun of \$100,000 is anticipated, then an NDOT-74 will be initiated by the Project Manager. The NDOT-74 is available at <\\dotfs\Public\DOTForms>. The Project Manager's name must be shown in the "Prepared by" window, but an actual signature is not required to submit the NDOT-74 to the Construction Division.

As soon as a PM becomes aware that it is LIKELY that the total project cost\* will overrun\*\* or underrun **\$100,000 or more**:

1. Discuss with the DE and DCE,
2. DE or DCE sends an email, prior to authorizing the extra work, documenting the situation to Jim Knott with copies to Amy Starr, Mick Syslo, Brandon Varilek, and Kerri Halstead.
  - a. Attach the NDOT-74
    - i. Identify the Project Contract ID, Name, Number
    - ii. Identify the contract line items which may overrun/underrun and the anticipated overrun/underrun quantity and value
    - iii. Detail the circumstances contributing to the overrun/underrun
3. Jim will coordinate with Mick, Amy, Brandon and the District and coordinate with the Deputies for anticipated project overruns/underruns exceeding \$250,000.
  - a. Identifying any concerns or considerations that should be discussed further, or
  - b. Authorizing the anticipated overrun/underrun
    - i. Upon authorization, Jim will forward the NDOT-74 to Kerri Halstead and she will collect appropriate signature levels
    - ii. Kerri will upload the signed document to OnBase and notify the PM, DCE, Controller Division, and Lorraine Legg

*\*Total project cost listed on the NDOT-74 does not need to specifically identify individual items where the overrun or underrun is less than \$10,000. They can be reflected as "Miscellaneous Items" with a combined cost shown on the NDOT-74.*

*\*\*Incentive or other Contingency Payments authorized in the Contract are important to include. These are usually shown on change orders near project completion, however, if the contractor is performing the work such that a smoothness incentive payment can be expected, then a notification of the anticipated payment is necessary because these are not included in the overall project cost and therefore not in the cash flow.*

## Example PMBP - 99 – Material Sampling Checklist Example

[BACK](#)

NDOT Reporting Portal

★ Favorites   □ Browse

Materials

Home > AASHTOWare\_Project > User\_Role\_Report\_Access > All\_Access > Materials

PAGINATED REPORTS (18)

- Contract Sampling Checklist (highlighted with a red oval)
- MISC All Sample Records by Contract
- MISC Contract Line Item Estimate Discrepancies
- MISC Sampling and Testing Personnel Qualification
- PCC Contract Summary of Concrete Cores
- PCC Contract Summary of Cylinders
- PCC Cylinder Break
- PCC Mainline Pavement Structure Maturity Summary
- Prestress PCC Cylinders by Contract
- Ready Mix Plant Certifications
- Sample Record TAG Creator
- SOIL LWD-Density Compaction Tests

RESOURCES (1)

- AASHTOWare Project Guidance

Home > AASHTOWare\_Project > User\_Role\_Report\_Access > All\_Access > Materials > Contract Sampling Checklist

Contract Status	Active Construction,Construction	Contract ID	2558X - S-30-6(1045)	Category (Group of Work)	21558 000 - 0010 - GROUP 1 GR
Show Sample Records?	Yes	Only show current remaining samples?	No		
Show Alternate Tests?	Yes	Show Inactive Materials?	No	Show Line Items with no Material Requirements? No	

