FDOT

Federal Requirements for Construction Projects of Local Agencies

Economic Stimulus Information Meeting

Rudy Garcia, Assistant District Construction Engineer
3/17/2009

Construction Administration Requirements for Local Agencies (LAP Program)

These requirements apply to Local Agencies operating under Local Agency Certification who choose to administer construction contracts. On the State Highway System, construction will be administered in accordance with the FDOT **Construction Project Administration Manual**. Materials will be inspected in accordance with the FDOT **Sampling Testing and Reporting Guide by Material Description** and the **FDOT Materials Manual** (Topic No. 675-000-000). Off the State Highway system, the Local Agency is encouraged to use these same standards. Federal aid projects are subject to **EEO Compliance Reviews** by FDOT.

Preconstruction Requirements:

1. Preconstruction Conference – After the contract is awarded the Local Agency Project Engineer shall schedule and coordinate a conference with the contractor. He shall notify the District Local Agency Program Administrator, contractor, subcontractors, utilities, and other interested and involved parties of the time and place of the conference. Representatives of any concerned utility, law enforcement, and other interested parties should be invited to attend. The purpose of the conference is to discuss the project plans and specifications, any unusual conditions, federal or state requirements, EEO requirements, training (if applicable), and any other items that will result in better understanding among the involved parties. In addition, the contractor will discuss the schedule of operation, type and adequacy of equipment, sources of labor and labor requirements, maintenance of traffic, and precautions for the safety of employees and the public. For a sample conference agenda, please see attachments.
2. Pre-Activity Meetings – It may be desirable to hold separate conferences for some specialized items of construction such as paving, roadside planting, electrical work, etc.
3. Meeting Minutes – Minutes of the meeting shall be made and copies transmitted to the District Local Agency Programs Administrator and each agency, organization, and firm that has involvement or interest in the project. For a sample of meeting minutes, please see attachments.

Requirements During Construction:

1. Maintain Project Diary – The Local Agency is responsible for maintaining a project diary throughout the life of the construction project. The diary refers to all documents that present a recorded collection of events, data, occurrences, instructions, situations, circumstances and work performed each day during a construction project. Project Diary includes, Daily Report of Construction (FDOT Form No. 700-010—13), Engineer's Weekly Summary (FDOT Form No. 700-010-14), and a Work Plan Controlling Item of Work (FDOT Form No. 700-010-15).
2. Conduct Progress Meeting – The Local Agency is responsible to conduct progress meetings with the contractor to discuss schedule, upcoming work, project issues, outstanding issues, etc. For a sample of progress meeting minutes, please see attachments.
3. Monitor DBE Requirements – The Local Agency must monitor the contractor to ensure that it submits the "Anticipated DBE Participation Statement," (FDOT Form No. 275-030-11A) at the pre-construction conference and then forwards it to the Equal Opportunity Office. Each month the Local Agency must report actual payments to all DBE subcontractors and suppliers. Reports can be made through the Equal Opportunity Reporting System (EOR) on the internet at www.dot.state.fl.us/equalopportunityoffice/.

