CONTRACT SETUP

This chapter contains the following sections:

A newly awarded contract in AWP requires a review of information and updates PRIOR to work beginning. If any discrepancies are found during the review, contact Construction Admin staff so that corrections can be completed.

REVIEWING AND SETTING UP A CONTRACT

1. Confirm current role is set to NV Crew Office. (Figure 2-1)

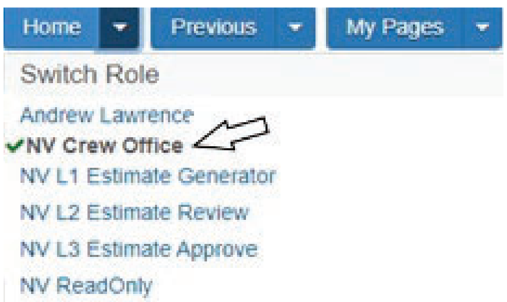


Figure 2-1. Current Role

2. From the Home page, click Contract Administration under the Construction component. (Figure 2-2)

Figure 2-2. Construction Component

3. In the search box, enter the Contract Number, or click Show first 10. (Figure 2-3)

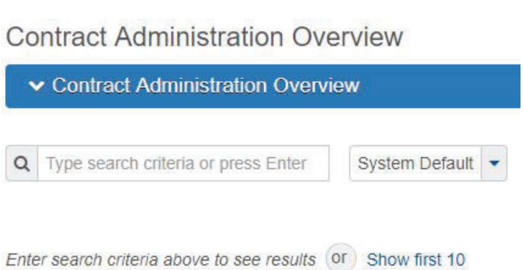


Figure 2-3. Contract Administration Overview

4. Click the Contract number hyperlink. (Figure 2-4)

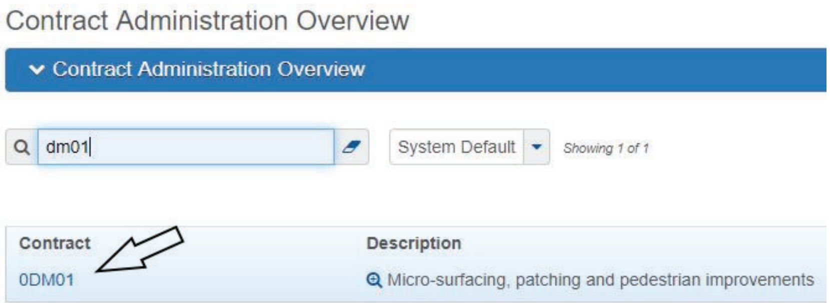


Figure 2-4. Contract Administration Overview Search Results

5. Verify and update contract information in the following Contract Administration Summary Navigation Tabs using the following sources: Contract Record and Agreement Estimate (AEB) report. (Figure 2-5 through Figure 2-31)
   a. **General Tab:** This tab includes basic contract information. Verify the information in all fields is correct. (Figure 2-5)

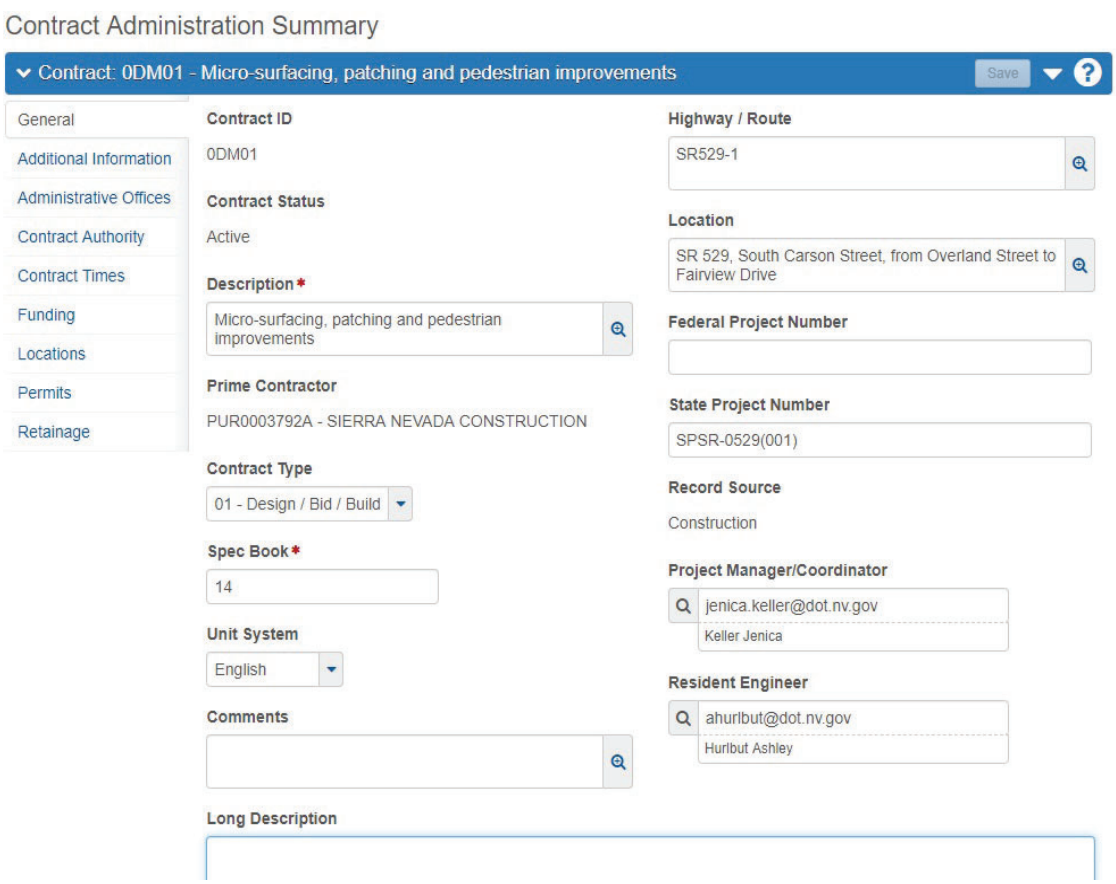


Figure 2-5. General Tab

   b. **Additional Information:** NDOT doesn't utilize this tab. Any data populated on this tab is informational only. (Figure 2-6)

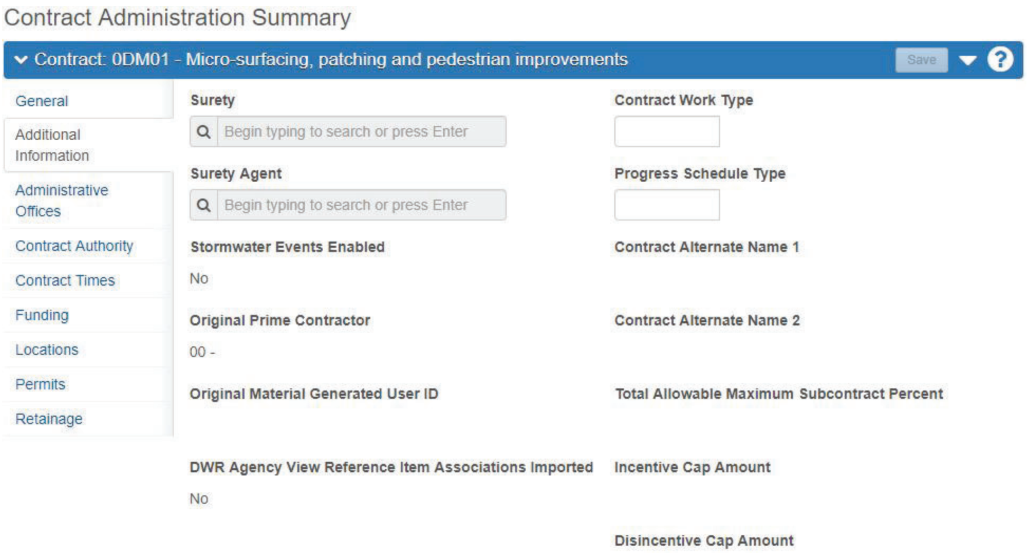


Figure 2-6. Additional Information

c. **Administrative Offices:** This tab shows the crew the contract is responsible for. The Data populated in this tab is informational only. (Figure 2-7)

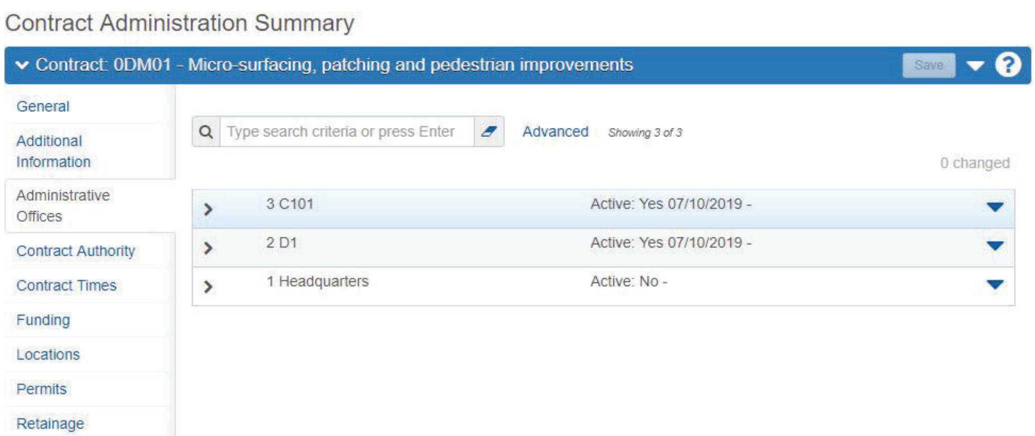


Figure 2-7. Administrative Offices

Contract Specific Contract Authority: This area is where Mobile Inspector PWA Users are given access to the contract AND to give someone outside of the Administrative Office (Crew office) access to a contract, i.e., a user from another crew is on loan to help on a contract, a consultant is on an approved Agreement to assist a crew on a contract, and/ or a Prime Contractor representative has been given Read-Only access to a contract.

