State of Georgia

Department of Transportation

Design-Build Construction Management STANDARD OPERATING PROCEDURES

Accelerating solutions from idea to reality using Design-Build.

Design-Build Construction Management SOP

10/1/2017

Atlanta, Georgia 30308

Georgia Department of Transportation

This document was developed as part of the continuing effort to provide guidance within the Georgia Department of Transportation in fulfilling its mission to provide a safe, efficient, and sustainable transportation system through dedicated teamwork and responsible leadership supporting economic development, environmental sensitivity and improved quality of life. This document is not intended to establish policy within the Department, but to provide guidance in adhering to the policies of the Department.

Your comments, suggestions, and ideas for improvements are welcomed.

Please send comments to:

State Design Policy Engineer

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DISCLAIMER

The Georgia Department of Transportation maintains this printable document and is solely responsible for ensuring that it is equivalent to the approved Department guidelines.

Revision Summary

Revision Number	Revision Date	Revision Summary
0.0		Original Release Date

List of Effective Chapters

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Acronyms and Definitions

Titles

ACM	Assistant Construction Manager
CEI	Construction Engineering & Inspection
CPM	Construction Project Manager
DM	Design Manager
DPM	Deputy Project Manager
EOR	Engineer of Record
GEC	General Engineering Consultant
OA	Office Administrator
PCM	Project Construction Manager
PM	Project Manager
PoDI	Project of Division Interest
SCE	State Construction Engineer
SME	Subject Matter Expert
WECS	Worksite Erosion Control Supervisor

Agencies

EPD	Environmental Protection Division
FHWA	Federal Highway Administration
GDOT	Georgia Department of Transportation
GEC	General Engineering Consultant
OES	Office of Environmental Services
OID	Office of Innovative Delivery
OMAT	Office of Material Acceptance Testing

Policy or Workflow

ATC	Alternative Review Concepts
BFI	Bridge Foundation Investigation

Policy or Workflow

BMP	Best Management Practices
CPM	Critical Path Method
CQMP	Construction Quality Management Plan
DB	Design-Build
DBA	Design Build Agreement
DBE	Disadvantaged Business Enterprise
DIF	Daily Inspection Form
DWR	Daily Work Report
ECTC	Estimate Cost to Complete
EEO	Equal Employment Opportunity
ERIT	Environmental Resource Impact Table
ESPCP	Erosion Sedimentation and Pollution Control Plan
GAB	Graded Aggregate Base
LAP	Locally Administered Projects
MC	Materials Checklist
MUTCD	Manual for Uniform Traffic Control Devices
NCR	Non-Conformance report
NOI	Notice of Intent
NOT	Notice of Termination
NTP	Notice to Proceed
OCR	Obstruction Clearance Report
OJT	On the Job Training
PPFPR	Project Pending Final Payment Request
QMP	Quality Management Plan
QPL	Qualified Product List
RFC	Release for Construction
RFI	Request for Information
RFP	Request for Proposal
ROW	Right of Way
RPQ	Request for Qualifications
SOP	Standard Operating Procedures
SOV	Schedule of Values

* Always check the DB documents for project specific requirements.

Policy or Workflow

STI	Sampling Testing and Inspection
TIR	Traffic Interrupt Report
TMP	Transportation Management Plan
TTC	Temporary Traffic Control
WEC	Worksite Erosion Control

1. Introduction

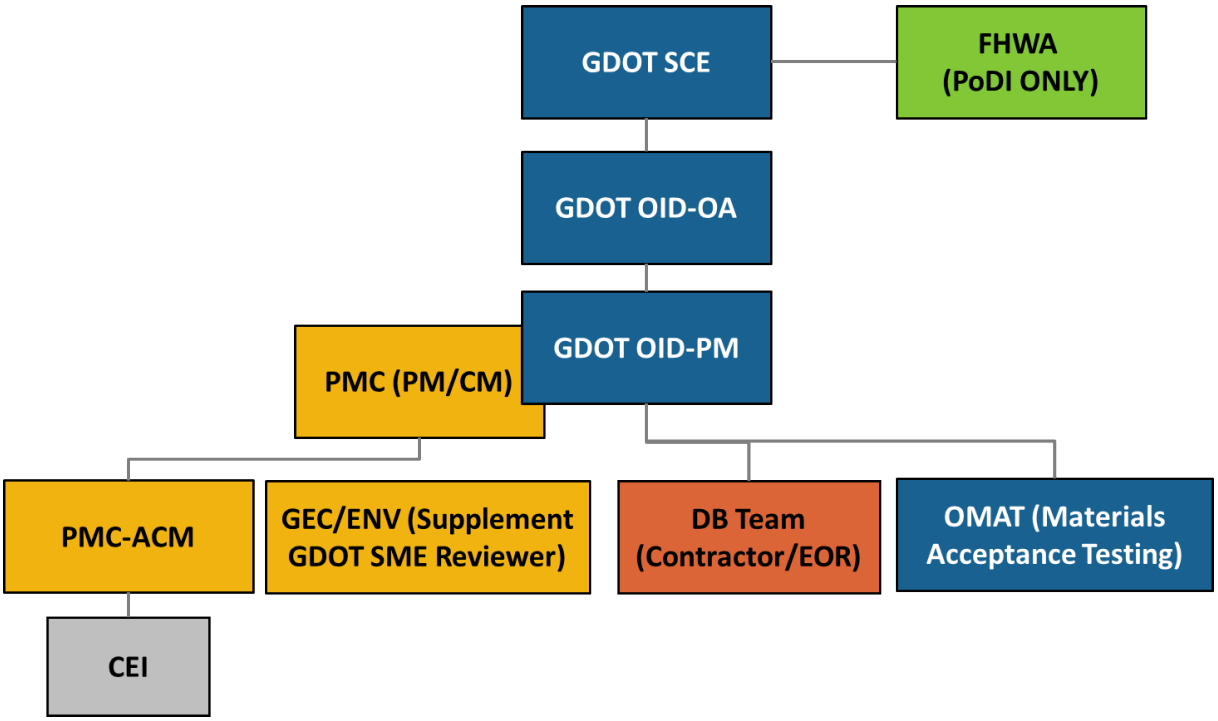
1.1 Program Overview

These procedures are being developed to provide a basis of standard operating procedures relative to the administration of Construction during the Design-Build Process. They outline the various steps to substantiate the services required in our client agreement for Design-Build Services. These procedures provide the documentation to assure that all Design-Build projects are being constructed in accordance with the Design-Build Team contract document and the Office of Innovative Delivery policies and procedures.

1.2 GDOT Roles and Responsibilities

Understanding the roles and responsibilities associated with the delivery of the Design-Build project is paramount for a successful project. While the scope of services may vary on a project-by-project basis, the typical roles and responsibilities remain the same for each Design-Build project.

Figure 1-1: Organizational Structure



1.2.1 Roles and Responsibilities of State Construction Engineer

The State Construction Engineer (SCE) oversees and monitors high level financial administrative procedures, ensuring proper audit procedures are observed. The SCE is the final approving authority for change orders, force account work, final audits, final acceptance of projects for close out and payments.

Due to the depth of knowledge, the SCE coordinates communications with the Federal Highway Administration (FHWA), supports any administrative requirements with the FHWA, and reviews the FHWA Quarterly and Semiannual Training Reports. For PoDi, the SCE reviews the Federal Aid Training Enrollment Report Program. The SCE responsibilities will be in accordance with the GDOT Construction Manual and the Design-Build Construction SOP. The SCE may also serve as a liaison with the various State Construction Offices. The following is a list of specific duties:

Communications

1. Coordinates communications with FHWA.
2. Supports FHWA administrative requirements.

Document Controls

1. Reviews and approves change orders in SiteManager.
2. Reviews and approves allocation of additional funds in *1625 System*.
3. Reviews the Federal Aid Training Enrollment Report Program.
4. Reviews FHWA Quarterly and Semiannual Training Report.
5. Ensures that audits occur as required.
6. Ensures that the audit records are properly maintained.
7. Audits project administrative procedures.
8. Maintains/prepares Audit Exception Reports.

Final Inspection, Final Acceptance, and Contract Close

1. Conducts final audits.
2. Participates in closing conferences and final reports.
3. Review the Final Audit Report.

1.2.2 Roles and Responsibilities of OID Office Administrator (OID-OA)

The Office of Innovative Delivery Office Administrator (OID-OA) will oversee the OID program, supporting and advising the Office of Innovative Delivery Project Manager (OID-PM), and serving

as the final decision-making authority. These responsibilities are both fiscal and contractual relying on the information provided by the OID-PM. Some of the duties are identified in the GDOT Construction Manual as belonging to the District Engineer. The OID-OA will review and approve contract modifications, time extensions, enforcement of liquidated damages, and allocation of additional funds, ensuring fiscal responsibility for the Program. It is the OID-OA who will make the decision on project final acceptance in accordance with the GDOT Construction Manual and the Design-Build Construction Standard Operating Procedures (SOP).

Construction Administration

1. Coordinate communications with FHWA.
2. Take required action if the project falls behind schedule.
3. If required, notify the contractor about beginning of contract default process.

Contract Modifications

1. Monitor and certify all contract modifications.
2. Reviews contract modifications.
3. Approves time extensions.

Environmental

1. Transmits copies of Commissioner signed Notice of Termination (NOT) documents to the OID-PM.

Allotment Requests / Additional Funding

1. Monitor project funding.
2. Process allotment request in *DOT Form 187* (including forwarding it to the Treasurer).

Subcontracts / DBE Subcontracts

1. Responsible for the administration of the DBE program for projects under OID DB program.

Federal Aid Training Program

1. Review the Federal–Aid training enrollment report Program
2. Review FHWA quarterly and semiannual training report.

Construction / Material Audits

1. Review the final audit report.
2. Ensure that the audits are taking place as required.
3. Conduct a final audit.

Final Inspection, Final Acceptance, and Contract Closeout

1. Approve the final estimate of the project.
2. Take the action needed to ensure timeliness of Final Acceptance and Final Payments.
3. Review the Projects Pending Final Payment Status Reports (PPFPR).
4. Approve the final acceptance of the project.
5. Approve the maintenance acceptance of the project.
6. Monitors all key and critical project dates.
7. Ensures all dates are entered in SiteManager before sending the final estimate project to the OID-PM for approval.
8. Takes the action needed to ensure timeliness of Final Acceptance and Final Payments.
9. Maintains projects pending final payment status reports (PPFPR) with the help of PMC-CM)
10. Responsible for sending a copy of PPFPR to the OID-PM by 15th of every month.
11. Certifies the final pay estimate.
12. Once the punch list is completed, OID-OA will make decision on final acceptance.

1.2.3 Roles and Responsibilities of OID Project Manager

The OID-PM will serve as the project champion for the Design-Build project through the entire project. The OID-PM is responsible for engaging (and reengaging) GDOT SMEs as early as possible following the notice of award to discuss Design-Build delivery process, critical GDOT participant roles, the dynamic between the design phase and construction phase, and the various risks associated with the projects (third-party, geotechnical, environmental, etc.)

During the design phase of the Design-Build contract, the OID-PM is the primary point of contact for the Design-Build Team to provide required submittals. The OID-PM is responsible for facilitating reviews with the SMEs and providing a response to the Design-Build Team. The OID-PM should include the Program Management Consultant Construction Manager (PMC-CM) on all correspondence and in meetings during this phase.

During the construction phase of the Design-Build contract, the OID-PM will provide the services identified in the GDOT Construction Manual and the Design-Build Construction SOP attributed to the District Construction Engineer. The OID-PM acting as the District Construction Engineer will continue to manage the project during the construction phase of the project. The OID-PM will provide resources to ensure that the construction administration and field service inspection and testing are done in accordance with the GDOT Construction Manual and the Design-Build Construction SOP.

Construction Administration

1. Support FHWA inspection requirements.
2. Schedules Pre-construction conference.
3. Reviews and approves the damage claims from the citizens.
4. Reviews projects in SiteManager
5. Reviews contract time, contract diary, daily work reports, and daily inspector forms periodically.
6. Takes appropriate action as necessary if the project falls behind schedule.

Contract Modifications

1. Obtain FHWA concurrence for contract modifications.
2. Obtain approvals for contract modifications.
3. Reviews and approves extra work force account.
4. Reviews and approves contract modifications in SiteManager.

Pay Estimate

1. Reviews and approves progress payments and material allowances.

CEI Staff Management

1. Procure and manage CEI contract.

Traffic Control

1. Reviews and approves Traffic Interrupt Reports.
2. Reviews Traffic Interrupt Reports summary.
3. Reviews and approves work zone speed reduction.
4. Reviews and approves work zone safety and mobility policy.

Environmental

1. Reviews NOI prior to construction.
2. Monitors erosion control plan during construction

Allotment Requests / Additional Funding

1. Obtain funding approval.

Payroll Reporting

1. Reviews project payrolls.

Subcontract / DBE Subcontract

1. Approve substitution or transfer of DBE.
2. Reviews DBE subcontracts.
3. Monitors DBE use for the project.
4. Approves substitution or transfer of DBE.

Construction/Material Audits

1. Reviews Audit Exception Reports.

Final Inspection, Final Acceptance, and Contract Closeout

1. Approve the maintenance acceptance of the project.
2. Reviews As-built plans.
3. Helps to establish key and critical dates.
4. Monitors key and critical dates.
5. Reviews Project Pending Final Payment Status Reports (PPFPR).
6. Reviews final inspections.
7. Reviews punch list work performed.
8. Reviews and approve final acceptance.
9. Reviews and approve maintenance acceptance.
10. Transmits final approvals to the District Maintenance Engineer, State Maintenance Office, OID OA.

1.2.4 Roles and Responsibilities of PMC Project Manager

GDOT's Project Management Consultant Project Manager (PMC-PM) plays a critical role in the delivery of the Design-Build contract. The PMC-PM is responsible for the management of all aspects of the project including design, planning, permitting, quality, and project controls.

1.2.5 Roles and Responsibilities of PMC Construction Manager

GDOT's Project Management Consultant Construction Manager (PMC-CM) plays a critical role in the delivery of the Design-Build contract. The OID-PM will assign a PMC-CM as early as possible following the award of the Design-Build project.

During the design phase of the Design-Build contract, the PMC-CM is primarily responsible for processing payments based on the approved Schedule of Values, providing comments on any critical path method (CPM) schedule submittals, participating at various meetings (during the design and construction phases), and monitoring the status of the project.

During the construction phase of the Design-Build contract, the PMC-CM will perform their duties in accordance with the GDOT Construction Manual and the Design-Build Construction SOP, and provide the services attributed to the Area Engineer. The PMC-CM responsibilities will be in accordance with the GDOT Construction Manual and the Design-Build Construction SOP.

Construction Administration

1. PMC-ACM reports directly to PMC-CM.
2. Submits (if requested) an *Obstruction Clearance Report (OCR - Form DOT 498-A)* to the District Right of Way office and OID-PM.
3. Reviews the contract documents.
4. Schedules pre-construction conference.
5. Assists the PMC-ACM to conduct the Pre-Construction conference.
6. Reviews contract time, daily work reports, and daily inspector forms.
7. Reviews and transmits the progress schedule chart to the OID-PM.
8. OID contact person for any damage claims from the citizens.
9. Supports FHWA inspection requirements.
10. Takes appropriate action necessary if the project falls behind schedule.

Materials Certification

1. Reviews the material checklist MC-1.
2. Reviews material certification and documentation.

Reports

1. Prepares one diary per pay estimate in SiteManager.
2. Reviews SiteManager reports.
3. Reviews the construction reports.

Contract Modifications

1. Reviews and respond to time extensions.
2. Creates change orders in SiteManager.
3. Reviews the Force Account Estimate.

4. Prepares *forms 358, 468* or *187* (Supplemental Agreement, Extension Agreement, Time Extension, and Allotment Request) for contract modifications.
5. Obtains FHWA concurrence for contract modifications.
6. Obtains approvals for contract modifications.
7. Updates SiteManager based on contract modifications

Document Control

1. Help in setting up of files in File Management System.
2. Shall establish a process for media records for the project.
3. Reviews the project documents including but not limited to inspection and testing records.
4. Responsible for media recordings.
5. Ensures that the reference documents and publications listed below are available to project personnel at all Project field offices.
6. Reviews the file management system.
7. Reviews survey/layout data.

Pay Estimates

1. Review and recommend material allowances to OID-PM.
2. Approves payment documentation.
3. Reviews weight tickets.
4. Certifies the progress estimates.
5. Reviews and approves material allowances.

CEI Staff Management

1. Evaluates job performance of field staff.

Traffic Control

1. Reviews traffic enforcement.
2. Reviews Traffic Interrupt Reports summary.
3. Reviews and approves work zone speed reduction.
4. Reviews work zone safety and mobility policy.

Environmental

1. Reviews NOI prior to construction.

2. Monitors erosion control plan during construction.

Allotment Requests / Additional Funding

1. Ensures that sufficient funds are on the project to pay contractor for monies that are due or that may become due for work on the project.
2. forwards the DOT Form 457 to the OID-PM for concurrence on the allotment request.
3. Prepare funding requests.

Payroll Reporting

1. Reviews PMC-ACM payroll reports.

Subcontractor / DBE Subcontracts

1. Reviews and recommends approval of subcontracts on the project.
2. Reviews DBE subcontracts.
3. Monitors DBE use for the project.
4. Prepares quarterly DBE report for FHWA.
5. Recommend substitution or transfer of DBE.

Federal Aid Training Program

1. Prepares Federal Aid Training Program reports including but not limited to training enrollment report, quarterly training report, and semi-annual training report.

Construction/ Material Audits

1. Responsible for auditing project records.
2. Audits project records every 60 days.
3. Conducts project audit inspections.
4. Conducts in-depth audit review.

Final Inspection, Final Acceptance, and Contract Closeout

1. Establishes key and critical dates with PMC-ACM.
2. Monitors key and critical dates.
3. Maintains Project Pending Final Payment Status Reports (PPFPR).
4. Determines if the project is ready for final inspection based upon contractor's reports.
5. Communicates with OID-PMs monthly to make sure that correct dates are recorded.
6. Submits final package to OID-PM after punch list completion.

7. Submits all project records to OID-PM after Final Completion and Final Audit.
8. Furnishes an executed copy of the ECTC Form to the Contractor.
9. Forwards an executed copy of the ECTC Form to the OID-PM and PMC-ACM for their file.
10. Conducts final audit.
11. Conducts closing conference and final inspections.
12. Reviews if the punch list work is performed.
13. Reviews and recommend final acceptance.
14. Reviews and recommend maintenance acceptance

1.2.6 Roles and Responsibilities of PMC Assistant Construction Manager

The Program Management Consultant Assistant Construction Manager (PMC-ACM) will be responsible for the day-to-day coordination of the Design-Build Team work and the administration and documentation of the project during the Construction phase. General duties are as varied as safety, erosion control, quality management, traffic control, personnel management, communications, and predominately project administration. Outstanding communications skills are vital because the PMC-ACM serves as the eyes and ears for the OID-CM. The project administration tasks are detailed extensively in both the GDOT Construction Manual and the Design-Build Construction SOP, in addition, the PMC-AMC will be thoroughly conversant with the DB contract, Release for Construction Plans, and all applicable reference documents defined in the DB contract. The PMC-ACM responsibilities will be in accordance with the GDOT Construction Manual and the Design-Build Construction SOP, and primarily provide the services attributed to the Project Engineer.

Construction Administration

1. In order to administer the DB contract and ensure the work is performed in close conformity with the contract documents conduct a thorough review of the DB contract volumes 1 through 3, The Release for Construction Plans, and all applicable reference documents defined in the DB contract.
2. Prepare and Conduct the Pre-Construction Conference.
3. Works with the DB Team in selecting a location for the field office.
4. Keeps PMC-CM informed on changes in cost/schedule.
5. Addresses conflicts by issuing the RFI or NCR (no direction allowed in this form) to the DB Team and report to PMC-CM all conflicts.
6. Responsible for maintaining the project records filing system in e-Builder. The file management system will be established in e-Builder by the PMC-CM. Notify the

PMC-CM of additional files which may need to be added as the project moves forward. These files will be added by PMC-CM.

7. Responds to inquiries from the PMC-CM and OID-PM.
8. Monitors the DB Team's efforts to provide reasonable and safe access to homes and businesses at all times.
9. Reviews the project on a daily basis and be aware of on-going work and related activities on DB projects such as SR 299 ABC. For FY Bridge Bundle contracts, coordinate with CEIs on a daily basis to be aware of on-going work and related activities. Visits FY Bridge Bundle projects once a week.
10. Ensures that the DB Team has properly notified each affected mailbox owner.
11. Communications with the FHWA Engineer, PMC-ACM to inform PMC-CM in advance of any meeting.
12. Addresses questions and complaints from citizens.

Materials Certification

1. Schedules inspection and testing of project materials with OMAT.
2. Ensures all materials incorporated into the work, have testing certifications and documentations.
3. Maintains monthly materials checklist MC-1 and submits in e-Builder for PMC-CM review. Prepares and submits in e-Builder quarterly materials checklist MC-1 report.
4. Facilitates monthly materials checklist MC-1 audits with the PMC-CM.
5. Reviews the *Sampling, Testing, and Inspection Manual* for more detailed descriptions of tests and frequencies.

Reports

1. Records and maintains the Daily Work Report in SiteManager.
2. Maintains separate weekly reports for each project in the contract in e-Builder. Form to be provided by PMC-CM.

Contract Modification

1. Acknowledges the receipt of time extensions, relief events, compensation events, and potential supplemental agreements in writing to the DB Team.
2. Informs PMC-CM if project falls behind schedule.
3. Directs the work to be done by Force Account in the absence of a Supplemental Agreement as per *Specification 104.03.A*.
4. Provides the Force Account form to the DB Team.

5. Reviews the force account estimate.
6. Transmits the force account estimate to PMC-CM.
7. Transmits the contractors letter for time extensions along with recommendations.
8. Creates an estimate for all items involved in change requests.

Document Control

1. Maintain Reference documents on site provided by PMC-CM staff.
2. Collects survey and layout data. (Section 149 2013 specs).
3. Project documentation shall also include photographic and video records in accordance with *GDOT CM Manual Chapter 2 Media records*. The records section includes documentation of construction progress, traffic control and advance warning signage video documentation after initial installation and then monthly, photos of accidents which occur in the work zone and unusual events.
4. Transmits cross section details to District Location Engineer. This is used to check earthwork quantities when they apply to the project.

Pay Estimates

1. Collects material test report and invoices.
2. Maintains project records to support quantities certified for payment.
3. Collect and document weigh tickets and maintains weight tickets at project field office.
4. The DB Team submits a draft pay request. The PMC-ACM reviews the draft with the DB Team. They agree on the percent completions be used for the pay request. The PMC-ACM sends an E-mail verifying agreement on the pay request to the PCM-CM and copies the DB Team. The DB Team enters the pay request in e-Builder for approval by PCM-CM and OID-PM.
5. Determines a portion of work was missed and should have been recorded for payment and the payment amount is substantial.
6. Reviews and approves salvageable materials and material ordered and not used requirements.
7. Submits a Construction Report or Estimate to pay for the missed quantity regardless of the day of the month.
8. Processes and transmits the material allowance request.
9. Reviews and checks stored quantities with each subsequent Materials Allowance Request.
10. Gives recommendations for time extensions based on Daily Work reports.

CEI Staff Management

1. Supervises the CEI staff assigned to the project.
2. Conduct a meeting with the CEI before the preconstruction conference to go over the DB Contract, RFC plans, and the CEI roles and responsibilities. Ensure that CEI staff is aware of their responsibilities, duties, and authority.
3. Assists with inspection duties when the need arises.
4. Evaluate CEI performance. Ensure that CEI staff has correct certifications in accordance with OMAT procedures to perform testing functions required on the project.

Traffic Control

1. Reviews the DB Team's detailed staging and TTC plans.
2. Inspects the initial installation of the traffic control devices and pedestrian traffic control devices if applicable.
3. Performs periodic daytime and nighttime inspections of the work zones to ensure it is in compliance with the TTC plan and GDOT's 5240-1 Work Zone Safety and Mobility Policy.
4. Documents accidents that occur within the construction limits, immediately notify PMC-CM and provide regular updates on the process.
5. Sets a deadline for making corrections noted on Form TC-1 Traffic Control Inspection Report.
6. Documents and submits Traffic Interruption Reports (TIR).
7. Reviews and transmits work zone speed reduction requirements to PMC-CM.
8. Reviews pedestrian considerations.

Environmental

1. Receives a copy of a completed NOI.
2. Reviews the *Environmental Resource Impact Table* (ERIT) and *green sheet*.
3. Obtains the maximum erosion and sedimentation control practicable.
4. Spot checks the accuracy of the WECS submittals.
5. Submits Notice of Termination to OID.
6. Actively engages in the management of erosion and sediment control.

Allotment Requests / Additional Funding

1. Review Project Funding to ensure funds are available to make progress payments.
2. Do not submit a pay estimate into SiteManager that will cause an overrun in allotted project funds.
3. Analyze project funding when the project is 80% complete to ensure funds are adequate for completion of the project.
4. Inform the PMC-CM of requirements for allotment requests to complete the project.

Payroll Reporting

1. Retains a copy of payrolls and forward one copy to the District EEO Officer/PMC-CM.
2. Conducts payroll spot checks.
3. Informs contractor of any errors.
4. Conducts labor interviews.
5. Notifies contractor about withholding amount due to labor violations.
6. Subcontracts/DBE Subcontracts
   a. Monitors Subcontractors work.
7. Checks for the DBE subcontractors.
8. Reviews any DBE shortfalls and report to PMC-CM.
9. Reports to PMC-CM the DBE shortfalls.

Federal Aid Training Program

1. Prepares a semiannual training report (*FHWA-1409*) with the help of PMC-CM.
2. Reviews Training Program and transmit Termination/Transfer/Graduation reports.
3. Construction/Material Audits
4. Responsible for all source records for auditing purposes.
5. Reports audit exceptions to the PMC-CM and OID personnel.
6. Furnishes copies of test reports, when requested by the Contractor's representative.

Final Inspection, Final Acceptance, and Contract Close

1. Maintains log of the changes to the RFC plans for review of the final as-built plans.
2. Recommends to the PMC-CM that substantial completion be considered in accordance with the requirements of Volume 1 Article 7.7.1 when all contract items are satisfactorily completed.
3. Helps the PMC-CM to establish key and critical dates in SiteManager.

4. Transmits the key and critical dates to the PMC-CM for approval.
5. Reviews the project records using the PMC-ACM Checklist for requesting the final audit.
6. Requests final audit.
7. Corrects all exceptions in the final audit.
8. Completes the *Final Package Checklist (DOT 733*).
9. Schedules a Closing Conference with PMC-CM.
10. Verifies if the project is ready for final inspection.
11. Furnishes the DB Team a punch list within five business days.
12. Provides PMC-CM with maintenance acceptance date for input into SiteManager.

1.2.7 Roles and Responsibilities of CEI (Construction, Engineering & Inspection)

The Construction Engineering and Inspection (CEI) staff will provide monitoring and inspecting the construction contract in conformance with the plans, specifications and special provisions to ensure test report records or certificates are in compliance. It is crucial that they are familiar with GDOT's practices, plans, and contracts of the project, proposed SOPs for the project as they will manage and track the Design-Build Team's progress and quality of the work. They will keep daily inspection forms, logs, and records consistent with GDOT's practice as delineated in the GDOT Construction Manual and the Design-Build Construction SOP, including Inspectors' forms. They will inspect traffic control daily to ensure it is in compliance with the traffic control plan and *GDOT's 5240-1 Work Zone Safety and Mobility Policy*. They will also immediately notify provide regular updates to the PMC-ACM of any accident, incident, or unanticipated project conditions. The CEI staff responsibilities will be in accordance with the GDOT Construction Manual and the Design-Build Construction SOP.

Field and Record Keeping Roles

1. Be familiar with GDOT's practices, plans, and contracts of the project, proposed SOPs for the project.
2. Monitor and inspect the construction contract in conformance with the plans, specifications, and special provisions.
3. Performs the duties of the inspector as specified in specifications, special provisions, and "The Source".
4. Manages and tracks the progress and quality of the work.
5. Utilizes the contract non-conformance report to document any discrepancies identified during your inspection. Submit the NCR to the PMC-ACM for inputting into e-Builder for DB Team response.
6. Attends progress meetings.

7. Notifies the PMC-ACM of any unanticipated project conditions.
8. Performs field operations in accordance with GDOT's regulations and practices.
9. Samples materials such as concrete, asphalt etc. and prepare NCR to address those materials not meeting the contract requirements.
10. Manages and tracks all test report records or certificates for compliance of contract requirements
11. Collects and documents the following:
    a. Quantity Sketches / Calculations
    b. Master Lists / Spreadsheets
    c. Field Quantity Books / Cross Sections
    d. Load Tickets
    e. Invoices
    f. Material Certifications and Test Results
12. Keep detailed daily inspectors' forms in e-Builder as required to track and record the DB Team's progress.
13. Measures and computes quantities of all materials incorporated in the work items completed and maintain a detailed item record account.
14. Inspects traffic control daily to ensure it is in compliance with the traffic control plan and GDOT's *5240-1 Work Zone Safety and Mobility Policy*.
15. Inspect erosion and sediment control BMPs daily to make sure it is in compliance with the RFC plans.
16. Notifies immediately and provide regular updates to the PMC-ACM of any accident or incident that occur within the project limits.
17. Maintains changes to RFC Plans to use as a check of Engineer of Record as-built submittal.
18. Return all documents and materials furnished by the Department upon completion or termination of the contract.

Occasional Support Services Requested by PMC-ACM:

1. Prepare detailed report of field inspection of material as requested by PMC-ACM.
2. Review detailed Test Report records and report deficiencies.
3. Review weekly payrolls.
4. Review statement of wage compliance.

1.3 Design-Build Documents

The order of precedence for the DB documents are as follows:

1. The Contract and all Supplemental Agreements and Agreement amendments, and all exhibits, riders, and attachments.
2. The Agreement (also referred to as Volume 1) and all exhibits, except Exhibit 2.
3. Volume 2 “Technical Provisions for DB Agreement”, and all exhibits and attachments to the Technical Provisions.
4. Volume 3 “Programmatic Technical Provisions for DB Agreement” amendments, and all exhibits and attachments to such amendments.
5. Volume 3 “Manuals” (Technical Documents) amendments.
    a. Design-Build Manual
    b. Design-Build Construction SOP.

1.4 Document Control

There are three (3) software applications used daily on the project for communication, payment processing, reporting, contract administration, document controls, and materials handling.

1.4.1 SiteManager

SiteManager is the construction management software used statewide for all daily reporting and monthly payment estimates. It is a common tool used by GDOT for managing daily work reports, contract administration, and contractor payment activities.

GDOT IT Department will issue a GDOT email address, GDOT identification number, and initial password for the GDOT webpage access. Once the password is changed at initial login, the password must be changed every thirty (30) days.

1.4.2 e-Builder

e-Builder is a cloud-based project management software. This software is used for correspondence with the DB Team for submittals, file management, and document controls based on the GDOT SPP and CM manual. The PMC e-Builder software administers user access based on project role.

The DB Team submits all submittals, such as schedules, pay estimates, RFIs, and NCRs, through e-Builder processes during the design and construction phases. Currently, the following processes are in e-Builder.

- PERDB: Pay Estimate Request – Design-Build
- RFIDB: Request for Information – Design-Build

- CSRDB: Construction Submittal Review – Design-Build
- MMRDB: Meeting Minutes Review – Design-Build
- SSRDB: Schedule Submittal Review – Design-Build
- TIRDB: Traffic Interruption Report – Design-Build
- NCRDB: Non-Conformance Report – Design-Build
- DWRDB: Daily Work Report – Design-Build

1.4.3 ATSER

On Design-Build Projects, ATSER will be the software used for materials tracking and testing reporting. Complete test reporting for asphalt, concrete, GAB compaction, select compaction, and soil compaction are documented in ATSER.

2. Post-Let Design

2.1 Post Award Kick-Off Meeting

The OID-PM is responsible for facilitating the post-award kickoff meeting. This partnering meeting plays an important role in the success of the project. The PMC-CM shall attend this meeting to discuss the construction requirements prior to NTP 3, including but not limited to DB Team insurance requirements, quality assurance, and work plan for CEI resource allocation.

2.2 Regular Meetings

Regular meetings are facilitated by the DB Team and include key stakeholders. The PMC-CM shall attend these meetings to monitor the design progress and facilitate any construction-related items.

2.3 Project Baseline Schedule / Monthly Updates

Schedule development and management is a function performed by the DB Team.

The Design-Build project will include a Critical Path Method (CPM) schedule requirement which is used for the baseline schedule, monthly submittals and a revision if the critical path activities are being delayed.

The DB Team should allow time at each regularly scheduled DB project meeting to discuss the current critical path activities.

The PMC-CM will review the baseline schedule and monthly updates to check project milestones.

2.4 Schedule of Value (SOV) Approval

The Design-Build contracts issued by the Office of innovative Delivery are lump sum contracts usually with no more than two bid items consisting of Design Complete and Construction Complete.

The verification of quantities is an essential element in the processing of DB Team payments and maintaining accountability that GDOT is not authorizing payment for Work not completed. On lump sum contracts, interim payments are to be measured against a breakdown of the lump sum known as the Schedule of Values.

Prior to commencement of construction on the lump sum contracts, the PMC-ACM with the help of the CEI staff should become familiar with the Release for Construction (RFC) Plans by reviewing the RFC plans and quantities. A detailed breakdown of the lump sum construction bid should be developed before the work commences. The DB Team submits a schedule of values during the design phase for approval. This schedule of values usually is not detailed enough to allow interim payment applications to be approved without extensive, subjective assessment.

* Always check the DB documents for project specific requirements.

When interim payments are approved by the PMC-ACM, the document record should be in sufficient detail to be verified by subsequent audit. Refer to Attachment 2 for a checklist of required documentation. For example, the schedule of values may have a pay item substructure, this pay item should be broken down into the components of the substructure work (piling, footings, columns, and caps to approve interim pay estimates).

The key element in using a detailed schedule of values is to guard against paying too much, too early. The PMC's role as stewards of the GDOT's money is to ensure that GDOT never put in the position that the remaining amount to be paid to the DB Team would be insufficient to complete the work if the DB Team defaulted or were terminated on the contract. Unless large lump sums are broken down sufficiently there is always the danger of over payment. Additionally, the PMC-ACM can be held to criticism if subjective assessments of percentages complete are perceived to be excessive and unreasonably favorable to the DB Team.

For additional information and example refer to Section 5.6 and Attachment 23 of the Design-Build Manual.

2.5 Pay Estimate in e-Builder

The DB Team will submit their pay request through e-Builder by 5th of each month.

In the design phase, the PMC-PM and OID-PM will meet with the DB Team to agree to percentages requested by the DB Team for each pay estimate. Once the percentages are agreed upon, the DB Team then enters the pay estimate into e-Builder for further review and processing by the PMC-PM. The PMC-PM verifies the pay estimate and recommends approval in e-Builder. The OID-PM approves the pay estimate in e-Builder.

In the construction phase, the PMC-ACM will meet with the DB Team to agree to percentages requested by the DB Team for each pay estimate. The PMC-ACM should base their comparison on the information developed at the beginning of the project as referenced above. Once the percentages are agreed upon between the DB Team and the PMC-ACM, the PMC-ACM will send an e-mail to the PMC-CM and the DB Team stating that the meeting was held and the percentages are acceptable. The PMC-ACM shall also outline the items from the checklist which are to be attached to the pay estimate.

The DB Team then enters the pay estimate into e-builder with the additional checklist items for further review and processing by the PMC-CM. The PMC-CM verifies the pay estimate and recommends approval in e-Builder. The OID-PM approves the pay estimate in e-Builder.

Refer to Pay Estimate Checklist in Attachment 1.

2.6 Pay Estimate in SiteManager

In the design and construction phases, the PMC-CM will then prepare the necessary paper work in SiteManager, approve the pay estimate which will then move the pay estimate into the OID-PM court for final approval then payment.

* Always check the DB documents for project specific requirements.

The instructions below cover the process of generating a pay estimate in SiteManager. This process consists of following steps:

1. Creating a Daily Work Report
2. Authorizing the Project Diary
3. Generating an Estimate
4. Generating a Pay Application report
5. Authorizing a Pay Estimate.

A detailed step-by-step process for generating a Pay Estimate is outlined in Attachment 2.

2.7 Construction Quality Management Plan

The DB Team will submit a Construction Quality Management Plan (CQMP) to GDOT for review and approval.

The DB Team must adhere to the approved CQMP throughout the duration of the project.

CQMP forms and checklists are to be used to facilitate and document quality assurance efforts including pre-work activity checklists that depict all items required to perform the particular design, construction, and operational efforts, such as; means and methods, subcontractor involvement, materials and inspection, and testing requirements.

The DB Team shall maintain construction workmanship and materials quality records of all inspections and tests performed per the approved CQMP. These records shall include factual evidence that the required inspections or tests have been performed by GDOT and its representative, including type and number of inspections or tests involved; results of inspections or tests; nature of defects, deviations, causes for rejection, etc.; proposed remedial action; and corrective actions taken.

These records shall cover both conforming and defective or deficient features, and shall include a statement that all supplies and materials incorporated in the work are in full compliance with the terms of the contract documents. These records shall be available for review and audit to GDOT and PMC staff.

See Construction Quality Management Plan Checklist* in Attachment 3.

2.7.1 NCR Reporting

- The Originator of the NCR indicates the description of the nonconforming Work and the applicable requirements, and assigns the NCR to the Responsible Organization for disposition.
- The Responsible Organization gives a full description of the nature, date, location and any other pertinent facts, and also indicates the root cause, corrective actions, actions to prevent recurrence and provides a proposed disposition of the nonconforming Work

* Always check the DB documents for project specific requirements.

that is the subject of the NCR, by the DB Team's Quality Manager (QM), the Engineer of Record (EOR), and GDOT.

- If the disposition is accepted by GDOT Authorized Representative, the Responsible Organization is notified of the final determination.
- Upon verification that the disposition has been performed, the NCR is closed.
- If the disposition is not accepted by GDOT, the NCR will remain opened until the disposition is accepted by GDOT.
- If the disposition is accepted by GDOT Authorized Representative, the Responsible Organization is notified of the final determination.
- Upon verification that the disposition has been performed, the NCR is closed.
- If the disposition is not accepted by GDOT, the NCR will remain opened until the disposition is accepted by GDOT.
- Refer to DB Manual-Section 5.8.2 Nonconformance Report (NCR) System for additional information.

Please find an NCR Form in Attachment 4.

2.7.2 Request for Information (RFI) Reporting

The Request for Information (RFI) process is to be used if the need for additional information or interpretation of the Contract Documents occurs. The DB Team should coordinate and submit RFIs in a proper manner to avoid delays in Contractor's work or work of subcontractors. Failure to submit RFIs promptly will not be basis for additional compensation or Contract Time. Additionally, GDOT can coordinate and submit RFIs if additional information is needed to determine DB Contract compliance with RFC plans. GDOT can use these earlier in the schedule to avoid the need for an expedited resolution during critical path construction activities or a need for a NCR after the fact.

Submitting an RFI is a process submitted electronically through e-Builder. First log on to e-Builder; Select the project, select *Processes*, and then in the drop-down box next to "Type of Process", select Request for Information. Select *Start Process,* next select *Request for Information*. Finally, select *Start Process* and complete the required information indicated by red asterisk. Once the required information is completed, submit the form for review. A response will be given to complete the action in a timely manner.

Please find an RFI Form in Attachment 5.

2.8 Transportation Management Plan

The DB Team shall develop a Transportation Management Plan (TMP) and a traffic control plan for each phase of its work. The DB Team's TMP and the traffic control plans shall comply with the requirements of Section 18 of both Volumes 2 and 3.

Prior to installation of temporary traffic control devices, review the DB Team's detailed staging and TTC plans (including pedestrian traffic control if applicable) for performing specific areas of the work. The plan shall meet the requirements of the MUTCD and/or Section 150, whichever is more stringent. Before construction begins, inspect the initial installation of the traffic control devices and pedestrian traffic control devices if applicable.

Please check the DB Contract as requirements change from project to project.

2.9 Safety Plan

DB Team shall submit to GDOT for acceptance a comprehensive safety plan. The safety plan shall fully describe:

- DB Team's policies
- Plans
- Training Programs
- Work Site controls
- Incident response Plans.

DB Team's Safety Plan shall address procedures for immediately notifying GDOT of all Incidents arising out of or in connection with the performance of the Work, whether on or adjacent to the Project.

The prevention of accidents during execution of the project shall be a primary concern of all participants, and shall be the responsibility of all levels of management. Safety shall never be sacrificed for production, but shall be considered an integral part of an efficient and quality Project.

See Safety Plan Checklist* in Attachment 6.

2.10 Final Plans Review

The PMC-CM reviews the final plans from a constructability perspective to ensure review comments have been addressed in accordance with the accepted responses. This review will help to avoid any future constructability issues. This will be one of the final reviews prior to the issuance of the Release for Construction (RFC) plans.

* Always check the DB documents for project specific requirements.

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3. Post-Let Construction

3.1 Notice to Proceed 3 (NTP 3)

The PMC-CM shall verify that DB Team has fulfilled the necessary requirements to start construction.

Refer to the NTP 3* Checklist in Attachment 7

3.2 Subcontracts

The PMC-CM staff will review all the subcontracts to ensure they are in compliance with the State's regulations. Once the subcontracts are approved by the OID-PM, the PMC-CM staff adds the subcontracts to SiteManager. For DBE subcontracts, an additional verification of DBE status is required.

Refer to the Subcontracts Approval Checklist* in Attachment 8.

Refer to the Instructions to Add Subcontracts in SiteManager* in Attachment 9.

3.3 Pay Estimates

The DB Team will submit their pay request through e-Builder by the 5th of each month. However, before the DB Team submits their pay estimate in e-Builder, the PMC-ACM and DB Team should agree on the percentages. The PMC-ACM should also have all the backup information mentioned in the pay estimate checklist uploaded on e-Builder before PMC-CM and OID-PM can approve the pay estimate on e-Builder.

Once the pay estimate is approved on e-Builder, the PMC-ACM or DB Team staff generates the estimate on SiteManager.

Refer to Attachment 10 for the pay estimate checklist for PMC-ACM.

3.3.1 MC Checklist (MC-1)

A Materials Certificate (MC) is required for all DOT projects. A MC verifies that the primary materials incorporated into the work are of acceptable quality.

A MC Checklist (MC-1) has been developed to assist the Department in certifying materials requirements on DOT projects in a timely manner. MC Checklist must be updated on a monthly basis.

All materials that are used on DOT projects have materials requirements, even those materials of a temporary nature. The Contract document, the Specifications and the Sampling, Testing and Inspection Manual should be consulted for complete materials requirements. Once final plans are

* Always check the DB documents for project specific requirements.

approved, summary of quantities is sent to OMAT. OMAT sends the checklist based on summary of quantities.

OMAT has a *Sampling, Testing, and Inspection (STI) Manual* available. The STI Manual gives detailed information about:

- Type of construction
- Materials used
- Test procedures
- Sample size
- Acceptance
- Quality assurance
- SiteManager Report

Please check the Instructions to Complete Materials Certificate Checklist* in Attachment 11.

The back-up for MC checklist must be uploaded on e-Builder simultaneously. e-Builder is the official File Management System for all DB projects. All the files must be managed electronically on e-Builder.

A generic project folder structure can be found in Attachment 12.

3.3.2 ATSER

On DB projects, e-Builder and ATSER will be the software used for design and construction submittal tracking, materials certifications, and testing reporting. There are instructions outlined to complete test reporting for asphalt, concrete, graded aggregate base (GAB) compaction, select compaction and soil compaction. A representative will set up the project in ATSER and the PMC-ATSER Administrator will train employees in ATSER.

1. Doing an Asphaltic Concrete Test in Assure-IT
2. Doing a Concrete Test in Assure-IT
3. Doing a GAB Compaction Test in Assure-IT
4. Doing a Select Backfill Material Compaction Test in Assure-IT
5. Doing a Soils Compaction Test in Assure-IT

Refer to Attachment 13 for instructions to update the above tests on ATSER Assure-IT

3.4 Pre-Construction Conference

The PMC-ACM is responsible for coordinating a preconstruction conference with the DB Team, CEI provider, District / Area Office, utilities, etc. after NTP 3 is issued, but prior to beginning of

* Always check the DB documents for project specific requirements.

construction activities. The PMC-ACM conducts the pre-construction conference. The meeting is scheduled on a convenient day after the NTP 3 is awarded and before the DB Team plans to begin work. At least ten (10) days before the meeting date, notification of the time and place shall be sent to all interested parties. This notification should include a request for the submission of questions and potential issues for discussion at the conference. It should include the contact information of the PMC-CM as a point of contact for information or directions.

Personnel participating in the pre-construction conference shall include but not limited to:

- DB Team
- GDOT OID Staff – related to the Project
- GDOT District Personnel
- GDOT District Materials Manager
- Representatives from Utility Companies
- Local authorities as necessary
- FHWA – For Projects of Division Interest (PoDI)

When railroad facilities are within the project limits and/or are part of the scope of work, a notice shall be sent out at least fourteen (14) days before the conference to the railroad representative listed in the Contract Special Provision for the Protection of Railway Interests. This notice shall identify the project using the railroad milepost, city and county given in the description in the Special Provision noted above. A copy of this notice shall be sent to the State Utilities Engineer.

