

DIVISION 800 – PROJECT RECORDS

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801.1 – PROJECT START UP

The following is a list of helpful tips to remember during the start of a project.

Note: These tips are not necessarily in any specific order and may not apply to every project.

- Work that can be done between advertising and bid opening:
 - Get a copy of the plans and proposal and begin the review process.
 - Request from the office, via the District Construction Engineer, the following items:
 - Design computations (printed and digital versions)
 - Project stamp
 - List of known Right-of-Way agreements and conflicts
 - List of known utility agreements and conflicts
 - Municipal Encroachment agreements
 - Copies of correspondence to date
 - Review the contract documents for any unique project items or conditions.
 - Confer with the designer in charge of the project and inquire about possible contract work issues.

- Speak with the right-of-way agent responsible for agreements made for the project. Review ROW conflicts, agreements and landowner reactions.
- Confer with the NHDOT utility coordinator and obtain contact information for key utility company representatives. Inquire about utility company schedules.
- Visit the site and become familiar with the project.
- Work that can be done between bid opening and receiving Governor and Council (G&C) approval:
 - Set up the project records, including, but not limited to, the Record Book, Lab Book, and field notebooks (drainage, road, etc.). Follow the guidelines given in this manual.
 - Schedule a pre-survey meeting and request the initial layout.
 - Prepare an agenda for the pre-construction conference. Use the “boiler-plate” preconstruction minutes sample provided by the Construction office that may be found in the S:\Construction\Admin\Forms folder on the network drive. The boilerplate format may also be used when writing the draft of the minutes to be sent to the office for final draft and distribution. This sample should be used as a guide only and should be tailored to address the specifics of the current project.
 - Schedule the pre-construction conference. The meeting should be scheduled for a date after receiving Governor and Council approval has been given.
 - Determine the location on the project for the office trailer, being mindful of the trailer’s weather exposure and access during all phases of construction. The trailer should not be located in a flood plain, for example, and the area around the trailer should be plowable during winter operations. It may be necessary to choose more than one possible location for the trailer, depending on the site conditions.
- Work to be done after receiving Governor and Council approval:
 - Request, through the District Construction Engineer, that the project be loaded into CMS.
 - Conduct the pre-construction conference.
 - Discuss any early submissions required of the contractor; this may be done before, during, and after the pre-construction conference.
 - Discuss the Storm Water Pollution Prevention Plan (SWPPP).
 - Discuss any demolition or removal plans.
 - Discuss the traffic control plans.
 - Discuss the documentation of traffic control devices for NCHRP 350 compliance.
 - Verify applicable Certificates of Compliance for materials to be used on the project.

- Discuss the Contractor’s schedule.
- Discuss the Pit and Disposal Agreements.
- Discuss project–specific shop drawings.
- Discuss blasting plans.
- Verify Subcontractor approvals.
- Notify the construction office and the District Construction Engineer of the following:
 - Field Office Trailer location
 - Contact information
 - Start date of work
- Submit a press release announcing the project through the NHDOT Public Information Officer.
- Call the NHDOT Public Information Office at (603) 271–6495.
- Verify that the Contractor has the following postings for the project bulletin board:
 - Current employee and labor postings (Check with Labor Compliance Office)
 - Current U.S. Army Corps of Engineers Permits
 - Current Wetlands and Non–Site Specific Permits
- Verify the status of the U.S. Department of Environmental Protection’s *Notice of Intent* (NOI), which should be checked prior to the start of work. The NOI must have an “ACTIVE” status for the Contractor to begin work. The NOI status may be verified on the EPA’s “NPDES General Permit Inventory and eNOI Search Tool” webpage at the following URL:

<https://www.epa.gov/npdes/stormwater-discharges-construction-activities#overview>

The EPA may also be reached at 1 (866) 352–7755.

- Compile any other project information, if applicable.
- Document the entire project area with video and still images before starting operations, and maintain a video and still image record of the project as it proceeds.
- Contact the project area’s abutters and meet with them face–to–face, if possible, to introduce them to the project and to discuss any issues that may arise. Use the “Intro” document found under the *Admin Forms* folder on the S:\ network drive for CMS projects. Include a business card with project phone numbers in the letter or to distribute at the face–to–face meetings.

- Notify the Bureau of Human Resource’s Labor Compliance Officer and Bureau of Construction’s Computer Coordinator for visits and/or set-ups at the office trailer for federal-aid projects and CMS projects, respectively.
- Maintain proper notes regarding the contractor’s performance, contract plans, and environmental plans throughout the project to help with evaluations at the end of the project.
- At the beginning of the project, create and maintain issues lists (plan, bridge, etc.) and a Record Book “General Notes” page. These should be accessible to all on-site DOT personnel for comment throughout the project.

801.2 – PROJECT SUSPENSION

The following items should be addressed prior to a project’s suspension:

- Schedule a Winter Suspension Meeting prior to October 15th; refer to *Subsection 104.03(D)* of the [Standard Specifications](#) for more information.
- Contact the construction office to issue a project suspension letter.
- Check with the Maintenance Bureau’s District Engineer for their concerns prior to the project’s suspension.
- Create the Contractor’s punch list to complete prior to project suspension.
- Once any disturbed areas have been stabilized, discontinue erosion control monitoring.
- Cover or remove all construction signs.

801.3 – PROJECT TERMINATION

The following items should be addressed prior to a project’s termination:

- Create the Contractor’s final punch list.
- Set a date for the project final.
- Upon acceptance of the project, contact the Construction Office to issue a completion letter.
- The Contractor and the Construction Office shall file the EPA *Notice of Termination* (NOT) within 30 days of project termination.

The EPA’s NOT form may be found at the EPA Website at the following URL:

<https://www.epa.gov/npdes/stormwater-discharges-construction-activities#overview> .

- Fill out the following forms found in *S:\Construction\Admin\Forms*:
 - Contractor Confidential Evaluation
 - Plan Evaluation

- Consultant Plan Evaluation
- Environmental Evaluation
- Summary of Non-Conforming Materials
- Completion Certificate and Contract Time Extension
- Complete all project records and submit them to Engineering as soon as possible (within 10 days is preferable, within 30 days is acceptable).
- Contact the construction office to change or cancel the project phone numbers
- Verify that the Contractor has properly removed the project trailer and cleaned up the site

SECTION 802 – GUIDELINES FOR PREPARATION OF PROJECT RECORDS

802.1 – INTRODUCTION TO RECORD KEEPING PROCEDURES

- A. *Bound Field Notebooks*
- B. *The Quantity Book*
- C. *Daily Reports*
- D. *Record Plans*
- E. *Record Book*
- F. *Correspondence Folder*
- G. *Lab Book*

802.2 – GENERAL INSTRUCTIONS

- A. *Record System Numbering*
- B. *Certificates of Compliance*
- C. *General Notes*
- D. *Field Measurements*
- E. *Authorization of Records*
- F. *Project Records to Engineering Audit*

802.3 – RECORD BOOK DECIMAL POINT SYSTEM

802.1 – INTRODUCTION TO RECORD KEEPING PROCEDURES

The project records are an essential part of any construction project. They provide the means for checking and verifying the compliance of the project to the contract, they are the means by which the contract is paid, and they are the State's primary reference in the event of any future questions, problems, or litigation.

Project records consist of seven major items:

- Bound field notebooks and other miscellaneous source documents

- A Quantity Book for preparation of partial estimates
- Daily reports of construction operations, utility operations, and any extra work
- A Record Plan showing changes made during construction
- A Record Book consisting of item summary pages, substantiating documents, and calculation pages
- A correspondence folder
- A Lab Book

These project record items are discussed in detail in the following sections.

A. Bound Field Notebooks

Bound field notebooks shall be purchased through the contract by the Contractor and paid per *Subsection 698.5.4* of the [Standard Specifications](#). Maximum use shall be made of the bound field notebooks, completing computations in them whenever possible. Computed quantities in these notebooks should be totaled and checked, then posted directly to the Quantity Book.

B. The Quantity Book

The Quantity Book provides up-to-date quantities for estimate preparation and payment. See the “Guidelines Pertaining to the Quantity Book” in [Section 803](#) and the sample Quantity Book in [Section 804](#) for more information.

C. Daily Reports

Construction daily reports shall be completed for each day in CMS. A daily report must be submitted for each day and shift elapsing between the start and finish of the project, except when work is suspended. When the contractor or the engineers work on either a Saturday or Sunday, a daily report must be completed.

Important: The daily reports should constitute a diary covering all phases of the work.

Fill out the daily reports completely. The following list is a sample of the information to be included on the daily reports. This list is not all inclusive but should give the Contract Administrator and other project personnel an idea as to what activities and events should be recorded.

- Weather conditions
- Quantity and type of manpower and equipment used
- What and where operations and items are in progress, with specific information

- Information affecting the overall progress of the work, including the completeness of the various phases periodically throughout the work
- Accident information, on the proper accident report forms, supplied by the Construction Bureau office, must also be filled out and the office notified in the event of any and all accidents within the construction zone
- Discussions with local officials and landowners
- All utility meetings, phone calls, communications, discussions, and work performed relative to the project
- Discussions with the contractor that do not require a written letter but pertain to the work, public safety, or construction signing, including a record of any action taken
- Non-working days with an explanation for non-work day status
- Extenuating circumstances that may have a bearing on working days or time extensions
- Consultant inspector/tester names, times worked, and type of work performed
- The date the project is started, suspended, resumed, and completed as applicable; for CMS projects, these can be found under “Activity Items”
- Contractor’s hours and project personnel hours
- Upon completion, the Daily Report shall be signed by the Contract Administrator
- Include any other information of importance to the project; be concise, but thorough, while keeping editorializing to a minimum

D. Record Plans

The Record Plans shall consist of a full-size set of plans provided by the Engineering Audit Section at the beginning of a project. These plans are to be updated with actual measurements and information regarding changes made through the construction period. In the Engineering Audit Section at the end of the project, the Record Plans will become the project “As-Built” plans, and updated as necessary. Refer to *As-Built Plan Completion* under *Audit Phase 5* of the [Engineering Audit Process Manual](#) for more information.

E. Record Book

The Record Book shall consist of Item Summary pages from CMS. It shall also include substantiating documents and calculation pages.

An Item Summary page is to be used for each individual item. Items with the same item number but different appropriation codes must have separate pages.

When an item of the contract is not used in the construction of the project, write “None” or “Item Eliminated” on the Item Summary page and explain the reason in the “Remarks” section of the summary page.

The second sheet of the Summary page is designed for the purpose of explaining item overruns and underruns. An explanation is required for:

- Variation (plus or minus) in cost exceeding 10% on items whose contract total exceeds \$1,000.00.
- Variation (plus or minus) in cost exceeding 50% on items whose contract total is less than or equal to \$1,000.00.

The project records should be kept up-to-date at all times. Record Book computations such as those for rock excavation should be legible, accurate, and complete. If the quantities in any given field book page, calculation sheet, or other source document are complete and have been checked, then the page total should be entered into the Record Book. Keeping the Record Book up-to-date helps minimize the time spent on finalizing the records at the end of the project.

F. Correspondence Folder

Prior to and at the start of any project, the Contract Administrator should set up a filing system to collect, organize, and store all miscellaneous documentation received and/or created throughout the course of the project.

Perhaps the most important and universal folder needed in the filing system is the correspondence folder. The correspondence folder should include all documentation such as letters, e-mails, faxes, and letters-of-transmittals. It may also include other documentation, such as utility force account agreements and shop drawings.

However, it is up to the Contract Administrator to set up a filing system that is most appropriate for the size and nature of the job. For example, if it is a project where utility issues are expected to be on-going, the force account agreements and all other utility information may be better placed in their own folder.

The same holds true for shop drawings. If the only shop drawing required on the job is for traffic signs, then it may fit in the correspondence folder. But, if it is a bridge project, a separate folder for shop drawings is generally more appropriate.

Separate folders should always be created for payrolls (required on all Federal-aid projects) and the Storm Water Pollution Prevention Plan (SWPPP).

A blank “Table of Contents” shall be created and placed at the front of all folders for immediate updating as documentation is added to the folder.

G. Lab Book

The final component of the project records is the Lab Book, which may be found in *S:\Construction\Admin\Forms\Lab Forms* folder. It is generally a separate three-ring binder that is used to hold copies of all field and/or lab test results. Information on all materials tested, such as sand, gravel, pavement, pavement markings, concrete, reinforcing steel, etc., should be included.

The Lab Book may be organized by using tab sheets to separate the different types of materials. On large projects, it may be appropriate to break the sections down even further. For example, soils testing may be broken down by item (sand, gravel, crushed gravel, etc.) and/or by test (proctors, density reports, gradations, etc.). Concrete may be broken down by type (AA, A, and B) and/or by category (mix designs, gradations, cylinder breaks, etc.).

Note: It doesn't matter exactly how the Lab Book is set up as long as it is organized and easy to follow.

The Summary of Non-conforming Materials (required on all projects with materials testing) is best located at the front of this book. Engineering Audit should be made aware of its location when turning in the project records.

Some testing reports may not fit into the Lab Book or even a separate folder. Structural steel inspection reports are generally quite numerous and take up a fair amount of space. It is not uncommon to place these reports in their own folder or binder.

802.2 – GENERAL INSTRUCTIONS

When entering information and data in the records, bear in mind that the records developed during construction are the only material available for preparation of the final estimate, and are the Department's best defense in any possible litigation. Therefore, all descriptive data and field measurements required for these purposes must be included.

A. Record System Numbering

All pages of the record system must be uniquely numbered, indexed, and cross-indexed by project personnel. The bound field notebooks shall be numbered with two letters preceding the numerals. For example, "RN1-10" denotes roadway field notebook 1, page 10; "DN1-10" denotes drainage field notebook 1, page 10; and "BN2-10" denotes bridge field notebook 2, page 10.

The most important factor that influences the numbering system used is the project size. Large projects and projects with multiple appropriation codes require considerable planning and forethought. Without proper preparations, the numbers can get unwieldy and difficult to work with.

As far as Engineering Audit is concerned, the two most important aspects of numbering are uniqueness of numbers (i.e., the same number shall not be used twice), and item sequence. The contract bid items shall be sequenced in the order that they appear in the CMS Record Book. Items with multiple appropriation codes should have separate numbers and appear in sequence. The contract items should be followed by extra work, per specification work, and supplemental agreements. Refer to [Section 807](#) for suggested Record Book page numbering examples.

Bound field notebooks should be set up at the very beginning of the project. The Special Provisions should be reviewed carefully at the beginning of the project for unusual items that may differ in method of measurement and basis of payment.

B. Certificates of Compliance

Certificates of Compliance should be placed in the Record Book (with the C.O.C. index) preceding the Item Summary pages and numbered appropriately. The file number shall be written in the upper right corner of each page. However, on projects with numerous certificates, a folder in the project files may be used. Contract Administrators are reminded that for materials requiring a Certificate of Compliance, no payment shall be made for the items of work in which said materials are to be incorporated until properly executed certificates have been accepted by the Contract Administrator.

C. General Notes

The General Notes are an important part of the Record Book. General Notes are a collection of notes made by the Contract Administrator or other project personnel during construction of the project that reflect any major changes to the project, especially those changes that affect the payment of an item. General Notes should be placed in the front of the Record Book before the first Item Summary Page (see the sample Record Book in [Section 807](#) of this manual for an example). Include all information in the General Notes that might be essential in adjusting any claims that may arise.

D. Field Measurements

The contractor should be notified when measurements pertaining to pay items of work are being made, and if the contractor desires, these measurements will be made in the presence of someone it delegates. Measurements on which the Contract Administrator and the contractor do not agree should be called to the attention of the District Construction Engineer. All transactions between the Contractor and the Contract Administrator that are likely to be protested, or where payments are involved, should be in writing.

Carry computations only to the decimal place that is consistent with the accuracy of the basic information. The quantities in the Record Book should be paid per the Method of Measurement outlined in the [Standard Specifications](#). See the “Record Book Decimal

Point System” tables found in the next subsection for information regarding the proper compilation procedures for Record Book data.

E. Authorization of Records

Another important aspect of the project record-keeping system is the complete signing and dating of all notes, calculations, item summary entries, totals, and other information. Bound field notebooks should include signatures (or initials) and dates of project personnel responsible for posting, totaling, checking, and approving page entries. An item summary page approved by the Contract Administrator is an indication to the Engineering Audit Section that a competent check has been made of that item and that the Contract Administrator is satisfied with the figures.

F. Project Records to Engineering Audit

When the project field records are complete, the Contract Administrator should refer to *Appendix A* of the [Engineering Audit Process Manual](#) to ensure all necessary information has been included.

All records, including source documents, are to be transferred to the Engineering Audit Section after completion of the project.

Upon completion of the audit by the Engineering Audit Section, the Contract Administrator will be provided an informational copy of the final estimate for their review.

802.3 – RECORD BOOK DECIMAL POINT SYSTEM

All items listed in the following tables should be calculated to the decimal point indicated. All others are to be figured to the nearest whole unit. These tables should be used as a guide only. Refer to the Method of Measurement in the specifications for a detailed description of specific payment units.

The following tables show Record Book decimal point systems for the indicated items.

Record Book Decimal Point System (1)		
Item No(s).	Description	Method and Units of Measurement
202.41	Removal of Existing Pipe	1 ft
202.6	Curb Removal for Storage	1 ft
403.1 to 403.95	Hot Bituminous Pavements	0.1 ton
410.21 to 410.41	Asphalts for Tack and Surface Treatments	0.1 ton
411.1 to 411.4	Plant Mix Surface Treatments	0.1 ton
510	Bearing Piles	*
512	Preparation for Concrete Repairs	0.1 yd ²
520	Concrete, non (F) items	0.1 yd ³
570.9	Resetting Masonry Wall	0.1 yd ³
572	Reconstructing Stone Walls	1 ft
583	Riprap	0.1 yd ³
603.0001 to 603.7	Culverts and Storm Drains	1 ft
604.1 to 604.39	CB's, DI's, and MH's	0.1 units
604.4 and 604.5	Reconstructing Basins	0.1 ft
605	Underdrains	0.1 ft
606	Guardrail	0.1 ft

* See table under Subsection 510.4.1 for Bearing Pile Method and Unit of Measurement

Record Book Decimal Point System (2)		
Item No.	Description	Method and Units of Measurement
607	Fences	0.1 ft
609	Curbs	0.1 ft
614	Electrical Conduit	0.1 ft
642	Limestone	0.01 ton
643	Fertilizer	0.01 ton
645.1	Mulch	0.01 acre
645.71	Monitoring Erosion and Sediment Control	0.5 hrs
646	Turf Establishment	0.01 acre
698	Field Facilities	1/30 th month

SECTION 803 – GUIDELINES PERTAINING TO THE QUANTITY BOOK

803.1 – GENERAL

803.2 – ITEM APPLICATIONS

- A. Clearing and Grubbing*
- B. Excavation and Embankment*
- C. Base Courses*
- D. Pavements*
- E. Bridge Items*
- F. Drainage*
- G. Linearly Measured Items*
- H. Maintenance of Traffic*
- I. General*

803.1 – GENERAL

The purpose of the Quantity Book is to keep a running total of the quantity of work performed. It provides a means of documentation for quantities used in preparation of partial estimates and lends itself to an operational audit at any time by project or non-project personnel.

The Quantity Book should be set up and numbered the same as the Record Book. It is important to identify source documentation for all Quantity Book entries. This will aid in any intermediate field audits and will allow the entry to be copied directly from the Quantity Book to the Record Book.

Whenever possible, entries in the Quantity Book should be made daily. Exact quantity entries are preferred, but there will be times when exact measurements are not able to be obtained. For example, in the case of an estimate period occurring in the middle of blasting operations, a reasonable ledge quantity will most likely have to be estimated. In these instances, approximate measurements and calculations shall be performed to arrive at a reasonable figure for entry.

Any quantities that are based on a tally or load count submitted by the Contractor must be substantiated by a periodic and documented check by field personnel. Any additional computations and measurements used to arrive at a quantity should be made either in the bound field notebooks or on loose paper that is properly referenced and retained in a separate folder. The Contract Administrator assigns specific items to each Inspector on the job and each Inspector is responsible for measuring, entering, and initialing all quantities they are assigned to cover. This separation of duties minimizes confusion and rework.

803.2 – ITEM APPLICATIONS

The following procedures are approved and satisfactory methods for the handling of some major items.

A. Clearing and Grubbing

This item consists of three procedures: cutting, disposal, and grubbing (stump removal). At the start of the project, the Contract Administrator sets up a proportional system of payment when each procedure is completed for an area. For example, on a project with approximately equal cuts and fills, 40% could be paid for cutting, 20% for disposal, and the remaining 40% for grubbing.

These percentages may be varied for the individual project depending on the number of areas that would require grubbing. The land area can be computed on a station-to-station basis from the offsets in staking out or as an estimated percentage of the clearing areas shown on the plans. This land area, multiplied by the appropriate percentage, will give the quantity to enter daily.

B. Excavation and Embankment

The Contract Administrator will establish partial estimate quantities for these items by an estimating system set up at the beginning of the project from quantities shown on the plans or cross-sections. The system chosen will be determined by the type of project and method of operation used by the contractor, and should be clearly stated on the Quantity Book Daily Summary page.

The Contract Administrator may find it useful to keep track of and compile running totals for quantities at each station with a Microsoft Excel® spreadsheet.

C. Base Courses

Daily entries shall be the product of simple three-dimensional computations, or length times a constant if the template is being substantially filled. Where base courses are being constructed consistently day after day and a simple computation will adequately cover a number of days' work or the entire estimate period, it will be satisfactory to record only the stations covered daily and enter quantities at the end of the period or as segments of the work are completed. These items may also be paid from the information compiled on an Excel spreadsheet similar to excavation and embankment.

D. Pavements

Source information for bituminous pavement material should come from the weight slips as the paving material is delivered to the project site.

E. Bridge Items

Many bridge items are paid for on a per unit basis. Often, construction of these items consists of delivery of the material, placing of the material, and a finishing or clean-up phase. To expedite a partial estimated payment, the Contract Administrator may use a percentage system based on the approximate cost of several phases of the construction of the item related to the total item bid price.

For example, structural steel might be paid on a basis of 75% of the total bid price for delivery, 20% for erection and bolting, and 5% for painting. The Contract Administrator should review this method of payment with the District Construction Engineer and the Contractor to ensure that the percentages used do not reflect payment in excess of the value of the work in place.

When reinforcing steel is paid for by the pound, partial estimates may be made on a similar percentage basis.

Bridge items paid for on a cubic yard basis require accurate engineering computations for final payment. Partial payments should be documented with approximate calculations of the volumes being constructed and the calculations should be retained in an appropriate project file.

F. Drainage

Daily entries in the Quantity Book for drainage items shall come from measurements in the bound field notebooks. Where quantities must be computed and time available prevents them from being completed at the end of the day, make a simple approximate computation in the field notebook. Partial daily measurements may be kept in the field book until the end of the estimate period. If a particular run is not complete, this pay length must be

indicated as “partial” so that it will not be confused with the final computations when totaling the notebook pages.

