

CONTRACT SETUP

This chapter contains the following sections:

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

REVIEWING AND SETTING UP A CONTRACT

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



Figure 2-1. Current Role

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



Figure 2-2. Construction Component

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

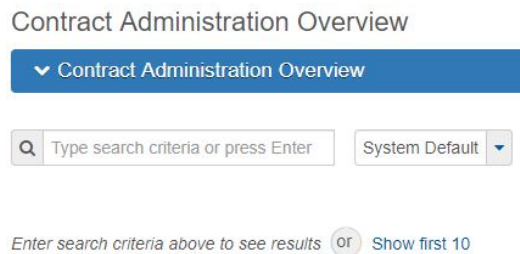


Figure 2-3. Contract Administration Overview

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

Contract Administration Overview

▼ Contract Administration Overview

Q dm01| System Default Showing 1 of 1

Contract	Description
ODM01	Micro-surfacing, patching and pedestrian improvements

Figure 2-4. Contract Administration Overview Search Results

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

Contract Administration Summary

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

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

Figure 2-5. General Tab

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

Contract Administration Summary

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

<ul style="list-style-type: none"> General Additional Information Administrative Offices Contract Authority Contract Times Funding Locations Permits Retainage 	Surety <input type="text" value="Begin typing to search or press Enter"/>	Contract Work Type <input type="text"/>
	Surety Agent <input type="text" value="Begin typing to search or press Enter"/>	Progress Schedule Type <input type="text"/>
	Stormwater Events Enabled No	Contract Alternate Name 1 <input type="text"/>
	Original Prime Contractor 00 -	Contract Alternate Name 2 <input type="text"/>
	Original Material Generated User ID <input type="text"/>	Total Allowable Maximum Subcontract Percent <input type="text"/>
	DWR Agency View Reference Item Associations Imported No	Incentive Cap Amount <input type="text"/>
		Disincentive Cap Amount <input type="text"/>

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 ?

<ul style="list-style-type: none"> General Additional Information Administrative Offices Contract Authority Contract Times Funding Locations Permits Retainage 	<input type="text" value="Type search criteria or press Enter"/> Advanced Showing 3 of 3 0 changed												
	<table border="1"> <tr> <td>></td> <td>3 C101</td> <td>Active: Yes 07/10/2019 -</td> <td>▼</td> </tr> <tr> <td>></td> <td>2 D1</td> <td>Active: Yes 07/10/2019 -</td> <td>▼</td> </tr> <tr> <td>></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 -	▼									

Figure 2-7. Administrative Offices

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

Contract Specific Contract Authority: This area is where Mobile Inspector PWA Users are given access to the contract AND to give someone outside of the Crew office access to a contract, i.e., a user from another crew is on loan to help on a contract or a consultant is on an approved Agreement to assist a crew on a contract.

