

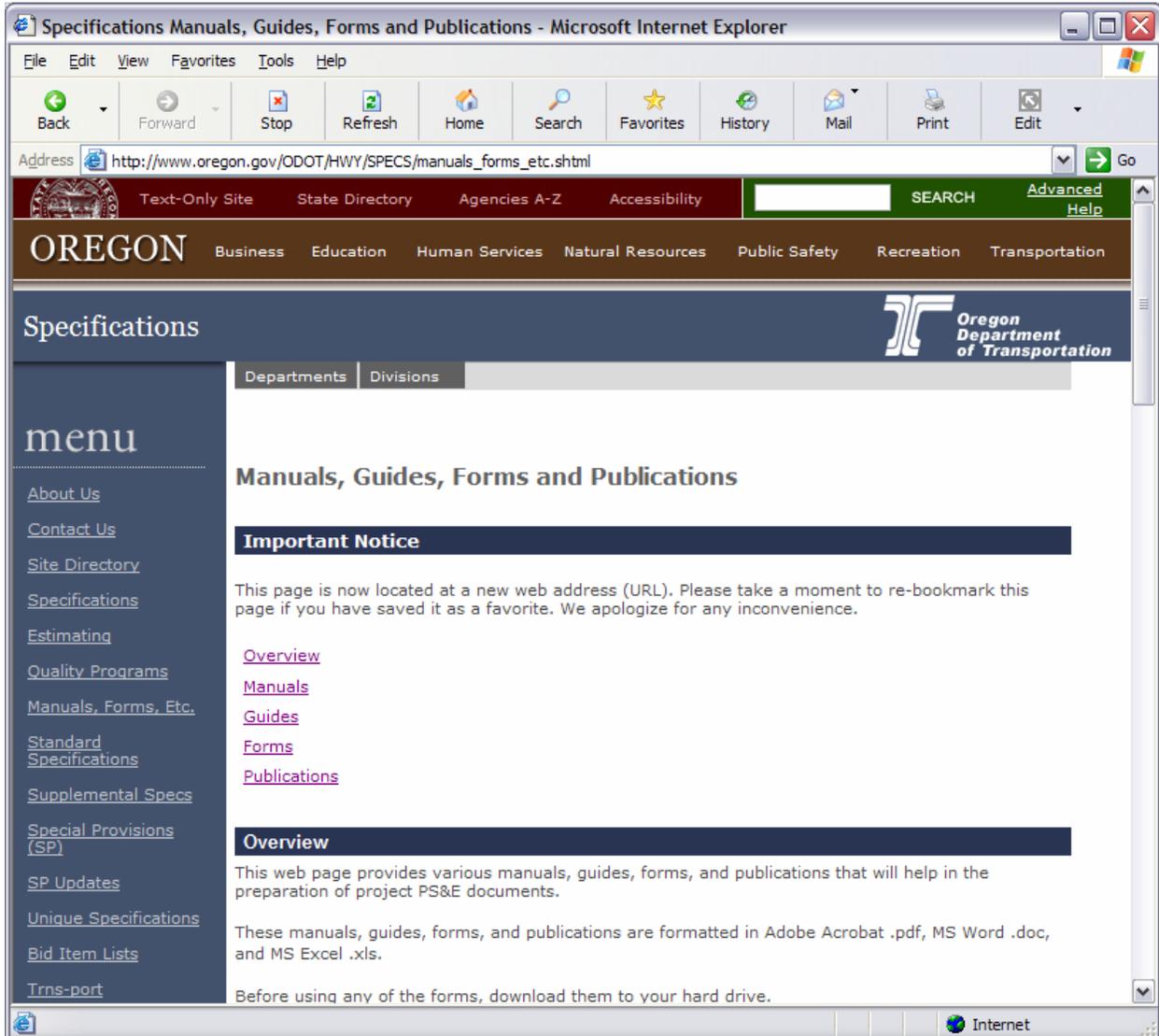
Class of Work - Determining the "Class of Work" is necessary because of the requirement that the prime contractor perform 30% of the work with his own work force and that the prime contractor be prequalified in the class of work listed in the advertisement, bid booklet, and special provisions.

Regardless of how obvious the "Class of Work" might be, you still must fill out the form. It may be used later by legal staff should a contractor file a bid protest.

