

APPENDIX F
Section VI – Finals Unit Procedures

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2013 Project Box Checklist

Contract Name & Number _____

Appointment Date: _____

CES number: _____

Resident Engineer: _____

Finals Representative: _____

Pre Final Requirements	By	Date	
1. Completion & Acceptance Memo written - Right of Way Encroachment Certification written			
2. Ratings Forms completed by RE, and distributed by Regional Office - Contractor, Subcontractor and Consultant			
3. Project Manager Closeout Comments Memo complete/distributed/GDrive			
4. All Summary Book quantities complete and checked by RE/RT a. All Book quantities verified to match Site Manager			
5. Final Field Estimate run by Regional Tech a. Stockpiles and Other Adjustments = \$0 b. All Dates entered into SM by RT (C&A, Substantial, etc.)			
6. Explanations for Overruns/Underruns(Completed after #4 & #5 are done) - Distributed and Placed in GDrive (RE/Clerk)			
7. Explanations for Materials & Certs failures & omissions to Lab (RE)			
Project Box Contents	Included in Box ?		
	Yes	No	N/A
1. Project Summary (Orange Field) Books (Check Engineering Force)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Computations Binder – Must be bound	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Written Orders (specifically check for Substantial and Interim Comp)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Change Orders - including all backup documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Paving Slips – Labeled in envelopes, by day and location and checked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Concrete Batch Slips and Test Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Materials, Samples & Certifications Booklets - completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Inspectors Daily Reports, especially handwritten reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Contractor Daily Reports, including available Flagger & UTO reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Record Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Environmental, including contractor plans and reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Correspondence: Utilities, Prop Owner, PR, Municipal, Contractor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Shop Drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Project Photos and Video Logs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Contractor's Progress Schedules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Regional File added to Project Box, with duplicate documents "weeded"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Extension of Time information (additional info beyond written order)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Was there an interim completion date? If yes, note dates below. - Were any weather days credited. (Should NOT be)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Is there an overpayment? If yes, explain why in Notes below. - Contractor to be notified by Regional Staff. Who was notified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes:			

**VERMONT AGENCY OF TRANSPORTATION
COMPARATIVE QUANTITIES REPORT**

Contract: 07030901
Project Code: 06K182
Project STATEWIDE STP CRAK(25)
Contractor: ANNSEAL, INC.
Category: 1011 ROADWAY

Item	Item Description	Unit	Contract Quantity	Unit Price	Contract Amount	Final Quantit	Final Amount	Diff In Quantit	Diff In Amount	Pct. Diff
417.10	BITUMINOUS CRACK SEALING Crack Filler	LB	236000	0.40	94400.00	91620.58	36648.23	-144379.42	-57751.77	-61.18
630.10	UNIFORMED TRAFFIC OFFICERS	HR	1200	47.75	57300.00	517	24686.75	-683	-32613.25	-56.92
630.15	FLAGGERS	HR	2150	14.00	30100.00	412	5768.00	-1738	-24332.00	-80.84
635.11	MOBILIZATION/DEMOBILIZATION	LS	1	57466.65	57466.65	1	57466.65	0	0.00	0.00
641.10	TRAFFIC CONTROL	LS	1	147180.78	147180.78	1	147180.78	0	0.00	0.00
641.15	PORTABLE CHANGEABLE MESSAGE SIGN	EACH	2	3000.00	6000.00	2	6000.00	0	0.00	0.00
TOTAL CATEGORY: ROADWAY										
TOTAL PROJECT: 06K182										
TOTAL CONTRACT: 07030901										
ORIGINAL CONTRACT AMOUNT: 07030901										
TOTAL CATEGORY: ROADWAY										
TOTAL PROJECT: 06K182										
TOTAL CONTRACT: 07030901										
ORIGINAL CONTRACT AMOUNT: 07030901										

AGENCY OF TRANSPORTATION

OFFICE MEMORANDUM

TO: David J. Hoyne, P.E., Construction Engineer
FROM: William Ahearn, P.E., Materials and Research Engineer
DATE:
SUBJECT: Project name and number

This is to certify that:

The results of the tests used in the acceptance program indicate that the materials incorporated in the construction work, and the construction operations controlled by sampling and testing, were in conformity with the approved plans and specifications. All independent assurance samples and tests are within tolerance limits of the samples and tests that are used in the acceptance program.

