



## TRANSPORTATION CABINET

Frankfort, Kentucky 40622  
www.kentucky.gov

**Ernie Fletcher**  
Governor

**Bill Nighbert**  
Secretary

**Marc Williams**  
Commissioner of Highways

### Construction Memo No. 02-07

**MEMO TO:** District Executive Directors  
TEBMs for Construction  
District Construction Engineer  
Resident Engineers

**FROM:** Greta Smith, P. E.  
Director  
Division of Construction 

**DATE:** February 16, 2007

**SUBJECT:** Submission of non-DBE Subcontract Requests

In an effort to expedite approvals of subcontracts and better track the work of subcontractors on our projects the Cabinet will revise the submission and approval process as detailed below:

- 1) All subcontract requests, with the *exception of DBE requests*, will be sent from the Prime Contractor directly to the Central Office, Division of Construction. This submission will no longer require a copy of the subcontract or a copy of the subcontractors' certificate of insurance. The Prime Contractor should insure the subcontractor is pre-qualified by KYTC to perform work subcontracted and has current liability insurance in force before subcontractor begins work on project.
- 2) A revised TC 63-35 form which indicates the Prime will maintain copies of the subcontract and certificate of insurance and have them available for review by the Department is attached to this memorandum. This form will also be available through the KYTC Construction web page. It must be used to complete the submission process.
- 3) Second tier subcontract requests are submitted to the Prime Contractor with a letter of request from the Subcontractor. If the second tier subcontract is acceptable to the Prime, they will forward a copy of the letter of request along with a completed TC 63-35 form including the appropriate items of work. The TC 63-35 must be signed by the Prime Contractor as confirmation of acceptance of the second tier subcontractor.

- 4) Any items of work that are added through contract modification, or change order, that will be completed through a subcontractor will require submission of form TC 63-35CO (copy attached). This will permit separate tracking of those work items and specific reference to the appropriate change order.
- 5) Specialty item work that may be accomplished by contractors that are certified for that item, but not necessarily prequalified by KYTC, will not require submission of a subcontract. The Prime Contractor will be indicated as performing those work items in Site Manager. Payment for specialty items of work will require a closure report submitted through the Prime Contractor to the Resident Engineer.

The process for **submission and approval of DBE subcontractors is not changed by this memorandum.** Submission of non-DBE Subcontract Requests shall be submitted according to the instructions in this memorandum starting with the February 16, 2007 letting.

If you have any questions regarding these changes please contact this office.

c.	Marcelyn Mathews	Jim Rummage	Steve Waddle
	Wesley Glass	Chuck Knowles	Nancy Albright
	Ray Polly	David Kratt	Duane Thomas
	C. O. Engineers	FHWA	KAHC

**KENTUCKY TRANSPORTATION CABINET  
DEPARTMENT OF HIGHWAYS  
DIVISION OF CONSTRUCTION  
SUBCONTRACT REQUEST**

**TC 63-35CO**  
Rev.2/15/07

Supplemental Change Order Items

CONT\_ID \_\_\_\_\_  
SUBCONTRACT NO: \_\_\_\_\_ Tier Y/N \_\_\_\_\_  
TO: \_\_\_\_\_  
Greta Smith, P.E.  
Director, Division of Construction  
FROM: \_\_\_\_\_  
Prime Contractor \_\_\_\_\_ KYTC Vendor Number \_\_\_\_\_  
SUBJECT: \_\_\_\_\_  
County \_\_\_\_\_ Fed/State Project Number \_\_\_\_\_

I hereby request to subcontract a portion of the subject project to:

\_\_\_\_\_ KYTC Vendor Number \_\_\_\_\_  
The amount to be subcontracted by this request is \$ \_\_\_\_\_

I have previously subcontracted as follows:

NAME OF SUBCONTRACTOR	AMOUNT
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The total amount to be subcontracted including this request is \$ \_\_\_\_\_

This subcontractor has been furnished a copy of Appendix B of 49 CFR Part 29 and advised to include the Certification in all lower tier covered transactions and in all solicitations for lower tier transactions (Federal Aid Contracts only).

The proposed subcontractor is on the Department's list of qualified contractors to perform work requested and a copy of current insurance coverage will be available at the prime contractor's office before the subcontractor begins work on project.

\_\_\_\_\_  
Prime Contractor \_\_\_\_\_ Date \_\_\_\_\_

**CC District TEBM for Construction**

**KENTUCKY TRANSPORTATION CABINET  
DEPARTMENT OF HIGHWAYS  
DIVISION OF CONSTRUCTION  
SUBCONTRACT REQUEST  
Supplemental Change Order Items**

TC63-35CO  
Rev 2-15-07

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CONT\_ID

Additional form

(\*) When description is limited by such as "Laying Only", "Erection Only", "Manipulation Only", etc. it should be so indicated and explained.

(\*\*) When the quantity is not the entire amount of Contract or Sub-Contract estimate, limitations by stations must be shown or definitely designated in some suitable, positive manner.

Unit prices used on this request should list the prices as reflected in the contract and are for Departmental use only and are not to be considered the exact prices agreed to by the contractors.

**The Items to be subcontracted are as follows:**

SiteManager Project Number	Project Line Number	Change Order Number	Bid Item Code	Description	Unit	Quantity	Unit Price	Money	flag
								\$	

TOTAL \_\_\_\_\_



**KENTUCKY TRANSPORTATION CABINET  
DEPARTMENT OF HIGHWAYS  
DIVISION OF CONSTRUCTION  
SUBCONTRACT REQUEST**

**TC63-35**  
Rev 2-15-07

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CONT\_ID

Additional form

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Unit prices used on this request should list the prices as reflected in the contract and are for Departmental use only and are not to be considered the exact prices agreed to by the contractors.

**The Items to be subcontracted are as follows:**

<b>Proposal Line Number</b>	<b>Bid Item Code</b>	<b>Description</b>	<b>Unit</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Money</b>	<b>flag</b>
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\$

TOTAL \_\_\_\_\_