

**STATE OF DELAWARE**



**DEPARTMENT OF TRANSPORTATION**

**DESIGN-BUILD PROJECT**

for

**STATEWIDE PIPE  
REPLACEMENTS**

State Contract # [T201607002](#)  
Federal Contract # [EBROS-2016\(26\)](#)

**RFP**

**PART 2 – SECTION 100  
APPENDICES**

## **TABLE OF CONTENTS**

### **CONTRACT DOCUMENTS PART 2 – APPENDICES**

DB SECTION 102 - APPENDIX 102A - PREVAILING WAGE RATES

DB SECTION 107 - APPENDIX 107A - FORMS

DB SECTION 108 - APPENDIX 108A - FORMS

DB SECTION 109 - APPENDIX 109A – FORMS

DB SECTION 110 - APPENDIX 110A - FORMS

DB SECTION 111 - APPENDIX 111A - FORMS

DB SECTION 112 - APPENDIX 112A - CONSTRUCTION QC INSPECTION

DB SECTION 112 - APPENDIX 112B - QUALITY CONTROL TESTING

DB SECTION 112 - APPENDIX 112C - CONSTRUCTION MANAGEMENT FORMS

**STATE OF DELAWARE**



**DEPARTMENT OF TRANSPORTATION**

**DESIGN-BUILD PROJECT**

for

**STATEWIDE PIPE  
REPLACEMENTS**

State Contract # T201607002

Federal Contract # EBROS-2016(26)

**RFP APPENDIX**

**102A**

**PREVAILING WAGE RATES**

STATE OF DELAWARE  
DEPARTMENT OF LABOR  
DIVISION OF INDUSTRIAL AFFAIRS  
OFFICE OF LABOR LAW ENFORCEMENT  
PHONE: (302) 451-3423

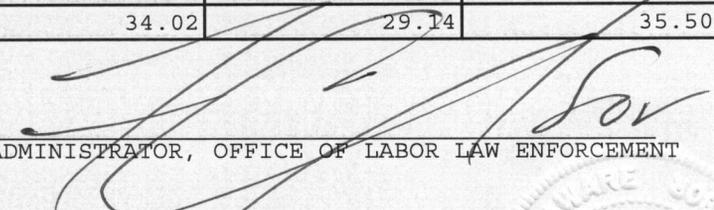
Mailing Address:  
225 CORPORATE BOULEVARD  
SUITE 104  
NEWARK, DE 19702

Located at:  
225 CORPORATE BOULEVARD  
SUITE 104  
NEWARK, DE 19702

PREVAILING WAGES FOR HIGHWAY CONSTRUCTION EFFECTIVE MARCH 15, 2016

CLASSIFICATION	NEW CASTLE	KENT	SUSSEX
BRICKLAYERS	50.49	50.49	14.98
CARPENTERS	52.81	52.81	41.97
CEMENT FINISHERS	31.10	30.96	26.79
ELECTRICAL LINE WORKERS	23.23	44.82	21.94
ELECTRICIANS	65.10	65.10	65.10
IRON WORKERS	43.56	24.64	26.17
LABORERS	33.59	39.35	38.63
MILLWRIGHTS	16.63	16.14	13.93
PAINTERS	63.14	63.14	63.14
PILEDRIVERS	68.57	24.52	27.82
POWER EQUIPMENT OPERATORS	41.90	40.89	29.07
SHEET METAL WORKERS	23.49	20.97	18.99
TRUCK DRIVERS	34.02	29.14	35.50

CERTIFIED: 10/28/2016

BY: 

ADMINISTRATOR, OFFICE OF LABOR LAW ENFORCEMENT

**NOTE:** THESE RATES ARE PROMULGATED AND ENFORCED PURSUANT TO THE PREVAILING WAGE REGULATIONS ADOPTED BY THE DEPARTMENT OF LABOR ON APRIL 3, 1992.

CLASSIFICATIONS OF WORKERS ARE DETERMINED BY THE DEPARTMENT OF LABOR. FOR ASSISTANCE IN CLASSIFYING WORKERS, OR FOR A COPY OF THE REGULATIONS OR CLASSIFICATIONS, PHONE (302) 451-3423.

NON-REGISTERED APPRENTICES MUST BE PAID THE MECHANIC'S RATE.

PROJECT: T201607002.01 Design Build Statewide Pipe Replacement, Statewide, DE ,

Superseded General Decision Number: DE20160020

State: DELAWARE

Construction Type: HIGHWAY

COUNTY: New Castle County in Delaware

HIGHWAY CONSTRUCTION PROJECTS

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.15 for calendar year 2016 applies to all contracts subject to the Davis-Bacon Act for which the solicitation was issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.15 (or the applicable wage rates listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2016. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

Modification Number                      Publication Date

0    06/17/2016

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 SUDE2016-002                              04/23/2015

	Rates	Fringes
Bricklayer	50.49	
Carpenter	52.81	
Cement Mason/Concrete Finisher	31.10	
ELECTRICIAN		
Electrician	65.10	
Line Worker	23.23	
Ironworker	43.56	
Laborer	33.59	
Millwright	16.63	
Painter	63.14	
Power Equipment Operator:		
Piledriver	68.57	
Power Equipment Operator	41.90	
Sheet Metal Worker	23.49	
Truck Driver	34.02	

-----  
 WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.  
 -----

Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29 CFR 5.5(a) (1) (ii)).

The body of each wage determination lists the classification and wage rates that have been found to be prevailing for the cited type(s) of construction in the area covered by the wage determination. The classifications are listed in alphabetical order of "identifiers" that indicate whether the particular rate is a

union rate (current union negotiated rate for local), a survey rate (weighted average rate) or a union average rate (weighted union average rate).

