

## Construction Records Manual Updates

Section	Page	Description	Date
4	10-12	<p>Updated guidance for CARS Certification Manager. In particular, for “Submittal – AASHTO Product Evaluation.”</p> <p>NTPEP is now called AASHTO Product Evaluation &amp; Audit Solutions. The NDDOT Specifications require that various products have been evaluated by AASHTO Product Evaluation. This requirement is listed within CARS Certification Manager as “Submittal – AASHTO Product Evaluation.”</p> <p>The Engineer is responsible for verifying that a product has been tested by AASHTO Product Evaluation &amp; meets the NDDOT Specifications. This verification process has changed due to the change from NTPEP to AASHTO.</p>	3/24/2025
4	30-32	Updated guidance and added examples for entering payments for Material on Hand in CARS (CARS Stockpile & Invoiced Items)	3/17/2025
4	9-13	<p>Updated guidance and added items to ‘Additional Certification Manager Guidance’:</p> <ul style="list-style-type: none"> <li>• Water Based &amp; Epoxy Paint - <i>Submittal – Preapproved Product</i></li> <li>• Section 714 – Culverts, End Sections, Etc. – <i>Submittal - COA</i></li> <li>• Concrete Bid Items - <i>Submittal – Scale Cert</i></li> <li>• Section 706 Laboratories – <i>Submittal - Inventory</i></li> <li>• Buy America</li> </ul>	2/3/2025
3	11	Added guidance for diaries on tied projects.	7/2/2024
1- 8	Various	Updated various web links throughout the manual.	5/2/2024
7	4	The Project Engineer’s Report on Materials Acceptance is now completed in CARS (rather than a manual form). A link has been added to the CARS Main Menu.	12/12/2023
7	4	Project Narrative Report link added to CARS Main Menu. Utilizing this link to open the Project Narrative Report form will auto populate the top portion of the form.	6/1/2023
3	20	CARS Materials Dropbox: Added ‘Miscellaneous Documentation’ as an option under Materials Form Name.	5/11/2023
5	5,8,15	Clarified that approval authority levels apply when adding time to a Contract & subtracting time from a Contract (reducing the completion date.)	5/11/2023
7	5	Added guidance that borrow pits are required to be listed on form SFN 10061 Statement of Material Taken from Pits.	5/11/2023
4	8	Additional guidance on fog oil and tack oil certifications.	2/24/2023
5	23	Use form SFN 14462 Statement of Daily Force Account Work to track the cost of force account work. The CARS Force Account module is no longer active.	2/24/2023
7	5	SFN 10061 Statement of Materials Taken from Pits form will soon be updated: The Unit Price, Dollar Amount, and Date Paid to Owner columns are no longer required.	2/24/2023

7	7	Additional As-Built Guidance: Work Drawings must be included with As-Built plans	2/24/2023
3	30	Removed default Specifications from 'Specifications of Emphasis' section of the Preconstruction Conference Template	12/20/2022
4	7-8	Added guidance for the Submittal 'NTPEP Info' for geosynthetic bid items in the CARS Certification Manager	7/27/2022
7	4	Clarified that all bid items should be listed on the Project Engineer's Report on Materials Acceptance (SFN 10110)	7/27/2022
7	5	Updated guidance for Statement of Materials Taken from Pits (SFN 10061)	6/8/2022
1	7	Clarified that requests to sublet from 2 <sup>nd</sup> tier subcontractors should be routed through the Prime Contractor to the Engineer.	5/20/2022
1	7	References to SFN 60597 (Commercially Useful Function Certification) were removed. This form no longer exists.	4/28/2022
4	6	Added guidance for the Submittal 'NTPEP Info' for water-based paint bid items in the CARS Certification Manager	4/20/2022
2	8	NDDOT Engineers can now assign consultant employees to NDDOT-led projects. Consultant Engineers can now assign employees from other consultant firms to consultant-led projects.	4/18/2022
2	11	Moved the majority of Materials Dropbox information to Section 3	4/18/2022
3	18	Materials Dropbox information is now located here	4/18/2022
3	20	The Asphalt Paving Workbook should be uploaded into the Materials Dropbox in Excel format, not converted to pdf	4/18/2022
5	20	The District Engineer (or Asst. District Engineer) can now recall an approved Progressive Estimate up until the point it is approved by the Construction Engineer	4/18/2022
1,3	Various	Removed references to Civil Rights procedures. Refer to relevant NDDOT Civil Rights Division manuals for information on these topics.	3/11/2022
3	12	Added guidance for when Engineer/Project Manager is also the inspector	2/2/2022
4	12	Added section for CARS Mobilization Payments	2/2/2022
5	23-25	Updated Force Account Section	2/2/2022
5	15	Added guidance for local agency time extensions	2/2/2022
7	7	Updated As-Built Plans Section	2/2/2022
7	5	Removed DBE Participation Certification section	2/2/2022
3	7	Additional guidance for documentation of traffic control inspections in daily diaries	6/10/2021
8	20	It is now possible to upload NOI documents into CARS through the Contractor NOI/Claims module – Written Notice Stage	6/10/2021
8	5	Added information (and an example) related to measured mile, productivity, and inefficiency	6/10/2021