G. Linearly Measured Items

Guardrail, fence, curb, and similar items may be measured by station-to-station runs and entered in the Quantity Book. Apply a percentage to the length relative to the portion of guardrail work done where only posts are set. Do the same for curb joints that are left unmortared; or for similar partly-constructed items, noting the percentage for each phase.

H. Maintenance of Traffic

Establish a system of payment based on project activity or by dividing the unit item by the anticipated number of estimate periods. Record the system used under the remarks of the first entry to the Quantity Book.

I. General

When payment is to be made for partially completed items, the Contract Administrator should use sound engineering judgment to determine a percentage for each phase of the work. Once the percentages are established, they should be recorded at the top of the daily summary page under the remarks of the first entry to the Quantity Book.

Note: The Quantity Book in CMS does not need to be printed for Engineering Audit.

SECTION 804 – SAMPLE QUANTITY BOOK

Shown on the following pages are samples of acceptable methods of record keeping in the Quantity Book for both roadway and bridge construction projects.

If Excel spreadsheets are used to aid in the computation of repetitive quantities, it is important for auditing purposes that the spreadsheets show as much detail as hand calculations, and that includes showing all formulas.

State Of New Hampshire / Department Of Transportation						
Quantity Book Item Summary: Clearing and Grubbing						
Project Name:	LACONIA		NHS-018-2 (104)	99999		
Item Number:	201.1		Appropriation Code:	PAR		
Certificate Of Compliance			Not Required			
Item Description:	Clearing and Grubbing (F)					
Contract Price:	\$14,000.00		Contract Quantity:	0.95 acres		
B&E Quantity:	0.95 acres					
Source:	Entered By:	Date:	Remarks	Quantity (acres):	Accumulated Quantity: (acres)	Estimate #
RN 1-04	RT	9/15/2015	Area A cleared per plan	0.65	0.65	2
			Estimate #2: 7/15/2015 – 7/31/2015 Total	0.65		
RN 1-04	RT	9/15/2015	Area B cleared per plan	0.30	0.95	5
			Estimate #5: 8/15/2015 – 8/31/2015 Total	0.30		
				Total:	0.95 acres	
Checked By:			Date:	9/15/2015		
Approved By:			Date:	9/15/2015		

State Of New Hampshire / Department Of Transportation						
Quantity Book Item Summary: Common Excavation						
Project Name:	LACONIA	NHS-018-2 (104)	99999			
Item Number:	203.1	Appropriation Code:	PAR			
Certificate Of Compliance		Not Required				
Item Description:	Common Excavation					
Contract Price:	\$5.82	Contract Quantity:	9,800 yd ³			
B&E Quantity:	10,000 yd ³					
Source:	Entered By:	Date:	Remarks	Quantity (yd ³):	Accumulated Quantity (yd ³):	Estimate #
Excel SS	RT	6/15/2015	Design computations on Excel SS as of 6/15/2015	1,260	1,260	2
			Estimate #2: 5/15/2015 – 5/31/2015 Total	1,260		
Excel SS	RT	7/15/2015	Design computations on Excel SS as of 6/15/2015	2,114	3,374	5
			Estimate #5: 6/15/2015 – 6/31/2015 Total	2,114		
DE	RT	8/15/2015	Estimated material removed from Sta. 501+00 – 502+05	2,250	5,624	6
			Estimate #6: 7/1/2015 – 7/15/2015 Total	2,250		
DE	RT	9/15/2015	All material removed per plan	4,176	9,800	8
			Estimate #8: 8/1/2015 – 8/15/2015 Total	4,176		
				Total:	9,800 yd ³	
Checked By:				Date:	9/15/2015	
Approved By:				Date:	9/15/2015	

Note: Excavation not covered by cross-sections and rock excavation (boulders) should not be considered one and the same. Excavation not covered by cross-sections is measured before actual excavation starts and includes any mounds or objects above the ground surface that are not shown on the cross-sections, whereas boulders (rock excavation) are measured in their entirety.

Sample Excel Spreadsheet Data for Common Excavation (1)				
Common Excavation #203.1				
Location	Design yd ³	Additions	% Complete	yd ³ in place
Route 87				
500+42				
500+50	2.40		100	2.40
500+60	2,00		100	2.00
500+70	150.00		100	150.00
500+80	1,005.00		100	1,005.00
500+90	100.00		85	85.00
501+00	13.00		70	9.10
501+10	1.25		70	0.88
501+20	3.25		70	2.28
501+30	2.00		70	1.40
501+40	3.15		70	2.21
501+50	15.65		70	10.96
501+60	35.5		70	24.85
501+70	70.00		70	49.00
501+80	117.65		100	117.65
501+90	170.65		100	170.65
501+96	150.00		100	150.00
Break in quantities for bridge				
502+55				
502+60	212.38		100	212.38
502+70	551.30		100	551.30
502+80	146.40		100	146.40

Sample Excel Spreadsheet Data for Common Excavation (2)				
Common Excavation #203.1				
Location	Design yd ³	Additions	% Complete	yd ³ in place
Route 87				
502+90	114.40		100	114.40
503+00	529.00		100	529.00
503+10	484.00		100	484.00
503+20	462.25		100	462.25
503+30	398.25		100	398.25
503+40	312.00		100	312.00
503+50	216.25		100	216.25
503+60	134.25		100	134.25
503+70	92.75		100	92.75
503+80	82.25		60	49.35
503+90	80.75		50	40.375
504+00	56.60		50	28.3
504+10	28.85		50	14.425
504+20	18.50		50	9.25
504+30	13.00		60	7.80
504+40	11.00		70	7.70
504+50	20.50		100	20.50
504+60	33.50		100	33.50
504+70	26.00		100	26.00
504+80	15.00		100	15.00
504+90	15.35		100	15.35
505+00	16.35		100	16.35

Sample Excel Spreadsheet Data for Common Excavation (3)				
Common Excavation #203.1				
Location	Design yd ³	Additions	% Complete	yd ³ in place
Route 87				
505+10	13.50		100	13.50
505+20	7.50		100	7.50
505+30	3.00		100	3.00
505+40	1,360.00	23	100	1,383.00
505+50	1,251.00	137	100	1,388.00
505+60	567.00	40	100	607.00
505+70	6.25		50	3.13
505+80	6.25		20	1.25
505+90	0.00		100	0.00
End				
Top Soil Replacement				
Topsoil:	673.30		100	673.30
	Total Additions	200		
Design Subtotal:	9,800.18		Total:	9,800.17
Rounding:	0.22		Rounding:	0.22
Design Item Total:	9,800.40			
	Printed Estimate #:	8	Pay Total:	\$9,800.04

State Of New Hampshire / Department Of Transportation						
Quantity Book Item Summary: Reinforcing Steel						
Project Name:	LACONIA	NHS-018-2 (104)	99999			
Item Number:	544	Appropriation Code:	PAR			
Certificate Of Compliance		Not Required				
Item Description:	Reinforcing Steel					
Contract Price:	\$1.25	Contract Quantity:	37,284.00 lbs			
B&E Quantity:	37,284.00 lbs					
Source:	Entered By:	Date:	Remarks	Quantity (lbs):	Accumulated Quantity (lbs):	Estimate #
DE	RT	6/15/2015	Abutment A footing placed per plan, from reinforcing summary	11,210.00	11,210.00	2
Estimate #2: 5/15/2015 - 5/31/2015 Total				11,210.00		
DE	RT	7/15/2015	Abutment B footing placed per plan, from reinforcing summary	12,151.00	23,361.00	5
Estimate #5: 6/15/2015 - 6/31/2015 Total				12,151.00		
BN 1-05	RT	8/15/2015	Abutment A wall placed per plan	7,250.00	30,611.00	6
Estimate #6: 7/1/2015 - 7/15/2015 Total				2,250.00		
DE	RT	9/15/2015	Northwest wing placed per plan	4,176.00	34,787.00	8
Estimate #8: 8/1/2015 - 8/15/2015 Total				4,176.00		
				Total:	34,787.00 lbs	
Checked By:				Date:	9/15/2015	
Approved By:				Date:	9/15/2015	

State Of New Hampshire / Department Of Transportation						
Quantity Book Item Summary: 15 in RCP						
Project Name:	LACONIA		NHS-018-2	99999		
Item Number:	603.00215		Appropriation	PAR		
Certificate Of Compliance			Required			
Item	15 in Reinforced Concrete Pipe, Class III					
Contract Price:	\$28.60		Contract	65 lf		
B&E Quantity:	124 lf					
Source	Entered By	Date	Remarks	Quantity (lf):	Accumulated Quantity: (lf)	Estimate #
DN 1-04	RT	9/15/2015	Partial length DN #6 = 45 lf	45	45	2
			Estimate #2: 7/15/2015 – 7/31/2015 Total	45		
DN 1-08	RT	9/15/2015	DN #6 completed, pay 65 – 45 = 20 lf	20	65	5
			Estimate #5: 8/15/2015 – 8/31/2015 Total	20		
				Total:	65 lf	
Checked By:			Date:	9/15/2015		
Approved By:			Date:	9/15/2015		

State Of New Hampshire / Department Of Transportation						
Quantity Book Item Summary: Catch Basin						
Project Name:	LACONIA	NHS-018-2 (104)	99999			
Item Number:	604.16	Appropriation Code:	PAR			
Certificate Of Compliance		Required				
Item Description:	Catch Basin, Type F					
Contract Price:	\$1,400.00	Contract Quantity:	1.0 U			
B&E Quantity:	1.10 U					
Source	Entered By	Date	Remarks	Quantity (lbs):	Accumulated Quantity (lbs):	Estimate #
DN-104	RT	6/15/2015	Sump/Riser installed DN #4	*0.75	0.75	2
Estimate #2: 5/15/2015 - 5/31/2015 Total				0.75		
DN-104	RT	7/15/2015	Frame/Grate installed DN #4	0.15	0.90	5
DN-104	RT	7/15/2015	Basin cleaned pay remaining DN #4 Measured depth 8.6 ft = 1.1 units Previously paid 0.9, pay 0.2	0.20	1.10	5
Estimate #5: 7/1/2015 - 7/15/2015 Total				0.35		
				Total:	1.10 U	
Checked By:				Date:	9/15/2015	
Approved By:				Date:	9/15/2015	

* The percentage of the unit paid upon installation of the sump and riser section should be mutually acceptable to the Contract Administrator and Contractor. It may also vary based on the depth of the structure. For example, a 16 ft deep CB = 2.0 units; therefore, pay $0.75 \times 2 = 1.5$ units.

Note: If requested, the contractor is entitled to payment for materials on hand per Subsection 109.07 of the Standard Specifications. If so, the percentage paid upon installation must be adjusted accordingly

State Of New Hampshire / Department Of Transportation						
Quantity Book Item Summary: Maintenance of Traffic						
Project Name:	LACONIA	NHS-018-2 (104)	99999			
Item Number:	619.1	Appropriation Code:	PAR			
Certificate Of Compliance		Not Required				
Item Description:	Maintenance of Traffic					
Contract Price:	\$10,000.00	Contract Quantity:	1.00 U			
B&E Quantity:	1.00 U					
Source	Entered By	Date	Remarks	Quantity (U):	Accumulated Quantity (U):	Estimate #
DE	RT	6/15/2015	Estimated 10 estimates for project, pay 0.10 per estimate	0.10	0.10	1
Estimate #1: 5/15/2015 - 5/31/2015 Total				0.10		
DE	RT	7/15/2015	Pay 0.10	0.10	0.20	2
Estimate #2: 6/15/2015 - 6/31/2015 Total				0.10		
BN 1-05	RT	8/15/2015	Pay 0.10	0.10	0.30	3
Estimate #3: 7/1/2015 - 7/15/2015 Total				0.10		
DE	RT	9/1/2015	Pay 0.10	0.10	0.40	4
Estimate #4: 8/1/2015 - 8/15/2015 Total				0.10		
DE	RT	9/15/2015	Pay 0.10	0.10	0.50	5
Estimate #5: 8/16/2015 - 8/15/2015 Total				0.10		
				Total:	0.50 units	
Checked By:				Date:	9/15/2015	
Approved By:				Date:	9/15/2015	

SECTION 805 – SAMPLE FIELD NOTEBOOK PAGES

Shown on the following pages are illustrations of acceptable methods of note keeping in bound field notebooks. Refer to [Section 802.2](#) of this Manual for the suggested numbering scheme for field books. The following is a list of examples that are included on the following pages:

- Roadway Notebook Examples (RN1)
 - Cover Page
 - Table Of Contents
 - Silt Fence
 - Humus
 - Slope Seed
 - Straight Granite Slope Curb
- Drainage Notebook Example (DN1)
 - Drainage Spot Checks and Basin Depths

The image shows a sample field notebook page with a grid and a vertical line. The right side contains the following text:

Laconia
NHS-018-2(104)-99999

RN1

This book is the property of
and
if found please return to:

The State of New Hampshire
Department of Transportation
Construction Bureau
John O. Morton Building
Concord, NH 03302-0483
(603) 271-2571

Ronald Tanner, Contract Adm.
(603) 555-5555

<u>Table of Contents</u>		RN1-1
Page #	Description	Item #
02	Silt Fence	645.531
03	Humus	647.1
04	" "	" "
05	Slope Seed Type 45	644.44
06	Straight Granite Slope Curb	609.21
07	Spot Checks	

Item 645.531 Silt Fence		RN 1-02
3/5/96	Silt Fence Measured Sta 503+50 - 504+10 Rt	118 ft
		} <u>174 ft</u> To QB + RB MM 3/22/96
3/20/96	Silt Fence Measured Sta 501+20 - 501+75 Lt	
3/29/96	Silt Fence Measured Sta 509+00 - 511+26 Rt	<u>226 ft</u> To QB + RB RT 3/29/96

Item 647.1				RN 1-03			
STA	Humus Width	Avg.	Dist.	Area	Depth 3.5"	Volume	
506+95 Rt.	0 ft	2 ft	25 ft	50 ft ²	0.29 ft	14.5 ft ³	
506+70	4	8	25	200	0.29	58	
506+45	12	10	20	200	0.29	58	
506+25	8	12	25	300	0.29	87	
506+00	16	12	25	300	0.29	87	
505+75	8	8	20	160	0.29	46.4	
505+55	8	18	10	180	0.29	52.2	
505+45	28	20	10	200	0.29	58	
505+35	12						
Page Total =						461.1 ft ³	
						to RN1-4	

Item 647.1				RN 1-04			
STA	Humus Width	Avg.	Dist.	Area	Depth	Volume	
505+35	12	12	100	1200	0.29	348 ft ³	
504+35	12	14	25	350	0.29	101.5	
504+10	16	8	10	80	0.29	23.2	
504+00	0						
Page Total =						472.7 ft ³	
Item total: RN 1-03 =						461.1	
RN 1-04 +						472.7	
						933.8 ft ³	
933.8 ft ³ /27 =						34.6 yd ³	To QB+RB
							RT 4/5/96

SECTION 806 – GUIDELINES PERTAINING TO THE RECORD BOOK

806.1 – ITEM APPLICATIONS

- *Final Pay Items*
- *Unit Items*
- *Excavation*
- *Embankment-in-Place*
- *Base Materials*
- *Bituminous Pavement*
- *Drainage*
- *Granite Curb*
- *Uniformed Officers and Flaggers*
- *Loam and Humus*
- *Mulch*
- *Miscellaneous*

806.1 – ITEM APPLICATIONS

The following are approved and satisfactory methods of handling some of the major items. *Engineering Audit Guidelines* to these and other items may be found in *Appendix D* of the [Engineering Audit Process Manual](#).

- Final Pay Items

Final Pay (F) items are designated with an “(F)” following the item description. Contract Administrators should refer to *Subsection 109.11 Final Pay Quantity* of the [Standard Specifications](#) for a complete definition of Final Pay (F) items. Final Pay (F) item quantities are estimated quantities.

The estimated bid quantity of a Final Pay (F) shall be the final pay quantity, unless the dimensions of any portion or the quantity of that item are revised by the Engineer, or the item or any portion of the item is eliminated. If the dimensions of any portion or the quantity of the item are revised, and the revision results in an increase or decrease in the estimated quantity of that item of work, the final pay quantity for the item will be revised in the amount represented by the changes in the dimensions or the quantity.

If a final pay item is eliminated, the estimated quantity for the item will be eliminated. If a portion of a final pay item is eliminated, the final pay quantity will be revised in the amount represented by the eliminated portion of the item of work.

The estimated quantity for each item of work designated as a final pay quantity in the Method of Measurement, Basis of Payment, or Bid Schedule shall be considered as approximate only, and no guarantee is made that the quantity that can be determined by computations, based on the details and dimensions shown on the plans, will equal the estimated quantity. No adjustment will be made in the event that the actual quantity based on measurements and/or computations does not equal the estimated quantity except under the following conditions:

- For Bridge Items: If the actual value* of the discrepancy is either \$10,000.00 more or \$10,000.00 less than the estimated bid amount for the item, or the actual quantity is more than 125% or less than 75% of the estimated bid quantity for that bridge item on that structure, then an adjustment will be made in accordance with *Subsection 109.04.3 Negotiated Prices* of the [Standard Specifications](#).

* Actual value is determined by materials, equipment, and labor, but not necessarily the bid price

- For Other Items: If the actual value* of the discrepancy is either \$10,000.00 more or \$10,000.00 less than the estimated bid amount for the item, or the actual quantity is more than 125% or less than 75% of the estimated bid quantity, then an adjustment will be made in accordance with *Subsection 109.04.3*.

* Actual value is determined by materials, equipment, and labor, but not necessarily the bid price

These items may have multiple partial payment entries in the Quantity Book. The Record Book should have only one entry for the “Per Plan Final Pay (F) Quantity,” and then separate entries for any physical changes ordered by the Contract Administrator or quantity adjustments as stated previously.

- Unit Items

Unit items, such as Item 619.1 Maintenance of Traffic should have partial payment entries made in the Quantity Book based on the number of estimates. There should be one entry for the “per plan quantity” in the Record Book upon completion of the item. Unit Item 645.7 Erosion and Sediment Control Stormwater Management Plan, and Item 692 Mobilization are to be paid for as outlined in the [Standard Specifications](#) under “Basis of Payment” in *Subsections 645.5.6* and *692.5.1*, respectively.

- Excavation

- Common Excavation

Before excavation is started, measure any material that is not included in the cross-sections. “Excavation not covered by cross-sections” may include excavation of stonewalls, boulders, ledge outcrops, bituminous pavement, drives, etc. Also, measure obvious depressions or cellar holes that are not covered by the cross-sections.

These volume totals should appear as an addition or deduction on the common excavation Record Book Item page. The Contract Administrator should inspect excavation areas on the project for these projections and depressions to determine those that are of sufficient size to materially affect the sectioned quantity. Projections and depressions of less than 5 yd³ in volume seldom have a net effect

that is uncompensated for by the average end area method used to compute the excavation quantity.

- Topsoil and Muck

Topsoil excavation applies to fill sections only. Material from cut sections should not be recorded with such quantities of topsoil. If a grade change is made in a topsoil area, indicate whether the change was made before or after topsoil removal. Topsoil depth measurements, at 50 ft intervals with varying lateral off-sets, should be taken to accurately calculate the average topsoil thickness.

If the topsoil layer varies considerably, cross-sectioning of the removal area is warranted. Where the average depth method is used, show the various depth checks, their locations, and the measurements used to produce the average depth.

Note: When topsoil depths exceed 2 ft, as per *Subsection 203.2.4* of the [Standard Specifications](#), it is reclassified as muck and should be measured and paid for separately as per *Subsection 203.5.1.4*.

- Unclassified Excavation

On projects where excavation is unclassified or has been unclassified by the Contractor so that regular ledge sections are not required, the Contract Administrator shall provide elevations of the ledge on 50 ft sections in the area where the ledge slope line intersects the top of the ledge. A lack of stripping may make this difficult at times; however, even an approximate elevation will aid the Engineering Audit Section in computing final quantities of excavation through ledge areas that results in considerable over breakage. Refer to *Subsection 203.3.4 Unclassified Excavation* of the [Standard Specifications](#) for more information.

- Material Measured in Vehicles

Load Count Procedure: Load count is not recommended for measuring material in vehicles. However, when it becomes necessary to use load counts, set up a separate page in the Record Book or in a bound field notebook showing the following in detail in order to substantiate the quantity of the material paid for:

- The volume, in cubic yards per vehicle load. Show computations for each vehicle used, and the quantity to be paid for when measured by Load Count will be 80% of the loose volume of the load.
- The total number of loads for each type of vehicle.
- The total volume, in cubic yards delivered.
-

- Embankment-in-Place

Contract Administrators should refer to *Section 203 Excavation and Embankment* of the [Standard Specifications](#) for pertinent information regarding embankment-in-place payment. Embankment-in-place is a Final Pay (F) item and should follow the requirements discussed under *Subsection 806.1* of this Manual.

The Contractor should be provided with a Pit Information form for each non-commercial pit used for project materials, and this form shall be properly completed and included in the project records. Pit and Disposal Agreements must be obtained prior to any material arriving on or leaving from the site, if required. Contract Administrators are advised to check with their District Construction Engineer if they believe these agreements are not required prior to material arriving on site.

- Base Materials

Base materials, such as sand, gravel, and crushed gravel that are not Final Pay (F) items, may be entered in the Record Book as “Built per Plan,” and the following statement shall be made on the page and signed by the Contract Administrator:

“This is to certify that this item was built per plan and that sufficient measurements and checks were made to verify substantial adherence to the plan dimensions. Measurements, computations, and adjustments were made where changes occurred.”

[Contract Administrator Signature]

There should be sufficient “spot check” information in the field notebooks to validate the assurances made in the signed statement. Many base material items are Final Pay (F) items and should follow the requirements discussed under *Section 806.1* of this manual.

- Bituminous Pavement

Compile delivery slips for bituminous pavement materials in numerical order each day. With conventional plants, check the tally of the total tons delivered on each slip. Totaling the tonnages with data from Excel spreadsheets or other sources is only required when loads are split between projects or item numbers, or when an adjustment to the total on the slip must be made. A note should be made whenever the slip tonnage is not the pay tonnage total. Record Book entries should show slip numbers with a date and total tonnage used and paid as shown on the slip.

Slips prepared by the Paving Contractor or Subcontractor must be made out in an acceptable manner and contain the following information regarding the bituminous pavement delivery:

- Type of material being delivered

- Paving Contractor
- Project for which shipment is scheduled
- Date
- Delivery truck identification
- Gross, tare, and net weights

The weigher's signature from an individual authorized to perform the duties of a weigher is also required if material is being obtained from a conventional plant.

- Drainage

For drainage operations, the bound field notebook should be set up to accommodate computations directly in this book. Some pages should be left blank in the back of the book for additional notes and computations. The totals as computed should be transferred directly to the appropriate Record Book item summary page made out for each item and cross-referenced.

When the computations become too extensive, such as with various breakdowns of common and rock structure excavation, the notes may be carried to a Record Book page or a cross-section roll and computed there with proper cross-referencing.