There are no exceptions to the plans and specifications. All Material Sampling and Material Certifications are complete.

WEA:CFR

cc Financial Services
E. Blais, FHWA
Eric Fontana, Finals Eng.
Name, Regional Construction Engineer
Project File
Reading Files
Name, Resident Engineer

STATE OF _____)
)
 _____ County, ss.)

CONTRACTOR'S CERTIFICATE REGARDING PAYMENT OR
SETTLEMENT OF BILLS AND CLAIMS, CONSTRUCTION PROJECTS

_____ **Project Name and Number** _____

The undersigned Contractor hereby certifies that, pursuant to Subsection 109.03, Division 100 of the 2001/2006 Standard Specifications for Highway and Bridge Construction, Agency of Transportation, State of Vermont, with reference to the above-captioned project, all payments due from said Contractor to others, Subcontractors included, for materials and equipment used in and upon such project and for work and labor done in connection therewith have been made, except as noted below; and further certifies that all damage claims and liabilities incurred in connection with such project have been settled and paid, except as noted below.

FIRM NAME: _____

BY: _____
Signature

Printed Name & Title

(Note exceptions here and reason why payment has not been made, including to Subcontractors.)

Sworn and subscribed to before me this _____ day of
_____, A.D. 20__.

Notary Public

My Commission Expires

Final Estimate Routing Summary Report

Contract ID: 08031401

Region: NE

To: Distribution List, see cover routing sheet and guidance below.

From: Eric Fontana, Finals Engineer

Date: Tuesday, March 20, 2012

Contract: BARRE TOWN HES 026-1(38)

Construction has been completed on this contract, Final Quantities have been agreed upon, and we are sending this Final Estimate Routing packet for your use. There will be no more payments made to the contractor, nor Construction Engineering charges. The project(s) have been completed in substantial conformance with the approved program and authorization. There are no right-of-way encroachments and no significant unexplained overruns or underruns.

The Contractor: J. HUTCHINS, INC.

Has signed the Final Estimate and Contractor Claim Certificate.

Has NOT signed the Final Estimate and Contractor Claim Certificate. Per subsection 109.08 Partial and Final Payments (d) Final Payments, we are closing the contract due to non-signature within 20 days of receipt of the Final Estimate. There is no claim against the Contractor on file which would prevent closing of the contract.

The Resident Engineer was: Hosking, David

<u>Schedule Summary</u>		<u>Expenditure Summary</u>	
Construction Began Date:	07/16/2008	Contract Bid Amount:	\$1,254,923.65
Contract Completion Date:	10/16/2009	Final Amount Paid:	\$1,305,519.82
Substantial Completion Date:	07/17/2009	Percent Of Contract Bid Amount:	104.03 %
Actual Complete Date:	08/04/2010	Total CO's:	004
Final Inspection Date:	07/23/2009	Total CO Amount:	\$134,103.60
Acceptance Date:	12/17/2010	Liquidated Damages Withheld:	\$0.00

Project Name(s):	PIN #:	Project Description:	Project Manager:
BARRE TOWN HES 026-1(38)	04B198	IMPROVEMENTS TO THE US302/VT110/TH30 INTERSECTION IN BARRE TOWN, INCLUDING CONSTRUCTION OF A ROUNDABOUT.	SCHULTZ, JOSH L

Distribution List - Please initial and date the Cover Routing Sheet and take the following actions:

Construction Engineer: Sign the enclosed Final Estimate. By signature, the Construction Engineer recommends approval of the estimate to the Director of Program Development.

Chief of Utilities and Permits: Take your copies from the "copies" section of this packet, close out any agreements and forward this packet to the appropriate Program Manager.

