

**NEVADA DEPARTMENT OF TRANSPORTATION**



**AASHTOWARE PROJECT CONSTRUCTION & MATERIALS™**

# **NDOT Construction User Guide With Materials**

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# AWP GENERAL NAVIGATION

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## 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

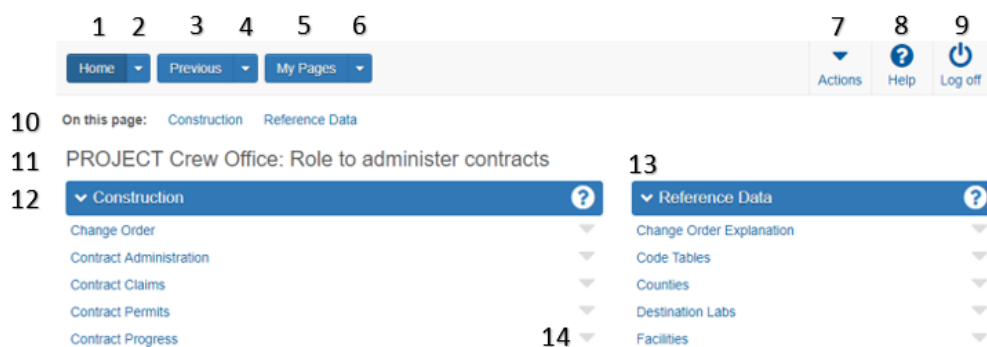


Figure 1-1. Home Screen

### 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)

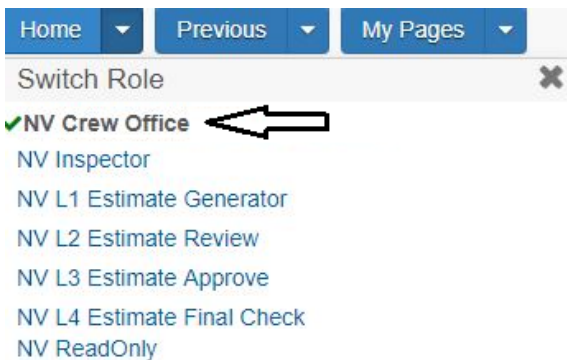


Figure 1-4. Role Selector Drop-down

## 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.

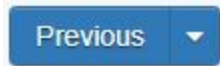


Figure 1-5. Previous Button

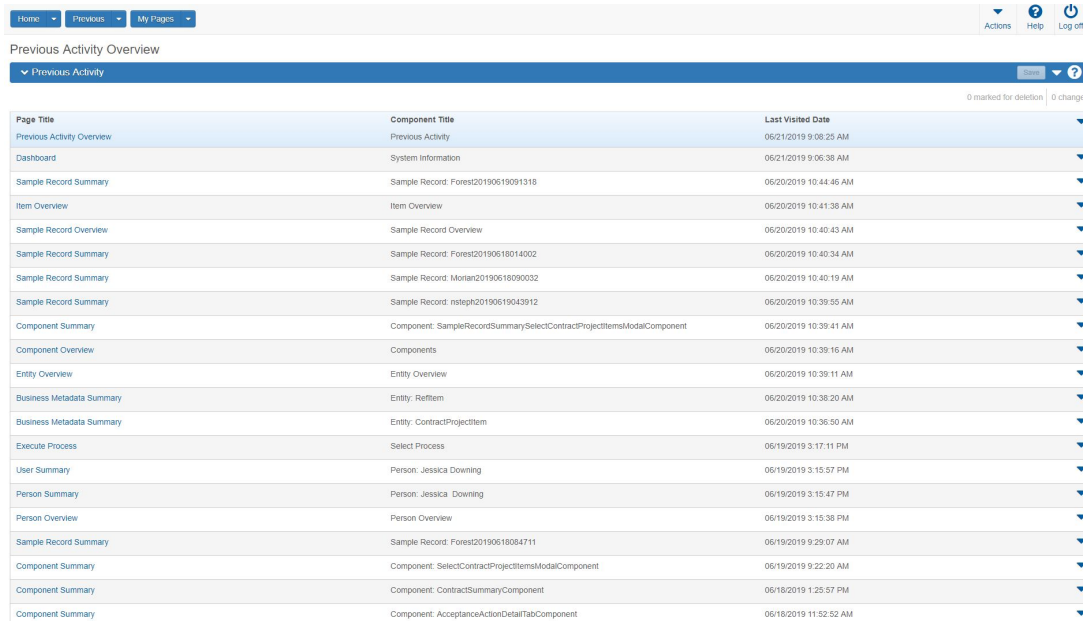
**Important:** DO NOT use the browser's (Chrome or IE) back button to return to a prior page as it will cause issues within the AWP program.

- 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.



Page Title	Component Title	Last Visited Date
Previous Activity Overview	Previous Activity	06/21/2019 9:08:25 AM
Dashboard	System Information	06/21/2019 9:06:38 AM
Sample Record Summary	Sample Record: Forest20190619091318	06/20/2019 10:44:46 AM
Item Overview	Item Overview	06/20/2019 10:41:36 AM
Sample Record Overview	Sample Record Overview	06/20/2019 10:40:43 AM
Sample Record Summary	Sample Record: Forest20190618014002	06/20/2019 10:40:34 AM
Sample Record Summary	Sample Record: Morian20190618090032	06/20/2019 10:40:19 AM
Sample Record Summary	Sample Record: nsteph20190619043912	06/20/2019 10:39:55 AM
Component Summary	Component: SampleRecordSummarySelectContractProjectItemsModalComponent	06/20/2019 10:39:41 AM
Component Overview	Components	06/20/2019 10:39:16 AM
Entity Overview	Entity Overview	06/20/2019 10:39:11 AM
Business Metadata Summary	Entity: Refitem	06/20/2019 10:38:20 AM
Business Metadata Summary	Entity: ContractProjectItem	06/20/2019 10:36:50 AM
Execute Process	Select Process	06/19/2019 3:17:11 PM
User Summary	Person: Jessica Downing	06/19/2019 3:15:57 PM
Person Summary	Person: Jessica Downing	06/19/2019 3:15:47 PM
Person Overview	Person Overview	06/19/2019 3:15:38 PM
Sample Record Summary	Sample Record: Forest20190618084711	06/19/2019 9:29:07 AM
Component Summary	Component: SelectContractProjectItemsModalComponent	06/19/2019 9:22:20 AM
Component Summary	Component: ContractSummaryComponent	06/18/2019 1:25:57 PM
Component Summary	Component: AcceptanceActionDetailTabComponent	06/18/2019 11:52:52 AM

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)

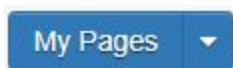


Figure 1-8. My Pages Selector Drop-down

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

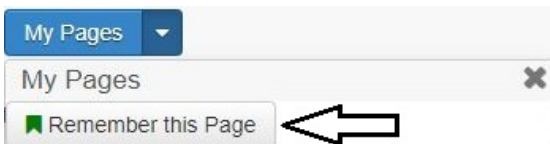


Figure 1-9. My Pages Remember this Page

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

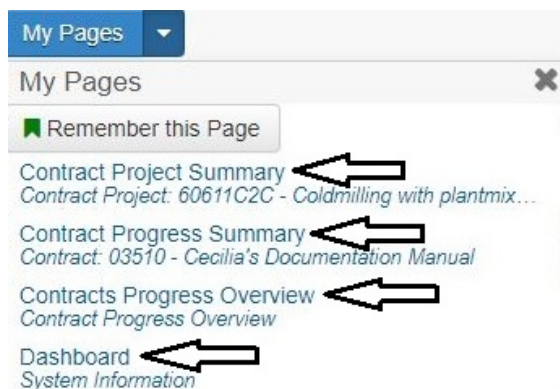


Figure 1-10. My Pages Selector Drop-down

## 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.

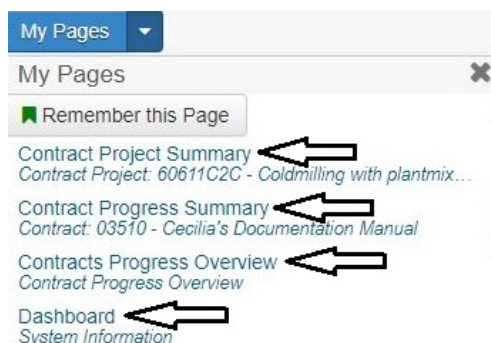


Figure 1-12. My Pages Drop-down List

## MANAGING MY PAGES

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

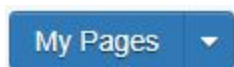


Figure 1-13. My Pages Button

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

My Page Overview

Page Title	Component Title	Created Dt
Contracts Progress Overview	Contract Progress Overview	08/14/2019 6:50:57 AM
Contract Progress Summary	Contract: 03580 - US 93 BOULDER CITY BYPA	08/14/2019 6:51:17 AM
Contract Administration Overview	Contract Administration Overview	08/14/2019 6:51:43 AM

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.

Page Title	Component Title	Created Dt
Contracts Progress Overview	Contract Progress Overview	08/14/2019 6:50:57 AM
Contract Progress Summary	Contract: 03580 - US 93 BOULDER CITY BYPA	08/14/2019 6:51:17 AM
Contract Administration Overview	Contract Administration Overview	08/14/2019 6:51:43 AM
Contract Payment Estimate Overview	Contract Payment Estimate Overview	08/14/2019 6:56:36 AM

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.

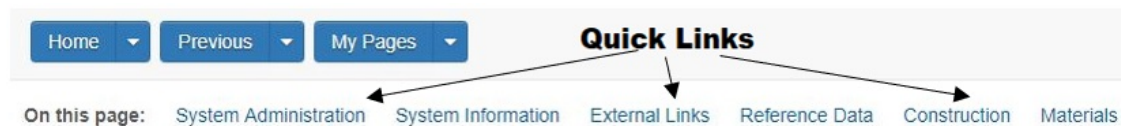


Figure 1-17. Quick Links

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)

## Contract Administration Summary

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

- General
- Additional Information
- Administrative Offices
- Contract Authority
- Contract Times
- Funding
- Locations
- Permits
- Retainage

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)

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

General	<b>Contract ID</b> ODM01	<b>Highway / Route</b> SR529-1
Additional Information	<b>Contract Status</b> Active	<b>Location</b> SR 529, South Carson Street, from Overland Street to Fairview Drive
Administrative Offices	<b>Description *</b> Micro-surfacing, patching and pedestrian improvements <small>Up to 256 characters</small>	<b>Federal Project Number</b>
Contract Authority	<b>Prime Contractor</b> PUR0003792A - SIERRA NEVADA CONSTRUCTION	<b>State Project Number</b> SPSR-0529(001)
Contract Times	<b>Contract Type</b> 01 - Design / Bid / Build	<b>Record Source</b> Construction
Funding	<b>Spec Book *</b> 14	<b>Project Manager/Coordinator</b> jenica.keller@dot.nv.gov Keller Jenica
Locations	<b>Unit System</b> English	<b>Resident Engineer</b> ahurbut@dot.nv.gov Hurbut Ashley
Permits	<b>Comments</b>	
Retainage	<b>Long Description</b>	

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

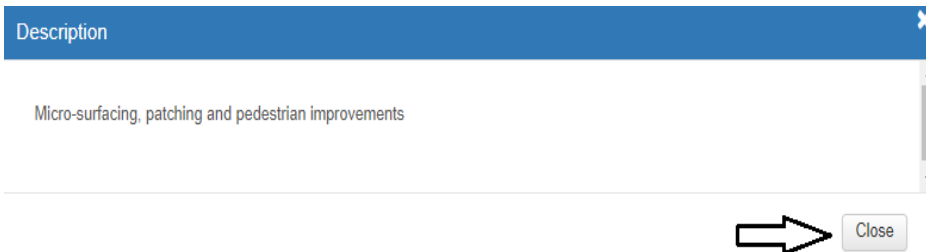


Figure 1-21. Large Text Field window

**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.

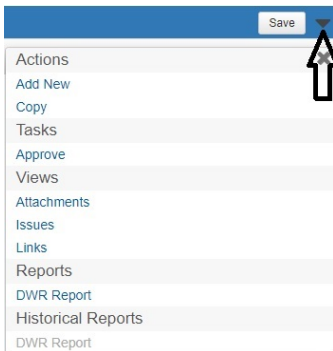


Figure 1-22. Save Button and Component Actions Drop-down Button and Menu Options

DWR Date	Inspector	Status	Approval Date	Actions
09/05/2019	Benjamin Schober	Draft		Copy
<b>Sequence</b>	<b>Attachments</b>	<b>Notes</b>	<b>Agency Views</b>	Delete
1	No	No	0	Exclude from Search Results
08/27/2019	Benjamin Schober	Draft		Open
1	No	Yes	0	Tasks
08/09/2019	Kristen McDaniel	Approved	08/27/2019 8:18	Approve
1	Yes	No	0	Views
07/29/2019	Benjamin Schober	Rejected		Attachments
1	No	No	0	Links
				Tracked Issues
				Reports
				DWR Report

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.



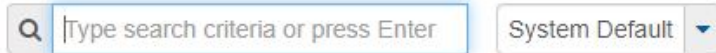


Figure 1-24. Quick Find Search Box and Filter/Sort Drop-Down

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.

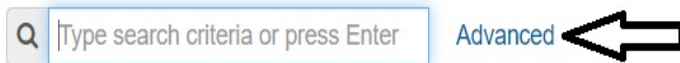


Figure 1-26. Advanced Link



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

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

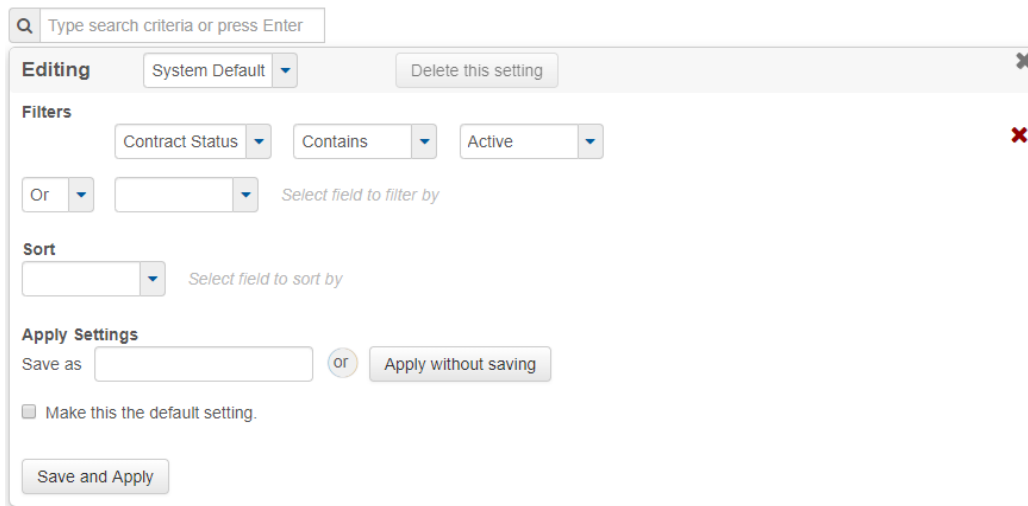


Figure 1-28. Filter and/or Sort criteria in the Editing window

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).

#### Apply Settings

Save as


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.



*Enter search criteria above to see results* or

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

# **CONTRACT SETUP**

This chapter contains the following sections:

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Reviewing and Setting Up a Contract .....	2-3
Reviewing Contract Projects .....	2-19
Reviewing Contract Items and Project/Category Items .....	2-22
Entering Crew Review Date and Construction Start Date .....	2-25



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

## REVIEWING AND SETTING UP A CONTRACT

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



Figure 2-1. Current Role

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

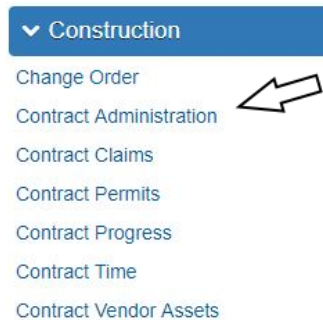


Figure 2-2. Construction Component

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

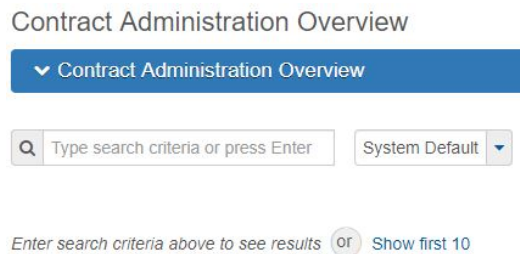


Figure 2-3. Contract Administration Overview

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

## Contract Administration Overview

▼ Contract Administration Overview

Q dm01| System Default Showing 1 of 1

Contract	Description
ODM01	Micro-surfacing, patching and pedestrian improvements

Figure 2-4. Contract Administration Overview Search Results

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

## Contract Administration Summary

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

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

Figure 2-5. General Tab

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

## Contract Administration Summary

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

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

Figure 2-6. Additional Information

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

## Contract Administration Summary

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

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

Figure 2-7. Administrative Offices

- 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](mailto: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).

## Contract Administration Summary

Contract Administration Summary

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

Contract Specific Contract Authority

General

Additional Information

Administrative Offices

Contract Authority

Contract Times

Funding

Locations

Permits

Retainage

Type search criteria or press Enter Advanced

New 0 added | 0 marked for deletion | 0 changed

No rows found matching criteria.

Officewide Contract Authority

Type search criteria or press Enter Advanced Showing 50 of 210

0 changed

Person	Role	All Contract Access	Effective Date	Expiration Date	Active
CorpAdmin	CONTMIGRUSER	Yes	01/22/2019		Yes
Status	Administrative Office				
ACTIVE - Active					
KMcDaniel2@dot.nv.gov	SYSWIDE	Yes	03/25/2019	03/26/2019	No
ACTIVE - Active					
rlebherr@dot.nv.gov	NV ContMigrUser	Yes	04/08/2019		Yes

Figure 2-8. Contract Authority

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

## Contract Administration Summary

Contract Administration Summary

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

Contract Specific Contract Authority

General

Additional Information

Administrative Offices

Contract Authority

Type search criteria or press Enter Advanced

New 0 added | 0 marked for deletion | 0 changed

No rows found matching criteria.

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.

Active

Person\* clent

Role\* Begin typing to search o

Effective Date

Expiration Date

Status

clent@dot.nv.gov Casey Lent

Showing 1 of 1

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.

Contract Times

- Funding
- Locations
- Permits
- Retainage

1

2

ACCEPT-DT

Acceptance Date

AWARD-DT

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

CREW-REVIEW

Date the Crew Office Staff has reviewed the contract

ConstStartedDate

The date construction started

EXEC-DT

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

Matl and AAs Lock Dt

Material and Acceptance Actions Lock Date

NTP-DT

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

PRE-CON

Pre-construction Conference Date

PRICEADJBASE-DT

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

Figure 2-13. Contract Times - Informational

**Site Area:** This area identifies the contract's Main Contract Site Time, Available Time (Working Days) (00 AT), or Completion Date (00 CD) and the Clean Up Time (00 CLEAN) site time. It is also the area where the Time Charges Start Date and Time Charges Stop Dates are entered, where the time liquidated damages rates are set, and where the contract time can be suspended and resumed on a Working Days (00 AT) contract. (Figure 2-14 through Figure 2-28)

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

Time ID	Agcy Type	Time Type	Available Time	Active	% Compl
<a href="#">00 AT</a>		Available Time	45 Working Days	Yes	0.00
<a href="#">00 CLEAN</a>		Calendar Time	Clean up time	No	

Figure 2-14. Contract Site Time ID

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

Contract Time Summary - Available Time

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

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

<b>Time ID</b>	00 AT	<b>Main Contract Time</b>	Yes
<b>Time Description</b>	45 Working Days	<b>Effective Date</b>	07/04/2016
<b>Time Type</b>	Available Time	<b>Expiration Date</b>	
<b>Agency Time Type</b>		<b>Status</b>	ACTIVE - Active
<b>Comments</b>		<b>Status</b>	Active
<b>Original Number of Time Units</b>	45.00		Yes

Figure 2-15. Contract Time Summary, General tab

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

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

## Contract Time Summary - Available Time

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

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

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

## Contract Time Summary - Available Time

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

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

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

**Note:** During the crew review if the contract's start date has been suspended, enter an initial Suspend Event . Enter the Resume Event when the start date has been decided. The Suspend and Resume 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)

### Contract Time Summary - Available Time

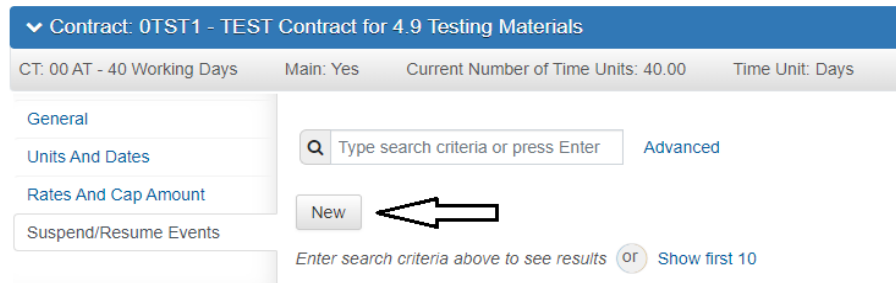


Figure 2-18. Contract Time Summary, Add Suspend/Resume Events

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

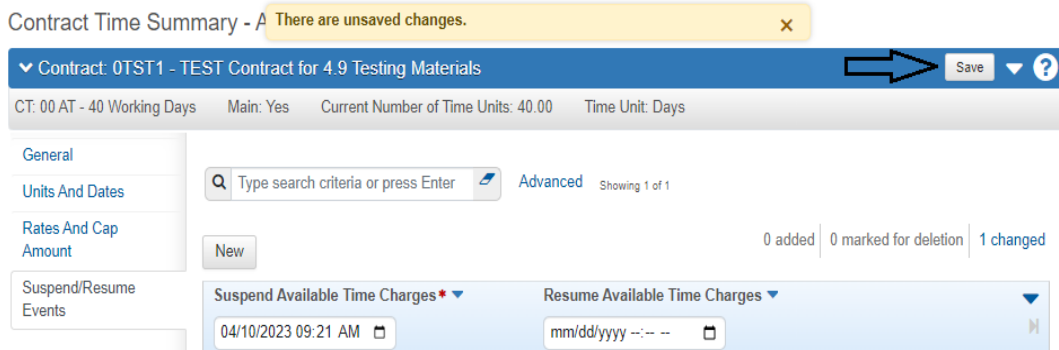


Figure 2-19. Add Suspend/Resume Event

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)

### Contract Time Summary - Available Time

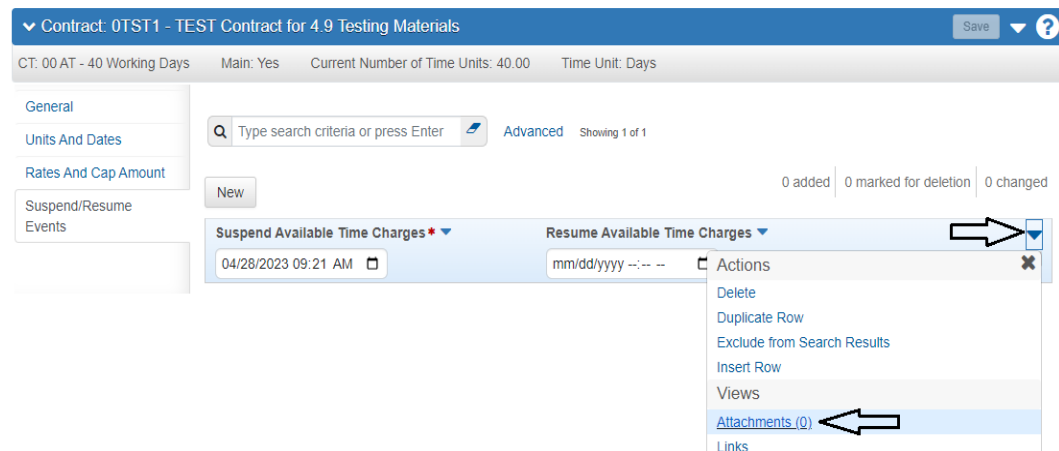


Figure 2-20. Add Suspension Letter Attachment

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

Attachments Overview

▼ Attachments For Contract Available Suspend Resume Time

🔍 Type search criteria or press Enter [Advanced](#)

Select File... ←

*No rows found matching criteria.*

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)

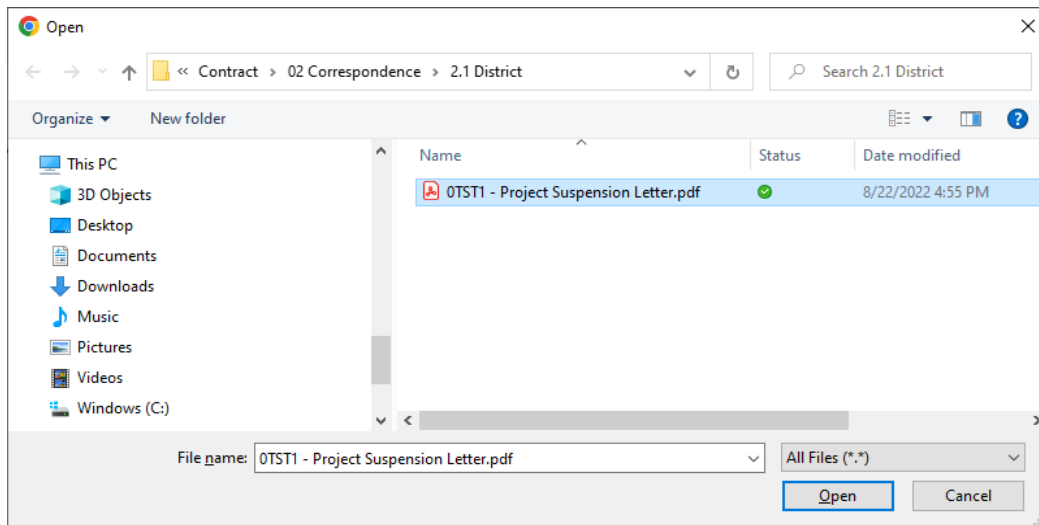


Figure 2-22. Suspend/Resume Attachments, File Selection Window

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

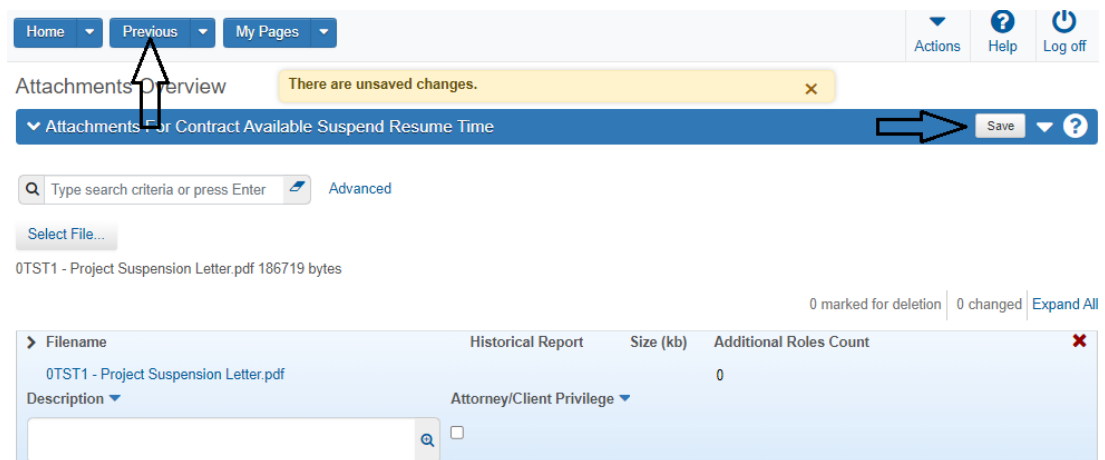


Figure 2-23. Suspend/Resume Attachments, Save

7. Click the Previous button to return to the Suspend/Resume record. (Figure 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)

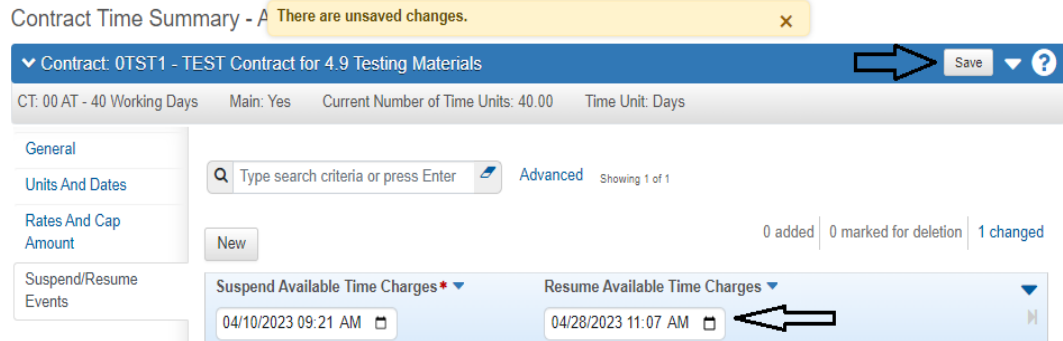


Figure 2-24. Add Suspend/Resume Event

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)

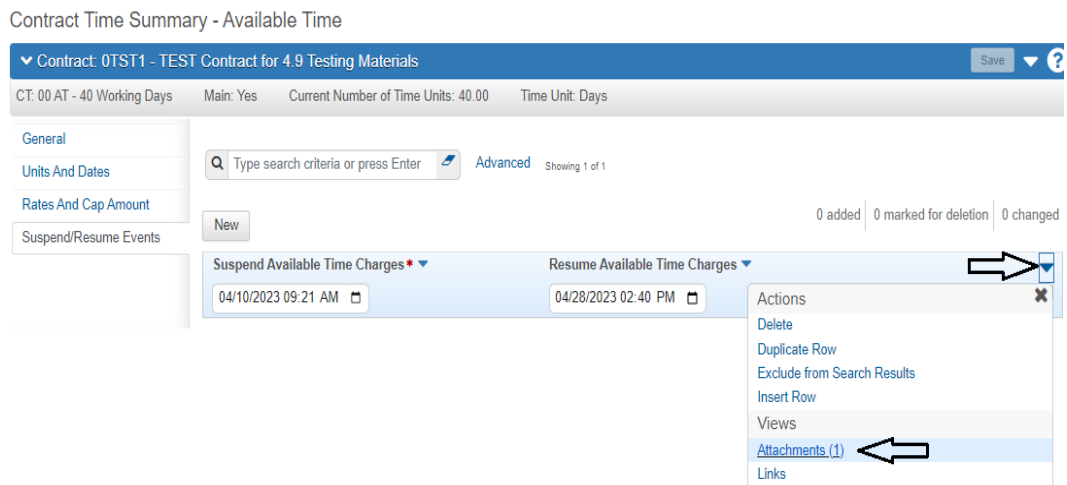


Figure 2-25. Add Suspension Letter Attachment

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

## Attachments Overview

▼ Attachments For Contract Available Suspend Resume Time

🔍 Type search criteria or press Enter Advanced Showing 1 of 1

Select File...

Filename	Historical Report
OTST1 - Project Suspension Letter.pdf	No
Description ▼	Attorney/Client Privilege ▼
<input type="text"/>	<input type="checkbox"/>

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

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

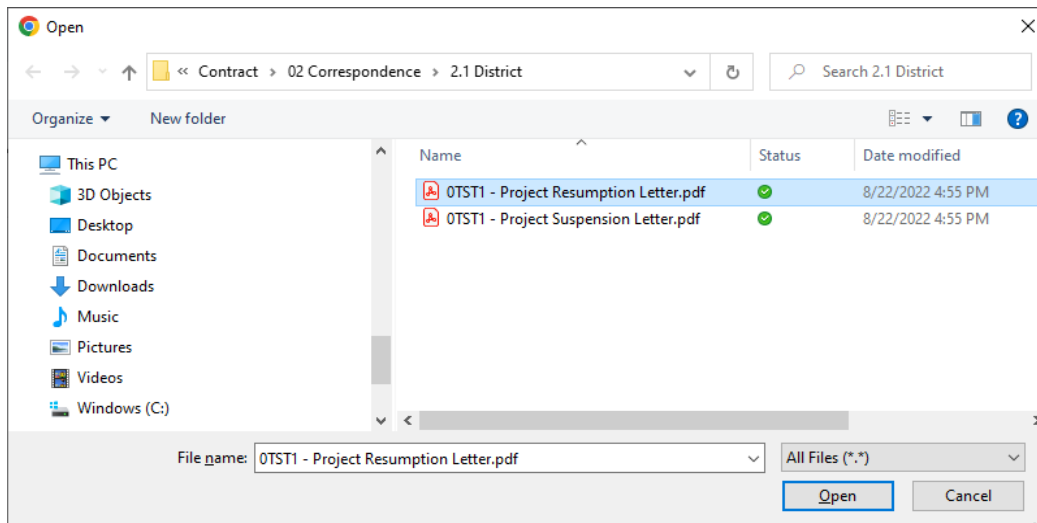


Figure 2-27. Suspend/Resume Attachments, File Selection Window

- Click the Save button.



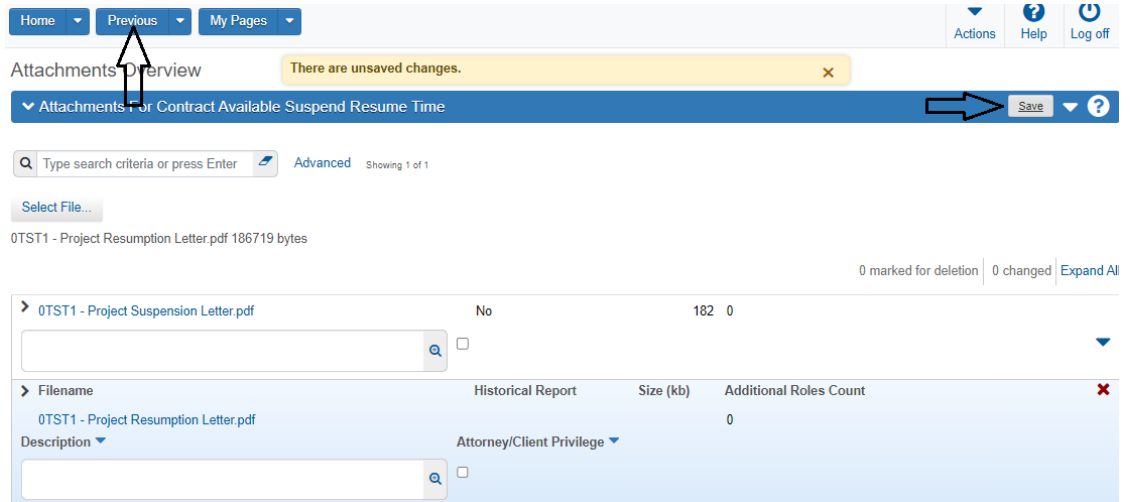


Figure 2-28. Suspend/Resume Attachments, Save

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

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

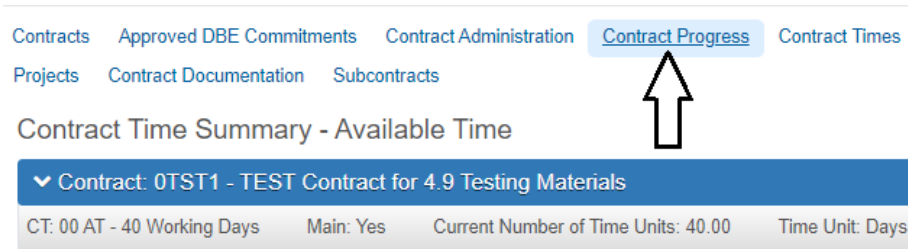


Figure 2-29. Contract Progress Quick Link

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

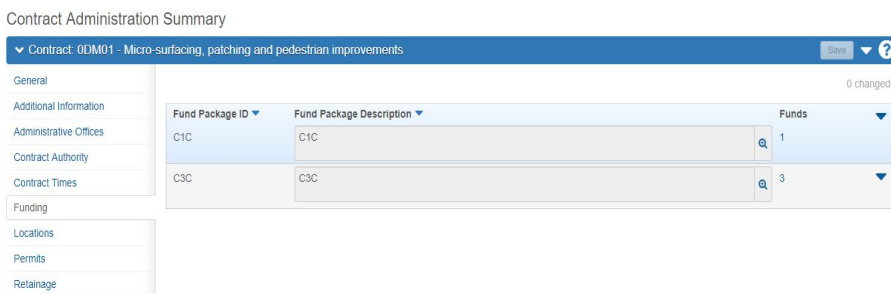


Figure 2-30. Funding

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

## Contract Administration Summary

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

General	Primary County ID	Primary District ID
	-	D2 - D2
Additional Information		0 changed
Administrative Offices		
Contract Authority	<b>County</b>	<b>Description</b>
Contract Times	16	Washoe County
Funding		0 changed
Locations	<b>District</b>	<b>Description</b>
Permits	D2	D2
Retainage		

Figure 2-31. Locations

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

## Contract Administration Summary

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

General	Search
Additional Information	<input type="text" value="Type search criteria or press Enter"/> <span>Advanced</span>
Administrative Offices	<span>New</span>
Contract Authority	No rows found matching criteria.
Contract Times	
Funding	
Locations	
Permits	
Retainage	

Figure 2-32. Permits

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

## Contract Administration Summary

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

General	Search	Summary
Additional Information	<input type="text" value="Type search criteria or press Enter"/> <span>Advanced</span>	0 added   0 marked for deletion   0 changed
Administrative Offices	<span>New</span> 	
Contract Authority	No rows found matching criteria.	
Contract Times		
Funding		
Locations		
Permits		
Retainage		

Figure 2-33. Permits: New button

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

The screenshot shows a 'New Contract Permit' form. At the top, there is a 'New' button and status indicators: '1 added | 0 marked for deletion | 0 changed'. The form has a title bar 'New Contract Permit' with a close button. The 'Permit Type' field is a dropdown menu that is currently open, displaying a list of eight options: '01 - Air Quality', '02 - Environmental (Archaeology, Biologist, Etc.)', '03 - Railroad', '04 - Right of Way (Easements, Staging, Etc.)', '05 - Special (TRPA, SHPO, Etc.)', '06 - Stormwater (NOI, SWPPP)', '07 - Utilities', and '08 - Water Quality (401, 404)'. To the right of the dropdown are three other fields: 'Requested By' (a search input field), 'Obtained Date' (a date picker), and 'Stormwater Indicator' (a checkbox).