Record all measurements necessary to the plotting of structures on the Record Plans, such as offsets from centerline, flow line elevations at outlets and inlets, etc. Record swing ties to ends of all conduits, buried pipe sleeves, water gates, service boxes, etc. Locate these items by centerline stations, but use other permanent features for tie points. For projects with coordinate points, the coordinates may also be useful.

Diagrams of related structures on each field notebook page are not required, but may be used if needed for clarity. When used, diagrams shall show the items on that page in solid lines, and related structures recorded elsewhere shown in dotted lines with the page number indicated.

For excavation more than 9 ft deep, common structure excavation will be measured and paid. Refer to [Subsection 903.3](#) of this Manual for a diagram of pipe pay limits.

When boulders are encountered in excavating for any structure, note in what class of excavation they were found. Refer to [Subsection 206.4.1.1](#) of the [Standard Specifications](#) for further clarification. Boulders from the subsidiary portion are not deductible from common structure excavation. Other boulders are deductible from common excavation.

If widened ditches are added, plot the design of the ditches on cross-sections of Record Plans and note how the pay limits are to be defined. When conditions necessitate non-standard end structures, submit complete dimensioned sketches with computations.

- Granite Curb

Measurements for granite curb, fencing, and other items paid for by the foot should also be recorded and totaled in the bound field books. Page totals for these measurements should then be transferred directly to the Record Book item summary page.

Maintain an inventory of reset curb quantities and the location where reset curb was used. Keep new and reset curb runs separate.

- Uniformed Officers and Flaggers

Generate a Uniformed Officer and Flagger Time Report that includes the names of the workers and the time worked daily. The Contractor should use a similar report to be given to the Contract Administrator at the end of each day or week. The two reports together provide a check and balance system for verifying police invoices and flagger hours actually worked.

The use of officer and flagger personnel should be requested and scheduled by the Contractor. However, the Contract Administrator should work closely with the Contractor to verify that the appropriate traffic control coverage is provided on the project.

Payment for uniformed officers is made by invoice plus a 5% mark-up as per *Subsection 618.5.1* of the [Standard Specifications](#). Payment for flaggers is made based on the authorized hours specified in *Subsection 618.5.2*.

- Loam and Humus

Loam and humus quantity measurements should be recorded, computed, and totaled in the bound field notebooks or on separate computation pages in the Record Book. Page totals should be transferred directly to the Record Book item summary page where a total quantity is compiled.

- Mulch

Measurements for mulch quantities should be recorded and computed in a bound field notebook or on separate computation pages in the Record Book. Individual page totals should then be transferred to the Record Book item summary page where the total quantity is compiled. Slope measurements recorded in the field notebooks or on separate computation pages in the Record Book should be computed in acres or square yards as required.

- Miscellaneous

Entries made in the Record Book and in the bound field notebooks should only be made with light and dark red pencil. All other colors are reserved for use by the Engineering Audit Section.

Referencing and cross-referencing are an essential part of maintaining complete records. Always indicate information sources as well as the forwarding location of any information disseminated to other parties.

There are many items that were not included in the previous descriptions. However, most of these items can be treated in a manner similar to the items illustrated. Although it is left to the judgment of the Contract Administrator to adapt this system to unusual items, this system should be used as much as possible for the sake of uniformity. In the case of unusual items, the Engineering Audit Section should be consulted for the proper procedure to document their use.

SECTION 807 – SAMPLE RECORD BOOK

Samples of acceptable methods of record keeping for construction projects are shown on the following pages. In addition to these samples, additional instructions on some specific record keeping requirements are included in this section. File names of available digital files are so indicated.

Road and bridge records shall be combined into one Record Book. The table of contents that follows outlines the page numbering system. This system is required for consistency.

1. [Record Book Title Page \(RB Page 1.00\)](#)
2. [Table of Contents \(RB Page 2.00\)](#)
3. [Engineering Personnel \(RB Page 3.00\)](#)
4. [Project Record Submission Checklist \(RB Page 4.00\)](#)
5. [Survey Book Index \(RB Page 5.00\)](#)
6. [Field Notebook Index \(RB Page 6.00\)](#)
7. [Inter-Department Communication \(RB Page 7.00\)](#)
8. [Inter-Department Communication \(RB Page 7.01\)](#)
9. [Blasting Record \(RB Page 8.00\)](#)
10. [Consent to Sublet \(RB Page 9.00\)](#)
11. [Policy on Subcontracting \(RB Page 9.01\)](#)
12. [Inter-Departmental Communication \(RB Page 10.00\)](#)
13. [Pit Agreement \(RB Page 10.01\)](#)
14. [Pit Authorization Letter \(RB Page 10.03\)](#)
15. [Disposal Agreement \(RB Page 10.04\)](#)
16. [Required Minimum Landscaping Treatment \(RB Page 10.05\)](#)
17. [Approval for Disposal Area \(RB Page 10.06\)](#)
18. [Certificates of Compliance Summary – 1 \(RB Page 11.00\)](#)
19. [Certificates of Compliance Summary – 2 \(RB Page 11.01\)](#)
20. [Certificate of Compliance – Form \(RB Page 12.00\)](#)
21. [Change Order – 1 \(RB Page 13.00\)](#)
22. [Change Order – 2 \(RB Page 13.01\)](#)
23. [Change Order – 3 \(RB Page 13.03\)](#)
24. [Change Order – 4 \(RB Page 13.04\)](#)

25. General Notes (RB Page 14.00)
26. Item Index – 1 (RB Page 15.00)
27. Item Index – 2 (RB Page 15.01)
28. Item Index – 3 (RB Page 15.02)
29. Record Book Item Summary (RB Page 100.00)
30. Record Book Item Summary – Clearing and Grubbing (RB Page 100.01)
31. Record Book Item Summary – Common Excavation (RB Page 106.00)
32. Record Book Item Summary – Common Excavation (RB Page 106.01)
33. Record Book Item Summary – Embankment–in–Place (RB Page 108.00)
34. Record Book Item Summary – Embankment–in–Place (RB Page 108.01)
35. Record Book Item Summary – Hot Bituminous Pavement, Machine Method (RB Page 118.00)
36. Record Book Item Summary – Hot Bituminous Pavement, Machine Method (RB Page 118.01)
37. Record Book Item Summary – Common Bridge Excavation (F) (RB Page 124.00)
38. Record Book Item Summary – Common Bridge Excavation (F) (RB Page 124.01)
39. Record Book Item Summary – Rock Bridge Excavation (RB Page 125.00)
40. Record Book Item Summary – Rock Bridge Excavation (RB Page 125.01)
41. Record Book Item Summary – Reinforcing Steel (F) (RB Page 140.00)
42. Record Book Item Summary – Reinforcing Steel (F) (RB Page 140.01)
43. Record Book Item Summary – 15 in Reinforced Concrete Pipe, Class III (RB Page 154.00)
44. Record Book Item Summary – 15 in Reinforced Concrete Pipe, Class III (RB Page 154.01)
45. Record Book Item Summary – Catch Basin, Type F (RB Page 157.00)
46. Record Book Item Summary – Catch Basin, Type F (RB Page 157.01)
47. Record Book Item Summary – Straight Granite Curb (RB Page 162.00)
48. Record Book Item Summary – Straight Granite Curb (RB Page 162.01)
49. Curb Summary – Straight Granite Curb (RB Page 162.02)
50. Record Book Item Summary – Uniformed Officers With Vehicle (RB Page 168.00)
51. Record Book Item Summary – Uniformed Officers With Vehicle (RB Page 168.01)
52. Record Book Item Summary – Uniformed Officers With Vehicle (RB Page 168.02)
53. Record Book Item Summary – Uniformed Officers With Vehicle (RB Page 168.03)
54. Invoice for Traffic Control Services – Uniformed Officers With Vehicle (RB Page 168.04)
55. Paid Detail Voucher – Uniformed Officers With Vehicle (RB Page 168.04A)
56. Record Book Item Summary – Maintenance of Traffic (RB Page 169.00)
57. Record Book Item Summary – Maintenance of Traffic (RB Page 169.01)
58. Record Book Item Summary – Humus (RB Page 192.00)
59. Record Book Item Summary – Humus (RB Page 192.01)
60. Record Book Item Summary – On–the–Job Training of Unskilled Workers (RB Page 194.00)
61. Record Book Item Summary – On–the–Job Training of Unskilled Workers (RB Page 194.01)
62. On–the–Job Training – Acknowledgement and Statement of Intent (RB Page 194.02)
63. On–the–Job Training – Workforce Demographics (RB Page 194.03)
64. On–the–Job Training – Program Enrollment / Registration Form (RB Page 194.04)
66. On–the–Job Training – Transfer/Modification Request (RB Page 194.06)
67. Record Book Item Summary – Temporary Project Water Pollution Control (RB Page 195.00)
68. Record Book Item Summary – Temporary Project Water Pollution Control (RB Page 195.01)
69. Daily Report of Extra Work – Force Account (RB Page 195.02)
70. Record Book Item Summary – Fuel Adjustment (RB Page 197.00)
71. Record Book Item Summary – Fuel Adjustment (RB Page 197.01)
72. Record Book Item Summary – Asphalt Cement Adjustment (RB Page 198.00)
73. Record Book Item Summary – Asphalt Cement Adjustment (RB Page 198.01)
74. Record Book Item Summary – Replace Damaged Attenuators (RB Page 800.00)
75. Record Book Item Summary – Replace Damaged Attenuators (RB Page 800.01)
76. Supplementary Agreement (RB Page 800.02)
77. Daily Report of Extra Work – Force Account (RB Page 800.03)
78. Record Book Item Summary – Miscellaneous Office Supplies (RB Page 801.00)
79. Record Book Item Summary – Miscellaneous Office Supplies (RB Page 801.01)

80. [Daily Report of Extra Work – Force Account \(RB Page 801.02\)](#)
81. [Record Book Item Summary – 48 in RCP, Class III with Neoprene Gasket \(RB Page 900.00\)](#)
82. [Record Book Item Summary – 48 in RCP, Class III with Neoprene Gasket \(RB Page 900.01\)](#)
83. [Supplementary Agreement \(RB Page 900.02\)](#)

1. Record Book Title Page (RB Page 1.00)

State Of New Hampshire / Department Of Transportation	
Project Record Book	
Title Page	
Project Name:	Laconia
Federal Project Number:	NHS-018-2 (104)
New Hampshire Project Number:	99999
Contractor:	Plow Brothers, Inc.
Address:	P.O. Box 3, Concord, NH 03301
Contract Administrator:	Ronald Tanner
I hereby certify that these records are complete and correct to the best of my knowledge.	
[Contract Administrator Signature]	

[Title-pg.doc]

2. Table of Contents (RB Page 2.00)

Project Record Book	
Table of Contents	
Table of Contents	2.00
Engineering Personnel	3.00
Project Record Submission Checklist	4.00
Survey Notebook Index	5.00
Field Notebook Index (DN, BN, RN)	6.00
R.O.W. Special Agreements	7.00 – 7.01
Blasting Record	8.00
Sub-contractor Approval	9.00 – 9.01
Authorization Letters	10.00
Certificates of Compliance Summary	11.00 – 11.01
Certificates of Compliance	12.00
Change Orders*	13.00 – 13.02
General Notes	14.00
Item Index	15.00 – 15.02
Item Summary Pages**	100.00
Extra Work Item Summary Pages	800.00
Supplementary Agreement Item Summary Pages	900.00

* Includes all alteration orders, Extra Work, SAs, etc.

** Includes items in sequential order matching the order of the CMS Quantity Book and Record Book

Note: To maintain the uniformity of all records turned into the Engineering Audit Section, use the Table of Contents as shown and place the indicated articles in this sequence in your Record Book. Write “None” or “Separate folder” in the page number column if not contained.

3. Engineering Personnel (RB Page 3.00)

Project Record Book					
Engineering Personnel					
Name	Initials	Address and Contact Number	Emergency Contact Number	Arrival Date	Departure Date
Ronald Tanner	RT	18 Mill St.		May 1, 2014	Dec. 20, 2014
Ronald Tanner		Hooksett, NH		Mar. 15, 2015	Aug. 19, 2015
		(603) 555-7381	(603) 555 - 1234		
Matthew Moore	MM	RFD #3		May 3, 2014	Dec. 20, 2014
Mathew Moore		Concord, NH		Mar. 15, 2015	Aug. 15, 2015
		(603) 555-8086	(603) 555 - 5678		
John Rice	JR	Log Rd.		June 6, 2014	Nov. 30, 2014
John Rice		Bow, NH		Mar. 15, 2015	Dec. 3, 2015
		(603) 555-1617	(603) 555 - 9012		
Mark Bowles	MB	14 Concord St.		April 16, 2015	June 5, 1996
Mark Bowles		Manchester, NH			
		(603) 555-0500	(603) 555 - 3456		

[Eng-pers.doc]

4. Project Record Submission Checklist (RB Page 4.00)

Project Record Book		
Project Record Submission Checklist (1)		
Item	Contract Administrator Check	Remarks
Accident Reports		
Barrier Membrane Inspection Reports		
Blasting Plan & Log Reports		
Buy America Certificate of Compliance		
Certificates of Compliance		
Change Orders		
Computation Rolls		
Concrete Slips		
Contract		
Contractor's Daily Reports		
Contractor's Schedule		
Correspondence		
Design Computations		
Disposal Agreements		
Erosion Control Monitoring Reports		
Fabricated Steel Reports		
Field Notebooks		
Flagger Slips		
Gravel & Stone Delivery Slips		
Hazardous Waste Documents		
Lab Book		

Project Record Book		
Project Record Submission Checklist (2)		
Item	Contract Administrator Check	Remarks
Mill Test Reports		
OJT Slips		
Paint Test Reports		
Pavement Marking Slips		
Paving Slips		
Payrolls & Log Sheets		
Pile Driving Notes		
Precast Inspection Reports		
QC/QA Calculations & Reports		
Record Book		
Record Plans		
Shop Drawings		
Summary of Nonconforming Materials		
Survey Books		
SWPPP		
Uniformed Officer Invoices & Details		
Utility Agreements & Reports		
Videos & Photos		

5. Survey Book Index (RB Page 5.00)

Project Record Book							
Survey Book Index							
Location	Traverse	Detail	Alignment	Original Section	Bounds	BMs	Ties
Naylor St.	9952	9952					
Main St.	9952	9952	8925	8322			
N.B.	9582	9952	8164	8322	8925	9849	8925
S.B.	9952	9952	6259	8322	8164	9849	8164
Bridge					6259	9849	6259

6. Field Notebook Index (RB Page 6.00)

Project Record Book	
Field Notebook Index	
Book No.	Remarks
RN-1	Items 201.1 – 207.3
RN-2	Items 214 – 304.3
RN-3	Items 403.11 – 417
BN-1	Items 503.201 – 565.22
DN-1	Drainage note 1 – 15
DN-2	Drainage note 16 – 27

7. Inter-Department Communication (RB Page 7.00)

State Of New Hampshire / Department Of Transportation			
Inter-Department Communication (1)			
Date:	September 1, 2015		
From:	Elizabeth A. Pickering	Right-of-Way Agent	
Location (Office):	Bureau of Right-of-Way		
Subject	Special Agreements and Right-of-Way Negotiations / Laconia 99999		
To:	Robert Jones, Administrator	Bureau of Construction	
Through:	Louis W. Brissetta	Supervisor/Chief Agent of Land Titles/Negotiations – Chief Right-of-Way Agent	
► Special Agreements have been entered into with the following owners on the above-referenced			
Parcel #	Owners	Contact Info.	Remarks
8	Brian L. & Moira Stuart	964-9529 – Home 926-8926 – Moira Work	Do not disturb rhododendron bushes southerly of Atlantic Avenue construction center line Sta. 386+16
11	Larry and Pam Lariviere / Larry's Custom Interiors, Inc.	964-6622 – Home	Salvage to owners birch tree on slope of Atlantic Avenue construction center line Sta. 338+00 in 4 foot lengths.
14	MCC Realty Trust, Mary Carella, Trustee	964-1100 – Business	Do not disturb the along the driveway approximately 60 ft southerly of Atlantic Avenue construction center line Sta. 389+75.
► The following actions were taken in order to clear the right-of-way for construction:			
Parcel #	Owners	Remarks	
8, 8A	Brian L. and Moira Stuart	Accepted offer – Executed Drainage Easements	
9	Michael C. Kelly	Accepted offer – Executed	

8. Inter-Department Communication (RB Page 7.01)

State Of New Hampshire / Department Of Transportation		
Inter-Department Communication (2)		
Date:	September 1, 2015	
From:	Elizabeth A. Pickering	Right-of-Way Agent
Location (Office):	Bureau of Right-of-Way	
Subject	Special Agreements and Right-of-Way Negotiations / Laconia 99999	
To:	Robert Jones, Administrator	Bureau of Construction
Through:	Louis W. Brissetta	Supervisor/Chief Agent of Land Titles/Negotiations – Chief Right-of-Way Agent
▶ The following actions were taken in order to clear the right-of-way for construction:		
Parcel #	Owners	Remarks
10	Joseph & Nancy Kutt	Accepted offer – Executed Damage Release
11	Larry’s Custom Interiors, Inc.	Accepted offer – Executed Slope Easement
12	Boston & Maine Railroad	Accepted offer – Executed Slope Easement
13	MCC Realty Trust	Accepted offer – Executed Drainage Easement
▶ No other negotiations were performed on the above-referenced project.		
cc: Mark W. Richardson, Administrator, Bureau of Right-of-Way James Moore, Project Manager Contract Administrator		
Project File – Right-of-Way		

9. Blasting Record (RB Page 8.00)

State Of New Hampshire / Department Of Transportation						
Blasting Record						
Location	Date	Time	# of Holes	# of Caps	Weight of Explosives (lbs)	Remarks
Sta. 10+50	9/15/2015	02:30 PM	48	48	96	No fly rock
Sta. 12+00	9/20/2015	11:00 AM	36	36	72	
Sta. 14+50	9/30/2015	01:00 PM	38	38	76	No fly rock

10. Consent to Sublet (RB Page 9.00)

State Of New Hampshire / Department Of Transportation			
Transmittal Request for Consent to Sublet			
<input type="checkbox"/> Subcontractor			
<input type="checkbox"/> Lower-tier Subcontractor			
Prime Contractor:	Plow Brothers, Inc		
(Name and Address)			
Subcontractor:	Tree Cutting Unlimited		
(Name and Address)			
Lower-tier Subcontractor:			
(Name and Address)			
Project Name & Number:	Laconia, NHS-018-2 (104) / 99999		
<p>► All contract items sublet are to be shown in the following tabulation. Estimated or agreed dollar amounts must be shown individually in the appropriate <i>Partial</i> or <i>Complete</i> column.</p>			
Item #	Description of Actual Work to be Performed	Partial	Complete
201.1	Clearing and Grubbing, 17 acres		\$255,000.00
	Total Subcontract Amount:		\$255,000.00
By:	Chris Plow, Administrator	Date:	9/15/2015
Signature and Title of Prime Contractor's Agent		Date:	
<p>► Signatory agrees and understands that subcontracts will contain, by inclusion or reference, all of the pertinent provisions of the Prime Contract. It is further agreed and understood that consent to sublet shall not under any circumstance relieve the Prime Contractor or surety of any of their obligations under the Contract or bonds as specified in the State of New Hampshire Standard Specifications for Road and Bridge Construction.</p>			
Effective Date:	July 15, 2015	Consent By:	
Total Sublet to Date:	\$255,000.00	Shelly Volan	
Percent Sublet to Date:	10%	Administrative Assistant	
Consent Number:	1		

11. Policy on Subcontracting (RB Page 9.01)

Policy on Subcontracting

Subcontract work proposed to be authorized by the Department can only be initiated and requested by the prime (principal) contractor. Authorization of a subcontract operation is provisional and does not imply Departmental recognition of the subcontractor, nor attest to their skill, experience, or ability to perform such work. No contractual relationship between the Department and a subcontractor is created thereby.

The Prime Contractor shall perform with its own organization contract work amounting to not less than 50% of the total original contract price. "Its own organization" shall be construed to include only workers employed and paid directly by the Prime Contractor and equipment owned or rented by the Prime Contractor, with or without operators.

In extending authorization, the Department does not waive its responsibility, or that of the Prime Contractor, for carrying out every procedure to ensure compliance in all respects with the provisions of the Federal Aid Highway Act, State Law, local ordinances, and all regulations having jurisdiction. The Prime Contractor may be required to take over or complete the work of any subcontractor who fails to perform work on time or in a satisfactory manner.

Additionally, when such work involves a DBE, Department approval to substitute will be conditional upon a written release from the DBE. It is a condition of authorization that a subcontractor shall not again sublet any part of their work unless the Prime Contractor has obtained prior approval of the Department. Indicated subcontract authorization is tentative pending full compliance by the Prime Contractor with *Subsection 108.01* of the Standard Specifications for Road and Bridge Construction, entitled "Subletting of Contract" and/or Amendments to *Subsection 108.01* as may be included in the Contract Proposal.

The Prime Contractor shall retain responsibility to fulfill all requirements of the "Contract and Documents Included Therein," "Conditions of the Obligation of the Contract Bond," and any requirements as to workmanship or maintaining a working relationship with representatives of the Contract Administrator.

Page 1

Policy on Subcontracting

The “Required Contract Provisions – Federal Aid Contracts” and the “Minimum Wage Rates” for labor as stated in the Contract Proposal and all other pertinent Federal requirements must be incorporated into each subcontract agreement and shall apply to labor performed on all work sublet, assigned, or otherwise disposed of in any way.

It is the Prime Contractor’s responsibility to furnish to each material supplier, subcontractor or lower tier subcontractor all pertinent portions of the contract and to ensure that all contract requirements are carried out which pertain to that portion of the work assigned to or performed by others. This includes the payment of wages at rates not less than the applicable minimum, and all bills for labor, materials, and equipment as may be required in the Contract Documents.

Modifications to normal subcontracting procedures for emergency work, added work, and work incidental to acceptable construction methods, deemed to be in the best interest of the Department, will be subject to review by the Construction Bureau Administrator or appointed on a case-by-case basis.

