NEVADA DEPARTMENT OF TRANSPORTATION

AASHTOWare Project Construction & Materials™

NDOT Construction User Guide With Materials

PREPARED BY :
NDOT HQ CONSTRUCTION
775-888-7460
May 2023

NEVADA DOT
SAFE AND CONNECTED

TABLE OF CONTENTS

TABLE OF CONTENTS

TABLE OF CONTENTS

AWP GENERAL NAVIGATION

This chapter contains the following sections:

AWP GENERAL NAVIGATION 1

BROWSER SELECTION

AASHTOWare Project (AWP) is a web-based, cloud-hosted application which can be accessed at any time with network or WIFI connection. NDOT requires the **Chrome** browser to access AWP.

AWP URL

The AWP system utilizes NDOT's Single-Side Log On to access the program. The URL can be used on both NDOT and Non-NDOT computers. The first time the program is accessed on any computer the user will have to enter their user name (Active Directory ID e.g., asmith@dot.nv.gov) and network password.

AWP URL: https://nevadadot-pr-prod.infotechfl.com/#/Dashboard

SCREEN NAVIGATION

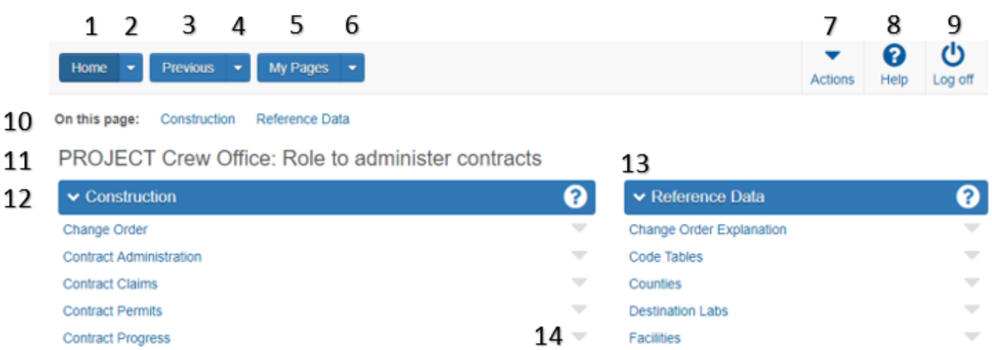


Figure 1-1. Home Screen

Screen Navigation (Figure 1-1)

1. **Home button:** Navigates to home screen from any screen in AWP
2. **Role selector:** Drop-down list to select roles assigned to the user.
3. **Previous button:** Navigates to the last screen for the active role (Do not use the browser's back button).
4. **Previous selector:** Drop-down list to select a previous screen for the active role.
5. **My Pages button:** Navigates to the My Page Overview to maintain My Pages list.
6. **My Pages selector:** Drop-down list to select a remembered (bookmarked) page.
7. **Global Actions selector:** Drop-down list for Report or Process selection.
8. **Help button:** Opens the AWP System Help in a new browser window/tab.
9. **Log Off button:** Log out of AWP **(Do Not Use)**. Close the tab or the browser to log out of AWP.
10. **Quick Links:** Links to the available components based on the current screen.
11. **Role Description:** Description of the active role.
12. **Component:** Components pane based on the active role.
13. **Chevron:** Used to expand or collapse information areas.
14. **Row Action Drop-down:** Drop-down list of available actions or tasks for that specific component or row.

In AWP, blue text is a hyperlink and will show an underline when the mouse hovers over it. (Figure 1-2)

Figure 1-2. Component showing hyperlinks

ROLE SELECTION

Certain tasks can only be completed by certain roles. If a task is unable to be completed, ensure the correct role is selected.

1. To select your role, click the Role selector drop-down arrow attached to the Home button. (Figure 1-3)

Figure 1-3. Home Button

2. Select the desired role from the drop-down. (Figure 1-4)

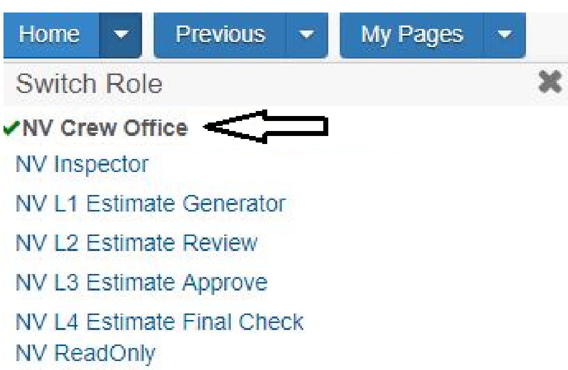


Figure 1-4. Role Selector Drop-down

VIEWING PREVIOUS ACTIVITY

There are three ways to navigate to previous screens in AWP.

- Click the Previous button (Figure 1-5) to go back to the last page displayed for this role.

Figure 1-5. Previous Button

> ***Important:*** *DO NOT use the browser's (Chrome or IE) back button to return to a prior page as it will cause issues within the AWP program.*

- Click the Previous selector drop-down button (Figure 1-6) to view the last 10 pages displayed for this role.

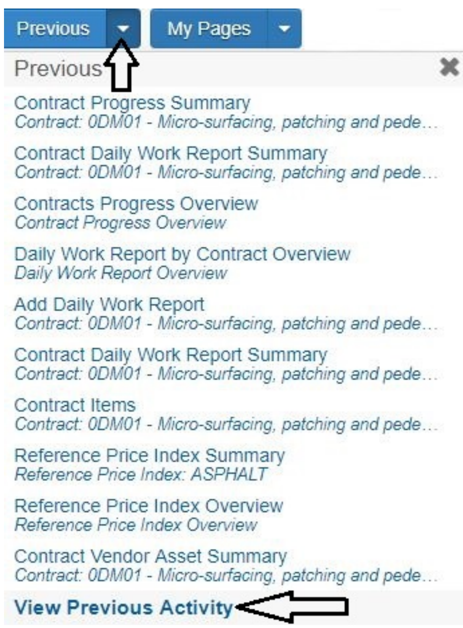


Figure 1-6. Previous Selector Drop-down

- Click 'View Previous Activity' at the bottom of the Previous selector drop-down list (Figure 1-6). This will display a large list of the last pages displayed for this role (Figure 1-7). Click on a Page Title hyperlink to open it.

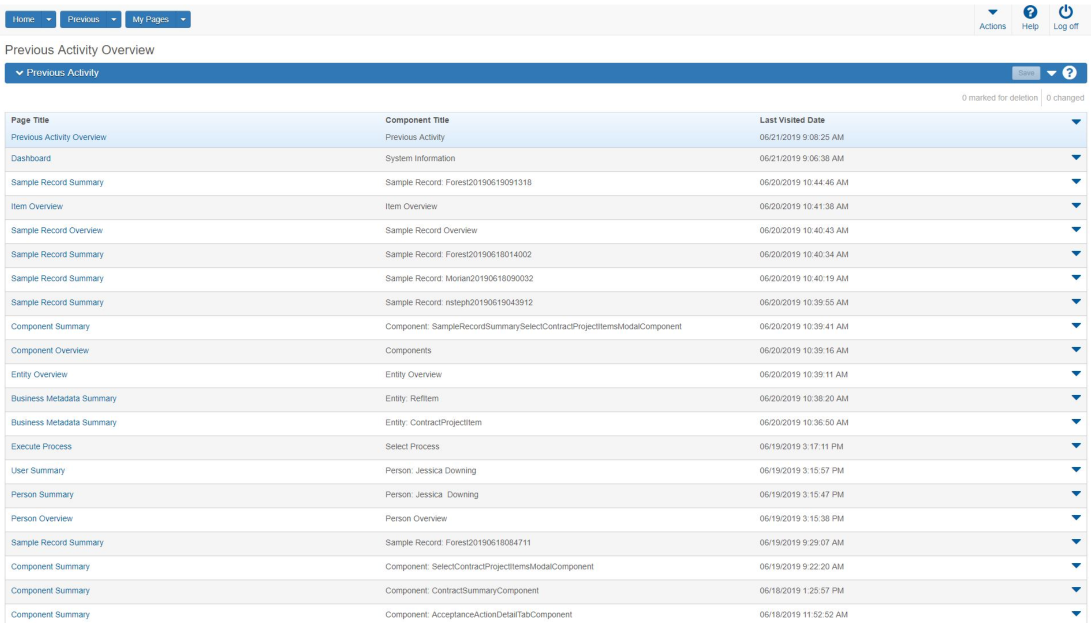


Figure 1-7. Previous Activity Overview

USING AND MANAGING MY PAGES

My Pages is AWP's version of traditional website Bookmarks. My Pages can be used to save contract specific pages or system pages as needed.

TO ADD A PAGE TO MY PAGES

1. Navigate to the desired page and click the My Page selector drop-down button. (Figure 1-8)

Figure 1-8. My Pages Selector Drop-down

2. Click the 'Remember this Page' button. (Figure 1-9)

Figure 1-9. My Pages Remember this Page

3. The My Pages bookmark will be added to the My Page selector drop-down window. (Figure 1-10)

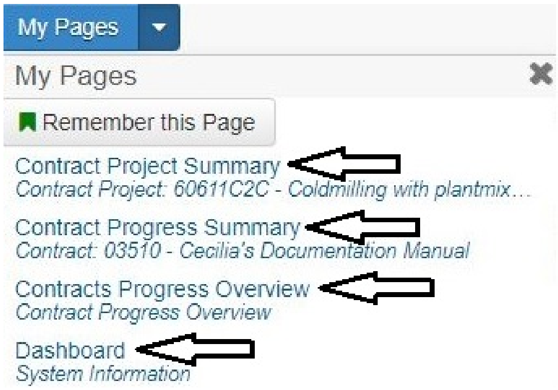


Figure 1-10. My Pages Selector Drop-down

TO USE MY PAGES

1. Click the My Page selector drop-down button. (Figure 1-11)

Figure 1-11. My Pages Selector Drop-down

2. Click the desired page from the list (Figure 1-12). If the page isn't there, it wasn't saved as a My Page for this role. My Pages are role specific.

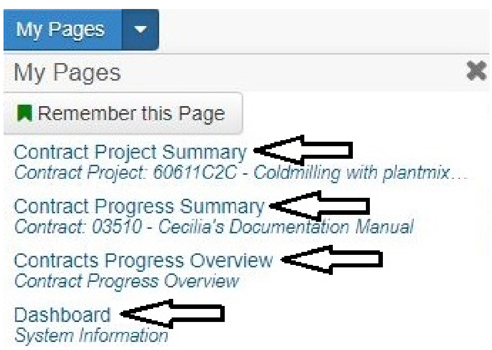


Figure 1-12. My Pages Drop-down List

MANAGING MY PAGES

1. When a My Pages bookmark is no longer needed, click the My Pages button. (Figure 1-13)

Figure 1-13. My Pages Button

2. Select the bookmark to remove and click the Row Action button. (Figure 1-14)

Figure 1-14. My Pages Overview

3. Select Delete from the drop-down list. (Figure 1-15)

Figure 1-15. Row Action Drop-down List

4. Click the Save button. (Figure 1-16) Repeat as necessary.

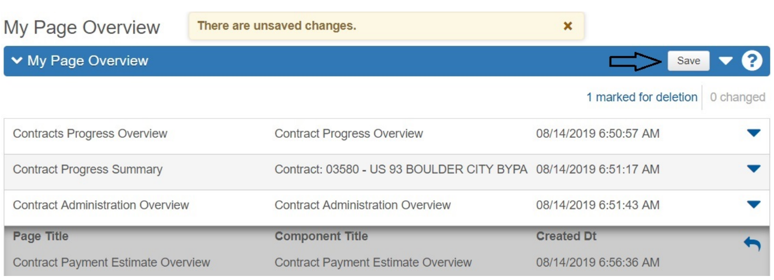


Figure 1-16. My Pages Overview - Save Changes

USING COMPONENTS

Components can be accessed by scrolling through the Home Page or using the Quick Links located at the top of the screen. (Figure 1-17) All available components, based on role and current page, will display in the Quick Links.

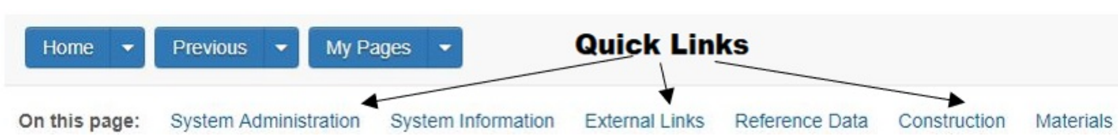


Figure 1-17. Quick Links

A component has three important areas: Navigation Tabs, Information and/or Data Fields, Save button and Component/Row Actions drop-downs.

Navigation Tabs: Each tab has a different set of information and/or data fields. (Figure 1-18)

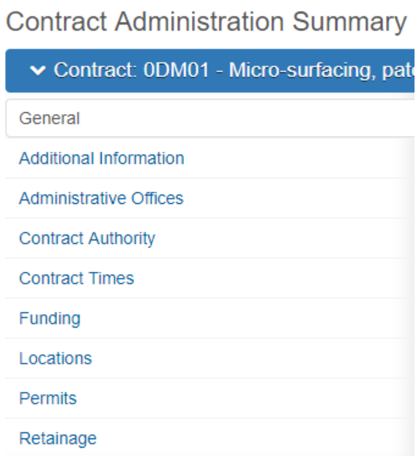


Figure 1-18. Component Navigational Tabs

Information and/or Data Fields: The appropriate information will display as well as data fields for user input. (Figure 1-19)

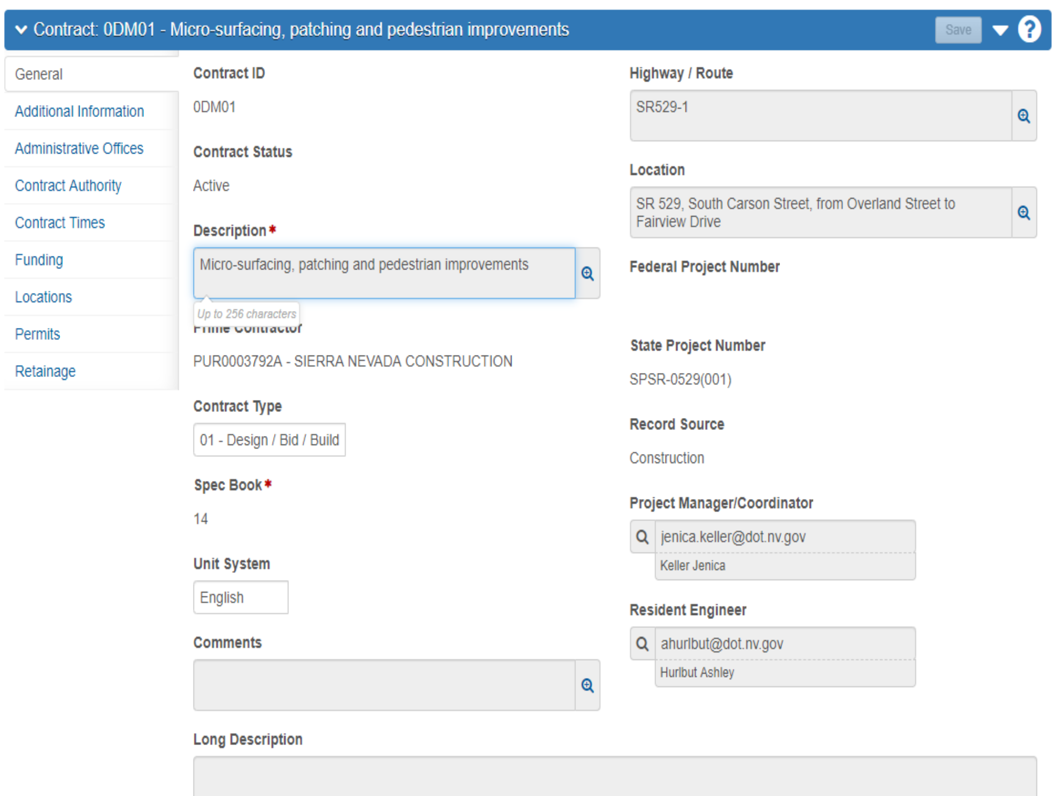


Figure 1-19. Component Information and Data Fields

Some text fields hold more text than can be viewed in the Information and Data Fields. Click the **Large Text Field Expand** icon (Figure 1-20) to view the full text in a text window. Click the Close button when finished reviewing the Text Field. (Figure 1-21)

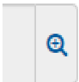


Figure 1-20. Large Text Field Expand Icon

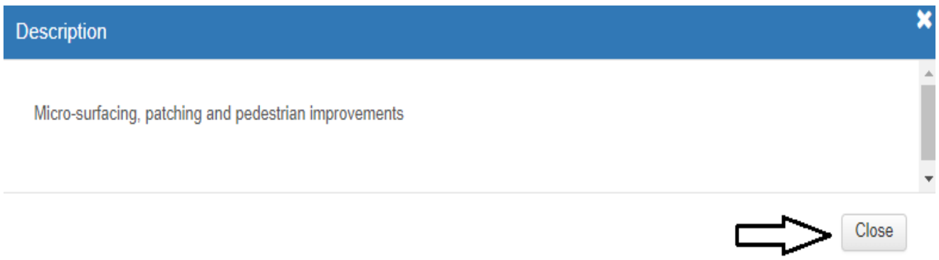


Figure 1-21. Large Text Field window

Save button and Component/Row Actions Drop-downs: The Save button becomes active after a change is made in the component. Clicking any Component/Row Actions drop-down button (Figures 1-22 and 1-23) will display the Component/Row Actions Menu in a drop-down window. The items in the menu are dependent on the Component/Row that is selected.

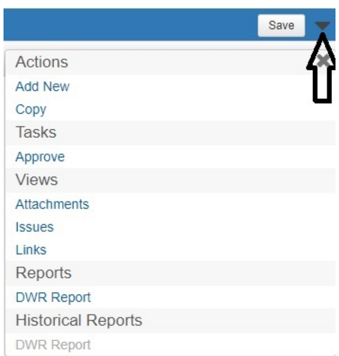


Figure 1-22. Save Button and Component Actions Drop-down Button and Menu Options

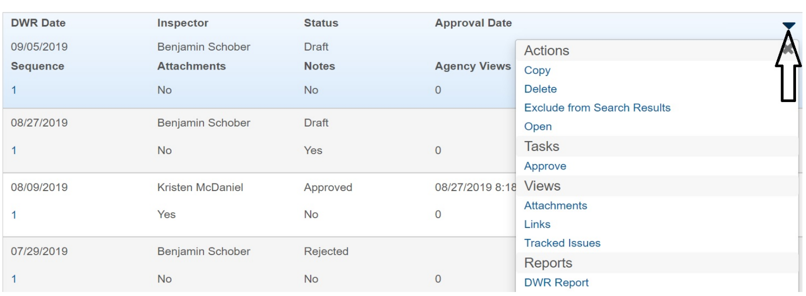


Figure 1-23. Row Actions Drop-down Button

SORTING AND FILTERING LISTS

1. In the Quick Find search box, type the appropriate search term. (Figure 1-24) **Note:** If there are no filters to choose from, there will be a Advanced link (Figure 1-26) rather than the Filter/Sort Select drop-down (Figure 1-24) currently showing System Default.

Figure 1-24. Quick Find Search Box and Filter/Sort Drop-Down

2. Click the Eraser button (Figure 1-25) to clear the criteria. If there are no search results, clicking the Eraser button can reset the search criteria.

Figure 1-25. Eraser Button

3. To apply and/or save an Advanced Filter or Sort, click the Advanced link. (Figure 1-26) Or, if there is a Filter/Sort Select drop-down (Figure 1-27), click the Advanced link at the bottom of the Filter/Sort Select drop-down list.

Figure 1-26. Advanced Link

Figure 1-27. Filter/Sort Select drop-down

4. Apply the appropriate Filters and/or Sorts on the Editing window. (Figure 1-28)

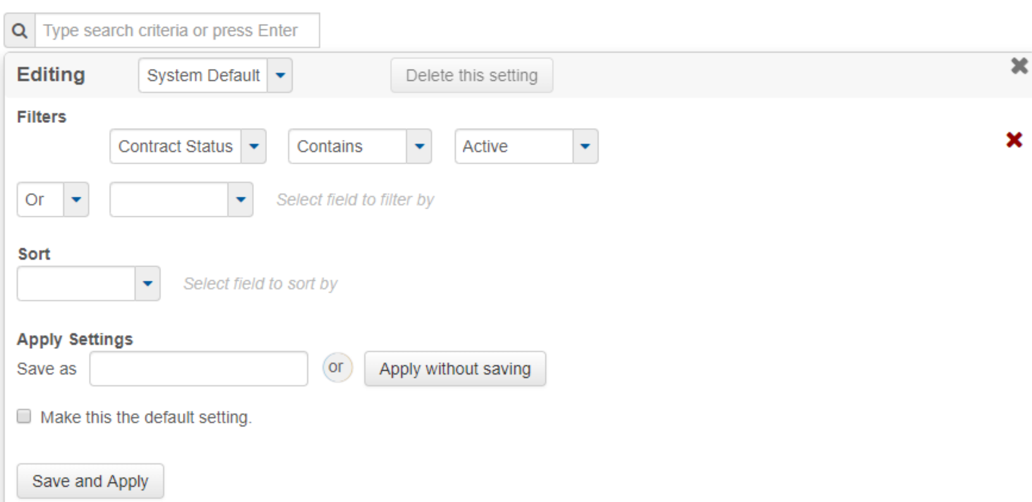


Figure 1-28. Filter and/or Sort criteria in the Editing window

5. If this is a 'one-time-use' Filter/Sort, click the Apply Without Saving button. (Figure 1-29)

Figure 1-29. Apply Without Saving Button

6. If this is a Filter/Sort that will be used repeatedly, enter the name for which to save the search criteria for future use. (Figure 1-30).

Figure 1-30. Save as Field Under Apply Settings

7. Click the Save and Apply button. (Figure 1-31)

Figure 1-31. Save and Apply button

8. Any saved Filters or Sorts are viewable in the Filter/Sort Select drop-down (Figure 1-32). **Note:** Pre-defined filters have been created and made available in several components.

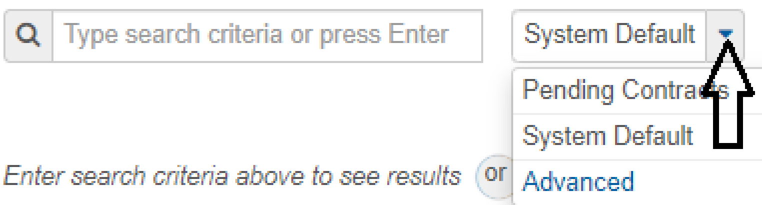


Figure 1-32. Filter/Sort Select Drop-down

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)

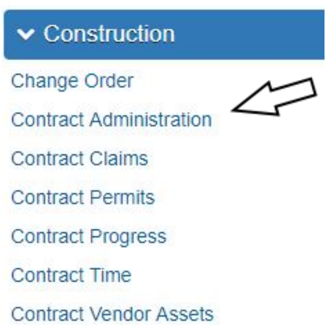


Figure 2-2. Construction Component

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

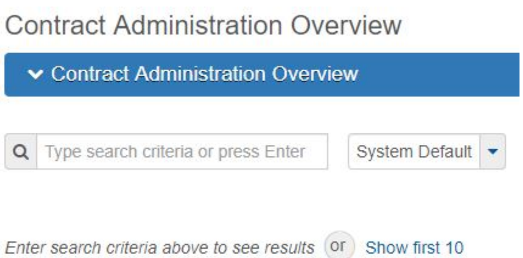


Figure 2-3. Contract Administration Overview

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

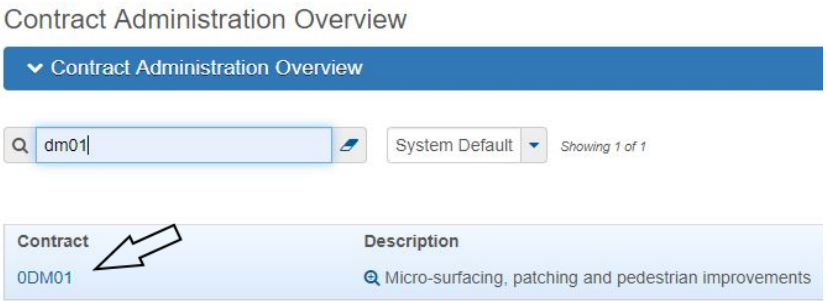


Figure 2-4. Contract Administration Overview Search Results

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)

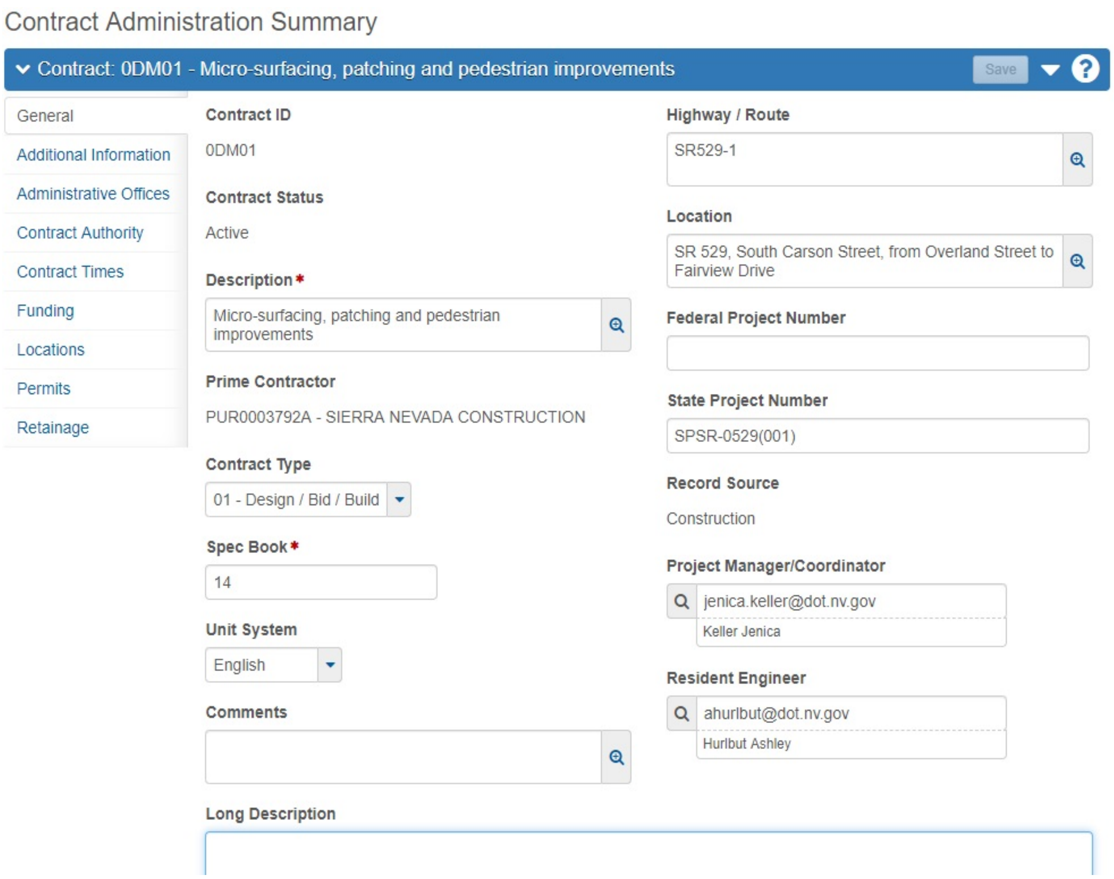


Figure 2-5. General Tab

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

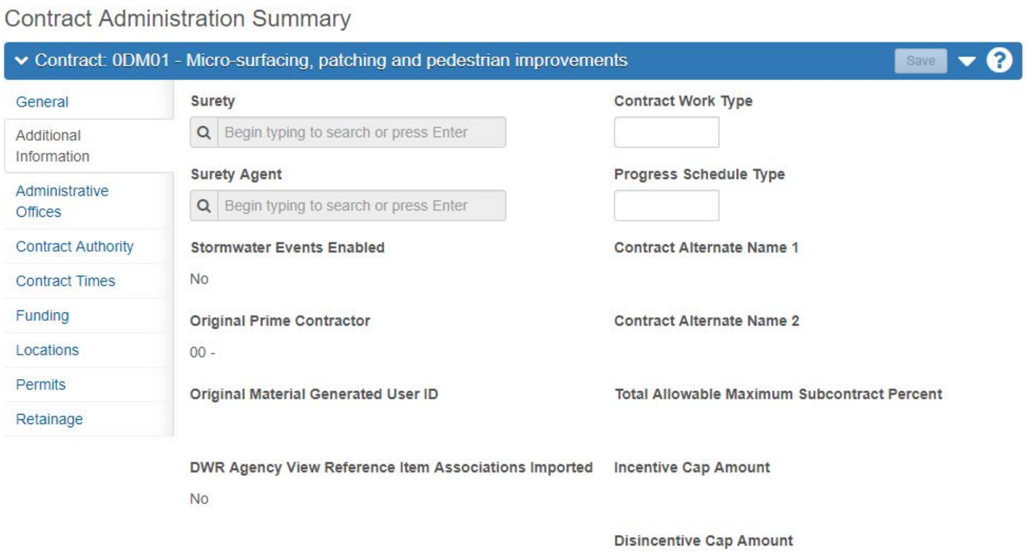


Figure 2-6. Additional Information

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)

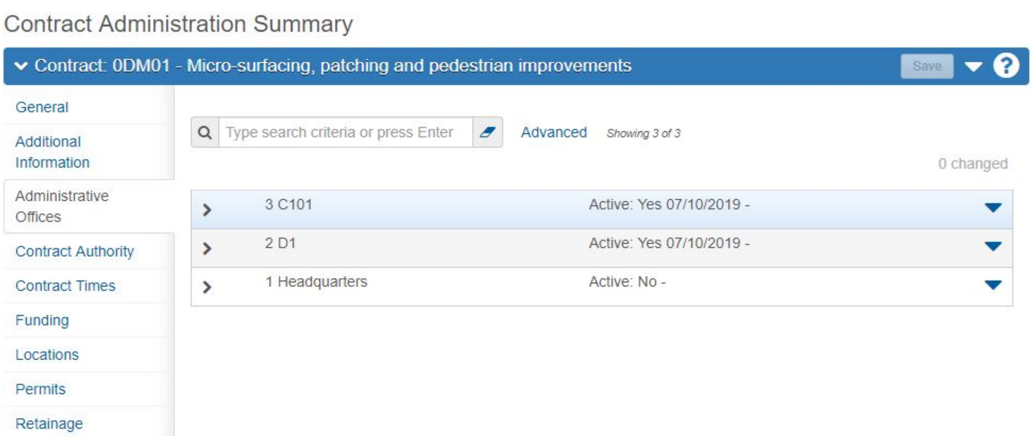


Figure 2-7. Administrative Offices

d. **Contract Authority:** This tab displays who has access to a contract under which role(s) and where access to a contract is setup. (Figure 2-8)

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 Crew office access to a contract, i.e., a user from another crew is on loan to help on a contract or a consultant is on an approved Agreement to assist a crew on a contract.

In the case of Prime Contractor representative access, send an email to ContractComplianceProjects@dot.nv.gov with the Prime Contractor representative's name, company name, and business email address. Contract Compliance staff will set up the individual and give them access to their contract(s).

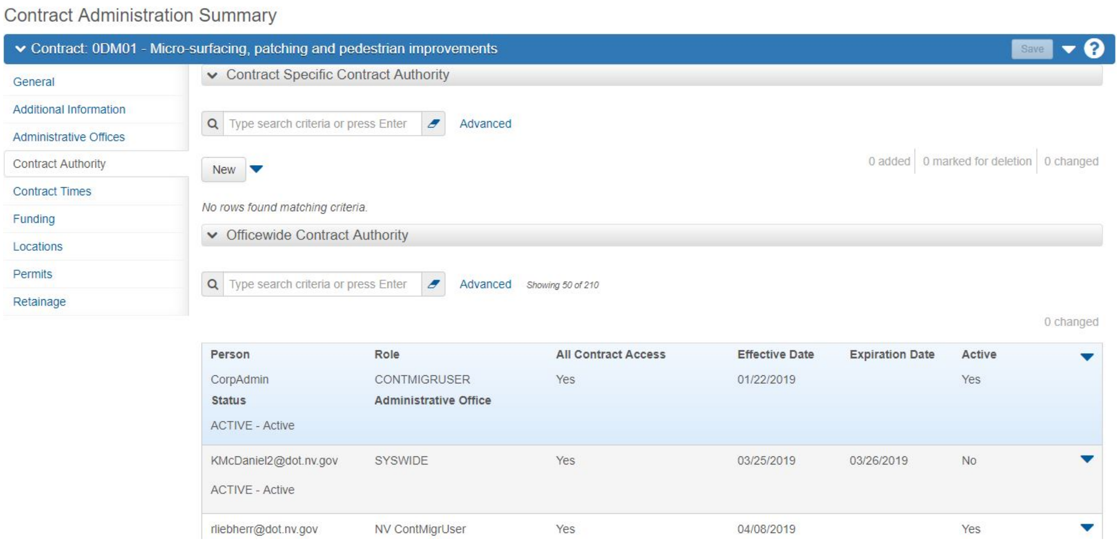


Figure 2-8. Contract Authority

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

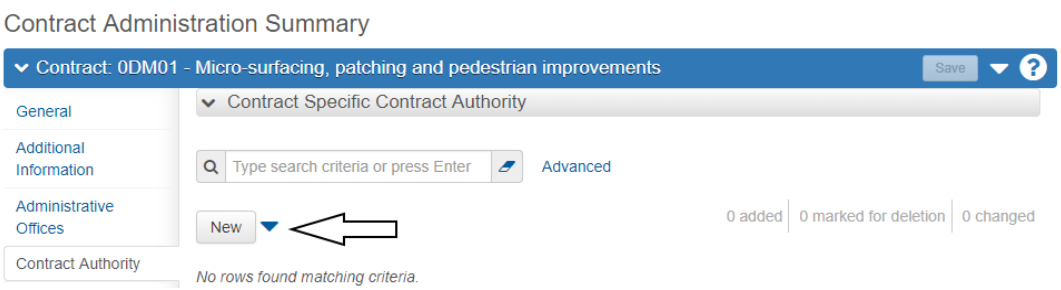


Figure 2-9. Contract Authority New button

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

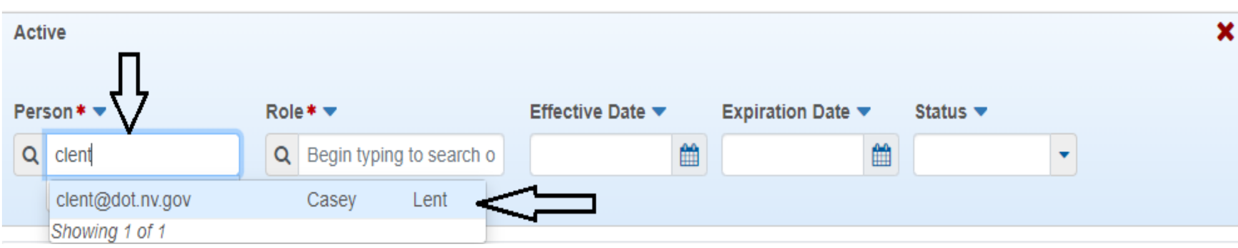


Figure 2-10. New Mobile Inspector with Search Results

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)

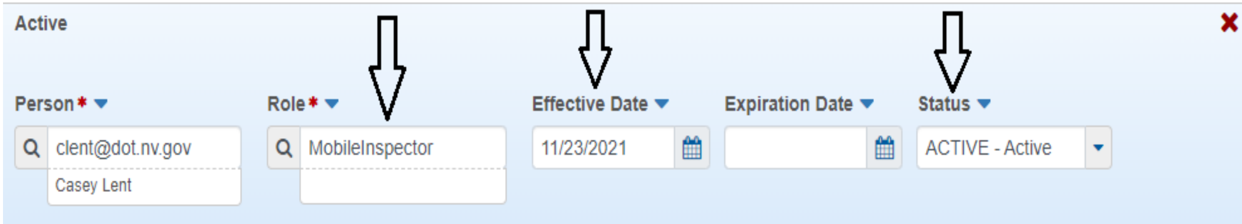


Figure 2-11. New Mobile Inspector Details

Contract Authority Roles

User	Role(s)
Crew 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 Authorizer

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

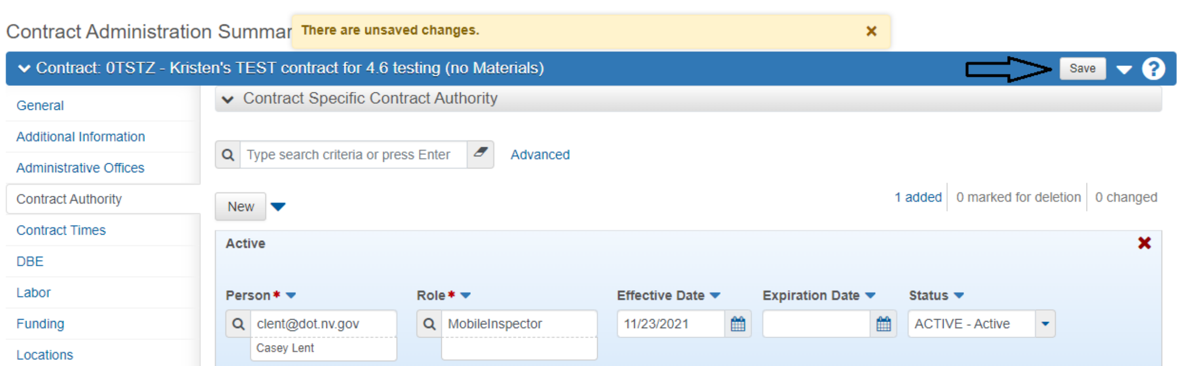


Figure 2-12. Contract Authority Save button

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 who has access to the contract as a result of which Administrative Office this contract is placed in. (Figure 2-8)

e. **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.

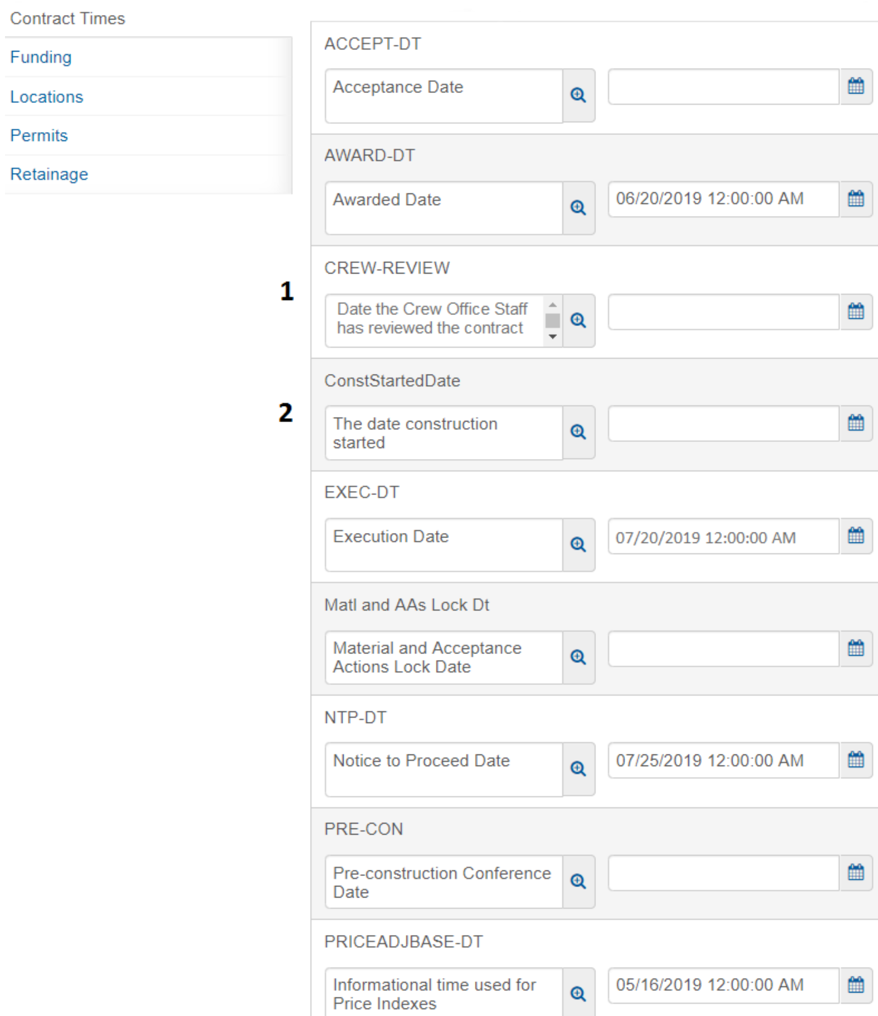


Figure 2-13. Contract Times - Informational

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 2-28)

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)

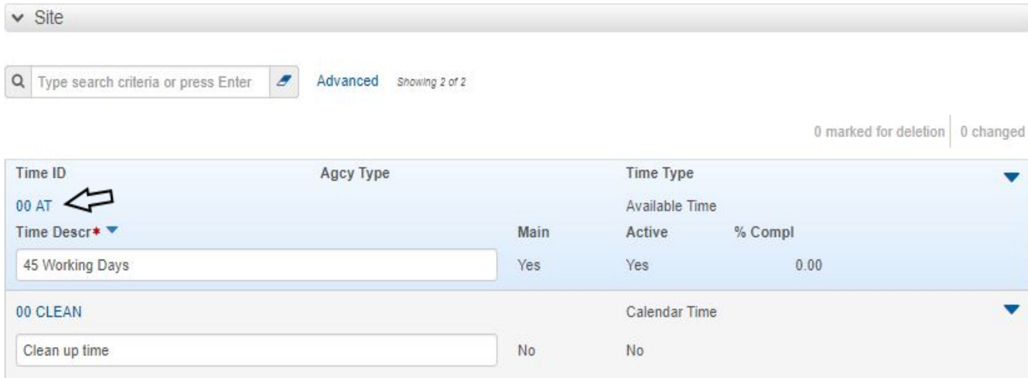


Figure 2-14. Contract Site Time ID

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)

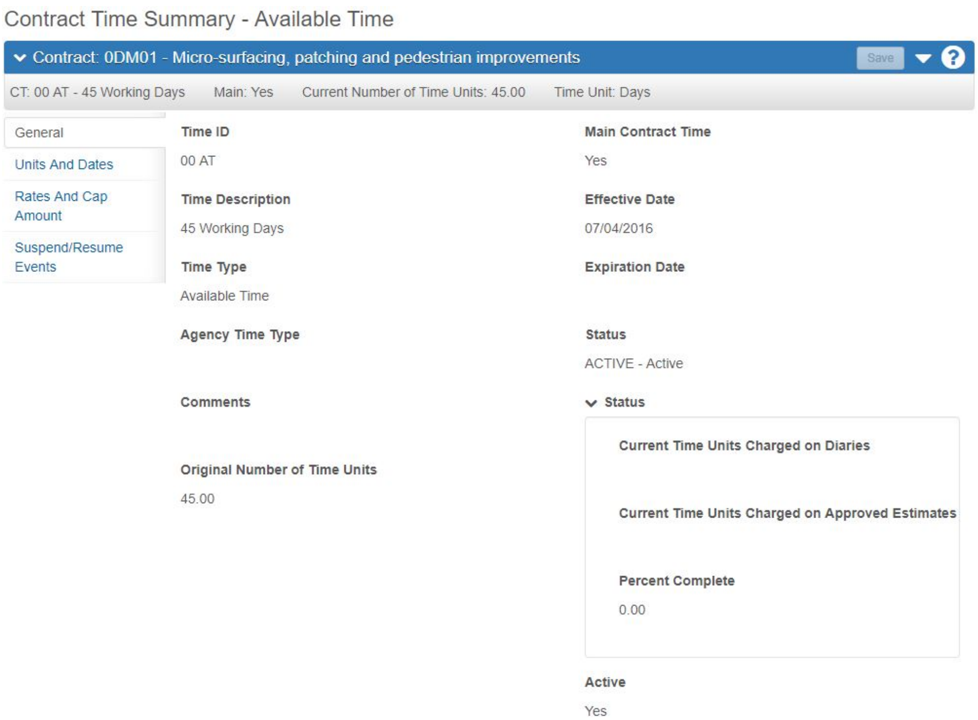


Figure 2-15. Contract Time Summary, General tab

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.*

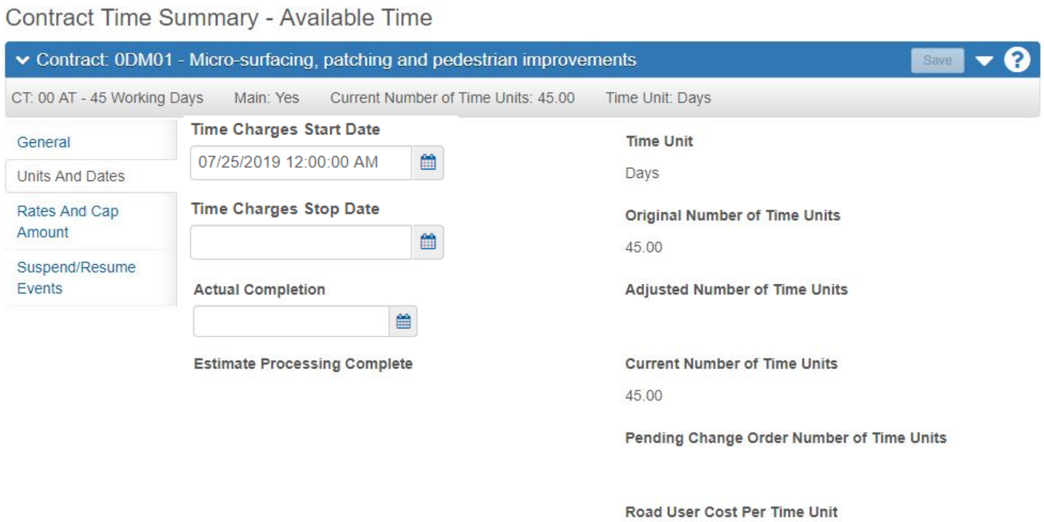


Figure 2-16. Contract Time Summary, Units and Dates

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

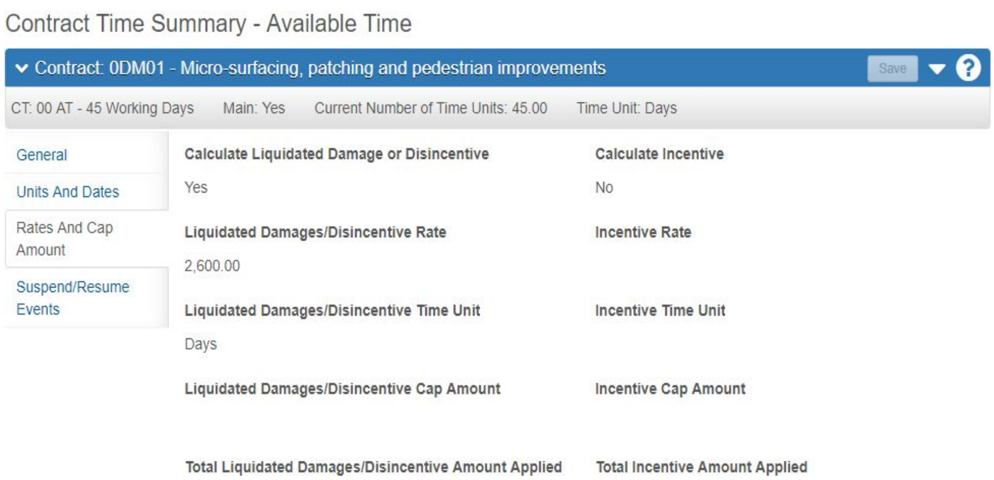


Figure 2-17. Contract Time Summary, Rates and Cap Amount

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 Letters 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)

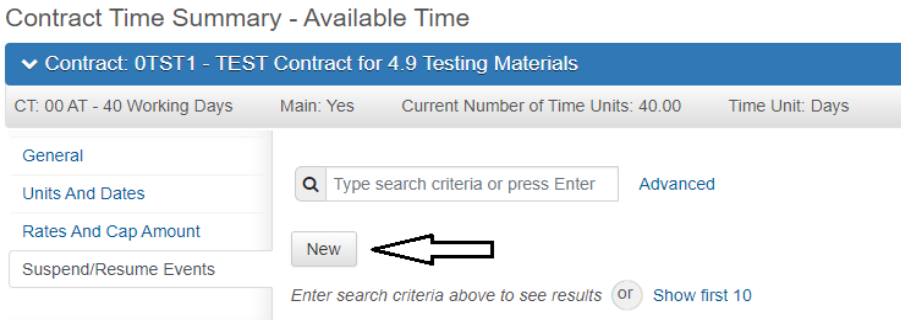


Figure 2-18. Contract Time Summary, Add Suspend/Resume Events

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

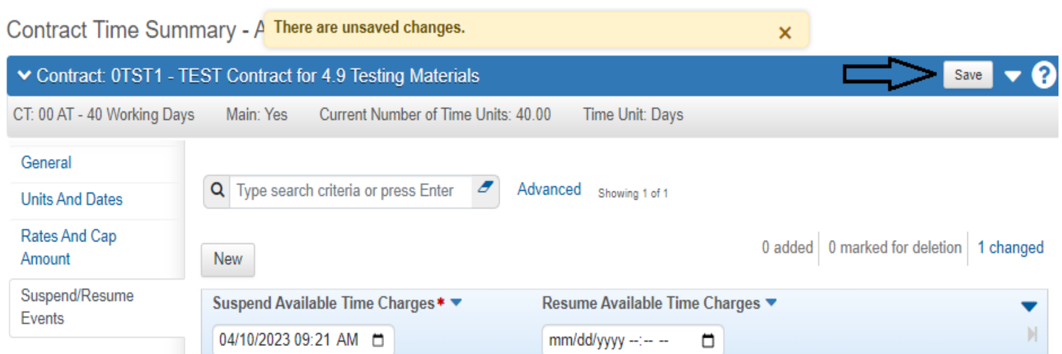


Figure 2-19. Add Suspend/Resume Event

3. All Suspension letters are REQUIRED to be attached in the Suspend/Resume records. Click the Row Actions Menu and select Attachments. (Figure 2-20)

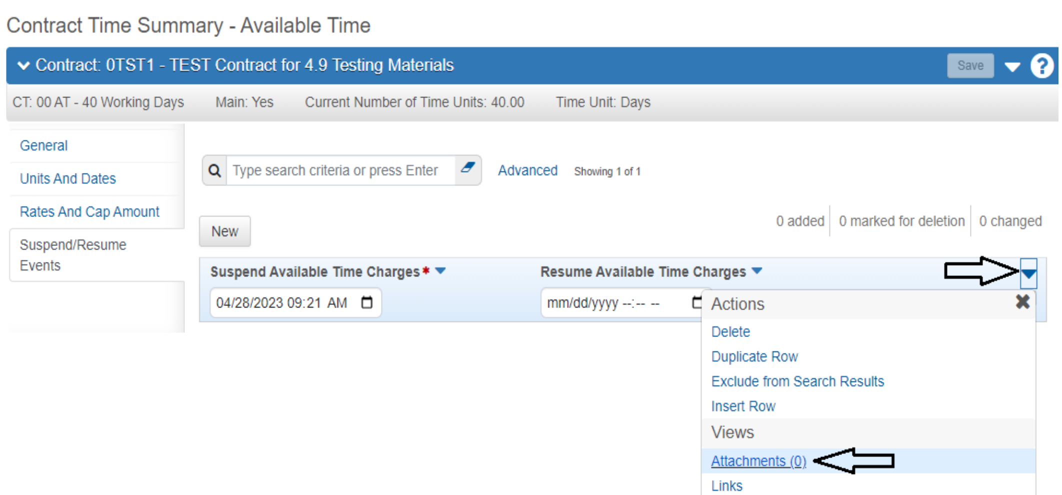


Figure 2-20. Add Suspension Letter Attachment

4. Click the Select File... Button. (Figure 2-21)

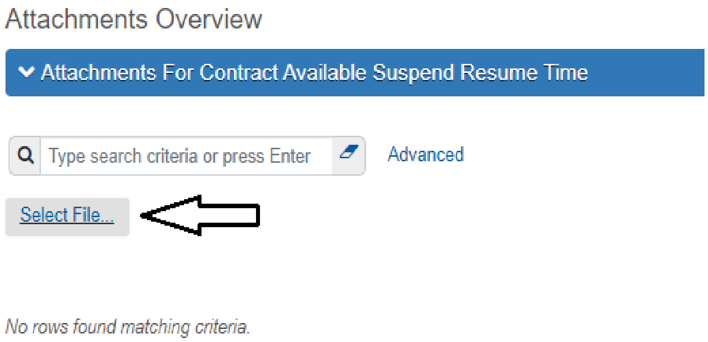


Figure 2-21. Suspend/Resume Attachments, Select File Button

5. Go to the appropriate Contract Files\Contract directory and select the Suspension letter, then click the Open button. (Figure 2-22)

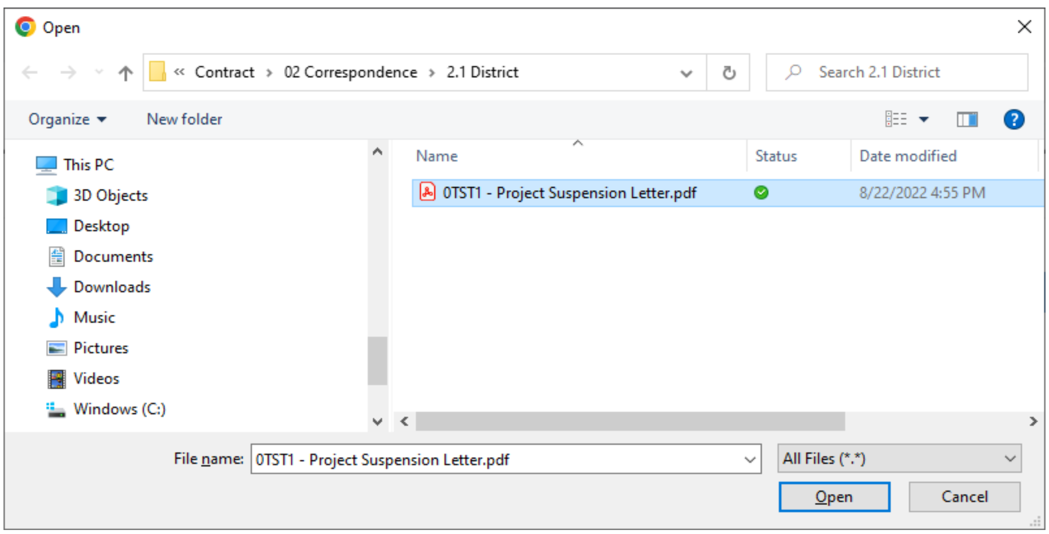


Figure 2-22. Suspend/Resume Attachments, File Selection Window

6. Click the Save button. (Figure 2-23)

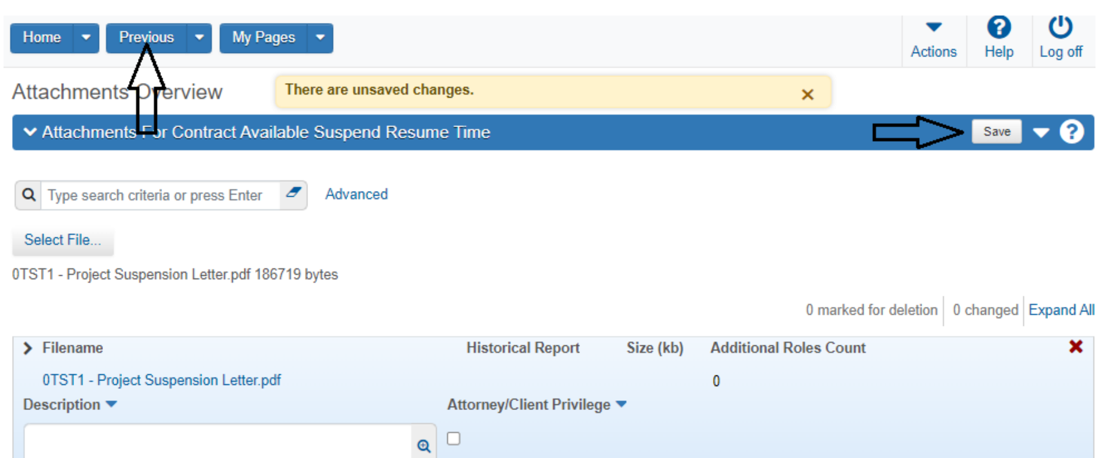


Figure 2-23. Suspend/Resume Attachments, Save

7. Click the Previous button to return to the Suspend/Resume record. (Figre 2-23)
8. To end the Suspend Event, enter a date into the Resume Available Time Charges field and click the Save button. (Figure 2-24)

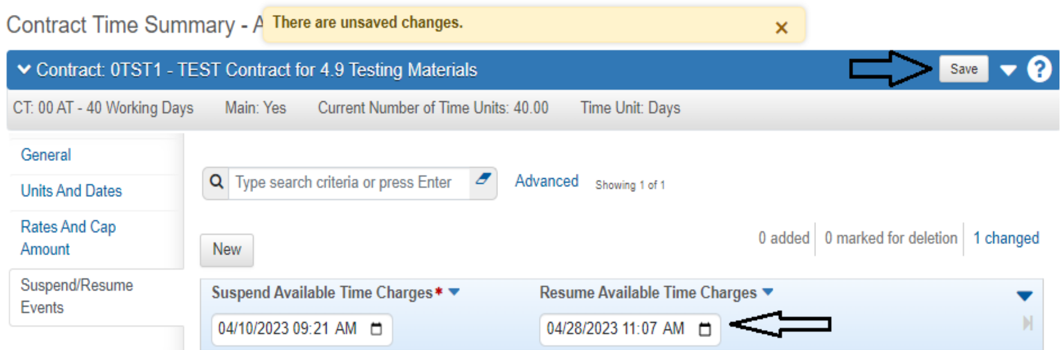


Figure 2-24. Add Suspend/Resume Event

9. All Resumption letters are REQUIRED to be attached in the Suspend/Resume records. Click the Row Actions Menu and select Attachments. (Figure 2-25)

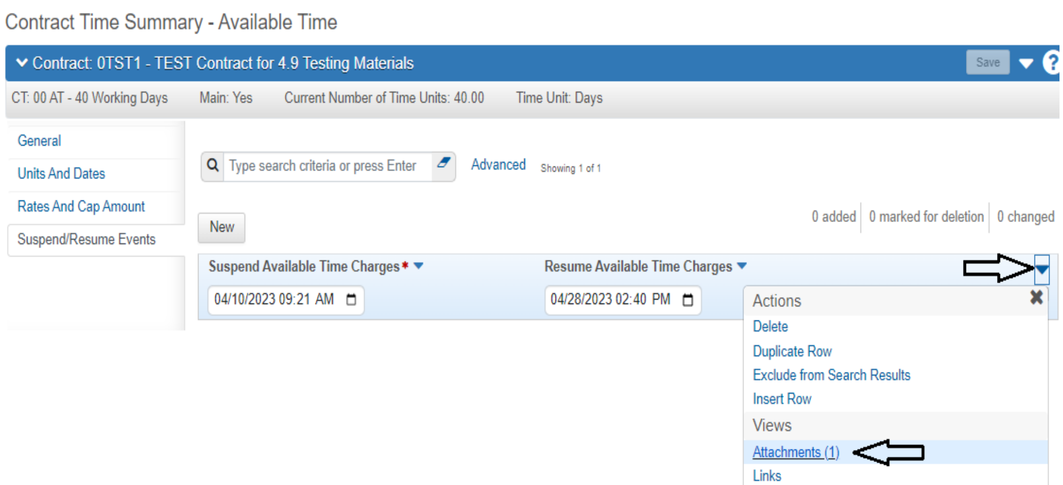


Figure 2-25. Add Suspension Letter Attachment

10. Click the Select File... Button. (Figure 2-26)

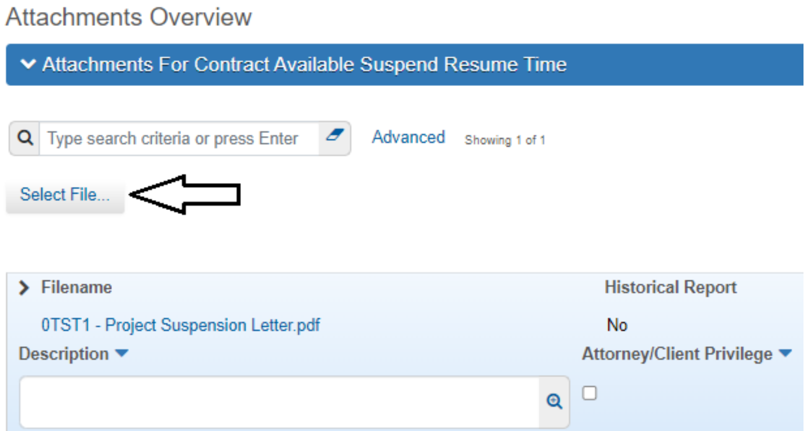


Figure 2-26. Suspend/Resume Attachments, Select File Button

11. Go to the appropriate Contract Files\Contract directory and select the Resumption letter, then click the Open button. (Figure 2-27)

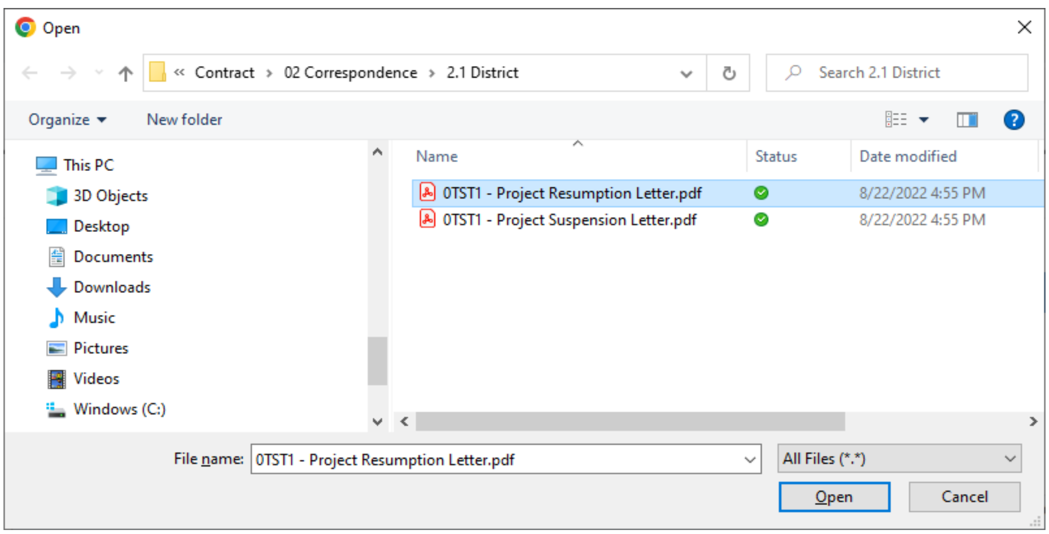


Figure 2-27. Suspend/Resume Attachments, File Selection Window

12. Click the Save button.

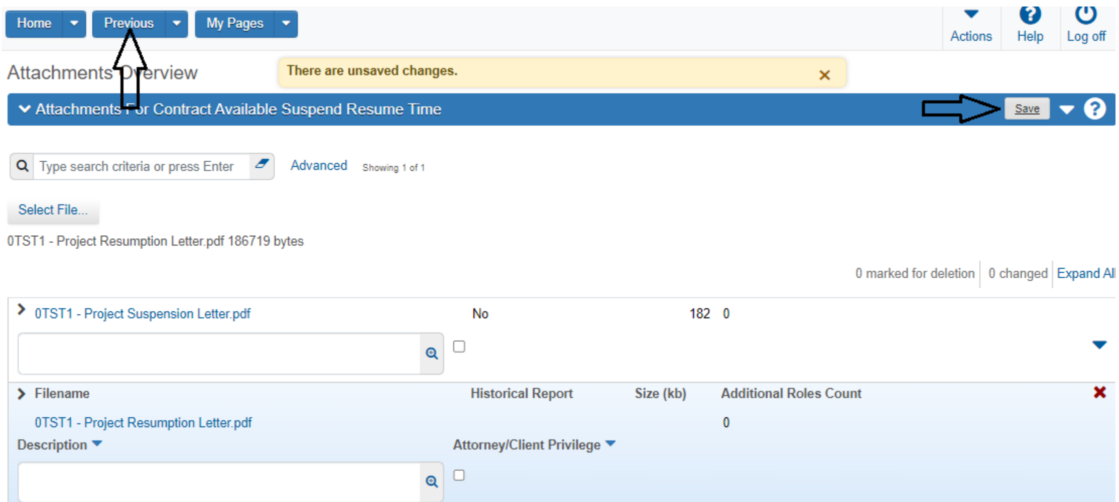


Figure 2-28. Suspend/Resume Attachments, Save

13. Click the Previous button to return to the Suspend/Resume record. (Figre 2-28)

vi. Click the **Contract Administration** Quick Link to return to the Contract Times area. (Figure-2-29)

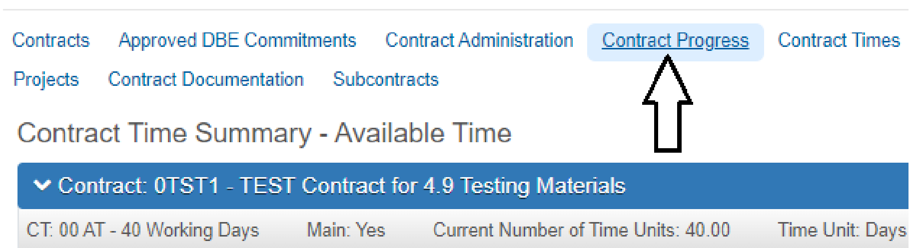


Figure 2-29. Contract Progress Quick Link

f. **Funding Tab:** Verify the Fund Package ID value matches the Fund Package Description. (Figure 2-30)

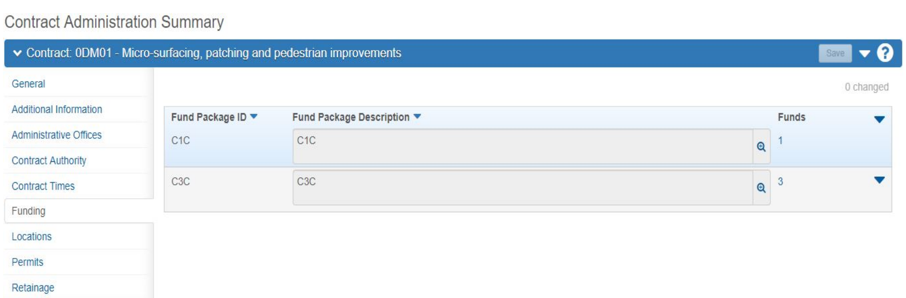


Figure 2-30. Funding

g. **Locations Tab:** Verify the County and District Descriptions are correct. (Figure 2-31)

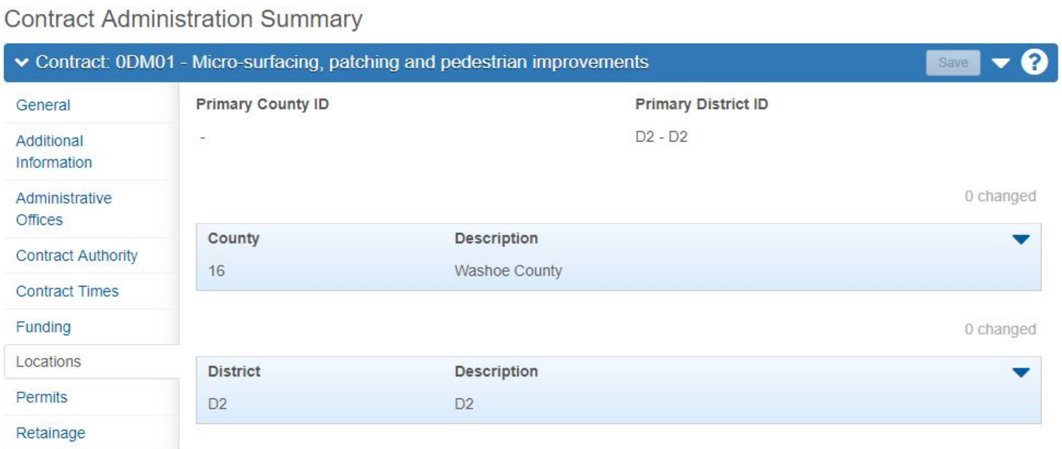


Figure 2-31. Locations

h. **Permits Tab:** This tab is used to add and track Permits as they are received. (Figure 2-32)

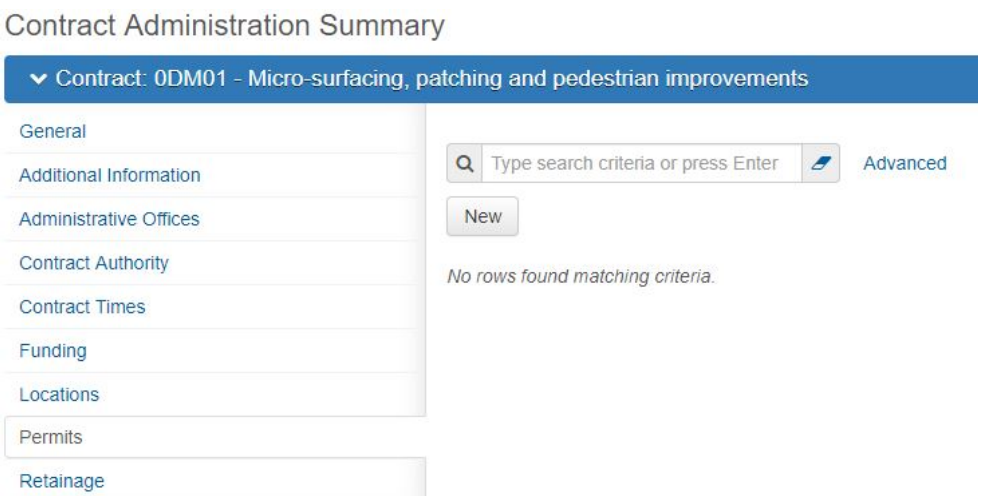


Figure 2-32. Permits

1. To add a new permit, click the New button. (Figure 2-33)

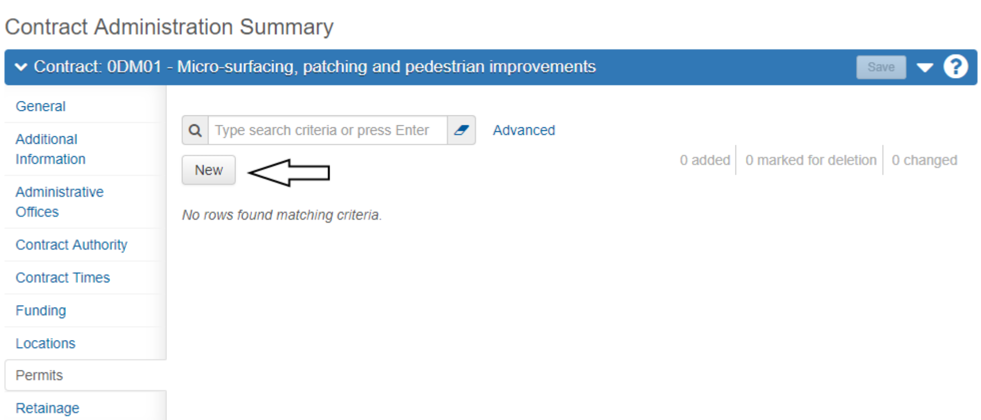


Figure 2-33. Permits: New button

2. Select a Permit Type from the drop-down. (Figure 2-34)

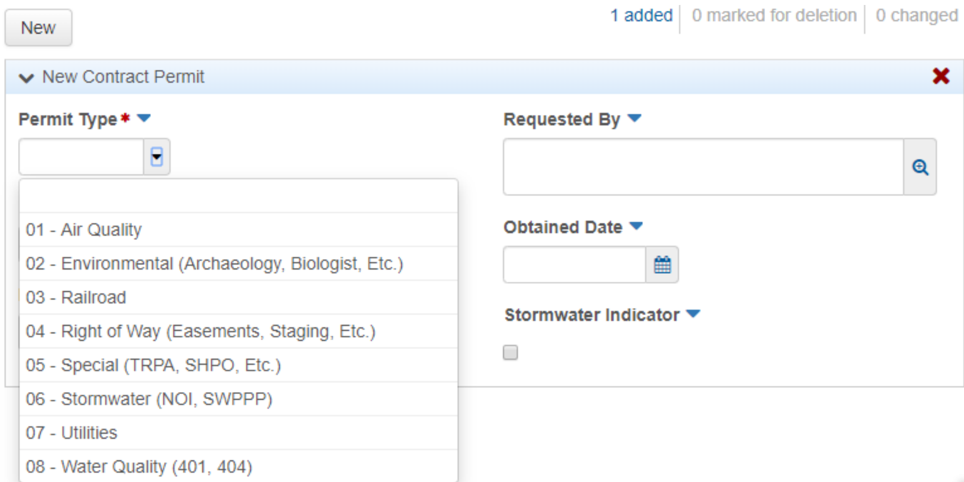


Figure 2-34. New Contract Permit: Permit Type drop-down

3. Complete Permit Type and Permit ID fields, then click the Save button. (Figure 2-35)

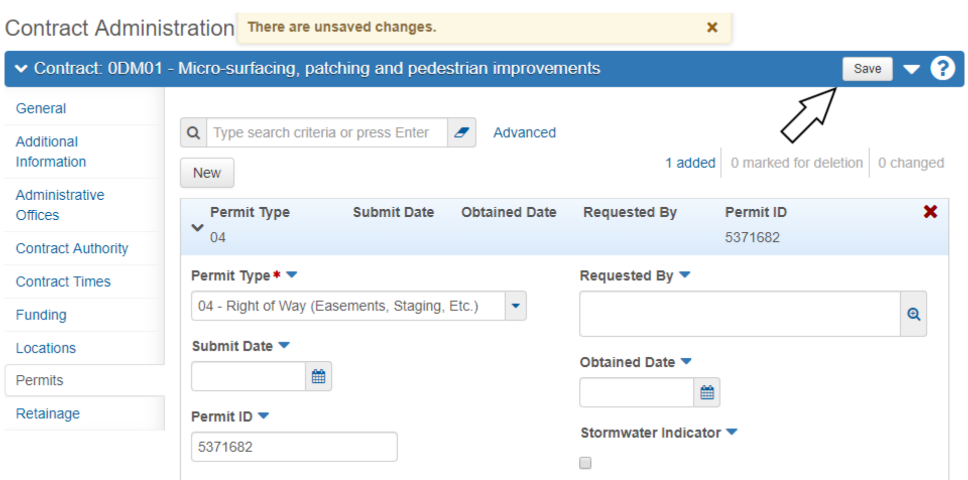


Figure 2-35. New Contract Permit Details

4. All Permits are REQUIRED to have the supporting documents attached. Click the Row Actions Menu and select Attachments. (Figure 2-36)

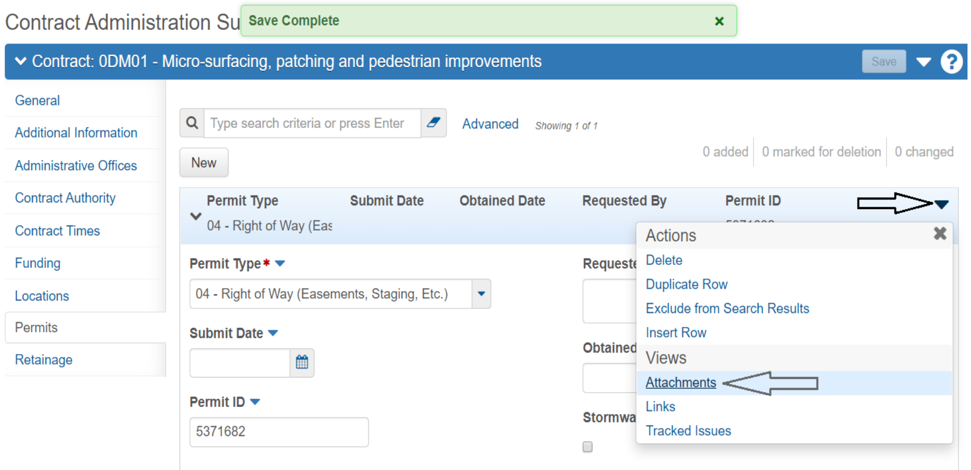


Figure 2-36. Permits Row Action drop-down, Attachments

5. Click the Select File... Button. (Figure 2-37)

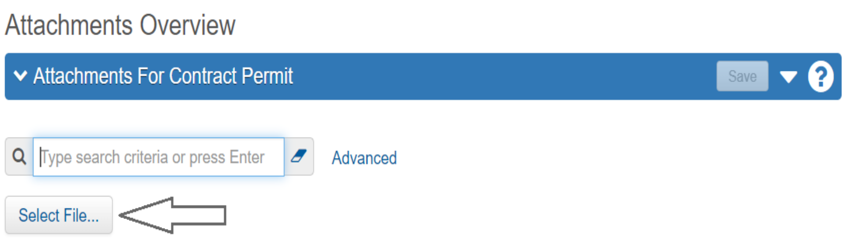


Figure 2-37. Permits Attachments, Select File Button

6. Go to the appropriate Contract Files\Contract\01 Info at Start directory and select the supporting document file, then click the Open button. (Figure 2-38)

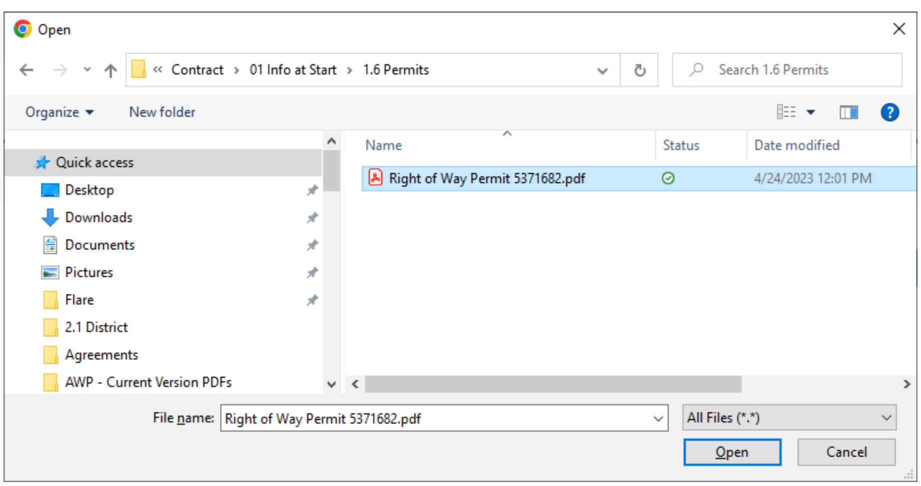


Figure 2-38. Permit Attachments, File Selection Window

7. Enter a Description, if appropriate, and click the Save button. (Figure 2-39)

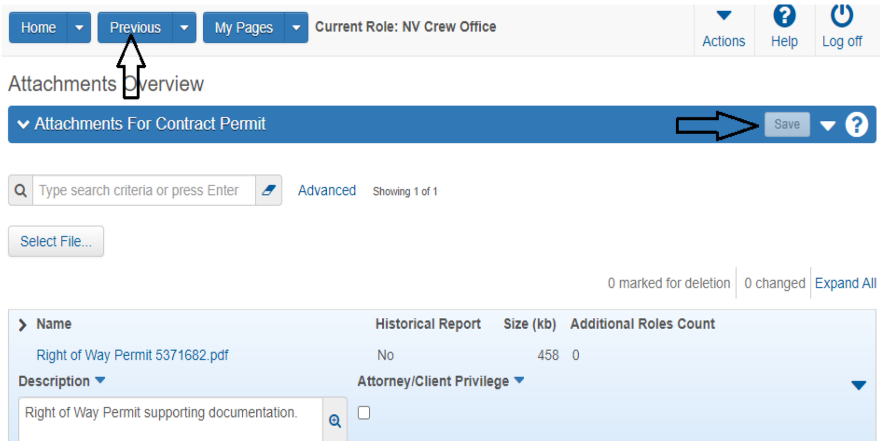


Figure 2-39. Permit Attachments, Save

8. Click the Previous button to return to the Permit record. (Figure 2-39)

i. **Retainage Tab:** This area shows the contract's retainage properties. Data populated on this screen is informational only. (Figure 2-40)

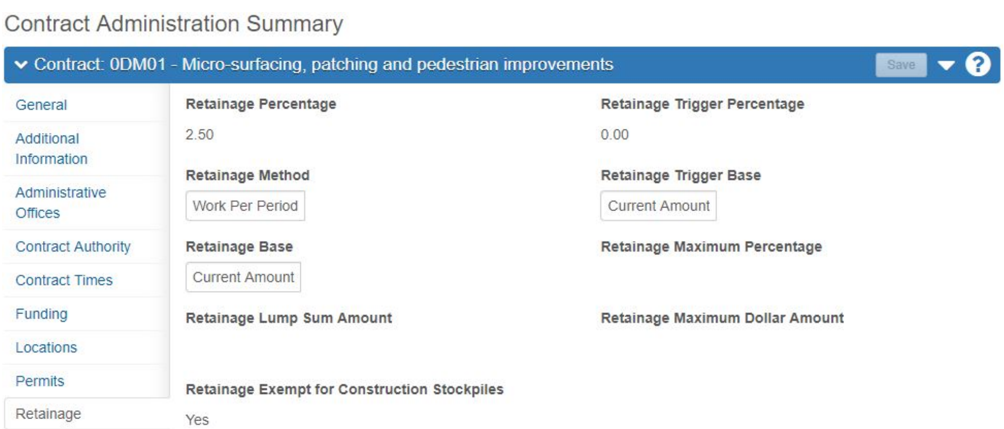


Figure 2-40. Retainage

REVIEWING CONTRACT PROJECTS

1. While in Contact Administration, click Projects in the Quick Links. (Figure 2-41)

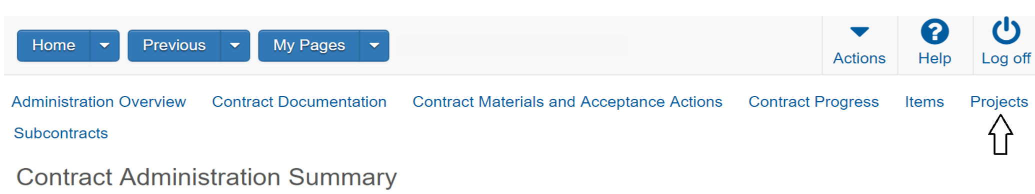


Figure 2-41. Contract Administration Quick Links

2. To review the Contract Project details, click the Project ID link. (Figure 2-42)

Figure 2-42. 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. (Figures 2-43 through 2-48) Repeat for each project.
   a. **General Tab:** Verify the Project Description and Project Location. (Figure 2-43)

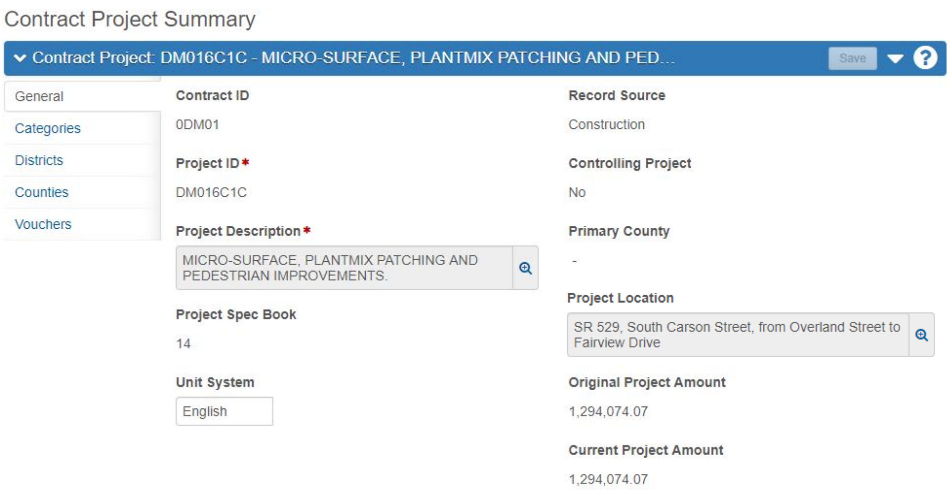


Figure 2-43. Contract Project Summary, General Tab

   b. **Categories Tab:** Click the chevron to the left of the category description to expand the category record (Figure 2-44). Verify the Category Description and the Activity are correct per the Agreement Estimate Breakout Report. (Figure 2-45) Repeat for each category.

