

Section 5.14

FIELD RECORDS AND CONTRACTOR'S CERTIFICATIONS

5.14.1 PURPOSE

This procedure describes the methods of maintaining the various field records required by the Florida Department of Transportation (Department) to substantiate final estimates quantities. The methods outlined are generally applicable to any field notes, but they are particularly pertinent to those used in the calculation or verification of final pay quantities.

The Contractor's Certification of Quantities forms are also described herein. These Certification forms are required by the Department for the Contractor to document and certify the quantities of specific installed items that will be included in a progress report.

5.14.2 FIELD RECORDS

Field records should be prepared assuming that the user has no familiarity with the work being recorded. The field records are important site source records for establishing pay quantities. They may be required as evidence in any arbitration or lawsuit. Below are the allowed type of field records:

- a. **Standard Bound Field Book:** a Surveying/Engineering Field Book that is typically hard covered. Most have gridlines, table or graph paper. Its pages are typically waxed or specially coated to withstand moisture from ruining its contents. These book covers are typically bright orange or yellow in color.
- b. **Non-Standard Bound Field Book:** any ring binder notebook or other type binder suitable for keeping supporting documentation.
- c. **Final Measurement Miscellaneous [Form 700-050-61](#):** The use of this form is preferred since it results in savings to the Department.

The **Final Measurement Miscellaneous Form No. 700-050-061** is used to record data and to simulate a **Field Book** page. Survey notes or other field measured items can be documented on this form. Use the **[Final Measurements Site Source Record Form 700-050-53](#)** to document quantities using the **Latitude** and **Departure** method. A Technician may use as many pages as needed for individual pay items. These sheet(s) will be submitted with the **Final Estimate Package**.

5.14.3 GENERAL INSTRUCTION

- (A) Identify the front cover of each **Standard/Non-Standard Bound Field Book** used by including the Federal Aid Project Number, Financial Project ID Number, Contract Number, Field Book Number, State Road Number, and the general contents of that book in bold letters. On the back binding (spine) of each **Field Book**, show the Field Book Number and the Financial Project ID Number. (See **Figure 5.14-1**.)
- (B) When the **Final Measurement Miscellaneous Form** is utilized, include the same project information listed in (A) above.
- (C) Each **Field Book** shall be clearly indexed with a complete list of the contents beginning on the first lined page, which is to be numbered page one. All following pages that are used to record notes shall be numbered sequentially in the upper right corner of each page.
- (D) The date, weather conditions, and the name(s) of the field party shall be shown on the field records at the beginning of each day's notes. Well documented field records are indispensable in the event of litigation.
- (E) Corrections shall be made by striking through the incorrect data and inserting the correct data. All corrections shall be initialed and dated by the person making the correction.
- (F) Do not cut or otherwise remove pages from any **Field Book**. If an entire page is found in error, mark the original page as **VOID** and make a note referring to the page where that item of work was corrected.
- (G) Keeping notes on loose-leaf or scratch pads and transferring them to the **Field Books** or **Final Measurement Miscellaneous Form** is prohibited. Field notes shall be entered directly into the field book(s) or the Department's form that will be the site source document.
- (H) Field Records shall always be legible, and include sufficient sketches and explanatory notes to convey the intent to a person who is not familiar with the job. Pay item numbers, original/final x-sections, and other relevant information shall be included. Good sketches are most important when recording final measurements. The details of the sketches shall be sufficient to clearly show the extent of the work as well as any exceptions.
- (I) Use standard symbols and abbreviations. Keep the notes simple and avoid making ambiguous statements.

- (J) Show all pertinent measurements and observations. Use a degree of accuracy that will be consistent with operations. If there is any doubt about the need for data, record it. Review the data for accuracy and completeness before leaving the field.
- (K) A complete summary shall be made for each item at the end of its field notes. The summary total for each item will then be checked by the personnel doing the final estimate and entered on the Summary of Quantity Sheet(s). The summary, and the **Final Measurement Miscellaneous Form** and/or **Field Book** shall be properly cross-referenced.
- (L) Keep the calculations and measurements for Federal Aid participating and non-participating items separated. This also applies to **Utility Agreements** known as **Joint Participation Agreement** items (**JPA**s) and **Locally Funded Agreements (LFAs)**.
- (M) When more than one project (state or federal) is constructed under the same Contract, separate **Final Measurement Miscellaneous Form** or **Field Books** shall be kept for each project, keeping measurements and other data separate for each project.
- (N) **Field Records** for projects let under separate contracts shall never be recorded in the same **Final Measurement Miscellaneous Form** or **Field Book**.
- (O) All **Field Records** used in a project will become the property of the Department, and shall have a unique six-digit number assigned.
- (P) When documenting any data on the grid sheets, neatness and legibility give credence to the accuracy of field notes and the calculations which they support.
- (Q) **Field Records** containing alignment data shall be submitted with the Final Estimate Package. These records shall contain all the necessary information for horizontal control for new construction projects and major widening projects.
- (R) **Pile Driving Record, [Form 700-010-60](#):**
 - a. Individual pile record data will be entered on the **Pile Driving Record** forms by bent or pier numbers.
 - b. Data for alignment and pile driving shall be entered on the **Pile Driving Records** forms. These are permanent records and will be retained until the structure in which the piles in reference were incorporated is removed.

