

CHAPTER 6 FIELD RECORDS

6.1 PURPOSE

This procedure reiterates the prescribed methods of maintaining the various field records, which the Florida Department of Transportation (Department) is required to procure in order 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.

6.2 STANDARD/NON-STANDARD BOUND FIELD BOOKS

Standard/Non-Standard Bound Field Book notes are site source documents. Many times these records will be referred to by persons with little field experience or engineering background. It is important when preparing records of this type to assume that all persons who will use your notes have no familiarity at all with the work you are recording.

Standard/Non-Standard Bound Field Books are extremely important as site source records for establishing pay quantities. They may be required as evidence in any arbitration or lawsuit.

The Project Administrator (PA) shall use a good quality **Standard Bound Field Book** for recording all Permanent survey data. A **Non-Standard Bound Field Book/Final Measurement Miscellaneous, [Form No. 700-050-61](#)** can be used to record survey notes or other field measured items such as data recorded on **Latitude and Departure** forms, or input can be done manually or electronically on the **Latitude and Departure** forms itself. All **Non-Standard Bound Field Books/Final Measurement Miscellaneous, [Form No. 700-050-61](#)** shall meet the same requirements as stated in **Section 6.2**.

Final Measurement Miscellaneous Form is to be used as a **Site Source Record** to record data and to simulate a **Field Book** page. Therefore, Area, Linear, Volumetric, Survey notes, and Per Each measurements could be documented on this form. This form could also be used to document quantities using the **Latitude** and **Departure** method ([See Figure No. 6-5](#)). When this form is utilized for survey notes the criteria specified in **6.2.1** need to be met. For permanent records used a **Standard Bound Field Book**.

When a project necessitates a full survey, such as Bench Levels, Original and/or Final Cross Sections, and Subsoil Cross Sections, it is recommended to use a **Field Book**. By creating this form, A Technician could use one, two or as many pages as needed for individual pay items. Individual sheet(s) should be contained in a folder which should be clearly identified and included with the **Final Estimate Package**.

6.2.1 General Instruction

- (A) **Standard/Non-Standard Bound Field Books** with a hard cover will be used.
- (B) The front cover of each **Standard/Non-Standard Bound Field Book** shall be identified with bold letters to show the Federal Aid Project Number, Financial Project ID Number, Contract Number, **Standard/Non-Standard Bound Field Book Number**, State Road Number, and the general contents of that book. The **Standard/Non-Standard Bound Field Book Numbers**, and the Financial Project ID Number, should also be shown on the back binding (spine) of each **Field Book**. ([See Figure No. 6-1](#))

Note: When the miscellaneous form is utilized a cover sheet should be provided with the same information except for the spine and included in the folder along with the information indexed.

- (C) Each **Standard/Non-Standard Bound 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 **Standard/Non-Standard Bound Field Book** page at the beginning of each day's notes. Well-documented field records are indispensable when the Department is involved in litigation. **Standard Bound Field Books** should also identify pay item numbers, original/final x-sections etc.
- (E) Never erase in any **Standard/Non-Standard Bound Field Book**. Corrections shall be made by striking through the incorrect data and inserting the correct data. All such corrections shall be initialed and dated by the person making the correction.
- (F) Do not cut or otherwise remove pages from any **Standard/Non-Standard Bound Field Book**. If an entire page is found in error, mark the original page **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 **Standard/Non-Standard Bound Field Books** is prohibited. Field notes shall be

entered directly into the **Standard/Non-Standard Bound Field Book** at the time and the place the work is originally done. The exception to this rule is measurements entered directly on **Latitude** and **Departure Sheets** or directly on the **Final Computation Book Forms**. In all cases, erasures as detailed in (E) above, is prohibited.

- (H) **Field Records** shall always be legible with sufficient sketches and explanatory notes to convey the intent to a person who is not familiar with the job. Good sketches are most important when recording final measurements. The details of the sketches do not need to be elaborate, but 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 of the 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) When practical, record all the notes for one item in the same book and in the same place in the book. This may necessitate the use of additional **Standard/Non-Standard Bound Field Books**, but it will avoid confusion and transposition errors.
- (L) A complete summary shall be made for each item at the end of its field notes. This item summary total will then be checked by those persons doing the final estimate and entered on the **Summary Sheet** of the **Computation Book**. At this time, the summary and the **Standard/Non-Standard Bound Field Book** shall be properly cross-referenced.
- (M) Keep the calculations and measurements for Federal Aid participating and non-participating items separated in the **Standard/Non-Standard Bound Field Book**. This also applies to **Utility Agreements** known as **Joint Participation Agreement** items (**JPA**s) and **Locally Funded Agreements** (**LFA**s).
- (N) When more than one project (state or federal) is constructed under the same contract, separate **Standard/Non-Standard Bound Field Book** shall be set up for each project and the measurements and other data shall be kept separate for each project.
- (O) **Field Records** for projects let under separate contracts shall never be recorded in the same **Standard/Non-Standard Bound Field Book** and shall contain only records related to a single contract.

- (P) All **Standard/non-Standard Bound Field Books** will become the property of the Department, and shall have a unique six-digit number assigned.
- (Q) **A Pile Driving Record [Form No. 700-010-60](#)**: is for recording individual pile records by bent or pier numbers and can be obtained from the Department's Forms web site.
- (R) 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.
- (S) **Standard Bound Field Books** used for alignments shall be submitted with the Final Estimate Package. It shall contain all the necessary information for horizontal control for new construction projects and major widening projects.
- (T) Assembly of **Pile Driving Records [Form No. 700-010-60](#)**: used for recording alignment and pile driving data; to be retained until the structure that they were incorporated in is removed. These forms shall be bound together in a manner as to be kept for permanent records. Special care shall be exercised in labeling alignment and **Pile Driving Records** as a permanent record. Forms shall be bound and kept for these purposes, with front outside covers labeled with a large red letter "P" and circled in red to indicate a permanent record. (Also see the form assistance instructions for this specific form on the forms website.)

6.3 TABULATION FORMS

Tabulation Forms are site source records for establishing pay quantities.

6.3.1 Daily Report of Truck Measured Material Site Source Record, [Form No. 700-050-54](#) is used to record truck quantities. This **Tabulation Form** shall be summarized in the **Computation Book**. When the final quantities are determined by certification/measurements of loose volume in truck bodies, the following procedures used will generally 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 capacity will include the truck body capacity only and any sideboards added will not be included in the certified truck body capacity provided by the contractor. Trucks used on Department projects shall be checked for permanent decals or manufacturer's certification showing the capacity on both sides of the truck. The PA will randomly check the certified capacity on a selective number of trucks for accuracy and provide this information with the **Final Estimate Package**. This process could be done by using [Form No. 700-050-54A](#) and/or [700-050-54B](#),

either case I or II. This will not require the field personnel to climb into the body of the truck. Provided in each example when sideboards are added these measurements will be transposed on these sheets and added to the certified capacity.

