

POLICY AND PROCEDURES MANUAL
FOR THE INSPECTION OF
LOCALLY FUNDED CONSTRUCTION PROJECTS

City of Indianapolis

Department of Public Works

Engineering Division

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**Policy and Procedures Manual
For Inspection of
Locally Funded Construction Projects**

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Chapter 1 Introduction

This policies and procedures manual has been written to provide guidance with respect to the requirements for on-site resident inspection of locally funded sanitary, storm, road, bridge, and traffic signal infrastructure construction projects. This manual outlines the basic requirements for full- and part-time inspection, documentation, filing, and testing procedures that have been adopted by the City of Indianapolis. Nothing in this manual shall operate as or be construed as modifying, supplementing, or otherwise changing or altering the provisions of the Contract Documents between the Contractor and the City, including, without limitation, Article 8 of the General Conditions or the provisions of the Agreement between the Inspection Consultant and the City.

The Inspection Consultant shall follow the policies and procedures contained in this manual and the requirements of the Inspection Agreement with the Owner. Any deviations to these policies and procedures must be discussed and approved by the City of Indianapolis, Construction Administrator prior to implementation.

The following manuals shall be used as reference material.

Indiana Department of Transportation (INDOT) General Instructions to Field Employees

INDOT Construction Record Guide for all Construction Contracts

INDOT Safety Manual

INDOT Manuals for Certified Technician Examinations

1. Hot Mix Asphalt Paving
2. Concrete Paving
3. Bridge Construction/Deck Repair
4. Construction Earthwork
5. Construction Layout/Measurement
6. Construction Procedures 1 and 2

Indianapolis Storm Sewer Design and Construction Standards

Indianapolis Sanitary Sewer Design and Construction Standards

American Public Works Association, Public Works Construction Inspection Student Manual

Department of Public Works (DPW) Traffic Signal Handbook for Consulting Engineers & Signal Contractors

The following nomenclature will be used in this manual.

Inspection Consultant is the consulting engineering firm who is responsible for the construction inspection services during the project.

Inspection Manager is the person in the consultant's office who is responsible for the construction inspection of the project, the Resident Project Representative, and the Inspectors.

Resident Project Representative (RPR) is the lead Inspector in the field who is responsible for all field inspection operations.

Inspector is a person who is responsible for inspecting the contractor's work activities.

Project Manager is the City of Indianapolis employee or contractual employee who is directly responsible for monitoring the construction and inspection of the project.

Design Engineer is the engineer who prepared the contract documents, plans and specifications for the project.

Construction Superintendent is the person in the field who is responsible for the activities of the Contractor.

OWNER is The City of Indianapolis.

The inspection activities shall be conducted in accordance with the provisions of the Contract Documents and in particular the General Conditions. All assigned project staff must read and become completely familiar with the provisions of the Contract Documents.

Samples of forms and reports can be found at the end of each chapter. Electronic file copies of forms can be obtained online via the City's website:

www.indy.gov/eGov/City/OFM/Purch/Bids/Pages/gen-conditions.aspx

On **part-time inspection contracts**, the Inspection Consultant services contract, Attachment A, will be modified using the correct form with respect to job type (RS-Resurfacing, CL-Culvert, CW-Curb & Sidewalk, ST-Intersection Improvement or TS-Traffic Signal) on pages **2-5 thru 2-29** that further defines the inspection requirements on a project by project basis. These sheets are to be used as a guide and indicate the **MINIMUM** requirements the City expects for each individual project type. The City Project Manager and the Inspection Consultant will review each project and adjust the respective forms according to the needs of that particular project.

Chapter 2

Project Initiation

2-1. Gather Documents and Review

The first step for the RPR is to gather the documents that shall be necessary for the construction and inspection of the project. Such documents include the contract documents for the project, which are the plans and the contract document book. They should be available from the Project Manager approximately three weeks prior to the bid opening date.

The RPR will also need to gather the documents referenced in the contract document book and the plans. The RPR shall thoroughly review this information, make a list of the documents required for the project, and obtain the information. Following is a partial listing of the documents that may be necessary.

1. Scope of Work from the Construction Inspection Agreement
2. Design Engineer's quantity computations (book)
3. Geotechnical Report for the project
4. Sewer Assessment Report for the project
5. Indianapolis Storm Water Design and Construction Standards
6. Indianapolis Sanitary Sewer Design and Construction Standards, 2006
7. INDOT Standard Specifications, as referenced in the contract documents
8. INDOT Supplemental Specifications
9. INDOT Road and Bridge Standard Plan Sheets
10. City of Indianapolis, Department of Public Works, Quality Control Sampling & Testing Frequency Manual, Current Addition
11. Indianapolis Department of Public Works Traffic Signal Handbook for Consulting Engineers & Signal Contractors
12. City of Indianapolis General Conditions
13. Designer's computations (if applicable)

The RPR and inspectors should become completely familiar with all of the documents necessary for the inspection and construction of the project prior to the commencement of construction.

The following documents that the RPR should obtain and become familiar with will be available after the opening of bids.

1. Construction Contract
2. Bid tabulation for the project

The RPR shall notify the Project Manager in writing as soon as possible if any problems or discrepancies of any kind are found during the review of any of the project documents.

2-2. Gather Names of Contact Persons

The RPR will develop a list containing the name, address, and telephone number of all contact persons who will be involved in the project. Following is an example for each entry in the list that should be kept current and displayed near the field office telephone.

Rick Brost	Office: 327-0123
DPW	Email: rick.brost@indy.gov
1200 Madison Ave., Suite 200	Mobile Ph.: 123-4567
Indianapolis, IN 46225	Home Ph.: 789-0123

The list should contain at a minimum, the following.

1. Inspection Manager
2. Resident Project Representative
3. Inspectors
4. Project Manager
5. Design Engineer
6. Construction Superintendent
7. Construction Assistant Superintendent
8. Utility Company Representatives
9. Utility Company Emergency Numbers
10. Indianapolis Public Information Officer
12. Independent Assurance Testing Agency for DPW
14. Emergency Numbers for Police, Fire, and Medical
15. Contractor emergency numbers (these need to be for someone that will respond after hours, no answering machines or phone services)

2-3. Project Status Checklist

After the documents are gathered and reviewed, and well in advance of construction, the RPR shall review the status of all permits and approvals necessary for the successful execution of construction. Following is a partial list of the items that should be determined.

1. All property access has been obtained.
2. All utility agreements have been executed.
3. All DPW permits and approvals have been obtained.
4. Indianapolis Department of Parks and Recreation Flora Permit has been obtained.
5. INDOT approval has been obtained if construction is adjacent to or is in INDOT right-of-way.
6. Indiana Department of Natural Resources Construction in a Floodway Permit has been obtained.
7. Erosion Control Plan has been approved by the Marion County Soil Conservation Service.
8. Notice of Intent Letter has been approved by the Indiana Department of Environmental Management (Rule 5 requirement).

9. Section 404 Floodway Permit has been obtained from the Army Corps of Engineers.
10. Indiana Department of Environmental Management construction permit
11. Independent Assurance Testing Schedule
12. Contractor's staging and storage site
13. Dump site with DPW approval

2-4. Submittals

The Inspection Consultant, together with the DPW Project Manager, shall make a list of all submittals and shop drawings required for the project. This list shall be all-inclusive and shall clearly state the Approving Authority for each submittal. (It should be noted that the design consultant will be the Approving Authority for most of the submittals and shop drawings.) The list should be in standard form. The RPR shall receive, log, and forward all submittals/shop drawings to the proper approving authority for review and approval, and shall then distribute accordingly after receipt from approving authority. The RPR shall refer to this list during the course of the construction to make certain that proper submittals have been made and are approved prior to the commencement of construction. (See sample form "Submittal Register" on Page 2-30.)

2-5. Field Visit

After the documents have been reviewed, and well in advance of construction, the RPR shall visit the project site and become familiar with the existing site conditions. The RPR shall become familiar with the residences, businesses, and properties in the area. The RPR shall walk the entire project with the project plans in hand, note the location of key elements of the project, and become familiar with the possible interferences with existing residences, businesses, pedestrian traffic, or the motoring public.

Prior to commencing work, the RPR shall accompany the Contractor on a damage survey of the work site and adjacent properties. The Contractor shall provide to the RPR a written inventory of damage observed during the survey. Still photographic or video records may be required.

2-6. Kick-Off Meeting

After the documents and Project Status have been reviewed and the field visit has been completed, but before construction starts, the Inspection Manager, RPR, and Inspectors shall meet with the Project Manager to discuss the project. The meeting should include a discussion of the following items.

1. Owner/Inspection Consultant Contract Review
2. Levels of authority of the Inspectors, RPR, and Project Manager
3. Work Directive Changes & Change Order approval limits and procedure
4. Project Status Checklist
5. Alternate Bid items

6. Contractor's past performance
7. Procedure for dispute resolution
8. Procedure for dealing with complaints from the public
9. Forms to be used on the project and timing of report submittals to the Project Manager
10. Field Office Filing System - files to be used
11. Organization and number of field notebooks
12. Inspection and testing requirements for construction activities of utility companies
13. Special funding requirements
14. Format for Construction Inspection applications for payment
15. Attendees, location, date, and notices for pre-construction conference
16. Frequency (bi-weekly is strongly recommended) and expected attendees for project progress meetings
17. Overview of construction documents
18. Submittal schedule and Submittal log
19. Maintenance of as-built drawings (paper and electronic)
20. Inspector/RPR responsibilities for Contractor Traffic Control (See Chapter 7)
21. The Daily Report form that shall be used on the project
22. The RPR/Inspectors shall have a mobile cellular telephone with them at all times and shall make the telephone number available to the Contractor's Superintendent/Foreman and City Project Manager to respond to questions concerning the project.
23. Post-construction activities (See Chapter 10)
24. Billing and invoicing procedures for the contractor
25. Work Directive Change (WDC) and Change Order Procedures
26. Additional forms to be utilized
27. Contractor Certified Payrolls and contractor personnel interviews

Part-Time Level of Inspection for Resurfacing

Levels of Inspection for Resurfacing Projects

Project #RS-XX-XXX

	DESCRIPTION	100%	50%	25%	NR
1	Mix Designs, Material Certificates, Contractors Tests				
	Receive, review, comment if necessary, keep track of penalties	X			
	Receive and file per contract Material Certifications (Mix Designs must be approved by DPW Construction Administrator prior to placement of surface material)	X			
	Inspection of materials to be installed, (either at contractors yard or on site prior to installation)	X			
2	Preconstruction Meetings				
	Conduct meeting/record minutes, distribute to attendees/file	X			
	Conduct meeting/record minutes, give one copy to DPW Project Manager for distribution	X			
	Be present at meeting conducted by DPW Project Manager/will make minutes available				X
3	Paving				
	Verify widths and lengths	X			
	Paving area cleanliness		X		
	Base course		X		
	Intermediate Course	X			
	Surface Course	X			
	Tack: Coverage, temperature, material during Intermediate course	X			
	Tack: Coverage, temperature, material during Surface course	X			
	Load Tickets: Check load for correct information, temperature	X			
	Material yield & thickness, segregation	X			
	Random load weight check				X
	Equipment: Rollers: hydraulic leak, approved list, roller pattern Pavers: hydraulic leak, screed vibrators, clean hopper, speed				X X
	Traffic control & Info line				X
	Longitudinal Joints: Widths, overlapping, gapping	X			
	Verify castings, including utilities for no overlay		X		
	Temporary tape placement		X		
	Electronic As-Builts				X
	Set up I.A.S.	X			
	Check drainage problems			X	
	Collect tickets at end of day, total, compare to plan	X			
	Red Line As-Builts	X			
4	Paving (Widening, Base Repair, Shoulders)				
	Inspect layout of widening area, mark base repair	X			

	Measure widening & base repair area	X			
	Check equipment on hand		X		
	Traffic control	X			
	Monitor dig-out		X		
	Check depth (slope)		X		
	Inspect sub-base compaction		X		
	Tack: Coverage, temperature, material				X
	Load Tickets: Check each load, information, temperature				X
	Monitor Placement: Correct # of lifts, compaction			X	
	Material yield and thickness		X		
	Total day's tickets, compare to plan	X			
	Electronic As-Builts				X
	Set up I.A.S.	X			
	Random load weight check				X
	Collect tickets at end of day, total, compare	X			
	Red Line As-Builts	X			
5	Striping layout				
	Final layout and placement of Thermoplastic	X			
6	Concrete, (Sidewalk, Ramps and Curbs Installation)				
	Measure existing removal areas	X			
	Check traffic control	X			
	Check for any utility and structure conflicts		X		
	On site meeting and layout of concrete work	X			
	Before concrete pour, check forms for depths, widths.	X			
	Check load batch time, material, segregation, slump	X			
	Random air, yield, slump, cylinder				X
	Set up I.A. S.	X			
	Monitor contractor's concrete tests	X			
	Check Finishing: contraction and expansion joints, curing compound at time of placement		X		
	Verify Clean Up: Form removal, backfilling, seeding, etc.		X		
	Check work the following day for any damage (vandalism)		X		
	Check ramps for slope	X			
	Measure Removal and Placement of Quantities with the contractor per Location	X			
	Check for incorrect concrete placements to be replaced at no cost to owner, i.e., incorrect slope, batter, etc.	X			
	Electronic As-Builts				X
	Red Line As-Builts	X			

7	Cold Planing				
	Paint limits	X			
	Check equipment				X
	Verify removal of castings in cold plane areas		X		
	Traffic control		X		
	Monitor milling operation (check depth)			X	
	Measure actual cold planed areas for the day	X			
	Electronic As-Builts				X
	Red Line As-Builts	X			
8	Structures (Pipe, Manhole/Inlet Reconstruction, New Structures)				
	Check plans with field condition	X			
	Verify pipe sizes, structure types, etc.	X			
	Alignment, slope, joint sealing, connection to existing, etc.	X			
	Backfilling and restoration	X			
	Positive drainage	X			
	Verify flow, drainage, and elevations	X			
	Electronic As-Builts				X
	Red Line As-Builts	X			
	Check completed work after placement	X			
	Measure length or payment quantity	X			
	Traffic Control	X			
9	Adjust/Remove & Reset Castings, Furnish Casting				
	Verify need and limits		X		
	Inspect condition of existing casting		X		
	Verify RR after removal is plated to prevent any accident			X	
	Record locations of removed castings to be reset			X	
	Check casting exposure to allow for surface placement or possible traffic hazard			X	
	Measure quantity for payment	X			
	Electronic As-Builts				X
	Red Line As-Builts	X			
	Check completed work after placement inside and out	X			
	Traffic Control		X		
10	Project Documentation, Close-Out and Final Construction Record				
	Inspector Daily Reports	X			
	Project Supervisor Daily Reports				X
	Weekly Reports (to be submitted to the PM by Monday 10:00 a.m. for the previous week)	X			