#### Union Rate Identifiers

A four letter classification abbreviation identifier enclosed in dotted lines beginning with characters other than “SU” or “UAVG” denotes that the union classification and rate were prevailing for that classification in the survey. Example: PLUM0198-005 07/01/2014. PLUM is an abbreviation identifier of the union which prevailed in the survey for this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number where applicable, i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. 07/01/2014 is the effective date of the most current negotiated rate, which in this example is July 1, 2014.

Union prevailing wage rates are updated to reflect all rate changes in the collective bargaining agreement (CBA) governing this classification and rate.

#### Survey Rate Identifiers

Classifications listed under an “SU” identifier indicated that no one rate prevailed for this classification in the survey and the published rate is derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As this weighted average rate includes all rates reported in the survey, it may include both union and non-union rates. Example: SULA2012-007 5/13/2014. SU indicates the rates are survey rates based on a weighted average calculation of rates and are not majority rates. LA indicates the State of Louisiana. 2012 is the year of survey on which these classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. 5/13/2014 indicates the survey completion date for the classifications and rates under that identifier.

Survey wage rates are not updated and remain in effect until a new survey is conducted.

#### Union Average Rate Identifiers

Classification(s) listed under the UAVG identifier indicate that no single majority rate prevailed for those classifications; however, 100% of the data reported for the classifications was union data. EXAMPLE: UAVG-OH-0010 08/29/2014. UAVG indicates that the rate is a weighted union average rate. OH indicates the state. The next number, 0010 in the example, is an internal number used in producing the wage determination. 08/29/2014 indicates the survey completion date for the classifications and rates under that identifier.

A UAVG rate will be updated once a year, usually in January of each year, to reflect a weighted average of the current negotiated/CBA rate of the union locals from which the rate is based.

### WAGE DETERMINATION APPEALS PROCESS

1.) Has there been an initial decision in the matter? This can be:

- \* an existing published wage determination
- \* a survey underlying a wage determination
- \* a Wage and Hour Division letter setting forth a position on a wage determination matter
- \* a conformance (additional classification and rate) ruling

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour Regional Office for the area in which the survey was conducted because those Regional Offices have responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations  
Wage and Hour Division  
U.S. Department of Labor  
200 Constitution Avenue, N. W.  
Washington, D. C. 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can

request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator  
U.S. Department of Labor  
200 Constitution Avenue, N. W.  
Washington, D. C. 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board  
U. S. Department of Labor  
200 Constitution Avenue, N. W.  
Washington, D. C. 20210

4.) All decisions by the Administrative Review Board are final.

END OF GENERAL DECISION

Superseded General Decision Number: DE20160019

State: DELAWARE

Construction Type: HIGHWAY

COUNTY: Kent County in Delaware

HIGHWAY CONSTRUCTION PROJECTS

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.15 for calendar year 2016 applies to all contracts subject to the Davis-Bacon Act for which the solicitation was issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.15 (or the applicable wage rates listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2016. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

Modification Number	Publication Date
0	06/17/2016

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SUDE2016-001	04/11/2016
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	Rates	Fringes
Bricklayer	50.49	
Carpenter	52.81	
Cement Mason/Concrete Finisher	30.96	
ELECTRICIAN		
Electrician	65.10	
Line Workers	44.82	
Ironworker	24.64	
Laborer	39.35	
Millwright	16.14	
Painter	63.14	
Power Equipment Operator:		
Piledriver	24.52	
Power Equipment Operators	40.89	
Sheet Metal Worker	20.97	
Truck Driver	29.14	

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WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

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Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29 CFR 5.5(a) (1) (ii)).

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A UAVG rate will be updated once a year, usually in January of each year, to reflect a weighted average of the current negotiated/CBA rate of the union locals from which the rate is based.

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1.) Has there been an initial decision in the matter? This can be:

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- \* a survey underlying a wage determination
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2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

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END OF GENERAL DECISION

FEDERAL DAVIS-BACON WAGE RATES 06/17/2016 DE21

General Decision Number: DE160021

STATE: Delaware

Construction Type: Highway

COUNTY: Sussex County in Delaware

HIGHWAY CONSTRUCTION PROJECTS

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.15 for calendar year 2016 applies to all contracts subject to the Davis-Bacon Act for which the solicitation was issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.15 (or the applicable wage rates listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2016. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

Modification Number	Publication Date
0	06/17/2016

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SUDE2016-003	04/23/2015
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	Rates	Fringes
Bricklayer	14.98	
Carpenter	41.97	
Cement Mason/Concrete Finisher	26.79	
ELECTRICIAN		
Electrician	65.10	
Line Worker	21.94	
Ironworker	26.17	
Laborer	38.63	
Millwright	13.93	
Painter	63.14	
Power Equipment Operator:		
Piledriver	27.82	
Power Equipment Operators	29.07	
Sheet Metal Worker	18.99	
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WELDERS: Receive rate prescribed for craft performing operation to which welding is incidental.

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U.S. Department of Labor  
200 Constitution Avenue, N. W.  
Washington, D. C. 20210

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Administrative Review Board  
U. S. Department of Labor  
200 Constitution Avenue, N. W.  
Washington, D. C. 20210

4.) All decisions by the Administrative Review Board are final.

END OF GENERAL DECISION

#### APPLICABILITY OF DAVIS-BACON LABOR STANDARD PROVISIONS TO FLAGGERS

The U.S. Department of Labor has established that the duties of flaggers working on contracts covered by the Davis-Bacon Act, are manual and physical in nature. Accordingly, all employees performing the work of flaggers on Davis-Bacon covered contracts shall be entitled to receive applicable prevailing wage rates.

\* \* \* \* \*

ALL AGENCY MEMORANDUM NO. 130  
U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON, DC 20210

#### GUIDELINES

##### HIGHWAY CONSTRUCTION

Highway projects include the construction, alteration, or repair of roads, streets, highways, runways, taxiways, alleys, trails, paths, parking areas, and other similar projects not incidental to building or heavy construction.