- (B) If sideboards are added it will be the PA's responsibility to measure this addition 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 accompany the **Final Estimate Package**.
- (C) After the trucks have been assigned a number and their capacities shown, the **Tabulation Form** is used to record the quantity established for each truck as it delivers a load of the material to the project.
- (D) The volume entered on a **Tabulation 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 that are used. Documentations 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 that the contractor provide a list of trucks that will be used on FDOT 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 **Tabulation Form** for borrow 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 **Tabulation Form** include:

- (1) Borrow material
- (2) Stabilizing material
- (3) Cover material

6.3.2 Daily Log Sheet Miscellaneous Tabulation Form Site Source Record, [Form No. 700-050-56](#) is used when material is paid by weight and volume. The **Field Records** are also kept for each truck load of material hauled.

Note: when box beam scales are used and the net weight is given automatically, the net weight would be the only one required.

RipRap – The **Miscellaneous Tabulation Forms** for riprap shall reflect quantities used and approved in each day's operation, as well as the station, offset, and structure number of the placement location which will be shown in the remarks column. Document the number of cubic yards of sand and cement per batch and the number of batches per day or for each location. Delivery tickets shall be submitted showing the batch weights of sand and cement used. ([See Figure No. 6-2](#))

Payment for riprap shall not be made solely on the quantity delivered by truck and placed by the contractor. Refer to [Roadway and Traffic Design Standards Index Number 258](#) for an example. The quantity of riprap for a triple concrete pipe 84" in diameter is 31.1 cubic yards 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 the **Standard Index** and placed in a **Field Book**. ([See Figure Nos. 6-3 and 6-4](#))

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 feels the contractor is placing the material too thick or beyond required limits, the PA must notify the contractor in writing.. A hand written letter will be acceptable for this purpose. In addition, the inspector shall write the station, offset structure, and the words **Partial Pay** or **NO PAY** on the **Tabulation Form** collected for materials which are either partially or completely placed outside the limits authorized by the PA.

6.4 MAINTENANCE OF TRAFFIC (MOT) SIGNS, etc. (Certification of Quantities), TRAFFIC STRIPES & MARKING (Worksheet & Certification of Quantities) AND TRAFFIC MARKING CERTIFICATION/WORKSHEET (Retroreflectivity Reading Certification) FORMS

6.4.1 **Contractor Certification of Quantities (MOT) (Signs, etc.), [Form No. 700-050-62](#) and [700-050-62A](#):** These forms are provided for the Contractor to document and certify all **102 pay items**. **Form No.700-050-62** is designed for specific **102 pay items**: The first two (2) sets of columns will accommodate most of the each day items. The third is specifically for the Traffic Control Officer pay item. The Fourth column is specifically for, Panels and Advanced Warning Arrows. The last set of columns on this Form No. is for cubic yards and Linear Feet Items such as (Temporary Guardrail). **[Form No.700-050-62A](#)** is a continuation sheet. It allows the Contractor to enter any of the other **102 pay items** (not the specific ones mentioned above). These daily forms will automatically generate a total for a day's work. These forms shall be signed by the Contractor's Authorized Agent (such as a subcontractor) and the Prime Contractor's Work Site Supervisor and turned in monthly to the Project Administrator (PA)/Manager for payment. The PA will include these certifications in the **Final Estimates Package**.

6.4.2 **MOT – Painted Pavement Markings Daily Worksheet, [Form No. 700-050-67](#) and MOT – Painted Pavement Markings Contractors Monthly Certifications of Quantities, [Form No. 700-050-68](#):** these forms are designed to be used by the Contractor for all the Traffic Stripping and Marking pay items (**all 701, 702, 705, 706, 709, 710, 711, 713, and 102**) pay items are included). The Contractor is responsible to maintain measurements/counts for these items (see exception).

A. These two forms are now combined. Once the Contractor fills out the set-up sheet within the Traffic Stripes & Markings Daily Worksheet, and clicks on "Go to worksheet. The Contractor can enter the quantities for that day's work, "location" and "Remarks" could also be filled out if necessary.

Exception: for Pay Item 710-90, which is a Lump sum pay item, the daily worksheet doesn't necessary need to be filled out. The Contractor may document a percentage or the total LS on the Certification sheet. If the pay item is not shown with a quantity on the worksheet electronically, it will not be shown on the Certification Sheet. As mentioned above, for Pay Item 710-90 (LS), the Contractor will have to write in a percentage of the 1 LS quantity manually on the Certification Sheet.

Note: The 102 Pay Items (Temporary tape, etc.) are also listed since the Contractor placing the striping in most cases may also place the 102 items. This will eliminate filling out two different forms.

Once the pay items and quantities are entered on the **Worksheet**, the contractor

will then click on “Sumall” at the bottom of the screen; the **Certification Sheet** will show up. The contractor will scroll to the top of this screen and click on the “update” button located at the top left hand corner of the form. This will automatically show all the pay items with their quantities for that day of work. The contractor will continue with another day of work, if applicable, and so on, till the cutoff date for that month. Once the “update” button is clicked on the certification sheet, the quantities are updated to show the latest totals for that month. The certification form will need to be signed by the appropriate and designated persons listed on the form and turned in monthly to the PA with the worksheets for that month also.

Note: See **Chapter 11 Section 11.8** and **11.9** of the **Preparation and Documentation Manual** on the requirements for Design Build and Lump Sum Projects.

B. Traffic Marking Certification/ Worksheet, [Form No. 700-050-70](#) is used for recording Initial Retro-Reflectivity Reading of White /Yellow Pavement Markings, Thickness and Wet Weather in accordance with Florida method **FM-5-579** as required by **[Section 710 of the Specifications](#)**.

The Contractor will have the responsibility to measure, record and certify the Retroreflectivity on the Department’s approved form and submit to the PA/PM. After three (3) days of the receipt of the **Contractor’s Certification (See Section 6.4.2)**, the Department reserves the right to test the markings. Failure to allow the Department to complete this task will result in a non-payment to the contractor. This form will be signed by the Contractor or his representative and the Work Site Supervisor.

This form should 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 Stripping 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**.

