

EDMS Quick Reference Scan Listing

* FOOTNOTE: Instructions

****Revised 6/30/2014

DOCUMENT GROUP	DOCUMENT TYPE
CONST01 CLAIM	<p>CONST001 Contractor Claim Letter</p> <p>CONST003 Notice of Intent to File Claim <i>CPAC 7-5A, 7-D, 7-5C, 14-P, 14-N, 7-5E</i></p> <p>CONST004 Response to Claim Letter <i>CPAC 7-5F</i></p>
CONST02 COMPLIANCE	<p>CONST005 Administration/Correspondence <i>Begin Notice (Name of Labor Pool/Contractor/Lessor)</i> <i>Bulletin Board Inspection (Initial/30%/70% or follow up)</i> <i>Completed Notice (Name of Labor Pool/Contractor/Lessor)</i> <i>Project Correspondence/Notes</i> <i>July Letter</i> <i>Delinquent or In Compliance Notice (Month & Year)</i></p> <p>CONST006 DBE <i>Statement/Rev. # (Number)</i> <i>Request Statement/Delinquent Letter</i></p> <p>CONST007 EEO/AA <i>CCR (Name of Contractor)</i> <i>Report (Name of Contractor)/Year</i></p> <p>CONST009 Payrolls <i>Violation/(Contractor's Name) – Week Ending (Date)</i> <i>Delinquent/ (Month & Year)</i></p> <p>CONST010 Training <i>Enrollment/(Disapproved) (Name)/(Class)</i> <i>Graduation/(Name)/(Class)</i> <i>Report/Name/(Class)/(Month) (Year)</i> <i>Schedule (Rev#)/(Approved or Disapproved)</i> <i>Noncompliance/(Month) (Year)</i> <i>Termination/Name/(Class)</i> <i>Banking Certificate/(Name of Trainee)/(Classification)</i> <i>Banking Retracted/Increased</i> <i>Transfer/(Name)</i></p>
CONST03 CONTRACT CHANGES <i>(Field SA's, SA's, C.O. will be kept in working time file until job is paid off)</i>	<p>CONST172 240 Overrun Funds (337 F.S.)</p> <p>CONST011 Additional Specifications <i>CPAC 7-3B</i> <i>Specifications (Spec No. / Description)</i></p> <p>CONST012 Administration/Correspondence <i>(Not recommended at Resident/Consultant level)</i></p> <p>CONST013 Errors & Omissions <i>CEI: Issue # & Subject</i> <i>Design: Issue # & Subject</i> <i>Errors & Omissions CPAC 3-II</i></p> <p>CONST014 FHWA Approval of Major Changes <i>FHWA Approvals (Form 700-010-47) (Description)</i> <i>FHWA-1547: (DDIR) Detailed Damage Inspection Report</i></p> <p>CONST015 Field S.A./Work Order <i>Field SA/WO (Form 700-010-80) Backup (FSA/WO #; \$; # days, description)</i></p> <p>CONST017 S.A./Change Order <i>SA & Backup (SA#; \$; # days) (Form 700-010-45; 700-010-79; 700-010-05) CPAC 7-3C</i></p> <p>CONST018 VECP Proposal and Approval <i>Value Engineering Change Proposal or Cost Saving Initiative (CSI)Proposal (RFM*)</i></p>
CONST04 CONTRACT DOCUMENTS	<p>CONST019 Administration Correspondence <i>(Not recommended at Resident/Consultant level)</i></p> <p>CONST020 Bid Blank <i>Awarded Bid Blank</i> <i>Executed Bid Blank</i></p> <p>CONST021 Bid Items <i>Pay Items</i></p> <p>CONST022 Bonds <i>Contract Bond Page (Bond #) Identify type of Bond</i></p> <p>CONST023 Common Carrier Freight Rate</p> <p>CONST024 Contract Affidavit <i>Awarded/Executed Contract Affidavit</i> <i>Executed DRB Third Party Agreement</i></p> <p>CONST025 CQC Compliance Forms <i>Compliance with Specifications & Plans Form 700-020-02</i></p>

