

## CHAPTER 14

# FORMS ACCESS SECTION

### 14.1 PURPOSE

This chapter presents the forms that shall be used in the preparation of final estimates, and serves as a user's reference in the usage of these forms. All forms examples/samples can be found in the ***Computation Methods for Design, Construction and Final Estimates (CMDCFE) Handbook***.

### 14.2 SCOPE

For each form discussed in this procedure, the following information relating to the forms will be shown: form name and number, form access information and a brief description of the order.

### 14.3 FORMS ARE AVAILABLE AS FOLLOWS

Both Florida Department of Transportation (herein after called the Department) and Consultant personnel can acquire (Computation Book forms, Site Source Records and other Construction forms) through the Forms and Procedures Office website on the Department's Internet site and the State Construction Office website.

### 14.4 FORM REQUIREMENTS

It will be **MANDATORY** that Consultant, Department's Design and Construction use the form(s) as indicated in the ***Basis of Estimates Handbook*** and ***Preparation and Documentation Manual***.

**NOTE:** On required Contract Certifications that are to be submitted monthly for payment to the Project Administrator (PA), the Department will accept faxed copies with the required signatures. However, any documents that are required to be notarized, the original must be submitted to the PA as specified in the Contract.

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## CONSTRUCTION FORMS

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FORM NO. -----	TITLE -----
700-050-01	AREA COMPUTATIONS
700-050-02	CURB/GUTTER CALCULATIONS
700-050-03	LINEAR MEASUREMENTS, COMPONENT WEIGHT, PER HOUR, PER DAY OR PER EACH COMPUTATIONS
700-050-04	VOLUME MEASURE ITEMS
700-050-05	LUMP SUM QUANTITIES
700-050-06	WEIGHT MEASURE OR LIQUID VOLUME COMPUTATIONS
700-050-07	CONCRETE & REINFORCING STEEL COMPUTATIONS
700-050-08	PILING TABULATION
700-050-09	LINEAR MEASUREMENT COMPUTATION WITH COMPONENTS
700-050-10	COMPUTATION BOOK PAY ITEM SUMMARY SHEET AND COMPUTATION BOOK PAY ITEM SUMMARY & CERTIFICATION SHEET
700-050-12	ASPHALT ROADWAY – AS BUILT PAVEMENT DATA FORM
700-050-20	FINAL PLANS and ESTIMATE TRANSMITAL
700-050-21	CONTRACTOR'S AFFIDAVIT and SURETY CONSENT (Form 21-A)
700-050-22	Form 21-A (Modified) SURETY TAKEOVER
700-050-26	FINAL INTEREST PAYMENT LOG

700-050-27	SEMIFINAL INTEREST PAYMENT LOG
700-050-28	ESTIMATES OFFICE RECORD OF FINAL PLANS and DOCUMENTS
700-050-31	CONTRACT TIME
700-050-32	DISTRICT FINAL ESTIMATES ENGINEER'S WORKSHEET
700-050-35	EARTHWORK SURVEY/CROSS SECTIONS WAIVER
700-050-36	FINAL ESTIMATES REVIEW FORM
700-050-37	CONTRACT ESTIMATE TRANSMITTAL- ACTION REQUEST
700-050-38	CERTIFICATION AS TO ACCURACY OF FINAL ESTIMATES

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### SITE SOURCE RECORDS

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<b>FORM NO.</b> -----	<b>TITLE</b> -----
700-050-53	FINAL MEASUREMENTS
700-050-54	DAILY REPORT OF TRUCK-MEASURED MATERIAL
700-050-56	DAILY LOG SHEET-MISCELLANEOUS TABULATION FORM
700-050-57	LANE RENTAL
700-050-58	DAILY RECORD OF EXTRA WORK
700-050-59	EXTRA WORK SUMMARY
700-050-60	FIELD BOOK LOG
700-050-61	FINAL MEASUREMENT "MISCELLANEOUS"
700-050-62	CONTRACTOR'S CERTIFICATION OF QUANTITIES MOT SHEET

700-050-62a	CONTRACTOR'S CERTIFICATION OF QUANTITIES MOT SHEET (CONTINUATION)
700-050-66	CONTRACTOR'S CERTIFICATION OF QUANTITIES ASPHALT AND BITUMINOUS MATERIAL (CONVENTIONAL PROJECTS)
700-050-67	MOT-PAINTED PAVEMENT MARKINGS (DAILY WORKSHEET)
700-050-68	MOT-PAVEMENT MARKINGS (CERTIFICATION OF QUANTITIES)
700-050-70	INITIAL RETROREFLECTIVITY READING CERTIFICATION (DAILY WORKSHEET)

