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Construction Documentation
Breakout Session # 5 B
Track - Project Development and Financials

Todd Stevens
District Construction Engineer, VDOT – Staunton
October 25, 2012

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- Daily Project Records
- Materials Records
- Discussion

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LAP Manual 13.1.5.1 Construction Administration

- A daily diary of project activities must be kept for all federal-aid projects or projects to be maintained by VDOT.
- For non federal-aid projects which will be maintained by the LPA, project documentation supporting all payments for materials, price adjustments impacting reimbursements, and claims documentation must be kept on file and available for inspection for a minimum of three years after financial closure of the project.

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Why is project documentation important?

- Provides a permanent record of the project
- Determines pay items/quantity of work
- Helps ensure the intent of the contract is enforced
- Prevents and defends against claims
- Provides transparency to the public

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Daily Project Records

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What should be included in the daily records?

- Date
- Weather
- Contractor's Equipment
- Contractor's Staff
- Work Items & Location
- Materials Delivered
- Pay Items/Quantity of Work
- All Communications (phone, e-mail, etc.)
- Safety
- Damage
- Visitors to the Job Site
- Delays (caused by utilities or other delays
- Change Conditions

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If your project includes a schedule:

- Deviations in approved and updated progress schedules as they compare to actual progress
- Changes in the logic or sequence of work

Maintaining a log of schedule changes could be useful if a detailed analysis is required

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Goals for Project Documentation: Seven Rights (7R's) of Quality Control:

1. The Right Material
2. Put in the Right Way
3. At the Right Time
4. In the Right Place
5. In the Right Quantities
6. Having the Right Documentation
7. Then, making the Right Payment to the Contractor.

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Effective documentation creates a clear and factual record of project events as they occur

- **Documentation must be prepared during the construction process – not afterward**
- **Documentation must be based in fact and not "opinion"**
- **Documentation must provide details**

With such records available, reasonable requests can be approved without delay and unreasonable requests can be successfully denied.

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PROJECT DIARY ENTRY
Example No. 1

Said inspector told the contractor that the curb he installed last week on the southbound lane needed to be corrected before payment could be made.

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SUGGESTED IMPROVEMENT Example No. 1

I told Mr. Jones, the contractor's superintendent, that corrective action was needed on the CG-7 between Station 100+00 and Station 100+75 (left) due to local irregularities in the top of the curb exceeding 1" in 10 feet.

Advised the contractor that I need a plan for correction by 11-1-12.

No payment made due to defect.

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PROJECT DIARY ENTRY
Example No. 2

Subcontractor on project trying for the fourth time to pour footer on Wall 5. I tried to talk to him about the rebar moving when he pours the concrete, but he told me not to tell him how to do his job and then said something that sounded like a swear under his breath.

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SUGGESTED IMPROVEMENT
Example No. 2

Sub-contractor ABC, Inc. on the project today forming footer on Wall 5 at Station 200+10 (Rt.). The 3 previous times he tried to form the same footer he was unable to maintain the proper spacing on the rebar. I spoke with Mr. Smith, the contractor's superintendent, and discussed the requirement for maintaining bar spacing.

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PROJECT DIARY ENTRY
Example No. 3

Spoke with contractor today about all the rain lately. Every time he gets ready for a pour, it rains. He said that if it keeps up he doesn't know how he is going to finish the project on time. I told him to keep trying.

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SUGGESTED IMPROVEMENT Example No. 3

Mr. Jones, the contractor's superintendent, alleged that the rain was affecting his concrete pours and if the rain keeps up he doesn't know how he is going to finish the project on time. I advised him that this was a fixed date contract and normal weather could not be given consideration for a time extension as per section 108.04 of the Road and Bridge Specifications.

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Additional Information

- LAP Manual, Chapter 13
- VDOT Construction Resource Guidebook
- VDOT Inspection Manual
- http://www.virginiadot.org/business/const/default.asp

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Materials Records

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What should be included in the material records?

- Source of Materials
- Materials Notebook
- All Test Results

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Source of Materials

- **For Fed Aid and VDOT maintained projects, documentation of the source of the all materials is required**
- **Although not required, VDOT Form C-25 may be used to meet this requirement**

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Materials Notebook

- Should be initiated when construction begins
- The quantity of each material and the method of measurement shall be documented within the materials notebook
- The notebook must be kept up-to-date at all times and be made available to VDOT or FHWA personnel upon request

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Test Results

- Test Reports for Materials
- Manufacturer's Certifications
- Field Density Tests
- Concrete Tests (Air, Slump, Compressive Strength)

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Additional Information

- **LAP Manual, Chapter 13.2**
- **VDOT Road and Bridge Specification**
- **VDOT Materials Manual of Instruction**
- **VDOT District Materials Section**

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Discussion???

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Construction Documentation
Breakout Session #5 B
Track – Project Development and Financials

Tammy Mancinelli
Civil Rights Compliance Coordinator, VDOT – Central Office
October 25, 2012

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Required Civil Rights Project Documentation – Post Award

Program Areas and Responsibilities:

Locality and District Civil Rights Office (DCRO)

- **Equal Employment Opportunity (EEO) Compliance**
- **Disadvantage Business Enterprises (DBE) Compliance**

Locality

- **Labor Regulations Compliance**

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Required Civil Rights Project Documentation – Post Award

Forms

- ✓ **The forms in red can be found on the External Forms website for VDOT at:**

http://vdotforms.vdot.virginia.gov/

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Required Civil Rights Project Documentation – Post Award

Directly after Contract Execution

- ✓ **Invite CR Representative to Pre-Construction Meeting**
- ✓ **EEO Program (Locality collects, tracks and provides copy to DCRO)**
  - ✓ **C-64**
  - ✓ **EEO Meeting Minutes**
  - ✓ **EEO Officer Designation**
- ✓ **DBE program (Locality collects, tracks and provides copy to DCRO)**
  - ✓ **Executed subcontracts between Prime and DBE firms (listed on C-111 for DBE participation credit) within fourteen (14) business days**
  - ✓ **Schedule of Participation**

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Required Civil Rights Project Documentation – Post Award

During Construction Phase

- ✓ **EEO Program (Locality collects, tracks and provides copy to DCRO)**
  - ✓ **C-57 – Project Specific – First three (3) months of activity on the project**
    and annually for July (if active)
  - ✓ **Bulletin Boards – Two (2) bulletin boards on project site to include the following posters:**
    - ✓ **EEO is the Law**
    - ✓ **C-58 (False Statements)**
    - ✓ **C-59 (Federal Wage Rates)**
    - ✓ **C-60 (Non-Discrimination)**
    - ✓ **Wage Rates (from the Contract)**
    - ✓ **EEO Officer with contact information**

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Required Civil Rights Project Documentation – Post Award