EXAMPLES: Alleys, Base Courses, Bituminous treatments, Bridle Paths, Concrete pavement, Curbs, Excavation and embankment (for road construction), Fencing (highway), Grade crossing elimination (overpasses and underpasses), Guard rails on highway, Highway signs, Highway bridges (overpasses, underpasses, grade separation), Medians, Parking lots, Parkways, Resurfacing streets and highways, Roadbeds, Roadways, Runways, Shoulders, Stabilizing courses, Storm sewers incidental to road construction, Street paving, Surface courses, Taxiways, and Trails.

ANY QUESTIONS REGARDING THE APPLICATION OF THE GUIDELINES ABOVE TO A PARTICULAR PROJECT OR ANY DISPUTES REGARDING THE APPLICATION OF THE WAGE SCHEDULES ARE TO BE REFERRED TO THE WAGE AND HOUR DIVISION, U.S. DEPARTMENT OF LABOR FOR RESOLUTION, AND THE INSTRUCTIONS OF THE WAGE AND HOUR DIVISION ARE TO BE OBSERVED IN ALL INSTANCES.

\* ALL AGENCY MEMORANDUM NO. 130  
U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON, DC 20210

**STATE OF DELAWARE**



**DEPARTMENT OF TRANSPORTATION**

**DESIGN-BUILD PROJECT**

for

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State Contract # [T201607002](#)  
Federal Contract # [EBROS-2016\(26\)](#)

**RFP APPENDIX**

**107A FORMS**

## FORM 107A- RIGHT-OF-WAY ACQUISITION SCHEDULE

<b>Status Legend</b>	<b>Acquired</b>	<b>All impacts identified</b>	<b>A</b>
		<b>All impacts identified</b>	<b>B</b>
	<b>Not yet acquired</b>	<b>Not all impacts identified</b>	<b>C</b>
		<b>Probable need for expropriation</b>	<b>D</b>

Parcel	Type	Location	Owner	Status	Design-Builder's Priority Number	Date Desired by Design-Builder *	Estimated Date Available

\*Individual parcels will be identified in these areas. Design-Builder is to provide priority and dates required for Right-of-Way in these areas based on alignment shift.

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**RFP APPENDIX**

**108A FORMS**

**SITE PROGRESS NARRATIVE FORMAT**

**Design-Builder:** \_\_\_\_\_

**Bridge Number:** \_\_\_\_\_

**Progress Report Number:** \_\_\_\_\_ **Period Covered:** \_\_\_\_\_  
(Enter inclusive dates)

1. Summary of design activity and progress:
  
  
  
2. Summary of construction activity and progress:
  
  
  
3. Price Components started and/or completed during period:

<b>Milestone</b>	<b>Started This Period (Enter date)</b>	<b>Completed This Period (Enter date)</b>
Preliminary Plans		
Semi-Final Plans		
Final Plans		
Site Construction		

4. Summary of Quality Control efforts:
  - a) Design (include results of any Design Reviews conducted during period):
  
  
  
  - b) Construction:
  
  
  
5. Summary of problems/issues that arose during the period and remaining issues to be resolved:
  
  
  
6. Summary of resolution of problems/issues raised in previous progress report or resolved during the period:
  
  
  
7. List of accident(s) during period (indicate type, frequency, and severity) and description of corrective actions taken:
  
  
  
8. Summary of critical issues and proposed resolution. Discuss actions planned to correct any negative float. Explain potential delays and/or problems and their estimated impact on performance and the overall completion date:



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Federal Contract # [EBROS-2016\(26\)](#)

**RFP**

**PART 2 - APPENDIX 109A**

**FORMS**

**DB SECTION 109**  
**LUMP SUM PRICE, PROGRESS, AND PAYMENT**

**APPENDIX 109A**

**FORMS INDEX**

Form 109-06	Certificate of Title to Materials Stored, or to be Stored, for Incorporation into Delaware Department of Transportation Project
Form CN-91	General Contractor's Certification of Payment
Form RPP	Request for Periodic Payment and Periodic Certification Summary Sheet
Forms PC1-PC3	See Instructions to Proposers, Appendix C Form SOV
See Instructions to Proposers, Appendix C Form SP	
See Instructions to Proposers, Appendix C	

## **FORM 109-06**

### **CERTIFICATION OF TITLE TO MATERIALS STORED, OR TO BE STORED, FOR INCORPORATION INTO DELAWARE DEPARTMENT OF TRANSPORTATION PROJECT**

WHEREAS, \_\_\_\_\_ hereafter referred to as the "Design-Builder," is engaged in the performance of the Contract with the Delaware Department of Transportation, hereafter referred to as the "Department," and

WHEREAS, in accord with the Design Plans and Project Specifications, the Design-Builder has purchased certain Materials for incorporation into the Contract Work from \_\_\_\_\_, hereafter referred to as the "Vendor," and

WHEREAS, these Materials referred to are as follows:

and,

WHEREAS, to comply with the provisions of the Contract Documents regarding payment of stockpiled Materials requiring certification of the Design-Builder's absolute legal title to the Materials described above and warrant of title to the same Materials to the Department, the Design-Builder and the Vendor have entered into the following agreement.

NOW, THEREFORE, and in consideration of the forgoing premises, the Design-Builder and the Vendor agree, with the intention of being bound hereby, as follows:

1. The Vendor has executed this document for the purpose of acknowledging that: the Vendor has made an outright sale and transfer of title for the above Materials to the Design-Builder free of all restrictions, filings, or liens; the Vendor is the lawful owner of the above Materials and has the right make such transfer of title; and the Vendor will not in the future make any claims whatsoever to such title.
2. The Design-Builder certifies and represents that it is the lawful holder of the absolute legal title to the above Materials and has full legal right, power, and authority to sell and transfer such title without restrictions, filings, or liens of any kind on the part of the Vendor and/or any Subcontractor.
3. The Design-Builder, Vendor, and/or any Subcontractor and their successors and assigns, will and do by these presents warrant title to the above described Materials to the Department.
4. In the event that the Vendor has sold the above described Materials to a Subcontractor of the Design-Builder, this Certification of Title is hereby amended at all applicable points to reflect this fact. By the execution of this certification, any such Subcontractor is acknowledging that: such Subcontractor has made an outright sale and transfer of title for the above Materials to the Design-Builder free of all restrictions, filings, or liens; such Subcontractor is the lawful owner of the above Materials and has the right to make such transfer of title; and such Subcontractor will not in the future make any claims whatsoever to such title.