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

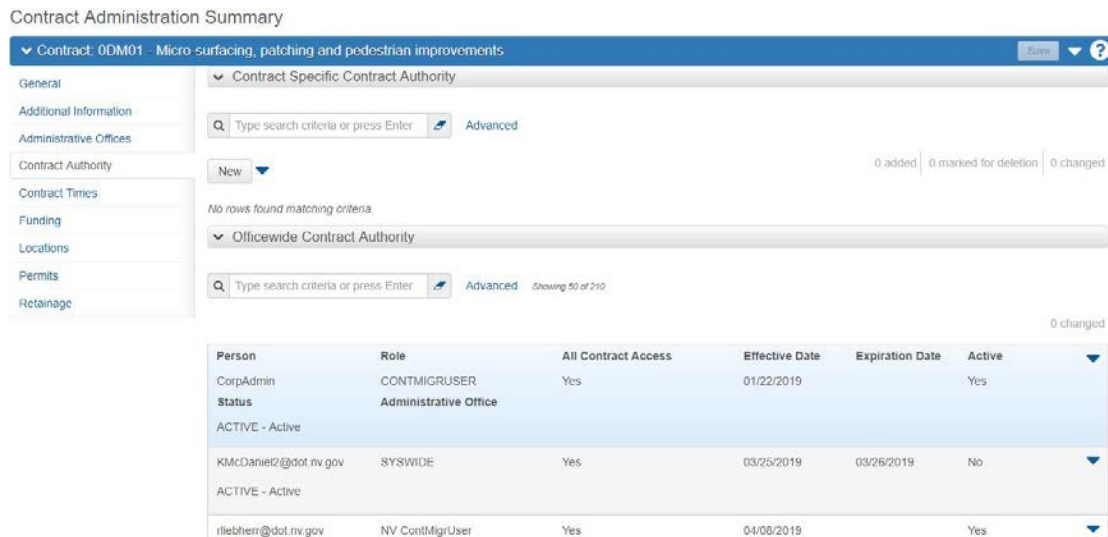


Figure 2-8. Contract Authority

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

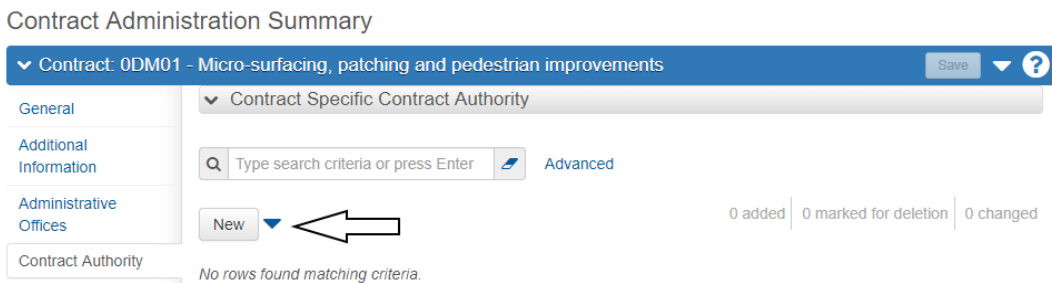


Figure 2-9. Contract Authority New button

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

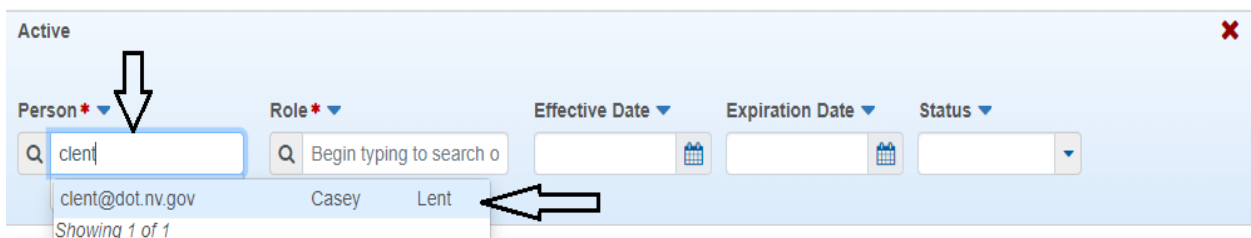


Figure 2-10. New Mobile Inspector with Search Results

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

Figure 2-11. New Mobile Inspector Details

Contract Authority Roles

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

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

Figure 2-12. Contract Authority Save button

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

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

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

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

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

Contract Times

- Funding
- Locations
- Permits
- Retainage

1

2

ACCEPT-DT	
Acceptance Date	<input type="text"/>
AWARD-DT	
Awarded Date	06/20/2019 12:00:00 AM
CREW-REVIEW	
Date the Crew Office Staff has reviewed the contract	<input type="text"/>
ConstStartedDate	
The date construction started	<input type="text"/>
EXEC-DT	
Execution Date	07/20/2019 12:00:00 AM
Matl and AAs Lock Dt	
Material and Acceptance Actions Lock Date	<input type="text"/>
NTP-DT	
Notice to Proceed Date	07/25/2019 12:00:00 AM
PRE-CON	
Pre-construction Conference Date	<input type="text"/>
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
00 AT		Available Time	45 Working Days	Yes	0.00
00 CLEAN		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

