**[Revise as necessary to delete optional tasks not included in the SOW]**

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| **Task No.** | **Description** | **Due Date** | **Date Received** |
| 1.2 | Monthly Project Status reports  (submitted with monthly invoice) | 5th calendar day of month following reporting month. |  |
| **Delete Pre-Construction Conference deliverables under Task 2.1 if Consultant solely attending.** | | | |
| 2.1 | Pre-Construction Conference Agenda | 1 week prior to meeting. |  |
| 2.1 | Pre-Construction Conference Minutes | Within 1 week after meeting. |  |
| 2.2 | **(May be Contingency Task)**  Cooperative Arrangement (Partnering) Agenda | 5 business days prior to meeting. |  |
| 2.2 | **(May be Contingency Task)**  Cooperative Arrangement (Partnering) meeting summary and list of action items | Within 5 business days after meeting. |  |
| 2.3 | Quality Assurance/Contract Administration Plan (QA/CA Plan) | Draft no later than 5 business days of NTP for CA/CEI phase.  Final within 5 business days of receiving draft plan comments from Agency.  Updated within 5 business days of changes requiring update. |  |
| 2.4 | First Notification | When on-site construction begins. |  |
| 2.4 | Resolution of documentation deficiencies, if any, noted in RAS reviews | Completed prior to next RAS review (typically quarterly). |  |
| 2.4 | Contractor’s Request for Subcontract Consent review and approval | Within 7 calendar days of receipt from Contractor. |  |
| 2.4 | Contractor’s Request for Rental of Operated Equipment, Supplier, or Trucking Agreements review and approval, including acceptance of DBE documents by OECR | Within 7 calendar days of receipt from Contractor. |  |
| 2.4 | Paid Summary Reports, Monthly Employment Utilization Reports, Monthly Progress Reports, DBE Trucking Log review, including approval by OECR | At least monthly within the month received and as required by Construction Manual. |  |
| 2.4 | Training Program Approval Requests, Apprenticeship/Trainee Approval Requests review and approval, including approval by OECR | At least monthly within the month received and as required by Construction Manual. |  |
| 2.4 | DBE Work Plan 3A, Commercially Useful Function (CUF) and DBE Trucking CUF reports review and approval, including approval by OECR, for all DBE subcontractors | At least monthly within the month received and as required by Construction Manual. |  |
| 2.4 | Certified Payroll Report tracking, reviews, and correction requests – Contractor and all Subcontractors | At least weekly for the duration of the Project. |  |
| 2.4 | Wage and hour related correspondence, if any | Submit as supporting documentation to existing documents in the EDMS as Project work progresses. |  |
| 2.4 | Employee Interview Reports and Project Manager’s Owner-Operator Interview Summary Reports review | When submitted under Task 3.2, at least monthly within the month received and as required by Construction Manual. |  |
| 2.4 | Draft CCO, EWO, and OFW documents with supporting documents | By date agreed to when work was requested. |  |
| 2.4 | Force Account Billings review and Force Account Summary preparation | As submitted by Contractor and under Task 3.2 and as required by Construction Manual. |  |
| 2.4 | Annual Prime Contractor Performance Evaluation | Annually within 30 calendar days of the NTP anniversary until Second Notification. |  |
| 2.5 | Monthly Preliminary Progress Estimates | 5th of month when Contractor performing work. |  |
| **Delete Project Progress Meeting deliverables under Task 2.6 if Consultant solely attending.** | | | |
| 2.6 | Project Progress Meeting Agendas | 2 business days prior to meeting. |  |
| 2.6 | Project Progress Meeting Minutes | Within 5 business days after meeting. |  |
| 2.6 | Requests to cancel Project Progress Meeting | At least 2 business days prior to meeting. |  |
| **Delete Technical Meeting deliverables under Task 2.6 if Consultant solely attending.** | | | |
| 2.6 | Technical Meeting Agendas | 2 business days prior to meeting. |  |
| 2.6 | Technical Meeting Minutes | Within 5 business days after meeting. |  |
| 2.7 | Review of Working Drawings, shop drawings and other submittals with comments | Within time frames established in construction contract. |  |
| 2.7 | POR-provided Working Drawings, shop drawings and other submittals for non-standard signs and steel sign supports | Within 5 business days of request. |  |
| 2.8 | Written documentation of responses to Agency’s or Contractor’s inquiries and RFIs | Within 2 business days of receipt of inquiry or as agreed. |  |
| 2.9 | **(May be Contingency Task)**  Design details for modifications | By date agreed to when work was requested. |  |
