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CFX CONSTRUCTION PROJECT ADMINISTRATION MANUAL (CFX-CPAM)

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CFX Letter Head Example

CENTRAL FLORIDA EXPRESSWAY AUTHORITY
CONSTRUCTION PROJECT ADMINISTRATION MANUAL (CFX-CPAM)

EFFECTIVE DATE: January 2016

1.0 Introduction

1.1 Purpose and Definitions

Standard operating procedures are required on large construction programs to promote uniformity and efficiency among its constituent parts. The Central Florida Expressway Authority Construction Project Administration Manual (CFX-CPAM) has been developed for this purpose and to provide manual lines to the Resident Engineer and field staff for the administration of construction contracts. The CFX-CPAM also defines the various responsibilities of agencies directly involved in the construction process.

Construction Management: Construction Management is the independent audit and management of a large single construction project. The project may include a large, single construction contract or multiple, smaller construction contracts. Construction Management will be the responsibility of CFX, who may authorize a designated Construction Management Consultant (CMC) to perform some of these functions. This manual will refer to CFX when referring to either the Central Florida Expressway Authority or the designated CMC.

Construction Engineering and Inspection ("CEI") Consultant: The CEI Consultant provides construction engineering and inspection services during the construction phase of a project. These services usually include monitoring of the construction work through inspection and testing, monitoring progress against the construction schedule, producing, checking and recommending interim and final payments; administration and evaluation of changes, coordination of utility companies, coordination with and response to concerns from adjacent property owners, and providing documentary records that the project has been built in substantial and reasonable conformity with the Contract plans and specifications. The CEI management will typically include a Resident Engineer who will be supported, depending upon the size of the project, with secretarial/administrative staff, Project Engineer, Office Engineer, and Inspectors. The Resident Engineer may supervise a single project, or multiple projects.

Resident Engineer/Sr. Project Engineer: The person responsible for the execution of the construction phase services under the CEI Agreement. The term "Resident/Sr. Project Engineer" or abbreviation "RE/PE" when used in conjunction with an action, activity or a response does not necessarily imply that the action, activity or response is to be performed by the RE. It is understood that the RE may delegate such tasks to other members of the field staff. However, the RE will remain responsible and accountable for the performance of those tasks.

CFX: The Central Florida Expressway Authority (CFX) is the owner and final authority on the decisions and direction for the administration of the CEI Contracts and the management of the Construction Projects.

1.2 Scope

The scope of the CFX-CPAM includes the direction that must be integrated with individual contract requirements, client requirements and other manuals in a way that will provide maximum uniformity while maintaining and permitting reasonable flexibility.

The Resident Engineer is expected to use sound judgment in the use of the CFX-CPAM and in the use of other relevant Manuals. The Resident Engineer's reporting responsibilities will vary depending upon the type of project.

This manual contains procedures designed to provide uniformity and effectiveness in the day- to-day administration and management of all Central Florida Expressway Authority ("CFX") Construction Contracts.

The procedures address:

1) Documentation and monitoring of construction activities that verifies to CFX that the provisions of the Construction Contract(s) document(s) are being reasonably fulfilled

2) Continuity of involvement of CFX's General Engineering Consultant ("GEC") and EOR in submittal reviews, document interpretations and construction observations to verify that the requirements of the Construction Contract(s) document(s) are being reasonably met

3) A structure for the Construction Contractor(s) to organize project procedures and ensure a common understanding of the lines of communication among all participants

4) Claims/disputes identification, notification, documentation, recommendation and resolution

The reporting relationships and responsibilities of CFX, the CMC, the GEC, the EOR, the CEI, and the construction Contractor(s) are clearly indicated in the manual.

1.3 Revision Process

CFX is responsible for maintaining the manual in a current and pertinent state. These responsibilities include providing new policies and procedures and/or revisions to the field promptly. Revisions will include date of issue and revision number.

It is the intent that this manual be a "living document". Regular reviews by the users should lead to suggestions for improvements, modifications, additions or deletions. Suggestions are welcome and should be forwarded to CFX or designee. Suggested modifications will be reviewed and, where desirable, incorporated in periodic revisions.

Suggestions or comments relating to the content of this manual should be forwarded to:

Central Florida Expressway Authority
Attn: Director of Construction
4974 ORL Tower Rd
Orlando, FL 32807

1.4 Responsibility of CEI

The Resident Engineer must carefully study the CEI Agreement ("Agreement") and ensure that the services specified in the Agreement and Scope are performed and/or provided. The Resident Engineer or the senior representative on the project must also monitor the work of their staff closely. Periodically, but not less than at the 30, 60 and 90 percent complete stages of the project, the Resident Engineer shall implement an internal quality audit of their field and office operations. Records of the findings of this review are to be available within the CEI Project files and when requested, be sent to the Director of Construction at CFX for review. The CMC will provide IA reviews of the CEI progress periodically and will utilize these reviews to ensure the QA process is functioning as intended.

1.5 Abbreviations

The following abbreviations are used in this Manual:

PIC	Principle in Charge
RE	Resident Engineer
PE	Project Engineer
PA	Project Administrator
OE	Office Engineer
SDE	Section Design Engineer (often referred to as the Engineer of Record (EOR) or Architect/Engineer (A/E))
EOR	Engineer of Record
CSS	Contract Support Specialist
GEC	General Engineering Consultant

CMC	Construction Management Consultant
CEI	Construction Engineering and Inspection Consultant
FDOT	Florida Department of Transportation
CFX	Central Florida Expressway Authority (CFX)

2.0 Organization

2.1 Purpose

This section is provided to outline the required flow of documentation, and to describe some of the roles and responsibilities for each of the entities involved in the execution of the Contract.

2.2 Responsibilities

Central Florida Expressway Authority ("CFX"): CFX is the agency responsible for the operation, maintenance, and expansion of the expressway system in the Central Florida area. This expansion work is conducted under the direct control of CFX staff. CFX's staff may administer the Construction Program through the services of the CMC and multiple CEI's.

Construction Management Consultant ("CMC"): The CMC is the firm contracted by CFX to perform Independent Assurance throughout all aspects of construction, and to document the performance of the overall construction process. The CMC provides reviews of various project related documentation at determined intervals, as well as field reviews of construction practices to ensure quality for CFX.

Construction Engineering & Inspection Consultant ("CEI"): Through its Resident Engineer, the CEI is directly responsible for the daily construction contract administration, construction engineering, inspection, and verification testing of CFX's construction contracts in accordance with these policies, procedures, and accepted practices. The CEI's specific responsibilities are to certify and/or verify that:

1) The work is constructed in reasonable conformity with the contract documents, and that proper/safe construction practices are employed throughout the life of the contract
2) The Contractor(s) complies with all contract requirements, including all governmental, environmental, and permitting requirements
3) The work is completed on schedule and within budget
4) Completed work has been verified prior to payment
5) Field inspections, testing, and sampling are conducted and documented regularly
6) The Contractor's Quality Control Program meets the project's Quality Assurance objectives
7) Effective communications exist between CFX and the Contractor(s)
8) Acceptable public relations are maintained between the Contractor(s), CEI, CFX and the public
9) The Contractor(s) is notified of all revisions to the contract. All Supplemental Agreements are submitted with complete documentation to CFX and approved prior to the Contractor performing the work
10) A claim history summary is maintained and merit evaluations of all Contractors' claims are provided
11) Claims are equitably and promptly adjudicated according to the resolution outlined in the specifications
12) All project construction actions, meetings and contacts with the public, private individuals, or organizations are accurately and completely documented

13) All records and documents required by CFX, including daily logs, measured quantities, audio/visual documented reports, diaries, and a current as constructed (as-built) set of project drawings are regularly maintained

14) All project closeout documentation is complete for turnover to CFX within thirty (30) days of project acceptance

15) All requirements set forth in the CMC/CEI contract are met

Contractor: The Contractor(s) is responsible for the construction of the roads and structures within the time frame, and in accordance with the plans and specifications, of the contract. The Contractor's day-to-day interface with CFX will be through the CEI.

General Engineering Consultant ("GEC"): Acts as an extension of CFX's staff in managing design. This responsibility includes managing and administering the individual Section Design Engineers and related contracts for design and post design services.

Engineer of Record (EOR): The Section Design Engineer (SDE) or Engineer of Record (EOR) is responsible for the preparation of the design, drawings, specifications, and estimated quantity of work for each contract package. The SDE/EOR works under the direction of the GEC.

2.3 Lines of Communication

1) The Resident Engineer will report to CFX and provide information/materials to all CFX staff in the timeframe requested

2) CFX, CEI (Resident Engineer) and Contractor shall designate, in writing, their primary project contact person. Should any change occur that would cause a change of the primary contact person, immediate written notification should follow

3) Communications will follow the organizational channels outlined herein

4) Materials, testing or specification questions should be directed to the CMC for determination, and in the event of a disagreement may be referred to the Director of Construction for final determination

5) Formal Communications, defined as those having substantial impact on the project, will be in writing. Oral discussions, falling into the substantive category, will also be confirmed in writing to all parties present and affected by such discussion. CFX will be notified immediately of any item that may result in a change to scope, schedule or cost

6) RFI's (Request for Information) – All RFI's that cannot be answered at the CEI level will be forwarded to the EOR and/or the GEC. In general, design related items will be sent to the EOR and items that may require a preference response will be forwarded to the GEC. In all instances, the GEC will be advised in advance of the RFI content and the CEI/GEC will determine which party shall provide a response to the RFI. The GEC will be made aware of the response and may intercede in the process if the response is not adequate or in the best interest of the project. Responses to RFI's will be returned to the CEI and then forwarded to the Contractor. The CEI will forward the response to CFX representative and update the RFI log. During the RFI process, the CEI will contact CFX representative and keep them informed of the RFI question and the response. If upper level personnel are required to formulate a response, then there will be discussions between CFX representatives, CEI and the GEC

7) Shop Drawings - All submittals/shop drawings from the Contractor or returned to the Contractor will be through the CEI. The CEI will maintain a shop drawing/submittal log. The CEI will maintain a file with a copy as submitted and an approved copy. The file will also include copies that are returned for corrections. For submittals to be reviewed by the EOR, the CEI will send the submittals to the EOR, with a copy of the submittal to the GEC. For submittals to be reviewed by the GEC, no copies of the submittal will be sent to the EOR. The GEC will establish a list of the required submittals and whether they should be sent to the GEC or EOR for review

2.4 Project Manuals

CEI's will ensure that their field office has available an applicable copy of the following manuals or computer listings:

1) Central Florida Expressway Authority Construction Project Administration Manual (CFX-CPAM)
2) CFX Contract General Specifications, Special Provisions, Addendums, and Technical Specifications for Roadway and Bridge Construction Projects
3) CFX Emergency Response Manual
4) The FDOT Standard Specifications for Road and Bridge Construction, required edition and supplements thereto
5) FDOT's current Construction Project Administration Manual ("CPAM")
6) The current FDOT Roadway and Traffic Design Standards
7) The current FDOT Structures Standards
8) The current FDOT Field Sampling and Testing Manual
9) The current FDOT Materials Directives. The directives convey certain practices and procedures relating to the sampling and testing of materials entering into construction projects
10) Each of the FDOT's following estimate preparation aids
    a) FDOT Basis of Estimates
    b) FDOT Standards for Final Estimates
    c) FDOT (Sample) Computation Manual
11) The current Manual on Uniform Traffic Control Devices for Streets and Highway ("MUTCD")
12) Federal Regulations, Part 1926, Occupational Safety and Health Regulations for Construction
13) FDOT Qualified Products List ("QPL")
14) CFX CEI Manual List

2.5 CEI Contacts and Interface

The CEI's contact with the various entities shall be governed in accordance with the following:

1) Contact with CFX: CEI's contact with CFX may occur through the designated CMC as directed by CFX
2) Contact with the Contractor(s): The CEI will conduct their relations with the Contractor(s) in a professional and business-like manner. Where disagreements cannot be resolved, the Resident Engineer will refer the matter to CFX or the CMC depending on the nature of the issue. All correspondence and communications with the Contractor will be through the CEI
3) Contact with Utilities: The CEI will provide coordination between Utility owners and the Contractor on all necessary utility location and/or utility relocations
4) Contact with the Public: When the CEI receives notice concerning accidents, damages, noise, road or area conditions, obstruction, perceived unsafe conditions, etc., the CEI will keep CFX informed of the status and make a record of such in their daily log and file an Incident/Accident Report. When notices are received, the CEI will make an immediate response, take appropriate action, personally follow-up to verify that the situation is resolved, and document every step from notification through resolution. The CEI will relay information of such incidents to CFX, who, in turn, will rely on such to keep the public informed

5) Contact with the Media: The CEI will treat the media courteously. However, the CEI shall at all times, be governed by their CEI/CFX agreement. When the media visits any jobsite the CEI will notify CFX as soon as possible, by informing CFX's Director of Construction or in his absence, the Public Information Officer. CFX's designated representatives authorized to issue position statements or releases to the media are the Director of Construction and the Public Information Officer

6) Contact with the SDE/EOR: When the CEI contacts the SDE/EOR, the CEI will keep CFX and GEC informed with copies of correspondence

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2.6 Required Meetings

Meetings will be used to review progress, coordinate significant changes in policies and procedures, identify and/or resolve actual or potential problems, or other reasons.

1) Minutes, signed by the RE, will be maintained in a concise manner addressing specific results, actions required, and individuals or firms responsible for taking, or affecting, such action. Dates will be established for appropriate follow-up and are to be included in the minutes

2) A copy of the minutes will be sent to all attendees within three (3) business days after the date of any meeting with a request that any discrepancies with the minutes be expressed in writing to the RE within five (5) calendar days of receipt of the minutes

3) Copies of the minutes will be retained in the Official Contract File and should be available for review by CFX as required

The following procedures outline the minimum requirements for meetings held with the Contractor(s):

1) Preliminary Activities: The preparation and distribution of a meeting agenda at least three (3) business days in advance of a scheduled meeting consisting of the following items:

   a) Review and approval of previous meeting minutes

   b) Listing of those invited to attend

   c) Location of meeting

   d) A detailed list of items to be discussed

   e) Listing of Action Items and associated responsibility

2) Meeting Specifics:

   a) Schedule a regular time on a weekly or bi-weekly basis or as often as deemed necessary

   b) Held in the CEI office

   c) Chaired by the Resident Engineer or his/her designee

   d) Attended by appropriate members of the CEI's and CFX/CMC's staff, Contractor(s), utility owners and others as required

   e) All meetings shall be audio recorded. These recordings will be used to prepare meeting minutes. Hard copies, if not kept electronically, shall be labeled with the date of the meeting and retained at the project site for the duration of the project

3) Post Activities: In order to ensure the consistency of minutes throughout the project, a brief description of action items with the responsibilities appropriately assigned and completion dates properly identified must be included

<u>CEI (Resident Engineer)/Contractor(s) Weekly Coordination Meeting:</u>

The discussion shall include:

1) Utilities relocation and/or conflicts
2) Fiber Optic Network Location, Maintenance, and Protection
3) Review of project (Contract) progress and a cursory schedule review
4) Review of current, unresolved, or anticipated problems
5) Review of Supplemental Agreements, Force Account Work, and Claims and Status of Submittals, as required
6) Status of Incidents/Accidents
7) List of upcoming events and the two (2) week look ahead schedule
8) Status of outstanding Issues
9) QC concerns
10) M.O.T.
11) Erosion control
12) Safety issues

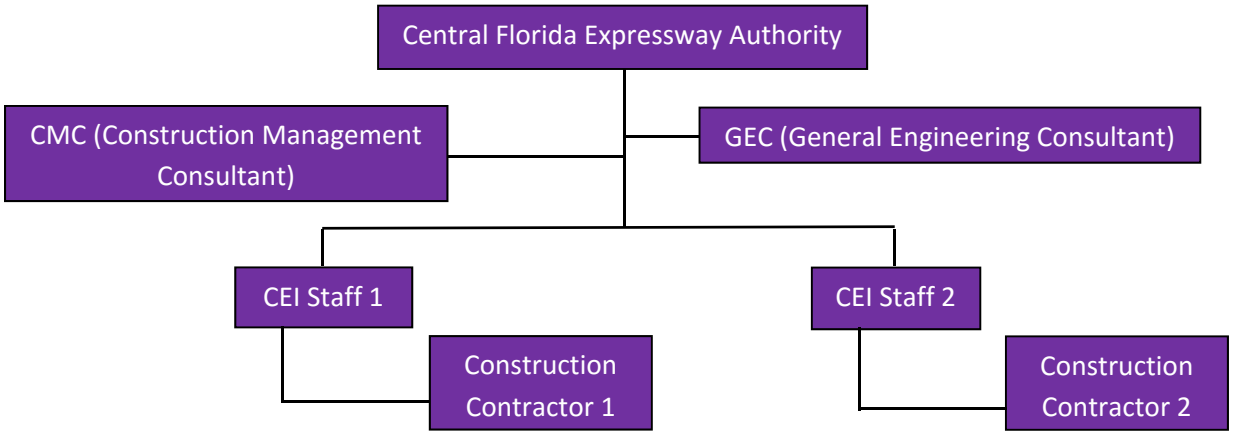
<u>CEI (Resident Engineer)/Contractor(s) Monthly Scheduled Meeting:</u>

The discussion shall include:

1) Identification of any changes to the critical path
2) Progress along the critical path
3) Activities that have portions of their float consumed
4) Progress of utility relocations and/or potential conflicts
5) Review of current, unresolved, or anticipated problems that may impact the progress of the project
6) Review of impacts related to submittals, changes to the Work and claims
7) List of upcoming events
8) Progress toward milestones
9) Schedule updates and approvals

2.7 Organization Chart

Typical CFX/CEI/Contractor Functional Organization Chart



3.0 Pre-Construction3.1 Preconstruction Activities

3.1.1 Purpose and Definitions

The purpose of the Pre-Construction Activities is to prepare for the start of construction by all parties involved including CFX, the Contractor, the CEI, utility companies, City, County, FHWA, Coast Guard, police, Highway Patrol, Sheriff, Department of Environmental Protection, each agency issuing a permit of any kind for the work, etc.

The following definitions are referenced in this section:

Pre-Bid Meeting: A meeting between the prospective bidders and CFX to review any unusual aspects of the plans and specs, to answer and clarify questions for all bidders, and to provide an open forum for all project participants to discuss the requirements of the project

Pre-Award Meeting: A meeting between the selected Contractor and CFX prior to contract award to review the contract documents and reach an understanding concerning the scope and schedule requirements

Preconstruction Conference: A meeting held between all interested parties prior to beginning any construction work on the project. The Contractor's representatives, CFX representatives and all other parties having an interest in the project are expected to attend

3.1.2 Pre-Bid Meeting

The Pre-Bid Meeting is held after the Advertisement has been made and before the construction bid due date. The CEI manages the meeting with the assistance of the GEC and CFX if requested. The meeting is sometimes called a Bid Clarification Meeting because one of its main purposes is to answer questions and clarify any misunderstandings concerning the scope, schedule, or specifications concerning the construction bid. This meeting is not recorded; however, questions should be answered in writing. A typical agenda would include:

1) Opening Remarks/Sign-in/Introductions
2) Project Description/Organization
3) Instruction to Bidders (incl. Bid Requirements, Pre-Award Meeting, M/WBE Requirements, Bid Security)
4) General Specifications (incl. fuel price adjustments)
5) Technical Specifications

6) Special Provisions
7) Project Specifics
8) Questions from Bidders
9) Open Floor/Questions

3.1.3 Pre-Award Meeting

The Pre-Award meeting is held after the Contractor is selected but before award of the contract. At this meeting, the plans, specifications and other Contract Documents, which were used by the Contractor in preparing their offer, are reviewed. Items that could be the cause of potential claims are identified and CFX makes corrections and interpretations, as CFX deems necessary to reflect the intent of the plans and specifications.

The Project Engineer will request that the Contractor submit a list of plan errors, omissions or ambiguities and any other items that need to be discussed at the pre-award meeting to clarify the Plans and Special Provisions. In addition, the Project Engineer will ask the Contractor if they intend to request any alternates or substitutions for material items included in their bid. The Special Provision concerning Owner Direct Purchase of Materials (ODPM) option will be discussed. A Memorandum of Agreement is signed at the pre-award meeting to document all clarifications discussed at the meeting.

3.1.4 Preconstruction Conference

A meeting held between all interested parties prior to beginning any construction work on the project. The Contractor's representatives, CFX representatives and all other parties having an interest in the project are expected to attend.

Affected Parties, Including But Not Limited To:

1) Utility Companies
2) City
3) County
4) Federal Highway Administration
5) Police, Highway Patrol, Sheriff
6) Florida Department of Transportation District Representatives
7) Contractor Representatives
8) Subcontractor Representatives
9) Contractor Supplier Representatives
10) Special Interest Representatives
11) Engineer of Record
12) CFX/CMC
13) Any agency having permitting authority
14) Emergency Medical Personnel
15) Dispute Review Board

The Project Engineer shall schedule and conduct a preconstruction conference after receipt of a copy of the Notice of Award and prior to any work beginning. The scheduled date of the conference shall be selected to accommodate the interests of all affected parties. Notice of the scheduled date must include a brief description of the project. The project description must be written in terms easily understood by the general public.

A utility coordination meeting will also be held with the Contractor and all utility companies. This meeting

should be held as soon as possible after receipt of a copy of the Notice of Award. The purpose of the meeting is to determine the utilities' progress/status of proposed relocation.

The preconstruction conference notice shall contain the date, time and the location of the meeting. The notice shall be sent to the parties known to have an interest in the proposed project. The notice addressed to the Contractor shall contain a list of items they are required to bring to the conference or submit prior to the conference such as; erosion control and storm water pollution prevention plans, maintenance of traffic plan, proposed work schedule, certificate for maintenance of traffic supervisor, vehicle registration affidavit, Quality Control Plan, etc. The Project Engineer will prepare an agenda similar to the one shown below in Section 3.1.5. The agenda should include certain submittal requirements as required per the Contract.

The minutes of the preconstruction conference shall be reduced to typewritten form as soon as practical. A copy of the completed minutes shall be sent to all attendees of the preconstruction conference and any other interested parties within fourteen (14) days from the date of the meeting with a request that any errors and omissions in the minutes be returned to the writer within fourteen (14) days. All preconstruction construction dialogue must be recorded by tape recorder or video. The tape recording will be retained as part of the project records.

3.1.5 Sample Preconstruction Conference Agenda

1) Project Description
2) Delineation of lines of authority. Names and emergency telephone numbers for the Contractor, CFX and others will be entered into the record
3) Proposed Starting Dates - Contractors and Subcontractors - flextime (selected projects) - lead-in time and number of shifts or extra hours they propose to be working, etc
4) Each utility representative to give an up-to-date report of the status of utility adjustments, relocations, removal and new installation. In addition the utility representative shall furnish the names and phone numbers of contact persons who will be available on call. A Contractor/utility meeting schedule shall also be established
5) Maintenance of traffic plans review and discussion. Discuss if Contractor plans to use CFX designed TCP or will submit an alternate TCP for approval
6) Construction schedules, progress chart submittals. When appropriate, establish meeting schedules (weekly-monthly) and locations to discuss job progress and to determine controlling work items for the next review period
7) Business and Community Impact Plan
8) Emergency Management Manual for hurricanes or other emergency evacuation plans should be discussed (i.e., securing project, responsibilities, etc.). Project-specific evacuation plans should be developed as soon as possible and give details as to phases or major activities that could possibly be affected
9) Partnering session with approved facilitator if required
10) Dispute Review Board
11) Insurance policy requirements
12) Contractor's Vehicles registered in State of Florida. The Contractor's affidavit is due on the first working day of the project
13) Erosion control and storm water pollution prevention plans and discussion
14) Environmental permits review and discussion. NPDES Requirements
15) Establish agreement to the accuracy of the existing ground elevations to be used to calculate earthwork quantities. CEI will follow-up with formal letter to Contractor

16) Verify the survey datum being used on the project

17) Special requirements when the Contractor is required to furnish borrow pits (if applicable)

18) Contractor's request for an endangered species biological investigation (if applicable)

19) Discuss the monthly estimate procedure and required submittals for each estimate

20) CEI or materials testing – procedures, relationships, responsibilities

21) For Mass Concrete elements that are identified in the project plans, the Project Engineer will establish the following:

    a) The Contractor shall submit proposed Mass Concrete Temperature Control Plans for review and acceptance by CFX at least ten (10) working days prior to the proposed Mass Concrete placement

    b) Rejected Plans must be resubmitted, addressing CFX's comments. A re-submittal of the Plan may require an additional ten working days for review and acceptance by CFX

22) When a project includes bridge construction or drilled shaft, the following items are to be considered:

    a) Level II Concrete Plan

    b) Pile Installation Plan

    c) Drilled Shaft Installation Plan

23) Shop drawing submittal procedure:

    a) Structural

    b) Nonstructural

    c) Toll Plaza

24) Unusual project features or important specs

25) Copy of the QP–2 Certification for the Contractor performing any lead-based painting work (prime or Subcontractor)

26) The requirements of the Quality Control (QC) Plan, the identification of key personnel for the Contractor, QC firm and the CEI, and the establishment of lines of Communication

27) A discussion on QC testing requirements for Concrete, Embankment, Structural Backfill, Stabilized Subgrade, Limerock Base and any other specific testing requirements

28) A brief discussion should be held regarding asphalt placement, and the requirement for a pre-paving meeting to be held in accordance with the specifications. Additional information regarding this meeting is available in CFX-CPAM Section 4.8

29) A discussion on payment for stock piled materials, Certification and Request for Payment for Stockpiled Materials

30) Requirements for submitting requests for sublet specialty work, Certification of Sublet Work, and Notice of Rental Agreement

31) Submittal procedure and notice requirements for time extensions, claims, and extra work

32) Contract time extensions requests, adjustments, initiating time extension requests, justifications for time extensions (controlling work items affected, conditions beyond Contractor's control, and no weather related justifications, etc.)

33) Discuss actions to be taken if an “unpaid bill” letter is received by CFX

34) If a Consultant is providing the construction engineering and inspection or materials testing, then discuss

the procedures, relationships and responsibilities that exist between the Consultant, CFX and the Contractor

35) Warranties, Warranty/Maintenance Bond, Guaranteed Specifications, if required

36) Third party claims and the process of using an independent reviewer of the claims

37) (If applicable) Provide a copy of the specific procedures, along with applicable forms, concerning Owner Direct Purchase Materials

3.1.6 Initial Survey and Control Points

CFX provides control points and benchmarks as identified in the Plans along the line of the Project to facilitate the proper layout of the work.

1) The CEI will confirm that the Contractor is using the correct datum
2) The CEI will accompany the Contractor when the Contractor's surveyor takes initial x-sections
3) The CEI will verify that the Contractor is taking shots in appropriate places
4) The CEI will accompany the Contractor and the Surveyor-of-Record to uncover or reset control points

3.1.7 Initial and Final Project Condition Reports

Prior to the start of construction, a joint review will be performed with representatives of Maintenance and Construction. This review will determine and document, in writing, the condition of items such as highway lighting, signing, striping, drainage, pavement surface and turf prior to construction. The review should extend beyond the construction limits to include adjacent features that may be damaged during construction.

Any items that are not in the construction scope to be repaired or replaced must also be identified and the condition documented such that the condition at final acceptance of the project can be verified to match the condition prior to construction. The CEI will generate an Initial Project Condition Report and provide a copy to Maintenance, the Contractor and include a copy in the Final Closeout Manual.

3.2 Project Scheduling

3.2.1 Purpose and Definitions

The project schedules required on each project should be working documents used by the Contractor to plan and direct the construction project. The Contractor must coordinate their own work with that of the Subcontractors and utilities. The schedule is a management and communications tool that will be used to anticipate and prevent problems from occurring.

The following definitions are referenced in this section:

Baseline Schedule: The required schedule of work activities that is initiated by the Contractor. This schedule defines the Contractor's plan to complete the construction project within the allotted time consistent with the contract documents

Controlling Work Items: Refer to Section 6.3.3.1 of the General Specifications. In a Critical Path Method (CPM) Schedule, these work items or activities are on the critical path

Preliminary Schedule: The bar chart schedule submitted at the Preconstruction Conference that details the Contractors activities for the first 120 days of the project. The bar chart does not have to be CPM generated

Updated Schedule: A schedule is updated by the addition of actual start dates, actual finish dates, percent complete to activity data, added activities, changes in sequence, and project duration

3.2.2 Contractor's Schedule Review

The Contractor submits his Preliminary Schedule during the Preconstruction Conference. The Preliminary Schedule details the Contractor's planned work for the first 120 days of the project and shows summary activities for the remainder of the work covering the entire scope of the project. The Preliminary Schedule does not need to be CPM

generated and does not need to show critical paths. The CEI should review the schedule to check that all scope for the project is included and that the correct schedule milestone dates are shown.

Within 90 days of the Notice to Proceed, the Contractor prepares a Baseline Schedule in accordance with contract documents. The Contractor's schedule is submitted to the Project Engineer. The Project Engineer, reviews the schedule, and if it meets contract requirements, submits a letter of acceptance to the Contractor. If the schedule does not reflect a reasonable or feasible plan to construct the project in the authorized contract time or the schedule is not prepared according to the specifications, the schedule will be returned to the Contractor for modification.

The following items should be checked:

1) The schedule reflects the phases in the MOT plan
2) Activities are broken out by phase
3) Phases are in correct sequence
4) Order of the activities is logical
5) The schedule contains all milestones specified
6) Utility work is shown and is consistent with relocation schedules supplied by the utility companies
7) Activity durations appear reasonable
8) Level of detail reflects the complexity of the project
9) Complete and concise description of the Contractor's Construction Plan
10) The submittal is complete as per the contract documents and contains preparation (Contractor's time) review and approval, and fabrication and delivery (manufacturer's/supplier's time) activities for each category of submittal required
11) Activities include procurement time for material including shop drawing submittal and approval process
12) All non-workdays are shown
13) Check constrained activities

If the schedule submitted by the Contractor shows an early completion date, the schedule should be reviewed thoroughly. The early completion date shown on the schedule could be attributable, in whole or in part, to errors in logic, unrealistic production rates, or the absence of critical activities. A schedule may not be rejected solely on the basis of having a completion date earlier than that shown on the contract.

All schedule rejections should be in writing detailing the reasons for rejection. Schedule acceptance must be in writing.

3.2.3 Baseline Schedule Acceptance and Updates

After acceptance, this schedule becomes the baseline schedule. This baseline schedule is the schedule by which progress of the project is gauged. Copies of the baseline schedule will be kept in the Project Engineer's Office.

When the contract specifies a CPM Schedule, the schedule should be updated on a monthly basis to coincide with the progress payment period. These updates should include all approved time extensions, and supplemental agreements. The schedule update process should include updating the activity actual start and finish dates, percent completion, remaining duration, and adjusting schedule logic to correct for activities being performed out of sequence. The Contractor should not change an activity original duration for any reason. The updates should be reviewed for accuracy and any significant revisions in logic or duration from the baseline schedule must be addressed in writing when found to be in conflict with the contract. Copies of updates will be kept at the Project Engineer's Office.

3.2.4 Revisions to the Baseline Schedule

When the contract time is significantly altered by time extensions or supplemental agreements, CFX may request the Contractor to submit a revised schedule. Requests for revised schedules should be in writing and their subsequent acceptance must be in writing.

The Contractor's proposed revision shall include all transmittals, reports, diagrams, and bar charts listed in the specifications, unless CFX requests otherwise in writing. In its required narrative report, the Contractor shall state whether or not the proposed changes affect the longest path of the accepted baseline schedule or the proposed updated baseline schedule, which contains progress.

The CEI has fifteen (15) calendar days to review and transmit a written notice of acceptance or rejection of the Contractor's proposed revision. If the CEI rejects the proposed revision, the reason(s) for rejection must be in the written notice. The Contractor shall have five (5) calendar days to re-submit the proposed revision to CFX. Upon acceptance of the proposed revision to the accepted baseline schedule, the proposed revision to the baseline schedule shall become the accepted baseline schedule. The Contractor should incorporate the revision into the next scheduled updated baseline schedule.

3.2.5 Required Schedule Submittals

Preliminary Schedule and Narrative

The Baseline Schedule Submittal should include the following documents:

1) Transmittal
2) Schedule Narrative
3) Longest Path Bar Chart
4) Area Code Bar Chart
5) Activity ID Report showing Predecessors and Successors
6) Cash Flow Curve
7) Tabular Revenue Report
8) Primavera Schedule Backup

The Schedule Updates submitted each month should include the following documents:

1) Transmittal
2) Schedule Narrative
3) Longest Path Bar Chart
4) Area Code Bar Chart
5) Primavera Schedule Backup

The Contractor is to submit a Two-Week Look Ahead Schedule produced weekly using a spreadsheet program. This will be reviewed at the weekly project progress meeting.

3.2.6 Withholding Progress Payments

Specifications for project schedules allow the withholding of a portion of the progress payments to the Contractor if the Contractor fails to finalize either the initial or a revised schedule in the time specified in the specifications.

If a Contractor is making a good faith effort at developing a schedule, withholding payments may not be appropriate. If a Contractor is not making a good faith effort, the project personnel can use withholding payment to convince a Contractor that CFX is sincere in its desire to have a good schedule. A good schedule implies good coordination and good communication.

3.3 Quality Control Plan

3.3.1 Purpose

Certain materials require production under an approved Quality Control Plan (QCP) to ensure that the materials, whether manufactured or processed, or procured from suppliers or Subcontractors, meet the requirements of the contract. For these types of materials, the Contractor must submit a Quality Control Plan within 21 calendar days after the award of the contract in accordance with Section 105 of the FDOT Standard Specifications for approval to the CEI.

3.3.2 Review and Approval

The CEI has a total 21 calendar days from the date of receipt of the QCP by the Project Engineer to respond to the Contractor. The CEI must provide the Contractor with a detailed explanation of all items that are not accepted in the plan if any exist. No phase of work covered under the QC program can begin until the Project Engineer or designee has approved the QCP for that phase of work. If a portion of the QCP is in compliance, the Contractor may begin work for that phase, but not for phases that are non-compliant.

3.3.3 Disapproval

The following conditions may result in the disapproval of the QCP, in part or all inclusive:

1) Failure to comply with the requirements of Section 105 of the FDOT Standard Specifications
2) Repeated failure of materials to meet Specification requirements
3) Failure to take immediate corrective action relative to deficiencies in the performance of the QC program
4) Notification from CFX or CMC of disapproval of a QCP

The CEI or designee shall notify the Contractor within two (2) working days of finding a condition or conditions warranting the disapproval of the QCP. Notification of such disapproval shall clearly state area(s) of concern and non-compliance with the Specifications and requirements of the Contract.

If at any time the Contractor is not in compliance with the approved Quality Control Plan, or a part thereof, affected portions of the plan will be disapproved. The Contractor must cease work in the affected operations, and submit a revision to the CEI. If the QCP, or any part, must be revised, the Contractor must submit the revision to the CEI. The CEI will review the revision, forward to the CMC, and respond within seven (7) calendar days of receipt.

3.3.4 Quality Control Plan Review Checklist

3.3.4.1 Personnel:

Does the plan list qualified people with their Training Identification Numbers (TIN) for all technicians performing sampling, testing, and inspection for both field and laboratory test? Are all qualified personnel along with their qualifications listed? The PE should check the database on CTQP website for validation of qualifications on a random basis.

Does the QC Plan list a Quality Control (QC) Manager who has full authority to act as the Contractor's agent to institute any and all actions necessary for the successful implementation of the QC Plan? Confirm that the designated QC Manager has the required qualifications, speaks and understands English, and is either on the jobsite daily, or is available within four (4) hours' notice to administer the QC Plan.

3.3.4.2 Raw Materials

3.3.4.2.1 – Sources

Does the QCP identify the suppliers of raw materials? Are the locations and plant and pit numbers supplied when appropriate?

3.3.4.2.2 – Certification

Does the QCP describe the methods of verifying compliance of certification with the specifications?

3.3.4.2.3 – Disposition of Failing Materials

Does the QCP incorporate the system for controlling non-conforming materials, including procedures for identification, isolation, and disposition?

3.3.4.3 Storage Facilities for Raw Materials

Does the QCP describe the measures and methods, including bedding details, for preventing segregation, contamination, and degradation?

3.3.4.4 Production Equipment

Does the QCP describe calibration frequencies, maintenance schedule and procedures for production equipment?

3.3.4.5 Plant Requirements

3.3.4.5.1 – Plant Identification

Does the QCP identify the plants and incorporate the Plant's mailing address, physical address including county and GPS coordinates of the plant, telephone and fax numbers, e-mail address, primary contact at the plant, responsible person in charge, approved facility number provided by FDOT, Owner information, and Vendor Number and other information as required? Is the Plant listed on the approved list? This information can be referenced from the QCP.

3.3.4.5.2 – Process Control System

Does the QCP incorporate the methods and measures established to ensure Contract compliance for the produced materials that are supplementary to the Quality Control sampling and testing program described in the Contract? Do these methods and measures include inspection schedule, additional sampling and testing, maintenance schedule, etc.?

3.3.4.5.3 – Loading and Shipping Control

Does the QCP incorporate Producer's methods and measures for preventing segregation, contamination, and degradation during loading and shipping operations?

3.3.4.5.4 – Types of Products Generated

Does the QCP describe the products the plant is approved to produce under FDOT manual lines?

3.3.4.6 Other Requirements

3.3.4.6.1 – Copy of Certifications

Does the QCP incorporate examples of certifications issued by the plant/Contractor approved by CFX and does it identify the individual who would provide these certifications?

3.3.4.6.2 – Statement of Compliance

Does the QCP include a statement of compliance with all quality requirements set forth by CFX including Contract Documents and FDOT manuals?

3.3.4.6.3 – Information on Producer's Quality Control Plan

Does the QC Plan incorporate approved Producer's QC Plans?

3.3.4.6.4 – Describe Documentation Procedure

Does the QCP identify the location of document storage to enable CFX review? The document storage should include quality control charts, qualification/accreditation, records, inspection reports, and other pertinent/supporting documents for the approved QC Plan.

3.3.4.7 Final Manufactured Product – Plant Operations

3.3.4.7.1 – Storage

Does the QCP describe the methods and duration for storage when storage of produced materials is required? It should describe measures and methods for preventing segregation, contamination, and degradation during storage.

3.3.4.7.2 – Disposition of Failing Materials

Does the QCP describe the methods and measures for identifying and controlling the failing materials?

3.3.4.8 Final Manufacture Product – Field Operations

3.3.4.8.1 – Transportation

Does the QCP describe the method of delivery from the point of production/storage to the point of placement?

3.3.4.8.2 – Storage

Does the QCP describe the methods and duration for storage when storage of produced materials is required? It should describe measures and methods for preventing segregation, contamination, and degradation during storage.

3.3.4.8.3 – Placement

Does the QCP describe the methods and identify the type of equipment used in incorporation of materials into the project?

3.3.4.8.4 – Disposition of Failing Materials

Does the QCP describe the methods and measures for identifying and controlling the failing materials?

3.3.4.9 Testing Laboratories

Does the QCP identify all testing laboratories to be used on the contract and do these laboratories comply with the Laboratory Qualification Program?

3.4 Dispute Review Board

3.4.1 Purpose

The purpose of this procedure is to provide for uniformity in the use of Dispute Review Boards (DRB).

3.4.2 Member Selection

Projects with contract specific DRBs require the appointment of the three (3) members. The process of appointing three (3) members should be completed early enough that the members can attend the pre-construction meeting.

CFX will select an appointee from the RE's list of candidate members.

The name of the proposed DRB member selected by CFX should be reviewed by the RE prior to submitting to the Contractor for review. In selecting a member, keep in mind, we are not looking for someone who will take CFX's side,

but someone knowledgeable of the type of work that will understand the issues that may come up and who is able to knowledgeably evaluate a dispute. The RE should review the resume and disclosure statement, other DRB workload (recommend ten (10) days per month or fewer that are committed to DRB meetings) and availability of the members, the Contractor selected member and the proposed chairperson. Copies of these resumes should also be forwarded to CFX. When the Contractor submits its appointee, the RE should seek the advice of CFX before approving the appointment. When the two (2) members, already appointed, appoint a third, the RE should again seek the advice of CFX before approving the third member. In both cases, the RE and CFX should carefully review the resume of the appointee and solicit references if unknown.

3.4.3 Three-Party Agreement

A contract specific DRB requires a three party agreement be executed before the preconstruction meeting. This document is included in the construction contracts and the RE should take the lead in getting this agreement executed. The DRB and Contractor should execute two (2) copies of the agreement. The copies should then be sent to CFX for execution. The agreement will be returned to the RE for distribution, one original retained by CFX, the other original to the Contractor, and one (1) copy each to the DRB members.

3.4.4 Meeting

Meeting frequency should be determined on a project-by-project basis. Meetings should be held monthly at least for the first three (3) months to familiarize the DRB, as problems often become apparent in the early part of a project. If the project is behind schedule, or the Contractor is submitting numerous Notices of Intent to Claim, monthly meetings may be necessary. Projects that are running smoothly with few claims and on schedule should evaluate the meeting frequency. When possible, DRB meetings should be scheduled to coincide with regular periodic progress meetings. DRB meetings are scheduled well in advance. RE must assure that these meetings occur when scheduled. The RE should not cancel a meeting without adequate notice. On a contract specific DRB, all three (3) members should attend each scheduled periodic meeting. In the event that one (1) member of the Board is unable to attend a regular scheduled meeting, the Chairman should attempt to reschedule the meeting. Should rescheduling not be possible, the other two (2) members may attend the meeting without the third member. Only the members attending should be compensated. No hearing will be conducted without all three (3) members present. The CEI will take minutes of the regular periodic meetings, including that portion devoted to DRB discussion.

3.4.5 Use of the DRB

On all matters that relate to Dispute Review Boards, communicate only with the Chairman. All personnel on the project should understand that there should be no communication with any DRB member outside of a meeting. The only exception is communication between the parties and the DRB Chairman relating to scheduling meetings or administrative matters relating to a hearing.

On rare occasions, CFX or the Contractor may bring an issue that is unusually complex or request that a detailed analysis be developed. In this instance it may be appropriate for the DRB to request additional compensation.

It is important that there be agreement among all parties as to what the expectations and compensation will be as it relates to the number of days the DRB members are to be compensated and level of detail of the recommendation, prior to presenting the issue to the DRB. The default of a Contractor does not terminate the Three Party Agreement. The Dispute Review Board is still in existence and all parties have the same responsibilities as existed prior to a default. If a Contractor refuses to participate in a hearing, they should be reminded that the hearing is a condition precedent to any other forum of resolution. The hearing should then take place absent the Contractor. CFX will not refuse to participate in a hearing unless determined appropriate after consultation with appropriate legal consultants. The only exception would be if all parties agree that the issue is one over which CFX has no jurisdiction or the issue involves a third party which cannot come before the DRB. An issue should only be brought to the DRB for resolution after a claim has been received from the Contractor and been denied, or partially denied by CFX/CEI.

3.4.6 Payment

CFX and Contractor share the fees of all three (3) Board Members for services rendered under the Three Party Agreement. An allowance pay item has been established in the Contract for the Contractor's reimbursement of the

fees. Funds remaining in the pay item, if any, at the completion of the Project, will belong to CFX. The Contractor pays the members of the DRB in total and CFX reimburses the Contractor for the amount using this pay item. Invoices must be prepared by the DRB Chairman and submitted to the Contractor, with a copy sent to the Project Engineer showing the date and nature of the services provided and document the quantity for the estimate, particularly when the services provided were not in attendance at a regularly scheduled meeting. Normally the pay quantity for a meeting is 1.0. However, the pay quantity is made on a percentage basis. No payment is made until the Three Party Agreement is executed. It is possible that a DRB meeting could occur after the Contractor has submitted a qualified acceptance letter. In that case, the RE will process another estimate to reimburse the Contractor for payments to the individual members.

3.5 Administration of CEI Contracts

3.5.1 Role of the CEI

CFX has representation in administering construction projects through Professional Services contracts. Hence, the CEI Resident Engineer and CEI Project Engineer act and speak as CFX's representative when managing the construction projects on a day to day basis.

3.5.2 Pre-Service Phase

A pre-service conference is required on all CEI contracts following execution of the CEI contract and prior to the pre-construction conference. Generally, those in attendance will be representatives of CFX and the Consultant CEI Engineer to discuss administration of the Consultant contract. CFX will be responsible for the meeting. The pre-services meeting can be optional if the firm is already performing services for CFX and CFX does not believe the pre-services meeting is needed.

Subjects covered at the conference will include, but not be limited to:

1) CFX's lines of authority concerning administration of the CEI contract and the administration of the construction contract
2) CEI's schedule (with datelines determined) for establishing field offices, assigning personnel and equipment
3) Terms of the CEI contract (e.g., approval of CEI's personnel qualifications, approval of personnel and equipment assignments, rates, etc.). Clarify any portions of the CEI Scope of Services which are unclear to any parties
4) Invoice procedure
5) The coordination between CFX and Consultant CEI for processing CEI supplemental amendments and CEI invoices
6) Review the process for the CEI to contact the Design Consultant for post-design services and clarification or correction of plans and specifications
7) Discuss Disadvantaged Business Enterprise (DBE) and On-the-Job Training (O.J.T.) monitoring and documentation submission requirements
8) The CEI Performance Evaluation Procedure
9) Partnering concept and method of reimbursing Contractor
10) Action required by CEI prior to start of construction
11) Review of the critical items for successful administration of the construction contract
12) Consultant CEI's Quality Control (Q.C.) Review process.
13) A complete and concise record (including the names, titles, addresses, and telephone numbers of all participants) of the proceedings of the meeting shall be prepared by the CEI and approved

by CFX. A record of the meeting shall be distributed to all participants and other interested parties within two (2) weeks following adjournment of the meeting

3.5.3 Personnel Approvals

Although the CEI's are contracted to provide full-time construction contract administration and inspection, CFX is to be in responsible charge of the project(s) at all times. CFX administers the CEI Contract(s) and monitors the activities of the CEI(s) engaged in construction contract administration.

CFX shall compare the personnel proposed by the Consultant with the Technical Proposal for any changes in personnel. Replacements for the original personnel must have equal or better qualifications than the personnel being replaced. CFX reviews and approves all subsequent additions and deletions to CEI staffing of a project and all salary increases. CFX shall approve actual required overtime worked when invoices are approved each month. All approvals are subject to the terms of the CEI contract. All salary and personnel approvals shall be in writing.

3.5.4 Office Space and Equipment

The CEI office and equipment shall be approved by CFX in accordance with the CEI contract. The CEI will make every reasonable attempt to locate their office near the Contractor's field office.

3.5.5 Invoices

CFX shall review and process CEI monthly and final Invoices. The invoices shall include timesheets, documentation of expenses, and should include all approved amendments. Total invoiced value cannot exceed the current CEI contract value.

3.5.6 CEI Performance Evaluation

CFX shall maintain a continuing overview of Consultant performance of duties by periodic reviews of records, inspection procedures, testing procedures, sampling procedures, etc. Any and all concerns with the CEI's performance will be provided through written communication from CFX/CMC detailing the items of concern. Once the areas have been addressed, CFX/CMC will re-review the corrections and provide a finalized report of the corrections provided that they are approved. Any remaining issues will also be documented.

The review areas of each CEI contract may consist of but not limited to:

Personnel - CFX shall review Consultant staffing to determine if the individuals assigned to the project are those identified in the technical proposal, and that project staffing is in accordance with the approved staffing plan. All replacement personnel shall have been properly approved and be equally or better qualified to perform in their respective positions, and their rates of pay must be in accordance with the CEI contract requirements.

Equipment - CFX shall check to insure all equipment as required in the CEI contract has been provided, is in proper operating condition, is being maintained and calibrated, and is adequate for ongoing and projected construction activities.

Field Documentation and Record Keeping – CFX shall review earthwork, concrete and asphalt records throughout the life of the project to ensure that the record keeping practices being used by the CEI and the Contractor's Quality Control are acceptable.

Construction Contract Administration - CFX shall determine if the CEI staff has the appropriate construction contract, plans, specifications, design standards, Department procedures, and other pertinent documents available in the project office and that the Consultant is complying with material testing, inspection, documentation, and contract administration requirements.

CFX may prepare and submit a final evaluation of the Consultant CEI's work performance within thirty (30) days after completion and acceptance of basic services. The CMC cannot perform this action since they are a consultant as well, and should not rank other consultants.

4.0 Construction Administration

4.1 Daily and Weekly Reports of Construction

4.1.1 Purpose and Definitions

The Daily Inspection Report is to be completed by every inspector each day and covers the work of all Contractors, Subcontractors, tiered Subcontractors and utility companies that the technician observes during that day's operations. One daily work report per inspector, per day, per contract, is required.

The following definitions are referenced in this section:

Daily Inspection Report: The original source document from which the work accomplished by the Contractor, associated pay item increases and other project events are recorded daily.

Engineer's Weekly Summary: This report provides a project summary status and documents significant events, conditions or circumstances, which immediately affect, or have future impact on, the project or contract.

Work Plan - Controlling Item of Work: This documents the Contractor's planned schedule of work and specifically identifies items of work that will control the over-all progress of the Contractor's work effort.

