

Construction Sustainability

What can we do to make our projects last?

Dan Ireland P.E.

Overview

Make sure our projects are built with the materials and methods we intended

Example Scenario

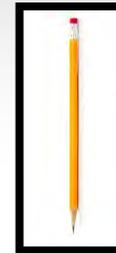
You give your child \$5 to go buy a box of pencils for the school year



Kiddo comes back with 1 pencil and 4 candy bars...



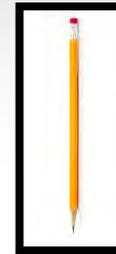
Example Scenario



- Kid has a pencil for first day of school

- Kid has a pencil for first day of school

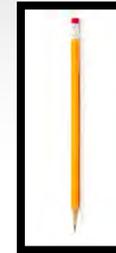
Example Scenario



- Kid has a pencil for first day of school
- **Kid has enough pencils to last a school year**

- Kid has a pencil for first day of school
- **Kid loses pencil day 2.**
- **Parents have to pay for more pencils**

Example Scenario



- Kid has a pencil for first day of school
- Kid has enough pencils to last a school year
- **Kid is always prepared for school**
- **Graduates from school**
- **Supports parents as they become wealthy professionals.**

- Kid has a pencil for first day of school
- Kid loses pencil day 2.
- Parents have to pay for more pencils
- **Kid eats all the candy bars**
- **Parents go crazy because they have a sugar high kid...**

Overview

Make sure our projects are built with the materials and methods we intended

How do we do that?

Prepare our projects for Construction

Overview

- What you should be doing while your project is out to bid?
- Things to consider that may make the process easier.
- AUDITS...Why are projects audited and inspected?
- Sharing Experiences/Questions.

Preparation

DESIGN IS COMPLETE AND WE ARE OUT TO BID!!!

Congratulate the milestone!

BUT

This is important time to be planning
and preparing for the Construction
Phase.



Preparation

Who is going to administer your Construction project?

Internal Tribal Department

Consultant

Both

Preparation

Who is going to administer your Construction project?

Consultant

- Make sure you have selected for these specific services per agency requirements. Don't assume that the designer can automatically do the construction administration. Check the original scope of work.
- Does NOT have to be the Design Consultant. Different consultant for construction can end up acting as a Third Party reviewer.
- Create a clear Scope of Work
 - Who is doing what?
 - How long will this effort last?
 - How many meetings, site visits, tests, etc...? (Estimate a number so at least you have a common base line)
 - Conclusion: Would you be able to tell when something is out of scope?

Preparation

Who is going to administer your Construction project?

BOTH: Internal Tribal Department and Consultant

- Example:
 - Tribal Inspector
 - Consultant Construction Administrator
- Opportunity to train Tribal Staff
- Create consistency with construction processes internally
- Make sure scope of work and fee reflect training time. Great long term investment.

Preparation

What type of Construction Services should be considered?

- **Design Representative** (support for additional design information if not Construction Administrator)
- **Construction Inspection**
 - Onsite review with Contractor
 - Erosion Control
 - Field measurements for payment
 - Material verification
 - 1:1 communication with Contractor for direction
- **Construction Administrator**
 - Initial material approval and material documentation
 - Contractor or Owner Request For Information (RFI) coordination
 - Change Order coordinator
 - Schedule and Working Day
 - Pay request reviewer



Preparation

What type of Construction Services should be considered?

- **Material Testing/ Geotech**

- Compaction testing
- Material Testing (asphalt, concrete, gradations, etc...)
- Mechanical testing
- Foundation subgrade approval



- **Cultural / Environmental Monitoring**

- Review permits

Preparation

Construction Document Preparation

Determine how are you going to communicate documents?

- Where does one find the most current and approved version?
- How will everyone get the information?
- How will individuals know when to review?

Preparation

Construction Document Preparation

How are you going to communicate the documents?

- Software programs

The screenshot displays a software window titled "Ticket Management". At the top, there is a menu bar (File, Edit, View, Options, Tools) and a toolbar with various icons. Below the toolbar, a summary bar shows "Summary of Non-transferred RM Transactions" with filters for "Entry Date: From 01/01/2002 To 20/01/2012". A table lists several transactions, with the 9th row (Ticket No. 2010072909) highlighted. Below the table, a "Detail" section provides a comprehensive view of the selected ticket, including fields for Counter, Source, Ticket No., Date, Activity, User No., Group, Invoicing Type, Product, Quantity, Unit Price, Amount, Address, Customer Project, Contract, Billing Date, Comment, Customer P.D., and Region. The "Extras" section contains a table with columns for Quantity, Unit Price, and Amount. The "Transport" section includes fields for Status, Type, Region, Supplier, KM, Hours, Rate, Invoice No., Project, Billing Date, User No., and TR P.D.

