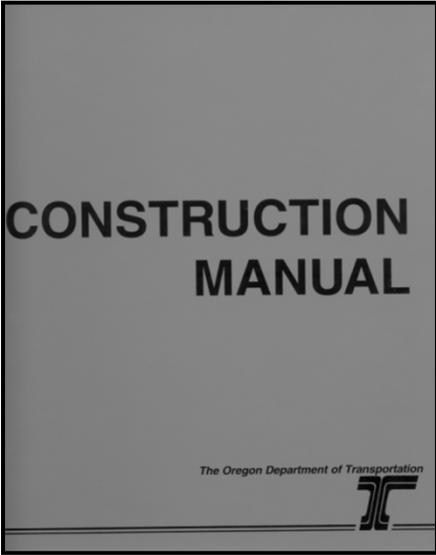


Unit 19
Project Documentation



Unit 19 Topics

- Daily Reports
- Public Records
- Region Assurance Specialist (RAS) Role
- Quarterly Release of Retainage
- CPS – How to Request Access



Daily Reports

- General Daily Progress Reports
 - What should be documented
 - Why they are important
 - Public Record implications
- Accident Investigation and Reporting
 - What to do, and why

Construction Manual, Chapter 12A



General Daily Progress Report
Form 734-3474, Page 1

Project Information
Weather
Personnel/Equipment
Work Description
Traffic Control
Equipment
Effects on Work

General Daily Progress Reports

Your reports are Public Record.

- Be factual
- Be concise
- Be relevant

Appropriate pictures are also nice.



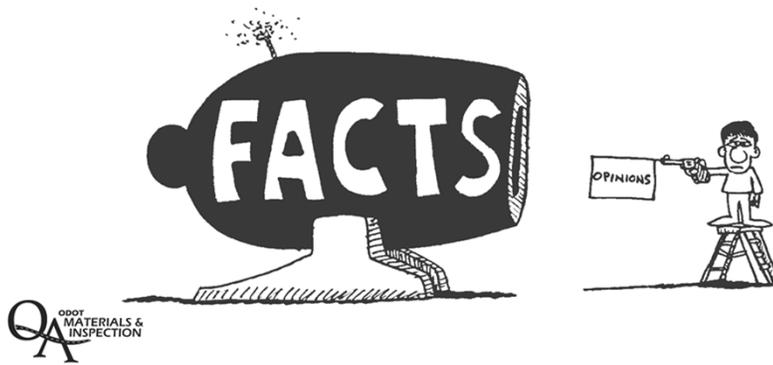
What should be Documented?

- Refer to 12A-2 of the Construction Manual
- Generally track the progress of the Work
 - What got accomplished?
 - Are there positive or negative schedule impacts?
 - Any disagreements or disputes
 - Workmanship problems
 - Relevant conversations with the Contractor
 - Accidents or damage



What should NOT be documented?

- **Personal opinions**...even if they are positive
- Irrelevant information



General Daily Progress Reports

Four years from now you should be able to answer a few questions.



General Daily Progress Reports

- When, exactly, did the earthwork begin?
- What caused the delay?
- Who was involved in the conversation?
- Did the Contractor follow their schedule?
- Was the corrective work completed? When?
- Was the superintendent present and in control of the work?
- How much work was completed that day?



Public Records

Public Record:

...any **writing** that contains information relating to the conduct of the public's business...prepared, owned, used or retained by a public body regardless of physical form or characteristics.

ORS 192.410(4)(a)



Public Records

Writing:

...handwriting, typewriting, printing, photographing and every means of recording, including letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, files, facsimiles or electronic recordings.

ORS 192.410(6)



Public Records

Don't create documents that you wouldn't want in the newspaper

- Including e-mails, letters, text messages, inappropriate photos, etc.
- Keep it professional
- No personal opinions



How long should documents be kept?