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

Figure 2-15. Contract Time Summary, General tab

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

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

Contract Time Summary - Available Time

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

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

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

Contract Time Summary - Available Time

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

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

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

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

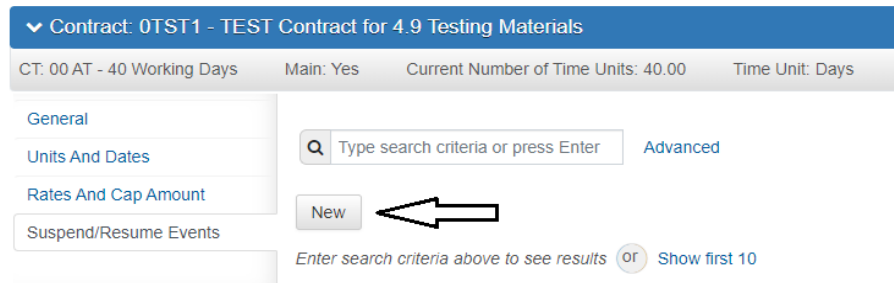


Figure 2-18. Contract Time Summary, Add Suspend/Resume Events

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

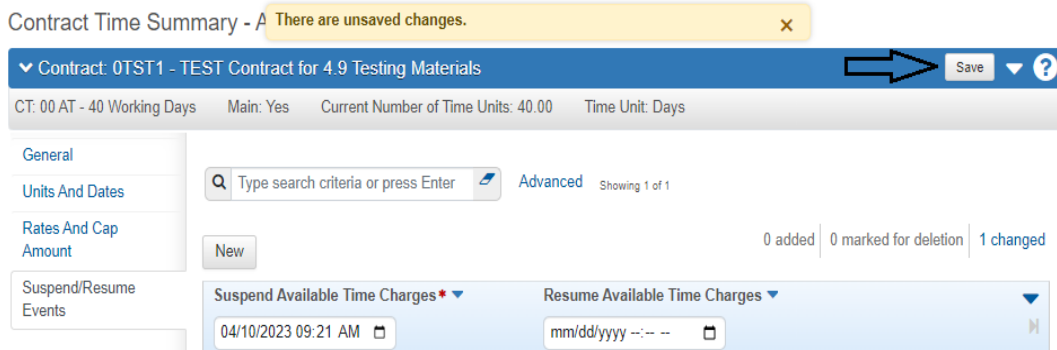


Figure 2-19. Add Suspend/Resume Event

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

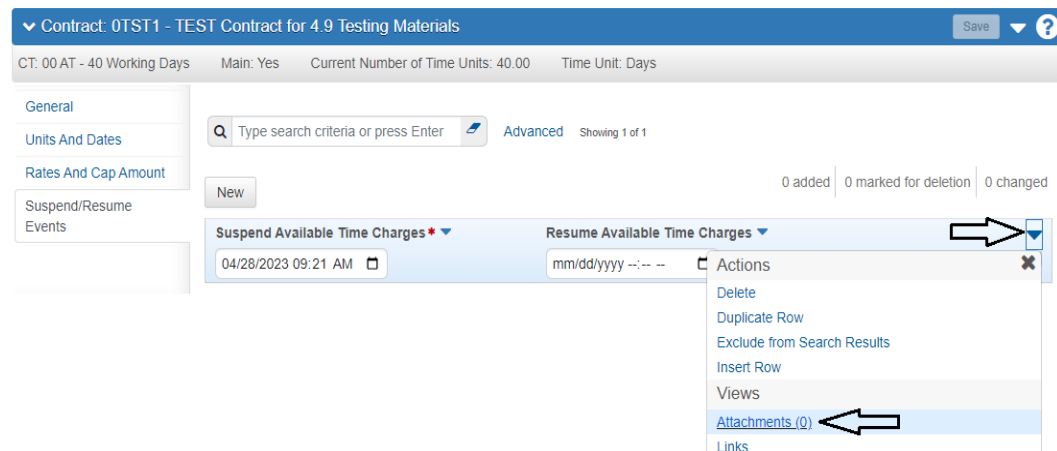


Figure 2-20. Add Suspension Letter Attachment

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

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

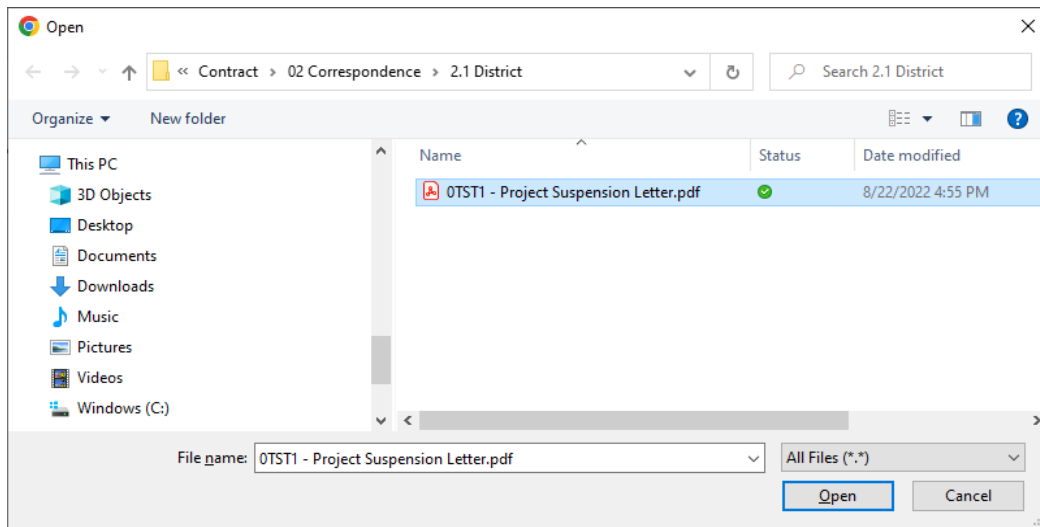


Figure 2-22. Suspend/Resume Attachments, File Selection Window

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

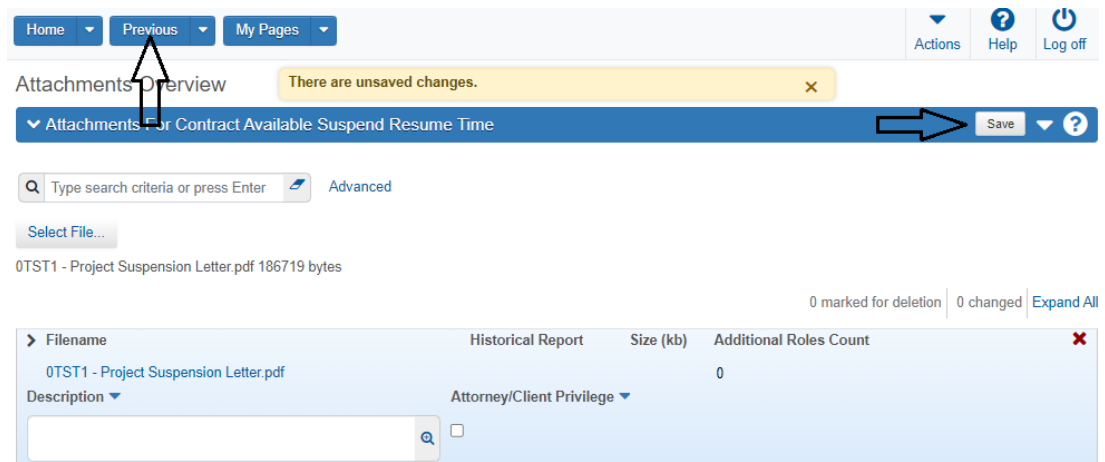


Figure 2-23. Suspend/Resume Attachments, Save

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)

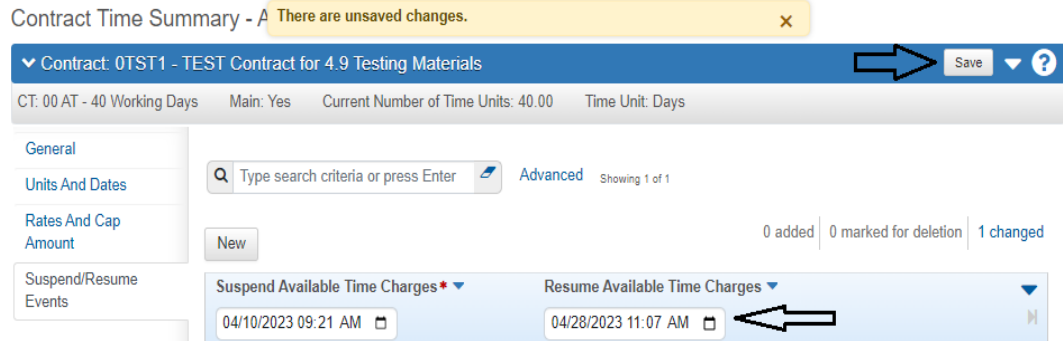


Figure 2-24. Add Suspend/Resume Event

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)

