

Local Project Administration Manual & Resource Guide

Construction Administration



MaineDOT

Integrity - Competence - Service

Chapter 11 - Updated March 2023

Construction Administration

Construction typically follows a contract award to the successful bidder. Once the job begins, the agency administering a project must document and inspect the work. Most of the time, this is a full-time responsibility.

Chapter 11 of this Manual provides guidance on the topics listed below:

- Oversight responsibilities (page 11-1);
- Pre-construction meeting (page 11-2);
- Contractor payrolls (page 11-3);
- Contract modifications (page 11-4);
- Construction documentation (page 11-5);
- Materials testing (page 11-7);
- Buy America – *updated* (page 11-8);
- Project bulletin board / Commercially Useful Function / Final inspection (page 11-10);
- Final contractor payment / Closeout / As-Built plans (page 11-11);
- Appendix 11A: Administrative checklist (page 11-12);
- Appendix 11B: Submittals to MaineDOT – *updated* (page 11-15); and
- Appendix 11C: Sample field book entries (page 11-22).



11.1 Oversight Responsibilities

A local agency must assign an employee with appropriate technical qualifications or a consultant with pre-qualification status from MaineDOT to document and inspect the work. This person – known as the resident inspector or as the resident, for short – protects an agency’s interests by enforcing the plans and specifications, logging daily activities on a job site, checking payrolls, and verifying the quantities of materials.

- Additionally, a local agency must arrange for a paving inspector and concrete technician, with required certifications, to be on site for work involving hot-mix asphalt and concrete. See Section 11.6 (Materials Testing) on page 11-7.

A resident inspector likely to be assigned to jobs with funding from MaineDOT must have taken Documentation Training within the previous year before starting on a project. If the training isn’t offered, the standard LPA Training or Construction Training may be substituted. Contact the MaineDOT local projects coordinator: <https://www.maine.gov/mdot/lpa/contact/>.

If the resident will be a consultant, a local agency must go by the hiring procedures in Chapter 2 (Hiring Consultants) and seek proposals from firms pre-qualified for construction management under MaineDOT service number 601.00: <https://www.mainedot.gov/cpo/prequal/>.

The resident inspector (or a different, approved inspector) must be on site for major tasks such as excavation, drainage work, paving, and concrete placement. Most often, this will be a **full-time** responsibility to be sure the following tasks are performed:

- ☐ Inspecting the work, documenting quantities, and checking lines and grades.
- ☐ Reviewing certified contractor payrolls, as covered in Section 11.3 (Contractor Payrolls).
- ☐ Coordinating contract modifications. MaineDOT must concur with modifications **before** they are signed, as covered in Section 11.4 (Contract Modifications).
- ☐ Keeping a daily log and other field records, as discussed in Section 11.5 (Construction Documentation).
- ☐ Arranging for testing of aggregates, pavement and concrete – and rejecting failing materials.
- ☐ Monitoring the contractor's traffic control plan to ensure safe travel in the work zone.
- ☐ Checking compliance with environmental commitments and permit requirements, including erosion-control provisions.
- ☐ Approving contractor payments for satisfactory work, after verifying quantities.
- ☐ Checking labor compliance, including project bulletin board setup. A diagram is online: <https://www.mainedot.gov/civilrights/sfp/>



11.2 Pre-construction Meeting

The primary event before work begins is the pre-construction meeting, typically involving the contractor, local project administrator, resident inspector, utility representatives, and MaineDOT construction manager. (*Refer to Letter 17, on page 11-16, for a sample agenda.*)

A pre-construction meeting should be held at least **one week** before the scheduled start of work. It should cover the requirements placed on the prime contractor, coordinate the schedule, and establish the frequency of progress meetings. Refer to MaineDOT's *Standard Specifications*, section 104.4.2 (Preconstruction Conference).

The local project administrator should prepare an agenda and invite the participants. Afterward, minutes should be sent to the participants and other parties, including public-safety agencies if there will be lane closures or detours.

- If a project will require multiple utility relocations, a separate **pre-utility meeting** may be held at the discretion of the local project administrator.
- A stand-alone **pre-pave meeting** must be held *before* paving starts. This mandatory meeting typically involves the local project administrator, paving contractor, resident inspector, the MaineDOT construction manager and other and appropriate personnel

11.3 Contractor Payrolls

□ 11.3.1: Elation System

The prime contractor and subcontractors on federal projects must submit payrolls electronically in the online Elation system to verify Davis-Bacon wage compliance. Upon awarding a contract, a local agency should email the information below to MaineDOT's Contracts Section, which will set up a project in the system:

- Work Identification Number (WIN);
- Name and email of the resident inspector;
- Name and address of the prime contractor;
- Amount of the contract award;
- Dates of advertise, bid opening and award;
- Construction start date;
- Contract completion date stipulated in the contract;
- Subcontractor information, with the service provided and subcontract amount;
- County in which the work will take place;
- Wage Rate General Decision and modification numbers, such as ME100011-Mod-0.

MaineDOT Contact:
Angela Latno: 207-624-3519
angela.latno@maine.gov

An Elation user's manual is online: www.mainedot.gov/contractors/publications/

□ 11.3.2: Payroll Verification

The resident inspector must make sure that contractors on federal projects comply with the Davis-Bacon wage decision. Typical responsibilities consist of the following:

- Checking contractor payrolls for completeness, accuracy, and compliance issues; and
- Ensuring that the duties performed and hours put in by workers covered by Davis-Bacon are consistent with what contractors are reporting in the Elation system.

After contract award, the resident must check for missing classifications and rates. If the federal wage decision is incomplete, the **prime contractor** must request missing classifications and rates through the Elation system.

Requests must be coordinated with MaineDOT's Civil Rights Office, which may be reached by phone at 207-624-3066 or online at www.mainedot.gov/civilrights/contact/.

□ 11.3.3: Payroll Interviews

Every 90 days, the resident must interview **two covered workers** from the prime contractor and all subcontractors that were on site at least **five days** during a 90-day period. Interviews must be voluntary, confidential and in-person. Standard Form 1445 (Labor Standards Interview) is available in the Elation payroll system.