During Construction Phase

- ✓ **DBE Program (Locality collects, tracks and provides copy to DCRO)**
  - ✓ **Notify DCRO when DBE firm is expected to be performing work towards the Prime's participation credit**
  - ✓ **On-site locality inspector provides Schedule B for DBE Compliance Review to DCRO**
  - ✓ **Form C-63 – reporting DBE and SWaM dollars physically paid to firms during the quarter – Due April 5th (Jan 1 – Mar 31), July 5th (Apr 1 – Jun 30),**

    October 5th (Jul 1 – Sep 30), Jan 5th (Oct 1 – Dec 31)

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Required Civil Rights Project Documentation – Post Award

During Construction Phase

- ✓ **Labor Compliance Program (Locality collects, tracks and ensures compliance with regulations)**

  - ✓ **Certified payroll (WH347) for each week of project activity for Prime contractor and all subcontractors, with Statement of Compliance (C-56) attached to each. Certified payroll is due two weeks after the end of the pay period.**
  - ✓ **Perform Davis-Bacon Interview within the first 30 days of project start, and quarterly thereafter**
  - ✓ **Compare information on Interview with certified payroll to ensure accuracy**

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Required Civil Rights Project Documentation – Post Award

Appendix 17A - Required Contract Provisions and Forms Matrix

	Applicable with Funding Source		Construction		Professional Services		Required in contract
Document	**Federal**	**State**	**With Goal**	**W/O Goal**	**With Goal**	**W/O Goal**	
FHWA 1273	•		•	•			•
EO 11246	•		•	•			•
USDOT 1050.2 Title VI Assurance Appendix A	•				•	•	•
Form C-28 - Basic Hourly Rate Paid By Contractor	•	•	•	•			
Form C-48 - Subcontractor/Supplier Solicitation and Utilization Form	•	•	•	•			•
Form C-49 - DBE Good Faith Efforts Documentation	•		•		•		•
(WH-347) Certified Payroll	•		•	•			
Form C-56 (WH-348) - Statement of Compliance	•		•	•			
Form C-57 -Highway Construction Contractors Monthly EEO Report	•	•	•	•			

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Required Civil Rights Project Documentation – Post Award

QUESTIONS

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Construction Documentation
Breakout Session #5 B
Track – Project Development and Financials

Jason Buys

October 25, 2012

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Date : 12/15/2011
Run Time :06:56:54

US Department Of Transportation
Federal Highway Administration
RASPS
Program Code Detail Listing (LF02U46A)

MONTH: 12 YEAR: 2011 BATCH NUMBER: 199

BATCH DATE	PRGM CODE	DEMO ID	REGION	STATE CODE	ACTIVITY	PROJECT AGREEMENT	OBJECT	SCHEDULE NUMBER	TT	AMOUNT
12/16/2011	L250		00	51	50	SA27 1020	4100	999999	10	600.01
12/16/2011	L250		00	51	50	FS09 0520	4100	999999	10	0.73
12/16/2011	L250		00	51	50	FS09 0840	4100	999999	10	347,099.00
12/16/2011	L250		00	51	50	FS09 1100	4100	999999	10	1,030.30
12/16/2011	L250		00	51	50	FS09 1340	4100	999999	10	0.53
12/16/2011	L250		00	51	50	FS09 1360	4100	999999	10	1.30
12/16/2011	L250		00	51	50	FS09 1450	4100	999999	10	652.63
12/16/2011	L23E		00	51	50	0175 0100	4100	999999	10	1,189,048.77
12/16/2011	L23E		00	51	50	5111 2290	4100	999999	10	0.87
12/16/2011	L23E		00	51	50	5111 2350	4100	999999	10	1,488.62
12/16/2011	L23E		00	51	50	5127 9340	4100	999999	10	6,969.28
12/16/2011	L23E		00	51	50	5401 7870	4100	999999	10	1.40
12/16/2011	L23E		00	51	50	5403 6870	4100	999999	10	141,603.00
12/16/2011	L23E		00	51	50	SA03 3640	4100	999999	10	334,952.00
12/16/2011	L23E		00	51	50	SA27 0930	4100	999999	10	30.53
12/16/2011	L23E		00	51	50	SA27 0980	4100	999999	10	29.71
12/16/2011	L23E		00	51	50	SA27 0990	4100	999999	10	14.84
12/16/2011	L23E		00	51	50	SA27 1120	4100	999999	10	3,158.34
12/16/2011	L23R		00	51	50	5127 9850	4100	999999	10	111,479.09
12/16/2011	L23R		00	51	50	SA01 0020	4100	999999	10	B1 58,998.54
12/16/2011	L23R		00	51	50	SA01 0100	4100	999999	10	813,395.81
12/16/2011	L23R		00	51	50	SA01 1810	4100	999999	10	83,593.37
12/16/2011	L23R		00	51	50	SA03 3630	4100	999999	10	0.00
12/16/2011	L23R		00	51	50	SA27 0930	4100	999999	10	403.72
12/16/2011	L240		00	51	50	0005 2230	4100	999999	10	194,136.49
12/16/2011	L240		00	51	50	0014 0120	4100	999999	10	6,526.61
12/16/2011	L240		00	51	50	0078 0590	4100	999999	10	0.78
12/16/2011	L240		00	51	50	0078 0790	4100	999999	10	1.01
12/16/2011	L240		00	51	50	0112 0230	4100	999999	10	0.95
12/16/2011	L240		00	51	50	0281 1020	4100	999999	10	0.00
12/16/2011	L240		00	51	50	0466 0350	4100	999999	10	0.00
12/16/2011	L240		00	51	50	0584 0220	4100	999999	10	0.00
12/16/2011	L240		00	51	50	0915 0170	4100	999999	10	0.00
12/16/2011	L240		00	51	50	0939 0380	4100	999999	10	0.00
12/16/2011	L240		00	51	50	2332 0350	4100	999999	10	0.00
12/16/2011	L240		00	51	50	5109 1110	4100	999999	10	7,705.23
12/16/2011	L240		00	51	50	5111 1380	4100	999999	10	0.00
12/16/2011	L240		00	51	50	5119 1740	4100	999999	10	416.91
12/16/2011	L240		00	51	50	5127 3760	4100	999999	10	0.00
12/16/2011	L240		00	51	50	5127 3820	4100	999999	10	0.00

CARDINAL

Report ID: RPA145

Commonwealth of Virginia
TRANSACTION RELATIONSHIP REPORT

Run Date: 02/07/2012
Run Time: 01:25 00

813,395.11
.50
813,395.61 A1

Business Unit: 50100 : VA Dept of Transportation
Invoice: FED000005
Project ID:
Contract Number: 5A01010

.50 comes from additional transaction detail at B3

Actual amount of the expenditure includes state and local match per federal requirements.
Actual amount of federal expenditure is 80% of the full amount.

