

Subject(s)	Question	RAS Responsibilities	RE Responsibilities	Notes	Last Updated
ACP Approaches	What is the RAS responsibility in regard to identified ACP approaches bid as Extra for Approaches that are paved with wing out during mainline paving?	Reviewed as part of quantity process.  List on DRR if Contractor is being paid twice for the same material.	Review early plan sets to ensure approaches/wing outs are identified in the Contract Plans.  Ensure Contractor not paid under Extra for Approaches and also paid StatSpec bonus for the same material.	Specification change request has been submitted to clarify this issue in the next update; pending.  There are no changes made to this item in the 2021 Standard Specification redlines.	06/04/19
ADA	What is RAS responsibility in regard to ADA Curb Ramp Inspection forms?	Verify form is complete as part of pay note review.  Verify form is included with pay note.	Ensure form is completed and included with pay note.  Ensure form is sent to ADA group.  If rework performed/ramps reconstructed new inspection is required.	Forms must be submitted to: <ul style="list-style-type: none"> <li>Roadway Inventory (Forms with missing or incorrect information will not be accepted. Flattened forms will not be accepted, and will be returned until complete and accurate. Email is a button in the form, don't press it until form is complete as it just sends right away with no confirmation.)</li> </ul> <p>The correct procedure is to download the form, save to share drive, complete the form, save the file (ensures data is not lost), then use the "Submit by Email" button from within the form to transmit to ADA, then save a flattened copy to submit to Doc Express.</p> <ul style="list-style-type: none"> <li>DocExpress (Follow the Master List applicable to the Contract. Print to PDF and submit that version in Doc Express. Download with signature page(s) and attach to the appropriate pay note.)</li> </ul>	06/25/21
ADA Ramps	What is RAS responsibility in regard to post-2nd Note payments for ADA Ramp work?  <i>Example:</i> Almost all ramps failed initial installation, Contractor redid them, now paying after 2nd Note. Does that qualify as corrective work/punch list items? Should RE office have rescinded 2nd Note, dealt with the correction issues and then reissued 2nd Note?	Verify Quantity and Quality are complete.  Verify ramp inspection forms are attached to applicable pay note(s).	Ensure inspection form is completed for each ramp AND TRANSMITTED TO THE ADA GROUP USING THE "SUBMIT BY EMAIL" BUTTON IN THE LIVE FORM.  Ensure ramp inspection form(s) are attached to applicable pay note(s).  Ensure ramp inspection forms are emailed to the ADA group.	ADA group is working on this and are trying to make a lot of changes right now, they are working with RE offices to improve the program.  <b>Listed in the document on the next two pages are three scenarios to aid us as we work through these complicated "gray area" situations.</b>  Right now ODOT doesn't have a good answer, and generally are being lenient with REs.	9/2/2020

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Bid Items (Unused - other than Lump Sum) CCO	<p>What is the procedure for elimination of any contract item of work (other than Lump Sum)?</p> <p><b>Example:</b> <i>TV pipe inspection, Subgrade Geotextile ....</i> Section 00140.30 references a Contract Change Order (CCO), when Agency-Required Changes in the Work occur.</p>	If unsure if a Bid Item was truly unused in order to verify no Q&Q needed, discuss with RE office.	<p>Determine if the change modifies the specification and/or design.</p> <p>If so, prepare CCO. If not, CCO not needed.</p> <p>If unsure, contact CAU.</p>	<p>Per 00195.20, unused items other than LS are not required to be deleted by CCO (in CPS simply change the corrected estimate to zero) unless the change significantly alters the character or unit cost of the Work.</p> <p>If the Pay Item deletion involves a design change a CCO might be needed to change the Contract Plans or Specifications.</p> <p>If the Specifications include "as directed by the Engineer", or similar language, the RE has some leeway to make changes without a CCO within the scope and intent of the design.</p>	07/24/20
Blue and Green Sheets	What is the RAS responsibility in regard to Blue and Green Sheets?	<p>Verify documentation is complete.</p> <p>List on DRR if incomplete.</p>	<p>Ensure documentation is complete.</p> <p>Request corrections if necessary.</p>	Final completed Blue and Green Sheets must be submitted to Doc Express. Refer to the Master List for instructions.	06/04/19
Calculations	<p>What is RAS responsibility in regard to a pay note prepared with an invalid method of calculation?</p> <p><u>Example:</u></p> <ul style="list-style-type: none"> <li>● calculation of the area for an uneven 4-sided shape (mostly seen for sidewalk measurements)</li> <li>● each side is a different length, each corner a different angle</li> <li>● Inspector calculates the area by averaging the 2 sets of opposite sides and multiplying the averages (not a valid method of calculation)</li> </ul> <p><u>Potential solutions:</u></p> <ul style="list-style-type: none"> <li>● measure a length between two opposite corners and calculate areas of 2 triangles; or</li> <li>● if 2 sides of the uneven shape are parallel to each other, these sides may be averaged and multiplied by the perpendicular distance between the parallel lines;</li> <li>● then total the areas of both shapes</li> </ul>	<p>List on DRR.</p> <p>Request RE office provide raw data (measurements and calculations).</p>	Ensure measurement breakdown included with pay note for each line measured.	<p>See GNSS Tablets item.</p> <p>With the use of iPads, measurement of these shapes will be automated.</p> <p>The Adobe Pro measuring tool can also be used to calculate as long as enough information is given for the calculations to be re-created.</p>	06/23/21
CCO Doc Express	<p><u>Scenario:</u> There are existing documents in a contract in Doc Express labeled with the Bid Item number. Subsequently, this Bid Item was deleted and re-added under a CCO pay item.</p> <p><u>Question:</u> Do the existing documents in Doc Express need to be renamed to reflect the new CCO pay item that they now fall under?</p>	<p>Alert RE office if original Bid Item documents have not been renamed in Doc Express to reflect CCO pay item.</p> <p>Verify renaming complete at semi-final review.</p>	Rename original Bid Item documents in Doc Express according to the new CCO pay item number.	Renaming is unavoidable in this situation in order to associate the documents with the correct item under the Contract.	06/23/21