Co...	Source	Description - Source	Ticket Number	Ticket Date	Customer Order No.	Comment	RM Status	RM Type	RM File	RM Product
5	552	C100 West Quay	2010072905	29/07/2010			0 - Entry	R	020002	0-208
6	553	C100 West Quay	2010072906	29/07/2010			0 - Entry	R	020002	0-208
7	554	C100 West Quay	2010072907	29/07/2010			0 - Entry	R	020002	0-208
8	555	C100 West Quay	2010072908	29/07/2010			0 - Entry	R	020002	0-208
9	556	C100 West Quay	2010072909	29/07/2010			0 - Entry	R	020002	0-208
10	557	C100 West Quay	2010072910	29/07/2010			0 - Entry	R	020003	0-208

Detail

Counter: 556 Source: C100 Ticket No.: 2010072909 Activity: 44000 Group: R
Date: 29/07/2010 User No.: 3 Date Entered: 29/07/2010

Material

Status: Entry Invoicing Type: Receivable
Product: 0-200 Quantity: 50.00 UP: 8.75 Amount: \$437.50
Tr Qty: 50.00 UP: 5.00 Amount: \$250.00
Customer Project: JOB02 Activity: [blank]
Contract: [blank] Customer: 000002 Town of Schonberg
Billing Date: // // Date: // // User No.: 0 P. D.: [blank] Inv. unit: [blank]
Comment: [blank] Customer P.D.: [blank] RM Invoice: [blank]

Extras

	Quantity	Unit Price	Amount		Quantity	Unit Price	Amount
01	0.00	0.00	\$0.00	03	0.00	0.00	\$0.00
02	0.00	0.00	\$0.00	04	0.00	0.00	\$0.00

Transport

Status: Entry Type: Standard Region: WEST Supplier: 000033 Rennie Transport
Time: 0 KM: 0.00 UP: 0.00000000 Truck #: 105096
Tr Qty: 50.00 Hours: 0.00 Rate: 0.00 Amount: \$0.00
Invoice No.: [blank] Project: C100 Activity: [blank] Group: D
Billing Date: // // Date: 29/07/2010 User No.: 0 TR P.D.: [blank] TR Invoice: [blank]

Preparation

Construction Document Preparation

How are you going to communicate the documents?

- FTP sites

City of Port Townsend
Construction
01.0 Construction Documents
1.1 Sublets-Certified Payrc
1.2 Contract Agreements
1.3 Correspondence
1.4 Traffic Control
1.5 Environmental-SWPPP
1.6 Notice to Proceed
1.7 Job Site Plans
1.8 Equipment List
1.9 Punchlist
02.0 Meetings
03.0 Project Schedules
04.0 Inspectors Daily Reports
05.0 Request for Information
06.0 Change Orders
07.0 Safety Plans
08.0 Materials Documentatior
8.1 Record of Materials (R
8.2 Material Submittals (R
8.3 Material Approvals
8.4 Material Testing
09.0 Paynotes and Quantities
10.0 Survey
11.0 Record Drawings

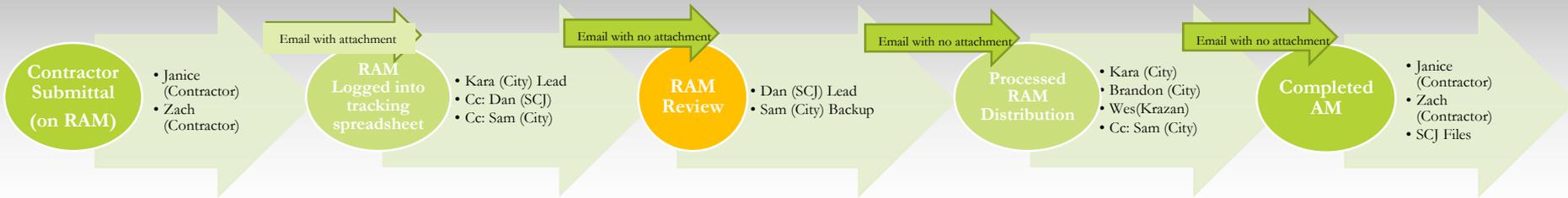
8.2 Material Submittals (RAM)

PDF RAM #01 BI#106, 109-11... 167.69 KB PDF Document	PDF RAM #02 BI#106, 109-11... 165.97 KB PDF Document
PDF RAM #05 BI#117 Paveme... 290.44 KB PDF Document	PDF RAM #06 BI#116 Perma... 191.72 KB PDF Document
PDF RAM #09 BI#10 Commo... 953.98 KB PDF Document	PDF RAM #10 BI#35, 36 HM... 1.14 MB PDF Document
PDF RAM #13 BI 27 Ductile I... 443.69 KB PDF Document	PDF RAM #14 BI 24,25,26,27 ... 323.12 KB PDF Document
PDF RAM #17 BI 18 - Concret... 434.43 KB PDF Document	PDF RAM #18 BI 19 - Catch B... 440.21 KB PDF Document
PDF RAM #21 BI 18,19,20,21 ... 676.63 KB PDF Document	PDF RAM #22 BI 182 - 48in S... 1.14 MB PDF Document

How are you going to communicate the documents?

Develop a simple communication diagram

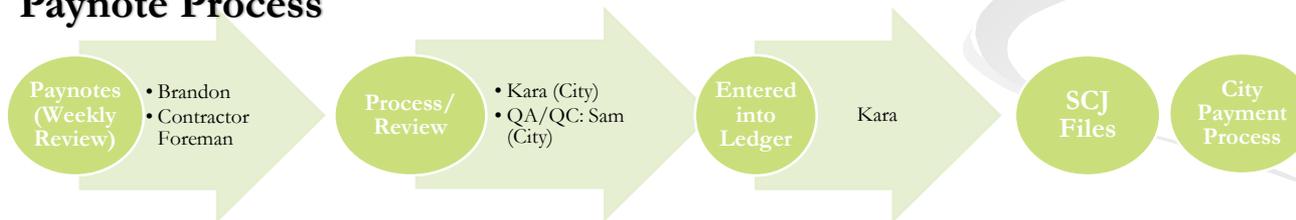
Material Submittals



Daily Inspector Submittals – IDR, Photos, Traffic Control Reports, ESC Lead Reports, Field Acceptance Reports



Paynote Process



RFI Submittals



Preparation

Construction Document Preparation

Record of Materials (ROM)

- Generated by either the State Materials Laboratory, Local Agency, or Consultant
- Identifies the types and quantities of materials, the standard acceptance methods and the number of acceptance and verification samples required for all material that will be used on the project.
- Living document and always maintained.
- References the standard specification or contract provision where the material requirement are defined.
- Lists the acceptance requirements for materials requiring other actions, such as fabrication inspection, manufacturer's certificate of compliance, shop drawing or catalog cuts.