4.1.2 Daily Inspection Report

A Daily Inspection Report (Daily) is completed by each inspector responsible for the inspection of work during each contract workday. The prime Contractor, Subcontractor, subordinate Subcontractor, Rental Company, or utility company may perform the work. Additional forms, or additional pages can be used but user should appropriately number all the pages.

A Daily should be prepared for every contract day for the Prime Contractor, regardless whether the Prime is working on the project or not. A Daily should also be prepared for every Subcontractor and utility company on the project. In the event that the Subcontractor leaves the project for a long period, a Daily need not be prepared for the Subcontractor during the period of absence, provided it is noted on the Daily for the day the Subcontractor last worked that the Subcontractor intended to leave the project and on the Daily for the day the Subcontractor resumes work that the Subcontractor did not perform any work for the period with specific dates. Daily's prepared for utility companies performing work should be prepared similar to that for Subcontractors. A new week starts on a Monday and ends on a Sunday. Information to be collected includes but is not limited to the following:

1) Project Number
2) Date
3) Contract Day
4) Contract Number
5) Contractor's, Subcontractor's, rental company's or utility company's name
6) Operation (work) being performed
7) Location of reported operations
8) Time each operation begins and ends
9) Number of Contractor, Subcontractor or utility company personnel
10) Materials received (general description)
11) Equipment idle or active
    a) The "Equipment ID" space will be used to record a unique identifier for a single piece of equipment whenever necessary to track a specific piece of equipment or a unique group identifier

when grouping several like pieces of equipment together. Otherwise, the equipment should be recorded similar to the format used by Blue Book

b) "# of Pieces" will be used to record the number of pieces of equipment present on or at the job site. If "Equipment ID" was for a unique piece of equipment then the quantity shown would be one, otherwise it would be the total number contained within the group identified by the "Equipment ID"

c) "# Used" will be used to record the number of pieces on or at the job site that is being actively used that day

d) "Total Hours Used" is the total number of hours that the identified equipment is being used

12) Pay Item Number for the work being performed

13) Weather conditions (AM and PM)

a) Use terms such as: clear, partly cloudy, heavy clouds, light rain, heavy rain, intermittent showers, etc.

b) State length of time, i.e., all day, 4 hours, 8:00 - 10:00 A.M., etc.

c) Report soil conditions: dry soil, wet soil, extremely wet soil

d) Working conditions

e) Effects of weather on major work items

f) Any delays, including any items of work affected; any extraordinary work being performed; unusual or unexpected conditions such as flooding, sinkhole, etc.

14) Remarks include anything pertinent to the progress of the projects such as: Instructions given to the Contractor or Subcontractor or their representatives

15) Work or materials rejected and why

16) Any discussions with representatives of the Contractor, Subcontractor or utility company

17) Observations by the technician of significant importance to the project progress

18) Lane closure, traffic disruption, etc.

19) Contacts with property owners, media, etc.

20) CPM activity ID # (when applicable)

21) Observations by the technician of unacceptable Contractor quality control practices

22) All notes must be objective. Opinions are not permissible when recording activities, observations or discussions

The Daily Inspection Report is completed and signed by the inspector responsible for inspection of the activity with the ACTUAL number of hours the technician is on the project being recorded. The Project Engineer is to review and initial the reports.

Note the section titled "Estimated Work Performed". This section is for recording estimated quantities for each unit of a pay item worked on a daily basis. The Project Engineer is responsible for summarizing all estimated pay quantities. Although the recording of estimated quantities is required on a daily basis, the summary of these quantities and submittal frequency is left up to CFX provided the monthly cut off timetable is met. This section is for recording "estimated pay item quantities".

Provide the Contractor with a copy of each Daily Inspection Report and the Engineer's Weekly Summary.

4.1.3 Engineer's Weekly Summary

The Engineer's Weekly Summary is to be completed by each Project Engineer for each project or contract. The weekly

period is from Monday through Sunday. A summary is completed every week including periods of no work.

The summary must give project status and document significant events, conditions or circumstances which immediately affect, or have future impact on, the project or contract. The summary includes completion percentages for job progress and elapsed time. The Engineer must note items such as:

1) Contractor's or Subcontractor's progress versus schedule or work plan
2) The day of the week the Contractor or Subcontractor stopped work or began work
3) The day of the week the Contractor elected not to work or was unable to work at least 50% of the normal work day on a pre-determined controlling item of work item due to adverse weather conditions
4) The items that change the plans, specifications or contract which could lead to:
    a) Contractor claim
    b) Request for a time extension
    c) A supplemental agreement
5) For utility relocation construction, it is important to note the contract agreement number, the beginning date and the ending date of work
6) Contractor made repairs to work damaged by weather
7) State if a particular Subcontractor finished all the contract work and has left the project for good. If the Prime or the Sub has not been on a project, state accordingly the last date they worked on the project
8) Other items affecting the contract or project

4.1.4 Office Logs and Reports

Various logs shall be maintained by the CEI during the course of the Project such as:

1) Submittal Log
2) Sublet Tracking Log
3) Shop Drawing Submittal Log - The CEI staff must maintain a tracking log on either a hard copy spreadsheet or with the preferred method of a computer spreadsheet. The spreadsheet should have the appropriate project identification information at the top of the sheet and should be entitled "Shop Drawing Transmittal Log". Typical spreadsheet shall contain the following information for the normal review process; other information related to the CEI staff submittal dates may be required if the CEI staff receives submittals directly:
    a) Submittal/Transmittal Number
    b) Submittal Description
    c) Date the Contractor submitted to the CEI
    d) Engineer of Record review status: i.e. Approved, Approved as Noted, Not Approved
    e) Date the Engineer of Record submitted to the GEC
    f) GEC review status
    g) Date the CEI sent submittal back to the Contractor
    h) Total duration of the review
    i) Comments

4) Request for Information Log

5) Outstanding Issues Log - Each log shall be identified and dated on the first and each succeeding page. These logs are to be maintained and reviewed by the CEI for submittal and review by CFX when requested. These logs shall be reviewed at the weekly coordination meetings with the Contractor

6) Notice of Failing Test Report (NFTR) Log – This log contains a summary of NFTR's for the duration of the project, and a brief description of the resolution of the report. For details regarding NFTR usage refer to CFX-CPAM Section 4.9 for clarification

7) Supplemental Agreement Log – This log contains a description of the work contained in the SA, along with dates pertinent to the progress of the SA as it moves throughout the execution process. Such dates include; date transmitted/received from the Contractor, date on consent agenda, date of board approval, date of CMC approval, date of Director of Construction approval, and date placed on estimate as SA work. This log will be included in, and discussed, in the weekly progress meetings with the Contractor to ensure that all parties are aware of the status of the SA through the approval process.

4.1.5 Field Reports

Field book notes are site source documents. It is important when preparing records of this type to assume that all persons who will use your notes have no familiarity at all with the work you are recording. Field books are extremely important as site source records for establishing pay quantities. They may be required as evidence in any arbitration or lawsuit. They should be tracked carefully to avoid loss and provide a measure of accountability for those project personnel to whom they are issued.

1) Only standard bound field books will be used

2) The front cover of each field book shall be identified with bold letters to show Project Number, Contract Number, Field Book Number, State Road Number, and the general contents of the book

3) Each field book shall be clearly indexed with a complete list of the contents beginning on the first lined page, which is to be numbered one (1). All following pages that are used to record notes shall be numbered sequentially in the upper right corner of each right hand page

4) The date, weather conditions, and the name(s) of the field party shall be shown on the field book page at the beginning of each day's notes. Well documented field records are indispensable when CFX is involved in litigation. (Also identify pay item number, original/final sections etc.)

5) Never erase in any field book. Corrections shall be made by striking through the incorrect data and inserting the correct data close to it. All such corrections shall be initialed and dated by the person making the correction

6) Do not cut or otherwise remove pages from any field book. If an entire page is found in error, mark the original page "VOID" and show a note referring to the page where that item of work was corrected

7) Keeping notes on loose-leaf or scratch pads and transferring them to the field books is prohibited. Field notes shall be entered directly into the field books at the time and the place the work is originally done. The exception to this rule is measurements entered directly on Latitude and Departure sheets or directly on the Final Computation Book Forms. In all cases, erasing as detailed in five (5) above is prohibited

8) Field records shall always be legible with sufficient sketches and explanatory notes to convey the intent to a person who is not familiar with the job. Good sketches are most important when recording final measurements. The details of the sketches do not need to be elaborate, but shall be sufficient to clearly show the extent of the work as well as any exceptions

9) Use standard symbols and abbreviations. Keep the notes simple and avoid making ambiguous statements

10) Show all of the pertinent measurements and observations. Use a degree of accuracy that will be

consistent with operations. If there is any doubt about the need for data, record it. Review the data for accuracy and completeness before leaving the field

11) When practical, record all the notes for one item in the same book and at the same place in the book. This may necessitate the use of a few more field books, but it will avoid confusion and transposition errors

12) A complete summary shall be made for each item at the end of its field notes. This item summary total will then be checked twice and initialed by those persons doing the final estimate and entered on the summary sheet of the computation book. At this time, the summary and the field books shall be properly cross-referenced

13) Keep the calculations and measurements for Joint Participation Agreement (JPA) and non-JPA items in separate field books

14) When more than one job is constructed under the same contract, separate field books shall be set up for each job and the measurements and other data shall be kept separate for each Job

15) Field records for projects let under separate contracts shall never be recorded in the same field book. Field books shall contain only records related to a single contract

16) All field books shall have a unique number assigned

17) Do not cramp notes. Neatness and legibility give credence to the accuracy of field notes and the calculations which they support

18) The alignment field book shall be submitted with the final estimate package. It shall contain all the necessary information for horizontal control for new construction projects and major widening projects

19) Field books used for recording alignment and pile driving data are to be retained until the structure that they were incorporated in is removed. Special care shall be exercised in labeling alignment and piling field books as a permanent record. Separate field books shall be kept for these purposes, with front outside covers labeled with a large red letter “P” and circled in red to indicate a permanent record

20) For roadway plan quantity items (e.g., embankment, excavation, stabilization and limerock), the CEI is to establish procedures that are reviewable and verifiable to ensure that estimated quantities paid on the monthly progress estimates are accurate. The CMC will review the CEI’s procedures and methods prior to the start of construction, and periodically during the life of the project, to ensure that periodic payments for plan quantity items are accurate

4.2 CEI Project File Index

4.2.1 Project File Index

The Project File Index is to be accurately maintained throughout the life of the project. Minor additions to the Project File Index will be allowed in support of further clarifications. However final consolidation of files to the Project File Index is required prior to submittal of documents at the end of the project.

4.3 Pay Estimates

4.3.1 Purpose

This procedure provides a uniform standard for processing progress payments to the Contractors and summarizes the legal documents, affidavits, and other documents required for the preparation, checking, and payment of final estimates.

Progress estimates will be prepared and submitted monthly for each project to determine the amount payable to the Contractor. Certification by the Contractor that they have paid Subcontractors and suppliers, of material and equipment their proportionate share from the last progress payment is required each month using Certification

Disbursement of Previous Periodic Payment to Subcontractors form. It is the responsibility of the CEI to check the Contract and Specification requirements to ascertain that each monthly estimate package is complete with all essential documents. Any outstanding documents must be requested from the Contractor with instructions to forward them to CFX. It is the CEI's responsibility to inform the Contractor of CFX's required documents to process the monthly payment. All contract documents are to be time/date stamped when received by CFX or their designee.

4.3.2 Time of Submittal

Monthly progress estimates will be prepared and submitted for each project underway as determined by CFX but no later than seven (7) working days from the cutoff date of the 25th. Dates may be adjusted in some situations to allow for holidays and other factors. Some projects allow payments twice a month as an incentive for exceptional Contractor performance.

4.3.3 Preparation of Estimate

The monthly progress estimate will be prepared to show the quantity changes for all items completed, partially completed or stockpiled for use on the project. For items underway, the estimate of work completed will be done using the Florida Department of Transportation's Preparation & Documentation Manual Attachment 3-1 **Standard Basis for Estimating Pay Items.**

There are three sections of the pay estimate:

1) Contract Work – Payment for work performed in accordance with the original pay items
2) SA Work – Payment for work performed in accordance with pay items on executed Supplemental Agreements
3) Extra Work – Payment for work performed after CFX approval but prior to SA Execution. (It is important to remember to transfer payment from Extra Work to SA Work once the SA has been executed.)

The following steps are those the CEI should follow in preparation of the Pay Estimate:

1) The monthly payment shall be for work performed in the field and approved stockpiled materials. In special applications, the Contractor may be compensated under the category of "Extra Work", for work covered by a Supplemental Agreement that is in process. No supplemental agreement work will be paid under S.A. work until the Supplemental Agreement is fully executed
2) The Contractor shall submit to the Project Engineer a Request for Payment of stockpiled materials eligible for reimbursement. See paragraph 4.2.4
3) On a daily basis, the CEI will make accurate measurements, calculations and document this in the CEI Computation Books, Field Books, or other Site Source Records. These daily observations and records are summarized monthly as a part of the Contractor pay estimate processing
4) Monthly Retainage shall be withheld on monthly Pay Estimate consistent with the Contract. See paragraph 4.3.6 below and the listed applicable documents
    a) Contractor's Certificate of Disbursement of Previous Payments
    b) Construction Compliance with Specifications and Plans
    c) DBE Payment Certifications
    d) Monthly DBE Status Report
    e) Payment Documentation Log (if the project has a Joint Project Agreement (JPA))
    f) Work Order Log
    g) Fuel Adjustment Calculations/Backup (if applicable)
    h) Owner Direct Material Purchase Payment (if applicable)

i) ODPM Stockpile Material Log and Worksheet(s) (if applicable)

j) Stockpile Material Log (if applicable)

k) Certification and Request for Payment for Stockpile Materials (if applicable)

l) Contractor's Certification of Quantities Bituminous and Polymer Material (if applicable)

m) Any exceptions to the estimate and/or recommendations for additional retainage be withheld

4.3.4 Stockpiled Material

Partial payment for stockpiled material, when requested by the Contractor, will be in accordance with Section 7.6.4 of the General Specifications. The Contractor is required to submit a Certification and request for Payment for Stockpiled Materials Form which is signed by the Contractor and verified by CEI. It is mandatory that documentation be maintained to justify the quantity changes for the monthly progress estimates. The use of the inspector's daily report of construction on weekly estimate worksheets or daily ledger will prove to be helpful and may be considered adequate documentation. However, any method that provides complete and accurate records of pay quantity changes is acceptable for the monthly estimate.

4.3.5 Projected Cash Curves

If the project specifications require the Contractor to revenue load the CPM schedule (Section 6.3.3.4.5 of the General Specifications) the CEI shall prepare a graph of the projected earnings versus actual earnings and submit this with the last pay estimate of each month. The graph of time and monies will include 2 or 3 'S' curves based on the following criteria:

1) The Contractor's projected earnings generated from the current approved baseline schedule. The Contractor's projected earnings revenue/cost data is defined as the average of the early and late start revenues from the Contractor's CPM

2) The actual total earnings for each pay estimate including supplemental agreements, extra work, fuel and or bituminous adjustments and stockpile materials (both regular and ODPM)

3) If the pay estimate includes stockpiled materials – the third curve will be the actual total earnings <u>excluding</u> the stockpiled material monies (both regular and ODPM)

The horizontal axis will be the time in month and year and the vertical axis will be the revenue/cost in millions. The graph will include a legend identifying each curve.

4.3.6 Retainage

Retainage shall be in accordance with *Section 7.6* of the *General Specifications*. When retainage is to be held from the Contractor the CEI will include Retainage tracking Log with the pay estimate. Some contracts may have special provision requirements, which change the standard schedule. The standard schedule of Retainage is:

% Contract Amount Completed	Amount Retained
0 to 75	None
75 to 100	10% of value of Work completed exceeding 75% of Contract Amount

After the Contractor has furnished to CFX all submittals required by the Contract and the CEI has determined that the measurement and computation of pay quantities is correct, the Retainage may be reduced to $1,000.00 plus any amount CFX elects to deduct for Defective Work.

4.3.7 Liquidated Damages

When the contract time is exceeded, liquidated damages must be withheld from the Contractor. The Contractor is charged for the defaulting days, which are the calendar days between expiration of the present contract time and the cutoff date of the estimate. This amount is to be calculated and entered on the estimate worksheet. When supplemental agreements and time extensions are pending that would add sufficient contract time so that the

contract time is not exceeded, liquidated damages may not be assessed pending execution of these instruments.

If liquidated damages are assessed against the Contractor a summary of Liquidated Damages must be submitted with each pay estimate. The summary should show the last chargeable day, the current day, substantial completion date, final completion date, milestone dates and the total number of days charged at any variable rates per the contract.

4.3.8 Contractor's Monthly Payments Process Procedure:

1) The standard monthly cut off is on the 25th of each month
2) The CEI submits the estimate to CMC or CFX designee within seven (7) working days after the cutoff date
3) CMC or CFX designee submits the estimate to CFX within three working days of receipt of the estimate provided no errors are found. If errors are found in the estimate, the CEI/Contractor will be notified for immediate correction and resubmittal
4) CFX will release the estimate checks on the last working day of the month in which they receive the estimates. For example, the check for the February 25th cut off will be released on March 31st
5) Contractors may pick up their check from CFX's office at 4974 ORL Tower Road, Orlando, FL 32807. However, this is only allowed after the Contractor has contacted CFX's Contract Support Specialist at 407-690-5000 to make the necessary arrangements
6) If Contractors do not pick up their check then the check shall be mailed the last working day of the month
7) Contractors may also have their checks deposited electronically. To do so, they must complete CFX's Electronic Funds Transfer form (ETF), forward to their bank, and return to CFX

Note: For the monthly 25th estimate cut off dates, the Contractor must submit the required monthly estimate documentation forms to the CEI within three (3) working days after the cut off to prevent delays to the above process.

4.3.9 Contractor's Semi-Monthly Cut-off Process Procedure:

For the first (additional) pay estimate of the month:

1) The standard semi-monthly cut off is on the 9th or 10th of each month
2) The CEI submits the estimate to the CMC or CFX designee within seven (7) working days after the cut off
3) CMC or Authority designee submits the estimate to CFX within three (3) working days of receiving the estimate provided no errors are found. If errors are found in the estimate, the CEI/Contractor will be notified for immediate correction and resubmittal
4) CFX normally releases the checks, or EFT's, on the last working day of the month in which they receive the estimate

For the second (standard) pay estimate of the month:

1) The standard semi-monthly cut off will occur on the 25th of each month
2) The CEI submits the estimate to the CMC or CFX designee within seven (7) working days after the cut off
3) CMC or CFX Representative submits the estimate to CFX within three (3) working days of receipt of the estimate
4) CFX normally releases the checks, or EFT's, on the Friday of the week between the 15th and 20th of the month in which they receive the estimate

4.4 Subletting of Contracts and Rental Agreements

4.4.1 Certification of Sublet Work

The prime Contractor will submit a Certification of Sublet Work before a Subcontractor begins work. When a Certification of Sublet Work is submitted, a review to insure item numbers are correct, legible, and work clearly identifiable, shall be performed by the CEI. The CEI will approve or disapprove the sublet and return a copy to the Contractor. This information is made available to others and shall be written and/or typed in a manner that can be clearly understood. If the Contractor sublets a part of a contract item, CFX will use only sublet proportional cost in determining the percentage of subcontracted normal work.

When a Subcontractor (Firm "A") fails to complete work and another Subcontractor (Firm "B") is authorized to complete the remaining portion of the work, a sublet certification identifying work actually performed by the Subcontractor (Firm "A") shall be submitted to revise the first certification. This revision will replace/modify the original certification and should be so specified. A new certification shall be submitted by the replacement Subcontractor (Firm "B") reflecting work to be performed, whether totally or partially.

4.4.2 Documentation by CEI

Certification of sublet work will be retained by the CEI and kept on file until the project has been finalized and accepted. A copy of each certification to sublet shall be made a part of the final project records.

Regardless of the prices agreed upon with the Subcontractor, the total amount shown on the sublet certification form shall be the same as those in the contract with CFX where it is proposed to sublet all work in a pay item. If it is proposed to sublet only part of the work in a pay item, such item shall be designated with "P" and the unit price shown shall be the actual price agreed upon with the Subcontractor.

4.4.3 Rental Agreements

When the Contractor proposes to accomplish any work on the project using rental equipment, he shall notify the CEI in writing in accordance with Section 6-2 of the General Specifications. The exception to this requirement is when the Contractor rents a piece of equipment (without operators) from an equipment dealer or from a firm whose principal business is renting or leasing equipment. Under those circumstances, the notice provisions herein set forth need not be followed.

The Contractor may rent the equipment with or without an operator. When equipment is rented with an operator, it must be the type of equipment that substantially requires the constant attention of a trained operator. Renting of a crew, including non-operator personnel, is not permitted, with the exception of when a crew is required specifically for maintenance and operation of the equipment, and is in no way associated with the work being performed.

The Contractor may notify the CEI using Notice of Rental Agreement, or similar format as long as it contains all of the required information. The notice must contain a listing and description of the equipment, a description of the work to be performed with the equipment, an indication of whether the rental includes an operator, project information, the name of the prime Contractor and the name of the company from which the equipment is being rented.

A Notice of Rental Agreement should not be used as a substitute for a Subcontractor agreement. When a task job, or work item requires a supervised crew, i.e., a crew with a supervisor, foreman, lead man or other work directing personnel, then a Notice of Rental Agreement does not apply. A Certification of Sublet Work is required.

An equipment rental agreement is not required when MOT items are leased from a company whose principal business is renting or leasing MOT items. When MOT items are initially delivered, installed, maintained, moved, and retrieved by an independent company, then a Certification of Sublet Work is needed. If MOT items are initially delivered, maintained and retrieved by an independent company but installed and moved by the prime Contractor's personnel then a Certification of Sublet Work is not required.

The CEI is responsible for verifying the information contained on the Notice of Rental Agreement. Both the physical equipment and the equipment operator shall be verified on a periodic basis. The Project Engineer is responsible for seeing that the information contained in the "equipment and personnel" section of the Daily Inspection Report, is accurate and complete. By comparing the information contained on Daily Inspection Report and Notice of Rental Agreement, the type, location and status of the rental equipment and hours, wages and status of the equipment operator can be verified.

When the Project/ Engineer receives the Notice of Rental Agreement, from the Contractor and is satisfied that it meets all the requirements, they will keep the original for review by CFX when required and it should be retained with the other original project documents.

4.5 Shop and Erection Drawing Process

4.5.1 Purpose

To make the CEI staff aware of what their responsibilities are with regard to administration of the construction project shop and erection drawing process. Shop drawings include all working, shop and erection drawings, associated trade literature, calculations, schedules, manual or similar documents submitted by the Contractor to define some portion of the Work. The type of Work includes both permanent and temporary Work. The process for handling all Shop and Erection Drawings will follow Section 3.1.4 in the General Specifications of the Construction Documents.

4.5.2 Responsibilities

This process primarily involves the Contractor, Engineer of Record (EOR), the CEI and CFX if necessary, and is governed by General Specification 3.1.4. The details of what is required of these groups during the process are covered very comprehensively in the Contract Documents. These may contain requirements that are not covered in the Standard Specifications or Plans Preparation Manual.

The role of the CEI staff in this process is to encourage the groups involved to stay on schedule with the process, to continually monitor which group is in possession of shop and erection drawings and to develop and maintain up-to-date tracking logs as submittals progress through each stage of review and approval. These logs should be in order according to date and the topics clearly identified on the logs to avoid confusion. Simply utilizing a sequential numbering system for all submittals will not be acceptable. A standing agenda item for discussion of the status of shop and erection drawings should be part of weekly construction progress meetings. At these meetings, the CEI will ask the Contractor if the process is on schedule to ensure that pending approvals are not delaying the Contractor's progress and any schedule problems should be corrected as soon as possible. Also at the meeting, the priority of submittals should be reviewed and adjustments to priorities agreed to with the Contractor. This ensures that the Engineer of Record and CFX reviews submittals that are most important to the Contractor as quickly as possible and that less important submittals are given lower priority. Review durations are set in General Specification 3.1.4. The CEI staff will continually monitor the progress of reviews and contact reviewers to remind them when the deadline for completing reviews is approaching. In the event that a review is continually delayed without explanation by the reviewer, the CEI will inform CFX.

The CEI staff will be completely familiar with the approved shop and erection drawings in order to ensure that the project is built accordingly. Shop drawing reviews by the CEI staff are critical since these drawings are usually detailed and complex, which requires careful observation in the field to ensure accuracy of construction. The CEI staff must also ensure that all approved submittal documents are incorporated in the final As-Built drawings where appropriate.

4.5.3 Flow of the Process

CEI Responsibilities

For typical projects, the CEI staff receives copies of submittal transmittal letters from the groups involved in the process in order to be able to track the progress of submittal reviews. With this arrangement, the CEI staff does not

receive the actual submittals until the process is complete but is made aware of where they have been sent and who has possession. The CEI staff shall confirm receipt of submittals by the various parties involved in order to accurately track their location and review duration. The approving EOR or when required, CFX, will make the final distribution of approved submittals.

For projects that are complex and/or have a large volume of shop drawings and for which approval is on the critical path of the project, the CEI staff should consider direct handling of all the submittals at all review process stages in order to exercise a higher level of control over the transmittal process. In this case, the Contractor would send submittals to the CEI staff and not to the EOR. The CEI staff would then transmit the submittals to the EOR and if necessary to CFX. Once all reviewers approve the submittal, the submittals will be sent back to the CEI for final distribution. If submittals are not approved, they will also be sent to the CEI for appropriate action and for distribution.

The CEI must keep a continually updated “Shop and Erection Drawing Tracking Log” within the physical files and a current tracking log on a computer spreadsheet. Both Logs should have the appropriate project information at the top of the sheet and should be entitled "Shop and Erection Drawing Tracking Log".

The tracking log shall contain the following information for the typical review process; however, other information related to CEI controlled submittals may be required if the CEI receives submittals directly:

1) Submittal/Transmittal Number: Each group may have a different number for the same submittal so all numbers should be recorded
2) Submittal Description: Example – “MSE Wall Drawing, Wall Number 5”
3) Date the Contractor submitted to the EOR
4) EOR review status: This is an indication of what the results of the review are, such as: Approved, Approved as Noted, Approved as Corrected, Revise and Resubmit or Not Approved
5) Date the EOR submitted to CFX when required
6) CFX status when required
7) Date the EOR, or CFX, sent the submittal back to the Contractor
8) Total duration of the review
9) Comments: These may have to do with involvement of reviewers that are not usually part of the process, supplementary documents, final distribution of submittals to specific recipients and any other information that warrants documentation due to some unique circumstance of the specific submittal being reviewed

4.5.4 Shop and Erection Drawing Submittal List

The following is a typical list of Shop and Erection Drawing Submittals, who should review each submittal and where the submittal is specified in the contract documents:

Shop Drawing/Submittal	Reviewer	Specification
Precast Box Culverts	CEI	410-4.2 FDOT
Street Lighting Photometric	EOR	715-2 FDOT
Traffic Signalization Items	EOR	603-7 FDOT
Transformer Pads	CEI	715-2 FDOT
Communication Pull Box Cut Sheets	CEI	631-2.1, 638-2.2 Contract Documents
Light Pole Design Calculations	EOR	715-2, 992-1.3 FDOT
Underdeck Luminary Cut Sheets	EOR	715-2 FDOT
Light Pole Box Cut Sheets	EOR	715-2 FDOT
Pole Cable Distribution System	EOR	715-2 FDOT, 992-12 FDOT
Load Center Details	EOR	715-2 FDOT
Sign Master Luminary Cut Sheet	EOR	715-2 FDOT
Embedded Conduit & Junction Box	CEI	715-2 FDOT

Fiber Optic Conduit System	GEC	631-2 Contract Documents
Structure Bearing Pads	CEI/EOR	932-2.2.6, 932-2.3 FDOT
Signage	EOR & GEC	3.1.4.2 (Concurrent Review) Overhead
Span Trusses & Cantilever Structures	EOR	3.1.4.2
Beam Layout, Strand Detensioning Calculations	EOR	450-5 FDOT
Equipment	CEI/GEC	455-5.2, 455-10.1 FDOT
Plan	CEI/GEC	455-10.1 FDOT
Drilled Shaft Installation Plan	CEI	455-15.1.2 FDOT
Typical Fence Details	CEI	550-3.5 FDOT
FCC - FDPE Post	GEC	631-2.1 Contract Documents
Signal Equipment & Materials	CEI/GEC	603-7 FDOT
Coating	CEI	400-15.2.6.2 FDOT
Stay-in-Place Metal Forms	CEI	400-5.7.1 FDOT
Multi-Post Ground Mounted Signs	EOR & GEC	3.1.4.2 (Concurrent Review) Contract
MSE Wall Shop Drawings	EOR	548-6.1 FDOT
Architectural Panels	EOR & GEC	SP-34 Contract Documents
MOT	CEI	102 Contract Documents, 102-2.6, 102-3.1102-12.1 FDOT
Erosion Control	CEI	104-3 Contract Documents, 104-5 FDOT
Asphalt Mix Designs	CEI	4.3.3 Contract Documents, 334-3.2.1 FDOT
Toll Plaza Submittals		
Rebar: Footings, Walls, Gatorheads, Beams	CEI	TSP
Masonry	CEI	TSP
Concrete Mix Designs	CEI	TSP
Precast Drainage Structures	CEI	TSP
Electrical	EOR	TSP
Double T's	EOR	TSP
Plumbing	EOR	TSP
HVAC	EOR	TSP
Metal Doors & Frames	EOR	TSP
Structural Steel	EOR	TSP
Welding Certifications	CEI	TSP
Armstrong VCT Samples with Base	EOR	TSP
Lightning Protection	EOR	TSP
Computer Floor Systems	EOR	TSP
STO Coating Samples	EOR	TSP
Signage	EOR & GEC	TSP (Concurrent Review)
Insulation, Roofing, Flashing & Sheet Metal	EOR	TSP

4.6 Joint Participation Agreements

4.6.1 Purpose and Definitions

Joint Participation Agreements (JPA's) are primarily any agreement between CFX and a utility owner, local municipality or State Agency to perform work for the outside party in conjunction with a construction project administered by CFX. For the purpose of this section, the outside party will be referred to as the utility owner or utility project.

In order to expedite construction projects, CFX may let utility projects as part of CFX's construction contract. This allows the Contractor to better coordinate the installation of the utility owner's facilities with his own work. The utility owner will generally deposit their share of the cost of doing the utility work prior to awarding the contract. However, some JPA's require the utility owner to pay CFX based on the construction contracts monthly estimates. It is important to obtain and review the JPA for these details.

4.6.2 Administration of JPA's During Pre-Construction

The Project Engineer (PE) will obtain and review a copy of all JPA's prior to the contract letting. After the project is let and the contract amount is known, the utility owners may decide to perform the work outside the JPA, in which case the JPA will become null and void and the work will be deleted from the construction contract. Should the utility owner decide to perform their own work, close coordination with the utility shall be made to ensure the work does not delay the work of CFX's Contractor.

If the utility owner decides to proceed in accordance with the JPA, a separate meeting, immediately after the letting, will be scheduled with each utility owner to establish a point of contact, confirm the information provided in the JPA, review the plans and specifications for the work, and review procedures for extra work, payment, over and under run of pay-items, inspection requirements and final close out of the JPA. The original estimate for the JPA should be reviewed and compared with the bid amount for the JPA. Minutes of these meetings shall be prepared and sent to all who attended. The utility owners that are participants in the JPA's shall be invited to the Pre-Construction Conference.

4.6.3 Administration of JPA's During Construction

When the final settlement of these agreements is to be based on final measurements and bid prices, construction personnel shall adhere to the following format:

1) Refer to JPA to identify the need for final measurements to be taken by the CEI or other parties
2) The PE shall itemize the measurements for the final quantities in accordance with the agreement and as delineated on the construction plans
3) The summary of quantities for JPA's will be accounted for separately from the other items of work. Extensions will be made of the contract bid prices and then totaled. This summary is submitted with each pay estimate and along with the final plans to CFX and the utility owner
4) Revised plan sheets are to be submitted and explanations made for all field revisions

If extra work is required in the performance of the JPA, the same procedures are to be employed as if the cost for the extra work were to be borne by CFX. However, prior to final agreement with the Contractor on the cost and performance of the work, the PE shall obtain written approval of the work and associated costs from the utility owner. Variation of this process will only be allowed if so stated in the JPA.

If a claim is filed that involves a JPA, the PE will encourage the utility owner to participate in the resolution process. Regardless if the utility owner participates or not, the PE shall, in writing, notify the utility owner of their potential financial responsibility for the claim and keep the utility owner informed of the resolution process with all decisions rendered.

The PE will invite the utility owner to participate in the inspection of the work throughout the life of the project. When the work is complete the PE will request, in writing, the utility owner to accompany the CEI in the semi-final

inspection, identification of punch list items and subsequent final inspection. The final acceptance of the overall project may not be made until the utility owner has accepted their portion of the work in writing. Variations of this process will only be allowed if so stated in the JPA.

4.6.4 Closeout of JPA's

Upon completion and acceptance of the Utility work, the PE will determine the Final Estimate and forward a copy to the utility owner with a copy of the as built plans requesting their concurrence with the final costs. The Estimate should be labeled Tentative and list all unresolved claims and all outstanding supplemental agreements, if any. The Final Estimate may be sent to the utility owner prior to final acceptance of the project if the work is complete on the JPA portion of the work.

Review the JPA for additional close out requirements and notify proper personnel of pending project completion and final action requirements. These additional requirements may be right of way transfers, notification of maintenance responsibilities, transfer of as built plans, final payments, maintenance bonds, etc.

4.7 Maintenance of Traffic

4.7.1 Purpose and Definitions

To establish a uniform standard for inspection and review of Maintenance of Traffic (MOT) operations used in construction projects. CFX has representation in administering construction projects through engineering contracts. CFX of the CEI's personnel is identical to CFX's project personnel.

The following abbreviations are used in this section:

> MOT – Maintenance of Traffic is the uniform standard for inspection and review of traffic control.
>
> TCP – Traffic Control Plan is the approved plan submitted by the Contractor for safely maintaining traffic flow during construction.
>
> WTS – Worksite Traffic Supervisor is the Contractor's designated individual responsible for review of all MOT to ensure proper installation and adequate traffic control devices, including monitoring of lights.

4.7.2 Traffic Control Plan

A Traffic Control Plan (TCP) is included with each CFX construction contract. The Contractor will furnish a letter to the Resident Engineer stating whether they plan to use CFX designed TCP or will submit an alternate TCP for approval. The alternate TCP must be signed and sealed by a Professional Engineer licensed in the State of Florida and shall be reviewed, discussed and approved by the Resident Engineer.

The submission of the alternate TCP will include a 11" x 17" set of plan sheets which indicate the type and location of all signs, lights, channeling devices, striping, barriers and geometrics of transitions and detours to be used for the safe passage of pedestrians, bicyclists and vehicular traffic through the project and for the protection of the workers. The plan will indicate conditions and setups for each phase of the Contractor's activities.

When the Contractor proposes a modification to the TCP, particular attention should be given to the utility adjustment plan of the project. If the proposed TCP modification affects the scheduled adjustment of utilities in any measure, the Contractor must obtain written approval from the affected utilities. CFX should be given the opportunity to review and comment on the modified TCP submittal.

The Resident Engineer shall consult/get approval from CFX before approving/disapproving the proposed alternate TCP. If the Contractor's proposed TCP does not affect the utility adjustment plan and is equal to or better than CFX's plan and is at no additional cost to CFX, the alternative proposal will be given consideration.

The TCP approval letter must include a statement to the effect that any additional costs, delay or increase to the cost of utility adjustments will be borne by the Contractor. The change will be documented by a supplemental agreement with the Contractor's revised plan drawings.

In no case will the Contractor begin work using an alternate TCP until the Resident Engineer has approved

such plan. Modifications to the TCP that will change traffic patterns will also be submitted to CFX for approval. No modifications to the approved plan will be allowed, except for enhancements, or in case of emergencies, until the Resident Engineer has approved such modification. These modifications may be documented by supplemental agreement. Enhancements to the TCP will not involve changing traffic patterns.

4.7.3 Initial Inspection and Evaluation of Work Zone

The Worksite Traffic Supervisor (WTS) will conduct weekly, daytime and nighttime, inspections within the limits of the project of all traffic control devices concerning traffic flow, pedestrian, bicyclist's and business accommodations. The WTS will submit a comprehensive weekly report, Form No. 700-010-08, Maintenance of Traffic (MOT) Review Report, to the CEI for review and include the condition of all traffic control devices (including pavement markings) being used. This MOT Review Report is to be submitted at least one day prior to the weekly construction meeting to allow the CEI time to evaluate the report and discuss at the weekly construction meeting. In addition, the WTS will perform the initial evaluation on new phases of construction by driving through the work zone and observing how traffic moves through the work zone. This drive through inspection will be done in all lanes, both directions, on crossroads, during the day and night and from all entry and exit points within the zone. Detours, if any, should also be driven. The evaluation will also include inspection of signs and devices for the desired sight distance, maintenance and spacing. A newly implemented work zone TCP may not function as well as it was intended to function. To lessen hazards to motorists and workers, traffic controls will be inspected and evaluated by the WTS immediately after the TCP is implemented, and after each phase change, using the Maintenance of Traffic (MOT) Review Report form.

An audio recorder, video camera or a photograph are good methods to document immediate thoughts or observations. Signs should be evaluated to see if they communicate their messages and are properly located. Any sight distance problems should be noted and corrections made to the location of the devices. The location and length of tapers and the spacing of devices should be checked. Any existing signs or signals that are not needed shall be covered. All proposed pavement markings should have been applied. Non-applicable pavement markings shall be removed if the work zone is stationary and will be in place for sufficient duration.

Bicycle paths through the work zone should be well marked and signed. Bicycle paths should not be directed through pedestrian walkways. Pedestrian paths should be clean of debris, well protected with positive barriers and/or separated from traffic, and be ADA compliant. Business entrances should be well maintained, and designated with devices through construction areas.

Entrances should be signed appropriately so as to give advance notice to the motorist.

Any unsafe driving actions should be identified and corrective action taken to achieve a smooth traffic flow through the work zone. Any enhancements to the TCP should be documented in the project diary, and coordinated with potentially affected parties (e.g., utilities).

4.7.4 Weekly Night and Day Inspections

The CEI will perform an inspection of work zone area and record any deficiencies found. The CEI will provide the original report to the Contractor weekly unless deficiencies are found. If deficiencies are found, the report shall be submitted to the Contractor and CFX within 24 hours of such inspection.

The CMC personnel will review the MOT Review Report periodically and should confirm the notations on the report (positive and negative findings) by conducting a field inspection of the work zone. If additional deficiencies are found that were not included in the MOT Review Report, such deficiencies will be discussed with the CEI and noted on the MOT Review Report. The CEI will document on the original Review Report and the Daily Diary the date corrective action was completed.

4.7.5 Recommended Action to Shut Down a Project Due to MOT Discrepancies

Following the above inspection made by the CEI, the Contractor will be verbally notified immediately of deficiencies found. A written list of deficiencies using the MOT Review Report, will be given to the Contractor within 24 hours with a notification setting a 48-hour maximum limit for completing corrective action. Any discrepancy noted that is considered a severe hazard and/or life threatening will require immediate corrective action by the Contractor.

Failure to correct the hazard immediately is basis to shut down the project and obtain other means to correct the hazard. CFX/CMC should be consulted in the event of a project shut down directive. If corrective action on the deficiencies which the Contractor has been verbally notified has not been corrected within the 48-hour time limit, the Project Engineer shall deduct payment for the uncorrected areas from the date shown on the MOT Review Report until corrective action is made.

4.7.6 Reporting Traffic Crashes

A traffic crash occurring within the work zone is brought to the attention of the CEI through actual observation, notification by others, or through signs of a crash aftermath such as debris, etc. It may also be advisable to conduct a routine inquiry of local police departments and/or county traffic engineering departments for crash reports. The CEI will conduct an evaluation of the maintenance of traffic features in the immediate area of the crash site and follow the manual lines below.

1) If a fatality or any disabling injury occurs, or if there is a serious crash involving three (3) or more people, notify CFX by telephone immediately
2) Any incident that causes an interstate highway to be closed for more than six (6) hours, or a major roadway to be closed for more than 24 hours, except for closures (maintenance, construction, etc.) where the public has been notified in advance, must be reported. Report these crashes to CFX which will relay the information to appropriate parties
3) The report should be prepared and distributed within two (2) weeks of the crash. Documentation such as police reports and photographs may have to follow and should be collected and forwarded as received
4) If one (1) or more fatalities occur, submit a copy of the Crash Report to CFX within five (5) working days

4.7.7 MOT Evaluation at Crash Site

When the Project Engineer becomes aware that a crash occurred, all possible steps shall be taken to determine its cause and to make corrections that will reduce the probability of additional crashes.

However, where a crash occurs it does not automatically mean that a change in work zone traffic controls is required. Crashes usually are a result of a combination of factors.

The Project Engineer shall examine that relationship of the crash to the existing work zone traffic controls. Evaluate all warning signs, pavement markings, barricades, and lights in the immediate vicinity of the crash site. A night inspection is required if the crash occurred at night. If any enhancements or corrective measures are to be taken, list them in the crash report and document this action in the daily report.

No changes to the Traffic Control Plans shall be made which will change traffic patterns or movements without the approval of the Resident Engineer.

4.7.8 Other Requirements

1) The Contractor and CEI will inspect MOT operations provided by a utility company within the project limits throughout the project duration

2) CFX personnel will report crashes occurring within the project limits as described in Section 4.7.6, Reporting Traffic Crashes

3) The Contractor will coordinate with adjacent projects and make frequent inspections to ensure that there are no conflicts in the information and/or instructions given to the motoring public

4) The Contractor will periodically check reflectivity of pavement markings and, in the event of failure, have the Contractor re-apply the pavement markings as required by Section 710 of the FDOT Standard Specifications

5) The CEI will inspect each daily lane closure and document the same using the Lane Closure Checklist form. The CEI will copy the Contractors WTS immediately if there are findings not in compliance with the applicable contract documents.ie proper signing, spacing, devices, tapers, time restrictions, etc.

4.8 Structures

4.8.1 Purpose and Definitions

This section is provided to create a uniform process for the evaluation and inspection of structures and concrete and to outline the procedures for acceptance.

Noncomplying Components: Noncomplying components are components that have been damaged, that do not meet the specified tolerances, or that contain defects.

4.8.2 Administration

Prior to the start of concreting operations, the CEI must review and approve the Contractor's Quality Control Plan. The CEI shall also forward the QC Plan to CFX's CMC for comment and review. The CEI will provide the acceptance/non-acceptance to the Contractor and outline any reasons for non- acceptance. All QC staff included in the Contractor's QC plan is to be verified by the CEI through the CTQP database (http://www.ctqpflorida.com) prior to their acceptance of the project.

If a new scope of work arises, an installation plan shall be submitted by the Contractor and approved by the CEI. All pre-activity meetings for new or approaching activities shall be scheduled well in advance to allow for discussion of pertinent topics to assure there are no delays for the activity. At this meeting all parties who are involved in the activity are to be present, including but not limited to the CEI, Contractor, CMC, material suppliers, utility owners, etc.

Only FDOT approved concrete mix designs are to be incorporated into the project. The mix design(s) for concrete being placed is/are to be submitted to and accepted by the CEI prior to the placement of such material. Tracking logs are to be used by the CEI to document lot numbers, date of placement. Also tracked are both CEI and Contractor's sample numbers, plastic properties, comparison of compressive strength results. If necessary, any resolution test results, detailed information of any discrepancies and/or any other remarks needed to fully document the placement.

Within 48 hours of completing any concreting activity, the Contractor is to supply the CEI completed concrete delivery tickets. No omissions or errors are to be present on the tickets at the time of CEI receipt. All failed materials will require submission of a Notice of Failing Test Report (NFTR) as per Section 4.10.3.

In the event of a disqualification of a producer's QC plan or suspension of a plant or mix design, the CMC will notify the CEI. The CEI will inform the Contractor immediately to reschedule concrete placements that are affected by the submissions. No concrete loads will be accepted on-site from a disapproved plant or from a suspended mix design. Once the plant or mix deficiency has been addressed the CMC will notify the CEI.

4.8.3 Foundations

Foundation construction will require that the Contractor monitor existing structures, freshly placed concrete and utilities to prevent damage that may be caused by vibrations, ground loss and ground heave or dewatering per specifications. A Specialty Engineer will survey all structures, utilities or specified objects in compliance with the plans and specifications. The CEI will approve the number and location of monitoring points. The CEI and Specialty Engineer will be notified immediately if any movements are detected.

4.8.3.1 Drilled Shafts

A drilled shaft installation plan (DSIP) shall be submitted at the preconstruction conference or at the latest, thirty (30) days prior to drilled shaft construction. It is to be approved by the CEI and Geotechnical Engineer, if applicable. The plan shall provide detailed information about Contractor's methods of construction, equipment and personnel, etc. After CMC review of the DSIP a notification letter will be sent to the Contractor within three (3) working days indicating acceptance, rejection or a request for additional information. Once the DSIP has been approved by the CEI they will then forward it to the CMC for their records.

All drilled shaft, miscellaneous shaft and test hole/shaft installations shall be documented using CFX's drill shaft log and using the FDOT form 700-11-05 for plotting the theoretical vs actual concrete graph. The CEI will assist with documentation or any other requests by the Geotechnical Engineer. The completed drill shaft log will be forwarded to the CMC after

review by the Resident Engineer/PA. The CEI shall forward any Load Test Data Reports, Core Log Reports, CSL Testing Reports and any other data/reports to the Geotechnical Engineer immediately upon receipt.

Installation of all drilled shafts, including miscellaneous shafts, are to be inspected by an experienced and qualified CTQP inspector producing accurate and completed logs. The CEI inspector shall have a copy of the DSIP, project plans, appropriate equipment and any other applicable materials at all times during the installation.

Drilled shaft lengths that are established by the Geotechnical Engineer will be forwarded to the Contractor within seven (7) days. The geotechnical engineer reserves the right to alter shaft lengths should they deem it necessary. If altered, the revised drilled shaft length will be provided to the Contractor via the CEI.

The Contractor is to record and document slump results on all loads of concrete. The Contractor will be informed immediately of any deviations from the DSIP and specifications. Any deviations or irregularities encountered during the installation shall be recorded and the information will be forwarded to the PA/Resident Engineer immediately. Completed shaft logs will be reviewed and signed by the monitoring inspector and the Resident Engineer/PA. The reviewed shaft logs shall be forwarded on to the CMC in a timely manner. The CEI shall inform the CMC of any drilled shafts that require further testing for acceptance.

4.8.3.2 Piling

If there are existing structures to remain within an area that could be impacted by vibration, the CEI will make sure that the structures are monitored by the Contractor to provide an accurate record should one be necessary in the future. The CEI will ensure that the Contractor submits a Pile Installation Plan (PIP) at least thirty (30) days prior to the driving of the initial test pile. The CEI will forward the PIP to the Geotechnical Engineer and CMC for review and comments within three (3) working days. Within five (5) working days of receiving the Geotechnical Engineer's comments and/or recommendations the CEI will inform the Contractor of acceptance, rejection or request additional information and/or changes that may be necessary for acceptance of PIP. A letter of rejection shall contain the reason(s) for rejection of the plan. No pile driving operations rations may commence until the PIP is accepted.

The Geotechnical Engineer will be notified of the test pile schedule as soon as the Contractor's schedule is received. Delivered test piles shall be inspected for length, quality, proper dunnage and proper QC and/or VT stamping if required. The pile number, cast date, length and any other pile information shall be recorded on the pile driving record and in a permanent field log book. The CEI shall be prepared to assist the Geotechnical Engineer during the test pile program. The test pile(s) shall be documented on CFX's pile driving record. The test pile records shall contain all the data and observations pertaining to the driving of the test pile. Any special recording requested by the Geotechnical Engineer shall become part of the pile driving record. The completed records shall be forwarded on to the Geotechnical Engineer immediately. The CEI will make the completed records available to the CMC.

A letter of recommendation from the Geotechnical Engineer will be sent to the CEI that establishes production pile length and driving criteria. Upon receipt of the letter from the Geotechnical Engineer, the CEI shall approve the recommendation and send it to the Contractor in a timely manner. The driving criteria shall contain the required blow count, minimum stroke height, minimum tip elevation or depth requirements and any other special driving criteria. If using a diesel hammer, a chart of blow count versus stroke/pressure shall also be furnished and attached to the letter of recommendation. A copy of the PIP shall be attached to the letter so that all parties involved know that the same system used to install test piles is also used to install production piles.