Contract Administration Documents

- Includes: e-mail, paper files, electronic files
- Must be kept 20 years after final payment
- Structures, such as bridges, require longer retention times



Example: Test Summary A-Sheet

TEST SUMMARY (A) NONFIELD TESTED MATERIALS													CONSTRUCTION CONTRACT NUMBER		C14476			
REVIEWERS AND DATES:				ITEM NUMBERS AND DESCRIPTIONS										UNIT	ORIGINAL QUANTITY	FINAL QUANTITY		
LINE	DATE OF SAMPLING / TEST OR INSPECTION	ITEM REPORT NUMBER	DATE REPORT AND OF MATERIALS LAB. C. REPORT	LAB REPORT NUMBER	TEST RESULTS	CONTRACTOR'S COMMENTS	CONTRACTOR'S COMMENTS	CONTRACTOR'S COMMENTS	CONTRACTOR'S COMMENTS	CONTRACTOR'S COMMENTS								
1	5/20/12	1																
2	8/21/12	2																
3	7/17/12	3																
4	1/1/12	4																
5	2/20/12	5																
6	15/21/12	6																
7	11/11/12	7																
8	10/23/12	8																
9	11/13/12	9																
10	11/13/12	10																
11	2/20/12	11																
12	4/24/12	12																
13																		
14																		
15																		
16																		
17																		
18																		
19																		
20																		
21																		

Used to record Non-Field Tested Materials ONLY



TEST SUMMARY (A) NONFIELD TESTED MATERIALS										CONSTRUCTION CONTRACT NUMBER		C14476				
REVIEWERS AND DATES:										ITEM NO.		ORIGINAL QUANTITY		FINAL QUANTITY		
C. Johnson										49		EA		2		
DATE OF SAMPLE, TEST OR INSPECTION										50		EA		7		
FIR REPORT NUMBER										51		EA		1		
DATA SHEET NO. OR MATERIALS LAB. "I" REPORT NO.										52		LS		ALL		
LAB REPORT NUMBER										53		SY		1415		
TEST RESULTS CERTIFICATE										54		SY		4966		
CERTIFICATE OF COMPLIANCE										54		SY		4966		
QUALITY COMPLIANCE CERTIFICATE										54		SY		4966		
"Q" WITH MATERIALS "I" REPORT NUMBER										54		SY		4966		
EQUIPMENT LISTS AND DRAWINGS										54		SY		4966		
CERTIFICATE OF MATERIALS ORIGIN										54		SY		4966		
CONCRETE INLETS, TYPE CG-2										54		SY		4966		
CONC. INLETS, TYPE G-2MA (MODIFIED)										54		SY		4966		
CONNECTION TO EXISTING STRUCTURES										54		SY		4966		
REF. WALL, CIP CONCRETE, RIGID GRAVITY										54		SY		4966		
COLD PLANE PAVEMENT REM. 0-2" DEEP										54		SY		4966		
COLD PLANE PAVEMENT REM. 2" DEEP										54		SY		4966		
INCORPORATED QUANTITIES										54		SY		4966		
EXPLANATIONS AND NONCOMPLIANCE MATERIALS DESCRIPTION										54		SY		4966		
1	8/6/12	1														REINF. STEEL QPL
2	8/31/12	2														JOINT SEALER QPL
3	9/17/12	3														PCC PATCHING QPL
4	9/19/12															STEEL JOISTS
5	9/25/12	4														TYPE 1, LEVEL B, DRAINAGE
6	10/31/12	1														FRAMES & GRATES (INLETS)
7	12/13/12															STEEL JOISTS
8	8/23/12	1														INLET FRAMES & GRATES X REF BI 49
9																FOR CERT. OF COMP. & FIR
10	3/19/13															STEEL JOISTS
11	3/28/13	1														STEEL JOISTS
12	4/24/13															STEEL JOISTS
13																
14																
15																
16																
17																
18																
19																
20																
21																