1 of 2? Find | Next

Project	Line Item	Standard Item Code	Item Description + Supplemental Description	Bid + CO Qty	Installed Qty	Unit
<b>Material</b>						
Producer / Supplier				Total Reqd	Total Comp	Total Remain
Test Description				Current Reqd	Current Comp	Current Remain
<ul style="list-style-type: none"> <li>183222720043 Status: COMP Auth By: <a href="#">Waddle, Scott</a></li> <li>183222720044 Status: COMP Auth By: <a href="#">Waddle, Scott</a></li> <li>183222720045 Status: COMP Auth By: <a href="#">Waddle, Scott</a></li> <li>193219320023 Status: COMP Auth By: <a href="#">Waddle, Scott</a></li> <li>193219320024 Status: COMP Auth By: <a href="#">Waddle, Scott</a></li> </ul>						
<b>Alternate Acceptance Methods / Tests</b>						
SLF003001 - Moisture Calculation and Correction for Soils - Field				0	0	0
SLF002002 - Nuclear Density Tests for Soil - Field				0	0	0
SLF004002 - Volumetric Balloon Test - Field				0	0	0
21558	0005	1012.00	RIGHT-OF-WAY MARKERS	200.000	251.000	EACH
913ROW - Right of Way Markers						
Lab NDOT Physical Test Lab Spec Ref: 913 Sampling Guide 25 Note 24						
RM0026 - Columbus-Gerhold Concrete Company, Inc.						
Required Acceptance Methods / Tests						
MSF003001 - Visual Inspection Verification - Field				1	1	0
<ul style="list-style-type: none"> <li>183219320024 Status: COMP Auth By: <a href="#">Larsen, Mike</a></li> </ul>				1	1	0
<b>Alternate Acceptance Methods / Tests</b>						
MSF008001 - Producer/Supplier Not Listed Submission - Field				0	0	0
21558	0006	1030.00	EARTHWORK MEASURED IN EMBANKMENT	1,288,170.000	711,906.000	CY
200EF - Earth Fill						
Lab NDOT Soils Lab Spec Ref: 200 Sampling Guide 9						
OSM - On Site Material						
Required Acceptance Methods / Tests						
SLF006002 - Moisture and Deflection - Field (Lettings After 11/09/2016)				550	160	390
<ul style="list-style-type: none"> <li>183219320028 Status: COMP Auth By: <a href="#">Larsen, Mike</a></li> <li>183219320030 Status: COMP Auth By: <a href="#">Larsen, Mike</a></li> <li>183219320031 Status: COMP Auth By: <a href="#">Larsen, Mike</a></li> <li>183219320038 Status: COMP Auth By: <a href="#">Larsen, Mike</a></li> <li>183219320034 Status: COMP Auth By: <a href="#">Olivero, Justin</a></li> </ul>				304	144	



## *District 6 Project Manager's Letter of Acceptance*

**DATE** November 2, 2022

**TO** Gary D. Thayer, District Engineer

**FROM** Josh Willard, Project Manager

**THRU** Cameron Craig, District Construction Engineer  
Roger Klasna, District Operations Maintenance Manager

**SUBJECT** Work Completion on Project No. NH-26-2(152)  
Contract No. 61631, Control No. 61631  
Location: Garden/Keith Co Line East  
County: Keith  
Contractor: Western Engineering Company, INC  
Contractor's Address: 1149 Highway 44, PO Box 350, Harlan, IA 51537-0350

Construction Completion Date: November 2, 2022

Has completed all work on the following groups Group 1-Grading, Group 5-Seeding, Group 9-Bituminous, 10-General on this project per the contract, dated November 30, 2021. I will be able to accompany you on your final inspection at your convenience.

Corrective Work:

None.

Tentative Acceptance Date: November 2, 2022

Federal Highway Administration Notification

- FHWA Project of Division Interest - PoDI (Formerly “Full Oversight”). If Identified as PoDI at completion of the project. Form 91
- Federal Aid Project – Not a PoDI. Form 91
- State Funds Only Project. Form 91
- Local Public Agency Project. Form 91 (cc Acceptance Letter to LPA)  
Name of responsible charge for LPA: Click here to enter text.
- Form 91 not required at this time due to project observation period. (New PM Letter of Acceptance is required when observation period ends.)
  - 180 days for Permanent Pavement Marking which will end on (date).
  - Other - (#) days for (Item, i.e., Sodding) which will end on (date).
- Observation Period ended \_\_\_\_\_. Form 91 required. (If no corrective work is required, the original acceptance date is valid.)



Good Life. Great Journey.

**DEPARTMENT OF TRANSPORTATION**



Tim Pfluger, Governor

January 27, 2023

To: Werner Construction, Inc.  
129 E 2<sup>nd</sup> Street  
P.O. Box 1087  
Hastings, NE 68902-1087

Re: Completion of Project: NH-80-7(161)  
Control No: 42732  
Location: I-80, Aurora East and West

We have made a final inspection of Groups 1, 4, 4A, 5, 6, 6A, 6B, 6C, 6D, 6E, 6F, 7, 8, 9 and 10 work on the above project performed under your contract dated June 2<sup>nd</sup>, 2020.

Our records indicate that the referenced work was completed on April 22<sup>nd</sup>, 2022, and was tentatively accepted as of that date by the Nebraska Department of Transportation.