The resident inspector will compare information from the interviews against a contractor's certified payroll report for a given period. The resident must address any discrepancies.

❏ 11.3.4: State Payrolls

Contractors on state-only projects, such as through the Small Harbor Improvement Program, the Heads Up! pedestrian safety program and the Municipal Partnership Initiative, should submit certified payrolls verifying that they are paying at least the Maine Department of Labor's prevailing wage rates. Each submittal should include a "Statement of Compliance" that the payrolls are correct and complete.

- ➡ A standard Certified Payroll Form from the Maine Department of Labor should be used: www.maine.gov/labor/labor_stats/publications/wagerateconst/index.shtml

11.4 Contract Modifications

Occasionally, the local agency managing a project and its contractor will need to change the terms of the construction contract, which requires a contract modification.

A contract modification, also called a change order, must be drafted by the resident inspector or local project administrator – NOT the contractor. If a local agency expects MaineDOT to participate financially in a modification, MaineDOT's construction manager must concur with the change before associated work begins. Otherwise, MaineDOT may deny reimbursement for work covered by a modification.

A draft contract modification must be sent to MaineDOT's construction manager for review and concurrence in the format of Letter 18, on page 11-18, with two pieces of information:

- An independent cost estimate for the additional work; and
- A statement addressing the associated contract time. If there is no change, write **0 days**.

A contract modification form may be downloaded from the "Construction Field Documents" section of MaineDOT's LPA website: www.mainedot.gov/lpa/lpadocuments/

A contract modification generally is necessary for any of the following:

- A change in the specifications;
- A substitution of materials;
- A change in the testing requirements;
- A change or extra work within the scope of the contract;
- A design change beyond the scope of the contract;
- Adding payment or credit for incentives/disincentives;
- A change of 25 percent or more in a major item, defined as 10 percent or more of the contract amount.
- An adjustment in the contract completion date.

11.5 Construction Documentation

Keeping accurate, detailed field records is vital. Briefly covered on the next two pages are the standard field documents on a project, with an explanation of how to fill them out.

☞ For detailed information on construction documentation, refer to two online publications:

- MaineDOT Record Keeping Manual: www.mainedot.gov/contractors/support/
- MaineDOT Construction Manual: www.mainedot.gov/contractors/publications/

☐ 11.5.1: Project Diary

The resident inspector on a project must keep either a bound field book or an electronic log, using a program such as FieldManager, to record the daily activities of the prime contractor and subcontractors.

This document, commonly called a project diary, should record the following, at a minimum:

- ☐ Weather, since rain or cold could affect the work;
- ☐ Pay items worked on each day, by project stationing;
- ☐ The number of workers on site, with their job classifications, to be checked against contractor payrolls;
- ☐ Major pieces of equipment on site such as excavators, loaders, compactors, bulldozers, graders, pavers, and rollers;
- ☐ Field measurements by pay item number, with quantities of materials, to be checked against contractor requests for payment;
- ☐ Grade checks for items such as subgrade, top of gravel (fine-grading), ditches, and backslopes to ensure that the work meets the plans and specifications for the project;
- ☐ Drainage measurements by stationing for items such as catch basins and pipes, with computations from outlet to inlet;
- ☐ Source and disposition of excavation, borrow, gravel and pavement grindings; and
- ☐ Noteworthy events, such as:
 - Traffic accidents, which also require an accident report or near-miss form;
 - Contractor adherence to the traffic control and erosion control plans;
 - Directives given to the contractor by the resident inspector;
 - Discussions with property owners and other abutters; and
 - Disputes with the contractor or issues with quality that could lead to a claim.



Refer to Appendix 11C, starting on page 11-22, to find sample field book entries.

❑ 11.5.2: Drainage Book

A separate drainage book may be needed for large, complex projects. Such supplemental documentation should be kept at the discretion of the resident inspector.

Each run of pipe and catch basin should have a separate page in a drainage book. The resident should note items such as lengths of pipe installed, catch basins placed, gravel used for traffic maintenance, undercutting and bedding material used, ledge removed (if applicable), and riprap at pipe inlets and outlets.

❑ 11.5.3: Final Quantity Book

All bid items in the contract and all work orders involving additional payment must be entered in a final quantity book. This book maintains a reference trail leading from the final pay quantity for an item to the original documentation, such as notes of inspection and acceptance, measurements, or calculations made in a daily report. Entries must be signed and dated.

The final quantity book should have one item per page, as follows:

- ❑ Item number description and quantity should be at the top of the page;
- ❑ The final quantity should be entered at the bottom and so labeled;
- ❑ Pages should be set up for original measurements or computations;
- ❑ Pages set up with a total-to-date column;
- ❑ Entries and computations initialed and dated;
- ❑ Calculation of the final quantity must be shown, after an item is completed.

11.5.4: Testing File

Before construction, MaineDOT establishes mandatory Minimum Testing Requirements for aggregates, pavement, concrete and other materials. These requirements establish the frequencies and types of materials tests to be performed.

The resident inspector should set up a testing file for all test reports and other data that document the quality of materials installed on a project. The file should be set up by material and based on the Minimum Testing Requirements, which should be kept at the front of the testing file and used as a guide.

In the testing file, the resident or a designated inspector should explain how a failing test result was resolved, such as whether a failing material was removed and replaced. Results of failing tests should be shared with the MaineDOT construction manager, who may be able to help remove an issue.

At MaineDOT, a testing file typically is bound by a black pressboard binder with a white label marked “Testing File” - with location and WIN. Tabs are used to identify and separate the items.

11.6 Materials Testing

Materials placed on projects with federal and state funds must meet MaineDOT's specifications. Proper testing of items such as gravel, pavement and concrete will help to ensure their performance and durability. After accepting the final PS&E package for a project, MaineDOT will prepare Minimum Testing Requirements listing the type and frequency of materials tests.

