



# **Best Practices Guide to Administering On-Call Contracts**

**Working Group**

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**Project Sponsor**

District Construction Engineer Statewide Working Group
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## **Introduction**

On-call contracts provide construction services on an as-needed basis as determined by the District Section. Service types are typically limited to one specialty, which may be guardrail, bridge maintenance, traffic marking, signals, Intelligent Transportation Systems (ITS), sidewalk, etc. An on-call contract is advertised following VDOT's standard design-bid-build procurement method and awarded to the lowest bidder (e.g., Prime Contractor). Unlike a typical design-bid-build contract, the entirety of the scope may not be known at advertisement; therefore, task orders are used to assign all work to the Prime Contractor.

### **Key Roles in the Administration Process**

- Project Manager (PM)/Project Sponsor—responsible for the project development phase prior to award. During contract delivery, assist with the development of task scope, quantities, design sketches, and other items pertinent to completing the work.
- Area Construction Engineer (ACE)/Responsible Charge Engineer (RCE)—responsible for project delivery from contract execution to project completion; including issuing tasks, field inspection, project documentation, and contract administration. Overall responsibility over payment certification, acceptance of work, final acceptance of contract, term renewals, and closeout process.
- Construction Manager (CM)—oversees field inspection and coordinates with Contractor for daily construction and administrative activities
- Project Inspector—responsible for Contractor conformance to requirements through daily inspection
- District Contracts Manager (DCM)—assists project team with contract administration; quality assurance for payment certification and records compliance with applicable regulations and requirements
- Project Controls—provides cost and schedule support, develops task durations and change orders

### **Key Stakeholders**

These are determined by the PM/ACE/RCE and include, but are not limited to, the following District Sections:

- Environmental
- Utilities
- Right-of-Way (ROW)
- Traffic Engineering
- Structure and Bridge
- Residencies/Maintenance
- Materials
- Civil Rights

### **Key Deliverables/Practices**

Each key area of the administration process is broken into more specific actions and procedures to help explain why they are important. This document is not intended to replace official guidance or governance, but rather to be used as a reference to important aspects of administering on-call contracts procured through the Construction Division.

### **A Living Document**

The contents of this document were developed by subject matter experts who are best situated to understand role-specific needs. The best practices guide is focused primarily on those new and less experienced in the role but also contains information of use to all positions involved in the administration process. The guide will continue to evolve to reflect needs identified by the District Construction Engineers Statewide Working Group and State Construction Engineer.

## **Pre-Advertisement Conference (PAC)/Internal Coordination Meeting**

A pre-advertisement conference (PAC) is a project milestone addressed during the project development phase. For on-call contracts, the purpose of this conference is to discuss the completeness of the bid documents (i.e., components of the proposal), set the timeline for submission, and identify and resolve any constructability issues.

Key Stakeholders may include:

- Construction (CM, ACE, Inspector)
- Project Controls
- Project Manager (PM)/Sponsor
- Section contacts based on contract needs (i.e., Traffic, ROW, Environmental, Bridge, etc.)
- Others based on project specifics (i.e., Residency, Locality, Railroad, etc.)

### General Guidelines and Procedures

- PM/Sponsor initiates the PAC meeting. The meeting includes discussion on the bid documents that include, but are not limited to the following:
  - Task orders (e.g., child contracts) that are ready to be assigned to the on-call contract (e.g., parent contract)
  - Prioritization of tasks/project schedule
  - On-call contract provisions and applicability to identified work
  - Summary of constructability and bidability
  - Quantity reviews
  - Item reviews
  - Statuses of clearances/approvals (i.e. permits, right of entry agreements, etc.)
  - Communication and requirements of special groups (i.e., railroad, etc.)
- PM provides the agenda for the meeting and access to project documents ahead of time
- CM/ACE reviews documents, performs a site visit ahead of the meeting, and provides feedback to the PM prior to the PAC meeting if possible
  - If it is not possible prior to the meeting, CM/ACE should be prepared to provide feedback and comments on identified work/contract at the meeting
- If work is not identified during the PAC, an internal coordination meeting between the PM/Sponsor and ACE/CM/RCE occurs prior to a task order assignment

### Resource

- [PMO 8.2 - Pre-Advertisement Conference](#)

### Helpful Tips

- PMs should be reaching out to ACE/CM and staff as early as possible to give Construction time to review. ACE/CM should review and provide feedback as soon as possible.
- CMs may shift during the contract based on workload and transitions
- It is important for the PM and Construction to collaborate regarding other requirements critical in nature in this meeting

- If work is already known and the PM has met with the CM to discuss work, then the PAC will suffice; however, there may be times when a contract is created and no work is identified. In this case there will need to be another internal meeting when work is ready to begin.
- Review historical quantities (e.g., burn rates) and prices with the PM/Sponsor when setting up new contracts
- The PM should start the conversation about shop drawing submittals during the PAC (i.e. key players, types of submittals, outlining process, etc.)

## **Pre-Construction Conference**

In accordance with Section 105.02 of the [2020 Road and Bridge Specifications](#), a pre-construction conference is held and attended by the Contractor and the ACE/RCE. The PM and other key stakeholders should attend this meeting as well to discuss work identified in the contract, any upcoming work in the process of being assigned, and the status of critical approvals/clearances/authorizations.

Key Stakeholders may include:

- Construction (District Construction Engineer (DCE), ACE, CM, Lead Inspector, DCM)
- PM/Sponsor
- Project Controls
- District Safety Manager (DSM)
- District Material Engineer (DME)
- Resident Engineer/Manager
- District Communication Manager
- Section contacts based on contract needs (i.e., Civil Rights, Operations, Traffic, ROW, Environmental, Bridge, Pavement Engineer, etc.)
- Others based on project specifics (i.e. Locality, Railroad, etc.)
- Contractor (Project Manager, Superintendent, etc.)

General Guidelines and Procedures:

- CM/ACE initiates the pre-construction meeting. The meeting includes discussion on contract documents, specifications and other requirements to include, but not limited to:
  - General Safety Requirements
  - Contract, Budget and Time Review
  - Project Scope of Work Overview
  - Contract Management Personnel and Contact Information Overview
  - Materials Documentation
  - Contract Change Process per [IIM-CD-2020-02-01](#)
  - Contract Time and Liquidated Damages (LD) Overview (i.e., Fixed Completion Date, Award Date, Execution Date, Notice to Proceed (NTP) Date, LD Amount, etc.)
  - Renewal Process
  - Contract Management Tools Overview (i.e., Submittal, Request for Information (RFI), Tracking Log, Progress Meeting, Non-Compliance Report (NCR), Task Order Final Inspection, Contractor Performance Evaluation (CPE), etc.)
- The CM in coordination with the ACE/RCE notifies the Contractor and interested stakeholders of the date and time of the meeting and provides the agenda
- The CM documents and distributes the meeting minutes to the Contractor and stakeholders for comments before final distribution to all participants.

Resources

- Pre-Construction Conference - General Provisions located within the [Construction Manual](#)
- [2020 Road and Bridge Specifications, Section 105.02 - Pre-Construction Conference](#)
- [Manuals, Guides, and Instructional and Informational Memoranda](#)
- [Business Center](#) - source for understanding external-facing content
- [Appendix 1: A Pre-Construction Meeting Agenda/Minutes template for an On-Call Bridge Maintenance Project](#)

### Helpful Tips

- Not only is there a NTP date (for the Contractor to start any work), but each task order has its own NTP date (how VDOT assigns the time component) as well as fixed completion date
- This meeting is very important for Contractors who have not administered an on-call contact before
- Each section/type of work will have its own nuances that may need to be discussed (railroad, environmental, etc.) In the pre-con meeting, the status of these needs will need to be discussed. The ACE/CM should have close communication with the PM/sponsor on the nuances of each project.
- Generally, VDOT wants contracts to be renewed, if appropriate. Use the pre-construction conference as a place to start discussions about the renewal process.

## **Administration**

The following sections provide specific information on how to administer on-call contracts:

- Task Orders
- Contract Renewal Process
- Tracking and Reporting Progress
- Payments
- Time Extension

### **Task Orders**

Task orders are the method of assigning work for on-call contracts. A task order should be created for all work associated with your on-call contract. The task order should clearly define the start and end date, the scope of work, limitation of operations, NTP, and estimated quantities.