3.5 Regular Meetings

The DB Team will conduct bi-weekly progress meetings during the construction phase. The meetings are held at the field office. A notification with meeting time, call-in conference number, and agenda will be sent via email prior to the meeting day.

3.6 Certified Payroll Reporting (PoDI Only)

The PMC-ACM is responsible for reviewing the DB Team payrolls for compliance with documentation provided for each employee. Each employee must be correctly classified in accordance with the work performed. Certified payrolls are required for all laborers - those workers performing work that is physical and/or manual in nature (including those who use tools or who are performing the work of a trade) and employed by the DB Team on the “site of the work”. Each employee must be paid at an hourly rate not less than the wage rate established for the work classification. To ensure payroll calculations are correct, the PMC-ACM shall make detailed checks on the mathematics of any payrolls. Each payroll submitted must be accompanied by a “Statement of Compliance” indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper *Davis-Bacon Act* prevailing wage rate.

* Always check the DB documents for project specific requirements.

For federal (PoDI) projects, PMC-ACM should collect weekly certified payrolls from DB Team within two weeks after the week ends. All payrolls must be uploaded in e-Builder folders for DB Team and Subcontractors. Once uploaded on e-Builder, certified payrolls must be sent to the District EEO officer for further processing.

3.7 EEO Compliance

For projects with DBE Goals, DB Team must submit a monthly, quarterly, and final DBE report to PMC-ACM. PMC-ACM verifies the report and uploads the report in e-Builder. Once uploaded on e-Builder, certified payrolls must be sent to the District EEO Officer for further processing.

3.8 Federal Aid Training Program (PoDI Only)

The inspection and reporting requirements for the Federal-aid Highway Construction Contracts Training Program are an implementation of 23 USC 140(a) and Standard Specification 158.

The reference document for the program is the Georgia Department of Transportation's On-the-Job Training (OJT) Program Manual as approved by the Federal Highway Administration. This document provides additional information and specific instructions on supervision of the Program and is available on the Office of Equal Employment Opportunity external webpage.

The PMC-CM will approve the initial program plan. A program plan merely identifies proposed areas of training to meet the Contract requirements and does not identify individual trainees. The PMC-CM may request guidance from the Office of Equal Employment Opportunity (EEO Office).

PMC-CM shall forward all requests for trainee approvals (*Form 1409*) to the EEO Office for approval. PMC-ACM shall perform periodic interviews with each approved trainee to ensure the employee is receiving the training specified in the approved plan. The PMC-ACM shall document the interviews on the Labor Interview Form and file reports in the project records.

PMC-ACM shall forward the Contractor's notice of trainee completion, transfer, and/or termination (*Form 1409*) to PMC-CM and PMC-CM will forward them to EEO Office for approval. In the event of a shortfall, the PMC-ACM shall forward the Contractor's waiver request to the PMC-CM. PMC-CM will forward it to EEO Office for analysis and a Good Faith Effort decision. If a waiver is not granted, the PMC-CM shall deduct prior payments made on pay item 158 (see the EEO Office's OJT Manual for details).

3.9 Reporting Procedures

3.9.1 Daily Work Report and Daily Inspection Form Requirements

The Daily Work Report (DWR) and Daily Inspection Form (DIF) are an up-to-date record of the construction activities occurring each day on the project. The PMC-ACM (or a designated CEI representative in the absence of the PMC-ACM) must create a DWR for each day of the project.

The Inspectors/CEI staff must create a DIF for each day on the project. The DWR and DIF are the source record of working conditions and work performed. DWRs are to be maintained by the PMC-ACM on the project. DIFs are to be maintained by the Inspectors/CEI staff.

The DWR and DIF should contain, at a minimum, the following information:

- ***Date*** – include the date.
- ***Weather and Temperature*** – Record the current weather, e.g., rain, cloudy, sunny, etc. and both AM and PM temperatures on each page every day that work occurs. Document weather or other occurrences on weekends or holidays that affect progress of the work on the next daily entry, e.g., rain last night (Sunday).
- ***Note instructions given or received in the report or form*** – Some of these instructions are verified in writing, so referring to these letters in the report or form can be useful as a cross-reference, e.g., "*Letter sent today to document decisions made during utility coordination meeting" or; "PMC-CM advised supplement agreement 2 has been approved, therefore, the contractor may proceed with the extra work"*
- ***Unusual Events*** – Record any unusual events or circumstances that occur on the project, e.g., "*Work interrupted for 30 minutes to allow the President's motorcade to proceed through the project"*, or *"Mr. XYZ of OMR advised permission was granted to provide copy of asphalt tickets 25 through 30 due to printer failure".* Record events such as flooding, tornados, or similar natural disasters in detail if they occur on or directly affect the project, including material availability.
- ***Contractor's Representative*** – Record prime contractor's superintendent or representative, and record the subcontractor's representatives on the project that day.
- ***Contractor's Activities*** – Enter a brief description of the contractors and subcontractor's activities, including station ranges, structure numbers, etc. necessary to locate the work and note the start and completion for such activities. Record contract sites time, milestone events, such as traffic shifts, bridge opening, or completion of districts elements of work. In limited detail, identify force account work or directed extra work in the *DWR and DIF*. Maintenance of separate force account records will be required for such work.

NOTE: DWR and DIF entries shall occur for every day, including Holidays and weekends, whether the contractor is working or not.

- ***Visitors*** – Record the names of visitors to the Project.
- ***Remarks*** – this section contains project-related remarks that can be used to establish project history, *e.g., "Bridge crew demobilized today to work on non-GDOT work for Sumter County."*
- **Equipment** – Record when major pieces of equipment are brought in and removed from the project i.e., cranes, etc.

NOTE: Personal opinions shall not to be included in DWRs and DIFs.

3.9.2 Inspector/ CEI Daily Inspection Forms

Inspectors/CEI staff will maintain their DIFs in e-Builder. The inspectors will submit their DIFs to the PMC-ACM via e-Builder. PMC-ACM will review the DIF in e-Builder. If the PMC-ACM finds DIF acceptable, the PMC-ACM approves the DIF. If not, the PMC-ACM sends it back to the inspector with comments. If working on bridge bundle projects with multiple bridges, the inspector will provide a DIF for each project (e.g., each bridge) separately.

Please check the DIF Template in Attachment 14

3.9.3 PMC-ACM Daily Work Reports

PMC-ACMs will record their DWRs in SiteManager based on the DIFs they receive from the inspectors in e-Builder. The PMC-ACM must record DWR on SiteManager because the Contract DWR is the official record of Contract Time. Daily entries are necessary for proper documentation. If working on Bridge Bundles (such as FY 16 Bridges) the PMC-ACM will record only one DWR for all the bridges in the contract.

Please check the instructions to complete DWR in SiteManager in Attachment 15.

3.10 Traffic Control

For Design-Build Projects, the ACM shall review the DB Teams Traffic Control Plan prior to installation of the temporary traffic control devices. The plan shall meet the requirements of the Contract Volumes 2 and 3 Section 18. The ACM shall inspect the traffic control installation in accordance with the GDOT Construction Manual Chapter 7 Traffic Control.

3.11 Erosion Control

For Design-Build Projects, CEI erosion control inspections shall be performed in accordance with the RFC Plans and the requirements of Standard Specification Section 167. The ACM shall follow the procedures outlined in the GDOT Construction Manual Chapter 8 Erosion Control.

3.12 Construction Audits

For Design-Build projects, the standard GDOT audit procedures will be performed in accordance with the Construction Manual and Material Audit Standard Operating Procedures. The construction phase of a Design-Build project is similar to that in Design-Bid-Build. Refer to applicable portions of the GDOT Construction Manual and the Design-Build Construction SOP.

Note: The Construction Audits on Design-Build projects will be conducted by the PCM – CM and the OID – PM in accordance with the above referenced Construction Manual and Material Audit Standard Operating Procedures.

3.13 Design Changes

Design changes or errors are the responsibility of the Design-Build Team. Any changes made after the plans are authorized as RFC must be reviewed by GDOT prior to the Design-Build Team incorporating into the RFC plan set as a revision. Once a change or error is identified which may require a revision the Design-Build Team or GDOT shall issue a RFI or NCR to resolve the concern. GDOT has final acceptance of all RFIs and NCRs issued. In the event of the identification of a construction issue or a design change, the GDOT OID-PM and PMC-CM shall work with the Design-Build Team towards a quick resolution of the issue.

4. Project Close-out

4.1 As-Built Plans

Upon completion of the Project's construction phase, the Design-Build Team will provide GDOT with the As-Built plan set in accordance with the requirements set forth in Design-Build Contract Documents.

The OID-PM must coordinate and provide all as-built drawings to GDOT's Office of Design Policy & Support for proper archiving of data.

4.1.1 Mark-Up Criteria for "As-Builts" Plans

Mark in red ink on the as-built plans the following items that may be applicable to a project:

- Alignment or grade changes
- Drainage changes, such as location, flow line, structure size, etc.
- Surface changes, such as ditch paving, under drain pipe, curbs, sidewalks, etc.
- Alternate construction method or item chosen if the original plans offered, alternatives
- Bridge changes, such as footing elevations, footing types
- Changes in guardrail location
- Typical section changes
- Major quantity changes

4.2 Post Design-Build Evaluation

At or around the time of the final walkthrough on the Design-Build Project, the OID-OA will request that the Office of Engineering Services facilitate a Post Design-Build Review meeting. The meeting will typically include GDOT SME staff, FHWA (for PoDI projects) and the Design-Build Team. In some instances, it may be appropriate to include the local government if they were the sponsor of the project. The typical agenda for the Post Design-Build Review meeting includes the following:

- Project Description
- Design-Build delivery goals
- Project stakeholders
- Project Summary
- Design-Build Proposers
- Stipend

- Design-Build Request for Qualifications (RFQ)
- Design-Build Request for Proposals (RFP)
- Design-Build Contract Documents
- Environmental documentation
- Environmental Permitting
- NPDES Permit
- Right-of-Way
- Utilities
- Geotechnical
- Design and Construction Phases
- Design-Build Innovations
- Supplemental Agreement Summary
- DBE Utilization
- Summary of observations from Office of Innovative Delivery (ID)
- Summary of observations from Office of Construction
- Summary of observations from Design-Build team
- Recommendations
- Notable achievements by early interaction of design and contractor
- Post Design-Build Evaluation participants

4.3 Substantial Completion

The DB Team is to notify the OID-CM, in writing, of substantial completion of the project, including correction lists. A project must be complete and in satisfactory condition before a Final Inspection is requested.

4.4 Final Acceptance

The final acceptance and closeout process is accomplished in accordance with Volume 1 Article 7- “Substantial Completion, Punch list, Maintenance Acceptance”.

Provide the following to the DB Team within 5 days after the Final Inspection

- Corrections List
- List of information needed for Materials Certification

* Always check the DB documents for project specific requirements.

- List of final reports or other paper work required for acceptance of the project.

1. The Contractor is to notify the PMC-ACM, in writing, of substantial completion of the project, including correction lists.
2. PMC-ACM will review and verify if the project is ready for final inspection.
3. List of invitees for Final Inspection
    a. Area Engineer
    b. District Construction Engineer
    c. Construction Liaison Engineer
    d. District Maintenance Engineer
4. The PMC-ACM will notify the DB Team in writing when the Final Inspection is scheduled so that the Project Superintendent may attend.
5. The PMC-CM should put the “Closing Conference Date” and “Ready for Final Inspection Date” in SiteManager key dates for the Project.

4.4.1 Punch List Work

Punch list to be furnished within five (5) business days after final inspection. The Punch List shall include a listing of all paperwork items need prior to Final Acceptance:

- Final DBE Report
- Pit Releases
- Material Certificate documentation
- Documentation of all deficient work and corrective actions.

PMC-ACM shall notify the Contractor in writing (on GDOT Letterhead), the Punch List Work remains incomplete. If Work is not on-going, the Contractor shall be directed to begin work within ten (10) Calendar Days and shall complete the Punch List Work within thirty (30) Calendar days.

1. If the Contractor fails to complete the punch list Work within thirty (30) calendar days, the PMC-ACM shall report the following in writing to the PMC-CM, the Contractor, and the Contractor’s Surety:
    a. Date the punch list was furnished
    b. Status of the punch list Work
    c. Date the Work was last performed
2. A statement noting that unless the Punch List Work is completed within thirty (30) Calendar Days, the PMC-CM will recommend that the DB Team be placed in default. The OID-PM forwards copies of the letter to the Surety, the OID-OA

3. The OID-OA then notifies the DB Team, in writing, of the recommendation to begin the Contract Default Process in accordance to the Design Build Agreement (DBA) (Volume 1 of the Contract).

4.5 Materials Certifications

Once the project reaches substantial completion, a final audit is done by State Construction Liaison at the field office. Once final field audit is completed, the final material audit is conducted by OMAT.

Audit done by OMAT includes but is not limited to the following:

- Final MC checklist- Audited and signed by Construction Liaison
- All as-build quantities
- All test reports and material certifications for QPL products
- Depositions for materials that failed the tests. (e.g. failing concrete cylinders)

Please note that OMAT audits all materials used in the project including materials missing in the MC checklist.

Once OMAT completes the audit, they will issue a Materials Certificate.

4.6 Final Acceptance

Upon completion of the “punch list” and remaining work and receipt of the Materials Certificate (if required) the PMC-CM will notify in writing the OID-PM. The OID-PM will either:

- Make Final Acceptance where authorized to do so, or
- Will notify the Office of Construction via the “Final Acceptance Form”.

The effective date of the Final Acceptance will be the date the Punch List is complete or the date of the Materials Certificate, whichever is the later date.

Please refer to the Final Acceptance checklist in Attachment 16.

4.7 Final Payment

The OID-CM or the designated CEI provider will submit the final package to the OID-PM after completion of the punch list by the Contractor.

The PMC-CM will notify the OID-PM and OID-OA that the Project is ready for final audit. This request comes only after the PMC-CM has thoroughly reviewed the project records using the project checklist for requesting a final audit as a guideline. Immediately upon completion of the final acceptance, the PMC-CM will transmit final lump sum percentages to the Design-Build Team. This process will follow the contract closeout procedures.

* Always check the DB documents for project specific requirements.

1. Within four (4) weeks from the date the Project is reported “Punch list Complete”, the OID-PM will submit the final package to the State Construction Office. This time may be extended for extenuating circumstances.

2. The PMC-CM will notify, via e-mail, the Contract Liaison (auditor) that the project is ready for Final Audit. This request comes only after the PMC-ACM has thoroughly reviewed the project records using the PMC-ACMs Checklist for requesting a final audit (see checklist) as a guideline. If there are pay items that need an adjustment in quantity as a result of the final audit, prepare a monthly construction report. Do not place quantities for payment on the final construction report. The final audit can be performed prior to receiving a Material Certificate for the project.

3. The PMC-CM will submit all project records to the District, once Final Acceptance and the Final Audit have been completed.

4. The Engineer is responsible for correcting all exceptions listed on the Final Audit.

5. Immediately on final acceptance, the District will send the final quantities to the Contractor by registered or certified mail.

    a. If the Contractor accepts the “final quantities”, or has no questions within twenty (20) calendar days, the District Office will forward the Final Package to the Office of Construction.

    b. If the Contractor questions the “final quantities” within twenty (20) calendar days, the District Engineer will resolve the issue or refer the dispute to the Chief Engineer for final resolution.

6. The District Office will submit the final package to the Office of Construction for processing.

7. The Chief Engineer signs the final statement to certify that it is correct and submits to the Treasurer for payment.

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5. Appendix

5.1 Application Instructions

SiteManager, e-Builder, and ATSER Instructions to be provided digitally.

5.2 Attachments

Attachment 1 – Pay Estimate Checklist

Attachment 2 – Step-by-step process for generating a Pay Estimate

Attachment 3 – Construction Quality Management Plan Checklist

Attachment 4 – NCR Form

Attachment 5 – RFI Form

Attachment 6 – Safety Plan Checklist

Attachment 7 – NTP 3 Checklist

Attachment 8 – Subcontracts Approval Checklist

Attachment 9 – Instructions to Add Subcontracts in SiteManager

Attachment 10 – Pay Estimate Checklist for PMC-ACM

Attachment 11 – Instructions to Complete Materials Certificate Checklist

Attachment 12 – Generic project folder structure

Attachment 13 – Instructions to update tests on ATSER Assure-IT

Attachment 14 – DIF Template

Attachment 15 – Instructions to complete DWR in SiteManager

Attachment 16 – Final Acceptance checklist

Attachment 17 – Traffic Control Form

Attachment 18 – Traffic Interruption Control Form

Attachment 19 – Erosion Control Form

5.3 DOT Forms

To be provided digitally.

5.4 GDT List

Field Inspection List:

No	GDT	Description of the test
1	GDT 20	This method of test covers the procedures for determining the in-place density of soils in embankments, cuts, subgrades, subbases, bases, shoulders, etc., where the percent of material retained on the No. 10 (2 mm) sieve is less than 45. The method requires the use of the sand cone for volume determination.
2	GDT 21	This method of test covers the procedures for determining the in-place density of soil-aggregate mixtures in embankments, cuts, subgrades, subbases, bases, etc., where the percent of material retained on the No. 10 (2 mm) sieve is 45 or more, or where the percent of material retained on the 1 inch (25 mm) sieve is 10 percent or more.
3	GDT 26	This test method is used to determine the air content of freshly mixed concrete.
4	GDT 27	This test method is used both in the laboratory and in the field for determining consistency of concrete
5	GDT 32	This test method is used to determine the air content of freshly mixed concrete containing highly porous, cellular, or lightweight aggregate
6	GDT 35	This test method is used to make and cure compression and flexure test specimens of concrete sampled from concrete being used in construction
7	GDT 42	This test method (A) is used to measure thickness of base and subbase courses. Use Method B to measure thickness of compacted asphaltic concrete paving mixture and to measure soil cement specimens when using core measurements to govern the job.
8	GDT 59	This test method is used to determine the in-place density of roadway materials using a nuclear moisture and density gauge
9	GDT 84	This test method is used in the field to determine the flow of grout mixtures. You will measure the time of efflux of a specified volume of grout from a standardized flow cone.
10	GDT 122	This test method is used to determine the temperature of freshly mixed Portland cement concrete
11	GDT 132	This test method is to determine the percentages of friable particles in fine aggregate by manipulating individual particles of aggregate between the fingers to determine the percentage of friable particles.

5.5 SOP List

GDOT Standard Operating Procedures

SOP 01: Monitoring the Quality of Coarse and Fine Aggregates

SOP 02: Control of Superpave Bituminous Mixture Designs Revised: 4/20/2012

SOP 03: Quality Control and Quality Assurance of Precast/Prestressed Concrete Members and Structural Precast Concrete Members Revised: 1/1/0001

SOP 04: Certification and Monitoring Procedure for Refineries/Terminals Supplying Performance Graded (PG) Asphalt Binder and Bituminous Materials to Georgia Department of Transportation (GDOT) Revised: 1/30/2013

SOP 05: Quality Control of Portland Cement and Blended Hydraulic Cements and Fly Ash and Granulated Blast-Furnace Slag

SOP 06: Quality Control of Fertilizer and Lime

SOP 07: Distribution of Test Reports

SOP 08: Fabricating, Handling, Transporting, Storing and Field Connections of Bridge Structural Steel

SOP 09: Inspection of Guardrail Beams

SOP 10: Quality Assurance for Concrete Plants in Georgia 5/14/2015

SOP 11: Inspection of Steel H-Piles and Metal Shell Piles

SOP 12: Inspection of Corrugated Metal Pipe

SOP 13: Nuclear Moisture and Density Testing

SOP 14: Inspection of Traffic Paint

SOP 15: Certified Public Weighers Revised: 5/14/2015

SOP 16: Inspection of Reinforcement Steel

SOP 17: Bituminous - Acceptance of Miscellaneous Construction Items Revised: 10/19/2015

SOP 17: Concrete - Acceptance of Miscellaneous Construction Items

SOP 17: Inspection - Acceptance of Miscellaneous Construction Items

SOP 17: Physical and Chemical - Acceptance of Miscellaneous Construction Items

SOP 18: Inspection of Gray Iron Drainage Castings

SOP 19: Inspection of Concrete Pipe, Precast Manhole & Miscellaneous Precast Products

GDOT Standard Operating Procedures

SOP 20: Preparation of Daily Activity Reports and Semi-Monthly Activity Reports

SOP 21: Cantilever Sign Structure Inspection Method

SOP 22: Acceptance of Asphalt Rubber Joint and Crack Sealant Revised: 6/11/2013

SOP 23: Testing Management Program

SOP 26: Inspection of Epoxy Coated Reinforcement Steel

SOP 27: Quality Assurance for Asphaltic Concrete Plants in Georgia

SOP 28: Inspection of Polyethylene (PE) and Polyvinyl Chloride (PVC) Corrugated Pipe - Revised: 6/10/2008

SOP 29: Quality Assurance for Soil-Cement Base Construction

SOP 30: Independent Assurance Program Revised: 1/14/2010

SOP 31: Inspection of Treated Timber Products

SOP 34: Certification of Contractor Personnel and Equipment for Smoothness Testing of Portland Cement Concrete Pavement with the Rainhart Profilograph

SOP 35: Inspection of Highway Signs

SOP 36: Certification of Laboratory and Personnel For Design of Superpave Asphaltic Concrete Mixtures Revised: 10/7/2009

SOP 37: Inspection of Thermoplastic

SOP 37F: Inspection of Thermoplastic Striping Operations

SOP 38: Inspection of Glass Beads

SOP 39: Pavement Markings Field Inspection Pavement Markings Field Inspection

SOP 40: Approval of Contractor Job Mix Formulas

SOP 41: Approval of Recycled Asphalt Pavement (RAP) for use in Asphalt Mixtures Revised: 1/1/0001

SOP 42: Intelligent Transportation System (ITS) & Traffic Signal System Components Revised 6/1/2015

SOP 43A: Approval of Warm Mix Asphaltic Concrete Water Injection Foaming Systems

SOP 43B: Approval of Warm Mix Asphaltic Concrete Mixtures

SOP 44: Approval of Material Transfer Vehicle (MTV) for Placement of Asphaltic Concrete

SOP 45: Approval of Non-contacting Laser and Sonar-type Electronic Grade and Slope Controls

SOP 46: Procedure for Calculating Pay Reduction for Failing

SOP 47: Approval of Non-Tracking Tack

5.6 STI Quick Guide

To be provided digitally.

5.7 QPL List

QPL Link

5.8 List of GDOT Manual

GDOT Design Manuals - Design Guides

GDOT Construction Manual and Specifications

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Attachment 1 – Pay Estimate Checklist

Pay Estimate Checklist

Description from *Construction Management Manual Specifications*

109.03 Scope of Payment

The Contractor shall receive and accept the compensation provided for in the Contract as full payment for furnishing all materials, labor, tools, equipment, superintendence and incidentals, and for performing all work contemplated and embraced under the Contract in a complete and acceptable manner, for any infringement of patent, trademark or copyright, for all loss or damage arising from the nature of The Work, or from the action of the elements, for all expenses incurred by or in consequence of the suspension or discontinuance of The Work, or from any unforeseen difficulties which may be encountered during the prosecution of The Work and for all risks of every description connected with the prosecution of The Work until its Final Acceptance by the Engineer, except as provided in Subsection 107.16.The payment of any partial estimate prior to Final Acceptance of the Project as provided in Subsection 105.16 shall in no way affect the obligation of the Contractor to repair or renew any defective parts of the construction or to be responsible for all damages due to such defects.

	Description	Date Verified	Initials	Comments
	CM Manual Specifications			
1.	Daily Work Reports			
2.	Quantity Sketches/Calculations			
3.	Master Lists/Spreadsheets			
4.	Inspectors Report			
5.	Field Quantity Books			
6.	Cross Sections			
7.	Load Tickets			
8.	Invoices			
9.	Material Certifications, QPL and Testing Results			
	PM Handbook Specifications			
1.	Cover letter			
2.	Invoice Verification Worksheet			
3.	DBE Participation Report			
4.	Monthly Progress Report			

Attachment 2 – Step-by-Step Process for Generating a Pay Estimate

SiteManager Instructions to create a Pay-Estimate

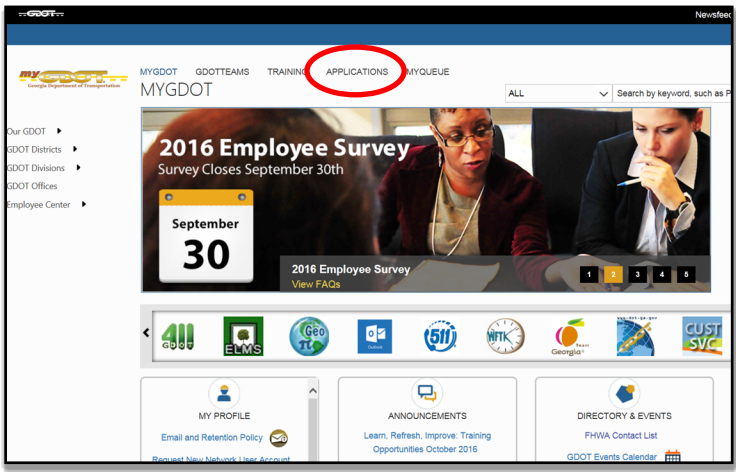
The instructions below mainly cover the process of generating a pay estimate in SiteManager. This process mainly conisists of following steps-

a. Creating a Daily Work Report
b. Authorizing the Project Diary
c. Generating an Estimate
d. Generating a Pay Application report
e. Authorizing a Pay Estimate.

A detailed step by step process for going through all the above mentioned steps are described in the document.

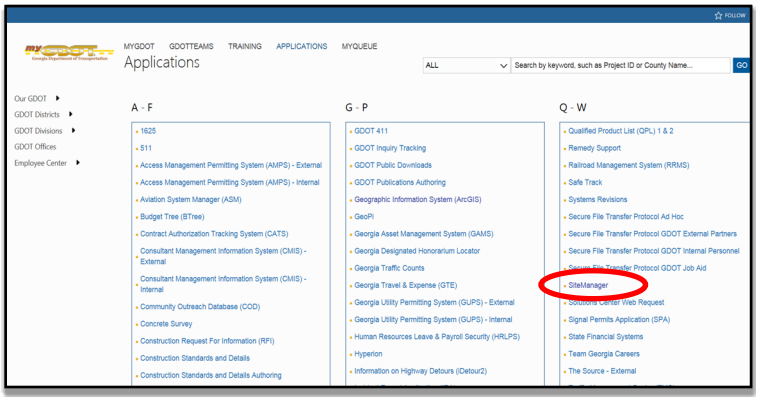
Accessing SiteManager application

- Go to mygdot.dot.ga.gov and select applications

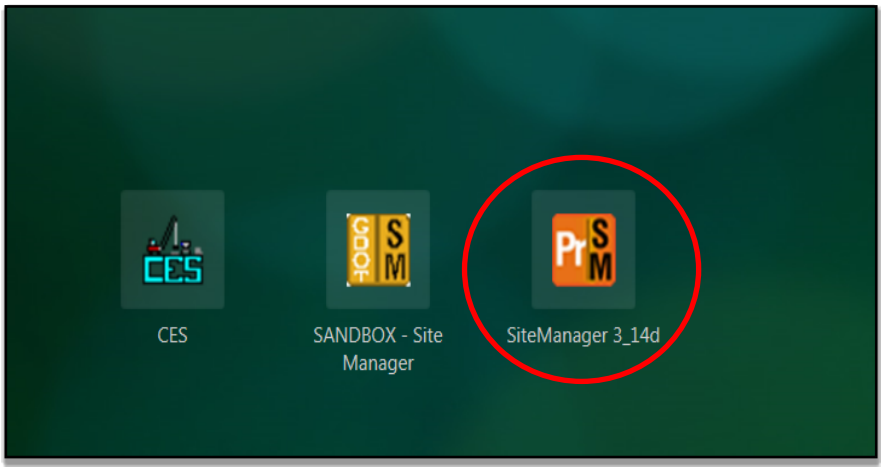


- Select SiteManager from the list of applications.

SiteManager Instructions to create a Pay-Estimate



- You can login to SiteManager using your GDOT account credentials.
-
- Home page for SiteManager – Go to SiteManager 3_14d.

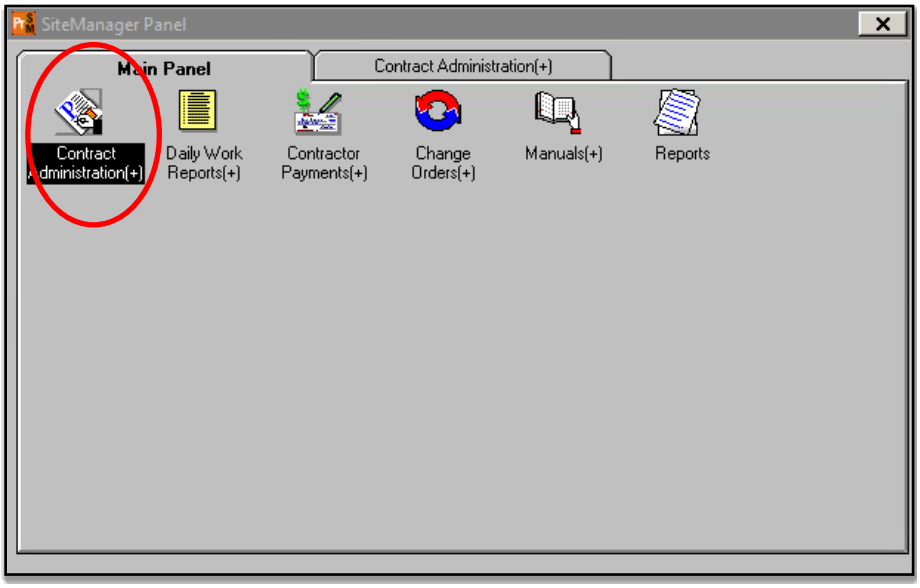


Acessing a project in SiteManager

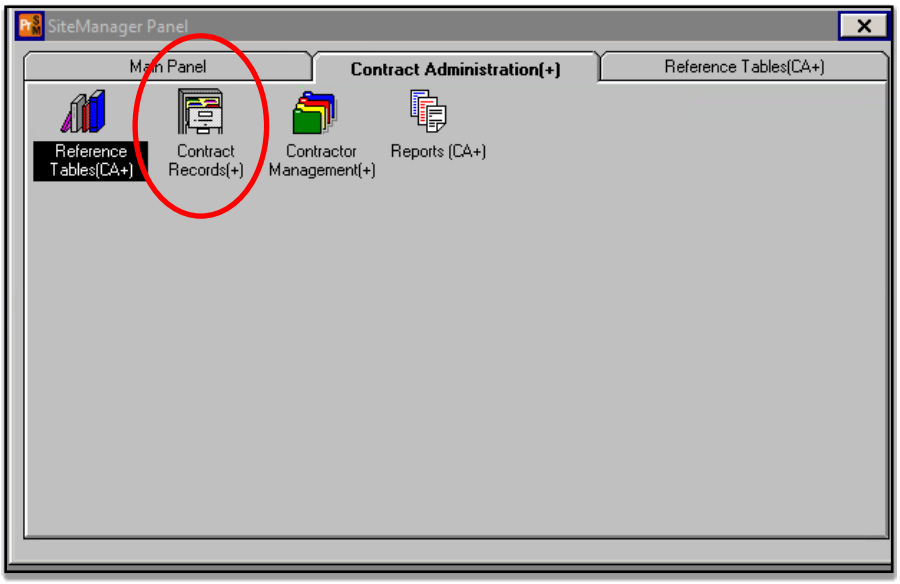
To open any project, follow the instructions provided below.

- Go to Contract Administration

SiteManager Instructions to create a Pay-Estimate

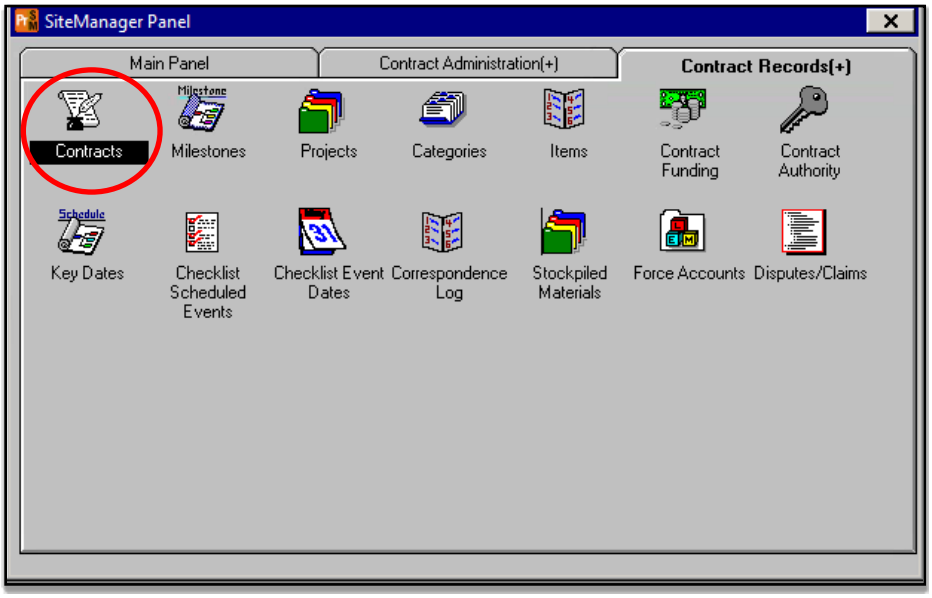


- Select Contract Records

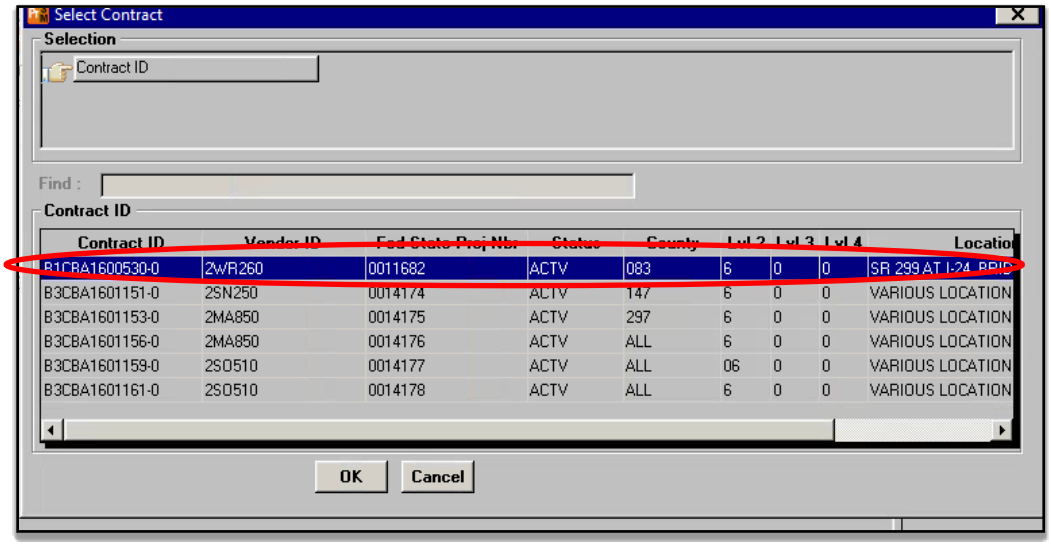


- Select Contracts in Contract Records tab

SiteManager Instructions to create a Pay-Estimate

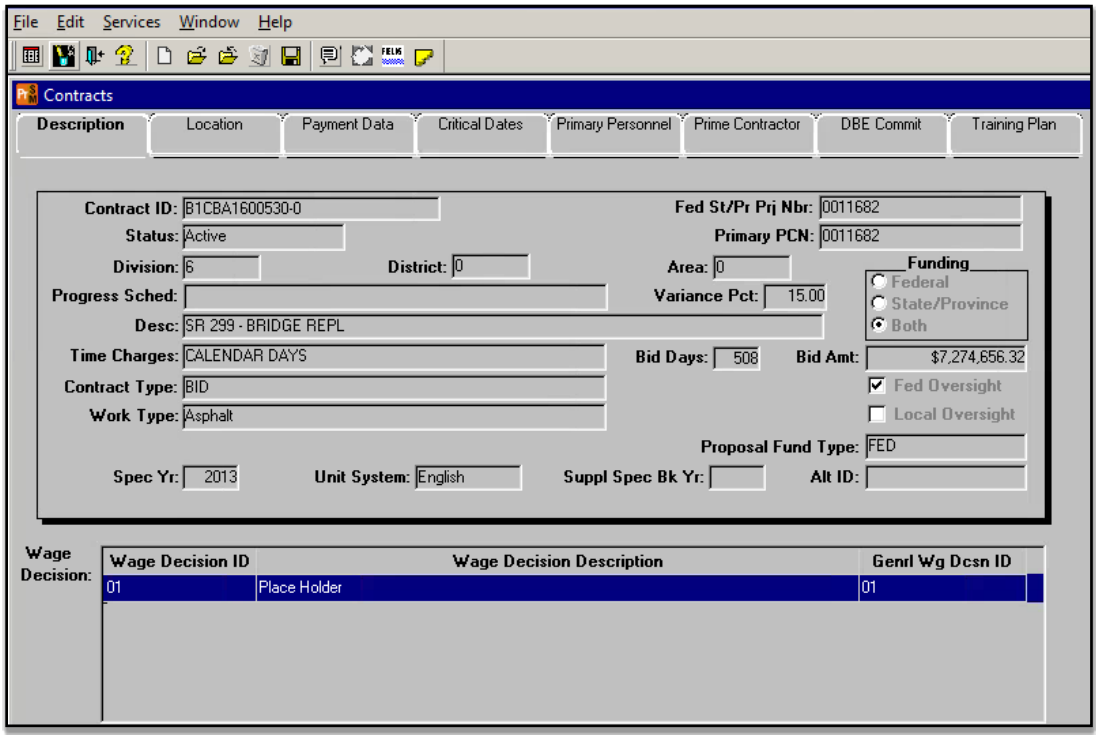


- Select the required project



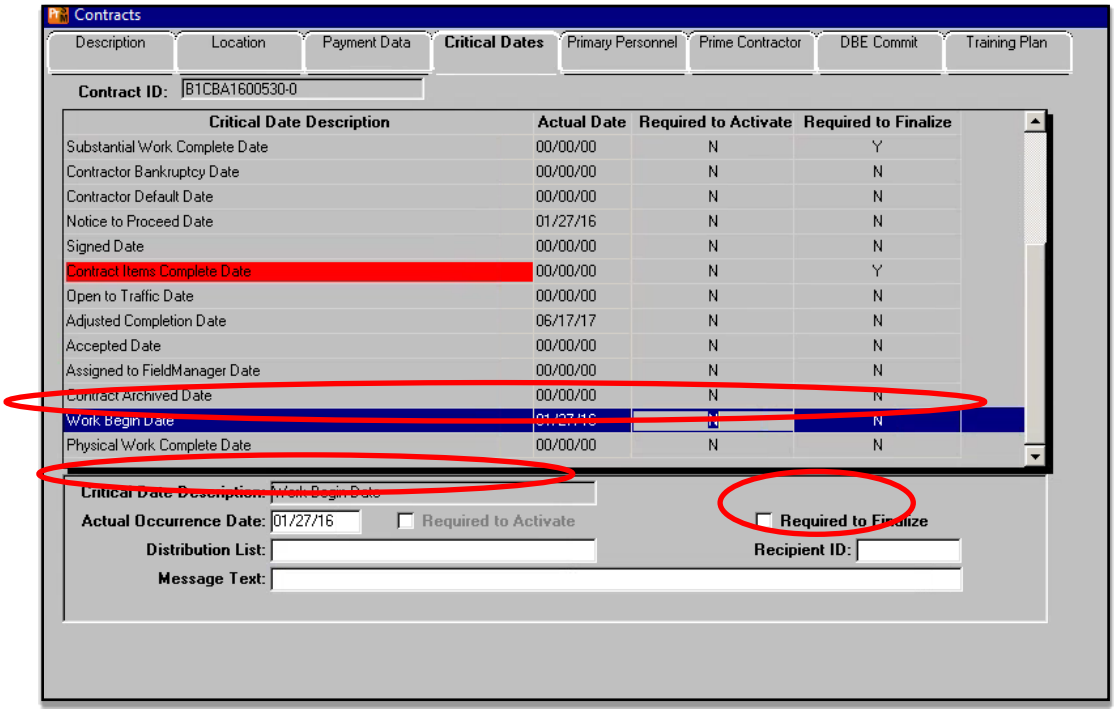
- Check the project details and make sure all the details are correct.

SiteManager Instructions to create a Pay-Estimate



Always check the work begin date. If the date is missing, add the date as the NTP date and the recipient ID will be your GDOT ID C000XXXX. After entering the date and ID, save the changes. (Save Icon in the toolbar). This needs to be done when you are accessing a project for the first time. Once the Work Begin Date is established, we don't need to do this before every pay estimate.