5.14.4 TABULATION FORMS

Tabulation Forms are site source records for establishing pay quantities.

- (1) **Daily Report of Truck-Measured Material Site Source Record, [Form 700-050-54](#)** is used to record truck quantities. When the final quantities are determined by certification/measurements of loose volume in truck bodies, the following procedures will satisfy the requirements for final pay records:
 - (A) All trucks shall have an assigned unique number, along with the manufacturer's certification, or permanent decal, showing the truck capacity rounded to the nearest tenth of a cubic yard and placed on both sides of the truck. This includes the truck body capacity only, and any sideboards added will not be included in the certified truck body capacity provided by the contractor. The Project Administrator (PA) will randomly check the certified capacity on a selective number of trucks for accuracy by using the **Truck Measured Sketch (Regular Bed) [Form 700-050-54A](#)** and/or the **Truck Measured Sketch (Irregular Shape Bed) [Form 700-050-54B](#)**. This will not require the field personnel to climb into the body of the truck. When applicable, sideboard measurements will be transposed on these sheets and added to the certified capacity. These forms will be submitted with the **Final Estimate Package**.
 - (B) It is the PA's responsibility to measure any addition of sideboards and add this volume to the certified capacity. Sketches, calculations, and dimensions of the sideboards will provide the documentation needed to support this change and must be submitted with the **Final Estimate Package**.
 - (C) Using the trucks unique identification number and capacity, this form is used to record the quantity for each truck as it delivers a load of the material to the project.
 - (D) The volume entered on this form for borrow material shall reflect the struck-measured volume (the dry measure having the contents leveled off and not heaped). The use of the struck-measured capacity shall apply to trucks, pans, or any other means of transport used. Documentation on loose volume bases, as measured in other hauling equipment, shall be made at the point of dumping on the construction site.
 - (E) The PA shall request, at the preconstruction meeting, the Contractor to provide a list of trucks that will be used on Department's projects, along with their assigned numbers and their certified capacity. This list shall be submitted with the **Final Estimate Package**.

- (F) A separate line on the form will be used for each truck showing:
- (1) Hauling company
 - (2) Truck number
 - (3) Capacity certified
 - (4) Load count & time recorded
 - (5) Total volume for that truck that day
 - (6) Inspector's signature and title at the bottom of the page
- (G) Typical materials paid for by volume and recorded on the form include:
- (1) Borrow material
 - (2) Stabilizing material
 - (3) Cover material
- (2) **Daily Log Sheet Miscellaneous Tabulation Form Site Source Record, [Form 700-050-56](#)** is used when material is paid by weight. The **Field Records** are also kept for each truck load of material hauled. This Form is only used for Riprap and Sand-Cement Riprap. (See below.)
- a. **Riprap:** quantities used and approved in each day's operation shall be recorded in this form. In the Remarks column, include the station, offset, and structure number of the placement location.
- (3) **Sand-Cement Riprap:** Document the volume (in cubic yards) of sand used in the sand-cement mixture per day or for each location. If the sand cement is proportioned by weight, use the conversion factor for sand of 85 lbs/ft³, per **Specifications, Subarticle 530-4.1**. Delivery tickets showing the batch weights of sand and cement used shall be submitted. (See **Figures 5.14-3** and **5.14-5**.)

Payment for riprap shall not be made solely on the quantity delivered by truck and placed by the Contractor. See **[Design Standards Index 258](#)**. For example, the quantity of riprap for a triple concrete pipe 84" in diameter is 31.1 CY and this quantity shall be adhered to as maximum payment. If the Contractor places material beyond the neat lines shown in the **Index**, no compensation will be made, provided this material was unauthorized. A sketch of the riprap structure must be submitted with authorized dimensions and volume calculations if not constructed according to **Index 258**. This sketch must be included in the **Field Records**. (See **Figure 5.14-4** and **5.14-5**.)

In order to achieve this objective, the PA must maintain and exercise control of the riprap placement operation as follows:

If during the course of riprap placement, the PA determines that the Contractor is placing the material too thick or beyond required limits, the PA must submit written notification to the Contractor. In addition, the Inspector shall include the station, offset structure, and the words "**partial pay**" or "**no pay**" on the form collected for materials which are either partially or completely placed outside the limits authorized by the PA.

Note: When box beam scales are used and the net weight is given automatically, only the net weight is required to be recorded.

5.14.5 Contractor's Certification of Quantities

- (A) **Contractor's Certification of Quantities (MOT, Signs, etc.)** [Form 700-050-62](#). This form is currently provided in the Construction Automated Reporting System ([CARS](#)) on the Construction Intranet website, under "Construction Forms". The Contractor will document and certify all 102 pay items. This form will be downloaded by the PA, once the project is awarded and before Contractor begins work, and emailed to the Contractor for their use. All MOT pay items within a Contract will be listed on the form.

The form shall be signed by the Contractor's Authorized Agent (such as a subcontractor) and the Prime Contractor's Work Site Supervisor, and submitted monthly to the PA for payment. The PA will submit these certifications with the **Final Estimates Package**.