IN WITNESS WHEREOF, the parties hereto have caused this Certification of Title to be executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**ATTEST:     DESIGN-BUILDER**

\_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

**ATTEST:     SUBCONTRACTOR**

\_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

**ATTEST:     VENDOR**

\_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_



**\*NOTE: FAILURE TO PROVIDE COMPLETE INFORMATION WILL DELAY FUTURE PAYMENTS UNTIL COMPLETE AND ACCURATE INFORMATION IS PROVIDED. IF AUDIT OF PAYMENTS MADE REVEALS INFORMATION IS INCORRECT, INCOMPLETE, OR HAS BEEN FALSIFIED, CONTRACTOR MAY BE BARRED FROM BIDDING FUTURE WORK IN ACCORDANCE WITH STANDARD SPECIFICATION SECTION 102.11, DISQUALIFICATION OF BIDDERS.**

Sealed and dated this \_\_\_\_\_ day of \_\_\_\_\_ in the year of our Lord two thousand and \_\_\_\_\_ (20 ).

Corporate

Seal

\_\_\_\_\_

Name of Contractor

Attest \_\_\_\_\_

By: \_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Title

SWORN TO AND SUBSCRIBED BEFORE ME this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Notary

Seal

\_\_\_\_\_

Notary

**NOTE: Submitting this document containing information that is not true may constitute additional criminal offenses, in addition to those set out in 17 Del. C. Ch. 8.**

Distribution: Project File, Civil Rights (DBE)

**FORM RPP**

**Request for Periodic Payment and Periodic Certifications  
Summary Sheet**

Bridge ID Number: \_\_\_\_\_

Payment Request No: \_\_\_\_\_

Period of: \_\_\_\_\_

Date Request Submitted: \_\_\_\_\_

Date Rec'd by Dept. PM: \_\_\_\_\_

**SITE SUMMARY:**

<b>Project Component Code</b>	<b>Site Component Value</b>	<b>Site Amount Earned Previous Periods</b>	<b>Site Amount Earned This Period</b>	<b>Site Amount Remaining to be Billed</b>
PC 1, General Requirements				
PC 2, Design				
PC 3, Construction				
<b>TOTAL SITE COST</b>				

**PROJECT SUMMARY:**

<b>Project Component Code</b>	<b>Project Component Value</b>	<b>Project Amount Earned Previous Periods</b>	<b>Project Amount Earned This Period</b>	<b>Project Amount Remaining to be Billed</b>
PC 1, General Requirements				
PC 2, Design				
PC 3, Construction				
<b>TOTAL PROJECT COST</b>				

**FORM RPP**

**Progress and Quality Certification:**

We hereby certify that all Work performed meets Contract requirements and that the cumulative amount earned at end of the period covered by this request and certificate are correct to the best of our knowledge.

**For the Design-Builder:**

Signed: \_\_\_\_\_  
Printed or Typed Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Design-Builder's Project Manager or Deputy                      QC Manager

**Designer's Certification:**

I hereby certify that responsible design staff have examined the site and the Work under construction and have, based on their professional judgment, determined that the site conditions appear to be consistent with those represented by the design documents and that the Work is progressing in accordance with the Design Plans and Project Specifications.

Signed: \_\_\_\_\_  
Printed or Typed name: \_\_\_\_\_  
Date: \_\_\_\_\_

Design Manager

---

**Department Endorsement:**

I hereby confirm the achievement of the cumulative amount earned to date indicated herein and concur with this request and certificate except as noted below or attached.

**For Department:** \_\_\_\_\_ (Signature)                      \_\_\_\_\_ (Date)  
\_\_\_\_\_ Project Manager                      \_\_\_\_\_ (Date)

**STATE OF DELAWARE**



**DEPARTMENT OF TRANSPORTATION**

**DESIGN-BUILD PROJECT**

for

**STATEWIDE PIPE  
REPLACEMENTS**

State Contract # [T201607002](#)  
Federal Contract # [EBROS-2016\(26\)](#)

**RFP**

**DB SECTION 111**

**APPENDIX 111A - FORMS**

**FORMS INDEX**

Form DR

Design Review Comments

Form NCR-D

Design Non-Conformance Report



**FORMDR**

**DESIGN REVIEW COMMENTS**

Sheet \_\_\_\_\_ of \_\_\_\_\_

No	Ref	Comment	Initial Disposition	Response	Final Disposition	Verification

*Dispositions: A = Will incorporate; B = Will evaluate; C = Delete comment; D = Will incorporate in next submittal*  
*Project QA File: \_\_\_\_\_*

---

**FORMNCR-D**

**DESIGN NON-CONFORMANCE REPORT**

From: \_\_\_\_\_ Date: \_\_\_\_\_  
(Name and initials of Design QC Manager or Department's PM or Designee)

To: \_\_\_\_\_  
(Names of Design-Builder and Responsible Engineer)

Project name/Number: \_\_\_\_\_ Design Unit ID: \_\_\_\_\_

Copy: **Department's Project Manager**

Transmittal/File No. \_\_\_\_\_ Applicable Contract Requirement: \_\_\_\_\_  
(Part and Section Number)

The design Work on the referenced Design Unit is not in conformance with the noted Contract requirement for the reasons stated below (Attach additional sheets as necessary):

---

---

**RESOLUTION:** \_\_\_\_\_ Date: \_\_\_\_\_

From: \_\_\_\_\_  
(Names and initials of Design-Builder's Project Manager and Responsible Engineer)

To: **Department's Design Compliance Engineer and Project Manager**

The above noted design non-conformance has been corrected and/or resolved as indicated below (attach additional sheets as necessary):

Acknowledgement of Receipt: \_\_\_\_\_ Date: \_\_\_\_\_  
(Name & initials of Department's PM/Designee)

Send copy of completed, acknowledged form to the Design-Builder's and Department's Project Manager's files.

