

REQUIRED FINAL REVIEW PROCESS/DOCUMENTATION SUBMITTAL
NDOR DISTRICT 1 (JANUARY 29, 2013) CHECK LIST

AS BUILT PLANS – FULL SIZE SET ONLY

YES	NO	NA	DESCRIPTION OF FINAL REVIEW ACTIVITY
			<i>As Built Plans have been completed per the Project Manager's Final Review Process, the current Construction Manual Section 106.10 and the As Built Directions as sent in April 2004 – See APPENDIX A</i>
			<i>Only BLACK INK shall be used on the submitted As Built Plans</i>
			<i>ALL PLAN REVISION SHEETS have been included in the As Built Plans</i>
			<i>All Original Plan Sheets that have been REVISED have been removed from the As Built Plans</i>
			<i>All DELETED ("X") PLAN SHEETS have been removed from the As Built Plans</i>
			<i>All STANDARD PLAN SHEETS have been removed from the As Built Plans</i>
			<i>All ROADWAY CROSS SECTION SHEETS have been removed from the As Built Plans</i>
			<i>All OPTIONAL GROUP PLAN SHEETS not constructed have been removed from the As Built Plans</i>
			<i>All SPECIAL PLAN SHEETS & TYPICAL TRAFFIC CONTROL/PAVEMENT MARKING PLAN SHEETS have been maintained in the As Built Plans</i>
			<i>All data from the Original Plans that have been changed have been crossed out with either a BOX with X or LINED THROUGH</i>
			<i>All changes to the Original Plans have been identified with a DASHED LINE BOX (this is not necessary for number changes on quantities)</i>
			<i>ALL CHANGE ORDER ITEMS have been included on the Summary of Quantity Sheets according to Group (Change Order Item, SiteManager Change Order Number, Final Change Order Item Quantity)</i>
			<i>All As Built Plan Sheets shall be identified as "AS BUILT" with the signed seal of a State of Nebraska Registered Professional Engineer either above or below the "As Built" designation</i>
			NDOR PROJECT MANAGERS – <i>If As Built Plan Sheets need to be sealed and/or signed here at the District 1 Office, attach a list of these sheet numbers to the As Built Plans or clearly identify them in some other manner</i>
			<i>The As Built Plan's TITLE SHEET – Index of Sheets reflects what is contained in the As Built Plans</i>
			<i>The As Built TITLE SHEET contains: Work Performed By ... Prime Contractor; Prepared By ... Name, Title & Date; Approved By ... Name, Title & Date</i>
			<i>The As Built Plans are securely bound – binder clips are not acceptable</i>

FINAL ESTIMATES

YES	NO	NA	DESCRIPTION OF FINAL REVIEW ACTIVITY
			<i>The Final Estimate is not greater than \$1,000.00 (If YES, generate a Progress Estimate)</i>
			<i>All MAJOR Items (group items equal to or greater than 10% of the group) have been reviewed for 25% overrun or underrun</i>
			<i>Major items that have overrun/underrun above 25% have been resolved via an Item Discrepancy Change Order (Only include values in excess of 25% - changes to original bid quantities should be addressed as early as possible via change orders during the life of the project)</i>
			<i>The Final Estimate has been approved once the Concurrence Letter has been returned by the Contractor or if more than 14 days has elapsed and no letter has been returned by the Contractor</i>
			<i>The Final Estimate submitted with the Final Records is from RUG's Summary to the Contractor</i>

PROJECT DOCUMENTATION

YES	NO	NA	DESCRIPTION OF FINAL REVIEW ACTIVITY
			<i>ALL submitted Project Correspondence & Documentation contains the following: 1 – <u>Project Number</u>, 2 – <u>Project Name</u>, 3 – <u>Project Control Number</u></i>
			<i>ALL submitted Project Books are marked ONLY on the front cover – NO markings on backs or binders</i>
			<i>ALL Project Spreadsheets/Workbooks contain: <u>Project Number</u>, <u>Project Name</u>, <u>Project Control Number</u>, <u>Item Number and Name</u> as found in the Contract Bid Schedule or Contract Change Orders</i>
			<i>SPLIT FUNDED PROJECT SPREADSHEETS clearly show the SiteManager Number & the Item Number as shown in the Contract Bid Schedule</i>
			<i>ALL Item Spreadsheets submitted with the Final Records show the same quantities as on the Final Estimate</i>
			<i>NDOR M&R Project Sampling/Testing clearance has been given – do not submit finals if M&R clearance has not been received</i>

REQUIRED BOOKS FOR FINAL RECORDS TRANSMITTAL

YES	NO	NA	DESCRIPTION OF FINAL REVIEW ACTIVITY
			<u>CULVERT BOOK</u> – All required culvert documentation per the Construction Manual's Appendix 3, Page 3 has been included with the Project's Final Records – See Checklist's APPENDIX B
			All Inspector Information has been included in the Culvert Book
			An INDEX page has been completed in the Culvert Book
			Plan Data & Construction Data have been included in the Culvert Book
			ALL STAKING information has been included in the Culvert Book
			All Final Pay Quantities have been included in the Culvert Book
			<u>ASPHALT PLANT RECORD</u> – This can be the bound book (only NDOR projects) or a Hardcopy of the Electronic Workbook
			All required information has been included in the Asphalt Plant Record Book/Workbook
			<u>ASPHALT LAYDOWN RECORD</u> – This can be the bound book (only NDOR projects) or a Hardcopy of the Electronic Workbook
			All required information has been included in the Asphalt Laydown Record Book/Workbook
			The Asphalt Plant Record and Asphalt Laydown Record Documents clearly identify the asphaltic concrete type used

REQUIRED DOCUMENTS FOR FINAL RECORDS TRANSMITTAL

YES	NO	NA	DESCRIPTION OF FINAL REVIEW ACTIVITY
			AS BUILT PLANS
			CULVERT BOOKS
			ANY FINAL CROSS SECTION BOOKS
			HARDCOPY OF THE PROJECT MANAGER'S DIARY (from RUG)
			ALL SUPPORTING ITEM PAY QUANTITY DOCUMENTATION (e.g. spreadsheets/workbooks)
			HARDCOPY OF THE CONTRACT ITEM WORK REPORT (from RUG)
			MATERIAL PIT CONTRACT RELEASE – DR FORM 348 & Option Site Final Status Report, DR FORM 232 (for state obtained material pits and sites)
			FIELD LAB COMPLIANCE FORM FOR TYPES A, B and C FIELD LABS (If the lab contract item is not used, then state this in your Letter of Transmittal)
			FIELD OFFICE COMPLIANCE FORM FOR FIELD OFFICES (If the field office contract item is not used, then state this in your Letter of Transmittal)

REQUIRED DOCUMENTS FOR FINAL RECORDS TRANSMITTAL (continued)