Key Stakeholders may include:

- Project Controls
- District Sections based on contract needs (i.e., Traffic Engineering, Operations, ROW Environmental, Structure and Bridge, Civil Rights etc.)
- Others based on project specifics (i.e., Residency/Maintenance, Locality, Railroad, etc.)

### **General Guidelines and Procedures:**

- PM develops the scope of work
- PM meets with appropriate key stakeholders (see above) to develop work packages for the ACE/RCE to assign
- District Project Controls/ACE determines the task order duration
- After required approvals/clearances/authorizations are in place, the PM coordinates a task order assignment meeting with the ACE/RCE, Construction staff, and the Prime Contractor, to convey the scope, schedule, and cost summary
- ACE/RCE prepares and issues the task order to include:
  - Description of work, including limitations of operations
  - NTP date
  - Task order completion date
  - Task order value
  - Estimated quantities for each pay item
  - LD
  - Incentives

### **Helpful Tips**

- If the contractor refuses to do work outlined in the on-call contract, refer to [Section 108 in Road and Bridge Specifications](#)
- Each project is unique and each task order will be specific to the size and complexity of your contract. The task order format may vary by District. Consult District Construction staff with any questions/clarifications. See [Appendix 2: Task Order Examples](#).
- Key players in guardrail on-call contracts are Traffic Engineering, Residencies and the Project Inspector
- Clearly define the scope of work in the task order; update task order details (i.e., additional items of work, etc.) as required
- Work closely with the PM/Sponsor to identify project needs

- Cover task orders in detail at the project Pre-Construction Meeting
- Materials Notebooks
- Develop a standardize Task Order nomenclature (i.e., T1-1, T3-3)
- The contractor should acknowledge the task order to confirm understanding of the scope of work

### Contract Renewal Process

On-call contracts have term limits that typically have a set number of renewals depending on contract provisions. The contract term limit is up for renewal when either the current contract completion date is near or the cumulative payments for the term have reached the original contract amount. The ACE/RCE is responsible for tracking the schedule and budget of the contract term and should be prepared to discuss the renewal with the Contractor at the appropriate time to prevent delay of work.

Key Stakeholders may include:

- PM/Sponsor
- ACE/RCE
- CM
- Contractor
- Project Controls

### General Guidelines and Procedures:

- ACE/RCE consults with the PM/Sponsor to determine if the contract should be renewed
- ACE/RCE advises the Contractor if VDOT will not proceed with a renewal or confirm with the Contractor on renewing the contract
  - Reasons for not renewing may include poor performance, lack of funds, or Contractor electing to not renew
  - Change Orders are required to process a term renewal in accordance with [IIM-CD-2020-02-01: Contract Change Management](#)
- A term renewal extends the completion date by one year from either the current contract completion date or one year from the change order execution date, whichever is sooner.
- Task orders cannot be issued for the new term until the term period has begun
- Any work on an existing task order can be carried over to the next term
- The contract value resets at each term renewal. Any contract capacity remaining from the previous term is unavailable to be applied to the current term.
- The requirements and details for executing the term renewal are outlined in the contract. Typically, the Contractor is required to provide the following:
  - Contractor's bonding agency provides written proof that it is in agreement with the Contract Renewal
  - No increases in unit prices or to unit prices added to the original contract by any authorized Change Order
  - No new work items are added as a condition of the renewal beyond those authorized through approved Change Orders
  - Proof of insurance for the Contract Renewal Term in accordance with [Section 103.06: Contract Documents in the 2020 Road and Bridge Specifications](#)

### Resource

- [Renewable On Call Contracts General Provisions \(Latest SP100-000120-01\)](#)

### Helpful Tips

- Change order items are carried over into succeeding terms
- Contract renewal should be discussed at the pre-construction meeting in order to outline the process, timeframes, and responsibilities of each party.
- The renewal process/timeframe may vary greatly. It's important for ACE/CM to assess each contract and start the renewal process based on project specific spend rates. Every contract may have a different need for the renewal timeframe.
  - The ACE/RCE should start the renewal process when the completion date is within the next 30 days or the projected term cumulative payments are expected to exceed 90%. The Construction Management team should project the expected timeframe for renewal or new advertisement based on task order burn rates.
- Communicate historical quantities (e.g., burn rates) with the PM/Sponsor when renewing or setting up new contracts
- Halfway through the term period, the ACE/RCE should ask the Contractor if they expect to be in agreement with renewing the contract as to provide as much time to the PM/sponsor in developing and advertising a new bid proposal if necessary. The Contractor may decline to renew due to price escalation, availability of resources, etc.

### Tracking and Reporting Progress

The ACE/CM or designee is responsible for tracking the progress of each task order to evaluate Contractor performance and adherence to scope, schedule, and budget. The Project Inspector monitors daily progress, produces daily work reports, and generates monthly pay estimates.

For each task order, the Contractor begins work no later than 10 days after the Notice to Proceed date or as stated in the contract. If the Contractor fails to begin work, the ACE/CM meets with the Contractor to discuss failure to start prior to proceeding with Default of Contract. If the Contractor fails to complete a task by the task completion date, LD are assessed per contract provisions.

Key Stakeholders may include the following:

- Project Controls
- Contractor
- Section contacts based on contract needs (i.e., Structure and Bridge, Traffic Engineering, ROW, Environmental, Civil Rights etc.)
- Others based on project specifics (i.e., Residency, Localities, Railroad, etc.)

### General Guidelines and Procedures:

ACE/CM completes the following tasks to ensure progress:

- Work with with the PM/Sponsor to identify tracking needs and reporting requirements
- Review contract documentation and assess project progress tracking needs, including staffing
- Utilize reporting tools (i.e., Cardinal, AASHTOWare Project (AWP) and PlanGrid) for item tracking and expenditures
- Report progress to stakeholders as appropriate
- Review the work for acceptance in accordance with scope of task order
- Rectify documentation (i.e., Materials Notebook) at the conclusion of each term

Unless otherwise stated in the contract, the Department will issue task orders to the Contractor with a cumulative value that will equal or exceed 70% of the original term of the Contract, unless the Contract is terminated according to [Section 108.08 of the Specifications \(Renewable On Call Contracts General Provisions \(Latest SP100-000120-01\)\)](#)

#### Helpful Tips

- Stakeholder communication is critical to the success of on-call contracts
- Recommend using your own Excel spreadsheet to track work item progress, Construction Engineering and Inspection (CEI) expenditures, budget, maintenance charge distribution, etc.
- It is common to have multiple task orders in progress simultaneously and a task order log should be maintained for the Construction Management team, including the Project Manager
- Do not assume all contracts are the same by service type. Review new contracts closely for any changes on a consistent basis
- Identify non-standard work and start the approval processes early
- Consider when to initiate both the renewal process and contract development for the next contract. Also, consider modification to future contracts based on experiences with the current contract (i.e., work items added, overruns, underruns etc.)
- Remember fiscal year limitations on spending
- The requirement of task order issuance equaling or exceeding 70% of the original value of the contract only applies to the original term. Verify if the contract has this requirement in place.
- If the contract has exhausted all term renewals or either party has declined to renew, the ACE/RCE should notify the Project Manager as early as possible (preferably at least 6 months prior to contract completion date). This advance notice will give the Project Manager/Sponsor the time needed to advertise another bid proposal if needed in order to prevent a gap in services. For new guardrail on-call contracts, 6 months may not be enough time and the ACE/RCE may need to start the renewal process sooner.

Project Example: A bridge repair contract may only have one UPC number, but have multiple maintenance charges that need to be tracked by structure number, by the percent complete for on-time performance, along with CEI and total cost budget considerations. This would require a detailed spreadsheet or multiple spreadsheets to successfully track. Other projects, such as a line marking, retrace is so narrowly focused that PlanGrid/AWP, along with Cardinal for financials, may be sufficient to track progress. See [Appendix 5: Redistribution Report](#) as an example.

## Payments

Payments to the Contractor are made on the monthly estimate using the pay items in the executed contract. If pay items do not exist for the scope of task order work, the ACE/RCE prepares a change order prior to issuing the task order to include the necessary pay items for compensating the Contractor.

