

RE/ARE/Inspector Daily Diaries

The narrative portion of the report should include:

- ❖ *Description of the contractor's operation*
- ❖ *Location where the work was performed*
- ❖ *Weather*
- ❖ *Pertinent Conversations (Statements made by the contractor or agency personnel)*
- ❖ *Material Tests*
- ❖ *Quantities*
- ❖ *Inspection/Material Tags*

ARE/Inspector Daily Diary Example

Good Diary - Why?

Specified exact location of operations

Specified who was performing the operations. Contractor/Sub

Specified what item of work or CCO was being performed

Specified full names and classification of workers and equipment numbers

Discussion of Acceptance Testing

Specified AC Mix and quantity placed.

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION
ASSISTANT RESIDENT ENGINEER'S DAILY REPORT
 CEM 4801 (REV 4/1995) CTF 7541-3ED-5

JOB STAMP
 10-123544

Report No. 370
 Date 08/31/19
 S * * * * * Circle Day
 Shift Hours Start 6:00 AM Stop 2:30 PM

ASSISTANT RESIDENT ENGINEER'S DAILY Location B REPORT

Location and Description of Operation 1. Contractor A - Continued paving operations on northbound I5 from Sta. 32+15 to 35+00 along "B" line in lane 4. 2. Subcontractor X - Began metal beam guard rail operations near Elm Ave. exit (approx 30' right of "B" line from Sta. 0+30 to 1+05). 3. Subcontractor Y - Set, maintained and removed traffic control for paving and guard rail operations.

EQUIPMENT NO.	NO. OPERATORS	DESCRIPTION (Equipment or Labor)	HOURS - ITEM NO.										WEATHER	REMARKS (Reason for absence or other remarks)				
			1	2	3	4	5	6	7	8	9	10						
	1	Laborer - M. Sanchez	7															
	1	Laborer - S. Holmes	7											1	No AC-Plant Problems from 8:30-9:30			
	1	Laborer - J. Eize	7											1	No AC-Plant Problems from 8:30-9:30			
	1	Labor Foreman - R. Lee	7											1	No AC-Plant Problems from 8:30-9:30			
#F123	1	PU - F350	7											1	No AC-Plant Problems from 8:30-9:30			
	1	Operator - B. Walsh	7											1	No AC-Plant Problems from 8:30-9:30			
#12	1	AC paver - Cat. AP1000	7											1	No AC-Plant Problems from 8:30-9:30			
	1	Laborer - S. Wynn																
	1	Laborer - B. Gates																
	1	Laborer - P. Allen																
G4	1	PU - F350																
	2	Laborer - J. Smith, Lee																
X2	1	PU w/ arrow board																

Sub Y began placing traffic control at 0530 on I5 NB from Acero Ave. OC to Lane Pine Rd. exit. Informed TMC that traffic control was set at 0550. Contractor A began paving operations at 0800. Contractor's QC testers and our QA testers were present in the field during paving operations (reference QA tester's diary for sampling and testing information). Our plant inspector (J. Smith) contacted me at 0800 and explained that the plant had broken down due to a mechanical problem. Plant operations resumed at 0900. Paving operations stopped at 0830 and resumed at 0930 due to the plant issue. Contractor placed 650 tons of 3-4" RAC (mix #234895) refer to summary report attached to delivery tickets. Sub X began layout and distribution of metal beam guard rail (MBGR). Discussed apparent MBGR layout conflict at Station 0+65 with R. Lee. Agreed on post adjustment in the field and noted on as-built. Sub Y began removing traffic control at 1430 and completed removal at 1500. Notified TMC of removal of traffic control at 1503. * Received initial notice of potential claim #3 (NOPC) today from R. Lee concerning yesterday's paving operations which were cut short due to their subcontractor's failure to maintain traffic control. Placed NOPC in RE's in box this afternoon.