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CCO Quality Documentation	<p>What is RAS responsibility in regard to CCOs and related quality documentation?</p> <p>When a vague CCO is written how deep does the RAS go into what quality documentation should be included?</p> <p><b>Example:</b> CCO Manhole Modification – should the RAS go as far as to look at the CCO supporting documentation to figure out what the actual modifications are in order to determine what type of quality documentation should be included with payment? Patch material, Rebar, other misc steel, or pipe?</p>	<p>In general, be consistent with comparable bid items and the supporting documentation that would be expected.</p> <p>Contact CAU in unusual cases.</p>	<p>Ensure CCO pay items requiring quality documentation are adequately described in the CCO and quality documentation is provided with payment.</p>	<p>CAU to ensure CCO is not processed without documented quality requirements for applicable pay items.</p> <p>If unclear to RAS probably unclear to auditor.</p>	12/03/19
Personally Identifiable Information (PII) Doc Express	<p>What is the RE and RAS responsibility in regard to discovering PII submitted to Doc Express?</p>	<p>Alert the RE office to the presence of PII in the Project documentation; if possible share a link to the specific document(s).</p> <p>If needed, list on the DRR that removal of a document is required.</p>	<p>RE office personnel should immediately send a link to the Doc Express document by email to the Contractor and request the entire document be removed and resubmitted without PII.</p> <p><b>If Contractor cannot remove the document, email eConstruction for assistance.</b></p>	<p>Do not submit personally identifiable information (i.e., photos of driver's licenses) into Doc Express or in paper files.</p> <p>2021 Boilerplate change effective for projects bid on/after October 2021 spec has been revised to "Present to engineer upon request" for items like driver's licenses, vehicle registrations, Motor Carrier 1A permits.</p>	06/23/21
Certifications Flagging	<p>What does the RE need to keep on file and does the RAS need to see flagger certifications or driver's licenses for flaggers?</p>	<p>RAS not required to see certifications or driver's license.</p>	<p>Inspector to visually verify and document certification (FIR and/or GDPR). Refer to CM Chapter 12D, NTMAG and SS 00225.</p> <p>If RE office chooses to submit flagger certifications, ensure no PII is submitted.</p>	<p>CM requires the flagger certification to be on file per 12D-1(h), however the specifications only require the contractor to;...have in their possession..., per 00223.30 (2021 Standard Specifications) 00225.31 (2018 Standard Specifications).</p> <p>Do not submit personally identifiable information (i.e., photos of driver's licenses) into Doc Express or paper files. See PII item for more information.</p>	06/23/21
Certifications	<p>What is the RAS responsibility in regard to Specialty Certifications (ie. Lead, Asbestos, etc.)?</p>	<p>No responsibility.</p>	<p>Full responsibility.</p>		06/04/19
CGC Testing Test Summary	<p>What is the RAS responsibility if CGC Pay Items are not easily identified on test summary for testing performed?</p>	<p>If items with CGC are not easily identified, list on DRR.</p>	<p>Ensure data on test summary is complete and accurate.</p>		06/04/19

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Check Weights	What is the RAS responsibility in regard to check weight frequency?	Verify check weights provided per 00190.20.	Follow 00190.20	<p><b>2021 standard spec update:</b></p> <p>When 2,000 tons or less of all types of Materials are received from a scale, check weighing will be at the discretion of the Engineer.</p> <p>The Contractor shall make at least one check weighing on projects where more than 2,000 Tons of all types of Materials are received from a scale. If more than 50 Tons per Day of all types of Materials are received from a scale, the Contractor shall make random check weighings at least once every ten Days on which more than 50 Tons is received or at each interval that 10,000 Tons has been weighed, whichever occurs first, or as directed by the Engineer.</p> <p>The check weighing frequency does not apply to total quantities less than 2,000 Tons of all types of Materials from a scale. The Contractor shall provide the Engineer with the results of the check weighing.</p>	09/02/20
CMO	What is the RAS responsibility in regard to CMOs?	<p>Verify CMO matches installed material (pay item).</p> <p>Verify form identifies domestic or non-domestic.</p> <p>If non-domestic, verify item is listed on Foreign Steel Summary.</p> <p>Verify form is signed.</p>	<p>Ensure CMO is received for all steel/iron materials incorporated in project and lists all pay items.</p> <p>CMO must indicate if the item is domestic or non-domestic; non-domestic must show value.</p> <p>Ensure information included on foreign steel summary as appropriate.</p>		06/04/19
CMO	What is RAS responsibility in regard to CMOs that list one manufacturer/supplier but attached certification is from a different manufacturer/supplier?	<p>Verify certification attached to CMO is from same manufacturer/supplier.</p> <p>If not, list on DRR.</p>	Ensure certification attached to CMO is from the same manufacturer/supplier.		09/18/19

