



Illinois Department of Transportation

# DOCUMENTATION APPENDIX

SPECIFIC TASK TRAINING PROGRAM

*Conducted by the*  
ILLINOIS CENTER FOR TRANSPORTATION (ICT)  
AND  
IDOT BUREAU OF CONSTRUCTION

**FY 2014**

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# CURRENT CONSTRUCTION MANUAL

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Section 300. Subgrades, Subbases and Base Courses	<b>Documentation Guide</b>
Section 400. Surface Courses, Pavements, Rehabilitation and Shoulders	Schedule of Average Annual Equipment Ownership Expense
Section 500. Structures	<b>Project Procedures Guide</b>
Cleaning and Painting Existing Steel Structures	Current Construction Inspector's Checklists
Section 600. Incidental Construction	Forms and Reports
	Equal Employment Opportunity
	Download Complete Manual (27 MB)

## Current Construction Inspector's Checklists

Construction Inspector's Checklists are issued by the Bureau of Construction to provide guidance to IDOT and Local Agency employees for the performance of required inspection for the major categories of work involved in Department contracts.

**Special Instructions:** The current checklists are available for download. Users can download individual checklists or all checklists. To download an individual file to your hard drive click the link with the right mouse button, then choose "save target as". To view the file, click the link with the left mouse button. Files are in Adobe PDF format.

*For technical support call 217.782.2760*

Adobe Reader is required to view these files.



Checklist	Revision
<a href="#">Bridge Superstructures</a>	03/2009
<a href="#">Concrete Structures Other Than Bridge Decks</a>	03/01/13
<a href="#">Continuously Reinforced PCC Pavement</a>	12/14/07
<a href="#">Contract Administration</a>	12/14/07
<a href="#">Earth Excavation and Embankment</a>	03/01/13
<a href="#">Erosion Control</a>	12/14/07
<a href="#">Hot Mix Asphalt (HMA) Binder and Surface Course</a>	12/14/07
<a href="#">Hot Mix Asphalt (HMA) Pavement (Full Depth)</a>	12/14/07
<a href="#">Hot Mix Asphalt (HMA) Shoulders</a>	12/14/07
<a href="#">Pavement Patching</a>	12/14/07
<a href="#">Piling</a>	01/27/11
<a href="#">Pipe Culverts</a>	02/16/12
<a href="#">Portland Cement Concrete Pavement</a>	12/14/07
<a href="#">Precast Concrete Box Culverts</a>	03/01/13
<a href="#">Soil Modification</a>	12/14/07
<a href="#">Stabilized Subbase, BAM, CAM, PAM &amp; CAM II</a>	12/14/07
<a href="#">Storm Sewers</a>	02/16/12
<a href="#">Structural Steel Bolting</a>	12/14/07
<a href="#">Traffic Signal Installation</a>	12/14/07
<a href="#">Download ALL Checklists</a>	10/20/11

State of Illinois  
Department Of Transportation

**CONSTRUCTION INSPECTOR'S CHECKLIST  
FOR  
CONTRACT ADMINISTRATION**

While its use is not required, this checklist has been prepared to provide the Resident Engineer a summary of easy-to-read step-by-step requirements relative to Contract Administration. The following questions are based on information found in the Standard Specifications, Construction Manual, Policy Memorandums, and letters.

**BEGINNING OF CONTRACT**

1. Have you received from your Construction Office the following? \_\_\_\_\_

- Special Provisions
- Plans
- Copy of executed contract (i.e. signed by the Secretary of Transportation)
- Commitment File
- Copy of Joint Agreements and Letters of Understanding
- 404 Permits, etc.
- NPDES Plan & NOI
- Design calculations
- ROW plats for any proposed ROW or easements
- Preprinted Quantity book pages.
- Copy of first pay estimate
- Subcontractor Approvals
- Approved material sources
- Job Stamp.or preprinted labels

2. Establish contract files that includes the following as a suggested minimum? \_\_\_\_\_

- |                              |  |
|------------------------------|--|
| As Built Plans               | Binder for IDR's, <a href="#">BC 628</a>             |
| Asphalt and Concrete Reports | Material Inspection Reports - <a href="#">MIRC08</a> |
| Audit Reviews                | Miscellaneous  |
| Authorizations               | NPDES Reports  |
| Calculations                 | Pay Estimates / Material Allowance                   |
| Commitments                  | Proportioning Reports - Plant Reports                |
| Contract                     | QC/QA Plan, Reports                                  |
| Contractor's Payroll         | Shop Drawings  |
| Correspondence               | Subcontractor Approvals                              |
| EEO Reports                  | Delivery Ticket Files/Envelopes                      |
| Erosion Control Reports      | Traffic Control Reports                              |
| Final Papers                 | Trainee Reports                                      |
| Force Account Reports        | Weekly Reports                                       |

3. Are you setting up the following documents? \_\_\_\_\_

- a. Quantity Book. See Section A in the [Documentation Section](#) of the Construction Manual.
  - b. Binder for Inspector's Daily Reports, for any IDR's prepared during the project. See Section A of the Documentation Section.
  - c. Field Books. Put identifying information on any field books to be used. See Section A of the Documentation Section.
  - d. Project Diary. Put identifying information on the inside cover. Put inspectors' names and initials in front of Diary. See Section A of the Documentation Section.
4. Have you been informed as to when and where the Pre-Construction Conference will be held? \_\_\_\_\_
- a. Pick up several sets of plans and special provisions, and order full scale sized sets if it is a major project.
  - b. Have your key personnel attend this meeting (with Supervisor's permission).
  - c. Keep a copy of the minutes in your contract file.
  - d. Discuss any agreement to plan quantity ([BC 981](#)).
  - e. Scheduled jobsite inspection to review and designate the locations and types of erosion control protection to be placed. (Article 280.03)
  - f. Discuss material sources and suppliers.
  - g. Discuss progress schedule submittal and start of work. See Section 108 of the Standard Specifications.
  - h. Discuss the proposed workforce and equipment to be used. See Section 108 of the Standard Specifications.
5. Have you contacted the designer and discussed this contract? \_\_\_\_\_
- a. Obtain a copy of the Design Calculations for future reference. They show how the plan quantities were determined.
  - b. If the project involves rehabilitation, obtain a set of current as built plans from microfilm.

- 6. Have you discussed the following concerning this contract with your supervisor? \_\_\_\_\_
  - a. Personnel requirements.
  - b. Vehicles.
  - c. Survey and measurement equipment.
  - d. ICORS equipment
  - e. Material testing equipment.
  - f. Authorization pre-approvals.
  - g. Special commitments.
  
- 7. Have you discussed with the Contractor the location of the field office and given him/her a list of any special equipment required by the contract? See Section 670 of the Standard Specifications. \_\_\_\_\_  

Provide the exact location of the field office and the field office phone numbers to your District Construction office.
  
- 8. Are you and your staff carefully examining the plans, Special Provisions, Recurring Special Provisions, Supplemental Specifications and Specifications? Any discrepancies shall be reconciled in accordance with Article 105.05. \_\_\_\_\_
  
- 9. Does your contract contain a temporary erosion control plan? If not, have you discussed this with the Contractor and your Landscape Architect? Follow the Construction Inspector’s Checklist for Erosion Control. \_\_\_\_\_
  
- 10. Has the Traffic Control Authorization Request Form [OPER 725](#) been prepared, submitted and approved? \_\_\_\_\_
  
- 11. Are you setting up a Project Diary for this contract? See [Section A](#) in the Documentation Section of the Construction Manual. \_\_\_\_\_
  
- 12. Are you checking the list of Construction Memorandums found in the Construction manual to see if any apply to your contract? (Note: Construction Memorandums are not contract documents. Construction Memorandums are policy.) \_\_\_\_\_
  
- 13. Do you have access to the pertinent Departmental Manuals listed on Page No. 1 of the [Administration Section](#) of the Construction Manual? \_\_\_\_\_
  
- 14. Review the standard forms necessary for documentation along with pertinent guidelines such as who prepares the form, the purpose of the form, instructions on its preparation and distribution that are contained in the forms section of the Construction Manual? \_\_\_\_\_
  
- 15. Prior to the contractor starting work, have you: \_\_\_\_\_

- a. Received a satisfactory progress schedule from the contractor?  
(Article 108.02) \_\_\_\_\_
  - b. Received approval for first or second-tier subcontractors the contractor has requested to use on the project? \_\_\_\_\_
  - c. Determine if original cross sections are needed for earthwork? \_\_\_\_\_
  - d. Measured items to be removed? (e.g. trees)
  - e. Established bench marks needed for the work?
  - f. Conducted the jobsite erosion control review scheduled at the pre-construction conference. (Article 280.03)
  - g. Prior to commencing earthwork, installed Erosion and Sediment Control measures. (Article 280.03)
16. Are you determining the ROW limits and any construction easements and marking them for the contractor. (Article 107.32) \_\_\_\_\_
- a. In some cases it may be necessary to contact your District Land Acquisition Office to obtain the ROW plats.
  - b. See [Section 100](#) in the Construction manual.
17. Are you establishing stationing throughout the project? \_\_\_\_\_
- Sometimes it is advantageous to run an offset line other than the centerline especially in urban areas.
18. Are you locating the stations of all permanent signs, no passing zones, special pavement markings, etc.? \_\_\_\_\_
- The Bureau of Operations have the signs inventoried by mile stations.
19. Are you discussing the traffic control plan with the Contractor? (Section 700) \_\_\_\_\_
- a. Read Section 700 in the Standard Specifications.
  - b. Contact your District Traffic Control Supervisor and discuss any recent specification changes. Ask if State Police hireback money is available for your project. Have him/her inspect the initial traffic control setup for specification compliance.

**PROSECUTION AND PROGRESS OF CONTRACT**

- 1. Are you making out a Pay Estimate at least once a month of the materials in place complete, the amount of work performed, and the value thereof, at the contract unit prices? (Article 109.07) \_\_\_\_\_

- a. Enter the cumulative quantity from the quantity book not to exceed the plan quantity or authorized quantity on the corresponding line item of the pay estimate.
  - b. Refer to Construction [Memorandum No. 76](#) for specific procedures.
  - c. See the [Forms Section](#) of the Construction Manual for more information.
  - d. Do not include on the pay estimate quantities which do not have evidence of material inspection. Consult your District Materials office.
2. Are you performing erosion control inspections as required and ensuring the erosion control plan is being followed by the Contractor? \_\_\_\_\_
- a. Follow the Construction Inspector’s Checklist for [Erosion Control](#).
  - b. See Construction [Memorandum No. 60](#).
3. Are you filling out the Weekly Report of The Resident Engineer, form [BC 239?](#) (Article 108.04) \_\_\_\_\_
- a. The Weekly Report is used by the Central Bureau of Construction to generate the “Monthly Construction Report” for each district. This monthly report tracks the progress and status of each contract in every district statewide.
  - b. Discuss the progress of the work with the Contractor and compare it to the progress schedule. (Article 108.02)
  - c. Extension of time requests can be initiated by either the contractor or Engineer. (Article 108.08) (Form BC-2019)
  - d. See also Construction [Memorandum No. 28](#).
4. Are you performing traffic control inspections as required by [Section 700](#) in the Construction Manual? \_\_\_\_\_
- Coordinate through your District Traffic Control Supervisor from the Bureau of Operations.
5. Are you ensuring all materials incorporated into the work has evidence of Material Inspection? \_\_\_\_\_
- a. Contact your District Bureau of Materials.
  - b. Follow the requirements of the [Project Procedures Guide](#).
  - c. Request Report 16S from the Bureau of Materials. It summarizes all the Mistic MIRC08 reports for your contract.

6. Are you completing Contractor evaluations on an annual basis on Form [BC 1777](#), Contractor's Performance Evaluation? \_\_\_\_\_
- a. This form is used to help determine the prequalification Work Rating of a Contractor.
  - b. See Form [BC 1778](#), Numerical Guidelines For Use With Contractor's Performance Evaluation.
7. Are all field books set up as outlined in Section A (examples in Section F) in the [Documentation Section](#) of the Construction Manual? \_\_\_\_\_
- a. Do not leave field books in drawers or State trucks.
  - b. Are daily bituminous, concrete and piling notes being recorded in hard-backed field books?
8. Are Truck Tare Weights being recorded daily on pay items paid for by the ton? \_\_\_\_\_
- a. See Section A in the [Documentation Section](#) of the Construction Manual, Documentation of Pay Quantities Based on Weight Tickets.
  - b. Use form [BC 1465](#), Truck Tare Weights.
  - c. Are independent weight checks being conducted. See Special Provision and [Documentation Section](#) of the Construction Manual.
9. For Extra Work are you filling out daily copies of Form [BC 635](#), Extra Work Daily Report or establishing an agreed unit price for the work? (Article 109.04) \_\_\_\_\_
- a. Form [BC 635](#) must be jointly signed by the Resident (or inspector) and the Contractor, recording labor, equipment, and material used. See Schedule of Average Annual Equipment Expense in the Construction Manual and Construction [Memorandum No. 4](#).
  - b. Agreed unit prices require a letter from the Contractor and a memorandum from the District Estimator. See Section A in the [Documentation Section](#) of the Construction manual.
  - c. If prior approval from supervisor (or higher) was required, record in the project diary the name of the person and when the approval was received
10. Are you ensuring that the Contractor is complying with all the EEO requirements? Are you periodically making spot interviews of employees of the Contractor and subcontractor(s) on the job to establish that the minimum wage and other labor standards of the contract are being fully

complied with and that there is no misclassification of labor or disproportional employment of apprentices, etc.?

- a. See Construction [Memorandum No. 24](#) and EEO Checklist, Form SBE 1008.
  - b. Consult the [Equal Employment Opportunity Section](#) in the Construction Manual.
  - c. Use form [BC 163](#), Report Of Employee Interviews.
  - d. See Checksheet #4, Required Provisions - State Contracts.
  - e. Interview one employee from each craft.
  - f. Compare the wage rates to the Illinois Department of Labor's prevailing wage list for the appropriate county(s) contained in each contract.
  - g. Report discrepancies to your supervisor and District EEO Officer..
11. Are you documenting thickness for items as indicated on the Thickness Determination Schedule contained in Section A of the [Documentation Section](#) in the Construction Manual?

**END OF CONTRACT**

- 1. Are you checking the plans to be sure all work was performed under the contract? \_\_\_\_\_
  
- 2. Are you giving the Contractor a punch list of items to be completed before the project can be accepted? \_\_\_\_\_  
  
Make a joint inspection with either the Maintenance Field Engineer or Field Technician.
  
- 3. Are you performing final documentation as indicated in Section A in the Documentation Section of the Construction Manual? \_\_\_\_\_  
  
See Form [BC 111](#), Checklist For Engineer’s Final Payment Estimate.
  
- 4. If the contractor wishes to submit a claim on this contract is he/she following the procedures outlined in Article 109.09? \_\_\_\_\_  
  
Refer to Construction [Memorandum No. 71](#).
  
- 5. Are you preparing an As-Built sets of plans for this contract? \_\_\_\_\_
  - a. Use 1/4 size plan sheets and mark changes in green or blue (red pencil does not copy well).
  
  - b. Make two sets for contracts that involve changes or revisions to bridge plans.

## Current Construction Memorandums

Construction Memorandums are issued by the Bureau of Construction to distribute policy information.

**Special Instructions:** The current memos are available for download. Users can download individual memos or all memos. To download an individual file to your hard drive click the link with the right mouse button, then choose "save target as". To view the file, click the link with the left mouse button. An index with links to all the current memos is also available. After downloading, the memo files and the index must be placed in the same directory. Files are in Adobe PDF format.

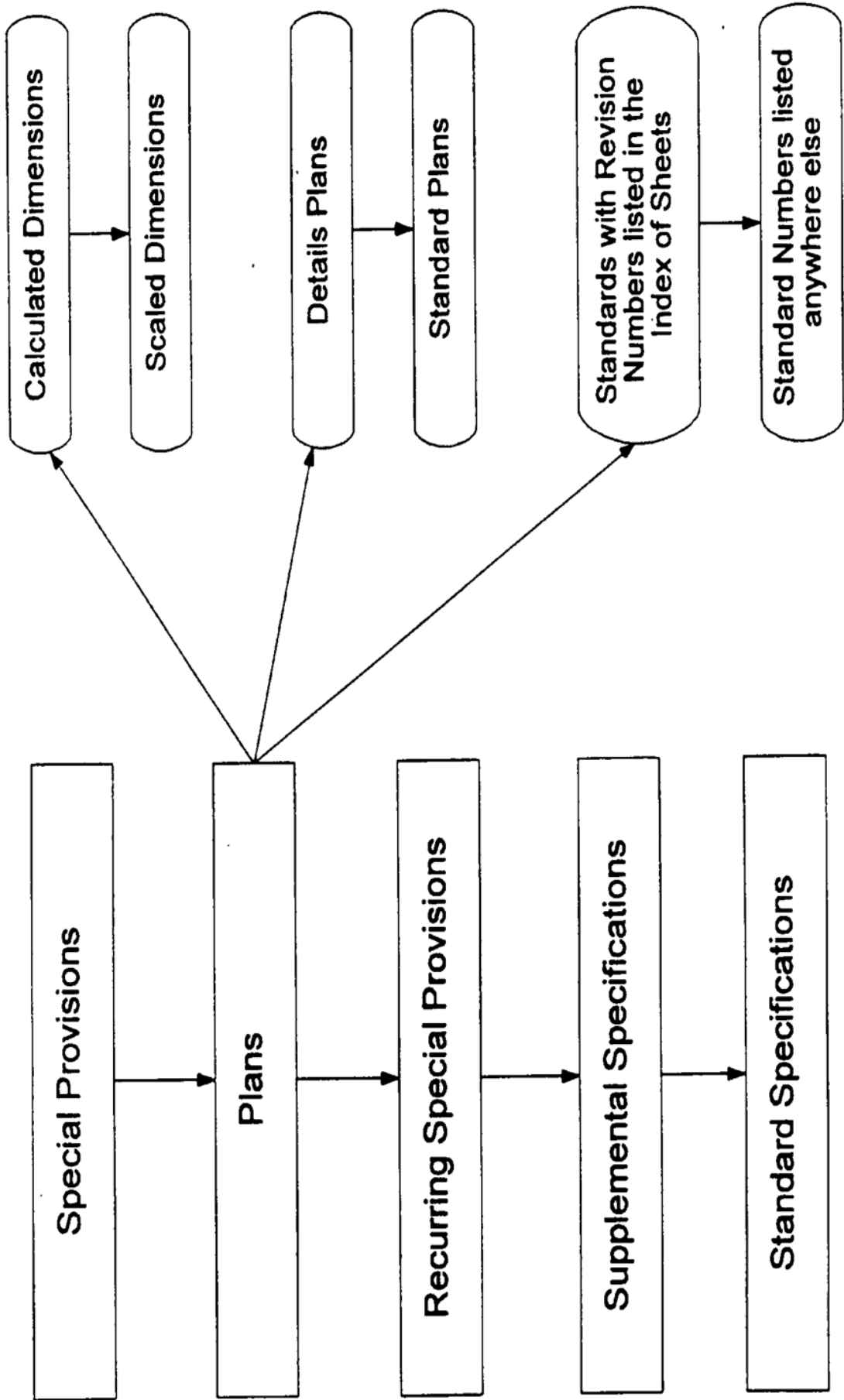


Adobe Reader is required to view these files.

MEMO	SUBJECT	EFFECTIVE DATE
<a href="#">Index</a>	Index of Construction Memorandums	08/16/12
<a href="#">1</a>	Purpose of Construction Memorandums, Index and Extension of Expiration Dates	11/24/03
<a href="#">2</a>	Construction Projects Incorporating Experimental Features	05/01/02
<a href="#">3</a>	Specification Changes for Projects Under Contract	01/03/95
<a href="#">4</a>	Authorization of Contract Changes	04/01/13
<a href="#">5</a>	Project Acceleration	04/01/99
<a href="#">6</a>	Procedures for Local Agency Contracts Exempt From Federal Oversight	01/01/12
<a href="#">7</a>	County and Township Roads Used as Haul Roads - Section 107	04/26/02
<a href="#">8</a>	Independent Weight Checks and Scale Checks	10/01/00
<a href="#">9</a>	Force Account Billing – Article 109.04	01/01/08
<a href="#">10</a>	Vibratory Rollers Approved for Use in Illinois Article - 1101.01(g)	04/01/06
<a href="#">11</a>	Hot Mix Asphalt (HMA) Spreading and Finishing Machines Approved for Use in Illinois – Article 1102.03	01/01/08
<a href="#">14</a>	Labor Compliance - Federal-Aid Highway Projects	03/06/09
<a href="#">22</a>	Procedures for Applying the Bituminous Materials Cost Adjustment	03/01/09
<a href="#">24</a>	Equal Employment Opportunity Contract Provisions and District Responsibilities	03/01/06
<a href="#">28</a>	Administration of Contract Time - Articles 108.03, 108.04, 108.05 and 108.08	03/01/09
<a href="#">30</a>	Policies and Procedures for Approval of Subcontractors	04/26/12
<a href="#">33</a>	Operational Review of Contract Quantities	05/01/12

<a href="#">39</a>	Transportation or Operation of Heavy Equipment on Pavement or Bridges Within the Contract Limits - Article 107.16	04/01/06
<a href="#">40</a>	Rubblizing PCC Pavement and Placing a Bituminous Concrete Overlay	06/01/01
<a href="#">43</a>	Coring Policy for Thickness Determination – Sections 353, 354, 355, 356, 407, 420, 421, 482 and 483	01/01/09
<a href="#">46</a>	Field Control of Railroad and Utility Adjustments	06/04/02
<a href="#">53</a>	Surface Testing of Pavements - California Type Profilograph	01/01/08
<a href="#">55</a>	Placement of Hot Mix Asphalt – Article 406.06	01/01/08
<a href="#">57</a>	Plan Preparation and Field Location of Utilities	05/31/02
<a href="#">59</a>	Resurfacing of D-Cracked CRC Pavements	01/03/95
<a href="#">60</a>	Erosion and Sediment Control	05/01/06
<a href="#">61</a>	Guidelines for the Negotiation and Administration of Consultant Contracts for Construction Engineering Services	08/15/03
<a href="#">63</a>	Construction Safety	01/03/95
<a href="#">64</a>	Sequential Deck Pours	05/15/07
<a href="#">70</a>	Preconstruction Conference Guidelines	08/15/03
<a href="#">71</a>	Guidelines for Review of Contract Claims	05/31/02
<a href="#">72</a>	Structural Steel Damaged During Deck Removal	05/15/07
<a href="#">73</a>	Guidelines for the Use of a Vibratory Screed to Finish Bridge Decks - Article 503.16(a)(1)	11/22/10
<a href="#">74</a>	Guidelines for Pumping of Bridge Deck Concrete	04/01/13
<a href="#">75</a>	PCC Patching - Opening Road to Traffic	01/01/08
<a href="#">76</a>	Contractor Payments - Articles 109.07 & 109.08	04/01/06
<a href="#">77</a>	Winter Shutdown Procedures	11/15/01
<a href="#">78</a>	Bridge Deck Patching	05/31/02
<a href="#">79</a>	Contract Closeouts	05/01/12
<a href="#">80</a>	Interest for Late Payments	01/01/12
<a href="#">81</a>	District Construction Project File Requirements	06/01/12
<a href="#">Index and All Current Memorandums</a> 3.0 MB		08/16/12

# Coordination of Contract Documents Art. 105.05



82

RETURN WITH BID

Proposal Submitted By
Name O'Neil Bros a div of MACC of ILL, Inc.
Address 2906 N. Oak St., PO Box 848(61803)
City Urbana, Illinois 61802

Letting January 20, 2012

**NOTICE TO PROSPECTIVE BIDDERS**  
 This proposal can be used for bidding purposes by only those companies that request and receive written **AUTHORIZATION TO BID** from IDOT's Central Bureau of Construction. This does not apply to Small Business Set-Asides.  
**BIDDERS NEED NOT RETURN THE ENTIRE PROPOSAL**

# Notice to Bidders, Specifications, Proposal, Contract and Contract Bond



**Illinois Department  
of Transportation**

Springfield, Illinois 62764

Contract No. 70924  
CHAMPAIGN County  
Section (10-33HB)BDR  
Route FAI 57  
District 5 Construction Funds

PLEASE MARK THE APPROPRIATE BOX BELOW:

A Bid Bond is included.