Before construction, the resident inspector may request a meeting with MaineDOT personnel – including the construction manager and the quality-assurance engineer – to go over the testing requirements. Possible topics include the timing of tests, testing procedures and documentation.

Each test result must be logged in a testing file, as covered in subsection 11.5.4 (Testing File). A local agency should notify the MaineDOT construction manager of a failing test. In such a case, MaineDOT may help to resolve the issue.

❑ 11.6.1: Aggregates

A local agency must use an **independent, accredited laboratory** to test all aggregates installed on a project, such as gravels, underdrain sand, crushed stone and granular borrow. A certified inspector must obtain samples and conduct any required on-site tests for compaction and other properties, as set out in the Minimum Testing Requirements.

***Note:** The agency overseeing a project cannot use the same testing laboratory as the lab doing the contractor's quality-control work. This should be covered at the pre-construction meeting.*

Testing labs are listed under MaineDOT pre-qualification service number 804.00, Laboratory Materials Testing and Exploration: www.mainedot.gov/cpo/prequal/#prequal4

❑ 11.6.2: Pavement

An inspector certified by the Northeast Transportation Technician Certification Program (NTTCP) must be on site during paving work. The inspector will perform tasks such as checking that hot-mix asphalt pavement is placed at the proper temperature (275 to 325 degrees F) and preparing core samples for testing.



Pavement core samples with ID tags filled out must be taken to a **MaineDOT testing lab**, either in Freeport or Bangor, where MaineDOT staff will perform the required tests. Testing of pavements must be covered in detail at the pre-pave meeting for a project.

❑ 11.6.3: Concrete

A technician certified by the American Concrete Institute (ACI) must be on site for concrete placements to test mix properties such as air content, temperature, and water/cement ratio. The technician will document the mixtures and prepare the sample cylinders that will be used to measure compressive strength and permeability at a testing lab.

Cylinders with ID tags must be taken to the closest **MaineDOT testing lab**, either in Freeport or Bangor. They should be kept in an on-site cure box for one day before being taken to the lab.

11.7 Buy America

For decades, the Federal Highway Administration (FHWA) has required steel and iron products permanently incorporated into federally funded projects to be produced in the United States. Failing to comply with “Buy America” requirements jeopardizes federal funding.

Under Buy America, covered in 23 CFR part 635.410, the manufacturing processes for steel and iron products, including the application of coatings, must occur domestically. Raw materials, however, may be sourced from other countries.



Listed below are examples of steel and iron products covered under Buy America on FHWA-funded projects:

- Steel guardrail, steel piles, steel culverts, and structural and reinforcing steel;
- Structural plates and steel supports for highway signs, luminaries and signals;
- Cast iron frames and grates; and
- Applications, during fabrication, of coatings such as epoxy, galvanized (zinc) and paint.

❑ 11.7.1 Build America, Buy America - NEW

In late 2022, a new federal law broadened the Buy American requirements. The Build America, Buy America Act (BABA) expanded the list of items that must be produced in the United States to cover more than steel and iron products.

As of November 10, 2022, construction materials permanently incorporated into projects funded by the FHWA must comply with Buy America requirements, which means that manufacturing must take place domestically.

Under the law, the new category of “construction materials” consists primarily of the following:

- Non-ferrous metals;
- Plastic and polymer-based products – such as PVC, composite building materials, and polymers used in fiber-optic cables;
- Glass – including optical glass;
- Lumber; and
- Drywall.

Exclusions: Excluded from the construction materials category are cement and cementitious materials, aggregates, and aggregate-binding agents and additives.

Waiver: Because of a national waiver, BABA does not cover manufactured products, defined as two or more of the materials listed above that are combined through fabrication. Such products also include items with at least one of the listed materials combined with a material not listed (including steel/iron) through a manufacturing process.

❑ 11.7.2: Buy America Certifications

The prime contractor must provide mill certifications for steel and iron products, along with manufacturer certifications for product coatings. The contractor also must certify that all products and construction materials subject to Buy America and BABA comply with the law.

The resident inspector must verify the submitted certifications before the contractor may install permanent products subject to Buy America and BABA.

❑ 11.7.3: Other Work on Federal Contracts

Buy America applies to all work that is part of a federally funded contract, including local work paid for with local funds. If, for example, local utility work is added to a federally funded contract, Buy America generally applies to that work – even if the work is performed without federal funds.

❑ 11.7.4: Exceptions

MaineDOT expects that applicable products used on federally funded projects will comply with Buy America. If a local agency, during design, believes that Buy America cannot be met – or if a contractor contends that certain items subject to Buy America cannot be acquired – the MaineDOT project manager should be contacted immediately to discuss the concerns.

☞ **Bottom line:** Projects funded through the FHWA are expected to comply with Buy America.

❑ 11.7.5: Federal Transit Administration Projects

Buy America also applies to projects funded by the Federal Transit Administration (FTA), which has requirements for contracts and purchases greater than \$150,000.

FTA Buy America requirements generally cover the following:

- Iron and steel used in construction;
- Manufactured products used in construction; and
- Mass transit vehicles, commonly called rolling stock.

As with FHWA projects, the FTA requires a contractor certification. If an FTA project will have steel, iron or manufactured products covered by Buy America, each bidder must complete and submit an appropriate Buy America certification. Similarly, requests for waivers must be submitted to the FTA, through MaineDOT, for consideration.

Build America, Buy America (BABA) also applies to FTA projects. For grants obligated on or after November 10, 2022, the FTA will add construction materials to the categories of products on federally funded transit projects that must be manufactured in the United States. Additional information about FTA requirements under BABA is available at the link cited below.

Note: The FTA website provides general guidance: <https://www.transit.dot.gov/buyamerica>

11.8 Project Bulletin Board

The prime contractor by law must display a set of posters on a bulletin board informing employees of their rights. The board must be installed by the first day of construction and stay in place until completion.

The bulletin board must be placed where it will be accessible to employees and the public all the time, commonly outside the field office used by the contractor or resident inspector. It must be sealed or otherwise protected from bad weather and remain readable for the duration of a project.