PRINT NAME: George Richards SIGNATURE: [Signature] TITLE: Assistant Resident Engineer

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City of Montebello, Public Works Department

Daily Inspection Report

Project Beverly Boulevard Street Improvements
 Location From Via Altamira to Via Val Verde
 Project No. 1308
 Contractor Excel Paving Contractor

Report No. 5
 Date Tuesday, March 18, 2014
 Job No. STPL 5247 (022)
 Hour 4

Removal
 Grading
 Concrete
 Aggregate Base

Storm Drain
 Utility
 Street Light
 Traffic Signal

Striping
 Irrigation
 Landscaping
 Traffic Control

VISITOR:

TIME	NAME	REPRESENTING
8:00 AM	Kert Brown	Excel Paving
10:45 AM	Ron Rollings	RMA Group

SITE CONDITIONS:

WEATHER:

AM PM
 Cool Warm

TEMPERATURE:

60° F 78° F

EQUIPMENT AND/OR LABOR:

NO. EQPT	NO. MEN	DESCRIPTION (EQUIPMENT OR LABOR BY TRADE)	Traffic Control Set Up / Supervision	Concrete / AC Removal							REMARKS (EQUIPMENT NO. OR WORKER NAME)
	1	Foreman	9	8							David Cavaliere
	1	Labor		8							G Allen
	1	Labor		8							C Rangel
	1	Labor		8							R Macias
	1	Operator		8.5							Jose Cortez
	1	Operator		8.5							Ross Neltor (Rental)
1											STMPR
1											32-50 SKIP
1											37-37 CAT Roller
1											P/UP TRK
1											BROOM

DAILY ACTIVITIES:

8:00 AM - Contractor has left the traffic control devices overnight. Bus Pad (1) removal not completed additional 2" needed to be removed from the bottom of excavation. Bus Pad (2) @ Concourse Ave starting to be excavated. This area exhibited base treated material at 8" below adjacent pavement and backhoe had a hard time penetrating thru this material. It was recommended that no additional removal beyond 8" to take place. Quantity for this Bus Pad was documented and calculated to be 25 CY. 9:00 AM - Base material was placed at BP(Bus Pad) 1, material was spreaded evenly to depth of 8" and moisture conditioned and compacted using Steel Roller. 10:00 AM - 3rd BP being excavated at Via Verde, depth of excavation measured to be 14", allowing 8" of Base and 6" of Concert. Contractor planning to poured these on Thursday & Friday.

Quantities: Bus Pad #2 Removal = 33 CY., Bus Pad #3 = 33 CY, SW = 1496 SF, DWY = 162 SF, C&G = 84 LF, CMB = 57.61

INSPECTOR:

WSWD

- CT Workday Calendars for 5 day workweek or 7 day workweek

Caltrans Working Day Calendar

<http://www.dot.ca.gov/hq/constuc/calendar/index.htm>

- Document each work day or non work day
- Document time extensions granted by CCO's
- Indicate controlling operation
- Filled out weekly & signed by RE
- Submitted to Contractor to allow 15 days to protest correctness

Form CEM-2701 (Old HC-146)

FORM
CEM 2701
(REV. 7-79)

JOB
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WEEKLY STATEMENT OF WORKING DAYS

File Index No. 27
REPORT NO.

To _____ Contractor

The following statement shows the number of working days charged to your contract for the week ending _____ 19_____

Date	Day	Weather, Weather Conditions, or Other Conditions (Note 1)	Working Day	Non-Working Days Caused by Weather	Working Days No Work Done on Controlling Operation (Note 2)
	Mon.				
	Tu.				
	Wed.				
	Thur.				
	Fri.				
Days this week					
Days previously reported					
Total days to date					

TIME EXTENSIONS	CCO Numbers (Note 3)	Days Approved	
		CCO	Other
Days This Report			
Days Previously Reported			
Total days to date			

COMPUTATION OF EXTENDED DATE FOR COMPLETION	Number of Days	Numbered Day (Note 5)	Date
1. Date Contract approved by Attorney General			
2. Working days specified in contract			
3. COMPUTED DATE FOR COMPLETION (if all days specified are workable)			
4. Total time extension days approved to date (CCO plus other)			
5. Total non-working days to date (Note 4)			
6. Sub Total (Line 4 Plus Line 5)			
7. EXTENDED DATE FOR COMPLETION (Line 3 Plus Line 6)			
8. Revised Working days for contract (Line 2 Plus Line 4)			
9) Total working days to date			
10) WORKING DAYS REMAINING (line 8 minus line 9)			

Controlling Operation(s)

REMARKS (Note 6) (Continues on reverse)

The Contractor will be allowed fifteen (15) days in which to protest in writing the correctness of the statement; otherwise the statement shall be deemed to have been accepted by the Contractor as correct. NOTE: All footnotes are on reverse side.

Resident Engineer

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION

Distribution: (1) Original-Contractor (2) Copy-local agency RE Project File

Contract Change Orders

Chapter 16.13 LAPM:

- *Any change of the approved plans or specifications or work required which was not included in the contract must be covered by a contract change order.*
- *All change orders are to be approved or have written Prior Authorization by the LPA in **advance** of any work being done on the change.*

Contract Change Orders

What requires a CCO?