A Cashier's Check or a Certified Check is included.

Prepared by	S
Checked by	

(Printed by authority of the State of Illinois)

COUNTY NAME/CODE	SECTION	PROJECT NUMBER	ROUTE(S)
CHAMPAIGN /O19	(10-39HB)BDR		FAI 57

PAY ITEM NBR	PAY ITEM DESCRIPTION	QUANTITY	UNIT OF MEASURE	UNIT PRICE	TOTAL PAY ITEM AWARD PRICE
X7015005	CHANGEABLE MESSAGE SN	24.000	CAL DA	75.0000	1,800.00
Z0012130	BR DECK SCAR 3/4	584.000	SQ YD	49.0000	28,616.00
Z0012162	BR DK MIC C OVL 2 1/4	584.000	SQ YD	68.0000	39,712.00
Z0015595	DECK DRAIN EXTENSIONS	8.000	EACH	965.0000	7,720.00
Z0015802	PLUG EX DK DRAINS	16.000	EACH	195.0000	3,120.00
Z0016002	DECK SLAB REP (FD-T2)	9.700	SQ YD	1,552.0000	15,054.40
Z0016702	DETOUR SIGNING	1.000	L SUM	9,057.0000	9,057.00
Z0041895	POLYMER CONCRETE	2.300	CU FT	1,102.0000	2,534.60
40600100	BIT MATLS PR CT	53.000	GALLON	2.0000	106.00
40600982	HMA SURF REM BUTT JT	160.000	SQ YD	11.0000	1,760.00
40603335	HMA SC "D" N50	45.000	TON	260.0000	11,700.00
44201769	CL D PATCH T3 10	36.000	SQ YD	340.0000	12,240.00
50102400	CONC REM	12.300	CU YD	1,639.0000	20,159.70
50157300	PROTECTIVE SHIELD	213.000	SQ YD	70.0000	14,910.00
50300255	CONC SUP-STR	12.300	CU YD	1,780.0000	21,894.00
50300260	BR DECK GROOVING	533.000	SQ YD	10.0000	5,330.00
50300300	PROTECTIVE COAT	38.000	SQ YD	6.0000	228.00
50800205	REINF BARS, EPOXY CTD	300.000	POUND	8.0000	2,400.00
50900200	STEEL RAIL TYPE 2399	435.000	FOOT	111.0000	48,285.00
63000001	SPBGR TY A 6FT POSTS	2,037.500	FOOT	18.6500	37,999.38
63100087	TRAF BAR TERM T6A	4.000	EACH	3,000.0000	12,000.00
63100167	TR BAR TRM T1 SPL TAN	4.000	EACH	2,270.0000	9,080.00
63200310	GUARDRAIL REMOV	2,325.000	FOOT	3.0000	6,975.00
66101150	HMA SHLD CURB	125.000	FOOT	25.0000	3,125.00
67100100	MOBILIZATION	1.000	L SUM	65,150.7500	65,150.75
70100700	TRAF CONT-PROT 701406	1.000	L SUM	27,000.0000	27,000.00
78001110	PAINT PVT MK LINE 4	1,700.000	FOOT	0.5000	850.00
78200410	GUARDRAIL MKR TYPE A	36.000	EACH	8.5000	306.00
78201000	TERMINAL MARKER - DA	4.000	EACH	35.0000	140.00
CONTRACT TOTAL AWARD					409,252.83

Appendix Page 15



# Item Number Designation

- The first three numbers show the Section of Standard Specs. (see **Appendix Page 15**)
- Letter Prefix has different meanings
  - “A” through “K” indicate plant & landscape items
  - “M” indicates a metric pay item on a metric project
  - “X” indicates a special provision or general note has modified the item from the Standard Specs.
  - “Z” indicates an item shown only in the Special Provisions
  - “XZ” indicates pay items that were created for special circumstances which may be used with special provision or general note for clarification
- Location of “Coded Pay Items”
  - <http://www.dot.il.gov/desenv/codedpayitems.html>

## Standard Specifications for Road and Bridge Construction

Adopted January 1, 2012



**CONTRACTOR ACCESS**  
Eff. 09-11-1990

Rev. 12-06-2007

At road closure locations, where Type III barricades are installed in a manner that will not allow contractor access to the project without relocation of one or more of the barricades, the arrangement of the barricades at the beginning of each work day may be relocated, when approved by the Engineer, in the manner shown on Highway Standard 701901 for Road Closed to Through Traffic. ' Road Closed ' signs (RII-2), supplemented by ' Except Authorized Vehicles ' signs (R3-II0I), shall be mounted on both the near-right and the far-left barricade(s). At the end of each work day the barricades shall be returned to their in-line positions. This work will be considered incidental to the contract and no extra compensation will be allowed.

**CHANGEABLE MESSAGE SIGN**  
Eff. 03-23-2004

Rev. 09-01-2006

This work shall consist of furnishing, placing, and maintaining changeable message sign(s) at the location(s) shown on the plans or as directed by the Engineer.

The sign(s) shall be trailer mounted. The message panel shall be at least 7 ft (2.1 m) above the pavement, present a level appearance, and be capable of displaying up to eight characters in each of three lines at a time. Character height shall be 18 inches (450 mm).

The message panel shall be of either a bulb matrix or disc matrix design controlled by an onboard computer capable of storing a minimum of 99 programmed messages for instant recall. The computer shall be capable of being programmed to accept messages created by the operator via an alpha-numeric keyboard and able to flash any six messages in sequence. The message panel shall also be capable of being controlled by a computer from a remote location via a cellular linkage. The Contractor shall supply the modem, the cellular phone, and the necessary software to run the sign from a remote computer at a location designated by the Engineer. The Contractor shall promptly program and/or reprogram the computer to provide the messages as directed by the Engineer.

The message panel shall be visible from ¼ mile (400 m) under both day and night conditions. The letters shall be legible from 750 ft (250 m).

The sign shall include automatic dimming for nighttime operation and a power supply capable of providing 24 hours of uninterrupted service.

The Contractor shall provide all preventive maintenance efforts s (he) deems necessary to achieve uninterrupted service. If service is interrupted for any cause and not restored within 24 hours, the Engineer will cause such work to be performed as may be necessary to provide this service. The cost of such work shall be borne by the Contractor or deducted from current or future compensation due the Contractor.

When the sign(s) are displaying messages, they shall be considered a traffic control device. At all times when no message is displayed, they shall be considered equipment.

Basis of Payment: when portable changeable message signs are shown on the Standard, this work will not be paid for separately, but shall be considered as included in the cost of the Standard.

For all other portable changeable message signs, this work will be paid for at the contract unit price per CALENDAR DAY for CHANGEABLE MESSAGE SIGN. Any portion of one calendar day during which the sign is operated as directed by the Engineer shall be paid as one full calendar day.

**X7015005**

**“X” item number**

Method of Measurement. The area of bridge deck scarification will be measured for payment in square yards (square meters). No additional payment will be made for multiple passes of the equipment.

The concrete overlay will be measured for payment in square yards (square meters).

Additional concrete placed with the overlay, required to fill all depressions below the specified thickness will be measured for payment in cubic yards (cubic meters). The volume will be determined by subtracting the theoretical volume of the overlay from the ticketed volume of overlay delivered minus the volume estimated by the Engineer left in the last truck at the end of the overlay placement. The theoretical cubic yard (cubic meter) quantity for the overlay will be determined by multiplying the plan surface area of the overlay times the specified thickness of the overlay.

Basis of Payment. Bridge deck scarification will be paid for at the contract unit price per square yard (square meter) for **BRIDGE DECK SCARIFICATION** of the depth specified.

Microsilica concrete overlay will be paid for at the contract unit price per square yard (square meter) for **BRIDGE DECK MICROSILICA CONCRETE OVERLAY**, of the thickness specified. The additional volume of overlay required to fill all depressions below the specified thickness and/or for grade adjustments will be paid for at the Contractor's actual material cost for the microsilica concrete per cubic yard (cubic meter) times an adjustment factor. For volumes 15 percent or less over the theoretical volume of the overlay the adjustment factor will be 1.15. For volumes greater than 15 percent the adjustment factor will be 1.25 for that volume over 15 percent of the theoretical volume of the overlay.

Areas requiring additional partial depth removal of unsound concrete after hydro-scarification will be paid for according to Article 109.04.

When the Engineer conducts pull-off tests on the existing surface or overlay and they are acceptable, Contractor expenses incurred due to testing and for filling core holes will be paid according to Article 109.04. Unacceptable pull-off tests will be at the Contractor's expense.

**Z0012130**

**Z0012162**

**“Z” item number**

**STATE OF ILLINOIS**  
**SPECIAL PROVISIONS**

The following Special Provisions supplement the “Standard Specifications for Road and Bridge Construction, Adopted **January 1, 2012**”, the latest edition of the “Manual on Uniform Traffic Control Devices for Streets and Highways”, and the “Manual of Test Procedures for Materials” in effect on the date of invitation for bids, and the “Supplemental Specifications and Recurring Special Provisions” indicated on the Check Sheet included herein, which apply to and govern the construction of FAI Route 57 (I-57), Section (10-33HB) BDR in Champaign County, Contract No. 70924 and in case of conflict with any part, or parts, of said Specifications, the said Special Provisions shall take precedence and shall govern.

**INTENT OF PROJECT**

The intent of this project is to provide Bridge Deck Repairs to SN 010-0103; Kirby Avenue over FAI Route 57 west of Champaign in Champaign County. Appropriate measures are to be taken by the Contractor to preserve the surrounding environment and to minimize disruptions to traffic.

**DESCRIPTION OF PROJECT**

The work in this section consists of:

- Kirby Avenue Superstructure Repairs (SN 010-0103): installation of Protective Shield; Deck Slab Repair (Full-Depth); Concrete Removal and Concrete Superstructure repairs to the parapet/safety walk; Plug Existing Deck Drains; Deck Drain Extensions; Bridge Deck Scarification  $\frac{3}{4}$ " and Bridge Deck Microsilica Overlay 2  $\frac{1}{4}$ "
- Kirby Avenue Roadway Improvements: Class D Patches at each end of the approach pavement; HMA Shoulder Curb; HMA Surface Removal Butt Joint and HMA Surface Course necessary to transition the additional structure overlay into Kirby Avenue
- Kirby Avenue Safety Improvements: Steel Bridge Rail, Type 2399 across SN 010-0103; Traffic Barrier Terminals Type 6A; Steel Plate Beam Guardrail Type A 6ft Posts; and Traffic Barrier Terminals Type 1 Special Tangent

**COMMITMENTS**

As a result of coordination with the City of Champaign to allow the Closure of Kirby Avenue for these repairs, the following summary of comments serves as a Commitment to the City of Champaign:

- Detour Signing shall be appropriately posted
- Springfield Ave (IL Rte 10) and Windsor Road shall remain open for the duration of the Kirby Avenue structure repairs
- The contractor should place portable message boards on each side of the bridge at least 5-days in advance of the closure to alert motorists, pedestrians, bikes, and other users of the Kirby Avenue road closure.

## VIII. FALSE STATEMENTS CONCERNING HIGHWAY PROJECTS

This provision is applicable to all Federal-aid construction contracts and to all related subcontracts.

In order to assure high quality and durable construction in conformity with approved plans and specifications and a high degree of reliability on statements and representations made by engineers, contractors, suppliers, and workers on Federal-aid highway projects, it is essential that all persons concerned with the project perform their functions as carefully, thoroughly, and honestly as possible. Willful falsification, distortion, or misrepresentation with respect to any facts related to the project is a violation of Federal law. To prevent any misunderstanding regarding the seriousness of these and similar acts, Form FHWA-1022 shall be posted on each Federal-aid highway project (23 CFR 635) in one or more places where it is readily available to all persons concerned with the project:

18 U.S.C. 1020 reads as follows:

"Whoever, being an officer, agent, or employee of the United States, or of any State or Territory, or whoever, whether a person, association, firm, or corporation, knowingly makes any false statement, false representation, or false report as to the character, quality, quantity, or cost of the material used or to be used, or the quantity or quality of the work performed or to be performed, or the cost thereof in connection with the submission of plans, maps, specifications, contracts, or costs of construction on any highway or related project submitted for approval to the Secretary of Transportation; or

Whoever knowingly makes any false statement, false representation, false report or false claim with respect to the character, quality, quantity, or cost of any work performed or to be performed, or materials furnished or to be furnished, in connection with the construction of any highway or related project approved by the Secretary of Transportation; or

Whoever knowingly makes any false statement or false representation as to material fact in any statement, certificate, or report submitted pursuant to provisions of the Federal-aid Roads Act approved July 1, 1916, (39 Stat. 355), as amended and supplemented;

Shall be fined under this title or imprisoned not more than 5 years or both."





# Progress Schedule

Sheet 1 of 1

County: Champaign  
 Section: (10-334B)BDR  
 Route: FAI 57  
 District: 5  
 Contract No: 70924  
 Job No: C-95-031-11  
 Project No: na

Date of Award: 2/22/2012    Execution Date: 2/29/2012    Starting Date: 5/21/2012  
 Contract Completion Date: 8/3/2012    Date of Estimated Completion: 8/3/2012  
 Contractor: O'Neil Bros., a Div of MACC of IL    Address: P.O. Box 848    Urbana, IL 61802

Work Item	Quantity	Production	Months - (Begin with starting month)		TOTAL
			May 9	June 20	
Traffic Cont Protection 701406	1 ls	.13/day	5	1	2
Protective Shield	213 sy	35.5/day	4		
BR Deck Scar 3/4"	584 sy	195/day	3		
Conc Rem	12.3 cy	2.5/day	5		
Concrete Sup-St	12.3 cy	3/day	4		
Reinf Bars, Epoxy CTD	300 lb	150/day			
Plug EX DK Drains	16 ea	16/day			
Deck Drain Ext	8 ea	2/day			
Deck Slab Rep (FD-T2)	9.7 sy	1.9/day		5	
BR DK MIC C OVL 2 1/4"	584 sy	58.4/day		10	
CL D Patch T3 10	36 sy	36/day		1	
BR Deck Grooving	533 sy	533/day		1	
HMA SC "D" N50	45 ton	22.5/day		2	
Steel Rail Ty 2369	435 ft	108.8/day		4	
Guardrail	2037.5 ft	509.4/day		4	
Paint PVT MK Line 4	1700 ft	1700/day		1	
Punch List/Cleanup	1 ls	1/day			1

August 3  
 July 21  
 Date: 5/21/12  
 Contractor: [Signature]  
 District Construction Engineer

LEGEND

Controlling	Non-Controlling
wd's	Proposed DBE/WBE
wd's	Trainees
wd's	

Contractor: [Signature]  
 Engineer of Construction  
 Regional Engineer  
 Resident



# Illinois Department of Transportation

Division of Highways / Bureau of Construction  
2300 South Dirksen Parkway, Springfield, Illinois 62764

**Subject:** **CONSTRUCTION MEMORANDUM NO. 06-76**  
**Contractor Payments**  
**Articles 109.07 & 109.08**

**Effective:** **April 1, 2006**

**Expires:** **Indefinite**

This memorandum supersedes Construction Memorandum 03-76 dated November 24, 2003.

One of the most important duties of the Resident is to submit pay estimates for quantities of completed work. The contract between the State and the Contractor differentiates two types of payments to the Contractor: partial payments and final payments. The Resident's work on a project is not complete until the final payment has been made to the Contractor.

## **Progress Payments**

### 1) Frequency of Progress Pay Estimates

Due to the large dollar value and duration of many contracts, Article 109.07 of the [Standard Specifications for Road and Bridge Construction](#) provides for partial payment to the Contractor for work completed to date. A partial payment, commonly referred to as a progress payment, is initiated by the Resident when he/she fills out and submits a pay estimate form to the Bureau of Construction (or to the Regional Engineer, if administered by a local agency). Article 109.07 specifies that a partial payment will be made to the Contractor at least once per month. However, if the State is the awarding authority, payment will be made only if the value of the payment is \$1,000 or greater.

Depending on the size of the contract, progress pay estimates may be submitted on a more frequent basis. Normally, pay estimates are not submitted more often than twice a month. However, on a multi-million dollar project progress pay estimates may be submitted weekly if sufficient work has been completed to justify that schedule. The Resident may wish to discuss the payment schedule with the prime contractor to ensure that all involved know when payments can be expected.

Each pay estimate must be processed individually by the Central Bureau of Construction. Due to the time required to process each payment, pay estimates should not be submitted more frequently than once per week, and two or more estimates should never be submitted at the same time.

## 2) Submittal of Progress Pay Estimates

Pay estimate entries may be made using ICORS or on preprinted forms. If ICORS is used, pay estimates should be emailed with a statement indicating the Resident's approval for the contract and pay estimate number, and an original signed copy is to be kept in the Resident's file.

On contracts staffed by state personnel, one copy should be either mailed to Central Construction or emailed to "Pay Estimate Central", one copy each to the district office, prime contractor and a signed copy to be retained in the Resident's file.

On contracts staffed by other than state personnel, two copies including the original should be sent to the State's Resident, one copy each to the prime contractor and contract file. If use of ICORS is approved, pay estimates should be emailed to the State's Resident, prime contractor and one copy retained in the contract file. Once approved, the State's Resident should email the pay estimate to "Pay Estimate Central".

On Local Agency contracts three copies should be mailed to the district contact for approval and one copy retained in the project file. If use of ICORS is approved, pay estimates should be emailed to the district contact. After the estimate is approved in the district, it should be emailed to "Pay Estimate Central" and the contractor.

## 3) What quantities to submit on a progress pay estimate

On progress pay estimates, the payment quantities for most pay items may be estimated. Estimates can be made for either the quantity of completed work (e.g. volume of earth excavation completed) or the percentage of work completed. The basis for all estimates should be clearly stated in the Resident's documentation. Quantities paid will have to be assigned to the correct fund code and County, Construction, Safety (CCS) Code, as these must be correct by the end of the project. These codes may appear to be random but are not. They are utilized to ensure proper funding is charged for the project from state, federal and local sources.

The Project Procedures Guide provides information for what is acceptable evidence of material inspection. This is a critical item and the Resident must have the evidence in their files, if the evidence is a document (i.e. tickets or an inspection report).

The pay estimate will include the quantities for all pay item work completed in accordance with the contract. It is in the best interest of the State that the Contractor is paid promptly for all work properly performed. All quantities, which are submitted on a pay estimate, must be supported by acceptable documentation. (See item 5)

All work accepted for progress payment must be maintained in acceptable condition until final payment. For example, new drainage structures must be clean at the time

of final inspection. The cost of maintaining newly installed structures is included in the cost of the drainage structures. Ordinarily, it is not necessary to withhold a percentage of the payment for the item for such contingencies. Withholding must be discussed with the Resident's supervisor.