	Weekly RebuildIndy Report (to be submitted to PM by Monday 10:00 a.m. for the previous week)	X			
	Monthly Reports (to be submitted to the PM by the 10 th of the month for the previous month)	X			
	Progressive Record will be turned in with each contractor invoice	X			
	IC 642	X			
	Progress Meeting Minutes	X			
	Pay Estimates	X			
	IC 652 Concrete Test Reports by RPR				X
	Work Directives	X			
	Request for Proposals	X			
	Change Orders with Change Order Log	X			
	Field Books				X
	Certified Payroll Reports (record as needed per contractor) submitted to PM in .pdf format by the 10 th of every month. Hard copies to be included in Final Construction Record.	X			
	Conduct a random bi-weekly payroll interview with a laborer, operator or other worker to determine if prevailing wages, benefits, etc. are being paid. Will require a pay stub from worker. This information is to be kept in the Final Construction Record and documented in the weekly report for the week the interview is conducted. Should a discrepancy be found, the City Project Manager is to be notified immediately.	X			
	Indianapolis DPW Subcontractor/Supplier Payment Report (MBE/WBE/VBE Report) – to be submitted with every contractor invoice – see page 8-3	X			
	Project Photographs (Before)			X	
	Project Photographs (During)			X	
	Project Photographs (After)			X	
	Electronic As-Builts				X
	Red Line As-Builts	X			
	Copies of O & M manuals (2 compact disc copies in .PDF format) will vary. See project manager for the number of hard copies needed.				X
	One copy of the Final Construction Record in .PDF format, One disk to be supplied by City Project Manager that includes the file folder format in which it is to be submitted	X			
	The Final Construction Record will include all of the above plus: Final Progressive Record w/Final 642	X			
	Final Change Order	X			
	Reports, Verification of all Installed Quantities, and Ticket Summary	X			
	Material Certifications	X			
11	Culvert Extension				
	Inspect layout of new Structure, to Existing Structure				X
	Verify Reinforcing Steel Layout				X
	Check forms before concrete pour				X
	Check traffic control				X
12	Miscellaneous Items				

	Coordinate through Project Manager and the Department of Public Works for:				
	Delivery and testing of the controller				X
	Pick-up and return of strain poles, to be furnished by D.P.W.				X
	Final inspection and activation of signal				X

Part-Time Level of Inspection for Curb and Sidewalk

Levels of Inspection for Curb and Sidewalk Projects

Project #CW-XX-XXX

	DESCRIPTION	100%	50%	25%	NR
1	Mix Designs, Material Certificates, Contractors Tests				
	Receive, review, comment if necessary, keep track of penalties				X
	Receive and file per contract Material Certifications (Mix Designs must be approved by DPW Construction Administrator prior to placement of surface material)	X			
	Inspection of materials to be installed, (either at contractors yard or on site prior to installation)	X			
2	Preconstruction Meetings				
	Conduct meeting/record minutes, distribute to attendees/file	X			
	Conduct meeting/record minutes, give one copy to DPW Project Manager for distribution	X			
	Be present at meeting conducted by DPW Project Manager/will make minutes available				X
3	Paving				
	Verify widths and lengths				X
	Paving area cleanliness				X
	Base course				X
	Intermediate Course				X
	Surface Course				X
	Tack: Coverage, temperature, material during Intermediate course				X
	Tack: Coverage, temperature, material during Surface course				X
	Load Tickets: Check load for correct information, temperature				X
	Material yield & thickness, segregation				X
	Random load weight check				X
	Equipment:				
	Rollers: hydraulic leak, approved list, roller pattern				X
	Pavers: hydraulic leak, screed vibrators, clean hopper, speed				X
	Traffic control & Info line				X
	Longitudinal Joints: Widths, overlapping, gapping				X
	Verify castings, including utilities for no overlay				X
	Temporary tape placement				X
	Electronic As-Builts				X
	Set up I.A.S.				X
	Check drainage problems				X
	Collect tickets at end of day, total, compare to plan				X
	Red Line As-Builts				X
4	Paving (Widening, Base Repair, Shoulders)				
	Inspect layout of widening area, mark base repair				X

	Measure widening & base repair area				X
	Check equipment on hand				X
	Traffic control				X
	Monitor dig-out				X
	Check depth (slope)				X
	Inspect sub-base compaction				X
	Tack: Coverage, temperature, material				X
	Load Tickets: Check each load, information, temperature				X
	Monitor Placement: Correct # of lifts, compaction				X
	Material yield and thickness				X
	Total day's tickets, compare to plan				X
	Electronic As-Builts				X
	Set up I.A.S.				X
	Random load weight check				X
	Collect tickets at end of day, total, compare				X
	Red Line As-Builts				X
5	Striping layout				
	Final layout and placement of Thermoplastic	X			
6	Concrete, (Sidewalk, Ramps and Curbs Installation)				
	Measure existing removal areas	X			
	Check traffic control	X			
	Check for any utility and structure conflicts	X			
	On site meeting and layout of concrete work	X			
	Before concrete pour, check forms for depths, widths.	X			
	Check load batch time, material, segregation, slump	X			
	Random air, yield, slump, cylinder				X
	Set up I.A. S.	X			
	Monitor contractor's concrete tests	X			
	Check Finishing: contraction and expansion joints, curing compound at time of placement	X			
	Verify Clean Up: Form removal, backfilling, seeding, etc.	X			
	Check work the following day for any damage (vandalism)	X			
	Check ramps for slope	X			
	Measure Removal and Placement of Quantities with the contractor per Location	X			
	Check for incorrect concrete placements to be replaced at no cost to owner, i.e., incorrect slope, batter, etc.	X			
	Electronic As-Builts				X
	Red Line As-Builts	X			
7	Cold Planing				

	Paint limits				X
	Check equipment				X
	Verify removal of castings in cold plane areas				X
	Traffic control				X
	Monitor milling operation (check depth)				X
	Measure actual cold planed areas for the day				X
	Electronic As-Builts				X
	Red Line As-Builts				X
8	Structures (Pipe, Manhole/Inlet Reconstruction, New Structures)				
	Check plans with field condition	X			
	Verify pipe sizes, structure types, etc.				X
	Alignment, slope, joint sealing, connection to existing, etc.				X
	Backfilling and restoration				X
	Positive drainage				X
	Verify flow, drainage, and elevations				X
	Electronic As-Builts				X
	Red Line As-Builts	X			
	Check completed work after placement	X			
	Measure length or payment quantity	X			
	Traffic Control				X
9	Adjust/Remove & Reset Castings, Furnish Casting				
	Verify need and limits	X			
	Inspect condition of existing casting	X			
	Verify RR after removal is plated to prevent any accident	X			
	Record locations of removed castings to be reset	X			
	Check casting exposure to allow for surface placement or possible traffic hazard	X			
	Measure quantity for payment	X			
	Electronic As-Builts				X
	Red Line As-Builts	X			
	Check completed work after placement inside and out	X			
	Traffic Control	X			
10	Project Documentation, Close-Out and Final Construction Record				
	Inspector Daily Reports	X			
	Project Supervisor Daily Reports				X
	Weekly Reports (to be submitted to the PM by Monday 10:00 a.m. for the previous week)				X
	Weekly RebuildIndy Report (to be submitted to PM by Monday 10:00 a.m. for the previous week)	X			

	Monthly Reports (to be submitted to the PM by the 10 th of the month for the previous month)	X			
	Progressive Record will be turned in with each contractor invoice	X			
	IC 642	X			
	Progress Meeting Minutes	X			
	Pay Estimates	X			
	IC 652 Concrete Test Reports by RPR				X
	Work Directives	X			
	Request for Proposals	X			
	Change Orders with Change Order Log	X			
	Field Books				X
	Certified Payroll Reports (record as needed per contractor) submitted to PM in .pdf format by the 10 th of every month. Hard copies to be included in Final Construction Record.	X			
	Conduct a random bi-weekly payroll interview with a laborer, operator or other worker to determine if prevailing wages, benefits, etc. are being paid. Will require a pay stub from worker. This information is to be kept in the Final Construction Record and documented in the weekly report for the week the interview is conducted. Should a discrepancy be found, the City Project Manager is to be notified immediately.	X			
	Indianapolis DPW Subcontractor/Supplier Payment Report (MBE/WBE/VBE Report) – to be submitted with every contractor invoice – see page 8-3	X			
	Project Photographs (Before)			X	
	Project Photographs (During)			X	
	Project Photographs (After)			X	
	Electronic As-Builts				X
	Red Line As-Builts	X			
	Copies of O & M manuals (2 compact disc copies in .PDF format) will vary. See project manager for the number of hard copies needed.				X
	One copy of the Final Construction Record in .PDF format, One disk to be supplied by City Project Manager that includes the file folder format in which it is to be submitted	X			
	The Final Construction Record will include all of the above plus:	X			
	Final Progressive Record w/Final 642				
	Final Change Order	X			
	Reports, Verification of all Installed Quantities, and Ticket Summary	X			
	Material Certifications	X			
11	Culvert Extension				
	Inspect layout of new Structure, to Existing Structure				X
	Verify Reinforcing Steel Layout				X
	Check forms before concrete pour				X
	Check traffic control				X
12	Miscellaneous Items				
	Coordinate through Project Manager and the Department of Public Works for:				

	Delivery and testing of the controller				X
	Pick-up and return of strain poles, to be furnished by D.P.W.				X
	Final inspection and activation of signal				X

Part-Time Level of Inspection for Culverts

Levels of Inspection for Culvert Replacement Projects

Project #CL-XX-XXX

	DESCRIPTION	100%	50%	25%	NR
1	Mix Designs, Material Certificates, Contractors Tests				
	Receive, review, comment if necessary, keep track of penalties				X
	Receive and file per contract Material Certifications (Mix Designs must be approved by DPW Construction Administrator prior to placement of surface material)	X			
	Inspection of materials to be installed, (either at contractors yard or on site prior to installation)	X			
2	Preconstruction Meetings				
	Conduct meeting/record minutes, distribute to attendees/file	X			
	Conduct meeting/record minutes, give one copy to DPW Project Manager for distribution	X			
	Be present at meeting conducted by DPW Project Manager/will make minutes available				X
3	Paving				
	Verify widths and lengths	X			
	Paving area cleanliness		X		
	Base course		X		
	Intermediate Course		X		
	Surface Course	X			
	Tack: Coverage, temperature, material during Intermediate course		X		
	Tack: Coverage, temperature, material during Surface course		X		
	Load Tickets: Check load for correct information, temperature		X		
	Material yield & thickness, segregation				X
	Random load weight check				X
	Equipment:				
	Rollers: hydraulic leak, approved list, roller pattern				X
	Pavers: hydraulic leak, screed vibrators, clean hopper, speed				X
	Traffic control & Info line				X
	Longitudinal Joints: Widths, overlapping, gapping	X			
	Verify castings, including utilities for no overlay				X
	Temporary tape placement	X			
	Electronic As-Builts	X			
	Set up I.A.S.				X
	Check drainage problems				X
	Collect tickets at end of day, total, compare to plan				X
	Red Line As-Builts	X			
4	Paving (Widening, Base Repair, Shoulders)				
	Inspect layout of widening area, mark base repair	X			

	Measure widening & base repair area	X			
	Check equipment on hand				X
	Traffic control				X
	Monitor dig-out			X	
	Check depth (slope)	X			
	Inspect sub-base compaction	X			
	Tack: Coverage, temperature, material				X
	Load Tickets: Check each load, information, temperature			X	
	Monitor Placement: Correct # of lifts, compaction		X		
	Material yield and thickness				X
	Total day's tickets, compare to plan	X			
	Electronic As-Builts				X
	Set up I.A.S.				X
	Random load weight check				X
	Collect tickets at end of day, total, compare	X			
	Red Line As-Builts	X			
5	Striping layout				
	Final layout and placement of Thermoplastic				X
6	Concrete, (Sidewalk, Ramps and Curbs Installation)				
	Measure existing removal areas				X
	Check traffic control				X
	Check for any utility and structure conflicts				X
	On site meeting and layout of concrete work				X
	Before concrete pour, check forms for depths, widths.				X
	Check load batch time, material, segregation, slump				X
	Random air, yield, slump, cylinder				X
	Set up I.A. S.				X
	Monitor contractor's concrete tests				X
	Check Finishing: contraction and expansion joints, curing compound at time of placement				X
	Verify Clean Up: Form removal, backfilling, seeding, etc.				X
	Check work the following day for any damage (vandalism)				X
	Check ramps for slope				X
	Measure Removal and Placement of Quantities with the contractor per Location				X
	Check for incorrect concrete placements to be replaced at no cost to owner, i.e., incorrect slope, batter, etc.				X
	Electronic As-Builts				X
	Red Line As-Builts				X
7	Cold Planing				

	Paint limits	X			
	Check equipment				X
	Verify removal of castings in cold plane areas				X
	Traffic control				X
	Monitor milling operation (check depth)				X
	Measure actual cold planed areas for the day				X
	Electronic As-Builts				X
	Red Line As-Builts				X
8	Structures (Pipe, Manhole/Inlet Reconstruction, New Structures)				
	Check plans with field condition				X
	Verify pipe sizes, structure types, etc.				X
	Alignment, slope, joint sealing, connection to existing, etc.				X
	Backfilling and restoration				X
	Positive drainage				X
	Verify flow, drainage, and elevations				X
	Electronic As-Builts				X
	Red Line As-Builts				X
	Check completed work after placement				X
	Measure length or payment quantity				X
	Traffic Control				X
9	Adjust/Remove & Reset Castings, Furnish Casting				
	Verify need and limits				X
	Inspect condition of existing casting				X
	Verify RR after removal is plated to prevent any accident				X
	Record locations of removed castings to be reset				X
	Check casting exposure to allow for surface placement or possible traffic hazard				X
	Measure quantity for payment				X
	Electronic As-Builts				X
	Red Line As-Builts				X
	Check completed work after placement inside and out				X
	Traffic Control				X
10	Project Documentation, Close-Out and Final Construction Record				
	Inspector Daily Reports	X			
	Project Supervisor Daily Reports				X
	Weekly Reports (to be submitted to the PM by Monday 10:00 a.m. for the previous week)				X
	Weekly RebuildIndy Report (to be submitted to PM by Monday 10:00 a.m. for the previous week)	X			

	Monthly Reports (to be submitted to the PM by the 10 th of the month for the previous month)	X			
	Progressive Record will be turned in with each contractor invoice	X			
	IC 642	X			
	Progress Meeting Minutes	X			
	Pay Estimates	X			
	IC 652 Concrete Test Reports by RPR				X
	Work Directives	X			
	Request for Proposals	X			
	Change Orders with Change Order Log	X			
	Field Books				X
	Certified Payroll Reports (record as needed per contractor) submitted to PM in .pdf format by the 10 th of every month. Hard copies to be included in Final Construction Record.	X			
	Conduct a random bi-weekly payroll interview with a laborer, operator or other worker to determine if prevailing wages, benefits, etc. are being paid. Will require a pay stub from worker. This information is to be kept in the Final Construction Record and documented in the weekly report for the week the interview is conducted. Should a discrepancy be found, the City Project Manager is to be notified immediately.	X			
	Indianapolis DPW Subcontractor/Supplier Payment Report (MBE/WBE/VBE Report) – to be submitted with every contractor invoice – see page 8-3	X			
	Project Photographs (Before)			X	
	Project Photographs (During)			X	
	Project Photographs (After)			X	
	Electronic As-Builts	X			
	Red Line As-Builts	X			
	Copies of O & M manuals (2 compact disc copies in .PDF format) will vary. See project manager for the number of hard copies needed.				X
	One copy of the Final Construction Record in .PDF format, One disk to be supplied by City Project Manager that includes the file folder format in which it is to be submitted	X			
	The Final Construction Record will include all of the above plus: Final Progressive Record w/Final 642	X			
	Final Change Order	X			
	Reports, Verification of all Installed Quantities, and Ticket Summary	X			
	Material Certifications	X			
11	Culvert Extension				
	Check Road Closure for Traffic Control	X			
	Monitor Structure Removal			X	
	Inspect layout of new Structure, to Existing Structure	X			
	Check forms before concrete pour	X			
	Verify Reinforcing Steel Layout	X			
	Inspect Subgrade before Setting new Structure for compaction	X			

	Setting of New Structure	X			
	Monitor backfilling	X			
12	Miscellaneous Items				
	Coordinate through Project Manager and the Department of Public Works for:				
	Delivery and testing of the controller				X
	Pick-up and return of strain poles, to be furnished by D.P.W.				X
	Final inspection and activation of signal				X

