

Section 4-04
Contract Documents

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INTRODUCTION

General: This section outlines Project Development’s part in preparing the following contract documents:

Royalties and Striping Worksheet
Special Provisions
Index

ROYALTIES AND STRIPING WORKSHEET

General: Project Development fills in the project specific information on the electronic Royalties and Striping Worksheet. When completed, the electronic form is provided to Check Squad along with the final Check Plans for review and processing via the HwyDev/Submittals folder under each project on the server. The Royalties and Striping Worksheet is available on the Falcon Document Management System and on the WYDOT Web site.

Royalties and Striping Worksheet Elements: Refer to Exhibit 1.

- [1] Include a separate worksheet for each project number listed in the plans.
- [2] Enter criteria specific to each project listed.
- [3] Show material sources and quantities. Calculate the State Paid Royalty quantities as set up in the agreement for surfacing aggregate and dirt borrow based on the dry volume or weight. If there is no royalty payment, enter zero in the Quantities, Unit Cost and Estimate columns. Don’t leave any columns blank.
- [4] Show the water quantity. Use the unit price of \$2.50 per MG to calculate total royalty cost.
- [5] Estimate the pavement striping cost when striping is to be done by the department. If the striping is a contract item or there is no striping, then show the quantity as zero. Striping quantities for complex areas can be requested from the traffic program.

Wyoming Department of Transportation
Royalties & Striping Worksheet Rev. 12/2018

Date:

Name Of Project:

2 → Description:

Dist. Const. Eng.: Location: Squad/Designer:

Resident Eng: Location: Consultant:

Beg. RM: End RM: Length (MI) (Gross): Length (MI) (Net):

County(ies): Located on Highway Number:

Dry Aggregate Or Excavation	Unit	Quantities	Unit Cost	Estimate
State Paid Royalty				
Pit Name: <input type="text"/> Agm't No. <input type="text"/>	TON	0	\$0.00	\$0.00
Total				
State Paid Royalty <small>(Include Inflation/Material)</small>				
Water Source: <input type="text"/> Agm't No. <input type="text"/>	MG		\$2.50	\$0.00
Contact RE for Water Source <input type="text"/>				
Total				
Work To Be Done By State Maintenance Forces				
Striping <input type="text"/>	Gal		\$30.00	
Total				
Comb. Total				

This Sheet Is Required For Each Project Number On Combined Projects.

EXHIBIT 1, ROYALTIES AND STRIPING WORKSHEET

Use the following cost and rate criteria to calculate the paint quantity and cost.

COST AND RATE CRITERIA

Paint.....	\$30 /Gal.
4-Lanes.....	79.2 Gal/Mile - with Edge Lines
3-Lanes.....	44.0 Gal/Mile - with Cont. Lt. Turn
5-Lanes.....	88.0 Gal/Mile - with Edge Lines 52.8 Gal/Mile - without Edge Lines
2-Lanes.....	39.6 Gal/Mile - ½ Interstate with Edge Lines
Solid Line.....	17.6 Gal/Mile (300 Ft./Gal)
Dashed Line...	4.4 Gal/Mile (1200 Ft./Gal)
Center Line....	13.2 Gal/Mile (400 Ft./Gal) with No Passing Lane

If assistance is needed, contact the Traffic Program.

SPECIAL PROVISIONS

General: Special provisions are required to describe non-standard materials, new bid items, existing bid items that require special provisions, and to describe special requirements not covered in the standard or supplementary specifications. Existing bid items that require either a supplementary specification or a special provision are noted by the code letter “SS” or “SP” in the left margin of the standard bid item list.

Special provisions are generally developed in the time frame between the issuance of Right-of-Way & Utility Plans and Final Design Plans. If there are circumstances that extend this process, make sure that all special provisions are finalized prior to the issuance of PS&E Plans.

Developing a new special provision requires the combined efforts of Project Development, Check Squad, the Construction Program and the program most directly concerned with the subject being addressed. However, this process does not apply to the special provisions prepared by the Bridge Program or the Right of Way Program.