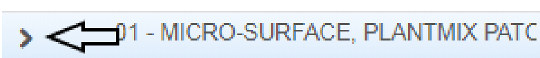


Figure 2-44. Expand Chevron

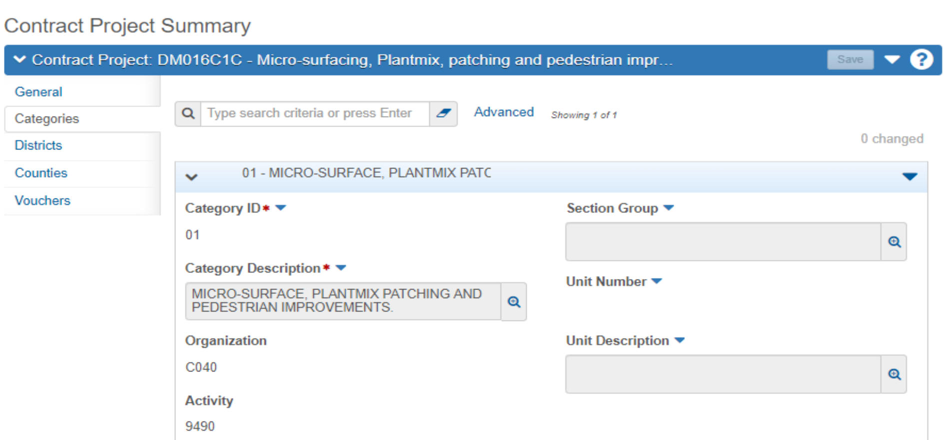


Figure 2-45. Contract Project Summary, Categories Tab

c. **Districts Tab:** Verify the District ID is correct. (Figure 2-46)

Figure 2-46. Contract Project Summary, District tab

d. **Counties Tab:** Verify the county information. (Figure 2-47) If there is more than one county for a project, the total sum of the Percentage values must equal 100%.

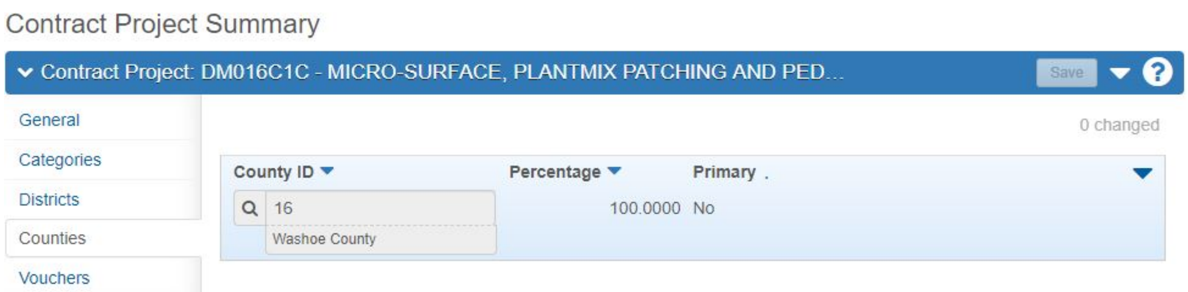


Figure 2-47. Contract Project Summary, Counties Tab

e. **Vouchers Tab:** This tab shows all of the completed payment estimates to date on the project. (Figure 2-48)

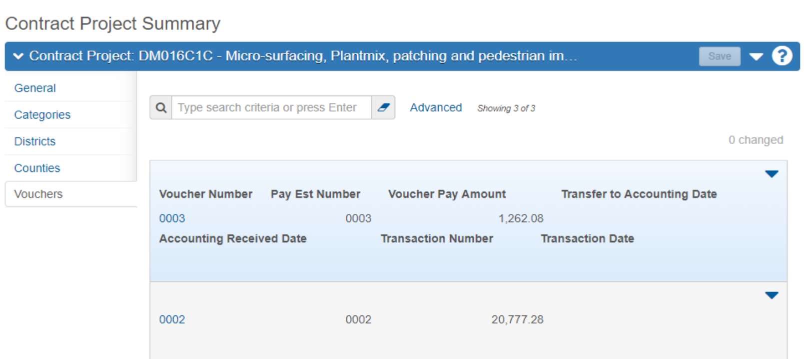


Figure 2-48. Contract Project Summary, Counties Tab

f. Click Previous (Figure 2-49) to go back to the Contract Project Overview of the Contract's Projects.

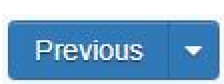


Figure 2-49. Previous Button

REVIEWING CONTRACT ITEMS AND PROJECT/CATEGORY ITEMS

1. Once all projects are reviewed, click Items in the Quick Links. (Figure 2-50)

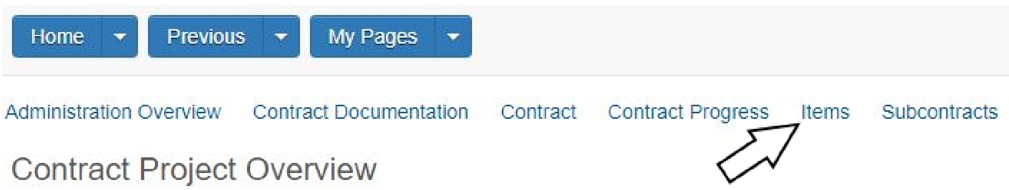


Figure 2-50. Project Quick Links

2. Review the Contract Items against the Estimate of Quantities. (Figure 2-51)

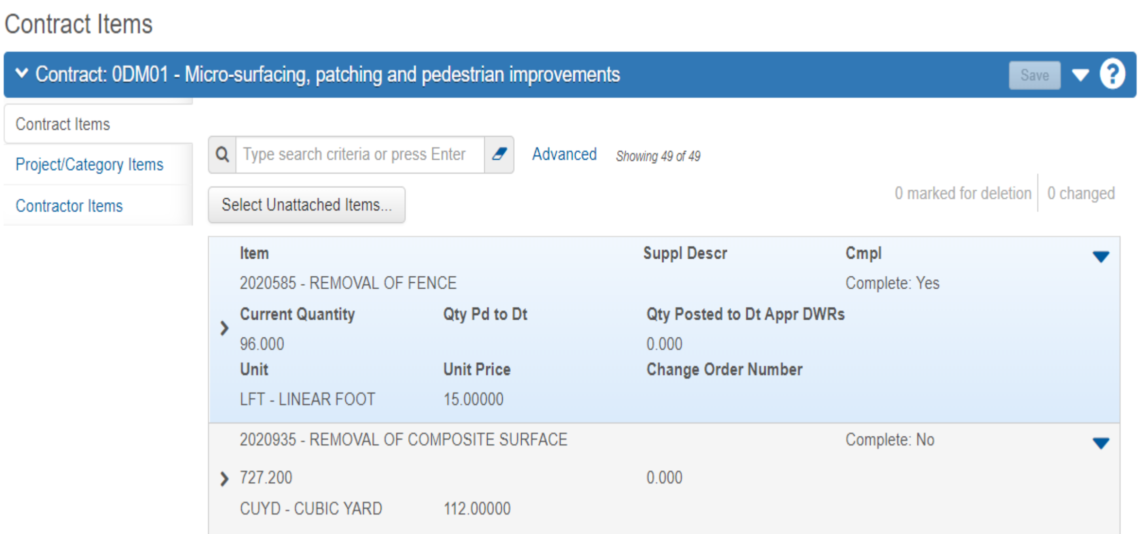


Figure 2-51. Contract Items, Contract Items tab

3. Click the chevron to expand the Item for additional information. (Figure 2-52)

Figure 2-52. Expand Chevron

4. Review the Item's Details. (Figure 2-53)

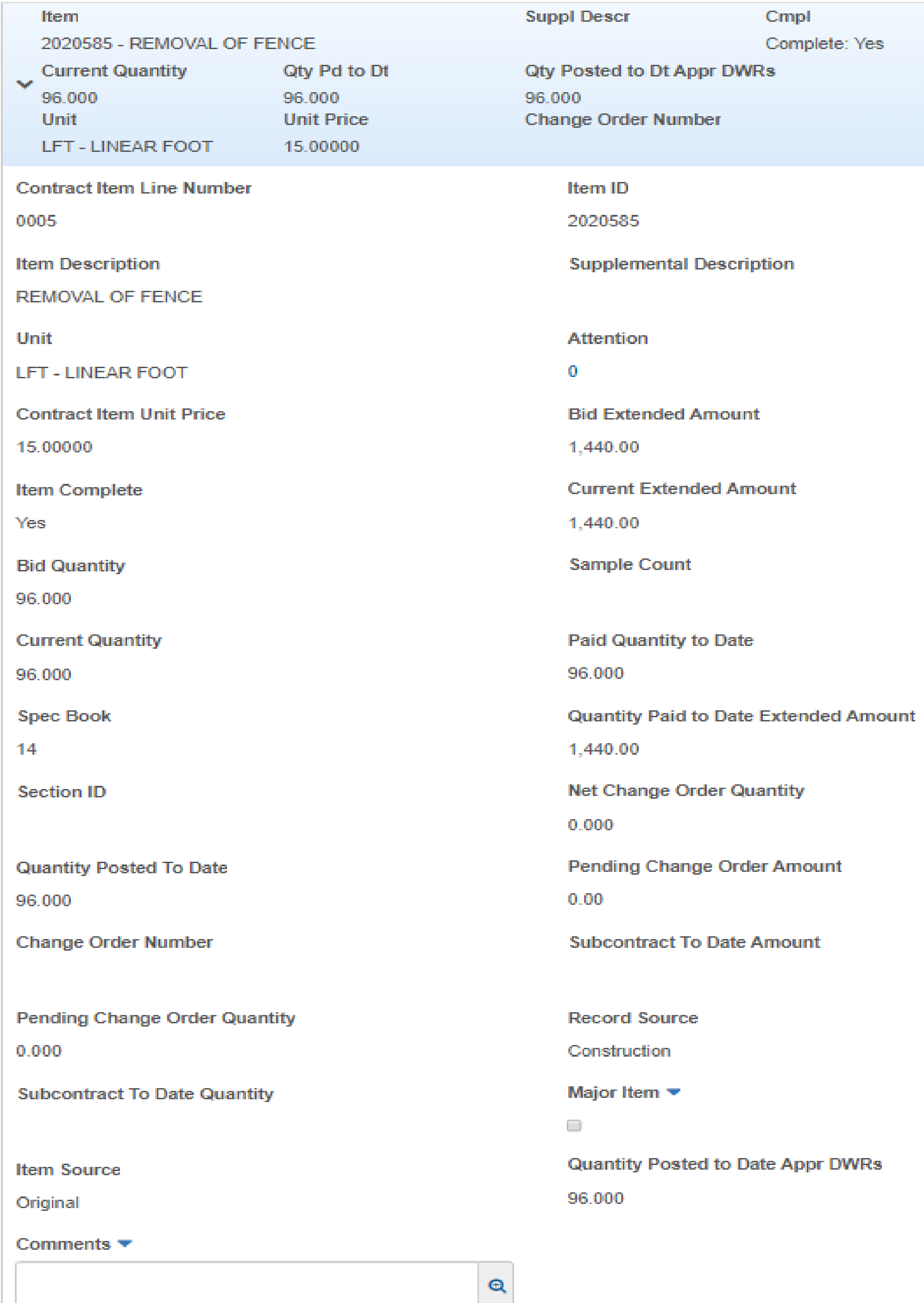


Figure 2-53. Item Details

5. Verify Project/Category Items. (Figure 2-54)

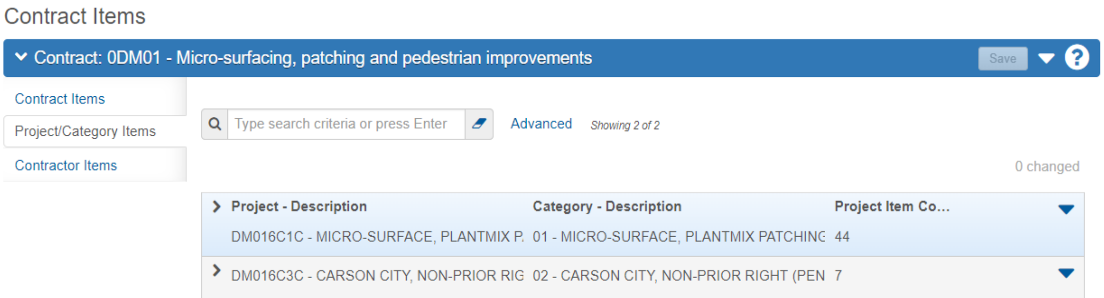


Figure 2-54. Contract Items, Project Items tab

6. Click the chevron to the left of the Project - Description to expand the selection. (Figure 2-55)

Figure 2-55. Chevron to expand selection

7. Verify the items assigned to the Projects and Categories against the Agreement Estimate Breakout Report. . (Figure 2-56)

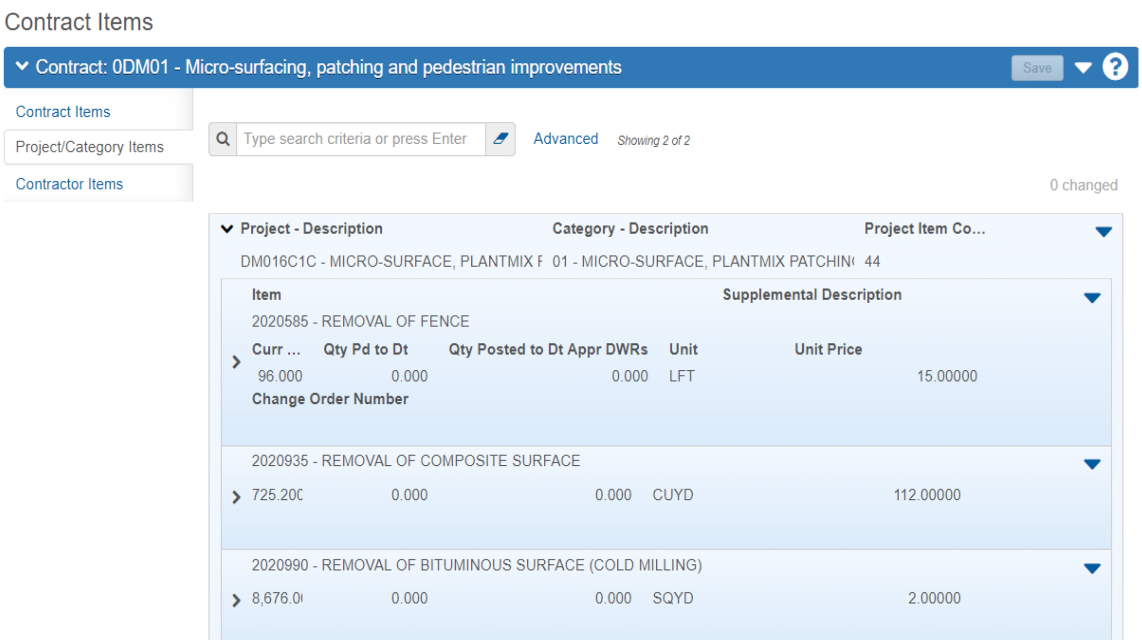


Figure 2-56. Contract Items, Project Items Expanded

8. **Contractor Items Tab:** NDOT doesn't utilize this tab. Any data populated in this tab is informational only. (Figure 2-57)

Figure 2-57. 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 2-58)

Figure 2-58. Items Quick Links

2. Navigate to Contract Times Tab and enter the appropriate dates into CREW-REVIEW (1) and ConstStartedDate (2). (Figure 2-59)

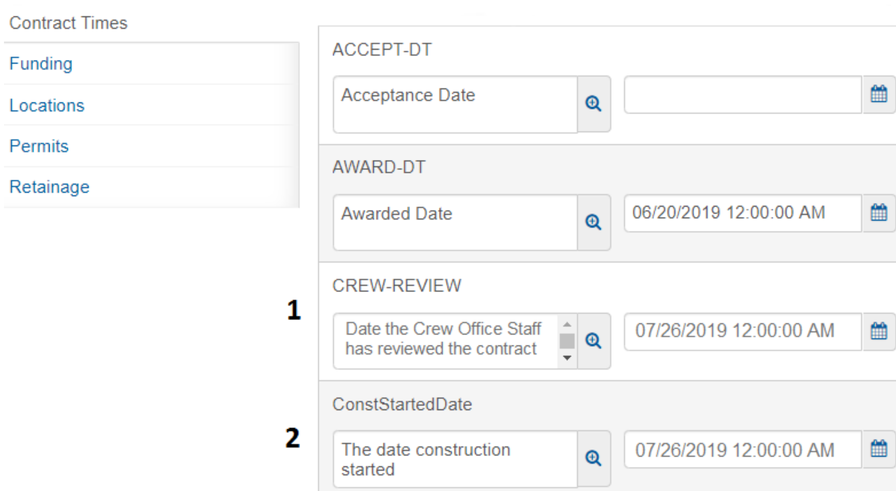


Figure 2-59. Contract Times: Information Times Post Review

3. Click the Save button. (Figure 2-60)

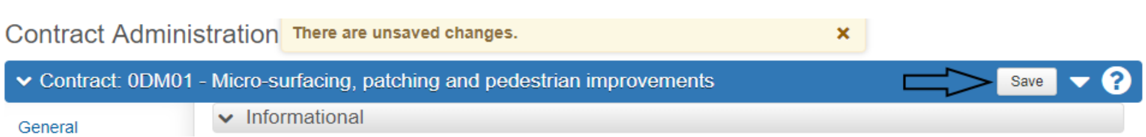


Figure 2-60. Contract Administration: Contract Time Save

SUBCONTRACTORS

This chapter contains the following sections:

SUBCONTRACTORS 3

The Subcontract Component lists the Prime Contractor and all subcontractors (including Service Providers) associated with a contract. Subcontractors are added to track equipment and personnel in AWP Daily Work Report (DWRs) and the Mobile Inspector app.

The Prime Contractor has already been entered by HQ Construction Admin. Subcontractors are added when the Crew Office receives an approved Subcontractor/Service Provider Request (SSPR).

The AWP software automatically populates a generic list of equipment and personnel to all subcontractors as they are added and saved.

ADDING A SUBCONTRACTOR

1. Confirm current role is set to NV Crew Office. (Figure 3-1)

Figure 3-1. Current Role

2. From the Home page, click Contract Progress under the Construction component. (Figure 3-2)

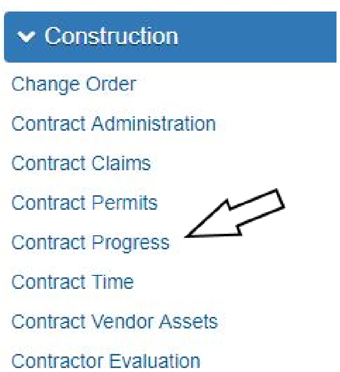


Figure 3-2. Construction Component

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

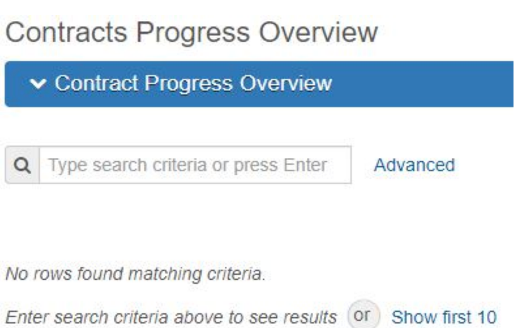


Figure 3-3. Contract Progress Overview

4. Click the Contract number hyperlink. (Figure 3-4)

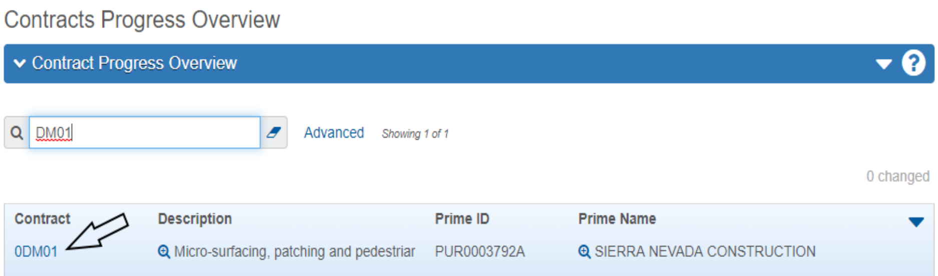


Figure 3-4. Contract Progress Overview Search Results

5. In the Contract Progress Summary screen, click the Contractors tab to see a list of all contractors on this contract. (Figure 3-5)

Note: *Each contract will have a 00 Default Vendor as the Original Prime, please ignore this record.*

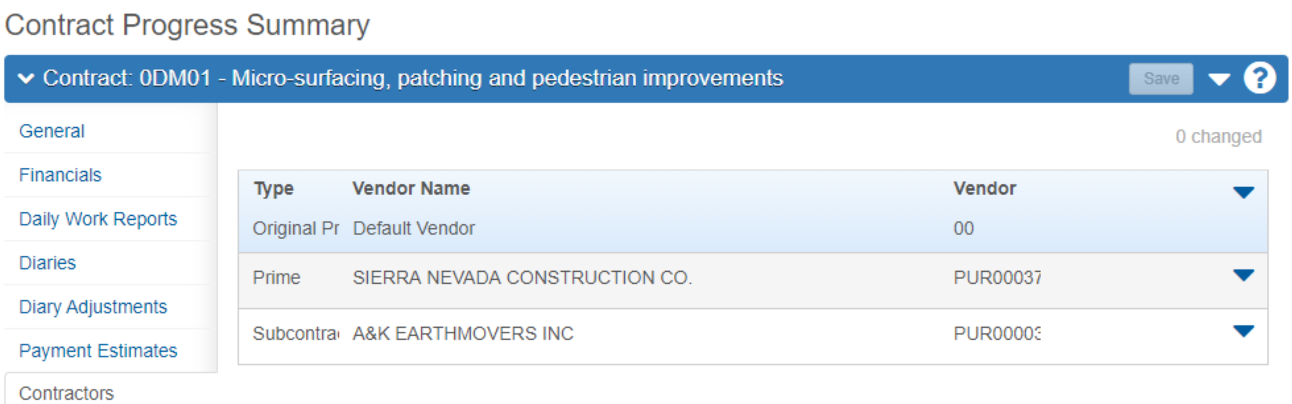


Figure 3-5. Contract Progress, Contractors tab

6. To add a Subcontractor, using the Quick Links, click Subcontracts. (Figure 3-6)

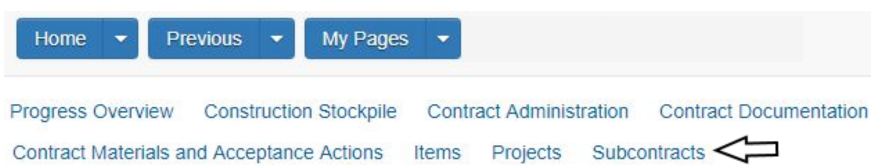


Figure 3-6. Contract Progress Quick Links

7. In the Row Action drop-down on the Subcontractor component, click Add. (Figure 3-7)

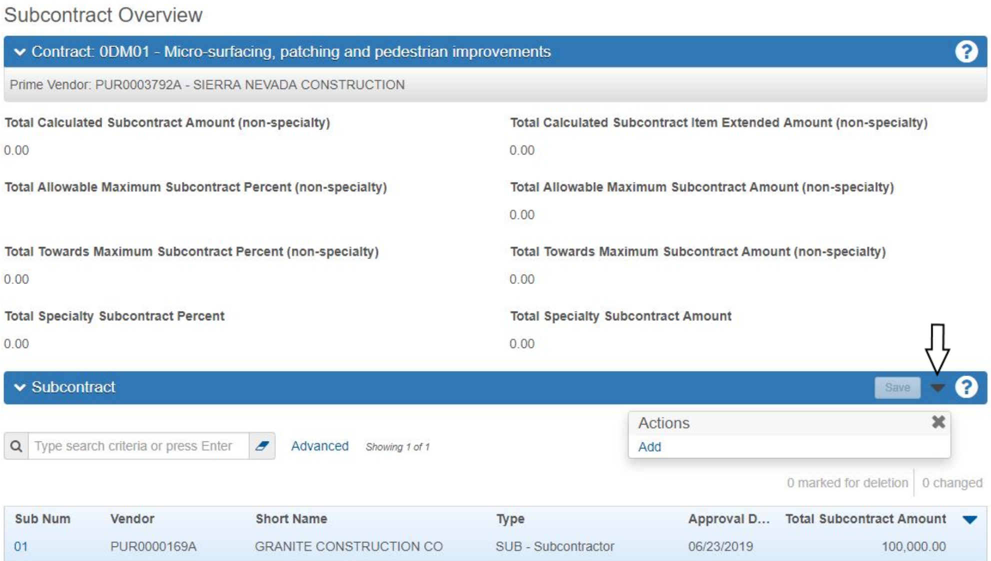


Figure 3-7. Subcontractor Component

8. On the Add Subcontract screen, enter values in the following fields (Figure 3-8):
   - **Subcontract Number** (Sequential numbering for all subcontractors; 01, 02, etc.)
   - **Vendor** (Place the cursor in the field, start typing in the sub's name and select appropriate subcontractor)
   - **Subcontract Type** (pick from drop-down list)
     - SUB - Subcontractor
     - SP - Service Provider
     - TRK - Trucking / Hauling
   - **Work Classifications - Name** (select a work classification from the drop down)
     - SUB - Subcontractor
     - SP - Service Provider
     - TRK - Trucking / Hauling

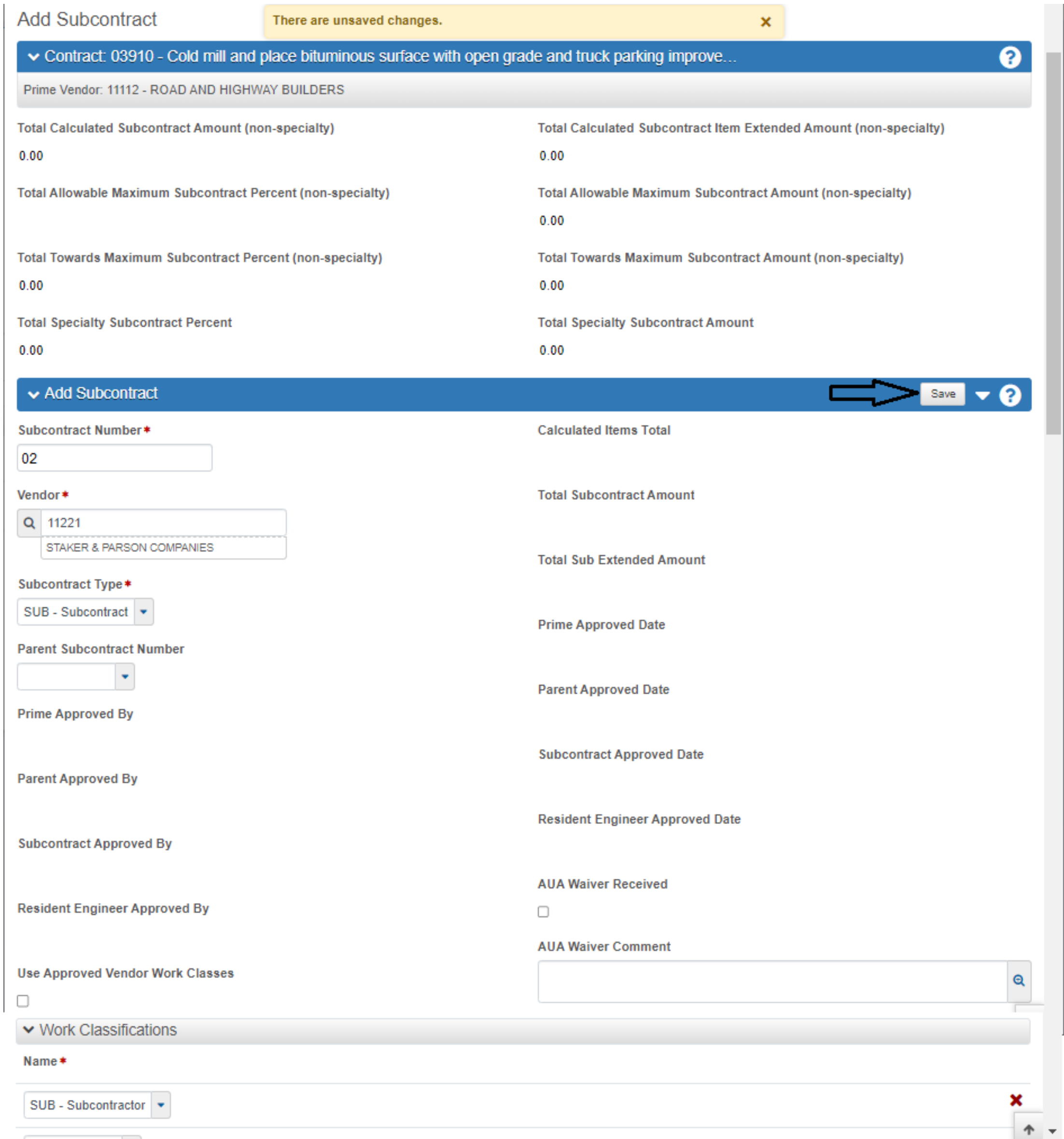


Figure 3-8. Add Subcontractor fields

9. Click the Save button.(Figure 3-8).
10. Scroll down to Work Classifications, enter the Approval Date (from the Approved SSPR), and click the Save button. (Figure 3-9)

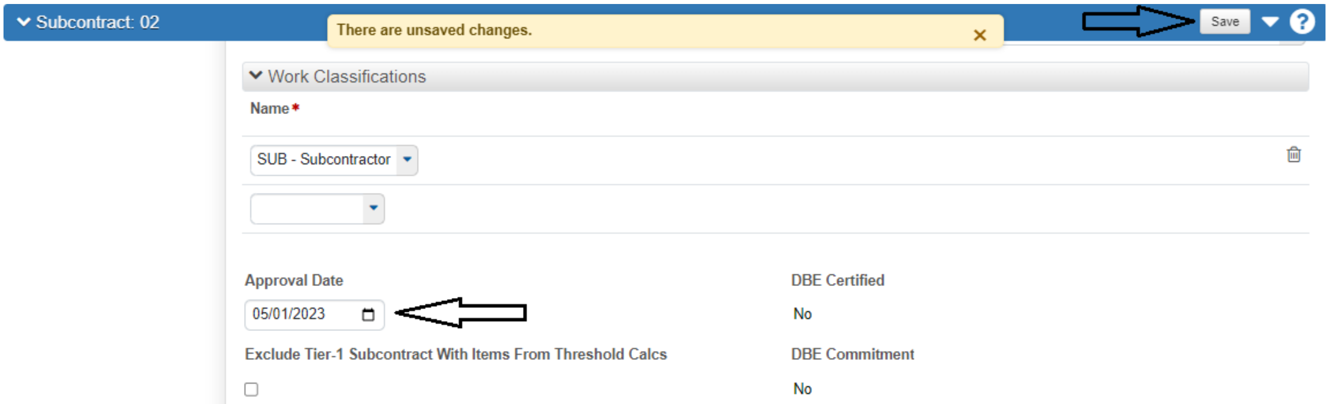


Figure 3-9. Subcontractor Component

11. Repeat steps 7 - 10 above for additional Subcontractors, increasing the Subcontract Number by 1. If needed, return back to Subcontract Overview to see what the next Subcontractor Number will need to be.

> ***Note:*** *If the Subcontractor is not in the Vendor list, email a copy of the approved SSPR form to ContractComplianceProjects@dot.nv.gov to have the Vendor added to AWP.*

CONTRACT ITEMS

This chapter contains the following sections:

CONTRACT ITEMS 4

AWP contracts contain two types of Item Sources: Original and Change Order.

Original items are those that were included in contract documents at time of award.

Change Order items are items not contained in the original contract which have been approved by a Change Order.

CONTRACT ITEMS OVERVIEW

At any point during the contract, the items can be reviewed for any reason (check quantities, review unattached items, overruns, etc.).

1. Confirm current role is set to NV Crew Office. (Figure 4-1)

Figure 4-1. Current Role

2. From the Home page, click Contract Progress under the Construction component. (Figure 4-2)

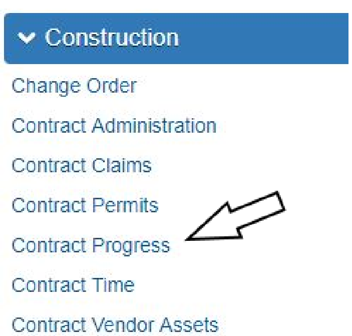


Figure 4-2. Construction Component

3. In the search box, enter the Contract Number, or click Show first 10. (Figure 4-3)

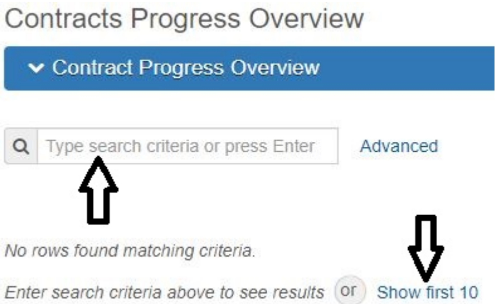


Figure 4-3. Contract Progress Overview

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

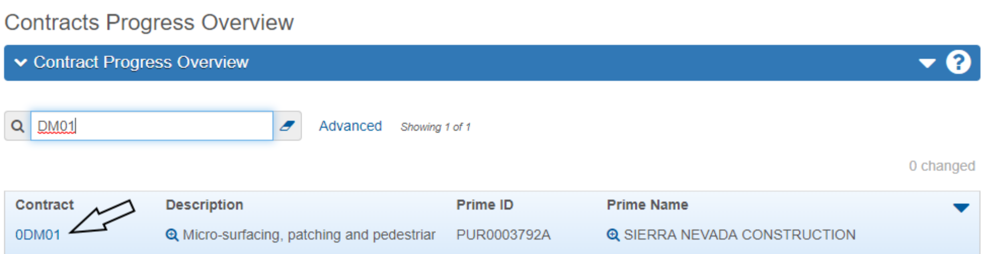


Figure 4-4. Contract Progress Overview Search Results

5. In the Quick Links at the top of the screen, click Items (Figure 4-5)

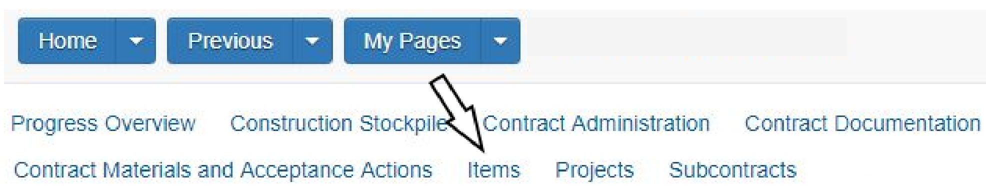


Figure 4-5. Contract Progress Quick Links

6. To review items at the Contract Items or Project/Category Items level, use the navigational tabs. (Figure 4-6 and Figure 4-7)

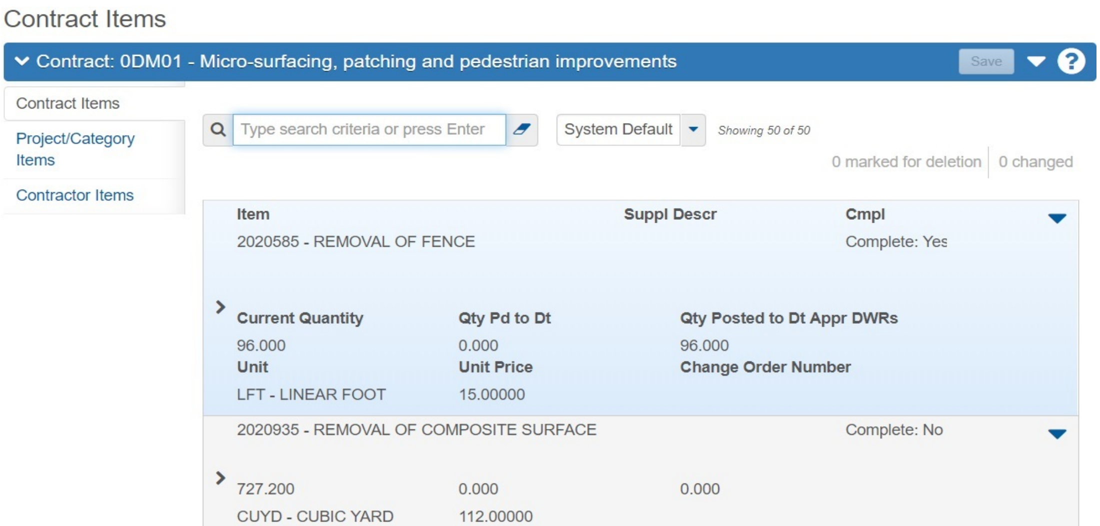


Figure 4-6. Contract Items

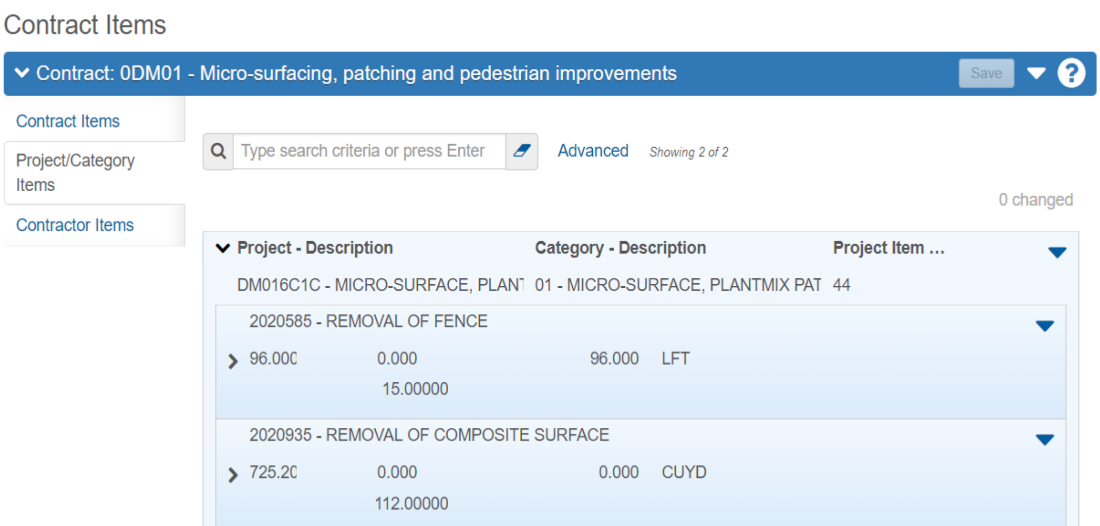


Figure 4-7. Project/Category Items

7. To review the item's details, click the chevron to expand the item . (Figure 4-8)

Figure 4-8. Item Details

MARKING ITEMS AS COMPLETE

As items are completed they must be manually marked as completed. This step is applicable to the Field Close-out process (see Chapter 10 in this user guide). All items must be marked as completed before the Semi-Final estimate can be created.

1. Follow Steps 1 - 5 from the *"Contract Items Overview"* Section in this chapter to navigate to the Contract Items.
2. In the Contract Items screen, click the Component Row Actions drop-down and select Mark Items Complete. (Figure 4-18)

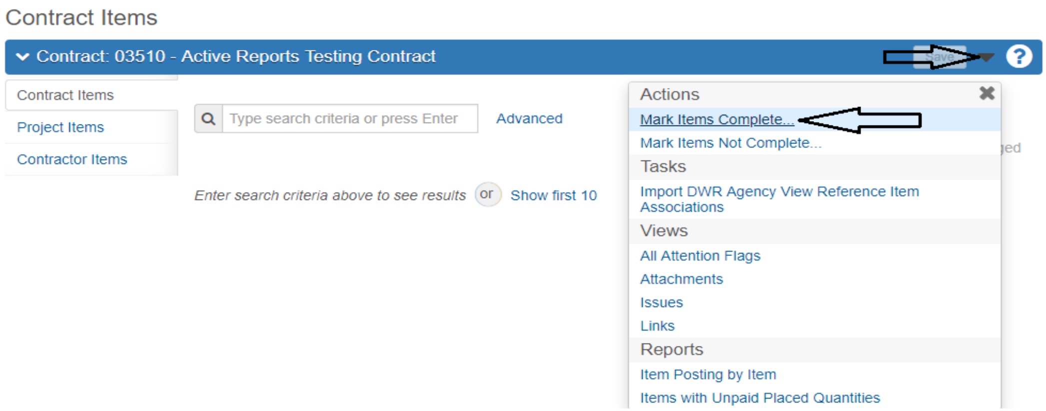


Figure 4-9. Contract Items Component Row Actions Drop-down

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 4-19)

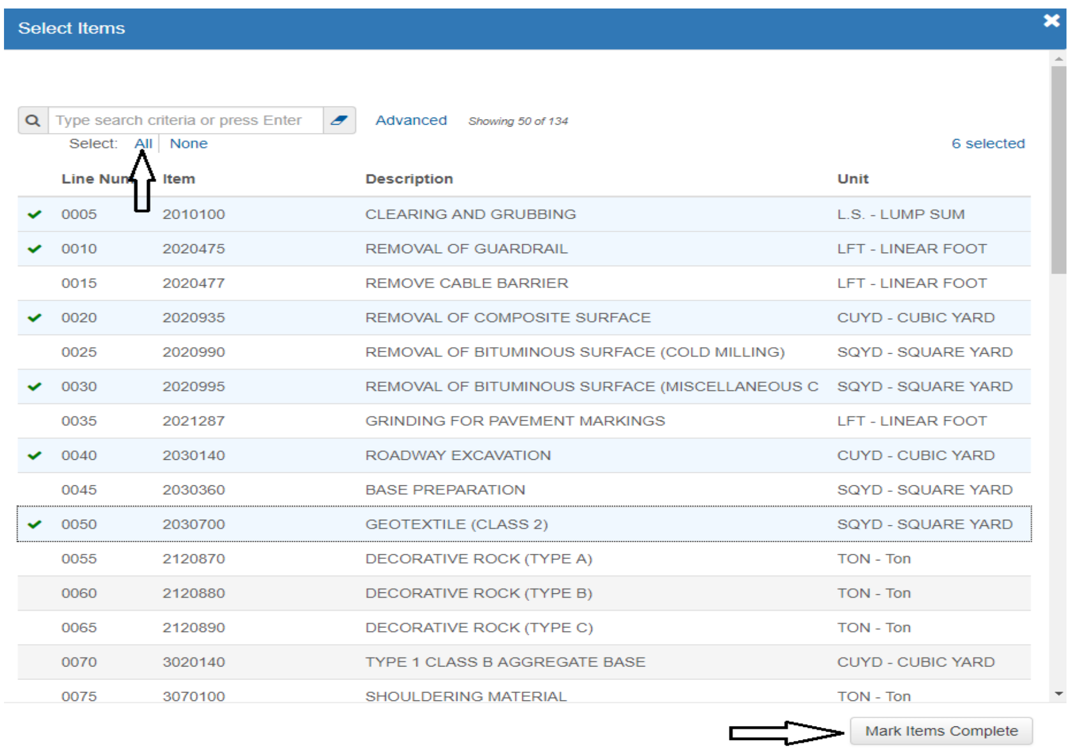


Figure 4-10. Select Items for Marking As Complete

4. After you select Mark Items Complete, AWP will automatically save and will display the item as complete in the blue header. (Figure 4-20)

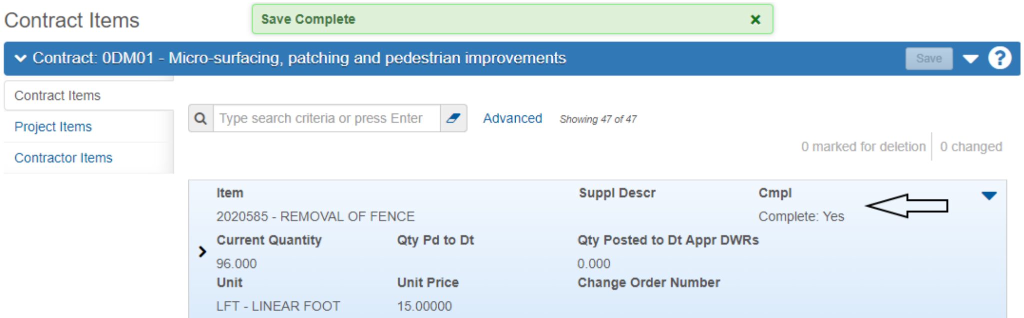


Figure 4-11. Item Marked as Complete

5. If a completed item is not actually complete, follow the same steps, but select Mark Item Not Complete. (Figure 4-21)

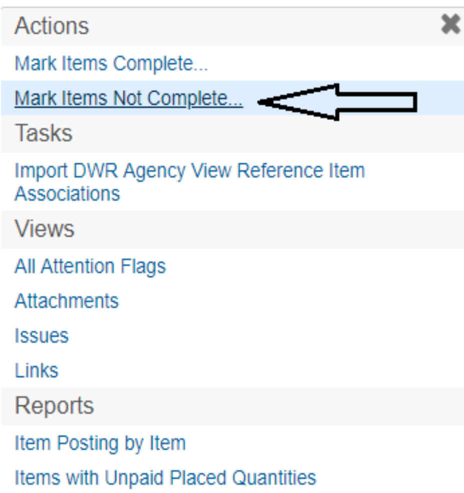


Figure 4-12. Contract Items Component Actions Drop-down: Mark Item Not Complete

6. Select the item(s) and click on the Mark Items Not Complete button. (Figure 4-22)

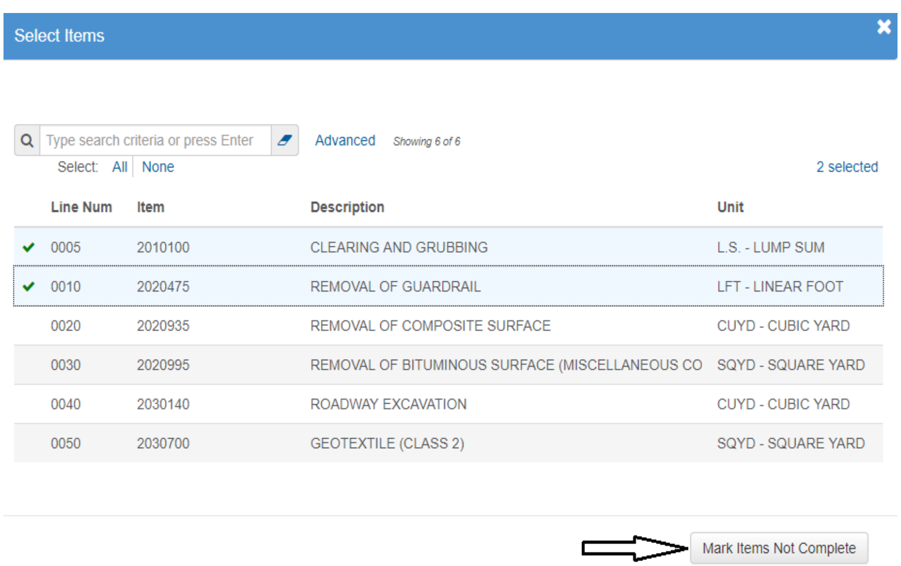


Figure 4-13. Select Items for Mark Item Not Complete

MARKING A CONTRACT ITEM AS A MAJOR ITEM

The AWP software does not have an automated process to indicate if an item is concidered a Major item (NDOT policiy is any item that has a Current Extended Amount (current quantity x unit price) of $50,000 or more). The following steps to mark and item as a Major item MUST be completed when adding a new item to a contract via a Change Order and the new item's Extended Amount is $50,000 or more or when increasing an existing bid item's quantity via a Change Order brings the Current Extended Amount to $50,000 or more.

1. Confirm current role is set to NV Crew Office. (Figure 4-23)

Figure 4-14. Current Role

2. From the Home page, click Contract Progress under the Construction component. (Figure 4-24)

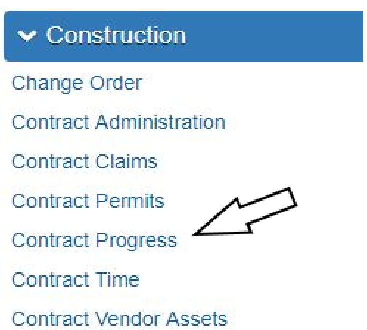


Figure 4-15. Construction Component

3. In the search box, enter the Contract Number, or click Show first 10. (Figure 4-25)

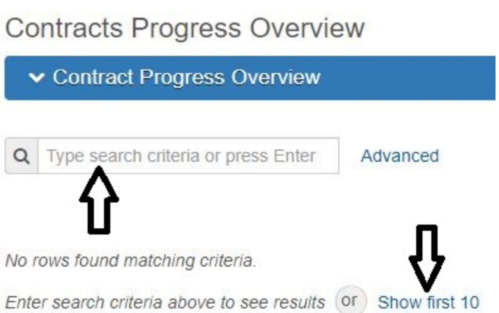


Figure 4-16. Contract Progress Overview

4. Click the Contract number hyperlink. (Figure 4-26)

Figure 4-17. Contract Progress Overview Search Results

5. In the Quick Links at the top of the screen, click Items. (Figure 4-27)

Figure 4-18. Contract Progress Quick Links

6. Type the item number in the Search box and click the Expand chevron. (Figure 4-28)

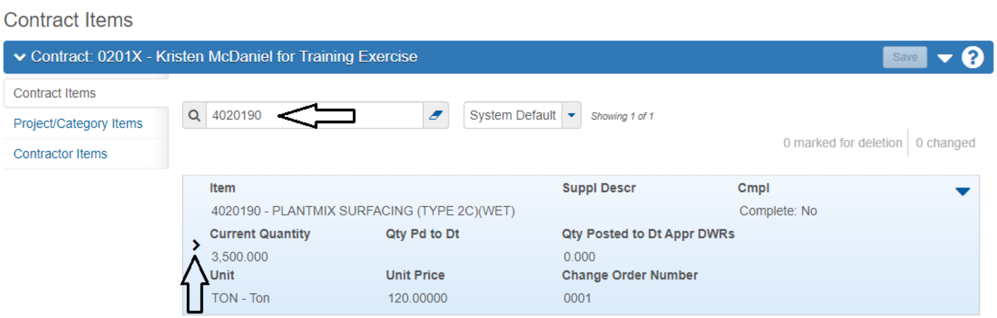


Figure 4-19. Search for Major Item

7. Check the Major Item box. (Figure 4-29)

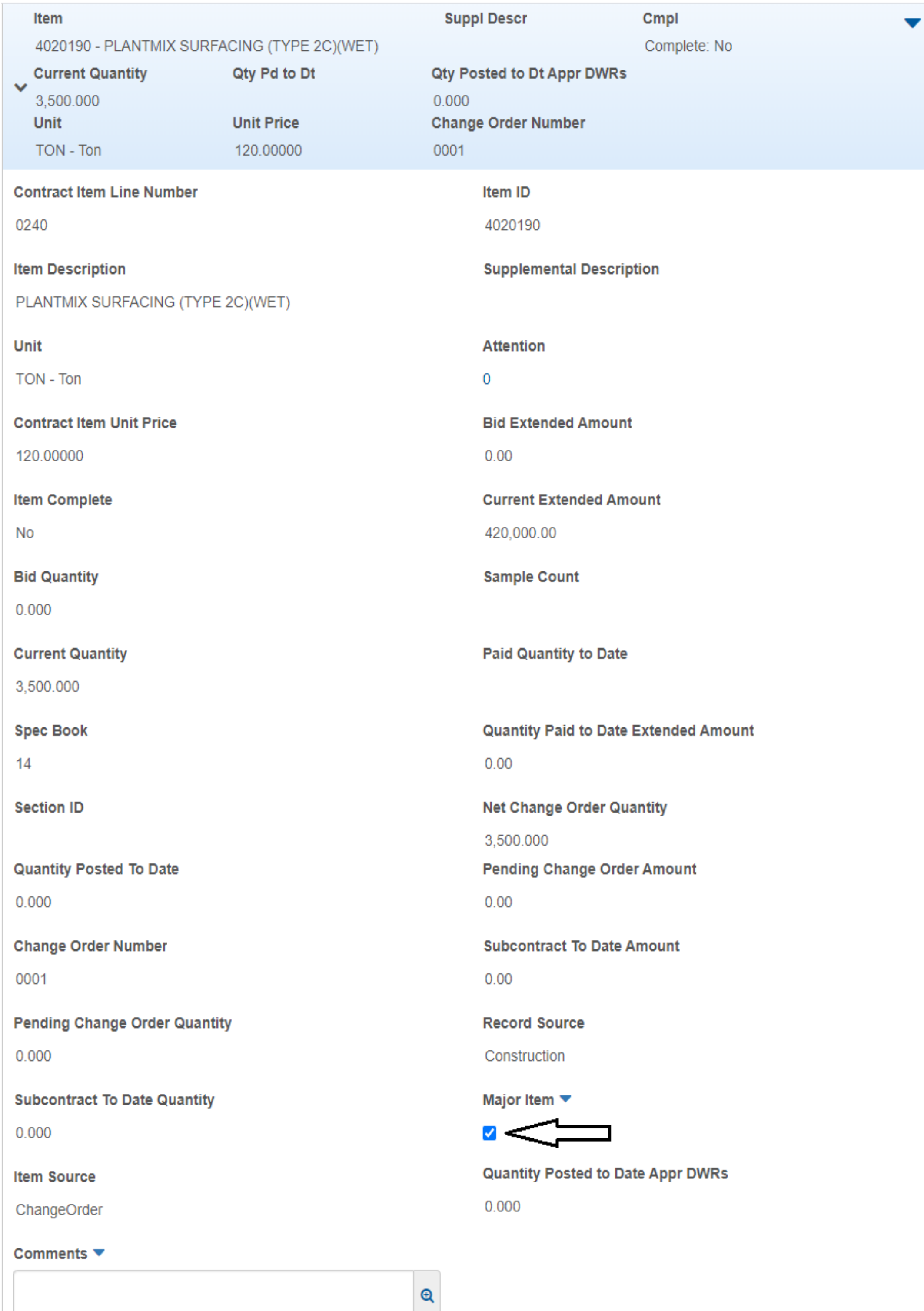


Figure 4-20. Check Major Item Box

8. Click the Save button. (Figure 4-30)

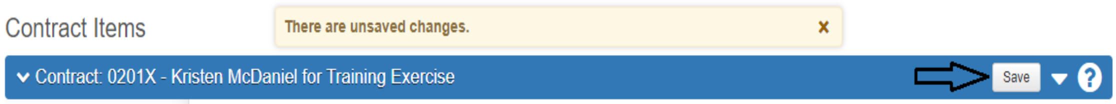


Figure 4-21. Major Item Save

DAILY WORK REPORT

This chapter contains the following sections:

A Daily Work Report (DWR) is used to document daily site conditions and track quantities of contract items. Once a DWR has been approved, the AWP program uses the item postings contained in the DWR to calculate the contractor's payment when creating the estimate.

A DWR can be created utilizing the Mobile Inspector application installed on NDOT iPads. Mobile Inspector is intended for inspectors to document the on-site contractor personnel and equipment, track item usage, and record other pertinent site information. Completed DWRs from Mobile Inspector transfer into AWP, where they are reviewed and approved.

Office Engineers create DWRs in AWP for posting to the following items: Lump Sum, Traffic Control Supervisor, Training Hours, Mobilization, Prorated/Percentage items, Ton items and Force Account. These postings only require completion of the General, Contractors On Site (Prime contractor only), and Postings tabs.

The Assistant RE(s), PE(s) and Supervisor 1(s) will also create a DWR in AWP each day, documenting their daily activity in the General tab.

Warning! *Only the creator of a Daily Work Report (DWR) can edit the DWR.*

Important: *A Daily Work Report (DWR) cannot be added and saved until the Informational CREW-REVIEW date has been entered in the Contract Administration Component (Refer to Chapter 1, Section - Entering Crew Review Date and Construction Start Date) for details. The DWR MUST have a date of on or after the CREW-REVIEW date.*

ADDING A NEW DWR

1. Confirm current role is set to NV Crew Office. (Figure 5-1)

Figure 5-1. Current Role

2. From the Home page, click Contract Progress under the Construction component. (Figure 5-2)

Figure 5-2. Construction Component

3. In the search box, enter your Contract Number, or click Show first 10. (Figure 5-3)

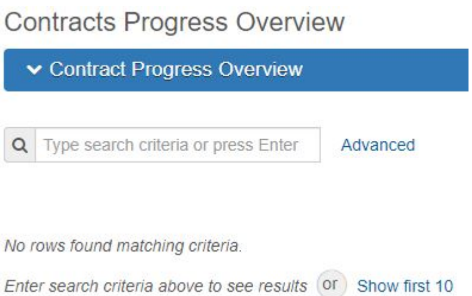


Figure 5-3. Contract Progress Overview

4. Click the Contract number hyperlink. (Figure 5-4)

Figure 5-4. Contract Progress Overview with Results

5. Click the Daily Work Reports Tab. (Figure 5-5)

Figure 5-5. Contract Progress Summary Tabs

6. Click the Add button. (Figure 5-6)

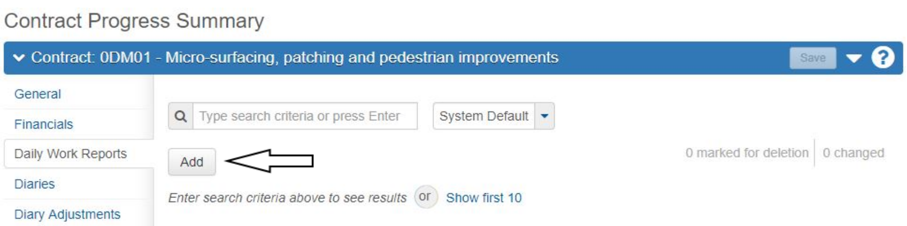


Figure 5-6. DWR Add Button

7. The DWR opens the **General Tab**. Enter all pertinent information. (Figure 5-7)
   - **DWR Date -** Defaults to the current date.
   - **Inspector -** Defaults to the user who created the DWR.
   - **Weather -** Optional for Office Engineer postings.
   - **Rainfall -** Optional for Office Engineer postings.
   - **Low Temp -** Optional for Office Engineer postings.
   - **High Temp -** Optional for Office Engineer postings.
   - **Remarks -** There can be multiple remarks as needed. Be sure to use the most appropriate remark type. (Figure 5-8)

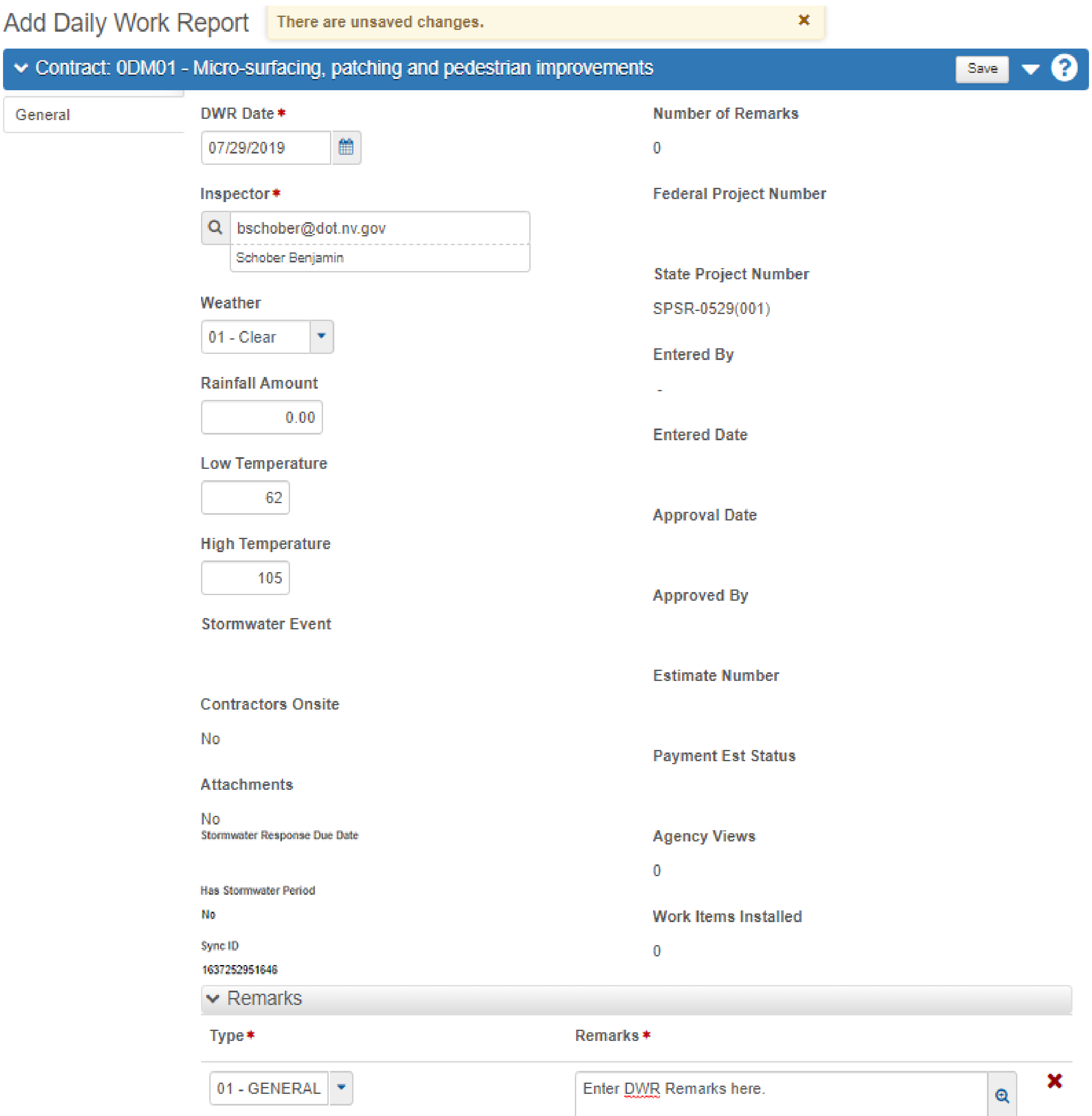


Figure 5-7. Add DWR Details

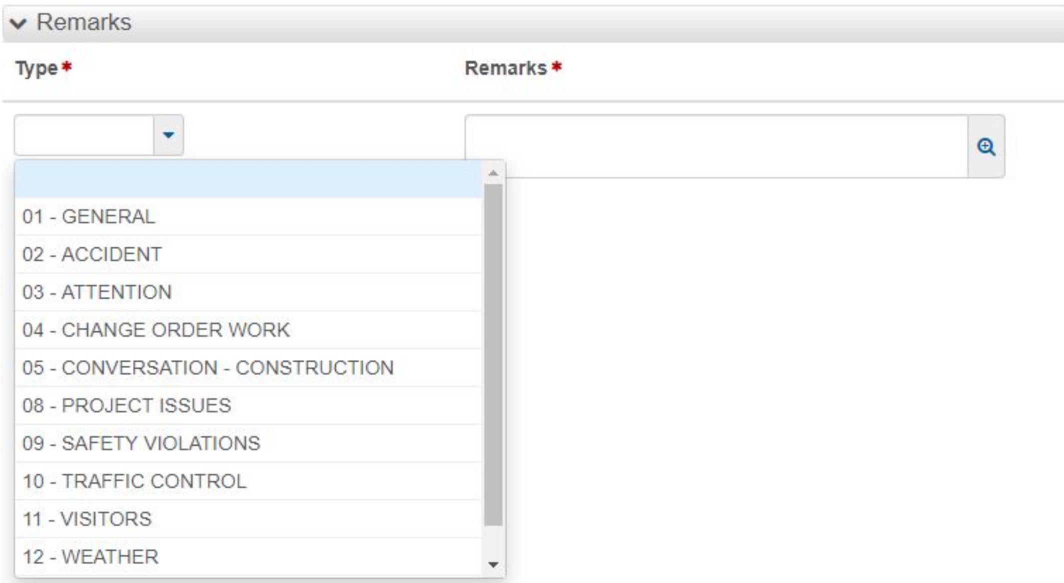


Figure 5-8. Remark Types

8. Click the Save button in the top right corner of the Add Daily Work Report component. (Figure 5-7)
9. Complete all tabs as appropriate. (Figures 5-9 through Figure 5-23)

Figure 5-9. DWR Detail Tabs

a. **Notes Tab:** Can be added (by any AWP user) before or after DWR is Approved and included in a payment estimate.

i. Click New. (Figure 5-10)

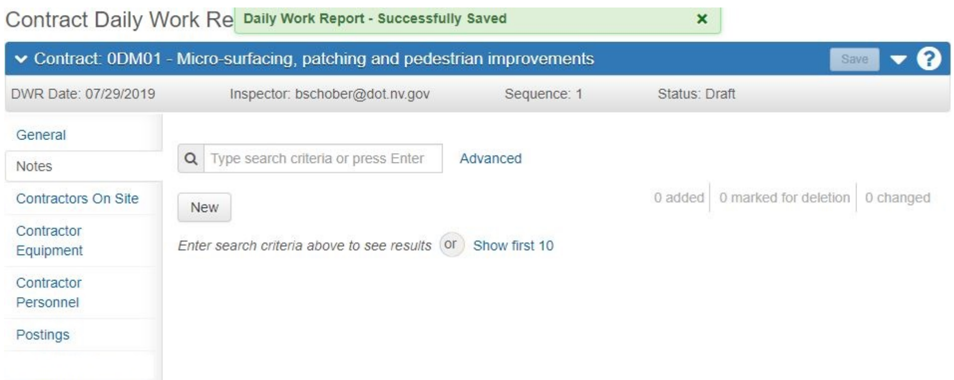


Figure 5-10. DWR Notes Tab

ii. Enter the Note. (Figure 5-11)

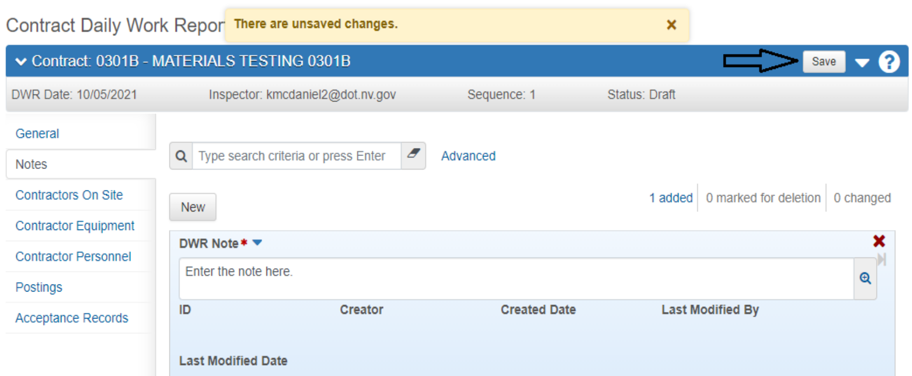


Figure 5-11. DWR Note Save

iii. Click the Save button. (Figure 5-11)

b. **Contractors on Site Tab:** The Prime Contractor and all appropriate subcontractors must be added here PRIOR to adding Contractor Equipment, Contractor Personnel, and Postings.

i. Click Select Contractors (5-12)

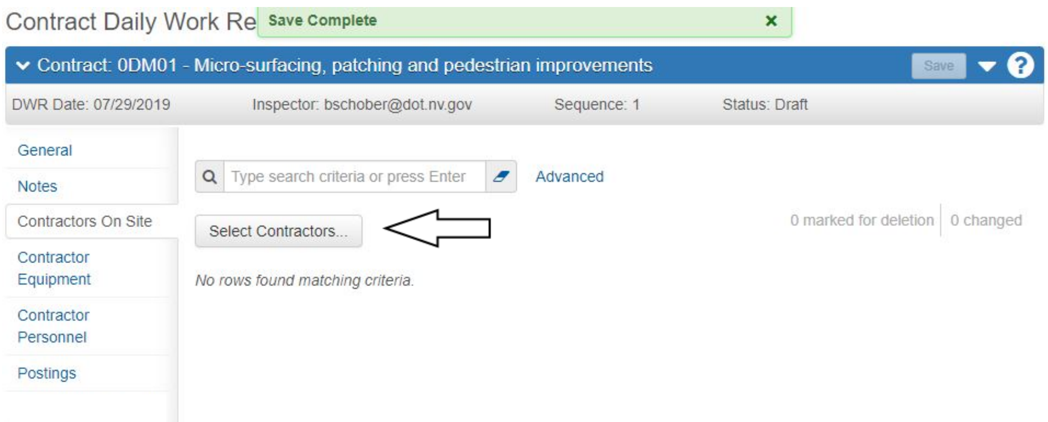


Figure 5-12. DWR Contractor on Site Tab

ii. Select the contractor(s) that were observed performing work. (Figure 5-13) Office Engineers completing a DWR will only select the Prime contractor.