In the case of Prime Contractor representative access, the crew sends an email to the Construction Division's Business Process Analysts with the person's name, title, company and email address. The Business Process Analyst will send an email back to crew when the contractor representative can be given read-only access to a contract.

Contract Specific Contract Authority: This area is where Mobile Inspector Users are given access to the contract and to grant someone outside of the Administrative Office access to this contract.

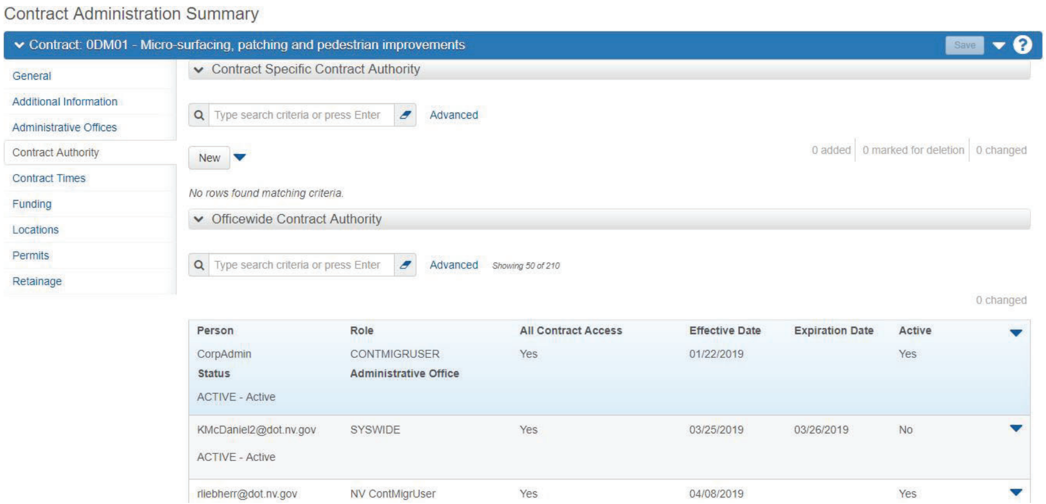


Figure 2-8. Contract Authority

i. To give access to a contract, click the **New** button under Contract Specific Contract Authority. (Figure 2-9)

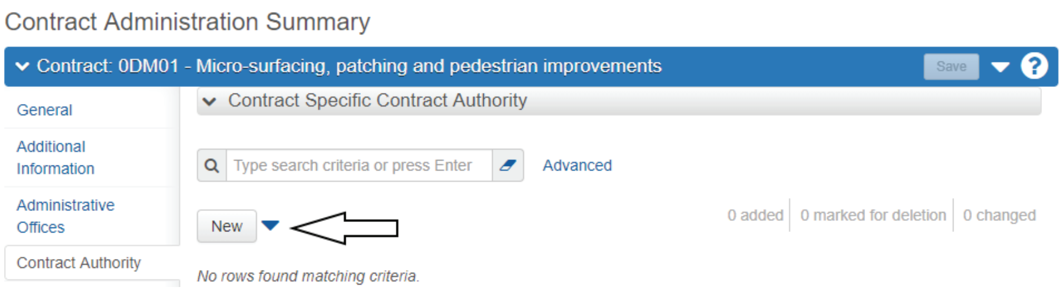


Figure 2-9. Contract Authority New button

ii. In the Person field, type the person's name and select the person. (Figure 2-10) Always use the email Person record.

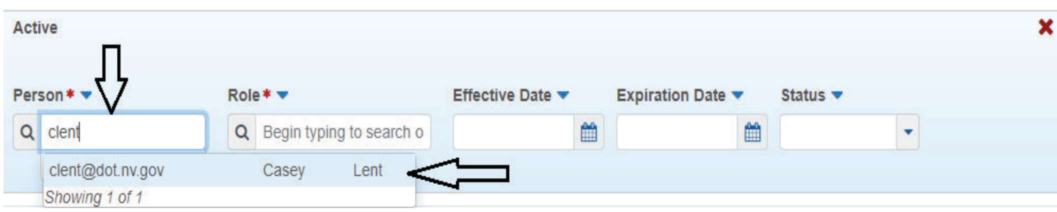


Figure 2-10. New Mobile Inspector with Search Results

iii. In the Role field, hit enter and select the appropriate Role (see the Contract Authority Roles table on next page for details), enter the Effective Date, and select Active as the Status. (Figure 2-11)

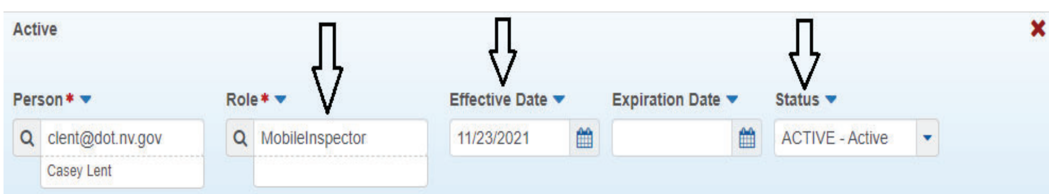


Figure 2-11. New Mobile Inspector Details

Contract Authority Roles

User	Role(s)
Inspector	MobileInspector
Inspector (on loan from another crew)	MobileInspector, NV Inspector
Tester (on loan from another crew)	NV Materials Tester
Office Engineer (on loan from another crew)	NV Crew Office, NV L1 Estimate Generator, NV Materials Reviewer
Consultant Inspector	MobileInspector, NV Inspector
Consultant Tester	NV Materials Tester
Consultant Office Person	NV Crew Office, NV L1 Estimate Generator, NV Materials Reviewer
Consultant Assistant RE	NV Crew Office, NV L1 Estimate Generator, NV L2 Estimate Review, NV L3 Estimate Approve, NV Materials Reviewer, NV Materials Authorizer
Prime Contractor	NV Contractor ReadOnly

iv. Click the Save button. (Figure 2-12)

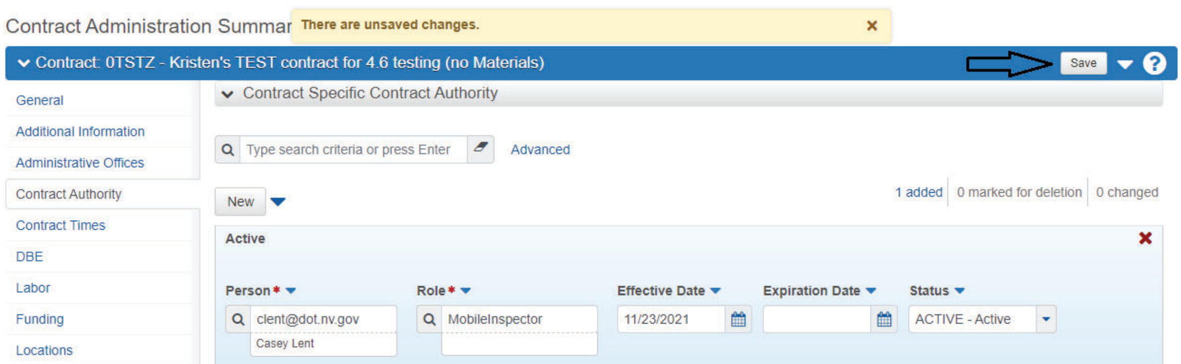


Figure 2-12. Contract Authority Save button

v. Repeat steps i. through iv. as needed.

> ***Note:*** *Once a Contract Specific Contract Authority record has been added, it cannot be deleted. To end a Contract Specific Contract Authority, enter in an Expiration date and click the Save button.*

Officewide Contract Authority: This area lists anyone that has access to the contract as a result of which Administrative Office this contract is placed in. (Figure 2-8)

d. **Contract Times:** This tab contains a list of all the time records that exist for the contract. (Figure 2-13)

Informational Area: This includes all the Informational Contract Times. Several dates are pre-populated based on the Contract Record (DO NOT CHANGE THESE DATES) (Figure 2-13). Items 1 (CREW-REVIEW) and 2 (ConstStartedDate) will be entered once the contract is reviewed.

