

OFFICE OF STATE AID ROAD CONSTRUCTION STANDARD OPERATING PROCEDURES			S.O.P. NO. SA II-1-43 Page 1 of 1
Subject: S.O.P. MONTHLY REPORT OF COUNTY ENGINEER (FORM SA P-1a)			Distribution A, B, C, D, E
EFFECTIVE July 1, 2005	ISSUED July 1, 2005	SUPERSEDES Page 1 of 2 S.O.P. NO. SA II-1-43 EFFECTIVE: July 1, 1999	APPROVED J. Brooks Miller, Sr. STATE AID ENGINEER

PURPOSE: To State Policies and Procedures for Preparing the Work Day Time Assessment Report.

1. GENERAL:

This report is to be completed at the end of each estimate period and will account for each calendar day during the estimate period. Form SA P-1a is available on the State Aid web site.

2. SPECIFIC INSTRUCTIONS:

- 2.1. The first three lines on the form are self-explanatory.
- 2.2. Enter accompanying Estimate Number. If None; enter NONE.
- 2.3. If no estimate is being submitted, check reason and briefly state why.
- 2.4. Percent complete is calculated by dividing total value of work accomplished by total value of contract plus or minus approved Construction Change Requests.
- 2.5. The body of the report is largely self-explanatory and daily accounting should agree exactly with the Project Diary.
- 2.6. Delay by State. These are delays caused by the County Engineer, the Board of Supervisors, or State Aid. Dates charged and reasons must be clearly stated.
- 2.7. Other Delays. These are delays due to circumstances beyond the control of the Contractor including, but not limited to, striking unions, abnormal weather phenomena, national emergencies and disaster declarations.
- 2.8. After completing the report and checking both the mathematical accuracy and conformity with the Project Diary, the County Engineer will sign the report and make the distribution indicated on bottom of form.