Part-Time Level of Inspection for Intersections

Levels of Inspection for Intersection Projects

Project #ST-XX-XXX

	DESCRIPTION	100%	50%	25%	NR
1	Mix Designs, Material Certificates, Contractors Tests				
	Receive, review, comment if necessary, keep track of penalties				X
	Receive and file per contract Material Certifications (Mix Designs must be approved by DPW Construction Administrator prior to placement of surface material)	X			
	Inspection of materials to be installed, (either at contractors yard or on site prior to installation)	X			
2	Preconstruction Meetings				
	Conduct meeting/record minutes, distribute to attendees/file	X			
	Conduct meeting/record minutes, give one copy to DPW Project Manager for distribution	X			
	Be present at meeting conducted by DPW Project Manager/will make minutes available				X
3	Paving				
	Verify widths and lengths	X			
	Paving area cleanliness	X			
	Base course		X		
	Intermediate Course		X		
	Surface Course	X			
	Tack: Coverage, temperature, material during Intermediate course		X		
	Tack: Coverage, temperature, material during Surface course	X			
	Load Tickets: Check load for correct information, temperature	X			
	Material yield & thickness, segregation		X		
	Random load weight check				X
	Equipment:				
	Rollers: hydraulic leak, approved list, roller pattern				X
	Pavers: hydraulic leak, screed vibrators, clean hopper, speed				X
	Traffic control & Info line				X
	Longitudinal Joints: Widths, overlapping, gapping	X			
	Verify castings, including utilities for no overlay		X		
	Temporary tape placement		X		
	Electronic As-Builts	X			
	Set up I.A.S.	X			
	Check drainage problems		X		
	Collect tickets at end of day, total, compare to plan	X			
	Red Line As-Builts	X			
4	Paving (Widening, Base Repair, Shoulders)				
	Inspect layout of widening area, mark base repair	X			

	Measure widening & base repair area		X		
	Check equipment on hand				X
	Traffic control		X		
	Monitor dig-out				X
	Check depth (slope)		X		
	Inspect sub-base compaction		X		
	Tack: Coverage, temperature, material				X
	Load Tickets: Check each load, information, temperature				X
	Monitor Placement: Correct # of lifts, compaction			X	
	Material yield and thickness		X		
	Total day's tickets, compare to plan	X			
	Electronic As-Builts	X			
	Set up I.A.S.	X			
	Random load weight check				X
	Collect tickets at end of day, total, compare	X			
	Red Line As-Builts	X			
5	Striping layout				
	Final layout and placement of Thermoplastic	X			
6	Concrete, (Sidewalk, Ramps and Curbs Installation)				
	Measure existing removal areas				X
	Check traffic control			X	
	Check for any utility and structure conflicts			X	
	On site meeting and layout of concrete work	X			
	Before concrete pour, check forms for depths, widths.	X			
	Check load batch time, material, segregation, slump		X		
	Random air, yield, slump, cylinder				X
	Set up I.A. S.				X
	Monitor contractor's concrete tests				X
	Check Finishing: contraction and expansion joints, curing compound at time of placement				X
	Verify Clean Up: Form removal, backfilling, seeding, etc.		X		
	Check work the following day for any damage (vandalism)			X	
	Check ramps for slope				X
	Verify all installed quantities	X			
	Check for incorrect concrete placements to be replaced at no cost to owner, i.e., incorrect slope, batter, etc.				X
	Electronic As-Builts	X			
	Red Line As-Builts	X			
7	Cold Planing				

	Paint limits	X			
	Check equipment				X
	Verify removal of castings in cold plane areas				X
	Traffic control			X	
	Monitor milling operation (check depth)			X	
	Measure actual cold planed areas for the day		X		
	Electronic As-Builts	X			
	Red Line As-Builts	X			
8	Structures (Pipe, Manhole/Inlet Reconstruction, New Structures)				
	Check plans with field condition	X			
	Verify pipe sizes, structure types, etc.		X		
	Alignment, slope, joint sealing, connection to existing, etc.		X		
	Backfilling and restoration		X		
	Positive drainage		X		
	Verify flow, drainage, and elevations				X
	Electronic As-Builts	X			
	Red Line As-Builts	X			
	Check completed work after placement	X			
	Measure length or payment quantity	X			
	Traffic Control		X		
9	Adjust/Remove & Reset Castings, Furnish Casting				
	Verify need and limits		X		
	Inspect condition of existing casting		X		
	Verify RR after removal is plated to prevent any accident			X	
	Record locations of removed castings to be reset			X	
	Check casting exposure to allow for surface placement or possible traffic hazard			X	
	Measure quantity for payment	X			
	Electronic As-Builts	X			
	Red Line As-Builts	X			
	Check completed work after placement inside and out	X			
	Traffic Control		X		
10	Project Documentation, Close-Out and Final Construction Record				
	Inspector Daily Reports				X
	Project Supervisor Daily Reports				X
	Weekly Reports (to be submitted to the PM by Monday 10:00 a.m. for the previous week)	X			
	Weekly RebuildIndy Report (to be submitted to PM by Monday 10:00 a.m. for the previous week)	X			

	Monthly Reports (to be submitted to the PM by the 10 th of the month for the previous month)	X			
	Progressive Record will be turned in with each contractor invoice	X			
	IC 642	X			
	Progress Meeting Minutes	X			
	Pay Estimates	X			
	IC 652 Concrete Test Reports by RPR				X
	Work Directives	X			
	Request for Proposals	X			
	Change Orders with Change Order Log	X			
	Field Books				X
	Certified Payroll Reports (record as needed per contractor) submitted to PM in .pdf format by the 10 th of every month. Hard copies to be included in Final Construction Record.	X			
	Conduct a random bi-weekly payroll interview with a laborer, operator or other worker to determine if prevailing wages, benefits, etc. are being paid. Will require a pay stub from worker. This information is to be kept in the Final Construction Record and documented in the weekly report for the week the interview is conducted. Should a discrepancy be found, the City Project Manager is to be notified immediately.	X			
	Indianapolis DPW Subcontractor/Supplier Payment Report (MBE/WBE/VBE Report) – to be submitted with every contractor invoice – see page 8-3	X			
	Project Photographs (Before)	X			
	Project Photographs (During)				X
	Project Photographs (After)	X			
	Electronic As-Builts	X			
	Red Line As-Builts	X			
	Copies of O & M manuals (2 compact disc copies in .PDF format) will vary. See project manager for the number of hard copies needed.	X			
	One copy of the Final Construction Record in .PDF format, One disk to be supplied by City Project Manager that includes the file folder format in which it is to be submitted	X			
	The Final Construction Record will include all of the above plus:	X			
	Final Progressive Record w/Final 642				
	Final Change Order	X			
	Reports, Verification of all Installed Quantities, and Ticket Summary	X			
	Material Certifications	X			
11	Culvert Extension				
	Check Road Closure for Traffic Control	X			
	Monitor Structure Removal				X
	Inspect layout of new Structure, to Existing Structure				X
	Check forms before concrete pour	X			
	Verify Reinforcing Steel Layout	X			
	Inspect Subgrade before Setting new Structure for compaction				X

	Setting of New Structure				X
	Monitor backfilling				X
12	Miscellaneous Items				
	Coordinate through Project Manager and the Department of Public Works for:				
	Delivery and testing of the controller				X
	Pick-up and return of strain poles, to be furnished by D.P.W.				X
	Final inspection and activation of signal				X

Part-Time Level of Inspection for Traffic Signals

Levels of Inspection for Traffic Signal Projects

Project #TS-XX-XXX

	DESCRIPTION	100%	50%	25%	NR
1	Mix Designs, Material Certificates, Contractors Tests				
	Receive, review, comment if necessary, keep track of penalties				X
	Receive and file per contract Material Certifications (Mix Designs must be approved by DPW Construction Administrator prior to placement of surface material)	X			
	Inspection of materials to be installed, (either at contractors yard or on site prior to installation)	X			
2	Preconstruction Meetings				
	Conduct meeting/record minutes, distribute to attendees/file	X			
	Conduct meeting/record minutes, give one copy to DPW Project Manager for distribution	X			
	Be present at meeting conducted by DPW Project Manager/will make minutes available				X
3	Paving				
	Verify widths and lengths				X
	Paving area cleanliness				X
	Base course				X
	Intermediate Course				X
	Surface Course				X
	Tack: Coverage, temperature, material during Intermediate course				X
	Tack: Coverage, temperature, material during Surface course				X
	Load Tickets: Check load for correct information, temperature				X
	Material yield & thickness, segregation				X
	Random load weight check				X
	Equipment:				X
	Rollers: hydraulic leak, approved list, roller pattern				X
	Pavers: hydraulic leak, screed vibrators, clean hopper, speed				X
	Traffic control & Info line				X
	Longitudinal Joints: Widths, overlapping, gapping				X
	Verify castings, including utilities for no overlay				X
	Temporary tape placement				X
	Electronic As-Builts				X
	Set up I.A.S.				X
	Check drainage problems				X
	Collect tickets at end of day, total, compare to plan				X
	Red Line As-Builts				X
4	Paving (Widening, Base Repair, Shoulders)				
	Inspect layout of widening area, mark base repair				X

	Measure widening & base repair area				X
	Check equipment on hand				X
	Traffic control				X
	Monitor dig-out				X
	Check depth (slope)				X
	Inspect sub-base compaction				X
	Tack: Coverage, temperature, material				X
	Load Tickets: Check each load, information, temperature				X
	Monitor Placement: Correct # of lifts, compaction				X
	Material yield and thickness				X
	Total day's tickets, compare to plan				X
	Electronic As-Builts				X
	Set up I.A.S.				X
	Random load weight check				X
	Collect tickets at end of day, total, compare				X
	Red Line As-Builts	X			
5	Striping layout				
	Final layout and placement of Thermoplastic	X			
6	Concrete, (Sidewalk, Ramps and Curbs Installation)				
	Measure existing removal areas	X			
	Check traffic control	X			
	Check for any utility and structure conflicts	X			
	On site meeting and layout of concrete work	X			
	After excavation, check forms for depths, widths, reinforcing steel, etc.	X			
	Check load batch time, material, segregation, slump	X			
	Random air, yield, slump, cylinder				X
	Set up I.A. S.				X
	Monitor contractor's concrete tests	X			
	Check Finishing: contraction and expansion joints, curing compound at time of placement	X			
	Verify Clean Up: Form removal, backfilling, seeding, etc.	X			
	Check work the following day for any damage (vandalism)	X			
	Check ramps for slope	X			
	Verify all installed quantities	X			
	Check for incorrect concrete placements to be replaced at no cost to owner, i.e., incorrect slope, batter, etc.	X			
	Electronic As-Builts	X			
	Red Line As-Builts	X			
7	Cold Planing				

	Paint limits				X
	Check equipment				X
	Verify removal of castings in cold plane areas				X
	Traffic control				X
	Monitor milling operation (check depth)				X
	Measure actual cold planed areas for the day				X
	Electronic As-Builts				X
	Red Line As-Builts				X
8	Structures (Pipe, Manhole/Inlet Reconstruction, New Structures)				
	Check plans with field condition				X
	Verify pipe sizes, structure types, etc.				X
	Alignment, slope, joint sealing, connection to existing, etc.				X
	Backfilling and restoration				X
	Positive drainage				X
	Verify flow, drainage, and elevations				X
	Electronic As-Builts				X
	Red Line As-Builts				X
	Check completed work after placement				X
	Measure length or payment quantity				X
	Traffic Control				X
9	Adjust/Remove & Reset Castings, Furnish Casting				
	Verify need and limits				X
	Inspect condition of existing casting				X
	Verify RR after removal is plated to prevent any accident				X
	Record locations of removed castings to be reset				X
	Check casting exposure to allow for surface placement or possible traffic hazard				X
	Measure quantity for payment				X
	Electronic As-Builts				X
	Red Line As-Builts				X
	Check completed work after placement inside and out				X
	Traffic Control				X
10	Project Documentation, Close-Out and Final Construction Record				
	Inspector Daily Reports	X			
	Project Supervisor Daily Reports				X
	Weekly Reports (to be submitted to the PM by Monday 10:00 a.m. for the previous week)	X			
	Weekly RebuildIndy Report (to be submitted to PM by Monday 10:00 a.m. for the previous week)	X			

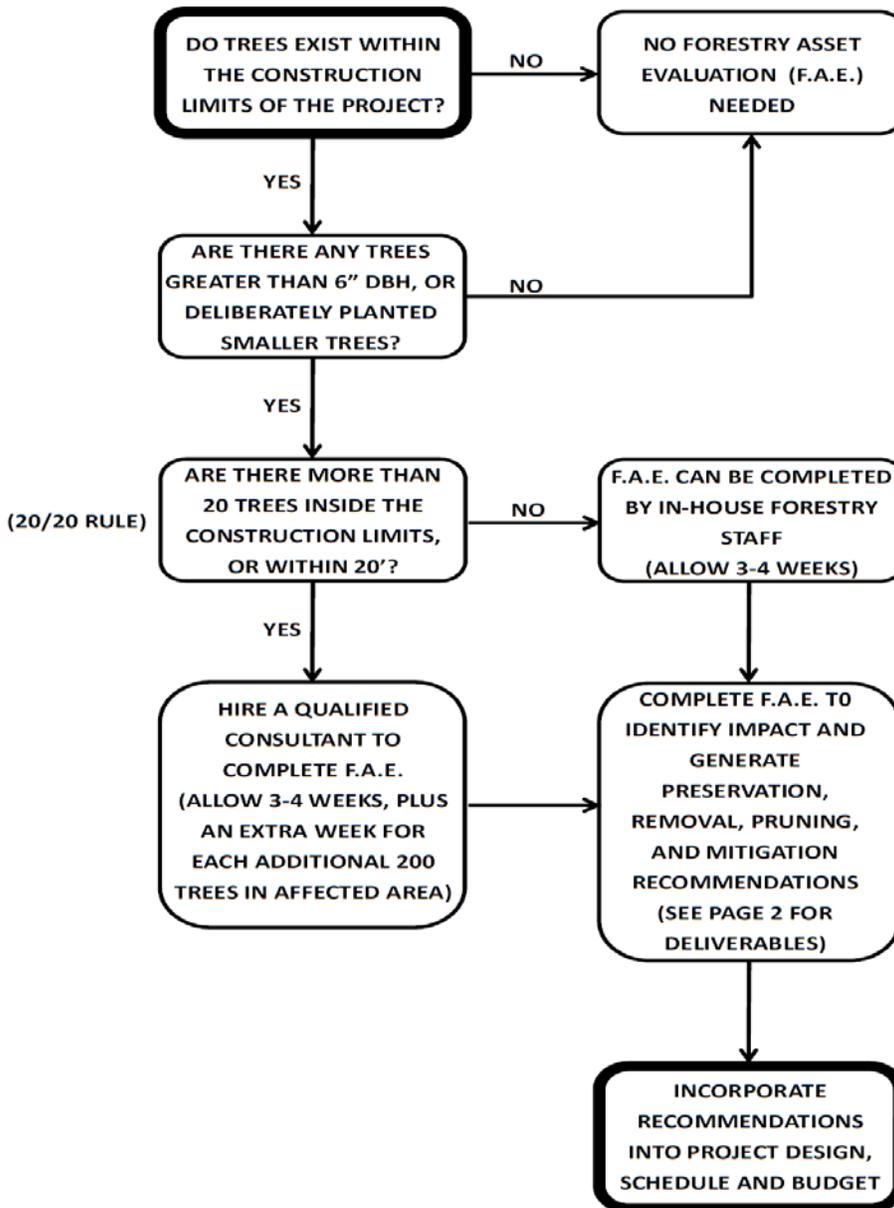
	Monthly Reports (to be submitted to the PM by the 10 th of the month for the previous month)	X			
	Progressive Record will be turned in with each contractor invoice	X			
	IC 642	X			
	Progress Meeting Minutes	X			
	Pay Estimates	X			
	IC 652 Concrete Test Reports by RPR				X
	Work Directives	X			
	Request for Proposals	X			
	Change Orders with Change Order Log	X			
	Field Books				X
	Certified Payroll Reports (record as needed per contractor) submitted to PM in .pdf format by the 10 th of every month. Hard copies to be included in Final Construction Record.	X			
	Conduct a random bi-weekly payroll interview with a laborer, operator or other worker to determine if prevailing wages, benefits, etc. are being paid. Will require a pay stub from worker. This information is to be kept in the Final Construction Record and documented in the weekly report for the week the interview is conducted. Should a discrepancy be found, the City Project Manager is to be notified immediately.	X			
	Indianapolis DPW Subcontractor/Supplier Payment Report (MBE/WBE/VBE Report) – to be submitted with every contractor invoice – see page 8-3	X			
	Project Photographs (Before)				X
	Project Photographs (During)				X
	Project Photographs (After)				X
	Electronic As-Builts	X			
	Red Line As-Builts	X			
	Copies of O & M manuals (2 compact disc copies in .PDF format) will vary. See project manager for the number of hard copies needed.	X			
	One copy of the Final Construction Record in .PDF format, One disk to be supplied by City Project Manager that includes the file folder format in which it is to be submitted	X			
	The Final Construction Record will include all of the above plus:	X			
	Final Progressive Record w/Final 642				
	Final Change Order	X			
	Reports, Verification of all Installed Quantities, and Ticket Summary	X			
	Material Certifications	X			
11	Culvert Extension				
	Check Road Closure for Traffic Control				X
	Monitor Structure Removal				X
	Inspect layout of new Structure, to Existing Structure				X
	Check forms before concrete pour				X
	Verify Reinforcing Steel Layout				X
	Inspect Subgrade before Setting new Structure for compaction				X