- (B) **MOT Painted Pavement Markings: Daily Worksheet** [Form No. 700-050-67](#) and **Contractor's Monthly Certifications of Quantities** [Form No. 700-050-68](#) are to be used by the Contractor for all the Traffic Striping and Marking pay items. These forms include the following pay items: 701, 702, 705, 706, 709, 710, 711, 713, and 102. The Contractor is responsible for the measurements/counts for these items, with the NOTE below.

Note: For the Lump Sum Pay Item 710-90, the Contractor should document the quantity as a percentage (in decimal form) on the daily worksheet, so when monthly certified sheet is tabulated the cumulative quantity will be reported. The total quantity should be 1 LS once the Contractor completes this pay item.

The 102 striping pay items are also listed in this worksheet to eliminate the need for filling out two different forms.

Contractor will fill out the required information and select the pay items in the in the "Setup" tab of the Worksheet. After selecting the "Add Next Sheet" control, a **Daily Worksheet** will be generated ("Form67" tab), where the Contractor can then record the quantities of a day's work. The form provides space for recording the location and any necessary remarks.

The screenshot shows a software interface with a worksheet tab labeled "Setup" and a control panel. The control panel contains five buttons: "Go To Main Sheet", "Add Next Sheet", "Print Forms", "Go To Next Sheet", and "Remove Last Sheet". The "Setup" tab is currently selected, and the "Form67" tab is visible next to it. The "SUMALL" tab is also visible. The text "FORM: 700-050-67 (01/12)" is displayed in the worksheet area.

This will be repeated for each day of work, as applicable, until the cut-off date for that month. By selecting the "Update Totals" command in the "SUMALL" tab of the worksheet, the quantities will be updated to show the latest totals for that month in the **Contractor's Monthly Certification of Quantities (700-050-68)**. This certification form shall be signed by the appropriate and designated persons listed on the form and turned in monthly to the PA with the daily worksheets for that month.

See **CPAM Section 6.2, Alternative Contracts Invoices & Payments** for the requirements for Design-Build and Lump Sum Projects.

- (C) **Traffic Marking Certification (Worksheet)**, [Form No. 700-050-70](#), is used for recording Initial Retroreflectivity Reading of White /Yellow Pavement Markings, Thickness and Wet Weather in accordance with Florida method **FM 5-541**, per [Section 710 of the Specifications](#).

The Contractor will have the responsibility of measuring, recording and certifying the Retroreflectivity on the Department's approved form and submitting to the PA. This form will be signed by the Contractor or his representative and the Work Site Supervisor. The Department reserves the right to test the markings after three (3) days of receipt of the **Contractor's Certification**. Failure to allow the Department to complete this task will result in non-payment to the Contractor.

This form will also be utilized on Lump Sum and Design-Build Projects.

Note: The Department's representative will not have the task of checking or recording MOT Signs and Striping quantities on a daily basis. During the certification or invoice period, random spot checks need to be made and documented. These checks could be achieved in a combined effort with the Contractor. This approach should minimize disputed quantities. The Contractor will be responsible for supplying the Department with accurate documentation of quantities. These forms are to be submitted with the **Final Estimate Package**.

5.14.5.1 Documentation for Multiple Financial Identification Numbers (FIN) Under One Contract Including Non-Federal Aid (NFA) Participating

All **Certification of Quantities** shall be reported on the Lead Financial Identification Number (FIN) for multiple projects under one Contract. This also includes Non-Federal Aid (NFA) participating projects. The quantities for each FIN number will be determined by the PA by prorating the pay item breakout. This will be done by dividing the total quantities shown in the Summary Boxes for each FIN number by the total quantity for the Contract, then multiplying this amount by the total number placed. (See below.) This shall be done monthly, the day of the estimate cutoff, based on the **Contractor's Certification of Quantities**.

$$\frac{(Total\ Quantity\ for\ each\ FIN)}{(Total\ Quantity\ for\ the\ Contract)} \times (Total\ Quantity\ Placed)$$

Example: Channelizing Devices Type II – Pay Item 102-74-1 pay Each Day (ED)

- Project "A": 10,543 ED Federal Aid (FA) participating and 4,589 ED NFA participating
- Project "B" Summary of Quantities shows 64,940 ED Federal Aid participating
- Total Summary of Quantities for Contract = 80,072 ED
- Total placed this month = 23,455 ED
- Calculate Project "A" FA:

$$\left(\frac{10,543}{80,072}\right) \times 23,455 = 3,088.3 \text{ or } 3,088 \text{ ED}$$

- Calculate Project "A" NFA:

$$\left(\frac{4,589}{80,072}\right) \times 23,455 = 1,344.2 \text{ or } 1,344 \text{ ED}$$

- Calculate Project "B" FA:

$$\left(\frac{64,940}{80,072}\right) \times 23,455 = 19,022.5 \text{ or } 19,023 \text{ ED}$$

- To confirm the total placed for this month, add the three outcomes:

$$3,088 + 1,344 + 19,023 = 23,455 \text{ ED}$$

5.14.6 PAYMENT

The Contractor will request payment by submitting a ***Certification of Quantities*** no later than twelve o'clock noon Monday after the estimate cut-off or as directed by the PA. This will be in accordance with ***Sections 102***, and ***701*** through ***713*** of the ***Specifications*** for each Contract. The Contractor's submitted quantities must be approved by the PA. Any disputed quantities need to be reconciled as soon as possible.