## 14.5 FINAL ESTIMATE FORMS

The Standard Computation Forms have been developed by the Department and are intended to serve the needs of Design, Construction and Estimates personnel. In Design they are used to record calculations and tabulations for original estimated quantity. Construction personnel must modify this quantity to reflect what was constructed and enter a tentative final pay quantity. The Estimates personnel must check both the original or plan quantity, versus the final quantity, and substantiate what quantity is to be paid to the Contractor in agreement with all specifications and Department policies if applicable.

The forms assembled in the **Computation Book** provide a simple and logical basis for the **Summary of Pay Item Sheet** in the contract Plans. The calculations required for the different forms range from the tabulations of “each item” or “lump sum items” to complex area or volume calculations. The designer will use the form recommended in the **Basis of Estimates Handbook** for each item calculated or tabulated if practical.

The standard form size is legal, 8 by 14. Any suggestions for the forms should be directed to the State Final Estimates Office in Tallahassee.

- (A) Do not show the quantities for more than one item on the same form unless they are directly related, such as base and surface or fencing and pull post assemblies.
- (B) Other types of forms may be made up to tabulate quantities or show sketches and calculations, if the preprinted forms are not adequate.
- (C) When the calculations are in the form of computer output, summarize the answers on the estimate form and cross reference to the computer computations.
- (D) Computer output for earthwork or other bulky calculations will be placed in the **Secondary Computation Book**. The quantities shall be labeled, the calculations verified and the final pay quantity transferred to the **Primary Computation Book** and/or plan sheet.

### **14.5.1 Area Computations Form No. 700-050-01**

This form is designed to be used for pay items with area calculations. It can be used for itemized calculations or as a summary sheet for computerized calculations or a combination of both. Only one pay item shall be used on a form with the pay item number and description shown. The designer columns are clearly separated from the construction columns.

**Designers** will use their columns to identify area limits along with their calculations and make notes and references to those areas. These notes and remarks are to be complete and show the plans intent. The signature block indicates Design has furnished the necessary measurements, calculations and documentation required for the plan quantity concept items only based on the current criteria. (See procedures in the ***CMDCFE Handbook***).

**Construction** personnel will enter changes to original quantities, as required, or make additional calculations to reflect the actual constructed area with their notes and comments in their remark column. Construction will also refer to the ***CMDCFE Handbook*** for instructions on placing backup documentation for any changes.

### **14.5.2 Curb/Gutter Computations Form No. 700-050-02**

This form is designed to be used for pay items with linear measurements. It can be used for itemized calculations or as a summary sheet for computerized calculations or a combination of both. Only one pay item shall be used on a form with the pay item number and description shown. The designer columns are clearly separated from the construction columns.

**Designers** will use their columns to identify area limits along with their calculations and make notes and references to those areas. These notes and remarks are to be complete and show the plans intent. The signature block indicates Design has furnished the necessary measurements, calculations and documentation required for the plan quantity concept items only based on the current criteria. (See procedures in the ***CMDCFE Handbook***).

**Construction** personnel will enter changes to original quantities, as required, or make additional calculations to reflect the actual constructed area with their notes and comments in their remark column. Construction will also refer to the ***CMDCFE Handbook*** for instruction on placing backup documentation for any changes.

### **14.5.3 Linear Measurement, Component Weight, Per Hour Per Day or Per Each Computations Form No. 700-050-03**

This form is designed to be used for multiple pay items. It can be used for itemized calculations or as a summary sheet for computerized calculations or a combination of both. Only one pay item shall be used on a form with the pay item number and description shown. The designer columns are clearly separated from the construction columns.

**Designers** will use their columns to identify area limits along with their calculations and make notes and references to those areas. These notes and remarks are to be complete and show the plans intent. The signature block indicates Design has furnished the necessary measurements, calculations and documentation required for the plan quantity concept items only based on the current criteria. (See procedures in the ***CMDCFE Handbook***).

