

CONTRACT SETUP

This chapter contains the following sections:

| | |
|---|------|
| Reviewing and Setting Up a Contract | 2-3 |
| Reviewing Contract Projects | 2-16 |
| Reviewing Contract Items and Project/Category Items | 2-18 |
| Entering Crew Review Date and Construction Start Date | 2-22 |

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)

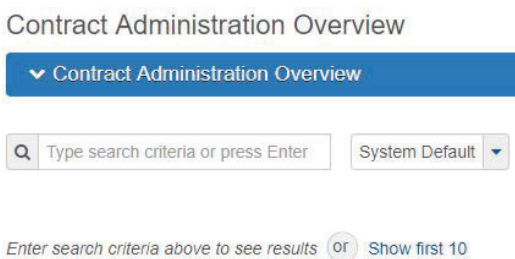


Figure 2-3. Contract Administration Overview

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

Contract Administration Overview

▼ Contract Administration Overview

Q dm01| System Default Showing 1 of 1

| Contract | Description |
|----------|---|
| ODM01 | Micro-surfacing, patching and pedestrian improvements |

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)

Contract Administration Summary

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

| | | |
|------------------------|---|--|
| General | Contract ID ODM01 | Highway / Route SR529-1 |
| Additional Information | Contract Status Active | Location SR 529, South Carson Street, from Overland Street to Fairview Drive |
| Administrative Offices | Description * Micro-surfacing, patching and pedestrian improvements | Federal Project Number |
| Contract Authority | Prime Contractor PUR0003792A - SIERRA NEVADA CONSTRUCTION | State Project Number SPSR-0529(001) |
| Contract Times | Contract Type 01 - Design / Bid / Build | Record Source Construction |
| Funding | Spec Book * 14 | Project Manager/Coordinator jenica.keller@dot.nv.gov Keller Jenica |
| Locations | Unit System English | Resident Engineer ahuribut@dot.nv.gov Hurbut Ashley |
| Permits | Comments | |
| Retainage | Long Description | |

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)

Contract Administration Summary

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

| | | |
|------------------------|---|---|
| General | Surety Q Begin typing to search or press Enter | Contract Work Type <input type="text"/> |
| Additional Information | Surety Agent Q Begin typing to search or press Enter | Progress Schedule Type <input type="text"/> |
| Administrative Offices | Stormwater Events Enabled No | Contract Alternate Name 1 |
| Contract Authority | Original Prime Contractor 00 - | Contract Alternate Name 2 |
| Contract Times | Original Material Generated User ID | Total Allowable Maximum Subcontract Percent |
| Funding | DWR Agency View Reference Item Associations Imported No | Incentive Cap Amount |
| Locations | | Disincentive Cap Amount |
| Permits | | |
| Retainage | | |

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)

Contract Administration Summary

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

| | | | | | | | | | | | |
|------------------------|--|--------------------------|---|--------|--------------------------|---|------|--------------------------|---|----------------|--------------|
| General | Q Type search criteria or press Enter Advanced Showing 3 of 3 | | | | | | | | | | |
| Additional Information | 0 changed | | | | | | | | | | |
| Administrative Offices | <table border="1"> <tr> <td>></td> <td>3 C101</td> <td>Active: Yes 07/10/2019 -</td> </tr> <tr> <td>></td> <td>2 D1</td> <td>Active: Yes 07/10/2019 -</td> </tr> <tr> <td>></td> <td>1 Headquarters</td> <td>Active: No -</td> </tr> </table> | | > | 3 C101 | Active: Yes 07/10/2019 - | > | 2 D1 | Active: Yes 07/10/2019 - | > | 1 Headquarters | Active: No - |
| > | 3 C101 | Active: Yes 07/10/2019 - | | | | | | | | | |
| > | 2 D1 | Active: Yes 07/10/2019 - | | | | | | | | | |
| > | 1 Headquarters | Active: No - | | | | | | | | | |
| Contract Authority | | | | | | | | | | | |
| Contract Times | | | | | | | | | | | |
| Funding | | | | | | | | | | | |
| Locations | | | | | | | | | | | |
| Permits | | | | | | | | | | | |
| Retainage | | | | | | | | | | | |

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.

