

## APPENDIX J

### Erosion and Sediment Control Inspection Forms, Related Construction Forms & Memoranda

<b>C-5</b>	<b>Reporting Starting and Completion of Projects</b>
<b>C-10</b>	<b>Work Order</b>
<b>C-12</b>	<b>Shut Down</b>
<b>C-18a</b>	<b>Contract Payment Bond</b>
<b>C-26</b>	<b>Computation of Extension of Time and of Liquidated Damages or Bonus</b>
<b>C-36</b>	<b>Contractor's Performance Report</b>
<b>C-36i</b>	<b>Project Performance Interim Report</b>
<b>C-36S</b>	<b>Contractor's Performance Report (Subcontractor Evaluation)</b>
<b>C-45</b>	<b>Stormwater Pollution Prevention (SWPP) Plan- Contractor and Subcontractor Certification</b>
<b>C-83</b>	<b>Project Diary-Dailey General Sheet</b>
<b>C-84</b>	<b>Inspector's Daily Report</b>
<b>C-107-5 of 5</b>	<b>Construction Runoff Control Inspection Form</b>
<b>CD-2002-9</b>	<b>Construction Memoranda-Environmental and Safety Responsibility</b>
<b>LD-433</b>	<b>Construction Quality Index Evaluation Form (Previously C-54)</b>
<b>LD-445</b>	<b>VSMP Construction Permit Information</b>
<b>LD-445A</b>	<b>VSMP Construction Permit Contact Information</b>
<b>LD-445B</b>	<b>VSMP Permit Fee Registration Form</b>
<b>LD-445C</b>	<b>ESC and SWM Plan Certification Form</b>
<b>LD-445D</b>	<b>VSMP Permit Termination Notification Form</b>
<b>LD-445E</b>	<b>Stormwater Pollution Prevention Plan (SWPPP) Certification</b>

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF TRANSPORTATION  
**REPORTING STARTING AND COMPLETION OF PROJECTS**

County \_\_\_\_\_ Date \_\_\_\_\_  
District \_\_\_\_\_ Residency \_\_\_\_\_  
State Proj. No. \_\_\_\_\_ Contract Id. No. \_\_\_\_\_  
Federal Project No. \_\_\_\_\_  
PPMS No. \_\_\_\_\_  
Contractor \_\_\_\_\_

	DATE STARTED	DATE COMPLETED
Contract Work	_____	_____
State Force Account	_____	_____
R.R. Work	_____	_____
Utilities	_____	_____

All work on the Agreement Estimate dated \_\_\_\_\_ was completed \_\_\_\_\_ and this project is ready for final inspection by the Federal Highway Administration.

The above project was inspected on \_\_\_\_\_ by \_\_\_\_\_ (Name) \_\_\_\_\_ and found to be clear of all encroachments except permissible utilities otherwise noted below. (Title)

All entrances have been inspected prior to final acceptance, as set forth in the Construction Manual, and found to be satisfactory excepts as noted below.

Unless otherwise noted below, the project termini were not altered during construction.

**REMARKS OR EXPLANATIONS:**

Right of way is complete – no outstanding condemnations or expenditures. Yes No  
   
Remarks

Utilities are complete – no outstanding utility billings or expenditures. Yes No  
   
Remarks

\_\_\_\_\_  
*Area Construction Engineer*

\_\_\_\_\_  
*District Administrator*

- Scheduling and Contract Engineer
- Programming Division – Finance Section
- Location and Design Engineer
- Environmental Division Administrator
- Materials Engineer
- Right of Way and Utilities Director
- Fiscal Manager
- Project Manager

- Director of Rail, Department of Rail and Public Transportation (Projects Involving Railroads only)
- State Traffic Engineer
- Local Assistance Director
- Administrative Services Division Administrator (Capital Outlay Projects Only)
- Project Inspector
- Contractor (Starting and completion of contract work only)
- Division Administrator, Federal Highway Administration
- Information Technology Division (HTRIS)

Copy:

(CONTINUED)

## **INSTRUCTIONS**

This form is to be prepared immediately subsequent to the starting and completion of each phase of work shown hereon.

The statement relative to clearance of encroachments is to be completed on the form reporting final completion

The Area Construction Engineer is to coordinate with Right of Way and Utilities to verify no outstanding condemnations, utility billings or expenditures.

The Area Construction Engineer is to sign and forward the completed form to the District Administrator for review and distribution.

Each successive form is to include all information shown on previous forms and an explanation of the change.

The form bearing notice of final completion is to be signed by the District Administrator.



COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF TRANSPORTATION  
**WORK ORDER**

Supplemental Attachment # \_\_\_\_\_

Contract ID. No.: \_\_\_\_\_ FHWA No.: \_\_\_\_\_ Work Order No.: \_\_\_\_\_

State Project No.:

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF TRANSPORTATION

**SHUTDOWN**

Date \_\_\_\_\_

Contract Id. No. \_\_\_\_\_ Route: \_\_\_\_\_ District \_\_\_\_\_

Project No. \_\_\_\_\_

Federal Project No. \_\_\_\_\_ County \_\_\_\_\_

Contractor \_\_\_\_\_

This project is hereby placed on \_\_\_\_\_ shutdown.  
(Type)

From A. M. \_\_\_\_\_ To P. M. \_\_\_\_\_ due to reason noted.

Suspension due to \_\_\_\_\_ Shutdown issued on \_\_\_\_\_ for the above project is  
(Type)  
hereby lifted as of P. M. \_\_\_\_\_

Total of \_\_\_\_\_ days during shutdown.

Extension of \_\_\_\_\_ days due contractor.

Reason: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
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\_\_\_\_\_  
Inspector or Area Construction Engineer

COPY  
Scheduling and Contract Engineer (1)  
District Administrator (1)  
Area Construction Engineer (1)  
Inspector (1)  
Federal Highway Administration (2)

Order No.:

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF TRANSPORTATION  
CONTRACT PERFORMANCE BOND

Know all men by these presents. That we \_\_\_\_\_

Hereinafter called the ("principal") and \_\_\_\_\_  
\_\_\_\_\_ (hereinafter called the "Surety"), are held and firmly  
bound unto the Commonwealth of Virginia (hereinafter called the "Owner"), in full and just sum of \_\_\_\_\_

Dollars ( \$ \_\_\_\_\_ ) lawful money of the United States of America to be paid to said  
"Owner." Its successors, and assigns, to which payment well and truly to be made we bind ourselves, executors,  
administrators, successors, and assigns jointly and severally and firmly by these presents:

Whereas, The above bounden: "Principal" has entered into a contract with the said "Owner" by and through  
the Commonwealth Transportation Commissioner of the Department of Transportation, said contract being attached  
hereto, for constructing or otherwise improving

Project: \_\_\_\_\_

Located \_\_\_\_\_

Contract ID Number: \_\_\_\_\_

upon certain terms and conditions in said contract more particularly mentioned: and

Whereas. It was one of the conditions of the award of the "Owner" pursuant to which said contract was  
entered into, that these presents shall be executed:

Now: Therefore. The conditions of this obligation is such that if the above burden "Principal" shall in all  
respects comply with the terms and conditions of said contract and his obligations thereunder, including the  
"Specifications", with amendments thereto, "Special Provisions," "Proposal," and plans therein referred to and made a  
part thereof, and such alterations as may be made in said plans and specifications as therein provided for, and shall  
indemnify and save harmless the said "Owner" against or from all cost, expenses, damages, injury or as loss to which  
the said "Owner" may be subjected by reason of any wrongdoing, misconduct, want of care or skill, negligence or  
default, including patent infringements, delay or failure to comply with contract provisions, on the part of said  
"Principal," his agents or employees, in the execution or performance of said contract, including errors in the plans  
furnished by the "Principal," and shall pay all just claims for damages and injury to property then this obligation to be  
void; otherwise, to be and remain in full force and virtue in law.