5.14.7 NOTIFYING THE DISTRICT MATERIALS OFFICE OF ROCK BASE MEASUREMENTS

5.14.7.1 Resident Level Responsibilities

Base Depth Check

The PA shall notify the District Earthwork Coordinator or designee of the anticipated date and time of base measurements, whenever there is a measurement that requires Construction Training and Qualification Program (CTQP) qualified Earthwork Technicians to perform field measurements of base thickness. This notification process is the only efficient way the District Materials Office Staff can learn of upcoming base depth measurements.

5.14.8 BULK-WEIGHT FINAL PAY RECORDS

Certified weight tickets for certain bulk weight shipments are acceptable as final payment records under the following conditions:

- (A) All weighing is done on state certified scales. The ticket must indicate gross, tare, and net weight.
- (B) The State of Florida will recognize any scale that has been certified by a state agency outside Florida using traceable standards. All 50 states have adopted and use the same laws as Florida (***National Institute of Standards and Technology (NIST) Handbook-44***).
- (C) Project personnel will record each truck number and time of loading, on a ***Daily Log Sheet Miscellaneous Tabulation Form Site Source Record, Form No. 700-050-56*** at the rail head site.
- (D) All rail cars are visually inspected to ensure all material has been unloaded.
- (E) Material remaining in cars after job completion is to be hauled by truck to state certified scales and determine gross, tare, and net weights in order to make appropriate deductions from the car weights.

- (F) Hauling will be done in covered trucks in order to minimize loss of material. The single car weight is more accurate than weighing numerous trucks and with the ***Miscellaneous Tabulation Form No. 700-050-56*** system as outlined above. All requirements for pay records will be fulfilled.

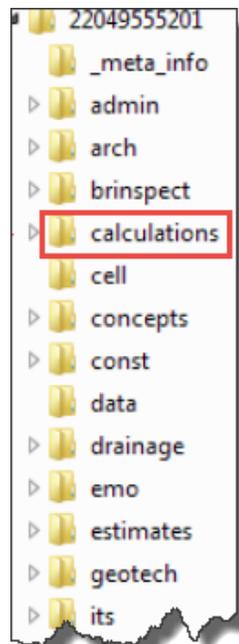
5.14.9 DOCUMENTATION

The material quantities represented in the forms shall be reconciled. Multiple trucks may be recorded on one form as long as each individual truck is identified by number and company name.

The Financial Project Number, Pay Item Numbers and Date shall be shown in each column or row for the type of form being used.

Department forms shall be cross-checked with the Contractor or subcontractor's records on a regular basis (daily or weekly). Any differences that may exist in pay quantities will be reconciled immediately. This systematic comparison of source records will avoid misinterpretations concerning final pay quantities.

- (A) A summary shall be made from the form totals in the ***Plan Summary Boxes***. Additional summary boxes can be created from the Excel spreadsheets included in the ***CADD_[FPID].zip file***, in the ***Calculations*** directory. (See figure below.)



- (B) When the computer is used, the output shall be submitted with the final estimate and shall be cross-referenced in the Plan Summary Boxes.

- (C) A complete tabulation of all forms shall be shown on the ***Final Plans and Estimate Transmittal Form 700-050-20*** when the final estimate package is submitted.

5.14.10 FUEL AND BITUMINOUS ADJUSTMENTS

(A) Fuel Adjustments

On Contracts with an original Contract Time in excess of 120 calendar days, the Department will make price adjustments on each applicable progress estimate to reflect increases or decreases in the price of gasoline or diesel from those in effect for the month in which bids were received. (See [Standard Specifications](#), ***Sub-article 9-2.1.1.***) When an estimate is generated, Fuel Adjustments will be automatically calculated per specifications using pre-determined fuel factors for applicable pay items and the Price Index Tables. A complete list of Items that require fuel adjustments can be found on the Department's Construction Web site at:

<http://www.dot.state.fl.us/construction/fuel&bit/Fuel&Bit.shtm>

Note: A list of pay items receiving a fuel adjustment can be found at the above website. This fuel list will be generated automatically in SiteManager.

Any adjustment for contract time overrun will be made in SiteManager.

Fuel adjustment for the following pay items will be calculated in the ***Fuel Report System***:

- Clearing and grubbing
- Structural steel
- Black base option
- Composite base option

(See ***Section 5.14.10(B)*** below)

(B) Fuel Adjustment Report

To access the ***Fuel Adjustment Report***, follow the steps below:

- Access the [Infonet](#)
- Select *Office Sites*
- Select *Construction Internal*
- Select *Ad-Hoc Report System*
- Select *Statewide Construction Dashboard*
- Select the *Estimates* tab
- Select *Fuel Adjustment Report – With NEW Base Options*

The steps below explain how to create the ***Fuel Adjustment Report***.

Enter the Contract ID and the estimate number the Adjustment Report is being created for. The estimate number is a four digit field. Reports can only be created for one estimate at a time.

