APPENDIX A SEALS

(SIGNATURE AND SEAL SHEETS){ XE "SIGNATURE AND SEAL SHEET:EXAMPLES"}

CONTRACT NO. 00-000004

DESIGN OVERSIGHT APPROVAL	REGISTRATION NO.	DATE
PRINTED NAME SIGNATURE		

Complete for projects prepared by consultants or local agencies only.

Approved as to impact on State facilities and conformance with applicable State standards and practices as described in the A & E Consultant Services Manual.

The special provisions contained herein have been prepared by or under the direction of the following Registered Persons.

STRUCTURES

REGISTERED CIVIL ENGINEER

ROADWAY

REGISTERED CIVIL ENGINEER

TRAFFIC

REGISTERED TRAFFIC ENGINEER OR
REGISTERED CIVIL ENGINEER

LANDSCAPE

LICENSED LANDSCAPE ARCHITECT

ELECTRICAL (ROADWAY)

REGISTERED ELECTRICAL ENGINEER OR
REGISTERED CIVIL ENGINEER

ELECTRICAL (STRUCTURES)

REGISTERED ELECTRICAL ENGINEER OR
REGISTERED CIVIL ENGINEER

MECHANICAL

REGISTERED MECHANICAL ENGINEER OR
REGISTERED CIVIL ENGINEER

APPENDIX B AUTHORITY TO ADVERTISE AADD

AADD
AUTHORITY TO ADVERTISE
(CONSTRUCTION CONTRACT)

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION
CONSTRUCTION CONTRACT AWARD SERVICES
AGENCY BILLING CODE: 060084

CONTRACT NO.

PROJECT TITLE

FEDERAL AID NO.

FED AUTH. (E76) DATE

CONTRACTOR'S LICENSE TYPE

CONTRACT DURATION
working days

ESTIMATED COST

ADVERTISEMENT DATE

BID SUBMITTAL *(LAST DAY AND TIME AGENCY WILL ACCEPT BIDS)*
DATE TIME

SERVICE LOCATION *(COUNTY)*

DEPARTMENT CONTACT PERSON *(NAME ONLY)*
Bidder's exchange

CONTACT PERSON'S TELEPHONE NUMBER
(916) 227-6259

CONTACT PERSON'S FAX NUMBER
(916) 227-6248

PRE-BID CONFERENCE
☐ YES ☐ NO Is there a Pre-Bid Conference?
☐ MANDATORY ☐ OPTIONAL

DATE TIME

CONFERENCE LOCATION

DOCUMENT PREPARED BY

PREPARER'S TELEPHONE NUMBER

PROJECT MANAGER'S SIGNATURE

DATE SIGNED

CONTRACT DESCRIPTION

CONTRACT FUNDING
This work is to be financed from the following funds:
STATE AND FEDERAL FUNDING:

ENGINEER'S ESTIMATE:

BUDGET FY	PROGRAM CODE	FUNDING	CTC VOTE DATE	BUDGET FUND CODE	ALLOCATED AMOUNT	SUM

CONTRIBUTOR FUNDING:

COOPERATIVE AGREEMENT / LOCAL AGENCY / OTHER	EXECUTION DATE	AGREEMENT NUMBER	AGREEMENT AMOUNT
		TOTAL FUNDING:	

COMMENTS:

THIS CONSTRUCTION CONTRACT HAS BEEN DEVELOPED IN ACCORDANCE WITH DEPARTMENTAL POLICY AND THE STATE CONTRACT ACT. A COPY OF THE CONTRACT IS ON FILE IN THE DEPARTMENT. EXECUTIVE AUTHORIZATION:

BY: _____ TITLE: _____ DATE: _____

APPENDIX C BUDGET VERIFICATION OF HIGHWAY MAINTENANCE FUNDS

BUDGET VERIFICATION
Highway Maintenance Funds
(Program 20.80)

☐ AADD ☐ Standard
DISTRICT:
RESPONSIBLE DISTRICT:
PROJECT EA: PHASE #: 4
PROJECT ID:

WORK TYPE:

