



FINAL PROJECT REVIEWS

2023 MDOT/ACEC CONFERENCE

February 2, 2023

- Lisa Burkel, BLN
- Mohammad Azam, MDOT

COMMON ISSUES IDENTIFIED DURING FILE REVIEWS

- Extensions of Time
- Calculations and Sketches
- Concrete Plant Certification Statements
- Materials Ticket Documentation
- Subcontract Agreements
- FieldManager Cross-Referencing
- IDR and Item Deficiencies
- Project Closeout



EXTENSIONS OF TIME

- **Contract work:** Work performed and paid as part of the contract.
- **Punch List work:** Corrective action that will not require an Extension of Time and is not paid as contract work.
- **Extension of Time** or **Liquidated Damages:** Necessary when CONTRACT work is performed past the authorized contract completion date.



EXTENSIONS OF TIME

- Form 1100A: Extension of Contract Time: Request submitted by Contractors:
- Extension of Time review must follow 2020 SSFC, Section 108

Michigan Department of Transportation
1100A (05/2022)

EXTENSION OF CONTRACT TIME - REQUEST NUMBER

Information required by MDOT to extend length of contract time.
USE REVERSE SIDE OR ADDITIONAL SHEETS AS NEEDED.

FILE 104

DISTRIBUTION: Original - Engineer, Copies - Contractor, Contract Modification (attach to contract modification after final action).

FROM (Contractor) TO (Project Engineer) DATE

CONTRACT ID FEDERAL NUMBER

REASON(S) FOR REQUESTED EXTENSION OF CONTRACT TIME (Explain in detail)

THIS EXTENSION
Calendar Days Work Days

CONTRACTOR (Signature) DATE

DATE LET DATE AWARDED DATE STARTED

ORIGINAL OPEN TO TRAFFIC DATE ORIGINAL CONTRACT COMPLETION

PROJECT ENGINEER/CONSTRUCTION ENGINEER (Signature) DATE RECEIVED

RECOMMENDATION

TREGION CONSTRUCTION ENGINEER (Signature) DATE RECEIVED

ACTION

EXTENSION REQUEST NUMBER	REQUESTED NUMBER OF DAYS	RECOMMENDED NUMBER OF DAYS	REVISED OPEN TO TRAFFIC	REVISED CONTRACT COMPLETION	REMARKS

Navigation icons: Save, Print, Up, Down, 1 / 1, Previous, Next, Zoom



EXTENSIONS OF TIME

- Process approved Extensions of Time via Contract Modification to change the authorized contract dates.
- **Timely processing is key to avoid Overdue Finals list!!**

CALCULATIONS AND SKETCHES

Ensure all calculations and sketches are included and checked per the Construction Manual.

- Show all calculations and sketches included

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Inspector's Daily Report (IDR)

The Inspector's Daily Report (IDR) is a significant piece of documentation that is prepared by the inspector with the objective of summarizing the Contractor's work and progress. It is necessary that the IDR be prepared correctly, legibly, and thoroughly. At a minimum, a completed IDR will include the information listed below:

- Header information (Pre-Filled)
- Weather (Also include low and high temperatures)
- Contractor Workforce (Operator, Laborer, Finisher, etc.)
- Equipment used (If force account, Form 1101A must be used)
- Number of personnel for each contractor (If force account, Form 1101A must be used)
- Starting and ending Hours for each contractor in the comments section (If force account, Form 1101A must be used.)
- Clearly show all computations along with conversion factors and their associated units using the Standard Rounding Convention Guidance
- Pay item location (Be specific – Plan sheet's, distance from center line, stationing, etc.)
- Quantity Posted with supporting documentation
- Checkmarks placed next to verified computations
- Initials placed at the bottom of each attachment
- Properly associate all materials to pay item along with visual inspection must be documented on IDR's
- Signature of person who reviewed the IDR

CALCULATIONS AND SKETCHES

Sketch must be provided if calculation was developed from measurements.

- Items paid by area or volume (e.g. sidewalk, aggregate base, earthwork)

All calculations must be checked and indicated so with a checkmark in both IDR's and attachments/sketches.

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CALCULATIONS AND SKETCHES

IDRs must be signed, sketches/attachments will be initialed at the bottom.