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)

The screenshot shows the 'Contract Administration' page with a yellow notification bar at the top stating 'There are unsaved changes.' Below this is a blue header for the contract: 'Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements'. On the right side of the header is a 'Save' button with a dropdown arrow and a help icon. A mouse cursor is pointing at the 'Save' button. On the left is a sidebar menu with categories: 'General', 'Additional Information', 'Administrative Offices', 'Contract Authority', 'Contract Times', 'Funding', 'Locations', 'Permits', and 'Retainage'. The main content area shows a table with one row for a permit. The table has columns: 'Permit Type', 'Submit Date', 'Obtained Date', 'Requested By', and 'Permit ID'. The 'Permit Type' column is expanded to show a dropdown menu with '04 - Right of Way (Easements, Staging, Etc.)' selected. The 'Permit ID' column contains the value '5371682'. Below the table is a form for editing the permit details, including fields for 'Permit Type', 'Submit Date', 'Permit ID', 'Requested By', 'Obtained Date', and 'Stormwater Indicator'. The 'Permit Type' dropdown is open, showing the same list of options as in Figure 2-34. The 'Permit ID' field is a text input containing '5371682'. The 'Requested By' field is a search input. The 'Obtained Date' field is a date picker. The 'Stormwater Indicator' field is a checkbox.

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)

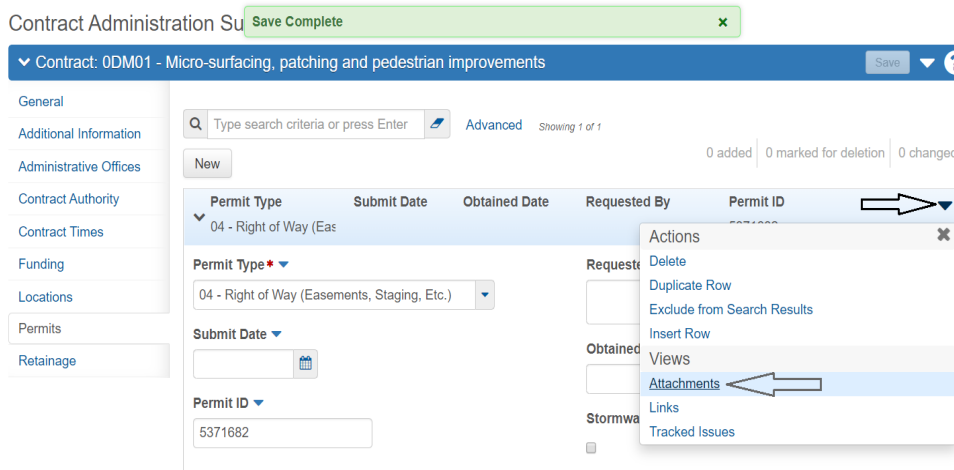


Figure 2-36. Permits Row Action drop-down, Attachments

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

#### Attachments Overview

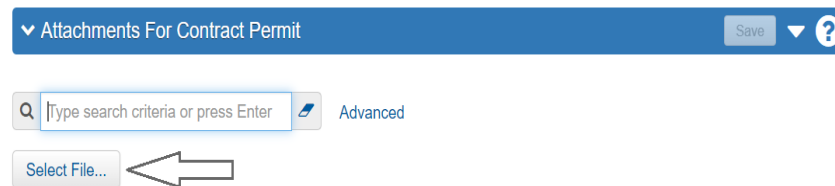


Figure 2-37. Permits Attachments, Select File Button

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)

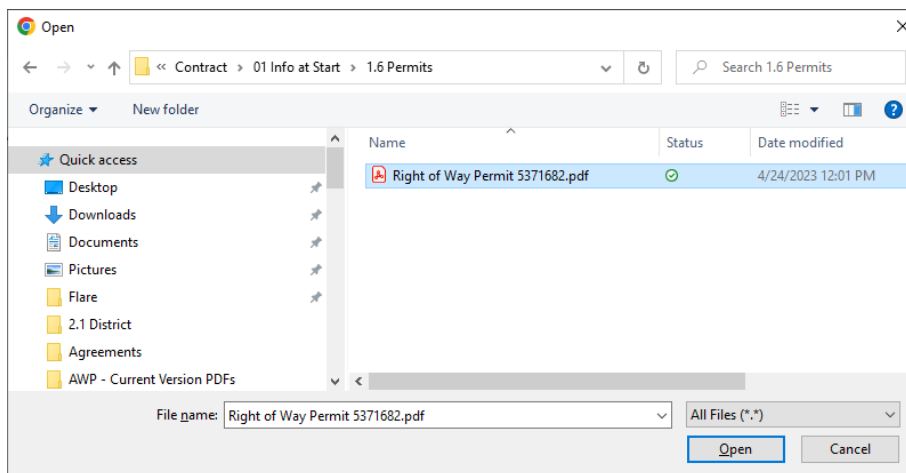


Figure 2-38. Permit Attachments, File Selection Window

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

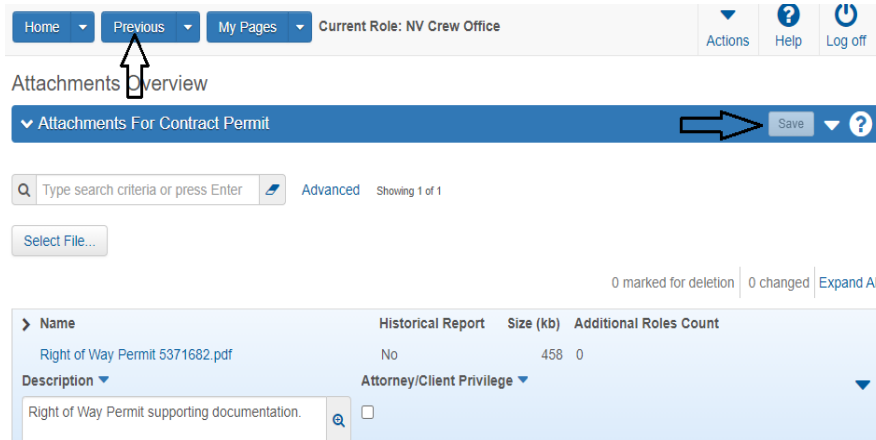


Figure 2-39. Permit Attachments, Save

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)

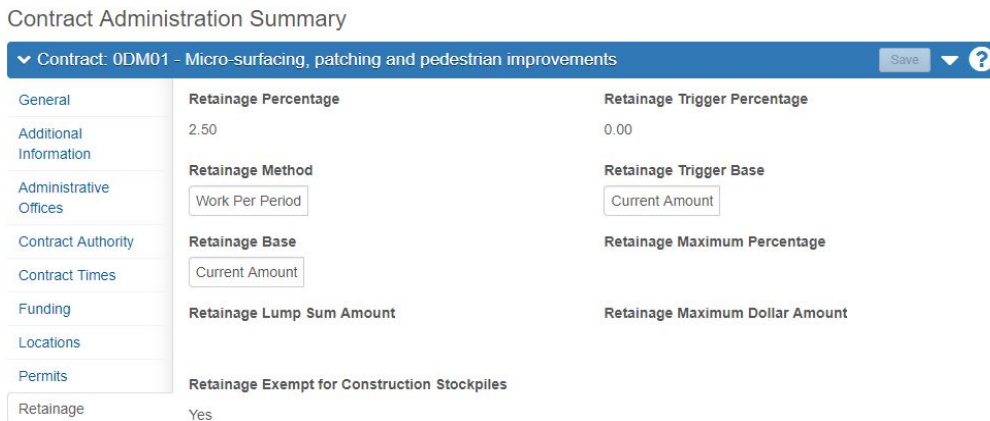


Figure 2-40. Retainage

## REVIEWING CONTRACT PROJECTS

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

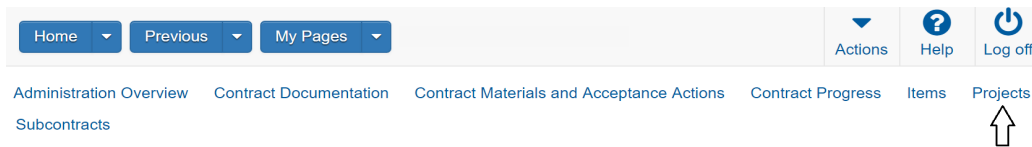


Figure 2-41. Contract Administration Quick Links

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)

Contract Project Summary

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

General	<b>Contract ID</b> 0DM01	<b>Record Source</b> Construction
Categories	<b>Project ID *</b> DM016C1C	<b>Controlling Project</b> No
Districts	<b>Project Description *</b> MICRO-SURFACE, PLANTMIX PATCHING AND PEDESTRIAN IMPROVEMENTS.	<b>Primary County</b> -
Counties	<b>Project Spec Book</b> 14	<b>Project Location</b> SR 529, South Carson Street, from Overland Street to Fairview Drive
Vouchers	<b>Unit System</b> English	<b>Original Project Amount</b> 1,294,074.07
		<b>Current Project Amount</b> 1,294,074.07

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.

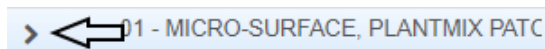


Figure 2-44. Expand Chevron

Contract Project Summary

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

General

Categories  Advanced Showing 1 of 1 0 changed

Districts

Counties

Vouchers

01 - MICRO-SURFACE, PLANTMIX PATC

<b>Category ID *</b> 01	<b>Section Group</b>
<b>Category Description *</b> MICRO-SURFACE, PLANTMIX PATCHING AND PEDESTRIAN IMPROVEMENTS.	<b>Unit Number</b>
<b>Organization</b> C040	<b>Unit Description</b>
<b>Activity</b> 9490	

Figure 2-45. Contract Project Summary, Categories Tab

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

### Contract Project Summary

District ID	Supplemental Description	Primary
D2		No

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%.

### Contract Project Summary

County ID	Percentage	Primary
16 Washoe County	100.0000	No

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)

### Contract Project Summary

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

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)

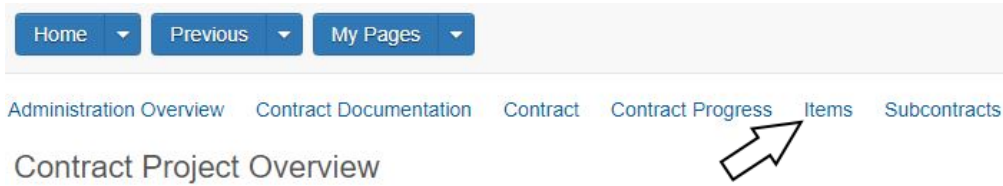


Figure 2-50. Project Quick Links

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

### Contract Items

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

Contract Items

Project/Category Items

Contractor Items

Select Unattached Items...

0 marked for deletion | 0 changed

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

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)



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

Figure 2-53. Item Details

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

Contract Items



Figure 2-54. Contract Items, Project Items tab

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



Figure 2-55. Chevron to expand selection

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

Contract Items

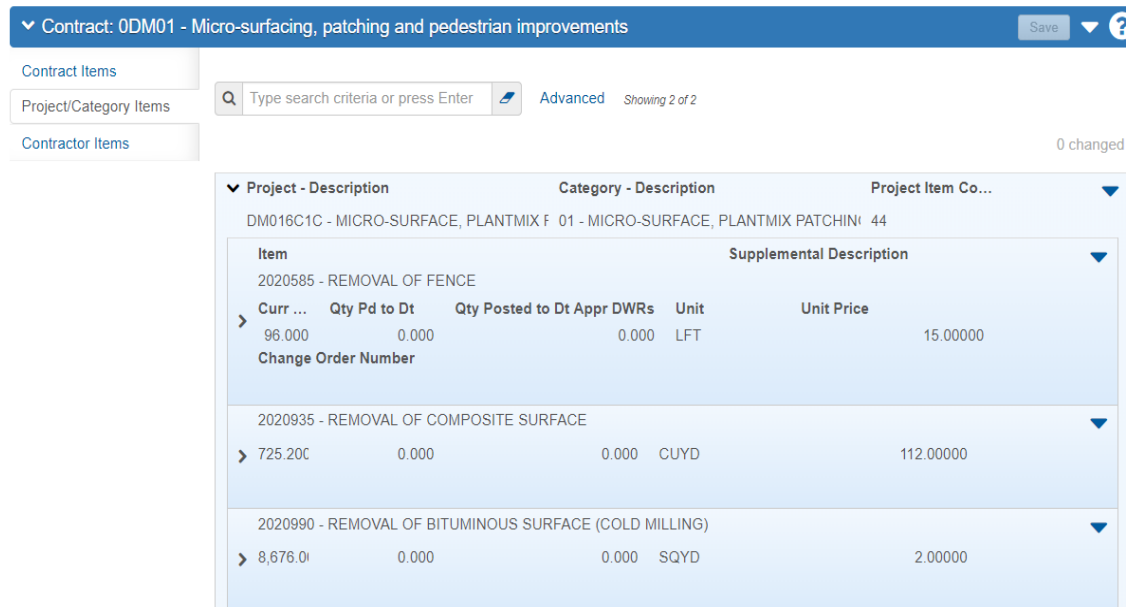


Figure 2-56. Contract Items, Project Items Expanded

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

## Contract Items

Contractor	Prime	Contractor Item Count
A&K EARTHMOVERS INC	No	0

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:

---

Adding a Subcontractor .....	3-3
------------------------------	-----



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)

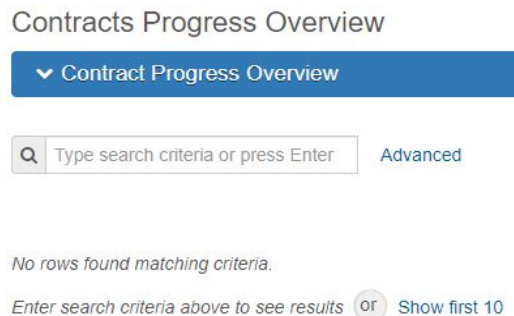


Figure 3-3. Contract Progress Overview

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

Contracts Progress Overview

Contract Progress Overview

Q ODM01 Advanced Showing 1 of 1 0 changed

Contract	Description	Prime ID	Prime Name
ODM01	Micro-surfacing, patching and pedestrian	PUR0003792A	SIERRA NEVADA CONSTRUCTION

Figure 3-4. Contract Progress Overview Search Results

- 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.

Contract Progress Summary

Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements Save 0 changed

General Financials Daily Work Reports Diaries Diary Adjustments Payment Estimates Contractors

Type	Vendor Name	Vendor
Original Pr	Default Vendor	00
Prime	SIERRA NEVADA CONSTRUCTION CO.	PUR00037
Subcontra	A&K EARTHMOVERS INC	PUR00003

Figure 3-5. Contract Progress, Contractors tab

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

Home Previous My Pages

Progress Overview Construction Stockpile Contract Administration Contract Documentation Contract Materials and Acceptance Actions Items Projects Subcontracts

Figure 3-6. Contract Progress Quick Links

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



## Subcontract Overview

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

Prime Vendor: PUR0003792A - SIERRA NEVADA CONSTRUCTION

Total Calculated Subcontract Amount (non-specialty)	Total Calculated Subcontract Item Extended Amount (non-specialty)
0.00	0.00
Total Allowable Maximum Subcontract Percent (non-specialty)	Total Allowable Maximum Subcontract Amount (non-specialty)
	0.00
Total Towards Maximum Subcontract Percent (non-specialty)	Total Towards Maximum Subcontract Amount (non-specialty)
0.00	0.00
Total Specialty Subcontract Percent	Total Specialty Subcontract Amount
0.00	0.00

Subcontract

Save

Actions

Add

0 marked for deletion | 0 changed

Sub Num	Vendor	Short Name	Type	Approval D...	Total Subcontract Amount
01	PUR0000169A	GRANITE CONSTRUCTION CO	SUB - Subcontractor	06/23/2019	100,000.00

Figure 3-7. Subcontractor Component

- 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

Add Subcontract There are unsaved changes. x

Contract: 03910 - Cold mill and place bituminous surface with open grade and truck parking improve... ?

Prime Vendor: 11112 - ROAD AND HIGHWAY BUILDERS

Total Calculated Subcontract Amount (non-specialty)	Total Calculated Subcontract Item Extended Amount (non-specialty)
0.00	0.00
Total Allowable Maximum Subcontract Percent (non-specialty)	Total Allowable Maximum Subcontract Amount (non-specialty)
0.00	0.00
Total Towards Maximum Subcontract Percent (non-specialty)	Total Towards Maximum Subcontract Amount (non-specialty)
0.00	0.00
Total Specialty Subcontract Percent	Total Specialty Subcontract Amount
0.00	0.00

**Add Subcontract** Save x ?

Subcontract Number *	Calculated Items Total
<input type="text" value="02"/>	
Vendor *	Total Subcontract Amount
<input type="text" value="11221"/> STAKER & PARSON COMPANIES	
Subcontract Type *	Total Sub Extended Amount
SUB - Subcontract	
Parent Subcontract Number	Prime Approved Date
<input type="text"/>	
Prime Approved By	Parent Approved Date
Parent Approved By	Subcontract Approved Date
Subcontract Approved By	Resident Engineer Approved Date
Resident Engineer Approved By	AUA Waiver Received
	<input type="checkbox"/>
Use Approved Vendor Work Classes	AUA Waiver Comment
<input type="checkbox"/>	<input type="text"/>

**Work Classifications**

Name \*

SUB - Subcontractor x

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)

Subcontract: 02

There are unsaved changes.

Save

Work Classifications

Name \*

SUB - Subcontractor

Approval Date

05/01/2023

DBE Certified

No

DBE Commitment

No

Exclude Tier-1 Subcontract With Items From Threshold Calcs

Figure 3-9. Subcontractor Component

- 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 SSPP form to [ContractComplianceProjects@dot.nv.gov](mailto:ContractComplianceProjects@dot.nv.gov) to have the Vendor added to AWP.



# **CONTRACT ITEMS**

This chapter contains the following sections:

---

Contract Items Overview .....	4-3
Marking Items as Complete .....	4-6
Marking a Contract Item As a Major Item .....	4-9



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)

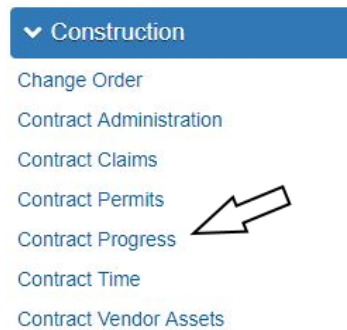


Figure 4-2. Construction Component

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

## Contracts Progress Overview

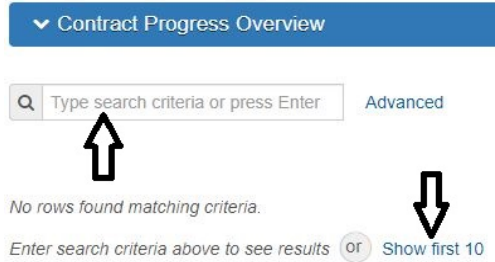


Figure 4-3. Contract Progress Overview

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

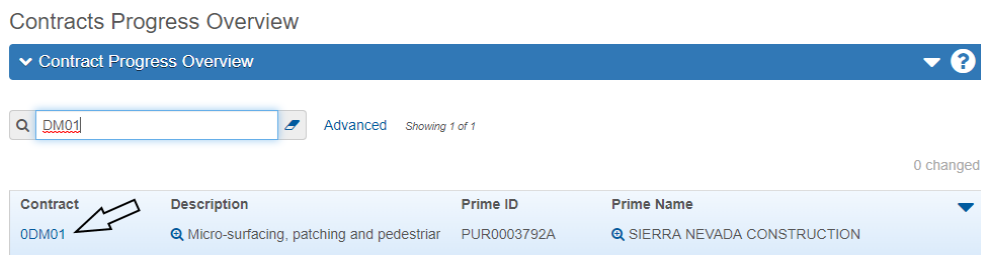


Figure 4-4. Contract Progress Overview Search Results

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

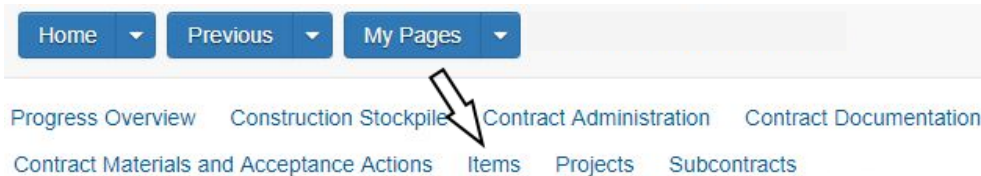


Figure 4-5. Contract Progress Quick Links

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



## Contract Items

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

Contract Items

Project/Category Items

Contractor Items

Q Type search criteria or press Enter System Default Showing 50 of 50

0 marked for deletion | 0 changed

Item	Suppl Descr	Cmpl												
2020585 - REMOVAL OF FENCE		Complete: Yes												
<table border="1"> <thead> <tr> <th>Current Quantity</th> <th>Qty Pd to Dt</th> <th>Qty Posted to Dt Appr DWRs</th> </tr> </thead> <tbody> <tr> <td>96.000</td> <td>0.000</td> <td>96.000</td> </tr> <tr> <th>Unit</th> <th>Unit Price</th> <th>Change Order Number</th> </tr> <tr> <td>LFT - LINEAR FOOT</td> <td>15.00000</td> <td></td> </tr> </tbody> </table>			Current Quantity	Qty Pd to Dt	Qty Posted to Dt Appr DWRs	96.000	0.000	96.000	Unit	Unit Price	Change Order Number	LFT - LINEAR FOOT	15.00000	
Current Quantity	Qty Pd to Dt	Qty Posted to Dt Appr DWRs												
96.000	0.000	96.000												
Unit	Unit Price	Change Order Number												
LFT - LINEAR FOOT	15.00000													
2020935 - REMOVAL OF COMPOSITE SURFACE		Complete: No												
<table border="1"> <tbody> <tr> <td>727.200</td> <td>0.000</td> <td>0.000</td> </tr> <tr> <td>CUYD - CUBIC YARD</td> <td>112.00000</td> <td></td> </tr> </tbody> </table>			727.200	0.000	0.000	CUYD - CUBIC YARD	112.00000							
727.200	0.000	0.000												
CUYD - CUBIC YARD	112.00000													

Figure 4-6. Contract Items

## Contract Items

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

Contract Items

Project/Category Items

Contractor Items

Q Type search criteria or press Enter Advanced Showing 2 of 2

0 changed

Project - Description	Category - Description	Project Item ...
DM016C1C - MICRO-SURFACE, PLAN1	01 - MICRO-SURFACE, PLANTMIX PAT	44
2020585 - REMOVAL OF FENCE		
96.000	0.000	96.000 LFT
	15.00000	
2020935 - REMOVAL OF COMPOSITE SURFACE		
725.20	0.000	0.000 CUYD
	112.00000	

Figure 4-7. Project/Category Items

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

Item	Suppl Descr	Cmpl
2020585 - REMOVAL OF FENCE		Complete: No
Current Quantity	Qty Pd to Dt	Qty Posted to Dt Appr DWRs
96.000		0.000
Unit	Unit Price	Change Order Number
LFT - LINEAR FOOT	15.00000	
Contract Item Line Number	Item ID	
0005	2020585	
Item Description	Supplemental Description	
REMOVAL OF FENCE		
Unit	Attention	
LFT - LINEAR FOOT	0	
Contract Item Unit Price	Bid Extended Amount	
15.00000	1,440.00	
Item Complete	Current Extended Amount	
No	1,440.00	
Bid Quantity	Sample Count	
96.000		
Current Quantity	Paid Quantity to Date	
96.000		
Spec Book	Quantity Paid to Date Extended Amount	
14		
Section ID	Net Change Order Quantity	
	0.000	
Quantity Posted To Date	Pending Change Order Amount	
0.000	0.00	
Change Order Number	Subcontract To Date Amount	
Pending Change Order Quantity	Record Source	
0.000	Construction	
Subcontract To Date Quantity	Major Item	
	<input type="checkbox"/>	
Item Source	Specialty Item	
Original	<input type="checkbox"/>	
Comments	Quantity Posted to Date Appr DWRs	
<input type="text"/>	0.000	
Pay Plan Quantity		
<input type="checkbox"/>		

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)

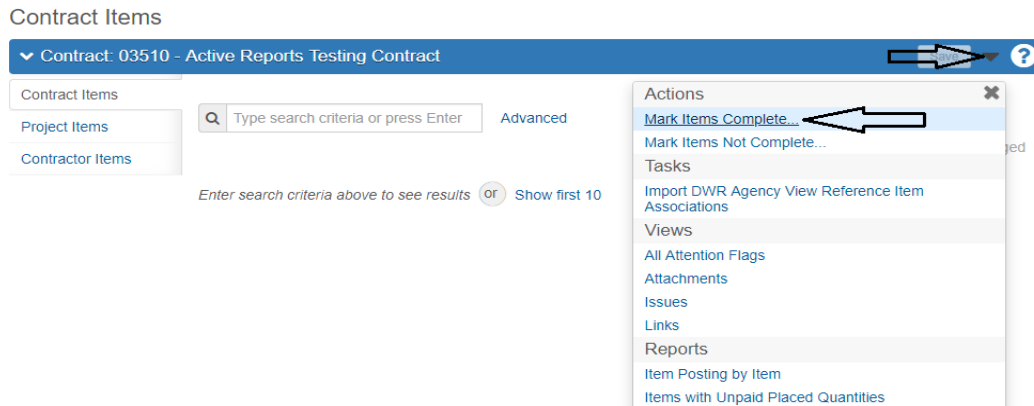


Figure 4-9. Contract Items Component Row Actions Drop-down

- 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)

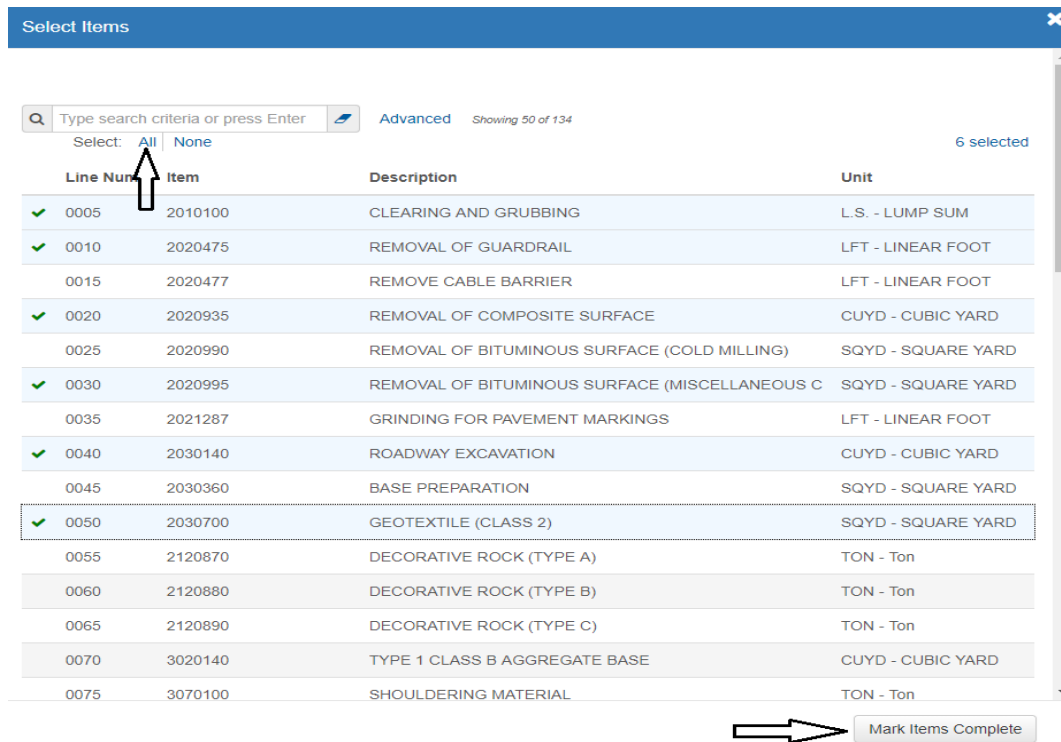


Figure 4-10. Select Items for Marking As Complete

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

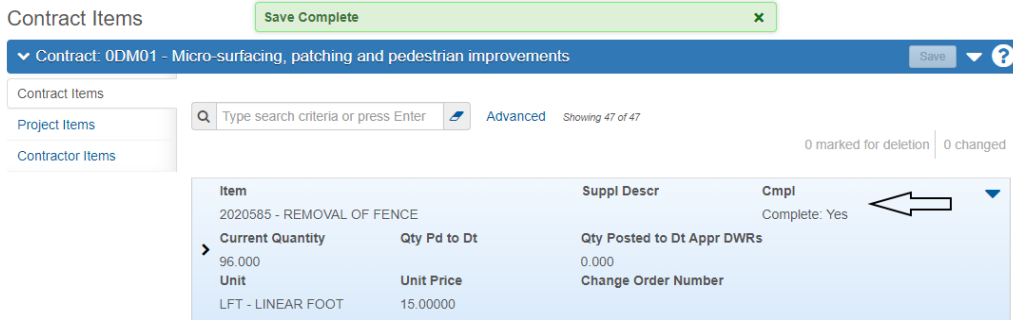


Figure 4-11. Item Marked as Complete

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

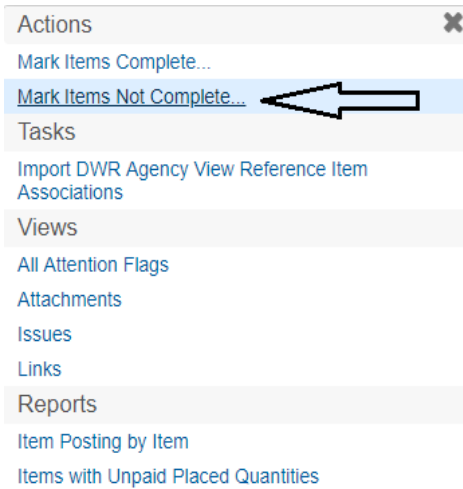


Figure 4-12. Contract Items Component Actions Drop-down: Mark Item Not Complete

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

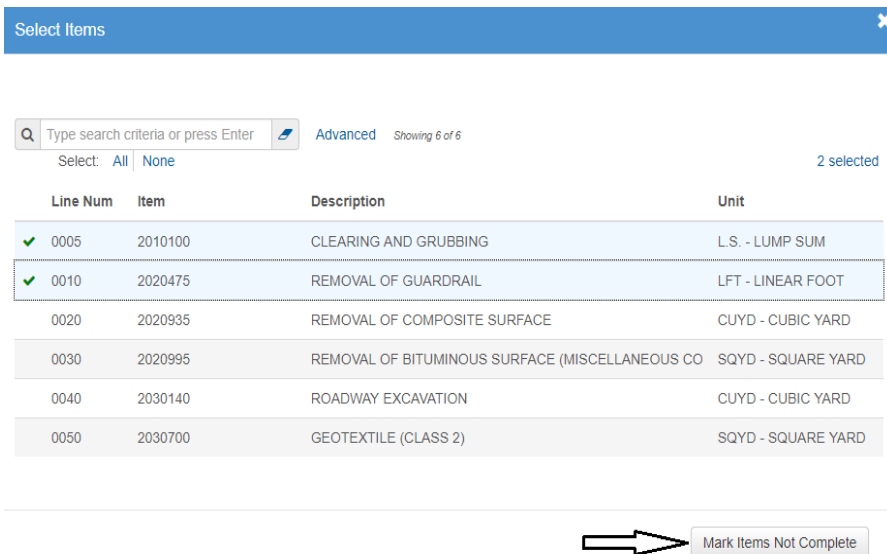


Figure 4-13. Select Items for Mark Item Not Complete

## MARKING A CONTRACT ITEM AS A MAJOR ITEM

The AWP software does not have an automated process to indicate if an item is considered a Major item (NDOT policy 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)

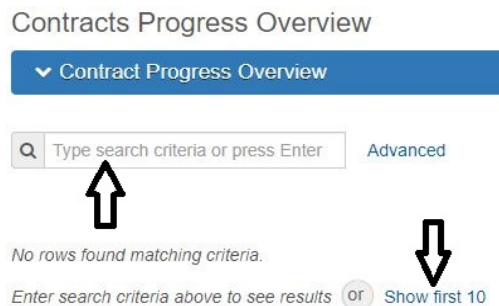


Figure 4-16. Contract Progress Overview

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

Contracts Progress Overview

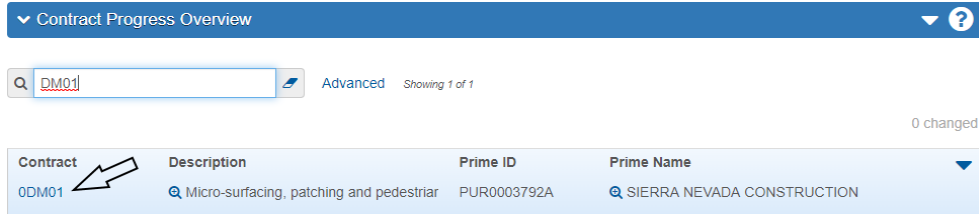


Figure 4-17. Contract Progress Overview Search Results

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



Figure 4-18. Contract Progress Quick Links

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

Contract Items

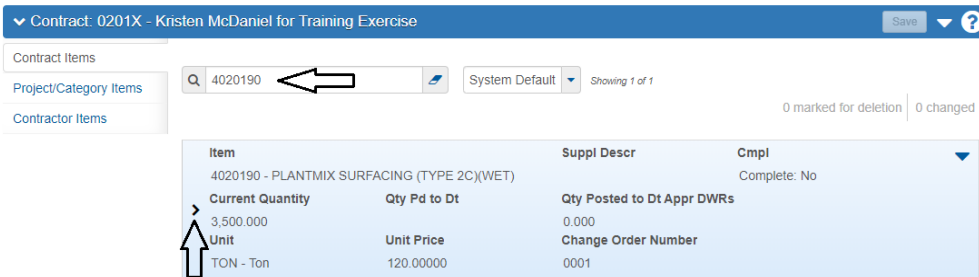


Figure 4-19. Search for Major Item

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

Item	Suppl Descr	Cmpl
4020190 - PLANTMIX SURFACING (TYPE 2C)(WET)		Complete: No
<b>Current Quantity</b>	<b>Qty Pd to Dt</b>	<b>Qty Posted to Dt Appr DWRs</b>
3,500.000		0.000
<b>Unit</b>	<b>Unit Price</b>	<b>Change Order Number</b>
TON - Ton	120.00000	0001

<b>Contract Item Line Number</b>	<b>Item ID</b>
0240	4020190
<b>Item Description</b>	<b>Supplemental Description</b>
PLANTMIX SURFACING (TYPE 2C)(WET)	
<b>Unit</b>	<b>Attention</b>
TON - Ton	0
<b>Contract Item Unit Price</b>	<b>Bid Extended Amount</b>
120.00000	0.00
<b>Item Complete</b>	<b>Current Extended Amount</b>
No	420,000.00
<b>Bid Quantity</b>	<b>Sample Count</b>
0.000	
<b>Current Quantity</b>	<b>Paid Quantity to Date</b>
3,500.000	
<b>Spec Book</b>	<b>Quantity Paid to Date Extended Amount</b>
14	0.00
<b>Section ID</b>	<b>Net Change Order Quantity</b>
	3,500.000
<b>Quantity Posted To Date</b>	<b>Pending Change Order Amount</b>
0.000	0.00
<b>Change Order Number</b>	<b>Subcontract To Date Amount</b>
0001	0.00
<b>Pending Change Order Quantity</b>	<b>Record Source</b>
0.000	Construction
<b>Subcontract To Date Quantity</b>	<b>Major Item</b>
0.000	<input checked="" type="checkbox"/>
<b>Item Source</b>	<b>Quantity Posted to Date Appr DWRs</b>
ChangeOrder	0.000
<b>Comments</b>	
<input type="text"/>	

Figure 4-20. Check Major Item Box

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

Contract Items

There are unsaved changes. x

Contract: 0201X - Kristen McDaniel for Training Exercise

Save ?