| 2.9 | **(May be Contingency Task)**  Draft CCO, EWO and OFW documents with supporting documents | By date agreed to when work was requested. |  |
| 2.10 | **(May be Contingency Task)**  Claims Support | As agreed, upon Agency request. |  |
| 2.11 | **(May be Contingency Task)**  Public Records Request Support | Initial response within 10 business days of request and as agreed. |  |
| 3.1 | Erosion and Sediment Control Monitoring Reports review | No later than 48 hours after each inspection site visit. |  |
| 3.1 | Environmental Construction Inspection Report | No later than 14 calendar days after each inspection. |  |
| 3.1 | Completion of tasks for compliance with both 1200-C and 1200-CA Permit requirements: | Review and approval of Contractor-revised ESCP – within 7 calendar days of project site changes.  Reviewed and approved Contractor-revised ESCP submitted to DEQ YDO – No later than 30 calendar days after ESCP revision.  Review of Contractor’s corrective action plan – within 24 hours of identification of ESC non-compliance.  Review of Contractor’s corrective action report – within 24 hours after project site corrective actions.  Reviewed corrective action report submitted to DEQ YDO – within 48 hours of corrective actions to the project site. |  |
| 3.1 | General Daily Progress Report/Project Diary | Complete daily when on site.  At least weekly, submit to EDMS. |  |
| 3.1 | Project Photography / Photo Logs | With applicable reports for the duration of the Project. |  |
| 3.1.1 | Draft and final Environmental Inspection Report | Draft no later than 14 calendar days after each inspection.  Final no later than 14 calendar days after receipt of Agency review. |  |
| 3.1.1 | Final Project Completion Report | Within 60 calendar days of Second Notification. |  |
| 3.1.1 | As-Constructed Report | Within 30 calendar days of final site visit. |  |
| 3.1.2 | **(May be Contingency Task)**  Annual Restoration Monitoring Report | Annually, within 30 calendar days of site visit. |  |
| 3.1.3 | **(May be Contingency Task)**  Draft archaeological permit(s), if applicable | Within agreed to number of business days of NTP. |  |
| 3.1.3 | **(May be Contingency Task)**  Draft Monitoring Report and DOE, including ODOT Archaeology QC Checklist | Within 20 business days of completion of fieldwork. |  |
| 3.1.3 | **(May be Contingency Task)**  Final Monitoring Report and DOE with GIS shape file of monitored area | Within 10 business days of receiving Agency review. |  |
| 3.2 | General Daily Progress Reports | Complete daily when on site.  At least weekly, submit to EDMS. |  |
| 3.2 | Digital Photo Log(s) of construction activities | With applicable reports for the duration of the Project. |  |
| 3.2 | Source Documents - “pay notes” and supporting quantity documentation | At least monthly within the month work was performed and as required by Construction Manual. |  |
| 3.2 | Field Inspection Reports (FIR – found within the pay note form) and other NFTM quality documentation required to be furnished by Field Personnel | At least monthly and as required by Construction Manual. |  |
| 3.2 | Project Manager’s Owner-Operator Interview Summary Report | As required by Construction Manual. |  |
| 3.2 | Employee Interview Reports – random employees of Contractor and all Subcontractors on the project site during the 6-month time period | At least once each, every 6 months as required by Construction Manual. |  |
| 3.2 | Commercially Useful Function reviews – all DBE Subcontractors (including DBE Trucking) performing work | At least annually and as required by Construction Manual. |  |
| 3.2 | Independently verify DBE trucking services being provided on the project and resolve any discrepancies in coordination with OECR | On peak trucking days as required by Construction Manual. |  |
| 3.2 | Daily Force Account Record, when applicable | Daily according to Construction Manual.  Originals to party responsible for Task 2.4. |  |
| 3.2 | Establishment Period documentation | Periodic Inspection Summaries – within 15 calendar days of site visit.  Corrective Work Notices – within 15 calendar days of site visit  Final Inspection Report – within 30 calendar days of site visit |  |
| 3.3 | Nonfield-Tested Materials quality documentation | Quality documentation according to Nonfield-Tested Materials Acceptance Guide. |  |
| 3.3 | Field-Tested Materials (FTM) quality documentation | According to Manual of Field Test Procedures (MFTP), including Small Quantity guidelines. |  |
| 3.3 | FTM test results comparison and QC/QA Testing Investigation (form 734-5232) | According to MFTP. |  |
| 3.3 | FTM testing investigation and IA/V Results (form 734-4040) | According to MFTP if discrepancies found during FTM test results comparison. |  |