YES	NO	NA	DESCRIPTION OF FINAL REVIEW ACTIVITY
			PROJECT MANAGER'S FINAL RECORDS TRANSMITTAL LETTER
			LETTERS OF DEDUCTION
			TRANSFER OF ASPHALTIC MATERIALS – DR Form 193
			FINAL REVIEW LETTERS
			STOCK RETURNED FOR CREDIT FORMS
			RIGHT OF WAY OPTION PIT LETTERS
			ROYALTY CONFIRMATION LETTER
			PM CONCURRENCE/NON-CONCURRENCE LETTER TO THE CONTRACTOR (signed)
			CONTRACTOR'S CONCURRENCE/NON-CONCURRENCE LETTER TO THE PM w/copy of Contractor Letter if sent
			LETTER OF RESOLUTION OR CORRESPONDENCE FOR NON-CONCURRED FINAL QUANTITIES
			CONTRACT DEFICIENCY NOTIFICATION LETTERS TO THE CONTRACTOR
			SIGN DEDUCTION COMPUTATION LETTER
			TIME REVIEW AND TIME EXTENSION DOCUMENTS *****NOTIFY THE DISTRICT REVIEWER OF CONTRACT TIME ALLOWANCE OVERRUN AT PROJECT COMPLETION*****
			FINAL ESTIMATE (from RUG, Summary to the Contractor)
			SMOOTHNESS INCENTIVE/DISINCENTIVE COMPUTATION SHEET
			SMOOTHNESS TESTING SEGMENT CALCULATION SHEETS
			SUPERPAVE INCENTIVE/DISINCENTIVE SUMMARY SHEETS
			SUPERPAVE PAY FACTOR SUMMARY SHEETS
			CONTRACTOR-PROVIDED SUPERPAVE TEST RESULT SHEETS – <i>Summary Sheet Only</i>
			RAP INCENTIVE CALCULATION SHEETS
			ASPHALT PLANT RECORD BOOK/HARDCOPY OF ELECTRONIC PLANT RECORD
			ASPHALT LAYDOWN RECORD BOOK/HARDCOPY OF ELECTRONIC LAYDOWN RECORD
			ALL SEEDING/EROSION CONTROL WITH SEEDING COMPUTATION SHEETS

REQUIRED DOCUMENTS FOR FINAL RECORDS TRANSMITTAL (continued)

YES	NO	NA	DESCRIPTION OF FINAL REVIEW ACTIVITY
			LPA PROJECTS: NDOR Checklist 14-10, June 2012 – Project Closeout, CE Final Review Process
			LPA PROJECTS: NDOR Checklist 14-20, June 2012 – Project Closeout, LPA RC Final Review
			LPA PROJECTS: LPA CE & LPA RC signed DR Form 299, May 2012 – Project Construction Conformity Certification and Closeout

SITEMANAGER AND E-MAIL RESPONSIBILITIES

YES	NO	NA	DESCRIPTION OF FINAL REVIEW ACTIVITY
			VERIFY THAT THE FOLLOWING ACTIVITIES HAVE BEEN PERFORMED – APPENDIX C
			SITEMANAGER KEY DATE: PROJECT COMPLETION DATE <i>(Include this date in your Letter of Transmittal)</i>
			SITEMANAGER KEY DATE: QUANTITY ACCEPTANCE LETTER SENT TO CONTRACTOR
			SITEMANAGER KEY DATE: CONTRACTOR'S ACCEPTANCE OF QUANTITY <i>(Indicate whether the Contractor has concurred, did not concur or did not return the Quantity Acceptance Letter in your Letter of Transmittal)</i>
			SITEMANAGER KEY DATE: RAILROAD WORK DONE – "RR INITIALS"
			SITEMANAGER CHECKLIST SCHEDULE EVENTS: FINAL PAYROLL RECEIVED <i>(Include this date in your Letter of Transmittal)</i>
			SITEMANAGER MILESTONES: ENSURE THAT ALL CONTRACT MILESTONES HAVE BEEN ADDRESSED <i>(Please BE AWARE of all Contract Milestones for the Project BEFORE construction begins)</i>
			INCLUDED IN THE LETTER OF TRANSMITTAL IS THE STATEMENT THAT EARTH SHOULDERING OR ANY OTHER PROJECT MILESTONE HAS BEEN PERFORMED WITHIN THE CONTRACT TIME ALLOWANCE
			PROJECT COMPLETION NOTIFICATION: SENT VIA E-MAIL NDOR PROJECT MANAGERS – ALWAYS "cc" THE DISTRICT FINAL REVIEWER Also, "cc" Bridge Division for bridge projects LPA PROJECT PERSONNEL – SEND THIS TO THE NDOR REPRESENTATIVE
			PROJECT COMPLETION NOTIFICATION CONTAINS: 1 – Project Number 2 – Project Name 3 – Control Number 4 – Contract ID 5 – Prime Contractor (w/Vendor ID) 6 – Project Completion Date 7 – Last Estimate No. 8 – Observation Period(s) (Include Type and End Date)

