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## 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 cannot 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.

The status of a project can be viewed in CARS at any time.

## 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

Before the preconstruction conference, the Responsible Charge shall conduct a one-on-one meeting with the engineering staff. The details for this meeting are given in Section 1 of this manual.

Requirements for the preconstruction conference are outlined in Standard Specification 108.02 including a list of submittals that need to be received either prior to or at the preconstruction meeting. The purpose of the preconstruction conference is for all interested parties to review contract requirements, construction details, proposed work schedule and other project related items.

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

Standard Specification 108.02 requires the contractor to notify the parties of the meeting, but it is good to verify that interested parties have been invited. 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.

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 business-like manner while completing the scheduled agenda.

A general Preconstruction Conference Agenda template has been provided at the end of this section and is intended to be used as a general guideline only. When using the provided template, the project engineer should take time to customize the form to reflect the special provisions, specifications, plan notes, bid items, and unique conditions of the project. The project engineer should also include any items that the District Construction Engineer would like emphasized.

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. Collect list of key project personnel and their phone numbers including individuals in Responsible Charge. Collect Email address from the Prime Contractor (used for sending copies of CARS Approved Estimates, see Section 5 of the manual on creating progressive estimates)
5. Collect Quality Control Plan and Personnel (if applicable).
6. Collect list of pits and COAs.
7. Collect list of subcontractors and suppliers.
8. Utilities – Review any utility concerns.
9. Erosion and Water Pollution Control –
  - a. 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
  - b. Discuss erosion control special provisions.
  - c. Collect and review water permits.
10. Discuss the contractor’s safety and sanitation policy. Collect 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 to wear an ANSI/ISEA 107 Performance Class 2 or 3 compliant vest, as stated 107.18.
  - c. Sanitation facilities and location.
11. EEO & Affirmative Action Plan/DBE Requirements
  - a. The contractor must 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 (if applicable) – 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 signed form must be uploaded through CARS within 15 days. Copies will be sent along with the preconstruction conference memo to the contractor and subcontractors.
  - e. Work site bulletin board and poster requirements will be discussed. Posters will be furnished for the contractor and all subcontractors.
  - f. Discuss payroll (if applicable) requirements and submission.
12. Discussion of plans, notes, specifications, special provisions, and procedures
  - a. Discuss 104.02, Contract Revisions.
  - b. Railroad protective liability insurance.
  - c. Procedures for contractor requests to sublet.

- d. The contractor should provide a list of all subcontractors and their work description. The contractor should also provide a list of suppliers.
  - e. Discuss the contractor's starting date, work schedule and starting location.
  - f. Field laboratory requirements.
  - g. Discuss traffic control.
13. Read the top of the Notice of Intent to File a Claim form and hand the contractor a copy of the form. Discuss the terms for submission.
  14. (Section 105.02). The contractor should name their superintendent.
    - a. The contractor must have a superintendent on the project at all times
  15. The project engineer provides the contractor with a list of materials that require shop drawings or certifications.
  16. Signing prior to the start of construction
  17. Signing and sign maintenance during construction inclement weather
  18. Name designated watch person and discuss submission SFN 14634 Traffic Control Watchperson
    - a. Review any other applicable specs or areas of emphasis.
    - b. Review plan notes and drawings.
    - c. Review special provisions.
    - d. Discuss haul roads and detours
  19. Inspection, maintenance, repair and release procedure
  20. Structure Contracts
    - a. Discuss applicable specifications such as requirements for pile hammer, welder and electrode certification, surface finish, and cure.

## DIARIES

The Project Diary and Inspector Diaries are used to document work progress, site conditions, labor and equipment usage, conversations, instructions, and the contractor's ability (or inability) to perform his/her work. Diaries provide critical information which is necessary to accurately reconstruct the events of the project. The diaries will become an important part of the project records if the project is subjected to audit, investigation, or litigation.

Daily diaries are key to claims avoidance and mitigating damages. Failure to record an event carries with it the implication that the event did not occur or was insignificant and threatens the credibility of the entire log.

Project inspectors, surveyors, and testers should fill out an inspection diary daily. Inspector's diaries should be specific to the items dealt with by each inspector.