	Setting of New Structure				X
	Monitor backfilling				X
12	Miscellaneous Items				
	Coordinate through Project Manager and the Department of Public Works for:				
	Delivery and testing of the controller			X	
	Pick-up and return of strain poles, to be furnished by D.P.W.				X
	Final inspection and activation of signal	X			



FORESTRY ASSET EVALUATION (F.A.E.)

Project Qualification Process





F.A.E. Deliverables

1. INVENTORY TABLE:

- Size, species, condition, and location (ref # shown on field notes)
- Conflict level with proposed improvements
- Ownership status of tree
- Mitigation quantity, with species recommendations
- Preservation, removal, and maintenance recommendations

2. ALTERNATIVE SOLUTIONS TO DESIGN OF IMPROVEMENTS:

- Reduction of impact to forestry assets
- Save construction costs by avoiding or minimizing conflict
- Facilitate construction schedule

3. FIELD NOTES ON PROJECT SITE PLAN:

- Call-outs referencing inventory table
- Miscellaneous notes as necessary to clarify recommendations

The information contained within these deliverables should be incorporated into the design, schedule, and budget of the overall project by the primary design consultant. The project forestry consultant may be retained to create the site plans and specifications which formally document the recommendations generated by the FAE.

Chapter 3

Pre-construction Conference

Prior to the start of work, there will be a mandatory pre-construction conference. The consultant RPR will conduct the pre-construction conference proceedings.

At a minimum, attendees at this conference should include the Contractor, the DPW Project Manager, the DEO representative, other City Employees involved with the project, DPW Signal Operations, the Design Engineer, affected utilities, and the Inspection Consultant including the RPR and all inspectors. A typical agenda for this conference will include, but not be limited to, the following items.

1. Introductions
2. Status of Contract
3. Schedule of Construction Operations
4. Schedule of Values
5. Contractor emergency contacts and contact information
6. Subcontractors
7. Manufacturers and Suppliers
8. Submittal of Shop Drawings & other Materials (see sample form "Submittal Register" on page 2-30)
9. Contractor's Supervisory Personnel
10. Field Office and/or Storage Facilities
11. OSHA and other Safety Regulations
12. Public Relations
13. Safety (Prime Contractor)
14. Wage Rate Interview Procedures
15. Work Directive Change (WDC) and Change Order procedures.
16. Discussion of the required permits and how they are to be displayed at the job site (Bulletin board)
17. Prior written notification of non-regular work hours (weekends, holidays, overtime, etc.)
18. Utility Coordination
19. Completion Dates and the definition of Substantial Completion.
20. Transition to Operations/WREP/United Water (if applicable)
21. MBE/WBE/VBE Participation and documentation.

A sample agenda from a previous pre-construction conference is at the end of this chapter. Included with the agenda is a sample sign-in sheet for the attendees.

Prior to the conference, notices shall be sent to representatives of the City, Contractor, Prevailing Wage Representative, DEO, Independent Assurance Testing Representative, and the Utilities. The notice to the Contractor shall list the items the Contractor is required to bring to the

conference, such as, his schedule, the schedule of values, and emergency/after hours contact information.

After the conference, several procedural items should be followed.

1. A copy of the sign-in sheet should be distributed to all attendees at the end of the conference. A sample sign-in sheet is at the end of this chapter.
2. Minutes of the conference shall be written by the Consultant RPR and distributed to all invitees within one week of the Conference. A sample of a pre-construction conference meeting minutes is at the end of this chapter.
3. Contact should be made with all the invitees that failed to attend the conference to see if they have any pertinent information.

- VI. Discussion
 - A. List of Major Subcontractors
 - B. Preliminary
 - 1. Construction Field Office
 - 2. Construction Schedule (Format-Electronic/Hard Copy)
 - 3. Schedule of Values
 - 4. Change Order Procedures
 - 5. Damage Survey
 - 6. Notification to Homeowners (public meetings/door hangers)

- VII. Designation of Responsible Personnel
 - A. Owner
 - B. Design Engineer
 - C. Contractor
 - D. Subcontractor (if necessary)
 - E. Operations/WREP (if applicable)

- VIII. Coordination
 - A. Submittal of trip tickets, B-Borrow tickets, etc.
 - B. Scheduling (most importantly, scheduling changes)
 - C. Location of daily activities (if project's nature is requiring multiple mobilizations)
 - D. Material Delivery and storage
 - E. Notification of RPR concerning changed conditions
 - F. Notification of RPR concerning major tasks
 - G. Picture/Photography requirements of the Contractor

- IX. MBE/WBE/VBE Project Compliance
 - A. Monitoring of compliance via payroll reports
 - B. Procedures for failure of minority subs to perform contracted work
 - C. Penalties for failure to comply with stated contractual goals

- X. Submittal of Shop Drawings
 - A. Shop Drawing Register

- XI. Testing Requirements
 - A. Job Control Testing
 - B. Independent Assurance Testing

- XII. Record Drawings
 - A. Electronic (Acceptable format)
 - B. Hard Copy
 - C. Responsibility of Contractor for as-builts

- XIII. Close-Out Documents (See Chapter 10)

XIV Miscellaneous

- A. Working Hours for Contractor, Notification of activities by Contractor to Inspector as per Special Provisions.
- B. Request for permission to work non-regular hours.
- C. Plans to Contractor
- D. Progress Meetings
- E. Lateral Locations - The Contractor is responsible to coordinate lateral with each resident. Get this in writing to protect yourself.
- F. Traveling Public/Public Information Officer
- G. General

Sample Preconstruction Meeting Minutes

Ms. Mary Zurbuch
Project Manager
Department of Public Works
1200 Madison Avenue, Suite 200
Indianapolis, Indiana 46225

December 9, 2010

Re: DPW Project No. BL-41-003D & SD-41-007D Five Points/Southeastern STEP
& Drainage Improvements in Franklin Township
CMT #10705-04-00

Dear Mary:

A preconstruction conference was conducted by Crawford, Murphy & Tilly, Inc. (CMT), for the Department of Public Works on Tuesday, December 7, 2010, at 1200 Madison Avenue, Suite 200, in the Meridian Conference Room, at 10:00 a.m.

The following individuals attended:

NAME	COMPANY	PHONE NO.	Email Address
Mary Zurbuch	DPW	317-327-7024	Mary.Zurbuch@indy.gov
Angela Smith	DPW	317-327-8051	Angela.Smith@indy.gov
Christina Bowers	DPW	317-327-8726	Christina.Bowers@indy.gov
Sandy Shafer	DPW Eng	317-327-4546	Sandra.Shafer@indy.gov
Ray Brady	DPW ReBuild Indy	317-327-2259	Raymond.Brady@indy.gov
Rich Condre	CMT	317-281-4496	rcondre@cmtengr.com
Cassie Reiter	CMT	317-492-9166	creiter@cmtengr.com
Jim Parker	CMT	317-281-4512	jparker@cmtengr.com
Jon Query	HWC Eng	317-347-3663	jquery@hwcengineering.com
Rich Miller	Citizens Gas	317-927-4684	rmiller@citizensenergygroupna.com
Nate Schiller	Veolia Water	317-213-1624	nathan.schiller@veoliawaterna.com
Greg Wood	IPL	317-261-8518	greg.s.wood@aes.com
Casey Shull	IPL	317-261-6564	casey.shull@aes.com
Rodney Johnson	IPL	317-261-5047	rodney.johnson@aes.com
Louise Ray	IPL	317-261-8253	louise.ray@aes.com
Scott Weishaar	Dunigan Bros.	317-658-3155	sweishaar@duniganbros.com
Tim Dunigan	Dunigan Bros.	517-392-8159	
Patrick Dunigan	Dunigan Bros.	517-795-5501	pdunigan@duniganbros.com

The following is a record of the meeting:

Department of Public Works

1. Project Manager is Mary Zurbuch, DPW, 317-327-7024
2. Full-time Project Inspection by CMT, Inc., Richard A. Condre, Project Manager; Jim Parker, RPR, Phone No. 298-4500 Office, 317-281-4512 Cell
3. Indianapolis Central Dispatcher, Phone Number - 327-1620
4. DPW Construction Phone Number is 327-2560 (Automated)
5. All communication should be addressed to:

CMT, Inc.
5652 West 73rd Street Indianapolis, Indiana 46278
Attention: Mr. Richard A. Condre
with copies to the Project Manager, DPW, Mary Zurbuch, and submitted through the Resident Project Representative (RPR), Jim Parker
6. Construction requirements for contractor, prior to beginning of work:
 - A. Submit a Bar Chart type construction schedule for the project to DPW (Graph is unacceptable.) **“Attached”**
 - B. Submit a list of names, addresses, and phone numbers of three (3) responsible parties for Contractor that can be contacted for emergencies.
 - C. Submit name and phone number of barricades and sign company.
 - D. Submit a list of subcontractors, including the item number, dollar amount of sublet, and sub designation (DBE, MBE, WBE, OTHER.)
 - E. Submit in writing the location of the waste disposal site for approval.
7. Contract substantial completion date has been set at **on or before 330 Days from Notice to Proceed.**

Contract final completion date has been set at **on or before 45 calendar days from Phase 1 Substantial Completion.**

8. A construction contract has been awarded to **Dunigan Brothers**, in the bid amount of **\$5,659,300.20.**
9. Addenda - One.
10. Contractor shall coordinate work with all utilities.
11. Notice to proceed will be issued when the contract documents are signed.
12. It is the Contractor's responsibility to be knowledgeable and in compliance with the contract documents, letters, minutes, and any other information concerning required procedures of the DPW construction contracts. Poor workmanship will not be tolerated.
13. One (1) copy of all payroll reports and monthly utilization's will be submitted to: Jim Parker, CMT RPR, by the Contractor.

UTILITY COMPANIES COMMENTS

INDIANAPOLIS WATER COMPANY – Nate Schiller, Veolia Water, 317-213-1624

1. Call for locates prior to starting work.
2. No known conflicts.
3. Veolia is not responsible for service lines (lowering/relocation is a Pay Item in the contractor's work if necessary). Contact Mark Shockley at 317-710-5016, if questions regarding services arise.
4. Licensed and bonded plumber required by Veolia Water for work on service lines.

CITIZEN'S GAS AND COKE UTILITY – Rich Miller, 317-927-4684

1. Relocation work has been completed per TS-56, Sht # TS-46 of the project contract documents.
2. Handed out plans of facilities to contractor Dunigan Brothers, 2 sets; 1 set to RPR for information.
3. Contact dispatch, 317-927-6000, 24 hour service.
4. Contact Bob Kirkpatrick, 317-692-3123, for service (issues).

Utility Companies that Did Not Attend – Larry Carter, 317-327-8983, email replies to pre-con invitation:

AT&T – Brian D. Cravens

1. Contact information: bc3785@att.com, OSP Engineer-conduit, Office 317-252-5003, Cell 317-445-5699
2. Has reviewed these plans and does not anticipate any conflicts.

TW TELECOM – Tanny Triplitt, NCE

1. Contact information: tanny.triplitt@twtelecom.com, Office 317-713-8947, Cell 317-716-4559
2. TW Telecom is clear in this area.

MCI/VERIZON – Chris M. Fowler

1. Contact information: chris.fowler@verizonbusiness.com, Office 317-695-8050, Cell 317-637-3459
2. MCI/Verizon Business does not have any facilities at this project location.

INDIANAPOLIS POWER AND LIGHT COMPANY – The following is expected:

1. Call in for locates (811).
2. Areas that have been identified as having underground cable should not have heavy equipment used for demolition. ANY digging around located facilities should be done by hand.
3. Should the contractor elect to use a backhoe to pull-up the old sidewalk and/or curb in an area that has been identified as having underground cable, a spotter should be used to help identify if the cable has been hooked by the backhoe.
4. If a cable is being pulled out by the backhoe, the operator should be signaled to STOP by the spotter, and that section of concrete should be removed by hand.
5. The trouble department should be called at 261-8111 to assess the cable for damage.
6. Use common sense and good judgment.
7. Treat the cable as if it were your own.

NOTE: Any damage to IPL facilities, no matter what the depth, is the responsibility of the contractor, person or persons causing the damage.

Per the 811 Excavator Handbook the following is the rule:

According to IC 8-1-26-21. If there is damage to an underground facility, you must immediately upon discovery of the damage, notify the operator of the facility and Indiana 811 of the location and nature of the damage. Allow the operator of the facility reasonable time to accomplish

necessary repairs before completing the excavation or demolition in the immediate area of the facility.

INDIANAPOLIS POWER AND LIGHT COMPANY – Casey Shull and Greg Wood

1. IP&L has not performed any relocation work to date due to the fact they do not believe Right-of-Way is shown correctly on the plans. On Five Points south of Hanna a 50' Right-of-Way is shown. However, IP&L believes this Right-of-Way is a 40' width.
2. IP&L will require 8-10 weeks work to relocate after Right-of-Way is determined.
3. Forward any plan revisions, resolutions to IP&L.
4. The new storm sewer "Water Quality Infiltration" trench is in the direct conflict with IP&L power poles along Five Points Road. Service lines may also be in conflict. The contractor will need to call for locates prior to starting work.
5. Tree trimming is not permitted by IP&L Policy at the current time and assistance may be required of DPW should problems arise.