APPENDIX A

AS BUILT PLANS



Final Review Process

Project Manager

April 2010



As Builts

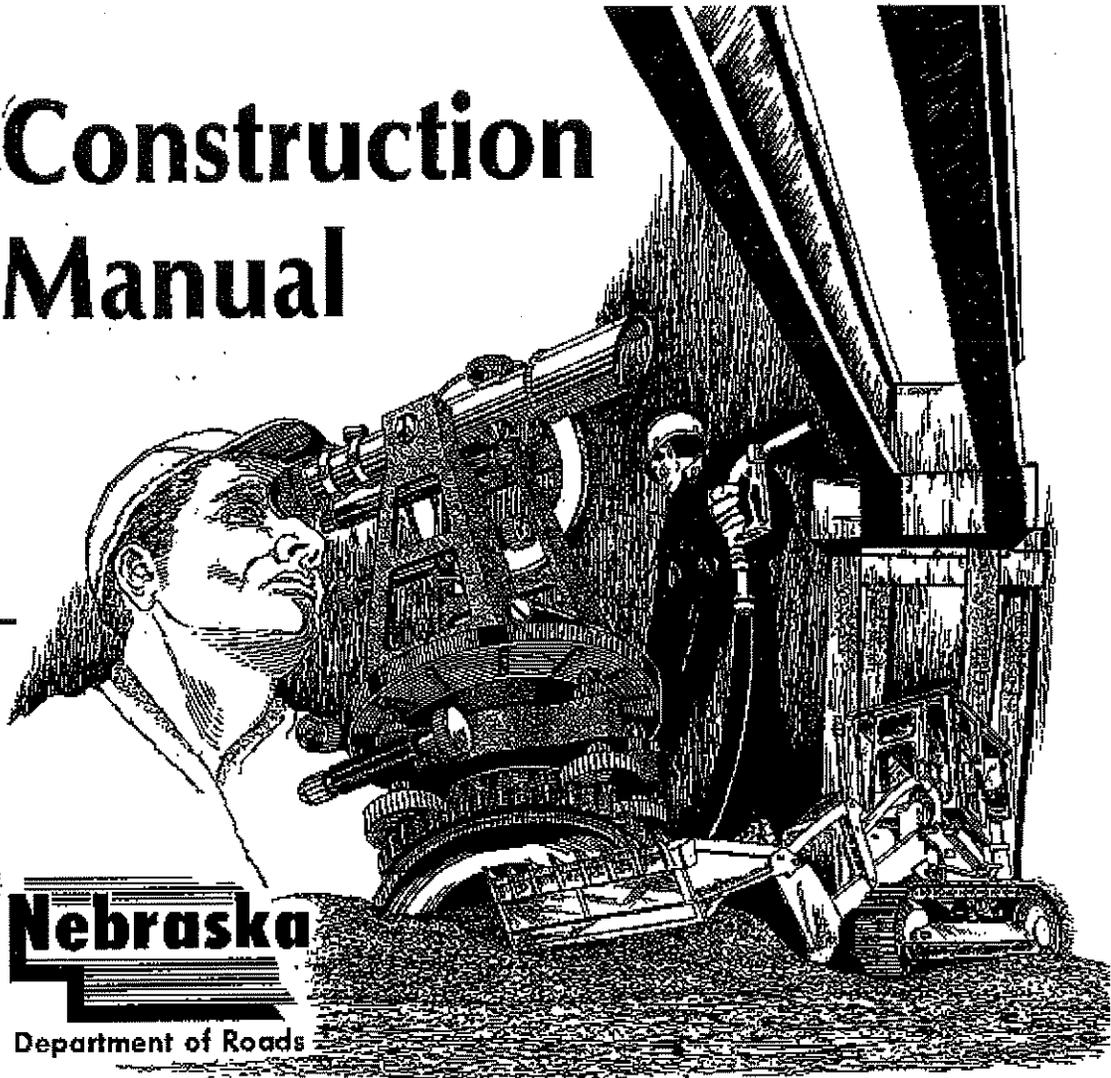
Prepare "As-Builts". Full-size plans only are to be submitted to the District Reviewer and Lincoln Construction Division – Final Review Section for microfilming. Microfilmed copies of ½ size plans are illegible. See Section 106.10 of the Construction Manual.

All plan sheets will be included in the As-Built Plans except for Standard Plan Sheets, Roadway Cross Section Sheets, unused Option Groups, and deleted plan sheets. Revised plan sheets should be inserted (remove plan sheets being replaced).

The process is as follows:

- Project personnel will prepare one (1) full-size set of As-Builts.
- Cities, counties, etc. that have money involved or a special interest in the project will be asked by the Project Manager if they need/want a complete copy of the As-Builts or only specified sheets.
- The full-sized As-Builts will be submitted to the Lincoln Construction Division – Final Review Section with the final records for finaling with notification of the number of complete copies or specified sheets desired.
- The final review will be performed.
- After the final review is completed, the specified sheets or complete copies, as requested by the District, will be copied in half-size sets prior to microfilming. The copies will be returned to the District 3 to 4 weeks after submittal to the Lincoln Construction Division – Final Review Section.
- The full-size set of As-Builts will be submitted to the Communications Division for microfilming after final review is complete and the half-size copies of the As-Builts are made.
- After the As-Builts have been microfilmed, the Communications Division will submit the As-Builts to the Transportation Planning Division for their use.
- Upon completion of their work, the Transportation Planning Division will periodically return the full-size As-Builts to the District via truck.

Construction Manual



Nebraska

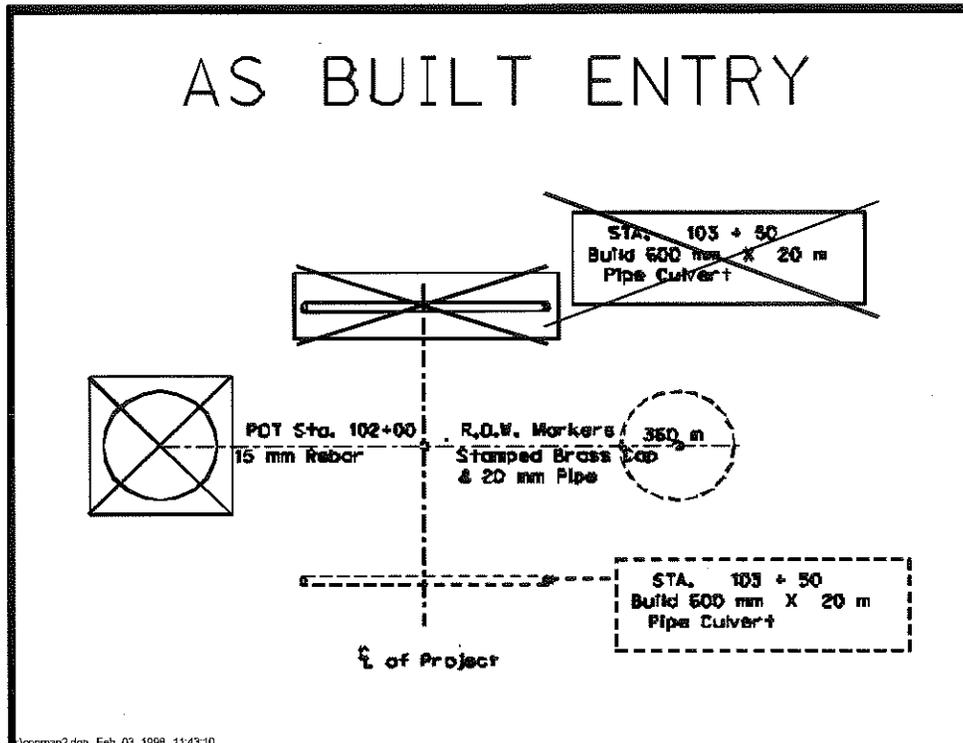
Department of Roads

106.10 AS BUILT PLANS

An extra set of full size plans will be furnished the Project Manager for use as as-built plans. The Project Manager may request an additional set of plans from the Construction Division for as-builts if needed. The as-built plans shall be an exact representation of the completed work. Any revised plan sheets must be included and the sheets they replace should be discarded. All special plan sheets must be included. The S1 sheets need to be corrected to show the Final Quantities including additional items of work.

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In preparation of these plans, only black pen shall be used. Lines, dimensions and notations shown in the original plans which have been eliminated or corrected shall be "X ed" (crossed out) and boxed with solid lines. Dashed lines shall be used to indicate any as-built lines, dimensions, or tie points which do not conform to the original plans. For example, a 2' x 65' 8" (600 mm x 20.0 m) pipe culvert is constructed at Station 103+50, whereas the plans called for a 2' x 63' 3" (600 mm x 19.25 m) pipe culvert at Station 101+50. The outline of the culvert at Station 101+50 shall be boxed and the notations describing the work "X ed" within the box with solid lines. The outline of the as-built culvert, in dashed lines, and corrected description notation should be shown at Station 103+50. In striking out figures and notations, care should be used to avoid obliterating the original figures.