Fuel Adjustment Report

Contract ID (Required) Estimate Number: (Required) Four Digits 0001

If the Fuel Adjustment "flag" was not set in SiteManager, select the "Over Ride Index Flag" option (in the **Fuel Adjustment Report**) and enter the manual adjustments in SiteManager as a line item adjustment. The report cannot write the adjustments back to SiteManager.

Four Digits 0001

Over Ride Index Flag

Yes This will over ride the need for the Price Index Adj Flag being set to Yes.

No

In the main screen, select the Option Base Items which have the All Black Base Option (ABBO) associated with them. If there is not an ABBO included in the Contract, then select the "None" radio button. Otherwise, select the "Other" radio button. A list of all the Optional Base Items will show up for the user to select.

Enter the amount of the total Optional Base quantity reported on the **Daily Work Report (DWR)** to be used to for the calculation of the Black Base or Composite Base Option (CBO) fuel adjustment (or both), to be entered as a line item adjustment in SiteManager.

None
 Other

Black Base Option(Required)

Fin Project ID	Base Items	Qty	Add Selected >>	New Quantities
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove Selected"/>	<input type="text"/>

Composite Base Option(Required)

Fin Project ID	Base Items	Qty	Add Selected >>	New Quantities
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove Selected"/>	<input type="text"/>

The added fuel cost for the overrun to LS clearing and grubbing and LS Steel can be calculated.

Over Runs

Clearing & Grubbing

Fin Project ID [] Qty [] Add Selected >> Remove Selected New Quantities []

Steel

Fin Project ID [] Qty [] Add Selected >> Remove Selected New Quantities []

Using the Black Base or Composite Base Option

None
 Other

Black Base Option(Required)

Fin Project ID [] Base Items [] Qty [] Add Selected >> Remove Selected New Quantities []

Composite Base Option(Required)

Fin Project ID [] Base Items [] Qty [] Add Selected >> Remove Selected New Quantities []

Select whether payment or no payment will be made for ABBO or CBO on an estimate. Select the "None" radio button if there is no ABBO or CBO on the estimate.

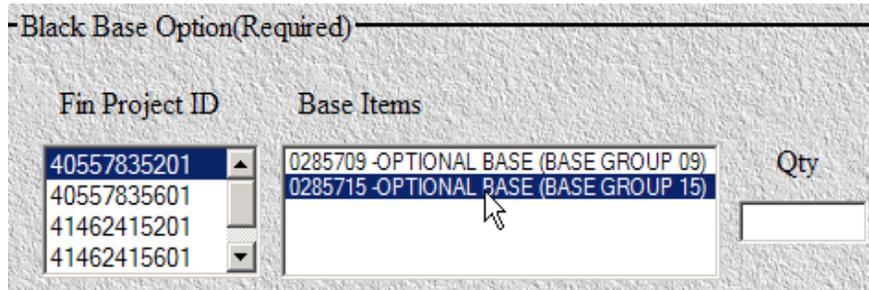
None
 Other

Black Base Option(Required)

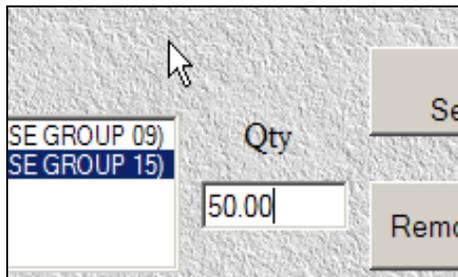
Fin Project ID [] Base Items []

After selecting the "Other" radio button, the FIN Project ID and the Base Items fields will

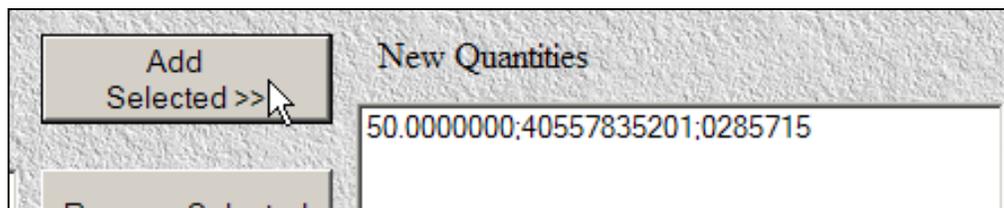
be populated with any associated pay items to the contract. Select the FIN Project ID and Optional Base Item to calculate the fuel adjustment for the Black Asphalt quantity. If paying for a mixture of optional bases on this estimate, the DWR quantity will be the total of Asphalt and Limerock pay areas.



In this example, the total DWR quantity is 192.24 SY, of which 50.0 SY is Asphalt Base.

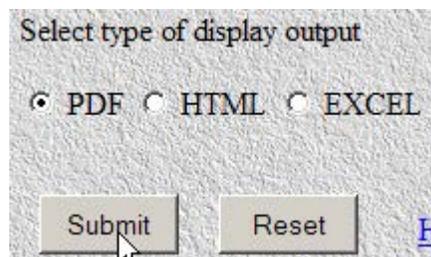


Once the measured quantity of Asphalt Base has been recorded (see figure above), select the “Add Selected” button.