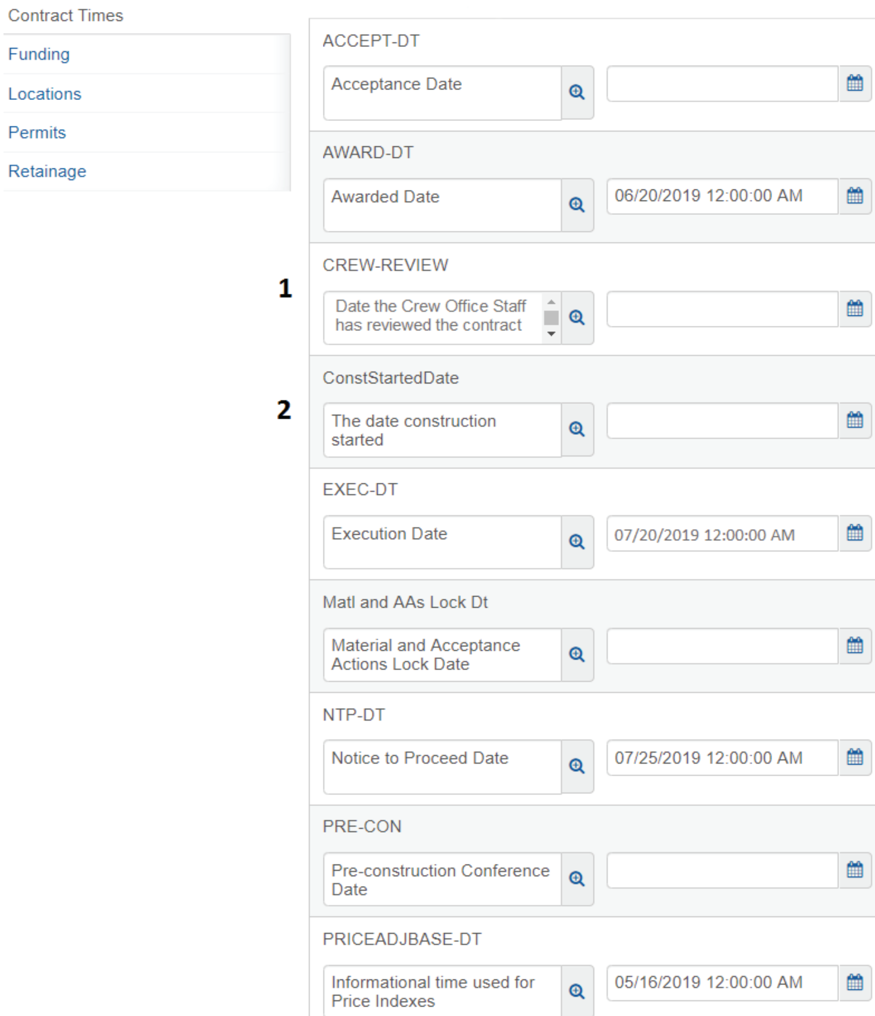


Figure 2-13. Contract Times - Informational

Site Area: This area identifies the contract's Main Contract Site Time, Available Time (Working Days) (00 AT), or Completion Date (00 CD) and the Clean Up Time (00 CLEAN) site time. It is also the area where the Time Charges Start Date and Time Charges Stop Dates are entered, where the time liquidated damages rates are set, and where the contract time can be suspended and resumed on a Working Days (00 AT) contract. (Figure 2-14 through Figure 2-27)

All AWP contracts are set up with a Calendar Day Clean Up Time (00 CLEAN) per the *Standard Specifications, Section 108.09*, in order to track the time allotted the Contractor to perform final clean up on the contract.

> ***Note:*** *The 00 CLEAN Start Date will be entered at the completion of construction. Refer to Chapter 10, Field Closeout, in this User Guide for details on this Site Time.*

i. To reveiw and edit (if applicable) the site time, click the Time ID link (currently shown as 00 AT) . (Figure 2-14)

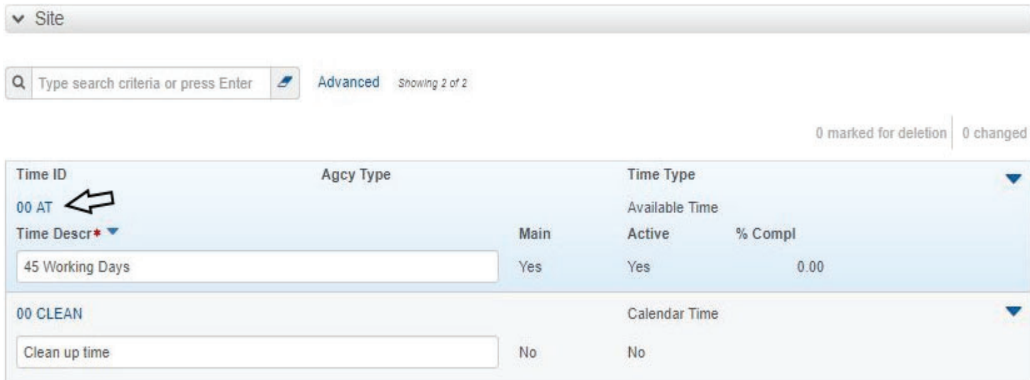


Figure 2-14. Contract Site Time ID

ii. **General Tab:** Verify the Time Description, Time Type and the Original Number of Time Units are correct. Confirm that the Main Contract Time has a 'Yes' value, there is an Effective Date and the Status is 'Active'. (Figure 2-15)

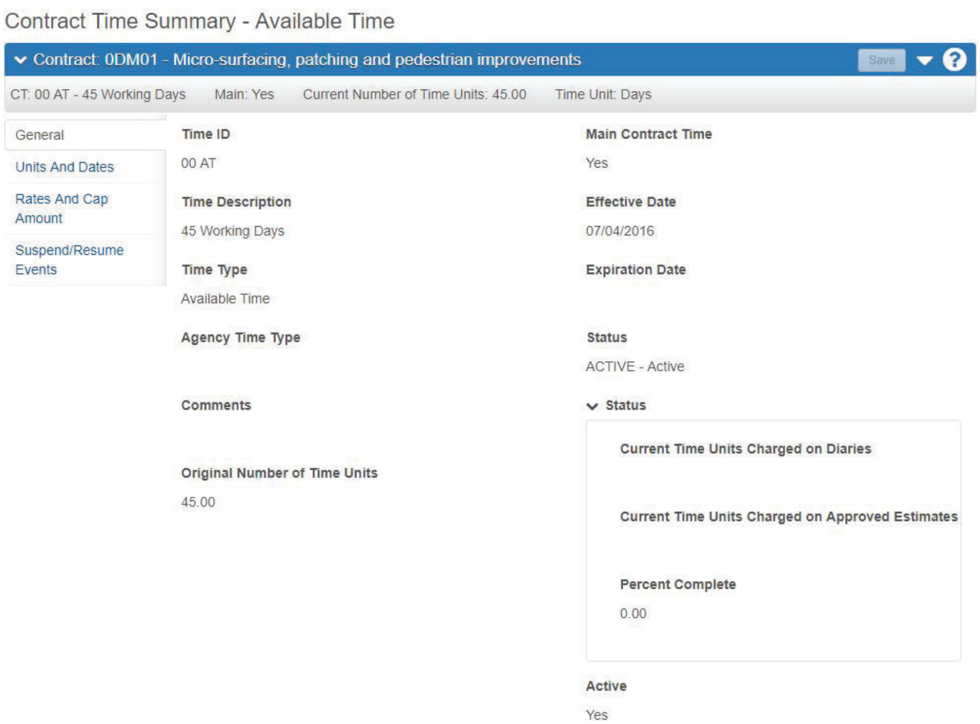


Figure 2-15. Contract Time Summary, General tab

iii. **Units and Dates Tab:** Verify the Time Charges Start Date is correct for the Main Site Time (00 AT or 00 CD). (Figure 2-16)

> ***Note:*** *The Time Charges Start Date is set to the Contract's NTP date. If there is a delay and work doesn't start on the NTP Date, change the Time Charges Start Date to the correct date.*

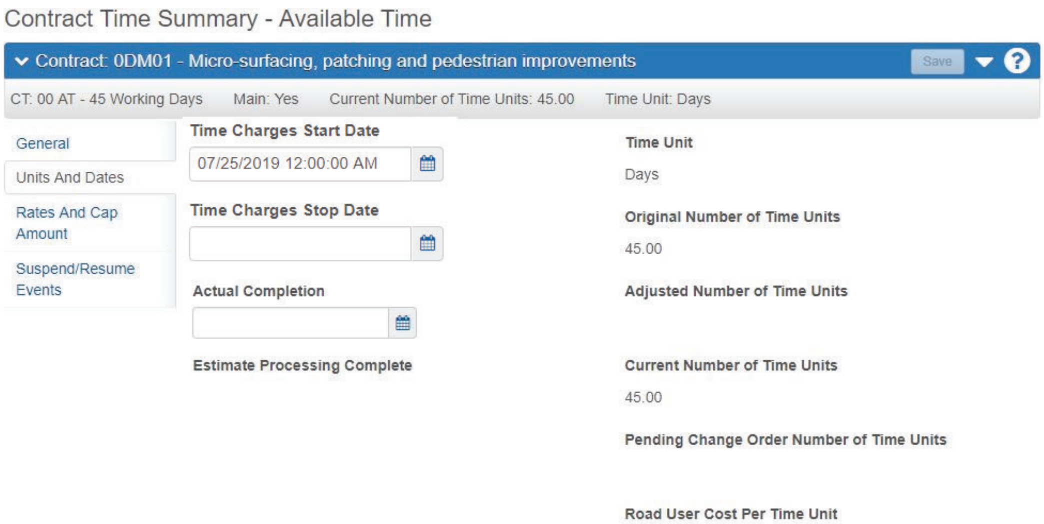


Figure 2-16. Contract Time Summary, Units and Dates

iv. **Rates and Cap Amount:** Verify the Liquidated Damages/Disincentive Rate per the Contract Special Provisions. (Figure 2-17)