The Resident must use discretion when deciding how to pay for work which is partially completed. The Resident must never pay the full price for partially completed pay item quantities. The following general principles apply:

- a. The value of the partially completed work - The norm is to pay the Contractor for completed units of pay item work. However, if the Contractor is bearing a large cost for partially completed work, typically for lump sum or each items, it may be in the interest of the State to pay a calculated percentage of the pay item cost. Examples of incomplete work include intermediate lifts on bituminous pavement and traffic control (for which the Department has set up a partial payment schedule).
  - b. Risk to the State if the work is not eventually completed by the Contractor or if the work is not completed in a timely manner - This may happen, for example, if the Contractor goes out of business before the work is completed. Control of payment for partially completed work is one of the Resident's most effective tools for getting the Contractor to comply with the terms of the contract.
  - c. Risk of damage to partially completed work - For example, we do not ordinarily pay for traffic signal control cabinets installed but not yet tested.
- 4) The effect of change authorizations on pay estimates

When additional work has been added to a contract, whether it is due to a routine change in contract quantities or an addition of new work to the contract, the Contractor needs to be paid for the completed work in a timely manner. In order to accomplish this, a change authorization adding the work should be submitted as soon as a contract addition is known. If the work will be done on a force account basis, an authorization using the estimated costs should be submitted as early as possible, with a revised authorization submitted when final costs are known. There are a number of pay items that have been set up for specific items on change authorizations. A list of these items is included in Construction Memorandum No. 4, Contract Changes – Articles 104.02 and 109.04.

Balancing authorizations should be submitted as work under various pay items are completed, rather than waiting until the end of the project to submit a single balancing authorization for all of the pay items.

5) What NOT to submit on a progress pay estimate

- a. Never pay for work for which you do not have adequate evidence of material inspection. Section 106, Control of Materials, of the Standard Specifications discusses approval of materials incorporated into the work.

- b. Never pay for work that has not been performed. For example, at the end of the fiscal year in June, payments may be temporarily delayed if a new appropriation bill has not been signed by the Governor. On the last pay estimate of the fiscal year, it is illegal to pay for quantities of work that the Contractor intends to perform in the immediate future.
- c. Never "swap" pay items. It is illegal to pay for work covered by one pay item by submitting it on the pay estimate as a different pay item, no matter how similar in description or price the pay items are. If a new type of work is required, then a new pay item (agreed unit price or force account) must be added to the contract by a change authorization.
- d. Never bury non-pay item costs in the contract. For example, if an engineering mistake is made in laying out an item, causing the Contractor to have to perform the work twice, the extra cost should be submitted on an authorization as extra cost due to an engineering error. It is not acceptable to pay for the work twice under the pay item.
- e. Never pay for work which is not complete in accordance with the contract specifications. If it is decided that sub-standard work may remain in place, then the Contractor must submit a credit for that work.
- f. Never pay for work for which you do not have adequate documentation to support the quantity paid. For example, if the Contractor refuses to cooperate in weighing a tonnage item on an approved scale (when required by the contract), then do not pay for the unsupported quantity unless directed to do so by your supervisor.

**Paying for work in other than the approved manner may constitute a felony. Residents should be careful to follow the policies and procedures enumerated in this memorandum related to payments.**

6) Corrections to Pay Estimates

If errors are discovered in the project quantity documentation, the errors must be corrected as soon as possible. The quantity must also be updated as soon as possible so that the correction can be reflected no later than the next pay estimate. This is especially important if the error being corrected resulted in a large overpayment to the Contractor.

If an error is discovered in the preparation of a pay estimate after submitting the estimate, under most circumstances if the error is discovered immediately the correction can be made over the telephone. In this case, the Resident should contact the District Construction office, which in turn will contact the Central Bureau of Construction, to make the correction. Any corrections made by telephone should be documented in the project diary and the quantity book must be updated to reflect the correction on the next pay estimate.

### **Material Allowances**

Article 109.07 permits the Department, at its discretion to pay the Contractor for costs incurred in supplying non-perishable materials under certain conditions.

The intent of this provision is to pay the Contractor for costs incurred for a particular contract for which payment would not normally be made until the materials are incorporated into the project. It is not the intent of this provision to pay material allowances for stocks of materials which can easily be acquired by the Contractor to meet project scheduling.

A material allowance is different from a payment for partially completed work. In the case of a partially completed pay item, material is consumed as work progresses and the contractor is paid based on work accomplished. For material allowances none of the covered material is yet incorporated into the project pay items.

The following conditions must be met to qualify for a material allowance:

- a. The contractor must submit acceptable evidence of passing material inspection(s).
- b. The material must be non-perishable and is intended for use only on a specific contract.
- c. The material should normally be ready to incorporate into the work. For example, structural steel must be fabricated. Exceptions can be considered in cases of raw steel shortages or to meet tight project schedules. Form [BBS 59](#) shall be used as documentation to substantiate the material allowance for fabricated structural steel. An allowance may be paid for raw steel upon the delivery to the fabricator's yard and stored in an acceptable manner as described below.
- d. All material for which an allowance is to be paid must be in secure storage on the project or at a location acceptable and accessible at any time by the department. The material must be properly protected from damage. If the material becomes damaged or otherwise unacceptable, it shall be removed from the material allowance. If stored off the project site, the location must be such that the resident can maintain reasonable control, either directly or through district staff. The state must be able to "take possession" of the material if the contractor should default on the contract. For this reason, certain materials such as borrow cannot be considered for an allowance due to the problems the department would encounter in taking title under this situation.
- e. The Contractor must present proof of payment within 60 days after receiving payment from the department or the material allowance will be reclaimed. Proof of payment could include:
  - copies of canceled checks (front and back),
  - copies of checks with some form of verification from the financial institution,

- a copy of an invoice from the Supplier marked "Paid by check number \_\_\_\_\_" which also includes the date, signature and title of the supplier's representative,
- or other acceptable documentation.

A copy of an invoice marked paid is not proper proof of payment. Since the Resident does not know exactly when the Contractor receives their payment, a good rule of thumb is to use 70 days after the pay estimate containing the materials allowances is submitted. Note: Under the [Prompt Pay Act](#), the Contractor has only 15 days from receipt of payment to pay the supplier, the remainder of the time is for the Contractor to obtain canceled check(s) and provide copies of these and other required documentation to the Resident.

- f. There must be a clear benefit to the Department and the Contractor for purchasing the material in advance. For example:
- There is a perceived or potential national or regional shortage of the material;
  - The time required to prepare the material is critical to meeting the contract schedule;
  - The cost of the material is expected to rise before the material is to be incorporated into the work;

Materials that can be readily supplied to the contract and materials which are expected to be incorporated within 60 calendar days should not be included in material allowances.

- g. The inclusion of a material on a material allowance should not place an undue burden on the district with extra inspections or other monitoring requirements.
- h. Because other costs are included with the material cost in the unit price of a pay item, the dollar value of the material allowance should represent only the bare material cost and cost plus transportation shall not exceed 70% of the cost of the corresponding pay item(s). Paying for more than 70% of the pay item cost can be considered in special situations, but under no circumstances shall the value of the material allowance equal the value of the corresponding pay item work.

No allowance will be made for fuels, form lumber, falsework, temporary structures or other work that will not become an integral part of the finished construction.

- i. As the materials are incorporated into the project and paid as a normal pay item, the value of the material allowance(s) will be reduced on the same pay estimate.
- j. The following items are typically acceptable for material allowance payment:

Fabricated structural steel

Complete bridge bearing assemblies

Precast structural units: beams, deck planks,

Fabricated sign trusses

Mast arms

Reinforcing steel for structures

Items impacted by a regional or statewide shortage

Groups of items common except for type or size, such as pipe for culverts or storm sewers

- k. All material allowances must be submitted by the prime contractor. Direct submittals from subcontractors or material suppliers will not be allowed.

Note: This list intentionally does not include aggregates or raw un-fabricated structural steel. The district must satisfy itself that special conditions exist which justify considering such materials for an allowance. Secure storage and accessibility by the department are critical for these and similar materials.

To maintain uniformity in the payment of material allowances, the Bureau of Construction is always available for consultation on special situations involving material allowances. This is strongly encouraged for such issues as perceived material shortages and for non-typical material allowances.

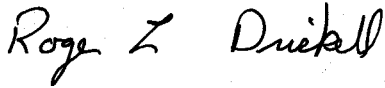
### **Final Payment**

The final payment is based on those completed pay item quantities included in the original contract documents and those quantities that have been added by an approved change order. A representative of the State or local agency must be present for all measurements taken for final payments. Payments shall not be based on Contractor measurements.

Final payment is normally made to the Contractor only after the following conditions have been met:

- 1) All physical work has been satisfactorily completed and accepted;
- 2) all documentation requirements have been satisfactorily completed;
- 3) all materials incorporated into the work have been certified;
- 4) the Contractor has agreed to final quantities;

- 5) any performance bonds required by the contract have been received, including thermoplastic and/or planting bonds if the establishment periods have not been completed;
- 6) DBE payment agreement forms have been submitted to document compliance with DBE goals (if required);
- 7) all appropriate EEO forms and payrolls have been filed; and
- 8) a federal [FHWA 47](#) has been filed (if required).

Handwritten signature of Roger L. Driskell in black ink.

Roger L. Driskell, P.E.  
Engineer of Construction

Route: FAI 57  
 Section: (10-33HB)BDR  
 Job Number: C-95-031-11  
 Resident: Jason R. Smith  
 (217)251-4749

**Illinois Department of Transportation  
 Division of Highways  
 Report of Resident  
 Line Item Detail of Completed Work-In-Place**

Contractor: Oneil Brothers, a Division of  
 MACC of ILL, INC  
 CtrNumber: 4545  
 Contract: 70924  
 County: CHAMPAIGN

Working Days Charged to Date: 0.00  
 Date From: 6/8/2012 To: 6/30/2012

Pay Estimate Number: 2

SubJob: A FAS ID: 07A0J01

Pay Item Nbr		Quantity Awarded	Added by Authorization	Deducted by Authorization	Adjusted Total Quantity	Completed at Last Report	Total Completed to Date
X7015005	CHANGEABLE MESSAGE SN	24.000	0.000	0.000	24.000	24.000	
Z0012130	BR DECK SCAR 3/4	584.000	0.000	0.000	584.000	583.400	
Z0012162	BR DK MIC C OVL 2 1/4	584.000	0.000	0.000	584.000	0.000	
Z0015595	DECK DRAIN EXTENSIONS	8.000	0.000	0.000	8.000	0.000	
Z0015802	PLUG EX DK DRAINS	16.000	0.000	0.000	16.000	0.000	15.000
Z0016002	DECK SLAB REP (FD-T2)	9.700	0.000	0.000	9.700	0.000	9.700
Z0016702	DETOUR SIGNING	1.000	0.000	0.000	1.000	0.600	
Z0041895	POLYMER CONCRETE	2.300	0.000	0.000	2.300	0.000	
40600100	BIT MATLS PR CT	53.000	0.000	0.000	53.000	0.000	
40600982	HMA SURE REM BUTT JT	160.000	0.000	0.000	160.000	160.000	
40603335	HMA SC "D" N50	45.000	0.000	0.000	45.000	0.000	
44201769	CL D PATCH T3 10	36.000	0.000	0.000	36.000	0.000	
50102400	CONC REM	12.300	0.000	0.000	12.300	2.050	12.300
50157300	PROTECTIVE SHIELD	213.000	0.000	0.000	213.000	213.000	
50300255	CONC SUP-STR	12.300	0.000	0.000	12.300	0.000	12.300
50300260	BR DECK GROOVING	533.000	0.000	0.000	533.000	0.000	
50300300	PROTECTIVE COAT	38.000	0.000	0.000	38.000	0.000	
50800205	REINF BARS, EPOXY CTD	300.000	0.000	0.000	300.000	0.000	297.000

Appendix Page 31

Route: FAI 57  
Section: (10-33HB)BDR

Job Number: C-95-031-11  
Resident: Jason R. Smith  
(217)251-4749

Working Days Charged to Date: 0.00  
Date From: 6/8/2012 To: 6/30/2012

SubJob: A FAS ID: 07A0J01

Illinois Department of Transportation  
Division of Highways  
Report of Resident  
Line Item Detail of Completed Work-In-Place

Pay Estimate Number: 2

Contractor: Oneil Brothers, a Division of  
MACC of ILL. INC  
CtrNumber: 4545  
Contract: 70924  
County: CHAMPAIGN

Appendix Page 32

Pay Item Nbr		Quantity Awarded	Added by Authorization	Deducted by Authorization	Adjusted Total Quantity	Completed at Last Report	Total Completed to Date
50900200	STEEL RAIL TYPE 2399	435.000	0.000	0.000	435.000	0.000	
63000001	SPBGR TY A 6FT POSTS	2,037.500	0.000	0.000	2,037.500	0.000	
63100087	TRAF BAR TERM T6A	4.000	0.000	0.000	4.000	0.000	
63100167	TR BAR TRM T1 SPL TAN	4.000	0.000	0.000	4.000	0.000	
63200310	GUARDRAIL REMOV	2,325.000	0.000	0.000	2,325.000	0.000	1,264.000
66101150	HMA SHLD CURB	125.000	0.000	0.000	125.000	0.000	
67100100	MOBILIZATION	1.000	0.000	0.000	1.000	1.000	
70100700	TRAF CONT-PROT 701406	1.000	0.000	0.000	1.000	0.250	
78001110	PAINT PVT MK LINE 4	1,700.000	0.000	0.000	1,700.000	0.000	
78200410	GUARDRAIL MKR TYPE A	36.000	0.000	0.000	36.000	0.000	
78201000	TERMINAL MARKER - DA	4.000	0.000	0.000	4.000	0.000	
FRC00200	MOVE EXIST DETOUR	0.000	0.000	0.000	0.000	0.000	
X9500100	SPBGR TY A 9 FT POSTS	0.000	0.000	0.000	0.000	0.000	

Resident:  
Date Prepared

*Jason R. Smith*  
7/3/12

Regional Engineer:  
Date Mailed:

55  
*Joseph E. Corne*  
7/3/12

**Note: "Engineer of Record" must be signing pay estimate and a signed file copy must be retained in the jobsite project records as per Construction Memorandum 76.**



## **PPG Section 300 – Responsibilities of Resident**

- Ensures all materials are inspected and approved
- Ensures that the sampling and testing are in accordance with the PPG
- Communicates with the District Materials office ensuring all testing is accomplished
- Should not include any pay item on a pay estimate for which there is no evidence of material inspection or approval
- Force Account and Agreed Unit Price pay items shall be treated the same as contract pay items

## **PPG Section 400 – Responsibilities of Contractor**

- Provide materials that meet or exceed specification requirements
- Provide IDOT with required evidence of inspection prior to incorporating material into project
- Give IDOT advance notice to have sampling and testing performed for source inspection

**EVIDENCE**   **COMMENT**

BBS 59	Report of acceptance of fabrication of structural steel. The Bureau of Bridges and Structures usually performs this type of inspection and testing.
BILL OF LADING	A shipping ticket that accompanies a product to the job site and which identifies the product, source, and lot.
Bmpr	<a href="#">Bureau of Materials &amp; Physical Research approval letter.</a>
CERT	Manufacturer's written certification that indicates material complies with the specifications or contract.
DAILY PLANT REPORTS	For PCC and HMA, reports generated that provide mixture test results and other production data. For non- <b>QC/QA</b> projects, Daily Plant Reports are the responsibility of the <b>Inspector</b> . For <b>QC/QA</b> projects, refer to the appropriate special provisions to determine responsibility for Daily Plant Reports.
IL OK	Material is stamped by an IDOT <b>Inspector</b> with an "IL OK" stamp indicating prior inspection and acceptance. An inspection tag may be used as <b>Evidence of Materials Inspection</b> and approval.
LA 15	This <b>Department</b> form is a supplier's certification indicating material is from approved stock. The form is sometimes used as a Bill of Lading to indicate prior approval. The form should include supplier, proper contract/job designation, material description, manufacturer, specific approved material (test ID number, lots, or batches), and quantity. Additional information on LA 15's is provided in Attachment 1.
LIST	The material appears on a current list of <b>Department</b> -approved products or approved sources found at the <b>Department's</b> web site, <a href="http://www.dot.il.gov">www.dot.il.gov</a> , under "Doing Business/Materials ". Contact the inspecting district's Materials Office for information on aggregates.
MARK	A commercial label, tag, or other marking which indicates product specification compliance and/or an approved source/manufacturer.
TEST	Approved test result available via the <b>MISTIC</b> system or from locally performed lab or field tests (e.g., soil density).
TICK	A ticket from an approved source indicating <b>Department</b> material or aggregate quality and gradation, job designation, purchaser, and weight (if applicable).
VIS	A RE memo denoting visual inspection is required in the project file, and input into <b>MISTIC</b> is required.
VIS EXAM	Same as VIS, but no RE memo or input into <b>MISTIC</b> is required.

Product	Material Series	Evidence of Materials Inspection	Jobsite Sample	Responsible Lab	Sample Size	Container	Small Quant. Per Contract
<b>ADHESIVES</b>							
▶ Bonding epoxy	427	CERT or MARK	NR	CN	-	-	N/A
▶ Chemical Adhesive (Dowel & Tie Bar)	427	LIST	NR	MT	3 cartridges	-	N/A
▶ Glass Capsules for Anchor Bolts	427	LIST	NR	MT	6 capsules	-	N/A
<b>AGGREGATE</b>							
▶ for Mixtures & Granular Use	001	LIST + TICK	See Sampling Schedules	DI	See Field Acceptance - Column 6	3	500 T
▶ Lightweight, for P. C. Concrete	025	CERT	See Sampling Schedules	DI	See Field Acceptance - Column 6	3	N/A
▶ Riprap, Concrete	001	LIST + TICK	NR	-	-	-	20 T
▶ Riprap, Stone	001	LIST + TICK	NR	-	-	-	20 T
<b>BRIDGE BEARING PADS</b>							
▶ Elastomeric (Whole pad)	703	CERT or LA 15 or (*BMPR)	*Sample when notified by BMPR	MT	1 Pad	-	N/A
▶ Fabric	703	LA 15 or TEST	When directed	MT	12" X 12"	-	N/A
▶ Pot, Floating Bearings	703	BMPR	*Sample when notified by BMPR	MT	-	-	N/A
<b>BITUMINOUS MATERIALS</b>							
▶ PG Asphalt Binder	101	(LIST or TEST) + Bill of Lading	See BMPR Policy Memo	BC	1 QT	5	N/A
▶ Road Oil & Cutback Asphalt	103	(LIST or TEST) + Bill of Lading	NR	BC	1 QT	1 or 5	N/A

Product	Material Series	Evidence of Materials Inspection	Jobsite Sample	Responsible Lab	Sample Size	Container	Small Quant. Per Contract
<b>BITUMINOUS MATERIALS, continued</b>							
▶ Emulsified Asphalt	107	(LIST or TEST) + Bill of Lading	NR	BC	1 GAL uncut emulsion	4	N/A
<b>HOT MIX ASPHALT</b>							
▶ Hot Mix Asphalt (QC/QA)	175	Daily Plant Reports + TICK + TEST	See Std. Specs.	DI	Per Man. Test Proc. for Mat'l's	3	Special Provision
<b>BLOCK/BRICK</b>							
▶ Clay or Shale Building Brick	704	TEST	NR	CN	10 EA	8	100
▶ Clay or Shale Paving Brick	704	TEST	NR	CN	10 EA	8	100
▶ Concrete Building Brick	251	LIST	NR	CN	6 EA	8	N/A
▶ Concrete Masonry Units for Buildings/Catch Basin/Manhole/Inlet/Valve Vault	251	LIST	NR	CN	6 EA	8	N/A
▶ Concrete Paver	251	LIST	NR	CN	10 EA	8	N/A
▶ Precast Block Revetment Mat	251	LIST	NR	CN	6 EA	8	N/A
▶ Precast Articulated Block Revetment Mat	251	LIST	NR	CN	6 EA	8	N/A
▶ Segmental Concrete Block Walls (Retaining Wall)	251	LIST	NR	CN	6 EA	8	N/A
<b>BRIDGE RAIL</b>							
▶ Railing							
- Structural Steel	541	BMPR or LA 15 or TEST	NR	MT	2 LF	8	N/A
- Aluminum, Steel, Stainless Steel	541	CERT OR LA 15	NR	MT			N/A
▶ Post, Anchoring Device	541	CERT OR LA 15	NR	MT			N/A

Product	Material Series	Evidence of Materials Inspection	Jobsite Sample	Responsible Lab	Sample Size	Container	Small Quant. Per Contract
<b>CEMENTITIOUS MATERIALS</b>							
▶ Cement							
- Calcium Aluminate	379	TEST	See Sampling Schedules	CM	6 LB	10	N/A
- Portland or Blended	376	(LIST or TEST) + Bill of Lading	Yes, per BMPR Policy Memo	CM	6 LB	10	N/A
- Rapid Hardening	379	LIST	NR	CN/CM	3 - 5 as sold bags	12	N/A
▶ Finely Divided Minerals - Fly Ash, Ground Granulated Blast-Furnace Slag, Microsilica, High-Reactivity Metakaolin	378	LIST or TEST	Yes, per BMPR policy memo	CM	6 LB	10	N/A
<b>CHEMICALS / ADMIXTURES</b>							
▶ HMA - Anti-Strip Additive for Bituminous Mixtures	434	LIST	NR	BC	1 PT	4	N/A
▶ HMA - Asphalt Truck Release Agent		LIST	NR	BM	1 QT	4	N/A
▶ Calcium Chloride (Dry, Liquid)							
- Dust Palliative	804	TEST	NR	AC	1 QT	4	1T or 500 GAL
- PCC - Calcium Chloride Accelerator		CERT	NR	CN	1 QT	4 or 13	N/A
▶ CLSM - Air Entraining Admixture	421	LIST	NR	CN	1 QT	4 or 13	N/A
▶ PCC - Corrosion Inhibitor	437	LIST	NR	CN	1 QT	4 or 13	N/A
▶ PCC - Latex Emulsion	437	CERT	NR	CN	1 QT	4 or 13	N/A
▶ PCC - Air-Entraining Admixture	421	LIST	NR	CN	1 QT	4 or 13	N/A
▶ PCC - Type A - G Admixtures	437	LIST	NR	CN	1 QT	4 or 13	N/A
▶ PCC - Rheology Modifying Admixture	438	LIST	NR	CN	1 QT	4 or 13	N/A
▶ PCC - Viscosity Controlling Admixture	438	LIST	NR	CN	1 QT	4 or 13	N/A