A standard poster packet is online: www.mainedot.gov/civilrights/sfp/

11.9 Commercially Useful Function

The resident inspector on a federal project must verify that a Disadvantaged Business Enterprise (DBE) firm hired as a subcontractor on the project is performing the services listed in its subcontract with its own equipment and workers. This is the “Commercially Useful Function” (CUF) of the DBE company.

The resident must verify that the employees on site are listed on the DBE company’s payrolls and not on the payroll of a different company, such as the prime contractor. The resident must perform a CUF review when:

- A DBE firm initially shows up and during the peak period of the DBE’s work; and
- A DBE firm on the job site is not listed on the prime contractor’s DBE Utilization Form.

Commercially Useful Function Form is online: www.mainedot.gov/civilrights/dbe/

11.10 Final Inspection

Upon finishing a project, the prime contractor sends the local agency administering the project written notification that the work is considered complete. At this point, the local administrator sets up a walk-through involving the resident inspector, contractor, and MaineDOT’s project manager and construction manager. (*Use Letter 19, on page 11-20.*)

Meeting at the job site, the parties inspect the project for incomplete or unsatisfactory work. Afterward, they develop a “punch list” of items that must be addressed before the local agency will accept the project as complete.

Once a final inspection determines that the contractor has addressed all punch-list items, the local agency managing a project notifies the contractor in writing that physical work is complete and in compliance with the contract.

A sample Completion of Physical Work Notification is online under the category labeled “Construction Field Documents”: www.mainedot.gov/lpa/lpadocuments/

11.11 Final Contractor Payment

After sending the prime contractor a Completion of Physical Work Notification, a local agency may make final payment to that contractor under the following conditions:

- ☐ There are no claims or disagreements with quantities;
- ☐ There are no liquidated damages against the contractor;
- ☐ There is no remaining work to be done in the field; and
- ☐ The contractor has submitted the final documents listed below, as applicable:
 - Request for final payment, with statement that all bills have been paid;
 - Agreement with final quantities;
 - Buy America certifications (federal projects);
 - Materials certifications (all projects); and
 - Quality-control certification under Standard Specification 106.4.3, “Testing.”

11.12 Closeout

Once a local agency has made the final payment to its contractor, the local project administrator should request from MaineDOT’s project manager an accounting of MaineDOT’s internal charges to a project, as described in Chapter 1 of this Manual, “Administration & Finance.”

Upon receiving the documentation, the local administrator should calculate the matching share of those charges and send MaineDOT’s project manager a final invoice formatted after Letter 20. (An example is found on page 11-21).

The local share of MaineDOT’s charges will be deducted from the final reimbursement payment to the local agency managing a project. Upon making final payment, MaineDOT will terminate the local agency agreement signed at project kickoff and then close out the project.

11.13 As-Built Plans

As-built plans are the original design plans that have been revised in the field to document a project as constructed. They are used as a reference for future design and maintenance efforts.



As-built plans for locally administered projects on state highways must be sent to MaineDOT’s project manager as .pdf files with the final invoice submittal (Letter 20).

“As-builts” typically consist of a full-sized set of plans marked up either electronically or by hand using a red, medium felt-tip marker or a blue/black medium ballpoint pen. They may include alignment modifications, substitutions of materials, and additions or deletions of items.

On each revised sheet, the reviser should write in the lower right corner “Revised As-Built” and initial; on unchanged plan sheets, the reviser should write “As-Built” and initial. Upon completion of all changes, the reviser should sign and date the title sheet of the marked-up plans.

Appendix 11A:

Administrative Checklist

(Construction Administration)

(Updated in 2023)



CHECKLIST: CONSTRUCTION ADMINISTRATION

- ☐ Obtain Minimum Testing Requirements from MaineDOT's project manager (PM).
- ☐ Send award information to MaineDOT to enter project in the Elation payroll system.
 - ☐ MaineDOT contact is Angela Latno: (207) 624-3519 or Angela.Latno@maine.gov
 - ☐ Prime contractor and all subcontractors must be set in in the Elation system.

Pre-Construction Tasks

- ☐ Send notice of pre-construction meeting and agenda (Letter 17) to the following:
 - ☐ Contractor;
 - ☐ Utilities;
 - ☐ Resident Inspector;
 - ☐ MaineDOT's PM and construction manager.
- ☐ **Note:** A separate *pre-pave meeting* must be held before any paving work may take place.
- ☐ Pre-construction meeting held on: _____
 - ☐ Pre-pave meeting held on: _____
- ☐ Contractor schedule received on: _____
- ☐ Quality Control (QC) Plan and Mix Designs received from Contractor on: _____
 - ☐ Contractor must submit them at least 30 days before the work is scheduled to begin.
- ☐ Contractor Traffic Control Plan submitted to MaineDOT for review.
 - ☐ *MaineDOT Approval Date:* _____.
- ☐ Contractor Soil Erosion Water Pollution Control Plan approved by resident inspector.

Testing & Documentation

- ☐ Field Book created to record the following information:
 - ☐ Weather, crew & equipment, hours worked, and contractor activities;
 - ☐ Field measurements to document materials quantities for payment to the contractor;
 - ☐ Noteworthy events (accidents, discussions with owners, disputes with contractor).
- ☐ Pit authorizations completed.
- ☐ Waste area agreements completed.
- ☐ Project bulletin board erected: <https://www.mainedot.gov/civilrights/sfp/>
 - ☐ Condition of signs must be noted weekly in a project field book.
- ☐ Testing file set up for each item in Minimum Testing Requirements.
 - Check with MaineDOT to learn if Hot Mix Asphalt / Portland Cement Concrete plant has been inspected recently or needs to be inspected: Kevin.cummings@maine.gov
- ☐ Materials Tests:
 - ☐ Aggregates must be tested at an independent, accredited laboratory.
 - ☐ Hot-mix asphalt and concrete are tested at one of MaineDOT's labs, in Bangor or Freeport.
- ☐ Subcontractor Approvals: <https://www.mainedot.gov/contractors/publications/>
 - ☐ Send copies of approved subcontractor packages to MaineDOT's PM.
 - PM will arrange for the subcontractor to be added to the Elation system.