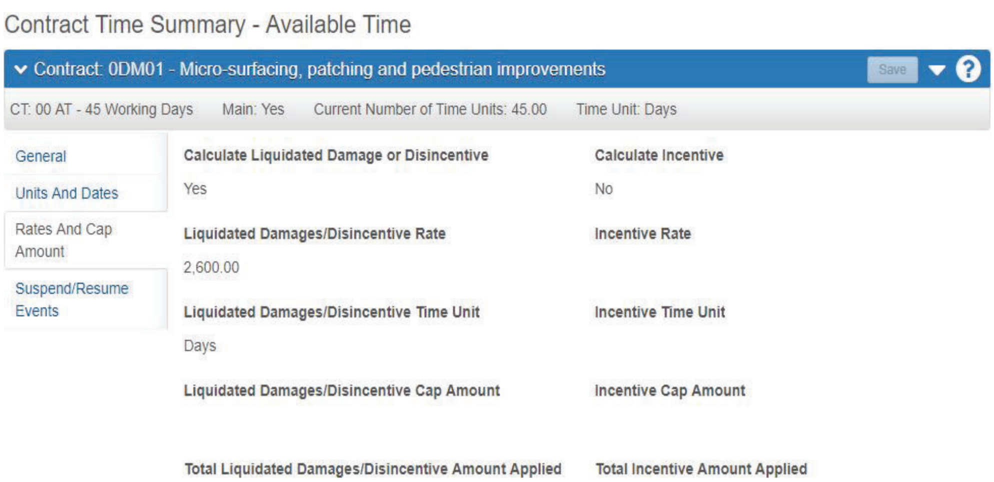


Figure 2-17. Contract Time Summary, Rates and Cap Amount

v. **Suspend/Resume Events Tab:** This tab is the area an Approved Suspend and Resume Event is added.

> ***Note:*** *During the crew review if the contract's start date has been suspended, enter an initial Suspend Event . Enter the Resume Event when the start date has been decided. The Suspendand and Resume Memos are required and should be sent to the Construction Chief.*

> ***Note:*** *A Suspend/Resume Event can be added at any point throughout the contract.*

1. If there is a Suspend/Resume Event click the New button. (Figure 2-18)

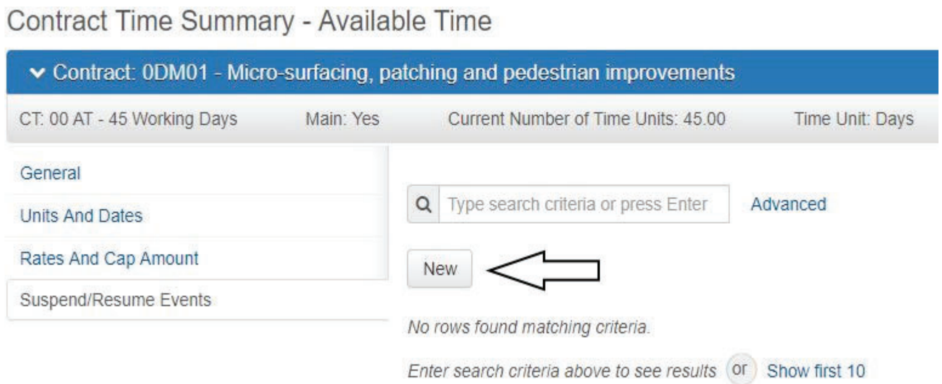


Figure 2-18. Contract Time Summary, Suspend/Resume Events

2. Enter the beginning date in the Suspend Available Time Charges field and then click the Save button. (Figure 2-19)

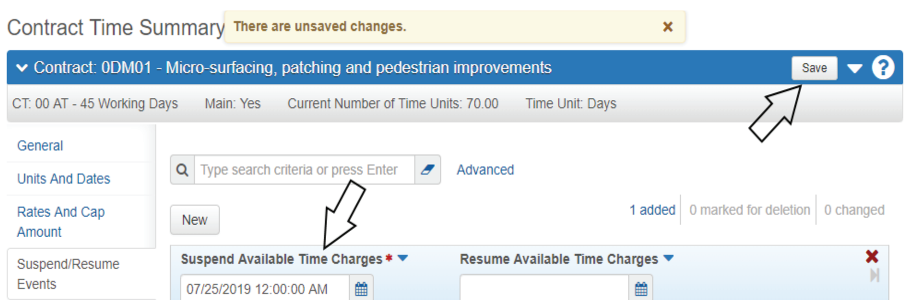


Figure 2-19. Add Suspend/Resume Event

3. To end the Suspend Event, enter a date into the Resume Available Time Charges field and click the Save button.

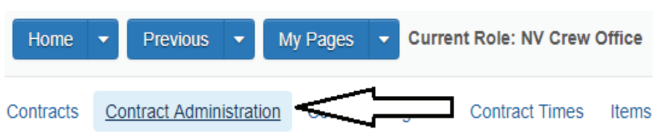


Figure 2-20. Quick Link

vi. Click the **Contract Administration** Quick Link to return to the Contract Times area. (Figure-2-20)

e. **Funding Tab:** Verify the Fund Package ID value matches the Fund Package Description. (Figure 2-21)

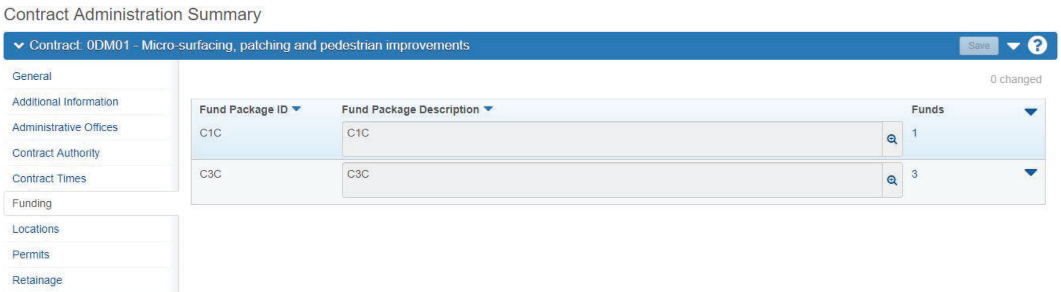


Figure 2-21. Funding

f. **Locations Tab:** Verify the County and District Descriptions are correct. (Figure 2-22)

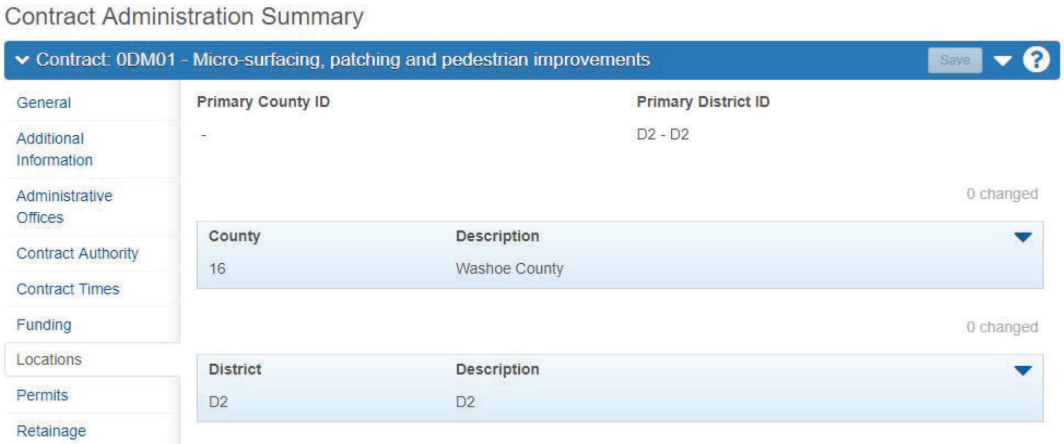


Figure 2-22. Locations

g. **Permits Tab:** This tab is used to add and track Permits as they are received. (Figure 2-23)