The Project Diary should be filled out daily by the Project Manager who has daily contact with the project and project superintendent. The Project Diary should be a summary of the project's pertinent facts and events arranged in chronological order. Anyone reading the Project Diary should be able to comprehend the project status and determine the work performed.

The designated project manager has user rights that allow information to be entered into the CARS project diary. If the designated project manager is absent from the project an alternate may be designated by contacting the CARS administrator in the Construction Services Office. Other users will only have rights to view the information.

Consider these guidelines when writing diaries:

- The diaries are meant to be created on the day the work occurred and updated throughout the day as events happen.
- The Project Diary, Inspection Diaries, & other reports are meant to supplement each other and do not need to contain identical information.
- Diaries and other reports are public record and may be used in case of litigation.
- Include only factual information in them.
- Minimize personal remarks about operations or personnel of the Contractor, Agency, or other organization. Such remarks may be used to demonstrate the inspector was hostile and did not behave in a manner consistent with good faith.
- All Project Diaries will be created in CARS.
- All Inspection Diaries should be created in CARS. Extenuating circumstances could still require paper diaries, but every effort should be made to create inspection diaries in CARS.
- Summarize key points of any discussion of work activities with the Contractor. Conversations and directions become very important when disputes arise.
- Document conversations and instructions received from administrative positions such as Team Leader, Assistant District Engineer, and District Engineer
- Be specific.

Diary entries must include the following:

- Documentation of traffic control inspections including the status of signs and devices, traffic disruptions, deficiencies and corrections, etc. **This item is required.**

Diary entries should include the following when applicable:

- Weather conditions and how weather affected the project. Identify days when crews were sent home or were unable to work due to weather or field conditions.
- Contractor's work force, equipment, and hours worked. Describe inefficient operations and poorly maintained equipment.
- Labor or equipment shortages. Document instances of work being delayed due to lack of equipment or operators necessary to complete the work.
- Equipment breakdowns.
- Description of major construction activity. Include locations and approximate quantities. Describe any extraordinary work being performed.
- Progress of controlling item(s) of work.
- Comments on the progress of operations as compared to the Contractor's approved schedule.
- Suspensions and resumptions of contractor operations. Causes and dates should be recorded.
- Utility operations. Report on their progress, conflicts with contractor operations and any resultant delays, and quality of workmanship as it affects the project.
- Summary of significant conversations. Include orders to the contractor, especially those pertaining to work schedule, work methods, materials, or payment; directions and advice from supervisor, and discussions with FHWA representative, property owners, local officials, and utility and railroad representatives.
- Reports of meetings and conferences. Record all sources of dispute and subsequent decisions.
- Comments on construction safety hazards and corrective measures.
- Unusual or materially different physical working conditions from those expected under the contract. Record all significant information about the working conditions, progress of work,

working force, equipment and materials, which would be of value should the contractor file claims for extra compensation.

- Disagreements with the Contractor over work quality or performance, including rejected work or materials and reasons.
- Delays, difficulties, accidents, utility damages, and other unusual conditions.
- Days charged and days worked. If no day is being charged, the reason for lost time days or periods when no work is in progress or no work was accomplished and reasons why.
- Describe factors or conditions that may hinder the Contractor's operations and cause delays. Also, include the time of suspending or resuming work and explanations.
- Major discrepancies in the contract. Necessary changes and subsequent actions taken to correct the situation should be recorded.
- Work or materials accepted or rejected and why.

### 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 most recent 25 diary dates will be displayed by default.
2. Click on the Add Diary button to make a new diary entry. Enter the diary date. Diaries are editable until midnight on the day after it has been created. A diary should be created at the beginning of the work day and updated throughout the day as events occur.

A project diary should be created for every day, even if no work occurs on the project. Creating a diary and completing the Contract Time field will ensure that the weekly progress report is correctly populated.

3. Remarks: This area of the diary is particularly important and should be updated frequently throughout the day as events occur. Conversations and instructions are especially important to record. Additional guidance about what to include in the diary can be found on pages 6 & 7 of this section of the manual.

4. Contract Time Guidance:

#### For **working day contracts**:

- Enter a Day Charged and Day Worked in accordance with the criteria explained in Specification 108.06 A. 2.
- If you enter zero for the Day Charged, enter the reason for not charging a working day in the Lost Time Reason text box.