3	14	CARS Schedule Dropbox Instructions	6/7/2021
4	29-34	Additional guidance for Certificates of Compliance. Also updated examples of acceptable and unacceptable CoC forms.	5/26/2021
1	8	Added the email address to use when emailing requests to sublet to Construction Services Division	4/26/2021
7	4, 10	New Project Narrative Template	3/9/2021
3	24	Example Preconstruction Conference Agenda: Added discussion of governing specifications as a topic	12/30/2020
3	17-18	Additional guidance on adding Maintenance Activities to Travel Information Map	10/20/2020
8	Various	Many updates throughout Section 8	10/20/2020
5	18	Added "Automated Progressive Estimate Emails" section	8/13/2020
3	3	Added progressive estimates as an item to be discussed at the preconstruction conference	7/13/2020
3	20-24	Added progressive estimate section to the Example Preconstruction Conference Agenda	7/13/2020
5	5	Clarified that change order totals are cumulative, not net.	6/25/2020
1	8	Requests to Sublet should be emailed to Construction Services Division. They should no longer be mailed.	4/14/2020
2	12	Schedules should be uploaded to CARS/Filenet	4/14/2020
2	13	Removed requirement that paper copies of Time Extension Requests be mailed to Construction Services Division. These documents can be emailed to Construction Services Division.  This section also referenced paper copies of Requests to Sublet, which are now emailed to Construction Services Division.	4/14/2020
3	14	Added a section for called 'Schedules'. This section reiterates that all schedules should be uploaded to CARS/Filenet.	4/14/2020
7	7	Updated the As-Built section to reflect our current practice of uploading as-builts to Filenet using the Finals Checklist in CARS.	4/14/2020
3	12, 13	Added information about new functionality for running CARS Diary Reports.	1/21/2020
6	4	The CARSTime for Completion Report is no longer used for final records. The Contract Time for Completion should be completed using <a href="#">SFN 5660 Contract Time for Completion Summary</a> .	1/21/2020
2	6,7	Added guidance for assigning testing companies and testing company personnel in CARS	10/31/2019
5	18	Added guidance for withholding progressive estimates	9/27/2019
5	14, 15	Moved Time Extension guidance from Section 7 to Section 5. Added guidance and an example.	9/13/2019
7	Various	Many updates throughout Section 7	9/13/2019
4	18-20	Added guidance and examples for CARS Stockpiles	6/12/2019
1	10	Updated Construction Project Filing System section	5/3/2019
2	5	Changed text field lengths for Project Diary & Inspection Diary sections	5/3/2019
2	6	Added CARS Assigned Testers section	5/3/2019
2	9-11	Added CARS Materials Dropbox instructions and guidance	5/3/2019
3	5-12	Updated CARS Project Diary and Inspection Diary instructions and guidance	5/3/2019
3	7	Added guidance for entering Contract Time in CARS	5/3/2019