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CMO	What is RAS responsibility in regard to CMOs that do not list all applicable bid items?	Verify all applicable pay items from the Schedule of Values are listed on the related CMO.  If not, list on DRR.	Ensure all applicable pay items from the Schedule of Values are listed on the related CMO.		03/05/19
CMO Foreign Steel Protective Coating	Is a separate CMO needed for galvanizing/coating process?	Verify required quality documentation is included with the project documentation.	Ensure required quality documentation is included with the project documentation.	The cost of foreign galvanizing needs to be reflected on the CMO for inclusion on the foreign steel summary.  No separate CMO is needed for the galvanizing/coating process, it just needs to be represented on the base material's CMO.  The reference to "'O' is for coating process and reinforcement" has been removed as of the January 2020 update to the Nonfield Tested Materials Acceptance Guide (NTMAG).	12/03/19
Cold Plane Pavement Removal	What is the RAS responsibility in regard to CPPR overlap? When grinding how large are overlaps allowed to be?	Verify pay notes exist for what RE office paid on estimate.	Ensure measurements and quantities are accurate.	Ultimately up to RE to make payment on what they determine is warranted.	12/03/19
Concrete Overlay (MPCO) Batch Tickets and Yield Calculations 00559.80	What is RAS responsibility when yield calcs don't reconcile with batch tickets quantity?	Verify measured per 00559.80.	Obtain batch tickets and do yield calculations. Follow 00559.80.	00559.80 says pay off batch tickets and do yield calculation to determine yield factor. The yield calculation is more of an investigative tool.  <i>"These tests are not intended to adjust payments in any way. To Summarize: If there is an issue with the yields not reconciling with the batch tickets the RE Office should have already dealt with this on the project. Since the majority of ODOT projects with this type of overlay are completed in one shift, changes on the project won't be recognized. For this reason these yields will act as an FYI for Structure Services that changes to the mix designs may be needed in the future."</i> Terry Thames, Statewide Structure Quality Engineer, Structure Services - April 8, 2020	09/02/20

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Contract Time 2nd Note Liquidated Damages	What is RAS responsibility if Contract work is still occurring past the final 2nd Note date?	Verify that Liquidated Damages are being assessed <u>or</u> that a change order is in process to change the specified completion date and note on DRR.  If unsure, list on DRR.	Assess correctly calculated Liquidated Damages if Contract work still occurring past 2nd Note date <u>or</u> rescind 2nd Note if work is being added to the Contract and process CCO to change the specified completion date.  Ensure Weekly Statements of Contract Time Charges are being completed and sent to the Contractor; if a CCO to modify Contract Time is subsequently executed, issue revised WSCTC.	Best practice is to rescind and then reissue 2nd Note, rather than issuing 2nd Note based on a pending CCO to revise the specified completion date.  Contact CAU for additional guidance.	06/04/19
Contractor's Performance Evaluation Contractor's Feedback	What is the RAS responsibility in regard to Contractor Performance Evaluation and Contractor's Feedback form (evaluation of the RE office by the Contractor)?	No responsibility.	Ensure Contractor Performance Evaluation completed and received by Contractor within 60 days of 2nd Note.  Ensure Contractor's Feedback form sent to Contractor after Final 2nd Note.	When Contractor's Performance Evaluation not received by Contractor within 60 days of 2nd Note, evaluation score cannot be utilized for corrective action or prequalification suspensions.	09/18/19
Cost Justification	What is RAS responsibility in regard to cost justifications (i.e., how close is close enough)?  <b>Example:</b> In regard to quantity limitation overruns of both Striping and Flaggers, RE Office used "Historical Bid Price Listings" from a Region and Counties other than the location of Project for the cost justification.	Verify cost justification exists for applicable items and justified price is equal to or greater than the Pay Item price using one of the methods listed in the Notes column. If not, a CCO is required.  Verify cost justification is included with semi-final documentation.	Ensure cost justification is prepared according to specification and included with the semi-final documentation.	Historical Bid Prices are listings of individual contract prices from past projects and should not be used for cost justifications. An allowance could be made for REs to use comparable Weighted Average Prices (even though the Contract requires justification on a force account basis). If the bid price is greater than the comparable weighted average price, then a detailed cost breakdown/justification would be required.  Contact CAE for guidance if needed.  For flagging: best practices for evaluating overruns for flagging under 00223.90: <a href="https://www.oregon.gov/odot/Construction/Documents/flagging_overruns.pdf">https://www.oregon.gov/odot/Construction/Documents/flagging_overruns.pdf</a>	06/01/22

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Doc Express Naming Conventions	What is the RAS responsibility in regard to incorrect naming conventions using in Doc Express projects?	Use best judgement. Involve the RE when it's a consistent problem. Pay Notes must be correctly named.	Ensure RE office staff uses correct naming convention per the applicable Master List.  Rename incorrectly named documents or require Contractor to correct naming.	Contractor ability to correct naming conventions was added to Doc Express as a feature at the end of 2019	12/03/19
Doc Express Signatures	Can RAS accept a document submitted to Doc Express by someone other than the document preparer?	Documents are acceptable if RAS can verify document was submitted by the preparer or was wet signed by the preparer.  If cannot verify appropriate signature(s) on a document, list on DRR as a deficiency.	Ensure document is submitted by preparer or wet signed by the preparer.		05/21/20
Doc Express Prime-submitted documentation	What is RAS responsibility if seeing documents submitted into Doc Express by the RE office that should have been submitted by the Contractor?	Q&Q review like normal.	Full  Inspectors should refuse to accept Project documentation handed to them in the field by the Contractor since the Contractor is responsible for submitting that documentation to Doc Express.	Contractors are required by 00170.08 to submit Project documentation into Doc Express and should not be handing documents to Inspectors in the field.  There is also the additional consideration of the Inspector taking on any liability/responsibility for those items – what if the Contractor later disagreed that was the document they gave the Inspector? The ramifications could be significant if the project came under dispute.	09/02/20
Documentation Pay Note FIR	What is the RAS responsibility in regard to completeness of pay notes (includes applicable FIRs, worksheets, signature, QPL #, locations, etc.)?	If incomplete, list correction(s) needed on DRR.	Prepare complete and accurate pay notes.  Make corrections as applicable.	New pay note (form 734-2605) released June 2, 2020. Combination form covers pay note, installation sheet, FIR and MOH. Instructions are in the form.  <b>Per the Contract Administration Engineer, this form is required for all projects that have not processed any Pay Notes for a project (as of 6/2/20). Please do not use any other form of a Standard Pay Note or Installation Sheet (or other documents previously used as pay notes). It is recommended but not required for projects that have already started processing Pay Notes.</b>	07/24/20