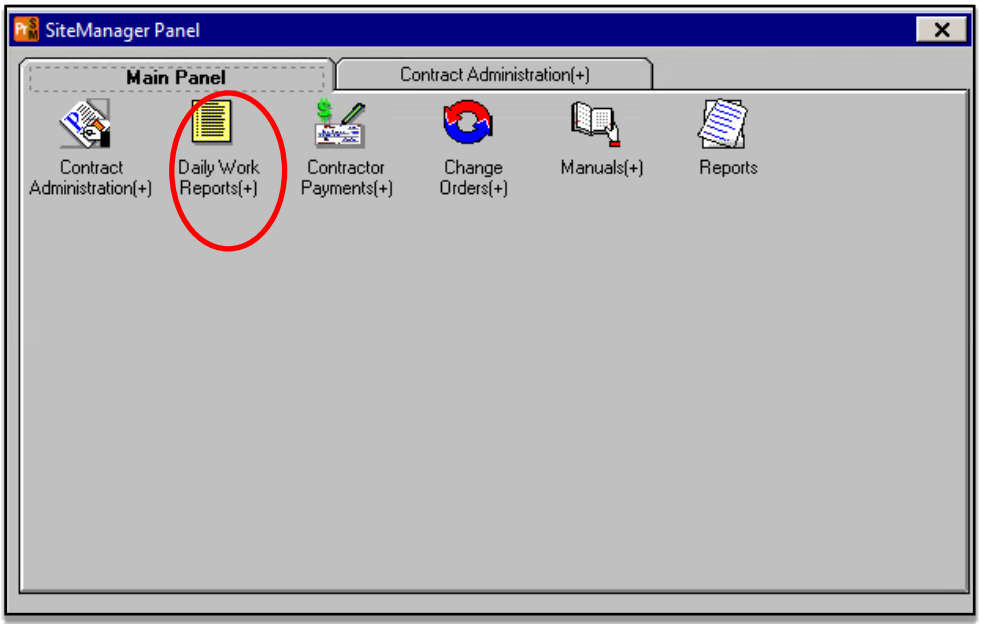
SiteManager Instructions to create a Pay-Estimate



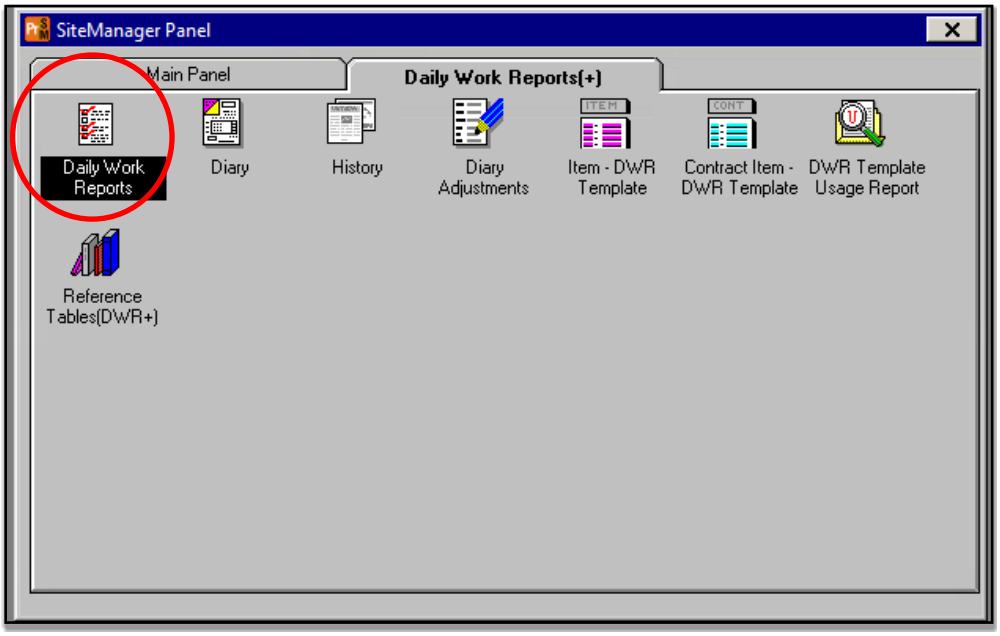
Creating a Daily Report

- Go to the Main Panel and select Daily Work reports

SiteManager Instructions to create a Pay-Estimate

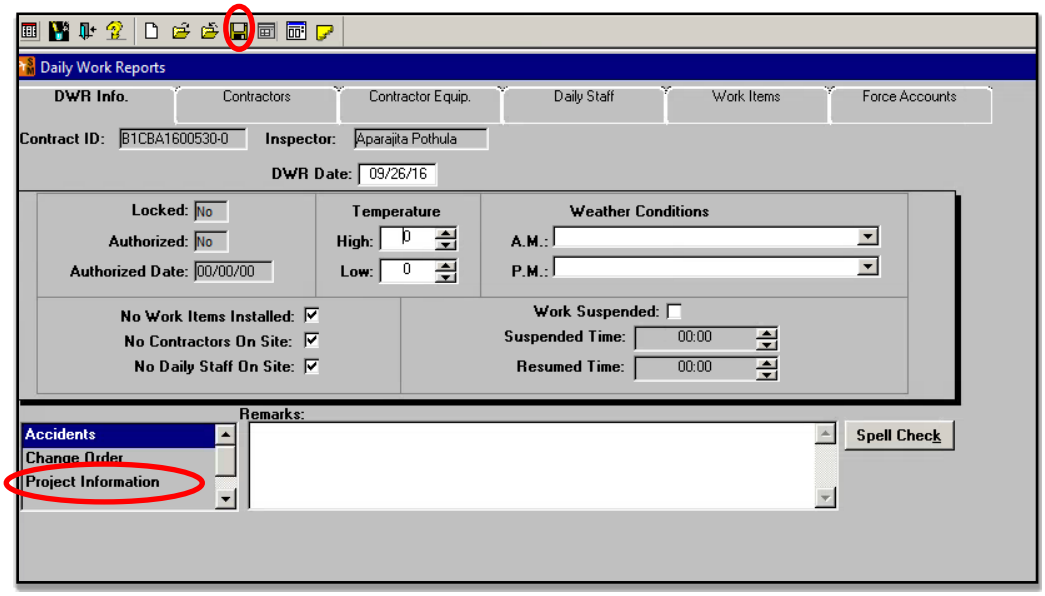


- Go to Daily Work Reports. (Some times a window may pop-up to select the project)



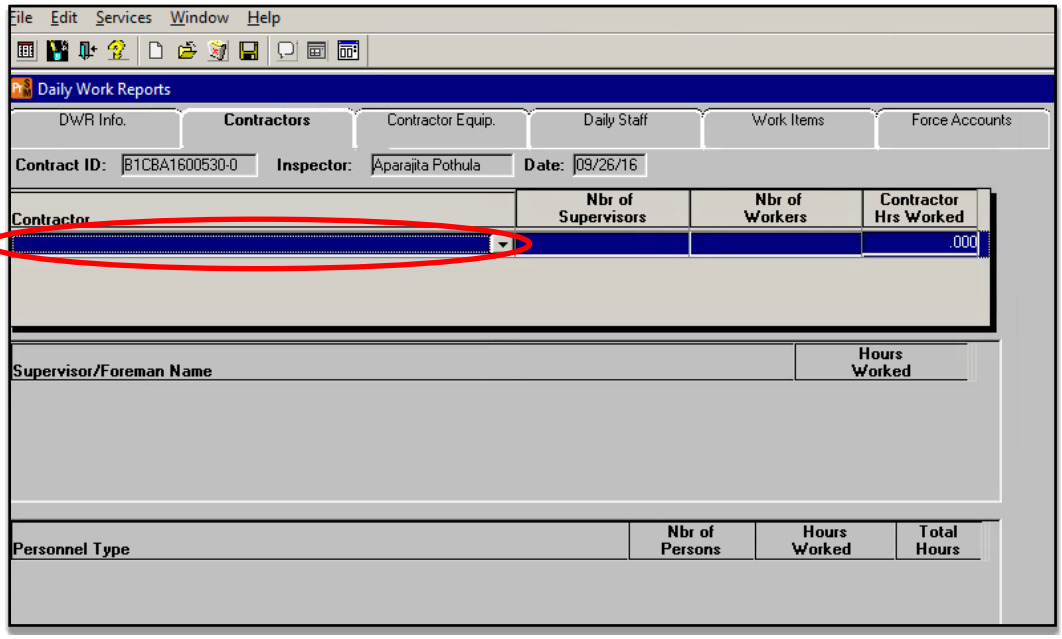
SiteManager Instructions to create a Pay-Estimate

- In Daily Work Reports, always check the contract ID before proceding further. Enter an approximate temperature and go to project information in remarks tab and give some information about the project. (*As we will have only one daily report per pay cycle during design phase, please give information about the pay period and work done during the pay period.)* After entering the required information save the work report before going further.

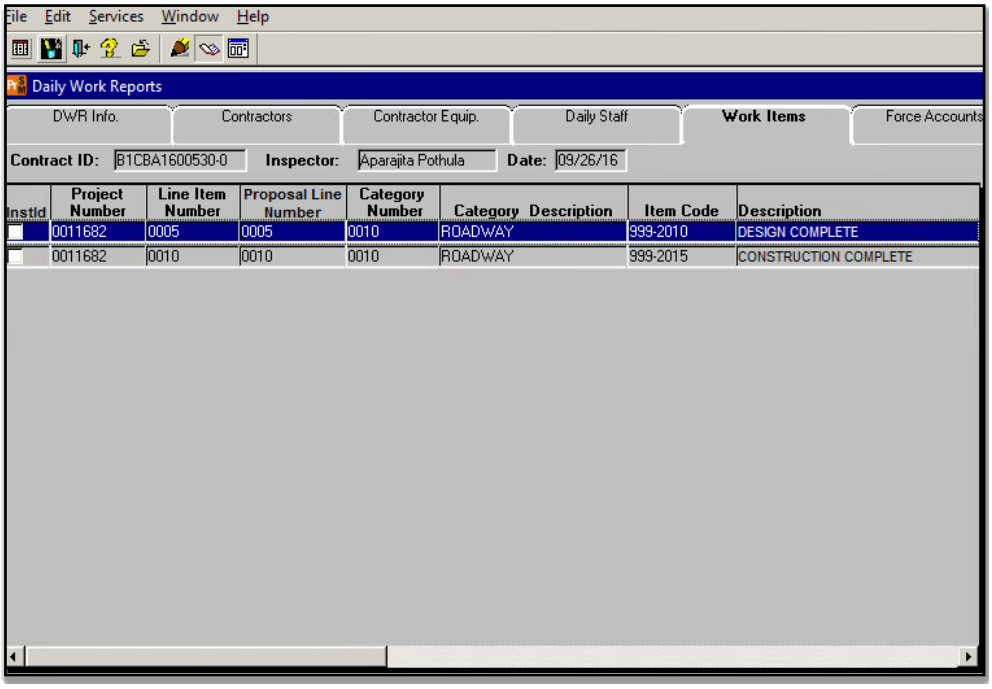


- After saving the DWR info, proceed to the next tab (Contractors tab). Select the prime contractor using the drop-down menu and save the changes.

SiteManager Instructions to create a Pay-Estimate

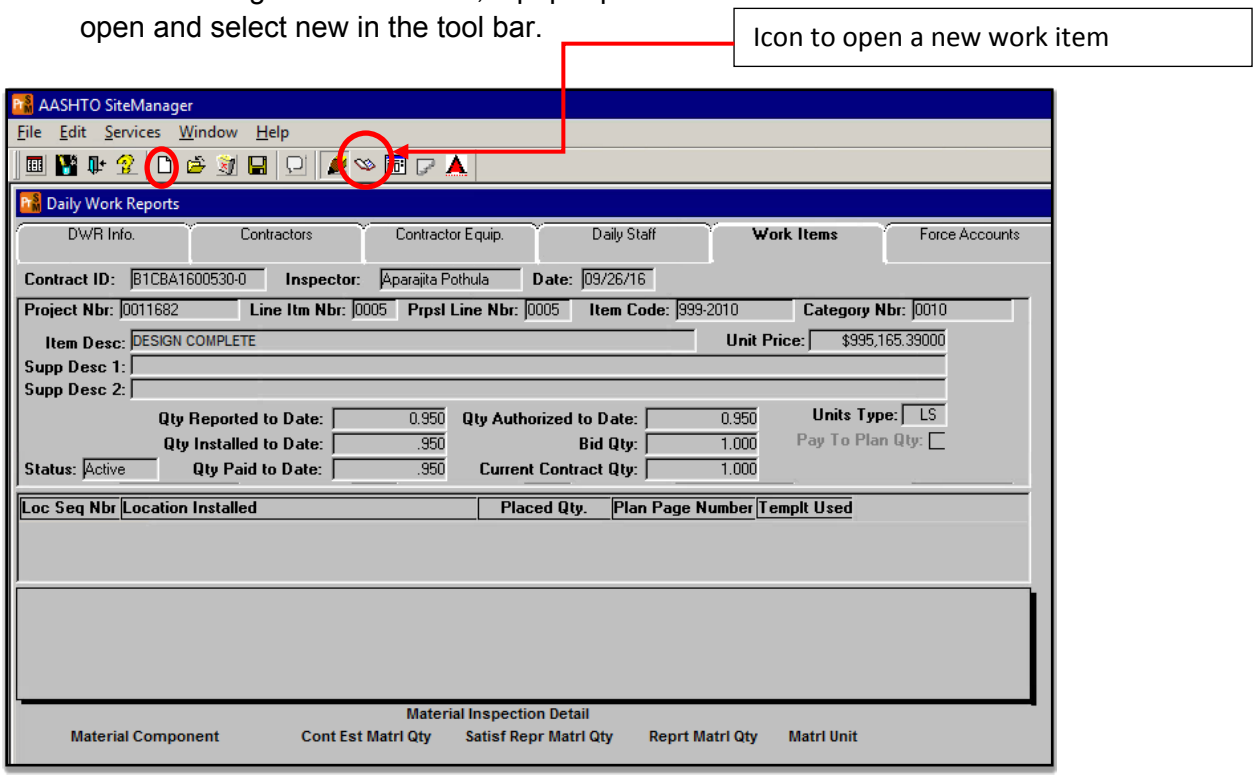


- After selecting the prime contractor, we can skip Contractor equipment and Daily Staff tabs. Go to work items. Select the required work item. (Design complete or construction complete)



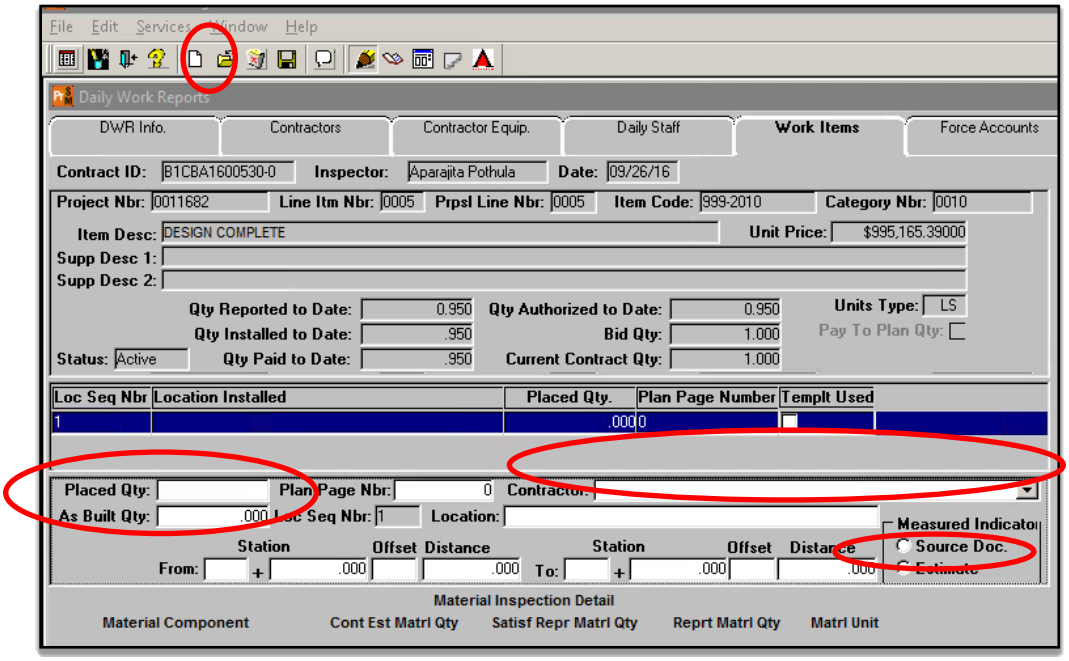
SiteManager Instructions to create a Pay-Estimate

- After selecting the line number, a pop- up window similar to the one shown below will open and select new in the tool bar.



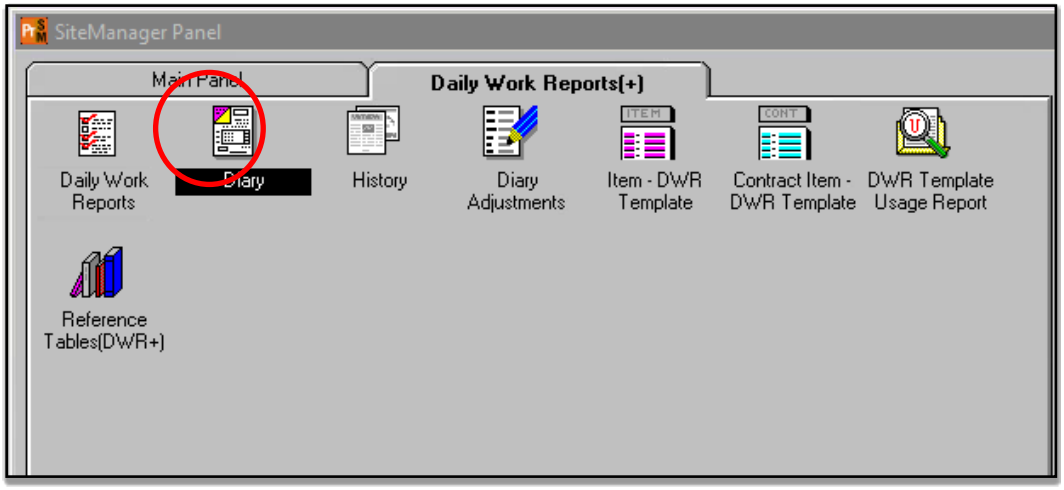
Add the placed quantity, as build quantity & location (In design phase, we can say that the location is design phase). Select the contractor using the drop down menu and select the measured indication as estimate (As this is a lumpsum job) and save the work report.

SiteManager Instructions to create a Pay-Estimate



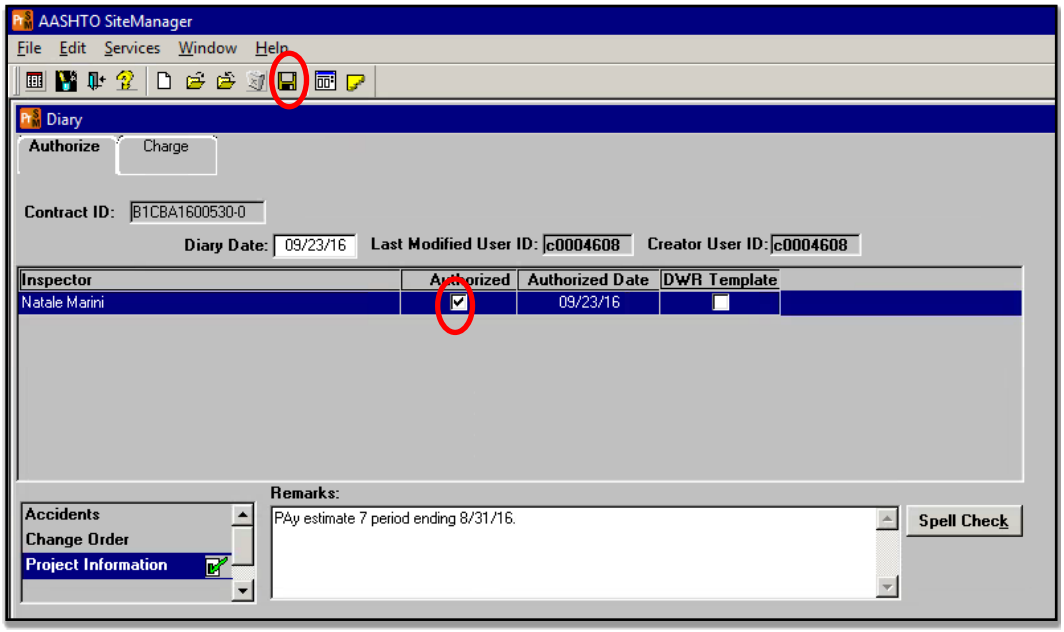
Authorizing a Diary

- Once the Daily work report has been generated, it has to be authorized in order to generate an estimate. Go back to main menu and select Daily Work Reports. Select Diary from the window.



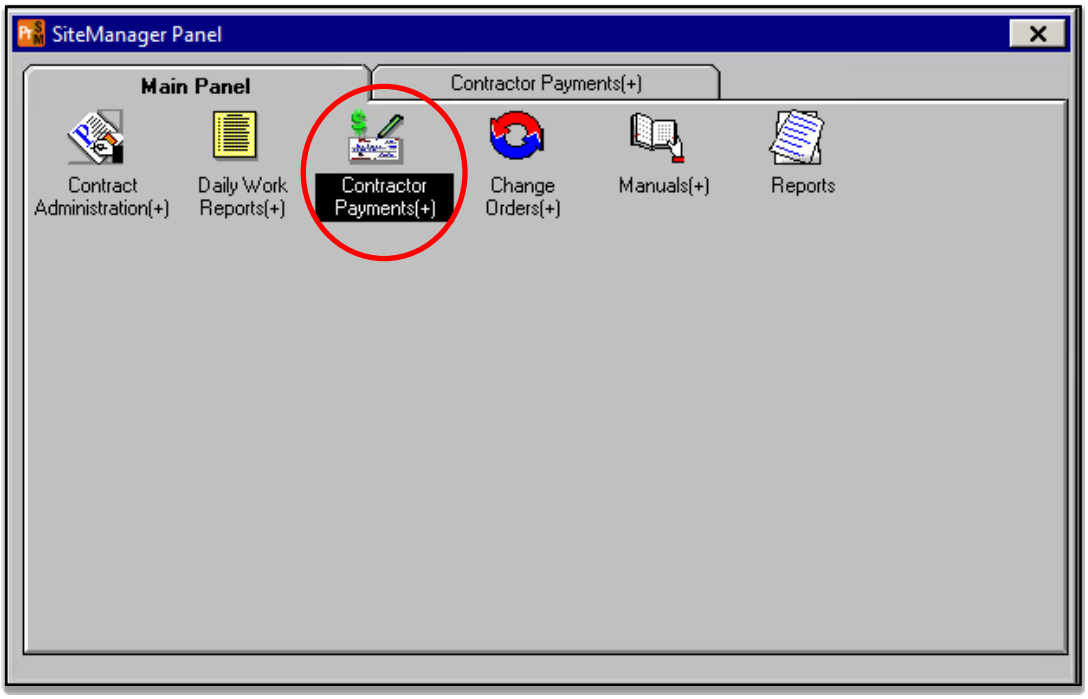
- In the Diary window shown below, select the authorized box and write a brief summary about the pay period then save the Diary.

SiteManager Instructions to create a Pay-Estimate



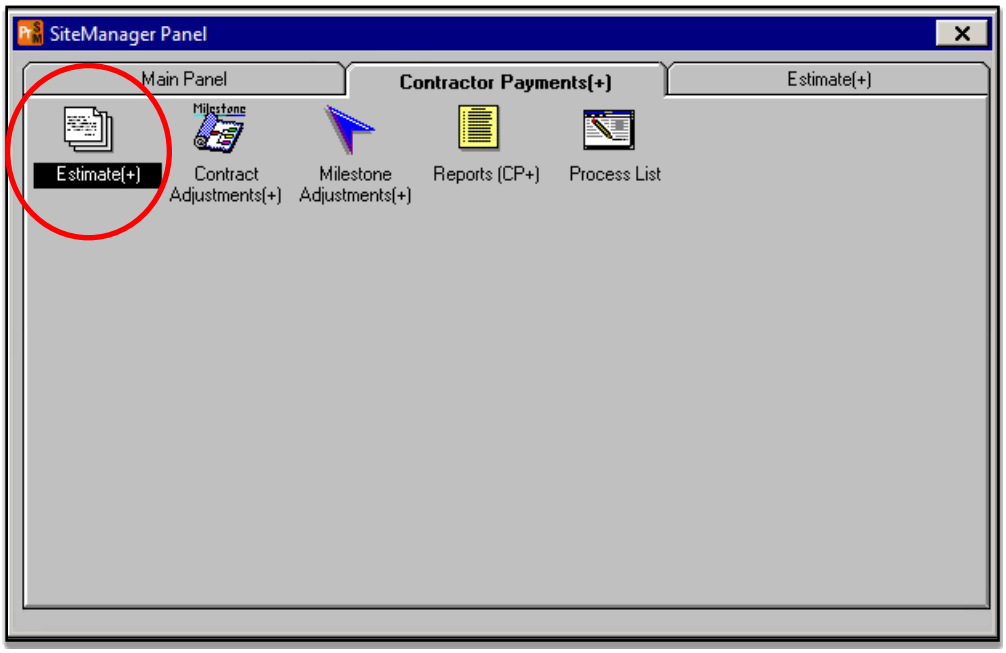
Generating an Estimate

- Go back to main panel again and select “Contractor Payments”.

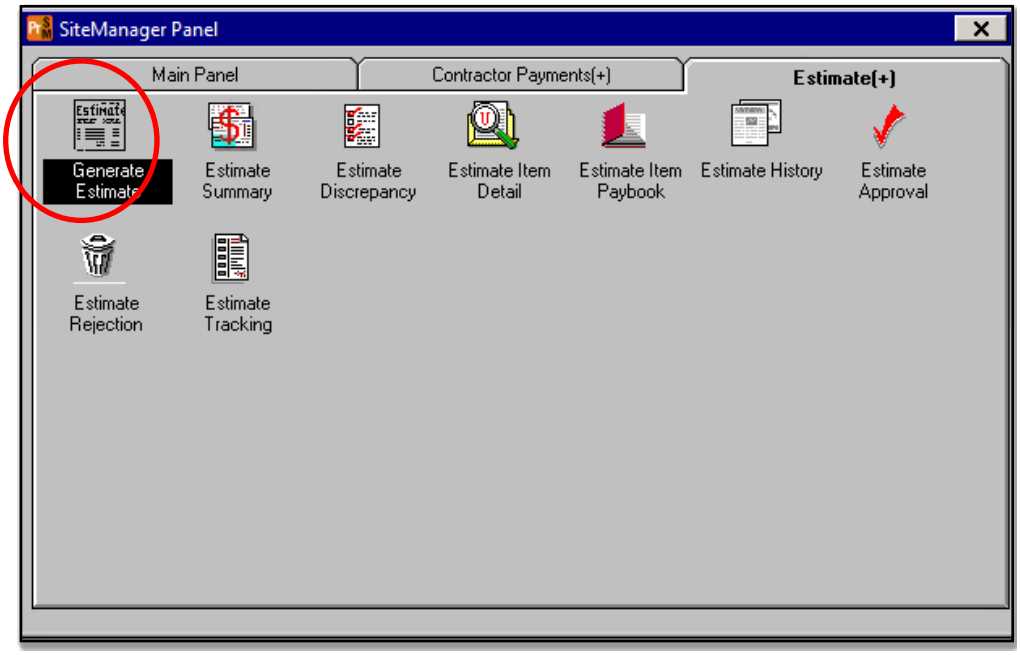


SiteManager Instructions to create a Pay-Estimate

- In the contractor payments tab, select “Estimate” and double click.

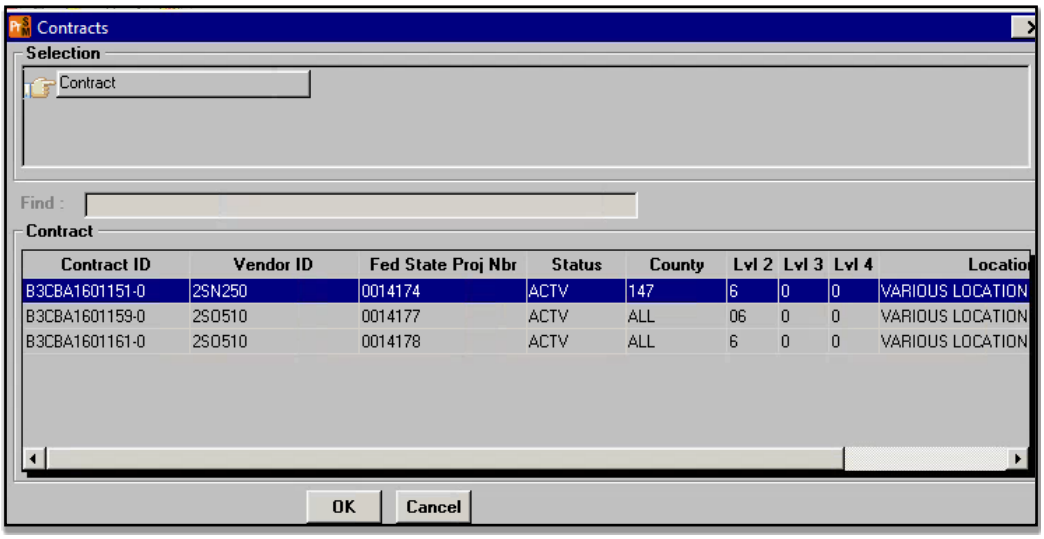


- In Estimate tab, double click on “Generate Estimate”.



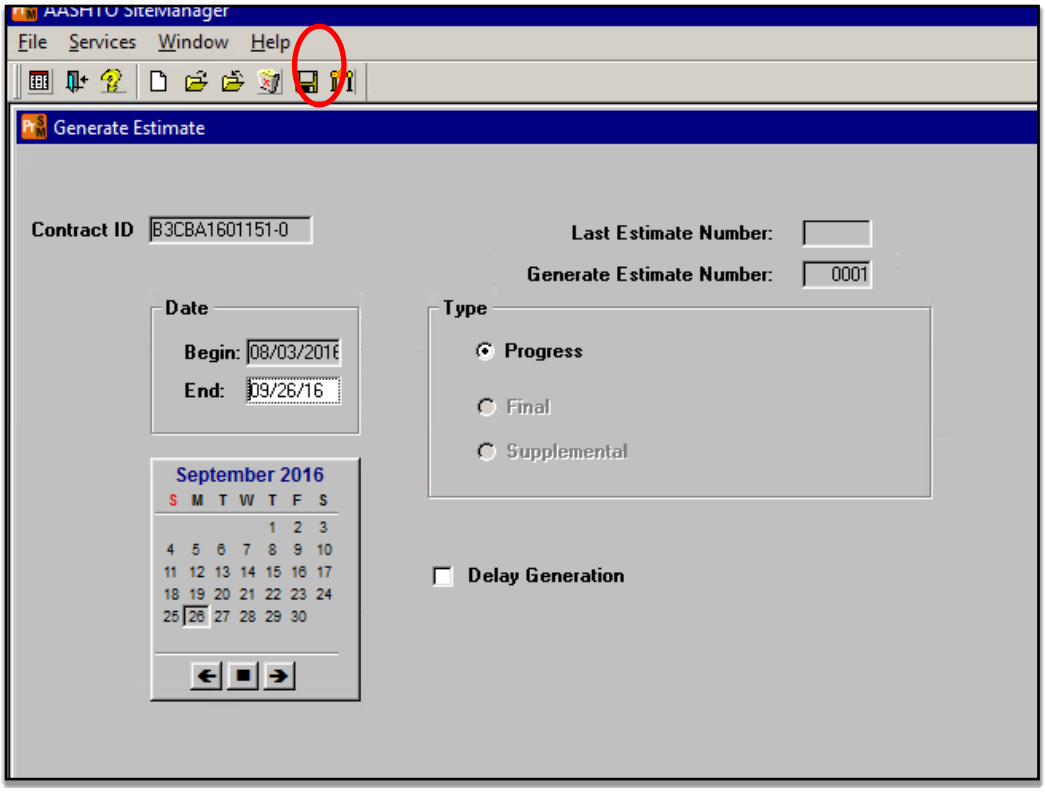
SiteManager Instructions to create a Pay-Estimate

- Select the contract for generating estimate and double click to open the estimate.



- In the Generate Estimate tab, always check the contact ID and date. The quantity is automatically picked from the daily work report we created earlier. Once the dates and contract ID are correct, save and click on “Generate Estimate” icon on the tool bar. You will see a pop-up window confirming that the estimate has been generated. Make sure that the confirmation window appears before exiting.

SiteManager Instructions to create a Pay-Estimate

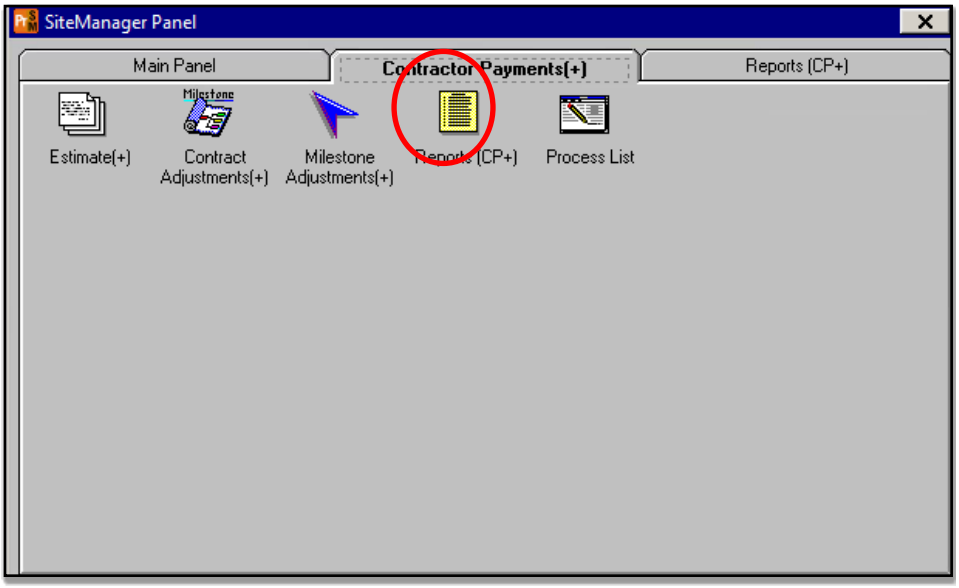


Estimate Report

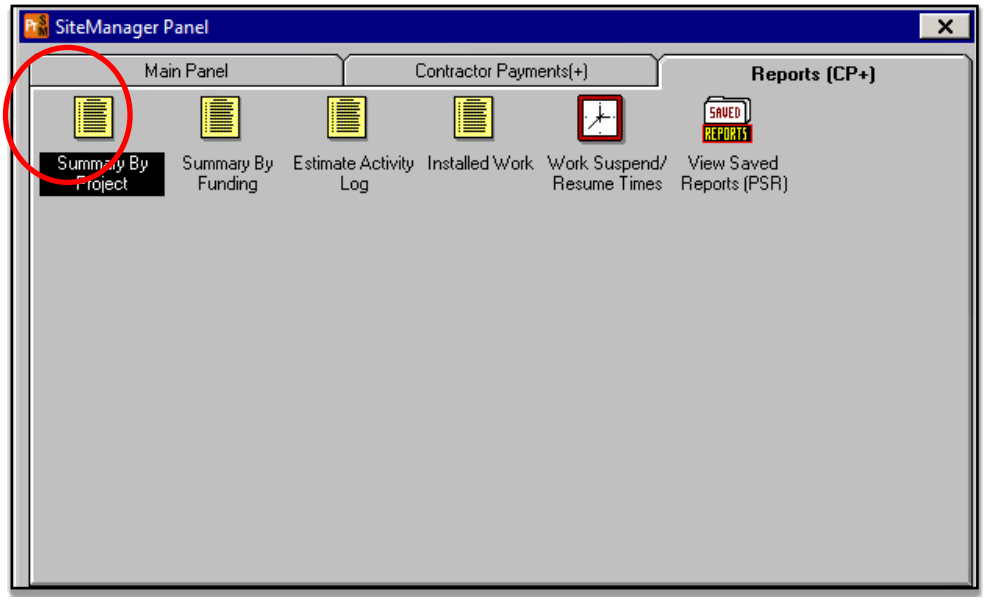
The reports in SiteManager help us verify the estimate before approval and create a back up for the approved estimate which needs to be uploaded in e-builder.

- Go back to contractor payments again from the main menu and select reports

SiteManager Instructions to create a Pay-Estimate

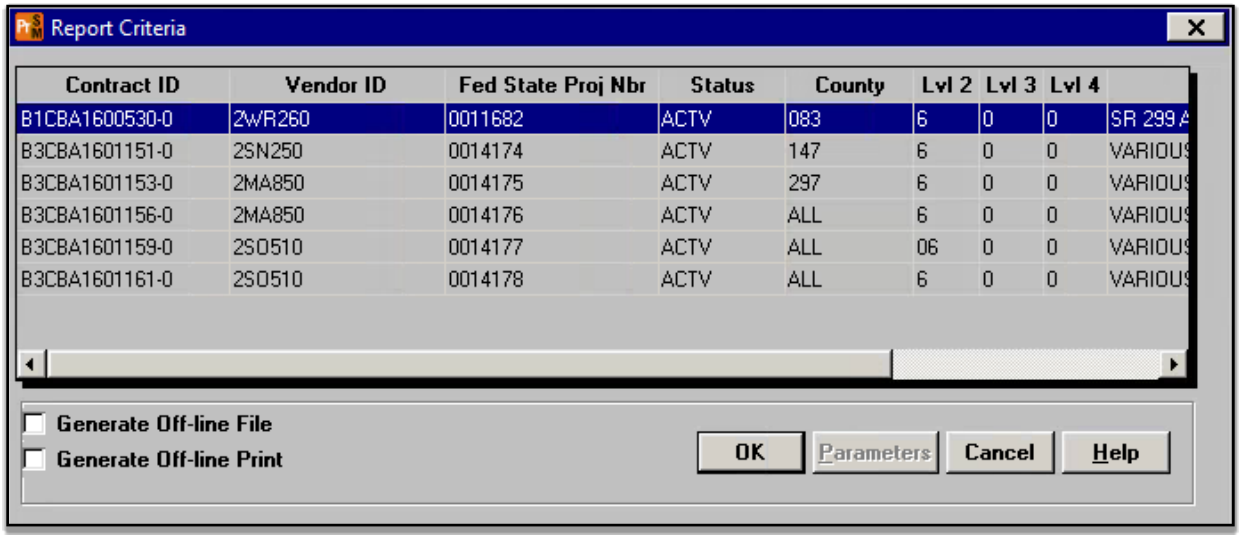


- Select the summary by project in the reports tab.

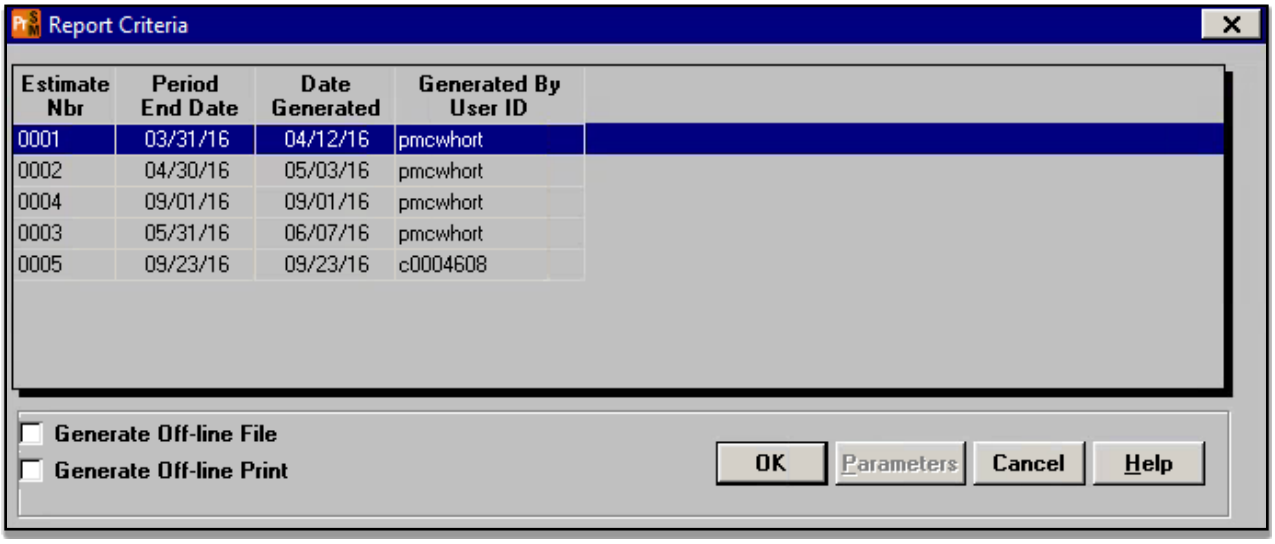


- Select the project for generating the report and double click on the contract ID to go to the reports

SiteManager Instructions to create a Pay-Estimate

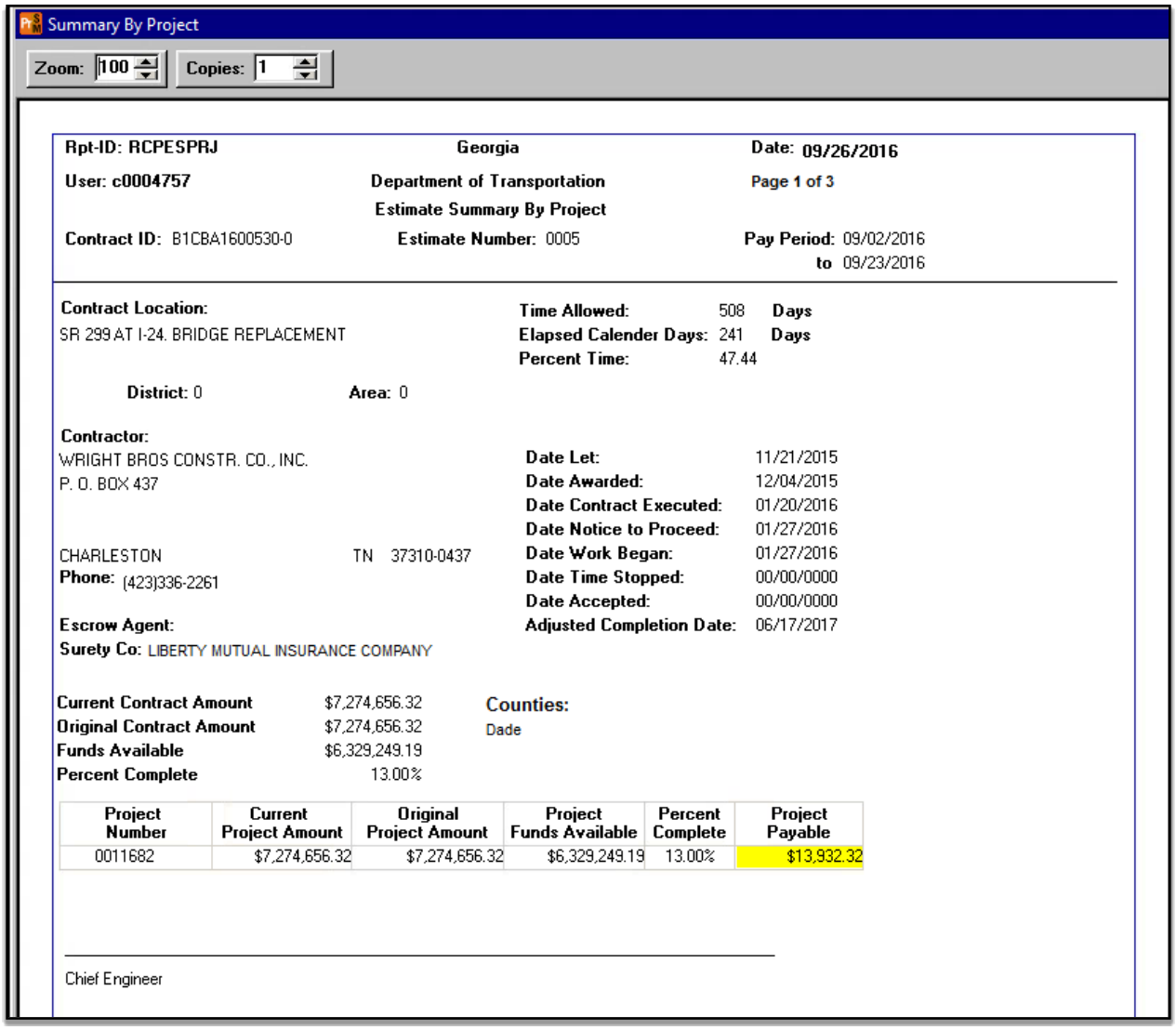


- Select the pay estimate whose report needs to be generated.



SiteManager Instructions to create a Pay-Estimate

A sample report generated is shown below. Check for the critical things like Contract ID, pay period, percentage complete and project payable. We can print this report or save it as a backup for the pay estimate.



Summary By Project

Zoom: 100 Copies: 1

Rpt-ID: RCPESPRJ | Georgia | Date: 09/26/2016

User: c0004757 | Department of Transportation | Page 1 of 3

Estimate Summary By Project

Contract ID: B1CBA1600530-0 | Estimate Number: 0005 | Pay Period: 09/02/2016 to 09/23/2016

Contract Location:
SR 299 AT I-24. BRIDGE REPLACEMENT

District: 0 Area: 0

Contractor:
WRIGHT BROS CONSTR. CO., INC.
P. O. BOX 437
CHARLESTON TN 37310-0437
Phone: (423)336-2261

Escrow Agent:
Surety Co: LIBERTY MUTUAL INSURANCE COMPANY

Time Allowed:	508 Days
Elapsed Calender Days:	241 Days
Percent Time:	47.44
Date Let:	11/21/2015
Date Awarded:	12/04/2015
Date Contract Executed:	01/20/2016
Date Notice to Proceed:	01/27/2016
Date Work Began:	01/27/2016
Date Time Stopped:	00/00/0000
Date Accepted:	00/00/0000
Adjusted Completion Date:	06/17/2017

Current Contract Amount	$7,274,656.32
Original Contract Amount	$7,274,656.32
Funds Available	$6,329,249.19
Percent Complete	13.00%

Counties:
Dade

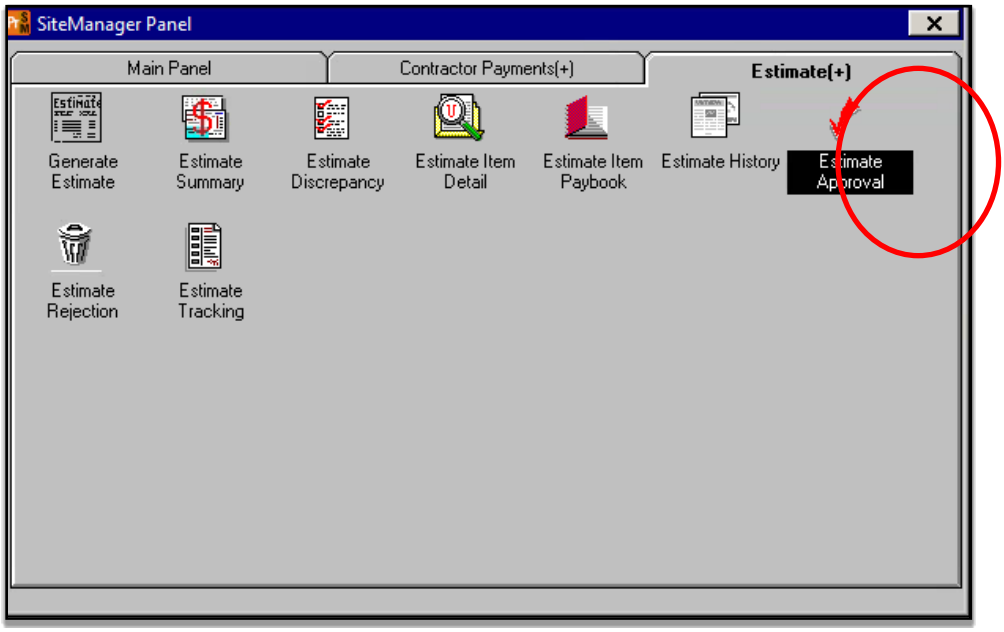
Project Number	Current Project Amount	Original Project Amount	Project Funds Available	Percent Complete	Project Payable
0011682	$7,274,656.32	$7,274,656.32	$6,329,249.19	13.00%	$13,932.32

Chief Engineer

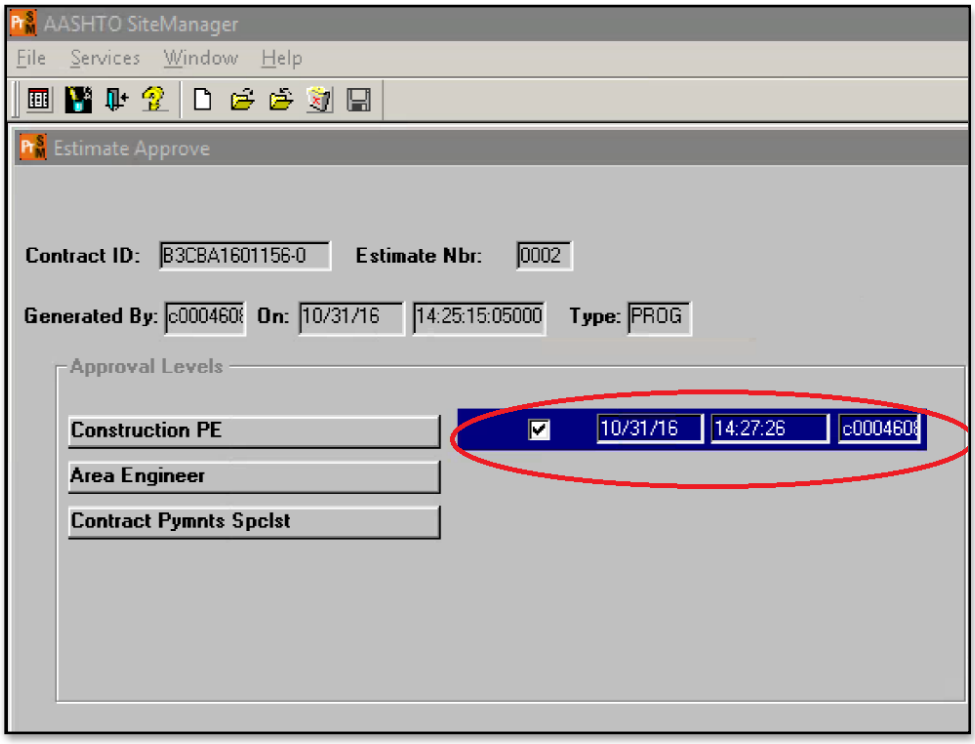
SiteManager Instructions to create a Pay-Estimate

Approving an Estimate

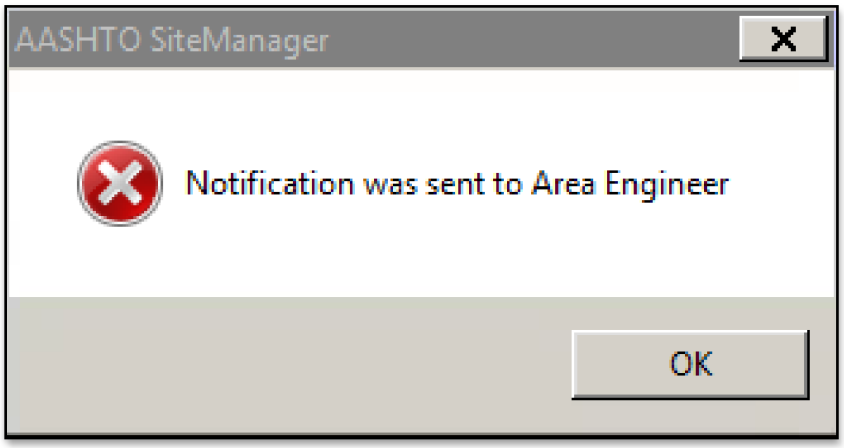
Once all the quantities and project payables are correct, go to the estimate tab again and select estimate approval. A pop- window will appear showing the estimates in your court for approval. Select the required estimate and approve. Once the estimate is approved, it goes to the Area Engineer's court for final approval and then goes directly to the finance department.