Upon delivery of production piles, they shall be inspected for length, quality, proper dunnage and proper QC and/or VT stamping. The pile number, cast date, length and any other information should be recorded on the record and in a permanent field log book. Field personnel shall have a copy of the Driving Criteria, PIP, project plans and specifications with them at all times during the driving operation. Field personnel shall keep accurate and correct records of the pile driving operation using CFX's pile driving record. All information recorded shall be accurate in regards to irregularities, unexpected occurrences, deviations from driving criteria or procedures, actual elevations, spalling, cracks, cushion changes, etc. The entire pile driving operation shall be in accordance with the Driving Criteria and PIP. Any deviation from the established criteria should result in the Resident Engineer and Geotechnical Engineer being contacted and informed of the status immediately. Complete records shall be reviewed by the Senior Inspector

and Resident Engineer/PA. Records will also be made available for a review by the CMC.

4.8.4 Concrete Pre-Placement

The Contractor will notify the CEI at least 24 hours prior to any structural concrete placement. Once notified, it is the responsibility of the CEI to provide an adequate number of inspectors for the operation. The CEI also needs to ensure that QC is present for the duration of all structural pours, whether or not VT is present. The CMC will be notified prior to the start of major activities. These activities are to include but are not limited to bridge deck pours, mass concrete, drilled shafts, beam settings, dry runs, and any other placements of significance.

The CEI will ensure that the Contractor has a CTQP Concrete Field Technician Level II responsible inspections associated with all bridge placements. The Contractor will perform the required inspection before a placement begins. These inspections will include but are not limited to false work, form placement, correct reinforcing steel bar size, correct reinforcing steel bar locations, correct chairs/bolsters and reinforcing steel bar clearances. False work will be free of any dirt, sawdust, oil, etc. The Contractor will record all inspections in an appropriate manner. These inspection records are to be made available to the CEI if requested. The CEI will perform independent inspections to verify that the Contractor is inspecting the reinforcing steel for the correct spacing, bends, splicing, clearance tolerances, bar size, use of appropriate chairs/bolsters, wire tying, etc. The CEI will also inspect the same items as the Contractor. Inspection by both the CEI and the Contractor will verify that the structural placement is in an acceptable condition before placement of concrete. If any discrepancies are found during the CEI's inspection, the Contractor must be notified immediately to allow the issues to be addressed prior to placement of concrete.

All permanent field books are to be permanently identified on the cover and spine with CFX job number and CFX job name. Each bridge location shall be listed separately by bridge number and name on each page. Specific inspection documentation shall include but will not be limited to date, time, weather information, station location, distance left or right of center line, the inspectors printed and signed name and any other pertinent information.

The CMC will monitor these records and assure compliance with the plans and specifications. In addition to making a historical record, the purpose of making and recording these measurements is to provide the basis for making corrections to deficient placements and corrections to construction techniques prior to subsequent structural placements so that deficiencies will not reoccur.

Mill certifications will be collected for structural steel that is delivered to the project. Mill certifications will be checked to ensure compliance with plans and specifications. The Contractor's method of storage of the reinforcing steel will be in a manner that does not contribute to surface deterioration. Any issues noted during this inspection must be made known to the Contractor's representative immediately so that corrective action can be taken.

The approved curing compound, stored in the approved manner and the appropriate curing compound equipment will be onsite (when necessary) before placement. The Contractor will provide a correctly constructed cure box of the appropriate size. The cure box must be able to contain the required Contractor's and CEI's samples with enough room to spare in the event that additional samples are cast. The Contractor will supply a high/low thermometer for all curing boxes. Provisions to maintain the temperature range in the cure box in accordance with the specifications will be available in the event that they are needed. The curing box must be in a secure location and in close proximity to the placement.

4.8.5 Placement of Concrete

The CEI will ensure that the Contractor has a CTQP Concrete Field Technician Level II responsible for quality control at all concrete placements.

Upon arrival of concrete to the site, it will be the responsibility of the Contractor's representative to review the concrete delivery ticket and determine that all of the information provided is correct prior to the discharge of concrete. The CEI will periodically review the tickets to ensure that the QC process is being performed effectively. Concrete that fails to meet the specifications upon delivery to the project should be rejected by the Contractor. In the event that the concrete fails plastic properties and/or is deficient and the Contractor elects to place concrete at their own risk the Contractor's representative and the CEI must document in great detail the station, offset and specific portion of the structure being poured. The CEI inspector will inform the Project Administrator/Resident

Engineer immediately. The CEI should suggest that the Contractor casts samples of the failed material for strength testing to assist in an Engineering Analysis Review (EAR) if necessary. The CEI should also be prepared to cast samples testing, if necessary. The current lot is to be closed out at the conclusion of pouring the failed concrete with the next load beginning the following lot. Initial testing is required on the new lot.

4.8.6 Post Placement of Concrete

Curing methods of the concrete will be in the correct manner and for the duration called for in the plans and specifications.

After forms are removed, the Contractor and the CEI will inspect the structure for deficiencies including cracking, settlement, bug holes, spalls, et cetera. Thorough documentation of inspections of the structures will be performed periodically throughout the project including date, time, weather and the printed and signed name of the inspector in permanent field book. These inspections are considered site source documents and will be submitted with the final estimate records.

Tracking of the anticipated date of the strength specimen breaks from both the Contractor and CEI's laboratories will be on an appropriate concrete tracking log. Results from both laboratories will be received within 24 hours upon completion of the testing (weekends excluded). In the event of a non-comparison of concrete test results between the QC and VT cylinders, the CEI will notify the CMC immediately. At the discretion of the CMC, the "hold" cylinders cast by both QC and VT may need to be tested to determine acceptance of the hardened concrete. The Contractor and CEI will be prepared to deliver samples to the resolution lab immediately if necessary at direction of the CMC.

4.8.7 Substructure Elements

Dry, dewatered, and wet excavations will be monitored by the CEI to ensure that the excavation is being performed in accordance with the specifications. If dewatering is necessary, it will be inspected in accordance with a submitted dewatering plan. Confirmation that the Contractor has constructed the foundation(s) in a manner that the soils are firm, stable and meet or exceed the design bearing capacity will be recorded daily. Density tests may be used to verify that soils are within the specifications.

The acceptance of formwork for footings, end-bent caps, back/wing walls, columns, pier caps, and any other substructure items will be verified by the CEI before concrete placement begins. Inspections will include dimensions, proper steel placement, steel clearances, alignment, bracing, ties, etc. During concrete placements, the CEI will observe the placement of concrete to ensure that the proper methods and techniques are used. In the event that the forms bulge or appear to change dimensions during the concrete placement, the CEI will inform the Contractor, and thoroughly document the issue. These events will be relayed to the Resident Engineer/PA immediately.

4.8.8 Mass Concrete

Due to the unique nature of this type of construction, it is recommended that a pre-activity meeting be held prior to placement of mass concrete elements to discuss applicable specifications, expectations, and methods of inspection. The CEI will notify the CMC in advance of this meeting so that they may be in attendance. A frequency for submitting the temperature results should also be established at this meeting. Mass concrete placements require the Contractor use a Specialty Engineer to follow the procedure outlined in Section 207 of the ACI Manual of Concrete Practice to formulate, implement, administer and monitor a temperature control plan. The Contractor is to submit both the mass concrete mix design and the proposed mass concrete plan to the CEI for review and acceptance. The CEI will forward the mass concrete plan to the CMC. The CEI will notify the Contractor of acceptance or rejection of the plan within ten (10) working days. No mass concrete will be placed without an approved plan.

The CEI will monitor the Contractor's temperature readings and documentation as well as take independent temperature readings. In the event that the temperature readings are outside the differential limit or exceed the maximum temperature, the Contractor will take immediate action as directed by the Specialty Engineer to retard further growth of the differential or maximum temperature. If the temperature control provisions fail to prevent excessive differences or maximum temperature through verifiable test results, a revised version of the previously accepted plan will be submitted. This will be required to ensure that future placements are in compliance. No other

placements will commence until the CEI has accepted the revised plan.

4.8.9 Structural Steel Members

The CEI will have documentation of all plant Verification testing for members delivered to the project. Delivery of structural steel members will be inspected by the Contractor and verified as necessary by the CEI for compliance with the project plans, approved shop drawings and specifications.

Proper inspections of structural steel members will include but are not be limited to Rotational Capacity Tests, Verification of Direct Tension Indicator Device Performance and Turn-of-Nut Tightening. The Contractor should have a representative present during any Verification testing by the CEI.

When welds are required on the project, the CEI team will be responsible for randomly verifying that the welders provided are certified and all welds are inspected by a certified welding inspector. The Contractor will submit an Erection Plan to the CEI for review. The Erection Plan will include a Specialty Engineer's signature and Seal.

4.8.10 Prestressed Concrete Members

The CEI will have documentation of all plant Verification testing for members delivered to the project. Delivery of prestressed concrete members will be inspected by the Contractor for compliance with the project plans, approved shop drawings and specifications. Inspections by the Contractor will be verified by the CEI. Field inspections include but are not limited to surface deficiencies, bug holes/honeycomb, spalls, chips, surface porosity and formed surface misshaping. The Resident Engineer/PA will be informed of any deficiencies requiring repairs. Repairs that are not covered in the specifications will require a submitted repair procedure to the Resident Engineer. These repairs may not commence before the Contractor receives the approved submittal from the Resident Engineer. The Contractor and CEI are to keep a record of all deficiencies and their repair methods.

Delivered prestressed concrete members will be handled in a manner that conform to the contract plans or approved shop drawings. The Contractor is to use the required pick points. The Contractor will use the proper dunnage and storing procedures for members in accordance with the specifications.

The CEI will ensure that the Contractor has prepared the prestressed concrete member, prepared the concrete substructure, prepared the bearing areas and placed the correct bearings in accordance with the contract documents and specifications. The Contractor will perform inspections at all phases of work. The Resident Engineer/PA will be notified immediately when nonconforming work or materials are not able to be brought in conformance with the contract documents using pre-established procedures.

Concrete diaphragms will only be formed and placed after the concrete prestressed members have been confirmed to be in accordance with the contract plans and specifications. This will be accomplished using the Contractor's as-builts and verified by the CEI. Concrete diaphragms will be placed at least 48 hours before bridge deck slabs are placed unless otherwise indicated in the plans.

4.8.10.1 Precast/Prestressed Concrete Non-Compliance Review Procedure

Noncomplying components containing specific defects or damage which is classified as minor are not subject to the disposition requirements in this procedure and must be repaired in accordance with FDOT Standard Specification 450-2. However, if for a minor defect, an alternate nonstandard repair method is proposed by the Contractor or if the defect will be encased within the diaphragm concrete then this procedure applies.

For defects covered by this procedure, the Contractor must comply with FDOT Standard Specification 450-2, which requires the submittal of a repair proposal to the Project Engineer and specifies what the contents of the proposal shall be. Components in the casting yard, which require repairs, shall not be shipped to the project site until such repairs are complete and the member has been accepted by CFX. If the component is repaired and determined to be acceptable to CFX, the component shall be stamped indicating it meets specification requirements and any remedial work is acceptable. Producer stamped pre-stressed members arriving at the job site shall not be rejected by project personnel for reasons other than obvious shipping damage which makes the member unacceptable.

The Contractor's proposal will be in writing and consist of the following information:

1) A cover letter prepared on the Contractor's letterhead and addressed to the Project Engineer briefly describing the component, and the proposed credit to the contract proportionate to the defect or specification noncompliance

2) A completed Noncomplying Prestressed/Precast Concrete Component Data Sheet prepared by the producer or Contractor and countersigned by the CEI to indicate agreement with the described defect or noncompliance feature. If not in agreement with the information or description, the CEI shall either reject the submittal indicating reason(s) for rejection or modify the submittal as necessary. In the latter event, the preparer shall initial and date the submittal indicating agreement or disagreement with the modifications

The CEI will review the Contractor's proposal and enlist the assistance of the specialty engineers and the Engineer of Record as deemed appropriate. Upon completion of the evaluation, the CEI may accept the Contractor's proposed repair method and cost reduction, negotiate a more satisfactory cost or repair method, or reject the proposal. With approval by the CEI, structural or nonstructural defects that will be encased by the end diaphragm shall be filled with diaphragm concrete in lieu of patching at the casting yard. This does not include defects on the surface of the bottom flange that will be in contact with the bearing pad: these must be repaired prior to contact with the bearing pad. Beam end defects that begin within the limits of the diaphragm and extend beyond the limits of the diaphragm must be patched prior to diaphragm construction. Cleaning and preparation of all defects prior to diaphragm concrete placement shall be in accordance with the specification or as approved by the Resident Engineer.

The CEI shall indicate acceptance in the response and distribute the proposal and the disposition to the CMC.

4.8.11 Bridge Deck Placements

The preconstruction meeting will be attended by the CEI, the Contractor, the Contractor's QC representatives, concrete producer and any other key personnel involved to discuss the operations and specification requirements. The CEI shall notify the CMC at least five (5) days prior to a pre-operations meeting. During the meeting, any changes to the plan's bridge deck placement sequence should be an item for discussion. Any deviation of the sequence plan will follow the project's plans and/or notes. The EOR's approval may be needed in addition to other requirements before any bridge deck placements.

The CEI will observe the Contractor's method of construction during all phases of bridge deck construction. Verification of Contractor's inspections will be completed as the scope of work progresses.

Documentation of inspections will be recorded by both parties. The Resident Engineer/PA will be notified if deficiencies are not corrected in a timely manner.

Stay-in-place (SIP) metal forms are to be inspected to ensure that they are free of any defects, securely and properly installed and that they are free of any elements prior to any concrete placements.

Overhang false work installation and SIP installation will not be conducted when over live traffic. These activities will only commence once traffic is shifted to the prescribed lane(s) and is clear below the work area.

Bridge expansion joints and construction joints will be checked for compliance with plans and specifications. The use of Indices 21110, 21100 and their installation requirements will be reviewed and inspected before any bridge deck placements. Attention to the temperature requirements in the plans and specifications must be adhered to during installation of the expansion joints. Interaction between the bridge deck and approach slabs will be inspected to ensure that both are in compliance with the plans, Indexes and specifications. Verify with the plans vs. installed reinforcing steel for the existence, location for any light pole pilasters or other individual bridge plan specific items.

The CEI will inform the CMC of all screed demonstrations (dry run) and concrete deck pours in a timely manner. The CEI will update the CMC on any changes to the schedule of these items as they occur. Completion of the Contractor's dry run will be verified by the CEI. Documentation of the dry run will be recorded in a permanent field book and will be submitted with the final estimate records. A minimum of two (2) measurements will be taken at each test location. Test locations are to be performed at every bay at longitudinal intervals no greater than 10 ft.

Overhangs will also be measured for the proper reinforcing steel clearances. The measurements will be taken from the bottom of the screed rollers. The first measurement will represent the expected concrete thickness cover above the top mat of reinforcing steel. The second measurement will represent the expected total bridge deck concrete thickness. Any deficiencies that cannot be corrected will be reported to the Resident Engineer/PA.

Concrete diaphragms will be placed at least 48 hours before bridge deck slabs are placed unless otherwise indicated in the plans. Placement of concrete during the bridge deck placement will be measured for thickness (wet run) using a thickness measurement tool. The measurement tool can be of various designs as long as it is capable of measuring the thickness of concrete accurately and consistently. The two (2) measurements will be taken at a minimum of 500 ft^2 of bridge deck. The first measurement will represent the concrete thickness cover above the top mat of reinforcing steel. The second measurement will represent the total bridge deck concrete thickness. These measurements will be made as soon as the screed has made the final pass. Any deficiencies outside the plans and specifications will be reported to the Contractor immediately. Any deficiencies that cannot be corrected during the placement will be reported to the Resident Engineer/PA immediately. All measurements will be recorded in a permanent field book and submitted with the final estimate records.

The Contractor will have the proper equipment and personnel present for each concrete bridge placement. The Contractor is to have a CTQP Concrete Field Technician Level II responsible for the quality control of all concrete bridge placements. The Contractor is to also monitor the reinforcing steel for any changes that might become nonconforming to the plans and specifications during the placement. Repairs to any deficiencies will be made immediately. The CEI will record any deficiencies that are not corrected.

Concrete bridge deck placements of 50 cubic yards or less will have a minimum placement rate of 20 cubic yards per hour. Concrete bridge deck placements of greater than 50 cubic yards will have a minimum placement rate of 30 cubic yards per hour. The CEI will ensure that the Contractor is aware of any failure of these requirements during the operation. The CEI shall not permit placements until acceptable plans are in place for meeting the minimum placement rate.

The Contractor will have appropriate measures in place for any weather events that effect the concrete placement. The CEI will verify that the Wind Velocity Restrictions are within specifications before concrete placement.

Forms and reinforcing steel is to be sprayed with fresh cool water immediately before placement of concrete. Fresh concrete cannot be directly sprayed with water. The addition of water to aide in the finishing process should be kept to a minimum and applied with the use of a fogging applicator.

After the concrete placement is complete, the Contractor will cure the concrete bridge deck per the specifications. The CEI will inspect that the curing compound and the method of applying is within specifications. The CEI will continually inspect that all post placement curing blankets are wetted down immediately after satisfactorily placing them. The curing blankets will be maintained in a saturated condition throughout the seven (7) day curing period. The CEI shall ensure that the Contractor is using potable water for the wetting process.

4.8.11.2 Bridge Deck Thickness Documentation

The inspector shall record the thickness measurements in a permanent field notebook to be submitted with the final estimate records. The notebook shall contain the following information in addition to the financial identification number, contract number, etc. Each bridge shall be listed separately by bridge number and name. Information regarding the thickness measurements shall show the following under the appropriate span number: deck placement location (Station to Station), distance right or left of centerline, date, time period (From am/pm to am/pm) and inspector's name. The average thickness of the concrete cover over the top mat of reinforcing steel and the average deck thickness shall be computed for each deck concrete placement.

CFX will monitor these records and assure compliance with specified plan dimensions. In addition to making a historical record, the purpose of making and recording these measurements is to provide the basis for making corrections to deficient placements and corrections to construction techniques prior to subsequent deck placements so that deficiencies will not be repeated.

4.8.11.3 Bridge Deck Smoothness Documentation

On short and miscellaneous bridges, using a 10 foot straightedge, the CEI senior bridge inspector shall record noted irregularities greater than 3/16 inch in a field notebook to be submitted with the final estimate records. The irregularities will be corrected by grinding per FDOT Standard Specification 400-15.2.5.4 and noted in the field notebook showing senior bridge inspector name, date of initial check and final correction. Pictures and video recording of the straightedge process should be taken and the file or file path referenced.

On long bridges (including approach slabs), the CEI senior bridge inspector shall verify the calibration of the profilograph prior to its use. The CEI shall monitor the entire process as defined in FDOT Standard Specification 400-15.2.5.5 and 400-15.2.5.6. The Resident Engineer/PA shall evaluate the completed profilograph testing results and upon acceptance by the CEI Resident Engineer/PA notify the Contractor. The CEI senior bridge inspector shall use the 10 foot straightedge to check transversely across the deck and approach slabs and record their findings and/or corrections in the field notebook showing senior bridge inspector name, date of initial check and final correction. The CEI senior bridge inspector should verify that the planning machine operation is extended thru the approach slab; this may require that the Contractor place plywood or other material to allow the machine to pass through the approach slabs if the final course of asphalt is not in place. Pictures and video recording of the straightedge, profilograph and planning should be taken and the file or file path referenced.

CFX and CMC will monitor these records and assure compliance with specifications. CEI should focus on the transition interface zone between the concrete and the flexible pavement. The transition interface zone is plus or minus 25 feet either side of the bridge joint at each end of the bridge. When meeting the smoothness requirements noted above a higher overall ride quality is achieved.

4.9 Asphalt

4.9.1 Purpose

To provide a uniform procedure for verifying that all asphalt materials meet the requirements of the specifications including but not limited to; rolling straightedge, density, cross-slope and thickness prior to placing the friction course.

CFX's intent is that a friction course be of uniform thickness that will not rut, distort or ravel, during the intended service life of the pavement. Therefore, it is absolutely necessary to ensure that the surface upon which the friction course will be placed and the friction course itself meets the acceptance tolerances as established in the specifications. It is the Contractor's responsibility to perform the straightedge testing and to take any action required to correct surface irregularities.

4.9.2 Pre-Paving Activities

Conduct a Pre-Paving Conference with the Contractor, Subcontractor(s), CEI staff, CMC staff, and asphalt plant inspection staff to discuss the requirements, scheduling, and procedures to be utilized for the project.

Provide the following information at the Pre-Paving Conference:

1) The proposed date of the paving operations
2) The locations of the plant(s) to be used
3) The maximum production rates of the plant(s) and the expected rate of production
4) The average haul distance
5) The anticipated paver speed in feet per minute
6) The number of trucks to be used
7) The width of the mat for each placement operation
8) The number and types of rollers for each placement operation

9) A sketch of the typical section showing the sequence of the paving for each placement operation

10) The type of controls to be used for each placement operations

11) The type of milling equipment and street sweeping equipment and when they will demonstrate it

12) Lighting plan if work is to be completed at night

13) Discuss the procedure for handling cores

14) Discuss Transition Zone Straight edging, Rolling and Profilograph

15) Design mixes

No asphalt is to be placed on the project prior to this pre-paving meeting.

4.9.2.2 Friction Course Pre-Activities

Due to the critical nature of the friction course asphalt, a separate pre-friction course meeting shall be held prior to the start of any friction course placement on the project. Topics of discussion should include anticipated rate of placement, size and type of rollers, rolling patterns, temperature monitoring both of the trucks and the ambient conditions, applicable plant testing, and specification requirements. No friction course shall be placed on the project until this meeting has been held.

Concurrent with the Pre-friction Course meeting, also conduct the pre-striping meeting to discuss the requirements, and procedures for the application of the PPRT striping. The Contractor, Striping Sub- Contractor, CEI inspection staff, and CMC staff should be present at this meeting. Also, provide the training qualifications for the striping crew at this meeting.

4.9.3 Paving Activities

CEI Measurements:

The CEI will be responsible for ensuring that the Contractor adheres to the approved QC Plan throughout the paving operations. The CEI does have to record their independent measurements throughout this process, but for the purpose of verifying that the Quality Control data is accurate, not for acceptance. For example, the spread rates measured by VT are not to be used for pay, but should be compared to the QC spread rates to ensure that the Contractor is accurately reporting their rates. This also applies to cross- slopes. It is not enough that the CEI has taken the required cross-slope measurements since these are not used for acceptance. The inspector in the field needs to ensure that the Contractor is taking these measurements as required, and that they are within the specified tolerance. It is essential that the CEI monitor the implementation of the approved plan, and inform the Contractor when it is not being followed. The only way that operations can be improved upon is if the reason for the issue is well documented and discussed. All inspection staff should have a copy of the approved plan with them during construction to make sure that it is being utilized in the field.

4.9.3.1 Temperature Control

The Contractor's Technician under the supervision of the CEI will take the temperature of the asphalt mix at the plant for each day, for each design mix on the first five (5) loads and an average of once every five (5) loads thereafter. The CEI shall monitor and review the plant temperature readings and take additional temperature measurements at a minimum frequency of once per day. The CEI will also take temperature readings at the same frequency as at the plant when the load arrives on the project.

The following procedures should be followed:

1) The frequency of the measurement may be increased, as deemed necessary by the CEI

2) The Contractor's Technician on the respective delivery ticket shall record each temperature reading taken at the plant. The temperature measurements taken at the roadway shall be recorded by the CEI at the right hand side of the temperature reading taken at the plant on the front of the delivery ticket

3) The CEI will verify Contractor's measurements periodically with a minimum frequency of twice per day

4) Rejection of the hot mix asphalt on the basis of the mix temperature shall be made in accordance with the Standard Specifications and necessary corrective action shall be made immediately

5) The CEI will record the temperature on the delivery tickets for the loads rejected, clearly write on the ticket for the rejected load "Rejected for Temperature", and notify CFX's Technician of any such rejection

The Contractor's Technician will monitor the next five (5) loads produced after the adjustment has been made to determine if the corrective action is effective. The CEI will continue to monitor the loads until the average temperature of five (5) successive loads is in compliance with the requirements of specifications at which time the Contractor's Technician can return to monitoring one (1) out of every five (5) loads.

4.9.4 Spread Rate Verification

The CEI will monitor the Contractor's spread rate to ensure that the Contractor's process controls are functioning as intended. The CEI shall calculate the spread rate at a minimum frequency of once per layer per day. The measurements are to be based on the average of five (5) truckloads of mix at a minimum. In the event that the CEI measurement is outside of the 5% tolerance, the Contractor is to be notified immediately. The CEI may increase the spread rate measurements when necessary to ensure the desired results are achieved; however, it is not the intent to perform the same measurement frequency as the QC technician. Should the spread rates not be verifiable on a consistent basis, the QC Plan needs to be reviewed and discussed with the Contractor to determine the issue with the spread rates. Further failure to verify may result in suspension of the paving portion of the Contractor's Quality Control Plan.

4.9.5 Cross-slope Verification

The CEI will verify the Contractor's cross slope measurements by randomly taking a minimum of ten (10) cross slope measurements per lane per mile in tangent sections, control points in transition sections, and a minimum of three (3) cross slope measurements on fully super elevated sections over a day's production. Contractor to ensure the cross slope is uniform and in compliance with the design cross slope. In the event that the measurements are out of tolerance, (+0.2% for travel lanes including turn lanes, and +0.5% for shoulders) the CEI will notify the Contractor immediately so action can be taken to bring the operation back into compliance. The CEI will recheck the cross slope and if it is still out of tolerance, will notify the Contractor that their operation is out of tolerance and proceed in accordance with the Contract Specifications regarding out of tolerance operations.

4.9.6 Rolling Straightedge Verification

The straight-edging will take place after the completion of the last structural layer and also after the completion of the friction course. The straight-edging will be performed by a Contractor. The Contractor will notify the CEI the location and time of testing a minimum of 48 hours before beginning testing. The CEI shall notify the CMC Manager once notified by the Contractor. A standard 15-foot rolling straightedge will be used. The recommended procedures are as follows:

1) The CEI will be present and will accompany the Contractor's employee who will operate the rolling straightedge. The calibration of the 15-foot (4.572 m) rolling straightedge shall be performed in accordance with FM 5-509 and visually reviewed and verified before each testing day

2) The CEI will continuously observe the indicator for highs and lows in excess of 3/16 inch (5 mm) and monitor the Contractor's employee recording the locations and magnitude of each out-of-tolerance deficiency. The Contractor's employee will mark the location on the pavement with spray paint or other marking method. The Daily Inspection Report will reflect this inspection

3) After the straight-edging operation, the Contractor shall furnish the CEI a copy of the straight-edging results together with the method of correction the Contractor plans to use

4) The CEI shall be present during the corrective work and will ascertain that each surface irregularity was eliminated or brought within the allowable tolerance as established in the specifications. The corrective work will be reported on the Daily Inspection Report

5) The resolution of the deficient area(s) will follow the procedures specified in Section 4.9.6.1 below

6) The CEI documents the corrected areas in the Project File and lists the exceptions in the Certification Statement and provides a copy to CFX

4.9.6.1 Asphalt Surface Deficiency Resolution

1) If the Contractor requests to leave the deficient area(s) uncorrected with the exception of full or partial pay, then the CEI must obtain the concurrence of CFX, before notifying the Contractor of the decision

2) If the Contractor plans to use corrective methods other than the following:

   a) Removing and Replacement

   b) Overlaying, as specified in FDOT Standard Specification 330 requires a written request for approval of the proposed methods must be submitted to CFX. By memo of transmittal, CEI will send the Contractor's request and a copy of the list of surface irregularities to CFX

3) The CEI will approve or disapprove the Contractor's request for corrective action based on CFX's comments. The CEI may rescind any approval if satisfactory acceptance test results are not being attained

4) Regardless of the corrective method approved and used by the Contractor, CEI shall be present during the corrective work and will ascertain that each surface irregularity was eliminated or brought within the allowable tolerance as established in the specifications. The corrective work will be reported on the Daily Inspection Report form

5) Upon verifying that all corrections have been accomplished, the CEI will notify the Contractor in writing about the Engineer's determination of pavement surface acceptance with copies to the CMC

4.10 Control of Materials

4.10.1 Purpose

The contract documents contain specifications or references for all materials that are to be incorporated into a project. The FDOT Field Sampling and Testing Manual (published by the State Materials Office) indicate who samples and tests each of these materials and at what frequency.

4.10.2 Method of Acceptance

A manufacturer or supplier provides written certification stating the material supplied meets CFX specification requirements at the time of delivery or prior to placement. The CEI shall verify that the materials supplied do in fact meet these requirements by reviewing the plans and specifications and comparing them to what has been supplied. The Approved Products List (APL) maintained by the Product Evaluation Section of the State Design Office in Tallahassee provides guidelines concerning material that may be accepted by visual examination. The APL is generally accepted on CFX projects; however, the CEI should review the plans and specifications for exceptions. Not all items on the APL list are approved for use on CFX projects.

Regardless of the method of acceptance, it is the CEI's responsibility to assure that only materials meeting or exceeding the specifications, or properly documented and approved exceptions, are incorporated into the project. A current record of samples taken and tests run is maintained during the project using a recording system developed by the CEI. The database shall as a minimum identify the type of material, the sample number, use and location of the material, the required test results, the actual test results, indication of Pass or Fail, and a comments section. The CEI will keep the database current at all times by insuring prompt entry of sample data, field and laboratory test results. Prior to the start of construction, the CEI will provide CFX or designee with an example of the CEI's method of tracking this data.

4.10.3 Notice of Failing Test Results (NFTR)

In the event that materials fail throughout the course of the project, it is imperative that these issues be documented. The NFTR form can be utilized to document these issues as they arise. Anytime that a laboratory test fails, and there is no resolution sample available this method of acceptance should be utilized. For example, if a concrete strength specimen breaks below the specified tolerance, and there is no resolution data (non-verified lot) then this NFTR form would be used to document the failure, and the subsequent CEI rejection or acceptance of the material. Although the specifications may provide direction regarding failing materials (such as the concrete strength being within 5% and allowed to remain in place with a pay deduction), the CEI needs to complete this form and include it in an NFTR file for the project to document the acceptance of the material. Structural items should be sent electronically to CFX's CMC for review. Non-structural items such as failing plastic properties tests that are accepted by compressive strength that is at or above requirements does not need to be forwarded to the CMC; however, they still need to be documented in the log and in the files.

In addition to these items, there needs to be resolutions to all test results that fail on the project. Items such as drilled shafts that have CSL testing performed need to be documented as well. This provides a singular place to note the acceptance of non-conforming materials that are used in the project, and ensures that no items that are not accepted are allowed to remain in the completed work.

4.10.4 Material Certifications and Final Records

During the preconstruction phase of the project, the CEI will be responsible for conforming the Sampling, Testing and Reporting Manual (STRG) to their project. This is accomplished by taking the spreadsheet that contains all pay items, and deleting the items that are not included on the project so that the CEI will know what certifications, and tests are required for each item on the project.

The CEI will be required, at project completion, to provide CFX with detailed and orderly documentation of all material certifications and test results on all materials used on the project. The format for this documentation should be similar to the example appended to this section. However, if the CEI has an existing format that they are more familiar with, and the format is concise and orderly, the CMC may allow it to be used. If the non-standard method is chosen, the CEI must provide this tracking system to the CMC for review during the early stages of the project to make sure that any suggested changes to the system are incorporated into the logs before too many samples have been entered, the records for Toll Plaza construction shall be submitted separately from roadway construction.

4.10.5 Example Table of Contents for Final Material Manual

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Section 1 Project Engineer's Certification Statement

Section 2 Administration Control of Quality

- Non-Compliance Issues
- Notification of Failing Test Results, and Resolutions
  - NFTR Log
  - Earthwork
  - Structural Elements
  - Asphalt

Section 3 Drainage

- Pipe and Structures Certification
- Bridge Drain Certification
- Video Inspection Reports (Existing)

- Video inspection Reports (New)

Section 4 Concrete

- Pavement
- Concrete Finishes
- Sheet Piles
- Barrier Walls
- Misc. Concrete, Curb & Gutter, Sidewalk, Ditch and Slope Pavement
- Retaining Wall System
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Section 5 Bridge

- Stay in Place Forms
- Beams and Piling
- Bearing Pads
- Reinforcing Steel
- Expansion Joint Material
- Poly Sheeting for Piles
- Structural Steel
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- Concrete
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Section 6 Drilled Shafts

- Drilled Shaft Logs

Section 7 Lot Summaries QC/VT

- Concrete
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- Approved Mix Designs

Section 8 Reinforcing Steel

- Mill Tests and Certifications
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Section 9 Intelligent Transportation Systems (DMS/FON)

- DMS
  - Warranty
  - Shop Drawings
  - Sign Product Data
  - Stand Alone Acceptance Test
  - Factory Acceptance Test

- FON
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  - Final Proofing
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Section 10 Lighting

- Luminaries Test Results
- Energy Service Self Inspecting Forms
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Section 11 Signing

- Sheeting Warranty
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- Changeable Message Signs Certification
- Photometric Readings (Sign Luminaries)
- Sign Structure and Sign Panel Certifications

Section 12 Traffic Control

- Traffic Striping
  - Warranty
  - PPRT Certificate of Conformance
  - RPM Certificate of Compliance and QPL Verification
- Guardrail
  - Certificate of Compliance
  - Material Certification (Accessories)
  - Block Certification
  - End Anchorage Assembly and Guardrail Reflector Verification
  - Vehicle Impact Attenuators

4.11 Physical Address Acquisition

The CEI will acquire the necessary Physical Addresses for Toll Plazas and/or Load Center locations for the purpose of acquiring power distribution and 911 support.

As the CFX system expands it will require coordination with multiple governmental agencies. Each agency has a specific department tasked with the responsibility to assign physical addresses. For example, the City of Orlando provides physical address locations through the Technology Management Division and the Engineering Records Manager. Orange County provides physical address support through the Zoning Division and its Chief Planner. Orange County also requires notification to the 911 MSAG officer located at the 911 Administration Office.

Typically there are no fees required to secure physical address information. However, Orange County may require a

small fee to secure physical address information.

4.12 Fiber Optic Network (FON) Splicing

4.12.1 Purpose and Definitions

To implement specific procedures during the planning and performing of splices on the existing CFX's FON system within the project limits.

4.12.2 FON Splicing Procedure

A minimum of two (2) weeks prior to the splicing of the existing FON, the CEI shall ensure that the Contractor has inspected and prepared an as-built drawing that depicts how the various color fibers are spliced together. If it is necessary for the Contractor to access the patch panels in the toll plazas, the CEI and a representative of CFX must accompany the Contractor. Contact CFX's Director of Expressway Operations prior to any anticipated work beginning. Once the review of the existing fiber splices is completed, the Contractor shall turn over the prepared as-builts. At that time the EOR and or CFX will review and ensure that the current system, according to the as-builts, will operate properly with the new splice diagram(s). Existing manholes should be inspected by the Contractor and CEI to ensure that a ladder is installed, the grounding is not damaged and existing ducts are capped. These existing manholes should also be photographed for documentation.

A minimum of one (1) week prior to the FON splicing operation, the CEI is to conduct a pre-splice meeting attended by the Contractor, Subcontractors, a representative of CFX and any other pertinent personnel. Items discussed should include but not limited to:

1) Comparing of the Contractor's FON as-built drawings with the most current splice plan in the contract documents to ensure that field conditions agree with plan conditions
2) Date when the splice is to occur, location of splice, who will actually perform the splice, how long the splice is anticipated to last and how the splice will be performed. Confirm with CFX the off-peak times when splices can be performed

The CEI is to ensure that the Contractor opens a Carousel Industries ticket a minimum of one (1) hour and a maximum of two (2) hours prior to the FON splicing operation. The Contractor shall provide a contact name and telephone number for who obtained the ticket and an emergency contact. Immediately prior to the FON splice, the Contractor will notify CFX. If Carousel Industries reports that both the NMS and SONET are free of alarms, CFX will grant approval for the Contractor to proceed with the FON splice. The Contractor will inform CFX once operations are complete. CFX will verify with Carousel Industries immediately after the FON splicing operation is complete that no NMS or SONET alarms were detected. CFX will then confirm with the Contractor and the CEI that the FON system has returned to full operational status. Once all operations are complete, CFX has confirmed that the FON system is operational and free of alarms; the Contractor will then close the open Carousel Industries ANS ticket. The Contractor will inform CFX that all operations are complete and that the open ticket is closed. The CEI will verify all communication between the Contractor and CFX.

The CEI will document all construction procedures performed during the FON splicing operation on a separate Daily Report of Construction. A photograph will be taken by the CEI of the opened splice enclosure to ensure that the fiber is placed correctly. Photographs should be taken before and after the splicing operation.

4.13 Lighting Systems

4.13.1 Purpose and Definitions

To provide a uniform procedure to review and document the existing lighting system, load centers and fixtures/devices within and adjacent to the project limits, and confirm that fixtures/devices on these circuits can be maintained by the Contractor at the preconstruction condition.

4.13.2 Lighting Circuitry Procedure

Prior to construction, the CEI is to review the project's existing lighting circuitry and perform the following operations:

1) Map out existing circuitry/system, load centers and fixtures/devices, within and adjacent to the project limits
2) Confirm with the Contractor that the condition of all fixtures/devices on these circuits can be maintained at the existing preconstruction condition

After the review of the existing lighting system has been completed, and prior to any construction activities, the CEI is to perform a project walk-thru with CFX's Director of Construction to review the condition of the roadway lighting. Any non-working lights or circuits should be repaired by CFX's Maintenance Contractor prior to the Contractor assuming responsibility for the system. The Contractor will continue to inspect the lighting system for the duration of the project. These inspection results will be provided to and be verified by the CEI. Any non-working lights or circuits should be repaired immediately by the Contractor assuming responsibility for the system. Any changes or repairs shall be documented by the CEI and forwarded on to CFX's Director of Construction upon discovery. The CEI will inform CFX's Director of Construction as soon as the Contractor completes an acceptable repair to the non-working item.

The Contractor and CEI will complete a final project walk-thru at the completion of the project. Any deficiencies will be corrected before preliminary acceptance. Once the system is determined to be acceptable, a final walk-thru will be performed with CFX's Director of Construction. CFX's Director of Construction will give the final acceptance of the system.

4.14 Contract Delinquency and Default

4.14.1 Purpose

To establish the definition of default and reasons for declaration of default as applied to all construction contracts entered into between CFX and Contractors; to establish remedies for completion of the defaulted contract; to establish cost liability and damage assessments; to establish details necessary for the pursuit of default proceedings.

A Contractor is in delinquency when the Contractor does not maintain satisfactory progress. Unsatisfactory progress is when the Contract time expires and the Contract Work is not complete, when specific milestone dates have expired and the work is not complete, or when the Contractor falls behind 15% or more from the dollar value of the planned work using the accepted working schedule for the Project.

Further explanations of this section are found in General Specification 6.7 and 6.8. The information provided here does not absolve or preclude any information contained in the General Specifications. It is the CEI's responsibility to be aware of the specific Contract Requirements.

4.14.2 Reasons for Default

CFX will give notice in writing to the Contractor and his Surety of delay, neglect, or default, due to reasons stated in General Specifications, Section 6. 9.1. The CEI may only recommend default to CFX.

4.14.3 Recourse and Remedies

If the Contractor, within a period of ten (10) calendar days after receiving the notice described above, fails to proceed to correct the conditions of which complaint is made, CFX shall, upon written certificate from the Engineer of the fact of such delay, neglect or default, and the Contractor's failure to correct such conditions, have full power and authority, without violating the contract, to take the prosecution of the work out of the hands of the Contractor and to declare the contract in default.

Upon declaration of default, CFX shall look to the Surety for completion of the work. If the Surety refuses to complete the work, becomes unacceptable or unreliable in satisfactorily completing the work, CFX will have full power to appropriate or use any and all materials and equipment on the site which are suitable and acceptable, and may enter into an agreement with others for the completion of the work under the contract, or may use other methods which in the opinion of CFX are required for the completion of the work in an acceptable manner. If after the ten (10) day notice period, and prior to any action by CFX to otherwise complete the work under the contract, the Contractor

should establish his intent to prosecute the work in accordance with CFX's requirements, CFX may elect to permit the Contractor to resume the work.

4.14.4 Cost Liability

All costs and charges incurred by CFX because of the Contractor's default, including the costs of completing the work under the contract, shall be charged against the Contractor and the Surety. In case the expense so incurred by CFX is less than the sum which would have been payable under the contract if it had been completed by the defaulting Contractor or the Surety, the defaulting Contractor or the Surety shall be entitled to receive the difference. In case the expense exceeds the sum that would have been payable under the contract, then the Contractor and the Surety shall be liable and shall pay CFX the amount of the excess. In the event CFX elects to permit the defaulting Contractor to resume the work, any costs to CFX incurred by the delay, or from any reason attributable to the delay, will be deducted from any monies due or which may become due under the contract. CFX shall have no liability for anticipated profits for unfinished work on a contract that has been determined to be in default.

4.14.5 Determination of Number of Days of Default

For all contracts, regardless of whether the contract time is stipulated in calendar days or working days, default days shall be counted in calendar days.

4.14.6 Liquidated Damages during Default

Should the Contractor or, in case of his default, the Surety fail to complete the work within the time stipulated in the contract, or within such extra time as may have been granted by CFX, the Contractor or, in case of his default, the Surety shall pay to CFX, not as a penalty but as liquidated damages, the amount so due as determined by General Specification, Article 6.10.

In case of default of the contract and the completion of the work by CFX, the Contractor and his Surety shall be liable for the liquidated damages under the contract, but no liquidated damages shall be chargeable for any delay in the final completion of the work by CFX due to any unreasonable action or delay on the part of CFX. Permitting the Contractor to continue and to finish the work, or any part of it, after the expiration of the contract time allowed, including extensions of time granted the Contractor, shall in no way act as a waiver on the part of CFX of the liquidated damages due under the contract.

4.14.7 Termination of Contractor's and Surety's Responsibility

The contract will be considered complete when all work has been completed and has been accepted, in writing by CFX. In addition to liquidated damages, CFX may recover from the Contractor amounts paid by CFX for damages suffered by third parties.

4.15 Claims and Dispute Resolution

4.15.1 Purpose and Definitions

To describe the contract administration procedure to be followed for documenting and analyzing construction contract claims to insure comprehensive and supportable recommendations are developed for use in the resolution of claims.

The following definitions are referenced in this section:

> **Basis for Estimate for a Contract Change Issue:** This is a statement which is a required part of the Engineer's Estimate. This statement shows that the methods used to determine the costs and time impacts for those issues shown in the Engineer's Estimate were reasonable.
>
> **Construction Contract Claim (Claim):** A written demand submitted to CFX by the Contractor, in compliance with General Specification 2.4, seeking additional monetary compensation, time, or other adjustments to the contract, the entitlement or impact of which is disputed by CFX.
>
> **Dispute:** A disagreement between CFX and the Contractor on which the Contractor has submitted, in accordance with General Specification 2.4 a notice of intent to seek additional compensation, time, or other

adjustments but has not yet submitted a written claim.

Engineer's Estimate: The estimate of the actual cost and time impacts to the Contractor caused by a contract change without regard to whose fault the contract change is or the percentage of those cost and time impacts the Contractor may be entitled to recover. For each contract change issue, the Engineer's Estimate will show the pay items involved along with quantities, unit prices, any time impacts, and the basis for the estimate.

Entitlement Analysis: A document, signed and dated by the Engineer, containing statements as to each issue of a contract change, stating the reasons why the Contractor is, or is not, entitled to recover some or all of the time and cost impacts calculated for that contract change issue in the Engineer's Estimate. The Entitlement Analysis for each issue should also include a numeric percentage of those cost and time impacts for which the reasons previously stated justify the Contractor's entitlement. Each contract change issue should include all the pay items associated with that issue.

Negotiated Settlement: CFX recognizes that a contract change is not a claim if the most recently modified Entitlement Analysis and Engineer's Estimate completely justify the amount of the contract change. In this case the contract change is defined as a Negotiated Settlement and CFX does not dispute the amount owed. This contract change will not be called a claim even though there may have been some initial disagreement on entitlement time, unit prices and quantities.

Statement of Claim Settlement Cost: The claim settlement costs are those costs disputed by CFX but paid solely to avoid the risk of additional costs associated with resolving the claim by dispute review board, arbitration or litigation. Claim settlement costs are the sum calculated by subtracting from the Claim SA amount paid that amount justified by the Engineer's Estimate and Entitlement Analysis Percentages. Specifically, that amount justified by the Engineer's Estimate and Entitlement Analysis is the summation, for all claim issues, of the most recently amended Entitlement Analysis percentage for each claim issue, multiplied by the most recently amended Engineer's Estimate of cost impact for that issue. The Statement of Claim Settlement Costs is simply a page, signed and dated by the engineer preparing it, which lists the claim issues, shows the calculation described above and includes the following: the relevant amounts for each issue, the total amount justified, the total amount paid and the resulting claim settlement cost. Even though a contract change may settle several disputed issues for amounts greater than justified in the Entitlement Analysis and Engineers Estimate**,** the contract change will have only one (1) Claim Settlement Cost which is the sum of all such costs for the issues settled in the contract change.

4.15.2 Notice

Section 2.4 of the General Specifications requires that the Contractor provide notification in writing to the Project Engineer when the Contractor intends to file a claim and documentation of the work effort resulting from such claims. The notice must be given before the Contractor begins any work on which the claim is based. The notification by the Contractor allows the Project Engineer the opportunity to mitigate the impacts of the claim or begin documenting the impacts and actual costs associated with the claim. Failure of the Contractor to notify the Project Engineer before beginning work on disputed items of work waives the Contractor's right to claim. Enforcement of the notice requirement is important in the effective management of claims. If the Contractor indicates verbally during the prosecution of the work that added costs are being incurred, or changes to the contract document are occurring, the Project Engineer should instruct the Contractor to provide the required written notice of the intent to file any claims. A record of any verbal notices or possible notices should be recorded on the Daily Inspection Report form in the "Comments" section. It should be made clear to the Contractor that adequate written notice of intent to file a claim is required if it is to be considered. The Project Engineer can accept a notification of intent to file a claim only from the prime Contractor. That notice of intent should contain:

1) A statement as to what changed, including a description of the nature and extent of the change
2) An indication of who directed or what caused the change
3) A description of how the change has or will impact the Contractor, including reference to any impacted critical activities on the Contractor's latest accepted schedule update

4) A statement of damages, or an estimate of damages if available, detailing the amount of compensation, time and/or other adjustment to the contract that is being requested

CFX shall be informed of any notification from the Contractor of issues that may result in a change to the scope schedule or cost of the construction contract.

4.15.3 Claim Recognition

The Project Engineer is responsible for recognizing a claim situation, and usually makes the initial determination whether a change or demand made by the Contractor is contested and processed as a claim, or is resolved by a routine supplemental agreement. The recognition of a claim or a change with the potential to escalate to a claim is extremely important so that steps can be taken to resolve the claim in a timely manner. Although claims occur for many different reasons, they are usually based upon a change or alleged change in the Contractor's operation.

When the CEI receives a claim letter from the Contractor it is their responsibility to review and respond in writing within seven (7) days of receipt. To either acknowledge the receipt of a properly formatted claim letter, or to provide comments on the format of the claim letter so that the Contractor can provide any missing information. The CEI should include the requirements of General Specification Article 2.4.4 which allows the CEI/CFX thirty (30) calendar days to respond to the claim, and that failure to respond to the claim within the allotted thirty (30) days shall constitute a denial of the claim by CFX.

4.15.4 Coordination

After receiving notice of a claim or becoming aware of a possible claim, the Project Administrator notifies the Resident Engineer. The Resident Engineer will inform CFX in writing of the claim.

If a claim involves a utility or JPA, the Project Administrator must also immediately notify the utility owner that the Contractor has notified CFX of his intention to file a claim. This notification may be verbal, but must be immediately followed by a letter signed by the Resident Engineer.

For additional assistance on difficult claims CFX may contact their legal counsel in accordance with CFX's manual lines on such contacts. CFX shall approve any request for review by legal counsel.

4.15.5 Minimum Documentation

All contract claims need three (3) pieces of written documentation.

1) An Entitlement Analysis showing the percentage of entitlement for each of the various claim issues and the reasons why
2) An Engineer's Estimate, which will be stated in dollars for extra work and days for delays
3) A Statement of Claim Settlement Cost, which are those costs CFX does not believe it owes the Contractor but is willing to pay to avoid the risks associated with not resolving the claim

For all claims, the Entitlement Analysis and the Engineer's Estimate shall be done before starting negotiations with the Contractor. It is advisable, but not mandatory, that the Entitlement Analysis and the Engineer's Estimate be committed to writing before starting negotiations with the Contractor. It is mandatory that the Entitlement Analysis, the Engineer's Estimate and a Statement of Claim Settlement Cost (if there are any) shall be committed to writing before sending the contract change document to the Contractor for signature.

To be worthwhile, documentation must include all relevant facts and be objective in its coverage. Frequently the most valuable sources of information are the daily and weekly construction project reports produced by the CEI project staff. The Project Engineer should also review these daily and weekly construction project reports for completeness when a claim or disputed work is involved.

Concurrent documentation is often a major factor in determining the weight or impact of a given document during administrative and legal considerations. A brief note on the daily construction project report, which was made at the time of a particular occurrence, will often have more validity than a carefully worded, memo to the file prepared

weeks or months after the fact. Project personnel are to make notes and comments on project records and documents to describe events or record their observations of the situation at the time of occurrence, and take dated photographs or video records of the conditions. These notes should be objective and professional, relating to the facts, without bias or opinions.