In the event appreciable errors are noted in the locations of side roads, section lines, property fences, buildings, roadway structures, or other important landmarks, the corrected locations shall be shown.

The front sheet shall bear the following label in some convenient blank space:

AS BUILT PLANS

Work performed by.....(Name of Contractor)

(If more than one contract has been let to complete the work, list all prime contractors)

Prepared by.....(Name).....(Title).....(Date)

Approved by.....(Project Manager).....(Title).....(Date)

The following information shall be shown for the various types of work:

Grading:

1. All changes in alignment.
2. All equations in stationing used during construction.

3. All permanent references for control points. Also, all control points required to establish centerline shall be perpetuated. Brass caps and pipe are available for this.
4. All changes in grade lines and elevations.
5. Locations and elevations of all benchmarks used during construction or permanently established in taking final cross sections. Permanent benchmarks should be identified by the word "Permanent". Benchmarks shall be established at box culverts, bridges and other locations where they may be considered permanent.
6. Location and number stamped on brass disc of all Government Survey benchmarks. The elevation based on the project level datum, if available.
7. Location of all right-of-way markers installed.
8. Location of all land corner witnesses, existing, or installed by the Project Manager.
9. Location of all farm entrances constructed showing lengths, diameters and type of culverts laid or relaid.
10. Locations of limits of construction of all borrow pits, channel changes, dikes, intercepting ditches, etc., outside the right-of-way not covered by extended roadway cross sections. The stationing and location of the base line with respect to the project centerline shall also be shown.

Culverts:

1. All changes in location.
2. All changes in lengths or dimensions.
3. The type of pipe installed (CMP, RCP, etc.).

Bridges and Special Culverts:

1. All changes in stationing.
2. All changes in design.
3. All revised dimensions.
4. Floor and bridge seat elevation of bridges.
5. Maximum and minimum length of piling in each footing.
6. The description, location and elevation of all permanent benchmarks.

Surfacing:

1. Beginning and ending stationing of each type and width of surfacing constructed.
2. Location of all option pits used in connection with the construction of the project. If any plan pits are not used, designate by the words "Not Used".

Processing As Built Plans

1. Project personnel will prepare one (1) full-size set of As Builts.
2. Cities, counties, etc. that have money involved or a special interest in the project will be asked by the Project Manager if they need/want a complete copy of the As Builts or only specified sheets.
3. The As Builts will be submitted to the Construction Division with the final records for finaling with notification of the number of complete copies or specified sheets desired.
4. The final review will be performed.
5. After the final review is completed, the specified sheets or complete copies, as requested by the District, will be copied in half-size sets. The copies will be returned to the District within three (3) to four (4) weeks after submittal to the Construction Division.
6. The full-size set of As Builts will be submitted to the Communication Division for microfilming after the final review is complete and the half-size copies of the As Builts are made.
7. After the As Builts have been microfilmed, the Communication Division will submit the As Builts to the Transportation Planning Division for their use.
8. Upon completion of their work, the Transportation Planning Division will periodically return the full-size As Builts to the District, via truck.

Lighting and Signals - On all roadway lighting and signal projects, a set of "as-builts" will be prepared, pertinent to the wiring alignment, showing the exact location of conduit or cable runs, pull boxes, and any other information which would be beneficial in case of maintenance problems or construction activities in the area. When "as-builts" are submitted to the agency at the time the agency is notified by letter of the acceptance of the installation and to assume the maintenance.

As-Built Plan Instructions

The As-Built plans shall be an exact representation of the completed work. As-Built plans can be created manually or electronically. If created manually, an extra set of full size plans will be furnished to the Project Manager. The Project Manager may request additional plan sets from the Construction Division, if desired. If created electronically, a copy of the plans is available in Falcon.

Registered Professional Engineer Seal and Signature

(Refer to Construction Division Directive 01-10-06-03)

In order to comply with Nebraska Statutes 81-3401 through 81-3455, which constitute "The Engineers and Architects Regulation Act", **all plan sheets that show changes to Nebraska Dept. of Roads project plan sets**, including the Title Sheet, shall be sealed and signed by the Registered Professional Engineer in responsible charge of the project. The seal so affixed and signed shall be designated, either above or below the seal, as the "**As-Built**" seal.

The seal may be affixed and signed by the District Engineer, District Construction Engineer, Assistant District Construction Engineer, or the Highway Project Manager in responsible charge of the project (if a Registered Professional Engineer in the State of Nebraska).

Plan sheets to which no changes have been made do not need to be sealed and signed.

Required As-Built Plan Sheets

All Plan Sheets, including Special Plans and Revised Plan Sheets, are required except for the following:

- Roadway Cross-Sections will not be included.

- Standard Plans will not be included.

- Original Plan Sheets replaced by Revised Plan Sheets will not be included.

- Plan Sheets for Option Groups not used (i.e. Bridge Plans, Contractor's Option to build either Group 6 or Group 6A) will not be included.

As-Built Plan Preparation

As-Built plans will be prepared using full-sized plan sheets.

Only black ink will be used for manually prepared As-Built plans.

Use the default As-Built Menu Items provided in MicroStation for electronically prepared As-Built plans.

No original plan notes will be deleted or covered up. The original notes that don't apply will be crossed out by a single line through the middle of the text or the text box will be crossed (X) out.

Additional sheets may need to be added to show all completed work in order to avoid covering up original plan notes. The sheets should be numbered with a letter designation (i.e. 7a, 7b, etc.).

Title Sheet

The Title Sheet shall bear the following label in some convenient blank space:

<p>AS-BUILT PLANS</p> <p>Work performed by (Name of Prime Contractor)</p> <p>(If more than one contract has been let to complete the work, list all prime contractors)</p> <p>Prepared by..... (Name)..... (Title)..... (Date)</p> <p>Approved by..... (Name)..... (Title)..... (Date)</p>

The Index of Sheets will be corrected to show the plan sheets not included in the As-Built plans by crossing out with a single line through the middle of the text. The Index of Sheets will be corrected to show added plan sheets.

The Title Sheet must bear the "As-Built" Registered Professional Engineer Seal of the Engineer responsible for the project with his/her signature across the seal.

Summary Sheets (2S Sheets)

The 2S Sheets will show the final quantities of all items. If the final quantity is the same as the plan quantity, no change is required. If the final quantity is different than the plan quantity, cross out the plan quantity with a single line through the middle of the text and place the final pay quantity as close as possible to the original.

