

OKLAHOMA DEPARTMENT OF TRANSPORTATION

DATE: November 21, 1996

TO: Field Division Engineers, Division Construction Engineers, and Resident Engineers

FROM: Byron Poynter, Construction Engineers

SUBJECT: CONSTRUCTION CONTROL DIRECTIVE NO. 961121.

CHANGE ORDERS - FHWA PRIOR APPROVAL

The Federal Highway Administration requires that when a major change order is needed on a project on the National Highway System with a contract amount of \$1,000,000 or more, the Area Engineer is to be informed prior to the work beginning. This is to comply with Federal regulations that prevent retroactive approval of funds. (Projects in this category are referred to as "oversite" projects). This applies to any participating project with a contract amount of \$1,000,000 or more on the National Highway System (That is; some projects could have other funding prefixes such as STP and still qualify as an oversight project).

MAJOR CHANGE:

A major change is defined as one which will result in any of the following:

1. Changes to the scope or project limits.
2. A change costing more than \$50,000.
3. Decreases or increases in the load carrying capacity or durability of structures or pavements.
4. Temporary or permanent decreases or increases in capacity or operation of the highway, including any unplanned ramp closures.

All other changes are considered minor and do not require prior approval of the Federal Highway Administration.

CONSTRUCTION CONTROL DIRECTIVE NO. 961121 CONTINUED

THE PROCEDURE:

On major changes (on oversight projects), the ODOT Resident Engineer will contact the Federal Highway Administration Area Engineer with a description of the change and an approximate cost. The Area Engineer will document the date contacted, their understanding of the major change and their approval on a Form 1365. Copies of the Form will be sent to the Resident Engineer, the Division Engineer and the State Construction Engineer. A copy of the completed Form 1365 is to be attached to the formal change order for Federal Highway Administration approval.

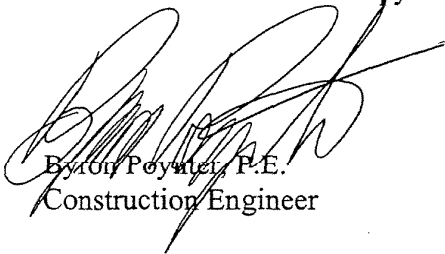
If after notification to FHWA, a change order falls below the requirements for notification (such as the actual cost falling below \$50,000) you should attach the Form 1365 as if it still qualifies.

In the interest of time savings, the Construction Division will send change orders to the Federal Highway Administration prior to Transportation Commission approval, to allow a simultaneous approval process.

All FHWA approved change orders are to be returned direct to the Construction Division.

Formal minor change orders on "oversite" projects will continue to be sent to the FHWA (a Form 1365 will not normally be required).

This Directive includes a copy of Form 1365.



Byron Poynter, P.E.
Construction Engineer

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U.S. Department of
Transportation
Federal Highway
Administration

RECORD OF AUTHORIZATION TO PROCEED WITH MAJOR CONTRACT REVISION

PROJECT NO.	COUNTY	STATE Oklahoma
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TYPE REVISION			
<input type="checkbox"/> CHANGE ORDER	<input type="checkbox"/> SUPPLEMENTAL AGREEMENT	<input type="checkbox"/> TIME EXTENSION	<input type="checkbox"/> SPECIFICATION CHANGE
<input type="checkbox"/> WORK ORDER	<input type="checkbox"/> OTHER :		

REQUESTED BY:	DATE:
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NATURE AND REASON FOR PROPOSED REVISION *(if additional space is required, use reverse side)*

ESTIMATED <input type="checkbox"/> INC. <input type="checkbox"/> DEC. IN COST: \$ <input type="checkbox"/> INC. <input type="checkbox"/> DEC. IN TIME: days	METHOD OF PAYMENT: <input type="checkbox"/> FORCE ACCOUNT <input type="checkbox"/> NEGOTIATED PRICE <input type="checkbox"/> LUMP SUM <input type="checkbox"/> UNIT BID PRICES <input type="checkbox"/> OTHER:
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THE WORK COVERED BY THE PROPOSED REVISION AS DESCRIBED ABOVE IS HEREBY AUTHORIZED SUBJECT TO THE CONDITIONS MARKED BELOW:

<input type="checkbox"/> EVALUATION OF COST DATA	<input type="checkbox"/> AUTHORIZED WITHOUT FEDERAL PARTICIPATION
<input type="checkbox"/> LIMITATIONS EXTENT OF FEDERAL PARTICIPATION	<input type="checkbox"/> OTHER:
<input type="checkbox"/> DETERMINATION OF SATISFACTORY ADJUSTMENT IN TIME	
<input type="checkbox"/> ADEQUATE SUBMITTAL OF WRITTEN SUPPORTING DATA	<input type="checkbox"/> NONE

RECOMMENDED BY AREA ENGINEER		DIVISION OFFICE APPROVAL	
SIGNATURE	DATE	SIGNATURE	DATE

Oklahoma Department of Transportation

Change Orders - FHWA Prior Approval
Construction Control Directive No. **19961121**

February 15, 2002

Scope: To establish the procedure for FHWA change order approval on Federal oversight projects.

The Federal Highway Administration requires that when a major change order is needed on an oversight project, the Area Engineer shall be informed prior to the beginning of work. This is to comply with Federal regulations that prohibit retroactive approval of funds.

MAJOR CHANGE

A major change is defined as one that results in any of the following:

1. Changes to the scope or project limits;
2. A change that results in an increase or a decrease in project cost by more than \$50,000;
3. Decreases or increases in the load carrying capacity or durability of structures or pavements;
4. Temporary or permanent decreases or increases in capacity or operation of the highway, including any unplanned ramp closures.

All other changes are considered minor and do not require prior approval of the Federal Highway Administration.

THE PROCEDURE

When major changes occur on oversight projects, the ODOT Resident Engineer will contact the Federal Highway Administration Area Engineer with a description of the change and an approximate cost. The Area Engineer will document the date contacted, his/her understanding of the major change, and his/her conceptual approval on a [Form-1365](#). Copies of the form will be sent to the Resident Engineer, the Division Engineer and the State Construction Engineer. **A copy of the completed Form-1365, cost analysis, and any other supporting documents regarding the change order must be attached to the formal change order for Federal Highway Administration approval.**

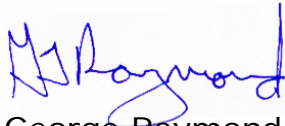
If a change order falls below the requirements for notification after FHWA notification has occurred, such as the actual cost falling below \$50,000, Form-1365 should still be attached.

In the interest of saving time, the Construction Division will send change orders to the Federal Highway Administration prior to Transportation Commission approval, to allow for a simultaneous review/approval process.

All FHWA approved change orders are to be returned directly to the Construction Division.

Formal minor change orders on "oversight" projects will continue to be sent to the FHWA however, a Form-1365 will not be required.

Failure by ODOT to follow the procedures outlined in this Construction Control Directive could result in the Federal Highway Administration denying participation in the cost of the change order.



George Raymond, P.E.
Construction Engineer



RECORD OF AUTHORIZATION TO PROCEED WITH MAJOR CONTRACT REVISION

U.S. Department of
Transportation
Federal Highway
Administration

PROJECT NO.	COUNTY	STATE Oklahoma
TYPE REVISION		
CHANGE ORDER	SUPPLEMENTAL AGREEMENT	TIME EXTENSION
WORK ORDER	OTHER:	SPECIFICATION CHANGE
REQUESTED BY:		DATE:
NATURE AND REASON FOR PROPOSED REVISION <i>(if additional space is required, use reverse side)</i>		
ESTIMATED INC. DEC. IN COST: \$	METHOD OF PAYMENT:	
INC. DEC. IN TIME: days		
	FORCE ACCOUNT	NEGOTIATED PRICE LUMP SUM
	UNIT BID PRICES	OTHER:
THE WORK COVERED BY THE PROPOSED REVISION AS DESCRIBED ABOVE IS HEREBY AUTHORIZED SUBJECT TO THE CONDITIONS MARKED BELOW:		
EVALUATION OF COST DATA	AUTHORIZED WITHOUT FEDERAL PARTICIPATION	
LIMITATIONS EXTENT OF FEDERAL PARTICIPATION	OTHER:	
DETERMINATION OF SATISFACTORY ADJUSTMENT IN TIME		
ADEQUATE SUBMITTAL OF WRITTEN SUPPORTING DATA	NONE	
RECOMMENDED BY AREA ENGINEER	DIVISION OFFICE APPROVAL	
SIGNATURE	DATE	SIGNATURE DATE

