CDOT Construction Manual

APPENDIX B
EXAMPLE LETTERS, NOTICES, AND FORMS

July 2002

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APPENDIX B
Example LETTERS, NOTICES, AND FORMS

Appendix B presents examples of the most common letters, notices, and forms (i.e., CDOT Forms, FHWA Forms) Project Engineers and Project Inspectors will be involved with on a day-to-day basis. The Contractor may be responsible for submitting some items. The completion of other items will be the responsibility of either the Project Inspector or the Project Engineer. Regardless, the Project Engineer is responsible for ensuring the items are properly reviewed and distributed.

Completion instructions are provided for each form example presented in Appendix B. See Appendix C for guidance on preparing change orders (i.e., Form 90 and Form 94).

Most of the forms are self-explanatory. Computer generated forms will be accepted if they contain the exact verbiage and statute references.

CDOT Forms are available at Forms Management on the Intranet Web Site, and FHWA Forms are available at http://www.fhwa.dot.gov/programadmin/contracts/index.htm. Consultants may obtain forms from their CDOT contact.

STATE OF COLORADO

DEPARTMENT OF TRANSPORTATION

Project Development Branch
4201 East Arkansas Avenue, 4th Floor
Denver, Colorado 80222
(303) 757-9331
FAX (303) 757-9868

Project No.: CC 00-0000-00
Subaccount No.: 00000
Location: Who Knows Where

Wrecking Ball Construction
9999 Chaos Street
Denver, CO 80222

Re: Acceptance Letter

Dear Mr. Smith:

This is to inform you that the above-referenced project was accepted as complete on April 15, 2002.

You are advised that the following items are required as part of your contract for this project. Retainage cannot be reduced until all paperwork has been received. The following items must be submitted before Final Payment can be approved:

- CDOT Form 17 – Contractor DBE Payment Certification,
- Buy America Certification Statement, and
- All outstanding material Certificates of Compliance.

The final quantities are ready for your review at this time. The Final Estimate and supporting documentation will be submitted to the Region office by May 30, 2002. Please contact Dudley Doright at (303) 999-9999 if you should have any questions.

I would also like to take this time to thank you for the cooperation I received on this project from you and your people.

Sincerely,

Project Engineer

CC: Project Development
Projects & Grants
Business Office
Materials and Geotechnical Branch
Area Engineer
Resident Engineer
Finals Engineer

Wrecking Ball Construction, Inc.
999 Chaos Street
Denver, CO 80022

Attn: Project Engineer

Re: CDOT Project No. CC 00-0000-00

Subject: Buy America Certification

Wrecking Ball Construction, Inc., hereby certifies that we are in compliance with the Buy America Requirements, subsection 106.08 of the *Standard Specifications*.

All manufacturing, including the application of coatings, for steel and iron products permanently incorporated into this project have occurred in the United States of America.

To the best of our knowledge, no foreign steel or iron products were incorporated into this project.

We are enclosing the backup documents from our suppliers.

Sincerely,

President

CONTRACTOR'S CLAIM CERTIFICATION

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

_____
Name

_____
Title

of _____
Company

Hereby certifies that the claim of $_____ for extra compensation and _____ days additional time, if any, made herein for work on this Contract is a true statement of the actual costs incurred and time sought, and is fully documented and supported under the Contract between the parties.

Dated_____ /s/ _____

Subscribed and sworn before me this _____ day of _____, 20__.

_____
NOTARY PUBLIC
My commission expires _____

To Whom It May Concern:

Re: Stockpiled Material Letter of Vested Interest

It is hereby understood that the Colorado Department of Transportation fully intends to reimburse

_____
(Contractor-Purchaser)

for materials owned by said Contractor-Purchaser and intended for incorporation into Colorado Department of Transportation Project No._____.

Said materials, as described below, are now stored on property owned

by_____and leased by_____.
(if applicable)

Said storage property is located as follows:

_____.
(Address and/or Description of Property)

Said stored materials are described as follows:

(Detailed Description of Materials)

It is hereby recognized that once reimbursement has been accomplished, the Colorado Department of Transportation will have a vested interest in the materials. Access to and possession of the materials will be granted to the Colorado Department of Transportation upon demand and providing that acceptable proof is offered substantiating that reimbursement to the named Contractor-Purchaser was, in fact, accomplished.

Owner	Phone Number	Lessee (if applicable)	Phone Number
Owner	Phone Number	Lessee (if applicable)	Phone Number

Attachments: (When existing)
Warehouse Receipt of Contract for Storage

This letter is a legal document, must be an original, and must clearly identify the materials either in the body or by specifically identifiable attachments.

PROMPT PAYMENT

Notice to all subcontractors and suppliers

The Colorado Department of Transportation (CDOT) is committed to the principle that all members of the construction team are entitled to prompt payment for work properly performed. It is CDOT's intention to work in partnership with all Contractors, Subcontractors, and Suppliers to improve the prompt payment of all parties involved in CDOT contracts.

This notice is provided to explain to all parties how CDOT makes payments for work in progress.

PARTIAL PAYMENTS

Monthly Partial Payments. The Prime Contractor will be paid based on estimates prepared by the Engineer. The Prime Contractor establishes the estimate cut off date at the Preconstruction Conference. This date is used for estimating the partial payment of work performed through that date. CDOT does not require the Prime Contractor to bill for normal contract work other than force account or stockpiled materials.

Delayed Partial Payments. The Engineer shall notify the Prime Contractor, in writing, of the reason for any delay to a partial payment. All Prime Contractor requests to delay a partial payment to permit inclusion of a specific amount of work shall be made in writing. The Prime Contractor shall notify each Subcontractor who has performed work during the payment period of the reason for the delay.

Copies of Partial Payment Estimates. The Project Engineer will provide the Prime Contractor with a copy of all monthly partial payment estimates. The Prime Contractor should provide a copy of the monthly estimate to each Subcontractor that has performed work during the period covered by the estimate. If the Contractor requires his Subcontractor to bill for their work the Subcontractor may need the quantities of work paid by CDOT to prepare their billing. The Subcontractors should get a copy of the monthly estimate from the Prime Contractor. CDOT will assist Subcontractors in obtaining a copy of the monthly estimate.

Computerized Contractor Engineer Voucher Approval (CCEVA). CCEVA permits the Resident Engineer to electronically transmit partial payment approval to the CDOT Office of Projects and Grants. Projects and Grants transfers the payment request on to the Colorado Financial Reporting System (COFRS). The State Controller's office then mails a warrant for payment to the Prime Contractor in 5 to 7 days from the date CCEVA was authorized. The Prime Contractor then deposits the warrant in his account.

Electronic Funds Transfer (EFT). The Prime Contractor can authorize CDOT to electronically transfer funds to his account. Forms are available from Projects and Grants by calling 303-757-9571. Funds are normally available in 4 to 5 days after the Resident Engineer CCEVA authorization of the estimate. Funds are immediately available in his account. With EFT the Contractor avoids waiting on the mail and does not have to deposit the warrant in his account.

PROMPT PAYMENT LAW

Standard Specification subsection 107.01 requires all Contractors to comply with the existing Prompt Payment Law (CRS 24-91-103(2)). This law requires the Contractor to pay all Subcontractors within seven calendar days providing the Subcontractor complies with the Prompt Payment Law. Failure by the Contractor to comply with the prompt payment law may be reason for CDOT to default the Contractor per subsection 108.08.

The citation for Colorado's Prompt Payment Act is CRS 24-91-103(2) (1991), relating to public works:

> (2) Whenever a contractor receives payment pursuant to this section, the contractor shall make payment to each of his subcontractors of any amounts received which were included in the contractor's request for payment to the public entity for such subcontracts. The contractor shall make such payment within seven calendar days of receipt of payment from the public entity in the same manner as the public entity is required to pay the contractor under his contract with the contractor. The subcontractor shall pay all suppliers, sub-subcontractors, laborers, and any other persons who provide goods, materials, labor, or equipment to the subcontractor any amounts actually received which were included in the subcontractor's request for payment to the contractor for such persons, in the same manner set forth in this subsection (2) regarding payments by the contractor to the subcontractor. At the same time the subcontractor submits a request for payment to the contractor, the subcontractor shall also submit to the contractor a list of the subcontractor's suppliers, sub-subcontractors, and laborers. The contractor shall be relieved of the requirements of this subsection (2) regarding payment in seven days and interest payment until the subcontractor submits such a list. If the contractor fails to make timely payments to the subcontractor as required by this section, the contractor shall pay the subcontractor interest as specified by contract or at the rate of fifteen percent per annum whichever is higher, on the amount of the payment which was not made in a timely manner. The interest shall accrue for the period from the required payment date to the date on which payment is made. Nothing in this subsection (2) shall be construed to affect the retention provisions of any contract.

Claims Status Report
Completion Instructions

The Project Engineer is responsible for completing the Claims Status Report. See Section 105.17 of this *Manual* for additional information on claims. Complete the Claims Status Report as follows:

1. Date of Report. Date of first instance.

2. Claim No. Number consecutively on the project.

3. Project No., Project Code (SA#), and Project Description. Fill in as appropriate.

4. Final Acceptance Date. Date the project was accepted.

5. Contractor Information. Fill in as appropriate.

6. CDOT Contacts. Fill in as appropriate.

7. Brief Description and Amount of Contractor's Claim. Fill in as appropriate.

8. Event. Fill in the dates as each item transpires.

9. Comments. Fill in as appropriate.

COLORADO DEPARTMENT OF TRANSPORTATION **CLAIMS STATUS REPORT**	Date of Report: 1 Claim No.: 2 Project No.: 3 Project Code (SA#): 3 Project Description: 3 Final Acceptance Date: 4

Contractor:	Contract Amount: $
Address: 5	

Phone:	Cell:	Fax:

CDOT Contacts: 6	**Phone Numbers** Office	Mobile	Field
Region Program Engineer:			
Resident Engineer:			
Project Engineer:			
Area Engineer:			

Brief Description of Claim:

7

Amount of Contractor's Claim: $

Event	**Date Completed**
Immediate Oral Notice of Claim	
Written Notice of Claim	
Contractor's Submittal of Complete Claims Package	
Project Engineer Furnishes Complete Claims Package to Area Engineer	
Project Engineer's Written Decision	
Contractor's Written One-Time Appeal To Project Engineer	8
Contractor's Appeal to the Region Transportation Director	
Contractor or Region Transportation Director Requests Oral Hearing	
Oral Hearing With Region Transportation Director	
Region Transportation Director's Written Decision	
Contractor's Written Appeal to Chief Engineer	
Contractor or Chief Engineer Requests Review Board	
Date of Review Board	
Review Board Recommendations	
Chief Engineer's Written Decision	

Comments: (Please furnish all new information about the claim since the last report.)

9

Distribution: Area Engineer (original) CDOT Claims Status Report 07/02

Form 7 – Weekly Report on Miscellaneous Pay Items
Completion Instructions

Use Form 7 to document daily quantities for miscellaneous pay items such as dozing, blading, roller, wetting, flagging, traffic control supervision, pilot car, and trainee. See Section 120 and Section 121.2.1 of this *Manual*. for additional information. Complete Form 7 as follows:

1. Project No., Project Code (SA#), and Location. Fill in as appropriate.

2. Week Ending. Enter month, day, and year of the last day represented by the Form 7 being completed.

3. Calendar Day. Enter the month and day for each day of the week represented by the Form 7 being completed.

4. Reference No. and Item No. Enter the appropriate Computer Reference Number and Item Number for the items not listed on Form 7.

5. Description. Enter a description of the added item.

6. Unit. Enter the unit of measurement for the added item.

7. Daily Quantities. Enter the item quantity for each day. The person that is preparing Form 7 will determine the daily quantities. The following additional information may be useful in determining quantities:

   - Traffic Control Supervision Diaries,
   - Form 20 – Daily Water Report, and
   - Project Diaries.

8. Weekly Total. The weekly total is the sum of the daily quantities.

9. Previous Total. Provide the total to date from the previous Form 7.

10. Total to Date. The total to date is the sum of the weekly total (#8) and the previous total (#9).

11. Remarks. Note any unusual or special conditions that may clarify this week's quantities. Additional space is available on the second page of Form 7.

12. Signature and Title. Signature and title of the person completing Form 7.

13. Checked By. Must be signed or initialed and dated by the person who checked the calculations and quantities on Form 7. This check must be performed by an individual other than the person who determined the quantities. This check should be completed in accordance with Section 121 of this *Manual*.

14. Posted By. Must be signed or initialed and dated by the person who transferred the total quantity from Form 7 to Form 305 – Project Record Item Sheet.

15. Contractor's Representative Signature. The Contractor is required to sign and date the completed Form 7.

16. Sequential No. Enter the sequential number of the Form 7. Start with number one and continue sequentially numbering each Form 7 throughout the project.

COLORADO DEPARTMENT OF TRANSPORTATION

WEEKLY REPORT ON MISCELLANEOUS PAY ITEMS

Project No.: C 00XX-00XX (1)

Project Code (SA#): 10XXX (1)

Location: 2 Miles North of SH XX (1)

Week Ending: 7/XX/XX (2)

Ref. No.	Item No.	Description	Date→ / Unit	7-X Sun (3)	7-X Mon *	7-X Tue	7-X Wed	7-X Thu	7-X Fri	7-X Sat	Weekly Total	Previous Total	Total To Date
	203	Backhoe	hour										
	203	Blading	hour										
	203	Potholing	hour										
	250	Monitoring Technician	hour										
	250	Health & Safety Officer	hour										
	630	Flagging*	hour										
	639	UTC	hour										
	630	TCM*	day			(7)					(8)	(9)	(10)
	630	TCI*	day										
	630	Pilot Car*	hour										
	630	Portable Message Sign	day										
165	900	Trainee	hour	---	---	8	9.5	---**	8	---	25.5	102.5	128.0
(4)		(5)	(6)										
		Construction Surveying	hour										
		Trainee	hour										

*Final quantities for these items shall be determined on a weekly basis in conformance with the Standard Special Provision -- REVISION OF SECTION 630 -- CONSTRUCTION ZONE TRAFFIC CONTROL.

Ref. No	Truck No.	Capacity	Previous Meter Reading	Daily Meter Reading or Load Count: Sun	Mon	Tue	Wed	Thu	Fri	Sat	M3 (M-Gal) Totals: Weekly	Previous	To Date

Remarks:

* Holiday
** Rain

(11)

By signing, the Contractor agrees to the above quantities.

Signature: Stuart Anderson (12)

Title: CEPMI (12)

Checked By: (13)

Date: / /

Posted By: (14)

Date: / /

Contractor's Representative Signature: Angus McGee (15)

Date: / /

No.: 5 (16)

Distribution: Project File (original)

CDOT Form 7 07/02

Form 7 Remarks (continued)

Form 10 – Inspector's Report for Force Account Work
Completion Instructions

The documentation requirements presented in Section 120 of this *Manual* should be reviewed before using Form 10. Complete Form 10 as follows:

1. Project No., Project Code (SA#), and CMO or F/A No. Enter the project number, project code, and CMO or F/A number.

2. Contractor's Name, Subcontractor's Name, and Description of Work. Enter the Contractor and subcontractor names, and provide a description of the work.

3. Date. Enter the dates when the force account work was performed. The dates need not be consecutive.

4. Employee Name, Occupation, and Hours. Enter the employee name, occupation, and number of hours worked. The Project Inspector must check the payrolls against the billing and Form 10 data and then sign and date the Form 10.

5. Equipment Code No. and Rate. Equipment code numbers and rental rates shall be as listed on Form 580 – Equipment Rental Rate Determination Request. Completion instructions for Form 580 are included in Appendix B.

   The Contractor must submit a certified invoice for rental equipment.

   If the rental equipment was used for bid item work as well as force account work, the portion of the rental cost that will be paid for on force account shall be determined by prorating the total number of hours the equipment was operated to the number of hours it was operated on the force account work.

   If the rental agreement does not include operating costs, hourly operating costs shall be calculated in accordance with the *Rental Rate Blue Book for Construction Equipment*. The *Blue Book* hourly operating costs will be paid for the actual hours that the equipment was used on the force account work. The hourly operating cost calculation can be shown on the rental invoice.

In accordance with subsection 109.04 of the *Standard Specifications*, an additional 10 percent of the total rental cost, including operating cost, will be added to the Contractor's payment.

6. Material. List all material used for the force account work.

7. Contractor/Subcontractor Initials. The Contractor representative shall initial the Form 10 daily. The initials of a subcontractor that has performed force account work may be included; however, the Contractor's initials must be shown.

8. Signature and Title. The Project Inspector of the force account work must sign and date the Form 10.

Other items that require review include:

- Use of correct wage rates and fringe benefits per payrolls.
  - If a State-funded project, the Contractor will need to furnish a copy of the payroll for rate verification.
  - If a specialty firm, a certified invoice that may include wages, etc., is required.
- 67 percent loading applied to wage rates including fringe benefits when paid directly to the employee.
- Check the mathematics. Minor errors can be corrected. Copy the Contractor on corrected billings.
- Materials invoices must be certified in accordance with Section 120 of this *Manual*.
- The Contractor's force account billings must be reviewed and approved by the Project Engineer prior to authorizing payments and submittal to the Region for final checking. Sample billings follow the Form 10 example.

COLORADO DEPARTMENT OF TRANSPORTATION

INSPECTOR'S REPORT FOR FORCE ACCOUNT WORK

Project No.: Sample

Project Code (SA#): 10101 (1)

CMO or F/A No.: CMO #1

Contractor's Name: Jones Excavating, Inc.