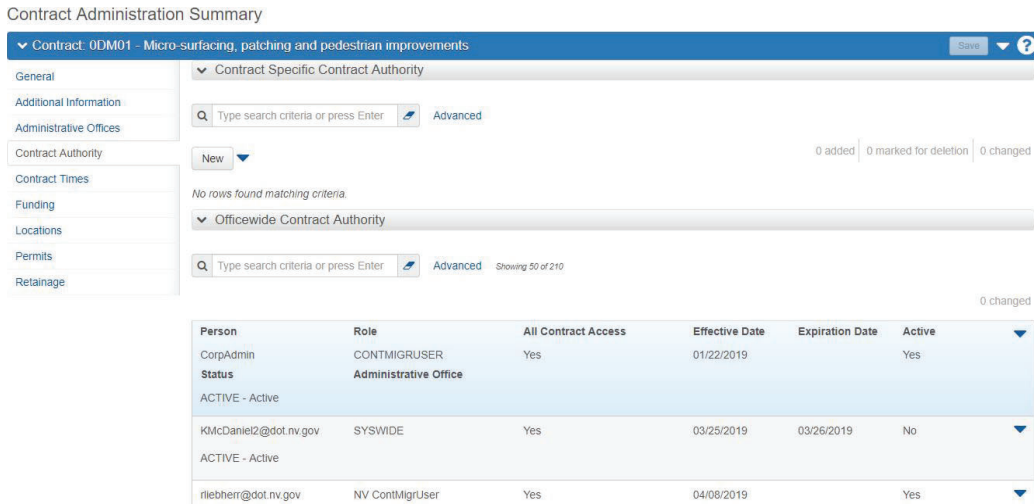


Figure 2-8. Contract Authority

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

Contract Administration Summary

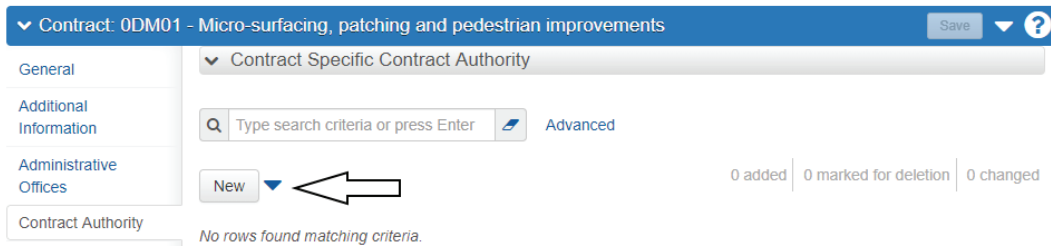


Figure 2-9. Contract Authority New button

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

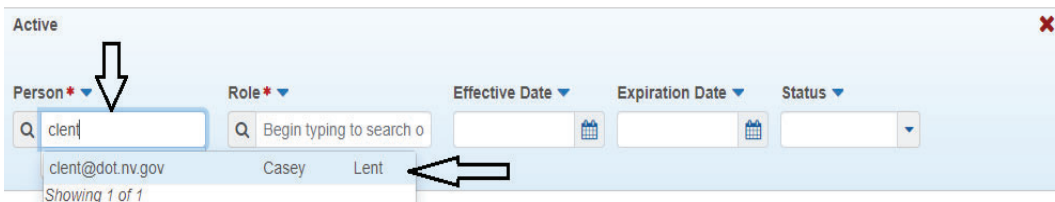


Figure 2-10. New Mobile Inspector with Search Results

- 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)

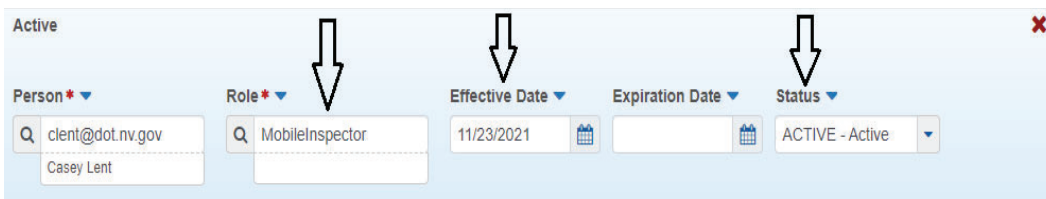


Figure 2-11. New Mobile Inspector Details

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)

Contract Administration Summary There are unsaved changes.

Contract: 0TSTZ - Kristen's TEST contract for 4.6 testing (no Materials) Save

Contract Specific Contract Authority

Q Type search criteria or press Enter Advanced

New 1 added | 0 marked for deletion | 0 changed

Active ×

| Person | Role | Effective Date | Expiration Date | Status |
|--------------------------------|-----------------|----------------|-----------------|-----------------|
| clent@dot.nv.gov Casey Lent | MobileInspector | 11/23/2021 | | ACTIVE - Active |

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 (ConstStartDate) will be entered once the contract is reviewed.