4. Monitor Contract Wage Requirements – The Local Agency shall check certified payrolls for completeness and accuracy.
5. Monitor EEO Requirements – The Local Agency must monitor the contractor's performance to make sure they comply with its EEO policy. To accomplish this, the Local Agency must designate an EEO Officer. The EEO Officer must conduct employee interviews (FDOT Form No. 700-010-63) with the contractor, maintain records and reports concerning the contractor's performance, and ensure that the local agency, itself, complies with its EEO policy. The Local Agency should use the Equal Opportunity Contract Compliance Procedure (275-020-002-f) to monitor the contractor's performance.
6. Material Approval – The source for each type of material must be approved by the Local Agency before the delivery is started. The source of material is pre-approved if it is on the current FDOT "Qualified Products List" (QPL). A copy of the QPL is available on the internet at http://www2.dot.state.fl.us/SpecificationsEstimates/ProductEvaluation/QPL/QPLIndex.aspx. The QPL is published as an assurance that certain products and materials have a basic approval subject to additional testing of individual lots, batches or shipments to construction projects.
7. Document Delivery of Materials – Delivery tickets for asphalt concrete, Portland cement concrete or other batched or truck weighed material must be used to document the delivery of the material. These receipted tickets become a part of the final records.
8. Acceptance Testing – Local Agency staff (Local Agency's CEI included), another Local Agency, or a private testing facility employed by the Local Agency shall perform acceptance sampling and testing on the job site. The Local Agency should use these results to determine compliance with contract documents.
9. Acceptance Testing of Structural Products – When structural products or components such as precast concrete bridge beams, piles or drainage products or structural steel components such as bridge beams, sign structures, lighting structures, and traffic signal structures are fabricated in a plant remote from the immediate site of the project then acceptance sampling, testing and inspection must be performed in the plant by the Local Agency staff (Local Agency's CEI included), another Local Agency, or a private testing facility employed by the agency.
10. Independent Assurance Testing – The Local Agency shall perform independent assurance sampling and testing to check the reliability of the results obtained in acceptance sampling and testing. A prompt comparison of acceptance test results with independent assurance test results must be made by the Local Agency. This comparison must be documented in the project records. If the comparison indicates a problem, either with the materials or with the testing methods, action must be taken immediately to resolve the problem.
11. Document Progress Payments – The Local Agency Project Engineer must document the quantities shown on each monthly estimate to ensure payments are based on accurate measurements of work performed so that the contractor can be fairly compensated and so that public funds will not be expended on work that has not been done.
12. Affidavits – Before any payment can be made, the Local Agency must ensure that the contractor submits monthly a Certification Disbursement of Previous Periodic Payment to Subcontractors (FDOT Form No. 700-010-38).
13. Document Changes and Extra Work – Whenever a change in the contract is required, the Local Agency shall prepare a Supplemental Agreement and submit it to the approving authority for approval. The submittal shall include an explanation in sufficient detail so that everyone involved will understand the need for the change. A detailed justification of the cost associated with the change shall be included with the explanation. The format of FDOT Form No. 700-010-45 is recommended.

14. Semifinal Inspection – The Local Agency Project Engineer will conduct a semifinal inspection within seven days after notice from the Contractor of presumptive completion of the entire project. If, at the semifinal inspection, all construction provided for and contemplated by the contract is found completed to the Project Engineer's satisfaction, such inspection shall constitute the final inspection. If, however, at any semifinal inspection any work is found unsatisfactory, in whole or in part, the Project Engineer shall give the Contractor the necessary instructions as to replacement of material and re-performance of work necessary for final completion. Upon satisfactory replacement of material and re-performance of such work, another inspection shall be made, which shall constitute the final inspection if the required material is found to have been replaced and the work completed satisfactorily.
15. Final Inspection/ Final Acceptance – Whenever all materials have been furnished, all work has been performed, and all punch list items have been satisfactorily addressed, the Local Agency Project Engineer shall conduct the final inspection. When, upon completion of the final construction inspection, the work is found to be completed satisfactorily, the Local Agency Project Engineer shall give the Contractor written notice of final acceptance. The Local Agency should complete the form, **Final Inspection and Acceptance of Federal aid Project**, (FDOT Form No. 525-010-42) and send this form to the District Local Agency Program Administrator. When the Local Agency submits its final invoice to FDOT, it should indicate that the project is complete.