- ☐ **Federal projects: Weekly certified payrolls received electronically from all contractors.**
 - ☐ Certified payroll checked in Elation system for compliance with Davis-Bacon wage rates.
- ☐ **Federal projects: Employees interviewed to verify Davis-Bacon wage rate compliance.**
 - ☐ Voluntary interviews held every 90 days with 2 covered workers from the following:
 - Prime contractor;
 - All subcontractors on site 5 or more days during a 90-day period.
- ☐ **Federal Projects: Commercially Useful Function Form sent to MaineDOT, if applicable.**
- ☐ **Federal Projects: “Build America, Buy America” (Special Provision 105).**
 - ☐ Buy America certifications must be received before steel iron products – as well as construction materials covered by new Build America, Buy America requirements – are installed.
- ☐ **Progress payments to contractor:**
 - ☐ Prepare estimate and review with contractor, or receive and check estimate from contractor.
 - ☐ Once approved, process estimate and send payment to contractor.
- ☐ **Final Quantity Book created:**
 - ☐ Book set up by item numbers;
 - ☐ Pages set up for original measurements (or computations from plan dimensions);
 - ☐ Pages set up with a total-to-date column;
 - ☐ Entries and computations initialed and dated;
 - ☐ After item is completed, compute final quantity.

Contract Modifications

- ☐ **Modifications to the construction contract are handled as follows:**
 - ☐ Prepare an independent cost estimate for the additional work.
 - ☐ Note the time associated with the change. (*If no change, note 0 additional days.*)
 - ☐ Send draft modification to MaineDOT construction manager for review (**Letter 18**).
- ☐ **Obtain MaineDOT’s written concurrence with contract modification, by email.**
- ☐ **Send modification to contractor for signature.**
 - ☐ When contractor has signed, local project administrator signs and dates the modification.
 - ☐ Send copy of the executed modification to the contractor, with a copy to MaineDOT.

Completion

- ☐ **Final inspection performed by Municipality, MaineDOT and contractor (**Letter 19**).**
 - ☐ Inspection Date: _____.
 - ☐ Final “punch list” of items completed on: _____.
- ☐ **Final Quantity Book finalized by resident inspector.**
- ☐ **Completion of Physical Work Notification sent to contractor.**
- ☐ **Federal projects: Final DBE Form completed by the contractor, signed by each DBE.**
 - ☐ MaineDOT’s PM will forward to MaineDOT’s Civil Rights Office.
- ☐ **Contractor sends in request for final payment and statement that all bills have been paid.**
- ☐ **Final estimate paid and retainage released to contractor.**
- ☐ **As-built plans completed and sent to MaineDOT’s PM with final invoice (if applicable).**

Appendix 11B:

Submittals to MaineDOT

- ☐ To obtain electronic documents, go to the section labeled “Letters to MaineDOT” on the LPA Documents web page: <https://www.maine.gov/mdot/lpa/lpadocuments/>

[Date]

_____, Project Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 State House Station
Augusta, ME 04333-0016

Subject: Pre-Construction Meeting
MaineDOT WIN_____

Dear _____:

Your attendance is requested at the pre-construction meeting for **[insert project scope]** in the Municipality of _____ on **[insert meeting date/time]**. I have attached an agenda for your convenience.

If you need additional information, please let me know.

Sincerely,

Local Project Administrator

Cc: [Insert Name], Construction Manager, MaineDOT Multimodal Program

**AGENDA ITEMS FOR PRE-CONSTRUCTION MEETING
(Federally Funded Project)**

1. Introductions
2. Review Scope of Project
 - a. Acknowledge Amendments
 - b. Completion Date
 - c. Liquidated Damages
3. Permits Obtained (if required)
4. Construction Safety
 - a. Primary consideration during construction
 - b. Emergency contact list including 24 hour contacts
 - c. Contractor safety plan to be provided
 - d. Traffic Control Plan (TCP) must be reviewed and approved by Maine DOT
5. Schedule for the completion of work to be provided
 - a. Are there utility issues?
 - b. Update schedule as required
 - c. Daily construction activities to be recorded
 - d. Town must pay contractor first, then request reimbursement on a monthly basis
6. Labor Requirements
 - a. Davis-Bacon wage rates apply – if project has federal money
 - b. Certified payrolls with classifications to be submitted & reviewed: Elations
 - c. Payroll labor interviews
 - d. DBE participation & CUF form
7. Construction Control
 - a. Minimum Testing Requirements
 - b. Subcontract Approval (*FHWA-1273 must be inserted in all subcontracts*)
 - c. Measurement & documentation of materials used for payment purposes
 - d. Engineering oversight of activities
 - e. Manufacturer's certification for materials
 - f. Soil Erosion and Water Pollution Plan (SEWPCP)
 - g. Quality control plans, mix design submittals, pre-pave meeting
 - h. Buy America: steel/iron product certifications must be received before payment for that item, if a project has federal money
8. Submittals
 - a. Requests for Information (RFIs)
 - b. Change Orders require MaineDOT review; must include detailed description of scope change, independent cost estimate & time
 - c. Notification of anticipated issues, claims or disputes

[Date]

_____, Construction Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 State House Station
Augusta, ME 04333-0016

Subject: Contract Modification Request
MaineDOT WIN_____

Dear _____:

Attached for your review is Contract Modification #_____ for **[insert project scope]** in the Municipality of _____. The change will consist of **[insert description of contract modification including scope change and/or extra costs]**.

An independent estimate of the cost of the additional work is attached. This modification will add **[number of days]** to the original contract.

(Instructions: The amount of time required by the modification must be noted. If there is no change in the schedule, then state “0 days” or indicate that the modification will not change the amount of time associated with the contract.)

If you need additional information, please let me know.