All items included on the Final Estimate will be included on the Summary Sheets. All new items of work added by Change Order will be added in the appropriate Group on the 2S Sheets. This includes contingency work items (i.e. Pile Cutoff, Incentives, Disincentives, Sign Deductions, etc.) The item, final pay quantity, and SMGR Change Order Number will be entered.

The Summary Sheets must bear the "As-Built" Registered Professional Engineer Seal of the Engineer responsible for the project with his/her signature across the seal.

Plan Sheets

All plan sheets will be corrected to reflect a true representation of the completed work.

The tenses of the build note do not need to be changed (i.e. *Build to Built*).

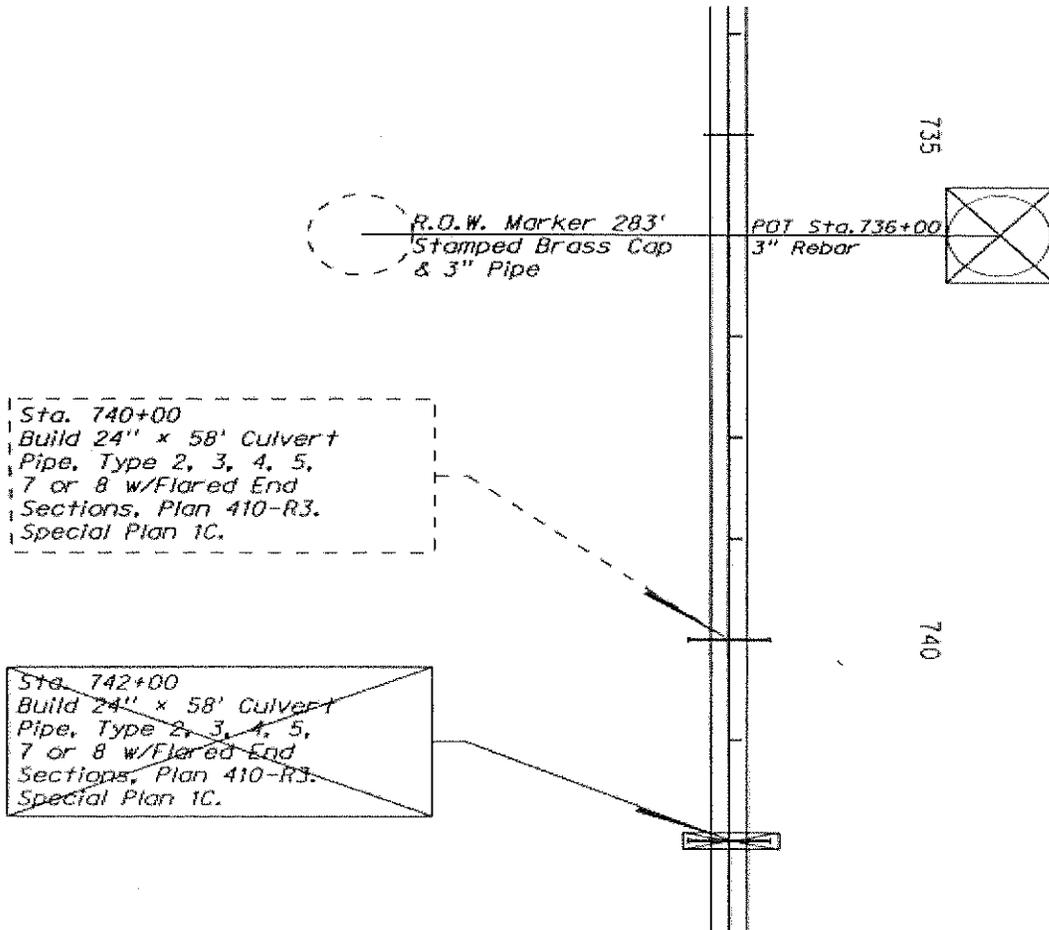
If built as per plan, do not change the build note.

If changed from plan, "X" out the original note and add the correct build note.

As-Built notes and the Engineers Stamp are not required on plan sheets where no changes were made.

Plan sheets that have any changes must bear the "As-Built" Registered Professional Engineer Seal of the Engineer responsible for the project with his/her signature across the seal.

Lines, dimensions and notations shown in the original plans which have been eliminated or corrected shall be "X ed" (crossed out). Dashed lines shall be used to indicate any as-built lines, dimensions, or tie points which differ from the original plans. For example, a 24" x 58' (600 mm x 17.7 m) pipe culvert is constructed at Station 740+00, whereas the plans called for a 24" x 58' (600 mm x 17.7 m) pipe culvert at Station 742+00. The outline of the culvert at Station 742+00 shall be boxed and the notations describing the work "X ed" within the box with solid lines. The outline of the as-built culvert and corrected description notation should be shown at Station 740+00. In striking out figures and notations, care should be used to avoid obliterating the original figures.



In the event that appreciable errors are noted in the locations of side roads, section lines, property fences, buildings, roadway structures, or other important landmarks, the corrected locations shall be shown.

The following information shall be shown for the various types of work:

Grading:

1. All changes in alignment.
2. All equations in stationing used during construction.
3. All permanent references for control points. Also, all control points required to establish centerline shall be perpetuated. Brass caps and pipe are available for this.
4. All changes in grade lines and elevations.
5. Locations and elevations of all benchmarks used during construction or permanently established in taking final cross sections. Permanent benchmarks should be identified by the word "Permanent". Benchmarks shall be established at box culverts, bridges, and other locations where they may be considered permanent.
6. Location and number stamped on brass disc of all Government Survey benchmarks. The elevation based on the project level datum, if available.
7. Location of all right-of-way markers installed.
8. Location of all land corner witnesses, existing or installed by the Project Manager.
9. Location of all farm entrances constructed showing lengths, diameters, and type of culverts laid or relaid.
10. Locations of limits of construction of all borrow pits, channel changes, dikes, intercepting ditches, etc., outside the right-of-way not covered by extended roadway cross sections. The stationing and location of the base line with respect to the project centerline shall also be shown.

Culverts:

1. All changes in location.
2. All changes in lengths or dimensions.
3. The type of pipe installed (CMP, RCP, etc.).

Bridges and Special Culverts:

1. All changes in stationing.
2. All changes in design.
3. All revised dimensions.
4. Floor and bridge seat elevation of bridges.
5. Maximum and minimum length of piling in each footing.

6. The description, location, and elevation of all permanent benchmarks.

Surfacing:

1. Beginning and ending stationing of each type and width of surfacing constructed.
2. Location of all option pits used in connection with the construction of the project. If any plan pits are not used, designate by the words "Not Used".

Lighting and Signals:

On all roadway lighting and signal projects, a set of "As-Built" plans will be prepared to show the exact location of conduit or cable runs, pull boxes, and any other information which will be beneficial in case of maintenance problems or construction activities in the area.

When the lighting or signal facility is to be maintained/operated by another agency (municipality, utility company, etc.), an additional set of "As-Built" plans shall be forwarded to that agency when they are notified that the work has been accepted and the maintenance/operation is to be assumed by them.