Preparation

Construction Document Preparation

Record of Materials (ROM)

Communication tool between the Inspector, Contractor, Material Tester, Payment Verifier, Owner

Item		Qty.	Submittal Requirements					Submittal 1				Conditional Approval Reqmts.												
Pay Item No.	Sub-Item No.	DESCRIPTION	Item Notes	Supplier / Source	Unit	Plan Quantity	SM, Spec. or Special Provision Ref.	Specific Materials Requirements	Required Documents/ Submittals/ Acceptance Methods	Testing Req.	Required Material/ Test/ Inspected or Plan Quantities	Initial Submittal/ RAM #	Initial Submittal Date	Initial RAM Reply Code	RAM Reply Notes	1	2	3	4	5	6	Field Acceptance Report (FAR)		
																Tests	Mfr. Certificate of Compliance (MOC)	Catalog Cuts	Shop Drawings	'Approved for Shipment' or 'WSDOT Inspection'	Material Certificate of Origin (CMO)			
15	---	Coarse Sand			TON	84	SP-7-10.2	SP Pa124	Per LAG, Acceptance will be based upon an approved catalogue cut and documented by visual inspection and a manufacturer's certification (based on actual testing)	Acceptance Sample Required	1	33	9/14/2016	1	Acceptance based upon Satisfactory test report of sample to be incorporated into project.		on file							
16	---	Crushed Gravel		Y-169	TON	104	SP-7-10.2	SP Pa124	Submit material source prior to use. Acceptance will be based upon visual inspection and confirmation on delivery ticket.	Acceptance Sample Required	1	34	9/14/2016	1	Acceptance based upon Satisfactory test report of sample to be incorporated into project.		on file							
17	---	Uniformly Graded Storage Rock		Y-115	TON	215	SP-7-10.5	SP Pa123	Submit material source prior to use. Acceptance will be based upon visual inspection and confirmation on delivery ticket.	Acceptance Sample Required	1	35	9/14/2016	1	Acceptance based upon Satisfactory test report of sample to be incorporated into project.		on file							
STORM SEWER																								
18	18.01	Concrete Inlet	LAG Exception	SHOPEE Precast Inlet	EA	3	7-05	ACMO is required for steel and iron used for this product (BUY AMERICA) (BUY AMERICA)	Per LAG, Acceptance will be based upon an approved catalogue cut and documented by visual inspection and a manufacturer's certification (based on actual testing)	N/A	N/A	17	6-Sep-16	6	5120	CMO Needed						on file	on file	
	18.02	Steel Reinforcement	LAG Exception				7-05		ACMO is required for steel and iron used for this product (BUY AMERICA)	N/A	N/A	17,52	6-Sep-16	6	0								on file	
	18.03	Steel frame and grate	LAG Exception	Olympic Foundry Seattle			7-05		ACMO is required for steel and iron used for this product (BUY AMERICA)	N/A	N/A	37,52	14-Sep-16	6	0								on file	24-Sep
	18.04	Mortar/Concrete Repair		Boralite Fast Patch			9-20.4(4)			N/A	N/A	21	6-Sep-16	0									on file	

Communicate to them what you want and what is needed. This assists with expectations

Tips/Tricks/Recommendations

Things that can assist with making sure your project is being constructed with the materials and by the method it was intended to be...

Understand the resources that are already available!

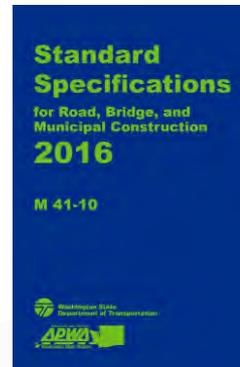
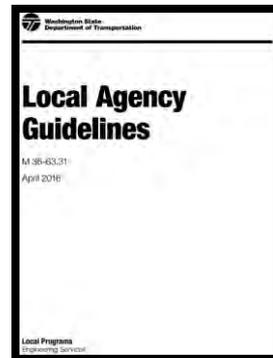
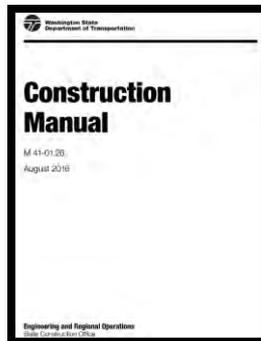


Construction Manual



This Federal Lands Highway Construction Manual is intended to provide guidance to field construction engineering staff personnel, as well as those who support those personnel in their contract administration function, and in their role as first line representatives of the Federal Highway Administration at the site of all construction work administered directly by FLH. The Manual, supplemented by the FLH Field Materials Manual, other FLH standards, and Division technical and administrative instructions, pertains to the period from contract award through final payment and disposition of field records.

 [View the Construction Manual](#) (Acrobat, 19.72 MB)



What materials are approved or perform well?