PECT (check one)			
20.80.110.000 Flexible Roadbeds	☐	20.80.251.000 Roadside/Drainage Major Maint	☐
20.80.120.000 Rigid Roadbeds	☐	20.80.220.000 Drainage (State Forces)	☐
20.80.122.000 Pvmt Preservation (State Funded)	☐	20.80.315.000 Bridge Preservation - Major Maint	☐
20.80.124.000 Pvmt Preservation (Fed Funded)	☐	20.80.380.000 Bridges/Superstructure Elements	☐
20.80.230.000 Slopes/Vegetation	☐	20.80.410.000 Lighting	☐
20.80.235.000 Stormwater	☐	20.80.470.000 Traffic Guidance Support	☐
20.80.270.000 Public Facilities	☐		

LOCATIONS:

Cty:	Rte:	Beg/End PM:	# of LM/Bridges/Culvers:				
Cty:	Rte:	Beg/End PM:	# of LM/Bridges/Culvers:				
Cty:	Rte:	Beg/End PM:	# of LM/Bridges/Culvers:				
Cty:	Rte:	Beg/End PM:	# of LM/Bridges/Culvers:		Total Lane Miles/ Culverts/Bridges	Note for # of; HM1 use Lane Miles HM2 use Culverts HM3 use Bridges	
Cty:	Rte:	Beg/End PM:	# of LM/Bridges/Culvers:				

PROJECT DESCRIPTION:

ESTIMATE OF COST $ FISCAL YEAR(S): ☐ FULLY FUNDED ☐ $JOB

CONTRACT LANGUAGE:
- ○ Fully Funded:
- ○ Fully Funded 124 Projects:
- ○ Dollar Job:

SIGNATURE (District Maintenance Engineer) DATE

District Maintenance Funds have been allocated for this project:

SIGNATURE (District Resource Manager) DATE

SIGNATURE (Maintenance Budget Manager) DATE

HQ HM Coordinator concurs with fund allocation:

SIGNATURE (HQ Office of Major Maintenance Support) DATE

Revised - 12/2014

APPENDIX D CCP SUBMITTAL MEMO

(Enter Names as they appear in MS Outlook Directory and please TYPE ONLY in the data fields.)

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION

CCP SUBMITTAL

(Rev 12/2014)

Date _____

☐ Original ☐ Revise/Replace ☐ Additional ☐ Addendum

PROJECT IDENTIFICATION

District-EA	Project ID	Phase No.	County/Route

Post Mile for Begin and End Construction Limits

Project Engineer (Signing Title Sheet)	Telephone No.	Project Manager	Telephone No.

DIRECTORY IDENTIFICATION

Node ID/Address/EA folder/subfolder(s)

Total PDF Sheets

CADD Contact Person	Telephone No.

Special Instructions:

DES-OE Project Plans Use Only:

Processed by:	Date received:	Date completed:

APPENDIX E CONSTRUCTION CONTRACT SUBMITTAL MEMO

State of California
DEPARTMENT OF TRANSPORTATION

California State Transportation Agency

Memorandum

Serious drought.
Help save water!

To: **Division of Engineering Services,**
Office Engineer
Attn: Construction Contract Submittals

Date : _____

Project ID : _____

District EA: _____

PPNO : _____

From: **DISTRICT** _____ **, OFFICE ENGINEER**

Subject: **Construction Contract Submittal for Advertisement**

Contract Information:

○ Standard ○ Safety (201.010) ○ Informal Bid

Contract Limits:

County: _____

Route : _____

PM : _____

Contract Details:

General Work Description:

Project Plans Title Header: *(Insert the Title Sheet Header from the Project Plans)*

Project Plans For:

Description:

Plans:

Standard Plans Year: _____

Number of Sheets: Roadway: _____ Structures: _____ Total: _____

Page 1

"Provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability"

APPENDIX F INFORMATION HANDOUT COVER TEMPLATE

See Link: http://des.onramp.dot.ca.gov/office-engineer/office-construction-contracting-coordination-and-quality-program

Double Click HERE to merge

{ XE "IH_D01-31-14" }
Page 1 of 2

INFORMATION HANDOUT (IH) COVER sheet: Use for IH cover.