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	<p>(Monthly/Final from ___ to ___; with/out exception)</p> <p>CONST026 DBE Utilization Anticipated DBE Participation Statement DBE Utilization DBE Affirmative Action Plan Approval: Expiration (Date)</p> <p>CONST192 Design Build Addendums Bidders Question & Answer Report Technical Review Questions & Answers Request For Proposal (RFP) & Attachments, if any Division I Specifications Technical Proposal</p> <p>CONST027 Estimated Fuel Requirements</p> <p>CONST029 Notice of Award/Execution Notice of Award Notice of Execution Certification of Liability Insurance Railroad Liability Insurance Binder</p> <p>CONST030 Notice to Proceed Work Order – Notice to Proceed (NTP + ___ Days / Start ___/___/___)</p> <p>CONST031 Option Form</p> <p>CONST032 Permits *Agency/Permit # or Part IV EPA or DEP Generic</p> <p>CONST033 Price Indices</p> <p>CONST034 Quotations from Suppliers</p> <p>CONST035 Special Provisions/Specifications Supplemental Specifications Package #/(Pages ___ to ___) Table of Contents (Pages ___ to ___) Special Provisions (Pages ___ to ___) Developmental Specifications (Pages ___ to ___) Supplemental Specifications (Pages ___ to ___) Appendices/Technical Special Provisions (Pages ___ to ___) Executive Order 11246 FHWA 1273 Wage Determination # (Number) Utility Work Schedules Original/Electronic file Plans (Description / Page ___ to ___) Released for Construction Plans &/or Specifications for Design Build project</p> <p>CONST168 Warranties Warranty Bond Latent Defect: Issue (Subject) Value Added Asphalt Pavement (VAAP) (VAAP/Name of Subcontractor)</p>
<p>CONSR05 DAILY DIARY (Dailies will be kept as working file until job is paid off)</p>	<p>CONST036 Engineer Weekly Summary/Daily Report of Construction Daily Diaries (Form 700-010-13) (Week Ending _____) Controlling Items of Work (Form 700-010-15) (Period of ___ to ___)</p> <p>CONST038 Photos and Video Tapes Project Photographs (import into Document in native format i.e. .jpg) Audio Recordings (i.e. Progress Meetings, etc.)</p>
<p>CONST06 ESTIMATES (Estimates will be kept as working file until job is paid off)</p>	<p>CONST039 Certification Of Payment Cert Previous Pay Form 700-010-38 (Cert. Previous Pay – Month/Year with/without exception))</p> <p>CONST040 Estimates Monthly, Progress & Final Estimates (Estimate No. ___) Contractor's Certification of Quantities (MOT, Striping, Fuel, etc. (___ to ___)) NOTE* Contractor's Monthly Certification of Quantities for Bituminous are scanned under Document Group 10 -Type 112 Contractor's Monthly Invoices (___ to ___ , Inv. #___/ Est. ___) Estimate Hold Letter/Estimate Release Letter Schedule of Values Fuel Adjustment Report</p> <p>CONST042 Partial Payments for Stockpiled Material Form 700-010-42 with Contractor Back-up (Material Description / Paid – Est. No. ___)</p> <p>CONST043 Weekly Quantity Sheets</p>
<p>CONST07 FINAL ESTIMATES</p>	<p>CONST044 Acceptance Letter Contractors Acceptance Letter for Offer of Final Pay (OFF) Final Accept of Signal/Transfer of Maintenance Form 700-010-22</p> <p>CONST045 Certifications DBE Utilization Form 700-050-30 Landscape Material Certification (Sample Acceptance)</p>