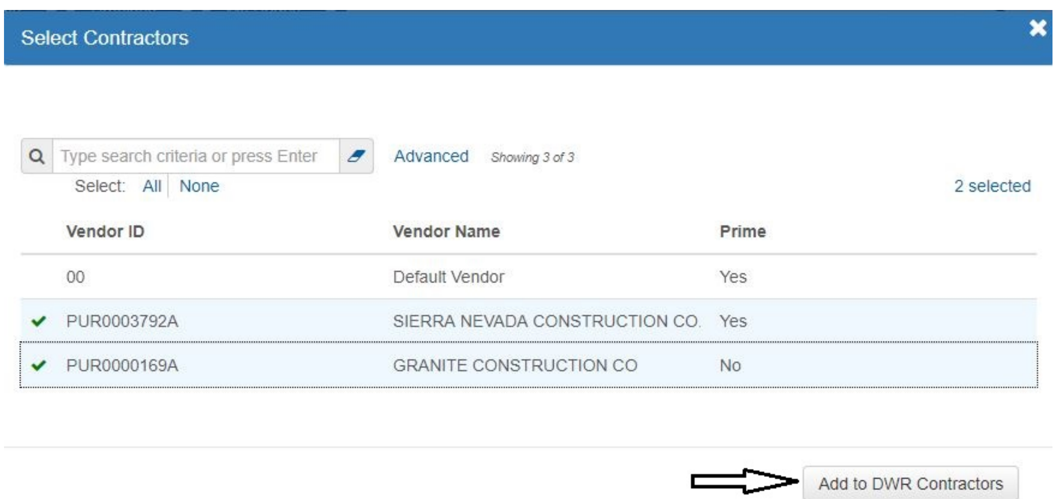


Figure 5-13. DWR Select Contractors

iii. Click the Add to DWR Contractors button. (Figure 5-13)

iv. Enter the Hours the contractor worked if known. (Figure 5-14)

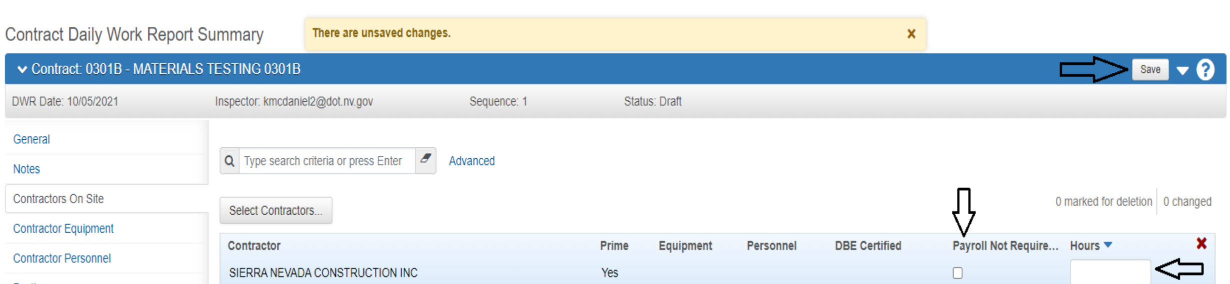


Figure 5-14. Contractor On Site

v. Click the Save button. (Figure 5-14)

Important: *This Save MUST be completed before adding Equipment, Personnel or Postings.*

Note: *Only check the Payroll Not Required checkbox when completing correcting DWRs.*

c. **Contractor Equipment Tab**

i. To add equipment, click the Contractor's Row Actions drop-down. (Figure 5-15)

Figure 5-15. DWR Contractor Equipment Drop-down

ii. Under Actions, click Select Generic Equipment. (Figure 5-15)

iii. Select the equipment that was observed/inspected performing work. (Figure 5-16)

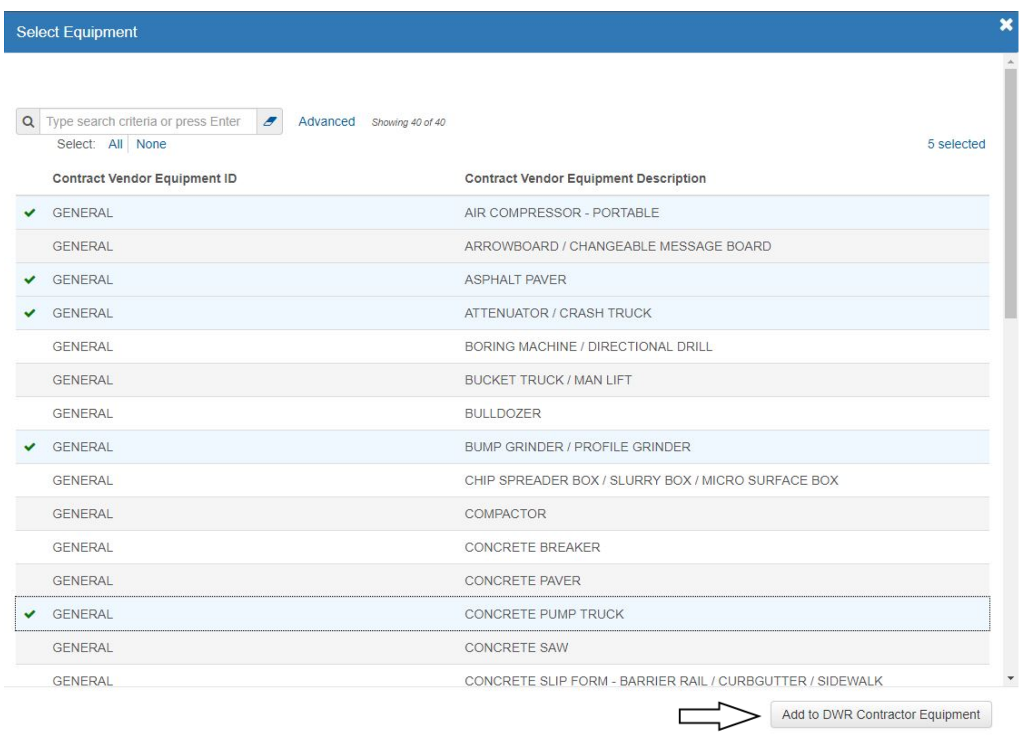


Figure 5-16. DWR Select Equipment

iv. Click the Add to DWR Contractor Equipment button. (Figure 5-16)

v. If not already expanded, click the chevron to the left of Contractor to expand the view and see the selected equipment. (Figure 5-17)

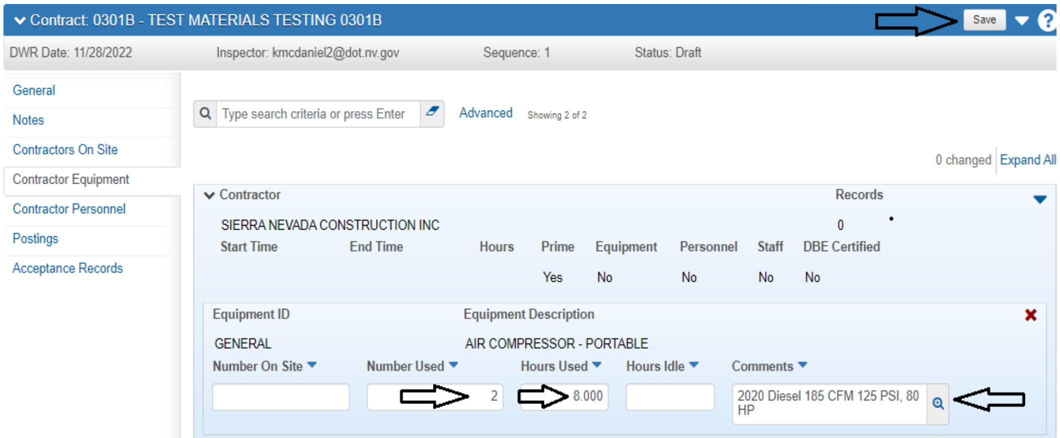


Figure 5-17. DWR Contractor Equipment Expanded

vi. Complete the following for each equipment added (Figure 5-17):
- **Number Used**
- **Hours Used** - Optional
- **Comments** - Use this field to provide specific details on the equipment.

vii. Click the Save button. (Figure 5-17)

viii. Repeat for each equipment.

d. **Contractor Personnel Tab**

i. To add personnel, click the Contractor's Row Actions drop-down. (Figure 5-18)

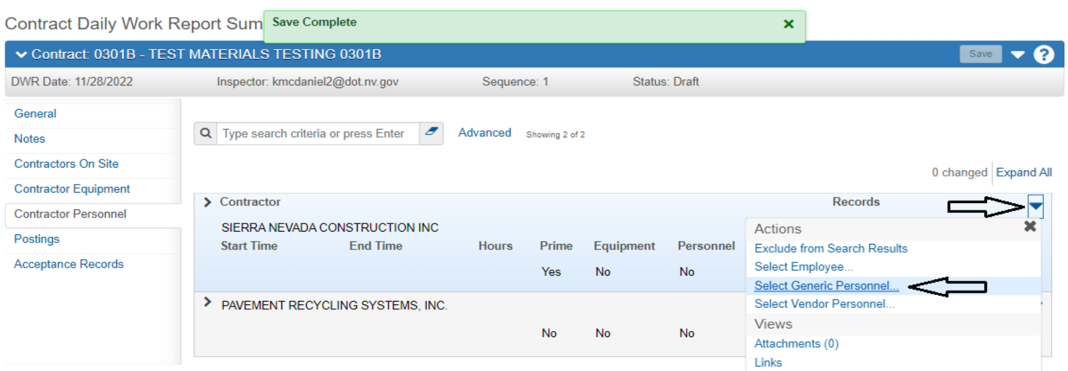


Figure 5-18. DWR Contractor Personnel

ii. Under Actions, click Select Generic Personnel. (Figure 5-18)

iii. Select all personnel that were on the job site and click on the Add to DWR Contractor Personnel button. (Figure 5-19)

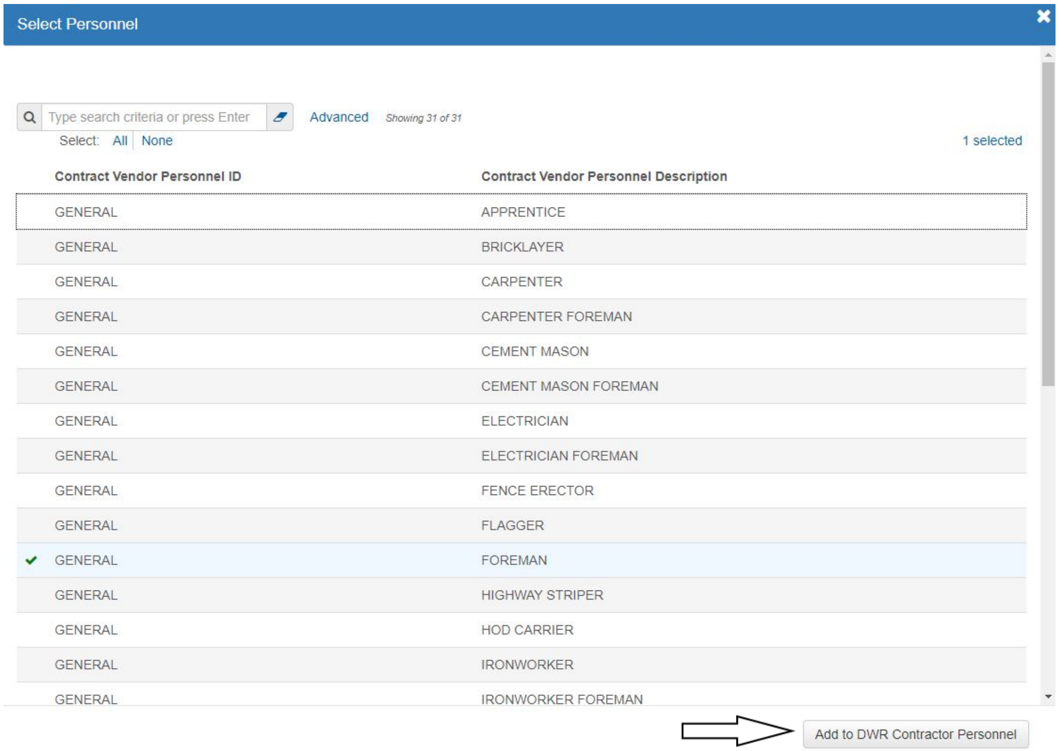


Figure 5-19. DWR Select Personnel

iv. If not already expanded, click the chevron to the left of Contractor to expand the view and see the selected personnel. (Figure 5-20)

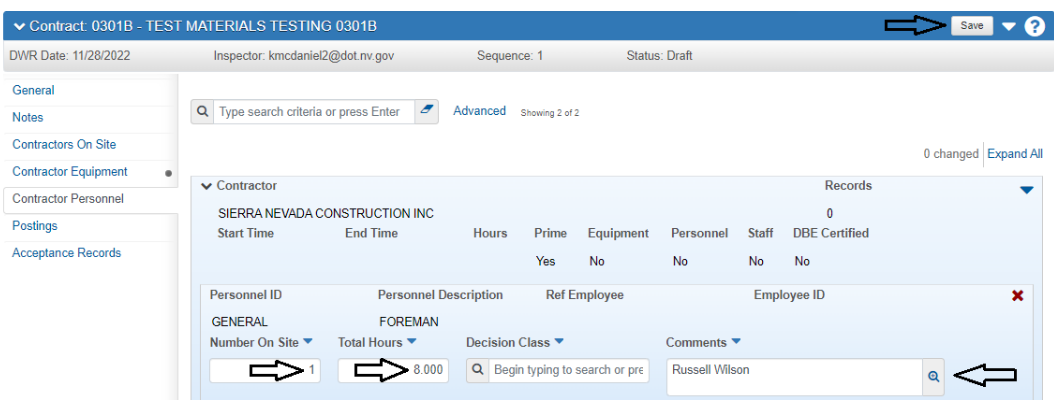


Figure 5-20. DWR Contractor Personnel Expanded

v. Complete the following for each personnel added (Figure 5-20):
- **Number On Site**
- **Total Hours**
- **Comments -** Name is required for FOREMAN & SUPERINTENDENT personnel type.

vi. Click the Save button. (Figure 5-20)

vii. Repeat for each personnel.

e. **Postings Tab:**

i. Click Select Items. (Figure 5-21)

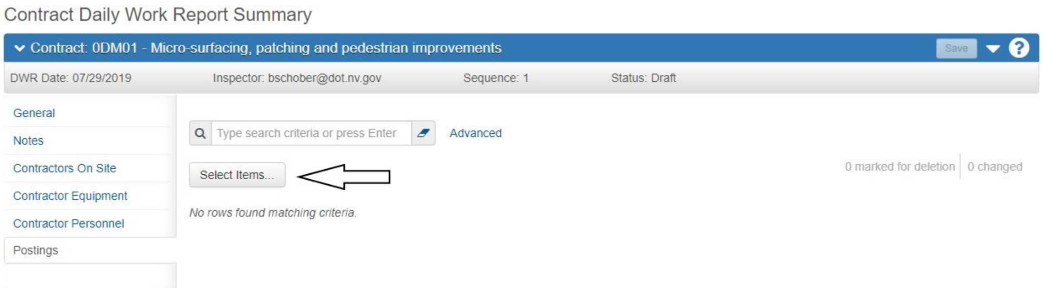


Figure 5-21. DWR Postings

ii. Select the item(s) that were removed/installed for payment that were observed/inspected for that day. (Figure 5-22)

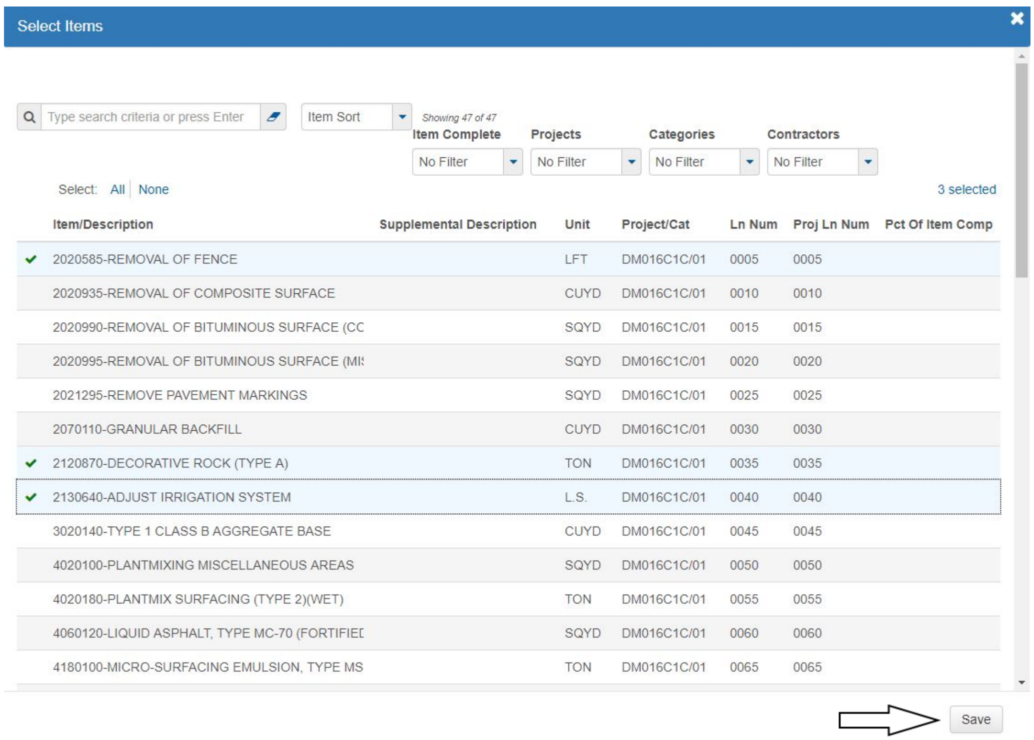


Figure 5-22. DWR Postings Select Items

iii. Click the Save button. (Figure 5-22)

iv. For each item, click the chevron above Item ID to expand the item details. (Figure 5-23)

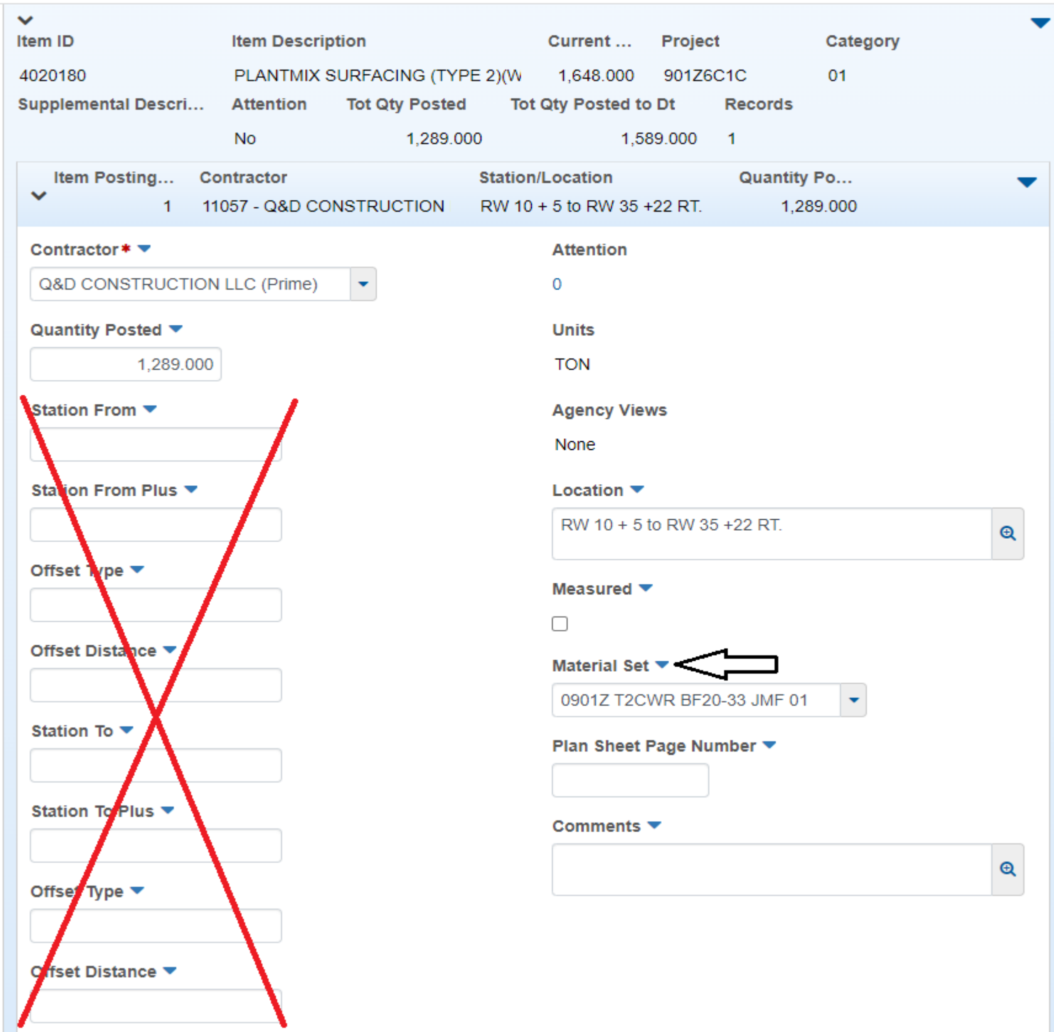


Figure 5-23. DWR Postings Item Details

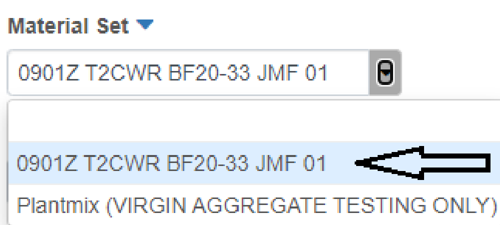


Figure 5-24. Material Set Field Drop Down

v. For each item, complete all fields as applicable. Enter ALL Location information in the Location field. (Figure 5-23)

> ***Important:*** *The Material Set field* ***MUST*** *be populated with the correct Material Set on all items that have a material associated. Most items only have one Material Set. Items that are associated with a JMF will have multiple Material Sets. Make sure to select the correct JMF. (Figures 5-23 & 5-24)*

vi. Click the Save button. (Figure 5-25)

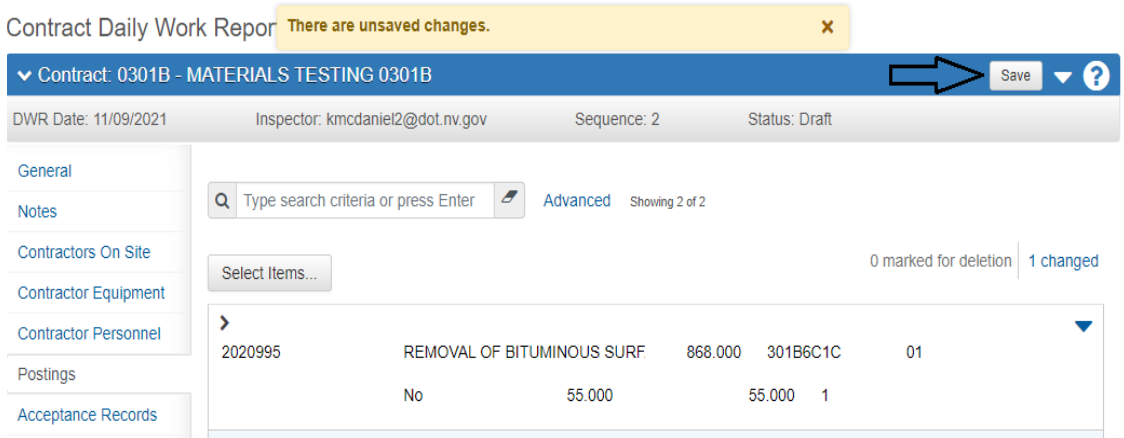


Figure 5-25. DWR Item Posting Save

10. If the DWR is complete and is ready to submit for approval, Click the Row Actions drop-down and select Approve. (Figure 5-26)

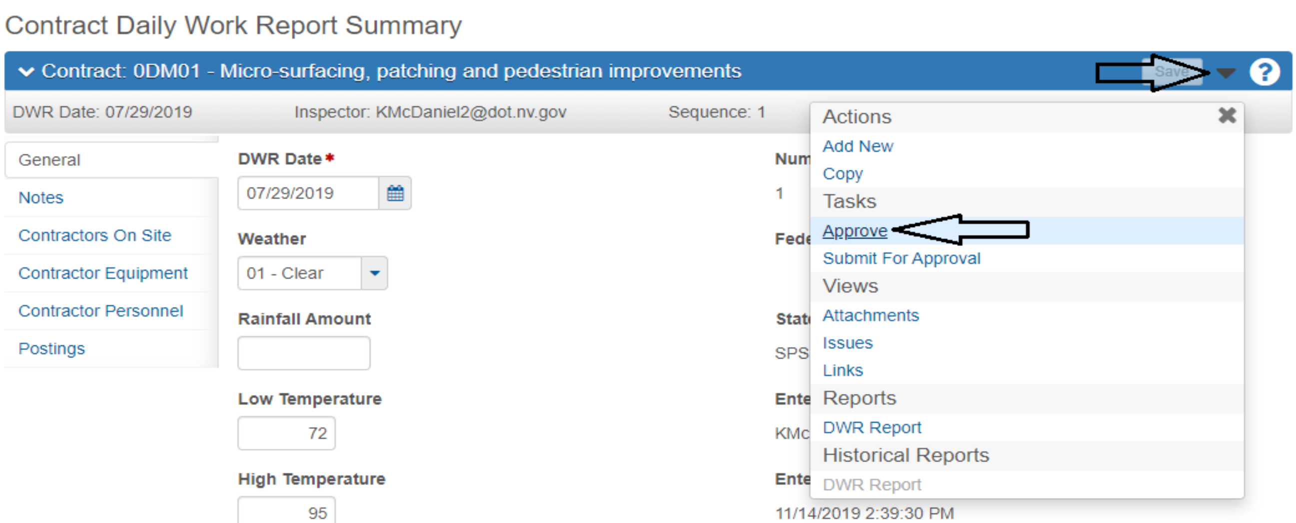


Figure 5-26. DWR Approval

REVIEWING A DWR FROM MOBILE INSPECTOR

DWRs completed by Inspectors in the Mobile Inspector PWA application are uploaded into AWP in a **Pending Approval** status. They will also include a **Sync ID** to indicate that it is a Mobile Inspector PWA DWR. (Figure 5-28) ALL Inspector DWRs MUST be reviewed by Office Personnel for accuracy. This review must be completed before the DWR can be Approved by Office Personnel.

> ***Important:*** *If edits are needed on an Inspector's DWR, the Inspector (Creator) of the DWR may be required to log into the AWP program, make the edits, and submit the DWR for Approval (Submit For Approval). See the next Section, Editing a Mobile Inspector DWR, in this User Guide for details.*

1. From the Daily Work Report tab in Contract Progress, click Show first 10 (if visible) or enter the DWR Date in the Search field. (Figure 5-27)

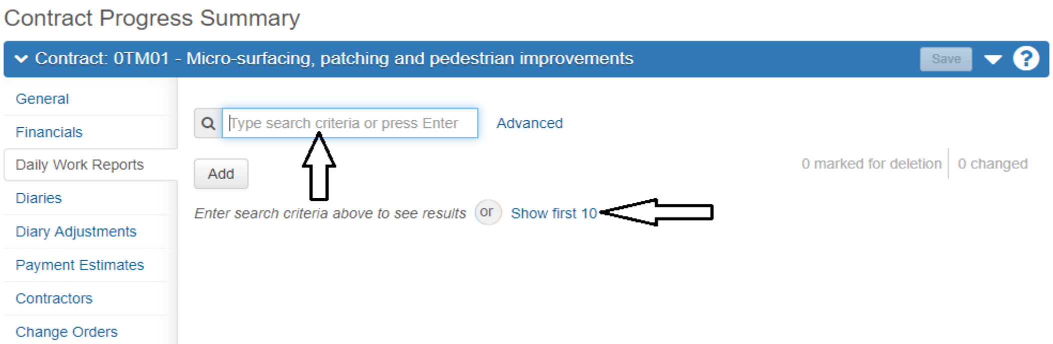


Figure 5-27. Contract Progress Summary: Daily Work Report Search

2. Locate the DWR to be reviewed, then click the number hyperlink under Sequence. (Figure 5-28)

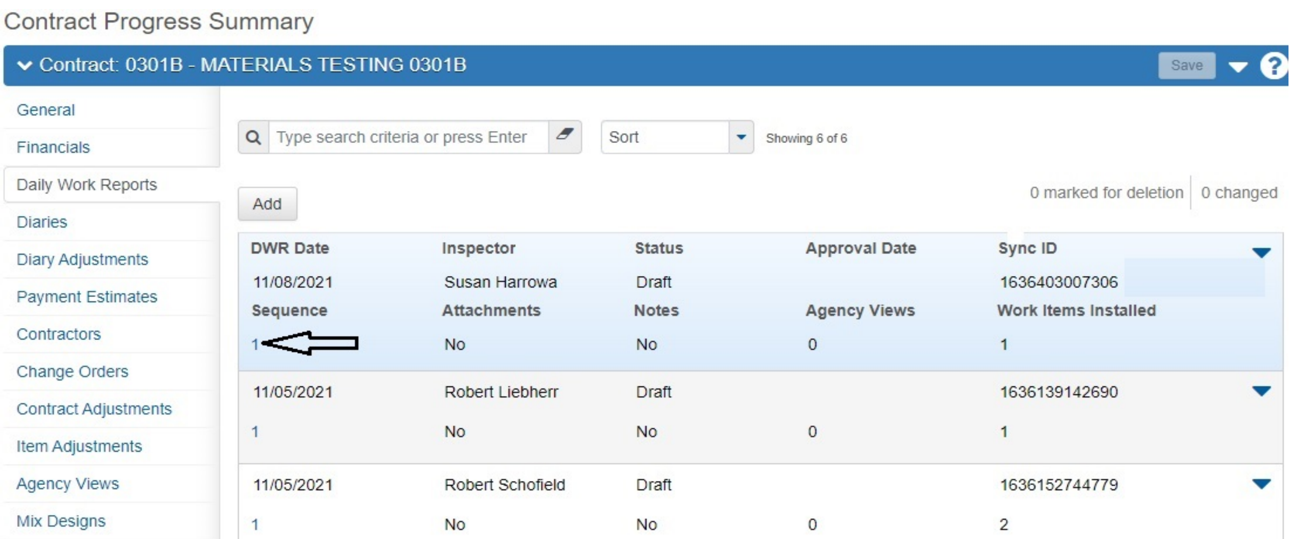


Figure 5-28. DWR List

3. Review the information in all the DWR tabs. (Figure 5-29)

Figure 5-29. DWR Detail Tabs

***Important:** Check ALL Item Postings (Figure 5-23) to make sure the Material Set Field is populated accurately for all bid items that have associated materials. (Figure 5-30) If the Material Set is incorrect the DWR will need to be corrected.*

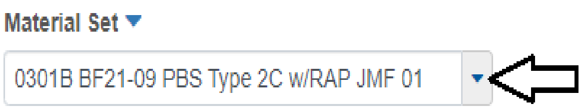


Figure 5-30. Material Set Field from Item Postings Details

4. If the Mobile Inspector DWR is complete and accurate it can be Approved. Proceed to *Section, Approving a DWR*, in this User Guide for details.

***Important:** If a DWR edit is required, contact the Inspector who created the DWR, if appropriate, and have them follow the directions in the next Section, Editing Mobile Inspector DWRs, in this User Guide for details.*

EDITING A MOBILE INSPECTOR DWR IN AWP

Editing a Mobile Inspector DWR can be completed by the Inspector who created it, within the AWP program (iPad or PC).

1. To select the appropriate role, click the Role selector drop-down arrow attached to the Home button. (Figure 5-31)

Figure 5-31. Home Button

2. Select the **NV Inspector** role from the list. (Figure 5-32)

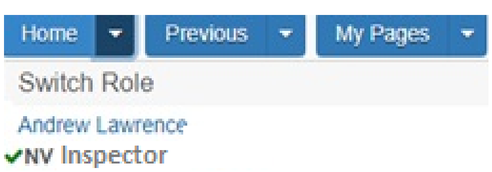


Figure 5-32. Role Selector Drop-down

3. From the Home page, click Contract Progress under the Construction component. (Figure 5-33)

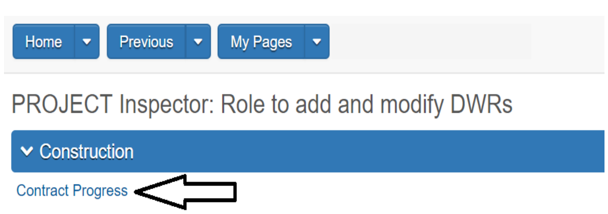


Figure 5-33. Construction Component

4. In the search box, enter your Contract Number, or click Show first 10. (Figure 5-34)

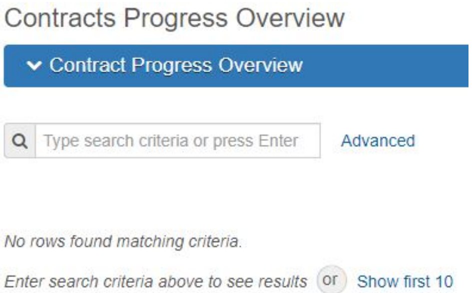


Figure 5-34. Contract Progress Overview

5. Click the Contract number hyperlink. (Figure 5-35)

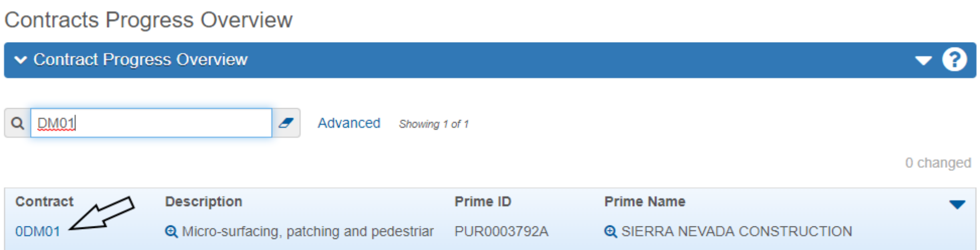


Figure 5-35. Contract Progress Overview with Results

6. Select the **Daily Work Report** tab. (Figure 5-36)

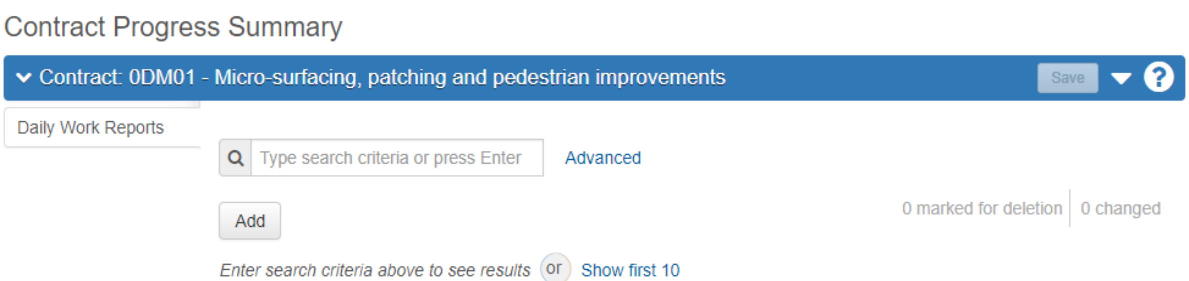


Figure 5-36. Contract Progress Summary Tabs

7. From the Daily Work Report tab in Contract Progress Summary, click Show first 10 (if visible) or enter the DWR Date in the Search field. (Figure 5-37)

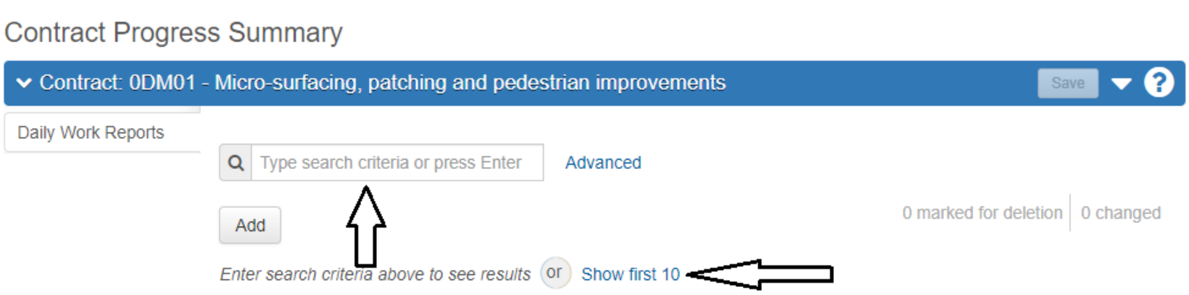


Figure 5-37. Contract Progress Summary: Daily Work Report Search

8. Locate the DWR to be edited and click the number hyperlink under Sequence. (Figure 5-38)

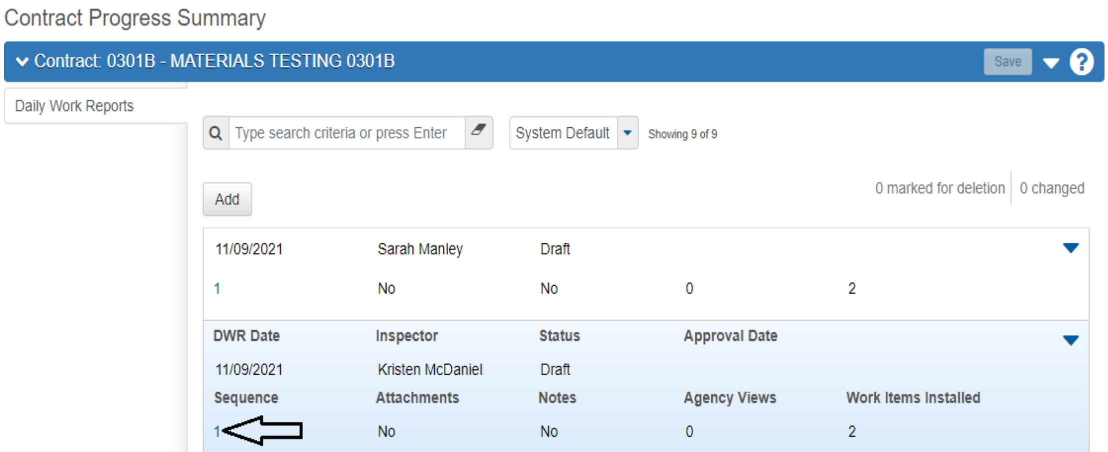


Figure 5-38. DWR List

9. Click on the DWR tab(s) (Figure 5-35) where the editing is required. (Use the *Adding a DWR Section, Steps 7 through 10, in this chapter)* for guidance on editing the information in the tabs.

Figure 5-39. DWR Detail Tabs

10. When the DWR edits are complete and it has been saved, click the Contract Daily Work Report Component Actions Button and click Submit for Approval. (Figure 5-40)

Figure 5-40. Contract Progress Overview with Results

APPROVING A DWR

DWRs must be Approved so the item postings within them will be included in the next payment estimate. ALL DWRs must be reviewed by Office Personnel PRIOR to them being Approved.

1. Ensure Current Role is set to Crew Office. (Figure 5-41)

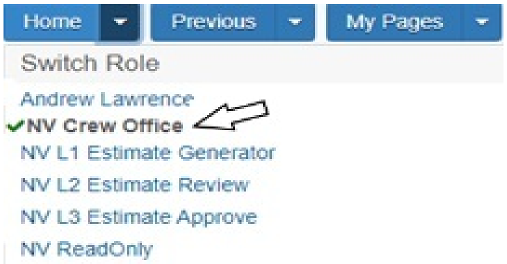


Figure 5-41. Current Role

2. From the Daily Work Report tab in Contract Progress, click Show first 10 (if visible) or enter the DWR Date in the Search field. (Figure 5-42)

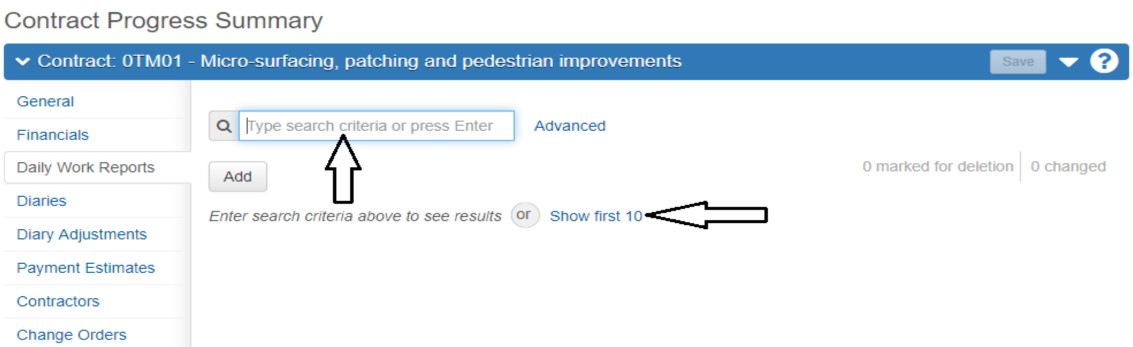


Figure 5-42. Contract Progress Summary: Daily Work Report Search

3. Locate the DWR to be Approved, then click the number hyperlink under Sequence. (Figure 5-43)

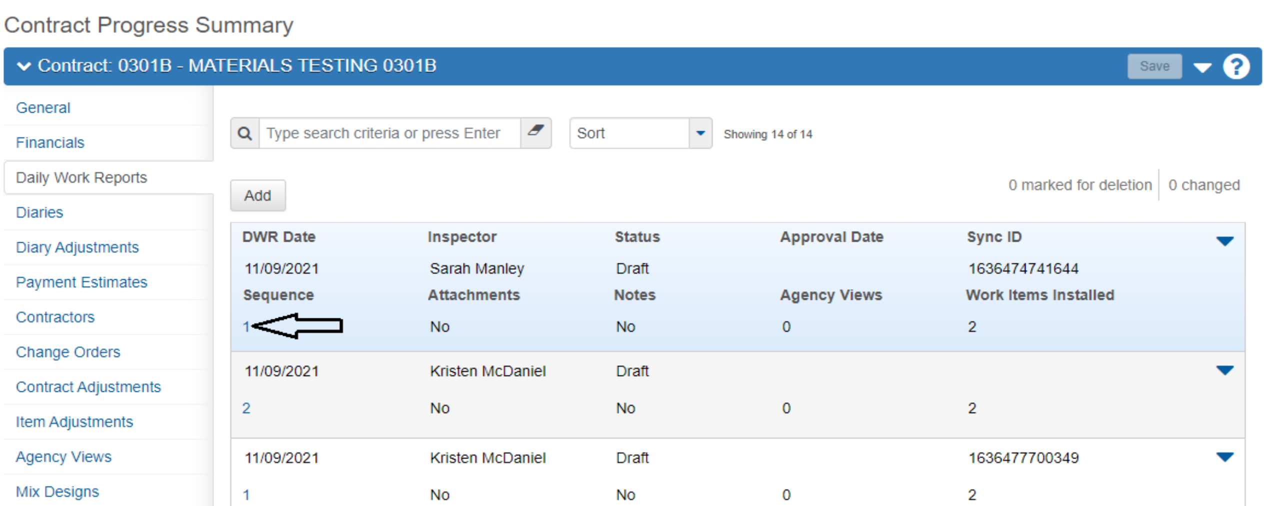


Figure 5-43. DWR List

4. When the DWR is complete and ready to be included in a payment estimate, click the Contract Daily Work Report Component Actions Button and click Approve. (Figure 5-44)

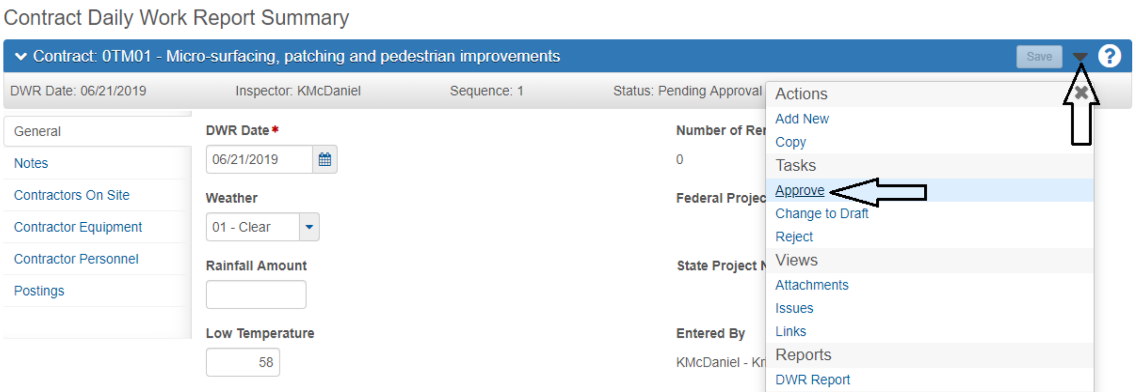


Figure 5-44. DWR Component Actions Drop-Down

CHANGING AN APPROVED DWR BACK TO DRAFT

An Approved DWR can be changed back to a Draft status as long as it has NOT been included in a payment estimate. An Approved DWR is set back to a Draft status in order to edit the DWR or so that it is not included in the next payment estimate.

1. From the Daily Work Report tab in Contract Progress, click Show first 10 (if visible) or enter the DWR Date in the Search field. (Figure 5-45)

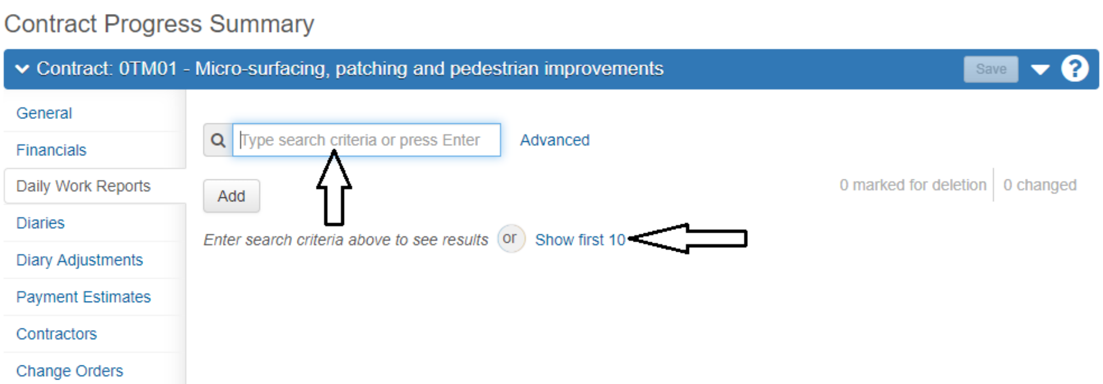


Figure 5-45. Contract Progress Summary: Daily Work Report Search

2. Locate the DWR to be set back to Draft, then click the number hyperlink under Sequence. (Figure 5-46)

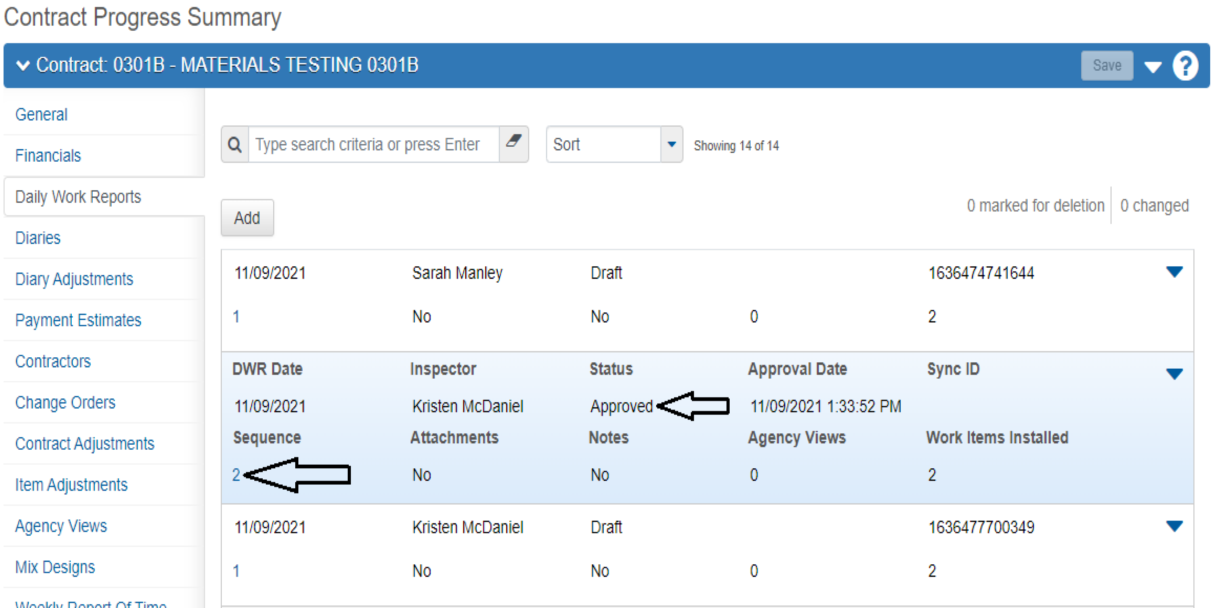


Figure 5-46. DWR List

3. Click the Contract Daily Work Report Component Actions Button and click Reject. (Figure 5-47)

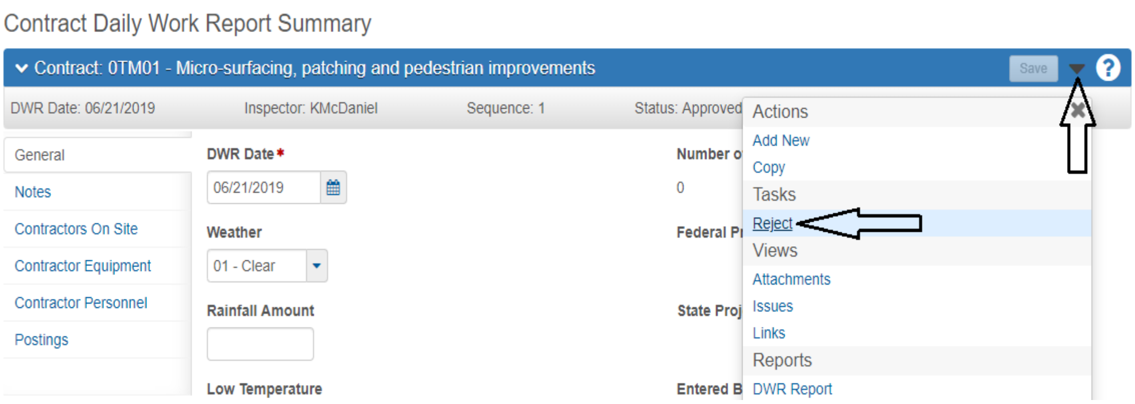


Figure 5-47. Reject an Approved DWR

4. Click the Contract Daily Work Report Component Actions Button again and click Change to Draft. (Figure 5-48)

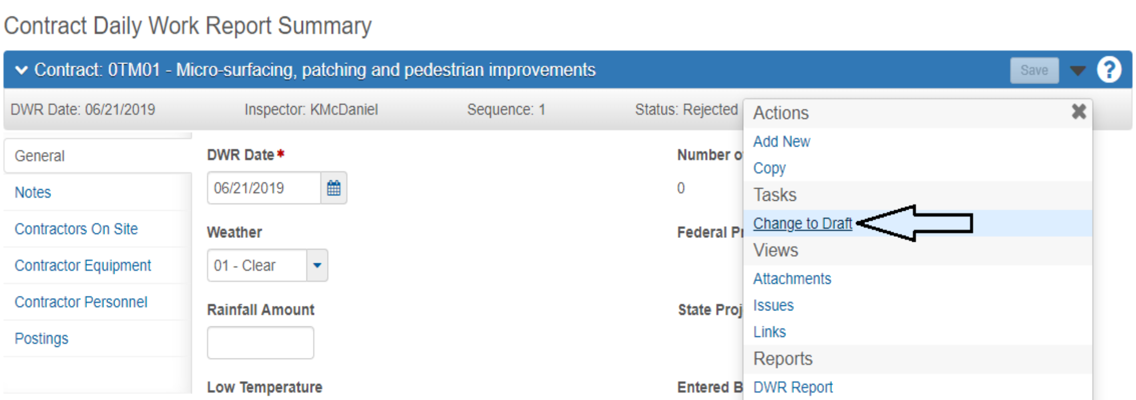


Figure 5-48. DWR Change to Draft

> ***Note:*** *At this point the DWR can be edited using the Adding a DWR Section, Steps 7 through 10, in this Chapter for guidance. It can also be left in a Draft status and approved at a later date.*

CREATING THE DWR REPORT

The DWR Report can be created at any status (Draft, Pending Approval, Rejected or Approved).

1. From the Daily Work Report tab in Contract Progress, click Show first 10 (if visible) or enter the DWR Date in the Search field. (Figure 5-49)

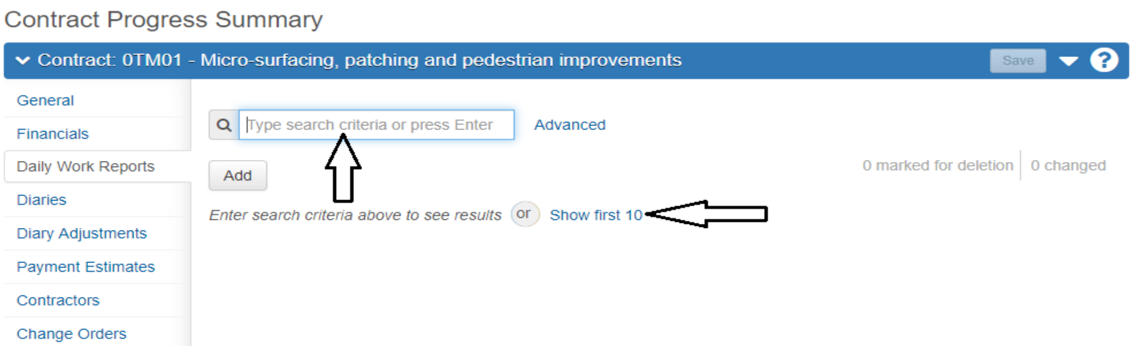


Figure 5-49. Contract Progress Summary: Daily Work Report Search

2. Locate the DWR for which the report is to be created, then click the number hyperlink under Sequence. (Figure 5-50)

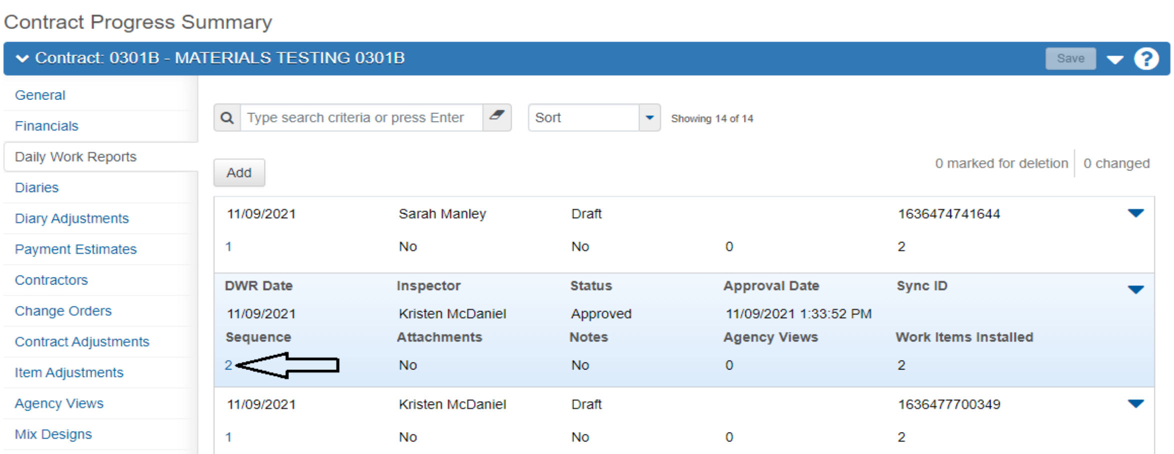


Figure 5-50. DWR List

3. Click the Contract Daily Work Report Component Actions Button and click DWR Report. (Figure 5-51)

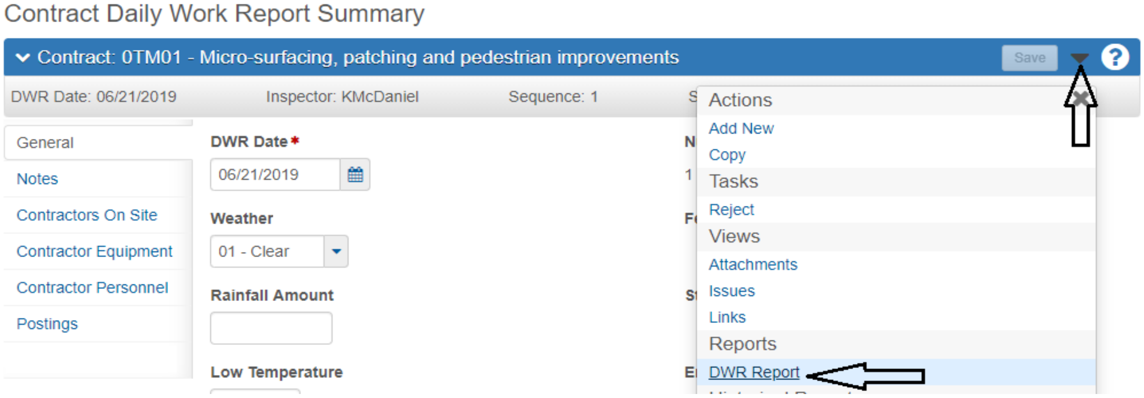


Figure 5-51. Select DWR Report

4. Accept all Default values in the Generate Report - DWR Report window and click the Execute Button. (Figure 5-52)

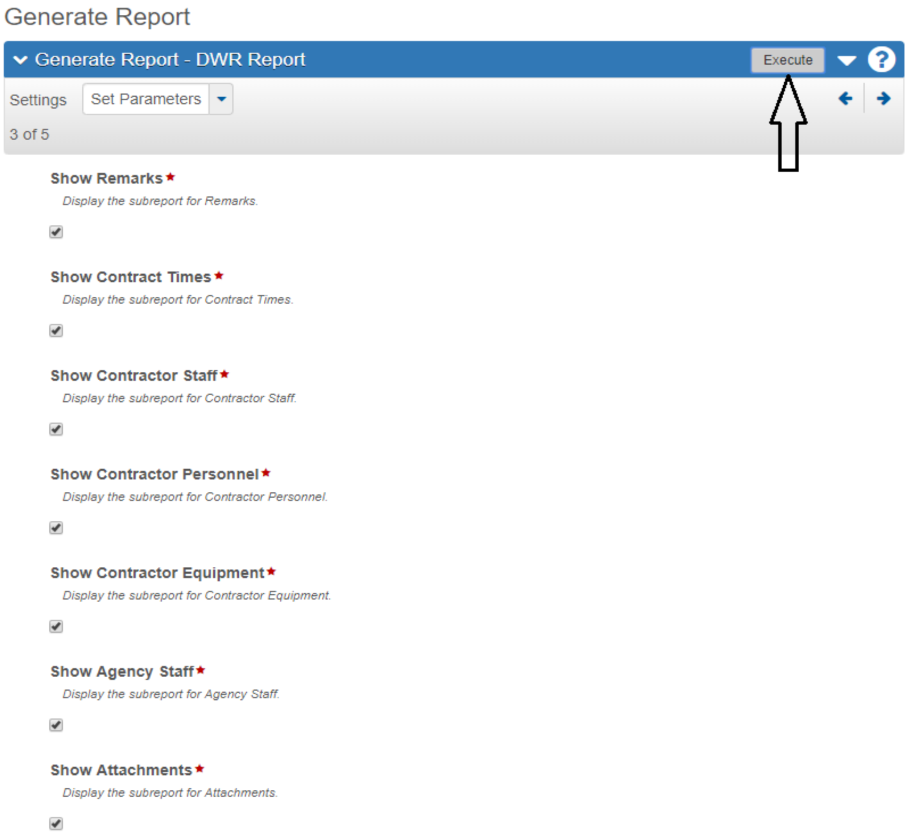
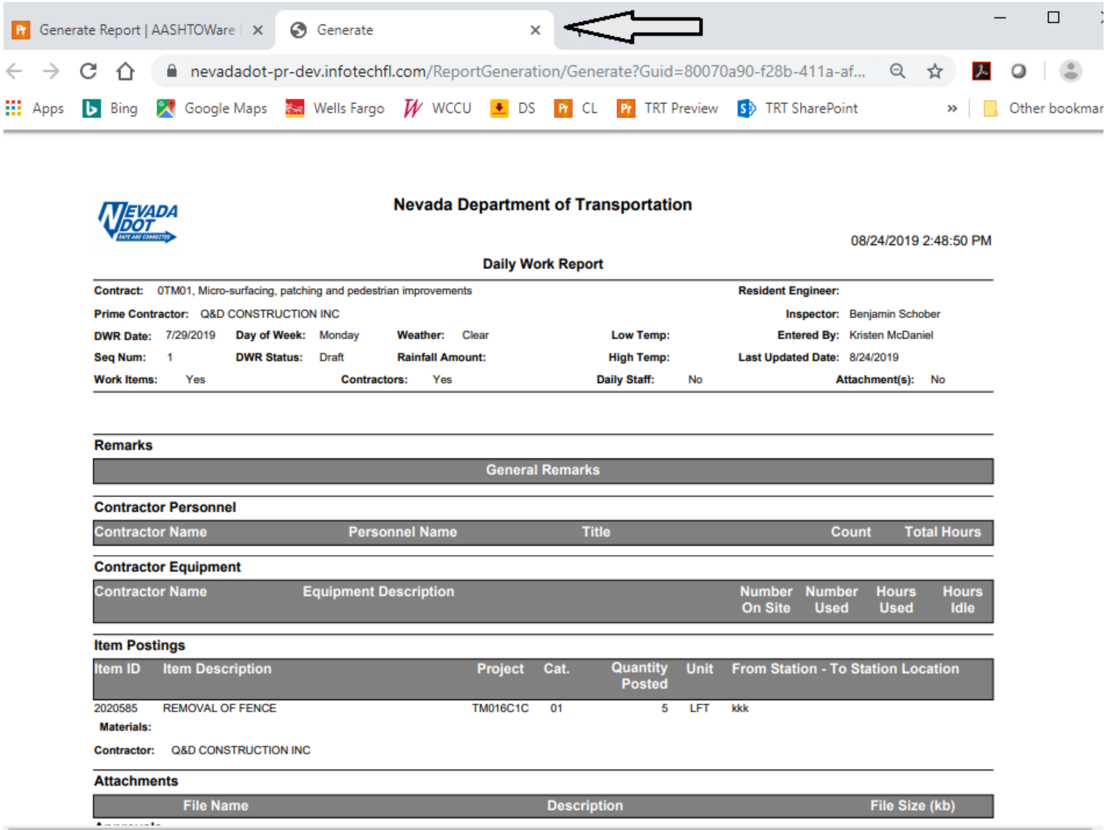


Figure 5-52. Generate DWR Report

5. The DWR Report opens in a new browser window. (Figure 5-53)



Nevada Department of Transportation

08/24/2019 2:48:50 PM

Daily Work Report

Contract: 0TM01, Micro-surfacing, patching and pedestrian improvements | Resident Engineer:

Prime Contractor: Q&D CONSTRUCTION INC | Inspector: Benjamin Schober

DWR Date: 7/29/2019 | Day of Week: Monday | Weather: Clear | Low Temp: | Entered By: Kristen McDaniel

Seq Num: 1 | DWR Status: Draft | Rainfall Amount: | High Temp: | Last Updated Date: 8/24/2019

Work Items: Yes | Contractors: Yes | Daily Staff: No | Attachment(s): No

Remarks

General Remarks

Contractor Personnel

Contractor Name	Personnel Name	Title	Count	Total Hours

Contractor Equipment

Contractor Name	Equipment Description	Number On Site	Number Used	Hours Used	Hours Idle

Item Postings

Item ID	Item Description	Project	Cat.	Quantity Posted	Unit	From Station - To Station Location
2020585	REMOVAL OF FENCE	TM016C1C	01	5	LFT	kkk

Materials:

Contractor: Q&D CONSTRUCTION INC

Attachments

File Name	Description	File Size (kb)

Figure 5-53. DWR Report

6. At this point the DWR Report can be printed to a PDF file, following the browser print options. If a PDF copy is not needed, close the browser tab to delete the report.
7. Click the Previous button to return back to the DWR. (Figure 5-54)

Figure 5-54. Previous Button

DELETING A DWR

DWRs can be deleted only if they are in a Draft status and have NOT been included in a payment estimate.

1. From the Daily Work Report tab in Contract Progress, click Show first 10 or enter the DWR Date in the Search box. (Figure 5-55)

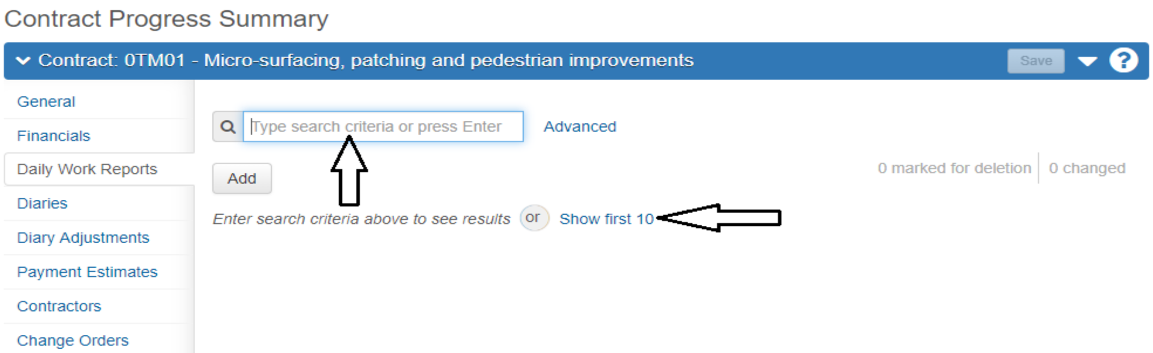


Figure 5-55. Contract Progress Summary: Daily Work Report tab

2. Click the DWR Row Actions drop-down on the DWR to be deleted and select Delete. (Figure 5-56)

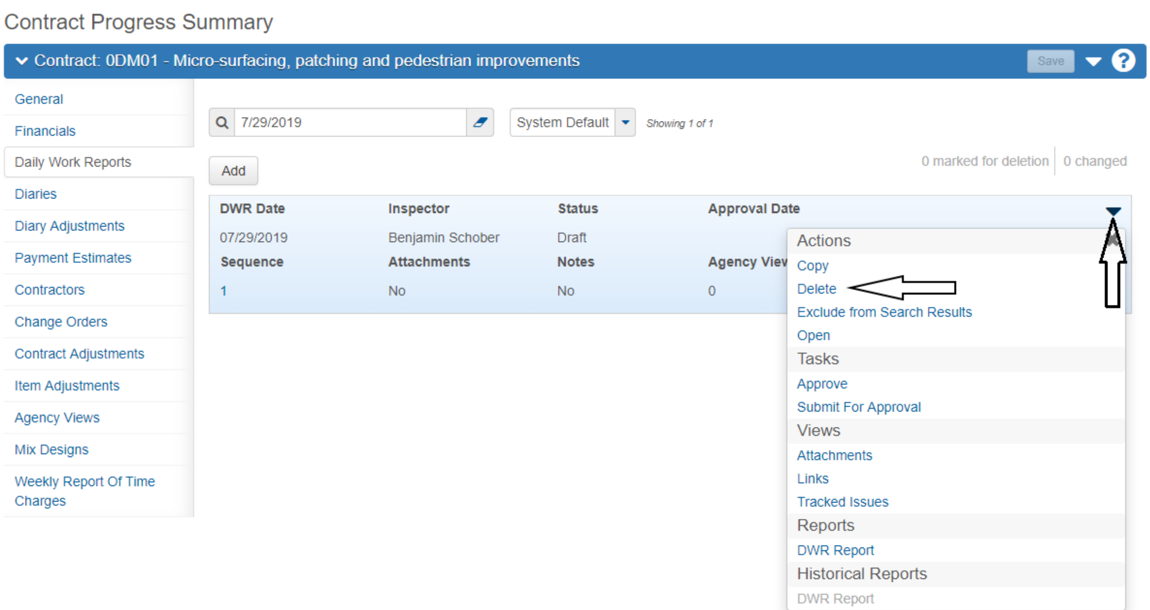


Figure 5-56. DWR Delete

3. Click the Save button. (Figure 5-57)

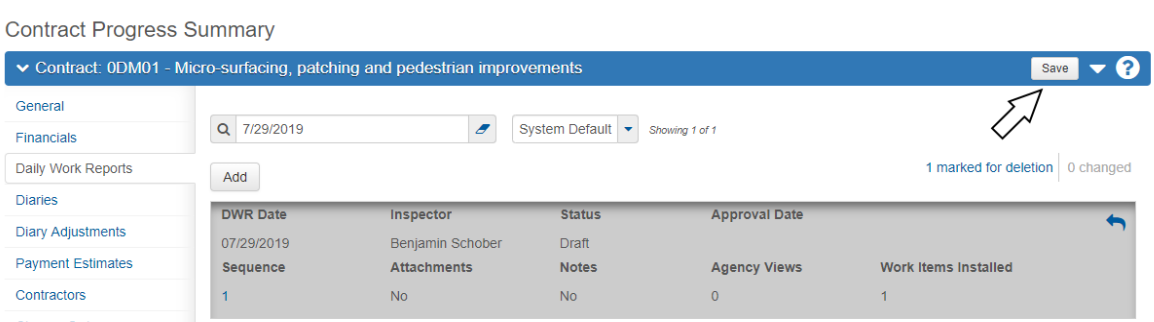


Figure 5-57. DWR Save Deletion

COPYING DWR INFORMATION TO A NEW DWR

The Copy option in the DWR Row Actions allows a user to copy a DWR that is similar to another DWR, eliminating the need to re-enter data for each new DWR. A new copied DWR includes the following information from the DWR it was copied from:

- All contractor information - Number Used and Hours Used will be blank. Comments are copied.
- Remarks
- Item postings - All posted quantities are set to 0.00. All Station, Offset and Location information is copied.

