

FIELD CLOSEOUT

This chapter contains the following sections:

Semi-Final Payment Estimate Procedures	10-3
Adding a Semi-Final Payment Estimate	10-10
Adding the Contract Closeout Change Order	10-11

The field crew is responsible to complete an AWP Field Closeout that consists of processing the Semi-Final payment estimate and creating the Closeout Change Order as part of contract closeout.

SEMI-FINAL PAYMENT ESTIMATE PROCEDURES

It is important for the field office to complete several checks to ensure certain tasks have been completed in AWP before creating the Semi-Final payment estimate, otherwise you may encounter multiple exceptions along the way.

The items in the following list must be addressed prior to producing a Semi-Final payment estimate:

- Enter the Time Charges Stop Date and Actual Completion dates on the Main Site Time. (Chapter 2)
- Activate and enter the Start Date on the 00 Clean Site Time. (Chapter 2)
- Enter the Actual Completion date on the 00 Clean Site Time. (Chapter 2)
- Enter a Final DWR (if appropriate). (Chapter 5)
- All DWRs must be Approved. (Chapter 5)
- There can be no unapproved Change Orders (excluding those with a status of Denied). (Chapter 8)
- Review all items for accuracy and mark as Complete. (Chapter 4)
- All Stockpiles, in all categories, must equal zero. Stockpiles are automatically balanced when the Semi-Final payment estimate is processed. (Chapter 7)

ENTERING THE MAIN SITE TIME - TIME CHARGES STOP DATE

Refer to Chapter 2, Contract Setup, Section, Reviewing and Setting Up a Contract, in this user guide.

1. Open the Contract's Main Site Time and enter the following dates in the Units and Dates Tab (Figure 10-1). Both dates MUST be entered prior to creating the Semi-Final Payment Estimate.
 - **Times Charges Stop Date:** The last day time was charged.
 - **Actual Completion:** All contract work completed date.
2. Click the Save button. (Figure 10-1)

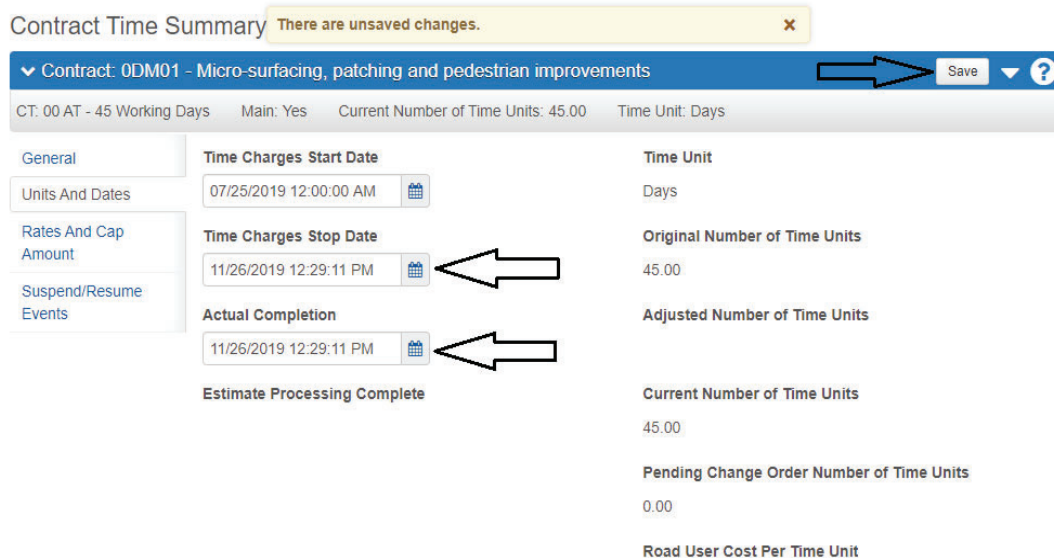


Figure 10-1. Contract Time Summary - Main Site Time

ACTIVATING AND STARTING THE 00 CLEAN TIME

When the Time Charges Stop Date and Actual Completion dates have been entered in the contract's Main Site Time, the 00 Clean Site Time must be Activated and the Start Date must be entered.

Refer to Chapter 2, Contract Setup, Section, Reviewing and Setting Up a Contract, in this user guide.

