

Western Federal Lands Highway Division



Construction Paynote Examples

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Construction Paynote Examples

This book was developed to be used as a tool for Western Federal Lands Highway Division staff, our partnering agencies, and the contractors we work with. The Construction Paynote Examples book gives examples of how a contractor should submit a request for payment (paynote), and what documentation is required to support their request.

Section 109 of the FP03 details how items of work should be measured and paid. Examples in this book were created to demonstrate the various methods of measurement and support documentation. The method prescribed in the FP03 or Special Contract Requirements trump any example give in the Field Note Sample Book.

General Instructions

- Take or convert all measurements according to the International System of Units (SI), IEEE/ASTM SI 10
- Paynotes shall be completed in pen or typed on a computer
- White-out is not allowed
- To correct an error, strike out the mistake and write the correction above or below
- Paynotes and any support documentation shall be organized and clearly legible
- All sections of the paynote must be filled in
- Paynotes shall be signed by an approved contractor representative

TABLE OF CONTENTS

Section 150

| | |
|--|---------|
| 15101 Mobilization _____ | Page 1 |
| 15201 Construction Survey and Staking _____ | Page 3 |
| 15301 Construction Quality Control _____ | Page 6 |
| 15401 Contractor Sampling and Testing _____ | Page 7 |
| 15703 Soil Erosion Control, Silt Fence _____ | Page 9 |
| 15801 Watering for Dust Control _____ | Page 12 |

Section 200

| | |
|--|---------|
| 20101 Clearing and Grubbing _____ | Page 13 |
| 20204 Additional Clearing and Grubbing, Tree Removal _____ | Page 27 |
| 20303 Removal of Pavement, Asphalt _____ | Page 28 |
| 20401 Excavation and Embankment, Roadway Excavation _____ | Page 30 |
| 20402 Excavation and Embankment, Subexcavation _____ | Page 40 |
| 20406 Select Borrow _____ | Page 47 |
| 20701 Earthwork Geotextile _____ | Page 50 |
| 21101 Roadway Obliteration _____ | Page 53 |
| 25101 Placed Riprap _____ | Page 54 |
| 25103 Keyed Riprap _____ | Page 59 |
| 25125 Boulder _____ | Page 61 |
| 26201 Rockery Wall _____ | Page 63 |

Section 300

| | |
|---|---------|
| 30101 Untreated Aggregate Base, Grading D _____ | Page 67 |
| 30416 Cement _____ | Page 70 |
| 31001 Recycled Aggregate Base _____ | Page 74 |

Section 400

| | |
|---|---------|
| 40101 Superpave Hot Asphalt Concrete Pavement _____ | Page 77 |
| 40105 Antistrip Additive _____ | Page 81 |
| 41201 Tack Coat _____ | Page 85 |

Section 500

| | |
|---------------------------------|---------|
| 55101 Driven Piles _____ | Page 89 |
| 55201 Structural Concrete _____ | Page 92 |

Section 600

| | |
|--|----------|
| 60101 Minor Concrete Structures _____ | Page 95 |
| 60201 Culvert _____ | Page 101 |
| 60510 Collector Pipe _____ | Page 110 |
| 60801 Concrete and Rubble Paved Waterway _____ | Page 112 |
| 61701 Guardrail System _____ | Page 114 |
| 61702 Guardrail Terminal Section _____ | Page 116 |
| 62201 Motor Grader _____ | Page 118 |
| 62301 General Labor _____ | Page 119 |
| 62503 Seeding, Hydraulic Method _____ | Page 120 |
| 63316 Remove and Reset Signs _____ | Page 123 |
| 63401 Pavement Markings _____ | Page 125 |
| 63504 Temporary Traffic Control, Construction Sign _____ | Page 130 |
| 63507 Temporary Traffic Control, Traffic and Safety Supervisor _____ | Page 133 |
| 63509 Temporary Traffic Control, Flagger _____ | Page 134 |

Appendix

| | |
|--|----------|
| A. Guidelines for Partial Payment _____ | Page A-1 |
| B. Haul Vehicle Volume Calculations _____ | Page B-1 |
| C. Water Truck Volume Calculations _____ | Page C-1 |
| D. Volume Correction Factors for Asphalt _____ | Page D-1 |
| E. Reinforcing Steel Weights and Marks _____ | Page E-1 |
| F. Pile Driving Example _____ | Page F-1 |
| G. Metric Conversion Factors – General _____ | Page G-1 |
| H. Example of Contractor's Invoice and Support Data _____ | Page H-1 |
| I. Slope Stake Notes & Cross Section Examples, Including Culvert Staking _____ | Page I-1 |