Write all special provisions in an active voice, imperative mood and format as outlined in the *Specification Writer’s Style Guide* published on WYDOT’s Web site.

Contact the Construction Program for questions regarding special provisions. Project Development is responsible for making sure that all of the project special provisions are processed.

In most cases, an existing special provision from a previous project can be used as a template for creating the draft special provision. Use the most recent version by date of the special provision to minimize rewrites.

Process: The typical process includes the following steps:

1. Except for Bridge and Right-of-Way, Project Development generally initiates the need for a special provision from other programs. In some cases, the program will reference a previously used special provision. When this happens, Project Development can create a new draft special provision by modifying the existing special provision. If a special provision must be written from scratch, then the related program must write the draft or provide the necessary information for the special provision.
2. Project Development notifies the Check Squad of all new draft special provisions. The Check Squad will assign and add a special provision number and date. Once completed, the draft special provision is sent to the Construction Program for processing.
3. The Construction Program reviews the special provision content for consistency and electronically sends it to applicable programs for review and comment. No hard copies are routed.
4. Review comments are submitted through the Construction Program so that all concerns can be addressed. The special provision is then sent out again as a semi-final version for everyone's review before submitting the completed final version to the Check Squad in the Falcon Document Management System.

INDEX

General: Use the most current electronic index form when filling out the index. The electronic index form is available on the Falcon Document Management System and on the WYDOT Web site.

The index is completed and submitted electronically to Check Squad along with the final Check Plans for review and processing via the HwyDev/Submittals folder under each project on the server. However, a draft of the index should be prepared for review during the Right-of-Way and Engineering Plans phase.

Elements: Refer to Exhibits 2, 3a, and 3b.

- [1] The electronic index includes a heading with supplementary documents for Federal Aid or State projects. Use the appropriate heading as shown in Exhibit 2 and delete the heading that does not apply.

List all project numbers in the index heading.

- [2] Make sure that special provisions have been routed for review and finalized with the correct special provision number, name and date before listing them in the index. See Exhibit 3a.
- [3] Do not eliminate or add any of the supplementary specifications from the index. Identify the non-applicable supplementary specifications by placing a single strikeout line through the number and name. See Exhibit 3a and 3b.
- [4] Include pit agreement numbers and names. See Exhibit 3b. Also, provide copies of pit, plant site, and borrow area agreements in PDF format to the Check Squad, Water agreement numbers do not need to be listed.
- [5] Do not eliminate or add any of the non-proposal items to be included from the index. Identify the non-applicable non-proposal items by placing a single strikeout line through the name. The Check Squad will contact Environmental Services Project Development, and the Materials Lab to verify their items. See Exhibit 3b.