Witness, The signature of the "Principal" and the signature of the "Surety" by its Attorney-in-fact and its  
corporate seal duly attached by their Attorney-in-fact,

hereunto affixed this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_

\_\_\_\_\_  
(Principal)

\_\_\_\_\_  
(Surety Company)

By \_\_\_\_\_  
: \_\_\_\_\_  
(Officer, Partner or Owner) (SEAL)

By: \_\_\_\_\_  
\_\_\_\_\_  
Attorney-in-fact (SEAL)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address)

(Continued)

**ORDER NO.:**

**CONTRACT PAYMENT BOND**

Know all men by these presents. That we \_\_\_\_\_

Hereinafter called the "Principal" and \_\_\_\_\_

(hereinafter called the "Surety"), are held and firmly bound unto the Commonwealth of Virginia (hereinafter called the "Owner"), in full and the just sum of \_\_\_\_\_

Dollars ( \$ \_\_\_\_\_ ) lawful money of the United States of America to be paid to said "Owner." Its successors, and assigns, to which payment well and truly to be made we bind ourselves, executors, administrators, successors, and assigns jointly and severally and firmly by these presents:

Whereas, The above bounden "Principal" has entered into a contract with the said "Owner" by and through the Commonwealth Transportation Commissioner of the Department of Transportation, said contract being attached hereto, for constructing or otherwise improving

Project: \_\_\_\_\_

Located: \_\_\_\_\_

upon certain terms and conditions in said contract more particularly mentioned: and

Whereas, It was one of the conditions of the award of the "Owner" pursuant to which said contract was entered into, that these presents shall be executed:

Now: Therefore. The conditions of this obligation is such that if the above burden "Principal" shall promptly pay all just claims for labor and material (including public utility services and reasonable rental of equipment when such equipment is actually used at the site) performed for or supplied to said "Principal" or any subcontractor in the prosecution of the work contracted for then this obligation is to be void; otherwise; to be and remain in full force and virtue in law.

Witness, the signature of the "Principal" and the signature of the "Surety" by its Attorney-in-fact and its corporate seal duly attached by their Attorney-in-fact,

hereunto affixed this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_

\_\_\_\_\_  
(Principal)

\_\_\_\_\_  
(Surety Company)

By: \_\_\_\_\_  
(Officer, Partner or Owner) (SEAL)

By: \_\_\_\_\_  
Attorney-in-fact (SEAL)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address)



COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF TRANSPORTATION  
**COMPUTATION OF EXTENSION OF TIME AND OF LIQUIDATED DAMAGES OR BONUS**

Date: \_\_\_\_\_

Project No.: \_\_\_\_\_ Contract ID No.: \_\_\_\_\_

County: \_\_\_\_\_ Route: \_\_\_\_\_

Project/Schedule: \_\_\_\_\_

Date Bids Received: \_\_\_\_\_ Date Contractor Notified to Start Work On: \_\_\_\_\_

Date Work Started: \_\_\_\_\_ Contract Time in Days: \_\_\_\_\_

Contract Time Limit Date: \_\_\_\_\_

Cost of Work to Date \$ \_\_\_\_\_

Adjustment For Non-Compliance \_\_\_\_\_

Net Cost of Work \$ \_\_\_\_\_

Dollar Value of Original Contract \$ \_\_\_\_\_

Total Face Value of Work Orders \$ \_\_\_\_\_

Adjusted Contract Value \$ \_\_\_\_\_

Dollar Value of Extra Work \$ \_\_\_\_\_

The dollar value of the original contract \$ \_\_\_\_\_ divided by the Contract Time in Days \_\_\_\_\_  
equal Daily Dollar Value of \$ \_\_\_\_\_

The Dollar Value of Extra Work \$ \_\_\_\_\_ divided by the Daily Dollar Value \$ \_\_\_\_\_  
equals \_\_\_\_\_ days time extension for extra work.

Contract Time Limit Date \_\_\_\_\_, plus \_\_\_\_\_ days for extra work, \_\_\_\_\_ days specified on  
Work Orders, \_\_\_\_\_ days Shutdown and \_\_\_\_\_ days (see remarks) equals \_\_\_\_\_ Extended Time Limit.

Work was completed \_\_\_\_\_

Between \_\_\_\_\_ extended time limit date and \_\_\_\_\_ date work was completed,  
there are \_\_\_\_\_ calendar days at \_\_\_\_\_ per day equals \_\_\_\_\_ (liquidated damages)  
(bonus).

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMMONWEALTH OF VIRGINIA  
 DEPARTMENT OF TRANSPORTATION  
 CONTRACTOR'S PERFORMANCE REPORT**

Contractor: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Project No.: \_\_\_\_\_ Contract ID.: \_\_\_\_\_  
 Vendor No.: \_\_\_\_\_

**I. C-36 INTERIM SCORES**

DATE	SCORE	DATE	SCORE	DATE	SCORE	DATE	SCORE	DATE	SCORE	DATE	SCORE

INTERIM AVERAGE SCORE (AVERAGE OF C-36 INTERIM SCORES)

**II. CONSTRUCTION AREA OR DISTRICT EVALUATION**

<b>A. QUALITY</b> (Total Point Value: 30)	SCORE	POSSIBLE
· Project management encouraged exceeding specifications requirements	_____ /	_____
· Project management supported and cooperated with inspection process	_____ /	_____
· Project work force demonstrated positive attitude	_____ /	_____
· Company management demonstrated positive attitude	_____ /	_____
	_____ /	_____
	<b>TOTAL SCORE</b>	<b>POSSIBLE</b>

<b>B. COMPANY MANAGEMENT OF PROJECT</b> (Total Point Value: 30)	SCORE	POSSIBLE
· Preconstruction preparations	_____ /	_____
· Cooperation with residency / district	_____ /	_____
· Providing resources for continuous prosecution of work	_____ /	_____
· Scheduling and coordination prosecution of work	_____ /	_____
· Management responsiveness to changed conditions	_____ /	_____
· Completed on time per specifications	_____ /	_____
· Problem resolution at lowest management level	_____ /	_____
	_____ /	_____
	<b>TOTAL SCORE</b>	<b>POSSIBLE</b>

<b>C. COMMUNICATION (Effectiveness and Timeliness)</b> (Total Point Value: 20)	SCORE	POSSIBLE
· Communication between contractor & residency/ district	_____ /	_____
· Communication between contractor & public	_____ /	_____
· Communication between contractor & adjacent property owners	_____ /	_____
	_____ /	_____
	<b>TOTAL SCORE</b>	<b>POSSIBLE</b>

<b>D. SAFETY</b> (Total Point Value: 10)	SCORE	POSSIBLE
· Demonstrated positive management attitude	_____ /	_____
· Company compliance	_____ /	_____
	_____ /	_____
	<b>TOTAL SCORE</b>	<b>POSSIBLE</b>

<b>E. ENVIRONMENTAL</b> (Total Point Value: 10)	SCORE	POSSIBLE
· Demonstrated positive management attitude	_____ /	_____
· Company compliance	_____ /	_____
	_____ /	_____
	<b>TOTAL SCORE</b>	<b>POSSIBLE</b>

CONSTRUCTION AREA OR DISTRICT EVALUATION	SUM of CATEGORY SCORES:	/
TOTAL		_____ / _____
		Score(S)      Possible(P)

SCORER'S SIGNATURE: \_\_\_\_\_ SECTION SCORE (S÷P) \*100 =

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**III. BONUS AREA**

Award of Bonus Points are intended for contractors who go beyond and consistently exceed contract requirements and exhibit exceptional performance in areas of quality, public relations, safety, environmental and any project related activities. (Contractors are eligible to receive bonus points only if they have scores equal to or greater than 80% of each category score.)

TOTAL BONUS POINTS (10 Points Maximum)

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**IV. SCORING SUMMARY**

INTERIM AVERAGE SCORE (from front page) (I) \_\_\_\_\_ X 0.7 = \_\_\_\_\_  
AREA OR DISTRICT EVALUATION TOTAL (from front page) (II) \_\_\_\_\_ X 0.3 = \_\_\_\_\_  
TOTAL BONUS POINTS (III) \_\_\_\_\_ X 1.0 = \_\_\_\_\_

CONTRACTOR'S PERFORMANCE EVALUATION SCORE ( I + II + III )

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**V. VDOT REPRESENTATIVE'S REMARKS/COMMENTS**

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**VI. CONTRACTOR'S REMARKS/COMMENTS**

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**VII. SIGNATURES**

Area Construction Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

District representative: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor's representative: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this as a representative of the contractor you are acknowledging that you have reviewed the scores. Your signature does not necessarily indicate agreement with the scores shown.