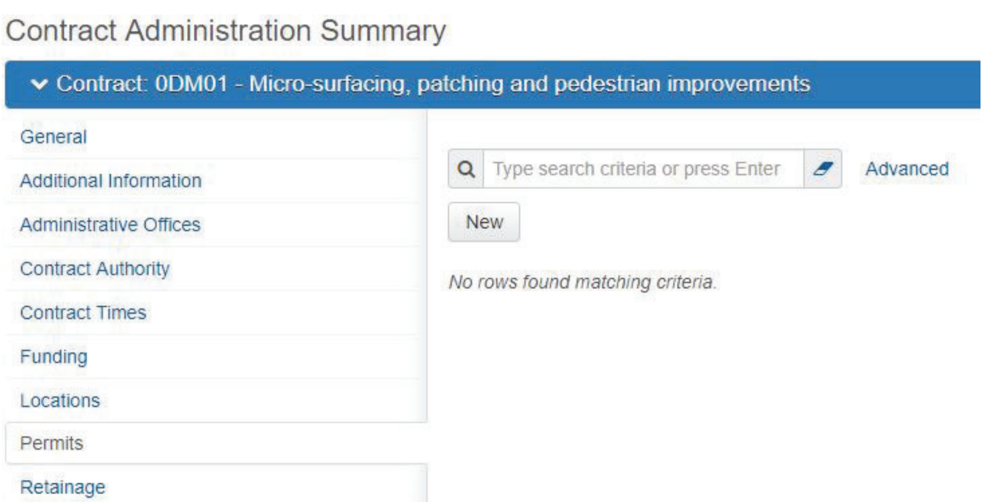


Figure 2-23. Permits

1. To add a new permit, click the New button. (Figure 2-24)

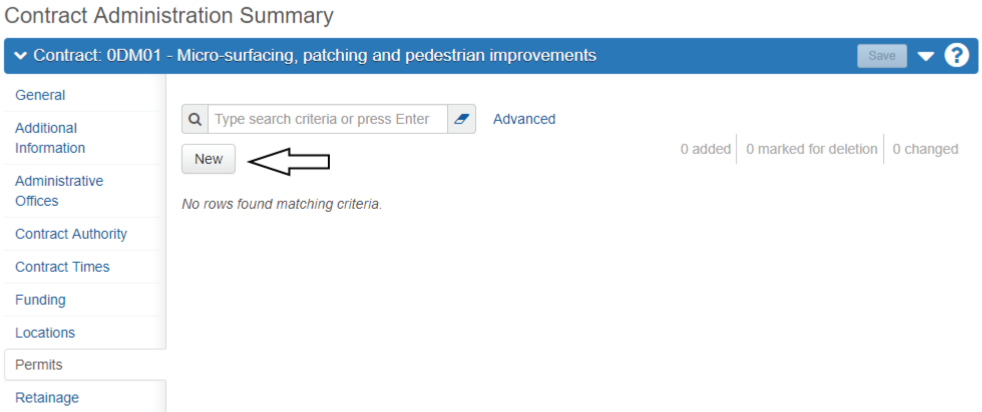


Figure 2-24. Permits: New button

2. Select a Permit Type from the drop-down. (Figure 2-25)

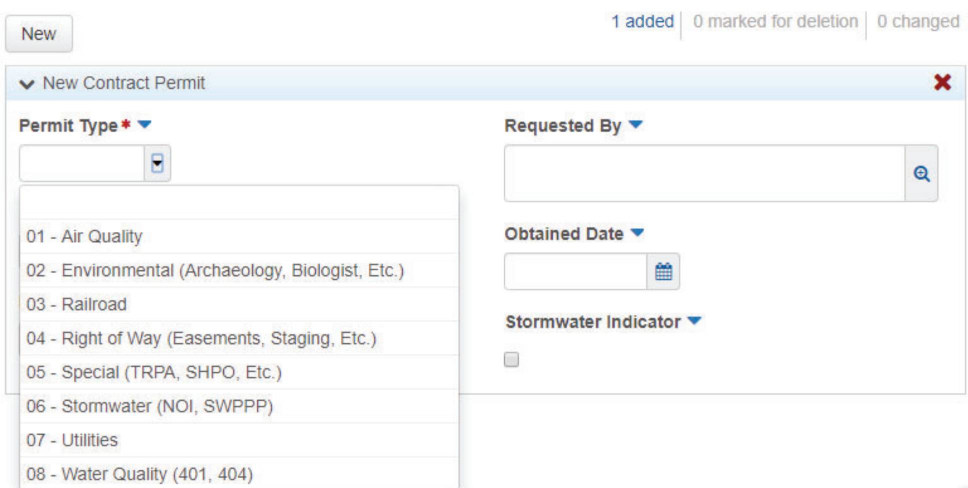


Figure 2-25. New Contract Permit: Permit Type drop-down

3. Complete Permit Type and Permit ID fields, then click the Save button. (Figure 2-26)

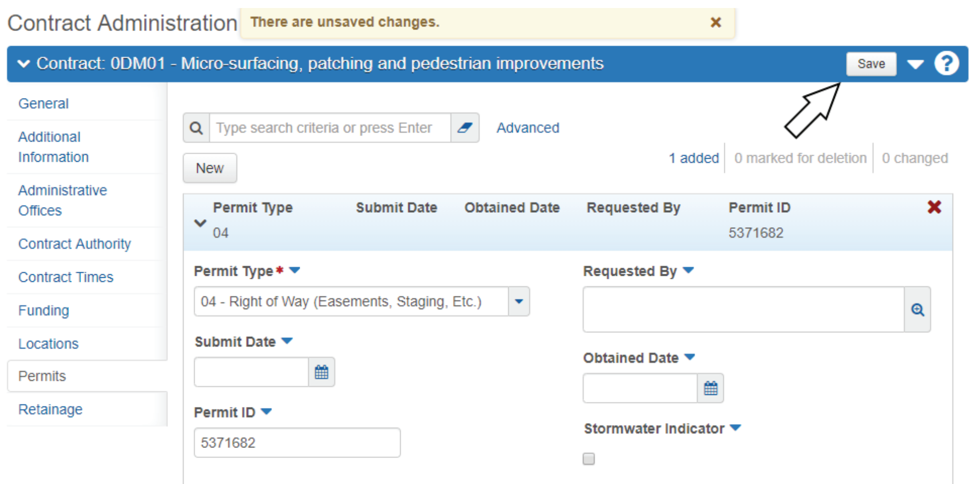


Figure 2-26. New Contract Permit Details

4. All Permits are REQUIRED to have the supporting documents attached. Click the Row Actions Menu and select Attachments. (Figure 2-27)

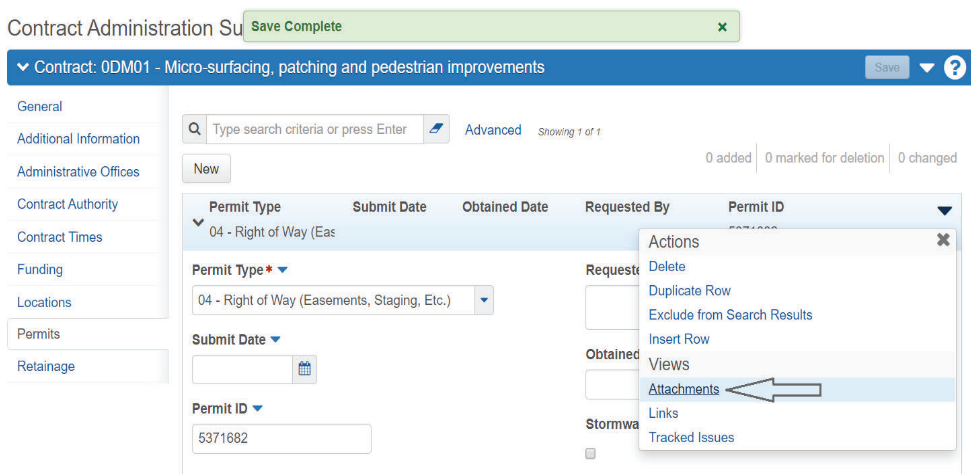


Figure 2-27. Permits Row Action drop-down, Attachments

5. Click the Select File... Button. (Figure 2-28)

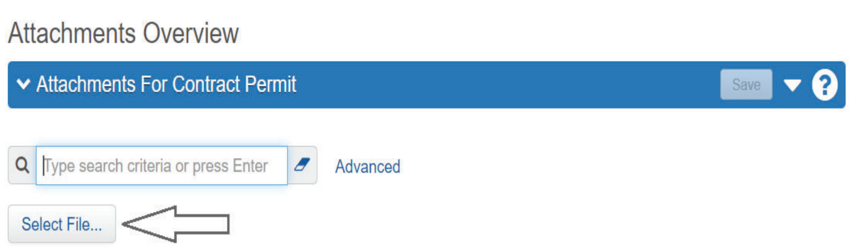


Figure 2-28. Permits Attachments, Select File Button

6. Go to the appropriate EDOC Contract Files\Contract Files\Division No. 1 - Information Furnished at the Start and During the Contract directory and select the supporting document file, then click the Open button. (Figure 2-29)