Washington State Department of Transportation

Traffic & Cameras Projects Business Environment Maps & Data

You are here: [Home](#) > [Business](#) > [Materials Laboratory](#)

State Materials Laboratory

Applications

- [Aggregate Source Approval \(ASA\)](#)
- [Electronic Pavement Guide \(EPG\)](#)
- [Falling Weight Deflectometer \(FWD\)](#)
- [Pavement Cooling Guide \(PaveCool\)](#)
- [New Products](#)
- [Qualified Product List \(QPL\)](#)
- [Record of Materials \(ROM\)](#)
- [Request Approval of Materials \(RAM\)](#)
- [Statistical Analysis of Materials \(SAM\) \(must have login access\)](#)

Recent News and Information

- [Quieter Pavement Research](#)
- [Pavement Preservation Report to Legislature \(pdf 3.5 mb\)](#)
- [2012 Concrete Pavement Studded Tire Damage Estimate](#)
- [2012 Asphalt Pavement Studded Tire Damage Estimate](#)



Materials Laboratory Building

The State Materials Laboratory, which includes the Bituminous, Chemical, Physical Testing and Soil Laboratories, serves as the central testing laboratory for WSDOT. These AASHTO Accredited laboratories perform various tests to ensure the materials used meet the appropriate American Society for Testing Materials, American Association of State and Transportation Officials, or Department specifications.

We are a part of the [State Construction Office](#), which is part of the State Construction Division.

Applications

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- [Electronic Pavement Guide \(EPG\)](#)
- [Falling Weight Deflectometer \(FWD\)](#)
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What materials are approved or perform well?

Applications

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- [Record of Materials \(ROM\)](#)
- [Request Approval of Materials \(RAM\)](#)
- [Statistical Analysis of Materials \(SAM\)](#) (must have login access)



Qualified Products List

Search by Manufacturer OR Standard Specs

Compiled: April 21, 2016

The Search page allows you to enter criteria and view selected Qualified Products information. After entering the desired criteria and clicking the [Search] button, Qualified Products are presented.

Entering a letter or number in the boxes below will take you to that position in either list.

Manufacturer

Standard Specs

Search

Clear List

HMA Paving Contractor

QPL Mix Design Search

[View Introduction](#)

[View Reference Guide](#)

[View Instructions](#)

[View Appendix A - Acceptance codes](#)

[View Appendix B - General Notes, Lumber Grading & Epoxy Information](#)

[View Appendix C - Wire & Cable Identification Guide](#)

[View Appendix D - Geosynthetic Retaining Walls](#)

To view this document you need Adobe Acrobat Reader. If you do not have Adobe Acrobat Reader please [click here](#) to download.



Preconstruction Meeting

- Make your meeting meaningful
- Establish the communication process
- Establish the expectations
 - Materials shall be verified prior to use
 - Payment will not be granted until material and documentation are approved.
- Make sure there are prime and backup contacts for all the stakeholders
- Template Agendas are available (WSDOT Local Agency Manual), but make sure it is specific to your project.

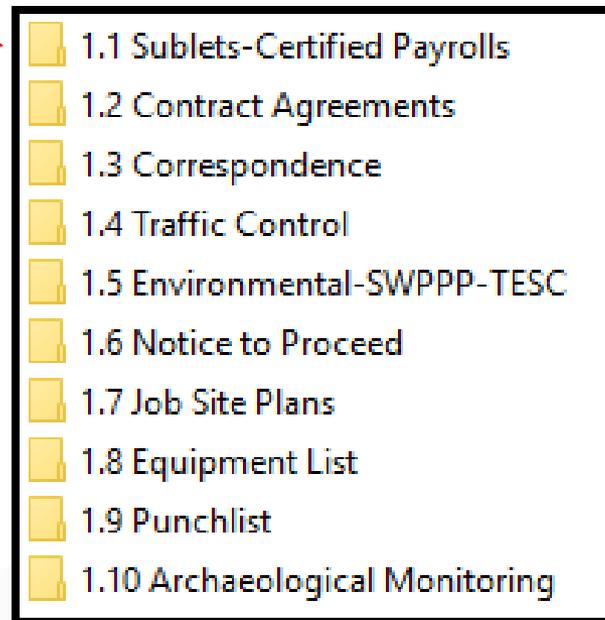
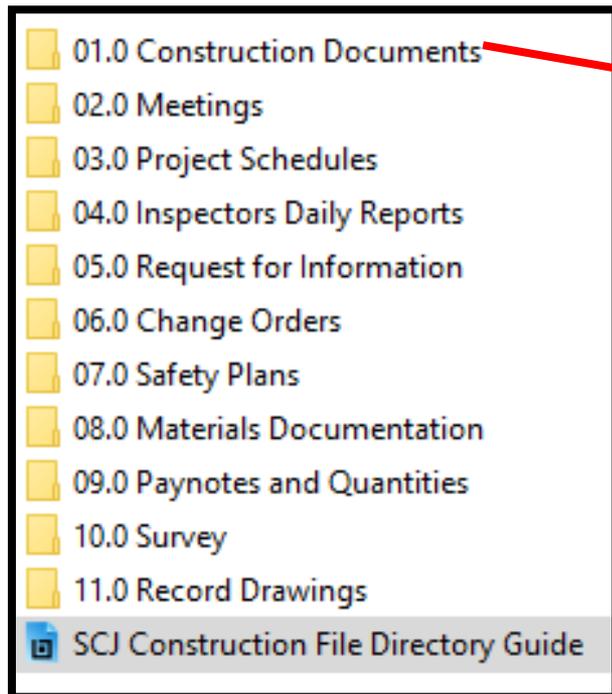
Preconstruction Meeting