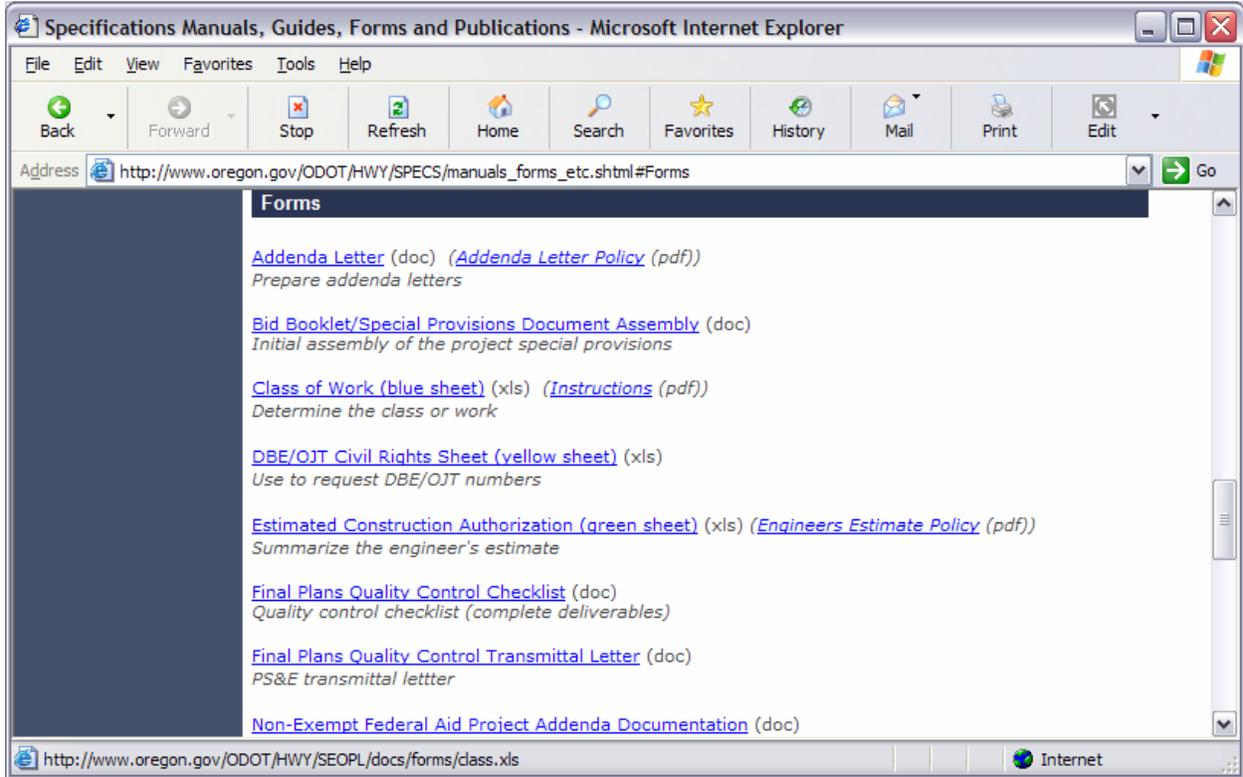
Before you can complete the "Class of Work" sheet you first need a complete estimate with completed quantities and dollars. Select the bid items from the ODOT web page. Included with each bid item is a number designation that matches with those on "Page 1" of the worksheet.

The "Class of Work" is calculated by filling out the "Class of Work" form. This form is available in electronic format on the Specifications "Manuals, Guides, Forms and Publications" web site at:

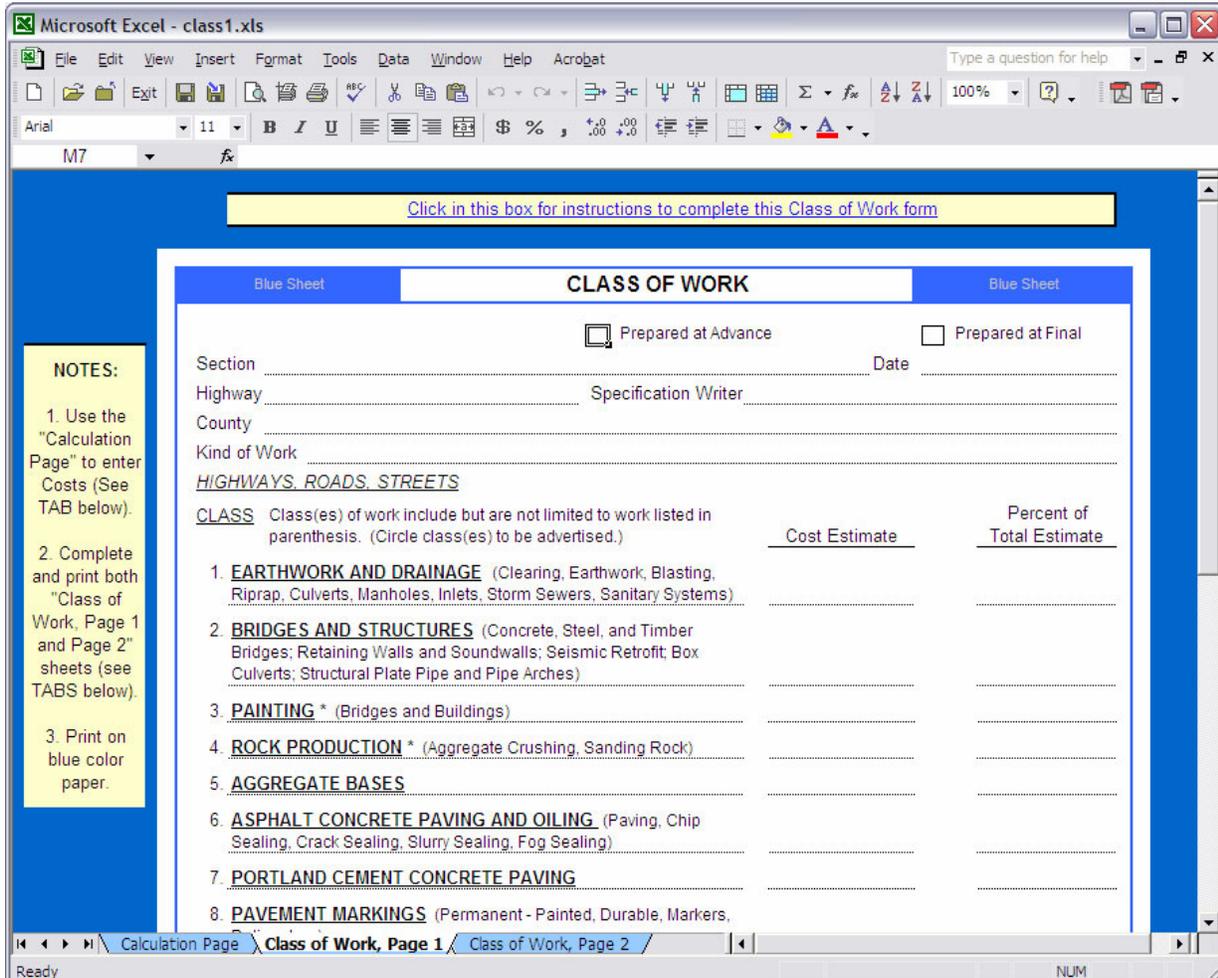
http://www.oregon.gov/ODOT/HWY/SPECS/manuals_forms_etc.shtml



Select **Forms**



Select **Class of Work (blue sheet)**



Fill out the project information in the top portion of "Page 1". If you use the calculation page the totals are automatically entered on the Class of Work form "Page 1" under the correct heading.

Click in this box for instructions to complete this Class of Work form

Blue Sheet	CLASS OF WORK	Blue Sheet
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Prepared at Advance <input checked="" type="checkbox"/> Prepared at Final </div>		
Section <u>OR Hwy Anyroad - OR Hwy Anystreet</u>	Date <u>January 1, 2004</u>	
Highway <u>Any Highway and Every Street</u>	Specification Writer <u>Snogdrass</u>	
County <u>Baker, Curry, and Grant</u>		
Kind of Work <u>Grading, Paving, and Signs</u>		
<u>HIGHWAYS, ROADS, STREETS</u>		
CLASS Class(es) of work include but are not limited to work listed in parenthesis. (Circle class(es) to be advertised.)	Cost Estimate	Percent of Total Estimate
1. <u>EARTHWORK AND DRAINAGE</u> (Clearing, Earthwork, Blasting, Riprap, Culverts, Manholes, Inlets, Storm Sewers, Sanitary Systems)	274,481.50	15.0%
2. <u>BRIDGES AND STRUCTURES</u> (Concrete, Steel, and Timber Bridges; Retaining Walls and Soundwalls; Seismic Retrofit; Box Culverts; Structural Plate Pipe and Pipe Arches)		
3. <u>PAINTING</u> * (Bridges and Buildings)		
4. <u>ROCK PRODUCTION</u> * (Aggregate Crushing, Sanding Rock)		
5. <u>AGGREGATE BASES</u>	117,300.00	6.4%
6. <u>ASPHALT CONCRETE PAVING AND OILING</u> (Paving, Chip Sealing, Crack Sealing, Slurry Sealing, Fog Sealing)	1,022,166.00	55.8%
7. <u>PORTLAND CEMENT CONCRETE PAVING</u>		
8. <u>PAVEMENT MARKINGS</u> (Permanent - Painted, Durable, Markers, Delineators)	19,952.00	1.1%
9. <u>SIGNING</u> (Permanent)	14,216.00	0.8%
10. <u>ELECTRICAL</u> (Traffic Signals, Illumination, Ramp Meters, Roadway Weather Information Systems (RWIS), Variable Message Signs (VMS), Traffic Cameras)		
11. <u>LANDSCAPING</u> * (Roadside Seeding, Lawns, Shrubs, Trees, Irrigation Systems, Topsoil, Temporary and Permanent Erosion Control)	10,306.00	0.6%
12. <u>MISCELLANEOUS HIGHWAY APPURTENANCES</u> (Guardrail, Barrier, Curbs, Walks, Fences, Protective Screening, Impact Attenuators, Cold Plane Pavement Removal, Rumble Strips)	78,133.00	4.3%
13. <u>TEMPORARY TRAFFIC CONTROL</u> * (All Temporary Traffic Control Items including Flaggers and Pilot Cars)	128,941.00	7.0%
14. <u>BUILDINGS</u> * (Toilets, Bathhouses, Maintenance, Sand Sheds)		
15. <u>OTHER</u> * (Only use with the Specification Engineer's approval.)		
* Contractors qualified under these Classes of Work are typically NOT prime contractors. Obtain the Specification Engineer's concurrence before including as prime contractor.	SUBTOTAL	1,665,495.50
	MOBILIZATION	166,500.00
	TOTAL	\$1,831,995.50
		90.9%
		9.1%
		100.0%
		(Continue on next page)