1. Open the 00 Clean Site Time and enter the following in the General Tab (Figure 10-2):
 - **Effective Date:** Today's date
 - **Status:** Active

Contract Time Summary There are unsaved changes. X

▼ Contract: 0DM01 - Micro-surfacing, patching and pedestrian improvements Save ▼ ?

CT: 00 CLEAN - 30 Day Clean Up Time Main: No Current Number of Time Units: 30.00 Time Unit: Days

General	Time ID	Main Contract Time
Units And Dates	00 CLEAN	<input type="checkbox"/>
Rates And Cap Amount	Time Description * <input type="text" value="30 Day Clean Up Time"/>	Effective Date <input type="text" value="11/27/2019"/>
	Time Type Calendar Time	Expiration Date <input type="text"/>
	Agency Type <input type="text"/>	Status <input type="text" value="ACTIVE - Active"/>
	Comments <input type="text"/>	Delete Allowed <input type="checkbox"/>
	Required For <input type="radio"/> Active Contract <input type="radio"/> Close Contract <input checked="" type="radio"/> Neither	Chargeable <input type="checkbox"/>
	Original Number of Time Units 30.00	Percent Complete <input type="text"/>
		Active

Figure 10-2. Contract Time Summary - 00 Clean Time, General Tab

2. Enter the following in the Units and Dates Tab (Figure 10-3):
 - **Start Date:** The date the Cleanup starts. This date must be at least one day after the Time Charges Stop Date entered in the contract's Main Site Time, refer to Figure 10-1.
 - **Original Number of Time Units:** The number of days allotted for Clean Up (refer to the Time Description on the General Tab. (Figure 10-2)

Contract Time Summary - C There are unsaved changes. X

Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements Save ?

CT: 00 CLEAN - 30 Day Clean Up Time Main: No Current Number of Time Units: 30.00 Time Unit: Days

General	Start Date 11/27/2020 12:00 AM <input type="text"/>	Time Unit Days
Units And Dates	Original Completion 12/26/2020 12:00:00 AM	Original Number of Time Units <input type="text" value="30.00"/>
Rates And Cap Amount	Current Completion 12/26/2020 12:00:00 AM	Adjusted Number of Time Units <input type="text"/>
	Pending Change Completion 	Current Number of Time Units 30.00
	Actual Completion <input type="text"/>	Pending Change Order Number of Time Units
	Estimate Processing Complete 	Road User Cost Per Time Unit <input type="text"/>

Figure 10-3. Contract Time Summary - 00 Clean Time, Units and Dates Tab

3. Click the Save button. (Figure 10-3)

Note: The Resident Engineer is required to enter a Daily Diary each day of the Clean up period.

ENTERING THE 00 CLEAN TIME - ACTUAL COMPLETION DATE

When the contract's clean time has completed the 00 Clean Time's Actual Completion date must be entered.

Refer to Chapter 2, Contract Setup, Section, Reviewing and Setting Up a Contract, in this user guide.

- Open the 00 Clean Site Time and enter the following in the Units and Dates Tab. (Figure 10-4):
 - Actual Completion** - The date the 00 Clean Time completed.

Contract Time Summary - C There are unsaved changes. X

Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements Save ?

CT: 00 CLEAN - 30 Day Clean Up Time Main: No Current Number of Time Units: 30.00 Time Unit: Days

General	Start Date	Time Unit
Units And Dates	11/27/2020 12:00 AM	Days
Rates And Cap Amount	Original Completion 12/26/2020 12:00:00 AM	Original Number of Time Units 30.00
	Current Completion 12/26/2020 12:00:00 AM	Adjusted Number of Time Units <input type="text"/>
	Pending Change Completion	Current Number of Time Units 30.00
	Actual Completion 12/26/2020 12:00:00 AM	Pending Change Order Number of Time Units
	Estimate Processing Complete	Road User Cost Per Time Unit <input type="text"/>

Figure 10-4. Contract Time Summary - 00 Clean Time, Units and Dates Tab

- Click the Save button. (Figure 10-4)

ENTERING A FINAL DWR

If additional payments are required, create and approve a Final DWR with quantities posted to the applicable bid items. This step may be omitted if no payments are required.

Refer to Chapter 5, Daily Work Reports, Sections, Adding a New DWR and Approving a DWR, in this user guide.