Contract Times

- Funding
- Locations
- Permits
- Retainage

1

2

ACCEPT-DT

Acceptance Date

AWARD-DT

Awarded Date 06/20/2019 12:00:00 AM

CREW-REVIEW

Date the Crew Office Staff has reviewed the contract

ConstStartedDate

The date construction started

EXEC-DT

Execution Date 07/20/2019 12:00:00 AM

Matl and AAs Lock Dt

Material and Acceptance Actions Lock Date

NTP-DT

Notice to Proceed Date 07/25/2019 12:00:00 AM

PRE-CON

Pre-construction Conference Date

PRICEADJBASE-DT

Informational time used for Price Indexes 05/16/2019 12:00:00 AM

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

| Time ID | Agcy Type | Time Type | Time Descr | Main | Active | % Compl |
|----------|-----------|----------------|-----------------|------|--------|---------|
| 00 AT | | Available Time | 45 Working Days | Yes | Yes | 0.00 |
| 00 CLEAN | | Calendar Time | Clean up time | No | No | |

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)

Contract Time Summary - Available Time

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

CT: 00 AT - 45 Working Days Main: Yes Current Number of Time Units: 45.00 Time Unit: Days

| | | | |
|--------------------------------------|-----------------|---|-----------------|
| Time ID | 00 AT | Main Contract Time | Yes |
| Time Description | 45 Working Days | Effective Date | 07/04/2016 |
| Time Type | Available Time | Expiration Date | |
| Agency Time Type | | Status | ACTIVE - Active |
| Comments | | Status | Active |
| Original Number of Time Units | 45.00 | Current Time Units Charged on Diaries | |
| | | Current Time Units Charged on Approved Estimates | |
| | | Percent Complete | 0.00 |
| | | Active | Yes |

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.

Contract Time Summary - Available Time

| Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements | | Save | ? |
|---|-------------------------------------|--|-------------------------------------|
| CT: 00 AT - 45 Working Days | | Main: Yes | Current Number of Time Units: 45.00 |
| Time Unit: Days | | | |
| General | Time Charges Start Date | Time Unit | |
| Units And Dates | 07/25/2019 12:00:00 AM | Days | |
| Rates And Cap Amount | Time Charges Stop Date | Original Number of Time Units | |
| Suspend/Resume Events | | 45.00 | |
| | Actual Completion | Adjusted Number of Time Units | |
| | | | |
| | Estimate Processing Complete | Current Number of Time Units | |
| | | 45.00 | |
| | | Pending Change Order Number of Time Units | |
| | | | |
| | | Road User Cost Per Time Unit | |
| | | | |

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)

Contract Time Summary - Available Time

| Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements | | Save | ? |
|---|---|---------------------------------------|-------------------------------------|
| CT: 00 AT - 45 Working Days | | Main: Yes | Current Number of Time Units: 45.00 |
| Time Unit: Days | | | |
| General | Calculate Liquidated Damage or Disincentive | Calculate Incentive | |
| Units And Dates | Yes | No | |
| Rates And Cap Amount | Liquidated Damages/Disincentive Rate | Incentive Rate | |
| Suspend/Resume Events | 2,600.00 | | |
| | Liquidated Damages/Disincentive Time Unit | Incentive Time Unit | |
| | Days | | |
| | Liquidated Damages/Disincentive Cap Amount | Incentive Cap Amount | |
| | | | |
| | Total Liquidated Damages/Disincentive Amount Applied | Total Incentive Amount Applied | |
| | | | |

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 Suspend 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)