Key Stakeholders may include:

- Construction (CM, ACE, Inspector)
- DCM
- PM/Sponsor

### General Guidelines and Procedures:

- Charges need a task identifier in Cardinal to ensure payments come from the right funding source
  - This can be done by applying an AU1 code specific to an individual task to the parent UPC or having a separate child UPC or CSC charge string for a task
- The PM typically assigns a specific charge to an individual task order
  - In AWP, maintenance charge strings are set up per task order and each paid item is assigned the maintenance charge for that task. The payments are processed through AWP under the parent task.
  - Once the estimate moves into Cardinal and becomes a voucher, it is redistributed to the individual task charge(s). The Cardinal voucher must be redistributed to the individual task charge(s) before it is approved for payment.
  - Individual task (child) UPCs, when different from the primary contract UPC, should **not** be attached to the Contract in AWP. This requires the child UPC to remain active and open to charges in Cardinal throughout the life of the parent contract in order for estimates to process even when charges are not made to that child UPC.
    - The best way to handle this is by creating and assigning maintenance charges for each task and redistributing the estimate payments to the individual task charges once the estimate becomes a Cardinal voucher
- Inspector enters the work items for payment in AWP
- Maintenance charges are created in AWP and assigned to each pay item by the Inspector
- Estimate is generated in AWP, fully approved, then moves onto the DCM's Cardinal worklist for review and approval
- A Cardinal voucher number and maintenance charge report is sent to the PM for creation of the redistribution report
  - The redistribution report breaks down the dollar value of the estimate into sections that are reassigned to the individual task charge(s) worked during that period
- The PM or DCM returns the redistribution report (varies by district/project complexity); a copy of the report and a copy of the estimate are sent to the District Business Office for redistribution.
- Once redistribution is completed, the voucher reappears on the DCM's Cardinal worklist for approval
  - A copy of the redistribution report and email requesting redistribution must be attached to a copy of the estimate report before it is sent to District Accounting for final approval for backup on the changes from the original voucher.

### Resources

- [Appendix 3: Maintenance Charges Plug-In Job Aid](#)
  - [Appendix 3a: Supplemental Guidance to Maintenance Charges Job Aid](#)
- [Appendix 4: Redistribution Request Email](#)
- [Appendix 5: Redistribution Report](#)

### Helpful Tips

- The dollar value of the maintenance charge report must match the estimate total exactly. When it doesn't match, this is a sign that at least one payment was not assigned a maintenance charge in AWP.
- Maintenance charges should be assigned as work is performed but are not tied to estimates and can be assigned later.

### Time Extension

Towards the end of the contract, when all renewals are exhausted, or either party decides not to proceed with term renewal, work might occur beyond the current completion date. Additionally, the Contractor may be entitled to a time extension for delays beyond their control. The ACE/RCE may issue a time extension via change order for excusable delays (i.e. added scope, delays caused by VDOT, third party delays, etc.) that impact the contract completion date.

Key Stakeholders may include:

- ACE/RCE
- DCE
- CM
- PM/Sponsor
- Project Controls/DCM
- Contractor

### General Guidelines and Procedures:

- Task order assignments cannot be issued after the current term's renewal date has passed. However, if the scope of work for any existing or impending task orders is projected to occur beyond the current contract completion date, the ACE/RCE can extend the contract completion date accordingly.
- The ACE/RCE extends the contract completion date for any excusable delays that the Contractor encounters that impact the contract completion date
- Approval of time extensions vary by duration. Refer to [IIM-CD-2020-02-01: Contract Change Management](#) for specific information.

### Resource

- [2020 Road and Bridge Specifications Section 108.04 - Determination and Extension of Completion Date](#)

### Helpful Tip

- Other than excusable delays, a time extension should not be granted when the contract completion date has passed

Project Example: Current contract is in its final term and the Department plans on issuing a task order that extends beyond the current contract's fixed completion date. Department extends the contract's completion date to match the issued task order completion date via change order.

## **Close Out**

The purpose of close out is to ensure accurate payment for work performed on each task order.

Key Stakeholders may include:

- Construction (CM, ACE, Inspector)
- DCM
- District Materials Section
- District Civil Rights Section
- PM/Sponsor

General Guidelines and Procedures:

- Follow the standard record review/closeout procedure per task or annually as outlined in the [Post Construction Manual](#)
  - Closeout of each task when work is complete allows the individual task charge to be closed out in Cardinal to avoid inadvertent charges to hit that UPC/AU1
- Once all work on the parent contract is complete and the individual task reviews are complete, the final package to cover the entire contract is prepared and submitted to Construction Division (CD) for review and approval
- Individual task incentives, disincentives and LD must be tracked and a summary of these submitted to CD with the final estimate package
  - Resource: [Appendix 6: Task Order LDs, Incentive, Disincentives Email & Spreadsheet Example](#)

Helpful Tips

- Track the task LD, incentives and disincentives on the spreadsheet throughout the life of the project so this is not a huge task to complete at the end of the project
- The Inspector should track Materials Notebook documentation throughout the life of the project. The ACE/CM should also verify this documentation regularly to prevent potential delays in the closeout phase
- Perform a close out audit per term during the life of the contract, specifically Materials Notebooks

## **Appendix 1: Pre-Construction Meeting Agenda/Minutes Template for an On-Call Bridge Maintenance Project**

BRDG-966-332,N501 UPC # 109852  
 Preconstruction Meeting Agenda / Minutes  
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### **Preconstruction Meeting Agenda/Minutes**

Project: (NFO)BRDG-966-332,N501  
 Project UPC: 00109852 Meeting Date:  
 11/28/2018  
 Meeting Location: Fredericksburg District



Fredericksburg District  
 87 Deacon Road  
 Fredericksburg, Virginia 22405

Materials Conference room.

#### **ATTENDANCE/DISTRIBUTION**

<u>NAME</u>	<u>PRESENT:</u>	<u>CC:</u>	<u>COMPANY/POSITION</u>
Michael Coffey, P.E.		X	VDOT, DCE
Sylvester Okpala, P.E	X	X	VDOT, ACE, Responsible Charge Engineer
Wayne Mullins	X	X	VDOT, Construction Manager
Ricky Moore		X	Project Inspector
Dennis Williams	X	X	VDOT, Contracts Manager
Leslie Vency	X	X	VDOT, Construction
Doreen Ng-Sui-Hing, EIT		X	VDOT, Project Controls
Joseph Davenport	X	X	VDOT, Civil Rights
Annette Adams	X	X	VDOT, Structure & Bridge
Steven Clausen	X	X	VDOT, Structure & Bridge
Gerald Haney	X	X	VDOT, Traffic Engineering
Kelly Hannon		X	VDOT, Public Affairs
Leo Snead	X	X	VDOT, Environmental
Alfred Ray	X	X	VDOT, Environmental
Kwame Adu-Gyamfi, P.E.	X	X	VDOT, Materials
Michael Whanger	X	X	VDOT, Materials
Lance Graham	X	X	VDOT, Construction
Travis Roop	X	X	M.D. Miller Co., Inc.
Becky Horn	X	X	M.D. Miller Co., Inc.

The meeting began at 10:00 by CM Wayne Mullins who introduced himself and asked each attendant to do self-introductions. A signup sheet was passed around and the following items were discussed:

#### **SAFETY**

<u>Description</u>	<u>Assigned To</u>
<b>SAFETY MINUTE</b> – Wayne Mullins discussed “Traveling for the Holidays, Be Prepared” Be more aware of distracted / impaired driver. A large percent of fatalities occur around the Holidays this time of year Have an emergency kit in car, blankets, food, water, shovel, etc.	VDOT CM
<b>GENERAL REQUIREMENTS</b> were discussed PPE including hard hats, safety vests, and eye protection are required at all times on the site for both crew and supervisory personnel. Backup alarms on equipment must be functioning or a spotter must be provided. Requirements for working over water must be adhered to. Fall protection training must be current and Project Inspector may request records of training and/or equipment inspections. The Contractor shall provide a copy of their Fall Protection Plan, including details for the proposed lifeline, attachment, etc., to the Department for review. Everyone should go home every day in the same condition; anything less is unacceptable.	VDOT CM
Progress Meetings we be held and will include a safety minute, incidents, near misses, improvements to be made, and a discussion of upcoming activities.	VDOT CM

**CONTRACT, BUDGET, & TIME**

Start Date	12/22/2018	Contract Number	Y00109852N01B
Fixed Completion Date:	12/16/2019	Contractor	M. D. Miller Co., Inc.
Original Contract Time (D):	359	Schedule Date**	
Incentive/Disincentive Amount (\$):	\$ -	Original Contract Amount (\$)	\$ 2,377,826.00
Maximum Incentive Amount (\$):	\$ -	Amount of WO to Date (\$)	\$ -
Projected Completion Date (D)*:	12/16/2019	Current Contract Amount (\$)	\$ 2,377,826.00
Time Expended (D):		Amount Earned to Date (\$)	\$ -
Percentage Time Complete (%):		Percent Earned to Date (%)	0.0%