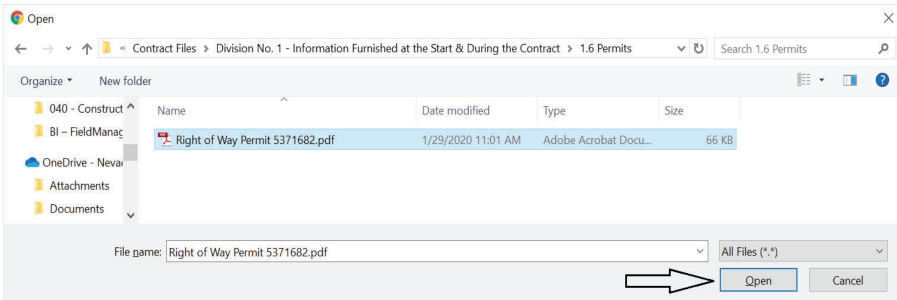


Figure 2-29. Permit Attachments, File Selection Window

7. Enter a Description and click the Save button. (Figure 2-30)

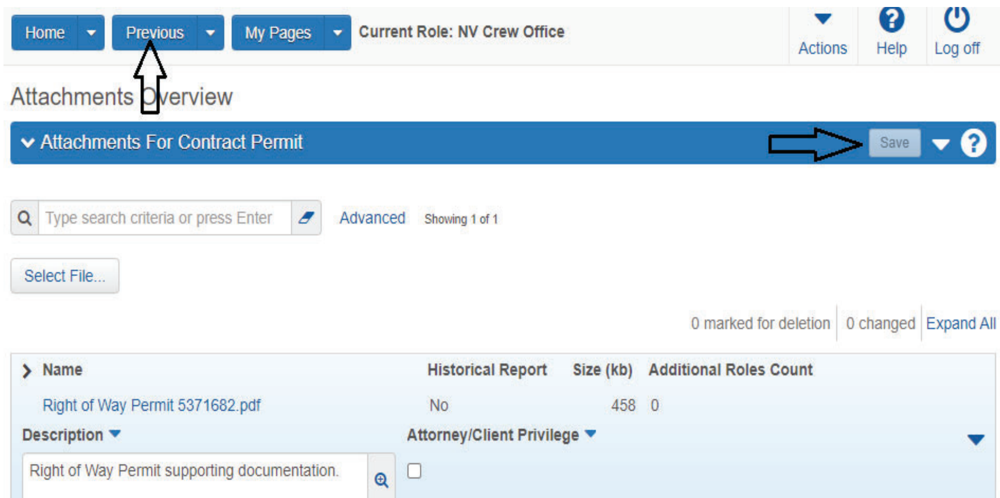


Figure 2-30. Permit Attachments

8. Click the Previous button to return to the Permit record. (Figure 2-30)

h. **Retainage Tab:** This area shows the contract's retainage properties. Data populated on this screen is informational only. (Figure 2-31)

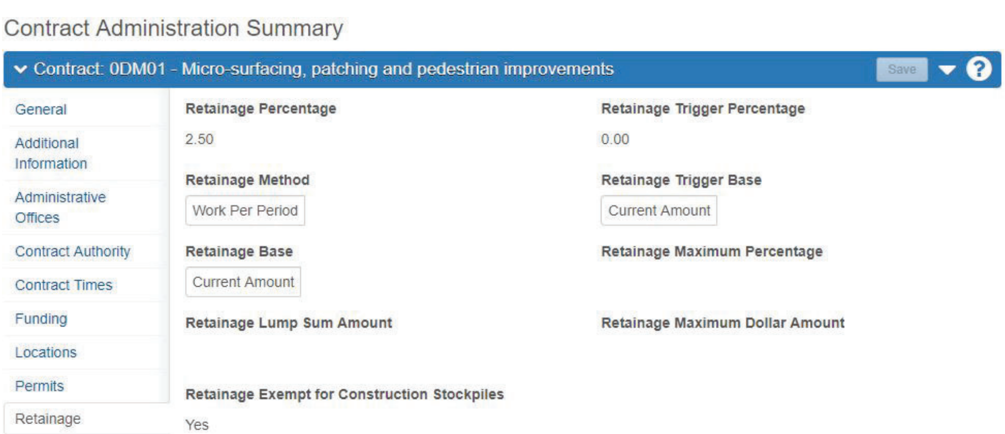


Figure 2-31. Retainage

REVIEWING CONTRACT PROJECTS

1. While in Contact Administration, click Projects in the Quick Links. (Figure 2-32)

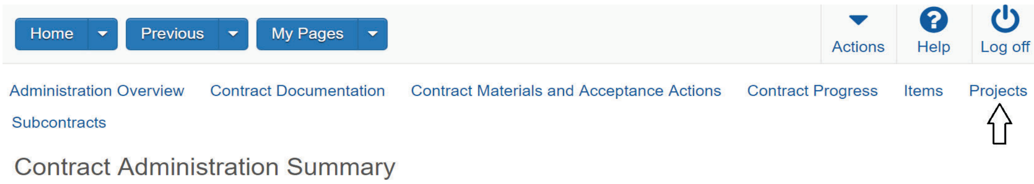


Figure 2-32. Contract Administration Quick Links

2. To review the Contract Project details, click the Project ID link. (Figure 2-33)

Figure 2-33. Project ID Link

3. Verify the information in the following Contract Project Summary Navigation Tabs using the following sources: Contract Record and Agreement Estimate Breakout (AEB) report. (Figure 2-34 through 2-39) Repeat for each project.
   a. **General Tab:** Verify the Project Description and Project Location. (Figure 2-34)

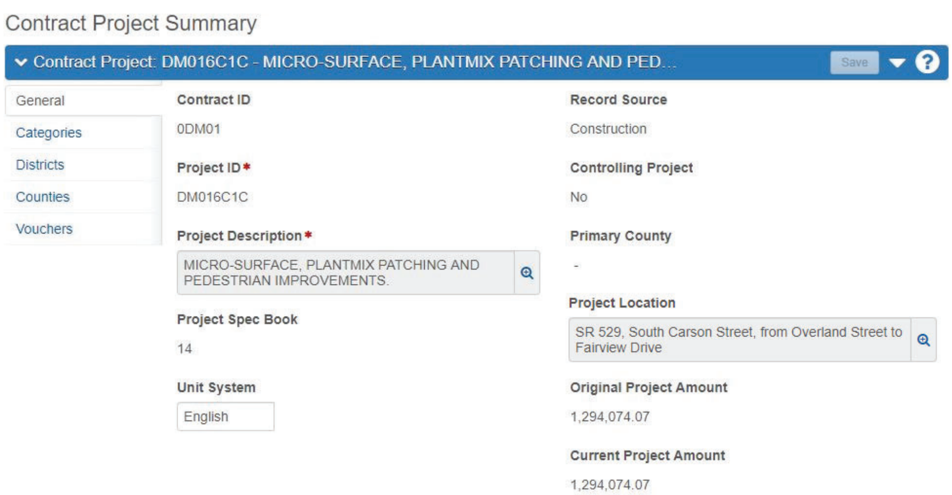


Figure 2-34. Contract Project Summary, General Tab

   b. **Categories Tab:** Click the chevron to the left of the category description to expand the category record (Figure 2-35). Verify the Category Description and the Activity are correct per the Agreement Estimate Breakout Report. (Figure 2-36) Repeat for each category.

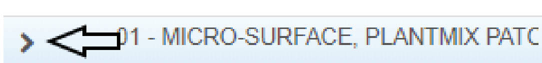


Figure 2-35. Expand Chevron

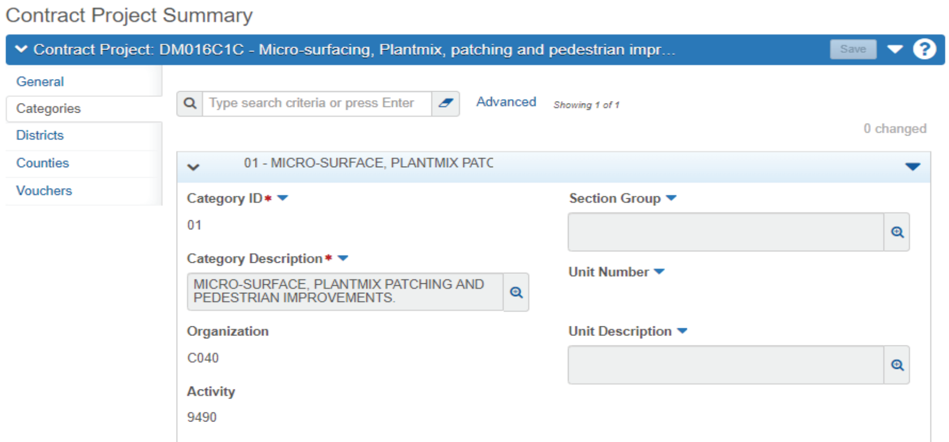


Figure 2-36. Contract Project Summary, Categories Tab

c. **Districts Tab:** Verify the District ID is correct. (Figure 2-37)

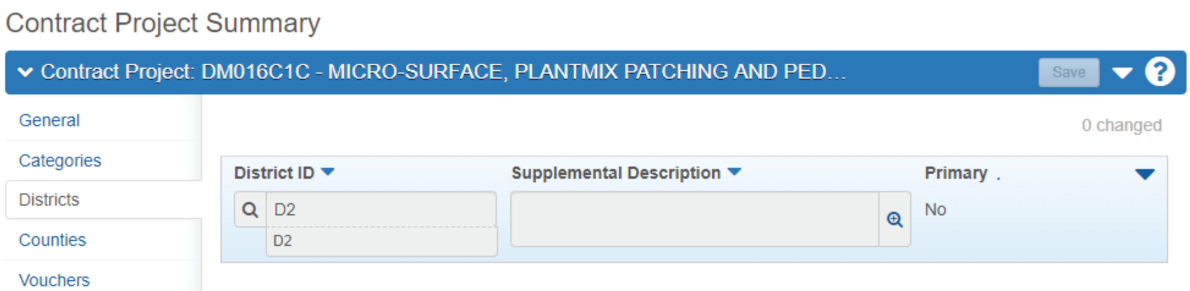


Figure 2-37. Contract Project Summary, District tab

d. **Counties Tab:** Verify the county information. (Figure 2-38) If there is more than one county for a project, the total sum of the Percentage values must equal 100%.