SiteManager Instructions to create a Pay-Estimate

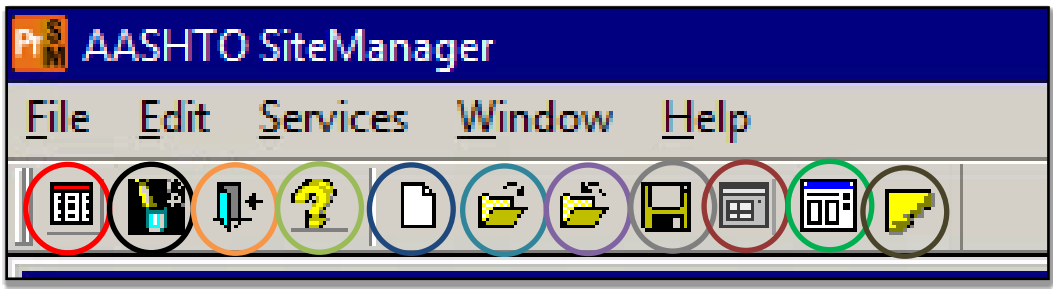


Once the Estimate is approved, the estimate goes to Area Engineer's court. (This window pop's up only once you close the window (X on the tool bar)).



SiteManager Instructions to create a Pay-Estimate

SiteManager – Tool Bar



SiteManager Panel

Customize toolbar

Exit from SiteManager

Help

New

SiteManager Instructions to create a Pay-Estimate

Open a new project

Close the existing project/page

Save

Previous work report

Work report template

Attachments

- Switching between the projects is a tricky part in SiteManager; you can do this in two ways.
  1. Go open a new project in the tool bar.
  2. Exit out from the SiteManager and login again.

Attachment 3 – Construction Quality Management Plan Checklist

Construction Quality Management Plan Checklist

Construction Quality Management Plan should include the but not limited to plans, processes and procedures of the following items.

	Description	Date Verified	Initials	Comments
1.	Construction inspection, testing, management and administration (and party or personnel responsible for each activity: GDOT vs DB Team)			
2.	Tracking, Measuring and documenting construction progress			
3.	Construction decision making			
4.	Ensuring that only the most up to date Released for Construction documents are being used.			
5.	Plan/Protocols for inspection, testing and maintaining quality certifications.			
6.	Managing reviews and responses to Construction (RFIs, Field Changes, Design Changes, Construction Changes, Claims, etc., during construction)			
7.	Managing and tracking accepted construction changes			
8.	Managing and controlling construction schedule			
9.	Construction communication, coordination, and collaboration			
10.	Environmental compliance			
11.	Non-compliance management			

Attachment 4 – NCR Form

Georgia Department of Transportation

NCR No: _____

DATE: _____

NONCONFORMANCE REPORT (NCR)

Project:

Location of the Bridge:

Corrective Action Required By:

GDOT Project Manager:

Corrective Action Audited by:

Contractor:

DESCRIPTION OF NONCONFORMANCE:				
Originator: GDOT		**DATE:** 10/12/2017		
Responsible Organization:				
Proposed Disposition: (Check One):				
☐ ACCEPT AS IS	☐ REJECT/REPLACE	☐ REPAIR	☐ REWORK	☐ RETEST
Disposition Description:				
Responsible Organization:	**Date:**	**GDOT OID PM Acceptance:**	**Date:**	

CORRECTIVE ACTION TAKEN:			
Responsible Organization			**DATE:**
CORRECTIVE ACTION COMPLETE AND CLOSED:			
EOR Review	**DATE:**	**PMC CM:**	**DATE:**
CQM Review	**DATE:**	**GDOT OID PM:**	**DATE:**

Attachment 5 – RFI Form

Request for Information

The Request for Information (RFI) process is to be used if the need for additional information or interpretation of the Contract Documents occurs. The DB Team should coordinate and submit RFIs in a proper manner to avoid delays in Contractor's work or work of subcontractors. Failure to submit RFIs properly will not be basis for additional compensation or Contract Time. Additionally, GDOT can coordinate and submit RFIs if additional information is needed to determine DB Contract compliance with RFC plans. GDOT can use these earlier in the schedule to avoid the need for an expedited resolution during critical path construction activities or a need for a NCR after the fact.

Submitting an RFI is a process submitted electronically through e-Builder. First log on to e-Builder; Select the project, select *Processes*, and then in the drop-down box next to "Type of Process", select Request for Information. Select *Start Process,* next select *Request for Information*. Finally, select *Start Process* and complete the required information indicated by red asterisk. Once the required information is completed, submit the form for review. A response will be given to complete the action in a timely manner.

Project:	**Date:**	**PI No:**
Originator:		
Corrective Action Requested By:		
Subject:		
Information Requested:		
Suggested Solution:		

Drawing Reference	
Contract Reference	

Response:

Corrective Action:

Approved By:	Date:

Attachment 6 – Safety Plan Checklist

Safety Checklist

Description from *Design-Build Contract Volumes #2 and #3*

DB Team shall submit to GDOT for acceptance a comprehensive safety plan ("Safety Plan"). This section shall define the requirements to be incorporated into the Project in order to ensure that the Project is a safe and secure environment for all individuals working on the Project.

The prevention of accidents during execution of the project shall be a primary concern of all participants, and shall be the responsibility of all levels of management. Safety shall never be sacrificed for production, but shall be considered an integral part of an efficient and quality Project.

	Description	Date Verified	Initials	Comments
1.	Safety and health standards to be adhered to			
2.	Roles and responsibilities of the safety/security staff.			
3.	Contractors (meaning prime contractors and subcontractors combined) having a Safety Director and an accepted safety manual (or plan) available to all employees.			
4.	Contractors holding periodic on-site safety meetings.			
5.	Contractors conducting periodic on-site safety inspections.			
6.	Contractors providing safety training for all new employees, and refresher training for all employees.			
7.	Contractors conducting drug screening for all new hires.			
8.	Contractors establishing daily housekeeping and clean-up procedures.			
9.	Possible employee sharing of accident prevention savings.			
10.	Having first-aid and medical kits readily available.			
11.	Having a site security plan, possibly including such items as restricted parking near vulnerable structures, physical barriers (fences, barricades, etc.), coordinated efforts with local law enforcement officials during heightened threat levels, video surveillance, alarm systems, emergency telephones, etc.			

Safety Checklist

12.	Having an emergency preparedness and incident management plan, including roles and responsibilities, emergency evacuations, communications, first responder awareness training, and field drills.			
13.	Establishment of an employee identification (ID) system.			
14.	Level and frequency of audit and oversight safety/security reviews to be performed by GDOT, FHWA, independent consultants, and/or other agencies (as applicable).			
15.	Safety and security periodic reporting (normally monthly).			

Attachment 7 – NTP 3 Checklist

Notice to Proceed #3

Always check the contract for things to be done for N.T.P #3 as the requirements may change from project to project.

	Description	Date Verified	Initials	Comments
1.	Project Management Plans			
2.	Final Plans for the Project			
3.	Approved Schedule of Values			
4.	Project Baseline Schedule			
5.	Transportation Management Plan			
6.	Public Information and Communications Plan (PICP)- If applicable			
7.	Government Approvals as required, Environmental Permits (Check Contract)			
8.	Utility Agreements			
9.	Utility Encroachment Permits			
10.	Utility Relocation Plans			
11.	Certification of “Utility No-Conflict”			
12.	DB Team’s Worksite Utility Control Supervisor (WUCS)			
13.	DB Team’s Worksite Erosion Control Supervisor (WECS)			
14.	DB Team’s Worksite Traffic Control Supervisor (WTCS)			
15.	DB Team’s Quality Manager			
16.	Borrow and Waste Pits			
17.	Sub-contracts (DBE & non-DBE)			
18.	Training Program (If applicable)			

Attachment 8 – Subcontracts Approval Checklist

Subcontractor Checklist

Subcontractor Name:	
Reviewed by:	**Review Date:**
Recommendations:	

Forms and attachments are required with the subcontractor package:

No.	Description of Forms	Yes	No	Initials	Comments
1	DOT 485 Request for approval of Subcontract				
2	Subcontractor Prequalified (verify on GDOT website)				
3	List of Items in Subcontract				
4	DOT 483s-Certification of Subcontractor's current capacity				
5	Georgia Security and Immigration Compliance Act Affidavit				
6	Subcontractor's Work Authorization Certification				
7	DOT 484 Status of Contracts on Hand				
8	Executed copy of the actual subcontract				

Note: If any of the above forms/attachments are not available, the subcontractor package can be rejected without going further.

Verification of DBE Subcontractors

Go to Mygdot.dot.ga.gov

Go to GDOT offices and select EEO office, under resources select DBE directory and download the file.

Verify if subcontractor name is on that list, if subcontractor's name is not on the list, then s/he is not a DBE subcontractor.

No.	DOT 485 Request for Approval Subcontract Checklist	Available (Y/N)	Initials	Comments
1	Project ID			
2	Name and vendor ID of the Prime Contractor			
3	Name and vendor ID of the Sub Contractor			
4	Percentage of subcontract	%		

Subcontractor Checklist

Check the Vendor ID of the Prime Contractor and Subcontractor from the GDOT's website.

No.	Description of Forms	Yes	No	Initials	Comments
1	Check the Item Description against PCN number, Line item number and item code				

No.	DOT 483s-Certification of Subcontractor's current capacity Checklist	Available (Y/N)	Initials	Comments
1	Project Number			
2	Current Capacity rating of the subcontractor			
3	Status of contracts on hand			
4	Current capacity of the subcontractor			

Check the total contracts in hand for the sub-contractor against the current capacity of the sub-contractor.

No.	Georgia Security and Immigration Compliance Act Affidavit	Information	Initials
1	Name of the Prime Contractor		
2	Name of Subcontractor		
3	Project ID		
4	Federal work authorization user Identification		

Subcontractor Checklist

No.	DOT 484-Status of Contracts on Hand	Available (Y/N)	Initials	Comments
1	Grand Total of work on hand equals to the work in hand on DOT 483s			**$**

No.	Description of Forms	Yes	No	Initials	Comments
1	Executed copy of the actual subcontract				
2	Is the project PoDI				
3	Is the project 100% state funded				
4	Exhibit * from the main contract should be part of the subcontract including descriptions-Flow Down clause				
5	Check and review scope of work Attachment A				

Attachment 9 – Instructions to Add Subcontracts in SiteManager

Attachment 10 – Pay Estimate Checklist for PMC-ACM

Pay Estimate Checklist

Description from *Construction Management Manual Specifications*

109.03 Scope of Payment

The Contractor shall receive and accept the compensation provided for in the Contract as full payment for furnishing all materials, labor, tools, equipment, superintendence and incidentals, and for performing all work contemplated and embraced under the Contract in a complete and acceptable manner, for any infringement of patent, trademark or copyright, for all loss or damage arising from the nature of The Work, or from the action of the elements, for all expenses incurred by or in consequence of the suspension or discontinuance of The Work, or from any unforeseen difficulties which may be encountered during the prosecution of The Work and for all risks of every description connected with the prosecution of The Work until its Final Acceptance by the Engineer, except as provided in Subsection 107.16.The payment of any partial estimate prior to Final Acceptance of the Project as provided in Subsection 105.16 shall in no way affect the obligation of the Contractor to repair or renew any defective parts of the construction or to be responsible for all damages due to such defects.

	Description	Date Verified	Initials	Comments
	CM Manual Specifications			
1.	Daily Work Reports			
2.	Quantity Sketches/Calculations			
3.	Master Lists/Spreadsheets			
4.	Inspectors Report			
5.	Field Quantity Books			
6.	Cross Sections			
7.	Load Tickets			
8.	Invoices			
9.	Material Certifications, QPL and Testing Results			
	PM Handbook Specifications			
1.	Cover letter			
2.	Invoice Verification Worksheet			
3.	DBE Participation Report			
4.	Monthly Progress Report			

SiteManager Instructions to create a Pay-Estimate

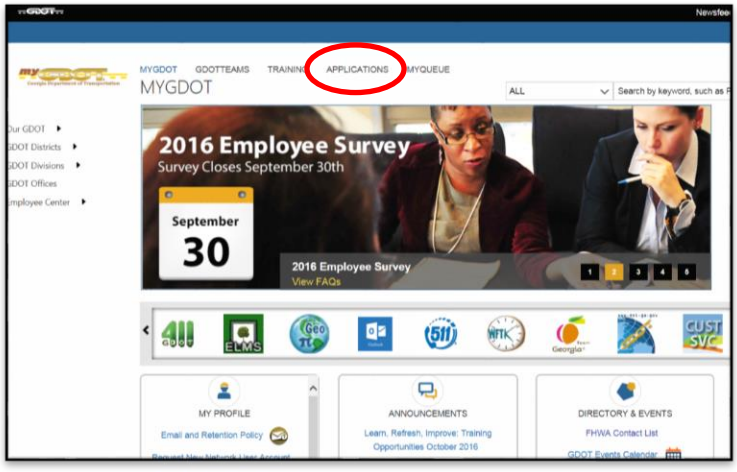
The instructions below mainly cover the process of generating a pay estimate in SiteManager. This process mainly conisists of following steps-

a. Creating a Daily Work Report
b. Authorizing the Project Diary
c. Generating an Estimate
d. Generating a Pay Application report
e. Authorizing a Pay Estimate.

A detailed step by step process for going through all the above mentioned steps are described in the document.

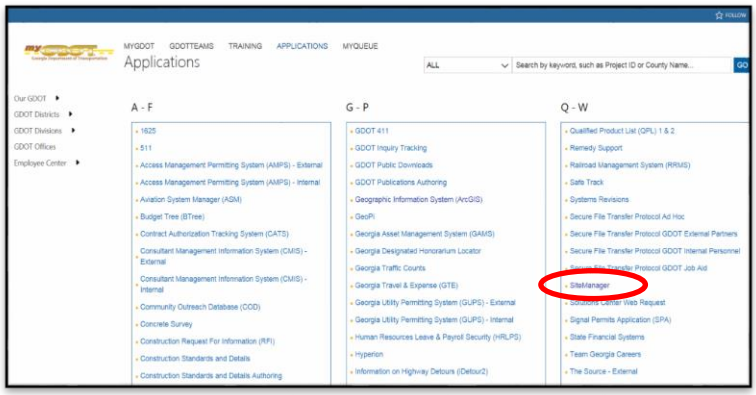
Accessing SiteManager application

- Go to mygdot.dot.ga.gov and select applications

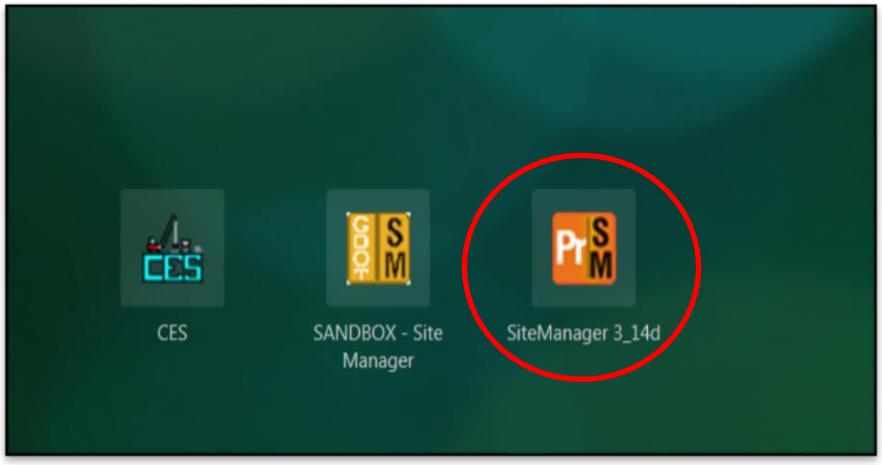


- Select SiteManager from the list of applications.

SiteManager Instructions to create a Pay-Estimate



- You can login to SiteManager using your GDOT account credentials.
-
- Home page for SiteManager – Go to SiteManager 3_14d.

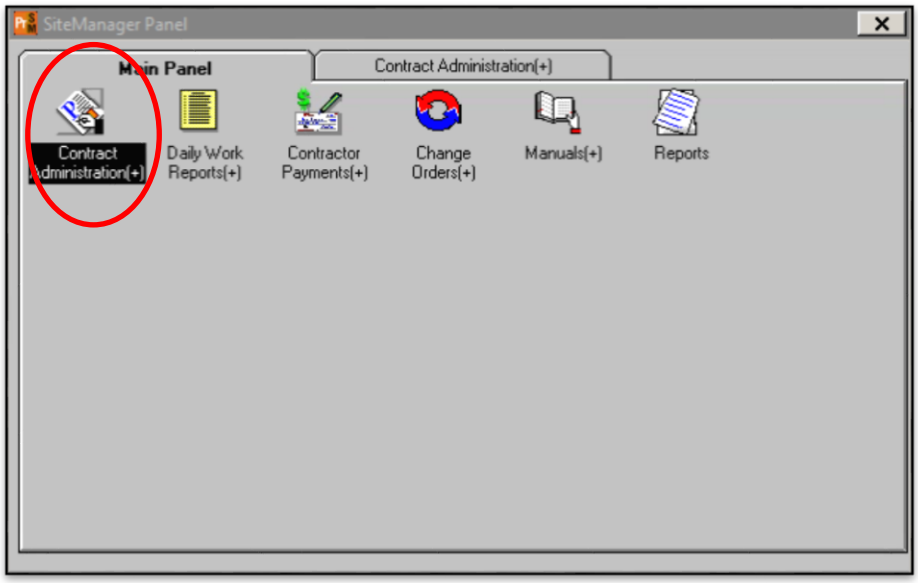


Acessing a project in SiteManager

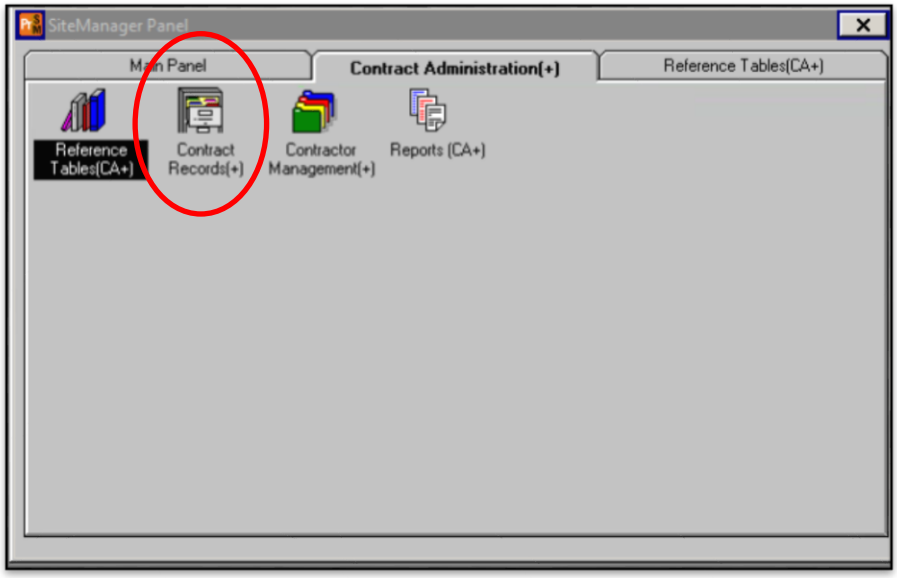
To open any project, follow the instructions provided below.

- Go to Contract Administration

SiteManager Instructions to create a Pay-Estimate

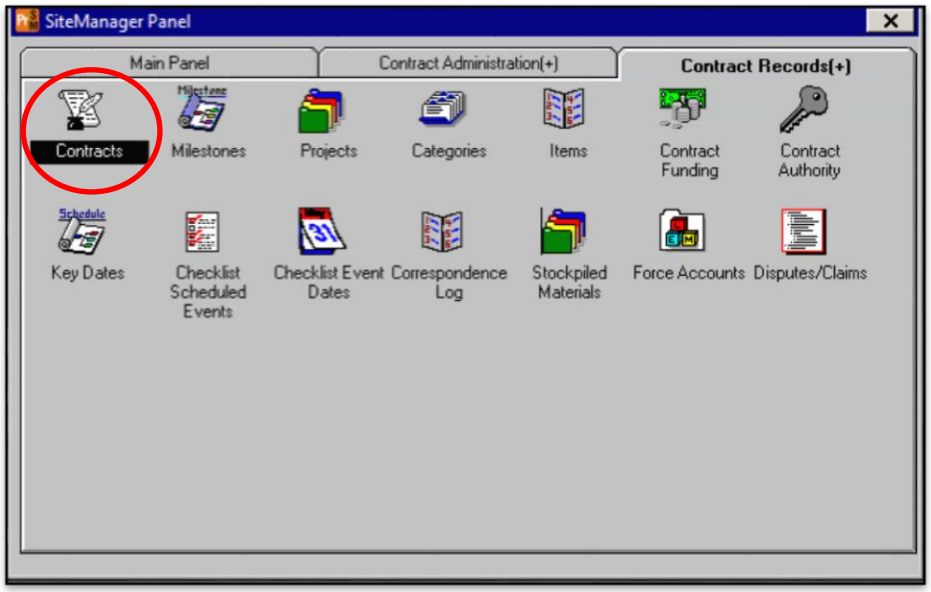


- Select Contract Records

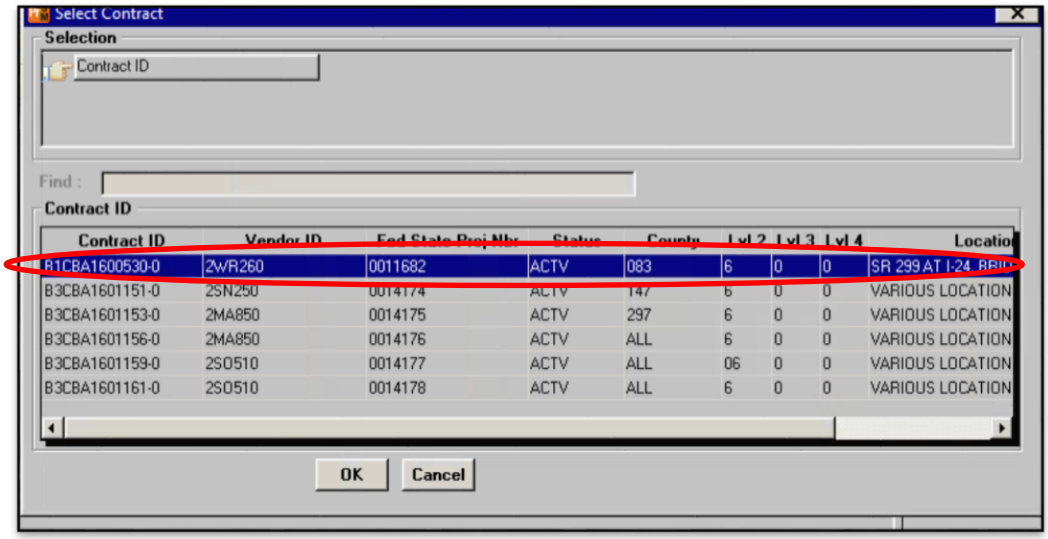


- Select Contracts in Contract Records tab

SiteManager Instructions to create a Pay-Estimate

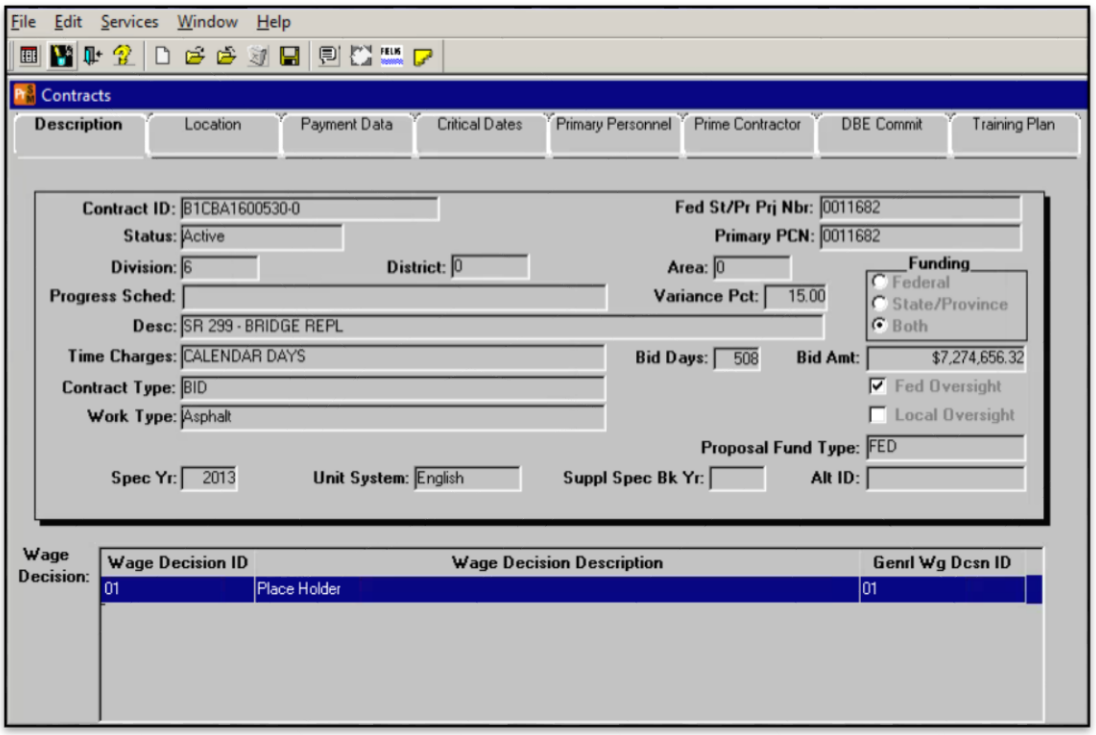


- Select the required project



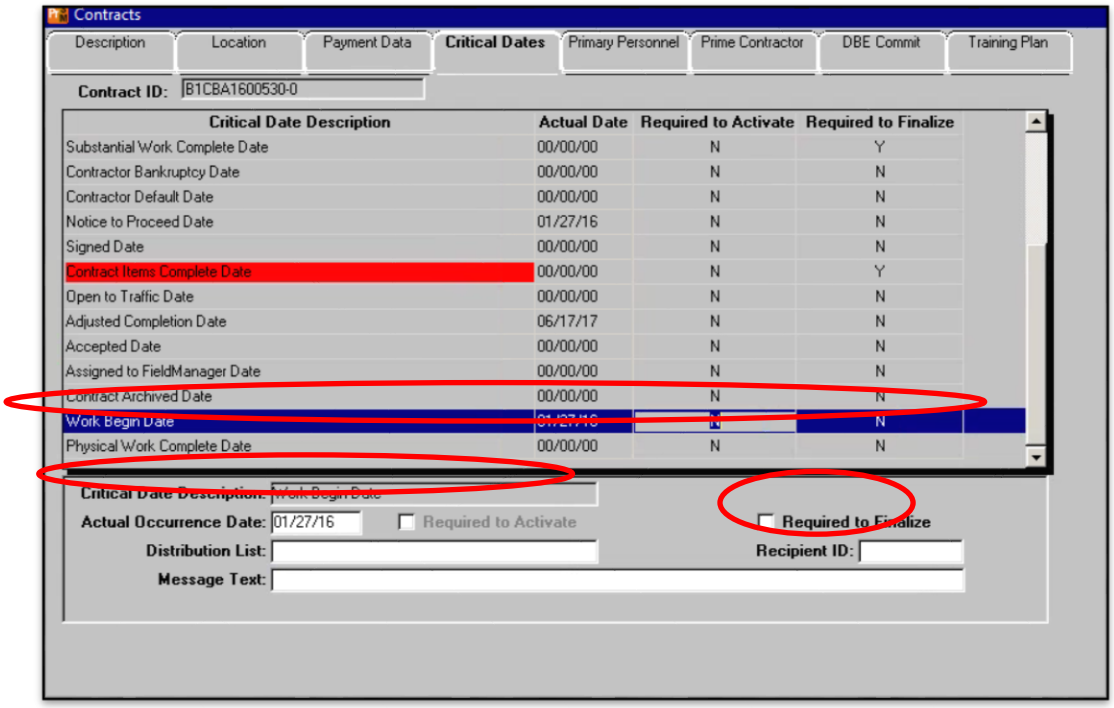
- Check the project details and make sure all the details are correct.

SiteManager Instructions to create a Pay-Estimate



Always check the work begin date. If the date is missing, add the date as the NTP date and the recipient ID will be your GDOT ID C000XXXX. After entering the date and ID, save the changes. (Save Icon in the toolbar). This needs to be done when you are accessing a project for the first time. Once the Work Begin Date is established, we don't need to do this before every pay estimate.

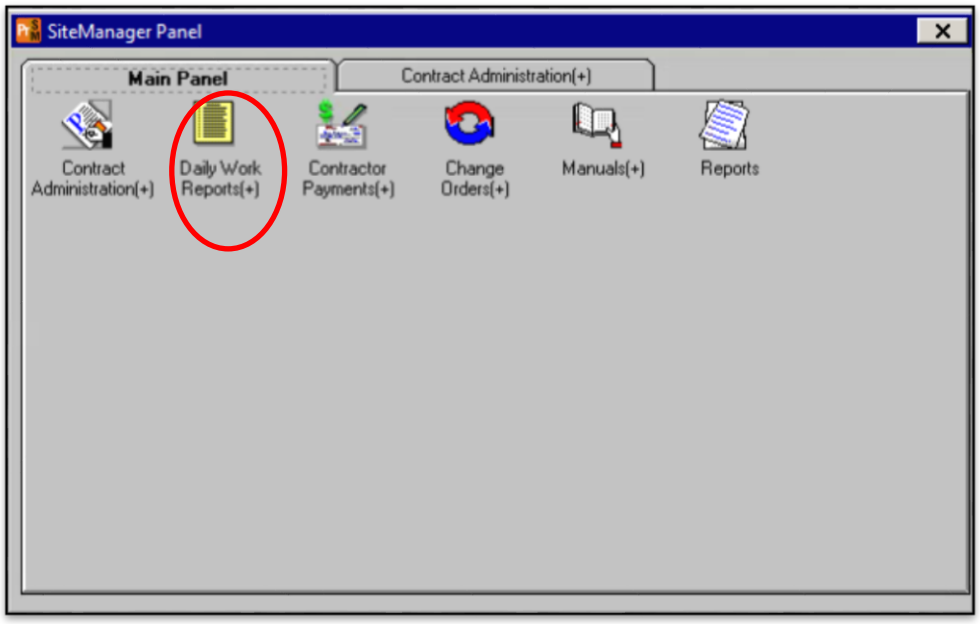
SiteManager Instructions to create a Pay-Estimate



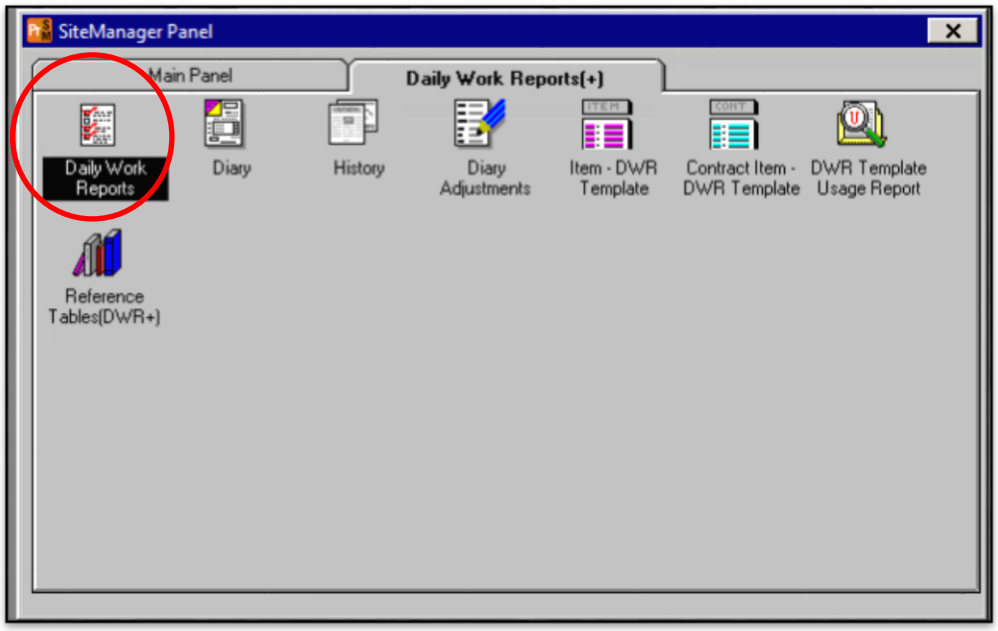
Creating a Daily Report

- Go to the Main Panel and select Daily Work reports

SiteManager Instructions to create a Pay-Estimate

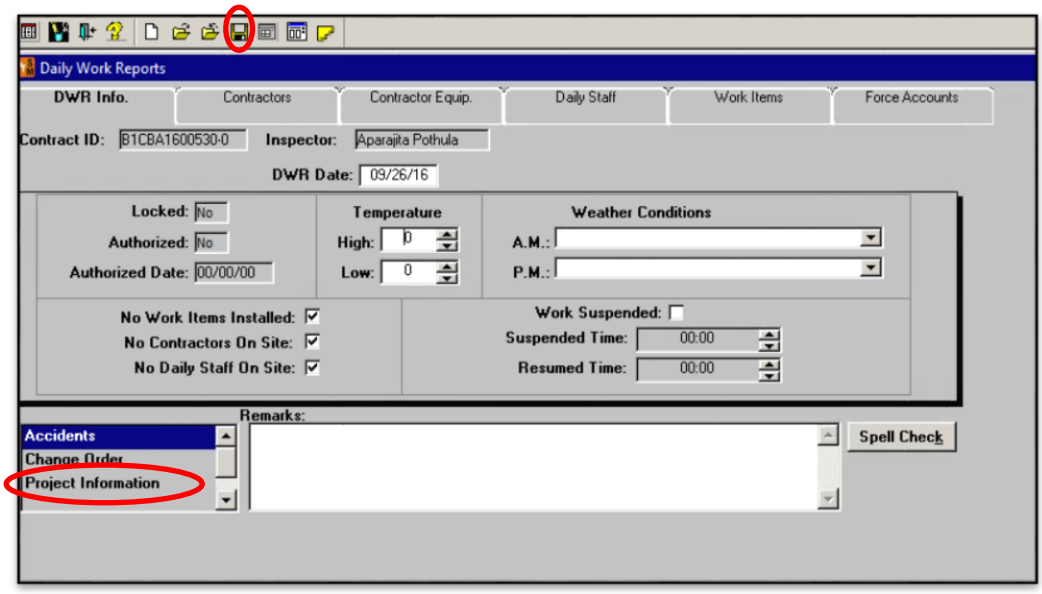


- Go to Daily Work Reports. (Some times a window may pop-up to select the project)



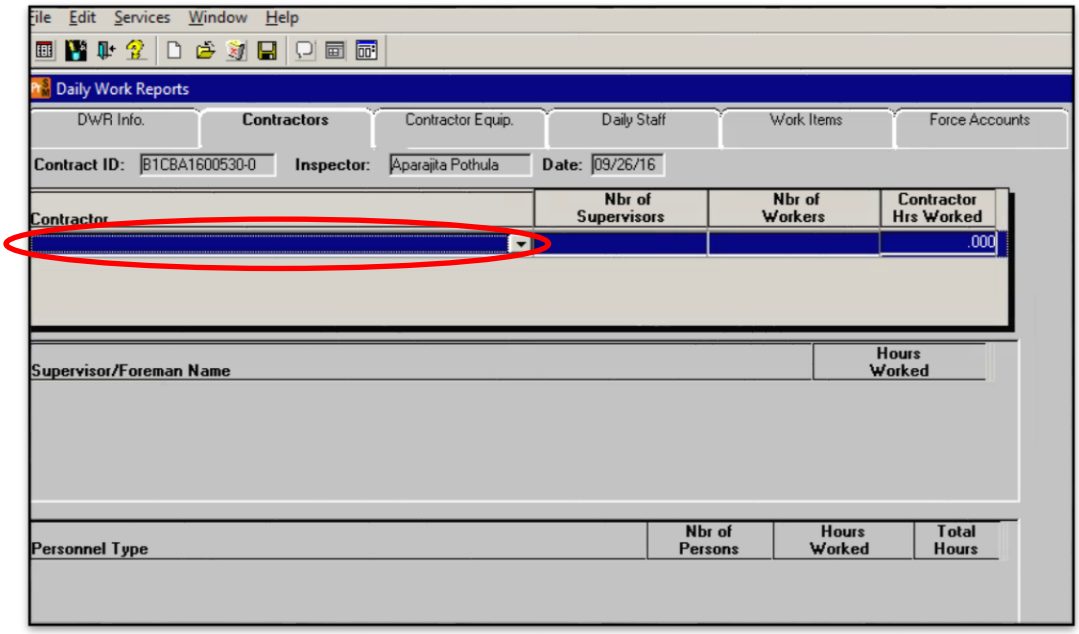
SiteManager Instructions to create a Pay-Estimate

- In Daily Work Reports, always check the contract ID before proceding further. Enter an approximate temperature and go to project information in remarks tab and give some information about the project. (*As we will have only one daily report per pay cycle during design phase, please give information about the pay period and work done during the pay period.)* After entering the required information save the work report before going further.

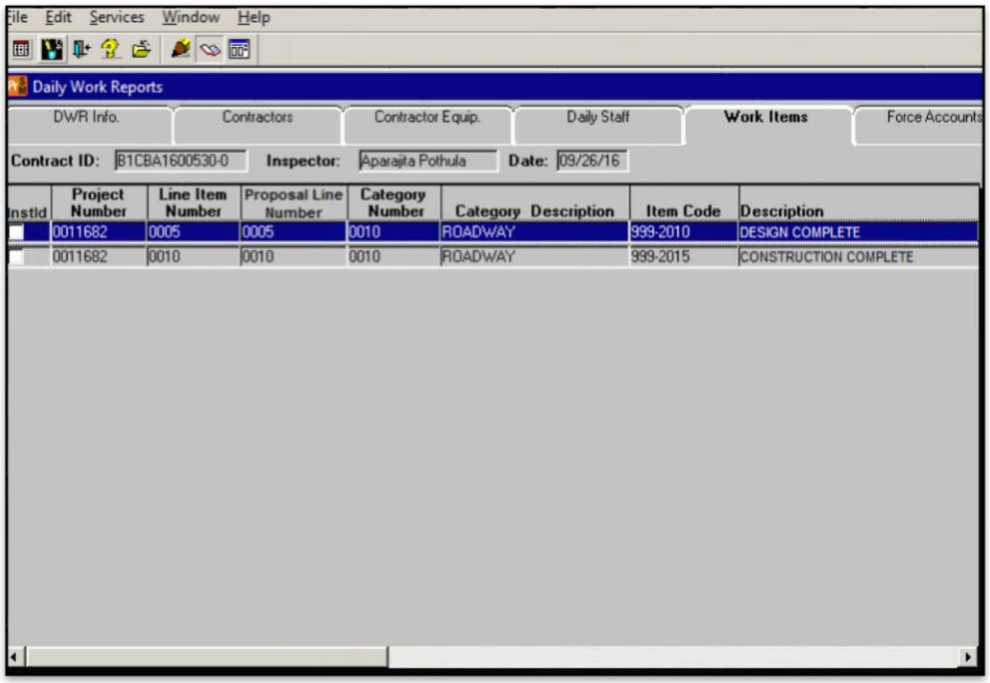


- After saving the DWR info, proceed to the next tab (Contractors tab). Select the prime contractor using the drop-down menu and save the changes.