Contract Time Summary - Available Time

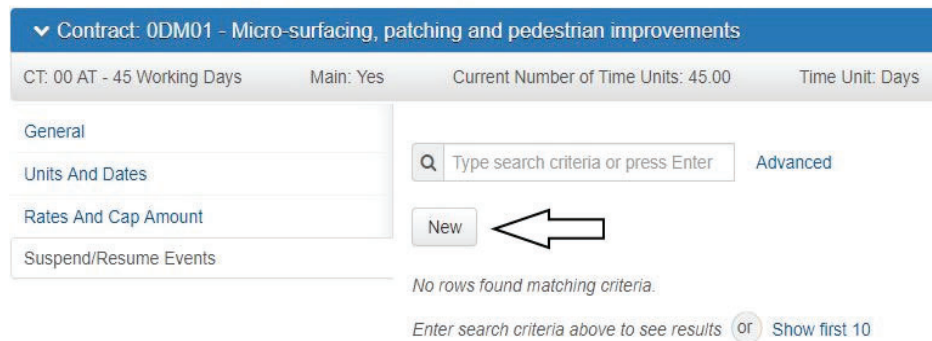


Figure 2-18. Contract Time Summary, Suspend/Resume Events

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

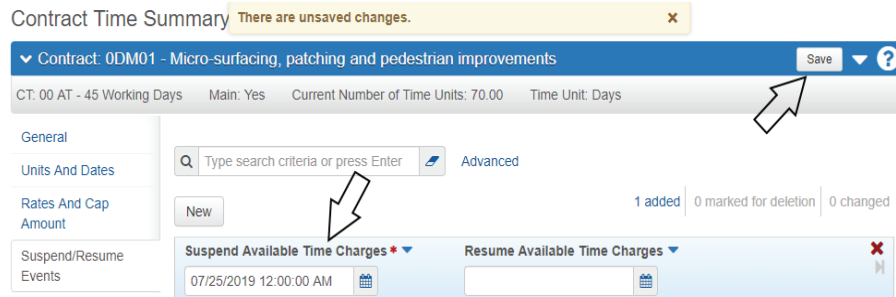


Figure 2-19. Add Suspend/Resume Event

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

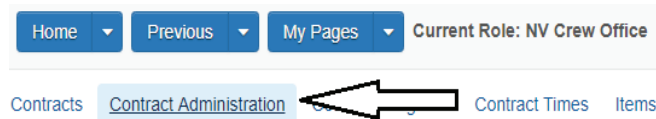


Figure 2-20. Quick Link

- 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)

Contract Administration Summary

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

General 0 changed

| Fund Package ID | Fund Package Description | Funds |
|-----------------|--------------------------|-------|
| C1C | C1C | 1 |
| C3C | C3C | 3 |

Figure 2-21. Funding

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

Contract Administration Summary

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

General 0 changed

Primary County ID: - Primary District ID: D2 - D2

| County | Description |
|--------|---------------|
| 16 | Washoe County |

0 changed

| District | Description |
|----------|-------------|
| D2 | D2 |

0 changed

Figure 2-22. Locations

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

Contract Administration Summary

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

General

Additional Information

Administrative Offices

Contract Authority

Contract Times

Funding

Locations

Permits

Retainage

Search: Type search criteria or press Enter [Advanced]

[New]

No rows found matching criteria.

Figure 2-23. Permits

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

Contract Administration Summary

The screenshot shows the 'Contract Administration Summary' for 'Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements'. On the left is a navigation menu with items: General, Additional Information, Administrative Offices, Contract Authority, Contract Times, Funding, Locations, Permits, and Retainage. The 'Permits' item is highlighted. The main content area has a search bar with the text 'Type search criteria or press Enter' and an 'Advanced' link. Below the search bar is a 'New' button with a white arrow pointing to it. To the right of the search bar, it says '0 added | 0 marked for deletion | 0 changed'. Below the search bar, it says 'No rows found matching criteria.'

Figure 2-24. Permits: New button

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

The screenshot shows the 'New Contract Permit' form. At the top left is a 'New' button. At the top right, it says '1 added | 0 marked for deletion | 0 changed'. The form has a title bar 'New Contract Permit' with a close button. The 'Permit Type' field is a drop-down menu that is open, showing a list of options: 01 - Air Quality, 02 - Environmental (Archaeology, Biologist, Etc.), 03 - Railroad, 04 - Right of Way (Easements, Staging, Etc.), 05 - Special (TRPA, SHPO, Etc.), 06 - Stormwater (NOI, SWPPP), 07 - Utilities, and 08 - Water Quality (401, 404). Other fields include 'Requested By' (a searchable text field), 'Obtained Date' (a date picker), and 'Stormwater Indicator' (a checkbox).

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)

