

**SUPPLEMENTAL INFORMATION FOR FEDERAL-AID PROJECTS (INCLUDING ARRA
WHISTLEBLOWER PROTECTION REQUIREMENTS)**

Revised 3/20/12

CURRENT REQUIREMENTS

(A) FEDERAL AID CONTRACTS, SUBCONTRACTS AND LOWER TIER SUBCONTRACTS

Forms, provisions and certifications that shall be included in all Federal-aid contracts, subcontracts and lower tier subcontracts:

- (1) PR-1273 or PR-1273 Attachment A, as appropriate titled *Required Contract Provisions, Federal-Aid Construction Contracts*.
- (2) Standard Special Provisions regarding Disadvantaged Business Enterprise Participation in Federal-aid Highway Construction titled Disadvantaged Business Enterprise.
- (3) Federal-aid Proposal Notices regarding Notice to *Prospective Subcontractors and Material Suppliers of Requirement for Certification of Non-Segregated Facilities*.
- (4) Certification concerning subcontracting to disadvantaged contractors. Link to website: <http://www.ncdot.org/doh/forms/files/FORMRS-1-C.doc>

(B) VENDOR OR MATERIAL SUPPLIER EQUAL TO OR GREATER THAN \$10,000

Forms and Provisions that shall be included:

- (1) Form PR-1273 titled *Required Contract Provisions, Federal-Aid Construction Contracts*. Link to website: <http://www.fhwa.dot.gov/programadmin/contracts/1273.cfm>
- (2) Form PR-1273 Attachment A *Employment Preference for Appalachian Contracts* (included in Appalachian contracts only). Link to website: <http://www.fhwa.dot.gov/programadmin/contracts/1273.cfm>
(See last page for Attachment A)
- (3) Federal-aid Proposal Notices regarding Notice to *Prospective Subcontractors and Material Suppliers of Requirement for Certification of Non-segregated Facilities*.

(C) JOB SITE POSTERS

- (1) Obtain posters from <http://www.fhwa.dot.gov/programadmin/contracts/poster.cfm>
- (2) All Recovery Act job sites must post signage of Whistleblower protections. Download poster from <http://www.oig.dot.gov/files/ARRA%2009@1f06766%20OIG%20Whistleblower%20Poster%20JI-3.pdf>

(D) CONTRACTOR FURNISHED BORROW SOURCES

Prior to approval of any borrow source developed for use on this project, obtain certification from the State Historic Preservation Officer of the State Department of Cultural Resources certifying that the removal of the borrow material from the borrow source will have no effect on any known district, site building, structure or object, architectural and/or archaeological that is included or eligible for inclusion in the National Register of Historic Places. Furnish a copy of this certification to the Resident Engineer prior to performing any work on the proposed borrow source.

To assist the contractor with compliance of this Specification, a link to the *Department of Cultural Resources Borrow Pit/Waste Area Information Form* is shown below.

<http://www.hpo.dcr.state.nc.us/borrowpit.pdf>

(E) PROGRESS SCHEDULES

The Contractor shall prepare and submit for approval, a schedule of his proposed working progress on the project in accordance with the Project Special Provision in the executed contract, titled *Progress Schedule*. Submit three copies of the proposed progress schedule to the Division Engineer responsible for the project no later than 7 days prior to the date of the project preconstruction conference. The progress schedule shall be approved before any work is begun on the project.

[Progress Schedule Narrative Example -](#)

<http://www.ncdot.org/doh/preconstruct/ps/contracts/Letting/ProgressScheduleNarrative.pdf>

[Progress Schedule Example -](#)

<http://www.ncdot.org/doh/preconstruct/ps/contracts/Letting/ProgressScheduleExample.pdf>

[Blank Progress Schedule -](#)

<http://www.ncdot.gov/doh/preconstruct/ps/contracts/Letting/BlankProgressSchedule.xls>

For best result, print progress schedule on 8 ½" by 14" paper and on *Landscape Orientation*. (Instructions: Go to File, Page Set-up, Page tab, click on Landscape and in the paper size, choose Legal 8 ½ by 14 in. Click OK. Now ready to print.)

(F) PAYROLL REQUIREMENTS

Instructions for payroll requirements <http://www.dol.gov/whd/forms/wh347instr.htm>

Form for payroll requirements <http://www.dol.gov/whd/forms/wh347.pdf>

(G) OTHER

Questions regarding *Federal-Aid contract requirements* should be directed to the *Resident Engineer* in charge of the project.

Do you have a comment or suggestion for this document? Contact Natalie Roskam, PE, Specifications Engineer, nroskam@ncdot.gov.