**Construction** personnel will enter changes to original quantities, as required, or make additional calculations to reflect the actual constructed area with their notes and comments in their remark column. Construction will also refer to the ***CMDCFE Handbook*** for instructions on placing backup documentation for any changes.

### **14.5.4 Volume Measure Items Form No. 700-050-04**

This form is designed to be used for pay items with volume measurements. It can be used for itemized calculations or as a summary sheet for computerized calculations or a combination of both. Only one pay item shall be used on a form with the pay item number and description shown. The designer columns are clearly separated from the construction columns.

**Designers** will use their columns to identify area limits along with their calculations and make notes and references to those areas. These notes and remarks are to be complete and show the plans intent. The signature block indicates Design has furnished the necessary measurements, calculations and documentation required for the plan quantity concept items only based on the current criteria. (See procedures in the ***CMDCFE Handbook***).

**Construction** personnel will enter changes to original quantities, as required, or make additional calculations to reflect the actual constructed area with their notes and comments in their remark column. Construction will also refer to the ***CMDCFE Handbook*** for instructions on placing backup documentation for any changes.

### **14.5.5 Lump Sum Quantities Form No. 700-050-05**

This form is used for estimating or calculating quantities paid on a lump sum basis. For cost estimating purposes it is necessary to calculate certain quantities in usable units. Therefore, when secondary units are shown in the plans, a space is provided to show this quantity along with the supporting dimensions and calculations (refer to **Section 9-3 of the Specifications**). The designers are also provided with a remark column for their comments and notes pertaining to the item calculations. Construction personnel will record the final quantity in their column and provide comments and notes for any adjustments made.

### **14.5.6 Weight Measure or Liquid Volume Computations Form No. 700-050-06**

This form is designed to be used for multiple pay items. It can be used for itemized calculations or as a summary sheet for computerized calculations or a combination of both. Only one pay item shall be used on a form with the pay item number and description shown. The designer columns are clearly separated from the construction columns.

**Designers** will use their columns to identify area limits along with their calculations and make notes and references to those areas. These notes and remarks are to be complete and show the plans intent. The signature block indicates Design has furnished the necessary measurements, calculations and documentation required for the plan quantity concept items only based on the current criteria. (See procedures in the **CMDCFE Handbook**).

**Construction** personnel will enter changes to original quantities, as required, or make additional calculations to reflect the actual constructed area with their notes and comments in their remark column. Construction will also refer to the **CMDCFE Handbook** for instructions on placing backup documentation for any changes.

### **14.5.7 Concrete and Reinforcing Steel Computations Form No. 700-050-07**

This form is designed to be used for multiple pay items. It can be used for itemized calculations or as a summary sheet for computerized calculations or a combination of both. The designer columns are clearly separated from the construction columns.

**Designers** will use their columns to identify area limits along with their calculations and make notes and references to those areas. These notes and remarks are to be complete and show the plans intent. The signature block indicates Design has furnished the

necessary measurements, calculations and documentation required for the plan quantity concept items only based on the current criteria. (See procedures in the ***CMDCFE Handbook***).

**Construction** personnel will enter changes to original quantities, as required, or make additional calculations to reflect the actual constructed area with their notes and comments in their remark column. Construction will also refer to the ***CMDCFE Handbook*** for instructions on placing backup documentation for any changes.

#### **14.5.8 Piling Tabulation Form No. 700-050-08**

This form is designed to be used for pay items with linear measurements. It can be used for itemized calculations or as a summary sheet for computerized calculations or a combination of both. The designer columns are clearly separated from the construction columns.

**Designers** will use their columns to identify area limits along with their calculations and make notes and references to those areas. These notes and remarks are to be complete and show the plans intent.

**Construction** personnel will enter changes to original quantities, as required, or make additional calculations to reflect the actual constructed area with their notes and comments in their remark column. Construction will also refer to the ***CMDCFE Handbook*** for instructions on placing backup documentation for any changes.

#### **14.5.9 Linear Measurement Computation with Components Form No. 700-050-09**

This form is designed to be used for pay items with linear measurements. It can be used for itemized calculations or as a summary sheet for computerized calculations or a combination of both. The designer columns are clearly separated from the construction columns.

**Designers** will use their columns to identify area limits along with their calculations and make notes and references to those areas. These notes and remarks are to be complete and show the plans intent.

**Construction** personnel will enter changes to original quantities, as required, or make additional calculations to reflect the actual constructed area with their notes and comments in their remark column. Construction will also refer to the ***CMDCFE Handbook*** for instructions on placing backup documentation for any changes.

