



Oregon

Tina Kotek, Governor

Department of Transportation

Contract Administration

800 Airport Road SE

Salem, OR 97301

Phone: (503) 986-3000

Fax: (503) 986-3096

May 20, 2024

To: Resident Engineers
Resident Engineers - Consultant Projects Transportation
Project Managers/Local Agency Liaisons Region
Assurance Specialist

CA008

From: Greg Stellmach
Contract Administration Engineer

Subject: Culvert/Pipe Data Sheet, Form 734-3247

The purpose of this memo is to clarify the requirements of the Culvert/Pipe Data Sheet, form 734-3247, and to establish a consistent interpretation regarding requirements for source documents used to determine and measure Project pay quantities for Culvert/Pipe Bid Items.

According to Chapter 4.6 of the ODOT Construction Surveying Manual for Contractors, the Contractor is required to complete a Culvert/Pipe Data Sheet (form 734-3247) of the as constructed conditions according to Agency Standards. Furthermore, ODOT Standard Specification 00305.00 requires the Contractor to provide construction survey work according to the current edition on the date of Advertisement, of the ODOT Construction Surveying Manual for Contractors. There has been a lot of discussion over the requirement to use the Culvert/Pipe Data Sheet as an attachment to Pay Notes for pipe installation and to avoid further confusion, the Contract Administration Unit is asking that both RE Offices and Region Assurance Specialist observe the following:

- Submittal of Form 734-3247 is a Contract Requirement according to Section 00305.
- The intent of Form 734-3247 is to provide a means of detailing the “as constructed” conditions of the Pipe and Culvert field conditions following Construction activities.
- Attaching Form 734-3247 to the Source Documents (Pay Notes) for Pipe/Culvert Bid Items shall be an option for the RE Office, however, the written evidence under the ODOT Construction Manual 12D-2(A)(4), for quantity documentation on Source Documents will require the specific location of installations (Sta. to Sta., offset distance Lt. or Rt.). The RE office should consider the value of using Form 734-3247, as supporting documents to fulfill that requirement.

The workflow listing in the Doc Express Document Directory (DEDD) for ODOT’s Pay Note/Project Work Record (Form 734-2605) has been updated to remove the reference in the General Comments that the Culvert/Pipe Data Sheet (Form 734-3247) should be added as a Supporting Document to Form 734-2605. While use of the Form 734-3247 as a supporting document is still an option as addressed in the 3rd bullet above, it is not a requirement.

The Culvert/Pipe Data Sheet (form 734-3247) is in the process of being updated to remove information that was previously filled in by the RE Office when the form was used as the Pay Note. Since this Form 734-3247 is

submitted as a Contract Requirement by the Contractor, it should be clear that this is not a Pay Note document. Once the necessary revisions have been made and approved, the document will be added to Doc Express under the 00 – Standard Documents Contract specifically in the “Forms” drawer.

Transportation Project Managers and RE/CP's, please forward this information to the Local Agencies and Consultants administering ODOT projects. Thank you for your assistance.