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

All **Certification of Quantities (See Section 6.4.2)** shall be reported on the Lead Financial Identification Number (FIN) for Fin 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, as the prorated amount determined from the Trn*port Summary of Quantities pay item breakout. This will be done by taking the total quantity of Signs, Lights, Barricades, etc; shown on the Summary of Quantities for each FIN number and dividing it by the total quantity for the Contract, then multiplying this amount by the total number placed. This shall be done monthly, the day of the estimate cutoff, based on the **Contractor's Certification of Quantities**.

Example

Type II Barricades

Project "A" Summary of Quantities shows 10,543 each Federal Aid (FA) participating and 4,589 each NFA participating

Project "B" Summary of Quantities shows 64,940 each Federal Aid participating
Total Summary of Quantities for contract = 80,072 each

Total placed this month = 23,455 each

Project "A" (FA) would be determined by dividing 10,543 (FA) by 80,072 and multiplying by 23,455.

(FA) $10,543 \div 80,072 = .13 \times 23,455 = 3,049.2$ or 3,049 each

Project "A" (NFA) would be determined by dividing 4,589 (NFA) by 80,072 and multiplying by 23,455.

(NFA) $4,589 \div 80,072 = .06 \times 23,455 = 1,407.3$ or 1,407 each.

Project "B" would be determined by dividing 64,940 by 80,072 and multiplying by 23,455.

(FA) $64,940 \div 80,072 = .81 \times 23,455 = 18,998.6$ or 18,999 each.

And to confirm the total placed for this month, just add the three outcomes together:

$3,049 + 1,407 + 18,999 = 23,455$ each

6.5 PAYMENT

The Contractor will request payment by submitting a **Certification of Quantities** no later than twelve o' clock noon Monday after the estimate cutoff as directed by the PA/PM. This will be in accordance with [Section 102](#) and [701 thru 713](#) of the **Specifications** for each Contract. The Contractor's submitted quantities must be approved by the PA/PM. Any disputed quantities needs to be reconciled as soon as possible.

6.6 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 and the ticket indicates 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 (*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 cars are visually inspected to insure that all material has been unloaded.
- (E) Material remaining in cars after job completion is to be hauled by truck to state certified scales and gross, tare, and net weights determined 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* system as outlined above. All requirements for pay records will be fulfilled.

6.7 DOCUMENTATION

Documentation is considered complete only when the material represented by each *Tabulation Form* is reconciled at the point of actual incorporation into the project. 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 *Tabulation Form* used.

Department *Tabulation 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 then be reconciled immediately. This systematic comparison of source records will help create fewer misinterpretations concerning final pay quantities.

- (A) Unless the number of **Tabulation Forms** justifies the use of the computer to summarize the material, a manual summary shall be made by **Tabulation Form** totals in the **Final Estimates Computation Book**.
- (B) When the computer is used, the output shall be included as part of the estimate computations and shall be cross-referenced in the **Computation Book**.
- (C) A complete tabulation, as a packing list, of all types of **Tabulation Forms** shall be shown in the transmittal data when the final estimate package is submitted.

6.8 FUEL AND BITUMINOUS ADJUSTMENTS

6.8.1 Fuel Adjustments

Conventional projects will receive a fuel adjustment on Contracts with an **original** Contract time in excess of 120 calendar days. The Department will make price adjustments on each applicable monthly/progress estimate to reflect either increases or decreases in the price of gasoline or diesel from those in effect for the month in which bids were received. 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. Items that require fuel adjustments can be found on the Department's Construction Web site at www.dot.state.fl.us/Construction/fuel&bit/fuel&bit.htm.

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 Site Manager (SM).

Any adjustment for contract time overrun will be made in Site Manager.

Fuel Adjustments for Clearing and Grubbing and Structural Steel pay items are automatically calculated on the New Fuel Report (Web –Adhoc). A manual line item adjustment is required in Site Manager for these items.

The Fuel Adjustments for Black Base and Composite Base options will be calculated in the fuel report. The selection is made in the report and will be added as a manual line item adjustment in SM.

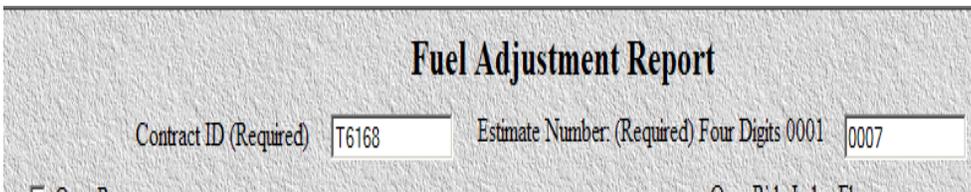
6.8.2 Fuel Adjustment Report

To access the **Fuel Adjustment Report** you should follow the directions below;

- Access the infonet
- Click on office
- Click on construction intranet

- Click on ad-hoc report system
- Click statewide construction dashboard
- Click on estimates tab
- Click on fuel adjustment report – with new base option

The first part of the report is required to get started creating the Gas and Diesel adjustments. Enter in the contract and the estimate you need the adjustments for. “The estimate number is a four digit field (i.e., 0007)”. You can only run one estimate at a time.

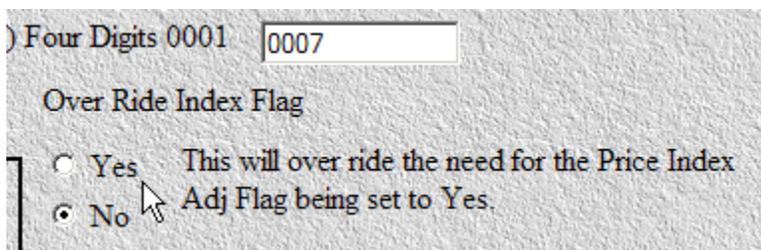


Fuel Adjustment Report

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

If for some reason, the Fuel Adjustment Flag was not set in SM, then the option is there so that you can get the adjustments if needed.

NOTE: If you use this over ride option, you will have to manually make the line item adjustments to SM yourself. The report cannot write the adjustments back to SM.



) Four Digits 0001

Over Ride Index Flag

Yes This will over ride the need for the Price Index
 No Adj Flag being set to Yes.

The Flag is defaulted to No.

There are several additions to the main screen. One is the section that allows the user to pick which Option Base Items from their contract that has the All Black Base Option (ABBO) associated with them. If there is not an ABBO with the contract, then the user will select the “None” radio button. If there is, then select the “Other” radio button. A list of all the Optional Base Items will show up for the user to select.

Along with the Optional Base functionality added is the ability for the user to input how much of the total Optional Base quantity reported on the DWR is to be used to calculate either the Black base or Composite Base Option (CBO) fuel adjustment (or both) which will be manually added as a line item adjustment in SM.