Figure 4-21. Major Item Save



# **DAILY WORK REPORT**

This chapter contains the following sections:

---

Adding a New DWR .....	5-3
Reviewing a DWR from Mobile Inspector .....	5-15
Editing a Mobile Inspector DWR in AWP .....	5-17
Approving a DWR .....	5-19
Changing an Approved DWR Back to Draft .....	5-21
Creating the DWR Report .....	5-23
Deleting a DWR .....	5-25
Copying DWR Information to a New DWR .....	5-27



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

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

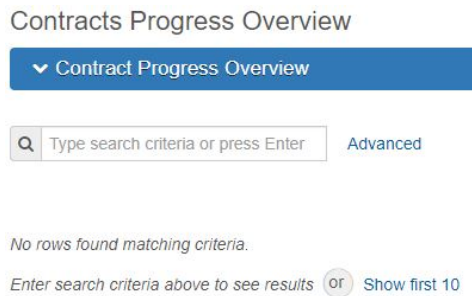


Figure 5-3. Contract Progress Overview

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

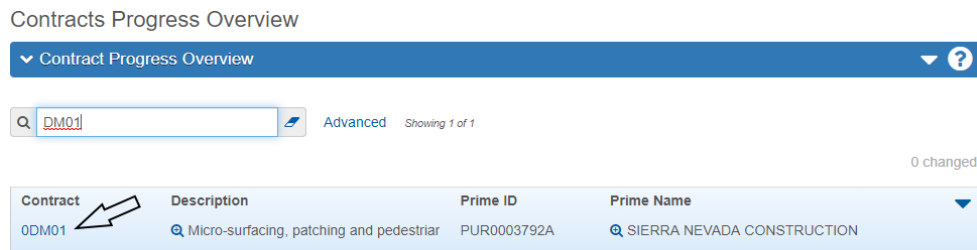


Figure 5-4. Contract Progress Overview with Results

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

## Contract Progress Summary



Figure 5-5. Contract Progress Summary Tabs

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

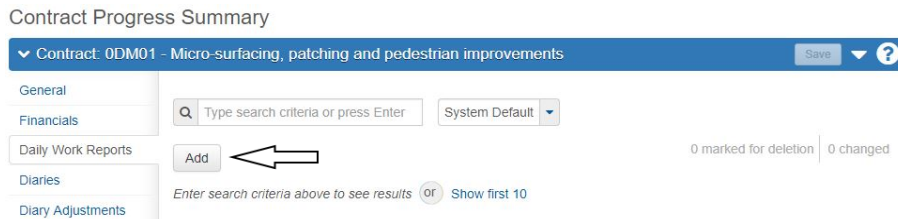


Figure 5-6. DWR Add Button

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)

Add Daily Work Report There are unsaved changes. ✕

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

<p>General</p>	<p><b>DWR Date *</b> 07/29/2019 </p> <p><b>Inspector *</b>  <input type="text" value="bschober@dot.nv.gov"/>  <span style="border: 1px solid #ccc; padding: 2px;">Schober Benjamin</span></p> <p><b>Weather</b> 01 - Clear ▾</p> <p><b>Rainfall Amount</b> <input type="text" value="0.00"/></p> <p><b>Low Temperature</b> <input type="text" value="62"/></p> <p><b>High Temperature</b> <input type="text" value="105"/></p> <p><b>Stormwater Event</b></p> <p><b>Contractors Onsite</b> No</p> <p><b>Attachments</b> No</p> <p><b>Stormwater Response Due Date</b></p> <p><b>Has Stormwater Period</b> No</p> <p><b>Sync ID</b> 1637252951646</p>	<p><b>Number of Remarks</b> 0</p> <p><b>Federal Project Number</b></p> <p><b>State Project Number</b> SPSR-0529(001)</p> <p><b>Entered By</b> -</p> <p><b>Entered Date</b></p> <p><b>Approval Date</b></p> <p><b>Approved By</b></p> <p><b>Estimate Number</b></p> <p><b>Payment Est Status</b></p> <p><b>Agency Views</b> 0</p> <p><b>Work Items Installed</b> 0</p>
----------------	--	---

**Remarks**

Type *	Remarks *
<input type="text" value="01 - GENERAL"/> ▾	<input style="width: 95%;" type="text" value="Enter &lt;u&gt;DWR&lt;/u&gt; Remarks here."/> <span style="color: red; font-weight: bold;">✕</span>

Figure 5-7. Add DWR Details

The screenshot shows a web form with a 'Remarks' section. At the top, there is a dropdown menu labeled 'Remarks' with a downward arrow. Below it, there are two columns: 'Type\*' and 'Remarks\*'. The 'Type\*' column has a dropdown menu that is open, showing a list of remark types. The 'Remarks\*' column has a text input field with a search icon on the right. The list of remark types includes: 01 - GENERAL, 02 - ACCIDENT, 03 - ATTENTION, 04 - CHANGE ORDER WORK, 05 - CONVERSATION - CONSTRUCTION, 08 - PROJECT ISSUES, 09 - SAFETY VIOLATIONS, 10 - TRAFFIC CONTROL, 11 - VISITORS, and 12 - WEATHER.

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)

The screenshot shows a vertical stack of tabs for the DWR detail view. The tabs are: General, Notes, Contractors On Site, Contractor Equipment, Contractor Personnel, and Postings. The 'Notes' tab is currently selected and highlighted in blue.

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)

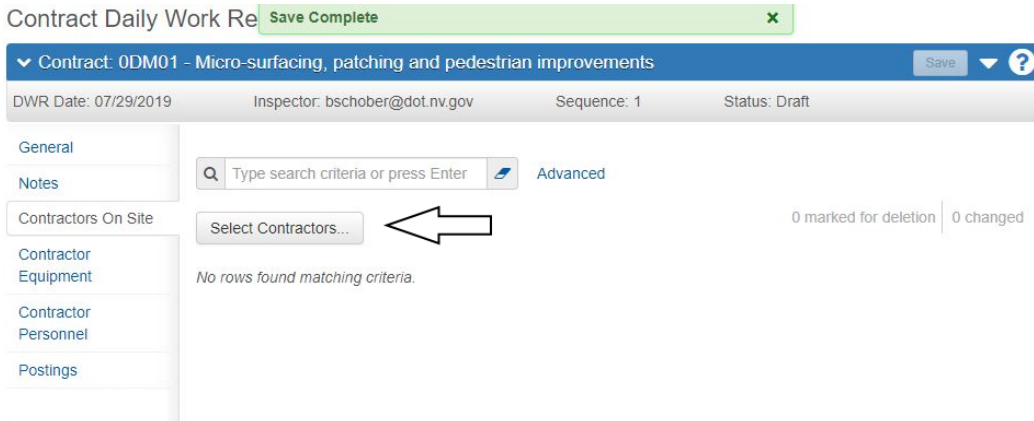


Figure 5-12. DWR Contractor on Site Tab

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

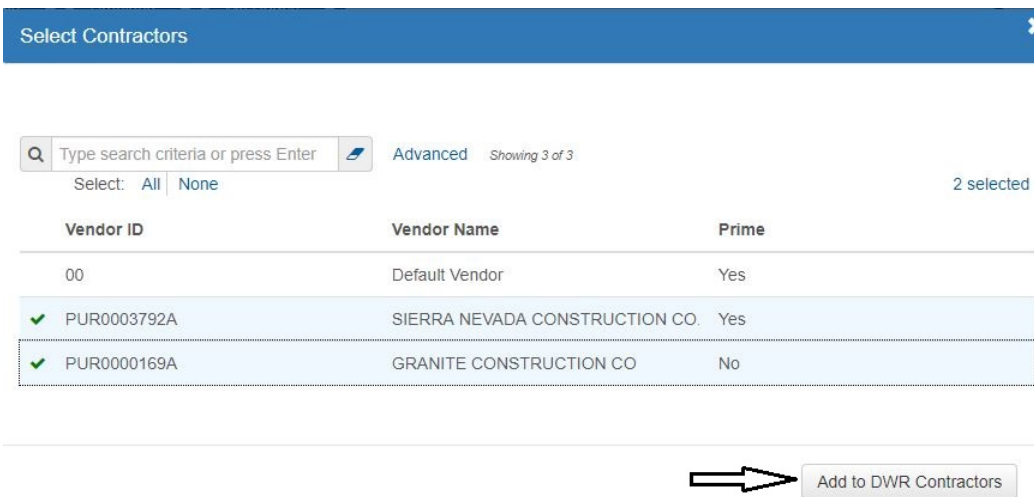


Figure 5-13. DWR Select Contractors

- iii. Click the Add to DWR Contractors button. (Figure 5-13)
- iv. Enter the Hours the contractor worked if known. (Figure 5-14)

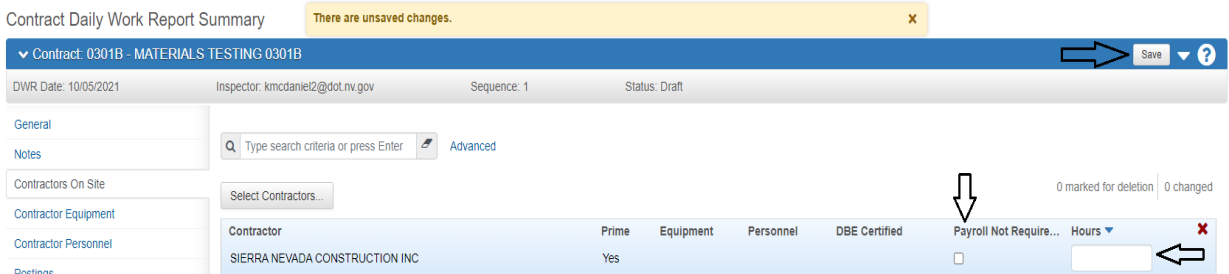


Figure 5-14. Contractor On Site

- 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)

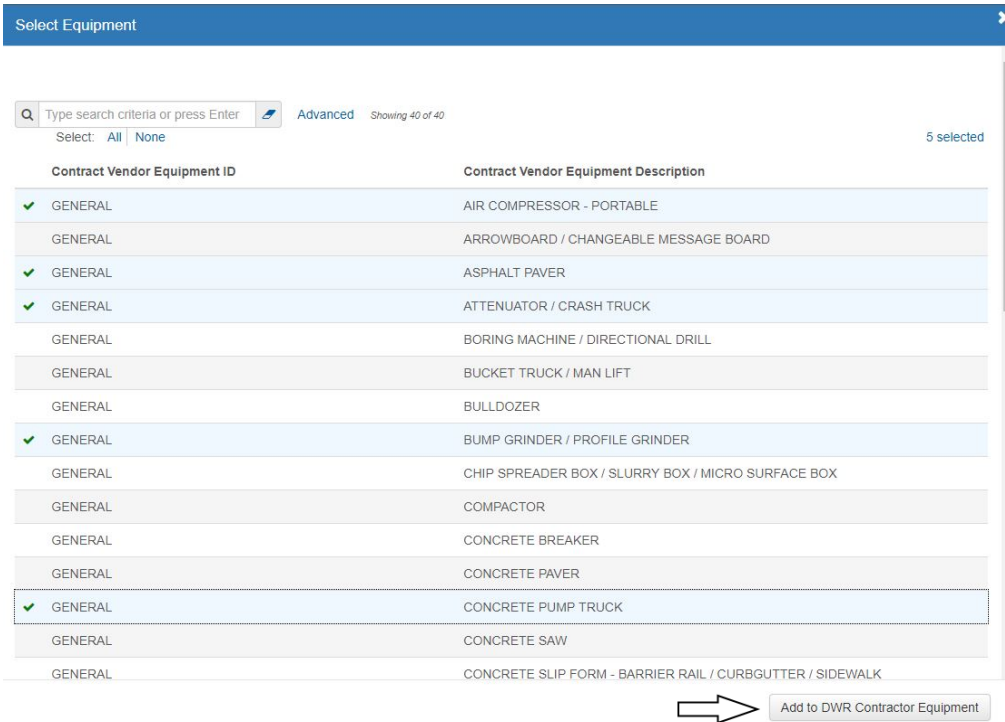


Figure 5-16. DWR Select Equipment

- 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)

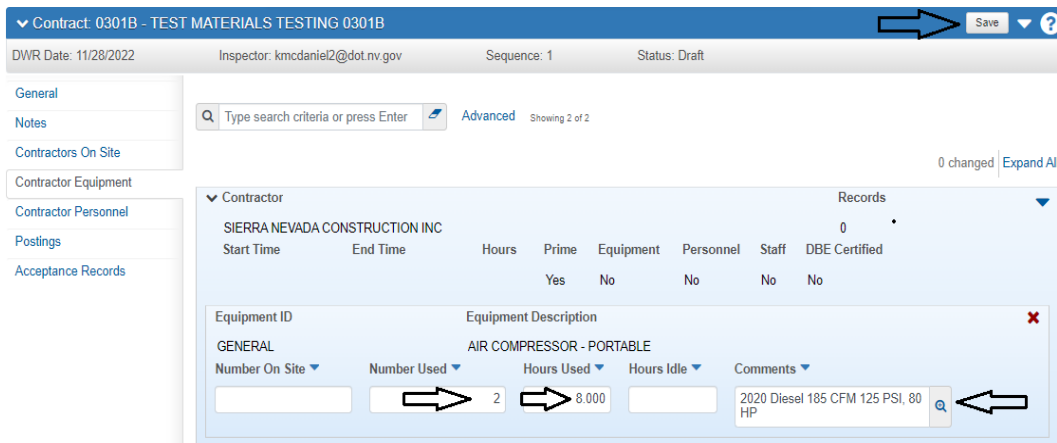


Figure 5-17. DWR Contractor Equipment Expanded

- 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)

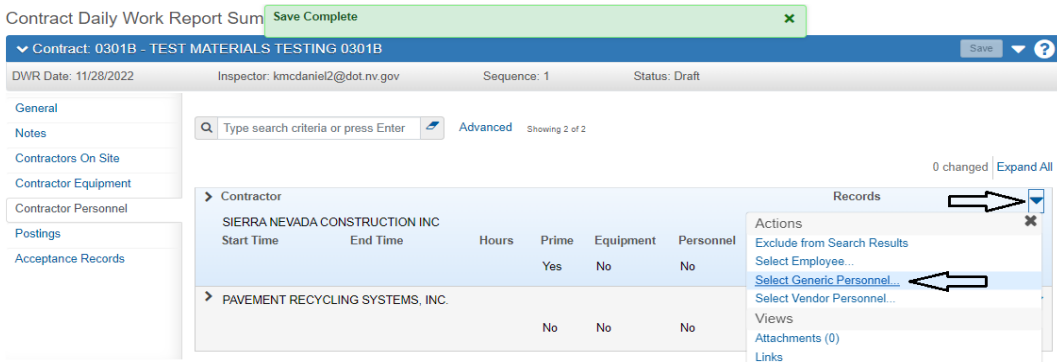


Figure 5-18. DWR Contractor Personnel

- 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)

Contract Vendor Personnel ID	Contract Vendor Personnel Description
GENERAL	APPRENTICE
GENERAL	BRICKLAYER
GENERAL	CARPENTER
GENERAL	CARPENTER FOREMAN
GENERAL	CEMENT MASON
GENERAL	CEMENT MASON FOREMAN
GENERAL	ELECTRICIAN
GENERAL	ELECTRICIAN FOREMAN
GENERAL	FENCE ERECTOR
GENERAL	FLAGGER
✓ GENERAL	FOREMAN
GENERAL	HIGHWAY STRIPER
GENERAL	HOD CARRIER
GENERAL	IRONWORKER
GENERAL	IRONWORKER FOREMAN

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)

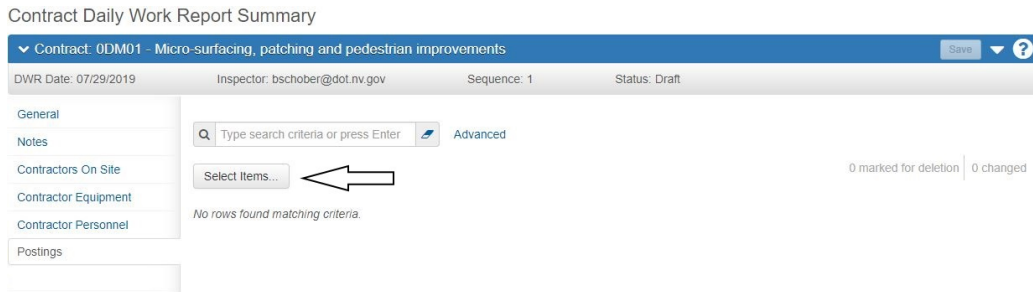


Figure 5-21. DWR Postings

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

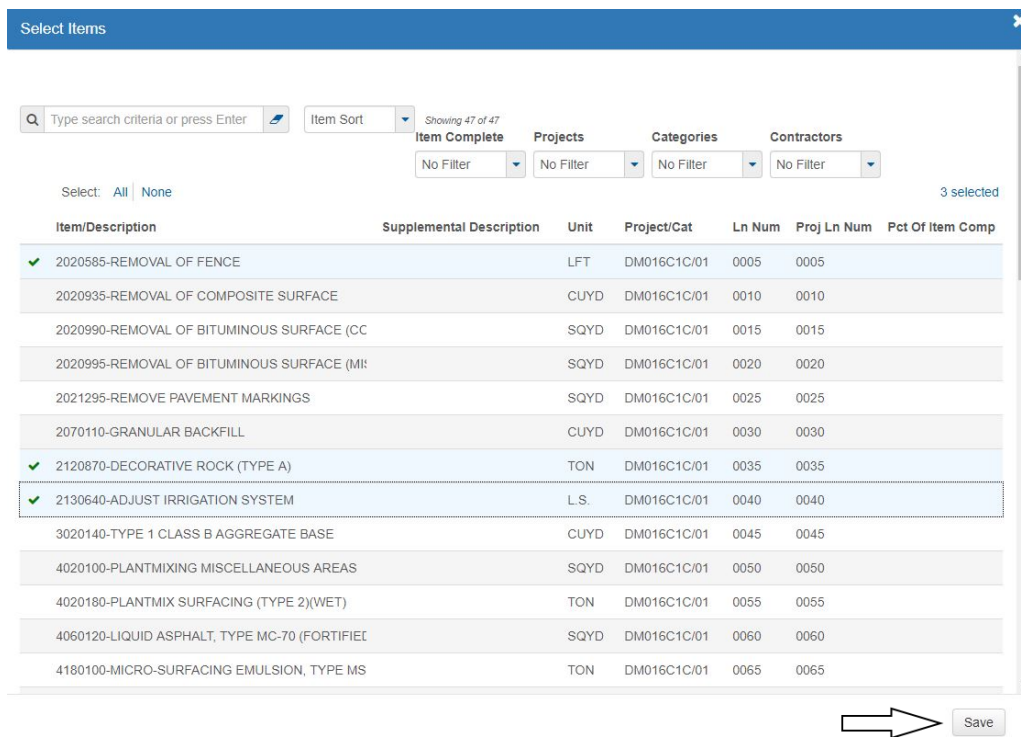


Figure 5-22. DWR Postings Select Items

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)

Item ID	Item Description	Current ...	Project	Category
4020180	PLANTMIX SURFACING (TYPE 2)(W	1,648.000	901Z6C1C	01
Supplemental Descri...	Attention	Tot Qty Posted	Tot Qty Posted to Dt	Records
No		1,289.000	1,589.000	1

Item Posting...	Contractor	Station/Location	Quantity Po...
1	11057 - Q&D CONSTRUCTION	RW 10 + 5 to RW 35 +22 RT.	1,289.000

**Contractor** ▼  
 Q&D CONSTRUCTION LLC (Prime)

**Quantity Posted** ▼  
 1,289.000

**Station From** ▼  
 [Empty]

**Station From Plus** ▼  
 [Empty]

**Offset Type** ▼  
 [Empty]

**Offset Distance** ▼  
 [Empty]

**Station To** ▼  
 [Empty]

**Station To Plus** ▼  
 [Empty]

**Offset Type** ▼  
 [Empty]

**Offset Distance** ▼  
 [Empty]

**Attention**  
 0

**Units**  
 TON

**Agency Views**  
 None

**Location** ▼  
 RW 10 + 5 to RW 35 +22 RT.

**Measured** ▼

**Material Set** ▼ ←  
 0901Z T2CWR BF20-33 JMF 01

**Plan Sheet Page Number** ▼  
 [Empty]

**Comments** ▼  
 [Empty]

Figure 5-23. DWR Postings Item Details

**Material Set** ▼  
 0901Z T2CWR BF20-33 JMF 01

0901Z T2CWR BF20-33 JMF 01 ←  
 Plantmix (VIRGIN AGGREGATE TESTING ONLY)

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)

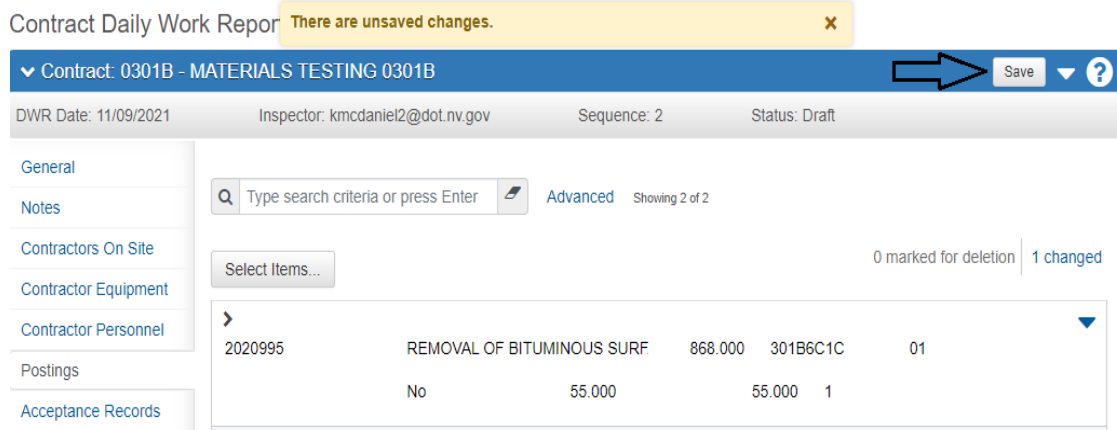


Figure 5-25. DWR Item Posting Save

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

### Contract Daily Work Report Summary

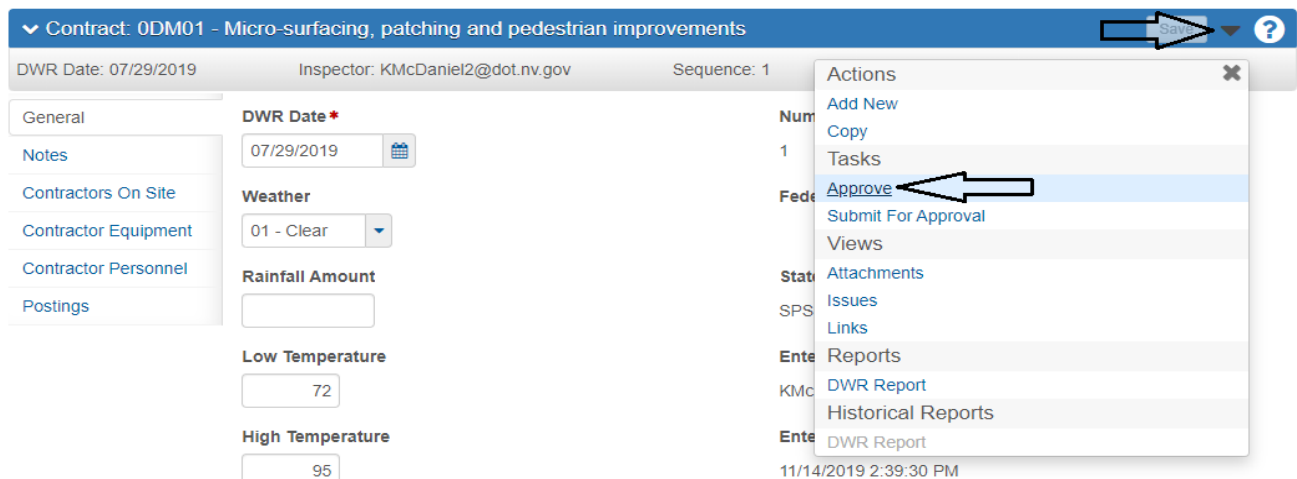


Figure 5-26. DWR Approval

## 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.

- 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)

Contract Progress Summary

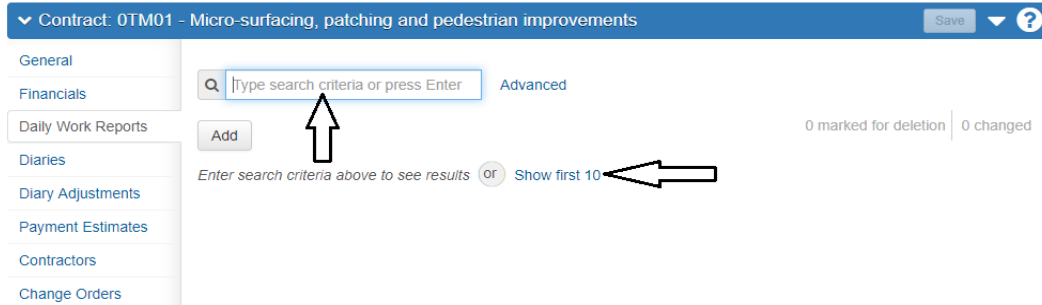


Figure 5-27. Contract Progress Summary: Daily Work Report Search

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

Contract Progress Summary

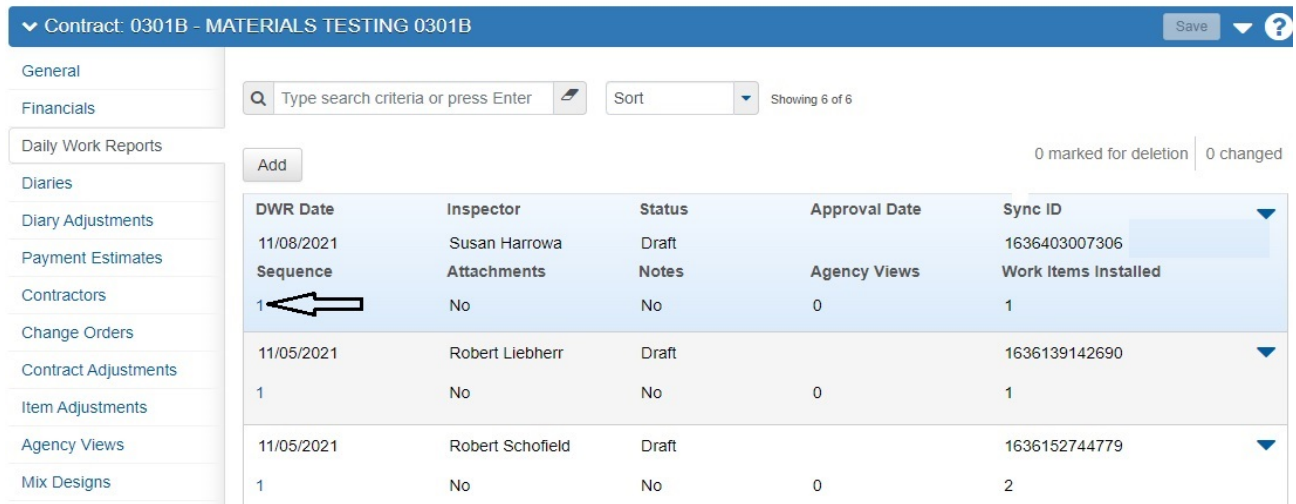


Figure 5-28. DWR List

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.

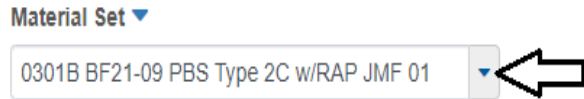


Figure 5-30. Material Set Field from Item Postings Details

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)

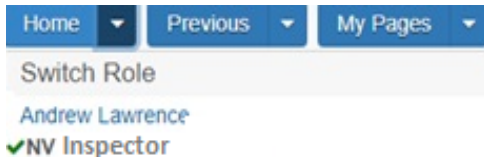


Figure 5-32. Role Selector Drop-down

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

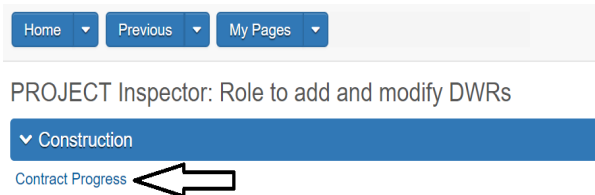


Figure 5-33. Construction Component

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

## Contracts Progress Overview

▼ Contract Progress Overview

Q Type search criteria or press Enter Advanced

No rows found matching criteria.

Enter search criteria above to see results or Show first 10

Figure 5-34. Contract Progress Overview

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

## Contracts Progress Overview

▼ Contract Progress Overview

Q ODM01 Advanced Showing 1 of 1 0 changed

Contract	Description	Prime ID	Prime Name
ODM01	Micro-surfacing, patching and pedestrian	PUR0003792A	SIERRA NEVADA CONSTRUCTION

Figure 5-35. Contract Progress Overview with Results

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

## Contract Progress Summary

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

Daily Work Reports

Q Type search criteria or press Enter Advanced

Add 0 marked for deletion | 0 changed

Enter search criteria above to see results or Show first 10

Figure 5-36. Contract Progress Summary Tabs

- 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)

## Contract Progress Summary

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

Daily Work Reports

Q Type search criteria or press Enter Advanced

Add 0 marked for deletion | 0 changed

Enter search criteria above to see results or Show first 10

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

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

## Contract Progress Summary

Contract: 0301B - MATERIALS TESTING 0301B Save ?

Daily Work Reports

Q Type search criteria or press Enter System Default Showing 9 of 9

Add 0 marked for deletion | 0 changed

11/09/2021	Sarah Manley	Draft		
1	No	No	0	2
DWR Date	Inspector	Status	Approval Date	
11/09/2021	Kristen McDaniel	Draft		
Sequence	Attachments	Notes	Agency Views	Work Items Installed
1	No	No	0	2

Figure 5-38. DWR List

- 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.

- General
- Notes
- Contractors On Site
- Contractor Equipment
- Contractor Personnel
- Postings

Figure 5-39. DWR Detail Tabs

- 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)

Contract Daily Work Report Summary

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

DWR Date: 07/29/2019 Inspector: bschober@dot.nv.gov Sequence: 1 Status: C

General

DWR Date \* 07/29/2019

Notes

Contractors On Site

Contractor Equipment

Contractor Personnel

Postings

Weather

Rainfall Amount

Low Temperature

Number of 0

Federal Proc

State Proje SPSR-0529

Entered By bschober@

Actions

- Add New
- Copy
- Tasks
- Submit For Approval
- Views
- Attachments
- Issues
- Links
- Reports
- DWR Report
- Historical Reports
- DWR Report

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)

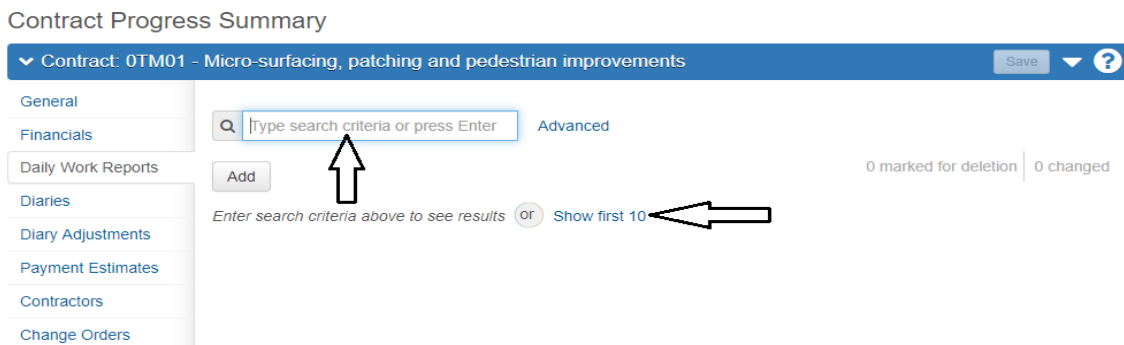


Figure 5-42. Contract Progress Summary: Daily Work Report Search

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

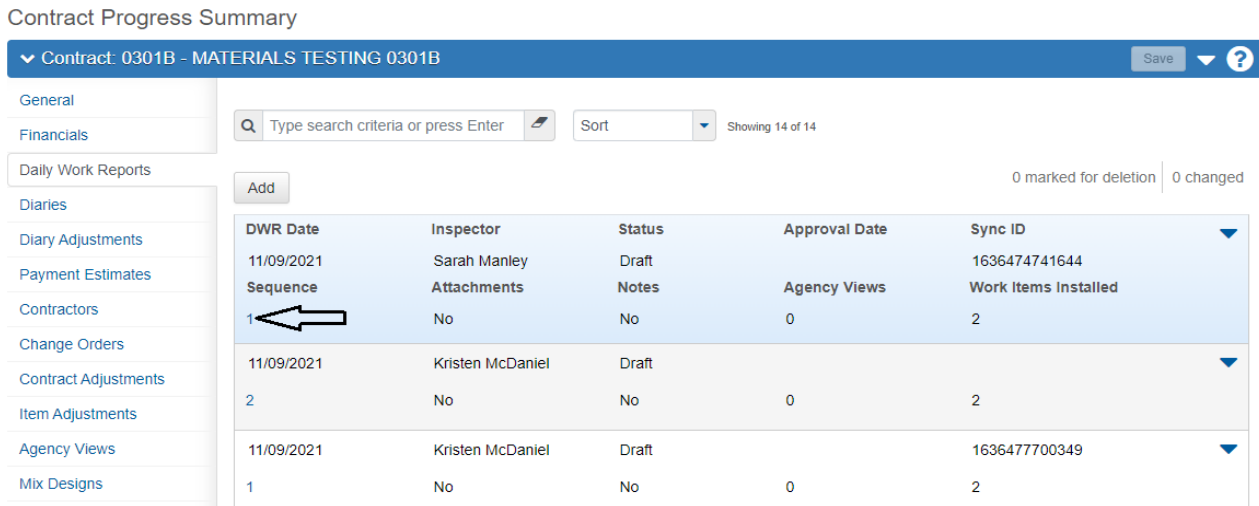


Figure 5-43. DWR List

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)

Contract Daily Work Report Summary



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)

Contract Progress Summary

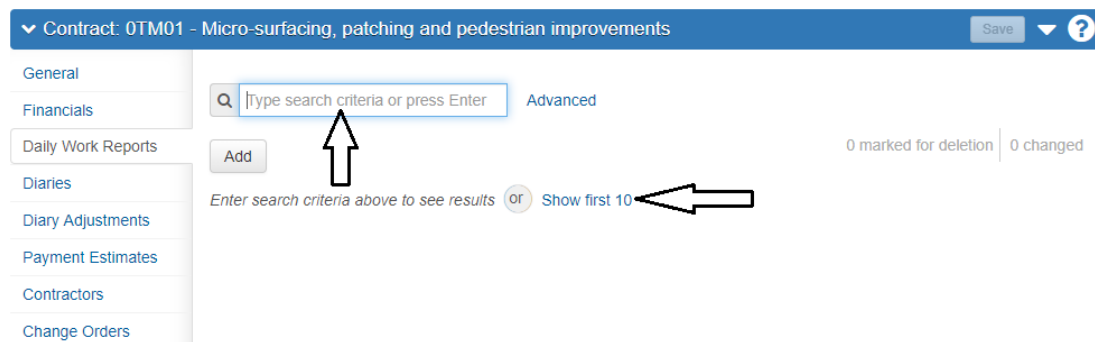


Figure 5-45. Contract Progress Summary: Daily Work Report Search

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

Contract Progress Summary

Contract: 0301B - MATERIALS TESTING 0301B Save ?

General

Financials

Daily Work Reports Add 0 marked for deletion 0 changed

Diaries

Diary Adjustments

Payment Estimates

Contractors

Change Orders

Contract Adjustments

Item Adjustments

Agency Views

Mix Designs

Weekly Report Of Time

Q Type search criteria or press Enter Sort Showing 14 of 14

DWR Date	Inspector	Status	Approval Date	Sync ID
11/09/2021	Sarah Manley	Draft		1636474741644
1	No	No	0	2
Sequence	Attachments	Notes	Agency Views	Work Items Installed
2	No	No	0	2
11/09/2021	Kristen McDaniel	Approved	11/09/2021 1:33:52 PM	
11/09/2021	Kristen McDaniel	Draft		1636477700349
1	No	No	0	2

Figure 5-46. DWR List

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

Contract Daily Work Report Summary

Contract: 0TM01 - Micro-surfacing, patching and pedestrian improvements Save ?

DWR Date: 06/21/2019 Inspector: KMcDaniel Sequence: 1 Status: Approved Actions

General

Notes

Contractors On Site

Contractor Equipment

Contractor Personnel

Postings

DWR Date \*

Weather

Rainfall Amount

Low Temperature

Number of

Federal P

State Proj

Entered B

Actions

- Add New
- Copy
- Tasks
- Reject
- Views
- Attachments
- Issues
- Links
- Reports
- DWR Report

Figure 5-47. Reject an Approved DWR

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

Contract Daily Work Report Summary

Contract: 0TM01 - Micro-surfacing, patching and pedestrian improvements Save ?

