



NORTH CAROLINA
Department of Transportation

Contract Administration Session 4

Stephen Robinson, PE,CPM Division 7, District 2 Engineer

Jeff Turner, Division 9 Proposals Engineer

November 13, 2024

Connecting people, products and places safely and efficiently with customer focus, accountability and environmental sensitivity to enhance the economy and vitality of North Carolina

Local Government Agency
Duties

- Provide daily contract administration
- Provide project documentation in accordance with the Department's policy and procedures
- Ensure that the private engineering firm utilized for construction admin is prequalified to perform construction engineering/inspection by NCDOT
- Ensure Disadvantaged Business Enterprise(DBE/MB/WB) compliance. Submit DBE-IS forms with invoices to document DBE participation
- Contact DOT representative prior to agreeing to Supplemental Agreements
- Present project invoices to the DOT representative for reimbursement of costs as included in the Project Agreement. Invoices should include appropriate supporting documentation

DOT Representative Duties

- Attend Preconstruction Conference and review administration and reporting requirements
- Attend Monthly Construction and other regularly scheduled meetings
- Ensure the private engineering firm used to perform contract admin is prequalified to perform Construction Engineering and Inspection by NCDOT. Ensure technicians who perform testing for project acceptance possess the appropriate certifications
- Review project as needed but a minimum of monthly. Pay record documentation, daily inspection reports, DBE participation, Materials Received Reports, minimum sampling of materials, payrolls, and Contract change(Supplementals) documentation are a few of the items that will be reviewed
- Supplemental Agreements must be approved in writing prior to beginning the supplemental work
- Review and process invoices submitted by the LGA for reimbursement
- Final project review and final inspection

Please invite NCDOT and FHWA to the preconstruction conference and any other meeting to discuss the administration of the project

Subcontracting



AGREEMENT

Purpose of Subcontract Agreements

- Compliance with Article 108-6 of the Standard Specs for R&S

Subletting of Contract

- Approval of Prime Contactor to sublet work to a Sub
- Approval of Subcontractor to sublet to 2nd Tier Sub
- Track Performance of Prime
 - are they performing 40% of the original contract
 - 35% including Specialty items and items sublet to DBE

Physical Address:	150 PINE RIDGE ROAD MOUNT AIRY, NC 27030
Home County & Division:	SURRY DIVISION 11
Contact Name:	JOANNE CHEATHAM
Phone:	336-320-3849
Fax:	336-320-3854
Email:	JOANNE@CAROLINAENVIRONMENTALCONTRACTING.COM
Reporting Number:	51488
HiCAMS Vendor Number:	2976
Type of Firm: (for DBE only)	Road & Street Construction
Certifications:	DBE, WBE, HUB
Prequalification Status:	PO Prime Contractor
Construction Work Codes: (for Prequalified Contractors only)	000200 - CLEARING AND GRUBBING 000225 - ROADWAY GRADING AND EXCAVATION 000310 - PIPE INSTALLATION 000520 - AGGREGATE BASE COURSE 000560 - SHOULDER CONSTRUCTION 000825 - INCIDENTAL CONCRETE CONSTRUCTION

Prequalified Consultants

Firm Name

NCDOT Work Code

NAICS Code

Help

Download Vendor Listings

DBE Directory

SBE Directory

Prequalified Bidders, PO Prime
Contractors, & Subcontractors

Prequalified Consultants



Contact Form

For questions & feedback about
this area of Connect NCDOT,
contact *Contractual Services*.

Certified Payroll

- Weekly submissions by Prime Contractor required for all Federal-Aid Contracts
- Should include employees name, address, employee id#, classification, hourly wages paid, hours worked, deductions made and actual wages paid
- Payrolls should be compared to daily inspection reports for reasonable accuracy

Wage Rate Interviews

- Minimum of one interview required per calendar quarter
- Must conduct at least one interview with Prime Contractor and all subcontractors per quarter utilized throughout the life of the project
- Compare interview with certified payrolls to ensure consistency

Tracking DBE Utilization

- Participation recorded on DBE-IS form and submitted with each request for payment
- Non-committed DBE participation should be recorded
- If no work was performed by DBE's during a billing period, the DBE-IS Form should be submitted indicating "None" or "0"