<u>Description</u>	<u>Assigned To</u>
<p>A PROJECT OVERVIEW was given.</p> <p>This work shall consist of performing preventive and restorative maintenance activities to bridges in a regional contract for the Fredericksburg District in the Counties contained therein. The work will include, but is not limited to, concrete deck patching and repairs, expansion joint repairs and reconstruction, placement of joint sealers, concrete superstructure and substructure repairs, railing system repairs, minor approach roadway work, maintenance of traffic, and other activities as directed by the Engineer.</p>	VDOT CM
<p>This project shall be constructed according to: the plans; the Virginia Department of Transportation Road and Bridge Specifications, dated 2016 and the Supplement thereto, dated 2018; the Virginia Department of Transportation Road and Bridge Standards, dated 2016; the 2011 edition of the Virginia Work Area Protection Manual with Revision Number 1 incorporated, dated April 1, 2015; the 2009 edition of the MUTCD with Revision Numbers 1 and 2 incorporated, dated May 2012; and the 2011 edition of the Virginia Supplement to the MUTCD with Revision Number 1 dated September 30, 2013; and the Supplemental Specifications, Special Provisions and Special Provision Copied Notes in this contract. The status in the Contract of each of these documents will be according to Section 105.12 of the Specifications.</p>	VDOT CM
<p>The project is federally funded without federal oversight; all Federal regulations apply.</p>	VDOT CM
<p><b>PROJECT CORRESPONDANCE AND CONTACTS –</b>                      All correspondence shall be addressed to:</p> <p>Sylvester Okpala, P.E.                      Virginia Department of Transportation                      87 Deacon Road                      Fredericksburg, VA 22405                      ATTN: Wayne Mullins</p>	VDOT CM

BRDG-966-332,N501 UPC # 109852  
 Preconstruction Meeting Agenda / Minutes  
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Project Contacts and order of contact are as follows:			VDOT CM
Project Inspector (1)	Ricky Moore	540-850-6765 <a href="mailto:Richard.Moore@VDOT.Virginia.Gov">Richard.Moore@VDOT.Virginia.Gov</a>	
Construction Manager (2)	Wayne Mullins	804-761-9436 <a href="mailto:Wayne.Mullins@VDOT.Virginia.Gov">Wayne.Mullins@VDOT.Virginia.Gov</a>	
ACE (3)	Sylvester Okpala, P.E.	540-907-8174 <a href="mailto:Sylvester.Okpala@VDOT.Virginia.Gov">Sylvester.Okpala@VDOT.Virginia.Gov</a>	
Civil Rights	Joseph Davenport	540-374-3349 <a href="mailto:Joseph.Davenport@VDOT.Virginia.Gov">Joseph.Davenport@VDOT.Virginia.Gov</a>	
Contractor's Contact Information:			Contractor
Project Superintendent	Christian Oscuro	443-401-8482 <a href="mailto:Cristia201627@gmail.com">Cristia201627@gmail.com</a>	
Project Manager	Travis Roop	443-848-0493 <a href="mailto:Troop@marksmenco.com">Troop@marksmenco.com</a>	
Contractor Owner	Mark Miller	410-355-6080 <a href="mailto:Markmiller@marksmenco.com">Markmiller@marksmenco.com</a>	
Other Contact	Josh Hahn	443-871-0705 <a href="mailto:Joshhahn6@msn.com">Joshhahn6@msn.com</a>	

DIRECTIVES OF CHANGE TO SCOPE, TIME, OR BUDGET Directives for changes may only be issued by the Area Construction Engineer in writing.	VDOT CM
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<b>MATERIALS:</b>	
Source of Materials, Form C-25 must be submitted electronically (word or excel) to <a href="mailto:Michael.Whanger@vdot.virginia.gov">Michael.Whanger@vdot.virginia.gov</a> , Project Inspector <a href="mailto:Richard.moore@VDOT.Virginia.Gov">Richard.moore@VDOT.Virginia.Gov</a> , and Construction Manager <a href="mailto:Wayne.Mullins@VDOT.Virginia.Gov">Wayne.Mullins@VDOT.Virginia.Gov</a> . Be sure the C-25 lists identifiers such as specific item number and contract number. Allow 14 days for review. If a submitted material does not have a called out pay item reference include the item number for which it is incidental.	Kwame Adu-Gyamfi, P.E. & Mike Whanger
All materials must be approved and tickets supplied to VDOT Project Staff prior to being used or placed.	Kwame Adu-Gyamfi, P.E. & Mike Whanger
All mix designs for concrete and asphalt must be approved prior to use.	Kwame Adu-Gyamfi, P.E. & Mike Whanger
Manufacturer installation instructions, if available, shall be provided to the Project Inspector.	Kwame Adu-Gyamfi, P.E. & Mike Whanger
Approvals for materials items should be given 14 days of lead time for review. Structural or Bridge items should be given 21 days.	Kwame Adu-Gyamfi, P.E. & Mike Whanger

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<p>Verification of materials on hand shall be supplied with invoices as per 109.09 of the specifications. Request for payment and verification information shall be submitted no earlier than 5 days and no later than 2 days prior to progress estimate date. . A Certificate of Liability Insurance must be included, accurate and up to date.</p>	<p>Kwame Adu-Gyamfi, P.E. &amp; Mike Whanger</p>
<p>Please note and carefully adhere to requirements for the Use of Domestic Materials detailed in S102CF2. This specifically states:         “Domestically produced in the United States of America means all manufacturing processes must occur in the United States of America to mean, in one of the 50 States, the District of Columbia, Puerto Rico, or in the territories and possessions of the United States.” “Manufacturing processes are defined as any process which alters or modified the chemical content, physical size or shape or final finish or iron or steel material.”</p>	<p>Kwame Adu-Gyamfi, P.E. &amp; Mike Whanger</p>
<p><b>EQUIPMENT</b></p>	
<p>Equipment List – The contractor shall provide a list of all equipment to be used on the contract to include the make, model, capacity, and year of manufacture. The list shall be updated as changes occur, but at a minimum of once a month.</p>	<p>VDOT CM</p>
<p>Staging of Equipment and Material – Contractor will need a property owner agreement and environmental approval of any off-site staging or lay down areas. Given that the roadway is closed for construction, most storage should remain on site. However, it is understood that the Contractor has had some discussions with the garage owner adjacent to the site.</p>	<p>VDOT CM</p>
<p><b>ENVIRONMENTAL</b></p>	
<p>No Environmental clearances have been received for any location or scope of work under this contract at this time. Locations and scopes of work will need to be provided to me as soon as possible for our review.        Each location must obtain environmental clearances before proceeding. Multiple locations can be submitted concurrently for our review.        Some locations or scopes of work may require additional environmental constraints. Some of these constraints may result in one or more locations being eliminated from the contract/task order.        When clearances are complete for one or more locations, Environmental will notify you in writing. That notification may include permits, certifications or special conditions whose commitments must be adhered to in order to remain in compliance. In addition, commitments will be summarized in the Environmental Preconstruction Checklist.        No work is authorized to occur within streams or wetlands. If temporary structures or construction access points are required within these areas, we will need to review each location before proceeding.        Fuel tanks, if any, must be placed within a containment berm and no tanks may be stored on bridges or in wetlands.</p>	<p>Leo Sneed &amp; Alfred Ray</p>