DWR Date: 06/21/2019 Inspector: KMcDaniel Sequence: 1 Status: Rejected Actions

General

Notes

Contractors On Site

Contractor Equipment

Contractor Personnel

Postings

DWR Date \*

Weather

Rainfall Amount

Low Temperature

Number of

Federal P

State Proj

Entered B

Actions

- Add New
- Copy
- Tasks
- Change to Draft
- Views
- Attachments
- Issues
- Links
- Reports
- DWR Report

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)

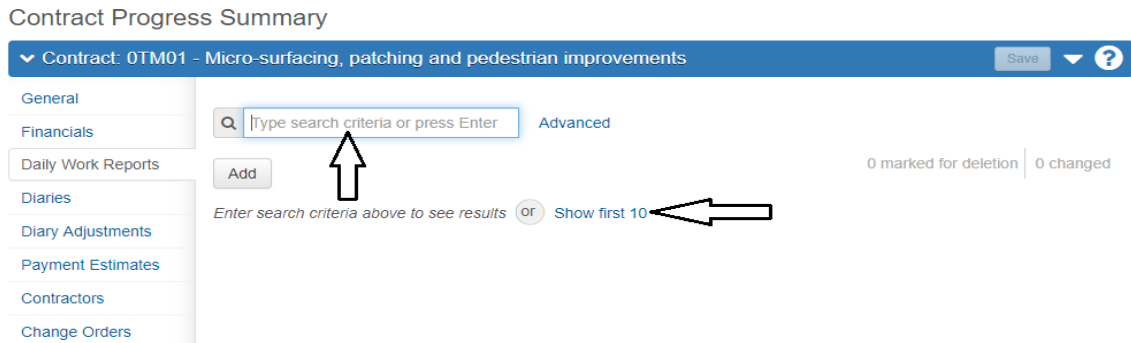


Figure 5-49. Contract Progress Summary: Daily Work Report Search

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

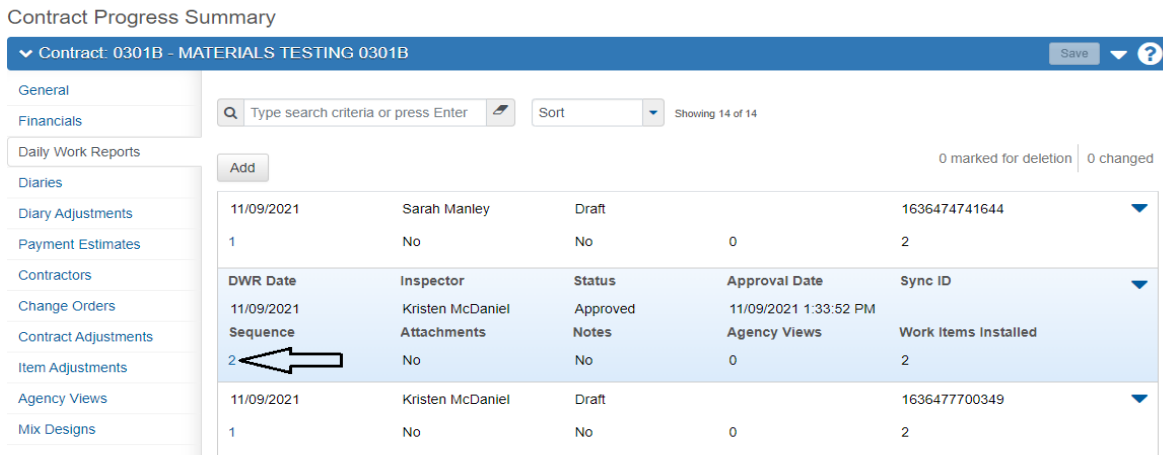


Figure 5-50. DWR List

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

## Contract Daily Work Report Summary

Figure 5-51. Select DWR Report

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

## Generate Report

Figure 5-52. Generate DWR Report

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



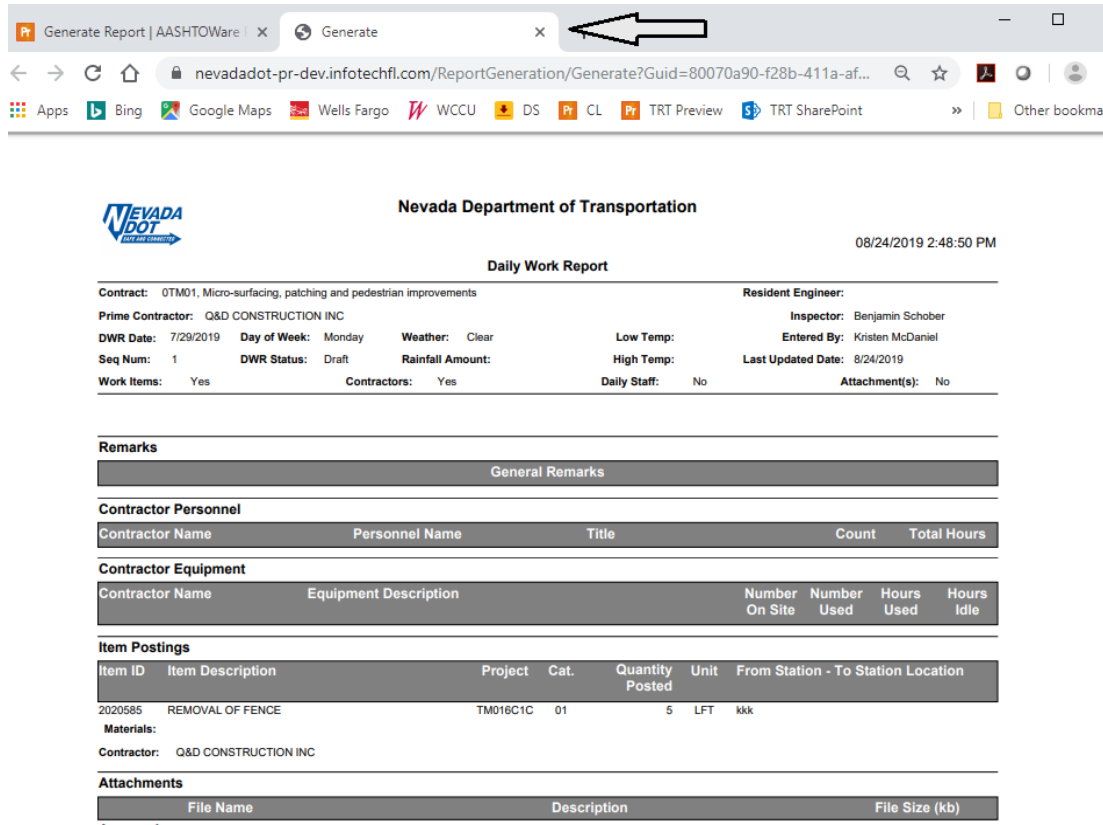


Figure 5-53. DWR Report

- 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.
- 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)

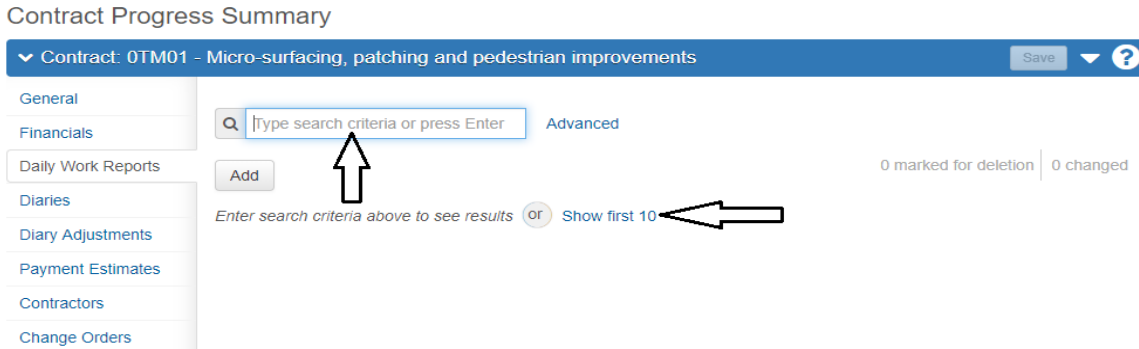


Figure 5-55. Contract Progress Summary: Daily Work Report tab

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

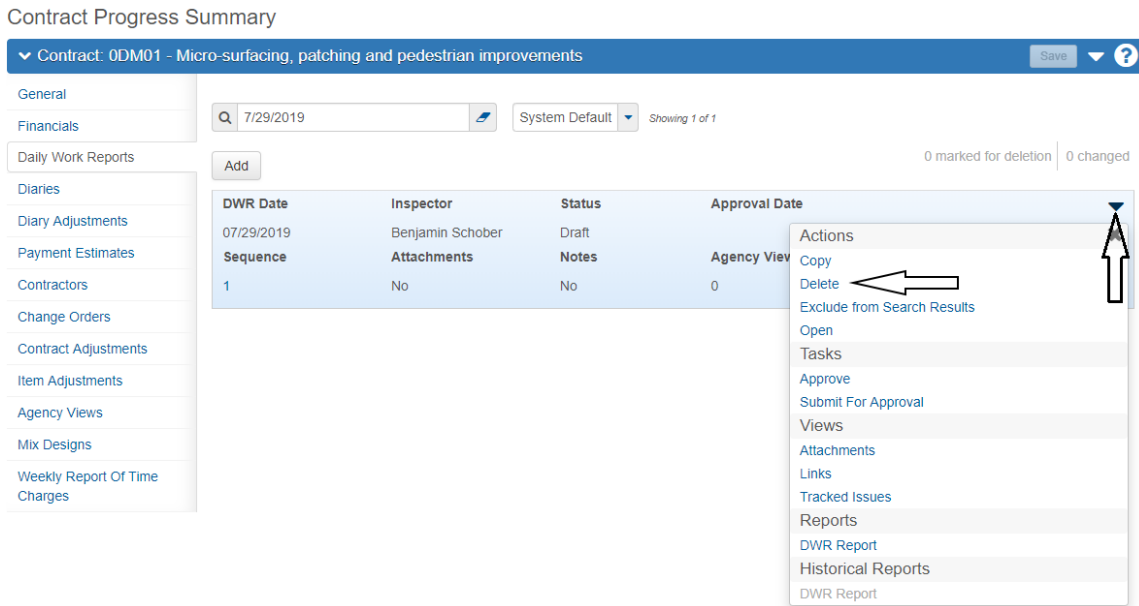


Figure 5-56. DWR Delete

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

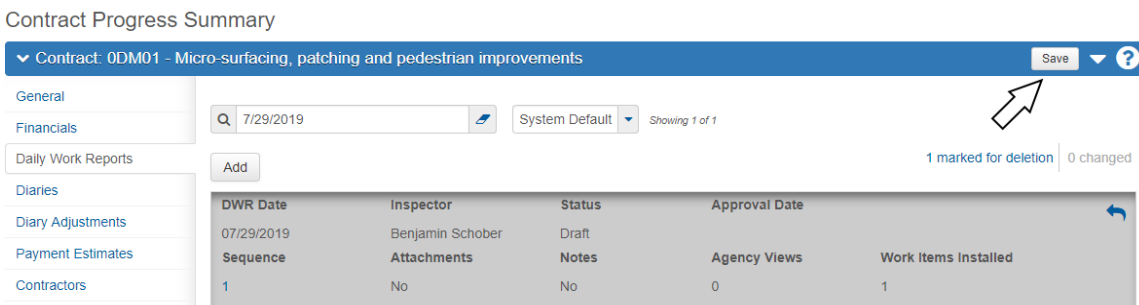


Figure 5-57. DWR Save Deletion

## 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)

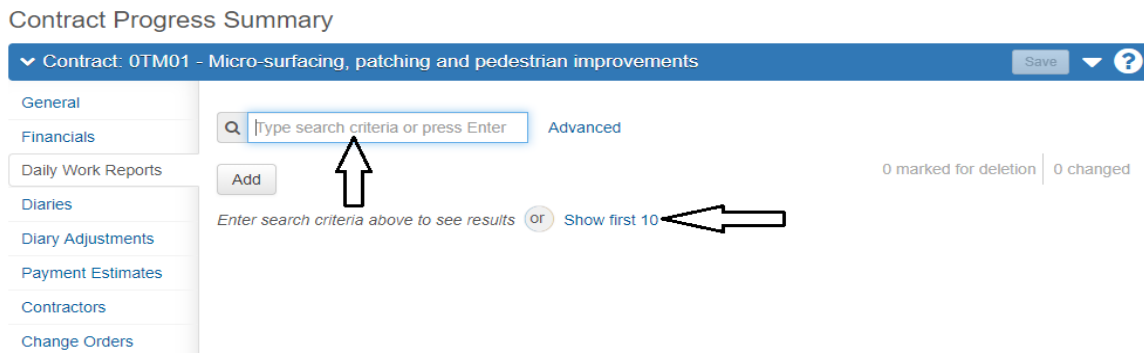


Figure 5-58. Contract Progress Summary: Daily Work Report tab

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

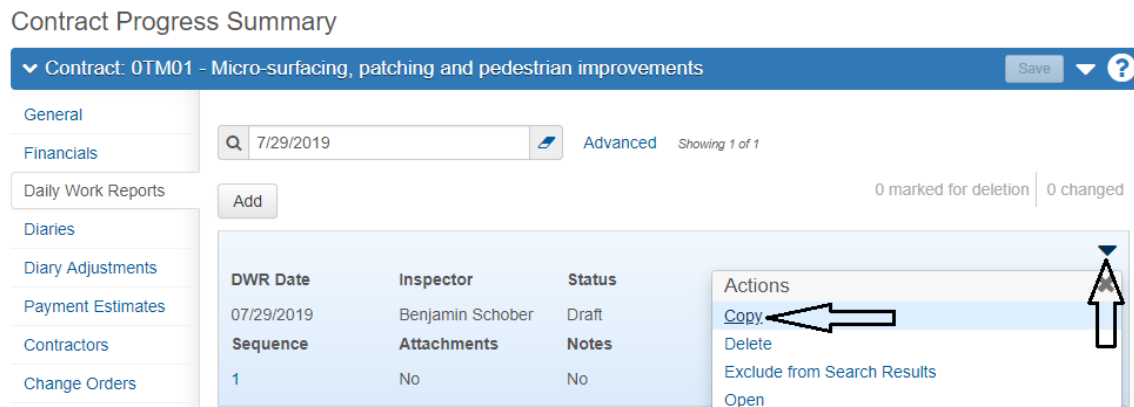


Figure 5-59. DWR Copy

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)

Copy Contract Daily Wo There are unsaved changes. ✕

Contract: 0TM01 - Micro-surfacing, patching and pedestrian improvements Save ▼ ?

DWR Date: 07/29/2019 Inspector: bschober@dot.nv.gov Sequence: 1 Status: Draft

<b>General</b>	<b>DWR Date *</b> 08/24/2019 <span style="font-size: 0.8em;">📅</span>	<b>Remarks</b> 0
	<b>Inspector *</b> Benjamin bschober@dot.nv.gov Schober	<b>Federal Project Number</b>
	<b>Weather</b>	<b>State Project Number</b>
	<b>Rainfall Amount</b>	<b>Entered By</b>

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)

Contract Daily Work Rep There are unsaved changes. ✕

Contract: 0TM01 - Micro-surfacing, patching and pedestrian improvements Save ▼ ?

DWR Date: 08/24/2019 Inspector: bschober@dot.nv.gov Sequence: 1 Status: Draft

<b>General</b>	<b>DWR Date *</b> 08/24/2019 <span style="font-size: 0.8em;">📅</span>	<b>Number of Remarks</b> 0
<b>Notes</b>	<b>Weather</b>	<b>Federal Project Number</b>
<b>Contractors On Site</b>	<b>Rainfall Amount</b>	<b>State Project Number</b>
<b>Contractor Equipment</b>	<b>Low Temperature</b> 61	<b>Entered By</b>
<b>Contractor Personnel</b>	<b>High Temperature</b> 98	<b>Entered Date</b> 08/24/2019 3:14:03 PM
<b>Postings</b>		

Figure 5-61. Copied DWR

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

# DAILY DIARIES

This chapter contains the following sections:

---

Adding a Daily Diary .....	6-3
Deleting a Daily Diary .....	6-11
Diary Adjustments .....	6-12
Generating the Daily Diary Report .....	6-14



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)

## Contracts Progress Overview

▼ Contract Progress Overview

🔍 Type search criteria or press Enter Advanced

*No rows found matching criteria.*

Enter search criteria above to see results or Show first 10

Figure 6-3. Contract Progress Overview

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

## Contracts Progress Overview

▼ Contract Progress Overview ▼ ?

🔍 ODM01 Advanced Showing 1 of 1

0 changed


Contract	Description	Prime ID	Prime Name
<a href="#">ODM01</a> 	<a href="#">Micro-surfacing, patching and pedestriar</a>	PUR0003792A	<a href="#">SIERRA NEVADA CONSTRUCTION</a>

Figure 6-4. Contract Progress Overview with Results

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



## Contract Progress Summary

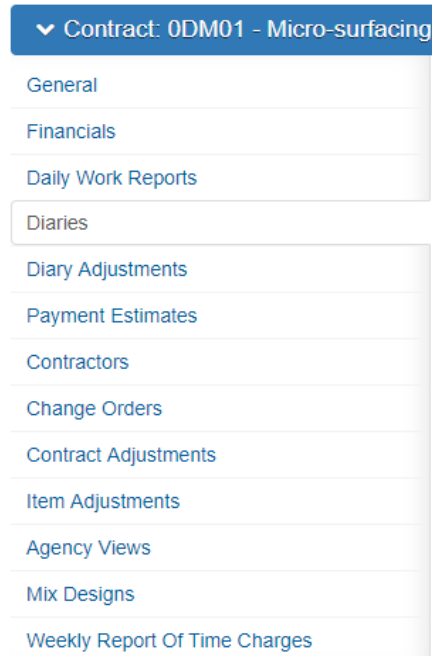


Figure 6-5. Diaries tab

6. Click Add. (Figure 6-6)

## Contract Progress Summary

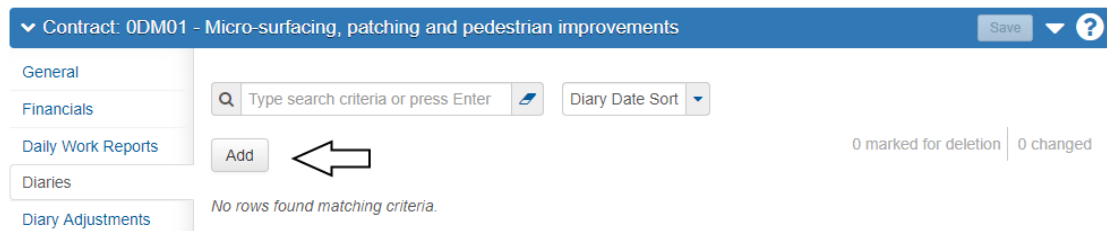


Figure 6-6. Daily Diary Add button

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

Add Daily Diary There are unsaved changes. x

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

General	Diary Date * 07/29/2019	Remarks 0
	Author bschober@dot.nv.gov Schober Benjamin	Federal Project Number
	Weather	State Project Number SPSR-0529(001)
	Low Temperature	Entered By
	High Temperature	Entered Date
	Diary Locked No	Last Updated By
	Estimate Number	Last Updated Date
		Contractor Working No
		Payment Est Status

Comments

Remarks

Type \* Remark \*

Figure 6-7. Add Daily Diaries Details

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

Add Daily Diary There are unsaved changes. x

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

General	Diary Date * 07/29/2019	Remarks 0
---------	----------------------------	--------------

Figure 6-8. Add Daily Diary Save Button

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

Save ?

- Actions
- Add New
- Populate Related DWR Weather
- Views
- Attachments
- Issues
- Links
- Reports
- Daily Diary Report
- Historical Reports
- Daily Diary Report

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.

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

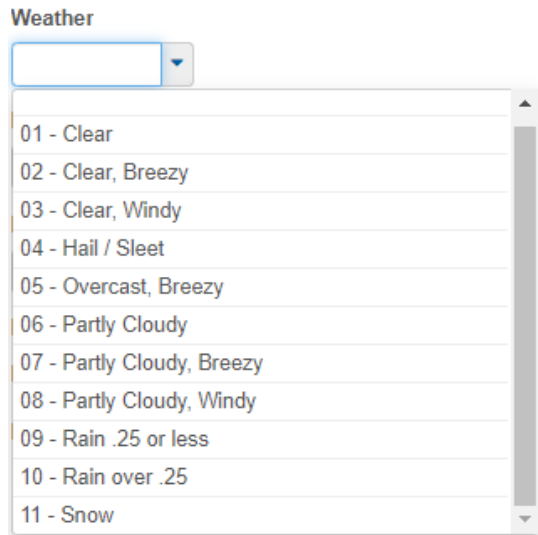


Figure 6-10. Daily Diary Weather Drop-down

- 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)

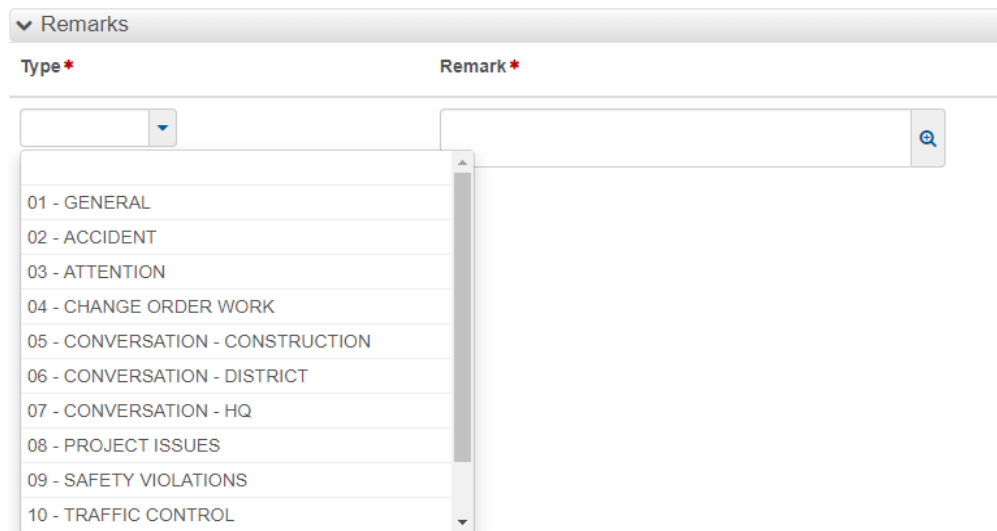


Figure 6-11. Daily Diary Remark Drop-down

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

Add Daily Diary There are unsaved changes. ✕

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

General	Diary Date *	Remarks
	07/29/2019 <span style="font-size: 0.8em;">📅</span>	0




Figure 6-12. Add Daily Diary Save Button

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

General

DWRs

DWR Remarks

Contract Times

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)

Contract Daily Diary Summary

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

Diary Date: 07/29/2019 Author: bschober@dot.nv.gov

General

DWRs  🔍 Advanced Showing 2 of 2 DWR Status No Filter ▼

0 marked for deletion | 0 changed

Inspector	Sequence	Estimate Number	DWR Status
bschober@dot.nv.gov - Benj	1		Draft
<b>Weather</b>			
01 - Clear		Low Temp 72 High Temp 95	Rainfall
KMcDaniel2@dot.nv.gov - Ki	1		Approved
01 - Clear		72	95

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)

Contract Daily Diary Summary

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

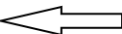
Diary Date: 07/29/2019 Author: bschober@dot.nv.gov

General

DWRs  🔍 Advanced Showing 1 of 1

DWR Remarks 0 changed Collapse All

Contract Times

Select DWR Remarks... 

Inspector	Sequence	Remarks Count
bschober@dot.nv.gov - B		1 0

Figure 6-15. Select DWR Remarks button

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

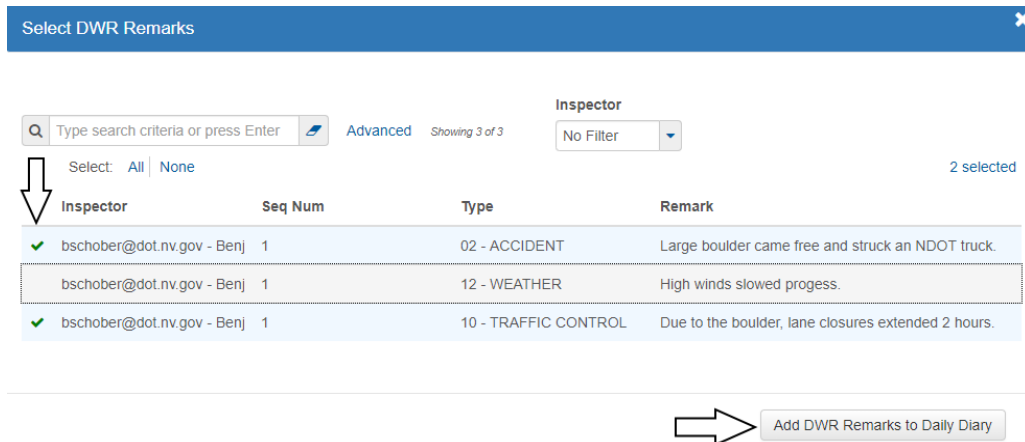


Figure 6-16. Select and Apply DWR Remarks

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

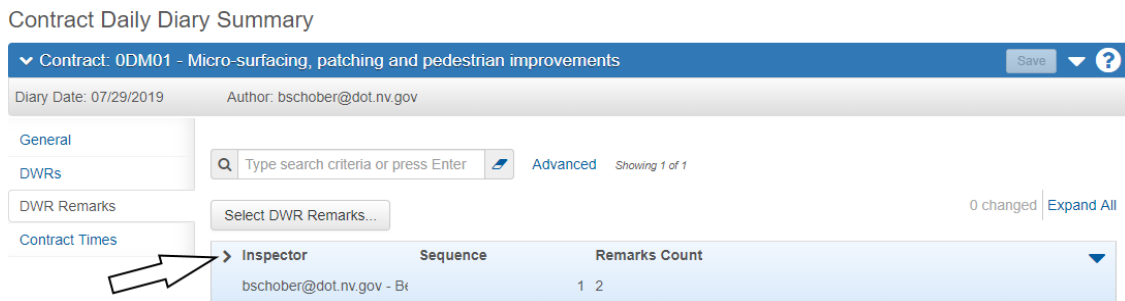


Figure 6-17. Chevron to Expand DWR Remarks

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

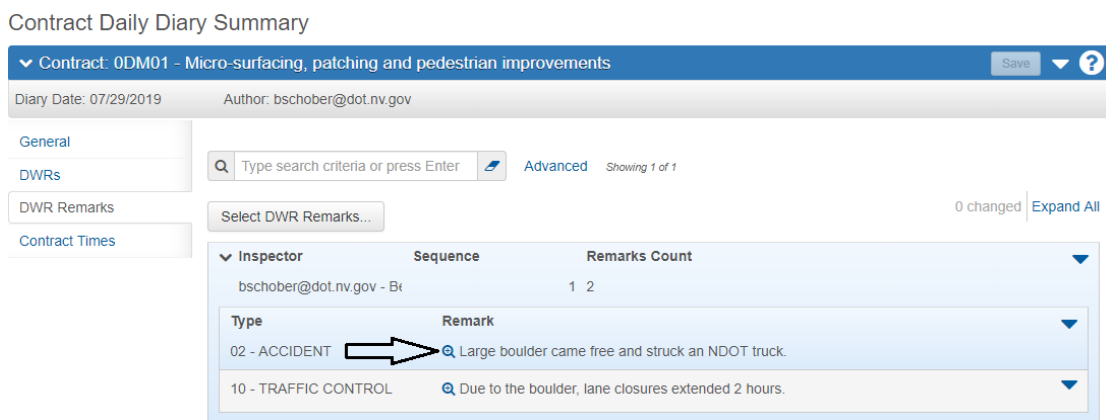


Figure 6-18. Expanded DWR Remarks

- 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.**

Contract Daily Diary Summ There are unsaved changes. x

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

Diary Date: 07/29/2019 Author: bschober@dot.nv.gov

General  
DWRs  
DWR Remarks  
Contract Times

Q Type search criteria or press Enter Advanced Showing 1 of 1

1 changed

Time ID	Original Time Chrg	Adj Time Chrg	Curr Time Units C...								
00 AT	1.00										
<table border="1"> <thead> <tr> <th>Time Descr</th> <th>Main</th> <th>Time Unit</th> <th>Time Type</th> </tr> </thead> <tbody> <tr> <td>45 Working Days</td> <td>Yes</td> <td>Days</td> <td>Available Time</td> </tr> </tbody> </table>				Time Descr	Main	Time Unit	Time Type	45 Working Days	Yes	Days	Available Time
Time Descr	Main	Time Unit	Time Type								
45 Working Days	Yes	Days	Available Time								
Time ID		Original Time Charged									
00 AT		<input type="text" value="1.00"/>									
Contractor Working		Adjusted Time Charged									
<input checked="" type="checkbox"/>											
Controlling Operation		Change in Time Charged									
<input type="text" value="Removed All Fence."/>											
Delay Reason											
<input type="text"/>											
Comments											
<input type="text" value="Normal working day."/>											

Up to 256 characters

Figure 6-19. Daily Diary Contract Times

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

Contract Daily Diary Summ There are unsaved changes. x

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

Diary Date: 07/29/2019 Author: bschober@dot.nv.gov




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)

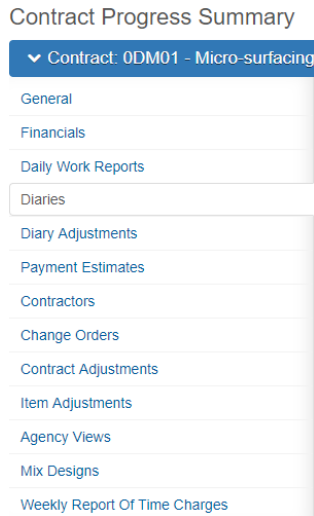


Figure 6-21. Diaries Tab

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

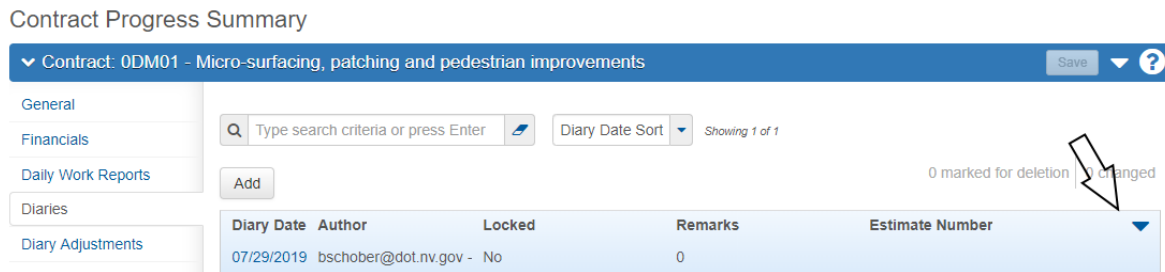


Figure 6-22. Diary Row Actions

3. Click Delete. (Figure 6-23)

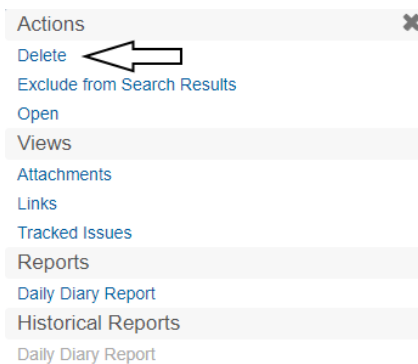


Figure 6-23. Diary Row Actions Drop-down

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

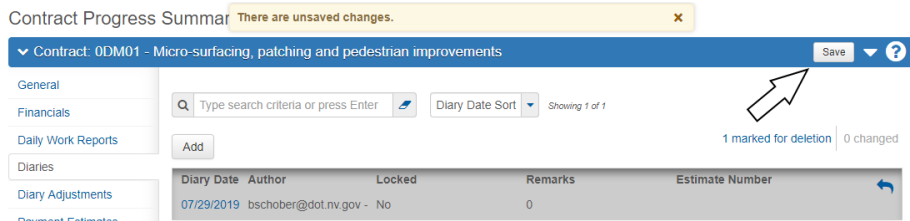


Figure 6-24. Save Button

## 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)

### Contract Progress

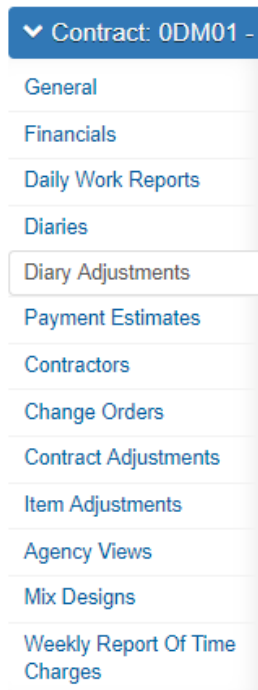


Figure 6-25. Contract Progress Summary, Diary Adjustments tab

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



## Contract Progress Summary

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

- General
- Financials
- Daily Work Reports
- Diaries
- Diary Adjustments
- Payment Estimates

Advanced

0 marked for deletion | 0 changed

No rows found matching criteria.

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)

Select Diary Contract Time Charges ×

Advanced Showing 1 of 1

Select: [All](#) | [None](#) 1 selected

Diary Date	Time ID	Time Descr	Original Time Chrg
07/29/2019	00 AT	45 Working Days	1.00

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.

Q Type search criteria or press Enter Advanced

Select Diary Contract Time Charges... 0 marked for deletion | 0 changed

Time ID	Time Descr	Diary Date	Comments
00 AT	45 Working Days	07/29/2019	Time charged in error
Previous Time Ch...	Current Time Cha...	Modified Date	Main Pay Est Num
1.00	0.00		Yes

Diary Date  
07/29/2019

Current Time Charge \*

Previous Time Charge  
1.00

Comments \*

Modified By

Time ID  
00 AT

Time Description  
45 Working Days

Time Unit  
Days

Original Number of Time Units  
45.00

Current Number of Time Units  
45.00

Figure 6-28. Daily Diary Adjustment Details

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

Contract Progress Summa There are unsaved changes. x

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

General

Financials

Daily Work Reports

Diaries

Diary Adjustments

Q Type search criteria or press Enter Advanced

Select Diary Contract Time Charges... 0 marked for deletion | 0 changed

Time ID	Time Descr	Diary Date	Comments
00 AT	45 Working Days	07/29/2019	Time charged in error

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)

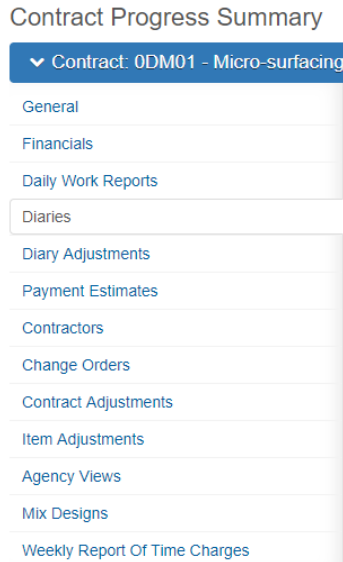


Figure 6-30. Diaries Tab

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

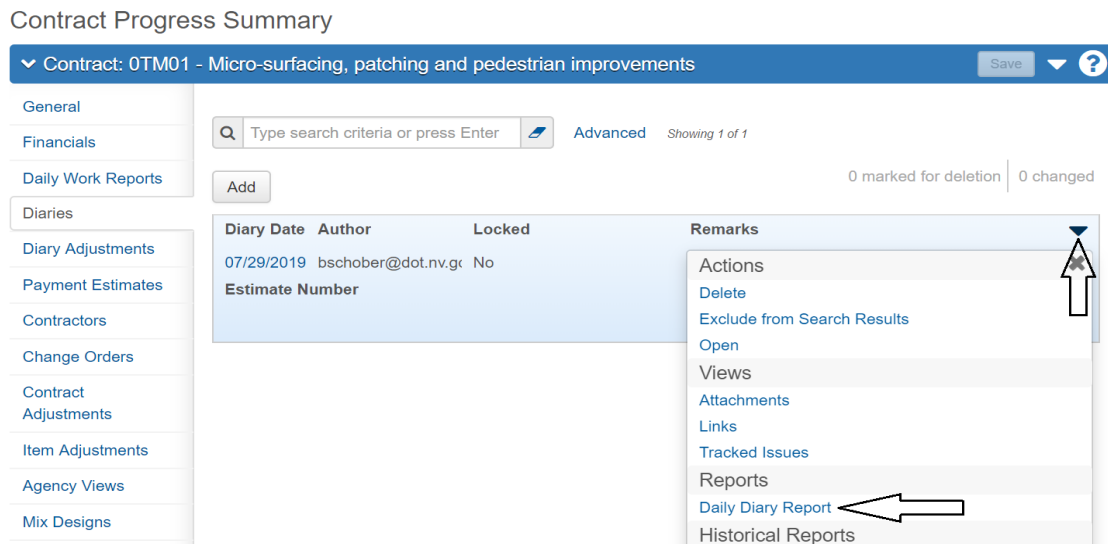


Figure 6-31. Select DWR Report

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

## Generate Report

Generate Report - Daily Diary Report

Settings Output Options

4 of 5

**Output Type**

- Generate as PDF
- Download PDF
- Generate as HTML

**Report Layout Source**

- Base
- Custom
- Test

**Generate Available Data Output**

Figure 6-32. Generate Daily Diary Report

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

Construction Stockpile Summa x | Generate Report | AASHTOWar x | Generate x

nevadadot-pr-dev.infotechfl.com/ReportGeneration/Generate?Guid=077e8baf-3...