#### For **completion date contracts**:

- Create a Project Diary for every day, including Sundays.
  - If no work occurred on a day, the diary could simply contain short explanation.  
Example: No work occurred today because it's Sunday.
- Enter a full Day Charged for every day, including Sundays.
- Enter a full Day Worked for each day the contractor performs work on the project.
- Use the Half Day option if the contractor works for more than three hours, but less than seven hours that day.

- If you enter zero or half day for the Day Worked, enter the reason why the contractor didn't work on this day in the Lost Time Reason text box.
    - It can be especially valuable to note days where conditions were favorable to work but no work occurred.
5. The Weather section should be used to explain how weather affected work on the project that day. It is critical to document instances of weather affecting the project in the Project Diary & Inspection Diaries.

The inspectors' entries will explain how weather affected the particular contractor or subcontractor they are watching. The Project Diary will reflect the observations of the Project Engineer, and could be more high level than the contractor-specific observations noted in the Inspection Diaries.

It is no longer necessary to enter temperature three times per day on every day of the project if the temperature didn't have an effect on the project. There can still be situations when temperatures would be important to note. Examples:

- a. Cold temperatures affect asphalt paving
- b. Cold temperatures require the Contractor to cover concrete
- c. Hot temperatures during a concrete pour
- d. Very nice weather but no work occurs

Other examples of weather affecting the project would be:

- a. High winds prevent the application of straw mulch
- b. Rain shortened work days

Focus on recording, with specific examples and details, how weather affected the contractor & project. If weather doesn't affect the Contractor, no weather notes are required for that day.

- 5a. The "Add Rain Gauge" button is used to enter a rain gauge location. The "Rain Gauge Description" is the permanent location of the gauge (Field Office, for example.) Once the rain gauge is created, it is carried forward to all future diaries unless it is deleted. It should only be deleted if the gauge is removed from the project. Deleting the rain gauge does not delete the amounts that have been entered in previous diaries.

Multiple rain gauges can be added if more than one gauge exists on the project. (An example is if there was a rain gauge at each end of a long project.)

When a rain gauge amount is entered in the Project Diary or in an Inspection Diary, the amount appears populated in all diaries for that day.

6. Documents: Files may be attached to both inspector and project diaries. Attach photos of the project, notes, or other files pertinent to the day's operations.

Use the file comments field to describe the attachments. For pictures, explain the location and context of what the picture shows.

## Enter Inspection Diary Information in CARS

To make entries in the inspection diary:

1. From the Main Menu, click on the Inspection Diary link. The Inspection Diary selection page is displayed. The last 25 diaries will be displayed by default.
2. Click on the Add Diary button to make a new diary entry. Enter the diary date and select the contractor for which the diary is being created. Multiple contractors can be selected to create multiple diaries at once. Diaries are editable for 48 hours after they have been created.

A diary should be created at the beginning of the work day and updated throughout the day as events occur.

3. Remarks: This area of the diary is particularly important and should be updated frequently throughout the day as events occur. Conversations and instructions are especially important to record. Additional guidance about what to include in the diary can be found on page 6 of this section of the manual.
4. The Weather section should be used to explain how weather affected work on the project that day. It is critical to document instances of weather affecting the project in the Project Diary & Inspection Diaries.

The inspectors' entries will explain how weather affected the particular contractor or subcontractor they are watching. The Project Diary will reflect the observations of the Project Engineer, and could be more high level than the contractor-specific observations noted in the Inspection Diaries.

It is no longer necessary to enter temperature three times per day on every day of the project if the temperature didn't have an effect on the project. There can still be situations when temperatures would be important to note. Examples:

- a. Cold temperatures affect asphalt paving
- b. Cold temperatures require the Contractor to cover concrete
- c. Hot temperatures during a concrete pour
- d. Very nice weather but no work occurs

Other examples of weather affecting the project would be:

- c. High winds prevent the application of straw mulch
- d. Rain shortened work days
- e. A pipe contractor unable to work on pipe due to muddy conditions

Focus on recording, with specific examples and details, how weather affected the contractor & project. If weather doesn't affect the Contractor, no weather notes are required for that day.