### **14.5.10 Computation Book Pay Item Summary Sheet and Certification Form No. 700-050-10**

This form is designed to be lead sheet(s) of the final estimate. It shows the final quantity of each item and its unit price along with the extended amount due. The pay-item description and unit of measure are shown as well as a space for the computation book page number reference. If plan sheets are used to record final quantities then show plan sheet number in this column. (**Example:** Plan Sheet 3 for Summary of Drainage Structures would be entered PS3.) The second page of this form is designed to be the last sheet of the leading final estimates sheets. In addition to the information shown on sheet one, space is provide for summations of the total amount of the project. Space is also provided for the certifying signatures of the Project Administrator, Resident Engineer. The certification requirements are outlined in **Chapter 4** of the **Review and Administration Manual, Topic No. 700-050-005**. Space is provided on the second sheet for District Final Estimates Office (DFEO) reviews and signature.

### **14.5.11 Asphalt Roadway-As Built Pavement Data Form No. 700-050-12**

The purpose of this form is to record main line pavement data as the pavement operation progresses. This form is to be updated and maintained throughout paving operations and will provide a complete record of pavement operations at the end of each project. The objective is to provide a Pavement Design Engineer with sufficient information and necessary data that can be used to develop and apply proper engineering practices for future Roadway Development, Maintenance, Design, etc.

### **14.5.12 Final Plans and Estimates Transmittal Form No. 700-050-20**

This form is used by Department Construction personnel and CEI staff as a transmittal memorandum that includes Project history along with a list items and documents submitted with the final estimates package. This form is submitted to the District Final Estimates Office.

### **14.5.13 Contractor's Affidavit and Surety Consent (Form 21-A) Form No. 700-050-21**

This document is signed by the Contractor and Surety Company to assure that all work has been approved by the Department and no claims are pending except for the said listed claims on this form.

#### **14.5.14 Form 21-A (Modified) Surety Takeover Form No. 700-050-22**

This form is signed by the Surety Company taking over the responsibility of the contract for the work performed by the said Contractor and no claims are pending except for the said listed claims on this form.

#### **14.5.15 Record of Construction Materials**

This form is used by the prime contractor, who certifies that all invoices and records of construction materials, as required by the applicable **Specifications**, have been preserved in the prime contractor's files for a period of three years from the date of completion of project. The records include all materials purchased by subcontractors and represent all commercial construction materials used on the contract.

#### **14.5.16 Final Interest Payment Log Form No. 700-050-26**

This form shall be used by the DFEO staff to communicate to the Department Comptroller's Office the required pay off date for a specific contract. It is also used by the Department's Comptroller Office to communicate to State Final Estimates Office (SFEO) and DFEO staff the actual contract pay off date and any interest paid as a result of late contract pay off.

#### **14.5.17 Estimates Office Record of Final Plans and Documents Form No. 700-050-28**

This form is to be completed by the DFEO personnel and is to accompany the final estimates package. This document is required for each final estimates package as it describes the project information and history, Supplemental Agreements, Contract Time, Liquidated Damages/Penalties, Time Suspensions, and records dates of Final Estimates documents. The document must be dated, but no signature or notarization is required.

#### **14.5.18 Contract Time Form No. 700-050-31**

This form is used by the DFEO to calculate contract time on a project. This document records all time extensions, time suspensions, and Supplemental Agreements to calculate total allowable contract days on a specific project. This form is to be signed by the District Final Estimates Manager (DFEM).

#### **14.5.19 District Final Estimates Engineer's Worksheet**

## **Form No. 700-050-32**

This form is to be filled in by the DFEO staff and remain with the final estimates package. The Engineer's work sheet is placed in every DFEM "office file". It lists attachments needed for the engineering audit such as Transmittal Letter, over-runs and under-runs, tentative estimate, Joint Project Agreement, Possible Claim, and Pending Arbitration. The DFEM will appoint which type of review is to be performed along with a date and signature. The Overviewer will also sign this form.

### **14.5.20 Earthwork Survey/Cross Sections Waiver Form No. 700-050-35**

This form is to be filled in by the DFEM/District Construction Engineer (DCE) to determine whether cross sections or survey will be required on a specific project. It describes the type(s) of earthwork required on a project and its quantities. The DFEM or DCE will sign and date this form.