This was a conditional acceptance, which was dependent upon the observation period of the "Wet Reflective Thermoplastic Pavement Markings, Grooved". There was a 180-day observation period on the pavement markings. This observation period ended on April 18<sup>th</sup>, 2022, with no corrective work required.

You are relieved of further responsibility for the care and maintenance of the completed work. You are also relieved of further public liability if all of your equipment and materials have been removed from the right of way.

Sincerely  
**NEBRASKA DEPARTMENT OF TRANSPORTATION**

Wesley Wahlgren  
District Engineer

WW/jjr

Cc: James J. Knott  
Materials and Test Division  
Trudy Soll – D4 finals  
Bob Nordhues – Project Manager  
NDOT file – OnBase



# Memorandum

DATE [Date of Review]

TO [District Engineer]

FROM [Project Manager]

THRU [District Construction Engineer]

SUBJECT Time Review

Project No.(s): [Project Number(s)]

Contract No.: [Contract Number] Control No.(s): [Control Number(s)]

Location(s): [Project Location]

Contractor: [Prime Contractor] Contractor No.: [Prime Contractor Number]

**The following information applies to the overrun:**

Contract Beginning Date: [Date] Actual Start Date: [Date]

Notice to Proceed Date: [Date] Completion Date: [Date]

Original Contract Amount: [Dollar Value]

Original Days Allowed: [Days]  Working Day  Calendar Day

Latest Days Allowed: [Days] Additional Days Allowed: [Days]

Days Charged: [Days]

Overrun: [Days] Days @ \$[Dollar Value] per day = \$[Dollar Value] Liquidated Damages.

**Special Provisions:**

Increase in Traffic Control Items measured by the day  will  will not be considered for extending the Contract Time Allowance. Pg. [Page]

Earth Shouldering-Mainline Surf. Complete: \_\_\_\_\_ Day Count: \_\_\_\_\_

Shoulders Complete: \_\_\_\_\_ Day Count: \_\_\_\_\_

Days Allowed: \_\_\_\_\_ Days Used: \_\_\_\_\_  Working Day  Calendar Day

Time O.K.:  Yes  No

Liquidated Damages Recommended:  Yes  No

Two Week Notice:  Yes  No \_\_\_\_\_ Pg. [Page]

Charging of Work Days: \_\_\_\_\_

Other: \_\_\_\_\_

**Liquidated Damages:**

Liquidated Damages per  Working Day  Calendar Day  
 (See Special Provisions Pg. [Page])

(0.06 wrk) or (0.12 cal) x Original Contract Amount

----- = Liquidated Damages  
 Orig. No. of Work or Cal. Days Allowed.

----- X -----  
 ----- = -----  
 Call -----

Earth Shouldering: \_\_\_\_\_

Other: \_\_\_\_\_

**Traffic Control Items measured by the Day:**

ITEM	CONTRACT AMOUNT	FINAL AMOUNT
Flagging	\$	\$
Barricades, Type III	\$	\$
Sign Day	\$	\$
Type B High Intensity Warning Lights	\$	\$
Barricades, Type II	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>

 Overrun – Deduct Underrun – No Further Action**Extra Work Credit:** None, No CO/SA in this Contract

**Codes:**      \*     w/other work – work day charged  
                   \*\*    w/other work – no work day charged  
                   CCO   Item was Current Controlling Operation  
                   E.    \$Amount

CO#/\_\_\_\_/SA#/\_\_\_\_ - \$\_\_\_\_\_ - \_\_\_\_\_

$$\begin{array}{l} \text{\$ Amount Allowed} \\ \hline \text{\$ Orig. Contract} \div \text{No. of Orig. Days} \\ \\ \hline \hline \end{array} = \text{Additional Days Allowed}$$

$$\begin{array}{l} \hline \hline \\ \hline \div \hline \\ \hline \end{array} = \text{Call } \hline$$

**Overrun of Original Contract Items:**

- |       |  |
|-------|--|
| _____ | Final Estimate Amount  |
| _____ | Deduct-Amount Allowed for Extra Credit                                   |
| _____ | Deduct-Amount Not Allowed for Extra Credit                               |
| _____ | Deduct-Overrun of Traffic Control (by day)                               |
| _____ | Smoothness-Asphaltic Concrete (deduct incentive) –<br>(add disincentive) |
| _____ | Smoothness-Asphaltic Cement  |
| _____ | Bump Disincentive (add)  |
| _____ | Low Pay Factors (add to reflect 100%)                                    |