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<p>If offsite disposal is required, a signed landowner agreement between the landowner and contractor shall be submitted to VDOT along with a site plan, location map, and narrative. The disposal plan must be approved by VDOT before using the proposed location.</p> <p>Any work must comply with E&amp;S control requirements and C-107 forms must be completed as required by special provision.</p>	<p>Leo Snead &amp; Alfred Ray</p>
<p><b>TRAFFIC ENGINEERING</b></p>	
<p>The Contractor is responsible for coordinating the construction, signing, and Traffic Management Plan with other adjacent projects under construction.</p>	<p>Gerald Haney</p>
<p>The VDOT safety MOT coordinator will be Jeff Stone (540 226 7107).</p>	<p>Gerald Haney</p>
<p>Traffic Engineering will review the work zone periodically or if they receive a complaint. Project staff will review work zones weekly, documenting findings and supplying the Contractor with their findings. Identified deficiencies shall be corrected immediately.</p>	<p>Gerald Haney</p>
<p>Emergency Contact phone numbers for personnel working on site must be provided including updates, as available.</p>	<p>Gerald Haney</p>
<p><b>PUBLIC AFFAIRS</b></p>	
<p>All inquiries or communications with the public or media shall be forwarded to the District Communications Director Kelly Hannon at (540) 374-3344. Under no circumstances are on site personnel to carry discussions with the media or public without the direct involvement and approval of the District Communications office.</p>	<p>VDOT CM</p>
<p><b>CIVIL RIGHTS</b></p>	
<p>DBE Requirement of 3%</p>	<p>Joseph Davenport</p>
<p>DBE Firms: 3d Building Supplies &amp; Spivey Pavement Markings, Inc. NOTE: Spivey Pavement is not authorized to be a Manufacturer as noted on C-111. Must be corrected.</p>	<p>Joseph Davenport</p>
<p>Corporate Level Documentation (EEO Meeting Minutes with Sign in sheet; Form C-64 reflecting Total Company Employment, and the name of your EEO/DBE Liaison Officer should be directly submitted electronically to Central Office Civil Rights at <a href="mailto:CivilRightsEO@VDOT.virginia.gov">CivilRightsEO@VDOT.virginia.gov</a>.</p>	<p>Joseph Davenport</p>
<p>All other EEO information and/or forms should be directly submitted electronically to <a href="mailto:FredDistCivilRightsEO@VDOT.Virginia.gov">FredDistCivilRightsEO@VDOT.Virginia.gov</a>. Please use the project number in subject line of all correspondences. If assistance is needed, please Joey Davenport, Civil Rights Specialist at 540-374-3349.</p>	<p>Joseph Davenport</p>
<p><b>CERTIFIED PAYROLLS</b> – Certified payrolls are to be submitted within one week after the workweek ends by the prime contractor and all official subcontractors working on the project and shall include the employee's name, four digit employee identification number, race, sex, work classification, hourly wage rate, daily and weekly work hours including Overtime; deductions; and net wages. A signed Statement of Compliance must accompany each payroll. Per CD Memorandum CD-2005-1, all approved subcontractor payrolls must be forwarded through the prime contractor and must bear certification that the prime contractor has reviewed them. Please do not override payrolls if this deadline is missed.</p>	<p>Joseph Davenport</p>

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<p>Additional forms and Bulletin Board poster available at:  <a href="http://www.virginiadot.org/businessconst/forms-main.asp">http://www.virginiadot.org/businessconst/forms-main.asp</a>.</p> <p><b>BULLETIN BOARDS</b> – Two bulletin boards are required on each, unless otherwise reduced by the DCRM due to size of the project or safety. Request must be presented formally in writing.</p> <p>Davis Bacon interviews will be performed during the course of the project. DBE reviews will be conducted during the project and documentation (invoices, cancelled checks, and delivery tickets) will be requested with a specific deadline.</p>	<p>Joseph Davenport</p>
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<b>SUBCONTRACTING</b>	
<p>The prime contractor is responsible for all work and shall have a competent person on site whenever subcontractors are working.</p>	VDOT CM
<p>All subcontract requests must be approved prior to the subcontractor working. The C-31's must include a current Certificate of Insurance, original signatures, Subcontractor Agreement, and FHWA 1273 binding agreement.</p>	VDOT CM

<b>CONSTRUCTION PERFORMANCE EVALUATIONS (CPE)</b>	
<p>CPE I (interim) - Will be completed each month for the prime contractor based on work performed during the period. Delivered to the Contractor and Contractor shall sign and return signed copy to project Staff.</p>	VDOT CM
<p>CPE s (subcontractor) - Will be completed each month for all subcontractors based on work performed during the period. Delivered to the Sub Contractor. The Sub Contractor shall sign and return signed copy to project Staff.</p>	VDOT CM
<p>CPE Annual/ Final – For both the Prime and Sub -Contractors, an annual CPE will be generated due 12 months from the start of the project and each year the project is under construction.</p>	VDOT CM
<p>CPE's should be reviewed, signed, and returned within 10 days.</p>	VDOT CM

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<b>PARTNERING</b>	
<p>The project includes requirements for Informal Partnering. With or without the requirement, Partnering is crucial to the success of a project. It is expected that there will be clear lines of communication, teamwork, and cooperation for the mutual benefit of VDOT, The Contractor, and The Public. If the Project starts right, it is much easier to get it to stay right!</p> <p>A partnering conference will be held immediately following this pre-construction meeting.</p>	VDOT CM
<p><b>Resolution Ladder:</b></p> <p>Ideally issues should be resolved at the lowest appropriate and feasible level while maintaining clear communication with all responsible levels (e.g. copy involved parties). The resolution ladder shall not negate or delegate the authority of The Engineer regarding matters of Scope, Time, or Budget.</p> <p>Project Inspector ----- Superintendent          Construction Manager ----- Project Manager/Superintendent          Area Construction Engineer ----- Project Manager          Area Construction Engineer ----- Owner</p> <p>A communication matrix will be generated and provided at a later date to be signed by M.D. Miller &amp; Sylvester Okpala.</p>	VDOT CM
All verbal conversations and agreements should be summarized and documented via email to keep all parties informed and create a project record.	VDOT CM
Please feel free to contact Wayne Mullins on his cellular at any time if an issue, question, or concern arises. 804-761-9436	VDOT CM
<b>PROGRESS SCHEDULE CATEGORY M</b>	
Fixed Completion Date – December 16, 2019	VDOT CM
Review Progress Schedule Requirements and Specification (Page 85 of Contract Document)	VDOT CM
At least (7) days prior to the Start of Work the contractor shall submit a Schedule of Operations.	VDOT CM
Two Week Look-ahead (TWLA) Schedule of Operations – Submitted at least seven (7) calendar days prior to beginning work and every week thereafter.	VDOT CM

<b>PROGRESS MEETINGS</b>	
Progress meetings will be critical to the success of the project and will be strictly adhered to. A regular schedule will be established for these meetings; however, dates will be flexible.	VDOT CM
At Progress meetings Safety, Contract Status, Schedule, Budget, Two-Week Look Ahead, Submittals, RFIs, and Open Items will be discussed.	VDOT CM
Following the Progress Meeting the Construction Manager will prepare the meeting minutes for review by The Engineer. Upon acceptance of the minutes, they will be transmitted electronically to The Contractor and made part of the project records. In addition to the minutes the Contractor will receive a current copy of the Open Items Log that will track outstanding issues on the project to be addressed.	VDOT CM

<b>RFIs</b>	
Following this meeting an electronic PDF copy of the RFI will be provided for the Contractor's use. All Requests for Information shall be submitted with the provided form and will be kept as part of the project files. Answers to RFIs involving plans should be posted to field drawings in a timely manner.	VDOT CM

<b>SUBMITTALS</b>	
Submittals may be provided electronically and generally, with the exceptions previously noted, shall be sent directly to the Project Inspector and Construction Manager.	VDOT CM
<b>CLAIMS</b>	
In accordance with Specification 105.19 the Contractor shall submit a notice of intent to file claim (NOI) before any work is performed relative to the work in question. Submission of this written notice is mandatory and failure to comply shall be a conclusive waiver to such claim.	VDOT CM

<b>ESTIMATES</b>	
The monthly estimate cut-off date is the 10th of each month. The Contractor and Project Inspector should reconcile quantities on a daily basis to avoid disputes at the end of the month.	VDOT CM

<b>QUESTIONS, COMMENTS, AND ROUNDTABLE</b>	
<b>HELPFUL WEBSITES</b> <b>Manuals and Guides:</b> <a href="http://www.virginiadot.org/business/manuals-default.asp">http://www.virginiadot.org/business/manuals-default.asp</a> <b>Business Center/External Content (excellent source):</b> <a href="http://www.virginiadot.org/business/default.asp">http://www.virginiadot.org/business/default.asp</a>	

The question was raised if there were any task orders that would need to be carried beyond the current contract expiration date. It was decided that any unfinished work will be transferred to the new contract. A work order will be needed for some items that are not in the new contract.

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Final acceptance will be made by the bridge section for completed work when they have been notified that the work is ready for final inspection.