Product	Material Series	Evidence of Materials Inspection	Jobsite Sample	Responsible Lab	Sample Size	Container	Small Quant. Per Contract
<b>CHEMICALS / ADMIXTURES, continued</b>							
▶ PCC - Membrane Curing Compound	430	LA 15 or IL OK or TEST	NR	CN	1 QT/Lot	4 or 13	N/A
▶ PCC - Membrane Curing Compound/ Linseed Oil Emulsion	430	LA 15 or IL OK or TEST	NR	CN	1 QT/Lot	13	N/A
▶ Concrete Seat Sealer	427	LIST	NR	CN	1 QT	1 or 4	N/A
▶ Protective Coat (Linseed Oil/Petroleum Spirits)	426	LA 15 or IL OK or TEST	NR	AC	1 QT	1 or 5	55 GAL
▶ Rock Salt, Sodium Chloride	804	TEST	NR	AC	10 LB	11	N/A
▶ Water, for concrete, mortar, or curing	425	Potable Source or TEST	If not potable	AC	1 QT	4	N/A
▶ Weed Killer	803	MARK or VIS	NR	-	-	-	N/A
<b>CONCRETE</b>							
▶ Polymer Concrete	216	LIST	NR	CN	1.5 FT <sup>3</sup>	12	N/A
▶ Portland Cement Concrete - Other than <b>QC/QA</b>	216	Daily Plant Reports + TICK (TICK not req'd for volumetric mixer) + TEST	See Sampling Schedules	DI	Per Man. Test Proc. for Mat'l's	-	100 CY
▶ Portland Cement Concrete - <b>QC/QA</b>	216	Daily Plant Reports + TICK (TICK not req'd for volumetric mixer) + TEST	Special Provision	DI	Per Man. Test Proc. for Mat'l's	-	Special Provision
▶ CAM II - Cement Aggregate Mixture	218	Daily Plant Reports + TICK (TICK not req'd for volumetric mixer)	See Sampling Schedules	DI	Per Man. Test Proc. for Mat'l's	-	600 SY
▶ CLSM - Controlled Low-Strength Material	216	Daily Plant Reports + TICK (TICK not req'd for volumetric mixer) + TEST	See Sampling Schedules	DI	Per Man. Test Proc. for Mat'l's	-	50 CY
▶ Non-Shrink Grout	216	LIST	NR	CN	-	-	N/A
▶ Shotcrete, High Performance	216	LIST + TEST	See Sampling Schedules	CN	Per Man. Test Proc. for Mat'l's	-	N/A

Product	Material Series	Evidence of Materials Inspection	Jobsite Sample	Responsible Lab	Sample Size	Container	Small Quant. Per Contract
<b>CONCRETE, continued</b>							
▶ Thin Polymer Overlay System for Bridge Decks	216	LIST	NR	CN	-	-	N/A
▶ PCC - Curing Blanket - Burlap, Burlap/Poly, Waterproof Paper, White Poly, Cotton Mat	702	VIS EXAM	NR	CN			N/A
<b>CONCRETE, PRECAST</b>							
▶ Architectural Products	250	LIST	NR	-	-	-	N/A
▶ Bridge Beams	253	LIST + MARK	NR	-	-	-	N/A
▶ Bridge Slabs	255	LIST + MARK	NR	-	-	-	N/A
▶ Bridge - Three Sided Structure	484	LIST + MARK	NR	-	-	-	N/A
▶ Drainage Products	252	LIST + MARK	NR	-	-	-	N/A
▶ Noise Abatement Wall	255	LIST	NR	-	-	-	N/A
▶ MSE Retaining Wall	255	LIST	NR	-	-	-	N/A
▶ Modular Retaining Wall	255	LIST	NR	-	-	-	N/A
▶ Traffic Barrier	255	LIST + MARK	NR	-	-	-	N/A
▶ R.O.W., Drainage, Section, and Permanent Survey Markers	260	LIST	NR	-	-	-	N/A
▶ Headwall	257	LIST	NR	-	-	-	N/A
▶ Bumper Blocks (Wheel Stops for Cars)	255	LIST	NR	-	-	-	N/A
▶ Picnic Table, Trash Receptacle, Planter	259	LIST	NR	-	-	-	N/A
▶ Splash Blocks	258	LIST	NR	-	-	-	N/A
<b>CONCRETE, PRECAST and PRESTRESSED (Except Piling)</b>							
▶ Prestressed Products	275	IL OK	NR	CN	-	-	N/A
<b>CONCRETE REPAIR</b>							
▶ Mortar, Polymer Modified Portland Cement	216	LIST	NR	CN	-	-	N/A
▶ Rapid Hardening Cementitious Material	221, 379	LIST	NR	CN	-	-	N/A

Product	Material Series	Evidence of Materials Inspection	Jobsite Sample	Responsible Lab	Sample Size	Container	Small Quant. Per Contract
<b>ELECTRICAL</b>							
▶ Cable, unit duct	300	MARK OR LA 15	NR	MT	-	-	N/A
▶ Conduit							
- Aluminum, plastic	300	MARK OR CERT OR LA 15	NR	MT	-	-	N/A
- Steel	300	LA 15 or (CERT + MARK)	NR	MT	-	-	N/A
▶ Detector Loop	316	MARK OR LA 15	NR	MT	-	-	N/A
▶ Fiber Optic Cable	315	MARK OR CERT OR LA 15	NR	MT	-	-	N/A
▶ Ground Rod	316	CERT OR LA 15	NR	MT	-	-	N/A
▶ Wire, span or tether	306	LA 15 or TEST	NR	MT	3 LF	8	500 LF
<b>FENCING</b>							
▶ Fabric, Post, Wire	575	CERT OR LA 15	NR	MT	3 LF	8	300 LF
▶ Glare Guard, Slats	586	VIS	NR	-	-	-	N/A
<b>GUARD RAIL</b>							
▶ Cable for Road Guard	552	LA 15 or IL OK or TEST	NR	MT	3 LF	8	100 LF
▶ Fasteners	676	(MARK + CERT) or TEST	NR	-	-	-	N/A
▶ Steel Plate & Accessories	551	LIST + CERT	NR	-	-	-	N/A
▶ Steel Post	553	CERT or LA 15	NR	-	-	-	N/A
▶ Traffic Barrier Terminal End Section	556	NCHRP 350 Pdts. = (LIST + CERT) OR LA 15; Pdts. not covered by NCHRP 350 = CERT or LA 15	NR	-	-	-	N/A
▶ Wood Post, Plank	553	CERT or MARK or LA 15	NR	-	-	-	N/A
▶ High Tension Cable Median Barrier	556	(LIST + CERT) OR LA 15	NR	MT	3 LF	8	N/A
<b>JOINT FILLERS &amp; SEALERS</b>							
▶ Mastic for Precast Concrete Pipe	617	CERT OR LA 15	NR	BC	1 QT	5	N/A
▶ Hot-Poured Sealer	619	LA 15 or IL OK	NR	BC	1 Mfg. Sealed Box	12	200 LB
▶ Cold-Poured Sealer	619	LA 15 or IL OK	NR	BC	1 GAL	5	200 LB
▶ Polysulfide Sealer	619	CERT or MARK (if it contains spec. info.) or LA 15	NR	-	-	-	N/A

Product	Material Series	Evidence of Materials Inspection	Jobsite Sample	Responsible Lab	Sample Size	Container	Small Quant. Per Contract
<b>JOINT FILLERS &amp; SEALERS, continued</b>							
▶ Asphalt Fillers							
- PAF	620	LA 15 or IL OK or TEST	NR	BC	1 QT	5	200 LB
- Fiber-Modified (Pavement Preserv.)	620	CERT	NR	BC			N/A
▶ Preformed- Bituminous, cork, foam, fiber, plastic	616	LA 15 or IL OK or TEST	NR	BC/MT	2 SF	8	300 LF
▶ Preformed Elastomeric Compression	619	LA 15 or IL OK or TEST	NR	MT	6 LF	8	100 LF
▶ Preformed Neoprene, EPDM	621	LA 15 or IL OK or TEST	NR	MT	1 LF, 2 LF	8	100 LF
▶ PCC - Silicone	619	CERT or MARK (if it contains spec. info.) or LA 15	NR	-	-	-	N/A
▶ Water Seal, PVC	618	LA 15 or TEST	NR	MT	1 LF	8	100 LF
<b>LANDSCAPING</b>							
▶ Agricultural Lime (Dept of Ag. Program)	002	LIST + TICK	NR	DI	9 LB	10	N/A
▶ Excelsior Blanket	562	CERT or LA 15	NR	MT	3 LF	11	200 SY
▶ Fertilizer	561	CERT (bulk) or MARK (bags)	NR	-	-	-	20 LB
▶ Mulch							
- Straw	562	VIS	NR	-	-	-	N/A
- Paper, Wood cellulose	562	MARK or CERT	NR	-	-	-	N/A
- Asphalt coated straw							
◆ Emulsified asphalt	107	(LIST or TEST) + Bill of Lading	NR	BC	1 GAL uncut emulsion	4	N/A
◆ Straw	562	VIS	NR	-	-	-	N/A
▶ Compost	563	CERT	NR	-	-	-	N/A
▶ Peat Moss	563	CERT or IL OK or LA 15	NR	-	-	-	N/A
▶ Seed, Sod	560	CERT or IL OK or LA 15	NR	-	-	-	N/A
▶ Trees, Shrubs, Plants	560	VIS	NR	-	-	-	N/A
<b>LIGHTING &amp; SIGNALS</b>							
▶ Controllers & Cabinets	330	VIS compared to approved submittals + CERT	NR	-	-	-	N/A

Product	Material Series	Evidence of Materials Inspection	Jobsite Sample	Responsible Lab	Sample Size	Container	Small Quant. Per Contract
<b>LIGHTING &amp; SIGNALS, continued</b>							
▶ Lamps, Luminares & Ballast	330	VIS compared to approved submittals + CERT	NR	-	-	-	N/A
▶ Traffic Signal Components	330	VIS compared to approved submittals + CERT	NR	-	-	-	N/A
▶ Break-away Supports	335	VIS compared to approved submittals + CERT	NR	-	-	-	N/A
▶ Poles							
- Steel, Aluminum	331	CERT or IL OK	NR	-	-	-	N/A
- Wood	331	MARK	NR	-	-	-	N/A
▶ Mast Arm Assemblies	330	CERT	NR	-	-	-	N/A
▶ Composite Handholes and Gulfbox	261	CERT	NR	-	-	-	N/A
<b>LUMBER / TIMBER</b>							
▶ Treated or Untreated Lumber	350	CERT or MARK or LA 15	NR	MT	-	-	N/A
<b>METAL PRODUCTS, MISCELLANEOUS</b>							
▶ Aluminum Drains	785	LA 15 or VIS	NR	MT	-	-	N/A
▶ Copper Water Pipe	779	MARK	NR	MT	1 LF	8	N/A
▶ Name Plate	782	LA 15 or VIS	NR	MT	-	-	N/A
▶ Rodent Shield	785	VIS	NR	MT	-	-	N/A
▶ Survey Markers	783	LA 15 or VIS	NR	MT	-	-	N/A
<b>MISCELLANEOUS</b>							
▶ Manhole Step, Plastic	495	CERT OR LA 15	NR	MT	3 steps	8	N/A
▶ Geotextile Fabric - French Drain, Ground Stabilization, Pipe Underdrain, Rip Rap, Silt Filter Fence & Weed Barrier	498	MARK or CERT or LA 15	Yes, if wt. and/or strength can't be verified	MT	3 LF x width	8	400 SY
▶ Concrete Revetment Mat Fabric	562	LIST	NR	MT	-	-	N/A
<b>PAINT</b>							
▶ Bridge Paint & Primer	414	TEST (approved lot)	NR	AC	1 PT	13	20 GAL
▶ Pavement Marking Paint	404	LA 15	NR	AC	1 PT	13	20 GAL

Product	Material Series	Evidence of Materials Inspection	Jobsite Sample	Responsible Lab	Sample Size	Container	Small Quant. Per Contract
<b>PAVEMENT MARKING</b>							
▲ Glass Beads	604	LA 15 or IL OK	NR	AC	3 QT	5	100 LB
▲ Raised Pavement Marker	708	LIST	NR	AC	3 EA	8	N/A
▲ Temporary Pavement Tape	705	LA 15 or (IL OK + Batch/Lot Number)	NR	AC	10 LF	8	N/A
▲ Thermo Letters & Symbols	705	CERT OR LA 15	NR	AC	-	-	N/A
▲ Thermoplastic - granular/block	706	LA 15 or IL OK	NR	AC	1 Gal from 3 dif. Bags	5 or 8	100 LB
▲ Thermoplastic Tape	705	LA 15 or IL OK	NR	AC	1 SF	8	150 LF
<b>PILING</b>							
▲ Metal Shell, Steel H, Steel Sheet or Steel Soldier	367	CERT or LA 15 or IL OK	NR	MT	1 @ 24"	8	N/A
▲ Precast Concrete	366	LIST	NR	-	-	-	N/A
▲ Precast, Prestressed Concrete	366	IL OK	NR	-	-	-	N/A
▲ Timber	370	CERT OR MARK OR LA 15	NR	MT	-	-	N/A
<b>PIPE, CULVERT &amp; DRAIN</b>							
▲ Cast or Ductile Iron Pipe	511	CERT or LA 15	NR	MT	-	-	100 LF
▲ Clay Pipe & Drain Tile	500	LA 15 or IL OK or TEST	NR	MT	-	-	100 LF
▲ Metal Corrugated & Components	452	CERT or IL OK or LA 15	NR	MT	-	-	100 LF
▲ Pipe - Plastic, PVC, HDPE - water/sewer	491	IL OK or LA 15 or TEST	NR	MT	4 LF	8	100 LF
▲ Pipe Fittings - PE, PVC	492	VIS	NR	MT	-	-	N/A
▲ Pipe Liner - PE, PVC	496	IL OK or LA 15 or TEST	NR	MT	4 LF	8	100 LF
▲ Pipe Underdrain	493	IL OK or LA 15 or TEST	NR	MT	3 @ 3 LF	8	100LF
▲ Plastic Deck Drain	499	CERT	NR	MT	-	-	N/A
▲ Precast Concrete Pipe or Box Culvert	475	LIST + MARK	NR	-	-	-	N/A
▲ Underdrain Mat, Wall Drain	496	LA 15 or TEST	NR	MT	3 LF Full Width	8	500 LF

Product	Material Series	Evidence of Materials Inspection	Jobsite Sample	Responsible Lab	Sample Size	Container	Small Quant. Per Contract
<b>SIGNING</b>							
▶ Completed Sign Panels & Standard							
- Reflective Sheeting	602	LA 15 or TEST	NR	AC	13" x 13"	8	N/A
- Aluminum Sheeting	601	LA 15 or TEST	NR	MT	6" x 12"	8	N/A
▶ Post, Break-away	607	CERT or LA 15	NR	MT	-	-	N/A
▶ Post, Metal & Hardware	600	CERT or LA 15	NR	MT	1 LF	8	N/A
▶ Post, Tubular (round, rectangle)	608	LA 15 or IL OK or TEST	NR	MT	1 LF	8	N/A
▶ Post, Steel Delineator	606	CERT or LA 15	NR	MT	1 LF	8	N/A
▶ Post, Wood	610	CERT OR MARK OR LA 15	NR	MT	-	-	N/A
▶ Reflector, Delineator, Terminal	612	CERT or LA 15	NR	AC	3 EA	-	N/A
▶ Reflector, Prism	613	CERT or LA 15	NR	AC	3 EA	-	N/A
▶ Sign Structure, Overhead	613	BBS 59 + CERT	NR	MT	-	-	N/A
▶ Structural Fasteners	655	BMPR or LA 15 or IL OK	NR	MT	5 per lot	8	N/A
<b>SOIL / MODIFICATION / STABILIZATION</b>							
▶ CAM - Cement Aggregate Mixture	750	TEST	See Sampling Schedules	DI/SL	Per Man. Test Proc. for Mat'l's	-	600 SY
▶ Topsoil	563	TEST	Yes	DI/SL	3 LB	9	N/A
▶ For IBR							
- Fine-Grained Soil	563	TEST	NR	DI/SL	75 LB	3	N/A
- Coarse-Grained Soil	563	TEST	NR	DI/SL	100 LB	3	N/A
▶ For Moisture Density							
- Fine-Grained Soil	563	TEST	Yes	DI/SL	30 LB	3	N/A
- Coarse-Grained Soil	563	TEST	Yes	DI/SL	100 LB	3	N/A
▶ Pozzolanic Stabilized Subbase or Base Course	750	TEST	See Sampling Schedules	DI/SL	Per Man. Test Proc. for Mat'l's	-	600 SY
▶ Cement (Portland or Blended)	376	(LIST or TEST) + Bill of Lading	See Sampling Schedules	DI/SL	6 LB	10	1 Ton

Product	Material Series	Evidence of Materials Inspection	Jobsite Sample	Responsible Lab	Sample Size	Container	Small Quant. Per Contract
<b>SOIL / MODIFICATION / STABILIZATION, cont.</b>							
▲ Fly Ash	378	LIST or TEST	See Sampling Schedules	DI/SL	6 LB	10	1 Ton
▲ Lime	003	CERT and Manf. Test Results representing mat'l delivered to be provided prior to or with first load	See Sampling Schedules	DI/SL	6 LB; 1 QT(slurry)	10 4	1 Ton 600 GAL(slurry)
▲ Modified Soil with Lime, Portland Cement, Portland Blast-Furnace Slag Cement, or Fly Ash	750	TEST	See Sampling Schedules	DI/SL	Per Man. Test Proc. for Mat'ls	-	600 SY
▲ Lime Stabilized Subbase or Base Course	750	TEST	See Sampling Schedules	DI/SL	Per Man. Test Proc. for Mat'ls	-	600 SY
▲ Soil-Cement Base Course	750	TEST	See Sampling Schedules	DI/SL	Per Man. Test Proc. for Mat'ls	-	600 SY
<b>STEEL &amp; CASTING</b>							
▲ Cast Frames & Grates/Lids	200	CERT or LA 15	NR	MT	-	-	5 EA
▲ Cast Manhole Steps	210	CERT or LA 15	NR	MT	-	-	N/A
▲ Deck Drains	686	CERT or LA 15	NR	MT	-	-	N/A
▲ Gabions, Slope Mattress	680	CERT or LA 15	NR	MT	-	-	N/A
▲ Pipe Casing	680	LA 15 or IL OK or TEST	NR	MT	1 LF	8	N/A
▲ Steel Frames & Grates	684	CERT or LA 15	NR	MT	-	-	N/A
<b>STEEL, MISCELLANEOUS</b>							
▲ Anchor Bolts	676	BMPR or LA 15 or IL OK	NR	MT	1 EA	8	N/A

Product	Material Series	Evidence of Materials Inspection	Jobsite Sample	Responsible Lab	Sample Size	Container	Small Quant. Per Contract
<b>STEEL, REINFORCING</b>							
▶ Dowel Bars - black or epoxy coated	626	LIST + CERT	Yes, per BMPR Policy Memo	MT	2 @ 30" EA	8	N/A
▶ Dowel Bar Assembly (Only)	627	LIST + CERT	NR	MT	-	-	N/A
▶ Pavement Fabric & Wire Mesh	628	LIST + CERT	Yes, per BMPR Policy Memo	MT	3' x 3'	8	N/A
▶ Prestressing Strand	631	BMPR	NR	MT	2 @ 4 LF	8	N/A
▶ Reinforcing Bar - black or epoxy coated	629	LIST + CERT + MARK	Yes, per BMPR Policy Memo	MT	2 @ 6 LF	8	N/A
▶ Rebar Splicers - black or epoxy coated	632	LIST + CERT; TEST if >100	Yes, if > 100	MT	2 assemblies - min. 18" of rebar on each side	8	N/A
<b>STEEL, STRUCTURAL</b>							
▶ Fasteners	655	BMPR or LA 15 or IL OK	NR	MT	5 per lot	8	N/A
▶ Structural Steel	650	BBS 59 + CERT	NR	-	-	-	N/A
▶ Stud Shear Connectors	658	(MARK + CERT) or LA 15	NR	MT	5 per lot	8	N/A
<b>TEMPORARY ITEMS</b>							
▶ See Sections 100, 500 Except		VIS EXAM	-	-	-	-	-
▶ Reflective Material		See Paint, Pavement Marking and Signing requirements					
<b>WATERPROOFING MATERIALS</b>							
▶ Asphalt Emulsion (Art. 1060.08)	381	(LIST or TEST) + Bill of Lading	NR	BC	1 GAL	4	55 GAL
▶ Membrane System (Sec. 1061)							
- Coal-Tar Pitch Emulsion & Primer	382, 386	LA 15 or TEST	NR	BC	1 QT EA	5	55 GAL
- Fabric, Glass	385	LA 15 or TEST	NR	BC/MT	3 LF x width	8	N/A

Product	Material Series	Evidence of Materials Inspection	Jobsite Sample	Responsible Lab	Sample Size	Container	Small Quant. Per Contract
<b>WATERPROOFING MATERIALS, continued</b>							
▶ Reflective Crack Control (Sec. 1062) - Reinforcing Fabric	498	MARK or CERT or LA 15	Yes, if wt. and/or strength can't be verified	MT	3 LF x width	8	N/A
▶ Fiberglass Repair System (Sec. 1063) - Fiberglass Fabric	385	LA 15 or TEST	NR	MT	3 LF x width	8	N/A
- Bit. Adhesive	385	LA 15 or TEST	NR	BC	1 Mfg. Sealed Box	12	N/A



# Illinois Department of Transportation

Division of Highways / Bureau of Construction  
2300 South Dirksen Parkway, Springfield, Illinois 62764

**Subject:**  
**Force Account Billing**  
**Article 109.04**

**CONSTRUCTION MEMORANDUM 08-09**

**Effective: January 1, 2008**

**Expires: Indefinite**

Paying for extra work on a Force Account Basis is an accepted and common practice through out the highway construction industry. The purpose of this memorandum is to provide direction to Department personnel for reviewing contractor force account billings.