INFORMATION HANDOUT

Contract number ending in phase number 4. Road includes District–County–Route–Post Mile. Project ID.

For Contract No. «Dist»-«Contract_No»
At «Road»

Identified by
Project ID «ProjectID»

IH Cover Sheet: Use for IH cover. Delete, replace, or add text to match the titles of the Information Handout contents. Use if supplemental project information includes an IH. Include cover if changes are made to IH due to an addendum.

PERMITS

California Department of Fish and Wildlife

U.S. Fish and Wildlife Service

United States Army Corps of Engineers

Non-Reporting Nationwide 404

United States Coast Guard

State of California Land Commission

WATER QUALITY

California Regional Water Quality Control Board

North Coast Region, San Francisco Bay Section, Los Angeles Region, Lahontan Region, Santa Ana Region, Central Valley Region, Central Coast, or Colorado River Basin
Board Order No. _____
NPDES Permit No. CAS _____

AGREEMENTS

California Department of Fish and Wildlife

Notification No. _____

National Marine Fisheries Services

Karuk Tribe MOU

1

APPENDIX G SPECIFICATION TOOLS AND GUIDANCE

SPECIFICATION TEMPLATES

The following 3 types of templates are used for specification development and processing:

1. "Macros" template contains all of the macros (e.g., strike and hide text, insert SSP).

2. "Normal" template is the customized global document template that contains the document settings (e.g., autocorrect, option settings).

3. "SSP" template contains the standard document paragraph styles.

Use the templates (and installation instructions) available at: (http://www.dot.ca.gov/hq/esc/oe/2010_specifications_templates.html)

SPECIFICATION TEMPLATE GUIDES

Specification template guides are documents created using the correct format and standard document paragraph styles. (Note: These guides do not replace the specification templates mentioned above. The templates must still be installed for specification work.)

For assembling a special provision package, use the SP_TEMPLATE.docx template guide available at (http://des.onramp.dot.ca.gov/office-engineer/office-construction-contract-standards)

For specification development work, use the template guides available at (http://des.onramp.dot.ca.gov/office-engineer/office-construction-contract-standards)

SPECIFICATION EDITING

When editing specifications, use the following editing standards for uniformity and to identify the individual responsible for an edit:

- User·initials·are·“comment”·style.¶
- New·text·is·blue·and·underlined.¶
- Deleted·text·is·~~red with strikethrough.~~
- Interpret the term "delete" in the instructions of the SP template and specifications as "strike and hide."

Do not use the Microsoft Word track changes function.

Do not use hyperlinks, comments, highlighted text, fields (headers are okay), embedded pictures, or bullets.

Check your document with hidden text turned on and turned off to ensure correct style and formatting in your document.

See list of tools and guidance at the end of this appendix for additional editing information.

SSP Editing by Specification Engineer or Owner

Identification	Commentary
District User Initials** (e.g., **JAD**)**	A District specification writer identifies an edit by adding his or her initials and a double asterisk. The identification precedes each edited paragraph. Information about the edit is added after the identification. For a large project that has many edits, adding the date of the edit is recommended.
SOE User Initials## (e.g., **JAD##)**	An SOE specification writer identifies an edit by adding his or her initials and a double pound. The identification precedes each edited paragraph.
Owner's first initial and last name** (e.g., **J.Duncan**)**	An Owner identifies an edit by adding his or her first initial, last name, and a double asterisk. The identification precedes each edited paragraph.
NEW + **User Initials**** (e.g., **NEW JAD**, NEW JAD** ##**,** or **NEW J.Duncan**)**	For adding a new section or subsection, add "NEW" to the beginning of the identification. A new subsection typically has a subsection title. For adding a new paragraph to an existing SSP, do not add "NEW" to the identification.