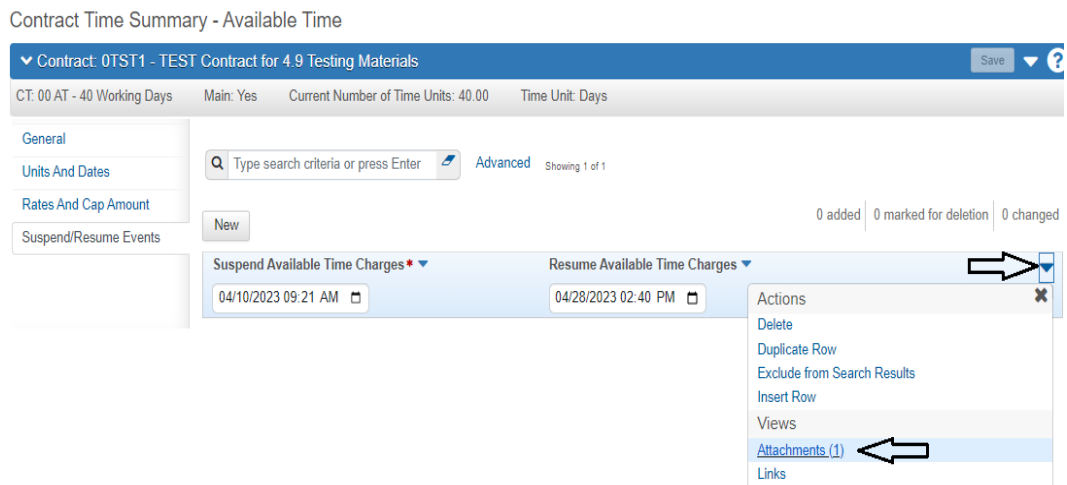


Figure 2-25. Add Suspension Letter Attachment

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)

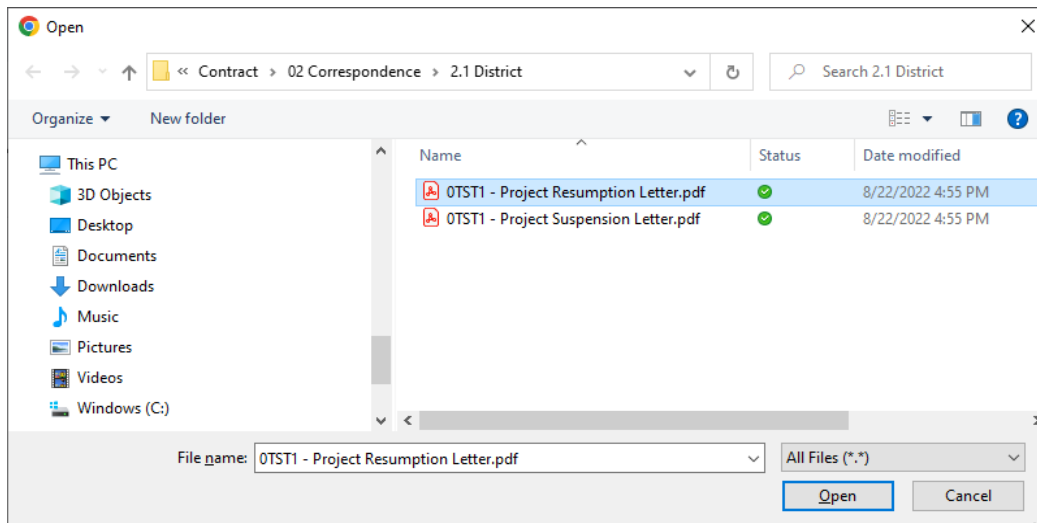


Figure 2-27. Suspend/Resume Attachments, File Selection Window

- Click the Save button.

