

**SECTION 3**  
**PROJECT START/DIARY/PROGRESS REPORT**

CONSTRUCTION STATUS .....	3-1
Enter/Change Construction Status in CARS .....	3-2
PRECONSTRUCTION CONFERENCE .....	3-3
PROJECT DIARY .....	3-6
Enter Project Diary Information in CARS .....	3-7
Supplemental Project Diary Entries .....	3-8
WEEKLY PROGRESS REPORTS .....	3-9
Construction Project Road Conditions Reporting .....	3-11
Submission of Weekly Progress Reports .....	3-11
Create Weekly Progress Report in CARS .....	3-11
Work Detail Categories Chart .....	3-13
Project Permits.....	3-14
Vertical Clearances.....	3-16

## CONSTRUCTION STATUS

The Change in Status is used to start, suspend or resume time charges on a project or to indicate that the project is completed.

Depending on the type of completion date shown in the bidder's proposal, time charges for a project begin on:

- ▶ The date shown on the Time for Completion page of the bidder's proposal for the project
- ▶ The proposed starting date indicated by the contractor on the Proposed Progress Chart. This chart is found in the bidder's proposal.

-OR-

- ▶ The actual date work starts on the project

Use whichever date is the earliest.

Time charges may be suspended when the contractor will not be working on the project for a prolonged period of time. Time charges are most commonly suspended for the winter months when conditions are unfavorable for project work to continue. It could also be used if time charges are started for some preliminary project work that is performed and completed and the rest of the project work will not begin for some time.

Quantities can be entered into CARS and progressive estimates can be generated when time charges are suspended. Weekly Progress Reports can not be made until time charges are resumed.

Time charges are resumed whenever the project has been in a state of suspension and the contractor starts working again.

The status of the project is changed to Completed when all work has been finished. Weekly Progress Reports cannot be made after this date but quantities can be entered and estimates can be made.

The start date entered in the Change of Status will be used to compute time charges on the Weekly Progress report. The start and completion dates are also used on the Project Time for Completion.

Paper copies and distribution of the Change in Status is no longer required. The status of a project can be viewed in CARS at any time. An email is sent to the Construction Engineer and the FHWA whenever the status of a project is changed.

## **Enter/Change Construction Status in CARS**

To enter or change the Construction Status:

1. From the Main Menu, click on the Construction Status link. The Construction Status Selection Page is displayed.
2. Click on the Add button. The Construction Status Maintenance page is displayed.
3. In the drop down box for Status, pick if the project is Started, Suspended, Resumed or Completed.
4. Enter the date of the status change.
5. Enter remarks about the status change. Remarks are required when the project is suspended.

If project work has not started and it is necessary to process a progressive estimate to pay for items such as contract bond or stockpiled material, the construction status must be shown as Started in order to generate the estimate. After the estimate has been made, change the status to Suspended using the same date as the Started date. This must be done so the project doesn't appear on the Road Construction Map or get reported on the 511 system. When actual work starts on the project, a construction status of Resumed will be added with the date on which times charges start from the contract documents or the actual date work starts on the project, whichever is earliest.

The last change of status can be edited up until the time when the project status is changed again.

## PRECONSTRUCTION CONFERENCE

Requirements for the preconstruction conference are outlined in Standard Specification 108.01 A. The purpose of the preconstruction conference is for all interested parties to review contract requirements, the construction details and proposed work schedule prior to construction.

Representatives from the following organizations are typically invited to the conference:

1. DOT
2. The prime contractor and subcontractors
3. City and/or county
4. Utility companies
5. Railroads
6. Federal Highway Administration

The project engineer will conduct the conference and keep notes on items discussed. The project engineer will send a memo summarizing items discussed to the Prime Contractor with copies to any subcontractors. Original to be put in CARS/Filenet.

Click here for a general [Preconstruction Conference Agenda Template](#)

Store this to your c:\Documents and Settings\yourusername\Application Data\Microsoft\Templates

A general outline of information to be discussed at the conference and included in the memo is listed below. Additional items may be added depending on the type of project.