1. From the Daily Work Report tab in Contract Progress, click Show first 10 or enter the DWR Date in the Search box. (Figure 5-58)

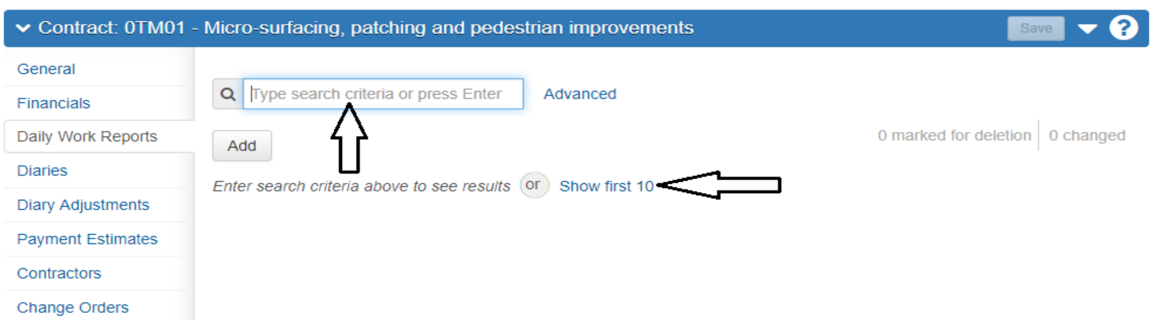


Figure 5-58. Contract Progress Summary: Daily Work Report tab

2. Click the DWR Row Actions drop-down and select Copy. (Figure 5-59)

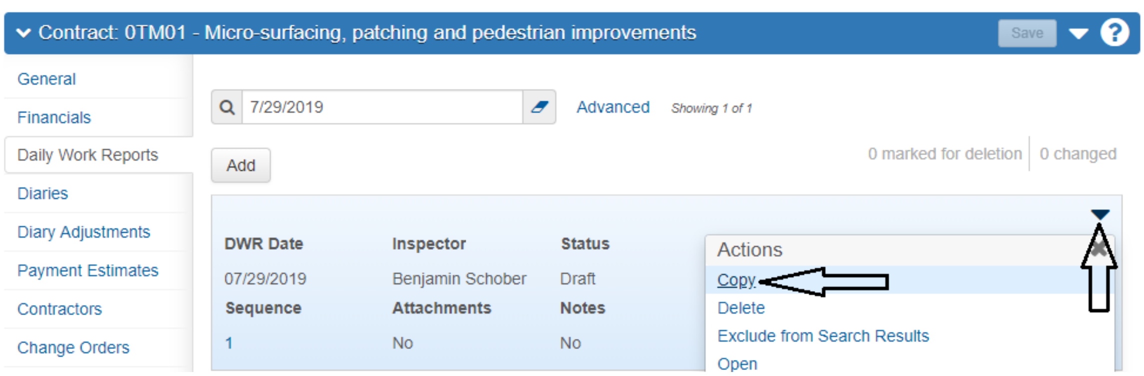


Figure 5-59. DWR Copy

3. A new DWR opens in the **General Tab**. It defaults to the current date. Change the date if appropriate and click the Save button. (Figure 5-60)

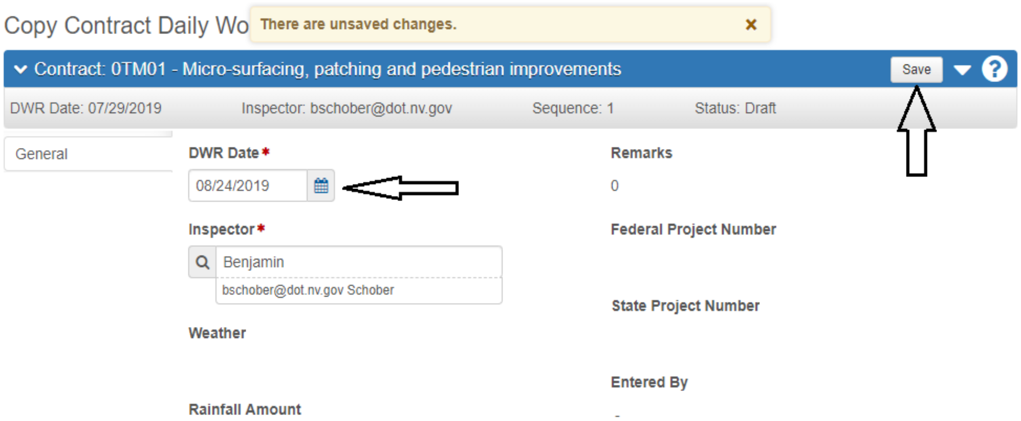


Figure 5-60. DWR Copy

4. Finish creating the new DWR by making appropriate changes or additions to the copied information and editing out any information that does not pertain to the new DWR. (Figure 5-61)

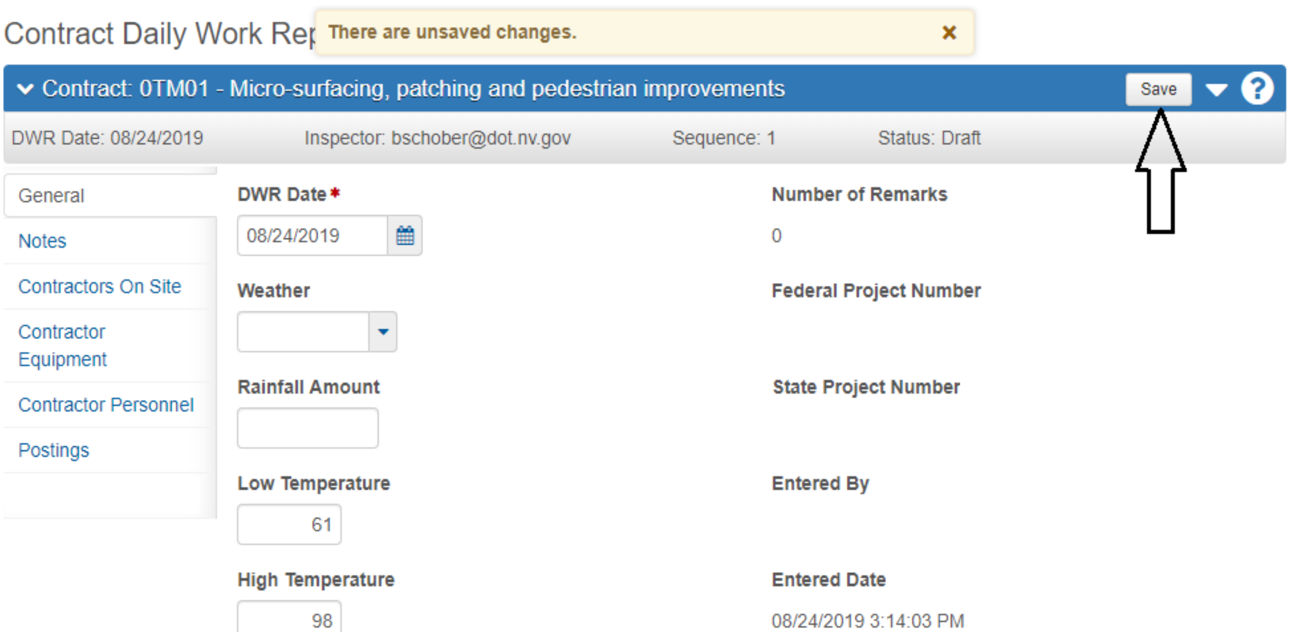


Figure 5-61. Copied DWR

5. Click the Save button. (Figure 5-61)

DAILY DIARIES

This chapter contains the following sections:

A Daily Diary is used to document pertinent daily contract activities and assess working days. It also incorporates information from Approved Daily Work Report (DWR's) for the corresponding day.

Important: One Daily Diary, per contract, per day shall be completed by the Resident Engineer.

ADDING A DAILY DIARY

1. Confirm current role is set to NV Crew Office. (Figure 6-1)

Figure 6-1. Current Role

2. From the Home page, click Contract Progress under the Construction component. (Figure 6-2)

Figure 6-2. Construction Component

3. In the search box, enter the Contract Number, or click Show first 10. (Figure 6-3)

Figure 6-3. Contract Progress Overview

4. Click the Contract number hyperlink. (Figure 6-4)

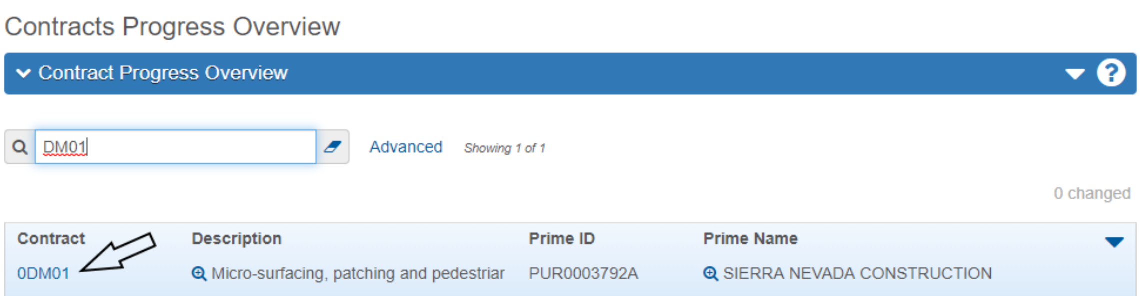


Figure 6-4. Contract Progress Overview with Results

5. Click the Diaries tab. (Figure 6-5)

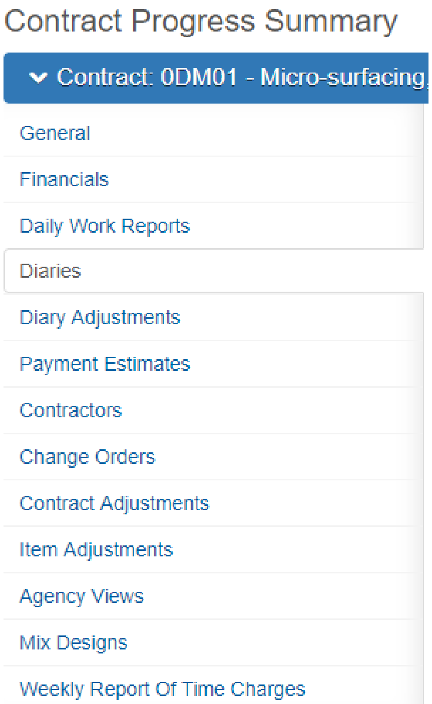


Figure 6-5. Diaries tab

6. Click Add. (Figure 6-6)

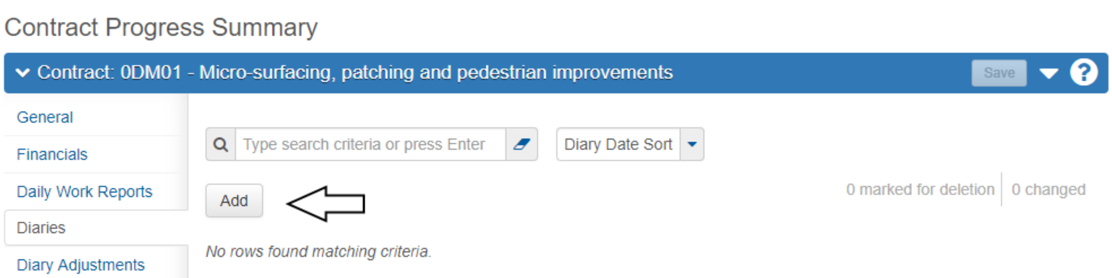


Figure 6-6. Daily Diary Add button

7. Enter the Diary Date, if other than today's date. (Figure 6-7)

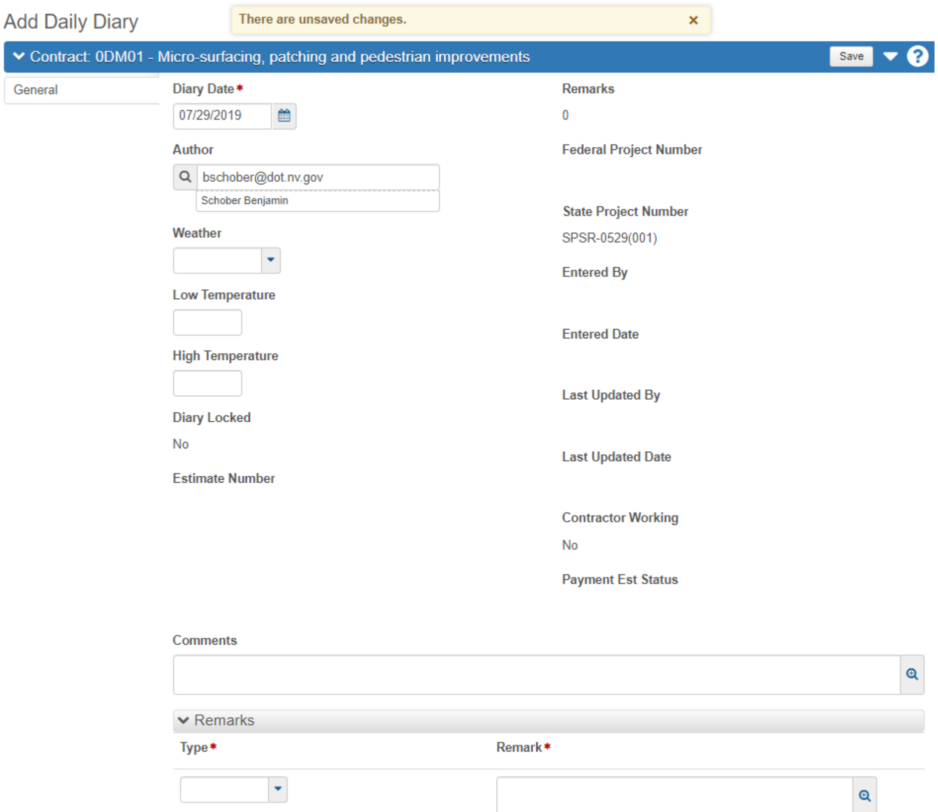


Figure 6-7. Add Daily Diaries Details

8. Click the Save button. (Figure 6-8)

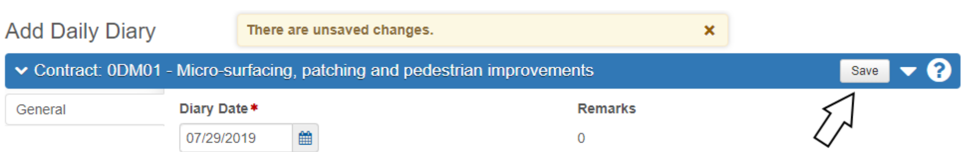


Figure 6-8. Add Daily Diary Save Button

9. In the Component Row Action drop-down, select Populate Related DWR Weather. (Figure 6-9)

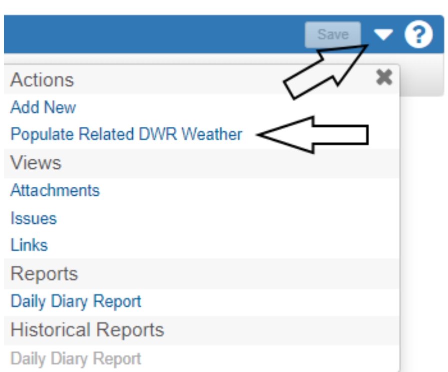


Figure 6-9. Daily Diary Row Actions Drop-down

> ***Note:*** *This action will bring in the highest High Temperature and the lowest Low Temperature from all DWRs with the same date as the Daily Diary. It will also bring in Weather unless there is a conflict in weather entries on DWRs with the same date. If there is a conflict, the Weather field will remain blank until it is selected by the Daily Diary Author.*

10. If there was a Weather conflict, click the drop-down list for Weather and choose from the list. (Figure 6-10)

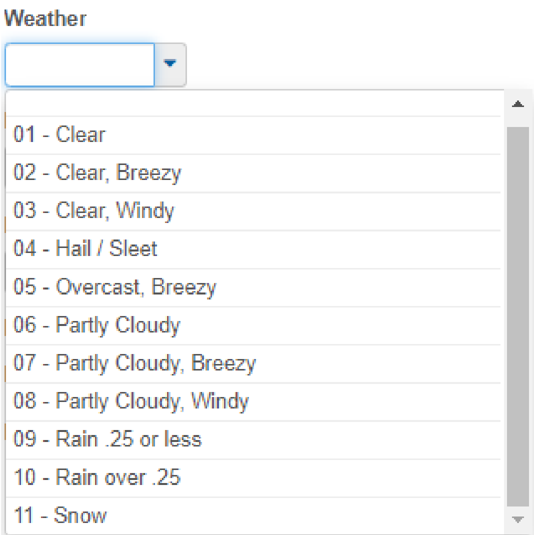


Figure 6-10. Daily Diary Weather Drop-down

11. In the Remarks section, select an appropriate Remark Type from the drop-down, There can be multiple remarks as needed. Be sure to select the most appropriate remark type. (Figure 6-11)

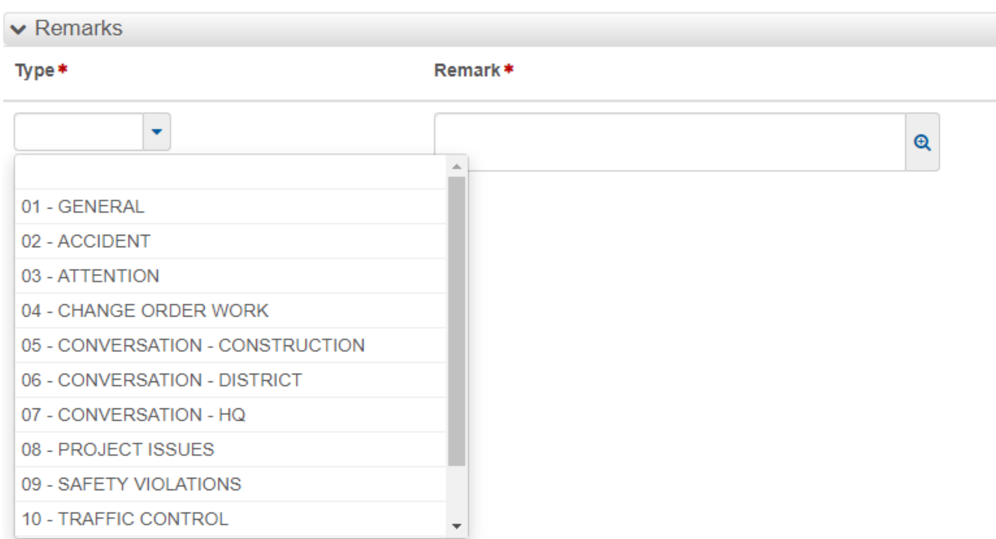


Figure 6-11. Daily Diary Remark Drop-down

12. Click the Save button. (Figure 6-12)

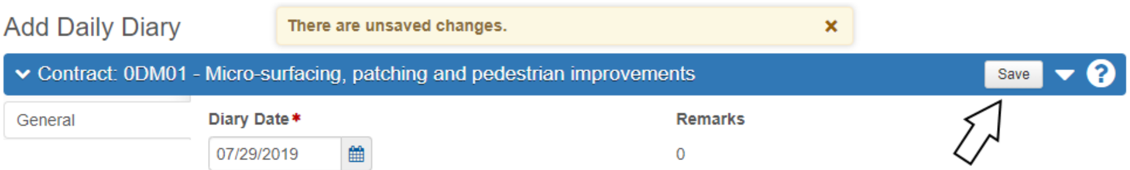


Figure 6-12. Add Daily Diary Save Button

13. Complete all tabs as appropriate. (Figure 6-13)

Figure 6-13. Daily Diaries Detail Tabs

a. **DWRs:** Confirm all DWRs that need to be included for this Diary are Approved. (Figure 6-14)

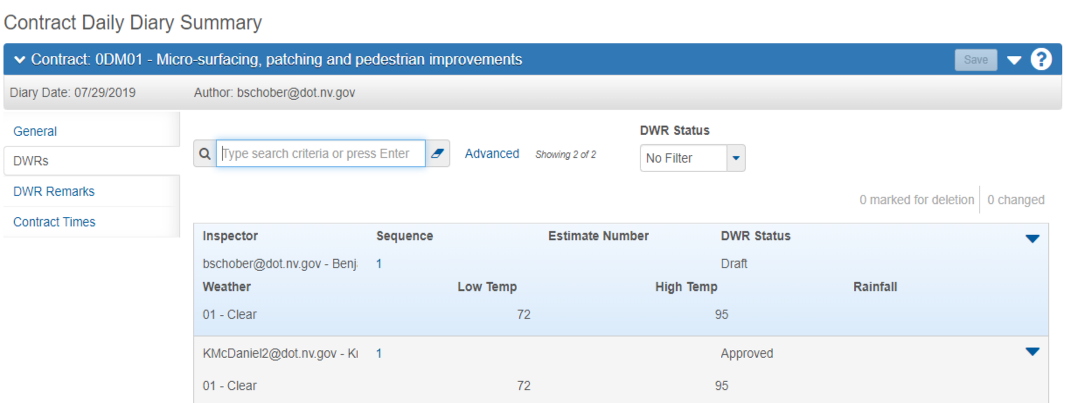


Figure 6-14. DWRs Included on Daily Diary

b. **DWR Remarks:** Add and Review DWR Remarks from all Approved Inspector DWRs with the same date as the Daily Diary. (Figure 6-15 through 6-18)

i. To add the Inspector's DWR Remarks, click Select DWR Remarks. (Figure 6-15)

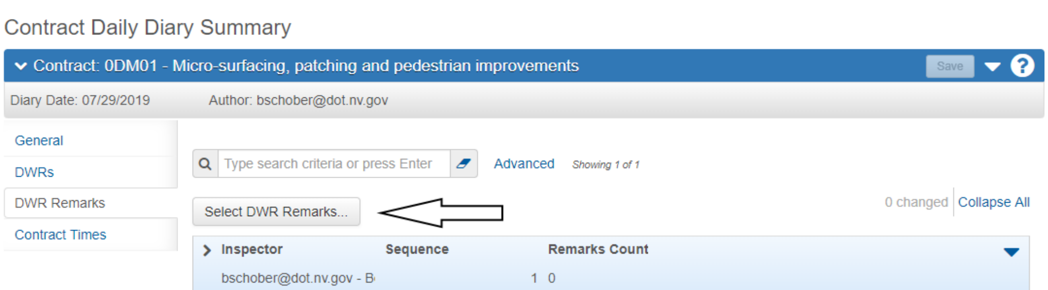


Figure 6-15. Select DWR Remarks button

ii. Select the Remarks and then click Add DWR Remarks to Daily Diary. (Figure 6-16)

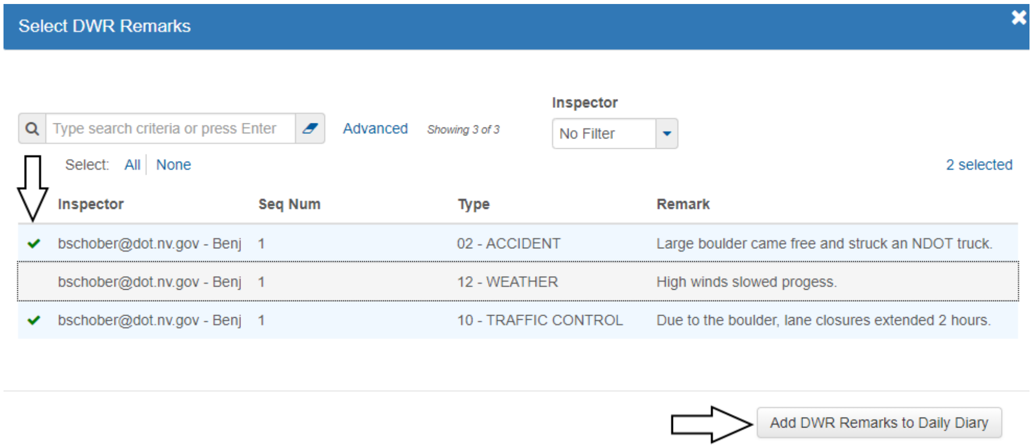


Figure 6-16. Select and Apply DWR Remarks

iii. Click the chevron to expand the DWR Remarks. (Figure 6-17)

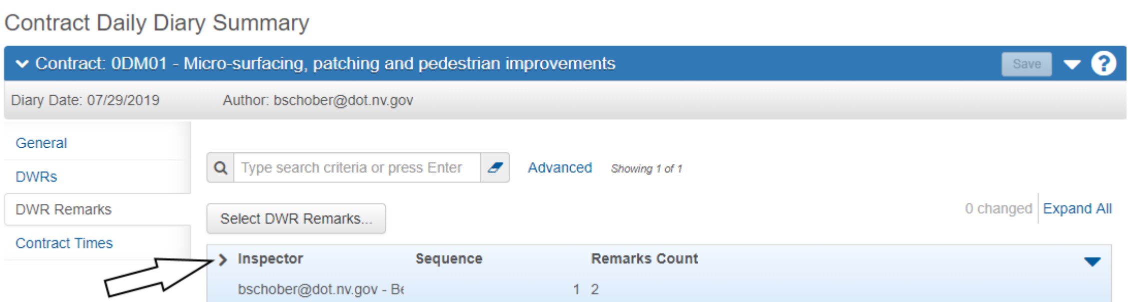


Figure 6-17. Chevron to Expand DWR Remarks

iv. Review attached Remarks. Click the Large Text Field Expand icon to see the entire Remark. (Figure 6-18)

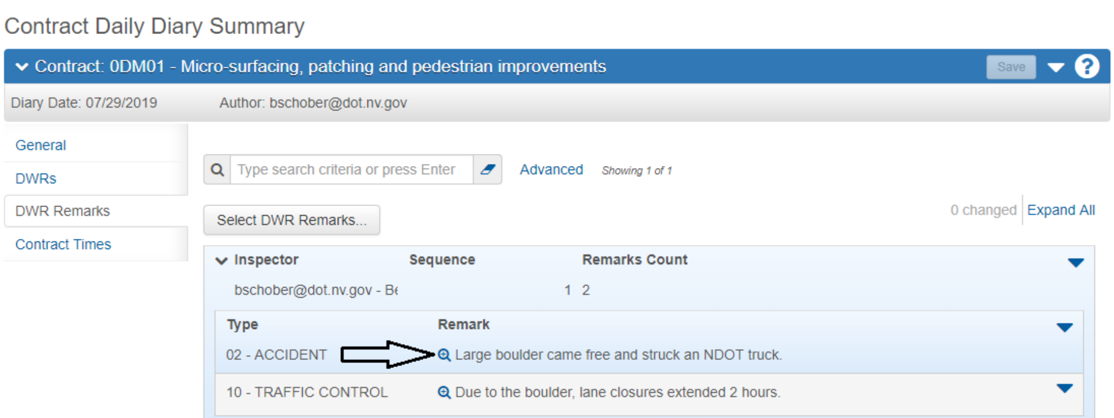


Figure 6-18. Expanded DWR Remarks

c. **Contract Times:** AWP tracks only Main Site Times for “Working Days”. **An Original Time Charge of one day is required for each working day, in order to track the amount of time that the Contractor worked on a contract.**

Complete all pertinent information for a Working Day (00 AT) Site Time. (Figure 6-19)

- **Original Time Charged:** The only valid entries for this field are 1 or 0. This field is required if you want to charge a day to a Working Day contract.
- **Contractor Working:** Check if the Prime Contractor worked that day.
- **Controlling Operation:** Enter the controlling operation for day being charged.
- **Delay Reason:** Enter the reason for the delay if the contractor is off schedule.
- **Comments:** Explain why a day was **not** charged or any other appropriate comments.

> ***Note:*** *Completion Date (00 CD) and the Clean Up (00 Clean) Site Times will not have records in the Contract Times tab.* ***These Site Times still require a Daily Diary to be completed each day to document the status of the contract.***

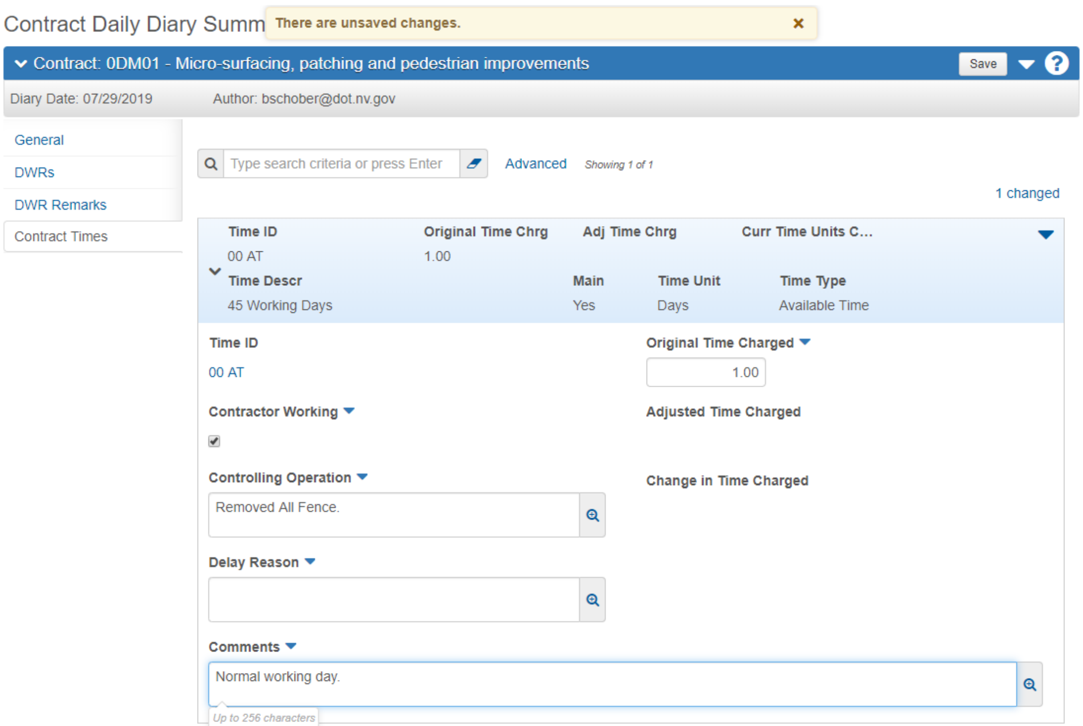


Figure 6-19. Daily Diary Contract Times

14. Click the Save button. (Figure 6-20)

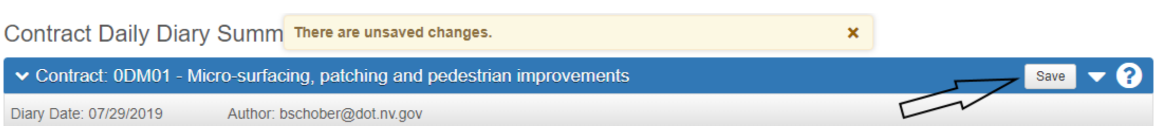


Figure 6-20. Daily Diary Save Button

> ***Note:*** *The Daily Diary can be edited or deleted until it is included in a payment estimate. When it is included in a payment estimate, the Diary becomes Locked.*

DELETING A DAILY DIARY

1. Under Contract Progress Summary, click the Diaries tab. (Figure 6-21)

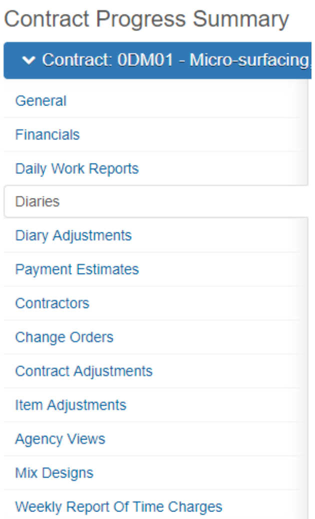


Figure 6-21. Diaries Tab

2. Click the Diary row action button. (Figure 6-22)

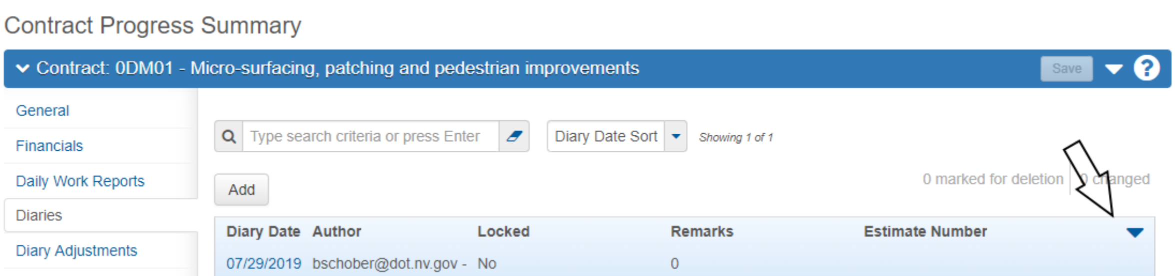


Figure 6-22. Diary Row Actions

3. Click Delete. (Figure 6-23)

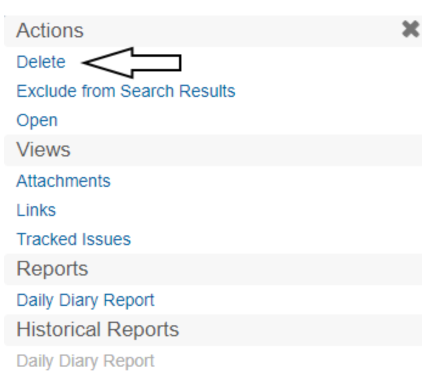


Figure 6-23. Diary Row Actions Drop-down

4. Click the Save button. (Figure 6-24)

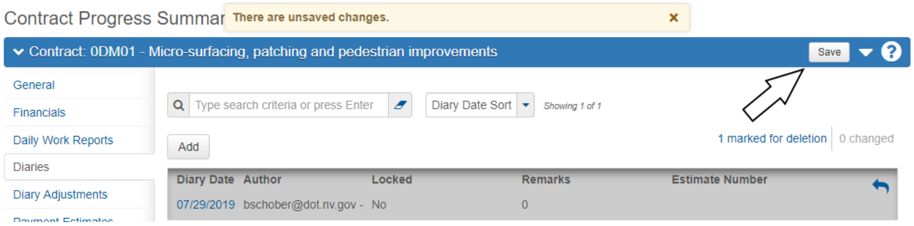


Figure 6-24. Save Button

DIARY ADJUSTMENTS

A Working Days (00 AT) Site Time Daily Diary record can be adjusted AFTER a pay estimate has been approved.

1. Select the Diary Adjustments tab. (Figure 6-25)

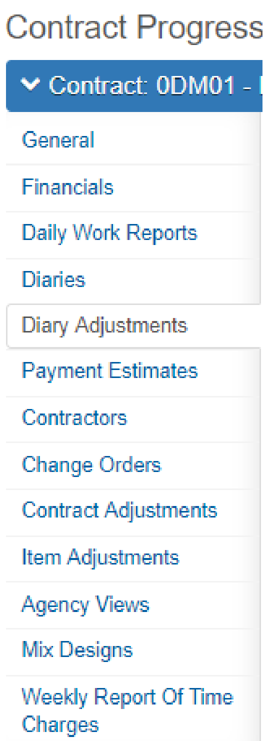


Figure 6-25. Contract Progress Summary, Diary Adjustments tab

2. Click the Select Diary Contract Time Charges button. (Figure 6-26)

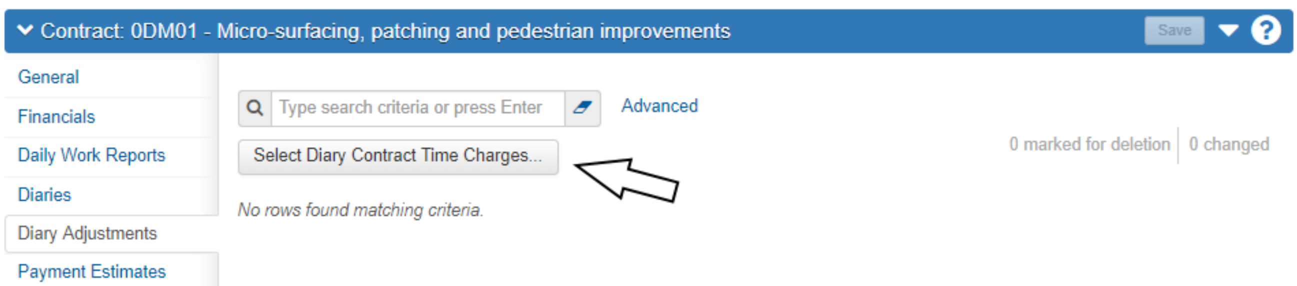


Figure 6-26. Select Diary Contract Time Charges button

3. Select the Diary to be adjusted and then click the Add to Diary Adjustments button. (Figure 6-27)

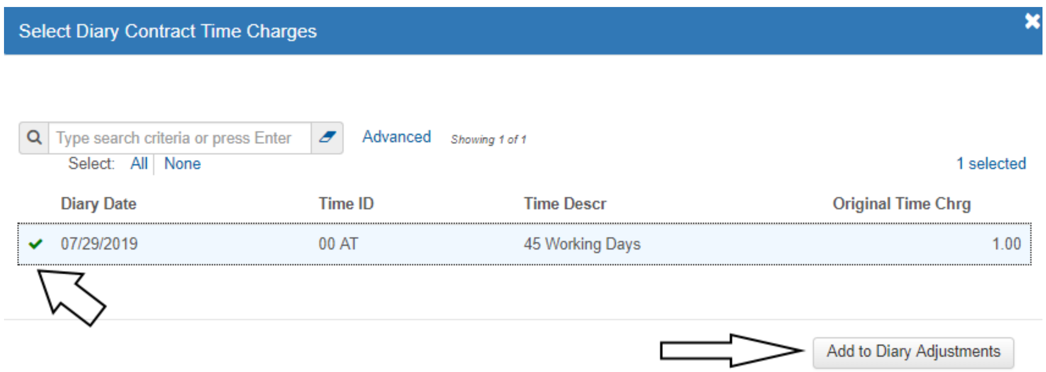


Figure 6-27. Select Diary Contract Time Charges

4. Update the Current Time Charge field and enter appropriate Comments (Figure 6-28). To decrease the amount of time charged, enter 0.00 in the Current Time Charge field. To increase the time charged, enter 1.00 in the Current Time Charge field.

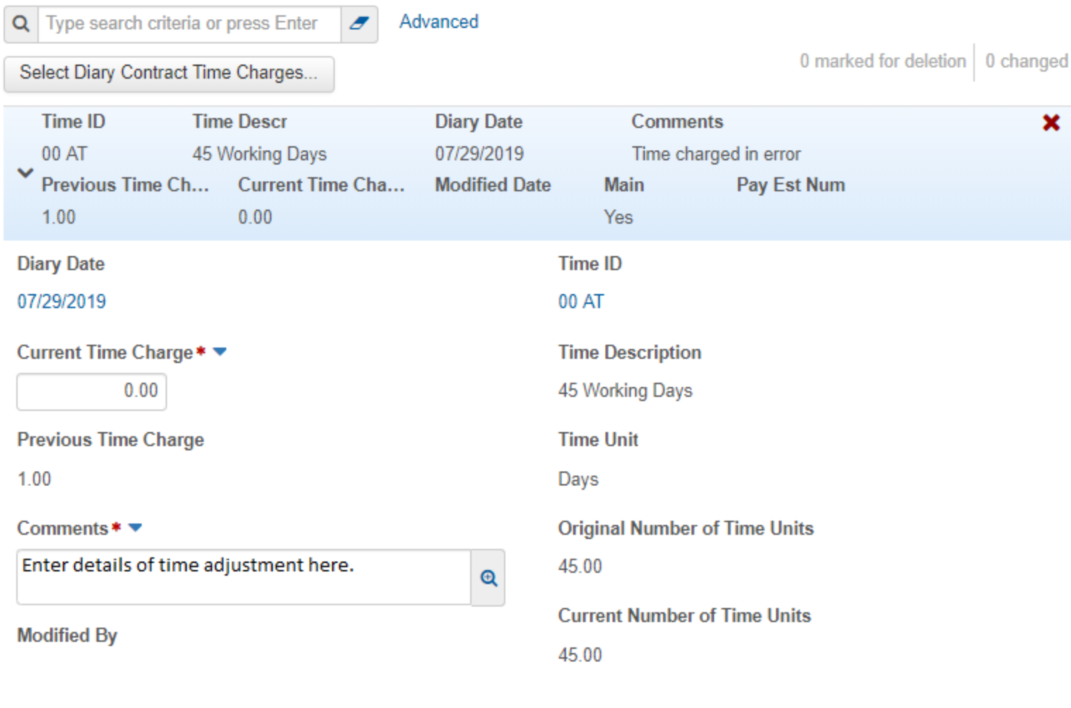


Figure 6-28. Daily Diary Adjustment Details

5. Click the Save button. (Figure 6-29)

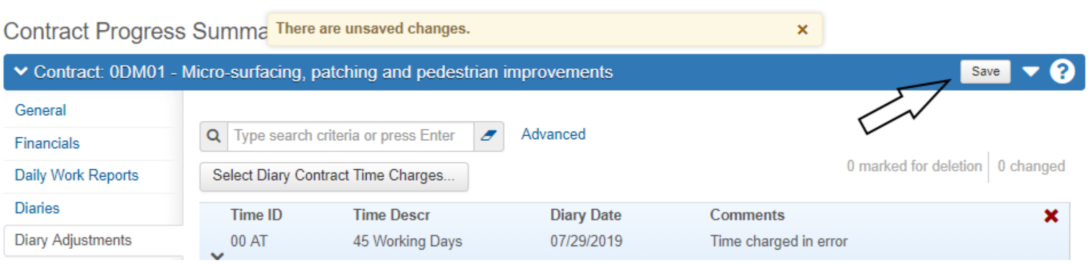


Figure 6-29. Daily Diary Adjustments Save Button.

GENERATING THE DAILY DIARY REPORT

The Daily Report can be generated at any point.

1. Under Contract Progress Summary, click the Diaries tab. (Figure 6-30)

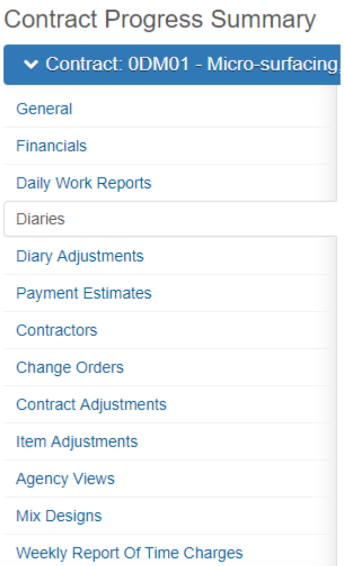


Figure 6-30. Diaries Tab

2. Click the Daily Diary Row Actions drop-down on the Daily Diary and click Daily Diary Report. (Figure 6-31)

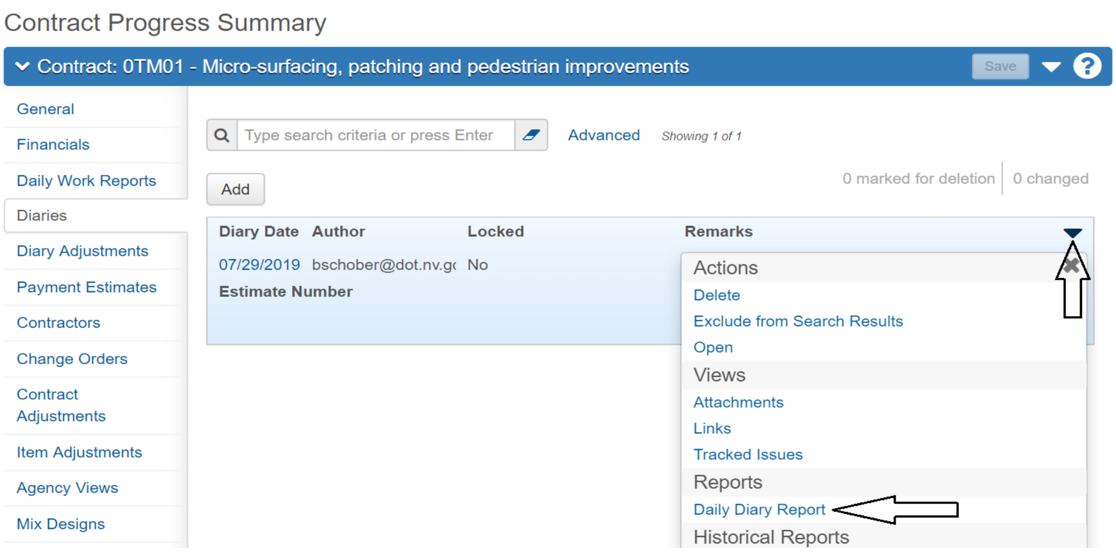


Figure 6-31. Select DWR Report

3. Accept all Default values in the Generate Report - Daily Diary Report window and click the Execute button. (Figure 6-32)

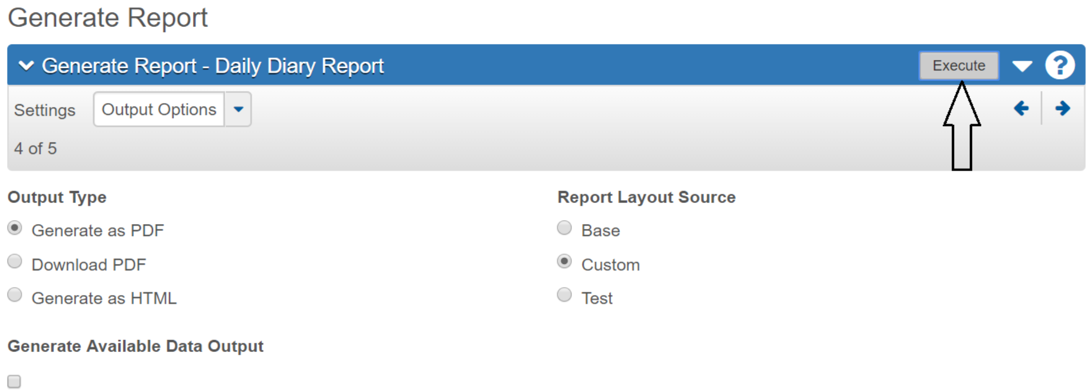


Figure 6-32. Generate Daily Diary Report

4. The Daily Diary Report opens in a new browser window. (Figure 6-33)

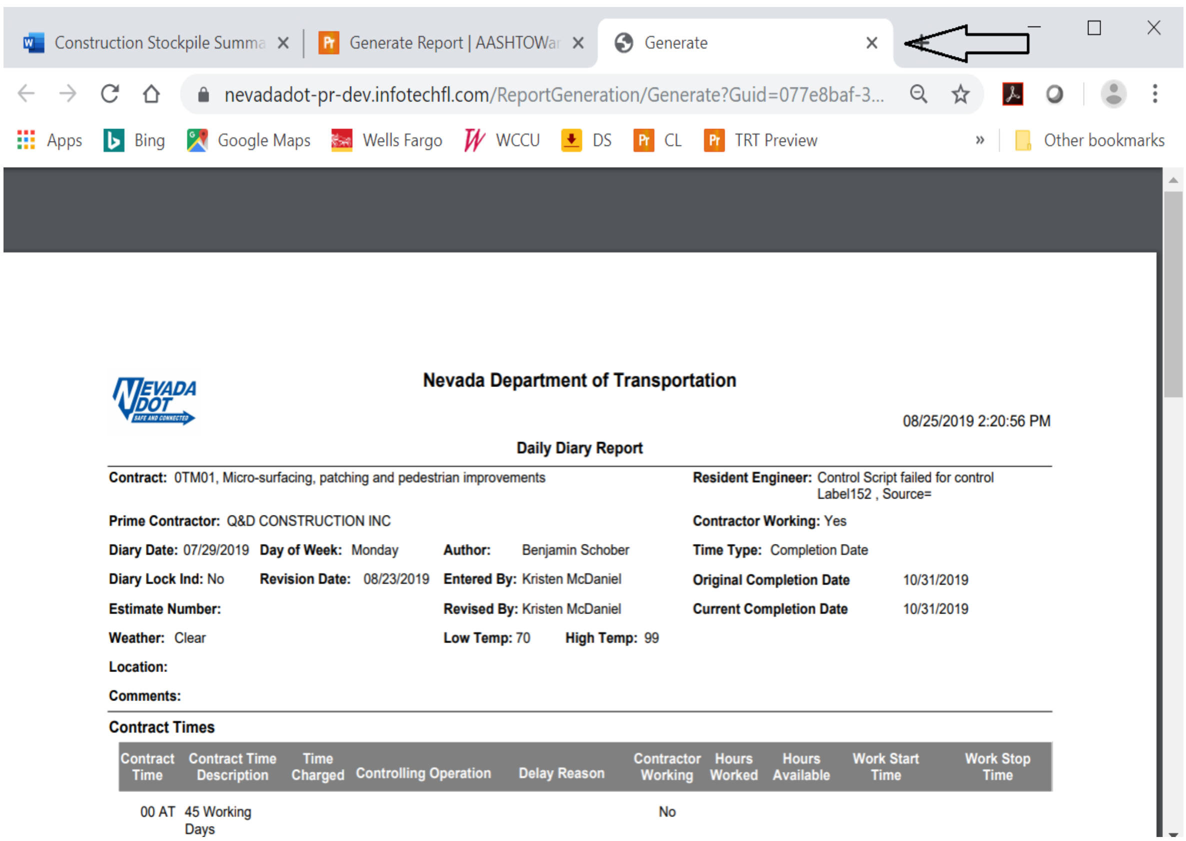


Figure 6-33. DWR Report

5. At this point the Daily Diary Report can be printed to a PDF file, following the browser print options. If a PDF copy is not needed, close the browser tab to delete the report.
6. Click the Previous button to return back to the Daily Diary list. (Figure 6-34)

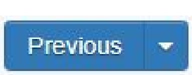


Figure 6-34. Previous Button

STOCKPILES

This chapter contains the following sections:

STOCKPILES 7

A construction stockpile is money advanced to the contractor in a payment estimate to purchase and store a material for an item. These advanced payments are recovered as the work on the item is paid for.

AWP software uses only a dollar amount (not quantity) to calculate stockpiles. It also allows for a stockpile on an item to be replenished using the same stockpile record.

Stockpiles are automatically balanced and closed on the Semi-Final payment estimate. However, Stockpiles can also be balanced manually if needed before the Semi-Final payment estimate.

Refer to Chapter 24, Progress Payments, in the Documentation Manual, for the required documents needed to add a stockpile.

ADDING A NEW STOCKPILE

1. Confirm current role is set to NV Crew Office. (Figure 7-1)

Figure 7-1. Current Role

2. From the Home page, click Contract Progress under the Construction component. (Figure 7-2)

Figure 7-2. Construction Component

3. In the search box, enter your Contract Number, or click Show first 10. (Figure 7-3)

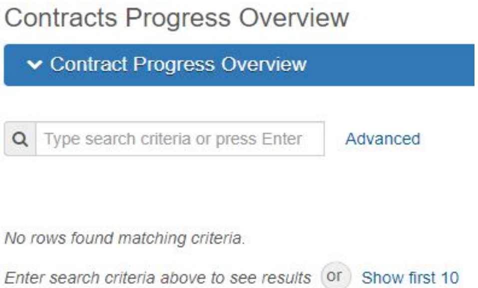


Figure 7-3. Contract Progress Overview

4. Click the Contract number hyperlink. (Figure 7-4)

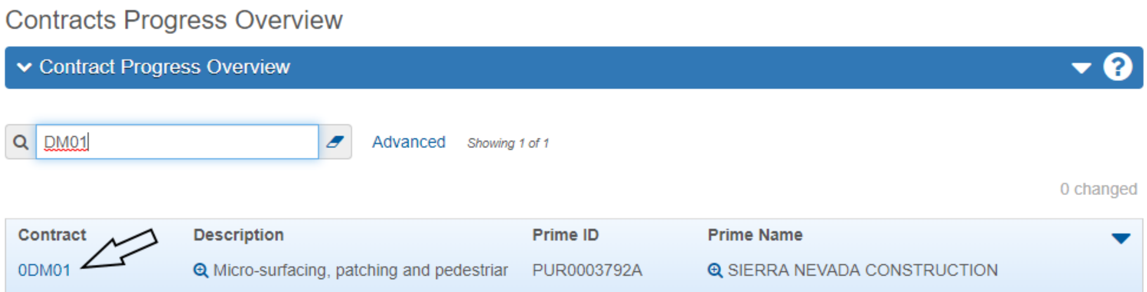


Figure 7-4. Contract Progress Overview with Results

5. In the Quick Links, Click Construction Stockpile. (Figure 7-5)

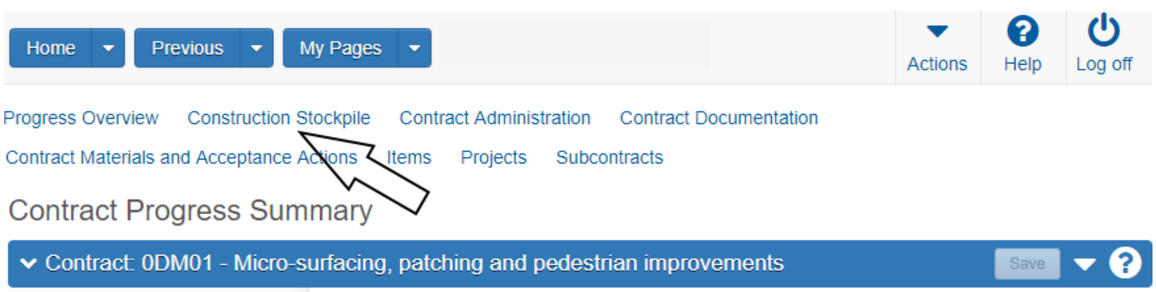


Figure 7-5. Contract Progress Quick Links

6. Click the Row Action drop-down and select Add. (Figure 7-6)

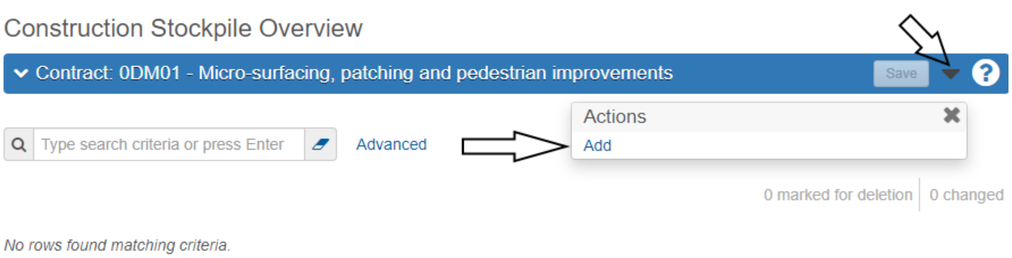


Figure 7-6. Stockpile Action Drop-down

7. Select the Stockpile Item, enter the Stockpile Description, confirm the Recovery Date defaults to today's date, and then click the Save button. (Figure 7-7)

> ***Note:*** *The Stockpile Description should be the Item Description.*

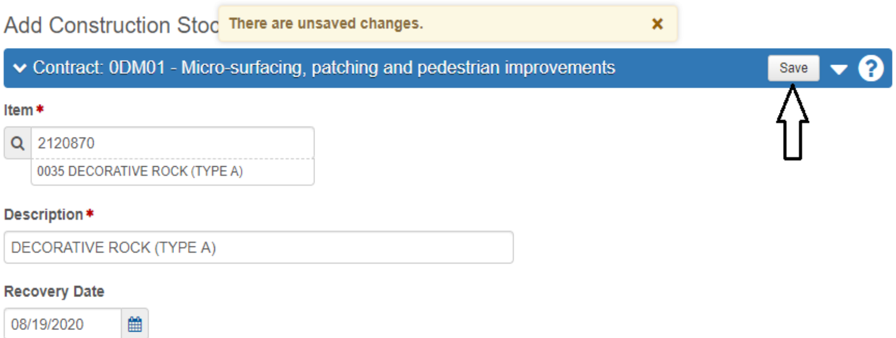


Figure 7-7. Add Construction Stockpile

8. Scroll down to the New Construction Stockpile Transaction section. (Figure 7-8)

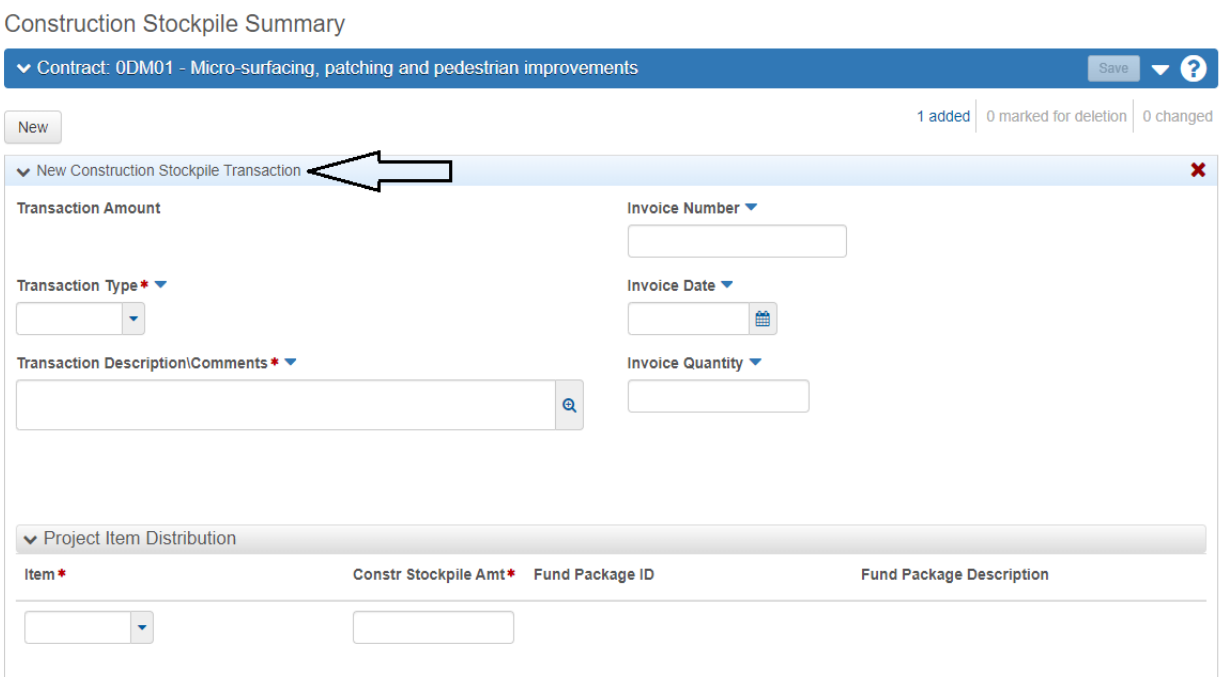


Figure 7-8. New Construction Stockpile Transaction

9. Complete the following fields under the New Construction Stockpile Transaction section. (Figure 7-9)
   - **Transaction Amount -** A system generated field showing the dollar amount of the construction stockpile transaction. This is equal to the net sum total amount for the transaction's project item distribution amounts.
   - **Transaction Type:**
     - **STAD - Stockpile Adjustment -** Replenishing a stockpile
     - **STCL - Stockpile Closure -** Closing a stockpile
     - **STII - Stockpile Initial Invoice -** Stockpile associated with an invoice (i.e. pipe, fence post, etc)
     - **STIP - Stockpile Initial Produced -** Stockpile associated with produced items (i.e. aggregates, premix patching, etc)
   - **Transaction Description\Comments -** Description or Comment pertaining to stockpile transaction (i.e. Initial delivery of rock; replenishment of stockpile; stockpile balance; etc). Enter a description associated with the construction stockpile.

- **Contractor Payment Request Date -** Date on the *Request For Payment For Material On Hand Form (040-015)* from the Contractor.
- **Invoice Number -** The number indicated on an associated invoice.
- **Invoice Date -** Date on the invoice.
- **Invoice Quantity -** Quantity of the item for the stockpile. This quantity is for informational purposes only. It is not included in any of the stockpile calculations.
- **Project Item Distribution - Item -** Select the item, project and category in which to distribute all or a portion of the stockpile transaction. Add additional rows to distribute the stockpile transaction between different categories.
- **Project Item Distribution - Const Stockpile AMT -** Enter the dollar amount of the stockpile transaction to associate that item, project and category.

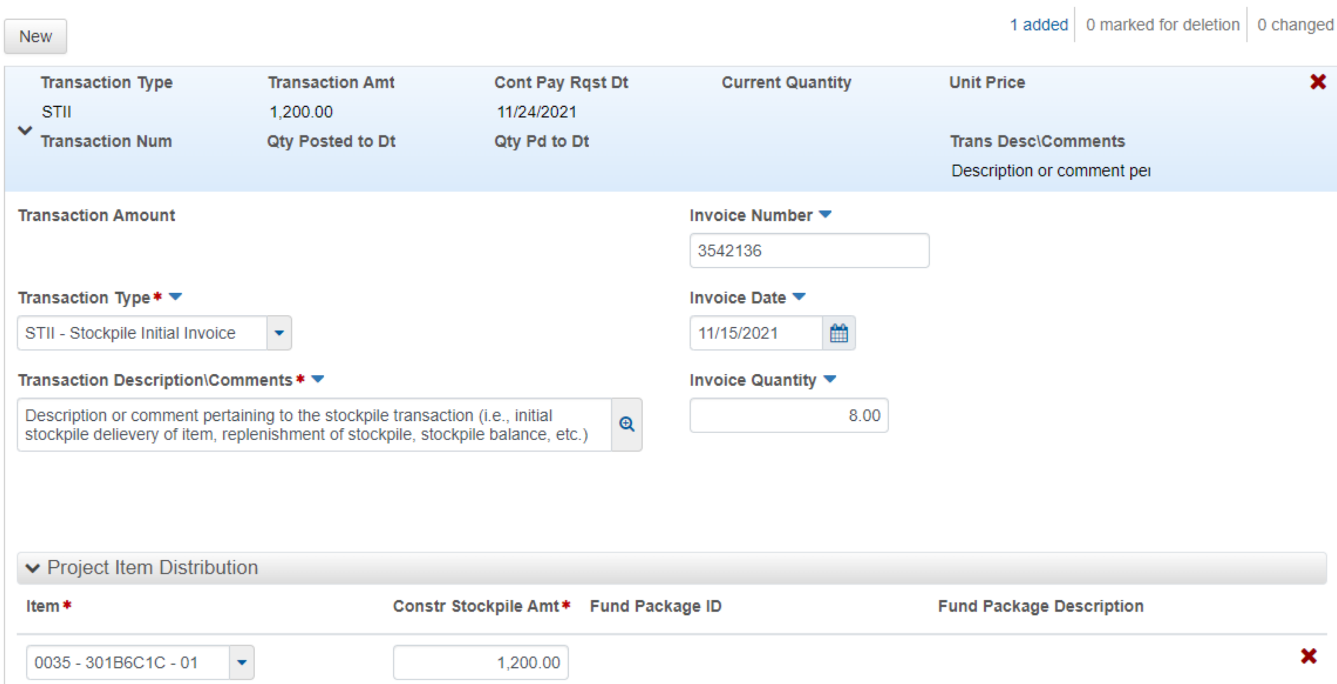


Figure 7-9. Stockpile Transaction and Save

10. Click the Save button at the top of the screen. (Figure 7-10)

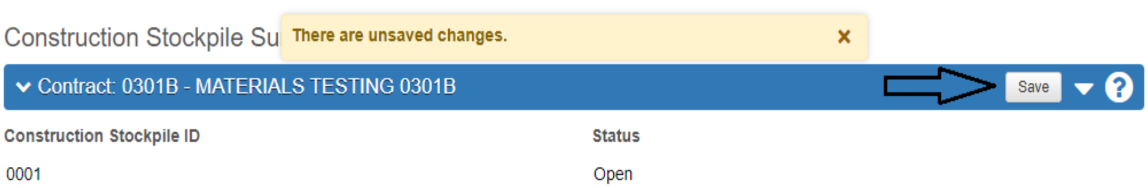


Figure 7-10. Stockpile Save

11. All Stockpiles are REQUIRED to have the approved contractor testing report/memo attached. Click the Row Actions Menu and select Attachments. (Figure 7-11)

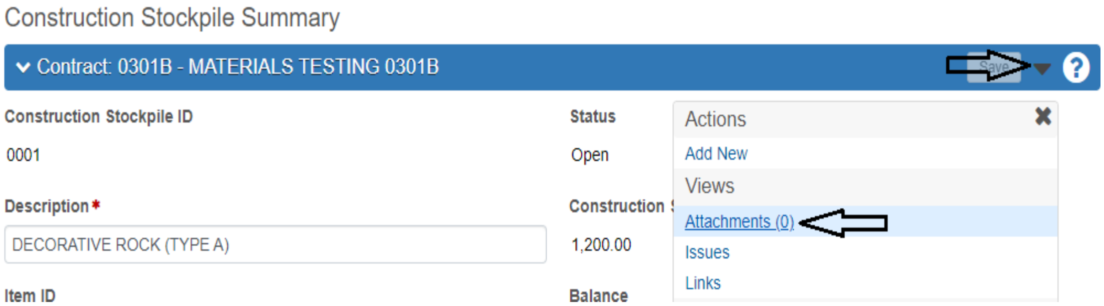


Figure 7-11. Stockpile, Open Attachments

12. Click the Select File... Button. (Figure 7-12)

Figure 7-12. Stockpile Attachments, Select File Button

13. Go to the appropriate Contract Files\Materials\03 Certs & Test Reports directory and select the supporting document file, then click the Open button. (Figure 7-13)

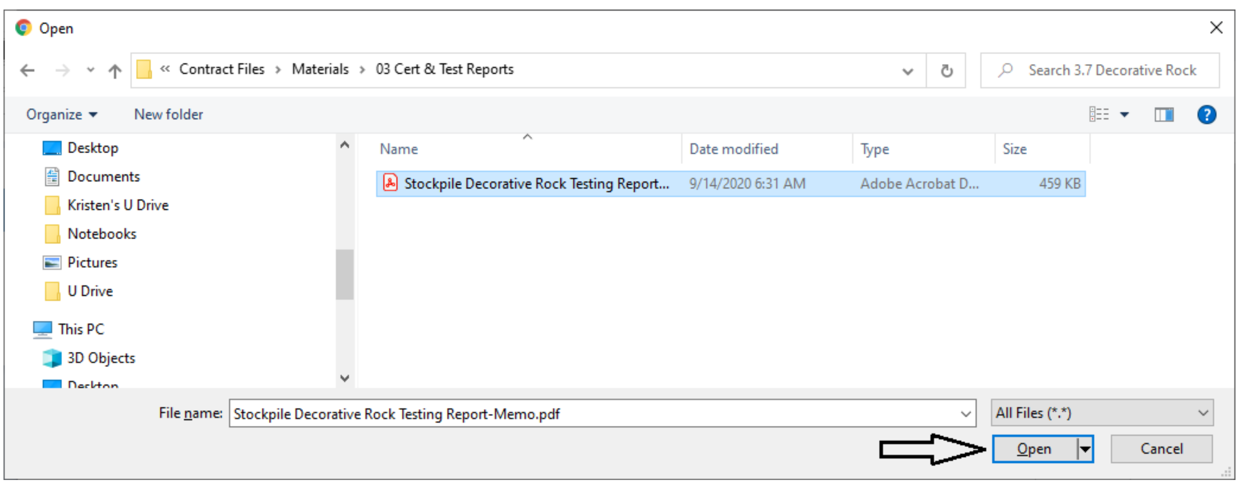


Figure 7-13. Stockpile Attachments, File Selection Window

14. Enter a Description and click the Save button. (Figure 7-14)

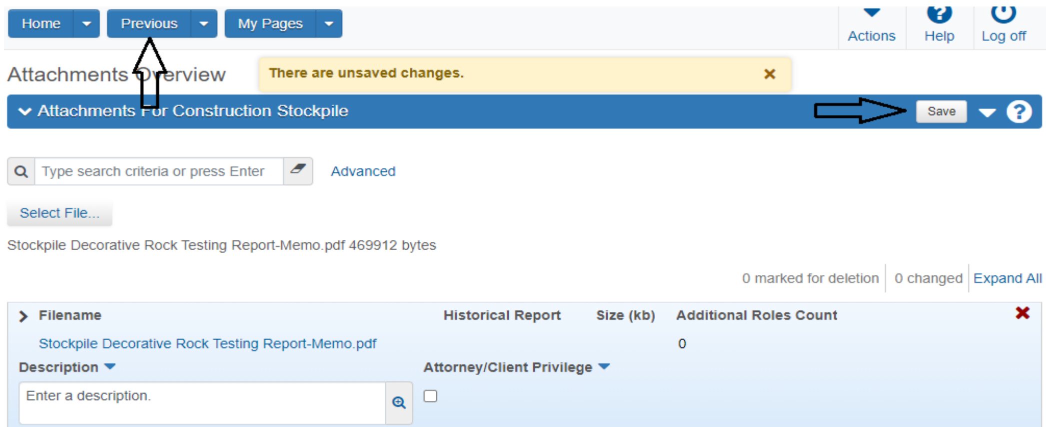


Figure 7-14. Stockpile Attachments, Save

15. Click the Previous button to return to the Stockpile record. (Figure 7-14)

STOCKPILE REPLENISHMENT

If an additional stockpile is needed for an item that already has a stockpile, set up using the following steps.

1. In the Contract Progress component, click the Construction Stockpile in the Quick Links. (Figure 7-15)

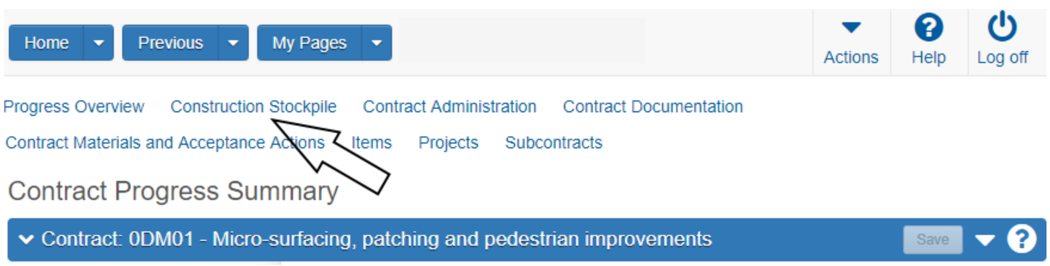


Figure 7-15. Contract Progress Quick Links

2. Click the Stockpile's hyperlink under Constr Stockpile ID. (Figure 7-16)

Figure 7-16. Stockpile Hyperlink

3. To add a new transaction, click the New button. (Figure 7-17)

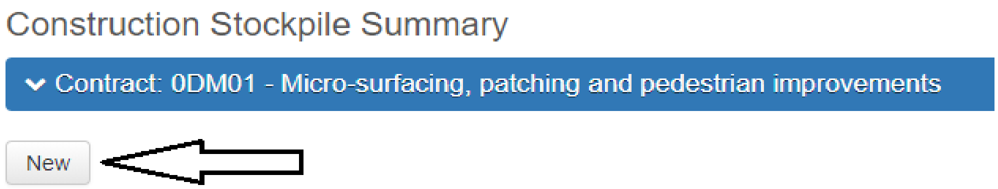


Figure 7-17. New Transaction

4. Enter the new invoice information. Set the Transaction Type to **STAD - Stockpile Adjustment**. (Figure 7-18) Use the information in Step 8 from the previous section to complete the records.

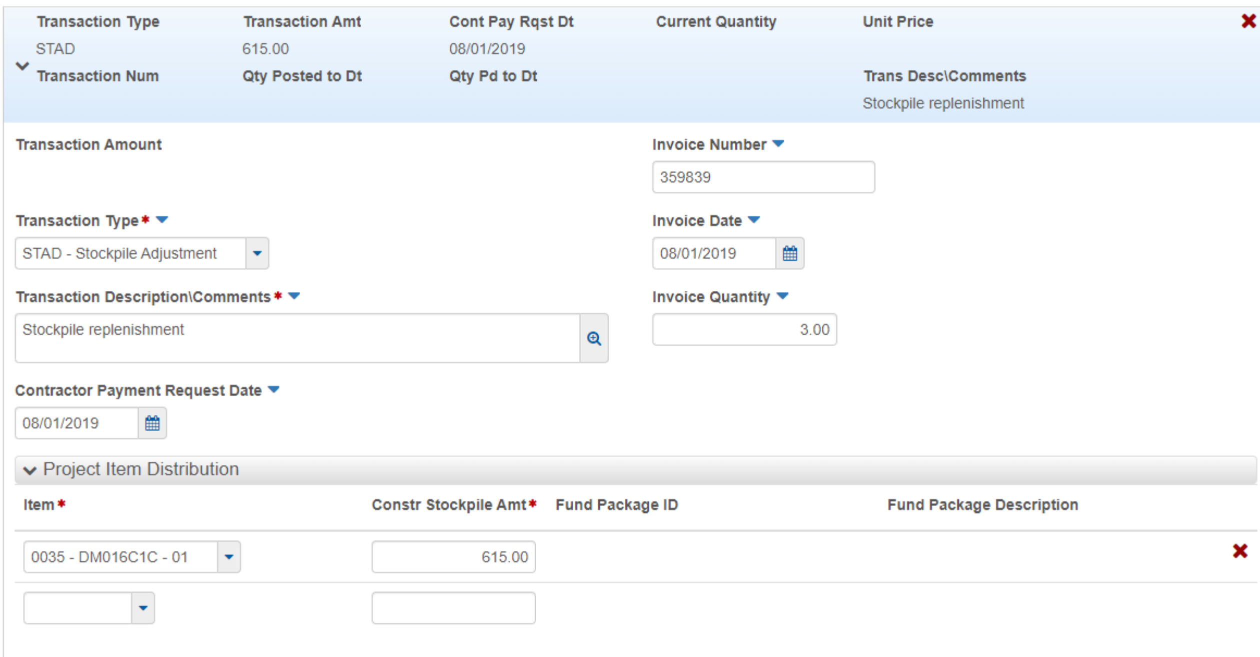


Figure 7-18. Stockpile Adjustment

5. Click the Save button. (Figure 7-19)

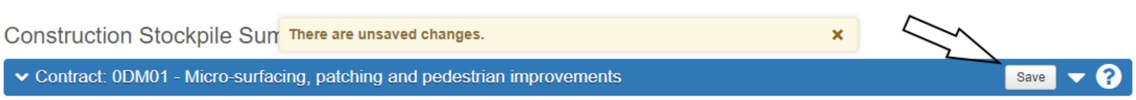


Figure 7-19. Stockpile Save

MANUALLY BALANCING/CLOSING A STOCKPILE

A stockpile can be manually balanced and closed at any point during the contract.