\_\_\_\_\_ Deduct Original Contract Amount  
 \_\_\_\_\_  Overrun       Underrun – (no additional time)

$$\begin{array}{l} \text{\$ Overrun} \\ \hline \text{\$ Orig. Contract} \div \text{No. of Orig. Days} \\ \\ \hline \hline \end{array} = \text{Additional Days Allowed}$$

$$\begin{array}{l} \hline \hline \\ \hline \div \hline \\ \hline \end{array} = \text{Call } \hline$$

**Diary Review:** See Attached Sheets

Additional Days Recommended from Diary Review: \_\_\_\_\_

Reason: \_\_\_\_\_

**Summary:**

Extra Work Credit – Based on Monetary Value \_\_\_\_\_

Actual Days Charged (as per CO/SA) \_\_\_\_\_

Actual Days Allowed (as per CO/SA) \_\_\_\_\_

Overrun of Original Contract Items \_\_\_\_\_

Diary Review \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional

Working  Calendar Days Recommended \_\_\_\_\_



Good Life. Great Journey.

DEPARTMENT OF TRANSPORTATION

December 09, 2019



Pete Ricketts, Governor

Western Engineering Company, Inc.  
1149 Highway 44  
P.O. Box 350  
Harlan, IA 51537-0350

Re: NH-80-3(151) North Platte West

Attached for your review are two copies of Estimate No. 033 and one copy of a Concurrence/Non-Concurrence Form.

If you concur with the quantities shown on this estimate, this estimate will become the Final Estimate. Accordingly, no further review of these quantities is anticipated and the processing of the final records, including final payment, will be accelerated.

If you concur with the quantities shown on this estimate, please sign the enclosed Concurrence/Non-Concurrence Form and return it, along with one copy of the estimate. Please be aware that your concurrence applies only to the items entered on the attached estimate. The final payment may be increased or decreased in the final review process by incentive payments, disincentive deductions, the assessment of liquidated damages, deduction for non-compliant materials, or other appropriate reasons.

If you do not concur with the quantities shown on this estimate, please identify on the Concurrence/Non-Concurrence Form those quantities with which you disagree and return the form, along with a copy of the estimate and any documentation you have supporting your disagreement with those quantities. In this case, your claim will be reviewed and you will be notified regarding the result of the review.

In some cases, and when so indicated on the form, the Concurrence/Non-Concurrence Form may also be used to document your agreement to perform at contract unit prices major items of work that either overran or underran the contract quantities by 25% or more. In the event that you do not agree to perform those items at the contract unit prices, it will be necessary to negotiate a Change Order – Supplemental Agreement to establish a new unit price for the quantity that varies by more than 25%.

Failure to respond to this letter, in writing, within 14 calendar days will be considered an indication of your concurrence with the quantities shown on Estimate No. 033, and no further review of the items will be made.

Sincerely,

Troy Pedersen, Highway Project Manager

Attachments

xc: District 6  
Final Records

By: Troy Pedersen, Highway Project Manager  
Department of Transportation  
1149 Highway 44  
P.O. Box 350  
Harlan, IA 51537-0350  
[dotnebraska@dotnebraska.gov](mailto:dotnebraska@dotnebraska.gov)

December 09/2019

Project No.: NH-80-3(151)

Groups: 1, 4, 5, 7, 8B, 8C, 9, 10

Contractor Name: Western Engineering Company, Inc.

#### **Concurrence/Non-Concurrence**

- I concur with the quantities for the groups/items listed as shown on Estimate No. 018.

I do not concur with the quantities for the following items for the reasons stated.

December 09, 2019

Project No.: NH-80-3(151)

Groups: 1, 4, 5, 7, 8B, 8C, 9, 10

Contractor Name: Western Engineering Company, Inc.

### **Major Items of Work**

I agree to perform the following Major Items of Work that have overran or underran the contract quantities by 25% or more at the established unit prices.

*Contractor*

Date

A copy of Estimate No. 033 is attached.

Most documents listed below will already be in OnBase. Include link to document.