Program Manager: Take your copies from the "copies" section of this packet and deliver them to the appropriate Project Manager. Sign the enclosed Final Estimate and forward this packet to the Director. Note the explanations for overruns and underruns, which are intended to provide feedback to help you on future estimates. You should close the project(s) and submit to Financial Operations for Final Voucher.

Director of Program Development: Sign the enclosed Final Estimate if you concur. Forward this packet to the Business Office.

Business Office: Process the Final Estimate and distribute as necessary. Return the package to the Finals Engineer.

CES Number: _____

**AGENCY OF TRANSPORTATION
ROUTING OF FINAL ESTIMATE**

PROJECT NAME AND NUMBER: _____

ORDER OF ROUTING	DATE	INITIALS
1. Final Quantities sent to the Contractor. A. Final Quantities and Estimates Checked by Finals Tech/Regional Tech/Finals Engineer. B. Is an EOT reqd? _____. (Y or N)		
2. Final Estimate Sent to the Contractor. A. Finals Engineer- Check on Status of Claims Filed Against Contractor. B. EOT (if applicable) approved: _____ (date or N/A)		
3. Final Estimate Approved and Signed by the Contractor.		
4. Final Estimate Approved and Signed by: A. Finals Engineer Materials Certification Memo Issued: _____ B. Construction Engineer		
5. Final Estimate Packet to Chief of Utilities and Permits Section		
6. Final Estimate Approved and Signed by the appropriate Program Manager: _____ Section: _____		
7. Final Estimate Approved and Signed by the Director of Program Development.		
8. Final Estimate Packet to Program Development Business Office: A. Entered in Estimate Log B. Signatures Typed on Unsigned Copies C. A-23 Standard State Invoice Prepared D. A-23 and All Documents to Program Development Business Manager for Signature		
9. Business Office Distributes Copies: A. Original & Copy #2 – Financial Services B. Copy #3 – Contractor (estimate only) C. Copy #4 – Construction (complete package) D. Copy #5 – District (estimate only) E. One copy – Materials & Research (estimate only) F. Two copies – FHWA (w/comparative quantities)		
10. Routing Sheet and Estimate Packet Returned to Finals Engineer.		



Agency of Transportation

Program Development Division
Construction Section

TO: Richard M. Tetreault, Director of Program Development

FROM: David J. Hoyne, Construction Engineer

DATE:

SUBJECT: Extension of Time: **Project Name**

Contractor:

Bids Opened:

Notice to Proceed:

Began Construction:

Anticipated Completion Date:

Substantial Completion Date:

Actual Completion Date:

There were ___ working days between the Anticipated Completion Date of _____, and the date that the substantial completion date of _____. These were:

List Specific Dates Here

Total: ___ days charged

Part (b)(1) of Section 108.11 – Determination of Extension of Contract Time for Completion states that an extension of the contract completion date will be determined for “the days from April 15 through December 1, inclusive, on which the weather or condition of the ground caused suspension of the work”. The Contractor could not work because of inclement weather on the following days:

List Specific Dates Here

Total: ___ days credited

Part (b)(5) of Section 108.11 – Determination of Extension of Contract Time for Completion states “if major items of work are suspended by order of the Engineer, the time for completion will be extended an amount equal to the elapsed time between effective dates of order to

suspend and order to resume". The contractor was not allowed to work on the following day due to a holiday:

List Specific Dates Here

Total: ___ days credited

Part (b)(8) of Section 108.11 – Determination of Extension of Contract Time for Completion states that an extension of the contract completion date will be determined for “any other conditions which in the opinion of the Director of Project Development warrants consideration for an extension of time”. This project was a town administered contract, and the town was having issues with the payment of bi-weekly estimates to the contractor at the close of the Agency of Transportation’s Fiscal Year. The contractor pulled some of their work force off of the project for a period of time due to this delay in payment. The Town of Chester feels that this delay, along with others are justification for the waiver of liquidated damages against the contractor. (see attached letter from Susan Spaulding, Town Manager for the Town of Chester) The Director of Project Development feels that this is an unusual condition that warrants an extension of time.

