

Engineering Services

2011 Spring Meeting

FEDERAL – AID

PROJECTS

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◎ Documentation

• Material Certification Documentation

- Submit documentation required by **NDOR's Material Sampling Guide** as soon as possible
 - Pay Estimates **cannot** be issued until proper documentation has been received by the City
- Make sure the supplier knows the material is for a federal-aid project and provides all applicable paperwork
- Make sure the correct **project name, state project number, state control number and city project number** are listed on all documentation
 - If the project includes several locations – need to specify which location

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◎ Documentation

• Material Certification Documentation (cont.)

- If material is supplied by a sub-contractor, especially DBE's – it must be clear on the paperwork who supplied the material (i.e. if DBE is hauling asphalt to project site, ticket for that load needs to have DBE's name on it so proper credit and payment can be made through SiteManager)
- All material / delivery tickets are to be given to the **Project Inspector or Project Manager** by the Contractor so they can initial and date the tickets, payment will **not** be made for quantity on missing tickets

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◎ Documentation

● Project Correspondence

- Project RC shall be copied on all correspondence
- Email subject line to include project identifier and topic of email

● Certified Payrolls

- Must be submitted **weekly** for each Contractor and Sub-Contractor and include a “Certificate of Compliance” form
- Any “Misc” or “Other” columns must be defined on the Certificate of Compliance
- Must use Labor Classifications shown in the Wage Decision in the Contract

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◎ Documentation

● Subcontracts

- Contractor shall provide copies of all subcontracts for City records
- Contractor shall provide copies of all invoices for work billed to the Prime by the Subcontractor

● DBE Records

- Invoices used to monitor that DBE Goal will be met
- Draft FHWA “Commercially Useful Function Checklist”
 - Addresses DBE management, equipment, workforce, materials, and performance
 - Additional questions if the DBE is a trucker, supplier or manufacturer

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◎ Traffic Control Devices

• Inspection

- Devices will be inspected immediately after installation
 - Includes conformance with traffic control plan, retro-reflectivity test, evaluation of condition and night time drive through
- Evaluation of condition is based on guidelines given in ATSSA's "**Quality Guidelines for Temporary Traffic Control Devices and Features**" handbook
- All Type II Barricades shall have **retro-reflective** orange bands
- Contractor will be notified in writing of any changes or substandard devices that need to be replaced immediately
- There will be **no** payment for substandard devices
- NDOR does **not** permit the use of 42" cones in tapers, must use drums

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- ◎ **Substandard Traffic Control Devices**



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QUESTIONS?