Post Construction Requirements:

1. Final Estimate – The Local Agency Project Engineer will prepare a final estimate showing the value of the work. All prior estimates and payments shall be subject to correction in the final estimate and payment. The amount of this estimate, less any sums that may have been deducted or retained under the provisions of the contract, will be paid to the Contractor as soon as practicable after final acceptance of the work.
2. Final Records – The Local Agency Project Engineer must document the work performed on the contract. Documentation consists of field books, inspector's record of field tests, Local Agency Project Engineer's and inspector's diaries, all invoices, weigh bills, truck measurements, quantity tickets, receiving reports, field office ledgers, mass diagrams, cross-sections, computer listings, and work profiles. Final Records will be kept by the Local Agency in accordance with the LAP Manual.
3. Material Certification – The Local Agency must send a copy of the material certification to the District Local Agency Program Administrator before the Local Agency's final invoice on the Local Agency Program Agreement will be paid. For a sample materials certification and sample letter requesting FDOT and FHWA project inspection and acceptance, please see attachments.

ATTACHMENTS

1. Sample Preconstruction Meeting Agenda

2. Sample Preconstruction Meeting Minutes

3. Form No. 700-010-13 Daily Report of Construction

4. Form No. 700-010-14 Engineer's Weekly Summary

5. Form No. 700-010-15 Work Plan Controlling Item of Work

6. Sample Progress Meeting Minutes

7. Form No. 275-030-11A Anticipated DBE Participation Statement

8. Form No. 700-010-63 Employee Interview Form – Labor/EEO

9. Form No. 700-010-38 Certification Disbursement of Previous Periodic Payment to Subcontractors

10. Form No. 700-010-45 Supplemental Agreement

11. Form No. 525-010-42 LAP Final Inspection and Acceptance of Federal Aid Project

12. Sample Materials Certification

13. Sample Letter Requesting FDOT and FHWA Project Inspection and Acceptance

PRECONSTRUCTION MEETING AGENDA

The following subjects will normally be included as agenda items for the Preconstruction Conference:

1. Project Description.

2. Delineation of lines of authority. Names and emergency telephone numbers for the contractor, Local Agency and others will be entered into the record.

3. Proposed Starting Dates - contractors and subcontractors -- flex time (selected projects) - lead-in time and etc.

4. Each utility representative to give an up-to-date report of the status of utility adjustments, relocations, removal and new installation. In addition the utility representative shall furnish the names and phone numbers of contact persons who will be available on call. A contractor/utility meeting schedule shall also be established.

5. Traffic Control Plans review and discussion.

6. Erosion control and water pollution prevention plans and discussion.

7. Environmental permits review and discussion.

8. Railroad insurance policy requirements. - (when applicable see appropriate procedure and specifications)

9. Special requirements when the contractor is required to furnish borrow pits. - (if applicable)

10. Contractors request for an endangered species biological investigation (if applicable).

11. A discussion of standard form reports to be supplied by the contractor during the life of the project, such as: EEO, AA, DBE, wage rates, payrolls, on-the-job training, affidavits of contractor's motor vehicle registration, safety (Occupational Safety and Health Administration) to be stressed, subletting work, specialty work, etc.

12. Special project requirements contained in the special provisions and standard specifications.

13. When a project includes bridge construction, the following items are to be considered:

    (a) Contractors proposed method of supplying concrete to the structures.

    (b) Contractors proposed method of placing concrete including the rate of placement.

    (c) Equipment and personnel to be used to place concrete.

    (d) Method of protection of plastic concrete from rain.

    (e) Type of finish and finishing equipment.

    (f) Method of curing, curing material, sequence and application of curing material.

14. For projects which include asphalt paving, inform the contractors that prior to any paving operation another meeting will be held at which the contractor will present the following material:

    (a) The proposed starting date of the paving operations.

    (b) The location of the plant(s) to be used.

    (c) The maximum production of the plant(s) and the expected rate of production.

    (d) The average haul distance(s).

    (e) The paver speed for each placement operation in feet per minute.

    (f) The number of trucks to be used. (The rate of delivery shall be sufficient to assure a continuous paving operation.)

    (g) The width of the mat for each placement operation.

(h) The number and types of rollers for each placement operation.

(i) A sketch of the typical section showing the sequence of the paving for each placement operation, if needed.

(j) The type of controls to be used for each placement operation.