- 4a. The "Add Rain Gauge" button is used to enter a rain gauge location. The "Rain Gauge Description" is the permanent location of the gauge (Field Office, for example.) Once the rain gauge is created, it is carried forward to all future diaries unless it is deleted. It should only be deleted if the gauge is removed from the project. Deleting the rain gauge does not delete the amounts that have been entered in previous diaries.

Multiple rain gauges can be added if more than one gauge exists on the project. (Example: if there was a rain gauge at each end of a long project.)

When a rain gauge amount is entered in the Project Diary or in an Inspection Diary, the amount appears populated in all diaries for that day.

5. Labor Force: Enter the quantity. The comments field can be used to document any issues the Contractor has with their labor force on this day. (Example: An operator shortage.)
6. Equipment: At the beginning of a project, the first step is to enter equipment into the Equipment Inventory. First, click the “Add Equipment” button. Then, click the “Add New Equipment to Inventory” button. This leads to the following screen:

Project: SOIB-7-058(013)000  
 SubProject: 1 - ROADWAY WIDENING, FULL DEPTH RECLAMATION, CONCRETE

**Add New Equipment** << Diary: 04/29/2019 Contractor: DIAMOND SURFACE INC

Unit #:  Type:  Description:

This screen is used to add equipment to the inventory (and Master Equipment List).

- a. There are a limited number of options available in the “Type” drop down.
  - i. The focus of everyday equipment tracking should be to track start and end times, etc. for the major pieces of equipment shown in the “Type” dropdown. These major pieces (Scrapers, Dozers, Cranes, etc.) are the most likely to become important in a dispute situation.
  - ii. In-depth tracking of minor pieces of equipment not shown in the dropdown (like pickups) may be necessary in NOI or force account situations, but this tracking is not required on an everyday basis.
- b. Enter the “Description” in the format of Make & Model. (Example: Cat D6) It is important to enter this information correctly because this information populates the Master Equipment List and will be carried forward to all future diaries.

Clicking “Add” adds the equipment to the diary for that day and also adds it to the Equipment Master list. The Equipment Master List contains an inventory of all equipment which has been added to the project for each contractor. It can be accessed by the button at the top of the Project Diary and Inspection Diary home pages.

Once equipment has been added to the diary the Start-End Time, Idle Time, and Comments are added by clicking the “Edit” button.

Equipment List		<input type="button" value="Add Equipment"/>			
<a href="#">Expand All</a> <a href="#">Collapse All</a>					
Active	Unit #	Description	Type	Start - End Time	Idle Time
<input checked="" type="checkbox"/>	12	Cat D6	Dozer	---	---
					<input type="button" value="Edit"/> <input type="button" value="Delete"/>

The Edit button leads to the following entry screen:

**Edit Equipment** << Diary: 04/29/2019 Contractor: DIAMOND SURFACE INC

Unit #: 12    Type: Dozer    Description: Cat D6

Start Time:     End Time:     Idle Time (Hours):

Comments: ⓘ

It is important to track the “Start Time” and “End Time” as accurately as possible for each major piece of equipment. As stated above, the focus of everyday equipment tracking should be to track start and end times, etc. for the major pieces of equipment. These major pieces (Scrapers, Dozers, Cranes, etc.) are the most likely to become important in a dispute situation.

The “Idle Time” and “Comments” are particularly important. Use these fields to track and document any issues the Contractor has with their equipment. Examples would be breakdowns, equipment stuck in the mud, etc. In cases where the contractor is performing multiple operations at the same time, it can also be very helpful to use the Comments field to state which operation the equipment is working on. (Example: Was a particular scraper working on Common Excavation or Borrow Excavation?)

Once the equipment has been entered into a diary, it can be easily brought forward to subsequent diaries by using the “Copy Previous Diary” button. This feature allows the inspector to import an equipment list from any of the last 4 diaries created for that contractor (whichever contractor the current diary is for). It also allows equipment to be imported from another inspector’s diary for this particular contractor within the last 4 diaries. (Example: If another inspector created a diary for a contractor on Saturday, but on Monday you are responsible for the contractor’s diary, then you are able to import the equipment list used by the other inspector using the Diary dropdown.)