The name of the agency assuming the maintenance/operation and the date responsibility is assumed shall be shown on the first lighting and signal plan sheets of the As-Built plans.

Processing As-Built Plans

1. Project personnel will prepare one (1) full-size set of As-Built plans.
2. Cities, counties, etc. that have money involved or a special interest in the project will be asked by the Project Manager if they need/want a complete copy of the As-Built plans or only specified sheets.
3. The As-Built plans will be submitted to the Construction Division with the final records for finaling with notification of the number of complete copies or specified sheets desired.
4. The final review will be performed.
5. After the final review is completed, the specified sheets or complete copies, as requested by the District, will be copied in half-size sets. The copies will be returned to the District within three (3) to four (4) weeks after submittal to the Construction Division.
6. The full-size set of the As-Built plans will be submitted to the Communication Division for microfilming after the final review is complete and the half-size copies of the As-Built plans are made.
7. After the As-Built plans have been microfilmed, the Communication Division will submit the As-Built plans to the Transportation Planning Division for their use.
8. Upon completion of their work, the Transportation Planning Division will periodically return the full-size As-Built plans to the District, via truck.

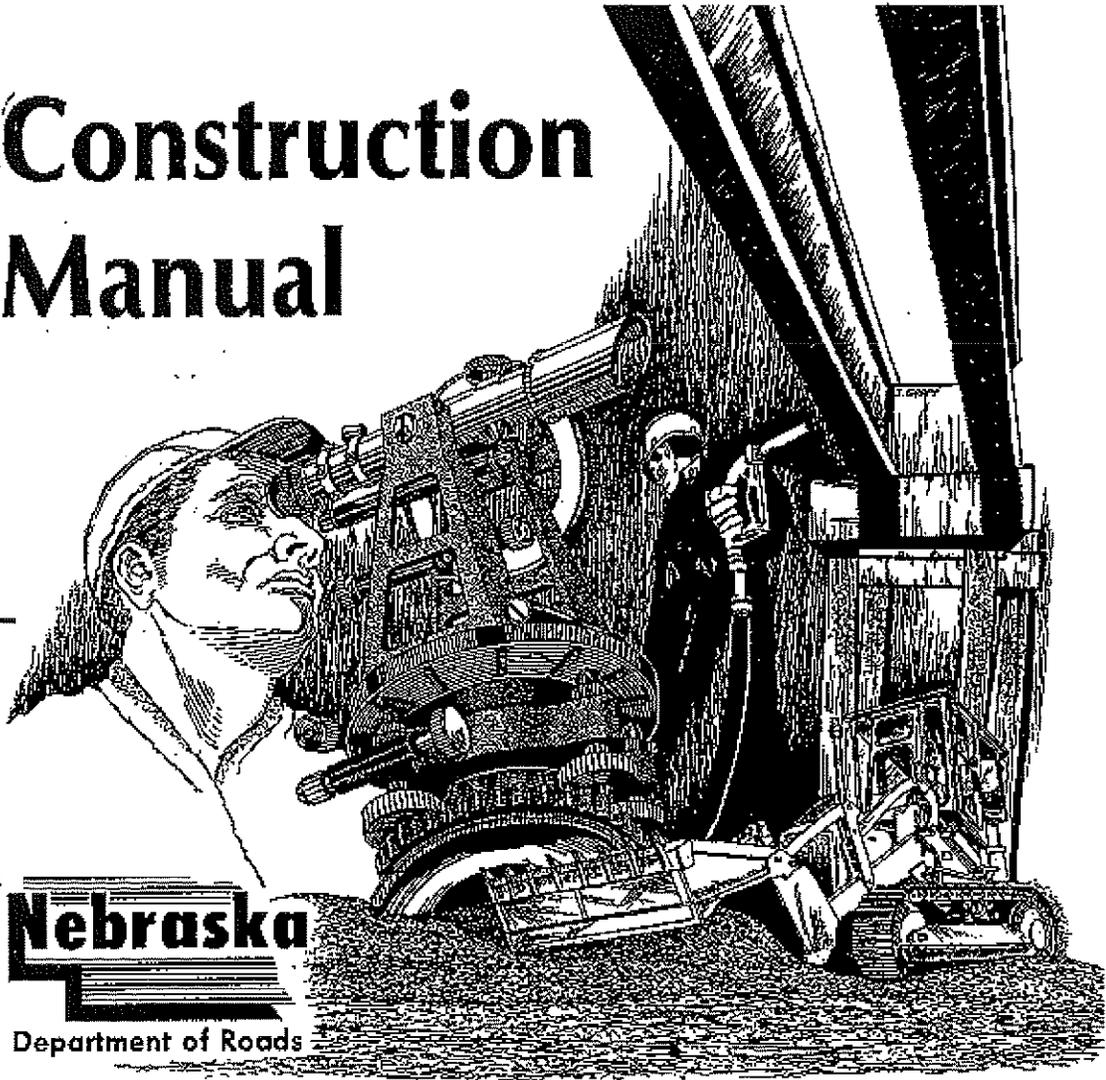
APPENDIX B

CULVERT BOOK

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***INSPECTOR INFORMATION/
BOOK INDEX***