NDR - NO DOCUMENTATION REQUIRED
FTM - MATERIALS TO BE FIELD TESTED
- CMO ON FILE AT MATERIALS UNIT

Example: Test Summary B-Sheet

TEST SUMMARY FOR FIELD TESTED MATERIALS (B)										CONTRACT NO.	SHEET
PROJECT NAME		ITEM NO.	DESCRIPTION	UNIT	ORIG. QUANT.	FINAL QUANTITY				14476	OF
PREPARED BY		DATE									
I-6 @ Coburn Interchange		580	Level 4, 1 1/2" Dense HMAC		Ton	6,498					
PREPARED BY	DATE	TESTING BY	TEST METHOD AND FREQUENCY		QUANTITIES		WORK PHASE				
Drake McKee			Density, Strength, Visual		In Compliance Incorporated		AGGR PROD				
			Density, Strength, Visual		Non-Compliance Incorporated		MIX PRODUCTION				
			Density, Strength, Visual				DENSITY				
			Density, Strength, Visual				OTHER				
1	11/1/16	Drake McKee	Density		100%		In Compliance		Remarks: OK		
2	11/1/16	Drake McKee	Density		100%		In Compliance		Remarks: OK		
3	11/1/16	Drake McKee	Density		100%		In Compliance		Remarks: OK		
4	11/1/16	Drake McKee	Density		100%		In Compliance		Remarks: OK		
5	11/1/16	Drake McKee	Density		100%		In Compliance		Remarks: OK		
6	11/1/16	Drake McKee	Density		100%		In Compliance		Remarks: OK		
7	11/1/16	Drake McKee	Density		100%		In Compliance		Remarks: OK		
8	11/1/16	Drake McKee	Density		100%		In Compliance		Remarks: OK		
9	11/1/16	Drake McKee	Density		100%		In Compliance		Remarks: OK		
10	11/1/16	Drake McKee	Density		100%		In Compliance		Remarks: OK		
11	11/1/16	Drake McKee	Density		100%		In Compliance		Remarks: OK		
12	11/1/16	Drake McKee	Density		100%		In Compliance		Remarks: OK		
13	11/1/16	Drake McKee	Density		100%		In Compliance		Remarks: OK		
14	11/1/16	Drake McKee	Density		100%		In Compliance		Remarks: OK		
15	11/1/16	Drake McKee	Density		100%		In Compliance		Remarks: OK		
16	11/1/16	Drake McKee	Density		100%		In Compliance		Remarks: OK		
17	11/1/16	Drake McKee	Density		100%		In Compliance		Remarks: OK		
18	11/1/16	Drake McKee	Density		100%		In Compliance		Remarks: OK		
19	11/1/16	Drake McKee	Density		100%		In Compliance		Remarks: OK		
20	11/1/16	Drake McKee	Density		100%		In Compliance		Remarks: OK		
21	11/1/16	Drake McKee	Density		100%		In Compliance		Remarks: OK		

Used to record Field Tested Materials ONLY



The Region Assurance Specialists (RAS)

Their role in helping to assure documentation compliance

The Goals for the Region Assurance Specialist (RAS)

- Provide early, timely project documentation reviews in the Project Managers office
- Review the organization and documentation process
- Provide technical help to inspectors and Contract Administration Specialist
- Valued resource to ODOT, Local Agency and Consultant Project Managers



Documentation Review Report (DRR) Form 734-1903

- List of comments, missing items or deficiencies
- Distributed to Contract Administration Specialist, APM or PM





DOCUMENTATION REVIEW REPORT

PAGE	OF
REVIEW #	1
REVIEW DATE	9/23/2015
% COMPLETE (from Prog. Est.)	89%
HRS to DATE	% USED

PROJECT NAME (SECTION) Gateway ST Preservation: Harlow RD - I-5	CONTRACT C14816	COMPLETION DATE 10/15/2015	TRAFFIC Rep. Current <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Last on File: 9/17/2015
PROJECT MANAGER John Johnson	KEY	2nd NOTE DATE	EROSION Rep. Current <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Last on File: 9/19/2015
LOCAL AGENCY/CONSULTANT OBEC	EA	3rd NOTE DATE	FUEL ESCALATION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	TRAINING <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	CON03785		ASPH. ESCALATION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	BI QUANTITY
			STEEL ESCALATION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PREPARED BY (RAS) Jim Doll
			Contractor Opted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
			No Eligible Pay Items <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