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	<p><i>Project Engineer Material Certification</i></p> <p>CONST046 Comptrollers Office Package Memo <i>Comptroller's Pass Package; (Regular or Qualified Pass)</i></p> <p>CONST047 Contract Time <i>Contract Time Certification & Summary Sheet Form 700-050-31</i> <i>CARS Time Report</i></p> <p>CONST048 Federal Aid Inspection Forms <i>FHWA Construction Inspection Report</i> <i>Form 700-010-32 (Final Acceptance Date)</i></p> <p>CONST049 FHWA 47 <i>Forms 700-050-29,</i></p> <p>CONST050 Final Estimate Checklist</p> <p>CONST051 Final Estimate General Correspondence <i>"Approved" Final Estimates QA/QC Plan</i> <i>Final Plans (Signed/Sealed Final Plans, Sheets ___ to ___, Description)</i> <i>(according to Key Sheet)</i> <i>Signal As-Built Plans received from Contractor</i> <i>As-Built Directional Bore Path Report</i> <i>Comp Book Final Measurements (Descript / Pay Item)</i> <i>Comp Book (Completed Comp Book or Page ___ to ___)</i> <i>Comp Book Summary and Cert Page, form 700-050-10 &/or 700-050-11</i> <i>Data Conversation Sheets</i> <i>FE Certification of Accuracy</i> <i>Federal Aid Pass Package (Pass Date)</i> <i>(PAR) Post Audit Review &/or Correspondence/Letter (Review Date)</i> <i>Post Construction Review</i></p> <p>CONST052 Final Payments Log <i>Form 700-050-26</i></p> <p>CONST053 Final Plans and Estimates Transmittal <i>Form 700-050-20</i></p> <p>CONST054 Form 21A <i>Form 21A/Surety Affidavit Form 700-050-21</i></p> <p>CONST055 Material Affidavit <i>Final Material Affidavit Form 700-050-23</i></p> <p>CONST057 Notice of Overpayment</p> <p>CONST058 Notice to Reserve Status</p> <p>CONST059 Offer of Final Payment <i>Notification of Additional Findings</i></p> <p>CONST060 Overruns/Underruns</p> <p>CONST061 Progress Field Reviews <i>QC Field Review (% review/Reviewed by_____)</i></p> <p>CONST062 Qualified Acceptance Letter and Response <i>Release of Qualified Acceptance</i></p> <p>CONST063 Record of Final Plans and Documents <i>Form 700-050-28</i></p> <p>CONST064 Record of Sale of Goods Receipt Transmittal</p> <p>CONST065 Release From Qualified Status</p> <p>CONST066 Retainage Memo <i>Retainage Correspondence & Payment Status</i></p> <p>CONST067 Surety Takeover Agreement</p> <p>CONST068 Wage Rate Affidavit <i>Federal Wage Rate Affidavit Form 700-050-25</i></p>
<p>CONST08 GENERAL CORRESPONDENCE For General Business Items Only; (Use Office Overhead for FIN NO.)</p> <p>NOT FOR PROJECT SPECIFIC DOCUMENTS!!!</p>	<p>CONST069 Budget</p> <p>CONST070 Incoming Correspondence</p> <p>CONST071 Inventory</p> <p>CONST072 Legal</p> <p>CONST073 Meeting Minutes</p> <p>CONST074 Memorandums (Oops Letter)</p> <p>CONST076 Outgoing Correspondence</p> <p>CONST077 Owner Controlled Insurance</p> <p>CONST078 Personnel</p> <p>CONST079 Procedures</p> <p>CONST080 Public Information</p> <p>CONST081 Purchasing</p> <p>CONST082 QPL(Qualified Products List) Statewide</p> <p>CONST083 Safety</p> <p>CONST084 Training</p>
<p>CONST09 JOB CORRESPONDENCE</p>	<p>CONST085 Accident Reports <i>Form 700-010-64 (Date/Time/Physical Location, FHP or JSO Report #)</i></p>