**General (updated 4/2023)**

1. Project Manager's Letter of Transmittal
2. PM's Final Estimate
3. Letter of Concurrence/Non-Concurrence to the Prime Contractor
4. Change Order/Supplemental Agreements (If a major Items exceeds 25%+/-, it will need to be on a Change Order) List Each Separately and General Content
5. As Built Plans
6. Project Manager's Working Day Review
7. Materials Review Letter
8. Project Sign Letter (Either saying all Signs were Returned, or Detailing Signs not Returned)
9. FCAC Field Lab/Office Compliance Form
10. NDOT Form 84 – Record Of Contractor's Payrolls Received (For each Contractor)
11. NDOT Form 88 – Work Orders
12. NDOT Form 91 – Notice of Project Completion
13. NDOT Form 101 – Truck Capacity Computations (For any Material requiring a Conversion Factor)
14. NDOT Form 147A – Stock Returned for Credit
15. NDOT Form 181 – Project Manager's Letter of Certification
16. NDOT Form 204 – Weekly Force Account Statement
17. NDOT Form 232 – Final Status Material and Site Release
18. NDOT Form 298 – Monthly Training Reports
19. FCAC – Traffic Workbook
20. Summary of Scale Weights (FCAC Spreadsheet)
21. Computer Computation Sheets
22. Shape Area Computation Sheets
23. Sketches on Cross-Section Paper (For complicated Projects)
24. Letter of Sub-Contractor Approval
25. Letter of Final Payroll Received
26. NDOT Form WH-348 - Statement of Compliance (Federal Projects Only)
27. Form 1140 – Additional Classifications and Wage Rates
28. Contractor's EEO Compliance Report (Federal Projects Only)

### **Grading**

- 29. Cross-Sections (Borrow)
- 30. Crop Damage Calculations.

### **Culverts**

- 31. Culvert Horse-Blanket (FCAC Spreadsheet)

### **Bridges**

- 32. NDOT Form 97 – Pile Record (One for Each Pile Grouping)
- 33. Delivery Tickets(Materials used on Bridge Deck Overlays)
- 34. Bridge Deck Survey (Scaled Drawing showing Repair Areas)

### **Lighting**

- 35. Separate Lighting "As Built Plans"

### **Asphalt/Concrete Paving**

- 36. NDOT Form 196 – Transfer of Asphaltic Materials
- 37. NDOT Form 264 – Field Gradation Test of Gravel
- 38. NDOT Form 295 – Summary and Location of Intersections and Driveways
- 39. Shipping Record/Tickets of Asphaltic Oils (Specific Gravity, Temp, Dates, ETC.)
- 40. Daily Asphalt Plant Temperature Charts
- 41. AC Tank Volume Charts
- 42. Profile-O-Graph Reports
- 43. Incentive/Dis-Incentive Computation Sheet
- 44. Letters of Deduction (From the Construction Division)
- 45. Super-Pave Test Results and Computations
- 46. RAP Incentive/Dis-Incentive Computations

### **Environmental**

- 47. SWPPP Book
- 48. Seed Tickets

Example **PMBP - 120A** – Letter of Transmittal of Final Records –  
PM to District Reviewer Example

 BACK

Date [Date of Letter]  
To [District Finals Reviewer]  
[Your District] Final Reviewer  
From [Your Name]  
[Your Title]  
Thru [District Engineer]  
District Engineer  
[Your District]  
Subject Transmittal of Final Records  
[Project Number]  
[Project Name]  
[Control Number(s)]  
[Contractor Name]  
[Completion Date]  
[Observation Period (If Applicable)]

This is to inform you that the following records/final computations for Project [Project Number], groups [List all Applicable Groups], have been uploaded into OnBase under Control Number [Control Number(s)]. This work was completed by [Contractor Name], under their contract dated [Contract Date].

The documentation for the following Items can be found via:

**Document Type Group** - NDOT District Construction  
**Document Type** - NDOT DIST Pay Items  
**NDOT Global Contract ID** - [Contract Number]  
**NDOT Global Finals Document** - YES

List all of the Items and NDOT Global Description. (See 2017 Final Review Manual, page 9, for examples of records to be included)

The documentation for the following Items can be found via:

**Document Type Group** - NDOT Final Review Documents  
**Document Type** - [Select Appropriate Group]  
**NDOT Global Contract ID** - [Contract Number]

**NDOT Global Finals Document - YES**

List all of the documents. (See 2017 Final Review Manual, page 10, for examples of records to be included)

**Please note:**

The following Plan Item Numbers have a final quantity of 0.00.