**STATE OF DELAWARE**



**DEPARTMENT OF TRANSPORTATION**

**DESIGN-BUILD PROJECT**

for

**STATEWIDE PIPE  
REPLACEMENTS**

State Contract # [T201607002](#)

Federal Contract # [EBROS-2016\(26\)](#)

**RFP APPENDIX**

**112A**

**CONSTRUCTION QUALITY CONTROL INSPECTION**

### **Quality Control Inspection Requirements**

The following pages indicate the activities, procedures, Approvals and processes that should be reviewed, inspected, and or verified as part of the Design-Builder's Quality Control program. Some of the activities listed may not be applicable to this Project. References in the Documentation (Forms) column are to forms in the Department's Materials and Research Manual (Form LB-xx), the Department's Construction Manual or as otherwise noted.

**Not all activities, procedures, Approvals and processes may be applicable to this Project.**

**[http://deldot.gov/information/pubs\\_forms/manuals/construction\\_manual/index.shtml](http://deldot.gov/information/pubs_forms/manuals/construction_manual/index.shtml)**

**[http://deldot.gov/information/pubs\\_forms/manuals/mat\\_research/index.shtml](http://deldot.gov/information/pubs_forms/manuals/mat_research/index.shtml)**

ACTIVITY	INSPECTION REQUIREMENT	DOCUMENTATION FORMS(S)
All	<ul style="list-style-type: none"> <li>• Location and type of work</li> <li>• Personnel and Equipment</li> <li>• Weather and Site conditions</li> <li>• Checks for compliance with Design Plans and Project Specifications</li> <li>• Extent of Work</li> <li>• Problems encountered</li> </ul>	Inspectors Daily Report (IDR) Daily Construction Diary
Signs and Barricades	<ul style="list-style-type: none"> <li>• Location, stationing and distance from edge of road Visibility, height above road, condition of signs</li> <li>• Daily to ensure condition</li> <li>• Night inspections initial and periodic for reflectivity</li> </ul>	Traffic Control Devices (NDE-6)
Clearing and Grubbing	<ul style="list-style-type: none"> <li>• Clearing and grubbing limits</li> <li>• Disposal</li> <li>• Protection of surroundings from damage</li> <li>• Removal of large roots and stumps</li> <li>• Backfill of areas as required (compaction and material)</li> <li>• Blading the site to ensure drainage</li> <li>• Temporary erosion control               <ul style="list-style-type: none"> <li>~ Mulch</li> <li>~ Seeding</li> <li>~ Slope drains</li> <li>~ Silt Fencing</li> <li>~ Inlet Protection</li> <li>~ Check Dams</li> </ul> </li> </ul>	

ACTIVITY	INSPECTION REQUIREMENT	DOCUMENTATION FORMS(S)
Removals	<ul style="list-style-type: none"> <li>• Ensure that only designated structures, facilities or obstructions are removed or relocated</li> <li>• Backfill, compaction and compactive effort</li> <li>• Proper notifications given for removal of under-ground storage tanks and other hazardous materials</li> <li>• Legal Disposal of materials</li> </ul>	Form LB-68 Summary of Field Density Tests
Utility Relocation	<ul style="list-style-type: none"> <li>• Located clear of construction</li> <li>• Backfills adequately compacted</li> </ul>	
Culverts and Storm Drains	<ul style="list-style-type: none"> <li>• Adequate structure</li> <li>• Backfill material, bedding material and fabrics sampled and approved by QC Engineer, accepted by DOT</li> <li>• Damage in transit</li> <li>• Certificate of Delivery</li> <li>• Excavation</li> <li>• Laying pipe</li> <li>• Bedding and Backfill</li> <li>• Joints closed and wrapped</li> <li>• Compaction and compactive effort</li> </ul>	Form LB 68 Summary of Field Density Tests  Form LB 92 RCP Report
Earthwork	<ul style="list-style-type: none"> <li>• Area preparation</li> <li>• Soils sampled and approved</li> <li>• Lift thickness</li> <li>• Compaction and compactive effort</li> <li>• Slope and Grade</li> </ul>	Form LB-68 Summary of Field Density Tests
Trench, Culvert and Structural Excavation	<ul style="list-style-type: none"> <li>• Safety</li> <li>• Support and protective system</li> <li>• Legal Disposal of excavated material</li> </ul>	

ACTIVITY	INSPECTION REQUIREMENT	DOCUMENTATION FORMS(S)
Geotextile	<ul style="list-style-type: none"> <li>• Brand name and type</li> <li>• Protection of material</li> <li>• Material acceptance</li> </ul>	
Stone Base	<ul style="list-style-type: none"> <li>• Area preparation</li> <li>• Material sampled, approved (QC Eng.) accepted (DOT)</li> <li>• Compaction and compactive effort</li> <li>• Curing membrane</li> </ul>	LB-68 Summary of Field Density Tests  LB-50 Fine Aggregate Report
Asphaltic Concrete	<ul style="list-style-type: none"> <li>• Surface prepared</li> <li>• Materials sampled and approved (QC Eng.), accepted (DOT)</li> <li>• Plant and Equipment calibrated and approved</li> <li>• Temporary traffic tape</li> <li>• Signing and Flagging</li> <li>• Certified technicians</li> <li>• Weather conditions</li> <li>• Mix design submitted and approved</li> <li>• Plant operation</li> <li>• Temperature of mix</li> <li>• Spreading and finishing</li> <li>• Compaction/pavement density</li> <li>• Joints</li> <li>• Surface tolerances</li> </ul>	LB 21 Asphalt Plant Lab Inspection List LB 24 Bituminous Concrete Plant Activity Report LB 26 Gyrotory Method LB 29 Box Sample Tag LB 30 Box Sample Worksheet LB 36 Asphalt Sample Tag LB 37 Drilled Core Worksheet LB 65 Hot-mix Request for Compaction Waiver LB 68 Summary of Field Density Tests LB 69 Inspection and Calibration of Batching Equipment Special Provision 401699