IP&L – (arrived late) Rodney Johnson 317-261-5047, Louise Ray, 317-261-8253

1. Contact Rodney Johnson for electrical service to the lift station.
2. Rodney will check the project site for determining service requirements and develop a plan for power by the 1st week of January 2011.
3. Rodney and Louise need the lift station ID No. and address.
4. Contractor will need to request service hook-up and obtain a permit from IPL thru Rodney. Dunigan Brothers will follow-up.
5. It will probably be March 2011 when design will be complete.
6. Upfront charges to be determined.

BRIGHTHOUSE – Did Not Attend

COMCAST – Did Not Attend

CITY OF INDIANAPOLIS COMMENTS

DIVISION OF EQUAL OPPORTUNITY – MBE 15% / WBE 8% / VBE 3%

1. Submit monthly utilization report to RPR, Jim Parker.
2. Submit with each payment request the Indianapolis DPW SubContractor Payment Report, #SSPR-1.

DPW QUALITY CONTROL REPRESENTATIVE

1. Tes Tech will perform the Q/A Testing for DPW.
2. Jim Parker will coordinate this work with Dunigan Brothers scheduled testing firm Patriot.

DPW PROJECT MANAGER – Mary Zurbuch, 327-7024, Angela Smith

1. Notice to Proceed will be issued today, 12-07-10. Effective first calendar day of work will be 12-08-10.
2. Mary Zurbuch requested Jon Query, P.E., Hannum, Wagle & Cline (HWC) to look into Right-of-Way issue (40'/50') along Five Points Road south of Hanna to determine what could be done with infiltration water quality ditch in this area. Sanitary sewer work can proceed since it is not affected by this issue.
3. Will have to resolve conflict with Right-of-Way discovered at bid. 50' Right-of-Way has not been confirmed by HWC. Need to forward any revised plant to IP&L.
4. Mary will need a "Weekly Forecast" to be prepared by RPR. Send out to Mary by Wednesday evening.
5. Permits – Road Closure 2 week prior notice required. Show dates, permit requires milestone dates in note section of application.
6. Mary needs to be copied on permit applications.
7. Mary will find out which DCE officer will be in this area.
8. Mary will check status of flora permit. Paul Penko, DPR Horticulturist.
9. Angela Smith reported that SRF approval has been received.
10. Shop drawing submittals are to be processed thru the RPR, Jim Parker, and forwarded to Jonathan Query, HWC Engineering, for approval.
11. Progress meeting will be held bi-weekly, beginning Tuesday, January 18, 2011, at 1:30 p.m.
12. An "Open House" meeting for the Public to ask questions regarding the project will be held this evening from 5:00 to 7:00 p.m.
13. Trench safety is the responsibility of the contractor. TS-11 and General Conditions under 6.20. and trenches deeper than 20' per IOSHA.
14. CSX permit is not required since work pits are not on railroad Right-of-Way per DPW. Contractor shall not permit any work or equipment on railroad Right-of-Way.
15. Sandy Shafer reviewed how lateral service lines are to be recorded, located, marked and shown on the "As Built" Drawings.
16. Mary will review with CMT and contractor the maintenance of traffic plan for the area south of Hanna on Five Points Road.
17. Mary will check status of Slusser as a WBE subcontractor.

CMT REPRESENTATIVE – Rich Condre 281-4496, RPR Jim Parker, 281-4512

1. Review Contract Documents.
 - A. General Conditions
 - B. Special Conditions
 - B.1 Submittals and Shop Drawings – CMT will forward to HWC for approval
 - B.2 Work Schedule

- B.3 Phase Construction – Liquidated damages
- C. Technical Specifications
 - C.1 Construction Schedule (CPM)
 - C.2 Maintenance of Traffic, Maintenance During Construction.
 - C.3 Field Office – Needs to be operational prior to starting work
 - C.4 Progress Meetings – Bi-Monthly

- 2. Appendices
 - A. DBE Program – Slusers has been approved per Bob Ransom/Dunigan Bros.
 - B. Geotechnical Information
 - C. Forms – Pay estimates, progressive record, subcontractor/supplier payment report

CONTRACTOR – Patrick Dunigan, Tim Dunigan and Scott Weishaar

- 1. Plans to start work week of January 10, 2011, weather permitting (Schedule attached)
- 2. Work first on lift station wet well installation. See attached schedule submittal.
- 3. Precast structures and box culvert will be manufactured by Rinker.
- 4. Patrick requests consideration of shop drawing submittal be prioritized, 1) box culvert, 2) lift station, 3) pump stations grinders, 4) manholes, etc.
- 5. Discussed pay estimates, forms and procedures.
- 6. Presented submittals for approval to CMT.
- 7. Dunigan is setup to do on-line permits with Dept. of Code Enforcement.

If we have overlooked or missed any items, please notify this office.

Sincerely,
CRAWFORD, MURPHY & TILLY, INC.

Richard A. Condre
Assistant Manager

cc: All Attendees
All Utilities

Chapter 4

Field Office Filing System

A filing system using the Field Office Filing Directory (see pages 4-2 through 4-7) at the end of this chapter shall be used on all City of Indianapolis construction projects. During the project kick-off meeting, the Project Manager and the RPR will discuss and determine the specific number of files to be used and the specific method that is to be employed for the project.

All files shall be stored in the RPR's construction trailer, if one is available. The RPR will be responsible for keeping the project files current, in orderly condition and available for inspection by the Project Manager.

Current as-built drawings must be kept and maintained by the RPR. A set of current as-built drawings shall be available for review at the job trailer or at the office of the RPR.

Field Office Filing Directory

OPENED/INITIALS

A CORRESPONDENCE WITH PUBLIC AGENCIES/PUBLIC

- _____ A.1 U.S. EPA
- _____ A.2 INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
- _____ A.3 U.S. CORPS OF ENGINEERS
- _____ A.4 MISCELLANEOUS
- _____ A.5 PERMITS, IDF & BS, BUILDING, DPR, INDOT, IDEM, MARION COUNTY
SOIL CONSERVATION SERVICE, ETC.
- _____ A.6 INDOT
- _____ A.7 AIRPORT AUTHORITY
- _____ A.8 UTILITIES
- _____ A.9 RESIDENTS, BUSINESSES WITHIN PROJECT

B CORRESPONDENCE WITH ENGINEERS

- _____ B.1 ENGINEERING FIRM (DESIGN)
 - _____ B.1a ENGINEERING FIRM (CONSTRUCTION INSPECTION)
- _____ B.2 SUBCONSULTANTS
- _____ B.3 MISCELLANEOUS

C CORRESPONDENCE WITH CONTRACTOR

- _____ C.1 CONTRACTOR
- _____ C.2 SUBCONTRACTORS
- _____ C.3 MISCELLANEOUS

D PROJECT FILE

- _____ D.1 MEMO'S, BACK-UP INFORMATION, (CATCH ALL FILE)
- _____ D.2 PROJECT FACT SHEET (EMERGENCY PHONE #'S FOR PROJECT, LIST
OF CONTACT PERSONS, STATUS CHECKLIST)
- _____ D.3 CONTRACTOR LIST OF SUBCONTRACTORS, SUPPLIES,
SUPPLIERS, ETC.
- _____ D.4 ACCIDENT REPORTS, ETC.
 - _____ D.4a SAFETY

- _____ D.5 LETTERS OF TRANSMITTAL TO DPW
- _____ D.6 DPW CORRESPONDENCE INCLUDING DPW MEMOS,
LETTERS, ETC.(EXCLUDING FINANCE, MBE/WBE AND LEGAL)
- _____ D.7 EASEMENT INFORMATION, RIGHT OF WAY INFORMATION
- _____ D.8 PUBLIC RELATIONS (CORRESPONDENCE FROM PUBLIC
INFORMATION OFFICE (P.I.O.))
- _____ D.9 ASSESSMENTS/ASSESSMENT INFORMATION

**E PROCUREMENT PROCESS (CONSTRUCTION INSPECTION
ENGINEER)**

(DPW PROJECT MANAGER MAINTAINS THIS FILE)

- _____ E.1 REQUEST FOR QUALIFICATION-REVIEW/SHORT LIST
- _____ E.2 REQUEST FOR PROPOSALS
- _____ E.3 PROPOSALS
- _____ E.4 EVALUATION
- _____ E.5 SELECTION
- _____ E.6 PROTESTS
- _____ E.7 PROPOSALS-CLAIMS ANALYSIS
- _____ E.8 SELECTION-CLAIMS ANALYSIS

**F ENGINEERING CONTRACT (CONSTRUCTION INSPECTION
ENGINEER)**

(DPW PROJECT MANAGER MAINTAINS THIS FILE)

- _____ F.1 CONTRACT PLUS AMENDMENTS
- _____ F.2 SUBCONSULTANT AGREEMENTS
- _____ F.3 NEGOTIATIONS
- _____ F.4 BOARD APPROVAL (BOARD PACKET & BACKUP DOCUMENTS)
- _____ F.5 REQUISITION/PURCHASE ORDER/NOTICE TO PROCEED
- _____ F.6 MONTHLY BILLINGS

G SPECIAL FUNDING REQUIREMENTS

- _____ G.1 APPLICATION
- _____ G.2 GRANT AMENDMENTS
- _____ G.3 FORCE ACCOUNT REQUEST
- _____ G.4 AWARD LETTER AND ACCEPTANCE LETTER
- _____ G.5 MISCELLANEOUS CORRESPONDENCE

H CONTRACT BID DOCUMENTS

- _____ H.1 CONTRACT BOOK, SPECIFICATIONS, PLANS
- _____ H.2 ADDENDA
- _____ H.3 MODIFICATIONS

I CONSTRUCTION CONTRACTS

- _____ I.1 INSURANCE CERTIFICATES, BONDS:PAYMENT, BID, MAINTENANCE
- _____ I.2 SCHEDULE OF VALUES
- _____ I.3 ENGINEERS ESTIMATE
- _____ I.4 DESIGN COMPUTATIONS, SOILS REPORT, SEWER ASSESSMENT REPORT, ENGINEER'S COMPREHENSIVE REPORT, ETC.

J CONSTRUCTION CHANGE ORDER

- _____ J.1 CONTRACT CHANGE ORDER
 - _____ J.1a REQUEST FOR PROPOSAL
- _____ J.2 CHANGE ESTIMATE, DOCUMENTATION, JUSTIFICATION, RECOMMENDATION, ETC.
- _____ J.3 CONTRACTOR RESPONSE
- _____ J.4 NEGOTIATION NOTES
- _____ J.5 CONTRACT CHANGE ORDER SUMMARY SHEET
- _____ J.6 DPW BOARD APPROVAL, PURCHASE ORDER, ETC.
- _____ J.7 FIELD ORDER (ESTIMATE, DOCUMENTATION, JUSTIFICATION AND LOG)
- _____ J.8 WRITTEN AMENDMENT (ESTIMATE, DOCUMENTATION JUSTIFICATION AND LOG)
- _____ J.9 WORK DIRECTIVE CHANGE (ESTIMATE, DOCUMENTATION, JUSTIFICATION AND LOG)
- _____ J.10 IDEM CORRESPONDENCE REGARDING CHANGE ORDERS
- _____ J.11 EPA CORRESPONDENCE REGARDING CHANGE ORDERS
- _____ J.12 CLAIMS RESOLUTION (ARBITRATION/LEGAL)

K FINANCIAL

- _____ K.1 SUMMARY SHEETS (BOND)
- _____ K.2 DESIGN ENGINEER
 - _____ K.2a PURCHASE ORDERS
 - _____ K.2b REQUISITIONS
 - _____ K.2c MONTHLY BILLINGS
- _____ K.3 CONSTRUCTION INSPECTION ENGINEER
 - _____ K.3a PURCHASE ORDERS
 - _____ K.3b REQUISITIONS
 - _____ K.3c MONTHLY BILLINGS
 - _____ K.3d PAYMENT LOG
- _____ K.4 FORCE ACCOUNT
 - _____ K.4a PURCHASE ORDERS
 - _____ K.4b REQUISITIONS
 - _____ K.4c MONTHLY BILLINGS
 - _____ K.4d TIME SHEETS
 - _____ K.4e ODC DATA

- _____ K.5 CONTRACTORS CONTRACT SUMMARY (SCHEDULE OF VALUES)
- _____ K.5a PURCHASE ORDERS
- _____ K.5b REQUISITIONS
- _____ K.5c MONTHLY BILLINGS (CONTRACTOR)
- _____ K.5d PAYMENT LOG
- _____ K.6 LOCAL PAYMENT LOG, AGREEMENTS
- _____ K.7 ESCROW PAYMENT LOG
- _____ K.8 FINANCE DEPT. CORRESPONDENCE
- _____ K.9 BOND INFORMATION
- _____ K.10 MISCELLANEOUS EXPENSE
- _____ K.11 ESCROW AGREEMENTS

L CONTRACTOR'S PROGRESS REPORTS

- _____ L.1 PRE-BID CONFERENCE
- _____ L.2 PRE-CONSTRUCTION CONFERENCE MINUTES
- _____ L.2A APPROVED DUMP SITE LETTER
- _____ L.3 EXISTING CONDITIONS SURVEY PRIOR TO 1ST WORK: PICTURES, VIDEO, ETC.
- _____ L.4 DAILY REPORTS
- _____ L.5 CONTRACTOR BI-WEEKLY PROGRESS COORDINATION MEETINGS (PROGRESS MEETINGS, PARTNERING MEETINGS)
- _____ L.6 CONTRACTOR UPDATE REPORTS
- _____ L.7 CONTRACT CPM, BAR CHARTS, PROGRESS SCHEDULES, WITH MONTHLY UPDATES, ETC.
- _____ L.8 MISCELLANEOUS COORDINATION

M INSPECTOR'S REPORTS

- _____ M.1 RPR DAILY REPORTS
- _____ M.1a CONSTRUCTION INSPECTORS DAILY REPORTS
- _____ M.2 CONSTRUCTION INSPECTORS MONTHLY REPORTS,
- _____ M.3 RPR WEEKLY REPORT TO OWNER
- _____ M.4 U.S. COE MONTHLY REPORTS
- _____ M.5 CENSUS BUREAU REPORTS
- _____ M.6 CONSTRUCTION SIGN CHECKS, NIGHT CHECKS
- _____ M.8a DAY CHECKS
- _____ M.7 PROGRESSIVE RECORD
- _____ M.8 FIELD BOOKS
- _____ M.8a STRUCTURE DATA BOOKS
- _____ M.8b SURVEY BOOK
- _____ M.8c FIELD MEASUREMENTS
- _____ M.9 CONTINUOUSLY UPDATED (CURRENT) AS-BUILT DRAWINGS

N CONSTRUCTION TESTING RECORDS

- _____ N.1 SOILS REPORTS
- _____ N.2 CONCRETE REPORTS
- _____ N.3 MECHANICAL REPORTS
- _____ N.4 ELECTRICAL REPORTS
- _____ N.5 HVAC REPORTS
- _____ N.6 COMPUTER/CONTROLS REPORTS
- _____ N.7 INFILTRATION TEST REPORTS
- _____ N.8 STATE BOARD OF HEALTH POTABLE WELL WATER TEST
- _____ N.9 SYSTEMS PERFORMANCE TESTS
- _____ N.10 WATER LINE TESTS
- _____ N.11 WASTEWATER AND SLUDGE TESTING
- _____ N.12 WATER WELL TESTING
- _____ N.13 T.V. REPORTS
- _____ N.14 ASPHALT REPORTS
- _____ N.15 INDEPENDENT ASSURANCE TESTING
- _____ N.16 MANDRAL TEST REPORTS
- _____ N.17 VACUUM TEST REPORTS
- _____ N.18 MATERIAL CERTIFICATIONS