SSP Editing by DES-OE Reviewer

Identification	Commentary
DES-OE User Initials* ** (e.g., **JAD***)**	A DES-OE reviewer identifies an edit by adding his or her initials and a triple asterisk. The identification precedes each edited paragraph.
NEW +User Initials* ** (e.g., **NEW JAD***)**	For adding a new section or subsection, the DES-OE reviewer adds "NEW" to the beginning of the identification. A new subsection typically has a subsection title. For adding a new paragraph to an existing SSP, "NEW" is not added to the identification.
ADDED + User Initials* ** (e.g., **ADDED JAD***)**	For adding a new SSP to the PS&E submittal, the DES-OE reviewer adds "ADDED" to the beginning of the identification.
UPDATED + User Initials* ** (e.g., **UPDATED JAD***)**	For updating the version of an SSP in the PS&E submittal, the DES-OE reviewer adds "UPDATED" to the beginning of the identification.
DELETED+ User Initials* ** (e.g., **DELETED JAD***)**	For removing an SSP from the PS&E submittal, the DES-OE reviewer adds "DELETED" to the beginning of the identification. The entire SSP except the SSP No. and issue date are removed. The identification is inserted before the SSP number.

The following are examples of applying the editing standards mentioned above.

Edit a paragraph:

1. Edit for number of days. Typically use 15 days.
Add to section 86-1.03:
JAD**
Submit a schedule of values within 15 days after Contract approval.

Strike and hide a paragraph:

- 12.·Use·on·undivided·highways·as·needed.·Edit·as·recommended·by·the·District·Traffic·Manager·or·the·District·TMP·Manager·for·the·type·of·operation·that·requires·the·stopping·of·traffic,·including·erection·of·girders,·falsework·erection·and·removal,·and·time·requirements.¶
- JAD**¶

~~During·blasting,·hauling,·and·slide·removal·excavation·operations,·the·road·may·be·closed·and·traffic·stopped·for·periods·not·to·exceed·_____·hours·_____·minutes.·After·1·closure·is·made,·all·accumulated·traffic·must·pass·through·the·work·zone·before·another·closure·is·allowed.¶~~

Strike and hide a series of paragraphs:

(Note: Do not strike and hide the 1st paragraph's instructions.)

- Pars.·26–28.·Use·if·project·includes·bridges·that·require·the·erection·of·precast·girders·or·falsework.¶
- 26.·Use·for·precast·members.·Edit·for·route·information.¶
- JAD**¶

~~Precast·concrete·members·must·not·be·cast·within·the·right-of-way·of·Route·_____.¶~~

- ~~27.·Use·for·precast·or·steel·bridge·girders.·Edit·for·type·of·girder·and·route/street·information.¶~~

~~Erect·_____·girders·over·Route·_____·_____·_____·Street·1·span·at·a·time.·During·girder·erection,·traffic·in·the·lanes·over·which·girders·are·being·placed·must·be·detoured·or·stopped·as·specified·in·section·12-1.02A.¶~~

- ~~28.·Edit·for·type·of·operation.¶~~

~~Have·the·necessary·materials·and·equipment·on·site·to·erect·or·remove·the·girders·····falsework·····in·any·1·span·····or·over·any·1·opening·····before·detouring·····or·stopping·traffic.¶~~

Strike and hide rows in the middle of the table:

(Note: Strike and hide the mark at the end of each row with each row.)

4. Use if designated holidays are specified or if lane requirement charts are included. Edit for holidays that do not generate heavy traffic through the project.

JAD**

Designated holidays are as shown in the following table:

Designated Holidays

Holiday	Date observed
New Year's Day	January 1st
~~Washington's Birthday~~	~~3rd Monday in February~~
~~Memorial Day~~	~~Last Monday in May~~
Independence Day	July 4th
Labor Day	1st Monday in September
Veterans Day	November 11th
Thanksgiving Day	4th Thursday in November
Christmas Day	December 25th

Strike and hide the 1st or last row of the table:

(Note: If the 1st row below the column headings is struck and hidden, the double line format of the bottom border of the column headings gets replaced by a single line format. If the last row of a table is struck and hidden, the last remaining row will lose its bottom border. Therefore, for these instances, the following steps must be performed.)

1. Strike and hide the rows as shown above:

4. Use if designated holidays are specified or if lane requirement charts are included. Edit for holidays that do not generate heavy traffic through the project.