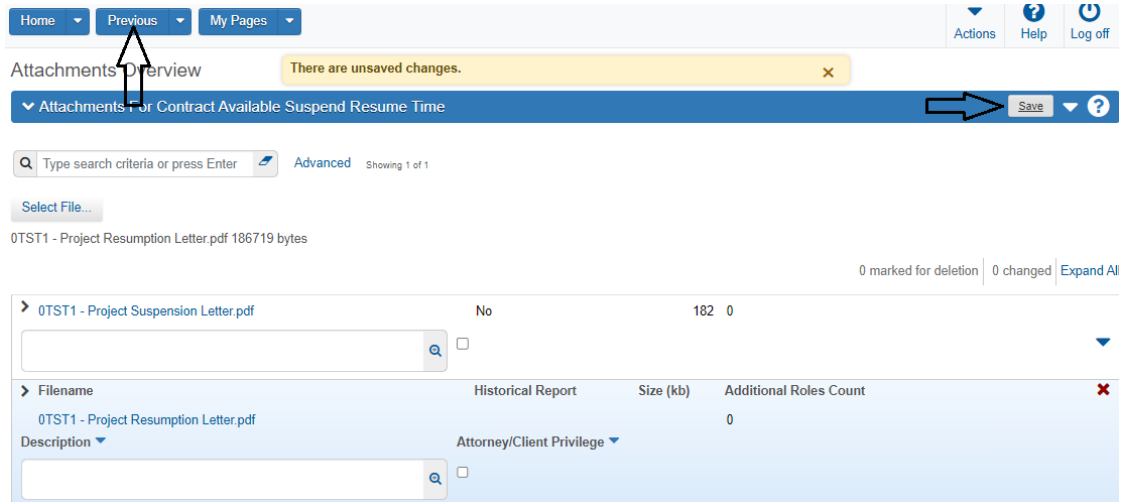


Figure 2-28. Suspend/Resume Attachments, Save

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)

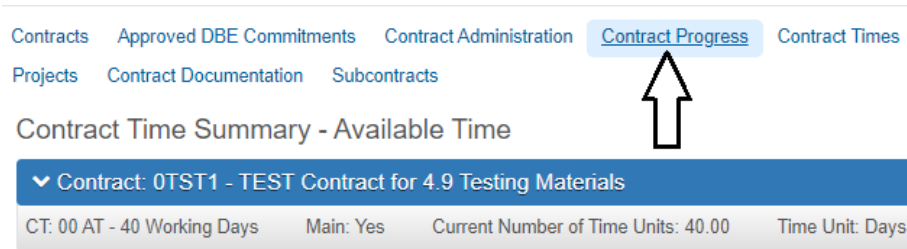


Figure 2-29. Contract Progress Quick Link

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

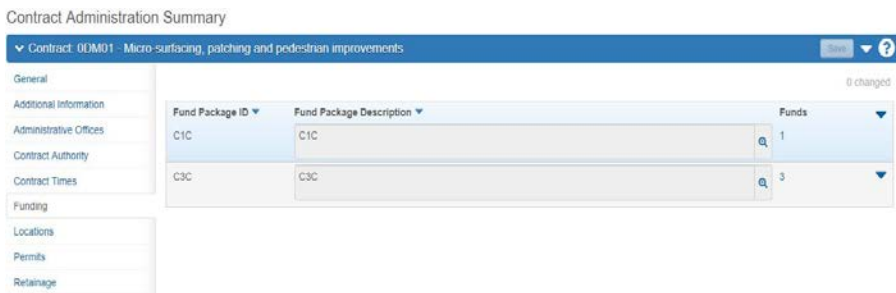


Figure 2-30. Funding

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

Contract Administration Summary

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

General	Primary County ID	Primary District ID
	-	D2 - D2
Additional Information		0 changed
Administrative Offices		
Contract Authority		
Contract Times		
Funding		0 changed
Locations		
Permits		
Retainage		

County	Description
16	Washoe County

District	Description
D2	D2

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

General	Search
Additional Information	<input type="text" value="Type search criteria or press Enter"/> Advanced
Administrative Offices	New
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: 0DM01 - Micro-surfacing, patching and pedestrian improvements Save ?