Appendix 52.101 **Preconstruction Conference Agenda – Example**

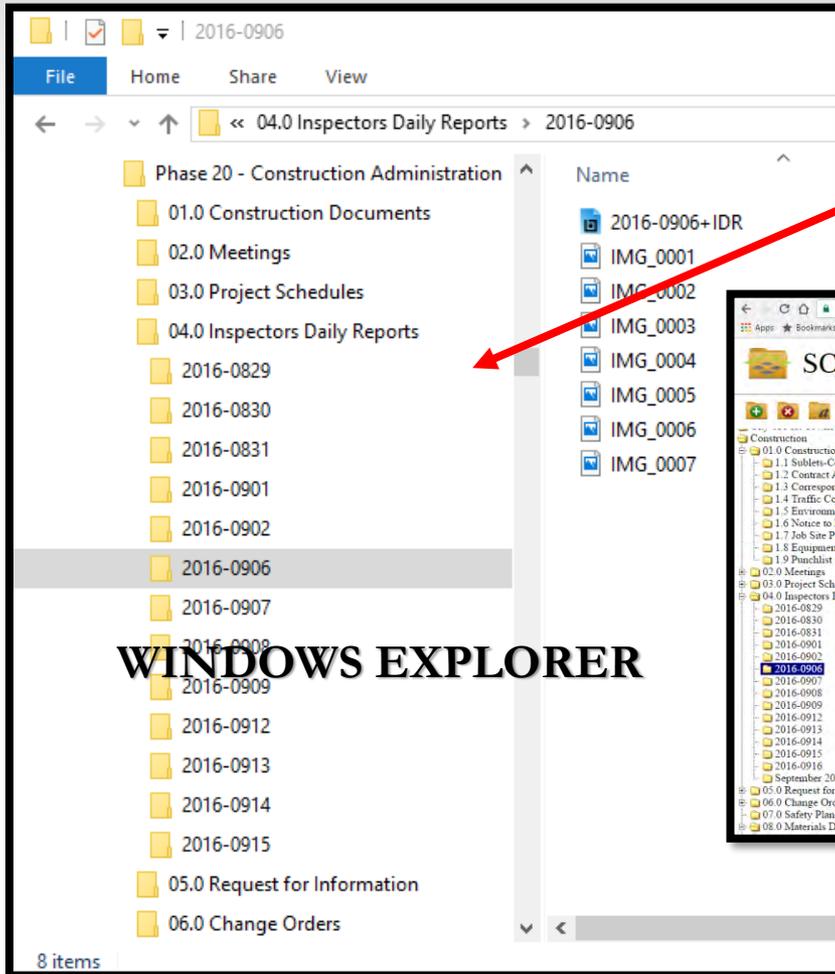
1. Order of work (Progress Schedule)
2. Utilities and Railroads
 - a. Project Engineer prepare list of affected services and representative to be contacted.
 - b. Underground services should be located.
 - c. Notification time required by organizations.
 - d. Insurance required, if any.
3. Subcontractors and Agents
 - a. Request for approval must be submitted along with a Statement of Intent to Pay Prevailing Wage and Subcontractor or Agent Certification.
 - b. Nature of work to be performed by each.
 - c. Subcontractor's route correspondence via prime contractor.
 - d. Prime contractor must have a representative with authority on the job at all times (designated by letter).
 - e. DBE subcontract work – indepth discussion including conditions of award if any.
4. Records and Reports
 - a. Description of required forms and initial supply should be handed out or mailed to prime contractor.
 - b. All reports must be handled through prime contractor's office.
 - c. Record of Materials should be provided and Requests for Approval of Materials Sources (RAM) should be submitted as soon as possible.
 - d. Falsework plans, if required.
 - e. Certified payrolls must be submitted on time and wage rate interviews will be conducted. Per the FHWA 1273, employee full social security numbers and home addresses shall not be included on weekly payrolls.
 - f. EEO and trainee requirements – indepth discussion.
 - g. DBE requirements when the contract contains DBE goals – indepth discussion.
 - h. Required job site posters (provided to Prime Contractor).
 - i. Davis-Bacon statement regarding the USDOL, WSDOT and local agency's role in investigations for labor compliance.
 - j. ADA requirements.

Project Directory

- Create a **Construction Project Directory Template**
- Set your project directory up so that it can be used as a checklist
- Make it clear to others so they know where things go and where they can be found later
- Make it consistent with other projects or file management tools.
- Start with this initially, then revise to be project specific
- Use similar verbiage/titles as your auditors. Make it easy on them (It will be easier on you)