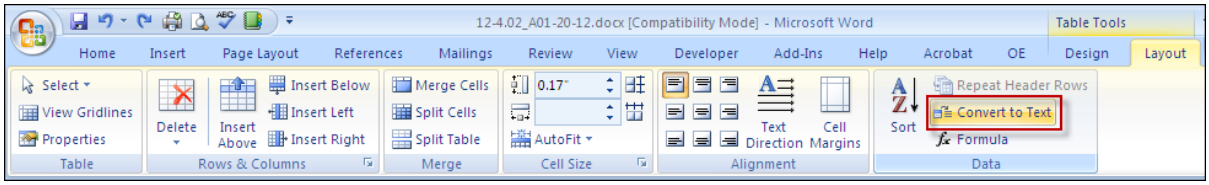
JAD**

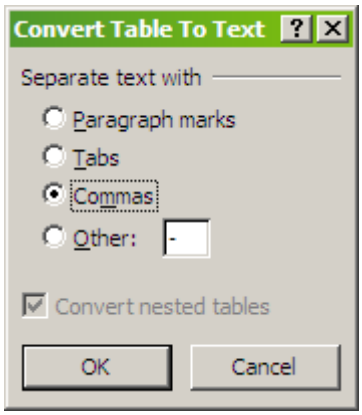
Designated holidays are as shown in the following table:

Designated Holidays

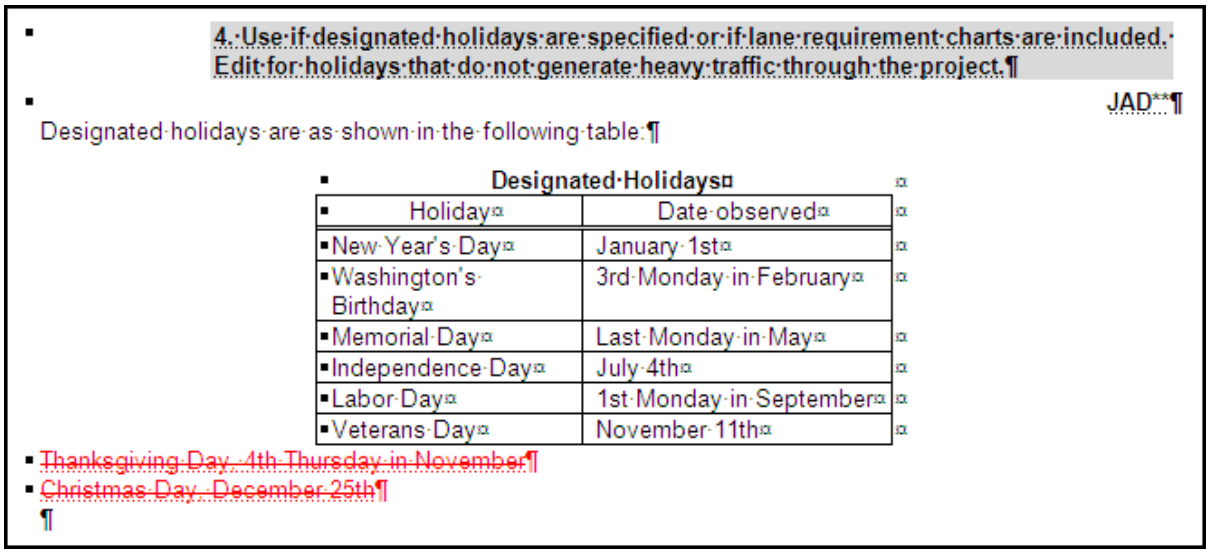
Holiday	Date observed
New Year's Day	January 1st
Washington's Birthday	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Veterans Day	November 11th
~~Thanksgiving Day~~	~~4th Thursday in November~~
~~Christmas Day~~	~~December 25th~~

2. Highlight the struck and hidden rows and convert the rows to text by selecting the command "Convert to Text" and separating the text using commas:





3. The converted rows will have this format:



4. Use if designated holidays are specified or if lane requirement charts are included. Edit for holidays that do not generate heavy traffic through the project.