O COMPLIANCE PLANS AND REPORTS

- _____ O.1 VALUE ENGINEERING PROPOSAL
- _____ O.2 EEO/MBE CORRESPONDENCE
- _____ O.3 WEEKLY PAYROLLS-PRIME CTR AND SUBCONTRACTORS
- _____ O.4 PAYROLL INTERVIEWS

P O & M MANUALS

- _____ P.1 O & M DATA - INITIAL SUBMITTAL
- _____ P.2 FINAL PLAN OF OPERATION
- _____ P.3 FINAL O & M MANUAL
- _____ P.4 TRAINING
- _____ P.5 CORRESPONDENCE

Q EQUIPMENT FILE

- _____ Q.1 SERVICE CONTRACTS
- _____ Q.2 EQUIPMENT LIST/SPECIFICATIONS
- _____ Q.3 CONTRACTOR/VENDOR WARRANTIES
- _____ Q.4 SPARE PARTS

R LEGAL FILE

(DPW PROJECT MANAGER MAINTAINS THIS FILE)

- _____ R.1 CORRESPONDENCE WITH CITY LEGAL
- _____ R.2 VERIFIED NOTICE OF CLAIM BY SUBCONTRACTOR
- _____ R.3 LEGAL NOTICES-BARRETT LAW

S REGULATIONS AND GUIDANCE

(DPW PROJECT MANAGER MAINTAINS THIS FILE)

- _____ S.1 CODE OF FEDERAL REGULATIONS
- _____ S.2 CITY PURCHASING POLICY

T AUDIT REPORTS AND RESPONSES

(DPW PROJECT MANAGER MAINTAINS THIS FILE)

- _____ T.1 SYSTEM AUDIT
- _____ T.2 INTERIM AUDIT
- _____ T.3 FINAL AUDIT

U SHOP DRAWINGS AND VENDOR LITERATURE

- _____ U.1 INDEX(ES) AND SUBMITTALS
- _____ U.2 CERTIFICATION OF COMPLIANCE (IF NOT WITH SHOP DRAWING SUBMITTAL)

V CONSTRUCTION CONTRACT CLOSE-OUT

- _____ V.1 SUBSTANTIAL COMPLETION/BENEFICIAL OCCUPANCY, CONDITIONAL ACCEPTANCE LETTER FROM DPW
- _____ V.2 PUNCH LISTS
- _____ V.3 FINAL INSPECTION
- _____ V.4 CONTRACTOR AND SUBCONTRACTOR AFFIDAVIT, PAYMENT AND RELEASE OF LIENS, LETTER FROM SURETY COMPANY
- _____ V.5 FINAL ACCEPTANCE
- _____ V.6 ADDITIONAL MAINTENANCE BOND/WARRANTIES
- _____ V.7 MANLIFT CERTIFICATE OF OPERATIONS
- _____ V.8 AS BUILT DRAWINGS (ELECTRONIC/RED LINE) AND FIELD ORDER DOCUMENTS
- _____ V.9 EQUIPMENT TAGS AND COST RECORDS
- _____ V.10 COMPLETED CONTRACTOR & DESIGN EVALUATION FORMS
- _____ V.11 FINAL CONSTRUCTION RECORD

Chapter 5

Field Reports, Records and Daily Work

5-1. Field Observation

Inspection will be performed for all activities on a full- or part-time basis as directed in the Level of Inspection form. DPW Administration shall make the determination if construction inspection will be on a full-time or part-time basis. Consult with your Project Manager if there are any questions concerning staffing and inspection requirements.

The Inspector shall inform the Contractor as soon as possible as to any observed deficiency in the Contractor's work. Neither the RPR nor the Inspector shall at any time recommend, suggest, or direct the means or methods of the construction of any portion of the Contractor's work.

The Inspector may or may not be required to inspect and/or provide on-site testing for the activities of the utility companies that may be working on or around the project site. The inspection requirements for the activities of the utility companies will be discussed at the kick-off meeting. The Inspector should be aware of the work to be accomplished by each utility company and record the progress of each utility company on the Daily Report.

The RPR and the Inspectors shall be familiar with all current safety regulations, and all construction inspection activities shall be conducted in accordance with such pertinent regulations. Neither the RPR nor the Inspector shall be responsible for the safety procedures of the Contractor; however, they are responsible for reporting instances of unsafe practices to the Project Manager and the Contractor. Such observations and to whom these observations are reported shall be indicated in the Inspector's Daily Report.

5-2. Progress Meetings

The RPR shall conduct regular project progress meetings on site. The meetings shall be planned ahead for a regular day and interval not exceeding one month. The attendees shall include the RPR, the Project Manager, the Construction Superintendent, and the Superintendents for all major construction subcontractors, and any appropriate utility company representatives.

The progress meeting should focus on the status of the major work elements of the project with respect to the construction schedule. The Construction Superintendent should submit at the meeting an updated progress schedule for the complete construction of the project. It shall be the duty of the RPR to keep minutes of the progress meetings and distribute the minutes to all attendees.

5-3. Inspectors Daily Report, Diary, and other Project Forms

Each Inspector shall complete an Inspectors Daily Report and Diary for each day's work using the current INDOT form. Copies of Form 1, Form 2, and Form 3 are on pages 5-5, 5-6, and 5-7, respectively. At the end of each workday the reports should be reviewed for accuracy and signed by the Inspector and submitted to the RPR for incorporation into the Project Daily Report. The Inspector shall record on the Inspectors Daily Report the location and quantities of each material installed or delivered to the project site each day. This information will be used by the RPR to update the Daily Progressive Record and ultimately to verify the Contractor's application for payment. **The accuracy of this information is extremely important.**

The Inspectors Daily Report and Diary shall record the contractor's personnel and the various pieces of equipment on the site and whether that equipment is being utilized, the day's weather, and the controlling construction operation. The report shall describe in detail the work performed that day and point out any problems encountered. On projects that have concrete curb, concrete pavement, concrete driveways, concrete sidewalk, or concrete ramps, the inspector shall measure the depth of the proposed pour prior to the placement of the concrete and shall record those depth measurements on his daily report giving the station number or home address of each depth measurement. These depth measurements shall be taken at a predetermined interval as agreed upon between the RPR and the City project manager. The spacing between depth measurements shall not be more than 100 feet. The Inspectors shall take 35 mm or digital photographs of the key elements of the work when appropriate and of all problems when they arise. Such photographs shall be filed in a log, dated, and marked with the name of the inspector and the corresponding daily report number. Asphalt temperatures taken will be recorded on the Daily Report, as well as the delivery ticket of the load which the temperature was taken.

All completed Inspectors Daily Report and Diary forms shall be maintained in the project files by the RPR and available for review by the Project Manager upon request.

Further guidance on data to be included in the Daily Report is found in the current edition of the INDOT General Instructions to Field Employees.

5-4. Project Daily Report and Diary

The Project Daily Report and Diary is extremely important documentation in the event that a time extension or non-performance must be determined. The RPR shall record on the Project Daily Report and Diary the "controlling operation(s)," the fraction of day workable on controlling operation(s) (fraction must never be $\frac{1}{2}$), and non-work day and work day data, as well as information relating to delays and/or Contractor's progress. All information gathered from the Inspectors Daily Report and Diary is to be consolidated into the Project Daily Report and Diary. This report will track project progress and conditions for that particular day notwithstanding the location or inspector should there be more than one project operation being performed on the same day.

5-5. Field Notebooks

The RPR shall maintain a series of field notebooks that will be used to record all information that cannot be shown on the daily reports. The field notebooks should be properly marked with the project name and number and should be sequentially numbered. The type of notebook and the information to be recorded in the notebooks should be discussed at the kick-off meeting with the Project Manager.

Field notebooks are an important part of the Inspector's information recording system for the project. The following are typical applications.

1. Record structures as they are placed.
2. Any field survey which may be necessary
3. As-built information
4. Depth checks for subbase, forms, asphalt, etc.
5. Signage checks
6. Photo log
7. Field measurements, sketches for quantity computations
8. Asphalt delivery tickets shall be identified by the RPR as to the street of placement.
9. Material delivery tickets
10. Date of work performed

All field notebooks shall be retained as part of the permanent record for the project.

5-6. Daily Progressive Record

The Daily Progressive Record is a daily accounting of the quantities and locations of materials placed relative to each pay item of the construction contract. Each day, the Inspectors submit to the RPR their daily reports showing the location and quantities of materials placed that day. From this information, the RPR updates the progressive record.

The Daily Progressive Record contains a separate listing for each pay item of the construction contract. A copy of the Daily Progressive Record form is on page 5-11.

The Progressive Record will be maintained on a daily basis and inspected by the Project Manager at Progress Meetings.

5-7. Weekly or Monthly Reports

The RPR shall submit to the Project Manager a report outlining the progress that has occurred on the project over the past week and month. The reporting interval (weekly, monthly, or both) shall be determined at the kick-off meeting.

Weekly reports shall cover a one-week period beginning on Monday and ending on Sunday. The Weekly Report shall identify the work in progress, controlling operation(s), and the fraction of each workday that is workable for each work day. Weekly reports shall be submitted to the Project Manager no later than the morning of the Tuesday following the weekly reporting period.

Monthly Reports shall cover all days in a calendar month. The Monthly Report shall be submitted electronically to the Project Manager no later than the morning of the fifth day following the last day of the monthly reporting period.

5-8. Certified Payrolls from the Contractor

The RPRs are to collect the certified payrolls from the contractors and during the project. The RPRs will then turn these in as they become available to the Project Manager via .pdf file (email preferred), and the original payrolls are to be filed with the final construction record at the conclusion of the project. The consultant will be responsible for verification that the submitted payroll shows that all personnel are paid by their labor classification in accordance to the wage scales of that project as found in the contract documents. The RPR will physically sign the actual payroll report that he has reviewed it for compliance with the wage scales. The RPRs can withhold payment to the contractor if these certified payrolls are not delivered in a timely manner upon notification of the Project Manager. Periodically, but not less than twice during the duration of the project, the RPR will conduct a payroll interview in accordance with the guidelines of the INDOT General Instructions to Field Employees. Discrepancies between the interviews and the project's wage scales will be reported to the Project Manager immediately. The frequency of payroll interviews will be discussed at the preconstruction conference.

**Indianapolis Department of Public Works
Inspectors Daily Report and Diary (Form 2)**

Day of Week: _____ Date: _____ 20__ Inspector: _____ Report No.: _____

Project No.: _____ Project Name: _____

Min. Temp.: _____ Max. Temp.: _____ Weather Conditions: _____

Controlling Operation: _____

STRUCTURES		FOREMAN	S. LABOR	C. LABOR	UNITS OF EQUIPMENT		TRUCKS
ITEM	STRUCTURE NO.	DESCRIPTION	LOCATION		QUANTITY	REMARKS	
GRADING		FOREMAN	S. LABOR	C. LABOR	UNITS OF EQUIPMENT		TRUCKS
ITEM	DESCRIPTION		LOCATION	CEMENT		REMARKS	
				REQ'D.	USED		
CONCRETE PAVING		FOREMAN	S. LABOR	C. LABOR	UNITS OF EQUIPMENT		TRUCKS
ITEM	DESCRIPTION		LOCATION	CEMENT		REMARKS	
				REQ'D.	USED		
AGGREGATE BITUMINOUS		FOREMAN	S. LABOR	C. LABOR	UNITS OF EQUIPMENT		TRUCKS
ITEM	DESCRIPTION		LOCATION	CEMENT		REMARKS	
				REQ'D.	USED		
MISCELLANEOUS ITEMS		FOREMAN	S. LABOR	C. LABOR	UNITS OF EQUIPMENT		TRUCKS
ITEM	DESCRIPTION		LOCATION	CEMENT		REMARKS	
				REQ'D.	USED		

MEMORANDUM _____

Project File No.: _____ RPR Signature _____

**Indianapolis Department of Public Works
Project Daily Report and Diary (Form 5)**

Day of Week: _____ Date: _____ 20__ Inspector: _____ Report No.: _____

Project No.: _____ Project Name: _____

Min. Temp.: _____ Max. Temp.: _____ Weather Conditions: _____

Controlling Operation: _____

STRUCTURES		FOREMAN	S. LABOR	C. LABOR	UNITS OF EQUIPMENT		TRUCKS
ITEM	STRUCTURE NO.	DESCRIPTION	LOCATION		QUANTITY	REMARKS	
GRADING		FOREMAN	S. LABOR	C. LABOR	UNITS OF EQUIPMENT		TRUCKS
ITEM	DESCRIPTION		LOCATION	CEMENT		REMARKS	
				REQ'D.	USED		
CONCRETE PAVING		FOREMAN	S. LABOR	C. LABOR	UNITS OF EQUIPMENT		TRUCKS
ITEM	DESCRIPTION		LOCATION	CEMENT		REMARKS	
				REQ'D.	USED		
AGGREGATE BITUMINOUS		FOREMAN	S. LABOR	C. LABOR	UNITS OF EQUIPMENT		TRUCKS
ITEM	DESCRIPTION		LOCATION	CEMENT		REMARKS	
				REQ'D.	USED		
MISCELLANEOUS ITEMS		FOREMAN	S. LABOR	C. LABOR	UNITS OF EQUIPMENT		TRUCKS
ITEM	DESCRIPTION		LOCATION	CEMENT		REMARKS	
				REQ'D.	USED		

MEMORANDUM _____

Project File No.: _____ RPR Signature _____

Indianapolis Department of Public Works Weekly Report of Contract Working Day

FOR WEEK ENDING: _____

REPORT NO.: _____

PROJECT NUMBER: _____

DATE OF NOTICE TO PROCEED: _____

CONTRACT WORKING DAYS: _____

WORK DAYS PREV. REPORTED: _____

THIS REPORT: _____

TOTAL TO DATE: _____

BALANCE REMAINING: _____

DAY & DATE	WORK IN PROGRESS	CURRENT CONTROLLING OPERATIONS	REASONS FOR REPORTING AS A WORK DAY OR OTHER	FRACTION OF DAY WORKABLE	WORK DAYS CHARGED

REMARKS

RESIDENT PROJECT REPRESENTATIVE

Department Of Public Works (DPW) Access Ramp Report Form Instructions

The Access Ramp Report shall be filled out for EVERY ramp on every corner of streets where sidewalk or ramps are constructed regardless if changes are made or not.

- 1) Notify the Construction Project Manager of potential deviations or changes via email.
- 2) After discussion among the DPW Construction Project Manager, RPR, and Contractor, recommend changes are recorded via the Access Ramp Report Form. Explanation of the form content is as follows:

Date: The date of submittal of the form.

Project Number: The DPW Project I.D. assigned to this contract (e.g.- CW-04-000)

Project Description: A brief narrative explaining the scope of work

Bid Amount: The amount proposed by the contractor receiving bid award

Engineer's Estimate: The construction estimate submitted by the engineer at time of bid

Contractor: The construction company building the ramps, construction representative, and contact phone number

Engineer/Design: The engineering company who designed the ramps and submitted the "Ramp Access Summary" report, along with designated representative and contact phone number

Total No. of Ramps: Identify the total number of ramps for the project.

Item and Drawing Page Number: List the page number of the contract documents that locate the ramp.

Ramp Location: List the name of the street and location as noted on the Access Ramp Summary report.

Type: List the selected type from the design engineer as noted on the Access Ramp Summary report per the INDOT Standards.

Approved Deviation: List the agreed solution for the deviation (i.e., ramp type, etc.)

Reason for Deviation: Describe the reason for changing the ramp type from the original contract documents.

- 3) When applicable, please provide a scaled mechanically rendered detail drawing of the changes made to the access ramp.