Contract	Approp	Project ID	Analysis Type	Voucher	Timesheet	Expense	Journal	Accounting Date	Expenditure Amount	Billed Amount
5A01010	L23R									$813,395.11
		0000094904	CNV				0000781810	11/28/2011	40.25	32.20
		0000094904	CNV				0000781810	11/28/2011	12.95	10.36
		0000094904	CNV				0000781810	11/28/2011	112.42	89.94
		0000094904	CNV				0000781807	11/28/2011	79.80	63.84
		0000094904	CNV				0000781807	11/28/2011	28.57	22.86
		0000094904	CNV				0000781807	11/28/2011	9.20	7.36
		0000094904	CNV				0000781794	11/29/2011	10.01	8.01
		0000094904	CNV				0000781794	11/29/2011	3.22	2.58
		0000094904	CNV				0000781794	11/29/2011	27.97	22.38
		0000094904	CNV				0000781795	11/29/2011	58.22	46.58
		0000094904	CNV				0000781795	11/29/2011	18.74	14.99
		0000094904	CNV				0000781795	11/29/2011	162.59	130.07
		0000094904	CNV				0000781804	11/28/2011	32.05	25.64
		0000094904	CNV				0000781804	11/28/2011	10.31	8.25
		0000094904	CNV				0000781804	11/28/2011	89.52	71.62
		0000094904	CNV				0000781812	11/28/2011	21.51	17.21
		0000094904	CNV				0000781812	11/28/2011	6.92	5.54
		0000094904	CNV				0000781812	11/28/2011	60.07	48.06
		0000094904	CNV				0000781796	11/29/2011	1.01	0.81
		0000094904	CNV				0000781796	11/29/2011	0.32	0.26
		0000094904	CNV				0000781796	11/29/2011	2.81	2.25
		0000094904	CNV				0000781797	11/29/2011	8.47	6.78
		0000094904	CNV				0000781797	11/29/2011	26.32	21.06
		0000094904	CNV				0000781797	11/29/2011	73.51	58.81
		0000094904	CNV				AP00781532	11/22/2011	563,540.84	450,832.67
		0000094904	CNV				AP00781532	11/22/2011	450,092.93	360,074.34
		0000094904	CNV				AP00781583	11/23/2011	644.62	515.70
		0000094904	CNV				DC00781637	11/28/2011	12.75	10.20
		0000094904	CNV				DC00781637	11/28/2011	5.75	4.60
		0000094904	CNV				TE00781521	11/22/2011	529.35	423.48
		0000094904	CNV				TE00781675	11/30/2011	34.20	27.36
		0000094904	CNV				TE00781286	11/16/2011	45.60	36.48
		0000094904	CNV				TE00781286	11/16/2011	9.88	7.90
		0000094904	CNV				TE00781720	11/30/2011	354.95	283.96
		0000094904	CNV				TE00781720	11/30/2011	461.97	369.58
		0000094904	CNV				TE00781519	11/22/2011	114.23	91.38

C1

B1

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Contract	Approp	Project ID	Analysis Type	Voucher	Timesheet	Expense	Journal	Accounting Date	Expenditure Amount	Billed Amount
Total									$1,016,743.83	$813,395.11
Total Amount Billed for FED000005									$ 1,016,743.83	$813,395.11

End of Report

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CARDINAL
Report ID: RPA145

Commonwealth of Virginia
TRANSACTION RELATIONSHIP REPORT

Run Date: 02/07/2012
Run Time: 01:24 00

Business Unit: 50100 : VA Dept of Transportation
Invoice: FED000004
Project ID:
Contract Number: 5A01010

Contract	Approp	Project ID	Analysis Type	Voucher	Timesheet	Expense	Journal	Accounting Date	Expenditure Amount	Billed Amount
5A01010	L23R									$ 0.50
		0000094904	CNV				0000732665	05/02/2011	(0.05)	(0.04)
		0000094904	CNV				0000779012	10/06/2011	(288.88)	(231.10)
		0000094904	CNV				AP00779274	10/15/2011	0.61	0.49
		0000094904	CNV				0000732665	05/02/2011	0.05	0.04
		0000094904	CNV				0000780455	10/30/2011	0.01	0.01
		0000094904	CNV				AP00773965	07/07/2011	288.88	231.10
Total									$ 0.62	$ 0.50 B1
Total Amount Billed for FED000004									$ 0.62	$ 0.50

End of Report

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VDOT Virginia Department of Transportation

VDOT

Accounts Payable Document Transmittal

FD-AP-01

I. COMPLETE INVOICE INFORMATION

Location: Manassas

Vendor Name: [redacted] County

Vendor ID: 0000033642 (must be 10 digits) Resp ORG:

Invoice Receipt Date: 10/31/11

Invoice #: PWC400213P11 (*12 space max. - ALL CAPS no punctuation)

Goods Receipt Date: 09/30/11

Invoice Date: 10/24/11

Requisition #

PO #:

Receiving #:

Gross Amo C2 $563,540.84 B1

Account #:

(*15 space max. - ALL CAPS no punctuation)

Description: Rte 1 S Improvement Project (*22 space max.)

Contract #: (must be 18 digits)

BOLDED items with (*) appear on vendor check

Document Type (Check One)

- ☐ Vendor Invoices (PO Related)
- ☒ Vendor Invoices (Non PO Related)
- ☐ Consultant Invoice
- ☐ Contractor Payment Voucher
- ☐ IAT (PO Related)
- ☐ IAT (Non PO Related)
- ☐ Petty Cash (PO Related)
- ☐ Petty Cash Invoice (Non PO Related)

II. COMPLETE ACCOUNTING DISTRIBUTION INFORMATION

Catg.**	Speed Type	Account	Amount	County	Asset. Type	Route	Structure	Facility	Bldg/Lot
UPC	94904	1431	563,540.84						
Activity	**MP From**	**MP To**	**Parcel**	**Operational Project**	**EMS WO**	**Equip ID.**	**Org.**	**Contract ID**	**Bond#**
631									
Catg.	**Speed Type**	**Account**	**Amount**	**County**	**Asset. Type**	**Route**	**Structure**	**Facility**	**Bldg/Lot**
Activity	**MP From**	**MP To**	**Parcel**	**Operational Project**	**EMS WO**	**Equip ID.**	**Org.**	**Contract ID**	**Bond#**

**RTE = Route, CSC = Cost Center, WKO = Equipment Work Order, UPC = Universal Project Number

Special Instructions: (check if applicable)

- ☐ Send to DOA as Batch Type 'X' (check comes back to VDOT for special handling)
- ☐ Other

Certification Statement for Preparer:
I certify that the related goods / services are appropriately documented as received; and that the invoiced amounts are correctly calculated.

Prepared by John Flemming

Prepared by Signature — Date: 11/15/11

Certification Statement for Approver:
I certify that this expenditure is necessary to the conduct of business on behalf of the Commonwealth; and that the invoiced amounts are appropriately charged.