Subcontractor's Name: Smith Construction Company (2)

Description of Work: Repair Bridge Approach

LABOR (4) Employee Name	(3) Date: / Occupation	3/9/94		3/10/94		3/11/94		3/12/94		/ /		Total Hours	
		Hours											
		ST	OT	ST	OT	ST	OT	ST	OT	ST	OT	ST	OT
David Sands	Operator 1	4				4	2					8	2
Jim Stong	Laborer 1	3		2	1			3	1			8	2
John Palmer	Laborer 1	2		3	1			3	1			8	2
Sam Hill	Truck Driver 1					4	2					4	2

The hours shown here were checked against the certified payrolls. Checked By: Alex Lifson Date: 3/21/94

EQUIPMENT Code No. (5)	Shift 1st	Shift SB	Rate (5)	Hours					Total Hours
Demo Saw (small tool)	X		2.00	2	2				4
02184	X		38.80	4		6			10
04294	X		73.25			6			6

MATERIAL Type (6)	Unit	Number of Units					Total Units
Note: A Certified Invoice for Materials is required as part of billing.							
Carbon Steel Saw Blade	Each	1					1
HBP (Gr. E)	Ton			42			42
Contractor/Subcontractor Initials (7)		JLIAC	JLIAC	JLIAC	JLIAC	JLIAC	

Billing procedures shall conform to applicable project specifications.

I certify that this is a correct record of employee & equipment hours and material units on the above project as authorized by the above modification order or agreement.

Signed: Geddy Lee (8) Title: E. T. I

Distribution: Region Finals Engineer (original)
Project File
Contractor

CDOT Form 10 07/02

BILLING EXAMPLE
SUBCONTRACTOR BILL TO CONTRACTOR

SUBCONTRACTOR LETTERHEAD

To: Contractor

Re: Project Number
CMO #1
Repair Bridge Approach

The following is our bill for doing work in March 1994:

Labor:	
Operator 8 hrs @ 14.10	$112.80
Operator 2 hrs @ 21.15	42.30
Labor 2 employees @ 8 hrs @ 10.50	168.00
Labor 2 employees @ 2 hrs @ 15.75	63.00
Truck driver 4 hrs @ 13.36	53.44
Truck driver 2 hrs @ 20.04	40.08
Total Labor	$479.62
Equipment:	
Demo saw @ small tool rate 4 hrs	$8.00
01284 10 hrs @ 38.80	388.00
04294 6 hrs @ 73.25	439.50
Total Equipment	$835.50
Material:	
Carbon steel saw blade @ agreed 50% invoice	$175.00
Asphalt, 42 tons @ invoice of $32.00/ton	1,344.00
Total Material	$1,519.00
Fringe Benefits:	
Operator 10 hrs @ 3.20	$32.00
Labor 20 hrs @ 2.59	51.80
Truck driver 6 hrs @ 2.64	15.84
Total Fringe Benefits	99.64

Summary (Total this billing)

Labor	$479.62
+67% Labor	321.35
Equipment	835.50
Material	1,519.00
+15%Material	227.85
Fringe Benefits	99.64
+67% Fringe Benefits	66.76
TOTAL BILLING	$3,549.72

BILLING EXAMPLE
CONTRACTOR BILL TO CDOT

SUBCONTRACTOR LETTERHEAD

To: Colorado Department of Transportation
4201 East Arkansas Avenue
Denver, CO 80222

Re: Project Number
CMO #1
Repair Bridge Approach

Attn: Alex White
Project Engineer

Billing for force account work performed on 3/9 through 3/12, 1994:

Labor:	
Foreman 12 hrs @ 480.00/wk	$144.00
Operator 14 hrs @ 14.10	197.40
Truck driver 4 hrs @ 13.36	53.44
Labor 10 hrs @ 10.50	105.00
Total Labor	$499.84
Equipment:	
Hyd. Tamper rental @invoice	$112.90
Plus Rental Rate Overhead (10% of 112.90)	11.29
04429 4 hrs @ 34.65	138.60
04850 2 hrs @ 5.95	11.90
04862 3 hrs @ 8.45	25.35
Total Equipment	$300.04
Fringe Benefits:	
Operator 14 hrs @ 3.2	$44.80
Truck driver 4 hrs @ 2.64	10.56
Labor 10 hrs @ 2.59	25.90
Total Fringe Benefits	$81.26
Summary (Total this billing)	
Labor	$499.84
+67% Labor	334.89
Equipment	300.04
Fringe Benefits	81.26
+67% Fringe Benefits	54.44
Billings from Subcontractor	3,549.72
Loading per 109.04 to Sub.	227.49
TOTAL BILLING	$5,047.68

Attachments:
Billing and invoice from Subcontractor
Certified invoices (materials and equipment rentals)

Form 17 – Contractor DBE Payment Certification
Completion Instructions

Form 17 is required even when no Disadvantaged Business Enterprises are used. Complete Form 17 as follows:

1. Project No. and Project Code (SA#). Fill in as appropriate.

2. Amount. Amount paid to the tier 1 Disadvantaged Business Enterprise firm by the Prime Contractor.

3. Amount. Amount paid to the tier 2 Disadvantaged Business Enterprise firm by the tier 1 subcontractor.

4. Amount. Amount paid to the Disadvantaged Business Enterprise supplier subcontractor.

5. Tier. This is the tier number of the Disadvantaged Business Enterprise subcontractor.

6. Tier. A tier number is not required for supplier subcontractors.

COLORADO DEPARTMENT OF TRANSPORTATION

CONTRACTOR DBE PAYMENT CERTIFICATION

Project No.: I 25-5 (100) (1)

Project Code (SA#): 11111

Prime Contractor:

- List the DBE firms and the amount you have paid or will pay for work performed and materials used on this project
- Return both copies to the Project Engineer.
- Retain supporting documentation for a minimum of seven years from the project acceptance date.

DBE FIRM NAME	AMOUNT	TIER
Colorado Construction Company	(2) 45,898.42	(5) 1
Jones Construction Inc.	(3) 20,100.22	(5) 2
B & B Supply Company	(4) 10,425.50	(6) NA

Confidential

I declare under penalty of perjury in the second degree, and any other applicable state or federal laws, that the statements made in this document are true and complete to the best of my knowledge.

Prime Contractor's Name: Brown Construction Company

Date: 10/24/90

Authorized Representative's Signature and Title: John Smith

Distribution: Contracts and Market Analysis Branch (original)
Project Engineer

CDOT Form 17 07/02

Form 20 – Daily Water Report
Completion Instructions

Form 20 is to be completed by the Contractor's haul unit drivers to record each load of water delivered to the project. The water quantity delivered to the project each day is certified by the driver's signature at the bottom of Form 20. These daily quantities are then transferred to Form 7 – Weekly Report On Miscellaneous Pay Items. Complete Form 20 as follows:

1. Project No. Fill in as appropriate.

2. Truck No. or License No. Enter the current State license plate number or vehicle number.

3. Hours. Enter the shift length (e.g., eight hours, 10 hours).

4. Capacity. The load capacity of the tank is provided by the Contractor and should be verified by the Project Inspector.

5. Location. Enter the location where the water was delivered.

6. Date. Fill in as appropriate.

7. Load Number. Consecutively number the loads delivered during the day beginning with number one.

8. Time Loaded. Enter the completion time of water loading. Round the entry to the nearest 15 minutes.

9. Embankment, Sub-Base, Surface, and Dust Abatement. Check the appropriate box for water use.

10. Other. Check this box if the water is used for other than the above uses in which water is not paid separately (e.g., compacted backfill, haul roads).

11. General Location. Provide the approximate placement location by roadway station or structure.

12. Total Pay Quantity. Enter the total number of 1,000-gallon units for which the Contractor is to be paid.

13. Total Non-Pay Quantity. Enter the total number of 1,000-gallon units for which the Contractor is not to be paid.

14. Remarks. Provide any necessary comments.

15. Driver's Signature. The haul driver must sign Form 20 in this cell.

16. Project Inspector's Signature. The Project Inspector must sign Form 20 in this cell after being assured that all information on the form is correct. The original Form 20 is retained for CDOT project records.

17. Field Report Number. Enter the sequential number of the Form 20.

COLORADO DEPARTMENT OF TRANSPORTATION **DAILY WATER REPORT**	Project No.: Sample (1)	Truck No. or License No.: (2)	Hours: 8 (3)
	Capacity: 2000 gallon (4)	Location: Anywhere (5)	Date: 6/1/94 (6)

Load Number	Time Loaded	Embankment	Sub-Base	Surface	Dust Abatement	Other	General Location
1 (7)	10:15 AM					✓	Landscaping Sta. 301-305
2	11:30 AM		(9)		✓		Sta. 309-312 right
3	1:00 PM					✓	Sta. F-15-CP Structure Backfill
4	4:45 PM				✓		Temporary Detour
	(8)					(10)	
							(11)

Total Pay Quantity: 6 (M-Gal) (12)	**Total Non-Pay Quantity:** 2 (M-Gal) (13)
Remarks: No payment made for structure backfill work (Load 3). (14)	
I certify that this is a true and complete record of water delivered to this Project. Driver's Signature: (15) Robert Plant	Project Inspector's Signature: (16) Jimmy Page
	Field Report Number: (17)

Distribution: Project File (original) CDOT Form 20 07/02

Form 46 – Concrete Truck Mixer Inspection Certification
Completion Instructions

Form 46 is used to document inspection and certification of the concrete supplier's truck mixers for compliance with subsection 601.07(c) of the *Standard Specifications*. Form 46 should be completed by the concrete supplier and returned to the Project Engineer prior to delivery of concrete to the project site. Each mixer hauling to the project site is required to be inspected. Complete Form 46 as follows:

1. Project No., Date, Project Code (SA#), Project Location, and Concrete Company. Enter the project number, date, project code, project location, and concrete supplier's name in the appropriate cells of Form 46.

2. Unit Number. Enter the unit number of each mixer truck delivering to the project.

3. Inspection Requirements. Each unit hauling to the project must be inspected for the requirements listed on Form 46.

4. Inspected By. The employee of the concrete supply company that performed the inspection must initial Form 46 in these cells.

5. Concrete Company Principal Executive Signature. The principle executive of the concrete supply company signs this cell to certify the inspection of the listed concrete truck mixers.

6. Batch Plant. The Project Inspector enters the batch plant certifier's name, date of certification, and date of meter certification and then signs the form.

COLORADO DEPARTMENT OF TRANSPORTATION

CONCRETE TRUCK MIXER INSPECTION CERTIFICATION

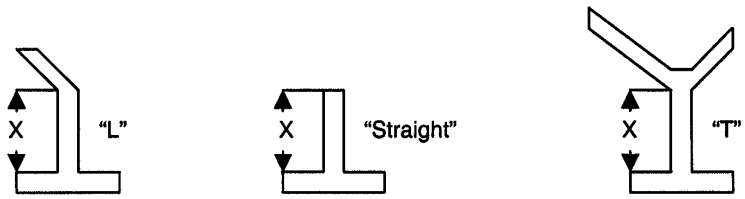
Project No.:	Date: / /
Project Code (SA#): (1)	
Project Location:	
Concrete Company:	

Unit Number	(2)										
Rated Mixing Capacity (1)											
Blade Wear (2)											
Free of Hardened Concrete (3)		(3)									
Revolution Counter											
Water Gauges											
Meets Operating Speed Requirements											
Date Inspected	/ /	/ /	/ /	/ /	/ /	/ /	/ /	/ /	/ /	/ /	/ /
Inspected By (Company Employee)	(4)										

(1) Rated mixing capacity cannot exceed 63% of gross volume of drum.

(2) Blade wear cannot exceed more than (one inch) of the original height. For typical blade configurations, see "X" dimensions below:

Mixer blade types:



(3) The drum cannot have an appreciable accumulation of hardened concrete inside.

I certify the truck mixers listed above were inspected and met the requirements for conformance with the AASHTO M157 specifications.

I DECLARE UNDER PENALTY OF PERJURY IN THE SECOND DEGREE AND ANY OTHER APPLICABLE STATE OR FEDERAL LAWS THAT THE STATEMENTS MADE ON THIS DOCUMENT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Concrete Company Principal Executive Signature: (5)	Title:

Completed and Checked by CDOT Personnel

Batch Plant Scale Certification: Certifier's Name: (6) Date: / /	Batch Plant Water Meter Certification Date: / /
Signature:	Title:
Remarks:	

Distribution: Region Materials Laboratory (original)
Project Engineer
Concrete Company

CDOT Form 46 07/02

FHWA Form 47 – Statement of Materials and Labor Used By Contractors on Highway Construction Involving Federal Funds
Completion Instructions

The requirements for submitting FHWA Form 47 are as follows:

- Submit FHWA Form 47 as soon as it has been received and reviewed. Do not wait to submit FHWA Form 47 with the final documentation.

- FHWA Form 47 is required on all Federal-Aid projects with a final construction cost in excess of $1 million that are on the National Highway System, excluding force account, beautification, and railroad protective device projects.

- FHWA Form 47 is not required for State-funded projects or Federal-Aid projects that are not on the Nation Highway System.

- To determine if the project is on the National Highway System, refer to the front page of the Contract Plans or contact the Project Manager.

- The Region or Local Agency shall review the quantities on FHWA Form 47 to ascertain that they are reasonable.

- The instructions for preparing and transmitting FHWA Form 47 are printed on the form.

- The original FHWA Form 47 should be sent to the Federal Highway Administration and a copy retained in the project file.

OMB NO. 2125-0033

U.S. Department of Transportation
Federal Highway Administration

STATEMENT OF MATERIALS AND LABOR USED BY CONTRACTORS ON HIGHWAY CONSTRUCTION INVOLVING FEDERAL FUNDS

PART A *To be completed by FHWA or State Highway Personnel (See instructions on reverse)*

STATE*	COUNTY	FEDERAL PROJECT NO.*	URBAN ( ) RURAL ( )*

ITEM	DESCRIPTION		ROADWAY	BRIDGE *(Over 20 ft)*	DATE STARTED*
	CONSTRUCTION TYPE CODES				
1	LENGTH OF PROJECT	MILES			DATE COMPLETED*
2	FINAL* CONSTRUCTION COST	DOL			TOTAL NO. BRIDGES

PART B *To be completed by; contractor - see instructions on reverse (REMARKS Attach a plain sheet of paper)*

3	**LABOR*** TOTAL PROJECT	TOTAL LABOR-HOURS	GROSS EARNINGS

ITEM	DESCRIPTION	UNIT	PROJECT QUANTITY
4	TOTAL COST OF ALL MATERIALS AND SUPPLIES*	DOL.	
5	PETROLEUM PRODUCTS*	GAL.	
6	CEMENT	BBL.	
7		LB.	
8		TON.	
9	AGGREGATES PURCHASED	TON.	
10		CU. YD.	
11	BITUMINOUS MATERIAL	GAL.	
12	LUMBER	THSD . BD. FT.	
13	REINFORCING STEEL	LB.	
14	STRUCTURAL STEEL	LB.	
15	READY-MIXED CONCRETE	CU. YD.	
16	PREMIXED BITUMINOUS PAVING MATERIALS	TON.	
17	AGGREGATES PRODUCED	TON	
18		CU. YD.	
19	MISCELLANEOUS STEEL	LB.	
20	NOISE BARRIERS	LIN. FT.	
21	GUARDRAIL	LIN. FT.	
22	BRIDGE RAIL	LIN. FT.	
23	FINAL CONTRACT AMOUNT FOR SIGNS	DOL.	
24	FINAL CONTRACT AMT. FOR LIGHTING	DOL.	
25	FINAL CONTRACT AMT. FOR TRAFFIC SIGNALS	DOL.	

CULVERT ITEMS			
26 CORR. STEEL CULVERT	SIZE *(In.)*	LGTH *(Lin ft)*	
27 CONCRETE PIPE			

28 CLAY PIPE		29 CORR. ALUMINUM CULVERT		30 PLASTIC PIPE	
SIZE *(In.)*	LGTH *(Lin ft)*				

REVIEWED BY DATE

*MUST BE REPORTED ON ALL REPORTS

FORM FHWA-47 (Rev. 7-98) (INF4.2, 7/29/98) PREVIOUS EDITIONS ARE OBSOLETE

INSTRUCTIONS FOR PREPARING AND TRANSMITTING FORM FHWA-47

GENERAL REQUIREMENTS

Form FHWA-47 should be transmitted for each Federal-aid project involving construction performed under contract awarded by competitive bidding that is located on the National Highway System (NHS), except projects for which the total final construction cost of the roadway and bridge is less than $1,000,000 or projects consisting primarily of (1) the installation of protective devices at railroad grade crossings, or (2) highway beautification.

Form FHWA-47 should be transmitted with or, if data is already available, in advance of the Final Report required by Federal-aid Policy Guide Chapter 6 G 6011.11

A separate form should be transmitted for each contract except that data for two or more contracts on the same project may be combined when such contracts are completed at approximately the same time. In case of a combination, the earliest starting date and the latest completion date should be reported. Where a single contract covers more than one project, one form may be prepared for each project or for the entire contract, provided none of the data are duplicated. A Form FHWA-47 should not be prepared for a contract covering only the purchase of material but the quantity of material should be reported when subsequently included in a construction project. In all cases, only the original of Form FHWA-47, typed or clearly lettered, and no carbon or photocopies, should be transmitted to the Washington Office.

If nonparticipating work is included in the contract, all data should be combined with the Federal-aid data in preparing the form. Data for any subcontract must be combined by the State or the division office with the prime contract if not so combined by the prime contractor. It will be the State's responsibility to see that all prime contract and subcontract costs, material, and labor-hours have been reported for each contract, and no duplication of data are involved. Quantities of State-furnished materials should be included with contract quantities, and costs of STATE-furnished materials should be added to Item 2 "Final Construction Cost" and also to Item 4 "Total Cost of All Materials and Supplies." All quantities should be reported to the nearest whole unit and only in the units specified. All costs should be reported to the nearest dollar.

Check urban or rural to indicate whether the major cost is for work within an urban area or in a rural location.