Construction Manual



Nebraska

Department of Roads

Identification Page and Index Page

<p style="text-align: center;"><i>Group 1 Grading Book #7</i> FIELD or TRANSIT BOOK</p> <p>Property of <i>Nebr. Dept. of Roads</i> <i>Box 94759</i> <i>Lincoln, NE 68509</i></p> <p>Address <i>James E. Erin</i> <i>Box 77</i> <i>Smith Square, NE 68881</i></p> <p>Telephone <i>(308) 741-3999 Office</i> <i>(308) 741-4112 Home</i></p> <p><i>Project RS-601-1(102)</i> <i>Smith Square - North</i> <i>Contractor - O.K. Contractors</i> <i>District 4</i></p> <p>This book is manufactured of a High Grade 50% Rog Paper having a Water Resisting Surface, and is sewed with Nylon Waterproof Thread.</p>	<p style="text-align: center;"><i>Index</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"><i>Index</i></td> <td style="text-align: right; width: 20%;">Pg. No.</td> </tr> <tr> <td><i>Index</i></td> <td style="text-align: right;">1</td> </tr> <tr> <td><i>Index</i></td> <td style="text-align: right;">2</td> </tr> <tr> <td><i>Index</i></td> <td style="text-align: right;">3</td> </tr> <tr> <td><i>Construction Balance Information</i></td> <td style="text-align: right;">4</td> </tr> <tr> <td><i>Estimate Quantities Excavation</i></td> <td style="text-align: right;">5</td> </tr> <tr> <td></td> <td style="text-align: right;">6</td> </tr> <tr> <td></td> <td style="text-align: right;">7</td> </tr> <tr> <td></td> <td style="text-align: right;">8</td> </tr> <tr> <td></td> <td style="text-align: right;">9</td> </tr> <tr> <td><i>Type III Barricades Required</i></td> <td style="text-align: right;">10</td> </tr> <tr> <td><i>Type IV Barricade Record</i></td> <td></td> </tr> <tr> <td style="padding-left: 20px;"><i>Group 1</i></td> <td style="text-align: right;">11</td> </tr> <tr> <td></td> <td style="text-align: right;">12</td> </tr> <tr> <td></td> <td style="text-align: right;">13</td> </tr> <tr> <td></td> <td style="text-align: right;">14</td> </tr> <tr> <td></td> <td style="text-align: right;">15</td> </tr> <tr> <td></td> <td style="text-align: right;">16</td> </tr> <tr> <td></td> <td style="text-align: right;">17</td> </tr> <tr> <td><i>Clearing and Grubbing Reward</i></td> <td style="text-align: right;">18</td> </tr> <tr> <td><i>Clearing and Grubbing Reward</i></td> <td style="text-align: right;">19</td> </tr> <tr> <td></td> <td style="text-align: right;">20</td> </tr> <tr> <td></td> <td style="text-align: right;">21</td> </tr> <tr> <td></td> <td style="text-align: right;">22</td> </tr> </table> <p>This type of index can be kept current if entries are indexed as they are added to the book.</p>	<i>Index</i>	Pg. No.	<i>Index</i>	1	<i>Index</i>	2	<i>Index</i>	3	<i>Construction Balance Information</i>	4	<i>Estimate Quantities Excavation</i>	5		6		7		8		9	<i>Type III Barricades Required</i>	10	<i>Type IV Barricade Record</i>		<i>Group 1</i>	11		12		13		14		15		16		17	<i>Clearing and Grubbing Reward</i>	18	<i>Clearing and Grubbing Reward</i>	19		20		21		22
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Inspector Information and Party Information

<u>Inspector Information</u>			
<i>Date</i>	<i>Printed Inspectors Name</i>	<i>Job Title</i>	<i>Inspectors Signatures Used</i>
4-4-96	<i>Stanley D. Donnelson</i>	<i>EA II</i>	<i>S.D.D., S.D.D. & Stanley D. Donnelson</i>
4-1-96	<i>Ivan C. Smith</i>	<i>Constructors Supt.</i>	<i>I. C. Smith</i>
4-7-96	<i>Donald D. Dugger</i>	<i>EA I</i>	<i>D.D.D., D.D.D., & Donald D. Dugger</i>
5-9-96	<i>Joseph L. Lunar</i>	<i>PM II</i>	<i>J.L.L. & J. L. Lunar</i>
This information should be shown in each field book, for inspectors making entries in the book.			
<u>Contractor</u>			
			<i>4-1-96</i>
			<i>T. E. Simm</i>
This information should be entered on the first page of Survey Records for a day.		This information should be entered on Subsequent pages of Survey Records for a day.	

Record for Culvert Pipe
Box or Pipe Culvert

Plan Data: Station 74+35 450 mm x 46 m: CMP with headwalls, Remove Build 915 mm x 72 m reinforced concrete pipe with flared end sections Plan 410 Excavation = 43 m ³										Drawing																			
Construction Data: Station 74+35 450 mm x 15 m CMP with headwalls, Removed Built 915 mm x 72 m reinforced concrete pipe with flared end sections Plan 410 Excavation = D.Q.										Hub=1779.43 @ 47 FL-1779.00 2 32 C=0.43 = 15					Hub=1777.30 @ 55 FL=1777.00 @ 40 C=0.30 = 15														
Elevation Check Centerline 75+00										FL JDK 4-3-96																			
Elevation Check Centerline 74+00										FL DLL 4-9-96					(1782.80)														
<table border="1" style="margin: auto;"> <tr><td>Final</td></tr> <tr><td>Pay</td></tr> <tr><td>Quantities</td></tr> </table>										Final	Pay	Quantities						-4.29					1782.76						
Final																													
Pay																													
Quantities																													
															(1784.20)														
															-2.85					1784.20									
80.52	79.31	79.10	80.77	82.92	80.33	77.85	77.30	77.22	76.11	80.1	79.40	78.92	82.55	82.51	78.35	77.51	77.30	76.71											
74+	6 ³	7 ⁰	7 ⁸	7 ⁶²	8 ⁰	8 ²	6 ⁴	4 ⁶	4 ²	4 ⁶	6 ⁸	8 ⁸	9 ³	9 ⁶	9 ⁸	9 ⁷⁵	9 ⁹	10 ⁴	11 ⁰										
35	250	150	70	47	30	22	22	14	CL	15	24	24	26	37	52	55	60	150	250										
	off angle		off hub			FL					FL					hub off	angle	off angle											
			angle													ROW													
TP ROW Hub Lt Sta. 72+00										+3.07					1787.05					-9.37					1783.98				
BM #8										+7.01					1793.35										1786.34				
Station 74+35										Inspection Record																			
5-3-96 It was necessary to excavate the following area for backfill material. (Also use to show unsuitable material volume removed.)										Excavation - Removal - Bedding OK 5-1-96 WAL No Salvage Laying - Backfill OK 5-3-96 WAL See Moisture-Density Test No. 6																			
D W L										Final Pay Quantities:																			
2.0 m x 30.0 m x 35.0 m = 2100 m ³										Excavation for Pipe Culverts & Headwalls = 43 m ³																			
Say 2100 m ³ required for additional excavation for embankment and backfill. This culvert had to be backfilled completely for local traffic's convenience.										Additional Excavation for Backfill or Embankments = 2100 m ³																			
As a general rule, the unsuitable material replacement volume should equal the volume excavated.										1.0 m Reinforced Concrete Pipe = 72 m ³																			
										1.0 m Flared End Sections = 2 each																			
										Salvaging Culvert Pipe = None																			
										Removal of Existing Headwalls = 2 each																			
										Comp. 5-3-96 WAL																			
										Besides the Final Record of Quantities shown below, the inspector should maintain a summary record of all pay items, completed to date, for the Project Manager's use in preparing weekending reports.																			