List all of the Items. (These would be either Items that were eliminated by COSA, or Items that were never used)

The following COSA Item Numbers have a final quantity of 1.00 Lump Sum.

List all of the Items. (These would be either Items created via COSA, and would have no computations)

**Project Manager's Working Day Review:**

The original working days allowed were - XXX.

Total charged days - XXX

[Contractor Name] and their Sub-Contractors completed all work within the allotted calendar days.

Your Name

Your Title

Your Contact Information

Include your e-mail

Xc: OnBase



DEPARTMENT OF ROADS



[<Use Your District Letterhead>](#)

Pete Ricketts, Governor

**Date** Date of Letter  
**To** District Environmental Compliance Officer  
**From** Project Manager  
**Thru** District Engineer  
**Subject** Transmittal of SWPPP  
Project Name  
Project Location  
Control Number

Enclosed for your further handling are the following records for [Project Number].

This work was completed by [Contractor Name], under their contract dated [Contract Date].

**1 Binder – Storm Water Pollution Prevention Plan (SWPPP)**  
*Created by Roadside Development*

**1 Binder – Inspection and Maintenance Reports**

**1 Set – Seed Tickets**

Project Manger

Cc: Construction Office – Final Review Section  
File

Kyle Schneweis, P.E., Director

**Department of Roads**

District 1 Headquarters  
302 Superior Street  
Lincoln, NE 68521-2481  
[roads.nebraska.gov](http://roads.nebraska.gov)

OFFICE 402-471-0850 FAX 402-471-3401  
[DOR.ContactUs@nebraska.gov](mailto:DOR.ContactUs@nebraska.gov)

From: Project Manager  
To: Babrak Niazi  
Subject: In-service bridge inspection

Structure Number:

Project Number:			
-----------------	--	--	--

Location:

Type of Improvement (New, Rehab, Redeck, etc.):			
Date of Return to Service (Opened to Traffic):			

Project

Manager's Name  
and Cell Number:

Maintenance Supervisor's Name and Cell Number:			
--	--	--	--

Locations where Project Managers can look for Documents - May need to use Control Number, not Contract Number		
DocType	Sub-Heading	Description
NDOT AGR Agreement Executed		
NDOT CNST Comp File		Basic Pre-construction Computations and draft Special Provisions
NDOT CNST Construction Directives		
NDOT CNST Shop Drawings		
NDOT CNST Change Order		Also available through Reporting Portal when complete.
NDOT CNST Contract Correspondence		Sub-contracts - FHWA
NDOT CNST Contract Files		Agreement Estimates - Notice to Proceed - Working Day Computations - Misc. Quantities
NDOT CNST Contractor Site Approval		
NDOT CNST Contractor's Bid		
NDOT CNST Contracts		Original Contracts and Addendums
NDOT CNST Diesel Fuel Price History		
NDOT CNST Division Manuals		
NDOT CNST Earthwork Computations		
NDOT HWY As Built		Plans
NDOT HWY Construction		Plans
NDOT HWY Letting		Plans
NDOT HWY Regular		Plans
NDOT MAT Approved Products List (APL)		
NDOT MAT Contract Material Acceptance Documentation		Buy America Certification
		Item Certifications With Sample ID
NDOT MAT GEOTECH Hammer Approvals		
NDOT PD Green Sheet		
NDOT RD PIH Plan In Hand Final		PIH Reports

NDOT RD Plan-In-Hand Plans		PIH Plans
NDOT ROW Negotiations Payment Packet		Call Reports