When the Resident Engineer receives a notice of intent to make a claim from the Contractor, the Contractor's equipment, labor and material used on the disputed work must be documented. The Resident Engineer/PA must keep an accurate record of the types of equipment, including equipment serial numbers, and lengths of time it is used in performing disputed work, required to be on standby, or idled because of the disputed work. The number of workers, their job classification and time spent in performing the work related to the claim must be recorded as well as materials and quantities used. On larger projects, with multiple claims, location of crews by foreman and station number should be recorded on the daily construction project report. Accurately tracking this information will allow the Contractor's statement of damages to be verified upon submittal.

4.15.6 Claim File

Once a claim has been identified by receipt of a written notice from the Contractor of the Contractor's intention to make a claim, the Project Engineer should establish a separate file for each claim and keep copies of all documents related to the claim. These claim files will serve as the primary source of information relating to the claim. These files should be kept current and orderly, such that a review of the files will provide a full understanding of the claim and a logical progression of events. Such claim files are privileged information to assure confidentiality of your analysis and recommendations during certain claim settlement investigations undertaken with direction of legal counsel.

Good documentation comes from many sources and in various forms. Some of the most important types of documentation are excerpts from the contract documents, and are frequently not made part of the supporting documentation in the claim file. When notice of intent to file a claim is given to CFX, the first thing that the Project Engineer must do is research the contract documents to determine exactly what the contract says with respect to the claim. All pertinent drawings, notes, specifications, and special provisions should be included or referenced in the claim file. Project personnel must remain aware of the many sources, which can provide information regarding a claim, and make the required effort to review those sources and document the findings.

4.15.7 Contractor's Submission of Claim

The Contractor's notice requirements and the content of the Contractor's written claim submission, including the Contractor's certification of the truthfulness of that written claim submission, are stated in General Specification 2.4. These requirements are to be enforced.

Within 60 days after the start of an occurrence of which the Contractor has submitted a notice of intent to file a claim, the Contractor should submit a claim package to the Project Engineer stating the amount of compensation and contract time or other adjustments to the contract that are being requested.

1) The Project Engineer should encourage the Contractor to submit the claim package for review as soon as possible. It is the prime Contractor's responsibility to submit claims. Claim packages will not be accepted from a Subcontractor

2) It is incumbent upon the Contractor to provide a complete claim package. The claim package should state the Contractor's position and the alleged reasons for the claim. The claim package should explain how the Contractor was impacted and the associated impacts costs

3) If adequate detail is not provided in the Contractor's submission of the claim package, the Project Engineer should specify the additional information needed, and return the claim package to the Contractor as soon as possible, but in no case later than thirty (30) days from the date of receipt of the claim package. The Contractor should determine the amount of damages asserted due in a claim situation and present those damages to the Engineer for review

4) For claims against utilities, the Project Engineer shall forward a copy of the Contractor's claim package to the utility owner by certified mail with return receipt requested

5) The Project Engineer should consult with CFX and shall notify the utility owner in writing that the claim has been received. The intent of this letter is to allow the utility owner the opportunity to negotiate a settlement directly with the Contractor if desired

4.15.8 Analysis of Claim Packages

Upon receipt of a complete claim package, the Project Engineer will review the claim and compile any additional documents deemed relevant and forward to CFX for review.

The availability of facts will vary depending on the level of review. As a claim is processed for higher level review, all pertinent facts must be provided to the next level. The first level of review for a claim will usually be at the Project Engineer's level. It is at this level that all facts are documented from project records and the original Entitlement Analysis and Engineer's Estimate are produced.

The initial source of information and facts are contained in the Contractor's claim package. The project records must be reviewed to determine if the facts presented by the Contractor can be verified, and to determine if the Contractor's information is incomplete or misleading. Relevant additional information and any conflicting information should be identified. The reviewer should separate the facts into three (3) categories: those CFX and the Contractor agree on; those which are unsubstantiated or incomplete; and those which are disputed by CFX. For facts, which are disputed, the reviewer should identify what the correct facts are believed to be, with references to backup documentation.

Gathering and establishing of the facts should be done before beginning the two-step review process. The facts will need to be available to adequately perform each step.

The reviewer must first determine whether the claim has any basic merit, or whether it should be denied because there is no basis for entitlement. The reviewer should make this determination on the individual merits and available facts pertaining to the claim situation. When determining claim entitlement, the reviewer should address the following questions for each claim issue.

1) Did the Contractor provide the required notice of intent to claim?
2) Was there a change to the original contract requirement that led to the claim?
3) Who or what caused the identified change?
4) What were the impacts to the Contractor due to each identified change?
5) Were the impacts unexpected or unreasonable?
6) Could the Contractor have avoided any adverse impacts through proper action?
7) Was it reasonable to have anticipated the identified changes at the time of bid?
8) Did the Contractor attempt to mitigate the claim or its effects?
9) Was complete claim documentation provided in the timeframe outlined in the contract?
10) Determine any percentage of entitlement on each claim issue as follows:
    a) When the items above completely support the Contractor's position, percent entitlement would be 100%
    b) When the items above completely refute the Contractor's position, the percent entitlement would be 0%
    c) When items above support only a partial entitlement based on the fact that the Contractor was partially responsible for the claim issue state the partial percentage of the total cost and time impacts the Contractor is entitled to recover along with the reasons why

4.15.9 Claim Settlement

Determining the extent of compensation is the second step in the analysis of a claim package after it has been

determined that the Contractor has some entitlement for the claim. In this step the reasonable costs the Contractor incurred or will incur must be determined. The Contractor is responsible for providing a claim package, which includes a detailed breakdown of the costs incurred. The CEI needs to compare the Contractor's cost calculations with the Engineer's Estimate by pay item and verify their validity. These costs should relate to the impacts on the construction identified in step one which established the basis for eligibility.

4.15.10 Dispute Resolution

When the Contractor cannot accept CFX's denial or settlement offer on a claim, then the appeal process will be ruled by the contract, General Specification Section 10.2.5. This section describes fully the steps required for appeal, presentation of arguments, and the dispute resolution.

5.0 Contract Modifications

5.1 Time Extensions

5.1.1 Purpose and Definitions

Contract time extensions will be considered only for the reasons set forth under the terms of the contract. A time extension shall not be used to document a contract time reduction. A supplemental agreement or work order must be used for that purpose. Time extensions may be granted during the contract time period or authorized extensions of the contract time period.

A Claim for Delay can contain both a request for dollar compensation as well as a time extension. A time extension can be due for delay, differing site conditions, breach of Contract, or any other cause other than for extra work, as fully outlined in General Specification Section 2.4.2.2. The time extension can only be for delays that impact an activity on the Critical Path of the Project Schedule or for activities that subsequently become critical because of the delay.

5.1.2 Time Adjustment for Extra Work

Additional Work can also extend Contract Time if the added work falls on the Critical Path of the Schedule. This is not a time extension but is considered a time adjustment for additional work. The additional contract time will be added on the Supplemental Agreement as part of the compensation for the added work. If the Contractor deems that additional time is due for Work not identified in the Contract or in a Supplemental Agreement, the Contractor will notify CFX in writing of his intention to make a claim.

5.1.3 Time Extension for Delay

The process for evaluating, documenting and making decisions to approve or deny time extensions is as follows:

1) Within ten calendar days after the start of a delay to the critical path, the Contractor shall notify CFX that they intend to seek additional compensation and shall also submit a Time Impact Analysis in accordance with General Specification 2.4.2.2. Failure to submit the required notice of time extension request in the time periods specified shall constitute an irrevocable waiver of any right to extension to the contract time for the subject delay

2) The Project Engineer shall provide written acknowledgment of each Contractor's time extension request. If the information submitted is determined to be incomplete or fails to meet the requirements of the contract for consideration as a time extension request, the Project Engineer will reject it

3) The Project Engineer will review the request and make a recommendation to CFX. Upon CFX's approval, the Project Engineer will send a letter to the Contractor granting the additional time or denying the request. The denial or approval should include a concise response explaining the findings and decision for each issue raised by the Contractor's request

Each time extension approval letter shall include a standard disclaimer statement:

"By your acceptance of this time extension, you agree to pursue no further claim in connection with the above request. Please sign and return one copy of this letter, to acknowledge your agreement with these terms and conditions."
Terms and Conditions Accepted (Contractor's corporate name) By: Date:

5.1.4 Appeals and Claim Process

In the event the Contractor appeals CFX's decision, CFX will evaluate any new facts. All needed coordination will be accomplished with CFX's support staff and the CEI. The subsequent appeal process is described in General Specification 10.2 Dispute Resolution.

5.2 Supplemental Agreements and Unilateral Payments

5.2.1 Purpose and Definitions

To provide a uniform procedure to initiate, document, execute and distribute construction contract changes by Supplemental Agreements and Unilateral Payments. The following definitions are referenced in this section:

Dispute: A disagreement between CFX and the Contractor on which the Contractor has submitted, in accordance with General Specification Section 2.4.2 a notice of intent to seek additional compensation but has not yet submitted a written claim in accordance with General Specification Section 2.4.3.

Engineer's Estimate: The estimate of the actual cost and time impacts to the Contractor caused by a contract change without regard to whose fault the contract change is or the percentage of those cost and time impacts the Contractor may be entitled to recover. For each contract change issue, the Engineer's Estimate will show the pay items involved along with quantities, unit prices, any time impacts, and the basis for the estimate.

Entitlement Analysis: A document, signed and dated by the Engineer, containing statements as to each issue of a contract change, stating the reasons why the Contractor is, or is not, entitled to recover some or all of the time and cost impacts calculated for that contract change issue in the Engineer's Estimate. The Entitlement Analysis for each issue should also include a numeric percentage of those cost and time impacts for which the reasons previously stated justify the Contractor's entitlement. Each contract change issue should include all the pay items associated with that issue.

Major Item of Work: Any item of work having an original contract value in excess of 5% of the original total contract amount.

Minor Change: When the character of the work as altered is within the scope of the contract and such work is totally defined by existing items of work at previously established contract unit prices; and when no major item of work is increased in excess of 12% or decreased below 75% of the original total contract quantity.

Minor Overrun: Overrun in the quantity of one (1) or more previously established pay items at contract unit price the sum of which totals 5% or less of the original total contract amount.

Negotiated Settlement: CFX recognizes that a contract change is not a claim if the most recently modified Entitlement Analysis and Engineer's Estimate completely justify the amount of the contract change. In this case the contract change is defined as a Negotiated Settlement and CFX does not dispute the amount owed. This contract change will not be called a claim even though there may have been some initial disagreement on entitlement time, unit prices and quantities.

Significant Change: When the character of the work as altered differs materially in kind or nature from that involved or included in the original proposed construction; or when a major item of work is increased in excess of 125% or decreased below 75% of the original contract quantity.

Supplemental Agreement (SA): A request made to CFX to authorize the Contractor to proceed with additional

work. The SA will contain the Engineer's Estimate, Entitlement Analysis, Contractor's request, the price proposal and explanations of changes.

Substantial Overrun: Overrun in the quantity of one (1) or more pay items which totals more than 5% of the original total contract amount.

5.2.2 Identifying the need for a Supplemental Agreement or Unilateral Payment

Supplemental Agreements or Unilateral Payments shall be used to:

1) Clarify the plans and specifications of a contract
2) Provide for quantity differences that result in the Contractor's work effort that differ from the original total contract amount
3) Provide for unforeseen work, grade changes, or alterations in plans that could not reasonably have been contemplated or foreseen in the original plans and specifications
4) Change the limits of construction to meet field conditions
5) Settle contract claims (for Supplemental Agreements only)
6) Make the project functionally operational in accordance with the intent of the original contract
7) Give effect to the negotiated settlement of a dispute

Unilateral Payments will be used to pay the Contractor for work performed on a project when:

1) The Contractor agrees to perform the work at an agreed upon cost but refuses to timely execute a Supplemental Agreement so as to allow timely payment for the work by CFX or,
2) CFX and the Contractor cannot agree on the cost of the work, and the Contractor refuses to execute a Supplemental Agreement or,
3) CFX determines it is in its best interest to make a Unilateral Payment for work CFX directed to be performed in lieu of pursuing a Supplemental Agreement

5.2.3 Initiating Supplemental Agreements or Unilateral Payments

CFX, the Contractor, or the CEI may initiate changes to the work. Upon identification of a potential change, the CEI will prepare a Work Order, for small changes, or a Supplemental Agreement, for more significant changes, and research the quantity and cost information to prepare an Engineer's Estimate. A copy of all correspondence, estimates and documentation will be forwarded to CFX for approval. Approval of a Work Order or Supplemental Agreement authorizes the Contractor to proceed with the work.

The CEI staff will ensure that the terms of all Supplemental Agreements and Unilateral Payments are in the best interest of CFX and comply with procedures, specifications and statutory requirements governing CFX's projects. The Supplemental Agreements or Unilateral Payments may combine previously approved Work Orders or they may be processed as a separate change. All Supplemental Agreements and Unilateral Payments, including those initiated in response to contract claims, will be supported and documented by an Engineer's Estimate and an Entitlement Analysis setting forth a detailed itemization of all items of work described therein, associated quantities and respective unit prices, a comparative review of the Contractor's proposed costs, and the basis for the estimate of the cost of the contract change. Lump sum items shall not be used without detailed itemization stating the quantities and unit prices the lump sum item was based on.

All significant changes causing an increase or decrease in the unit cost of a pay item must be documented with a completely executed Supplemental Agreement or Unilateral Payment. Note that either of these types of contract changes will require an Entitlement Analysis stating the reason for and degree of the Contractor's entitlement (expressed as a percentage) to recover the reasonable quantity of additional compensation and contract time associated with the significant change. These types of contract changes will also require an Engineer's Estimate stating total reasonable quantity of additional compensation and contract time associated with the significant change.

At the end of the project, the original pay items are brought to 100% of plan quantity and all quantity overruns and underruns must be documented with a fully executed Supplemental Agreement or Unilateral Payment. The pay items that were added by Supplemental Agreement will also be shown at 100%. Throughout the life of the project, it is essential that an immediate, comprehensive analysis of the impact on the final contract amount of a substantial overrun or underrun in one or more pay items be made as soon as the probability of such a substantial overrun or underrun becomes apparent. Reasons for all overruns or underruns should be documented when those overruns or underruns occur or are anticipated. An accumulation of minor overruns could result in a substantial overrun requiring justification and documentation with a Supplemental Agreement or Unilateral Payment.

Note that any price adjustment for a significant change, as defined in the General Specifications as a "Major Item of Work", involving an increase in quantity will apply only to that portion of the work in excess of 125% of the original contract quantity for that item. In case of a decrease in the original contract quantity below 75% of the original contract quantity, the price adjustment will apply to the actual amount of work performed.

5.2.4 Establishing a Fair and Equitable Value for a Significant Change

Additional work of the type for which a contract unit price is provided shall be paid at such contract unit price unless the additional work constitutes a significant change. Additional work of the type for which no contract unit price is provided will be paid at negotiated prices or pursuant to General Specification 2.3.2.

When the cost is negotiated, the Engineer will prepare an Entitlement Analysis and an Engineer's Estimate including the associated basis for that Engineer's Estimate. The Engineer will typically attempt to negotiate with the Contractor, as outlined below, to resolve all outstanding issues, including time adjustments and attempt to reach an agreement on fair and equitable prices for a significant change. If an agreement on a fair and equitable price cannot be reached between the Engineer and the Contractor, the Engineer will determine the amount of a fair and equitable price for the work by the summation of entitlement for all outstanding issues. The amount paid for each outstanding issue is determined by multiplying the Entitlement Analysis percentage by the corresponding value calculated for that issue in the Engineer's Estimate.

For any contract change involving monetary compensation:

1) As soon as the potential need for additional work is established, the CEI should notify CFX.
2) If the contract change is for additional work, the CEI should investigate the possibility of having another Contractor perform the additional work thru a separate contract. This option should only be used if such work will not interfere with the Contractor on the main project
3) The CEI should prepare an Entitlement analysis and an Engineer's Estimate and then begin negotiations for the work. The CEI shall make an appropriate revision to the Entitlement Analysis percentage or the amount of the Engineer's Estimate if new information is recognized, supported, and documented during negotiations
4) If negotiations result in agreement, the CEI should first determine if the work should be paid with a Work Order in accordance with Section 5.3 of this manual or a Supplemental Agreement. The CEI should then request approval from CFX to enter into a Supplemental Agreement as described herein or a Work Order as described in Section 5.3, then authorize the Contractor to proceed
5) If the negotiations have not resulted in an agreement and CFX may be liable for delays, the CEI should then immediately request approval from CFX to issue a Unilateral Payment as described herein for the costs estimated to be due to the Contractor and then authorize the Contractor to perform the work. The Contractor may then file a claim in accordance with Section 2.4 of the General Specifications

5.2.5 Determining and Documenting the Basis for Contract Time Adjustments

When the value of a contract is increased or decreased due to work added, work deleted, or a significant change, a statement of adjustment of contract time shall be included in the negotiations between CFX and the Contractor, and included in the Supplemental Agreement or Unilateral Payment documentation. Additional time should be commensurate with the estimated effects the changes will have on the controlling items of work shown on the

approved work schedule in accordance with Section 6.3 of the General Specifications.

When a Unilateral Payment is executed in lieu of a Supplemental Agreement additional contract time will be determined by the Engineer based on the impact to controlling items of work shown on the approved work schedule except when the approved work schedule is clearly not representative of actual project performance. Any additional contract time due the Contractor for work paid by Unilateral Payment will be granted on the Unilateral Payment document. The Unilateral Payment document will include the reasons for all time adjustments.

Note that in case of a Supplemental Agreement, the Contractor will receive a fully executed copy only at the conclusion of the process. Occasionally, a Contractor will amend the terms of a Supplemental Agreement on the copies that the Contractor signs. This unilateral alteration of the Supplemental Agreement amounts to a counter offer that seeks to change the terms previously offered by CFX. Such changes to a Supplemental Agreement will be rejected and a unilateral payment will be processed.

5.2.6 Executing and Processing Supplemental Agreements and Unilateral Payments

The steps for the CEI to obtain approval for a Supplemental Agreement are as follows:

1) Prepare the Engineer's Estimate and Entitlement Analysis
2) Prepare a draft copy of the Supplemental Agreement
3) Prepare language for Consent Agenda requesting Board Approval to enter into a Supplemental Agreement with the Contractor
4) Once the Board has approved the Supplemental Agreement forward four (4) copies to the Contractor for his signatures and then to CFX for their signatures
5) Return two (2) original signed copies of the Supplemental Agreement to the Contractor, one (1) original is maintained in the CEI's project files, and one (1) original is kept by CFX

When CFX and the Contractor agree on a signed Supplemental Agreement the Contractor can begin performing the work. If CFX and the Contractor cannot agree on the terms of a Supplemental Agreement, or the Contractor fails to timely execute Supplemental Agreement, CFX has unilateral authority to pay the Contractor the sums CFX determines to be due the Contractor for work performed on a project. CFX shall make a Unilateral Payment considered fair and equitable by CFX for work ordered and documented by CFX on the Entitlement Analysis and Engineer's Estimate. Such payment shall be made by executing the Unilateral Payment Notification (UPN) form in lieu of the Supplemental Agreement document. The steps for the CEI to obtain approval for a UPN are as follows:

1) Prepare the Engineer's Estimate and Entitlement Analysis
2) Prepare a draft copy of the UPN
3) Prepare language for Consent Agenda requesting Board Approval to enter into a Unilateral Payment Notification with the Contractor
4) Return one copy of the UPN to the Contractor

If CFX and the Contractor cannot agree on the cost of the work, and the Contractor has stated his refusal to execute any Supplemental Agreement for the issue, then a Supplemental Agreement need not be prepared. The Engineer will document the Contractor's refusal to execute a Supplemental Agreement. A Unilateral Payment may be used to resolve the issue. Such unilateral authority for CFX to pay the Contractor does not preclude or limit the rights of CFX or the Contractor to negotiate and agree on the cost of the work. By acceptance of any such Unilateral Payment, the Contractor does not waive any rights for payment by CFX for additional sums that the Contractor claims are due for the work. A notice to proceed, with work to be documented with a Supplemental Agreement or Unilateral Payment, may be issued by the Resident Engineer that is tentatively approved by CFX. After issuing the notice to proceed, the Engineer shall ensure timely preparation of the Supplemental Agreement.

A Unilateral Payment document shall be prepared, in a timely manner, and executed by CFX and presented to the

Contractor when required. Payment will be made based on a Unilateral Payment document only after completion of the work described therein to the satisfaction of the Engineer.

A Supplemental Agreement or Unilateral Payment must not be dated prior to the date of Board Approval. No Unilateral Payment shall have the same number as a Supplemental Agreement to that contract. Only CFX can delegate Supplemental Agreement approval and execution, and Unilateral Payment approval and execution.

5.2.7 Obtaining a Revised Baseline Schedule

A Revised Baseline Schedule should be obtained at the time the Contractor executes a Supplemental Agreement or the CEI grants additional contract time by Unilateral Payment, unless the amount of time granted therein will have no appreciable effect upon the items controlling completion of the project, and no appreciable impact upon the project's scheduled completion date.

Generally, when a contract has a scheduled duration of 90 days or more, and the time granted is 15 days or more, a revision to the Baseline Schedule should be requested. The contract duration, the amount of time granted, the status of work progress, and any special circumstances that may exist will also indicate the appropriateness of requesting a revised Baseline Schedule. When additional time is granted and a Revised Baseline Schedule is not included, the basis for that decision must be documented in the project files by the CEI.

5.3 Work Orders

5.3.1 Purpose and Definitions

To establish a uniform procedure for the initiation and execution of a Work Order and Contingency Work Order Allowance.

5.3.2 Identifying the Need for a Work Order

A Work Order may be used to document additional work or contract changes with the following restrictions/comments:

1) Work Orders shall not be written to include normal overruns of existing contract items for work at established contract unit prices shown in the contract documents
2) Work Orders may be used, along with the appropriate approvals from CFX, as documentation to effect a specification change
3) The terms of the Work Order shall provide for full and complete settlement of all issues described therein

5.3.3 Work Order Allowance

Work Orders are funded through a Contingency Work Order Allowance. A Contingency Work Order Allowance authorizing commitment of funds will be included in the original contract amount as a non-bid item. As the Work Orders are written and deplete the Allowance, a Supplemental Agreement may be executed to replenish the Contingency Work Order Allowance. Unused Contingency Work Order allowance funds shall be included in the final Supplemental Agreement after final acceptance of all contract work.

All terms specified on the Work Order Form shall apply; no additional terms or disclaimers concerning costs of additional work shall be accepted. The terms of the Work Order shall not be modified. If an agreement for performance of additional work or a contract change cannot be obtained between CFX and the Contractor within the terms of the contingency work order allowance, the standard supplemental agreement or the unilateral payment shall be executed (Refer to Section 5.2).

5.3.4 Work Order Documentation and Execution

A Work Order for additional work shall be completely executed prior to allowing the Contractor to begin the additional work. A Work Order shall not be executed without sufficient funds remaining in the Contingency Work Order

Allowance. The intent of this procedure is to allow unforeseen or minor changes to the work to be authorized by

CFX.

When additional work or a contract change is identified, a Work Order shall be executed with a complete description of the additional work to be performed and the reason why this work is necessary with references to the contract for entitlement. A complete and informative Finding of Facts (link form) must be provided with the Work Order. The Work Order should identify the applicable category (see Section 5.3.5).

The first Work Order authorizing additional work to be performed, or a contract change shall be Work Order No. 01; the second Work Order authorizing additional work to be performed, or a contract change shall be Work Order No. 02; etc. This numbering sequence shall be repeated for all Work Orders. A Work Order Summary Sheet (link form) shall be maintained by the CEI and shall be attached to the monthly pay estimate.

Work Order documents and their attachments shall address the following in sufficient detail to adequately explain the additional work to anyone not familiar with details of the project. The questions listed below should be answered fully in the Finding of Facts provided with the Work Order.

1) What work was done?
2) Why was the work necessary?
3) Is the Contractor due any entitlement? Cite references to the contract for entitlement
4) What are the costs and why are they considered reasonable?

All costs for additional work shall be:

1) Negotiated and documented on the Work Order and attachments thereto, including the basis for all negotiated costs, or
2) Based on material invoice costs and labor payroll costs including mark-ups shown in General Specification 7.4.1 Work Sheets itemizing the costs will be attached. No disclaimers or clauses allowing the Contractor to reserve his rights to request other costs shall be accepted

The total cost documented in any Work Order shall not exceed the limits defined above. More than one (1) Work Order can document additional work associated with any incident. When the work associated with one (1) incident is to be performed in phases, a separate Work Order may be executed to document the description, reason, and costs of each phase of the work, respectively.

Each Work Order shall contain the same total work description, reason, and total negotiated cost for the work described, and the portion of the total cost to be funded by the Contingency Work Order Allowance.

Adjustments may be necessary when CFX and the Contractor agree to pay for the cost of the work associated with a Work Order based on agreed upon unit prices and estimated quantities and must then execute a lump sum Work Order before the work is performed. When this occurs, the agreed upon unit prices and estimated quantities should be stated in the description of work in the Work Order. When the net cost for the actual quantities of additional work exceeds the estimated amount shown in the Work Order, another Work Order may be drafted and executed to pay for that portion of the actual quantities exceeding the original estimated amounts from the first work order. The description of work in this adjustment Work Order should reference the original Work Order and should state the additional quantities and agreed on unit prices upon which it is based.

When the net cost for the actual quantities of additional work are less than the estimated amount shown in the Work Order, another Work Order should be executed in a negative amount to reduce the Contractor's final pay for that portion of the actual quantities under running the estimated amounts. The description of work in this adjustment Work Order should reference the original Work Order and should state the reduction in the original quantities and unit prices agreed on, upon which it is based.

The work order should pay only for the portion of extra work which cannot be paid for using overruns/underruns of existing pay items. For instance, if there is an increase in work which includes quantity overruns of an existing pay item, the work order should be only the remaining amount, as shown below:

Work Order Pay Item:	$5,000
Overrun of existing Pay Item:	$15,000
Total increase in work:	$20,000

The amount of the overrun of existing items should be noted on the Work Order with the total cost of the change also noted.

Note: When making progress payments on monthly estimates, negative work orders must be balanced with positive progress estimates to avoid any adverse impacts to the Contractor's cash flow.

5.3.4.1 Vehicle Impact Attenuator Repair Work Orders

When the Work Order is being written for impact attenuators, specific requirements must be met for consideration of payment. Pursuant to Technical Specification 102-3.2.3 the Contractor must provide before and after photographs of the attenuator to depict what has been repaired. These photographs must be included with the documentation for the Work Order for consideration of payment. Police reports must be provided as well when available. Also pursuant to this specification no additional mark-up will be allowed on the manufactures price for the parts. The CEI must verify that the damaged attenuator was installed at a location depicted in the project plans, and that it was not an additional attenuator that was installed for the Contractor's convenience. Attenuators that are damaged, and are not required per the plans are not to be compensated by CFX. The documentation must include adequate invoicing regarding the new parts supplied. No compensation will be made for recycled or used parts included in the repair. If these parts are used they must be clearly identified on the manufacturer provided invoicing.

5.3.5 Replenishing the Contingency Work Order Allowance

A Supplemental Agreement will be executed to document the Work Orders previously written and to replenish the Work Order Allowance fund. The Supplemental Agreement need not provide all the details of the individual Work Orders, as the Work Orders provide sufficient documentation on their own. However, each Work Order should be included in one (1) of the following categories with totals listed for each category. A short description of the work and the Work Order number will help identify each Work Order.

1) Expenses and Reimbursement According to the Specifications – Examples of items in this category are payment for DRB Expenses or Partnering
2) Owner Requested Alterations of Work – This category includes payment for extra work items that have no change in scope of the original contract, but a pay item does not exist in the original contract. An example for this category may be changes to milling depth
3) Unforeseen Additional Work – This category is for extra work not requested by the owner but required in order to make the project functionally operational
4) Owner Requested Added Work – This category includes payment for extra work requested by the owner for work that was not contemplated by the original contract, a change in scope

5.4 Cost Savings Initiative Proposal (CSIP)

5.4.1 Purpose and Definitions

To establish a uniform procedure for the initiation, tracking and execution of a Cost Savings Initiative Proposal (CSIP).

CSIP is a type of request submitted by the Contractor and if approved, will initiate a change to the contract documents resulting in a reduction of project costs that are shared by CFX and the Contractor.

5.4.2 General

Contractor initiated submittals are routinely received by CFX during a construction project and pertain to a variety of issues. It is the responsibility of the Construction Engineering and Inspection (CEI) staff to process these submittals in a

timely manner and to track the stages of the process through issuance of an official response. These submittals shall be labeled as CSIP on correspondence and in the tracking logs. A description of the process follows as well as a description of how submittals shall be tracked.

The CSIP review process will require review and recommendations by any one of the following: Engineer of Record (EOR), Independent Review Engineer (IRE), Construction Management Consultant (CMC) or Central Florida Expressway Authority (CFX) staff at a minimum and could also include other entities that could be impacted should the CSIP be accepted. The CSIP review process is time sensitive and review times should be established at the post award mandatory concept meeting.

5.4.3 Tracking Logs

The CEI staff shall monitor the progress of Contractor initiated requests by maintaining a continually updated tracking log using an electronic spreadsheet. The spreadsheet should have the appropriate project identification information at the top of the sheet and should be entitled Contractor Initiated Submittal Log. The tracking information for each request received from the Contractor should be entered on the spreadsheet in an individual row. If the reviewers of the request require the submittal of a significant amount of additional information then the resubmittal information should be treated as a new request with its own row. A spreadsheet shall contain the information that follows for the typical submittals process; however, depending on the project and submittal type more or less information may be appropriate as determined by the CEI staff.

1) **Submittal Type:** Enter CSIP.
2) **Request CSIP Number:** A unique sequential number assigned by the CEI staff that identifies the request for ease of tracking.
3) **CSIP Number:** An identification number assigned by the Contractor for internal tracking purposes.
4) **Reason for the Request:** Provide a brief reason for the request.
5) **In Reference to What Contract Document?** If the request refers to a contract document then its type (standard specification, special provision, standard index, plans sheet, shop drawing, etc.) and identifier (specification number, sheet number, etc.) shall be listed.
6) **Resulted in a Plans Revision?** If the resolution of the request results in a plans revision then a YES or NO shall be entered along with the revision number which reminds CEI staff to verify that the revision has been reflected in the as-built plans.
7) **Date of Request:** The date that the request is entered by the Contractor and which will usually be the date of mailing or transmittal by the Contractor to the CEI staff.
8) **Date Received:** The date that the CEI staff received the request from the Contractor.
9) **Reviewer Identification:** If the CEI staff consults with other reviewers then list reviewer names and, if they work for the Department, then of the office they work in, or if they work for a consultant, the name of the firm for which they work.
10) **Date to Reviewer:** The date that the CEI staff sent the request of information to reviewers (EOR, Department Offices, special consultants, etc.).
11) **Date from Reviewer:** The date that the CEI staff received responses from reviewers.
12) **Authority Approval Date and Name:** The date that an CFX official (include the Official's name) approved the response to the Contractor's request as prepared by the CEI staff.
13) **Contractor Preferred Response Date:** A Contractor established date before which a response to the request is desired by the Contractor from CFX and which should be based on legitimate constraints in the approved schedule. The Contractor should not establish a date that requires a quick response if the decision will not impact an event that is scheduled months or years in advance of the request.
14) **Response Date:** The date the CEI staff sent CFX's response to the Contractor.

15) **Elapsed Time:** Time in days from the "Date Received" to the "Response Date".

16) **Response Description:** A brief description of CFX's response to the Contractor's request including the reasons for approving or disapproving the request.

17) **Party in Control of the Response:** The name of the party (EOR, CFX reviewer, Consultant reviewer, approving official) that is in control of the request because the CEI staff is awaiting their response and which includes CEI staff members, this field may change often during the response preparation period.

The following attachments are for use with the above: The letter to the Contractor requesting the mandatory meeting and the CSIP – Pre-Construction Meeting form.

5.4.4

Upon receipt of the acceptable revised contract quality plan sheets, as a result of an approved CSIP, the CEI will process the required Supplemental Agreement to document the approved change.

6.0 Project Closeout

6.1 Project Acceptance

6.1.1 Definitions

Substantial Completion: All pay item work is complete; the only remaining work to be performed is the punch list.

Semifinal Inspection: An inspection conducted by the Engineer after notice from the Contractor and within seven (7) days of Substantial Completion.

Final Acceptance: Acceptance of a project by CFX after all items of work has been completed satisfactorily.

6.1.2 Preliminary Field Inspection

When the Project Engineer determines that the project is 90% complete, they may notify the Contractor and a representative of the maintaining unit that the project is near completion. If the Contractor agrees, then the Project Engineer will meet with the Contractor's representative and a representative of the maintaining unit to review the project and determine if the project is sufficiently complete to warrant a preliminary field inspection. This field inspection is a recommendation; it is not a requirement of the specifications. It should be undertaken in the spirit of cooperation to insure a timelier and problem-free, semifinal inspection. The preliminary field inspection should generate a deficiency list which the Contractor may use to assist in completing the project in a more efficient manner. All deficiency lists should be transmitted to the Contractor stating that this is not a punch list, but a deficiency list for his use in completing the project efficiently. If the project contains overhead sign structures and/or bridges, the CEI shall be responsible for requesting the appropriate FDOT and CFX representatives to schedule an inspection of these structures.

6.1.3 Substantial Completion and Semifinal Inspection

After the Contractor has notified the Project Engineer that the project or portion of the project is complete, and the Project Engineer agrees that all the pay item work is complete, the Project Engineer shall notify the Contractor and a representative of Maintenance, in writing, that the project has attained Substantial Completion. The Project Engineer, Sr. Project Engineer, Maintenance personnel and the Contractor will perform the semifinal inspection within seven (7) days of Substantial Completion. As part of the semi-final inspection, representatives from Maintenance and Construction will perform a joint review of the project with special emphasis on the condition of the items identified in the Initial Project Condition Report (Section 3.1.7). If discrepancies between the Initial and Final Project Condition Reports are identified that cannot be resolved in the field, the discrepancies must be escalated to CFX's Director of Construction. The CEI will generate a Final Project Condition Report, with resolutions of discrepancies if any, and provide a copy to Maintenance and the Contractor, and include a copy in the Final Closeout Manual. If, at the semifinal inspection, all construction provided for and contemplated by the contract is found complete to the Engineer's satisfaction, such inspection shall constitute the final inspection, as prescribed herein. If,

however, any work is found unsatisfactory, in whole or in part, the Engineer shall compile a “punch list” of work to be completed. A copy of the "punch list" will be furnished to the Contractor, with the indication that the work so noted must be completed prior to final inspection and acceptance. Time shall continue to be charged on the project. Any "punch list(s)" furnished to the Contractor shall state that it is not to be construed as the "final" list. It shall also state that items damaged beyond the control of the Contractor and prior to the final inspection must be corrected prior to final acceptance. It shall also state that the Contractor is still responsible for maintenance, including mowing, of the facility until final acceptance.

Some projects may require representatives from the FDOT, local municipalities, utilities or another specific field of expertise to participate in the semifinal inspection, and it is the responsibility of the CEI to notify the appropriate agencies of this inspection and to follow up with the applicable agency to confirm in writing that all deficient items have been resolved and in writing that the applicable agency has accepted responsibility, if required, for maintenance once the project is final accepted by CFX. Other interested governmental agencies will be invited to participate.

6.1.4 Final Inspection

Whenever all materials have been furnished, all work has been performed, and all the Construction contemplated by the contract has been satisfactorily completed, the Contractor shall request that CFX make the final inspection according to Section 3.9 of the General Specifications. When the Contractor has completed the "punch list" items, the Engineer shall notify the Contractor in writing of their findings and also that Contract Time will continue to be charged until all items are complete. If all punch list items are found satisfactorily complete, proceed to Final Acceptance, Section 6.1.5.

6.1.5 Final Acceptance

When CFX is satisfied that all items of work are completed satisfactorily as called for in the contract, including resolution of all third party claims, the project will be accepted. The responsibility for final acceptance cannot be delegated to a CEI. However, a CEI Sr. Project Engineer can make the recommendation for final acceptance to CFX. If CFX, including Construction and Maintenance, concurs, the CEI will notify the Contractor in writing that the Project has had final acceptance. This notification shall also inform the Contractor of their requirements in order to close out the project. These requirements may be listed in several locations in the specifications and permits. A thorough review should be performed to include all the requirements. The requirements are located in Section 7.9 of the General Specifications, Acceptance and Payment, and Section 3.3.1 of the General Specifications, Record Drawings.

6.1.6 Notice of Final Acceptance and Maintenance Responsibilities

The following data shall be transmitted to CFX and the Contractor immediately after Final Acceptance.

1) Notice of Beginning of Construction
2) Notice of Substantial Completion
3) Notice of Completion of Construction and Final Acceptance
4) Liquidated Damages withheld

6.1.7 Final Warranty Expiration

Several items on the project may have a twelve (12) month warranty that would extend beyond Final Acceptance.

Either a CEI or another CFX representative, in conjunction with a representative from Maintenance, shall perform a Final Warranty Inspection one (1) month prior to the warranty expiration; any deficiencies noted in this inspection must be immediately brought to the attention of CFX’s Director of Construction.

6.2 Final Estimates Preparation

6.2.1 Purpose

This section introduces procedures for assembly of required final estimates documentation that will assist those charged with the responsibility of recording final quantities and preparing final estimates. It will also show how to compile final measurement requirements and techniques to ensure that items specified to be final measured are accurately and efficiently done.

Information contained in this section explains the procedures to be used by CEI offices for documenting final pay quantities. It is intended to help CEI personnel determine the pay item information that is to be documented, reviewed, and forwarded with the final estimates package to CFX.

The CEI shall finalize items/quantities of completed work to resolve any discrepancies that may arise between the CEI quantities and the Contractor/subs quantities as soon as possible after the work item is complete to allow for a timely processing of the final estimate package.

6.2.2 Pre-Planning

The CEI must begin preparation of the Final Estimate at the beginning of the project with proper methods and calculations to support the Final Estimate. The Project Engineer (PE) for the final estimate must be familiar with the standard, general, and technical specifications, method of measurement, and payment for each pay item on the project. Accurate and up-to-date field records must be kept as the project progresses to ensure that final estimates are compiled in an efficient and timely manner.

The following rules shall be observed:

1) Always check to ensure there is a computation book for each project before construction begins
2) At the pre-construction conference, the CEI will establish agreement with the Contractor to the accuracy of the existing ground elevations to be used to calculate earthwork quantities. Prior to clearing and grubbing operations, the CEI will request a formal letter from the Contractor accepting the original cross-sections
3) Final Measured Concept Items – After a contract item appears for payment on CFX's monthly or progress estimate, that quantity along with supporting measurements and computations are required to be complete and in the CEI's office ready for review. The following requirements are:
    a) Site Source Records, Daily Log Sheets, Tabulation Forms, etc., will be in the CEI's office to support monthly payments made
    b) Field Books will be available in the CEI's office to support monthly payments made. (A copy can be left in the CEI's office to show documentation of monthly payment.) Original measurements are to be turned in when they are completed
    c) Final "As-Built" Plans will be updated as work progresses and be available for review in the CEI's office to support monthly payments made
    d) Computer output forms, automatic printer tickets, etc., shall be made available in the CEI's office to support monthly payments made
        i) NOTE: If monthly payments are based on estimated quantities/Contractor's invoice, it will be so noted on the weekly workbook or other methods of tracking and made available to support monthly payments
4) Plan Quantity Concept Items: The computation sheet in the computation book or matrix in the plans shall show the location, quantity and traverse/chain name. A location sketch that identifies the area, the quantity, and the reference baseline/centerline name can be helpful. (Note: Labeling of the chain points and curves and computer outputs are not required to be placed in the

computation book. The Engineer of Record must keep all supporting information in his/her files until the Contractor has accepted and received final payment.)

5) Prior to construction, the CEI will check all plan quantity bid items to determine if any items exceeded 5% of plan quantity or $5,000.00. At the completion of the required plan quantity checks, if any substantial deviations from plan quantity are confirmed, the Contractor shall be advised of these plan errors in writing at the preconstruction conference or when the errors are detected. If a question arises during the construction of a project involving quantities for one (1) or more of the plan quantity items, then address and correct the quantities in the following manner:

   a) Quantity Errors of Minor nature: An example of this would be if the Engineer of Record left out 1000 LF of curb and gutter. A simple correction here would suffice

   b) Quantity Errors of Major Nature: An example of this would be if the Engineer of Record left out the southwest quadrant of an intersection. Errors of a major nature are to be resolved by the Engineer of Record. The CEI will request in writing that the Engineer of Record provide detailed documentation or verify the concern for the plan quantity item(s) in question, and provide any supplementary pages such as revised computation sheets or matrices

   c) The Engineer of Record must produce the backup documentation within five (5) working days of the request from construction

6) Any question on pay item interpretation, adjustment, extra work, etc., for any item shall be resolved with the Contractor as it occurs. Do not wait until the end of project

7) Final "As-Built" Plans, payment records (e.g., tabulation forms, field books, etc.,) and required documents (e.g., SAs, monthly payment certifications, etc.,) shall be kept current as the contract progresses

8) Final measured items shall be reviewed to make a determination of which type of measurements, sketches, and/or calculations are necessary to document final payment

9) Removal items (e.g., existing pavement (if a separate pay item), guardrail, pavement markings, etc.) shall be pre-measured and recorded before that item is removed

10) Decisions regarding earthwork items cross sections shall be made before clearing and grubbing work has started. If cross sections are waived, then the waiver forms shall be submitted

11) A computation book sheet is required and/or plan matrix for each contract item on projects other than Lump Sum

6.2.3 Final Quantities

Generally, surface measured items and linear measured items are addressed in this section. Specific requirements for final measurements of pay quantities are found in the Specifications and Special Provisions.

Final Measure Items: On many items, quantities for progress and final estimates must be documented by final measurements as the work is actually accomplished. The monthly estimates show the quantities completed through each period, and therefore have the final measurements recorded as individual pay items are completed. When the project is completed, field books are submitted along with the other estimate data to substantiate the final quantities. Final measurement of pay quantities in field books will generally fall into one (1) of the following categories:

Area Measurements: When items are paid for on the basis of the area of the finished work, the dimensions for calculating these areas shall be documented in the field records. This shall be done in accordance with one (1) of the following methods, as per the Specifications:

1) The length shall be the station-to-station dimension shown on the plans or the station- to-station dimension actually constructed within the project limits as designated by the Engineer. The width

shall be the width actually constructed within the neat lines shown in the plans or designated by the Engineer within the project limits

2) The length and width as measured in place, usually with length measured along the centerline of the construction work, and width measured at a right angle to the tangent of the centerline

3) Stations and offsets must be recorded and used as latitudes and departures to calculate area. Curve corrections to account for a curved baseline must be applied to area calculations. When the baseline used for measuring areas is neither the project's centerline of construction nor a baseline for stationing shown in the plans, then the baseline must be straight lined with beginning and ending points referenced to the centerline of construction by station and offset as mentioned earlier

4) The coding forms and output of geometry programs must be included in the computation book as documentation for final area measurements when utilized. (If the computer programs are used, the calculations shall be checked and the actual site source measurements submitted with the computer output.)

Linear Measurements: The dimension documented for items paid for on the basis of linear foot shall be the length shown on the plans or the length actually field measured along the finished surface of the item as required.

Volumetric measurements: Field quantities for items paid for on the basis of volume = cubic yards or cubic feet, are usually determined by one of the following methods:

1) Concrete quantities are generally paid for on the Plan Quantity basis unless authorized field changes have been made or unless final field measurements are dictated by the particular pay item such as miscellaneous concrete for contingent use

2) Cross Section notes are recorded along both the original surface and the surface of the completed work either by field parties or as determined by aerial photography and the volumes are calculated by hand or by use of the computer facilities. Cross sections with end area and volume computations can also be used in calculating buildup volumes of spalled concrete members

Per Each Measurement: Items paid for as a unit, such as fence gates, etc., shall be tabulated by location in the final records.

Lump Sum Items: Where the pay quantity for an item is designated to be a lump sum and the plans show an estimated plan quantity, compensation for that item will be adjusted proportionately when a plan change results in a significant increase or decrease in the quantity from the estimated plan quantity. When the plans do not provide adjustments for contingencies, establishment of a new unit price through a Supplemental Agreement shall compensate for changes in the cost of completing the item.

Plan Quantity Items: The current documentation requirements are as follows:

1) The computation book sheet or plan matrix will show the location, quantity, and the traverse/chain name

2) CEI will include computation book sheet(s) for plan matrix item if not included in computation book provided by EOR, for the final estimate. A location sketch- identifying the area, the quantity, and the referenced baseline/centerline name. The location sketch that identifies the area, the quantity, and the reference baseline/centerline name should be contained in the CADD files submitted to CFX

3) The designer must keep all supporting information in their files in accordance with CFX's document retention requirements and in every case until after the Contractor has accepted and received final payment

4) Should a dispute arise involving quantities for one or more of the plan quantity items, the CEI will request in writing, that the Designer provide detailed documentation or verify the concern for the plan quantity item(s) in question. The backup documentation must be produced within five (5) working days of the request from construction

5) The plan quantity concept, where properly utilized, will eliminate re-measurement and recalculation. Plan quantities cannot be accepted by the PE until the control points for developing the item on the physical project are checked. Some of these controls for roadway items are:
   a) Centerline lengths down the project
   b) Radii length
   c) Intersection angles between the project and other roadways
   d) Project widths, etc.
6) CEI is not required to make detailed calculation entries when no changes are made
7) Plan errors do happen. When an error is found, it shall be corrected with proper documentation and references made to location
8) If plan quantity items increase or decrease, field measurements and/or revised computations must be submitted with the Final Estimates
9) For deviation from the Plan Dimensions refer to Section 7.3.4 of the General Specifications
10) When changes in limits are authorized, the CEI must show the revised quantities by showing revisions alongside the original designer's calculations. If an area is added, another form showing the calculations for these quantities can be added to the original calculations. (Do not remove, erase, etc. designer work strike-through and initial any changes.)
11) Certain methods must be employed by the CEI to prove or revise the Plan Quantity; some of the suggested methods are as follows:
    a) Field measure
    b) Scale from plans
    c) Station to station calculations
    d) Joint counts (with cut-offs deducted)
12) Plan Quantity Items on multi-project contracts are to be evaluated per contract total, not per project total. Evaluation for multi project contracts must employ a correction to the "contract total."

    Note: If each project had been on a separate contract, the revised final measured quantity would have been paid. However, when two (2) or more projects are on the same contract and the total combined change falls within the Plan Quantity Parameters, no change is made to the Plan Quantity. If plan quantities change on multi-project contracts, the CEI should apply the change properly to each project.
13) The Plan Quantities for Asphalt and Base need to be adjusted for density adjustments, lot failures, and thickness according to the specifications thickness measurements need to be measured and recorded to the nearest 1/16" by the CEI, as required by CFX.
14) The CEI must make their own analysis of the accuracy of plan quantity items. It is not the intent of the Plan Quantity concept to require laborious measurements and is intended to save man hours through less field survey work

Each Day Item for Engineer's Field Office: This item shall be documented by project personnel on the appropriate form. Payment will be made for each day the field office is available for use by CFX personnel beginning ten (10) days before contract time begins and up to thirty (30) days after final acceptance, unless CFX requests removal earlier in writing. The Contractor will be given ten (10) day notice before he removes the office.

6.2.4 Explanations of Overruns and Underruns:

As discussed in Section 5.2.3, Initiating Supplemental Agreements or Unilateral Agreements at the end of the project require the original pay items and pay items added by Supplemental Agreement brought to 100% of plan quantity. All pay item increases or decreases to plan quantity, not previously addressed by supplemental agreements throughout the life of the project, are then explained in a final Supplemental Agreement or Unilateral Payment.

A final overrun/underrun spreadsheet of all supplemental agreements executed throughout the life of the project, including the final supplemental agreement, is to be included in the Document Summary Manual, Section 6.3, and justification of Over/Underruns. A copy of this spreadsheet is located on CFX's construction website.

Note: If CFX does not require that all of the contract bid items be brought to 100% of plan quantity at the end of the project, a separate explanation for bid items with overrun/underruns may be required.

