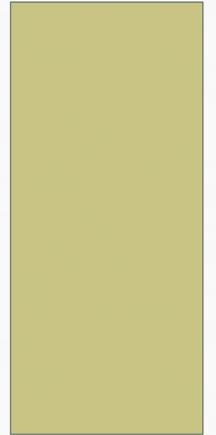


~ PROJECT RECORDS ~  
~ CARS ~



# TALKING POINTS

- Submitting Final Records
- Bidders Proposal-relating to Final Records
- Pay Quantity Reports
- CARS

# FINAL RECORD SUBMITTAL

- A transmittal letter including a list of all project records and documents submitted for the project final will be made. The letter should indicate if any pit release/receipts or haul road releases are required. Any missing documents should be listed along with measures taken to obtain them.
- Organized- use an index
- Files should be labeled-Correspondence, Materials, Payroll etc.
- Inserted in expandable folders (preferred)















Math exercise.....

$$8 \times 21 \times 9 =$$

1512 Bankers Boxes!

Why is this important.....

- Around 200 final project records were submitted last year.
- Organization and complete records!
- Your project records should tell a story!

# BIDDERS PROPOSAL

- Index of Provisions
  - Look for SP's that are included.
- Fuel Cost Adjustment Clause
  - Look for Affidavit in Bidders Proposal.
  - Tied projects have separate worksheets
- DBE SP
  - DBE Participation Certification -will it be required?
- Storm water Requirements
- 404 Requirements
- TERO
  - Need Proof of Payment
- Liquidated Damages (rates)

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION**

Job #19, Project No. NH-RSS-1-003(034)059

HBP, Aggregate Shoulders, Culvert Extensions, Widening, Curb & Gutter, Sidewalk,  
Driveways, ADA Improvements, & Incidentals

**INDEX OF PROVISIONS**

Road Restriction Permits

Hot Line Notice

Price Schedule for Miscellaneous Items dated October 1, 2014 (PS-1)

SP DBE Program - Race Conscious dated December 20, 2012

E.E.O. Affirmative Action Requirements dated March 15, 2014

Appendix A of the Title VI Assurances dated June 27, 2011

Required Contract Provisions Federal Aid Construction Contracts  
(Form FHWA 1273 Rev. May 1, 2012)

Labor Rates from U.S. Department of Labor dated January 3, 2014, revised  
January 10, 2014 (Mod. No. 1) and July 25, 2014 (Mod. No. 2)

On-The-Job Training Program dated November 1, 2013

SP 3(14) Temporary Erosion & Sediment Best Management Practices

SP 25(14) Flexible Pavement Surface Tolerance

SP 27(14) Concrete Erosion Control Blanket

Materials Pit List & Material Source Certificate

Borrow List 1

Borrow List 2

Borrow List 3

SP Fuel Cost Adjustment Clause dated September 8, 2006

**FUEL COST ADJUSTMENT AFFIDAVIT**

North Dakota Department of Transportation, Construction Services  
SFN 58393 (07-2008)

Project Number  
SOIA-5-085(053)000 & SOIA-5-085(054)017 Bowman Co. ND

The Contractor is not required to notify the Department at the time of submitting bids whether he will or will not participate in the fuel cost adjustment program. The Contractor shall return the affidavit on all Contracts with this Provision even if the Contractor elects not to participate.

Check the box for each fuel type that has a fixed price.  
No adjustments in fuel price will be made for the boxes that are checked.

Diesel       Unleaded       Burner Fuel

Does your company elect to participate in a fuel adjustment for this contract for the fuels that do not have a fixed price?  
No adjustments in fuel prices will be made if No is checked.

Yes     No

If yes, provide the total dollars for each of the applicable fuels.

Diesel (x)	\$	184,909.00		
Unleaded (y)	\$	3,000.00		
Burner Fuel (z)	\$	0.00		
Sum (x+y+z)	\$	187,909.00	% of Original Contract Amount	4.4 %*

\*The sum of the x, y, and z may not exceed 15% of the original contract amount.