APPENDIX C

SITEMANAGER REQUIRED DATES AND EVENTS

NDOR CONSTRUCTION DIVISION 01.29.2007

&

SITEMANAGER DATES

NDOR CONSTRUCTION DIVISION 01.29.2007

SITE MANAGER REQUIRED DATES AND EVENTS

PROJECT NUMBER:				revised 01/29/07
PROJECT NAME:				
CONTRACT ID NUMBER:				
DESCRIPTION OF REQUIRED DATES/ EVENT INFORMATION	DATE TYPE	ACTUAL DATE	DATE ENTERED	REMARKS
MILESTONES	**			**MILESTONES
CONTRACT AUTHORITY	N/A			
TRAFFIC CONTROL PLAN SUBMITTED	KEY			REQUIRED
PROJECT SCHEDULE RECEIVED DATE	KEY			send copy to Const office
EROSION CONTROL PLAN RECEIVED	KEY			REQUIRED (send copy of intial plan to Const office)
PRECONSTRUCTION CONFERENCE	**			**CHECKLIST SCHEDULED EVENT
CONTRACTOR ACTUALLY STARTED WORK DATE	KEY			REQUIRED
CLOSED TO TRAFFIC DATE	KEY			IF APPLICABLE
OPEN TO TRAFFIC DATE	CRITICAL			IF APPLICABLE
WORK SUSPENDED DATE (1-7)	KEY			IF APPLICABLE
WORK RESUMED DATE (1-7)	KEY			IF APPLICABLE
PUNCHLIST TO CONTRACTOR DATE	KEY			OPTIONAL
PUNCHLIST COMPLETE DATE	KEY			OPTIONAL
EVALUATION OF CONTRACTORS	N/A			REQUIRED
READY FOR FINAL INSP(D.E.) DATE	KEY			OPTIONAL - PM request Final Insp by DE
RAILROAD WORK DONE-XXXX DATE	KEY			IF APPLICABLE (XXXX = RR INITIALS)
OPTION PIT SITE RELEASED DATE	**			**CHECKLIST SCHEDULED EVENT
FINAL ACCEPTANCE LETTER DATE	KEY			OPTIONAL - date Tent. Acceptance Letter is written
PROJECT COMPLETION DATE	KEY			REQUIRED
LOTUS NOTES NOTIFICATION TO DOR-CONSTR-COMPLETION DATE	N/A			LPA Projects - send to NDOR Representative REQUIRED within 2 weeks of Proj. Completion Date
COMPLETE ANY REMAINING EOC'S	N/A			
FINAL PAYROLL RECEIVED DATE	**			**CHECKLIST SCHEDULED EVENTS
NOTIFY M & R OF CHECK ESTIMATE	N/A			
MAJOR ITEM CHECK				
ZERO OUT STOCKPILED MATERIALS	N/A			
RESOLVE ALL DISCREPANCIES	N/A			
GENERATE FINAL ESTIMATE - DO NOT SIGN UNTIL AFTER CONCURRENCE	N/A			
QUANTITY ACCEPTANCE LETTER SENT TO CONTRACTOR DATE	KEY			REQUIRED Date of Certified Mail Receipt Sent
CONTRACTOR ACCEPTANCE OF FINAL QUANTITIES DATE	KEY			REQUIRED Date Contractor Actually Signed Concurrence Form. *See note below
PM SIGN FINAL ESTIMATE	N/A			
PM'S LETTER OF FINAL TRANSMITTAL	N/A			
FIELD BOOKS	N/A			
AS BUILT PLANS	N/A			
				*Note: If Contractor Does Not Respond, Date Cert. Mail Received + 14 Days =Concur

All Dates hi-lighted in **BLUE** are Site Manager Dates the Project Manager is responsible for entering.

There are a few dates that are marked with double asterisks **. These are Dates that may only apply to specific situations. For example; if it is necessary to suspend the working day count on a project, then you will need to fill out the Key Dates - Work Suspended and Work Resumed.

CRITICAL DATES - No entries required by Project Managers.

KEY DATES

Located in – **Contract Admin → Contract Records → Key Dates**

Contractor Actually Started Work **Project Manager**
(The first day the Contractor physically went to work.)

Contractor Acceptance of Final Quantities Date **Project Manager**

(This is the date the Contractor actually signs the Concurrence form. The Contractor is allowed 14 days from the date of delivery to review and sign the Concurrence form. If the Contractor does not respond within that time frame, this is also considered Concurrence. Date of delivery on the Certified Mail Receipt + 14 days.)

District Reviewer Clearance	District Reviewer
Erosion Control Plan Received Date (Submit copy of the initial Erosion Control Plan to Lincoln Construction Office prior to any work on the project.)	Lincoln
Final Acceptance by NDOR	Lincoln
Final Acceptance Letter Date	Lincoln
Final Audit	Lincoln
Final Received in Lincoln Construction Office	Lincoln
Material Certificate	Materials & Test
Notice for Work to Begin	Lincoln
Other	optional use

Project Completion Date

Project Manager

(This is the date “in” the District Engineer’s Letter of Acceptance to the Contractor, which states that the project is complete and is hereby tentatively accepted as of that date. This date is also typically the last day the Contractor performs any work on the project.)

LPA PROJECTS – This date is the date listed in the LPA RC’s Letter of Acceptance to the Contractor, which states that the project is complete and is hereby tentatively accepted as of that date. This date is also typically the last day the Contractor performs any work on the project..)

Project Released to Controller

Lincoln

Punch List Complete**

Project Manager **

(Date the Contractor has satisfactorily completed the punch list.)

Punch List to Contractor**

Project Manger **

(Date the PM/Engineer submits a list of incomplete/unacceptable work to the Contractor that requires completion prior to any acceptance of the project, or portion there of.)

Project Schedule Received Date

Lincoln

(Submit a copy of Contractors Progress Schedule to Lincoln Construction office prior to any work on the project. Submit revised schedules as necessary.)

Quantity Acceptance Letter Sent to Contractor

Project Manger

(Date of Certified Mail receipt when the Concurrence form is sent to the Contractor.)

Railroad Insurance Cancelled Dates

Lincoln

Railroad Insurance Effective Dates

Lincoln

Railroad Work Done- “xxxx” (appropriate RR initials) ** Project Manager**

(This date is a required entry if your project has work on Railroad ROW. Enter the date that work is completed on Railroad ROW.)

Ready for Final Inspection**

Project Manager **

(Date PM requests final inspection from the DE)

Tentative Start Date

Lincoln

Traffic Control Plan Submitted Date

Project Manager

Work Resumed Date**

Project Manager**

(This date is required if you are resuming the working/calendar day count after a suspension.)

Work Suspended Date**

Project Manager**

(This date is required if you are suspending the working/calendar day count.)

Checklist Scheduled Events

Located in: Contract Admin → Contract Records → Checklist Scheduled Events → Select Contract ID → Highlight “Final Payroll Received” from list

(Make certain that the **Frequency Type** is set at **One Time Only** and that the **Nbr of Occurrences** is set as **1**.)

Final Payroll Received Date

Project Manager**

(Date the last payroll is received and all are accounted for.) Only when Payrolls are required.

***** MILESTONES *****

Located in: Contract Admin → Contract Records → Milestones → select Contract ID

When your project begins check for Milestone Dates.

Be Aware, Site Manager will AUTOMATICALLY start incentive/disincentive payments if you do not enter that a Milestone Date has been met.

Set up a reminder in a Calendar that is prior to the Milestone Date if necessary.