





## 2<sup>nd</sup> Note Example #2

This **FINAL** 2<sup>nd</sup> Note shows that the second of two Specified Completion dates for this contract have been met because, on the H# line (correlating to Special Provisions Subsection 00180.50(h-2)), the "Date Work was Completed" field has been filled in.

In fact, the Contractor completed the H-2 work six days early.

Because all work has now been completed for this contract, a date has been entered in the "All Claims" field. This date is always 45 days from the "RE signature"

This note also shows that the Contractor has completed all items necessary for 3<sup>rd</sup> Note to be issued.

**Notification of Commencement and Completion Dates for Contract Projects**

Example Project: Oregon Highway, Prime Contractor Name: [Redacted], Project Manager: [Redacted]

**First Notification**  
1/1/2017 Enter date on which the execution of a sign or plan, the development of aggregate sources, or the performance of a contract construction operation began.

**Second Notification**

Specified Completion From Section 00180.50(h)	Date Charged CCO No.	Date Charged Second Completion	Entered the Work Was Completed and the Time Charges Stopped
December 31, 2017	<input type="checkbox"/>		December 31, 2017
March 31, 2018	<input checked="" type="checkbox"/> 1		March 25, 2018

All Claims for Additional Compensation must be Submitted By: May 9, 2018

**Third Notification**  
Enter the date on which all contract work was completed including corrective work, equipment and plant removal, site cleanup, and Project Manager's receipt of all certifications, bills and other documents required under the contract.

7/4-2221 (02-2015) <http://www.oregon.gov/ODOT/ARMYCONSTRUCTION/Pages/HowToComplete1.aspx> 1 of 1

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## 2<sup>nd</sup> Note Rescinded

This is an example of a **RESCINDED** 2<sup>nd</sup> Note.

- Using the final 2<sup>nd</sup> Note from Example #2, it is determined that work will be added after 2<sup>nd</sup> Note was issued.
- The RE will rescind 2<sup>nd</sup> Note and notify the Contractor.
- Update all claims date.

**Notification of Commencement and Completion Dates for Contract Projects**

Example Project: Oregon Highway, Prime Contractor Name: [Redacted], Project Manager: [Redacted]

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December 31, 2017	<input type="checkbox"/>		December 31, 2017
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7/4-2221 (02-2015) <http://www.oregon.gov/ODOT/ARMYCONSTRUCTION/Pages/HowToComplete1.aspx> 1 of 1

*2nd Notification is hereby rescinded and will be resigned upon completion of the work being added by CCO 4. Mr. Project Manager 4/1/18*

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## 3<sup>rd</sup> Note Example

The Re must issue 3rd Note when all of the following items have been satisfactorily performed:

- All On-Site construction and other Work required under the Contract is completed, including punch list Work;
- All construction Equipment is removed; and
- All required certifications, warranties, guarantees, bills, forms, and other documents are received from the Contractor.
- **All Labor Compliance and OECR required documentation received and accepted.**

**Do not withhold** 3rd Note for anticipated billings from Force Account Work or because of outstanding claims submitted under § 00180.60, 00195, or 00199.

**The date of 3rd Note is significant because the Agency must pay interest, at the rate specified by statute, starting 30 Calendar Days after the date of 3rd Note, on any monies still owed the Contractor, including retainage.**

- Any such interest is not eligible for Federal-Aid participation.

Oregon Department of Transportation		Notification of Commencement and Completion Dates for Contract Projects				
ORSE: Eagle Creek to Salt Creek Tunnel Sec.		K21643	C15510			
Project Name (Section)		Key No.	Contract No.			
Willamette Highway	Lane	CON04717	4/15/2024			
Highway	County	EA No.	Date of Award			
Wildish Construction		S066(023)				
Contractor		Federal Aid No.				
Shane Prohaska, P.E.	Resident Engineer Signature		Date			
Resident Engineer						
<b>First Notification</b>						
08/08/2024	Date on which the erection of a sign or plant, the development of Aggregate sources, or the performance of a Contract construction operation began.					
Date						
<b>Second Notification</b>						
<p><b>Instructions:</b> Create a line for each Contract completion date according to Special Provisions 00180.50(h); remove lines if completion dates have been eliminated by Contract Change Order (CCO). If applicable, issue a separate Second Note as Work is completed for each interim completion date. Promptly issue a final Second Note once all Work has been completed at the end of Contract Time. Each notification must include the most current information for each specified completion date. If the specified completion dates have been modified by CCO, list the most recent date and associated CCO number. If completion dates are based on Calendar Days or liquidated damages are being assessed for exceeding Contract Time, ensure Weekly Statements of Contract Time Charges (form 734-3483) have been submitted, corrected if necessary, and proper assessments have been made in the Contract Payment System (CPS) as Contract Time charges are issued.</p>						
00180.50(h) #	Specified completion date according to Special Provisions 00180.50(h) or the most recent CCO number	Date Changed by CCO	Must Assess by CCO No.	Days Charged Beyond Specified Completion	Date Work completed for each specified completion date signifying the end of Contract Time according to 00180.50(g)	
1	09/15/2024	<input type="checkbox"/>	0	0	09/09/2024	X
2	10/16/2024	<input checked="" type="checkbox"/>	02	0	10/16/2024	X
<p><b>All Claims for Additional Compensation Must Be Submitted By:</b> (refer to subsection 00199.30 of the Contract for additional requirements; the claims submittal deadline shall be not later than 45 Calendar Days following the date of final Second Note)</p>						11/30/2024
Known items necessary to complete the requirements for Third Notification are:						
<b>Third Notification</b>						
01/27/2025	Date on which all Contract Work was completed including corrective Work, Equipment and plant removal, site cleanup, and Resident Engineer's receipt of all certifications, bills and other documents required under the Contract.					
Date						
For more information regarding time, refer to Chapter 13, Contract Time of the <a href="#">Construction Manual</a> .						
Distribution to Agency entities outside of Doc Express						
Download and email to:						
<ul style="list-style-type: none"> <li>• District Manager</li> <li>• Region Survey Manager</li> <li>• Region Right-of-Way Manager</li> </ul>						
For questions about Notifications, email <a href="mailto:ODOTContractClosout@odot.oregon.gov">ODOTContractClosout@odot.oregon.gov</a> . Contact information for distribution can be found on the Contract Closeout Contacts document on the <a href="#">CAU website</a> .						