An open discussion was held to discuss potential work on the new contract and what locations / work that is not temperature critical and can proceed in January – February. A list will be sent to be reviewed by the Environmental section to determine if a permit is needed or if any restrictions apply.

As required by contract provisions an informal partnering conference was held immediately following the Pre-construction, those individuals that did not desire to stay for the partnering meeting were excused and allowed to leave prior to the start of the partnering conference. No concerns were voiced, VDOT & M.D. Miller Co., Inc. were in agreement to foster an informal partnering relationship for the duration of this project.

## Appendix 2: Task Order Examples

CONTRACT TASK ORDER			
Date	2/25/2022	Contract Year	1
NTP	1/24/2022	FCD	5/31/2023
Project Number	9999-961-695, N501	Task Order	Y1-TO3
County	Various	VA. Structure No.	N/A
Route	77, 81, 11	Federal I.D. No.	NHPP-TS01(264)
To	Various		
From	Various		
LDs	\$350.00 per day	Start Date	5/11/2022
		End Date	5/20/2022

### Task Order Scope of Work

Description of Work	Install Guardrail Terminal MGS2's in various locations on Interstates 77, 81 and 11
Environmental Clearance Date	N/A
Traffic Management Plan Date Due Date	N/A

Quantities			
Item	Quantity	Unit Cost	Cost
Guardrail Terminal GR-MGS2	7.00	\$4,650.000	\$ 32,550.00
Guardrail Height Transition GR-MGS4	7.00	\$1,100.000	\$ 7,700.00
Guardrail Site Preparation 4' Minor	7.00	\$400.000	\$ 2,800.00
Remove Existing Guardrail	500.00	\$4.500	\$ 2,250.00
Truck Mounted Attenuator	40.00	\$0.010	\$ 0.40
Portable Changeable Message Sign	40.00	\$0.010	\$ 0.40
Group II Channelizing Devices	30.00	\$0.010	\$ 0.30
Electronic Arrow	40.00	\$0.010	\$ 0.40
Guardrail Delineator	7.00	\$6.000	\$ 42.00
			\$ -
		<b>TOTAL</b>	<b>\$ 45,343.50</b>

VDOT

Nickelston Industries, Inc.

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF TRANSPORTATION

**TASK ORDER  
On-Call Contract**

Task UPC #: 112068 FHWA #: STP-TS08(249) Task Order #: 2  
Task Order Value: \$80,775 State Project #: ADA0-968-309, N501 Contract Term: 1

Task Order referenced to On-Call Contract UPC #: 112068

Contract ID #: 60000112068N01

FHWA #: STP-TS08(249) State Project #: ADA0-968-309, N501

Sum of Previous Project Tasks: **\$106,975**

Total Expenditures: **\$69,035.01**

NOTE: If additional space is needed, use an additional sheet(s) and label as Supplemental Attachment #.

I. LOCATION AND DESCRIPTION OF PROPOSED WORK:

Task 2 is located on Route 11 in Middletown (Frederick County). This task will upgrade 20 sidewalk curb ramps to meet ADA compliance. These sidewalk curb ramp upgrades will increase safety of pedestrians. The list of locations will be submitted in a separate cover sheet.

II. FUND SOURCE/CHARGE: 0% Federal, 100% State; Activity 731; PCN0000112068

III. FUNDING TYPE/SPONSOR: Highway State Maintenance/Asset Management Division

IV. NOTICE TO PROCEED (NTP): **May 4, 2020**

V. FIXED COMPLETION DATE (FCD): **May 22, 2020**

VI. LIQUIDATED DAMAGES: **\$350 per day**

IWE hereby agree to perform as indicated; the work described herein and at the unit prices set forth in the Regional Contract and that such work shall be performed in accordance with the contract provisions and specifications. Further IWE hereby agree that the quantities set forth herein will be subject to adjustment and, unless otherwise stated, the unit prices set forth herein will be applicable to the adjusted quantities.

Contractor: North Construction, Inc BY *Marcus Luce* *AMJ*  
(Firm's Name) (Officer of the Firm) Date

RECOMMENDED FOR APPROVAL:

RECOMMENDED BY TITLE DATE RECOMMENDED BY TITLE DATE

APPROVED: Keith M Rider  
2020.05.01 12:45:23-04'00'

APPROVED BY (VDOT) TITLE DATE

<b>COMMONWEALTH of VIRGINIA - DEPARTMENT OF TRANSPORTATION</b>			
<b>STAUNTON DISTRICT CONSTRUCTION DIVISION</b>			
Contract UPC Number:	116067	Contract Description:	On Call Pipe Rehab
Task Order #:	A-21		
AU1Code:	UPC 0000116067; Activity 731; FIPS 015; Dept ID 18000; AU1# ST99916002		
Contractor:	Caton Construction Group (formerly Fielder's Choice Enterprises, Inc.)		
Task Order Issue Date:	4/22/2022		
Notice to Proceed:		Actual Start Date:	
Fixed Completion:		Actual Completion Date:	
Liquidated Damages:	\$ 350.00 per day		
<b>VDOT REPRESENTATIVE</b>			
VDOT Sponsor:	Kay Vance	<a href="mailto:kay.vance@vdot.virginia.gov">kay.vance@vdot.virginia.gov</a>	540-248-9253
Contract Administrator:	Joe Duquette	<a href="mailto:joseph.duquette@vdot.virginia.gov">joseph.duquette@vdot.virginia.gov</a>	540-487-7884
<b>PROJECT LOCATION</b>			
Residency	County	Rte.	Feature Intersected
Harrisonburg	Augusta	Rte. 665; 0.1 Miles West of Rte. 695	Drainage
<b>ESTIMATED COST (not to exceed)</b>			
			Total (not to exceed)
Contract Item	Estimated Quantity	Unit price	
02090 Pipe 42" PIPE REHAB Liner Method C	23	\$935.00	\$21,505.00
00525 Regular Excavation	25	\$49.00	\$1,225.00
09152 Erosion Control Stone Class 2, EC-1	25	\$80.00	\$2,000.00
14370 Roadside Restoration	75	\$10.00	\$750.00
24160 Temp. Construction Signs	176	\$12.50	\$2,200.00
24282 Flagger Service	64	\$45.00	\$2,880.00
24262 PTRS	18	\$225.77	\$4,063.86
27422 Dewatering Basin EC-8	1	\$1,500.00	\$1,500.00
27505 Temp. Silt Fence	100	\$3.50	\$350.00
<b>Total Cost (not to exceed)</b>			<b>\$36,473.86</b>
		<b>Including 10% Construction Engineering Inspection</b>	<b>\$40,121.25</b>
<b>SCOPE OF WORK</b>			
Provide traffic control, labor, materials, equipment, incidentals as detailed in VDOT Standards, Specifications and contract documents to perform Method C pipe rehabilitation to one 42" CMP located on Rte. 665; 0.1 Miles West of Rte. 695; GPS coordinates (38.096268, -79.176246).			
Allowable Work Hours:		Monday - Friday 7:00am - 6:00pm	
Allowable Lane Closure Hours:		Monday - Friday 8:00am - 4:00pm	
<b>Contractor:</b>			
	Print	Signature	Date
<b>VDOT ACE:</b>	Jamie Robertson, P.E.		
	Print	Signature	Date

**Bruckno, Brian, P.G., PhD (VDOT)**

**From:** Bruckno, Brian, P.G., PhD (VDOT)  
**Sent:** Friday, April 01, 2016 1:12 PM  
**To:** 'Perry Kairis'; 'Chris Thompson'  
**Cc:** Hammond, Susan (VDOT); Henry, William (VDOT); Strong, Jay (VDOT); Gutshall, Joshua (VDOT); Tuning, Timothy (VDOT); Wright, Forester (VDOT); Weaver, Chaz, PE (VDOT); French, Harold D., P.E. (VDOT)  
**Subject:** Cost Center 11150000,Task 70103, FIPS 017, Dept. 18039, AU1#: ST01716057  
**Attachments:** VA 39 Mountain Valley Rd Final.pdf; PERMIT\_DETERMINATION.00039-008-21626863.pdf

Tracking:	Recipient	Read
	'Perry Kairis'	
	'Chris Thompson'	
	Hammond, Susan (VDOT)	Read: 4/3/2016 8:38 AM
	Henry, William (VDOT)	
	Strong, Jay (VDOT)	Read: 4/4/2016 8:07 AM
	Gutshall, Joshua (VDOT)	Read: 4/1/2016 1:51 PM
	Tuning, Timothy (VDOT)	Read: 4/1/2016 2:14 PM
	Wright, Forester (VDOT)	Read: 4/1/2016 4:46 PM
	Weaver, Chaz, PE (VDOT)	Read: 4/2/2016 2:14 PM
	French, Harold D., P.E. (VDOT)	Read: 4/1/2016 2:45 PM