All figures should be verified for reasonableness by State highway department and Federal Highway Administration division office engineers. The total material cost and the total labor-hours and gross earnings should bear reasonable relationships to the final construction cost. Also the quantity of each material reported should be reasonable with respect to the quantities of other materials. For example, if a large quantity of reinforcing steel is reported with no cement or ready-mixed concrete, an error of omission in reporting would be indicated.

Generally, the total cost of materials, supplies, and labor should be substantially less than the final construction cost, as the latter also includes costs of equipment ownership, overhead, and profit which are not required to be reported. If the final construction cost is less or only a few percent more than the total cost of materials, supplies and labor, the indication is that the contractor suffered a loss on the project or that there is an error in reporting. In such case, if it is determined that the figures reported are correct, a statement should be made on a plain sheet of paper marked "Remarks" to the effect that the contractor actually did suffer a loss, (verify with contractor).

Part A- INFORMATION TO BE SUPPLIED BY FEDERAL HIGHWAY ADMINISTRATION OR STATE HIGHWAY PERSONNEL (FEDERAL-AID POLICY GUIDE CH. 6 G 6011.11)

Item 1- "Length of Project." - Report official roadway mileage and official bridge mileage.

Item 2 - "Final Construction Cost" - Show best estimate of Federal and State costs incurred to date for contract items, extra work performed by contractor, and State-furnished materials.

PART B - INFORMATION TO BE SUPPLIED BY CONTRACTOR IMMEDIATELY UPON COMPLETION OF CONTRACT OR PROJECT

Specific Instructions for the Following Numbered Items:

Item 3 - Report total labor-hours worked and earnings of all contractor's employees on the project, including those on operation and maintenance of equipment.

Item 4 - This should be the total cost, at the jobsite of all construction materials and supplies purchased for and used on the project, including the cost of materials for signing and lighting and the cost of any materials and supplies not specifically listed hereon. Costs of equipment or equipment rental and the cost of operating the equipment, except the costs of fuel and lubricants, should not be included in this item. Small items of equipment such as jackhammers, handtools, repair parts, tires, etc., are not considered to be supplies. Costs of such items and also overhead costs should not be included. The amount included here for aggregates produced should be only the cost paid by the contractor for the aggregates and should not include the costs of excavating, processing, loading and hauling. Wages and labor-hours for aggregates produced should, of course, be included with Item 3.

Item 5 - Report total number of gallons of all gasoline, diesel oil, lubricating oil, and grease for equipment and trucks. For conversion purposes use factor of 8 pounds of grease per gallon.

Items 6, 7, and 8 - Report quantity of cement used on project. Do not report here the cement included in Item 15.

Items 9 and 10 - Report quantity of aggregates purchased from commercial producers, such as sand, gravel, crushed stone, etc. Do not report here aggregates included in Items 15 and 16. Aggregates produced by the contractor shall be reported as Items 17 and 18.

Item 11 - Report number of gallons of bitumens such as asphalt and tar. Do not report here bituminous materials included in Item 16.

Item 12 - Report all lumber products purchased for and use on the project, including plywood and pressed wood, but excluding timber piling, lumber in fencing, guardrail, and signs, and lumber purchased for or used on previous projects and previously reported. The quantity of lumber should be reported as the number of thousand board feet and not as the number of board feet.

Item 13 - Report total number of pounds of reinforcement (plain or coated) for both structures and pavement. Include estimated quantities of reinforcing and prestressing steel in purchased precast units, except concrete pipe reinforcement.

Item 14 - Report total number of pounds of structural steel, steel H-piling, and sheet piling.

Item 15 - Report total number of cubic yards of ready-mixed concrete plus estimated quantity of concrete in purchased precast units, excluding Item 26.

Item 16 - Report total number of tons of bituminous paving mixtures that are purchased in a prepared condition ready for placement as they reach the job.

Items 17 and 18 - Report total quantity of aggregates such as sand, gravel, crushed stone, etc., produced by the contractor.

Item 19 - Report estimated total weight of steel products not appropriate for Items 13, 14 and 26, such as joint devices, tubular piling, etc.

Items 20, 21, and 22 - Report total lengths, in linear feet, of all types of noise barriers, guardrail and bridge rail.*

Item 23 - Report final contract amount for all types of signs including foundations, posts, structural supports, etc. Do not include traffic signals.*

Item 24 - Report final contract amount for highway and bridge lighting including foundations, conduits, standards, wiring, switches, luminaires, etc. Do not include traffic signals.*

Item 25 - Report final contract amount for traffic signals.*

Item 26 - Report, by size, regardless of class, type, gauge or coating, total number of linear feet of corrugated steel pipe, structural plate pipe, pipe-arches and arches.

Item 27 - Report, by size, regardless of class, type, gauge or coating, total number of linear feet of plain and reinforced concrete drain and culvert pipe.

Item 28 - Report, by size, total number of linear feet of clay pipe.

Item 29 - Report, by size, total number of linear feet of corrugated aluminum culvert.

Item 30 - Report, by size, total number of linear feet of plastic pipe.

*Quantities of steel, concrete and lumber used in connection with Items 20, 21, 22, 23, 24, and 25 should not be reported unless difficulties are encountered in segregating such quantities from total quantities.

FORM FHWA-47 (Rev. 7-98)

Form 103 – Project Diary
Completion Instructions

Form 103 may be used to log the project diary. A project diary contains general information that the Project Engineer deems to be relevant to the project. Complete Form 103 as follows:

1. Project No. and Date. Fill in as appropriate.

2. Time, Employee, and Weather Information. Enter the total days charged to date, elapsed days, hours worked, approximate number of employees, supervisory personnel, time lost and reason, weather condition, and temperature range.

3. Diary Entry. The following are suggested topics that the diary entry should address:

   - changes in weather conditions during working hours;
   - type of work performed;
   - location where work was performed;
   - materials delivered to the project;
   - equipment deliveries, breakdowns, and equipment stored on the project;
   - access to site or work area;
   - traffic incidents, detour shifts, etc.;
   - visitors to the project site;
   - conversations with and directives to the Contractor;
   - potential or developing problems; and
   - any other topic deemed important by the Project Engineer.

   Additional space is provided on the second page of Form 103.

4. Signing and Barricading and Traveled Roadway Condition. Fill in as appropriate.

5. Signature and Title. Form 103 is signed and dated in these cells.

COLORADO DEPARTMENT OF TRANSPORTATION
PROJECT DIARY

Project No.: Sample (1)
Date: 7/XX/20XX

Total Days Charged to Date:	Elapsed Days:	Hours Worked:
37	48	10
Approximate Number of Employees: 14 (2)	Weather: Partly Cloudy	Temperature Range: 70° - 84° F
Time Lost and Reason:		Supt.:

Began clearing and grubbing removal at Station 125+50 right to 127+40 right. Three laborers with tandem and skid loader for clean up.

Traffic signal poles and mast arms delivered and stockpiled. Certificates of Compliance to be sent later. Minor paint touch up needed on two mast arms. Supt. will do.

Detector loops on northbound approach installed as per plan. All traffic control for this operation in accordance with approved Method of Handling Traffic "E." ABC, Inc. doing work as subcontractor.

Tech I Inspector and Temporary Ticket Taker on project. Tester at Region Laboratory for today.

PSCO contacted at 1:15 PM – will be on site tomorrow morning to connect power service link and install meter.

Traffic control subcontractor made night inspection. See Traffic Control Supervisor Diary for this date.

(3)

Signing and Barricading:
Traffic Control Plan in place in accordance with Method of Handling Traffic "B2."

(4)

Traveled Roadway Condition:
Class 6 detour for ramp to eastbound State Highway 2.

Signed: Joe Walsh (5) Title: Project Engineer

Distribution: Project File (original) CDOT Form 103 07/02

Signed:	Title:

CDOT Form 103 07/02

Form 105 – Speed Memo
Completion Instructions

Form 105 may be used for intradepartmental correspondence or to provide timely or immediate written communication between the Project Engineer and the Contractor. The following instructions apply when the form is used for communicating with the Contractor (i.e., construction distribution):

1. Project No., Project Code (SA#), and Location. Enter the appropriate project number, project code, and location.

2. Contractor Information and Date. Enter the name of the Contractor's designated Superintendent, the Contractor's name, and the date.

3. Subject and Message. Form 105 may be used for any of the following purposes:

   - issue direction to the Contractor;
   - accept, approve, or reject submittals;
   - document an agreed unit price, method of measurement, or basis of payment for extra work;
   - accept or reject specific work items;
   - delete bid items;
   - document verbal agreements; and
   - document Region preapproval for change orders.

   See Section 120 of this *Manual* to determine when a change order is required.

4. CDOT Personnel Signature and Title. The Project Engineer, or assigned designee, should sign Form 105 at this location.

5. Reply. The lower half of Form 105 allows for a reply by the Contractor's Superintendent.

6. Contractor Personnel Signature and Title. The Contractor's Superintendent should sign and date the Form 105 to document receipt. If the Contractor's Superintendent refuses to sign the Form 105, the Project Engineer should write

the following information on the bottom half of the form and give the Superintendent a copy:

- “Contractor’s Superintendent refused to sign,” and
- date and time.

7. Distribution. When communicating with the Contractor, retain the original Form 105 with the Contractor’s signature in the project file.

COLORADO DEPARTMENT OF TRANSPORTATION
SPEED MEMO

Project No.: 1
Project Code (SA#):
Location:

MESSAGE
To: 2
Date: / /
Subject: 3

3

Signed: 4
Title: 4

REPLY
To: 5
Date: / /

5

Signed: 6
Title: 6

Distribution: 7
Contractor
Resident Engineer
Project Engineer

CDOT Form 105 07/02

Form 200 – OJT Training Questionnaire
Completion Instructions

Form 200 is used to monitor the Contractor's compliance with the Training Special Provision by interviewing the trainee. It is normally completed by project personnel or by the Region EEO/Civil Rights Specialist. Upon completion, it is forwarded to the Business Programs Office and placed in the labor interview file.

COLORADO DEPARTMENT OF TRANSPORTATION

OJT TRAINING QUESTIONNAIRE

Project No.: IR 70-1 (30)	Project Code (SA#): 11111
Project Location: Idaho Springs	Date: 5/11/80

Contractor's Name: XYZ Construction	
Trainee's Name: Jose Gonzales	Worker Classification: Carpenter
Trainee's Address: 2355 1st Ave., Denver CO 80122	Telephone No.: 426-0009
Trainee's Social Security No.: 527-82-0052	☒ Male ☐ Female ☐ Black ☒ Hispanic ☐ Am. Indian ☐ Asian Am. ☐ Other

Have you ever received any apprenticeship training under any type of program before beginning this program? ☐ Yes ☒ No

If yes, where?

When did you enter the current program? Month: May Year: 1980

In what type of training program are you enrolled?

☐ Colorado Contractor's Association ☒ Contractors OJT Program
☐ Union Apprenticeship Program ☐ Other:

How did you learn about the program?

☐ Contractor ☒ Community Based Organization
☐ Union ☐ Other:

When you entered your training, did anyone explain the program to you? ☒ Yes ☐ No

If yes, explain: Reviewed program with Supervisor.

Did you receive a copy of your training program? ☒ Yes ☐ No

Which of the following aspects of the training program were explained to you?

☒ Training Hours ☐ Type of Training
☒ Training Wages ☐ Job Choices
☐ Entry Wages

Did you understand the training program discussed with you? ☒ Yes ☐ No

If no, explain:

What is your current stage of training?

☐ 25% ☐ 80%
☒ 60% ☐ 90%

How many hours of training do you receive each week?

On-Job-Site Training: 40 hours/week
Classroom Training: 0 hours/week

Are you keeping a record of your training hours? ☐ Yes ☒ No

Do you believe proper training is being given? ☒ Yes ☐ No

If no, explain:

Does the job superintendent, trainer, or foreman show interest in helping you reach your goal of journeyman? ☒ Yes ☐ No

Do you have any problems that may interfere with your training? ☐ Yes ☒ No

If yes, explain:

Have you ever received any type of counseling from the apprenticeship counselor or another? ☐ Yes ☒ No

If yes, explain:

Do you know the name of your trainer? ☒ Yes ☐ No

If yes, what is the name of your trainer? Mike Barrett

Interviewer's Signature: Jan Burke	Date: 5/11/80
Trainee's Signature: Steve Horwee	Date: 5/11/80

Distribution: CDOT Business Programs Office (original) CDOT Form 200 07/02

Form 205 – Sublet Permit Application
Completion Instructions

The amounts listed on Form 205 are bid dollars. The Contractor shall complete Form 205 as follows:

1. Project No. and Project Code (SA#). Fill in as appropriate.

2. Total Prime Contract Amount. Enter the total bid amount of the Contract.

3. Subcontract #. Enter the subcontract number. The subcontract number should begin with one and be sequentially numbered. This includes tier 2 or lower tier subcontracts.

4. Tier. Enter the tier number of the subcontract (e.g., if a subcontractor sublets a portion of the work, the subcontract becomes a tier 2 subcontract).

5. Subcontractor. The tier subcontract box indicates which subcontractor is subletting the work (e.g., subcontract #4 is a tier 2 subcontract and subcontractor #3 sublets the work).

6. Prime Contractor Name, Subcontractor Name, and Telephone Number. Fill in as appropriate.

7. Subcontractor Information. Note if the subcontractor is non-DBE or DBE, their certification number, expiration date, and whether or not the subcontractor is a DBE replacement. Check if Form 713 – Contractor DBE Subcontractor, Supply and Service Contract Statement is attached. Check if the subcontractor was listed on Form 715 – Certification of Proposed DBE Participation. Check if the subcontractor is an eligible Emerging Small Business firm.

8. Proposal Line #. The line number column must be accurately completed by referencing the line number from the bid proposal.

9. Eight-Digit Item Code. Enter the eight-digit CDOT item code.

10. Item Description. Enter the CDOT item description. On items where only part of the work is sublet, a description of that portion of work shall be included (e.g., haul only).

11. Quantity. Enter the quantity to be sublet.

12. Units. The units must be the same as the Contract pay item shown on the bid proposal.

13. Unit Price. Enter the full unit price bid for the item as shown on the bid proposal.

14. Percent of Original Bid Price. The percent of original bid price is used only when a portion of the work is to be sublet. The quantity of the item to be sublet is multiplied by the bid unit price and then multiplied by the percentage of the item of work that is subcontracted for that bid item.

15. Dollar Amount. Enter the total dollar bid amount of the item to be sublet.

16. Total Amount of Above Items In Contract. Enter the sum of the amounts in column 15.

17. Previous Amount Sublet. Enter the sum of previous subcontracts.

18. Total Amount Sublet. Enter the sum of #16 and #17. For 2nd or subsequently lower tier subcontracts, the value of the work has previously been included in the total amount sublet under the 1st tier subcontract and should not be added in again.

19. Percent of Total Contract. Enter the quotient of #16 divided by #2.

20. Previous Percent Sublet. Enter the quotient of #17 divided by #2.

21. Total Percent Sublet. Enter the quotient of #18 divided by #2.

22. Completion by Contractor's DBE Liaison Officer. The Contractor is to complete the second page of Form 205 and then sign and date the form.

23. Prime Contractor Representative. The Prime Contractor Representative is to sign, date, and submit the form to the Project Engineer for processing.

24. Subcontractor Representative. The subcontractor representative is to sign and date the form. Also have 2nd and lower tier subcontractors sign and date the form, if applicable.

    The Contractor may fax a signed copy of Form 205 to the Project Engineer for review and signature, as needed, to expedite the subcontractor's start of work. The original form with original signatures shall be sent to the Project Engineer for Region completion. The fully executed original Form 205 is submitted to the Contracts and Market Analysis Branch.

25. Reviewed by Region EEO/Civil Rights Specialist. The Region EEO/Civil Rights Specialist will check the categories, review both pages of Form 205, and sign and date the form. A Form 713 – Contractor DBE Subcontractor, Supply and Service Contract Statement must accompany each Form 205 for Disadvantaged Business Enterprise subcontractors. If there is an Underutilized Disadvantaged Business Enterprise goal on the project, it is necessary to compare the subcontract dollar amount listed on Form 713 to each Form 715 – Certification of Proposed DBE Participation to verify that the subcontract amount is correct.

26. Project Engineer. The Project Engineer will check the Form 205 and sign, date, and distribute the form.

COLORADO DEPARTMENT OF TRANSPORTATION
SUBLET PERMIT APPLICATION

Project No.: 1		Project Code (SA#): 1	
Total Prime Contract Amount: 2			
Subcontract #: 3	Tier: 4	If Tier, to What Subcontractor: 5	
Prime Contractor Name:			
Subcontractor Name and Address: 6		Telephone No.:	

Prime Contractor – Complete this form (typed or handwritten in ink) and send it to the Project Engineer

Subcontractor Information (Check appropriate categories) 7

☐ NON DBE ☐ DBE ☐ Certification # _____ Expiration Date: _____ ☐ DBE Replacement

☐ CDOT Form 713 Attached ☐ Listed on CDOT Form 715 ☐ Eligible ESB

Proposal Line # From Bid Proposal	8 Digit Item Code	Item Description	Quantity (1)	Units (must be same as bid tab)	Prime Contract		
					Unit Price (2)	% of Original Bid Price (3)	$ Amount (4)
8	9	10	11	12	13	14	15

* Complete **only** if a part of an item is subcontracted (in hundredths) [(1) x (2) x (3) = (4)]:

What percent (in hundredths) are the above items of the total Contract?	19 %	The total amount of the above items under my Contract is:	16 $
Previous percent sublet (in hundredths):	20 %	Previous amount sublet under this Contract:	17 $
Total percent sublet (in hundredths):	21 %	Total amount sublet:	18 $

The Prime Contractor and the subcontractor agree to the following:

- All Prime Contract terms and conditions apply to the subcontract, and the subcontractor shall not commence work until the written subcontract has been fully executed.
- On Federal-Aid projects, the fully executed subcontract shall include a copy of form FHWA 1273.
- The subcontractor shall not commence work until the CDOT Project Engineer approves this Sublet Permit Application.
- The Prime Contractor and subcontractor shall:
  - Make partial payments to subcontractors and suppliers in accordance with subsection 107.01 and CRS 24-91-103(2), the "Prompt Payment" statute.
  - Promptly notify subcontractors and suppliers of any reason for delaying partial payments.
  - Provide a copy of the monthly estimate to subcontractors who performed work.