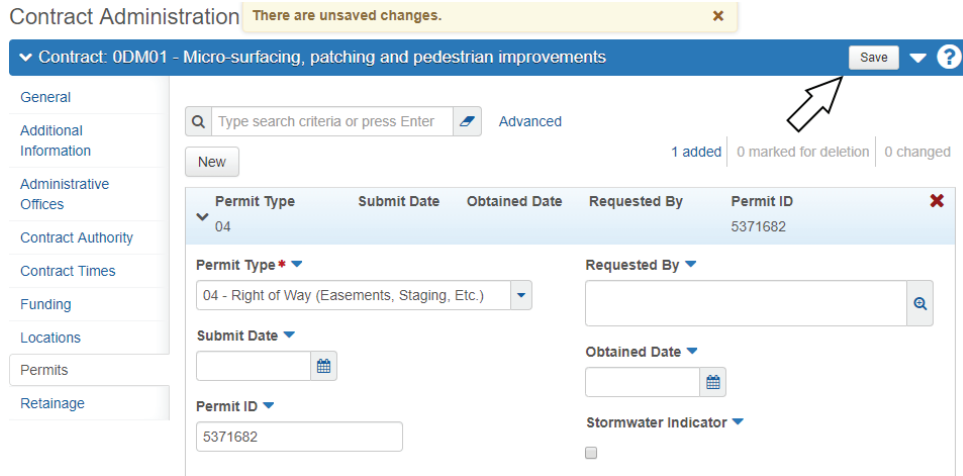


Figure 2-26. New Contract Permit Details

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

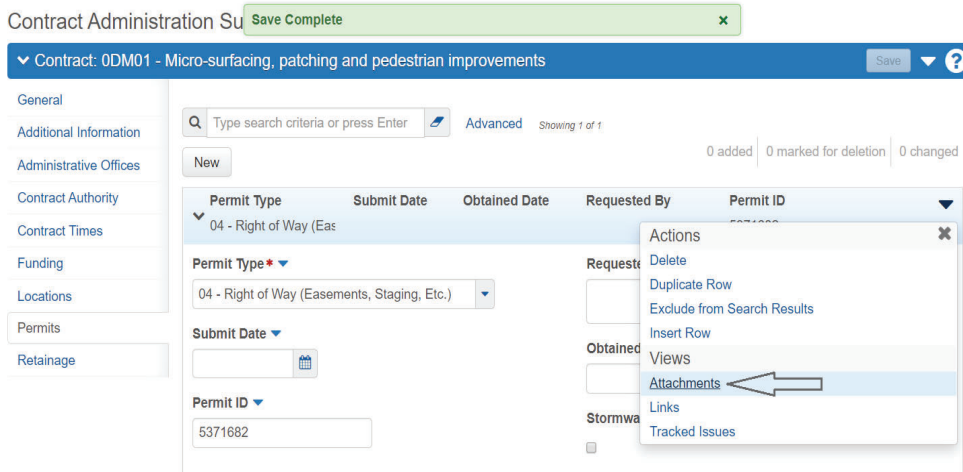


Figure 2-27. Permits Row Action drop-down, Attachments

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

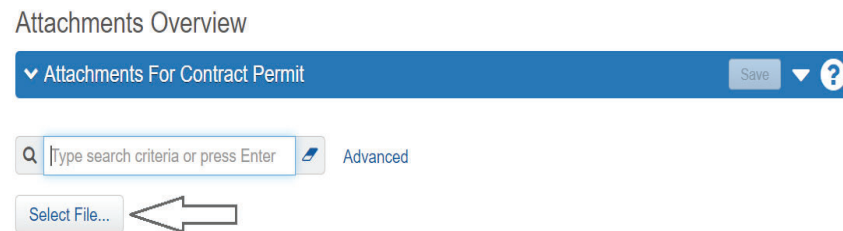


Figure 2-28. Permits Attachments, Select File Button

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)

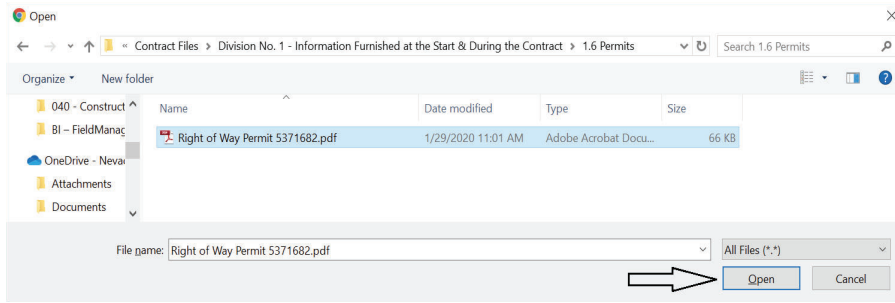


Figure 2-29. Permit Attachments, File Selection Window

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

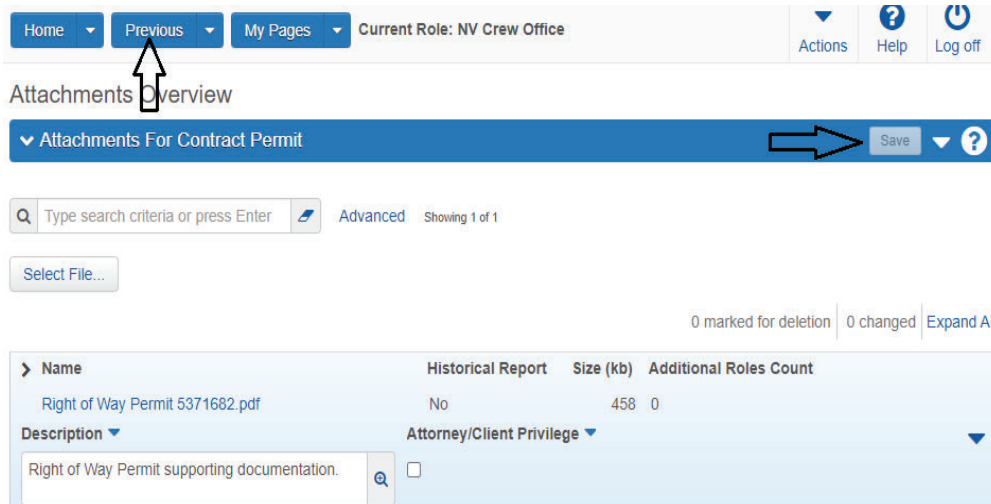


Figure 2-30. Permit Attachments

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)