This email will constitute the Notice To Proceed for the following project, to be completed under the appropriate terms and conditions of Contract No. 42762, (Contract period 5/28/2015-5/27/2016):

Please note the following:

- 1) Scope: The scope of the project is to repair approximately 178 feet of slope along Route 39 in Bath County, Virginia, as detailed in the attached proposal.
- 2) Proposal: Attached.
- 3) SWPPP and contingency plan: Not required. There is no surface water impact at this location. The area of disturbance shall be less than 1 acre.
- 4) Erosion and Sediment Control Plan: Erosion and Sediment Control will be provided by others.
- 5) Hydraulic Commentary: Not required. There is no surface water impact at this location.
- 6) Environmental permitting documents: Attached.
- 7) Waste area: Not Required. Waste materials associated with site preparation will be disposed of by others.
- 8) Inspection: An inspector will be on-site, at a date agreed upon by GSI and VDOT, depending on site preparation schedule.
- 9) Schedule: This mobilization is scheduled for Monday, April 18<sup>th</sup>, 2016, with required field preparation activities to be started on that date; the details for preparation activities will be agreed upon between GSI and VDOT subsequent to this email.
- 10) Charge: The charge for this project is Cost Center 11150000,Task 70103, FIPS 017, Dept. 18039, AU1#: ST01716057. Please refer to this charge on all invoices.
- 11) In-Stream Workplan: Not required. There is no surface water impact at this location.
- 12) Staging: A staging area is located approximately 3 miles from the work site, located at a VDOT facility on Route 220 north of the Route 220/Route 39 intersection, at 14277 Sam Snead Highway, Warm Springs, VA 24484 (Warm Springs AHQ). The VDOT contact for staging activities is Mr. Tim Tuning, VDOT Transportation Operations Manager, at (540) 997-5541.
- 13) MOT Plan: Not required. MOT will be provided by others.
- 14) Utilities: VDOT will call Miss Utility and expose the utilities prior to installation of soil nails; we anticipate that this will occur during site preparation.

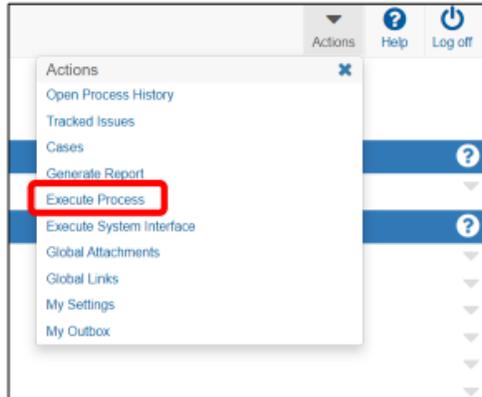
## **Appendix 3: Maintenance Charges Plug In Job Aid**

Job Aid Title:	Maintenance Charges Plug-in
Document No:	051
Job Aid Version:	1
Audience:	VDOT Contract Project Manager, Inspector
Author:	IBAS Team – AWP Administrator
Last Update Date	April 2021
Impacted Process Title	Maintenance Charges Plug-in
Description of Process	This plug-in is used on Maintenance Contracts to redistribute UPC charges to a lower county/route level charges to use for manual journal voucher entries in Cardinal.
Role	AWP Construction V_Con_ProjectManager, V_Con_Inspector
Trigger	
PreConditions	
Steps	<ol style="list-style-type: none"> <li>1. Click on the Global Actions Menu.</li> <li>2. Click on Global Actions Menu.</li> <li>3. Click Execute Process.</li> <li>4. Type in the partial name of the process in the search. VCON_Plugin_MaintenanceCharges</li> <li>5. Click on Execute.</li> <li>6. The plug-in will open. Add Charges to be used on the contract.</li> <li>7. Choose Inspector Name and DWR Date.</li> <li>8. elect the DWR Date and then click on the Get DWR Items button to retrieve the DWR Work Items against the Date.</li> <li>9. Select the Get DWR Items to get details.</li> <li>10. From the list of Pay Items, Click on the Pay Item to which Charge ID needs to be assigned.</li> <li>11. In the Charge ID Dropdown, select the required Charge ID.</li> <li>12. After the Charge ID is selected, the Custom Description and the Standard Description associated with the Charge ID are automatically displayed in the respective fields. Click on Update button to Save.</li> <li>13. Choose DWR date and associate charges to the item postings.</li> <li>14. To create new Charge IDs for the Contract, Modify and Overwrite the Charge ID and charges for the Pay Items click on the Create or Edit Charge button, which will open a new page for Creating Charge.</li> <li>15. lick on the Edit button against the Available Charge. Make the required change and click on the update button.</li> <li>16. To add a new charge, Click on the Create New Charge Button.</li> <li>17. Search for and select the County. You can use the drop down list to make your selection.</li> <li>18. Search for and select the Route within the County.</li> <li>19. Select the Asset Category. Each Asset Category has a set Activities associated with them.</li> <li>20. Select the Activities.</li> <li>21. If there is a Bridge or Structure maintenance involved, the available Structure Ids are displayed.</li> </ol>

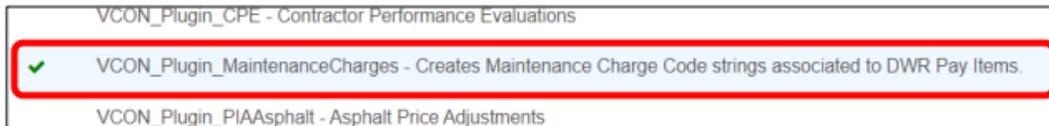
## **Appendix 3a: Supplemental Guidance to Maintenance Charges Job Aid**

### How to Create and Apply Maintenance Charges in AWP

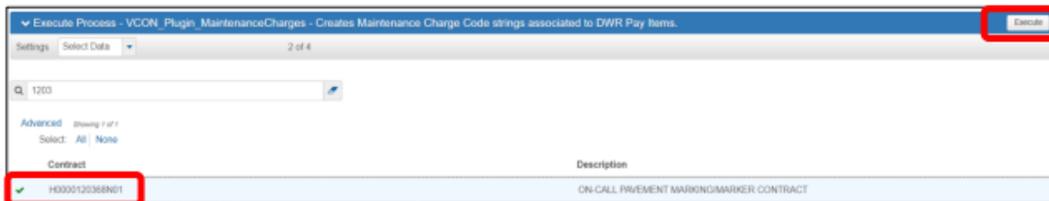
From the AWP Home screen, click the Global Actions button in the top right corner of the screen. Click on "Execute Process" from the drop-down list.



Scroll down and click the Maintenance Charges plug-in to select it.



On the next screen type in the search box or scroll to find the contract. Click on it to select it (green check mark appears) then hit the Execute button.



The contract info will be at the top of the screen. To create a maintenance charge string or edit an existing charge, click the "Create or Edit Charge" button.



Click the Select button to apply a maintenance charge string to the pay item.

PROJECT	LINE NBR	LOC SEQ	LOC INSTALLED	ITEM	CHARGE ID
0000120366N01	0000	1	Rte. 81 MM 142	10700	

Select the desired maintenance charge string that applies to that pay item from the drop-down box and click the Update button.

Project Number: 0000120366N01  
Line Item Number: 0000  
Location Sequence Number: 1  
Location Installed: Rte. 81 MM 142  
Item Code: 10700  
Charge Id: [Dropdown menu with options: 161-81-331-63309-00120366-12000, 161-81-321-63320-00120366-12000, 161-81-331-63309-00120366-12000]

You will see a message that notifies you that the charge is updated for that item. Repeat this process for each pay item on that day's DWR.

PROJECT	LINE NBR	LOC SEQ	LOC INSTALLED	ITEM	CHARGE ID
0000120366N01	0000	1	Rte. 81 MM 142	10700	161-81-331-63309-00120366-12000

Charge Updated

There are two [SSRS](#) reports related to maintenance charges. The first is called "Listing and Status of All Available Maintenance Charges" and it is a list of all maintenance charge strings that have been created on the contract. The second is called "MaintenanceCharge" and it is used to produce the maintenance charge report for a date range that corresponds to the estimate period date range. This report is required for use in Cardinal redistribution of charges.