General manual lines for documenting and submitting explanations of overruns and underruns are listed below:

1) Each contract item's overrun/underrun shall be summarized from the brief notes and remarks recorded in the Computation Book at the time the final quantities were calculated
2) Contracts that include more than one (1) project will have the Overrun and Underrun explanations broken down for each project
3) Supplemental Agreements that alter the original plan quantities should be tabulated as explanations of Overruns and Underruns for the appropriate items
4) Final quantities are subject to change during the checking of the estimate. This may also necessitate a change or correction in the explanation of an Overrun or Underrun. Therefore, any advance copies furnished before the estimate is checked shall be plainly marked as preliminary

6.2.5 Contractor's Close-Out Requirements

After final quantity reconciliation, SA incorporation and liquidated damage assessment the CEI issues the final Pay Estimate to CFX. A copy of the final estimate will be sent to the Contractor with a request for the following final close-out documentation:

1) Contractor's Final Release
2) Form 21-A Execution of Affidavit and Surety Release
3) Certification of Disbursement of Previous Payments to Release Final Payment
4) Record of Construction Materials Affidavit
5) Contractor's Acceptance of Final Payment
6) Full and complete claim documentation as described in General Specifications (GS) 2.4.3 within thirty (30) calendar days of the Contractor's receipt of CFX's final estimate. Failure of the Contractor to submit this constitutes a full, complete, absolute and irrevocable waiver by the Contractor of any right to additional compensation for matters related to final quantities
7) The CEI will deliver one (1) set of Original As-Built drawings, 11"x17", accurately plotted, with all changes marked in red, and reflecting all deviations from the plans and specifications including Requests for Information, field directives, sketches, etc. The submittal may also include cross-sections, prepared by a registered surveyor, of all retention ponds in the project limits. The plans shall be in good condition as determined by the CEI. The signed and sealed red lined original will be transmitted to CFX off-site storage and the CEI will deliver one (1) colored copy and one (1) CD in PDF format to CFX (Construction Department) with the Document Summary Manual
8) A benchmark in the vicinity of each outfall structure and recorded in the as-built plans in accordance with special provisions dealing with Permit Conditions
9) All required certifications, warranties, names to be contacted for warranty repairs, maintenance

bonds, and other similar requirements of the Contract

10) All required Training, Operation and Maintenance Manuals, product information and source, and replacement products

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6.3 Document Summary Manual

6.3.1 Purpose

The construction projects will have a Document Summary Manual which is based on the index provided below.

This manual is required for each construction project, and serves as a quick reference manual for CFX following the closeout of the project so that they have reference material to help resolve issues should any arise.

6.3.2 Timing and Format of the Manual

The CEI needs to begin assembling the items for the Document Summary Manual in the early stages of the project, as documents become available. Items such as the Advertisement and Notice to Proceed are available early in the project and can go directly into the Document Summary Manual. This manual can serve as a reference book for key project material throughout the duration of the contract.

The manual should be assembled using a three-ring binder (3”) with tabs separating each major section. Large sections, such as warranties or Supplemental Agreements, can be assembled in a separate binder and referenced by the specific section in the Document Summary Manual. The documents inserted in the manual need to be either originals or clean readable copies. One (1) original and one (1) copy will be forwarded to CFX’s Director of Construction at project completion.

6.3.3 Content and Sample Outline

The following listing shows the contents and sample outline of the Document Summary Manual

1) MAPS – showing the location of the Project
2) ADVERTISEMENT – from the newspaper clipping
3) BID TABULATION – from CFX Procurement Department
4) ENGINEER’S ESTIMATE – from CFX Procurement Department
5) CONTRACT WITH BONDS & INSURANCE – a complete copy of the Executed Contract
6) LETTER OF AWARD & NOTICE TO PROCEED – from CFX to the Contractor
7) APPROVED SUBCONTRACTOR LOG
8) APPROVED SUPPLEMENTAL AGREEMENTS (Attach Final Compiled Consent Agenda, Final CPR Log & Work Order Log)
9) FINAL PAY ESTIMATE
10) JUSTIFICATION OF OVER/UNDER RUNS
11) CONTRACTOR’S FINAL AS-BUILT SCHEDULE
12) FINAL SHOP DRAWING LOG
13) PENDING CLAIMS
14) CEI ACCEPTANCE LETTER
15) INITIAL AND FINAL PROJECT CONDITION REPORTS, & NOTICE OF BEGINNING/COMPLETION
16) CONTRACTOR CERTIFICATIONS:
    a) Final Release & Consent of Surety Form

b) Final Certification of Previous Payment

c) Certification of Materials

d) Contractor's Acceptance of Final Payment

e) Contractor's Certification of Pond Locations

6.4 Document Retention

6.4.1 Purpose and Definitions

To CEI will assist CFX in complying with applicable Public Records Law and meeting requirements for CFX's public records retention, management and distribution, public records requests, and micrographic and electronic records.

Active Records: Those records, which still have sufficient administrative, fiscal, legal, or historical value to warrant their continued storage in an easily accessible area.

Agency: Any state, county, district, municipality, department, division, board, bureau commission, or private agency, person, partnership, corporation, or business entity acting on behalf of any public agency.

As-Built Drawings: Drawings which include all changes to the original contract drawings, marked in red, and reflecting all deviations from the plans and specifications.

Document: A public record, assembled or created, which is needed to trace the actions, steps or decisions of an agency in connection with official business.

Duplicate (or Convenience) Records: Reproductions of (master) copies, prepared simultaneously or separately, which are designated as not being the official copy.

Inactive Records: Those records which have lost some of their value or have been superseded by new records, but which have not reached their specified retention. These records can be stored off-site until final disposition is warranted.

Record Drawings: The official plans that have been signed and sealed by the Engineer of Record.

Permanent or Long-Term Records: Records that have been determined to have sufficient historical or other value to warrant continued preservation. Records with retention of ten (10) years or more should be stored both electronically and in original form as permanent records to ensure the preservation and availability of information for the required retention period.

Retention Schedule: CFX follows the GS1-SL Record Retention Schedule. The GS1-SL has a listing for all records created or received by or for CFX and retained based on legal, administrative, fiscal and/or historic value as specified by the State of Florida.

6.4.2 List of Deliverables

The CEI needs to assemble the following Project Records for submittal to CFX after final acceptance, and after the Final Estimate and the Document Summary Manual have been completed. All information submitted shall be organized in a manner consistent with the Project File Coding Index.

<u>FINAL PLANS</u>

1) Final Plans with inserted Shop and Erection Drawings, attach any RFI's pertinent to a page revision to the back of the affected plan sheet for clarity. Provide at a minimum two (2) copies of these records, one (1) delivered to the GEC and one (1) delivered to CFX. In addition provide two (2) additional copies in electronic format to CFX at a minimum of 300dpi. Also provide two (2) electronic copies of the Permanent Records as indicated in Section 6.4.4. Provide any additional copies as directed by CFX

2) Field Books (Pile Driving Records, Bridge Deck Thickness Records (screed demonstrations ("dry" and "wet" runs)), Drilled Shaft Logs, Structural Bolt and Welding Inspection Records and any other inspections documented in a permanent field/log book

3) Final Measurement Items
4) Final as-builts as specified in Section 6.2.5 item 7 are to be sent directly to Document Storage along with the Permeant Records as specified in Section 6.4.4.
5) Any Plan Quantity Revisions due to plan changes, revisions and/or plan errors

FINAL ESTIMATE Computation Books

1) Field Books used as site source records for inspections or payment
2) Reference Pay Item Files (for items needing complex calculations, backup, or adjustments)
3) Contract Time Folder (Contract Time Log, Final Acceptance, NTP, and time adjustments), Supplemental Agreements, Field Supplemental Agreements Work Orders and/or Field Work Orders

MATERIAL ACCEPTANCE

1) The Project Material Certification Letter
2) A Project Administrator's Material Statement
3) Material Acceptance Manuals
4) Material Acceptance Letters (Including NFTR/DDM forms and/or logs if applicable)
5) Earthwork Density Log Book
6) Certifications for pre-stressed concrete units, including piling, beams, etc.
7) Toll Plaza Material and Equipment Acceptance Manuals (if required)
8) Dynamic Message Sign Documentation Manuals

DOCUMENT RECORDS

1) Document Summary Manual (as described in CFX-CPAM Section 6.3)
2) Complete set of final Construction Documents, with addendums
3) Construction Daily/Weekly Reports (Originals)
4) Aerial Photos (Photos and Photo CDs)
5) Final certification by the CEI stating that the project was completed in accordance with the contract, project plans, and Specifications
6) Include the final acceptance letters of the ITS/Lighting/Signalization from CFX or any other maintaining agency
7) Include the Construction Master Data Spreadsheet (see the directions and column headings list attached along with an example showing the required headings and information in the forms appendix)
8) Complete the Project Summary of Lessons Learned

6.4.3 Boxing and Labeling

All project closeout documentation (as listed above) is to be either delivered to CFX (Permanent Records) or coordinated with CFX Records Management for delivery to CFX offsite storage facility following each project's completion. Please use the following type of box, box inventory form and labels to comply with CFX's file storage procedures:

Note: Permanent records as noted below will be submitted in separate boxes labeled PERMANENT RECORDS.

- Box Type for files: Box size 1.2 (Letter, with interior dimensions: 10"x12"x15") with lift-off lid.
- Box Type for oversized documents: Box size 2.4 (Legal, interior dimensions 10"x24"x15") with lift-off lid.
- Box Inventory Form: CFX will supply the Box Inventory Form. Contact the CMC Contract Support Specialist for

current Box Inventory Form and to arrange for a final inspection of the boxes in your office.

After the final number of boxes is confirmed and the CEI has completed all of the Box Inventory Forms, the CEI is to e-mail a copy of these Box Inventory Forms to the CMC Contract Support Specialist. The Box Inventory Form is to be included inside each box with a copy of the form taped to the top of the box.

Contact CFX or CMC prior to delivery of boxes. Permanent Records boxes will be delivered to CFX's office at 4974 ORL Tower Road Orlando, FL, 32807. The other boxes will be coordinated through Records Management for delivery to offsite storage.

6.4.4 CEI File Retention Duration Requirements

The CEI is responsible for maintaining, storing, and retrieving the records for such period as specified in the FDOT General Records Schedule GS1-L for Local Government Agencies. This may be, but is not limited to, Duplicate (or Convenience) Records, Inactive Records, and/or Drafts and Working Papers.

Note: Permanent Records submittals, such as Structural Member shop drawings and working drawings, as-built drawings, aerial photographs, pile driving logs, drilled shaft logs, and other information pertaining to structures will be maintained permanently or until such time as CFX directs otherwise.

Construction Project Administration Manual:

7.1 Project File Index

CEI - PROJECT FILE INDEX

CEI:	
CEI CONTRACT #	
PROJECT DESCRIPTION	
PROJECT NUMBER(S)	
CONTRACTOR NAME	
CONTRACT #	

FILE NUMBERS			**DESCRIPTION**
100-199			**BID AWARD /PROCEDURES /CONTRACT AND SUPPLEMENTALS**
	100		Owner/Contractor Construction Contract
		100.1	Supplemental Agreement 01 *(EXAMPLE) (DSM)*
	101		Comp Book Information & Plan Reviews
	102		Bid Tabulations and Evaluations *(Document Summary Manual (DSM))*
	103		Notice of Award / Notice to Proceed *(DSM)*
	104		Pre Award Meeting- Memorandum of Agreement (MOA)
	105		Document Summary Manual Information *(CFX-CPAM Section 6.3)*
	106		Claims
200-299			**PRECONSTRUCTION SUBMITTALS/CONSTRUCTION START-UP**
	200		Pre-Construction Conference Agenda & Minutes
		200.1	Essential Personnel and Emergency Phone Numbers
		200.2	ATSSA Certifications-Prime Contractor's Representative
		200.3	Equipment Report
		200.4	Subcontractor Approvals *(DSM)*
		200.5	Rental Agreements
		200.6	Contractor's Vehicle Registration Certification
	201		Hurricane Evacuation Plan
	202		Utility Information
	203		Permits/Information
		203.1	NPDES
		203.2	SWPPP
		203.3	Turbidity Test Data
		203.4	Inspection Reports
	204		M/WBE Utilization
300-399			**COMMUNICATIONS CONTROL**
	300		Correspondence
		300.1	Incoming Chronological
		300.2	Outgoing Chronological
	301		Project Engineer's Weekly / Inspector's Daily Reports
	302		Progress Meeting Minutes (w/ 2 week look ahead schedule)
	303		Dispute Review Board Meeting Minutes
PERMENANT RECORD	304		Aerial Photographs
		304.1	Miscellaneous photographs

CEI:	
CEI CONTRACT #	
PROJECT DESCRIPTION	
PROJECT NUMBER(S)	
CONTRACTOR NAME	
CONTRACT #	

FILE NUMBERS			DESCRIPTION
400 - 499			**DRAWING CONTROL**
	400		Submittals
PERMENANT RECORD		400.1	Shop Drawing
PERMENANT RECORD		400.2	Working Drawings
	401		Request For Information/Clarifications
	402		Contract Plans (Original)
PERMENANT RECORD		402.1	Plan Revisions
		402.2	As-Built Drawings *(DSM)*
	403		Specifications (Original)
		403.1	Specification changes
	404		Survey Information
500-599			**SCHEDULE CONTROL**
	500		Baseline Schedule
		500.1	Schedule Updates
		500.2	Schedule Correspondence
	501		Work Plan - Controlling Items of Work (confirm in weekly progress meetings)
	502		Contract Time, including Extensions, Suspensions, WOs
	503		Liquidated Damages
600-699			**COST CONTROL**
	600		Monthly Pay Estimates
		600.1	Monthly Pay Estimates #1 *(Example)*
	601		Schedule of Values
	602		Owner Directed Material Purchase (ODMP)
		602.1	Purchase Orders (PO)
		602.2	Invoices
	603		Quantity Records
	604		Force Account
	605		Change Proposal Request (CPRs w/Log)
	606		Work Orders (WOs w/Log)
	607		Cost Savings Initiative Proposals

CEI:	
CEI CONTRACT #	
PROJECT DESCRIPTION	
PROJECT NUMBER(S)	
CONTRACTOR NAME	
CONTRACT #	

FILE NUMBERS			**DESCRIPTION**
700-799			**QUALITY ASSURANCE AND CONTROL**
	700		Approved Materials List
	701		Contractor QC Plan and Correspondence
	702		Daily Inspection Reports
PERMENANT RECORD	703		Pile Driving Reports
PERMENANT RECORD	704		Drilled Shaft Reports
	705		Testing Correspondence
		705.1	Failing Test Results
		705.2	Material Certification
		705.3	Inspectors Reports
		705.4	Independent Assurance Reports
800-899			**MAINTENANCE OF TRAFFIC (MOT), SAFETY AND LOSS CONTROL**
	800		MOT Plan
	801		Lighting Plan
	802		Lane Closure Notices
	803		Weekly MOT Reports
	804		MOT Deficiency Reports
	805		ATSSA Worksite Supervisor Certifications
	806		Accident Reports
	807		Third Party Claims
900-999			**CONTRACT COMPLETION & CLOSE-OUT**
	900		Warranties & Guarantees
	901		Notice of Conditional Acceptance
	902		Notice of Final Acceptance
	903		Final Estimate
	904		Close-Out Documentation
	905		Contract Close-Out Report

Construction Project Administration Manual:

7.2 Logs, Permits and Reports

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Daily Inspection Report

Date: _____	Contract No. _____	Inspector _____
Project No _____	Project Name _____	

High Temp _____ °	AM Conditions	PM Conditions
Low Temp _____ °		

Remarks

Accidents (Check One)	No ☐ Yes ☐	See Accident Report Dated: _____	Day of Week	Contract Day	Total Days

Visitors

Contractor(s) and Personnel

No.	Name	Type	No.	Hrs	Type	No.	Hrs	Type	No.	Hrs
1	Prime	Supt			Foreman			Skilled		
		Semi Skilled			Common			Operator		
2	Sub/Utility	Supt			Foreman			Skilled		
		Semi Skilled			Common			Operator		
3	Sub/Utility	Supt			Foreman			Skilled		
		Semi Skilled			Common			Operator		
4	Sub/Utility	Supt			Foreman			Skilled		
		Semi Skilled			Common			Operator		

Contractor(s) Equipment (Active or Idle)

Contr/Sub No.	Equipment ID	Description	No. Pieces	No. Used	Total Hrs Used

REV: 04/2015

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Daily Inspection Report

Date: _____ Contract No. _____ Proj No. _____

Estimated Work Performed **(All work with Pay Items must be recorded here)**						
Contr/ Sub #	Pay Item Number	Description of Work	Location		Installed	
			Beginning	Ending	Qty	Units

Effects of Weather on Major Work Items(Check Controlling Items)

Major and/or Controlling Work Items	No Effect All Day	Effected Less Than 50% of Work Day	Effected More Than 50% of Work Day	No Work All Day
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐
_____	☐	☐	☐	☐

Pursuit of Work: Yes ☐ No ☐

Conformance with Contract Documents: Yes ☐ No ☐

Inspector's Name & Signature	Hours at Job Site		Total Hours
	am	pm	

PA/SPE Signature Title	Date

REV: 04/2015

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Daily Inspection Report

Date:	Contract No:	Proj No.	Inspector

Remarks
General:

Contractor(s) Equipment (Active or Idle)

Contr/Sub No.	Equipment ID	Description	No. Pieces	No. Used	Total Hrs Used

REV: 04/2015

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Engineer's Weekly Summary

Prepared by: (Print Name)	Reviewed by: (Print Name)
Prepared by: (Signature)	Reviewed by: (Signature)

Project No.	Project Name	Contractor	Elapsed Days / Total Contract Days = %
			---------- = %
Week Ending	**Contract Days Used**	**Schedule % Complete**	**$ Earned to Date / $ Contract Amount = %**
			---------- = %

This form summarizes the information on daily report of construction from Monday through Sunday. After completion, attach this form to the top of the week's daily report of construction forms prior to distribution.

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

OUTSTANDING ISSUES LOG

Project No.: _____

Project Name: _____

CEI: _____

Last Updated: _____

Item No.	Issue	Action Required by (Name)	Action Required by (Date)	Resolved (Date)	Description of Action Item	Status/History
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

PIPE INSPECTION LOG

REV:02/2015

Structure_____ to Structure_____ Date_____ Inspector_____

Distance	Deficiency	Remarks

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

CONTRACTOR'S QUALITY CONTROL DENSITY LOG BOOK

PROJECT NO:_____
ROAD NO:_____
CONTRACTOR:_____

This is to certify the density test locations and results, recorded herein, are in substantial compliance with the pertinent specification requirement of this project

_____
Quality Control Manager

_____
Date

REV 01/2016

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

TECHNICIAN LOG

PROJECT NO:_____ **PAGE:_____**

PRINT NAME	INITIALS	TIN #	*TECH. I.D.	COMPANY	START DATE	END DATE

*TECH. I.D. To be used on Earthwork Density Report Sheets. The TECH ID shall be entered as Q or V, followed by consecutive number. (Q1, Q2, V1, V2, etc.)

REV 01/2016

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

INITIAL EQUIPMENT COMPARISON

PROJECT NO:_____ **DATE:_____** **PAGE:_____**

		Calibration Date	Type Gauge	Gauge Serial No.	*Gauge ID No.	Depth Test	Dry Density	% Moisture	Diff.	Comp P/F	TIN #	Remarks
INITIAL GAUGE COMPARISON	Resolution (R)									N/A		Company:
										N/A		Company:
	Verification (VT)											
	Quality Control (QC)											
VT/QC GAUGE COMPARISON												

***Gauge ID No. to be used on earthwork Density Report Sheets. The ID number shall be entered as QC, VT, R followed by consecutive number(s). (QC-1, QC-2, VT-1, VT-2, R-1 etc.)**

REV 01/2016

Compare to QC and VT gauges within 2 lbs/ft^3 for same manufacturer and 3 lbs/ft^3 for different manufacturer

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

EQUIPMENT COMPARISON

PROJECT NO:_____ **PAGE:_____**

	VT/QC	Calibration Date	Type Gauge	Gauge Serial No.	*Gauge ID No.	Depth Test	Dry Density	% Moisture	Diff.	Comp P/F	TIN #	Remarks
VT/QC GAUGE COMPARISON												

***Gauge ID No. to be used on earthwork Density Report Sheets. The ID number shall be entered as QC, VT, R followed by consecutive number(s). (QC-1, QC-2, VT-1, VT-2, R-1 etc.)**

REV 01/2016

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

MONTHLY INSPECTION OF QC DENSITY LOG BOOK BY QUALITY CONTROL MANAGER

PROJECT NO:_____ **TIN #_____** **PAGE:_____**

DATE	DENSITY LOG BOOK	COMMENTS	SIGNATURE

REV 01/2016

Instructions: Summary of Proctor Samples

1. CFX Project No: Enter the project number assigned by Central Florida Expressway Authority
2. Type of Construction: Indicate the expected use of the material. i.e. Limerock Base, Pipe backfill etc.
3. Page: Enter the page number
4. Sample Number: Enter the sample number using the format below:

A. Assign a sample prefix from the adjacent chart:

B. Sequentially number Quality Control (Q) samples with a three digit number for each material type. For example "E001". (V) Verification and (IV) Independent Verification sample numbers used for comparison should match.

C. Optional character - To facilitate project needs a character may be entered after the sample number i.e. E001**a**

D. Enter a suffix to designate the sample level at the end of the sample as follows:

Sample Level	Designation
Quality Control	Q
Verification	V
Independent Verification	I
Independent Assurance	A
Resolution	R

Sample Prefix chart

Material	Material ID	Governing Specification	prefix
Embankment	004	120	E
Pipe Backfill	004	125	E
Geosynthetic Backfill	251	145	G
Subgrade	020	160	S
Local Stabilizing Material	440	160	C
Subgrade Verification LBR	020	160	L
RAP	054	283	R
Base or Granular Subbase	032	285	B
MSE Backfill	092	548	M
Finish Soil Layer	330	162	T

Example {E} {001} {Q}

E=Type of Material

Q=Sample Level

001=Sequential Sample #

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

SUMMARY OF PROCTORS

***TYPE OF CONSTRUCTION:_____**

PROJECT NO:_____ **PAGE:_____**

			QUALITY CONTROL			VERIFICATION				RESOLUTION			
QC SAMPLE NO.	MATERIAL DESCRIPTION	LOTS REP.	MAX DENSITY	% MOIST.	LBR/ SOIL CLASS	VT SAMPLE NO.	MAX DENSITY	**VERIFIED Y/N	LBR/ SOIL CLASS	MAX DENSITY	LBR/ SOIL CLASS	RESOLVED Y/N	REMARKS

*Complete a new index sheet for each type of construction (Embankment, Subgrade, Base, MSE, etc.)

If verification is greater than **+/- 4.5 lbs/ft^3 from QC, input Resolution Maximum Density Test.

REV 01/2016

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

QUALITY CONTROL LOT INDEX AND SPECIAL CONDITIONS

****TYPE OF CONSTRUCTION:_____**

PROJECT NO._____ **PAGE:_____**

*LOT ID NO(S)		LOCATION OF LOTS REPRESENTED		LIFT NO(S)	DATE OF VT	VER? Y/N	VT INITIALS	REMARKS
PAGE NO.	LOT NO.	RDWY LT/RT	STA TO STA					

*Lot numbers are to be designated by the Density Log Book page number.

REV 01/2016

**Compare a new index sheet for each type of construction (Embankment, Subgradge, Base, MSE, etc.)

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

SUMMARY OF STABILIZED SUBGRADE DEPTH CHECKS

QUALITY CONTROL TEST (QC) Frequency: 3 per Lot

VERIFICATION TEST (VT) Frequency: 1 per LOT

PROJECT NO:___________ **PAGE:___________**

PAVEMENT THICKNESS:____________________ **OPTIONAL BASE GROUP:______________________** **PLAN DEPTH:______**

QC SAMPLE INFORMATION					VERIFICATION DATA						REMARKS
LOT NUMBER	DEPTH	*DIFF	STATION	OFFSET	DEPTH	*DIFF	STATION	OFFSET	VERIFIED Y/N*	RESOLVED Y/N*	

If verification is greater than **+/- 4.5 lbs/ft^3 from QC, input Resolution Maximum Density Test.

REV 01/2016

**NEW SHEET REQUIRED FOR EACH OPTIONAL BASE GROUP AND/OR PAVEMENT THICKNESS

GENERAL NOTES

1 **DENSITY GRAPHS**

A) Must be prepared prior to beginning construction and will be required separately for regular roadway and drainage structures.

B) All projects to be computer plotted.

C) Maximum section length is 500 feet. However, each compaction operation of less length shall require a separate series of tests for verification of density requirements

D) Roadway density graphs will generally include embankment, subgrade and base courses with curb pads and shoulders shown separately on the same sheets.

E) Curb pads and shoulders compacted separately must be manually plotted on computer supplied graphs.

F) Computer plotted graphs must be corrected for muck excavation and or undercut.

G) Lift shall be plotted and accounted for vertically with numbers increasing upward. The total number of lifts shall be determined from the area with the greatest amount of fill within the section.

H) All tests, whether passing or failing, are to be plotted on graphs when taken, using the number that represents the given lot.

SYMBOL	TEST TYPE
1	Quality Control
1	Quality Control (failure)
1V	Verification
1V	Verification (failure)

The height of the symbol shall be proportional to the test depth

I) Water table shall be denoted on graphs by the following symbol: The horizontal line represents the water table. The symbol should be placed at the left and or right side of the graph. Multiple water tables shall be dated.

GENERAL NOTES CONTINUED

2 DENSITY LOG SHEETS

A) All required information on the Density Log Sheet is to be current and is to be completed in a clear and legible manner. Erasures should be avoided. Correction shall be made by striking a single line through the original figure, so that it can still be read and then writing the correct figure close to it. All corrections shall be initialed by the party making the corrections.

B) All test whether passing or failing are to be recorded.

C) Test results shall be grouped for each type construction by insertion of headings and separating the test data. (Embankment, MSE, subgra

D) Lifts placed below the water table shall be denoted. Example: Lifts 1-3 affected by water table

E) Reporting Accuracy:
Dry Density - nearest 0.1 lbs/ft^3
Moisture Content - 0.1 %
Percent Maximum Density - nearest percent

F) Green marks and or lines to be used for showing phasing operations

G) Red lines are only to be used to show 1:2 lines and for separation of bottom of stabilized subgrade and top of embankment

H) Density Log sheets will be done in blue ink.

I) Alternating red/blue ink is permitted for 90/95% zones of MSE wall tests

J) Place a check in RF box for reduced frequency tests.

SPECIAL PROVISIONS AND OR SPECIAL REQUIREMENTS

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

CONTRACTORS - QC DENSITY RECORDS

EARTHWORK DENSITY REPORT

TYPE OF CONSTRUCTION:_____

PROJECT NO:_____ **PAGE:_____**

LOT NO.	RF	DATE	TECH. ID	QC TEST NO.	MAX DENSITY / SAMPLE NO.	STANDARD DNS. / MST. COUNT	GAUGE ID NO.	STATION	OFFSET	LIFT NO.	TEST DEPTH	SOIL DENSITY / MST. COUNT	WET DENSITY	% MOIST.	DRY DENSITY	% MAX DENSITY	*VT INITIALS	**STATUS/ DISPOSITION

*VT Inspector initials which test was verified

REV 01/2016

** Status Code: **P**-Lot Passed, **R**-Lot Retested

Disposition Code: **V**-Lots Verified by Verification Test, **R**-Lots Verified by retest procedure, **N**-Lots not verified and resolution initiated, **VF**-Lots not verified by verification test

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

QUALITY CONTROL TEST (QC) FREQUENCY: 3 thickness checks per LOT

VERIFICATION TEST (VT) Frequency: Verify all of QC's thickness checks per LOT

BASE THICKNESS ROADWAY

PROJECT NO:__________

PAY ITEM NO:____________________

PLAN THICKNESS:_______

PAGE:__________

ROADWAY CORE INFORMATION							QC MEASURED THICKNESS	VT MEASURED THICKENSS	WITHIN TOLERANCE Y/N	*INSPECTOR I.D.		DATE VERIFIED	REMARKS
LOT	RDWY	LOT LIMITS (STA TO STA)	CORE NO.	STATION	OFFSET	RDWY WIDTH				QC	VT		

*As taken from technician page of log book.

REV 01/2016

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Request for Information Log

Project No. SR 408 / I-4 Ulitmate

Project Name

CEI

Contractor

RFI #/RFM #	Date Rec'd	Plan Set	Description	Reviewer	To Reviewer		Disposition	Link
					Date Sent	Date Ret'd		
00055			Bridge Foundation - Tension Pile Details (Bridges		6/30/2015			
00425		TTCP	TTCP General Note Revision		12/09/15		Allows SGL move devices limits based on work zone	
00426		B29-19	Bridge 248 Tension Pile Rebar not installed per RFI 55.		12/10/15			I-4 - RFI 426 Bridges 251, 247 Tension Piles
00434		TTCP	Request for Plan Partial Demolition Plan Existing SR 408 WB Ramp to I-4		12/14/15			
00507		TTCP	SR 408 WB Phase 1-2 Lane Shift needed for temporary Ramp H and Pier 5 Bridge 227		01/14/16			
00531								
00532								
00539								
00544								
00510								
00669								
00634								

(Rev:02/2015)

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Shop Drawing Submittal Log

Project No.:		CEI:	
Project Name		Contractor	

Submittal No.	**Description**	**Date Rec'd**	**To EOR**	**From EOR**	**To Contractor**	**Date Response Required**	**Comments**

REV: 02/2015

PROJECT NO. _____

CONTRACTOR: _____

INSPECTION DATE: _____

FDEP PERMIT #: _____

CENTRAL FLORIDA EXPRESSWAY AUTHORITY (CFX)

Stormwater Pollution Prevention Plan

(Weekly or after **0.25 inches** of rain)

Recorded Rainfall _____

PAGE NO _____ OF _____

CEI: _____

REVIEWER: _____

LOCATION OF CONTROL MEASURE	STA TO STA	LT/RT RDWAY	ACT. WORK ZONE=A INACT. WORK ZONE=I	DATE OF STABILIZATION	**CONTROL MEASURES	*CONDITION CODE	CORRECTIVE ACTION OR REMARKS

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

All maintenance operations needed to assure proper operation of all controls, BMPs, practices or measures identified in the Stormwater Pollution Prevention Plan shall be done in a timely manner but in no case later than 7 calendar days following the inspection. The signature below also shall certify that this facility is in compliance with the Stormwater Prevention Plan and the State of Florida Generic Permit for Stormwater Discharge from Large and Small Construction Activities if there are not any incidents of non-compliance identified above.

Name (Responsible Authority): _____

Date Signed:

***Condition Codes**

U	Upgrade Needed
R	Replacement Needed
M	Maintenance Needed
C	Cleaning Needed
I	Increase Measures
S	Stable (no action)

Other:

Other:

****Control Measure Codes**

1. Temporary Grassing
2. Permanent Plant, Sod or Seed 3: Temporary Mulching
4. Artificial Covering
5. Buffer Zone
6. Silt Fence
7. Synthetic Bales
8. Sand Bagging
9. Berms
10. Diversion, Interceptor or Perimeter Ditches
11. Flumes
12. Pipe Slope Drain
13. Ditch Liner
14. Rock Bed at Construction Exit
15. Timber Mat or Construction Exit
16. Rip Rap
17. Sediment Trap
18. Sediment Basin
19. Storm Inlet Sediment Trap
20. Stone Outlet Structure
21. Curbs and Gutters
22. Storm Sewers
23. Velocity Control Devices
24. Turbidity Barrier
25. Haul Roads Dampened for Dust Control
26. Cleanup of Possible Contamination
27. Excess Dirt Removed from Roadway Daily
28. Geotextile
29. Filter Fabric
30. Rock Bags
31. Paved Road
32. Swale
33. Retention Pond
34. Detention Pond
35. Tree Protection
36. _____

Inspector: _____ **Date Certified:** _____ **FDEP Certification #:** _____

(or other qualifications as described in the permit)

PROJECT NO. _____

CONTRACTOR: _____

INSPECTION DATE: _____

FDEP PERMIT #: _____

CENTRAL FLORIDA EXPRESSWAY AUTHORITY (CFX)

Stormwater Pollution Prevention Plan

(Weekly or after **0.25 inches** of rain)

Recorded Rainfall _____

PAGE NO _____ OF _____

CEI: _____

REVIEWER: _____

FOR CEI USE ONLY: CFX NOTIFICATION OF OBSERVED INSPECTION

STA to STA	DEFICIENCY	DATE OBSERVED	DATE CORRECTED	CORRECTIVE ACTION	CONTRACTOR INITIAL	CEI INITIAL

No additional Issues Found

CEI Inspector Print/Signature:

Inspection Date:

CFX Project No. _____
Date _____

CENTRAL FLORIDA EXPRESSWAY AUTHORITY
SUBLET TRACKING LOG

SUBLET NO.	SUBCONTRACTOR	DBE Y/N	CONTRACT AMOUNT ON UTILIZATION SUMMARY	DBE SUBLET CONTRACT AMOUNT	AMOUNT OF NORMAL WORK	AMOUNT OF SPECIALTY WORK	DESCRIPTION OF WORK	REQUEST FOR AUTHORIZATION TO SUBLET	DBE/SUB AMOUNT	APPROVED BY CEI	START DATE	END DATE

TOTAL CONTRACT AMOUNT		
TOTAL DBE PARTICIPATION		
TOTAL NORMAL & SPECIALTY		
% OF SUBLET WORK		
% DBE PARTICIPATION		

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

VERIFICATION - DENSITY LOG BOOK

PROJECT NO:_____

ROAD NO:_____

CONTRACTOR:_____

This is to certify that verification tests were performed on this project in accordance with the pertinent contract documents and that the results of the Contractors CQC have been verified. Reviews of the Contractors CQC procedures conducted throughout the duration of the project found their procedures to be substantially in compliance with the contract documents

_____

Resident/Project Engineer

_____

Date

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

VERIFICATION DENSITY INSPECTORS

PROJECT NO: _____ **PAGE:** _____

PRINT NAME	INITIALS	TIN #	*TECH. I.D.	COMPANY	START DATE	END DATE

***TECH. I.D. To be used on Earthwork Density Report Sheets. The TECH ID shall be entered as Q or V, followed by consecutive number. (Q1, Q2, V1, V2, etc.)**

REV 01/2016

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

MONTHLY INSPECTION OF VT DENSITY LOG BOOK BY RESIDENT/PROJECT ENGINEER

PROJECT NO: _____ **PAGE:** _____

DATE	DENSITY LOG BOOK	COMMENTS	SIGNATURE

REV 01/2016

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

MONTHLY INSPECTION BY INDEPENDENT ASSURANCE

PROJECT NO: **PAGE:** _____

DATE	DENSITY LOG BOOK	COMMENTS	SIGNATURE

REV 01/2016

Instructions: Summary of Proctor Samples

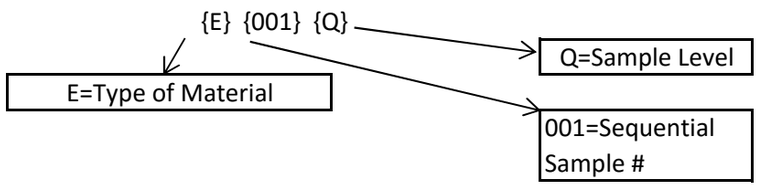
1. CFX Project No: Enter the project number assigned by Central Florida Expressway Authority
2. Type of Construction: Indicate the expected use of the material. i.e. Limerock Base, Pipe backfill etc.
3. Page: Enter the page number
4. Sample Number: Enter the sample number using the format below:

A. Assign a sample prefix from the adjacent chart:
B. Sequentially number Quality Control (Q) samples with a three digit number for each material type. For example "E001". (V) Verification and (IV) Independent Verification
C. Optional character - To facilitate project needs a character may be entered after the
D. Enter a suffix to designate the sample level at the end of the sample as follows:

Sample Level	Designation
Quality Control	Q
Verification	V
Independent Verification	I
Independent Assurance	A
Resolution	R

Sample Prefix chart			
Material	Material ID	Governing Specification	prefix
Embankment	004	120	E
Pipe Backfill	004	125	E
Geosynthetic Backfill	251	145	G
Subgrade	020	160	S
Local Stabilizing Material	440	160	C
Subgrade Verification LBR	020	160	L
RAP	054	283	R
Base or Granular Subbase	032	285	B
MSE Backfill	092	548	M
Finish Soil Layer	330	162	T

Example



CENTRAL FLORIDA EXPRESSWAY AUTHORITY

VERIFICATION - VT DENSITY RECORDS

EARTHWORK DENSITY REPORT

***TYPE OF CONSTRUCTION:** _____

PROJECT NO: _____ **PAGE:** _____

LOT NO.	RF	DATE	TECH. ID	VT TEST NO.	MAX DENSITY / SAMPLE NO.	STANDARD DNS. / MST. COUNT	GAUGE ID NO.	STATION	OFFSET	LIFT NO.	TEST DEPTH	SOIL DENSITY / MST. COUNT	WET DENSITY	% MOIST.	DRY DENSITY	% MAX DENSITY	LOTS VERIFIED

*Complete a new index sheet for each type of construction (Embankment, Subgrade, Base, MSE, etc.)

REV 01/2016

Construction Project Administration Manual:

7.3 Pre-Construction

BASELINE SCHEDULE ACCEPTANCE LETTER

Resident/Consultant Office
Address
City, State Zip
Date

Contractor's Name
Address
City, State Zip

SUBJECT: BASELINE SCHEDULE REVIEW
Job Description:
Project No.:

Dear {Sir or Madam}:

Please be advised we have reviewed your Baseline Schedule, [P3 file name], submitted on [date submitted].and have accepted it with the following comments:

1)

2)

3)

Sincerely,

Project or Resident Engineer

XXX/xx

EXAMPLE

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Certification of Subcontract Amount to DBE-M/WBE Contractor

Contract No.	Subcontractor's Name
Project No.	Date of Subcontract
Prime Contractor	Address
On Original Utilization Summary* Yes _____ No _____	Phone No.
*(If NO a current M/WBE Certification must be attached and M/WBE Utilization Summary must be revised and submitted for approval)	Name of Certifiying Agency

We the undersigned, hereby certify that we have executed a contract with the referenced Subcontractor to perform the services described below. We understand that a copy of the contract must be submitted if requested by the CFX.

The referenced agreement is between _____ (prime contractor) and _____ (subcontractor) for the contract amount stated below.

Type of Work	Subcontract Amount
	$ -
	$ -
	$ -
	$ -
Total	$ -

_____
Name of Prime Contractor

Print _____

Sign _____

Title _____

Sworn and subscribed before me this

_____ day of _____ , 20 _____

_____
Notary Public - State of Florida

_____
Commission Expires

_____
Name of Subcontractor

Print _____

Sign _____

Title _____

Sworn and subscribed before me this

_____ day of _____ , 20 _____

_____
Notary Public - State of Florida

_____
Commission Expires

A copy of this certification must accompany each copy of the Request for Authorization to Sublet Work.

MEMORANDUM OF AGREEMENT

PLANS, SPECIFICATIONS AND DOCUMENT REVIEW MEETING
[date of meeting]

This PLANS, SPECIFICATIONS AND DOCUMENT REVIEW MEETING MEMORANDUM ("Memorandum") for the *[Project Name]* Project No. *[CFX's Project Number]* is made and entered this *[Day]* day of *[Month, Year]*, by and between the CENTRAL FLORIDA EXPRESSWAY AUTHORITY ("CFX") and the apparent successful responsive bidder, *[Contractor's Name]* ("Contractor"), a *[Contractor's state]* corporation with offices at *[Contractor's Local Office Location]* (Individually, Party and collectively, Parties)

WITNESSETH THAT:

WHEREAS, CFX will enter into an agreement with *[Contractor's Name]* to construct Section *[CFX's Project Number]* of the *[Project Name]*, pursuant to the execution of this Memorandum;

WHEREAS, CFX has solicited the Services of the Contractor to provide labor, equipment and materials ("Services") to construct Section *[CFX's Project Number]* and the Contractor has agreed to provide such Services in accordance with their tender of *[Bid Submittal Date]*;

WHEREAS, the Section generally consists of the construction of the *[Project Name]*, which includes *[Project Description]*.

WHEREAS, the Contractor is qualified, capable, and willing to provide the Services**;**

NOW, THEREFORE, the Parties mutually agree as follows:

1. PLANS, SPECIFICATIONS AND DOCUMENT REVIEW MEETING

A meeting was held on *[date of meeting]* between *[time of meeting],* in accordance with Article 3.4 of the General Specifications. The purpose of this meeting was to address all questions or differences in interpretations of the documents and to provide clarifications. The Contractor's key personnel together with CFX's representatives, as identified in Attachment A, List of Attendees attended this meeting.

2. PROCEDURES

At this meeting each page of the plans, specifications and other Contract Documents, which were used by the Contractor in preparing their offer, was reviewed. Items that could be the cause of potential claims were identified and CFX will make such corrections and interpretations, as CFX deems necessary, to reflect the intent of the plans and specifications.

3. ITEMS DISCUSSED AND AGREED TO

A. *[List of items discussed]*

B.

C.

4. EXECUTION

It is agreed and understood by the Parties that the execution of this Memorandum and its effectiveness is contingent upon execution of the Prime Agreement by and between CFX and Contractor. Except as noted in Item ___ above, the Contractor by signing this document certifies as required by Article 3.4 of the General Specifications, that there are no known errors or omissions in the Plans, Specifications or other Contract documents.

IN WITNESS WHEREOF, this Agreement has been executed by CFX and the Contractor, effective from the day and year first written above.

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

By:

_____
Bernard V. Dreiling, P.E.
Director of Construction

_____
Witness

[CONTRACTOR'S NAME]
By:

_____
[Contractor's Representative's Name]
[Title]

_____
Witness

This MOA is considered the written minutes for this duly noticed meeting held on [*Month __, 201X*], commencing at 1:30 p.m. at the CFX Administrative Bldg., Orlando, Florida. In accordance with FS 286.013(b)1 and FS 286.0113(2)(c)1 this meeting was exempt from the public.

ATTACHMENT A

CENTRAL FLORIDA EXPRESSWAY AUTHORITY
[PROJECT NAME]
PROJECT NUMBER: *[CFX PROJECT NUMBER]*
PLANS, SPECIFICATIONS AND DOCUMENT REVIEW MEETING

LIST OF ATTENDEES

[Date of Meeting]

NAME	ADDRESS	PHONE/FAX
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

ATTACHMENT B

CENTRAL FLORIDA EXPRESSWAY AUTHORITY
[PROJECT NAME]
PROJECT NUMBER: *[CFX PROJECT NUMBER]*
PLANS, SPECIFICATIONS AND DOCUMENT REVIEW MEETING
[Date of Meeting]

INTRODUCTION

REVIEW TOPICS

1. General Specifications and Technical Specifications
2. FDEP Environmental Resource Permit
3. Corps of Engineers Dredge and Fill Permit
4. Bid Blank
5. Plans Project No.: *[CFX Project Number]* (*[Date of Plans]*)
   - Addendum Number 1 (*[date of addendum]*)
   - Addendum Number 2 (*[date of addendum]*)
   - Addendum Number 3 (*[date of addendum]*)

OTHER BUSINESS

EXECUTION OF MEMORANDUM

CLOSING REMARKS

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Contractor Equal Opportunity Employment Profile

(List All Company Employees)

Firm Name:		
Address:	Street/P.O. Box	
City:	State:	Zip Code:
Type Organization: ☐ Corporation ☐ Co-Partnership ☐ Other: _____		

Employment Data (Insert Actual Number Employees Employed By Your Firm For Each Category)

Table A

Job Categories	Total Employees		White (Not of Hispanic Origin)		Total Minorities		Black (Not of Hispanic Origin)		Hispanic		Other Minorities	
	M	F	M	F	M	F	M	F	M	F	M	F
Officials (Managers)												
Supervisors												
Foremen												
Clerical												
Equipment Operators												
Mechanics												
Truck Drivers												
Ironwokers												
Carpenters												
Cement Masons												
Electricians												
Pipefitters, Plumbers												
Painters												
Laborers, Semi-Skilled												
Laborers, Unskilled												
Totals												
Table B												
Apprentices												
On-The-Job-Trainees												

Statement Of Contractor

We hereby certify that the statements made in this employment profile are true and correct to the best of our knowledge: and hereby authorize and request any person, firm or corporation to furnish any pertinent information requested by the Authority deemed necessary to verify the statements in this application or regarding the standing and reputation of the applicant.

We further certify that the employment practices of this organization fully comply with Title VI Provisions of the 1964 Civil Rights Act.

Dated at _____ this _____ day of _____ 20 _____

Signature: _____ Title _____

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

M/WBE Utilization Form

Prime Contractor: _____

CFX Project No.: _____

M/WBE Subcontractor

Name of Company: _____

Address: _____

_____

Phone: _____ Contact Person: _____

(The CFX must be able to reach the M/WBE at the above phone within two working days after the bid opening.)

ITEM NO.	DESCRIPTION (note if item qualifies for SUPPLIER)

_____

Signature/Title of M/WBE Representative Submitting Above Quote

---

ITEMS BELOW ARE TO BE COMPLETED BY THE PRIME CONTRACTOR

Amount to be paid to M/WBE Manufacturer ($_____ x 1.00) $ _____

Amount to be paid to M/WBE Supplier ($_____ x .60) $ _____

Amount to be paid to M/WBE Subcontractor $ _____

Total to M/WBE (toward Participation Objective) $ _____

_____

Signature/Title of Prime Contractor's Representative

M/WBE Certified by: _____

COPY OF CURRENT CERTIFICATION MUST BE SUBMITTED

NOTE: Submissions not signed by the M/WBE will be confirmed with the M/WBE in accordance with SS 348.754(2)(h) & 337.125 Florida Statutes. If a false quote is submitted or if the CFX cannot confirm a quote, the CFX may consider it just cause to consider the bid non-responsive and reject the bid.

CENTAL FLORIDA EXPRESSWAY AUTHORITY

MINORITY/WOMEN BUSINESS ENTERPRISE (M/WBE)

UTILIZATION SUMMARY

Prime Contractor: _____

CFX Contract No.: _____ Contract Amount $ _____

Grand Total Anticipated Sublet $ _____

M/WBE Subcontractors (Name Only)	$ Amount for Objective

Total Dollar Amount for M/WBE Participation Objective $ _____

M/WBE Percentage of Total Project _____ %

NOTE: Participation Objective may be rounded to the nearest tenth %.

NOTE: If the Participation Objective is not achieved, documentation of Good Faith Efforts must be submitted.

FOR USE BY CFX ONLY

Participation Objective Achieved $ _____ % _____

Date _____ APPROVED _____ DISAPPROVED _____

-

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Notice of Beginning and Completion of Construction

Project No.: _____

Project Description: _____

_____

Contractor: _____

Contractor's Address: _____

C.E.I. _____

C.E.I. Address: _____

Resident Engineer: _____

Project Engineer: _____

Office Phone No.: _____

NTP	Start Date	Substantial Completion	Date of Final Acceptance

Comments:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

CEI Resident Engineer: _____

Central Florida Expressway Authority: _____

_____

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

NOTICE OF RENTAL AGREEMENT

TO CEI: _____ DATE: _____

CFX PROJECT NO(S): _____ PROJECT NAME: _____

CONTRACTOR RENTING EQUIPMENT: _____

LESSOR: _____ LESSOR PHONE: _____

LESSOR ADDRESS: _____

DOES THE ESTIMATED TOTAL AMOUNT OF THIS AGREEMENT EXCEED $10,000? ☐ YES ☐ NO

EQUIPMENT TO BE RENTED:

With Operators ☐ Operators will be on Lessor's Payroll

Without Operators ☐ Operators must be carried on the payroll of the Lessees, i.e., Prime Contractor or Authorized Subcontract

NOTES:

1. All operators are subject to applicable wage rate provisions included in the contract for this project.
2. Only equipment which requires the reasonably constant attention of an operator may be rented on a "with operator" basis. Items such as forms, hand tools, pumps, air compressors, etc., may not be rented on a "with operator" basis.
3. This written agreement will not be required when contractor rents equipment (without operator) from a firm whose principle business is renting or leasing equipment.

EQUIPMENT LISTED AS FOLLOWS:

1. 7.
2. 8.
3. 9.
4. 10.
5. 11.
6. 12.

DESCRIPTION OF WORK TO BE PERFORMED BY THIS AGREEMENT:

A.

B.

Signed: _____

(Contractor's Designated Official)

REVIEWED BY: _____ _____

Resident Engineer Date

REV: 02/2015

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

CONTRACTOR CERTIFICATION

NPDES GENERAL PERMIT FOR STORM WATER DISCHARGES FROM CONSTRUCTION SITES

PROJECT NO.

"I certify under penalty of law that I understand the terms and conditions of the general National Pollutant Discharge Elimination System (NPDES) permit that authorizes the storm water discharges associated with industrial activity from the construction site identified as a part of this certification."

_____ _____

Signature Date

Name Title

Name of Contracting Firm

Address of P.O. Box (construction site)

City State Zip Code

Telephone: Area Code Number

CERTIFIED LETTER

Resident/Consultant Office
Address
City, State Zip
Date

Contractor's Name
Address
City, State Zip

SUBJECT: PRECONSTRUCTION SURVEY
Job Description:
Project No.:

Dear {Sir or Madam}:

Preliminary checks of the original ground line, as shown in the plan cross sections, have been made and the Central Florida Expressway Authority will take appropriate action as follows:

[CHOICE #1]

Preliminary checks indicate that the original ground line, as shown in the plan cross sections are in substantial compliance with section 7-3.2 of the General/Technical Specifications. Therefore, no preconstruction survey will be performed and the original ground line, as shown in the plans, will be used for final pay purposes.