Chapter 6 Testing

6-1. Quality Control Sampling and Testing

Material testing, sampling or material certification for all delivered and accepted materials is required on all DPW projects. Refer to the Technical Specifications for each project for additional information. The City of Indianapolis, Department of Public Works, Quality Control Sampling & Testing Frequency Manual, Current Edition, is available from the Project Manager and shall be used to determine testing and certification frequency. The Contractor will be responsible for **ALL QUALITY CONTROL SAMPLING & TESTING** (i.e., daily job control testing and certification) as set out in the above-mentioned frequency manual. The Owner's Independent Lab will be responsible for providing all **INDEPENDENT ASSURANCE TESTING** (i.e., random checks of the Contractor's daily job control testing) as set out in the above mentioned frequency manual. The RPR will be responsible to verify that: the Contractor and the Owner's Independent Lab testing has been performed in accordance with the frequency manual; the contractor has submitted the required certifications; and all of these test results and certifications have been checked and verified as being in compliance and are placed in the project file as shown in Chapter 4 of this manual.

In addition to the above activities, the RPR shall perform the following contractual requirements.

- a. Conduct on-site inspections for the Owner of the work in progress, as a basis for determining that the project is proceeding in accordance with the Contract Documents.
- b. Accompany visiting inspectors, representing Local, State, or Federal Agencies having jurisdiction over the project, and report details of such inspections to the Owner.
- c. Verify that the required QUALITY CONTROL SAMPLING AND TESTING has been accomplished and the Contractor has provided materials certification for all delivered and accepted materials used in the project's construction.
- d. Review the Contractor's test/certification results and the Owner's Independent Assurance the tests for accuracy and retain in the project file.
- e. Questionable testing methods or results from the Contractor may initiate an increase in the volume of ASSURANCE TESTS by others.

6-2. Independent Assurance Testing

INDEPENDENT ASSURANCE TESTING (IAS Testing) is required on most DPW projects based on the quantities and frequency established in the City of Indianapolis, Department of Public Works, Quality Control Sampling & Testing Frequency Manual, Current Edition. At the pre-construction conference, the RPR will provide the Owner and the Owner's Independent lab a breakdown of the required IAS tests required for that particular project based on the quantities in the Itemized Proposal.

At the project field office, the RPR will maintain a log showing the required tests and the dates these tests were performed. Upon completion of an IAS test, the lab technician will sign his name and the date on the appropriate space on the log. This log will become part of the Final Construction Record. The RPR will be responsible at all times for knowing when IAS testing is required. When an IAS test is due, the RPR will notify the Owner's Independent Lab (24 Hours in advance, MINIMUM) and be responsible for all coordination concerning these tests. Test results will be given or sent to the RPR by the lab. The RPR will not make direct requests to the Owner's Independent Lab for any testing other than IAS testing. Testing other than IAS testing must be initiated by the Owner's Project Manager.

Chapter 7 Traffic Control

7-1. Checking of Construction Signs and Barricades

All signs and barricades on the project should be visually checked by the RPR after a major storm event. Any deficiencies in the signage or barricades should IMMEDIATELY be brought to the attention of the contractor and then followed up on to ensure the situation has been corrected.

7-2. Notification of Road or Bridge Closure or Restriction

The RPR shall inform the City of Indianapolis, Public Information Officer in writing of any road or bridge closure or restriction a minimum of two weeks prior to the closure or restriction start date (see page 7-2 for example). The preferred start date for any closure or restriction is on a Tuesday, Wednesday, or Thursday.

7-3. Photography

The RPR shall make an audio and videotape record of the entire project limits immediately after each major phase of construction for the documentation and verification of traffic control. The RPR should contact the Project Manager for the video tape requirements.

Memorandum for Road Closure or Restriction

TO: Public Information Officer

FROM:

DATE:

RE:

Please notify the appropriate agencies that the referenced street will be closed/restricted as indicated below:

STREET BEING CLOSED/RESTRICTED: _____

STREET CLOSING/RESTRICTION DATE: _____

CONTRACTOR: _____

EXPECTED DATE OPEN TO TRAFFIC: _____

CONTRACT COMPLETION DATE: _____

CONSTRUCTION FOR THIS CLOSURE/RESTRICTION: _____

DETOUR ROUTE: _____

cc: Administrator of Construction, Engineering Division

Project Manager

Ron Brand

City of Indianapolis, Permit Office

Project File

Chapter 8

Contractor Application for Payment

The RPR and Contractor will agree to the pay quantities prior to the Contractor submitting an application for payment.

The Contractor's application for payment shall consist of one original and two copies of the invoice supported with a Contractor's Pay Estimate Form in a format similar to the form on page 8-2. Also to be included with each pay estimate shall be the Indianapolis Subcontractor/Supplier Payment Report. This form is on page 8-3.

All information included on the sample form on page 8-2 shall appear in the Contractor Pay Estimate Form. The signature block and project information portion needs to appear only on the last sheet.

The RPR verifies the quantities for the Contractor's application for payment and the Subcontractor/Supplier Payment Report, signs/dates the Contractor Pay Estimate Form and transmits it to the Project Manager for approval and processing.

The quantities shown on the Contractor Pay Estimate Form must match the progressive record.

The amount of retainage withheld is to be 10 percent (10%) of each progress payment up to the point the work is fifty percent (50%) complete. After this point, no additional retainage will be required to be withheld.

For a more complete set of requirements, refer to Article 13 of the General Conditions of the Contractor's contract.

Contractor Pay Estimate Form

Contractor's Company Name _____

Project No.: _____
Description: _____

Estimate No.: _____
Estimate Time Period:
Partial () Final ()

Req. No.: _____
P.O. No.: _____

No.	Item	Unit	Unit Price	Bid Qty	CO Qty Total	Revised Plan Qty	Qty This Est	Qty To Date	Total Amount To Date
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
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25									
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27									
28									
29									
30									

Contractor's Company _____

This Request To Date

Contractor's Affidavit: I hereby certify that all previous progress Payments received have been applied to discharge in full all of my obligations for prior progress payment applications.

Actual Value of Work: _____

Less Retainage: _____

By: _____ (Signature) Date: _____
Typed Name, Title

Less Previous Estimates: _____

Approved by: _____ Date: _____
Resident Project Representative

Amount Due: _____

Bid Amount: _____

Approved by: _____ Date: _____ Current Contract Amt. _____ thru CO # _____
DPW Project Manager

Percent Complete: _____

Balance: _____

Chapter 9

Change Order Procedures

9-1. Introduction

The statutory and regulatory constraints that govern City of Indianapolis construction, as well as the uncertainties of the construction process, make it necessary that the City's contracts remain flexible to accommodate project needs.

The RPR and Project Manager are responsible for implementation of a fair and effective change order and claims mitigation process. The RPR must be completely familiar with this process as stated herein and in the contract documents. The RPR must react promptly to requests and potential claims made by the Contractor so as to minimize unnecessary cost and time. The RPR must promptly notify the Contractor of Owner driven changes or claims so as to minimize unnecessary cost and time. The RPR shall keep the Project Manager fully aware of the status of all issues regarding changes in cost and/or time and shall copy the Project Manager on all pertinent paperwork.

During the course of the project the Contractor may request information from the RPR. A Request for Information (RFI) or a Request for Clarification (RFC) is a written request issued by Contractor to the RPR requesting information or an interpretation relative to the project. The RPR should promptly respond in writing to such requests.

A Field Order (FO) is a written instruction on a City-approved form issued by the RPR or the Project Manager to the Contractor which orders minor changes in the work but does not involve a change in project cost or time.

9-2. Changes Involving Cost and/or Time

Any modification to a construction contract that involves an increase or decrease in cost and/or time must be presented to the Board of Public Works for approval as a Change Order. Change order procedures shall be discussed at the project pre-construction meeting. Policies governing Change Orders are found in the General Conditions.

There are three standards that must be satisfied for a proposed Change Order to be considered and the burden of proof for each of these standards rests with the party making the claim and is outlined in the General Conditions.

The following procedures are to be used to process changes in work that result in increases or decreases in cost and/or time.

Request for Proposal (RFP)

An RFP is a written request by the Owner on a City approved form requesting the Contractor to furnish a proposal for a specified change in the work. The RPR shall review the Proposal and negotiate, as delegated, with the Contractor a change in cost and/or time.

Work Directive Change (WDC)

A WDC is a written directive to the Contractor to perform additional work or delete work on an established DPW contract. The WDC will be issued by the RPR within 48 hours of all required signatures being obtained. Contrasted with a change order, the WDC does not require the signature of the Contractor to be effective and does not result immediately in a purchase order. The WDC ensures the Contractor will be compensated by extension of contract time and/or cost as requiring the Contractor to make a change in the work within the general scope of the appropriate after the Change Order covering that WDC is approved.

A WDC should not be used to avoid a Change Order and Board scrutiny. After issuance, a WDC shall be processed with a Change Order and presented to the Board of Public Works as soon as practical.

Change Order (CO)

A CO is a modification to the construction contract on a City approved form which is written by the RPR and signed by the Contractor and the Director of Public Works after being authorized to do so by the Board of Public Works. The approved CO results in a purchase order which is sent to the contractor. That purchase order must be referenced on pay applications where payment for the change order items is requested. A CO can encompass more than one WDC.

All COs will be described as Foreseen or Unforeseen. The definitions of Foreseen and Unforeseen will be discussed at the pre-construction conference.

The RPR shall maintain a current CO Summary Table of all COs and WDCs showing the net effect on project cost and time and if the change is foreseen or unforeseen.

Field Order

OWNER: CITY OF INDIANAPOLIS

FIELD ORDER NUMBER: _____
DATE: _____
PROJECT NAME: _____
PROJECT NO.: _____

You are hereby directed to execute promptly this Field Order which interprets the Contract Documents or orders minor changes in the Work without change in Contract Sum or Contract Time.

If you consider that a change in Contract Sum or Contract Time is required, please submit your itemized proposal to the Engineer immediately and before proceeding with this Work. If your proposal is found to be satisfactory and in proper order, this Field Order will in that event be superseded by a Change Order.

Description: _____

Attachments: _____

RPR or Project Manager

By: _____

Contract Change Request

CITY OF INDIANAPOLIS

TO: CONTRACT CHANGE REQUEST NO. _____
DATE: _____
PROJECT NAME: _____
PROJECT NO.: _____

FROM:

IT IS REQUESTED THAT A CONTRACT CHANGE BE MADE TO THE ABOVE REFERENCED CONTRACT.

1. SCOPE OF WORK (USE ADDITIONAL PAGES IF REQUIRED. ALSO LIST OTHER CONTRACTS INVOLVED.) _____

2. REASON FOR CHANGE: _____

3. APPROXIMATE COST CHANGE TO CONTRACT PRICE: _____

4. WILL THE CONTRACT NEED ADDITIONAL CONTRACT TIME TO COMPLETE THE CHANGE IN WORK SCOPE? _____-YES _____-NO _____
_____(CALENDAR DAYS)

5. WILL THE CONTRACTOR NEED ADDITIONAL PERSONNEL TO COMPLETE THE CHANGE IN WORK SCOPE? _-YES _____-NO _____

IF NO, TRADES(S): _____

NO. OF PERSONNEL: _____

DURATION: _____

6. IDENTIFICATION OF ATTACHMENTS: _____

DATE: _____ DATE: _____

PREPARED/
REVIEWED BY: _____ REVIEWED BY: _____

Request for Proposal

CITY OF INDIANAPOLIS

TO: REQUEST FOR PROPOSAL NO.: _____
DATE: _____
PROJECT NAME: _____
PROJECT NO.: _____

Specification Reference: _____

Drawing Reference: _____ Drawing Date: _____

Attachments: _____

Please submit within fifteen calendar days of this request data a proposal showing increase, decrease, or no change in contract price and/or contract time. Proposal shall be accompanied by four (4) copies of breakdown showing quantities, cost of material, equipment, labor, overhead, profit, and basis for the additional time if any.

DESCRIPTION OF PROPOSAL CHANGE COVERED BY THIS REQUEST: _____

REASON FOR CHANGE: _____

SPECIAL INSTRUCTIONS:

THIS REQUEST DOES NOT AUTHORIZE YOU TO PROCEED WITH THE ABOVE WORK NOR STOP PREVIOUSLY SCHEDULED WORK. Upon approval, a Contract Change Order and a Notice to Proceed will be issued.

Please state in your proposal the effect the acceptance of this REQUEST will have on the project completion, if accepted within _____ days of proposal due date.

YOUR PROPOSAL DUE DATE: _____

By: _____ Date _____
RPR or Project Manager

Work Directive Change

CITY OF INDIANAPOLIS

TO: WORK DIRECTIVE CHANGE NO. _____
DATE: _____
PROJECT NAME: _____
PROJECT NO.: _____

Specification Reference: _____

Drawing Reference: _____

DESCRIPTION OF WORK COVERED BY THIS DIRECTIVE CHANGE: _____

REASON FOR THIS ORDER: _____

AUTHORIZATION:

THIS WORK DIRECTIVE CHANGE AUTHORIZES THE WORK TO BE COMPLETED AS OUTLINED. A Contract Change Order in the amount of \$ _____ will be issued to you in the near future to cover this Work Directive Change.

PROJECT COMPLETION DATE: ADD/DEDUCT/UNCHANGED _____ DAYS.

By: _____
Project Manager (Construction)

By: _____
Resident Project Representative

By: _____
Administrator of Construction Services

Contract Change Order
CITY OF INDIANAPOLIS

TO: CONTRACT CHANGE ORDER NO.: _____
 DATE: _____
 PROJECT NAME: _____
 PROJECT NO.: _____
 ORIGINAL CITY P. O. NO.: _____

I. You are hereby directed to make the following changes in this contract:
 (Brief Description)

<u>ITEM</u>	<u>AMOUNT</u>	<u>SCHEDULED ADJUSTMENT (+) OR (-) DAYS</u>
-------------	---------------	---

II. The following referenced documents further describe the changes outlined in Paragraph I,
 and are to be considered a part of this Change Order: R.F.P.: _____ W.D.C. No.: _____

The changes result in the following adjustment of Contract Price and Contract Time:

Contract Sum prior to this Change Order	\$ _____
Contract Sum will be increased/decreased by this Change Order	\$ _____
New Contract Sum including this Change Order	\$ _____
Contract Time Prior to this Change Order	_____ Substantial Completion Date
	_____ Final Completion Date
Net Increased/decreased resulting from this Change Order	_____ Days
Current Contract Time including this Change Order	_____ Substantial Completion Date
	_____ Final Completion Date

This Change Order is for full and final settlement of all direct, indirect, impact costs and time extensions incurred at any time resulting from the performance of the changed work.

The Above Changes are Recommended: _____ Engineer _____ Address _____ City/State/Zip By: _____ Phone: _____ Date: _____	The Above Changes are Accepted: _____ Contractor _____ Address _____ City/State/Zip By: _____ Phone: _____ Date: _____	Approved: <u>City of Indianapolis</u> Owner _____ Address _____ City/State/Zip By: _____ Phone: _____ Date: _____
---	--	--

Chapter 10 Project Close-Out

The following procedure shall be used for Close-Out of projects or Close-out of a portion of a project, as approved by the Project Manager (see the Construction Contract General Conditions Article 13, Paragraphs 13.10 and 13.13, for specific details on substantial completion and inspections.). Final project closeout shall be discussed with all parties at the preconstruction conference.

10-1. Substantial Completion

Substantial Completion is achieved when all pay items in the contract are complete. The Contractor shall contact the RPR and request Substantial Completion. The RPR shall determine if the standards for Substantial Completion have been met, and if so, will notify the Project Manager to schedule a final walk through inspection. At the final inspection, the Substantial Completion form will be signed by all parties and a punchlist will be attached if necessary.