This memorandum also serves to implement Equipment Watch's Rental Rate Blue Book (Blue Book) as the source of equipment rates for force account billing. The Department's Schedule of Average Annual Equipment Ownership Expense will no longer be used for this purpose.

Included in this memorandum are:

#### Guidelines for Force Account Billings

Attachment 1 - Rates for Items not Available from the Blue Book

Attachment 2 – [BC 635](#), Example Extra Work Daily Reports

Attachment 3 - Sample Force Account Billing

Attachment 4 - [BC 2370](#), Equipment Expense Rate Data

Particular attention should be paid to the following:

1. Each day that force account work is being performed Form [BC 635](#), Extra Work Daily Report, must be completed. All manpower, equipment and material used in the force account work shall be agreed to by both the Contractor and the Engineer and entered on this form at the end of each day. The Contractor must then prepare the force account bill from the daily reports. Only the manpower, equipment and material shown on the daily reports shall be included on the force account bill.
2. The verification of labor cost and the affidavit as to materials taken from stock.
3. Payroll additives are to be restricted to actual costs.

- a) Workmen's compensations insurance is chargeable for all hours worked on a straight time basis. Overtime premiums (1 ½ x, 2 x, 3 x, etc.) are not eligible.
  - b) Truck drivers' total salaries shall be excluded from computation of public liability and property damage insurance as these insurance costs are covered by equipment ownership expense.
  - c) Federal Unemployment Insurance is contributed by the employer on the first \$7,000 paid to each worker in a calendar year. Year to date employee earnings are to be reported in the force account bill. The Federal rate is 6.2%. However, employers who have made all required payments to their state system in a full and timely manner receive a 5.4% "credit", making the effective Federal rate 0.8%.
  - d) State Unemployment Compensation is contributed by the employer on the first \$11,500 paid to each worker in a calendar year. Year to date employee earnings are to be reported in the force account bill. These percentages are subject to change by legislative action. Employers who begin operations in Illinois will receive a "starter's rate" based on their industry in either their first two or three calendar years. Thereafter, they receive an experience rate which reflects their experience with the payment of benefit claims. This experience rate varies and changes annually. More information can be obtained from the Illinois Department of Employment Security. However, employers whose computed rate is 5.5% or higher and total quarterly wages are less than \$50,000 pays contributions at a rate of 5.4%. These percentages are subject to change by legislative action.
  - e) Federal Social Security Tax is contributed at the rate of 6.2% plus 1.45% for Medicare, a total of 7.65%, on the first \$97,500 paid to an individual as wages in calendar 2007. After the first \$97,500 in wages, the rate for Medicare continues at 1.45%.
4. The following policies shall be used in determining rates:
- a) Equipment owned by Contractor.
    - i) Equipment on jobsite

The time paid for shall be the period that the equipment is in operation on the force account work, and in addition shall include traveling time to the locations of the force account work when the equipment is moved under its own power. In rare instances, such as the transportation of a crane having a long boom, it may be necessary for the machine to be in operation while being transported to the location of the force account work, in which case the time paid for shall include the time operated during transportation. Loading and transportation costs will be allowed when equipment is moved through means rather than its own power, but payment time for equipment so moved shall be restricted to actual operating time on the work, except as noted in the preceding sentence.

## ii) Equipment not on jobsite

Same as (a) except that minimum total operating time paid for on the work shall be not less than four hours.

The hourly rates for Contractor owned equipment will be determined from the applicable volume of the Equipment Watch Rental Rate Blue Book (Blue Book). The Blue Book is available to all Department personnel at Inside IDOT, <http://insideidot/default.aspx>. Click on Applications

- 1) The Blue Book will be used in the following manner:
  - (i) The hourly rate will be determined by using the FHWA Hourly Rate. The monthly, weekly, daily or hourly rates will not be used.
  - (ii) The current revisions will be used in establishing rates. The current revision applicable to specific Force Account work is as of the first day of work performed on that Force Account work and that rate applies throughout the period the Force Account work is being performed.
  - (iii) The Regional adjustment for Illinois will be made. Model year adjustment will also be made. No user defined adjustments will be made.
  - (iv) The estimated operating costs per hour are included in the FHWA Hourly Rate and will be used for each hour that the equipment is in operation on the Force Account work. Such costs do not apply to idle time regardless of the cause of the idleness.
  - (v) The rates established above include the cost of fuel, oil, lubrication, supplies, small tools, necessary attachments, repairs, overhaul and maintenance of any kind, depreciation, storage, overhead, profits, insurance and all incidentals. No additional compensation will be allowed for normal operating expenses. The rates do not include labor.
  - (vi) The Contractor shall submit Form [BC 2370](#) Equipment Expense Rate Data Sheet to the Engineer with sufficient information for each piece of equipment and its attachments to enable the Engineer to verify the rental rate. As an option, the contractor may submit a copy of the printable report from the Blue Book. All equipment shall, in the opinion of the Engineer, be in good operating condition. Equipment used by the Contractor shall be specifically described and be of suitable size and suitable capacity required for the work to be performed.
  - (vii) Standby time for equipment beyond the end of the shift when the delay occurred will not be paid for, except where the

equipment has been held on the Project site on a standby basis at the request of the Engineer. Such payment will be made based upon:

0.5 X (FHWA Hourly adjusted for Model Year and Region - Estimated Operating Costs)

- 2) Rates for equipment not listed but available upon request from Blue Book:

The contractor shall submit a fully completed [BC 2370](#), Equipment Expense Rate Data sheet. This information can be forwarded to Equipment Watch for a rate determination.

- 3) Individual pieces of equipment not listed in Attachment 1 of this memorandum and having a replacement value of \$1,000 or less shall be considered to be tools or small equipment and no payment will be made for their use on the work. Compensation will be allowed for actual cost of consumables (oxygen, acetylene, propane, etc.) used by small tools.

b) Equipment rented by the Contractor.

- i) Whenever it is necessary for the Contractor to rent equipment elsewhere, he shall be paid the rental and transportation cost of such equipment to which 5% shall be added. **THE RENTAL RATES MAY NOT EXCEED THOSE ALLOWABLE FOR EQUIPMENT OWNED BY THE CONTRACTOR UNLESS FIRST APPROVED IN WRITING BY THE ENGINEER BEFORE THE WORK IS STARTED. IN NO CASE SHALL THE RENTAL RATES EXCEED THOSE OF ESTABLISHED DISTRIBUTORS OR EQUIPMENT RENTAL AGENCIES.**
- ii) When the contractor rents equipment from a related party and that equipment was used in the determination of the contractor's prequalification ratings, the contractor shall be paid per a) above regardless of the rental agreement between the contractor and the related party.

5. Preparation of force account bills.

All force account bills should show an accurate description of equipment used on force account work by year manufactured, type, size and horsepower and/or capacity.

Any changes or correction of ownership expenses rates on a force account bill must be made on each revised bill to indicate that the Contractor has approved the revised amount before the bill will be approved for payment.

Contractors are eligible for an additive to a bill prepared by a subcontractor. See Art. 109.04(b)(7).

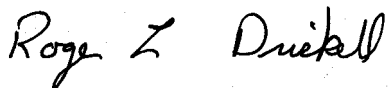
## 6. Response Contractors Indemnification Fund.

Pay item XXX15000 should be used when the force account or a portion thereof, involves issues related to a remedial or response action, or to the identification, handling, storage, treatment or disposal of a pollutant, or other items subject to payment into the Response Contractors Indemnification Fund (RCIF).

7. Where work extends over more than one week or payroll period, one bill should be submitted whenever possible, listing all labor together and all equipment together.

It will be proper to pay a foreman's salary based on the individual's actual wage and allow actual cost or company average for company contribution to life insurance, health insurance, or pension funds. We will also pay documented travel expense if it applies. Bonuses or profit sharing arrangements will not be allowed. Under some limited circumstances, the contractors' superintendent may act as a foreman. In those situations it may be appropriate to pay for those costs as normally would be done for a foreman.

Some flaggers may be shown simply under the laborer wage rate. Others may have a special wage rate for laborers when acting as flaggers. It is also possible for flagger's wage rates to be under traffic control workers rather than laborers. For force account bills the designation flaggers should be used if they are paid a different wage rate than laborers.



Roger L. Driskell, P. E.  
Engineer of Construction

**ATTACHMENT 1****ITEMS NOT AVAILABLE FROM BLUE BOOK****ARROW BOARD****For vehicle mounting, rate for vehicle not included**HOURLY EXPENSE RATE = *Flat rate for all models*

\$ 2.45 for all models for a maximum of 176 hours per month

STANDBY HOURLY RATE = Hourly Expense Rate x 0.897 x 0.50

**ATTENUATOR****Crash, for truck mounting, rate for truck not included, one-piece aluminum, one-piece fiberglass**HOURLY EXPENSE RATE = *Flat rate for all types*

\$ 3.40 for all models for a maximum of 176 hours per month

STANDBY HOURLY RATE = Hourly Expense Rate x 0.942 x 0.50

**Crash, for truck mounting, rate for truck not included, two-piece aluminum**HOURLY EXPENSE RATE = *Flat rate for all types*

\$ 4.50 for all models for a maximum of 176 hours per month

STANDBY HOURLY RATE = Hourly Expense Rate x 0.942 x 0.50

**Impact, sand module, temporary**DAILY EXPENSE RATE = *Flat rate for all types*

\$ 5.55 for all models for a maximum of 180 days

**BARRICADE****Type I or Type II**DAILY EXPENSE RATE = *Flat rate for all models*

\$ 1.00 for each type I or type II barricade for a maximum of 180 days

**Type III**DAILY EXPENSE RATE = *Flat rate for all models*

\$ 2.35 for each type III barricade for a maximum of 180 days

**BARRIER WALL****Concrete, temporary; 3.05 m (10 ft) section**DAILY EXPENSE RATE = *Flat rate for all types*

\$ 0.25 for each section for a maximum of 180 days

**Lifting Clamp**

REIMBURSEMENT RATE = *Flat rate for all types*

\$ 0.25 for each section placed and removed

**DELINEATOR**

**Barrel**

DAILY EXPENSE RATE = *Flat rate for all types*

\$ 1.25 for each delineator barrel for a maximum of 180 days

**Cone**

DAILY EXPENSE RATE = *Flat rate for all types*

\$ 0.50 for each cone for a maximum of 180 days

**LITE**

**Flasher**

DAILY EXPENSE RATE = *Flat rate for all types*

\$ 0.20 for each flasher for a maximum of 180 days

**Hi-intensity, sign mounted**

DAILY EXPENSE RATE = *Flat rate for all types*

\$ 1.70 for each sign mounted hi-intensity lite for a maximum of 180 days

**Steady Burn**

DAILY EXPENSE RATE = *Flat rate for all types*

\$ 0.30 for each steady burn for a maximum of 180 days

**SIGN**

**Construction Work Zone**

DAILY EXPENSE RATE = *Flat rate for all types*

\$2.00 for each hi-intensity sign for a maximum of 180 days

**TRENCH BOX**

Steel or aluminum, single or double wall; all lengths and depths; including braces

NOTE: Area equals depth times length

HOURLY EXPENSE RATE = *\$0.043 times the box's area in square feet plus \$3.05*

*for a maximum of 176 hours per month*

STANDBY HOURLY RATE = Hourly Expense Rate x 0.900 x 0.50



Original: Contractor  
cc: District File

Printed 10/14/2013

BC 635 (Rev. 5/07)



# Illinois Department of Transportation

## Extra Work Daily Report

County

Section

Route

District

Contractor Smith Construction Co.

Contract No.

Report No. 2 Date mm/dd/yyyy

Job No.

Authorization No. \_\_\_\_\_

Project No.

**EXAMPLE**

Description and Location of Work: Additional Pipe & Collars at Station 00+30

### LABOR

Name, Worker Classification	Total Hours Worked (Straight-Time) (Overtime)
Matt Reilly, Foreman	8
Tim Seitz, Laborer	8
Bernie Henderson, Laborer	8
Earl Roth, Laborer	8
John Graham, Laborer	8
Sarah Reid, Teamster	8
Jeanmarie Smith, Operator	8

### EQUIPMENT USED

### MATERIAL USED

EQUIPMENT USED		MATERIAL USED	
Description: List Manufacturer, Model, Year Built, Capacity	Number of Hours	Description	Quantity
2006 Caterpillar 814 F Wheel Dozer (240HP)	6		
2006 Chevy Light Duty P/U Truck, 4x4 Crew Cab 1/2 ton	6	Trench Backfill	48.6 tons
2004 On-Hwy Rear Dump Tr 4x4 Diesel 30,000lb/GVW	6		

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

APPROVED: R.L. Smith  
Contractor's Representative

APPROVED: Stephanie Jones  
State's Representative

Original: Contractor  
cc: District File

Printed 10/14/2013



Extra Work Daily Report

County

Section

Route

District

Contractor Smith Construction Co.

Contract No.

Report No. 3 Date mm/dd/yyyy

Job No.

Authorization No. \_\_\_\_\_

Project No.

**EXAMPLE**

Description and Location of Work: Additional Pipe & Collars at Station 00+30

**LABOR**

Name, Worker Classification	Total Hours Worked (Straight-Time) (Overtime)
Matt Reilly, Foreman	8 Straight, 2 OT
Tim Seitz, Laborer	8 Straight, 2 OT
Bernie Henderson, Laborer	8 Straight, 2 OT
Earl Roth, Laborer	8 Straight, 2 OT
John Graham, Laborer	8 Straight, 2 OT
Sarah Reid, Teamster	8 Straight, 2 OT
Jeanmarie Smith, Operator	8 Straight, 2 OT

**EQUIPMENT USED**

**MATERIAL USED**

EQUIPMENT USED		MATERIAL USED	
Description: List Manufacturer, Model, Year Built, Capacity	Number of Hours	Description	Quantity
2006 Caterpillar 814 F Wheel Dozer (240HP)	8	Portland Cement	6 sacks
2006 Chevy Light Duty P/U Truck, 4x4 Crew Cab 1/2 ton	10	Aggregate	1.5 tons
2004 On-Hwy Rear Dump Trk 4x4 Diesel 30,000lb/GVW	8	Form Lumber, 1in x 6in x 14ft	24pcs

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

APPROVED: R.L. Smith  
Contractor's Representative

APPROVED: Stephanie Jones  
State's Representative

**Appendix Page 57**

Original: Contractor  
cc: District File

Printed 10/14/2013

**ATTACHMENT 3**

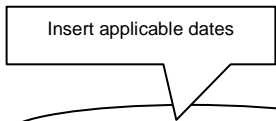
**This sample bill does not establish any policy relative to the amount to be allowed for any particular item of materials or equipment or as representing actual rates for insurance. Its sole purpose is to standardize the form of force account bills.**

**SAMPLE OF A FORCE ACCOUNT BILL (USING 2007 BLUEBOOK RATES) SHOWING FORM TO BE FOLLOWED**

**CONTRACTOR'S LETTERHEAD**

Route \_\_\_\_\_ Section \_\_\_\_\_ County \_\_\_\_\_ Auth. No. \_\_\_\_\_

Force account bill for Additional Pipe & Collars Contract No. \_\_\_\_\_



	June 2007			Total Hours		Rate	Insurance Amount	Payroll Amount	Earnings to Date	Payroll Amount Eligible for Unemployment Tax	
	4	5	6	S.T.	O.T.					F.U.T.	S.U.T.
Matt Reilly, Foreman	6	8	10	22	2	15.60	\$374.40	\$390.00	\$35,000.00	\$0.00	\$0.00
Tim Seitz, Laborer	6	8	10	22	2	12.50	300.00	312.50	8,000.00	0.00	312.50
Bernie Henderson, Laborer	6	8	10	22	2	12.50	300.00	312.50	6,000.00	312.50	312.50
Earl Roth, Laborer	6	8	10	22	2	12.50	300.00	312.50	7,100.00	212.50	312.50
John Graham, Laborer	6	8	10	22	2	12.50	300.00	312.50	9,100.00	0.00	312.50
Sarah Reid, Truck Driver	6	8	8	22		14.50	319.00	319.00	27,000.00	0.00	0.00
Jeanmarie Smith, Operator	6	8	8	22		17.60	<u>387.20</u>	<u>387.20</u>	40,000.00	<u>0.00</u>	<u>0.00</u>
Subtotals, Labor							\$2,280.60	\$2,346.20		\$525.00	\$1,250.00
*Laborer Pension & Welfare Funds – 96 hours @ .32								30.72			
*Operating Engineer Pension & Welfare – 22 hours @ .55								<u>12.10</u>			
Subtotals, Labor								\$2,389.02			
Plus 35% of \$2,389.02								836.16			
Subtotals, Labor								\$3,225.18			
Plus: Workmen's Compensation Ins. 3.48% of \$2,280.60							79.36				
Public Liability and Property Damage Ins., excluding payroll of Truck Drivers 2.0% of \$1,961.60							39.23				
**Federal Unemployment Tax 0.8% of \$525.00							4.20				
***State Unemployment Tax 6.8% of \$1,250.00							85.00				
Federal Social Security Tax 7.65% of \$2,346.20							<u>179.48</u>				
Total Payroll Additives							387.27				
Plus 10% of \$387.27							38.73				
								<u>426.00</u>			
Total Labor								\$3,651.18			

\*These are not suggested rates, as these rates vary widely between Union Locals. This is intended as an example only.  
 \*\*Do not include costs for employees which have reached the \$7,000 ceiling on Federal Unemployment Tax (F.U.T.)  
 \*\*\*Do not include costs for employees which have reached the \$11,500 ceiling for State Unemployment Tax (S.U.T.)

I hereby certify that the above statement is a copy of that portion of the payroll which applies to the above stated work and that the rates shown for taxes and insurance are actual costs.

(Signed) \_\_\_\_\_ (Contractor)

<u>Equipment Expense</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>Total Hrs</u>	<u>Rate</u>	<u>Amount</u>
2006 Caterpillar 814F Wheel Dozer, (240 HP)	6	8	8	22	\$100.50	\$2,211.00
2006 Chevy Light Duty Pickup Truck, 4X4 Crew Cab (1/2 ton)	6	8	10	24	\$11.86	\$284.64
2004 On-Hwy Rear Dump Truck, 4X4, Diesel, (30,000 lb GVW)	6	8	8	22	\$35.22	\$774.84
Total equipment expense						\$3,270.48

Material Used

24 in. R.C.P., 64 ft. @ \$4.30 per ft.(receipted invoice attached)	\$275.20
(Trench backfill, 48.6 tons @ \$0.85 per ton) (taken from stock)	41.31
Portland cement, 6 sacks @ \$1.60 (taken from stock)	9.60
(Aggregate, 1.5 tons @ \$1.40 per ton) (taken from stock)	2.10
(Form lumber, 24 pieces, 1x6, 14 feet long @ \$1.232 per piece) (receipted invoice attached)	29.57
Less salvage value of form lumber, 50%	<u>(14.79)</u>
Subtotal material	342.99
Plus 15% on \$342.99	<u>51.45</u>
Total material	\$394.44

**AFFIDAVIT**

This is to certify that the material entered on this force account bill which was taken from stock is shown at our cost.

\_\_\_\_\_  
Smith Construction Co.  
(Company)

By \_\_\_\_\_

*R. L. Smith*

Total Labor	\$3,651.18
Total Equipment Expense	3,270.48
Total Materials	<u>394.44</u>
Total	\$7,316.10
Bond 0.75%	54.87
Plus 10% of Bond	5.49
Total Bill	\$7,376.46

\_\_\_\_\_  
Resident

**ATTACHMENT 4**



**Equipment Expense Rate Data**

**To Be Filled Out by the Requesting Agency or Contractor:**

Contract Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Description of Equipment**

Type: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Year Manufactured: \_\_\_\_\_ Fuel Type: \_\_\_\_\_ Horsepower: \_\_\_\_\_

Size and/or Capacity: \_\_\_\_\_

Remarks: \_\_\_\_\_

**Cost of Equipment (For Equipment Not Listed in Blue Book)**

Purchase Price: \_\_\_\_\_ Year Purchased: \_\_\_\_\_

Estimated or Actual Annual Repair Cost: \_\_\_\_\_

Estimated or Actual Annual Usage of Equipment in Hours per Year: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

**(Upon completion, please submit to the appropriate District Office)**

**ATTACHMENT 5****Blue Book Supplemental Information**

After discussions with the staff at Equipment Watch, the following guidelines have been prepared to provide additional assistance with using the Blue Book for force account billings:

If a particular equipment category, make, and model number is known, rather than using all of the information to drill down through the categories, simply type in the model number in the search feature and click on search. The categories assigned by Blue Book are sometimes difficult to determine.

Contractors are to be paid the FHWA Hourly Rate. When the rate is not given, it can be calculated as follows:

The FHWA Hourly Rate = [(monthly rate/176) x (model year adj.) x (Illinois adj.)] + EOC

Where: EOC = Estimated Operating Costs per hour (from the Blue Book)

Authorized idle (standby) time payment will be made at the following hourly rate:

0.5 x (FHWA hourly rate - EOC).

Equipment Watch updates the Rental Rate Blue Book twice per year, once in January, and once in July. Only half of the Book is updated each period, so in effect, a particular equipment rate stays valid for one year. All forms of the Rental Rate Blue Book (print, CD and on-line) are updated simultaneously, so the rates are consistent regardless of format. Also, most, if not all reports list the revision date for each rate (1st Half 2007, 2nd Half 2007, etc.), so it can be traced back to the proper time period for auditing purposes should it become an issue.

The Blue Book is a guide and if there are any units which a contractor feels is not represented in the guide, Equipment Watch will determine a custom rate based on the contractor completing a survey. When using a custom rate, check to ensure the "Illinois" and "Model Year" adjustments have been properly applied.