OKLAHOMA DEPARTMENT OF TRANSPORTATION

DATE: August 7, 1996
TO: Field Division Engineers, Division Construction Engineers, and Resident Engineers
FROM: Byron Poynter, Construction Engineers
SUBJECT: CONSTRUCTION CONTROL DIRECTIVE NO. 960807.

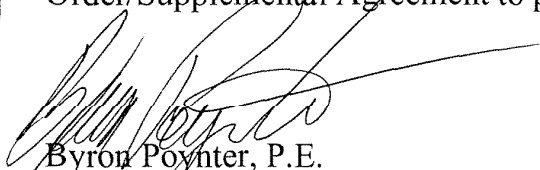
DOUBLE TRAFFIC FINES

July 1, 1996 is the effective date of an amendment to 47 O.S. 1991, Section 11-806 (HB 1860), which provides for doubling of the fines for speeding through construction or maintenance work zones (copy enclosed). This applies only to projects on a State or Federal Highway. In order to be enforceable, the project must have the speed limit signs in place.

In addition, signs advising motorists of the Double Traffic Fines are to be placed. The signs are to be fabricated in accordance with Section 880.02(a) 1. of the Standard Specifications as a Construction Sign (see enclosure for size and dimensions).

Have the contractor place two signs on each project, one at each end, in front of the Wing Barricades approximately 100 feet, where possible. Require the signs to be placed on all ongoing Federal/State Highway Projects except where the project is so near completion as to be impractical.

Payment is to be made at the rate bid for 880.06(F) Signs 16.00 to 32.99 SF. Per Sign Day. Contracts which do not have this item will require a Change Order/Supplemental Agreement to place the item on the contract.


Byron Poynter, P.E.
Construction Engineer

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MOTOR VEHICLES—SPEED LIMITATIONS

CHAPTER 127

H.B. No. 1860

An Act relating to motor vehicles; amending 47 O.S. 1991, Section 11-806, which relates to special speed limitations; updating reference; providing for the doubling of certain fines; providing definition; and providing an effective date.

BE IT ENACTED BY THE PEOPLE OF THE STATE OF OKLAHOMA:

SECTION 1. AMENDATORY 47 O.S. 1991, Section 11-806, is amended to read as follows:

Section 11-806. (a) A. No person shall drive a vehicle over any bridge or other elevated structure constituting a part of a highway at a speed which is greater than the maximum speed which can be maintained with safety to such the bridge or structure, when such the structure is signposted as provided in this section.

(b) B. The Oklahoma Department of Highways Transportation and local authorities may conduct an investigation of any bridge or other elevated structure constituting a part of a highway, and if they shall thereupon find that such the structure cannot, with safety to itself, withstand vehicles driving at speeds otherwise permissible under this act, they shall determine and declare the maximum speed of vehicles which such the structure can safely withstand, and may cause and permit suitable signs stating such the maximum speed to be erected and maintained at a distance of one hundred feet before each end of such the structure.