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- CONST086 Contractor Evaluation/CPPR**
Performance Deficiency Warning Letters (include category & date)
Performance Deficiency Letters (include category & date)
Contractor Grades (Monthly CPPR)
Contractor's Past Performance Report (at final acceptance)
- CONST087 Dispute Review Board (DRB)**
Meeting Notice (Date/Time/Location)
Approval of Members/Resume
Meeting Minutes/Agenda
DRB Invoice (Meeting date, (no visible social security #))
Any documents relating to DRB activities or correspondence
- CONST193 Drainage**
- CONST088 Environmental Correspondence**
NOI;NOT
NPDES; (including forms 650-040-05 and 650-040-07)
Stormwater Pollution Prevention Plan (Inspection Report – Date, if rainfall, amount)
Inspector Certifications (Name)
Additional Permits by Contractor (Permit # issued by:)
Erosion Control Plan & Schedule (a Preconstruction Submittal)
Environmental Correspondence
- CONST089 Intelligent Transportation System (ITS) Correspondence**
- CONST184 Landscaping and Irrigation**
Irrigation
Landscape Warranties
Verification Plant Bed Inspection
Contractor Quarterly Plant Bed Inspection
- CONST090 Law Enforcement Timesheets**
- CONST194 Lighting**
- CONST091 Maintenance of Traffic**
MOT Plan (a Preconstruction Submittal)note: submittal/approved
MOT Weekly Review Report
(MOT Review Report No. ___ MM/DD/YY) – (MM/DD/YY)
Inspector Certifications (Name)
Flagger Certifications (Name)
Inspection Report (MM/DD/YY)
Night Lighting Plan (Approvals)
Lane Closure Required (MM/DD/YY)
Approved Lane Closure (MM/DD/YY) – (MM/DD/YY)
Project Administrator Inspection Report (MM/DD/YY)
Memos
- CONST092 Meetings**
Agendas
Erosion Control Progress Meeting Minutes (MM/DD/Y)
Meeting Notices
Schedules
Partnering Meeting Minutes (MM/DD/YY)
Field/Site Meeting Minutes (MM/DD/YY)
Preconstruction Meeting Minutes (MM/DD/YY)
Prepaving Meeting Minutes (MM/DD/YY)
Weekly Progress Meeting Minutes (MM/DD/YY)
- CONST094 Pay Item Issues / Negotiations of Pay Items**
Request for Additional Compensation (Define adding/changing pay items)
Request for Cost Quote (Define adding/changing pay items)
Cost Quote (Define adding/changing pay items)
- CONST095 Plan Revisions During Construction**
- CONST196 Post Construction Submittals**
- CONST096 Preconstruction Submittals**
Preconstruction Submittal Package (See also document types: Work Progress Schedule, MOT, & Environmental Correspondence)
- CONST097 Public Correspondence**
Complaints, Kudos
Land Use Agreements
- CONST166 Railroad Involvement**
Railroad Involvement Memo
Notice of Approved Authorization
Railroad Agreement
Railroad Liability Insurance
Railroad Insurance Approval Letter
Notice of Reimbursable/Utility Construction work (Form 700-010-48)
Railroad Correspondence
- CONST093 Request for Information**

