Table of Contents

SECTION 1 CONSTRUCTION ADMINISTRATION

RESPONSIBLE CHARGE MANUALS AND DOCUMENTS FOR CONSTRUCTION OVERSIGHT DISTRICT AND CENTRAL OFFICE ADDRESSES AND PHONE NUMBERS CONSTRUCTION PROJECT FILING SYSTEM EEO, DBE AND LABOR COMPLIANCE FIELD OFFICE INTERNET ACCESS & TELEPHONE SERVICE SUBCONTRACTING	2 4 5 6 6 6
SECTION 2 CARS SETUP CARS PROCEDURES CARS/FILENET FILE STORAGE FINAL RECORDS CARE OF COMPUTER EQUIPMENT REPAIRS AND OTHER PROBLEMS	2 8 12 12 13
SECTION 3 PROJECT START/DIARY/PROGRESS REPORT CONSTRUCTION STATUS PRECONSTRUCTION CONFERENCE DIARIES SCHEDULES WEEKLY PROGRESS REPORTS MATERIALS DROPBOX CONSTRUCTION PROJECT ROAD CONDITIONS REPORTING TRACKING PROJECT PERMITS IN CARS VERTICAL CLEARANCE CHANGE RECORDS EXAMPLE PRECONSTRUCTION CONFERENCE AGENDA	2 3 5 15 16 19 21 22 23 25
SECTION 4 PAY QUANTITIES CERTIFICATION MODULE ADDITIONAL CERTIFICATION MANAGER GUIDANCE PAY QUANTITIES MOBILIZATION ELECTRONIC SIGNATURES DOCUMENTATION GUIDELINES FOR SELECTED ITEMS METHODS OF MEASUREMENTS STOCKPILES AND INVOICED ITEMS ITEMS DOCUMENTED IN CARS REPORTS CERTIFICATION OF MATERIALS CONTRACTOR CERTIFICATE OF COMPLIANCE EXAMPLES MANUFACTURE CERTIFICATE OF COMPLIANCE EXAMPLES SAMPLE LETTER OF PRODUCTION COSTS DOCUMENTATION EXAMPLES	4 6 8 13 14 15 19 21 23 32 34 36 38

SECTION 5 CONTRACT CHANGES/ESTIMATES CHANGE ORDERS	3
TIME EXTENSIONS	14
CONTRACT ADJUSTMENTS	16
PROGRESSIVE ESTIMATES	18
EXTENSION PROJECTS	22
FORCE ACCOUNT	22
SECTION 6 QUANTITY BOOKS/REPORTS	
SPREADSHEET	2
QUANTITY BOOK	2
REPORTS	3
SECTION 7 FINAL RECORDS	
PROJECT COMPLETION	2
FINAL PAPERWORK	3
FINAL RECORD REVIEW	8
LOCAL AGENCY PROJECT FINAL RECORDS PROJECT NARRATIVE REPORT TEMPLATE	10 10
EXAMPLE FINAL ACCEPTANCE LETTER	12
EXAMPLE COMBINED PROJECT/MATERIALS ACCEPTANCE LETTER	13
EN IN LE COMBINES I NOSEO / MINES NOCE MINOS EL TIEN	10
SECTION 8 NOI/CLAIMS	
NOTICE OF INTENT TO FILE A CLAIM/CONTRACTOR CLAIMS	3 3
NOTICE OF INTENT CLAIMS	8
ARBITRATION	10
CLAIMS AGAINST CONTRACTORS – EXTERNAL CLAIMS	11
LIST OF CLASSIFICATIONS OF CONSTRUCTION CLAIMS	11
TRACKING NOI IN CARS	13
TRACKING CLAIM IN CARS	28
REPORTS	33
APPENDIX 1: SETTLEMENT AGREEMENT EXAMPLE	34
APPENDIX 2: NDDOT CONSTRUCTION CLAIMS FLOWCHART	35