DATE PLACED ON DRR BY RAS	PRIORITY H-High M-Medium L-Low	BID ITEM NUMBER	Item name, comments, unresolved quantity/quality details, and exceptions to the Final Materials Certification, form 734-1979. <i>This DRR Replaces All Prior DRRs</i>	PM RESOLVED (Initials/Date)	RAS CONCURRENCE (Initials/Date)
9/23/2015	L	0010	Quantity		
9/23/2015	L	0030	Mobilization: Note 1 not in the quantity book		
9/23/2015	L	0030	Temporary Signs: Note 1 - Quantity should be 701.6 square feet		
9/23/2015	L	0230	Temporary Signs: Note 2 - Quantity should be 223.3 square feet		
9/23/2015	L	0270	Cold Plane Pavement Removal, 2": Note one should be measured to the nearest 0.1 square yard (33,072.3)		
9/23/2015	L	0280	Level 4 1/2" ACP: Need check weight		
9/23/2015	L	0280	PG 70-22 Asphalt in ACP: Note 1 - Pay to nearest 0.01 tons (59.17)		
9/23/2015	L		PG 70-22 Asphalt in ACP: Note 2 - StatSpec shows asphalt of 282.58 tons		
9/23/2015	L		Asphalt Escalation calculations and zero estimate		
9/23/2015	L	0120	Quality		
9/23/2015	L	0290	Flagger: Need flagging certificate for Tom Peterson, Paul Rheinecker, and Cindy Thom		
9/23/2015	L	0360	10 Inch Asphalt Concrete Pavement Repair: Need FIR to accept placement of material		
9/23/2015	L	370-410	ThermoPI, Extr or Spray non-profiled: Need installer's certificate and Warranty		
9/23/2015	L		Pavement Legends and Bars: Need installer's certificate and Warranty		
9/23/15	L	0220	Field Tested Materials		
9/23/2015	L	0250	Minor Adjustment of Manholes: Need 28 day compressive strength results for 8/21/2015		
9/23/2015	L	0260	Emulsified Asphalt for Tack Coat: Need ODOT lab report		
9/23/2015	L	0260	Level 3 1/2" ACP: Need ignition calibration factor form		
9/23/2015	L	0260	Level 3 1/2" ACP: Field HVMAC worksheets not signed for 7/21, 7/22, 7/23, & 7/27		
9/23/2015	L	0270	Level 3 1/2" ACP: Need FIR accepting placement of ACP		
9/23/2015	L	0270	Level 4 1/2" ACP: Did not find aggregate commercial source memo		
9/23/2015	L	0320	Level 4 1/2" ACP: Need PM daily plant report (Section 4D of MFTP)		
9/23/2015	L		Sidewalk Concrete Ramps: Need 28 day compressive strength results for 7/30, 7/29, 7/27, 7/22, 7/21, 7/16, & 7/15		
9/23/2015	L		Need QC Plan - Tech Certs for Dakota Weitman, Tom Bosworth, Brent Humphries; Lab Certs for Carlson and Wildish;		
			Nuclear Gauge Certs for Troxler SN#37191		

I RECOMMEND ACCEPTANCE OF THE DOCUMENTATION	
PROJECT MANAGER SIGNATURE	DATE
REGION ASSURANCE SPECIALIST SIGNATURE	DATE

Documentation Review Report (DRR)

- All items should be addressed or resolved prior to the next RAS review
- Final DRR signatures of Project Manager and RAS
 - Quantities are considered to be FINAL
 - No Changes will be made at Final Acceptance unless discovery of gross errors or lump sum items not paid at 100%



Quarterly Release of Retainage

Section 00195.50(d)