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12. Inter-Departmental Communication (RB Page 10.00)

State Of New Hampshire / Department Of Transportation		
Inter-Departmental Communication		
From:	John Smith, PE	Chief of Final Design
Date:	9/15/2015	
Location (Office):	Bureau of Highway Design	
Subject:	Laconia	99999
To:	Ronald Tanner, PE	Bureau of Construction
<p>Memorandum: The Bureau of Highway Design has reviewed your request to revise the proposed guardrail design for guardrail run No. 2, Sta. 1520+80 – 1522+40. Since the 4:1 slope now begins at 1522+00, instead of at 1522+25, we agree with shortening the proposed guardrail length by 25 ft.</p>		

13. Pit Agreement (RB Page 10.01)

State Of New Hampshire / Department Of Transportation			
Pit Agreement (1)			
Important: This form does not apply to commercial processing plants			
Project:	Laconia	Project No:	99999
Pit (#) Name:	A.L. Jones	City/Town:	Rte. 106 Laconia
<p>This form sets forth the conditions under which the Department will approve material removal by a Contractor who, under contract as an agent of the Department, seeks to open and operate any pit for the lawful construction, reconstruction, or maintenance of a class I, II, III, IV, or V highway in accordance with <i>RSA 155-E:2, IV</i> and as specified in <i>Section 106</i> of the New Hampshire Department of Transportation Standard Specifications for Road and Bridge Construction applicable to the referenced project.</p>			
<p>By signature herein, the Contractor (agent) and the property owner(s) acknowledge and agree to the following conditions and specifications subject to Departmental approval:</p>			
<p>(1) Prior to the start of excavation, a copy of this agreement executed by the property owner(s), the Contractor, and the Department will be filed with the Regulator (as defined by <i>RSA 155-E:1, III</i>) within the municipality or unincorporated place in which the pit is located.</p>			
<p>(2) Prior to the start of excavation, the Contractor shall meet the requirements of <i>RSA 155-E:2, IV(b)</i> as follows:</p> <ul style="list-style-type: none"> (a) The excavation shall comply with the operational and reclamation standards of <i>RSA 155-E:4-a</i>, <i>RSA 155-E:5</i>, and <i>RSA-E:5-a</i>. (b) The excavation shall not be within 50 ft of the boundary of a disapproving abutter or within 10 ft of the boundary of an approving abutter, unless requested by said approving abutter. (c) The excavation shall not be unduly hazardous or injurious to the public welfare. (d) Existing visual barriers in the areas specified in <i>RSA 155-E:3, III</i> shall not be removed, except to provide access to the excavation. (e) The excavation shall not substantially damage a known aquifer, so designated by the United States Geological Survey. (f) All required permits for the excavation should be obtained from state or federal agencies. 			
<p>(3) Exemptions from the provisions of local zoning or other applicable ordinances may be requested by the Contractor through local municipalities. When such request are denied, with respect to the excavation or transportation of materials being used exclusively for the lawful construction, reconstruction, or maintenance of a class I, II, or III highway, the Contractor may appeal directly through the Transportation Appeals Board per <i>RSA 155-E: 2, IV(c)</i>.</p>			

State Of New Hampshire / Department Of Transportation			
Pit Agreement (2)			
Important: This form does not apply to commercial processing plants			
Project:	Laconia	Project No:	99999
Pit (#) Name:	A.L. Jones	City/Town:	Rte. 106 Laconia
<p>(4) Property owner(s) with excavation not meeting the permit–exempt requirements of RSA 155–E: 2, IV for highway excavations may be required to obtain a permit from the Regulator and meet the requirements of RSA Chapter 155–E, including the Minimum and Express Operational and Reclamation standards contained therein.</p>			
<p>(5) Prior to pit excavation and before Project Completion the Contractor shall provide initial and final survey of the pit area by a New Hampshire licensed land surveyor. The total quantity of material removed from the pit shall be reported to the Department and the property owner(s) prior to Project Acceptance unless waived by written consent between involved parties.</p>			
<p>(6) Approval by the Department to open and operate the pit will expire at the specified or extended completion date of the project. Access roads to pits adjacent to highways shall be obliterated unless permission is given by the Department to preserve such access roads. If the Contractor has removed screening trees and brush between the highway and the pit, the area shall be replanted to provide a screen in a zone along the edge of the pit as directed by the Department.</p>			
<p>RB Page 10.02:</p> <p>Prior to acceptance of the project, the Contractor shall finish the pit area in accordance with the noted RSA's and applicable specifications. By the box(es) checked below, the property owner(s), the Contractor, and the Department's Contract Administrator shall agree on the specific minimum landscaping treatment required in order for the reclamation to be acceptable to the Department:</p>			
<p><input checked="" type="checkbox"/> The entire area is to be seeded with slope seed as specified in <i>Section 644</i> of the Standard Specifications.</p> <p><input type="checkbox"/> The entire area is to be replanted with seedlings in accordance with accepted horticultural practice or as directed.</p> <p><input type="checkbox"/> The area is to be partly seeded and the remainder replanted with seedlings depending upon original condition of growth.</p> <p><input type="checkbox"/> Working face to be left operational; remainder of area to be <input type="checkbox"/> seeded or <input type="checkbox"/> replanted with seedlings.</p>			

State Of New Hampshire / Department Of Transportation			
Pit Agreement (3)			
Important: This form does not apply to commercial processing plants			
Project:	Laconia	Project No:	99999
Pit (#) Name	A.L. Jones	City/Town	Rte. 106 Laconia
<p>Seedlings shall be (Age or size, species, variety) Planted 8 ft center to center, or _____ (Spacing) Additional landscaping required and any pertinent information desired to be a part of the official record is [<input type="checkbox"/>] attached, or [<input type="checkbox"/>] noted below:</p> <p style="text-align: center;">Landscaping provisions approved by: Ronald Tanner NHDOT Contract Administrator Date: 9/15/2015</p>			
<p>Note: The Contractor's attention is directed to <i>RSA 482-A: 3</i>, the requirements of which must be fulfilled if this pit involves excavation or dredging of wetlands and to the provisions of <i>RSA 483-B</i> and <i>RSA 485-A: 17</i>, if this pit involves dredging or mining on the border of the surface waters of the State or will significantly alter the characteristic natural runoff or create an unnatural runoff. The Contractor's attention is also directed to Executive Orders <i>11988</i> and <i>11990</i> if this pit will affect floodplains or wetlands. The Contractor's attention is also directed to <i>Section 10</i> of the Rivers and Harbors Act of 1899 and <i>Sections 401</i> and <i>404</i> of the Clean Water Act, for which compliance may require a permit for work in or affecting "navigable waters of the U.S.," or material placed in "waters of the U.S.," including wetlands. The Contractor is cautioned of the potential to encounter contaminated soils within the pit area and, if encountered, shall avoid incorporating contaminated soils within the limits of the project. Furthermore, the Contractor shall complete a Historic and Archaeological Resources certification in accordance with the Contract.</p>			
[Adam Jones]	9/1/2015	[Adam Jones]	
Signature of Owner:	Date	Name(s) of Joint Owner(s)	
<u>Box 536</u>		_____	
Street:		Street:	
<u>Laconia, NH</u>		_____	
Town, State		Town, State	
Plow Brothers, Inc.		[John Plow]	9/1/2015
Contractor		Signature of Contractor	Date
<p>Note: If joint owners are involved, the property owner signing should give all other names and addresses. Separate forms should be filed in connection with adjacent owners.</p>			

State Of New Hampshire / Department Of Transportation			
Pit Agreement (4)			
Important: This form does not apply to commercial processing plants			
Project:	Laconia	Project No:	99999
Pit (#) Name	A.L. Jones	City/Town	Rte. 106 Laconia
<p>Note: The signing of this agreement does not constitute permission to commence excavation. Written approval stating the effective date must be received from the Department.</p>			
<p>Distribution: <input type="checkbox"/> Contract Administrator <input type="checkbox"/> Construction Bureau <input type="checkbox"/> Engineering Audit <input type="checkbox"/> Property Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Municipality/Regulator (via certified mail)</p>			

14. Pit Authorization Letter (RB Page 10.03)

Pit Authorization Letter

Plow Brothers, Inc.
P.O. Box 3
Concord, NH 03301

RE: Laconia, NHS-018-2 (104), 99999

September 1, 2015

Gentlemen:

Conditional approval is hereby granted to open and operate a pit on the Adam Jones, Route 106, Laconia property, effective October 1, 2015, subject to the following stipulations:

Operation of the pit will be limited to referenced project and shall be in conformance to the "Pit Agreement Form" dated September 15, 2015.

It is understood that the property will be restored in accordance to the landscaping provisions of the above mentioned agreement.

A written release from the owner will be required for the Project Engineer's record prior to acceptance of the project.

It is mutually understood that this approval shall terminate upon completion of referenced project, anticipated to be November 1, 2015.

The approval hereby granted shall not supersede the authority of the Municipal Regulator given in *RSA 155-E: 10*, nor the provisions of *RSA 155-E: 4* regarding prohibited projects.

The approval hereby granted is contingent upon and shall not relieve the contractor/property owner from obtaining State and Federal permits as may be required by, but not necessarily limited to, *RSA 149:8-a*, *RSA 483 A, Sect. 9* and *10* of the River and Harbor Act and *Section 404* of the Clean Water Act.

Your attention is directed to the Administrative Rules and Regulations *Part WS 415* implementing *RSA 149:8-a*. Compliance may require applicable permits if the pit is in or adjacent to surface waters of the State; or if the pit disturbs more than 2.5 acres of ground surface by excavation, topsoil removal or by other means.

Very truly yours,

[Gunnar Kelpie]

Gunnar Kelpie, P.E.
District Construction Engineer

GUK/sev

Attachment

CC: Contract Administrator, Ronald Tanner
Town of Laconia, (Cert. mail #13454)
Project Pit Folder, (Audit Section)
Owner, Adam Jones

15. Disposal Agreement (RB Page 10.04)

State Of New Hampshire / Department Of Transportation
Disposal Agreement (1)
Important: This does not apply to disposal areas operated by a public agency
Project _____ Laconia _____ Project Number(s) _____ 99999 _____ Property Owner(s) _____ L.M. Moody _____ Location _____ 61 Highland St. _____
This form sets forth the conditions under which the Department will approve the disposal of surplus or waste material by a Contractor who, under contract as an agent of the Department, seeks to open and operate a disposal site on the referenced property in accordance with <i>Sections 106, 201 and 203</i> of the New Hampshire Department of Transportation <u>Standard Specifications for Road and Bridge Construction</u> applicable to the referenced project.
By signature herein, the Contractor (agent) and the property owner(s) acknowledge and agree to the following conditions and specifications subject to Departmental approval:
(1) Prior to the start of disposal operations, this agreement shall be executed by the Contractor, the property owner(s), and the Department's Contract Administrator, with written approval received from the Department.
(2) The Contractor shall not dispose of material considered to be hazardous or injurious to public welfare, including contaminated soils and asbestos, except as permitted by federal, state, and local regulations. Solid waste shall be disposed of according to all federal, state, and local regulations.
(3) Prior to the start of disposal operations, the Contractor shall complete a Historic and Archaeological Resources certification in accordance with the Contract, for areas affected by the disposal or by any haul road constructed for access to the disposal area.
(4) Prior to the start of disposal operations, the Contractor shall investigate impacts on existing wetlands by arranging for a qualified person recognized by the Department of Environmental Services (NHDES) capable of performing such an investigation. The Contractor shall apply for, and receive from the NH Wetlands Bureau, any wetlands permit(s) required prior to the start of disposal operations.
(5) Pursuant to Executive Order 11988, dated May 24, 1977, the Contractor shall not dispose of materials within the boundaries of any floodway, or within the limits of any 100 year floodplain, or within any area that violates Executive Order 11988 without the expressed written permission of appropriate federal, state, and local agencies. It shall be the responsibility of the Contractor to ascertain and mark the boundaries of such floodway and floodplain using available information from federal, state, and local resources.

State Of New Hampshire / Department Of Transportation
Disposal Agreement (2)
Important: This does not apply to disposal areas operated by a public agency
Project _____ Laconia _____ Project Number(s) _____ 99999 _____ Property Owner(s) _____ L.M. Moody _____ Location _____ 61 Highland St. _____
(6) Approval by the Department to open and operate the disposal area will expire at the specified or extended completion date of the project. Access roads to the area adjacent to highways shall be obliterated unless permission is given by the Department to preserve such access roads. If the Contractor has removed screening trees and brush between the highway and the disposal area, the area shall be replanted to provide a similar screen in a zone along the edge of the disposal area as directed by the Department.
(7) Disposal or transportation of material by the Contractor shall not be exempt from local zoning or other applicable ordinances. The Contractor shall apply directly to local municipalities for possible exemptions to such ordinances.
(8) Disposal of brush from clearing and grubbing operations shall be as specified in Section 201 of the Standard Specifications. Disposal of surplus and waste material from roadway excavation shall be as specified in Section 203 of the Standard Specifications. Reclamation of the disposal area shall meet the requirements of <i>RSA 155-E:5, I, II, III, IV, and V</i> (for excavation sites) prior to Project Acceptance.

16. Required Minimum Landscaping Treatment (RB Page 10.05)

State Of New Hampshire / Department Of Transportation
Required Minimum Landscaping Treatment (1)
<p>Prior to acceptance of the project, the Contractor shall finish the disposal area in accordance with the noted RSAs and applicable specifications. By the box(es) checked below, the property owner(s), the Contractor, and the Department's Contract Administrator shall agree on the specific minimum landscaping treatment required in order for the reclamation to be acceptable to the Department:</p>
<p><input checked="" type="checkbox"/> The entire area is to be fertilized and seeded.</p> <p><input type="checkbox"/> The entire area is to be planted with seedlings.</p> <p><input type="checkbox"/> Part of the area is to be seeded and the remainder planted with seedlings as agreed below.</p> <p>Seedlings shall be (Age or size, species, variety) Planted 8 feet center to center, or (Spacing).</p> <p>Additional landscaping required and any pertinent information desired to be a part of the official record is <input type="checkbox"/> attached, or <input type="checkbox"/> noted below:</p> <p>Landscaping provisions approved by: _____ Ronald Tanner _____ 9/1/2015 NHDOT Contract Administrator Date</p>
<p>Note: The Contractor's attention is directed to <i>RSA 482-A:3</i>, the requirements of which must be fulfilled if this disposal area involves excavation or dredging of wetlands. Furthermore, the Contractor's attention is directed to <i>RSA 483-B</i> and <i>RSA 485-A:17</i>, the provisions of which must be fulfilled if this disposal operation involves filling on the border of the surface waters of the state or will significantly alter the characteristic natural runoff or create an unnatural runoff, and <i>RSA 149-M</i> if the Contractor intends to dispose of solid waste, including stumps. The Contractor's attention is also directed to <i>Section 10</i> of the Rivers and Harbors Act of 1899, and <i>Section 401 and 404</i> of the Clean Water Act, for which compliance may require a permit for work in or affecting "navigable waters of the U.S.," or material placed in "waters of the U.S.," including wetlands. The Contractor's attention is also directed to Executive Order <i>11990</i> if this disposal area will affect wetlands.</p>

State Of New Hampshire / Department Of Transportation		
Required Minimum Landscaping Treatment (2)		
[Lawrence Moody]	9/1/2015	_____
Signature of Owner	Date	Name(s) of Joint Owner(s)
<u>61 Highland St</u>	_____	
Street	Street	
<u>Laconia, NH</u>	_____	
Town, State	Town, State	
Plow Brothers, Inc.	[John Plow]	9/15/2015
Contractor	Signature of Contractor	Date
Note: If joint owners are involved, the Owner signing should give all other names and addresses. Separate forms should be filed in connection with adjacent owners.		
Distribution: <input type="checkbox"/> Contract Administrator <input type="checkbox"/> Construction Bureau		
<input type="checkbox"/> Property Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Environmental Coordinator		

[DIS-AGRE.doc]

17. Approval for Disposal Area (RB Page 10.06)

Approval for Disposal Area

Plow Brothers, Inc
P.O. Box 3
Concord, NH 03301

RE: Laconia, NHS-018-2 (104), 99999

September 1, 2015

Gentlemen:

Conditional approval is hereby granted to open and operate a disposal area on the L.M. Moody property, subject to the following stipulations:

Operation of the disposal area will be limited to referenced project and shall be in conformance to the "Disposal Agreement" form dated May 15, 2015.

It is understood that the property will be restored in accordance to the landscaping provisions of the above mentioned agreement.

A written release from the owner will be required for the Contract Administrator's records prior to acceptance of the project.

It is mutually understood that this approval shall terminate upon completion of referenced project, anticipated to be November 30, 2015.

The approval hereby granted is contingent upon and shall not relieve the contractor/property owner from obtaining State and Federal permits as may be required by, but not necessarily limited to, *RSA 149:8-a*, *RSA 149-M*, *RSA 483-A*, *Sections 9 and 10* of the River and Harbor Act and *Section 404* of the Clean Water Act.

Your attention is directed to the Administrative Rules and Regulations *Part WS 415* implementing *RSA 149:8-a*. Compliance may require applicable permits if the area is in or adjacent to surface waters of the State; or if the area disturbs more than 2.5 acres of ground surface by excavation, topsoil removal or by other means.

At present, the Waste Management Division requires that a permit (*RSA 149-M:10*) be obtained for all stump disposal sites.

Very truly yours,
[Gunnar Kelpie]
Gunnar Kelpie, P.E.
District Construction Engineer

GUK/sev
Attachment

CC: Contract Administrator, Ronald Tanner

See Agreement Distribution

18. Certificates of Compliance Summary – 1 (RB Page 11.00)

State Of New Hampshire / Department Of Transportation					
Certificates of Compliance Summary (1-1)					
Project:	Laconia, NHS-018-2 (104), 99999				
Contractor:	Plow Brothers Inc.				
Item Number	Item Description	Certificates Received	Quantity Paid (\$)	Quantity Certified	File Number
510.61	FURNISHING & DRIVING STEEL BEARING PILES	0	57,647.00	All	1
510.65	DRIVING-POINTS FOR STEEL BEARING PILES	0	93.00	All	2
520.0031	PRECAST CONCRETE ARCHED FRAME	1	1.00	All	28
534.3	WATER REPELLENT (SILANE- SILOXANE) (F)	0	195.00	All	3
536.11	EPOXY COATING FOR CONCRETE (F)	0	40.55	All	34
537.	CONCRETE SEALER (F)	0	117.00	All	4
538.2	BARRIER MEMBRANE, VERTICAL SURFACES (F)	0	107.00	All	5, 6, 7, 8, 26
538.6	BARRIER MEMBRANE, WELDED BY TORCH- MACHINE METHOD	0	520.00	All	36
541.2	PVC WATERSTOPS, NH TYPE 2 (F)	0	0.00	All	9
541.4	PVC WATERSTOPS, NH TYPE 4 (F)	0	31.00	All	10
541.5	PVC WATERSTOPS, NH TYPE 5 (F)	0	15.00	All	11
544.	REINFORCING STEEL (F)	0	37,850.00	All	12
544.2	REINFORCING STEEL, EPOXY COATED (F)	0	27,112.00	All	13
544.21	REINFORCING STEEL, EPOXY COATED MECHANICAL CONNECT	0	187.00	All	14
547.	SHEAR CONNECTORS (F)	0	1,114.00	All	35
548.21	ELASTOMERIC BEARING ASSEMBLIES (F)	0	5.00	All	15, 22
550.1	STRUCTURAL STEEL (F)	0	69,610.00	All	16, 29

State Of New Hampshire / Department Of Transportation					
Certificates of Compliance Summary (1-2)					
Project:	Laconia, NHS-018-2 (104), 99999				
Contractor:	Plow Brothers Inc.				
Item Number	Item Description	Certificates Received	Quantity Paid (\$)	Quantity Certified	File Number
550.2	BRIDGE SHOES (F)	0	5.00	All	17, 23
561.110	PREFABRICATED EXPANSION JOINT, TYPE A (F)	0	15.00	All	18
563.22	BRIDGE RAIL T2 (F)	0	96.70	All	19, 32
565.22	BRIDGE APPROACH RAIL T2 (F)	0	35.00	All	20, 33
593.23	HIGH STRENGTH GEOTEXTILE, NON-WOVEN	0	789.60	All	38
603.00204	15 in RCP, CLASS III	0	88.20	All	57
603.00205	18 in RCP, CLASS III	0	14.70	All	58
603.34105	18 in STEEL END SECTION	0	0.00	All	59
603.83203	12 in PLASTIC PIPE (SMOOTH INTERIOR)	0	23.00	All	39
603.83204	15 in PLASTIC PIPE (SMOOTH INTERIOR)	0	111.10	All	40
603.83205	18 in PLASTIC PIPE (SMOOTH INTERIOR)	0	36.80	All	41

19. Certificates of Compliance Summary – 2 (RB Page 11.01)

State Of New Hampshire / Department Of Transportation					
Certificates of Compliance Summary (2-1)					
Project:	Laconia, NHS-018-2 (104), 99999				
Contractor:	Plow Brothers Inc.				
Item Number	Item Description	Certificates Received	Quantity Paid (\$)	Quantity Certified	File Number
604.12	CATCH BASINS, TYPE B	0	8.85	All	56
604.16	CATCH BASINS, TYPE F	0	1.50	All	53
606.140	BEAM GUARDRAIL (STANDARD SECTION WOOD POSTS) – GR-1	0	233.00	All	42
606.1452	BEAM GUARDRAIL (TERMINAL UNIT TYPE ELT)	0	3.00	All	43
606.147	BEAM GUARDRAIL (TERMINAL UNIT TYPE G-2) – GR-147	0	1.00	All	44
606.95	TEMPORARY TRAFFIC CONTROL BARRIER	0	583.00	All	21
615.03	TRAFFIC SIGN, TYPE C (F)	0	6.67	All	30, 31
616.161	TRAFFIC SIGNALS (TEMPORARY)	0	0.95	All	25
621.2	RETROREFLECTIVE BEAM GUARDRAIL DELINEATOR	0	14.00	All	45
621.31	SINGLE DELINEATOR WITH POST	0	63.00	All	46
622.1	STEEL WITNESS MARKERS	0	0.00	All	47
622.2	CONCRETE BOUNDS	0	0.00	All	48
622.4	STONE BOUNDS	0	0.00	All	49
632.0110	RETRO REFLECTIVE PAINT PAVEMENT MARKING LINE, 4 in	0	3,458.50	All	37
632.0145	RETRO REFLECTIVE PAINT PAVEMENT MARKING LINE, 5 in	0	12.10	All	54

State Of New Hampshire / Department Of Transportation					
Certificates of Compliance Summary (2-2)					
Project:	Laconia, NHS-018-2 (104), 99999				
Contractor:	Plow Brothers Inc.				
Item Number	Item Description	Certificates Received	Quantity Paid (\$)	Quantity Certified	File Number
632.1145	PREFORMED RETRO REFLECTIVE TAPE, TYPE 1 REMOVABLE 4	0	7.20	All	55
645.22	SLOPE STABILIZATION (STEEPER THAN 2:1)	0	840.08	All	50
645.23	CHANNEL STABILIZATION (LOW VELOCITY)	0	412.05	All	51
670.101	TEMPORARY LIGHTING	0	2.66	All	27
670.95	TEMPORARY SAFETY FENCE	0	596.00	All	24

Note: Actual certificates can be placed in a separate folder or included in the Record Book. This index can be created by CMS.

20. Certificate of Compliance – Form (RB Page 12.00)

Rev. June 2, 2010

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION
CERTIFICATE OF COMPLIANCE**

Date 6/15, 2012

WE, Structal Bridge, a Division of Canam Steel Corporation
(Manufacturer, Supplier, or Contractor) Address:

HEREBY CERTIFY THAT Raw, unprocessed steel plate
(Type of Product)
ASTM A 709 Gr. 50 Steel Plate (AASHTO M 270 Gr. 50)
(Product Trade Name)
Manufactured by Arcelor-Mittal - Producing Mill
Supplied by: Arcelor Mittal
Furnished to Structal Bridge
Contractor (Prime or Sub.)