1. In the Contract Progress component, click the Construction Stockpile in the Quick Links. (Figure 7-20)

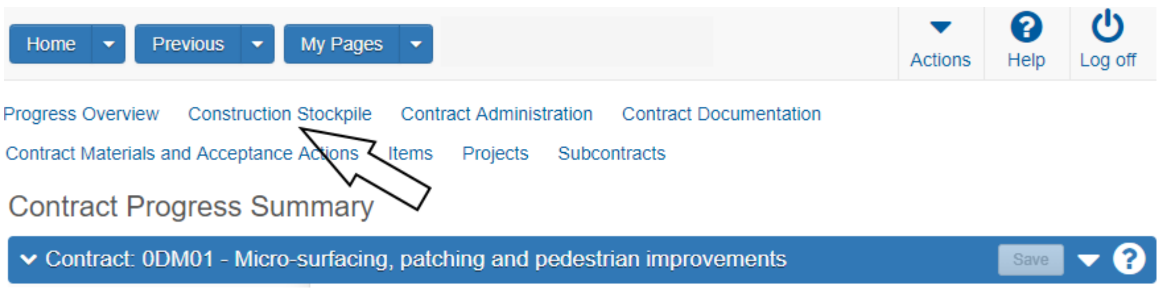


Figure 7-20. Contract Progress Quick Links

2. Click the Stockpile's hyperlink under Constr Stockpile ID. (Figure 7-21)

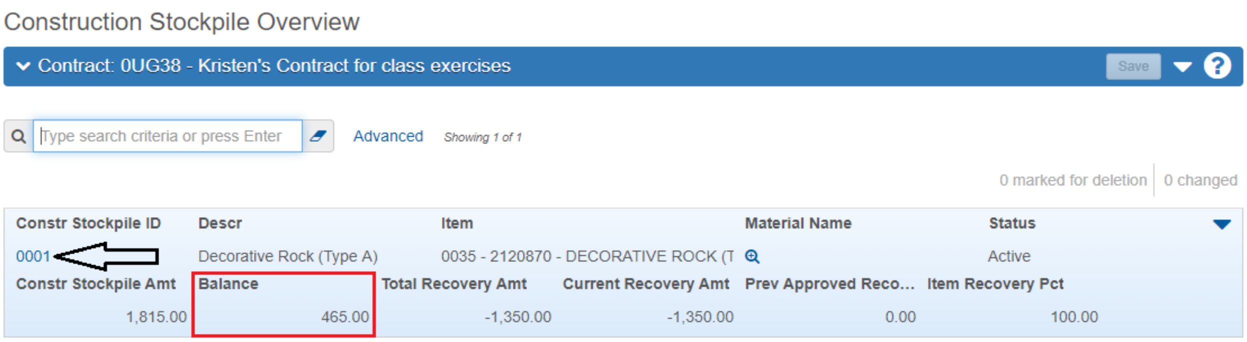


Figure 7-21. Stockpile Hyperlink

3. Click the New button. (Figure 7-22)

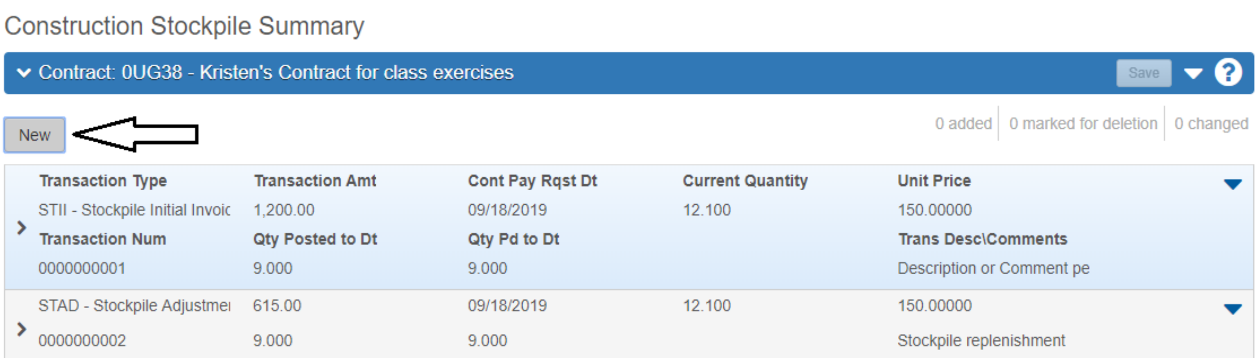


Figure 7-22. New Stockpile Transaction

4. Enter the balancing information. (Figure 7-23)
   - Set the Transaction Type to **STAD - Stockpile Adjustment**.
   - Enter a **Transaction\Comment**.
   - Enter a negative dollar amount in the **Constr Stockpile Amt** field, to bring the balance to zero. (Refer to the balance field from Figure 7-21)

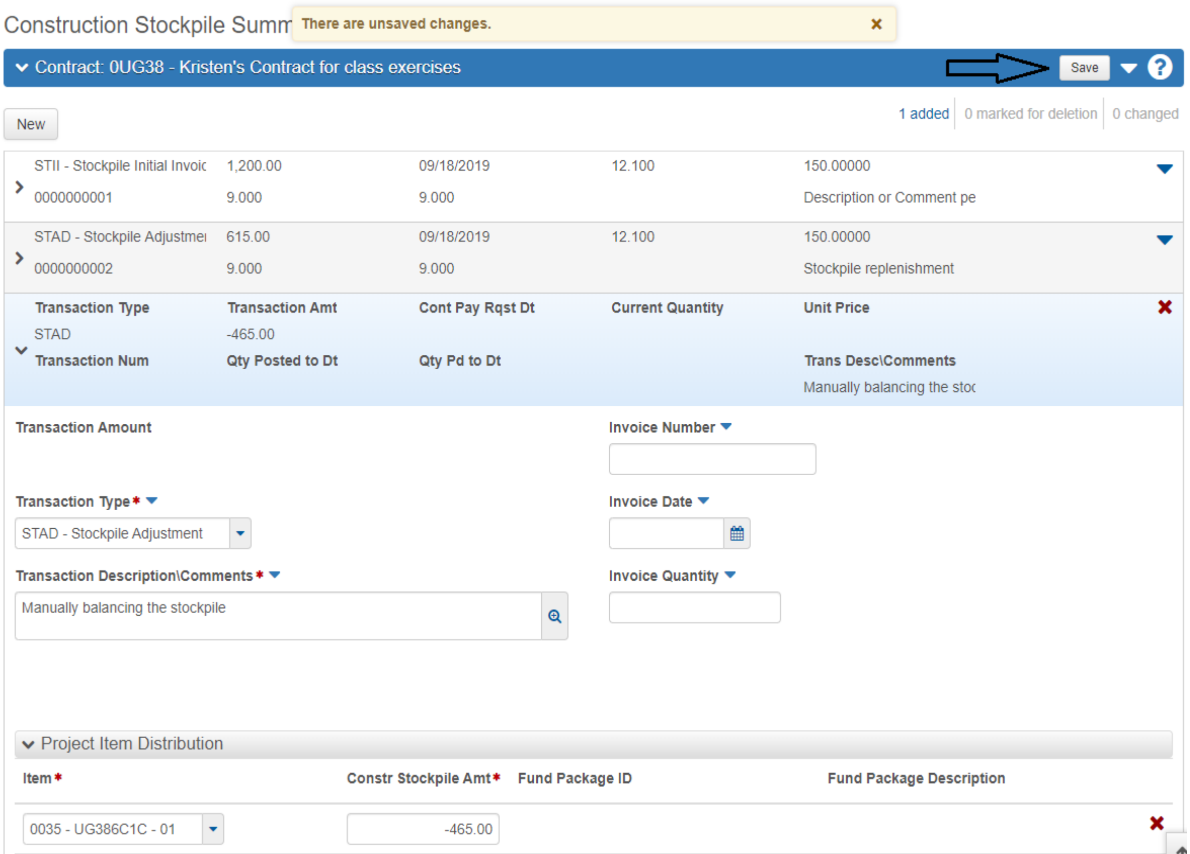


Figure 7-23. Stockpile Balancing Transaction

5. Click the Save button. (Figure 7-23)
6. Click the New button again. (Figure 7-22)
7. Enter the closing information. (Figure 7-24)
   - Set the Transaction Type to **STCL - Stockpile Closure**.
   - Enter a **Transaction\Comment**.
   - Leave all other fields blank.

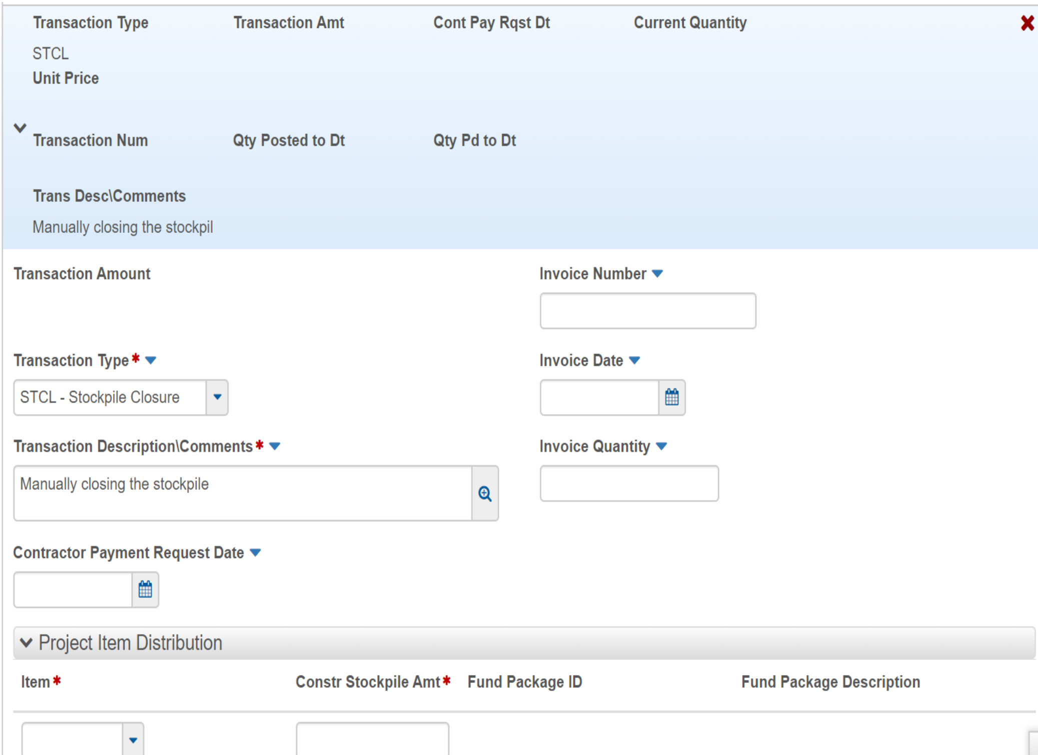


Figure 7-24. Stockpile Closing Transaction

8. Click the Save button. (Figure 7-23)

GENERATING THE STOCKPILE SUMMARY REPORT

The Stockpile Summary Report shows all transactions for the stockpile and the remaining balance.

1. From the Contract Progress Summary component, click on the Construction Stockpile Quick Link. (Figure 7-25)

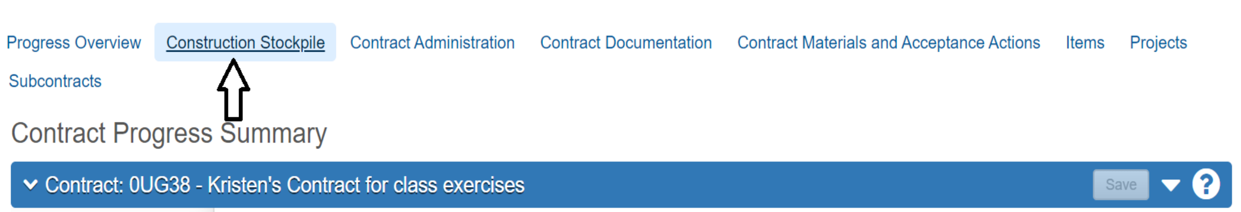


Figure 7-25. Construction Stockpile Quick Link

2. Click the Construction Stockpile Overview Row Actions drop-down on the stockpile and click the Stockpile Summary Report. (Figure 7-26)

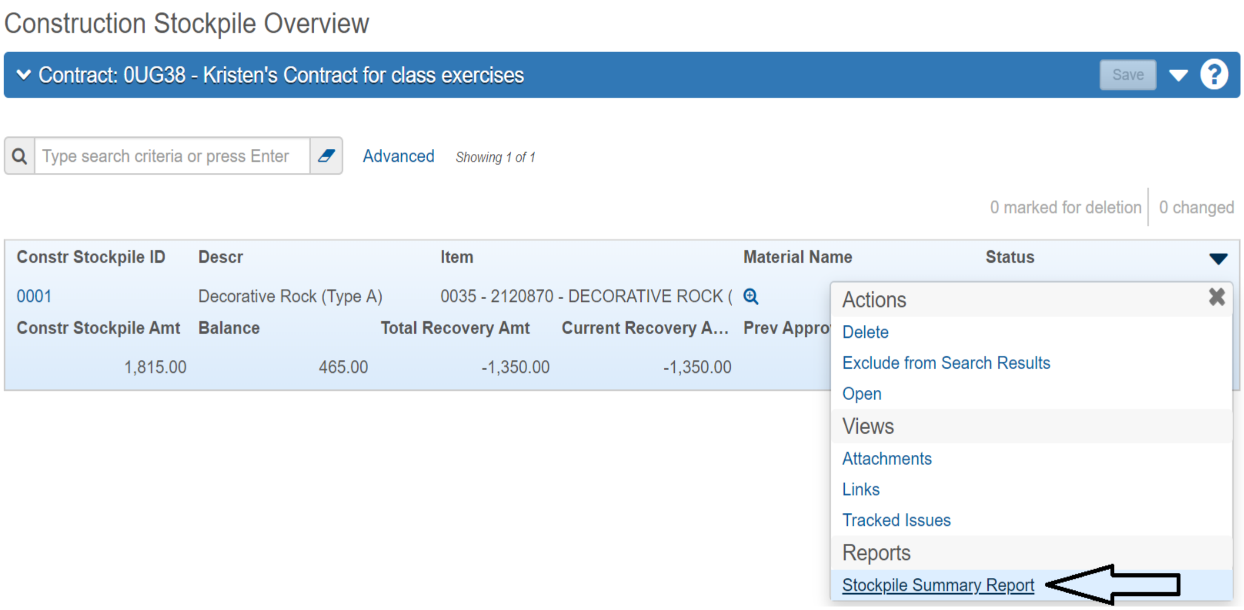


Figure 7-26. Select Stockpile Summary Report

3. Accept all Default values in the Generate Report - Stockpile Summary Report window and click the Execute button. (Figure 7-27)

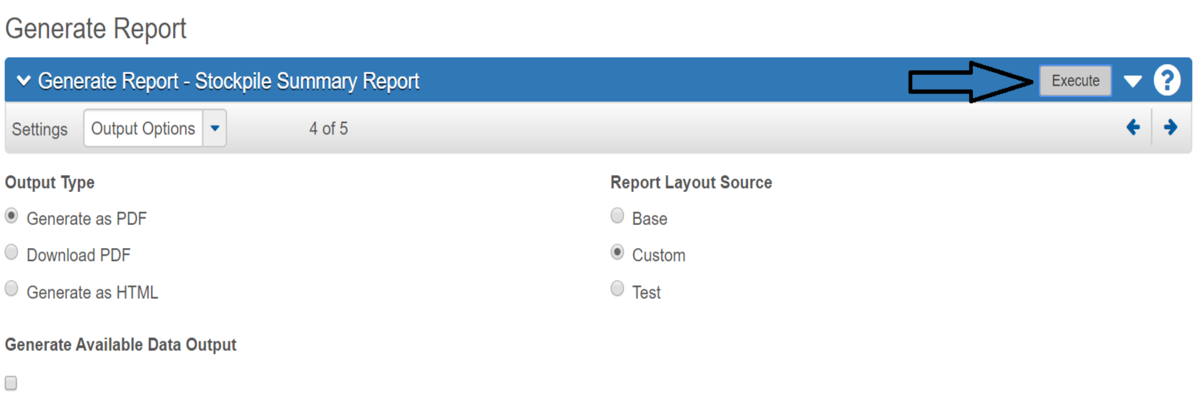
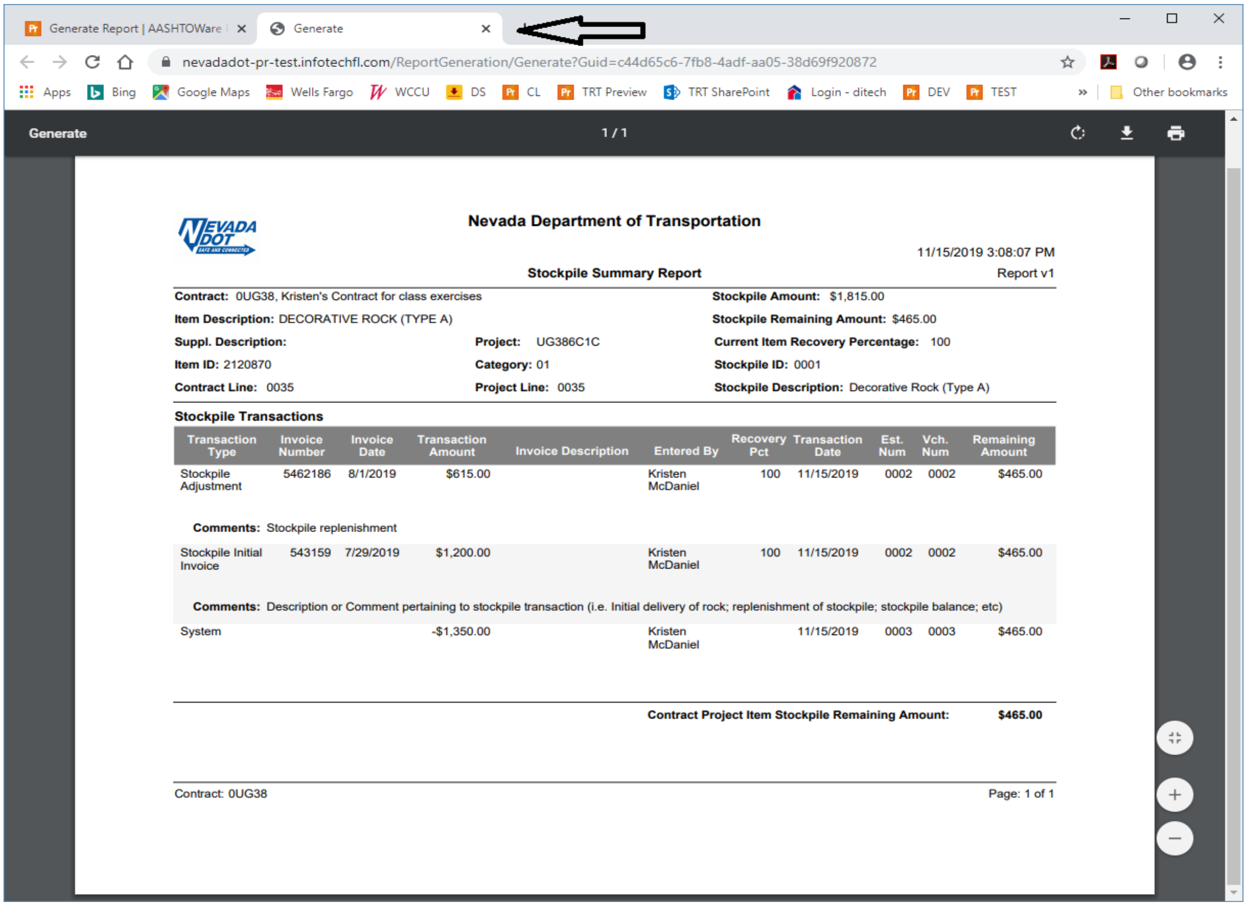


Figure 7-27. Execute Stockpile Summary Report

4. The Stockpile Summary Report opens in a new browser window. (Figure 7-28)



Nevada Department of Transportation

11/15/2019 3:08:07 PM

Stockpile Summary Report

Report v1

Contract: 0UG38, Kristen's Contract for class exercises
Stockpile Amount: $1,815.00
Item Description: DECORATIVE ROCK (TYPE A)
Stockpile Remaining Amount: $465.00
Suppl. Description:
Project: UG386C1C
Current Item Recovery Percentage: 100
Item ID: 2120870
Category: 01
Stockpile ID: 0001
Contract Line: 0035
Project Line: 0035
Stockpile Description: Decorative Rock (Type A)

Stockpile Transactions

Transaction Type	Invoice Number	Invoice Date	Transaction Amount	Invoice Description	Entered By	Recovery Pct	Transaction Date	Est. Num	Vch. Num	Remaining Amount
Stockpile Adjustment	5462186	8/1/2019	$615.00		Kristen McDaniel	100	11/15/2019	0002	0002	$465.00
Comments: Stockpile replenishment										
Stockpile Initial Invoice	543159	7/29/2019	$1,200.00		Kristen McDaniel	100	11/15/2019	0002	0002	$465.00
Comments: Description or Comment pertaining to stockpile transaction (i.e. Initial delivery of rock; replenishment of stockpile; stockpile balance; etc)										
System			-$1,350.00		Kristen McDaniel		11/15/2019	0003	0003	$465.00

Contract Project Item Stockpile Remaining Amount: **$465.00**

Contract: 0UG38

Page: 1 of 1

Figure 7-28. Stockpile Summary Report

5. At this point the Stockpile Summary Report can be printed to a PDF file, following the browser print options. If a PDF copy is not needed, close the browser tab to delete the report.
6. Click the Previous button to return back to the Construction Stockpile Overview Component. (Figure 7-29)

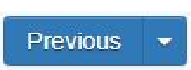


Figure 7-29. Previous Button

CHANGE ORDERS

This chapter contains the following sections:

A Change Order modifies the original contract. A contract may be modified for many reasons: new items may need to be added to the contract, quantities of existing contract items may need to be increased or decreased, items may need to be moved from one category to another, changes to working days or completion dates, changes to the contract documents, and completing the Closeout Change Order to reconcile existing items at the time of closeout.

Refer to Chapter 3, Change Orders and Letters of Authorization, in the Documentation Manual, and Chapter 2, Contract Administration, in the Construction Manual, for requirements and procedures on how to successfully execute a Change Order.

AWP limits overruns by establishing limits based on Major items. A Major item, as defined in section 101.03 in the Standard Specifications for Road and Bridge Construction, is an item which has a total cost equal to or greater than $50,000.00. The AWP software is set up with the overrun rule that any Major Item, at the Project/Category level, cannot exceed the original quantity by 100% or exceed $100,000.00. If these thresholds or overruns are exceeded, a Change Order will need to be executed to make future payments against the item.

STEPS TO CREATE A CHANGE ORDER

1. Confirm current role is set to NV Crew Office. (Figure 8-1)

Figure 8-1. Current Role

2. From the Home page, click Contract Progress hyperlink under the Construction component. (Figure 8-2)

Figure 8-2. Construction Component

3. In the search box, enter the Contract Number, or click the Show first 10 hyperlink. (Figure 8-3)

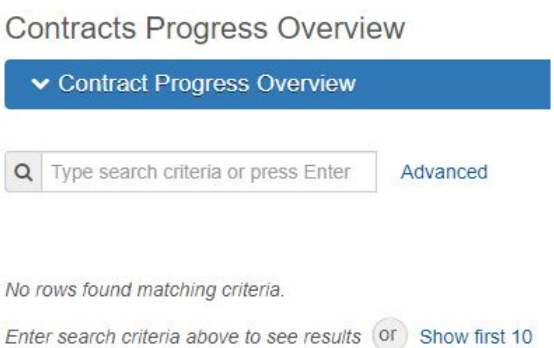


Figure 8-3. Contract Progress Overview

4. Click the Contract number hyperlink. (Figure 8-4)

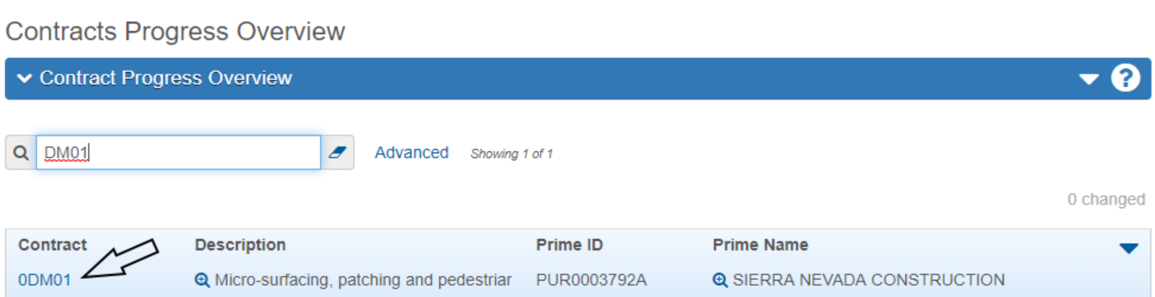


Figure 8-4. Contract Progress Overview with Results

5. Click the Change Orders tab. (Figure 8-5)

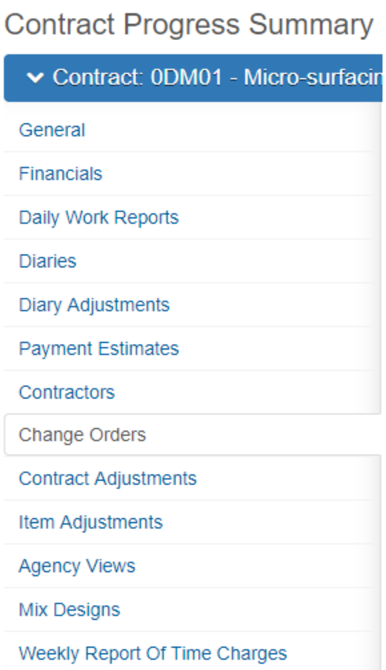


Figure 8-5. Contract Progress Summary Tab

6. Click the Add button. (Figure 8-6)

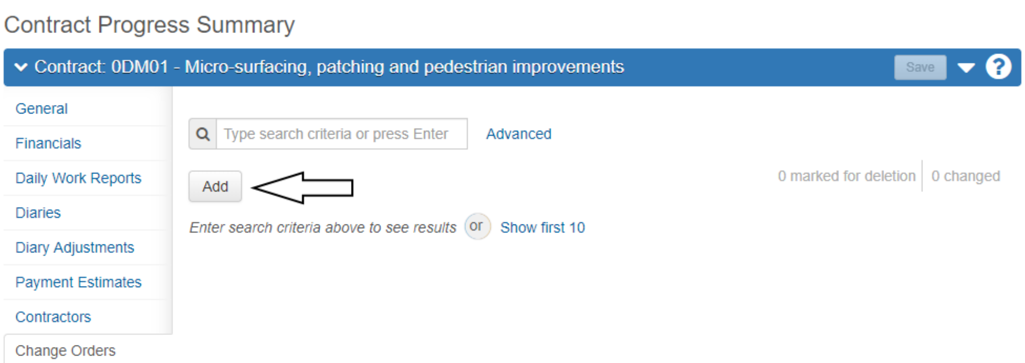


Figure 8-6. Change Order Add button

7. Complete all fields in the General Tab.

> ***Note:*** *The AWP software has two levels of Change Order types:* ***Change Order Type*** *and* ***Change Order Reason Type****.*
> ***Change Order Type:***
> ***01 - General:*** *Includes Change Order Reason Types 01 - 24*
> ***02 - Administrative:*** *Includes Change Order Reason Types 25 - 29*
> ***03 - Prior:*** *Includes Change Order Reason Types 901 - 924*
> *Refer to Chapter 3, Contract Modifications and Letters of Authorization, in the Documentation Manual for complete details on the Change Order types.*
> *Refer to Chapter 11, Change Order Reason Types, in this User Guide for the complete list of Change Order Reason Types.*

a. General Change Order (Figure 8-7)

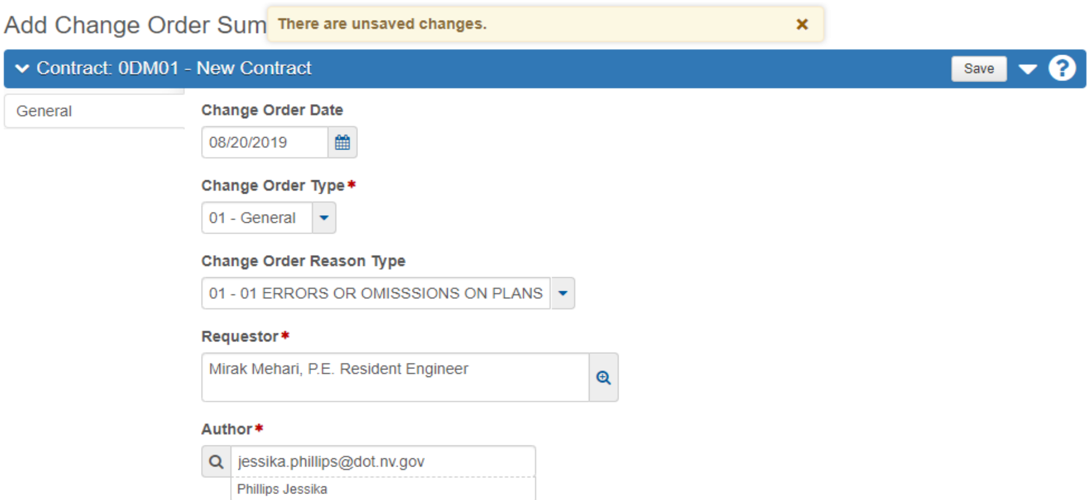


Figure 8-7. Add Change Order: General

b. Prior Change Order (Figure 8-8)

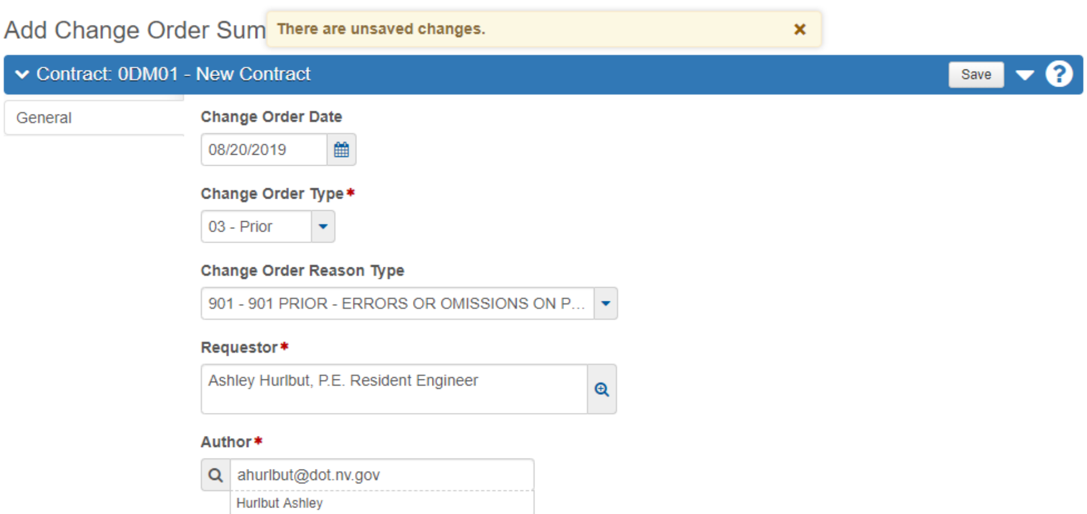


Figure 8-8. Add Change Order: Prior

c. Administrative Change Order (Figure 8-9)

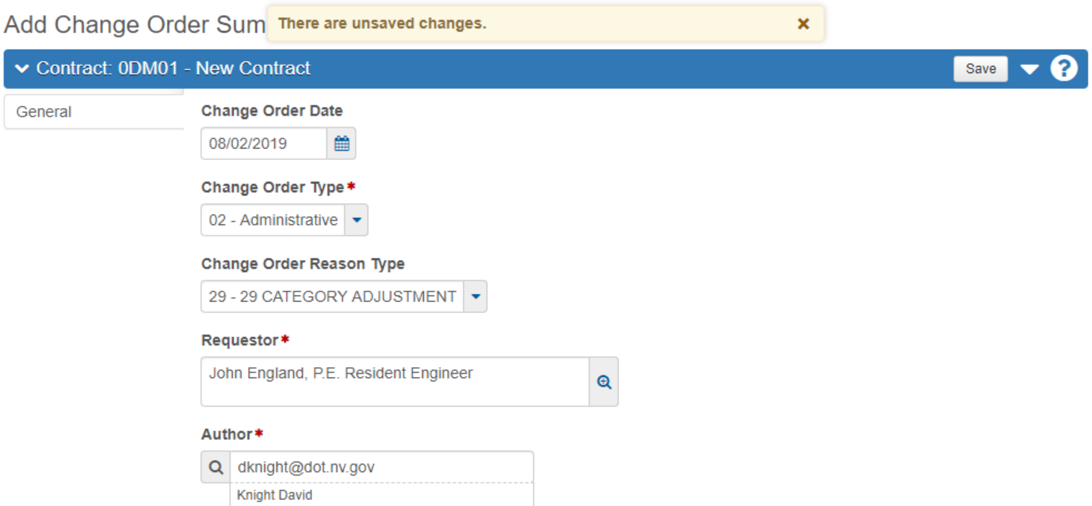


Figure 8-9. Add Change Order: Administrative

8. Click the Save button.
9. Complete Change Order tabs as applicable. (Figure 8-10)

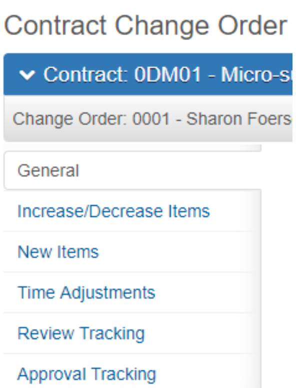


Figure 8-10. Change Order Tabs

a. **General tab - Change Order Explanations Area**: Enter the appropriate Change Order Explanations.

> ***Note:*** *The AWP system now includes the NDOT Accord and Satisfaction and Prior Clauses pre-populated.*

i. For the Change Order description/explanation, enter a value of 1 for the Change Order Explanations - Order field (the Order field is a sequentially increasing value for as many Change Order Explanantions as needed), leave the Reference Explanation Name field blank, and type in the Supp Explanation field. (Figure 8-11)

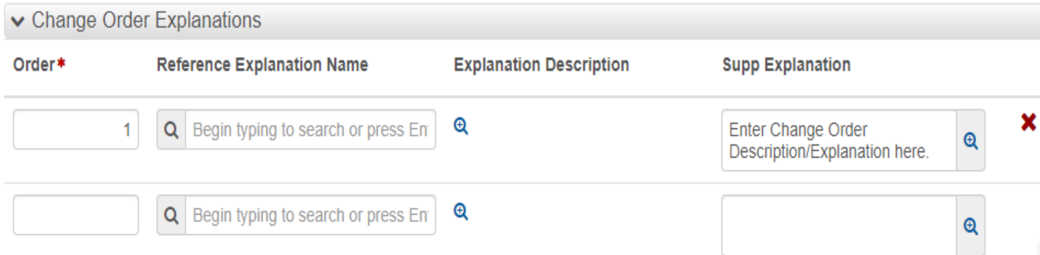


Figure 8-11. Change Order Description

> ***Note:*** *If this is an Administrative type Change Order, the following steps do not need to be completed*

ii. To select the appropriate clause, hit Enter in the Reference Explanation Name field. (Figure 8-12)

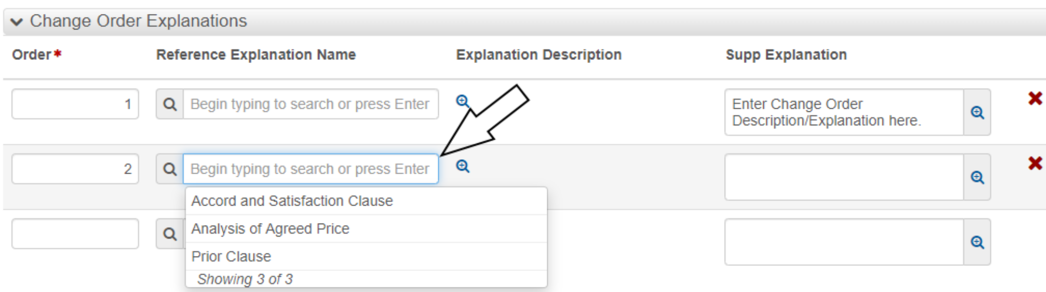


Figure 8-12. Clause Selection

> ***Note:*** *Only use the following Reference Explanation Names: Accord and Satisfaction Clause and Prior Clause. DO NOT USE Analysis of Agreed Price in this location.*

iii. **Change Order: Accord and Satisfaction Clause.** Enter the next sequential value in the Order field and select the Accord and Satisfaction Clause. Leave the Supp Explanation field blank. (Figure 8-13)

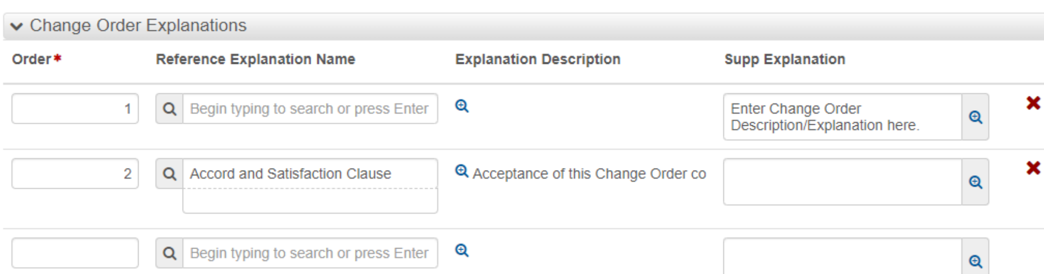


Figure 8-13. Change Order General with Clause

iv. **Change Order: Prior Clause** (Figure 8-14). Enter the next sequential value in the Order field, select the Prior Clause, and enter the following text in the Supp Explanation field: **Change Order # will be generated to complete and finalize the quantities and associated payment.** Replaced the # with the appropriate Change Order number that is associated with this Prior.

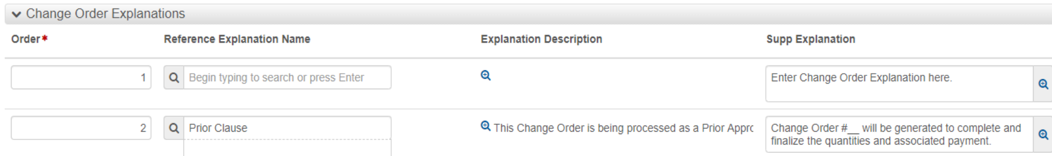


Figure 8-14. Change Order Prior with Clause

> ***Important:*** *General Change Orders must include the Accord and Satisfaction Clause as the last Change Order Explanation. Prior Change Orders must include the Prior Clause as the last Change Order Explanation.*

b. **Increase/Decrease Items tab**: Increase/Decrease Items

i. Under the Increase/Decrease Items section, click the Select Items button. (Figure 8-15)

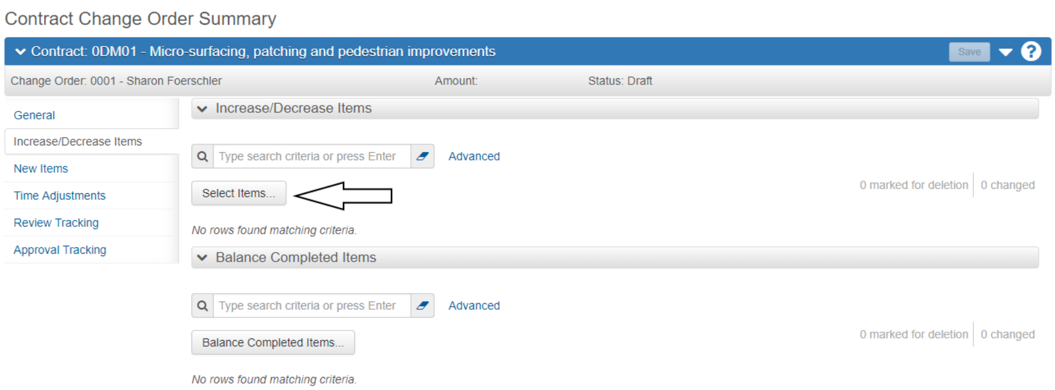


Figure 8-15. Increase/Decrease Select Items button

ii. Search for item(s) using Item Number, Keywords, or just hit Enter to bring up the full list. Once all items are selected, click the Add to Change Order button. (Figure 8-16)

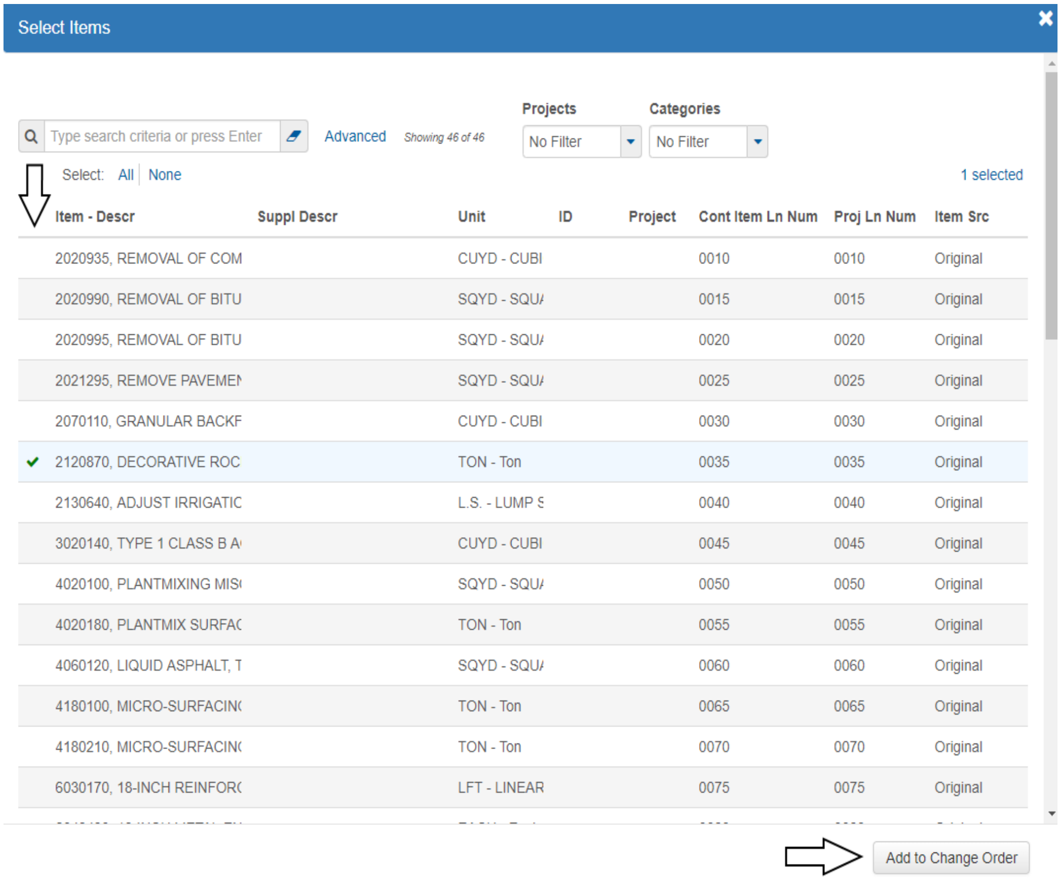


Figure 8-16. Increase/Decrease Item Selection

iii. Enter the Quantity change for the item. (Figure 8-17) If more than 1 item was selected in the previous step, click the chevron on the item to expand the view and see the details.
iv. In the Change Order Increase/Decrease Items Explanations area enter a value of 1 in the Order field (Figure 8-17), leave the Reference Explanation Name field blank, and enter a detailed description for the Increase/Decrease in the Explanation field.
v. Click the Save button. (Figure 8-17)

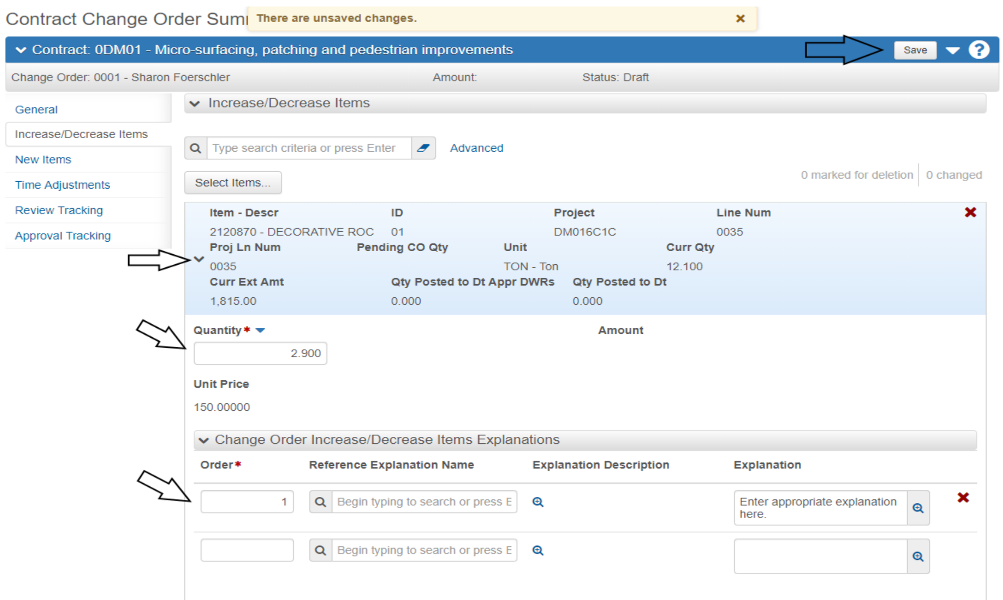


Figure 8-17. Increase/Decrease Item Details and Save

c. **New Items tab: New Items -** This is to add an item not originally associated to the contract, or a contract item with a new unit price.

i. Select the New Items tab. (Figure 8-18)

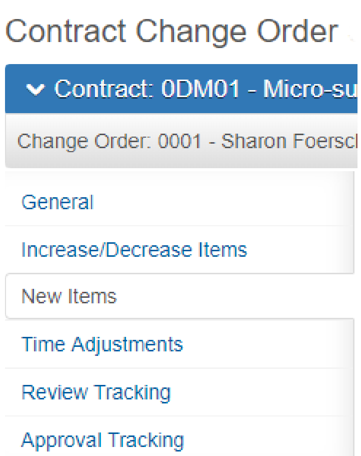


Figure 8-18. New Items Tab

ii. Under the New Items section, click the Select New Item button. (Figure 8-19)

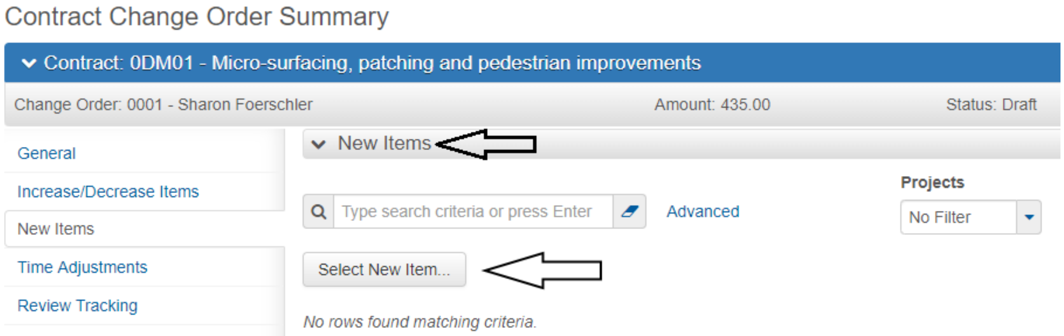


Figure 8-19. Contract Change Order Summary: New Item

iii. In the Items field, search for item(s) using Item Number, Keywords, or just hit Enter to bring up the full list. (Figure 8-20)

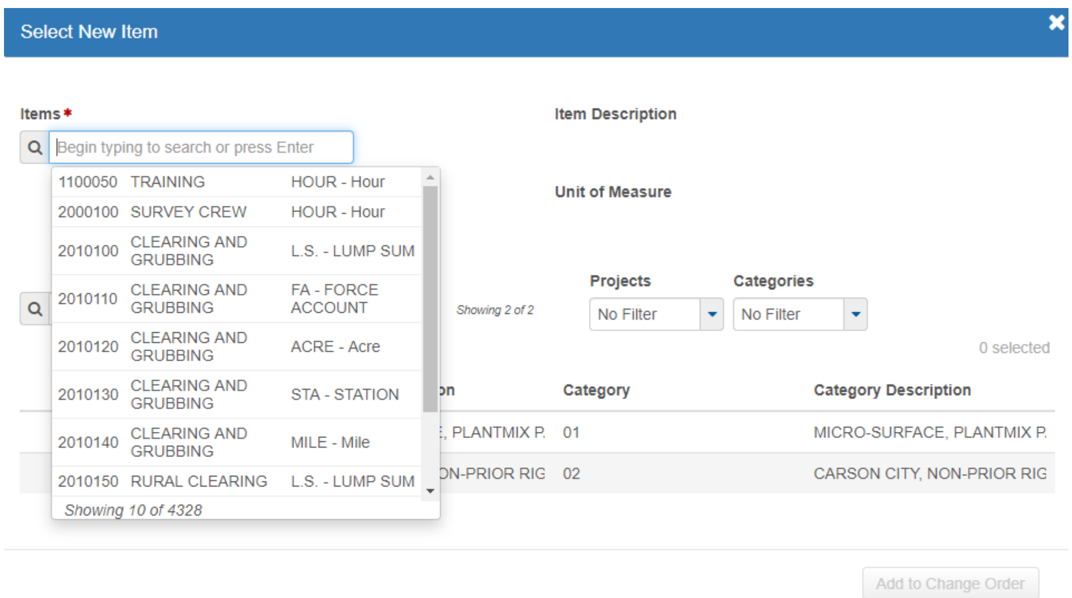


Figure 8-20. Select New Item Search box

iv. Select the Project(s) and Catgory(ies) the item will be associated to, then click the Add to Change Order button. (Figure 8-21)

> ***Note:*** *Make a note of the C1C, C2C or C3C of the Project/Category the item is getting added to. This information is needed in the next step.*

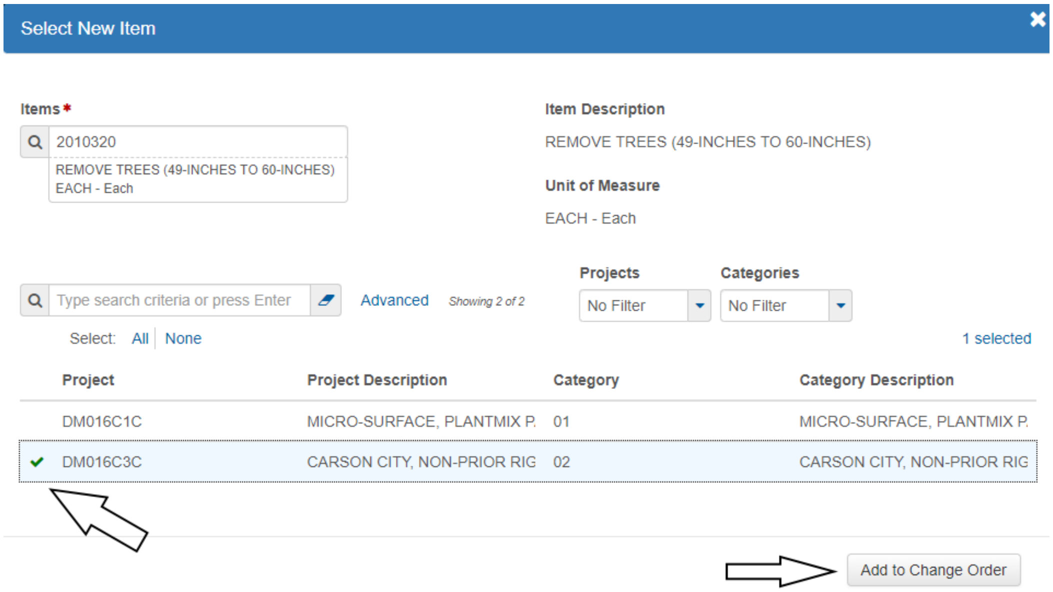


Figure 8-21. Select New Item

v. Enter the following (Figure 8-23):
- **Quantity**
- **Funding** (Based on the funding set up on the contract. Use the Greement : C1C = State; C2C = Federal; C3C = Other)
- **Unit Price**
- **Supplemental Description** (required for all Negotiated Price items and 900XXXX and XXX9000 items)
- **Item Reason** (Figure 8-22)

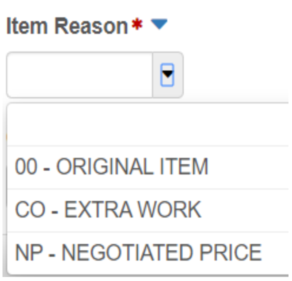


Figure 8-22. Item Reason Codes

  - **00 - Original Item -** Used when moving an original item from one category to another.
  - **CO - Extra Work -** Additional items are being added to the contract..
  - **NP - Negotiated Price -** Increasing or decreasing the unit price of an item.
- **Contractor** (ALWAYS the Prime Contractor)

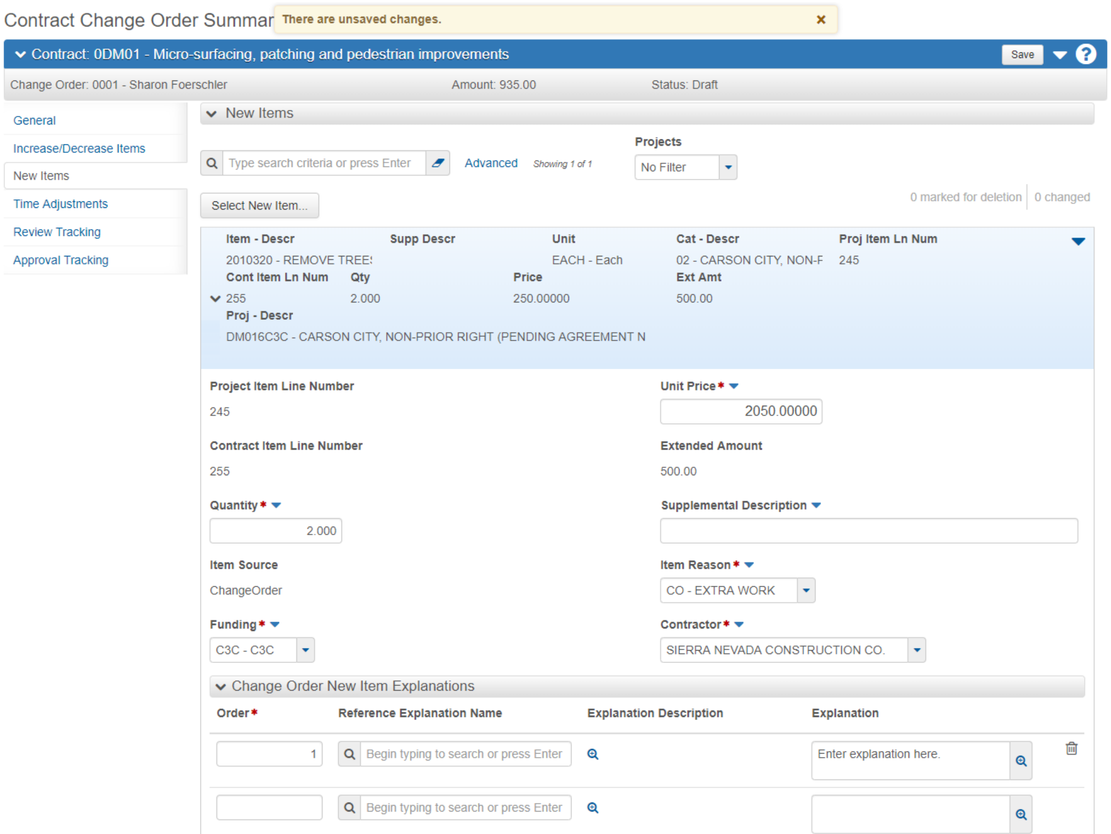


Figure 8-23. Contract Change Order Summary: New Item Detail

- If new item's price is obtained from the Integrated Project Development (iPD) system, add the following Change Order New Item Explanations. (Figures 8-24 and 8-25)
  - Enter the next sequential value in the Order field.
  - In the Reference Explanation Name field, hit enter and select Analysis of Agreed Price (Step 9.a.ii).
  - In the Explanation field enter an explanation similar to this:

    An average unit price of (Enter the new item's number and description here), was obtained from the Integrated Project Development system. A negotiated agreed unit price of (Enter the negotiated price here) was achieved. The contractor and the Nevada Department of Transportation agree this negotiated agreed price is fair, equitable and reasonable.

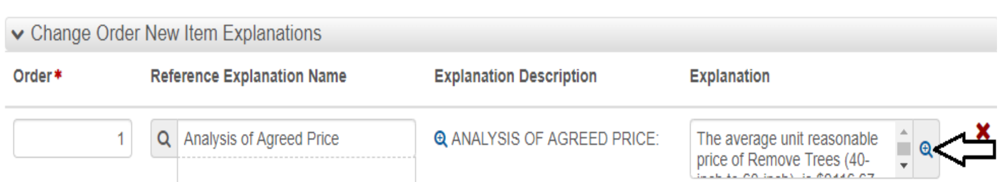


Figure 8-24. Change Order New Item Explanations: Analysis of Agreed Price Example

> ***Note:*** *Additional text can be added to support the Analysis of Agreed Price. Use the Expand button (Figure 8-24) to edit the text in a larger area. Click the Apply button to save changes. (Figure 8-25)*

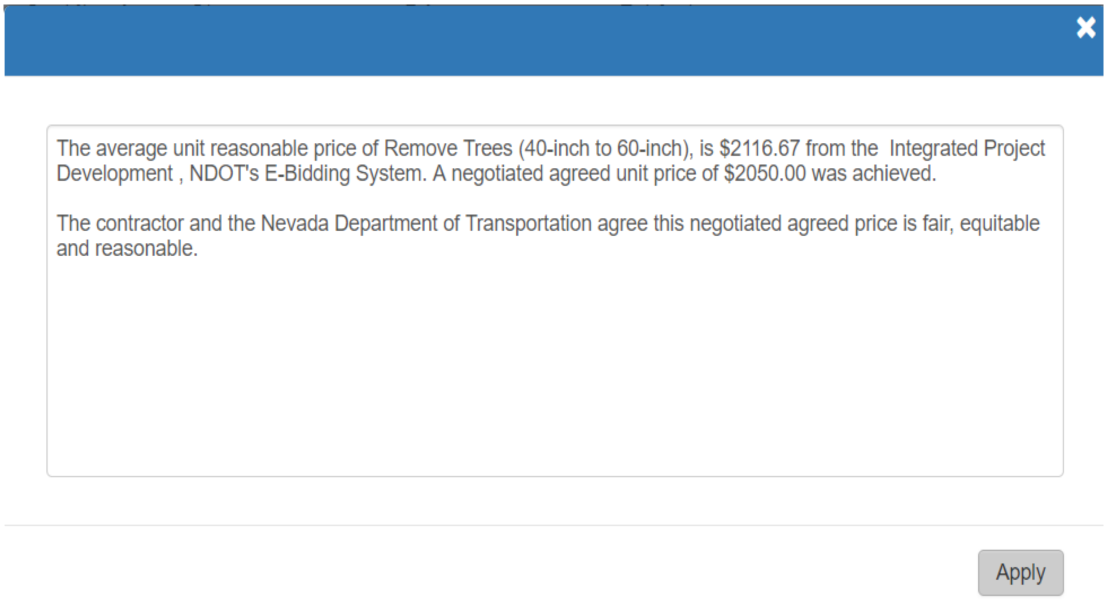


Figure 8-25. Change Order New Item Explanations: Analysis of Agreed Price Example Expanded

- If the new item's price is obtained from other sources, enter the following in the Change Order New Item Explanations area: (Figure 8-26)
  - Enter the next sequential value in the Order field.
  - Leave the Reference Explanation Name field blank.
  - Enter an appropriate description in the Explanation field. Reference cost justification as appropriate.

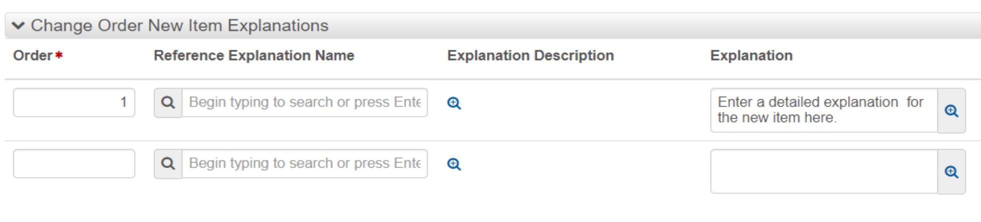


Figure 8-26. Change Order New Item Explanations

vi. Click the Save button. (Figure 8-27)

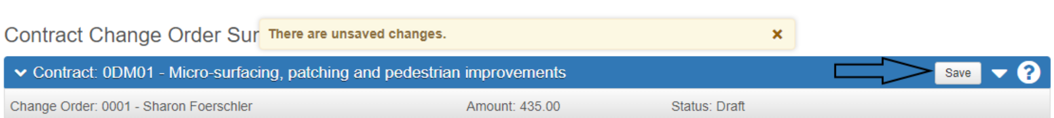


Figure 8-27. Contract Change Order Save button.

vii. Verify the correct Funding was selected by comparing it to the Proj - Descr in the item header (Figure 8-23). If the Funding and Proj - Descr do not match, update the Funding field.

viii. Click the Save button (Figure 8-27) if changes were made to the Funding field.

d. **New Items tab: Contract Items -** This is to add an original contract item (with original unit price) to another project/category where the item isn't currently associated.

i. Select the New Items tab. (Figure 8-31)

ii. Under the Contract Items section, click the Select Contract Items button. (Figure 8-31)

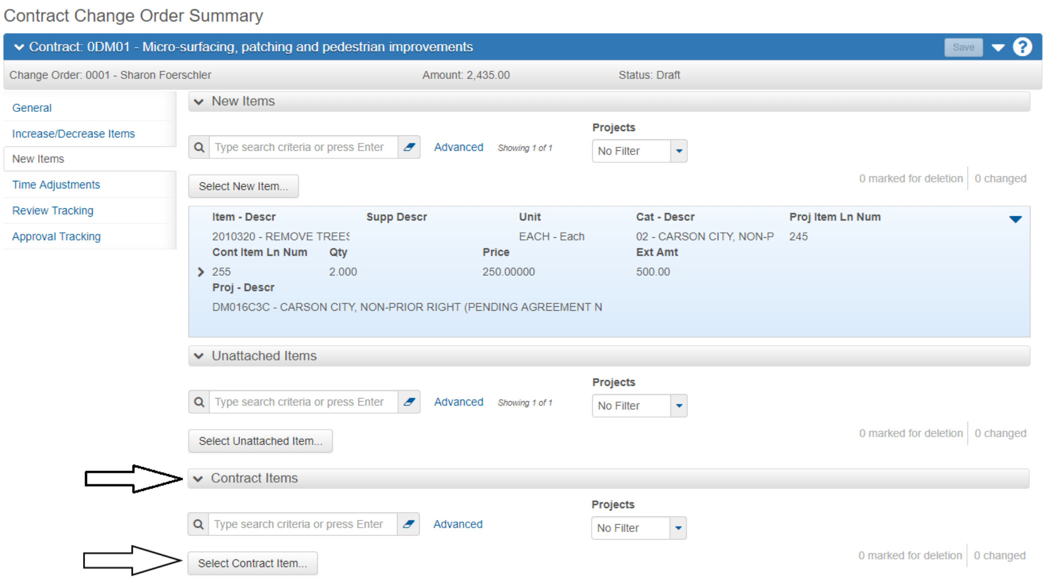


Figure 8-28. Contract Change Order Summary: Contract Item

iii. In the Items field, search for item(s) using Item Number, Keywords, or just hit Enter to bring up the full list. (Figure 8-32)

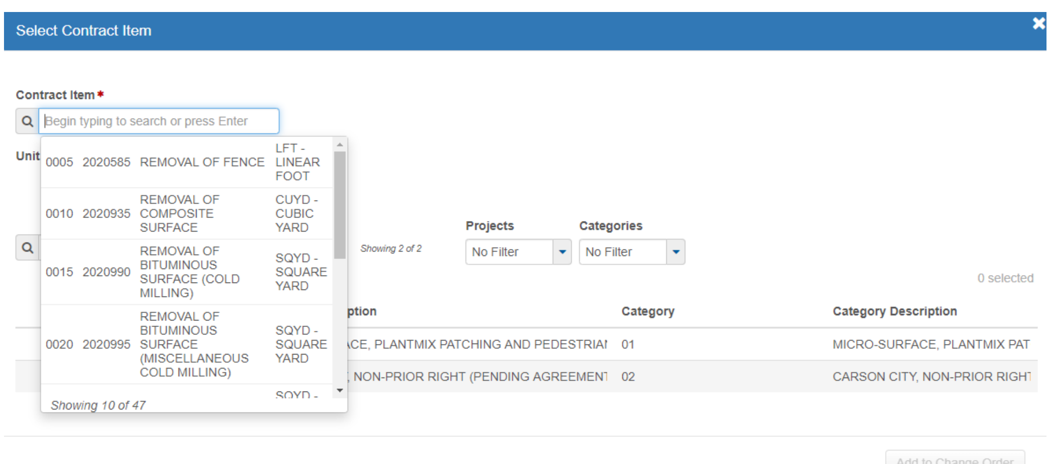


Figure 8-29. Select Contract Item Search box

iv. Select the Project(s)/Category(ies) the item will be associated to (only project(s)/category(ies) will display where the item isn't already associated), then click the Add to Change Order button. (Figure 8-33)

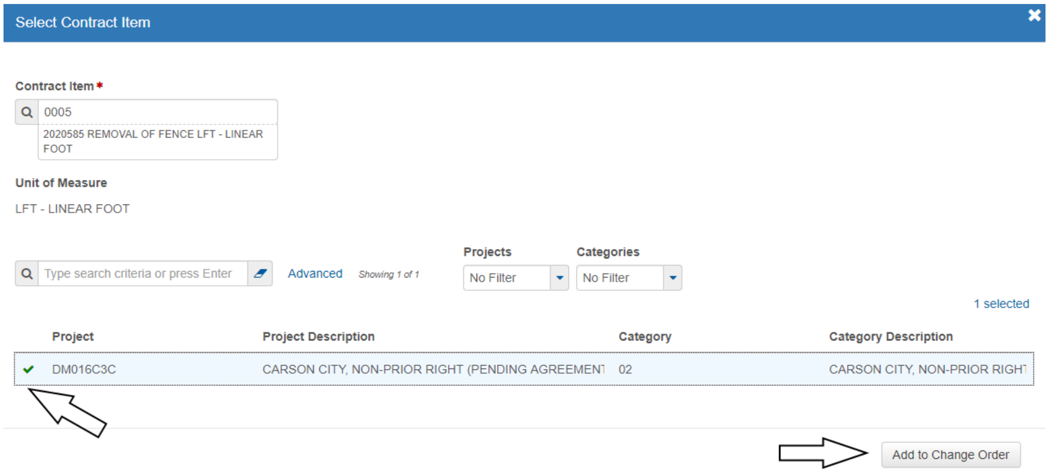


Figure 8-30. Select Contract Item

v. Follow the same steps as adding a new item to complete the Contract Item details. (Steps 9.c.v - 9.c.viii in this section, Figures 8-22 through 8-27)

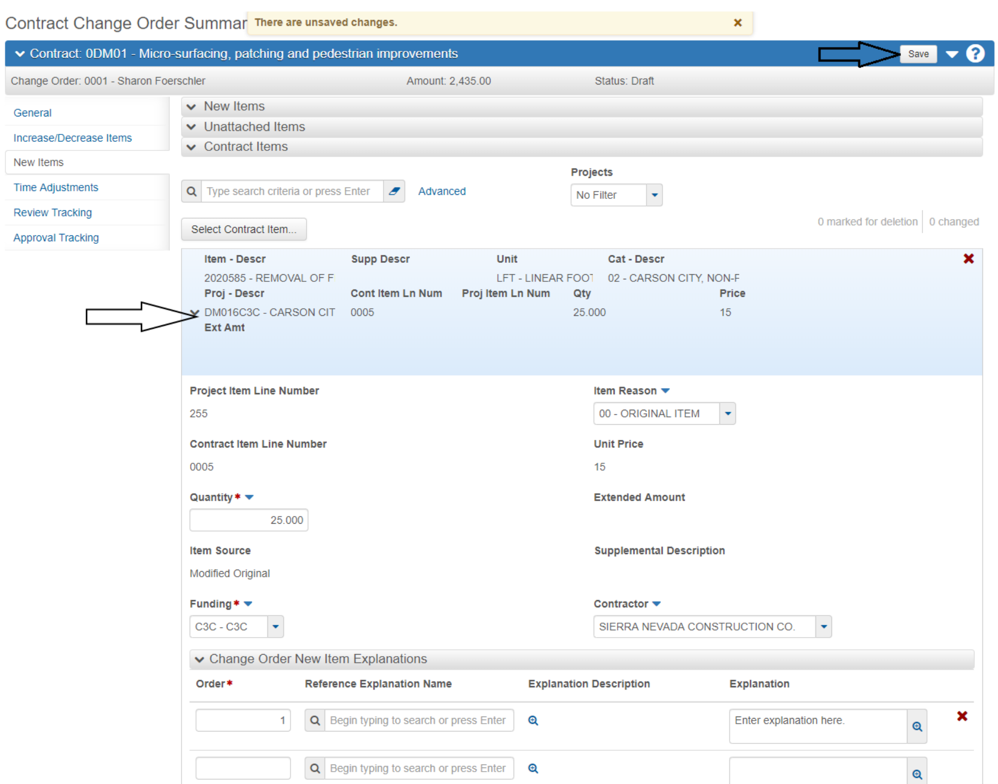


Figure 8-31. Contract Change Order Summary: Contract Item Detail

vi. Click the Save button. (Figure 8-34)

e. **Time Adjustments tab**

i. Select the Time Adjustments tab. (Figure 8-35)

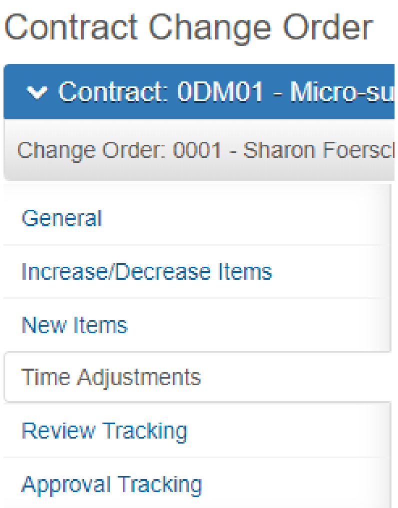


Figure 8-32. Time Adjustments tab

ii. Click the Select Contract Time button. (Figure 8-36)

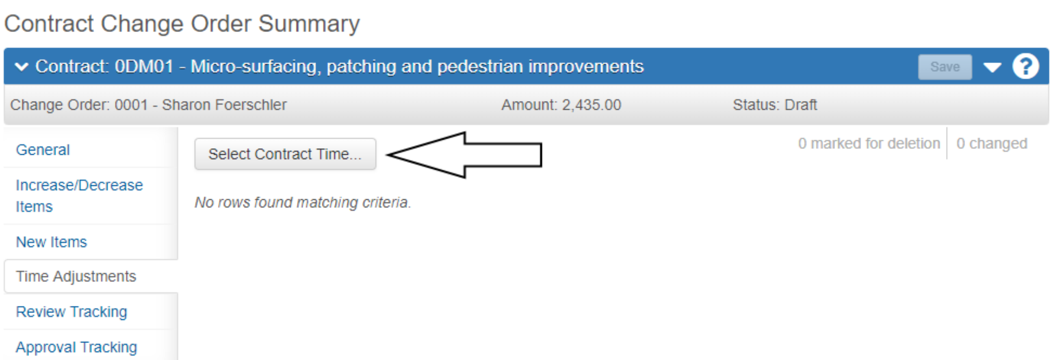


Figure 8-33. Time Adjustments Select Contract Time button

iii. In the search box, enter the Contract Time and hit enter on the keyboard, or click the Show first 10 hyperlink. (Figure 8-37)

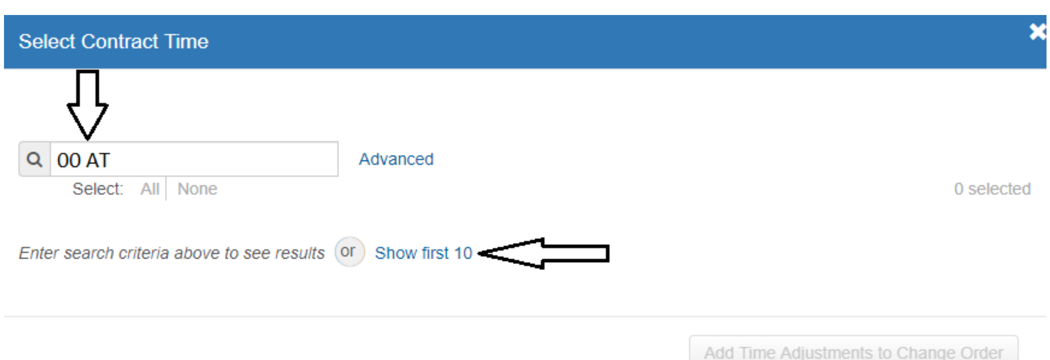


Figure 8-34. Select Contract Time

iv. Select the contract Time ID and then click the Add Time Adjustments to Change Order button. (Figure 8-38)

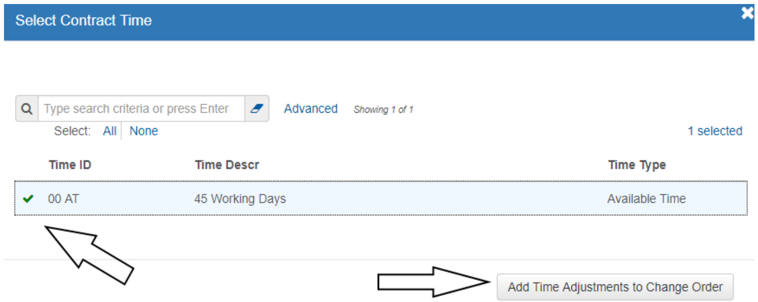


Figure 8-35. Select Contract Time with Search Results

v. Add or subtract working days in the Adjustment Time Units field. (Figure 8-39)

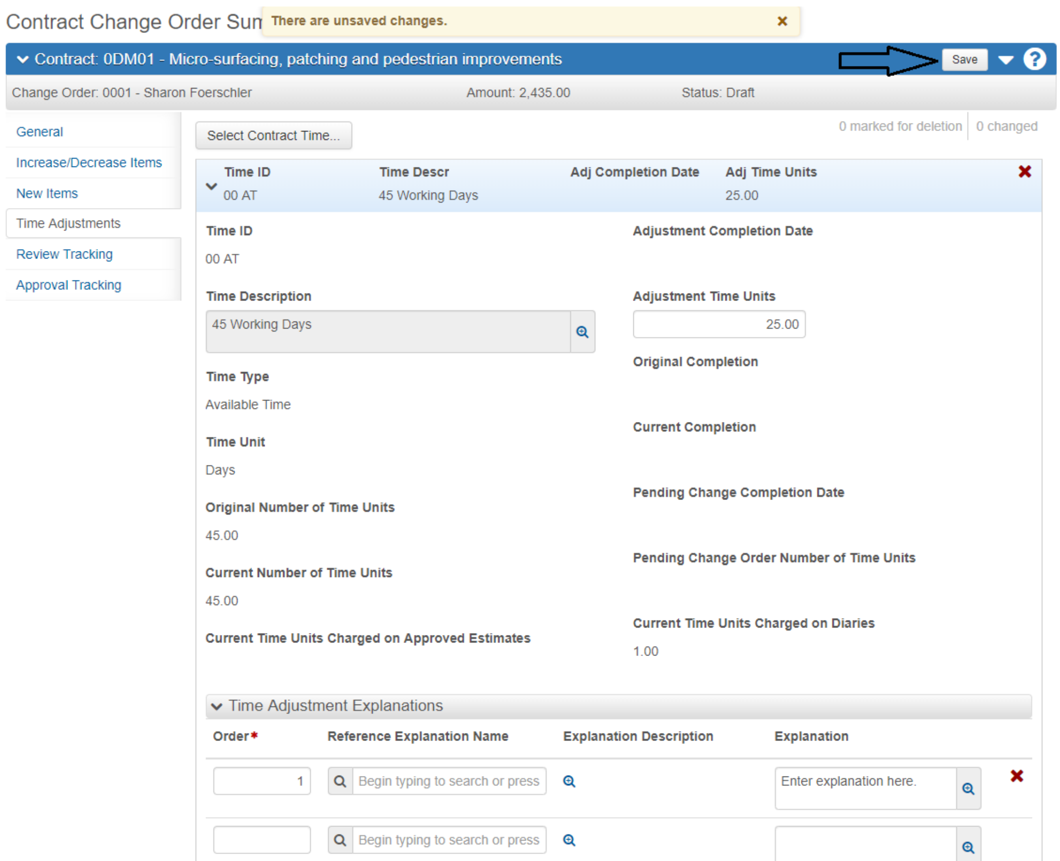


Figure 8-36. Contract Change Order Summary: Time Adjustment Details

vi. Under the Time Adjustment Explanations section, enter Order number (starting with 1) and an Explanation explaining the time adjustment. (Figure 8-39)

vii. Click the Save button. (Figure 8-39)

f. **Review Tracking Tab:** This is the area where the appropriate Assistant Construction Chief and Construction Admin staff are REQUIRED to be added for the Change Order review process. The Change Order cannot be approved until both of the Reviewers have Approved their reviews.

i. Select the Review Tracking tab. (Figure 8-40)

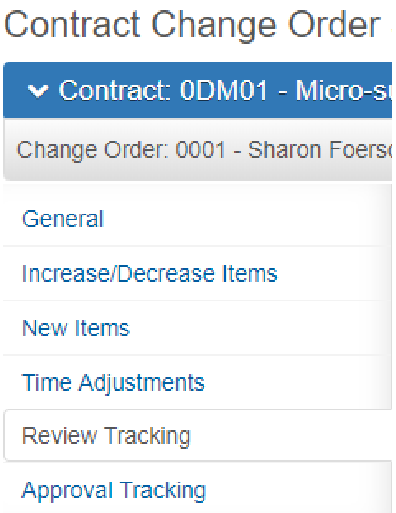


Figure 8-37. Contract Change Order Summary: Review Tracking tab

ii. Click the Select Reviewers button. (Figure 8-41)

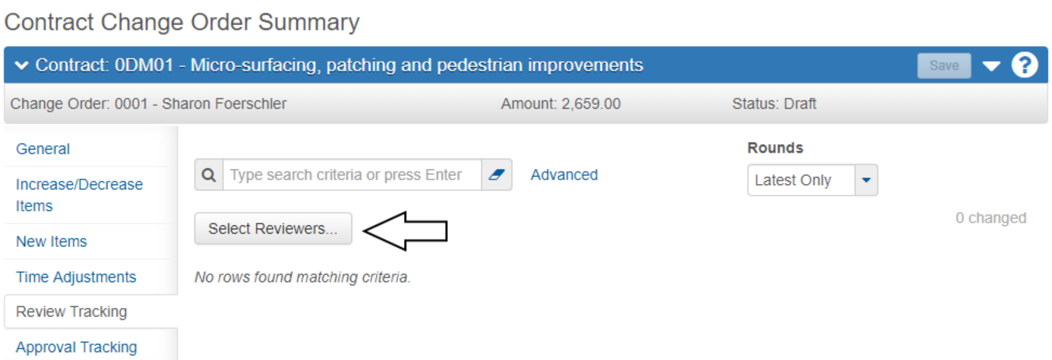


Figure 8-38. Review Tracking: Select Review button

iii. Using the Search box, type in the name of the appropriate Construction Administration's Staff 2 and click the User Name to select them. (Figure 8-42)

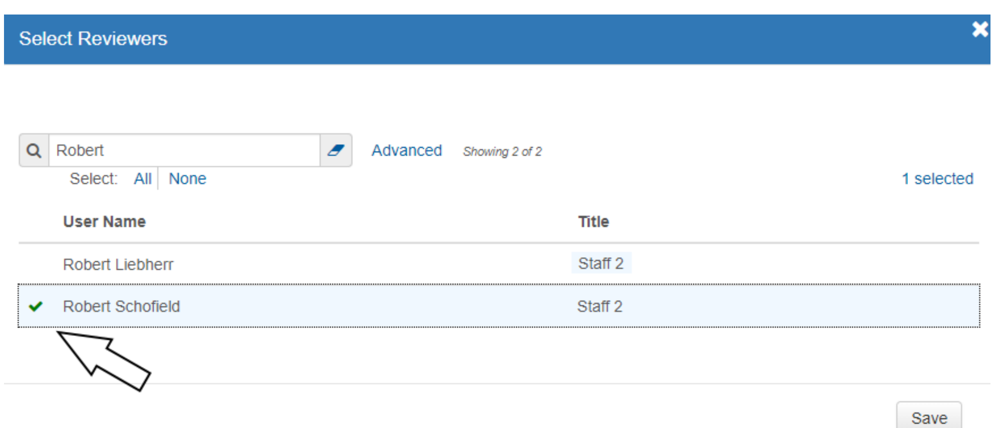


Figure 8-39. Select Reviewers: Construction Administration's Staff 2

iv. In the same screen, using the Search box, delete previous entry and type in the name of the appropriate Assistant Construction Engineer. Then click the User Name to select them. (Figure 8-43)

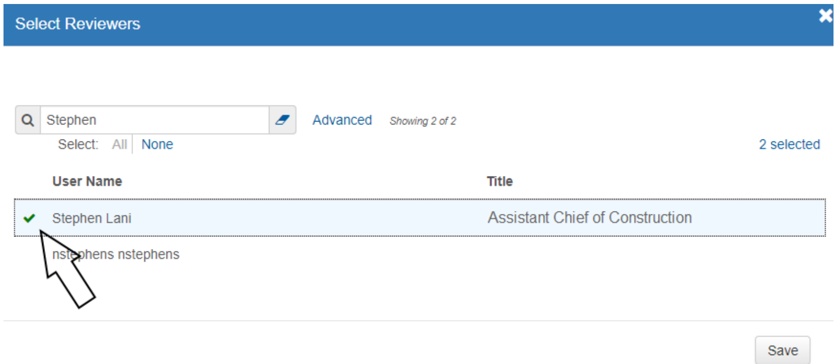


Figure 8-40. Select Reviewers, Construction Administration's Assistant Chief

v. The upper right corner of the screen now shows 2 selected. Click the Save button. (Figure 8-44).