COMMONWEALTH OF VIRGINIA  
 DEPARTMENT OF TRANSPORTATION  
**PROJECT PERFORMANCE INTERIM REPORT**

Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Contract ID: \_\_\_\_\_ Possible Scores Agreed By: \_\_\_\_\_

Project No.: \_\_\_\_\_

VDOT Initials \_\_\_\_\_ Contractor Initials \_\_\_\_\_

**A. QUALITY** (Total Point Value: 30)

	SCORE	POSSIBLE
. Project management encouraged exceeding specifications requirements	_____ /	_____
. Project management supported and cooperated with inspection process	_____ /	_____
. Project work force demonstrated positive attitude	_____ /	_____
. Company management demonstrated positive attitude	_____ /	_____
	_____ /	_____
	<b>TOTAL SCORE</b>	<b>POSSIBLE</b>

**B. PROSECUTION of WORK** (Total Point Value: 30)

	SCORE	POSSIBLE
. Plan of operation	_____ /	_____
. Continuous prosecution of work	_____ /	_____
. Managing and coordinating work of subcontractors	_____ /	_____
. Managing resources (labor, material, equipment, etc.)	_____ /	_____
. On schedule and/or completed on time	_____ /	_____
. Flexibility to modify work activities	_____ /	_____
	_____ /	_____
	<b>TOTAL SCORE</b>	<b>POSSIBLE</b>

**C. PROJECT COMMUNICATION** (Total Point Value: 20)

	SCORE	POSSIBLE
. Daily communication between contractor and VDOT project personnel	_____ /	_____
. Joint resolution of problems	_____ /	_____
. Completeness and timeliness of project documentation	_____ /	_____
	_____ /	_____
	<b>TOTAL SCORE</b>	<b>POSSIBLE</b>

**D. SAFETY** (Total Point Value: 10)

	SCORE	POSSIBLE
. Traveling public	_____ /	_____
. Project personnel (VDOT and contractor)	_____ /	_____
. Maintaining work zone	_____ /	_____
. Setup and transition between operations	_____ /	_____
	_____ /	_____
	<b>TOTAL SCORE</b>	<b>POSSIBLE</b>

**E. ENVIRONMENTAL** (Total Point Value: 10)

	SCORE	POSSIBLE
. Proper installation	_____ /	_____
. Proper maintenance and inspection	_____ /	_____
. Effectiveness of intended function	_____ /	_____
. Review after storm events and responsiveness	_____ /	_____
	_____ /	_____
	<b>TOTAL SCORE</b>	<b>POSSIBLE</b>

SUM of CATEGORY SCORES: \_\_\_\_\_ / \_\_\_\_\_

SCORER'S SIGNATURE: \_\_\_\_\_

Score(S) \_\_\_\_\_ Possible(P) \_\_\_\_\_

INTERIM SCORE (S÷P) \*100 =

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**INSPECTOR'S REMARKS AND COMMENTS**

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**CONTRACTOR'S JOBSITE REPRESENTATIVE COMMENTS**

Provide any comments or remarks that are relative to each category.

**A. QUALITY**

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**B. PROSECUTION of WORK**

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**C. PROJECT COMMUNICATION**

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**D. SAFETY**

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**E. ENVIRONMENTAL**

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VDOT representative: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor's representative: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this as a representative of the contractor you are acknowledging that you have reviewed the scores. Your signature does not necessarily indicate agreement with the scores shown.

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF TRANSPORTATION  
**CONTRACTOR'S PERFORMANCE REPORT**  
(SUBCONTRACTOR EVALUATION)

Subcontractor: \_\_\_\_\_ Contract ID.: \_\_\_\_\_  
Project No.: \_\_\_\_\_ Vendor No.: \_\_\_\_\_  
Prime Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

**I. PROJECT PERFORMANCE – INSPECTOR EVALUATION**

	SCORE	POSSIBLE
A. Quality	_____ /	30
B. Prosecution Of Work	_____ /	30
C. Project Communication	_____ /	20
D. Safety	_____ /	10
E. Environmental	_____ /	10

PROJECT PERFORMANCE TOTAL : SUM of CATEGORY SCORES: \_\_\_\_\_ / 100  
Score(S) Possible(P)

SCORER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ SECTION SCORE (S:P) \*100 =

**II. CONSTRUCTION AREA OR DISTRICT EVALUATION**

	SCORE	POSSIBLE
A. Quality	_____ /	30
B. Company Management Of Project	_____ /	30
C. Communication (Effectiveness And Timeliness)	_____ /	20
D. Safety	_____ /	10
E. Environmental	_____ /	10

AREA OR DISTRICT EVALUATION TOOL : SUM of CATEGORY SCORES: \_\_\_\_\_ / 100  
Score(S) Possible(P)

SCORER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_ SECTION SCORE (S:P) \*100 =

**III. BONUS AREA**

- Quality
- Public relations
- Safety
- Environmental
- Ahead of schedule

Award of Bonus Points are intended for contractors who go beyond and consistently exceed contract requirements and exhibit exceptional performance in areas of quality, public relations, safety, environmental and any project related activities. (Contractors are eligible to receive bonus points only if they have scores equal to or greater than 80% of each category score.)

TOTAL BONUS POINTS (10 POINT MAXIMUM):   
\*\*Bonus points need to be explained in the comment area.

**IV. SCORING SUMMARY**

Project Performance Score : (I) \_\_\_\_\_ X 0.7 = \_\_\_\_\_  
Construction Area Or District Evaluation : (II) \_\_\_\_\_ X 0.3 = \_\_\_\_\_  
Total Bonus Points (III) \_\_\_\_\_ X 1.0 = \_\_\_\_\_

SUBCONTRACTOR'S PERFORMANCE EVALUATION SCORE ( I + II + III )

**BRIEF DESCRIPTION OF WORK SUBCONTRACTOR PERFORMED**

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**APPROXIMATE VALUE OF SUBCONTRACTORS WORK \$**

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**V. VDOT REPRESENTATIVE'S REMARKS/COMMENTS**

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**VI. SUBCONTRACTOR'S REMARKS/COMMENTS**

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**VII. SIGNATURES**

Construction Area representative: \_\_\_\_\_ Date: \_\_\_\_\_

District representative: \_\_\_\_\_ Date: \_\_\_\_\_

Subcontractor's representative: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this as a representative of the contractor you are acknowledging that you have reviewed the scores. Your signature does not necessarily indicate agreement with the scores shown.

**\*\*Note\*\***

- Form C-36 S is required for each subcontractor whose contracted value exceeds \$50,000.

VIRGINIA DEPARTMENT OF TRANSPORTATION

**STORMWATER POLLUTION PREVENTION PLAN (SWPPP) GENERAL PERMIT FOR THE DISCHARGE OF STORMWATER FROM CONSTRUCTION ACTIVITIES CONTRACTOR AND SUBCONTRACTOR CERTIFICATION STATEMENT**

Order No.: \_\_\_\_\_ Project Number: \_\_\_\_\_

Route: \_\_\_\_\_ Contract ID. #: \_\_\_\_\_

I certify under penalty of law that I understand the terms and conditions of the project contract, plans, permits, specifications and standards related to the erosion and sediment control, stormwater management and stormwater pollution prevention plan requirements for the affected activities associated with this project, the Virginia Stormwater Management Program (VSMP), and the General Permit for the Discharge of Stormwater from Construction Activities, if applicable to this project, issued by the Virginia Department of Conservation and Recreation. The VSMP Permit authorizes the storm water discharges associated with the construction activities from the project site identified and described in the bid documents and subsequent contract including any off-site support activities required for the complete fulfillment of the work therein.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Contracting Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address/Description of Site: \_\_\_\_\_  
(Include off-site areas)

Certified on this date: \_\_\_\_\_

(Note: This form must be returned with performance and payment bonds)



**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF TRANSPORTATION**

**PROJECT DIARY – DAILY GENERAL SHEET**

Page No.: \_\_\_\_\_

Day: \_\_\_\_\_ Date: \_\_\_\_\_

Weather: \_\_\_\_\_ A.M.: \_\_\_\_\_ P.M.: \_\_\_\_\_

Temperature: \_\_\_\_\_ Low: \_\_\_\_\_ High: \_\_\_\_\_

Prime Contractor Worked: Hours: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Project Number: \_\_\_\_\_

Contract Id. No.: \_\_\_\_\_

Entries:

\_\_\_\_\_

\_\_\_\_\_

**Signed:** \_\_\_\_\_

Inspector Keeping This Diary

**Approved by:**  
**Initials**

\_\_\_\_\_ Project Inspector

**Number of Inspector's Daily Reports attached for this date:** \_\_\_\_\_

**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF TRANSPORTATION**

**INSPECTOR'S DAILY REPORT**

Date: \_\_\_\_\_

Page No.: \_\_\_\_\_

Project No.: \_\_\_\_\_

Project Id. No.: \_\_\_\_\_

Inspector: \_\_\_\_\_

Hours Worked: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Entries:

\_\_\_\_\_



**\*\*INSTRUCTIONS FOR NEW C107 FORM\*\***

The C-107A and C-107B Construction Runoff Control Inspection forms have been replaced with a new C-107 Construction Runoff Control Inspection form. The new C-107 form incorporates much of the information from the C-107A and C-107B forms. That information has been reformatted for clarity and updated to reflect the 2007 Road and Bridge (R&B) Specifications and the 2008 R&B Standards.

Additional information has been added to reflect new inspection requirements contained in the Virginia Stormwater Management Program (VSMP) Construction Runoff Permit. In addition, the requirements for inspection frequency noted in Section 107.16(a) of the R&B Specifications have been revised to more closely reflect those required by the VSMP Construction Runoff Permit and the Virginia Erosion and Sediment Control Law and Regulations. The new C-107 form is to be used immediately to document inspections of the erosion and sediment control facilities on all regulated land disturbing activities.