I certify under penalty of perjury in the second degree, and other applicable state or federal laws, that the statements made on this document are true and complete to the best of my knowledge.

Prime Contractor Representative: 23	Date: / /	Subcontractor Representative: 24	Date: / /

Subcontract Approval – This application is approved subject to the terms of the Prime Contractor's Contract with CDOT. Nothing in this application shall create a contractual relationship between CDOT and the subcontractor. CDOT approval of this application is not an endorsement of the subcontractor and does not relieve the Prime Contractor of any responsibilities under the Contract with CDOT.

Reviewed by: Region EEO/Civil Rights Specialist: 25	Date: / /	Project Engineer: 26	Date: / /

Distribution: Contracts and Market Analysis (Records Center)
Contractor (2 copies)
Region (3 copies)

CDOT Form 205 07/02

Disadvantaged Business Enterprise (DBE):

If award of the Contract is made based on the Contractor's Good Faith Efforts, the goal will not be waived. The Contractor will be expected to continue to make Good Faith Efforts as described below throughout the duration of the Contract.

To demonstrate Good Faith Efforts to meet the Contract goal throughout the performance of the Contract, the Contractor shall document to the Department the steps taken. For each subcontract item **not** identified for DBE participation on the CDOT Form 718 for this project, steps you will take include but are not limited to the following:

A. Seek out and consider DBEs as potential subcontractors.
   1) Contact two or more DBEs for each category of work that is being subcontracted.
   2) Affirmatively solicit their interest, capability, and price quotations.
   3) Provide equal time for all prospective subcontractors to prepare their proposals.
   4) Provide at least as much time to DBEs in assisting them to prepare their bids for subcontract work as to non-DBE subcontractors.
   5) Award subcontracts to DBEs where DBE quotations are reasonably competitive with other quotations received.

B. Maintain documentation of DBEs contacted and their responses.
   1) Maintain a list of DBEs contacted as prospective subcontractors.
   2) Maintain thorough documentation of criteria used to select subcontractor.
   3) Where a DBE expressed an interest in a subcontract and made a quotation, and where the work was not awarded to a DBE, furnish a detailed letter explaining the reasons.

Completed by the Contractor's DBE Liaison Officer:

It is expected that award goals will ☐ or will not ☐ be met on this contract.

If (will not) is checked, please complete:

DBE Firms Contacted	Date	Individual Contacted	Phone	Reason for Rejection
	/ /			
	/ /			
22	/ /			
	/ /			
	/ /			
	/ /			
	/ /			
	/ /			

Comments:

Contractor's DBE Liaison Officer:

Typed or Printed Name:	Signature:

CDOT Form 205 07/02

Form 262 – Weekly Time Count Report – Work Days
Completion Instructions

Form 262 is used to record project time charges when the Contract specifies a working day basis. Time charges should be made in accordance with the *Project Special Provisions* or subsection 108.06 of the *Standard Specifications*. A Form 103 – Project Diary should substantiate the daily assessment of Contract time. An automated version of Form 262 is available in SiteManager®. See Section 120 of this *Manual* for additional information on Contract time and Form 262. One Form 262 should be completed weekly as follows:

1. Project No. and Project Code (SA#). Fill in as appropriate.

2. No. Enter the sequential number. Begin with number one and continue numbering sequentially throughout the project.

3. Contractor Name and Date. Enter the name of the Contractor and the date the form was started.

4. Week Ending. Enter the month and date of the last day of the week the Form 262 represents.

5. Date. Enter the date for each weekday.

6. Weather Conditions. Describe the weather conditions for each day of the week. This is important in justifying unworkable days due to weather.

7. Workable Days. Mark each day that conditions were favorable for the Contractor to prosecute work.

8. Unworkable Days. Mark each day that adverse weather conditions prevented the Contractor from performing work.

9. Days Not Chargeable. Mark each day that is not chargeable or the Contractor did not work due to other causes such as weekends, holidays, free time, or time suspension.

10. Days Charged This Week. Enter totals for the week.

11. Days Previously Reported. Enter the total days charged to date from the previous week's Form 262.

12. Total Days Charged to Date. Enter the sum of days charged this week (#10) and days previously reported (#11).

13. Work Days Allowed by Original Contract. Enter the work days allowed by the original Contract.

14. Extra Days Approved by Change Orders. Enter the additional days added by change orders. Enter as participating if added days have been approved for Federal participation, otherwise enter as nonparticipating.

15. Total Revised Contract Days. Enter the sum of work days allowed by original Contract (#13) and extra days added by change orders (#14).

16. Total Days Charged to Date. Enter the sum of all workable days charged to date.

17. Total Days Remaining. Enter the difference between total revised Contract days (#15) and total days charged to date (#16).

18. Elapsed Time. Enter the sum of all days, workable and unworkable, and not chargeable to other causes, since the start of Contract time. This should be equal to calendar days.

19. Remarks. Note any unusual conditions or problems, and provide further explanation of any time charges or non-charges, suspensions, etc.

20. Contractor's Comments. The Contractor is to acknowledge receipt by signing and dating the completed Form 262. The Contractor should indicate if the company intends to submit a written request for an extension of time or correction of the time count. The Contractor has 30 days to file the written protest. See subsection108.06 of the *Standard Specifications*. If the Contractor refuses to sign the completed Form 262, the original copy should be sent immediately by registered mail to the Contractor's permanent address.

COLORADO DEPARTMENT OF TRANSPORTATION **WEEKLY TIME COUNT REPORT-WORK DAYS**	Project No.: CY 00XX-XX (1)	Project Code (SA#): 11111 (1)	No.: X (2)
	To: Formworks, Inc. (3) Contractor		Date: 7/X/XX (3)

The following statement shows the number of Work Days charged to your account for the week ending 7/X, 20XX. (4)

Date (5)	Day	Weather Conditions or Other Causes (6)	Workable Days (7)	Unworkable Days (8)	Days Not Chargeable Other Causes (9)
7-X	Sunday				
7-X	Monday				
7-X	Tuesday	Clear 60° - 92° F *	1		
7-X	Wednesday	Partly Cloudy 65° - 86° F	1		
7-X	Thursday	Rain => Partly Cloudy 55° - 84° F	0.5	0.5	
7-X	Friday	Holiday 60° - 88° F **	1		
7-X	Saturday				
Days charged this week: (10)			3.5	0.5	1
Days previously reported: (11)			---	---	---
Total days charged to date: (12)			3.5	0.5	1
Work days allowed by original Contract:					(13) 60
Extra days approved by Change Orders – Participating:					---
Nonparticipating:					(14) ---
Total revised Contract days:					(15) 60
Total days charged to date:					(16) 3.5
Total days remaining:					(17) 56.5
ELAPSED TIME:					(18) 5

Remarks:

*Latest start date per the *Project Special Provisions.*

**Holiday – Contractor Worked.

(19)

Project Engineer: John Wayne

Contractor's Comments:

(20)

Date: 7/XX/XX

Contractor: Ashley O'Hara

Distribution: Contractor (original)
Records Center
Resident Engineer
Project Engineer

CDOT Form 262 07/02

Form 263 – Weekly Time Count Report – Calendar Days
Completion Instructions

Form 263 is used to record project time charges when the Contract specifies a calendar day basis. Calendar day, as defined in subsection 101.08 of the *Standard Specifications*, is defined as follows: "Each and every day shown on the calendar, beginning and ending at midnight." All time charges should be made in accordance with the *Project Special Provisions* or subsection 108.06 of the *Standard Specifications*. Form 103 – Project Diary should substantiate the daily assessment of Contract time. An automated version of Form 263 is available in SiteManager®. See Section 120 of this *Manual* for additional information on Contract time count and Form 263. One Form 263 should be completed weekly as follows:

1. Project No. and Project Code (SA#). Fill in as appropriate.

2. No. Enter the sequential number. Begin with number one and continue numbering sequentially throughout the project.

3. Contractor Name and Date. Enter the name of the Contractor and the date the Form 263 was started.

4. Week Ending. Enter the month and date of the last day of the week the Form 263 represents.

5. Date. Enter the month and day for each weekday.

6. Weather Conditions. Describe the weather conditions for each day of the week

7. Calendar Days. Mark each day that is classified as a calendar day.

8. Worked/Not Worked. Mark each day the Contractor worked with "W" and each day no work was performed with "NW."

9. Days Not Chargeable. Mark each day the Contractor did not work due to causes beyond the control of the Contractor. See the *Project Special Provisions* for any project specific time constraints.

10. Days Charged This Week. Enter the total days charged this week.

11. Days Previously Reported. Enter the total days charged to date from the previous week's Form 263.

12. Total Days Charged to Date. Enter the sum of days charged this week (#10) and days previously reported (#11).

13. Calendar Days Allowed by Original Contract. Enter the calendar days allowed by the original Contract.

14. Extra Days Approved by Change Orders. Enter the additional calendar days added by change orders. Enter as participating if added days have been approved for Federal participation, otherwise enter as nonparticipating.

15. Total Revised Contract Days. Enter the sum of calendar days allowed by original Contract (#13) and extra days approved by change orders (#14).

16. Total Days Charged to Date. Enter the sum of all calendar days charged to date.

17. Total Days Remaining. Enter the difference between total revised Contract days (#15) and total days charged to date (#16).

18. Elapsed Time. Enter the sum of all calendar days since the start of Contract time.

19. Remarks. Note any unusual conditions or problems and give further explanation of any time charges or non-charges.

20. Contractor's Remarks. The Contractor is to acknowledge receipt by signing and dating the completed Form 263. The Contractor should indicate if the company intends to submit a written request for an extension of time or correction of the

time count. The Contractor has 30 days to file the written protest. See subsection108.06 of the *Standard Specifications* for additional information. If the Contractor refuses to sign the completed Form 263, the original copy should be sent immediately by registered mail to the Contractor's permanent address.

COLORADO DEPARTMENT OF TRANSPORTATION **WEEKLY TIME COUNT REPORT-CALENDAR DAYS**	Project No.: BRF 0XX-X(XX) (1)	Project Code (SA#): 11111 (1)	No.: X (2)
	To: Paving Corporation, Inc. (3) Contractor		Date: 7/X/XX (3)

The following statement shows the number of Calendar Days charged to your account for the week ending July X, 20XX (4)

Date (5)	Day	Weather Conditions or Other Causes (6)	Calendar Days (7)	Worked (W) Not worked (NW) by Contractor	Days Not Chargeable Other Causes (9)
7-X	Sunday		1	(8) NW	1
7-X	Monday	Clear 60° - 92° F	1	W	
7-X	Tuesday	Partly Cloudy	1	W	
7-X	Wednesday	Partly Cloudy => Rain 55° - 84° F	1	NW	1
7-X	Thursday	Holiday*	1	W	
7-X	Friday	Partly Cloudy 65° - 95° F	1	W	
7-X	Saturday	Clear 60° - 90° F	1	W	
Days charged this week:		(10)	7		2
Days previously reported:		(11)	16		5
Total days charged to date:		(12)	23		7
Calendar days allowed by original contract:					(13) 110
Extra days approved by Change Orders – Participating:					(14) 4
Nonparticipating:					---
Total revised contract days:					(15) 114
Total days charged to date:					(16) 23
Total days remaining:					(17) 91
ELAPSED TIME:					(18) 23

Remarks:

*Holiday - Contractor Paved

CMO #2 - Replace crossover 4 additional calendar days approved. (19)

Project Engineer: Joe Farmer

Contractor's Comments:

(20)

Date: 7/X/XX

Contractor: Frank Carpenter

Distribution: Contractor (original)
Records Center
Resident Engineer
Project Engineer

CDOT Form 263 07/02

Form 266 – Inspector's Progress Report
Completion Instructions

Form 266 is used for source documentation of interim and final quantities. Form 266 must contain the required data for the pay item being documented. For documentation requirements of individual Contract pay items and further information on Form 266, see Section 120 of this *Manual*. The following describes how to complete Form 266:

1. Project No., Project Code (SA#), Date, No. of Workers, and Equipment. Enter the project number, project code, date (must not be later than date of project acceptance), number of workers, and the equipment utilized by the Contractor to complete the work.

2. Location, Comments, and Supporting Calculations. Information to be provided in this section of Form 266 includes location of the work, quantity calculations, and total quantity being paid on Form 266. The second page of Form 266 may be used for additional calculations and sketches, as appropriate, to support the pay quantity. Additional supporting documents may be attached to the form. The total pay quantity should be rounded to the appropriate significant figures as discussed in Section 121 of this *Manual*. All calculations should be checked and a mark placed next to each checked value.

3. Interim/Final. Check the appropriate box for interim measurement or final measurement for that pay quantity or portion of the item.

4. Calculated By. This cell of Form 266 should be signed or initialed by the person who performed the calculations.

5. Measured By. This cell of Form 266 should be signed or initialed by the person who performed the field measurements or counted the item.

6. Posted By. This cell of Form 266 should be signed or initialed by the person who transferred the total quantity from the Form 266 to the Item Summary Report.

7. Checked By. This cell of Form 266 should be signed or initialed by the individual who checked the calculations and quantities on the Form 266. This check must be performed by an individual other than the person who determined the quantity. This check should be completed in accordance with Section 121 of this *Manual*.

8. Reference and Item Number. Enter the computer reference number and the item number for the pay item. Entering the computer reference number is optional as determined by the Region.

9. Item Description. Enter the description of the item. The description should match the description on the Summary of Approximate Quantities on the plans, if appropriate. The location may be entered if it is not shown in the location, comments, and supporting calculations section of Form 266.

10. Quantity. Enter the total quantity this Form 266 represents.

11. Unit. Enter the appropriate unit of measurement for the item.

12. Signed and Title. The signature and title cells are for the individual who is responsible for the inspection and documentation of the pay item. This is usually performed by the person completing the Form 266.

13. No. Enter the sequential number of the Form 266 in the series of source documents for the pay items. This is usually performed by the person who posted the quantity.

COLORADO DEPARTMENT OF TRANSPORTATION

INSPECTOR'S PROGRESS REPORT

Project No.:	Project Code (SA#):	Date:
C 00XX-00XX	11111	7/X/XX

No. of Workers:	Equipment:
3 (1)	1.5-ton Flatbed, Tractor with Loader, Handtools

Location, Comments, and Supporting Calculations:
Contractor has completed removal of fence at the following locations: (2)

Station 350+80 right to 372+25 right	2,145 linear feet
Station 372+41 right to 389+00 right	1,659 linear feet
Station 360+90 right to 390+72 right	2,982 linear feet
Total	6,786 linear feet

Contractor has retained materials per the Special Provisions and has removed them from the project.

☐ Interim ☒ Final (3)

Calculated By: (4) SM 7-X-XX
Measured By: (5) SM 7-X-XX
Posted By: (6) HK 8-X-XX
Checked By: (7) HK 8-X-XX

Reference and Item Number	Item Description	Quantity	Unit
0010-202 (8)	Removal of Fence (9)	(10) 6,786	linear feet (11)

The item(s) and material(s) listed above were inspected and found to conform reasonably with the Contract Plans and Specifications, except as noted.

Signed:	Title:	No.:
Sean Malley	CEPM I	202-10-3 (13)

Distribution: Project File (original)

CDOT Form 266 07/02

CDOT Form 266 07/02

Form 279 – Inspector's Report of Reinforcing Steel Placed
Completion Instructions

Form 279 is an optional form that may be used for source documentation of interim and final quantities of reinforcing steel or for revisions to plan quantities. See Section 120 of this *Manual* for additional information on Form 279. The following describes how to complete Form 279:

1. Project No., Project Code (SA#), and Date. Enter the project number, project code, and date. The date must not be later than date of project acceptance.

2. Equipment and No. of Workers. Enter the equipment utilized by the Contractor to complete the work and the number of workers.

3. Station, Structure, and Portion. Enter the station, left or right, structure number, and portion of structure, if applicable (e.g., deck, abutment, structure wall, approach slab).

4. Mark, Bar No., and Length. Enter the mark, bar number, and length. If the plans or supplier's bar list or bending diagram do not designate a mark (e.g., 401, 523), show the shape of the bar. Inspection should be made from the plans.

5. No. of Bars. Enter the number of bars of this type placed for this Form 279.

6. Total Length, Weight per Unit Length, Total Weight. Enter the total length, weight per unit length, and total weight. Be sure to use the correct unit of measurement. Either multiply bar length times weight per foot for each bar or add the total length for each size and then multiply by the proper weight per foot.

7. Space and Clear. Enter the plan bar space and clearance. This information may be used to inspect the in-place rebar.

8. Total. Enter the total quantity this Form 279 represents.

9. Remarks. Any comments or information supporting the item may be made in this section. Additional supporting documents, calculations, or sketches may be attached to the Form 279.

10. Interim/Final. Check the appropriate box for an interim or a final measurement for the portion of the pay item represented by this Form 279.

11. Calculated By, Measured By, Posted By, and Checked By. These cells must be signed or initialed by the individual who performed the functions.

12. Computer Reference No. Enter the computer reference number for the item. This is an optional entry.

13. No. Enter the sequential number of the Form 279 in the series of source documents for the pay item. This is usually performed by the person posting the quantity.