15. Equal Opportunity Office: Topics to be discussed are as follows:

(a) Equal Employment Opportunity

(b) Affirmative Action

(c) Disadvantage Business Enterprise

(d) Payrolls

(e) Wage rates

(f) Posters

(g) Field interviews

(h) Department of Labor hiring goals.

16. Unusual and special requirements unique to the contract.

17. Contractor to discuss errors and omissions in the plans which are known to exist. Preconstruction minutes should reflect the contractor's knowledge of errors or omissions in detail.

18. Safety requirements as outlined in the Accident Prevention Procedures Manual and FDOT Procedure.

19. Discuss registration of vehicles.

20. Submittal procedure for time extensions and claims.

21. Shop drawing submittal procedure.

(a) structural

(b) nonstructural

22. Construction schedules, progress chart submittals. When appropriate, establish meeting schedules (weekly-monthly) to determine controlling work items for the next review period.

23. Contract time extensions - adjustments - initiating time extension requests - justifications for time extensions (controlling work items affected - conditions beyond contractor's control, etc.).

24. Discuss actions to be taken if an unpaid bill letter is received by the DOT.

25. If a consultant is providing the construction engineering and inspection or materials testing; discuss the procedures, relationships and responsibilities which exist between the consultant, the Local Agency and the contractor.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

700-010-13
CONSTRUCTION
01/03

DAILY REPORT OF CONSTRUCTION

Date:	Contract ID:	Financial Project ID:	Inspector:

High Temp:	AM Conditions:	PM Conditions:
Low Temp:		

Remarks

General:

Accidents (Circle One): No Yes See Accident Report Dated: _____

Day of Week	Contract Day	Total Days

Visitors

Contractor(s) and Personnel

#	Name	Type	#	Hrs	Type	#	Hrs	Type	#	Hrs
1.	Prime	Supt			Foreman			Skilled		
		Semi Skilled			Common			Trainee		
2.	Sub/Utility	Supt			Foreman			Skilled		
		Semi Skilled			Common			Trainee		
3.	Sub/Utility	Supt			Foreman			Skilled		
		Semi Skilled			Common			Trainee		
4.	Sub/Utility	Supt			Foreman			Skilled		
		Semi Skilled			Common			Trainee		

Contractor(s) Equipment (Active or Idle)

Contr/Sub #	Equipment ID	Description	# Pieces	# Used	Total Hours Used

Date:	Contract ID:

700-010-13
CONSTRUCTION
01/03

Estimated Work Performed							
Contr/Sub #	Line Item #	Pay Item Code	Location	Time (AM/PM)		Installed	
				Beginning	Ending	Qty	Units

EFFECTS OF WEATHER ON MAJOR WORK ITEMS (CHECK CONTROLLING ITEMS):

Major and/or Controlling Work Items	No Effect All Day	Effected Less Than 50% of Work Day	Effected More Than 50% of Work Day	No Work All Day
_____	O	O	O	O
_____	O	O	O	O
_____	O	O	O	O
_____	O	O	O	O
_____	O	O	O	O
_____	O	O	O	O

CONTRACTOR PAST PERFORMANCE
PURSUIT OF THE WORK: O YES O NO
CONFORMANCE WITH CONTRACT DOCUMENTS: O YES O NO

TECHNICIANS SIGNATURE AND RATING:	HOURS AT JOB SITE	TOTAL HOURS
_____	FROM _____ TO _____	

ENGINEER IN CHARGE (NAME, RANK AND INITIALS):

_____ _____
Date

DISTRIBUTION: Original - Project Engineer
Copy - Contractor (As requested)

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

ENGINEER'S WEEKLY SUMMARY

700-010-14
CONSTRUCTION
11/00

ENGINEER'S WEEKLY SUMMARY OF EVENTS, OBSERVATIONS AND REMARKS

ENGINEER IN CHARGE (signature)

ENGINEER IN CHARGE (PRINT NAME AND RANK)

DOT OFFICE OR CONSULTANT C.E.I.