Copy Previous Diary ⓘ	Universal Time Set	Quick Add ⓘ
Diary Date: <input type="text" value="04/28/2019"/> Diary: <input type="text"/>	Start Time: <input type="text"/> End Time: <input type="text"/>	Unit #: <input type="text"/> Type: <input type="text" value="Select Type"/>
<input type="button" value="Copy"/>	<input type="button" value="Set"/>	<input type="button" value="Add"/>

The “Universal Time Set” can be used to quickly enter the Start-End Time for a list of equipment which worked the same hours.

The “Quick Add” feature can be used to add a piece of equipment to the day’s diary. It is for equipment that has been previously added to the equipment inventory, but is not listed in the current diary. The “Type” is only required if the same Unit # exists on multiple types of equipment (Example: A Dozer and a Scraper both have Unit # of 1.)

The “Active” check box can be un-checked if a piece of equipment is onsite but not being used on this day. The equipment will still be carried forward to the next day if the “Copy Previous Diary” feature is used. A piece of equipment can be deleted out of the list if it leaves the site. Even if a piece of equipment is deleted from the day-to-day list within an inspection diary, it still exists within the Master Equipment List and can easily be re-added to a diary using the “Quick Add” feature (explained below.)

### Amending Diary Entries

Diaries are closed at midnight on the day after they are created. Additions or corrections to diaries after they are closed can only be made by using the Amend feature.

1. From the Diary Selection page, click on the diary date where you want to add information. The Diary home page is displayed. Click on the Amend button at the bottom of the page to begin the Amendment process.
2. Amendment notes are required. Describe why the amendment is needed and what is being changed in the diary. Click Save – this will unlock the diary, bring you to the diary entry screen, and show the fields enabled for editing.
3. The changes will be tracked. Amended sections will be highlighted in yellow when the diary is viewed.
4. An “Amend History” dropdown will appear at the top of diary. This feature will track and display previous versions of the diary.

Additional information:

- A diary is unlocked until midnight on the day after the diary is opened. After that, it returns to closed status.
- A user can only amend their own diary.
- It is possible to amend a diary more than once.
- Contract time can only be amended in the diary until the weekly progress report has been run.

### 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.

### Signature Requirements

Progress reports are required to be signed for working day contracts, calendar day contracts, and completion date projects with guaranteed working days.

Progress reports for completion date projects without guaranteed working days do not need to be signed. The report should be generated and will automatically be stored in CARS.

When a project enters liquidated damages, summarize the weekly and total liquidated damages charges in the remarks section and obtain the contractor's signature regardless of project type.

### Time Charges

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

1. Working Day Contracts
2. Calendar Day Contracts
3. Completion Date Contracts

Project time charges for working day contracts, calendar 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.

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 supersede the methods in the Standard Specifications and the CARS program.

For instructions on assessing working days and time charges on the project, refer to Section 108.06 the Standard Specifications.

Days charged and days worked are entered in the boxes provided when creating the project diary. Whole days or half days may be entered. Days worked should be recorded for all projects. When 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.

### Remarks Section

The progress report also has Remarks sections. Use the main remarks section to summarize the project work performed by the prime contractor and any subcontractors working on the project.

When a project enters liquidated damages, summarize the weekly and total liquidated damages charges in the remarks section and obtain the contractor's signature regardless of project type.

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 14 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.

### Submission of Weekly Progress Reports

When required, the Weekly Progress Report will be signed by the Contractor and the Project Engineer and uploaded to CARS. The Contractor’s signature indicates that he has reviewed the time charges for the week represented by the report and is in agreement. The Contractor should also receive a signed copy of the report.

### 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:
  - a. 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.
  - b. The remarks text box is used to summarize the contractor’s work activities for the week.
5. After this information is entered, there are two options for saving and running the report:
  - a. Click on the Save and Run Report button. The information is saved and the Weekly Progress Report is generated for printing.
  - b. 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.
  - c. 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 reprinted 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 and Earthwork	200	230
Erosion Control	251	265
Bases	300	399

Bituminous Pavements	400	499
Concrete Pavements	500	599
Structures	600	699
Drainage	714	714
Guardrail	764	764
Mobilization and Traffic Control	702	704
Concrete Work	748 750	748 750
Water and Sewer	722 724 744	722 724 744
Misc.	706 714 720 744 752 760 762 766	706 714 720 744 752 760 762 766
Signing, Lighting, Signals	754 770 772	754 770 772
900 Provisions	900	999

## CONSTRUCTION PROJECT ROAD CONDITIONS REPORTING

The Work Zone section is used to enter remarks about construction activities affecting the traveling public. The project engineer is responsible for reporting on the work zone conditions on a project. This information needs to be submitted at the start of a project and updated whenever road conditions change to ensure the information is always current.