Apps Bing Google Maps Wells Fargo WCCU DS CL TRT Preview Other bookmarks

**NEVADA DOT** Nevada Department of Transportation

08/25/2019 2:20:56 PM

**Daily Diary Report**

**Contract:** OTM01, Micro-surfacing, patching and pedestrian improvements

**Resident Engineer:** Control Script failed for control Label152, Source=

**Prime Contractor:** Q&D CONSTRUCTION INC

**Contractor Working:** Yes

**Diary Date:** 07/29/2019 **Day of Week:** Monday **Author:** Benjamin Schober **Time Type:** Completion Date

**Diary Lock Ind:** No **Revision Date:** 08/23/2019 **Entered By:** Kristen McDaniel **Original Completion Date:** 10/31/2019

**Estimate Number:** **Revised By:** Kristen McDaniel **Current Completion Date:** 10/31/2019

**Weather:** Clear **Low Temp:** 70 **High Temp:** 99

**Location:**

**Comments:**

**Contract Times**

Contract Time	Contract Time Description	Time Charged	Controlling Operation	Delay Reason	Contractor Working	Hours Worked	Hours Available	Work Start Time	Work Stop Time
00 AT	45 Working Days				No				

Figure 6-33. DWR Report

- 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.
- 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:

---

Adding a New Stockpile .....	7-3
Stockpile Replenishment .....	7-8
Manually Balancing/Closing a Stockpile .....	7-9
Generating the Stockpile Summary Report .....	7-12



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)

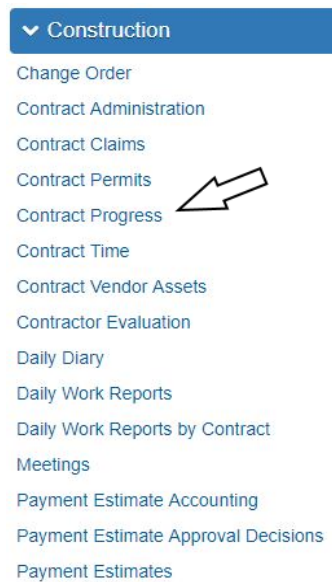


Figure 7-2. Construction Component

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

## Contracts Progress Overview

▼ Contract Progress Overview

🔍 Type search criteria or press Enter Advanced

No rows found matching criteria.

Enter search criteria above to see results or Show first 10

Figure 7-3. Contract Progress Overview

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

## Contracts Progress Overview

▼ Contract Progress Overview ?

🔍 ODM01 Advanced Showing 1 of 1

0 changed

Contract	Description	Prime ID	Prime Name
ODM01	Micro-surfacing, patching and pedestrian	PUR0003792A	SIERRA NEVADA CONSTRUCTION

Figure 7-4. Contract Progress Overview with Results

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

Home Previous My Pages Actions Help Log off

Progress Overview [Construction Stockpile](#) [Contract Administration](#) [Contract Documentation](#)

[Contract Materials and Acceptance Actions](#) [Items](#) [Projects](#) [Subcontracts](#)

## Contract Progress Summary

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

Figure 7-5. Contract Progress Quick Links

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

## Construction Stockpile Overview

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

🔍 Type search criteria or press Enter Advanced

Actions  
Add

0 marked for deletion | 0 changed

No rows found matching criteria.

Figure 7-6. Stockpile Action Drop-down

- 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.

Add Construction Stockpile There are unsaved changes. ✕

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

Item \*

Q 2120870  
0035 DECORATIVE ROCK (TYPE A)

Description \*

DECORATIVE ROCK (TYPE A)

Recovery Date

08/19/2020 📅



Figure 7-7. Add Construction Stockpile

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

Construction Stockpile Summary

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

New 1 added | 0 marked for deletion | 0 changed

▼ New Construction Stockpile Transaction ✕

Transaction Amount Invoice Number ▾

Transaction Type \* ▾ Invoice Date ▾

Transaction Description\Comments \* ▾ Invoice Quantity ▾

Project Item Distribution

Item *	Constr Stockpile Amt *	Fund Package ID	Fund Package Description
▾			



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.

New 1 added | 0 marked for deletion | 0 changed

Transaction Type	Transaction Amt	Cont Pay Rqst Dt	Current Quantity	Unit Price
STII	1,200.00	11/24/2021		
Transaction Num	Qty Posted to Dt	Qty Pd to Dt	Trans Desc\Comments Description or comment per	

**Transaction Amount** **Invoice Number** ▼

**Transaction Type** \* ▼ **Invoice Date** ▼  
 STII - Stockpile Initial Invoice 11/15/2021

**Transaction Description\Comments** \* ▼ **Invoice Quantity** ▼  
 Description or comment pertaining to the stockpile transaction (i.e., initial stockpile delivery of item, replenishment of stockpile, stockpile balance, etc.)

▼ **Project Item Distribution**

Item *	Constr Stockpile Amt *	Fund Package ID	Fund Package Description
0035 - 301B6C1C - 01	1,200.00		

Figure 7-9. Stockpile Transaction and Save

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

Construction Stockpile Su There are unsaved changes. x

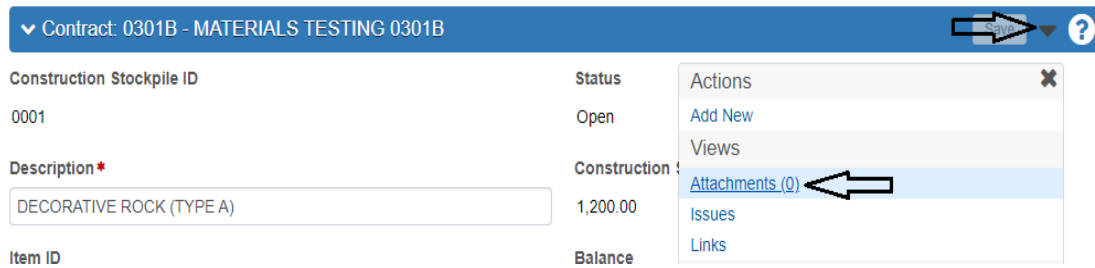
▼ Contract: 0301B - MATERIALS TESTING 0301B Save ?

Construction Stockpile ID	Status
0001	Open

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)

## Construction Stockpile Summary



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

## Attachments Overview



Figure 7-12. Stockpile Attachments, Select File Button

- 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)

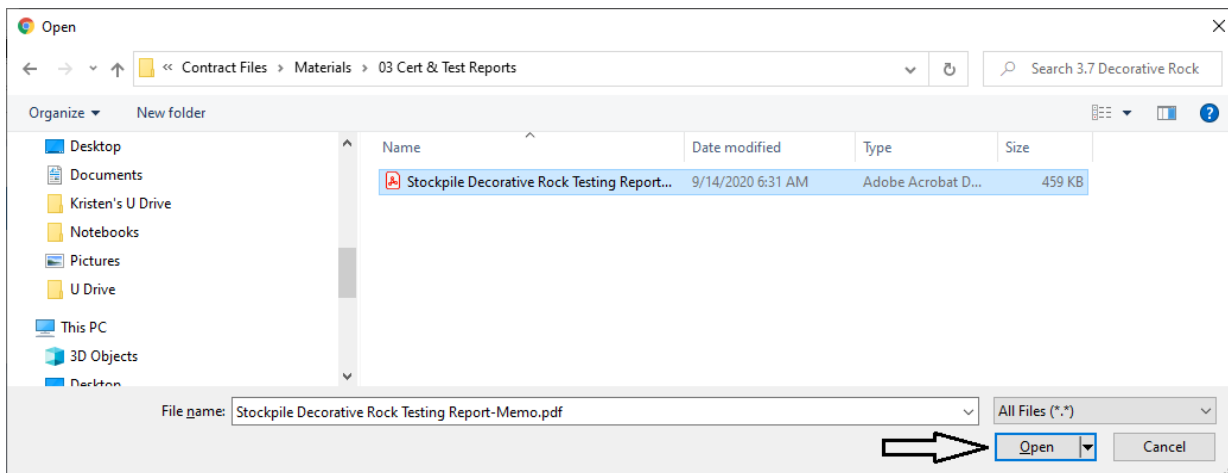


Figure 7-13. Stockpile Attachments, File Selection Window

- 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)

## Construction Stockpile Summary

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

New



Figure 7-17. New Transaction

- 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.

Transaction Type	Transaction Amt	Cont Pay Rqst Dt	Current Quantity	Unit Price
STAD	615.00	08/01/2019		
Transaction Num	Qty Posted to Dt	Qty Pd to Dt	Trans Desc Comments	
			Stockpile replenishment	

Transaction Amount:

Transaction Type: **STAD - Stockpile Adjustment**

Transaction Description/Comments: Stockpile replenishment

Contractor Payment Request Date: 08/01/2019

Invoice Number: 359839

Invoice Date: 08/01/2019

Invoice Quantity: 3.00

Project Item Distribution

Item	Constr Stockpile Amt	Fund Package ID	Fund Package Description
0035 - DM016C1C - 01	615.00		

Figure 7-18. Stockpile Adjustment

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

Construction Stockpile Summary There are unsaved changes.

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

Save



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)

Constr Stockpile ID	Descr	Item	Material Name	Status
0001	Decorative Rock (Type A)	0035 - 2120870 - DECORATIVE ROCK (T		Active
Constr Stockpile Amt	Balance	Total Recovery Amt	Current Recovery Amt	Prev Approved Reco... Item Recovery Pct
1,815.00	465.00	-1,350.00	-1,350.00	0.00 100.00

Figure 7-21. Stockpile Hyperlink

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

Transaction Type	Transaction Amt	Cont Pay Rqst Dt	Current Quantity	Unit Price
STII - Stockpile Initial Invoic	1,200.00	09/18/2019	12.100	150.00000
> Transaction Num	Qty Posted to Dt	Qty Pd to Dt	Trans Desc\Comments	
0000000001	9.000	9.000	Description or Comment pe	
STAD - Stockpile Adjustmei	615.00	09/18/2019	12.100	150.00000
> 0000000002	9.000	9.000	Stockpile replenishment	

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)

Construction Stockpile Summary There are unsaved changes. X

Contract: 0UG38 - Kristen's Contract for class exercises Save ?

New 1 added | 0 marked for deletion | 0 changed

>	STII - Stockpile Initial Invoice	1,200.00	09/18/2019	12.100	150.00000	
>	0000000001	9.000	9.000		Description or Comment pe	
>	STAD - Stockpile Adjustme	615.00	09/18/2019	12.100	150.00000	
>	0000000002	9.000	9.000		Stockpile replenishment	

Transaction Type	Transaction Amt	Cont Pay Rqst Dt	Current Quantity	Unit Price	
STAD	-465.00				X

**Transaction Type** ▼

STAD - Stockpile Adjustment

**Transaction Description/Comments** ▼

Manually balancing the stockpile

**Invoice Number** ▼

**Invoice Date** ▼

**Invoice Quantity** ▼

Project Item Distribution

Item *	Constr Stockpile Amt*	Fund Package ID	Fund Package Description
0035 - UG386C1C - 01	-465.00		

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.

Transaction Type	Transaction Amt	Cont Pay Rqst Dt	Current Quantity
STCL			
Unit Price			
Transaction Num	Qty Posted to Dt	Qty Pd to Dt	
Trans Desc\Comments			
Manually closing the stockpil			
Transaction Amount		Invoice Number	
		<input type="text"/>	
Transaction Type		Invoice Date	
STCL - Stockpile Closure		<input type="text"/>	
Transaction Description\Comments		Invoice Quantity	
Manually closing the stockpile		<input type="text"/>	
Contractor Payment Request Date			
<input type="text"/>			
Project Item Distribution			
Item	Constr Stockpile Amt	Fund Package ID	Fund Package Description
<input type="text"/>	<input type="text"/>		

Figure 7-24. Stockpile Closing Transaction

- 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.

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

Progress Overview **Construction Stockpile** Contract Administration Contract Documentation Contract Materials and Acceptance Actions Items Projects

Subcontracts

Contract Progress Summary

Contract: 0UG38 - Kristen's Contract for class exercises Save ?

Figure 7-25. Construction Stockpile Quick Link

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



## Construction Stockpile Overview

Contract: 0UG38 - Kristen's Contract for class exercises Save ?

Q Type search criteria or press Enter Advanced Showing 1 of 1 0 marked for deletion 0 changed

Constr Stockpile ID	Descr	Item	Material Name	Status
0001	Decorative Rock (Type A)	0035 - 2120870 - DECORATIVE ROCK (		
<b>Constr Stockpile Amt</b>	<b>Balance</b>	<b>Total Recovery Amt</b>	<b>Current Recovery A...</b>	<b>Prev Appro</b>
1,815.00	465.00	-1,350.00	-1,350.00	

Actions

- Delete
- Exclude from Search Results
- Open
- Views
- Attachments
- Links
- Tracked Issues
- Reports
- Stockpile Summary Report

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)

## Generate Report

Generate Report - Stockpile Summary Report Execute ?

Settings Output Options 4 of 5

**Output Type**

- Generate as PDF
- Download PDF
- Generate as HTML

**Report Layout Source**

- Base
- Custom
- Test

**Generate Available Data Output**

Figure 7-27. Execute Stockpile Summary Report

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

Generate Report | AASHTOWare x Generate

nevadadot-pr-test.infotechfl.com/ReportGeneration/Generate?Guid=c44d65c6-7fb8-4adf-aa05-38d69f920872

Apps Bing Google Maps Wells Fargo WCCU DS CL TRT Preview TRT SharePoint Login - ditech DEV TEST Other bookmarks

Generate 1 / 1

**Nevada Department of Transportation** 11/15/2019 3:08:07 PM  
Report v1

**Stockpile Summary Report**

**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
<b>Comments:</b> Stockpile replenishment										
Stockpile Initial Invoice	543159	7/29/2019	\$1,200.00		Kristen McDaniel	100	11/15/2019	0002	0002	\$465.00
<b>Comments:</b> 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

- 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.
- Click the Previous button to return back to the Construction Stockpile Overview Component. (Figure 7-29)

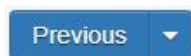


Figure 7-29. Previous Button

# **CHANGE ORDERS**

This chapter contains the following sections:

---

Steps to Create a Change Order .....	8-3
Setting a Change Order Back to a Draft Status .....	8-22
Change Order Report Generation .....	8-25
Approving a Change Order .....	8-26
Deleting or Denying a Change Order .....	8-29



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

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

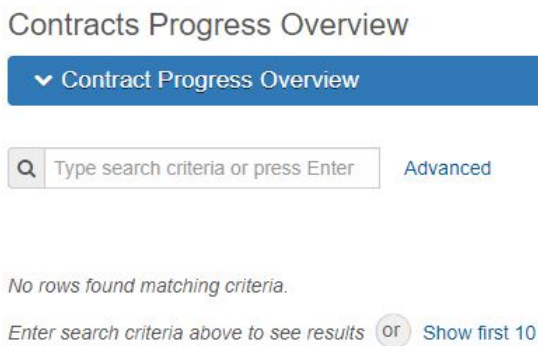


Figure 8-3. Contract Progress Overview

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

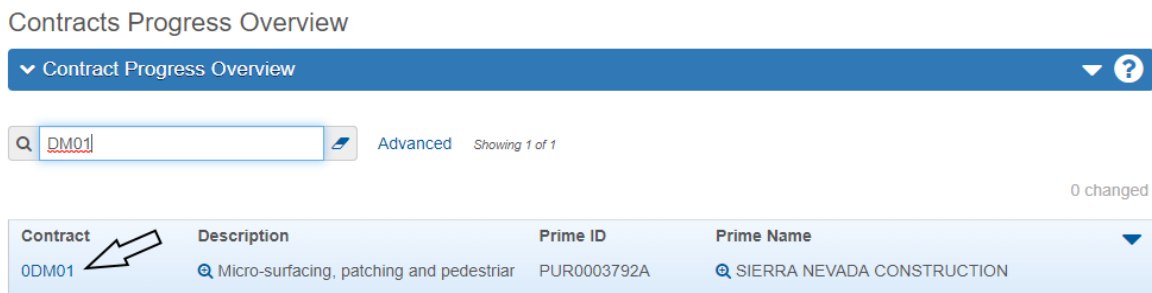


Figure 8-4. Contract Progress Overview with Results

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

## Contract Progress Summary

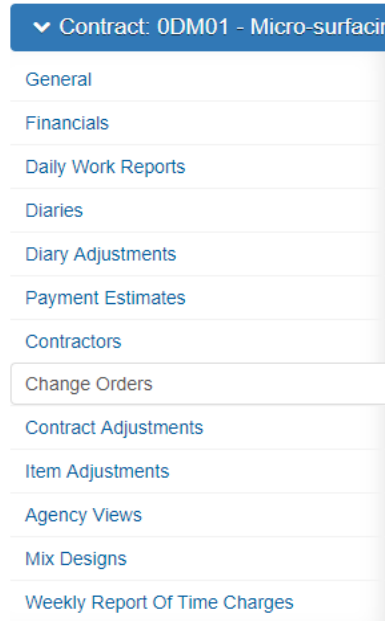


Figure 8-5. Contract Progress Summary Tab

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

## Contract Progress Summary

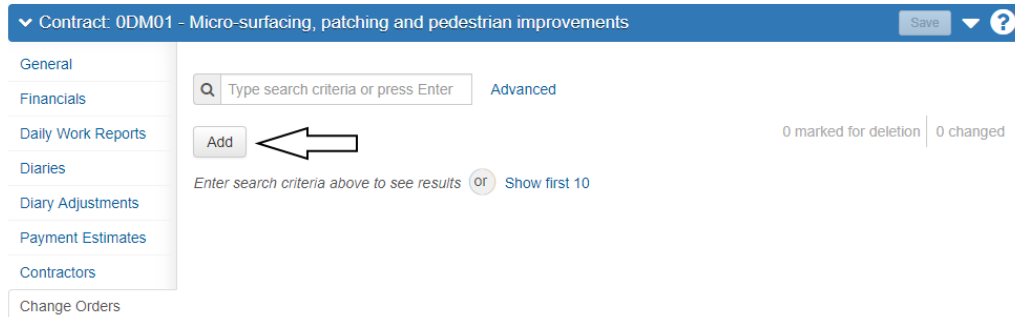


Figure 8-6. Change Order Add button

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)

Add Change Order Sum There are unsaved changes. ✕

Contract: 0DM01 - New Contract Save ▼ ?

General

**Change Order Date**  
08/20/2019 📅

**Change Order Type\***  
01 - General ▼

**Change Order Reason Type**  
01 - 01 ERRORS OR OMISSIONS ON PLANS ▼

**Requestor\***  
Mirak Mehari, P.E. Resident Engineer 🔍

**Author\***  
🔍 jessika.phillips@dot.nv.gov  
Phillips Jessika

Figure 8-7. Add Change Order: General

## b. Prior Change Order (Figure 8-8)

Add Change Order Sum There are unsaved changes. ✕

Contract: 0DM01 - New Contract Save ▼ ?

General

**Change Order Date**  
08/20/2019 📅

**Change Order Type\***  
03 - Prior ▼

**Change Order Reason Type**  
901 - 901 PRIOR - ERRORS OR OMISSIONS ON P... ▼

**Requestor\***  
Ashley Hurlbut, P.E. Resident Engineer 🔍

**Author\***  
🔍 ahurlbut@dot.nv.gov  
Hurlbut Ashley

Figure 8-8. Add Change Order: Prior

## c. Administrative Change Order (Figure 8-9)



Add Change Order Summary There are unsaved changes. ✕

▼ Contract: ODM01 - New Contract Save ▼ ?

General

**Change Order Date**  
08/02/2019

**Change Order Type \***  
02 - Administrative ▼

**Change Order Reason Type**  
29 - 29 CATEGORY ADJUSTMENT ▼

**Requestor \***  
John England, P.E. Resident Engineer

**Author \***  
  
Knight David

Figure 8-9. Add Change Order: Administrative

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

### Contract Change Order

▼ Contract: ODM01 - Micro-s

Change Order: 0001 - Sharon Foers

General

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

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 Explanations as needed), leave the Reference Explanation Name field blank, and type in the Supp Explanation field. (Figure 8-11)

Order*	Reference Explanation Name	Explanation Description	Supp Explanation
1	<input type="text" value="Begin typing to search or press En"/>	<input type="text"/>	<input type="text" value="Enter Change Order Description/Explanation here."/>
	<input type="text" value="Begin typing to search or press En"/>	<input type="text"/>	<input type="text"/>

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)

Order*	Reference Explanation Name	Explanation Description	Supp Explanation
1	<input type="text" value="Begin typing to search or press Enter"/>	<input type="text"/>	<input type="text" value="Enter Change Order Description/Explanation here."/>
2	<input type="text" value="Begin typing to search or press Enter"/>	<input type="text"/>	<input type="text"/>
	<input type="text" value="Begin typing to search or press Enter"/>	<input type="text"/>	<input type="text"/>

Accord and Satisfaction Clause  
 Analysis of Agreed Price  
 Prior Clause  
 Showing 3 of 3

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)

Order*	Reference Explanation Name	Explanation Description	Supp Explanation
1	<input type="text" value="Begin typing to search or press Enter"/>	<input type="text"/>	<input type="text" value="Enter Change Order Description/Explanation here."/>
2	<input type="text" value="Accord and Satisfaction Clause"/>	<input type="text" value="Acceptance of this Change Order co"/>	<input type="text"/>
	<input type="text" value="Begin typing to search or press Enter"/>	<input type="text"/>	<input type="text"/>

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.

Order	Reference Explanation Name	Explanation Description	Supp Explanation
1	Begin typing to search or press Enter		Enter Change Order Explanation here.
2	Prior Clause	This Change Order is being processed as a Prior Appr	Change Order # ... will be generated to complete and finalize the quantities and associated payment.

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)

Contract Change Order Summary

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

Change Order: 0001 - Sharon Foerschler      Amount:      Status: Draft

General      **Increase/Decrease Items**

Increase/Decrease Items       Advanced

New Items

Time Adjustments

Review Tracking

Approval Tracking

**Select Items...** ←

No rows found matching criteria.

**Balance Completed Items**

Advanced

**Balance Completed Items...**

No rows found matching criteria.

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)

Select Items ✕

Q Type search criteria or press Enter Advanced Showing 46 of 46 Projects: No Filter Categories: No Filter

Select: All | None 1 selected

Item - Descr	Suppl Descr	Unit	ID	Project	Cont Item Ln Num	Proj Ln Num	Item Src
2020935, REMOVAL OF COM		CUYD - CUBI			0010	0010	Original
2020990, REMOVAL OF BITU		SQYD - SQU			0015	0015	Original
2020995, REMOVAL OF BITU		SQYD - SQU			0020	0020	Original
2021295, REMOVE PAVEMEN		SQYD - SQU			0025	0025	Original
2070110, GRANULAR BACKF		CUYD - CUBI			0030	0030	Original
✓ 2120870, DECORATIVE ROC		TON - Ton			0035	0035	Original
2130640, ADJUST IRRIGATIC		L.S. - LUMP S			0040	0040	Original
3020140, TYPE 1 CLASS B A		CUYD - CUBI			0045	0045	Original
4020100, PLANTMIXING MIS		SQYD - SQU			0050	0050	Original
4020180, PLANTMIX SURFAC		TON - Ton			0055	0055	Original
4060120, LIQUID ASPHALT, T		SQYD - SQU			0060	0060	Original
4180100, MICRO-SURFACIN		TON - Ton			0065	0065	Original
4180210, MICRO-SURFACIN		TON - Ton			0070	0070	Original
6030170, 18-INCH REINFOR		LFT - LINEAR			0075	0075	Original

➔ Add to Change Order

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)

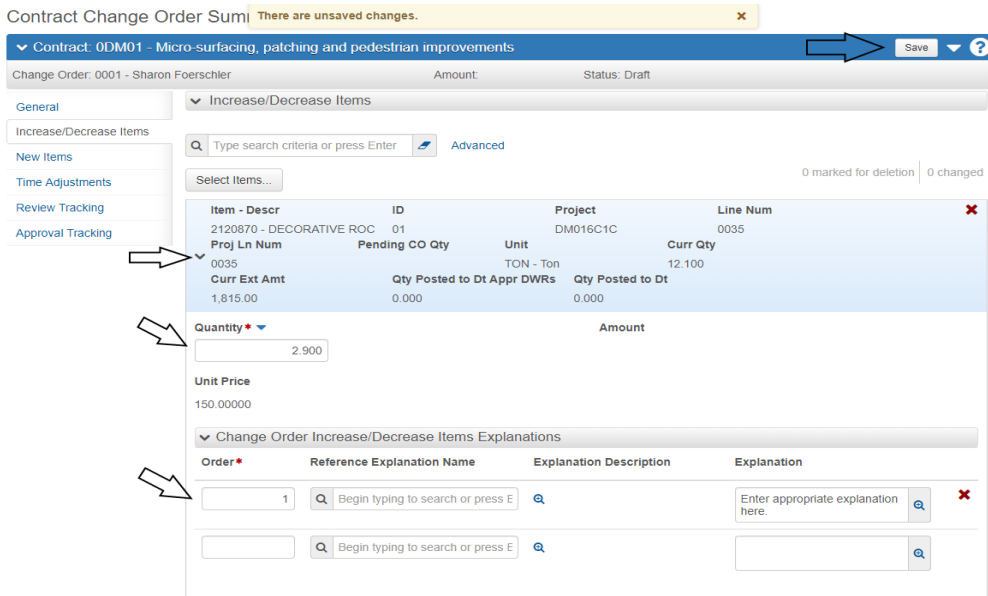


Figure 8-17. Increase/Decrease Item Details and Save

- 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)

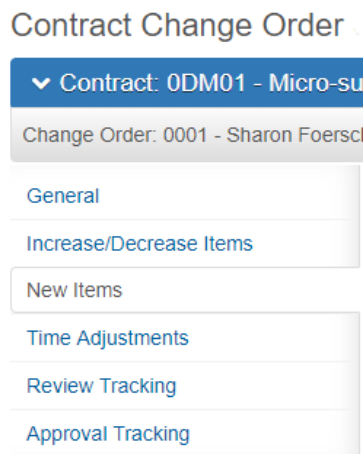


Figure 8-18. New Items Tab

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

## Contract Change Order Summary

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 Category(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.

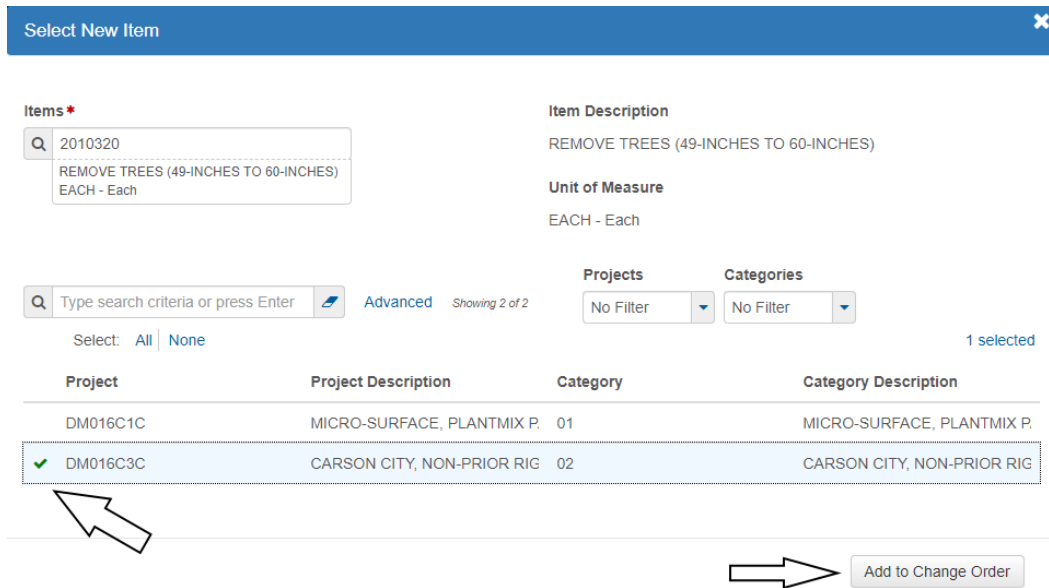


Figure 8-21. Select New Item

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)

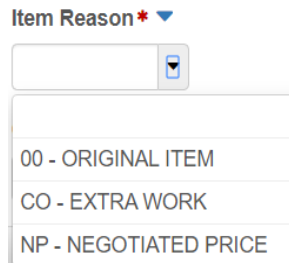


Figure 8-22. Item Reason Codes

- **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)

Contract Change Order Summary There are unsaved changes.

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

Change Order: 0001 - Sharon Foerschler Amount: 935.00 Status: Draft

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

New Items Projects

Type search criteria or press Enter Advanced Showing 1 of 1 No Filter

Select New Item...

Item - Descr	Supp Descr	Unit	Cat - Descr	Proj Item Ln Num
2010320 - REMOVE TREE!		EACH - Each	02 - CARSON CITY, NON-F	245
Cont Item Ln Num	Qty	Price	Ext Amt	
255	2.000	250.00000	500.00	
Proj - Descr	DM016C3C - CARSON CITY, NON-PRIOR RIGHT (PENDING AGREEMENT N			

Project Item Line Number: 245 Unit Price: 2050.00000

Contract Item Line Number: 255 Extended Amount: 500.00

Quantity: 2.000

Item Source: ChangeOrder Item Reason: CO - EXTRA WORK

Funding: C3C - C3C Contractor: SIERRA NEVADA CONSTRUCTION CO.

Change Order New Item Explanations

Order*	Reference Explanation Name	Explanation Description	Explanation
1	Begin typing to search or press Enter		Enter explanation here.
	Begin typing to search or press Enter		

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.

Change Order New Item Explanations

Order*	Reference Explanation Name	Explanation Description	Explanation
1	Analysis of Agreed Price	ANALYSIS OF AGREED PRICE:	The average unit reasonable price of Remove Trees (40-... <span>Expand</span>

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)



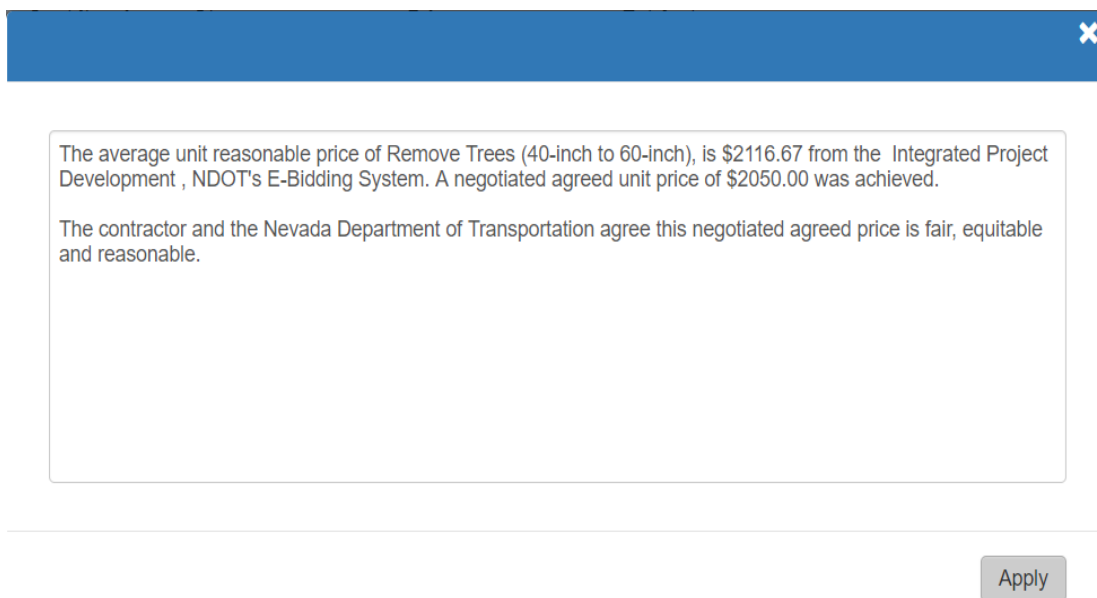


Figure 8-25. Change Order New Item Explanations: Analysis of Agreed Price Example Expanded

- 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.

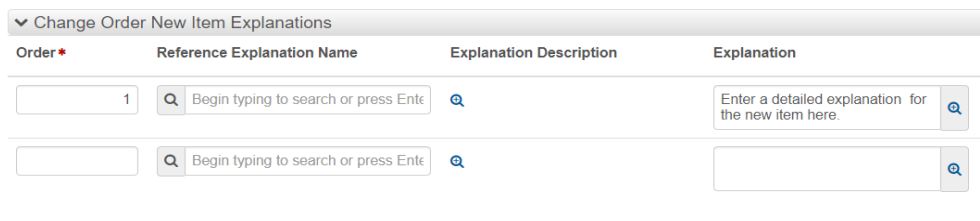


Figure 8-26. Change Order New Item Explanations

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

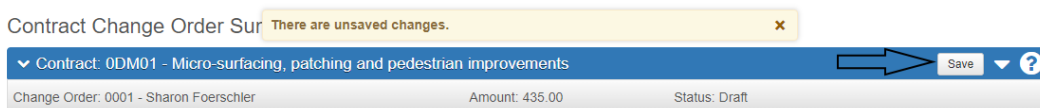


Figure 8-27. Contract Change Order Save button.

- 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)

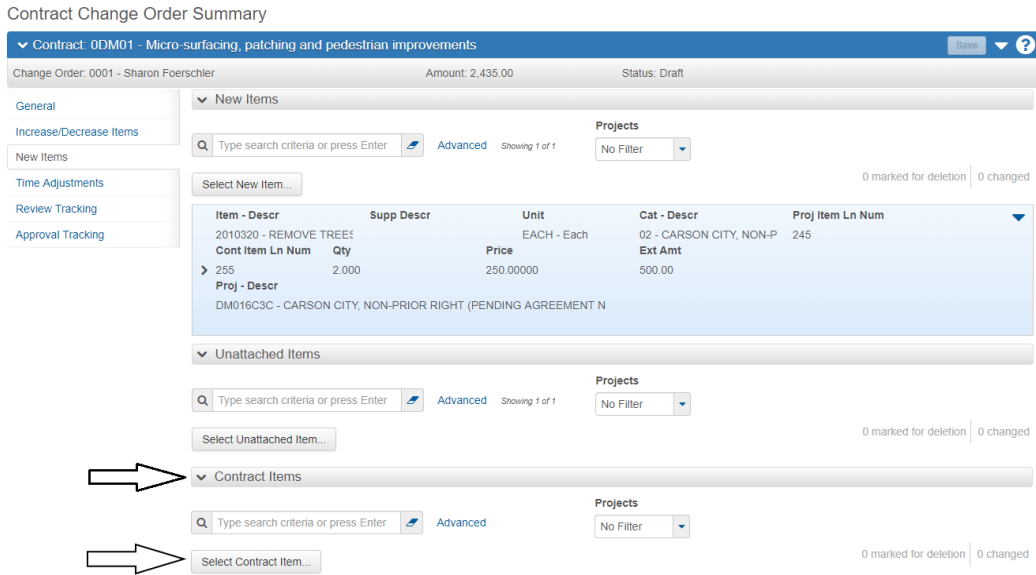


Figure 8-28. Contract Change Order Summary: Contract Item

- 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)

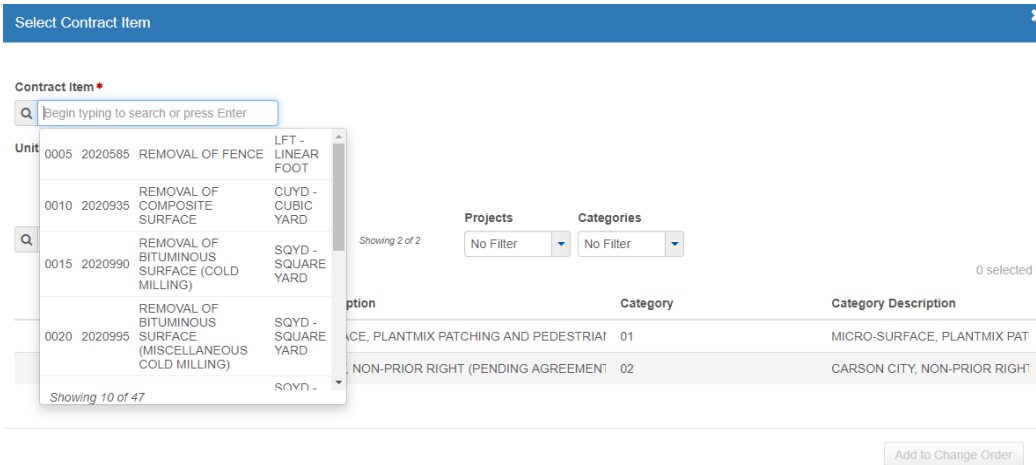


Figure 8-29. Select Contract Item Search box

- 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)

Select Contract Item

Contract Item \*

Q 0005  
2020585 REMOVAL OF FENCE LFT - LINEAR FOOT

Unit of Measure  
LFT - LINEAR FOOT

Q Type search criteria or press Enter Advanced Showing 1 of 1

Projects Categories  
No Filter No Filter

1 selected

Project	Project Description	Category	Category Description
✓ DM016C3C	CARSON CITY, NON-PRIOR RIGHT (PENDING AGREEMENT)	02	CARSON CITY, NON-PRIOR RIGHT

Add to Change Order

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)

Contract Change Order Summary There are unsaved changes.

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

Change Order: 0001 - Sharon Foerschler Amount: 2,435.00 Status: Draft

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

New Items  
Unattached Items  
Contract Items

Q Type search criteria or press Enter Advanced Projects No Filter

Select Contract Item... 0 marked for deletion 0 changed

Item - Descr	Supp Descr	Unit	Cat - Descr
2020585 - REMOVAL OF F		LFT - LINEAR FOOT	02 - CARSON CITY, NON-F
Proj - Descr	Cont Item Ln Num	Proj Item Ln Num	Qty
DM016C3C - CARSON CIT	0005		25.000
Ext Amt			15

Project Item Line Number: 255  
Contract Item Line Number: 0005  
Quantity: 25,000  
Item Source: Modified Original  
Funding: C3C - C3C  
Contractor: SIERRA NEVADA CONSTRUCTION CO.

Change Order New Item Explanations

Order #	Reference Explanation Name	Explanation Description	Explanation
1	Q Begin typing to search or press Enter		Enter explanation here.

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)

### Contract Change Order

▼ Contract: ODM01 - Micro-su

Change Order: 0001 - Sharon Foerschler

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

Figure 8-32. Time Adjustments tab

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

### Contract Change Order Summary

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

Change Order: 0001 - Sharon Foerschler Amount: 2,435.00 Status: Draft

General Select Contract Time... 0 marked for deletion 0 changed

Increase/Decrease Items   
 No rows found matching criteria.