NOTES:

- Use the "Calculation Page" to enter Costs (See TAB below).
- Complete and print both "Class of Work, Page 1 and Page 2" sheets (see TABS below).
- Print on blue color paper.

Ready NUM

The "Class of Work" form will also calculate the "SUBTOTAL ", and once the number for "MOBILIZATION" is entered, will calculate the "TOTAL".

"MOBILIZATION" should be 10% of the "SUBTOTAL", and already included in the Engineer's Estimate. If not, you need to recalculate Mobilization on the Engineer's Estimate to 10% of the subtotal. The calculated number is entered in the appropriate blank on the "Class of Work" form. Note that the percentage will show less than 10% of the "TOTAL".

Recognize that the Contractor must self perform at least 30% of the project work (see 00180.20 in the Oregon Standard Specifications for Construction).

Look over the "Class of Work" form column marked "Percent of Total Estimate". For example, if any of the individual classes are 20.9% or greater (20.9% + 9.1% "MOBILIZATION" = 30%) you should consider using that class. Insert the class number in the appropriate box on "Page 2" of the Class of Work form. The percent will automatically be entered and the "MOBILIZATION" percent will be added.

If no items are 20.9% or greater, or the item is one with an asterisk, then it will be necessary to select two, or at the most three classes that must be combined to reach the specified 30%.

Fill out "Page 2" by simply entering the number of the class of work category from "Page 1" into the field. The form will automatically calculate the percentage. (Notes: 1. Mobilization is already assumed to be done by the prime contractor. 2. Do not use "13 Temporary Traffic Control" as one of the categories on "Page 2".)

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NOTE:
Enter the class number under the "Class No." heading.
The percentages will automatically be filled in and totaled.
Use the "ENTER" key to move up and down. Use the "TAB" key to move left and right. Use the ARROW keys to move any direction.

Class(es) in combination that are at least 30% of page 1 "TOTAL"

Class No.	Percent	Class No.	Percent	Class No.	Percent	Class No.	Percent
1	6	55.8%	1			1	
	Mobilization	9.1%		Mobilization	9.1%		Mobilization
	Total	64.9%		Total	9.1%		Total
1			1			1	
	Mobilization	9.1%		Mobilization	9.1%		Mobilization
	Total	9.1%		Total	9.1%		Total
2			2			2	
	Mobilization	9.1%		Mobilization	9.1%		Mobilization
	Total	9.1%		Total	9.1%		Total
1			1			1	
	Mobilization			Mobilization			Mobilization
	Total			Total			Total
2			2			2	
	Mobilization			Mobilization			Mobilization
	Total			Total			Total

Ready NUM

The following are some examples of determining the class of work:

- If one class of work is sufficient to obtain the required 30% then use that in the ad and boiler plate bid booklet and special provisions:

10. Electrical + Mobilization = 35%.

The class of work would be described as:

"The Class or Work for this project is: Electrical".

- If two classes of work are a major part, then:

6. Asphalt Concrete Paving and Oiling + Mobilization = 40% and
10. Electrical + Mobilization = 40%.

The class of work would be described as:

"The Class or Work for this project is either: A) Asphalt Concrete Paving and Oiling , or B) Electrical".

- If the work is fairly evenly divided between several classes of work, the determination becomes more complicated:

7. Portland Cement Concrete Paving + Mobilization = 29.9% \approx 30% and
5. Aggregate Bases + 6. Asphalt Concrete Paving and Oiling + Mobilization = 30.1%.

The class of work would be described as:

"The Class of Work for this project is either: A) Portland Cement Concrete Paving, or B) the combination of 1) Aggregate Bases & 2) Asphalt Concrete Paving and Oiling".

Use A) and B) when there are options "either - or". Use 1) & 2) when the classes must be combined to reach the minimum.

The single class selected above or the combined classes are then entered on the "Description of Work" page under the subheading "Class of Work". Pick from the established list and indicate whether the project is a single class of work or a combination.