Any Revisions to:

- ❖ Geometric Design
- ❖ Structural Section
- ❖ Standards Conflicts
- ❖ Additions/Deletions of Major Structures

And Changes to

- ❖ Planned Access Provisions
- ❖ Scope
- ❖ Standards
- ❖ Type or Quality of Materials
- ❖ Specifications or Methods

Contract Change Orders

Necessary CCO Documentation

- ❖ Executed CCO
- ❖ Memo to File explaining/justifying CCO
- ❖ Written Prior Approval to Contractor
- ❖ Independent Cost Estimate /Analysis (ICE)*
- ❖ Justification of Time Extensions (Time Impact Analysis)
- ❖ Extra Work Reports

Contract Change Orders

When do you need CT involvement?

- Changes to:
 - Environmental Mitigation Commitments
 - Permit Conditions
 - Agreements with Resource Agencies
- Introduction of New Issues
 - Social
 - Environmental
 - Economic
- Requesting Additional Federal Funds

CHANGE ORDER MEMORANDUM

CEM-4903 (REV 06/2016)

DATE _____

TO			FILE CONTRACT NO. _____ CO-RTE-PM _____ FED NO. _____	
FROM				
CHANGE ORDER NO.	SUPPLEMENT NO.	CATEGORY CODE	CONTINGENCY BALANCE (including this change) \$ _____	
CHANGE ORDER AMOUNT \$ _____			HEADQUARTERS APPROVAL REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
SUPPLEMENTAL FUNDS PROVIDED \$ _____			IS THIS REQUEST IN ACCORDANCE WITH ENVIRONMENTAL DOCUMENTS? <input type="checkbox"/> YES <input type="checkbox"/> NO	
ORIGINAL CONTRACT TIME: _____ DAY(S)	TIME ADJUSTMENT THIS CHANGE: _____ DAY(S)	PREVIOUSLY APPROVED TIME ADJUSTMENTS: _____ DAY(S)	PERCENTAGE TIME ADJUSTED (including this change) _____ %	TOTAL # OF UNRECONCILED DEFERRED TIME (including this change) _____

THIS CHANGE ORDER PROVIDES FOR (Use additional pages as needed):

CONCURRED BY:	ESTIMATE OF COST
CONSTRUCTION ENGINEER/BRIDGE ENGINEER DATE	THIS REQUEST TOTAL TO DATE
PROJECT ENGINEER DATE	ITEMS _____ _____
PROJECT MANAGER DATE	FORCE ACCOUNT _____ _____
FHWA REP. DATE	AGREED PRICE _____ _____
ENVIRONMENTAL DATE	ADJUSTMENT _____ _____
MAINTENANCE DATE	TOTAL <u>\$0.00</u> <u>\$0.00</u>
OTHER (SPECIFY) DATE	FEDERAL PARTICIPATION
HQ OR DISTRICT PRIOR APPROVAL BY DATE	<input type="checkbox"/> PARTICIPATING <input type="checkbox"/> PARTICIPATING IN PART <input type="checkbox"/> NONE
RESIDENT ENGINEER SIGNATURE DATE	<input type="checkbox"/> NON-PARTICIPATING (Maintenance) <input type="checkbox"/> NON-PARTICIPATING
	FEDERAL SEGREGATION (If more than one funding source or P.I.P. type)
	<input type="checkbox"/> CHANGE ORDER FUNDED PER CONTRACT <input type="checkbox"/> CHANGE ORDER FUNDED AS FOLLOWS
	FEDERAL FUNDING SOURCE PERCENT
	_____ _____
	_____ _____

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CHANGE ORDER

GEM-4900 (REV 05/2015)

Change Requested by: Engineer Contractor

CHANGE ORDER NO.	SUPPL. NUMBER	CONTRACT NUMBER	CO-RTE-PM	FEDERAL NUMBER(S)
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TO _____, **contractor**

*You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this contract. **NOTE: This change order is not effective until approved by the engineer.***

Description of work to be done, estimate of quantities, and prices to be paid. (Segregate between additional work at contract price, agreed price, and force account.) Unless otherwise stated, rates for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time. The last percentage shown is the net accumulated increase or decrease from the original quantity in the Bid Item List.