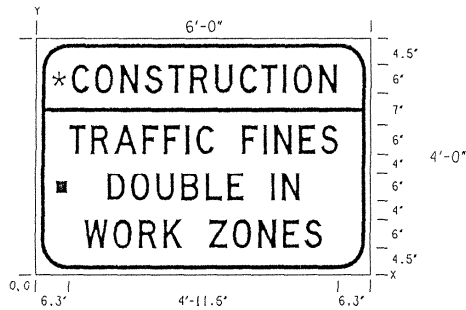
(c) C. Where any state or federal highway shall be under construction or repair or a detour shall have been designated by reason of construction or repairs in progress and the Oklahoma Department of Highways Transportation shall have determined a maximum safe, careful and prudent speed on such the highway or detour during the period of such the construction or repairs and shall have plainly posted at each terminus thereof and at not less than each half mile along the route thereof such the determined maximum speed, no person shall drive any vehicle upon such the portion of such the highway or upon such the detour at a speed in excess of the speed so determined and posted. Violation of the posted speed limit in the maintenance or construction zone shall result in the doubling of the appropriate fine. For purposes of this section, "maintenance or construction zone" means any location where maintenance or construction work is actually in progress and workers present.

(d) D. Upon the trial of any person charged with a violation of this section, proof of said the determination of the maximum speed by said the Department of Highways Transportation and the existence of said the signs shall constitute conclusive evidence of the maximum speed which can be maintained with safety as provided in subsections (b) B and (c) C of this section.

SECTION 2.¹ This act shall become effective July 1, 1996.

Approved April 29, 1996.

SIGN DETAIL
SCALE 1:30



SIGN NUMBER	CONSTRUCTION SIGN
WIDTH x HEIGHT	72" x 48"
BORDER WIDTH	1.1"
MARGIN	0.75"
CORNER RADIUS	6.0"
MOUNTING	GROUND
BACKGROUND	TYPE: REFLECTIVE
*	COLOR: ORANGE
LEGEND/BORDER	TYPE: NON-REFLECTIVE
*	COLOR: BLACK
BACKGROUND	TYPE: REFLECTIVE
■	COLOR: WHITE
LEGEND/BORDER	TYPE: NON REFLECTIVE
■	COLOR: BLACK

DIMENSIONS IN INCHES SPACINGS ARE TO START OF NEXT LETTER

Y FONT	LETTER SPACINGS														HT LEN		
37.5 D	×	C	O	N	S	T	R	U	C	T	I	O	N	×			6.0
	6.6	5.2	5.6	5.5	5.2	4.8	5.5	5.5	4.8	4.8	2.4	5.6	4.0	6.6			58.7
24.5 D	×	T	R	A	F	F	I	C	×	F	I	N	E	S	×		6.0
	6.3	4.8	5.2	6.1	4.8	4.8	2.4	4.0	6.0	4.8	2.4	5.5	4.8	4.0	6.3		59.5
14.5 D	×	D	O	U	B	L	E	×	I	N	×						6.0
	14.7	5.2	5.6	5.5	5.5	4.8	3.7	6.0	2.4	4.0	14.7						42.6
4.5 D	×	W	O	R	K	×	Z	O	N	E	S	×					6.0
	9.7	6.4	5.6	5.5	4.1	6.0	5.1	5.6	5.5	4.8	4.0	9.7					52.7

OKLAHOMA DEPARTMENT OF TRANSPORTATION

DATE: July 24, 1996

TO: Field Division Engineers, Division Construction Engineers, and Resident Engineers

FROM: Byron Poynter, Construction Engineer

SUBJECT: CONSTRUCTION CONTROL DIRECTIVE NO. 960724

HANDLING OF DAVIS-BACON ACT

The verification of pay rates for construction workers is estimated to cost the Department 5800 man-hours per year. When actual deviations have been detected the amount of money involved has been only a few dollars. With the limited resources available the Department cannot dedicate more than the minimum attention to this task. With reference to the Special Provision "REQUIRED CONTRACT PROVISIONS FEDERAL AID CONSTRUCTION CONTRACTS" Dated 6-12-96, the handling of the Davis-Bacon/Copeland Regulations shall be as follows:

Projects designated as Local Roads or Rural Collectors are exempt from submittal of payrolls. These projects are identified with a "D" in the Project Number, just before the "hole number". (there are about 30 of these projects currently statewide). Please advise the Contractor early of this exemption.