Approved by Susan Shaw

Approved by Signature — Date: 11/15/11

III. COMPLETE VOUCHER INFORMATION

Date Entered: 11/14/11

Voucher #: 2733448 (must be seven digits)

Entered By: Trudee Hunter

FISCAL USE ONLY

Final Approval By

Date

C1

[redacted] COUNTY
DEPARTMENT OF TRANSPORTATION
ROUTE 1 SOUTH ROAD IMPROVEMENTS EXPENDITURES
VDOT PROJECT #0001-078-R11,C-501 UPC 94804
FHWA RSTP-5-A01 (0101)

REQUISITION SUMMARY
PWC400213P11

September 13, 2011

Document Number	Check#	DATE	VENDOR NAME		AMOUNT		PURPOSE
VC408348	44481	10/13/2011	A&M CONTRACTING CO#12	$	C3 543,586.85	✓	CONSTRUCTION SVCS- AUGUST 2011
VC404127	43483	5/23/2011	MBP- AUG 2011	$	17,061.91	✓	CONSTRUCTION INSPECT SVCS- AUG 2011
DV165105	903349	5/01/2011	DOMINION VA POWER	$	475.59	✓	IWO JIMA STATUE LIGHT RELOCATION
VC408344	904808	10/13/2011	DOMINION VA POWER	$	1,477.89	✓	SQUIRE LN LIGHT RELOCATION

SUBTOTAL: $ 563,540.84 C1

ADMINISTRATIVE COST RECOVERY

SUBTOTAL: $ -

TOTAL REQUISITION: $ 563,540.84

Thomas Blaser
Director, Department of Transportation

C2

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[redacted] COUNTY DEPARTMENT OF TRANSPORTATION

CONTRACTOR'S REQUEST FOR PAYMENT

CONTRACT NO. 11059B00 PO # PO110239

CONTRACT DATE 9/14/2010 INVOICE DATE 9/30/2011

REQUEST FOR PAYMENT NO. 12

SUBMISSION OF (CHECK ONE)

X PROGRESS PAYMENT 0 SEMI-FINAL PAYMENT

NOTE: SUBMISSION OF FINAL APPLICATION FOR PAYMENT SHALL BE FOR RETAINAGE ONLY

ORIGINAL CONTRACT AMOUNT	7,422,236.00
CHANGE ORDERS	51,295.01
ADJUSTED CONTRACT AMOUNT INCLUDING CHANGE ORDERS	7,473,531.01
(1) ORIGINAL WORK EARNED	4,813,915.88
(2) CHANGE ORDER WORK EARNED	19,599.92
(3) MATERIAL ON HAND	9,473.04
(4) MATERIAL ADJUSTMENTS (type)	-
(5) TOTAL AMOUNT EARNED (1+2+3+4)	4,842,988.84
(6) RETAINAGE WITHHELD YEAR-TO-DATE (line 5*5%) max 185,555.90	185,555.90
(7) RETAINAGE WITHHELD THRU LAST REQUEST	185,555.90
(8) RETAINAGE WITHHELD CURRENT (6-7)	-
(9) AMOUNT PREVIOUSLY INVOICED	4,113,836.79
(10) AMOUNT DUE THIS INVOICE (5-8-9)	543,595.95 C2

CONTRACTOR SIGNATURE Signed

OWNER/COUNTY ACTION:

COUNTY RESIDENT ENGINEER Signed

Approved by: [redacted] County

DATE 10/11/11 Signed

Revised 11/2010

C3

[redacted] County
Route I Improvements Phase II - Roadway Construction
No. IF81 10804
VDOT PID, RSTP-5401 (010), 0801-ETR-R11(081, UPC84804