Highlights of the new C-107 form include:

- **Sheet 1**
  - Added new inspection schedule requirements
  - Added new weather condition requirement at time of inspection
  - Added requirement for description of any discharge occurring at time of inspection
  - Updated and clarified inspection questions
- **Sheet 2**
  - Combined and updated all notes
  - Requires “original” inspection form to be maintained with the other Stormwater Pollution Prevention Plan (SWPPP) documents for the land disturbing activity (Note 1)
  - Clarified how VDOT Certified Inspector is to “confirm” information provided by Contractor ESCCC certified person (Note 4)
- **Sheet 4**
  - Information updated to reflect 2007 R&B Specifications and the 2008 Road & Bridge Standards

**CONSTRUCTION RUNOFF CONTROL INSPECTION FORM (CRCIF)  
C-107  
VDOT Road & Bridge Specification 107.16(a)**



Project Name / ID: \_\_\_\_\_

Contractor: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

**Type of Inspection: (Check Appropriate Block)**

(1) After Run-Off Producing Rainfall Event  (2) Bi-Weekly (14 Day) Schedule  (3) Monthly Schedule

(4)  Other \_\_\_\_\_

a. Describe: \_\_\_\_\_

Weather Conditions (At Time of Inspection) (Check All Appropriate)

Clear  Sunny  Partly Cloudy  Cloudy   
Cold  Cool  Mild  Hot

Is there any discharge occurring from construction site at time of inspection?

Yes  No

If yes, is discharge:

Compliant with the Erosion and Sediment Control Regulation and VSMP Construction Permit Requirements:

Yes  No

If no, describe conditions of discharge: \_\_\_\_\_

ITEM #	Inspection Questions	N/A <sup>1</sup>	YES <sub>2</sub>	NO <sup>3</sup>
1	Have all denuded areas requiring temporary or permanent stabilization been stabilized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Have disposal/borrow and soil stockpiles (on-site and off-site) been stabilized with seeding and/or protected with sediment trapping measures? Do off-site areas have VDOT approved ESC plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Does permanent vegetation provide adequate stabilization for completed project areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4a	Have perimeter controls been constructed as a first step in land disturbing activities (includes clearing or grubbing)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4b	Are perimeter and other erosion and sediment control structures and systems being maintained, inspected and repaired to ensure functionality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Have earthen structures, such as dams, dikes, and diversions, been immediately stabilized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Have sediment basins and traps been constructed according to plans, specifications, and/or standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Are finished cut and fill slopes adequately stabilized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Is concentrated water flowing through adequate slope drains, flumes, or non-erodible channels on cut or fill slopes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Do slope faces have drainage or protection from water seeps?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Do all operational storm sewer and culvert inlets have inlet protection in accordance with plans, specifications, and/or standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Are stormwater conveyance channels stabilized with channel lining and/or outlet protection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Is in-stream construction conducted using measures to minimize channel damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Are temporary stream crossings of non-erodible material installed where construction equipment crosses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.a.	Are all water quality permit requirements being adhered to?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.b.	Are material/equipment handling/storage areas clean and free of spills, leaks, or other deleterious materials and are related protective measures adequate? If there is an SPCC Plan for this project, is it being adhered to?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Is re-stabilization of in-stream construction complete before leaving the area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.a.	Are utility trenches stabilized properly according to the specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.b.	Is effluent from dewatering operations being filtered (including in-stream structure dewatering)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Are construction entrances adequately protected and being maintained and are public roadways being kept clean from soil and mud?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Have all temporary control structures that are no longer needed been removed and have all such areas been stabilized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Are properties and waterways adjacent to the project site being adequately protected from potential pollutant discharge, erosion, flooding, and sedimentation from the project site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Are dust control measures being implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Have all deficiencies from previous reports been addressed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1 – N/A: Not Applicable; 2-YES: All related contract items, requirements, plans, specifications, standards, and permits pertaining to this question are being satisfied 3 – See Note 7			
<b>CONTRACTOR:</b> See Note 3 below	_____	_____	_____
	<i>Print Name of Contractor ESCCC Person</i>	<i>Contractor ESCCC Person Signature</i>	<i>Date</i>
<b>VDOT:</b> See Note 4 below	_____	_____	_____
	<i>Print Name of VDOT Certified ESC Inspector</i>	<i>VDOT ESC Certified Inspector Signature</i>	<i>Date</i>
<i>Copy 1 – Contractor</i>	<i>Copy 2 – VDOT Project Inspector</i>	<i>Copy 3 – Project Engineer/RLD/File</i>	

**NOTES:**

- All original completed C-107 Forms are to be maintained with the other SWPPP documents for the land disturbing activity.
- Copies of this report are to be provided to the Contractor, the VDOT Project Inspector and the Project Engineer/ RLD.
- The inspection and this report is completed, signed and submitted by a Contractor employee who is certified in accordance with VDOT R&B Specification 107.16(a).
- This report is accepted, confirmed and signed by a VDOT employee who is certified by DCR as an ESC Inspector. Confirmation shall be in the form of a joint inspection with the Contractor ESCCC employee or an independent inspection by the VDOT ESC Certified Inspector.
- Non-compliant, non-compliance, or deficient is defined as documented evidence of (1) off-site damage in the form of sedimentation, unauthorized dewatering or pollutant discharge, erosion, flooding, encroachment outside of the project/permit limits, or a permit condition deficiency, (2) on-site damage in the form of significant erosion, flooding, or sedimentation, or (3) a repeat deficiency of related specifications.
- Table A provides a brief correlation of Virginia’s Erosion and Sediment Control Regulations (VESCR) Minimum Standards to VDOT’s Road and Bridge (R&B) Specifications and Standards. This table is not all inclusive and is not intended to be the only means for determining whether or not a deficiency of a specification exists for the project identified in this inspection report. This table may be utilized as a quick reference for identifying potential contract deficiencies related to applicable stormwater and water quality related environmental laws, regulations, and permits during VDOT construction and maintenance activities. Refer to the project contract, the approved site specific plan, VDOT Road and Bridge Specifications, VDOT Road and Bridge Standards, and any applicable environmental permit conditions obtained for the project referenced in this report for the detailed information needed to ensure compliance with all environmental laws and regulations.
- If any “No” boxes are checked on the “Inspection Questions List” or if any other deficiencies of a contract specification or plan item is noted, the C-107 Deficiency Description Sheet is to be used to document the specifics of the deficiency. The description of the deficiency must contain (1) the VDOT specification #, (2) the permit condition deficiency (if applicable), (3) a description of the deficiency, (4) a corrective action deadline (should be a reasonable time frame to correct the deficiency unless damages may be exacerbated if not addressed immediately) and (5) a recommend solution or approach. If this is a follow-up inspection, previously addressed deficiencies that have been corrected must be documented as such. This section of the inspection form should also be utilized to note positive items such as exceeding the performance expectations or time frames set by a specification. If conformity to specifications and plans is being achieved but the site conditions indicate that plan or specification adjustments may be needed to address environmental concerns, such conditions should be immediately referred to the designated Responsible Land Disturber (RLD) and the Erosion and Sediment Control Plan Designer for appropriate plan modifications.