For all other projects participating in Federal Funds, the Resident Engineer is to:

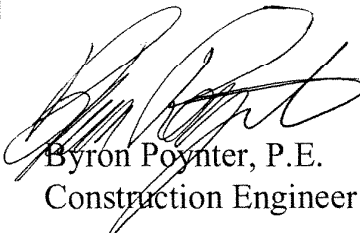
1. Ensure that the Contract Pay Rates are posted at the project site along with the Resident Engineer's Phone Number.

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C.D. 971114*

28
24

CONSTRUCTION CONTROL DIRECTIVE NO. 960708 CONTINUED

2. Require that the contractor submit the payrolls and certifications for weeks when work is in progress. Submittal of payrolls for weeks when no work is in progress is not required.
3. Place these documents on file in the Residency with no further action.
4. Require inspectors to interview at least one worker per project as to their hourly rate of pay and file the reports along with the payrolls.
5. If a complaint is received, resolve the matter by examination of the documents that have been placed on file. Ensure that the amount due is paid.



Byron Poynter, P.E.
Construction Engineer

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OKLAHOMA DEPARTMENT OF TRANSPORTATION

DATE: June 14, 1996

TO: Field Division Engineers, Division Construction Engineers, and
Resident Engineers

FROM: Byron Poynter, Construction Engineers

SUBJECT: CONSTRUCTION CONTROL DIRECTIVE NO. 960614

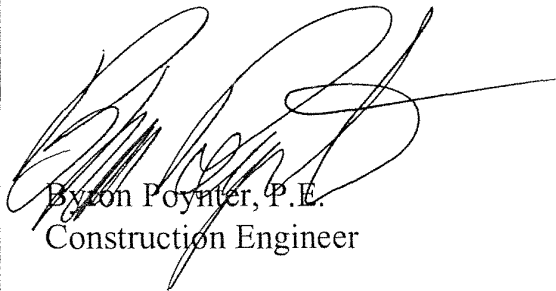
RUMBLE STRIP DENSITY

Where Rumble Strips are specified, it may not be possible to obtain the specified density in the asphalt shoulders and still be able to "roll-in" the Rumble Strips. Continued rolling after the Rumble Strips are placed may "iron out" the Rumble strips.

This matter is being examined to determine if rolling-in the Strips should continue to be allowed or if some other method for placing the Rumble Strips should be considered.

Until further notice, a special rolling pattern for placing Rumble strips in asphalt shoulders is to be determined which will provide the maximum level of density and also result in acceptable Rumble Strips. Measurement of asphalt density in these areas should be waived in favor of the controlled rolling pattern.

Where shoulders are constructed full depth, this waiver applies only to the wearing course.



Byron Poynter, P.E.
Construction Engineer

OKLAHOMA DEPARTMENT OF TRANSPORTATION

DATE: MAY 21, 1996

TO: Field Division Engineers, Construction Engineers
Resident Engineers

FROM: Byron Poynter Construction Engineer

SUBJECT: CONSTRUCTION CONTROL DIRECTIVE NO. 960521

HANDLING OF UNDERGROUND STORAGE TANKS

When an Underground Storage Tank (UST) is encountered in the way of a construction project, there are several issues to consider in order to see to the proper removal of the tank.

The tank may be active or abandoned, on public property or private property. The responsibility for removing the tank may be ODOT's, a Local Government Agency or a private owner.

If the Tank is Leaking, the tank may be in one location while leaking fuel or chemicals across property lines into another area of responsibility

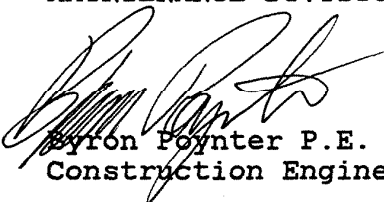
WHEN A TANK IS DISCOVERED ON AN ACTIVE CONSTRUCTION PROJECT:

NOTIFY THE CONSTRUCTION DIVISION WITH THE FOLLOWING INFORMATION:

- a. Location of Tank (Project No., Station No., etc.).
- b. Name of contact person (Resident Engineer, Inspector).
- c. Name of owner of tank (if known).