Payment Request

							Progress Estimated Period Ending				9/30/2011
							Request Payment No.				12
ITEM	DESCRIPTION	UNIT	CONTRACT QTY	UNIT PRICE	EXTENDED COST	TOTAL QUANTITY TO PREVIOUS MONTH	TOTAL AMOUNTTO PREVIOUS MONTH	THIS MONTH QUANTITY	THIS MONTH AMOUNT	JOB TO DATE QUANTIES	JOB TO DATE AMOUNT
1.00	MOBILIZATION	1.00	LS	510,000.00	510,000.00	0.78	401,111.80	0.00	0.00	0.78	401,111.80
2.00	CONSTRUCTION SURVEYING	1.00	LS	40,200.00	40,200.00	0.84	38,094.00	0.04	1,814.00	0.88	39,908.00
3.00	CLEARING & GRUBBING	1.00	LS	25,000.00	25,000.00	1.00	25,000.00	0.00	0.00	1.00	25,000.00
4.00	REGULAR EXCAVATION	30,901.00	CY	18.00	711,018.00	38,132.27	650,360.88	1,000.00	18,000.00	37,132.27	668,360.88
5.00	UNDERCUT EXCAVATION - CO	2,000.00	CY	6.15	300.00	3,447.28	517.08	-680.60	102.08	4,127.68	619.16
6.00	SELECT MATERIAL, TYPE I MIN	17,000.00	CY	2.15	36,550.00	3,422.64	7,357.38	180.26	323.08	3,572.38	7,680.46
7.00	MINOR STRUCTURE EXCAV. B	1,811.00	CY	40.00	72,440.00	880.89	34,435.60	309.11	12,364.40	1,190.00	46,800.00
8.00	REMOVE AND DISPOSE EXIST	1.00	LS	20,000.00	20,000.00	0.00	18,000.00	0.00	0.00	0.00	18,000.00
9.00	REMOVE AND DISPOSE EXIST	1.00	LS	25,000.00	25,000.00	0.30	8,250.00	0.30	7,500.00	0.60	15,750.00
10.00	GEOTEXTILE (SUBGRADE STA	17,612.00	SY	1.90	33,462.80	13,587.11	25,758.51	2,714.78	5,158.88	16,271.89	30,916.59
11.00	AGGREGATE BEDDING MATER	1,000.00	TON	21.35	21,350.00	0.00	0.00	73.04	1,559.08	73.04	1,559.08
12.00	BEDDING MATL AGGR.NO.25 C	728.00	TON	18.85	13,726.80	487.85	9,434.26	0.00	0.00	487.85	9,434.26
13.00	NO. 2 OR 3 AGGR.	2,163.00	TON	26.00	54,678.00	2,577.23	64,436.75	10.32	1,258.00	2,587.55	65,188.75
14.00	PRECAST BOX CULVERT (2X1	362.00	LF	1,000.00	481,100.00	147.00	146,100.00	75.00	81,800.00	220.00	231,000.00
15.00	CONCRETE CLASS A3	7.00	CY	1,190.00	8,044.00	0.00	0.00	0.00	0.00	0.00	0.00
16.00	FLOWABLE BACKFILL - CONTR	20.00	CY	267.00	5,340.00	3.00	801.00	0.00	0.00	3.00	801.00
17.00	UNDERDRAIN UD-2	1,108.00	LF	21.40	23,847.00	0.00	0.00	0.00	0.00	0.00	0.00
18.00	UNDERDRAIN UD-3	1,704.00	LF	21.40	36,465.60	0.00	0.00	875.00	18,725.00	875.00	18,725.00
19.00	UNDERDRAIN UD-4	6,330.00	LF	11.75	74,377.50	3,807.00	44,732.25	0.00	0.00	3,807.00	44,732.25
20.00	COMB. UNDERDRAIN CD-2	126.00	LF	16.00	2,064.00	0.00	0.00	0.00	0.00	0.00	0.00
21.00	OUTLET PIPE	232.00	LF	10.70	2,482.40	88.00	941.60	0.00	0.00	88.00	941.60
22.00	15" CONC. PIPE	1,958.00	LF	53.70	105,126.60	1,871.00	100,472.70	0.00	0.00	1,871.00	100,472.70
23.00	15" RADIAL CONC. PIPE	156.00	LF	53.70	8,233.80	0.00	0.00	0.00	0.00	0.00	0.00
24.00	18" CONCRETE PIPE	266.00	LF	60.00	17,280.00	288.00	17,280.00	0.00	0.00	288.00	17,280.00
25.00	24" CONCRETE PIPE	730.00	LF	85.00	62,050.00	666.00	56,700.00	0.00	0.00	666.00	56,700.00
26.00	30" CONCRETE PIPE	910.00	LF	96.00	87,360.00	940.00	90,522.00	0.00	0.00	940.00	90,522.00
27.00	36" CONC. PIPE	1,481.00	LF	116.00	171,796.00	1,481.00	172,396.00	0.00	0.00	1,481.00	172,396.00
28.00	42" CONC. PIPE	456.00	LF	156.00	71,448.00	441.00	68,796.00	0.00	0.00	441.00	68,796.00
29.00	24" END SECTION ES-1	2.00	EA	851.00	1,702.00	2.00	1,702.00	0.00	0.00	2.00	1,702.00
30.00	30" END SECTION ES-1	1.00	EA	1,148.00	1,148.00	1.00	1,148.00	0.00	0.00	1.00	1,148.00
31.00	42" END SECTION ES-1	2.00	EA	1,841.00	3,682.00	1.00	1,841.00	0.00	0.00	1.00	1,841.00
32.00	DROP INLET DI-3B, L=4'	3.00	EA	2,563.00	7,689.00	3.00	7,689.00	0.00	0.00	3.00	7,689.00
33.00	DROP INLET DI-3B, L=6'	13.00	EA	2,982.00	38,766.00	11.00	32,802.00	0.00	0.00	11.00	32,802.00
34.00	DROP INLET DI-3B, L=8'	6.00	EA	2,882.00	17,292.00	5.00	14,410.00	0.00	0.00	5.00	14,410.00
35.00	DROP INLET DI-3B, L=10'	6.00	EA	3,330.00	19,980.00	4.00	13,320.00	0.00	0.00	4.00	13,320.00
36.00	DROP INLET DI-3B, L=13'	1.00	EA	3,127.00	3,127.00	0.00	0.00	0.00	0.00	0.00	0.00
37.00	DROP INLET DI-3BB, L=8'	1.00	EA	4,002.00	4,002.00	1.00	4,002.00	0.00	0.00	1.00	4,002.00

Network for Success
Local Programs Workshop
VDOT Virginia Department of Transportation

Hrs. 1 widening September 2011

[redacted] COUNTY
Route 1 Improvement Project

PROJECT DIARY - DAILY GENERAL SHEET

Page No. _____

Day Thursday Date 09/22/11
Weather Sunny A.M. 7:00 P.M. 3:30
Temperature warm Low 69 High 76
Prime Contractor Worked: Hours 7:00 A.M. To: 3:30 P.M.
Project Number: IFS110004
Contractor: A&W Contracting Co.
Sub-Contractor: _____

Labor:

Laborers	7
Operators	5
Foreman	2
Superintend	1

Equipment: Active
Samsung Excavator with Hammer, 325 Excavator
D-5 Dozer, 963 Loader, Cat Rubber tired loader

Comments:
A&W busy busting out the old existing box culverts and hauling the debris to the county landfill. There really is not too much activity taking place opn the project site other than the demolition and some operators moving dirt around. A&W stockpiling of #3 stone. A&W still has the V.M.S. boards at Brady's Hill Rd.

Item#	Description	Unit	Quantity	Location
9	Removing Drainage structure	LS	0.3	Taking out section of box culvert
13	#3 Aggregate	Tn	70.32	Stone Stockpile for box culverts
81	Group II Channelizing Devices	Day	340	Project Wide
82	V.M.S.	Hrs	48	one N.B.L., one S.B.L. 3x24 hrs

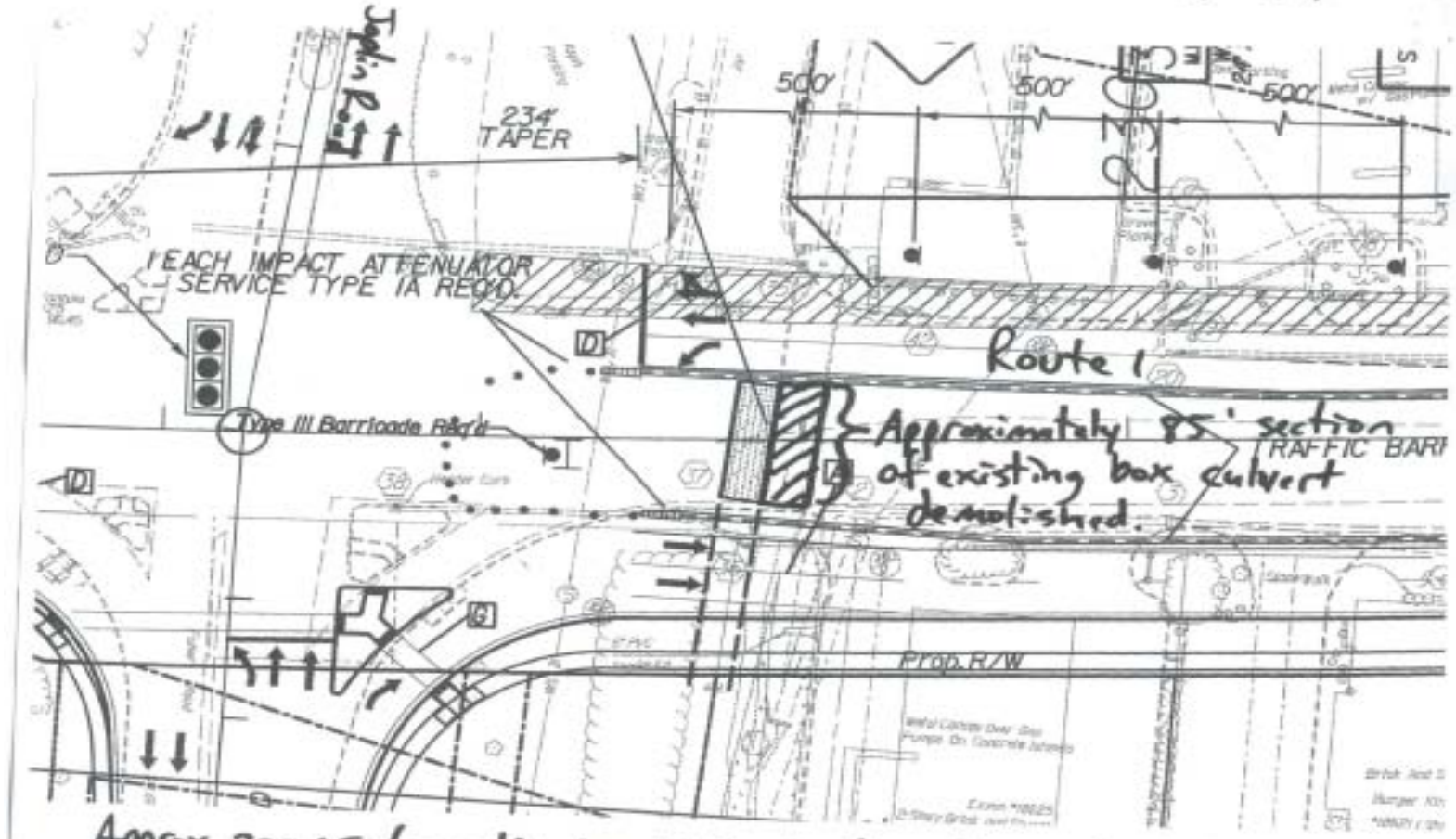
* Equipment Idle
Crane, 450 dozer, backhoe