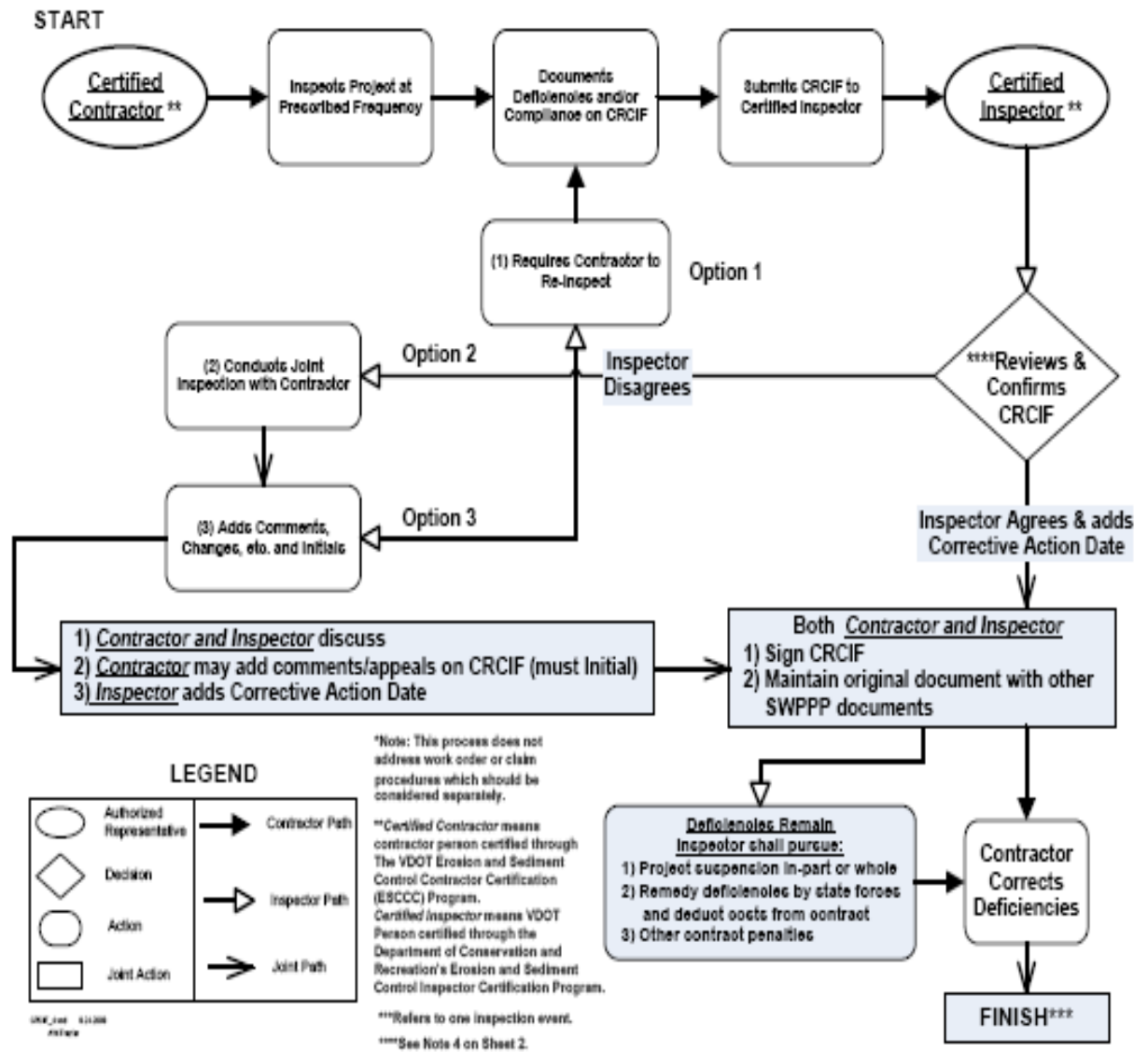


**CONSTRUCTION RUNOFF CONTROL INSPECTION FORM (CRCIF)**  
**C-107**  
**VDOT Road & Bridge Specification 107.16(a)**  
**TABLE A (See Note 6)**

Virginia Erosion and Sediment Control (ECS) Regulations 4VAC 50-30-40.		Virginia Department of Transportation Approved Specifications and Standards		
MS	General Title of Minimum Standard (MS)	Road and Bridge Specification Title	2007 Road and Bridge Specifications	2008 Road and Bridge Standards
			Spec. No.	Std. No.
1	Permanent or Temporary Soil Stabilization	Incremental Seeding Seeding Mulch	303.03(b) 603, 244	Roadside Development Sheet
2	Soil Stockpiles and Borrow Areas	Borrow, Disposal Topsoil Stockpiles	106.03, 106.04, 303.04(a)	Numerous, site & plan specific
3	Permanent Vegetation	Incremental Seed Seeding, Sodding, Planting Soil Retention Coverings	303.03(b) 603, 604, 605 606	Roadside Development Sheet
4	First Step Control Measures	Erosion and Siltation Control	303.03	113.06, 113.08, 113.10, 113.11, 113.13
5	Earthen Structures Stabilization	Temporary Diversion Incremental Seed	302.04, 113.06, 113.08 303.03(b)	113.02, 113.03, 113.13, 113.16
6	Sediment Traps and Basins	Sediment Basins	303.03(f)	113.11, 114.04 – 114.08
7	Cut and Fill Slopes	Earth Berms & Slope Drains Incremental Seed Removal of Unsuitable Material, etc. Stabilization of Slopes	303.03(a) 303.03(b) 303.04(e-h)	113.05, 113.14
8	Concentrated Runoff on Slopes	Earth Berms & Slope Drains	303.03(a)	113.14
9	Water Seeps From Slope	Riprap Underdrains	414 501	113.05
10	Inlet Protection	Erosion and Siltation Control Temporary Silt Fence & Barrier Drop Inlet Silt Trap	107.16(a) 303.03(e)	113.07 113.09
11	Stormwater Conveyance Channels & Outlet Protection	Temporary Diversion Channel Lining Riprap Check Dams Outlet Protection	302.04 414	113.01 – 113.04, 113.16
12	Work In Live Watercourse	Water Permits, Erosion and Siltation Control, Structure Excavation Dismantling & Removing Riprap	107.16(b)1, 303.03, 401  413, 414	Numerous, site & plans specific
13	Temporary Stream Crossing	Water Permits	107.16(b)1	Numerous, site & plan specific
14	Live water Course Permits and Laws	Laws to be observed: Water Quality Permits, Certificates, Licenses	107.01 107.02(abc)	Numerous, site & plan specific
15	Water Course Bed and Bank Stabilization	Legal Relations, Water Permits Incremental Seeding Seeding, Sodding, Planting, Soil Retention Coverings, Gabions	107, 107.02 303.03(b) 603, 604, 605, 606, 610	Numerous, site & plan specific
16	Underground Utility Construction	Protective Water Supplies Dewatering Basin	520.03a&b	113.12
17	Temporary Construction Entrances	Erosion and Situation, Opening to Traffic	107.16(a), 105.14(1), 512.03	113.15
18	Temporary Control Removal	Erosion and Siltation Control – 4 <sup>th</sup> Paragraph	303.03	
19	Stormwater: Downstream Protection	Laws to be observed: Water Permits	107, 107.01, 107.16(b).1	Numerous site & plan specific
		Air Pollution, Dust Control	107.16(b)2, 511, 239	
	4VAC 50-30-60	Maintenance & Inspection Requirements	107	

## CONSTRUCTION RUNOFF CONTROL INSPECTION FORM (CRCIF) C-107

Chain of Documented Communication\*  
VDOT Road and Bridge Specification 107.16 (a)



**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF TRANSPORTATION  
CONSTRUCTION DIRECTIVE  
MEMORANDUM**

<b>GENERAL SUBJECT:</b>	<u>ENVIRONMENTAL AND SAFETY RESPONSIBILITY</u>	<b>NUMBER:</b>	<u>CD-2008-07</u>
		<b>DATE:</b>	<u>MARCH 13, 2008</u>
<b>SPECIFIC SUBJECT:</b>	<u>IMPROVING COMPLIANCE WITH ENVIRONMENTAL AND SAFETY LAWS</u>	<b>SUPERSEDES:</b>	<u>CD-2002-9</u>
<b>DATE EFFECTIVE:</b>	<u>IMMEDIATELY</u>	<b>SUNSET/ EXPIRES:</b>	<u>MARCH 13, 2013</u>

Original with signature on file in the office of the  
Scheduling & Contract Division  

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**W. BYRON COBURN, JR., P.E.**  
**STATE CONSTRUCTION ENGINEER**

**DIRECTED TO - DISTRICT ADMINISTRATORS**

The Department firmly believes in and is thoroughly committed to environmental stewardship and safety. Violations of the contract in these areas, especially repeated violations need to be quickly, firmly, and uniformly dealt with. Outlined herein are procedures for dealing with issues of environmental or safety noncompliance by the Contractor.

The Contractor is required by the Specifications to comply with all federal, state, and local laws and regulations in accordance with the requirements of Section 107 of the Road and Bridge Specifications. If any regulatory agency, such as, but not limited to, the Virginia Department of Environmental Quality (DEQ), the Virginia Department of Professional and Occupational Resources (DPOR), the Virginia Department of Conservation and Recreation (DCR), the Occupational Safety and Health Administration (OSHA), or the Virginia Occupational Safety and Health Compliance Program (VOSHCP), issues a Notice of Violation, Notice to Comply, Notice to Suspend Work, Notice of Non-Conformity, or a Notice to Cease Work, or any variation of these notices due to the Contractor's non-compliance with the laws, rules, regulations, policies or provisions of the issuing agency or if a VDOT representative advises the Contractor of an item(s) that is non-compliant with the VDOT Road and Bridge Standards, VDOT Road and Bridge Specifications, contractual requirements, permit conditions, federal or state law, or federal or state regulations, there are certain steps that must be taken immediately to document the non-compliance. The term "notice" as used in this memorandum shall mean any of the above mentioned "Notice" documents issued by a local, state or federal regulatory agency having jurisdiction over the activities being performed as part of a Department awarded contract.