SiteManager Instructions to create a Pay-Estimate

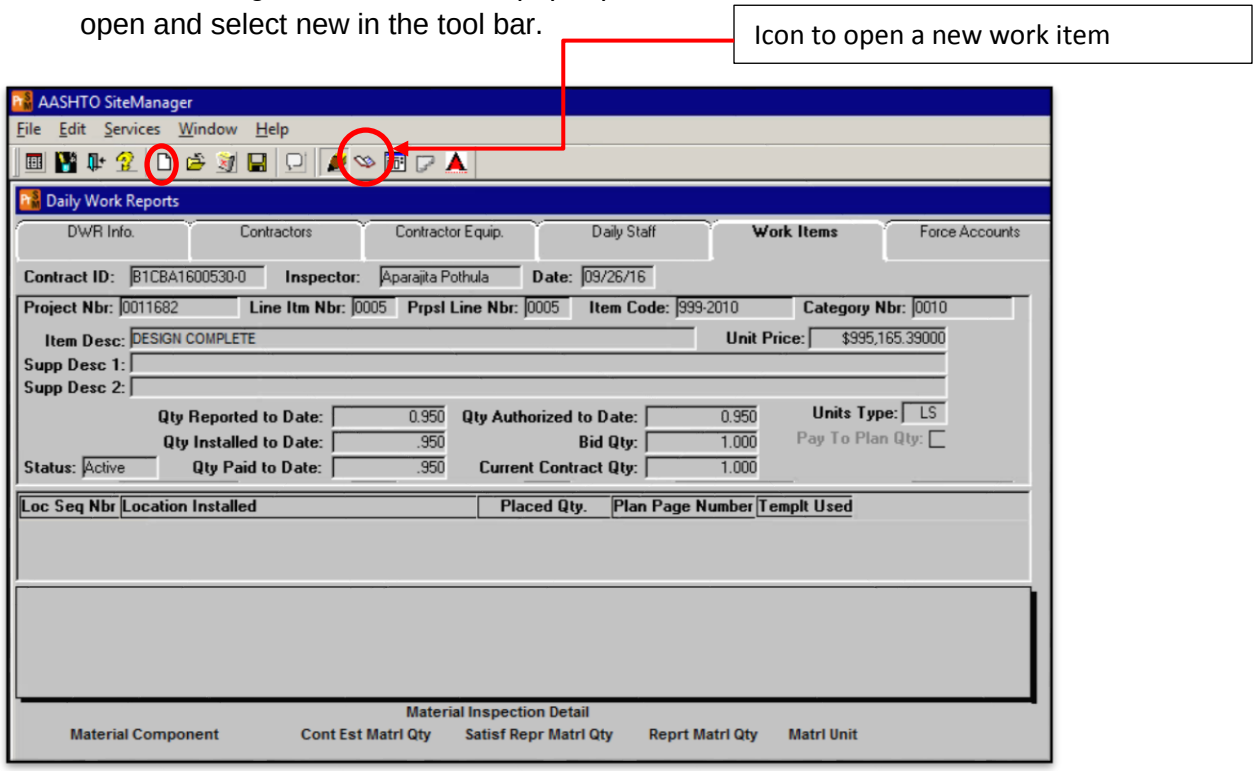


- After selecting the prime contractor, we can skip Contractor equipment and Daily Staff tabs. Go to work items. Select the required work item. (Design complete or construction complete)



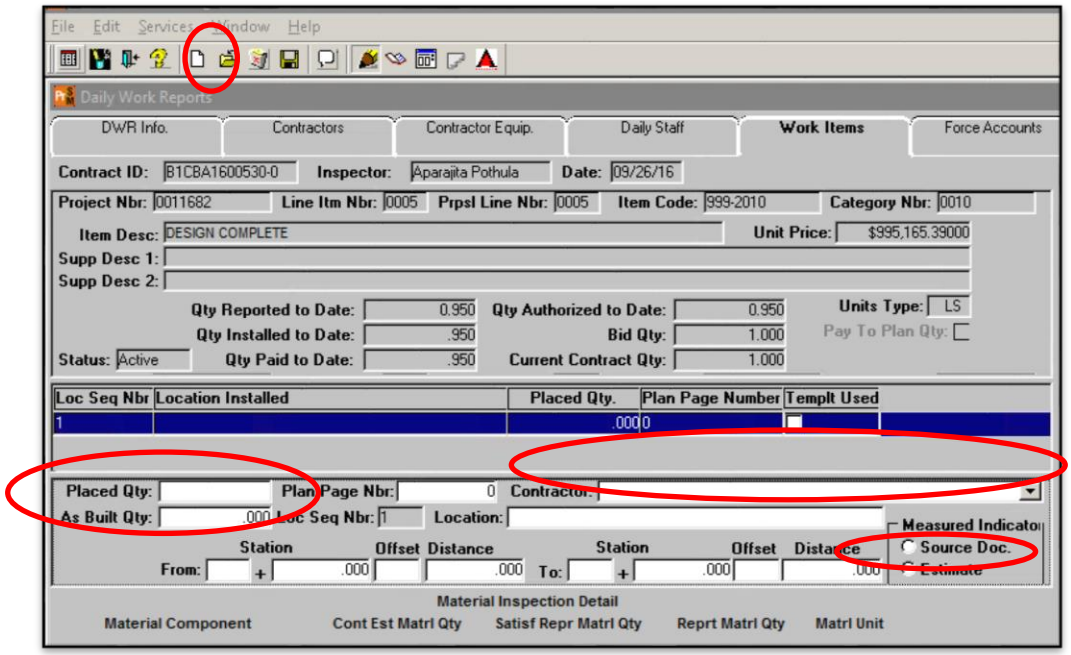
SiteManager Instructions to create a Pay-Estimate

- After selecting the line number, a pop- up window similar to the one shown below will open and select new in the tool bar.



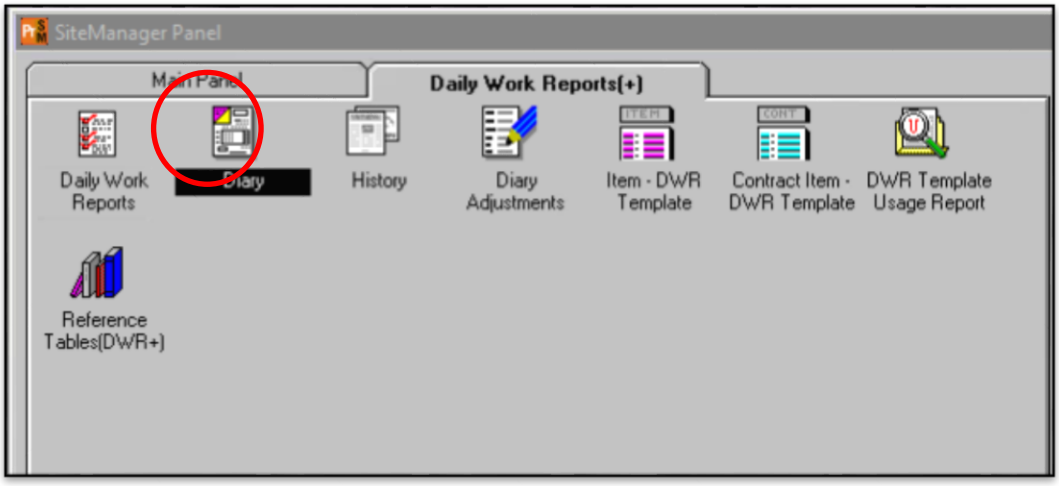
Add the placed quantity, as build quantity & location (In design phase, we can say that the location is design phase). Select the contractor using the drop down menu and select the measured indication as estimate (As this is a lumpsum job) and save the work report.

SiteManager Instructions to create a Pay-Estimate



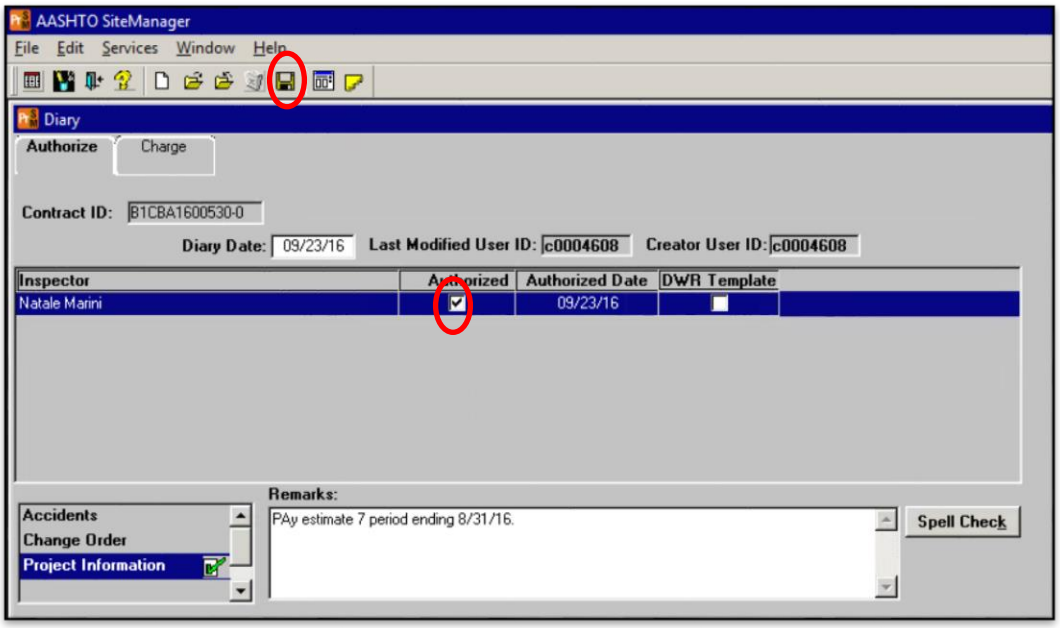
Authorizing a Diary

- Once the Daily work report has been generated, it has to be authorized in order to generate an estimate. Go back to main menu and select Daily Work Reports. Select Diary from the window.



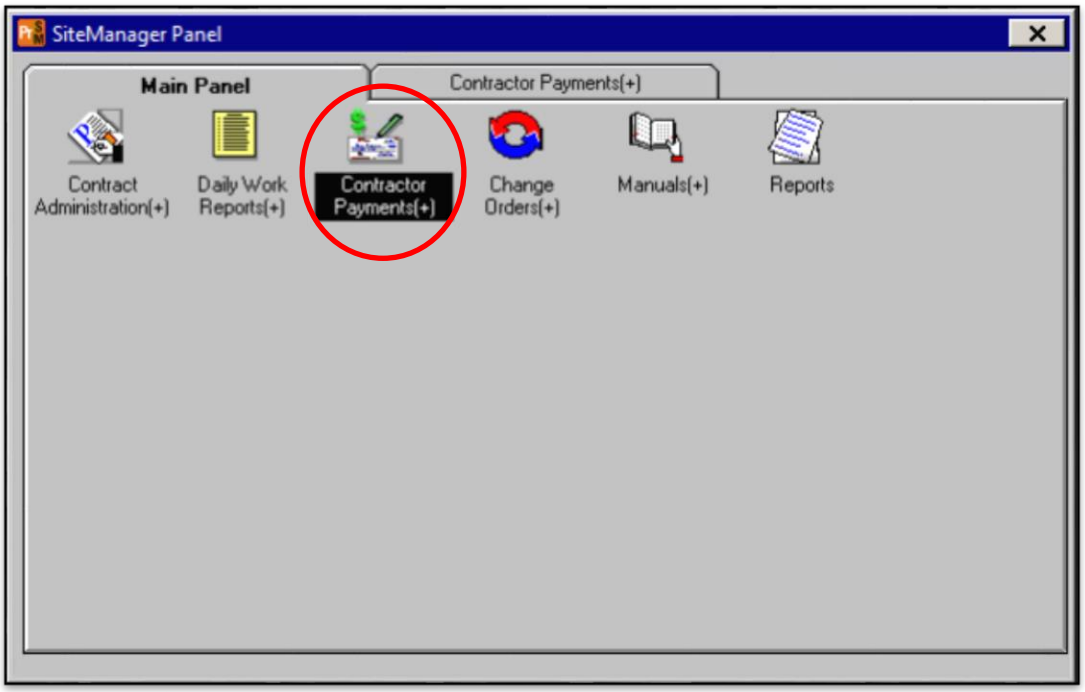
- In the Diary window shown below, select the authorized box and write a brief summary about the pay period then save the Diary.

SiteManager Instructions to create a Pay-Estimate



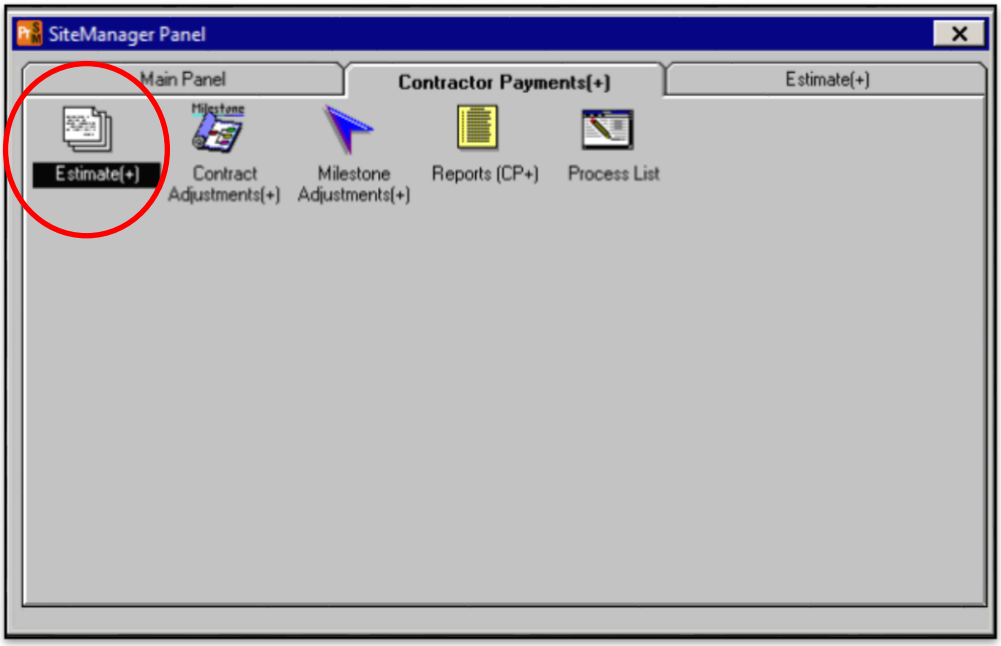
Generating an Estimate

- Go back to main panel again and select “Contractor Payments”.

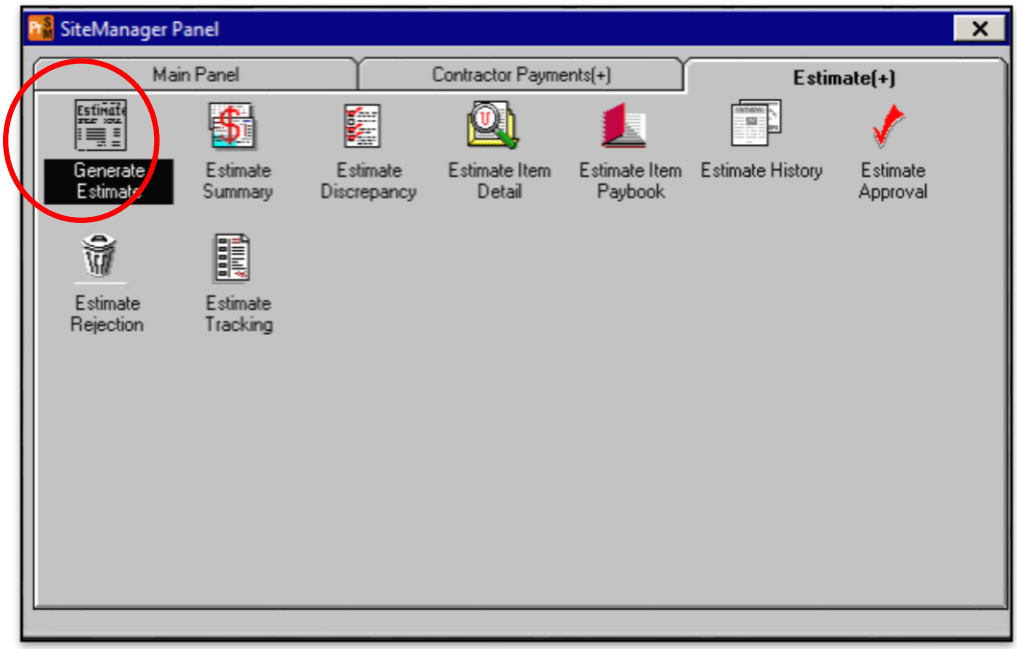


SiteManager Instructions to create a Pay-Estimate

- In the contractor payments tab, select “Estimate” and double click.

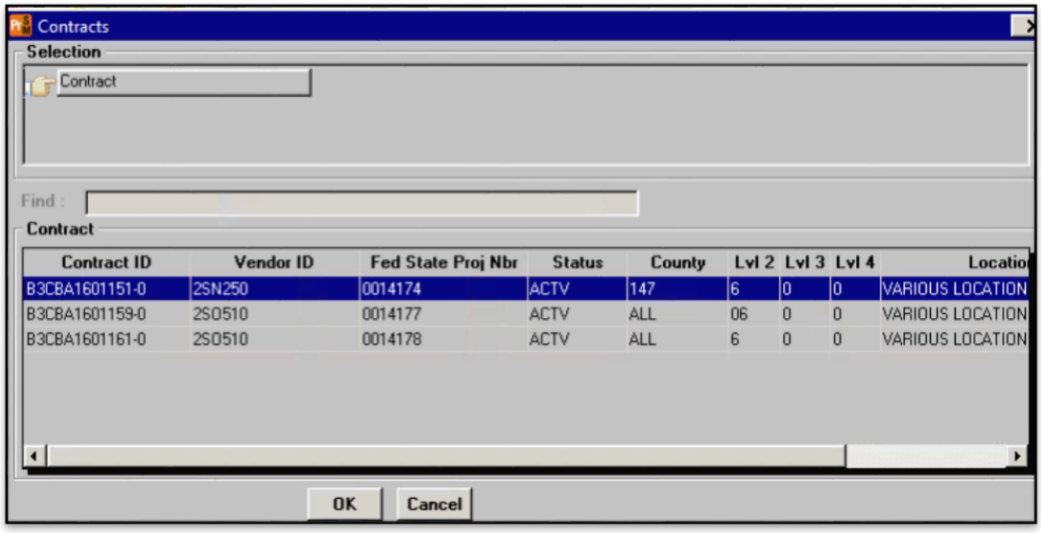


- In Estimate tab, double click on “Generate Estimate”.



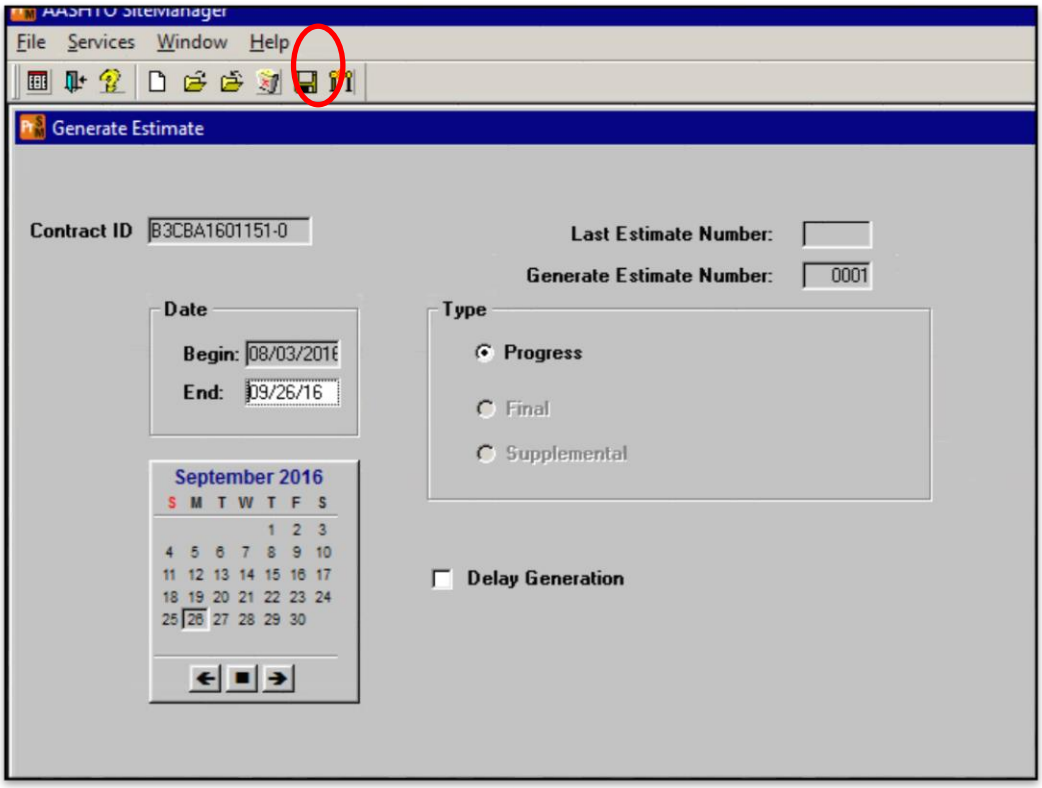
SiteManager Instructions to create a Pay-Estimate

- Select the contract for generating estimate and double click to open the estimate.



- In the Generate Estimate tab, always check the contact ID and date. The quantity is automatically picked from the daily work report we created earlier. Once the dates and contract ID are correct, save and click on “Generate Estimate” icon on the tool bar. You will see a pop-up window confirming that the estimate has been generated. Make sure that the confirmation window appears before exiting.

SiteManager Instructions to create a Pay-Estimate

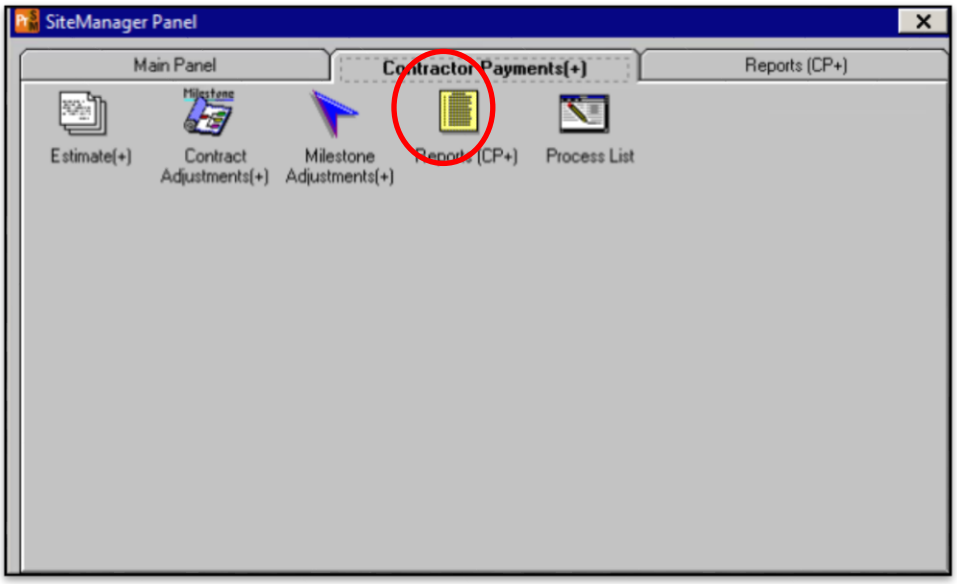


Estimate Report

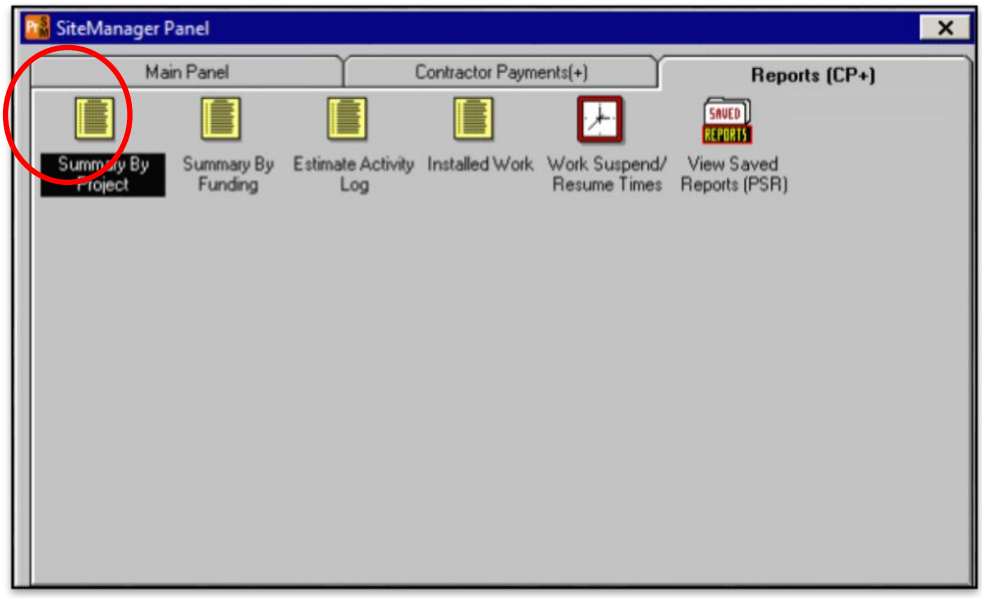
The reports in SiteManager help us verify the estimate before approval and create a back up for the approved estimate which needs to be uploaded in e-builder.

- Go back to contractor payments again from the main menu and select reports

SiteManager Instructions to create a Pay-Estimate

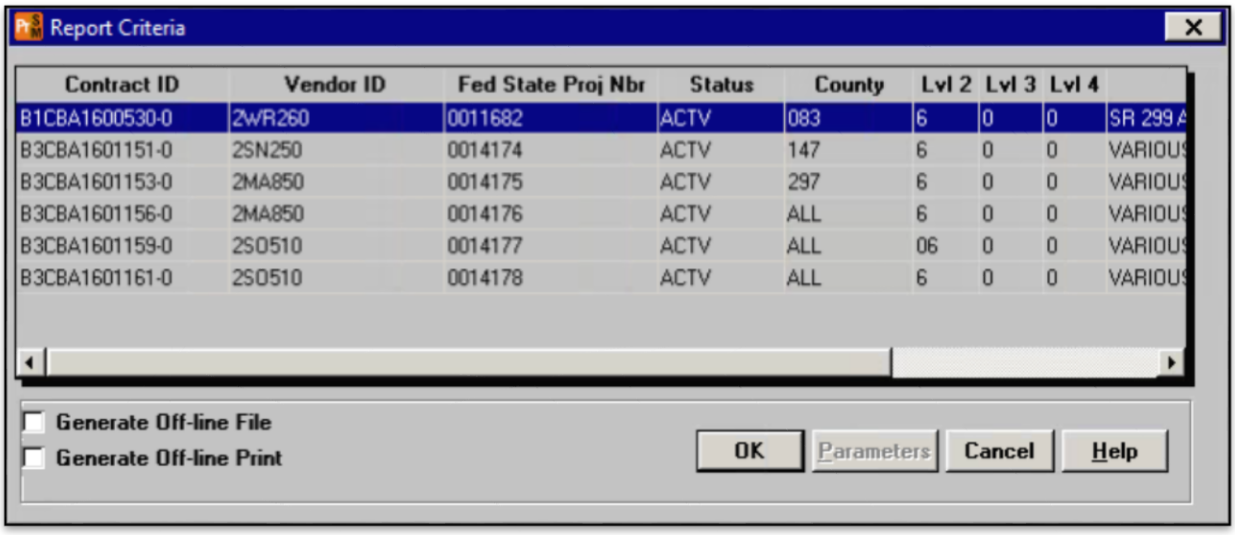


- Select the summary by project in the reports tab.

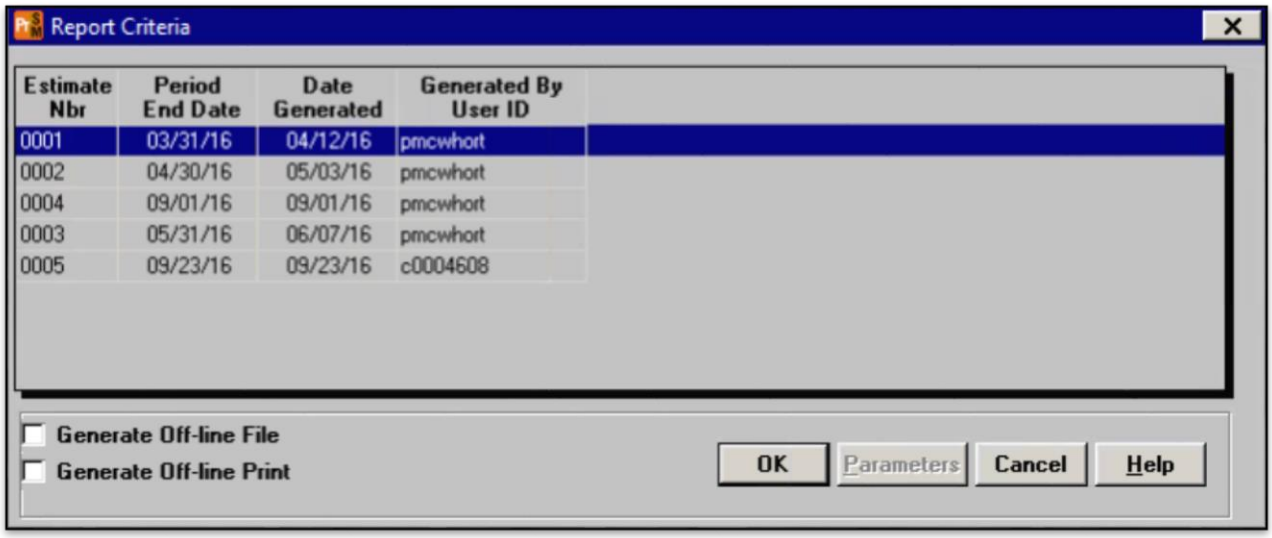


- Select the project for generating the report and double click on the contract ID to go to the reports

SiteManager Instructions to create a Pay-Estimate

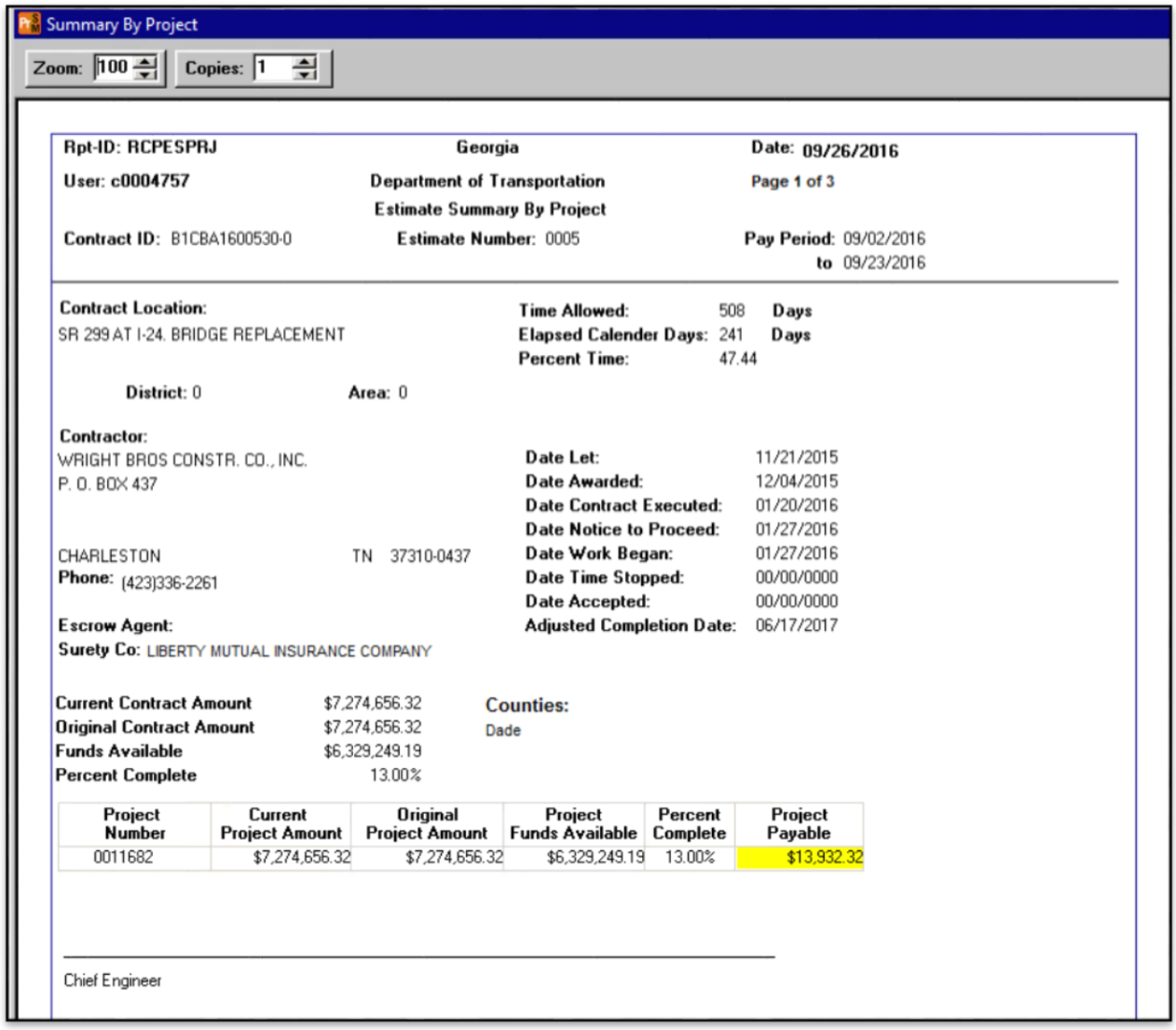


- Select the pay estimate whose report needs to be generated.



SiteManager Instructions to create a Pay-Estimate

A sample report generated is shown below. Check for the critical things like Contract ID, pay period, percentage complete and project payable. We can print this report or save it as a backup for the pay estimate.



Summary By Project

Zoom: 100 Copies: 1

Rpt-ID: RCPESPRJ | Georgia | Date: 09/26/2016

User: c0004757 | Department of Transportation | Page 1 of 3

Estimate Summary By Project

Contract ID: B1CBA1600530-0 | Estimate Number: 0005 | Pay Period: 09/02/2016 to 09/23/2016

Contract Location:
SR 299 AT I-24. BRIDGE REPLACEMENT

District: 0 Area: 0

Time Allowed: 508 Days
Elapsed Calender Days: 241 Days
Percent Time: 47.44

Contractor:
WRIGHT BROS CONSTR. CO., INC.
P. O. BOX 437
CHARLESTON TN 37310-0437
Phone: (423)336-2261

Escrow Agent:
Surety Co: LIBERTY MUTUAL INSURANCE COMPANY

Date Let: 11/21/2015
Date Awarded: 12/04/2015
Date Contract Executed: 01/20/2016
Date Notice to Proceed: 01/27/2016
Date Work Began: 01/27/2016
Date Time Stopped: 00/00/0000
Date Accepted: 00/00/0000
Adjusted Completion Date: 06/17/2017

Current Contract Amount $7,274,656.32
Original Contract Amount $7,274,656.32
Funds Available $6,329,249.19
Percent Complete 13.00%

Counties:
Dade

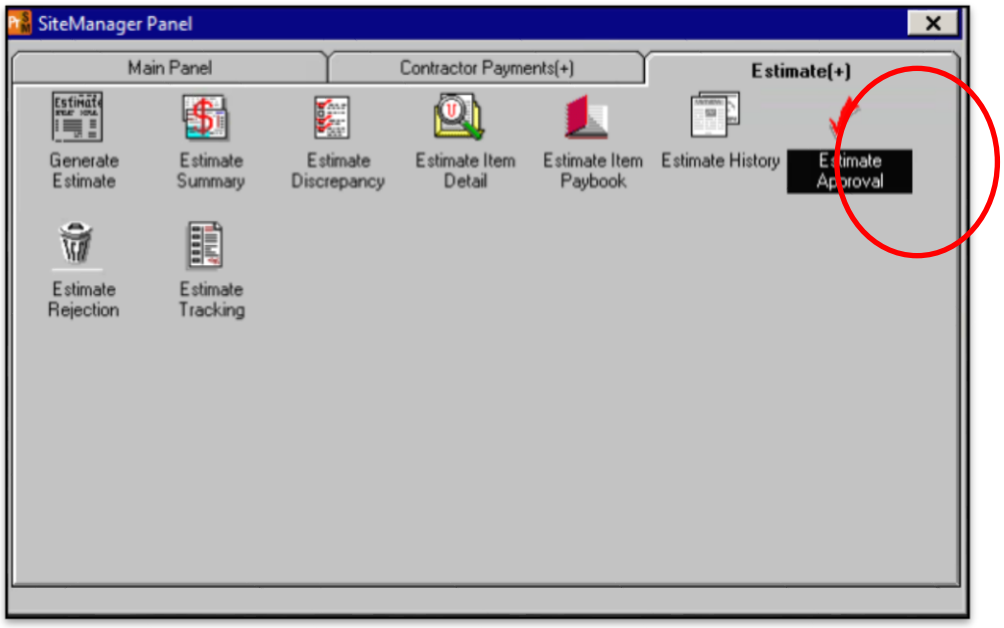
Project Number	Current Project Amount	Original Project Amount	Project Funds Available	Percent Complete	Project Payable
0011682	$7,274,656.32	$7,274,656.32	$6,329,249.19	13.00%	$13,932.32

Chief Engineer

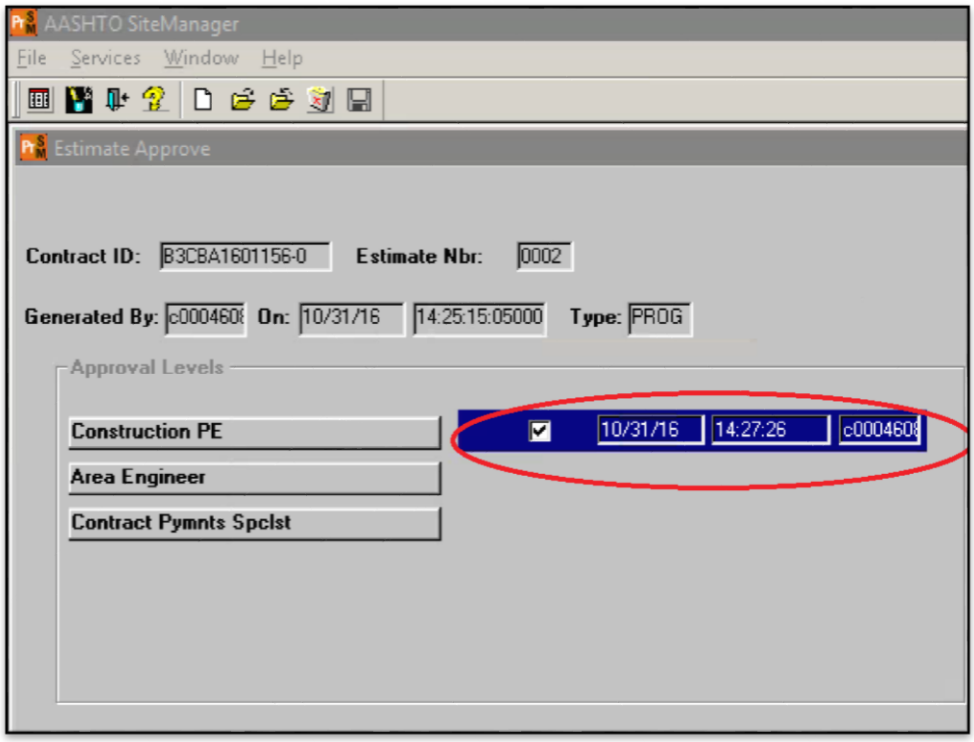
SiteManager Instructions to create a Pay-Estimate

Approving an Estimate

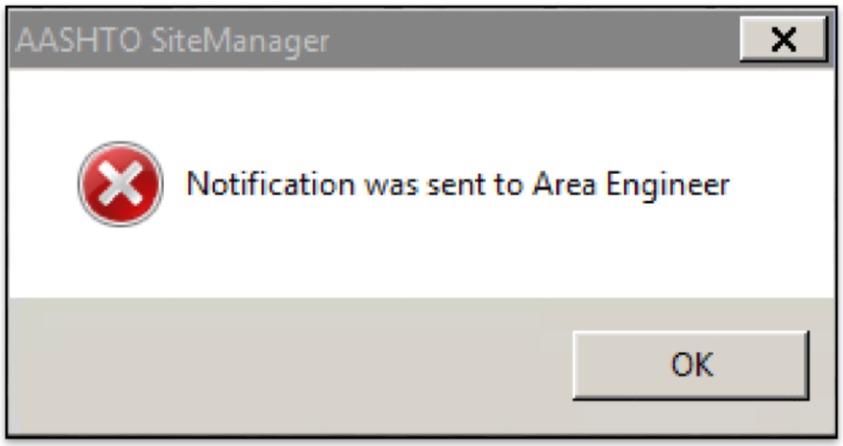
Once all the quantities and project payables are correct, go to the estimate tab again and select estimate approval. A pop- window will appear showing the estimates in your court for approval. Select the required estimate and approve. Once the estimate is approved, it goes to the Area Engineer's court for final approval and then goes directly to the finance department.



SiteManager Instructions to create a Pay-Estimate



Once the Estimate is approved, the estimate goes to Area Engineer's court. (This window pop's up only once you close the window (X on the tool bar)).



SiteManager Instructions to create a Pay-Estimate

SiteManager – Tool Bar

SiteManager Panel

Customize toolbar

Exit from SiteManager

Help

New

SiteManager Instructions to create a Pay-Estimate

Open a new project

Close the existing project/page

Save

Previous work report

Work report template

Attachments

- Switching between the projects is a tricky part in SiteManager; you can do this in two ways.
  1. Go open a new project in the tool bar.
  2. Exit out from the SiteManager and login again.

Attachment 11 – Instructions to Complete Materials Certificate Checklist

Material Certificate Standard Operating Procedures

A Materials Certificate (MC) or Materials Reconciliation (MR) is required for all DOT Projects except for off system “state-aid” Projects. A MC or MR verifies that the primary materials incorporated into the Work are of acceptable quality. A MC Checklist has been developed to assist the Department in certifying materials requirements on DOT Projects in a timely manner and is used to obtain the MC and the MR. The MC Checklist only covers items that are part of the final MC and should not be relied on for all material requirements. All materials that are used on DOT Projects have materials requirements, even materials that are of a temporary nature. The Contract document, the Specifications and the Sampling, Testing and Inspection Manual should be consulted for complete materials requirements.

The Qualified Products List (QPL) contains material products and sources that are pre-approved for use on GDOT Projects. If a QPL does not exist for a material the Contractor shall supply a manufacturer‘s certification that the material meets the specifications or it shall be sampled and tested before use according to the Specifications. Materials that are covered by a QPL but appear to be deficient in quality when delivered to the Project shall also be sampled and tested before use.

Construction shall utilize tools and reference materials provided by the OMAT at the Materials Audit Web Page and in GA 411 Materials Management to expedite the issuance of the Material Certificates. The web page provides instructions and required forms for the MC process. The GA 411 Materials Management contains MC Project status reports. Use these reports to check the MC status of Projects before you contact the Materials Audit Unit.

Projects require a Materials Certificate Checklist (Checklist) to be completed monthly by the CM and maintained in the Project Files. The Final Checklist shall be sent to OMAT, Materials Audit Unit. The final Checklist and the final Progress Estimate are required to initiate the materials audit. Forward both together to OMAT. OMAT may begin the process as early as Substantial Work Complete Date (Time Stop) or earlier based on reporting in GA 411 and from information pulled from SiteManager. The ACM should communicate and coordinate accordingly.

The PMC-CM or designated CEI provider will complete all required material certification documentation to ensure all sampling and testing is completed as required for the project.

The Table below shows the Quarterly MC Checklist dues dates and the construction reports that should be included on the checklist. Even if work was only performed in one or two of the months a MC Checklist shall be prepared and kept in the project files by the deadline. MC Checklists for Off System projects and LAPs are not required.

Example:

MATERIALS CERTIFICATION CHECKLIST				
Report:	**January**	**April**	**July**	**October**
Month 1	**October**	**January**	**April**	**July**
Month 2	**November**	**February**	**May**	**August**
Month 3	**December**	**March**	**June**	**September**

Process for completing the Material Certificate Checklist

Refer to Attachment

Material certifications are to be submitted and tracked through e-builder and ATSER. Material certification ensures all materials used in the work are acceptable.

After every letting, OMR will prepare a MC checklist for every let project. The MC checklist will be sent to the Area Engineer shortly after the Construction Office has provided the first construction report to the Area Engineer.

MC checklist shall be completed every January, April, July and October by the ACM for every project that had work going on for the previous three (3) months (See Table 1).

If materials are not used during the 3-month cycle a quarterly MC-1 is not required

The ACM will make copies of the checklist to cover every quarter that work is ongoing

The deadline to submit the checklist is thirty (30) calendar days after the last day of the report month.

The MC Checklist can be sent electronically or hardcopy

The Materials Audit section of OMR will review the checklists to compare test reports in their files, verify the QPL sources and pre-inspection numbers, and review manufacturer certifications. If the MC Checklist has not been received on a project within thirty (30) day of receiving the first construction report, notify the Materials Audit Unit.

Use the following regarding Materials requirements for all projects:

1. Maintain test reports in the project files as noted on the MC checklist.
2. Forward any Manufacturers Certifications or special reports noted on the checklist along with the appropriate checklist, not separately.
3. Check that all materials suppliers are on the appropriate QPL and note source names on the MC checklist as noted. Some pay items have been combined on the Checklist because they normally are supplied by the same source-list all sources if that is not the case.
4. All QPLs are maintained on the OMAT website.
5. Do not prepare the following forms if you are using a MC checklist on your project:
    a. DOT 546-Steel Piling and Bridge Rail Reports
    b. DOT 549-Highway Guardrail, Post and Offset Blocks.