Signed George M. Sheesley
Inspector Keeping This Diary

Approved By Initials _____
Project Engineer

Pay Item #9

4/22/11



Approx. 200 LF of existing box total, about 85' removed which is approximately equal to 43%..

Virginia Department Of Transportation
Weighperson's Daily Summary

This is to certify that Vulcan Materials (Company Name) STAFFORD (Plant Location)

Shipped the following materials on the below referenced date

Date : 9/12/2011

Project : 0001-076-R11 C501

Route : 0001

County : [redacted]

Type Material: VA #57 Quality Assurance

Job Mix ID:

Lot Number:

Loads: 3

Total English Tons: 73.54

Total Metric Tons: 66.71

☐ Modified Acceptance Program

Jenny McDee
(Bonded Weighmaster)

DEPARTMENT USES ONLY

Department's Verification

Date: 9/16/11

No. Loads Received: 3

Reason For Difference

English Tons Received: 73.54

Metric Tons Received:

English Tons Deducted:

Metric Tons Deducted:

Total Tons: 73.54

Leonard H. Coleman RECEIVED SEP 16 2011 Engineer
(Department Representative (Title)

Department Representative has verified quantities and recorded pertinent information from the weigh tickets or certified delivery tickets.

Printed @ 9/12/2011
TKT12001a

Page #1

OPEN GRADED AGGREGATE - VA #57							
ITEM NO.	DATE MAT'L. RECEIVED	ACCEPTANCE METHOD	SIZE	QUANTITY (TONS)	PLANT	PLANT LOCATION	COMMENTS
11	9/12/2011	QA	VA #57	73.54	Vulcan	Stafford, VA	Route 1 Sta. 232+00 to 235+00 (NBL) Sidewalk over UD-3
			Total	73.54	TONS		
SUMMARY							
11	-	-	VA #57	73.54	TONS	-	