The fuel report will calculate the dollar amount for fuel adjustment that will need to be added to SiteManager as a manual line item adjustment.

The report can be created in PDF or EXCEL formats. (See figure below.)



Below is an example of the report showing the adjustment amount for diesel for the Asphalt Base. The adjustment amount generated in this report (\$38.38) needs to be added to SiteManager as a line item adjustment. (See below.).

adjustments		=====	
SM Total Diesel Adjustment Amount:	\$		165.30
Manual Total Diesel Adjustment Amount:	\$.00
Total Diesel Adjustment Amount:	\$		165.30
** Adjusted Amount for Diesel :	\$		38.38
Adjusted Total for Diesel :	\$		203.68

However, if all of the DWR quantity (192.24 SY) is Asphalt Base, enter this amount into the quantity field. This will make the adjustment on all of the DWR quantity.

Financial Project ID: 40557835201										
Ln#	Item Code	Est Qty	Unit	Qty	Unit	Adjustm Factor	Index Different	Adjustmen Amount		
Diesel Adjustment										
0105	0160 4	25.300	SY			.1196	.6594	\$		2.00
0110	0285715	192.240	SY			.4350	.6504	\$		55.20
Asphalt Base option for Qty 192.24 Fuel adj of \$ 147.56 **										
0120	0334 1 13	22.430	TN			4.6220	.6594	\$		68.36

Using the Clearing & Grubbing or Steel LS overrun

To use the Clearing and Grubbing Overrun part of the new report, the Acres that this LS pay item is to be adjusted by must be known. The Steel overrun portion will work in a similar way.

NOTE: The report will allow overrun adjustments on estimates regardless of whether a payment on the Clearing and Grubbing pay item or the Steel Item was made. A \$0.00 Work Item on a DWR for Clearing and Grubbing or the Steel LS pay item will be required.

The FIN Project ID list will automatically be populated when the "Over Runs" box is checked.

The screenshot shows a software interface with a checked checkbox labeled "Over Runs". Below it is a section titled "Clearing & Grubbing". On the left, there is a list of "Fin Project ID" with two entries: "42357215201" and "42357225201". To the right of this list is a "Qty" input field. In the center, there are two buttons: "Add Selected >>" and "Remove Selected". On the right side, there is a large empty box labeled "New Quantities". A mouse cursor is pointing at the "Add Selected >>" button.

This screenshot is similar to the previous one, but the first "Fin Project ID", "42357215201", is highlighted with a blue background. The "Qty" input field is now empty. The mouse cursor is now pointing at the bottom right corner of the interface.

After selecting the project to which the adjustment will be made, enter the quantity (in Acres) of the overrun adjustment. Then select the "Add Selected" button to add the quantity to the "New Quantities" box. (See below.)

This screenshot shows the "Qty" input field now containing the value "5.0". The "Add Selected >>" button is highlighted, indicating it has been clicked. The "New Quantities" box now contains the text "5.00000000,42357215201".

By selecting the "Submit" button, the report will be generated. The overrun of Clearing and Grubbing can be found under the Diesel and Gasoline adjustment for this pay item. The project personnel will need to make individual line item adjustments for each dollar amount associated with Clearing and Grubbing in SiteManager.

Florida Department of Transportation Estimated Fuel Adjustment Report									
Vendor Id: F592871935		Vendor Name: ANDERSON COLUMBIA CO., INC.			Pay Period: 01/19/2009 to 02/15/2009				
Contract ID: T3276		For Est Nbr: 0002			Price Adjustment Flag: Y				
Sys Unit Code: E		Financial Project ID: 42357215201							
Ln#	Item Code	Est Qty	Unit	Qty	Unit	Adjustment Factor	Index Difference	Adjustment Amount	
Diesel Adjustment									
0075	0110 1 1	.900	LS	2.900	AC	45.6400	-2.1755	\$	-259.15
				Item 0110 1 1 Over Run		5.000 AC adj of \$		-496.45 **	
0085	0120 1	3895.000	CY			.2015	-2.1755	\$	-1,707.57
0095	0285709	6181.000	SY			.4369	-2.1755	\$	-6,862.06
0100	0327 70 8	6307.000	SY			.0912	-2.1755	\$	-1,251.31
0105	0334 1 24	5222.980	TN			4.6220	-2.1755	\$	-52,522.81
* Note: Adjustment Amount calculated by SiteManager									
** Note: Adjustment Amounts for LS items and Asphalt Base adjustments								=====	
Total Diesel Adjustment Amount:								\$	-61,343.75
** Adjusted Amount for Diesel :								\$	-755.60
Adjusted Total for Diesel :								\$	-62,099.35
Index Values and Dates Used for Diesel Adjustment									
Estimates End Date: 02/15/2009									
Current Index Date: 02/01/2009									
Price Index Base Date: 06/18/2008									
Base Price: 3.89980									
Current Price: 1.52930									

The report will automatically add the total dollar amount for all Diesel adjustments.

Total Diesel Adjustment Amount:	\$	-61,343.75
** Adjusted Amount for Diesel :	\$	-755.60
Adjusted Total for Diesel :	\$	-62,099.35

Example: $-\$259.15 + (-\$496.45) = -\$755.60$

Steel LS overrun will be accomplished in the same general direction as Clearing and Grubbing.