Getting Paid

- Source Documents for Payment
- Partial Payments(Monthly Estimates)
- Final Estimate
- As-Built Plans

Source Documents

- There will be a source document for each pay item in the contract
- All entries pertaining to pay items should be originally entered in a bound book (pay record book), ticket book, or on a specified form

Pay Record Books

- All entries & computations are to include sufficient detail so they can be identified, checked, and verified by others
- There should be no erasures
- The date and initials of the individual making an entry should be shown for each entry. Entries are made on the date work was performed so it can be cross-referenced with the diary(daily report)
- Index of pay items and numbered pages required
- All computations will be checked and initialed
- A list of names & initials of each individual who enters information or initials entries should be placed in the front of each book

Pay Record book

- A “remarks” section should be used to provide additional info for the entry
- Each page should have a “Page Total”
- Each line item should have a “Project Total”
- Document when a line item isn’t used
- If a spreadsheet is being used, changes should be tracked and not just deleted/corrected
- Save both spreadsheets so changes are easily id’d and noted
- Significant numbers are important

Weigh Tickets

- Used when material is to be paid for on a weight basis and for incidental items (bedding for pipe)
- Scales are to be certified by NC Dept. of Agriculture
- Scales must be operated by a NC Public Weighmaster & a certified weight certificate must be issued in the form of a ticket
- Tickets for each day should be bound separately with the total for the day shown on the front cover for each line item
- Upon receipt, inspector should make sure the ticket is legible and the following info has been listed on the ticket:
 - Project number, date and time ticket is issued, gross weight of vehicle, tare weight of vehicle, net weight of material, location of the quarry/plant, name of the contractor, stamp or number of weighmaster, and signature/initials of public weighmaster

Materials Received Reports-

What items are received

- The Material Received Report(MRR-M&T Form 251) should be completed when any material received on the project is to be incorporated into the construction on a temporary or permanent basis
- Exceptions-material items that are delivered and accompanied by a ticket with a Weigh Master stamp, such as quarried materials and asphalt. These tickets will be placed in a ticket book as the source document for the project
- The Minimum Sampling Guide(MSG) lists materials that are accepted on certifications and the type of cert required.
- The MSG link is:
<https://apps.dot.state.nc.us/vendor/approvedproducts/MinimumSamplingGuide.aspx>.

Supporting Documentation

- Most materials that are delivered to the project will be accompanied by a Bill of Lading, invoice, or a packing slip. This documentation should clearly identify the item as well as the quantity that was received
- This documentation should indicate the actual producer or manufacturer of the material being delivered

Final Estimate

- All source documents used for payment, payment adjustments, and the as-built plans submitted to the Department for checking
- The Department will perform a 100% check of every calculation of quantities
- The Department will advise the LGA of any changes that are required prior to payment of the Final Estimate due the Department's check

As-Built Plans

- A set of plans should be designated for recording construction changes and completion of items of work
- Plan changes should be kept up to date & the information can be transferred to a “clean set” to be submitted with the Final Estimate
- Examples: actual pipe lengths, additional drainage structures, final footing dimensions, etc.
- <https://connect.ncdot.gov/projects/construction/Pages/Construction-Manual.aspx>.

Supplemental Agreements

- Establish new line item(s) and pricing for “extra work”(Article 104-7)
- Establish revised unit price for “altered work” (Article 104-3)
- Alter quantities of existing contract line items(example plan revisions, eliminated work, etc.)
- Address time extensions related to the changes

Process for Executing Supplemental Agreements

- Contact NCDOT representative to review the justification for the SA
- Request pricing from the contractor. Pricing must include a full breakdown of labor, equipment, and materials. Perform thorough review of prices and negotiate accordingly
- Provide draft agreement(Form 880-LG) to the Department for review in MS Word format
- Once NCDOT has reviewed and made recommendations, have contractor sign agreement.
- Transmit original agreement to NCDOT recommending approval
- Maintain original executed agreement for your files
- Approval without NCDOT approval could risk forfeiture of FHWA funding

Please don't...