FIN PROJECT NUMBER	FED AID PROJECT NO.	CONTRACTOR	CONTRACT NUMBER

WEEK ENDING	COUNTY	JOB PROGRESS	ELAPSED TIME
		$ _____ = _____ % $ _____	_____ = _____ % _____

CONTRACT DAYS USED _____ PROGRESS SCHEDULE SHOWS _____ % COMPLETED AFTER _____ DAYS

THIS FORM SUMMARIZES THE INFORMATION ON DAILY REPORT OF CONSTRUCTION FROM MONDAY THROUGH SUNDAY. AFTER COMPLETION, ATTACH THIS FORM TO THE TOP OF THE WEEK'S DAILY REPORT OF CONSTRUCTION FORMS PRIOR TO DISTRIBUTION.

DISTRIBUTION: ORIGINAL COPY PROJECT FILE
COPY TO CONTRACTOR (AS REQUESTED)

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

700-010-15
CONSTRUCTION
10/02

WORK PLAN
CONTROLLING ITEM OF WORK

FINANCIAL PROJECT ID _____ CONTRACT NO. _____

In accordance with the accepted work schedule the controlling items of work for the period (☐ weekly/ ☐ biweekly) from _____ to _____ are as follows:

Description	Location/Limits

Prime Contractor or Subcontractors will work: ☐ 5 day work week ☐ 6 day work week ☐ 7 day work week ☐ Other

Contractor's comments:

_____

Submitted by: _____
Contractor's Representative (signature) Date

Project Engineer's comments:

_____

Approved by: _____
Project Engineer (signature) Date

Distribution: Original - Project File
1 Copy - Contractor (as requested)

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

ANTICIPATED DBE PARTICIPATION STATEMENT

275-030-11A
EQUAL OPPORTUNITY OFFICE
02/08

1. FINANCIAL PROJECT NO.	2. FAP NO.	3. CONTRACT NO.	4. COUNTY(IES)	5. DISTRICT

6. PRIME CONTRACTOR NAME	7. FEID NUMBER
8. CONTRACT DOLLAR AMOUNT	9. REVISION? ____ IF YES, REVISION NUMBER: ____

10. IS THE PRIME CONTRACTOR A FLORIDA CERTIFIED "DBE"? (DISADVANTAGED BUSINESS ENTERPRISE)	☐ NO ☐ YES	11. IS THE WORK OF THIS CONTRACT CONSTRUCTION ☐ OR MAINTENANCE ☐?

12. ANTICIPATED DBE SUBCONTRACTS:

	DBE SUBCONTRACTOR or SUPPLIER	TYPE OF WORK/SPECIALTY	DOLLAR AMOUNT	PERCENT OF CONTRACT DOLLARS
A				
B				
C				
D				
E				
F			11A TOTAL DOLLARS TO DBE'S	11B TOTAL PERCENT OF CONTRACT
			$0.00	0.00%

13. SUBMITTED BY	12 .DATE	13. TITLE OF SUBMITTER

14. EMAIL ADDRESS OF SUBMITTER	15. FAX NUMBER	16. PHONE NUMBER

NOTE: THIS INFORMATION IS USED TO TRACK AND REPORT ANTICIPATED DBE PARTICIPATION IN ALL STATE AND FEDERALLY FUNDED FDOT CONTRACTS. THE ANTICIPATED DBE AMOUNT IS VOLUNTARY AND WILL NOT BECOME A PART OF THE CONTRACTUAL TERMS. THIS FORM MUST BE SUBMITTED AT THE PRE CONSTRUCTION OR PRE WORK CONFERENCE. FDOT STAFF FORWARDS THE FORM TO THE EQUAL OPPORTUNITY OFFICE.