## **Appendix 4: Example of Redistribution Request Email**

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### **Redistribution of H000115006B61**

3 messages

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**Bryant, Sandra** <sandra.bryant@vdot.virginia.gov> Thu, Jun 16, 2022 at 2:46 PM  
To: "Salem - District Business Office (VDOT)" <salem-districtbusinessoffice@vdot.virginia.gov>  
Cc: Eli Hearl <eli.hearl@vdot.virginia.gov>, Payne Bowen <payne.bowen@vdot.virginia.gov>

Business office,

A redistribution report is attached for Cardinal voucher #01403717. A copy of the estimate is also attached for your use during redistribution.

Please let me know when redistribution is complete.



**Sandra Bryant**  
*District Contracts Manager -  
Construction/ Salem District*  
Virginia Department of Transportation  
540-387-5360  
540-765-7096 (cell)  
[Sandra.Bryant@VDOT.Virginia.gov](mailto:Sandra.Bryant@VDOT.Virginia.gov)

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#### **2 attachments**

-  **UPC 115006 Estimate 22 Redistribution Summary.pdf**  
631K
-  **01403717 REDIST UPC 115006 Est 22 PE 2022-06-10.pdf**  
877K

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**Bryant, Angela** <angela.bryant@vdot.virginia.gov> Thu, Jun 16, 2022 at 3:44 PM  
To: "Bryant, Sandra" <sandra.bryant@vdot.virginia.gov>  
Cc: Eli Hearl <eli.hearl@vdot.virginia.gov>, Payne Bowen <payne.bowen@vdot.virginia.gov>, Jennifer Green <jenny.green@vdot.virginia.gov>, Salem-District Accounts Payable <salemDistrictAccountsPayable@vdot.virginia.gov>

V# 1403717 has been redistributed.



**Angela Bryant**  
*Fiscal Technician/Salem District  
Business Office*  
Virginia Department of Transportation  
540-387-5469  
[Angela.Bryant@VDOT.Virginia.gov](mailto:Angela.Bryant@VDOT.Virginia.gov)

[Quoted text hidden]

## Appendix 5: Redistribution Report Example

Cardinal Voucher: 01403717

Voucher Distribution  
 Contract ID: H000115006861

SiteManager Est: 22

Invoice Line: 32																
Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	PC Bus Unit	Project	Activity	Source Type
1	\$87,233.71	1.000	50100	5023210	4100	604002	12014					SABTask2	50100	115006	631	ZSITE
2	\$2,980.00	1.000	50100	5023210	4100	604002	12014					SABTask4	50100	115006	631	ZSITE
3	\$1,701.53	1.000	50100	5023210	4100	604002	12014					SABTask5	50100	115006	631	ZSITE
4	\$145,415.77	1.000	50100	5023210	4100	604002	12014					SABTask6	50100	115006	631	ZSITE
5	\$81,363.69	1.000	50100	5023210	4100	604002	12014					SABTask7	50100	115006	631	ZSITE
6	\$200,092.74	1.000	50100	5023210	4100	604002	12014					SABTask8	50100	115006	631	ZSITE
\$518,787.44																
Distribution	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	PC Bus Unit	Project	Activity	Source Type
1	\$3,652.46	1	50100	5023210	4100	604002	12014			770	21594	SABTask6	50100	115006	631	ZSITE
2	\$20,000.00	1	50100	5023210	4100	604002	12014			35	4579	SABTask7	50100	115006	631	ZSITE
3	\$3,080.37	1	50100	5023210	4100	604002	12014			35	4579	SABTask7	50100	115006	631	ZSITE
4	\$500.88	1	50100	5023210	4100	604002	12014			770	21750	SABTask2	50100	115006	631	ZSITE
5	\$20,000.00	1	50100	5023210	4100	604002	12014			89	10047	SABTask8	50100	115006	631	ZSITE
6	\$40,000.00	1	50100	5023210	4100	604002	12014			35	4581	SABTask7	50100	115006	631	ZSITE
7	\$2,980.00	1	50100	5023210	4100	604002	12014			155	14593	SABTask7	50100	115006	631	ZSITE
8	\$1,000.50	1	50100	5023210	4100	604002	12014			770	21622	SABTask6	50100	115006	631	ZSITE
9	\$500.00	1	50100	5023210	4100	604002	12014			35	4563	SABTask8	50100	115006	631	ZSITE
10	\$200.37	1	50100	5023210	4100	604002	12014			89	10047	SABTask8	50100	115006	631	ZSITE
11	\$0.66	1	50100	5023210	4100	604002	12014			770	21746	SABTask2	50100	115006	631	ZSITE
12	\$34,579.80	1	50100	5023210	4100	604002	12014			770	21594	SABTask6	50100	115006	631	ZSITE
13	\$28,124.97	1	50100	5023210	4100	604002	12014			67	7788	SABTask6	50100	115006	631	ZSITE
14	\$51,665.00	1	50100	5023210	4100	604002	12014			770	21717	SABTask5	50100	115006	631	ZSITE
15	\$20,000.00	1	50100	5023210	4100	604002	12014			89	10085	SABTask7	50100	115006	631	ZSITE
16	\$5,760.00	1	50100	5023210	4100	604002	12014			63	7633	SABTask8	50100	115006	631	ZSITE
17	\$800.00	1	50100	5023210	4100	604002	12014			770	21754	SABTask2	50100	115006	631	ZSITE
18	\$4,486.00	1	50100	5023210	4100	604002	12014			67	7788	SABTask6	50100	115006	631	ZSITE
19	\$20,000.00	1	50100	5023210	4100	604002	12014			63	7633	SABTask8	50100	115006	631	ZSITE
20	\$0.16	1	50100	5023210	4100	604002	12014			770	21756	SABTask4	50100	115006	631	ZSITE
21	\$0.16	1	50100	5023210	4100	604002	12014			770	21752	SABTask2	50100	115006	631	ZSITE
22	\$20,000.00	1	50100	5023210	4100	604002	12014			155	14593	SABTask7	50100	115006	631	ZSITE
23	\$3,080.37	1	50100	5023210	4100	604002	12014			35	4581	SABTask7	50100	115006	631	ZSITE
24	\$29,383.00	1	50100	5023210	4100	604002	12014			770	21750	SABTask2	50100	115006	631	ZSITE
25	\$7,860.00	1	50100	5023210	4100	604002	12014			67	7788	SABTask6	50100	115006	631	ZSITE
26	\$1,040.00	1	50100	5023210	4100	604002	12014			770	21746	SABTask2	50100	115006	631	ZSITE
27	\$79,520.00	1	50100	5023210	4100	604002	12014			770	21717	SABTask5	50100	115006	631	ZSITE
28	\$76,374.90	1	50100	5023210	4100	604002	12014			770	21717	SABTask5	50100	115006	631	ZSITE
29	\$8,154.97	1	50100	5023210	4100	604002	12014			770	21717	SABTask5	50100	115006	631	ZSITE
30	\$15,290.00	1	50100	5023210	4100	604002	12014			63	7633	SABTask8	50100	115006	631	ZSITE
31	\$17,352.50	1	50100	5023210	4100	604002	12014			770	21594	SABTask6	50100	115006	631	ZSITE
32	\$3,400.37	1	50100	5023210	4100	604002	12014			89	10085	SABTask7	50100	115006	631	ZSITE

## **Appendix 6: Task Order LD, Incentives, Disincentives Email & Spreadsheet Example**

All,

We are starting to see finals where task orders have been assigned incentives, disincentives and LD's. This e-mail will provide guidance concerning the documentation that needs to be submitted with the final packages sent to the central office.

Although we may occasionally ask for specific documentation outside of what is listed below, the following outlines the basic information needed for audit. Additionally, we only need this information on task orders that actually incur incentives, disincentives and LD's.

For each task order...

1. Task Order number
2. Start date
3. Original completion date
4. Actual completion date
5. The rate per day (please include the special provision page from the contract that calls out the rate).
6. The calculation with final amount per task order
7. Any work orders that may have added or changed the rate or special provision for the task orders.

We have attached a spread sheet that may be of help in recording this information.

Thank and best regards,

--

D'Ann Stiltner and Don Buccella  
Construction Division

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 **Task Order LD's, Incentives, Disincentives Spreadsheet.xlsx**  
14K

