

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 Unit Cost column.
- [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.

Royalties & Striping Worksheet <small>Rev. 1/3/2018</small>					
Date: <input style="width: 100px;" type="text"/>		Name Of Project: <input style="width: 300px;" type="text"/>			
2 →	Description: <input style="width: 500px; height: 30px;" type="text"/>				
	Dist. Engineer: <input style="width: 100px;" type="text"/>	Locator: <input style="width: 100px;" type="text"/>	Squad/Designer: <input style="width: 100px;" type="text"/>		
	Resident Eng: <input style="width: 100px;" type="text"/>	Locator: <input style="width: 100px;" type="text"/>	Consultant: <input style="width: 100px;" type="text"/>		
	Beg. RM: <input style="width: 50px;" type="text"/>	End RM: <input style="width: 50px;" type="text"/>	Length (MI) (Gros: <input style="width: 50px;" type="text"/>	Length (MI) (Net) <input style="width: 50px;" type="text"/>	
	County(ies): <input style="width: 100px;" type="text"/>		Located on Highway Num: <input style="width: 100px;" type="text"/>		
Dry Aggregate Or Excavation		Unit	Quantities	Unit Cost	Estimate
State Paid Royalty					
Pit Name: <input style="width: 150px;" type="text"/>		Agm't No. <input style="width: 50px;" type="text"/>			
		TON	0	\$0.00	\$0.00
3 →					
	Total				\$0.00
State Paid Royalty <small>(Include Subdrain/Water)</small>					
Water Source:					
Contact RE for Water Source		Agm't No. <input style="width: 50px;" type="text"/>			
		MG	0	\$2.50	\$0.00
4 →					
	Total				\$0.00
Work To Be Done By State Maintenance Forces					
Striping					
		Gal	0	\$27.00	\$0.00
	Total				\$0.00
5 →					
	Comb. Total				\$0.00
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.....	\$27.00/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 Inspection 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 3.
- [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 3a and 3b. Also, provide copies of pit, plant site, and borrow area agreements. Water agreement numbers do not need to be listed.



<u>FEDERAL AID PROJECTS</u>	
Rev. August 2018	WYOMING DEPARTMENT OF TRANSPORTATION 2010 STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION
 Delete this Heading when not used.	PROJECT NO.
	ROAD SECTION
	COUNTY
	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 2010 STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION
 Delete this Heading when not used.	PROJECT NO.
	ROAD SECTION
	COUNTY
	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 2010 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
SS-100J	FUEL ADJUSTMENT
SS-100K	ADJUSTMENT FOR STRUCTURAL STEEL

EXHIBIT 2, INDEX HEADINGS

FEDERAL AID PROJECTS
Rev. August 1, 2018

WYOMING DEPARTMENT OF TRANSPORTATION
**2010 STANDARD SPECIFICATIONS FOR
ROAD AND BRIDGE CONSTRUCTION**
PROJECT NO. 2203017
TENSLEEP
BIG TRAILS SECTION
WASHAKIE COUNTY

[1]

INDEX

SUPPLEMENTARY DOCUMENTS

<u>NUMBER</u>	<u>NAME</u>
E-104B	REPORTING BID RIGGING ACTIVITIES
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PR-1273	REQUIRED CONTRACT PROVISIONS, FEDERAL-AID CONSTRUCTION CONTRACTS
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*	WAGE DETERMINATION DECISION

SPECIAL PROVISIONS

SP-100HZ	CONSTRUCTION REQUIREMENTS
SP-400RN	SCRUB SEAL
SP-700VL	FLEXIBLE DELINEATORS

[2]