3	21	Updated Preconstruction Meeting Template (#7 Payrolls section) to reflect current practices utilizing LCP Tracker	5/3/2019
5	4-8	Updated Change Order approval authority levels	4/11/2019
1	3,9,10	Updated guidance for labor compliance and payrolls using LCPtracker	6/26/2018
3,5	4,19	Guidelines for collecting contractor email addresses used for emailing copies of CARS estimates	5/8/2018
3	4, 18	Updated Preconstruction Conference Agenda Template – Added guidance to #9: Erosion and Water Pollution Control	4/4/2018
5	3	Added guidance for NEPA Reassessment on Change Orders	11/8/2017
5	3	Added guidance for Functional Design & Inherent Variability	11/8/2017
5	13	Updated routing information for change orders.	9/1/2017
8	8, 25	Added disclaimer language for draft NOI & Claim response letters.	4/12/2017
5	11-13	Instructions for Change Order Electronic Signature Process.	3/22/2017
1	6	Wording changed to make paper files optional.	9/27/2016
2	11	Store certifications and submittals in CARS Certification Module.	9/27/2016
2, 7	13	Upload Final Checklist Items to CARS Final Checklist Module.	9/27/2016
3	7	Section on instructions for CARS diary attachments added.	9/27/2016
3	9	Progress Reports require signatures during liquidated damages	9/27/2016
4	4	Instructions for CARS Certification Module added.	9/27/2016
4	18	Instructions for CARS Fuel Cost Module added.	9/27/2016
4	26	Instructions for Certification Special Provision added.	9/27/2016
3, 5, 7		FHWA oversight guidelines removed.	5/16/2016
1,2,4,5,6,7		Various updates to reflect Quantity Manager implementation.	4/12/2016
1	6	Project filing system modified.	4/12/2016
4		Documentation requirements modified to require attachment of source documents on various items.	4/12/2016
4	9	Guidelines added for electronic signatures.	4/12/2016
4	15	Guidelines for Stockpiles modified to match spec book.	4/12/2016
4	25	Documentation examples added.	4/12/2016
7	6	Requirements modified for project files and books submitted with final.	4/12/2016
1		Revised project filing, labor compliance, and payroll guidelines.	3/23/2016
1		Deleted three sections including Vehicle Operation Expenses; Office Rental, Telephone, Utilities; Hardware, Lumber, and Other Miscellaneous Items.	3/23/2016
1	7, 8	Established guidelines for when sublets are not required.	3/23/2016
4	3	Signatures requirement modified for quantities documented by field measurements.	2/29/2016
3	9, 10	Weekly progress report requirements modified.	2/29/2016
4		Guidelines for documentation of signs, posts, and inlets added.	1/21/2016
4	8	Weight tickets no longer sent to central office when Haul Sheet is source document.	1/12/2016
General		Specification references updated to match 2014 spec book. Hyperlinks added to various forms and websites.	10/15/2015
Forward	2	Manual updates will not be distributed. Printing of manual is discouraged, refer to web version frequently.	10/15/2015
TOC		Hyperlinks added to table of contents of each section. Master table of contents does not contain hyperlink.	10/15/2015
3	3, 15	Preconstruction conference outline and example template modified	10/15/2015
3	5, 6	Diary section revised. Documentation of traffic control required.	10/15/2015

3	8	Instructions for entering inspector diaries in CARs added.	10/15/2015
3	9	Weekly progress reports requirements modified and are only required when tracking working days.	10/15/2015
4	5	Guidelines for documentation of Railroad Insurance added.	10/15/2015
4	5, 6	Guidelines for documentation of water and weighed material modified.	10/15/2015
4	6	Load count guideline for water moved to water documentation section.	10/15/2015
5	2	Section on Value Engineering added.	10/15/2015
5	Various	"Full involvement" replaced with "PODI" when describing FHWA projects of interest.	10/15/2015
5	4, 5, 7	Change order approval procedures revised for parts A-2 and E.	10/15/2015
5	5	Guidelines for change orders with local agency funds added.	10/15/2015
7	14	Example final acceptance letter moved to this section.	10/15/2015
7	15	Example project/materials acceptance letter moved to this section.	10/15/2015
8	Various	Section revised heavily to reflect changes in 2014 spec book and new CARs NOI module.	10/15/2015
9		Old section 9 deleted.	10/15/2015