Total: ___ days credited

Since there were ___ days of overrun, but ___ credit days applied, this justifies granting an Extension of Time to _____ with no charge for liquidated damages.

c Project Files-Montpelier

FINALS CHECK**PROJECT NAME & NUMBER:** _____**Sending Final Quantities**

Checked By: _____

Verified By (Finals Engineer): _____

In the Finals Folder:

- Project Box Checklist done? (Interview between Finals Technician [Nick] and RE.)
 - Check any notes on the checklist.
- Is there a fully checked Comparative Quantities in the box?
 - If not, print out a hardcopy Comparative Quantities in Site Manager Reports, and make sure that all book entries match Comparative Quantities.
- Check to see if an EOT is needed (CTS).
 - Check contract special provisions (usually #3) to see if there in an interim completion.

Check estimate status:

- There should be a Draft Estimate in the box?
- Is everything zeroed out? (other adjustments/stockpiles)?
- Is Liquidated Damages the correct amount, as compared to EOT analysis?
- Check estimate in Site Manager. Is last estimate fully approved and paid? Run zero estimate if necessary (check with Eric).
- After the Zero Estimate is run, check that the Final Amount (TOTAL CONTRACT) shown in the Comparative Quantities matches the Zero Estimate Contractor Net Earnings amount. (Could be off a couple pennies due to rounding.)
- Is there a hard copy of the Explanations for overrun/underrun?
 - If not, check G:/Drive for a copy or contact RE.
- Check CTS Ratings Tab to see if the Contractor Rating information has been sent.
 - If not, E-Mail the Regional and let them know that the Rating information is not entered, and copy Mary Warner. (That is between them, just a notification.)
- Go to G:/Construction Services/Finals/Finals Forms & Letters/Final Quantities and choose the correct Final Quantities letter. Save the letter to the appropriate Project Correspondence File in the Finals subdirectory.
 - The bottom of the letter shows the appropriate attachments.
- Fill out a Routing Slip with the CES number, Project Name and Number, whether an EOT is needed and the Program Manager Name and Section.

Explanations Form For Contract Overruns And Underruns

Contract Name: MAIDSTONE-BLOOMFIELD STP 2609(1)S
Contract ID #: 07110201
Total Bid Amount: \$4,323,001.00
Report Generated: Thursday, February 19, 2009
Number Of Items Requiring An Explanation: 4
PIN Number Project Name and Number
06C042 MAIDSTONE-BLOMFIE STP 2609(1)S

<u>Category</u>	<u>Description</u>	<u>Item #</u>	<u>Unit</u>	<u>Project Quantity Including CO's</u>	<u>Unit Price</u>	<u>Final Quantity</u>	<u>Percent Difference</u>	<u>Cost Difference</u>	<u>Quantity Difference</u>
1011	ROADWAY	203.15	CY	65.00	\$25.00	0.00	-100.00	(\$1,625.00)	-65.00

Description of Item Requiring Explanation: COMMON EXCAVATION
Explanation:

1011	ROADWAY	203.30	CY	4,550.00	\$21.50	2,739.10	-39.80	(\$38,934.35)	-1,810.90
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Description of Item Requiring Explanation: EARTH BORROW
Explanation:

1011	ROADWAY	204.21	CY	50.00	\$25.00	0.00	-100.00	(\$1,250.00)	-50.00
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Description of Item Requiring Explanation: TRENCH EXCAVATION OF ROCK
Explanation:

1011	ROADWAY	210.10	SY	9,100.00	\$5.00	5,283.00	-41.95	(\$19,085.00)	-3,817.00
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Description of Item Requiring Explanation: COLD PLANING, BITUMINOUS PAVEMENT
Explanation:



TO: , Project Manager
FROM: , Resident Engineer
DATE:
SUBJECT: Construction Closeout Comments for

The following comments are intended to provide constructive feed back to the Project Manager in regards to the design and the Contract Documents following the completion of this project. The Construction Section has created this outline as a template for all projects, so please note that not all topics may apply to this project.