Estimated Cost: Increase Decrease \$

For this order, the time of completion will be adjusted as follows:

SUBMITTED BY

SIGNATURE	(PRINT NAME AND TITLE)	DATE
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APPROVAL RECOMMENDED BY

SIGNATURE	(PRINT NAME AND TITLE)	DATE
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ENGINEER APPROVAL BY

SIGNATURE	(PRINT NAME AND TITLE)	DATE
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We, the undersigned contractor, have given careful consideration to the change proposed and agree to provide equipment, furnish materials, and perform the work specified above, and will accept as full payment the prices shown above. **NOTE: If you do not sign this order, you are directed to proceed with the ordered work. You may file a Request for Information within the time specified.**

CONTRACTOR ACCEPTANCE BY

SIGNATURE	(PRINT NAME AND TITLE)	DATE
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Federal-aid Highway Project - Non-Participating Cost Items

September 10, 2015



Note: The following is a list of highway construction costs that are not eligible for funding provided under Title 23 of the US Code. This list is not intended to be all-inclusive and specific funding programs may have additional funding restrictions (i.e. Highway Bridge Program). In addition, numerous circumstances may arise during project delivery that may result in additional items being considered ineligible for federal funding.

1. Work done prior to FHWA authorization of federal funds, including work on environmental review, preliminary engineering, right-of-way acquisition, construction, research, etc. (23 CFR 630.106)
2. Construction work done under a contract that does not have FHWA Form-1273, "Required Contract Provisions, Federal-Aid Construction Contracts," physically incorporated in the construction contract and not incorporated by reference (including Emergency Relief contracts). (23 CFR 633.102)
3. Work not included in the scope of work, or outside the project limits, as defined in the project's environmental document.
4. Costs that were not actually incurred prior to requesting reimbursement by FHWA. (23 CFR 1.9)
5. Work not done in accordance with approved plans, specifications and estimates, unless quality of methods/materials covered by the specifications is maintained and the work was performed under a properly approved Change Order (CO) approved before the work was initiated. (23 CFR 630.205, 23 CFR 635.120)
6. Work that is normally considered to be routine maintenance. Examples include, but are not limited to, ditch cleaning, snow plowing, graffiti removal, trash removal, and/or mowing roadsides. (23 CFR 633.208)
7. Non-conforming work such as non-standard details, designs determined undesirable or discontinued because of poor performance. Examples include, but are not limited to, sidewalks that do not meet requirements of the Americans with Disabilities Act, or devices within the clear zone that are not crash tested or are not crashworthy.
8. Work included on a CO or a contract addenda that was required to have prior approval by FHWA but did not obtain the prior approval. (23 CFR 635.120, 23 CFR 635.112)
9. Payment for work done by an unapproved subcontractor.
10. Utility work that is not a result of the highway or bridge work. Examples include, but are not limited to, replacing sewer leads that are not a result of the roadway construction activity.
11. Work on private facilities or outside of the highway right-of-way (signs, fences, lawn sprinklers, etc.) unless that work is included in a right-of-way agreement or permit.
12. Federal eligibility of costs associated with claims (compensation for time, attorney fees, and interest, etc.) will be determined on a case-by-case basis (23 CFR 635.124). Such costs may be eligible to the extent that any contract adjustments made are supported, and have a basis in terms of the contract and applicable State law.
13. Change order work performed using force account (FA), including costs associated with time extensions, without appropriate documentation of the need to use force account, analysis of costs, and/or use of labor, equipment, material rates, specified in the contract. (23 CFR 635.120(d))
14. Work that is performed by State or local agency using force account work in-lieu of hiring a contractor, that is not approved as cost effective and that does not conform to requirements of 23 CFR 635 Part B. (The term *cost effective* shall mean the efficient use of labor, equipment, materials and supplies to assure the lowest overall cost. The term force account shall mean the direct performance of highway construction work by a State transportation department, a county, a railroad, or a public utility company by use of labor, equipment, materials, and supplies furnished by them and used under their direct control.)
15. Acquisition/incorporation of iron or steel products that are subject to Buy America but have not been certified as compliant with Buy America requirements. **Note:** Making iron and steel products non-participating is generally **not** allowed as it circumvents the Buy America requirements and eligibility of the entire project to receive Federal-aid could be jeopardized. (23 CFR 635.410) See also Caltrans' guidance for implementing and certifying Buy America on utility relocations (<http://www.dot.ca.gov/hq/buyamerica/>).
16. Time extensions that do not have proper justification or a Time Impact Analysis, when required. For the time extension to be eligible for Federal-aid, the work must be eligible for Federal-aid and affect the "controlling operations" (or critical path). (23 CFR 635.121)
17. Costs incurred solely for the benefit of or of a railroad or utility. (23 CFR 646.212)
18. Payment for items that are the responsibility of others. Examples include, but are not limited to, relocation of utilities located within the right-of-way (unless part of an existing Joint Use Agreement or where prior rights have been determined), or collision damage that is the responsibility of others.