The information entered in this section is displayed to the travelling public on the State Travel Information Map on the DOT website. The Width, Height, and Length Restrictions are tied to the NDDOT’s permitting programs. Therefore, it is very important to keep this information updated to reflect the actual conditions which exist on the project.

Change the Map Status to Off Map at the completion of the work.

### To update Work Zone information in CARS:

1. Select Work Zone on the main menu
2. Fill out applicable text boxes and drop down selections. Some guidelines include:
  - a. Map Status – Any projects affecting traffic should be marked ‘On Map’
  - b. Delay Time should be entered for stopped traffic conditions
  - c. When entering restrictions, consider how oversize loads will be affected. If the project is large and covers multiple routes or major intersections and the restriction only covers a portion of the project, the restriction should be entered by the District using the Road Condition Reporting System.

- d. Map Comments section will appear on the public travel map. List any conditions or concerns that might benefit the traveling public. Contact information of project personnel and details for oversize loads can also be placed here.
3. The Work Zone section of CARS is limited to the project boundaries as defined in Mainframe. At times, a project will impact traffic outside these defined project limits. In these cases, the Team Leader will need to add a Maintenance Activity to the road map. To do this, select Maintenance Activity on the main page. Click add Maintenance Activity, fill out applicable fields, and click save. This will show up on the road map separate from the project and will need to be removed separately as well.

## 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 [SFN 60504](#), 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.
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.

#### View Contractor Information for a Permit in CARS:

From the Project permits Maintenance page, click the Contractor Name on a permit. The Contractor Contact Information is displayed.

## VERTICAL CLEARANCE CHANGE RECORDS

Any permanent 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.

Temporary changes to vertical clearance such as erection of roadway canopy should be reported in CARS Work Zone Activity Reporting.

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.

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.

#### To record the change to the Vertical Clearance:

1. Click on the Vertical Clearance link on the left side of the beginning page. The Vertical Clearance page is displayed. Choose either Maint or Not Affected for a bridge from the list.
2. If Maint (maintain the Vertical Clearance) is selected (If Not affected is selected no more inputs are required for that particular bridge)
  - a. Select Yes if clearance is affected
  - b. Select type of overhead obstruction from dropdown menu
  - c. Enter Beam Face Direction while looking up station
  - d. Enter Date from dropdown menu

- e. Enter inspector's name
  - f. Enter measured clearances at shoulder and edge of lanes in feet and inches to the nearest 0.25"
  - g. Select Save when all measurements of "Not Affected" lines are complete.
3. Repeat process for all bridges on list
  4. 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

## EXAMPLE PRECONSTRUCTION CONFERENCE AGENDA

*Instructions: If using this form, customize it to be project specific. Delete areas that do not apply and add items as needed. Know your audience. For example, if the contractor is currently submitting correct payrolls on DOT work, do not spend much time on payrolls. Delete these instructions.*

Insert today's date

To: Prime Contractor Name  
Prime Contractor Address  
Address continued

### PRECONSTRUCTION CONFERENCE AGENDA

**Project Number:** [Enter Project #](#)  
**PCN Number** [Enter PCN #](#)  
**Description/Location:** [Enter project description and location text.](#)  
**County:** [Enter County](#)

**Conference Date:** [Click here to enter a date.](#)  
**Time:** [Enter meeting time.](#)

**Prime Contractor:** [Enter Prime Contractor name.](#)  
(address) [Enter address.](#)  
[Enter Address.](#)

**Engineer(s):** [Click here to enter text.](#)  
(address) [Click here to enter text.](#)  
[Click here to enter text.](#)