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	<p><i>Request for Correction (RFC) (CPAM 8.11.7, i.e. non-complying work, includes support documentation)</i> <i>Request for Information (RFI)(RFI #00 – Subject & Resolution)</i> <i>(Interpretation of contract provision; Errors, Omissions or conflicts or pay adjustment or entitlement)</i> <i>Request for Modification (RFM)(If RFM is a Cost Saving Initiative, it is scanned under Doc Group 03/Doc Type 018)</i></p> <p>CONST195 Signalization CONST098 State Materials Office Correspondence CONST099 Surveying <i>Earthwork Survey/Cross Section Waiver (Form 700-050-35)</i> <i>CPAC 3-1K, CPAC 3-1L</i></p> <p>CONST100 To/From Transmittals <i>In-House Design Constructability Grade (at Final Acceptance)</i> <i>Design Constructability Grade (Grade: 4.15 *Work Type 3.1)</i> <i>Estimated Stripping Quantities to Maintenance</i> <i>Fences</i> <i>FHP Hire back Invoicing (Reference FIN & Contract)</i> <i>MRP Results</i> <i>Contractor's Survey (Cost Center #)</i> <i>Plans Transmittal (Final Plans to Maintaining Agency)</i> <i>Punch List - Tentative</i> <i>Project related Correspondence</i></p> <p>CONST101 Work Progress Schedule <i>Work Progress Schedule/CPM (a Preconstruction Submittal)</i> <i>Revised Work Progress Schedule/CPM</i></p>
<p>CONST10 MATERIAL SAMPLING & REPORTING</p> <ul style="list-style-type: none"> • We no longer scan asphalt design mix after 10/3/2005. • If Materials generates a document, they will scan it, do not duplicate their scan. 	<p>CONST102 Asphalt <i>Core-out Report</i> <i>Cross Slope Measurement Data (Form 700-010-98)</i> <i>Delivery Ticket Cover Sheet (Date/Sample #)</i> <i>Miscellaneous Worksheets</i> <i>Plant Checklist</i> <i>Plant Inspector Report (Mix Type/Report No./Material No)</i> <i>Plant Quality Control (QC)</i> <i>Roadway Inspector Report (Mix Type/Report No./Material No)</i> <i>Asphalt Lots submittal package (Lot #, date __ to __, irregular issues)</i></p> <p>CONST103 Certified Mill Analyses CONST104 Concrete <i>Control of Concrete Report (Material #/Sample #/Date)</i> <i>Core-out Report (form 675-030-10) (Material #/Core #/Date)</i> <i>Delivery Ticket (Mix Type/Report No./Material No)</i> <i>Mix Design (Mix Design No./Producer/Class)</i> <i>Rejection Slip (Mix No./Producer/Class/Description)</i></p> <p>CONST105 Density <i>Request To Backfill Under Wet Conditions</i> <i>Control Strip Worksheet (Mix Type/Sta From__ Sta To__)</i> <i>Log Book - Exceptions</i> <i>Log Book – Page One</i> <i>Log Book – Response to Exceptions</i> <i>Density Log Book Receipt (Received By ____/Date)</i></p> <p>CONST106 Earthwork <i>Misc. Earthwork/Borrow Pit</i> <i>Earthwork Core Out Report</i> <i>Earthwork Failing Test Reports</i></p> <p>CONST165 Engineering Analysis Reports/Disposition of Defective Materials (Material #/Sample #/LIMS #/Resolution)</p> <p>CONST107 Material Supplier Certifications <i>Item & Producer (what and who)</i> <i>Traffic Signal Submittal Data (Approve/Date)</i></p> <p>CONST109 Pay Reduction Summary Sheet <i>(Rpt #/Pay Item#/mix/\$)</i></p> <p>CONST110 Pre-stress CONST111 QPL Project Specific CONST112 Record of Bituminous Materials <i>Bituminous Certification (__ to __)</i> <i>Excel Spreadsheet (__ to __)</i></p> <p>CONST113 Referee Analysis <i>Mix Number – NOTE: no hyphens or spaces; e.g. SP011383A</i></p> <p>CONST114 Reports <i>Straightedge Deficiencies</i> <i>Straightedge Reports</i></p>

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	<p>Commercial Inspection Reports Estimated Quantities Field Inspection Reports Geo Technical Package: (Status (___ to ___)) Lab Inspection Reports Miscellaneous Reports Project Status Report (CQR) Sampling, Testing & Reporting Guide, Job Guide Schedule, (Contractors submittal – original or monthly update) Sign Inspection Report Traffic Marking Certification</p> <p>CONST173 Steel Steel Certification Steel Mill Reports</p>
CONST11 PRE-LETTING	<p>CONST115 Design Correspondence CONST116 Establishment of Contract Time Contract Time Memo/___Days/Road I.D. CONST117 Joint Project Agreement CONST119 Plans Review Correspondence CONST120 Right of Way Right of Way Commitments for Construction</p>
CONST12 QUALITY/ASSURANCE /QUALITY CONTROL	<p>CONST121 Contractor QC Plan Company & City – City is the location of the office responsible for managing the QC Plan QC Personnel(Addition/Deletion/Revision/Approval of) QC Plan (Addition/Deletion/Revision/Approval of ___ to QC Plan)</p> <p>CONST122 Corporate QC Plan Consultant/CEI QC Plan Name of Company & City Location</p> <p>CONST124 Quality Assurance Review (QAR) Resident & District Level Correspondence Resident & District Level Quality Assessment Log (Form 700-010-97) Resident & District Level Quality Assessment Review(QAR) (Form 700-010-96) (FIN, Contract #, Category #, MM/DD/YY) District Level Project Quality Review (FIN, Contract # & MM/DD) Final Estimates Project Quality Review (FIN, Contract # & MM/DD) Compliance Project Quality Review (FIN, Contract # & MM/DD)</p>
CONST13 SERVICE CONTRACTS <u>Note: Do not enter the CCEI contract number in the Contract field box. Please enter it in the subject description box of the attribute profile.</u>	<p>CONST125 Activities Review & Performance Evaluation CONST126 Administration/Correspondence Certificate of Liability for CCEI Service Contract (Certificate of Liability Insurance; Xxxxx Corp; CCEI Contract #Cxxxx)</p> <p>CONST127 Approvals/Personnel Personnel Approvals; Identify type of Approval & Company Name</p> <p>CONST128 Authorizations CONST129 Contract Modifications CONST130 Invoices (Invoice # for period MM/DD/YY – MM/DD/YY)</p> <p>CONST132 Scope of Services CONST133 Work Performance</p>
CONST14 SHOP DRAWING TRANSMITTALS <u>ALWAYS include sign/structure no. in the structure field box- 6 characters, comma, space, for example 74S043, 74S044, 74S045, NOTE: Please use the subject description provided exactly (blue type) then add your description after the hyphen.</u> Example: (Group: Shop Drawing, Type: Bridge, Subject Description: SUPERSTRUCTURE - APPROVED TEMPORARY STAY IN PLACE FORMS SHOP DRAWINGS FOR I-95 OVER FEC RAILROAD BRIDGE/ RAMP D/ RAMP F/ RAMP G	<p>CONST134 Bridge Bearings - Electrical - Expansion Joints - Mechanical - Substructure - Superstructure -</p> <p>CONST135 High Mast High Mast Lighting -</p> <p>CONST136 Miscellaneous Miscellaneous -</p> <p>CONST138 Sign Structure Overhead Sign/Traffic Signal Structure -</p>
CONST15 STRUCTURE <u>(ALWAYS include structure no. in the structure field box- 6 digits, comma, space, etc) for example: 720765, 720766,</u>	<p>CONST139 Foundation Pile Installation - Drilled Shaft Installation - General Geotechnical -</p> <p>CONST140 Movable Structure</p>