The term "non-compliance" as issued by a VDOT representative is defined as documented evidence of an act, omission, or other action by the Contractor that causes:

- 1) Off-site damage in the form of sedimentation, unauthorized dewatering or pollutant discharge, erosion, flooding, encroachment outside of the project/permit limits, or a permit condition deficiency or violation

- 2) On-site damage in the form of significant erosion, flooding, sedimentation, or a permit condition deficiency
- 3) A situation that endangers the public or worker safety
- 4) A repeat deficiency of related specifications
- 5) Imminent danger of on-site or off-site damage or injury occurring
- 6) Failure to comply with the terms and conditions of the Contract

The term "non-compliance" as issued by other state or federal regulatory agencies shall be defined by the agency issuing the notice.

If the Contractor's pollutant discharge/release is considered a hazardous material, DEQ and the Department of Emergency Management must be notified immediately. DEQ must pre-approve all subsequent site investigations and corrective actions. If an acute hazard (fire, explosion, environmental emergency, etc.) occurs as a result of work performed, omitted or neglected by the Contractor, the Contractor must take immediate action to abate the hazard, regardless of whether DEQ has pre-approved the corrective work or action.

## **PROCEDURES**

The following procedures provide both the Contractor and VDOT employees the required documentation process for addressing non-compliance notices issued by a regulatory agency or VDOT. These procedures are not intended to be all-inclusive or address every potential non-compliance scenario. It is important to note that the issuance or timing of issuance of any directive from an authorized VDOT representative or regulatory agency cannot be used as a defense against damages caused by the actions/inactions of the Contractor. A Contractor's actions or inaction to remain in or obtain compliance may dictate the extent to which potential damage claims may be brought against the Contractor. Depending on the type and severity of the violation additional items and steps may be taken to ensure subsequent comprehensive compliance with the contract.

In all cases relevant to damages off-site, the District Administrator or his designee will aggressively pursue all avenues at his disposal to require the Contractor to take immediate action to stop such damages from continuing to occur by continuous monitoring the Contractor's efforts to ensure that damages are not exacerbated. Anytime the Contractor is not responsive or is unable to stop damages from occurring, the District Administrator or his designee will employ state forces to provide remedy. Once damages off-site have occurred, it may be necessary to construct or install controls or take other remedial actions that are not within the original contract documents. In addition, immediate remedy of damages offsite may be delayed due to the need to obtain access rights from adjacent property owners. The District Administrator or his designee will aggressively pursue agreements with property owners who have sustained such damages in order to achieve timely remedy and take corrective actions as soon as access rights are obtained.

In all cases relevant to non-compliance of the Contractor, the District Administrator or his designee, with assistance from District Environmental Monitor staff or the Statewide Safety Compliance Manager, shall document and record all site-specific conditions on a continuous basis until compliance is achieved. Such documentation shall include, but is not limited to:

- Recorded times and dates of all actions
- Written records of communication
- Inspector log books and reports
- Written reports with signed receipts by the Contractor
- Environmental Compliance Reports

- Photographs (digital or film) and/or videos with date and time imbedded in the images
- Pre- and post-damage survey records

#### **(A) FIRST NOTICE OF NON-COMPLIANCE ISSUED BY A REGULATORY AGENCY**

The Construction Inspector will notify the Contractor of any notices issued by regulatory agencies immediately upon receipt. The inspector will document the agency's name and the official who issued the notice, time and date of issuance, required date of compliance, how the notice was presented to the Contractor, and any facts the inspector is aware of, leading up to and including the issuance of the actual notice. The inspector will also retain a copy of the actual notice

The Construction Inspector will document the Contractor's action(s), if any, upon receipt of the notice given:

- If the Contractor took *immediate* action and corrected the non-compliance in accordance with
- VDOT specifications and standards and/or the laws and regulations of the issuing agency, no further action is necessary beyond completing documentation of all parties' actions until compliant status is obtained.
- If the Contractor did not take immediate action to comply, the District Administrator or his designee will issue a written order to the Contractor to stop work in part or on all project activities depending upon the severity of the non-compliance in order to correct all non-compliant items.

The Contractor is to begin work on correcting the non-compliance immediately upon receipt of the written work stoppage order. The determination as to whether or not all work is to be suspended will depend on the severity of the non-compliance (i.e. Does the non-compliance have the potential of causing off-site damage, damage to natural resources, endanger the safety of the public or personnel working on the project, or has the Contractor been cited for non-compliance on this project previously?), and whether the Contractor is diligently pursuing correcting the non-compliance.

If a regulatory agency cites a violation and requires the Contractor to substitute or introduce a material or item that is not a part of the existing contract the District Administrator or his designee will ask for documentation from the agency showing that the existing measures (if properly installed) failed requiring the need for the non contract material(s) or item(s).. If the documentation shows the existing measures failed despite being properly installed, the District Administrator or his designee will direct the Contractor to submit a work order to address the agency's requirement. If the measures did not fail, the VDOT project staff will not change the contract without consulting the District Environmental Monitor or Statewide Safety Compliance Manager.

- The Construction Inspector, with assistance from the district will inspect, monitor, and document actions.
- Time limits for correction for non-compliance will be determined by the date listed in the written notice along with the nature and severity of the non-compliance.
- Non-compliance with an environmental permit or with the Virginia Erosion and Sediment Control Law must be corrected within the amount of time listed on the written notice to comply or stop work order issued by the Regulatory Agency. If the Contractor cannot comply with the time limits in the notice, then the Contractor shall submit an anticipated completion date to the Inspector, who will notify the Permit Holder and the District Administrator or his designee of the anticipated delay and reasons of non-compliance with the notice.
- Non-compliance with safety that endangers workers or the public must be corrected immediately.
- Non-compliance with safety that is not causing imminent danger to workers or the motoring public must be corrected by the next calendar day.

The Department will issue the back-to-work order after the Regulatory Agency that issued the noncompliance notice agrees that the Contractor is back in compliance.

**(B) NON-COMPLIANCE NOTED BY A VDOT REPRESENTATIVE:**

The Construction Inspector will be responsible for documenting the non-compliance as it relates to the VDOT Road and Bridge Standards, Road and Bridge Specifications, contractual requirements, or environmental permits. The Inspector will document the basis for the non-compliance including how and by whom the Contractor was notified. The Area Construction Engineer will give written notification of a noncompliant item and the timeframe for corrections. The Construction Inspector will record the Contractor's immediate action(s), if any, upon receipt of the notice given.

The Contractor is to begin work on correcting the non-compliance immediately upon receipt of the written notice.

- If the Contractor takes immediate action and corrects the non-compliance in accordance with the VDOT specifications and standards, no further action is necessary other than complete documentation of remedial actions.
- If the Contractor does not take immediate action to comply; the Area Construction Engineer will issue a written order to the Contractor to stop work in part or on all project activities depending upon the severity of the non-compliance in order to correct all non-compliant items.
- The determination as to whether or not all work is to be suspended will depend on the severity of the non-compliance (i.e. Does the non-compliance have the potential of causing off-site damage, damage to natural resources, endangers the safety of the public or personnel working on the project, or has the Contractor been cited for non-compliance on this project previously?), and whether the Contractor is diligently pursuing correcting the non-compliance.
- The Inspector, with assistance from the District Environmental Monitor, or Statewide Safety Compliance Manager will inspect, monitor, and document the corrective actions.

The Area Construction Engineer will issue the back-to-work order after he determines that the Contractor is back in compliance.

**(C) SECOND NOTICE FOR SAME NON-COMPLIANT ITEM**

If the Contractor does not achieve full compliance within the timeframe required by the Area Construction Engineer or continues to disregard the notification of non-compliance following the initial suspension of work, the Contractor will be notified a second time in writing by the Area Construction Engineer. The Construction Inspector will record the Contractor's immediate action(s), if any, upon receipt of the second notice given.

When the Contractor is given a second written notification of non-compliance, he will be taken off the bidder's list for a period of six months.

The Inspector, with assistance from the District Environmental Monitor or Statewide Safety Compliance Manager will inspect, monitor, and document actions or non-action on the part of the Contractor

- Non-compliance with an environmental permit – VDOT will remove the Contractor from the permit site and bring in state forces or another contractor to complete the work as permitted by Section 105.13 of the Road and Bridge Specifications.

Non-compliance with the Virginia Erosion and Sediment Control Law – VDOT will remove the Contractor from the non-compliant site and bring in state forces or another contractor to complete the work as permitted by Section 105.13 of the Road and Bridge Specifications. VDOT will rescind the Contractor's erosion and sediment control certification if issued by VDOT.

- Non-compliance with safety that endangers workers or the public - VDOT will remove the Contractor from the site specified as a safety concern and bring in state forces or another contractor to complete the work as permitted by Section 105.13 of the Road and Bridge Specifications. VDOT will have the Contractor's representative responsible for supervising project safety removed from the project.
- Non-compliance with safety that is not causing imminent danger to workers or the public – VDOT will have the Contractor's representative responsible for supervising project safety removed from the project.