### ITEMS OF DISCUSSION

1. **Introductions**
  - a. Sign-in sheet presented to everyone in attendance (the sign-in sheet should include everyone's name, contact phone #, cell #, and e-mail address)
2. **Personnel**
  - a. Engineering Staff
    - i. NDDOT Responsible Charge [Click here to enter text.](#)
    - ii. LPA Responsible Charge [Click here to enter text.](#)
    - iii. Project Engineer [Click here to enter text.](#)
    - iv. Main Inspector [Click here to enter text.](#)
    - v. Inspectors [Click here to enter text.](#)
    - vi. Tester [Click here to enter text.](#)
    - vii. Surveyor [Click here to enter text.](#)

- b. Contractor Staff
    - i. Project Manager [Click here to enter text.](#)
    - ii. Project Superintendent [Click here to enter text.](#)
    - iii. Foreman [Click here to enter text.](#)
    - iv. EEO/DBE officer [Click here to enter text.](#)
    - v. Traffic Control Watchperson [Click here to enter text.](#)
    - vi. Safety Officer [Click here to enter text.](#)
    - vii. Erosion Control Supervisor [Click here to enter text.](#)
  - c. Collect list of emergency contacts from the contractor.
  - d. Collect list of proposed sub-contractors and suppliers.
3. **Project Correspondence**
- a. All project correspondence must contain related project number.
  - b. Discuss the chain of command.
4. **Schedule**
- a. Completion date (**pick one and delete the others**)
    - i. Working Day Contracts. The contract specifies working days. Working days are charged from the starting date specified in the contract, or the date the contractor starts work at the project site, whichever is earlier. Specified starting date is
    - ii. Calendar Day Contracts. The contract specifies calendar days. Time charges will begin at the starting date specified in the contract, or the date the contractor starts work at the project site, whichever is earlier. Specified starting date is
    - iii. Completion Date Contracts. This contract has a completion date of with a guarantee of working days. If applicable working days will be counted from a known date which for this project is .
  - b. Collect and review schedule and narrative.
    - i. The Contractor will begin work on [starting date](#).
    - ii. Contractor working hours will be [enter days and hours to be worked](#).
  - c. Review procedure for submittal of schedules
    - i. The engineer will accept or reject the schedule in writing.
  - d. Discuss sequence of work.
  - e. Discuss staking needs.
  - f. Work on holidays including Sundays must be approved by the Engineer in accordance with 108.05
5. **Utilities**
- a. The Prime Contractor along with his/her sub-contractors is required to notify the North Dakota One Call System prior to the beginning of construction, so that they can locate and mark all utilities in the project area.
  - b. Discuss any utility issues and allow utility companies to leave if they desire
6. **EEO, Labor Standards and DBE Participation Information (discussion of form 9423) to be read aloud**
- a. Collect a copy of contractor’s EEO and Affirmative Action Policy?
  - b. Review requirements for “EEO and Labor Compliance Job-Site Interviews” and “In-depth Contract Compliance”
  - c. This project is *Race Conscious, Race Neutral, or State Funded*. The Race Conscious goal is [Enter RC goal. Delete if RN or State funded](#) %. Intended DBE participation for this project is [Enter intended participation %](#).

- d. Annual EEO Report (Form FHWA -1391) is applicable for the month of [Starting month?](#) and must be filled out and received back by the Civil Rights Office no later than [Click here to enter a date.](#)
- e. Posters and Bulletin Board (prime and subs)
  - i. What will the locations be for the posters?
  - ii. All posters need to be up prior to start of construction!
- f. Review trainee requirements and program if applicable.
- g. Does the Contractor have a list of all the DBE firms that will be working on the project, their items of work, and work schedule (daily and weekly)?
- h. Review Truck Driver Owner/Operators and DBE Weekly Trucking Report SFN 60781 – The prime contractor is responsible for monitoring and verifying the status of all truck owner-operators or trucking subcontractors. The DBE’s supervisor must be on the project at all times. DBE trucks along with leased trucks must display the name and identification number of the DBE.