(C) Bituminous Adjustment

Conventional projects will receive a bituminous adjustment if the Contract has an original contract time of more than 365 calendar days or more than 5,000 tons of asphalt concrete. The Department will adjust the price for bituminous material, excluding cutback and emulsified asphalt to reflect either increases or decreases in the **Asphalt Price Index** (API) of bituminous material from that in effect during the month in which bids were received. (See [Standard Specifications](#), **Sub-article 9-2.1.2.**) The Department will

determine the API for each month and post it on the Construction website. When an estimate is generated, Bituminous Adjustments must be calculated per **Specifications** using the **Asphalt Price Index** and adding a line item adjustment to the estimate. **Asphalt Price Indexes** can be found on the Department's Construction website at:

<http://www.dot.state.fl.us/construction/fuel&bit/Fuel&Bit.shtm>

For each progress estimate, the Contractor will prepare a **Contractor's Certification of Quantities** using the Department's current approved **Form 700-050-66**, which can be found at:

<http://www.dot.state.fl.us/construction/fuel&bit/FuelForms.shtm>

This form will include the tonnage placed and accepted of the asphalt items that will receive a bituminous adjustment during the progress estimate. (See **Figure 5.14-2**.)

Note: For Push Button Renewable Contracts see **Section 6.2** of this manual. The Department will make a Bituminous Adjustment for Polymer PG76-22 Binder on all Contracts. The Criteria for Polymer PG76-22 will be as stated above. When a Composite Base item is specified in the Plans, a price adjustment for bituminous material will apply to that asphalt portion of the base **only**, according to **Sub-article 9-2.1.2** of the **Specifications**.

5.14.11 CUTOFF PERIOD

All **Certifications of Quantities** worksheets submitted by the Contractor need to represent the amount of material placed on the project and accepted by the Department for the estimate cutoff period. The estimates cutoff dates are provided on the State Construction Office website:

<http://www.dot.state.fl.us/construction/CONSTADM/EstimatesCutOff.shtm>

5.14.12 RESIDENT OFFICE PERSONNEL RESPONSIBILITY

The Resident Office (RO) personnel will verify monthly the fuel and bituminous material on projects that meet the criteria specified in **Section 9** of the **Specifications**.

Note: For Fuel and Bituminous Material Adjustments on Lump Sum and Design-Build Projects, refer to **Section 6.2** of this **Manual**.

5.14.13 LIST OF FIGURES FOLLOWING THIS CHAPTER

Figure 5.14-1.....	Note Book Spine
Figure 5.14-2.....	Example of a Contractor's Certification of Quantities
Figure 5.14-3.....	Delivery Ticket
Figure 5.14-4.....	Sample Sketch of Riprap Structure
Figure 5.14-5.....	Sand Cement Riprap Pay Analysis