							Progress Estimated Period Ending				9/30/2011
							Request Payment No.				12
ITEM	DESCRIPTION	UNIT	CONTRACT QTY	UNIT PRICE	EXTENDED COST	TOTAL QUANTITY TO PREVIOUS MONTH	TOTAL AMOUNT TO PREVIOUS MONTH	THIS MONTH QUANTITY	THIS MONTH AMOUNT	JOB TO DATE QUANTITY	JOB TO DATE AMOUNT
38.00	DROP INLET DI-3BB, L=8'	1.00	EA	3,319.00	3,319.00	1.00	3,319.00	0.00	0.00	1.00	3,319.00
39.00	DROP INLET DI-3BB, L=10'	1.00	EA	4,226.00	4,226.00	1.00	4,226.00	0.00	0.00	1.00	4,226.00
40.00	DROP INLET DI-3C, L=12'	2.00	EA	3,133.00	6,266.00	2.00	6,266.00	0.00	0.00	2.00	6,266.00
41.00	DROP INLET DI-4B, L=8'	2.00	EA	3,858.00	7,716.00	3.00	11,574.00	0.00	0.00	3.00	11,574.00
42.00	DROP INLET DI-4B, L=10'	1.00	EA	4,189.00	4,189.00	1.00	4,189.00	0.00	0.00	1.00	4,189.00
43.00	DROP INLET DI-4BB, L=8'	1.00	EA	4,811.00	4,811.00	1.00	4,811.00	0.00	0.00	1.00	4,811.00
44.00	DROP INLET DI-4BB, L=10'	3.00	EA	4,803.00	14,409.00	3.00	14,409.00	0.00	0.00	3.00	14,409.00
45.00	DROP INLET DI-4BB, L=12'	1.00	EA	4,375.00	4,375.00	1.00	4,375.00	0.00	0.00	1.00	4,375.00
46.00	DROP INLET DI-12A, L=4'	1.00	EA	3,036.00	3,036.00	0.00	0.00	0.00	0.00	0.00	0.00
47.00	DROP INLET DI-12A, L=8'	1.00	EA	3,949.00	3,949.00	1.00	3,949.00	0.00	0.00	1.00	3,949.00
48.00	DROP INLET DI-12A, L=12'	1.00	EA	5,870.00	5,870.00	2.00	11,740.00	0.00	0.00	2.00	11,740.00
49.00	DROP INLET DI-12C, L=4'	2.00	EA	2,351.00	4,702.00	2.00	4,702.00	0.00	0.00	2.00	4,702.00
50.00	DROP INLET DI-12C, L=8'	1.00	EA	2,583.00	2,583.00	1.00	2,583.00	0.00	0.00	1.00	2,583.00
51.00	MANHOLE MH-2	11.60	LF	528.00	10,992.00	8.80	8,317.20	0.00	0.00	8.80	8,317.20
52.00	FRAME & COVER MH-1	2.00	EA	481.00	962.00	1.00	481.00	0.00	0.00	1.00	481.00
53.00	EROS CONTR STONE CL. A1, I	7.00	SY	67.50	472.50	10.00	675.00	0.00	0.00	10.00	675.00
54.00	EROS CONTR STONE CL. 1, E	248.00	SY	67.50	16,737.50	93.10	6,284.25	0.00	0.00	93.10	6,284.25
55.00	AGGR BASE MAT'L TY I NO.21B	14,734.00	TON	20.00	294,680.00	15,087.59	301,751.80	1,311.84	26,236.80	16,376.43	327,588.60
56.00	ASPHALT CONCRETE TY. BM-1	5,104.00	TON	61.40	313,385.60	1,468.71	90,169.08	1,217.30	74,742.22	2,684.01	164,827.90
57.00	ASPH CONC BASE CR TY BM-2	21,092.00	TON	57.50	1,213,170.00	8,033.78	462,744.58	2,322.85	133,768.18	10,356.61	596,540.74
58.00	FLEXIBLE PAVEMENT PLANING	11,861.00	SY	1.50	18,037.00	0.00	0.00	0.00	0.00	0.00	0.00
59.00	ASPHALT CONCRETE TY. SM-1	448.00	TON	67.50	30,520.00	0.00	0.00	30.14	2,034.75	30.14	2,034.75
60.00	ASPHALT CONCRETE TY. SM-2	4,088.00	TON	67.25	274,886.25	0.00	0.00	0.00	0.00	0.00	0.00
61.00	STD. CURB CG-2	100.00	LF	19.00	1,900.00	0.00	0.00	0.00	0.00	0.00	0.00
62.00	RADIAL CURB CG-2	34.00	LF	17.00	578.00	0.00	0.00	0.00	0.00	0.00	0.00
63.00	STD. COMB. CURB & GUTTER	5,937.00	LF	19.50	115,820.50	3,113.00	60,754.00	5.00	97.50	3,118.00	60,851.50
64.00	RADIAL COMB. CURB & GUTTE	1,092.00	LF	19.00	17,472.00	202.00	3,838.00	0.00	0.00	202.00	3,838.00
65.00	STD. COMB. CURB & GUTTER	202.00	LF	19.50	3,441.00	193.00	3,661.50	0.00	0.00	193.00	3,661.50
66.00	RADIAL COMB. CURB & GUTTE	53.00	LF	19.00	800.00	58.00	1,104.00	0.00	0.00	58.00	1,104.00
67.00	CG-13 DETECTABLE WARNING	45.00	SY	215.00	9,675.00	0.00	0.00	4.00	860.00	4.00	860.00
68.00	HYDR. CEMENT CONC. SIDEW	2,158.00	SY	31.00	66,898.00	0.00	0.00	555.40	17,217.40	555.40	17,217.40
69.00	DIRECTIONAL ISLAND CURB SI	126.00	LF	15.00	1,890.00	109.00	1,635.00	32.00	780.00	141.00	2,415.00
70.00	IMPACT ATTENUATOR SER. T	24.00	EA	1,921.00	46,104.00	3.00	5,763.00	3.00	5,763.00	6.00	11,526.00
71.00	MEDIAN STRIP MS-1	731.00	SY	65.00	47,515.00	0.00	0.00	0.00	0.00	0.00	0.00
72.00	MEDIAN STRIP MS-2	1,099.00	LF	30.00	32,970.00	0.00	0.00	0.00	0.00	0.00	0.00
73.00	GUARDRAIL GR-3	60.00	LF	20.50	1,271.00	0.00	0.00	0.00	0.00	0.00	0.00
74.00	RAD. GUARDRAIL GR-3	118.00	LF	21.50	2,537.00	0.00	0.00	0.00	0.00	0.00	0.00
75.00	ALTERNATE BREAKAWAY CABL	4.00	EA	2,348.00	9,392.00	0.00	0.00	0.00	0.00	0.00	0.00
76.00	TEMP. SAFETY FENCE 4'	1,465.00	LF	0.80	1,172.00	666.00	760.00	0.00	0.00	666.00	760.00
77.00	ALLAYING DUST	700.00	HR	1.15	735.00	23.00	26.30	4.00	4.60	27.00	30.25
78.00	CONSTRUCTION SIGNS	765.00	SF	16.00	12,240.00	765.00	12,240.00	0.00	0.00	765.00	12,240.00
79.00	TRUCK MOUNTED ATTENUATO	300.00	HR	5.50	1,650.00	0.00	0.00	0.00	0.00	0.00	0.00
80.00	TYPE III BARRICADE	14.00	EA	374.00	5,236.00	2.00	748.00	2.00	748.00	4.00	1,496.00
81.00	GROUP 2 CHANNELIZING DEV	25,000.00	DAY	0.55	13,750.00	29,431.00	16,187.05	6,384.00	3,511.20	35,815.00	19,698.25

Network for Success
Local Programs Workshop

VDOT Virginia Department of Transportation

Rte. 1 widening/September 2011

[redacted] COUNTY
Route 1 improvement project

PROJECT DIARY - DAILY GENERAL SHEET

Page No. _____

Day: Monday Date: 9/12/2011
Weather: Sunny A.M.: 7:00 P.M.: 3:30
Temperature: warm Low: 62 High: 83
Prime Contractor Worked: Hours: 7:30AM To: 7:30 PM
Project Number: PE113684
Contractor: A&W Contracting Co.
Sub-Contractor: A-Team

Labor:

Laborers	8
Operators	8
Foreman	2
Superintendent	

Equipment: Active

Comments:
I was off on sick leave today so nothing to add to diary other than Quantities

Item#	Description	Unit	Quantity	Location
11	# 57 Stone	Tn	73.34	Sta. 232 to 235 N.B. S/W underdrain
63	Std Comb. Curb & Gutter CG-6	LF	5	Sta. 232
67	CG-12 Detectable Warning Surface	SY	4	Directional island at Fuller
68	Hyd. Cement Conc. Sidewalk 4"	Sy	249	Sta. 232 to 239+00 N.B.L.
69	Directional Island Curb SI-3	LF	52	At Fuller & Rt 1
81	Group III Channelizing Devices	Day	140	Project Wide
82	VMS	Hrs	48	2 at 24 hrs each for traffic switch
100	Siltation Excavation	CY	26	Thru Out site
101	Silt Fence	LF	48	where needed on site

* Equipment idle

Signed: George M. Sheepley
Inspector Keeping This Diary

Approved: _____
By Initials Project Engineer

See MBP daily report

9/12/11

249 SY Concrete

Station 235+00

232+00

Hydraulic 4" Concrete sidewalk x 6' x 300'
5" stone base for sidewalk

Measured by
George M. Sheesley
G. M. Sheesley

Rte. 1 widening September 2011

[redacted] COUNTY
Route 1 Improvement Project

PROJECT DIARY - DAILY GENERAL SHEET

Page No. _____

Day: Friday
Date: September 2, 2011
Weather: Overcast
A.M. 7:00
P.M. 2:00
Temperature: _____
Low 65
High 81
Prime Contractor Worked:
Hours 7:00 AM
To: 3:30 PM
Project Number: [illegible]
Contractor: A&W Contracting Co.
Sub-Contractor: Cardoza Concrete Co. A-Team Excavating