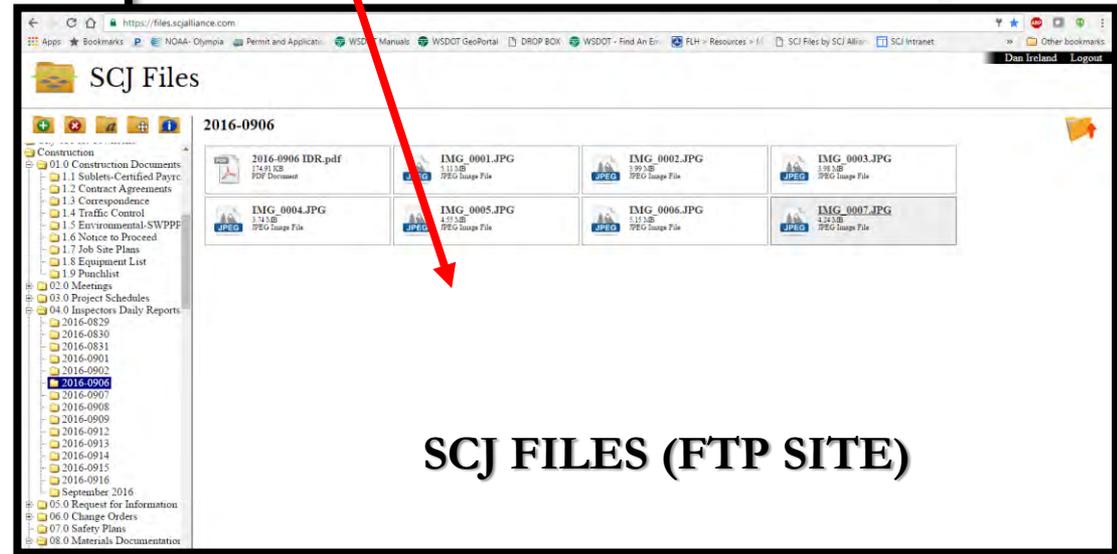


Project Directory



WINDOWS EXPLORER

Make your systems mirror each other. That way everything is easily trackable



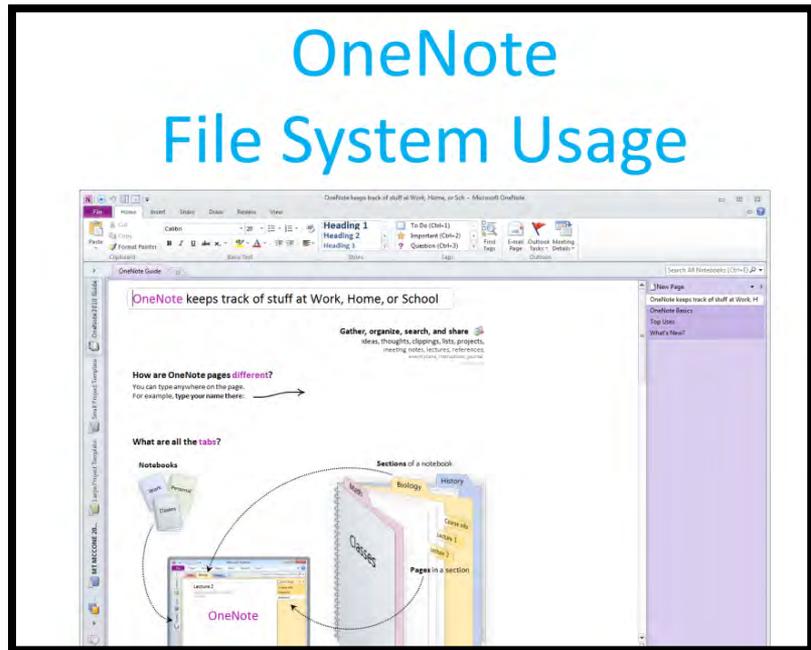
SCJ FILES (FTP SITE)

Project Directory



Additional Resources

- **OneNote**
 - File System Usage (Acrobat, 3.86 MB)
 - Readable Scans and Copies (Acrobat, 141 KB)
 - FAQ (Acrobat, 97 KB)



Project Directory

The screenshot displays the Microsoft OneNote interface. The title bar shows "CM 0001 - Microsoft OneNote". The ribbon includes "File", "Home", "Insert", "Share", "Draw", "Review", and "View". The "Home" ribbon is active, showing options for "Clipboard" (Cut, Copy, Paste, Format Painter), "Basic Text" (Font face: Calibri, Size: 17, Bold, Italic, Underline, Text color, Background color), "Styles" (Heading 1, Heading 2, Heading 3), "Tags" (To Do, Important, Question), "Find Tags", "E-mail Page", "Outlook Tasks", and "Meeting Details".

The "Notebooks" pane on the left lists several notebooks, with "MT MCCONE 2013(1) Rock Creek" highlighted in yellow and a red box around its sync status icon. A tooltip for this icon reads: "This notebook is up to date. Click to view sync status and settings." Below it, "WFLHD Project Diaries" is selected, and its sub-notebooks are listed: "Estimates and CMs", "Contractor Paynotes", "Correspondence", "Contractor and Subcontract Reports", "Quality Assurance", "Reports and Plans", "SWPPP", and "New Section 1".

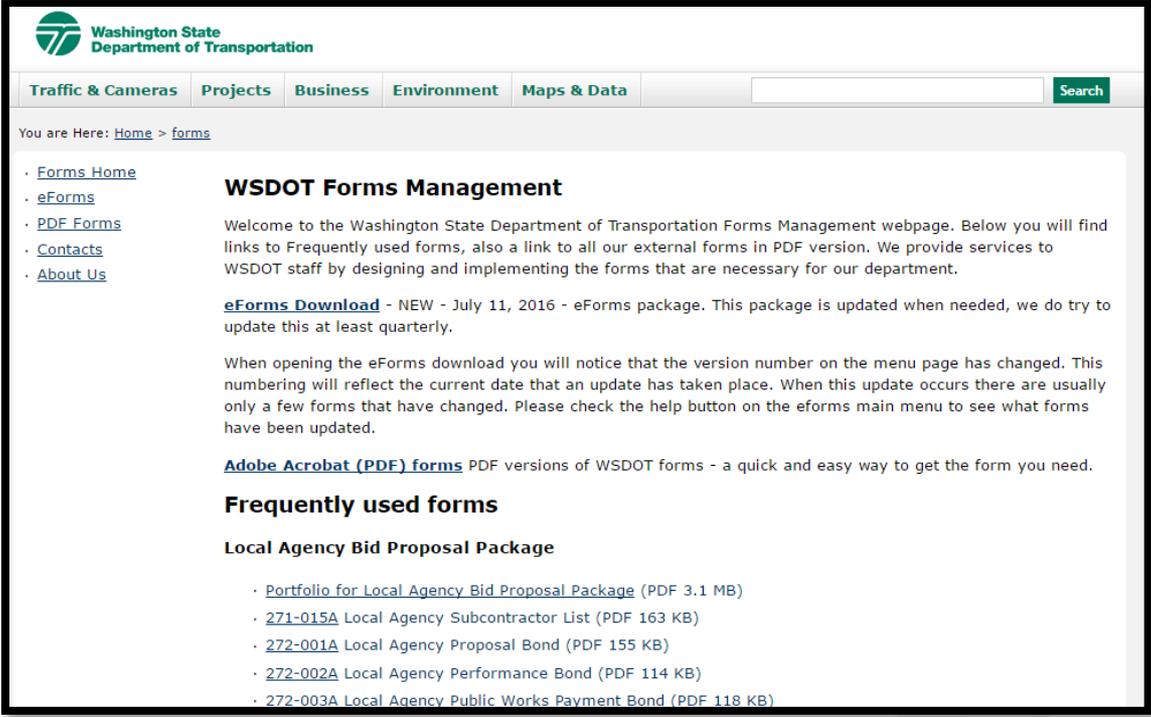
The main content area shows a page titled "CM 0001" with a timestamp of "Tuesday, March 24, 2015 12:29 PM". The text reads: "Administrative Change: Accounting Info Changes" followed by "CM001" and "MB".