	<b>INSPECTION REQUIREMENT</b>	<b>DOCUMENTATION FORMS(S)</b>
Portland Cement Concrete Paving	<ul style="list-style-type: none"> <li>• Surface prepared</li> <li>• Materials sampled and approved (QC Eng.), accepted (DOT)</li> <li>• Plant and Equipment calibrated and approved</li> <li>• Forms</li> <li>• Dowels and Load transfer devices</li> <li>• Mix design submitted and approved</li> <li>• Placing and spreading concrete</li> <li>• Finishing and texturing</li> <li>• Joints</li> <li>• Surface tolerance</li> <li>• Slump and air</li> <li>• Curing</li> <li>• Removing forms (fixed form paving)</li> <li>• Protection of pavement</li> <li>• Sealing joints</li> </ul>	LB 1 through 12 LB 60 through 65B LB 69 LB 76 through 87 LB 130-135
Incidental Concrete Work – Sidewalks, Curbs, Drives, etc.	<ul style="list-style-type: none"> <li>• Surface prepared</li> <li>• Compaction and Compactive effort for base material</li> <li>• Forms</li> <li>• Mix design submitted and approved</li> <li>• Depth</li> <li>• Cylinders</li> <li>• Curing</li> </ul>	LB 68 Summary of Field Density Tests  QA reports
Driven Piles  (continued on next page)	<ul style="list-style-type: none"> <li>• Type, size, and length of pile</li> <li>• Materials approved and accepted during fabrication</li> <li>• Test piles driven and loaded</li> <li>• Pile lengths approved</li> <li>• Installation plan and equipment approved</li> <li>• Location of piles</li> <li>• Storing, handling and damage to piles before and during driving</li> </ul>	Pile Driving Record Pile Driving Summary Test Pile Driving Record (CN-59)

	<ul style="list-style-type: none"> <li>• Adequate bearing capacity achieved</li> </ul>	
<b>ACTIVITY</b>	<b>INSPECTION REQUIREMENT</b>	<b>DOCUMENTATION FORMS(S)</b>
Drilled Shafts	<ul style="list-style-type: none"> <li>• Installation plan</li> <li>• Safety</li> <li>• Excavation and material disposal methods</li> <li>• Casings – temporary and/or permanent</li> <li>• Slurry</li> <li>• Location, size and alignment</li> <li>• Reinforcing steel (Storage, handling, sampled and approved, tying, splicing)</li> <li>• Concrete mix design</li> <li>• Concrete placement and finishing</li> <li>• Verification of integrity of shafts</li> </ul>	LB 11 Compression Testing Report LB 62 Air and Slump Report LB 90 Reinforcing Steel Report
Structural Concrete	<ul style="list-style-type: none"> <li>• Forms, re-steel and equipment</li> <li>• Weather</li> <li>• Ambient temperature</li> <li>• Slump and air tests</li> <li>• Placement and vibrating</li> <li>• Cylinders</li> <li>• Surface finish</li> <li>• Curing</li> </ul>	LB 1 through 12 LB 62 Air and Slump Report LB 64 Bridge Deck Survey LB 76 through LB 87 LB 130 through LB 135  QA reports on Slump and Air, cylinders
Reinforcing Steel	<ul style="list-style-type: none"> <li>• Storage and handling</li> <li>• Sampled and approved (QC Eng.), accepted (DOT) at shop</li> <li>• Placement and fastening</li> <li>• Splices</li> </ul>	LB 90

ACTIVITY	INSPECTION REQUIREMENT	DOCUMENTATION FORMS(S)
Prestressed Concrete Units	<ul style="list-style-type: none"> <li>● Fabrication               <ul style="list-style-type: none"> <li>~ Equipment approval</li> <li>~ Concrete mix design</li> <li>~ Concrete placement and vibration</li> <li>~ Dimensional tolerance and camber</li> <li>~ Approved forms</li> <li>~ Curing</li> <li>~ Tensioning</li> <li>~ Storage and transportation</li> </ul> </li> <li>● When receiving units               <ul style="list-style-type: none"> <li>~ Inspector's stamp of approval</li> <li>~ Certificate of delivery</li> <li>~ Damage during shipment</li> <li>~ Dimensional tolerance, camber, etc.</li> <li>~ Visual defects</li> </ul> </li> <li>● Erection</li> <li>● Repair of defects</li> </ul>	LB 1 through 12 LB 63 LB 65B LB 69 LB76 through 84 LB 86 and 87 LB 100  QA reports (DOT) for fabrication and upon receipt
Structural Steel	<ul style="list-style-type: none"> <li>● Fabrication               <ul style="list-style-type: none"> <li>~ Shop drawings</li> <li>~ Mill test reports</li> <li>~ Storage of materials and fabricated items</li> <li>~ Shop Assembly</li> <li>~ Certified test reports for bolts, nuts, etc.</li> <li>~ Coating</li> </ul> </li> <li>● Field Erection               <ul style="list-style-type: none"> <li>~ Sequence</li> <li>~ Falsework</li> <li>~ Site storage and handling</li> <li>~ Connections</li> </ul> </li> </ul>	QA reports (DOT) for fabrication and upon receipt