THE FOLLOWING SECTIONS ARE FOR FDOT USE

	17 .PROCESSED BY	18. DATE TO EO OFFICE	19. LETTING DATE	20. EXECUTED DATE	21. PRECON CONF DATE
DIST					
	22 .SUBMITTED TO EO BY	☐ FAX ☐ EMAIL ☐ SHARED FOLDER			
EO OFC	23 .INCLUDED IN DBE PARTICIPATION REPORT OF (M/D/Y)				

State of Florida Dept. of Transportation

700-010-63
CONSTRUCTION
01/07

EMPLOYEE INTERVIEW FORM-LABOR/EEO

Confidential: All information in this form shall remain confidential to the extent permitted by law, including Florida Statutes Chapter 119

Section 1
IDENTITY DATA SUPPLIED BY EMPLOYEE

1. Employee	first & last name	
	signature	
2. Employed by:		
3. Social Security No.	Full No. or last 4 digits	
4. How Long with company?		
5. How Long on this project?		
6. Employee Sex	☐Male ☐Female	
7. Employee Race	☐ White ☐ Black ☐ Hispanic ☐ Amer Indian ☐ Asian/Pac Isl	

Section 2
JOB & PAY DATA SUPPLIED BY EMPLOYEE

8. Describe the work you have done today	
9. What tools have you used today?	☐ No Tools
10. What Equipment have you operated today?	☐ No Equip
11. What is your Job Classification?	
12. What is your hourly pay rate?	
13. How Often are you paid?	☐ Once a week ☐ _____
14. Are you paid time and a half for hours worked over 40?	☐Yes ☐No
15. Was your first hardhat, vest, gloves etc (safety equipment) given free with no charge to you?	☐Yes ☐No
16. Are there deductions from your check other than taxes	☐Yes ☐No
17. Did you pay someone to get this job/do you pay anyone to keep it?	☐Yes ☐No

Section 3
EEO DATA SUPPLIED BY EMPLOYEE

18. Are all company buildings & services open to all employees regardless of race or sex?	☐Yes ☐No
19. Are you treated fairly with out regard for your race or sex?	☐Yes ☐No
20. Have you been informed of your company's Equal Employment Opportunity Policy	☐Yes ☐No
21. Do you know who your company's EEO Officer is?	☐Yes ☐No
22. Have you seen wage and employment posters on this job site?	☐Yes ☐No
23. Have you been asked to refer minorities & females for employment?	☐Yes ☐No

➔24. Comments

Section A
RCS'S PROJECT IDENTIFICATION

A. Financial Project No	
B. F.A.P. No	
C. Prime Contractor	

Section B
INTERVIEWER'S IDENTIFICATION

D. Interviewer	first & last name	
	signature	
E. Interviewer's Employer		
F. Date of Interview		

Section C
INTERVIEWER'S OBSERVATION

G. Describe employee's work at time of interview	
H. Name hand tools the employee was using	☐ No Tools
I. Name equipment employee was operating	☐ No Equip
J. What is the proper classification for this work?	
(Optional 2nd observation same day)	☐Yes ☐ No 2nd Observ
K. Was 2ND Observation of work, tools & equipment same as previous?	☐Yes ☐No If No provide following:
L. Describe Employee's work	
M. Tools used	☐ No Tools
N. Equipment operated	☐ No Equip
O. What is the proper classification for the work?	

Section D
RCS' REVIEW & ACTION

P. RCS	first & last name			
	signature			
Q. RCSs Employer				
R. Date of Review				
S. Payroll Entry	Classif			
	Rate Paid	$____.__	Min Rate for Classification	$____.__
T. Is there a discrepancy between work, tools equipment, classification or pay rate?				☐Yes ☐No
U. Are any deficiencies evident in Sect. 2 & 3?				☐Yes ☐No

➔V. RCS explain all 'YES' answers & action taken

#____

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

700-010-38
CONSTRUCTION
03/03

CERTIFICATION
DISBURSEMENT OF PREVIOUS PERIODIC PAYMENT TO SUBCONTRACTORS

(As required by Florida Transportation Code, Section 337.11, Subsection (10)(a), F.S.)