10-2. Punch List

The Contractor shall complete or make the necessary corrections for the punch list items before requesting a final inspection. An inspection of the work with the Owner shall be scheduled as soon as schedules permit. The RPR shall prepare minutes of this inspection and will notify the Contractor in writing of all particulars in which this inspection reveals that the work is incomplete or defective (**Punch List**). Punch List items must be completed to the Owner's satisfaction prior to the Final Completion date as amended by change orders.

10-3. Final Quantities

The project's final quantities should be discussed at the final inspection. It is desirable that the RPR have a draft of the final IC 642 for the Contractor's review to begin the process of final closeout. When final quantities have been agreed upon, the RPR will prepare the Final Change Order for the project. This final change order will include the final IC 642 quantity summary and the Substantial Completion Form. Final

10-4. Project As-Built drawings

The project As-Builts (Red line & Electronic (if applicable)), O&M Manuals, Field Notebooks and any other deliverables required by the Contract Documents shall all become part of the Project Files which are to be assembled by the RPR.

See Attachment "A" of the Inspection Contract for more details on what is required for Electronic As-Builts.

Prepare a red line marked up “as-built” drawings. The red line mark ups shall be for any modification to the plans as bid. Examples of modifications to be marked up may include but are not limited to the following:

1. Geometric revisions (additions or deletions) to the as-bid plans.
2. Type of pipe installed from the specified Class.
3. Changes in the size of pipe.
4. Changes in the structure or casting type.
5. Revisions to planned invert elevations.
6. Existing infrastructure discovered during construction (i.e. field tile, storm sewers, manholes, etc.) that will remain in place as well as any connections to the new construction.
7. Revisions to planned drainage swales or ditches.
8. Changes in the pavement thickness, composition, or type.
9. Revisions to permanent right-of-way or easements or the location of any encroachments to the right-of-way or easements that will remain after the project.
10. Traffic signal conduit/wiring revisions.

10-5. Final Completion and Payment

Final Completion is achieved when all project documentation is turned over to the RPR from the Contractor. All final Waivers of Liens from all subcontractors and suppliers must have been received. No conditional Waivers of Liens will be accepted. Other documents that must be received prior to Final Completion being achieved include The Maintenance Bond with Power of Attorney, Consent of Surety to Final Payment with Power of Attorney and property releases if any. Final payment will include all additional monies approved on the final change order and the balance of Retainage owed to the contractor. The final application for payment with the warranty bond will be given to the Project Manager for immediate processing.

10-6. Final Construction Record

The RPR shall assemble the following documents in hard copy form that will become part of the Final Construction Record and are necessary for final approval by the Board:

<u>Document</u>	<u>Prepared By</u>
1. Certificate of Substantial Completion (See pg. 10-5)	RPR
2. Change Order Summary Sheet (See pg. 10-14)	RPR
3. Final Change Order	RPR
4. Form 642 (quantities agreed upon by Contractor and RPR)	RPR
5. Contractor's Request for Retainage (See pg. 10-7)	Contractor

6. Contractor's Final Application for Payment.	Contractor
7. Contractor's Final Subcontractor Payment Report (See pg. 8-3)	Contractor
8. Maintenance Bond with Power of Attorney	Contractor
9. Consent of Surety to Final Payment with Power of Attorney.	Contractor
10. Property Releases (See pg. 10-9)	Contractor/RPR
11. Prime Contractor's Waiver of Lien.	Contractor
12. All Subcontractors' & Major Suppliers Waiver of Lien.	Contractor

Final Construction Record

A Final Construction Record shall be prepared by the RPR and shall include the following items:

1. Index.
2. Checklist for Final Construction Record.
3. Project Personnel Sheet.
4. Explanation of Overruns and Underruns of Items.
5. Summation of Items Referenced to Form 642
6. Change Order Summary Sheet.
7. Form 642 cross-referenced to supporting documentation (See #5 above).
8. Contractor's Notice to Proceed.
9. Substantial Completion Certificate
10. Final Quantities
11. Contractor Evaluation
12. Daily Progressive Record
13. Daily Reports
14. A set of "red line" as-builts

15. A copy of “red line” as-builts in Electronic form (.dxf format). See Attachment “A” of Inspection Contract.
16. In addition to the above hard copies, a copy of all final construction records, “as-builts”, and contract book scanned and submitted in PDF format.

10-7. Project Files

The RPR shall assemble and organize all of the project files in a storage box(s) approved by the Project Manager. The box(s) shall include all information and files relative to the project.

All material tickets (i.e., concrete tickets, "B" Borrow tickets, pipe tickets, structure tickets, aggregate tickets, etc.) shall be placed in manila envelopes that are marked with the specific pay item number that the material was used for. These envelopes shall be arranged in the storage box by item number.

Each storage box is to have the following information clearly printed on both ends: Project No., Project Name, Project Description, Project Manager, Inspection Consultant, RPR and the Year of Construction.

10-8. Contractor Draw-down of Final Retainage

Upon issuance and OWNER’S execution of a Certificate of Substantial Completion, OWNER may reduce the retained amount to not less than two hundred percent (200%) of the cost of the Work to be completed, corrected or accepted. See Standard General Conditions 1999, Article 13.5 for more detail.

Sample Request for Release of Retainage

LETTERHEAD

May 1, 2009

City of Indianapolis
Department of Public Works
1200 Madison Ave, Suite 200
Indianapolis, IN 46201

Re: RS-09-042
Resurfacing with Related Items in Center Township

CERTIFICATION OF PROJECT COMPLETION
REQUEST FOR RELEASE OF RETAINAGE

We hereby certify that all subcontractor's and materials suppliers have been paid in full for the above referenced project. Project RS-09-042 has been completed according to project plans and specifications. We therefore request release of retainage.

CALUMET CIVIL CONTRACTORS

Signed: _____

Printed: _____

INDIANAPOLIS DEPARTMENT OF PUBLIC WORKS

Property Release

PROJECT NUMBER: _____

PROJECT DESCRIPTION: _____

DATE: _____

We (or I), the undersigned, owners (or owner) of land along _____

adjacent to the above noted project, constructed by _____

hereby state that my property has been left in a satisfactory condition and I release

the Contractor from any claim for use or damage to said property.

(Signed) _____
(Owner)

cc: Property Owner
Project Manager
File
For Contractor/Subcontractor/Supplier

DEPARTMENT OF PUBLIC WORKS

Project Personnel Record

Project No. _____ Structure No. _____ Contract No. _____ Page No. _____
ROAD NO. _____ in Marion County

WORK STARTED _____, 20

PAVEMENT COMPLETED _____, 20

LAST WORK PERFORMED _____, 20

CONTRACTOR _____

PROJECT MANAGER - OWNER - _____

PROJECT MANAGER - CONSULTANT - _____

RESIDENT PROJECT REPRESENTATIVE, from 20 to 20

RESIDENT PROJECT REPRESENTATIVE, from 20 to 20

PROJECT ENGINEER, from 20 to 20

PROJECT ENGINEER, from 20 to 20

ASST. PROJECT REPRESENTATIVE, from 20 to 20

INSPECTOR, from 20 to 20

CONSTRUCTION RECORD

PREPARED BY _____ REVIEW BY _____

AFFIDAVIT - FINAL WAIVER OF LIEN FOR PRIME CONTRACTOR

State of Indiana, County of Marion; SS:

_____, being duly sworn, states that he/she is the _____
(Name) (Title)

of _____ to furnish certain materials
(Prime Contractor)

and/or labor as follows: _____
(Description)

For a project known as _____
(Project Name)

Located at _____ and owned by _____
(City/State) (Owner)

And does hereby further state on behalf of the aforementioned contractor that the final balance due from the City of Indianapolis is the sum of: _____

_____ (\$ _____),

receipt of which is hereby acknowledged.

THEREFORE, the undersigned waives and releases unto the Owner of said premises, any and all lien or claim whatsoever on the above-described property and improvements thereon on account of LABOR or material or both, furnished by the undersigned thereto, and further certifies that no other party has any claim or right to a lien on account of any work performed or material furnished to the undersigned for said project, and within the scope of this affidavit and waiver.

_____ by _____
(Firm) (Authorized Representative) (Title)

WITNESS MY HAND AND NOTARIAL SEAL, this ____ day of _____, 20____.

(Notary Signature)

(Seal) _____
(Printed)

My commission expires: _____

Residing in _____ County, Indiana.

4/2014

AFFIDAVIT - FINAL WAIVER OF LIEN FOR SUBCONTRACTOR/SUPPLIER

State of Indiana, County of Marion; SS:

_____, being duly sworn, states that he/she is the _____
(Name) (Title)
of _____, having contracted with
(Subcontractor/Supplier)
_____, to furnish certain materials
(Contractor)
and/or labor as follows: _____
(Description)

For a project known as _____
(Project Name)

Located at _____ and owned by _____
(City/State) (Owner)

And does hereby further state on behalf of the aforementioned subcontractor/supplier that the
final balance due from the contractor is the sum of: _____
_____, (\$_____),

receipt of which is hereby acknowledged.

THEREFORE, the undersigned waives and releases unto the Owner of said premises, any and all lien or
claim whatsoever on the above-described property and improvements thereon on account of LABOR or
material or both, furnished by the undersigned thereto, and further certifies that no other party has any
claim or right to a lien on account of any work performed or material furnished to the undersigned for
said project, and within the scope of this affidavit and waiver.

_____ by _____
(Firm) (Authorized Representative) (Title)

WITNESS MY HAND AND NOTARIAL SEAL, this ____ day of _____, 20____.

(Notary Signature)

(Seal) _____
(Printed)

My commission expires: _____

Residing in _____ County, Indiana.

4/2014

DEPARTMENT OF PUBLIC WORKS
CONSTRUCTION RECORD
COMPARISON OF ESTIMATES - ORIGINAL AND FINAL

--	--

ITEM #	CONTRACT ITEMS	UNIT	UNIT PRICE	ORIGINAL ESTIMATE		FINAL ESTIMATE		OVERRUNS		UNDERRUNS		REFERENCE TO SOURCE DOCUMENTATION
				AMOUNT	QUANTITY	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT	
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
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22												
23												
24												
25												
26												
27												
28												
29												

RESIDENT PROJECT REPRESENTATIVE: _____
Signature Date

Change Order Summary Sheet

Project No.:

Contractor:

Construction Inspection Consultant:

Bid Amount:

Bid Date:

C.O. #	Foreseen or Unforeseen	Total Foreseen Amount	Total Unforeseen Amount	Running Total of C.O.'S	Description of Change Order	Date Board Approved	New Contract Amount	% of CO Foreseen	% of CO Unforeseen
1									
2									
3									
4									
5									

Original Bid Amount		\$0.00
Total Change Order(s) Amount		\$0.00
Total Foreseen Change Orders		#DIV/0!
Total Unforeseen Change Orders		#DIV/0!
Total % Change Orders vs. Bid Amt.		#DIV/0!

Quantities

Project: _____

DESCRIPTION	UNIT	FINAL QUANTITY
Aquatic Centers/ Pools (New/Renovated)	Each	
Athletic Fields (New/Renovated)	Each	
Bridges (New Location)	Each	
Bridges (Repair/Replace)	Each	
Bridges (New/Renovated)	Each	
Buildings (New/Renovated)	Each	
Capacity Projects (Add Capacity)	Million Gallons	
Channel Work	Lineal Feet	
Comb. Sewers (Repair/Replace)	Lineal Feet	
Combined Sewer Cleaning	Lineal Feet	
CSO Projects (Mitigate CSO's)	Each	
Culverts (New Location – 12 in. & Larger)	Each	
Culverts (Repair/Replace/New Location)	Each	
Curb (Repair/Replace/New Location)	Each	
Detention Basin Construction	Acre Feet of St	
Drainage Studies	Each	
Flood Zone Elimination	No. of Homes Removed	
Golf Courses (New/Renovated)	Each	
Grinder Pump	Each	
Guardrail	Lineal Feet	
Handicapped Ramps (Repair/Replace/New)	Each	
Hard Surface Courts (New/Renovated)	Each	
Landscaping (New Trees/Shrubs)	Each	
Laterals (New Location)	Each	
Levee/Dam Work (New Location)	Lineal Feet	
Levee/Dam Work (Repair/Replace)	Lineal Feet	
Lift Stations (New Location)	Each	
Lift Stations (Removed)	Each	
Lift Stations (Repair/Upgrade)	Each	
Operational Project	Each	
Parking Lots (New/Renovated)	Each	
Playgrounds (New/Renovated)	Each	
Raised Pavement Markers (New Location)	Miles	
RR Crossings (New Location)	Each	
RR Crossings (Repair/Upgrade)	Each	
Sanitary Manholes (New Location)	Each	
Sanitary Manholes (Repair/Replace)	Each	
Sanitary Sewer (New Location)	Lineal Feet	
Sanitary Sewer (Repair/Replace)	Lineal Feet	
Sanitary Sewer Cleaning	Lineal Feet	
Sanitary Studies	Each	
Sidewalk (Repair/Replace/New Location)	Lineal Feet	
Signal (Repair/Upgrade)	Each (Inter.)	
Signals (New Location)	Each	
Signals (Remove)	Each	
Siphons (New Locations)	Each	
Siphons (Repair/Replace)	Each	
Special Use Facilities (New/Renovated)	Each	
Storm Manholes/Inlets (New Location)	Each	
Storm Manholes/Inlets (Repair/Replace)	Each	
Storm Sewers (New Location)	Lineal Feet	
Storm Sewers (Repair/Replace)	Lineal Feet	
Street (New Lane Miles Added)	Lane Miles	
Street (Reconstruct/Repair)	Lane Miles	
Street (Resurface)	Lane Miles	
Street Lights	Each	
Sub Surface Drain	Lineal Feet	
Trails/Paths (New/Renovated)	Lineal Feet	
Transportation Studies	Each	

Contractor Evaluation

(See reverse side for additional remarks)

The RPR should fill out this form at the end of the project, obtaining comments from the Contractor and DPW Project Manager.

Contractor Name _____

Project Number _____

Contractor Name _____ Contract Amount _____

Project Manager _____

(Contractor's Project Manager)

Resident Project Manager _____

(Consultant)

Project Manager _____

(Owner)

Please rate the Contractor on this project from 1-5, with 5 being the highest rating

Excellent 5	Above Average 4	Average 3	Fair 2	Poor 1
----------------	--------------------	--------------	-----------	-----------

Contractor Supervision of Work	_____	_____	_____	_____	_____
Accuracy and timeliness of reporting	_____	_____	_____	_____	_____
Requirements (payrolls, MBE/WBE	_____	_____	_____	_____	_____
Requirements, pay estimates)	_____	_____	_____	_____	_____
Accuracy and timeliness of schedules	_____	_____	_____	_____	_____
Adherence to schedule	_____	_____	_____	_____	_____
Prosecution of work primary operations	_____	_____	_____	_____	_____
Prosecution of finishing and cleanup	_____	_____	_____	_____	_____
Motorist Safety (Maintenance of Traffic)	_____	_____	_____	_____	_____
Voluntary conformance with plans and specs	_____	_____	_____	_____	_____
Effectiveness of solutions	_____	_____	_____	_____	_____
Workmanship and Quality of work	_____	_____	_____	_____	_____
Cooperation with adjacent property owners	_____	_____	_____	_____	_____
Attitude to RPR/Project Management Rep	_____	_____	_____	_____	_____

Team Members
(Print Names)

Signature

Agree with Evaluation

Supervisor's Review _____

Date _____

- Cc: Director of Public Works
 Deputy Director of Engineering
 Administrator of Transportation Engineering
 Administrator of Environmental Engineering
 Administrator of Construction
 Sheila Tapy, DPW
 Project Team Members
 Inspection Consultant