Figure 5.14-1
NOTEBOOK SPINE

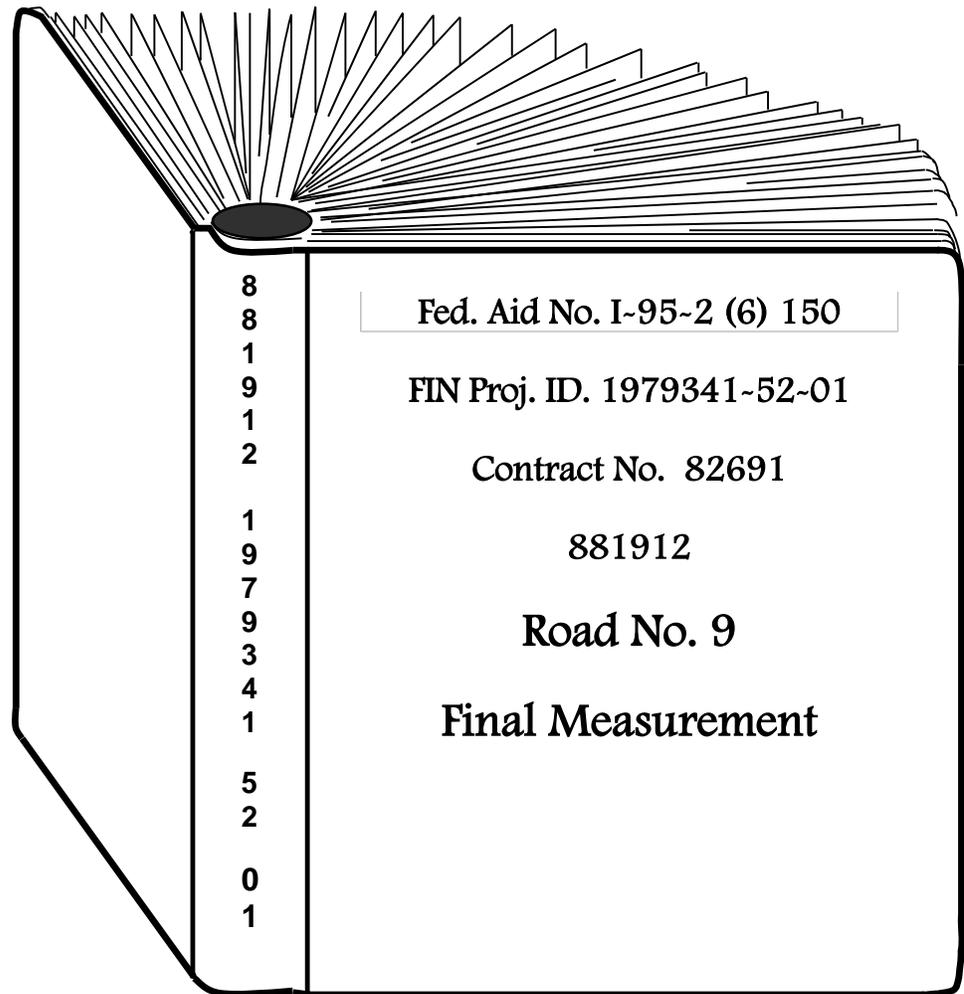


Figure 15.14-2 EXAMPLE OF A CONTRACTOR'S CERTIFICATION OF QUANTITIES (FORM 700-050-66, Continued)

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION		FORM 700-050-66 CONSTRUCTION 8/7/15	
CONTRACTOR'S CERTIFICATION OF QUANTITIES ASPHALT MIXES WITH MODIFIED AND UNMODIFIED BINDERS (CONVENTIONAL PROJECTS)			CERTIFICATION NO. 9
FINANCIAL PROJECT ID.	65321-1-52-01		
CONTRACTOR	We Got Asphalt, Inc.		
CONTRACT NO.	X1234		
PERIOD REPRESENTED BY CERTIFICATION:			
FROM (MO/DAY/YR)	01/16/16	TO (MO/DAY/YR)	02/21/16
ASPHALT MIXES WITH UNMODIFIED BINDERS (PG 67 & LOWER)			
BASE PRICE INDEX:	1.9365	CURRENT PRICE INDEX:	1.5536
		INDEX DIFFERENCE:	-0.2861
		TONNAGE	GALLONS
PAY ITEM NUMBER	334-1-13	341.4	4,973
PAY ITEM NUMBER			
PAY ITEM NUMBER			
GALLONS OF ASPHALT CEMENT USED IN MIX: *			4,973
ADDITIONAL GALLONS (ARM):			
TOTAL GALLONS:			4,973
TOTAL MONTHLY PAYMENT:			-\$1,422.78
ASPHALT MIXES WITH MODIFIED BINDERS (PG 76 & HIGHER)			
BASE PRICE INDEX:		CURRENT PRICE INDEX:	
		INDEX DIFFERENCE:	
		TONNAGE	GALLONS
PAY ITEM NUMBER			
PAY ITEM NUMBER			
PAY ITEM NUMBER			
TOTAL GALLONS OF POLYMER USED IN MIX: *			
TOTAL MONTHLY PAYMENT:			
ASPHALT MATERIAL (ASPHALT TREATED PERMEABLE BASE)			
BASE PRICE INDEX:		CURRENT PRICE INDEX:	
		INDEX DIFFERENCE:	
		TONNAGE	GALLONS
PAY ITEM NUMBER			
TOTAL MONTHLY PAYMENT:			
I certify that, based on my personal knowledge and well-founded belief following my own reasonable investigation, the tonnage and gallons (metric tonnage and liters) represented by this Certification are true and correct.			
Contractor's Authorized Agent (Print Name & Co.) _____			
Contractor's Authorized Agent (Signature) _____ Date _____			
* Calculations based on Specifications.			

Figure 5.14-3 DELIVERY TICKET



FLORIDA MINING & MATERIALS
 CONCRETE PRODUCTS
 LEE DIVISION
 P.O. BOX 2376, 2858 FORD STREET, FT. MYERS, FLORIDA 33902, PHONE (813)334-4521

Plant No. 03-004 Del. Ticket _____
 Serial No. _____
 Date: _____ 19

Delivered To: _____

Address _____

F.D.O.T. Fin. Proj. ID. _____

Truck No.	DOT Class	DOT Mix NO.	Cubic Yards This Load
Time Loaded	Arrived	Discharged	Cubic Yards Total Today
Allowable Jobsite Water Addition gals./cu. yd.		Mixing Revolutions: At Plant: At Jobsite:	
FILL OUT ON FIRST DELIVERY AND ON EACH CHANGE OF AGGREGATE WEIGHTS			
Cement _____ Brand _____ Amount _____	Air _____ MBVR _____ oz. Amount _____		
Course Agg. _____ % Moisture _____ Amount _____	Retarder _____ MBL-80 _____ oz. Amount _____		
Fine Agg. _____ % Moisture _____ Amount _____	Fly Ash _____ Source _____ Amount _____		
Batch Water (Gals.) _____ Amount _____	Coursr Agg. DOT Pit # _____ S.C. _____ Fine Agg. DOT Pit # _____ S.C. _____		

Issuance of this ticket constitutes certification to the accuracy of the above recorded information

 Signature of Plant Operator or Company Rep.

WATER ADDED ON JOBSITE _____ GALLONS
 ADDITIONAL MIXING REVOLUTIONS _____

Figure 5.14-4
SAMPLE SKETCH OF RIPRAP STRUCTURE