1. Create a DWR and enter "Final DWR" in Remark section. (Figure 10-5)

Contract Daily Work Report Summary

Contract: 0DM01 - Micro-surfacing, patching and pedestrian improvements

DWR Date: 08/27/2019 Inspector: bschober@dot.nv.gov Sequence: 1 Status: Draft

General

DWR Date * 08/27/2019

Number of Remarks 0

Weather

11 - Snow

Federal Project Number

Rainfall Amount

State Project Number SPSR-0529(001)

Low Temperature -25

Entered By bschober@dot.nv.gov - Benjamin Schober

High Temperature 112

Entered Date 08/27/2019 9:34:09 AM

Stormwater Event No

Approval Date

Contractors Onsite No

Approved By

Attachments No

Estimate Number

Stormwater Response Due Date

Payment Est Status

Has Stormwater Period No

Agency Views 0

Work Items Installed 0

Remarks

Type *	Remark *
01 - GENERAL	Final DWR

Figure 10-5. Contract Daily Work Report Summary

2. Enter applicable DWR Postings.
3. Click the Save button. (Figure 10-5)
4. Approve the DWR.

CHECKING THE STATUS OF DWRS

Refer to Chapter 5, Daily Work Reports, Section, Approving a DWR, in this user guide.

1. From the Contract Progress Summary Component, go to the Daily Work Reports Tab and confirm all DWRS have an Approved Status. (Figure 10-6)

Contract Progress Summary

Contract: 0DM01 - Micro-surfacing, patching and pedestrian improvements

Save ?

General

Financials

Daily Work Reports

Diaries

Diary Adjustments

Payment Estimates

Contractors

Change Orders

Contract Adjustments

Item Adjustments

Agency Views

Mix Designs

Weekly Report Of Time Charges

Type search criteria or press Enter Advanced Showing 7 of 7

0 marked for deletion | 0 changed

DWR Date	Inspector	Status	Approval Date	Agency Views	Work Items Installed
11/19/2019	Kristen McDaniel	Approved	11/22/2019 8:36:38 AM	0	2
09/05/2019	Benjamin Schober	Approved	11/27/2019 7:29:30 AM	0	0
08/27/2019	Benjamin Schober	Approved	11/27/2019 7:29:39 AM	0	0
08/09/2019	Kristen McDaniel	Approved	08/27/2019 8:18:12 PM	0	2
07/29/2019	Kristen McDaniel	Approved	11/14/2019 2:42:13 PM	0	1

Figure 10-6. Contract Daily Work Report Summary

2. Approve or delete as appropriate.

REVIEWING CHANGE ORDER STATUS

There can be no Change Orders with a status of Draft. Only a status of Approved or Denied are allowed.

Refer to Chapter 8, Change Orders, Sections, Approving a Change Order and Deleting and Denying a Change Order, in this user guide.

1. From the Contract Progress Summary Component, go to the Change Orders Tab and confirm all Change Orders have an Approved or Denied Status. (Figure 10-7)

Contract Progress Summary

Contract: 0DM01 - Micro-surfacing, patching and pedestrian improvements

Save ?

General

Financials

Daily Work Reports

Diaries

Diary Adjustments

Payment Estimates

Contractors

Change Orders

Contract Adjustments

Item Adjustments

Agency Views

Mix Designs

Weekly Report Of Time Charges

Type search criteria or press Enter Advanced Showing 9 of 9

0 marked for deletion | 0 changed

CO Num	Status	Amount	Type	Change Order Reason
0009	Approved	65,000.00	01 - General	06 - 06 ROADWAY CHANGES
11/21/2019	11/21/2019		Sharon Foerschler, PE, Chik	
0008	Approved	70,600.00	01 - General	01 - 01 ERRORS OR OMISSIONS ON PLAN
11/27/2019	11/27/2019		Sharon Foerschler, PE, Chik	
0007	Denied	25,000.00	01 - General	01 - 01 ERRORS OR OMISSIONS ON PLAN
11/19/2019			Sharon Foerschler, PE, Chik	
0006	Approved	250.00	01 - General	01 - 01 ERRORS OR OMISSIONS ON PLAN
11/18/2019	11/18/2019		Master Overload, Cecilia Wt	

Figure 10-7. Contract Change Order Summary

2. Approve or Deny as appropriate.

REVIEWING AND MARKING ITEMS AS COMPLETE

Review all items for accuracy. When the review is complete ensure that all items are marked as Complete.

