

SDDOT CONSTRUCTION MANUAL  
CONSTRUCTION FORMS SECTION

**DOT 200 - Utility Permit Applications** – This is a permit to request permission to construct or maintain a utility facility on a public right of way. The Utility Company must complete and submit the top portion of this form to the affected Area Engineer for review. It should state the work plan, the location of the work, traffic control plans and the estimated time of the project. This is subject to review by the Area Engineer, Region Engineer and Operations Engineer for approval.

**DOT 202 - Request to Sublet** – The Prime Contractor must submit this form with information of the proposed subcontractor, contract items, quantity, description of work and total dollar amount of sublet work to be approved by the Operations Construction Engineer.

**DOT 203 - Test Pile Report** – A test pile will be driven one per substructure, they are an initial test of the actual bearing conditions. This form is used to document the length and bearing of the test pile as it is driven into place. This is the source documentation for driving pile. A copy of the test pile report will be submitted to the Office of Bridge Design and the Foundations Office as soon as possible.

**DOT 204 - Pile Inspectors Report** – This form is used after the test pile is complete. The remaining pile for that structure will be documented on this form. Pertinent information locations of pile, pile size, elevation, average of last five blows, length cut off, pay quantities and drive date. This is the source documentation for driving pile.

**DOT 205 - Written Orders** – Written order forms can be used for work ordered by the Engineer, such as in cases where damaged work is ordered repaired. The cause of the damage, and who is responsible for payment of the work, should be specified. This doesn't eliminate Construction Change Orders. CCO's will be submitted as required.

**DOT 208 - Fuel Adjustment Affidavit** – This form is completed by the Prime Contractor and submitted to Bid Letting prior to execution of the contract. Informal contracts let by the Region Office will provide the Prime Contractor with this form to complete.

**DOT 209 - Signature of Authorization** – This form identifies the personnel that will represent the Prime Contractor on that particular project.

**DOT 210 - Force Account Daily Labor Record** – This form is completed by the Project Inspector when an Extra Work Authorization or a Construction Change Order is signed by the Prime Contractor to perform additional work. The form accounts for all the labor hours the contractor personnel spent on performing the additional work.

**DOT 211 - Force Account Daily Equipment Record** – This form is completed by the Project Inspector and accounts for the equipment and operator hours (regular hours, overtime hours and standby hours) utilized while performing the additional work.

**DOT 212 - Force Account Daily Materials Record** – This form is completed by the Project Inspector to keep an account of the types and quantities of materials, invoice affidavits, and rates of materials used in the additional work. This must be signed by the Prime Contractor and the Project Engineer.

**DOT 214 - Pipe Notes** – This form is used for documenting pipe quantities and locations; one form is used for each pipe installation. This is the source documentation used to pay the

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contractor for each pipe installation. This form documents details of the pipe size, length, location and survey information.

**DOT 216 - Suspension of Work** – The Area Engineer completes this letter with date of suspension and reason for suspending work, and the Region Engineer must approve before action is taken.

**DOT 217 - Resume Work** – The Prime Contractor must receive notification from the Area Engineer to resume work after a suspension. The Region Engineer and the Operations Construction Engineer should receive a copy of this letter.

**DOT 221 - Pile Driver Data** – This form will be completed by the Project Inspector prior to driving pile, if the equipment has not already been weighed and stamped. It provides the necessary information about the pile driver to the Office of Bridge Design. A copy should be kept in the project file and sent to the Region Materials Engineer and Bridge Design Office.

**DOT 227 - Cold Weather Concrete** – Concrete operations carried out during periods of near freezing and freezing weather require exercise of precautionary measures to protect the concrete. This form is a way to keep record of the concrete temperature during the required protection time to enable the Contractor to make the necessary adjustments in degree of protection to ensure compliance with the specified range of acceptable temperatures.

**DOT 228 - Extra Work Authorization** – This is used by the Project Engineer in the field prior to generating a CCO. It is used as an agreement between the Contractor and the DOT to change or add work to the contract. The terms of the work are documented on this form, and the form can be attached to a subsequent CCO for supporting documentation. The Prime Contractor and the Project Engineer must both sign the form before work can commence.