Delivered and Used on: Memorial Bridge Replacement Project A(000911) 13678F
Project Name Federal No. State No.

Used for Item No. <u>8550.10</u>	Name of Item <u>Procure Structural Steel for South Span</u>
Used for Item No. <u>8550.20</u>	Name of Item <u>Procure Structural Steel for North Span</u>
Used for Item No. <u>8550.30</u>	Name of Item <u>Procure Structural Steel for Lifting Span</u>
Used for Item No. <u>8550.40</u>	Name of Item <u>Procure Structural Steel for Towers</u>

MEETS THE REQUIREMENTS OF THE PERTINENT PROJECT PLANS, SPECIAL PROVISIONS AND SPECIFICATIONS OF THE NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION (NHDOT) IN ALL RESPECTS, INCLUDING "BUY AMERICA" REQUIREMENTS ON FEDERAL AID PROJECTS. PROCESSING, PRODUCT TESTING, AND INSPECTION CONTROL OF RAW MATERIALS ARE IN CONFORMANCE WITH ALL APPLICABLE SPECIFICATIONS, DRAWINGS AND STANDARDS OF ALL ARTICLES FURNISHED.

All records and documents pertinent to this certificate and not submitted herewith will be maintained available by the undersigned for a period of not less than three years from the date the Project has been completed and accepted.

Signed by [Signature] Title Senior Project Manager
(Officer of Organization)
Authorized Signer

Subscribed and sworn to before me this 15th day of June, 2012.

Notary Public/Justice of the Peace [Signature] My Commission Expires: April 18, 2017

JENNIFER L. VAN LAERE, Notary Public
My Commission Expires April 18, 2017

TO BE COMPLETED BY CONTRACTOR. Location information for products listed on the QPL
Bridge Items Roadway Items
Bridge No.: _____ Station: _____

Memorial Bridge Replacement Project Archer Western Contractors

22. Change Order – 2 (RB Page 13.01)

STATE OF NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION BUREAU OF CONSTRUCTION			
September 22, 2011			
ENGINEER'S ESTIMATE * FOR DOCUMENTATION Change Order # 29			
Newington-Dover	A000(999)	11238L	
Project Name	Federal No.	State No.	
<u>Material Cost:</u>			
The material cost for the shop-coated 15 ft extension for the 8.5 ft diameter drilled shaft casing is \$16,000.00 from Cianbro's September 1, 2011 quote from Trinity Steel. This section is already made and allows for minimal schedule conflict for fabrication.			
<u>Labor and Equipment Costs:</u>			
Labor -	Weeks Marine =	1 Superintendent 2 Dock Builders	1 Foreman 2 Operators
	Cianbro =	1 Foreman	1 Crane Operator
		Total = 8 Workers	
	Assume the Rate for each worker including Payroll Burden = \$45.00/hr		
	Total Labor Cost per Hour = 8 workers x \$45.00/hr =		Total = \$360.00/hr
<u>Equipment</u> -	Weeks Marine =	888 Drill Rig =	\$300.00/hr assumed
	Cianbro =	4100 Crane =	\$280.00/hr from Blue Book
		Loader =	\$80.00/hr assumed
	Total Equipment Cost per Hour =		Total = \$660.00/hr
<u>Estimated Hours:</u>			
	Extract Pier 1W, 1C, and 1E Casings =	6 hours	
	Reinstall Pier 1W and 1C Casings =	8 hours	
	Install Pier 1E casing and prep for welding =	4 hours	
	Final Reinstall of Pier 1E Casing	4 hours	
	Auger out material in casings	8 hours	
		Total = 30 hours	
Estimated Labor and Equipment Costs for Manipulation of casings:			
	(\$360.00 + \$660.00) x 30 hours =		\$30,600.00
Estimated Cost for Welding of Permanent Casing:			
	3 Welders x 24 hours x \$50.00/hr including welder =		\$3,600.00
Estimated Cost for Field Coating Touchups on Pier 1E Casing = Cost for Touchup work at Pier 5E was \$13,504.00 from Change Order #27. Assume this work is 50% of the area at Pier 5E. Total estimated cost = \$13,504.00 x .50 =			
			\$6750.00
Total Estimated Cost of Extra Work Required at Pier 1 =			
	\$16,000.00 + \$30,600.00 + \$3,600.00 + \$6,750.00 =		→ \$57,000.00
* Information on this page is for estimating purposes only and may/may not reflect the actual agreed upon change order amount.			
c:\documents and settings\sa30nch\local settings\temporary internet files\olkb6eo #29 draft.doc			

25. General Notes (RB Page 14.00)

General Notes

203.6 Embankment-in-place:

SB 1532+00+/- Lt. A pipe inlet was discovered in a bowl area at the toe of slope and no outlet could be found. R. Tanner ordered the inlet area to be filled with roadway excavation obtained from either side of the bowl to form a ditch such that the hole would be filled and water would run past the filled area into a pipe located at SB 1530+25+/- Lt. See RN1-6.

609.5 Reset Granite Curb

Existing reset curb did not exist from SB 1425+04 – SB 1430+04 Rt. (minus 500 ft)

Required an addition of 609.01 Straight Granite Curb (plus 500 ft)

Drainage – 1

Several existing metal drainage pipes to be replaced were excavated and found to be in excellent condition. It was determined that any rust damage that had occurred was located in the area of the catch basin and that 6 to 8 feet away from the basin the pipe looked like new. The decision was made by R. Tanner not to replace any pipe runs that were not showing signs of salt damage at the basin and if they were, to only replace the portion of the run that was showing signs of damage.

Drainage – 2

Rock Structure Excavation quantities were lower than plan because design had underdrain pipes in the ledge cuts at 9 ft when actual depths were \pm 6 ft.

Page 1

General Notes

Drainage – 3

Drainage runs #35 and #41 replaced 30 in pipe not shown on the plans (see change order #6).

Drainage – 4

Aggregate underdrain was added to the project to solve an icing problem maintenance was having in the ditch line NB Rt. Sta. 1645+00 to 1653+00 (See added Drainage runs #A9, A10, A11, and A38).

Note: In the absence of any general notes there shall be a note stating so.

Page 2

26. Item Index – 1 (RB Page 15.00)

State Of New Hampshire / Department Of Transportation		
Item Index (1-1)		
Item No:	Item Description	Page No.
201.1	CLEARING AND GRUBBING (F)	100.00*
201.21	REMOVING SMALL TREES	101.00
201.22	REMOVING LARGE TREES	102.00
202.41	REMOVAL OF EXISTING PIPE 0-24 in dia.	103.00
202.5	REMOVAL OF CATCH BASINS, DROP INLETS, AND MANHOLES	104.00
202.7	REMOVAL OF GUARDRAIL (F)	105.00
203.1	COMMON EXCAVATION	106.00*
203.5552	GUARDRAIL ELT PLATFORM	107.00
203.6	EMBANKMENT-IN-PLACE (F)	108.00*
206.1	COMMON STRUCTURE EXCAVATION	109.00
209.201	GRANULAR BACKFILL (BRIDGE) (F)	110.00
209.4	GRANULAR BACKFILL (GRAV)	111.00
214.	FINE GRADING	112.00
304.1	SAND (F)	113.00
304.2	GRAVEL (F)	114.00
304.3	CRUSHED GRAVEL (F)	115.00
304.32	CRUSHED GRAVEL FOR SHOULDER LEVELING	116.00
304.35	CRUSHED GRAVEL FOR DRIVES	117.00
403.11	HOT BITUMINOUS PAVEMENT, MACHINE METHOD	118.00*
403.12	HOT BITUMINOUS PAVEMENT, HAND METHOD	119.00
403.99	TEMPORARY BITUMINOUS PAVEMENT	120.00

* Pay Items

State Of New Hampshire / Department Of Transportation		
Item Index (1-2)		
Item No:	Item Description	Page No.
417.	COLD PLANING BITUMINOUS SURFACES (F)	121.00
502.	REMOVAL OF EXISTING BRIDGE STRUCTURE	122.00
503.201	COFFERDAMS	123.00
504.1	COMMON BRIDGE EXCAVATION (F)	124.00*
504.2	ROCK BRIDGE EXCAVATION	125.00*
508.	STRUCTURAL FILL	126.00
510.1	PILE DRIVING EQUIPMENT	127.00
510.61	FURNISHING & DRIVING STEEL BEARING PILES	128.00

* Pay Items

27. Item Index – 2 (RB Page 15.01)

State Of New Hampshire / Department Of Transportation		
Item Index (2-1)		
Item No:	Item Description	Page No.
510.65	DRIVING-POINTS FOR STEEL BEARING PILES	120.00
520.0102	CONCRETE CLASS AA, (QC/QA) (F)	130.00
520.12	CONCRETE CLASS A ABOVE FOOTINGS (F)	131.00
520.213	CONCRETE CLASS B, FOOTINGS (ON SOIL) (F)	132.00
520.7002	CONCRETE BRIDGE DECK (QC/QA) (F)	133.00
534.3	WATER REPELLENT (SILANE- SILOXANE) (F)	134.00
536.11	EPOXY COATING FOR CONCRETE (F)	135.00
537.	CONCRETE SEALER (F)	136.00
538.2	BARRIER MEMBRANE, VERTICAL SURFACES (F)	137.00
538.6	BARRIER MEMBRANE, WELDED BY TORCH- MACHINE METHOD	138.00
541.2	PVC WATERSTOPS, NH TYPE 2 (F)	139.00
544.	REINFORCING STEEL (F)	140.00*
544.2	REINFORCING STEEL, EPOXY COATED (F)	141.00
544.21	REINFORCING STEEL, EPOXY COATED MECHANICAL CONNECT	142.00
547.	SHEAR CONNECTORS (F)	143.00
548.21	ELASTOMERIC BEARING ASSEMBLIES (F)	144.00
541.2	PVC WATERSTOPS, NH TYPE 2 (F)	139.00
550.1	STRUCTURAL STEEL (F)	145.00
550.2	BRIDGE SHOES (F)	146.00
561.110	PREFABRICATED EXPANSION JOINT, TYPE A (F)	147.00
563.22	BRIDGE RAIL T2 (F)	148.00
565.22	BRIDGE APPROACH RAIL T2 (F)	149.00
570.4	MORTAR RUBBLE MASONRY (F)	150.00

* Pay Items

State Of New Hampshire / Department Of Transportation		
Item Index (2-2)		
Item No:	Item Description	Page No.
585.21	STONE FILL, CLASS B (BRIDGE)	151.00
585.3	STONE FILL, CLASS C	152.00
593.23	HIGH STRENGTH GEOTEXTILE, NON-WOVEN	153.00
603.0021	15 in R.C. PIPE, CLASS III	154.00*
604.0007	POLYETHYLENE LINER	155.00
604.12	CATCH BASINS TYPE B	156.00
604.16	CATCH BASINS TYPE F	157.00*
606.140	BEAM GUARDRAIL (STANDARD SECTION WOOD POSTS) GR-1	158.00
606.1452	BEAM GUARDRAIL (TERMINAL UNIT TYPE ELT)	159.00
606.147	BEAM GUARDRAIL (TERMINAL UNIT TYPE G-2) GR-147	160.00
606.95	TEMPORARY TRAFFIC CONTROL BARRIER	161.00
609.01	STRAIGHT GRANITE CURB	162.00*
609.3	STRAIGHT GRANITE CURB (BRIDGE)	163.00
615.03	TRAFFIC SIGN TYPE C (F)	164.00
615.034	RELOCATING TRAFFIC SIGN, TYPE C	165.00

* Pay Items

28. Item Index – 3 (RB Page 15.02)

State Of New Hampshire / Department Of Transportation		
Item Index (3-1)		
Item No:	Item Description	Page No.
615.064	RELOCATING TRAFFIC SIGN TYPE CC	166.00
616.161	TRAFFIC SIGNALS (TEMP.)	167.00
618.61	UNIFORMED OFFICERS WITH VEHICLE	168.00*
619.1	MAINTENANCE OF TRAFFIC	169.00*
621.2	RETRO REFLECTIVE BEAM GUARDRAIL DELINEATOR	170.00
621.31	SINGLE DELINEATOR WITH POST	171.00
622.1	STEEL WITNESS MARKERS	172.00
622.2	CONCRETE BOUNDS	173.00
628.22	SAWED BITUMINOUS PAVEMENT (BRIDGE)	174.00
632.0104	RETRO REFLECTIVE PAINT PAVEMENT MARKING, 4 in LINE	175.00
632.1145	PREFORMED RETRO REFLECTIVE TAPE, TYPE 1 REMOVABLE	176.00
632.4145	RETROREFLECTIVE PREFORMED THERMOPLASTIC PAVEMENT MARKING	177.00
641.0	LOAM	178.00
642.0	LIMESTONE	179.00
643.11	FERTILIZER FOR INITIAL APPLICATION	180.00
643.21	FERTILIZER FOR REFORTIFICATION	181.00
644.45	SLOPE SEED (WF) TYPE 45	182.00
644.82	SALT-TOLERANT GRASS SEED, TYPE 82	183.00
645.119	MULCH WITH TACKIFERS	184.00
645.24	CHANNEL STABILIZATION (HIGH VELOCITY)	185.00

* Pay Items

State Of New Hampshire / Department Of Transportation		
Item Index (3-2)		
Item No:	Item Description	Page No.
645.3	EROSION STONE	186.00
645.52	RYEGRASS FOR TEMPORARY EROSION CONTROL	187.00
645.531	SILT FENCE	188.00
645.7	EROSION AND SEDIMENT CONTROL	189.00
645.71	MONITORING EROSION AND SEDIMENT CONTROL	190.00
646.3	TURF ESTABLISHMENT WITH MULCH AND TACKIFIERS	191.00
647.1	HUMUS	192.00*
692.	MOBILIZATION	193.00
693	ON-THE-JOB TRAINING OF UNSKILLED WORKERS	194.00*
699	TEMPORARY PROJECT WATER POLLUTION CONTROL	195.00*
1010.11	PRICE ADJUSTMENT, DIESEL FUEL	196.00
1010.12	PRICE ADJUSTMENT, GASOLINE	197.00*
1010.2	PRICE ADJUSTMENT, ASPHALT CEMENT	198.00*
1010.41	PAY ADJUSTMENT, CONCRETE QC/QA ITEMS	199.00
1101.01	EXTRA WORK: REMOVE AND REPLACE STONE MASONRY	800.00*
80	MISCELLANEOUS OFFICE SUPPLIES	801.00*
612.2248	48 in RCP, CLASS III WITH NEOPRENE GASKET	900.00*

* Pay Items

29. Record Book Item Summary (RB Page 100.00)

State Of New Hampshire / Department Of Transportation					
Quantity Book Item Summary: Clearing and Grubbing					
Project Name:	LACONIA	NHS-018-2 (104)	99999		
Item Number:	201.1	Appropriation Code:	PAR		
Certificate Of Compliance	Not Required				
Item Description:	Clearing and Grubbing (F)				
Contract Price:	\$14,000.00	Contract Quantity:	0.95 acre		
B&E Quantity:	0.95 acre				
Source:	Entered By:	Date:	Remarks	Quantity (acres):	Accumulated Quantity: (acres)
RN 1-04	RT	9/15/2015	Cleared and grubbed per plan - no quantity changes	0.95	0.95
				Total:	0.95 acre
Checked By:	MM		Date:	9/15/2015	
Approved By:	RT		Date:	9/15/2015	

30. Record Book Item Summary – Clearing and Grubbing (RB Page 100.01)

State Of New Hampshire / Department Of Transportation			
Quantity Book Item Summary: Clearing and Grubbing			
Project Name:	LACONIA	NHS-018-2 (104)	99999
Item Number:	201.1	Appropriation Code:	PAR
Certificate Of Compliance	Not Required		
Item Description:	Clearing and Grubbing (F)		
Contract Price:	\$14,000.00	Contract Quantity:	0.95 acre
Contract Estimate:		0.95 acre	
Final Estimate:		0.95 acre	
Final Estimate within Acceptable Percentage:		<input checked="" type="checkbox"/>	
Percent of Contract Used:		100%	
Remarks:			
Checked By:	MM	Date:	9/15/2015
Approved By:	RT	Date:	9/15/2015

31. Record Book Item Summary – Common Excavation (RB Page 106.00)

State Of New Hampshire / Department Of Transportation					
Quantity Book Item Summary: Common Excavation					
Project Name:	LACONIA	NHS-018-2 (104)	99999		
Item Number:	203.1	Appropriation Code:	PAR		
Certificate Of Compliance		Not Required			
Item Description:	Common Excavation				
Contract Price:	\$5.82	Contract Quantity:	9,800 yd ³		
Source:	Entered By:	Date:	Remarks	Quantity (yd ³):	Accumulated Quantity (yd ³):
DesignCom	RT	6/15/2015	Sta. 1508+00 to 1512+50	5,035.00	5,035.00
DesignCom	RT	7/15/2015	Driveways Parcel #4 and #8	208.00	5,243.00
DesignCom	MM	8/15/2015	Sta. 1502+70 to 1506+90	4,547.00	9,790.00
RN 1-12	RT	9/15/2015	Change in cut slope Sta. 1560+70 for improved site distance from drive at Sta. 1560+40	210.00	10,000.00
				Total:	10,000 yd ³
Checked By:		MM		Date:	11/15/2015
Approved By:		RT		Date:	11/15/2015

Note: Excavation not covered by cross-sections and rock excavation (boulders) should not be considered one and the same. Excavation not covered by cross-sections is measured before actual excavation starts and includes any mounds or objects above the ground surface that are not shown on the cross-sections. Boulders should be measured in their entirety and deducted from common excavation measurements, if included.

32. Record Book Item Summary – Common Excavation (RB Page 106.01)

State Of New Hampshire / Department Of Transportation			
Quantity Book Item Summary: Common Excavation			
Project Name:	LACONIA	NHS-018-2 (104)	99999
Item Number:	203.1	Appropriation Code:	PAR
Certificate Of Compliance	Not Required		
Item Description:	Common Excavation		
Contract Price:	\$5.82	Contract Quantity:	9,800.00 yd ³
Contract Estimate:		9,800 yd ³	
Final Estimate:		10,000.00 yd ³	
Final Estimate within Acceptable Percentage:		<input checked="" type="checkbox"/>	
Percent of Contract Used:		102%	
<p>Remarks: The design computations were spot-checked and used for payment quantities. Additional material was removed from the slope to improve sight distance for the abutter (Refer to RN1-12 for measurements).</p>			
Checked By:	MM	Date:	11/15/2015
Approved By:	RT	Date:	11/15/2015

33. Record Book Item Summary – Embankment–in–Place (RB Page 108.00)

State Of New Hampshire / Department Of Transportation					
Quantity Book Item Summary: Embankment–in–Place					
Project Name:	LACONIA	NHS–018–2 (104)	99999		
Item Number:	203.6	Appropriation Code:	PAR		
Certificate Of Compliance		Not Required			
Item Description:	Embankment–in–Place				
Contract Price:	\$3.40	Contract Quantity:	7,887.00 yd ³		
Source:	Entered By:	Date:	Remarks	Quantity (yd ³):	Accumulated Quantity (yd ³):
DE	RT	6/15/2015	Embankment–In–Place plan quantity, no changes	7,887.00	7,887.00
RN 1–6	RT	7/15/2015	Add 3.00 yd ³ to Final Pay; filled in hole at SB ±1532 LT	3.00	7,890.00
				Total:	7,890.00 yd ³
Checked By:		MM		Date:	11/15/2015
Approved By:		RT		Date:	11/15/2015

Note: Contract Administrators are cautioned to exercise rigid control of materials being transported to waste areas.

34. Record Book Item Summary – Embankment–in–Place (RB Page 108.01)

State Of New Hampshire / Department Of Transportation			
Quantity Book Item Summary: Embankment–in–Place			
Project Name:	LACONIA	NHS–018–2 (104)	99999
Item Number:	203.6	Appropriation Code:	PAR
Certificate Of Compliance	Not Required		
Item Description:	Embankment–in–Place		
Contract Price:	\$3.40	Contract Quantity:	7,887.00 yd ³
Contract Estimate:	7,890.00 yd ³		
Final Estimate:	7,890.00 yd ³		
Final Estimate within Acceptable Percentage:	<input checked="" type="checkbox"/>		
Percent of Contract Used:	100%		
Remarks:			
Checked By:	MM	Date:	11/15/2015
Approved By:	RT	Date:	11/15/2015

35. Record Book Item Summary – Hot Bituminous Pavement, Machine Method (RB Page 118.00)

State Of New Hampshire / Department Of Transportation					
Quantity Book Item Summary: Hot Bituminous Pavement, Machine Method					
Project Name:	LACONIA	NHS-018-2 (104)	99999		
Item Number:	403.11	Appropriation Code:	PAR		
Certificate Of Compliance		Not Required			
Item Description:	Hot Bituminous Pavement, Machine Method				
Contract Price:	\$40.00	Contract Quantity:	1,650.00 tons		
Source:	Entered By:	Date:	Remarks	Quantity (t):	Accumulated Quantity (t)
Slips	RT	6/15/2015	Paving Invoice #'s 71130 – 71239 – 1½ in top	830.60	830.60
Slips	RT	7/15/2015	Paving Invoice #'s 70230 – 70239 – 1½ in top	73.44	904.04
Slips	RT	8/15/2015	Paving Invoice # 70224 – 2 in binder	2.72	906.76
Slips	RT	9/15/2015	Paving Invoice #'s 67370 – 67410 – 2 in binder	711.34	1,618.10
				Total:	1,618.10 tons
Checked By:		MM		Date:	11/15/2015
Approved By:		RT		Date:	11/15/2015

36. Record Book Item Summary – Hot Bituminous Pavement, Machine Method (RB Page 118.01)

State Of New Hampshire / Department Of Transportation			
Quantity Book Item Summary: Hot Bituminous Pavement, Machine Method			
Project Name:	LACONIA	NHS-018-2 (104)	99999
Item Number:	403.11	Appropriation Code:	PAR
Certificate Of Compliance	Not Required		
Item Description:	Hot Bituminous Pavement, Machine Method		
Contract Price:	\$40.00	Contract Quantity:	1,650.00 tons
Contract Estimate:		1,650.00 tons	
Final Estimate:		1,618.10 tons	
Final Estimate within Acceptable Percentage:		<input checked="" type="checkbox"/>	
Percent of Contract Used:		98.1%	
Remarks:			
Checked By:	MM	Date:	11/15/2015
Approved By:	RT	Date:	11/15/2015

37. Record Book Item Summary – Common Bridge Excavation (F) (RB Page 124.00)

State Of New Hampshire / Department Of Transportation					
Quantity Book Item Summary: Common Bridge Excavation (F)					
Project Name:	LACONIA	NHS-018-2 (104)	99999		
Item Number:	504.1	Appropriation Code:	PAR		
Certificate Of Compliance		Not Required			
Item Description:	Common Bridge Excavation (F)				
Contract Price:	\$25.00	Contract Quantity:	1,700.00 yd ³		
Source:	Entered By:	Date:	Remarks	Quantity (yd ³):	Accumulated Quantity (yd ³)
DE	RT	6/15/2015	Common bridge excavation per plan	1,700.00	1,700.00
BN 1-06	RT	7/15/2015	Additional excavation for 12 in of structural fill	73.44	1,773.44
DE	RT	8/15/2015	Difference between actual rock excavation quantity and plan quantity per <i>Subsection 504.4.4</i> of the Specifications and in the contract: $60 - 25 = 35 \text{ yd}^3$	35.00	1,808.44
DE	RT	9/15/2015	Round to nearest whole unit	- 0.44	1,808.00
				Total:	1,808.00 yd ³
Checked By:		MM		Date:	11/15/2015
Approved By:		RT		Date:	11/15/2015