Description, Location, and Justification for SA

- Article of the Specification that the agreement is written in accordance with(i.e. 104-7)
- Details about work to be performed(type/scope of work, location)
- Reference to the applicable specification, provision, or detail of construction.
- Establish new line items covering the work and establish basis of payment
- Time considerations must be addressed in the agreement
- Discuss all time issues with your NCDOT representative(pro rata or negotiated days)

Sample description

Supplemental Agreement Number One is written in accordance with Article 104-7 of the 2024 Standard Specifications for Roads and Structures and provides compensation for the work associated with installing and maintaining Silt Fence at various locations throughout the project. Silt Fence is required to contain disturbed areas adjacent to Wet Creek as well as to contain stockpiled soil excavated from the site.

All work shall be performed in accordance with the contract, plans, and Article 1605 of the 2024 Standard Specifications for Roads and Structures.

Compensation for “Temporary Silt Fence” will be made at the per linear foot price established herein.

Standard Language for Time Considerations

- The contract completion date is extended only as allowed in accordance with article 108-10 of the standard specs in consideration for performance of the extra work
- The contract completion date is extended ____ days in consideration for performance of the extra work

Common pitfalls

- Technicians performing tests that did not have proper certs. Just because the Firm is on the Approved list does not mean individual techs are qualified/certified.
- College Degree, EIT, PE does not qualify/certify
- NCDOT certifications are required
- Pay records or Diaries were not used. Need to have a traceable system that can be turned over to the municipality.
- Testing was not performed adequately. Always easier to test at time of work than after the fact.
- Supplementals executed without NCDOT concurrence
- No records=no reimbursement

Reimbursements

- Reimbursement is the standard method of payment for federal-aid projects
- LGA pays for services
- NCDOT reimburses LGA
- FHWA reimburses NCDOT
- Reimbursement requests may be submitted to NCDOT throughout the progression of the project(at least once every six months). NCDOT reimburses the percentage of eligible costs up to amount in the municipal agreement

Post Construction

- NCDOT will issue a concurrence in acceptance letter
- NCDOT will review the final estimate
- Form 1446B
- LGA will be billed by NCDOT for any charges to the project per agreement
- Final Voucher

Links

- Materials and Tests
- <https://connect.ncdot.gov/resources/Materials/Pages/default.aspx>.

- Minimum Sampling Guide
- <https://apps.ncdot.gov/vendor/ApprovedProducts/MinimumSamplingGuide.aspx>
-
- NCDOT Standard Specifications for Roads and Structures
- <https://connect.ncdot.gov/resources/Specifications/Pages/2024-Specifications-and-Special-Provisions.aspx>
- Construction Manual
- <https://connect.ncdot.gov/projects/construction/Pages/ConstMan.aspx?Order=CM-00-000>

- DBE MBE WBE Replacement Request Form (located in the Construction Manual):
- <https://connect.ncdot.gov/projects/construction/Construction%20Forms/DBE%20MBE%20WBE%20Replacement%20Form%20and%20Instructions.pdf>
-
- Form DBE-IS:
- <https://connect.ncdot.gov/business/Turnpike/Documents/Form%20DBE-IS%20Subcontractor%20Payment%20Information.pdf>
-
- Vendor Directory:
- <https://www.ebs.nc.gov/VendorDirectory/search.html?s=fn&a=new>

More Links

- Vendor Approved Products:
 - <https://apps.ncdot.gov/vendor/approvedproducts/>
 -
- Vendor Approved Products - Seeds:
 - <https://apps.ncdot.gov/vendor/approvedproducts/Seed.aspx>
 -
- Qualified Products List:
 - <https://apps.ncdot.gov/products/qpl/>
 - <https://connect.ncdot.gov/resources/safety/Pages/ITS-and-Signals-Qualified-Products.aspx>

Contact Us

Jeff Turner
wjturner@ncdot.gov
336-747-7800

Stephen Robinson
sjrobinson@ncdot.gov
336-487-0100

 ncdot.gov

 @NCDOT

 ncdotcom

 NCDOTcommunications

 ncdotcom

 @NCDOT

 NCDOT

 NCDOTcommunications

 View All Channels

Thank you!