JAD**

Designated holidays are as shown in the following table:

Designated Holidays

Holiday	Date observed
New Year's Day	January 1st
Washington's Birthday	3rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1st Monday in September
Veterans Day	November 11th

~~Thanksgiving Day - 4th Thursday in November~~

~~Christmas Day - December 25th~~

Strike and hide list items:

(Note: Renumber the list after list items are struck and hidden.)

20. Select appropriate methods and edit or delete pars. 21–33 to agree.

12-3.16G Service

12-3.16G(1) General

JAD**

Use one of the following methods to provide power for the TSS:

1. Commercial power from an existing utility company
~~2. Commercial power with a generator backup~~
23. Generator system with an additional generator as a backup

ADDITIONAL GUIDANCE

Specification Style Guide 2010
(http://dot.ca.gov/hq/esc/oe/construction_contract_standards/2010/Style_Guide_2010-2015.pdf)

Standard Editing for Specification Development and Processing
(http://www.dot.ca.gov/hq/esc/oe/rtl/std_editing.pdf)

Correcting Styles with the SSP Template
(http://des.onramp.dot.ca.gov/office-engineer)

NSSP Guidance for the 2010 Standards
(http://www.dot.ca.gov/hq/esc/oe/2010/2010%20training/)

Outline leveling

(Includes information regarding erroneous TOCs caused by the use of document map feature of Microsoft Word.)
(http://des.onramp.dot.ca.gov/office-engineer/office-construction-contract-standards

APPENDIX H STEPS IN PROCESSING INFORMAL BID CONTRACTS

BEFORE SUBMITTAL TO DES-OE:

1. If the Department deems that it is in the best interest of the State for the informal contract to include a **same day award** provision, the District **must** do the following before submittal of the project to DES-OE:

1.1

a. The District Director must make a request to Office of Business and Economic Opportunity (OBEO) and justify a "zero" DBE or DVBE goal.

b. OBEO approves or denies the request.

c. If approved, DES-OE will assign a "zero" goal.

1.2

a. The project manager through the Director's Order, requests the capital allocation be made through the G-11 process, CTC vote, or Maintenance.

AFTER SUBMITTAL TO DES-OE:

2. DES-OE Independent Quality Assurance (IQA) Engineers will not prepare a DCR memo.

3. Informal Coordinator assigns the project.

4. Informal Coordinator provides the "Informal Contract Tentative Schedule" to affected group.

5. BEES is locked after receipt of the “Informal Contract Tentative Schedule.” See Step 24 for BEES processing through Contract Awards.

6. Scheduling keys in the advertisement and bid opening dates in the Project Database after receipt of the “Informal Contract Tentative Schedule.”

7. IQA Engineers process informal project to meet the "Informal Contract Tentative Schedule."

8. IQA Engineers obtain project plans from Project Plans Unit (PPU).

9. IQA Engineers copy District SSPs and supporting documentation from submittals folder on the OE Fileserver into their own working folder.

10. IQA Engineers review the District PS&E's conformance to Section 1.3.6 of the CCD Guide and Section 6 of the RTL Certification. DCC will be developed from this verification.

11. IQA Engineer post their comments in DCRD.

12. IQA Engineers key in DCC dates in the Project Database when all comments have been posted. The latest of these dates is the actual DCC date.

13. IQA Engineers send the "Notification of DCC" memo to the District OE and the personnel listed in the “Notification of DCC” memo.

14. The dates for "Notification of DCC" memo and DCC in the Project Database should be the same.

15. District responds to the comments in the DCRD. Every comment must have a posted response. District will e-mail IQA Engineers and Informal Coordinator when all responses are posted.

16. IQA Engineers verify that all responses are complete and incorporate the revisions in the project plans, estimate and special provisions.

17. IQA Engineers resolve each completed comment thread in the DCRD. The resolution of comment/reply constitutes agreement that the issue is resolved.

18. IQA Engineers key in respective DR dates in the Project Database. The latest of these dates will become the actual DR date. Note: DES-OE will not enter a DR date until all comments are resolved, NSSPs approved, and district submits applicable permits and agreements, PCE, electronic information handouts and cross sections, RR clauses/memo, Right of Way Certification, Environmental Certification, and PE seal sheets.