38. Record Book Item Summary – Common Bridge Excavation (F) (RB Page 124.01)

State Of New Hampshire / Department Of Transportation			
Quantity Book Item Summary: Common Bridge Excavation (F)			
Project Name:	LACONIA	NHS-018-2 (104)	99999
Item Number:	504.1	Appropriation Code:	PAR
Certificate Of Compliance	Not Required		
Item Description:	Common Bridge Excavation (F)		
Contract Price:	\$25.00	Contract Quantity:	1,700.00 yd ³
Contract Estimate:	1,700.00 yd ³		
Final Estimate:	1,808.00 yd ³		
Final Estimate within Acceptable Percentage:	<input checked="" type="checkbox"/>		
Percent of Contract Used:	106.4%		
<p>Remarks: The additional quantity of common bridge excavation is due to the placement of structural fill to facilitate a suitable construction surface at the bottom of the footing and per <i>Subsection 504.4.4</i> of the Specifications for the reduced quantity of rock bridge excavation encountered. (Refer to RB Page 125.01)</p>			
Checked By:	MM	Date:	11/15/2015
Approved By:	RT	Date:	11/15/2015

39. Record Book Item Summary – Rock Bridge Excavation (RB Page 125.00)

State Of New Hampshire / Department Of Transportation					
Quantity Book Item Summary: Rock Bridge Excavation					
Project Name:	LACONIA	NHS-018-2 (104)	99999		
Item Number:	504.2	Appropriation Code:	PAR		
Certificate Of Compliance		Not Required			
Item Description:	Rock Bridge Excavation				
Contract Price:	\$111.00	Contract Quantity:	60.00 yd ³		
Source:	Entered By:	Date:	Remarks	Quantity (yd ³):	Accumulated Quantity (yd ³)
BM 1-16	RT	6/15/2015	Boulders encountered within rock bridge excavation limits	25.00	25.00
				Total:	25.00 yd ³
Checked By:		MM		Date:	11/15/2015
Approved By:		RT		Date:	11/15/2015

40. Record Book Item Summary – Rock Bridge Excavation (RB Page 125.01)

State Of New Hampshire / Department Of Transportation			
Quantity Book Item Summary: Rock Bridge Excavation			
Project Name:	LACONIA	NHS-018-2 (104)	99999
Item Number:	504.2	Appropriation Code:	PAR
Certificate Of Compliance	Not Required		
Item Description:	Rock Bridge Excavation		
Contract Price:	\$111.00	Contract Quantity:	60.00 yd ³
Contract Estimate:	60.00 yd ³		
Final Estimate:	25.00 yd ³		
Final Estimate within Acceptable Percentage:	<input type="checkbox"/>		
Percent of Contract Used:	41.7%		
Remarks: Fewer boulders were encountered than anticipated by Design; the remaining rock quantity of 35 yd ³ will be paid under Item 504.1 per <i>Subsection 504.4.4</i> of the Specifications. (Refer to RB Page 124.00)			
Checked By:	MM	Date:	11/15/2015
Approved By:	RT	Date:	11/15/2015

41. Record Book Item Summary – Reinforcing Steel (F) (RB Page 140.00)

State Of New Hampshire / Department Of Transportation					
Quantity Book Item Summary: Reinforcing Steel (F)					
Project Name:	LACONIA	NHS-018-2 (104)	99999		
Item Number:	544	Appropriation Code:	PAR		
Certificate Of Compliance		Required			
Item Description:	Reinforcing Steel (F)				
Contract Price:	\$1.25	Contract Quantity:	37,284.00 lbs		
Source:	Entered By:	Date:	Remarks	Quantity (lbs):	Accumulated Quantity (lbs)
DE	RT	6/15/2015	Reinforcing steel final pay quantity	37,284.00	37,284.00
BN 1-37	MM	7/15/2015	Bar-mark #5B22 was incorrectly drawn and dimensioned to be 2'-3" short; an additional bar was added (#5B22a) to achieve the required development length	73.44	37,357.44
DE	RT	8/15/2015	Round to the nearest whole unit	- 0.44	37,357.00
				Total:	37,357.00 lbs
Checked By:		MM		Date:	11/15/2015
Approved By:		RT		Date:	11/15/2015

42. Record Book Item Summary – Reinforcing Steel (F) (RB Page 140.01)

State Of New Hampshire / Department Of Transportation			
Quantity Book Item Summary: Reinforcing Steel (F)			
Project Name:	LACONIA	NHS-018-2 (104)	99999
Item Number:	544	Appropriation Code:	PAR
Certificate Of Compliance	Required		
Item Description:	Reinforcing Steel (F)		
Contract Price:	\$1.25	Contract Quantity:	37,357.00 lbs
Contract Estimate:		37,284.00 lbs	
Final Estimate:		37,357.00 lbs	
Final Estimate within Acceptable Percentage:		<input checked="" type="checkbox"/>	
Percent of Contract Used:		100.2%	
Remarks: An additional bar was added (#5B22a) for the required development length. (Refer to BN1-37)			
Checked By:	MM	Date:	11/15/2015
Approved By:	RT	Date:	11/15/2015

43. Record Book Item Summary – 15 in Reinforced Concrete Pipe, Class III (RB Page 154.00)

State Of New Hampshire / Department Of Transportation					
Quantity Book Item Summary: 15 in Reinforced Concrete Pipe, Class III					
Project Name:	LACONIA	NHS-018-2 (104)	99999		
Item Number:	603.00215	Appropriation Code:	PAR		
Certificate Of Compliance		Required			
Item Description:	15 in Reinforced Concrete Pipe, Class III				
Contract Price:	\$28.60	Contract Quantity:	65.00 lf		
Source:	Entered By:	Date:	Remarks	Quantity (lf):	Accumulated Quantity (lf)
DN 1-06	RT	6/15/2015	Drainage Note #4: Sta. 1540+33 – 1540+50 Rt.	17.00	17.00
DN 3-24	RT	7/15/2015	Drainage Note #106: Sta. 1562+11 Lt – 1562+14 Rt.	44.20	61.20
DN 3-64	RT	8/15/2015	Existing cross pipe at Sta. 1510+84 replaced	45.00	106.20
				Total:	106.20 lf
Checked By:		MM		Date:	11/15/2015
Approved By:		RT		Date:	11/15/2015

44. Record Book Item Summary – 15 in Reinforced Concrete Pipe, Class III (RB Page 154.01)

State Of New Hampshire / Department Of Transportation			
Quantity Book Item Summary: 15 in Reinforced Concrete Pipe, Class III			
Project Name:	LACONIA	NHS-018-2 (104)	99999
Item Number:	603.00215	Appropriation Code:	PAR
Certificate Of Compliance	Required		
Item Description:	15 in Reinforced Concrete Pipe, Class III		
Contract Price:	\$28.60	Contract Quantity:	65.00 lf
Contract Estimate:		65.00 lf	
Final Estimate:		106.20 lf	
Final Estimate within Acceptable Percentage:		<input type="checkbox"/>	
Percent of Contract Used:		189.5%	
Remarks: Existing cross pipe at Sta. 1510+84 was found to be partially collapsed and was replaced (Refer to DN3-64 for more specific details)			
Checked By:	MM	Date:	11/15/2015
Approved By:	RT	Date:	11/15/2015

45. Record Book Item Summary – Catch Basin, Type F (RB Page 157.00)

State Of New Hampshire / Department Of Transportation					
Quantity Book Item Summary: Catch Basin, Type F					
Project Name:	LACONIA	NHS-018-2 (104)	99999		
Item Number:	604.16	Appropriation Code:	PAR		
Certificate Of Compliance		Required			
Item Description:	Catch Basin, Type F				
Contract Price:	\$1,400.00	Contract Quantity:	2.00 units		
Source:	Entered By:	Date:	Remarks	Quantity (U):	Accumulated Quantity (U)
DN 1-33	MM	6/15/2015	Drainage Note # 4: Sta. 1540+50 Rt.; Measured Depth 9.3 ft / 8 ft = 1.2 units	1.20	1.20
				Total:	1.20 units
Checked By:		MM	Date:	11/15/2015	
Approved By:		RT	Date:	11/15/2015	

46. Record Book Item Summary – Catch Basin, Type F (RB Page 157.01)

State Of New Hampshire / Department Of Transportation			
Quantity Book Item Summary: Catch Basin, Type F			
Project Name:	LACONIA	NHS-018-2 (104)	99999
Item Number:	604.16	Appropriation Code:	PAR
Certificate Of Compliance	Required		
Item Description:	Catch Basin, Type F		
Contract Price:	\$1,400.00	Contract Quantity:	2.00 units
Contract Estimate:	2.00 units		
Final Estimate:	1.20 units		
Final Estimate within Acceptable Percentage:	<input type="checkbox"/>		
Percent of Contract Used:	55%		
Remarks: Drainage Note #26 was changed to a CB-B due to the proximity of the driveway. (Refer to DN1-34 and RB 156.00)			
Checked By:	MM	Date:	11/15/2015
Approved By:	RT	Date:	11/15/2015

47. Record Book Item Summary – Straight Granite Curb (RB Page 162.00)

State Of New Hampshire / Department Of Transportation					
Quantity Book Item Summary: Straight Granite Curb					
Project Name:	LACONIA	NHS-018-2 (104)	99999		
Item Number:	609.01	Appropriation Code:	PAR		
Certificate Of Compliance		Not Required			
Item Description:	Straight Granite Curb				
Contract Price:	\$29.05	Contract Quantity:	1,500.00 lf		
Source:	Entered By:	Date:	Remarks	Quantity (lf):	Accumulated Quantity (lf)
RB 162.02	RT	6/15/2015	Final Measured quantity = 1,499.40 lf	1,499.40	1,499.40
				Total:	1,499.40 lf
Checked By:		MM		Date:	11/15/2015
Approved By:		RT		Date:	11/15/2015

48. Record Book Item Summary – Straight Granite Curb (RB Page 162.01)

State Of New Hampshire / Department Of Transportation			
Quantity Book Item Summary: Straight Granite Curb			
Project Name:	LACONIA	NHS-018-2 (104)	99999
Item Number:	609.01	Appropriation Code:	PAR
Certificate Of Compliance	Not Required		
Item Description:	Straight Granite Curb		
Contract Price:	\$29.05	Contract Quantity:	1,500.00 lf
Contract Estimate:	1,500.00 lf		
Final Estimate:	1,499.40 lf		
Final Estimate within Acceptable Percentage:	<input checked="" type="checkbox"/>		
Percent of Contract Used:	100.0%		
Remarks:			
Checked By:	MM	Date:	11/15/2015
Approved By:	RT	Date:	11/15/2015

49. Curb Summary – Straight Granite Curb (RB Page 162.02)

State Of New Hampshire / Department Of Transportation			
Curb Summary – Straight Granite Curb			
Project Name:	LACONIA	NHS-018-2 (104)	99999
Curb Mark	Design Quantity (lf)	Measured Quantity (lf)	Comments
A1	150.00	149.60	
A2	20.00	18.70	
A3	70.00	72.30	
A4	380.00	381.40	
A5	190.00	189.00	
A6	70.00	70.80	
B1	275.00	270.60	
B2	35.00	37.80	
C1	45.00	44.20	
C2	70.00	73.60	
C3	95.00	106.20	Added 11 ft to reach catch basin
C4	85.00	85.20	
Rounding:	15	0	
Total:	1500.00 lf	1499.40 lf	To RB Page 162.00, 7/20/15 RT
Measured By:	MM	Date:	7/20/2015
Checked By:	RT	Date:	7/20/2015

50. Record Book Item Summary – Uniformed Officers With Vehicle (RB Page 168.00)

State Of New Hampshire / Department Of Transportation					
Quantity Book Item Summary: Uniformed Officers With Vehicle (1)					
Project Name:	LACONIA	NHS-018-2 (104)	99999		
Item Number:	618.61	Appropriation Code:	PAR		
Certificate Of Compliance		Not Required			
Item Description:	Uniformed Officers With Vehicle				
Contract Price:	—	Contract Quantity:	\$50,000.00		
Source:	Entered By:	Date:	Remarks	Quantity (\$):	Accumulated Quantity (\$)
RB 168.03	MM	6/15/2014	State Police Invoice # 7661 W/E 6/1/2014	1,076.25	1,076.25
RB 168.04	MM	7/15/2014	State Police Invoice # 7662 W/E 7/1/2014	2,000.00	3,076.25
RB 168.05	MM	8/15/2014	State Police Invoice # 7663 W/E 8/1/2014	2,000.00	5,076.25
RB 168.06	MM	9/15/2014	State Police Invoice # 7664 W/E 9/1/2014	2,000.00	7,076.25
RB 168.07	MM	10/15/2014	State Police Invoice # 7665 W/E 10/1/2014	2,000.00	9,076.25
RB 168.08	MM	11/15/2014	State Police Invoice # 7666 W/E 11/1/2014	2,000.00	11,076.25
RB 168.09	MM	12/15/2014	State Police Invoice # 7667 W/E 12/1/2014	2,000.00	13,076.25
RB 168.10	MM	1/15/2015	State Police Invoice # 7668 W/E 1/1/2015	2,000.00	15,076.25
RB 168.11	MM	2/15/2015	State Police Invoice # 7669 W/E 2/1/2015	2,000.00	17,076.25
RB 168.12	MM	3/15/2015	State Police Invoice # 7670 W/E 3/1/2015	2,000.00	19,076.25

51. Record Book Item Summary – Uniformed Officers With Vehicle (RB Page 168.01)

State Of New Hampshire / Department Of Transportation					
Quantity Book Item Summary: Uniformed Officers With Vehicle (2)					
Project Name:	LACONIA	NHS-018-2 (104)	99999		
Item Number:	618.61	Appropriation Code:	PAR		
Certificate Of Compliance		Not Required			
Item Description:	Uniformed Officers With Vehicle				
Contract Price:	—	Contract Quantity:	\$50,000.00		
Source:	Entered By:	Date:	Remarks	Quantity (\$):	Accumulated Quantity (\$)
RB 168.13	MM	4/15/2015	State Police Invoice # 7671 W/E 4/1/2015	2,000.00	21,076.25
RB 168.14	MM	5/15/2015	State Police Invoice # 7672 W/E 5/1/2015	2,000.00	23,076.25
RB 168.15	MM	6/15/2015	State Police Invoice # 7673 W/E 6/1/2015	2,000.00	25,076.25
RB 168.16	MM	7/15/2015	State Police Invoice # 7674 W/E 7/1/2015	2,000.00	27,076.25
RB 168.17	MM	8/15/2015	State Police Invoice # 7675 W/E 8/1/2015	2,000.00	29,076.25
RB 168.18	MM	9/15/2015	State Police Invoice # 7676 W/E 9/1/2015	2,000.00	31,076.25
RB 168.19	MM	10/15/2015	State Police Invoice # 7677 W/E 10/1/2015	2,000.00	33,076.25
RB 168.20	MM	11/15/2015	State Police Invoice # 7678 W/E 11/1/2015	2,000.00	35,076.25
RB 168.21	MM	12/15/2015	State Police Invoice # 7679 W/E 12/1/2015	2,000.00	37,076.25
RB 168.22	MM	1/15/2016	State Police Invoice # 7680 W/E 1/1/2016	2,000.00	39,076.25

52. Record Book Item Summary – Uniformed Officers With Vehicle (RB Page 168.02)

State Of New Hampshire / Department Of Transportation					
Quantity Book Item Summary: Uniformed Officers With Vehicle (3)					
Project Name:	LACONIA	NHS-018-2 (104)	99999		
Item Number:	618.61	Appropriation Code:	PAR		
Certificate Of Compliance		Not Required			
Item Description:	Uniformed Officers With Vehicle				
Contract Price:	—	Contract Quantity:	\$50,000.00		
Source:	Entered By:	Date:	Remarks	Quantity (\$):	Accumulated Quantity (\$)
RB 168.23	MM	2/15/2016	State Police Invoice # 7681 W/E 2/1/2016	2,000.00	41,076.25
RB 168.24	MM	3/15/2016	State Police Invoice # 7682 W/E 3/1/2016	2,000.00	43,076.25
RB 168.25	MM	4/15/2016	State Police Invoice # 7683 W/E 4/1/2016	2,000.00	45,076.25
RB 168.26	MM	5/15/2016	State Police Invoice # 7684 W/E 5/1/2016	2,000.00	47,076.25
				Total:	\$47,076.25
Checked By:		MM		Date:	5/15/2016
Approved By:		RT		Date:	5/15/2016

53. Record Book Item Summary – Uniformed Officers With Vehicle (RB Page 168.03)

State Of New Hampshire / Department Of Transportation			
Quantity Book Item Summary: Uniformed Officers With Vehicle			
Project Name:	LACONIA	NHS-018-2 (104)	99999
Item Number:	618.61	Appropriation Code:	PAR
Certificate Of Compliance	Not Required		
Item Description:	Uniformed Officers With Vehicle		
Contract Price:	—	Contract Quantity:	\$50,000.00
Contract Estimate:		\$50,000.00	
Final Estimate:		\$47,076.25	
Final Estimate within Acceptable Percentage:		<input checked="" type="checkbox"/>	
Percent of Contract Used:		94.2%	
Remarks:			
Checked By:	MM	Date:	11/15/2016
Approved By:	RT	Date:	11/15/2016

54. Invoice for Traffic Control Services – Uniformed Officers With Vehicle (RB Page 168.04)

State Of New Hampshire / Department Of Transportation			
Invoice for Traffic Control Services			
Invoice #:	7661	Customer #:	67
PO#:	2015-20	Invoice Date:	9/15/2015
Contractor:	Plow Brothers Inc.	P.O. Box 3 / Concord NH, 03301	
Billing Period:	8/1/2015 – 8/15/2015		
Description	Billable Time (hrs)	Hourly Rate (\$)	Billable Amount (\$)
New Hampshire State Police Detail(s)	20.5	\$50.00	1,025.00
Plus 5% for Contractor:			51.25
Total Amount Owed:			\$1,076.25
Make check payable to:	State of New Hampshire		
Forward check to:	NH Department of Safety / James Hayes Building / 10 Hazen Drive, Concord, NH 03305		
Important: Failure to remit payment within 45 days will result in termination of any future services to be rendered.			
To RB Page 168.00, 9/15/2015 MM			

Note: All police invoices and supporting documents may be put in a separate folder to reduce bulk in the Record Book.

55. Paid Detail Voucher – Uniformed Officers With Vehicle (RB Page 168.04A)

State Of New Hampshire / Department Of Transportation			
Division of State Police			
Paid Detail Voucher (1)			
Seq. #:	99999	Detail Split with 998 Unit	
Important: This voucher is to be completed by the State Police employee performing the below authorized Paid Detail. Upon completion, it shall be submitted with the corresponding Weekly Duty Report and forwarded to Headquarters.			
Name:	Chris Jones	Rank:	Trooper
ID#:	123-45	Troop:	A
Date of Detail:	9/1/2015		
Time Detail Began:	07:00 AM	Time Detail Ended:	12:00 PM
Total Hours:	5.0	Total Mileage	14
Vehicle Eq.#:	9999	Work Description:	Traffic Control – Laconia
Requesting Company:	Plow Brothers	P.O. Box 3 / Concord NH, 03301	
Job #:	2015-20		
Associated Activity at the Site:			
Courts:			
Warnings:			
DWIs:			
Accidents:			
Aid Rendered:			
Other:			
Attention:			
I certify that the above named State Police Employee worked the date and hours indicated.			
[John Plow Signature]	Co. Foreman or Supervisor		

State Of New Hampshire / Department Of Transportation		
Division of State Police		
Paid Detail Voucher (2)		
Seq. #:	99999	Detail Split with 998 Unit
I certify that I worked the above date and hours while on:		
<input type="checkbox"/> DAY OFF	<input type="checkbox"/> ANNUAL LEAVE	<input type="checkbox"/> OFF DUTY
Date and Time ending last Regular Duty	07/31/2015 03:00	
Date and Time beginning next Regular Duty:	08/12/2015 06:00	
I, Chris Jones, by signing this voucher, acknowledge all Divisional Rules and Regulations		
[Chris Jones Signature]		
Troop Commander's Acknowledgement by:	Abe Brown	9/30/2015
[Abe Brown Signature]		
FOR ADMINISTRATIVE PURPOSES ONLY:		
This voucher is submitted to payroll on Invoice #:		
Clerk:		
Computed Time Worked:	5 × \$50.00 = \$250.00	

56. Record Book Item Summary – Maintenance of Traffic (RB Page 169.00)

State Of New Hampshire / Department Of Transportation					
Quantity Book Item Summary: Maintenance of Traffic					
Project Name:	LACONIA	NHS-018-2 (104)		99999	
Item Number:	619.1	Appropriation Code:		PAR	
Certificate Of Compliance		Not Required			
Item Description:	Maintenance of Traffic				
Contract Price:	\$10,000.00	Contract Quantity:		1.00 unit	
Source:	Entered By:	Date:	Remarks	Quantity (U):	Accumulated Quantity (U)
DE	RT	6/15/2015	Project complete	1.00	1.00
				Total:	1.00 unit
Checked By:		MM		Date:	11/15/2015
Approved By:		RT		Date:	11/15/2015

57. Record Book Item Summary – Maintenance of Traffic (RB Page 169.01)

State Of New Hampshire / Department Of Transportation			
Quantity Book Item Summary: Maintenance of Traffic			
Project Name:	LACONIA	NHS-018-2 (104)	99999
Item Number:	619.1	Appropriation Code:	PAR
Certificate Of Compliance	Not Required		
Item Description:	Maintenance of Traffic		
Contract Price:	\$10,000.00	Contract Quantity:	1.00 unit
Contract Estimate:		1.00 unit	
Final Estimate:		1.00 unit	
Final Estimate within Acceptable Percentage:		<input checked="" type="checkbox"/>	
Percent of Contract Used:		100%	
Remarks:			
Checked By:	MM	Date:	11/15/2016
Approved By:	RT	Date:	11/15/2016

58. Record Book Item Summary – Humus (RB Page 192.00)

State Of New Hampshire / Department Of Transportation					
Quantity Book Item Summary: Humus					
Project Name:	LACONIA	NHS-018-2 (104)	99999		
Item Number:	647.1	Appropriation Code:	PAR		
Certificate Of Compliance		Not Required			
Item Description:	Humus				
Contract Price:	\$21.00	Contract Quantity:	970.00 yd ³		
Source:	Entered By:	Date:	Remarks	Quantity (yd ³):	Accumulated Quantity (yd ³)
RN 3-09	RT	2/15/2016	Slopes Sta. 1560+00 to 1564+00 Rt.	200.00	200.00
RN 3-14	RT	3/15/2016	Slopes Sta. 1560+00 to 1568+00 Lt.	500.00	700.00
RN 3-26	RT	4/15/2016	Slopes Sta. 1564+00 to 1568+00 Rt.	300.00	1,000.00
				Total:	1,000.00 yd ³
Checked By:		MM		Date:	9/15/2015
Approved By:		RT		Date:	9/15/2015