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="Add Selected >>"/>	<input type="text"/>
			<input type="button" value="Remove Selected"/>	

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="Add Selected >>"/>	<input type="text"/>
			<input type="button" value="Remove Selected"/>	

The other addition allows the user to calculate the added fuel cost for the overrun to LS C&G and LS Steel.

Over Runs

Clearing & Grubbing

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

Steel

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

Using the Black Base or Composite Base Option

None
Other

Black Base Option(Required)

Fin Project ID	Base Items	Qty	New Quantities

Composite Base Option(Required)

Fin Project ID	Base Items	Qty	New Quantities

The report is set such that you have to choose the option of whether or not you pay for ABBO or CBO on an estimate. To do this if you do not have ABBO or

None
Other

Black Base Option(Required)

Fin Project ID Base It

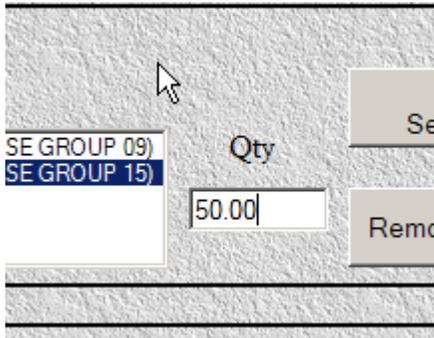
CBO, select None by clicking on the radio button.

When you click on the "Other" button, the Fin Project ID and the Base Items fields will be populated with the pay items associated to your contract if there are any. At this point, select the Fin Project and Optional Base Item that you want the report to calculate the fuel adjustment for your Black Asphalt quantity. If you are paying for a mixture of optional bases on this estimate, the DWR quantity will be the total of Asphalt and Limerock pay areas.

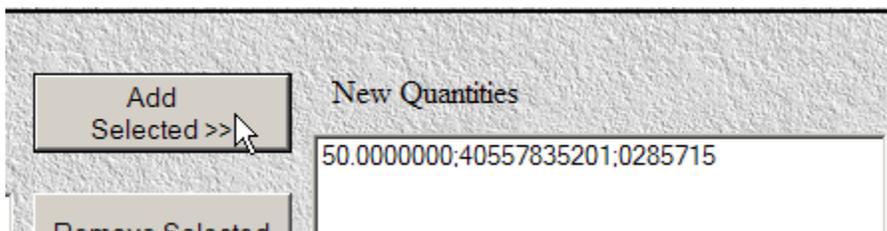
Black Base Option(Required)

Fin Project ID	Base Items	Qty
40557835201	0285709 -OPTIONAL BASE (BASE GROUP 09)	
40557835601	0285715 -OPTIONAL BASE (BASE GROUP 15)	
41462415201		
41462415601		

In this example, the total DWR quantity is 192.40 SY. Of this quantity, 50.0 SY of the total quantity was Asphalt Base so you would need to enter 50.00 into the Qty field.

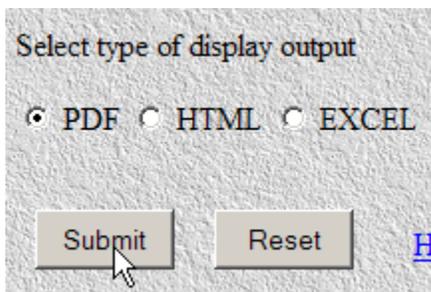


When you have entered the measured quantity of Asphalt Base, click on the “Add Selected” button to bring the new quantity over to be calculated.



Once you have done this, the fuel report will calculate an additional dollar amount that will need to be added to SM as a manual line item adjustment.

At this point you can have the report created in several formats: Interactive PDF or EXCEL. Select the report format that you need. Once you have done that, click on the “Submit” button and the report will be created.



Below is a partial shot of the report showing the additional adjustment to Fuel for the Asphalt Base. The additional money that was generated in this report will need to be added to SM by manual line item adjustment is \$38.38.

Near the bottom of the report, you will notice that there is an Adjusted Amount for Diesel. This is the total of all extra adjustments for diesel that you crated for this estimate. This total includes any adjustments that you made to Clearing and Grubbing, any LS Steel adjustments or optional base item adjustments.

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

If all of the DWR quantity (192.24 SY) is Asphalt Base, the amount you will need to enter into the quantity field is 192.24. This will make the adjustment on all of the DWR quantity.

Financial Project ID: 40557835201

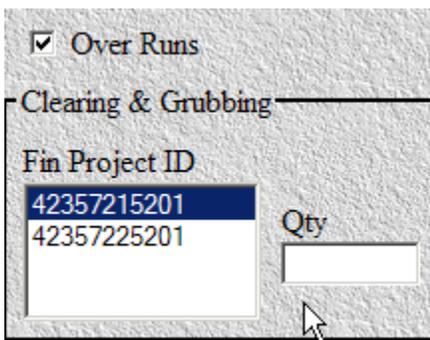
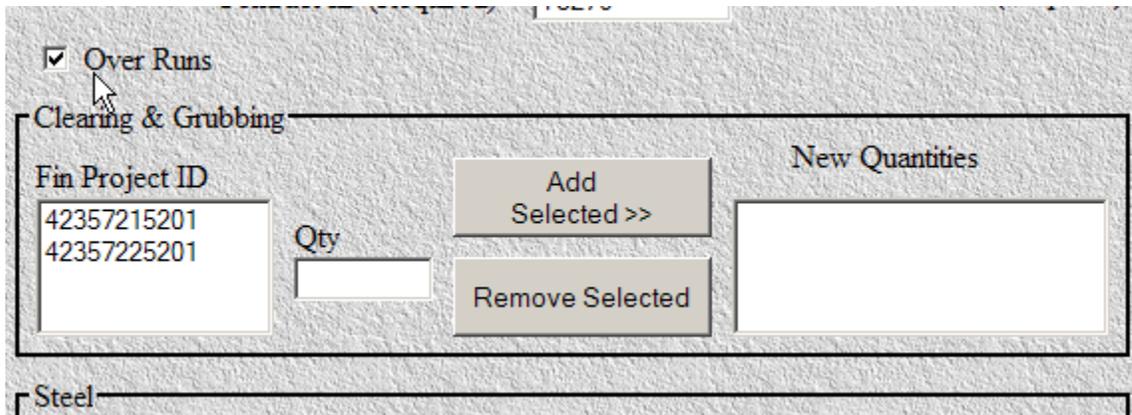
<u>Ln#</u>	<u>Item Code</u>	<u>Est Qty</u>	<u>Unit</u>	<u>Qty</u>	<u>Unit</u>	<u>Adjustml Factor</u>	<u>Index Differenl</u>	<u>Adjustmen Amount</u>
Diesel Adjustment								
0105	0160 4	25.300	SY			.1196	.6594	\$ 2.00
0110	0285715	192.240	SY			.4350	.6504	\$ 55.20
						Asphalt Base option for Qty 192.24 Fuel adj of \$		147.56 **
0120	0334 1 13	22.430	TN			4.6220	.6594	\$ 68.30