[CHOICE #2]

Preliminary checks of the original ground line, as shown in the plan cross sections, indicate that changed conditions may exist.

A complete Preconstruction Survey will be performed, as necessary, and final pay quantities will be adjusted as per Section 7-3.2 of the General/Technical Specifications as appropriate.

A copy of the preconstruction survey and any quantity adjustments will be available as they are completed; however, due to a limited amount of time prior to the start of construction, it is recommended that (CONTRACTOR'S NAME) take the appropriate action for "verification" prior to disturbance of the original ground as per the contract specifications. (CONTRACTOR'S NAME) representative upon request, may accompany our survey crew in a joint effort or as part of your own "verification" process.

EXAMPLE

(THIS SECTION IS INCLUDED ON LETTER REGARDLESS OF WHICH VERSION CHOSEN)

If you are in agreement with this action, please return this original letter with your signature to the address above. If you have any questions or if we can be of further assistance, please contact me at (PHONE NUMBER). Your failure to respond within ten (10) calendar days from receipt of this notice shall be considered evidence of your agreement with the CFX position as stated above.

Sincerely,

Project or Resident Engineer

XXX/xx

By signature of this letter, (NAME OF CONTRACTOR) agrees to the recommendation as outlined above.

_____ _____
Contractor's Signature Date

EXAMPLE

CERTIFIED LETTER

Resident/Consultant Office
Address
City, State Zip
Date

Contractor's Name
Address
City, State Zip

SUBJECT: PRECONSTRUCTION SURVEY
Job Description:
Project No.:

Dear {Sir or Madam}:

In light of your refusal to sign the letter mailed to you on _____ regarding preconstruction survey of the original ground line elevation, the Central Florida Expressway Authority takes the position that the cross sections in the plans are correct as shown.

This letter is to remind you of the requirements of Section 7.3.2 and 7.3.3 of the General/Technical Specifications for this project.

As you know, once the original ground has been disturbed, it will be impossible to take accurate original ground cross sections. If you decide to take a cross section survey of the original ground, we require that you notify the Authority in advance so we will have the opportunity to verify your survey as per Article 7-3.2.

Your failure to respond within ten (10) calendar days from receipt of this notice shall be considered evidence of your irrevocable agreement with the Authority's position as stated above.

Sincerely,

Project or Resident Engineer

XXX/xx

EXAMPLE

SURVEY/CROSS SECTIONS WAIVER

PROJECT NO: _____ **DATE:** _____

C.E.I.: _____

RESIDENT ENGINEER: _____

PROJECT ENGINEER: _____

DESIGNER OF RECORD/FIRM: _____

CONTRACTOR: _____

Construction Projects with Earthwork

- ☐ **Subsoil Excavation**
- ☐ **Regular Excavation** _____ **CY**
- ☐ **Other** _____ **CY**
- ☐ **Embankment** _____ **CY**

Comments: _____

🡻 FOR CFX USE ONLY 🡻

Verification of Plan Quantity: _____

The following check section survey requirements are <u>waived</u> as per Chapter 6 of the Field Standards for Final Estimates:

- ☐ **Original Survey, Cross Sections**
- ☐ **Final Survey, Cross Sections**
- ☐ **Complete Bench Run**
- ☐ **Other Checks Required**

Comments: _____

SIGNATURE: _____ **DATE:** _____

EXAMPLE

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

REQUEST FOR AUTHORIZATION TO SUBLET WORK

SUBLET NO.	CONTRACT NO.	PROJECT NO.	PRIME CONTRACTOR

To: **Central Florida Expressway Authority** Date: _____

Your authorization is requested for subletting items of work listed below, which are included in the above referenced contract. We desire to sublet items named to*

_____
(Subcontractor)

Subcontractor F.E.I.D. No. _____

Tier 1st _____ 2nd _____
If 2nd Tier, indicate 1st Tier Sub: _____ % of 1st Tier Subcontractor _____ %

M/WBE-DBE Certified Yes ☐ No ☐

Attached Certification to Subcontract to DBE-M/WBE Contractor Yes ☐ No ☐

2nd Tier Subcontractor Yes ☐ No ☐

Pay Item No.	Quantity	Unit	ITEM DESCRIPTION	AMOUNT
				$ -
				$ -
				$ -
				$ -
				$ -

All pertinent provisions and requirements of the prime contract will be part of the subcontract. It is agreed that an executed or a certified copy of the subcontract will be submitted upon request to the Central Florida Expressway Authority should it be requested. It is recognized and agreed that, as prime contractor, the undersigned remains responsible for the property performance of all requirements of said contract and that the granting of this request does not relieve or release the undersigned and his surety or either of them of any liability under the contract bond.

_____
Print Name

_____
Prime Contractor

_____
Signature

_____
Title

Instructions

Except for certain specialty work as set out in the Central Florida Expressway Authority Rules for Contractor Qualification to Bid, the subcontractor must be currently qualified with the FDOT.

This Portion to be Completed by CFX

1. Total Amount of Contract	$ -	
2. Less Amount of Designated Specialty Items	$ -	
3. Remainder (Amount of Normal Work)		$ -
4. Subletting Previously Authorized: Normal Work		$ -
5. Subletting Previously Authorized: *Specialty Work*	$ -	
6. Amount of this Request: Normal Work		$ -
7. Amount of this Request: *Specialty Work*	$ -	
8. Total Subletting Authorized to Date: Normal Work		$ -
9. Total Subletting Authorized to Date: *Specialty Work*	$ -	
10. Total Proportion of Normal Authorized Work to be Sublet (100 times Line 8 divided by Line 3)		%

RECOMMENDED FOR APPROVAL *APPROVED*

_____ _____ DATE _____ DATE _____

REV 01/2016

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Request for Authorization to Sublet Work Checklist

Date: _____

Project Number: _____ CEI Reference Number: _____

Contractor: _____

Subcontractor: _____ 2nd Tier Subcontractor: _____

CEI: _____

- ☐ Request for Authorization to Sublet Work form, properly executed
- ☐ Contractor's letter to Surety
- ☐ Certificate of Insurance
- ☐ Copy of EEO Report

If DBE:

- ☐ Certificate of Subcontract amount
- ☐ DBE Utilization Form
- ☐ Copy of FDOT, Orange County, and/or City of Orlando Certification

Comments:

Construction Project Administration Manual:

7.4 Contract Modification

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Surety Form Letter

(Contractor's Letterhead)

Date

Surety Company
Street
City, State, Zip Code
(Certified Letter No._____)

Attn:
Re: CFX Project No. _____
Request for Authorization to Sublet Work

Dear Sir:

Enclosed is a copy of the Request for Authorization to Sublet Work on the above referenced project submitted to the Central Florida Expressway Authority. The Request for Authorization is in the amount of $ _____ and issued to _____. This document requires that you acknowledge it by sealing it and attaching your Power of Attorney. Please return this document to us for our transmittal to CFX.

As noted in Section 6.1 of the General Specifications, Subletting or Assigning of Contract, subletting of work shall not relieve the Contractor or the Surety of their respective liabilities.

If you have any questions concerning this Authorization to Sublet Work please contact us.

Sincerely,

(Contractor's Name)

Enclosure:

EXAMPLE

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Project Number: _____ SA Number: _____

This Agreement entered into this ____ day of _____ by and between the Central Florida Expressway Authority herein referred to as "CFX", and _____, herein referred to as the Contractor, and _____ herein referred to as the Surety, the same being supplementary to the Contract by and between the aforesaid, dated _____ for the Construction or improvement of the road(s) and bridge(s) and/or toll facilities assigned the Contract Project Number(s) shown above, in Orange County, Florida.

(1) Witnesseth: WHEREAS, CFX wishes to modify the Contract by:

(2) The Contractor hereby agrees to:

(3) The quantities so determined shall be paid for at the unit prices stated below. Such prices and payments to constitute full compensation for all materials, equipment, labor and all expense incidentals to the changes described herein, including all delays, all anticipated profit on reduced quantities, and all extra costs.

(4) It is further agreed that this Supplemental Agreement shall not alter or change in any manner the force and effect of the original Contract Number _____, including any previous amendments thereto, except insofar as the same is altered and amended by this Supplemental Agreement; that acceptance of this Supplemental Agreement signifies the complete and total claim for the terms and conditions of same and that the Contractor waives all future right of claim for additional compensation which is not already expressly defined herein.

(5) Schedule impact:

Increase (Decrease) Schedule by ___0___ Calendar Days. Contract Schedule __0___ Calendar Days.

(6) Reason for Change:

ADD THE FOLLOWING ITEMS:

Item No.	Description	Unit	Unit Price	Quantity	Amount
					$ -
					$ -

Added Changes this document $ -

MODIFY THE FOLLOWING ITEMS:

Item No.	Description	Unit	Unit Price	Quantity	Amount
					$ -
					$ -

Added Changes this document $ -

DELETE THE FOLLOWING ITEMS:

Item No.	Description	Unit	Unit Price	Quantity	Amount
					$ -
					$ -

Added Changes this document $ -

Total Changes this document $ -

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Project Number: _____ SA Number: _____

This Agreement entered into as of the day and year first written above

Contractor:	Central Florida Expressway Authority:
Signature	Signature
Title & Seal	Laura Kelley, Executive Director Title
Surety:	Central Florida Expressway Authority:
Signature	Signature
Title & Seal	Ben Dreiling, P.E. Director of Construction Title
Recommended Approval:	Recommended Approval:
CEI	CFX Resident Engineer(if applicable)

Power of Attorney showing Authority of Surety's Agent and Attorney-in-Fact must be attached.

==========DO NOT WRITE BELOW THIS LINE==========

"ISSUANCE" accumulative total for items B, C, and E are compiled from the sum of all Change Orders and Supplemental Agreements executed or in progress at the time of issuance. The "EXECUTION" accumulative totals will reflect this Supplemental Agreement's chronological placement at the time of execution by CFX. A completed original will be forwarded to all parties hereto.

For CFX Use Only	Issuance	Execution
A. Net Amount of Construction Changes, this documents	$ -	
B. Amount of Construction Changes, previously ordered	$ -	
C. Net Amount of Construction Changes, to date	$ -	
D. Original Contract Amount	$ -	
E. Revised Contract Amount	$ -	

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

DAILY RECORD OF FORCE ACCOUNT WORK

Site Source Record

Date _____

Project No. _____ Road No _____ Page _____ of _____

Project Name _____ Work Order No. _____

Contractor _____

Federal Aid No. _____

Work Effort by ☐ Prime Contractor ☐ Subcontractor ☐ Subordinate Subcontractor

Note: Report Prime, Sub, and Subordinate Sub Work efforts on separate sheets.

Description of Work

_____

_____

_____

LABOR			
No. of Employees	Position	Total Hours	Rate

EQUIPMENT			
No. of Pieces	Description	Total Hours	Rate

MATERIAL		
Qty	Description	Price

Signature _____ Contractor

Signature _____ Inspector

Note: This record to be made in duplicate, one copy to be retained by the Contractor and one copy attached to the Force Account Work Summary for each Work Order

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

FORCE ACCOUNT WORK SUMMARY

Site Source Record

Work Order No. _____ Page _____ of _____

Contractor _____

Project No. _____ Road No. _____

Federal Aid No. _____

Work Effort by ◉ Prime Contractor ○ Subcontractor _____ ○ Subordinate Subcontractor _____

LABOR

No.	Classification	Total Hours	Rate	Amount
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -

Sub-Total Labor	$ -
Add Social Security _____	$ -
Add Unemployment Insurance _____	$ -
Add Worker's Compensation _____	$ -
Sub-Total Labor & Burden	$ -
Add 25% on Sub-Total Labor & Burden	$ -
Total Labor & Burden	$ -

EQUIPMENT

No.	Description	Total Hours	Rate	Amount
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -

Sub-Total Equipment	$ -
Add 7.5% on Sub-Total	$ -
Total Equipment	$ -

REV 04/2016

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

FORCE ACCOUNT WORK SUMMARY

Site Source Record

Work Order No. _____ Page _____ of _____

MATERIAL USED

Quantity	U/M	Type	Unit Price	Amount
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -

Sub-Total Material	$ -
Sales Tax _____	$ -
Freight (Sales Tax Exempt)	$ -
Add 17.5% on Sub-Total	$ -
Total Material	$ -

Total of Labor, Equipment, and Materials	$ -
Add 10% of the 1st $50,000 plus 5% of any amount over $50,000 for Subcontractor	
Add 1.5% for General Liability Insurance and Bond	$ -
Sheet Total	$ -
Total Work Order Cost	

We hereby certify that the items and amounts listed hereon have been checked and are correct.

Project Engineer

Contractor

Note: Report Prime, Sub, and Subordinate Sub Work efforts on separate sheets. Show Total Work Order on last sheet.

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Notice of Payment and Preservation of Rights

Project No. _____ Payment Notification No. _____

Purpose of Notice:

The Central Florida Expressway Authority (CFX) requested that _____ ("Contractor") perform the additional work listed in Exhibit "A" hereto (the "Additional Work") under Contract No. _____ (the "Contract"). Ordinarily, CFX and Contractor would enter into a Supplemental Agreement under the Contract spelling out the terms upon which the Additional Work was to be done and the consideration, including additional contract time if any, which would be given in exchange for the Additional Work. Due to the following special circumstances, however, the parties were unable to enter into a written Supplemental Agreement in advance of the performance of all or a portion of the required Additional Work.

(List special circumstances here):

_____

_____

_____

_____

_____

While recognizing that the total consideration due for the Additional Work has yet to be finally and formally agreed upon by the Authority and the Contractor, the CFX does not wish to hold back all payment for the Additional Work pending that determination to the detriment of Contractor. Therefore, the CFX is tendering with this notice payment of its good faith estimate of the reasonable consideration for the Additional Work.

NOTE: The CFX hereby acknowledges and agrees that be accepting the enclosed payment the Contractor in no way waives Contractor's right to claim that additional consideration, including additional time, is due for the Additional Work. In the event that Contractor believes additional consideration is due, the CFX agrees to consider such claim in good faith and in accordance with the terms of the Contract and industry standards.

This Notice deals strictly with the Additional Work and, unless specifically set forth herein, does not alter the force and effect of the Contract, including previous amendments or supplements thereto. All sums paid by the CFX hereunder shall be credited against the sums that may be due the Contractor for the itemized work set forth in Exhibit "A".

Net Amount of Construction Changes per this Notice
Subject to final adjustment of disputes: _____

Original Contract Amount: _____

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Notice of Payment and Preservation of Rights

Project No. _____ Payment Notification No. _____

RECOMMENDED BY:

CEI Resident/Project Engineer	Date	Resident Engineer/ Construction Manager	Date

APPROVED BY:

Director of Construction	Date

THIS NOTICE NOT VALID
UNLESS EXHIBIT "A" IS ATTACHED

----------DO NOT WRITE BELOW THIS LINE----------

"ISSUANCE" cumulative total for items B, C, and E are complied from the sum of all Notices of Payment, Change Orders and Supplemental Agreements executed or in progress at the time of issuance. The "EXECUTION" cumulative totals will reflect this Notice of Payment chronologically at the time of execution by the CFX+. A completed original will be forwarded to the Contractor with a copy to the Contractor's Surety, the CEI and to the CMC for their records.

For CFX Use Only

		Issuance	Execution
A.	Net Amount of Construction Changes this Notice (Subject to Final Adjustment)	_____	_____
B.	Amount of Construction Changes Previously Ordered	_____	_____
C.	Net Amount of Construction Changes to Date	_____	_____
D.	Original Contract Amount	_____	_____
E.	Revised Contract Amount	_____	_____

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Notice of Payment and Preservation of Rights

Project No. _____ Payment Notification No. _____

Purpose of Notice:

The Central Florida Expressway Authority (CFX) requested that _____ ("Contractor") perform the additional work listed in Exhibit "A" hereto (the "Additional Work") under Contract No. _____ (the "Contract"). Ordinarily, CFX and Contractor would enter into a Supplemental Agreement under the Contract spelling out the terms upon which the Additional Work was to be done and the consideration, including additional contract time if any, which would be given in exchange for the Additional Work. Due to the following special circumstances, however, the parties were unable to enter into a written Supplemental Agreement in advance of the performance of all or a portion of the required Additional Work.

(List special circumstances here):

_____

_____

_____

_____

_____

While recognizing that the total consideration due for the Additional Work has yet to be finally and formally agreed upon by the Authority and the Contractor, the CFX does not wish to hold back all payment for the Additional Work pending that determination to the detriment of Contractor. Therefore, the CFX is tendering with this notice payment of its good faith estimate of the reasonable consideration for the Additional Work.

NOTE: The CFX hereby acknowledges and agrees that be accepting the enclosed payment the Contractor in no way waives Contractor's right to claim that additional consideration, including additional time, is due for the Additional Work. In the event that Contractor believes additional consideration is due, the CFX agrees to consider such claim in good faith and in accordance with the terms of the Contract and industry standards.

This Notice deals strictly with the Additional Work and, unless specifically set forth herein, does not alter the force and effect of the Contract, including previous amendments or supplements thereto. All sums paid by the CFX hereunder shall be credited against the sums that may be due the Contractor for the itemized work set forth in Exhibit "A".

Net Amount of Construction Changes per this Notice
Subject to final adjustment of disputes: _____

Original Contract Amount: _____

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Notice of Payment and Preservation of Rights

Project No. _____ Payment Notification No. _____

RECOMMENDED BY:

CEI Resident/Project Engineer	Date	Resident Engineer/ Construction Manager	Date

APPROVED BY:

Director of Construction	Date

THIS NOTICE NOT VALID
UNLESS EXHIBIT "A" IS ATTACHED

----------DO NOT WRITE BELOW THIS LINE----------

"ISSUANCE" cumulative total for items B, C, and E are complied from the sum of all Notices of Payment, Change Orders and Supplemental Agreements executed or in progress at the time of issuance. The "EXECUTION" cumulative totals will reflect this Notice of Payment chronologically at the time of execution by the CFX+. A completed original will be forwarded to the Contractor with a copy to the Contractor's Surety, the CEI and to the CMC for their records.

For CFX Use Only

		Issuance	Execution
A.	Net Amount of Construction Changes this Notice (Subject to Final Adjustment)	_____	_____
B.	Amount of Construction Changes Previously Ordered	_____	_____
C.	Net Amount of Construction Changes to Date	_____	_____
D.	Original Contract Amount	_____	_____
E.	Revised Contract Amount	_____	_____

CENTRAL FLORIDA EXPRESSWY AUTHORITY

Project Name
Project No.:

Supplemental Agreement Summary Sheet

SA No.	Time Ext (Days)	SA Item No.	Description of SA Items	Sub Cat No.	Cost per Item	Total SA Amount	CFX for Review	To CEI	To Contractor for Execution	To CEI	To CFX for Execution	Executed SA to Contractor	Date Executed
1													
		1											
		2											
		3											
2													

Total Amount of Supplement Agreements $0.00

Category Legend

Cat. 1 Expenses & Reimbursement, per Spec.		$0.00
Sub Cat. 1.1 Formula Based		$0.00
Sub Cat. 1.2 Field Measure / Plan Quantity Adjustment		$0.00
Sub Cat. 1.3 Invoice Based		$0.00
Cat. 2 Owner Requested Alteration of Work		$0.00
Sub Cat. 2.11 Unit Price, Field Change		$0.00
Sub Cat. 2.12 Unit Price, Plan Revision		$0.00
Sub Cat. 2.21 Negotiated, Field Change		$0.00
Sub Cat. 2.22 Negotiated, Plan Revision		$0.00
Sub Cat. 2.31 Force Account, Field Change		$0.00
Sub Cat. 2.32 Force Account, Plan Revision		$0.00
Cat. 3 Unforeseen Additional Work		$0.00
Sub Cat. 3.1 Unit Price		$0.00
Sub Cat. 3.2 Negotiated		$0.00
Sub Cat. 3.3 Force Account		$0.00
Cat. 4 JPA		$0.00
Total Adjusted Categorical Changes per Orig. Scope		$0.00
Cat. 5 Owner Requested Added / Modified Scope		$0.00

Original Contract Amount $0.00

Total Amount ($)- w/cat. 1,2,3,4 & 5 Changes $0.00

Percent Change from Original Contract Amount
0.00%

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Work Order for Unforeseen Additional Work

Contingency Pay Item #:* _____ Work Order No.: _____

Project Number: _____ Date: _____

Contractor: _____

DESCRIPTION OF WORK:

REASON:

TOTAL COST OF WORK: $ _____

Amount to be paid as a percentage of the Lump Sum Contingency Supplemental Agreement or Contingency Pay Item in the original Contract.

*N/A when funding by Contingency Pay Item in original Contract.

The CFX and the Contractor agree that the total cost shown above constitutes full and complete settlement of the costs incident to performing the work described above in accordance with the covenants and restrictions of the above referenced Contingency Supplemental Agreement.

RECOMMENDED BY:

CEI Resident/Project Engineer	Date	Resident Engineer/Construction Manager	Date

EXECUTED BY:

Contractor	Date	CFX Director of Construction	Date

NOTE: Attach Finding of Facts

CENTRAL FLORIDA EXPRESSWY AUTHORITY

PROJECT NO.:

Work Order Allowance [Pay Item # 999-30]

Pay Item Summary

	Pay Item Amt.	Sum of All WO	Sum Cat. 1	Sum Cat. 2	Sum Cat. 3	Sum Cat. 4	Sum Cat. 5
Work Order Allowance [Pay Item # 999-30]	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Signature BIC Dates	% Used of Pay Item	Available WO $ Balance
	0.0%	$0.00

Total Pay Out To Date	% of Pay Item Paid
$0.00	0.00%

Work Order Details

WO #	Sub Cat #	Work Order Description	Est. No. Payment	$ Amount of WO	Category 1 $Cost Amount	Category 2 $Cost Amount	Category 3 $Cost Amount	Category 4 $Cost Amount	Category 5 $Cost Amount	TO Contractor	TO CEI	TO CFX	TO CEI	TO Contractor	% Contract PI	Approved Date	Quantity Paid	Amount $ Paid	Remarks
1				$0.00											0.00%		0.00	$0.00	
2				$0.00											0.00%		0.00	$0.00	
3				$0.00											0.00%		0.00	$0.00	
4				$0.00											0.00%		0.00	$0.00	
5				$0.00											0.00%		0.00	$0.00	
6				$0.00											0.00%		0.00	$0.00	
7				$0.00											0.00%		0.00	$0.00	
8				$0.00											0.00%		0.00	$0.00	
9				$0.00											0.00%		0.00	$0.00	
10				$0.00											0.00%		0.00	$0.00	
11				$0.00											0.00%		0.00	$0.00	
12				$0.00											0.00%		0.00	$0.00	
13				$0.00											0.00%		0.00	$0.00	
14				$0.00											0.00%		0.00	$0.00	
15				$0.00											0.00%		0.00	$0.00	
16				$0.00											0.00%		0.00	$0.00	
17				$0.00											0.00%		0.00	$0.00	
18				$0.00											0.00%		0.00	$0.00	
					$0.00	$0.00	$0.00	$0.00	$0.00	$0.00									

Category Legend

Cat. 1 Expenses & Reimbursement, per Spec.	$0.00
Sub Cat. 1.1 Formula Based	$0.00
Sub Cat. 1.2 Field Measure / Plan Quantity Adjustment	$0.00
Sub Cat. 1.3 Invoice Based	$0.00
Cat. 2 Owner Requested Alteration of Work	$0.00
Sub Cat. 2.11 Unit Price, Field Change	$0.00
Sub Cat. 2.12 Unit Price, Plan Revision	$0.00
Sub Cat. 2.21 Negotiated, Field Change	$0.00
Sub Cat. 2.22 Negotiated, Plan Revision	$0.00
Sub Cat. 2.31 Force Account, Field Change	$0.00
Sub Cat. 2.32 Force Account, Plan Revision	$0.00
Cat. 3 Unforeseen Additional Work	$0.00
Sub Cat. 3.1 Unit Price	$0.00
Sub Cat. 3.2 Negotiated	$0.00
Sub Cat. 3.3 Force Account	$0.00
Cat. 4 JPA	$0.00
Total WO Adjusted Categorical Changes per Orig. Scope	$0.00
Cat. 5 Owner Requested Added / Modified Scope	$0.00
Total WO Cost Amount ($)- w/cat. 1,2,3&4 Changes	$0.00

CENTRAL FLORIDA EXPRESSWY AUTHORITY

PROJECT NO.:

Work Order Allowance [Pay Item # 999-30]

Pay Item Summary

	Pay Item Amt.	Sum of All WO	Sum Cat. 1	Sum Cat. 2	Sum Cat. 3	Sum Cat. 4	Sum Cat. 5
Work Order Allowance [Pay Item # 999-30]	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Signature BIC Dates	% Used of Pay Item	Available WO $ Balance
	0.0%	$0.00

Total Pay Out To Date	% of Pay Item Paid
$0.00	0.00%

Work Order Details

WO #	Sub Cat #	Work Order Description	Est. No. Payment	$ Amount of WO	Category 1 $Cost Amount	Category 2 $Cost Amount	Category 3 $Cost Amount	Category 4 $Cost Amount	Category 5 $Cost Amount	TO Contractor	TO CEI	TO CFX	TO CEI	TO Contractor	% Contract PI	Approved Date	Quantity Paid	Amount $ Paid	Remarks
1				$0.00											0.00%		0.00	$0.00	
2				$0.00											0.00%		0.00	$0.00	
3				$0.00											0.00%		0.00	$0.00	
4				$0.00											0.00%		0.00	$0.00	
5				$0.00											0.00%		0.00	$0.00	
6				$0.00											0.00%		0.00	$0.00	
7				$0.00											0.00%		0.00	$0.00	
8				$0.00											0.00%		0.00	$0.00	
9				$0.00											0.00%		0.00	$0.00	
10				$0.00											0.00%		0.00	$0.00	
11				$0.00											0.00%		0.00	$0.00	
12				$0.00											0.00%		0.00	$0.00	
13				$0.00											0.00%		0.00	$0.00	
14				$0.00											0.00%		0.00	$0.00	
15				$0.00											0.00%		0.00	$0.00	
16				$0.00											0.00%		0.00	$0.00	
17				$0.00											0.00%		0.00	$0.00	
18				$0.00											0.00%		0.00	$0.00	
					$0.00	$0.00	$0.00	$0.00	$0.00	$0.00									

Category Legend

Cat. 1 Expenses & Reimbursement, per Spec.	$0.00
Cat. 2 Owner Requested Alteration of Work	$0.00
Cat. 3 Unforeseen Additional Work	$0.00
Cat. 4 JPA	$0.00
Total WO Adjusted Categorical Changes per Orig. Scope	$0.00
Cat. 5 Owner Requested Added / Modified Scope	$0.00
Total WO Cost Amount ($)- w/cat. 1,2,3&4 Changes	$0.00

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

FINDING OF FACTS

Project No. _____
Work Order No. _____
Description:
Date:

Example of documentation required to support CEI recommendation to compensate Contractor by Work Order:

CONTRACT PROVISIONS

- Article 2.32.5 Extra Work: …….Alterations, changes, additional or unforeseen Work having no quantity or price provide in the Contract will be paid at a negotiated price. Where the cost is negotiated, the Contractor shall submit an estimate to the Authority in terms of labor, materials, equipment, overhead with a time impact analysis and other expenses incurred solely as a result of the alteration, change, additional or unforeseen Work. The portion of the cost for Equipment shall be as provided in 2.3.2….

ORIGIN

- Contractor submitted RFI #122 requesting direction concerning existing 18" RCP at Ramp "B".
- Engineer responded to keep the existing RCP but to change the proposed flow line elevations at structures S-100 and S-101 to make the drainage system function as originally designed. However, the existing MCI cable has to be relocated again to accommodate the design revision.

ANALYSIS

- MCI relocated their cable per the original drainage plan elevations. However, the relocated cable was found to be in conflict with the proposed 18" drainage pipes.
- MCI was directed to relocate their cable for a second time to keep the drainage system functional as originally designed.
- Therefore, the MCI cable relocation is considered unforeseen and additional work.

SUMMARY OF NEGOTIATIONS

- 9/21/06: Contractor submitted the MCI cost estimate, plus mark up, totaling $3,535.16.
- CEI sent letter to Contractor that final invoice cannot exceed $4,000.00.
- 11/1/06: Contractor resubmitted the final relocation cost in the amount of $3,535.16, including a copy of the check paid to the sub-contractor.
- Engineer's Estimate is $3,814.12.
- CEI determined Contractor's estimate was fair and reasonable, and recommends approval.

RECOMMENDATIONS

- CEI recommends that this work order be authorized and paid under work order allowance.
- No additional time recommended since this work can be completed concurrently with other contract work items.

CORRESPONDENCE AND BACK-UP DATA

- Contractor's cost estimate and copy of the check.
- MCI invoice.
- Engineer's Estimate

EXAMPLE

Construction Project Administration Manual:

7.5 Owner Direct Material Purchase

CENTRAL FLORIDA EXPRESSWAY AUTHORITY
OWNER DIRECT MATERIAL PURCHASE (ODMP)
GENERAL TERMS AND CONDITIONS

QUALITY

All materials or services furnished under this Purchase Order must be specified and subject to Central Florida Expressway Authority (herein after "CFX") inspection and approval within reasonable time after delivery at destination. Variations in material or services from those specified in this order must not be made without written approval of CFX.

QUANTITY/PRICE

The quantity of materials ordered or prices specified must not be exceeded without written approval being first obtained from CFX.

INDEMNITY

The Vendor hereby agrees to indemnify, defend and save harmless CFX, its officers, agents and employees, from and against any and all liability, claims, demands, fines, fees, expenses, penalties, suits, proceedings, actions and cost of actions, including attorney fees for trial and appeal, or any kind and nature arising or growing out of or in any way connected with the performance of this Purchase Order whether by act of omission of the Vendor, its agents, servants, employees or others, or because of or due to the mere existence of the Purchase Order between the parties.

DELIVERY

All materials must be shipped F.O.B. Destination. CFX will pay no express charges, except by previous agreement. If specific purchase is negotiated on the basis of F.O.B shipping point, VENDOR IS TO PAY SHIPPING CHARGES AND ADD TO INVOICE. Delivery must actually be effected within the time stated on the Purchase Order, failing in which CFX reserves the right to cancel this order and purchase elsewhere. In case of default by Vendor, CFX may procure the articles or services covered by this order from other sources and hold Vendor responsible for any additional cost occasioned thereby.

OSHA REQUIREMENT

The Vendor hereby guarantees that all material, supplies and equipment as listed on the Purchase Order shall meet the requirements, specifications and standards as provided for under the U.S. Department of Labor Occupation Safety and Health Act of 1970, as from time amended and in force at the date hereof.

MISCELLANEOUS PROVISIONS

All disputes between the parties shall be resolved in accordance with CFX's Policies and Procedures and the Uniform Commercial Code. Issuance of Purchase Order and terms thereof are deemed to be under and shall be governed by, and construed according to, the laws of the State of Florida.

In an event there is a dispute related to the Purchase Order, CFX reserves the right to assign the Purchase Order. Vendor acknowledges that this purchase order between CFX is assignable to the Prime Contractor or Subcontractor for which the original proposal was received. The Vendor acknowledges the right of CFX to unilaterally assign this Purchase Order at any time and for any reason. Upon assignment, any reference to CFX in the Purchase Order will be understood to be that of the assignee.

Acceptance of this order includes acceptance of all items, prices, delivery instructions, specifications and conditions stated.

Note: Any and all Special Conditions attached hereto which vary from the General Conditions shall have precedence.

SALES TAX EXEMPTION

CFX is not required to pay Florida sales tax on this purchase based upon the exemption contained in F.S. 212.08(6). Vendor shall be provided a copy of CFX's Florida Consumer's Certification of Exemption. Vendor's invoice shall be issued directly to CFX. CFX shall make payment directly to the vendor. CFX shall take title at time of delivery by the vendor and shall assume the risk of damage or loss at the time of delivery.

Owner Direct Material Purchase Procedures

Routing Guidelines (CFX, CEI and Contractor)

Step 1: CEI/Contractor

1. CEI informs contractor which materials CFX intends to purchase.
2. CEI coordinates with CFX to determine which purchase orders require a Supply Bond.
3. Contractor provides CEI with a Request for Vendor Purchase Order letter and signed price quote from vendor, including terms and conditions. Any discounts for early payment of subsequent invoices must be identified.
4. CEI reviews contractor's Request for Purchase Order and confirms that vendor price quote, with terms and conditions, is reasonable.
5. CEI completes CFX Purchase Order Request form, CFX Letter to Vendor, and includes a $10,000.00 Contingency.
6. CEI transmits completed CFX Purchase Order Request form, CFX Letter to Vendor, and contractor's Purchase Order request package and transmits to CFX Contract Support Specialist.

Step 2: CFX

1. CFX routes the Contractors Purchase Order Request Package internally for proper execution, assigns an internal PO number.
2. CFX mails executed PO package to Vendor and transmits the package to CEI.

Step 3: CEI

1. After CEI receives original vendor invoice, CEI sends a copy of the vendor invoice to contractor.
2. Contractor reviews the invoice and sends Contractor's Vendor Invoice Affirmation Letter to CEI with invoice attached. Any payment terms and conditions specific to this invoice must be identified.
3. CEI reviews invoice package, and makes recommendation to pay invoice unless a Supply Bond is required.
4. If a Supply Bond is required the Supply Bond and invoice must be received by CFX prior to the material invoice being paid.
5. CEI transmits vendor invoice with attached Vendor Invoice Affirmation Letter from both the CEI and Contractor to CFX for processing.

Owner Direct Material Purchase Procedures

Progress Estimates (CEI)

1. If there is Stockpiled Material it will be included on the cover sheet as a Line Item a Stockpiled Adjustment Worksheet is required for each contract pay item.
2. The Stockpiled Adjustment Worksheet will be submitted with the estimate.
3. The cumulative amount of invoices paid to date will be entered on the Pay Estimate Summary in the "Deductions" section with separate line items for Direct Materials Purchase and Material Purchase Taxes.
4. CEI is to attach the ODMP Vendor Summary Sheet.

Quantity Overruns of Owner Direct Material Purchases (CEI)

1. As the project progresses, the executed CFX Purchase Order may be exceeded due to quantity overruns. If the $10,000.00 Contingency amount does not cover the overruns then a Change Order will be required. After confirming the additional quantity to be supplied by the contractor/vendor, the CEI is to complete the CFX Purchase Order form with "Change Order No. 1" written below the PO Number and then forward to CFX for execution.

Purchase Order Closeout

1. When all materials associated with purchase order have been invoiced and satisfactorily delivered to the project by the vendor, CEI is to forward an email with completed ODMP Vendor Summary Sheet to the CFX Contract Support Specialist.
2. CEI will forward closeout letter(s) to contractor verifying the total amount of materials purchased from, and paid to, vendor(s) and requesting that contractor confirm there are no unresolved time or money issues with the vendor(s).
3. CEI will forward closeout letter to vendor(s) for confirmation that all invoices were paid by the CFX and there are no unresolved time or money issues with the contractor.
4. Purchase Order Closeout documentation is complete after receipt of signed closeout letters from the vendor(s) and the contractor.

CEI COMPANY LETTERHEAD

CEI CLOSEOUT LETTER TO CONTRACTOR

(Header to be removed prior to Submission/Printing)

Date

Construction Company's name
Attn:
Address

Reference: **Project Name**
Project No.:
Letter No.:

Subject: **CFX Purchase Order No. ____-ODMP-00_**

Dear _____:

CFX and **Vendor's name** entered into the subject Purchase Order for the procurement of **material purchased (ie. prestressed concrete beams, piling)** for CFX Project **No**, **Project Name.** The amount of the Purchase Order was $_____.

As per our records, all materials described in the Purchase Order have been properly fabricated and have been delivered to **Construction Company's name**. The final amount of the materials purchased is $_____. Our records indicate that to date **Vendor's name** has been paid in the amount of $_____, which is complete and final payment.

The CFX desires to close-out the Purchase Order with **Vendor's name** and requests that **Construction Company's name** confirm that there are no unresolved time or money issues between **Vendor's name** and **Construction Company's name** by signing below.

Thank you for your participation the CFX Owner Direct Purchase program. If you have any questions, please do not hesitate to call.

Sincerely,

CEI Construction Services, Inc.

Resident Engineer

_____
Construction Company's name

cc: CFX

Example

CENTRAL FLORIDA EXPRESSWAY AUTHORITY(Letterhead)

CEI CLOSEOUT LETTER TO VENDOR

(Header to be removed prior to Submission/Printing)

Date

Vendor's Name
Attn:
Address

Reference: **Project Name**
Project No.:

Subject: **CFX Purchase Order No. _____**

Dear _____:

Central Florida Expressway Authority (CFX) Purchase Order _____ for the purchase of **material purchased (ie. prestressed concrete beams and piling)** for CFX Project No. _____ and **project name** was executed by representatives of CFX and **Vendor's name** on **date of agreement** in the amount of $_____ and was later supplemented by Change Order No. _____for $_____.

All materials described in the Purchase Order have been properly fabricated and have been delivered to **Construction Company's name**. The final amount of the materials purchased is $**0.00**. Our records indicate that **Vendor's name** has been paid to date the amount of $**0.00**. As such, the remaining amount due to **Vendor's name** is **$**_____.

We request that **Vendor's name**, by signing this letter, concur that $_____ is the total value of materials purchased, that $_____ has been received to date, that **$**_____ is currently due to complete payment, and that there are no unresolved time or money issues between **Vendor's name** and the CFX **(or between Vendor's name** and **Construction Company's name)**. If you agree that this represents a full and final resolution of this purchase order, please so indicate your acceptance where indicated below.

Thank you for your participation in the CFX Owner Direct Materials Purchase program. If you have any questions, please do not hesitate to call.

Respectfully,

CEI Construction Services, Inc.

Resident Engineer

cc: CFX - Director of Procurement

Vendor's name agrees to the purchase order amount, the previous payment amount, the amount currently due, and concurs that there are no outstanding matters between ***Vendor's Name***, ***Construction Company's name*** and the Authority in regard to this purchase.

Acknowledged by: _____ ***Signature*** _____
(*Print Name and Title below Signature)*

EXAMPLE

CEI COMPANY LETTERHEAD

CEI RECOMMENDATION TO PAY INVOICE LETTER

(Header to be removed prior to Submission/Printing)

Date

Central Florida Expressway Authority
Attn: Director of Construction
4974 ORL Tower Road
Orlando, FL 32807

Reference: **Project Name**
Project No.: _____
Letter No. ____

Subject: **Vendor's Name – ODMP**
CFX Purchase Order No. _____

Dear _____:

Enclosed is invoice no. _____ from **Vendor's Name** along with a summary of the ODMP invoice for the subject project. We have reviewed the invoice and based on plant and on-site observation the materials have been properly manufactured.

We recommend payment of the invoice.

If you require any further information, please let us know.

Sincerely,

CEI Construction Services, Inc.

Resident Engineer

Enclosures

EXAMPLE

CENTRAL FLORIDA EXPRESSWAY AUTHORITY LETTERHEAD

Letter to Vendor

(Header to be removed prior to Submission/Printing)

Date

Vendor's Name
Attn:
Address

Reference: Project Name
Project No.: _____
Contract No.:_____

Subject: CFX Purchase Order Request No. _____-ODMP-00_
CFX Purchase Order No. _____

Dear _____:

Please find attached Central Florida Expressway Authority (CFX) Purchase Order, with General Conditions, for **material purchased (ie. prestressed concrete beams, piling)** on CFX Project Name _____.

The CFX desires to purchase the **material purchased (ie. prestressed concrete beams, piling)** directly from **Vendor's Name**. Accordingly, you will find the CFX Purchase Order _____ attached. Please note that the CFX purchase order incorporates and accepts all pricing, terms and conditions previously agreed upon by **Vendor's Name** and **Construction Company's Name**. As such, your understanding of the agreement originally obligated to has not changed.

While your future invoices for this material should be for the account of CFX, please continue to deal with **Construction Company's Name** on all other matters such a shop drawings, fabrication schedules, deliveries, etc. Upon receipt of your future invoices and after receiving confirmation from **Construction Company's Name** that the materials have been properly fabricated and have been delivered or properly stored, CFX will promptly issue payment to **Vendor's Name.** Please note during your preparation of these invoices that CFX is tax exempt (see attached Consumer's Certificate of Exemption).

CFX requires **Vendor's Name** to provide a supply bond (copy attached). The supply bond should be made in favor of CFX and should be for an amount equal to 100% of the purchase order. Payment of the supply bond will be made by CFX after receipt of the invoice from **Vendor's Name**. The purchase order will not be effective until the supply bond has been received. No payments will be made pending receipt of this document. Please forward these documents to the BILL TO address shown on the purchase order.

Thank you for your participation in this matter. If you have any questions, please do not hesitate to call.

Very truly yours,

Central Florida Expressway Authority

Name
Director of Procurement

Enclosures

cc: CFX Procurement
Contractor
CFX Project Manager
CEI

EXAMPLE

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

PURCHASE ORDER REQUEST FORM

CFX PO No._____
CEI's ODMP No._____
(Ex: 253C-ODMP-001)

Date:
VENDOR: Vendor's Name
Address
Attn:
Phone No.

SHIP TO:
Contractor's Name
Address

Bill To: CENTRAL FLORIDA EXPRESSWAY AUTHORITY
Attn: Resident Engineer
CEI Construction Services
Address

Ref: Project No.
Contract No.
Project Name

TAX EXEMPT ID: 85-8012529470C-9

The Seller agrees to furnish to the Buyer the below listed item in strict compliance with the General Provisions, Special Conditions, Special Provisions and Contract Drawings for the above-referenced project.

All terms and conditions of the attached **list material being purchased (Ex: Concrete Piling, etc.)** proposal issued by **Vendor's Name** and dated _____ are incorporated herein by reference. The CFX General Terms and Conditions for this purchase order are attached.

Quantity	Unit Measure	Description	Unit Price	Extended Price
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
			SUBTOTAL	$ -
			FREIGHT (Included)	
			TOTAL	$ -
			CFX PROJECTED TAX SAVINGS	$ -

_____
CFX AUTHORIZED SIGNATURE Date:

Distribution:
CFX
CEI

EXAMPLE

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

PURCHASE ORDER REQUEST FORM

CFX PO No._____
CEI's ODMP No._____
(Ex: 253C-ODMP-001)

Date:
VENDOR: Vendor's Name
Address
Attn:
Phone No.

SHIP TO:
Contractor's Name
Address

Bill To: CENTRAL FLORIDA EXPRESSWAY AUTHORITY
Attn: Resident Engineer
CEI Construction Services
Address

Ref: Project No.
Contract No.
Project Name

TAX EXEMPT ID: 85-8012529470C-9

The Seller agrees to furnish to the Buyer the below listed item in strict compliance with the General Provisions, Special Conditions, Special Provisions and Contract Drawings for the above-referenced project.

All terms and conditions of the attached **list material being purchased (Ex: Concrete Piling, etc.)** proposal issued by **Vendor's Name** and dated _____ are incorporated herein by reference. The CFX General Terms and Conditions for this purchase order are attached.

Quantity	Unit Measure	Description	Unit Price	Extended Price

SUBTOTAL	$_____
FREIGHT	Included
TOTAL	$_____
CFX PROJECTED TAX SAVINGS	$_____

_____
AUTHORIZED SIGNATURE Date:

Distribution:
CFX
CEI

EXAMPLE

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

PURCHASE ORDER REQUEST FORM (Supply Bond)

CFX PO No._____
CEI's ODMP No._____
(Ex: 253C-ODMP-001)

Date:
VENDOR: Vendor's Name
Address
Attn:
Phone No.

SHIP TO:
Resident Engineer
CEI Construction Services
Address
Bill To: CENTRAL FLORIDA EXPRESSWAY AUTHORITY
Attn: Resident Engineer
CEI Construction Services
Address

Ref: Project No.
Contract No.
Project Name

TAX EXEMPT ID: 85-8012529470C-9

The Seller agrees to furnish to the Buyer the below listed item in strict compliance with the General Provisions, Special Conditions, Special Provisions and Contract Drawings for the above-referenced project.

All terms and conditions of the attached **Supply Bond** issued by **Vendor's Name** and dated _____ are incorporated herein by reference. The CFX General Terms and Conditions for this purchase order are attached.

Quantity	Unit Measure	Description	Unit Price	Extended Price
1	LS	Supply Bond	$	$00,000.00

TOTAL $00,000.00

_____
AUTHORIZED SIGNATURE Date:

Distribution:
CFX
CEI

EXAMPLE

Contractor's Company Letterhead

CONTRACTOR'S INVOICE AFFIRMATION LETTER

(Header to be removed prior to Submission/Printing)

Date

Resident Engineer
CEI Construction Services, Inc.
Address

Reference: **Project Name**
Project No.: _____
Contract No. _____

Subject: **Vendor's Name Invoice – ODMP**
CFX Purchase Order No. _____

Dear _____:

Please find attached Invoice No. _____ from **Vendor's Name** dated ____. **Construction Company's Name** confirms that: (1) we've received the materials on the attached invoice and found them to be properly manufactured and in a serviceable condition, (2) the materials have been manufactured and are properly stored at **Vendor's Name** manufacturing plant or (3) a combination of (1) and (2) to satisfy the disposition of the material.

Construction Company's Name recommends that the Central Florida Expressway Authority make payment to **Vendor's Name** for Invoice No. _____ in the amount of $_____.

If you require any further information, please contact us.

Sincerely,

Construction Company's Name

Name
Title

Attachment(s)

EXAMPLE

CENTRAL FLORIDA EXPRESSWAY AUTHORITY LETTERHEAD

LETTER TO VENDOR (SUPPLY BOND)

(Header to be removed prior to Submission/Printing)

Date

Vendor's Name
Address

Reference: **Project Name**
Project No.
Contract No.
Letter No.

Subject: CFX Material Purchase Order No. _____
CFX Supply Bond Purchase Order No. _____

Dear _____:

Please find attached Central Florida Expressway Authority (CFX) Supply Bond Purchase Order No._____ in the amount of $_____ concerning the Supply Bond and Rider for CFX Material Purchase Order No. _____ identified as CFX Project No. _____, **Project Name**. All of the terms and conditions previously agreed upon by **Vendor's Name** and the CFX are still incorporated in CFX Supply Bond Purchase Order No. _____.

Please be advised that the CFX Supply Bond Purchase Order No. _____ is only for the payment of the Supply Bond and Rider. Invoices for all materials should continue to be submitted to the "Bill To" address shown on CFX Material Purchase Order No. _____. As stated previously, please continue to deal directly with **Construction Company's name** on all other matters such as shop drawings, fabrication schedules and deliveries.

Thank you for your participation in this matter. If you have any questions, please do not hesitate to call.

Very truly yours,

Central Florida Expressway Authority

Director of Procurement

Enclosures

cc: Procurement
Contractor
CFX

EXAMPLE

Contractor's Letterhead

REQUEST for VENDOR PURCHASE ORDER

(Header to be removed prior to Submission/Printing)

Date

Resident Engineer
CEI Construction Services, Inc.
Address

Reference: Project Name
Project No. _____
Letter No. _____

Subject: Vendor's Name. Proposal –

Dear _____:

Attached is the signed pricing proposal from **Vendor's Name** dated _____, including the Terms and Conditions as modified and negotiated.

We find the material quote is in accordance with the contract documents, agree with the Terms and Conditions, and request CFX to issue a Purchase Order in accordance with the price proposal.

Should you have any questions or comments, please do not hesitate to contact our office.

Sincerely,

Construction Company's Name

Name
Title

Attachment(s)

EXAMPLE

CFX PROJECT NO._____

ODMP VENDOR INVOICE LOG

Vendor: Vendor's Name

Purchase Order No.: _____

P. O. Amount to Vendor	$32,000.00
Projected Sales Tax Savings (6.0%)	$1,920.00
.05% for first $5,000.00	$25.00
Total Projected Order Value	$33,945.00

	Amount	**Sales Tax Savings**
Invoice No. 10001 for Payment	$20,000.00	$1,225.00
Total Invoices Received	$30,050.00	$1,828.00
Amount Remaining	$1,950.00	

Summary of Invoices Received to Date

Date	**Invoice Amount**	**Tax Savings**	**Discounts**	**Vendor Invoice No.**
12/7/2015	$20,000.00	$1,225.00	$0.00	10001
12/20/2015	$10,050.00	$603.00	$0.00	10002
Total	**$30,050.00**	**$1,828.00**		

EXAMPLE

CFX PROJECT NO.