Refer to Chapter 4, Contract Items, Sections, Contract Items Overview and Marking Items as Complete, in this user guide.

1. From the Contract Items Component, go to the Contract Items Tab.
2. Click the Component Row Actions drop-down and select Mark Items Complete. (Figure 10-9)

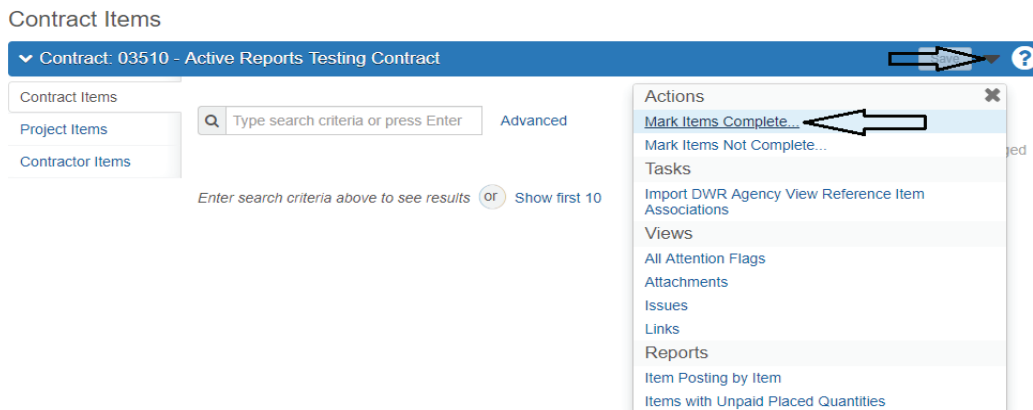


Figure 10-8. Contract Items Component Row Actions Drop-down

3. In the Select Items window, individual items can be selected by clicking on them or ALL items can be selected using the All link. Once the item(s) are selected click the Mark Items Complete button. (Figure 10-10)