**DOT 229 - Work Progress Letter** – This letter is generated by the Area Engineer when the Contractor has fallen behind their anticipated progress. This requires the Contractor to respond in writing, what their intentions are regarding the progress of the project and completing on time.

**DOT 235 - Truck Tare Sheet** – This form is used by the Department to document identification of all the truck and trailer combinations, tare weights, and their maximum allowable loads. It is the Contractor's responsibility to provide the truck information to the Inspector. The Inspector needs to make sure the truck trailer combinations are not modified.

**DOT 246A - Acceptance of Field Work** – The Area Engineer will submit this letter to the Contractor upon satisfactory completion of the field work. This letter should also list any remaining items the Contractor must submit before final acceptance of the project can be made.

**DOT 246B - Project Acceptance Letter** – The Area Engineer submits this letter to the Region Engineer after all of the requirements of the contract have been met.

**DOT 246C - Final Acceptance Letter** – This is the letter from the Region Engineer to the Prime Contractor notifying the Contractor of acceptance of the project.

**DOT 248 - Claim Documentation Form** – The Prime Contractor must submit the Area Engineer a written notice of any claim. The Area Engineer will provide the Contractor with the

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DOT 248. This form is used by the Contractor to justify an extension of contract time or additional compensation for work or materials not covered in the contract. The Contractor must state the reason for justification of the claim per Standard Specifications.

**DOT 250 - ADA Checklist** – This form is used in the field to document each pedestrian facility ADA requirement after construction of the project. A copy will be sent to the Civil Rights Program Specialist.

**DOT 270 - Authorization Form for Preconstruction Meeting** – This form indicates that the Prime Contractor has read and understands provisions of the contract. It is to be completed and returned to the Area Office before scheduling the preconstruction meeting.

**DOT 271 - Preconstruction Meeting Outline** – This form is used by the Prime Contractor to conduct the preconstruction meeting. It should be filled out as much as possible and distributed to all invited parties prior to the meeting.

**DOT 272 - Contractor's Submittal List** – This form is sent to the Prime Contractor after the Notice to Proceed is issued. The applicable items on the list are to be submitted by the Contractor as indicated on the form. The Project Engineer can indicate the items on the list that are not applicable to the project prior to sending the form to the Contractor.

**DOT 280 - Weekly Scale Check Log Sheet (Platform Scale)** – This is the form used to tare in trucks if the DOT is performing the weighing of the trucks. This is required to be completed weekly.

**DOT 281 - Scale Check Log Sheet (Loader Scale)** – This form is used when loader scales are allowed. The bucket used for certification and calibration will be the bucket used on the project.

**DOT 282 - Truck Information Sheet** – This form is used to identify gross permissible loads hauled on a project based on number of axles and tire size. This form may be filled out by the Contractor.

**DOT 283 - Stream Turbidity Inspection Form** – This form is to be filled out when required to determine levels of turbidity both upstream and downstream of the construction site.

**DOT 289 - Certification of DBE Payments** – The Prime Contractor submits this form to the Area Office on all projects that included a DBE commitment. One copy is to be sent to the DBE Compliance Officer and one copy is to become part of the project construction file.

**DOT 293 - Mobile Mixer Calibration** – This form is used for the annual calibration and inspection by the SDDOT and is required for each mixer before the start of the first project each year. The calibration establishes the meter count. Proper gate settings, general conditions and equipment will also be inspected as per the manufacturer's recommendation.

**DOT 294 - Concrete Supplier Checklist** – This form is completed annually for any concrete plant used for DOT work including redi-mix and central plant batch mix. This form is completed by the Area Office and includes mixing drum checks.

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**DOT 295 - Application for Permit to Occupy Right-of-Way** – This is a permit to request permission to construct, or to allow existing constructed items to remain, inside the public transportation owned property limits.

**DOT 297 - Drilled Shaft Construction Report** – This form is to be completed for each drilled shaft installation on a project. A copy will be sent to the Office of Bridge Design and the Foundations Office.

**DOT 298 - Storm Water, Erosion and Sediment Control Inspection Report** – This form is to be completed and signed by the DOT and Contractor as required by the permit that was issued for the project, and is to be included in the SWPPP documents.