ODMP Vendor Summary Sheet

						Original DPO (as written)			Open P.O.'s					
ODMP No.	Description	Received	Forwarded to CFX	Executed PO received from CFX	Executed PO Sent to Vendor	P. O. Amount to Vendor	Projected Sales Tax Savings	Total Projected Order Value	P. O. Amount	Invoices Received This Period	Total Invoices Received	Tax Savings This Month	Total Tax Savings	Amount Remaining
1	Vendor's Name							$0.00					$0.00	$0.00
	TOTAL					$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

Date	Invoice Amount Received from Vendor's Name (ODMP #1)	Vendor Tax Savings	Invoice Amount Received from Vendor's Name (ODMP #2)	Vendor Tax Savings	Invoice Amount Received from Vendor's Name (ODMP #3)	Vendor Tax Savings	Invoice Amount Received from Vendor's Name (ODMP #4)	Vendor Tax Savings	Vendor Invoice No.	Estimate No. That Invoice was Entered as Stockpiled Materials
Total	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		

SUPPLY BOND

Supplier _____

Business Address _____

Supplier Phone No. _____

Surety Phone No. _____

CFX Phone No. _____

Bond No. _____

Purchase Order No. _____

Project Description _____

KNOW ALL MEN BY THESE PRESENTS, that we, _____

_____

_____ as Principal, and _____ as Surety, are held and firmly bound unto Central Florida Expressway Authority (hereinafter called "CFX") in the penal sum of _____

_____Dollars ($_____) for which payment well and truly to be made we do bind ourselves, our heirs, executors, administrators, and assigns, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that:

WHEREAS, the Principal entered into a certain Purchase Order hereto attached and made a part hereof, with CFX, dated _____ for _____

_____

As part of the performance of a contract between CFX and _____ dated _____for_____

_____

which contract and the applicable specifications therefore shall be deemed a part hereof as fully as if set out herein.

NOW, THEREFORE, if the said Principal shall well and truly perform and fulfill all the undertakings, covenants, terms, conditions and agreements of said Purchase Order during the original term of said Purchase Order and any extensions thereof that may be granted by CFX, with or without notice to the Surety, and during the life of any guaranty required under the Purchase Order, and shall also well and truly perform and fulfill all the undertakings, covenants, terms, conditions and agreements of any and all duly authorized additions to and modifications of said Purchase Order that may hereafter be made, notice of such additions and modifications will be made to the Surety, and shall promptly make payment to all persons supplying the Principal with labor and materials in the prosecution of the work and in the furnishing of all materials provided for in said Purchase Order, and any and all duly authorized additions to and modifications of said Purchase Order that may hereafter be made and shall promptly pay all other obligations incurred by the Principal in connection with said Purchase Order, then this obligation to be void; otherwise to remain in full force and effect.

The following obligation is subject to the following conditions which are hereby agreed to by the Principal and the Surety:

(a) Unless the Surety has notified CFX in writing of a prior claim by the Surety to any sums earned by the Principal under said Purchase Order, upon completion of all work to be performed by the Principal under said Purchase Order, CFX may, at its option and without notice to the Surety, pay to the Principal any sums earned by the Principal under said Purchase Order, including any retained percentage thereon, prior to the time of final approval and acceptance of the Principal's materials by CFX; and in the event of any such payment to the Principal herein, all of the terms, conditions and obligations of such Purchase Order and of this bond shall remain in full force and effect until the final approval and acceptance of the Principal's materials by CFX and until the expiration of any guaranty required under said Purchase Order.

(b) Upon final approval and acceptance of Principal's materials by CFX, CFX may make final payment to the Principal of any sum or sums then due to the Principal under said Purchase Order, including any retained percentage thereon, without notice to or consent by the Surety, unless prior to such payment by CFX, the Surety gives written notice to CFX of any prior claim that the Surety may have to such funds or any part thereof.

IN WITNESS WHEREOF, the above bounded parties have executed this instrument under their several seals this _____ day of _____, _____, the name and corporate seal of each corporate party being affixed hereto and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

ATTEST: _____

(Principal)

(Affix Corporate Seal)

_____ By:_____

ATTEST: _____

(Corporate Surety)

_____

(Address)

_____ By: _____

Construction Project Administration Manual:

7.6 QC and General Failure Reports

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Disposition of Defective Material (DDM)

Section A: Sample Information and Request for EAR – Project Administrator

Project No.: Contract No.: Project Description:		
Material ID.:	Sample No.:	
Pay Item No.:	Quantity:	Location:
Description of Defective Material: ☐ EAR Scope attached		

Section B: Proposal – Project Administrator

☐ Remove and Replace Material		☐ Follow up Sample Passed
☐ Send to Resident Engineer for Concurrence with following Proposal, (EAR Scope attached)		
☐ Concurs w/ EAR	☐ Rejects (see Comments Below)	☐ Leave in Place, EAR not required
Signature (PA):		**Date:**
Comments:		

Section C: DDM Selection – Resident Engineer

☐ Remove and Replace Material – EAR is not required, Send to PA	
☐ Leave in Place – EAR not required, Send to Director of Construction for Concurrence	
☐ Concur with EAR Scope (attached) – Send to PA	
Signature:	**Date:**
Comments:	

Section D: Material Disposition Recommendation (EAR Performed) – Resident Engineer

Choose one and send form to CFX/CMC ☐ All material to be left in place ☐ All material to be removed ☐ Partial removal of material/Other Quantity of material to be removed: _____ Location of material to be removed: _____ RE Concurs with EAR Recommendations: ☐ Yes ☐ No	
Signature:	**Date:**

Section E: Concurrence – CFX/CMC

☐ Concur with RE Recommendation – Send to Project Administrator	
☐ Do Not Concur with RE Recommendation ☐ CFX/CMC Comments:	
Signature:	**Date:**

Section F: Record of Final Payment Determination – Project Administrator

Material left in place at _____% pay Comments:

Central Florida Expressway Authority

Notice of Failing Test Report (NFTR)

Section A: Sample Information and Request for EAR – Project Administrator

Project No.: Contract No.: Project Description:		
Material ID.:	Sample No.:	
Pay Item No.:	Quantity:	Location:
Description of Defective Material: ☐ EAR Scope attached		

Section B: Proposal – Project Administrator

☐ Remove and Replace Material		☐ Follow up Sample Passed
☐ Send to Resident Engineer for Concurrence with following Proposal, (EAR Scope attached)		
☐ Concurs w/ EAR	☐ Rejects (see Comments Below)	☐ Leave in Place, EAR not required
Signature (PA):		**Date:**
Comments:		

Section C: NFTR Selection – Resident Engineer

☐ Remove and Replace Material – EAR is not required, Send to PA	
☐ Leave in Place – EAR not required, Send to Director of Construction for Concurrence	
☐ Concur with EAR Scope (attached) – Send to PA	
Signature:	**Date:**
Comments:	

Section D: Material Disposition Recommendation (EAR Performed) – Resident Engineer

Choose one and send form to CFX/CMC ☐ All material to be left in place ☐ All material to be removed ☐ Partial removal of material/Other Quantity of material to be removed: _____ Location of material to be removed: _____ RE Concurs with EAR Recommendations: ☐ Yes ☐ No	
Signature:	**Date:**

Section E: Concurrence – CFX/CMC

☐ Concur with RE Recommendation – Send to Project Administrator	
☐ Do Not Concur with RE Recommendation ☐ CFX/CMC Comments:	
Signature:	**Date:**

Section F: Record of Final Payment Determination – Project Administrator

Material left in place at _____% pay Comments:

Construction Project Administration Manual:

7.7 Construction

Construction Project Administration Manual:

7.7.1 MOT

Central Florida Expressway Authority

MAINTENANCE OF TRAFFIC (MOT) REVIEW REPORT

Evaluation: Initial ☐ **Comprehensive Weekly Report** ☒

A) Report No.: _____ B) Contract No.: _____ C) Project No.: _____

D) Federal Aid Project No(if applicable).: _____ E) Project Administrator: _____

F) Week of Contractor Review: _____ G) Date of CFX/Representative Review: _____

H) Current Project Phase: 1, 2, 3, etc. _____ I) Project Location: _____

J) Areas to be Reviewed:

AREA NO. 1 – TRAFFIC CONTROL PLAN	**Y**	***N**	**N/A**	**DC**	**REMARKS**
A. TCP/ALTERNATE TCP/MODIFICATIONS APPROVED	☐	☐	☐		
B. SIGNED & MARKED ACCORDING TO PLAN	☐	☐	☐		
C. SIDE STREETS SIGNED PROPERLY	☐	☐	☐		
D. SPEED LIMIT REDUCTION NECESSARY WITH SIGN LOCATED PROPERLY	☐	☐	☐		
E. NEEDED TURN LANES IN PLACE	☐	☐	☐		
AREA NO. 2 - GENERAL	**Y**	***N**	**N/A**	**DC**	**REMARKS**
A. SIGNS CORRECT HEIGHT & OFFSET	☐	☐	☐		
B. SIDEWALK CLOSED/SCHOOL MARKING/CROSSWALK SIGNS PLACED PROPERLY	☐	☐	☐		
C. DRIVEWAY & MEDIAN ACCESS ADEQUATE	☐	☐	☐		
D. SIGNAL TIMING/PHASING ADEQUATE	☐	☐	☐		
E. SUFFICIENT WARNING SIGNS IN PLACE	☐	☐	☐		
F. EXISTING SIGNS NOT IN USE REMOVED OR COVERED	☐	☐	☐		
G. SUFFICIENT DEVICES TO GUIDE TRAFFIC THROUGH THE WORK AREA	☐	☐	☐		
H. ROADWAY SURFACE MAINTAINED SATISFACTORILY	☐	☐	☐		
I. MESSAGE BOARDS CONVEY CONCISE MESSAGE TO MOTORISTS	☐	☐	☐		
AREA NO. 3 – NIGHT WORK	**Y**	***N**	**N/A**	**DC**	**REMARKS**
A. LIGHTING PLAN APPROVED	☐	☐	☐		
B. VARIABLE MESSAGE SIGN WARNING LIGHTED WORK ZONE AHEAD	☐	☐	☐		
C. EQUIPMENT HAS FLASHING LIGHTS AND/OR REFLECTIVE SHEETING	☐	☐	☐		
D. PILOT VEHICLE WITH FLASHING LIGHTS AND MESSAGE BOARD	☐	☐	☐		
E. LIGHTING AIMED NOT TO IMPEDE TRAFFIC	☐	☐	☐		
AREA NO. 4 – CLEAR ZONE/HAZARDS	**Y**	***N**	**N/A**	**DC**	**REMARKS**
A. NO EQUIPMENT/MATERIALS/HAZARDS STORED IN CLEAR ZONE	☐	☐	☐		
B. NO UNPROTECTED DROP-OFFS >3”	☐	☐	☐		
AREA NO. 5 – TEMPORARY PAVEMENT MARKINGS	**Y**	***N**	**N/A**	**DC**	**REMARKS**
A. CORRECT APPLICATIONS AND WIDTH	☐	☐	☐		
B. REFLECTIVITY CONDITION SATISFACTORY (TAPE/PAINT/MESSAGES)	☐	☐	☐		
C. CONFLICTING MARKINGS AND PAVEMENT DEBRIS REMOVED	☐	☐	☐		
AREA NO. 6 – TEMPORARY BARRIER WALL	**Y**	***N**	**N/A**	**DC**	**REMARKS**
A. IS WALL CONNECTED AND ANCHORED PER APPROPRIATE RDWY OR STRUCTURES INDEX	☐	☐	☐		
B. IS TRANSITION PER INDEX	☐	☐	☐		
C. HAS PROPER END TREATMENT BEEN INSTALLED CORRECTLY	☐	☐	☐		
D. PROPER POSITION AND LIGHTS MAINTAINED	☐	☐	☐		

MAINTENANCE OF TRAFFIC (MOT) REVIEW REPORT

AREA NO. 7 – FLAGGERS	**Y**	***N**	**N/A**	**DC**	**REMARKS**
A. LIST OF TRAINED FLAGGERS SUBMITTED TO PROJECT ADMINISTRATOR BEFORE CONSTRUCTION BEGINS	☐	☐	☐		
B. FLAGGER AHEAD SIGN INSTALLED PROPERLY	☐	☐	☐		
C. FLAGGER WEARING APPROVED SAFETY VEST/USING PROPER STOP/SLOW PADDLE	☐	☐	☐		
AREA NO. 8 – LANE CLOSURES	**Y**	***N**	**N/A**	**DC**	**REMARKS**
A. PROPER TRANSITION, SIGHT DISTANCE and BUFFER LENGTHS	☐	☐	☐		
B. PROPER DEVICE SPACING AND VISIBILITY	☐	☐	☐		
C. PAVEMENT MARKINGS PLACED CORRECTLY	☐	☐	☐		
D. PROPER MERGING	☐	☐	☐		
AREA NO. 9 – DETOURS	**Y**	***N**	**N/A**	**DC**	**REMARKS**
A. PROPER SIGNING AND PAVEMENT MARKING	☐	☐	☐		
AREA NO. 10 – PEDESTRIAN/BICYCLIST ACCOMMODATIONS	**Y**	***N**	**N/A**	**DC**	**REMARKS**
A. SEPARATED FROM WORK OPERATIONS AND TRAFFIC	☐	☐	☐		
B. PROPER SIGNING WITH PROPER TRAVEL PATHS	☐	☐	☐		
AREA NO. 11 – BUSINESS ACCOMMODATIONS	**Y**	***N**	**N/A**	**DC**	**REMARKS**
A. VEHICLE AND PEDESTRIAN ENTRANCES MAINTAINED WITH PROPER DEVICES, SIGNING AND VISIBILITY	☐	☐	☐		

AREA NO. 12 – TRAFFIC CONTROL DEVICES

TYPE	VISIBLE			BEING USED	DEVICES CLEAN			SPACED PROPERLY			NOT MIXED			WORKING (%)	REFL			COLOR			REMARKS/DATE CORRECTED
	Y	*N	N/A		Y	*N	N/A	Y	*N	N/A	Y	*N	N/A		Y	*N	N/A	Y	*N	N/A	
CONES	☐	☐	☐		☐	☐	☐	☐	☐	☐	☐	☐	☐		☐	☐	☐	☐	☐	☐	
DRUMS	☐	☐	☐		☐	☐	☐	☐	☐	☐	☐	☐	☐		☐	☐	☐	☐	☐	☐	
LIGHTS (A,B,&C)	☐	☐	☐		☐	☐	☐	☐	☐	☐	☐	☐	☐		☐	☐	☐	☐	☐	☐	
FLAGS	☐	☐	☐		☐	☐	☐	☐	☐	☐	☐	☐	☐		☐	☐	☐	☐	☐	☐	
SIGNS	☐	☐	☐		☐	☐	☐	☐	☐	☐	☐	☐	☐		☐	☐	☐	☐	☐	☐	
RPM's	☐	☐	☐		☐	☐	☐	☐	☐	☐	☐	☐	☐		☐	☐	☐	☐	☐	☐	
ARROW BOARD	☐	☐	☐		☐	☐	☐	☐	☐	☐	☐	☐	☐		☐	☐	☐	☐	☐	☐	
VMS/PCMS	☐	☐	☐		☐	☐	☐	☐	☐	☐	☐	☐	☐		☐	☐	☐	☐	☐	☐	
PADDLE	☐	☐	☐		☐	☐	☐	☐	☐	☐	☐	☐	☐		☐	☐	☐	☐	☐	☐	
BARRICADES	☐	☐	☐		☐	☐	☐	☐	☐	☐	☐	☐	☐		☐	☐	☐	☐	☐	☐	

K) I certify that to the best of my knowledge and belief that the information recorded on this inspection report is accurate.

Print Name of Contractor's WTS: _____

Signature: _____

A false statement of omission made in connection with this certification is sufficient cause for suspension, revocation, or denial of qualification to bid, and a determination of non-responsibility, and may subject the person and/or entity making the false statement to any and all civil criminal penalties available pursuant to applicable Federal and State Law.

A) Report No.: _____ B) Contract No.: _____ C) Project No.: _____

D) Federal Aid Project No(if applicable).: _____ E) Project Administrator: _____

F) Week of Contractor Review: _____ G) Date of CFX/Representative Review: _____

H) Current Project Phase: 1, 2, 3, etc. _____ I) Project Location: _____

L) FOR CFX USE ONLY: CFX NOTIFICATION TO CONTRACTOR OF MOT DEFICIENCIES THAT HAVE NOT BEEN CORRECTED

*The following MOT deficiencies as noted above and viewed by CFX/Representative have not been corrected in accordance with Specification. Please take immediate steps to correct these conditions.

***Deficiency (Section J Area No. 1 thru 12)**	**Date Corrected (24-hours maximum)**	**Recommended Action (immediate project shut down, pay reductions, etc.)**

MAINTENANCE OF TRAFFIC (MOT) REVIEW REPORT

FORM INSTRUCTIONS: The WTS will submit the original **Initial** MOT Review Report to the Project Administrator for the first drive-through inspection on each phase of work and the original **Comprehensive Weekly Report** that will cover daily daytime and weekly night time inspections for daytime projects, and daily night time and weekly daytime inspections for night time projects. The WTS shall correct all safety deficiencies immediately. The WTS shall not allow minor deficiencies that are not safety hazards to remain uncorrected for more than 24 hours (Specs. 102-3.2)

A) The Contractor shall use consecutive numbers for each report submitted for each project.

B) Contract Number

C) Project Number

D) Federal Aid Project Number (if Applicable)

E) Project Administrator's Name

F) Week of WTS review

G) The CFX/Representative should confirm the WTS MOT Review Report by conducting field inspections, showing a date of this review

H) MOT work phase at time of review by WTS

I) Project Location (State Road Number, County Road Number, etc)

J) The conditions (areas 1-12) that must be reviewed in the field by the WTS with the boxes checked showing the compliance/non-compliance areas in the Work Zone. **The WTS must enter the date when the deficiencies were corrected (DC).** WTS or the Department personnel will use the remarks column to identify any deficiencies.

K) Printed name of Contractor's WTS with the WTS signature.

L) CFX notification to the contractor of MOT deficiencies that have not been corrected, and the CFX recommended action. **The date in G) represents the date given to the Contractor.**

Central Florida Expressway Authority

MAINTENANCE OF TRAFFIC (MOT) REVIEW REPORT

Evaluation: Initial ☐ Comprehensive Weekly Report ☐

A) Report No.: _____ B) Contract No.: _____ C) Project No.: _____

D) Federal Aid Project No(if applicable).: _____ E) Project Administrator: _____

F) Week of Contractor Review: _____ G) Date of CFX/Representative Review: _____

H) Current Project Phase: 1, 2, 3, etc. _____ I) Project Location: _____

J) Areas to be Reviewed:

AREA NO. 1 – TRAFFIC CONTROL PLAN	**Y**	***N**	**N/A**	**DC**	**REMARKS**
A. TCP/ALTERNATE TCP/MODIFICATIONS APPROVED	☐	☐	☐		
B. SIGNED & MARKED ACCORDING TO PLAN	☐	☐	☐		
C. SIDE STREETS SIGNED PROPERLY	☐	☐	☐		
D. SPEED LIMIT REDUCTION NECESSARY WITH SIGN LOCATED PROPERLY	☐	☐	☐		
E. NEEDED TURN LANES IN PLACE	☐	☐	☐		
AREA NO. 2 - GENERAL	**Y**	***N**	**N/A**	**DC**	**REMARKS**
A. SIGNS CORRECT HEIGHT & OFFSET	☐	☐	☐		
B. SIDEWALK CLOSED/SCHOOL MARKING/CROSSWALK SIGNS PLACED PROPERLY	☐	☐	☐		
C. DRIVEWAY & MEDIAN ACCESS ADEQUATE	☐	☐	☐		
D. SIGNAL TIMING/PHASING ADEQUATE	☐	☐	☐		
E. SUFFICIENT WARNING SIGNS IN PLACE	☐	☐	☐		
F. EXISTING SIGNS NOT IN USE REMOVED OR COVERED	☐	☐	☐		
G. SUFFICIENT DEVICES TO GUIDE TRAFFIC THROUGH THE WORK AREA	☐	☐	☐		
H. ROADWAY SURFACE MAINTAINED SATISFACTORILY	☐	☐	☐		
I. MESSAGE BOARDS CONVEY CONCISE MESSAGE TO MOTORISTS	☐	☐	☐		
AREA NO. 3 – NIGHT WORK	**Y**	***N**	**N/A**	**DC**	**REMARKS**
A. LIGHTING PLAN APPROVED	☐	☐	☐		
B. VARIABLE MESSAGE SIGN WARNING LIGHTED WORK ZONE AHEAD	☐	☐	☐		
C. EQUIPMENT HAS FLASHING LIGHTS AND/OR REFLECTIVE SHEETING	☐	☐	☐		
D. PILOT VEHICLE WITH FLASHING LIGHTS AND MESSAGE BOARD	☐	☐	☐		
E. LIGHTING AIMED NOT TO IMPEDE TRAFFIC	☐	☐	☐		
AREA NO. 4 – CLEAR ZONE/HAZARDS	**Y**	***N**	**N/A**	**DC**	**REMARKS**
A. NO EQUIPMENT/MATERIALS/HAZARDS STORED IN CLEAR ZONE	☐	☐	☐		
B. NO UNPROTECTED DROP-OFFS >3”	☐	☐	☐		
AREA NO. 5 – TEMPORARY PAVEMENT MARKINGS	**Y**	***N**	**N/A**	**DC**	**REMARKS**
A. CORRECT APPLICATIONS AND WIDTH	☐	☐	☐		
B. REFLECTIVITY CONDITION SATISFACTORY (TAPE/PAINT/MESSAGES)	☐	☐	☐		
C. CONFLICTING MARKINGS AND PAVEMENT DEBRIS REMOVED	☐	☐	☐		
AREA NO. 6 – TEMPORARY BARRIER WALL	**Y**	***N**	**N/A**	**DC**	**REMARKS**
A. IS WALL CONNECTED AND ANCHORED PER APPROPRIATE RDWY OR STRUCTURES INDEX	☐	☐	☐		
B. IS TRANSITION PER INDEX	☐	☐	☐		
C. HAS PROPER END TREATMENT BEEN INSTALLED CORRECTLY	☐	☐	☐		
D. PROPER POSITION AND LIGHTS MAINTAINED	☐	☐	☐		

MAINTENANCE OF TRAFFIC (MOT) REVIEW REPORT

AREA NO. 7 – FLAGGERS	**Y**	***N**	**N/A**	**DC**	**REMARKS**
A. LIST OF TRAINED FLAGGERS SUBMITTED TO PROJECT ADMINISTRATOR BEFORE CONSTRUCTION BEGINS	☐	☐	☐		
B. FLAGGER AHEAD SIGN INSTALLED PROPERLY	☐	☐	☐		
C. FLAGGER WEARING APPROVED SAFETY VEST/USING PROPER STOP/SLOW PADDLE	☐	☐	☐		
AREA NO. 8 – LANE CLOSURES	**Y**	***N**	**N/A**	**DC**	**REMARKS**
A. PROPER TRANSITION, SIGHT DISTANCE and BUFFER LENGTHS	☐	☐	☐		
B. PROPER DEVICE SPACING AND VISIBILITY	☐	☐	☐		
C. PAVEMENT MARKINGS PLACED CORRECTLY	☐	☐	☐		
D. PROPER MERGING	☐	☐	☐		
AREA NO. 9 – DETOURS	**Y**	***N**	**N/A**	**DC**	**REMARKS**
A. PROPER SIGNING AND PAVEMENT MARKING	☐	☐	☐		
AREA NO. 10 – PEDESTRIAN/BICYCLIST ACCOMMODATIONS	**Y**	***N**	**N/A**	**DC**	**REMARKS**
A. SEPARATED FROM WORK OPERATIONS AND TRAFFIC	☐	☐	☐		
B. PROPER SIGNING WITH PROPER TRAVEL PATHS	☐	☐	☐		
AREA NO. 11 – BUSINESS ACCOMMODATIONS	**Y**	***N**	**N/A**	**DC**	**REMARKS**
A. VEHICLE AND PEDESTRIAN ENTRANCES MAINTAINED WITH PROPER DEVICES, SIGNING AND VISIBILITY	☐	☐	☐		

AREA NO. 12 – TRAFFIC CONTROL DEVICES

TYPE	VISIBLE			BEING USED	DEVICES CLEAN			SPACED PROPERLY			NOT MIXED			WORKING (%)	REFL			COLOR			REMARKS/DATE CORRECTED
	Y	*N	N/A		Y	*N	N/A	Y	*N	N/A	Y	*N	N/A		Y	*N	N/A	Y	*N	N/A	
CONES	☐	☐	☐		☐	☐	☐	☐	☐	☐	☐	☐	☐		☐	☐	☐	☐	☐	☐	
DRUMS	☐	☐	☐		☐	☐	☐	☐	☐	☐	☐	☐	☐		☐	☐	☐	☐	☐	☐	
LIGHTS (A,B,&C)	☐	☐	☐		☐	☐	☐	☐	☐	☐	☐	☐	☐		☐	☐	☐	☐	☐	☐	
FLAGS	☐	☐	☐		☐	☐	☐	☐	☐	☐	☐	☐	☐		☐	☐	☐	☐	☐	☐	
SIGNS	☐	☐	☐		☐	☐	☐	☐	☐	☐	☐	☐	☐		☐	☐	☐	☐	☐	☐	
RPM's	☐	☐	☐		☐	☐	☐	☐	☐	☐	☐	☐	☐		☐	☐	☐	☐	☐	☐	
ARROW BOARD	☐	☐	☐		☐	☐	☐	☐	☐	☐	☐	☐	☐		☐	☐	☐	☐	☐	☐	
VMS/PCMS	☐	☐	☐		☐	☐	☐	☐	☐	☐	☐	☐	☐		☐	☐	☐	☐	☐	☐	
PADDLE	☐	☐	☐		☐	☐	☐	☐	☐	☐	☐	☐	☐		☐	☐	☐	☐	☐	☐	
BARRICADES	☐	☐	☐		☐	☐	☐	☐	☐	☐	☐	☐	☐		☐	☐	☐	☐	☐	☐	

K) I certify that to the best of my knowledge and belief that the information recorded on this inspection report is accurate.

Print Name of Contractor's WTS: _____

Signature: _____

A false statement of omission made in connection with this certification is sufficient cause for suspension, revocation, or denial of qualification to bid, and a determination of non-responsibility, and may subject the person and/or entity making the false statement to any and all civil criminal penalties available pursuant to applicable Federal and State Law.

A) Report No.: _____ B) Contract No.: _____ C) Project No.: _____

D) Federal Aid Project No(if applicable).: _____ E) Project Administrator: _____

F) Week of Contractor Review: _____ G) Date of CFX/Representative Review: _____

H) Current Project Phase: 1, 2, 3, etc. _____ I) Project Location: _____

L) FOR CFX USE ONLY: CFX NOTIFICATION TO CONTRACTOR OF MOT DEFICIENCIES THAT HAVE NOT BEEN CORRECTED

*The following MOT deficiencies as noted above and viewed by CFX/Representative have not been corrected in accordance with Specification. Please take immediate steps to correct these conditions.

***Deficiency (Section J Area No. 1 thru 12)**	**Date Corrected (24-hours maximum)**	**Recommended Action (immediate project shut down, pay reductions, etc.)**

MAINTENANCE OF TRAFFIC (MOT) REVIEW REPORT

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H) MOT work phase at time of review by WTS

I) Project Location (State Road Number, County Road Number, etc)

J) The conditions (areas 1-12) that must be reviewed in the field by the WTS with the boxes checked showing the compliance/non-compliance areas in the Work Zone. **The WTS must enter the date when the deficiencies were corrected (DC).** WTS or the Department personnel will use the remarks column to identify any deficiencies.

K) Printed name of Contractor's WTS with the WTS signature.

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Construction Project Administration Manual:

7.7.2 Utilities

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

ITS INSPECTION REPORT

CFX Project Number:

Site Address:

Inspection Date:

Plan Sheet Number:

Station Number:

#		Yes	No	Comments
1	Electrical service equipment installed per approved plans?			
2	Installed equipment installed per the latest NEC?			
3	Meter installed at proper height (per either Duke Energy or OUC standards)?			
4	Location address permanently riveted onto meter enclosure per power company standards?			
5	Line side disconnect installed at 480V (or higher) locations as per power company standards?			
6	All above ground conduit rigid metal?			
7	Concrete maintenance pad around base of disconnect pole(s)?			
8	Silicone sealant used around top and sides of disconnects?			
9	Silicone sealant used to seal any holes smaller than 1/8" in diameter to limit water intrusion?			
10	Duct sealant used to seal all conduit entry/exit points?			
11	Conduit ground bushings used at the end of all metal conduits?			
12	Neutral ground bond made inside disconnect?			
13	All electrical conductors XHHW or better?			
14	CFX approved surge arrestor installed on load side of wires?			
15	Ground bussbar installed and properly utilized?			
16	Neutral bussbar installed and properly utilized?			
17	1 wire per terminal lug (includes bussbars) per NEC?			
18	Breaker amperage equal to or higher than safety disconnect or LHUB's breaker amperage?			
19	40lf of ground rod installed at site inside load side pullbox?			
20	Ground lead properly caldwelded to ground rod (use of split-bolts is not approved)?			
21	OHM reading per CFX standard?			

Notes:

Contractor Representative:

CEI Representative:

CFX Representative:

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

SELF INSPECTING AGENCY RELEASE FORM
Duke Energy

In order to expedite the connection of electric service and ensure the electrical integrity of "self-inspected" locations, we ask that the following information be completed and submitted to Duke Energy at BSUCCST@duke-energy.com.

Address: _____
_____

City: _____
County: _____

Self-Inspecting Agency: Central Florida Expressway Authority_____

Completion of this Release and Authorization certifies that the property listed above has been inspected and that it meets the requirements necessary to permit the electrical system to be attached to the electrical system of Duke Energy and to receive electric energy service. By executing and forwarding this Release and Authorization the "self-inspecting" agency assumes any and all liability for the failure of the electrical system to be properly installed to receive electric energy and the "self-inspecting" agency hereby indemnifies and aggress to hold Duke Energy harmless from any and all claims that arise as a result of the electric system and failure, including any failure of the circuit connecting this property to Duke Energy's existing electric system.

Completion of this Release and Authorization further certifies that the property to receive service qualifies for self-inspection and has been inspected to the satisfaction of the inspecting agency and that Duke Energy is authorized to connect electric service. Receipt of this Release and Authorization is a condition precedent to Duke Energy delivering service at this location and the indemnification provided for this certification is specially bargained for between the parties.

Authorized by: _____ Print Name: _____

Title: _____ Phone No. _____

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

SELF INSPECTING AGENCY RELEASE FORM
Orlando Utilities Commission

In order to expedite the connection of electric service and ensure the electrical integrity of a "self-inspected" locations, we ask that the following information be completed and submitted to Orlando Utilities Commission Service Planning Department at www.serviceplanners@ouc.com.

Address: _____
_____

City: _____
County: _____

Self-Inspecting Agency: Central Florida Expressway Authority_____

Completion of this Release and Authorization certifies that the property listed above has been inspected and that it meets the requirements necessary to permit the electrical system to be attached to the electrical system of Orlando Utilities Commission and to receive electric energy service. By executing and forwarding this Release and Authorization the "self-inspecting" agency assumes any and all liability for the failure of the electrical system to be properly installed to receive electric energy and the "self-inspecting" agency hereby indemnifies and aggress to hold Orlando Utilities Commission harmless from any and all claims that arise as a result of the electric system and failure, including any failure of the circuit connecting this property to Orlando Utilities Commission existing electric system.

Completion of this Release and Authorization further certifies that the property to receive service qualifies for self-inspection and has been inspected to the satisfaction of the inspecting agency and that Orlando Utilities Commission is authorized to connect electric service. Receipt of this Release and Authorization is a condition precedent to Orlando Utilities Commission delivering service at this location and the indemnification provided for this certification is specially bargained for between the parties.

Authorized by: _____ Print Name: _____

Title: _____ Phone No. _____

Construction Project Administration Manual:

7.7.3 Piling, Girders, Sign Structures

DRILLED SHAFT LOG

Project Name _____ Shaft # _____

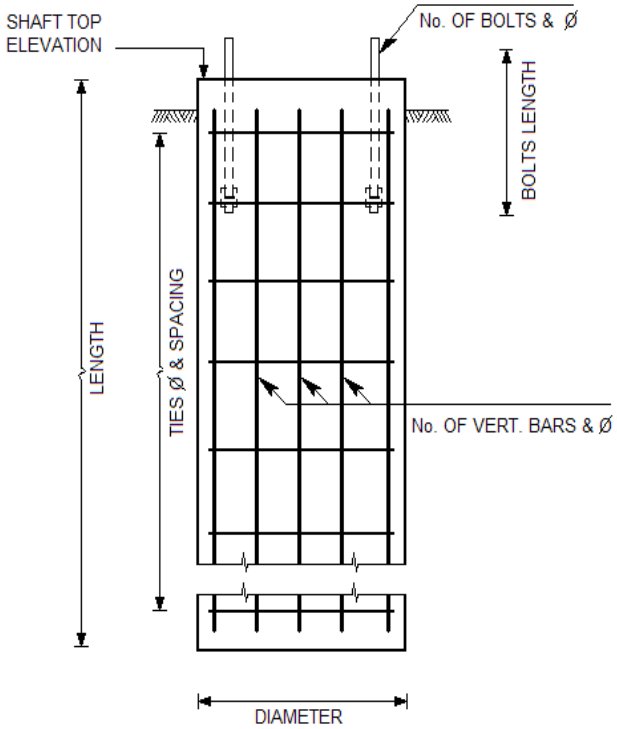
Project # _____

Contractor _____ Pay Item _____

Inspected By _____ Date _____

Approved By _____ Date _____

DRILLED SHAFT PLAN INFORMATION



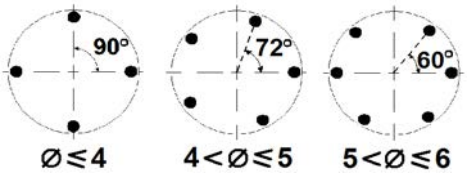
Station _____

Offset _____

Concrete Volume per Shaft Lineal Feet

Ø	Vol. (yd³/ft)	Ø	Vol. (yd³/ft)
3'	0.262	5.5'	0.880
3.5'	0.356	6'	1.047
4'	0.465	6.5'	1.229
4.5'	0.589	7'	1.425
5'	0.727	7.5'	1.636

Cross-Hole Sonic Logging (CSL) Tubes



Reference/Top of Casing Elev ft _____

Ground Elev ft _____

Plan Shaft Top Elev ft _____

Plan Length ft _____

Plan Diameter ft/in _____

REINFORCING STEEL

Number of Vertical Bars & Size _____

Size of Ties & Tie Spacing _____

ANCHOR BOLTS

Diameter & Number of Bolts _____

Length of Bolts _____

Bolt Circle Diameter _____

FIELD VERIFICATION

Field Verified Station _____

Field Verified Top Elev _____

Cage, Standoff, Bolts According to Plans *Yes or No*

# of CSL Tubes _____

Actual Auger Diameter _____ ft

Tremie Diameter & Length _____ ft

Casing to be Used *Permanent or Temporary*

Casing Internal Diameter _____ ft

Casing Length _____ ft

Top of Casing Elev _____ ft

Bottom of Casing Elev _____ ft

Casing Length Filled with Concrete _____ ft

DRILLED SHAFT LOG

Shaft No _____

DRILLED SHAFT EXCAVATION

Excavation Started _____ Excavation Finished _____

Depth (Layer) Top	Depth (Layer) Bottom	Soil Description	Depth (Layer) Top	Depth (Layer) Bottom	Soil Description

DRILLED SHAFT CLEAN OUT & DRILLING MUD TEST

Shaft: *Wet or Dry* **Drilling Mud Type:** *Mineral or Polymer or N/A If Dry*

Inspection: *Visual Sounding*

Clean Out Method _____

Clean Out Started _____

Clean Out Finished _____

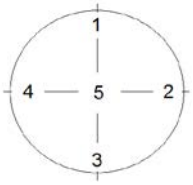
	Initial	Immediately Prior to Concrete, per 10' Sections
Density pcf		
Viscosity s		
pH		
Sand Content %		

DRILLED SHAFT BOTTOM CHECK & BUILT THEORETICAL CONCRETE VOLUME

Inspection: *Visual or Sounding*

Time Started _____

Time Finished _____



1 _____ ft 4. _____ ft

2. _____ ft 5. _____ ft

3. _____ ft _____ Average Depth

Actual Shaft Average Length _____ ft

Required Concrete Volume _____ yd³

Cased Length _____ ft

Uncased Length _____ ft

Actual Shaft Bottom/Tip _____ Elev

Cased Volume _____ yd³

Uncased Volume _____ yd³

CONCRETE PLACEMENT

Truck No.	Concrete Volume **(A)**	Concrete Waste **(B)**	Start Time	Finish Time	Tremie Depth	Depth to Concrete	Volumetric Section Check: Section Length Sounding (Previous - Actual) **(C)**	Volumetric Section Check: Req. Concrete Volume **(C) * (yd³/lf) (D)**	Volumetric Section Check: Actual Vol. **(A) - (B)** ≥ Req. Vol. **(D)**
1									
2									
3									
4									
5									
6									
Total									

Total Volume Placed (A) - (B) = _____ yd³

Concrete Ratio (Actual/Theoretical) = _____ %

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Rev. 02/2015

DRILLED SHAFT LOG

DRILLED SHAFT CONCRETE VOLUMES

Shaft No. _____

CONCRETING CURVE

Depth (ft)

Concrete Volume Placed (cv)

Volume Delivered	VD_____	cy
Volume in Lines	VL_____	cy
Waste	VW_____	cy
Volume Placed		
VD-VL-VW=	VP_____	cy
Theoretical Vol.	VT_____	cy
Overpour(VP-VT)	OP_____	cy

Plastic Property Acceptance Testing

QC Results			*VT Results if Testing is Required*		
Slump	_____	in	Slump	_____	in
Air Content	_____	%	Air Content	_____	%
Temperature	_____	°F	Temperature	_____	°F
W/C Ratio	_____	%	W/C Ratio	_____	%

Concrete Mix Design # _____ Slump Loss _____ hrs

Remarks:

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Pile Driving Log

Page _____ of _____

DATE: _____

PROJECT #:	BRIDGE #:	BENT/PIER #:	PILE #:

PILE TYPE:	PILE SIZE:	PILE LENGTH:
HAMMER TYPE:	ENERGY/BLOW:	OPERATING RATE:

DRIVING CRITERIA:

PILE CUSHION THICKNESS AND MATERIAL:

MIN TIP ELEV:	CUTOFF ELEV:	GROUND ELEV:
REF ELEV:	TIP ELEV:	HEAD ELEV:

WEATHER AND TEMP: _____ **START TIME:** _____ **STOP TIME:** _____

FEET	BLOWS	STROKE HEIGHT	FUEL SETTING	REMARKS/NOTES

PILE INFORMATION	
MANUFACTURED BY: _____	INSPECTOR NAME: _____
DATE CAST: _____	
MFR'S PILE NO: _____	
PILE HEAD CHAMPER: _____	
PILE TIP CHAMPER: _____	INSPECTOR SIGNATURE: _____

REVEIWED BY _____

SIGNATURE: _____ **DATE:** _____

REV 03/2016

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Page ______ of ________

Pile Driving Log

Date ______________

PROJECT #: ______________	BRIDGE #: ______________	BENT/PIER #: ______________	PILE #: ________

FEET	BLOWS	STROKE HEIGHT	FUEL SETTING	REMARKS/NOTES

Inspector Name: ______________________ Signature ______________________

REV 03/2016

Pay Quantity Summary

PAGE ____ OF ____

	No	Length	Pay Length	Remarks
Authorized Length				
Actual Length				
Set Check				
Redrive				
Splice				
Authorized Splice Length				
Driving Splice				
Build Up				
Preformed Pile Hole				
PDA				
		Total		Date & Paid By.

REMARKS/NOTES:

GENERAL NOTES

PROJECT #: _____ BRIDGE #: _____

BENT/PIER #: _____ PILE #: _____

FIELD SURVEY INFORMATION

LOCATION	B/S	HI	F/S	ELEVATION	REMARKS

Construction Project Administration Manual:

7.7.4 Earthwork

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

LIMEROCK COREOUT SHEET

CONTRACT NO. _____ **PAY ITEM No.** _____

CONTRACTOR _____ **PLAN THICKNESS (")** _____

LOT NO.	LOT LIMITS (STA TO STA)	STA	Core Thick(Inch)	Compute Thickness	Compute Yes/No	Comments
	TO					
	TO					
	TO					
	TO					
	TO					
	TO					
	TO					
	TO					
	TO					
	TO					
	TO					
	TO					
	TO					
	TO					
	TO					
	TO					

NUMBER OF CORES **PERCENT PAY**
COMP. AVERAGE THICK **PAY QUANTITY (SY)**
CAL.THICKNESS AT 105% **ADJUSTED QUANTITY (SY)**

REV 04/2015

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Stablized Subgrade Depth Checks

CONTRACT NO. _____ **CONTRACTOR** _____

PAY ITEM NO. _____ **PLAN THICKNESS (")** _____

LOT NO.	LOT LIMITS (STA TO STA)	QC		VT		WITHIN SPECS.		COMMENTS
		STA	DEPTH	STA	DEPTH	QC	VT	
	TO							
	TO							
	TO							
	TO							
	TO							
	TO							
	TO							
	TO							
	TO							
	TO							
	TO							
	TO							
	TO							
	TO							
	TO							
	TO							

REV 04/2015

Construction Project Administration Manual:

7.7.5 Concrete

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Bridge Straightedge Test Report

Date: _____ Page _____ of _____

Project No: _____ State Road: _____ Bridge No: _____

Type of Bridge: £ Short (≤ 300') £ Long (> 300') Type of Straightedge: £ 10' Straightedge £ Profilograph

Contractor: _____ CEI: _____ Inspector: _____

LANES	WIDTH	STATION TO STATION	DEFICIENCIES OR SURFACE PROBLEM(S)	STATION	CORRECTED (Y/N)

REMARKS:

Contractor's Representative Name: _____ Inspector Signature: _____

Contractor's Representative Signature: _____

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

CONTROL OF CONCRETE

PROJECT NO. _____ LINE ITEM NO. _____

MATERIAL NO. _____ SAMPLE NO. _____ DATE SAMPLED _____

STATION FROM _____ STATION TO _____ SAMPLE FROM _____

TESTED BY CODE ____ PASSED _____ FAILED _____ REPORT DATE _____

RDWAY SIDE ____ OFFSET DISTANCE ____ OFFSET DIRECTION ____ MAINLINE ____

REFERENCE LINE _____ PLANT NO. _____

CUBIC YARDS PLACED _____ INTENDED USE _____

DISTRICT _____ COUNTY _____ SECTION _____ CONTRACT _____ ROAD NO. _____

PRODUCER _____

SUBMITTED BY _____ ADDRESS _____

AMBIENT TEMPERATURE: _____ AM _____ •F NOON _____ •F _____ PM _____ •F

TIME PLACING STARTED _____ TIME PLACING ENDED _____ TYPE OF CURE _____

SOURCE OF MATERIALS: C.A. _____ F.A. _____ CEMENT _____ TYPE _____

FLY ASH _____ DESIGN MIX NO. _____

PLACING METHOD: _____

PLACEMENT RECORD

LOAD NO.								
DEL. TICKET NO.								
CUBIC YARDS								
AIR ADMIX., OZ.								
RETARDANT, OZ.								
FLYASH., LBS.								
CEMENT., LBS.								
C.A., LBS. / % MOISTURE								
F.A., LBS. / % MOISTURE								
BATCH WATER, LBS. / GALS.								
ADDED WATER, LBS. / GALS.								
TOTAL WT., LBS.								
% AIR								
SLUMP, IN.								
CONCRETE TEMPERATURE, •F								
W/C RATIO								

REMARKS:

TESTER: _____ ENGINEER: _____

DISTRIBUTION: _____ RESIDENT ENGINEER _____ DISTRICT MATERIAL ENGINEER

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

CONTROL OF CONCRETE

PROJECT NO. _____ LINE ITEM NO. _____

MATERIAL NO. _____ SAMPLE NO. _____ DATE SAMPLED _____

STATION FROM _____ STATION TO _____ SAMPLE FROM _____

TESTED BY CODE ____ PASSED _____ FAILED _____ REPORT DATE _____

RDWAY SIDE ____ OFFSET DISTANCE ____ OFFSET DIRECTION ____ MAINLINE ____

REFERENCE LINE _____ PLANT NO. _____

CUBIC METERS PLACED _____ INTENDED USE _____

DISTRICT _____ COUNTY _____ SECTION _____ CONTRACT _____ ROAD NO. _____

PRODUCER _____

SUBMITTED BY _____ ADDRESS _____

AMBIENT TEMPERATURE: _____ AM _____ •C NOON _____ •C _____ PM _____ •C

TIME PLACING STARTED _____ TIME PLACING ENDED _____ TYPE OF CURE _____

SOURCE OF MATERIALS: C.A. _____ F.A. _____ CEMENT _____ TYPE _____

FLY ASH _____ DESIGN MIX NO. _____

PLACING METHOD: _____

PLACEMENT RECORD

LOAD NO.								
DEL. TICKET NO.								
CUBIC METERS								
AIR ADMIX. (ml)								
RETARDANT (ml)								
FLYASH. (kg)								
CEMENT (kg)								
C.A. (kg) / % MOISTURE								
F.A. (kg) / % MOISTURE								
BATCH WATER (kg) / (L)								
ADDED WATER (kg) / (L)								
TOTAL WT. (kg)								
% AIR								
SLUMP (mm)								
CONCRETE TEMPERATURE, •C								
W/C RATIO								

REMARKS:

TESTER: _____ ENGINEER: _____

DISTRIBUTION: _____ RESIDENT ENGINEER _____ DISTRICT MATERIAL ENGINEER

RECYCLED PAPER

STRUCTURAL CONCRETE VERIFICATION CONTROL

Mix Design	Class	PSI	Air		Slump		WC	# LOTS
								0

Today is: 6/8/2016

LOT	DATE	LOCATION	PAY ITEM	CY	TOTAL	SAMPLE ID	LOAD	QC					VT					# of Days Over Due	28 th DAY TEST	28 DAY BREAK					
								AIR %	SLUMP in	TEMP	W/C	P/F	AIR %	SLUMP in	TEMP	W/C	P/F			QC	P/F	VT	P/F	QC & VT within 750 psi	RES. Y/N

WATER/CEMENT RATIO

	CONC.TICKET INFORMATION		WATER LBS
Load Size (CY)			
Cement (lbs)			
Fly Ash (lbs)			
Coarse Aggregate / % Moisture			0.00
Fine Aggregate / % Moisture			0.00
Batch Water (Gal)			0.00
Water Added at Job (Gal)			0.00

Cement+Fly Ash (lbs)	0.00
Total Water (lbs)	0.00

Total Weight., (lbs)	**0.00**
Water to Cement Ratio	**0.00**

Construction Project Administration Manual:

7.7.6 Asphalt

"Value Added Asphalt Pavement"
Warranty Package Submittal

Project Number

Project Location

Contract Number

Contractor/Contact Info:

CEI/Contact Info:

Responsible Party/Contact Info:

Final Acceptance Date:

Warranty End Date:

First Warranty Inspection (Typically Two Years from FA Date)

Findings from the First Warranty Inspection (CFX Use)

Final Warranty Inspection and Acceptance Date

TABLE of CONTENTS

Preconstruction Meeting Minutes

Pre-Paving Minutes

Project Warranty Specifications 338 Year

Applicable DDMs related to or impacting Asphalt | Not Applicable

All Applicable Asphalt Lot CPF's

Final Straightedge Reports

Copy of Completed Laser Profiler

Summary Report by SPE/PA of Known Pavement Concerns
(Include any changes from plans and/or typical sections)

Responsible Party Form

Plan Key Sheet (indicating Specification and Design Standards Year)

Typical Sections

CFX Asphalt Warranty Tracking Spreadsheet (CMC)

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Contractor's Certification of Bituminous and Polymer Material

Certification No.

Project No.:

Project Name:

Contractor:

Period Represented by Certification

From (Mo/Day/Yr) To (Mo/Day/Yr)

Unmodified Binders

Base Index Month: Current Index Month:

Base Price Index: Current Price Index: Index Difference: 0.0000

		Tonnage	%Binder*	Gallons	Monthly Payment
Pay Item Number					
Pay Item Number					
Pay Item Number					
Pay Item Number					
Pay Item Number					
Pay Item Number					
Pay Item Number					

Gallons of Unmodifed Binder Used In Mix: * 0.00

Total Monthly Amount(for information only) **$0.00**

Modified Binders

Base Index Month: Current Index Month:

Base Price Index: Current Price Index: Index Difference 0.0000

		Tonnage	%Binder*	Gallons	Monthly Payment
Pay Item Number					
Pay Item Number					
Pay Item Number					
Pay Item Number					
Pay Item Number					
Pay Item Number					
Pay Item Number					

Total Gallons of Modified Binder Used In Mix: * 0.00

Total Monthly Amount(for information only) **$0.00**

Total Amount(for information only) **$0.00**

I certify that, based on my personal knowledge and well-founded belief following my own reasonable investigation, the tons and gallons represented by this Certification are true and correct.