1. Project number
2. Date the conference is held
3. List of those attending the conference and their organization
4. The contractor should submit their Erosion Control Plan and where applicable, their Storm Water Pollution Prevention Plan. Additional information on erosion control and the storm water pollution prevention plans can be found on the North Dakota Health Department's website at:  
[www.health.state.nd.us/wq/Storm/Construction/ConstructionHome.htm](http://www.health.state.nd.us/wq/Storm/Construction/ConstructionHome.htm).
5. Discuss the contractor's safety and sanitation policy. They may submit a copy of their company policy. The discussion should include:
  - a. Basic safety requirements such as first aid kits, emergency numbers, trained personnel. The contractor's safety officer should be named.

- b. All workers within the R/W of any road eligible for federal aid to wear an ANSI/ISEA 107-2004 compliant vest
  - c. Sanitation facilities and location
6. EEO & Affirmative Action Plan/DBE Requirements
- a. The contractor may submit copies of their EEO and Affirmative Action plan
  - b. The EEO Officer will be named.
  - c. DBE participation goals will be discussed
  - d. SFN 9423 Pre-Job Conference – Equal Employment Opportunity, Labor Standards, and DBE Participation Information form will be reviewed. The prime contractor and all subcontractors present will sign the form. The original copy is sent to the Civil Rights Office. Copies will be sent along with the preconstruction conference memo to the contractor and subcontractors and a copy is retained for the project file.
  - e. Work site bulletin board and poster requirements will be discussed. Posters will be furnished for the contractor and all subcontractors.
7. The plans, specifications and construction procedures will be discussed.
- a. Specification Section 104.06 Claims for Extra Compensation
    - Discuss the Notice of Intent to File a Claim and hand out the form
    - Discuss the terms for submission
  - b. The contractor must have a superintendent on the project at all times (Section 105.02). The contractor should name their superintendent.
  - c. Discuss the submission of material certifications and shop drawings
    - The project engineer provides the contractor with a list of materials that require shop drawings or certifications
  - d. Discuss payroll procedures and submission
  - e. Railroad protective liability insurance
  - f. Procedures for requesting subcontracts
  - g. The contractor should provide a list of all subcontractors and their work description. The contractor should also provide a list of suppliers.
  - h. Discuss the contractor's starting date, work schedule and starting location
  - i. Utilities – input from utilities representatives
  - j. Field laboratory requirements
  - k. Discuss traffic control
    - Signing prior to the start of construction
    - Signing and sign maintenance during construction
    - Inclement weather
    - Name designated watch person and discuss submission of watch person logs
  - l. Structural contracts
    - Suppliers for:
      - Concrete
      - Reinforcing steel

- Structural steel
- Specified miscellaneous items
- Pile hammer specifications
- Time limitations on truck mix concrete
- Welder's certification and welder electrode certification
- Surface and special surface finish
- Deck finish and deck cure

- m. Discuss haul roads and detours
  - Inspection, maintenance, repair and release procedures
- n. Plan review and discussion
  - Review of plan notes and drawings
  - Other

Good communication between the DOT and the contractor at the preconstruction conference can get the project off to a good start. Participants need to come prepared to make worthwhile contributions to the conference. As the moderator, the project engineer must conduct the meeting in a businesslike manner while completing the scheduled agenda.

## PROJECT DIARY

The project diary is used by the project engineer/manager to document daily activities on construction projects in the following categories:

- ▶ The date of the diary entry
- ▶ Days charged and days worked
- ▶ If no day is being charged, the reason for lost time
- ▶ Weather information including the time the weather readings were recorded, temperature, sky cover, humidity, wind direction and speed, and information about precipitation
- ▶ Engineering staff
- ▶ A summary of work being performed by the prime contractor and any subcontractors working on the project
- ▶ The number of people working for the contractor and any subcontractors
- ▶ A summary of equipment used by the contractor and any subcontractor
- ▶ Any project visitors
- ▶ The work hours of the contractor and any subcontractors
- ▶ A Remarks section to document any information about the project work not listed in the other sections such as any discussions with the contractor, anything unique or unusual occurring on the project, unusual conditions encountered in construction of the project, etc.

The project diary information should be recorded using the CARS diary feature.

Only the designated project engineer/manager has user rights that allow information to be entered into the CARS project diary. Other users will only have rights to view the information.