19. IQA Engineers will:

    a. Incorporate the specialty project plan redlines and revised or added SSPs.

    b. Provide the completed redlined project plans with the Index, Sheet Number and Plans Approval date to PPU for delineating redlines.

20. After delineation, PPU will provide the IQA Engineers with a hardcopy for verification (proofing) and for any green lines. The final plans will be posted on the advertised projects website.

21. IQA Engineers key in the DCR date in the database. If the specialty engineers are involved, the latest of the date becomes the actual DCR date.

22. If the District requests RTL certification, the Scheduling unit will be responsible for RTL Certification and Project Database updates.

23. The BEES will be processed:

    a. Contract Awards locks the BEES and sets the goals after receipt of the "Informal Contract Tentative Schedule." This is pending Office of Federal Resources determination of whether the contract will be "NO FED AID" or Federally funded.

    b. Contract Awards provides a copy of the estimate to the IQA Engineer.

    c. IQA Engineers redline the provided copy per review of the PS&E. IQA Engineers to contact the Informal Coordinator if there are major revisions to the estimate. The IQA Engineer is the Task Manager for the completed red-lined estimate.

    d. IQA Engineer puts red-lined estimate in the "Estimate box" in Contract Awards no later than 2 days before project is "due to typing." Contract Awards will assign one time item codes, and do other tasks as required.

    e. Contract Awards gives back the estimate with the one item time codes indicated in the BEES to the IQA Engineer 1 day before the project is "due to typing." This is the so-called "Green-lined BEES."

    f. IQA Engineers proof the "Green-lined BEES" and returns to the "Estimate box" in Contract Awards.

    g. Contract Awards gives the original "Green-lined BEES" to BBAU on the day it is “due to typing.” This will be the final and tagged copy in the Job File.

24. IQA Engineer places the SSPs, PE Seals, XS, Contractor list, and IH (if applicable) in the "Informal" folder in the "Due to Typing" folder. IQA Engineer sends an e-mail to "DES-OE Addenda" with a cc to the Informal Coordinator. This email informs BBAU that an informal contract documents has been placed in the due to typing folder.

25. BBAU e-mails the Notice to Bidders and Special Provisions (NTB&SP) and Bid Books to the Informal Coordinator for editing.

26. Informal Coordinator edits the NTB&SP and Bid Books and returns back to BBAU.

27. BBAU incorporates the edits, prints the books and gives to the IQA Engineer to proof read. BBAU will also give the "Green-lined BEES" to the IQA Engineer.

28. IQA Engineers proof the ”Green-lined BEES,” NTB&SP and Bid Books, make revisions and return back to BBAU. All revisions to the “Green-lined BEES” must go back to Contract Awards for incorporation; otherwise the BEES system will have errors.

29. BBAU incorporates revisions and prints a final copy. BBAU gives the hard copy of the final NTB&SP and Bid Books to the IQA Engineer.

30. IQA Engineer provides the following documents to BBAU for electronic advertisement:

    a. Final Notice to Bidders and Special Provisions

    b. Final Bid Book

    c. IH if applicable (will be handled by BBAU as provided in Step 25)

    d. Project plans

    e. List of contacted contractors

31. BBAU posts the following electronic documents:

    a. Notice to Bidders and Special Provisions

    b. Project plans

    c. Information Handout, if applicable

    d. Federal Wages, if federal aid project

    e. Cross sections, if provided

32. BBAU will email the Final Bid Book to the List of contacted contractors.

33. Project is advertised.

34. Scheduling will:

    a. Pull the Bid Items List from the "Weekly-Estimate" in the "Informal" folder located at (\\Stfmcaddm02\hqoevol\BBU Adden Prep)

    b. Post the Bid Items List in the Advertised Projects Website

35. If an addendum is requested, follow the procedures in the addendum manual.

36. Informal project bids are opened and the contract is awarded to the lowest responsible bidder on the same day or within 10 days of bid opening depending on the requirements of the provisions.