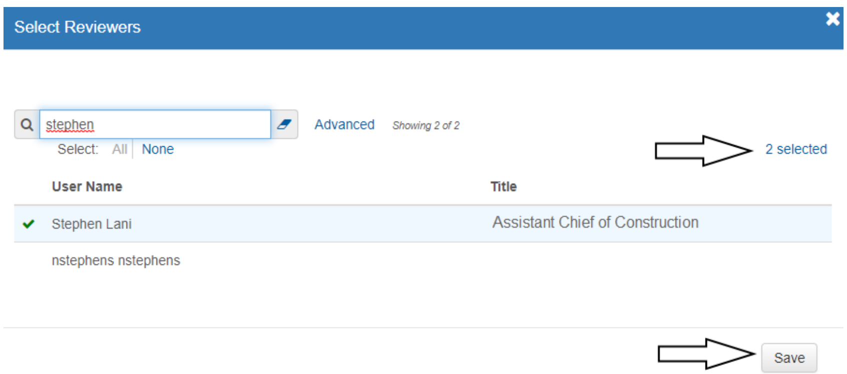


Figure 8-41. Select Reviewers Save Button

> ***Note:*** *At this point the selected Reviewers will receive an email notifying them that the Change Order is ready to review. They will perform a review of the Change Order and Reject or Approve the review.*

> ***Note:*** *If the Change Order review is Rejected by either of the Reviewers the Change Order automatically gets set to a 'Rejected' status. It must be set back to a 'Draft' status by the Crew Office so updates can be completed. Follow the steps in the Section, Setting a Change Order Back To a Draft Status, in this Chapter.*

> ***Note:*** *If the Change Order review is Approved by both Reviewers the Change Order automatically advances to the 'Pending Approval' status. Follow the steps in the Section, Change Order Report Generation, in this Chapter to complete the Change Order process.*

g. **Approval Tracking tab:** NDOT will not be utilizing this screen. It is informational only, due to the signature process remaining outside of AWP. (Figure 8-45)

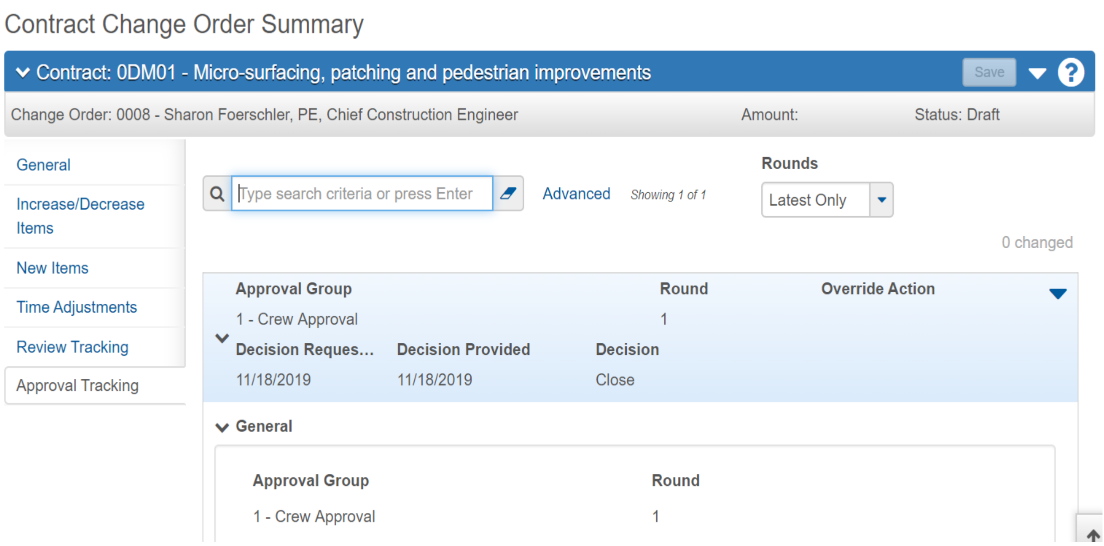


Figure 8-42. Contract Change Order: Approval Tracking Tab

SETTING A CHANGE ORDER BACK TO A DRAFT STATUS

If a Change Order review has been Rejected or a Change Order needs to be edited after it is in a Pending status (Pending Review or Pending Approval) it must be set back to a 'Draft' status so updates can be completed.

1. Navigate to the Contract's Change Order tab (See Section, Steps To Create a Change Order, Steps 1 - 5 in this Chapter).
2. Go to the Change Order Component Actions Menu and select Change to Draft. (Figure 8-46)

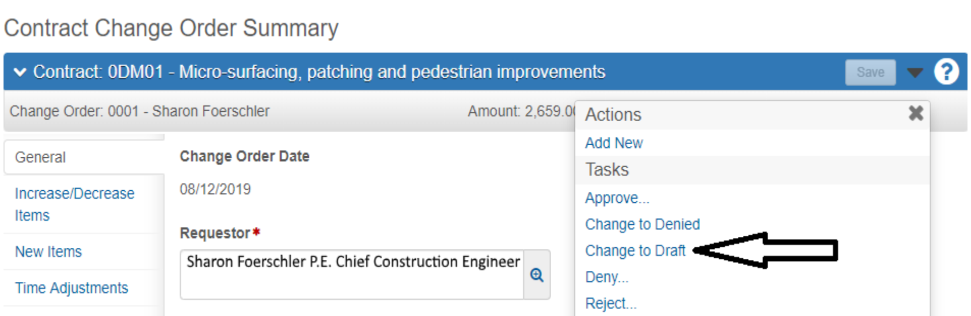


Figure 8-43. Set Change Order to Draft

3. Make the appropriate updates to the Change Order and click the Save button. (Figure 8-47)

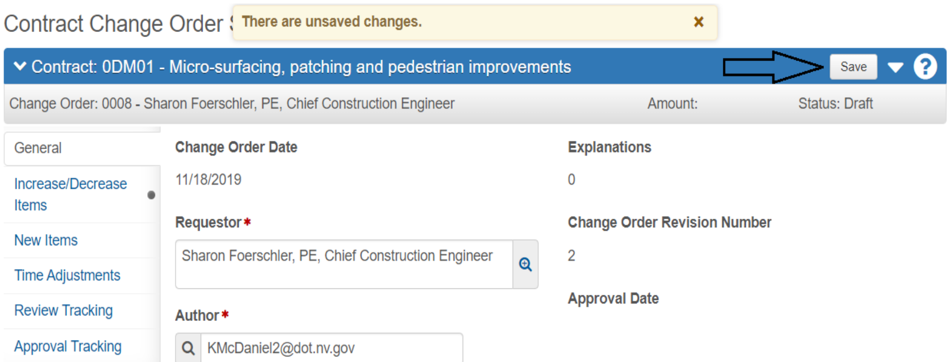


Figure 8-44. Change Order Save Button

4. The Review Process must be completed again so the Change Order can advance to the 'Pending Approval' status. Click the Review Tracking Tab. (Figure 8-48)

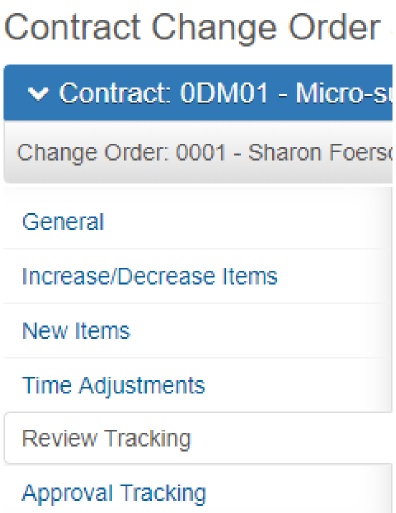


Figure 8-45. Contract Change Order Summary: Review Tracking tab

5. Click the Select Reviewers button. (Figure 8-49)

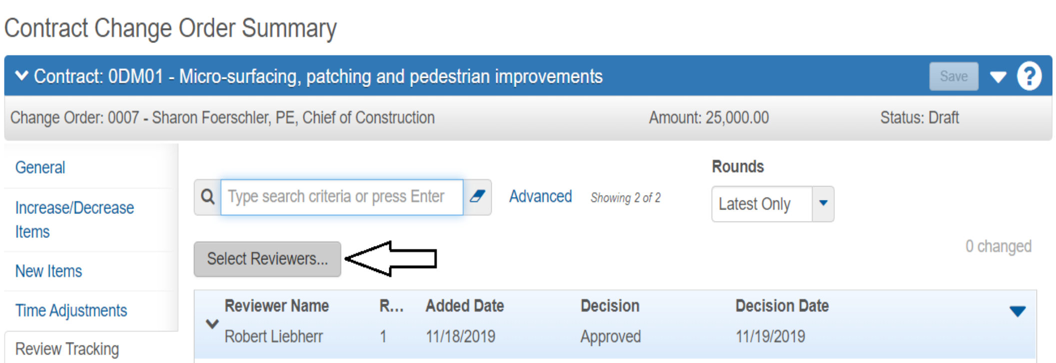


Figure 8-46. Review Tracking: Select Review button

6. Using the Search box, type in the name of the appropriate Construction Administration's Staff 2 and click the User Name to select them. (Figure 8-50)

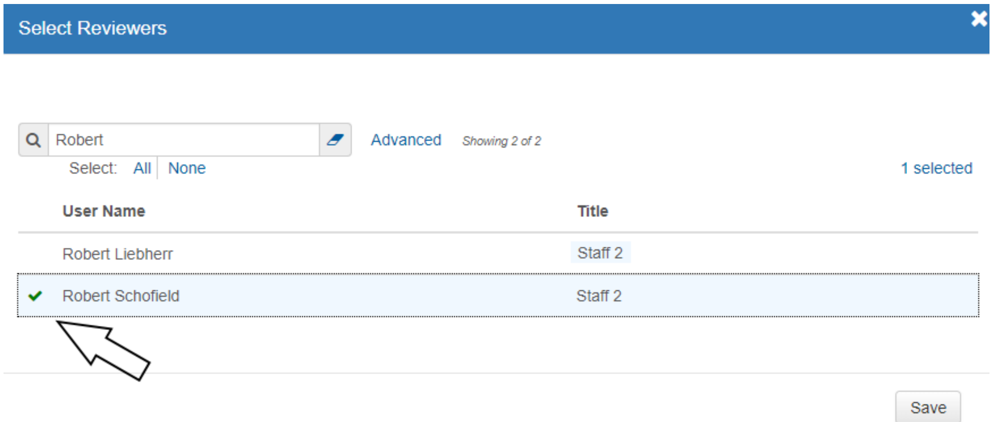


Figure 8-47. Select Reviewers: Construction Administration's Staff 2

7. In the same screen, using the Search box, delete previous entry and type in the name of the appropriate Assistant Construction Engineer. Then click the User Name to select them. (Figure 8-51)

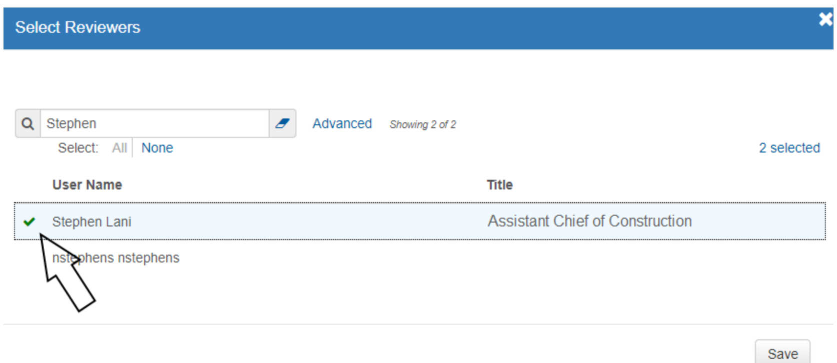


Figure 8-48. Select Reviewers, Construction Administration's Assistant Chief

8. The upper right corner of the screen now shows 2 selected. Click the Save button. (Figure 8-52).

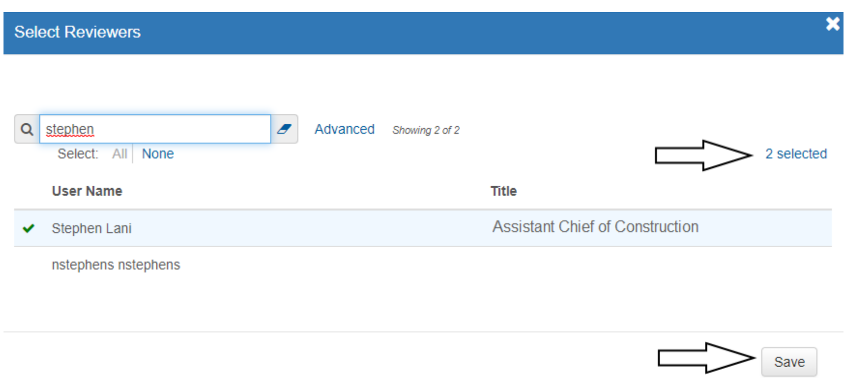


Figure 8-49. Select Reviewers Save Button

> ***Note:*** *At this point the selected Reviewers will receive an email notifying them that the Change Order is ready to review again. They will perform a review of the Change Order and Reject or Approve the review.*

> ***Note:*** *Each time a Change Order is set back to a Draft status and updates are done, the Review Tracking process MUST be completed.*

CHANGE ORDER REPORT GENERATION

When a Change Order is in a status of Pending Approval (both Reviewers have Approved their review) it is ready to have the Change Order report generated and saved to the appropriate Contract Files directory so it can be routed through DocuSign for signatures.

1. Navigate to the Contract's Change Order tab (See Section, Steps To Create a Change Order, Steps 1 - 5) in this Chapter.
2. Click the Contract Change Order Component Actions Menu drop-down and select Change Order Report under Reports. (Figure 8-53)

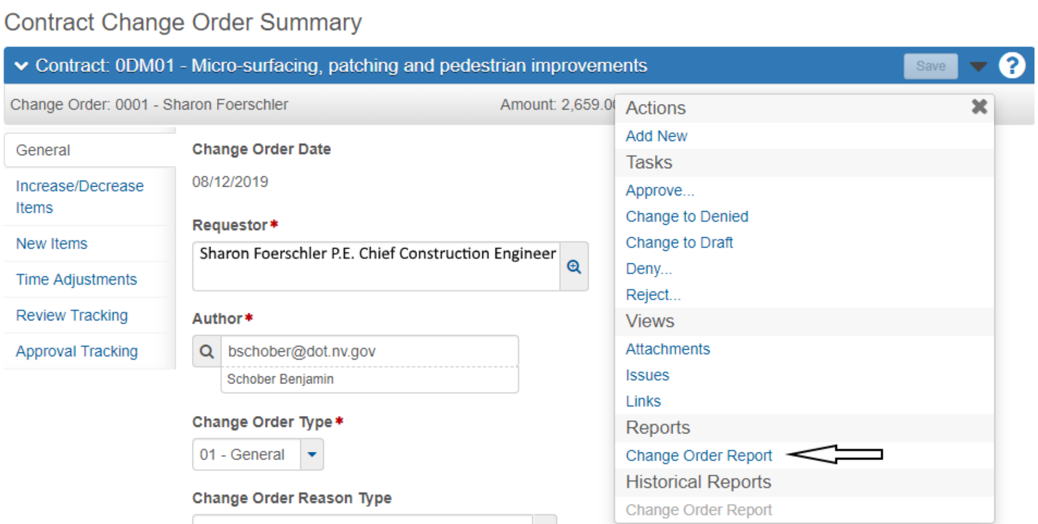


Figure 8-50. Contract Change Order Component Row Action Drop-down

3. Accept all default values and click the Execute button. (Figure 8-54)

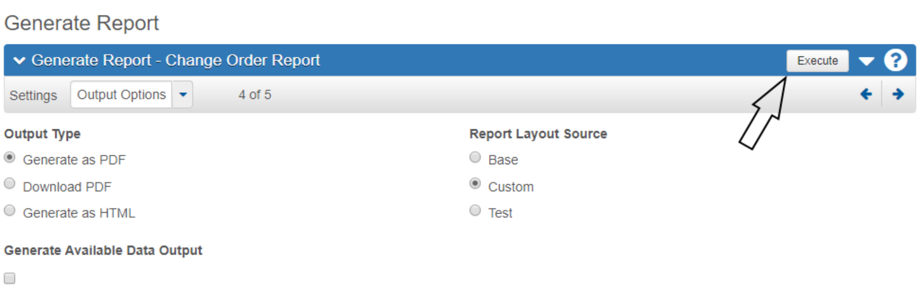


Figure 8-51. Contract Change Order Generate Report - Change Order Report

4. The Change Order Report opens in a new browser window. (Figure 8-55)

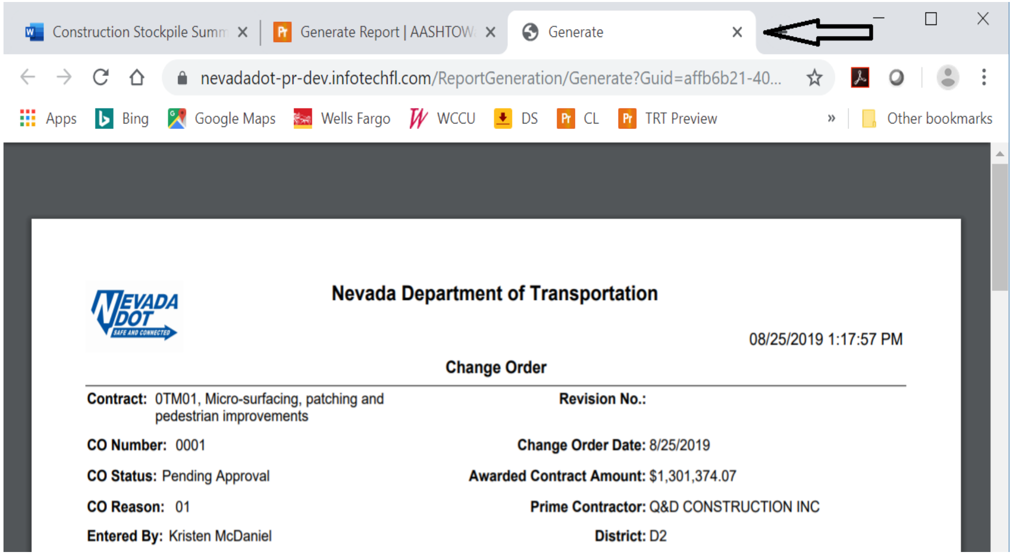


Figure 8-52. Change Order Report

5. Print the Change Order Report to a PDF file, following the browser print options, and save to the appropriate Contract Files\Contract\05 CO directory.
6. Close the browser tab.
7. Click the Previous button to return back to the Change Order. (Figure 8-56)

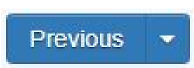


Figure 8-53. Previous Button

8. Route the Change Order Report for signatures via DocuSign, according to Chapter 3 of the Documentation Manual.

APPROVING A CHANGE ORDER

Once a Change Order has been routed through DocuSign for the required approval signatures it needs to be Approved in AWP to process related payments.

> ***Note:*** *The following steps can only be completed after the signed (executed) Change Order has been received from DocuSign and is saved to the appropriate Contract Files\Contract\05 CO directory.*

1. Navigate to the Contract's Change Order tab (See section, Steps To Create a Change Order, Steps 1 - 5 in this Chapter).
2. Select the Change Order to approve and click the CO Num hyperlink. (Figure 8-57)

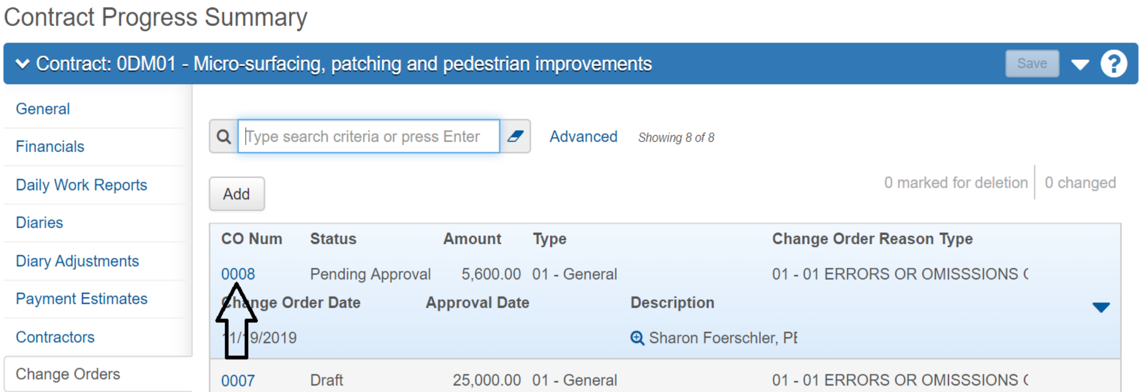


Figure 8-54. Contract Progress Summary, Change Order List

3. Go to the Contract Change Order Summary Component Row Actions drop-down and click Attachments. (Figure 8-58)

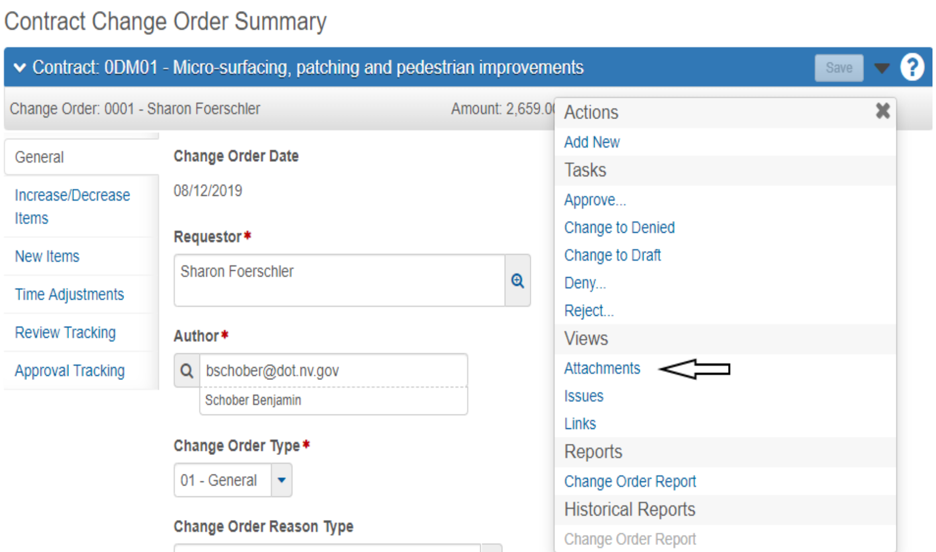


Figure 8-55. Contract Changer Order Summary Row Actions Drop-down

4. Click the Select File button. (Figure 8-59)

Figure 8-56. Attachments For Change Order Select File Button

5. Go to the appropriate Contract Files\Contract\05 CO directory and select the packet containing the appropriate supporting documentation. In the case of a General Type Change Order, the only file that will be attached to the Change Order is the DocuSign packet containg the Cover Letter and Executed AWP Change Order. In the case of an Administrative, Type Change Order, the only file that will be attached is the Executed AWP Change Order. Refer to the *AWP Documentation Manual, Chapter 3, Change*

Orders and Letters of Authorization, Section, Change Order Execution Workflow for details. Then click the Open button. (Figure 8-60)

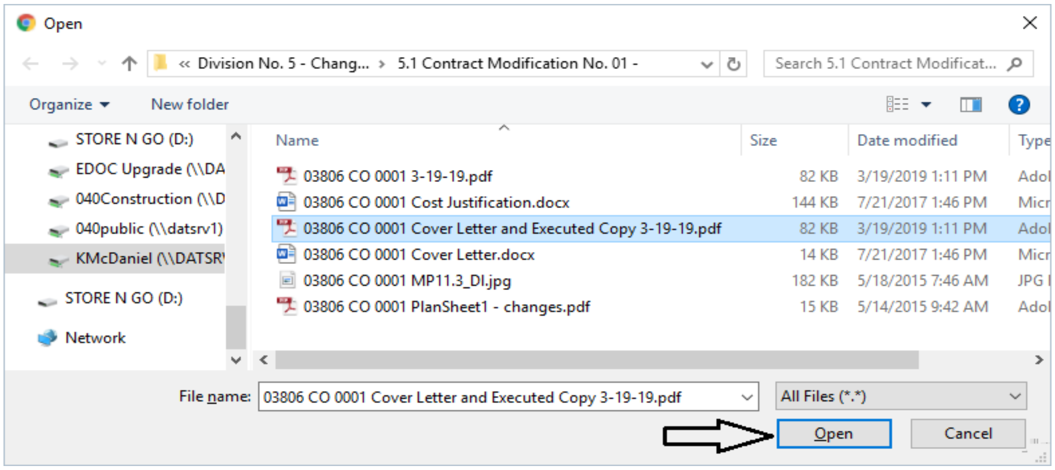


Figure 8-57. Contract Change Order Attachments File Selection Window

6. Enter a Description and click the Save button. (Figure 8-61)

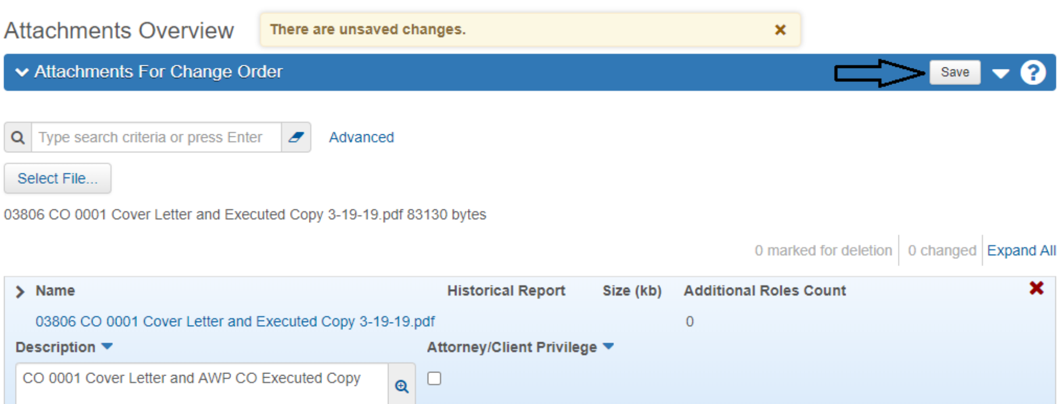


Figure 8-58. Contract Change Order Attachment Comment and Save

7. To navigate back to the Change Order, click the Previous button. (Figure 8-62)

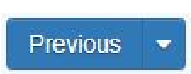


Figure 8-59. Previous Button

8. In the Contract Change Order Component Actions Menu, select Approve.... (Figure 8-63)

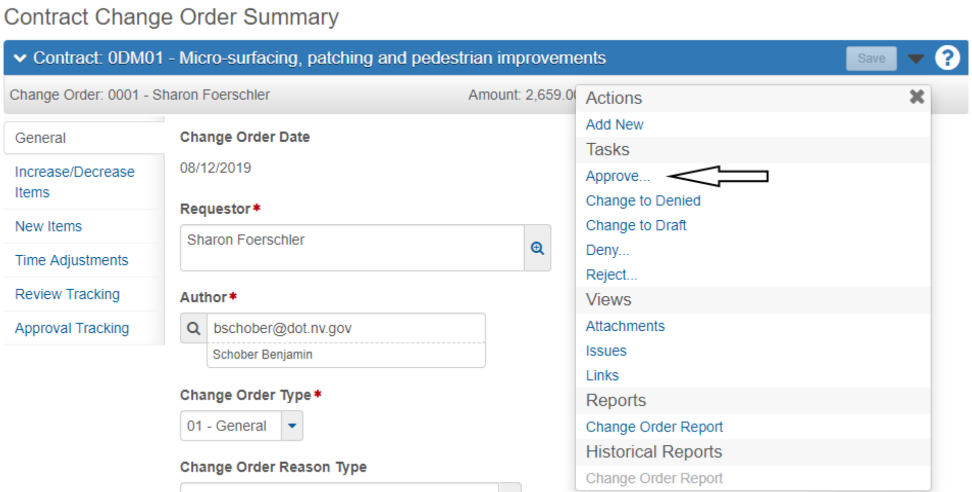


Figure 8-60. Approving a Contract Change Order

> ***Important:*** *If the Approved Change Order added a new bid item and/or increased an existing bid and the item(s) Current Extended Amount (current quantity x item unit price) is $50,000 or more then the item(s) MUST be marked as a Major item. Refere to Chapter 4, Contract Items, Section, Marking a Contract Item As a Major Item, in this user guide for details.*

DELETING OR DENYING A CHANGE ORDER

A Change Order can be deleted only if it is the last Change Order created and it is in Draft status. If a Change Order is NOT the last one created but it is no longer needed it can be Denied, it will be shown with a Denied status and the Change Order number will NOT be re-used. A Change Order can be Denied from any status (Draft, Pending Review and Pending Approval).

DELETE A CHANGE ORDER

1. Navigate to the Contract's Change Order tab (See section, Steps To Create a Change Order, Steps 1 - 5 in this Chapter). It must be the last Change Order created.
2. In the Change Order Row Actions Menu, select Delete. (Figure 8-64)

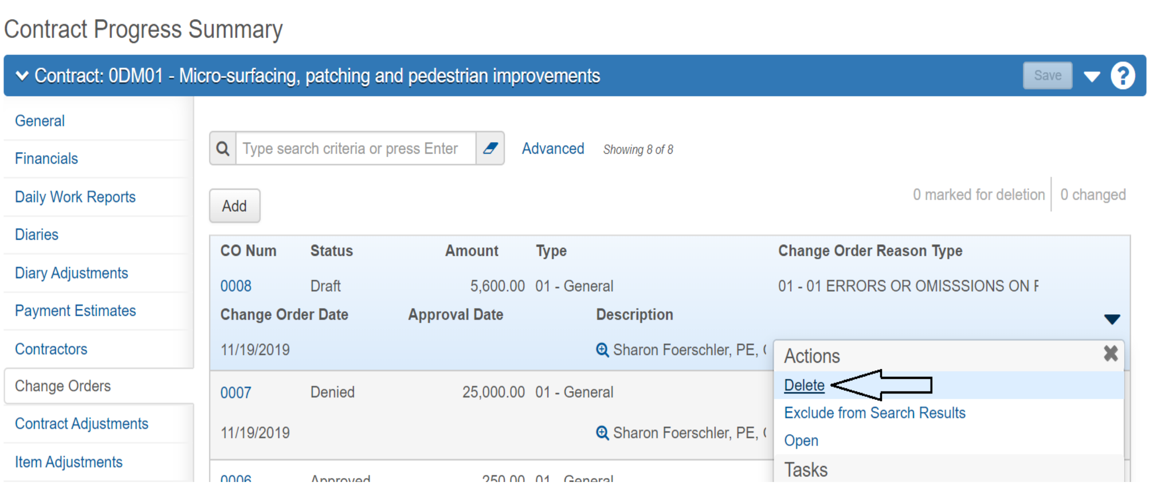


Figure 8-61. Change Order Delete

3. Click the Save button. (Figure 8-65)

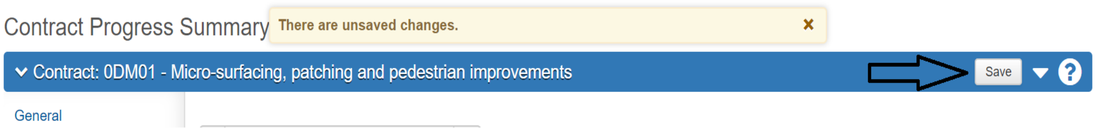


Figure 8-62. Contract Progress Summary Save Button

DENYING A CHANGE ORDER

1. Navigate to the Contract's Change Order tab (See section, Steps To Create a Change Order, Steps 1 - 5 in this Chapter).
2. Select the Change OrderRow Actions Menu on the Change Order that is no longer needed, then select Change to Denied. (Figure 8-66)

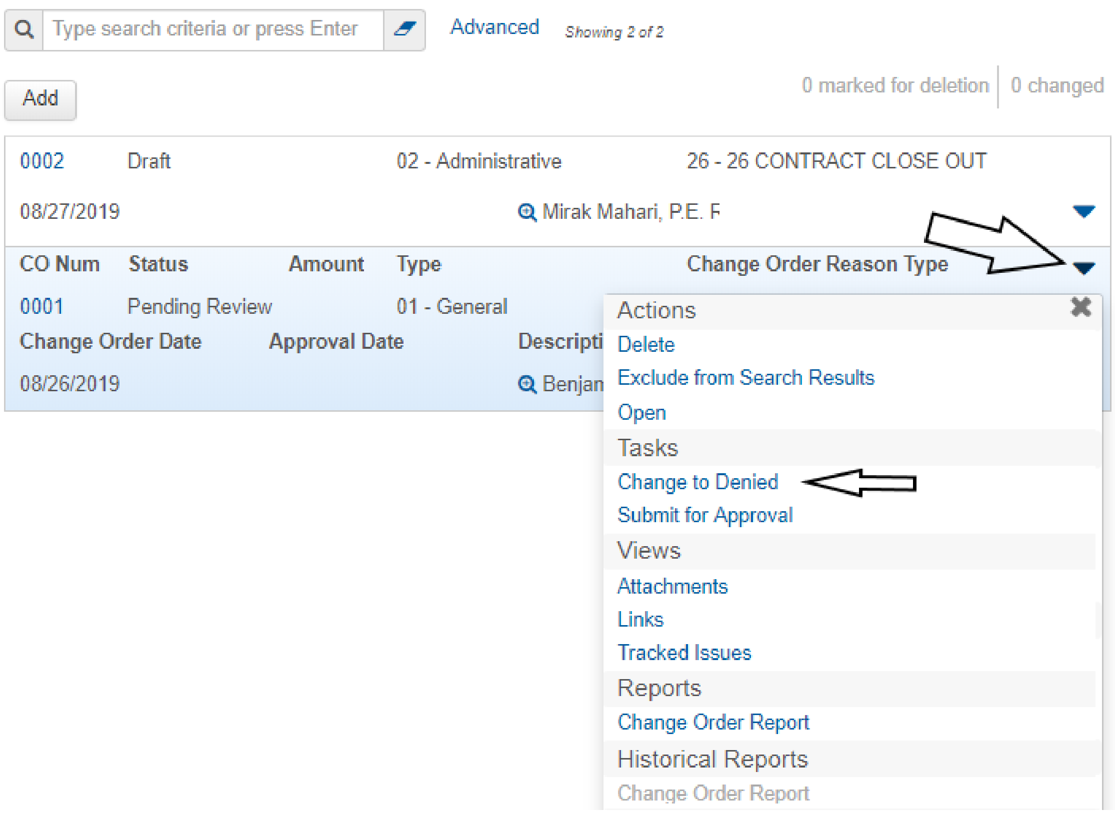


Figure 8-63. Change Order Row Actions Menu

3. Click the Save button. (Figure 8-67)

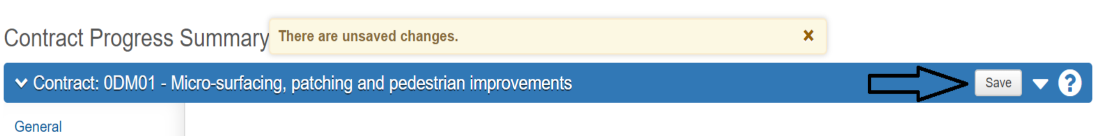


Figure 8-64. Contract Progress Summary Save Button

PAYMENT ESTIMATES

This chapter contains the following sections:

A payment estimate is an estimated payment to the contractor for work performed on a contract. An AWP payment estimate includes the following:

- DWR item postings that have not been paid in a prior estimate but are approved.
- The maximum allowable amount that can be paid for each Major item (>$50,000) based on NDOT's overrun criteria ($100,000 or 100%). The overrun is calculated at the item's project/category level.
- Payment Adjustments (Liquidated Damages or Penalties)*
- Other Item Adjustments for Insufficient Materials for items with deficient/missing certifications**
- Retainage calculations based on NDOT's Standard Specifications
- Liquidated Damages for Main Site Time overruns
- Stockpile transactions
- Price Indexes (Fuel and Asphalt Escalations)

The estimate process also calculates the Site Time charges for the contract. For working day sites, AWP bases its calculations on Daily Diary records within the pay period. For completion date sites, AWP bases the calculations on the date of the estimate.

*The AWP software allows for Payment Adjustments within a payment estimate (supporting documentation is REQUIRED). These adjustments will allow NDOT Construction Crews to assess liquidated damages for the following: Environmental issues, Material discrepancies where the item's unit price is NOT changed, Traffic and Lane Closures, and Penalties for Labor Compliance, thus eliminating the creation and processing of a Change Order. Refer to Chapter 24, Progress Payments, in the Documentation Manual, for details. The software also automatically calculates Price Indexes for Fuel and Asphalt Escalation payment or decrement amounts. NDOT's Fuel and Asphalt Escalations will be automatically calculated on each estimate (starting with estimate number one) using the System-Generated Quantity-Based Item Adjustments.

**The AWP software automatically withholds payment on items with deficient and/or missing material certifications. This automatic process uses a Material Certification (Cert) Sample, where the crew office creates a Sample Record and attaches a copy of the material certification. This Cert Sample is reviewed and approved by the Material Division, Lab Services (Carson City) staff. Refer to the *AWP Cert Sample Record Creation* document located in the *AWP Materials User Guides* SharePoint location for details.

> ***Important:*** *ALL contracts will use the AWP Payment Estimate Review and Approval process to obtain signatures on Payment Estimates. Routing a payment estimate through DocuSign is no longer an option for obtaining approval signatures.*

ADDING A PAYMENT ESTIMATE

1. Confirm current role is set to NV L1 Estimate Generator. (Figure 9-1)

Figure 9-1. Current Role

2. From the Home page, click Contract Progress under the Construction component. (Figure 9-2)

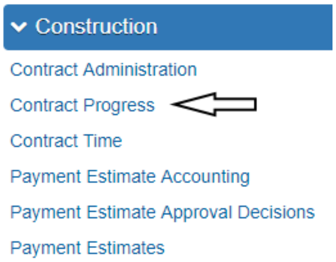


Figure 9-2. Construction Component

3. In the search box, enter the Contract Number, or click Show first 10. (Figure 9-3)

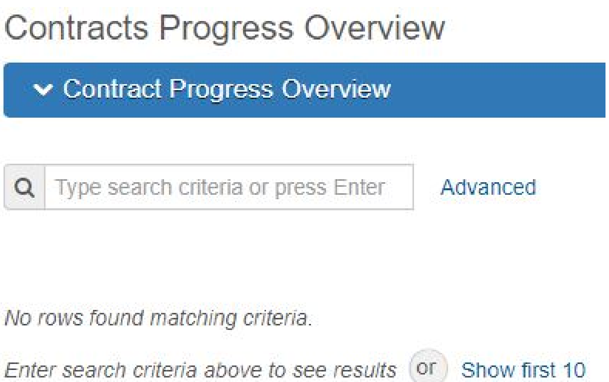


Figure 9-3. Contract Progress Overview

4. Click the Contract number hyperlink. (Figure 9-4)

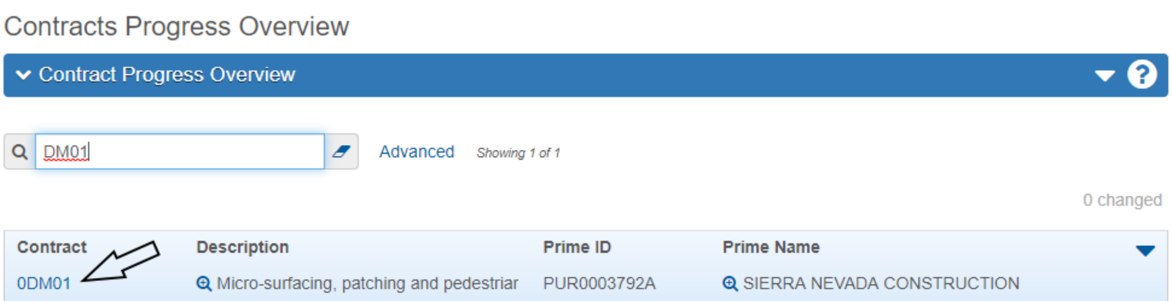


Figure 9-4. Contract Progress Overview with Results

5. Click the Add Payment Estimates button. (Figure 9-5)

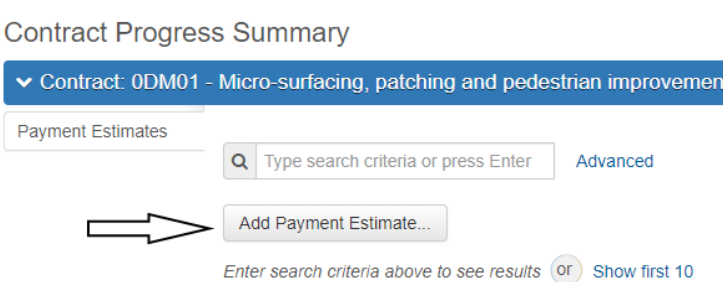


Figure 9-5. Contract Progress: Add Payment Estimate

6. Select the estimate Type from the drop-down and enter the cut off date in the Period End Date field. (Figure 9-6)

> ***Important:*** *Never use the Final-Final option.*

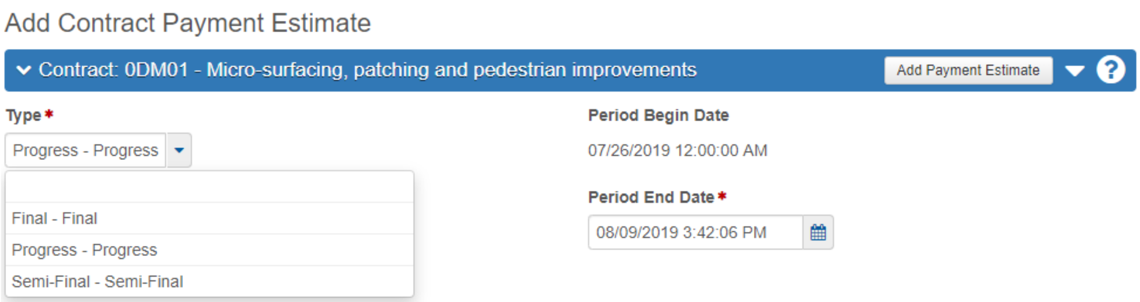


Figure 9-6. Add Contract Payment Estimate: Type and Cutoff

7. Click the Add Payment Estimate button. (Figure 9-7)

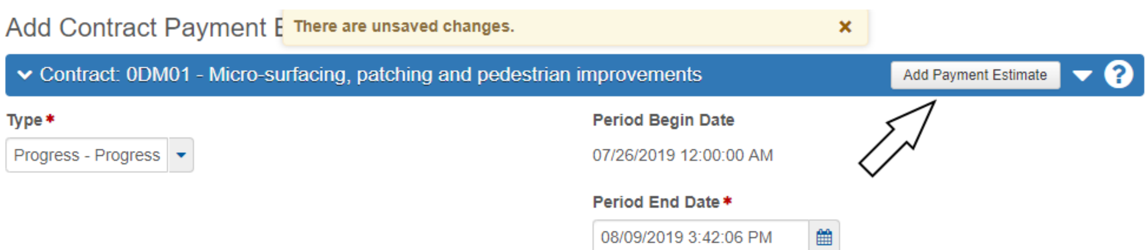


Figure 9-7. Add Contract Payment Estimate: Add button

8. It may take a few moments for the Add Payment Estimate process to start. A green box will appear stating when the process is started. (Figure 9-8)

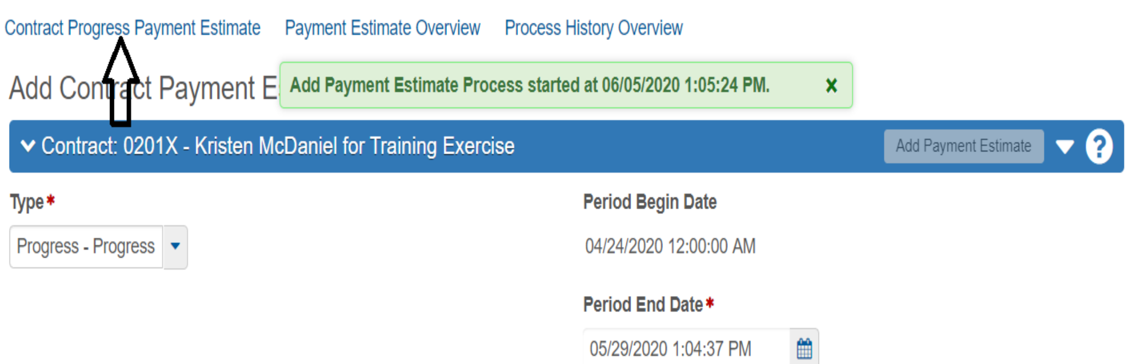


Figure 9-8. Payment Estimate Process Started

9. Click on the Contract Progress Payment Estimate Quick Link to view the completed Payment Estimate. (Figure 9-8)
10. In the search box, enter the Payment Estimate Number, or click Show first 10. (Figure 9-9) It can take up to a minute for the Payment Estimate process to complete. If you do not see the estimate after clicking on the Contract Progress Payment Estimate Quick Link, click on the Browser's Refresh icon to refresh the web page.

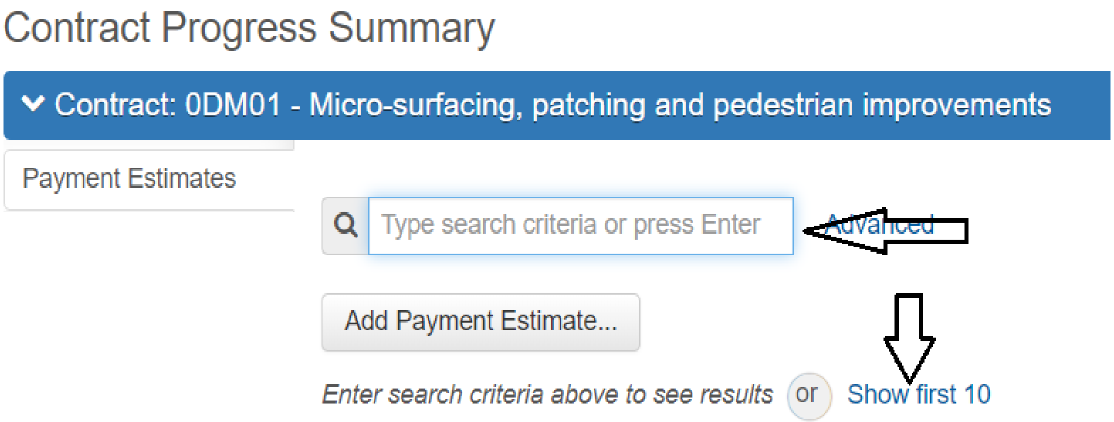


Figure 9-9. Contract Progress Summary: Show Estimate

> ***Note:*** *If Payment Estimate does not display in the Payment Estimate list within a couple of minutes, it is an indication that an error occurred. Follow these steps to open the AddPaymentEstimate.log to view error message(s):*

a. Click the Global Actions button and then select Open Process History. (Figure 9-10)

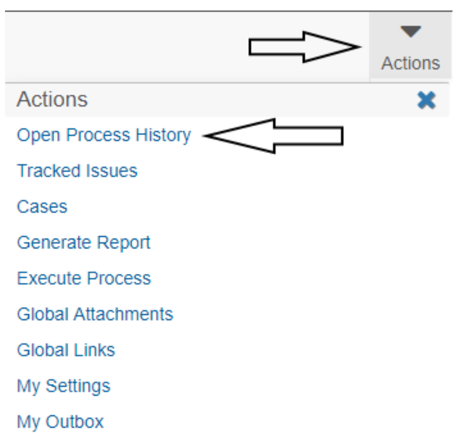


Figure 9-10. Open Process History

b. A time will display under Finish Time when the process is completed. (Figure 9-11)

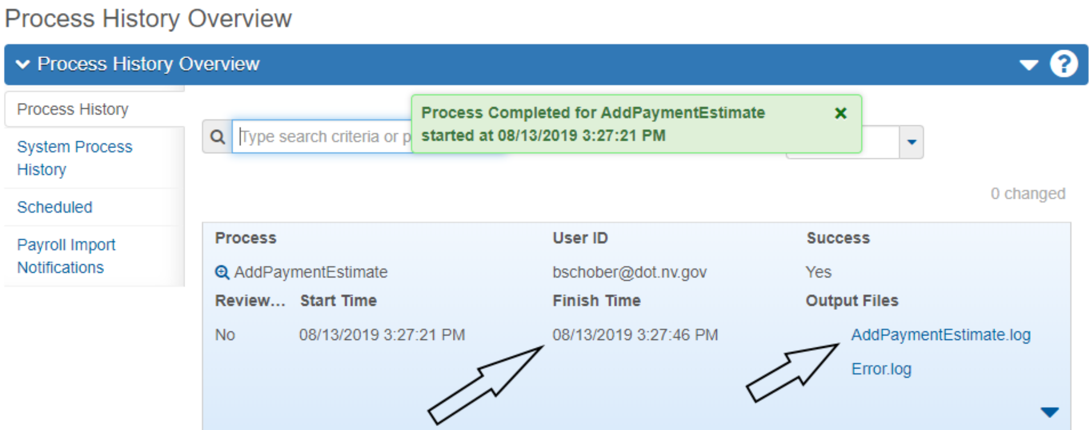


Figure 9-11. Process History Overview

c. Click the AddPaymentEstimate.log hyperlink (Figure 9-11) and open the file. Reveiw the log file for the error(s) that prevented the Payment Estimate from completing.

d. Click the Previous button to return back to the Payment Estimate list. (Figure 9-12)

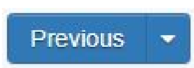


Figure 9-12. Previous Button

e. Fix the error(s) and follow the steps to Add the Payment Estimate again. Call Construction Admin for assistance if needed.

11. When the Payment Estimate record is displayed in the list, click the Estimate Number hyperlink. (Figure 9-13)

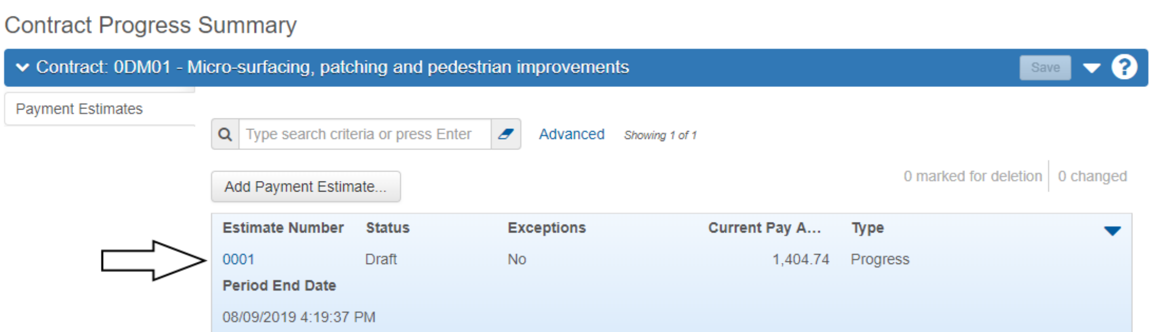


Figure 9-13. Contract Progress Summary: Estimate Number link

12. Review and complete the Contract Payment Estimate Summary tabs. (Figure 9-14)

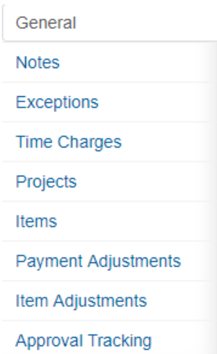
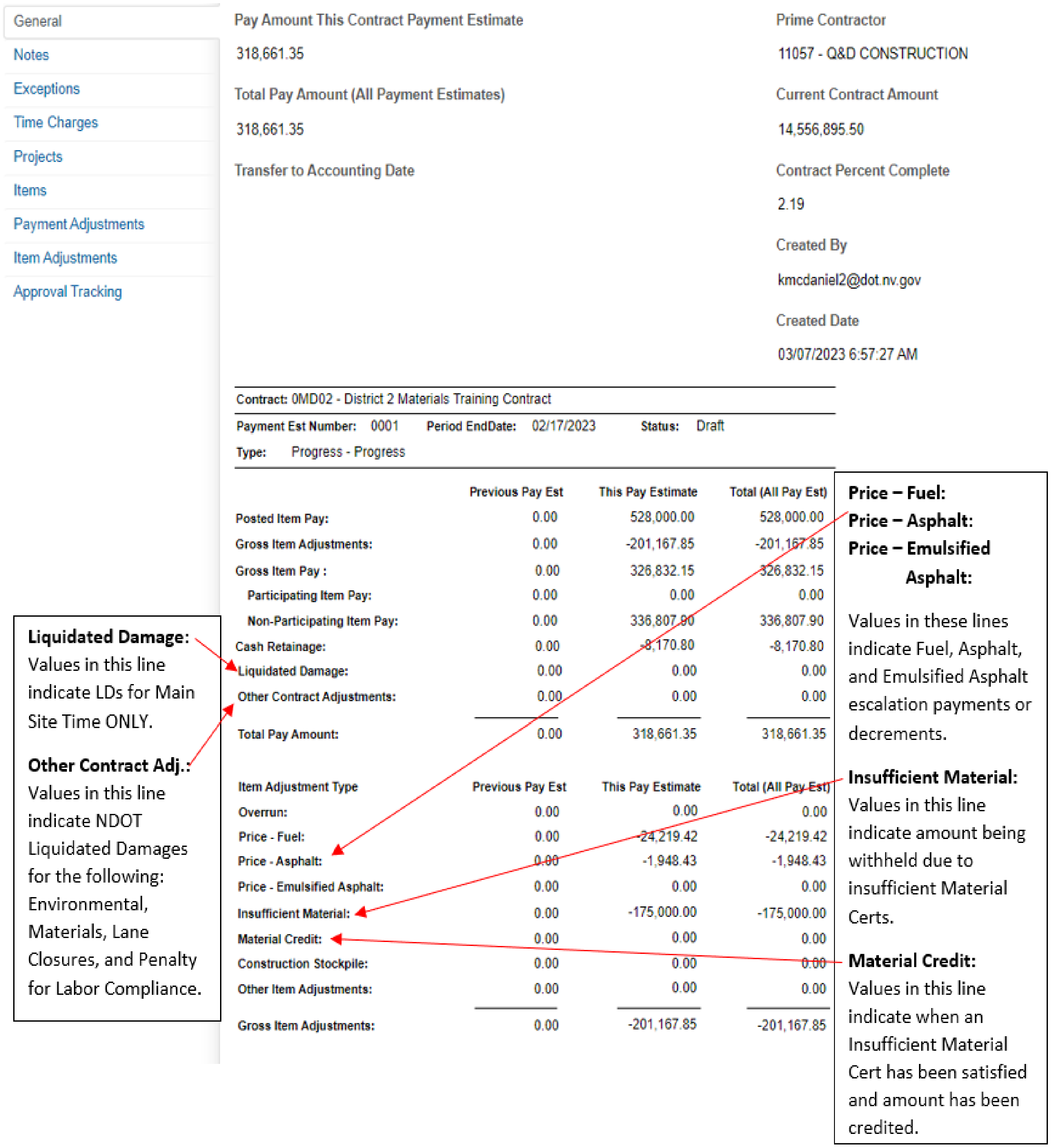


Figure 9-14. Contract Payment Estimate Summary tabs

a. **General Tab**: This tab is used to summarize the payment estimate. No data input. (Figure 9-15)



General
Notes
Exceptions
Time Charges
Projects
Items
Payment Adjustments
Item Adjustments
Approval Tracking

Pay Amount This Contract Payment Estimate
318,661.35

Total Pay Amount (All Payment Estimates)
318,661.35

Transfer to Accounting Date

Prime Contractor
11057 - Q&D CONSTRUCTION

Current Contract Amount
14,556,895.50

Contract Percent Complete
2.19

Created By
kmcdaniel2@dot.nv.gov

Created Date
03/07/2023 6:57:27 AM

Contract: 0MD02 - District 2 Materials Training Contract

Payment Est Number: 0001 Period EndDate: 02/17/2023 Status: Draft

Type: Progress - Progress

	Previous Pay Est	This Pay Estimate	Total (All Pay Est)
Posted Item Pay:	0.00	528,000.00	528,000.00
Gross Item Adjustments:	0.00	-201,167.85	-201,167.85
Gross Item Pay :	0.00	326,832.15	326,832.15
Participating Item Pay:	0.00	0.00	0.00
Non-Participating Item Pay:	0.00	336,807.90	336,807.90
Cash Retainage:	0.00	-8,170.80	-8,170.80
Liquidated Damage:	0.00	0.00	0.00
Other Contract Adjustments:	0.00	0.00	0.00
Total Pay Amount:	0.00	318,661.35	318,661.35

Item Adjustment Type	Previous Pay Est	This Pay Estimate	Total (All Pay Est)
Overrun:	0.00	0.00	0.00
Price - Fuel:	0.00	-24,219.42	-24,219.42
Price - Asphalt:	0.00	-1,948.43	-1,948.43
Price - Emulsified Asphalt:	0.00	0.00	0.00
Insufficient Material:	0.00	-175,000.00	-175,000.00
Material Credit:	0.00	0.00	0.00
Construction Stockpile:	0.00	0.00	0.00
Other Item Adjustments:	0.00	0.00	0.00
Gross Item Adjustments:	0.00	-201,167.85	-201,167.85

Liquidated Damage: Values in this line indicate LDs for Main Site Time ONLY.

Other Contract Adj.: Values in this line indicate NDOT Liquidated Damages for the following: Environmental, Materials, Lane Closures, and Penalty for Labor Compliance.

Price – Fuel:
Price – Asphalt:
Price – Emulsified Asphalt:

Values in these lines indicate Fuel, Asphalt, and Emulsified Asphalt escalation payments or decrements.

Insufficient Material: Values in this line indicate amount being withheld due to insufficient Material Certs.

Material Credit: Values in this line indicate when an Insufficient Material Cert has been satisfied and amount has been credited.

Figure 9-15. General Tab Details

b. **Notes Tab**: Notes can only be entered before a Payment Estimate is approved.

i. To add a Note, click the New button. (Figure 9-16)

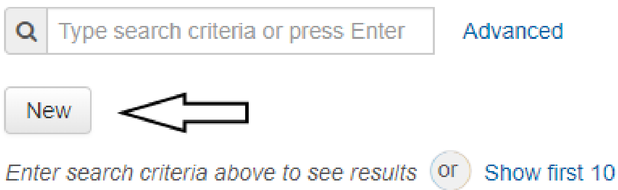


Figure 9-16. Notes Tab New button

ii. Enter the notes in the Payment Estimate Note field. (Figure 9-17)

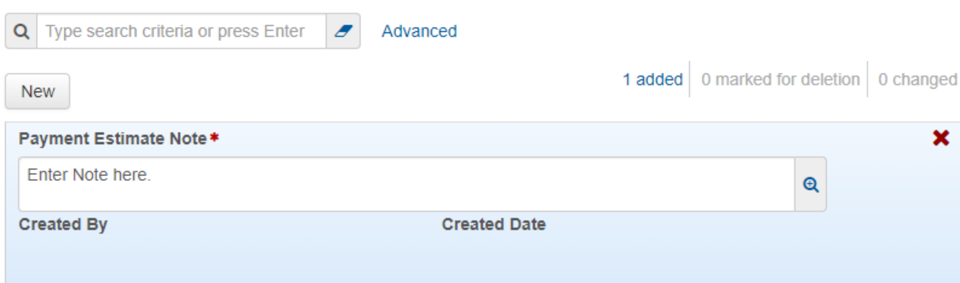


Figure 9-17. Notes Tab Payment Estimate Note

iii. Click the Save button. (Figure 9-18)

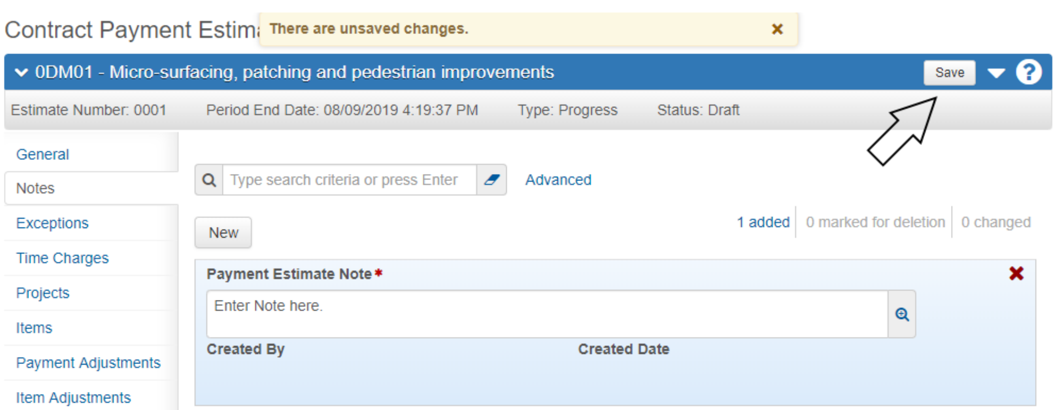


Figure 9-18. Contract Payment Estimate Summary Save button

c. **Exceptions Tab**: This tab displays payment exceptions, which may prevent the payment estimate's approval. The exceptions require specific responses depending on the estimate type. Refer to the chart in Figure 9-19. It is strongly recommended to first search the entire list for all exceptions (Insufficient Materials, Overrun, Missing Percentage of Schedule DWR Item Positing, Pending or Draft Daily Work Reports, etc.) that must be Resolved and/or-* Acknowledged using the Quick Find search box. (Figure 1-20)

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
Insufficient Materials	May Be Left Unresolved*	May Be Left Unresolved*

Definition of Status Response

Must Acknowledge - Exception is valid, issue the specified payment to Contractor. Must include a detailed Remark.

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

May Be Left Unresolved - Exception is valid, issue the specified payment to Contractor. ***MUST Acknowledge ONLY when the Adjustment value is Yes. Must include a detailed Remark.**

Figure 9-19. Payment Estimate Exception Chart

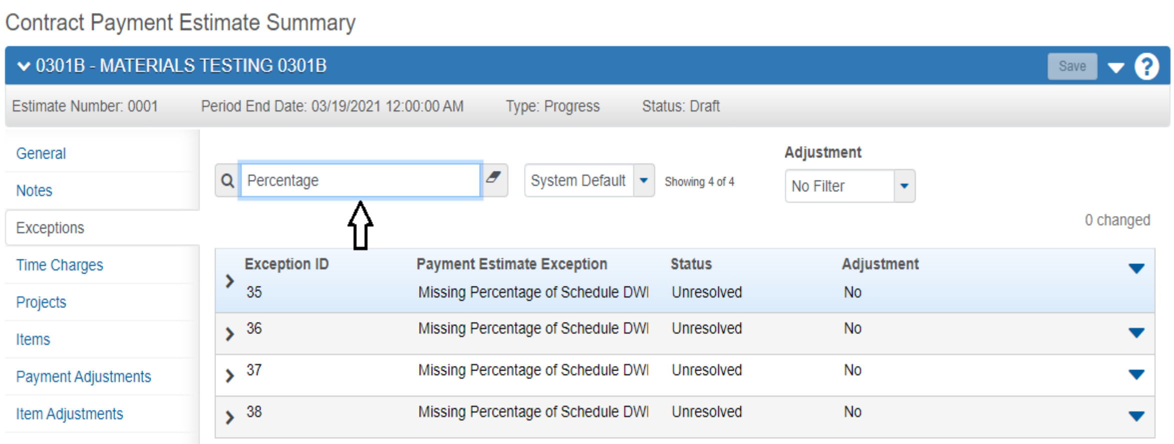


Figure 9-20. Payment Estimate Exception Tab Details - Quick Find Search Box

With the introduction of Materials functionality, the Payment Estimate Exception list includes exceptions for Insufficient Materials. These materials exceptions indicate insufficiencies with sampling & testing and certifications. A new filter is available where you can filter on the Adjustment. (Figure 9-21) The only exceptions of this type that WILL be Acknowledged are those where the Adjustment has a value of 'Yes' (Figure 9-21). These exceptions indicate there are insufficient material certifications and payment will be withheld on the item associated to the material certification. The Insufficient Materials exceptions where the Adjustment has a value of 'No' indicate that there are sample/testing insufficiencies. (Figure 9-22) These exceptions do NOT affect payments but are listed for information purposes only.

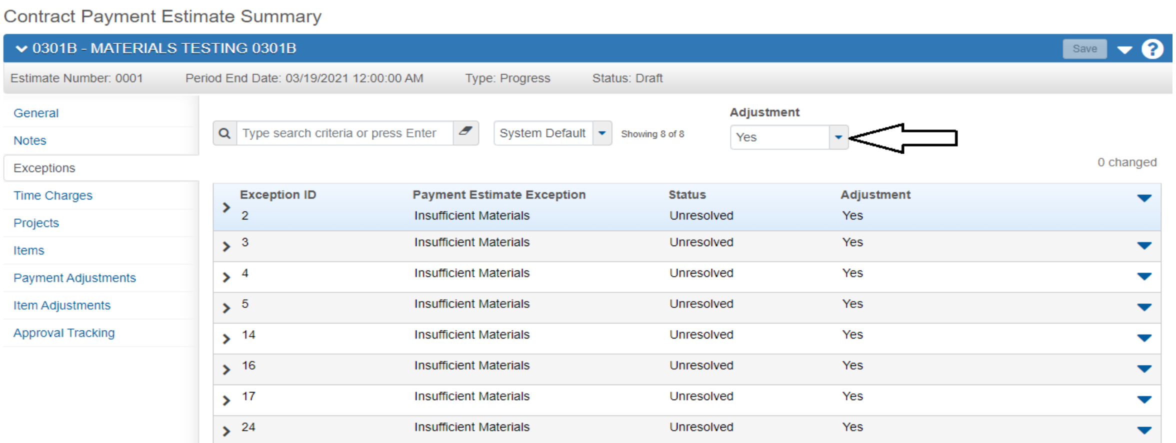


Figure 9-21. Payment Estimate Exception Tab Details - Insufficient Materials Exceptions, Adjustment = Yes

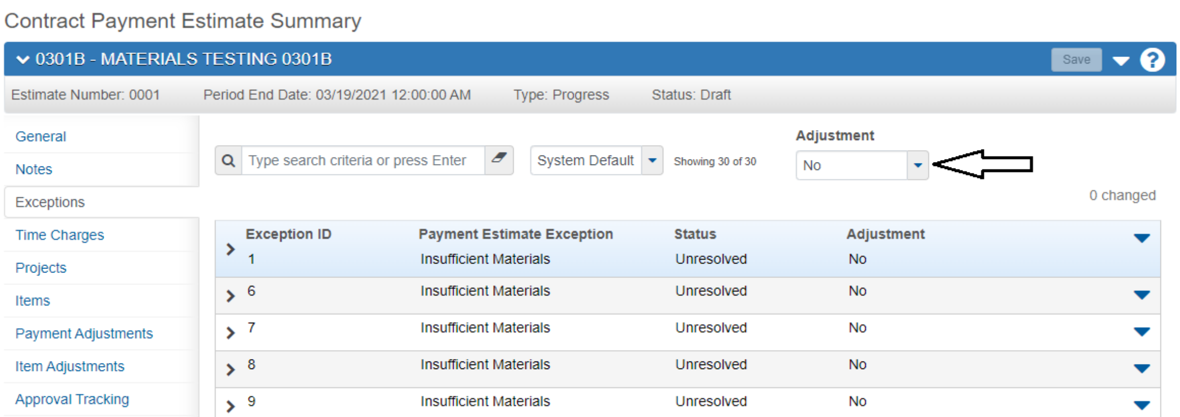


Figure 9-22. Payment Estimate Exception Tab Details - Insufficient Materials Exceptions, Adjustment = No

Important: *When reviewing and resolving Payment Estimate Exception(s), be sure to work with the Resident Engineer to determine the appropriate response(s) for ALL Payment Estimate Exceptions PRIOR to updating the Payment Estimate Exception Status. If there are multiple Payment Estimate Exceptions and, for example, one requires an additional DWR be created and/or approved in order to be included on the Payment Estimate, the Payment Estimate will have to be deleted and all data entered on the Payment Estimate will be lost. When the new Payment Estimate is created, the Payment Estimate Exceptions which are still unresolved, will show again and will require re-entry with the appropriate response.*

i. Review the Exception by clicking the Expand Chevron found to the left of the Exception ID. (Figure 9-23)

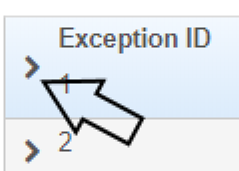


Figure 9-23. Expand Chevron

ii. Click the Expand Text box icon for the Description field to view full details of the Exception. (Figure 9-24)

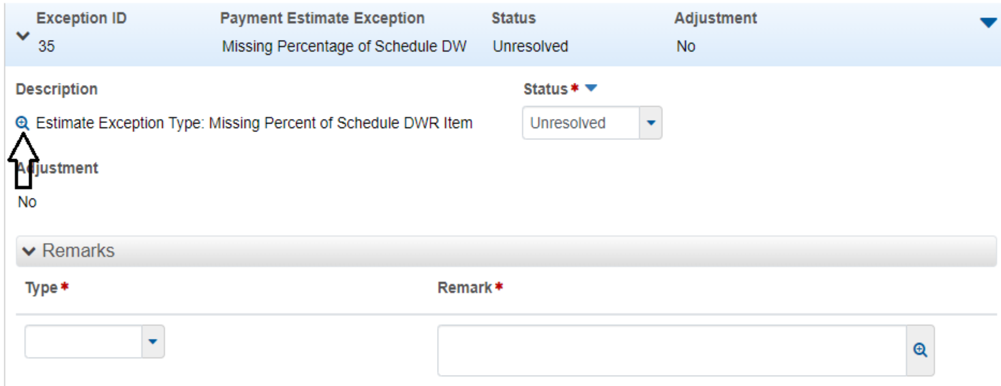


Figure 9-24. Expand Text box Icon

iii. Provide the Description details (Figures 9-25 & 9-26) to the Resident Engineer in order to determine the action to be taken. The Exception will need to be resolved (delete the Payment Estimate and make the appropriate change to the contract to resolve the exception) or Acknowledged according to the Payment Estimate Exception Chart (Figure 9-19).