Using the Project Diary portion of the CARS programs has some distinct advantages. Filling out the Days Charged and Days Worked in the project diary will automatically fill these fields on the Weekly Progress Report. Entering information in the Lost Time Reason field for working days not charged along with the entries in the Day Charged and Days Worked fields will automatically fill the lower portion of the Contract Time for Completion report used to show days charged when liquidated damages are assessed.

Using the project diary in CARS also allows you to copy information previously entered in the various fields into subsequent days. For example, when the contractor's

equipment summary for a particular day is the same list of equipment as the day before, the CARS project diary section has a button that allows you to copy the previous day's equipment summary into the equipment summary field for the day you are entering. Also, if the equipment summary is almost the same, you can copy the previous day's summary and delete and add equipment as needed. This process can be used on any of the fields shown on the Project Diary Section Selection page.

When entering project diary information into CARS, you will notice two dates at the top of the first entry screen. The first date is the Date Created and refers to the day you are making the entries. The Diary Date refers to the actual date the documented entries occurred. Additions to the information for the diary date can be made up until midnight of the Date Created. After that, you will only be able to view the information. Additions or corrections to the diary entry can be made at a later time by using the Add Supplement button on the bottom of the Project Diary Section Selection page.

If you choose to keep the blue spiral bound paper project engineer's diary to keep field notes to aid you in entering information in the CARS project diary, the spiral bound diary should be retained in the project records as it would be considered a source document.

### **Enter Project Diary Information in CARS**

To make entries in the project diary:

1. From the Main Menu, click on the Project Diary link. The Project Diary selection page is displayed. The last 5 diary dates will always be displayed. To display more dates, click on one of the options in the Selection Range drop down box and click on the Search button.
2. Click on the Add button to make a new diary entry. The Project Diary Days and Weather Maintenance page is displayed.
3. Enter the diary date. The date created is shown above the diary date and is the day the diary entry is actually recorded. For example, you are making a diary entry for Tuesday, August 17<sup>th</sup> but you don't enter the information until the morning of Wednesday, August 18<sup>th</sup>. In this example, the date created will show as 08/18/0000 but you would enter 08/17/0000 in the Diary Date text box. You will be able to edit the diary entry at any time on August 18<sup>th</sup> but after that you can only view the information. Any corrections or additional information must be added using a supplemental entry.
4. Enter the Day Charged and the Day Worked for the Diary Date entered. These day charges will be shown on the weekly progress report if they are entered here.
5. If you enter zero for the Day Charged, the reason for not charging a working day is entered in the Lost Time Reason text box.
6. Weather can be recorded from 1 to 3 times during the day. Time and temperature must be recorded but the other weather description choices are optional. Information for sky cover, wind direction, precipitation forecast, wind speed and precipitation intensity is entered by using the choices in the drop down

- box. All the choices available for these categories are standard descriptions used by the National Weather Service.
7. After all weather information is entered, click on Save or Save and Continue. Clicking on Save returns to the Project Diary Selection page. Clicking on Save and Continue will display the Project Diary Section Selection page.
  8. The Project Diary Selection page has links for Engineering Staff, Work in Progress, Labor Force, Equipment Summary, Project Visitors, Hours Worked and Remarks. A text box is provided in each category to enter information. A Copy Previous Day button is also provided on each page. Clicking on this button will take the information entered in the previous day's diary and put it in the text box. The information copied from the previous day can be edited or added to if needed.
  9. When all the information is entered in a single category, click on the Save button. The Project Diary Section Selection page will be displayed.
  10. Click on the View All link to display all the categories and the entries made in each.

### **Supplemental Project Diary Entries**

When the date created date has passed, additions or corrections to the Project Diary can only be made by using the Add Supplement button.

1. From the Project Diary Selection page, click on the diary date where you want to add information. The Project Diary Days and Weather Maintenance page is displayed. Click on Continue. The Project Diary Section Selection page is displayed.
2. Click on the Add Supplement button. The Project Diary Supplement Maintenance page is displayed.
3. The diary date and the original date created are displayed along with the date of the supplement and the number assigned to the supplement.
4. A text box is provided for a short description of the supplement. This short description will be displayed after the supplement number on the Project Diary Section Selection page.
5. Enter the information for the supplement in the Supplement Text box. Click on Save. You will be returned to the Project Diary Section Selection page.

Just as with the other project diary entries, you will be able to edit the information entered in the supplement as long as it is the date created. After that, it can only be viewed. Supplemental entries will be displayed along with entries for the other diary sections with the View All link.