Locations where Project Managers can up-load to -- Active Project --		
DocType	Sub-Heading	Description
NDOT CNST Change Order Attachments		Documentation from PM that needs to included in a COSA , I.e. adding specific specifications, modifying existing language
NDOT CNST Shop Drawing/ RFI		Shop Drawings and Request for Information
NDOT Civil Rights		DBE Forms
		OJT Documents
NDOT DIST Change Order - Supporting Docs	No Sub-Heading	Change Order Documents
		<b>PMBP - 72</b> - Work Order (NDOT 188)
		<b>PMBP - 72B</b> - Force Account Agreement (NDOT 58)
		<b>PMBP - 72C</b> - Equipment Watch Data Sheets (From Construction Division)
		<b>PMBP - 72D</b> - Weekly Force Account Statement (NDOT 204)
		Change Order Environmental Review Form (NDOT 194)
		Other Misc. Documents
NDOT DIST Contract Correspondence	No Sub-Heading	<b>PMBP - 7A</b> - Note to Designer - Plan Review
		<b>PMBP - 58</b> - New Project Information Form
		<b>PMBP - 61</b> - PM Letter to Police (FCAC)
		PM Letter to Senator (FCAC)
		<b>PMBP - 62</b> - PM Letter to Sheriff (FCAC)
		<b>PMBP - 63</b> - PM Letter to State Patrol (FCAC)
		<b>PMBP - 64</b> - Road Restrictions for Permitted Loads

		<b>PMBP - 52</b> - Mailbox Re-location Letter (FCAC)
		<b>PMBP - 79</b> - Cost Overrun/Underrun Notification (NDOT 74)
		<b>PMBP - 125</b> - Request for Initial In-Service Bridge Inspection Email
		Emails
		Contractor Suppliers List
		Contractor/Landowner Agreements
		Misc. Correspondence
	DBE	<b>PMBP - 74A</b> - NDOT Commercially Useful Function Review (CUF) (NDOT136)
	Incentive/Disincentive (Also See NDOT DIST Pay Items)	Profile Logs - Smoothness Incentive/Dis-Incentive Calculations
		SuperPave Asphalt Incentive Computations
		Liquidated Damage Computations - Milestones
		<b>PMBP - 31</b> - Pre-Construction Information Request - Letter to Contractor
		<b>PMBP - 21</b> - Materials Required Document List
		PreCon Sign-In Sheet (FCAC) (NDOT 148)
		<b>PMBP - 28</b> - Transmittal of Draft PreCon Minutes - Letter
		<b>PMBP - 54</b> - Transmittal of PreCon Minutes - Letter
		<b>PMBP - 54A</b> - Cover Sheet for Pre-Construction Meeting Minutes
		<b>PMBP - 54B</b> - Actual Pre-Construction Meetings
		<b>PMBP - 77</b> - Weekly Planning Meeting Minutes
		<b>PMBP -77A</b> - Bridge Pre-Pour Meeting
		Misc. Project Meeting Minutes
	Order List	<b>PMBP - 25</b> - Culvert Order List
		ROW Marker Order List
		Seed Order List

	Press Release	<b>PMBP - 13</b> - Press Release <b>PMBP - 14</b> - Press Release
		<b>PMBP - 47</b> - SWPPP Posting <b>PMBP - 48</b> - Status of Environmental Commitments (Green Sheets) <b>PMBP - 76</b> - Borrow Pit Approval Letter <b>PMBP - 76A</b> - Letter from DEQ to Contractor "Discharge Permit" Temporary Erosion Control Plan Spill Prevention and Control Plan Project Seeding Record DR-61 MBTA Documents Inspection Reports - Otter - Eagle - Bat - Other
NDOT DIST Environmental	No Sub-Heading	
	Contract Payroll	Contractor Payrolls - Actual Submitted by Contractor
NDOT DIST Labor Compliance	Labor Compliance Interviews	Labor Compliance Interviews (NDOT 98)
	Record of Payrolls Received	Payrolls Received (NDOT 84)
NDOT DIST LPA Checklist	No Sub-Heading	
NDOT DIST Media Content	Audio	Pre-Construction Meeting Audio
	Pictures	Project Photos
	Videos	Project Videos
	Sub-Heading	Description
	Bill of Lading	
	Certification/Calibration	APL Certifications & Documentation Item Certifications Without Sample ID
	Field Measured	
NDOT DIST Pay Items	Incentive/Disincentive (Also See NDOT DIST Contract Correspondence)	Profile Logs - Smoothness Incentive/Dis-Incentive Calculations SuperPave Asphalt Incentive Computations Liquidated Damage Computations - Milestones
	Invoice for Stockpile	<b>PMBP - 75</b> - StockPile Computations Stockpile Invoices
	Purchase Order	