Using the C&G or Steel LS overrun

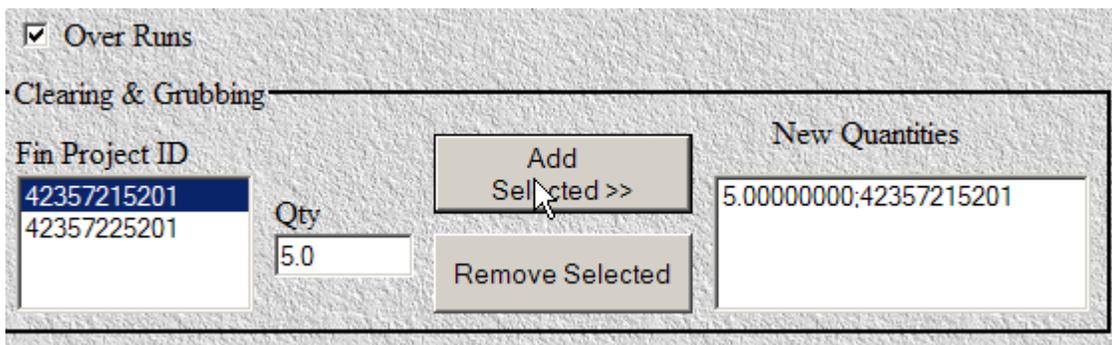
To use the C&G Overrun part of the new report, you will need to know the Acres that the C&G LS pay item is to be adjusted by. The Steel overrun portion will work pretty much the same way.

NOTE: The report will allow you to make overrun adjustments on estimates even where you did not make a payment on the C&G pay item or the Steel Item. To do this, you will need to do a \$0.00 Work Item on a DWR for Clearing & Grubbing or the Steel LS pay item.

When you click on the box for Over Runs, the Fin Project ID list will automatically be populated. Highlight the project that you need to make the adjustment to.



When you select the project, you will be able to enter the quantity in **Acres** of the overrun adjustment. Enter the quantity and click on the *Add Selected* button to move the quantity over to the *New Quantities* box.



When you hit the Submit button, the report will look something like this. The overrun of C&G will show up under the Diesel and Gasoline adjustment for C&G. The project personnel will need to make individual line item adjustments for each dollar amount associated to C&G in SM.

**Florida Department of Transportation
 Estimated Fuel Adjustment Report**

Vendor Id: F592871935 Vendor Name: ANDERSON COLUMBIA CO., INC.
 Contract ID: T3276 For Est Nbr: 0002 Pay Period: 01/19/2009 to 02/15/2009
 Sys Unit Code: E Price Adjustment Flag: Y
 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			.4359	-2.1755	\$ -5,862.06 *
0100	0327 70 8	6907.000	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

Adjustment =====

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

At the bottom of the report page for each type of fuel, the report will automatically sum the total dollar amount for all Diesel adjustments.

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

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

6.8.2 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 5000 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. The Department will determine the API for each month and place it on the Construction website. When an estimate is generated, Bituminous Adjustments must be calculated per specifications using the **Asphalt Price Index Table** and a line item adjustment added to the estimate. **Asphalt Price Indexes** can be found on the Department's Construction Website at www.dot.state.fl.us/Construction/fuel&bit/fuel&bit.htm

Note: For Push Button Renewable Contracts see **Section 11.8** of this *manual*.

Note: 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. For projects let before January 2007, the Contractor will continue to use the existing forms. These revised forms can be found on the Construction Website.

Note: When a Composite Base item(s) is specified in the Plans, a price adjustment for bituminous material will apply to that asphalt portion of the base **only**, according to **Section 9-2.1.2** of the **Specifications**.

6.9 RESIDENT OFFICE PERSONNEL RESPONSIBILITY

It is the responsibility of the Resident Office (RO) personnel to adjust the fuel and bituminous material monthly on projects assigned them that meet the criteria specified in **Section 9** of the **Specifications**.

Note: Refer to **Chapter 11, Alternative Contracts** of this *Manual* for Fuel and Bituminous Material Adjustments on Lump Sum and Design Build Projects. Pay item(s) will be posted and added to the Contractor's Estimated Fuel worksheet. The list for fuel will be utilized and can be found on the Construction website. The existing list of items will continue to be available for projects let prior to January 2007. The Average Price Indexes for Fuel, Bituminous and Polymer PG76-22 will be posted on the State Construction Office Web site before the 15th of each month.

6.10 CUTOFF PERIOD

On all **Certifications of Quantities**, worksheets provided by the Contractor, need to represent the amount of material placed on the project and accepted by the department thru the estimate cutoff period. The estimates cutoff dates are provided on the State Construction Office website.

Below are examples to show how the estimates cutoff dates are to be utilized in processing the Certification of Quantities provided by the Contractor.

The cutoff date for Progress Estimate #18 is February 21st, 2010, as shown. The Contractor Certification of Quantities should reflect all material placed and accepted from January 18, 2010, thru February 21, 2010, which is the cutoff date. On the ***Certification of Quantities***, February fuel and bituminous index will be used.

Office of Construction Monthly Estimates Cut-off Dates		
2010 NEW		
January 17, 2010	February 21, 2010	March 21, 2010
April 18, 2010	May 16, 2010	June 13, 2010
July 11, 2010	August 15, 2010	September 19, 2010
October 17, 2010	November 14, 2010	December 12, 2010

COSECT FIN. PROJ.# MANDST JOB NO. TRNSPORT/SITEMANAGER PAY ESTIMATE CONTR. TYPE: CC CONSTRUCTION
 93220 406870-1-52-01 04 - PROGRESS EST.NO. 0018 C.C. NO. 409 CONTRACT NO. T4190 ENGLISH
 PROG. NUMBER - 5202 WEST PALM BEACH CONS LETTING DATE 03/26/08
 F.A.P. NO. 0951618T NO. OF JOBS ON ESTIMATE 01 / 01
 CONTRACTOR: F592023298001 COMMUNITY ASPHALT CORP.