New Items

Time Adjustments

Review Tracking

Approval Tracking

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)

Select Contract Time ×

↓

Q 00 AT Advanced 0 selected

Select: All | None

Enter search criteria above to see results or [Show first 10](#)

Add Time Adjustments to Change Order

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)

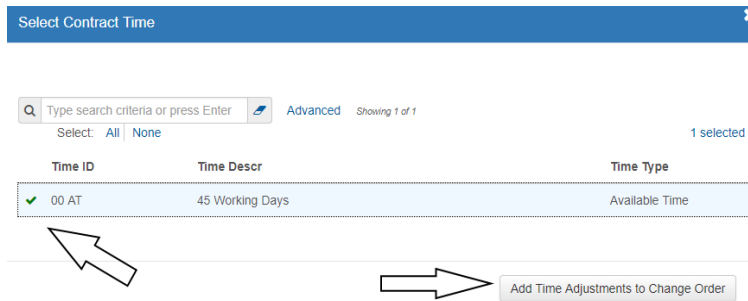


Figure 8-35. Select Contract Time with Search Results

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

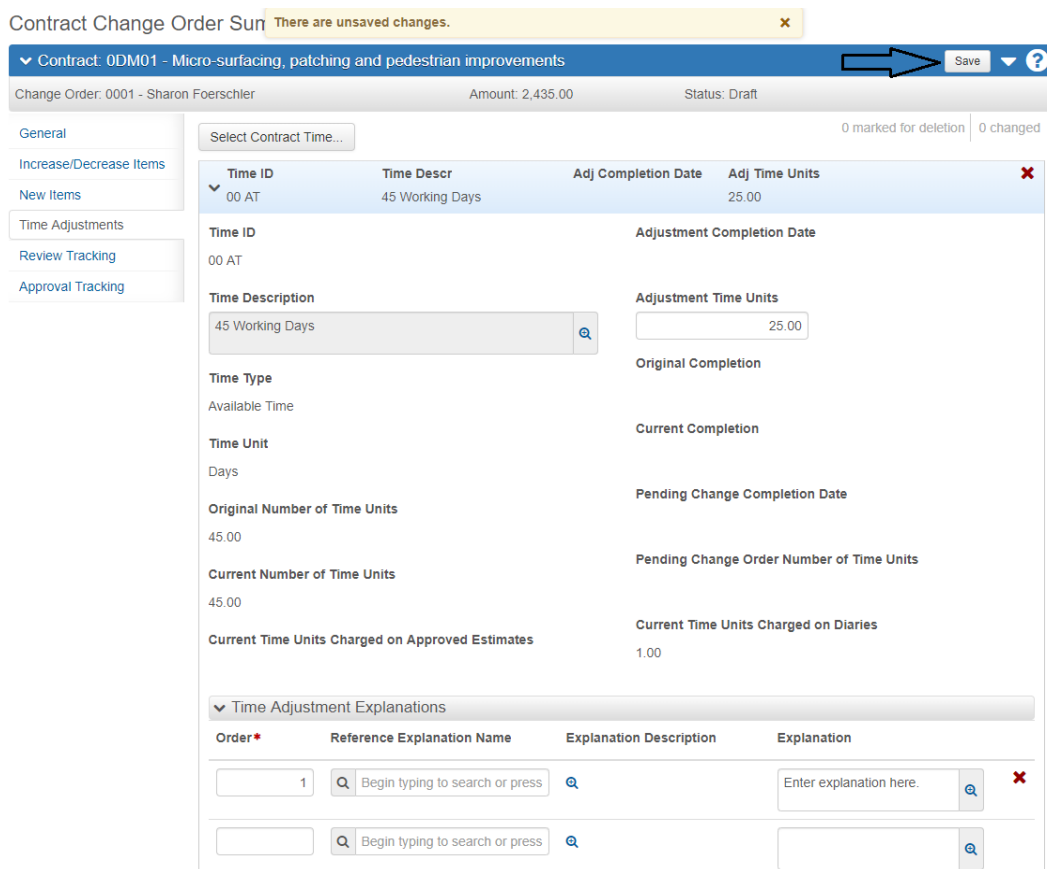


Figure 8-36. Contract Change Order Summary: Time Adjustment Details

- 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)

### Contract Change Order

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

Change Order: 0001 - Sharon Foerschler

General

Increase/Decrease Items

New Items

Time Adjustments

Review Tracking

Approval Tracking

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

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

### Contract Change Order Summary

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

Change Order: 0001 - Sharon Foerschler Amount: 2,659.00 Status: Draft

General

Increase/Decrease Items

New Items


Time Adjustments

Review Tracking

Approval Tracking

Search: Type search criteria or press Enter Advanced

Rounds: Latest Only

Select Reviewers... 

No rows found matching criteria.

0 changed

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)

Select Reviewers ×

Search: Robert Advanced Showing 2 of 2

Select: All None 1 selected

User Name	Title
Robert Liebherr	Staff 2
<input checked="" type="checkbox"/> Robert Schofield	Staff 2



Save

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)

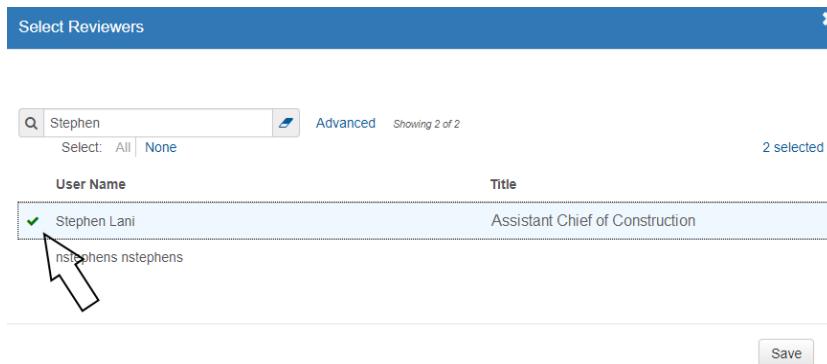


Figure 8-40. Select Reviewers, Construction Administration's Assistant Chief

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

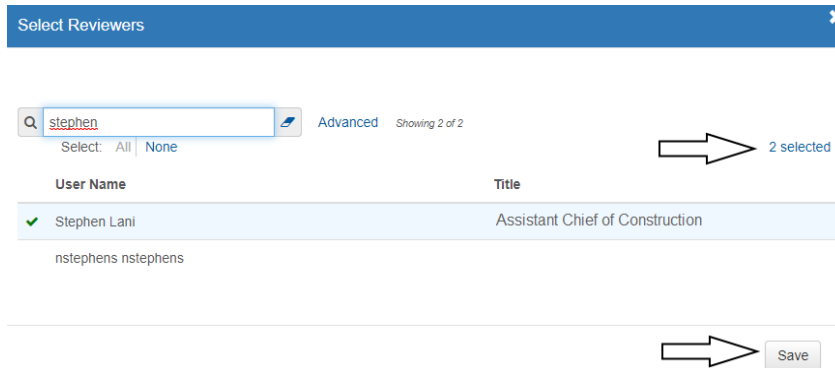


Figure 8-41. Select Reviewers Save Button

**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)

## Contract Change Order Summary

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

Change Order: 0008 - Sharon Foerschler, PE, Chief Construction Engineer      Amount:      Status: Draft

General

Increase/Decrease Items

New Items

Time Adjustments

Review Tracking

Approval Tracking

Search: [Type search criteria or press Enter]      Advanced      Showing 1 of 1      Rounds: Latest Only      0 changed

Approval Group	Round	Override Action
1 - Crew Approval	1	

Decision Reques...	Decision Provided	Decision
11/18/2019	11/18/2019	Close

General

Approval Group	Round
1 - Crew Approval	1

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)

## Contract Change Order Summary

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

Change Order: 0001 - Sharon Foerschler      Amount: 2,659.00

General

Change Order Date: 08/12/2019

Requestor\*: Sharon Foerschler P.E. Chief Construction Engineer

Actions

- Add New
- Tasks
- Approve...
- Change to Denied
- Change to Draft
- Deny...
- Reject...

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)



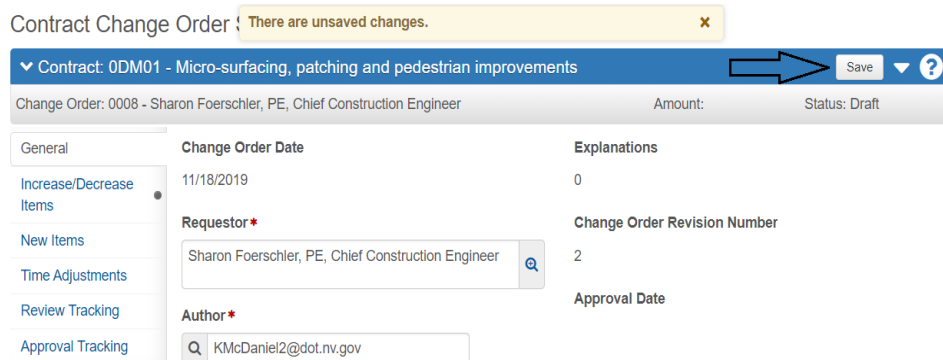


Figure 8-44. Change Order Save Button

- 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)

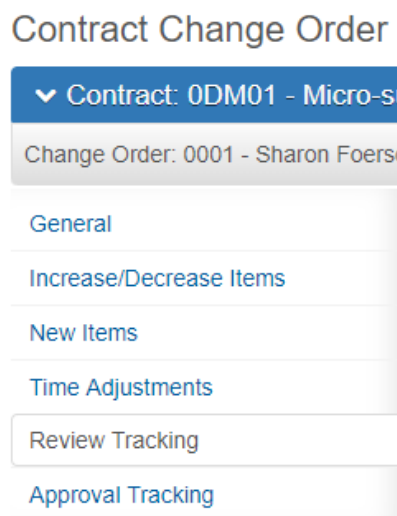


Figure 8-45. Contract Change Order Summary: Review Tracking tab

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

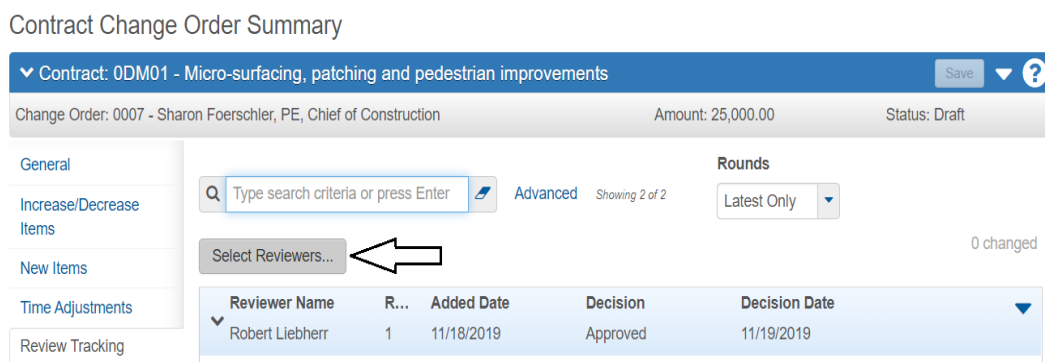


Figure 8-46. Review Tracking: Select Review button

- 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)

Select Reviewers

Search: Robert Advanced Showing 2 of 2

Select: All None 1 selected

User Name	Title
Robert Liebherr	Staff 2
✓ Robert Schofield	Staff 2

Save

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)

Select Reviewers

Search: Stephen Advanced Showing 2 of 2

Select: All None 2 selected

User Name	Title
✓ Stephen Lani	Assistant Chief of Construction

Save

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).

Select Reviewers

Search: stephen Advanced Showing 2 of 2

Select: All None 2 selected

User Name	Title
✓ Stephen Lani	Assistant Chief of Construction

Save

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)

### Contract Change Order Summary

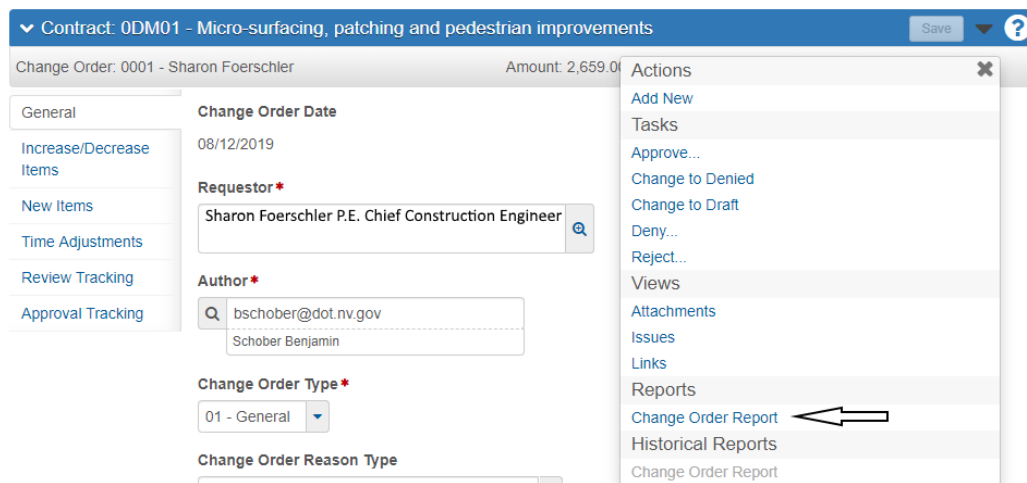


Figure 8-50. Contract Change Order Component Row Action Drop-down

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

### Generate Report

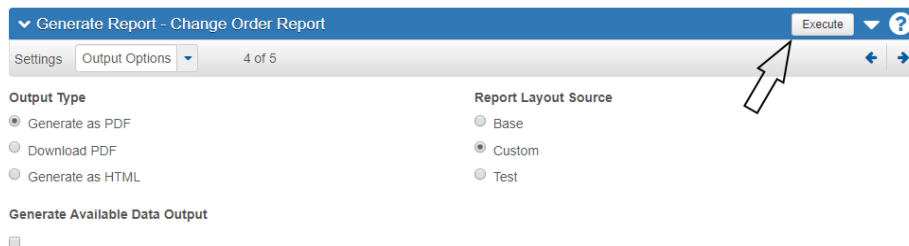


Figure 8-51. Contract Change Order Generate Report - Change Order Report

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

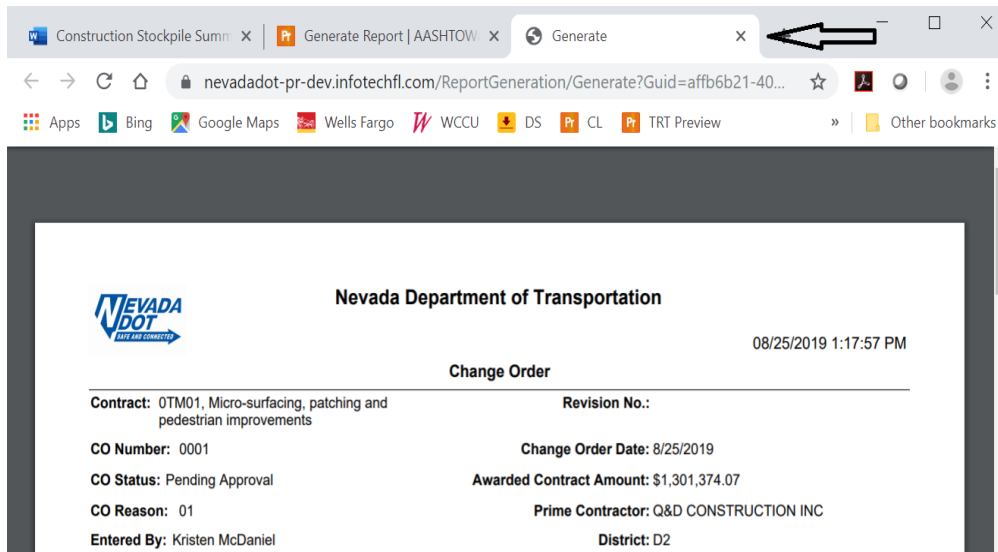


Figure 8-52. Change Order Report

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)

## Contract Progress Summary

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

Search: [Type search criteria or press Enter] Advanced Showing 8 of 8

0 marked for deletion | 0 changed

CO Num	Status	Amount	Type	Change Order Reason Type
0008	Pending Approval	5,600.00	01 - General	01 - 01 ERRORS OR OMISSIONS (
0007	Draft	25,000.00	01 - General	01 - 01 ERRORS OR OMISSIONS (

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

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

## Contract Change Order Summary

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

Change Order: 0001 - Sharon Foerschler Amount: 2,659.00

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

Change Order Date: 08/12/2019  
 Requestor\*: Sharon Foerschler  
 Author\*: bschober@dot.nv.gov  
 Change Order Type\*: 01 - General  
 Change Order Reason Type

Actions  
 Add New  
 Tasks  
 Approve...  
 Change to Denied  
 Change to Draft  
 Deny...  
 Reject...  
 Views  
 Attachments  
 Issues  
 Links  
 Reports  
 Change Order Report  
 Historical Reports  
 Change Order Report

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

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

## Attachments Overview

Attachments For Change Order

Search: [Type search criteria or press Enter] Advanced

Select File...

0 marked for deletion | 0 changed | Collapse All

No rows found matching criteria.

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

- 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 containing 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)

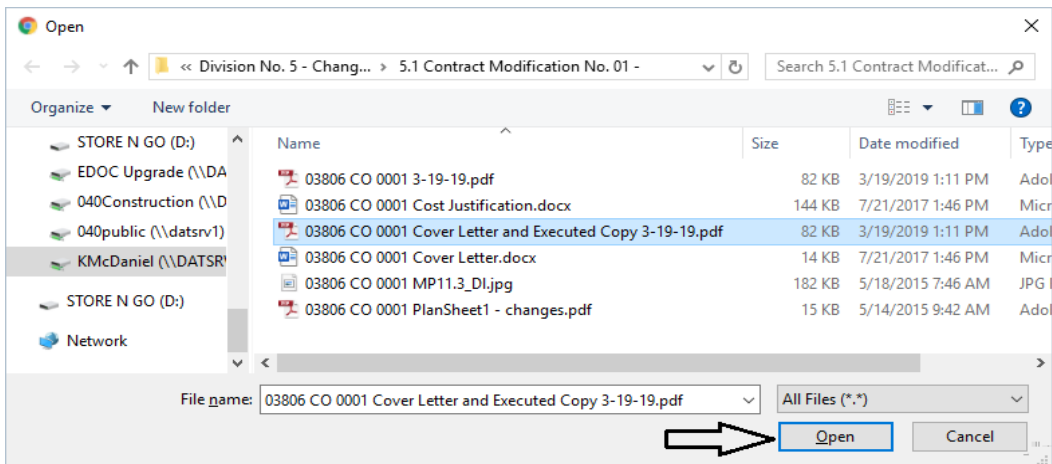


Figure 8-57. Contract Change Order Attachments File Selection Window

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

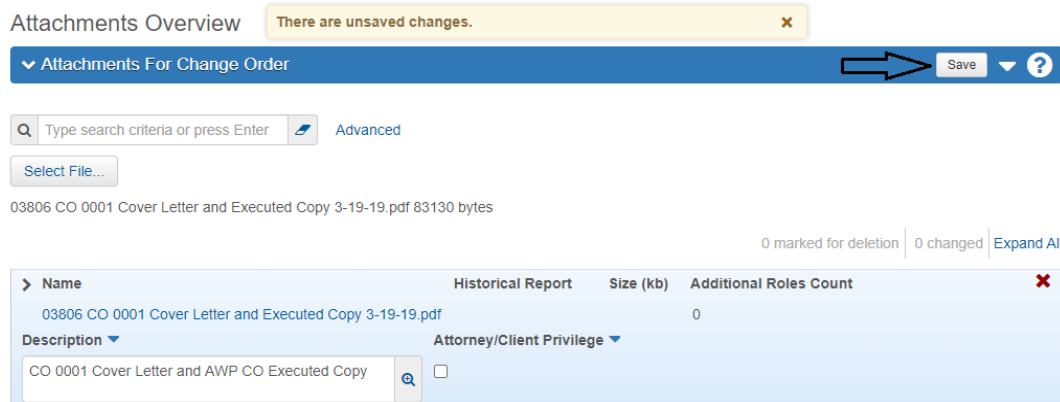


Figure 8-58. Contract Change Order Attachment Comment and Save

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

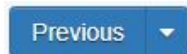


Figure 8-59. Previous Button

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

## Contract Change Order Summary

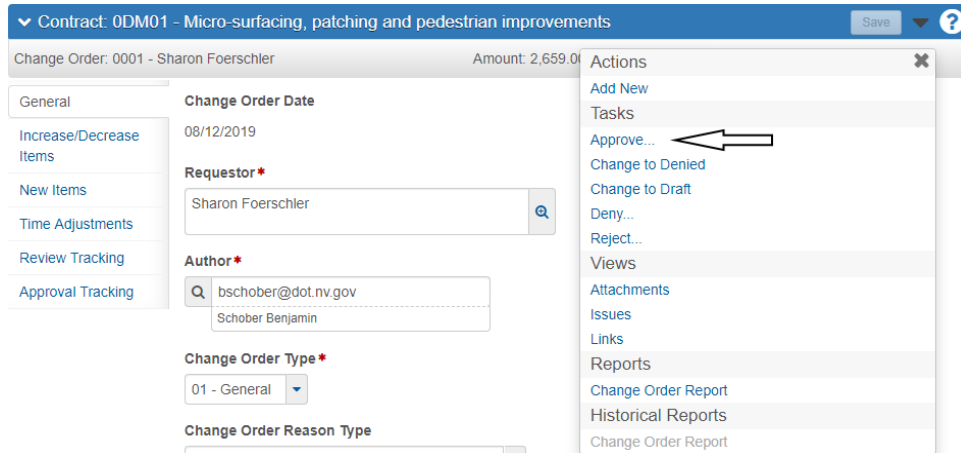


Figure 8-60. Approving a Contract Change Order

**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. Refer 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)

## Contract Progress Summary

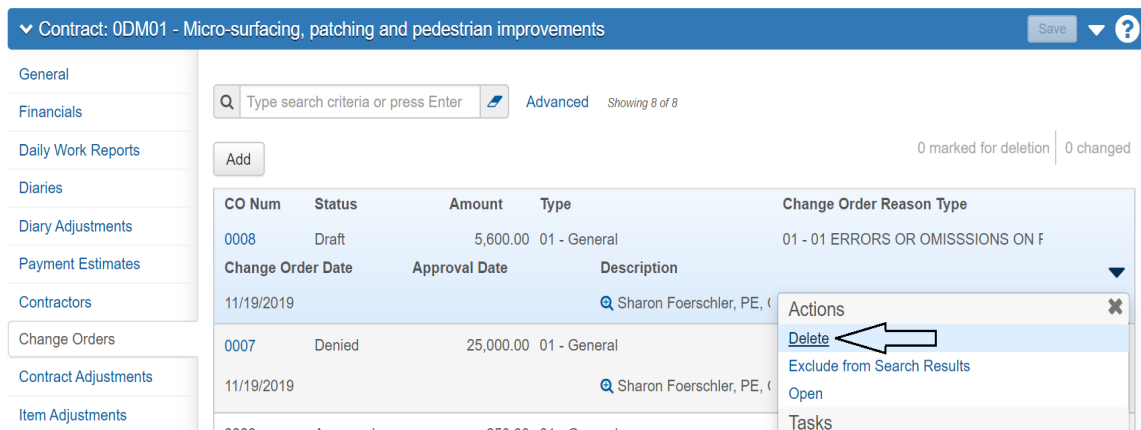


Figure 8-61. Change Order Delete

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

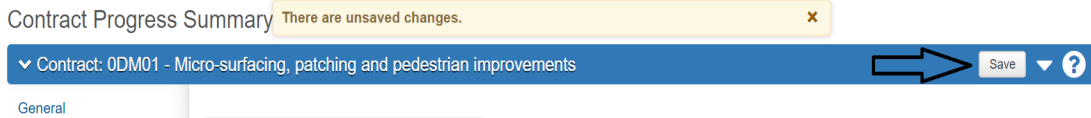


Figure 8-62. Contract Progress Summary Save Button

## 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)

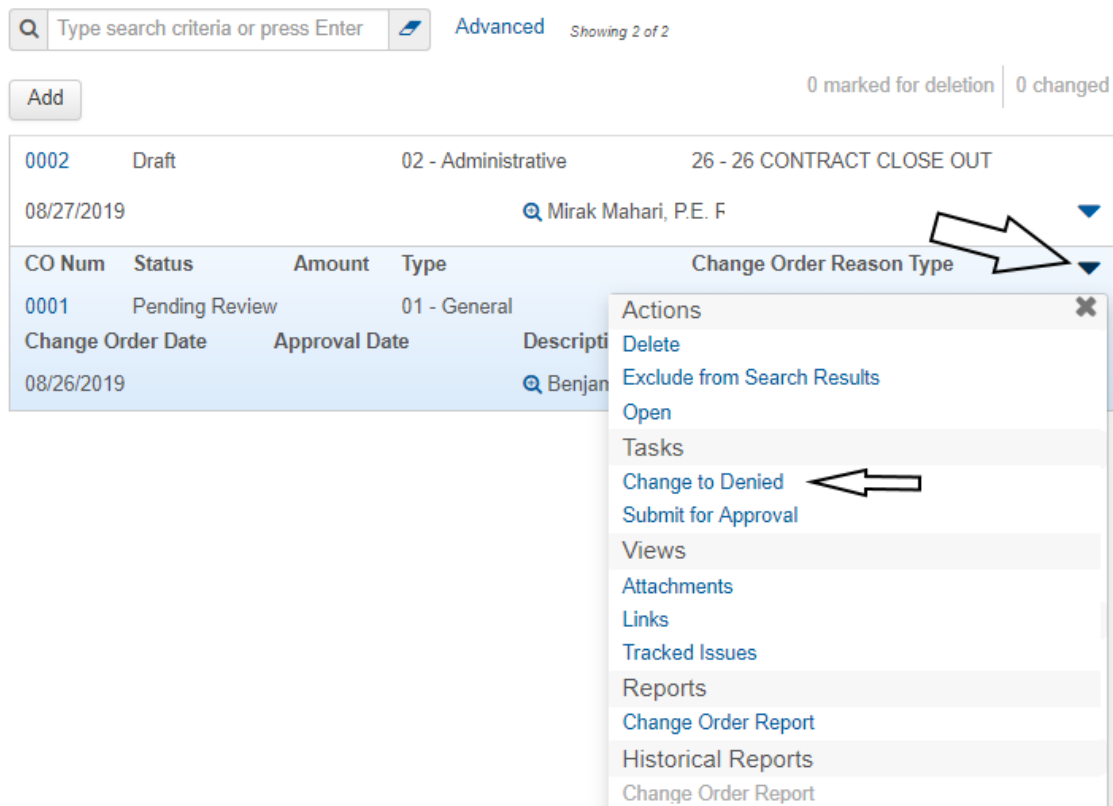


Figure 8-63. Change Order Row Actions Menu

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

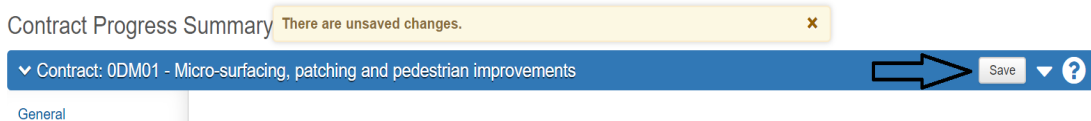


Figure 8-64. Contract Progress Summary Save Button



# **PAYMENT ESTIMATES**

This chapter contains the following sections:

---

Adding a Payment Estimate .....	9-3
Payment Estimate Review and Approve Process .....	9-25
Executing and Saving the Approved Payment Estimate for Contractor Report .....	9-34
Executing the Draft Payment Estimate for Contractor Report .....	9-36
Edit Rejected or Draft Payment Estimate .....	9-39
Deleting a Payment Estimate .....	9-41



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)

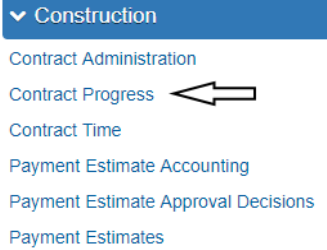


Figure 9-2. Construction Component

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

### Contracts Progress Overview



No rows found matching criteria.

Enter search criteria above to see results or [Show first 10](#)

Figure 9-3. Contract Progress Overview

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

### Contracts Progress Overview

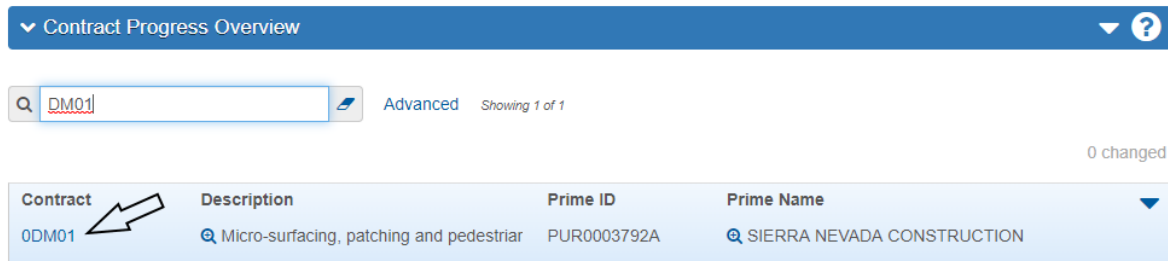


Figure 9-4. Contract Progress Overview with Results

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

### Contract Progress Summary

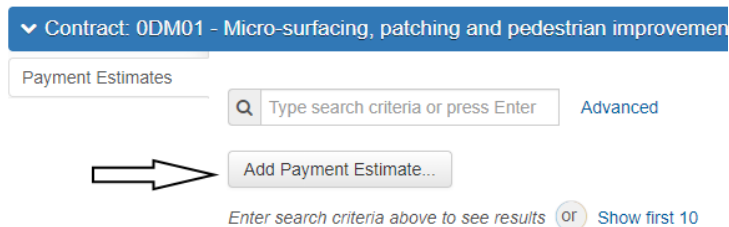


Figure 9-5. Contract Progress: Add Payment Estimate

- 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.

### Add Contract Payment Estimate

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

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

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

- 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

- Click on the Contract Progress Payment Estimate Quick Link to view the completed Payment Estimate. (Figure 9-8)
- 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.

## Contract Progress Summary

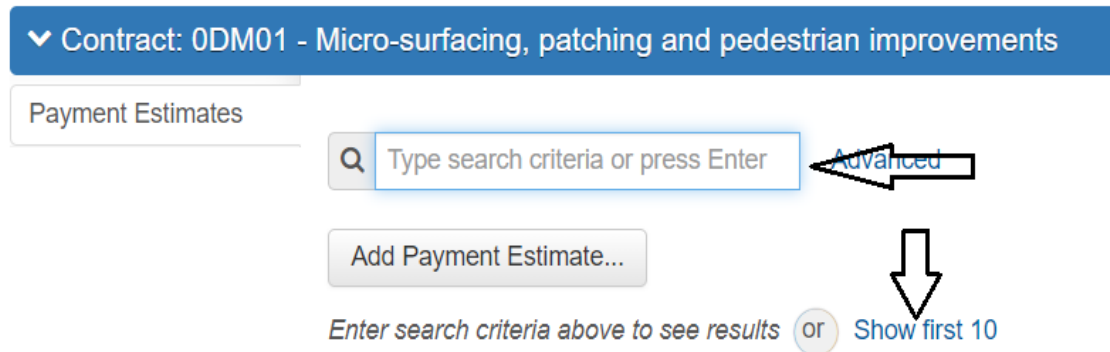


Figure 9-9. Contract Progress Summary: Show Estimate

**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)

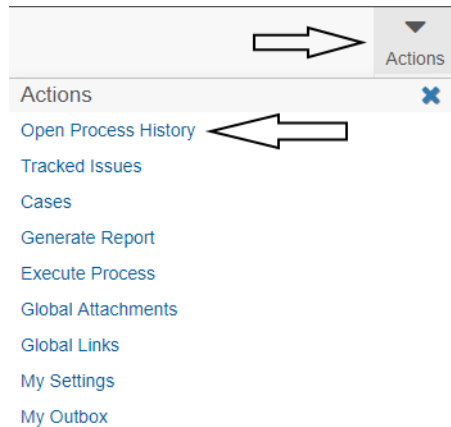


Figure 9-10. Open Process History

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

## Process History Overview

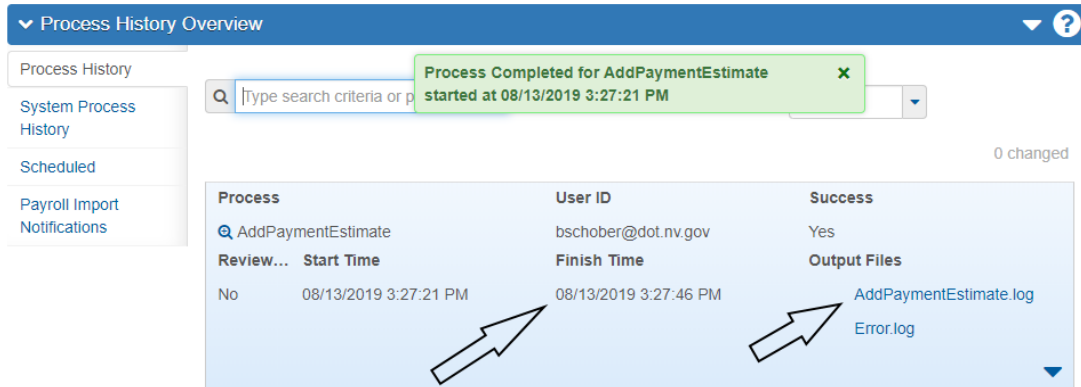


Figure 9-11. Process History Overview

- c. Click the AddPaymentEstimate.log hyperlink (Figure 9-11) and open the file. Review 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)

## Contract Progress Summary

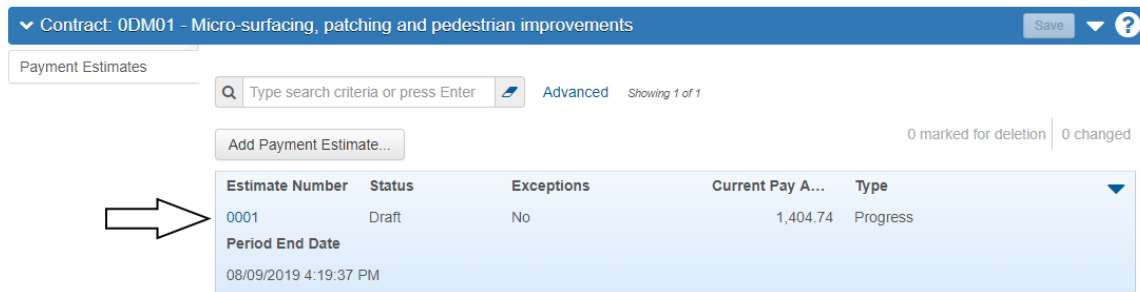


Figure 9-13. Contract Progress Summary: Estimate Number link

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

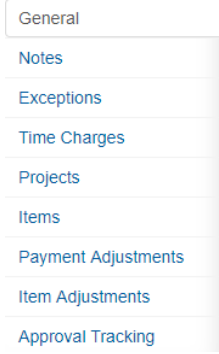


Figure 9-14. Contract Payment Estimate Summary tabs



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	Prime Contractor	11057 - Q&D CONSTRUCTION
Total Pay Amount (All Payment Estimates)	318,661.35	Current Contract Amount	14,556,895.50
Transfer to Accounting Date		Contract Percent Complete	2.19
		Created By	kmcdaniel2@dot.nv.gov
		Created Date	03/07/2023 6:57:27 AM

---

Contract: OMD02 - 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	<b>Price – Fuel:</b> <b>Price – Asphalt:</b> <b>Price – Emulsified Asphalt:</b> Values in these lines indicate Fuel, Asphalt, and Emulsified Asphalt escalation payments or decrements.
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	
<b>Total Pay Amount:</b>	0.00	318,661.35	318,661.35	
<b>Item Adjustment Type</b>	<b>Previous Pay Est</b>	<b>This Pay Estimate</b>	<b>Total (All Pay Est)</b>	
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	
<b>Gross Item Adjustments:</b>	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.