## WEEKLY PROGRESS REPORTS

The Weekly Progress Report is used to track work progress and time charges on the project. The progress report shows the monetary amount of contract work completed and also expresses it as a percentage of the total original contract amount. The progress report shows the contract completion date along with the number of working or calendar days available. Important functions of the progress report are to show days charged and worked on a weekly basis, keep track of the total number of days charged and show the percentage of time expired.

The method used to determine time charges on construction projects is specified in the contract and can be found in the bidder's proposal for the project. The three methods of determining time charges commonly used are:

1. Working Day

The number of allowable working days is set in the contract and there is not a set completion date. The contractor is charged for only those days when the contractor is actually performing work on the project and those days when work could be performed and the contractor is not working. The contractor is not assessed a working day charge when project work cannot be accomplished for reasons such as adverse weather.

2. Completion Date

A set completion date is shown in the contract. Time charges are computed using calendar days and the contractor is charged a working day for each day of the week.

3. Completion Date with Guaranteed Working Days

The contract has a set completion date but is also allowed a guaranteed number of working days. The contractor is charged a working day for those days when actually performing contract work and for those days when work could be performed and the contractor is not working just as for a Working Day project. If the number of working days counted between the start date and the specified completion date are less than the guaranteed number, the completion date will be extended until the guaranteed number of working days have been counted.

Project time charges for working day contracts or completion date projects with guaranteed working days begin on:

- ▶ The date shown on the Time for Completion page of the bidder's proposal
- OR
- ▶ The actual date work starts on the project from the Construction Status

whichever date is earlier.

Project time charges for completion date projects begin on:

- ▶ The proposed starting date indicated by the contractor on the Proposed Progress Chart. This chart is found in the bidder's proposal.
  
- ▶ The actual date work starts on the project from the Construction Status

whichever date is earlier.

For detailed instructions on assessing working days and other time charges on the project, refer to Section 108.04 B and C of the Standard Specifications. You should also check the Time for Completion page in the project proposal. Some projects have additional details as to how time charges are assessed and these would supercede the methods in the Standard Specifications and the CARS program.

Days charged and days worked are entered in the boxes provided when creating the progress report. Whole days or half days may be entered. If the project engineer uses the Project Diary to enter days charged and days worked, the days will automatically be filled in on the progress report.

On contracts with tied projects, progress reports will be made for each project number on the contract. Days charged will be the same on all projects as the time charges are assessed for the contract not the project. The days worked shown may be different for each project number on the contract as the contractor may not work the same number of days on each project.

The progress report divides all contract items into work detail categories and shows the percentage of the total contract each category represents. These work details are grouped by spec and code and the number of categories shown on the progress report will depend on the work items on the project. The Work Detail Categories Chart on page 16 shows the spec/code divisions for each category. When the progress report is created, each work detail included for the project has a remarks area to enter a short description of the work being done on the items in the work detail category. For example, the project includes the work detail category for Bituminous Pavements. A remark could be entered describing the mile numbers being paved or that the contractor was paving approaches. It is not required that information be entered in the Work Details section.

The progress report also has Remarks sections. The main remarks section will be used to summarize the project work performed by the prime contractor and any subcontractors working on the project. The DBE Remarks section is used to summarize work performed by any DBE subcontractors for the week.

### **Construction Project Road Conditions Reporting**

The project engineer is responsible for reporting on the construction road conditions on a project. This information needs to be submitted at the start of a project and updated whenever road conditions change.

The Road Info section is used to enter remarks about construction activities affecting the traveling public. This information will be used to update the State Road Construction Map on the DOT website and is not shown on the Weekly Progress Report. Information included in the Road Info section may include the following:

- ▶ The type of work taking place such as paving, milling, etc.
- ▶ The type of roadway surface the public may encounter such as gravel, seal coat, etc.
- ▶ Reduced speeds including the speed limit in mph
- ▶ Methods of traffic control including flaggers, pilot cars, detours
- ▶ If work is taking place in a specific area of the project, indicate it by mile points or reference points
- ▶ Width/height restrictions. This information should always be included. Width restriction should be shown as the width of one lane of traffic in feet. It should also be noted if there are no width restrictions.