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<p>DRR Action Plan RAS Review</p>	<p>Does RAS need to be attaching Preliminary Progress Payment Reports or Retainage Reports from CPS to each DRR or Action Plan?</p>	<p>RAS is not required to attach either of these reports to the DRR or Action Plan.</p> <p>Since it is a snapshot of the project at the time of review, it is a best practice in regard to documentation of the status of each bid/pay item at the time of review.</p> <p>Coordinate scheduling RAS reviews in advance with RE office staff.</p>	<p>Ensure DRR and Action Plan documents submitted by the RAS are reviewed by the RE office.</p> <p>Ensure the most current bid/pay item information is captured in each RAS review by maintaining current project documentation.</p>	<p>The comments area on the Doc Express Master Lists for the DRR and Action Plan have been updated to acknowledge these attachments to the DRR and Action Plan.</p>	<p>01/10/20</p>
<p>Erosion Control</p>	<p>What is RAS responsibility in regard to Erosion Control Monitoring Reports?</p>	<p>Verify pay notes exist for what RE office paid on estimate.</p> <p>Verify reports are current (last one on file within 30 days)? If not, put on DRR.</p> <p>If past reports are missing, put on DRR as a comment. No PM exception required.</p> <p>If by next review reports are current, take off DRR.</p>	<p>Ensure reports are current and that the report signer has a current ESCM certification (or approved equivalent) if required by specification.</p> <p>Have past reports on file.</p>		<p>06/04/19</p>
<p>ESCM Certification Lapse or Lack of Certification</p>	<p>What is RAS responsibility if, in reviewing a Project, find that the Erosion Sediment Control Manager's certification has expired?</p>	<p>Verify certification is current for the entire required period or Exception exists.</p>	<p>Ensure certification is current for the entire required period if required by specification; if not Exception is required to accept ESCM reports signed during the certification lapse or those signed by someone who was not certified.</p>	<p>There is no grace period with ESCM due to the sensitive nature of the topic and our NPDES permit. This means that if a person is not certified, even if they are signed up for the next class, or if a previous certification has lapsed, they should not be signing ESCM reports.</p> <p>If someone has been previously certified, they are eligible to challenge the exam for recertification and those challenge events are held once a month year round. So there is no need to wait until the next class to recertify unless they are unable to pass the challenge exam.</p>	<p>09/02/20</p>



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Exceptions	What is RAS responsibility in regard to Specification Technical Owner (STO) and Professional of Record (POR) concurrence on PM Exceptions?	Verify STO and/or POR communication is attached to the Exception.	<p>Full responsibility.</p> <p>If STO/POR are contacted with no response, the Exception can be submitted with a copy of the email attempt attached, documenting that the RE office did reach out.</p>	<p>It was asked regarding PM Exceptions if both the Specification Technical Owner (STO) and Professional of Record (POR) must be contacted for concurrence.</p> <p>There is no official direction on situations when you wouldn't seek to obtain the concurrence of both if possible. The Claims Engineer views the STO as the more critical of the two.</p> <p>Sometimes the POR field is left blank; that is normally when the POR is a consultant. It would not be appropriate for them to approve their own items of contract non-compliance. The requirement to reach out to the STO covers that to ensure ODOT is informed of any non-compliance with the contract and can weigh in on it. Therefore, in situations where a consultant is the POR that field can be left blank, but the STO communication needs to be attached.</p> <p>For all other projects (where the POR is not a consultant), the RE office needs to reach out to both the STO and POR.</p>	09/02/20
Final DRR	What is the RAS responsibility in submitting the Final DRR for a Doc Express project?	<p>Submit "clean" Final DRR to Agency Submittals drawer (no Q&amp;Q issues, no PM Exceptions notations).</p> <p>Submit internal version of "final" DRR with notes/comments and PM Exceptions listed to Agency Internal drawer.</p> <p>Title and transition per the applicable Doc Express Master List.</p>	Transition and sign per the Doc Express Master List.		12/03/19

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FIR Visual Inspection	What is RAS responsibility in regard to "Visual Inspection" specification; is a Field Inspection Report (FIR) required?	Verify FIR is provided.  If missing, list on DRR.	Ensure FIR is provided.	FIR required for visual verification / acceptance / inspection / examination as required by the Contract Documents.  New pay note (form 734-2605) released June 2, 2020. Combination form covers pay note, installation sheet, FIR and MOH. Instructions and examples are in the form.  <b>If FIR is required page 3 of the form must be completed and included with the pay note.</b>	07/24/20
Force Accounts Doc Express	What is the RAS responsibility in regard to Force Account Billing payments?	Ensure that if any monetary adjustments that are noted on the CAU reviewed copy of the Force Account Billing are applied correctly in CPS.	In Doc Express, mark that RAS Review is Needed.		06/04/19
GDPR	What is the RAS responsibility in regard to General Daily Progress Reports (GDPR)?	No responsibility.	Ensure Inspector's certification number and signature are on the form.		06/04/19