COLORADO DEPARTMENT OF TRANSPORTATION

INSPECTOR'S REPORT OF REINFORCING STEEL PLACED

Project No.: CX XX-0000 (1)	Project Code (SA#): 11111 (1)	Date: 7/XX/XX (1)
Equipment: Flatbed with Crane, Cutting Torch, Handtools (2)		No. of Workers: 4 (2)
Station: 291+40 right (3)	Structure: Noname CBC Ext. (3)	Portion: Floor, Apron and Toe (3)

Mark	Size		No. of Bars	Total Length	Weight per Unit Length	Total Weight	Space	Clear
	Bar No.	Length						
401 ---	5	6'-8"	14	93.33	1.043	97.3	8"	3"
403 ---	5	6'-8"	8	53.33	55.6	55.6	8"	---
407 ---	6	6'-8"	8	53.33	80.1	80.1	1'-0"	3"
402 L	6	5'-3"	16	84.00	126.2	126.2	1'-0"	2"
404 L	4	5'-3"	16	84.00	56.1	56.1	8"	2"
▭	5	4'-6"	9	40.50	42.2	42.2	1'-6"	---
	(4)		(5)		(6)		(7)	
						457.5		
					(8) TOTAL	458		

Remarks: Portion paid checks with plan quantity. (9)

☒ Interim (10) ☐ Final

Calculated By: SM 7-X-XX (11) Measured By: SM 7-X-XX (11)

Posted By: HK 8-X-XX (11) Checked By: HK 8-X-XX (11)

The above bars were placed into the structure in a manner which is in accordance with C.R.S.I recommendations. THE ITEM(S) AND MATERIAL(S) LISTED ABOVE WERE INSPECTED AND FOUND TO CONFORM REASONABLY WITH THE CONTRACT PLANS AND SPECIFICATIONS EXCEPT AS NOTED.

Signed:

Title: ETI

Metric		English	
Bar No.	kg/m	Bar No.	lb/ft
		3	.376
10m	.785	4	.668
15m	1.570	5	1.043
20m	2.355	6	1.502
		7	2.044
25m	3.925	8	2.670
30m	5.495	9	3.400
		10	4.303
35m	7.850	11	5.313
45m	11.775	14	7.65
55m	19.625	18	13.60

Computer Reference No.: 110-602 (12)

No.: 3 (13)

Distribution: Project File (original) CDOT Form 279 07/02

Form 280 – EEO and Labor Compliance Verification
Completion Instructions

Form 280 is used to interview employees of Contractors and subcontractors to verify that employees are aware of each company's Equal Employment Opportunity (EEO) requirements and that they are receiving the correct wages for the classification in which they are working. Form 280 should be completed by CDOT project site personnel as addressed in Section 107.1.3 of this *Manual* and when labor or EEO violations are suspected. The Region EEO/Civil Rights Specialists may also use this form during compliance reviews and investigations. Complete Form 280 as follows:

1. Project No., Project Code (SA#), Project Location, and Contractor Name. Fill in as appropriate. Note if the name is for a subcontractor.

2. Employee Name and Job Classification. Enter the name of the employee interviewed and the worker's job classification.

3. Equal Employment Opportunity. The Equal Employment Opportunity section of Form 280 includes the questions that should be asked of the employee regarding his knowledge of the equal employment policies and procedures of his employer.

4. Labor Compliance. The Labor Compliance section of Form 280 includes questions that should be asked of the employee regarding wage rate, fringe benefit plan, and pay frequency. It allows the interviewer to verify the type of work being performed by the employee. The employee is requested to look over the interview and sign and date the form.

5. Verification Section. The interviewer completes the verification section by referring to the appropriate payroll for information on the hourly rate and classification of the employee and verifying from the Contract wage decision that the employee is paid correctly. Errors in classification, hourly wage, or fringe benefit must be corrected and back wages calculated as necessary. The interviewer completes the form with the individual's signature and date.

Should interviews reveal a pattern or lack of knowledge by employees, the Region's EEO/Civil Rights Specialist should be notified immediately.

Employer requests to review interviews should be referred to the Contracts and Market Analysis Branch.

COLORADO DEPARTMENT OF TRANSPORTATION **EQUAL EMPLOYMENT OPPORTUNITY AND LABOR COMPLIANCE VERIFICATION**	Project No.: Sample (1)
	Project Code (SA#): 11111 (1)
Contractor Name: XYZ, Inc. (1)	Project Location: Anywhere (1)
Employee Name: Maxwell Smart (2)	Job Classification: Various (2)

JOB SITE INTERVIEW SECTION

Equal Employment Opportunity		
Have you seen the EEO posters posted by the Contractor?	☒ Yes	☐ No
Do you know the EEO policy of the Contractor? (3)	☐ Yes	☒ No
Do you know who the project EEO Officer is?	☐ Yes	☒ No
If yes, what is the project EEO Officer's name?		
Have Contractor or Contractor personnel ever asked you to refer minorities and women to fill job openings?	☐ Yes	☒ No
Has the Contractor offered you training or apprenticeship programs to upgrade your skills?	☒ Yes	☐ No
How long have you been employed by this Contractor? 0 years 3 months 0 days		
How did you get this job? ☐ union ☒ other: Friend Referred		
Have you attended a meeting on this project where EEO was discussed?	☒ Yes	☐ No
If yes, what was the date of the meeting? / /		
Do you feel the Contractor has discriminated against you in any way?	☐ Yes	☒ No
Comments:		

Labor Compliance		
Have you seen the wage posters posted by the Contractor?	☒ Yes	☐ No
What is your hourly wage rate? $11.46/hour		
What is your hourly fringe benefit amount? $2.29/hour		
How are fringe benefits being paid to you? ☐ cash ☒ other (e.g., plan, fund, program): fund		
Have you experience any problems with fringe benefit payments?	☐ Yes	☒ No
If yes, please describe: (4)		
TOTAL HOURLY WAGE: $13.75/hour		
How often are you paid? ☒ weekly ☐ other:		
Describe your current work assignment: Digging Trench		
Employee Signature: Frank Zappa	Date: 9/14/95	

VERIFICATION SECTION (Use the Contractor payroll to answer the questions in this Section)

Is the employee's wage correct?	☐ Yes	☒ No
What is the total hourly amount? 14.06 (5)		
What is employee's worker classification? laborer		
What is the payroll date? 9/16/95		
Comments: Hourly rate incorrect. Prime Contractor advised that supplemental payroll and back wages required. Also, advised Contractor to have subcontractor hold EEO meeting.		
Interviewer's Signature: Michael Bunty	Date: 9/19/95	

Distribution: Project File (original) CDOT Form 280 07/02

Form 282 – Asphalt Paving Inspector's Daily Report
Completion Instructions

Form 282 may be used to document daily asphalt paving operations. Its use is optional in lieu of other acceptable recording methods, as determined by the Project Engineer, to record loads delivered, location placed, spread yield, and asphalt temperatures. Complete Form 282 as follows:

1. Weather, Air Temperature, and Date. Enter the date and enter the weather conditions and maximum and minimum air temperatures for that date.

2. Project No. and Project Code (SA#). Fill in as appropriate.

3. Load No. Record the load number from the Contractor's load ticket. The load number will indicate the sequential loading order from the plant. If a load arrives to the project site out of sequence according to the load number, the truck may have been substantially delayed and the Hot Bituminous Pavement temperature should be checked against allowable minimum temperature, as per specification.

4. Ticket No. Enter the ticket number from the Contractor's load ticket for each load delivered to the project.

5. Ticket Weight. Enter the net weight (tons) from the load ticket of each load.

6. Cumulative Weight. Enter the cumulative weight of asphalt by adding the net weight for each ticket to the previous cumulative total.

7. Station to Station. Record the beginning and ending station of the placement location for each load of asphalt.

8. Location. Enter the lane and direction being paved.

9. Paver Pass. Record the thickness (inches) and width (feet) of asphalt being placed.

10. Course. Check the appropriate box for bottom or top lift.

11. Spread Yield. Any method to calculate spread yield is acceptable as long as the calculation results in an accurate comparison between the actual application rate and the plan application rate.

The following method provides a relative comparison of actual-to-plan application rates. A calculated result over 1.00 indicates that the actual application rate is exceeding the plan application rate. For example, a spread yield rate of 1.05 indicates that the plan quality is being overrun by five percent for the asphalt quantity placed.

First determine the correct plan application rate factor as follows:

$$\frac{2{,}000 \times 9}{\text{Plan Application Rate (pounds/square yard/inch)}}$$

The plan application rate can be found in the General Notes of the plans. In this example, use 112 pounds/square yard/inch.

$$\text{Factor} = \frac{2{,}000 \times 9}{112} = 160.7$$

Calculations can be completed for a single load, any portion of the day, or the entire day's run as follows:

$$\text{Factor} \times \text{Actual Tons/Thickness/Width/Station - Station Length}$$

A. Single Load: $160.7 \times 12.88/2/12.5/75 = 1.10$

B. Partial Day: $160.7 \times (109.04 - 26.83)/2/12.5/(52{,}680 - 52{,}160) = 1.02$

C. Entire Day: $160.7 \times 146.1/2/12.5/(52{,}915 - 52{,}000) = 1.03$

12. Mix Temp. Record the delivered mix temperature.

13. Remarks. Provide any appropriate remarks.

14. Signed and Title. The Form 282 needs to be signed by the person who completed the form.

CDOT DEPARTMENT OF TRANSPORTATION

ASPHALT PAVING INSPECTOR DAILY REPORT

Weather: Clear, Warm (1)	Date: 9/1/95 (1)	Project Code (SA#): 11111 (2)
Air Temperature: Maximum: 80° Minimum: 72° (1)	Project No.: Sample (2)	

Load No.	Ticket No.	Ticket Weight	Cumulative Weight	Station to Station		Location	Paver Pass Thk.	Paver Pass Wdth.	Course Bot.	Course Top	Spread Yield	Mix Temp,	Remarks
1	8680	12.88	12.88	520+00	520+75	SB Lane	2"	12.5		✓	(A) 1.10	255°	North Approach
2	8681	13.95	26.83	520+75	521+60	SB Lane	2"	12.5		✓		260°	To Str. F-15-CP
3	8683	14.14	40.97	521+60	522+55	SB Lane	2"	12.5		✓		265°	
4	8685	23.02	63.99	522+55	524+00	SB Lane	2"	12.5		✓	(B) 1.02	260°	
5	8686	22.92	86.91	524+00	525+45	SB Lane	2"	12.5		✓			
6	8682	22.13	109.04	525+45	526+80	SB Lane	2"	12.5		✓		250°	
7	8687	14.00	123.37	526+80	527+70	SB Lane	2"	12.5		✓			
8	8688	22.73	146.10	527+70	529+15	SB Lane	2"	12.5		✓		260°	
											(C) 1.03		<== Overhaul Yield (SB)
(3)	(4)	(5)	(6)	(7)		(8)	(9)		(10)	(10)	(11)	(12)	(13)

This item and the materials used were inspected and found to conform reasonably with the Contract Plans and Specifications as noted.

Signed: J. Smith (14)

Title: EPST II

Distribution: Project File (original)

CDOT Form 282 07/02

Form 568 – Authorization and Declaration of Temporary Speed Limits Completion Instructions

A Form 568 must be completed, approved, and signed whenever the speed limit is reduced on a construction project, even if the speed limit reduction is shown on the plans.

The Project Engineer is responsible for initiating and completing the Form 568 when a reduced speed limit is appropriate.

Fill in the appropriate project information such as city, reduced speed limit, regular speed limit, and direction of traffic.

The Region Traffic Engineer should sign and approve the Form 568.

COLORADO DEPARTMENT OF TRANSPORTATION

AUTHORIZATION AND DECLARATION OF TEMPORARY SPEED LIMITS

The Colorado Department of Transportation *(in cooperation with the ~~City~~ (Town) of NORTH FORK, has conducted a traffic investigation or survey for speed zoning within and at the approaches to Construction Project & Code No. CX (CY) 99-0000-00, between MP XX.XX and MP XX.XX on State Highway 000.

As a result of this investigation or survey and in accordance with 42-4-1002(I) Colorado Revised Statutes IT IS, THEREFORE, DETERMINED, AND DECLARED that the following are reasonable and safe prima facie speed limits for the named State Highway route or portion thereof during the project period when traffic is not otherwise regulated by special work area controls (flagger's warnings, etc.) and that said speed limits shall supersede any and all previous declarations in conflict therewith when official signs are posted giving notice thereof:

Reduced Speed limit	Regular Speed limit	Direction Of traffic	From **	To**
25 MPH	40 MPH	EAST & WEST	CO. RD. Z (EAST CITY LIMITS)	THIRD ST. (JCT. OF SH XXX)

IT IS FURTHER DETERMINED AND DECLARED that upon completion of the road project or when work operations are suspended or when other hazards do not exist that the regular speed limit(s) as previously authorized for this road section shall be effective when official signs give notice thereof.

Temporary speed limit(s) approved for sign posting on or after JUNE XX, 199X.

Chief Engineer

By Signal A. Head

Title: REGION TRAFFIC ENGINEER

■DISTRIBUTION
- ☐ Colorado State Patrol Division Office
- ☐ Local Law Enforcement (if applicable)
- ☐ City (Town) of_____.
- ☐ Central Files (Projects only)

■REGION DISTRIBUTION:
- ☐R.T.D.
- ☐Resident Engineer
- ☐Mtc. Supt.
- Traffic Engineer (Original)

Form 568a 7/01

* Strike phrase, if applicable
** Milepoint, logpoint, street, feature, etc.

■Check boxes as applicable

Form 580 – Equipment Rental Rate Determination Request
Completion Instructions

Form 580 is used when a rental rate for Contractor owned equipment is required for performing a force account analysis of a Contractor's proposed unit price for extra work or for payment under force account or change order. Equipment rental rates and standby rates are determined using the current *Rental Rate Blue Book for Construction Equipment*. The Project Engineer completes the top half of the form and, generally, the Region Finals Engineer completes the bottom portion. The information is used for force account billings. Form 580 should be prepared as follows:

1. Project No. and Project Code (SA#). Fill in the project number and project code as appropriate.

2. Contractor and F/A, CMO, MCR No. Enter the Contractor's name and the force account, contract modification order, or minor Contract revision number.

3. Type/Description and Make. Describe the equipment as completely and accurately as possible. (e.g., there is a difference between a backhoe and a hydraulic excavator). Also enter the equipment make.

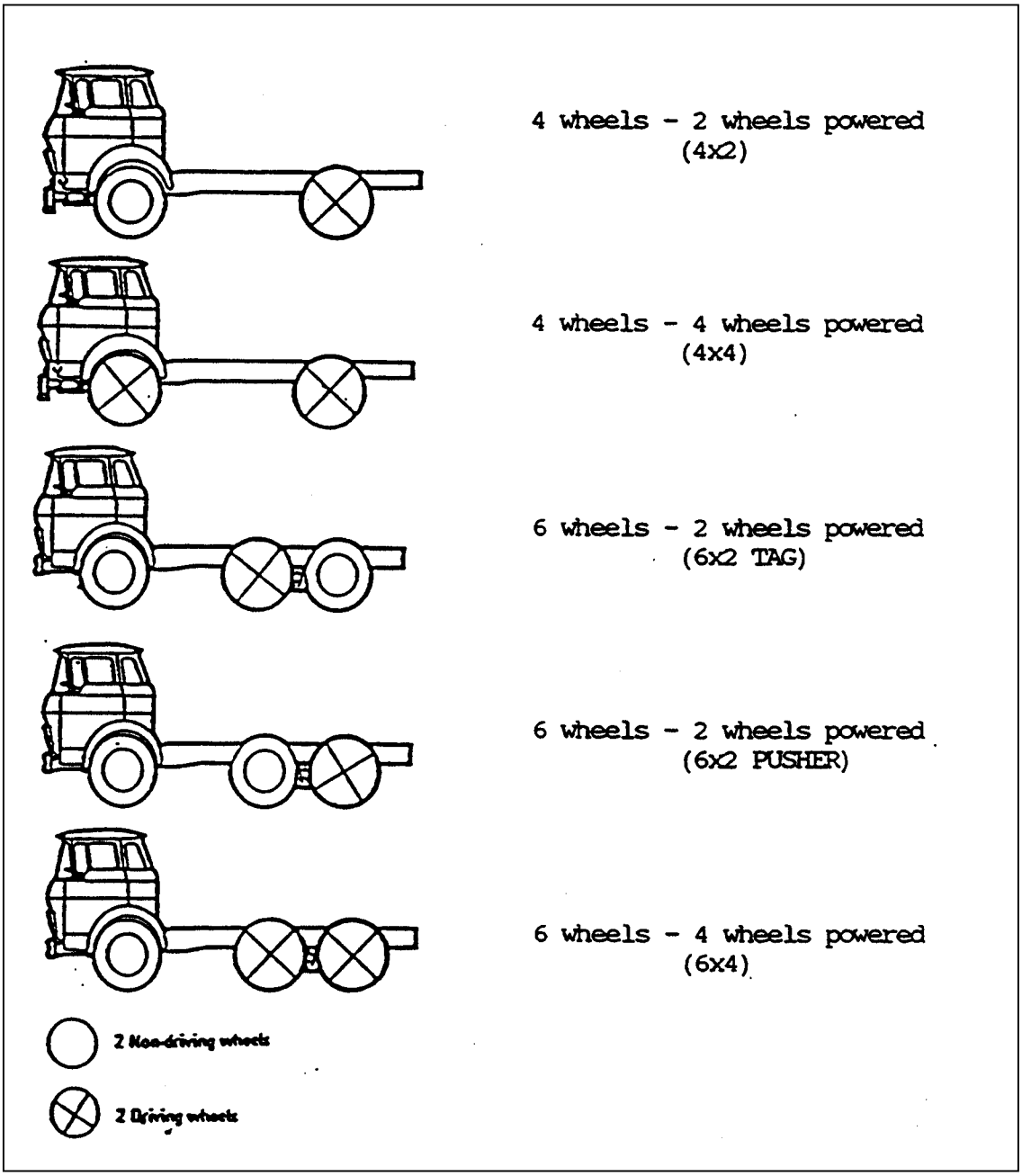
4. Year and Serial No. The year of manufacture is important. If this information is not available, the serial number should be recorded because this can aid in determining the age of the equipment.