Material Certificate Standard Operating Procedures

Instructions for Completing the Materials Certificate Checklist

Ex:

A	B	C		D	E	F	G	H	I	J
LINE ITEM	ITEM CODE	LINE ITEM	DESC.	QPL #	Material Requirements	1	2	3	OK	DOCUMENTATION
						PE			AUDITOR	
325	207-	FOUND BKFILL MATL, TP II		2	DOT-553 (1/500 CUBIC YARD or 1/3 STRUCTURES)					SOURCE FROM PROJECT TICKETS

1. Columns A, B, C, D and E will be completed by OMR prior to sending the MC Checklist to the Area Office.
2. Columns A (Line Item) contains the Line Item number corresponding to the construction report.
3. Column B (Item Code) and Column C (Line Item Description) are self-explanatory.
4. Column D (QPL #) will contain the QPL number, (if there is no QPL for the item it will contain “N/A”).
5. Column E (Material Requirements) will contain the test reports that shall be maintained in the Project file and the approximate frequencies for these tests. ACMs are also encouraged to review the Sampling, Testing and Inspection Manual for more detailed descriptions of tests and frequencies.
6. Column F, G, H and J are to be completed by the ACM.
7. The PE is to initial boxes F, G and H monthly, to signify that any required tests have been reviewed and materials requirements have been met. This should be done monthly when the monthly report is prepared.
8. Column I is for the Auditor to initial that they have reviewed the checklist and all items that were paid for during that Quarter had the appropriate materials requirements in the file, that the quantities paid are covered by appropriate tests, and any pay penalties have been applied.

9. Column J (Documentation) is for special notes or for the ACM to identify sources and/or inspection stamps. Specific requirements or reference to the location of requirements will be noted on the MC checklist for items not covered under a QPL.

   NOTE: For items that note" Source:" note the source or product on the checklist. The source must be on the current QPL for that item. For items that note GDT#, CPT#, CMPT#, CPPT#, or AWW# pre-inspection requirements the PE shall write in the inspection number stamped onto the product. Do not items that are required to be pre-inspected if they are not stamped.

EXAMPLE:

A	B	C		D	E	F	G	H	I	J
LINE ITEM	ITEM CODE	LINE ITEM	DESC.	QPL #	Material Requirements	1	2	3	OK	DOCUMENTATION
						PE			AUDITOR	
325	207-	FOUND BKFILL MATL, TP II		2	DOT-553 (1/500 CUBIC YARD or 1/3 STRUCTURES)	GM	GM	-	BM	SOURCE FROM PROJECT TICKETS
350	402-1812	RECYCLED ASPH CONC LEVELING, INCL. BITUM MATL & H LIME		45	DOT-159 (1 PER LOT)	-	-	GM	BM	LOT #'S_1_TO_ _20_
565	550-4418	FLARED END SECTION, 450 MM, SLOPE DRAIN		4 OR 56	DOT-553 (1/3 STRUCTURES)	-	-	GM	BM	4- CPT # _23_ _OR 56 CMPT TAG Y SOURCE: Sherman Concrete Pipe Co. Rome, GA.
1100	407-0010	ASPHALT-RUBBER JOINT AND CRACK SEAL, TP M		N/A		-	-	-	NOT USED	ATTACH 106.05 CERTIFICATION

In the example above:

A. The ACM (PE) completed the Sources to **LINE ITEM 325** and verified that the DOT-553 test reports were all passing and in the file.
B. The PE wrote in the lot numbers from the 159 reports for the **LINE ITEM 350** and checked that the quantities noted on the 159s matched the pay quantities and any pay penalties were included on the monthly statement.
C. The PE noted the CPT # and source for **LINE ITEM 565**
D. The PE would attach a copy of the materials certification provided by the Contractor for **LINE ITEM 1100** if it had been paid for in the past three months.
E. All items may not be paid for in each month. The PE should initial each month that the item was included in the construction report.
F. The auditor initials that they have seen the items in the file.
G. Dash or strike out months when items were not used.
H. If the item is not used for the entire quarter the auditor will not “not used’

Attachment 12 – Generic project folder structure

A. Construction General

1. Contract
    a. RFP
    b. Approved Subcontracts
    c. Contract Modifications/ Supplemental (Note: e-verify is attached to 485 and line item list, including all DBE's)
    d. Insurance and P.P. Bond Approved
    e. Utility Agreements
    f. Time Extensions & Inclement Weather Delays
    g. Quarterly DBE Reports
    h. NTP Letters
2. Approved Schedule of Values

3. Project Management Plans
    a. Construction Quality Management Plan
    b. Quality Management Plan
    c. Safety Plan
    d. Construction Phasing Plan
    e. Demolition and Abandonment Plan
    f. Transportation Management Plan
    g. Survey Control Package
    h. PICP Plans

4. Training Program

5. Reference Documents
    a. Standard & Special Spécifications
    b. Special provisions
    c. Construction Manual
    d. Bridge Manual
    e. Quick guide
    f. Erosion and Sedimentation Manuals
    g. SOP's
    h. Manual of Uniform Traffic Control Devices (MUTCD)

6. Communication
    a. Stakeholders Information & correspondence
    b. Bi-weekly Meeting Minutes/Notes

7. Project Schedules
    a. Approved Project Baseline Schedule
    b. Monthly CPM Schedule Updates
        i. Nov-16
        ii. Dec-16
        iii. Jan-17
        iv. Feb-17
        v. Mar-17
        vi. Apr-17
        vii. May-17
        viii. June-17
        ix. July-17

8. Relief Events and Compensation Events

9. Payment Documentation
    a. Approved Pay estimates
    b. SiteManager estimate reports

10. Project Photos & Videos
    a. Pre-Construction photos
    b. Progress photos
    c. Post construction photos

11. Construction Phase
    I. RFC Plans
    II. Shop Drawings and Submittals
        a. Roadway
        b. Bridge
    III. Detour Plans
    IV. DB Team Internal Quality Audits
    V. Weekly Reports
    VI. Environmental
        a. 404 Permit
        b. Environmental Commitments _ “Green Sheets”
        c. UST and Hazardous Waste Site Investigation Report
        d. Log – Migratory Birds/Bat Sighting/Incidents
        e. Inspections for Protected Species – Protective Barriers
    VII. Payment Documentation
        a. Weigh tickets
        b. Training program approvals

c. Schedule Tracking
    i. Daily Work reports

VIII. Audit Reports
- a. Audit Reports
- b. Actions
- c. Correspondance

IX. Erosion Control
- a. Erosion Control Permit
- b. NOI – NOT documentation
- c. Erosion Control Inspection Reports
- d. Project Rainfall Data
- e. Weekly Inspection Reports
- f. Monthly Inspection Reports
- g. Outfall/Turbidity Test Reports

X. Geo Technical Documents
- a. Soil Survey
- b. Bridge Foundation Investigation (BFI)
- c. Wall Foundation Investigation (WFI)
- d. Geotechnical Reports
- e. Pavement Evaluation
- f. Drilled Caisson Installation Plan
- g. Drilled Caisson Installation & Inspection Reports

XI. Traffic Management
- a. Approved Traffic Control Plans
- b. Traffic Control Inspection Reports
- c. Accident Reports
- d. Workzone Law Enforcement – Daily Work Record
- e. TIR Reports

XII. Survey/Layout Data
- a. Design
- b. Construction

XIII. Materials Test Reports & tracking
- a. Weigh tickets
    - i. Asphalt
    - ii. GAB
    - iii. Aggregate

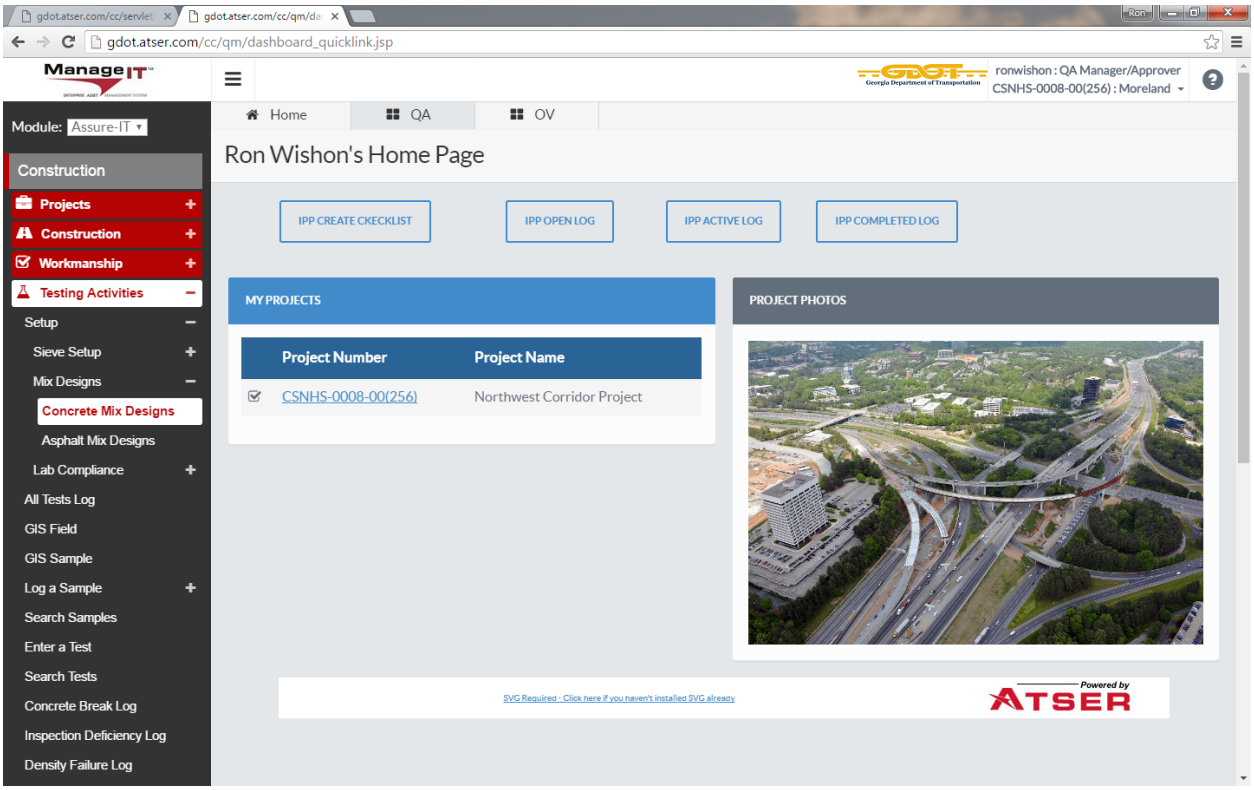
b. Material Certificate Checklist
c. QPL's for all materials
d. Concrete Mix Designs
e. Asphalt Job Mix Formulas
f. Asphalt Test Reports
g. Item 310 Test Reports – Compaction Reports & Depth Checks
h. Concrete Test Reports (DOT 319)
i. Concrete Tickets (Concrete tickets should be grouped as per submitted DOT 319 with a copy of the submitted 319)
j. Pipe invoices and mill certification
k. Rebar Cut Sheets and Lab Submittal
l. Deck Inspection Checklist -Wet and Dry Steel Cover Checks
m. Profilograph Runs/Rideability/Straightedge Checks
n. Miscellaneous Test Reports (piles, strain poles, deck panels, grassing, guardrail, etc.) **Note: Test reports pertaining to pay factors need to be filed in the supporting work item documentation section (Ex. DOT 159 with the particular Asphalt Pay Item)**
o. Exception Reports

XIV. Non-conformance reports

Attachment 13 – Instructions to update tests on ATSER Assure-IT

ASTER.COM-Doing Asphaltic Concrete Tests in Assure-IT

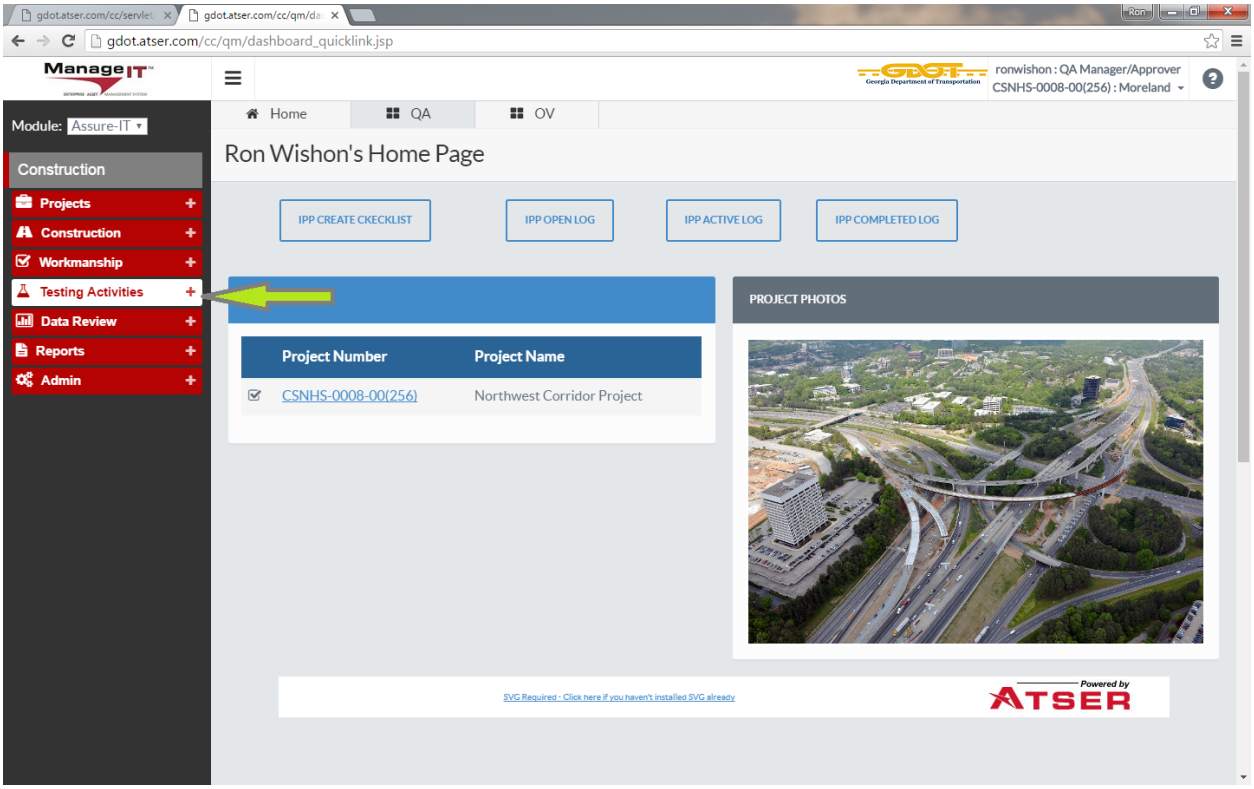
Log into Atser.com and you will see a home page similar to this one.



You will see a list of projects that you have been given access to. You may have one or multiple projects shown. In this case the CSNHS-0008-00(256) is the default project.

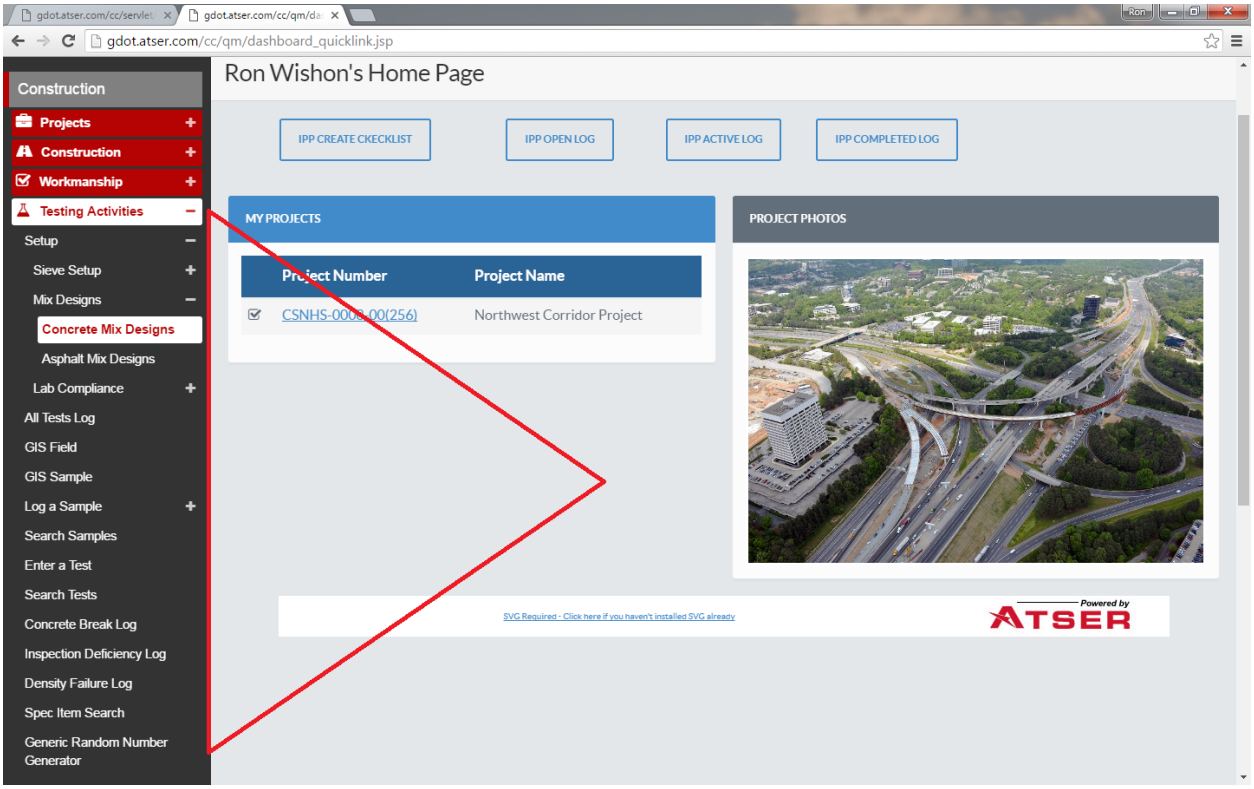
Click on “Testing Activities”.

ASTER.COM-Doing Asphaltic Concrete Tests in Assure-IT



These items will show up.

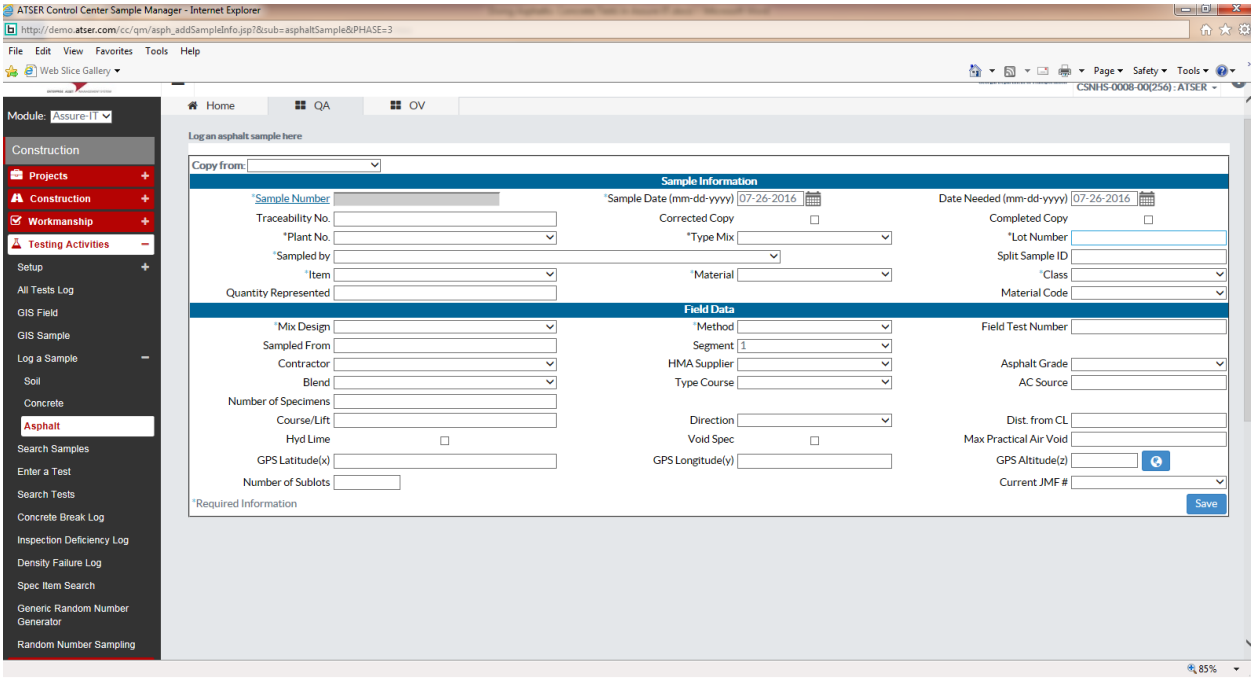
ASTER.COM-Doing Asphaltic Concrete Tests in Assure-IT



Click on “Log a Sample”. And click on “Asphalt”

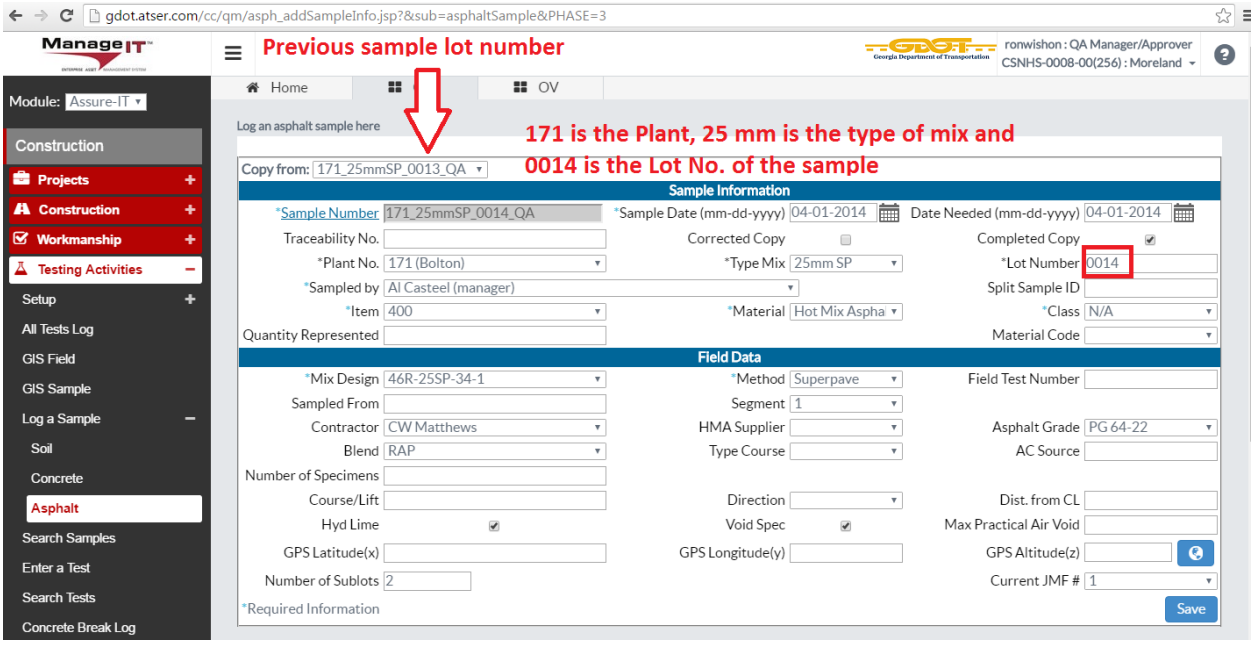
You will get this screen.

ASTER.COM-Doing Asphaltic Concrete Tests in Assure-IT



At the top left you will see a drop down box “Copy from”. You can copy all the information from a previously entered sample or start one from the beginning. If entering the first sample the main thing to do is enter the “Lot Number” for the type mix you are using. The Sample Number is made up of the Plant No., the type mix and the Lot Number for that type mix. There is a drop down box for the Plant No. so you can pick whatever plant the mix is coming from. Then in the drop down box for “Mix Design” pick the Mix ID Number you are using. If copying from another sample pick the sample with the last lot entered. The lot will be the last 4 digits in the sample you are copying. This automatically copies all the mix design data from previously entered sample. In this case I copied from Sample 171_25mmSP_0013_QA. Also, make sure you enter the correct Date.

ASTER.COM-Doing Asphaltic Concrete Tests in Assure-IT



You can fill in other pertinent information like “Blend”, “HMA Supplier”, “Asphalt Grade”, “Type Course”, “Asphalt Grade”, “AC Source”, “Course/Lift”, “Dist. from CL”, “Number of Sublots” and current “JMF No.”

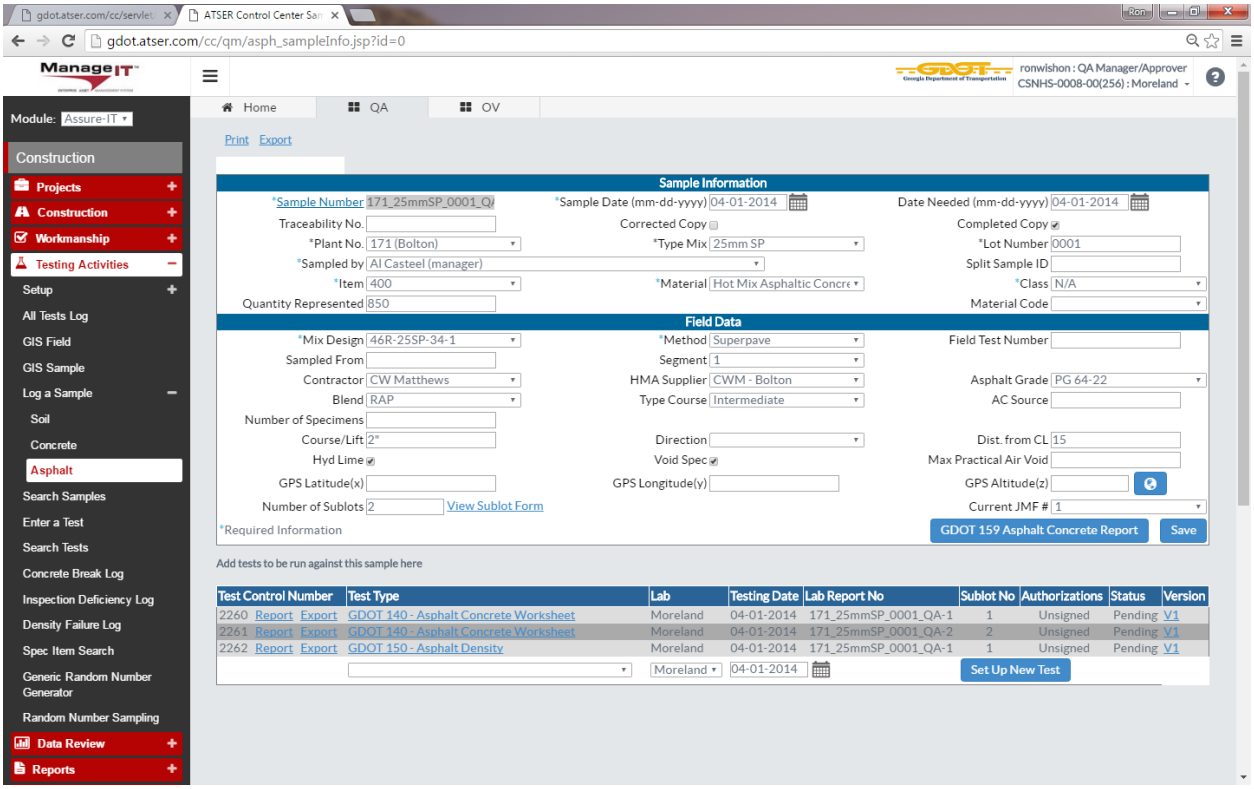
We have been using the QCT’s certification number in the “Traceability No.” field. That is so we can search by their no., if needed. But this field can be whatever you want to use to identify the section of roadway or landmark.

Click on the Hyd Lime and Void Spec boxes also.

Hit Save and you will get this screenshot. Notice I changed the Lot Number to 0001 for the purposes of these instructions.

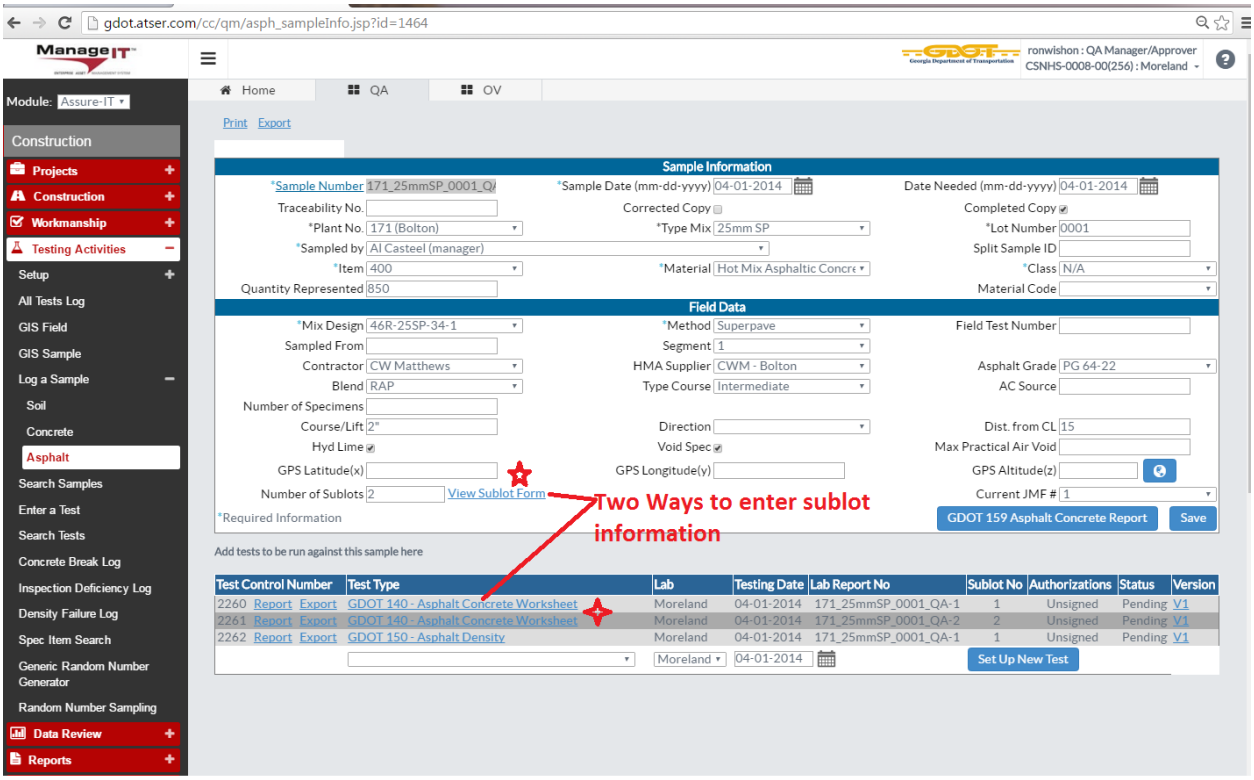
NOTE: The below information is for the Asphalt Plant, Go to Page 12 to enter Nuclear Gauge information.

ASTER.COM-Doing Asphaltic Concrete Tests in Assure-IT

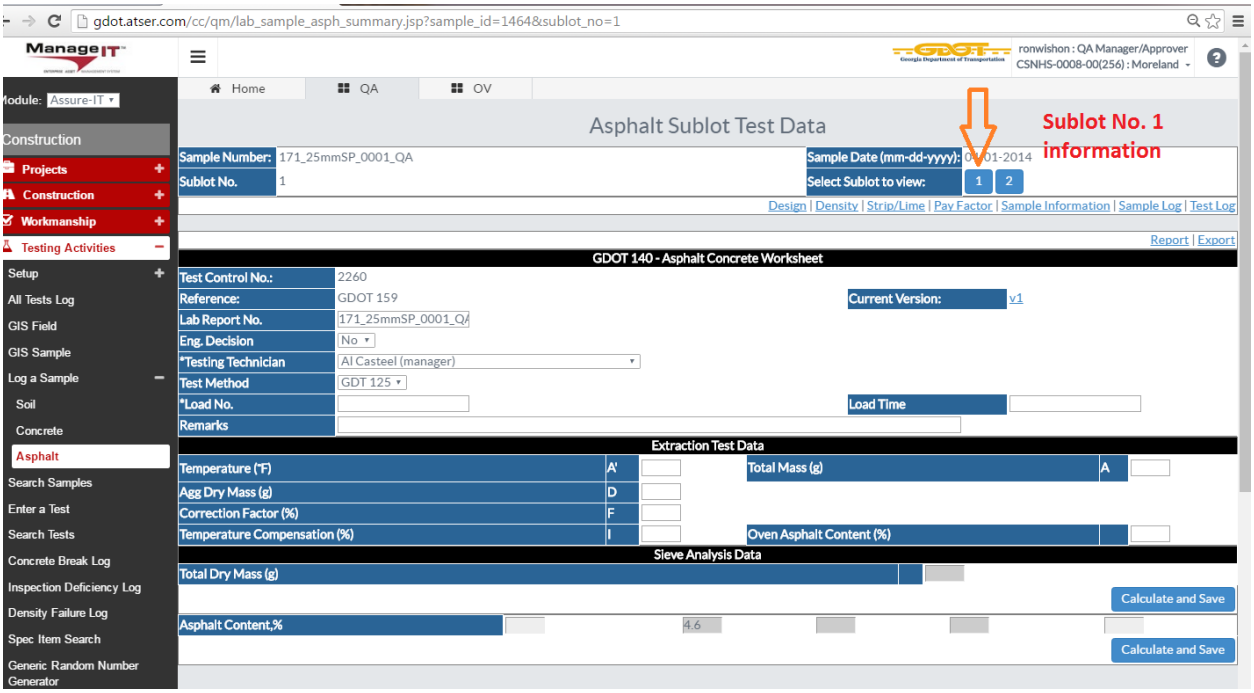


There are two ways to enter the GDOT 140 information as shown on this screen shot.

ASTER.COM-Doing Asphaltic Concrete Tests in Assure-IT

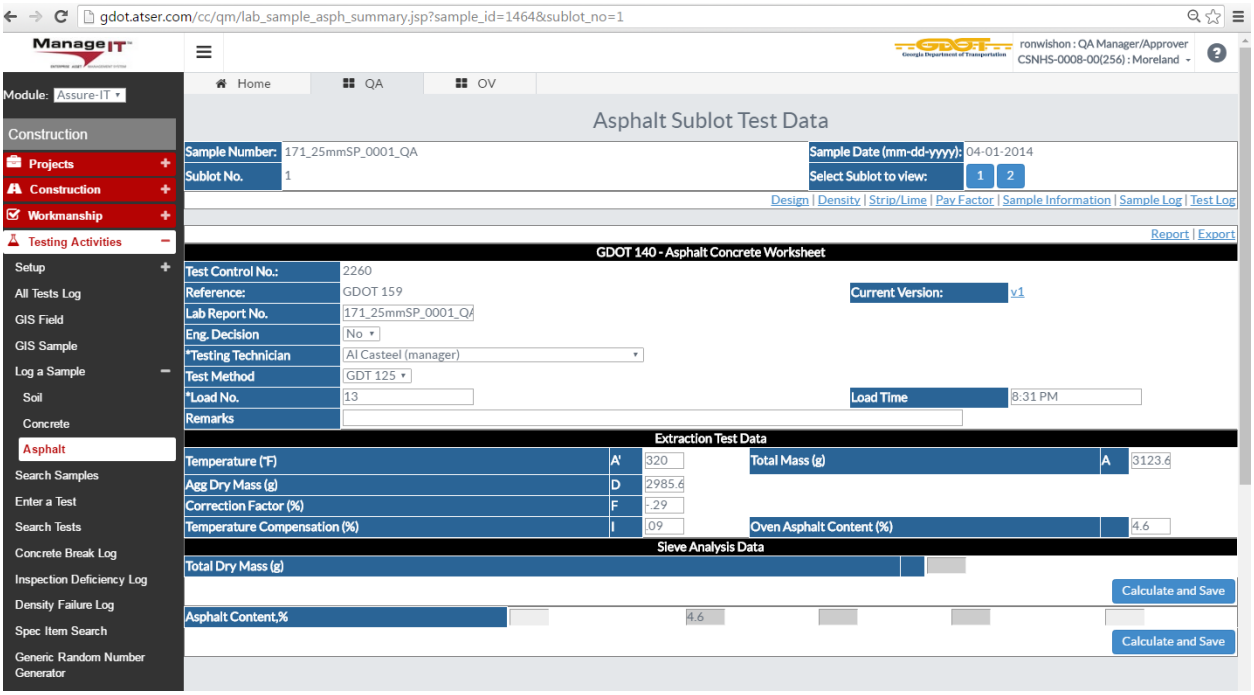


Click on View Sublot Form and you will get this screen shot.



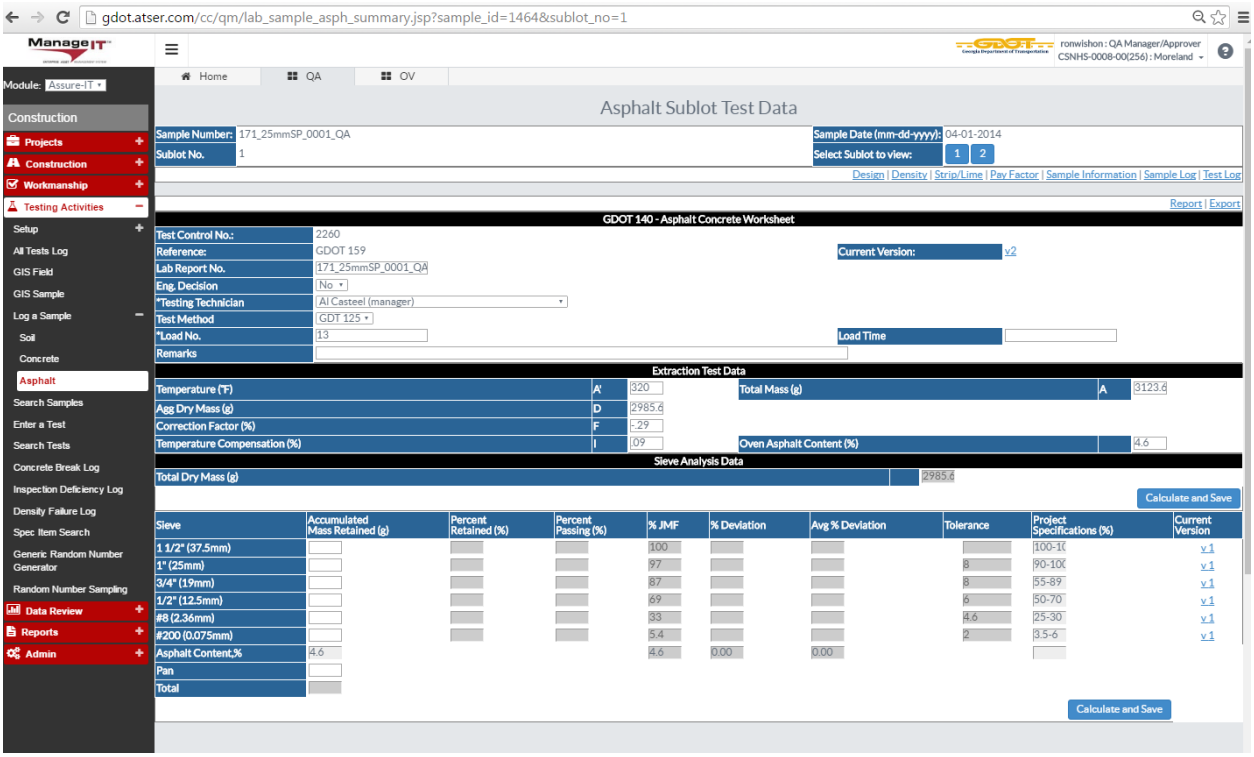
ASTER.COM-Doing Asphaltic Concrete Tests in Assure-IT

Here is the information for sublot No. 1 for the Extraction Data.



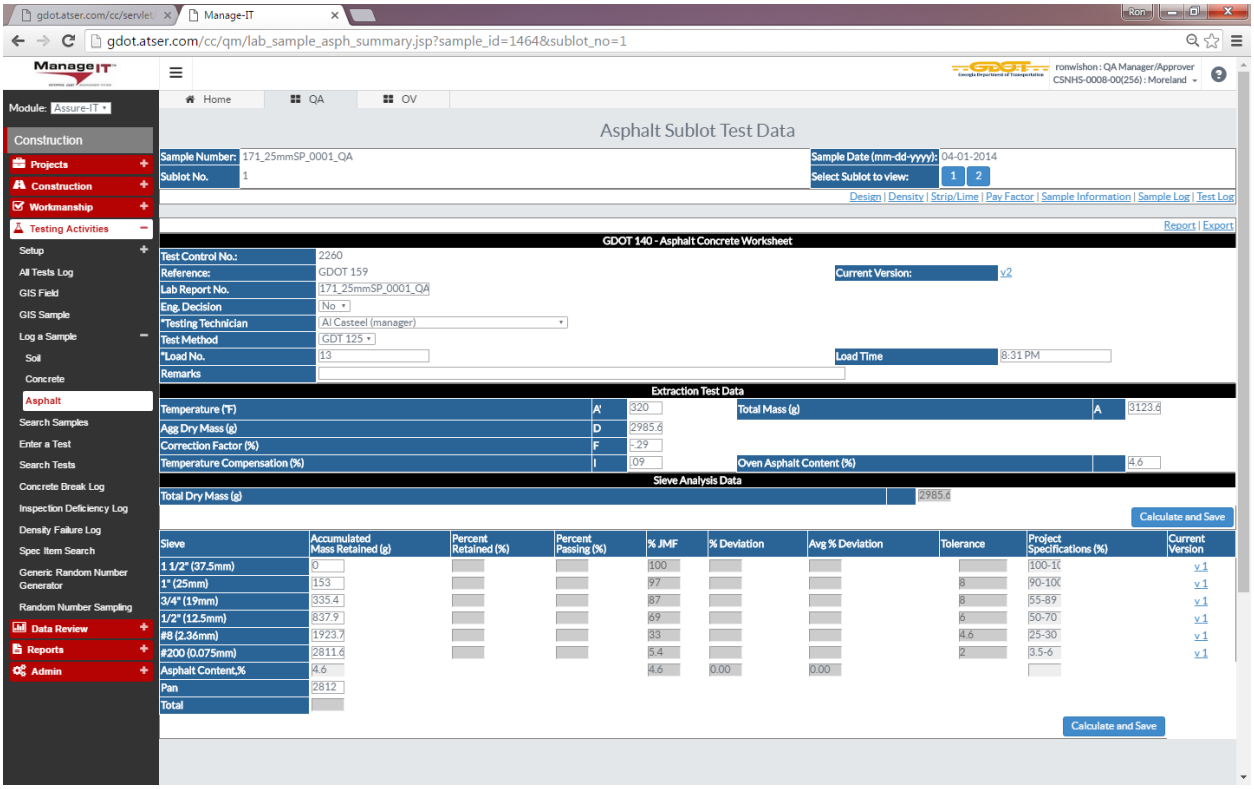
Hit “Calculate and Save” and you will get this screen which is the Sieve Analysis Data.

ASTER.COM-Doing Asphaltic Concrete Tests in Assure-IT



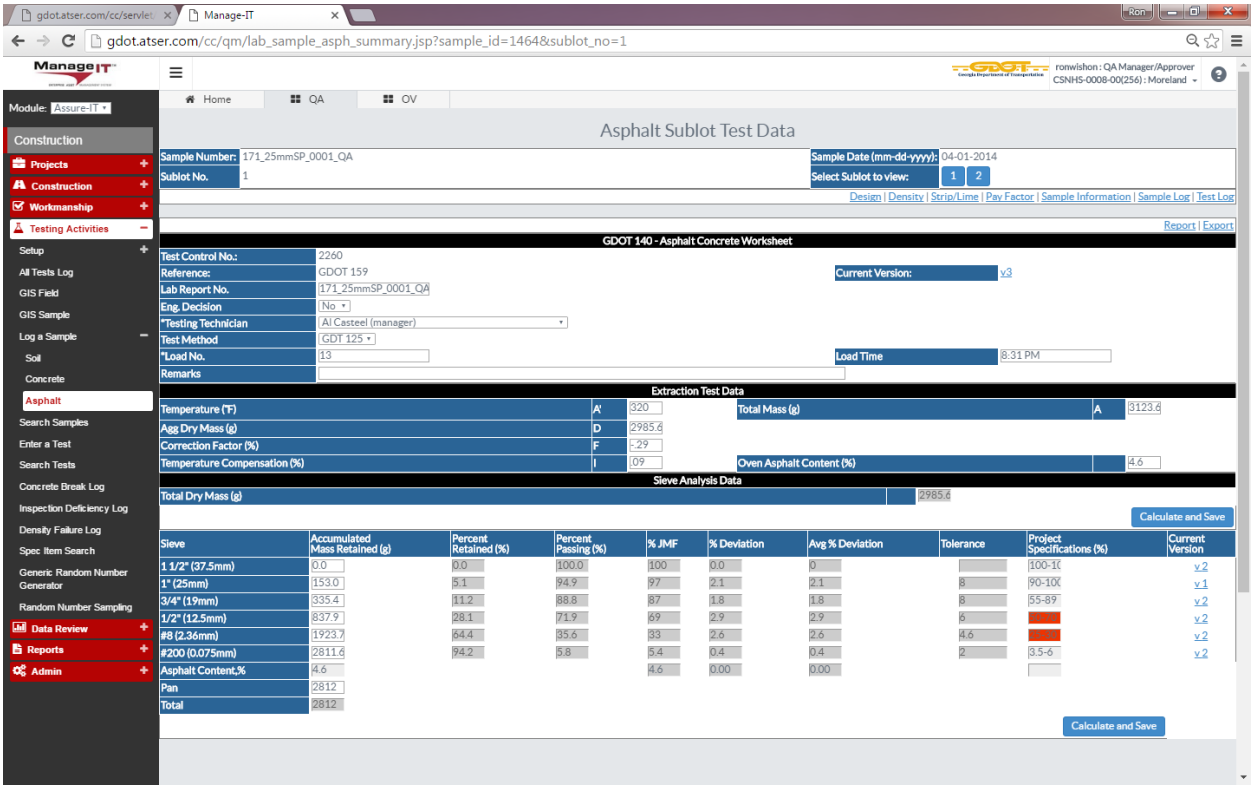
Then you can enter all of the Sieve Analysis Data.