<u>FEDERAL AID PROJECTS</u> <i>Rev. December 2, 2021</i>		WYOMING DEPARTMENT OF TRANSPORTATION 2021 STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION PROJECT NO. ROAD SECTION COUNTY
Delete this entire heading box when not used		
		INDEX
<u>SUPPLEMENTARY DOCUMENTS</u>		
<u>NUMBER</u>	<u>NAME</u>	
E-104B	REPORTING BID RIGGING ACTIVITIES	
E-105A	SUPPLEMENTARY DOCUMENT FOR FHWA-PR-1273	
PR-1273	REQUIRED CONTRACT PROVISIONS, FEDERAL-AID CONSTRUCTION CONTRACTS	
1050.2A	STANDARD TITLE VI ASSURANCES/NON-DISCRIMINATION PROVISIONS – APPENDIX A	
1050.2A	STANDARD TITLE VI ASSURANCES/NON-DISCRIMINATION PROVISIONS – APPENDIX E	
*	WAGE COMPLIANCE REQUIREMENTS	
*	WAGE DETERMINATION DECISION	
<u>STATE PROJECTS</u>		
		WYOMING DEPARTMENT OF TRANSPORTATION 2021 STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION PROJECT NO. ROAD SECTION COUNTY
Delete this entire heading box when not used		
		INDEX
<u>SUPPLEMENTARY DOCUMENTS</u>		
<u>NUMBER</u>	<u>NAME</u>	
ST-3	FUNDS PROGRAMMED	
ST-4	REQUIRED CONTRACT PROVISIONS - STATE PROJECTS	
*	WAGE COMPLIANCE REQUIREMENTS	
*	WAGE DETERMINATION DECISION	
<u>SPECIAL PROVISIONS</u>		
SP-		
<u>SUPPLEMENTARY SPECIFICATIONS</u>		
SS-100A	AMENDMENTS TO THE DIVISION 100 OF THE 2021 STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION	
SS-100B	CHARGING CONTRACT TIME	
SS-100C	ARCHAEOLOGICAL EXPLORATION	
SS-100D	NOISE LEVELS	
SS-100E	SPECIFIC EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES AND TRAINING PROVISIONS	
SS-100F	DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION	
SS-100G	WORKER AND ENVIRONMENTAL CONTROLS FOR LEAD PAINT REMOVAL	
SS-100H	ADJUSTMENT FOR PERFORMANCE GRADED ASPHALT BINDER & ASPHALTS USED FOR CHIP SEALS, AND EMULSION STABILIZED FULL DEPTH RECLAMATION	
SS-100J	FUEL ADJUSTMENT	
SS-100K	ADJUSTMENT FOR STRUCTURAL STEEL	
SS-100L	MACHINE GUIDANCE (OPTION)	

EXHIBIT 2, INDEX HEADINGS

FEDERAL AID PROJECTS
Rev. December 2, 2021

WYOMING DEPARTMENT OF TRANSPORTATION
 2021 STANDARD SPECIFICATIONS FOR
 ROAD AND BRIDGE CONSTRUCTION
 PROJECT NO. N303058
 DUBOIS – DIVERSION DAM
 BULL LAKE SECTION
 FREMONT COUNTY

[1]

INDEX

SUPPLEMENTARY DOCUMENTS
NUMBER NAME

- E-104B REPORTING BID RIGGING ACTIVITIES
- E-105A SUPPLEMENTARY DOCUMENT FOR FHWA-PR-1273
- PR-1273 REQUIRED CONTRACT PROVISIONS, FEDERAL-AID CONSTRUCTION CONTRACTS
- 1050.2A STANDARD TITLE VI ASSURANCES/NON-DISCRIMINATION PROVISIONS – APPENDIX A
- 1050.2A STANDARD TITLE VI ASSURANCES/NON-DISCRIMINATION PROVISIONS – APPENDIX E
- * WAGE COMPLIANCE REQUIREMENTS
- * WAGE DETERMINATION DECISION

SPECIAL PROVISIONS

- SP-100UN CONSTRUCTION REQUIREMENTS
- SP-700AY RESET DELINEATORS
- SP-700BJ SIGN PANELS, EXTRUDED ALUMINUM

[2]

SUPPLEMENTARY SPECIFICATIONS

- SS-100A AMENDMENTS TO THE DIVISION 100 OF THE 2021 STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION
- ~~SS-100B CHARGING CONTRACT TIME~~
- ~~SS-100C ARCHAEOLOGICAL EXPLORATION~~
- ~~SS-100D NOISE LEVELS~~
- SS-100E SPECIFIC EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES AND TRAINING PROVISIONS
- SS-100F DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION
- ~~SS-100G WORKER AND ENVIRONMENTAL CONTROLS FOR LEAD PAINT REMOVAL~~
- ~~SS-100H ADJUSTMENT FOR PERFORMANCE GRADED ASPHALT BINDER & ASPHALTS USED FOR CHIP SEALS, AND EMULSION STABILIZED FULL DEPTH RECLAMATION~~
- SS-100J FUEL ADJUSTMENT
- SS-100K ADJUSTMENT FOR STRUCTURAL STEEL
- SS-100L MACHINE GUIDANCE (OPTION)
- ~~SS-200A VACANT~~
- ~~SS-200B VACANT~~
- ~~SS-200C VACANT~~
- SS-200D MACROTEXTURE SURFACE REQUIREMENT
- ~~SS-200E CONCRETE BRIDGE DECK REMOVAL~~
- ~~SS-300A VACANT~~
- ~~SS-300B FULL DEPTH RECLAMATION~~
- ~~SS-300C VACANT~~
- SS-400A AMENDMENTS TO THE DIVISION 400 OF THE 2021 STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION
- SS-400B PLANT MIX PAVEMENT SURFACE VARIATION, PROFILE AND SMOOTHNESS
- ~~SS-400C VACANT~~
- ~~SS-400D CONTROL OF AGGREGATE GRADATION~~