S.R. NO. SR 9 IN PALM BEACH CO. CONTRACTOR: F592023298001
 NAME - I-95/SR-9/HOV/GU COMMUNITY ASPHALT CORP.
 FROM - FROM S OF PGA BLVD
 TO - TO S OF DONALD ROSS RD MIAMI FL

FROM COMMENCEMENT OF WORK SEP 14, 2008 TO FEB 21, 2010 INCLUSIVE

ITEM DESCRIPTION	ITEM NUMBER	CO UN NBR IT	Q U A N T I T I E S					UNIT PRICE	AMOUNT TO-DATE
			PLAN	PREVIOUS	THIS EST.	TO-DATE	%		
MOBILIZATION	0101 1	LS	1.000	1.000	+0.000	1.000	100	3,406,324.0000	3,406,324.00
MAINTENANCE OF TRAFFIC	0102 1	LS	1.000	0.454	+0.000	0.454	45	2,236,573.0000	1,015,404.14
TRAFFIC CONTROL OFFICER	0102 14	MH	48.000	275.000	+0.000	275.000	573	53.3500	14,671.25
WORK ZONE SIGN	0102 60	ED	179,595.000	60,902.000	+4,190.000	65,092.000	36	0.4000	26,036.80
BARRIER WALL, TEMPORARY	0102 71 11	LF	37,137.000	30,144.000	+0.000	30,144.000	81	25.3000	762,643.20
, F&I, CONCRETE									
BARRIER WALL, TEMPORARY	0102 71 13	LF	12,090.000	984.000	+0.000	984.000	8	4.5000	4,428.00
, F&I, LOW PROFILE, CON									
BARRIER WALL, TEMPORARY	0102 71 14	LF	2,465.000	2,487.000	+0.000	2,487.000	101	48.4000	120,370.80
, F&I, TYPE K									
BARRIER WALL, TEMPORARY	0102 71 21	LF	31,536.000	11,563.000	+1,308.000	12,871.000	41	4.9500	63,711.45
, RELOCATE, CONCRETE									
TEMPORARY GUARDRAIL	0102 73	LF	1,162.000	1,325.000	+0.000	1,325.000	114	16.5000	21,862.50
BARRICADE, TEMPORARY, T	0102 74 1	ED	415,955.000	218,878.000	+27,045.000	245,923.000	59	0.2000	49,184.60
YPES I, II, DI, VP & DR									
BARRICADE, TEMPORARY, T	0102 74 2	ED	9,719.000	4,469.000	+835.000	5,304.000	55	0.4000	2,121.60
YPE III, 6'									
ADVANCE WARNING ARROW P	0102 76	ED	4,888.000	795.000	+12.000	807.000	17	0.0100	8.07
ANEL									
HIGH INTENSITY FLASHING	0102 77	ED	42,733.000	21,733.000	+1,225.000	22,958.000	54	0.4000	9,183.20
LIGHTS, TEMP, TYPE B									
REFLECTIVE PAVEMENT MAR	0102 78	EA	7,804.000	5,114.000	+1,793.000	6,907.000	89	4.0000	27,628.00
KER, TEMPORARY									
LIGHTS, BARRIER WALL MOU	0102 79	ED	544.000	84,579.000	+5,565.000	90,144.000	***	0.2900	26,141.76
NT, TEMP, TYPE C, STEADY B									
CRASH CUSHION/IMPACT AT	0102 89 7	LO	19.000	11.000	+0.000	11.000	58	1,100.0000	12,100.00
TENUATOR, TEMPORARY,									
PREVIOUS ITEM ADJUSTMEN									11,136.32

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

**CONTRACTOR'S CERTIFICATION OF QUANTITIES
 BITUMINOUS AND POLYMER MATERIAL
 (CONVENTIONAL PROJECTS)**

CERTIFICATION NO. 8

FORM 700-050-01
 CONSTRUCTION
 11/07

FINANCIAL PROJECT ID. 3425671026

CONTRACTOR Do it Rite Inc.

CONTRACT NO. 55784

PERIOD REPRESENTED BY CERTIFICATION:

FROM (MO/DAY/YR) 01/18/10 TO (MO/DAY/YR) 02/21/10

ASPHALT MATERIAL

BASE PRICE INDEX: 2.6899 CURRENT PRICE INDEX: 1.9992 INDEX DIFFERENCE: -0.5962

PAY ITEM NUMBER: 285 TONNAGE: 600.0 TN

PAY ITEM NUMBER: 334 TONNAGE: 1000.0 TN

PAY ITEM NUMBER: 337 TONNAGE: 2500.0 TN

GALLONS OF ASPHALT CEMENT USED IN MIX * 59732 GA

ADDITIONAL GALLONS (ARM) 100 GA

TOTAL GALLONS 59832 GA

TOTAL MONTHLY PAYMENT -\$33,278.56

POLYMER MATERIAL

BASE PRICE INDEX: 2.1490 CURRENT PRICE INDEX: 2.7532 INDEX DIFFERENCE: 0.4968

PAY ITEM NUMBER: 285 TONNAGE: 850.0 TN

PAY ITEM NUMBER: 334 TONNAGE: 984.0 TN

PAY ITEM NUMBER: _____ TONNAGE: _____

GALLONS OF POLYMER CEMENT USED IN MIX * 26719 GA

TOTAL GALLONS 26719 GA

TOTAL MONTHLY PAYMENT \$13,274.00

I certify that, based on my personal knowledge and well-founded belief following my own reasonable investigation, the tons and gallons (metric tons 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.

Material placed after February cutoff date, the contractor will provided these amounts on the next Certifications of Quantities for March 21st, 2010, cutoff date, which is Progress Estimate #19 to be paid. On the Contractor’s Certification of Quantities, the March fuel and bituminous index will be used. (See examples below)

Office of Construction Monthly Estimates Cut-off Dates		
2010 NEW		
January 17, 2010	February 21, 2010	March 21, 2010
April 18, 2010	May 16, 2010	June 13, 2010
July 11, 2010	August 15, 2010	September 19, 2010
October 17, 2010	November 14, 2010	December 12, 2010

10/06/10 STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION PESPJ11-1 PAGE 1
 COSECT FIN. PROJ.# MANDST JOB NO. TRNSPORT/SITEMANAGER PAY ESTIMATE CONTR. TYPE: CC CONSTRUCTION
 93220 406870-1-52-01 04 - PROGRESS EST.NO. 0019 C.C. NO. 409 CONTRACT NO. T4190 ENGLISH
 PROG. NUMBER - 5202 WEST PALM BEACH CONS LETTING DATE 03/26/08
 F.A.P. NO. 0951618I NO. OF JOBS ON ESTIMATE 01 / 01
 CONTRACTOR: F592023298001 COMMUNITY ASPHALT CORP.