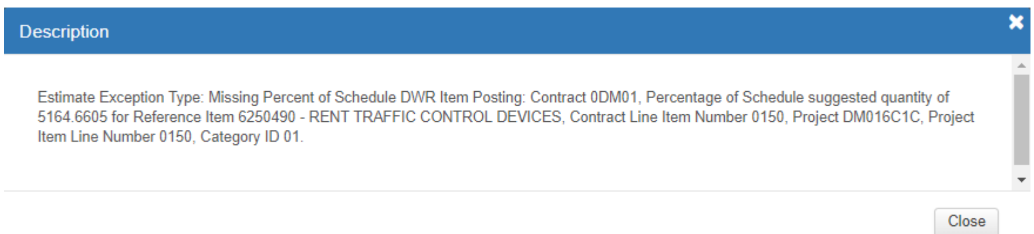


Figure 9-25. Description Large Text window

Figure 9-26. Description Large Text window

***Important:** Remember, review ALL Payment Estimate Exceptions PRIOR to continuing on to the next steps.*

iv. If there are any exceptions, address each one according to the chart. See Figure 9-19 Payment Estimate Exception Chart.

- **Must Resolve:** This requires the exception to be resolved at the contract level. The Payment Estimate must be deleted prior to resolving the issue, refer to the Deleting a Payment Estimate section of this chapter. Once the issue is resolved, the estimate must be recreated. Start this chapter over to create a new Payment Estimate.

- **Must Acknowledge:** This requires the exception to have a Status set to Acknowledged. (Figure 9-27)

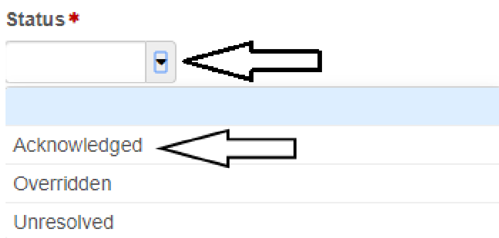


Figure 9-27. Exception Status, Acknowledged

- **May Be Left Unresolved:** This exception is unique for Insufficient Materials. Only the Insufficient Materials Exceptions where the Adjustment value is 'Yes' MUST have a Status of Acknowledged. (Figure 9-28)

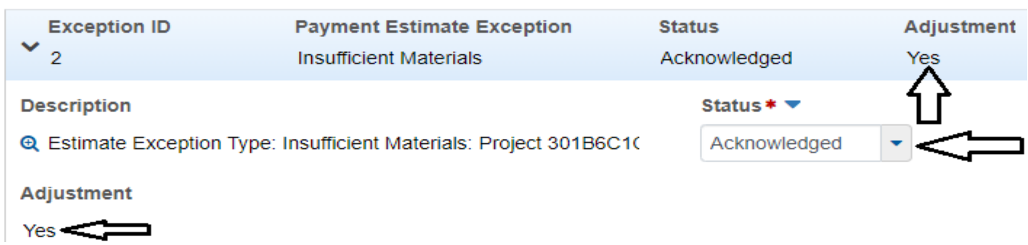


Figure 9-28. Exception Status, Insufficient Materials Where Adjustment = Yes

> ***Note:*** *NDOT will not be using the Overridden Exception at this time.*

v. Once the Status has been updated, select the **Remarks Type** of Acknowledged - Acknowledged Explanation and enter specific details explaining the recommendation for the Exception in the **Remark** field. (Figure 9-29)

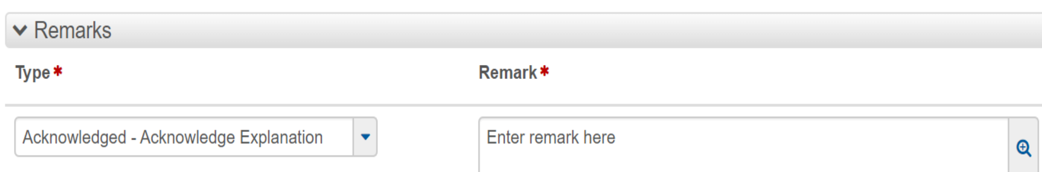


Figure 9-29. Exception Remarks, Acknowledged

vi. Repeat for all exceptions, then click the Save button. (Figure 9-30)

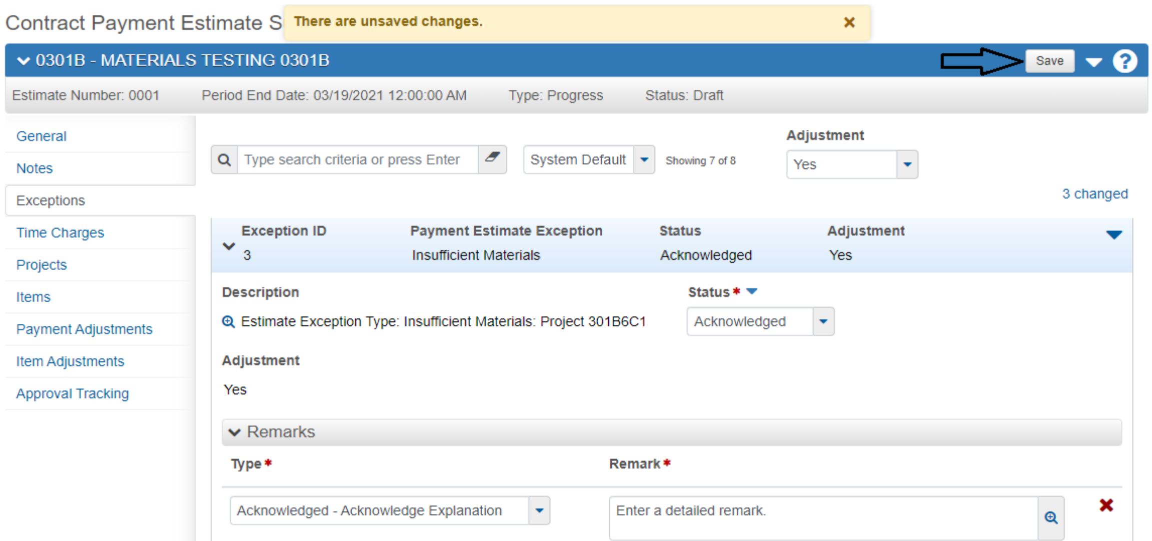


Figure 9-30. Contract Payment Estimate Summary Save button

> ***Important:*** *Be sure to resolve ALL exceptions prior to moving forward. If you need to delete the payment estimate and re-create it to reevaluate the Estimate Exceptions, you will lose any information entered in the Estimate Exceptions.*

d. **Time Charges Tab**: This tab is used to summarize time charged on this payment estimate. No data input. (Figure 9-31)

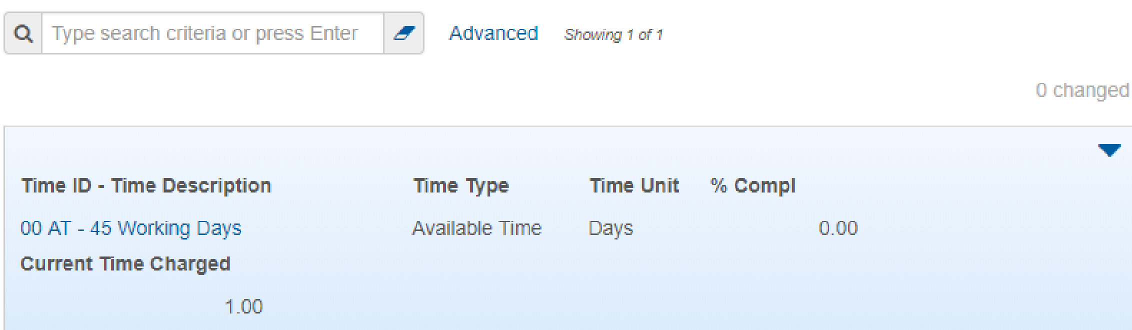


Figure 9-31. Time Charges Tab Details

e. **Projects Tab**: This tab is used to summarize project information on this payment estimate. No data input. (Figure 9-32)

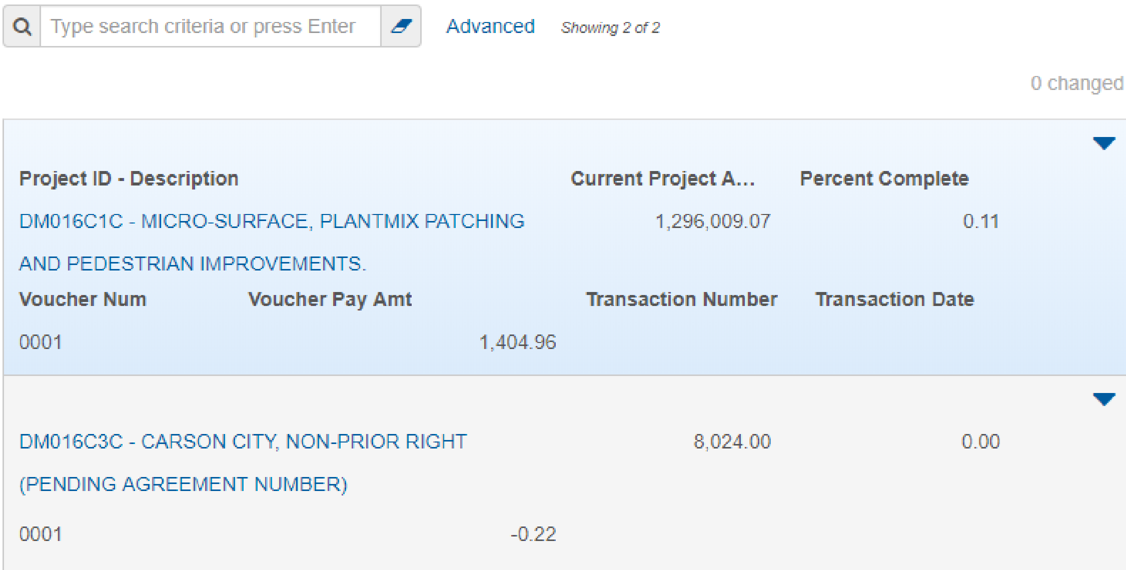


Figure 9-32. Project Tab Details

f. **Items Tab**: This tab is used to summarize item information on this payment estimate. No data input. (Figure 9-33)

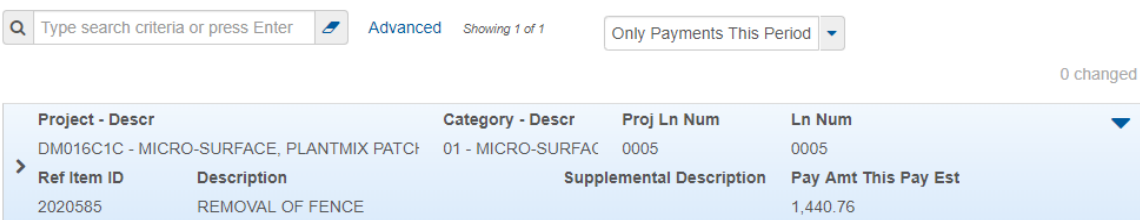


Figure 9-33. Items Tab Details

g. **Payment Adjustments Tab**: This tab is comprised of two sections, User-Generated Payment Adjustments and System-Generated Payment Adjustments.

- **User-Generated Payment Adjustments -** These are used to withhold payment for Liquidated Damages for Environmental, Materials, Traffic and Lane Closures, and Penalty for Labor Compliance.
  i. To add a User-Generated Payment Adjustment, click the New button. (Figure 9-34)

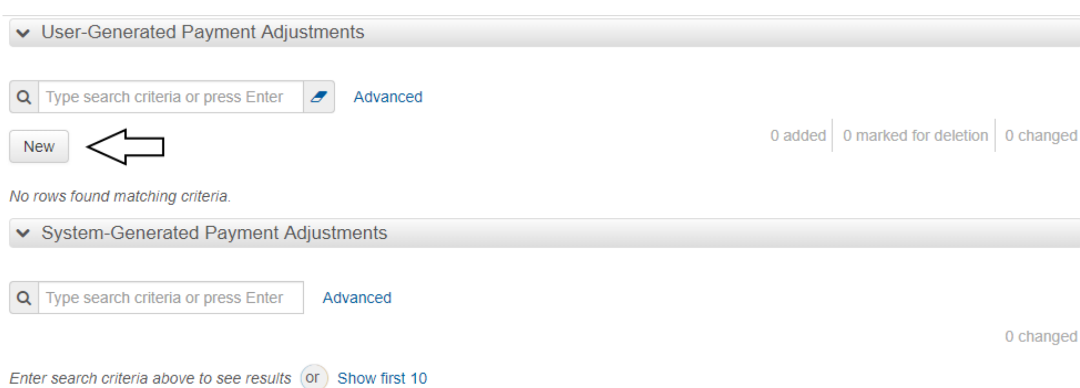


Figure 9-34. Payment Adjustment New button

  ii. Complete the User-Generated Payment Adjustment fields. (Figure 9-35)

- **Type:** This value defaults to “Other Contract Adjustment”.

> ***Note:*** *NDOT will use the Type of Other Contract Adjustment to acssess LDs for the following: Environmental, Materials, Traffic and Lane Closures, and Penalty for Labor Compliance.*

- **Other Payment Adjustment Type:** Select from the drop-down as appropriate. (Figure 9-36)
- **Amount:** Enter the amount to be withheld from the payment estimate (Negative Amount will withhold, Positive Amount will payout).
- **Comments:** Enter the reason for the Payment Adjustment.

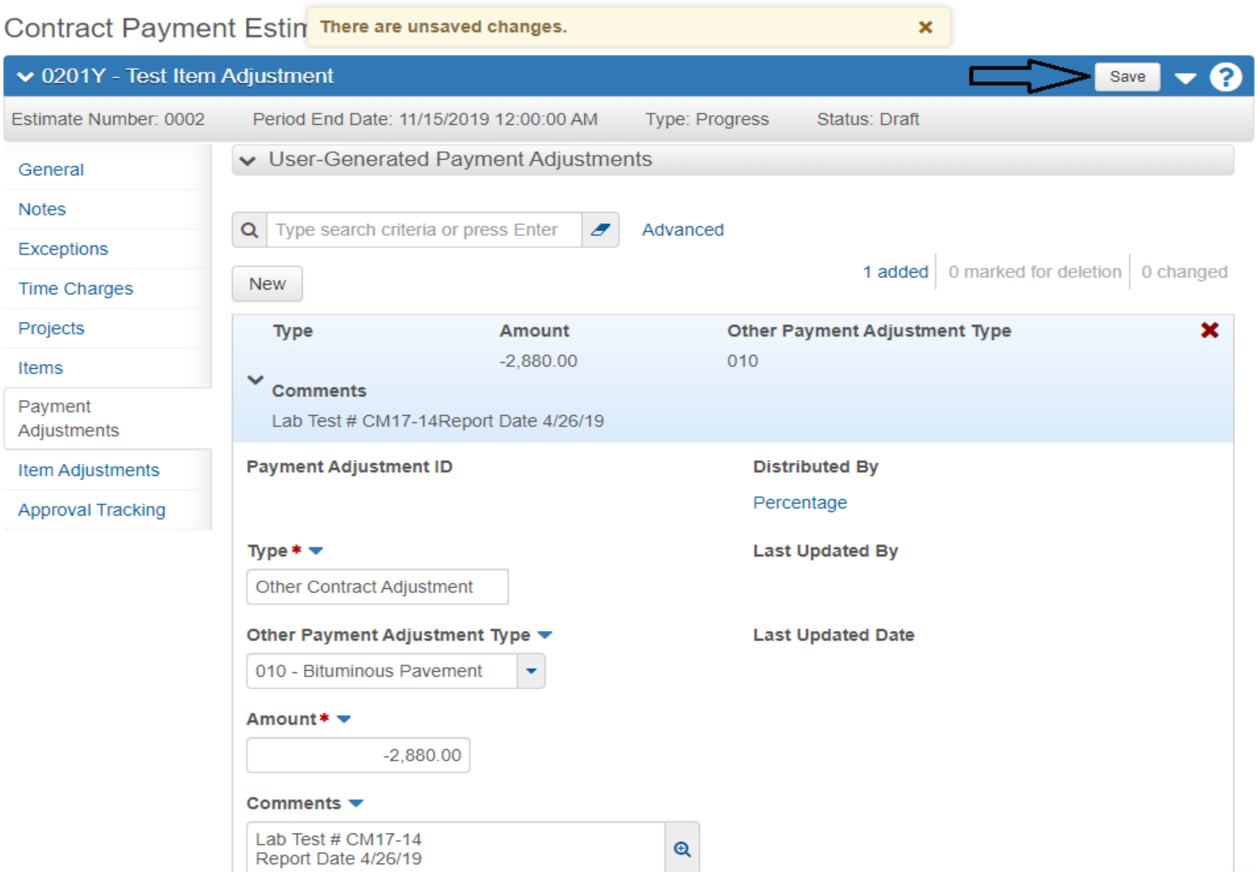


Figure 9-35. Payment Adjustment Detail

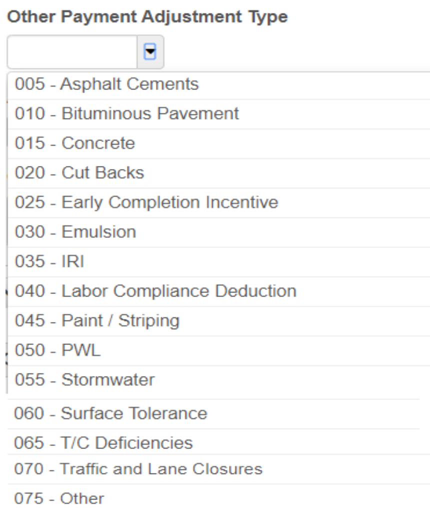


Figure 9-36. Other Payment Adjustment Type drop-down

iii. Click the Save button. (Figure 9-37)

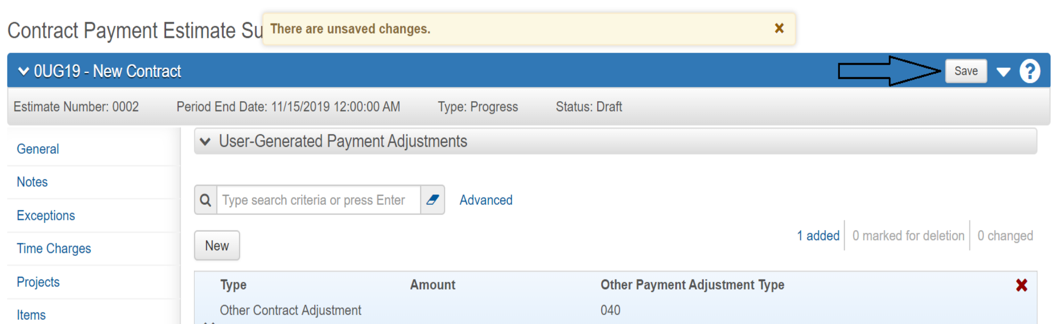


Figure 9-37. Contract Payment Estimate Summary Save button

iv. If a Payment Adjustment needs to be deleted, click the Row Action drop-down and select Delete. (Figure 9-38)

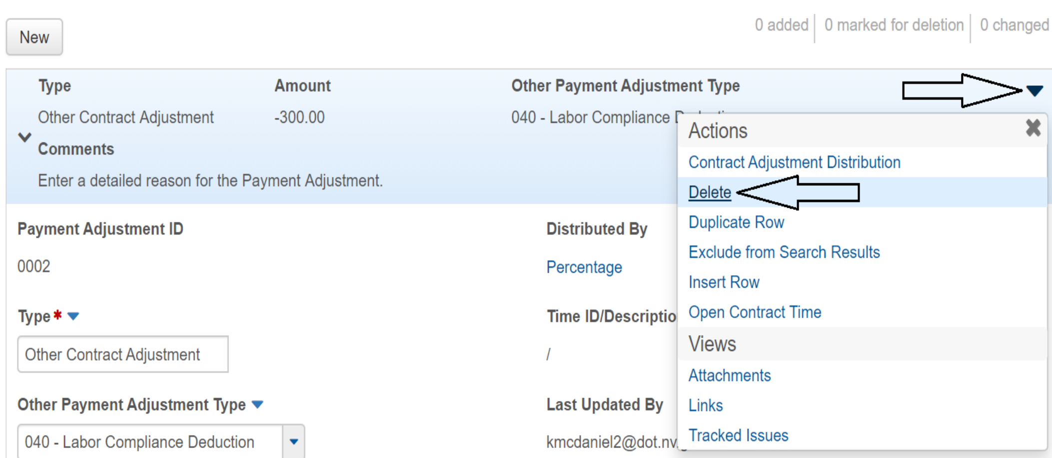


Figure 9-38. Payment Adjustment Row Action drop-down, Delete

v. Click the Save button. (Figure 9-39)

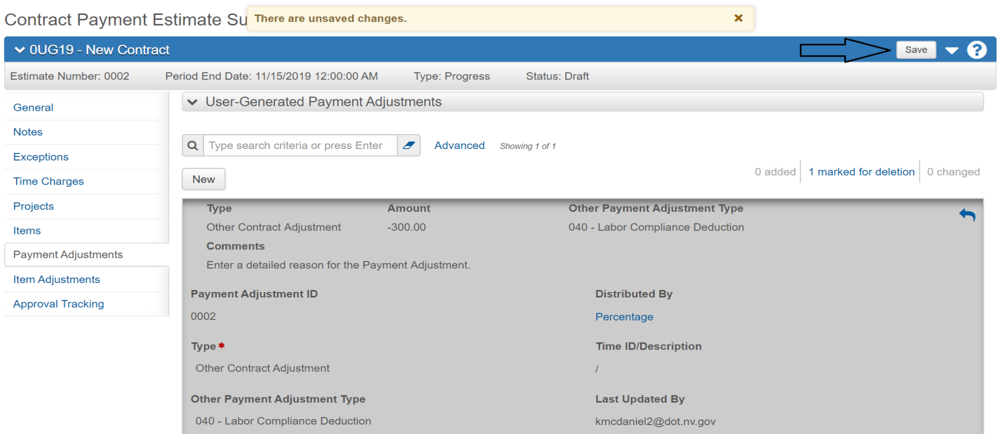


Figure 9-39. Contract Payment Estimate Save

vi. All Payment Adjustments are REQUIRED to have the supporting documents attached. Click the Row Actions Menu and select Attachments. (Figure 9-40)

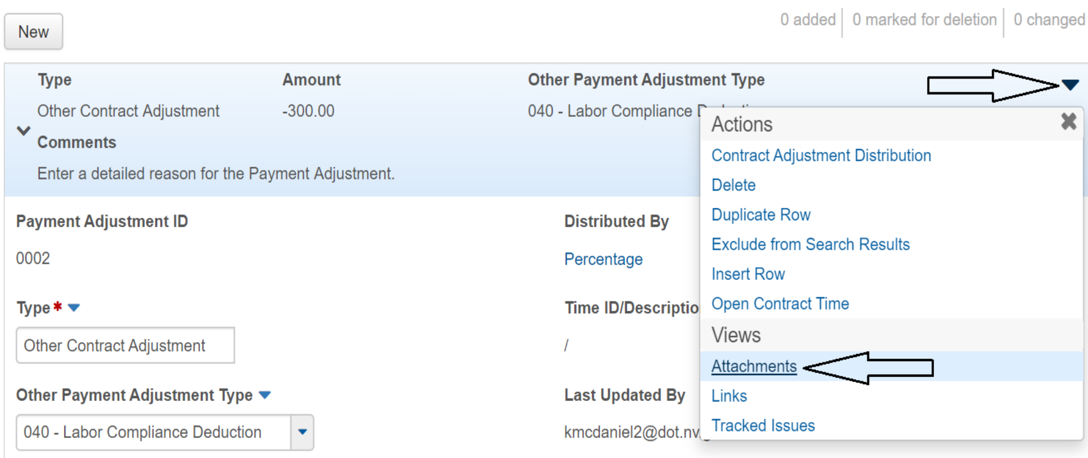


Figure 9-40. Payment Adjustment Row Action drop-down, Attachments

vii. Click the Select File... Button. (Figure 9-41)

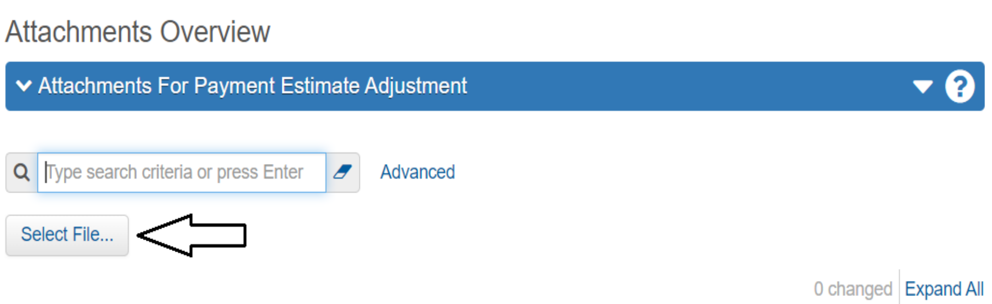


Figure 9-41. Payment Estimate Adjustment Attachment, Select File Button

viii. Go to the appropriate EDOC Contract Files\Contract\Division No. 7 - Construction Pay Estimate and Related Data directory and select the supporting document file, then click the Open button. (Figure 9-42)

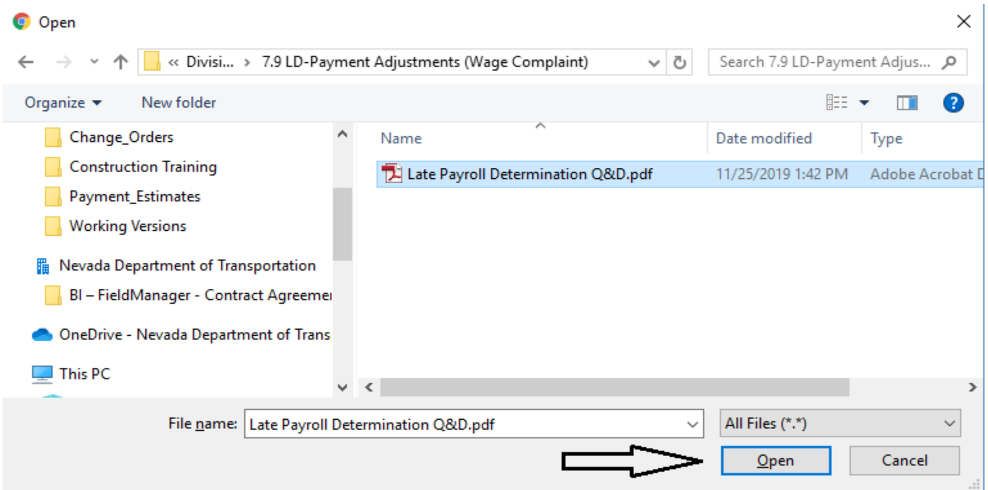


Figure 9-42. Payment Estimate Adjustment Attachments, File Selection Window

ix. Enter a Description and click the Save button. (Figure 9-43)

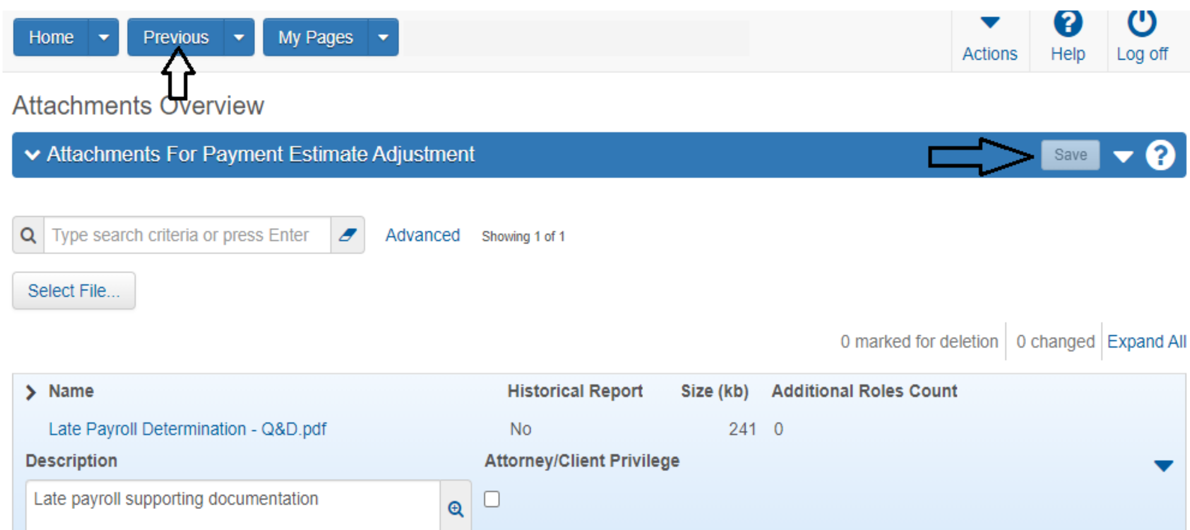


Figure 9-43. Payment Estimate Adjustment

x. Click the Previous button to return to the User-Generated Payment Adjustment. (Figure 9-43)

- **System-Generated Payment Adjustments -** These include Retainage information for the payment estimate. This information is Read-only. (Figure 9-44)

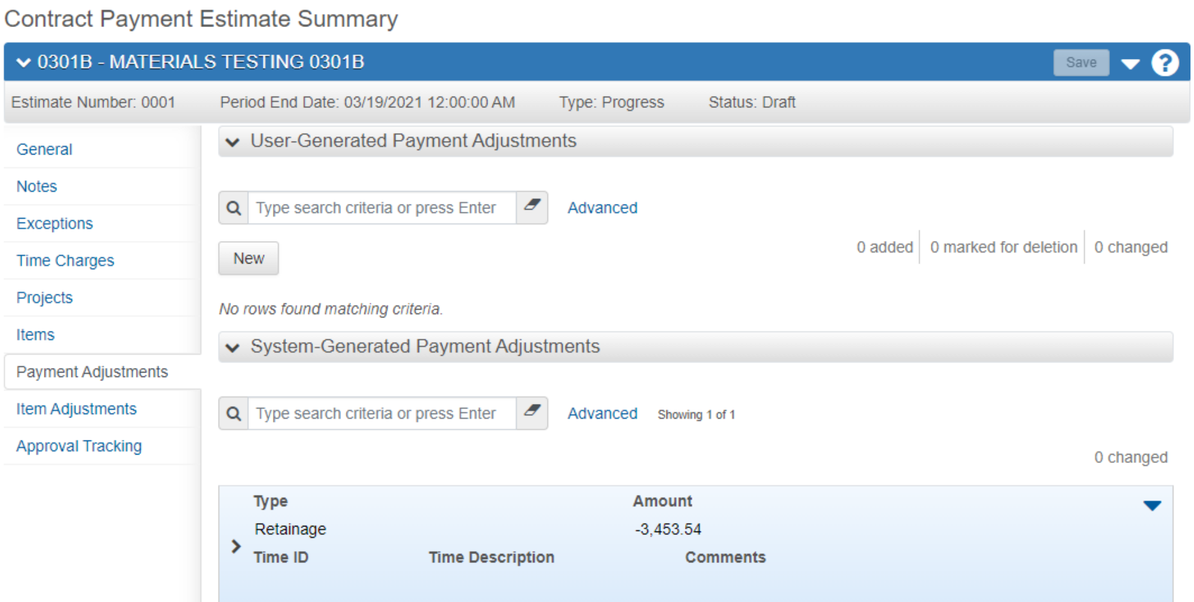


Figure 9-44. System-Generated Payment Estimate Adjustments

h. **Item Adjustments Tab**: This tab is comprised of two sections, User-Generated Quantity-Based Item Adjustments (will **NOT** be used on contracts where materials are set up) and System-Generated Item Adjustments. (Figure 9-45)

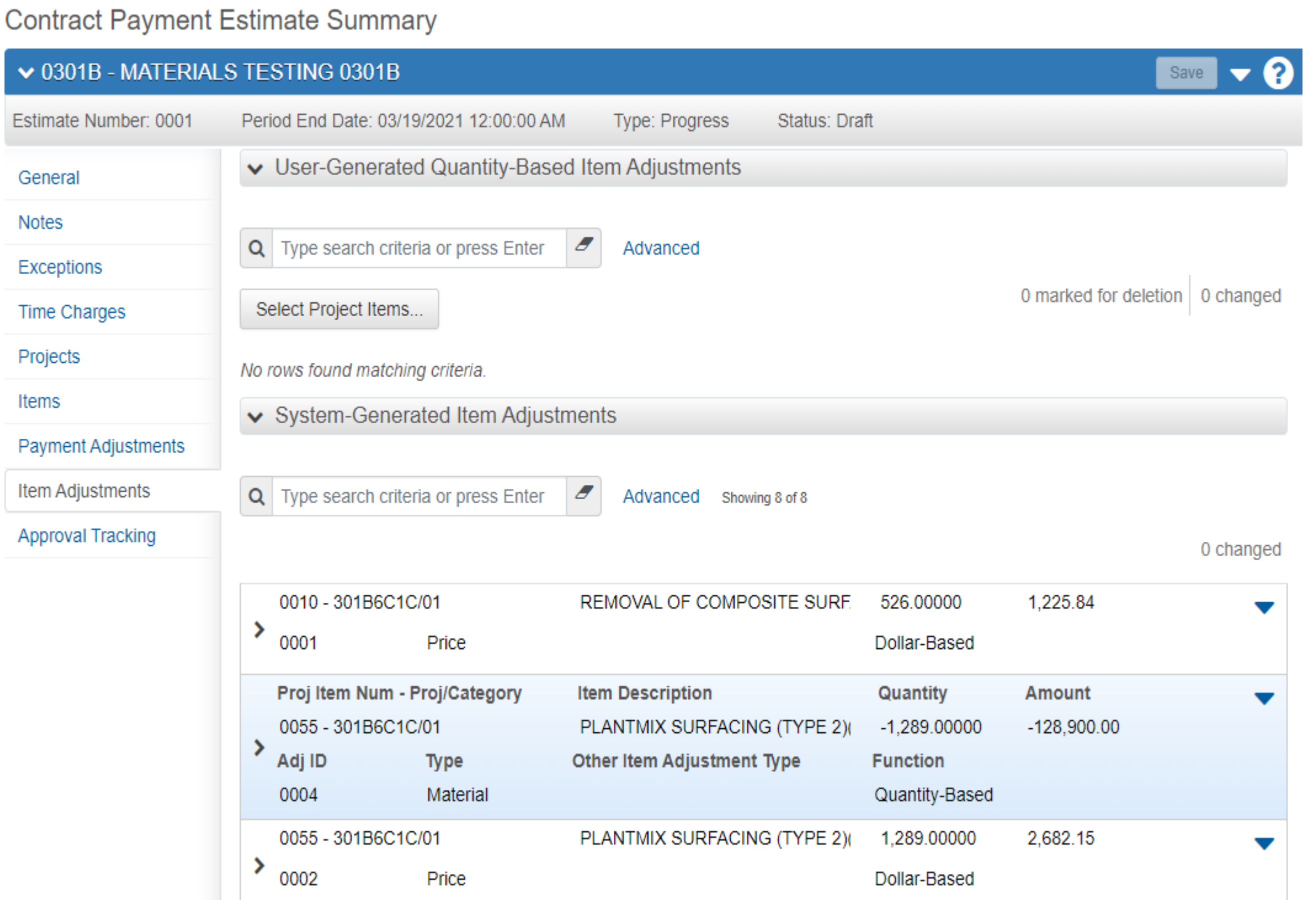


Figure 9-45. Item Adjustments

- **System-Generated Item Adjustments -** These include: Stockpile, Overrun, Insufficient Materials (Material), and Fuel and/or Asphalt Escalation (Price) payments or decrements. This information is Read-Only. (Figure 9-45)

i. **Approval Tracking Tab**: The Approval Tracking tab will populate after the payment estimate is submitted for approval and will track the four levels of the approval process: NV L1 Estimate Generator (Office Engineer), NV L2 Estimate Review (Assistant Resident Engineer or Crew Professional Engineer), NV L3 Estimate Approve (Resident Engineer), NV L4 Estimate Final Check (Construction Admin Staff). (Figure 9-46)

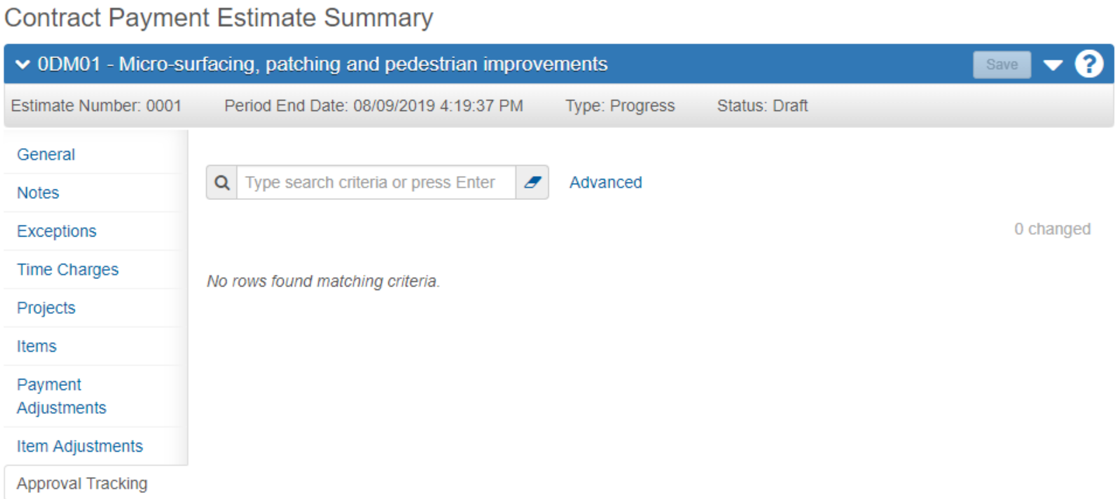


Figure 9-46. Contract Payment Estimate Summary, Approval Tracking Tab - Status Draft

13. Return to the General tab and review the Payment Estimate. (Figure 9-47)

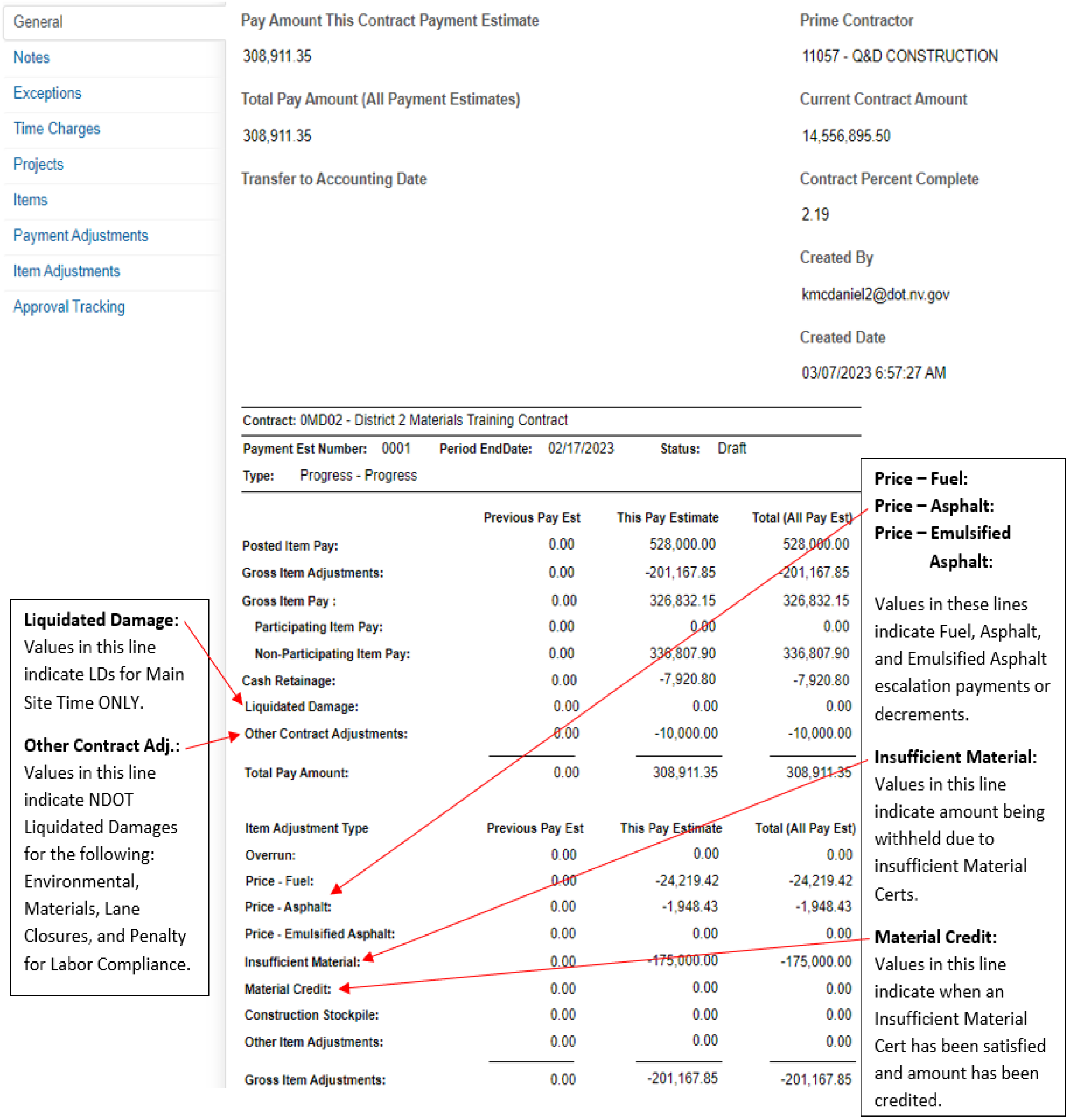


Figure 9-47. Contract Payment Estimate Summary, General tab after Adjustments

> ***Note:*** *A DRAFT copy of the Payment Estimate for Contractor report can be created from the Global Actions Menu. Refer to the Section, Executing A Draft Payment Estimate for Contractor Report, in this Chapter of the AWP User Guide for details.*

14. Click the Contract Payment Estimate Summary Component Action drop-down and select Submit for Approval. (Figure 9-48)

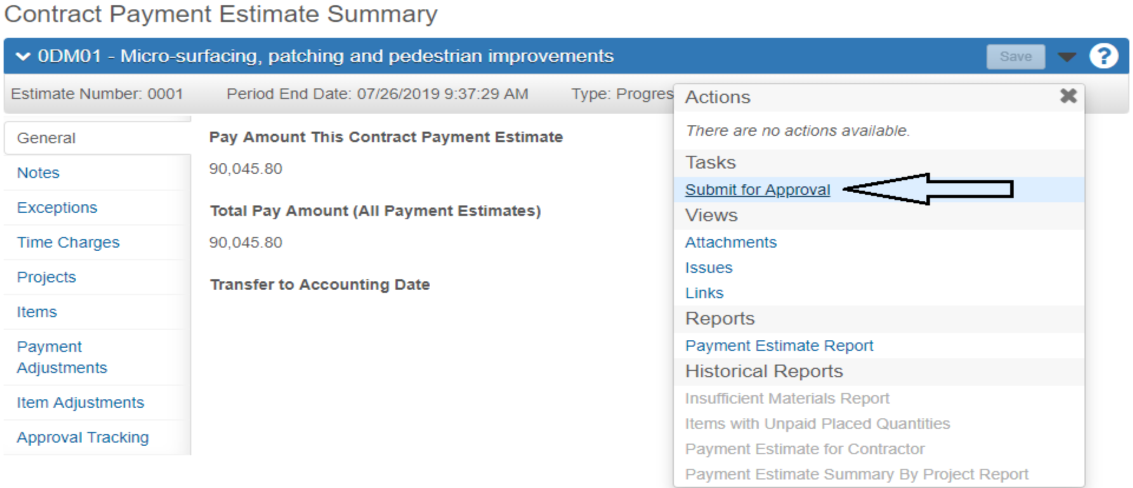


Figure 9-48. Contract Payment Estimate Summary Component Action Drop-down

15. The Approval Tracking Tab is now populated with the four Approval Levels. (Figure 9-49)

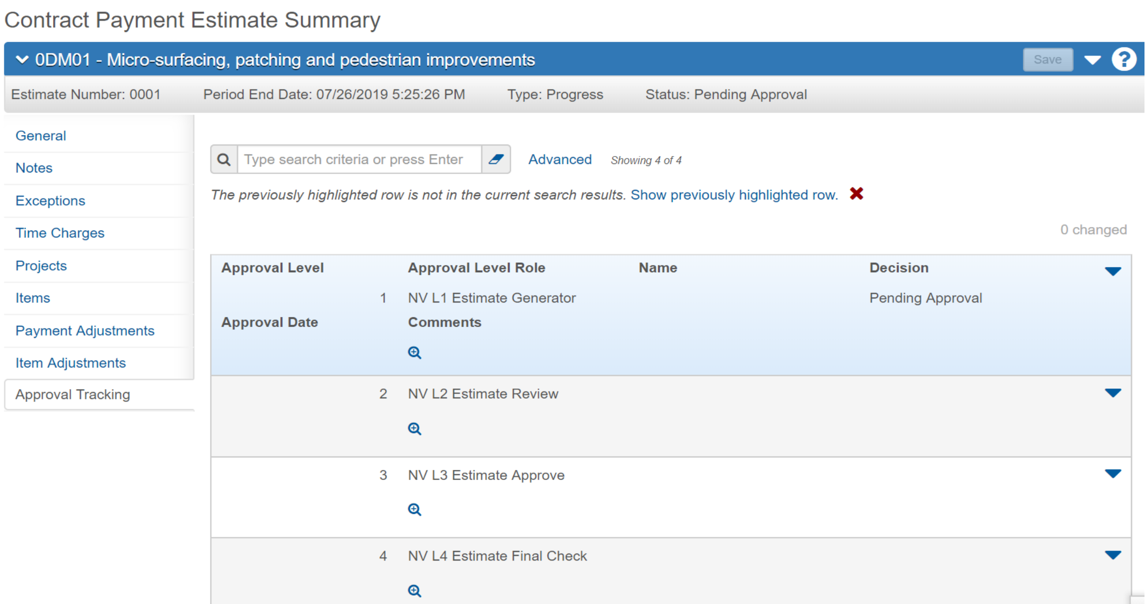


Figure 9-49. Contract Payment Estimate Summary, Approval Tracking Tab - Status Pending Approval

PAYMENT ESTIMATE REVIEW AND APPROVE PROCESS

When a payment estimate is Submitted for Approval it goes through a four-level Review and Approval process. This process obtains the federally required payment estimate signatures.

If a payment estimate is Rejected at any level the entire review/approval process stops. At this point the payment estimate can be set back to a 'Draft' status so that it can be corrected (see Section, Edit Rejected or Draft Payment Estimate in this Chapter) or the payment estimate can be deleted. Deleting a payment estimate is only requried when a new DWR(s) needs to be included in the estimate, an existing DWR associated with the payment estimate needs to be edited, or a Daily Diary associated with the payment estimate needs to be edited.

When the payment estimate is corrected and/or recreated and re-submitted for approval, it starts the review/approval process over at the first level and must be reviewed/approved at all four levels.

LEVEL 1 ESTIMATE REVIEW AND APPROVAL

1. Click the Home button and confirm the current role is NV L1 Estimate Generator. (Figure 9-50)

Figure 9-50. Home Button and Current Role

2. Under the Construction Component, click the Payment Estimate Approval Decisions. (Figure 9-51)

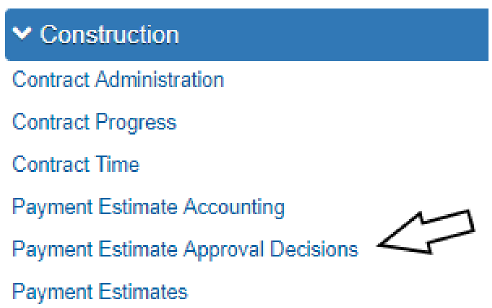


Figure 9-51. Construction Component

3. Review the estimate by clicking the Estimate Number hyperlink. (Figure 9-52)

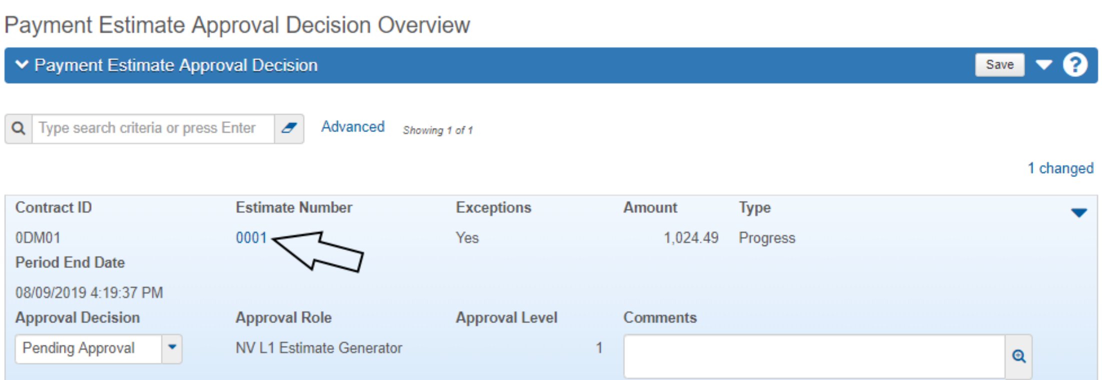


Figure 9-52. Payment Estimate Approval Decision Overview, Estimate Number Link

4. After reviewing the payment estimate, navigate back to the Payment Estimate Approval Decision Overview (steps 1 and 2 of this section) and update the Approval Decision field using the drop-down. (Figure 9-53) If the payment estimate is rejected, a detailed comment is required. (Figure 9-54)

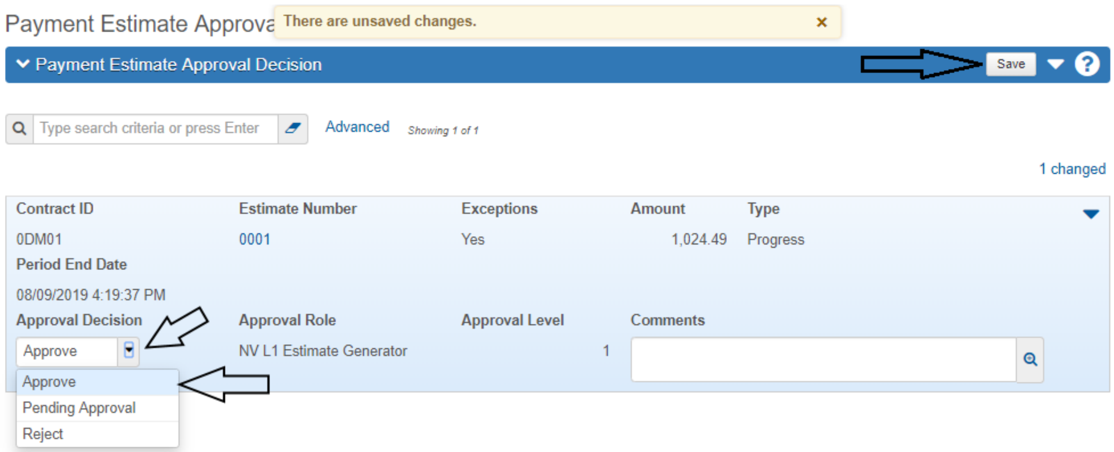


Figure 9-53. Payment Estimate Approval Decision Summary, Approve

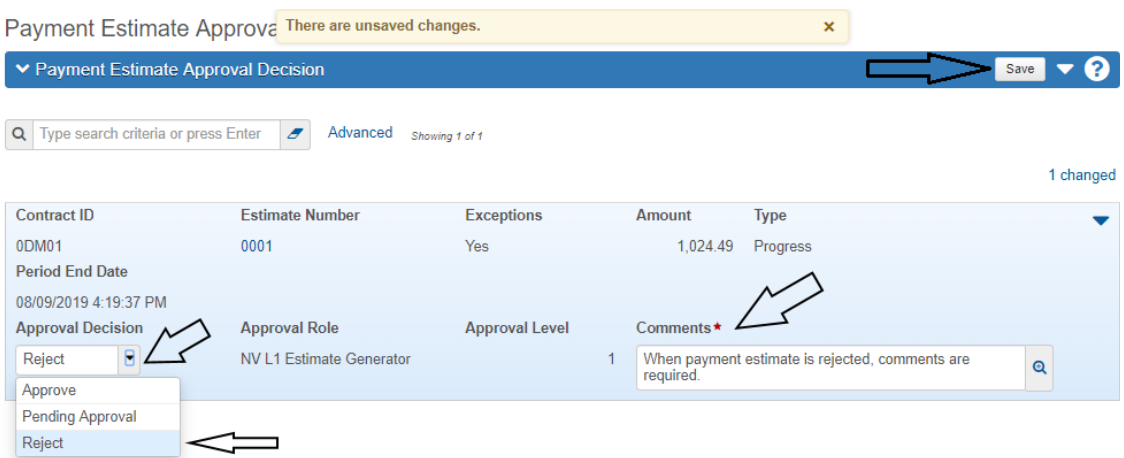


Figure 9-54. Payment Estimate Approval Decision Summary, Reject

5. Click the Save button. (Figures 9-53 and 9-54)
6. To review the Approval Progression, navigate to the Approval Tracking tab (Step 9 of the Add an Estimate section). (Figure 9-55)

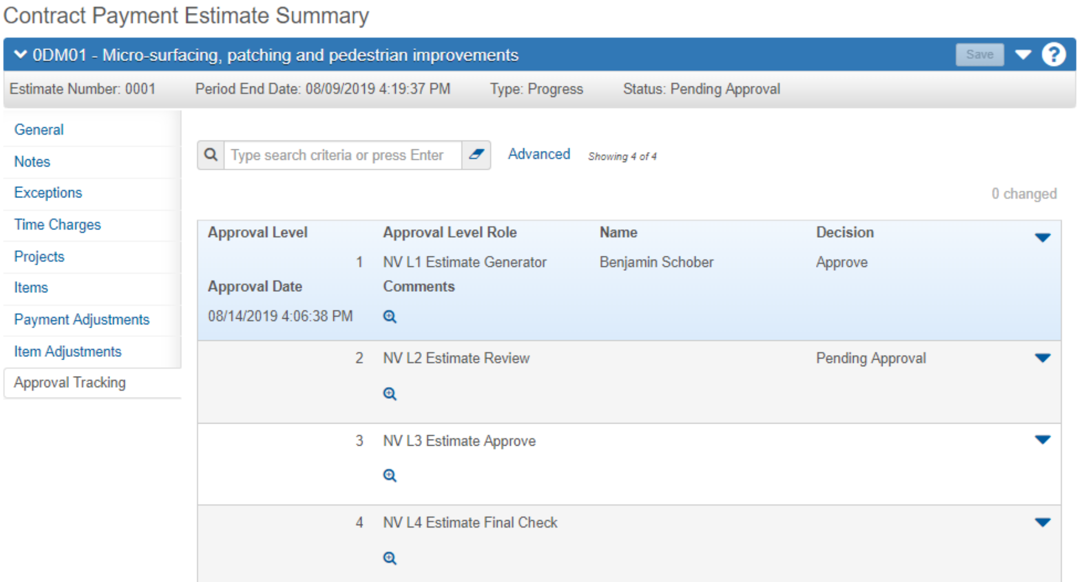


Figure 9-55. Contract Payment Estimate Summary, Approval Tracking

LEVEL 2 ESTIMATE REVIEW AND APPROVAL

1. Click the Home button and confirm the current role is NV L2 Estimate Review. (Figure 9-56)

Figure 9-56. Home Button and Current Role

2. Under the Construction Component, click the Payment Estimate Approval Decisions. (Figure 9-57)

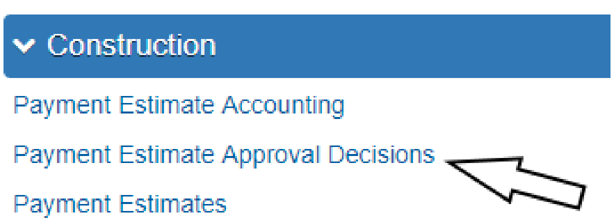


Figure 9-57. Construction Component

3. Review the estimate by clicking the Estimate Number link. (Figure 9-58)

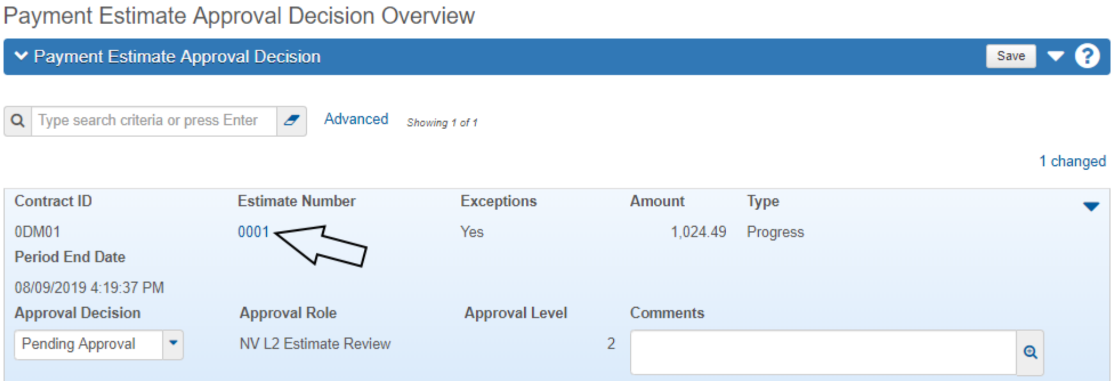


Figure 9-58. Payment Estimate Approval Decision Overview, Estimate Number Link

4. After reviewing the payment estimate, navigate back to the Payment Estimate Approval Decision Overview (steps 1 and 2 of this section) and update the Approval Decision field using the drop-down. (Figure 9-59) If the payment estimate is rejected, a detailed comment is required. (Figure 9-60)

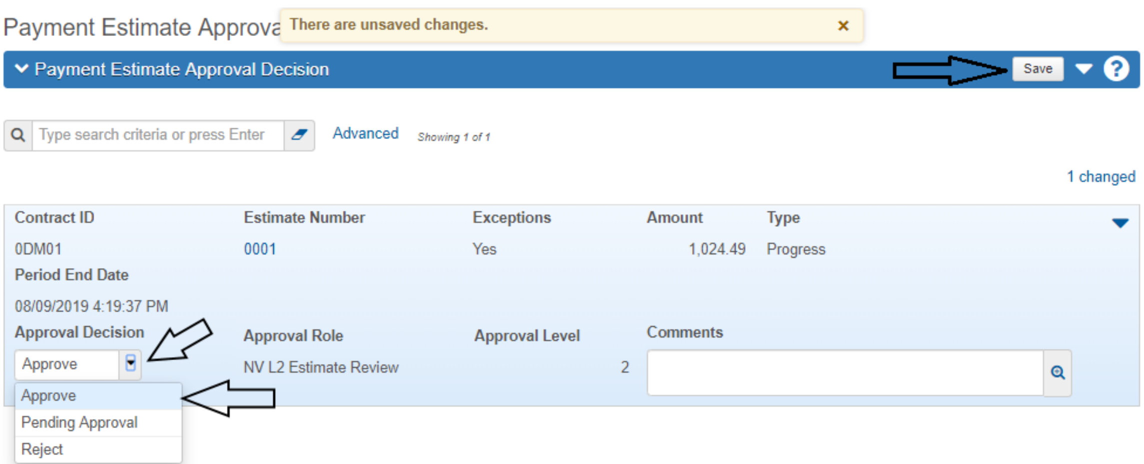


Figure 9-59. Payment Estimate Approval Decision Summary, Approve

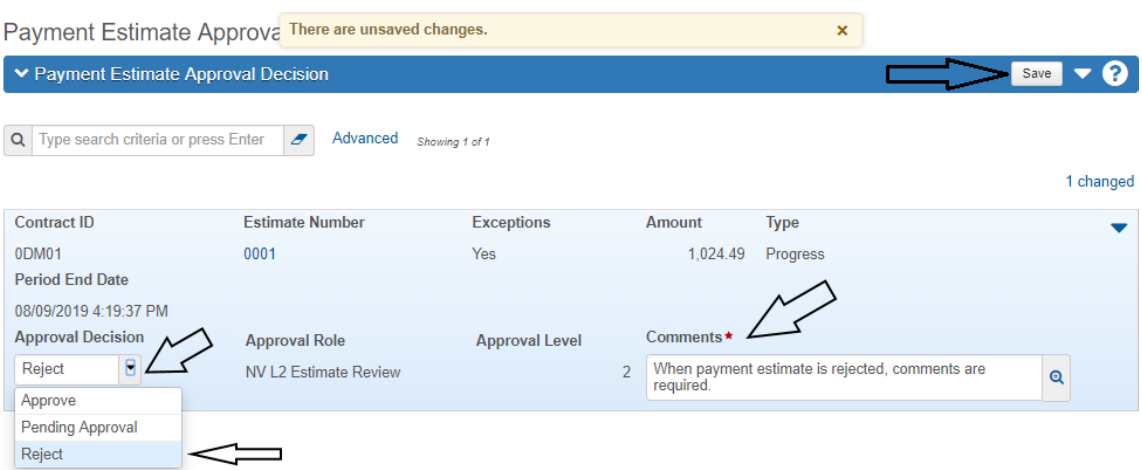


Figure 9-60. Payment Estimate Approval Decision Summary, Reject

5. Click the Save button. (Figures 9-59 and 9-60)

6. To review the Approval Progression, navigate to the Approval Tracking tab by clicking Home and then the Payment Estimates link. (Figure 9-61)

Figure 9-61. Construction Component

7. In the search box, enter the Contact Number, hit enter, or select Show first 10. Then, click the Estimate Number. (Figure 9-62)

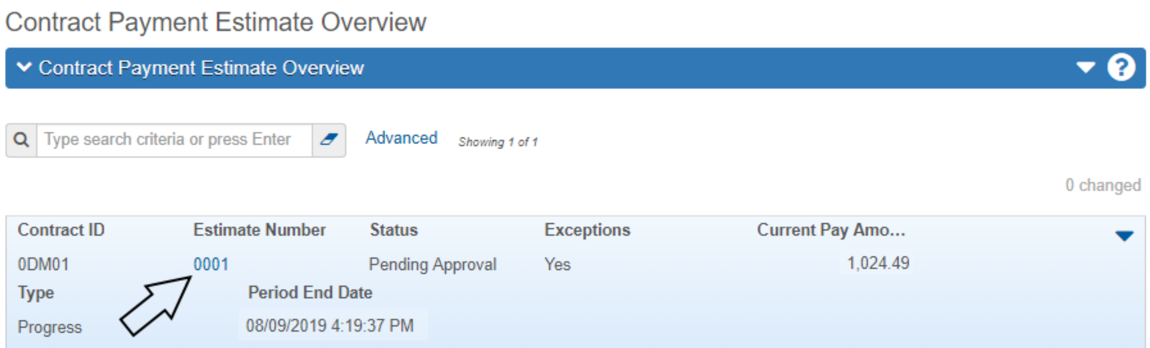


Figure 9-62. Contract Payment Estimate Overview

8. Click the Approval Tracking tab. (Figure 9-63)

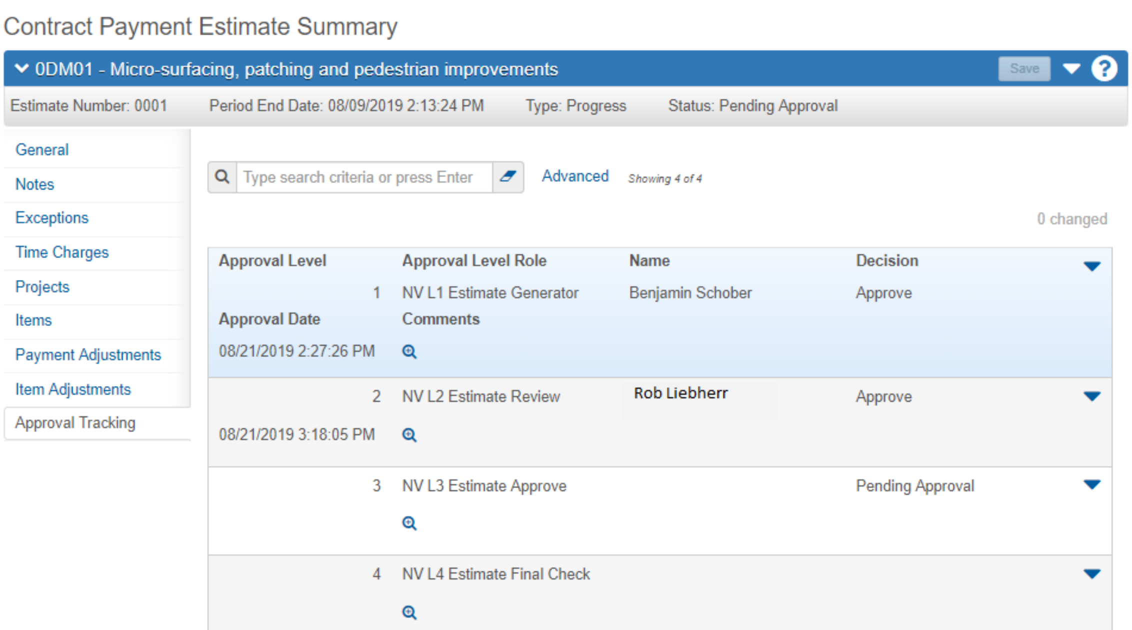


Figure 9-63. Contract Payment Estimate Summary, Approval Tracking

LEVEL 3 ESTIMATE REVIEW AND APPROVAL

1. Click the Home button and confirm the current role is NV L3 Estimate Approve. (Figure 9-64)

Figure 9-64. Home Button and Current Role

2. Under the Construction Component, click the Payment Estimate Approval Decisions. (Figure 9-65)

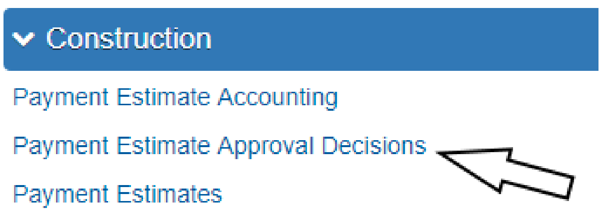


Figure 9-65. Construction Component

3. Review the estimate by clicking the Estimate Number hyperlink. (Figure 9-66)

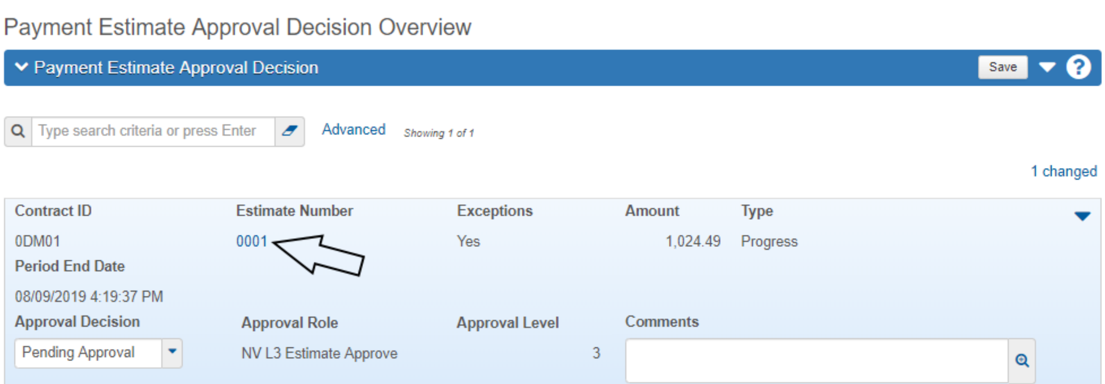


Figure 9-66. Payment Estimate Approval Decision Overview, Estimate Number Link

4. After reviewing the payment estimate, navigate back to the Payment Estimate Approval Decision Overview (steps 1 and 2 of this section) and update the Approval Decision field using the drop-down. (Figure 9-67) If the payment estimate is rejected, a detailed comment is required. (Figure 9-68)

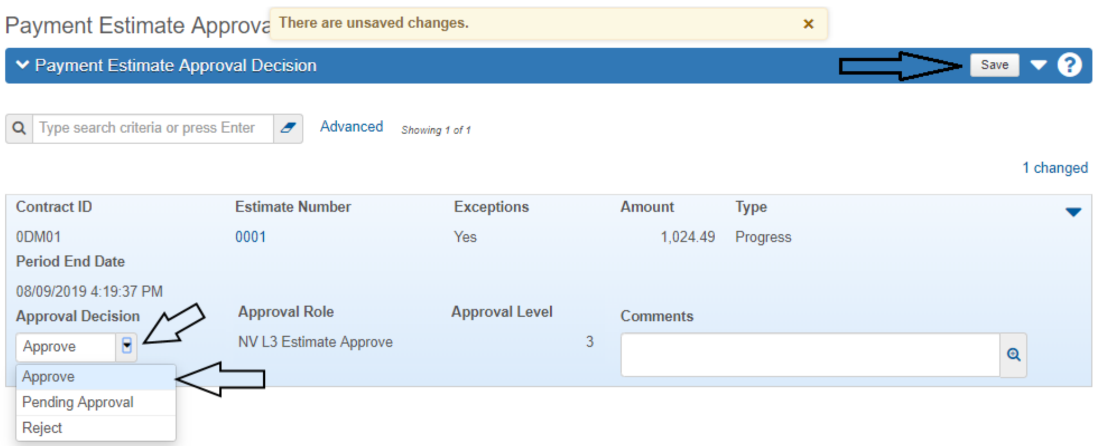


Figure 9-67. Payment Estimate Approval Decision Summary, Approve

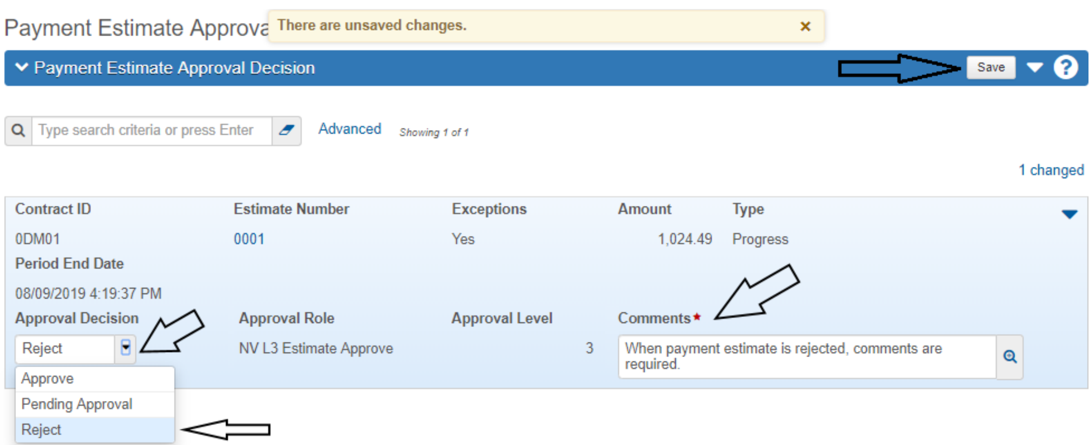


Figure 9-68. Payment Estimate Approval Decision Summary, Reject

5. Click the Save button. (Figures 9-67 and 9-68)
6. To review the Approval Progression, navigate to the Approval Tracking tab by clicking Home and then the Payment Estimates link. (Figure 9-69)

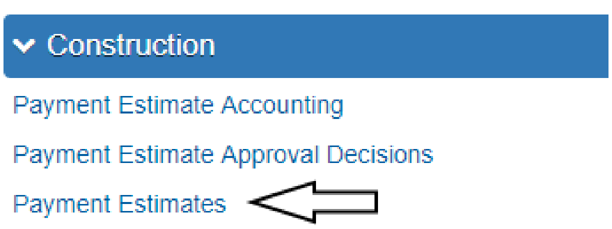


Figure 9-69. Construction Component

7. In the search box, enter the Contact Number, hit enter, or select Show first 10. Then, click the Estimate Number. (Figure 9-70)

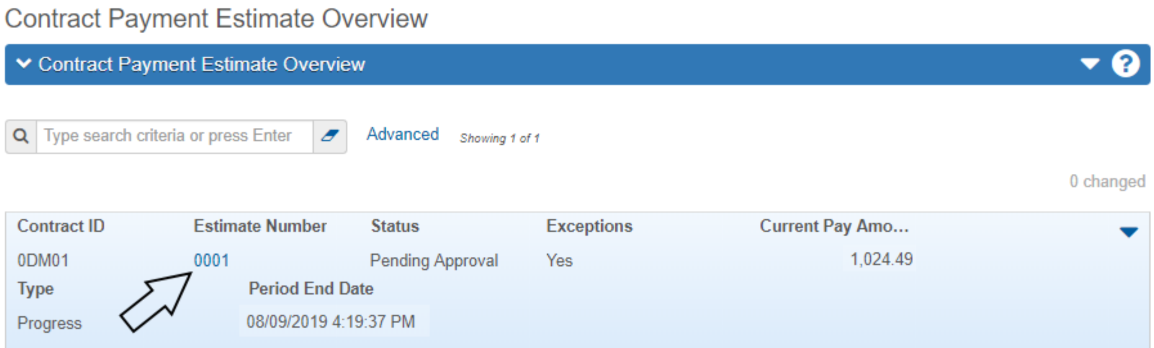


Figure 9-70. Contract Payment Estimate Overview

8. Click the Approval Tracking tab. (Figure 9-71)

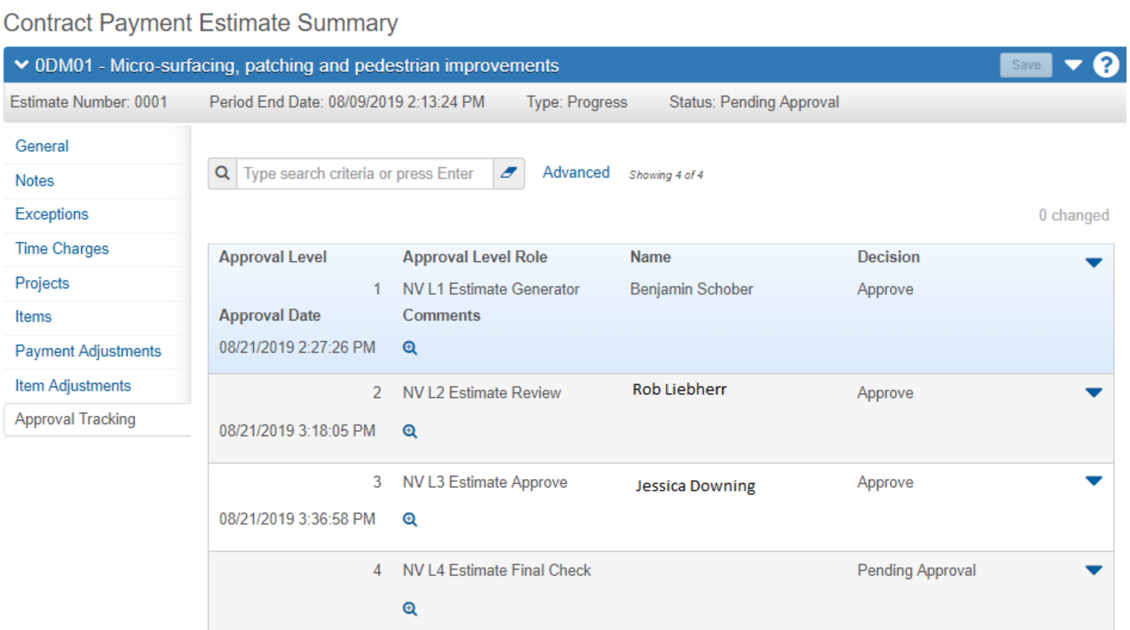


Figure 9-71. Contract Payment Estimate Summary, Approval Tracking

LEVEL 4 ESTIMATE REVIEW AND APPROVAL

Level 4 estimate review is completed by Construction Admin Section. When the payment estimate is Approved at this level it is submitted for contractor payment.