Sincerely,

Local Project Administrator

Cc: MaineDOT Project Manager

PROJECT DESCRIPTION:	
CONTRACT MOD. NO.:	
PROJECT WIN:	
MUNICIPALITY:	
DATE ISSUED:	

To: _____, you are hereby notified, the following work is to be accomplished in accordance with the provisions of your Contract. The work will not be considered authorized for payment without the required signatures. Payment will be made as described.

(By signing this Order, the Contractor agrees that all issues, including time, relating to the described work are satisfactorily resolved by this Order. No other compensation will be sought or made.)

DESCRIPTION:

--

REASON:

--

COST:

--

Amount of this Order: \$

Original Contract Amount	\$
Total Cost of this Contract Modification	\$
Total Cost of all Contract Modifications Including this Mod	\$
Percentage of Contract for this Mod	%
Total Percentage of Contract including all Mods	%
Total Contract Amount Including this Mod	\$

Additional Days Added (This Mod):	New Completion Date:
-----------------------------------	----------------------

TITLE:	SIGNATURE:	DATE:
Resident or Inspector		
Contractor		
Municipality		

[Date]

_____, Construction Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 State House Station
Augusta, ME 04333-0016

Subject: Final Inspection, MaineDOT WIN_____

Dear _____:

Your attendance is requested at the Final Inspection for **[insert project scope]** in the Municipality of _____ on **[insert date/time]**. At the time, we can make available all documentation and testing required for the project.

If you need additional information, please let me know.

Sincerely,

Local Project Administrator

Cc: MaineDOT Project Manager

INSTRUCTIONS: *This must be submitted on letterhead with all requested documentation.*

[Date]

_____, Project Manager
Maine Department of Transportation
Bureau of Project Development, Multimodal Program
16 State House Station
Augusta, ME 04333-0016

Subject: Final Invoice and Notification of Completion of Work

MaineDOT WIN _____; Contract # _____

This Municipality of _____ certifies that the contractor has completed all work on the project in accordance with the construction contract and approved modifications, and that:

- The Municipality has accepted the work;
- The Municipality has measured and reconciled final quantities with the contractor, with all supporting documentation of such;
- The Municipality has paid all contracted parties in full; and
- There are no outstanding claims or disputes associated with the project.

Accordingly, the Municipality submits this final invoice with supporting documentation requesting reimbursement of \$_____ as MaineDOT's _____% share of expenditures for the invoice period, _____. I understand that the Municipality's _____% share of MaineDOT's charges to the project will be reconciled and deducted from this final invoice.

The following also are attached: 1.) Consultant Evaluation; 2.) Contractor Evaluation; and 3.) As-Built Plans for the project.

By signing this invoice, I certify to the best of my knowledge and belief that the information provided is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal funding award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812.)

Sincerely,

_____, Local Project Administrator

Enclosures: Final billing, Consultant Evaluation, Contractor Evaluation, and As-Built Plans

Appendix 11C:

Sample Field Book Entries



DATE	DAY	WEATHER
MDOT:	PERSONEL	
CONTRACTOR		
PERSONEL		
EQUIPMENT		
WORKING HOURS		
SUB CONTRACTOR		
PERSONEL		
EQUIPMENT		
WORKING HOURS		
VISITORS		
PROJECT ACTIVITIES:		
ITEM NUMBER, LOCATION & LIABLE CONTR/SUB		
SOURCE AND DISPOSITION OF ANY EXCAVATION		
SOURCE AND DISPOSITION OF GRAVEL AND BORROW		
NON-ROUTINE ACTIVITIES		
A: CONTRACTORS' NON ADHERANCE TO CONTRACT SPEC'S: MTCD'S & SEWPC		
B: MDOT DIRECTIVES GIVEN TO CONTRACTOR IE: C/O RELOCATIONS, CHANGES IN DESIGN, UNDERCUTTING & REWORK.		
C: CONTRACTOR IS INADEQUETLY STAFFING THE JOB FOR THE TYPE OF WORK		
D: ANYTHING RELATED TO POTENTIAL CONTRACTOR CLAIMS		
E: ANY DISCUSSIONS WITH TOWN OFFICIALS, UTILITIES, DEVELOPERS AND ABUTTERS		
G: TRAFFIC ACCIDENTS & OTHER HAZARDS		
ENTERED BY : NAME & DATE		

6/12/2002	FRIDAY	SUNNY 80'S
MDOT:	BILL BITTERMAN, RESIDENT	
	BILLY BOB BENNET, INSPECTOR	
M&H:	6:00AM TO 5:00 PM	
	1 SUPT	1 COMPRESSOR
	5 WORKERS	2 TRUCKS
	2 LARGE EXC.	1 5 TON VIB ROLLER
	1 APE	1 CHAMPION GRADER
	1 D6 DOZER	
HASTINGS	TREE REMOVAL SERVICES	
ITEMS	652.361 AND 656.75	
MTCD AND SEWPC	INSPECTED AND ACCEPTED FOR THE WEEK	
ITEM	201.23 SINGLE TREE	
	HASTINGS CUT AND REMOVED SINGLE TREE AT THE	
	THE CORNER OF PINE STREET AND RT 4	
ITEM	603.159	12" OPT III CULV PIPE
	INSTALLED 12" OPT I CULV PIPE AT STA 12+56 RT	
ITEM	604.097	6' B1-C CATCH BASIN
	INSTALLED AT STA 12+56 RT	
ITEM	631.2	STUMP CHIPPER
	HASTINGS USED STUMP CHIPPER TO GRIND 2 STUMPS	
M&H	MULCHED ALL DISTURBED AREAS	
	COMPLAINT FROM BILL SIMPSON , PROJ SUPT ABOUT DELAYS	
	FROM UTILITIES NOT SHOWN ON PLANS AS WELL AS SLOW	
	PRODUCTION. HE THEY WILL KEEP RECORDS FOR POSSIBLE	
	CLAIM. HE HAS ALSO REQUESTED INFORMATION ON	
	ALTERNATE WORK AT THE OTHER END OF THE PROJECT	
	STA 42+50 TO 45+75	
	ENTERED BY : BILL BITTERMAN 6-12-02	