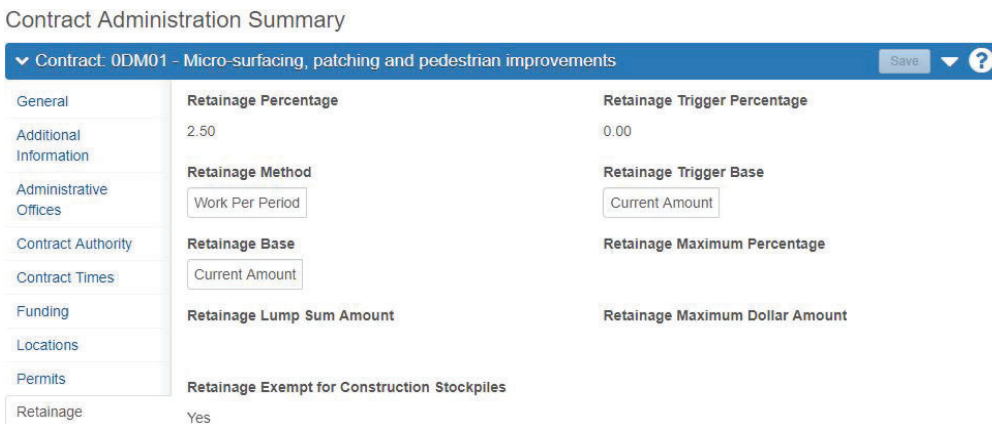


Figure 2-31. Retainage

REVIEWING CONTRACT PROJECTS

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

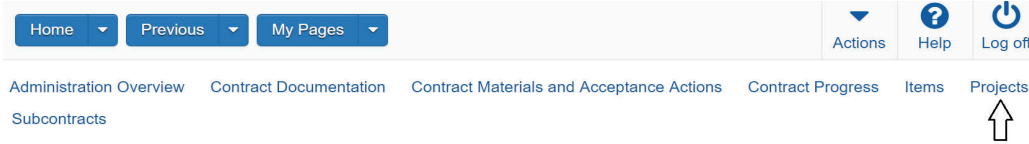


Figure 2-32. Contract Administration Quick Links

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)

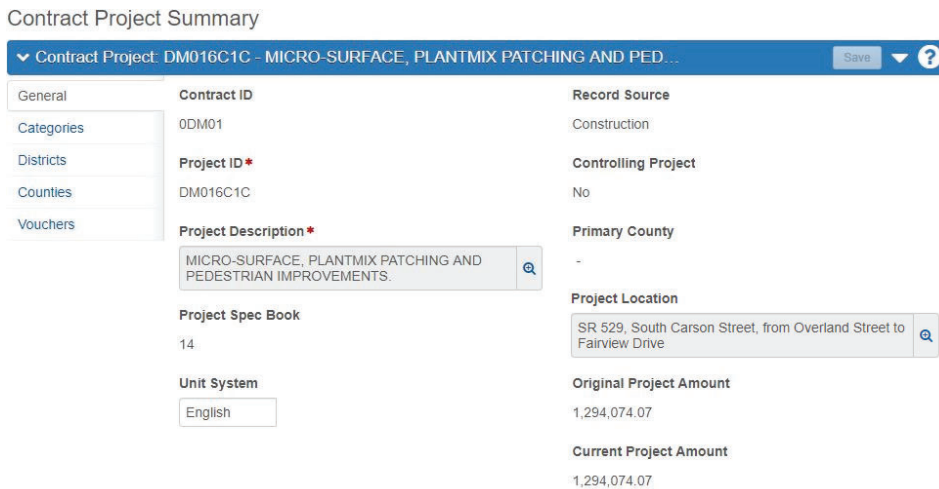


Figure 2-34. Contract Project Summary, General Tab

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.

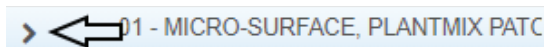


Figure 2-35. Expand Chevron

Contract Project Summary

Contract Project: DM016C1C - Micro-surfacing, Plantmix, patching and pedestrian impr... Save ?

General

Categories Advanced Showing 1 of 1 0 changed

01 - MICRO-SURFACE, PLANTMIX PATC

| | |
|--|----------------------|
| Category ID | Section Group |
| 01 | <input type="text"/> |
| Category Description | Unit Number |
| MICRO-SURFACE, PLANTMIX PATCHING AND PEDESTRIAN IMPROVEMENTS | <input type="text"/> |
| Organization | Unit Description |
| C040 | <input type="text"/> |
| Activity | |
| 9490 | |

Figure 2-36. Contract Project Summary, Categories Tab

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

Contract Project Summary

Contract Project: DM016C1C - MICRO-SURFACE, PLANTMIX PATCHING AND PED... Save ?