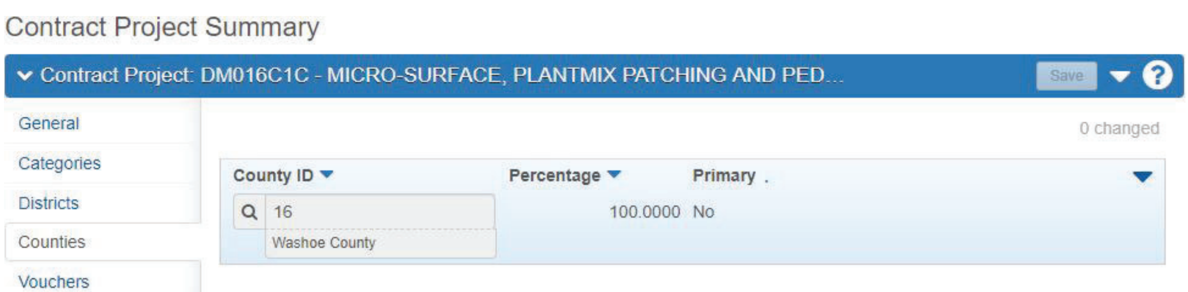


Figure 2-38. Contract Project Summary, Counties Tab

e. **Vouchers Tab:** This tab shows all of the completed payment estimates to date on the project. (Figure 2-39)

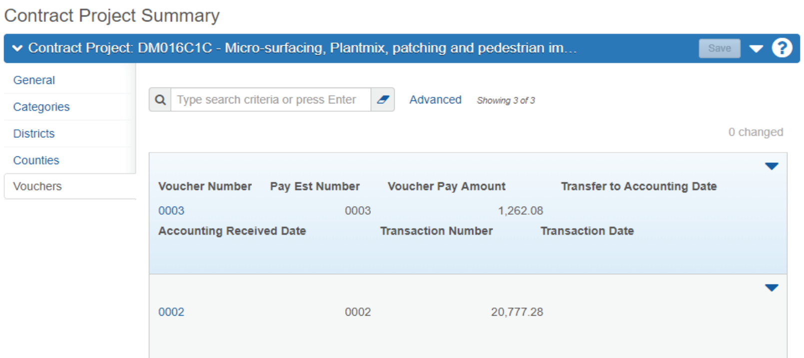


Figure 2-39. Contract Project Summary, Counties Tab

f. Click Previous (Figure 2-40) to go back to the Contract Project Overview of the Contract's Projects.

Figure 2-40. Previous Button

REVIEWING CONTRACT ITEMS AND PROJECT/CATEGORY ITEMS

1. Once all projects are reviewed, click Items in the Quick Links. (Figure 2-41)

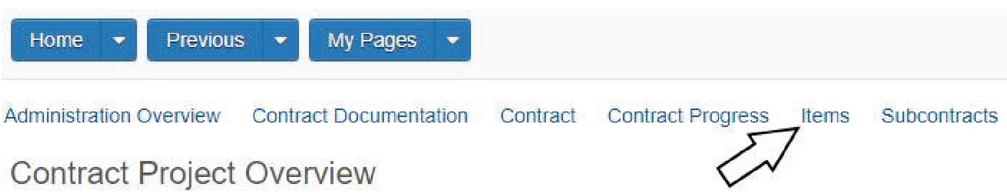


Figure 2-41. Project Quick Links

2. Review the Contract Items against the Estimate of Quantities. (Figure 2-42)

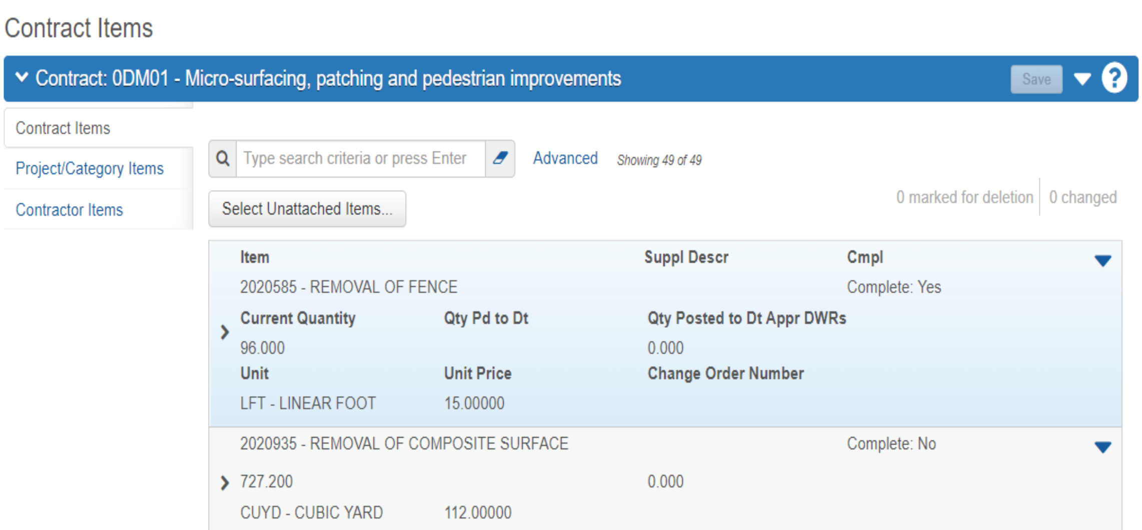
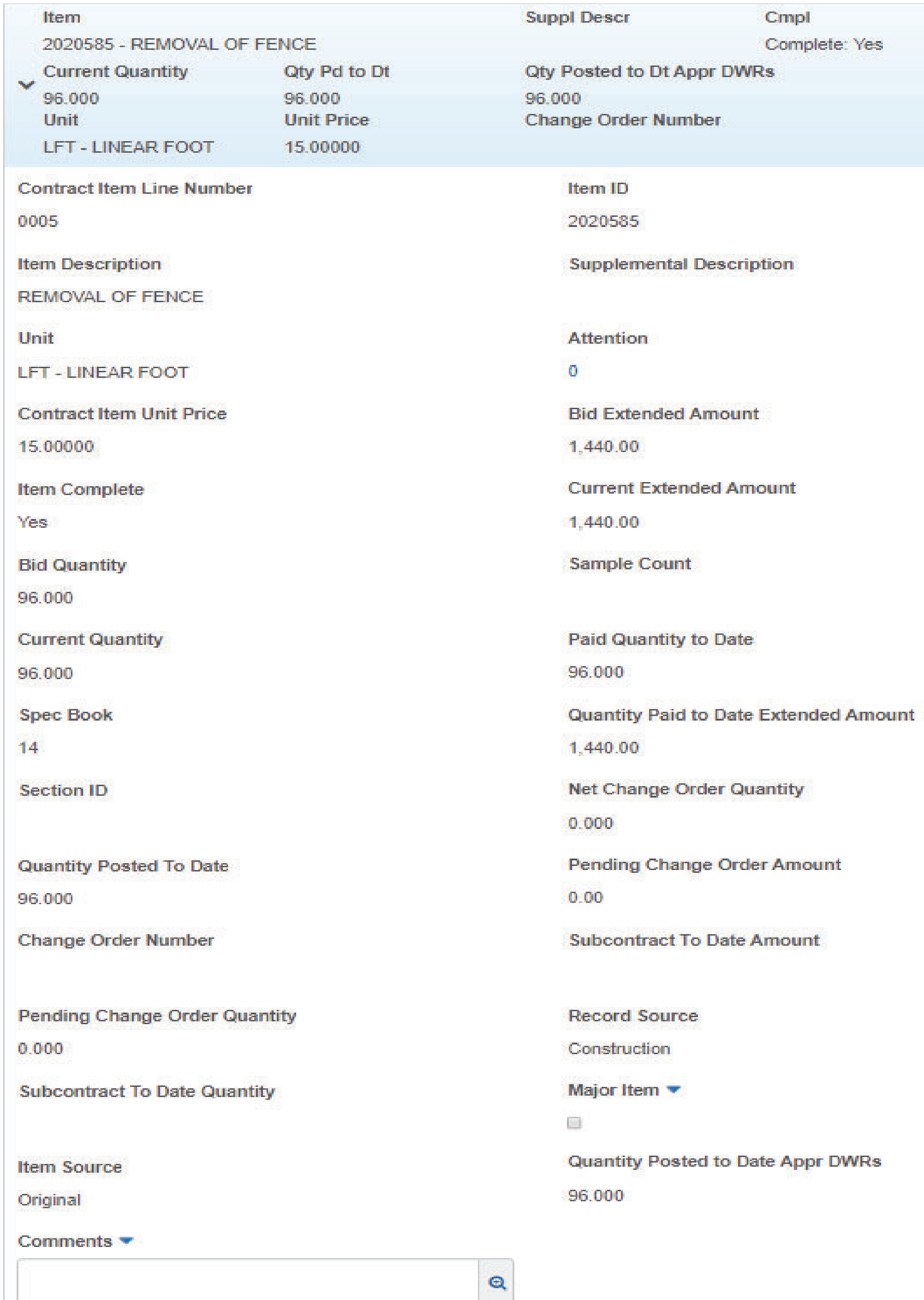