Labor:		Equipment: Active
Laborers	9	D-5 Dozer, 450 Dozer, 953 Loader
Operators	6	Cat Rubber tired loader
Foreman	2	
Superintendent		

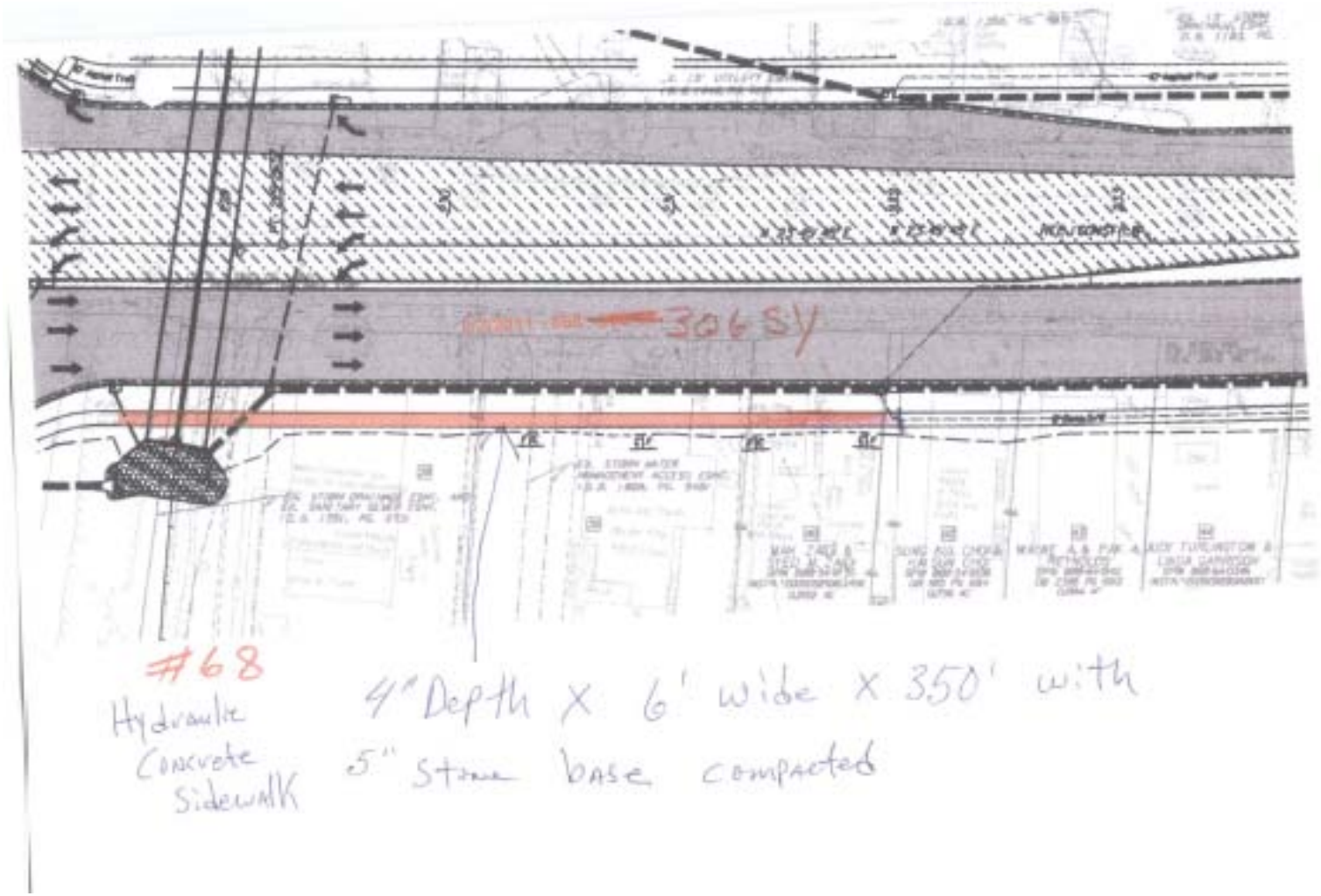
Comments:
This morning at 10:00 A.M had meeting with Mo, Al, Kevin, Charles & myself regarding the asphalt above the Monument area and if it was put in to heavy and when they saw out if their was too much asphalt wasted when they saw out. Decision was not made at this time. Cardoza concrete on project site to pour concrete sidewalks they had concrete set up for 12 noon and they ordered their last truck at 3:15 P.M with traffic getting heavy. They were late getting it poured out. A&W grading crews working on the S.B.L. side around stations 252+00 to 254+50 and the A team were on N.B.L. side placing underdrain where the sidewalks are to go. The other A&W grading crew placing stone for the concrete sidewalks. Virginia paving sub contractor Fredericksburg asphalt mobilized their paving machine onto the project site today so it it will be ready for the day after labor day.

Item#	Description	Unit	Quantity	Location
18	Underdrain UD-3	LF	575	Sta 245+50 to 249+25
55	21 b Aggregate	Tn	140.08	Sta. 237+30 to 239+00
81	Group II Channelizing Devices	Day	140	Project Wide
82	V.M.S. Boards	Hrs	48	Rt 1 N.B.&S.B. lanes 2X 24 hrs ea
190	Junction Box JB S 2	Ea	11	Rt1&Squire, Rt1 & Joplin
195	3" Conduit	LF	585	Rt1&Squire, Rt1 & Joplin
196	4" Conduit	LF	70	Rt1&Squire, Rt1 & Joplin
197	Trench Excavation	LF	955	Rt1&Squire, Rt1 & Joplin
203	Bored Conduit 4"	LF	110	Rt1&Squire, Rt1 & Joplin
60	Hydr. Cement Conc. Sidewalk 4"	Sy	306	228+50 to 232+00 N.B.L.

* Equipment Idle
ALL OTHER EQUIPMENT IDLE

Signed: George M. Sheesley
Inspector Keeping This Diary

Approved By Initials: _____
Project Engineer


306 SY
#68
Hydraulic Concrete Sidewalk
4" Depth X 6' wide X 350' with
5" Stone base compacted

Network for Success

Local Programs Workshop

VDOT Virginia Department of Transportation

Project Documentation
Breakout Session #5 - B
Track – Project Development and Financials

Jeffrey W. Everton C.P.I.I.
Construction Inspection Supervisor, City of Newport News
October 25, 2012

Network for Success
Local Programs Workshop
VDOT Virginia Department of Transportation

City of Newport News
Best Practices
Civil Construction Inspections

- Inspection Program
- Created in house by GIS Programmer
- Web-based Application
- Daily/Weekly/Monthly Reporting
- Tracks Activities and Materials
- Monthly Billing