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<p>General Excavation Grade Verification Quantity</p> <p>GNSS Tablets</p>	<p>What is the RAS responsibility in regard to General Excavation and Grade Verification Points (formerly confidence points), especially when involving the use of the new survey-grade tablets for measurement?</p>	<p>Verify written verification was provided to the Contractor and is included with the Quantity documentation.</p>	<p>Provide written verification to Contractor that the GVPs have been reviewed and appropriate action has been taken per CM Chapter 12-D.</p> <p>Include the written verification and the QA GVP data as part of the pay note.</p>	<p>The semi-final checklist has been updated to reflect the different ways this can be accomplished.</p> <p>Chris Pucci of the Engineering Automation Section provided this information on the use of the GNSS Tablets and their use in the field for quantity paynote measurements in September 2019:</p> <ul style="list-style-type: none"> <li>o Need to check known point on project each day to verify/calibrate Tablet.</li> <li>o Measurements will either show up as a big error or a right on accurate measurement.</li> <li>o Measure flat areas only, not more than 5 to 10% slope. Need to use InRoads for sloped areas.</li> </ul> <p>Required Supporting Documents to be generated with the GNSS tablet:</p> <ul style="list-style-type: none"> <li>o Map View of features measured</li> <li>o Info View listing the area or linear measurement information</li> <li>o Point file of points used to make the measurements.</li> <li>o Backup source data: not a supporting document, but must be backed up in the RE Office in case it's needed later.</li> </ul>	<p>12/09/20</p>
<p>GNSS Survey Tablets Quantities Measurements</p>	<p>What are the responsibilities of the RAS and RE office in regard to the use of survey grade tablets for pay quantity determination?</p>	<p>Verify the following items are attached to applicable pay note(s):</p> <ol style="list-style-type: none"> <li>1. Map View of features measured</li> <li>2. Info View listing the area or linear measurement information</li> <li>3. Point file of points used to make the measurements.</li> </ol>	<p>Ensure the following items are attached to applicable pay note(s):</p> <ol style="list-style-type: none"> <li>1. Map View of features measured</li> <li>2. Info View listing the area or linear measurement information</li> <li>3. Point file of points used to make the measurements.</li> </ol> <p>Ensure source data is backed up.</p>	<p>Direction for the use of this method was disseminated via 7/11/19 email from CAE.</p>	<p>09/18/19</p>
<p>Labor Documents</p>	<p>What is the RAS responsibility in regard to labor documentation (employee interviews, certified payrolls)?</p>	<p>Verify required documentation is included with the semi-final documentation for the Project.</p>	<p>Ensure required documentation is included with the semi-final documentation for the Project.</p>		<p>06/04/19</p>
<p>Local Agency Projects Preliminary Documentation</p>	<p>What are the final documents to be submitted to the RAS at the beginning of a Certified Local Agency project?</p>	<p>RAS to receive from CAU:</p> <ul style="list-style-type: none"> <li>• Risk-Based Bid Item Review List</li> <li>• Plans and Specifications</li> <li>• Quality &amp; Quantity Guide/Summary</li> <li>• Contact Information for the Project</li> </ul> <p>RAS to receive from RE/TPM:</p> <ul style="list-style-type: none"> <li>• 1st Notification (or equivalent)</li> </ul>	<p>RE/TPM to provide to CAU:</p> <ul style="list-style-type: none"> <li>• Quality &amp; Quantity Guide/Summary</li> <li>• Plans and Specifications</li> <li>• Project Agreement Estimate (list of bid items and values)</li> <li>• Contact Information for the project</li> <li>• Award Letter</li> </ul>	<p>Documents the Local Agency provides to the TPM that are not required to be provided, but are helpful for RAS and CAU to obtain:</p> <ul style="list-style-type: none"> <li>• Notice to Proceed (if different from 1st Notification)</li> </ul>	<p>12/03/19</p>

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Local Agency Projects Final Documentation	What are the final documents to be submitted to the RAS at the end of a Certified Local Agency project?	<p>RAS to receive from RE/TPM:</p> <ul style="list-style-type: none"> <li>• 2nd Notification (or equivalent)</li> <li>• 3rd Notification (or equivalent)</li> <li>• Foreign Steel Summary</li> <li>• Final Materials Certification</li> <li>• RE signed Final DRR (first provided by the RAS to the Local Agency and TPM)</li> </ul> <p>RAS to provide to CAU:</p> <ul style="list-style-type: none"> <li>• Foreign Steel Summary</li> <li>• Final Materials Certification</li> <li>• Fully signed Final DRR (first provided by the RAS to the Local Agency and TPM)</li> </ul>	<p>RE/TPM to provide to RAS:</p> <ul style="list-style-type: none"> <li>• 2nd Notification (or equivalent)</li> <li>• 3rd Notification (or equivalent)</li> <li>• Foreign Steel Summary</li> <li>• Final Materials Certification</li> <li>• RE signed Final DRR (first provided by the RAS to the Local Agency and TPM)</li> </ul>	<p>Documents the Local Agency provides to the TPM that are not required to be provided, but are helpful for RAS and CAU to obtain:</p> <ul style="list-style-type: none"> <li>• Recommendation for Project Acceptance</li> <li>• Labor Compliance Certification, if provided (not required to go to the TPM)</li> </ul>	12/03/19
Lump Sum Items	Should a lump sum (LS) breakdown be included as supporting documentation for partial LS payment?	<p>Verify LS breakdown included with first pay note if LS item is paid in more than one payment and LS breakdown is referenced on any subsequent pay notes for that bid item.</p> <p>If not, note on DRR.</p>	<p>Ensure LS items are paid correctly.</p> <p>Ensure LS breakdown included with the first pay note if LS item is paid in more than one payment and LS breakdown is referenced on any subsequent pay notes for that bid item.</p>	<p>CM states the LS payment must "relate to and be substantiated by" a LS breakdown. Although the current CM does not specifically direct the RE office to attach that document to the pay note, until that Chapter is corrected, CAE expects LS breakdown to be included with the first pay note for any partial LS payment on a bid item.</p> <p>If the entire LS item is paid during one monthly pay estimate, then a LS breakdown would not be necessary.</p>	12/3/2019
Lump Sum Items CCO	What is RAS responsibility in regard to LS bid items that are unused (typically toward the end of a project) have not yet been deleted by CCO?	Note on DRR or Action Plan.	Write CCO to delete the unused LS bid item.		12/03/19