5. Model and Series. Enter the model number and series. Often the model number and series are contained in the same number (e.g., Model 570B). For this piece of equipment, the model number is 570 and the series is B.

6. Fuel Type and Transmission. Indicate the type of fuel the equipment uses and the transmission type.

7. Trucks: Wheel Combination. For all pickups, semis, dump trucks, etc., indicate the type of wheel power used. Wheel power is defined as the number of wheels

times the number of wheels powered. Dual wheels are counted as single wheels. Examples of some common usages are shown below:



8. Gross Vehicle Weight (GVW) and Capacity. For dump trucks, belly dumps, pups, water, and other liquid-haul trucks, enter the correct gross vehicle weight and capacity.

9. Equipment Owner Name and Equipment Owner ID. Enter the equipment owner's name and equipment owner ID, if available.

10. Remarks. Enter any needed remarks that describe the equipment.

11. Submitted By, Region No., and Date. Sign the Form 580 and enter the Region number and date.

12. Equipment No. The Region will assign an equipment number to be used to identify the specific piece of equipment and its hourly rates.

13. *Blue Book* Reference. Enter the volume, section, page, and date from the current *Rental Rate Blue Book for Construction Equipment*.

14. Bare Rate. See subsection 109.04(c) of the *Standard Specifications* for information on calculating the bare rate and the adjusted bare rate.

15. Operating Cost. The hourly operating cost is taken directly from the appropriate column in the *Rental Rate Blue Book for Construction Equipment* for the specific piece of equipment.

16. Total Shift Rate Per Hour. Enter the sum of the bare rate (#14) and the operating cost (#15).

17. Adjusted Bare Rate. The adjusted bare rate per hour for standby is calculated as 50 percent of the shift bare rate per hour calculated in #14 above.

18. Standby Rate Per Hour. The standby rate per hour is the adjusted bare rate as determined in #17 above.

19. Signed, Title, and Date. The person who calculated the rates signs and dates the Form 580.

COLORADO DEPARTMENT OF TRANSPORTATION

EQUIPMENT RENTAL RATE DETERMINATION REQUEST

Project No: Sample (1)	Project Code (SA#): 11111 (1)
Contractor: Smith Construction Company (2)	
F/A, CMO, MCR No.: CMO #9 (2)	

Type/Description: Motor Grader (3)		Make: Deere (3)	
Year: 1988 (4)	Model: 570 (5)	Series: B (5)	Serial No.: 515543 (4)
Fuel Type: ☐ Gas ☒ Diesel ☐ Other: (6)		Transmission: ☐ Direct Drive ☒ Power Shift ☐ Other: (6)	
Trucks: Wheel Combination: ☐ 4x2 ☐ 4x4 ☐ 4x6 ☐ Other: (7)		GVW (Loaded Weight): (8)	Capacity (cubic yards, gallons): (8)
Equipment Owner Name: Jones Excavating, Inc. (9)		Owner Equipment ID (if available): JE 13 (9)	
Remarks: Articulated Frame Grader (10)			
Submitted By: (11) Joan Henderson		Region No.: 1 (11)	Date: 3/15/94 (11)

RATE DETERMINATION

Equipment No. (Assigned by CDOT and may be used on CDOT Form 10 – Inspector's Report for Force Account Work): 94 - 3622 (12)

BLUE BOOK REFERENCE:	Volume: I (13)	Section: 9 (13)	Page: 9-3 (13)	Date (Blue Book Section): 4/93 (13)

SHIFT RATE PER HOUR

Bare Rate (Federal Participating):	(14)	$35.60
Operating Cost (Federal Participating):	(15)	$10.25
TOTAL	(16)	$45.85

STANDBY RATE PER HOUR

Adjusted Bare Rate (Federal Participating):	(17)	$17.80
TOTAL	(18)	$17.80

This rate will apply to the above entire F/A, CMO, or MCR Line situation. If used on any other force account situation, a new rate will be needed to determine if rate has changed per Blue Book Revisions.

The Colorado Department of Transportation maintains procedures for determining equipment rental costs which are reimbursable to contractors performing force account work on CDOT construction projects. These rates do not include profit or operator's wages or fringe benefits. These rates have no legal status beyond CDOT contracts.

Signed: (19) Joe Walsh	Title: ET I (19)	Date: 3/18/94 (19)

Distribution: Project File (original) CDOT Form 580 10/00

Form 713 – Contractor DBE Subcontractor,
Supply and Service Contract Statement
Completion Instructions

Form 713 is an Equal Employment Opportunity form. Form 713 is used to report the actual dollars that are sublet to Disadvantaged Business Enterprise subcontractors on a project. It is also used to report Disadvantaged Business Enterprise suppliers, manufacturers, and service contracts. Form 713 is completed by the Contractor and must be attached to Form 205 – Sublet Permit Application, if Form 205 is for a Disadvantaged Business Enterprise. Form 713 is confidential and should be placed in an envelope.

COLORADO DEPARTMENT OF TRANSPORTATION **CONTRACTOR DBE SUBCONTRACT, SUPPLY AND SERVICE CONTRACT STATEMENT**	Project No.: Project Code (SA#): Location:

Prime Contractor: Complete this form and return in a sealed envelope marked "confidential" to the Project Engineer.

1. If you are submitting supply/service information:
   - You must obtain verbal approval from the Region EEO/Civil Rights Specialist before making service/supply expenditures.
   - You must submit supply and service information during the month the Contract is executed.
2. If you are submitting subcontract information:
   - You must attach this form to a completed CDOT Form 205 – Sublet Permit Application.
   - You may submit information on this form for more than one CDOT Form 205 – Sublet Permit Application.

Prime Contractor Name:	Date: / /

PART ONE – SUBCONTRACT

NAME OF FIRM	Subcontract Number	Tier	Replacement	Total Amount of this Subcontract per CDOT Form 205	Actual Amount Shown on DBE Subcontract

CONFIDENTIAL

PART TWO – SUPPLY CONTRACT

(Note: See DBE definitions and requirements section of the *Project Special Provisions* for further information.)

- If the supplier is a "manufacturer" enter expenditure in both actual and eligible columns.
- If a supplier is a "regular dealer" and does not meet the criteria for "manufacturer" enter the entire actual expenditure in actual amount column and 60% of that amount in the eligible amount column.
- CDOT Business and Technical Support Branch will determine in advance the amount counted towards DBE goals when a supplier is a broker and performs a "commercially useful function."

NAME OF FIRM	MATERIALS SUPPLIED	ACTUAL DBE AMOUNT	ELIGIBLE AMOUNT

PART THREE – SERVICE CONTRACT INSTRUCTIONS

(Note: Examples of services that may be counted toward DBE goals include bonding, insurance, security guards, and consultation services.)

The amounts that may be counted toward DBE Goals are limited to the compensation retained by the DBE agent for services rendered.

NAME OF FIRM	SERVICE RENDERED	ACTUAL DBE AMOUNT	ELIGIBLE AMOUNT

Distribution:
Contracts and Market Analysis Branch – Records Center (original)
Region EEO/Civil Rights Specialist
Contractor

CDOT Form 713 07/02

Form 832 – Trainee Status and Evaluation
Completion Instructions

Form 832 is used to monitor the project progress and status of both standard and pilot program trainees. Every month the Contractor shall complete and submit to the Project Engineer a Form 832 for every active trainee. The Contractor shall also submit a Form 832 when any change in the employment status of a trainee occurs while the trainee is working on a project. The Project Engineer will not accept incomplete forms.

Form 832 provides space for listing the hours of on-the-job training received by a trainee on several projects. This permits CDOT to monitor the hours of trainees enrolled in the pilot program. The Project Engineer should pay only for the hours a trainee worked on the project. Trainee hours can be verified, if necessary, by comparison with certified payrolls.

The Contractor shall complete Form 832 as follows:

1. Type of Program. Indicate the type of program.

2. Contractor's Name and Project Code (SA#). Fill in as appropriate.

3. Reporting Month. Enter the month being reported.

4. Trainee's Name, Classification, and Social Security Number. Enter the trainee's name, work classification, and social security number.

5. Date Enrolled in Program and Hourly Rate. Enter the date the trainee enrolled in the program and the trainee's hourly rate.

6. Percent of Journeyman Scale. Enter the trainee's hourly rate as a percentage of the journeyman scale.

7. Total Hours Required in Program. Enter the total hours required in the program.

8. Status of Trainee. Indicate the status of the trainee.

9. Days and Hours Worked by Trainee this Month. Enter the hours the trainee worked each day. Round the hours to the nearest half-hour.

10. Total Training Hours Worked this Month. Enter the total hours worked by the trainee this month.

11. Previous Training Hours Worked. Enter the total hours completed in the program prior to this Form 832. Include any hours credited for previous experience.

12. Total Training Hours Worked to Date. Enter the total hours completed in the program including this Form 832 and any credit for previous experience.

13. Trainee's Primary Job Duties. Provide a description of the trainee's primary job duties this month.

14. Trainee's Overall Job Performance. Indicate the trainee's job performance this month.

15. Supervisor's Comments. This entry reflects any comments the trainee's supervisor provides.

16. Trainee's Signature. If available, the trainee should sign in this cell.

17. Supervisor's Signature. The trainee's supervisor should sign in this cell.

COLORADO DEPARTMENT OF TRANSPORTATION

TRAINEE STATUS AND EVALUATION

Type of Program: ☐ CCA ☒ Union ☐ OJT Pilot ☐ Other (1)

Contractor's Name: XYZ Corporation (2)	Project Code (SA#): IR 70 - 1(30) (2)	Reporting Month: 5/94 (3)
Trainee's Name: Jose Gonzoles (4)		Trainee's Classification: Carpenter (4)
Social Security Number: 527-82-0052 (4)	Date Enrolled in Program: 5/1/94 (5)	Hourly Rate: $7.80 (5)
Percent of Journeyman Scale: 60% (6)	Total Hours Required in Program: 4,000 (7)	

Status of Trainee is: (8) ☒ Working ☐ Dropped Out ☐ Graduated ☐ Transferred to Another Project ☐ Temporarily Laid Off ☐ Terminated

Days and hours worked by trainee this month:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
(9)	6.5	10		6.5			10				12	7	1.5	9.5	8.5
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
		8	9.5	6.5					9	9	9	9			

CDOT Project No.:	Project Code (SA#):	Location:	Hours Worked this Month:
IR 70 – 1(30)	80115	Idaho Springs	121.5

Non-CDOT Project Descriptions and Locations: DIA — Hours Worked this Month: 10

Total Training Hours Worked this Month:	Previous Training Hours Worked:	Total Training Hours Worked to Date:
131.5 (10)	0 (11)	131.5 (12)

What were the trainee's primary job duties this month?
Building Forms (13)

The trainee's overall job performance for this month is: ☐ Excellent ☒ Good (14) ☐ Fair ☐ Poor

Supervisor's Comments:
Jose continues to improve. (15)

Trainee's Comments:

Trainee's Signature (if available): (16) Jose Gonzales

Supervisor's Signature: (17) Joe Campbell

Region EEO Use Only: ☐ No ☐ Yes, training has satisfied the OJT Special Provision

Distribution:
- CDOT Business Programs Office – Records Center (original)
- Region EEO/Civil Rights Specialist
- Colorado Contractors' Association/Union (if applicable)
- Employee
- Contractor
- Project File

CDOT Form 832 07/02

Form 838 – OJT Trainee/Apprentice Record
Completion Instructions

Form 838 provides demographic data about individual trainees. The Contractor shall complete and submit Form 838 to the Project Engineer. The Project Engineer will not accept an incomplete Form 838. The Project Engineer will forward the Form 838 to the Region EEO/Civil Rights Specialist for review and approval. The Region EEO/Civil Rights Specialist will return an approved copy to the Project Engineer. The Project Engineer should not make payment for trainee hours until an approved Form 838 has been received from the Region EEO/Civil Rights Specialist.

After the Project Engineer receives an approved copy from the Region EEO/Civil Rights Specialist, the Contractor is eligible for reimbursement under the on-the-job training force account item, for each hour of training the approved trainee receives on the project. It is important that the Contractor provide information on all previous experience in the field for the trainee's previous construction work experience.

The Contractor shall complete Form 838 as follows:

1. Contractor's Name, Project No., Location, and Project Code (SA#). Fill in as appropriate.

2. Trainee Information. Enter the following information for the trainee:

   - name,
   - date,
   - address,
   - phone number,
   - age,
   - sex,
   - social security number,
   - veteran status,
   - education status, and
   - ethnic or racial background.

3. Previous Construction Work Experience. it is important that the Contractor provide information on all the trainee's previous work experience.

4. Trainee's Position Required by Contract. Indicate whether or not the trainee's position is required by the Contract.

5. Type of Program. Indicate the type of program.

6. Present Status. Indicate the present status of the trainee.

7. Job Classification. Enter the job classification.

8. Employment Dates. Enter the date the trainee was first employed by your company and the date you anticipate employment through.

9. Trainee's Beginning Wage Rate. Indicate the trainee's beginning wage rate.

10. Trainee's Preference to Travel. Indicate whether or not the trainee is willing to travel to continue employment.

11. Name of Trainee's Supervisor. Enter the name of the trainee's supervisor.

COLORADO DEPARTMENT OF TRANSPORTATION

OJT TRAINEE/APPRENTICE RECORD

Contractor:
1) Complete this form when you hire a trainee/apprentice – one form per trainee for each project.
2) Retain a copy for your records
3) Return original to CDOT Project Engineer

Contractor's Name:	Project No.:	Location:	Project Code (SA#):
XYZ Construction (1)	IR 70 - 1 (30) (1)	Idaho Springs (1)	80115 (1)

(2) Trainee Information

Trainee's Name:				Date:
Jose Gonzales				6/1/94
Home Address:	City:	State:	Zip Code:	Home Phone:
2355 1st Avenue	Denver	CO	80122	555-0009
Local Address (if different from above):	City:	State:	Zip Code:	Local Phone:

Age:	Sex:	Social Security Number:	A Veteran?
27	☒ Male ☐ Female	527-82-0002	☒ No ☐ Yes If yes, which branch?

Education – Check the last year of school completed:
☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☒ 12 ☐ College

Ethnic or Racial Background:
☐ African American ☐ American Indian or Alaskan ☐ Non-Resident Alien
☐ White (non-Hispanic) ☒ Hispanic ☐ Asian or Pacific Islander

(3) Previous Construction Work Experience:

Name of Company and City	Job Classification	Dates of Employment From	Dates of Employment To
ABC Construction	Laborer	3/1/94	5/1/94
		/ /	/ /
		/ /	/ /
		/ /	/ /
		/ /	/ /
		/ /	/ /
		/ /	/ /
		/ /	/ /

Trainee's Position Required by Contract? ☐ Yes ☒ No (4)
Type of Program (check all that apply): ☐ Union ☐ Open Shop ☒ OJT Pilot Program ☐ Standard OJT Program (5)

Check Present Status: ☒ New Hire ☐ Upgrade (6)
Job Classification: Carpenter (7)

Date Trainee First Employed by Your Company: 5/1/94 (8)
What Date Do You Anticipate Employment Through? 5/31/94 (8)

Trainee's Beginning Wage Rate: (9) ☒ 60% ☐ 80% ☐ 90%
Is Trainee Willing to Travel to Continue Employment? (10) ☒ Yes ☐ No

Name of Trainee's Supervisor: John Smith (11)

Approval of OJT

Region EEO/Civil Rights Specialist: ☒ Approved ☐ Disapproved

Signature:	Date:
Stuart Little	6/15/94

CDOT Distribution:
Business Programs Office – Records Center (original)
Region EEO/Civil Rights Specialist

CDOT Form 838 07/02

Form 859 – Project Control Data
Completion Instructions

Review Section 108.6 of this *Manual* before completing Form 859. Distribution of Form 859 should be completed two weeks prior to the scheduled advertisement date. The first page of Form 859 lists features for consideration when determining Contract time. Complete the first page of Form 859 as follows:

1. Project No., Project Code (SA#), Location, and Region. Enter the project number, project code, location, and Region number.

2. Advertisement Date and Period. Enter the last date that information on the Form 859 is considered accurate, after which the information must be reviewed and revised, as needed, prior to project advertisement. The advertisement period is also entered in this section of Form 859, with three weeks being typical. The advertisement period may be adjusted to suit individual project requirements; however, the Chief Engineer must approve advertisement periods of less than three weeks.

3. CDOT Personnel. Enter the names of the individuals associated with the project.

4. Floating Start Date. If the project is to have a floating start date, indicate such and enter the appropriate period in this cell.

5. Lead Time. Enter the lead time period in calendar days from the award date to the date shown on the Notice to Proceed Letter. This is typically 20 days, however, additional lead time may be allowed for individual project considerations such as material fabrication and delivery (e.g., traffic signals, luminaires, steel fabrication), obtaining permits, development of Contractor material sources, significant critical path method scheduling or scheduling partnering sessions.

6. Time Specifications. Check the applicable boxes for innovative specifications relative to Contract time to be utilized on the project.

7. Work Items that may Impact Contract Time. Provide information in this section on the work items that may impact Contract time. Ensure that the following issues are considered:

   - lead time for construction survey work,
   - utility relocations completed during construction,
   - temporary detour installation and removal, and
   - planting season limitations.