S.R. NO. SR 9 IN PALM BEACH CO. CONTRACTOR: F592023298001
 NAME - I-95/SR-9/HOV/GU COMMUNITY ASPHALT CORP.
 FROM - FROM S OF PGA BLVD
 TO - TO S OF DONALD ROSS RD MIAMI FL

FROM COMMENCEMENT OF WORK SEP 14, 2008 TO **MAR 21, 2010** INCLUSIVE

ITEM DESCRIPTION	ITEM NUMBER	CO UN NBR IT	QUANTITIES					UNIT PRICE	AMOUNT TO-DATE
			PLAN	PREVIOUS	THIS EST.	TO-DATE	%		
MOBILIZATION	0101 1	LS	1.000	1.000	+0.000	1.000	100	3,406,324.0000	3,406,324.00
MAINTENANCE OF TRAFFIC	0102 1	LS	1.000	0.454	+0.027	0.481	48	2,236,573.0000	1,075,791.61
TRAFFIC CONTROL OFFICER	0102 14	MH	48.000	275.000	+38.000	313.000	652	53.3500	16,698.55
WORK ZONE SIGN	0102 60	ED	179,595.000	65,092.000	+3,896.000	68,988.000	38	0.4000	27,595.20
BARRIER WALL, TEMPORARY, F&I, CONCRETE	0102 71 11	LF	37,137.000	30,144.000	+0.000	30,144.000	81	25.3000	762,643.20
BARRIER WALL, TEMPORARY, F&I, LOW PROFILE, CON	0102 71 13	LF	12,090.000	984.000	+48.000	1,032.000	9	4.5000	4,644.00
BARRIER WALL, TEMPORARY, F&I, TYPE K	0102 71 14	LF	2,465.000	2,487.000	+0.000	2,487.000	101	48.4000	120,370.80
BARRIER WALL, TEMPORARY, RELOCATE, CONCRETE	0102 71 21	LF	31,536.000	12,871.000	+6,588.000	19,459.000	62	4.9500	96,322.05
BARRIER WALL, TEMPORARY, RELOCATE, TYPE K	0102 71 24	LF	2,425.000	0.000	+1,025.000	1,025.000	42	39.7500	40,743.75
TEMPORARY GUARDRAIL	0102 73	LF	1,162.000	1,325.000	+0.000	1,325.000	114	16.5000	21,862.50
BARRICADE, TEMPORARY, TYPE I, II, DI, VP & DR	0102 74 1	ED	415,955.000	245,923.000	+22,204.000	268,127.000	64	0.2000	53,625.40
BARRICADE, TEMPORARY, TYPE III, 6'	0102 74 2	ED	9,719.000	5,304.000	+870.000	6,174.000	64	0.4000	2,469.60
ADVANCE WARNING ARROW PANEL	0102 76	ED	4,888.000	807.000	+44.000	851.000	17	0.0100	8.51
HIGH INTENSITY FLASHING LIGHTS, TEMP, TYPE B	0102 77	ED	42,733.000	22,958.000	+1,092.000	24,050.000	56	0.4000	9,620.00
REFLECTIVE PAVEMENT MARKER, TEMPORARY	0102 78	EA	7,804.000	6,907.000	+1,828.000	8,735.000	112	4.0000	34,940.00
LIGHTS, BARRIER WALL MOUNT, TEMP, TYPE C, STEADY BURN	0102 79	ED	544.000	90,144.000	+4,452.000	94,596.000	***	0.2900	27,432.84
CRASH CUSHION/IMPACT ATTENUATOR, TEMPORARY, PREVIOUS ITEM ADJUSTMENT	0102 89 7	LO	19.000	11.000	+6.000	17.000	89	1,100.0000	18,700.00
									11,136.32

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

FORM 700-050-66
 CONSTRUCTION
 11/07

**CONTRACTOR'S CERTIFICATION OF QUANTITIES
 BITUMINOUS AND POLYMER MATERIAL
 (CONVENTIONAL PROJECTS)**

CERTIFICATION NO. 9

FINANCIAL PROJECT ID. 3425671026

CONTRACTOR Do it Rite Inc.

CONTRACT NO. 55784

PERIOD REPRESENTED BY CERTIFICATION:

FROM (MO/DAY/YR) 02/22/10 TO (MO/DAY/YR) 03/21/10

ASPHALT MATERIAL

BASE PRICE INDEX: 2.6899 CURRENT PRICE INDEX: 2.1650 INDEX DIFFERENCE: -0.3904

PAY ITEM NUMBER: 285 TONNAGE: 600.0 TN

PAY ITEM NUMBER: 334 TONNAGE: 1000.0 TN

PAY ITEM NUMBER: 337 TONNAGE: 2500.0 TN

GALLONS OF ASPHALT CEMENT USED IN MIX * 59732 GA

ADDITIONAL GALLONS (ARMI) 100 GA

TOTAL GALLONS 59832 GA

TOTAL MONTHLY PAYMENT -\$23,358.41

POLYMER MATERIAL

BASE PRICE INDEX: 2.1490 CURRENT PRICE INDEX: 2.8125 INDEX DIFFERENCE: 0.5561

PAY ITEM NUMBER: 285 TONNAGE: 850.0 TN

PAY ITEM NUMBER: 334 TONNAGE: 984.0 TN

PAY ITEM NUMBER: _____ TONNAGE: _____

GALLONS OF POLYMER CEMENT USED IN MIX * 26719 GA

TOTAL GALLONS 26719 GA

TOTAL MONTHLY PAYMENT \$14,858.44

I certify that, based on my personal knowledge and well-founded belief following my own reasonable investigation, the tons and gallons (metric tons 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.

6.11 LIST OF FIGURES FOLLOWING THIS CHAPTER

Figure 6-1	Note Book Spine
Figure 6-2	Delivery Ticket
Figure 6-3	Sample Sketch of Riprap Structure
Figure 6-4	Sand Cement Riprap Pay Analysis
Figure 6-5	Final Measurements "Miscellaneous"