**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)

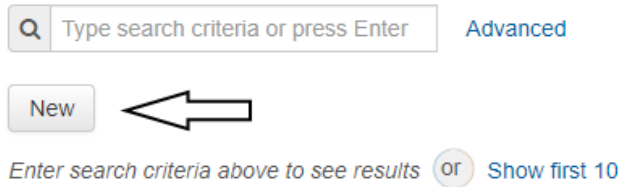


Figure 9-16. Notes Tab New button

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

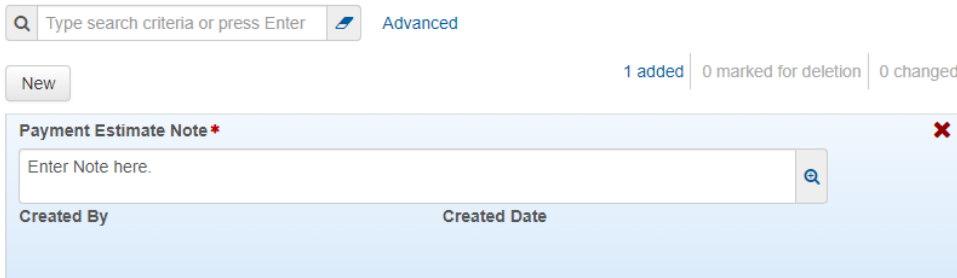


Figure 9-17. Notes Tab Payment Estimate Note

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

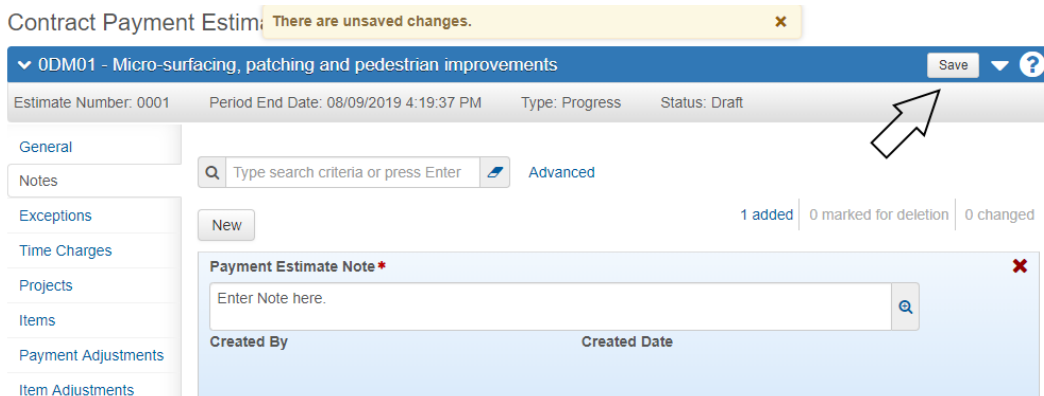


Figure 9-18. Contract Payment Estimate Summary Save button

- 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 Positioning, Pending or Draft Daily Work Reports, etc.) that must be Resolved and/or-\* Acknowledged using the Quick Find search box. (Figure 1-20)

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

Contract Payment Estimate Summary

▼ 0301B - MATERIALS TESTING 0301B Save ▼ ?

Estimate Number: 0001    Period End Date: 03/19/2021 12:00:00 AM    Type: Progress    Status: Draft

- General
- Notes
- Exceptions
- Time Charges
- Projects
- Items
- Payment Adjustments
- Item Adjustments
- Annual Tracking

System Default
Showing 4 of 4

Adjustment

No Filter

0 changed

Exception ID	Payment Estimate Exception	Status	Adjustment
> 35	Missing Percentage of Schedule DWI	Unresolved	No
> 36	Missing Percentage of Schedule DWI	Unresolved	No
> 37	Missing Percentage of Schedule DWI	Unresolved	No
> 38	Missing Percentage of Schedule DWI	Unresolved	No

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.

## Contract Payment Estimate Summary

0301B - MATERIALS TESTING 0301B Save ?

Estimate Number: 0001    Period End Date: 03/19/2021 12:00:00 AM    Type: Progress    Status: Draft

General

Notes  System Default Showing 8 of 8 Adjustment: Yes 0 changed

Exception ID	Payment Estimate Exception	Status	Adjustment
> 2	Insufficient Materials	Unresolved	Yes
> 3	Insufficient Materials	Unresolved	Yes
> 4	Insufficient Materials	Unresolved	Yes
> 5	Insufficient Materials	Unresolved	Yes
> 14	Insufficient Materials	Unresolved	Yes
> 16	Insufficient Materials	Unresolved	Yes
> 17	Insufficient Materials	Unresolved	Yes
> 24	Insufficient Materials	Unresolved	Yes

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

## Contract Payment Estimate Summary

0301B - MATERIALS TESTING 0301B Save ?

Estimate Number: 0001    Period End Date: 03/19/2021 12:00:00 AM    Type: Progress    Status: Draft

General

Notes  System Default Showing 30 of 30 Adjustment: No 0 changed

Exception ID	Payment Estimate Exception	Status	Adjustment
> 1	Insufficient Materials	Unresolved	No
> 6	Insufficient Materials	Unresolved	No
> 7	Insufficient Materials	Unresolved	No
> 8	Insufficient Materials	Unresolved	No
> 9	Insufficient Materials	Unresolved	No

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)

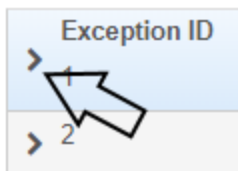


Figure 9-23. Expand Chevron

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

Exception ID	Payment Estimate Exception	Status	Adjustment
35	Missing Percentage of Schedule DW	Unresolved	No

**Description** Status \* ▾

Estimate Exception Type: Missing Percent of Schedule DWR Item Unresolved ▾

**Adjustment**

No

**Remarks**

Type \* Remark \*

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).

**Description** ✕

Estimate Exception Type: Missing Percent of Schedule DWR Item Posting: Contract 0DM01, Percentage of Schedule suggested quantity of 5164.6605 for Reference Item 6250490 - RENT TRAFFIC CONTROL DEVICES, Contract Line Item Number 0150, Project DM016C1C, Project Item Line Number 0150, Category ID 01.

Close

Figure 9-25. Description Large Text window

**Description** ✕

Estimate Exception Type: Insufficient Materials: Project 301B6C1C, Item 4020180, Project Item Line Number 0055, Material Set 0301B BF21-09 PBS Type 2C w/RAP JMF 01, Material M7030302B - ASPHALT CEMENT PG 76-22NV, Acceptance Action CERT 0001 is insufficient.

Close

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)

Status \*

▼

Acknowledged

Overridden

Unresolved

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)

Exception ID	Payment Estimate Exception	Status	Adjustment
2	Insufficient Materials	Acknowledged	Yes

**Description**

Estimate Exception Type: Insufficient Materials: Project 301B6C10

**Adjustment**

Yes

Status \* ▼

Acknowledged ▼

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)

▼ Remarks

Type \* Remark \*

Acknowledged - Acknowledge Explanation ▼

Enter remark here

🔍

Figure 9-29. Exception Remarks, Acknowledged

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

Contract Payment Estimate Summary There are unsaved changes. X

0301B - MATERIALS TESTING 0301B Save ?

Estimate Number: 0001    Period End Date: 03/19/2021 12:00:00 AM    Type: Progress    Status: Draft

General

Notes

Exceptions

Time Charges

Projects

Items

Payment Adjustments

Item Adjustments

Approval Tracking

Adjustment: Yes

Showing 7 of 8

Exception ID	Payment Estimate Exception	Status	Adjustment
3	Insufficient Materials	Acknowledged	Yes

3 changed

Description: Estimate Exception Type: Insufficient Materials: Project 301B6C1    Status: Acknowledged

Adjustment: Yes

Remarks: Type: Acknowledged - Acknowledge Explanation    Remark: Enter a detailed remark.

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)

Advanced Showing 1 of 1

0 changed

Time ID - Time Description	Time Type	Time Unit	% Compl
00 AT - 45 Working Days	Available Time	Days	0.00
<b>Current Time Charged</b>			1.00

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)

Q Type search criteria or press Enter Advanced Showing 2 of 2 0 changed

Project ID - Description	Current Project A...	Percent Complete	
DM016C1C - MICRO-SURFACE, PLANTMIX PATCHING AND PEDESTRIAN IMPROVEMENTS.	1,296,009.07	0.11	
Voucher Num	Voucher Pay Amt	Transaction Number	Transaction Date
0001	1,404.96		

Project ID - Description	Current Project A...	Percent Complete
DM016C3C - CARSON CITY, NON-PRIOR RIGHT (PENDING AGREEMENT NUMBER)	8,024.00	0.00
0001	-0.22	

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)

Q Type search criteria or press Enter Advanced Showing 1 of 1 0 changed

Only Payments This Period

Project - Descr	Category - Descr	Proj Ln Num	Ln Num
DM016C1C - MICRO-SURFACE, PLANTMIX PATCH	01 - MICRO-SURFAC	0005	0005
Ref Item ID	Description	Supplemental Description	Pay Amt This Pay Est
2020585	REMOVAL OF FENCE		1,440.76

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.
  - To add a User-Generated Payment Adjustment, click the New button. (Figure 9-34)

▼ User-Generated Payment Adjustments

Q Type search criteria or press Enter Advanced 0 added | 0 marked for deletion | 0 changed

**New**

No rows found matching criteria.

▼ System-Generated Payment Adjustments

Q Type search criteria or press Enter Advanced 0 changed

Enter search criteria above to see results Show first 10

Figure 9-34. Payment Adjustment New button

- 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 access 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.

Contract Payment Estin There are unsaved changes. ✕

0201Y - Test Item Adjustment Save ?

Estimate Number: 0002    Period End Date: 11/15/2019 12:00:00 AM    Type: Progress    Status: Draft

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

▼ User-Generated Payment Adjustments

🔍 Type search criteria or press Enter Advanced

1 added | 0 marked for deletion | 0 changed

Type	Amount	Other Payment Adjustment Type
▼ Comments	-2,880.00	010
Lab Test # CM17-14 Report Date 4/26/19		

**Payment Adjustment ID**

**Type \*** ▼  
Other Contract Adjustment

**Other Payment Adjustment Type** ▼  
010 - Bituminous Pavement

**Amount \*** ▼  
-2,880.00

**Comments** ▼  
Lab Test # CM17-14 Report Date 4/26/19

**Distributed By**  
Percentage

**Last Updated By**

**Last Updated Date**

Figure 9-35. Payment Adjustment Detail

**Other Payment Adjustment Type**

- 005 - Asphalt Cements
- 010 - Bituminous Pavement
- 015 - Concrete
- 020 - Cut Backs
- 025 - Early Completion Incentive
- 030 - Emulsion
- 035 - IRI
- 040 - Labor Compliance Deduction
- 045 - Paint / Striping
- 050 - PWL
- 055 - Stormwater
- 060 - Surface Tolerance
- 065 - T/C Deficiencies
- 070 - Traffic and Lane Closures
- 075 - Other

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

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

Contract Payment Estimate Summary There are unsaved changes. x

0UG19 - New Contract Save ?

Estimate Number: 0002    Period End Date: 11/15/2019 12:00:00 AM    Type: Progress    Status: Draft

General

Notes

Exceptions

Time Charges

Projects

Items

▼ User-Generated Payment Adjustments

Q Type search criteria or press Enter Advanced

New 1 added | 0 marked for deletion | 0 changed

Type	Amount	Other Payment Adjustment Type	
Other Contract Adjustment		040	x

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)

New 0 added | 0 marked for deletion | 0 changed

Type	Amount	Other Payment Adjustment Type	
Other Contract Adjustment	-300.00	040 - Labor Compliance Deduction	▼

▼ Comments

Enter a detailed reason for the Payment Adjustment.

Payment Adjustment ID: 0002

Type \* ▼: Other Contract Adjustment

Other Payment Adjustment Type ▼: 040 - Labor Compliance Deduction

Distributed By: Percentage

Time ID/Description: /

Last Updated By: kmcdaniel2@dot.nv.gov

Actions

- Contract Adjustment Distribution
- Delete**
- Duplicate Row
- Exclude from Search Results
- Insert Row
- Open Contract Time
- Views
- Attachments
- Links
- Tracked Issues

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

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

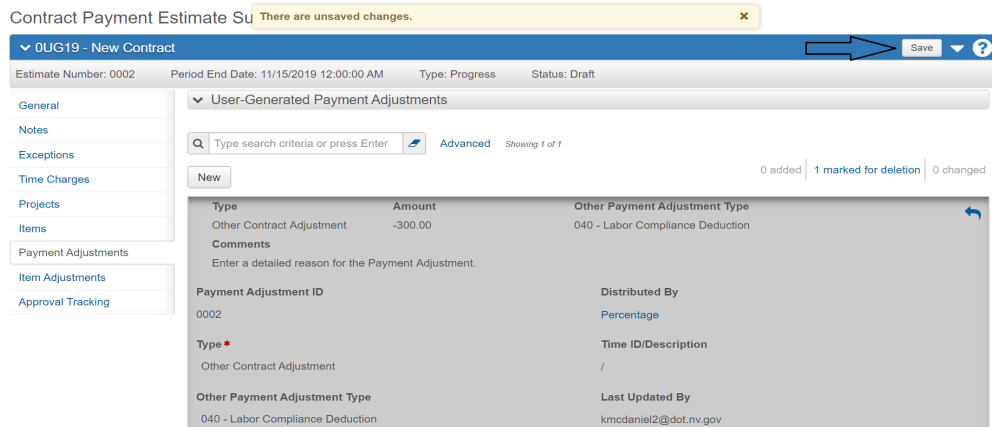


Figure 9-39. Contract Payment Estimate Save

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

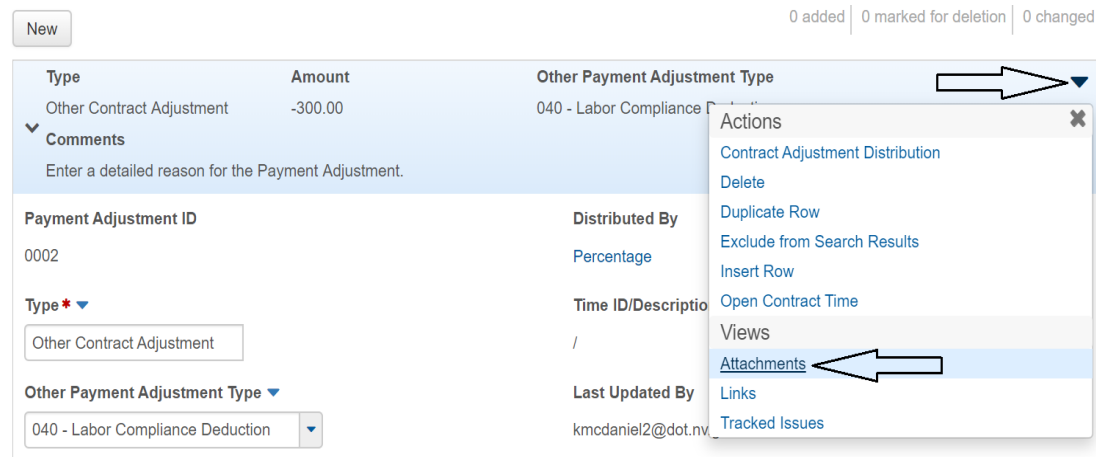


Figure 9-40. Payment Adjustment Row Action drop-down, Attachments

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

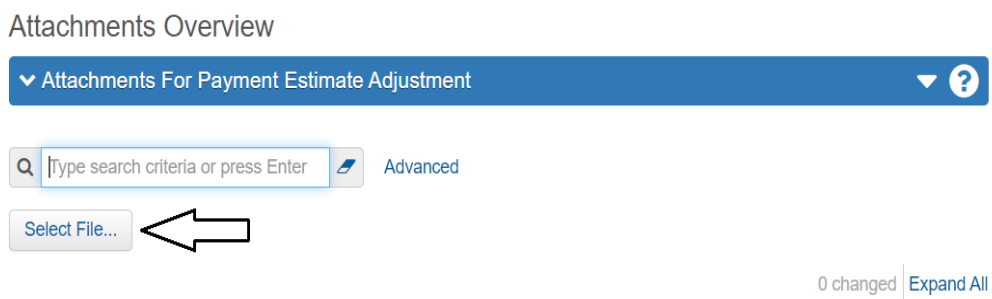


Figure 9-41. Payment Estimate Adjustment Attachment, Select File Button

- 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)

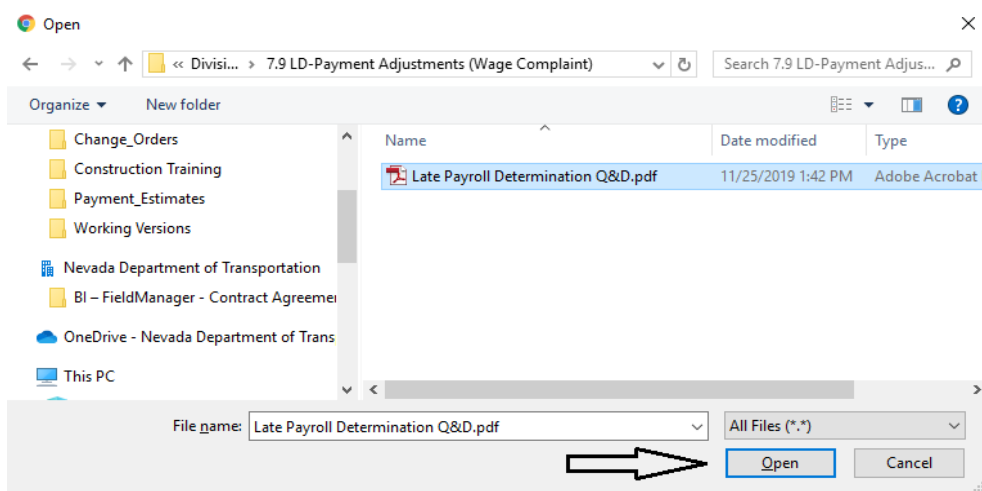


Figure 9-42. Payment Estimate Adjustment Attachments, File Selection Window

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

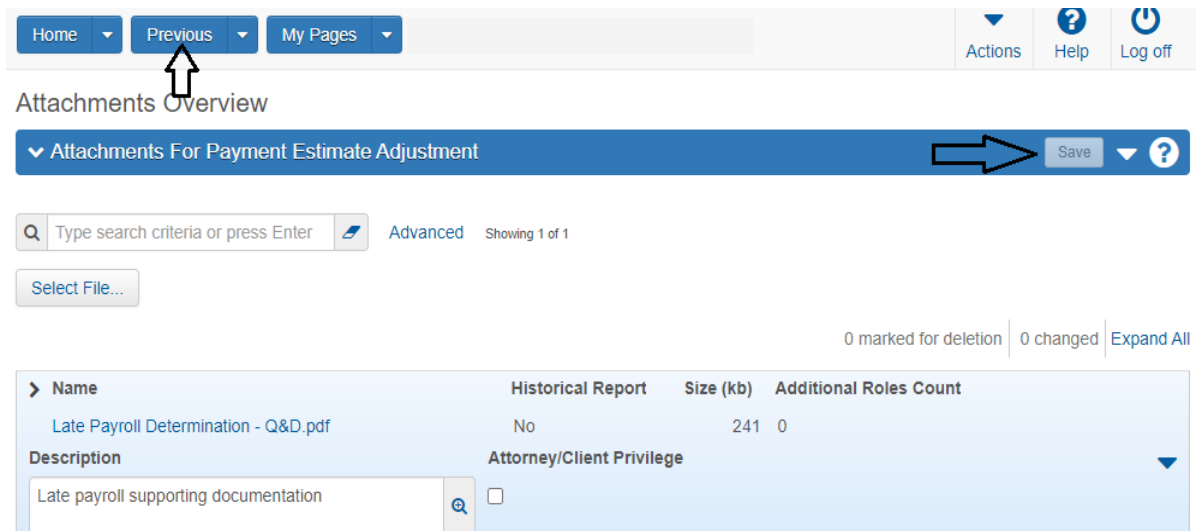


Figure 9-43. Payment Estimate Adjustment

- 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)

## Contract Payment Estimate Summary

▼ 0301B - MATERIALS TESTING 0301B Save ▼ ?

Estimate Number: 0001 Period End Date: 03/19/2021 12:00:00 AM Type: Progress Status: Draft

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

▼ User-Generated Payment Adjustments

Advanced

New 0 added | 0 marked for deletion | 0 changed

No rows found matching criteria.

▼ System-Generated Payment Adjustments

Advanced Showing 1 of 1

0 changed

Type	Amount
Retainage	-3,453.54
> Time ID	Time Description
	Comments

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)

## Contract Payment Estimate Summary

▼ 0301B - MATERIALS TESTING 0301B Save ?

Estimate Number: 0001    Period End Date: 03/19/2021 12:00:00 AM    Type: Progress    Status: Draft

General

Notes

Exceptions

Time Charges

Projects

Items

Payment Adjustments

Item Adjustments

Approval Tracking

▼ User-Generated Quantity-Based Item Adjustments

Q Type search criteria or press Enter Advanced

Select Project Items... 0 marked for deletion | 0 changed

No rows found matching criteria.

▼ System-Generated Item Adjustments

Q Type search criteria or press Enter Advanced Showing 8 of 8

0 changed

0010 - 301B6C1C/01	REMOVAL OF COMPOSITE SURF	526.00000	1,225.84	▼
> 0001	Price	Dollar-Based		
<b>Proj Item Num - Proj/Category</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Amount</b>	<b>▼</b>
> 0055 - 301B6C1C/01	PLANTMIX SURFACING (TYPE 2)	-1,289.00000	-128,900.00	
Adj ID	Type	Other Item Adjustment Type	Function	
0004	Material		Quantity-Based	
> 0055 - 301B6C1C/01	PLANTMIX SURFACING (TYPE 2)	1,289.00000	2,682.15	▼
> 0002	Price	Dollar-Based		

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)

## Contract Payment Estimate Summary

Contract Payment Estimate Summary

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

Estimate Number: 0001    Period End Date: 08/09/2019 4:19:37 PM    Type: Progress    Status: Draft

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

Q Type search criteria or press Enter    Advanced

0 changed

No rows found matching criteria.

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)

General

Notes

Exceptions

Time Charges

Projects

Items

Payment Adjustments

Item Adjustments

Approval Tracking

Pay Amount This Contract Payment Estimate: 308,911.35

Total Pay Amount (All Payment Estimates): 308,911.35

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: OMD02 - 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	-7,920.80	-7,920.80
Liquidated Damage:	0.00	0.00	0.00
Other Contract Adjustments:	0.00	-10,000.00	-10,000.00
<b>Total Pay Amount:</b>	<b>0.00</b>	<b>308,911.35</b>	<b>308,911.35</b>

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
<b>Gross Item Adjustments:</b>	<b>0.00</b>	<b>-201,167.85</b>	<b>-201,167.85</b>

**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 9-47. 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.

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



## Contract Payment Estimate Summary

Contract Payment Estimate Summary

ODM01 - Micro-surfacing, patching and pedestrian improvements

Estimate Number: 0001    Period End Date: 07/26/2019 9:37:29 AM    Type: Progress

**Pay Amount This Contract Payment Estimate**  
90,045.80

**Total Pay Amount (All Payment Estimates)**  
90,045.80

**Transfer to Accounting Date**

**Actions**

There are no actions available.

- Tasks
- Submit for Approval**
- Views
- Attachments
- Issues
- Links
- Reports
- Payment Estimate Report
- Historical Reports
- Insufficient Materials Report
- Items with Unpaid Placed Quantities
- Payment Estimate for Contractor
- Payment Estimate Summary By Project Report

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)

## Contract Payment Estimate Summary

Contract Payment Estimate Summary

ODM01 - Micro-surfacing, patching and pedestrian improvements

Estimate Number: 0001    Period End Date: 07/26/2019 5:25:26 PM    Type: Progress    Status: Pending Approval

General

Notes

Exceptions

Time Charges

Projects

Items

Payment Adjustments

Item Adjustments

Approval Tracking

Type search criteria or press Enter    Advanced    Showing 4 of 4

The previously highlighted row is not in the current search results. Show previously highlighted row. ✖

0 changed

Approval Level	Approval Level Role	Name	Decision
1	NV L1 Estimate Generator		Pending Approval
2	NV L2 Estimate Review		
3	NV L3 Estimate Approve		
4	NV L4 Estimate Final Check		

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 required 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)

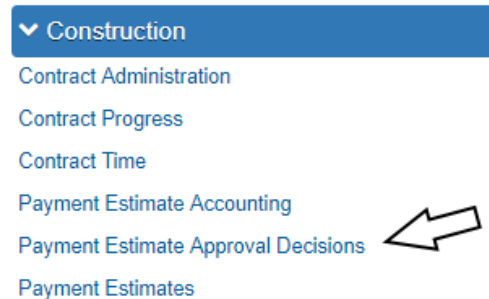


Figure 9-51. Construction Component

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

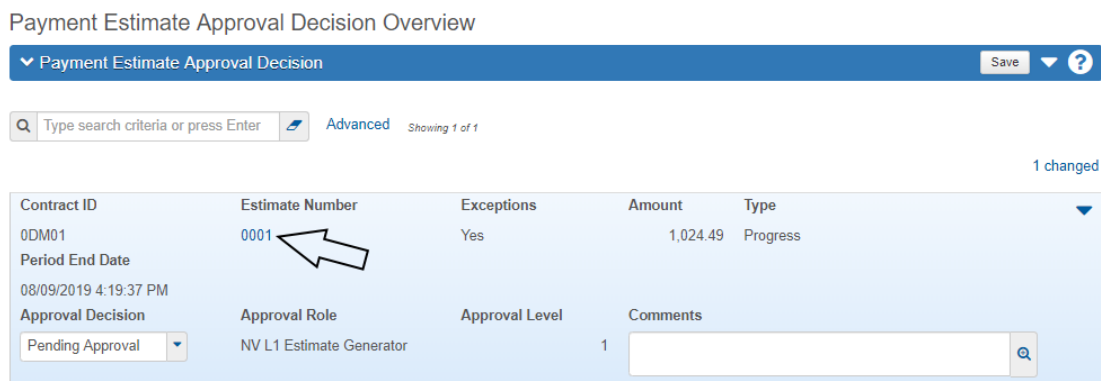


Figure 9-52. Payment Estimate Approval Decision Overview, Estimate Number Link

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)

Payment Estimate Approval There are unsaved changes. x

Payment Estimate Approval Decision Save ?

Type search criteria or press Enter Advanced Showing 1 of 1 1 changed

Contract ID	Estimate Number	Exceptions	Amount	Type
ODM01	0001	Yes	1,024.49	Progress

Period End Date  
08/09/2019 4:19:37 PM

Approval Decision	Approval Role	Approval Level	Comments
Approve	NV L1 Estimate Generator	1	

Approve  
Pending Approval  
Reject

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

Payment Estimate Approval There are unsaved changes. x

Payment Estimate Approval Decision Save ?

Type search criteria or press Enter Advanced Showing 1 of 1 1 changed

Contract ID	Estimate Number	Exceptions	Amount	Type
ODM01	0001	Yes	1,024.49	Progress

Period End Date  
08/09/2019 4:19:37 PM

Approval Decision	Approval Role	Approval Level	Comments*
Reject	NV L1 Estimate Generator	1	When payment estimate is rejected, comments are required.

Approve  
Pending Approval  
Reject

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)

Contract Payment Estimate Summary

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

Estimate Number: 0001    Period End Date: 08/09/2019 4:19:37 PM    Type: Progress    Status: Pending Approval

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

Q Type search criteria or press Enter Advanced Showing 4 of 4 0 changed

Approval Level	Approval Level Role	Name	Decision
1	NV L1 Estimate Generator	Benjamin Schober	Approve
Approval Date: 08/14/2019 4:06:38 PM <span>Q</span>			
2	NV L2 Estimate Review		Pending Approval
3	NV L3 Estimate Approve		
4	NV L4 Estimate Final Check		

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)

Home Previous My Pages

Switch Role

- Andrew Lawrence
- NV Crew Office
- NV L1 Estimate Generator
- ✓ NV L2 Estimate Review 
- NV L3 Estimate Approve
- NV ReadOnly

Figure 9-56. Home Button and Current Role

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

▼ Construction


- Payment Estimate Accounting
- Payment Estimate Approval Decisions 
- Payment Estimates

Figure 9-57. Construction Component

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

## Payment Estimate Approval Decision Overview

Payment Estimate Approval Decision Save ?

Q Type search criteria or press Enter Advanced Showing 1 of 1

1 changed

Contract ID	Estimate Number	Exceptions	Amount	Type
0DM01	0001	Yes	1,024.49	Progress

Period End Date  
08/09/2019 4:19:37 PM

Approval Decision	Approval Role	Approval Level	Comments
Pending Approval	NV L2 Estimate Review	2	

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

- 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)

Payment Estimate Approval There are unsaved changes. x

Payment Estimate Approval Decision Save ?

Q Type search criteria or press Enter Advanced Showing 1 of 1

1 changed

Contract ID	Estimate Number	Exceptions	Amount	Type
0DM01	0001	Yes	1,024.49	Progress

Period End Date  
08/09/2019 4:19:37 PM

Approval Decision	Approval Role	Approval Level	Comments
Approve	NV L2 Estimate Review	2	

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

Payment Estimate Approval There are unsaved changes. x

Payment Estimate Approval Decision Save ?

Q Type search criteria or press Enter Advanced Showing 1 of 1

1 changed

Contract ID	Estimate Number	Exceptions	Amount	Type
0DM01	0001	Yes	1,024.49	Progress

Period End Date  
08/09/2019 4:19:37 PM

Approval Decision	Approval Role	Approval Level	Comments*
Reject	NV L2 Estimate Review	2	When payment estimate is rejected, comments are required.

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

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

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

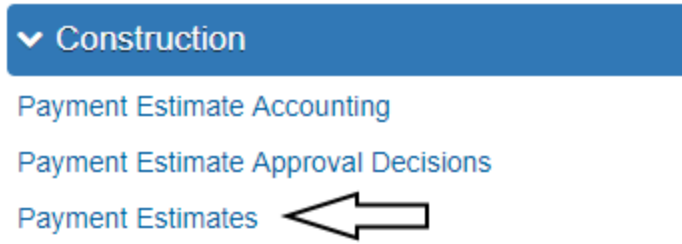


Figure 9-61. Construction Component

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

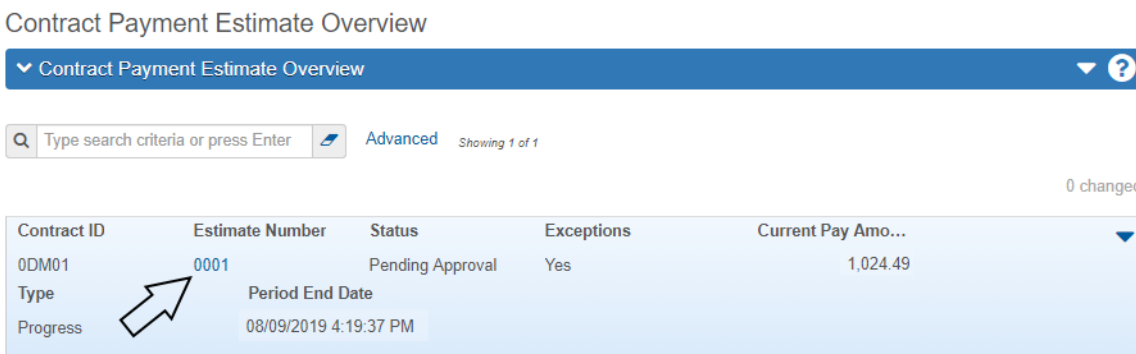


Figure 9-62. Contract Payment Estimate Overview

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

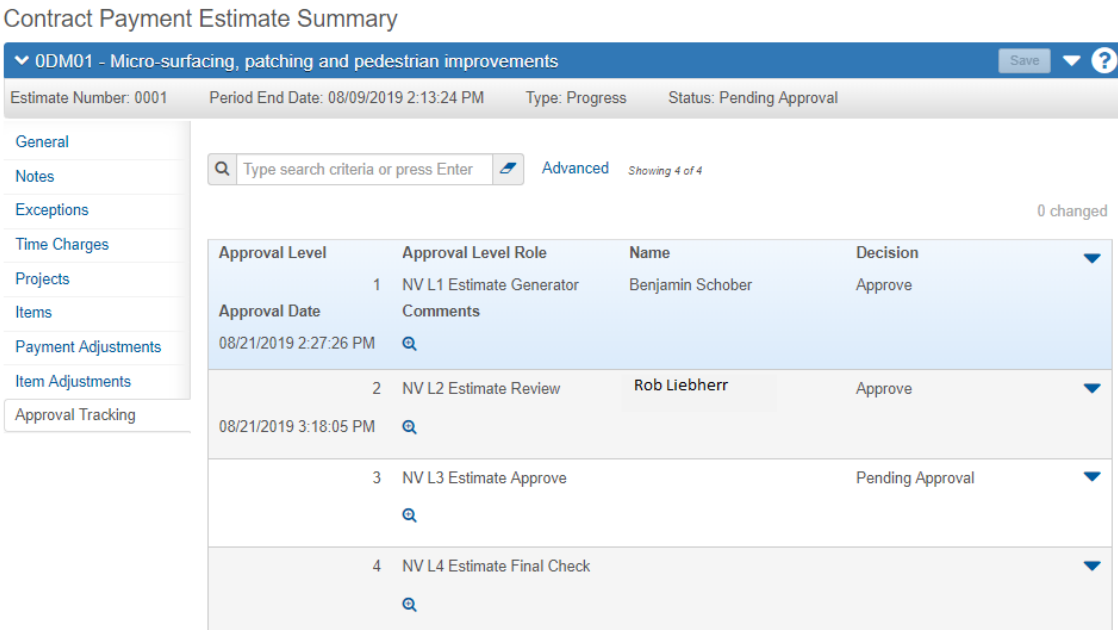


Figure 9-63. Contract Payment Estimate Summary, Approval Tracking

## 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)

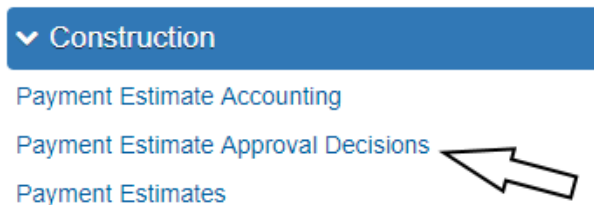


Figure 9-65. Construction Component

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

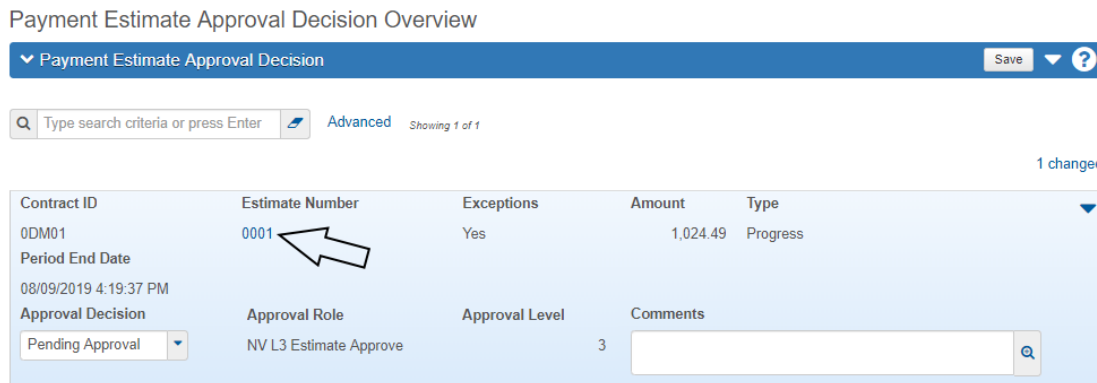


Figure 9-66. Payment Estimate Approval Decision Overview, Estimate Number Link

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)

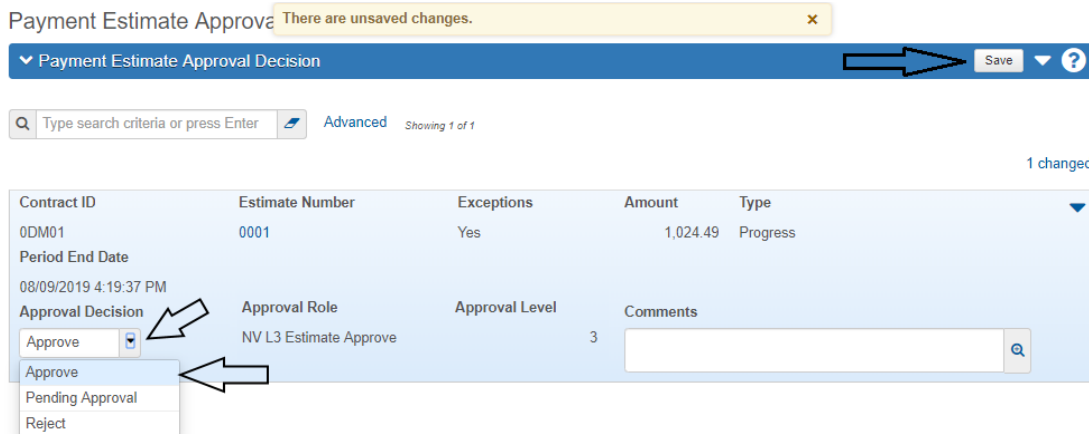


Figure 9-67. Payment Estimate Approval Decision Summary, Approve

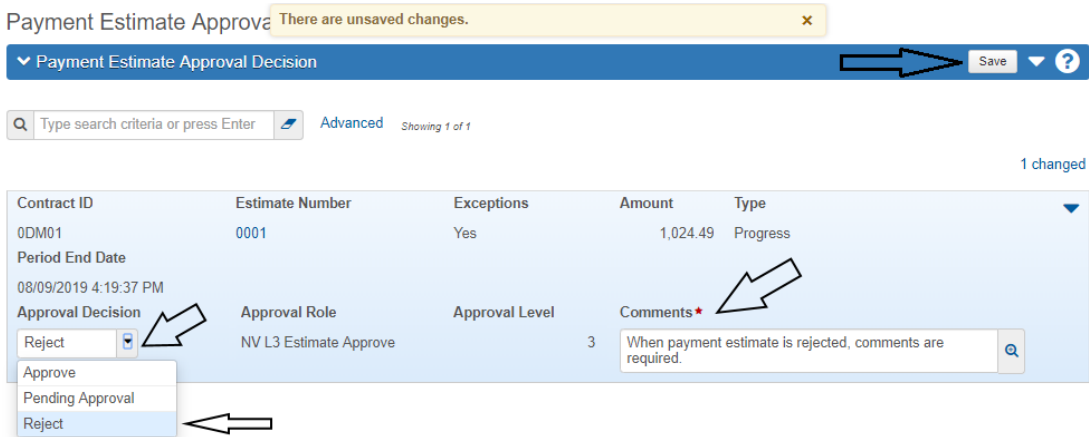


Figure 9-68. Payment Estimate Approval Decision Summary, Reject

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)

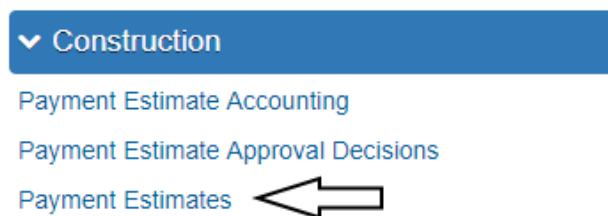


Figure 9-69. Construction Component

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



## Contract Payment Estimate Overview

▼ Contract Payment Estimate Overview

Q Type search criteria or press Enter *Advanced* Showing 1 of 1

0 changed

Contract ID	Estimate Number	Status	Exceptions	Current Pay Amo...
ODM01	0001	Pending Approval	Yes	1,024.49
Type	Period End Date			
Progress	08/09/2019 4:19:37 PM			

Figure 9-70. Contract Payment Estimate Overview

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

## Contract Payment Estimate Summary

▼ ODM01 - Micro-surfacing, patching and pedestrian improvements *Save*

Estimate Number: 0001 Period End Date: 08/09/2019 2:13:24 PM Type: Progress Status: Pending Approval

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

Q Type search criteria or press Enter *Advanced* Showing 4 of 4

0 changed

Approval Level	Approval Level Role	Name	Decision
1	NV L1 Estimate Generator	Benjamin Schober	Approve
Approval Date	Comments		
08/21/2019 2:27:26 PM			
2	NV L2 Estimate Review	Rob Liebherr	Approve
08/21/2019 3:18:05 PM			
3	NV L3 Estimate Approve	Jessica Downing	Approve
08/21/2019 3:36:58 PM			
4	NV L4 Estimate Final Check		Pending Approval

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)

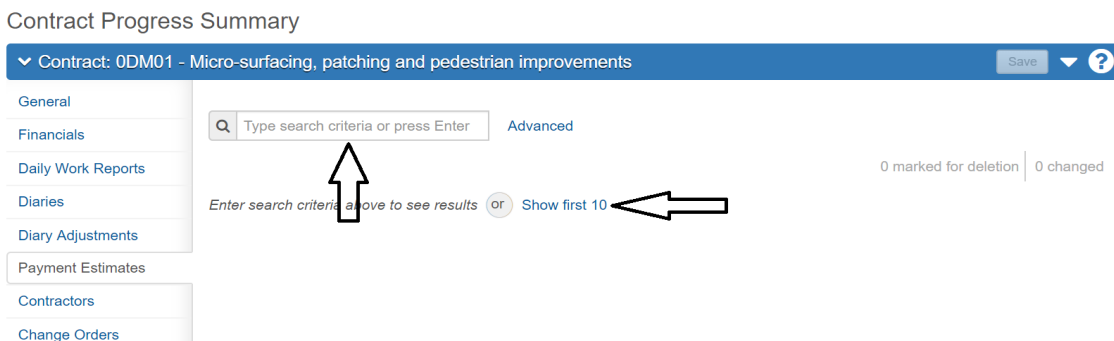


Figure 9-73. Contract Progress Summary: Payment Estimate Search

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)

## Contract Progress Summary

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

General

Financials

Daily Work Reports

Diaries

Diary Adjustments

Payment Estimates

Contractors

Change Orders

Contract Adjustments

Item Adjustments

Agency Views

Mix Designs

Weekly Report Of Time Charges

Q | Type search criteria or press Enter Advanced Showing 2 of 2

0 marked for deletion | 0 changed

Estimate Num...	Status	Exceptions	Current Pay A...	Type
0002	Approved	Yes		
Period End Date				
08/09/2019 8:41:49 PM				
0001	Approved	Yes		
07/26/2019 5:25:26 PM				

Actions

- Exclude from Search Results
- Open

Views

- Attachments
- Links
- Tracked Issues
- Reports
- Insufficient Materials Report
- Payment Estimate for Contractor
- Payment Estimate Report
- Summary By Project Report

Figure 9-74. Select Payment Estimate for Contractor Report

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

## Generate Report

Generate Report - Payment Estimate for Contractor Execute ?