## 7. Payrolls

- a. All contractors must comply with Labor Rates from US Department of Labor which specifies basic hourly rates and applicable fringe benefit payments for specific job classifications
- b. The initial entry for each employee must exhibit their address and unique ID number - proper classification as shown in the Labor Rates must also be shown. (Form WH347).
- c. A statement of compliance with entries as shown on Form WH348 must accompany each payroll.
- d. The subcontractors must submit their payrolls to the Prime Contractor for review/corrections prior to submitting to the Project Engineer. Some indication that they have been reviewed by the Prime Contractor must appear on or with each payroll.
- e. Use LCPtracker for entering and filing of Davis-Bacon certified payrolls. Certified payrolls in paper form will no longer be accepted.
- f. Notify the Engineer when payrolls have been uploaded and approved in LCP tracker.

## 8. Safety and Sanitation Requirement

- a. Collect Contractor Safety plan
  - i. What method does the contractor utilize in conveying information to employees regarding company, State, and Federal safety requirements?
  - ii. What method does the Contractor use to ensure that his subcontractors comply with these safety requirements?
- b. Review 107.18 HIGH VISIBILITY CLOTHING

## 9. Erosion and Water Pollution Control

- a. Collect and review Storm Water Pollution Prevention Plan and requirements (107.02 C).
  - i. Collect and review permit application(s) and coverage letter(s) for the project site.
- b. Discuss erosion control special provisions.
  - i. Collect and review permit application(s) and coverage letter(s) for contractor controlled areas (SP 3(14)).
  - ii. Collect the name and proof of NDDOT Erosion and Sediment Control Certification of the Prime’s Designated Erosion Control Supervisor (SP 3(14)).
  - iii. Collect the supervisor name and proof of NDDOT Erosion and Sediment Control Certification of any subcontractor hired for erosion control (SP 3(14)).
  - iv. Provide proof of NDDOT Erosion and Sediment Control Certification for the Project Engineer (SP 3(14)).
- c. Collect and review water permits.

**10. Claims for Adjustment and Disputes**

- a. Read section of “Notice of Intent to File a Claim” (SFN 16743) was read, and refer to section 104.04. A copy of this form was given to the Contractor. All “Notice of Intent” must be filed through the Prime Contractor.

**11. Subcontractors and Suppliers**

- a. A request for subletting work must be submitted and approved prior to any work by the subcontractor on the project. (SFN 5682)
- b. Contractors must be registered SFN 52243.

**12. Field Laboratory**

- a. The location of this laboratory will be [enter proposed lab location](#) as agreed upon by the Contractor and the NDDOT.

**13. Materials**

- a. Collect and review Quality Control Plan.
  - i. Collect certifications for all testers.
- b. Distribute a list of items that require certifications, work drawings, and testing requirements.
- c. Review 106.01 C, certification requirements. Certifications and shop drawings must comply with the Standard Specifications and be submitted and approved (when necessary) prior to any installation taking place.
- d. If Fabric (such as reinforcement, structural, riprap) is to be used on the project, it must be on the project 21 days prior to installation so that they can be tested.
- e. Collect list of pit names and legal descriptions for all aggregates that will be used on the project. Discuss need for Certificate of Approval (COA) and SFN 58446.
- f. If pit is state owned or state optioned, discuss notification requirements of 106.02 B.
  - **If Contractor states an intention to use a state owned or state optioned pit, the Engineer must notify the Gravel Prospecting Coordinator at NDDOT Materials & Research.**
- g. Review SFN 14486 Pit Release.
- h. Review 107.17, Removed Material.

**14. Removed Material**

- a. Review the requirements of Removed Material, Section 107.17

**15. Specifications of Emphasis**

- a. 107.13, railroad insurance.
- b. 105.02, superintendent required on site.
- c. 107.07 C, park equipment a minimum of 60 feet from roadway.
- d. 107.08, haul road designation and SFN 14458, Haul Road Release.
- e. 109.01 J, scale and haul sheet requirements.
- f. 109.05, payment for material on hand.
- g. 704.04 C.2, traffic control watchperson requirements and SFN 14634, Watchperson Report. Reports must be done at least 3 times a day.
- h. Discuss any specifications related to structural work if applicable
- i. **Discuss any other applicable specifications. List them here prior to meeting.**

**16. Special Provisions**

- a. **Any special provisions should be reviewed here. List them prior to meeting.**

**17. Project Notes**

- a. **Discuss any notes here. List talking points prior to meeting.**

**18. Project Plans**

- a. **Discuss project plans here. List talking points prior to meeting.**