General

Categories

Districts Advanced Showing 1 of 1 0 changed

| District ID | Supplemental Description | Primary |
|-------------|--------------------------|---------|
| D2 | <input type="text"/> | No |
| D2 | <input type="text"/> | |

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%.

Contract Project Summary

Contract Project: DM016C1C - MICRO-SURFACE, PLANTMIX PATCHING AND PED... Save ?

General

Categories

Districts

Counties Advanced Showing 1 of 1 0 changed

| County ID | Percentage | Primary |
|---------------|------------|---------|
| 16 | 100.0000 | No |
| Washoe County | | |

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)

Contract Project Summary

Contract Project: DM016C1C - Micro-surfacing, Plantmix, patching and pedestrian im... Save ?

General

Categories

Districts

Counties

Vouchers

Type search criteria or press Enter Advanced Showing 3 of 3 0 changed

| Voucher Number | Pay Est Number | Voucher Pay Amount | Transfer to Accounting Date |
|--------------------------|--------------------|--------------------|-----------------------------|
| 0003 | 0003 | 1,262.08 | |
| Accounting Received Date | Transaction Number | Transaction Date | |
| 0002 | 0002 | 20,777.28 | |

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.

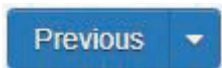


Figure 2-40. Previous Button

REVIEWING CONTRACT ITEMS AND PROJECT/CATEGORY ITEMS

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

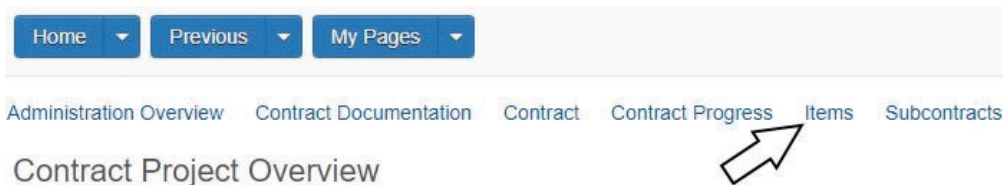


Figure 2-41. Project Quick Links

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

Contract Items

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

Contract Items

Project/Category Items

Contractor Items

Type search criteria or press Enter Advanced Showing 49 of 49 0 marked for deletion 0 changed

Select Unattached Items...

| Item | Suppl Descr | Cmpl | | | | | | | | | | | | | | | | |
|--|-------------------|------------------|----------------------------|----------------------------|--|-------------------|-----------|-------|--|------|------------|---------------------|--|-------------------|----------|--|--|--|
| 2020585 - REMOVAL OF FENCE | | Complete: Yes | | | | | | | | | | | | | | | | |
| <table border="0"> <tr> <td>></td> <td>Current Quantity</td> <td>Qty Pd to Dt</td> <td>Qty Posted to Dt Appr DWRs</td> </tr> <tr> <td></td> <td>96.000</td> <td></td> <td>0.000</td> </tr> <tr> <td></td> <td>Unit</td> <td>Unit Price</td> <td>Change Order Number</td> </tr> <tr> <td></td> <td>LFT - LINEAR FOOT</td> <td>15.00000</td> <td></td> </tr> </table> | > | Current Quantity | Qty Pd to Dt | Qty Posted to Dt Appr DWRs | | 96.000 | | 0.000 | | Unit | Unit Price | Change Order Number | | LFT - LINEAR FOOT | 15.00000 | | | |
| > | Current Quantity | Qty Pd to Dt | Qty Posted to Dt Appr DWRs | | | | | | | | | | | | | | | |
| | 96.000 | | 0.000 | | | | | | | | | | | | | | | |
| | Unit | Unit Price | Change Order Number | | | | | | | | | | | | | | | |
| | LFT - LINEAR FOOT | 15.00000 | | | | | | | | | | | | | | | | |
| 2020935 - REMOVAL OF COMPOSITE SURFACE | | Complete: No | | | | | | | | | | | | | | | | |
| <table border="0"> <tr> <td>></td> <td>727.200</td> <td></td> <td>0.000</td> </tr> <tr> <td></td> <td>CUYD - CUBIC YARD</td> <td>112.00000</td> <td></td> </tr> </table> | > | 727.200 | | 0.000 | | CUYD - CUBIC YARD | 112.00000 | | | | | | | | | | | |
| > | 727.200 | | 0.000 | | | | | | | | | | | | | | | |
| | CUYD - CUBIC YARD | 112.00000 | | | | | | | | | | | | | | | | |

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

Figure 2-44. Item Details

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

Contract Items

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

Contract Items

Project/Category Items Advanced Showing 2 of 2

Contractor Items 0 changed

| Project - Description | Category - Description | Project Item Co... |
|---|--|--------------------|
| > DM016C1C - MICRO-SURFACE, PLANTMIX P. | 01 - MICRO-SURFACE, PLANTMIX PATCHING | 44 |
| > DM016C3C - CARSON CITY, NON-PRIOR RIG | 02 - CARSON CITY, NON-PRIOR RIGHT (PEN | 7 |