19. Purchase of right-of-way under the following circumstances:
 - a. Right-of-way that is not programmed in the current State Transportation Improvement Program.
 - b. Right-of-way acquisition for which the owner was previously compensated.
 - c. Land that is owned by a federal agency.
 - d. Land owned by a Local Public Agency which is currently part of a transportation facility.
20. Patented or proprietary items unless one of the following conditions has been met (23 CFR 635.411):
 - a. The item is purchased or obtained through competitive bidding with equally suitable proprietary items.
 - b. The plans or specification lists at least two proprietary items along with the words "or equal."
 - c. The proprietary item is used for experimental purposes and a Construction Evaluation Work Plan has been approved by FHWA for the item.
 - d. If more than one equally suitable item exists, Caltrans or FHWA must approve a Public Interest Finding that justifies the use of the item is in the public's interest. (Local agencies cannot sign these PIFs.)
 - e. The project owner certifies, based on proper justification, the proprietary items are essential for synchronization with existing highway facilities or that no equally suitable alternate exists. (Synchronization is defined in "Questions and Answers Regarding Title 23 CFR 635.411.")
 - f. The contractor chooses the proprietary item.
21. Payment for betterments that do not have a transportation function and/or are not part of the project. Examples include, but are not limited to, payment for excess sizing of sanitary sewer adjustment for future development. (23 CFR 645.105, 23 CFR 710.509(d)(1))
22. Materials that do not meet the sampling and/or testing requirements except materials for which the Standard Specifications allow a deduction for diminished quality. (23 CFR 637)
23. Plant establishment periods exceeding three years from the date of contract acceptance. (23 CFR 752.4)
24. Costs associated with advertising, sales promotion, interest on borrowings, the issuance of stock, bad debts, uncollectible accounts receivable, contributions, donations, entertainment, fines, penalties, lobbying, and research programs unless the research is conducted under a Construction Evaluation Work Plan. (23 CFR 635.411 (a)(3) and 23 CFR 645.117 (d)(2))
25. Supplemental Work and State-Furnished Materials and Expenses not approved by FHWA. The use of State-furnished materials requires a finding by the Department that it is in the public interest to require the contractor to use materials furnished by the Department or from sources designated by the Department (23 CFR 635.407)
26. The use of publicly owned equipment in a contract unless it can be shown to be cost effective (23 CFR 635.106). Federal funds may participate in the costs associated with the use of publicly owned equipment provided that: the PS&E submittal clearly sets forth the proposed use, the specifications indicate the items of equipment that are available, the rates to be charged, and the point(s) of availability or delivery, the specifications include the express condition that the contractor has the option to rent all or part of the available equipment, or to provide the equipment, and the Department cannot benefit from the rental of its own equipment by virtue of a Federal-aid contract.
27. The use of noncompetitive negotiation to procure engineering and design related services on Federal-aid participating contracts unless it can be justified by demonstrating that: The service is available only from a single source; There is an emergency which will not permit the time necessary to conduct competitive negotiations; or after solicitation of a number of sources, competition is determined to be inadequate. (23 CFR 172.5(a)(3))
28. Construction contracts that are not advertised by the competitive bidding process unless pre-approved by FHWA. (23 CFR 635.204)
29. Informal contracts (less than 3 week advertisement) unless approved by FHWA. (23 CFR 635.112(b))
30. Mandatory use of borrow/disposal site unless approved by FHWA. FHWA approval requires a finding that uses of the mandatory borrow/disposal site is the most economical or that the environment would be substantially enhanced without excessive cost. (23 CFR 635.407)
31. Costs that arise from negligence, intentional acts or omissions, fraud, carelessness, incompetence or other actions by STA employees which are not consistent with the usual State practices.
32. Costs incurred for relocation of utilities are generally eligible for federal funding, except as provided in 23 CFR 645.
33. Time extensions and delay claims associated with utility and railroad work or ROW clearances since the state is required to provide a statement confirming proper coordination with these third parties before construction authorization.