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## 3<sup>rd</sup> Note Example

Record the date of 3rd Note in the appropriate field.

- Include the dates of 1st and 2nd Notes.
- If any CCO's have been issued adjusting Contract Time, note them.

The note must be signed and dated or transitioned by the PM and published in Doc Express.

Once 3rd Note is received by the Contract Administration Unit (CAU), final payment will be made to the Contractor.

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Contractor		Federal Aid No.				
Shane Prohaska, P.E.	Resident Engineer Signature		Date			
Resident Engineer						
<b>First Notification</b>						
08/08/2024	Date on which the erection of a sign or plant, the development of Aggregate sources, or the performance of a Contract construction operation began.					
Date						
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00180.50(h) #	Specified completion date according to Special Provisions 00180.50(h) or the most recent CCO number	Date Changed by CCO	Must Assess by CCO No.	Days Charged Beyond Specified Completion	Date Work completed for each specified completion date signifying the end of Contract Time according to 00180.50(g)	
1	09/15/2024	<input type="checkbox"/>	0	0	09/09/2024	X
2	10/16/2024	<input checked="" type="checkbox"/>	02	0	10/16/2024	X
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Date						
For more information regarding time, refer to Chapter 13, Contract Time of the <a href="#">Construction Manual</a> .						
Distribution to Agency entities outside of Doc Express						
Download and email to:						
<ul style="list-style-type: none"> <li>• District Manager</li> <li>• Region Survey Manager</li> <li>• Region Right-of-Way Manager</li> </ul>						
For questions about Notifications, email <a href="mailto:ODOTContractClosout@odot.oregon.gov">ODOTContractClosout@odot.oregon.gov</a> . Contact information for distribution can be found on the Contract Closeout Contacts document on the <a href="#">CAU website</a> .						

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## TIPS

- Distribute all Notifications to the list at the bottom on the form.
- **Copy(Publish) the Notification to the Contract Documents Drawer the same day it is signed(transitioned) by the RE.**
- For questions email CAU! It is better to ask questions than to try and get forgiveness.

Third Notification	
Date <span style="border: 1px solid red; display: inline-block; width: 50px; height: 15px;"></span>	Date on which all Contract Work was completed including corrective Work, Equipment and plant removal, site cleanup, and Resident Engineer's receipt of all certifications, bills and other documents required under the Contract.
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**Orders (CCO, EWO, FO)**

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## CCO Tips for CAS

- QCCS or CAS need better access to CCOs before they are final.
- Overrun VS. Increase. Where to count or update that total.
- Escalation/De-escalation: Pay items noted in the special provisions as included in escalation/De-escalation with original pay items numbers listed must have escalation/De-escalation included in the CCOs. If not, another CCO is required to add the new pay items to the specification.

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## Increase vs Overrun on the Total Construction Authorization

Increase and Overruns are listed on the PPPR

An increase will already be included in the Total Construction Authorization amount on the report.

An Overrun is not included in the Total Construction Authorization amount and can be factored into the total when considering the Total Corrected Estimate + the CCO amount.

Item-Sub Item Name	Unit	Unit Price	Authorization Quantity	Estimate Amount	To Date Quantity	Last Estimate Quantity
98799 INCREASE AUTHORIZATION 6/6/24 @ .26%			0.000	\$0.00	0.000	0.000
Bid Item not started or not opened	\$0.00		\$900,000.00	\$0.00	\$0.00	\$0.00
Totals for Approved Increase or Decrease in Bidders			\$900,000.00	\$0.00	\$0.00	\$0.00
Sub Totals			\$10,214,773.29	\$9,531,823.96	\$7,765,504.47	\$12,376.63
CONTINGENCIES						
99999 CONTINGENCIES			0.000	0.000	0.000	0.000
Bid Item not started or not opened	\$0.00		\$321,012.07	\$0.00	\$0.00	\$0.00
Totals for Contingencies			\$321,012.07	\$0.00	\$0.00	\$0.00
Sub Totals			\$10,535,785.36	\$9,531,823.96	\$7,765,504.47	\$12,376.63
ENGINEERING						
99999 ENGINEERING			0.000	0.000	0.000	0.000
Bid Item not started or not opened	\$0.00		\$1,264,115.18	\$1,264,115.18	\$907,304.29	\$32,190.69
Totals for Engineering			\$1,264,115.18	\$1,264,115.18	\$907,304.29	\$32,190.69
Grand Totals for Contract No C15445 - 13:			\$11,799,900.54	\$10,795,939.14	\$8,672,808.76	\$44,567.32
Project Manager _____ Date _____						
Total Construction Authorization Amount			\$11,799,900.54	\$9,434		
Total Corrected Estimate Amount (less Pending CCOs)			\$10,795,939.14	73.60%		
Contractors Original Bid Amount			\$9,171,773.29			
Contractor Paid To Date Amount			\$7,765,504.47	84.67%		
Contractor Paid To Date Minus MOW Amount			\$6,333,600.03	69.06%		
Anticipated Corrected Estimate Amount			\$10,795,939.14	91.45%		
Anticipated Work Amount			\$0.00			

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