The Area Construction Engineer will notify the District Construction Engineer who will notify the State Construction Engineer. The State Construction Engineer will take action to remove the Contractor from the bidders' list.

#### **(D) ADDITIONAL NOTICES OF NON-COMPLIANCE**

If additional notices of non-compliance are issued to the Contractor he will be required to review his work practices and processes as part of his progress schedule at a conference called by the District Administrator or his designee.

The Contractor will be required to develop a new company environmental or safety policy reflecting his concerns for protecting Virginia's natural resources or the safety of the public and his own workers to be reviewed and accepted by the State Construction Engineer. This policy shall include a training plan for employees, standard operating procedures for company employees designed to protect Virginia's natural resources or the public, and designation of an individual whose responsibility will be storm water management to inspect and oversee all land disturbing activities.

VDOT will recheck the Contractor's certifications and may de-certify his employee responsible for erosion and sediment control, or his erosion and sediment control contractor if VDOT issued the certification and/or safety officer.

The State Construction Engineer will remove the Contractor from the bidders list for 6-months.

If the Contractor receives a Second Notice of Non-Compliance for items not defined above from a VDOT representative and not related to the first notice:

- The Contractor will be required to review his work practices and processes as part of his progress schedule at a conference called by the District Administrator or his designee.
- VDOT will recheck his certifications and may de-certify his erosion and sediment control contractor and/or safety officer.

#### **(E) REPEATED OR EGREGIOUS NON-COMPLIANCE**

For repeated or egregious non-compliance, the District Administrator or his designee may proceed to immediately shut down the project, and commence debarment procedures against the Contractor.

## (F) APPEAL PROCESS

The Contractor has the right to file a claim under Section 105.16 of the Road and Bridge Specifications and has the right of appeal to the Chief of Policy, Planning, and the Environment.

Process for Appeal to the Chief of Policy, Planning, and the Environment:

- If the Contractor wishes to file an appeal upon receipt of a suspension of work order as a result of a notice of non-compliance the Contractor shall, within 24-hours of receipt, submit a notice of appeal in writing to the Chief of Policy, Planning, and the Environment. The notice of appeal shall specify the type of appeal hearing the Contractor desires and who will represent him as counsel.
- In accordance with § 9-6.14:1 *et seq.* of the Code of Virginia the Chief of Policy, Planning, and the Environment will set the date, time, and place for an appeals hearing and notify all individuals to be present to present evidence.

The Area Construction Engineer will be responsible for keeping all documentation and accurate cost information associated with any investigation that result from any notice or VDOT Safety or Environmental Compliance Report.

DAS

C: Commissioner  
Deputy Commissioner  
Commissioner's Staff  
Division Administrators  
District Construction Engineers  
District Maintenance Engineers  
District Materials Engineers  
District Preliminary Engineering Managers  
District Location and Design Engineers  
District Bridge Engineers  
District Civil Rights Managers  
District Contract Administrators  
Regional Operations Directors  
Residency Administrators  
Area Construction Engineers  
Construction Managers  
Project Inspectors  
Federal Highway Administration  
Office of the Attorney General  
Virginia Department of Minority Business Enterprise  
Virginia Transportation Construction Alliance  
Old Dominion Highway Contractors Association  
Virginia Asphalt Association  
American Concrete Pavement Association  
Virginia Ready-Mixed Concrete Association  
Precast Concrete Association of Virginia  
Division Library



DEPARTMENT OF TRANSPORTATION  
LOCATION AND DESIGN  
DESIGN QUALITY INDEX EVALUATION FORM  
(Note: Use the tab key to navigate and complete this form.)

District: \_\_\_\_\_ Project Number: \_\_\_\_\_  
Date: \_\_\_\_\_ UPC: \_\_\_\_\_  
Project Inspector: \_\_\_\_\_  
Project Designer/Coordinator: \_\_\_\_\_  
Design Consultant Firm: \_\_\_\_\_

Description of work: \_\_\_\_\_

Location: From: \_\_\_\_\_ To: \_\_\_\_\_

System:  Interstate  Primary  
 Secondary  Urban Contract Dollar Value: \$ \_\_\_\_\_  
Work Orders: \$ \_\_\_\_\_  
Final Estimate Amount: \$ \_\_\_\_\_

Instructions

This form is to be prepared at or near the completion of the project and discussed at the Post Construction Meeting. Please rate only those factors that pertain to the project. Type N/A for not applicable factors. Use the factor rating descriptions as defined below.

- 4. No design problems - Minor deviations or field adjustments, no plan revisions or work orders processed.
- 3. Some design problems - Minor plan revisions, minor work orders, several field adjustments or time extensions processed.
- 2. Numerous design problems - Plan revision(s) processed, work order or time extension required to construct.
- 1. Major design problem - Major design change required or major time impact to construction.

Provide a brief explanation for why the rating was given with specific examples, if available. To arrive at the Project Index, add all of the scores together, divide by the number of factors used and round the number to the nearest tenth. The form is signed by the Project Inspector and Project Engineer and is then forwarded to the District Construction Engineer for signature and distribution.

SCORE

**CONSTRUCTABILITY** – The ability to construct a project in an orderly and logical manner within the guidelines of the plans, specifications, and other project documents. (Note: Changes made due to the contractor’s preference should not be reflected in this rating.)

Comments: \_\_\_\_\_

**MAINTENANCE OF TRAFFIC** - An orderly and logical sequence of traffic that accommodates traffic and provides safety for project personnel and the traveling public. (Note: Changes made due to the contractor's preference should not be reflected in this rating.)

Comments:

\_\_\_\_\_

**DRAINAGE** – The adequate conveyance of water which protects the facility, environment and private property.

Comments:

\_\_\_\_\_

SCORE

**DOCUMENT CLARITY** – The ability to easily read and understand the intent of the design (plans and specifications).

Comments:

\_\_\_\_\_

**SUBSURFACE INFORMATION** - Accurate and sufficient subsurface information to depict field conditions. (Items such as borings or other soil reports.)

Comments:

\_\_\_\_\_

**SURVEY** - Accurate and sufficient data for control points and the existing topography that ties the proposed design into the surrounding conditions.

Comments:

\_\_\_\_\_

**UTILITIES** - The required adjustments to the proposed and existing utilities which are correctly shown on the documents. (Note: Non-performance by the utility should not be reflected in the rating).

Comments:

\_\_\_\_\_

**EROSION, SILTATION, AND SEDIMENTATION** – Adequacy of items incorporated in the plans to comply with E&S requirements.

Comments:

\_\_\_\_\_

(A) TOTAL FACTOR SCORE

\_\_\_\_\_

(B) NUMBER OF FACTORS USED

\_\_\_\_\_

PROJECT INDEX (A)/(B)

\_\_\_\_\_

Additional Comments:

---

**Project Inspector** date

---

**District Construction Engineer** date

---

**Project Engineer** date

---

**VDOT Designer / Project Manager** date

cc: Chief Engineer  
Project Manager - original  
State Structure & Bridge Engineer  
Location and Design Division (Utilities Section)  
District Location and Design Engineer  
State Survey Engineer

District Construction Engineer  
Project Engineer  
Project Designer/Coordinator  
Residency Administrator  
State Construction Engineer  
QMAC Section Manager

DEPARTMENT OF TRANSPORTATION  
LOCATION AND DESIGN  
VSMP CONSTRUCTION PERMIT REGISTRATION INFORMATION

Date: \_\_\_\_\_

Please check applicable box

Original Application

Revised Application

Original Permit Number: \_\_\_\_\_

1. District: \_\_\_\_\_

2. Residency: \_\_\_\_\_

3. County/City: \_\_\_\_\_

4. Project #: \_\_\_\_\_

5. UPC #: \_\_\_\_\_

6. Project Location:

Latitude <sup>(1)</sup>: \_\_\_\_\_, Longitude <sup>(1)</sup>: \_\_\_\_\_, or From: \_\_\_\_\_, To: or Address: \_\_\_\_\_

7. Off-site support facilities <sup>(2)</sup> (Yes or No) \_\_\_\_\_

If yes, list the location of all known off-site support facilities that are to be covered by this permit.

a. County/City: \_\_\_\_\_, Latitude <sup>(1)</sup>: \_\_\_\_\_, Longitude <sup>(1)</sup>: \_\_\_\_\_, or Location/Address: \_\_\_\_\_

8. Receiving Water(s) <sup>(3)</sup>: (List all applicable)

Stream Name <sup>(3)</sup>	HUC <sup>(4)</sup>	Impaired Stream? (yes or no) <sup>(5)</sup>	TMDL WLA (yes or no) <sup>(6)</sup>

9. If the stormwater from this activity discharges to a Municipal Separate Storm Sewer System (MS4), provide the Name of the MS-4 Operator <sup>(7)</sup>: \_\_\_\_\_

10. Estimated Project Start Date: \_\_\_\_\_ Estimated Project Completion Date: \_\_\_\_\_

11. Total Land Area of the activity <sup>(8)</sup>: \_\_\_\_\_

12. Estimated Area to be Disturbed within the total land area of the activity <sup>(8)</sup>: \_\_\_\_\_

13. Responsible Land Disturber (RLD) for the land disturbing activity:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Instructional Notes for VSMP Construction Permit Registration Information Form LD-445

Note <sup>(1)</sup>: Latitude and Longitude: must be in terms of decimal degrees to nearest 15 seconds. Example 60<sup>0</sup>20'45"=60.3458<sup>0</sup>

Note <sup>(2)</sup>: Off-Site Support facilities: Indicate by a yes or no statement if there will be any off-site support facilities (borrow/disposal/fueling/storage areas) that are to be covered by the VSMP permit for this land disturbance activity. (If specific locations of such areas are not known at the time of the original application but it is known that off-site support facilities will be required, then answer 'yes'.)