| 3.3 | Nonfield-Tested Materials – Test Summary and Field-Tested Materials – Test Summary | Log quality documentation as Project work progresses.  Ensure current and ready for RAS reviews. |  |
| 3.3 | NFTM and FTM quality, quantity, and price adjustment documentation to support “pay notes” | At least monthly within the month work was performed and as required by Construction Manual. |  |
| 3.4 | Working Drawings and Curb Ramp Plan submittals – return to Contractor | Within the time frames in the Specifications in 00150.35 |  |
| 3.4 | ADA Curb Ramp and Push Button inspection forms to support “pay notes” | At least monthly, submit with “pay note” and following protocol in Task 2.5 and Task 3.2 as applicable. |  |
| 3.4 | Submittal of fully complying ADA Curb Ramp and Push Button Inspection form(s) to [ODOTStandards@odot.oregon.gov](mailto:ODOTStandards@odot.oregon.gov) | At least monthly upon completion of inspection and “pay note” documentation. |  |
| 3.4 | Submittal of approved design exception and crosswalk closure approval installation photos, if applicable, accompanying the ADA Curb Ramp and Push Button Inspection form(s) to [ODOTStandards@odot.oregon.gov](mailto:ODOTStandards@odot.oregon.gov) | At least monthly upon completion of inspection and “pay note” documentation. |  |
| 3.4 | Submittal of fillable PDF files of all accepted ADA Curb Ramp Inspection form(s) and ADA Push Button Inspection form(s), as applicable | Upon completion of Consultant’s services under this task. |  |
|  | **Delete Task 4.1 deliverables if Consultant is performing survey work and staking.** |  |  |
| 4.1 | Pre-survey meeting agenda | 4 business days prior to meeting. |  |
| 4.1 | Pre-survey meeting minutes | Within 1 week after meeting. |  |
| 4.1 | Memo regarding grade verification checks | Within 5 business days of receipt of survey data from Contractor. |  |
| 4.1 | Memo regarding survey field checks | Within 5 business days of request. |  |
| 4.1 | Map (digital ASCII file) of the coordinates and field notes as applicable, of horizontal and vertical control points | Original to Contractor at the pre-construction or pre-survey meeting. |  |
| 4.1 | Horizontal and vertical alignment print outs, construction grade data, including annotated cross sections | Original to Contractor at the pre-construction or pre-survey meeting. |  |
|  | **Delete Task 4.2 deliverables if Contractor is performing survey work and staking.** |  |  |
| 4.2 | Calculations, survey drawings and grade reports for layout and control of the work, submitted electronically | At least 2 business days prior to staking a specific element.  Submitted to Contractor and APM for projects on or connect to ODOT facility.  For LPA projects, submitted to Contractor and LPA; copy of transmittal notice to APM |  |
| 4.2 | Staking reports (field notes, cut sheets, and survey drawings) for the specific items laid out, submitted electronically | Within 1 day after staking of the specific element is complete  Submitted to Contractor and APM for projects on or connect to ODOT facility.  For LPA projects, submitted to Contractor and LPA; copy of transmittal notice to APM |  |
| 4.3 | **(May be contingency task)**  ASCII File of located monuments with monument point numbers and coordinates and any other electronic files (such as .fwd, .alg, ASCII, etc.) created or produced for the Project documenting Monumentation surveying | All within 14 calendar days after recording of Survey Filing Map.  Submitted to APM for projects on or connect to ODOT facility.  For LPA projects, submitted to LPA; copy of transmittal notice to APM |  |
| 4.3 | **(May be contingency task)**  Original field notes and 1 electronic .pdf copy | All within 14 calendar days after recording of Survey Filing Map.  Submitted to APM for projects on or connect to ODOT facility.  For LPA projects, submitted to LPA; copy of transmittal notice to APM |  |
| 4.4 | **(May be contingency task)**  Bentley MicroStation .dgn file displaying the control and/or monuments | Within 14 calendar days after recording of Survey Filing Map.  Submitted to APM for projects on or connect to ODOT facility.  For LPA projects, submitted to LPA; copy of transmittal notice to APM |  |
| 4.4 | **(May be contingency task)**  Bentley Open Roads file(s) with centerline(s), control and monument data, and report of alignment(s) showing coordinates, bearing, stations, etc., per Bentley Open Roads standard reports | Within 14 calendar days after recording of Survey Filing Map.  Submitted to APM for projects on or connect to ODOT facility.  For LPA projects, submitted to LPA; copy of transmittal notice to APM |  |