Contractor's Authorized Agent (Name)

(Company)

(Signature)

Date

* Calculations based on the CFX's Contract Specifications

Rev'd 01/2016

Printed on 4/21/2016 11:52 AM

Asphalt Roadway - Verification Report

Page No. of

CFX Project No: Material No.: Type of Mix: Mix Design No.:

Intended use: Plant No.: Lot No.: Intended Lot Size:

Verification of Spread Rate / Verification Results Y/N

Date	Sublot	Lane / Lift # of #	Station To Station		Loads	Linear Ft	Width	SY / SM	Tons	Spread	
			+	+							
			+	+							
			+	+							
			+	+							
			+	+							
			+	+							
			+	+							
			+	+							
			+	+							
			+	+							
			+	+							
			+	+							

Verification of Tack
Record Of Bituminous Materials

FDOT Specifications				
Date				
Sublot				
Pay Item No.				
Asphalt Mixture Type				
Underlying Pavement Surface				
Target Tack Rate	Input FDOT Spec Year	Input FDOT Spec Year	Input FDOT Spec Year	Input FDOT Spec Year
Grade of Asphalt				
FDOT Calibration Tank No.				
Beginning IN				
Gallons				
Ending IN				
Gallons				
Time of Day after Unloading	AM PM	AM PM	AM PM	AM PM
Temperature F				
Net Hot Gallons				
Correction Factor				
Gallons @ 60F				
SY Covered				
Spread Rate Gal/SY				
Verification Results				

Target Spread Rate

Verification of Established Temp.

Verification Results Y/N

Date	Sub.	Load No.	Temp.	

Remarks include Total Tons per Day, Waste per Day, any issues, weather)

Qualified Technician ID# (TIN)

Central Florida Expressway Authority(CFX)

Asphalt Roadway - Verification Report

Page No. 1 of _____

CFX Project No: 2 | Material No.: 3 | Type of Mix: 4 | Mix Design No.: 5

Intended use: 6 | Plant No.: 7 | Lot No.: 8 | Intended Lot Size: 9

Verification of Spread Rate — **Verification Results Y/N 20**

Date	Sublot	Lane / Lift # of #	Station To Station		Loads	Linear Ft.	Width	SY / SM	Tons	Spread	
10	11	12	13		14	15	16	17	18	19	

Record of Bituminous Materials Verification

Date	10								
Sublot	11								
Pay Item No.	21								
Asphalt Mixture Type	22								
Underlying Pavement Surface	23								
Target Tack Rate	24								
Grade of Asphalt	25								
FDOT Calibration Tank No.	26								
Beginning Inch / MM	27								
Gallons / Liters	28								
Ending Inch / MM	28								
Gallons / Liters	30								
Time of Day after Unloading	31 AM PM	AM PM	AM PM	AM PM					
Temperature °C / °F	32								
Net (HOT) Gallons / Liters	33								
Correction Factor	34								
Gallons / Liters @ 60°F / 15°C	35								
SY / SM Covered	36								
Spread Rate Gal/SY L/SM	37								
Verification Results	20								

Verification of Established Temperature 38

Verification Results Y/N

Date	Sub.	Load No.	Temp.	
10	11	39	40	20

41
Qualified Technician ID# (TIN)

Remarks
42

INSTRUCTIONS FOR COMPLETION OF THE ASPHALT ROADWAY VERIFICATION REPORT

Erasures are not allowed. Mistakes shall have a single line through the original data with the correct entry written close to it . All corrections shall be initialed and dated. Use updated forms when they become available.

HEADER INFORMATION SECTION

1 **Page Number** (s) - Indicate the page number of this report.

2 **CFX Project No.** - Enter the CFX Project No. on which the sampled mix was placed.

3 **Material No.** - A four-character code obtained from the JOB GUIDE SCHEDULE that identifies each material / test.

4 **Type of Mix** - Indicate Asphalt mix type, e.g., FC-6, SP-12.5, B-12.5.

5 **Mix Design No.** - Example: SP 97-0008, SP 02-1750A.

6 **Intended use** - Indicate if mix is for Base, Structure, Friction Course etc,.

7 **Plant No.** - Enter the Plant No. from which the mix is being produced.

8 **Lot #** - Enter the Lot represented by this report.

9 **Intended Lot Size** - Enter the intended lot size (2000 or 4000).

VERIFICATION OF SPREAD RATE

10 **Date** - Enter date of Verification.

11 **Sublot #** - Enter the Sublot of Verification.

12 **Lane / Lift # of #** - The lane where the mix (milling) was placed. Right or left should be determined by standing on the centerline of the median, facing the direction of increasing stations, and number the lanes L1, L2, L3, etc, or R1, R2, R3 etc. This indicates that lane L1 is the first lane to the left of the centerline. Center lanes should be identified with the letter C. Shoulders can be identified IL (inside left), OL (outside left), IR (inside right) and OR (outside right). RTL (right turn lane), LTL (left turn lane). Record the lift # of # here. ("L1 / 1 of 2" would indicate Lane 1 lift 1 of 2)

13 **Station to Station** - The beginning and ending stations of the reports construction. With multiple lanes being placed, this may vary and more than one line may be used.

14 **Loads** - The load number(s) from the delivery tickets of the mix placed in this area.

15 **Linear Feet** - The number of linear feet being verified.

16 **Lane Width** - The width of the lane being placed, in feet. If the width is not constant enter an average width.

17 **SY** - The number of square yards in the area being verified. Record to the hundredth.

18 **Tons** - The number of tons in the area being verified. Record to nearest hundredth

19 **Spread** - The average spread of the area being verified must be calculated by using an average of 5 truckloads of mix. Record to the tenth, average spread for mix being placed and check with the contractor's QC results. Units: lb/yd2.

20 **Verification Results** - If measurement "Meets" tolerance, record "Y" for "Yes". If measurement is outside allowable tolerance record "N" for "No". See specification 330 and 300.

RECORD OF BITUMINOUS MATERIALS BOX

21 **Pay Item No.** - Record the pay item number for this shot of liquid asphalt.

22 **Asphalt Mixture Type** - Select from drop down menu the Asphalt Mixture Type (See Table 300-1)

23 **Underlying Pavement Surface** - Select from drop down menu the type of Underlying Pavement Surface (See Table 300-1)

24 **Target Tack Rate** - Determines the Target Tack Rate based on FDOT Specification Year, Asphalt Mixture Type and Underlying Pavement Surface.

25 **Grade of Asphalt** - Type liquid being used (i.e., RS, AEP, AC, etc.)

26 **FDOT Calibration Tank Number** - Obtain from approved F.D.O.T calibration chart / obtain from frame or tank of distributer.

27 **Beginning Measurement** - Distributor tank Measurement to the nearest 1/16 inch or nearest millimeter at beginning of production or every time tank is refilled.

28 **Gallons** - Record the amount of liquid in the tank at the beginning of production by using the certified calibration chart

29 **End Measurement** - Distributor tank measurement at end of production to the nearest 1/16 inch or nearest millimeter.

30 **Gallons** - Record the amount of liquid in the tank at the end of production by using the certified calibration chart.

31 **Time of Day After Unloading** - Record the time when ending readings were taken. Circle AM or PM.

32 **Temperature** - Record the temperature of the liquid asphalt in the distributor.

33 **NET Hot Gallons** - Record the measured amount of liquid asphalt used. Net Hot Gallons equals Item 25 minus Item 27.

34 **Correction Factor** - Obtain this from the appropriate chart for this liquid asphalt. (See Construction Training Qualification Program (C.T.Q.P.) Asphalt Paving Level 2 manual).

35 **Gallons @ 60° F** - Calculate and record, Item 30 x Item 31. Record the hundredth.

36 **SY Covered** - Compute and enter the area covered by the liquid asphalt.

37 **Spread Rate** - Item 32 / Item 33.

TEMPERATURES

38 **Established** - Mix temperature established on the approved Mix Design.

39 **Load No** - Record Load No. from which the temperature is taken according to procedures set forth in CPAM section 11.3

40 **Temperature** - Record temperature from various trucks throughtout the LOT according to procedures set forth in CPAM section 5.10 and Section 11.3.

41 **Qualified Technician ID#** - Record the Qualified Asphalt Roadway Inspector TIN (First nine characters of Florida ID# / Drivers License Number).

42 **Remarks** - Examples of remarks - "Time Began", "Time Completed", "Any deficiencies being found during verification operation", "Contractor's corrective action". (Note time and causes of interruptions),

More specific descriptions of where the material was placed can also be shown here - Example: L2 126 + 43 to 128 + 57, R4 1288 + 32 to 1333 + 00, C 132 + 25 to 139 + 45, etc.

NOTE: It is very important to have good communication between the Asphalt Plant Inspector and the Asphalt Road Inspector. Reports should be delivered to the verification technician at the plant no later than one day after completion of the Lot.

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Friction Course Straightedge Deduction

PROJECT #: _____ **PAY ITEM #:** _____ **PRIME CONTRACTOR:** _____

Deficiency Number	Inspector	Straightedge Date	Deficiency	Station to Station	Lane	Lane Width	Original Spreadrate	Tons Deducted
							Total To Date	

_____ _____

CEI Project Administrator **Date**

_____ _____ _____ _____

CFX CMC Manager **Date** **Prime Contractor** **Date**

Construction Project Administration Manual:

7.8 Pay Estimates

CENTRAL FLORIDA EXPRESSWAY AUTHORITY (CFX)

CERTIFICATION DISBURSEMENT OF PREVIOUS PERIODIC PAYMENT TO SUBCONTRACTORS

(As required by SS 348.754(2)(h) & 337.11(11), Florida Statutes)

CONTRACT DESCRIPTION _____

_____

_____

_____

DATE _____

CONTRACT NO. _____

TO RELEASE MONTHLY PAYMENT FOR _____
(Invoice No.)

_____, prime contractor
for the above referenced contract, hereby certifies that all subcontractors, except for those noted below, having interest in this contract have received their pro rata share of all previous periodic payments made to date by the Central Florida Expressway Authority ("CFX") for all work, materials and equipment furnished under the contract. The term "subcontractor", as used herein, shall also include persons or firms furnishing materials or equipment incorporated into the work or stockpiled in the vicinity of the project for which partial payment has been made by CFX and work done under equipment-rental agreements.

EXCEPTION:
The following subcontractors have not been paid and a copy of the notification sent to each, explaining the good cause why payment has not been made, is attached to this form:

Subcontractor Name	Subcontractor Name
Street Address	Street Address
City, State, Zip	City, State, Zip

State of Florida

County of _____

Sworn to and subscribed before me this _____ day of

_____ , _____, by _____
(Print name of person signing Certification)

_____
Notary Public

_____
Commission Expires

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

A false statement or omission made in connection with this certification is sufficient cause for suspension, revocation, or denial of qualification to bid, and a determination of nonresponsibility,and may subject the person and/or entity making the false statement to any and all civil and criminal penalties available pursuant to applicable Federal and State Law.

_____
Prime Contractor

_____
By

_____
Title

Instructions:

1. To avoid delay in payment, certification must be submitted with the applicable monthly invoice.
2. A separate certification is required for each contract.
3. List the subcontractors which have not been paid the proportionate share of payments received by the contractor and the date listed as exception.
4. To be signed by officer or director of the company with the authority to bind the Contract and notarize.
5. Any subcontractor invoice which is in dispute and remains unpaid must be noted by an attached letter providing details.

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Certification of Subcontract Amount to DBE-M/WBE Contractor

Contract No.	Subcontractor's Name
Project No.	Date of Subcontract
Prime Contractor	Address
On Original Utilization Summary* Yes _____ No _____	Phone No.
*(If NO a current M/WBE Certification must be attached and M/WBE Utilization Summary must be revised and submitted for approval)	Name of Certifiying Agency

We the undersigned, hereby certify that we have executed a contract with the referenced Subcontractor to perform the services described below. We understand that a copy of the contract must be submitted if requested by the CFX.

The referenced agreement is between _____ (prime contractor) and _____ (subcontractor) for the contract amount stated below.

Type of Work	Subcontract Amount
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
	$ -
Total	$ -

_____	_____
Name of Prime Contractor	**Name of Subcontractor**
Print _____	Print _____
Sign _____	Sign _____
Title _____	Title _____
Sworn and subscribed before me this	Sworn and subscribed before me this
_____ day of _____, 20 _____	_____ day of _____, 20 _____
_____	_____
Notary Public - State of Florida	Notary Public - State of Florida
_____	_____
Commission Expires	Commission Expires

A copy of this certification must accompany each copy of the Request for Authorization to Sublet Work.

REV 08/2015

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

CONSTRUCTION COMPLIANCE WITH SPECIFICATIONS AND PLANS

PROJECT NUMBERS(s): _____ DATE: _____

_____ CONTRACT NO.: _____

_____

Monthly: ☐

Final: ☐

_____ , Prime Contractor for the above referenced contract, hereby verifies based on personal knowledge or reasonable investigation and good faith belief, all Quality Control functions and Quality Control sampling and test results are in substantial compliance with the pertinent specification requirements and the approved Quality Plan for this project. This represents work done between:

_____ through _____

Exceptions to these requirements are listed below:

1.) Item No.: _____

Exception:

_____

_____

_____

_____

2.) Item No.: _____

Exception:

_____

_____

_____

_____

3.) Item No.: _____

Exception:

_____

_____

_____

_____

4.) Item No.: _____

Exception:

_____

_____

_____

_____

5.) Item No.: _____

Exception:

_____

_____

_____

_____

6.) Item No.: _____

Exception:

_____

_____

_____

_____

A false statement or omission made in connection with this certification is sufficient cause for suspension, revocation or denial of qualification to bid and a determination of non-responsibility and may subject the person and/or entity making the false statement to any and all civil and criminal penalties available pursuant to applicable Federal and State Law.

State of Florida

County of _____

Sworn to and subscribed before me this _____ day

of _____ , _____ , by _____

(Print name of person signing Certification)

_____

Notary Public

_____

Commission Expires

Personally Known _____ or Produced Identification _____

Type of Identification Produced _____

_____

Quality Control Manager

_____

By

_____

Company

State of Florida

County of _____

Sworn to and subscribed before me this _____ day

of _____ , _____ , by _____

(Print name of person signing Certification)

_____

Notary Public

_____

Commission Expires

Personally Known _____ or Produced Identification _____

Type of Identification Produced _____

_____

Contractor

_____

By

_____

Title

Instruction Page

Project Number(s): List all project numbers on the contract.

Date: Show the date the certification is completed.

Contract No.: Show the contract number the certification represents.

Monthly/Final: Indicate which type of estimate this certification represents, monthly or final.

Prime Contractor: In this field, show the Prime Contractor's full company name.

Date Began: Show the beginning the certification represents. For a monthly or progress estimate, show the beginning date the estimate corresponds to. For a final certification, show the date the contract work began.

Date Ended: Show the ending dates the estimate corresponds to. For a final certification, show the final acceptance date.

Item No.: Show the pay item number the exception is associated with.

Exceptions: For the monthly certification, list the following:

1. QC samples that did not compare with VT samples and had VT results upheld by RT samples.
2. Any samples that had Engineering Analysis Report or Delineation Test(s) performed.
3. Any failed QC samples.
4. Any QC samples that were performed by unqualified technicians or laboratories.
5. Any materials placed without an approved QC Plan or when the QC Plan is suspended.
6. Any materials provided from an unapproved producer or supplier.
7. Results of any failing Chloride content limits as defined in Specification 346-4.2.

The following **would not be listed as an exception** on the subject form:

1. QC samples that have been tested but not verified.
2. QC samples that have been tested and had verification test results that did not compare.

For the final certification, all exceptions to Quality Control sampling and testing must be shown on the certification.

Notary Information: The Notary Public completes this section. This certification must be notarized.

Quality Control Manager: Signature of the Quality Control Manager signing the certification.
By: Type or print the name represented by the signature in “Quality Control Manager:" section.
Company: Type or print the name of the Company the Quality Control Manager is employed by.

Contractor: To be signed by an officer or director of the Contractor with an authority to bind the contractor.
By: Type or print the name represented by the signature in the “Contractor” section.
Title: Type or print the title of the person signing the certification.

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

PAY ESTIMATE SUMMARY

Project Name:

CONTRACTOR PAY ESTIMATE NO. : _____ Today: _____

Start of Pay Period: _____ End of Pay Period: _____

Contract No: _____

Project No: _____

Contractor: _____

Contract Start Date: _____

Contract Completion Date: _____

Current Contract Time in Calendar Days: _____

Contract Time Elapsed to Date: _____

Contract Time % Elapsed: #DIV/0!

Contract Percent Earned: #DIV/0!

CFX Acct No. [ ]

Retainage: No

	To-Date Last Pay Period	Difference Accrued This Period	To-Date This Pay Period
CONTRACT			
Original	$0.00	$0.00	$0.00
Approved Changes	$0.00	$0.00	$0.00
TOTAL CONTRACT AMOUNT	$0.00	$0.00	$0.00
EARNINGS			
Standard Work	$0.00	$0.00	$0.00
Fed. Non-Reimburseable Amount	$0.00	$0.00	$0.00
Fed. Reimburseable Amount	$0.00	$0.00	$0.00
Approved S.A. Work	$0.00	$0.00	$0.00
Fed. Non-Reimburseable Amount	$0.00	$0.00	$0.00
Fed. Reimburseable Amount	$0.00	$0.00	$0.00
Stockpiled Materials	$0.00	$0.00	$0.00
ODMP Stockpiled Materials	$0.00	$0.00	$0.00
Extra Work	$0.00	$0.00	$0.00
TOTAL EARNINGS	$0.00	$0.00	$0.00
ADJUSTMENTS			
Fuel Adjustments	$0.00	$0.00	$0.00
Direct Purchase Materials	$0.00	$0.00	$0.00
Direct Purchase Materials Taxes	$0.00	$0.00	$0.00
Liquidated Damages	$0.00	$0.00	$0.00
Retainage	$0.00	$0.00	$0.00
Fuel Adjustments	$0.00	$0.00	$0.00
Bituminous/Polymer Adjustments	$0.00	$0.00	$0.00
Adjustments - (approved by CFX)	$0.00	$0.00	$0.00
TOTAL ADJUSTMENTS	$0.00	$0.00	$0.00
ADJUSTED GROSS EARNINGS	$0.00	$0.00	$0.00
PREVIOUS PAYMENTS			$0.00
NET PAYMENT RECOMMENDED			$0.00

I certify that this account is correct and just and the progress of work specified herein has been completed within the dates shown above.

CEI, SPE _____ Date: _____

Pay Estimate is recommended for payment:

CFX, Resident Engineer: _____ Date: _____

Don Budnovich, P.E.

Pay Estimate is approved for payment:

CFX, Director of Construction: _____ Date: _____

Ben V. Dreiling, P.E.

Prior to printing please ~

1 remove under (bottom) lines in Contract Information Section (after completing contract information)
2 Insert CFX Acct No if provided (set of 2 numbers to be placed on 2 lines)
3 Remove the CFX, Resident Engineer if project is managed by CFX - Direction of Construction

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

PAY ESTIMATE SUMMARY

Project Name:

CONTRACTOR PAY ESTIMATE NO. : _____ Today: _____

Start of Pay Period: _____ End of Pay Period: _____

Contract No: _____ CFX Acct No. [ ]

Project No: _____

Contractor: _____

Contract Start Date: _____

Contract Completion Date: _____

Current Contract Time in Calendar Days: _____

Contract Time Elapsed to Date: _____

Contract Time % Elapsed: #DIV/0!

Contract Percent Earned: #DIV/0! Retainage: No

	To-Date Last Pay Period	Difference Accrued This Period	To-Date This Pay Period
CONTRACT			
Original	$0.00	$0.00	$0.00
Approved Changes	$0.00	$0.00	$0.00
TOTAL CONTRACT AMOUNT	$0.00	$0.00	$0.00
EARNINGS			
Standard Work	$0.00	$0.00	$0.00
Approved S.A. Work	$0.00	$0.00	$0.00
Stockpiled Materials	$0.00	$0.00	$0.00
ODMP Stockpiled Materials	$0.00	$0.00	$0.00
Extra Work	$0.00	$0.00	$0.00
TOTAL EARNINGS	$0.00	$0.00	$0.00
ADJUSTMENTS			
Fuel Adjustments	$0.00	$0.00	$0.00
Direct Purchase Materials	$0.00	$0.00	$0.00
Direct Purchase Materials Taxes	$0.00	$0.00	$0.00
Liquidated Damages	$0.00	$0.00	$0.00
Retainage	$0.00	$0.00	$0.00
Fuel Adjustments	$0.00	$0.00	$0.00
Bituminous/Polymer Adjustments	$0.00	$0.00	$0.00
Adjustments - (approved by CFX)	$0.00	$0.00	$0.00
TOTAL ADJUSTMENTS	$0.00	$0.00	$0.00
ADJUSTED GROSS EARNINGS	$0.00	$0.00	$0.00
PREVIOUS PAYMENTS			$0.00
NET PAYMENT RECOMMENDED			$0.00

I certify that this account is correct and just and the progress of work specified herein has been completed within the dates shown above.

CEI, SPE _____ Date: _____

Pay Estimate is recommended for payment:

CFX, Resident Engineer: _____ Date: _____

Don Budnovich, P.E.

Pay Estimate is approved for payment:

CFX, Director of Construction: _____ Date: _____

Ben V. Dreiling, P.E.

Prior to printing please ~

1 remove under (bottom) lines in Contract Information Section (after completing contract information)

2 Insert CFX Acct No if provided (set of 2 numbers to be placed on 2 lines)

3 Remove the CFX, Resident Engineer if project is managed by CFX - Direction of Construction

CENTRAL FLORIDA EXPRESSWAY AUTHORITY(CFX)

DBE Payment Certification

This is to certify that _____

DBE Contractor

received monthly ◉ or final ◯ progress payment of _____

For DBE Suppliers *Only 60% of Progress Payment**

(if no payment is made, indicate "No Payment")

for labor and/or materials used on Project No. _____

Description of work performed: _____

_____

_____

Signed by official of Prime Contractor _____

Title _____

Sworn to and subscribed before me this _____ day of _____

_____

Notary Public

_____

Commission Expires

This form must be submitted by the Prime Contractor to the Resident Engineer by the 25th of each month after the DBE subcontractor starts work <u>whether payment is made or not</u>.

*Based on the approved M/WBE Utilization Form for Supplier

Project Number
Contractor
Payment Documentation Log

Project No.:
Description:
Contractor:
Completion Date:

Project Engineer:
Senior Project Engineer:
Estimate No.

	CFX	Total Contract
Bid Amount		$ -
Approved Changes - SA		$ -
Approved Changes - SA		$ -
Cumulative Amount by Owner	$ -	$ -

Estimate Date	Estimate Number	Estimate Earnings	Accumulative Gross Earnings	Direct Purchase Materials + Tax	Liquidated Damages	Retainage	Fuel Adjustments	Bituminous /Polymer Adjustments	Net Estimate Earnings
				CFX	CFX	CFX	CFX	CFX	
	1	$ -	$ -						$ -
	2		$ -						$ -
	3		$ -						$ -
	4		$ -						$ -
	5		$ -						$ -
	6		$ -						$ -
	7		$ -						$ -
	8		$ -						$ -
	9		$ -						$ -
	10		$ -						$ -
	11		$ -						$ -
	12		$ -						$ -
	13		$ -						$ -
	14		$ -						$ -
	15		$ -						$ -
	16		$ -						$ -
	17		$ -						$ -
	18		$ -						$ -
	19		$ -						$ -
	20		$ -						$ -
	21		$ -						$ -
	22		$ -						$ -
	23		$ -						$ -
	24		$ -						$ -
	25		$ -						$ -
Total invoiced to date		$ -		$ -	$ -	$ -	$ -	$ -	$ -
Total left on contract		$ -							

REV (04/2016)

Project Number
Contractor
Payment Documentation Log

Project No.:
Description:
Contractor:
Completion Date:

Project Engineer:
Senior Project Engineer:

Estimate No.

	CFX	JPA	Total Contract
Bid Amount			$ -
Approved Changes - SA			$ -
Approved Changes - SA			$ -
Cumulative Amount by Owner	$ -	$ -	$ -

					CFX	CFX	CFX	CFX	CFX		
		CFX	JPA								CFX Portion
Estimate Date	**Estimate Number**	**Estimate Earnings**	**Estimate Earnings**	**Accumulative Gross Earnings**	**Direct Purchase Materials + Tax**	**Liquidated Damages**	**Retainage**	**Fuel Adjustments**	**Bituminous /Polymer Adjustments**	**Net Estimate Earnings**	
	1	$ -	$ -	$ -						$ -	$ -
	2			$ -						$ -	$ -
	3			$ -						$ -	$ -
	4			$ -						$ -	$ -
	5			$ -						$ -	$ -
	6			$ -						$ -	$ -
	7			$ -						$ -	$ -
	8			$ -						$ -	$ -
	9			$ -						$ -	$ -
	10			$ -						$ -	$ -
	11			$ -						$ -	$ -
	12			$ -						$ -	$ -
	13			$ -						$ -	$ -
	14			$ -						$ -	$ -
	15			$ -						$ -	$ -
	16			$ -						$ -	$ -
	17			$ -						$ -	$ -
	18			$ -						$ -	$ -
	19			$ -						$ -	$ -
	20			$ -						$ -	$ -
	21			$ -						$ -	$ -
	22			$ -						$ -	$ -
	23			$ -						$ -	$ -
	24			$ -						$ -	$ -
	25			$ -						$ -	$ -
Total invoiced to date		$ -	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total left on contract		$ -									

CENTRAL FLORIDA EXPRESSWAY AUTHORITY (CFX)

CERTIFICATION AND REQUEST FOR PAYMENT FOR STOCKPILED MATERIALS

Project No.: _____ Date _____

Project Description: _____ Contract No.: _____

Prime Contractor: _____

STOCKPILED MATERIALS FOR WHICH PAYMENT IS REQUESTED**

PAY ITEM	MATERIAL DESCRIPTION	QUANTITY	U/M	COST*			LOCATION WHERE STORED
				MATERIAL	TRANSPORT	TOTAL	
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
							0
TOTALS					0	0	0

Verification (CEI Must complete and sign) ***FOR CFX USE ONLY***

Location: _____

Specification/Certification Requirement: _____

Date: _____ **Initials:** _____

*Invoices substantiating quantities and costs are attached hereto

**Request to be submitted at least 5 working days prior to cutoff

Payment is requested for materials we have purchased for future incorporation into the above referred project. In requesting this payment, we certify to the following:

1. The quantities of materials for which payment is requested have in fact been delivered to and are stored at the location(s) listed above
2. The amounts requested are the actual amounts expended for purchase and transportation of the materials
3. All material for which payment is requested meets the applicable specifications as set out in the contract
4. All material is stockpiled at the location listed above in a manner such that they are readily discernable as the materials for which payment is requested
5. The specific materials shown on the attached listing will be retained at the location designated for the exclusive use in construction of this project
6. The Project Engineer will be notified prior to beginning incorporation of any listed materials into the project

_____

Signature

_____

Title & Firm Name

REV: 01/2016

Construction Project Administration Manual:

7.9 Project Close Out

CENTRAL FLORIDA EXPRESSWAY AUTHORITY (CFX)

"Value Added Asphalt Pavement"
Warranty Package Submittal

Project Number

Project Location

Contract Number

Contractor/Contact Info:

CEI/Contact Info:

Responsible Party/Contact Info:

Final Acceptance Date:

Warranty End Date:

First Warranty Inspection (Typically Two Years from FA Date)

Findings from the First Warranty Inspection

Final Warranty Inspection and Acceptance Date

TABLE of CONTENTS

Preconstruction Meeting Minutes

Pre-Paving Minutes

Project Warranty Specifications 338 Year

Applicable DDM's related to or impacting Asphalt

All Applicable Asphalt Lot CPF's
(Include Plant Reports both VT and QC)

Final QC Report

Final Straightedge Reports

Completed Laser Profiler Report

Report Summary by SPE/PA of Known Pavement Concerns
(Include any changes from Plans and/or Typical Sections)

Responsible Party Form

Plan Key Sheet (indicating Specification and Design Standards Year)

CFX Asphalt Warranty Tracking Spreadsheet (CMC)

BOX INVENTORY FORM

BOX #	
BARCODE	

Project No. _____

CON #

BOX CONTENT-1 FOLDER NAME(S)	DESCRIPTION	PROJECT #	CONTRACTOR NAME	BOX SIZE	STATE SCHEDULE ITEM #	BEGINNING DATE	ENDING DATE	DESTRUCTION DATE

SPECIAL ARCHIVE INSTRUCTIONS

MUST BE COMPLETED	
Records Belong To:	
Department:	
Inventory Prepared By:	
Date Sent to Archive:	

REV 08/2015

Project Summary of Lessons Learned

CFX Project No.:
Start Date:
Completion Date:

Project Description/Limits:

---

1. Project Time Summary

- Original Contract Time:
- Present Contract Time
- Actual Days Used:
- Percent of Original Time:
- Days Added by SA:
- Days Added by Work Order:

2. Project Cost Summary

- Original Contract Amount:
- Final Contract Cost:
- Percent of Original Cost:
- Dollars added by Contingency Pay Item:
- Dollars added by Contingency SA:
- Dollars added by SA:
- Dollars added by pay item overrun:

3. CEI Costs

- Original Contract Cost:
- Final Contract Cost:
- Percent of Original Cost:
- Dollars added by SA:

4. Lessons Learned

Roadway
Areas for improvement
Issue No. 1 (Constructability):

EXAMPLE

Drainage
Areas for improvement
Issue No. 1 (Constructability):

TCP
Areas for improvement
Issue No. 1 (Constructability):

Areas that worked well
Issue No. 1 (Constructability):

Utilities

Areas that worked well
Issue No. 1 (Constructability):

Areas that worked well
Issue No. 1 (Constructability):

Pavement Design/Typical Section

Areas for improvement
Issue No. 1 (Constructability):

Earthwork
Issue No. 1 (Constructability):

Survey
Areas for improvement
Issue No. 1 (Constructability) Describe the issue.
Issue No. 2 (Identify as Biddability or Constructability) Describe the issue.

Signalization –
Areas that worked well
Issue No. 1 (Constructability):

Areas for improvement
Issue No. 1 (Constructability)

Lighting
Areas for improvement
Issue No. 1 (Constructability)

Signing/Pavement Markings

EXAMPLE

Issue No. 1 (Constructability)

Areas for improvement

<u>Landscaping/Irrigation</u>
Areas for improvement
Issue No. 1 (Constructability)

Areas that worked well
Issue No. 1 (Constructability):

<u>Structures</u>
Areas for improvement
Issue No. 1 (Constructability)

Areas that worked well
Issue No. 1 (Constructability):

<u>Right of Way</u>

Areas for improvement
Issue No. 1 (Constructability):

<u>Third Party</u>

a. Closing Permits
   -Permits that were closed out:

b. Maintaining Agencies

c. Maintenance Agreements

d. Local Requests

<u>Miscellaneous Issues</u>

Areas for improvement
Issue No. 1 (Identify as Bid ability or Constructability)

End of Lessons Learned

EXAMPLE

No.	Project No.	Contract No.	Contract Description	Bid Date	Contractor	Final Contract Amount									
						Original Bid ($)	SA ($)	Final Total ($)	$ Over /Under (%)	Engineers Estimate ($)	Orig. Cal. (Days)	SA +/- Days	Adjusted Contract Time	Construction Duration	% Over (Days)
CFX to Complete	253E-E1	688	SR408 Widening, Chickasaw to SR417 (Including Interchange)	07/12/10	The Lane Construction Group	69,188,098.95	3,394,904.82	72,583,003.77	4.91%	83,253,550.39	810	34	844	844	4.20%

Notice of Beginning & Completion of Construction																	
NTP Date	Actual Start Date	Contract Time Expiration	Final Pay Estimate	Final Acceptance	Liquidated Damages in # days	Owner Direct Purchase Materials (ODPM) ($)	ODMP % of Const. Cost	Tax Savings from ODPM ($)	Work Order Allowance ($)	Work Order Allowance Expended ($)	Fuel Adj. Cost ($)	Fuel Adj. Cost as % of Const. Cost	Bit. Adj. Cost (incl. CPF) ($)	Bit. Adj. Cost as % of Const. Cost	Limerock Adj. ($)	Total Owner Requested Changes ($)	% Owner Requested Changes
10/4/2010	10/4/2010	2/26/2013	9/25/2013	2/26/2013	0	11,813,480.12	16.28%	709,008.82	300,000.00	239,102.77	894,786.60	1.23%	273,814.60	0.38%	79,680.10	2,530,570.21	3.49%

Compensation Per Spec.			Owner Requested Alteration of Work Changes						Unforeseen Work				W/MBE						
1.1 Formula Based ($)	1.2** Field Measure/ Plan Qty. Adj. ($)	1.3 Invoice Based ($)	2.11 Unit Price, Field Change ($)	2.12 Unit Price, Plan Revision ($)	2.21 Negotiat'd Field Change ($)	2.22 Negotiat'd Plan Revision ($)	2.31 Force Account, Field Change ($)	2.32 Force Account, Plan Rev. ($)	3.1 Unit Price ($)	3.2 Negotiat'd ($)	3.3 Force Account ($)	Other ($)	W/MBE at Bid ($)	W/MBE % at Bid	W/MBE Final Amt. ($)	W/MBE Final % Amt.	% W/MBE Change From ODPM Change	W/MBE % Over/Under Bid %	FY Project Reported to FTC
1,298,763.33	-1,216,490.77	191,183.28	255,062.11	235,322.22	636,620.22	1,189,665.01	211,724.06	2,176.59	12,227.64	70,310.34	39,521.63	468,819.16	10,724,156.00	15.50%	12,613,124.42	17.38%	0.00%	12.13%	CFX to Complete

Directions and Explanation for Column Headings for

Construction Master Data Spread Sheet

- Each Spreadsheet column is to be filled in. (if zero dollars, 0.00 shall be entered)
- Completed Spreadsheet to be turned in with Final Estimate Project Summary binder.
- Column No. 1 is a numeric value assigned by the Authority.
- Columns 2-14 are self-explanatory.
- Column 15, *Construction Duration* is the actual number of days of construction for the project. It will usually match the Contract days or be less. Occasionally it will be more than the allowable contract days, for example during a period of LD's.
- Column 16 is the percentage of time that the final contract time increased or decreased from the original contract time.
- Columns 17, 18 and 19 are self-explanatory.
- Column 20, *Final Pay Estimate* is the date that it was prepared.
- Column 21 is self-explanatory.
- Column 22 is the number of days of Liquidated Damages, if any.
- Columns 23-32 are self-explanatory.
- Column 33, *Total Owner Requested Changes* is simply the total of columns 38-43 (SA/Work Order Codes 2.11 – 2.32).
- Column 34, *% Owner Requested Changes,* is the percentage of owner requested changes of final construction cost.
- Columns 35-47 are Supplemental Agreement and Work Order Costs per code. (columns 35-47 shall equal the total dollars of all Supplemental Agreements on the project) (the dollar value of all Work Orders shall be deducted from *1.2, Field Measure/Plan Quantity Adj.,* and spread throughout the codes that represent each individual work order)
- Columns 48-50 are for future use.
- Columns 51-54 are self-explanatory.
- Column 55, *% W/MBE Change From ODPM Change,* is simply the % change in the W/MBE percentage resulting from Owner Direct Purchase Materials changes (for example, the prime contractor was relying on the price of labor and material of Material X, for a large percentage of their W/MBE, then the Authority chooses to purchase Material X directly, the resultant % change to the contractors W/MBE is entered in this column)
- Column 56 is simply the % change in W/MBE from bid percentage to final percentage.
- Column 57 is to be completed by the Authority.

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

RECORD OF CONSTRUCTION MATERIALS AFFIDAVIT

I, _____ ,of _____ ,

hereby certify that as Prime Contractor, I have preserved in my files, for inspection by the Central Florida Expressway Authority, all invoices and records of materials, as required by GS-3.10 of the applicable specifications and that the information is true and correct. These records include all materials

used in the construction of Project Contract No. _____ , in Orange County,

Florida.

Company Name: _____

Signed: _____

By: _____

Title: _____

Date: _____

(Corporate Seal)

Sworn to and subscribed to before me this _____ day _____ ,20 _____ .

_____ **Notary Public, State of Florida, at Large.**

_____ **Notary Public, State of Florida, at Large.**

My commission expires: _____

(Seal)

(Note: Please use this format when preparing letter on your letterhead)

DATE

CENTRAL FLORIDA EXPRESSWAY AUTHORITY
4974 ORL Tower Road
Orlando, Florida 32807

PROJECT: Project Name
Project Number
Final Payment

ATTENTION: _____
Executive Director

Dear _____:

This will acknowledge our receipt of PAYMENT ESTIMATE NO. XX , FINAL. & RETAINAGE

We have examined this Estimate in detail and found it to be a correct statement of our account.

We hereby agree to accept payment of balance due in the amount of $000,000.00 (XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX) for full settlement of our account under this contract covering construction of the above project and all claims in connection therewith.

Sincerely,

Company Name:

_____

Signed: _____

By: _____

Title: _____

Date: _____

Example

Contractor's Final Release

Pursuant to the terms of the construction contract (the "Contract") between Central Florida Expressway Authority (CFX) and _____ (the "Contractor") for construction of (Describe Project) and in consideration of the sum of (Total Contract Value) $_____ and other good and valuable consideration, the sufficiency and receipt of which is hereby acknowledged as full and final payment under the Contract, the Contractor does hereby unconditionally and irrevocably forever release, remise, acquit, satisfy and discharge CFX, its predecessors, successors, assigns, directors, officers, agents, servants, employees, affiliates, partners, counsel, consultants, representatives, and any other persons or entities for whose actions CFX may be responsible, of and from any and all liabilities, obligations, claims, demands, actions, causes of action, suits, debts, costs, dues, sums of money, accounts, bonds, bills, contracts, damages, judgments, and expenses whatsoever which it ever had, now has, or hereinafter can, shall or may have under or arising from the Contract.

The Contractor acknowledges its obligation under the Contract, and further commits to maintain, for a period of (2) two years after the date of project acceptance, Products and Completed Operations Insurance through its General Liability coverage in the amounts and terms specified in Article 5.11 of the Contract. It is understood that these specified limits may be achieved through an expressed component the General Liability coverage alone or in combination with an Umbrella policy. Evidence of same, by copy of an insurance certificate, will be provided to CFX from the Contractor during this period. The Contractor acknowledges its obligation under the Contract to warranty the Work in accordance with the duration and terms of the contract beginning on the date of Project Acceptance.

Contractor Name

By:_____

Print Name: _____

Title: _____

Date of Project Final Acceptance:

_____

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____ by _____ of _____ _____, a corporation on behalf of the corporation. He/She is personally known to me or has produced _____ as identification.

Notary Public _____ (Stamp, Seal)

Print Name: _____

Expiration Date: _____

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

CERTIFICATION OF DISBURSEMENT OF PREVIOUS PAYMENTS TO RELEASE FINAL PAYMENT

DATE: _____ CONTRACT NO: _____

Certification of Disbursement of Previous Pay Estimate No. _____, dated _____, in the amount of $ _____. Total previous estimates to date $_____.

I, _____, an Officer of _____, the Prime Contractor for the above referenced project, hereby CERTIFY that all subcontractors, persons, firms, or agencies furnishing labor, material of any nature, equipment, equipment rental, and other services incorporated into or for this work have received their pro rata share of all previous periodic payments made to the Prime Contractor by the Central Florida Expressway Authority, except as expressly denoted below, giving name, amount and reason for withholding payment.

EXCEPTIONS: (This is a complete listing)

1.
2.
3.

Additional exemptions must be listed on company letterhead, signed, sealed, and attached (with notation) to this certification.

Company Name: _____

Signed: _____

(Corporate Seal)

By: _____

Title: _____

STATE OF FLORIDA
COUNTY OF _____

Before me this day personally appeared _____to me well known and known to me to be the person described in and who executed the foregoing instrument, and acknowledged to and before me that he/she executed said instrument for the purpose therein expressed.

Witness my hand and official seal, this _____day of _____A.D., 20_____.

_____
Notary Public
State of Florida

My commission expires _____.

Resident/Consultant Office
Address
City, State Zip
Date

Contractor's Name
Address
City, State Zip

SUBJECT: FINAL ACCEPTANCE
Job Description:
Project No.:

Dear _____:

In accordance with Contract General Specification 7.9 of Project **[Project Number]**, Final Acceptance is granted by the Authority effective on **[date of Final Acceptance]**. Attached is the Notice of Beginning and Completion of Construction.

Please contact me if you have any questions concerning this matter.

Sincerely,

Project or Resident Engineer

Example

Certified Mail No.:

Date

Name of Project Manager or Agent
Construction Company Name
Address

REF: OFFER OF FINAL PAYMENT

Project No.:
Project Description:

Dear _____:

Enclosed is a copy of the cover sheet for the proposed Final Estimate No. __ and proposed Supplemental Agreement No.__. The proposed final estimate documents show a remaining amount due of $_____, for a final total contract amount of $_____. In accordance with article 7.9(A), written acceptance of this offer of final payment or a qualified letter of acceptance of this final offer must be submitted within 60 days. If a qualified letter of acceptance is submitted, a complete claim package must be submitted within 120 days from the date of final offer.

Our records indicate that the date of Final Acceptance was _____.

In order for the final payment less retained amount to actually be made, those documents enumerated in 7.9 (B-J) must also be submitted.

Retainage will be released when the documents listed below are provided:

Contractor's Final Release
Form 21A
Form 21B
Certification of Disbursement of Previous Payments to Release Final Payment
Record of Construction Materials
Contractor's Acceptance of Final Payment

We have enclosed these required closeout forms.

Sincerely,

CEI Resident Engineer

Attachments:

Example

CENTRAL FLORIDA EXPRESSWAY AUTHORITY
Form 21-A

STATE OF FLORIDA
COUNTY OF _____

Before me, the undersigned authority in said County and State, personally appeared _____, who being first duly sworn, deposes and says that he is

(a) President (or Vice President) of _____, a corporation authorized to do business under the laws of Florida; or

(b) a partner in the firm of _____composed of _____ _____, doing business under the name of _____ _____, which firm is the Contractor; or

(c) the individual who, doing business under the trade name of _____ _____ is the Contractor;

on Project Contract No. _____, in Orange County, Florida, under contract with the Central Florida Expressway Authority, dated _____; that the deponent knows of his own knowledge that:

1. The said Contract has been complied with in every particular by said Contractor and that all parts of the work have been approved by the Central Florida Expressway Authority (CFX).

2. The Contractor has not offered or made any gift or gratuity to, or made any financial transaction of any nature with, any employee of CFX in connection with obtaining or performing said Contract.

3. All amounts payable for labor, materials or otherwise, in connection with said Contract and work, have been paid except for normal sub-contract retainages, which will be satisfied upon payment and/or release of retainage withheld under this Contract.

4. There are no suits pending against said Contractor or anyone in connection with the work done, materials furnished or otherwise under said Contract, except as listed below:
_____
_____

5. The dollar amount for work subcontract to Disadvantaged Business Enterprises (DBE) Contractor(s) for this Contract is $_____. The dollar amount paid to DBE Contractor(s) on this Contract is $_____. The amount paid is to include normal sub-contract retainages, which will be satisfied upon payment and/or release of retainage withheld under this Contract. Contractors not meeting DBE goals/dollar amounts must attach a satisfactory explanation which will be acceptable to CFX.

_____
(Deponent)

(Affix Corp. Seal)

_____
(Name and Title)

_____
(Attestation necessary if deponent is Officer of Corp.)

Sworn to and subscribed before me this

day of _____, 20_____

My commission expires _____

_____
(Notary)

Notary Public, State of _____

We, the _____, having heretofore executed a performance and payment bond for the above named Contractor covering the project and road described above hereby agree that the Central Florida Expressway Authority may make full payment of the final estimate, including the retainage percentage, to said Contractor.

It is fully understood that the granting of the right to the Central Florida Expressway Authority to make the payment of the final estimate to said Contractor and/or assignee, shall in no way relieve this surety company of its obligations under this bond, as set forth in the specifications and contract, including any amendments hereto, pertaining to the above project and road.

IN WITNESS WHEREOF, _____has caused this instrument to be executed on its behalf by its _____and/or its duly authorized attorney in fact and its corporate seal to be hereto affixed, all on this _____day of _____, A.D. 20_____.

_____
Surety Company

(AFFIX SEAL)

BY: _____
Its Attorney in Fact

(Power of Attorney must be attached if executed by Attorney in Fact)

STATE OF _____

COUNTY OF _____

Before me, the undersigned authority, personally appeared _____, to me well known as the person described in and who executed the foregoing instrument in the name of _____, surety, as its _____ and _____acknowledged that he/she executed said instrument in the name of said surety as its _____for the purposes therein expressed and that he/she has due and legal authority to execute the same on behalf of said surety.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal at _____ this _____day of _____, 20_____.

_____
(Notary)

My commission expires _____

Notary Public, State _____

CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Form 781-21B

CENTRAL FLORIDA EXPRESSWAY AUTHORITY
INSTRUCTIONS AS TO EXECUTION OF AFFIDAVIT AND SURETY RELEASE

1. If the Contractor is a corporation, the document must be signed by its President and his/her signature attested by its Secretary or Assistant Secretary, with the corporate seal affixed. When the name of the Corporate Secretary or Assistant Secretary is signed as Attestor, the title must be typed below the signature.

2. If the Contractor is a partnership, the document must be signed by one of the partners.

3. Any pending suits for labor, materials or liability damages against the Contractor in connection with the Contract and work are to be listed in the spaces provided on the form. If space is inadequate, attach additional sheets of paper thereto with initials of deponent and surety affixed and dated. Proof of adequate liability insurance coverage, in effect during the life of the Contract, must be attached when tort liability claims are listed.

4. The execution thereof must be sworn to before a notary public by the officer of the corporation, or a co-partner of the partnership, or the individual as the case may be.

5. The Contractor will enter the amount actually subcontracted to Disadvantaged Business Enterprise (DBE) Contractor(s) under item 5 on page 1 of the document. The Contractor will enter the amount actually paid to DBE Contractors. Contractors not meeting DBE goals/dollar amounts must attach a satisfactory explanation, which will be acceptable to the Central Florida Expressway Authority.

6. The certificate of surety company must be executed in the name of the surety company by its President, Vice President, or other chief executive officer, or properly authorized agent, the corporate seal affixed, and the execution acknowledged by such officer or agent.

7. If the certificate is executed in the name of the surety company by an agent, a power-of-attorney with raised corporate seal, dated the date of execution, must accompany the document and must grant the agent the authority to execute consents for the release of retained percentages and/or final estimates on engineering and construction contracts, or similar authority. The power-of-attorney language authorizing execution of consent for the release of retained percentages must be authorized by the surety company. Power-of-attorney certificates will be rejected where there is no assurance that such language is not the surety's original language.

   THE USUAL POWER-OF-ATTORNEY FOR EXECUTION OF BONDS DOES NOT GRANT THE POWER TO EXECUTE THESE CONSENTS.

8. If the surety's officer or agent who executes the document is not a Florida Resident Agent, the document must be countersigned by a Florida Resident Agent.

9. Each power-of-attorney must be an original copy, be certified to by manual signature, unless evidence is furnished in original form that the surety company has authorized the use of facsimile signatures.

10. Failure to comply with the above requirements will result in return of the document and delay in payment of the final estimate.

CFX Project
SA Final Quantity Summary

Original Contract Days: ___
Current Contract Days: ___

EXAMPLE

CONTRACT INFORMATION															
PAY ITEM NO	PAY ITEM DESCRIPTION	PLAN QTY	U/M	UNIT PRICE	EXTENDED TOTAL	SA #1	SA #2	SA #3	SA #4	SA #5	SA #6	SA #__	Final Qty.	Reference	Plan Quantity Item
					$ -								-	Plan Sht. __	
					$ -								-		
					$ -								-		
					$ -								-		
					$ -								-		
					$ -								-		
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CENTRAL FLORIDA EXPRESSWAY AUTHORITY

Punch List

Project No.:	Project Engineer:
Description:	Resident Engineer:
Contractor:	Inspector:

Date	Item #	Insp.	Photo Log #	Location/Description/Status	Insp.	Date Accepted

Release of Contractor's Escrowed Bid Documents

Pursuant to the terms of the construction contract (the "Contract") between Central Florida Expressway Authority (CFX) and _____ (the "Contractor") for construction of (Describe Project)_____and to comply with General Specification Section 3.11 (Escrow of Bid Records) the Contractor has executed a final release of all claims related to the Contract, therefore CFX may release the sealed bid documents to the Contractor. The Contractor will sign below acknowledging that the sealed container(s) has/have been returned to the Contractor unopened.

Company Name: _____

Signed: _____

By: _____

Title: _____

Date: _____

February 23, 2016

Asphalt Contractors Association of Florida, Inc.
1007 E. DeSoto Park Drive, Suite 201
Tallahassee, FL 32301

Re: 2016 ACAF Pavement Awards
Project Consideration
800-903D Goldenrod Road Milling and Resurfacing

To Whom It May Concern,

We are recommending that our resurfacing project on Goldenrod Road, located in Orange County, be considered as a possible candidate for the 2016 ACAF Pavement Awards.

This project was performed by Preferred Materials, Inc. and the quality, rideability and overall aesthetics of the pavement is exemplary.

Should you have any questions or need additional information regarding this project, please contact me at (407) 690-5000.

Sincerely,

Donald Budnovich, P.E.
Resident Engineer