ACTIVITY	INSPECTION REQUIREMENT	DOCUMENTATION FORMS(S)
Bridge Bearings	<ul style="list-style-type: none"> <li>• Materials</li> <li>• Fabrication</li> <li>• Protective coatings</li> <li>• Bearing surface preparation</li> <li>• Anchor Bolts</li> <li>• Pad installation</li> </ul>	
Bridge Joint Systems  Structural Steel Paint System	<ul style="list-style-type: none"> <li>• Materials</li> <li>• Fabrication</li> <li>• Cleaning</li> <li>• Assembly</li> <li>• Installation               <ul style="list-style-type: none"> <li>~ Preparation</li> <li>~ Handling and Storage</li> </ul> </li> <li>• Materials               <ul style="list-style-type: none"> <li>~ Abrasive</li> <li>~ Paint</li> <li>~ Paint Inspection Equipment</li> </ul> </li> <li>• Cleaning</li> <li>• Paint application methods</li> <li>• Shop Painting</li> <li>• Field Painting</li> </ul>	
Superstructure Slabs and Approach Slabs  (continued on next page)	<ul style="list-style-type: none"> <li>• Forming               <ul style="list-style-type: none"> <li>~ Forms</li> <li>~ Support Systems</li> <li>~ Haunch depths</li> <li>~ Joints</li> <li>~ Drainage</li> </ul> </li> <li>• Placing and fastening reinforcing steel</li> </ul>	LB 1 through 12 LB 60 through 65B LB 68 LB 69 LB 76 through 87 LB 90 LB 130-135

ACTIVITY	INSPECTION REQUIREMENT	DOCUMENTATION FORMS(S)
Permanent Erosion Control	<ul style="list-style-type: none"> <li>• Base (compaction and compactive effort)</li> <li>• Concrete Operations               <ul style="list-style-type: none"> <li>~ Prior to placing</li> <li>~ Placing sequence</li> <li>~ Adequacy of personnel and equipment</li> <li>~ Concrete supply</li> <li>~ Curing materials</li> <li>~ Admixtures                   <ul style="list-style-type: none"> <li>○ Weather and Temperature</li> <li>○ Placing</li> <li>○ Finishing</li> <li>○ Curing</li> </ul> </li> </ul> </li> <li>• Final dressing of area</li> <li>• Area determinations</li> <li>• Spread rate for seed and fertilizer</li> <li>• Materials</li> <li>• Watering</li> </ul>	LB 97 Seed Sample Tag
Maintenance and Protection of Traffic	<ul style="list-style-type: none"> <li>• Materials</li> <li>• Surface Condition</li> <li>• Intersecting Traffic</li> <li>• Dust Control and Spillages</li> <li>• Flaggers</li> <li>• Delineation and Guiding Devices</li> <li>• Construction signs, temporary barriers, barricades and Lighting</li> <li>• Pavement markings</li> <li>• Pavement drop-off protection</li> </ul>	Traffic Control Devices (NDE 6)

ACTIVITY	INSPECTION REQUIREMENT	DOCUMENTATION FORMS(S)
Pavement Markings	<ul style="list-style-type: none"><li>• Atmospheric conditions</li><li>• General requirements</li><li>• Materials</li><li>• Surface cleaning and preparation</li><li>• Equipment</li><li>• Application of markings</li></ul>	LB 52 Traffic Markings Report LB 88 Traffic Marking Paint

**STATE OF DELAWARE**



**DEPARTMENT OF TRANSPORTATION**

**DESIGN-BUILD PROJECT**

for

**STATEWIDE PIPE  
REPLACEMENTS**

State Contract # [T201607002](#)

Federal Contract # [EBROS-2016\(26\)](#)

**RFP APPENDIX**

**112B**

**QUALITY CONTROL TESTING FREQUENCY AND  
METHODS**

**Testing Frequency and Methods:**

The testing frequencies required can be found in the Department's Materials and Research Manual at the end of Part B, Minimum Testing and Certification Requirements under the heading "[Quantities List in pdf format](#)".

This list is inclusive of all items that have been used on Department projects. The Design Builder is only required to perform the number and types of tests for the items that he is incorporating into the project. The item numbers correlate to those found in the Department's Standard Specifications, August 2001.

**STATE OF DELAWARE**



**DEPARTMENT OF TRANSPORTATION**

**DESIGN-BUILD PROJECT**

for

**STATEWIDE PIPE  
REPLACEMENTS**

State Contract # [T201607002](#)

Federal Contract # [EBROS-2016\(26\)](#)

**RFP APPENDIX**

**112C**

**CONSTRUCTION MANAGEMENT FORMS**

## STANDARD CONSTRUCTION MANAGEMENT FORMS

This Appendix shows examples of commonly used forms listed in alphabetical order.

<b>FORM</b>	
Checklist for Submission of Final Estimate (CN-28)	1
Contractor's Two Week Schedule (CN-10)	3
Core Drill Report (LB-75)	4
Daily Construction Diary	5
Daily Force Account (CN-42)	7
Daily Quantity Sheet	8
Field Change Order Form	12
Field Inspection Document (CN-78)	13
Inspector's Daily Report	14
Routine Labor Relations Interview (CN-30)	19
Source Document	20
Source of Supply Form	21
Temporary Agreement to Trespass	22
Traffic Control Devices	24
Traffic Markings Report (LB-52)	25

# STATE OF DELAWARE DEPARTMENT OF TRANSPORTATION CONSTRUCTION

CONTRACT NO. \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

DISTRICT \_\_\_\_\_

SUBMISSION BY \_\_\_\_\_

DATE \_\_\_\_\_

**CHECK LIST FOR SUBMISSION OF FINAL ESTIMATE**

CHECK ONE BLOCK OPPOSITE EACH ITEM

		SUBMITTED HEREWITH	SUBMITTED PREVIOUSLY	NOT REQUIRED
1.	RPP Form (Prepared as Final)			
2.	Inspection Reports (IDRs)			
3.	Materials Tests, weight tickets, etc.			
4.	Construction Diary or Diaries			
5.	“AS BUILT” Plans			
6.	CN-91			
7.	CN-102 (General Contractor Release)			
8.	CN-103 (Subcontractor Release)			
9.	FHWA-47*			
10.	Bonding Company Release			
11.	Contractor & Subcontractors Payroll Submission Up to Date			

**RECEIVED AND UP TO DATE**

- |   |                          |     |                          |    |
|---|--------------------------|-----|--------------------------|----|
| 1. Materials Source Approvals           | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 2. Materials Certifications as Required | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 3. Approval of ALL Subcontractors       | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

\*Required on all Federal-Aid oversight Contracts OVER \$1,000,000.00 on NHS roadways except Beautification Contracts.