Settings Output Options 4 of 5

Output Type

- Generate as PDF
- Download PDF
- Generate as HTML

Report Layout Source

- Base
- Custom
- Test

Generate Available Data Output

Figure 9-75. Generate Payment Estimate for Contractor Report

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

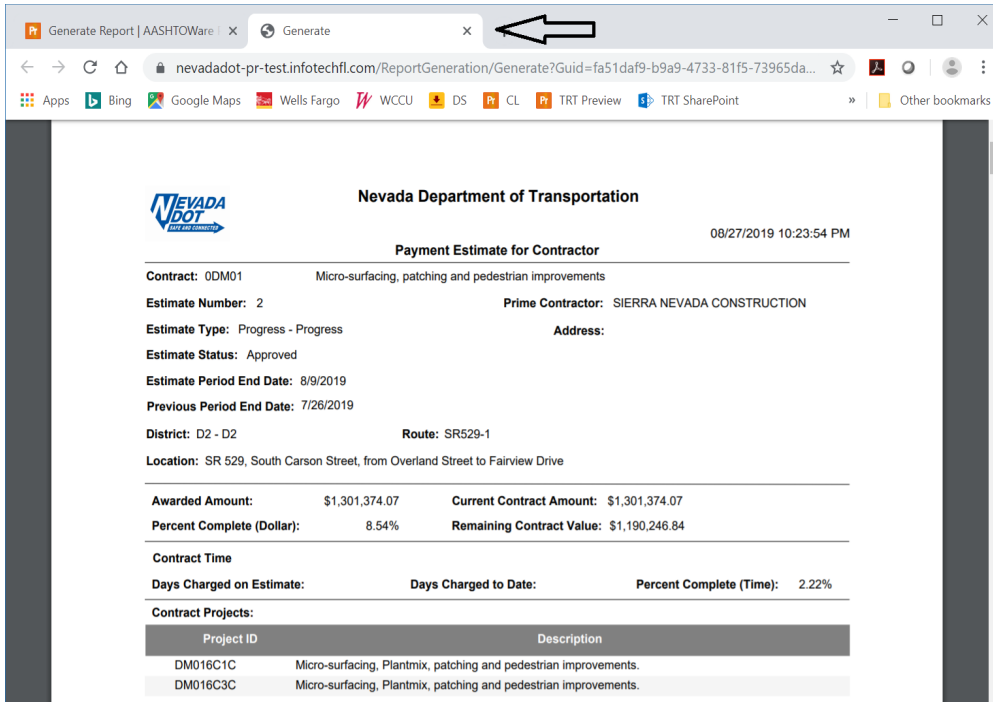


Figure 9-76. Approved Payment Estimate for Contractor Report

- 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.
- Close the browser tab.
- 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.

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



Figure 9-78. Current Role

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

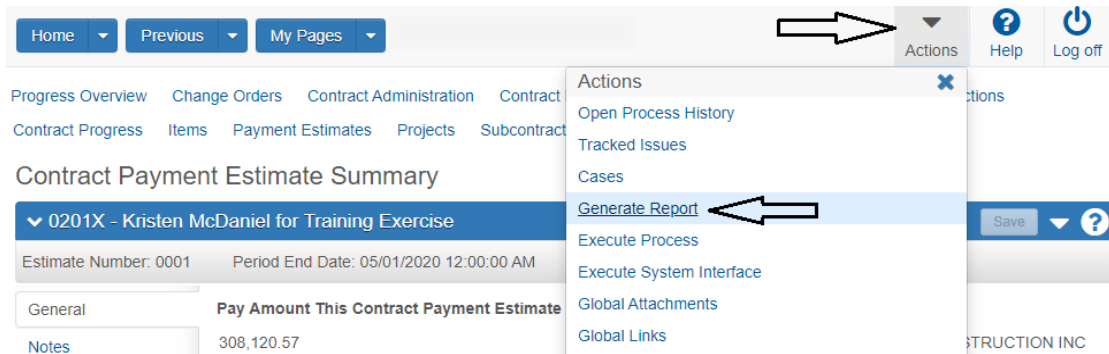


Figure 9-79. Global Options - Generate Report Action

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

## Generate Report

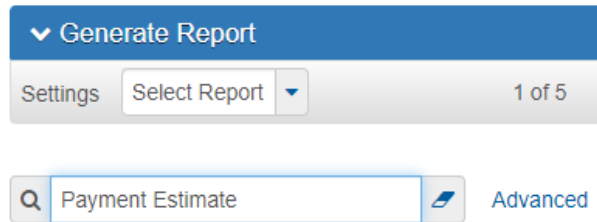


Figure 9-80. Search for Payment Estimate for Contractor Report

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

## Generate Report

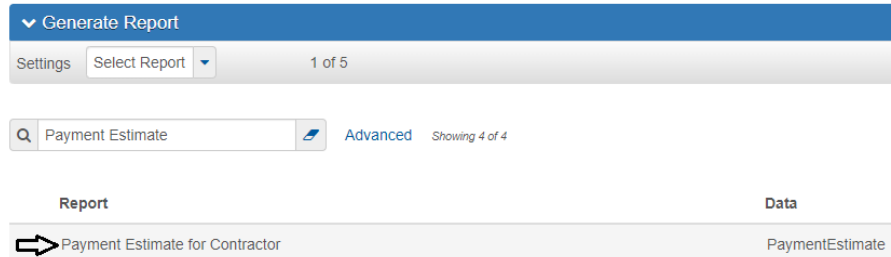


Figure 9-81. Select Payment Estimate for Contractor Report

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

Generate Report

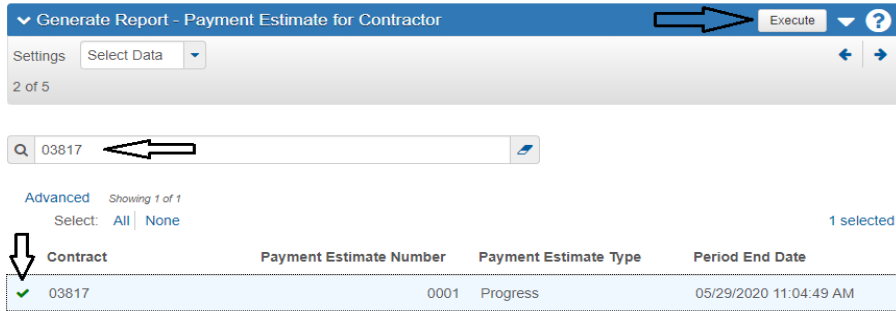


Figure 9-82. Find Contract ID and Execute Report

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

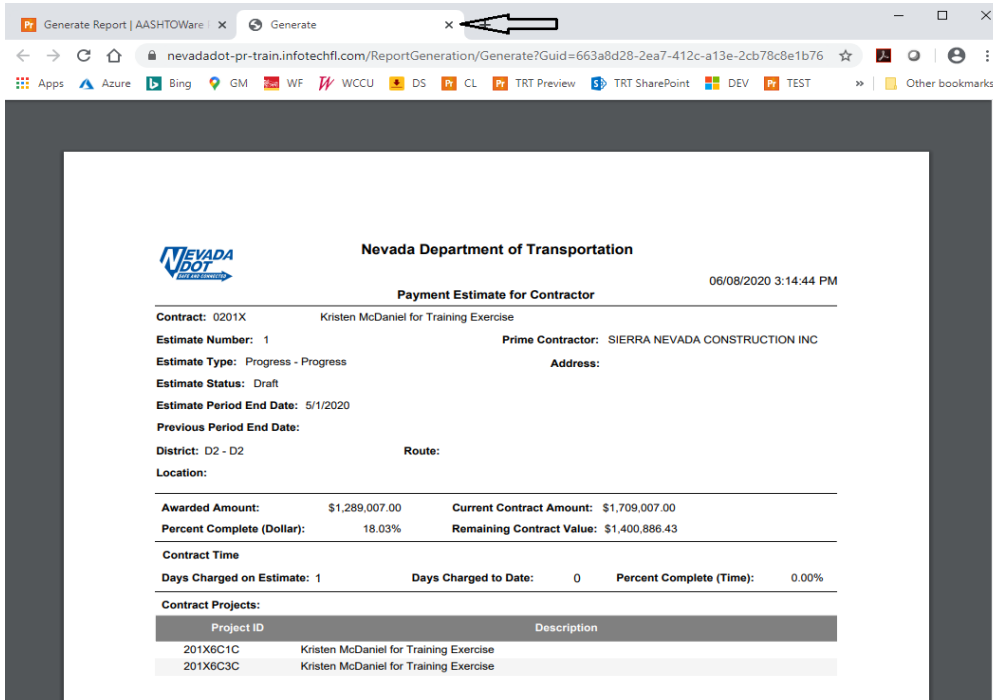


Figure 9-83. Draft Payment Estimate for Contractor Report

- 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)

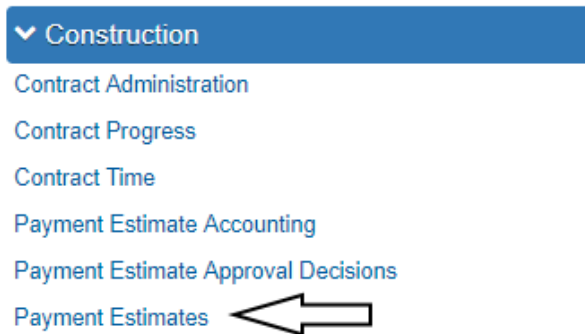


Figure 9-86. Construction Component

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

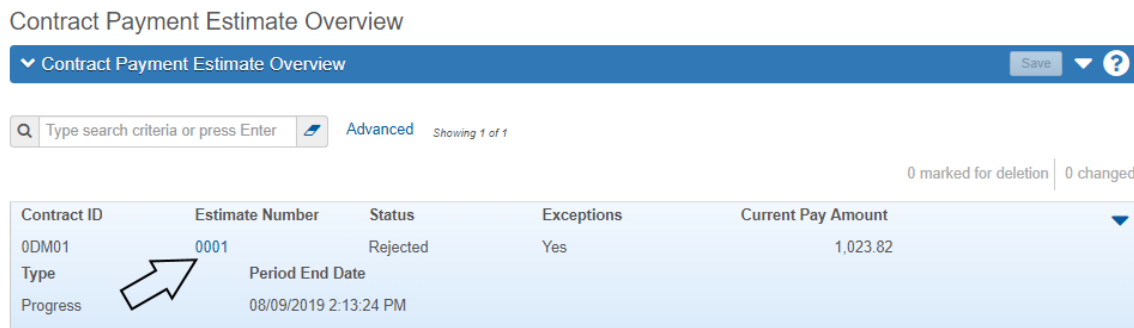


Figure 9-87. Contract Payment Estimate Overview

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

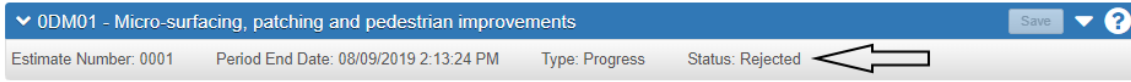


Figure 9-88. Contract Payment Estimate Summary

- 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

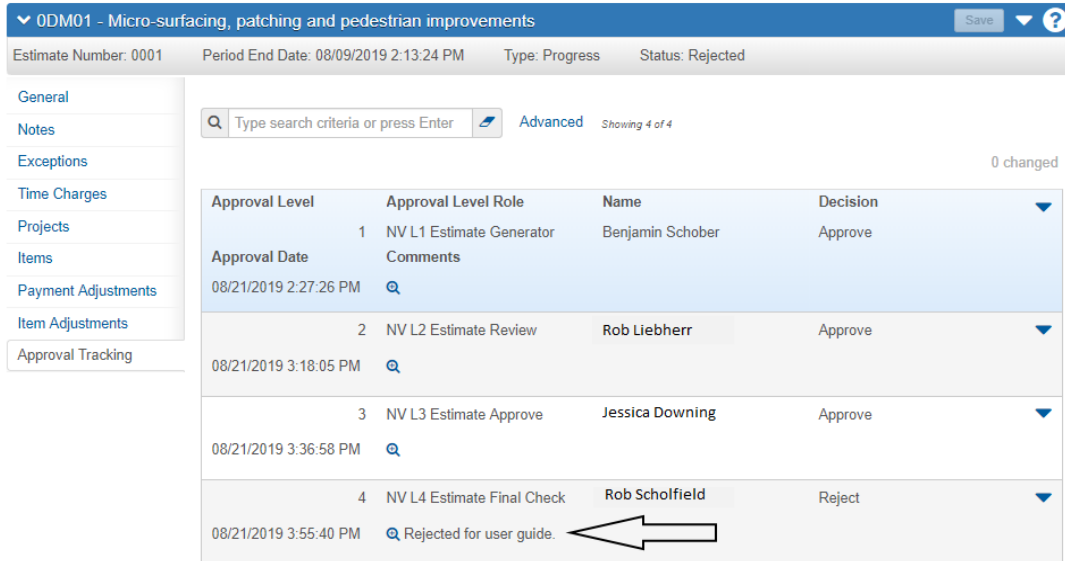


Figure 9-89. Contract Payment Estimate Summary: Approval Tracking tab

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

Contract Payment Estimate Summary

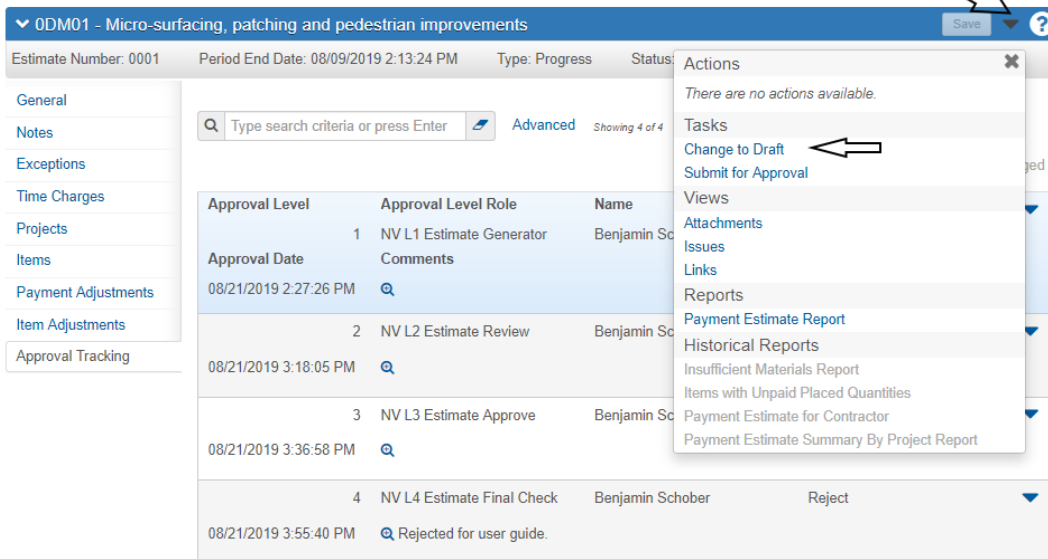


Figure 9-90. Component Row Action: Change to Draft



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-submit 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)

### Contract Progress Summary

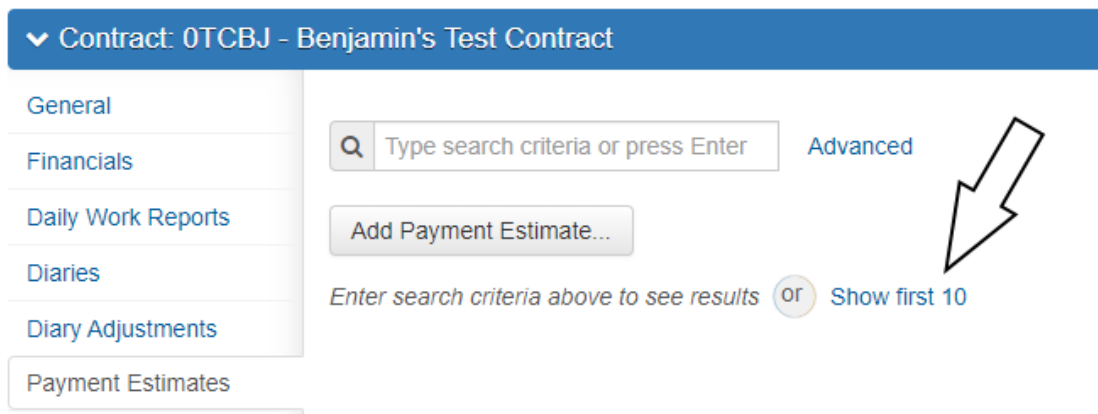


Figure 9-91. Contract Progress Summary, Show First 10

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

Contract Progress Summary

Contract: 0TCBJ - Benjamin's Test Contract

Save

General

Financials

Daily Work Reports

Diaries

Diary Adjustments

Payment Estimates

Contractors

Change Orders

Contract Adjustments

Item Adjustments

Agency Views

Mix Designs

Weekly Report Of Time Charges

Type search criteria or press Enter

Advanced Showing 1 of 1

Add Payment Estimate...

0 marked for deletion | 0 changed

Estimate Num...	Status	Exceptions	Current Pay A...	Type
0001	Draft	No		

Period End Date  
04/10/2019 1:49:44 PM

Actions

- Delete
- Exclude from Search Results
- Open
- Views
- Attachments
- Links
- Tracked Issues
- Reports
  - Insufficient Materials Report
  - Payment Estimate for Contractor
  - Payment Estimate Report
  - Summary By Project Report
- Historical Reports
  - Insufficient Materials Report
  - Items with Unpaid Placed Quantities
  - Payment Estimate for Contractor
  - Payment Estimate Summary By Project Report

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

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

Contract Progress Summary

There are unsaved changes.

Contract: 0TCBJ - Benjamin's Test Contract

Save

General

Financials

Daily Work Reports

Diaries

Diary Adjustments

Payment Estimates

Contractors

Type search criteria or press Enter

Advanced Showing 1 of 1

Add Payment Estimate...

1 marked for deletion | 0 changed

Estimate Num...	Status	Exceptions	Current Pay A...	Type
0001	Draft	No	0.00	Progress

Period End Date  
04/10/2019 1:49:44 PM

Figure 9-93. Contract Progress Summary Save button

# **FIELD CLOSEOUT**

This chapter contains the following sections:

---

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



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

## SEMI-FINAL PAYMENT ESTIMATE PROCEDURES

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

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

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

## ENTERING THE MAIN SITE TIME - TIME CHARGES STOP DATE

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

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

Contract Time Summary There are unsaved changes. x

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

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

<ul style="list-style-type: none"> <li>General</li> <li style="background-color: #e0e0e0; padding: 2px;">Units And Dates</li> <li>Rates And Cap Amount</li> <li>Suspend/Resume Events</li> </ul>	<p><b>Time Charges Start Date</b></p> <p>07/25/2019 12:00:00 AM <input type="text"/></p> <p><b>Time Charges Stop Date</b></p> <p>11/26/2019 12:29:11 PM <input type="text"/> ←</p> <p><b>Actual Completion</b></p> <p>11/26/2019 12:29:11 PM <input type="text"/> ←</p> <p>Estimate Processing Complete</p>	<p><b>Time Unit</b></p> <p>Days</p> <p><b>Original Number of Time Units</b></p> <p>45.00</p> <p><b>Adjusted Number of Time Units</b></p> <p> </p> <p><b>Current Number of Time Units</b></p> <p>45.00</p> <p><b>Pending Change Order Number of Time Units</b></p> <p>0.00</p> <p><b>Road User Cost Per Time Unit</b></p> <p> </p>
--	---	---

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

## ACTIVATING AND STARTING THE 00 CLEAN TIME

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

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

1. Open the 00 Clean Site Time and enter the following in the General Tab (Figure 10-2):

- **Effective Date:** Today's date
- **Status:** Active

Contract Time Summary There are unsaved changes. ✕

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

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

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

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

2. Enter the following in the Units and Dates Tab (Figure 10-3):

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

Contract Time Summary - C There are unsaved changes. X

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

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



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

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

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

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

## ENTERING THE 00 CLEAN TIME - ACTUAL COMPLETION DATE

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

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

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

Contract Time Summary - C There are unsaved changes. ✕

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

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

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

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

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

## ENTERING A FINAL DWR

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

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



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

## Contract Daily Work Report Summary

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

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

**General**

DWR Date \* 08/27/2019

Number of Remarks 0

**Weather**

11 - Snow

Federal Project Number

Rainfall Amount

State Project Number SPSR-0529(001)

Low Temperature -25

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

High Temperature 112

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

Stormwater Event No

Approval Date

Contractors Onsite No

Approved By

Attachments No

Estimate Number

Stormwater Response Due Date

Payment Est Status

Has Stormwater Period No

Agency Views 0

Work Items Installed 0

**Remarks**

Type*	Remark*
01 - GENERAL	Final DWR

Figure 10-5. Contract Daily Work Report Summary

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

## CHECKING THE STATUS OF DWRS

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

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

Contract Progress Summary

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

Save ?

General

Financials

Daily Work Reports

Diaries

Diary Adjustments

Payment Estimates

Contractors

Change Orders

Contract Adjustments

Item Adjustments

Agency Views

Mix Designs

Weekly Report Of Time Charges

Type search criteria or press Enter

Advanced Showing 7 of 7

0 marked for deletion | 0 changed

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

Figure 10-6. Contract Daily Work Report Summary

- 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.

Editing System Default Delete this setting

Filters

DWR Status Contains Draft

Or

Sort

Apply Settings

Save as or Apply without saving

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

Editing System Default Delete this setting

Filters

DWR Status Contains Pending Approval

Or

Sort

Apply Settings

Save as or Apply without saving

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

The screenshot shows an advanced search configuration window. At the top, it says 'Editing System Default' with a 'Delete this setting' button. Below are filter settings: 'DWR Status' is set to 'Rejected', 'Contains' is selected, and 'Rejected' is also selected. There are arrows pointing to each of these three filter fields. Below the filters is a 'Sort' section with a dropdown menu and the text 'Select field to sort by'. At the bottom, there are 'Apply Settings' options: 'Save as' followed by an empty text box, an 'or' button, and 'Apply without saving' with an arrow pointing to it.

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)

Contract Progress Summary

The screenshot shows a table titled 'Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements'. The table has columns: CO Num, Status, Amount, Type, and Change Order Reason Type. The 'Status' column is highlighted with a red box. The table contains four rows of data:

CO Num	Status	Amount	Type	Change Order Reason Type
0009	Approved	65,000.00	01 - General	06 - 06 ROADWAY CHANGES
0008	Approved	70,600.00	01 - General	01 - 01 ERRORS OR OMISSIONS ON PLAN
0007	Denied	25,000.00	01 - General	01 - 01 ERRORS OR OMISSIONS ON PLAN
0006	Approved	250.00	01 - General	01 - 01 ERRORS OR OMISSIONS ON PLAN

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)

## Contract Items

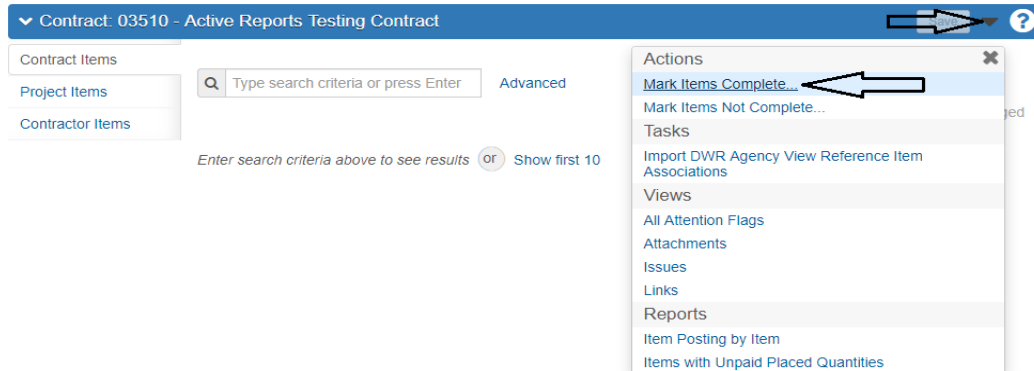


Figure 10-11. Contract Items Component Row Actions Drop-down

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)

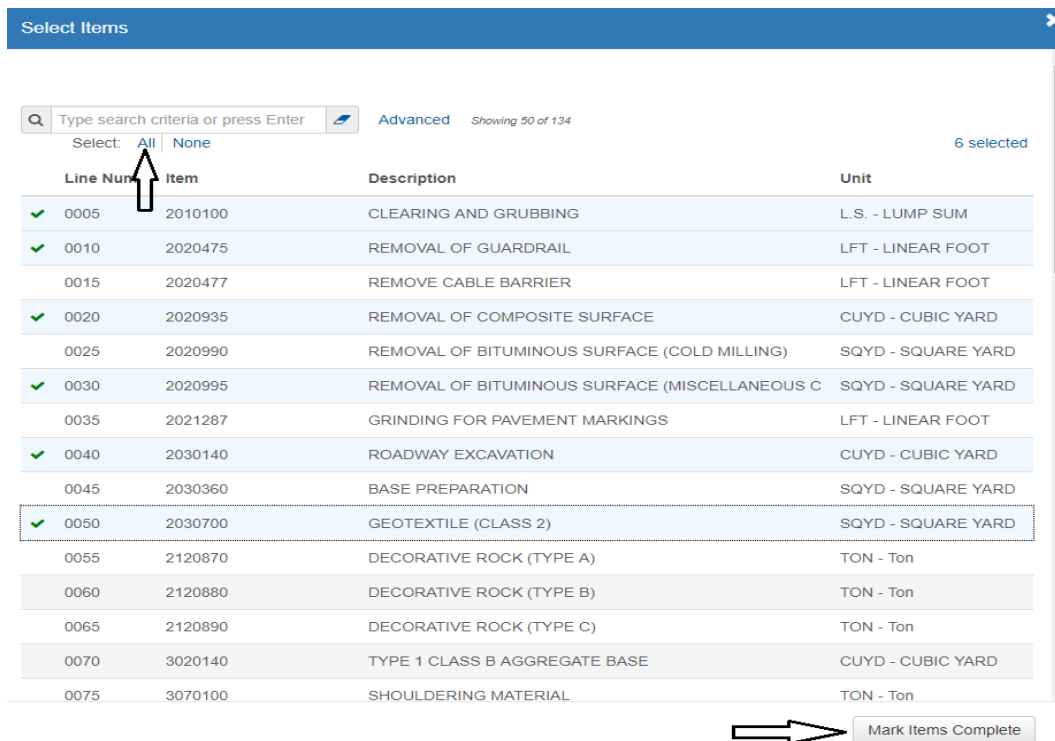


Figure 10-12. Select Items for Marking As Complete

## 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)

### Add Contract Payment Estimate

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 required for all items with changes resulting in an increase or decrease of \$50,000. This type of modification will be the last modification prepared by the Resident Engineer after creating the Semi-Final payment estimate.

1. Refer to Chapter 8, Change Orders, Section, Steps to Create a Change Order, Step 8, in this user guide and select Administrative for Change Order Type and 26 Contract Close Out for Change Order Reason Type. (Figure 10-15)

Add Change Order Summary

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)

## Contract Change

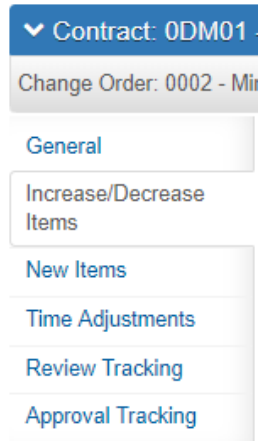


Figure 10-17. Contract Change Order Summary tabs

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

## Contract Change Order Summary

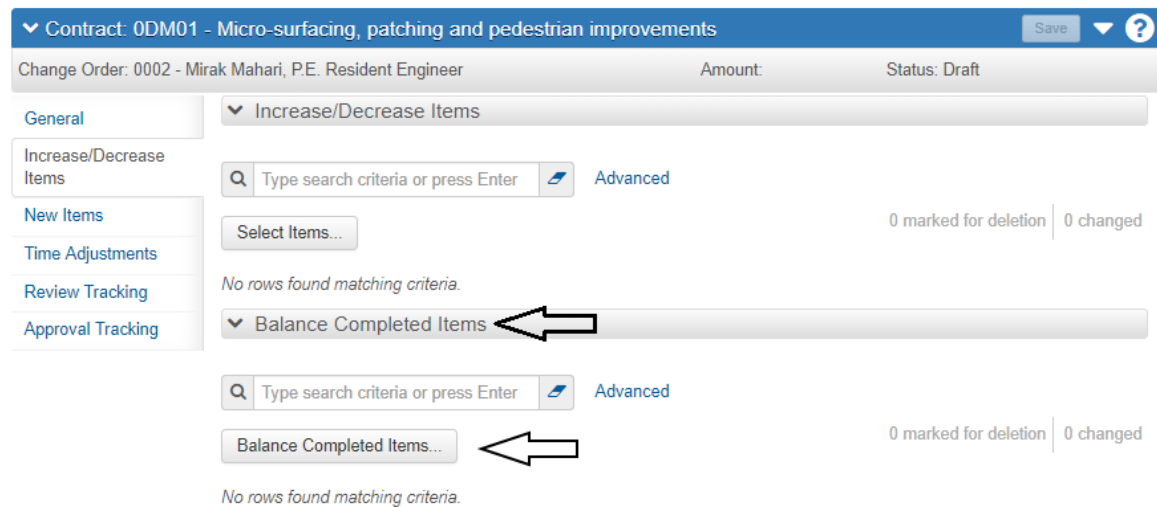


Figure 10-18. Contract Change Order Summary, Balance Completed Items button

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

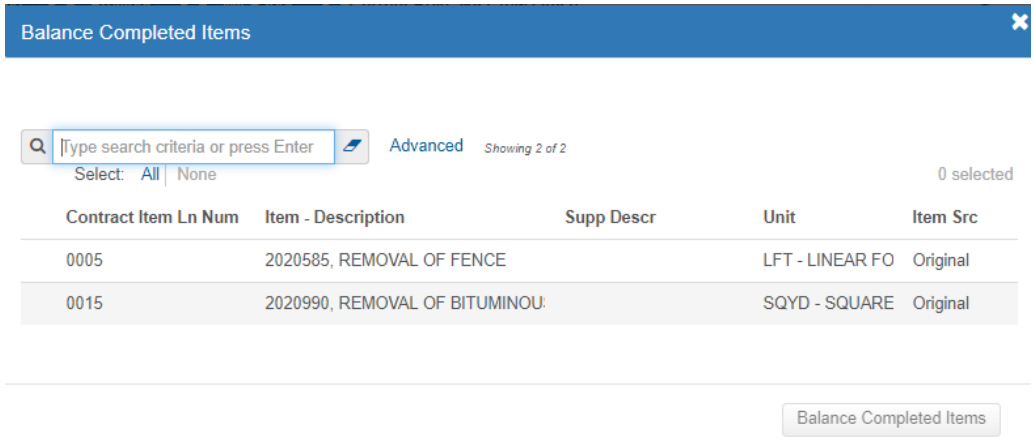


Figure 10-19. Balance Completed Items Search Results

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)

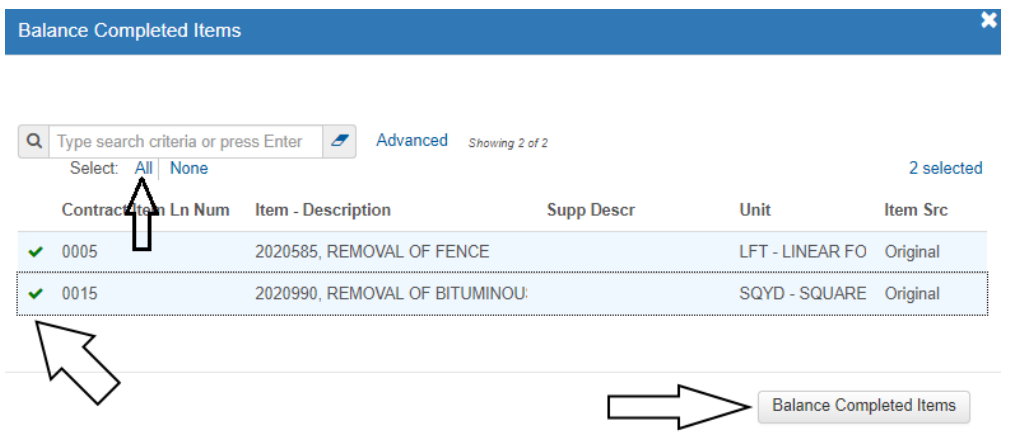


Figure 10-20. Balance Completed Items Selected Items

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.



Balance Completed Items

Search: Type search criteria or press Enter

Balance Completed Items... 0 marked for deletion | 0 changed

Item - Descr	ID	System Default	Num
4020180 - PLANTMIX SURFACI	01	Advanced	
Proj Ln Num		Pending CO Qty	Curr Qty
0055		0.000	1,648.000
Qty Posted to Dt Appr DWRs	Qty Pd to Dt		Curr Ext Amt
648.000	648.000		164,800.00

Change Quantity: -1,000.000      Change Amount: -100,000.00

Unit Price: 100.00000

Change Order Increase/Decrease Items Explanations

Order *	Reference Explanation Name	Explanation Description	Explanation
1			Enter a detailed explanation here.

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:

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Change Order Reason Types .....	11-3
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## 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