Figure 2-45. Contract Items, Project Items tab

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



Figure 2-46. Chevron to expand selection

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

Contract Items

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

Contract Items

Project/Category Items Advanced Showing 2 of 2

Contractor Items 0 changed

| Project - Description | Category - Description | Project Item Co... | | | | | | | | | | | | | | | | | | |
|--|---------------------------------------|--------------------|------|--------------------------|----------------------------|--|--|--|---------------------------------------|--|---------------------|--|--|--|--------------------------------------|--|--|--|-------------------------------------|--|
| > DM016C1C - MICRO-SURFACE, PLANTMIX F | 01 - MICRO-SURFACE, PLANTMIX PATCHING | 44 | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Item</th> <th>Supplemental Description</th> </tr> </thead> <tbody> <tr> <td>2020585 - REMOVAL OF FENCE</td> <td></td> </tr> <tr> <td>> Curr ... Qty Pd to Dt Qty Posted to Dt Appr DWRs Unit Unit Price</td> <td></td> </tr> <tr> <td>96.000 0.000 0.000 0.000 LFT 15.00000</td> <td></td> </tr> <tr> <td colspan="2">Change Order Number</td> </tr> <tr> <td>2020935 - REMOVAL OF COMPOSITE SURFACE</td> <td></td> </tr> <tr> <td>> 725.200 0.000 0.000 CUYD 112.00000</td> <td></td> </tr> <tr> <td>2020990 - REMOVAL OF BITUMINOUS SURFACE (COLD MILLING)</td> <td></td> </tr> <tr> <td>> 8,676.00 0.000 0.000 SQYD 2.00000</td> <td></td> </tr> </tbody> </table> | | | Item | Supplemental Description | 2020585 - REMOVAL OF FENCE | | > Curr ... Qty Pd to Dt Qty Posted to Dt Appr DWRs Unit Unit Price | | 96.000 0.000 0.000 0.000 LFT 15.00000 | | Change Order Number | | 2020935 - REMOVAL OF COMPOSITE SURFACE | | > 725.200 0.000 0.000 CUYD 112.00000 | | 2020990 - REMOVAL OF BITUMINOUS SURFACE (COLD MILLING) | | > 8,676.00 0.000 0.000 SQYD 2.00000 | |
| Item | Supplemental Description | | | | | | | | | | | | | | | | | | | |
| 2020585 - REMOVAL OF FENCE | | | | | | | | | | | | | | | | | | | | |
| > Curr ... Qty Pd to Dt Qty Posted to Dt Appr DWRs Unit Unit Price | | | | | | | | | | | | | | | | | | | | |
| 96.000 0.000 0.000 0.000 LFT 15.00000 | | | | | | | | | | | | | | | | | | | | |
| Change Order Number | | | | | | | | | | | | | | | | | | | | |
| 2020935 - REMOVAL OF COMPOSITE SURFACE | | | | | | | | | | | | | | | | | | | | |
| > 725.200 0.000 0.000 CUYD 112.00000 | | | | | | | | | | | | | | | | | | | | |
| 2020990 - REMOVAL OF BITUMINOUS SURFACE (COLD MILLING) | | | | | | | | | | | | | | | | | | | | |
| > 8,676.00 0.000 0.000 SQYD 2.00000 | | | | | | | | | | | | | | | | | | | | |

Figure 2-47. Contract Items, Project Items Expanded

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

Contract Items

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

Contract Items

Project/Category Items

Contractor Items

Type search criteria or press Enter Advanced Showing 3 of 3 0 changed

| | | | |
|----------------------|-------|-----------------------|--|
| Default Vendor | Yes | 50 | |
| SIERRA NEVADA CONSTR | Yes | 50 | |
| Contractor | Prime | Contractor Item Count | |
| A&K EARTHMOVERS INC | No | 0 | |

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)

Home Previous My Pages

Administration Overview Contract Administration Contract Materials and Acceptance Actions Contract Progress Projects Subcontracts

Figure 2-49. Items Quick Links

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

Contract Times

Funding

Locations

Permits

Retainage

ACCEPT-DT

Acceptance Date

AWARD-DT

Awarded Date 06/20/2019 12:00:00 AM

1 CREW-REVIEW

Date the Crew Office Staff has reviewed the contract 07/26/2019 12:00:00 AM

2 ConstStartedDate

The date construction started 07/26/2019 12:00:00 AM

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

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

Contract Administration There are unsaved changes. x

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

General Informational

Figure 2-51. Contract Administration: Contract Time Save