59. Record Book Item Summary – Humus (RB Page 192.01)

State Of New Hampshire / Department Of Transportation			
Quantity Book Item Summary: Humus			
Project Name:	LACONIA	NHS-018-2 (104)	99999
Item Number:	647.1	Appropriation Code:	PAR
Certificate Of Compliance	Not Required		
Item Description:	Humus		
Contract Price:	\$21.00	Contract Quantity:	970.00 yd ³
Contract Estimate:	970.00 yd ³		
Final Estimate:	1,000.00 yd ³		
Final Estimate within Acceptable Percentage:	<input checked="" type="checkbox"/>		
Percent of Contract Used:	103.1%		
Remarks:			
Checked By:	MM	Date:	11/15/2016
Approved By:	RT	Date:	11/15/2016

60. Record Book Item Summary – On-the-Job Training of Unskilled Workers (RB Page 194.00)

State Of New Hampshire / Department Of Transportation					
Quantity Book Item Summary: On-the-Job Training of Unskilled Workers (1)					
Project Name:	LACONIA	NHS-018-2 (104)	99999		
Item Number:	693	Appropriation Code:	PAR		
Certificate Of Compliance		Not Required			
Item Description:	On-the-Job Training of Unskilled Workers				
Contract Price:	—	Contract Quantity:	\$600.00		
Source:	Entered By:	Date:	Remarks	Quantity (\$):	Accumulated Quantity (\$)
Report 01	RT	1/16/2015	Week Ending 1/9/2015: Jane Doe worked 30 hrs @ \$0.80 / hr / (Refer to Page RB 194.03)	24.00	24.00
Report 02	RT	1/23/2015	Week Ending 1/16/2015: Jane Doe worked 40 hrs @ \$0.80 / hr / (Refer to Page RB 194.03)	32.00	56.00
Report 03	RT	1/30/2015	Week Ending 1/23/2015: Jane Doe worked 40 hrs @ \$0.80 / hr / (Refer to Page RB 194.03)	32.00	88.00
Report 04	RT	2/6/2015	Week Ending 1/30/2015: Jane Doe worked 40 hrs @ \$0.80 / hr / (Refer to Page RB 194.03)	32.00	120.00
Report 05	RT	2/13/2015	Week Ending 2/6/2015: Jane Doe worked 40 hrs @ \$0.80 / hr / (Refer to Page RB 194.03)	32.00	152.00
Report 06	RT	2/20/2015	Week Ending 2/13/2015: Jane Doe worked 40 hrs @ \$0.80 / hr / (Refer to Page RB 194.03)	32.00	184.00
Report 07	RT	2/27/2015	Week Ending 2/20/2015: Jane Doe worked 40 hrs @ \$0.80 / hr / (Refer to Page RB 194.03)	32.00	216.00

State Of New Hampshire / Department Of Transportation					
Quantity Book Item Summary: On-the-Job Training of Unskilled Workers (2)					
Project Name:	LACONIA	NHS-018-2 (104)	99999		
Item Number:	693	Appropriation Code:	PAR		
Certificate Of Compliance	Not Required				
Item Description:	On-the-Job Training of Unskilled Workers				
Contract Price:	—	Contract Quantity:	\$600.00		
Source:	Entered By:	Date:	Remarks	Quantity (\$):	Accumulated Quantity (\$)
Report 08	RT	3/6/2015	Week Ending 2/27/2015: Jane Doe worked 30 hrs @ \$0.80 / hr / (Refer to Page RB 194.03)	32.00	248.00
Report 09	RT	3/13/2015	Week Ending 3/6/2015: Jane Doe worked 40 hrs @ \$0.80 / hr / (Refer to Page RB 194.03)	32.00	280.00
Report 10	RT	3/20/2015	Week Ending 3/13/2015: Jane Doe worked 40 hrs @ \$0.80 / hr / (Refer to Page RB 194.03)	32.00	312.00
Report 11	RT	3/27/2015	Week Ending 3/20/2015: Jane Doe worked 40 hrs @ \$0.80 / hr / (Refer to Page 194.03)	32.00	352.00
Report 12	RT	4/3/2015	Week Ending 3/27/2015: Jane Doe worked 40 hrs @ \$0.80 / hr / (Refer to Page RB 194.03)	32.00	392.00
Report 13	RT	4/10/2015	Week Ending 4/3/2015: Jane Doe worked 40 hrs @ \$0.80 / hr / (Refer to Page RB 194.03)	32.00	432.00
Report 14	RT	4/17/2015	Week Ending 4/10/2015: Jane Doe worked 40 hrs @ \$0.80 / hr / (Refer to Page RB 194.03)	32.00	472.00

State Of New Hampshire / Department Of Transportation					
Quantity Book Item Summary: On-the-Job Training of Unskilled Workers (3)					
Project Name:	LACONIA	NHS-018-2 (104)	99999		
Item Number:	693	Appropriation Code:	PAR		
Certificate Of Compliance		Not Required			
Item Description:	On-the-Job Training of Unskilled Workers				
Contract Price:	—	Contract Quantity:	\$600.00		
Source:	Entered By:	Date:	Remarks	Quantity (\$):	Accumulated Quantity (\$)
Report 15	RT	4/24/2015	Week Ending 4/17/2015: Jane Doe worked 50 hrs @ \$0.80 / hr / (Refer to Page RB 194.03)	40.00	512.00
Report 16	RT	5/1/2015	Week Ending 4/24/2015: Jane Doe worked 60 hrs @ \$0.80 / hr / (Refer to Page RB 194.03)	48.00	552.00
				Total:	\$600.00
Checked By:		MM		Date:	9/15/2015
Approved By:		RT		Date:	9/15/2015

Note: Contract Administrators are advised to review the contract for the specific requirements for OJT on their projects. These requirements can vary greatly and may require close supervision by the Contract Administrator to ensure the trainee is properly trained. The Contract Administrator should contact Labor Compliance and request a current copy of the “OJT Training Manual” for additional information.

61. Record Book Item Summary – On-the-Job Training of Unskilled Workers (RB Page 194.01)

State Of New Hampshire / Department Of Transportation			
Quantity Book Item Summary: On-the-Job Training of Unskilled Workers			
Project Name:	LACONIA	NHS-018-2 (104)	99999
Item Number:	693	Appropriation Code:	PAR
Certificate Of Compliance	Not Required		
Item Description:	On-the-Job Training of Unskilled Workers		
Contract Price:	—	Contract Quantity:	\$600.00
Contract Estimate:		\$600.00	
Final Estimate:		\$600.00	
Final Estimate within Acceptable Percentage:		<input checked="" type="checkbox"/>	
Percent of Contract Used:		100%	
Remarks:			
Checked By:	MM	Date:	7/15/2015
Approved By:	RT	Date:	7/15/2015

62. On-the-Job Training – Acknowledgement and Statement of Intent (RB Page 194.02)



ON-THE-JOB TRAINING

ACKNOWLEDGEMENT AND STATEMENT OF INTENT

Date: _____

To: External EEO Coordinator

Office of Labor Compliance / New Hampshire Department of Transportation

P.O. Box 483, 1 Hazen Drive / Concord, NH 03302-0483

Project Name and Number: _____

_____ [Company] has reviewed the OJT training requirements (Training Special Provisions) stated in the contract for the above noted project. Based on these requirements, the availability of applicants within a reasonable area of recruitment, and in an effort to meet the minority and female participation goals outlined in the contract (Affirmative Action Requirements, *41 CFR 60-4.2, Solicitations*), our company will select a qualified trainee(s) and conduct training under the classification(s) identified below in accordance with _____ [Name of OJT Program]

Note: A copy of the training program (training classification) to be used if it is other than the NHDOT OJT Program must be submitted to the External EEO Coordinator.

The undersigned has personally reviewed the content of each selected training classification in relation to the project scope and assures that all portions of training can be completed if initiated by the “no later than” (NLT) date indicated on the following page.

Page 1

On-the-Job Training – Acknowledgement and Statement of Intent (2)			
1: Selected Training Classification	2: Number of Trainees in Classification	3: Projected Start Date	4: NLT Start Date in Order to Complete Training
1.			
2.			
3.			
4.			
5.			

Important: Written justification is required to substantiate the selection of training classifications where company representation is below the minority and female participation goals specified in the contract. Compare columns (i) and (j) of the table on page 2 of 2 with 41 CFR 60–4.2, Affirmative Action Requirements.

63. On-the-Job Training – Workforce Demographics (RB Page 194.03)

Provide information regarding your company’s current workforce demographics in the trades listed below:

Workforce Demographics (1)									
(a) Trade Classification	(b) Total Employees	(c) Female	(d) Hispanic	(e) American Indian or Alaskan Native	(f) Black	(g) Asian or Pacific Islander	(h) Total of columns (d) through (g)	(i) Minority % (h) / (b)	(j) Female % (c) / (b)
Construction Supervisors									
Construction Foreperson									
Carpenters									
Equipment Mechanics									
Equipment Operators									
Grade Foreman Assistant									
Ironworker									
Laborer									
Truck Driver									

WORKFORCE DEMOGRAPHICS

The authorized representative below certifies that the information proved herein is accurate and is made in good faith:

Company EEO Officer

_____ Date:

Signature

Approval Disapproval

_____ Date:

NHDOT External EEO Coordinator

CONTRACTOR: Submit in original to NHDOT External EEO Coordinator for review/approval.

Distribution: 1 (original) – External EEO Coordinator; 1 – Contractor; 1 – DOT Contract Administrator (for project records); 1 – Trainee.

Page 2

64. On-the-Job Training – Program Enrollment / Registration Form (RB Page 194.04)



NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION

OJT PROGRAM / ENROLLMENT/REGISTRATION FORM

Date: _____

Project Location: _____

Project Number: _____

Trainee Name/Address:

Phone No.: _____

Ethnic Group Designation:

Gender: Male Female

Disabled Person Ex-Offender Ex-Welfare Recipient

New Hire Rehire Upgrade

If Upgrade or Re-Hire, Explain:

Training Classification:

Hours of Training Required: _____

Name of Trainer: _____

Site Phone No: _____

Page 1

OJT PROGRAM / ENROLLMENT/REGISTRATION FORM

Start Date: _____

Full Journeyman Rate: \$_____

TRAINING INCREMENTS:

1st Half: \$ _____ /hr. 3rd Qtr: \$ _____ /hr 4th Qtr: \$ _____ /hr
(60% of journeyman rate minimum) (75% of journeyman rate minimum) (90% of journeyman rate minimum)

Trainee Acknowledgement/Signature:

CONTRACTOR'S CERTIFICATION: A copy of the selected training classification and program manual to which it applies have been issued to the trainee. I further certify that the trainee has not been employed as a journeyman worker in the classification for which he/she will receive training:

EEO Officer Signature:

FOR NH DEPARTMENT OF TRANSPORTATION USE ONLY

APPROVAL OF TRAINING PROGRAM

Training Classification _____ Total Program Hours _____

NHDOT Contract Administrator _____ Date _____

NHDOT External EEO Coordinator _____ Date _____

Distribution: Original to NHDOT External EEO Coordinator for review/approval. Labor Compliance Office will coordinate training with DOT Contract Administrator and get OJT Form 2 – Enrollment/Registration

Signatures: Three approved/signed copies will then be forwarded to the DOT Contract Administrator for distribution:
1 – Project Records; 1 – Contractor; 1 – Trainee

65. On-the-Job Training – OJT Weekly Report (RB Page 194.05)

		<h2 style="margin: 0;">OJT WEEKLY TRAINING REPORT</h2>				
Trainee Name: _____						
Trainee Classification: _____						
Project Name and Number: _____						
Contractor/Subcontractor: _____						
Date Enrolled: _____		Report Period Week Ending: _____				
Phase No.	Phase of Training (Per OJT Manual)	Required Hours	Hours This Week	Performance (Circle One)		Total Hours Accum. to Date
I.				S	NI	
II.				S	NI	
III.				S	NI	
IV.				S	NI	
V.				S	NI	
VI.				S	NI	
VII.				S	NI	
VIII.				S	NI	
IX.				S	NI	
TOTAL HOURS THIS WEEK:						
NOTE: PLEASE LIST ALL PHASES OF TRAINING ON EACH WEEKLY REPORT, EVEN IF TRAINING WITHIN A PHASE HAS BEEN COMPLETED						
<p>WEEKLY STATUS REPORT (Indicate Action Taken)</p>						
/ / _____ QUIT		_____ WITH NOTICE		_____ WITHOUT NOTICE		
DATE						
/ / _____ DISMISSAL		REASON: _____				
DATE						
/ / _____ SUSPENSION		REASON: _____				
DATE						
/ / _____ LAID OFF		REASON: _____				
DATE						
General Comments: _____						

Trainee Signature			Trainer Signature		Date / / _____	
Contract Administrator Signature of Approval						Date / / _____

66. On-the-Job Training – Transfer/Modification Request (RB Page 194.06)



ON-THE-JOB TRAINING PROGRAM
TRANSFER / MODIFICATION REQUEST

Project Number: _____ Date: _____

In order to fulfill the training requirement for this project, _____

[Contractor's name] requests permission to transfer or add (circle one) training hours in:

1. _____ (specify item or training phase)
2. _____ (specify item or training phase)
3. _____ (specify item or training phase)
4. _____ (specify item or training phase)

From the above noted project to _____

[Name and location of new project]

The reason for this request is: (Check all that apply)

- The new project will provide better training opportunity
- The current project is near completion and the required training cannot be completed
- Other (explain):

ON-THE-JOB TRAINING PROGRAM
TRANSFER / MODIFICATION REQUEST

Name of trainee(s) concerned:

Printed name and signature of NHDOT Contract Administrator (current project):

_____ Date: _____

_____ Date: _____

Company EEO Officer Name and signature

Approved Disapproved

Date: _____

NHDOT External EEO Coordinator

Contractor: First coordinate your request with the NHDOT Contract Administrator, obtain signature, then forward to NHDOT Labor Compliance Office for approval.

Page 2

67. Record Book Item Summary – Temporary Project Water Pollution Control (RB Page 195.00)

State Of New Hampshire / Department Of Transportation					
Quantity Book Item Summary: Temporary Project Water Pollution Control					
Project Name:	LACONIA	NHS-018-2 (104)	99999		
Item Number:	699	Appropriation Code:	PAR		
Certificate Of Compliance		Not Required			
Item Description:	Temporary Project Water Pollution Control				
Contract Price:	—	Contract Quantity:	\$10,000.00		
Source:	Entered By:	Date:	Remarks	Quantity (\$):	Accumulated Quantity (\$)
RB 195.02	RT	6/15/2015	Report # 1: Building a dewatering basin	8,000.00	8,000.00
RB 195.03	RT	7/15/2015	Report # 2: Installation of turbidity curtain in river	2,000.00	10,000.00
RB 195.04	RT	8/15/2015	Report # 3: Covering slope with plastic due to forecasted heavy rains	300.00	10,300.00
				Total:	\$10,300.00
Checked By:		MM		Date:	9/15/2015
Approved By:		RT		Date:	9/15/2015

68. Record Book Item Summary – Temporary Project Water Pollution Control (RB Page 195.01)

State Of New Hampshire / Department Of Transportation			
Quantity Book Item Summary: Temporary Project Water Pollution Control			
Project Name:	LACONIA	NHS-018-2 (104)	99999
Item Number:	699	Appropriation Code:	PAR
Certificate Of Compliance	Not Required		
Item Description:	Temporary Project Water Pollution Control		
Contract Price:	—	Contract Quantity:	\$10,000.00
Contract Estimate:		\$10,000.00	
Final Estimate:		\$10,300.00	
Final Estimate within Acceptable Percentage:		<input checked="" type="checkbox"/>	
Percent of Contract Used:		103%	
Remarks:			
Checked By:	MM	Date:	9/15/2015
Approved By:	RT	Date:	9/15/2015

69. Daily Report of Extra Work – Force Account (RB Page 195.02)

State Of New Hampshire / Department Of Transportation									
Daily Report of Extra Work – Force Account (1)									
Project Name	LACONIA		NHS-018-2(104)			99999			
Federal No.			State No.						
Work Order No.	Date:	07/08/2015	Report No.	1	<input checked="" type="checkbox"/> Per Specs	<input type="checkbox"/> Per Plans			
Description	Item 699: Construct dewatering basin to treat the turbid water prior to discharge into the river.								
Date Work Performed:	July 2-3, 2015		Location	Sta. ±1545 Lt					
Company Name if Subcontractor:				Structures Unlimited					
Labor									
Employee Name	Classification	Reg. (hrs)	OT (hrs)	Total (hrs)	Rate per hr (\$)	Payroll (\$)	Payroll Burden (\$)*		
							Rate	Total	Line Total
J. Able	Excavator Operator	15		15	25.00	375.00	50%	187.50	562.50
J. Caputo	Truck Driver	15		15	15.00	225.00	50%	112.50	337.50
A. Cap	Laborer	15		15	10.00	150.00	50%	5.00	225.00
A. Smith	Laborer	15		15	8.00	120.00	50%	0.00	180.00
A. Jones	Laborer	15		15	8.00	120.00	50%	0.00	180.00
* FICA, FUT, SUT, WC & Liability, H&W, 401K, Health, Life, and Union Charges						Subtotal:	\$1,485.50		
To Be Furnished By The Contractor Subject To Audit						+ 10%:	\$143.55		
Labor Total:						\$1,575.05			

Note: Invoices supporting this document should be placed in the Record Book after this report.

State Of New Hampshire / Department Of Transportation					
Daily Report of Extra Work – Force Account (2)					
Project Name	LACONIA		NHS-018-2(104)		99999
Federal No.			State No.		
Work Order No.	Date:	07/08/2015	Report No.	1	<input checked="" type="checkbox"/> Per Specs <input type="checkbox"/> Per Plans
Description	Item 699: Construct dewatering basin to treat the turbid water prior to discharge into the river.				
Date Work Performed:	July 2-3, 2015		Location	Sta. ±1545 Lt	
Material					
Type, Item, from “Contractor’s Stock”, Bill Of ____, etc.	Unit	Qty.	Unit Rate (\$)	Line Total (\$)	
Geotextile Fabric, Invoice #102030	yd ²	555	2.00	1,110.00	
Class C Stone, Invoice #51015	ton	120	15.00	1,800.00	
Enviro-Friendly “Dirt Bag”	each	1	399.04	399.04	
Note: Vouchers supporting these charges must show actual cost less any trade discount.					
Sub Total:		\$3,309.04			
Note: Billed labor (by others) not entered on the Contractor’s payroll is to be listed under Materials.					
+ 15 %		\$496.36			
Materials Total:		\$3,805.40			

State Of New Hampshire / Department Of Transportation						
Daily Report of Extra Work – Force Account (3)						
Project Name	LACONIA		NHS-018-2(104)		99999	
Federal No.			State No.			
Work Order No.	Date:	07/08/2015	Report No.	1	<input checked="" type="checkbox"/> Per Specs	<input type="checkbox"/> Per Plans
Description	Item 699: Construct dewatering basin to treat the turbid water prior to discharge into the river.					
Date Work Performed:	July 2-3, 2015		Location:	Sta. ±1545 Lt		
Equipment						
Type, With/Without Operator, Owner Operated, Specified/Agreed Rate, etc.	Unit	Quantity	Unit (\$)	Rate	Line Total (\$)	
2002 CAT 345 Excavator, 2.5cy, 45.2MT, 321HP, BB 10-8	hrs	15	132.42		1,986.30	
$(\$14,945 / 176 \times 1.0 \times 0.95) + \$51.75/\text{HR} = \$132.42/\text{hr}$						
2001 Dump Truck, 6x4, 70,000LB, 12-18CY, 325HP, BB-20-1	hrs	15	41.95		629.25	
$(\$35.20 / 176 \times 1.0 \times 0.95) + \$22.95/\text{hr} = \$41.95/\text{hr}$						
Note: Include Manufacturers Name, Model No., Size, Horsepower, Gas or Diesel, Attachments, etc.						
Equipment Total:			\$2,615.55			
Labor, Material, and Equipment Total:			\$8,054.45			
When above Force Account work is performed by a Subcontractor, add 5 %			—			
Subtotal:			\$,8054.45			
Bond Premium @ 0.00 %			—*			
Grand Total:			\$,8054.45			

* Since it is a bid item, the Bond Premium is not applicable to Item 699.

Note: Refer to Subsection 109.04.4.4 of the Standard Specifications for more information regarding determination of equipment rates.

State Of New Hampshire / Department Of Transportation			
Daily Report of Extra Work – Force Account (4)			
<p>Important: The following regulation is applicable to all projects involving Federal Funds: <i>Section 1001 of Title XVIII</i> of the United States Code (Crimes and Criminal Procedures) is applicable to this statement. <i>Section 1001 of Title XVIII</i>, among other things, provides that whoever knowingly and willfully makes or uses a document or writing containing any false, fictitious or fraudulent statement or entry, in any manner within the jurisdiction of any department or agency of the United States shall be fined not more than \$10,000 or imprisoned not more than five years or both.</p>			
<p>I hereby certify that the labor, materials and equipment listed above were actually used on the force account work described, that the labor and equipment were used for the hours indicated, that the rates for labor do not exceed those for comparable labor currently employed on the project, and that the material shown as from "Contractor's Stock" was actually from stock, the quantity claimed was actually used, and the price and transportation represent the actual cost to the Contractor or Subcontractor.</p>			
Certified By	John Plow, Superintendent.	Submitted By	Ronald Tanner, P.E.
	Signature and Title		Contract Administrator
Plow Brothers, Inc.		Authorized By	
Prime Contractor Company Name			District Construction Engineer
<input type="checkbox"/> Construction Bureau	<input type="checkbox"/> Contractor		<input type="checkbox"/> Record Book

70. Record Book Item Summary – Fuel Adjustment (RB Page 197.00)

State Of New Hampshire / Department Of Transportation					
Quantity Book Item Summary: Fuel Adjustment					
Project Name:	LACONIA	NHS-018-2 (104)	99999		
Item Number:	1010.15	Appropriation Code:	PAR		
Certificate Of Compliance		Not Required			
Item Description:	Fuel Adjustment				
Contract Price:	—	Contract Quantity:	\$900.00		
		B & E Quantity:	\$880.54		
Source:	Entered By:	Date:	Remarks	Quantity (\$):	Accumulated Quantity (\$)
Auto \$710.91	– RT	8/15/2015	Work done from: 07/01/2015 to 7/31/2015 Quantity Used: 1,274.06 Period Price: \$2.6308 (3.5431) Price Diff.: \$0.9123 (25.7846%)	710.91	710.91
Auto \$800.54	– RT	9/15/2015	Work done from: 08/01/2015 to 8/31/2015 Quantity Used: 709.82 Period Price: \$2.9499 (3.5431) Price Diff.: \$0.5932 (16.7424%)	169.63	880.54
				Total:	\$880.54
Checked By:		MM		Date:	9/15/2015
Approved By:		RT		Date:	9/15/2015

Note: CMS will automatically calculate the fuel adjustment on a monthly basis. The fixed Base Prices are specified in the Special Attentions of the project contract. The period price will be supplied monthly by Fuel Distribution.