The information in the road info section should always be current and can be updated as many times as required during the week using the Maintain link by the most recent progress report created.

When a new Weekly Progress Report is generated, the Road Info must be filled in. If it is left blank, no information will be displayed on the website map.

### **Submission of Weekly Progress Reports**

Two copies of the Weekly Progress Report must be printed. One copy will be given to the contractor. The other copy will be signed by the contractor and the project engineer. The contractor's signature indicates that he has reviewed the time charges for the week represented by the report and is in agreement. The signed copy will be filed in the project file. No additional copies are required as the progress report can be viewed on line or printed at any time.

### **Create Weekly Progress Report in CARS**

To create the Weekly Progress Report in CARS:

1. From the Main Menu, click on the Weekly Progress Report link. The Weekly Progress Report Maintenance Selection page is displayed.
2. To create a new weekly progress report, click on the Add New Report button. The Weekly Progress Report Maintenance page is displayed.
3. The week ending date will be displayed. A date for the week ending will be displayed or the date can be entered. When the week ending date is correct, click on the Submit button.
4. The next page displays the report number and the week ending date. The following information will be entered:
  - ▶ Days worked and days charged can be entered. If the project diary is being used to document days worked and days charged, those will be shown here and can't be edited.
  - ▶ The remarks text box is used to summarize the contractor's work activities for the week.
  - ▶ The Road Construction Map Info text box is used to enter information about construction activities affecting the traveling public.
  - ▶ The DBE Remarks text box is used to summarize work activities for any DBE contractors.
5. After this information is entered, there are two options for saving and running the report:
  - ▶ Click on the Save and Run Report button. The information is saved and the Weekly Progress Report is generated for printing.
  - ▶ Click on the Save and Continue button. The Work Details page is displayed which lists the various works item categories for the project. Each item has a text box where a short description of work activity for that category can be noted. The table at the end of this section shows the spec and code items covered in each work details category.
  - ▶ Click on the Save and Run Report. The information is saved and the Weekly Progress Report is generated for printing. You can also click on the Save button and the report can be printed later.

The most recent report can be edited until a new progress report is created. Any report can be viewed and re-printed at any time by clicking on the week ending date on the Weekly Progress Report Maintenance Selection page.

### Work Detail Categories Chart

The following chart shows the spec and code ranges associated with the work detail categories shown on the weekly progress report.

DESCRIPTION	BEG SPEC	END SPEC
General Provisions	100	199
Removals & Earthwork	200	299
Bases	300	399
Bituminous Pavements	400	499
Concrete Pavements	500	599
Structures	600	699
Drainage	714	714
Guardrail	764	764
Erosion Control	708	709
Mobilization & Traffic Control	702	702
	704	704
	710	710
	762	762
Concrete Work	748	748
	750	750
Water & Sewer	722	722
	724	724
	744	744
Misc.	706	706
	720	720
Signing, Lighting, Signals	754	754
	770	770
	772	772
900 Provisions	900	999

## Tracking Project Permits in CARS

Many construction projects require permits from various state and/or federal agencies. These permits must be maintained until the activity that they cover is completed. Once these activities have been completed, the permits must be terminated. This CARS module is used to track the status of all project permits.

Three main permit types have been established in the system. One is the Construction General Permit issued by the North Dakota Department of Health (NDDoH) for non-tribal lands. The second is the Construction General Permit issued by the United States Environmental Protection Agency (EPA) for tribal lands. The third is the 404 Permit issued by United States Army Corps of Engineers (USACE).

Once a permit is received for a project, the Project Engineer shall enter the applicable permit information into CARS. For projects that are located inside tribal lands, the EPA permit will be required. If the project is on both tribal and non-tribal lands both the NDDoH and EPA permits will be required. The permits must be recorded separately. Once the permitted activity (land disturbance or impacts to waters of the U.S.) is completed, the Project Engineer should terminate the permit according to the instructions contained on each individual permit.

Before terminating a Construction General Permit, the Project Engineer must conduct a field review and fill out **Form SFN60504 Stormwater Permit Termination Field Review Checklist**. This form must be signed and added to the project record in CARS using the add documents link. The Project Engineer would then update the termination date in the CARS permit module as the date the Notice of Termination or 404 permit certification was submitted. When a letter of termination from a state and/or federal agency is received, this should be documented in the comments section including the date of the letter and the letter should be uploaded to Filenet.