I have made an effort to make these comments project specific along with an explanation of how any issues were handled for this project. I have also tried to explain how the plans and specifications could have been created differently so that the project would have been more constructible.

- A) **Environmental Issues:**
 - a. Plan Content:
 - b. Specifications/Special Provisions:
 - c. Overall Constructability of the Project:

- B) **Traffic Control/Sign Package:**
 - a. Plan Content:
 - b. Specifications/Special Provisions:

c. Overall Constructability of the Project:

C) Materials Issues:

a. Plan Content:

b. Specifications/Special Provisions:

c. Overall Constructability of the Project:

D) Roadway/Approach/Pavement Issues:

a. Plan Content:

b. Specifications/Special Provisions:

c. Overall Constructability of the Project:

E) Bridges/Retaining Walls/Structural Issues:

a. Plan Content:

b. Specifications/Special Provisions:

c. Overall Constructability of the Project:

F) **Other ():**

- a. Plan Content:
- b. Specifications/Special Provisions:
- c. Overall Constructability of the Project:

G) **Standards**

- a. Errors or Omission on Standard Sheets:
- b. Standard Sheets not in agreement with plans:

Please contact me after you have read these comments so that we may discuss any questions or concerns that you have. I can be reached at this phone number xxx-xxxx or via email.

Cc: Regional Construction Engineer,
Regional Administrative Technician,
Quality Assurance Engineer,
Contract and Specifications Engineer, Michael Lozier, P.E.
Environmental Specialists, Chris Slesar
Project File

Construction Specialists:
Construction Environmental Engineer, Andrea Wright, P.E.
Construction Paving Engineer, Mark Woolaver
Construction Structures Engineer, Jeremy Reed, P.E.

Subcontractor/Supplier Claims against Contractors on Vermont Agency of Transportation Construction Projects

DATE _____

The following sets forth my statement of claim against _____ (Contractor)

of _____ (Contractor Address)

on Project _____ (Project Name)

in the Town of _____ Vermont.

Statement of Claim: Include all items and quantities of each item, with all extensions and totals made correctly. If claim is for labor performed, all rates should be included. Attach all supporting documentation, e.g. invoices, copies of checks, copies of subcontracts, or any agreements. If additional space is needed, either use the reverse of this form or separate sheets and attach to this form.

The amount of the claim is \$ _____.

Bills covering this claim were presented to the Contractor Yes _____ No _____ (check one).

I hereby swear that the foregoing is a correct statement of my claim.

Authorized Signature

Company Name of Claimant

Printed Name & Title

Company Address of Claimant

STATE OF _____)
) ss
COUNTY OF _____)

The above subscribed and sworn to before me
at _____ in said
County, this _____ day of
_____ 20__.

Notary Public

My Commission Expires _____

ADDRESS AND MAIL ALL CLAIMS TO: AGENCY OF TRANSPORTATION, CONSTRUCTION SECTION,
NATIONAL LIFE BUILDING, MONTPELIER, VERMONT 05633 ATTN: FINALS ENGINEER.

Title 19 Vermont Statutes Annotated (V.S.A.) § 10 (9) provides for filing of claims against contractors on highway and bridge construction projects for the benefit of labor, materialmen and others for the payment, settlement, liquidation and discharge of claims of creditors for material, merchandise, labor, rent, professional services, premiums and other services used or employed in carrying out the terms of the contract between the contractor and the State of Vermont. To obtain the protection of the statutes, **CLAIMS MUST BE FILED WITHIN 90 DAYS AFTER ACCEPTANCE OF THE PROJECT AND MUST BE NOTARIZED.** If claimant complies with all of the provisions of 19 V.S.A. §10 (9), claimant may be protected by the surety bond required of all contractors.

Damage Claims Against Contractors on Vermont Agency of Transportation Construction Projects

DATE _____

The following sets forth my statement of claim against _____ (Contractor)

of _____ (Contractor Address)

on Project _____ (Project Name)

in the Town of _____ Vermont.