	Receipt	
	<i>Spreadsheets</i>	Quantity Final Spreadsheets - PDF Water Haul (NDOT 3) Force Account Agreement (NDOT 58) Truck Capacity Computations (NDOT 101)
	Claims/Protests	
	DBE	
<i>NDOT DIST Pre-Letting Correspondence</i>	Incentive/Disincentive	
	Meeting	PIH Plans
	Order List	
	Press Release	
<i>NDOT DIST Project Schedule</i>	No Sub-Heading	Contractor Critical Path Schedule <b>PMBP - 55</b> - Letter to Contractor - Receipt of Schedule
<i>NDOT DIST ROW</i>		Letters to Landowners dealing with ROW
	No Sub-Heading	<b>PMBP - 17</b> - Traffic Control Plans Submittal Letter <b>PMBP - 60</b> - Speed Authorizations (NDOT 44) Sign Order Forms (NDOT 120) <b>PMBP - 81</b> - Speed Zone Logs (NDOT 471)
<i>NDOT DIST Traffic Control</i>	<i>NDOT502 - Construction Signs and Posts</i>	<b>PMBP - 18</b> - DR-502 Furnished DR-502 Returned
	<i>Traffic Control Managers Reports (TCM)</i>	Traffic Control Management Documents (NDOT 291)
	<i>Traffic Control Plans (TCP)</i>	Traffic Control Plan

Locations where Project Managers can Up-Load to -- Final Process --		
<i>DocType</i>	Sub-Heading	Description
NDOT FR Certification By Project Manager - NDOT181		Letter of Certification by Project Manager (NDOT 181)
NDOT FR Concurrence/Non-Concurrence Letter		<b>PMBP - 117</b> - Concurrence/Non-Concurrence Letter (FCAC)

NDOT FR Contract Completion Notification E-Mail		
NDOT FR Contract Deficiency Notification Letter	E-Verify	Deficiency Notification
	NDOT 441	Deficiency Notification
	NDOT 442	Deficiency Notification
	Payrolls	Deficiency Notification
	Unemployment Insurance UI-16	Deficiency Notification
NDOT FR Contract Time Extension		Contract Time Extension Document
NDOT FR Contract/Project Completion - NDOT91		Notification of Project Completion (NDOT 91)
NDOT FR Contractor Option Site Concurrence Letter		
NDOT FR Deduction Letter		Deduction Letters
		Low Strength - Thickness
		Sign Deduction Letters
NDOT FR District Reviewer Final Records Transmittal Letter		
NDOT FR District Reviewer Final Review Summary Letter		
NDOT FR E-Verify Certification		E-Verify Certification
NDOT FR Field Lab Compliance Report		Field Lab Certification (FCAC)
NDOT FR Field Office Compliance Report		Field Office Certification (FCAC)
NDOT FR Hwy As Built - Preparation		
NDOT FR Internal Time Extension Document		
NDOT FR Last Payroll Received Date Letter		Last Payroll Received Letter
NDOT FR Letter Of Certification by State Engineer		
NDOT FR LPA Cert/Closeout NDOT299		

NDOT FR Material Pit Contract Release - NDOT348		
NDOT FR Option Sites Final Status Report - NDOT232		
NDOT FR PM Contract Completion Notification to DE		<b>PMBP - 101</b> - PM Contract Completion Notification
		PM Tentative Acceptance Memo
NDOT FR Project Completion Information - NDOT330		
NDOT FR Project Project Data Sheet		
NDOT FR Project Manager Final Records Transmittal Letter		<b>PMBP - 120A</b> - PM Final Records Transmittal Letter
		<b>PMBP - 120B</b> - PM Final Records Transmittal Letter - SWPPP
NDOT FR Project Manager's Time Review		<b>PMBP - 113</b>
NDOT FR ROW Option Pit Letter		
NDOT FR Royalty Confirmation Letter		
NDOT FR Stock Returned for Credit Forms		
NDOT FR Tentative Final Acceptance Letter		<b>PMBP - 100</b> - Tentative Final Acceptance Letter (District HQ)
NDOT FR Tentative Partial Acceptance Letter		
NDOT FR Time Extension Letter - Contractor		Time Extension Letter to Contractor
NDOT FR Time Extension Letter - FHWA		Time Extension Letter to FHWA
NDOT FR Transfer of Asphaltic Materials		Transfer of Asphaltic Materials (NDOT 193)
NDOT FR Transmittal - LCO		
NDOT FR Unemployment Insurance UI-16		