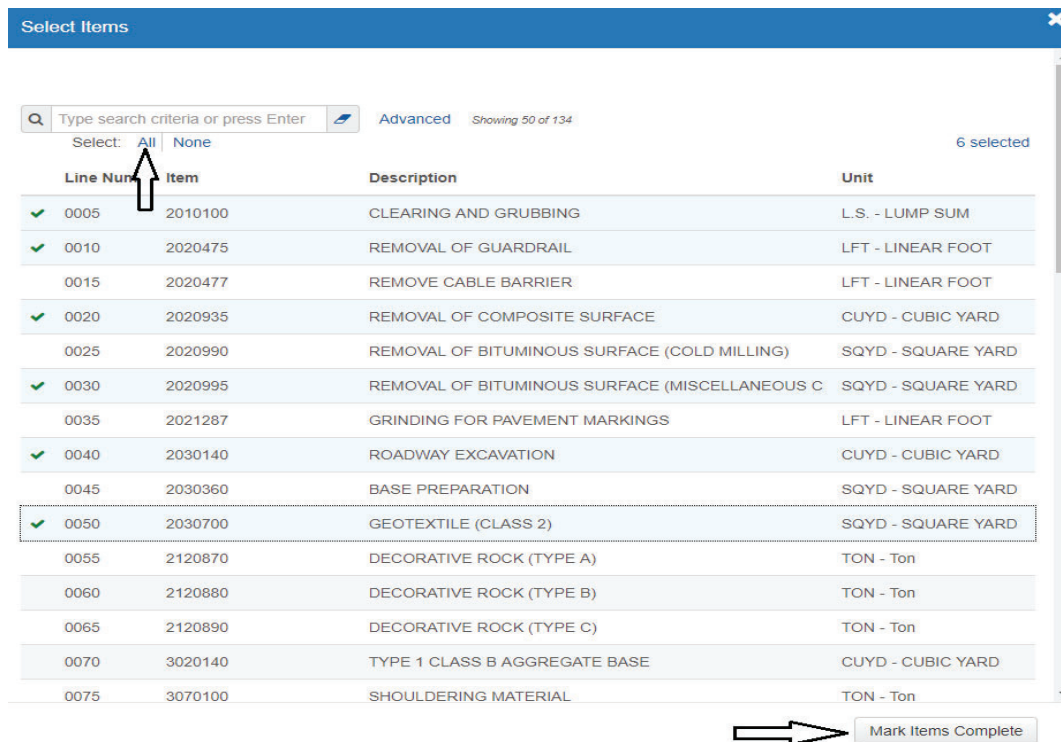


Figure 10-9. Select Items for Marking As Complete

ADDING A SEMI-FINAL PAYMENT ESTIMATE

When all the Semi-Final Estimate Procedures have been completed, the field office will process a Semi-Final payment estimate. More than one Semi-Final payment estimate can be created and processed.

1. Refer to Chapter 9, Payment Estimates, Section, Adding a Payment Estimate, Step 6, select Semi-Final as the Type for the estimate. (Figure 10-11)

Add Contract Payment Estimate

Figure 10-10. Add Contract Payment Estimate

2. When reviewing the Semi-Final's Exceptions, pay close attention to the Payment Estimate Exception Chart as there are more Must Resolve exceptions for this type of estimate. (Figure 10-12)

Payment Estimate Exception Chart



Exception	Progress	Semi-Final
Construction Stockpile Balance	Not Displayed	Must Resolve
Funding Check	Must Resolve	Must Resolve
Item Incomplete	Not Displayed	Must Resolve
Item Overrun	Must Acknowledge	Must Resolve
Missing Percentage of Schedule DWR Item Posting	Must Acknowledge	Must Acknowledge
Missing Start Time	Must Resolve	Must Resolve
Negative Estimate	Must Resolve	Must Resolve
Pending or Draft Daily Work Reports	Must Acknowledge	Must Resolve

Definition of Status Response

Must Acknowledge - Exception is valid, issue the specified payment to Contractor.

Must Resolve - Exception is valid and must be corrected to continue with estimate.

Figure 10-11. Payment Estimate Exception Chart

3. Complete the Semi-Final estimate according to Chapter 9, Payment Estimates, Section, Adding a Payment Estimate, in this user guide.

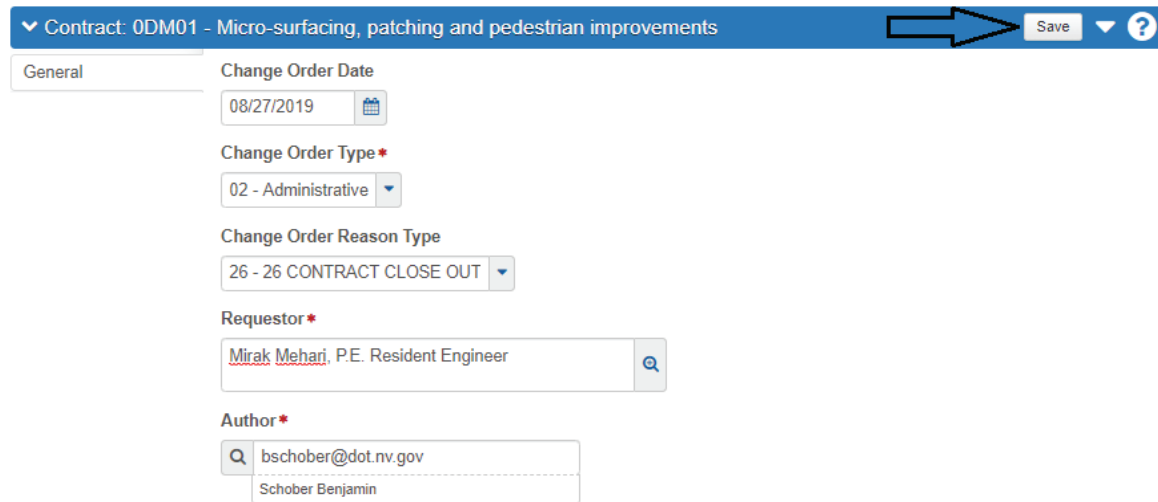
Note: When the contract is completed satisfactorily, all required material certifications have been accepted by the Department and the District has accepted the Contract (District Acceptance), the Construction Admin Staff will reduce retainage. Once the retainage is reduced, Construction Administration Staff will contact the crew to generate a Semi-Final payment estimate to pay the contractor for the newly released retainage on the following Cut-Off date.