Quarterly Release of Retainage

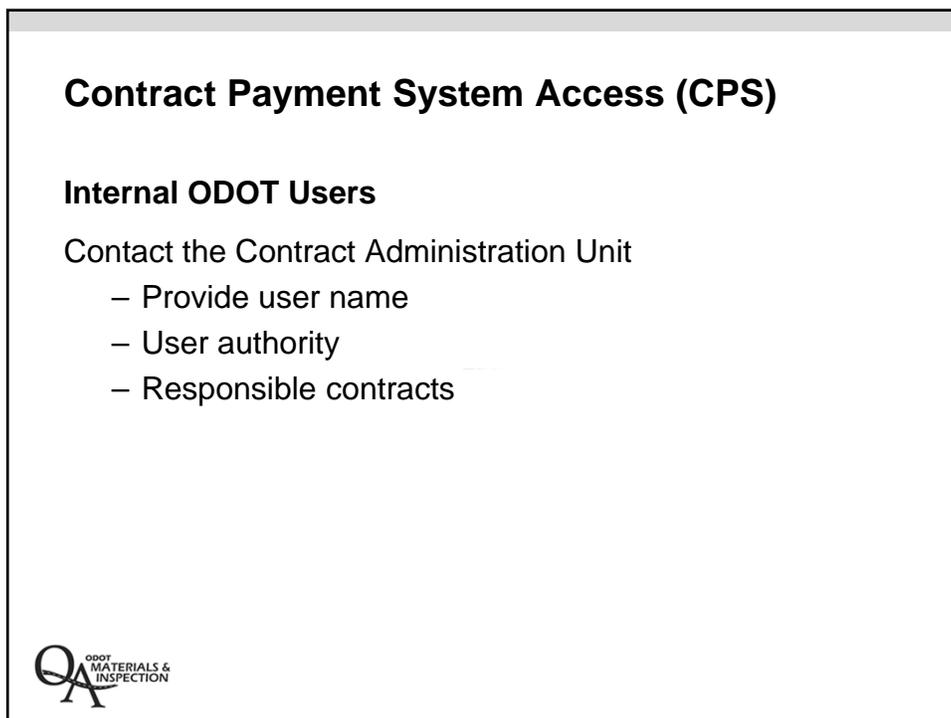
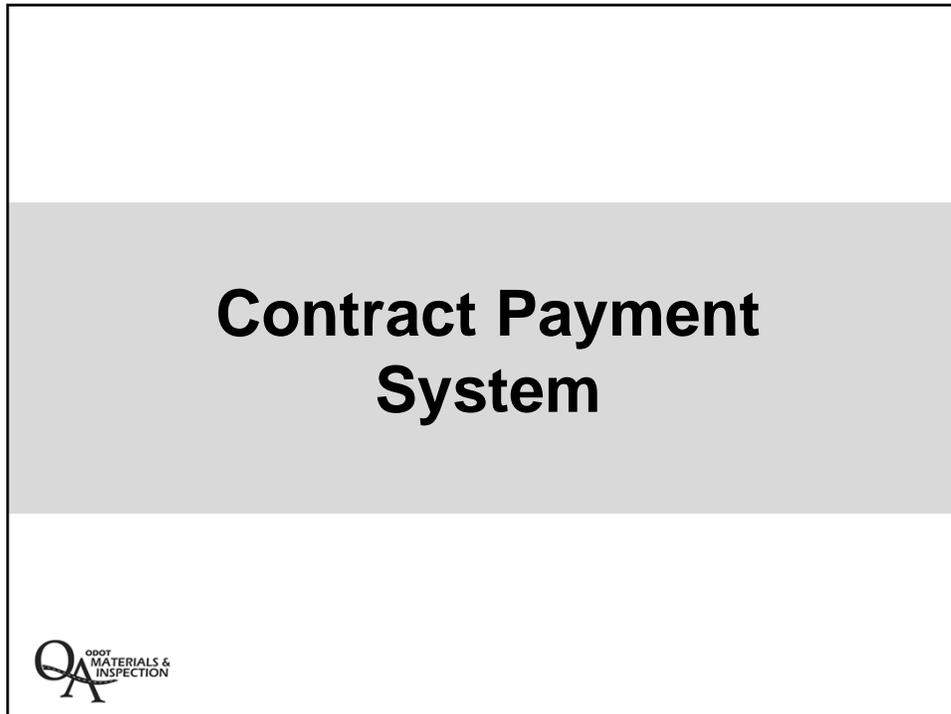
- 2011 FHWA review of ODOT's DBE program provided a recommendation that ODOT become pro-active in releasing retainage to subcontractors.
- In response to these concerns, ODOT now releases retainage quarterly on successfully completed Bid Items.



00195.50(d) – Quarterly Release of Retainage

- Release of the amounts retained will only be considered for Pay Items that have been satisfactorily completed.
- A Pay Item will be considered satisfactorily completed only if all of the Work for the Pay Item is complete and all contractual requirements pertaining to the Pay Item and Work have been satisfied.
- Beginning with the fourth month after First Notification and every third month thereafter, the agency will release retainage for satisfactorily completed Pay Items.





Contract Payment System Access (CPS)

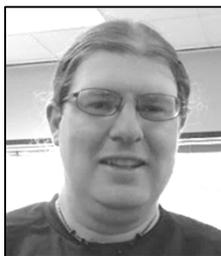
External Users (Local Agencies & Consultants)

Contact the Contract Administration Unit

- Request a pin
- Return request user name (e-mail address), user authority, responsible contracts



**The Contract Payment System
Retainage Tool & Reports**



Contact:

James Sealy
ODOT Contract Payments Specialist

503-986-3028
James.L.Sealy@odot.state.or.us



Key Inspection Points

- General Dailies are a necessary evil and the most important document
- A good picture is worth a thousand words
- Region Assurance Specialist is a resource
- Address items noted on Document Review Report
- Stay organized by writing paynotes and keep up with your documentation. Don't wait until the end of the month!!!!



Unit 19 Review

- ✓ Daily Reports
- ✓ Public Records
- ✓ Region Assurance Specialist (RAS) Role
- ✓ Quarterly Release of Retainage
- ✓ CPS – How to Request Access