PLEASE SUBMIT THIS FORM WITH ALL FINAL ESTIMATES

CN-28 6/99

# CONTRACTOR'S TWO WEEK SCHEDULE

CONTRACT NUMBER: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

CONTRACT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

FOR WEEK BEGINNING MONDAY: \_\_\_\_\_

TO MONDAY: \_\_\_\_\_

ACTIVITY	LOCATION	M	T	W	T	F	S	S	M	T	W	T	F	S	S

REMARKS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_













**STATE OF DELAWARE  
DEPARTMENT OF TRANSPORTATION**

FIELD INSPECTION DOCUMENT  
(For Estimated Fixed Quantity Items)

Contract #: \_\_\_\_\_  
Date: \_\_\_\_\_

This document's to the record that the following inspection was performed in a sound engineering manner to the extent which my judgment deemed necessary:

- Forms for P.C.C. Masonry
- Rebars for P.C. C. Masonry
- \_\_\_\_\_

(Mark one)

- Estimated fixed quantity item
- \_\_\_\_\_

Location and/or description of inspected work

\_\_\_\_\_  
\_\_\_\_\_

(Mark one)

- The work reasonably conformed to the plans, specifications or applicable approved changes.
- \_\_\_\_\_

Signed \_\_\_\_\_



Remarks

Sketches
----------

Materials Received
--------------------

**Visitors:**

Inspector \_\_\_\_\_

**STATE OF DELAWARE  
DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS**

**ROUTINE LABOR RELATIONS INTERVIEW**

Project Name \_\_\_\_\_

1. Contractor or subcontractor (Employer) \_\_\_\_\_

2. Contract Number \_\_\_\_\_

Employee Statements

3. Name \_\_\_\_\_

4. Address \_\_\_\_\_

5. Work Classification(s) \_\_\_\_\_  
 Wage Rate (s) Received \_\_\_\_\_  
 (If apprentice, give period of training)

6. Have you seen the posted minimum wage rates for this job?  Yes  No

7. Are you paid your full wages regularly each week without any deductions other than social security, income tax, U. S. Savings Bonds, medical or hospitalization insurance, or regular union initiation fees or membership dues?  Yes  No

8. Have you done work which you believe you should have been paid for at a higher rate i.e., have you been misclassified?  Yes  No

9. Additional Comments \_\_\_\_\_

Interviewer's Comments

10. Work employee was performing when interviewed.

11. Were minimum wage rates properly posted?  Yes  No

12. Other pertinent comments.

DATE	TIME	Title of Interviewer	Signature of Interviewer	DISTRICT
------	------	----------------------	--------------------------	----------

For use of Checker

13. Is above information in agreement with payroll data?  Yes  No

14. Is above information in agreement with requirements?  Yes  No

15. Additional Comments \_\_\_\_\_

Date of Check	Title	Signature
---------------	-------	-----------

Contract No.	Field Measurements And	Source Document #	Date:
Item:	Preliminary Calculations of Quantities	By:	Date:
		Entered In:	Date:



**TEMPORARY AGREEMENT TO TRESPASS**

The State of Delaware, Department of Transportation, Division of Transportation Solutions requests your permission to trespass upon your property in order to perform work that is necessary under Contract No. \_\_\_\_\_ as described below: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This does not imply conveyance of any of your land. All work will be done at the expense of the State unless otherwise specified above.

DeIDOT shall cause its Design-Builder to indemnify, defend and hold harmless owner and its agents from and against any costs or damage of any kind, including attorney fees arising out of the Contractors entry upon lands of owner. DeIDOT shall cause its Design-Builder to leave property in pre-entry condition.

This Agreement shall terminate upon completion of the work. If the foregoing meets with your approval, please signify by signing this agreement.

\_\_\_\_\_  
Property Owner' Name

\_\_\_\_\_  
Recommended By  
(Design-Builder Construction Manager)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Address

\_\_\_\_\_  
Approved (Project Manager)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

cc: District Office  
Right of Way Office  
Project Manager



**STATE OF DELAWARE DEPARTMENT  
OF TRANSPORTATION MATERIALS &  
RESEARCH**

**Traffic Markings Report (ENGLISH)**

Test No. \_\_\_\_\_ Contract \_\_\_\_\_  
 Sample of \_\_\_\_\_ Date \_\_\_\_\_ Sampled \_\_\_\_\_  
 \_\_\_\_\_ Sampled by \_\_\_\_\_ Date \_\_\_\_\_  
 Received \_\_\_\_\_ Contractor \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_ Tested \_\_\_\_\_  
 \_\_\_\_\_ Manufacturer \_\_\_\_\_ Quantity \_\_\_\_\_  
 \_\_\_\_\_ Supply Location \_\_\_\_\_ Code \_\_\_\_\_  
 \_\_\_\_\_ Batch No. \_\_\_\_\_

TEST	RESULTS	SPECIFICATION
Wgt of a gal. @ 77 °F	_____	_____ +0.25
Consistency @ 77 °F, (Krebs Units) _____	_____	_____ +5 Drying Time @
_____ mils, (mins.)	_____	_____
Non-Volatile Content, %	_____	_____ +2%
Pigment Content, %	_____	_____ +2%
Non-Volatile in Vehicle, %	_____	_____ +2%

Reference to Pennsylvania Traffic Markings Performance Program.

Remarks:

Material represented by this sample has been \_\_\_\_\_

Tested by \_\_\_\_\_

Reported by \_\_\_\_\_

Laboratory Manager