Subject(s)	Question	RAS Responsibilities	RE Responsibilities	Notes	Last Updated
OJT On-the-Job Training	What should RAS be looking for in regard to OJT documentation?	TPAR, ATAR - verify exists per person  MPR - verify attached to pay note (Quantity)	Full	OJT Supporting Documentation:  1. There are 4 documents that are required for the OJT program: TPAR, ATAR, MPR, and MEUR 2. All of these documents should be stored in the Civil Rights drawer 3. ATARs and MPRs should be reviewed to verify correct payment of OJT hours and to ensure any disincentive is applied appropriately 4. MPRs should be attached to the specific paynote to support payment, ATARs may or may not be attached to the specific paynote	09/02/20
OJT	What is RAS responsibility in regard to OJT and 2 <sup>nd</sup> Notification?	Confirm no OJT credit after 2nd Note	Ensure no OJT credit after 2nd Note	Contractor must be at or over 100% by 2nd Note or will incur penalty. After 2nd Note if OJT is done it does not count toward the goal.	12/03/19
Pay Notes Calculations Quantities	How should RAS handle a situation when pay item equals exactly bid quantity (appears to be back calculated)?	Discuss with RE.  If can't resolve contact the CAE. List on DRR until receive direction.	Ensure calculations represent true measurements.		09/18/19
Pay Notes Missing Docs Quality	What should the RAS do if missing pay notes or quality documents are discovered in the course of a review?	Work with RE office to locate missing documentation.  If cannot be located, list as high priority on DRR.  Refer to the DRR Escalation Process in the RAS Manual.	Ensure all required Quantity and Quality documentation is correctly and completely filled out.  Coordinate with RAS so documentation is complete and available for scheduled RAS review.	Section 3A from RAS Manual has been updated to reflect this direction. Updated document can be found on Contract Administration web site.	06/04/2019
Pay Notes Flagging	What should the RAS be looking at in regard to Flagging pay notes?	Verify pay notes exist for what RE office paid on estimate.	Ensure totals are double checked (2 totals and appropriate signatures for both checks required) and correct totals are on pay note(s).	Refer to Doc Express user guide for direction on pay notes requiring two checkers.  Flagger and pilot car receipts must be supporting documentation for pay notes; as of June 2020 forward cannot be used as the pay notes.	06/02/20

Subject(s)	Question	RAS Responsibilities	RE Responsibilities	Notes	Last Updated
Penny Bids Unbalanced Bids	How should penny bid items be handled?	Ensure proper Quantity and Quality documentation exists for the pay item.  If needed, remind RE office staff all pay items are treated the same.	Ensure proper Quantity and Quality documentation for all pay items regardless of value.  Check the indicator boxes in CPS for unbalanced bid items listed in the letter created by PCO.	PCO provides RE office an unbalanced bid letter.	06/04/19
Plant Certifications 01040.19(c)	What is the RAS responsibility in regard to Plant Certifications (shipping and inspection)?	Verify certifications exist.	Ensure certifications received satisfy 01040.19(c).		06/04/19
Product Substitution Erosion Control	What is the RAS responsibility if an RE office substitutes one product (happens a lot with erosion control devices) with another that does not meet specifications required and is paid for under the original pay item in the Schedule of Values but the RE office does not appear to intend to write a CCO to document the specification change?	List on DRR if contract requirements are not met.	Ensure contract requirements are met. If not, requires CCO.		09/18/19
Quantities Measurements	What is the RAS responsibility if pay items are measured more accurately than required by specification?  <b>Example:</b> If flagger hours are measured to the nearest 0.25 hour instead of the "at least the nearest 0.5 hour" as stated in the Standard Specifications.	RAS should note a deficiency if the unit is rounded to a larger significant digit than specified when an "at least" reference is stated in the specifications.	More precise measurements are unnecessary but not disallowed by the Contract.		03/29/21

Subject(s)	Question	RAS Responsibilities	RE Responsibilities	Notes	Last Updated
Quantities	What is the RAS responsibility in regard to pay notes for partial payments of plan quantities that lack explanation or supporting data on how the payment quantities were determined?	Flag for the RE. If it is a consistent problem, contact CAE for assistance.	Ensure measurements and quantities are accurate.  "Use accurate, easy to follow measurement and calculation methods" per CM 12D-2(c).		06/04/19
Quantities Measurements Calculations	What is RAS responsibility in regard to quantity paid for areas (square feet, square yards, and acres) and volumes (cubic yards, mGal, board feet) without dimensions or other supporting documents?	List on DRR.  Request RE office provide raw data (measurements and calculations).	Ensure compliance with 00190.10.		09/18/19
Quantities Pay Notes	What is RAS responsibility if one total quantity of striping is listed for a given section of road, without a breakdown of individual strip "lengths and widths" to verify pay quantity?	List on DRR.  Request RE office provide raw data (measurements and calculations).	Ensure measurement breakdown included with pay note for each line measured.		09/18/19
RE (PM) Diary	What is the RAS responsibility in regard to the RE Diary?	Verify it is included in the semi-final documentation if the semi-final checklist indicates one has been submitted.	Full responsibility.	This document is on the semi-final checklist but is so rarely submitted that it is not even set up as a document in Doc Express. CAU lto revisit this issue after update from CAE.	06/04/19
Retainage	What is the RAS responsibility in regard to release of retainage?	Ensure Quantity and Quality are complete.  Ensure checkbox for "RAS Confirms Quantity and Quality Doc. Complete" is checked in CPS.	Ensure Quantity, Quality and Labor documentation is complete.  Upload estimate when applicable.	Release retainage as soon as is possible.  For projects awarded after 1/1/2020 retainage is not going to be withheld until further guidance from Agency.	01/01/20

