

Timeline for Processing Project Documentation

12/29/2015

Schedule DS-09013	Co-permittee Certification Statements CM Appendix 10-2	Erosion Control Implementation Plan SS-09011	Poster Board Portion of Form 650170	Subcontract Request and Approval Form 830231	Stockpiled Materials	Working Day Reports Form 830238 or 830241	Progress Voucher Form 1810130 or 181001
Contractor submits 5 days prior to start of work	Contractor submits prime and subcontractor statements to RCE prior to start of work	Contractor submits prior to start of work	RCE inspects prior to start of work	If not submitted at time of letting, contractor submits one day prior to start of work	RCE prepares within 2 weeks of contractor's request CM 2.51	RCE prepares weekly within 7 days	RCE prepares every 2 weeks
				RCE approves prior to start of work		Contractor has 10 days to issue objections	
						RCE has 10 days to respond to objections	
						District has 20 days to respond to objections	

Contract Modifications Form 830240 (quantified & work performed)	Certified Payroll Form 830176	Stormwater Site Inspections Form 830214	Fuel Adjustments Inspection Worksheets 105 E/M	Noncompliance Notice Form 830245	Statement of Force Account Form 181213	Final Acceptance (435)	RCE to sign 435 within 1 week of field completion
Contractor submits prices, justification within 2 weeks	Prime Contractor submits within 2 weeks of end of work week	Contractor and RCE inspects jointly, at least once every 7 calendar days	Contractor Calculates Monthly	RCE completes within 1 day of recognized noncompliance	Contractor prepares daily	Surveyors Books	Contractor must turn in prior to 435
RCE prepares within 1 week*	Subcontractor submits to Prime Contractor within 2 weeks of end of work week				RCE has 1 day to check hours and equipment	Contractors Traffic Control Diary	Contractor must submit prior to 435
RCE signs within 1 week					Contractor has 1 week to furnish completed forms	Abandoned Water Well Plugging Record DNR Form 542-1226	Contractor must submit prior to 435
Contractor signs within 1 week						Corrected Final Profilometer Reports	Contractor must submit prior to 435
District signs within 1 week						Plant Reports	Contractor must submit prior to 435
Central Office signs within 1 week						Non-compliances, involving field work, Resolved	
FHWA signs within 1 week							

* Begins with conceptual approval of extra work.