8. Flagging and Traffic Control. Enter the estimate for flagging and traffic control supervision quantities after the bar chart on the second page of Form 859 is completed.

9. Construction Type, Special Requirements, and Comments. Describe the type of construction and any special construction requirements or comments in this section of Form 859.

10. Days or Fixed Completion Date. Enter the number of Contract days determined from the second page of Form 859 or indicate the fixed completion date as appropriate.

11. Months Time Not Charged. Subsection 108.07 of the *Standard Specifications* does not allow free time. Any time period that time is not to be charged must be indicated in this cell and addressed in the Contract.

12. Minor Contract Revisions. Enter the estimated dollar amount of minor Contract revisions to be reflected with project plan force accounts.

13. Region Program Engineer Signature and Date. Form 859 will be signed and dated by the Region Program Engineer in these cells.

14. Resident Engineer Signature and Date. Form 859 will be signed and dated by the Resident Engineer in these cells.

The bar chart on the second page of Form 859 is used to determine Contract time. Space for production rate calculations has been provided at the bottom of the page. A widening and Hot Bituminous Pavement overlay project is provided as an example for the completion of the bar chart. The following items of work have been included for the example after the Final Office Review:

- Construction Signing (ground mounted) ..... 20 each
- Construction Surveying ..... lump sum
- Clearing and Grubbing ..... 10 acres
- Utility Work (relocate power lines) ..... 1 week
- Minor Structures (pipe extensions) ..... 800 linear feet
- Unclassified Excavation (CIP) ..... 40,000 cubic yards
- Topsoil (H) ..... 5,000 cubic yards
- Seeding (Native) ..... 10 acres
- Mulching ..... 10 acres
- Aggregate Base Course (Class 6) ..... 6,000 tons
- Hot Bituminous Pavement (Grading CX) (H & A) ..... 15,000 tons
- Emulsified Asphalt (slow setting) ..... 2,000 gallons
- Guardrail ..... 5,000 linear feet
- Flagging ..... * hours
- Traffic Control Supervisor ..... * days
- Pavement Marking Paint ..... 170 gallons

** To be determined by the Resident Engineer and entered on Form 859*.

I. List the items of work to be prosecuted. Listing these items chronologically will assist with completion of the bar chart.

- Mobilization and Construction Signing.
- Construction Surveying.
- Clearing and Grubbing.
- Utility Work.
- Minor Structures.
- Unclassified Excavation.

- HBP (Emulsified asphalt can be omitted, because it is controlled by HBP).
- ABC (ABC is for shouldering).
- Guardrail.
- Topsoil.
- Seeding (Mulching can be omitted, because it is controlled by seeding).
- Pavement Marking Paint.

Flagging and Traffic Control Supervisor do not affect project completion.

II. Determine which items are controlling items of work. A controlling item of work and a salient feature are not synonymous. A controlling item of work is an item of work that may extend the overall completion of the project if the duration of this item is increased. A salient feature is an item of work that may be of special interest in coordinating the project schedule but may not affect the overall completion of the project.

When selecting controlling items of work, the project should be constructed in theory to determine which phases, if any, are critical. If there are critical phases, it should then be determined which items in these phases are controlling items of work.

In this example, the following items are controlling items of work:

- Mobilization and Construction Signing.
- Construction Surveying.
- Clearing and Grubbing.
- Minor Structures.
- Unclassified Excavation.
- HBP.
- ABC.
- Guardrail.
- Topsoil.
- Seeding.

Construction signing is included as a controlling item to consider time for initial installation of ground-mounted advance warning signs, as indicated by the Traffic Control Plan. The construction signing work item is ongoing throughout the life of the project; however, initial placement of advance warning construction signs and required devices will be necessary prior to beginning construction surveying and other bid item work. In this example, mobilization is presumed to be completed in conjunction with construction signing and; therefore, time is not specifically addressed.

Lead time to initiate Construction Survey work should be considered to allow for checking of monuments and benchmarks and for slope staking to begin in advance of earthwork operations.

The remaining items are the primary work items required for completion of the project.

Pavement Marking Paint can be completed while placing ABC, Topsoil, Seeding and Mulching. Also, the utility work is anticipated to take five working days and is required to be completed in conjunction with unclassified excavation work, as the lines to be relocated are under ground. However, the utility company must be notified and the relocation completed in a timely manner to avoid delays. Therefore, these items are not controlling items of work, but rather are salient features.

III. Determine an estimated daily production rate for each controlling item of work, considering any factors that will impact completion as indicated on the first page of Form 859.

The estimated daily production rates used in this example are specific only to this project and are not to be used for actual projects. Actual project production rates will vary based on location, accessibility, weather restrictions, working hour limitations, and traffic conditions.

ITEM	ESTIMATED DAILY PRODUCTION RATE
• Construction Signing (ground mounted)	10 signs/day
• Construction Surveying	**
• Clearing and Grubbing	1 acre/day
• Minor Structures (pipe ext. w/ end sections)	50 linear feet/day
• Unclassified Excavation	2,000 cubic yards/day
• HBP	1,000 tons/day
• ABC	600 tons/day
• Guardrail	300 linear feet/day
• Topsoil	500 cubic yards/day
• Seeding	5 acres/day

***See note under IV below.*

IV. To determine the number of work days required to complete each controlling item of work, divide the quantity of work for each item by the estimated daily production rate. Production rate calculations should be shown in the space provided below the bar chart on the second page of Form 859.

ITEM	WORK DAYS
• Construction Signing: 20 signs (ground mounted) 10 signs/day	2 days
• Construction Surveying	**15 days
• Clearing and Grubbing: 10 acres @ 1 acre/day	10 days
• Minor Structures (pipe extensions): 800 linear feet @ 50 linear feet/day	16 days
• Unclassified Excavation: 40,000 cubic yards @ 2,000 cubic yards/day	20 days
• HBP: 15,000 tons @ 1,000 tons/day	15 days
• ABC: 6,000 tons @ 600 tons/day	10 days
• Guardrail: 5,000 linear feet @ 300 linear feet/day	17 days

- Topsoil: 5,000 cubic yards @ 500 cubic yards/day ..... 10 days
- Seeding: 10 acres @ 5 acres/day ..... 2 days

***Fifteen days for Construction Surveying is considered reasonable, with three days lead time provided for checking of control monuments and initial slope stake placement in advance of clearing and grubbing, minor structure, and earthwork operations. Determination of the Construction Surveying duration and appropriate lead-time for actual projects will be based on survey complexity, engineering judgment, and experience with actual progress of survey work.*

V. Place numbers on the time line at the top of the chart to correspond with the total time required to complete the project.

Example: If total Contract time is 70 days or less, each vertical line would represent 5 days. If total time is 220 days, each vertical line would represent 20 days.

VI. Draw a bar on the Form 859 bar chart that represents the duration and sequence of each controlling item of work.

NOTE: Examination of the sample bar chart will reveal that several of the bars start before the end of another bar. For instance, the Hot Bituminous Pavement bar starts before the end of the Unclassified Excavation bar and the ABC bar starts before the end of the Hot Bituminous Pavement bar. This indicates that these items of work are being carried out at the same time. This is called overlap. The determination of how much overlap will exist among items on a project is very subjective. Experience is the only tool which can be used to make this determination.

VII. The completed bar chart shows that the Contract time for this project should be 64 working days. (This figure should probably be rounded up to 65 working days.)

Enter 65 working days in the proper box on the first page of Form 859.

VIII. Determine the salient features which will be listed in the *Special Provisions*. Salient features are items that the Contractor must show on its bar chart. Items or milestones which are not controlling items of work may be chosen as salient features and should be listed below the controlling items of work. Place an asterisk (*) in the margin in front of each item that is a salient feature.

IX. In accordance with *Revision of Section 630 dated 4/9/93*, a Traffic Control Supervisor day is paid every calendar day that traffic control devices are in use. In this example, the appropriate number of Traffic Control Supervisor days can be estimated by multiplying the 65 working days by 7 and dividing by 5, or 91 Traffic Control Supervisor days. Additional Traffic Control Supervisor days can be added for anticipated suspensions or holidays when traffic control devices are expected to be in use. For purposes of this example, use Traffic Control Supervisor days = 95, which should be entered on the first page of Form 859.

X. To estimate the number of Flagging hours that will be required, estimate how many hours that will be required each day and multiply by the number of working days.

In this example, it was estimated that 24 hours of flagging would be required each day. Therefore, 24 x 65 = 1560 Flagging Hours. Enter this amount on the first page of Form 859.

COLORADO DEPARTMENT OF TRANSPORTATION
PROJECT CONTROL DATA

Project No.: Example (1)
Project Code (SA#): 12345 (1)
Location: Anywhere (1)
Region: 7 (1)

The data on this form is valid for project advertisement before: Date: 6/15/95 (2) Advertisement Period: 3 weeks (2)

Region Program Engineer: C. E. Franks (3)
Project Engineer: P. E. Sands (3)
Resident Engineer: R. E. Thomas (3)
Project Inspector: S. L. Jackson (3)

Floating Start Date: ☒ Yes ☐ No 7/15/95 to 8/15/95 (4)

Lead Time-Award Date to Notice-to-Proceed Date (typically 20 days): (5) 30 days

Time Specification Considerations: (6)

	Yes	No
Material Delivery:	☐	☒
A+B:	☐	☒
Critical Path:	☐	☒
Completion Incentive/Disincentive:	☐	☒

Provide information below for work items that may impact Contract time. (7)

Mobilization/Construction Signing: No phasing required.

Construction Surveying: Provide lead time. Salient Feature: ☒ Yes ☐ No

Clearing and Grubbing: Dense tree population.

Utilities: Relocate buried power lines.

Detours – Installation: ---

Detours - Removal: ---

Minor Structures: Pipe extensions only.

Major Structures: ---

Earthwork: ☒ Contractor Furnished ☐ Available Source 40,000

Borrow: ☐ Contractor Furnished ☐ Available Source ---

Concrete Pavement: ☐ Contractor Furnished ☐ Available Source ---

Hot Bituminous Pavement: ☒ Contractor Furnished ☐ Available Source 15,000 ton

QC/QA Specifications:
☒ Yes
☐ No If no, explain:

Smoothness Specifications:
☐ No
☒ Yes If yes, Category #: 3
HBP only:
☒ % improvement
☐ inches/mile

Guardrail: Several long runs.

Traffic Signals/Lighting: ---

Permanent Signing/Striping: Standard pavement marking.

Topsoil/Seeding/Mulching: Mountainous terrain.

Other Items: ABC shouldering – 6,000 tons

Flagging: 1,560 hours (8)

Uniform Traffic Control: --- hours (8)

Traffic Control Manager: (8)
☐ No If no, attach explanation.
☒ Yes If yes, days: 95

Construction Type, Special Requirements and Comments:
- Minor widening, Hot Bituminous Pavement overlay. Length = 3.2 miles.
- Lead time of 30 days from award to start date on the Notice to Proceed Letter, for development of Contractor material source.

(9)

Days: 65
☒ Working
☐ Calendar
(10)

Or Fixed Completion Date: / / (10)

Months Time Not Charged (free time): Dec, Jan, Feb, Mar (11)

Minor Contract Revisions: $10,000 (12)

Region Program Engineer Signature: CE Franks (13) Date: 5/15/95 (13)

Resident Engineer Signature: RE Thomas (14) Date: 5/10/95 (14)

Distribution:
Records Center (original)
Region Program Engineer
Resident Engineer

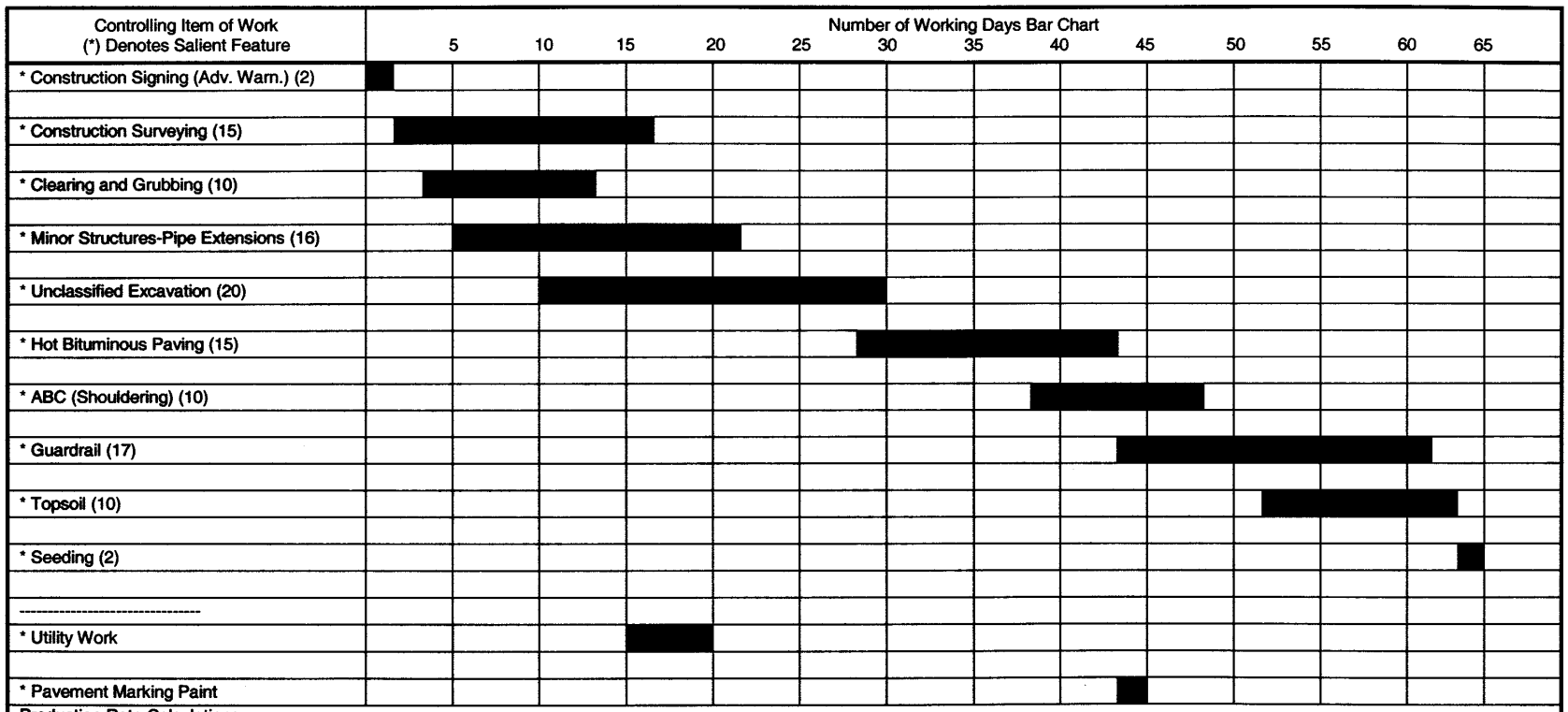
CDOT Form 859 Page 1 of 2 07/02

COLORADO DEPARTMENT OF TRANSPORTATION

PROJECT CONTROL DATA

BAR CHART FOR DETERMINING CONTRACT TIME

Project No.: Example	Project Code (SA#): 12345
Location: Anywhere	Region: 7
Prepared By: P. E. Sands	Reviewed By: R. E. Thomas



Production Rate Calculations:

Construction Signing	20 signs / 10 signs / day	= 2 days (place only)
Clearing and Grubbing	10 acres / 1 acre / day	= 10 days
Minor Structures	800 linear feet (pipe) / 50 linear feet / day	= 16 days
Unclassified Excavation	40,000 cubic yards / 2,000 cubic yards / day	= 20 days
Hot Bituminous Pavement	15,000 tons / 1,000 tons / day	= 15 days
ABC	6,000 tons / 600 tons / day	= 10 days
Guardrail	5,000 linear feet / 300 linear feet / day	= 17 days
Topsoil	5,000 cubic yards / 500 cubic yards / day	= 10 days
Seeding	10 acres / 5 acres / day	= 2 days

Instructions: See Appendix B of the *CDOT Construction Manual* for instructions on completing this form.

CDOT Form 859 Page 2 of 2 07/02

Form 1186 – Contract Funding Increase/Decrease and Approval Letter Completion Instructions

Form 1186 is to be submitted and approved prior to payment of any interim estimate that will cause the cumulative total of Contractor payments to exceed the project commitment amount. Form 1186 must be coordinated through the Region Business Office. See Section 120 of this *Manual* for additional information on when it is necessary to submit a Form 1186. Complete Form 1186 as follows:

1. Contracts/Situations. Indicate the contracts or situations that are applicable (e.g., CDOT construction, sum of Contract modification orders, utility/railroad, underestimated total cost).

2. Section 1 Information. Enter the Region, date, project code, project number, office address of the requesting Business Office or residency, and the phone number and fax number of a contact person who can provide additional information concerning the request to increase or decrease funding.

3. Vendor Information. Enter the vendor's name, vendor's address, vendor FEIN, and the Contract routing number. The Contract routing number can be obtained from a copy of the signed Contract or from the Encumbrance Report that can be generated in the Financial Subsystem.

4. COFRS Information. All information regarding COFRS coding can be obtained from the Contract or from the Encumbrance Report.

5. Original Contract Amount. Enter the original Contract amount, which can be obtained from the Contract or from the Encumbrance Report.

6. Budget Request Processing. Indicate whether or not a budget request has been entered in ProMIS to cover the increased amount.

7. Previous Funding Letter(s) Total. Enter the previous funding letter(s) total, which is available from the project file.

8. Funding Letter Total. Enter the amount of this request.

9. Adjusted Contract Amount. Enter the adjusted Contract amount, which is the original Contract amount, plus any previous funding letters, plus this funding letter.

