

# Roadway Construction, Contract Administration and Erosion Control Webinar

# Topics

- Safety
- Preconstruction Activities
- Prompt Payments
- Supplemental Agreements
- Permanent Vegetation Establishment SP
- Erosion Control
- Materials Certification
- Davis Bacon Compliance
- Division Let Contracts

# Safety

## NCDOT Emphasis Areas

- Fall Protection
- Crane Safety
- Excavation Protective Systems
- Equipment (Backup Alarms)

# Safety

## 2011 OSHA Findings

- 65 Fatalities in Highway, Street and Bridge Construction
- 47 classified as transportation incidents
- 3 from exposure to harmful substances
- 12 from contact w/ objects & equipment

# Safety

## Distracted Drivers

- An average text takes 5 seconds to type.
- A car traveling at 60 mph will travel approximately 450 feet in that time. The length of 1 and a half football fields.
- People don't stop texting while traveling thru Work Zones.
- In 2010, 3,092 people were killed and 416,000 were injured in accidents caused by distracted drivers. Those numbers have doubled since 2006.

# Preconstruction Activities

- Progress Chart and Narrative
- Preconstruction Meetings
- Utility Relocation

# Progress Chart and Narrative

- There must be an “Approved” schedule transmitted to the Contractor
- There should be an narrative that identifies construction sequence
- Things to look out for: Items which have post bid design and vegetation establishment

# Preconstruction Meetings

- Firms or individuals that have critical roles should attend
- Prepare and distribute formal minutes
- Copy State Construction Engineer
- Precon for utility relocation



# Utility Relocation

- Preconstruction Meeting
- Prepare and distribute formal minutes
- Maintain a set of utility diaries

# Prompt Payment

- Article 109-4B
- 7 day turnaround on all payments
- Applies to all subcontractors, not just DBE subcontractors
- RE should respond promptly to notifications in the manner outlined in Construction Manual



**SAMPLE SUBCONTRACTOR  
PAYMENT REQUEST LETTER**

STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

BEVERLY EAVES PERDUE  
GOVERNOR

EUGENE A. CONTI, JR.  
SECRETARY

October 19, 2010

**CERTIFIED MAIL**

Contract No.: C211111  
Project: R-5678E  
County: Honey  
Description: Storm Drainage Infiltration Basins

Super Contracting Company  
333 Alto Road  
Wheatown, North Carolina 28777

Subject: Subcontractor Payment

Gentlemen:

The Department has been notified by Stones Unlimited of an outstanding payment due them for work performed on the above project.

Subarticle 109-4(B) of the Standard Specifications requires that contractors at all levels; prime, subcontractors, or second tier subcontractors, shall within seven calendar days of receipt of monies, resulting from the satisfactory completion of work performed, pay subcontractors, second tier subcontractors or material suppliers.

Please provide documentation to this office within seven (7) days of receipt of this letter, which supports that all outstanding obligations to Stones Unlimited have been met or provide justification for withholding payment. Please note that failure to make prompt payment in accordance with the Specifications may result in removing an approved contractor from the prequalified bidders list or the approved subcontractors' list.

Should you have any questions, contact I. M Resident, P. E. at 555-555-5555.

Sincerely,

I. M. Resident, P. E. Resident Engineer

Cc: Division Engineer  
State Construction Engineer  
Bridge or Roadway Construction Engineer

# Supplemental Agreements

- Description details the work to be performed, compensation, and the applicable Articles of the Specification.
- Justification details the need for the SA and supporting approval documentation.
- Original copy should be sent to State Construction Engineer

- Description
- Force Main Sewer Line - The Utility Design Section issued a plan revision that changed the size and type of material to be used for the force main sewer line. These changes constitute an alteration of plans as defined by Article 104-3 of the 2006 Standard Specifications. The Contractor shall provide and install the materials indicated on the revised plans. Materials, construction methods, method of measurement and basis of payment shall be in accordance with the Project Special Provisions and Sections 1510 and 1520 of the 2012 Standard Specifications. Any 12 inch DI force main sewer pipe, sewer lined, not used on the project will be treated as leftover materials in accordance with Article 109-5 of the 2012 Standard Specifications.
- Justification
- A field investigation by the Department, contractor and the City of Light revealed the existing force main sewer line is 12 inches in diameter rather than the 16 inches as indicated on the plans and the existing water line is 16 inches in diameter rather than the 18 inches as indicated on the plans. These discrepancies necessitate the two steel encasement pipes provided for these lines be reduced in diameter from 36 inches to 24 inches for the force main sewer line and from 42 inches to 30 inches for the water line. The actual pipe size for both the existing force main sewer line and the water line are smaller than indicated on the plans, which required a plan revision.

