



STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
800 BAY ROAD
P.O. BOX 778
DOVER, DELAWARE 19903

CAROLANN WICKS, P.E.
SECRETARY

MEMORANDUM

TO: All Recipients of the January 2004 Construction Manual

FROM: Kevin T. Canning *ATN for K.C.*
Quality Engineer

DATE: August 18, 2006

SUBJECT: 2004 Construction Manual - Revision

Attached you will find a revision to the Delaware Department of Transportation's 2004 Construction Manual. This revision will be effective August 21, 2006. The changes are as follows:

- Sheet H-1 - The pages for General Contractor's Certification of Payment (CN-91) has been modified.
- Sheet H-14 - This page, the previous location of CN-91, has been made intentionally blank.
- Sheets H-67 through H-69 - The revised implementation information and form for General Contractor's Certification of Payment (CN-91) have been added.

Please replace the pages in your manual with the attached sheets.

If you should have any questions, please contact Linda M. Osiecki at (302) 760-2342.

KTC:los
Enclosure

cc: Robert Taylor, Chief Engineer
Dennis M. O'Shea, Assistant Director - Design
Tom Clements, Assistant Director, Construction, North
Natalie Barnhart, Assistant Director, Construction, South
Linda M. Osiecki, Consistency Engineer, Quality



Revised: August 2006

PART H - STANDARD FORMS

This Part of the Manual shows examples of commonly used forms listed in alphabetical order.

| FORM | PAGE | SUBSECTION REFERENCE |
|--|----------------|-----------------------------|
| Bituminous Concrete Nuclear Density Summary Sheet (LB-139) | H-30 | E401.11 |
| Checklist for Submission of Final Estimate (CN-28) | H-2 | B12.06 |
| Change Order Reason Codes | H-9 | B10.10 |
| Change Order Cover Sheet | H-10 | B10.10 |
| Change Order Item Remarks Report | H-11 | B10.10 |
| Coarse Aggregate Report (LB-31A) | H-35 | E300.03 |
| Concrete Compression Test Report (LB-44) | H-40 | E501.07, E602.07 |
| Concrete Cylinders Sampling Form (LB-7) | H-38, H-39 | E501.07, E602.07 |
| Concrete Cylinders Sampling Tag (LB-66) | H-36 | E501.07, E602.07 |
| Contractor's Two Week Schedule (CN-10) | H-5 | B5.02 |
| Core Drill Report (LB-75) | H-41, H-42 | E501.08 |
| Daily Construction Diary | H-3, H-4 | C1.01 |
| Daily Force Account (CN-42) | H-6 | B10.09 |
| Daily Quantity Sheet | H-7 | C2.04 |
| Federal-Aid Proper Pay Poster | H-19 | B14.03 |
| Federal-Aid Wage Information Poster | H-20 | B14.03 |
| Field Change Order Form | H-8 | B10.10 |
| Field Inspection Document (CN-78) | H-44 | E602.04, E603.03 |
| General Contractor's Certification of Payment (CN-91) | H-67 thru H-69 | B12.02 |
| Hot Mix Tonnage Needed for Release (CJE-1) | H-31, H-32 | E401.11 |
| Hot Mix Yields | H-59, H-60 | 33, 34 |
| Hot Mix Yield Check (CJE-2) | H-33, H-34 | E401.11 |
| Inspector's Daily Report | H-15, H-16 | C1.01, E300.07 |
| Material Inspection Report (LB-31) | H-26 | C2.03 |
| Materials and Research Sampling Report (LB-8A) | H-45 | C2.03 |
| Material Sampling Tag (LB-67) | H-25 | C2.03 |
| Monthly Field Estimate Form | H-13 | B12.02 |
| Monthly Report Form | H-21 | C2.03 |
| PCC & HM Pavement Projects Completion Report – By location (PMT-3) | H-66 | |
| Piezometer Observations | H-46 | F202528.01 |
| Pile Driving Record | H-49, H-50 | E619.10 |
| Pile Driving Summary (CN-60) | H-51, H-52 | E619.08 |
| Portland Cement Concrete Ticket (LB-64) | H-37 | E501.07, E602.07 |
| Proposed Borrow Pit (LB-45) | H-27 | C2.03 |
| Reinforced Concrete Pipe Report (LB-10) | H-53, H-54 | E202.08 |
| Request for Contingency Increase/Decrease | H-17 | B10.10 |
| Routine Labor Relations Interview (CN-30) | H-18 | B14.04 |
| Seed and Nutrient Checklist (ES2M-1) | H-61 thru H-64 | E734.05 |
| Soil Analysis Report (LB-51) | H-28 | E300.07 |
| Soil Cement Ticket (LB-02) | H-36 | C2.03 |
| Source Document | H-12 | C2.04 |
| Source of Supply Form | H-65 | |
| Summary of Field Density Tests (LB-12) | H-29 | E300.07 |
| Supplementary Core Drill Report | H-43 | E501.18 |
| Temporary Agreement to Trespass | H-22 | B3.01 |
| Test Pile Driving Record (CN-59) | H-47, H-48 | E619.07 |
| Test Rolling Record (CN-02) | H-55 | E202.08 |
| Traffic Control Devices (NDE-6) | H-56 | C2.04 |
| Traffic Markings Report (LB-52) | H-57, H-58 | C2.03 |
| Weekly Report Form | H-23, H-24 | C2.03 |

**STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
CONSTRUCTION**

CONTRACT NO. _____

PROJECT NAME _____

DISTRICT _____

SUBMISSION BY _____

DATE _____

CHECK LIST FOR SUBMISSION OF FINAL ESTIMATE

CHECK ONE BLOCK OPPOSITE EACH ITEM

| | SUBMITTED HEREWITH | SUBMITTED PREVIOUSLY | NOT REQUIRED |
|---|-------------------------|-------------------------|-----------------|
| 1. Estimate Form (Prepared as Final) | | | |
| 2. "Clean Up" Change Order | | | |
| 3. Estimates Book or Books (Prepared as Final) | RETAINED IN DISTRICT | | |
| 4. Construction Diary or Diaries | RETAINED IN DISTRICT | | |
| 5. "AS BUILT" Plans | | | |
| 6. CN-91 | | | |
| 7. CN-102 | | | |
| 8. CN-103 | | | |
| 9. FHWA-47* | | | |
| 10. Bonding Company Release | | | |
| 11. Contractor & Subcontractors Payroll Submission Up to Date | | | |

RECEIVED AND UP TO DATE

- | | | | | |
|---|--------------------------|-----|--------------------------|----|
| 1. Materials Source Approvals | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 2. Materials Certifications as Required | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 3. Approval of ALL Subcontractors | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

*Required on all Federal-Aid oversight Contracts **OVER** \$1,000,000.00 on NHS roadways except Beautification Contracts.

PLEASE SUBMIT THIS FORM WITH ALL FINAL ESTIMATES

This page is intentionally blank.

IMPLEMENTATION OF CN-91

Implementation of the revised CN-91 (Rev. 02-03) shall be as follows:

- The revised CN-91 shall be used on all projects starting with the 2003 construction season with estimate number one of the project.
- The revised version of the CN-91 shall be presented to the contractor at preconstruction meetings beginning April 1, 2003.
- The revised form shall be issued to the contractor when the contractor signs the estimate.
- The contractor shall properly fill in the form as required and return three copies to the District in order to receive any further payments.
- The District will make a cursory review of the completed CN-91 for any glaring errors in completion.
- A completed copy of the CN-91 shall be sent to the DBE Program for review.
- Should the contractor fail to submit a properly completed CN-91, additional payments will be withheld until a properly completed CN-91 is submitted.
- Properly completed CN-91 shall mean all approved subcontractor information is provided, the form signed by an authorized officer of the contractor, is attested to, and then notarized. Notarization will not be waived.
- The completed form will be reviewed by the DBE Program within 10 days of receipt. Should errors or inconsistencies be noted in the review, the DBE Program will contact the District with the errors that require correction. Payments shall be suspended until corrections are made and approved.
- Contract Administration will make available an Excel spreadsheet the contractors can use and submit along with the CN-91. Discrepancies between the two will be resolved by using data on the hard copy executed form.

Subcontractor approvals:

- All subcontractors requiring approval under Standard Specification 108.01 shall be approved through the Project Payment Tracking System (PPT).
- All approved DBE subcontractors and suppliers shall be added to PPT.

Revised: August 2006

*NOTE: FAILURE TO PROVIDE COMPLETE INFORMATION WILL DELAY FUTURE PAYMENTS UNTIL COMPLETE AND ACCURATE INFORMATION IS PROVIDED. IF AUDIT OF PAYMENTS MADE REVEALS INFORMATION IS INCORRECT, INCOMPLETE, OR HAS BEEN FALSIFIED, CONTRACTOR MAY BE BARRED FROM BIDDING FUTURE WORK IN ACCORDANCE WITH STANDARD SPECIFICATION SECTION 102.11, DISQUALIFICATION OF BIDDERS.

Sealed and dated this _____ day of _____ in the year of our Lord two thousand and _____ (20__).

Corporate
Seal

Name of Contractor

Attest _____

By: _____
Authorized Signature

Title

SWORN TO AND SUBSCRIBED BEFORE ME this ____ day of _____, 20__.

Notary
Seal

Notary

NOTE: Submitting this document containing information that is not true may constitute additional criminal offenses, in addition to those set out in 17 Del. C. Ch. 8.

Distribution: Project File, Civil Rights (DBE)