6/16/02	MONDAY	FAIR 60'S
MDOT:	BILL BITTERMAN, RESIDENT BILLY BOB BENNET, INSPECTOR	
M&H:	6:00AM TO 5:00 PM 1 SUPT 5 WORKERS 2 LARGE EXC. 1 APE	1 COMPRESSOR 2 TRUCKS 1 5 TON VIB ROLLER 1 CHAMPION GRADER
ITEM 304.10	STA 3+00 TO 4+25 AFTER PLACING/COMPACTING LOWER LAYER OF ASC GRAVEL, THE SUBGRADE MATERIAL BEGAN TO PUMPING INTO THE LOWER ASC GRAVEL LIFT. THE RESIDENT DIRECTED THE CONTRACTOR TO EXCAVATE AND REMOVE THE CONTAMINATED GRAVEL. ROADWAY STABILIZATION GEOTEXTILE WAS THEN PLACED ON THE SUB-GRADE SURFACE BEFORE PLACING ASC GRAVEL. THIS WORK WILL BE PAID UNDER ITEM 203.20 COMMON EXC AND 304.10 ASC-GRAVEL. REF TO BOOK 4 PAGES 5 THROUGH 7 FOR FIELD MEASUREMENTS ROADWAY STABILIZATION GEOTEXTILE WILL BE PAID PER RESIDENTS WORK ORDER #1 (AMOCO 2006 INSTALLED)	
	THERE WAS AN ACCIDENT ON THE PROJECT TODAY AT STA 2+25 AT 10:00 AM +/-, VEHICLE NO 1 (FORD EXPLORER PLATE NO 4356 JJ) REAR-ENDED VEHICLE NO 2 (CHEVY S-10 PLATE NO 763784 I) WHICH WAS STOPPED FOR FLAGGER ED KNOWLES WITHIN THE WORK ZONE. THE ACCIDENT WAS INVESTIGATED BY JOEL RAMICH OF THE FARMINGTON POLICE DEPT. ALL SIGNS WERE UP AND TRAFFIC CONTROL DEVICES WERE SATISFACTORY. REFER TO CORRESPONDENCE FILE FOR A COPY OF THE POLICE/ACCIDENT REPORT COMPLETED ACCIDENT REPORT AND FORWARDED TO THE MDOT LEGAL DEPT.	
ENTERED BY :	BILL BITTERMAN 06-16-02	

6/17/02	MONDAY	FAIR 70'S
MDOT:	BILL BITTERMAN, RESIDENT BILLY BOB BENNET, INSPECTOR	
M&H:	6:00AM TO 6:00 PM 1 SUPT 5 WORKERS 2 LARGE EXC.	1 COMPRESSOR 2 TRUCKS 1 5 TON VIB ROLLER
SUB:	PIKE IND, 4 ROLLERS, 1 PAVER, 12 TRUCKS, 1 SERVICE TRUCK, 1 WATER TRUCK & 1 BOBCAT.	
PERSONNEL:	1 SUPT, 1 FOREMAN, 7 SKILLED, 12 UNSKILLED, 2 LABORERS & 2 QC/QA WORKERS	
ITEM 304.104	FINEGRADE COMPLETE AND ACCEPTED STA 22+00 TO 35+25	
ITEM 403.207	PAVING OPERATIONS BEGAN AT STA 22+00 TO 35+25	
	CALL FROM BILL COBURN-FABRICATION INSPECTOR RE: CONCRETE CURBING. BILL HAD SOME CONCERNS ABOUT THE PERMIABILITY. HE WILL VISIT GAGNE THEIR VEAZIE TOMORROW AND WILL E-MAIL ME THE RESULTS OF THE TEST IF THERE IS A PROBLEM, REFER TO CORRES. FILE FOR RECORD.	
ITEM 211.20	STA 2+00 TO 5+00, EXCESS MATERIALS FROM INSLOPE WORK REMOVED AND TAKEN TO APPROVED WASTE AREA (SMITH PIT)	
ITEM 203.20	STA 2+00 TO 12+00, PIKES RECLAIMER ON PROJECT, STA 2+00 TO STA 5+00 TO REMOVE PVT IN FULL EXCAVATION AREA, LOADER PLACING MAT'L IN TRUCKS TO BE STOCKPILED ON SITE AND PLACED AS ASG AT A LATER DATE. TO BE PAID AS COMMON EXC AND ASG. RECLAIMED STA 5+00 TO 12+00, GRADED AND COMPACTED, TO BE PAID AS 307.	
DENNY DOYLE, MDOT	ON SITE TO TEST 307 COMPACTION	
ENTERED BY :	BILL BITTERMAN 6-17-02	

203.25 GRANULAR BORROW

600 CY @ \$12.00

STA	STA	QTY	ACC. QTY	ENT BY	DATE
30+00	32+00	275	275	BBB	37478
33+28 RT		21.43	276.43	BBB	
19+00	19+75	42.5	318.93		

FINAL PAY QUANTITY: 318.93 CY

ENTERED BY : BILL BITTERMAN 11-08-02

CHECKED BY: ABC 1-2-03

REF

NOTE: THE ENGINEERS ESTIMATE WAS REVIEWED AND APPEARS TO BE REASONABLE AND ACCURATE.

REF: RWO NO 1; CONTRACTOR AGREED TO PLAN QTY PAYMENT PLUS ANY ADDITIONAL EXCAVATION OUTSIDE OF EXCAVATION LIMITS OR AS DIRECTED.