Statement of Claim: If claim is for personal injury or property damage, please state as specifically as possible the facts surrounding the claim. Attach all supporting documentation, e.g. copies of checks, invoices, estimates, medical bills. If additional space is needed, either use the reverse of this form or separate sheets and attach to this form.

The amount of the claim is \$ _____.

Bills covering this claim were presented to the Contractor Yes _____ No _____ (check one).

Signature of Claimant

Printed Name of Claimant

Address of Claimant

ADDRESS AND MAIL ALL CLAIMS TO: AGENCY OF TRANSPORTATION, CONSTRUCTION SECTION, NATIONAL LIFE BUILDING, MONTPELIER, VERMONT 05633 ATTN: FINALS ENGINEER.

IN CERTAIN, LIMITED CIRCUMSTANCES, A PERSON SUFFERING PERSONAL INJURY OR PROPERTY DAMAGE AS A RESULT OF ACTION OR INACTION BY A CONTRACTOR OF THE AGENCY MAY ALSO BE PROTECTED BY SUBMISSION OF A CLAIM IN THE EVENT THE CONTRACTOR CANNOT OR WILL NOT PAY ANY JUDGMENT OR SETTLEMENT OF A CLAIM OR COURT CASE.

As further explanation, the Agency's contracts with construction contractors provides that the contractor is responsible for all damage claims connected with work on Agency projects. Further, Title 19 Vermont Statutes Annotated (V.S.A.) § 10(8) requires the contractor to provide a bond or other surety to assure compliance by the contractor with the provisions of the contract, including the provisions making the contractor responsible for damage claims. Again, in the event a contractor cannot or will not pay any court judgment or settlement of a damage claim, payment may be obtained from the bonding company under the Performance Bond required by 19 V.S.A. § 10(8).

Project Weeding (& Scanning) Procedures Checklist

Items to keep should be sorted, and packaged in manila envelopes, labeled with the project name, project number, and what's inside, by category. An inventory of what is kept in the project box should also be produced and kept inside the box.

Items to throw:

Anything that is stored electronically. (Make sure the signed copies are stored.)
Bi-Weekly Estimates (all reproducible by SiteManager)
Copies of the Contract (Make sure we have an original in Montpelier) (See also below)
Lab Reports (Copy kept by Materials Lab)
Miscellaneous Junk (Use Discretion)
Notice to Proceed

Things to send to others:

Prime Contractor and Subcontractor ratings are to be sent to the construction Administrative Services Technician.
Payrolls: Send to Civil Rights
R.O.W. Agreements or changes: copy to R.O.W. and copy to the District Office
Water Pipe Sleeve Diagrams: DTA, Town Clerk ?
Permanent Bench Mark Information Sheets: Chief of Survey ?

Items to Scan into OnBase

Change Orders and Supplementary Agreements (fully signed)
Claims information
Concrete Batch Slips
Contract - Original
Correspondence (Keep Nothing that we have saved somewhere already, G:drive, or Onbase)
Daily Reports, Inspector Dailies
Design Folder, Correspondence, and Quantities (review and weed anything that is stored already)
Detail Reports
Drainage Reports *CALL STRAITS?*
Field Books
Final Estimate Routing Package
Materials (Certification reports and Lab reports should be entered into Materials booklet then discard the reports)
Project Quantities (Calculations Folder)
Subcontractor Requests /Authorizations
Survey Notes, Original and Final Sections
Water Well info
Written Orders

Items to store at warehouse per three year rule.

Anything utilized to derive a quantity for payment
Aggregate Shoulder slips
Asphalt Paving Slips
Emulsified Asphalt Slips
Erosion Control Reports
Flagger Slips
Foreman Reports
Miscellaneous Weights, Receipts, Slips
Payroll Checklist (Only keep the sheet that compiles the weeks that the Resident Engineer checked the payrolls)
Reinforcing steel slips and calculations
Sign Summary Sheets (should get put on Record Plans then can discard!)
Subbase Gravel Slips
Uniform Traffic Officer
Telephone Bill