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CONCRETE PLANT CERTIFICATION STATEMENTS

2020 SSFC requires signed MDOT certification statements on all concrete plant tickets.

- Concrete Tickets: 1001.03.A.1.4

m. Contractor's signature or initials.

Provide a space on each ticket for the Engineer to sign. If producing concrete for more than one contract, the concrete producer must include a signed certification statement on each delivery ticket stating that all concrete materials have been tested and approved or certified as meeting Department specifications.



CONCRETE PLANT CERTIFICATION STATEMENTS

CREDIT INSTRUCTIONS		
C.O.D.	CHARGE	CASH ON
All Materials are Certified to		
Meet MDOT Specifications		
High Grade Materials		
<i>John Farley</i>		
ALL MATERIA ORDERED BY		

THIS MATERIAL MEETS ALL REQUIRED A.S.T.M. STANDARDS MADE FROM TESTED STOCK M-DOT STATE PIT #59-44 OR 75-5		
CREDIT INSTRUCTIONS		
D.	CHARGE	CASH ONLY



MDOT PROJECT NUMBERS ON TICKETS

2020 SSFC requires material delivery tickets to include full MDOT CS and JN

- CONCRETE TICKETS, per 1001.03.A.4
- HMA, GRANULAR, AGGREGATE TICKETS, per 109.01.B.6

M.D.O.T. 34000 202403A

MDOT 63052-2086157

Cont ID 50092-127635



SUBCONTRACT AGREEMENTS

MDOT Form 1386 includes information describing the required subcontract agreements.

- ***Newly changed: DBE Trucking is a***

Work Types Requiring Subcontracts

Any site of work the Prime Contractor is NOT performing with its own organization.

DBE Trucking*

Work Types NOT Requiring Subcontracts, Engineer may request a copy of Contract Agreement:

Delivery of Materials*

Delivery of Traffic Control Devices*

Non-DBE Trucking* (Broker)

* This type of work will not impact the 65% maximum allowable for subcontracting calculation. All other work will impact the 65% maximum

Work Types NOT Requiring Subcontracts if the Amount of Work does not exceed \$25,000.00:

Flagging Operations

Shearing Developers

Pavement Sweeping

Stay in Place Forms

Post Tensioning of Beams

Concrete Pumping

Destructive Testing of Materials



SUBCONTRACT AGREEMENTS

Subcontract requirements do not dictate prevailing wage requirements.

- Federal Aid projects are covered by the Davis Bacon Act
- Prevailing wage must be paid to all covered wage categories



FIELDMANAGER CROSS REFERENCING

Per Construction Manual, materials must be cross-referenced in FieldManager.

- Material Source Lists entered as a line in approval tab.

General		Approvals		Items			
Material Description: Curing Compound, White				Qual/Cert Prod: Yes			
Unit: Gal	Qty. Approved: N/A		Qty. Used: 428.00		Qty. Available: N/A		
Find Form Date: <input type="text"/>							
Form Date	File	Form	Seq. No.	Quantity Approved	Source	Lot No.	Entry Date
02/16/2017	E300	0501	1	0.00	W.R. Meadow	TDC in E309 003	11/04/2017



FIELDMANAGER CROSS REFERENCING

- **Remarks box** is "what you need" to approve the material.
- **Lot Number box** is "what you have" to approve the material.

Change Material: Curing Compound, White (Contract: 40072-11037)

General	Approvals	Items
Material Description: Curing Compound, White		
Unit: Gal	Qty. Approved: 0.00	Qty. Used: 428.00
		Qty. Available: 0.00
Qualified/Certified Product: <input checked="" type="radio"/> Yes <input type="radio"/> No		
Form Date: 02/16/2017		
File: E300	Material Source List	
Form: 0501	Materials Source List	
Form Seq. No.: 1		
Qty Approved: 0.00	Source: W.R. Meadow	
Lot Numbers: DC in E309 003	Remarks: DC VI to 250gal	



FIELDMANAGER CROSS REFERENCING

- **Cross reference** placement of approval documents in the **lot number box**.