Figure 6-1 NOTEBOOK SPINE

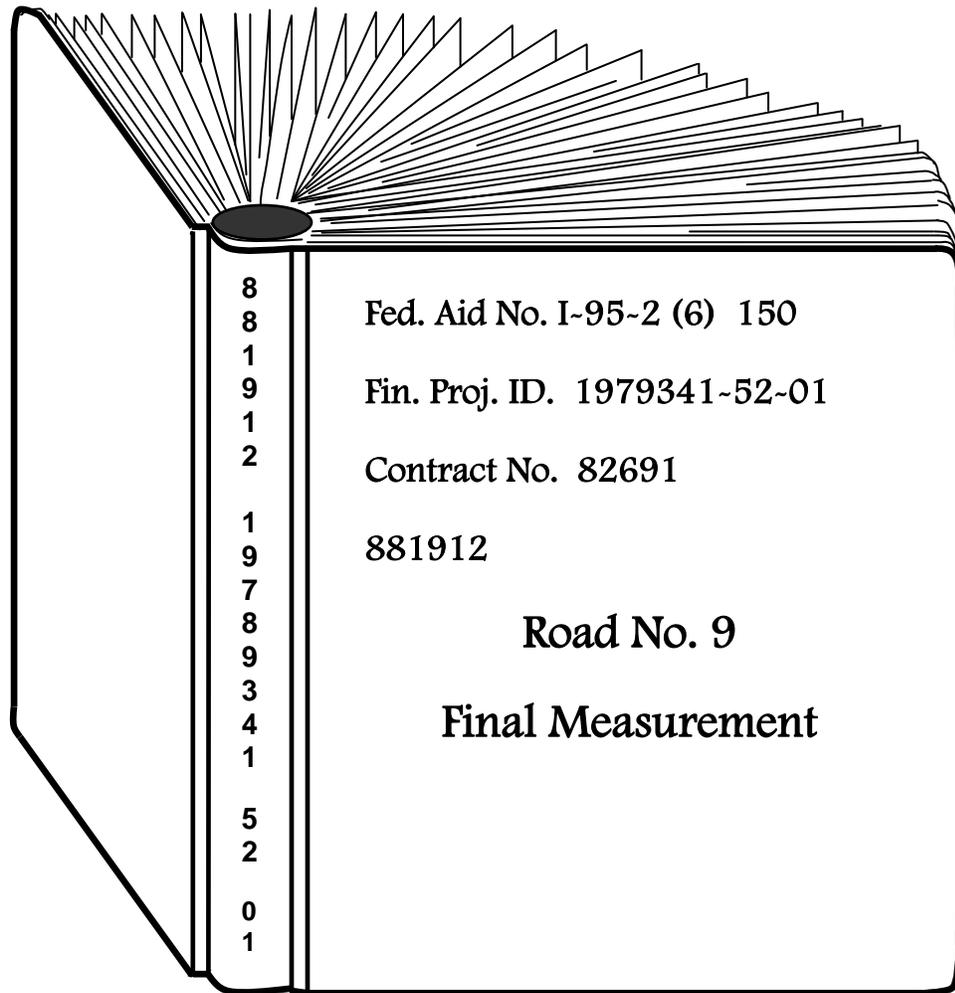


Figure 6-2 DELIVERY TICKET



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 6-3
SAMPLE SKETCH OF RIPRAP STRUCTURE

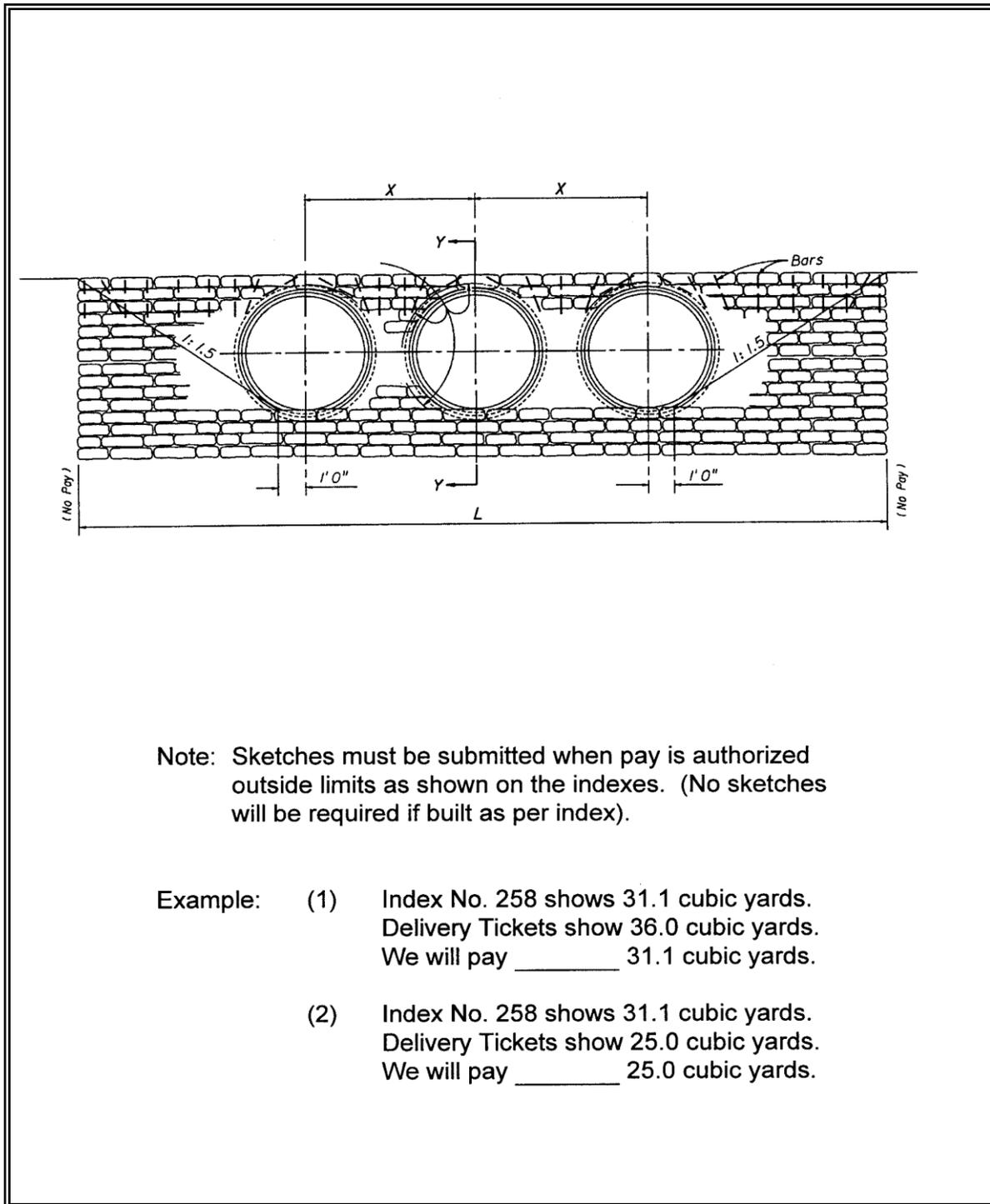


Figure 6-5

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
FINAL MEASUREMENTS "MISCELLANEOUS"

700-050-61
CONSTRUCTION
12/07
Page No. ___ of ___