DATE _____

FIN PROJ. I.D. _____

CONTRACT NO. _____

TO RELEASE MONTHLY PAYMENT FOR _____

_____, prime contractor for the above referenced contract, hereby certifies that all subcontractors, except for those noted below, having interest in this contract have received their pro rata share of all previous periodic payments made to date by the Department for all work, materials and equipment furnished under the contract. The term "subcontractor", as used herein, shall also include persons or firms furnishing materials, services or equipment incorporated into the work or stockpiled in the vicinity of the project for which partial payment has been made by the Department and work done under equipment-rental agreements.

EXCEPTION:
The following subcontractors have not been paid and a copy of the notification sent to each, explaining the good cause why payment has not been made, is attached to this form:

Subcontractor name	Subcontractor name
Street Address	Street Address
City State Zip	City State Zip

State of Florida
County of _____
Sworn to and subscribed before me this _____ day
of _____, _____, by _____
(Print name of person signing Certification)

A false statement or omission made in connection with this certification is sufficient cause for suspension, revocation, or denial of qualification to bid, and a determination of non-responsibility, and may subject the person and/or entity making the false statement to any and all civil and criminal penalties available pursuant to applicable Federal and State Law.

Notary Public

Commission Expires

Personally Known ____ OR Produced Identification ____

Type of Identification Produced _____

Contractor

By

Title

Instructions:

1. Attach copy of the notification good cause sent to each applicable subcontractor.
2. List the subcontractors which have not been paid the proportionate share of payments received by the contractor and the date listed as exception.
3. A separate certification is required for each contract.
4. To be signed by an officer or director of the Contractor with the authority to bind the Contractor and notarized.
5. To avoid delay in payment, certification must be submitted to the Project Engineer no later than the Friday before the monthly estimate cutoff date (generally the 3rd Sunday of the month).

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

SUPPLEMENTAL AGREEMENT

700-010-45
CONSTRUCTION
10/08

No. Contract No.:

Road No(s). _____ Federal Aid Project No(s). _____

Fin. Proj. ID _____

This agreement entered into on _____, such an agreement to be effective on the last date of execution by a party hereto, by and between the State of Florida Department of Transportation, "Department", and _____, "Contractor", and _____, "Surety", the same being supplementary to Contract _____ by and between the parties aforesaid, dated _____, for the construction or improvement of the road(s) and bridge(s) assigned the project number(s) shown above, in _____ Count(y)(ies) Florida.

(1)_____

Revised Plan Sheet Nos. _____

(2) The quantities to be paid shall be determined as provided in the Standard Specification, Edition of _____. The quantities so determined shall be paid at the unit prices stated on the attached sheets.

(3) It is further agreed that this supplemental agreement shall not alter or change in any manner the force and effect of the original Contract No. _____, including and previous amendments thereto, except insofar as the same is altered and amended by this supplemental agreement.

(4) The Department and the Contractor agree that the contract time adjustment and sum agreed to in the Supplemental Agreement constitute a full and complete settlement of the matters set forth herein, including all direct and indirect costs for equipment, manpower, materials, overhead, profit and delay relating to the issues set forth in the Supplemental Agreement. This settlement is limited to and applies to any claims arising out of or on account of the matters described and set forth in this Supplemental Agreement.

Granted Time this Agreement _____ Days

Net Change in Contract this Agreement: Increase $ _____ Decrease $ _____
No Change ☐

Approved By:

_____

BY Name _____
Title _____
Date _____

Executed By:

_____(SEAL)
Contractor
BY Name _____
Title _____
Date _____

Executed By:

_____
Secretary or Designee
BY Name _____
Title _____
Date _____

ATTEST _____ _____
Secretary Date

_____(SEAL)
Surety

_____
Attorney, Department of Transportation, Legal Review
BY Name _____
Date _____

BY _____ _____
Florida Licensed Insurance Agent Date

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

LOCAL AGENCY PROGRAM FINAL INSPECTION AND ACCEPTANCE OF FEDERAL- AID PROJECT

INSTRUCTIONS: Local Agency to complete this form for each completed exempt project

FEDERAL PROJECT NO.	FINANCIAL PROJECT NO.	CONTRACT NO.