ASTER.COM-Doing Asphaltic Concrete Tests in Assure-IT



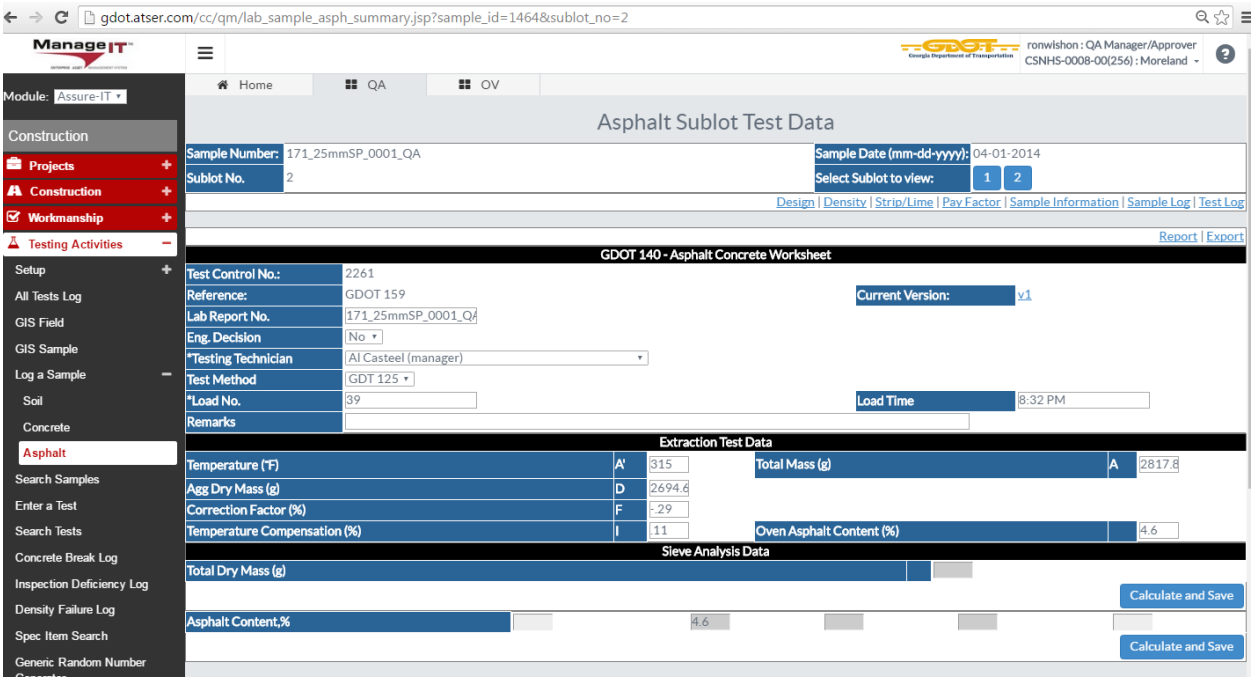
Hit “Calculate and Save” and the program does all the calculations.

ASTER.COM-Doing Asphaltic Concrete Tests in Assure-IT

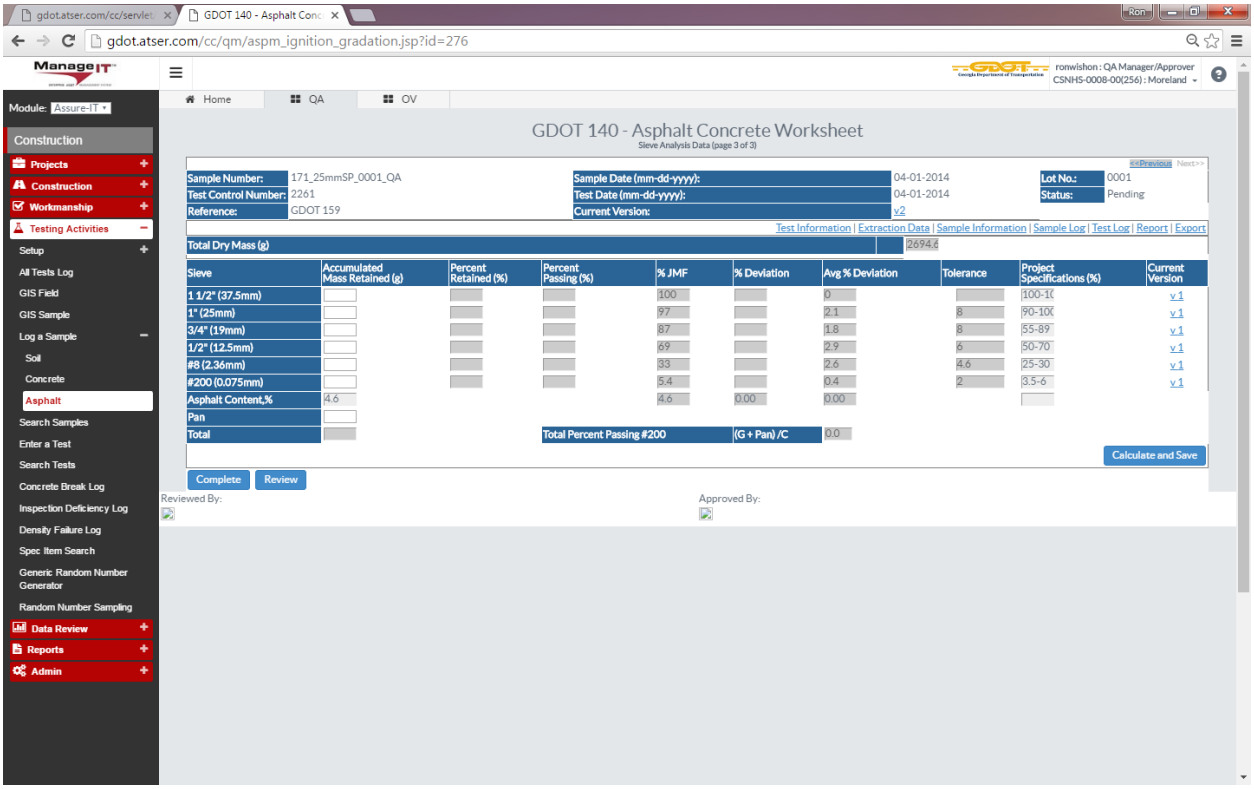


Then enter the information for sublot No. 2 for Extraction and hit “Calculate and Save”. You will get this screen.

ASTER.COM-Doing Asphaltic Concrete Tests in Assure-IT

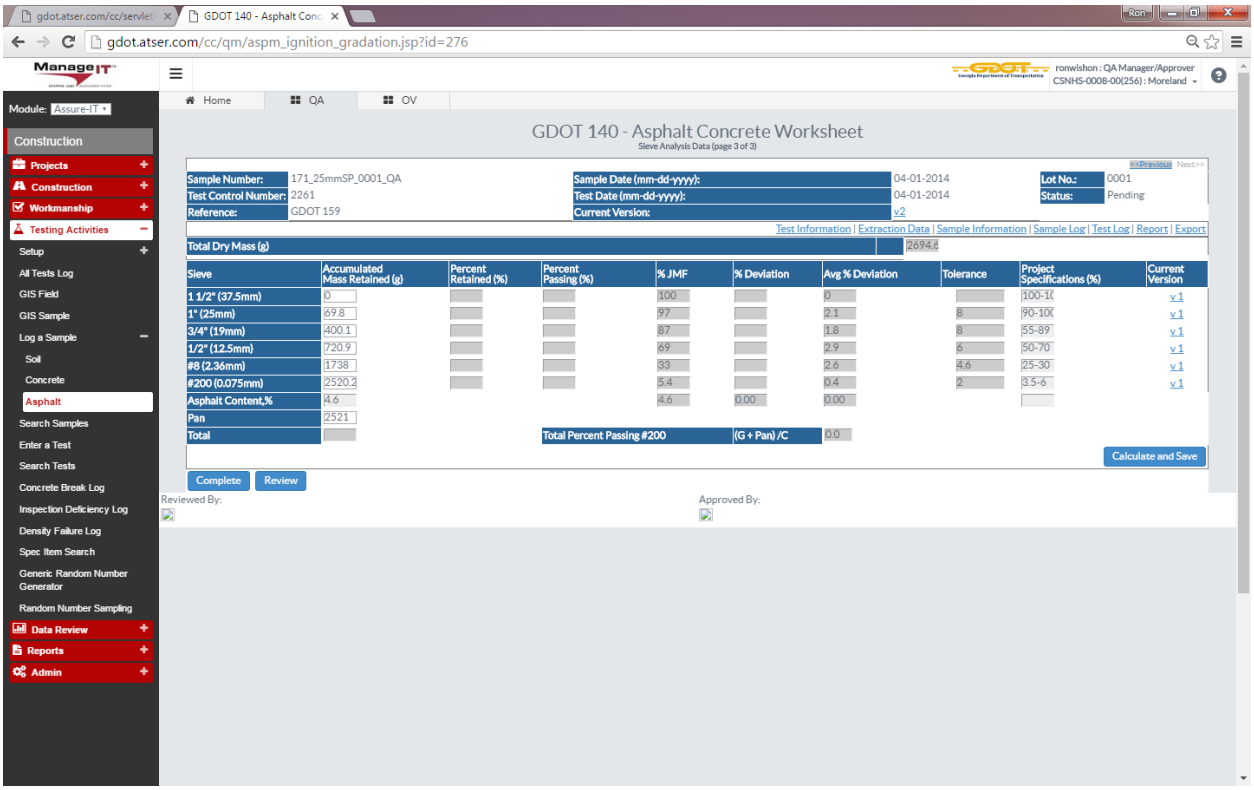


Hit the “Sieve Analysis Data” and you will get this screen.



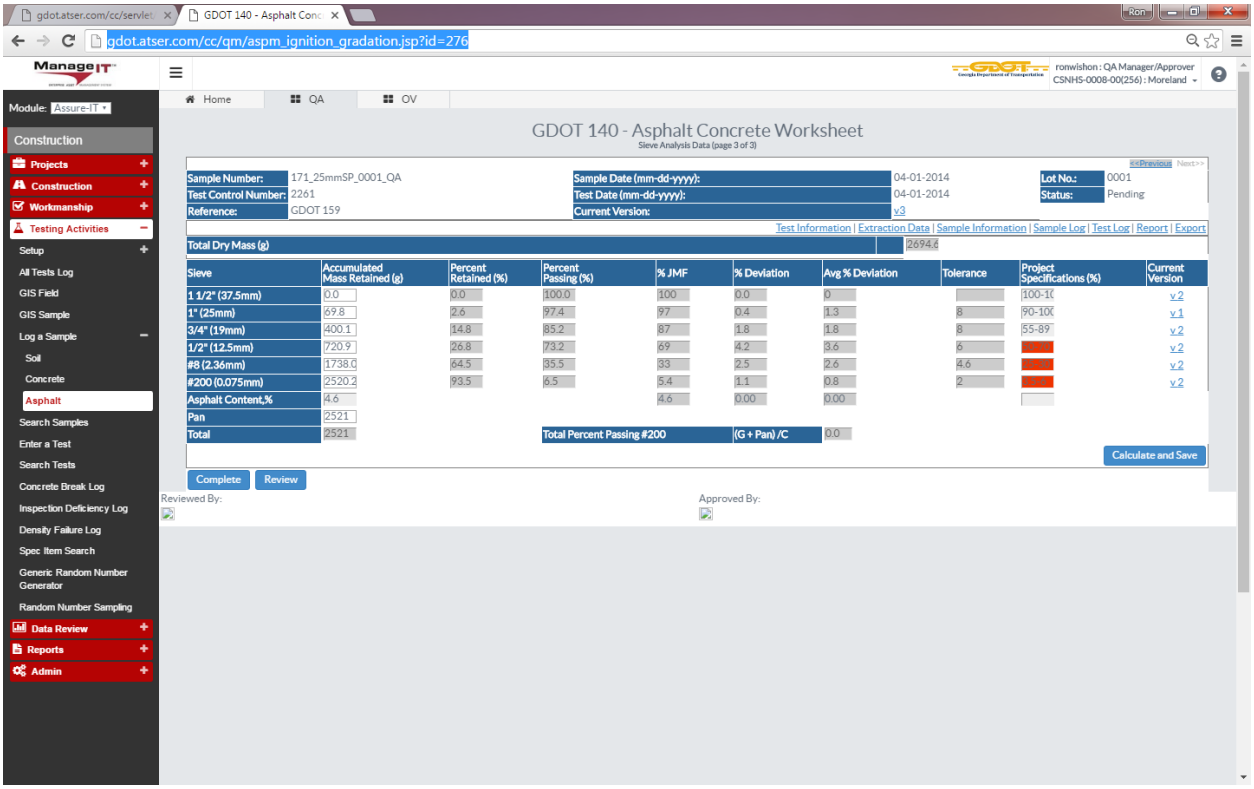
ASTER.COM-Doing Asphaltic Concrete Tests in Assure-IT

Enter the Sieve Analysis Data for sublot No. 2. Here is how it looks.

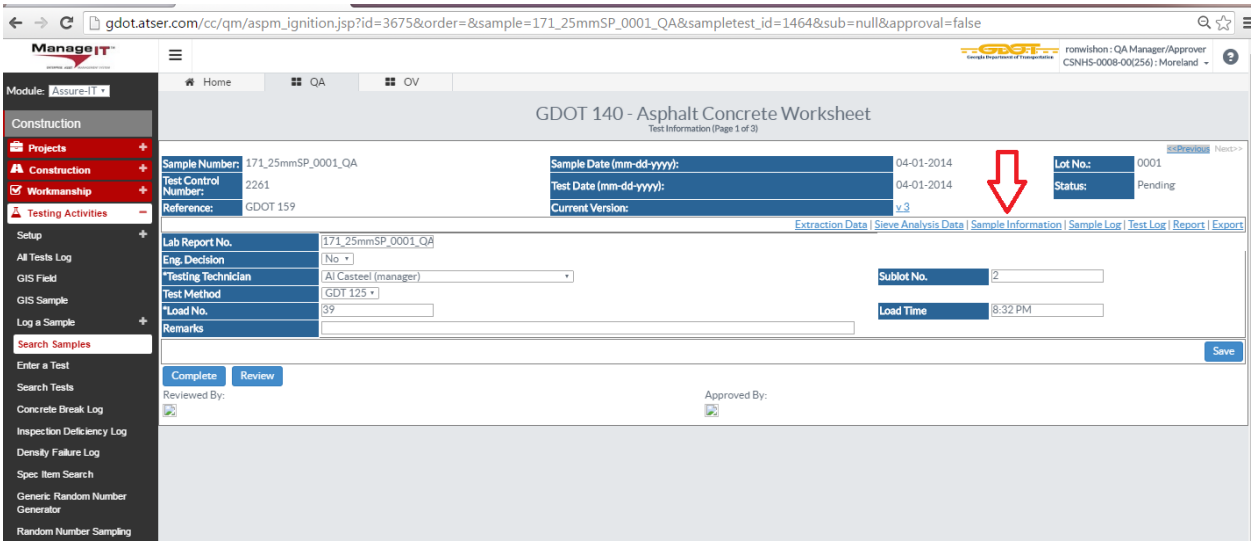


Hit “Calculate and Save” and you will get this screen.

ASTER.COM-Doing Asphaltic Concrete Tests in Assure-IT

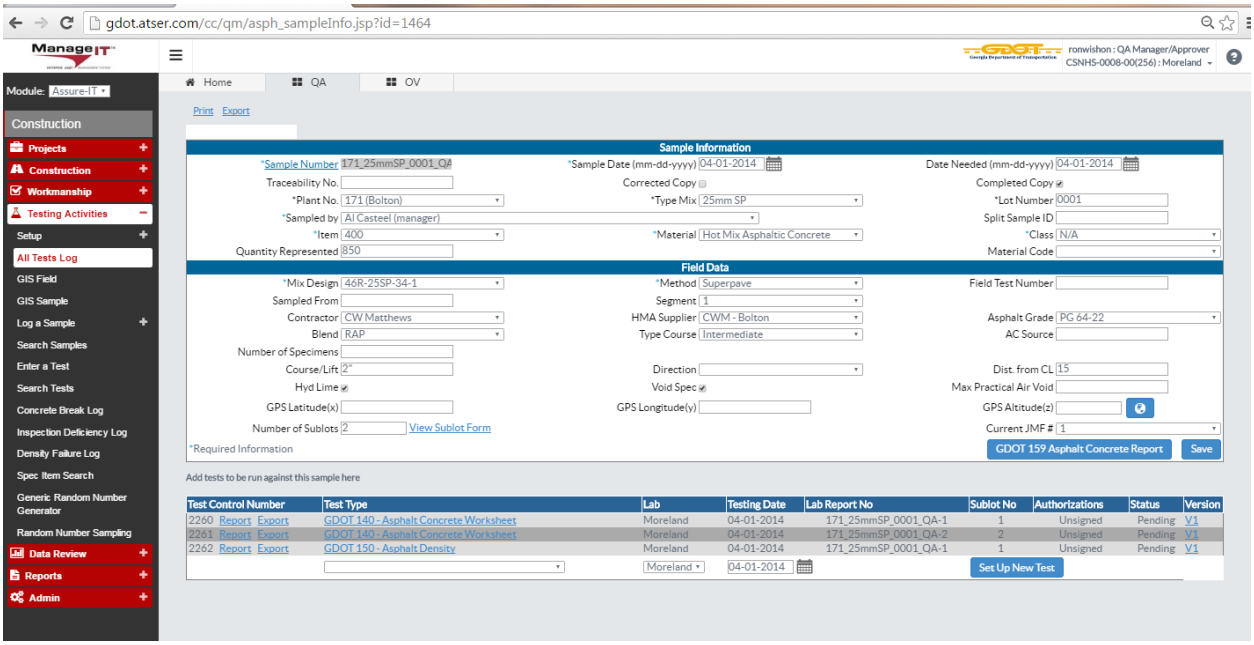


Next hit the “Sample Information” tab.

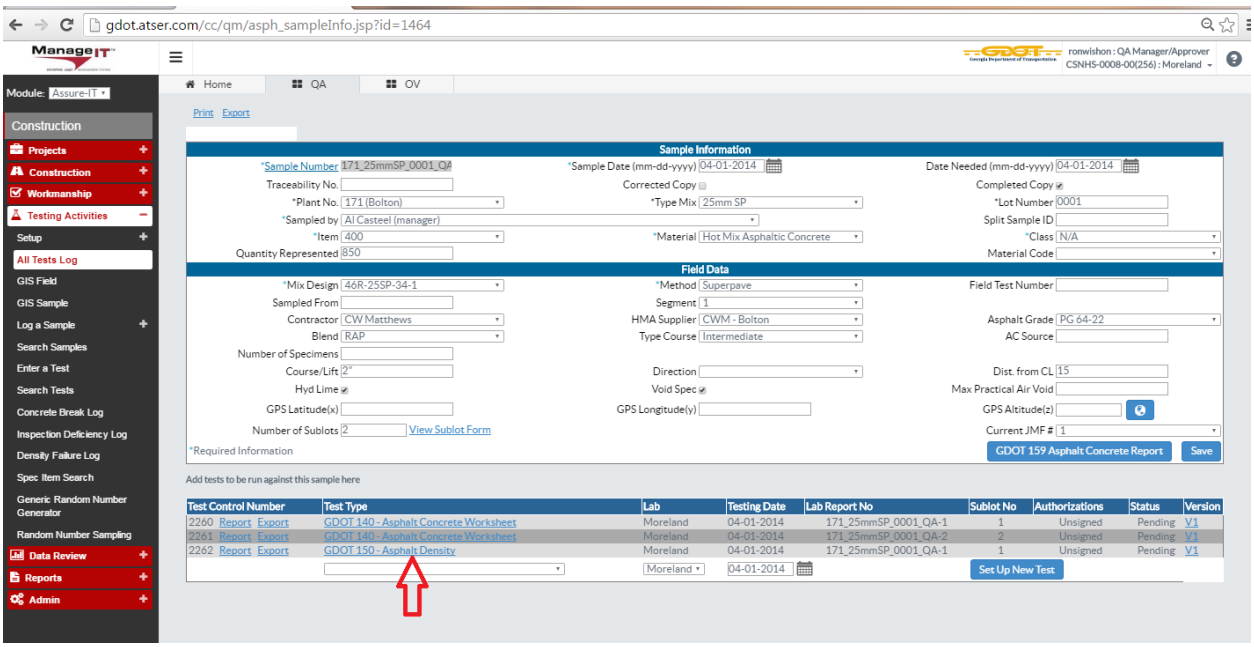


You will get this screen.

ASTER.COM-Doing Asphaltic Concrete Tests in Assure-IT

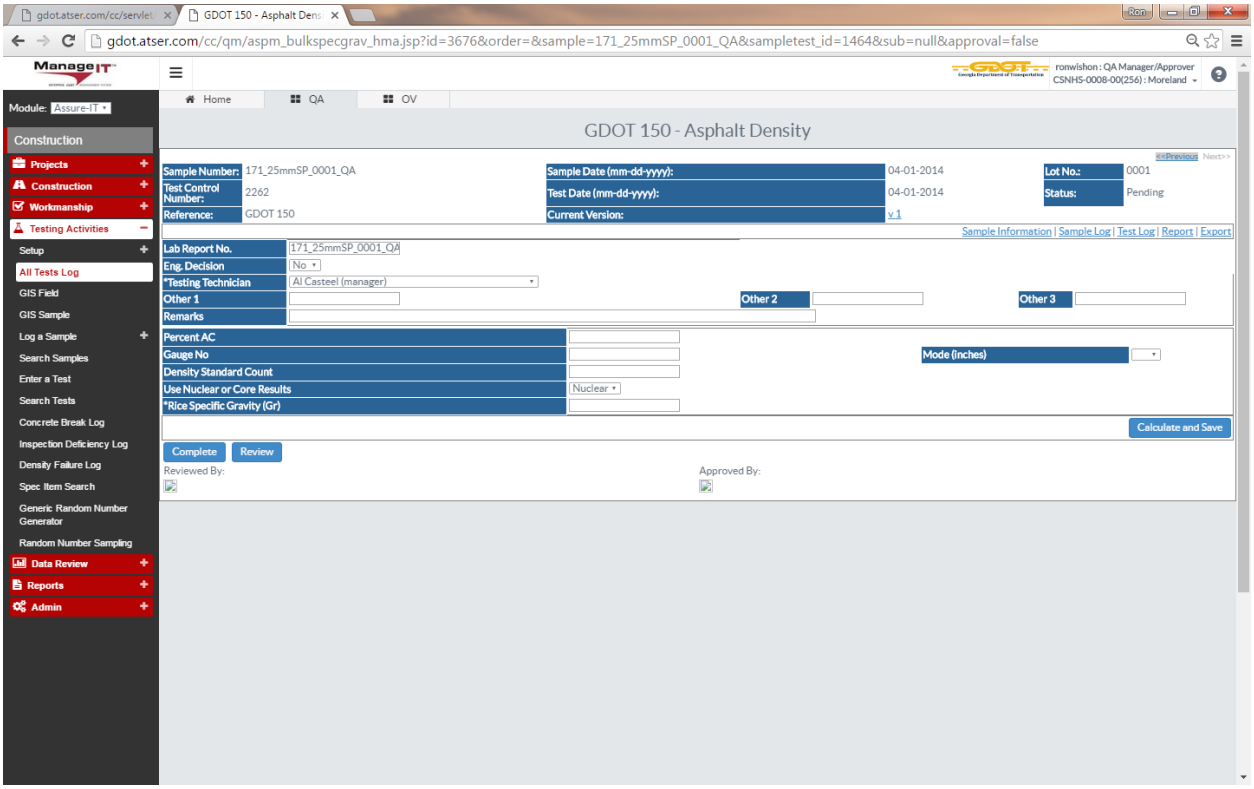


Continued from Page 5 --- Click on the GDOT 150 – Asphalt Density tab.



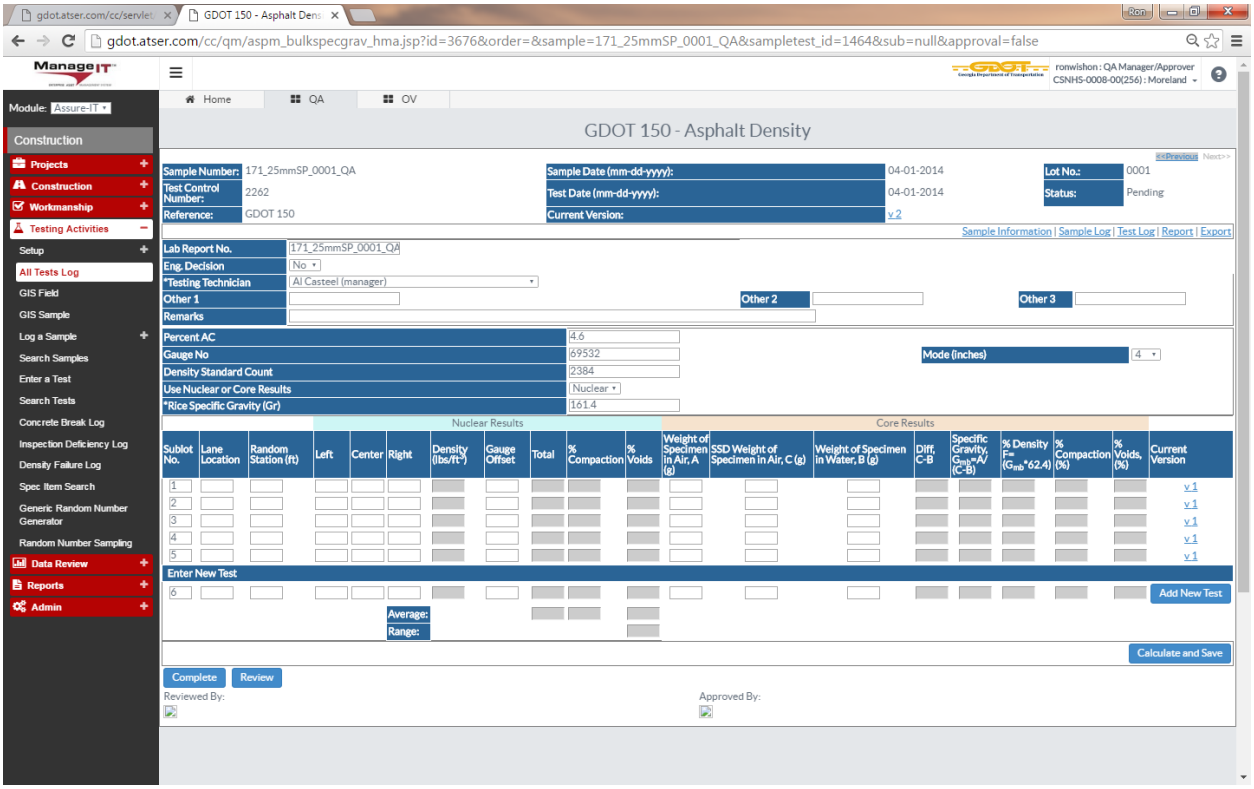
You will get this screen.

ASTER.COM-Doing Asphaltic Concrete Tests in Assure-IT



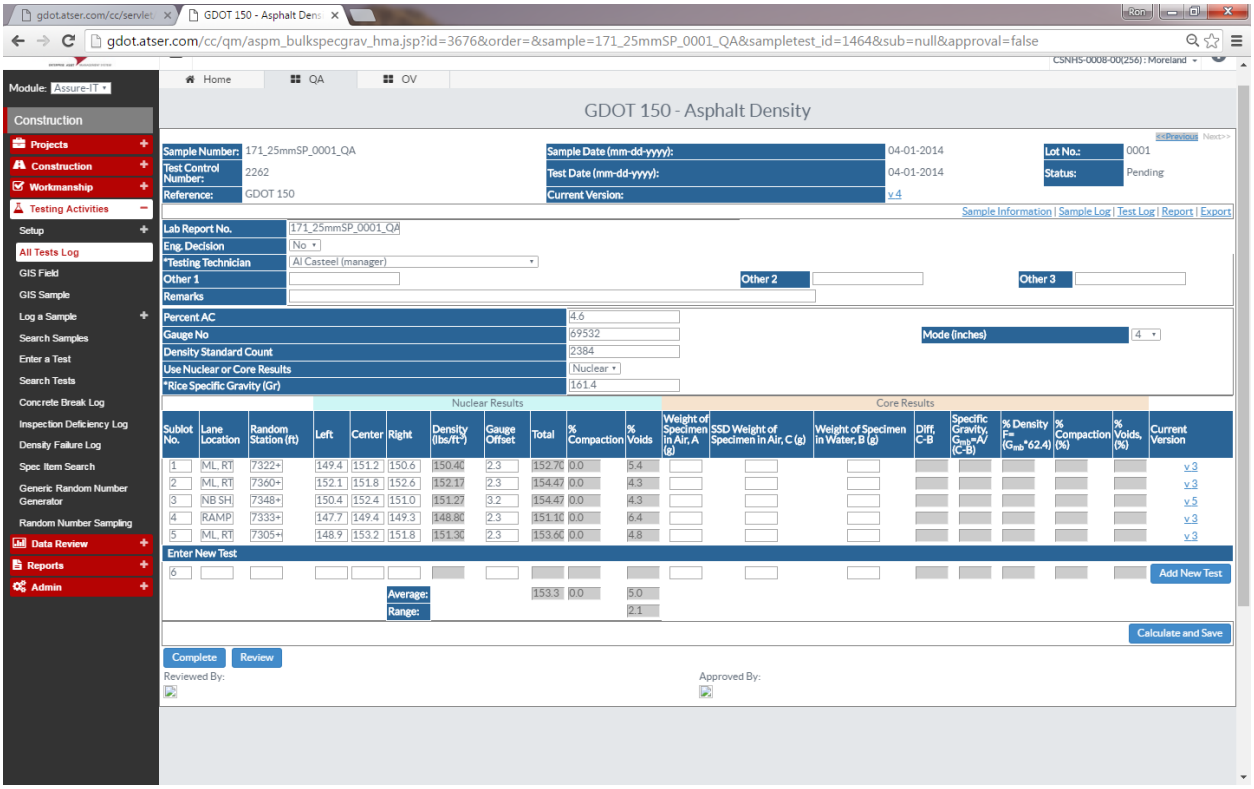
Fill in the information from the Nuclear Gauge – the %Asphalt from the Mix Design, the Gauge No., the Density Standard Count and the Theoretical (Rice Specific Gravity) Density and hit Calculate and Save. You will get this screen.

ASTER.COM-Doing Asphaltic Concrete Tests in Assure-IT



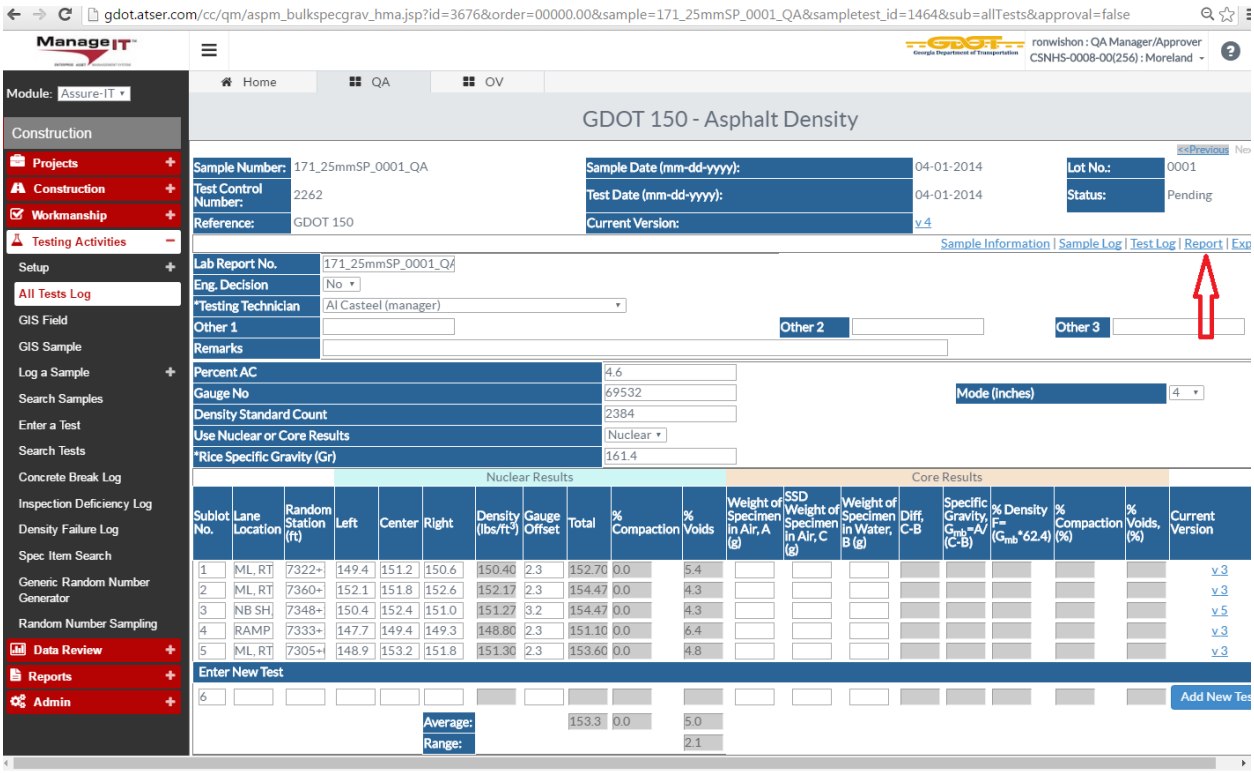
Plug in all the gauge readings and you will get this screen.

ASTER.COM-Doing Asphaltic Concrete Tests in Assure-IT



Hit Report to view the GDOT 150 Compaction Report.

ASTER.COM-Doing Asphaltic Concrete Tests in Assure-IT



Here is how the GDOT 150 Report looks like.

ASTER.COM-Doing Asphaltic Concrete Tests in Assure-IT

GDOT 150 - Control Strip and Asphaltic Compaction

Plant Number: 171 **Project ID:** CSNHS-0008-00(256) **Type Mix:** 25mm SP
Test Control Number: 2262 **PI Number:** P000001 **Lot Number:** 0001

County Number: 67 District Number: 7 Sample Date: 04/01/2014
Contract ID: P.I. 0008256 Contractor Code:
Area Engineer No: Item No: 400
Technician ID: Blend: RAP

Plant Loc: Bolton
Percent AC: 4.6
Gauge No: 69532 Mode (inches): 4
Density Standard Count: 2384
Control Strip: Max % Air Voids: 7.0
Use Nuclear or Core results: Nuclear Theo. Density (lbs/ft3): 161.4

Test #	1						
Sample #	Year	Begin(ft)	End(ft)	Lane Location		Rand. Sta. (ft)	
1				ML, RT. 2ND		7322+33	
Nuclear	Left	Center	Right	Density (lbs/ft3)	Gauge Offset	Total	% Void
Results	149.4	151.2	150.6	150.40	2.3	152.70	5.4

Test #	2						
Sample #	Year	Begin(ft)	End(ft)	Lane Location		Rand. Sta. (ft)	
2				ML, RT, 2ND		7360+76	
Nuclear	Left	Center	Right	Density (lbs/ft3)	Gauge Offset	Total	% Void
Results	152.1	151.8	152.6	152.17	2.3	154.47	4.3

Test #	3						
Sample #	Year	Begin(ft)	End(ft)	Lane Location		Rand. Sta. (ft)	
3				NB SH, 2ND		7348+22	
Nuclear	Left	Center	Right	Density (lbs/ft3)	Gauge Offset	Total	% Void
Results	150.4	152.4	151.0	151.27	3.2	154.47	4.3

Test #	4						
Sample #	Year	Begin(ft)	End(ft)	Lane Location		Rand. Sta. (ft)	
4				RAMP D, 2ND		7333+57	
Nuclear	Left	Center	Right	Density (lbs/ft3)	Gauge Offset	Total	% Void
Results	147.7	149.4	149.3	148.80	2.3	151.10	6.4

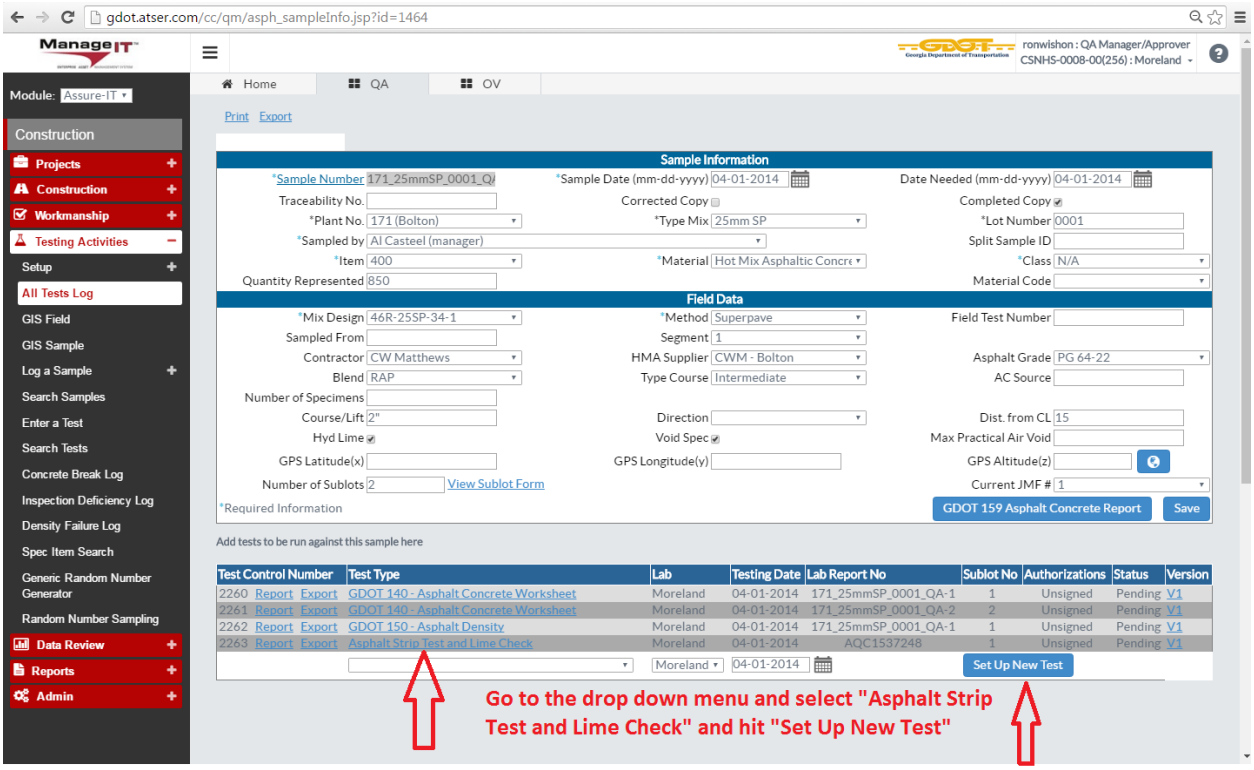
Test #	5						
Sample #	Year	Begin(ft)	End(ft)	Lane Location		Rand. Sta. (ft)	
5				ML, RT, 2ND		7305+05	
Nuclear	Left	Center	Right	Density (lbs/ft3)	Gauge Offset	Total	% Void
Results	148.9	153.2	151.8	151.30	2.3	153.60	4.8

Average % 5.0
Range % 2.1

Remarks:

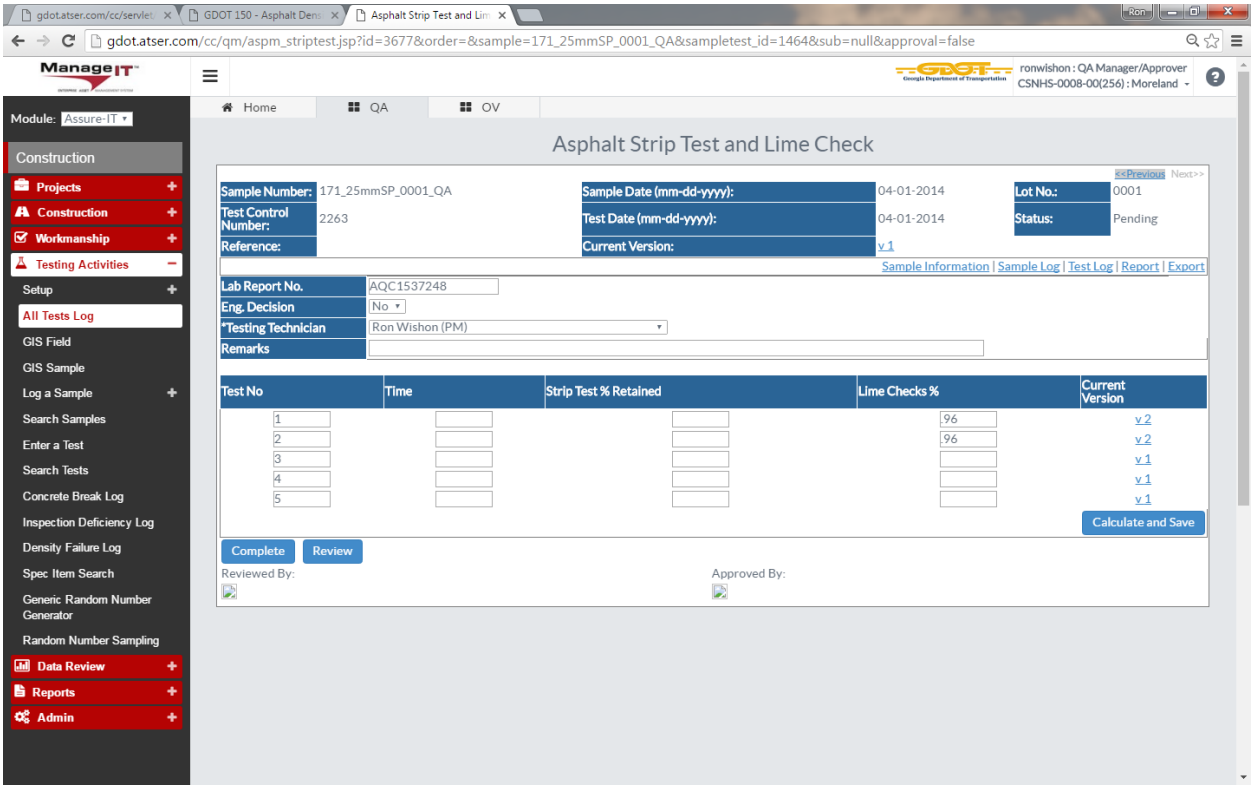
To do the Strip Test and Lime Check go back to the Sample Information Screen and set up a new test at the bottom.

ASTER.COM-Doing Asphaltic Concrete Tests in Assure-IT



You will get the following screen.