> ***Note:*** *Please ensure that the Office Engineer is in the office to answer any bi-weekly contractor payment estimate questions that may require corrections before the Construction Admin Section will approve the Payment Estimate. Remember that the Construction Admin Section is processing contracts statewide and may not be able to review the Payment Estimate until Friday.*

EXECUTING AND SAVING THE APPROVED PAYMENT ESTIMATE FOR CONTRACTOR REPORT

The approved Payment Estimate for Contractor report is the NDOT report that shows the four levels of Approval Decisions for the estimate. This report MUST be saved to the Contract Files\Contract\07 Estimates\7.1 Pay Est Reports directory, per federal requirements, prior to the creation of the next payment estimate.

1. Confirm current role is set to NV Crew Office. (Figure 9-72)

Figure 9-72. Current Role

2. From the Payment Estimates tab in Contract Progress Summary, click Show first 10 (if visible) or enter the estimate number in the Search field. (Figure 9-73)

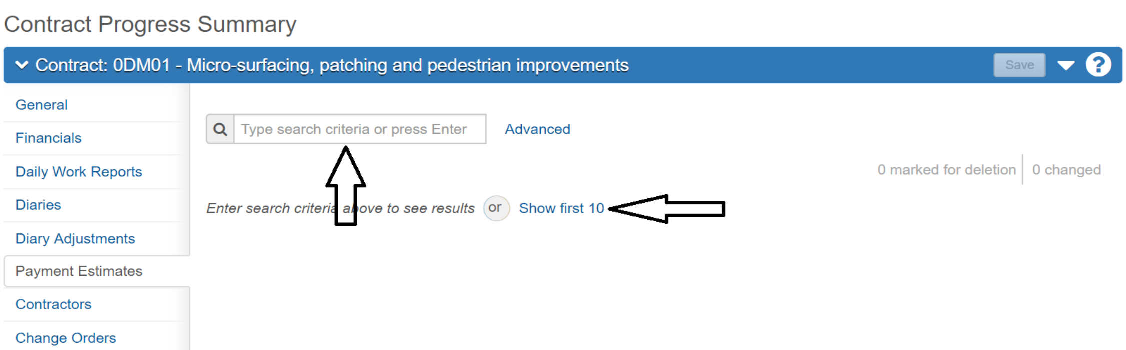


Figure 9-73. Contract Progress Summary: Payment Estimate Search

3. Click the Payment Estimate Row Actions drop-down on the Payment Estimate and click the Payment Estimate for Contractor report, under Reports . (Figure 9-74)

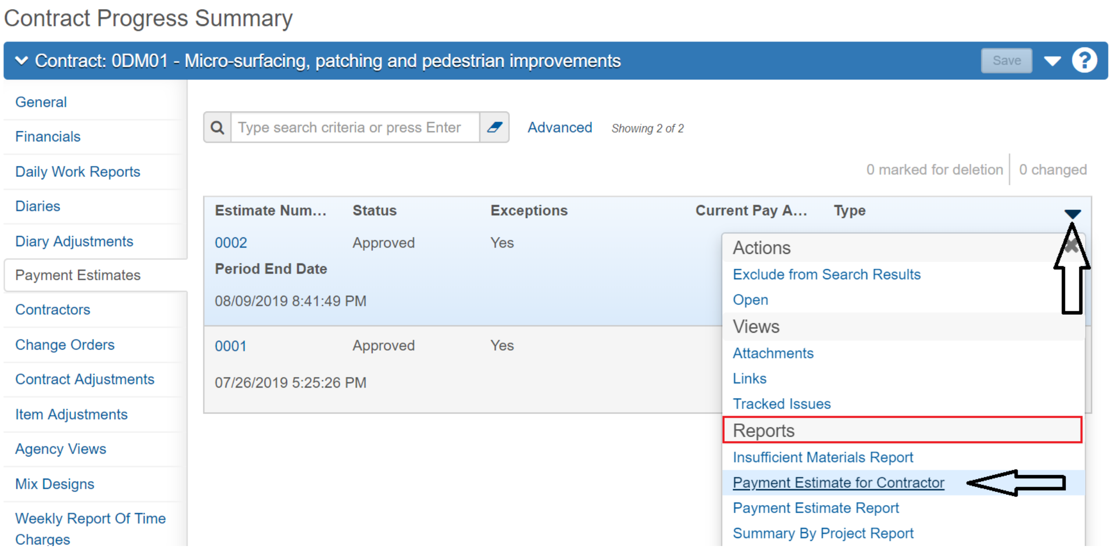


Figure 9-74. Select Payment Estimate for Contractor Report

4. Accept all Default values in the Generate Report - Payment Estimate for Contractor Report window and click the Execute button. (Figure 9-75)

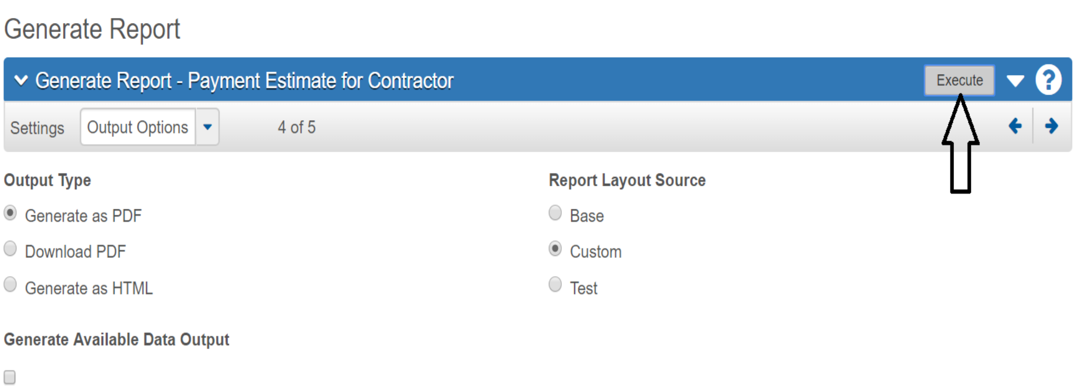


Figure 9-75. Generate Payment Estimate for Contractor Report

5. The Approved Payment Estimate for Contractor report opens in a new browser window. (Figure 9-76)

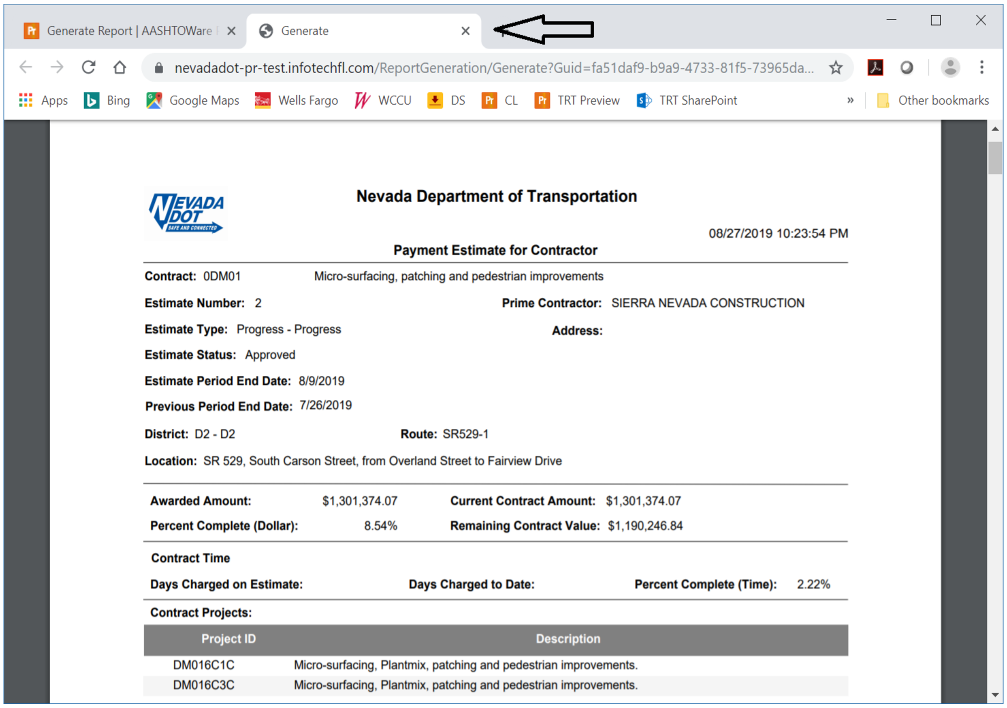


Figure 9-76. Approved Payment Estimate for Contractor Report

6. Print the report to a PDF file, following the browser print options, and save to the Contract Files\Contract\07 Estimates\7.1 Pay Est Reports directory.
7. Close the browser tab.
8. Click the Previous button to return back to the Payment Estimate list. (Figure 9-77)

Figure 9-77. Previous Button

EXECUTING THE DRAFT PAYMENT ESTIMATE FOR CONTRACTOR REPORT

A DRAFT copy of the Payment Estimate for Contractor Report can be sent to the Contractor prior to Submitting the Payment Estimate for Approval.

1. Confirm current role is set to NV Crew Office. (Figure 9-78)

Figure 9-78. Current Role

2. Click on the Global Actions Menu and select Generate Report. (Figure 9-79)

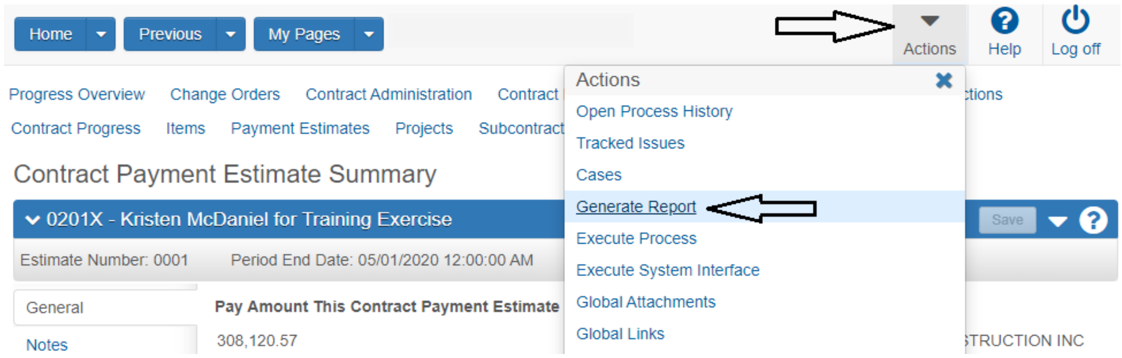


Figure 9-79. Global Options - Generate Report Action

3. Enter the following in the Search field: Payment Estimate. (Figure 9-80)

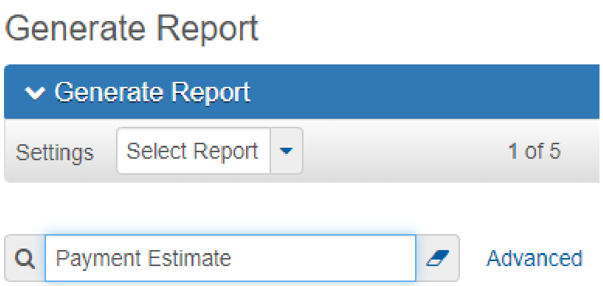


Figure 9-80. Search for Payment Estimate for Contractor Report

4. Select the Payment Estimate for Contractor Report. (Figure 9-81)

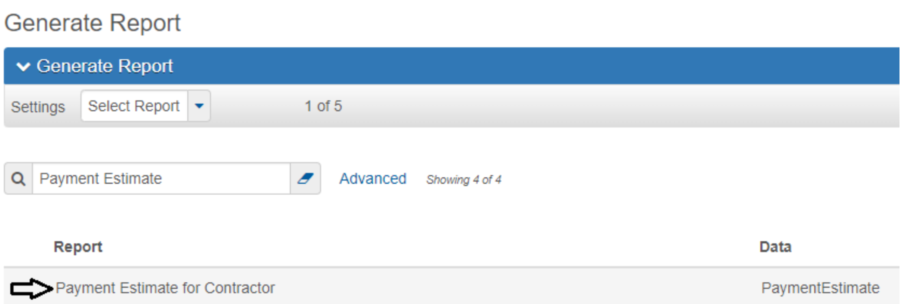


Figure 9-81. Select Payment Estimate for Contractor Report

5. Enter the contract ID in the Search field, select the contract from the list , and click the Execute button. (Figure 9-82)

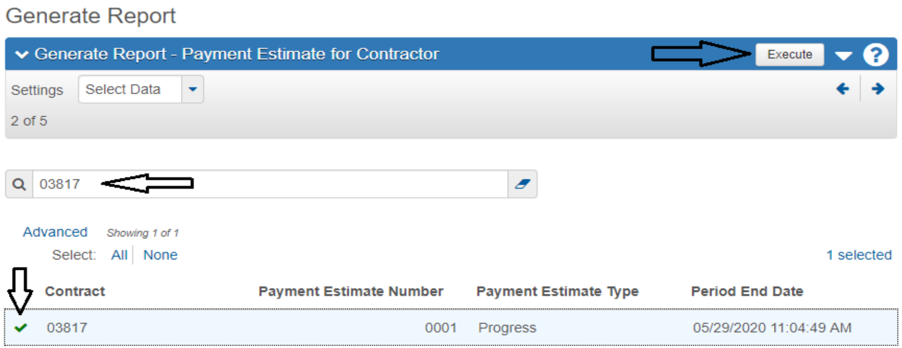


Figure 9-82. Find Contract ID and Execute Report

6. The Draft Payment Estimate for Contractor report opens in a new browser window. (Figure 9-83)

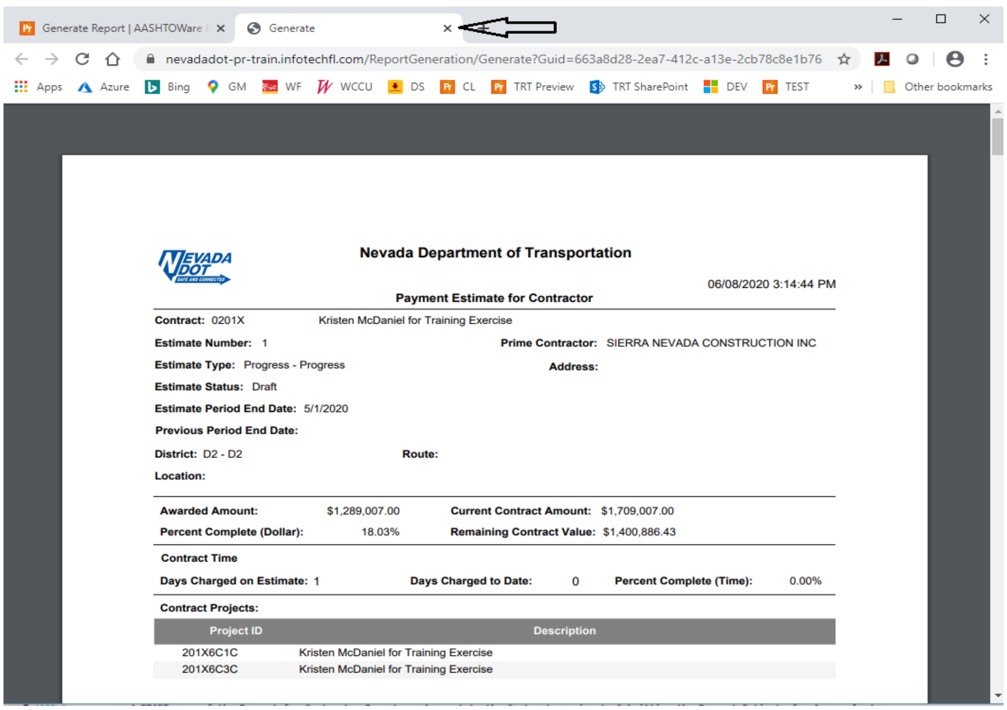


Figure 9-83. Draft Payment Estimate for Contractor Report

7. Print the report to a PDF file, following the browser print options, save to a location on the computer or a share drive, and send the PDF to the contractor.
8. Close the browser tab.
9. Click the Previous button to return back to the previous AWP page. (Figure 9-84)

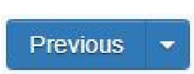


Figure 9-84. Previous Button

EDIT REJECTED OR DRAFT PAYMENT ESTIMATE

1. Confirm current role is set to NV L1 Estimate Generator. (Figure 9-85)

Figure 9-85. Current Role

2. From the Home page, click the Payment Estimates link under the Construction component. (Figure 9-86)

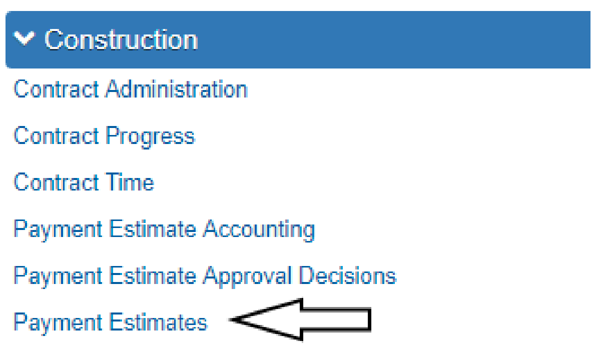


Figure 9-86. Construction Component

3. In the search box, enter the Contract Number, or click Show first 10. Then click the Estimate Number hyperlink. (Figure 9-87)

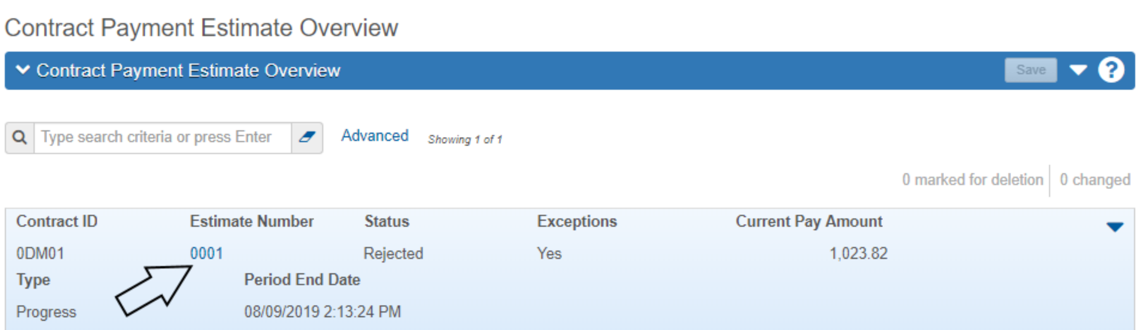


Figure 9-87. Contract Payment Estimate Overview

4. If the estimate has a Status of Rejected (Figure 8-88), complete the next steps (4.a and 4.b). If the status is in Draft, skip to Step 5.

Contract Payment Estimate Summary

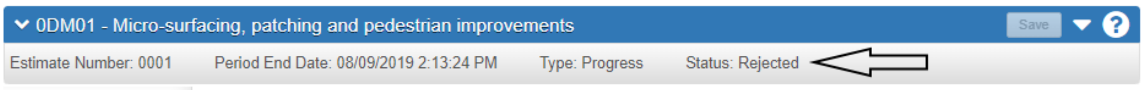


Figure 9-88. Contract Payment Estimate Summary

a. Review the Approval Tracking Comments in the Approval Tracking tab for any notes pertaining to the rejection. (Figure 9-89) Once the payment estimate is changed back to Draft, these notes will disappear.

Contract Payment Estimate Summary

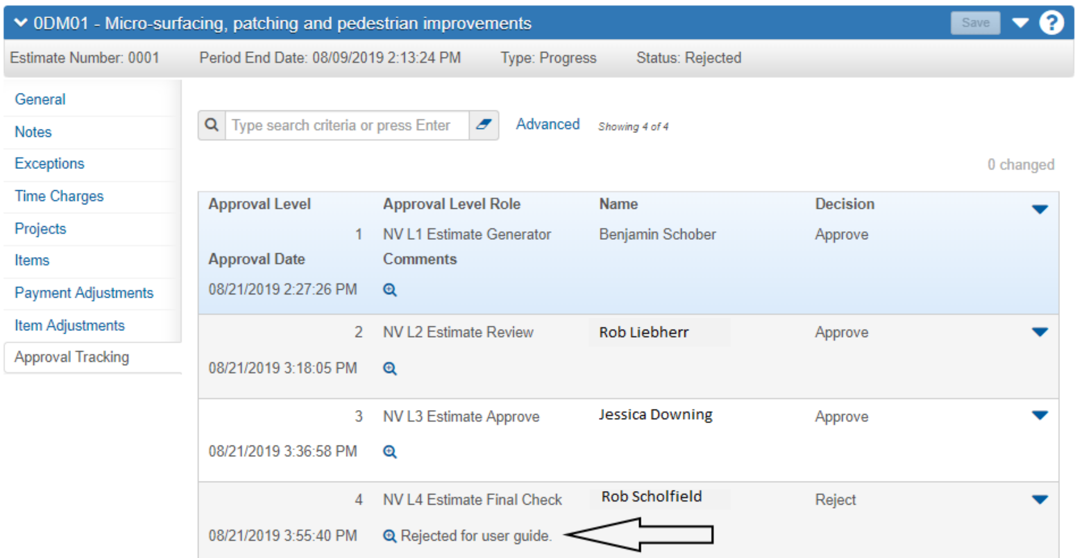


Figure 9-89. Contract Payment Estimate Summary: Approval Tracking tab

b. Click the Contract Payment Estimate Summary Component Actions Menu and select Change to Draft. (Figure 9-90)

Contract Payment Estimate Summary

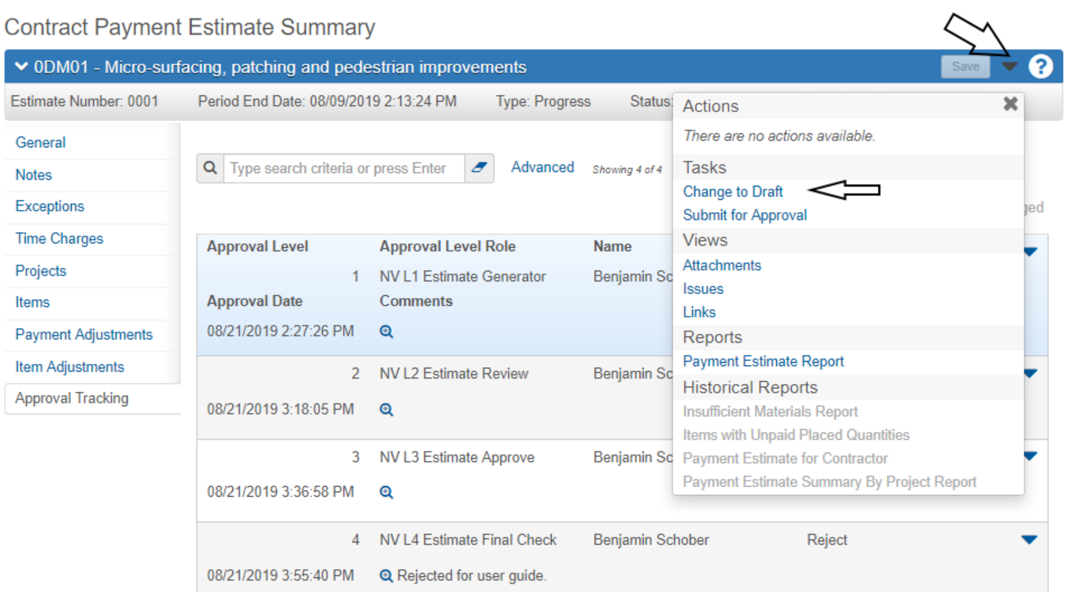


Figure 9-90. Component Row Action: Change to Draft

5. Make appropriate corrections based on the Approval Tracking Comments from Step 4.
   - If the corrections are only within the payment estimate (Exceptions, Payment Adjustments and Item Adjustments) then all that needs to be done is to make the correction(s) and re-submitt the estimate for approval.
   - If a DWR or Diary related to the payment estimate need to be corrected, the payment estimate will have to be deleted (see the Section, Deleting a Payment Estimate, in this Chapter.

DELETING A PAYMENT ESTIMATE

A Payment Estimate can only be deleted if it is in a Draft status.

1. Under Contract Progress Summary, Payment Estimates tab, click Show first 10. (Figure 9-91)

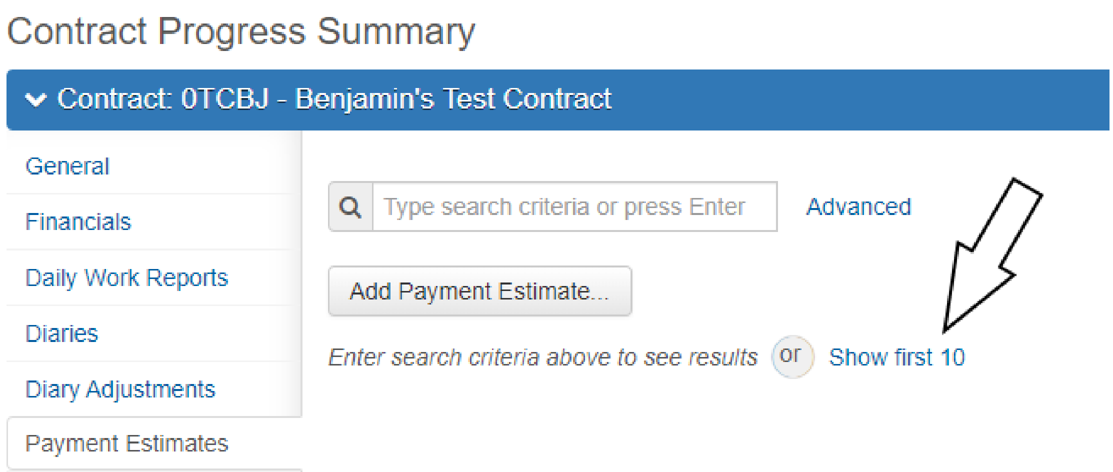


Figure 9-91. Contract Progress Summary, Show First 10

2. Locate the Payment Estimate to be deleted, click the Row Actions Menu, and select Delete. (Figure 9-92)

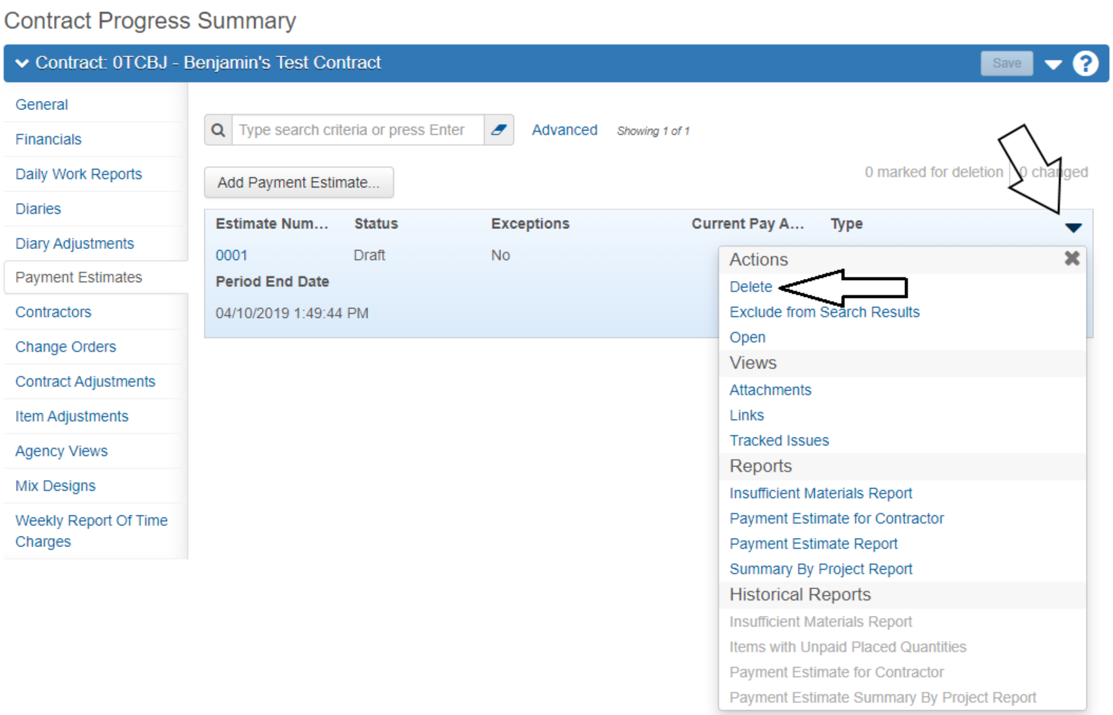


Figure 9-92. Contract Progress Summary with Payment Estimate Row Action Drop-Down

3. Click the Save button. (Figure 9-93)

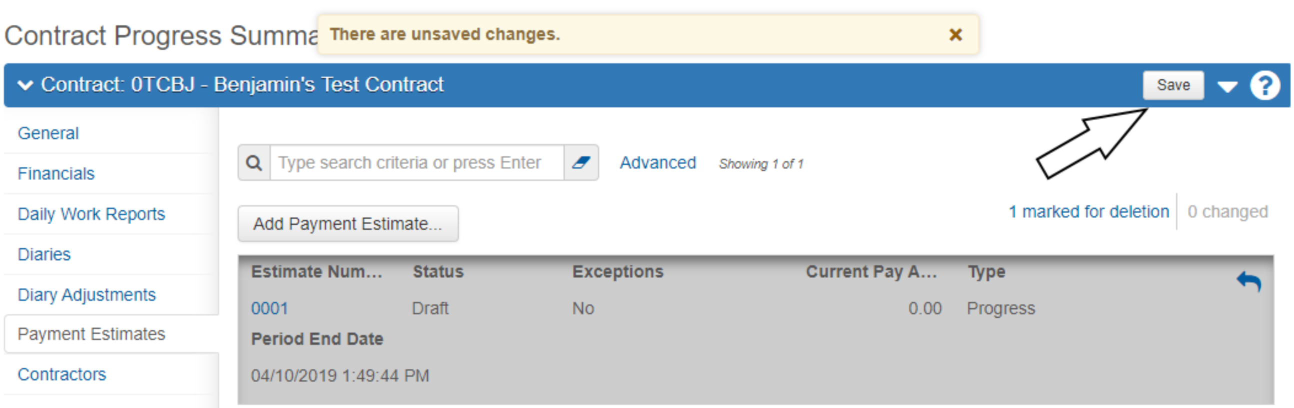


Figure 9-93. Contract Progress Summary Save button

FIELD CLOSEOUT

This chapter contains the following sections:

FIELD CLOSEOUT 10

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)

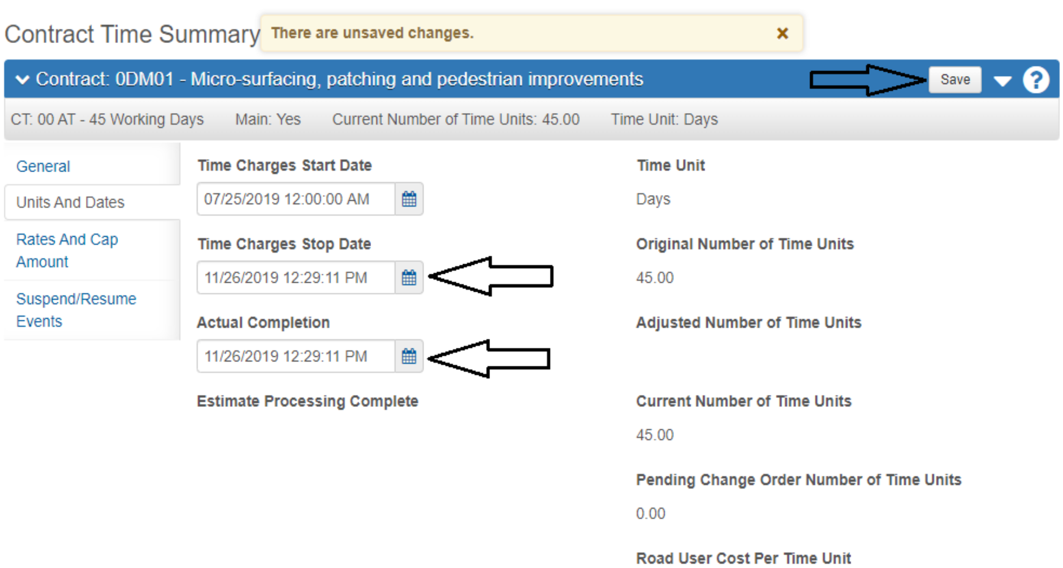


Figure 10-1. Contract Time Summary - Main Site Time

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

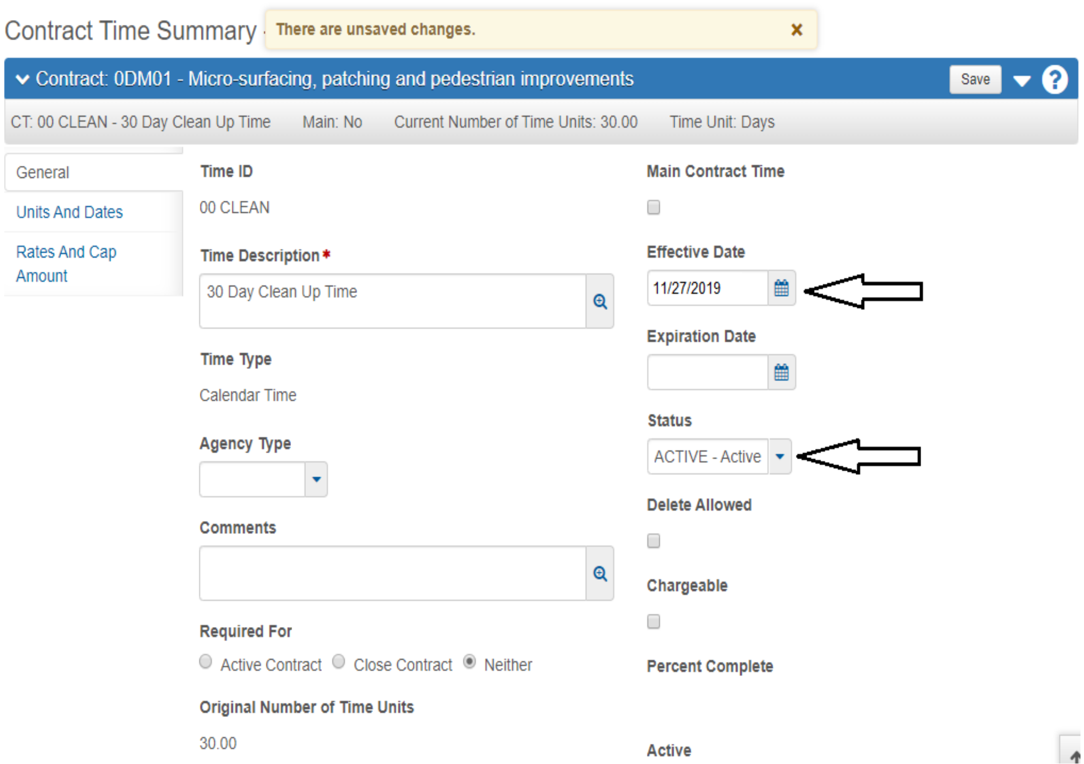


Figure 10-2. Contract Time Summary - 00 Clean Time, General Tab

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)

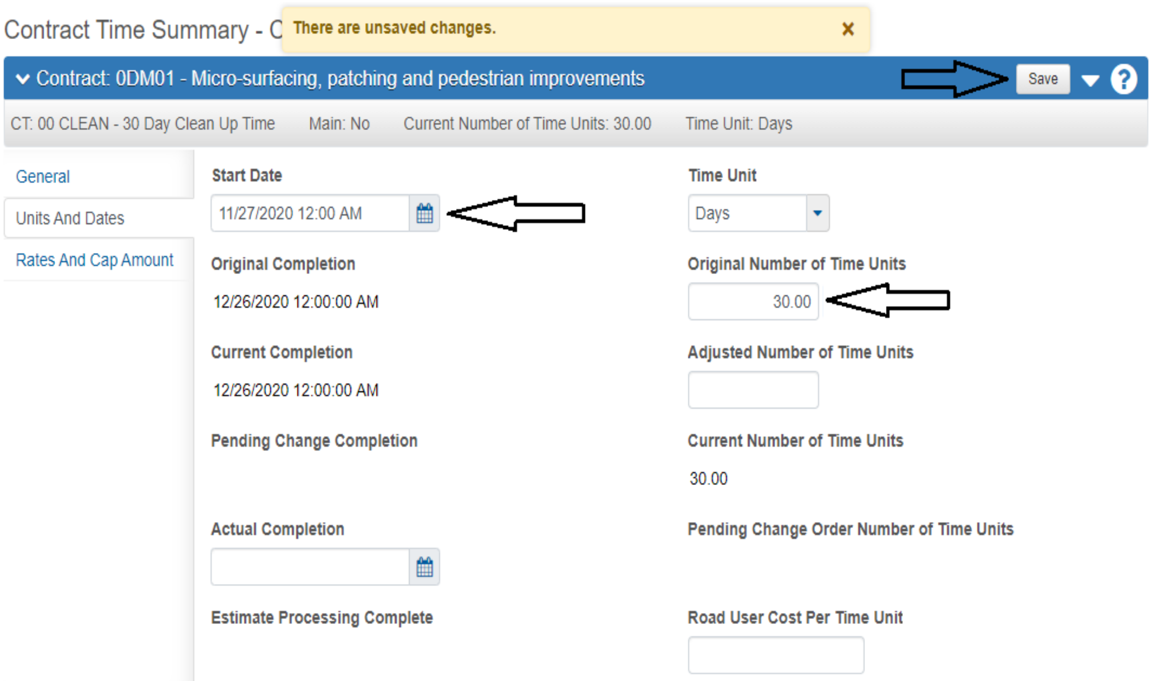


Figure 10-3. Contract Time Summary - 00 Clean Time, Units and Dates Tab

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.

1. 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.

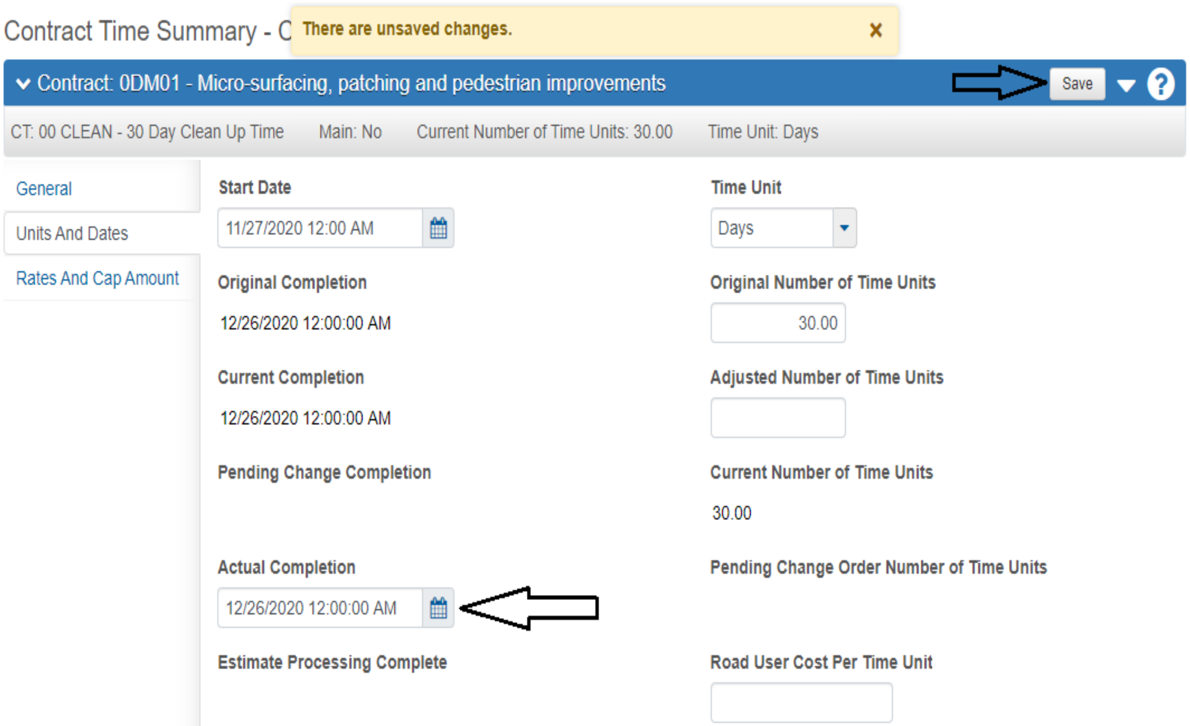


Figure 10-4. Contract Time Summary - 00 Clean Time, Units and Dates Tab

   - 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)

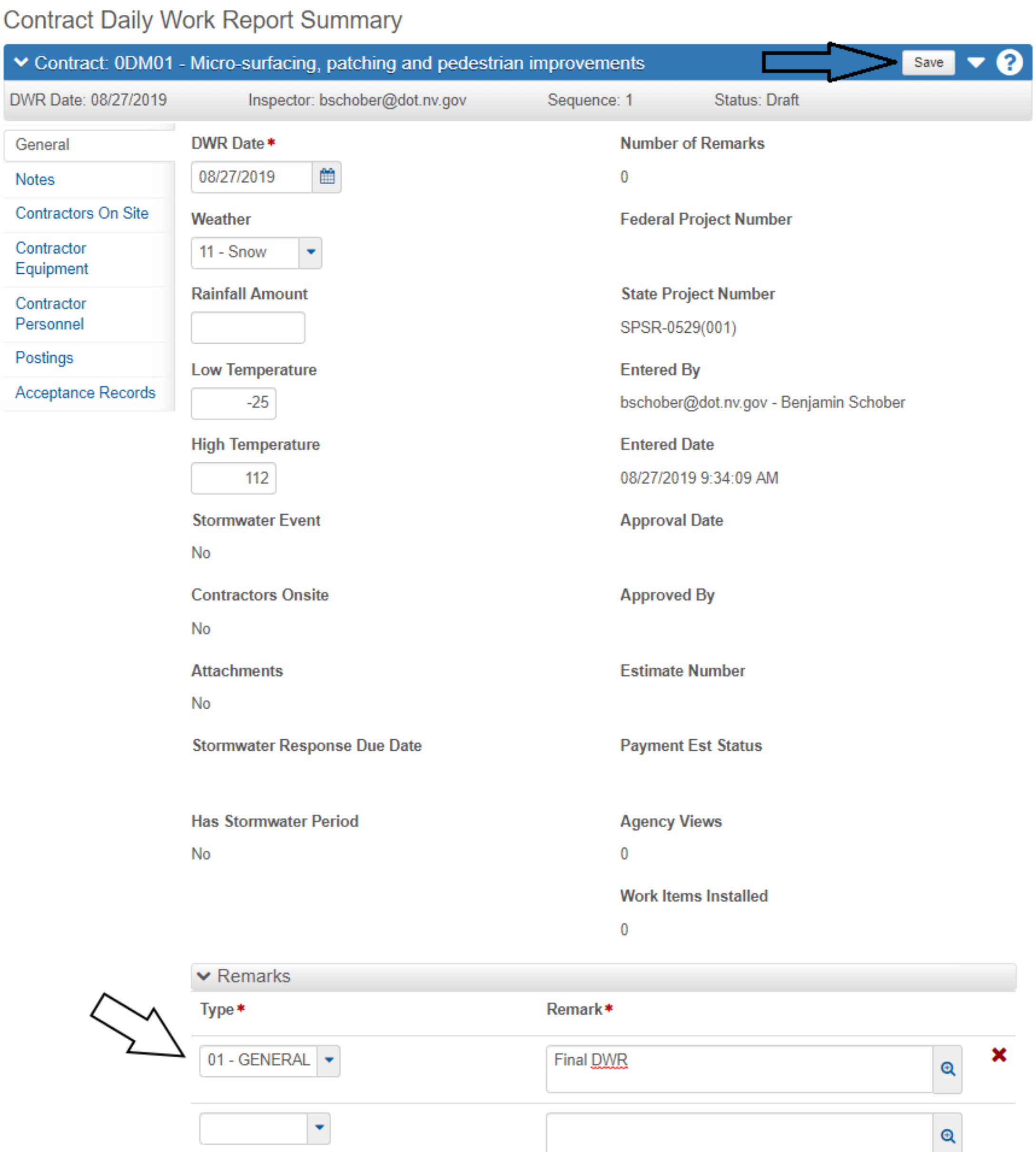


Figure 10-5. Contract Daily Work Report Summary

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)

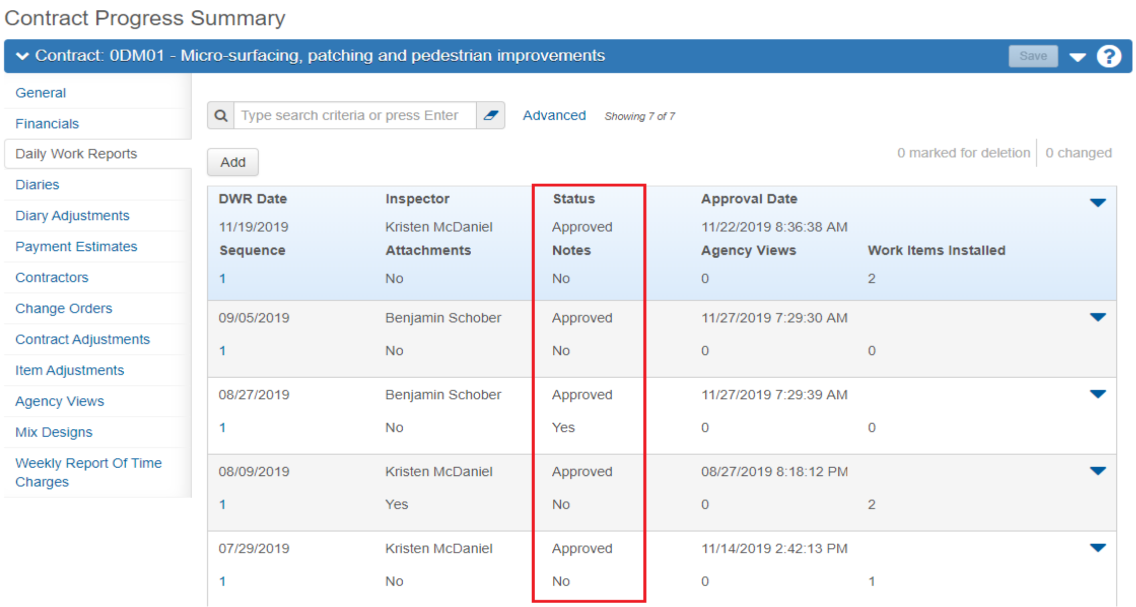


Figure 10-6. Contract Daily Work Report Summary

2. Use an Advanced Filter to search for DWRs with a DWR Status of Draft, Pending Approval, and Rejected. (Figures 10-7 - 10-9) Refer to Chapter 1, AWP General Navigation, Section, Sorting and Filtering Lists, in this user guide for details in using an Advance Filter.

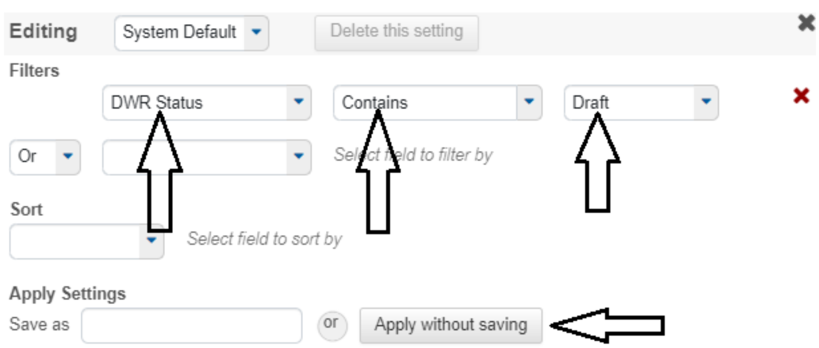


Figure 10-7. Advanced Search, DWR Status - Draft

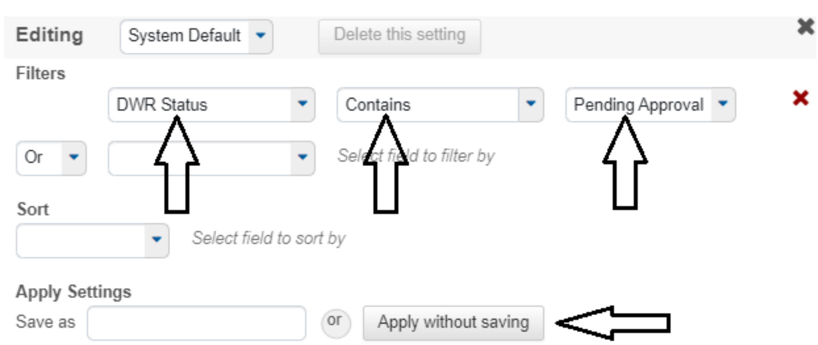


Figure 10-8. Advanced Search, DWR Status - Pending Approval

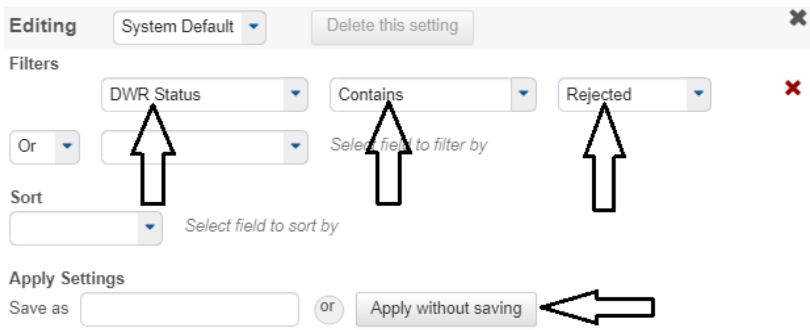


Figure 10-9. Advanced Search, DWR Status - Rejected

3. Approve or delete the DWRs 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 10-10)

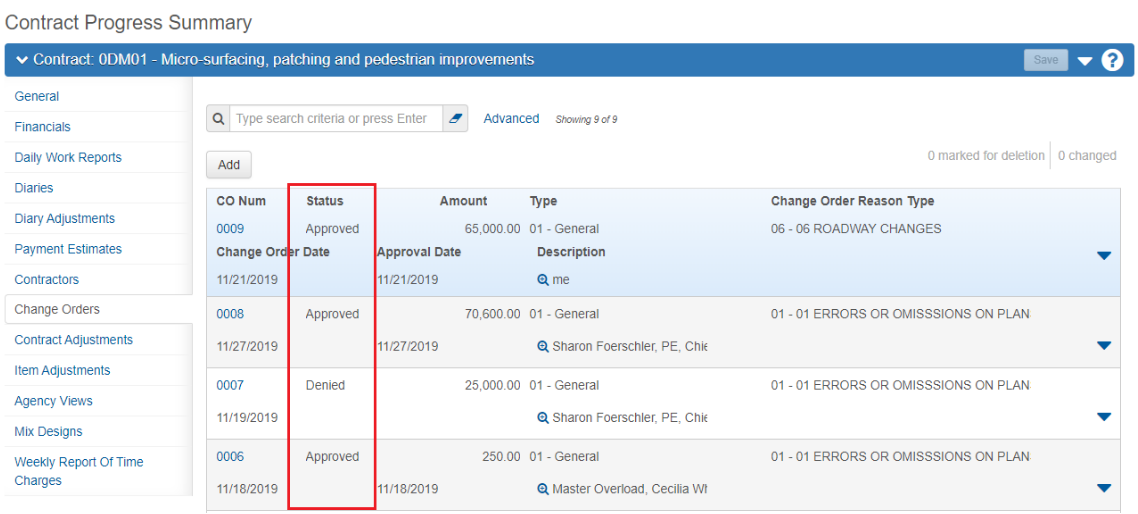


Figure 10-10. Contract Change Order Summary

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 10-11)

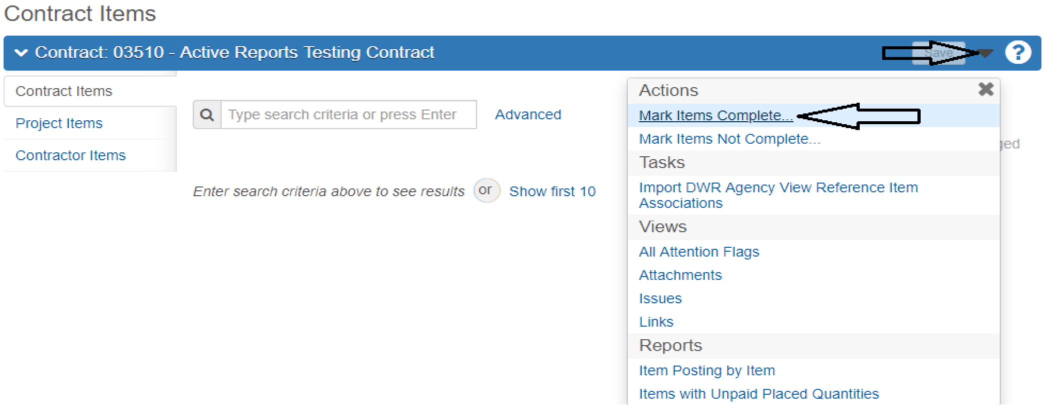
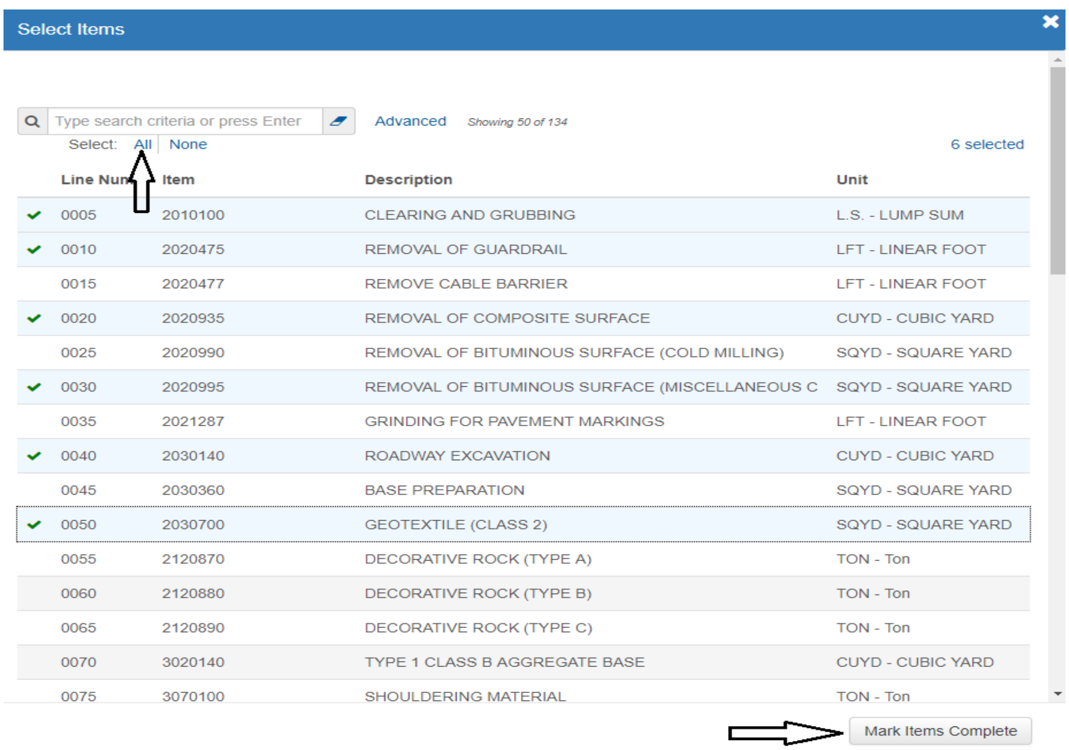


Figure 10-11. Contract Items Component Row Actions Drop-down

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 10-12)



	Line Num	Item	Description	Unit
✓	0005	2010100	CLEARING AND GRUBBING	L.S. - LUMP SUM
✓	0010	2020475	REMOVAL OF GUARDRAIL	LFT - LINEAR FOOT
	0015	2020477	REMOVE CABLE BARRIER	LFT - LINEAR FOOT
✓	0020	2020935	REMOVAL OF COMPOSITE SURFACE	CUYD - CUBIC YARD
	0025	2020990	REMOVAL OF BITUMINOUS SURFACE (COLD MILLING)	SQYD - SQUARE YARD
✓	0030	2020995	REMOVAL OF BITUMINOUS SURFACE (MISCELLANEOUS C	SQYD - SQUARE YARD
	0035	2021287	GRINDING FOR PAVEMENT MARKINGS	LFT - LINEAR FOOT
✓	0040	2030140	ROADWAY EXCAVATION	CUYD - CUBIC YARD
	0045	2030360	BASE PREPARATION	SQYD - SQUARE YARD
✓	0050	2030700	GEOTEXTILE (CLASS 2)	SQYD - SQUARE YARD
	0055	2120870	DECORATIVE ROCK (TYPE A)	TON - Ton
	0060	2120880	DECORATIVE ROCK (TYPE B)	TON - Ton
	0065	2120890	DECORATIVE ROCK (TYPE C)	TON - Ton
	0070	3020140	TYPE 1 CLASS B AGGREGATE BASE	CUYD - CUBIC YARD
	0075	3070100	SHOULDERING MATERIAL	TON - Ton

Figure 10-12. 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 10-13)

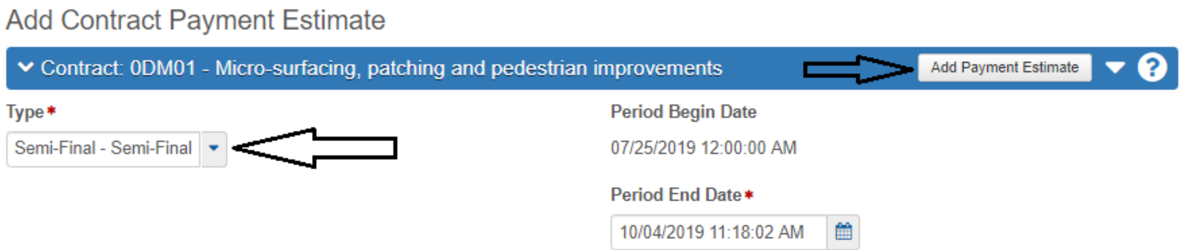


Figure 10-13. Add Contract Payment Estimate

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 10-14)

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
Insufficient Materials	May Be Left Unresolved*	May Be Left Unresolved*

Definition of Status Response

Must Acknowledge - Exception is valid, issue the specified payment to Contractor. Must include a detailed Remark.

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

May Be Left Unresolved - Exception is valid, issue the specified payment to Contractor. ***MUST Acknowledge ONLY when the Adjustment value is Yes. Must include a detailed Remark.**

Figure 10-14. 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, and the District has accepted the Contract (District Acceptance), the Construction Admin Staff will reduce retainage to $50,000.*

ADDING THE CONTRACT CLOSEOUT CHANGE ORDER

The Closeout Change Order reconciles the quantities of all items. A detailed justification is requried 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 10-15)

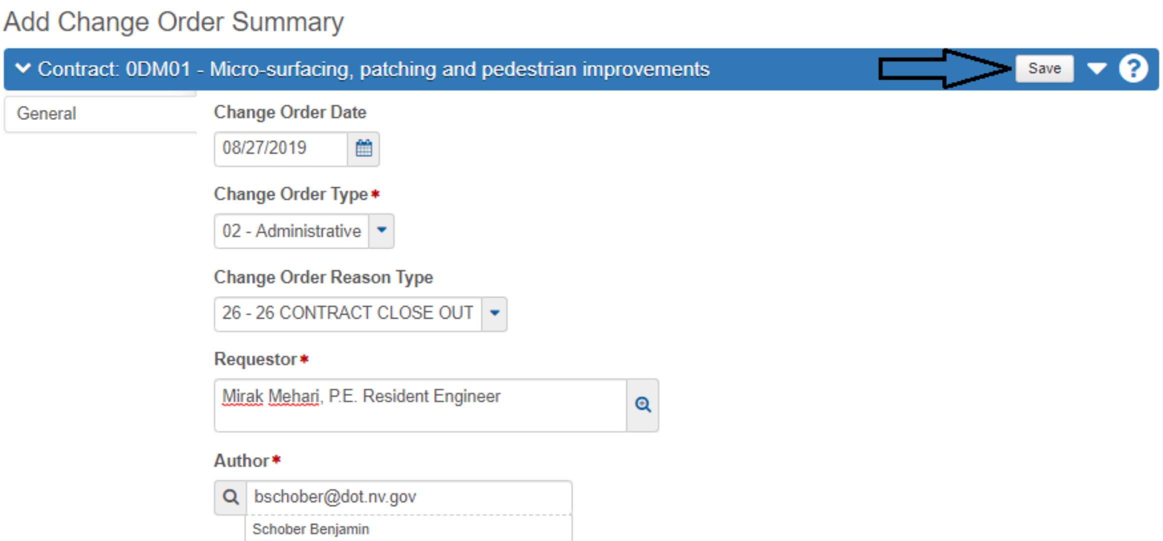


Figure 10-15. Add Change Order Summary

2. Click the Save button. (Figure 10-15)
3. Go to the Change Order Explanations area and enter the following (Figure 10-16):
   - **Order:** 1
   - **Supp Explanation:** Closeout Change Order

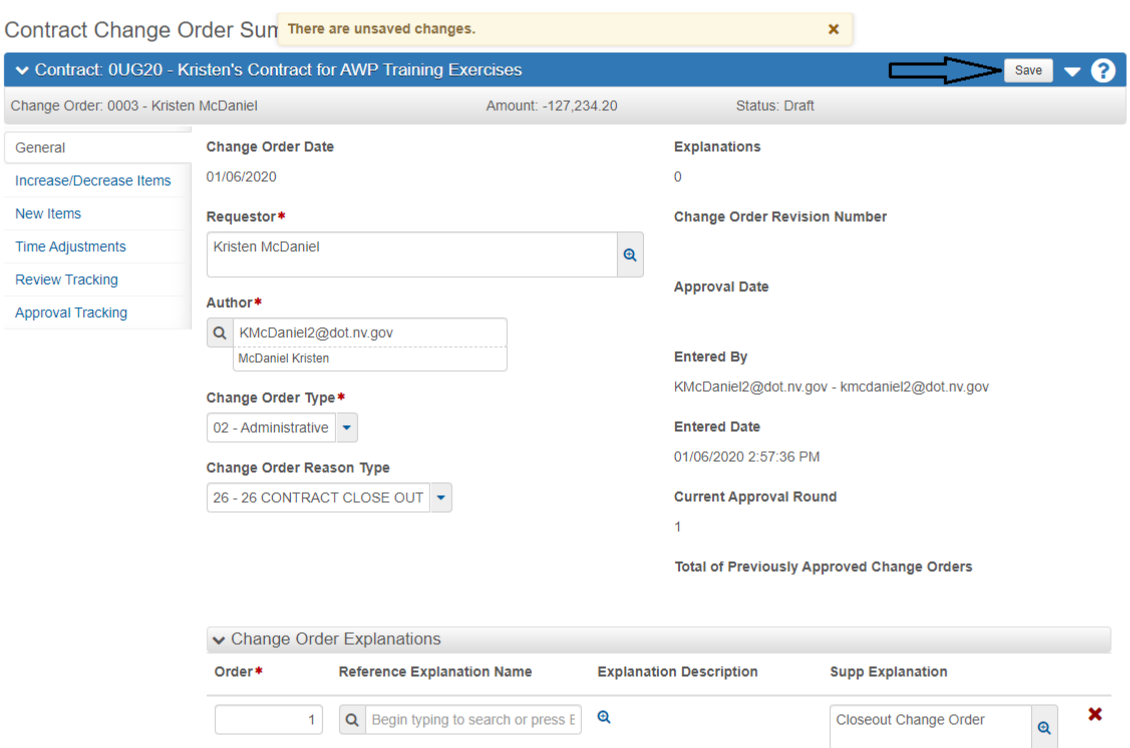


Figure 10-16. Change Order Supp Explanation

4. Click the Save button. (Figur 10-16)
5. To Balance Completed Items, click the Increase/Decrease Items tab. (Figure 10-17)

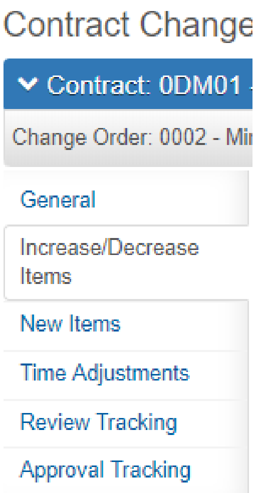


Figure 10-17. Contract Change Order Summary tabs

6. Click the Balance Completed Items button. (Figure 10-18)

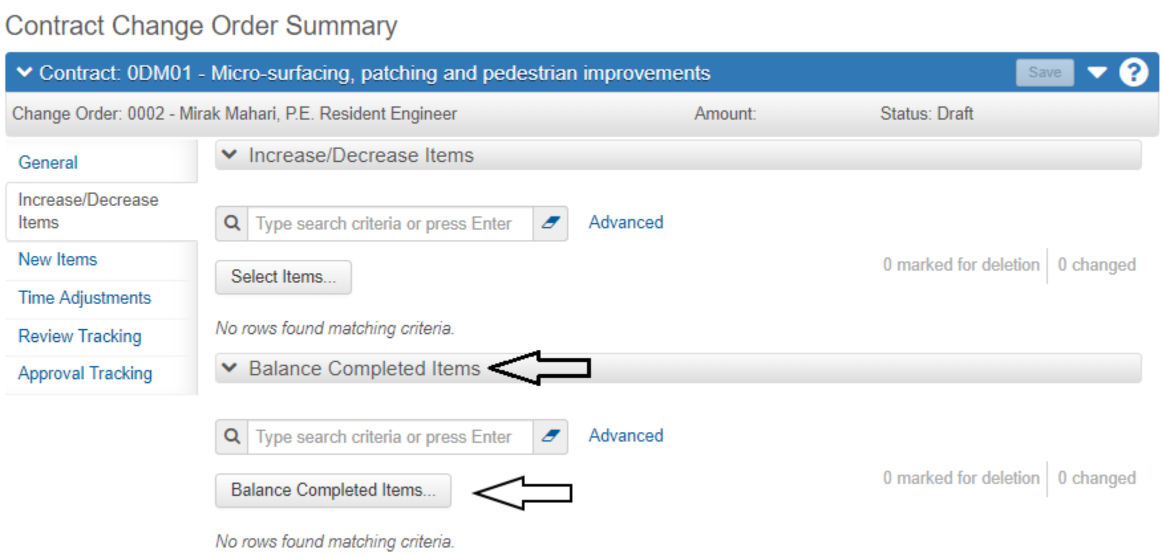


Figure 10-18. Contract Change Order Summary, Balance Completed Items button

7. In the search box, press the Enter key to display all completed items to be balanced. (Figure 10-19)

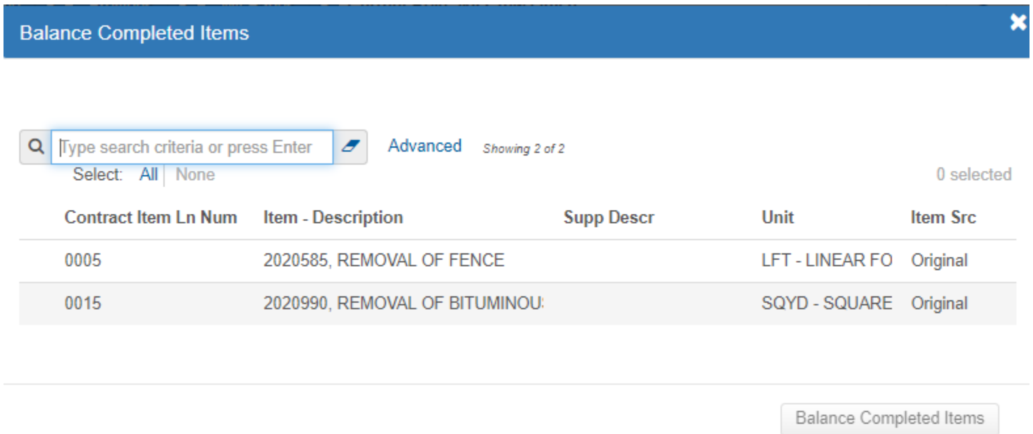


Figure 10-19. Balance Completed Items Search Results

8. 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 10-20)

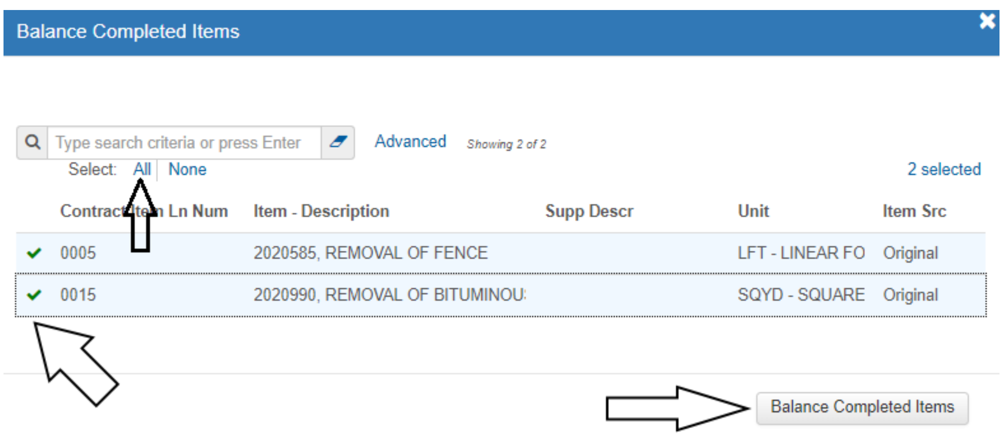


Figure 10-20. Balance Completed Items Selected Items

9. 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 10-21) 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.*

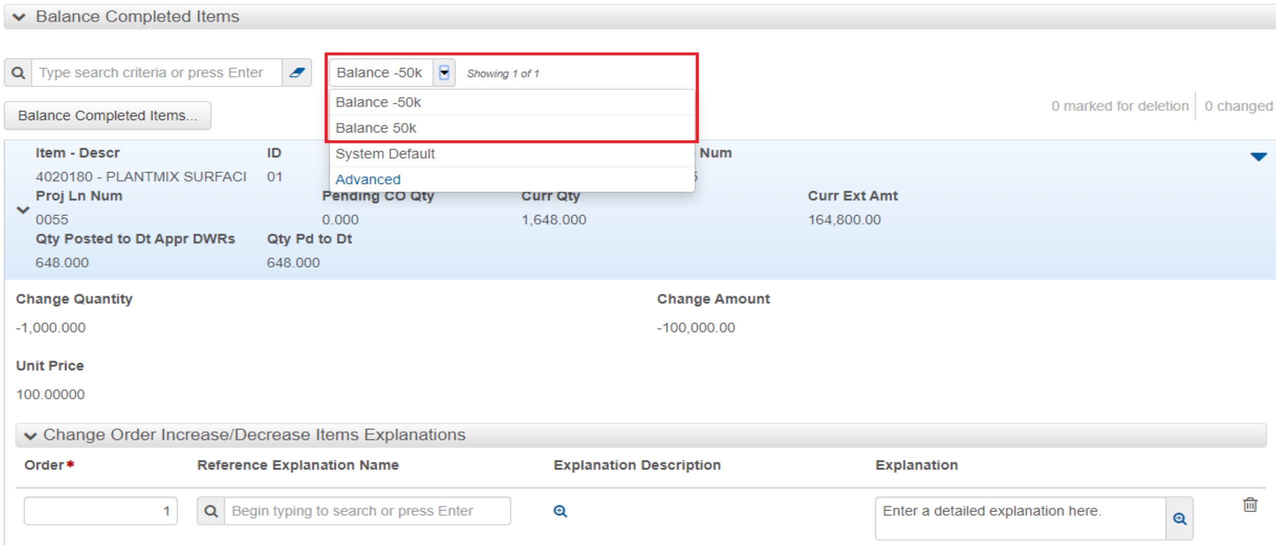


Figure 10-21. Balance Completed Items Selected Items

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

CHANGE ORDER REASON TYPES

This chapter contains the following sections:

CHANGE ORDER REASON TYPES

Reason Type	Description
01	01 Errors or Omissions on Plans
02	02 Construction Stakeout Errors
03	03 Utilities Conflicts
04	04 Traffic Control (Temporary conditions - striping, pavement markings, phasing changes)
05	05 ITS Changes or Additions (Signals, lighting, permanent signs and electrical)
06	06 Roadway Changes
07	07 Fencing / Right of Way (gates, change of access)
08	08 Drainage (pipe extensions, DI=s, RCB, anything underground)
09	09 Structural Items
10	10 Material and Testing (alternate pits, if existing pit to materials only, materials, lime treatment, sieve changes, test methods, material spec changes)
11	11 Safety and Traffic (Permanent conditions - guardrail, barrier rail, guideposts, striping, pavement markings)
12	12 Specifications Changes (no materials or traffic control phasing)
13	13 Miscellaneous
14	14 Flaggers
15	15 Non-specification Material Allowed to Remain in Place
16	16 Claims
17	17 Dispute Resolution
18	18 Value Added Work
19	19 Activate Fuel Escalation
20	20 Landscape & Aesthetic Treatments
21	21 VEP: Value Engineering Proposal
22	22 Stormwater
24	24 Environmental
25	25 Adjusting Incentive / Disincentive (Crew Administrative)
26	26 Contract Closeout (Crew Administrative)
27	27 Quantity Overrun ($100k) (Crew Administrative)
28	28 Reducing Escalation Quantity (Crew Administrative)
29	29 Category Adjustment (Crew Administrative)
30	30 HQ Administrative (HQ Admin ONLY)
901	901 Prior - Errors or Omissions on Plans
903	903 Prior - Utilities Conflicts
904	904 Prior - Traffic Control (Temporary conditions - striping, pavement markings, phasing changes)
905	905 Prior - ITS Changes or Additions (Signals, lighting, permanent signs and electrical)
906	906 Prior - Roadway Changes
909	909 Prior - Structural Items
911	911 Prior - Safety and Traffic (Permanent conditions - guardrail, barrier rail, guideposts, striping, pavement markings)
913	913 Prior - Miscellaneous

914	914 Prior - Flaggers
918	918 Prior - Value added work
920	920 Prior - Landscape & Aesthetic Treatments
921	921 Prior - VEP: Value Engineering Proposal
922	922 Prior - Environmental