Figure 2-42. Contract Items, Contract Items tab

3. Click the chevron to expand the Item for additional information. (Figure 2-43)

Figure 2-43. Expand Chevron

4. Review the Item's Details. (Figure 2-44)



Item		Suppl Descr	Cmpl
2020585 - REMOVAL OF FENCE			Complete: Yes
Current Quantity	Qty Pd to Dt	Qty Posted to Dt Appr DWRs	
96.000	96.000	96.000	
Unit	Unit Price	Change Order Number	
LFT - LINEAR FOOT	15.00000		

Contract Item Line Number: 0005	Item ID: 2020585
Item Description: REMOVAL OF FENCE	Supplemental Description:
Unit: LFT - LINEAR FOOT	Attention: 0
Contract Item Unit Price: 15.00000	Bid Extended Amount: 1,440.00
Item Complete: Yes	Current Extended Amount: 1,440.00
Bid Quantity: 96.000	Sample Count:
Current Quantity: 96.000	Paid Quantity to Date: 96.000
Spec Book: 14	Quantity Paid to Date Extended Amount: 1,440.00
Section ID:	Net Change Order Quantity: 0.000
Quantity Posted To Date: 96.000	Pending Change Order Amount: 0.00
Change Order Number:	Subcontract To Date Amount:
Pending Change Order Quantity: 0.000	Record Source: Construction
Subcontract To Date Quantity:	Major Item:
Item Source: Original	Quantity Posted to Date Appr DWRs: 96.000
Comments:	

Figure 2-44. Item Details

5. Verify Project/Category Items. (Figure 2-45)

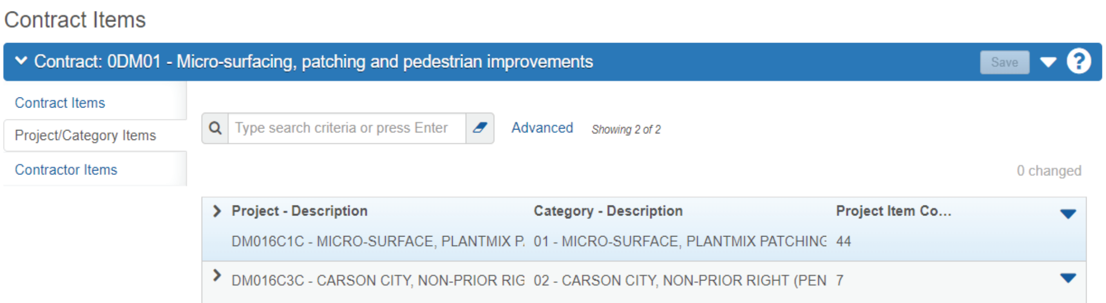


Figure 2-45. Contract Items, Project Items tab

6. Click the chevron to the left of the Project - Description to expand the selection. (Figure 2-46)

Figure 2-46. Chevron to expand selection

7. Verify the items assigned to the Projects and Categories against the Agreement Estimate Breakout Report. . (Figure 2-47)

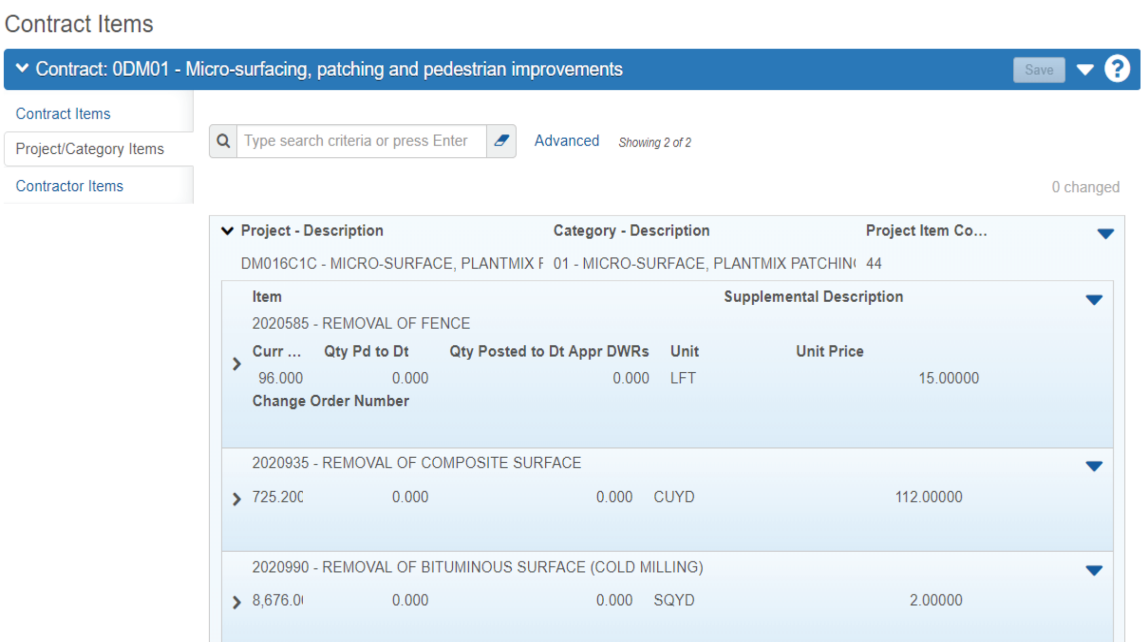


Figure 2-47. Contract Items, Project Items Expanded

8. **Contractor Items Tab:** NDOT doesn't utilize this tab. Any data populated in this tab is informational only. (Figure 2-48)

Figure 2-48. Contractor Items tab

ENTERING CREW REVIEW DATE AND CONSTRUCTION START DATE

1. After the review of the contract, click Contract Administration in the Quick Links. (Figure 2-49)

Figure 2-49. Items Quick Links

2. Navigate to Contract Times Taband enter the appropriate dates into CREW-REVIEW (1) and ConstStartedDate (2) on Step 5.e at the beginning of this chapter. (Figure 2-50)

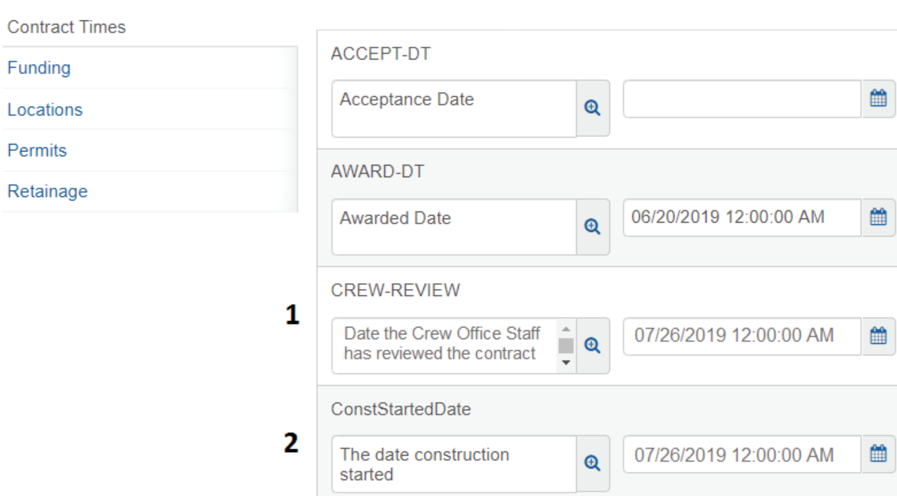


Figure 2-50. Contract Times: Information Times Post Review

3. Click the Save button. (Figure 2-51)

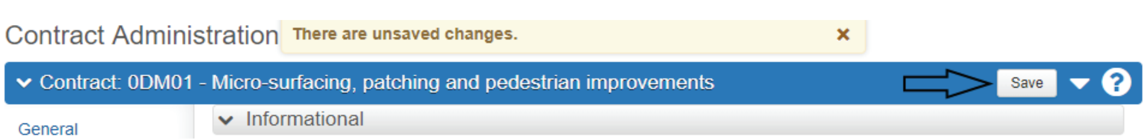


Figure 2-51. Contract Administration: Contract Time Save