Note <sup>(3)</sup>: Receiving Water(s): If stormwater discharges to an unnamed stream list "Unnamed Tributary to (insert the closest named stream)"

Note <sup>(4)</sup>: Hydrologic Unit Code: source DCR, see Hydraulics web page for link to DCR's HUC maps.

Note <sup>(5)</sup>: Impaired Streams List: Is stream listed on DEQ's Impaired Streams List? See Hydraulics web page for link to DEQ's list of impaired streams.

Note <sup>(6)</sup>: TMDL WLA: Has TMDL WLA been established for stormwater discharges from this construction site? See Hydraulics web page for link to TMDL WLA list.

Note <sup>(7)</sup>: MS-4: If this project discharges to a permitted MS-4, the name/operator holding the MS-4 permit must be provided.

Note <sup>(8)</sup>: Activity and Disturbed Areas: Enter the total land area and the disturbed areas of the activity to the nearest one-tenth acre. Include any potential area for off-site support activities to be covered by the permit. The total land area is defined as the total area of the right of way, total takes or acquisitions, and any permanent or temporary easements, including the area for offsite support facilities covered by the permit.

### List of Abbreviations:

DCR – Department of Conservation Recreation  
DEQ – Department of Environmental Quality  
HUC – Hydraulic Unit Code  
MS-4 – Municipal Separate Storm Sewer System  
TMDL – Total Maximum Daily Load  
VSMP – Virginia Stormwater Management Program  
WLA – Waste Load Allocation

VIRGINIA DEPARTMENT OF TRANSPORTATION  
VSMP CONSTRUCTION PERMIT CONTACT  
INFORMATION

**Project Number/Identification:**

\_\_\_\_\_

This project is covered under Virginia Stormwater Management General  
Permit for the Discharge of Stormwater from Construction Activities  
VAR10

**PERMIT NUMBER** \_\_\_\_\_

For information about the Stormwater Pollution Prevention Plan (SWPPP)  
for this activity please contact:

**VDOT CONTACT (name):** \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

**DEPARTMENT OF TRANSPORTATION**

**LOCATION AND DESIGN**

**VSMP CONSTRUCTION PERMIT FEE REGISTRATION FORM**

*For Distribution from VDOT project funds to VDOT L&D Administrative funds (Account 1541 – Agency Service Charges)*

**To: VDOT**

**Location and Design Division, Hydraulics Section**

**VSMP Construction Permit Coordinator**

**1401 East Broad Street**

**Richmond, VA 23219**

**From:**

**Date:**

<b>I. VDOT PROJECT INFORMATION</b>									
Route:				VDOT Project #:					
City/County:				UPC #:					
<b>II. VDOT Accounting Distribution</b>									
Cat**	Speed Type	Account	Amount	County/City #	Asset Type	Route	Structure	Facility	Bldg/lot
Activity	MP From	MP to	Parcel	Operational Project	EMS WO	Equip ID	Org	Contract ID	Bond #
** RTE = Route; CSC = Cost Center; WKO = Equipment Work Order; UPC = Universal Project Number									
<b>III. VDOT CONTACTS</b>									
<b>District VSMP Coordinator</b>					<b>Project Contact**</b>				
Name:					Name:				
Address:					Address:				
Phone #					Phone #:				
Please check applicable box below:									
<input type="checkbox"/>	<b>Original Application</b>								
<input type="checkbox"/>	<b>Revised Application</b>								
_____		<b>Original Permit Number</b>							

**Please distribute \_\_\_\_\_\* from the funds of the above noted project to the Location and Design Administrative Account 1541.**

- \*
  - \$300.00 for projects with disturbed areas 1-5 acres;
  - \$500.00 for projects with disturbed areas greater than 5 acres.
  - \$200.00 if project has already been reported and the disturbed area increases from less than 5 acres to greater than 5 acres.
- \*\*
  - Project Manager or other designated project authority

DEPARTMENT OF TRANSPORTATION  
 LOCATION AND DESIGN  
 ESC AND SWM PLAN CERTIFICATION FORM

From: Plan Reviewer \_\_\_\_\_

To: Project Manager \_\_\_\_\_

District: \_\_\_\_\_ Residency: \_\_\_\_\_

UPC Number: \_\_\_\_\_ VDOT Project Number: \_\_\_\_\_

Project total disturbed area (Acres): \_\_\_\_\_

This form shall be completed by the Plan Reviewer and provided to the ESC/SWM Plan Designer. The ESC/SWM Plan Designer shall forward this form to the Project Manager for his use in completing the application for a VSMP Construction Permit, if applicable.

This form serves to ensure that a project specific Erosion & Sediment Control (ESC) Plan, and Stormwater Management (SWM) Plan has been designed/prepared, reviewed, and approved in accordance with the Virginia Department of Transportation's approved ESC & SWM Program Standards and Specifications.

<b>Plan Reviewer*</b>
The ESC/SWM Plan for the project listed above has been reviewed and approved in accordance with the VDOT's approved ESC/SWM Program Standards and Specifications. Signature: _____ Title: _____
Printed name: _____ Date: _____

\*DCR Certified Plan Reviewer or Professional Engineer with expertise in the field of ESC and SWM.



## VSMP Construction Permit Termination Notice

1. **District:** \_\_\_\_\_
2. **Residency:** \_\_\_\_\_
3. **County/City** \_\_\_\_\_
4. **Project #:** \_\_\_\_\_
5. **UPC#:** \_\_\_\_\_
6. **VSMP Permit Number:** \_\_\_\_\_
7. **Date of Termination:** \_\_\_\_\_
8. **Permanent BMP Information**

The Permanent BMP information is shown in Section VI of the SWPPP General Information Sheets for this project. The RLD is to make any adjustments to the information shown based on as built conditions, add the "In Service Date" and forward a copy along with this form to the appropriate District VSMP Construction Permit Coordinator

### District VSMP Construction Permit Coordinator

The Permanent BMP Information attached hereto has been entered into the L&D SWM Database

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Project RLD (Responsible Land Disturber)

I certify that final stabilization has been achieved on all portions of the project site for which I am responsible and that all post construction stormwater management facilities have been completed in accordance with their design details and are currently operational. This project no longer needs coverage under VSMP General Permit for Storm Water Discharges From Construction Activities.

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DEPARTMENT OF TRANSPORTATION  
LOCATION AND DESIGN  
STORMWATER POLLUTION PREVENTION PLAN (SWPPP)  
CERTIFICATION**

This form is to be completed by the designated Responsible Land Disturber and submitted to the District or Central Office VSMP Permit Coordinator, as appropriate (see IIM-LD 242 and 246, prior to initiation of any land disturbance activities.

DISTRICT \_\_\_\_\_ RESIDENCY \_\_\_\_\_

UPC NUMBER \_\_\_\_\_ VDOT PROJECT NUMBER \_\_\_\_\_

VSMP GENERAL CONSTRUCTION PERMIT NUMBER \_\_\_\_\_

I certify that all contractor supplied information noted on the Stormwater Pollution Prevention Plan (SWPPP) General Information Sheets contained in the construction plan set (or other such documents) will be reviewed, approved and included with the other documents related to the SWPPP for this land disturbance activity prior to implementation of work in those areas identified by such information. I further certify that this document and all other documents related to the SWPPP, as identified on the SWPPP General Information Sheets, are maintained at the activity site, or at a location convenient to the activity site where no on-site facilities are available, and such documents will be made available for review upon request in accordance with the provisions of the VSMP General Permit for Discharges of Stormwater from Construction Activities.

The VDOT person responsible for the inspection of the erosion and sediment control facilities for this land disturbing activity is \_\_\_\_\_ who is certified through the Department of Conservation and Recreation's Erosion and Sediment Control Inspector Certification Program.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_