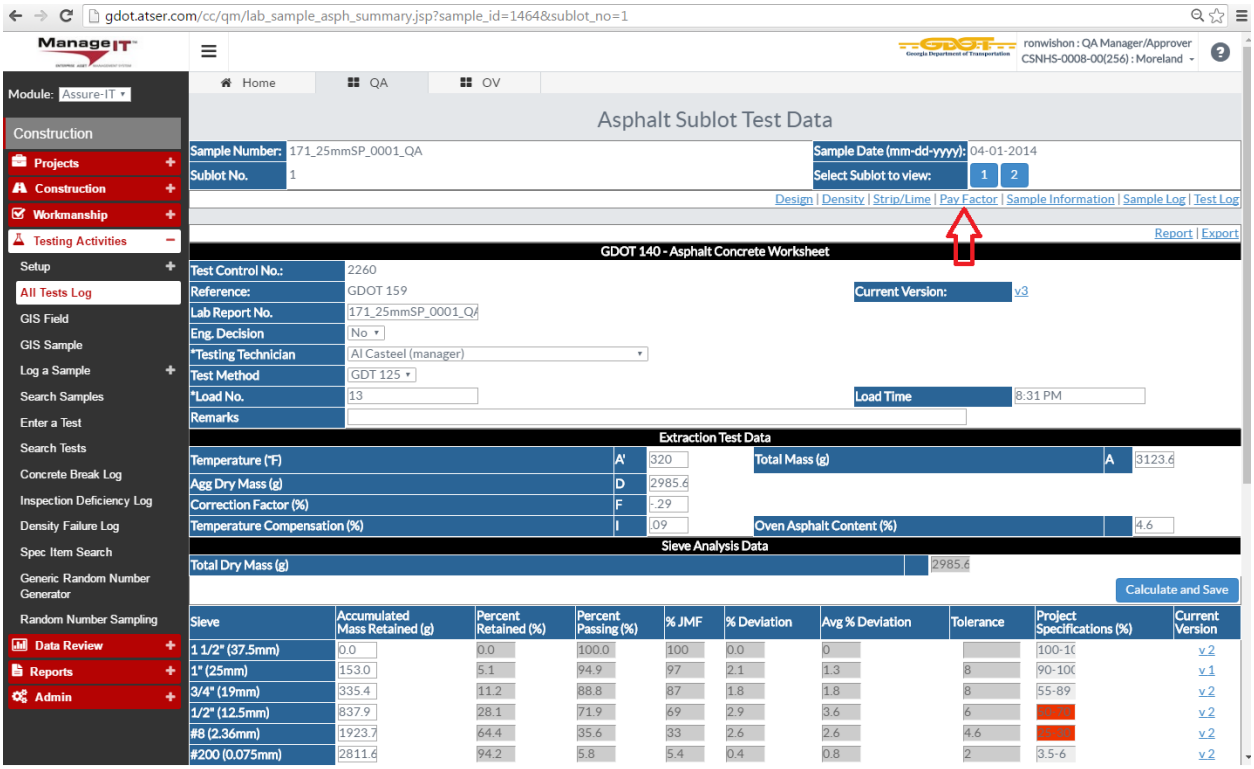
ASTER.COM-Doing Asphaltic Concrete Tests in Assure-IT



Enter the Strip Test Time and/or the Lime Checks (%) and hit “Calculate and Save”.

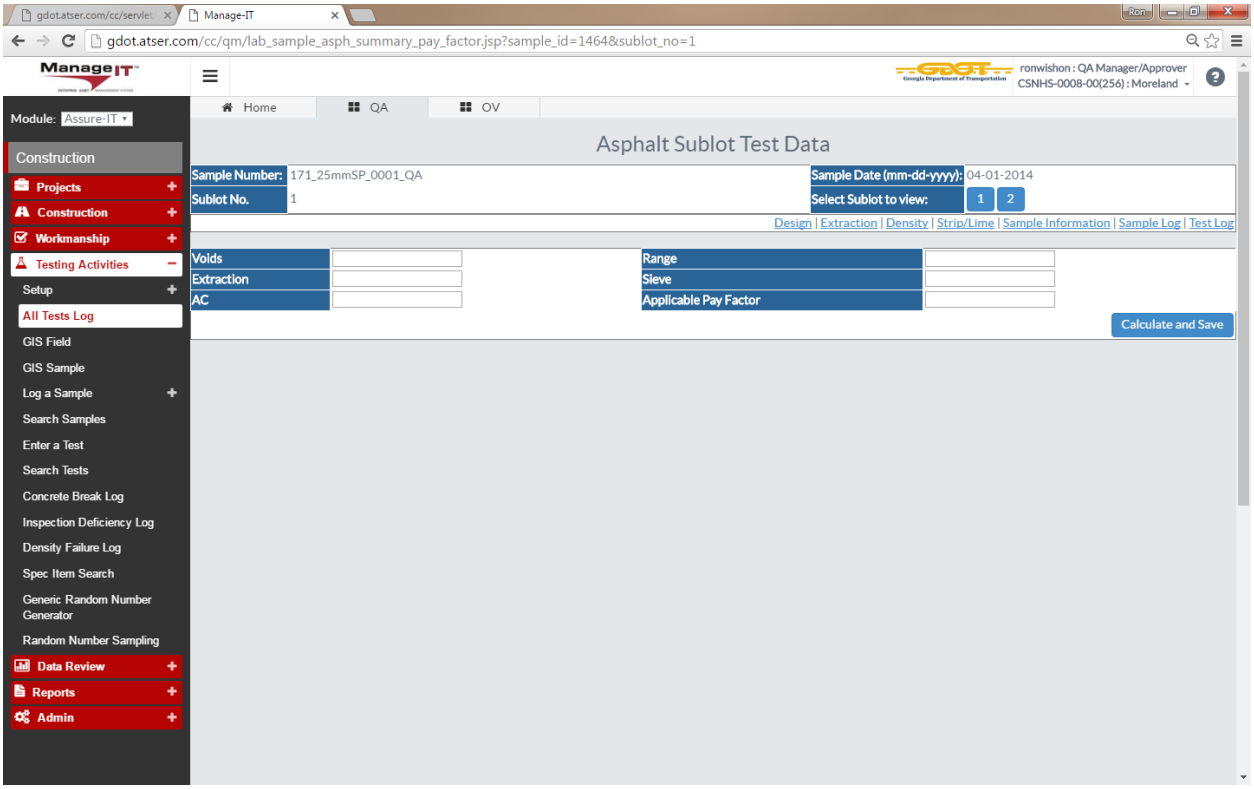
Hit the Sample Information Tab at the top and hit “View Sublot Form”. You will get this screen. Hit the “Pay Factor” tab.

ASTER.COM-Doing Asphaltic Concrete Tests in Assure-IT



You will get this screen.

ASTER.COM-Doing Asphaltic Concrete Tests in Assure-IT



Most of the time this will be 1 unless there is a penalty for one of the items being out of spec.

Go back to the Sample Information Screen, now you can print out the GDOT 159 with all the information shown from all the tests for this sample. Here is how it looks.

ASTER.COM-Doing Asphaltic Concrete Tests in Assure-IT

GDOT 159 - Asphaltic Concrete Lot Worksheet

Plant Number: 168 **Project ID:** CSNHS-0008-00(256) **Type Mix:** 25mm SP **Lot Number:** 2052

PI Number: P000001
Contract ID: P.I. 0008256 Date: 04/01/2016 Technician ID:
Mix ID: 46R-25SP-34-1 Contractor ID: County Number: 67
District Number: 7 Corrected Copy: N Blend: RAP
Type Course: Base Completed Report: Y

AC Grade: PG 64-22 AC Source No.: 53 Hyd. Lime: Y Quan. This report(tons): 666.15 Void Spec: Y

Control Strip Density (lb/ft3)	In Place Density (lb/ft3)	ReEval IPD	% Comp.	% Comp ReEval	% Voids	Strip Time Test	% Ret	Lime Checks, %
	152.70				5.4			.96
	154.47				4.3			.96
	154.47				4.3			
	151.10				6.4			
	153.60				4.8			

Max Air Voids: 7.0 Avg: 5.0
Theo. Density (lbs/ft3): 161.4 Max Practical Air Voids: Range: 2.1

TCN-Sam No	Sample Date	Load No	Time	Temp F	Total Mass(g)	Begin Mass(g)	Final Mass(g)	AggDry Mass(g)		1 1/2 in	1 in	3/4 in	1/2 in	3/8 in	No. 4	No 8	No 50	No 200	A.C.	UW C.F.
									JMF	100.0	97.0	87.0	69.0			33.0		5.4	4.60	
901-248401	04/01/2016	13	8:31 AM	320	3123.6			2985.6	Mass(g):	0.0	153.0	335.4	837.9			1923.7		2811.6	125:Y	
Tech ID:				AC C.F.: -.29		Temp C.F.: .09			% Pass:	100.0	94.9	88.8	71.9			35.6		5.8	4.68	
902-248402	04/01/2016	39	8:32 AM	315	2817.8			2694.6	Mass(g):	0.0	69.8	400.1	720.9			1738.0		2520.2	125:Y	
Tech ID:				AC C.F.: .29		Temp C.F.: .11			% Pass:	100.0	97.4	85.2	73.2			35.5		6.5	4.69	
									Avg % Dev:	0.0	1.3	1.8	3.6			2.6		0.8	0.09	

Indicated Pay Factors
Voids: 1 Range: 1 Extr: 1 Sieve: 1 AC: 1

Appl Pay Factor: 1 Remarks: SAMPLE DATE 4-3-16

Attachment 14 – DIF Template

INSPECTOR'S DAILY REPORT

OID Form: ###

REV.:0

Office of Innovative Delivery

Date: 8/16/2017

Project No.:	County	District	Inspector:	Day:	Date:

High Temp:	AM Conditions:	PM Conditions:
Low Temp:		

Effects of Weather on Items of Work

Items of Work	No Effect All Day	Effected Less Than 50% of Work Day	Effected More Than 50% of Work Day	No Work All Day	Remarks
	☐	☐	☐	☐	
	☐	☐	☐	☐	
	☐	☐	☐		
	☐	☐	☐	☐	

Accidents (Check One): ☐ No ☐ Yes See Accident Report Dated:

Visitors:	Engineering Staff:

Contractor(s) and Personnel

No.	Name	Type	#	Hrs	Type	#	Hrs	Type	#	Hrs	Type	#	Hrs
1.	Prime	Supt			Foreman			Operators			Laborers		
2.	Sub/Utility	Supt			Foreman			Welder			Laborers		
3	Sub/Utility	Supt			Foreman								
4	Sub/Utility	Supt			Foreman						Laborers		

Contractor(s) Equipment (Active or Idle)

Contr/ Sub No.	Description	Number of Pieces	Number Used	Total Hours Used

Details of Daily Operations

Inspection Details (Items Checked/Results/Corrective Actions)

Traffic Control Review

Personal Risk & Hazards Assessment (Inspection Staff Only)

N/A

Operational Risk Management Controls

(Check all that apply or indicate"N/A" for Not Applicable)

Hard Hat		Ear Protection		Fall Protection	
Safety Vest		Eye Protection		Trenching / Shoring	
Steel Toed Shoes		Safe Parking		Confined Space	
Lifting / Back Safety		Backup Alarm / Spotter		Crane Swing Area	

Other Controls / Reassessment

Inspector's Signature

Attachment 15 – Instructions to complete DWR in SiteManager

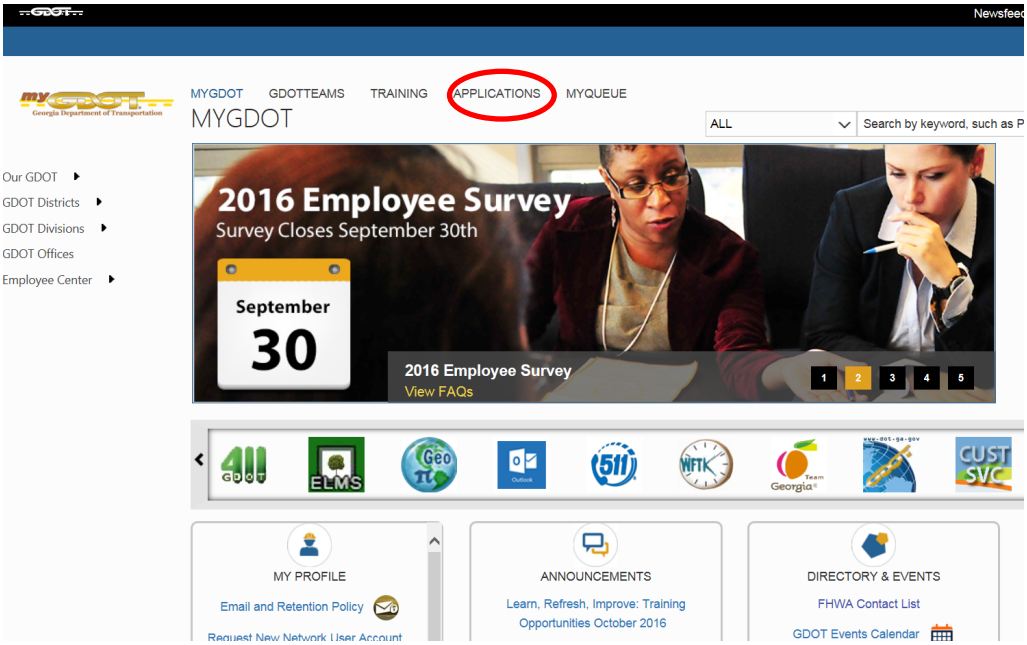
SiteManager Instructions to create Daily Work Reports

The ACM uses SiteManager only for creating Daily Work Reports (DWR's)

A detailed step by step process for creating DWR's is described in the document.

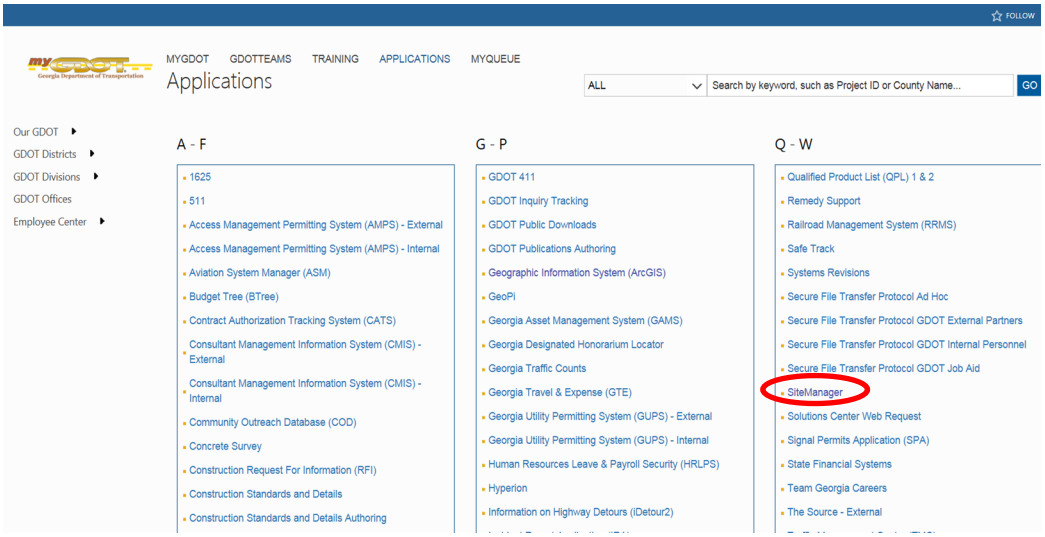
Accessing SiteManager application

Go to mygdot.dot.ga.gov, login with your GDOT credentials and select applications



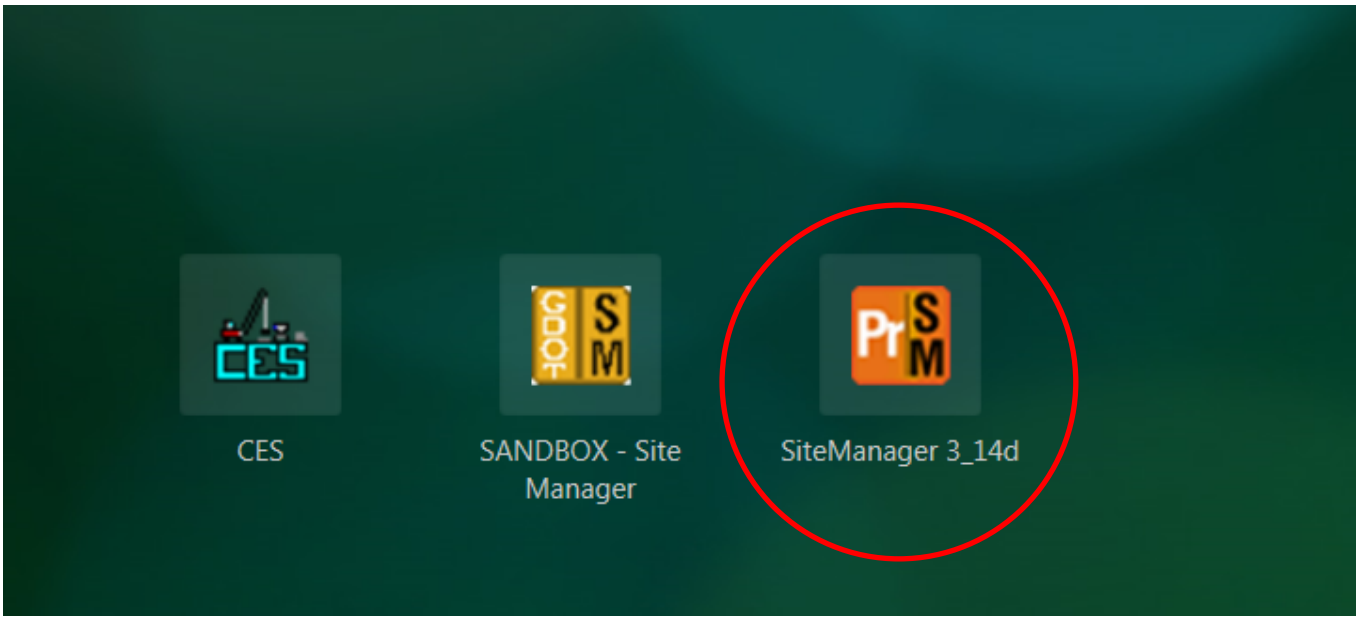
SiteManager Instructions to create Daily Work Reports

Select SiteManager from the list of applications.



You can login to SiteManager using your Citrix account credentials.

Home page for SiteManager – Go to SiteManager 3_14d.

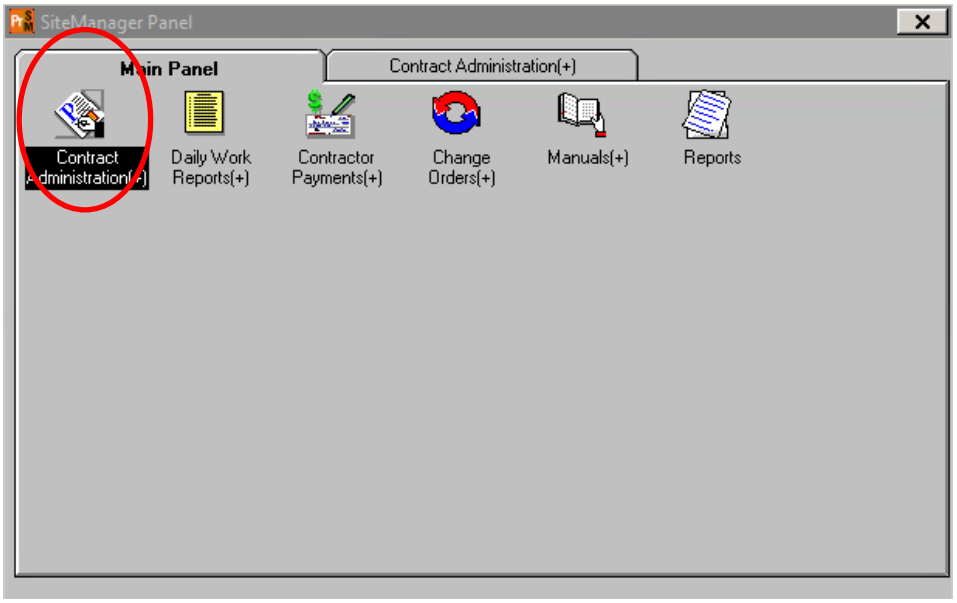


SiteManager Instructions to create Daily Work Reports

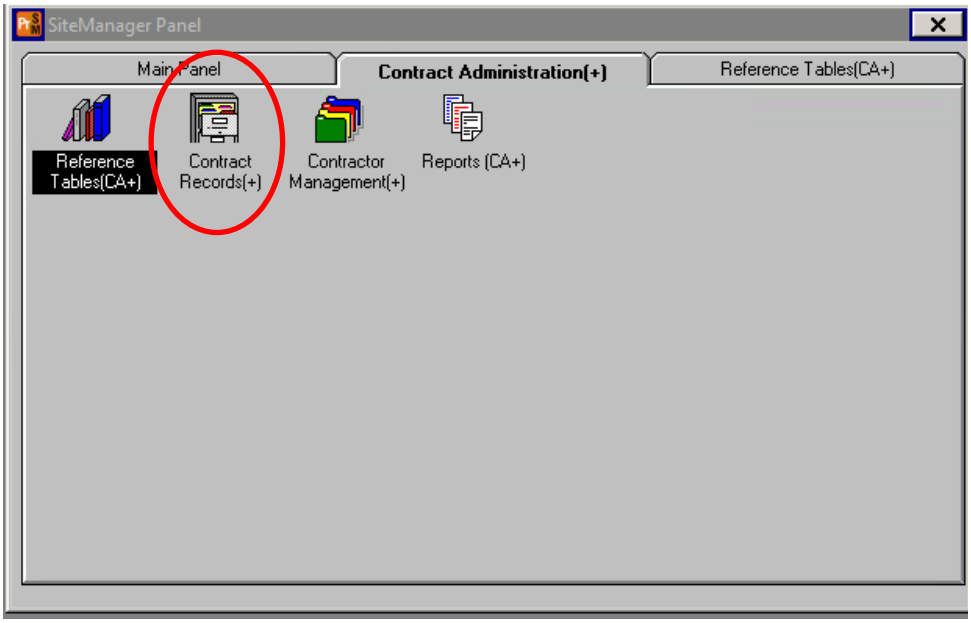
Acessing a project in SiteManager

To open any project, follow the instructions provided below.

Go to Contract Administration-

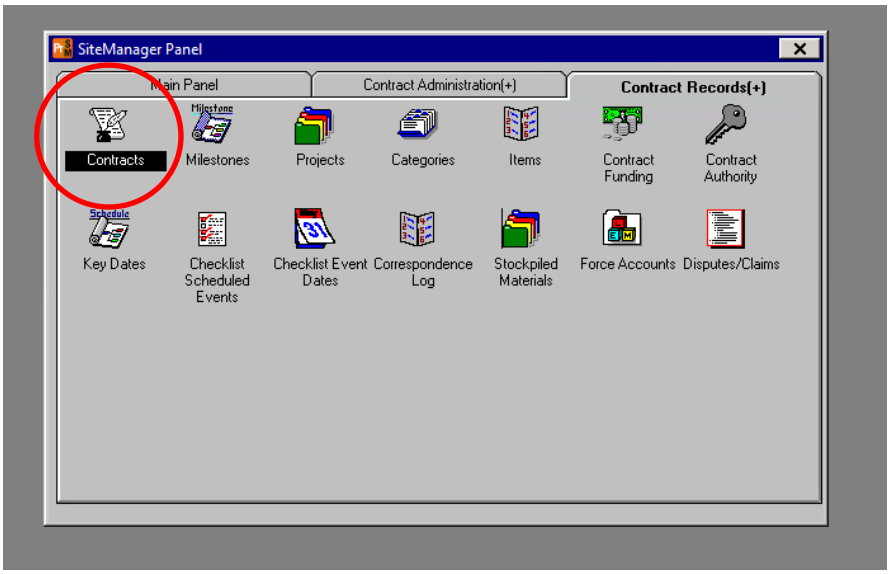


Select Contract Records

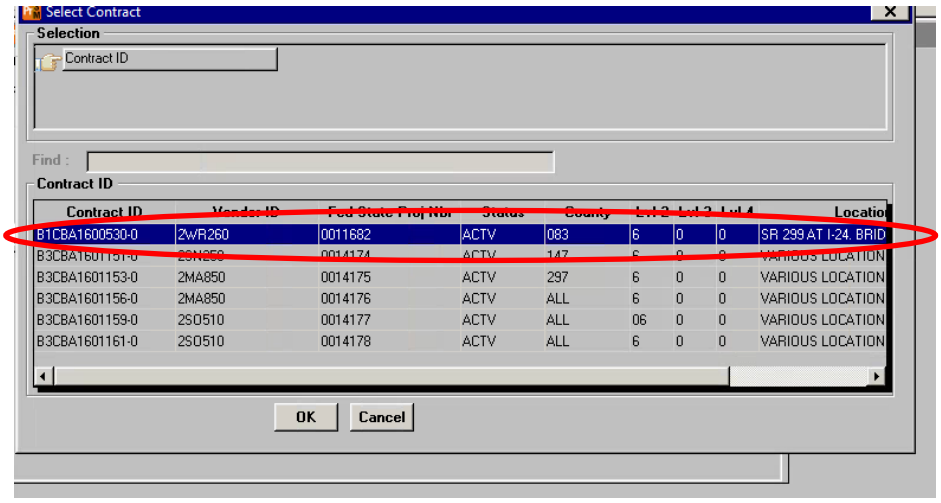


SiteManager Instructions to create Daily Work Reports

Select Contracts in Contract Records tab

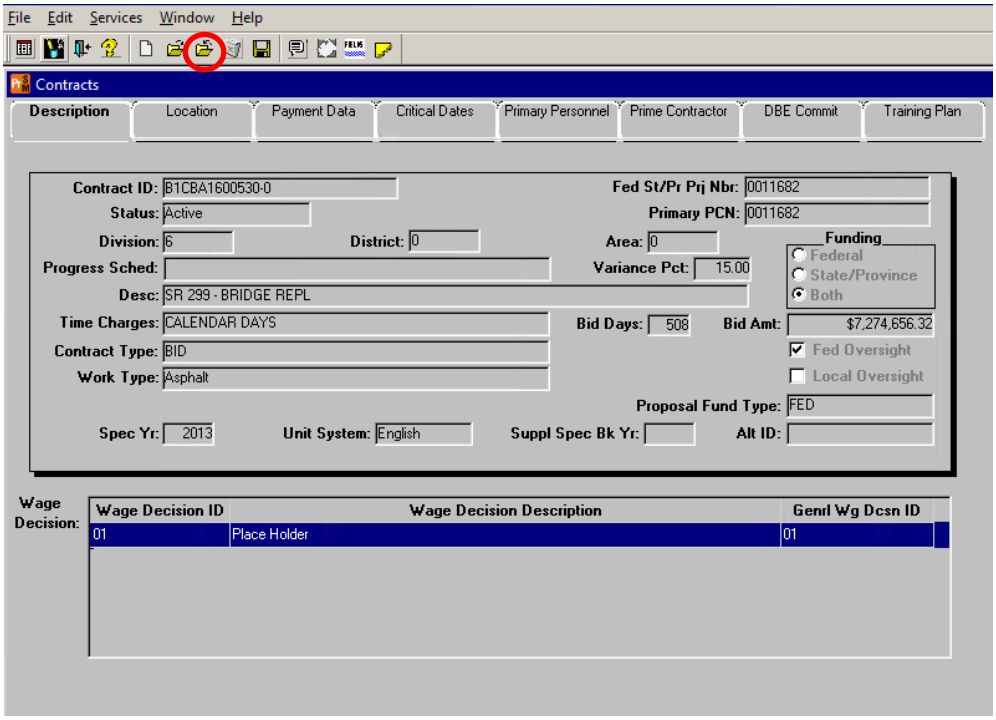


Select the required project



SiteManager Instructions to create Daily Work Reports

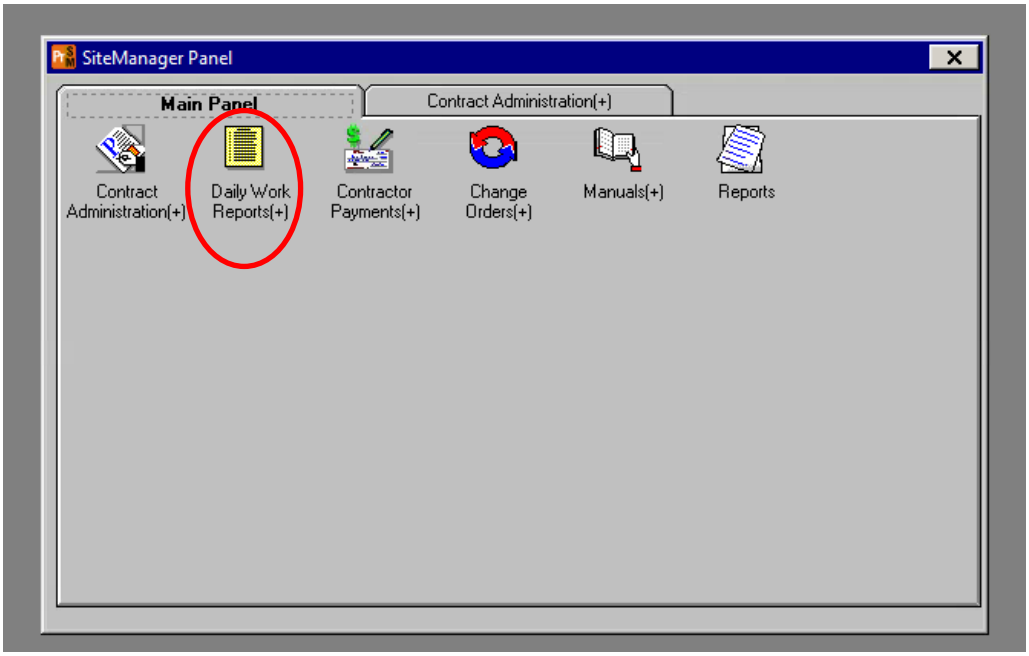
Check the project details and make sure all the details are correct.



Always check the contract ID, Project number & work begin date and close the window.

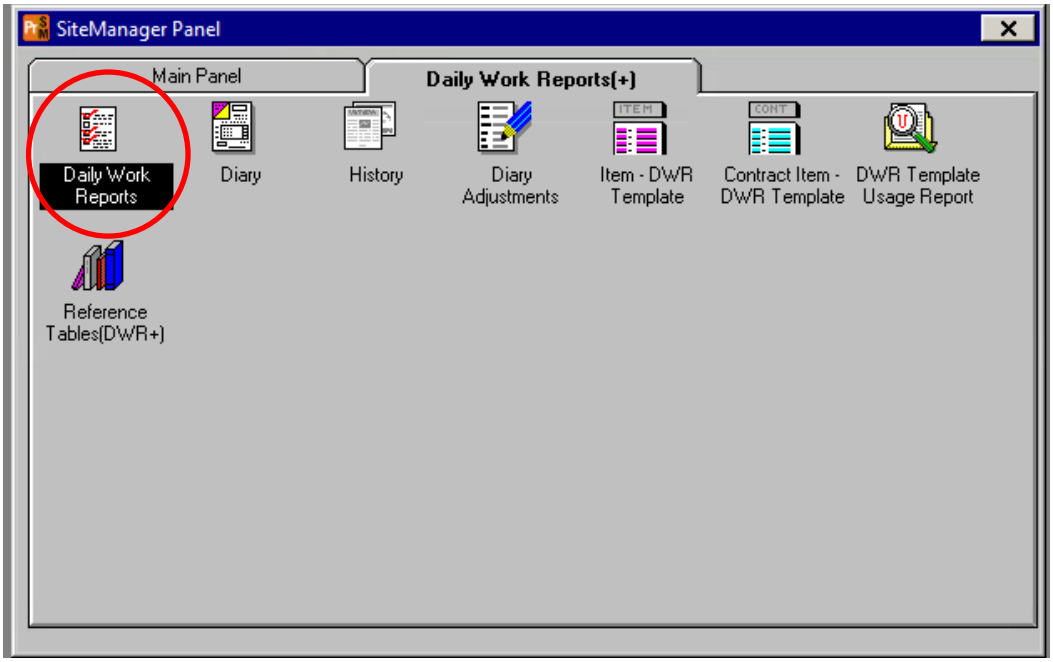
Creating a Daily Report

Go to the Main Panel and select Daily Work reports

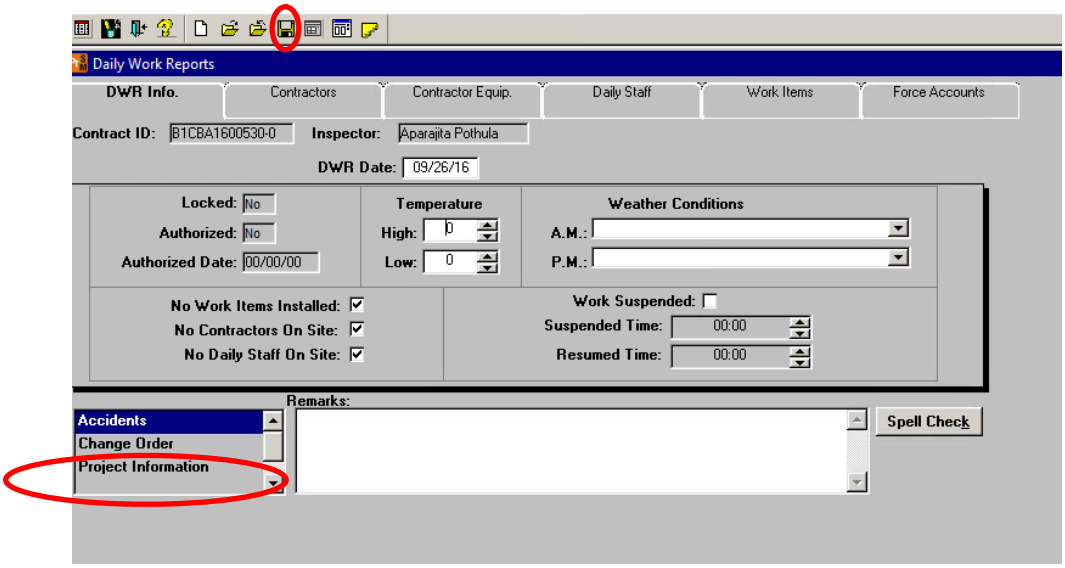


Go to Daily Work Reports. (Some times a window may pop-up to select the project)

SiteManager Instructions to create Daily Work Reports

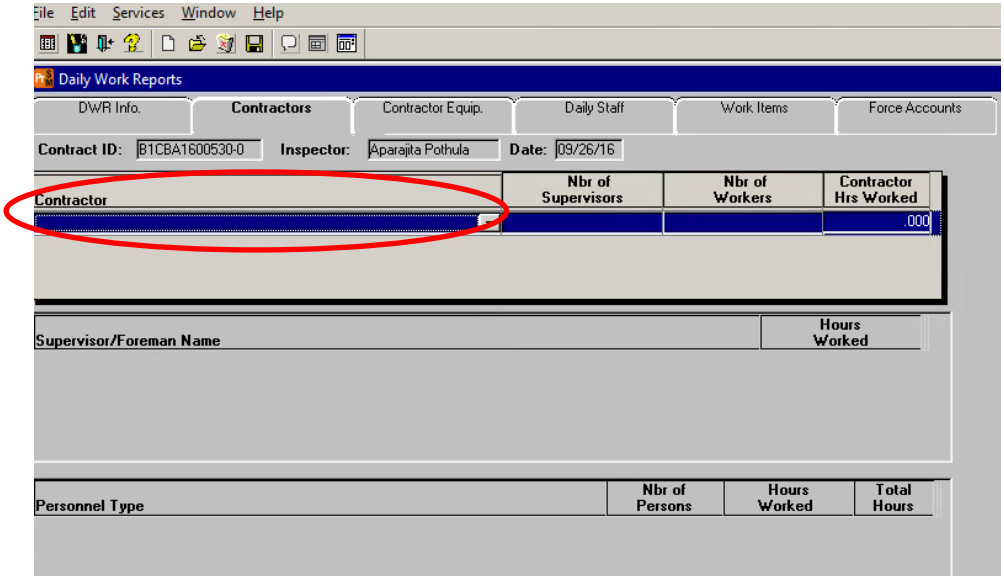


In Daily Work Reports, always check the contract ID before proceding further. Enter an approximate temperature and go to project information in remarks tab and give some information about the project. *(Capture all the information about the work done in the Project Information Tab including quantities of the materials placed and inspection details DO NOT ADD QUANTITES IN WORK ITEMS TAB.)* After entering the required information save the work report before going further.



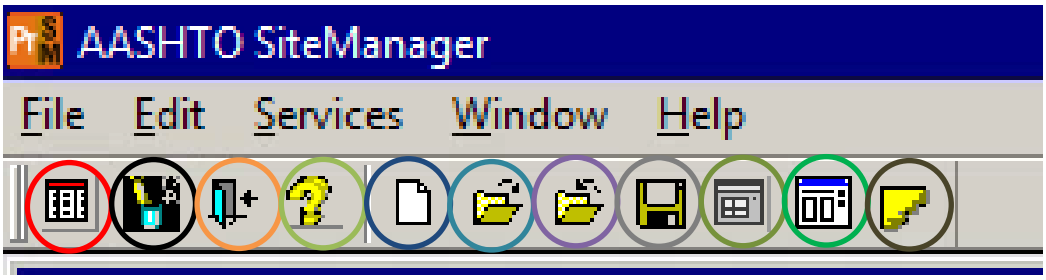
SiteManager Instructions to create Daily Work Reports

After saving the DWR info, proceed to the next tab (Contractors tab). Select New and add the prime contractor and save. Select new again and add sub-contractors using the drop-down menu and save the changes every time.



After selecting the prime and sub-contractors, save the DWR and exit SiteManager. **DO NOT ENTER ANY QUANTITIES IN THE WORK ITEMS TAB.**

SiteManager – Key Notes



SiteManager Panel

Customize toolbar

Exit from SiteManager

Help

New

SiteManager Instructions to create Daily Work Reports

Open a new project

Close the existing project/page

Save

Previous work report

Work report template

Attachments

Things to remember.

- Switching between the projects is a tricky part in SiteManager; you can do this in two ways.
  1. Go open a new project in the tool bar.
  2. Exit out from the SiteManager and login again.

Attachment 16 – Final Acceptance checklist

Final Acceptance Checklist

PI#	Project:	County:	Date:

	Description	Yes	No	Date	Comments
1.	Date Time Stopped				
2.	Contractors Past Performance Reports				
3.	Construction Books				
4.	DOT Location Books				
5.	Construction Layout Books				
6.	Earthwork Run w/Plots				
7.	Contractor and Inspector Diaries				
8.	Inspector Reports and Supporting Data				
9.	Correspondence Files				
10.	As Built Plans				**Submit to I.O.P.D**
11.	Bridge As Built Foundation Information				
12.	Contractor Payrolls				
13.	Material Pit Releases				
14.	Material Certificate Date				
15.	Final DBE Report				
16.	Notice of Termination				
17.	Final Pavement Smoothness Report				
18.	Bridge Deck Surface Profilographs & Steel Cover Reports				
19.	Final Construction Report				
20.	Allotment Request Required				
21.	Closing Conference Date				
22.	Final Inspection Date				**Contract Liaison Signature**
23.	Outstanding Claims				
24.	Date Punch List to Contractor				
25.	Date Punch List Complete				
26.	Date Final Records to District				
27.	Date Punch List Complete				
28.	Date Final Records to District				**Area Engineer Signature**

Final Acceptance Checklist

29.	Date of Final or State Acceptance				**Final Acceptance received and accepted date**
30.	Date of Certified/Registered letter to Contractor				
31.	Date of Contractor Accepted Quantities				
32.	Date of 20 days Expiration				
33.	Date of Final to General Office				**District Contracts Manager Signature**

Attachment 17 – Traffic Control Form

Traffic Control Inspection Report (TC-1)

Project No.: _____ County: _____

Contractor: _____ Date: _____/_____/_____

Time: _____

PURPOSE: To provide an adequate warning, delineation, and channelization to assist in guiding road users in advance of and through the work zone by utilizing proper pavement markings, signing, and other MUTCD compliant devices.

RESPONSIBILITY: The Worksite Traffic Control Supervisor (WTCS) has the duty of ensuring that all traffic control devices are installed and maintained according to the requirements of the Traffic Control Plan.

DEFICIENCIES: Items noted below required corrective measures be performed within the next _____ hours/days. Date of the last inspection: _____/_____/_____

Location:
Description:
Action Required:

Signature: _____ WTCS or DOT performing inspection.

DOT inspection presented to WTCS: Time: _____ Date: _____/_____/_____

TO BE COMPLETED BY THE WTCS

The attached deficiencies were correct by _____(time) Date: _____/_____/_____

Signature: _____ Return TC-1 to DOT inspector. The WTCS certifies that all traffic control devices in use on the project are NCHRP 350 crashworthy compliance.

Attachment 18 – Traffic Interruption Control Form

Traffic Interruption Reports

Report all detours, road or lane closures, openings to traffic and other traffic interruptions using the Traffic Interruption Report. The Office of Construction and the Communications Office use this form to stay informed of construction activities affecting traffic.
Note: The form is an electronic form. The fill in version of the form is located on sv35, click on Forms97, click on Fill-ins and look for the Traffic Interruption form.

Once the form is completely filled out, send the form by e-mail (or fax) to the following distribution lists: All traffic interruptions in Clayton, Cobb, Dekalb, Douglas, Fulton, Gwinnett, and Rockdale Counties shall be reported to:

- Assistant State Construction Engineer
- Construction Liaison Engineer
- District Construction Engineer
- District Maintenance Engineer
- Area Engineer
- District Media Coordinator
- TMC via e-mail (TMC-TrafficInterruptionReports)
- Office of Communications via e-mail (Communications Office-TIR)

When the interruption (i.e., lane closure, detour, etc.) is actually in place notify TMC by Southern Linc (TMC SL # 28291) or 1-888-424-4929, or 404-624-2653 or fax 404-635-8004. When the interruption is complete and all lanes are open to traffic, notify TMC by Southern Linc or phone.

<u>All traffic interruptions on the Interstate System – Statewide shall be reported as follows:</u>

- Assistant State Construction Engineer
- Construction Liaison Engineer
- District Construction Engineer
- District Maintenance Engineer
- Area Engineer
- District Media Coordinator
- TMC via e-mail (TMC-Traffic Interruption Reports)

Traffic Interruption Reports

- Office of Communications via e-mail (Communications Office-TIR)

When the interruption (i.e., lane closure, detour, etc.) is actually in place notify TMC by Southern Linc (TMC SL # 28291) or 1-888-424-4929, or 404-624-2653 or fax 404-635-8004. When the interruption is complete and all lanes are open to traffic, notify TMC by Southern Linc or phone. All other traffic interruptions shall be reported to:

- District Construction Engineer
- District Maintenance Engineer
- Area Engineer
- District Media Coordinator

These traffic interruptions DO NOT require the notification of the Assistant State Construction Engineer, TMC, or Communications; unless it is determined the interruption would significantly disrupt traffic. When filling out the form:

1. TIME section:

Put the hour and AM or PM, such as 7AM or 8PM. Do not add minutes to the TIME section.

2. LOCATION section:

Note the direction i.e. WB, NB, etc. Give specific names of the roads, mileposts or exit numbers. Do not give station numbers. Be Specific. Give as much specific information as needed to describe the location, and the number of lanes closed.

3. HOW WILL TRAFFIC BE AFFECTED section:

List the closure as single, double, pacing traffic, opening new lane, temporary ramp closure, shifting lanes, etc.

4. PURPOSE section:

Describe the work taking place, i.e. milling and resurfacing, striping, setting beams, utility work, etc.

5. CONTACT section:

The name of the Contractors representative who will be ON SITE during the traffic interruption. Also, the name of DOT representative who will be ON SITE during the traffic interruption.

All information on the bottom of the form must be filled in. If you have a Southern Linc add your number under “ADDITIONAL INFORMATION”

Traffic Interruption Reports

If the report submitted is for several days, note “DAILY” on the form.

NOTE: If conditions during construction or traffic interruption reduce the horizontal clearance to less than 16 feet and/or reduce the vertical clearance to less than 15 feet, the reduced clearances shall be clearly noted under “Additional Information”. If an oversize load detour is initiated, provide this information on the form. Send a copy of the form to Permits via e-mail, (OS/OW-TrafficInterruptionReports), or fax to 404-635-8164(OW) and 404-635-8501 (OS). This applies to all interruptions regardless of county or route.

The form should contain only one activity per report, unless multiple activities will occur simultaneously in the same general location and during the same time frame. The following schedule should be followed:

1. Notice of openings should be given two (2) weeks in advance of implementing the change.

2. Notice of detours should be given one (1) week prior to implementing.

3. Lane closures and other traffic interruptions should be reported a week in advance and at no time less than three (3) days prior to implementing. Earlier notification is desirable.

NOTE: If a computer is non accessible a hard copy of the Traffic Interruption Report, can be filled in by hand and faxed per current procedures.

Attachment 19 – Erosion Control Form

DATE OF INSPECTION: _____

WECS CARD NUMBER : _____ _____
INSPECTOR EXPIRATION DATE

GSWCC LEVEL IA CARD NO: _____ _____
INSPECTOR (EXPIRATION DATE)

EMPLOYED BY: _____

INSPECTOR SIGNATURE: _____

WECS SIGNATURE: _____

"I certify this document and all attachments were prepared under my direction or supervision in accordance with the Georgia NPDES Permits for Erosion & Sedimentation Control. The information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware there are significant legal penalties for submitting false information."

DATE REC'D BY GDOT: _____

REVIEWED BY FOR GDOT: _____

DEADLINE TO CORRECT: _____

RE-INSPECT DATE: _____

If there are no incidents of non-compliance initial the statement below.

_____ "I certify the facility is in compliance with the Erosion, Sedimentation and Pollution Control Plan and the NPDES permit."

Provide the current project phase/stage (if applicable): _____

DEFICIENT BMP RE-INSPECTION

PROJECT No.:_____
COUNTY :_____

DATE REPORT PROVIDED TO WECS: _____

DATE OF RE-INSPECTION: _____

HAVE DEFICIENT BMP'S BEEN CORRECTED? _____

SIGNATURE OF INSPECTOR: _____

ACTION TAKEN FOR UNCORRECTED BMP'S: _____