SUPPLEMENTARY SPECIFICATIONS

SS-100A	AMENDMENTS TO THE DIVISION 100 OF THE 2010 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
SS-100J	FUEL ADJUSTMENT
SS-100K	ADJUSTMENT FOR STRUCTURAL STEEL
SS-100L	MACHINE GUIDANCE (OPTION)
SS-200A	AMENDMENTS TO THE DIVISION 200 OF THE 2010 STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION
SS-200B	BIAXIAL GEOGRID (STIFF)
SS-200C	BIAXIAL GEOGRID
SS-200D	MACROTEXTURE SURFACE REQUIREMENT
SS-200E	CONCRETE BRIDGE DECK REMOVAL
SS-300A	AMENDMENTS TO THE DIVISION 300 OF THE 2010 STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION
SS-300B	FULL DEPTH RECLAMATION
SS-300C	VACANT
SS-400A	AMENDMENTS TO THE DIVISION 400 OF THE 2010 STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION

[3]

EXHIBIT 3A, INDEX EXAMPLE

- ~~SS 400B~~ PAVEMENT SMOOTHNESS FOR PLANT MIX PAVEMENT
- ~~SS 400C~~ VACANT
- ~~SS 400D~~ CONTROL OF AGGREGATE GRADATION
- ~~SS 400E~~ HIGH PERFORMANCE WEARING COURSE
- ~~SS 400F~~ CRACK SEAL ADJUSTMENT
- ~~SS 400G~~ PLANT MIX PAVEMENT CRACK SEALING
- ~~SS 400H~~ CHIP AND FOG SEAL
- ~~SS 400J~~ RECLAIMED ASPHALT PAVEMENT WIDENING
- ~~SS 400K~~ WARM PLANT MIX AND RECYCLE WARM PLANT MIX (OPTION)
- ~~SS 400L~~ PLANT MIX PAVEMENT CRACK SURFACING

- SS-500A AMENDMENTS TO THE DIVISION 500 OF THE 2010 STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION
- ~~SS 500B~~ WELDER QUALIFICATION
- ~~SS 500C~~ BRIDGE DECK MEMBRANE
- ~~SS 500D~~ CERTIFICATION FOR ULTRASONIC QUALITY FIELD WELDING
- ~~SS 500E~~ BRIDGE BEARING CORRECTION
- ~~SS 500F~~ AUTOMATICALLY END WELDED STUDS
- ~~SS 500G~~ STRUCTURAL CONCRETE WITH QUALITY CONTROL AND QUALITY ACCEPTANCE
- ~~SS 500H~~ EXPANSION JOINT (GLAND)
- ~~SS 500J~~ BRIDGE CONCRETE REPAIR
- ~~SS 500K~~ BRIDGE DECK OVERLAY (EPOXY)
- ~~SS 500L~~ SILICA FUME MODIFIED CONCRETE BRIDGE DECK REPAIR
- ~~SS 500M~~ CONCRETE BRIDGE DECK REPAIR
- ~~SS 500N~~ BRIDGE DECK REPAIR, HYDRODEMOLITION

- SS-600A AMENDMENTS TO THE DIVISION 600 OF THE 2010 STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION
- ~~SS 600B~~ COLORED DETECTABLE WARNING DEVICES FOR SIDEWALKS
- ~~SS 600C~~ MID WEST GUARDRAIL SYSTEM GUARDRAIL
- ~~SS 600D~~ HIGH DENSITY POLYETHYLENE (HDPE) LINER PIPE

- SS-700A AMENDMENTS TO THE DIVISION 700 OF THE 2010 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~~ IMPACT ATTENUATOR
- ~~SS 700H~~ LANE RENTAL
- ~~SS 700J~~ PREFORMED PAVEMENT MARKINGS

- SS-800A AMENDMENTS TO THE DIVISION 800 OF THE 2010 STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION

[3]

<u>PIT AGMT. NO.</u>	<u>PIT NAME</u>
44788	MOSKEE QUARRY

[4]

PERMITS CORP OF ENGINEERS PERMIT (IF APPLICABLE)
GOVERNOR'S SAGE GROUSE EXECUTIVE ORDER LETTER (IF APPLICABLE)

WATER AGMT. NO. WATER SOURCE

CONTACT RESIDENT ENGINEER FOR WATER SOURCE

EXHIBIT 3B, INDEX EXAMPLE (cont.)