The right-hand pane shows a "New Page" list with a "Contract Modifications" section containing a list of contract numbers from "CM 0001" to "CM 0010".

Project Forms

Forms are greatly valuable for consistency and reviewing purposes.

Don't recreate the wheel, utilize forms that already exist:



The screenshot shows the Washington State Department of Transportation website. The header includes the department logo and navigation tabs for Traffic & Cameras, Projects, Business, Environment, and Maps & Data. A search bar is located on the right. The main content area is titled "WSDOT Forms Management" and contains a welcome message, a link to "eForms Download" (dated July 11, 2016), and a section for "Frequently used forms" which lists several PDF forms for local agency bid proposals.

Washington State Department of Transportation

Traffic & Cameras Projects Business Environment Maps & Data Search

You are Here: [Home](#) > [forms](#)

- [Forms Home](#)
- [eForms](#)
- [PDF Forms](#)
- [Contacts](#)
- [About Us](#)

WSDOT Forms Management

Welcome to the Washington State Department of Transportation Forms Management webpage. Below you will find links to Frequently used forms, also a link to all our external forms in PDF version. We provide services to WSDOT staff by designing and implementing the forms that are necessary for our department.

[eForms Download](#) - NEW - July 11, 2016 - eForms package. This package is updated when needed, we do try to update this at least quarterly.

When opening the eForms download you will notice that the version number on the menu page has changed. This numbering will reflect the current date that an update has taken place. When this update occurs there are usually only a few forms that have changed. Please check the help button on the eforms main menu to see what forms have been updated.

[Adobe Acrobat \(PDF\) forms](#) PDF versions of WSDOT forms - a quick and easy way to get the form you need.

Frequently used forms

Local Agency Bid Proposal Package

- [Portfolio for Local Agency Bid Proposal Package](#) (PDF 3.1 MB)
- [271-015A](#) Local Agency Subcontractor List (PDF 163 KB)
- [272-001A](#) Local Agency Proposal Bond (PDF 155 KB)
- [272-002A](#) Local Agency Performance Bond (PDF 114 KB)
- [272-003A](#) Local Agency Public Works Payment Bond (PDF 118 KB)

WFL Forms

Location: Home > Resources > Construction > Electronic Forms > WFL Supplements

WFL Internal Forms

Jump to: [Construction](#) | [Inspection](#) | [Contract Modification](#) | [ERFO](#) | [Closeout](#) | [Work Schedules, Overtime Request](#) | [Per Diem](#) | [Property](#) | [Appraisal, Intern, Orientation Forms](#)
(or view contractor forms instead)

Construction Forms

- [Design Package Quality Control Feedback Form](#) (Acrobat, 21 KB)
- [Web Request Form](#) (Acrobat, 190 KB)
- [WFLHD 100 - Project Website Information Form](#) (Acrobat, 152 KB)
- [SF 1164 - Claim for Reimbursement for Expenditures on Official Business](#) (Acrobat, 629 KB)
- [Cardholders Transaction Log \(Template\)](#) (Excel, 406 KB)
- [FAX Cover Sheet](#) (Acrobat, 229 KB)
- [Purchase Card ePR Request form](#) (Acrobat, 45 KB)
- [Project Staff Log](#) (Acrobat, 501 KB)

Inspection Forms

- [FH 10 262 - Identification](#) (Acrobat, 194 KB)
- [FHWA 1413 - Inspectors Daily Record of Construction Operations](#) (Acrobat, 363 KB)
- [FHWA 1446A - Construction Inspection Report](#) (Acrobat, 81 KB)
- [Checklist for Critical Path Method](#) (Acrobat, 51 KB)
- [SF 1445 - Labor Standards Interview](#) (Acrobat, 0.98 MB)
- [WFLHD 107-1 - Payroll Checklist Form](#) (Acrobat, 678 KB)
- [Inspection Checklists](#)