BK 4 PG 2 MULTI PLATE BACKFILL COMPLETED TO PLAN 5 & SPEC

BK 4 PG 2 FOR ADDITIONAL EXCAVATION (UNDERCUT)

BK 4 PG 2 MAINTENANCE OF TRAFFIC

SUBGRADE CHECKS

LEFT		STA	RIGHT	
16'	12'		12'	16'
CHECKED & FOUND TO BE WITHIN ALLOWABLE TOLERANCES, ENT BY BBE 8-2-02		15+00	CHECKED & FOUND TO BE WITHIN ALLOWABLE TOLERANCES, ENT BY BBE 8-2-02	
		15+50		
		16+00		
		16+50		
		17+00		
		17+50		
		18+00		
CHECKED & FOUND TO BE WITHIN ALLOWABLE TOLERANCES ENT BY BBE 8-3-02		18+50	CHECKED & FOUND TO BE WITHIN ALLOWABLE TOLERANCES ENT BY BBE 8-3-02	
		19+00		
		19+50		
		20+00		
		20+50		
		21+00		
CHECKED BY B. SMITH 10-10-02				

NOTE: DEPTHS EXPRESSED IN INCHES BELOW C-1' F.6

LEFT		STA	RIGHT	
16'	12'		12'	16'
-2%	-2%	15+00	-2.0%	-2%
25"	24"	21"	24"	24.75"
-2%	-1.50%	15+50	-2.0%	-2%
24.25"	23.25"	21"	24"	24.75"
-2%	-1.0%	16+00	-2.0%	-2%
23.5"	22.5"	21"	24"	24.75"
-2%	-0.50%	16+50	-2.0%	-2%
22.75"	21.75"	21"	24"	24.75"
-2%	+1.0%	17+00	-2.0%	-2%
20.5"	19.5"	21"	24"	24.75"
-2%	+2.5%	17+50	-3.0%	-3.0%
18.5"	17.5"	21"	25.25"	26.75"
-2%	+4.0%	18+00	-4.0%	-4.0%
16.25"	15.25"	21"	26.25"	28.75"
-2%	+4.0%	18+50	-4.0%	-4.0%
16.25"	15.25"	21"	26.25"	28.75"
-2%	+2.5%	19+00	-3.0%	-3.0%
18.5"	17.5"	21"	25.25"	26.75"
-2%	+1.0%	19+50	-2.0%	-2%
20.5"	19.5"	21"	24"	24.75"
-2%	-0.5%	20+00	-2.0%	-2%
22.75"	21.75"	21"	24"	24.75"
-2%	-1.5%	20+50	-2.0%	-2%
24.25"	23.25"	21"	24"	24.75"
-2%	-2.0%	21+00	-2.0%	-2%
25"	24"	21"	24"	24.75"
CHECKED BY B. SMITH 10-10-02				

FINEGRADE CHECKS

LEFT	STA	RIGHT
16'	12'	12'
16'	15+00	16'
CHECKED & FOUND TO BE WITHIN ALLOWABLE TOLERANCES, ENT BY BBB 8-2-02		
15+50		
16+00		
16+50		
17+00		
17+50		
18+00		
18+50		
19+00		
19+50		
20+00		
20+50		
21+00		
CHECKED & FOUND TO BE WITHIN ALLOWABLE TOLERANCES, ENT BY BBB 8-3-02		

NOTE: DEATHS EXPRESSED IN INCHES BELOW C-1'

LEFT	STA	RIGHT
16'	12'	12'
-2%	15+00	-2%
4"	0"	3"
-2%	15+50	-2%
3.25"	0"	3"
-2%	16+00	-2%
23.5"	0"	3"
-2%	16+50	-2%
1.75"	0"	3"
-2%	17+00	-2%
-0.5"	21"	3"
-2%	17+50	-3.0%
-2.5"	0"	4.25"
-2%	18+00	-4.0%
-4.75"	0"	5.75"
-2%	18+50	-4.0%
-4.75"	0"	5.75"
-2%	19+00	-3.0%
-2.5"	0"	4.25"
-2%	19+50	-2.0%
-0.5"	0"	3"
-2%	20+00	-2.0%
1.75"	0"	3"
-2%	20+50	-2%
3.25"	0"	3"
-2%	21+00	-2.0%
4"	0"	3"
CHECKED BY B. SMITH 10-10-02		

652.33 DRUMS

DATE COUNTED	EA	REF	ENT BY	DATE
9-27-01	10	DIRECT ENT	BBB	9/27/2002
10-15-01	22		BBB	10/05/2002
10-30-01	22		BBB	10/10/2002
10-25-01	36		BBB	10/25/2002
11-05-01	66	BK 3 PGE XX ✓	BBB	11/5/2002
11-10-01	25	DIRECT ENT	BBB	11/20/2002
11-17-01	30	DIRECT ENT	BBB	12/5/2002

MAXIMUM AMOUNT = 66 DRUMS ✓

FINAL PAY QUANTITY: 66 EA ✓

ENTERED BY : BILL BITTERMAN 12-10-02

CHECKED BY: ABC 1-2-03 ✓

50 EA @ \$65.00

656.75 TEMP SOIL EROSION AND WATER POLLUTION

ACCEPTED	INSPECTED	WEEK ENDING
O.K.		8/8/2002
	O.K.	8/15/2002
	O.K.	8/22/2002
	O.K.	8/29/2002
	O.K.	9/6/2002
	REF TO REMARKS	9/10/2002
	REF TO REMARKS	9/11/2002
	O.K.	9/13/2002
	O.K.	9/20/2002

FINAL PAY QUANTITY: 1 LS OF \$20,000 ✓

ENTERED BY : BILL BITTERMAN 11-08-02

CHECKED BY: ABC 1-2-03 ✓

1 L.S. @ \$20,000

REMARKS
MIKE CLARK, OES, REVISED AND APPROVED SEWPCC, PAY 10%

PAID 50%

- ✓ DEDCUT \$100 FOR NON COMP TO PLAN, REF TO CORRESPONDENCE DATED 9/10/02 AND PROJECT DIARY PAGE 45
- ✓ DEDCUT \$100 FOR NON COMP TO PLAN, REF TO CORRESPONDENCE DATED 9/11/02 AND PROJECT DIARY PAGE 70

NOTE: THE DEDUCTIONS ARE MADE UNDER SAME ITEM #
W.O. SS, FOR A \$200 LS DEDUCT

END OF CHAPTER 11