The "Model Year" adjustment is not available for pieces of equipment that are more than 20 years old. There are contractors that have older pieces of equipment. Most state DOT's accept the rate adjusted to the earliest published year (currently 1987), and IDOT has decided to accept this methodology as well. There are many ways to justify this treatment. Equipment Watch feels that large capital investments for major rebuilds must be made, in order to extend the economic life of these older pieces of equipment; additionally the operating cost may be higher. Thus you get a smaller ownership cost and a larger operating cost. Both of these factors tend to extend the validity of the published Blue Book rate.

For older pieces of equipment, greater than 20 years, that have a discontinued model number, most states use rates for the closest model (horsepower, capacity, etc.) published. IDOT has decided to adopt this practice. If a close match cannot be located, Equipment Watch can be contacted for a custom rate.

For new models of existing equipment (i.e. 2008 light-duty trucks) that won't be incorporated into the Blue Book until the July 1, 2008 update, other states accept the

closest model year published, in this case the 2007 models. IDOT has accepted this practice. Equipment Watch feels that they are conservative on their rates, and in the case of a truck, contractors will find that the acquisition cost of their trucks regardless of the GVW, is usually covered by the closest published model.

Until more Material Transfer Devices (MTD's) are incorporated into the Blue Book, custom rates will need to be requested. A few MTDs are located under the category "Asphalt pickup machines". Equipment Watch will be including more makes and models into future updates of the Blue Book.

The main purpose of the Buckets section is to allow for attachments. The best example is a hydraulic breaker for an excavator. The rate for the unit is determined by subtracting the rate for the standard bucket (or closest listed) from that of the Excavator (which includes the bucket) and adding in the rate for the appropriate hammer.

Most states avoid allowing rate changes for daily or hourly bucket changes, because it is not only an administrative nightmare but it brings the whole standby rate question to bear. The duty of the buckets (general purpose, heavy duty or severe duty) is a reflection of manufacturer nomenclature and not discrete wall thickness ranges. Model year of a bucket may be impossible to determine. Therefore, when determining a rate for equipment with bucket attachments, use the rate given for the manufacturer's standard size bucket and the same model as the equipment.

Construction Memorandum 07-09 - Section 4a) 1) covers rates obtained from the Blue Book; 4a) 2) covers equipment rates not listed in the Blue Book but available upon request from Equipment Watch and; 4a) 3) covers equipment not available in the Blue Book nor upon request from Equipment Watch, but is listed in Attachment 1 of the memorandum. This is primarily Traffic Control items.

Changeable Message Signs - Although the rates for Changeable Message Signs are now being provided by Blue Book, the maximum number of hours per month remains 176. This is consistent with our previous policy when the Schedule of Average Annual Equipment Ownership Expense guide was used for equipment rates.

Due to the variability in equipment rates provided by Equipment Watch for the same piece of equipment based solely on differing annual usage hours per year provided by the contractor, when requesting a "custom" rate from Equipment Watch for a piece of equipment not available in the Rental Rate Blue Book, request "standard annual usage hours". Widely variable annual usage hours provided by the contractor greater than 2080 hours or less than 176 hours tend to create anomalies with Blue Book methodology and can significantly impact a given equipment rate. Standard annual usage hours are typically 800 to 1500 hours per year depending on the type of equipment in question. If Equipment Watch catches reported annual usage hours on a custom rate request that are out of the range of normal equipment use, they may question the requesting party.

Pile leads are listed under Pile Drivers, and one needs to "build" the required length of the lead based on dimensions and section type (top, mid, swivel, etc.) to get to the required length for either the fixed or swinging type leads. The fixed leads are listed in increments from 10 to 40ft.; the swinging leads are listed in increments of 5 to 40ft.

Because of the many variations on the cabs, conventional, crew, extended, extra-cab, etc., and the different doors, half doors, full rear seats, fold down rear seats, when Equipment Watch does their averaging, they include as "crew cab" any of the

crew/extended cab/rear seating options. In other words, if it's larger than a "conventional cab" then it would be included in the "crew cab" averages.

Equipment Watch publishes rates for some equipment in the Shop Tools, Miscellaneous, and Air tools sections that are based on list prices less than \$1000. We are continuing the policy of not giving equipment rates for small tools with a replacement value of under \$1000. Therefore no payment will be made for their use on the work.

Some listings in the Blue Book give different rates for ROPS and EROPS versions of the equipment. ROPS/ OROPS- "Roll Over Protective System", "Rollover Protective Structures" or "Open Roll Over Protective System" are different than EROPS- "**Enclosed** Roll Over Protective Structure". ROPS is a cab or frame that provides a safe environment for the tractor operator in the event of a rollover. The ROPS frame must pass a series of static and dynamic crush tests. These tests examine the ability of the ROPS to withstand various loads to see if the protective zone around the operator station remains intact in an overturn. A homemade bar attached to the tractor axle, or simple sun shades, cannot protect the operator if the tractor overturns. The ROPS must meet standards, such as those set forth by the American Society of Agricultural Engineers, which certify they provide adequate protection in a tractor upset. If the ROPS is certified, there will be a certification label on the unit.



**Prior Approval Authorization of Contract Change**

Please attach a copy of this approved form to the BC 22, Authorization of Contract Change, submitted for this work.

County:  
 Section:  
 Route:  
 District:  
 Contract No.:  
 Job No.:  
 Project:

Contract Number:  
 Authorization Number:  
 FHWA Approval Required  Yes  No  
 Awarded Contract Value:  
 Estimated Cost of this Authorization:

**Determination**

The undersigned determine that the change is germane to the original contract as signed, because:

- Provision for this work is included in the original contract.
- Work of this type was included in the original contract, and the additional efforts of this work are within the intent of the contract and Department policy.
- The change represents an adjustment required by the contract, based on unpredictable developments in the work.
- The change in design is necessary to fulfill the original intent of the contract.
- Other. Explain:

Location and Description of Work:

Reason:

THE STATE OF ILLINOIS By the Department of Transportation	
By _____	Date
Secretary	
By _____	Date
By _____	Date
Director – Finance & Administration	
By _____	Date
Chief Counsel	

Date	Prepared By
Date	Regional Engineer
Date	Engineer of Construction
Date	Director of Highways, Chief Engineer

FHWA	
Acceptable to Proceed:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Approved for Participation:	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	Date
FHWA Representative	

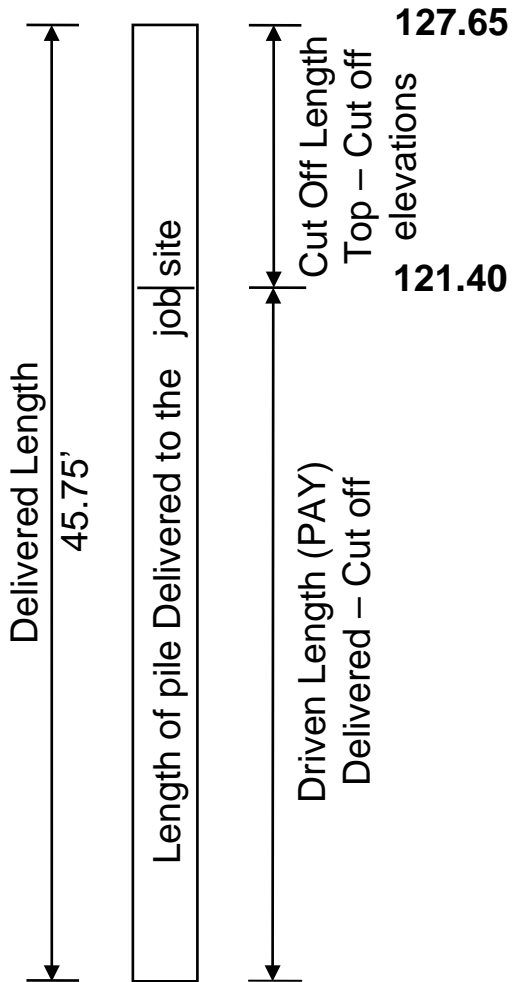
## F.U.T. / S.U.T. INFORMATION for 2013

The contractor's contribution to Federal Unemployment Insurance Tax (F.U.T.) for an employee applies only to the first \$7,000 of wages earned in a calendar year. For 2013, the rate of contribution is 6.0%, but employers who pay contributions on time receive a credit with the maximum credit being 5.4%; therefore, those employers contributing on time will have a Federal rate of 0.6% (6.0% - 5.4%), for a maximum FUTA tax of \$42.00 per employee, per year ( $.006 \times \$7,000 = \$42.00$ ). This information can be found on the U.S. Department of Labor, Employment & Training Administration website at <http://workforcesecurity.doleta.gov/unemploy/uitaxtopic.asp>. Additional information can be located at IRS Publication 15 "Employer's Tax Guide" at [http://www.irs.gov/publications/p15/ar02.html#en\\_US\\_2012\\_publink1000202549](http://www.irs.gov/publications/p15/ar02.html#en_US_2012_publink1000202549), or [http://www.irs.gov/uac/Publication-15-\(Circular-E\).-Employer's-Tax-Guide](http://www.irs.gov/uac/Publication-15-(Circular-E).-Employer's-Tax-Guide).

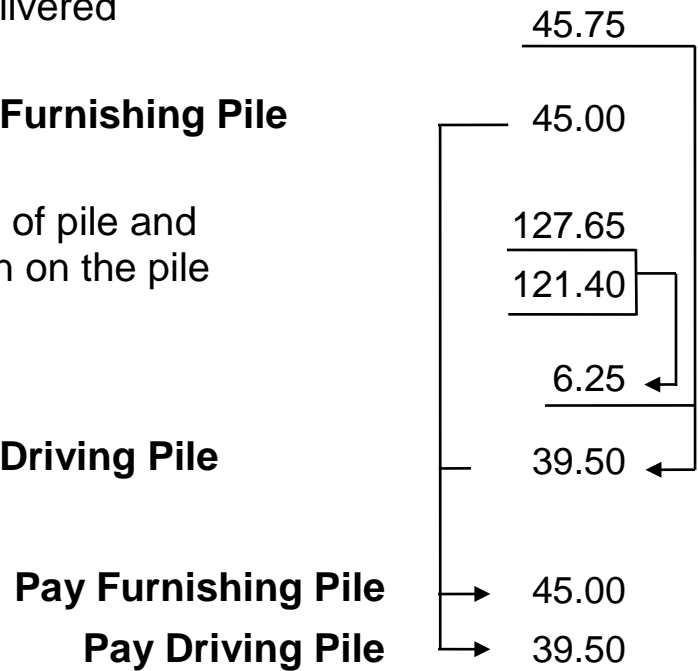
Also, the contractor's contribution to State Unemployment Insurance Tax (S.U.T.) for an employee applies only to the first \$12,900 of wages earned for calendar year 2013 and has not yet been determined for the calendar year 2014. The rate of contribution varies for each employer. This information can be found on page 5 of the State of Illinois Department of Employment Security's "2013 State Experience Factor and Employers' UI Contribution Rates" at <http://www.ides.illinois.gov/Custom/Library/publications/Publications/2013ExperienceFactorandContributionRates.pdf>. Additional information regarding this matter can be found on IDES' "Illinois Unemployment Insurance Law Handbook" at <http://www.ides.illinois.gov/Custom/Library/publications/Publications/IllinoisUnemploymentInsuranceAct2.pdf>.

When these insurances are being charged on a force account bill, it is the contractor's responsibility to monitor and charge accordingly (see the Instructions for Preparing Force Account Bills located within Construction Memorandum No. 09). The Resident is not required to maintain a record of contractor employee's wages to determine payment on these two insurances. The contractor's billing should reflect proper charges for these insurances and the Resident has the option of having the contractor provide evidence of employee's wage earnings to verify these charges.

# Pile Payment Example



1. You Instructed the contractor to furnish 45 foot Piles
2. Measure the Length of pile Delivered
3. Determine the **Pay Length for Furnishing Pile**
4. Determine the Elevation of top of pile and Mark the Plan Cut off Elevation on the pile
5. Determine the Cut off
6. Determine the **Pay Length for Driving Pile**



# BITUMINOUS MIX RECORD

## (EXAMPLE ONLY)

**Bit Mix No:** 82BIT1234      **Material Code:** 19513      **Name:** HMA SC N50 C

Matl Code	Material Name	Source	Source Name	% Blend
032CM16	STONE CR CLBQ	51832-01	MTRL SRV @ FRMNT	55.9
038FM20	SAND ST F AGG CLBQ	50912-02	VLCN MTL @ KANK	22.1
037FM01	SAND NTL F AGG CLBQ	51130-06	SHARF @ HYWRTH	19.8
004MF01	MINERAL FILLER	51052-04	LVSTN ST@ OCOYA	2.2
10127	AC PG 64-22	2260-03	EMLSCT @ URBANA/SALINE	

### Mix Formula

### Optimum Design Data

25 mm / 1":		1.18 mm / # 16:	<u>30</u>		<b>Gmm:</b>	<u>2.453</u>
19 mm / 3/4":		.600 mm / #30:	<u>19</u>	(+/-4)	<b>Gmb:</b>	<u>2.340</u>
12.5 mm / 1/2":	<u>100</u>	.300 mm / #50:	<u>10</u>		<b>% Voids:</b>	<u>4.0</u>
9.5 mm / 3/8":	<u>98</u>	.150 mm / #100:	<u>7</u>		<b>VMA:</b>	<u>14.6</u>
4.75 mm / # 4:	<u>63</u>	.075 mm / #200:	<u>5.5</u>	(+/-1.5)	<b>VFA:</b>	<u>72.6</u>
2.36 mm / # 8:	<u>42</u>	AC	<u>5.8</u>	(+/-0.3)	<b>TSR:</b>	<u>0.86</u>
					<b>Gsb:</b>	<u>2.602</u>

**Gmb (little d)  
from  
approved mix  
design**

**Central Mix Design:** 32BIT5678      **Effective Date:** 04/21/08  
I/A

**Remarks:**

Aggregate Quality Reports are on file in the District Materials Office

**Producer No.:** 6420-05      **Name:** ABC ASPHALT @ Anytown, IL

**County:** STEPHENSON

**Section:** 20RS-1&20 BR

**Route:** FAP 5

**District:** 2

**Cont. No.:** 84776

**Job No.:** C-92-072-08

**Project:** STPF-BRF-  
0005/050/000

**Date:** 08/17/2008

**Type of Plant:** H&B DRUM MIXER

**Batch Size or Ton / Hr:** 276 TPH

**Plant Approved:** 03/19/08      **Responsible Loc:** 92

**Copies to:**

**Res. Engr.:** SMITH  
**Matls Tech:** EAP  
**Contractor:** XYZ CONSTRUCTION  
**Producer:** ABC ASPHALT @ Anytown, IL  
**QC Mngr:** B.J. JONES  
**File:**

82BIT1234

Contract: 76864  
County: MADISON  
Section: 54BR-1

State of Illinois  
Department of  
Transportation  
ICORS SYSTEM  
Daily Quantities

Resident: Brett Schwalb  
Supervisor: John Scheibal  
Field Office Phone: (618)659-9781  
Job Number: C-98-032-09  
Project: BRF-0789/045

Route: FAP 789

District: 08

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DQ Number: 235 Date: 09/16/2011 Contractor: C.E. Mahoney Co.

Pay Item Key: 40603315-L110L01-119I0002A-A HMA SC "C" N70

Quantity Inspected: 234.70 TON Posted  Paid on Estimate Number: 22

Estimate or Final: Final

Evidence of Inspection: Plant Report & Tickets in File & Test

Location: EB & WB 275+00 – 289+75

Source of Progress Documentation: Weight tickets on file. Yield Checks on IDR dated 9/16/2011

Contract: 76864  
County: MADISON  
Section: 54BR-1

State of Illinois  
Department of  
Transportation

Resident: Brett Schwalb  
Supervisor: John Scheibal  
Field Office Phone: (618)659-9781  
Job Number: C-98-032-05  
Project: BRF-0789/045

Route: FAP 789

District: 08 HMA SC "C" N70

Qty Book Page: 40603315-L110L01-A HMA SC "C" N70

Pay Item Number: 40603315 FASID L110L01 Subjob A

Units TON Unit Price \$83.0600

Quantity Awarded 229.000 Adjusted Total Qty: 234.700

Source of Final Documentation: Weight tickets on file. Yield Checks on IDR 9/16/2011

Finaled Yes

Authorizations:

Auth Number	Auth Letter	CCS Code	Date Approved	Added Quantity	Deducted Quantity
5		119I0002A	07/15/2011	5.700	0.000

Quantities:

CCS Code	DQ Nbr	Date	Qty Inspected	To Date	Evidence of Inspection	Source of Progress Documentation:	Estimate #
119I0002A	235	9/16/2011	234.700	234.700	Plant Report & Tickets in File & Test	IDR dated 5/19/11 & tickets	22
Location: EB & WB 275+00 – 289+75							
Estimate or Final: Final							



# Illinois Department of Transportation

Division of Highways / Bureau of Construction  
2300 South Dirksen Parkway, Springfield, Illinois 62764

**Subject:**  
**Authorization of**  
**Contract Changes**

**CONSTRUCTION MEMORANDUM NO. 13-4**  
**Effective: April 1, 2013**

**Expires: Indefinitely**

This memorandum supersedes Construction Memorandum No. 12-4 dated May 2, 2012.

This memorandum provides the procedures by which highway construction contract changes will be administered, as well as the circumstances under which such changes will be permitted. These procedures are designed to ensure compliance with the letter and spirit of all applicable laws, to foster proper administration of the provisions of all Department-let highway construction contracts in accordance with accepted legal principles, and to avoid disputes that can arise when it is necessary to modify the terms of a highway construction contract. These procedures apply to all contracts that are let by the Department of Transportation. It should be noted, that for the purpose of this memorandum, the term "changes" includes change orders and adjustments.

A contract change is one of the most important aspects of contract administration. By definition, it alters the contract work from that awarded under the competitive bidding process and, therefore, requires clear explanation and careful consideration. The signature of the Regional Engineer on such an order ([BC 22](#)), Authorization of Contract Changes signifies complete review of and support for the change proposed.

The applicable state laws are the [Illinois Procurement Code](#) (30 ILCS 500), the [State Finance Act](#) (30 ILCS 105/9.02) and the [Criminal Code](#) (720 ILCS 5/33E). The Secretary of Transportation and the Director of Highways have directed further changes in procedure both to bring the Department into conformance with the laws and to better enable the Department to administer contract changes (Departmental Order 2-2, Signature Authority).

## Basic Requirements

- All contract changes must be germane to the original contract.
- On a limited basis, Small Purchases may be approved by the Central Bureau of Construction and paid for under an existing contract.
- All extra work must be approved and directed in writing before the work begins. The method of payment should be determined prior to beginning any extra work.

- The written approval of a contract change and the written directive to the contractor may or may not be the same document. The approval or the directive can be in the form of a Resident's memo, form [BC 2256](#), Prior Approval, form [BC 22](#), Authorization of Contract Changes, or other written instrument, as appropriate.
- The contract change must be approved by a person who has direct or delegated authority to approve the type, scope or value of the work involved in the change.
- The written approval for a contract change must include a determination that the work is germane to the contract, and the reasons for this germaneness determination. Ordinarily, emergency contracts are procured as outlined at <https://insideidot.portal.illinois.gov/SiteDirectory/CPO/Procurement%20Processes/Emergency%20Process.pdf> however, in case of an immediate hazard to public safety, the Resident is granted limited authority to initiate work if immediate action is necessary.
- Contract changes for individual extra work efforts greater than \$30,000 must be published in the Transportation Bulletin on the Internet. An extra work effort is comprised of all the work, paid under one or more new or existing pay items, necessary to accomplish the goal of the extra work. To the extent practical, the districts are asked to submit a separate [BC 22](#) for each extra work effort that requires publication. The Central Bureau of Construction will not try to dissect the items on the [BC 22](#). Instead, the relevant information treated as a whole, will be published.
- Contract changes for individual extra work efforts greater than \$30,000 must also be reviewed by the Procurement Policy Board (PPB). The [BC 24](#) is to be submitted to the Central Bureau of Construction to provide the information in the format agreed to by the PPB. Certain changes require the waiver prior to beginning the work.
- The delegated authority to approve contract changes is in relation to the entire work effort involved in the change. A work effort may involve payment under several different pay items. The delegated authority levels are for the net value of a work effort, including both additions and deductions to the various pay item quantities involved in the changed work effort.
- Residents will assign a two-digit code number to each authorization line item, to categorize the type of change involved in the line item. This requirement applies primarily to State projects. For Local Agency projects, there is a single category code (33) that is to be used for all contract changes.

### **Change Order - Contract Adjustment**

44 Administrative Code Part 6 provides the following definitions:

**Change Order** – A formal, written directive issued to a contractor or an agreement that amends a contract in order to address contingencies affecting the performance and completion of the contract, including but not limited to such matters as extra work,

design changes or alterations to plans, or special provisions or specifications for which **no provision is included in the original contract.**

**Contract Adjustment** – A written price adjustment that adds to or deducts from a contract **in accordance with provisions included in the original contract**, including but not limited to increases or decreases in quantities, incentives, changed conditions and the addition of missing pay items called for in the contract.

In the past, the terms change order and authorization have been used interchangeably. To help administer contract changes, the term change order will be used to refer only to such contract changes which modify the work called for in the contract. The term authorization is used more generically to refer to all the contract changes and adjustments submitted on a [BC 22](#). See the Procurement Policy Board section for further discussion on Change Orders and Contract Adjustments.

### Major and Minor Changes

It is the policy of the Department to require the approval of the Central Bureau of Construction prior to a commitment for all major changes in the plans or contract provisions. The prior approval of the Federal Highway Administration is required for all Major Changes on full oversight (non-exempt) projects.