Change Material Curing Compound, White (Contract: 40012-11031)

General	Approvals	Items
Material Description: Curing Compound, White		
Unit: Gal	Qty. Approved: 0.00	Qty. Used: 428.00
		Qty. Available: 0.00
Qualified/Certified Product: <input checked="" type="radio"/> Yes <input type="radio"/> No		
Form Date: 02/16/2017		
File: E300	Material Source List	
Form: 0501	Materials Source List	
Form Seq. No.: 1		
Qty Approved: 0.00	Source: W.R. Meadow	
Lot Numbers: TDC in E309 003	Remarks: TDC VI to 250gal	

TOPICS

Construction Manual Procedures

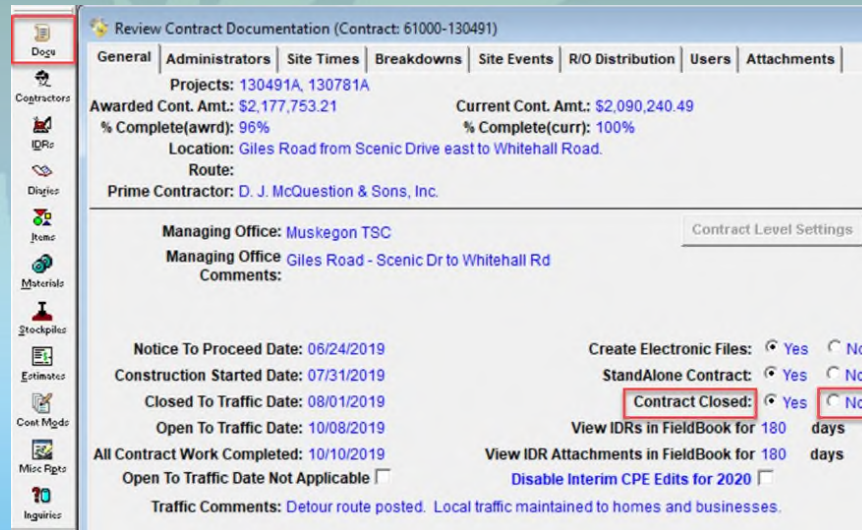
- **Post Final Estimates**
- **Form 1120 Processing**
- **Form 1105A Processing**

Special provision Pay Item and Warranty

Final Form 2124A

Some Review Deficiencies

Procedure - Post Final Estimate (CM 109.07)



Review Contract Documentation (Contract: 61000-130491)

General | Administrators | Site Times | Breakdowns | Site Events | R/O Distribution | Users | Attachments

Projects: 130491A, 130781A

Awarded Cont. Amt.: \$2,177,753.21 Current Cont. Amt.: \$2,090,240.49

% Complete(awrd): 96% % Complete(curr): 100%

Location: Giles Road from Scenic Drive east to Whitehall Road.

Route:

Prime Contractor: D. J. McQuestion & Sons, Inc.

Managing Office: Muskegon TSC

Managing Office: Giles Road - Scenic Dr to Whitehall Rd

Comments:

Notice To Proceed Date: 06/24/2019

Construction Started Date: 07/31/2019

Closed To Traffic Date: 08/01/2019

Open To Traffic Date: 10/08/2019

All Contract Work Completed: 10/10/2019

Open To Traffic Date Not Applicable ☐

Traffic Comments: Detour route posted. Local traffic maintained to homes and businesses.