| 4.4 | **(May be contingency task)**  Final report of monument station and offset relationship to the alignment(s) | Within 14 calendar days after recording of Survey Filing Map.  Submitted to APM for projects on or connect to ODOT facility.  For LPA projects, submitted to LPA; copy of transmittal notice to APM |  |
| 4.4 | **(May be contingency task)**  Agency right of way files and copies of all deeds, court judgments, etc., from the appropriate County | Within 14 calendar days after recording of Survey Filing Map.  Submitted to APM for projects on or connect to ODOT facility.  For LPA projects, submitted to LPA; copy of transmittal notice to APM |  |
| 4.4 | **(May be contingency task)**  Original field notes and 1 copy in .pdf format | Within 14 calendar days after recording of Survey Filing Map.  Submitted to APM for projects on or connect to ODOT facility.  For LPA projects, submitted to LPA; copy of transmittal notice to APM |  |
| 4.4 | **(May be contingency task)**  Final ASCII file of all control and monument points set | Within 14 calendar days after recording of Survey Filing Map.  Submitted to APM for projects on or connect to ODOT facility.  For LPA projects, submitted to LPA; copy of transmittal notice to APM |  |
| 4.5 | **(May be contingency task)**  Monumentation Survey Filing Map (SFM) | File at the appropriate County Surveyor's office within 45 calendar days after setting monuments. |  |
| 4.5 | **(May be contingency task)**  Final recorded SFM and narrative regarding methodologies used | Within 14 calendar days after recording of SFM with the appropriate County Surveyor's office.  Submitted to APM for projects on or connect to ODOT facility.  For LPA projects, submitted to LPA; copy of transmittal notice to APM |  |
| 5.1 | For Projects with rail crossing(s), notify RCPM that the Project is ready for Rail Final Inspection and provide email addresses of all parties to be notified when Rail Final Inspection is complete.  **[Delete if not applicable to project.]** | When Rail Crossing Order work is complete and at least 30 calendar days prior to the anticipated date of Second Notification. |  |
| 5.1 | Second Notification and any punch list | To Contractor within 2 business days of completion of on-site work. |  |
| 5.1 | Final Inspection punch list, if any | To Contractor within 2 business days of completion of Project Final Inspection. |  |
| 5.1 | Recommendation of Project Acceptance | Upon completion of final inspection according to Construction Manual. |  |
| 5.1 | If applicable, LPA or other funding source letter of Project Acceptance  **[Delete if not applicable to project.]** | Submit with Recommendation of Project Acceptance. |  |
| 5.1 | Final Prime Contractor Performance Evaluation | Within 60 calendar days of Second Notification. |  |
| 5.1 | Contractor Construction Process Feedback | Send with final Prime Contractor Performance Evaluation. |  |
| 5.1 | Resident Engineer’s Narrative | No sooner than 45 calendar days after Second Notification, after completion of the Post-Construction Review meeting, if any, and, if received, after receipt of Contractor Construction Process Feedback form, but prior to issuance of Third Notification. |  |
| 5.1 | Third Notification | Within 2 business days of completion of all construction contract work. |  |
| 5.1 | Project Manager’s Labor Compliance Certification | Within 60 calendar days of Second Notification or, if applicable, within 14 calendar days after Establishment Period work is complete.  LPA signature if LPA project. |  |
| 5.2 | **(May be contingency task)**  As-Constructed Plans (bridge, roadway, traffic, geotechnical, roadside development plans as applicable to the project) in correct format(s) | Within 45 calendar days after Second Notification. |  |
| 5.3 | Load Rating Report conforming to the requirements detailed in Section 22: “Deliverables” of the ODOT LRFR Manual.  **[Delete if Project does not include a structure]** | Within 90 calendar days after Second Notification. |  |
| 5.4 | Final Project Documentation (excluding documentation for Establishment Period work (when applicable), and all semi-final documentation required by Construction Manual Chapter 37 | Within 60 calendar days after Second Notification. |  |
| 5.4 | Documentation related to Establishment Period work and any revisions to the semi-final documentation, when applicable | Within 14 calendar days after Establishment Period work is complete. |  |
| 5.5 | Final submittal of as-constructed package(s) for each stormwater facility assigned a drainage facility identification number | Within 45 calendar days after Second Notification. |  |
| 6 | Public Involvement Plan and related meeting agendas, presentation materials, and meeting summaries |  |  |