### **14.5.21 Final Estimates Field Review Form Form No. 700-050-36**

This form is to be filled in by the DFEO staff when a field review is performed. This document describes which critical requirements are in compliance or non-compliance. There is also an area to describe actions taken to correct the non-compliance areas. This form is signed and dated by the reviewer and project engineer.

### **14.5.22 Contract Estimate Transmittal-Action Request Form No. 700-050-37**

This form is to be filled in by the DFEO staff and submitted to the Comptroller for final pay action. It describes which payment process is to be performed such as Regular Pass to close out the contract or place it in Qualified Pass and whether it's a progress estimate or semi-final estimate.

### **14.5.23 Certification as to Accuracy of Final Estimates Form No. 700-050-38**

This form is to be filled in by the Construction Consultant Engineering Inspection (CCEI) certifying that the final estimates package submitted to the DFEO is accurate and true. This form shall be signed and notarized by the Consultant representing the Department.

### **14.5.24 Final Measurements**

### **Form No. 700-050-53**

This form was designed for recording field measurement (latitude & departure) for various pay items. This form is used by Department personnel and CEI staff.

#### **14.5.25 Daily Report of Truck Measured Material Form No. 700-050-54**

This form was designed for recording truck measured material delivered to the project site. This form is replacing **Tally Books** and is used by Department personnel and CEI staff. The truck number, truck capacity, number of loads and accumulative totals are to be completed for each item with inspector signature.

#### **14.5.26 Daily Log Sheet-Miscellaneous Tabulation Form Form No. 700-050-56**

This form was designed for recording Riprap, Hydrated Lime, and Sand for Armor Coat, etc., pay items. This form is used by Department personnel and CEI staff. The information as shown on the form for each pay item is to be completed with inspector signature.

#### **14.5.27 Lane Rental Form 700-050-57**

This form was designed for recording time & dates of lane closures. This form is used by Department personnel and CEI staff. The date, purpose of closure, time and date of lane closure are to be completed with inspector and contractor signature.

#### **14.5.28 Daily Record of Extra Work Form 700-050-58**

This form was designed for recording of extra work to complete the project. This form is used by Department personnel and CEI staff. The date, labor cost, material & equipment cost and accumulative total kept for each day's operations with inspector and contractor signature.

#### **14.5.29 Extra Work Summary Form 700-050-59**

This form was designed to be a recording summary for **Form No. 700-050-58, Daily Report of Extra Work**.

**14.5.30 Field Book Log  
Form 700-050-60**

This form was designed for recording field book numbers, name and dates of the individual the book is issued to. This form is used by Department personnel and CEI staff.

**14.5.31 Final Measurement "Miscellaneous"  
Form 700-050-61**

This form was designed for recording data onto a simulated field book page for site source record. This form is used by Department personnel and CEI staff.

**14.5.32 Contractor's Certification of Quantities (Maintenance of Traffic) Form 700-050-62**

This form was designed for recording quantities of Maintenance of Traffic items used throughout the project. This form is used by the Contractor and signed by his authorized agent.

**14.5.33 Contractor's Certification of Quantities (Maintenance of Traffic)(Continuation) Form 700-050-62a**

This form was designed in conjunction with the previous form for recording additional quantities for Maintenance of Traffic items. This form is used by the Contractor and signed by his authorized agent.

**14.5.34 Contractor's Certification of Quantities Asphalt and Bituminous Materials (Conventional Projects) Form 700-050-66**

This form was designed for recording quantities of Asphalt and Bituminous Material used throughout the projects. This form is used by the Contractor and signed by his authorized agent.

**14.5.35 Painted Pavement Markings (Daily Worksheet) Form 700-050-67**

This form was designed as a daily worksheet for recording daily painted marking quantities throughout the project. This form is used by the Contractor.

### **14.5.36 Pavement Markings (Contractor's Monthly Certification Of Quantities) Form 700-050-68**

This form was designed as a monthly worksheet for a summary of daily quantities. This form is used by the Contractor and signed by his authorized agent.

### **14.5.37 Initial Retroreflectivity Reading Certification (Daily Worksheet) Form 700-050-70**

This form was designed as a daily worksheet to record the retroreflectivity readings of pavement markings. This form is used by the Contractor and signed by his authorized agent and the Worksite Traffic Supervisor.