The final checklist in CARS asks if all appropriate permits have been terminated in CARS. If permits have been entered, the Project Engineer should ensure all permits have been terminated before checking this item. If there are no permits associated with the project, no permits should be entered into the CARS permit module.

To Add/Maintain/Delete a Permit in CARS:

1. From the Main Menu, click on the Project Permits link. The Project Permits View page is displayed.
2. To add a new permit, click on the Add button. The Project Permit Add page is displayed.
3. Enter the Permit ID (permit number), Select the Permit Type from the drop down menu, and enter the Permit Expiration Date. Comments can be added but are limited to 250 characters. Also, if the permit has already been terminated, enter the termination date.
4. If the permit covers more than one PCN, enter the additional PCNs in the "Other Projects covered by PCNs" fields. If more than two PCNs need to be entered hit the Add button to create more fields.

5. When all required data has been entered, hit the Save button.
6. Permit Type, Expiration Date, Termination Date, Comments and associated PCNs can be edited using the Maintenance page. This page is accessible from the "Maint" link on the Project Permits View page. **NOTE:** Before terminating a Construction General Permit, the Project Engineer must conduct a field review and fill out Form SFN60504 Stormwater Permit Termination Field Review Checklist. This form must be signed and placed in the project record.
7. If a permit was entered into the system by mistake, District or Assistant District Engineers can delete permits from the project using the Maintenance Page. Click the "Maint" link on the Project Permits View page and check the box under Delete next to the permit to be deleted. Hit Save. The permit should be deleted from that project and all associated projects.

To Search Open/Closed Permits in CARS:

1. From the Main Menu, click on the Open Permits link under the Management Reports Heading. The Open Permits Reports page is displayed.
2. Enter any of the search criteria and hit Search. The results should be displayed for both open and closed permits.
3. The results of the search can be exported by clicking on one of the export options at the bottom of the results.

View Contractor Information for a Permit in CARS:

1. From the Project permits Maintenance page or the Open Permits Report page, click the Contractor Name on a permit. The Contractor Contact Information is displayed.

## Vertical Clearance Change Records

Any changes to vertical clearances above highways will be included in the final records. These changes may be due to paving overlays or reconstruction under bridges and sign structures or bridge deck overlays on trusses. The new measurements are recorded in CARS and Bridge Division will record the changes into the Bridge Management database for use in the Automated Routing Program and by the Highway Patrol Permitting Office.

The section in CARS must be filled out before the project can be finalized but the clearances should be recorded as soon as practical after the construction is complete and before the roadway is opened to traffic. Screen shots of this section can be found at the end of this section.

Many projects will have no effect on the vertical clearance. Striping, guardrail, chip seal, are just a few of the type of projects that will not affect the vertical clearance under a structure. If the clearance is not affected, select Not Affected on the initial page and the input is complete.

1. To record the change to the Vertical Clearance
  - a. Click on the Vertical Clearance link on the left side of the beginning page.
  - b. The Vertical Clearance page is displayed:
    - (1) Choose either Maint or Not Affected for a bridge from the list
    - (2) If Maint (maintain the Vertical Clearance) is selected
      - a) Select Yes in clearance affected.
      - b) Select type of overhead obstruction from dropdown
      - c) Enter Beam Face Direction while looking up station
      - d) Enter Date from dropdown
      - e) Enter inspector's name
      - f) Enter measured clearances at shoulder and edges of lanes in feet and inches to the nearest 0.25"
      - g) Select Save when all measurements or "Not Affected" lines are complete.
    - (3) If Not Affected is selected no more inputs are required for that particular bridge.
    - (4) Complete for all bridges on list
    - (5) If not all affected bridges are listed, contact Bridge Division 328-4844 to have the bridges added to the CARS Module.

Initial input of bridges will be done by designers during the final estimate process. If the designer determines type of project provides no bridge vertical clearances will be affected, no bridges will be entered. If there is a possibility to affect vertical clearances, bridges will be entered which are automatically pulled into Pacer and then CARS and the decision if a vertical clearance is affected will be made in the field by the construction observation team.

If the project is a consultant design, Local Government will input any bridges that may be affected in Pacer prior to the information being transferred into CARS.