Subject(s)	Question	RAS Responsibilities	RE Responsibilities	Notes	Last Updated
Retainage CPS	What is the RAS responsibility in regard to RE offices not updating the "Current Retainage Status" in CPS for items that are complete until after the RAS performs a quantity/quality review?	Have conversation with RE office at the beginning of a review (confirm all eligible boxes checked).	Update retainage status as soon as Q, Q & L for a bid item is complete (check the boxes in CPS).	Retainage should be released as soon as possible on projects with retainage.	12/03/19
Scale	What is the RAS responsibility if, on the Daily Asphalt Plant Production report (Form 734-2401), the % Error Truck Scale vs Total Meter is greater than +/- 1.0% (ACP)?	No responsibility.	Full responsibility.		06/04/19
Scale Certification	What is the RAS responsibility in regard to scale certifications that are not done annually?	Verify most current certification is included in the Project documentation.	When an ODA certification is provided to the scale owner, ensure it is included with the Project documentation.	ODA strives to do annual inspections, but may not achieve this exactly at 12 month intervals. Specification states that <u>when</u> ODA issues a certification, then the scale will provide the document to ODOT.  License allows operation; certification is in regard to accuracy of the scale.	12/03/19
Schedules	What is the RAS responsibility in regard to Project schedules?	No responsibility.	Full responsibility.		06/04/19
Seeding	What is the RAS responsibility if seed types listed on the certifications/seed tags do not match the seed types required by Special Provision 01030.13(f)?	List on DRR if contract requirements are not met.	Ensure contract requirements are met.  If not, requires CCO.		09/18/19
Semi-Final	What is the RAS responsibility in regard to preparation of semi-final documentation on a paper project (non-Doc Express)?	Perform final review of paper projects before submittal to Salem.  Verify semi-final documentation is in the correct order per Form 734-2706 and verify all required documentation is included.	Ensure semi-final documentation is in the correct order per Form 734-2706 and ensure all required documentation is included.  Ensure no exposed prongs on pads for paper projects.	There are 3 versions of the semi-final checklist: Doc Express 2019 = form 734-2706a Doc Express 2018 = form 734-2706b Paper Projects = form 734-2706	06/04/19



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Smart Work Zone System 00229 boilerplate	What should the RAS expect to see with Smart Work Zone System payments?	Verify from QPL.	Ensure from QPL.	00229.80 The quantities for using the Smart Work Zone System will be measured on the time basis. If the Smart Work Zone System malfunctions for more than a total of 2 hours within a single Day, no measurement will be made for the Smart Work Zone System for that Day unless otherwise approved.  If the RE office determines payment should be made for a day, it is their discretion. RAS do not need to investigate if a malfunction occurred.	09/02/20
Smoothness ACP	What is the RAS responsibility in regard to ACP Smoothness?	Randomly spot check approx. 10% of values. If find issues, check more.  Check if length of measure of excluded areas is within the 0.1 mile (528').  Put on DRR as needed.	Complete review of Smoothness (IRI) by two individuals.	00745 has been revised for the 2021 Standard Specifications. Highlights are: <ul style="list-style-type: none"> <li>• Localized roughness now 160"/mile (used to be 140"/mile)</li> <li>• Took out the latitude for RE for everything 190"/mile and above; corrective action now required; want to see a CCO.</li> <li>• Boilerplate changes: Contractor no longer eligible for incentive in segments containing localized roughness, whether selected for correction or not 00745.96(b)</li> </ul> Contact Pavements if any questions.	09/02/20
Smoothness	What documentation should RAS expect to see in regard to correcting smoothness deficiencies in regard to concrete paving (00756.55(c)(2))?  Can bonus be paid for corrective work? <i>No, see Notes.</i>  Section 00755 - Continuously Reinforced Concrete Pavement: 00755.55(c) and Section 00756 – Plain Concrete Pavement: 00756.55(c )(2) requires retesting the entire length of all segments that received corrective work (grinding).	Verify CCO or alternate means of acceptance is in place.  If not, list on DRR.	If the RE doesn't require the Contractor to re-profile, a CCO would be required to modify the specifications or RE to ensure alternate means of acceptance is in place.	00755.95 and 00756.95 state that no smoothness bonus is given for any 0.1 mile (528') segment that has corrective action. Therefore, if there is a bump grind, then that 0.1 mile (528') segment gets no smoothness bonus.  Note: 00755 and 00756 have been heavily revised for the 2021 Standard Specifications. 00622 boilerplate coming soon for Grinding Concrete Pavement.  Contact Pavements if any questions.	09/02/20
Stat Spec	What is the RAS responsibility in regard to StatSpec?	Randomly spot check 10% of values.	Complete review of Stat Spec by two individuals.	Asphalt has the possibility of both positive and negative adjustments.	06/04/19