- A. Major is considered to apply to any contract change that:
1. Revises the alignment or typical section of the mainline roadway, ramps, frontage roads or crossing areas.
  2. Revises the access control (either temporary or permanent).
  3. Accelerates work on the project involving payment for premium time or loss of productivity, or involving other forms of acceleration (e.g. winter protection of concrete), greater than \$20,000 per contract.
  4. Revises the staging of construction or the traffic control plan and reduces the number of lanes open to traffic or otherwise impacts traffic flow or traffic patterns.
  5. Changes the limits of the project or adds omitted work.
  6. Impacts a protected environmental resource or modifies an environmental commitment such that follow-up coordination is required with the affected entities.
  7. An extra work effort at contract unit prices, agreed unit prices or force account methods that equals or exceeds a total cost of \$250,000. On FHWA full-oversight (non-exempt) projects, the FHWA must grant prior approval for extra work efforts exceeding \$250,000.
  8. Contract Claims filed in accordance with Article 109.09. (See Construction [Memorandum 71](#) – Guidelines for Review of Contract Claims)

9. Changes the Method of Measurement or Basis of Payment for an item of work.

B. Minor is considered to apply to any contract change that is:

1. An adjustment in unit prices, less than \$250,000, specifically required by the Standard Specifications or a Special Provision (a traffic control price adjustment is one example).
2. An extra work effort that is to be accomplished at contract unit prices, agreed unit prices, force account or a combination thereof that does not classify as Major under items A.1 through A.6 and will not exceed a total cost of \$250,000. The \$250,000 limitation applies to the individual added extra work effort rather than the total additions of the authorization, which might include other added extra work efforts or adjustments.
3. A contract change that adjusts contract quantities to final as-built quantities.
4. Acceleration of work on the project costing \$20,000 or less per contract.

### Approval Procedures

The [Criminal Code](#) and the [Illinois Procurement Code](#) both include provisions that require documentation of prior approval, depending on the nature and value of the change and the value of the original contract. The [State Finance Act](#) contains additional approval requirements governing higher value changes.

These provisions have created a complex web affecting the addition of work to a contract and the payment for that work. From the perspective of the contractor, proper and timely approval facilitates lawful and timely payment.

Therefore, in order to assure compliance with Illinois and Federal law, the Department's Determination to protect the public interest, and the expeditious prosecution of the work, the following requirements are established to be followed in approving all contract changes (see also Departmental Order 2-2):

1. All extra work must be approved in writing and a copy provided to the contractor before the work is begun. The written approval must include the signature of the person who approved the change, and that person must have direct or delegated authority to approve such a change. The written approval must also include a description and reason for the change, a statement that the change is germane and a description of why the change is germane (unless an Emergency Purchase Affidavit is filed).
2. The Resident is directly authorized to verbally or by action (i.e. layout) approve and direct additional quantities to contract pay items, when the quantities can be considered balancing. The Resident is not directly authorized to approve additional quantities if there is a significant discrepancy in the plan quantities, or the amount is greater than \$20,000.

When verbal approval is given for balancing quantity adjustments, the Resident should submit these quantities on form [BC 22](#), Authorization of Contract Changes,

in a timely basis as needed to ensure timely payment to the contractor for significant additions. The original contract documents serve as the written authorization to the contractor to proceed, so no separate written directive to the contractor is needed.

3. The Regional Engineer has the authority to approve minor changes less than \$250,000. The levels of delegated authority for minor contract changes on projects are as follows:

Implementation Engineer	\$150,000
Construction Engineer	\$100,000
Supervising Field Engineer	\$40,000
Resident Engineer or Technician	\$20,000

All delegations listed above are mandated down to the level of Residents. The Regional Engineer may delegate additional authority above these minimum levels.

For such added work the district may proceed with the added work prior to submitting the [BC 22](#) to the central bureau. The [BC 22](#) will indicate that this is a minor addition. The Regional Engineer’s signature on the [BC 22](#) will be accepted as approval of the work. An appropriate [BC 22](#) should be submitted as soon as possible in order that the quantities can be reflected in the Bureau of Construction Management (BCM) system. All district approvals shall comply with the law, the contract and Department policy.

4. The Engineer of Construction is authorized to approve change orders to expedite or accelerate the construction work (Major Change) up to a value of \$250,000.
5. The Engineer of Construction is authorized to approve payment of Small Purchase work under an existing contract.
6. The Engineer of Construction is authorized to approve claim settlement offers at claim review Levels 1 and 2 up to a value of \$250,000.
7. In accordance with Departmental Order 2, Signature Authority, the Secretary must approve all changes resulting in a net addition of \$250,000 or more.

Finance Code Requirements. In accordance with the [Illinois Finance Code](#) and Departmental Order 2-2, when a single or cumulative contract change results in a net change that is equal to or greater than \$250,000 in a fiscal year, before funds may be obligated for such a change, the [BC 22](#), Authorization of Contract Changes, must have the signatures of the Secretary, Director of Highways, Director of Finance & Administration, Chief Counsel and the Chief Procurement Officer for the Department’s construction and construction related procurements. In addition, for contracts with an awarded value in the range of \$200,000 to \$1,000,000, a single or cumulative change order resulting in a net change that is equal to or greater than 25% of the awarded contract amount in a fiscal year will also require the five signatures.

The Central Bureau of Construction will coordinate with the chief executive officers to obtain these signatures. It is understood that these signatures may be obtained after the work has already been ordered, when the [BC 22](#) includes only minor changes approved at the district level. The Central Bureau of Construction will obtain these signatures, when applicable, for all major changes before the work is approved.

Coordination with FHWA. By agreement, the Federal Highway Administration (FHWA) reviews all authorizations (change orders) on full involvement (non-exempt) contracts, and other contracts as required by the Oversight Agreement. The Central Bureau of Construction will advise the districts as to which contracts are full-involvement.

Federal-aid policy requires prior approval for major changes or when the net positive value of a work effort, including both additions and deductions to the various pay item quantities involved is greater than \$250,000. It is recognized that some anticipated extra payments exceeding \$250,000 will, by their nature, not require prior approval.

Although all authorizations for full-involvement projects require FHWA review and approval, such additions, not requiring prior approval, include the following:

- Contract Adjustments that include Balance Final Field Measurements (category code 01), Allowable Contingencies (category code 03), and Specification Performance Adjustment (category code 16) for which the work and the method of payment are included in the contract.

The district should keep the FHWA Transportation Engineers (TEs) aware of pending major changes during project visits or through telephone calls or e-mails.

#### Authorization Approval Process

The Resident Engineer prepares a [BC 22](#) then forwards it to the District Office. The District Office reviews and forwards the [BC 22](#) to the Central Bureau of Construction. The central bureau will send a copy of the authorization ([BC 22](#)) to the FHWA TE after it has been entered in the BCM system. The FHWA TE will review and sign either as participating or non-participating, make a copy and return a signed copy to the central Bureau of Construction.

For authorizations requiring prior approval by the FHWA, an approved [BC 2256](#) must accompany the [BC 22](#).

#### Prior Approval Process

For work efforts requiring prior approval, the Resident Engineer initiates the [BC 2256](#). The Resident Engineer forwards the [BC 2256](#) to the District Office for appropriate signatures per delegated authority approval levels.

The FHWA prior approval must be in writing and documented on a [BC 2256](#). In emergency situations, a verbal, e-mail or fax request and approval is adequate to allow the work to begin but must immediately be followed up by a [BC 2256](#).

When the prior approval is for a major change or the amount is greater than \$250,000, the District Office forwards the [BC 2256](#), to the Central Bureau of Construction. Upon concurrence of the change, the Central Bureau of Construction forwards copies of the

[BC 2256](#) to FHWA and Executive Officers for their signatures. Upon concurrence of the change, the FHWA and Executive Officers sign and return the [BC 2256](#) to the Central Bureau of Construction. Upon receiving FHWA and Executive Officers' signatures, the Central Bureau of Construction forwards a copy of the [BC 2256](#) to the District Office.

The District Office forwards the [BC 2256](#), email or fax to the Resident Engineer. The work is authorized and can now be performed. The signed [BC 2256](#) must accompany the [BC 22](#) for processing as per the approval process described above.

Local Agency Contracts Awarded by the Department. The laws noted above apply to State-let local agency projects as well as State contracts. Residents on local agency projects must coordinate carefully with the districts to ensure that any changes made to a contract are within the limits proscribed by the laws. Delegation of approval authority will be discussed with the local agency Resident at the preconstruction conference.

Failure to follow the procedures in this memorandum could result in the loss of State or Federal-Aid participation in the cost of the project.

The district will obtain the local agency's approval of major changes and added work prior to approving a [BC 22](#). This will afford the local agency the opportunity to determine that the necessary funding is available and that the completed project will be acceptable for maintenance.

Environmental Commitments. When a change on any project, regardless of project funding or highway system, modifies an environmental commitment or permit requirement, it will be necessary to have the District Environmental Coordinator, and the central Bureau of Design and Environment as appropriate, reevaluate the continuing validity of the environmental document. The reevaluation shall be coordinated, as necessary, with affected agencies to determine the acceptability of the proposed change and the need for mitigation, prior to implementing the change. When the reevaluation indicates a change in the impacts evaluated in an approved federal environmental document, prior approval of the Federal Highway Administration (FHWA) will also be required. Changes to permit requirements will be coordinated with the permitting agency.

### **Transportation Bulletin**

The Procurement Code and the rules promulgated under this Code require that all contract changes for which the value of the extra work effort is greater than \$30,000 must be published in the Department's volume of the Illinois Procurement Bulletin. IDOT's volume is called the Notice of Contract Awards Transportation Bulletin. For germane contract changes, the publication of this information will be coordinated by the Central Bureau of Construction. However, in order to comply with the disclosure requirements and time limits of the law it is essential that the districts submit all the necessary information with the authorization in a timely manner.

The Central Bureau of Construction will submit for publication the following information from an authorization:

- Contract Number
- Project description. The description will be the one published in the Transportation Bulletin and will be obtained from the Bureau of Design & Environment after the contract is let.
- The name of the prime contractor.
- Description and reason for the change. This will be copied in its entirety directly from the [BC 22](#) submitted by the district.
- Net Change shown on the [BC 22](#). If this authorization (e.g. Auth. No. 11A) is an adjustment to a work effort submitted on a previous authorization (e.g. Auth. No. 11), then the total change for this work effort must be included in the Description.
- Determination statement that the change is germane, and the reason why it is germane, will be copied from the authorization.

### **Procurement Policy Board**

On July 30, 2004 legislation was enacted establishing the Procurement Policy Board (PPB). One of the functions of the PPB is to provide oversight of the procurement of construction activities. **As a result, all Authorizations resulting in an increase to the contract greater than \$30,000 require the review and waiver from the PPB.**

Additionally, Change Orders require a waiver **prior to beginning the work.**

**Change Orders** include plan omissions, design changes, acceleration and other germane additions for which no provision is included in the original contract. (Category Codes 9, 19, 28 and 30)

**Contract Adjustments**, which would include balancing, incentives and other additions for which both the work and the method of payment are included in the contract as well as additions for missing pay items where the work was included in the plans, plan errors, plan quantity errors and differing sight conditions. (Category Codes 1, 3, 12, 16, 22, 24, 26 and 29)

Authorizations resulting in a net change of \$30,000 or less, regardless of Category Code are not required to be submitted to the PPB.

Authorizations with the Category Codes 33 and 85 may or may not be considered Change Orders. These Authorizations should be examined on a case by case basis.

On Local Agency projects, Category Code 33, the Local Agency will be responsible for making the determination of a Change Order. If the determination is not readily apparent, consult the District Office or Central Bureau of Construction.

When determination is made that an Authorization will be in excess of \$30,000, the Resident Engineer, District Office or Local Agency will submit the [BC 24](#) to the Central Bureau of Construction. ICORS users can transmit the information electronically. The form can be e-mailed to [BC24Mailbox@illinois.gov](mailto:BC24Mailbox@illinois.gov) or faxed to 217-524-4922.

The information will be published in the Transportation Bulletin and then reviewed by the PPB. To see when the PPB has granted the waiver, log on to:

<http://www.dot.il.gov/Procbulletin/HwyConstChange/eproc.asp>

and click on the contract number. A copy of the waiver documentation should be printed and retained in the Resident's file.

Additionally, notification of a waiver may be sent by e-mail to selected District personnel. The Districts are responsible for supplying a list of e-mail recipients and keeping the list current.

The process for approving Authorizations which are Major Changes or require executive signatures remains the same. The IDOT approval for these Authorizations can be processed concurrently with the submittal for PPB review; however, the work for Authorizations considered Change Orders cannot begin until the PPB has granted a waiver. For this reason, timely submission of the [BC 24](#) is critical to minimizing delay to the contract.

### **Contract Renewals**

For contracts containing provisions for a renewal, the following procedures apply. Please note the terminology is "renewal" and not "extension".

Notify the contractor in writing of the Department's desire to renew the contract and have the Contractor concur in writing.

Obtain the Contractor's signature on the BC100 (Bureau of Construction Contract Renewal Form) prior to the original contract ending date and in accordance with the contract renewal special provision.

Submit the [BC 24](#) for the PPB review. **Procurement law requires the PPB waiver be requested within 10 days of the Department electing to exercise its option to renew the contract.**

Submit the [BC 100](#), [BC 22](#), and PPB waiver to the Central Bureau of Construction. The Central Bureau of Construction will obtain the required executive signatures, submit the package to the Comptroller, and inform the District when required approvals have been granted.

### **Submittal of [BC 22](#), Authorization of Contract Changes**

All contract pay item quantity changes must be submitted to the Central Bureau of Construction on form [BC 22](#), Authorization of Contract Changes. The submittal should include the original signature of the Regional Engineer. Copies maybe accepted under extenuating circumstances.

The guidelines for including line item changes on an authorization ([BC 22](#)) are as follows:

- Submit changes related to a specific extra work effort on a separate [BC 22](#), when the value of the extra work effort exceeds \$30,000, or has some possibility of

exceeding \$30,000 on future authorizations. Only items related to that extra work effort should be included on that [BC 22](#).

If subsequent authorizations are needed to adjust the quantities involved in the extra work effort, those authorizations should use the same Authorization Number as the original, and assign a sequential Authorization Letter to the subsequent authorizations. For example, if the items related to the original authorization are submitted on Authorization Number 22, then later authorizations for the same change order should be numbered and lettered as 22A, 22B, etc. The explanation on these subsequent authorizations will include the cumulative total of this work effort. (Note that subsequent line items used to balance previously submitted force account or agreed unit price extra work pay items should be designated with the same category code as the original submittal of the line items.)

- Small Purchases to be paid under an existing contract are to be submitted on a separate [BC 22](#), since the determination statement will be different from ordinary, germane contract changes.
- Contract changes which represent balancing of quantities can be submitted together on a single authorization. The description of the changes can be, simply, "Balancing final quantities."
- New pay items for force accounts or agreed unit prices representing individual work efforts (not part of another work effort) can be submitted together, or included on a balancing authorization. If it is known that the total value of the work represented by each item is less than \$30,000, and the net value of the [BC 22](#) is less than \$30,000.

**Both the Procurement Code and the Finance Code forbid line item changes to be artificially divided among separate authorizations so as to avoid any of the requirements of the laws.**

### Documentation

Written Direction vs. Written Approval. As stated in Article 109.04, Payment for Extra Work, all extra work must be directed in writing to the contractor. However, the written directive to the contractor to proceed with the extra work may or may not be the same document as the written approval of the extra work. For example, approval of the work may be documented on form [BC 2256](#), but the directive to the contractor may be accomplished by a letter from the district or a memo from the Resident.

The [BC 22](#) may be used as both the written approval of the work and the written directive to proceed only when it has been fully approved before the work is to be started. Do not forward a copy of the [BC 22](#) to the contractor unless it includes the approval signature of a person with sufficient authority to approve the change.

When approval at the district level is needed before the [BC 22](#) can be submitted to that office (to allow a quick directive to the contractor), then form [BC 2256](#) is to be used to document the approval.

For minor changes, the [BC 22](#) may be considered the written approval when it is signed by, or for, the Regional Engineer, as long as this approval occurs before the contractor

is directed to perform the work. In this case, the district may use some other form to direct the contractor to proceed with the work.

Description and Reason for the Change. There must be an explanation for each item, or group of items, which someone not familiar with the project can understand. Brief explanations such as "balancing" and "change of Fund Code" are acceptable. If extra work is directed by a member of the district staff, the individual's name and title should be included with the explanation. For example, "Supervising Field Engineer Bill Smith directed that the culvert under the field entrance left of Station 16 + 143.015 be lowered to prevent the ponding of water in the ditch."

For subsequent authorizations of an extra work effort (e.g. #11A, 11B, etc.), the description and reason will be repeated on each authorization.

To avoid ambiguities that could result in contract disputes, the written directive to the contractor must provide a clear description of the work to be performed, including any reference to any applicable Specifications by which the work is expected to be performed. The method of payment should also be determined at that time.

Keep in mind that for authorizations to be published in the Transportation Procurement Bulletin, the Description and Reason will be published but not the actual line items. Make sure the written description is understandable when read separate from the actual [BC 22](#).

Determination Statement. A determination statement must be included on all documents approving extra work efforts. The determination statement must also be included on the [BC 22](#) (whether or not a separate document was used to document approval of the work).

For germane (ordinary) contract changes, the determination must state that the change is germane, and explain why the change is germane.

The portion of the determination statement that is **required by the Criminal Code** for germane changes is: "The undersigned determine that the change is germane to the original contract as signed."

1. The Procurement Code goes a step further and requires that under certain conditions a determination be made as to *why* the change is germane. The following typical germaneness determinations can be used, when appropriate. However, these are simple examples; actual circumstances may require greater detail. The undersigned determine that the change is germane to the original contract as signed, because provision for this work is included in the original contract.
2. The undersigned determine that the change is germane to the original contract as signed, because work of this type was included in the original contract, and the additional efforts of this work are within the intent of the contract and Department policy.
3. The undersigned determine that the change is germane to the original contract as signed, because the change represents an adjustment required by the contract, based on unpredictable developments in the work.

4. The undersigned determine that the change is germane to the original contract as signed, because the change in design is necessary to fulfill the original intent of the contract.
5. The undersigned determine that the change is germane to the original contract as signed. See attached sheet for additional explanation of germaneness.

For subsequent authorizations of an extra work effort (e.g. #11A, 11B, etc.), whether germane or emergency, the determination must be repeated on each authorization.

It is not permissible to simply place the ICORS germaneness code (e.g. G1, G2, etc.) on the [BC 22](#). A determination statement must be used.

For Small Purchases paid under an existing contract, the following determination statement is to be used:

- Small Purchase procured in accordance with Section 6.100(b) of the Department Procurement Rules. The undersigned determine that this change is in the best interest of the State and is authorized by law.

Miscellaneous [BC 22](#) Documentation. The following miscellaneous information must be noted on the [BC 22](#) submitted to the central office:

- Type of Authorization: Contract Adjustment, Change Order.
- Major vs. Minor. Indicate whether the contract changes included on the [BC 22](#) represent a major or a minor change.
- FHWA Oversight. On Federal-aid projects, indicate whether the project is classified as Exempt or Full Oversight (Non-Exempt).
- Project Location. This is intended to be a brief description of the entire project, for the benefit of the reader unfamiliar with the project. Specific location descriptions related to the included contract changes will be included with the Reason and Description, as appropriate.
- Resident/Supervisor. The name of the Resident and the IDOT Supervising Field Engineer should be noted. Both individuals must sign the authorization.
- Designer. For State let contracts, it should be noted whether the plans related to the changes included were prepared by IDOT ("In House") or by a consultant. If prepared by a consultant, then the name of the consultant will also be noted.

Supporting Documentation. When additional documentation is required to support a contract change, it should be submitted with the [BC 22](#). The documents should reference the specific contract change by including the contract number and the authorization number on each document.

Agreed Unit Prices. Agreed unit prices require the District Estimator's review and written approval. An authorization that contains agreed unit prices will have the District Estimator's written approval or comments attached.

The contractor's written request for an Agreed Unit Price (AUP) must contain a written description of the work, quantity, and price. In order to expedite the review of an AUP request by the District Estimator, if higher than historical bid prices for a given type of work effort are requested by the contractor, justification for the higher costs (lower production rates due to confined areas, small quantities which may have higher unit prices, limited availability of material, etc.) should be clearly documented and provided in the contractor's request. Other justification that would assist the District Estimator in evaluating requests could also include documented material costs such as actual price quotes from a material supplier, a contractor's unit cost worksheet, associated mobilization costs, an "estimated" force account bill, documented production rates for the type of work specified, or any other non-typical situation which would substantiate the higher costs.

The District Estimator must document whether the approval was based on an estimates worksheet, historical bid prices, concurrent similar projects or some other basis in accordance with the Bureau of Design and Environment guidelines. A copy of the documentation should be submitted with the authorization.

FAS ID's and CCS Codes. State and federal accounting procedures require that all contract changes be posted to the correct FAS ID (Fund-Area-System) and CCS Code (County-Construction Type-Safety Type). The FAS ID and CCS Code of each line item must be identified. Due to the structure of the BCM system into which all authorizations must be entered, the Districts will group together all changes for the same combination of FAS ID and CCS Code on the [BC 22](#).

Eligibility of Roadway Maintenance Work for Federal Funding. The broad category of work called Roadway Maintenance has, in the past, included various sub-categories of work, some eligible for Federal Funding and some not eligible for Federal Funding. The following presents a breakdown of what types of roadway maintenance work that is eligible for Federal Funding and what types are not eligible for Federal Funding:

A. Types of Roadway Maintenance Work that are Eligible for Federal Funding:

- Patching, overlays, and repairs of roadway to accommodate staged traffic configuration;
- Placement, repairs and maintenance of Temporary Traffic (crash) Attenuators placed due to Maintenance of Traffic for construction to be removed at completion of project(s) (presuming that IDOT has made every effort to pursue reimbursement for any damage to attenuators from parties responsible for the damage.)
- Placement, repairs and maintenance of Permanent or Temporary guardrail damaged within construction zones when the temporary lane configurations expose the guardrail to increased risk of damage and no accident report exists allowing the Department to recover costs through MCHD program (traffic staged closer to guardrail or other safety appurtenance than will be in final configuration) (presuming that IDOT has made every effort to pursue reimbursement for any damage to guardrail from parties responsible for the damage).