Create Electronic Files: ☒ Yes ☐ No

Stand Alone Contract: ☒ Yes ☐ No

Contract Closed: ☒ Yes ☐ No

View IDRs in FieldBook for 180 days

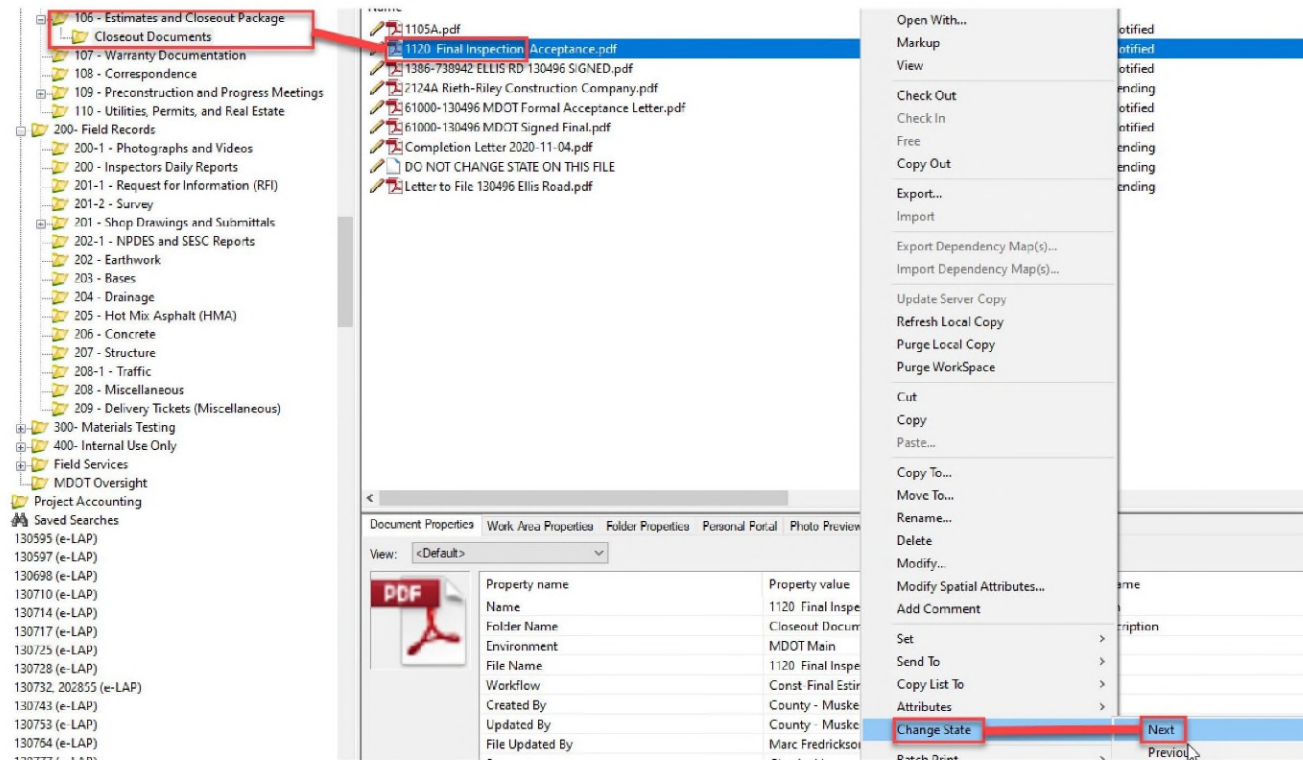
View IDR Attachments in FieldBook for 180 days

Disable Interim CPE Edits for 2020 ☐

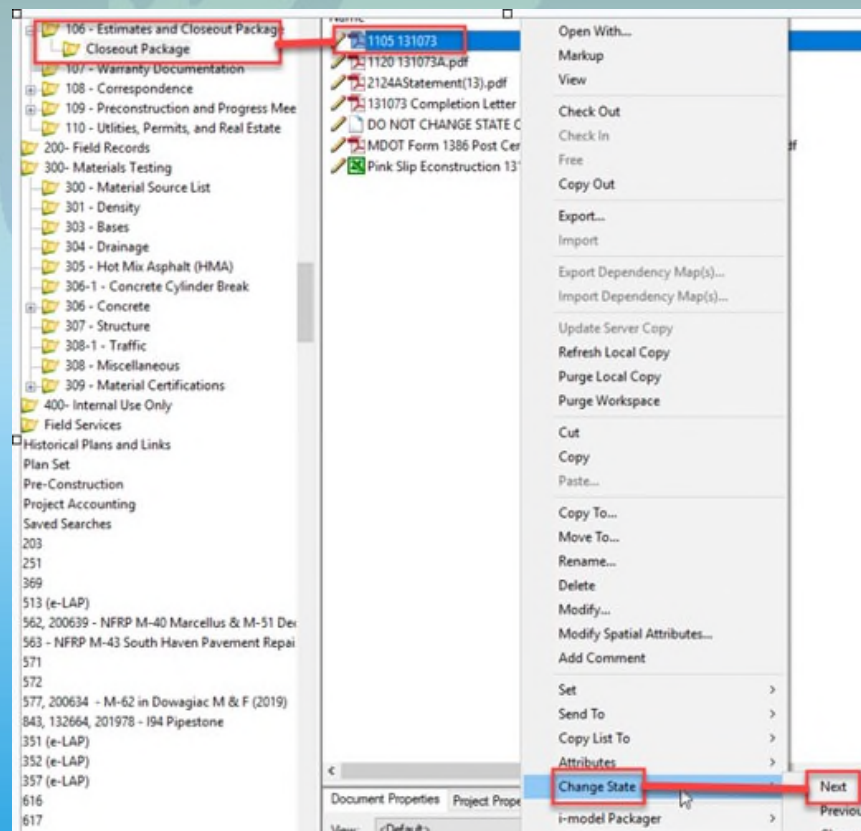
Notification e-mail: MDOT-Estimates@michigan.gov