ADDING THE CONTRACT CLOSEOUT CHANGE ORDER

The Closeout Change Order reconciles the quantities of all items. A detailed justification is required for all items with changes resulting in an increase or decrease of \$50,000. This type of modification will be the last modification prepared by the Resident Engineer after creating the Semi-Final payment estimate.

1. Refer to Chapter 8, Change Orders, Section, Steps to Create a Change Order, Step 8, in this user guide and select Administrative for Change Order Type and 26 Contract Close Out for Change Order Reason Type. (Figure 10-13)

Add Change Order Summary



Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements

Save

General

Change Order Date
08/27/2019

Change Order Type *
02 - Administrative

Change Order Reason Type
26 - 26 CONTRACT CLOSE OUT

Requestor *
Mirak Mehari, P.E. Resident Engineer

Author *
bschober@dot.nv.gov
Schober Benjamin

Figure 10-12. Add Change Order Summary

2. Click the Save button. (Figure 10-10)
3. Go to the Change Order Explanations area and enter the following (Figure 10-14):
 - **Order:** 1
 - **Supp Explanation:** Closeout Change Order

Contract Change Order Sun There are unsaved changes.

Contract: 0UG20 - Kristen's Contract for AWP Training Exercises Save ?

Change Order: 0003 - Kristen McDaniel Amount: -127,234.20 Status: Draft

<ul style="list-style-type: none"> General Increase/Decrease Items New Items Time Adjustments Review Tracking Approval Tracking 	<p>Change Order Date 01/06/2020</p> <p>Requestor* Kristen McDaniel</p> <p>Author* KMcDaniel2@dot.nv.gov McDaniel Kristen</p> <p>Change Order Type* 02 - Administrative</p> <p>Change Order Reason Type 26 - 26 CONTRACT CLOSE OUT</p>	<p>Explanations 0</p> <p>Change Order Revision Number</p> <p>Approval Date</p> <p>Entered By KMcDaniel2@dot.nv.gov - kmcdaniel2@dot.nv.gov</p> <p>Entered Date 01/06/2020 2:57:36 PM</p> <p>Current Approval Round 1</p> <p>Total of Previously Approved Change Orders</p>
---	--	---

Change Order Explanations			
Order*	Reference Explanation Name	Explanation Description	Supp Explanation
1	Begin typing to search or press E		Closeout Change Order

Figure 10-13. Change Order Supp Explanation

4. Click the Save button. (Figur 10-14)
5. To Balance Completed Items, click the Increase/Decrease Items tab. (Figure 10-15)

Contract Change

Contract: ODM01

Change Order: 0002 - Mii

- General
- Increase/Decrease Items
- New Items
- Time Adjustments
- Review Tracking
- Approval Tracking

Figure 10-14. Contract Change Order Summary tabs

6. Click the Balance Completed Items button. (Figure 10-16)

Contract Change Order Summary

Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements Save ?

Change Order: 0002 - Mirak Mahari, P.E. Resident Engineer Amount: Status: Draft

General Increase/Decrease Items

Increase/Decrease Items Advanced

New Items 0 marked for deletion | 0 changed

Time Adjustments *No rows found matching criteria.*

Review Tracking Balance Completed Items

Approval Tracking Advanced

0 marked for deletion | 0 changed

No rows found matching criteria.

Figure 10-15. Contract Change Order Summary, Balance Completed Items button

- In the search box, press the Enter key to display all completed items to be balanced. (Figure 10-17)

Balance Completed Items ×

Advanced Showing 2 of 2

Select: [All](#) | [None](#) 0 selected

Contract Item Ln Num	Item - Description	Supp Descr	Unit	Item Src
0005	2020585, REMOVAL OF FENCE		LFT - LINEAR FO	Original
0015	2020990, REMOVAL OF BITUMINOUS		SQYD - SQUARE	Original

Figure 10-16. Balance Completed Items Search Results

- Select all displayed items and click the Balance Completed Items button. All items can be selected at one time by clicking the All hyperlink. (Figure 10-18)