Under the penalty of law for perjury of falsification, the undersigned,

Timothy J. Visger, President  
Name (Print) Title (Print)

of Anderson Western, Inc., here by certifies that the documentation is submitted in good  
Contractor (Print)

faith, that the information provided is accurate and complete to the best of their knowledge and belief, and that the monetary amount identified accurately reflects the cost for fuel, and that they are duly authorized to certify the above documentation on behalf of the company.

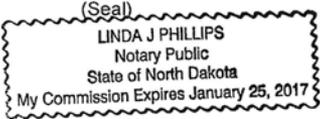
I hereby agree that the Department or its authorized representative shall have the right to examine and copy all Contractor records, documents, work sheets, bid sheets and other data pertinent to the justification of the fuel costs shown above.

Date 6 May 2013 Signed [Signature]

State of North Dakota

County of Burleigh

Subscribed and sworn to before me this 6th day of May 2013.



X [Signature] Linda J. Phillips  
Signature of Notary Public

My Commission Expires 01/25/2017





# PAY QUANTITY REPORTS

## 1. Organized and Filed by:

- Spec and Code
- Date – most recent on top
- Subproject

## 2. MEASUREMENTS AND LOCATIONS!

- On the PQR itself
- Reference to a field book/source document

Book 3 Page 27

# PAY QUANTITY REPORTS CONT...

- Minimum Documentation Link in CARS
  - On the Pay Quantity Report input window.
- Don't want to see any of these phrases ....
  - Field Measured
  - Field Verified
  - Per Contractors Payroll
  - Per Contractors measurement sheets
  - Per plan

# PAY QUANTITY REPORTS CONT.

- Areas for improvement
  - Flagging/Pilot Car
    - Date, Names, Start/Stop Times.
    - Certified Flaggers Letter
  - Earthwork
    - How did you get the quantities?
  - Fiber Rolls
    - Stationing
  - Cutoff Reports
    - Clean then up, waste, private use, other projects
  - Traffic Control
    - Show sign number, units and # of signs

# PAY QUANTITY REPORTS CONT.

- Areas for improvement
  - Update/Print the Quantity Book with changes made during final records preparation.
  - NDDOT has a form for Seeding! SFN16474

# FINAL CHECKLIST

02/26/2015

North Dakota Department of Transportation  
Final Checklist

Page 1 of 2

FCN: 18068

Project: NH-1-094(132)908

SubProject: 1 - WIDENING, GRADING, TURN LANE, HOT BITUM

Contractor: MARTIN CONSTRUCTION INC

Owner:

Original Contract Amount: 2,892,410.00

Final Contract Amount:

Start Date: 04/15/2014

% of Final Completed to Date:

Tentative Date of Final Submission:

Remarks:

Items to be Submitted	Local Agency/ Dist.	In FileNet	Const. Services	Not Req.
Final Estimate Certified by Project Engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final Acceptance Letter to Contractor from Project Engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Eng. Report on Materials Acceptance (SFN 10110)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contract Time for Completion (SFN 5660)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Materials File Including All Certifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity Book	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pay Quantity Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Correspondence File	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Diaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Field Books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certified Payrolls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Narrative Report (Not Required on County Jobs, NDDOT Seal Coats, Contr Patch, TLO's)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Materials Taken from Pits (SFN 10061)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Certified letter sent to Contractor for missing paperwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Haul Sheet File with Tickets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Summary of Aggregate Quality Tests (SFN 10072)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explanation of Change in Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fuel Cost Adjustment Worksheet (SFN 58543)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DBE Participation Certification (SFN 14268)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Haul Road Release (SFN 14458)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pit Release and Receipt (SFN 14486)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
T.E.R.O. Proof of Payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combined Materials and Project Acceptance Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As Built Plans - Changed Sheets Only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completed Materials Database Inventory Record SFN 53959	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
404 Permit Certification by District Engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FileNet Project Records Documents per Const Records Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# CARS UPDATES

- Pay Quantity Report – Attachments
- Notice and Claim Tracking