Statement: Everything on form 1120 and form 1105A is still correct.


Procedure - Form 1120 Processing (CM 109.07)



Procedure - Form 1105A Processing (CM 109.07)



Special Provision Pay Item material association and Warranty

Pay Item		Pay Unit
Controller and Cabinet, Digital Type		Each
Controller and Cabinet, Digital Type, Master		Each
Controller, Digital Type.....		Each
Controller, Digital Type, Master.....		Each
Controller, Rem		Each

5. Warranty. Provide materials with a **3 year manufacturer's warranty**, transferable to the MDOT, that the supplied materials are free from all defects in materials and workmanship. Furnish the warranty and other applicable documents from the manufacturer, and a copy of the invoice showing the date of shipment, to the Engineer prior to acceptance. During the warranty period, the manufacturer must provide the following services at the manufacturer's pricing and terms of sale current at the time of the order:

Final Form 2124A

Current
2124A

Updated
2124A

Michigan Department of Transportation 2124A (09/13)

PRIME CONTRACTOR BI-WEEKLY STATEMENT OF SUBCONTRACTOR/SUPPLIER PAYMENTS

Portions of the information required in accordance with 49 CFR part 26.37 (as detailed in the prompt payment provisions to monitor the progress of the prime contractor in meeting contractual DBE obligations.)

SEE INSTRUCTIONS ON REVERSE

PRIME CONTRACTOR: TOEBE CONSTRUCTION LLC

CONTRACT ID: 47000 - 205872

BI-WEEKLY PERIOD ENDING: FINAL

☒ PROJECT COMPLETION

SUBCONTRACTOR, DBE SUBCONTRACTOR, DBE TRUCKER, DBE SUPPLIER OR SERVICE PROVIDER	SERVICES/WORK CLASSIFICATION	TOTAL SUB CONTRACT AMOUNT	CUMULATIVE DOLLAR VALUE OF SERVICES COMPLETED	DEDUCTIONS	ACTUAL AMOUNT PAID TO DATE	DBE AUTHORIZED SIGNATURE AT PROJECT COMPLETION ONLY	DATE
Duran Contractors	DBE	\$439,550.00	\$458,661.62		\$458,661.62	Adrian Duran May 7 2021 11:22 AM	5/7/2021

DISTRIBUTION:
Resident/Project Engineer
Office of Business Development

Michigan Department of Transportation 2124A (03/2022)

PRIME CONTRACTOR BI-WEEKLY STATEMENT OF SUBCONTRACTOR/SUPPLIER PAYMENTS

Portions of the information required in accordance with 49 CFR part 26.37 (as detailed in the prompt payment provisions to monitor the progress of the prime contractor in meeting contractual DBE obligations.)