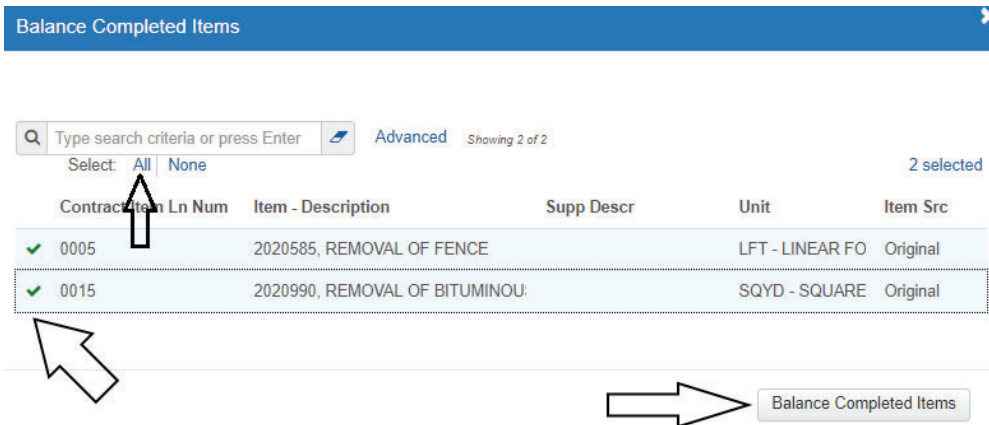


Figure 10-17. Balance Completed Items Selected Items

- Use the Balance -50k and Balance 50k filters to find the items that are +/- \$50,000. For each of these items, overwrite the generic Explanation and enter a detailed Explanation. (Figure 10-19) Click the Save button after entering each explanation.

Note: The AWP software automatically populates a generic Explanation, "Completed Item Balanced", for all the balanced items. Leave this generic Explanation in place for all the items that do not meet the +/- \$50,000 criteria.

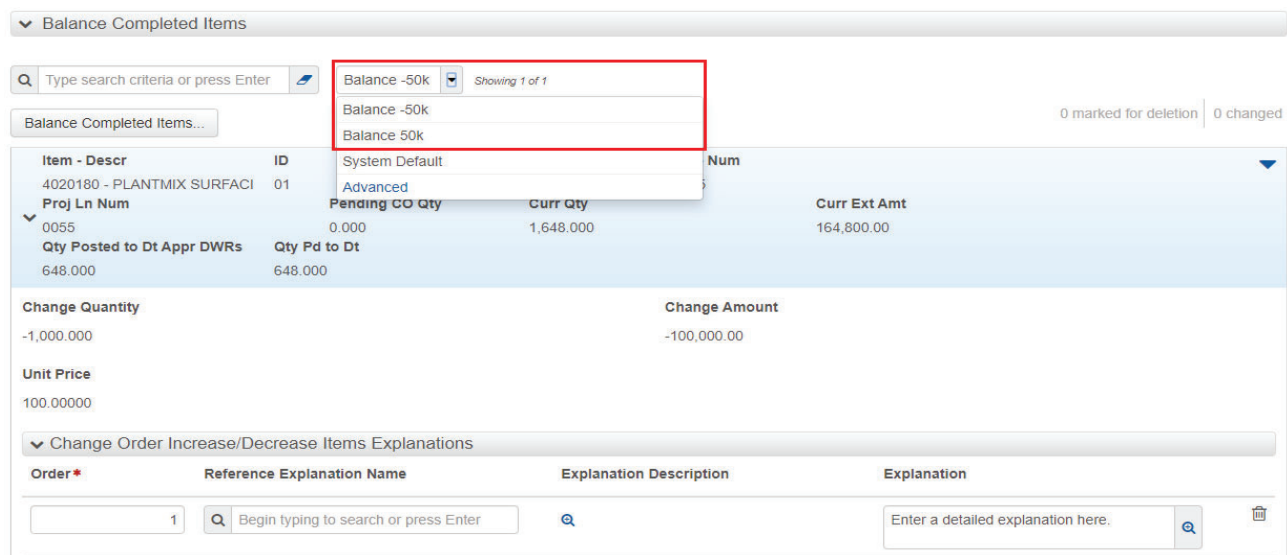


Figure 10-18. Balance Completed Items Selected Items

- Leave this Change Order in a Draft status and contact Construction Admin Staff that the Closeout Change Order is ready for review.