PROJECT TYPE (CHECK ONE) ☐ NHS ☐ NON-NHS

DESCRIPTION OF IMPROVEMENT AS PROGRAMMED

LOCAL AGENCY

LOCAL AGENCY	COUNTY	LAP AGREEMENT AMOUNT
	FINAL COMPLETION DATE	TOTAL PROJECT COST

NOTICE OF FINAL INSPECTION AND ACCEPTANCE: I certify that this project has been completed in accordance with the terms of the Local Agency Program Agreement and constructed in accordance with the approved plans and specifications.

COUNTY/CITY ENGINEER OR DESIGNEE (PRINT NAME) * _____ TITLE _____

SIGNATURE * _____ DATE _____

FDOT

INSPECTION DATE	INSPECTED BY	FINAL ACCEPTANCE DATE

ACCEPTANCE: The above listed project has been completed by the Local Agency and accepted by the Department.

DIST. CONST. ENGINEER OR DESIGNEE (PRINT NAME) * _____ TITLE _____

SIGNATURE * _____ DATE _____

* Need a responsible charge Local Agency or Department employee's signature for Final Inspection or Final Acceptance. A non-Local Agency employee (i.e., consultants) cannot sign for Final Inspection or Final Acceptance.

Distribution: Federal Aid Management Office (MS 21)
Office of Comptroller, Federal Project Cost Section (MS42)
FHWA Florida Division Office, Program Operations Engineer (MS 29)

SAMPLE MATERIALS CERTIFICATION

Project _____ FDOT FIN. _____

CHECKLIST FOR PROJECT CERTIFICATION

	Yes	No	
1.	__	__	Request for approval of material sources was submitted for all items listed on the record of materials.
2.	__	__	All preliminary samples requested by or for approval of source were submitted and approved or an alternate approval material or product was used.
3.	__	__	All samples and documentation including manufacturer's certificate of compliance, shop drawings, mill test certificates, etc., as required by the record of materials were submitted and subsequently approved.
4.	__	__	If job quantities differed by more than 10 percent from those listed on the record of materials, acceptance and assurance samples were taken at the proper frequency.
5.	__	__	All items requiring inspection at the point of fabrication were so inspected and were accepted at the jobsite by the presence of an approved stamp, sticker, tag, or mark. Materials acceptance reports have been issued by the inspector for all fabricated items.
6.	__	__	The results of the tests on acceptance samples indicate that the materials incorporated in the construction work, and the construction operations controlled by sampling and testing, were in conformity with the approved plans and specifications; and such results compare favorably with the results of the independent assurance sampling and testing. Exceptions to the plans and specifications are explained on the back hereof (or on attached sheet).
7.	__	__	Major materials of items added by change order and/or not listed on the record of materials were accepted in accordance with procedures.
8.	__	__	Acceptance test results and procedures of field personnel were true and accurate as evidenced by favorable comparisons between field (acceptance) and lab (assurance) sample results.

Note:
Any "No" answers on this checklist must be fully explained and documented. Attach test reports representing nonspecification material as well as an explanation of the circumstances leading to acceptance of said material. All eight items must be completed before the project can be certified.

Certified
Signature _____ Date _____
(Director of Public Works)
(County Engineer)
(City Engineer)

SAMPLE LETTER
REQUESTING FDOT AND FHWA PROJECT INSPECTION AND ACCEPTANCE

LOCAL AGENCY LETTERHEAD

Date

District Local Agency Programs Engineer
Department of Transportation

FDOT FIN.
Contract Name

Dear Sir:

For your information, I am sending you a copy of the contract completion letter that was sent to the contractor. I request inspection and acceptance of the project by FDOT and FHWA.

Very truly yours,

(Director of Public Works)
(County Engineer)
(City Engineer)