SEE INSTRUCTIONS ON REVERSE

PRIME CONTRACTOR:

CONTRACT ID:

BI-WEEKLY PERIOD ENDING:

☐ FINAL DBE PAYMENT

SUBCONTRACTOR, DBE SUBCONTRACTOR, DBE TRUCKER, DBE SUPPLIER OR SERVICE PROVIDER	SERVICES/WORK CLASSIFICATION	TOTAL SUB CONTRACT AMOUNT	CUMULATIVE DOLLAR VALUE OF SERVICES COMPLETED	DEDUCTIONS	ACTUAL AMOUNT PAID TO DATE	DBE AUTHORIZED SIGNATURE AT PROJECT COMPLETION ONLY	DATE

MDOT 2124A (03/2022)

INSTRUCTIONS

PRIME CONTRACTOR or AUTHORIZED REPRESENTATIVE:

This statement reports the actual dollar amounts of the project cost earned by and paid to all subcontractors, DBE subcontractors, DBE suppliers, and DBE truckers. Complete and submit to the **Construction/Project Engineer** on a bi-weekly basis during the course of the project using the MERS database. This submittal is required prior to release of the **third** and subsequent estimates per FUSP 109(A).

MDOT CONSTRUCTION/PROJECT ENGINEER:

Please complete the "Comments" area, sign, date and e-mail the completed form to MDOT-Paymentstatements@Michigan.gov within 7 days of receipt from prime.

MDOT Office of Business Development
P.O. Box 30050
Lansing, Michigan 48909
Questions about this form? E-mail Chris Roe (RoeC@Michigan.gov)



Actual Work Perform Date Reporting

The actual work performed date will be used when reporting a missed pay item on an IDR.

Inspector's Daily Report

MDOT
Michigan Department of Transportation

10/6/2021 8:48 PM
FieldManager 5.3c

Contract: 82000-205826, Deck replacement, substructure repairs, cleaning and coating

IDR Date	Day of Week	Seq. No.	Import Date	Project Engineer	Construction Engineer
10/6/2021	Wednesday	1	10/7/2021	[REDACTED]	[REDACTED]

Inspector's Initials-Name	Federal Project Number	Elec. Attachments
[REDACTED]	20A0790	None

Prime Contractor
C. A. Hull Co., Inc.

Entered By	Revised By	Revision Date	Revision No.
[REDACTED]			

Temperatures	Weather
Low: ° F High: ° F	OFFICE IDR

Comments
THIS IDR IS SOLELY FOR THE PURPOSE OF POSTING ITEMS THAT WERE NEGLECTED TO HAVE BEEN POSTED AND FIELD VERIFIED.

Item Postings

Item/Material Description	Item Code	Prop. Line	Project	Category	Quantity	Unit	Location	Brkdwn ID	Attn
Sign, Portable, Changeable Message, Oper	8120331	0820	205826A	0001	2.000	Ea	East & West end of project.		
Contractor: Popp, Inc. Item Remarks: Neglected to have been posted at time of placement.									
Slope Paving, Conc	8130020	1460	205826A	0002	94.140	Syd	Abutment "A" & "B".		
Contractor: C. A. Hull Co., Inc. Item Remarks: FFM. Materials previously accounted for.									

Reviewed By: _____ (Signature) _____ (Date)

Missing Temperature and Yield calculations for HMA Item (CM 501)


Example:

Contract Plans Specify 165 pounds/square yard.

Load ticket = 46.96 tons x 2000 pounds per ton = 93920 pounds

Area Covered: 421 feet x 12 feet wide/9 sft/syd = 561.33 square yards

Yield = 93920 pounds/561.33 square yards = 167.3 lbs/square yard.



Plant #6: Brighton
7392 Kensington Rd
Brighton, MI 48116

Ticket NO: 60009834

Date/Time: 10/2/2020 4:15 pm
Customer: 30342-Pro-Line Asphalt Paving Corp.
Order: 2540-7 Mile Road Resurfacing

Dest:
Cust Job #: MDOT20010
PO:

MDOT #: 82000-205838
Product: 378-5E 10 HS
Quantity: 45.02 Ton

D.P.
10-2-20

	Daily Total
Loads	19
Quantity	855.05

167 lbs/syd

Truck ID: PRO315-PRO315
Comment:

Need to show calculations

	Pounds	Tons	Metric
Gross	150540	75.27	68.28
Tare	60500	30.25	27.44
Net	90040	45.02	40.84

Mixture temperature should be checked regularly when the mix arrives on the project and recorded on the load tickets.



QUESTIONS?

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1945**