10. Contract Administrator's/Business Manager's Approval. The Region Business Manager must sign and list a phone number.

11. CDOT Designee Approval. The CDOT designee approval is no longer necessary.

12. Local Agency Approval. If it is a Local Agency Contract, the Region determines if the Local Agency approves.

Fax the completed Form 1186 to the fax number at the top of the form. Electronic mail is no longer accepted. The original must be sent to Accounting before the funds will be encumbered. Retain a copy of Form 1186 for the project file.

The Controller will sign and make the distribution as requested by the Region.

COLORADO DEPARTMENT OF TRANSPORTATION
CONTRACT FUNDING INCREASE/DECREASE AND APPROVAL LETTER
Region: Complete section 1 and submit to CDOT Controller's office.

AUTHORITY:
State Controller Policy letter on June 12, 1996
CDOT Controller letter on May 23, 1996.

This form to be used for the following contracts/situations only (check the appropriate situation): (1)
__indefinite quantity, order more/add more
__utility/railroad, underestimated total cost
__CDOT construction, sum of CMO's
__LA construction, underestimated cost
__CDOT construction, underestimated total cost
X CDOT consultant, underestimated cost

SECTION 1 (Region use)

Date: 1/04/01		Project code 13136	(2)
To: CDOT Controller (FAX #(303) 757-9573 or e-mail CONTROLLER)		Project # BR NBIS-066	
From: HEAD QTRS. Region #	Office: STAFF BRIDGE	Phone # (303) 757-9309	FAX # 757-9197

CDOT has executed a contract with: LONCO INC. (3)
Address: 1700 BROADWAY
SUITE 800
DENVER, COLO. 80290

FEIN # 840527147 (3)	Contract routing # 01 HAA 00203 (3)	COFRS encumbrance # (indicate PO, SC or PO #) (4) PO HAA 131364 (line 01)

Fund	Orgn.	Appro.	Prgrm.	Func.	Object/Sub-obj N/P	GBL	Reporting Catg.	Proj/Sub/Phase
400	9991	010	2000	3020	2312 1P		0227	1313600D (4)

Original contract amount (5) $ 455,385	Has a Budget Request been processed to cover the contract amount increase? (6) X yes __ no
Previous Funding Letter(s) total (7) $ 0.0 (Funding letter #1 thru #__)	Preparer's name JEFF ANDERSON Jeff Anderson PHONE NO: (303) 757-9188
This Funding Letter total (8) $ 180 (#_1_)	Contract Administrator's/Business Manager's Approval (10) Joyce Bunker PHONE NO: (303) 757-9188
Adjusted contract amount (9) $ 455,565	CDOT Designee Approval (11)
	Local Agency approval (12)

SECTION 2 (Controller's Office use)

Total allotment amount $	Commission budget $	

If construction: __CE pool elig.	CE charges $	Indirect chgs $	Adjusted contract amount plus total CE & indirect charges calculation $

I have reviewed the financial status of the project, organization, grant and have determined that sufficient funds are available to cover this increase, effective as of

State Controller or Delegee	Date

CDOT Form #1186a
7/97

Form 1212 – Final Acceptance Report
Completion Instructions

Form 1212 is used to document the final inspection of the project by the Resident Engineer, as required by FHWA on all Federal-Aid projects**.** The final inspection of the project should be completed in advance of project acceptance to permit any necessary corrective work to be completed before the Contractor vacates the project site. To facilitate coordination of the final inspection prior to project acceptance, the Project Engineer will complete items one through eight of Form 1212 and submit the original to the Resident Engineer to allow for scheduling of the inspection in advance of project acceptance. See Section 100 of this *Manual* for additional information on the use of Form 1212.

1. Project No., Project Code (SA#), and County. Fill in as appropriate.

2. Federal Oversight. Check the appropriate response indicating whether or not the project has Federal-Aid oversight.

3. Contractor's Name. Enter the Contractor's name.

4. Location. Enter the project location.

5. Original Contract Amount. Enter the original Contract amount.

6. Description of Improvement as Advertised. Provide a description of the project improvement as advertised.

7. Inspection Date. Show the date that the project inspection was completed.

8. Acceptance Date. Enter the project acceptance date.

9. Percent Time Elapsed. Enter the percent of authorized Contract time elapsed as of the project acceptance date.

10. Original Contract Time. Input the number of original Contract days or the Contract completion date for the original Contract time.

11. Checklist. The Resident Engineer must check each box after verifying that the listed items are completed and correct. If any of the items on the checklist are not required for the project, the box should be left blank and an explanation entered on the form as to why the item was not required. In addition to the listed items that are discussed below, dollar amounts and time extensions associated with the claim resolutions may also be indicated as remarks.

14) Name, Title, Signature, and Date. The Resident Engineer's name and signature and the date are required.

A hard copy with original signature must be forwarded to the FHWA via the Region Final's Engineer and a copy included in the project files even when using the electronic version of the form.

COLORADO DEPARTMENT OF TRANSPORTATION **FINAL ACCEPTANCE REPORT FOR FEDERAL-AID PROJECTS**	Project No.: Example (123) (1) Project Code (SA#): 12345 (1)	Federal Oversight: ☐ Yes ☒ No (2) County: Jefferson (1)

Contractor's Name: ABC Construction, Inc. (3)	Location: SH 93, Junction SH 72-South (4)	Original Contract Amount: $1,234,567.89 (5)

Description of Improvement as Advertised:
Minor widening consisting of clearing and grubbing, earthwork, topsoil, mulching, seeding, hot bituminous pavement, drainage, guardrail, signing, striping, and grading. (6)

Inspection Date: 9/13/95 (7)	Acceptance Date: 9/20/95 (8)	Percent Time Elapsed: 96% (9)	Original Contract Time: (Completion Date 9/27/95) days (10)

Checklist -- Verify the following items as complete and/or correct: (11)

- ☒ The project has been completed in reasonably close conformity with the Contract Plans and Specifications including authorized changes.
- ☒ The Form FHWA-47 – Statement of Materials and Labor Used by Contractors on Highway Construction Involving Federal Funds has been submitted, if required.
- ☒ The Form 473 – Letter of Materials Certification has been completed.
- ☒ The project right-of-way appears to be free of unauthorized encroachments.
- ☒ The completed project has been reviewed for obvious safety deficiencies.

Remarks:

Name: R. E. Thomas Title: Resident Engineer (14)	Signature: R. E. Thomas (14)	Date: 11/20/95 (14)

Distribution:
FHWA (original)
CDOT Projects and Grants
Records Center
Finals Engineer
Resident Engineer
Local Agency (if a Local Agency project)

CDOT Form 1212 07/02

FHWA Form 1391 – Federal-Aid Highway Construction Contractors Annual EEO Report Completion Instructions

A blank copy of FHWA Form 1391 is presented.

FEDERAL-AID HIGHWAY CONSTRUCTION CONTRACTORS ANNUAL EEO REPORT

OMB NO. 2125-0019

Report For

JULY _____ 19 ____

1. CHECK APPROPRIATE BLOCK ☐ Contractor ☐ Subcontractor	2. NAME AND ADDRESS OF FIRM	3. FEDERAL-AID PROJECT NUMBER	4. TYPE OF CONSTRUCTION

5. COUNTY AND STATE	6. PERCENT COMPLETE	7. BEGINNING CONSTR. DATE	8. DOLLAR AMOUNT OF CONTRACT	9. ESTIMATED PEAK EMPLOYMENT	
				Month and Year (a)	Number of Employees (b)

10. EMPLOYMENT DATA

JOB CATEGORIES	Table A														Table B			
	TOTAL EMPLOYEES		TOTAL MINORITIES		BLACK *Not of Hispanic Origin*		HISPANIC		AMERICAN INDIAN OR ALASKAN NATIVE		ASIAN OR PACIFIC ISLANDER		WHITE *Not of Hispanic Origin*		APPRENTICES		ON THE JOB TRAINEES	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
OFFICIALS *(Managers)*																		
SUPERVISORS																		
FOREMEN / WOMEN																		
CLERICAL																		
EQUIPMENT OPERATORS																		
MECHANICS																		
TRUCK DRIVERS																		
IRONWORKERS																		
CARPENTERS																		
CEMENT MASONS																		
ELECTRICIANS																		
PIPEFITTERS, PLUMBERS																		
PAINTERS																		
LABORERS, SEMI-SKILLED																		
LABORERS, UNSKILLED																		
TOTAL																		
Table C																		
APPRENTICES																		
ON THE JOB TRAINEES																		

11. PREPARED BY: *(Signature and Title of Contractors Representative)*	DATE	REVIEWED BY: *(Signature and Title of State Highway Official)*	DATE

This report is required by law and regulation (23 U.S.C. 140a and 23 CFR Part 230). Failure to report will result in noncompliance with this regulation.

Form FHWA-1391 (Rev. 3-92) PREVIOUS EDITIONS ARE OBSOLETE *U.S. GPO: 1992-312-673/62903 50526—M-Form1

Piling Form
Completion Instructions

Complete the Piling Form as follows:

1. Project No. and Project Code (SA#). Fill in as appropriate.

2. Date. Enter the date the piling was driven into the ground.

3. Piling Site No. Make a copy of the piling layout from the plans. The sites of the piling will be numbered beginning with Abutment 1, continuing to Pier 2. Write the piling site number corresponding to the piling to be driven.

4. Pile No. Record a number if a cutoff is being spliced to the pile. The pile number to be used will be the piling site number followed by an "A" of the site it was cut from.

5. Heat No. Enter the heat number. The heat number is the number recorded on the piling.

6. Linear Feet. Enter the data for linear feet as follows:

   - In Lead. The length of the piling that has been driven.
   - Cut Off. The length of the piling that has been cut off.
   - In Place (a). The lead length minus the cutoff length.

7. Splices. Enter the data for splices as follows:

   - No. Enter the total number of splices on the piling. Check the specifications for the total number of splices allowed for payment.

   - X. Enter the length allowed for splices per the *Standard Specifications*.

   - Linear Feet (b). Enter the number of splices multiplied by the X length.

8. Item 502 Total Linear Feet (c). Enter the sum of column (a) and column (b).

9. Item 900 *Cutoff L ≤ 10 feet. Enter the cutoff length not used that is less than or equal to 10 feet. Add a new item to the Contract. The unit price for the new item is based on using 80% of the Contract unit price per subsection 502.13 of the *Standard Specifications*.

10. Calculated By. The initials of the Project Inspector who is documenting the piling quantities are entered in this column.

11. Checked By. The initials of the Project Inspector who checks the piling quantities are entered in this column.

COLORADO DEPARTMENT OF TRANSPORTATION

PILING FORM

Project No.: Example (1)

Project Code (SA#): 11111 (1)

(2) Date	(3) Piling Site No.	(4) Pile No.	(5) Heat No.	Linear Feet (6)			Splices (7)			Item 502 Total Linear Feet (c) (8)	Item 900 *Cutoff L ≤ 10 feet (9)	Calculated By (10)	Checked By (11)
				In Lead	Cut Off	In Place (a)	No.	X	Linear Feet (b)				
6/1/95	11		245810	42.4		42.4				42.4			
6/1/95	11		245810	36.3	17.2	19.1	1	2	2	21.1			
6/1/95	12		245810	42.4		42.4				42.4			
6/1/95	12	11A	245810	17.2	5.6	11.6	1	2	2	13.6	5.6		
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									TOTAL:	119.2	5.6	Sheet No.:	

*Paid as a new item per subsection 502.13 of the *Standard Specifications*.

Distribution: Project File (original)

CDOT Piling Form 07/02

Traffic Control Review Form
Completion Instructions

An example of a completed Traffic Control Review Form is presented.

TRAFFIC CONTROL REVIEW FORM			
Note: As applicable, use N/A for Not Applicable and N/C for Not Checked. See notes at end of form.			
Project Subaccount: 92007	**Project Number:** FC 085-3(16)		
Date: June 12, 2002	**Location:** Lupton - South		
Project Engineer: T. R. Simmons	**Time:** 12:30 PM		
Reviewer: R. N. Jones/T. R. Simmons	**Contractor:** John Carlo Inc.		
I. CDOT Traffic Control Management			
Item Description	**Yes**	**No**	**Date Corrected**
Traffic control calendar day diary.	x		
Diary reviewed by CDOT/Traffic Control Supervisor (TCS).	x		
Discrepancies, noted in diary, corrected.	x		
Night inspections conducted weekly.		x	6/12/02
Current *Manual of Uniform Traffic Control Devices* (*MUTCD*) in field office.	x		
II. Method of Handling Traffic (MHT) (SS 630.09)			
MHT on file in project records.	x		
MHT in compliance with Traffic Control Plan (TCP).	x		
Contract Modification Order (CMO) prepared for major change of TCP.	x		
MHT reviewed and initialed by Contractor.		x	6/12/02
MHT approved by proper CDOT person.	x		
Sufficiently detailed diagram.	x		
Tabulation of devices for each phase.		x	6/13/02
MUTCD, Standard Plans, etc. referenced as necessary.	x		
Establish access plan, turn around locations, equipment storage, etc.	x		
Pedestrian, bicycle or non-vehicular traffic.	x		
Plan for emergency vehicle access.		x	6/13/02
III. Traffic Control Supervisor (SS 630.10)			
ATSSA or CCA certification on file in project records.		x	6/13/02
TCS daily diaries on file.	x		
TCS available on project.	x		
TCS have current Part 6 of MUTCD.		x	6/12/02
TCS have S-Standards (S-614-50/S-630-1).	x		
TCS appropriately dressed (hard hat, vest, reflectorization at night).		x	6/12/02
TCS have CDOT flagger card (if performing flagging duties).	x		
IV. Flaggers (SS 630.13)			
Current flagger certification card.	x		
Appropriately dressed (orange hard hat, vest, reflectorization at night).①		x	6/12/02
Proper flagging methods used. (6E.04)		x	6/12/02
A. Flagger Location (6E-5)			
Visible to traffic.	x		
Proper distance in advance of work.	x		
Station illuminated at night.	N/A		
B. "STOP/SLOW" Paddle			
Correct size and shape.	x		
Satisfactory condition.②		x	6/12/02
Reflectorized for night use.	N/A		
V. Construction Signing (SS 630.02)			
Placement conforms to approved MHT.	x		
Conforms to MUTCD (size, design, color).	x		
Satisfactory condition (clean, readable).③		x	6/13/02
Correct placement (S-630-1).	x		
1' min. ground clearance. (6F.03)	x		
Stored laying flat and at least 4' outside edge of shoulder (SS 630.12)	x		
Satisfactory breakaway design on post(s).	N/A		
Correct information for activity.	x		
Conflicting signs properly treated (masked, turned, removed).④		x	6/13/02
High-brightness sheeting on warning signs.⑤		x	6/13/02

TRAFFIC CONTROL REVIEW FORM (continued)			
VI. Traffic Control Devices			
A. Arrow Panel (SS 630.03)			
Item Description	**Yes**	**No**	**Date Corrected**
Correct size, number of lamps, etc.	N/A		
Correct mounting height. (6F.53)	N/A		
Correct placement. (6F.53)	N/A		
All lights working.	N/A		
Correct flashing mode.	N/A		
Auto dimmer for night use working properly.	N/A		
B. Channelizing Devices (barricades, cones, drums, vertical panels) (SS 630.02, 630.05)			
Correct dimensions.	x		
Reflectorization satisfactory.⑥		x	6/12/02
Clean and adequately maintained.⑥		x	6/12/02
Correct taper length. (6C.08)	x		
Correct spacing between devices.	x		
Lights working correctly. (6F.72)	N/C		
Properly weighted.	x		
C. Concrete Barrier (temporary)			
Correctly pinned.	N/A		
Proper reflector spacing. (Std. S-612-1)	N/A		
Proper reflector color. (Std. S-612-1)	N/A		
End treatment installed or clear zone established as per plan. (SS 606.04)	N/A		
VII. Pavement Markings (SS 627.03)			
Striping plan on file.	x		
Conflicting markings properly removed.⑦		x	6/12/02
Temporary markings placed correctly.	x		
No-passing zones in full compliance.	x		
VIII. Miscellaneous Items			
"Clear Zone" free of obstructions.	x		
Impact attenuators installed per specifications.	N/A		
Pilot car operation correct. (6C-13)	N/A		
Compliance with Project Special Provisions (time, lane closures).	x		

IX. Summary

Section	Totals	
	Yes	**No**
CDOT Traffic Control Management	4	1
Method of Handling Traffic	8	3
Traffic Control Supervisor	4	3
Flaggers	4	3
Construction Signing	6	3
Traffic Control Devices	4	2
Temporary Pavement Markings	3	1
Miscellaneous Items	2	0

X. Notes

- Assess items in the Traffic Control Review Form as to whether or not the item is in "reasonable compliance" with the intent of the contract plans and specifications. Use engineering judgment and common sense. In addition, ensure that the use of "NA" and "NC" is proper.
- Numbers and letters in parentheses reference subsections of the *Standard Specifications*, *Manual of Uniform Traffic Control Devices*, and *CDOT S-Standards*.

TRAFFIC CONTROL REVIEW FORM (continued)

XI. Comments and Narrative

The following comments are provided to clarify items that need further explanation:

1. One of the flaggers was not using a paddle. This was corrected immediately.
2. All signs are readable; however, some of the worn signs should be replaced. This will be evaluated during the night inspection being conducted tonight.
3. Four signs were in fair condition and two signs were in poor condition. The signs were readable and serving their intended purpose. It is not recommended that theses signs be replaced because the project will be completed within two weeks. Their use will not be permitted on the next project.
4. Several signs were masked with garbage bags. These were corrected the next day.
5. Two warning signs did not have high-brightness sheeting. They were replaced the next day.
6. Several cones lacked proper reflectorization. These were replaced immediately.
7. The original centerline, at the north end of the detour, conflicted with the temporary pavement markings. These markings were removed before the end of the day.