[3]

EXHIBIT 3A, INDEX EXAMPLE

- SS-500A AMENDMENTS TO THE DIVISION 500 OF THE 2021 STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION
- ~~SS 500B WELDER QUALIFICATION~~
- ~~SS 500C BRIDGE DECK MEMBRANE~~
- ~~SS 500D CERTIFICATION FOR ULTRASONIC QUALITY FIELD WELDING~~ [3]
- ~~SS 500E BRIDGE BEARING CORRECTION~~
- ~~SS 500F AUTOMATICALLY END WELDED STUDS~~
- ~~SS 500G STRUCTURAL CONCRETE WITH QUALITY CONTROL AND QUALITY ACCEPTANCE~~
- ~~SS 500H VACANT~~
- ~~SS 500J BRIDGE CONCRETE REPAIR~~
- ~~SS 500K BRIDGE DECK OVERLAY (EPOXY)~~
- ~~SS 500L RIGID CONCRETE OVERLAY~~
- ~~SS 500M VACANT~~
- ~~SS 500N VACANT~~

- SS-600A AMENDMENTS TO THE DIVISION 600 OF THE 2021 STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION
- ~~SS 600B COLORED DETECTABLE WARNING DEVICES FOR SIDEWALKS~~
- ~~SS 600C MIDWEST GUARDRAIL SYSTEM GUARDRAIL~~
- ~~SS 600D HIGH DENSITY POLYETHYLENE (HDPE) LINER PIPE~~

- SS-700A AMENDMENTS TO THE DIVISION 700 OF THE 2021 STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION
- ~~SS 700B HIGH MAST LIGHTING SYSTEM~~
- ~~SS 700C PORTABLE TRAFFIC SIGNAL SYSTEM~~
- ~~SS 700D THERMOPLASTIC PAVEMENT MARKINGS~~
- ~~SS 700E PORTABLE VARIABLE MESSAGE SIGN~~
- ~~SS 700F EPOXY PAVEMENT MARKINGS~~
- ~~SS 700G VACANT~~
- ~~SS 700H LANE RENTAL~~
- ~~SS 700J PREFORMED PAVEMENT MARKINGS~~
- ~~SS 700K FLEXIBLE DELINEATORS~~

- SS-800A AMENDMENTS TO THE DIVISION 800 OF THE 2021 STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION

<u>PIT AGMT. NO.</u>	<u>PIT NAME</u>
75898	DRY RIDGE PIT

- ENVIRONMENTAL PERMITS / CLEARANCES
- ~~CORP OF ENGINEERS PERMIT~~
 - ~~GOVERNOR'S SAGE GROUSE EXECUTIVE ORDER LETTER~~
 - ~~STATE ENGINEERS OFFICE PERMIT~~
 - NEPA ENVIRONMENTAL CLEARANCE (contains wildlife restriction dates, MOA/MOUs)

- WATER AGMT. NO. WATER SOURCE
- CONTACT RE FOR WATER SOURCE

NON-PROPOSAL ITEMS TO BE INCLUDED

- PROJECT DEVELOPMENT
- ~~GEOLOGY REPORT~~
 - ~~EARTHWORK~~
 - ~~CROSS SECTIONS~~
 - ~~MASS HAUL~~

- MATERIALS LAB
- ~~T-146~~
 - ~~IRI DATA~~
 - ~~SOILS PROFILE~~

EXHIBIT 3B, INDEX EXAMPLE (cont.)