B. Types of Roadway Maintenance Work that are normally NOT Eligible for Federal Funding:

- Permanent Safety Appurtenances (Guardrail, drums, attenuators, signs, etc.) damaged when traffic configuration and appurtenance are in their permanent configuration whether before, during or after project construction activities;
- Culvert cleaning;
- Snow plowing;
- Mowing;

Work that is eligible for Federal Funding and work that is not eligible for Federal Funding are to be broken out into separate authorizations. Payments for efforts not eligible for participation under the descriptions above are to be separated into 07A fund codes. The description of work on authorizations for roadway maintenance are to be detailed enough to clearly specify which type of roadway maintenance work is being performed in order to assure eligibility for Federal Funding.

Force Account. When balancing force account work a recap should be provided as shown below:

Authorization #11	Estimate	\$20,000.00
Authorization #11A	Estimate	<u>32,000.00</u>
Total		\$52,000.00
Actual Billing		\$51,959.03
Total Deduction this Authorization #11B		<\$40.97>

Force account billings and daily reports are not to be submitted with the authorization and will be retained in the district's files.

New Pay Items and Special Item Numbers. When new pay items are added to the contract, the districts will use the following format for creating the pay item number:

- For force accounts, the first three characters of the number should be "FRC". The second three digits will correspond to the authorization number on which the item was first submitted. The last two digits will normally be "00", but if more than one new pay item is submitted on the same authorization, then change the last two digits (e.g. "0A", "0B", etc., or "01", "02", etc.) to distinguish the additional items. The unit of measure for force account items is DOLLAR (\$), and the unit price is \$1.00. The value of the force account is given in the quantity of the force account pay item.
- For agreed unit price items, the first two characters should be "X9" and the third character will be the district number. The remaining characters should follow the same scheme as described above for new force account items.

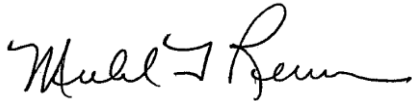
For example, the pay item number "FRC01000" identifies a force account that was first submitted on authorization number 10. "X9100401" identifies a new agreed unit price item from District 1 that was the second new agreed unit price pay item number submitted on authorization number 4.

In addition, the Department is tracking historical data on certain pay items that may be added to contracts. A list of these Special Pay Item Numbers is included at the end of this memorandum (see Attachment 4). If any of these types of work are added to a contract, the Resident will use the appropriate special pay item number from this list.

The list is organized by change category, to show which change category should be indicated when the item is added to the contract. Note that some of the special pay items are rarely used anymore, but are maintained in the list for historical reasons.

All the special item numbers begin with "XXX". If the same special item number is needed more than once on a contract, the last two digits of the item number can be changed for the additional occurrences, such as "0A", "0B", etc., or "01", "02".

Hand Written Copies. On projects where the Illinois Construction Records System (ICORS) is not available, Residents should hand write, in ink, a legible [BC 22](#), and submit it to the district office for typing. The [BC 22](#) submitted to the Central Bureau of Construction must be typed.

A handwritten signature in black ink, appearing to read "Michael F. Renner". The signature is fluid and cursive, with a long horizontal stroke at the end.

Michael F. Renner, P.E.  
Acting Engineer of Construction

### Authorization Chart

Code	New Category	Authorization Type	BC 24 Prior Approval	Germane Reason*
01	Balance Final Field Measurements	Adjustment	No	1
03	Allowable Contingencies	Adjustment	No	1
09	Design Change	Change Order	Yes	4
12	Utility Cause Change/Addition	Adjustment	No	3
16	Specification Performance Adjustment	Adjustment	No	1
19	Contract Acceleration	Change Order	Yes	2
22	Differing Site Condition	Adjustment	No	3
24	Contract Administration	Adjustment	No	1
26	Highway Plan Quant Omission or Error	Adjustment	No	1
28	Highway Design Engineering Error	Change Order	Yes	4
29	Bridge Plan Error or Omission	Adjustment	No	1 or 4
30	Construction Engineering Error	Change Order	Yes	5
33	Local Agency Project	***	***	**
85	Miscellaneous	Adjustment	No	**

**Authorizations \$30,000 or Less, Regardless of Type, Do Not Require a BC 24**  
**All Authorizations > \$30,000, Regardless of Type, require a BC 24**

- \* Most common reason. Could vary based on individual circumstances.
- \*\* Could be any of the 5 reasons
- \*\*\* Could be either

## Change Category Descriptions

Code Category

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### **01 Balance Final Field Measurements**

Changes needed to account for the difference between estimated plan quantities and final, as-built quantities, when the work is built to the lines and grades shown on the plans. The Resident should use reasonable judgment whether an adjustment is within the expected tolerance for the accuracy of plan quantities.

This category also includes bookkeeping changes and maximum payment adjustments.

Note that this category does not include balancing changes for extra work items or quantities since the total cost of the extra work effort should be designated under the same, appropriate category code.

Changes in this category are always considered germane since they are a specified adjustment of pay quantities to perform the specified work. Contract changes of this type do not require additional written direction to the contractor prior to the start of the work.

### **03 Allowable Contingencies**

These are "built-in" changes that are required by the specifications or state-wide changes in department policy based on the type of work involved in the contract or conditions found at the job site. Generally, changes in this category are work efforts called for in the contract but specified to be paid for as extra work, or they are planned contingencies, that is, work efforts that depend on the actual field conditions which could not be known at the time of design.

Examples include accident cleanup, anti-strip additive, repairing water main breaks, water main or service breaks, temporary drainage facilities, mowing prior to final inspection, additional cofferdams, cofferdam inspection, cofferdam excavation, storage of structural steel, pile splices, replacing damaged pipe, repairing state-owned traffic signal control equipment, additional flaggers or traffic control devices, replacing temporary striping, repair traffic barrier terminals or sand impact attenuators, railroad flaggers, pavement cleaning, temporary access, blading earth shoulders (adjacent to resurfacing), preparing or repairing existing base, covering CRCP patches, preservation of stone markers and survey monuments, installation and electricity charges for traffic signal and lighting service installations, repairing slope failures, excess field office telephone charges, samples for destructive testing, additional erosion control devices, traffic control price adjustments, investigation and cleanup of hazardous or controlled waste, and adjustments in contract unit prices as provided in the contract.

Changes in this category are most always germane to the contract, since provision for the work is included in the specifications. Germaneness of this type of change would be questionable, though, if the cost of the change was grossly disproportionate to the value of the original contract.

### **09 Design Change**

This category includes all changes in the specifications or design that are not specified in another category without regard as to why they were initiated or who initiated them. Care must be taken to determine the germaneness of any design change.

### **12 Utility Caused Change/Addition**

Compensation to the contractor for compensable delay damages caused by utilities, locating utilities, as well as changes in the design made primarily to accommodate or avoid utilities within the right-of-way.

Note that this category does not necessarily include miscellaneous bills paid in accordance with Article 109.05. Such bills should be included under category 03, if more appropriate.

Contract changes in this category are considered germane contract adjustments, insofar as the changes are provided for in the contract.

## **16 Specification Performance Adjustment**

This category includes adjustments or credits to the contract as result of deficient work or materials accepted by the Department, assessment of liquidated damages, incentive/disincentive adjustments, thickness and smoothness adjustments, traffic control deficiency deductions and erosion control deficiency deductions.

Note that most of these types of adjustments have special pay item codes (XXX\_\_\_) associated with them.

These adjustments are specifically provided for in the contract and are, therefore, considered germane contract adjustments. Since these adjustments must occur after the work is performed, the requirement for prior written approval does not apply to this type of change.

## **19 Contract Acceleration**

Adjustments made to the contract for the purpose of accelerating the contractor's progress in the work. Examples include pay for Premium Time, High-Early Cement, and Wintertime Concrete Protection.

## **22 Differing Site Condition**

Compensation to the contractor for additional costs incurred when subsurface or latent physical conditions are encountered in the project, in accordance with Art. 104.03.

## **24 Contract Administration**

Any costs added to the contract as a direct result of a contract claim settlement.

Note that the Contract Acceleration category should be used for an item such as Premium Time, if the acceleration item is not an explicit part of the formal claim.

All additions and deductions in pay items or quantities, including the actual value engineering incentive payment, as a result of the acceptance of a value engineering proposal from the contractor.

All other changes related to state costs for administering the contract. Examples include samples for destructive testing (such as for bearing pads), contractor furnished equipment and Partnering,

Any costs in this category that are provided for in the contract are germane contract adjustments.

## **26 Highway Plan Quantity Omission or Error**

Changes in plan quantity due to significant discrepancy between plan quantity and the as-built quantity with no change in the intended scope of work shown on the plans, as well as changes for a pay item that was not include in the plans, but for which the work was called for in the plans with the intention of paying for such work as a separate pay item. This category does not include errors in bridge plans.

Design errors in this category are not a change to the intended design but include costs that, had the error not been made, would have been included in the awarded contract amount.

Changes due to account for plan quantity errors are generally considered germane contract adjustments, unless the error is so large that the additional quantity changes the nature of the work or could be considered under a separate contract.

## **28 Highway Design Engineering Error**

Changes in pay items or quantities resulting from an inappropriate design, given field conditions that were known or should have been known at the time the plans were being prepared. This category may include resolution of commitments made during the planning and design of the project, if the resolution was not adequately addressed in the plans. This category does not include errors in bridge plans.

Design errors in this category involve costs that should not have been paid had the original plans been correctly designed.

Changes due to design errors require special consideration, as some design errors changes could change the scope of the contract and would not, therefore, be considered germane.

## **29 Bridge Plan Error or Omission**

Any changes resulting from an error in the bridge plans.

Note that a change is categorized as an error only if the issue involving the change was something that the designer should have known about, was within the scope of the design, and should have addressed in the plans. This category does not include errors or omissions in the highway plans.

Changes due to design errors require special consideration, as some design errors changes could change the scope of the contract and would not, therefore, be considered germane.

## **30 Construction Engineering Error**

Additional compensation to the contractor due to errors in layout or construction within the responsibility of the department. This category includes construction errors by both in-house staff and consultant construction staff.

Work in this category is generally considered germane to the contract, since the extra cost is needed to restore the work to what was intended by the contract. This work would be considered a change order.

## **33 Local Agency Project**

All changes on a local agency project can be grouped under this category. The other categories are intended to identify changes on State projects.

In regards to the germaneness or classification (contract adjustment vs. operational/non-operational change order) of the change, refer to the discussions noted under the appropriate category.

## **85 Miscellaneous**

Changes not included in any other category above. (It is intended that this category be used rarely, if at all.)

### Special Pay Item Numbers

Category	Pay Item Nbr	Special Item	Typical Units
16	XXX00100	Failure to Open Lanes to Traffic	DOLLAR
03	XXX02100	Railroad Flaggers	DOLLAR
03	XXX03100	Traffic Control Price Adjustments	EACH, L SUM, DOLLAR
03	XXX03200	Antistrip Additive	DOLLAR
03	XXX04000	Mentor Protégé Reimbursement	DOLLAR
03	XXX05000	CCDD Testing	DOLLAR
03	XXX05100	CCDD Extra Costs	DOLLAR
03	XXX15000	Pay Items Subject to RACIF	DOLLAR
85	XXX06000	PLA Reporting	DOLLAR
16	XXX16000	Traffic Control Deficiency	CAL DAY
16	XXX16100	Credit Non-Compliant Work	DOLLAR
16	XXX16200	Credit Non-Compliant Material	DOLLAR
16	XXX16300	Erosion Control Deficiency	CAL DAY
16	XXX16400	Credit Specification Non-Compliance	DOLLAR
16	XXX16500	DBE Goal Not Met	DOLLAR
16	XXX16700	Idling Deficiency	CAL DAY
16	XXX16800	Ultra Low Sulfur Diesel Deficiency	CAL DAY
16	XXX16900	Diesel Retrofit Deficiency	CAL DAY
16	XXX17100	Liquidated Damages	CAL DAY
16	XXX18100	Incentive Payment	DOLLAR
16	XXX18200	Disincentive Deduction	DOLLAR
16	XXX18300	Contract Compl Incentive	CAL DAY
16	XXX18400	Contract Compl Disincentive	CAL DAY
16	XXX18500	Lane Rental Incentive	CAL DAY
16	XXX18600	Lane Rental Disincentive	CAL DAY
16	XXX18700	End Result Incentive	DOLLAR
16	XXX18800	End Result Disincentive	DOLLAR
19	XXX19100	Acceleration	DOLLAR
16	XXX19500	Warranty Incentive	DOLLAR
16	XXX19600	Warranty Disincentive	DOLLAR
16	XXX19700	PFP Incentive	SQ YD, SQ M, DOLLAR
16	XXX19800	PFP Disincentive	SQ YD, SQ M, DOLLAR
16	XXX19900	PFP Resolutions Testing	DOLLAR
16	XXX201**	Thick Dis PCC _____	SQ YD, SQ M
16	XXX202**	Thick Inc PCC _____	SQ YD, SQ M
16	XXX203**	Thick Dis Bit _____	SQ YD, SQ M
16	XXX204**	Thick Inc Bit _____	SQ YD, SQ M
16	XXX211**	Smooth Inc PCC _____	SQ YD, SQ M, DOLLAR
16	XXX212**	Smooth Dis PCC _____	SQ YD, SQ M, DOLLAR
16	XXX213**	Smooth Inc Bit _____	SQ YD, SQ M, DOLLAR
16	XXX214**	Smooth Dis Bit _____	SQ YD, SQ M, DOLLAR
16	XXX21500	Surface Variations BCSC I 1T	EACH
16	XXX21600	Surface Variations BCSC I 2T	EACH
24	XXX22000	Utility Delays	DOLLAR
24	XXX23000	Claim Settlement	DOLLAR
24	XXX24500	Contractor Furnished Vehicles	DOLLAR
24	XXX25000	Value Engineering Incentive	DOLLAR
03	XXX35000	Traf Cont Standard Adj	DOLLAR
03	XXX99000	Fuel Price Adjustment Increase	DOLLAR
03	XXX99100	Fuel Price Adjustment Decrease	DOLLAR
03	XXX99300	Bituminous Price Adjustment Increase	DOLLAR
03	XXX99400	Bituminous Price Adjustment Decrease	DOLLAR
03	XXX99500	Addl RR Insurance Req't	DOLLAR
03	XXX99600	Steel Price Adjustment Increase	DOLLAR
03	XXX99700	Steel Price Adjustment Decrease	DOLLAR

\*\* For Pavement Thickness Incentive/Disincentive and Pavement Smoothness Incentive/Disincentive Items: Include the actual pay item description in the Special Item description. The description must be no longer than 22 characters and spaces. If more than one pay item falls within the same Special Item number, the last two digits should be changed (i.e. XXX20100, XXX20101, XXX20102). Do not delete the original pay item. The unit price for the Special Item will only reflect the incentive or disincentive.



Contract Number \_\_\_\_\_ Authorization No. \_\_\_\_\_ Date: \_\_\_\_\_

County: \_\_\_\_\_

Section: \_\_\_\_\_

Route: \_\_\_\_\_

District: \_\_\_\_\_

Project: \_\_\_\_\_

Description: \_\_\_\_\_

Contractor: \_\_\_\_\_

Awarded Contract Value: \$ \_\_\_\_\_

Authorization Amount: \$ \_\_\_\_\_

Category Code: \_\_\_\_\_

Reason for Extra Work: \_\_\_\_\_

**Determination of Germaneness:**

- The undersigned determined that the change is germane to the original contract as signed, because provision for this work is included in the original contract.
- The undersigned determined that the change is germane to the original contract as signed, because work of this type was included in the original contract, and the additional efforts of this work are within the intent of the contract and Department policy.
- The undersigned determined that the change is germane to the original contract as signed, because the change represents an adjustment required by the contract, based on unpredictable developments in the work.
- The undersigned determined that the change is germane to the original contract as signed, because the change in design is necessary to fulfill the original intent of the contract.
- The undersigned determined that the change is germane to the original contract as signed, because

Resident: \_\_\_\_\_ Resident \_\_\_\_\_ Date \_\_\_\_\_



**Illinois Department  
of Transportation**

Authorization No. 2  
Sheet 1 of 1

**Authorization of  
Contract Changes**

<input checked="" type="checkbox"/> Contract Adjustment	<input checked="" type="checkbox"/> FHWA Exempt
<input type="checkbox"/> Change Order	<input type="checkbox"/> Non-Exempt
<input type="checkbox"/> Consultant	<input type="checkbox"/> Major Change
<input checked="" type="checkbox"/> In House	<input checked="" type="checkbox"/> Minor Change

Date: \_\_\_\_\_  
 County \_\_\_\_\_  
 Section \_\_\_\_\_ Job stamp \_\_\_\_\_  
 Route \_\_\_\_\_ FOR EXAMPLE ONLY  
 District \_\_\_\_\_  
 Contract No. \_\_\_\_\_  
 Job No. \_\_\_\_\_  
 Project No. \_\_\_\_\_

Consultant's Name:

Contractor: Jerry's Construction  
 Address: 123 First Street  
 CityStateZip: Fun Town, IL 77777

The following change from the plans in the construction of the above designated section of highway improvement is authorized and directed. The estimated quantities are shown below at the awarded contract prices except as indicated. The first addition of an item not in the original contract under the fund type or county as indicated by an asterisk.

Item No.	*	Cat	Pay Item	Unit	Quantity	Unit Price	A/D	Addition	Deduction	
FASID: 07ECO1 CCS Code 1232110										
40600990		33	Temporary Ramp	Sq yd	10.400	\$6.4700	A	67.29		
44201909		33	CI D Patch T 4 25	Sq yd	33.900	\$162.7500	D		5,517.23	
78100100		33	Raised Refl Pavt Mkr	Each	40.000	\$47.2500	D		1,890.00	
X9600200	*	33	CI D Patch T2 12	Sq Yd	9.100	\$158.4300	A	1,441.71		
X96002A0	*	33	CI D Patch T3 12	Sq Yd	22.100	\$155.2900	A	3,431.91		
X98002B0	*	33	CI D Patch T4 12	Sq Yd	28.200	\$150.0300	A	4,230.85		
XXX03100	*	33	Traf Cont Adj 701201	Dollar	52.630	\$1.0000	A	52.63		
XXX21600	*	33	Surface Var BCS	Each	5.000	-\$170.3000	A	-851.50		
Amount of original contract: \$198,403.40								Totals	8,372.89	7,407.23
Net change to date: \$11,771.10								Net Change	965.66	
				Percent	5.93%					

**Project location:**

Description and Reason:

Determination:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Director Division of Highways  
Regional Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Engineer of Construction

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Highways, Chief Engineer

THE STATE OF ILLINOIS  
By the Department of Transportation

\_\_\_\_\_  
Ann L. Schneider, Secretary Date

\_\_\_\_\_  
Tony Small, Acting Director of F&A Date

\_\_\_\_\_  
Michael A. Forti, Chief Counsel Date

Supervisor: \_\_\_\_\_ Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Resident: \_\_\_\_\_ Resident \_\_\_\_\_ Date \_\_\_\_\_

FHWA: Acceptable to proceed:  Yes  No FHWA Participation:  Yes  No

\_\_\_\_\_  
FHWA Representative Date



**Illinois Department  
of Transportation**

**Traffic Control  
Inspection Report**

OPER 725 on File? YES Est. Completion Date 9-3-12 County Champaign District 5 Date 8-24-12 Time 6:30 a.m.  
 Job C-98-03T-11 Section (10-33 HB) BDR Champaign Contract 70924 Report No. 11  
 Type of Work Bridge Patching Overlay Route EAL 57  
 RE/RT Jason R. Smith Location Kirby Ave over Interstate 57  
 Contractor O'Neil Bros const.

Evaluate: (G) Good, (F) Fair, (D) Deficient, (X) Does Not Apply

Traffic Control	Condition	Location/ Placement	Night Visibility	General Effectiveness	Description, Comments or Corrective Measures Recommended
Signs	G	G	X	G	<i>No problems were found</i>
Sign and Device Lights	X	X	X	X	
Channelizing or Hazard Marking Devices	G	G	X	G	
Pavement Markings	X	X	X	X	
Arrow Board(s) and Changeable Message Signs	G	G	X	G	
Temporary Traffic Signals	X	X	X	X	
Temporary Barrier Wall	X	X	X	X	
Flagger(s)	G	G	X	G	

**Comments on  
other items:**

Do any previously reported discrepancies still exist?  Yes  No

- cc:  File  RE or RT  Field Engineer  
 Field  Office  Operations/Traffic Engineer  
 Contractor  Subcontractor

If yes,  
describe:

Submitted by:

Reviewed by:

*John D. Doe*

Standard(s)  
Utilized:

Appendix Page 92



# Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

August 22, 2013

SUBJECT: Contract No. 60M85  
Lake County  
Section 16-RS-7  
Route FAP 333  
District 1

J. A. Johnson Paving Co., Inc.  
1025 East Addison Court  
Arlington Heights, IL 60005

Dear Contractor:

Approval was received on August 22, 2013 in form of a signed Right of Entry Agreement from Metra for the Railroad Protective Liability Insurance Policy No. RRP2579900405 you furnished in connection with the subject improvement.

The policy you furnished indicates that coverage expires June 18, 2014.

Very truly yours,

John D. Baranzelli, P. E.  
Acting Engineer of Design & Environment

A handwritten signature in cursive script that reads "Jim Layden".

By: Jim Layden  
Chief Contracts Official

JL/nk

cc: John Fortmann, Region 1, District 1  
Karen Stark, District 1  
Design & Environment File  
Unit File