71. Record Book Item Summary – Fuel Adjustment (RB Page 197.01)

State Of New Hampshire / Department Of Transportation			
Quantity Book Item Summary: Fuel Adjustment			
Project Name:	LACONIA	NHS-018-2 (104)	99999
Item Number:	1010.15	Appropriation Code:	PAR
Certificate Of Compliance	Not Required		
Item Description:	Fuel Adjustment		
Contract Price:	—	Contract Quantity:	\$900.00
Contract Estimate:		\$900.00	
Final Estimate:		\$880.54	
Final Estimate within Acceptable Percentage:		N/A	
Percent of Contract Used:		97.84%	
Remarks:			
Checked By:	MM	Date:	9/15/2015
Approved By:	RT	Date:	9/15/2015

72. Record Book Item Summary – Asphalt Cement Adjustment (RB Page 198.00)

State Of New Hampshire / Department Of Transportation					
Quantity Book Item Summary: Asphalt Cement Adjustment					
Project Name:	LACONIA	NHS-018-2 (104)	99999		
Item Number:	1010.2	Appropriation Code:	PAR		
Certificate Of Compliance		Not Required			
Item Description:	Asphalt Cement Adjustment				
Contract Price:	—	Contract Quantity:	\$100.00		
		B & E Quantity:	\$70.74		
Source:	Entered By:	Date:	Remarks	Quantity (\$):	Accumulated Quantity (\$)
Auto	RT	8/15/2015	Item/Price: 403.11 / \$65.00 Entry Date: 07/17/2015 Quantity Used: 10.00 Asphalt Factor: 0.055 Asphalt Cement: 0.55 Period (Base) Price: 239 (221) Price Diff.: \$18.00 (8.14%)	9.90	9.90
Auto	RT	9/15/2015	Item/Price: 403.11001 / \$72.00 Entry Date 08/09/2015 Quantity Used: 32.71 Asphalt Factor: 0.062 Asphalt Cement: 2.02802 Period (Base) Price: 251 (221) Price Diff.: \$30.00 (13.57%)	60.84	70.74
				Total:	\$70.74
Checked By:		MM		Date:	9/30/2015
Approved By:		RT		Date:	9/30/2015

Note: CMS will automatically calculate the adjustments for asphalt cement. CMS will prompt for entry of the asphalt factor when making entries in the Quantity Book for 403.xx and 411.xx Items. The fixed base price is specified in the Special Attentions. The period price will be supplied monthly by the Bureau of Materials and Research. The asphalt factor can be found on the approved mix design or the bituminous report under “Asphalt Content used or adjustment.” Verify that the correct asphalt percentage is known before entering data into CMS.

73. Record Book Item Summary – Asphalt Cement Adjustment (RB Page 198.01)

State Of New Hampshire / Department Of Transportation			
Quantity Book Item Summary: Asphalt Cement Adjustment			
Project Name:	LACONIA	NHS-018-2 (104)	99999
Item Number:	1010.2	Appropriation Code:	PAR
Certificate Of Compliance	Not Required		
Item Description:	Asphalt Cement Adjustment		
Contract Price:	—	Contract Quantity:	\$100.00
Contract Estimate:		\$100.00	
Final Estimate:		\$70.74	
Final Estimate within Acceptable Percentage:		N/A	
Percent of Contract Used:		70.74%	
Remarks:			
Checked By:	MM	Date:	9/30/2015
Approved By:	RT	Date:	9/30/2015

74. Record Book Item Summary – Replace Damaged Attenuators (RB Page 800.00)

State Of New Hampshire / Department Of Transportation					
Quantity Book Item Summary: Replace Damaged Attenuators					
Project Name:	SALEM- MANCHESTER	BI-A000 (124)	13933D		
Item Number:	.04	Appropriation Code:	BND		
Certificate Of Compliance		Not Required			
Item Description:	Replace Damaged Attenuators				
Contract Price:	—	Contract Quantity:	\$0.00		
Source:	Entered By:	Date:	Remarks	Quantity (\$):	Accumulated Quantity (\$)
EW.04 R1	MDC	06/30/2015	Exit 1 SB off ramp sand barrel repair	1,510.65	1,510.65
EW.04 R1	MDC	06/30/2015	Exit 1 SB off ramp sand barrel repair	1,510.65	3,021.30
				Total:	\$3,021.30
Approved By:		MDC	Date:	9/30/2015	

75. Record Book Item Summary – Replace Damaged Attenuators (RB Page 800.01)

State Of New Hampshire / Department Of Transportation			
Quantity Book Item Summary: Replace Damaged Attenuators			
Project Name:	SALEM- MANCHESTER	BI-A000 (124)	13933D
Item Number:	.04	Appropriation Code:	BND
Certificate Of Compliance	Not Required		
Item Description:	Replace Damaged Attenuators		
Contract Price:	—	Contract Quantity:	\$0.00
Contract Estimate:		\$0.00	
Final Estimate:		\$3,021.30	
Final Estimate within Acceptable Percentage:		N/A	
Percent of Contract Used:		N/A	
Remarks: Refer to CO #24; Reimburse the Contractor for repairs to the temporary sand barrel attenuators which resulted from consecutive hit and run accidents			
Approved By:	MDC	Date:	9/30/2015

76. Supplementary Agreement (RB Page 800.02)

FCO 05/95<\$10,000

STATE OF NEW HAMPSHIRE / DEPARTMENT OF TRANSPORTATION

BUREAU OF CONSTRUCTION

Supplementary Agreement

July 1, 2015

To: **Plow Brothers Inc.** You are hereby notified to perform the following work in accordance with the provisions of your contract with the Department dated May 15, 2015.

<input type="checkbox"/> Alteration Order #	<input checked="" type="checkbox"/> Extra Work Order #	<input type="checkbox"/> Supplementary Agreement
Project Name:	LACONIA	State No.: 99999
Federal No.:	NHS-018-2 (104)	
Payment will be made by:	<input type="checkbox"/> Bid Prices	<input type="checkbox"/> Agreed Prices
		<input checked="" type="checkbox"/> Force Account

DESCRIPTION: Remove and reset stone masonry on Bridge #138/128.

REASON: See Correspondence File #109, dated 6/15/15.

Page 1

Supplementary Agreement (2)							
Item #:	Description:	Appn Code:	Unit:	Estimated Quantity:	Unit Price:		Estimated Cost:
					Agreed	Per Bid	
0.01	Remove and Replace Stone Masonry	PAR	\$				\$1,500.00
	Labor:			\$600.00			
	Equipment:			\$850.00			
	Materials (grout)			\$50.00			
TOTAL							\$1,500.00
Federal Participation Requested:		Yes	S.A. Accepted by:				
Contract Extension Granted:		N/A	Approved by:				
Working Days Authorized:		1			Contractor's Representative		
					Ronald Tanner		
CHANGE ORDER # 1					NHDOT Contract Administrator		
Original in Record Book <input type="checkbox"/>		Copy to Contractor <input type="checkbox"/>		Copy to FHWA <input type="checkbox"/>			

77. Daily Report of Extra Work – Force Account (RB Page 800.03)

State Of New Hampshire / Department Of Transportation									
Daily Report of Extra Work – Force Account (1)									
Project Name	LACONIA		NHS-018-2(104)			99999			
Federal No.			State No.						
Work Order No. 001	Date:	07/01/2015	Report No.	1	<input checked="" type="checkbox"/> Per Specs	<input type="checkbox"/> Per Plans			
Description:	Remove and reset stone masonry per Change Order #1.								
Date Work Performed:	July 6, 2015		Location	Bridge # 138 / 128					
Company Name if Subcontractor:					Structures Unlimited				
Labor									
Employee Name	Classification	Reg. (hrs)	OT (hrs)	Total (hrs)	Rate per hr (\$)	Payroll (\$)	Payroll Burden (\$)*		
							Rate	Total	Line Total
J. Able	Air Tool Operator	8		8	11.50	92.00	45%	41.40	133.40
J. Caputo	Mason	8		8	15.00	120.00	45%	54.00	174.00
G. Caputo	Mason	8		8	15.00	120.00	45%	54.00	174.00
A. Smith	Laborer	8		8	8.00	64.00	45%	28.80	92.80
A. Jones	Laborer	8		8	8.00	64.00	45%	28.80	92.80
* FICA, FUT, SUT, WC & Liability, H&W, 401K, Health, Life, and Union Charges						Subtotal:	\$667.00		
To Be Furnished By The Contractor Subject To Audit						+ 10%:	\$66.70		
Labor Total:						\$733.70			

State Of New Hampshire / Department Of Transportation						
Daily Report of Extra Work – Force Account (2)						
Project Name	LACONIA		NHS-018-2(104)		99999	
Federal No.			State No.			
Work Order No. 0.01	Date:	07/01/2015	Report No.	Work	Date:	07/01/2015
Description:	Remove and reset stone masonry per Change Order #1.					
Date Work Performed:	July 6, 2015		Location	Bridge # 138 / 128		
Material						
Type, Item, from “Contractor’s Stock”, Bill Of _____, etc.	Unit	Qty.	Unit Rate (\$)	Line Total (\$)		
Sand (Bill of Mullins S&G)	ton	1	5.00	5.00		
Cement (from Contractor’s stock)	bags	5	3.00	15.00		
Note: Vouchers supporting these charges must show actual cost less any trade discount.						
Sub Total:		\$20.00				
Note: Billed labor (by others) not entered on the Contractor’s payroll is to be listed under Materials.						
+ 15 %		\$3.00				
Materials Total:		\$23.00				

Note: Invoices supporting this document should be placed in the Record Book following this report.

State Of New Hampshire / Department Of Transportation						
Daily Report of Extra Work – Force Account (3)						
Project Name	LACONIA		NHS-018-2(104)		99999	
Federal No.			State No.			
Work Order No. 0.01	Date:	07/01/2015	Report No.	Work	Date:	07/01/2015
Description:	Remove and reset stone masonry per Change Order #1.					
Date Work Performed:	July 6, 2015		Location:	Bridge # 138 / 128		
Equipment						
Type, With/Without Operator, Owner Operated, Specified/Agreed Rate, etc.	Unit	Quantity	Unit Rate (\$)	Line Total (\$)		
Compressor (Schramm, 1993), 125 ft ³ /min, gas, rotary	hr	8	4.80	38.40		
Air Hammer (Chipper, 1989)	hr	8	0.95	7.60		
Note: Include Manufacturers Name, Model No., Size, Horsepower, Gas or Diesel, Attachments, etc.						
Equipment Total:		\$46.00				
Labor, Material, and Equipment Total:		\$802.70				
When above Force Account work is performed by a Subcontractor, add 5 %		\$40.14				
SUB TOTAL:		\$842.84				
Bond Premium @ 10.00 %		\$84.28*				
GRAND TOTAL:		\$927.12				

Note: Refer to Subsection 109.04.4.4 of the Standard Specifications for more information regarding determination of equipment rates.

* The Bond Premium must be applied to any force account work (Subsection 109.04) that was not accounted for in the bid quantities (i.e., any new extra work item, or any items such as 699 that have exceeded the bid quantity).

State Of New Hampshire / Department Of Transportation			
Daily Report of Extra Work – Force Account (4)			
<p>Important: The following regulation is applicable to all projects involving Federal Funds: <i>Section 1001 of Title XVIII</i> of the United States Code (Crimes and Criminal Procedures) is applicable to this statement. <i>Section 1001 of Title XVIII</i>, among other things, provides that whoever knowingly and willfully makes or uses a document or writing containing any false, fictitious or fraudulent statement or entry, in any manner within the jurisdiction of any department or agency of the United States shall be fined not more than \$10,000 or imprisoned not more than five years or both.</p>			
<p>I hereby certify that the labor, materials and equipment listed above were actually used on the force account work described, that the labor and equipment were used for the hours indicated, that the rates for labor do not exceed those for comparable labor currently employed on the project, and that the material shown as from "Contractor's Stock" was actually from stock, the quantity claimed was actually used, and the price and transportation represent the actual cost to the Contractor or Subcontractor.</p>			
Certified By	John Plow, Superintendent.	Submitted By	Ronald Tanner, P.E.
	Signature and Title		Contract Administrator
Plow Brothers, Inc.		Authorized By	
Prime Contractor Company Name			District Construction Engineer
<input type="checkbox"/> Construction Bureau	<input type="checkbox"/> Contractor		<input type="checkbox"/> Record Book

78. Record Book Item Summary – Miscellaneous Office Supplies (RB Page 801.00)

State Of New Hampshire / Department Of Transportation					
Quantity Book Item Summary: Miscellaneous Office Supplies					
Project Name:	LACONIA	NHS-018-2 (104)		99999	
Item Number:	0.80	Appropriation Code:		PAR	
Certificate Of Compliance		Not Required			
Item Description:	Miscellaneous Office Supplies				
Contract Price:	—	Contract Quantity:		\$0.00	
Source:	Entered By:	Date:	Remarks	Quantity (\$):	Accumulated Quantity (\$)
RB 801.02	RT	07/08/2015	Report # 1: Digital camera for project personnel	124.50	124.50
RB 801.03	RT	07/08/2015	Report # 2: Field books from Waste	44.03	104.24
				Total:	\$228.74
Checked By:			MM	Date:	11/1/2015
Approved By:			RT	Date:	11/1/2015

Note: This is an example of a “Per spec” extra work item. A “Per spec” item is work that does not have a specific item number assigned to it but is specifically addressed in the Standard Specifications for Road and Bridge Construction under Method of Measurement. Examples of “Per spec” items are tree trimming; furnishing and installing extra permanent construction signs; calcium chloride; and payment for field office supplies. When used, the item numbers assigned to them should be 0.80, 0.81, etc. Change Orders are not required for these items

79. Record Book Item Summary – Miscellaneous Office Supplies (RB Page 801.01)

State Of New Hampshire / Department Of Transportation			
Quantity Book Item Summary: Miscellaneous Office Supplies			
Project Name:	LACONIA	NHS-018-2 (104)	99999
Item Number:	0.80	Appropriation Code:	PAR
Certificate Of Compliance	Not Required		
Item Description:	Miscellaneous Office Supplies		
Contract Price:	—	Contract Quantity:	\$0.00
Contract Estimate:		\$0.00	
Final Estimate:		\$228.74	
Final Estimate within Acceptable Percentage:		N/A	
Percent of Contract Used:		N/A	
Remarks:			

80. Daily Report of Extra Work – Force Account (RB Page 801.02)

State Of New Hampshire / Department Of Transportation									
Daily Report of Extra Work – Force Account (1)									
Project Name		LACONIA			NHS-018-2(104)			99999	
Federal No.					State No.				
Work Order No. 0.80		Date:	07/01/2015		Report No.	1	<input checked="" type="checkbox"/> Per Specs	<input type="checkbox"/> Per Plans	
Description:		Digital camera for project personnel use							
Date Work Performed:		July 1, 2015			Location:	For use on entire project			
Company Name if Subcontractor:									
Labor									
Employee Name	Classification	Reg. (hrs)	OT (hrs)	Total (hrs)	Rate per hr (\$)	Payroll (\$)	Payroll Burden (\$)*		
(*) FICA, FUT, SUT, WC & Liability, H&W, 401K, Health, Life, and Union Charges						Subtotal:			
To Be Furnished By The Contractor Subject To Audit						+ 10%:			
Labor Total:						\$0.00			

State Of New Hampshire / Department Of Transportation						
Daily Report of Extra Work – Force Account (2)						
Project Name	LACONIA		NHS-018-2(104)		99999	
Federal No.			State No.			
Work Order No. 0.80	Date:	07/01/2015	Report No.	1	Date:	07/01/2015
Description:	Digital camera for project personnel use					
Date Work Performed:	July 1, 2015		Location:	For use on entire project		
Material						
Type, Item, from “Contractor’s Stock”, Bill Of ____, etc.	Unit	Qty.	Unit Rate (\$)	Line Total (\$)		
Capital Camera Store, Invoice # 1234		1	124.50	124.50		
Note: Vouchers supporting these charges must show actual cost less any trade discount.						
Sub Total:		\$124.50				
Note: Billed labor (by others) not entered on the Contractor’s payroll is to be listed under Materials.						
+ 15 %		\$18.68				
Materials Total:		\$143.18				

Note: A copy of the referenced invoice “#1234” should be included in the Record Book immediately after this page and numbered RB Page 801.02A.

State Of New Hampshire / Department Of Transportation					
Daily Report of Extra Work – Force Account (3)					
Project Name	LACONIA		NHS-018-2(104)		99999
Federal No.			State No.		
Work Order No. 0.80	Date:	07/01/2015	Report No.	1	Date: 07/01/2015
Description:	Digital camera for project personnel use				
Date Work Performed:	July 1, 2015		Location:	For use on entire project	
Equipment					
Type, With/Without Operator, Owner Operated, Specified/Agreed Rate, etc.	Unit	Quantity	Unit Rate	Line Total	
Note: Include Manufacturers Name, Model No., Size, Horsepower, Gas or Diesel, Attachments, etc.					
Equipment Total:			\$0.00		
Labor, Material, and Equipment Total:			\$143.18		
When above Force Account work is performed by a Subcontractor, add 5 %			—		
SUB TOTAL:			\$143.18		
Bond Premium @ 10.00 %			\$14.32		
GRAND TOTAL:			\$157.49		

State Of New Hampshire / Department Of Transportation			
Daily Report of Extra Work – Force Account (4)			
<p>Important: The following regulation is applicable to all projects involving Federal Funds: <i>Section 1001 of Title XVIII</i> of the United States Code (Crimes and Criminal Procedures) is applicable to this statement. <i>Section 1001 of Title XVIII</i>, among other things, provides that whoever knowingly and willfully makes or uses a document or writing containing any false, fictitious or fraudulent statement or entry, in any manner within the jurisdiction of any department or agency of the United States shall be fined not more than \$10,000 or imprisoned not more than five years or both.</p>			
<p>I hereby certify that the labor, materials and equipment listed above were actually used on the force account work described, that the labor and equipment were used for the hours indicated, that the rates for labor do not exceed those for comparable labor currently employed on the project, and that the material shown as from "Contractor's Stock" was actually from stock, the quantity claimed was actually used, and the price and transportation represent the actual cost to the Contractor or Subcontractor.</p>			
Certified By	John Plow, Superintendent.	Submitted By	Ronald Tanner, P.E.
	Signature and Title		Contract Administrator
Plow Brothers, Inc.		Authorized By	
Prime Contractor Company Name			District Construction Engineer
<input type="checkbox"/> Construction Bureau	<input type="checkbox"/> Contractor		<input type="checkbox"/> Record Book

[extrawrk.doc]

81. Record Book Item Summary – 48 in RCP, Class III with Neoprene Gasket (RB Page 900.00)

State Of New Hampshire / Department Of Transportation					
Quantity Book Item Summary: 48 in RCP, Class III with Neoprene Gasket					
Project Name:	LACONIA	NHS-018-2 (104)	99999		
Item Number:	612.2248	Appropriation Code:	PAR		
Certificate Of Compliance		Required			
Item Description:	48 in RCP, Class III with Neoprene Gasket				
Contract Price:	\$66.50	Contract Quantity:	\$0.00		
Source:	Entered By:	Date:	Remarks	Quantity (If):	Accumulated Quantity (If)
DN 1-11	RT	07/15/2015	See Change Order #3 on RB Page 900.02	118.00	118.00
				Total:	118.00 If
Checked By:		MM		Date:	8/15/2015
Approved By:		RT		Date:	8/15/2015

82. Record Book Item Summary – 48 in RCP, Class III with Neoprene Gasket (RB Page 900.01)

State Of New Hampshire / Department Of Transportation			
Quantity Book Item Summary: 48 in RCP, Class III with Neoprene Gasket			
Project Name:	LACONIA	NHS-018-2 (104)	99999
Item Number:	612.2248	Appropriation Code:	PAR
Certificate Of Compliance	Required		
Item Description:	48 in RCP, Class III with Neoprene Gasket		
Contract Price:	\$66.50	Contract Quantity:	\$0.00
Contract Estimate:		\$0.00	
Final Estimate:		118.00 lf	
Final Estimate within Acceptable Percentage:		N/A	
Percent of Contract Used:		N/A	
Remarks: See Change Order #3 on RB Page # 900.02			

83. Supplementary Agreement (RB Page 900.02)

STATE OF NEW HAMPSHIRE / DEPARTMENT OF TRANSPORTATION
BUREAU OF CONSTRUCTION

Supplementary Agreement

July 15, 2015

To: **Plow Brothers Inc.** You are hereby notified to perform the following work in accordance with the provisions of your contract with the Department dated July 1, 2015.

<input checked="" type="checkbox"/> Alteration Order #	<input type="checkbox"/> Extra Work Order #	<input checked="" type="checkbox"/> Supplementary Agreement
Project Name:	LACONIA	State No.: 99999
Federal No.:	NHS-018-2 (104)	
Payment will be made by:	<input checked="" type="checkbox"/> Bid Prices	<input type="checkbox"/> Agreed Prices
		<input type="checkbox"/> Force Account

DESCRIPTION:

- (1) Between Sta. 21+40 & 24+60, wreck existing 24 x 36 in oval brick sewer;
- (2) Omit 18 x 24 in RCP storm sewer on the easterly side of Main St., between the above stations;
- (3) From Sta. 21+40 – 22+60 install 48 in RCP Class III storm sewer; from Sta. 22+60 – 24+60 install 36 in RCP Class III storm sewer.

REASON: The existing oval brick sewer has been found to be in poor condition and to lie at such an elevation as to raise doubts that the new work can be carried out without severe structural damage thereto.

Supplementary Agreement (2)							
Item #:	Description:	Appn Code:	Unit:	Estimated Quantity:	Unit Price (\$):		Estimated Cost (\$):
					Agreed	Per Bid	
206.1	Common Structure Excavation	033	yd ³	1,874		2.00	3,748.00
612.2290	36 inch RCP	033	ft	188		43.50	8,178.00
S.A. 612.2248	48 in RCP w/ Neoprene Gasket	033	ft	118	66.50		7,847.00
604.12	C.B. Type B	033	U	5		250.00	1,250.00
604.3	Manholes	033	U	6		300.00	1,800.00
TOTAL							\$22,823.00
Federal Participation Requested:		Yes	S.A. Accepted by:				
Contract Extension Granted:		N/A	Approved by:				
Working Days Authorized:		2			Contractor's Representative		
					Ronald Tanner		
Change Order #:		3			NHDOT Contract Administrator		
Original in Record Book <input type="checkbox"/>		Copy to Contractor <input type="checkbox"/>		Copy to FHWA <input type="checkbox"/>			