Subject(s)	Question	RAS Responsibilities	RE Responsibilities	Notes	Last Updated
StatSpec	What is RAS responsibility if, in reviewing StatSpec for ACP, it is noticed that the moisture content has been omitted from the group of constituents?	List on DRR	<p>Full responsibility.</p> <p>For projects that pay for liquid asphalt from StatSpec, moisture content is not a Bonus constituent, it is required to calculate total liquid asphalt content in mixture (ACP).</p>	<p>Direction from CAU 4/1/2020</p> <p>It has been brought to our attention that during the creation of StatSpec for ACP some authors have omitted the moisture content from the group of constituents. This can cause an incorrect result in the amount of liquid asphalt quantity paid. See Jim Gunter's findings: <i>"While I've been doing this StatSpec review and testing for the upgrade, I have been looking over multiple StatSpec files and have noticed something I think should be addressed with the QCCS's that create and maintain these files. Some of the QCCS's have stopped including the Moisture results as data entries, I guessing since it is no longer a weighted constituent they figure it's not needed. The problem is that the average moisture number is used to correct the binder pay quantity when paid from test results. If these moisture results are not included, it means that we are potentially overpaying for binder, this could add up to a couple thousand dollars on our larger projects."</i> James C Gunter - Pavement Services, Pavement Quality Specialist.</p> <p>Informational tests should not be included in StatSpec.</p>	09/02/20
Temporary Items QPL	What is the RAS responsibility in regard to temporary pay items?	Verify pay notes exist for what RE office paid on estimate.	Ensure item is on QPL and QPL# and quantity are listed on Pay Note.	<p>New pay note (form 734-2605) released June 2, 2020.</p> <p>Combination form covers pay note, installation sheet, FIR and MOH. Instructions and examples are in the form.</p> <p>If FIR is required page 3 of the form must be completed and included with the pay note.</p>	07/24/20

Subject(s)	Question	RAS Responsibilities	RE Responsibilities	Notes	Last Updated
Temporary Items Quality Documentation QPL	<p>What is RAS responsibility in regard to quality documentation for temporary items?</p> <p>If temporary item quality documentation is missing from Doc Express pay notes should it become a DRR item?</p> <p><b>Example:</b> Geotextile on temporary items – for any temporary erosion control item requiring geotextile the 2018 Standard Specifications say to furnish according to 02320 and provide documentation according to 02320.10 (c).</p>	<p>RAS doesn't review quality documentation for temporary items, only quantity.</p> <p>For temporary items requiring FIR, RAS to verify FIR exists and supports pay note in relation to quantity only. In these cases, if FIR missing, list on DRR.</p> <p>For temporary items, RAS to verify 4-digit QPL number is listed on quantity document. If not, note on DRR.</p> <p>If temporary item ever switches to a payment for a permanent item, then all required quality documentation must be included.</p>	<p>Temporary item quality documentation is the responsibility of the RE office.</p> <p>Ensure 4-digit QPL number is on quantity documentation and entered into CPS.</p> <p><i>As clarified in the January 2020 Nonfield Tested Materials Guide update in regard to temporary items:</i> The RE must ensure that the specified materials are used and documentation provided as required by the NTMG to verify that these items are as required by the Contract Documents and functioning as intended.</p> <p>If temporary item ever switches to a payment for a permanent item, then all required quality documentation must be included.</p>	<p>For Doc Express projects temporary item quality documentation will not be deleted or archived.</p> <p>For paper projects, temporary item quality documentation can be included in the semi-final documentation, it does not have to be removed, it's just not required to be there. Removing this documentation is an outdated practice related to a long-resolved limited space issue at the State Records Center.</p> <p>New pay note (form 734-2605) released June 2, 2020. Combination form covers pay note, installation sheet, FIR and MOH. Instructions and examples are in the form.</p> <p>If FIR is required page 3 of the form must be completed and included with the pay note.</p>	07/24/20
TP & DT TCIR TCS	<p>How should RAS and RE office handle TP &amp; DT and Traffic Control Inspection Reports (TCIR) when:</p> <p>(a) Project has a pay item for TCS (b) Project does not have a pay item for TCS</p>	<p>Verify pay note(s) exist for what RE office has paid on estimate.</p> <p>Ensure appropriate reports have been received (a or b, as applicable).</p>	<p>a) Ensure TCIR is completed for days when TCS is paid for, signed by a certified TCS, and TCS certification number is on the form. or b) Ensure TCIR is completed for every working day, signed by a certified flagger, and flagger certification number is on the form.</p>	<p>PM Exception required if:</p> <p>a) TCS pay item exists and Contractor's report signer doesn't have TCS cert</p> <p>b) No TCS pay item in Contract but Contractor doesn't meet requirements of 00225.31</p> <p>As of the 2021 boilerplate, the daily requirement has been removed.</p> <p>The Inspector's signature line has been removed from the TCIR form as of 7/29/20.</p>	06/23/21
Verification IA Comparison	<p>What is the RAS responsibility in regard to verification and IA comparison?</p>	<p>Confirms that it happens.</p>	<p>Perform IA.</p>	<p>New form (734-5232) was developed and is required as of April 6, 2020.</p>	04/06/20

Subject(s)	Question	RAS Responsibilities	RE Responsibilities	Notes	Last Updated
Weigh Memos Calculations	What is acceptable for the calculation check for weigh memos: Material Yield Worksheets, 10-key tapes, or spreadsheets?	Perform calculation check.  Ensure two separate tallies exist.  For now document on DRR if not meeting the Q&Q requirements of the contract and share with the REs our objective in regard to unbalanced items if applicable.	Two separate tallies checked by two separate people per CM12D-1(n)(4)(a)(2) and 12D-3(a)(2 and 3)  Tallies are required as supporting documentation for the corresponding pay note(s).  Station numbers listed on tickets regardless of number of tickets.	CM12D-1(n)(4)(a)(2) "Perform the final pay quantity calculation by running two (2) adding machine tapes <u>or approved computer-generated source</u> documents totaling up all Weigh Memos."  Any form of addition (>1) = tally  Tallying A-Z and Z-A would be considered a "best practice"; does not have to be on two separate spreadsheets.  No standard form exists. There are unofficial forms available, contact CAU.	09/02/20
Yield Checks	What is the RAS responsibility when all ACP yield checks for the day are out of tolerance levels?	Ensure forms are completed.	Full responsibility.	Best practice: if yield check fails, check again.	12/03/19