- Description
- 1350mm CSP Y-9 Detour – Compensate Contractor for installation of approximately 27.6 meters of temporary 1350mm corrugated steel pipe (CSP) at station 25+66 –Y9- Detour as shown on Plan Sheet 2-S. The work shall be performed in accordance with Articles 300 and 310 of the 2006 Standard Specifications for Roads and Structures. Payment for installation and removal of the pipe shall be in accordance with the Project Special Provision for Temporary Detours (page 36 of the Contract)
- Justification
- The pipe is shown as 1350mm CSP on the roadway plan sheet 2-S, but as a 1350mm Reinforced Concrete Pipe (RCP) on the Pipe Summary sheet 3-X. There is no Line Item in the Contract for 1350mm CSP, only 1350mm RCP. However, due to the temporary nature of the pipe; the Engineer has elected to use CSP.

# Questions?

# Division Let Contracts

- CU Review of SAs and Claims greater than \$50,000 and 30 Days
- Division responsible for final claims. CU will assist when requested.
- Division completes Form 1446B on federal projects



NCDOT FINAL ACCEPTANCE REPORT FORM 1446B  
*For NCDOT Delegated Authority Projects*

|                  |           |           |             |
|------------------|-----------|-----------|-------------|
| Contract Number: | C123456   | Division: | 15          |
| WBS Number:      | 12345.3.1 | F.A. #:   | STM-222(22) |
| TIP Number:      | B-1234    | County:   | Handy       |

Project Location: BRIDGE OVER LOUNGE CREEK AND APPROACHES ON NC 22

Project Scope: GRADING, DRAINAGE, PAVING, AND STRUCTURES

|                          |            |
|--------------------------|------------|
| Letting Date             | 3/17/2009  |
| Date Work Started        | 4/24/2009  |
| Date Accepted by NCDOT   | 9/24/2010  |
| Date Final Estimate Paid | 11/16/2010 |

Procedures and controls were sufficient to assure that this project was completed in reasonable close conformance with the approved plans and specifications including authorized changes and extra work.

Remarks: If applicable note deficiencies below

|                                       |   |
|---------------------------------------|---|
| Accept of Project – Division Engineer | Materials Certification– State Materials Engineer |
| Signature: I. M. DIVISION             | Signature   |
| Date: 2/22/2011                       | Date  |

cc: State Construction Engineer  
Project Management Unit  
Federal Funds Management Unit  
FHWA – Operations Engineer

**FHWA, NC Division  
Final Acceptance Checklist for NCDOT Delegated Authority Projects**

Project Information:

|  |                                      |                        |     |             |
|--|--------------------------------------|------------------------|-----|-------------|
| TIP No.:<br>B-1234   | Federal-aid No.:<br>STM-222(22)      | Contract No<br>C123456 |     |             |
| Project Description:<br>BRIDGE OVER LOUNGE CREEK AND APPROACHES ON NC 22 |                                      |                        |     |             |
| NCDOT Division:<br>15  |                                      |                        |     |             |
| Date Awarded:<br>03/25/2009  | Approved Date:<br>04/06/2099         |                        |     |             |
| Time Started:<br>04/27/2009  | Work Started:<br>04/27/2009          |                        |     |             |
| Contract Days:<br>614  | Revised Contract Days:<br>617        |                        |     |             |
| Completion Date:<br>08/03/2010   | State Acceptance Date:<br>09/24/2010 |                        |     |             |
| Liquidated Damages (No. of days and total amount):<br>\$800.00           |                                      |                        |     |             |
| Material Certification   | Yes<br>X                             | No                     | N/A |             |
| Proposed Final Estimate  | Yes<br>X                             | No                     | N/A | ATTACHED    |
| Contractor's Written Statement of Claims (Submitted Separately)          | Yes<br>X                             | No                     | N/A | SEE HICAMS  |
| List of Supplemental Agreements  | Yes<br>X                             | No                     | N/A | SEE HICAMS  |
| (Participating / Non-Participating)                                      | Yes<br>X                             | No                     | N/A | \$49,542.40 |
| List of Time Extensions  | Yes<br>X                             | No                     | N/A | SEE HICAMS  |
| Utilization of DBE   | Yes<br>X                             | No                     | N/A |             |
| Additional Information:  |                                      |                        |     |             |
|  |                                      |                        |     |             |
|  |                                      |                        |     |             |
|  |                                      |                        |     |             |
| (Original – Project File cc – FHWA – with Proposed Final Estimate)       |                                      |                        |     |             |