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<p>NOTE: Please use the subject description provided exactly (blue type) for the appropriate document type and then add your description after the hyphen. Example: (Group: Structure, Type: Foundation, Subject Description: PILE INSTALLATION - ACCEPTED PIER 6, FOOTING 3 FOUNDATION CERTIFICATION PACKAGE)</p>	<p>CONST141 Other Structure Documents <i>As-Built Load Ratings -</i> <i>Crack Monitoring -</i> <i>Defect/Damage Resolution -</i> <i>Punch List -</i> <i>PT Bridge Record -</i> CONST199 Painting CONST142 Sub-Structure <i>Substructure -</i> CONST143 Super-Structure <i>Superstructure -</i></p>
<p>CONST16 SUBLET WORK</p>	<p>CONST144 Certification of Sublet Work <i>Certification of Sublet Work (Subcontractor/Cert. No.)</i> CONST146 Other Sublet Documents <i>Rental Agreements (Subcontractor-date-description)</i></p>
<p>CONST17 TIME CORRESPONDENCE <i>(Time items will be kept as working file until job is paid off)</i> Prime Contractor Only!!</p>	<p>CONST147 Begin Time/Begin Work <i>(Begin Time __/__/__; Begin Work __/__/__)</i> CONST148 Liquidated Damages CONST149 Notice of Beginning/Completion of Construction CONST150 Partial/Conditional/Final Acceptance <i>(Date)</i> CONST151 Time Extension <i>(Date and # Days granted)</i> CONST152 Time Suspension CONST153 Waiver of Operations (Permission to Work) <i>Request to Work Holidays, (MM/DD/YY)</i> <i>Approval to Work Holidays, (MM/DD/YY)</i> CONST154 Weather Letter <i>Weather Letter (Weather __/__/__ to __/__/__; # days)</i> <i>Contractor Response</i></p>
<p>CONST18 UNPAID BILLS</p>	<p>CONST155 Alleged Non Payment Correspondence <i>Notice of Nonpayment, (Subcontractor/Issue/Amount)</i> CONST157 Notice to Owner <i>(Subcontractor/Materials)</i> CONST158 Resolution of Unpaid Bills <i>(Subcontractor/Issue/Amount)</i></p>
<p>CONST19 UTILITY</p>	<p>CONST159 Construction Minutes CONST160 Correspondence CONST161 Diary CONST163 Permits CONST164 Schedule</p>
	<p>Black – Document Group/Type Blue – Document Examples Orange – Description Examples</p> <p>If you have any questions, please contact your level one support.</p>

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