Contract Modification Forms

- **For Contracts awarded after FY14**
 - [SF 30 Request Form](#) (Acrobat, 178 KB)
 - [WFLHD 10 - Continuation Sheet](#) (Acrobat, 100 KB)
 - [SF 30A - Contract Modification SF 30](#) (Word, 46 KB)
 - [SF 30A - Contract Modification SF 30 Continuation Sheet \(Word\)](#) (Word, 45 KB)
- **For Contracts awarded prior to FY14**
 - [SF 30 - Bilateral Request Form](#) (Acrobat, 44 KB)
 - [SF 30 - Unilateral Request Form](#) (Acrobat, 37 KB)
 - [WFLHD 10 - Continuation Sheet](#) (Acrobat, 80 KB)
 - [SF 30A - Contract Modification SF 30 \(PRISM/Word\)](#) (Word, 45 KB)
 - [SF 30A - Contract Modification SF 30 Continuation Sheet \(Word\)](#) (Word, 45 KB)
- **For All Contracts**



SCJ ALLIANCE
CONSULTING SERVICES

Equipment – Camera/Cell Phone

Take pictures every day! Minimum quantity per day.

Pictures are most valuable long after the project

What was used?

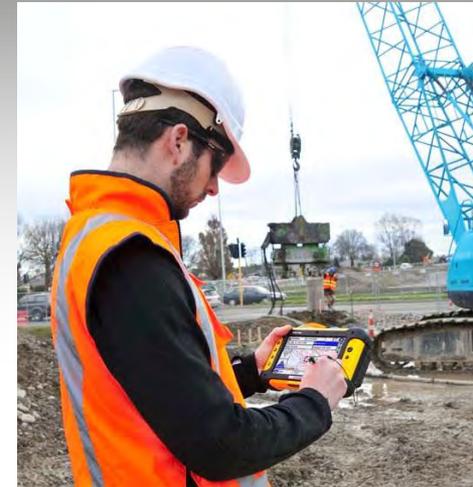
Where were they at the time?

What had been worked on?

VIDEO can be performed just as easy.



Equipment – Tablet



The National Academies of
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TRB
TRANSPORTATION RESEARCH BOARD

Studies have shown that tablets in the construction field can reduce the time of inspectors typical duties and to research information for solutions.

Consistent and organized directories are important to this success.



Why are projects audited and inspected?

AUDIT



Ensure that projects last and perform the way they were intended to be.

Why are projects audited and inspected?

CONTRACTORS ARE SLIME!!

Why are projects audited and inspected?

Projects are confusing and not all the same

- Different funding

Federal Money
State Money
Private Money



- Different conditions

Trust land
Right of way
State Highway
Local Agency road
Tribal road

Make your check list what your auditing authority uses as a checklist.

Appendix 53.51

Local Agency Project Management Review Checklist

 Washington State Department of Transportation		Local Agency Project Management Review Checklist	
Agency _____		Date _____	
Project Title _____			
Federal Aid Project Number _____		Contract Number _____	
Reviewers _____			
Prime Contractor _____			
Table of Organization and CA Agreement Review (Approving Authority)			
Design Approval _____			
PS&E Approval _____			
Contract Award _____			
Contract Administration _____			
Preliminary Engineering			
Design approved by _____		PS&E approved by _____	
Commitment File _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
NEPA approval _____		Date _____	
Were wage rates included in the contract _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Was a Value Engineering Study completed _____		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Public Interest Findings (PIF)			
Patented/Proprietary items	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, approved by: _____	
Mandatory use of borrow or disposal site	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, approved by: _____	
Agency supplied material	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, approved by: _____	
Agency supplied equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, approved by: _____	
Local Agency Force work	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, approved by: _____	
Two-week advertisement	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, approved by: _____	
Tied bids	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, approved by: _____	
Right of Way			
25	Right of Way acquired _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Project Right of Way certification _____	Date _____	
Consultant Agreements			
31	Agreement renewed prior to expiration date _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Fee type _____		
	Advertisements on file _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Did advertisement include Title VI language _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Selection process on file _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	



12A.1 FINAL CONSTRUCTION REPORT

This appendix contains guidelines and an example report to assist personnel in preparing final construction reports.

12A.1.1 FINAL REPORT GUIDELINES

II. Project Description

- A. **Project Identification.** Project number, project name, name of park, forest, Indian reservation, etc., route number, county, state, should all be included.
- B. **Description of Work.** Should be described in brief narrative form. The various activities that went into the job should be included. The description of work in the contract should be referenced for guidance.
- C. **Environmental Considerations.** Any extraordinary environmental considerations pertinent to the project should be described. All clearances and/or permits obtained for the project should be listed.

III. Project Data

- A. **Specifications.** The standard Federal or State specification that was the basis for project specifications should be included.
- B. **Termini.** The beginning and ending of the project should be described in terms of stations and/or other significant and reasonably precise information. For National Park Service projects, the Road Inventory Program (RIP)/Bridge Program (BIP) Section(s) should be referenced.
- C. **Length.** Mainline length is to be summarized. Incidental road lengths are to be shown separately.
- D. **Width.** The predominant width of paved roadway and shoulders should be included. Any significant changes in the typical section stations should be noted.
- E. **Pavement Structure.** The depth of wearing course, binder, base stone, etc., should be included.
- F. **Structures.** The type, length, and location should be described. (BIP Section and structure number are to be referenced for NPS projects.)
- G. **Contract Number and Date.** See Original contract.
- H. **Contracting Officers.** Contracting Officer(s), and others involved in administering the contact and project should be listed; these include COE, CE, and DE.
- I. **Contract Bid Amount.** Amount from original contract.

Make your
check list what
your auditing
authority uses
as a checklist.

Quality construction administration and inspection services
are the foundation of making sure that your investments are
built to sustain a long future.

What are your thoughts/question/experiences?