The Construction Division will file a notice with the Maintenance Division. An Environmental Inspector will visit the site to determine the proper action to take. If it is determined that the removal is the responsibility of the Department, all costs associated with the tank removal will be processed by the Maintenance Division.

WHEN A TANK IS DISCOVERED DURING THE DESIGN PROCESS, CONTACT THE MAINTENANCE DIVISION DIRECT.


Byron Poynter P.E.
Construction Engineer

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OKLAHOMA DEPARTMENT OF TRANSPORTATION

DATE: MAY 9, 1996

TO: Field Division Engineers, Construction Engineers
Resident Engineers

FROM: Byron Poynter Construction Engineer

SUBJECT: CONSTRUCTION CONTROL DIRECTIVE NO. 960509

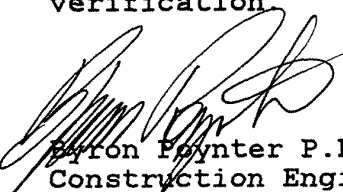
COMPARISON OF CONTRACT
WITH ESTIMATE SYSTEM

The controlling document for the ODOT agreement with the contractor is the contract. Before the first estimate is prepared a trial "printout" should be compared to the contract. The pay estimate system must be identical to the contract.

If there are differences between the items shown on the plans and the contract, the contract supersedes. If an item or items on the plans are not shown identical in the contract, a Change Order may be required to make the necessary changes.

Items which are nonparticipating in Federal funds are shown at the end of the contract in a separate box. Be sure that these items are flagged with the pound sign (#) on the estimate, to ensure proper billing.

Items that are normally non-participating are, utility items that are paid for by the utility owner such as, inserts in bridge decks for hangers, pipelines owned by a city and scheduled to be adjusted by the contractor or possibly special equipment where the FHWA is prevented from participation. If any items appear suspicious as to the proper billing, notify this office for verification.


Byron Poynter P.E.
Construction Engineer

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*Cancelled
by #980917*

OKLAHOMA DEPARTMENT OF TRANSPORTATION

DATE: MAY 8, 1996

TO: Field Division Engineers, Construction Engineers
Resident Engineers

FROM: Byron Poynter Construction Engineer

SUBJECT: CONSTRUCTION CONTROL DIRECTIVE NO. 960508

CANCELLED MATERIAL ON
LOCAL GOVERNMENT PROJECTS

This Directive applies to Local Government projects where a county or city has funded all or part of the project, or where the Federal Government has funded all or part of the project.

With reference to Section 109.04 PAYMENT FOR CANCELLED ITEMS, when construction materials are part of the original contract and have been delivered to the project, but the work scheduled to utilize the materials is cancelled, dispose of the materials as follows:

The best solution is to request the contractor to return the materials to the supplier. This might result in some transportation costs and a "restocking fee".

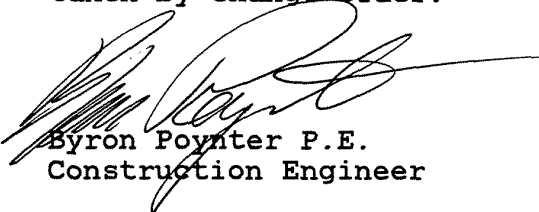
If the materials cannot be returned and since the Federal Government cannot participate in the cost of any items that are not used in the work, the materials belong to the local funding authority. The unused materials are to be delivered to the Local Government Facility.

Place a line on the estimate reflecting the contractor's cost (not the bid price), attach a copy of the contractor's invoice and a copy of the receipt for the materials from the Local Government, to the estimate on which the payment is made. If the project is federally funded in part, be sure to place the pound sign (#) at the end of the item to indicate nonparticipating in Federal funds.

CONSTRUCTION CONTROL DIRECTIVE NO. 960508

If the project is funded 100% with Federal funds, confer with the Local authority to see if they want the materials and if they are willing to be billed for them. If they are not interested in the materials, or not willing to pay the cost, the materials are to be delivered to the appropriate ODOT warehouse.

Due to the unusual nature of the above cases, document the action taken by Change Order.



Byron Poynter P.E.
Construction Engineer

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