

# News You Can Use

August 2014

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*Your "closer" can supply you with a spreadsheet to help calculate the escalator.*

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## Asphalt Escalator, a Friendly Reminder

This is a reminder to those that deal with HMA materials on their projects. Because the price of materials may vary between the date the bids are opened and the date the material is placed, adjustments may need to be made to compensate the Contractor, or reimburse the Department, for the difference in cost.

If you have Special Provision – Section 108 – Payment (Asphalt Escalator) in your Contract book then, based on total quantities for HMA, this may apply to your project.

108.4.1 – Price Adjustment for Hot Mix Asphalt: For all contracts with hot mix asphalt in excess of 500 tons total, a price adjustment for performance graded binder will be made for the following pay items: (Please refer to Section 108 for the entire list of items included under this specification).

Remember to not only post, but to generate an estimate for payment for the quantity of HMA materials placed in any given week no later than the Sunday after it is placed. (The updated prices are posted and entered into the Trns\*port system every Monday. Trns\*port is the software program through which Rebecca makes payments to the Contractor). Entering a comment in the "comment" section of the estimate will not prompt correct payment of the escalator.

If you find you have paid for any HMA materials outlined in this spec, but the estimate was not generated in the correct week, the escalator will need to be calculated and a Contract Modification generated (using item # 108.91) to apply the difference to the Contractor for payment. Your "closer" can supply you with a spreadsheet that will help calculate the difference. Use the hyperlink to access the asphalt price info,

[MaineDOT Contractor Info | Liquid Asphalt Prices](#)

As always, don't hesitate to call if you have any questions.

## New Item # for Flagger OT

There is now an Item # to distinguish regular Flagger hours from Flagger overtime hours. When applicable, 652.3801 – FLAGGER-OVERTIME will be added manually to the Final Quantity voucher by the "closer" to account for any additional quantities allowed by specification. This adjustment will be made during the closeout process. THIS IS NOT THE RESPONSIBILITY OF THE RESIDENT.

## Completion of Physical Work Notification

The Completion of Physical Work Notification hasn't changed greatly in the last few years, but here is a guide to help complete the form correctly. The form should be completed and sent once the project is contractually complete. If there is any remedial work that needs to be done (outside of warranty work, which at this point would be unanticipated), then the letter should wait until the work has been corrected or the issue has been resolved. This letter marks the beginning of the transition period, from when the project is still your responsibility to when it becomes "our" responsibility, here in the Contracts section.

### The form is then sent to –

- The Prime Contractor's Project Manager. This prompts the Contractor to start submitting certain documents that are needed for the closeout of the project.

### Copy the form to –

- The Department Lead Unit Program Manager.
- The Department Project Manager.
- [FinalPayment.MDOT@maine.gov](mailto:FinalPayment.MDOT@maine.gov) – it is important that a copy is sent to this address. Your "closer" has access to this mailbox and this will prompt the scheduling of an appointment to close out the project with the Resident.
- George Macdougall.
- Patrick Corum. Pat is the administrator of the Projex software program. He will then set the forecast closeout schedule, and as the required documents are received the submittal dates can be entered into the program, keeping the project status updated.

**The date** you enter for construction complete should be reflected by an entry in your FieldManager IDR/Diary or Construction Book/Inspector's Diary, and on the Time Charge Report as the Physical Work Complete date.

**Under the PROJECT heading** – Enter Town, WIN, and Scope of Work

The list of requested documents for project closeout is as follows; (to fill this section out accurately you will need to know the funding of your project – Federal, or State only).

- **Material Certification** – This is a "blanket" statement required on both federally and State funded projects. This is not part of the material certifications that you have collected as part of your project documents.
- **Adherence to spec 106.4.3** – This should be submitted by the supplier of the HMA materials used on the project, not necessarily the paving sub.
- **Buy America Certification** – This is a "blanket" statement required on federally funded projects only. This is not the Buy America information collected as required prior to payment for steel items.
- **Certification of Final Payment for each Disadvantaged Business Enterprise** – These are certifications that are signed by both the Prime and the DBE, required on federally funded projects to verify final payment to DBE(s).
- **Any Outstanding Issues** – When "checking" this off, please clarify what the outstanding issues are. This lets the Contracts section know if there is anything else we need from the Contractor. If there are missing payrolls, include names of Contractor/sub and dates of missing payrolls. If there is a claim, detail it. If there are no issues then state "none".

Please **DO NOT** delete the [FinalPayment.MDOT@maine.gov](mailto:FinalPayment.MDOT@maine.gov) address and replace it with your own. The Resident is not required to have these final closeout statements to complete their project files. It is important that these letters are submitted to this e-mail address. The FinalPayment mailbox is accessible by any/all of the "closers" so that the closeout process can progress even when the assigned "closer" might not be available.

From here on out your responsibility is to get the project files so that they are ready to turn in to the Contracts section in a complete and organized manner. You should reference the Construction Manual, Section 900, Project Records & Closeout to help set up files for review. And, as always, don't hesitate to call the Contracts section with any questions or concerns you might have.

## Your friendly neighborhood "closers"...

Floyd Luce – 624-3472 or 446-2935  
 Lenny Lidback - 624-3502 or 592-2579  
 Norma Gilman - 624-3495 or 215-3148  
 Roxy Cleaves - 624-3533 or 557-8920

## Upcoming Events

!!! A reminder that many of you may still have training that is past due through [esafetyonline.com](http://esafetyonline.com) – most recently

**Emergency Planning** – completion due by **July 31**

School buses will start running around the last week in August or first week in September – keep an eye out for small people.

**Labor Day** **September 1**

!!! – Please refer to your **Special Provisions** for any project specific restrictions during the **Labor Day** holiday weekend.

## Coming Soon

Flagger Reports and Breaker Hours

Construction Support, New Forms

Payrolls – Truck weights and wage classification

July 2014

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2014

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2014

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

If anyone has a question, a comment, or a subject they would like to see highlighted in an upcoming newsletter please send it to [roxane.cleaves@maine.gov](mailto:roxane.cleaves@maine.gov) and put "newsletter" in the subject line.

Please keep in mind that this newsletter is for informational purposes and that the accuracy of its contents may vary over time. The intent is to publish the most accurate information available at the time of distribution.