General	Search	Summary
Additional Information	<input type="text" value="Type search criteria or press Enter"/> Advanced	0 added 0 marked for deletion 0 changed
Administrative Offices	New 	
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 this 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: 'Permit Type' (04), 'Submit Date', 'Obtained Date', 'Requested By', and 'Permit ID' (5371682). Below the table is a form for editing the permit details. The 'Permit Type' dropdown is set to '04 - Right of Way (Easements, Staging, Etc.)'. The 'Permit ID' field contains '5371682'. Other fields include 'Requested By', 'Submit Date', 'Obtained Date', and 'Stormwater Indicator'.

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)

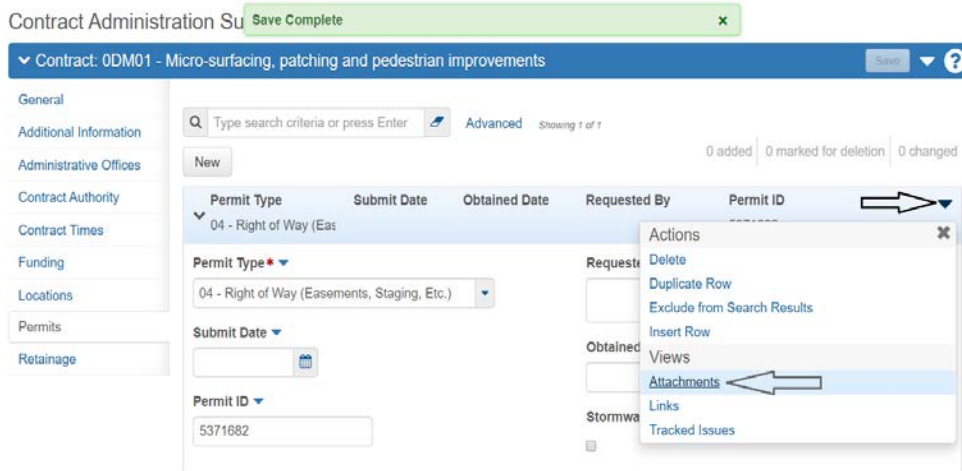


Figure 2-36. Permits Row Action drop-down, Attachments

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

Attachments Overview

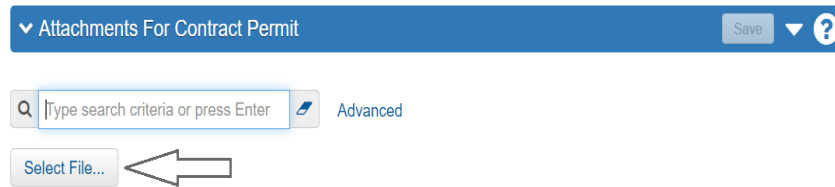


Figure 2-37. Permits Attachments, Select File Button

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)

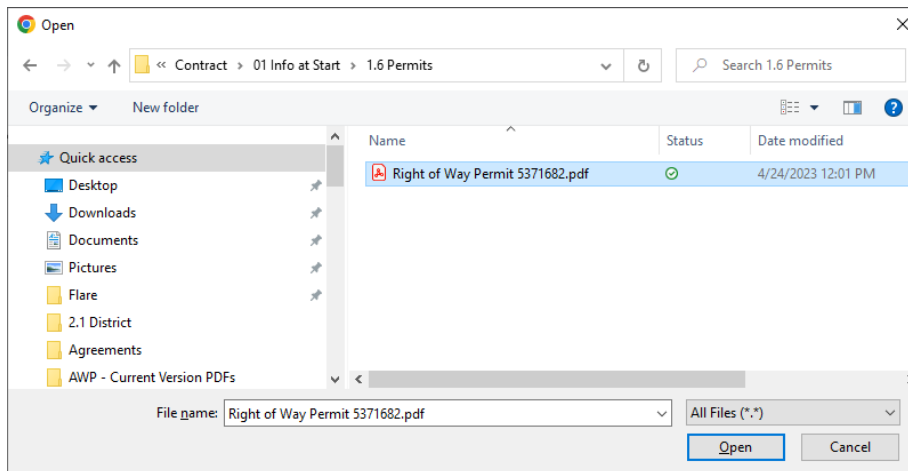


Figure 2-38. Permit Attachments, File Selection Window

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

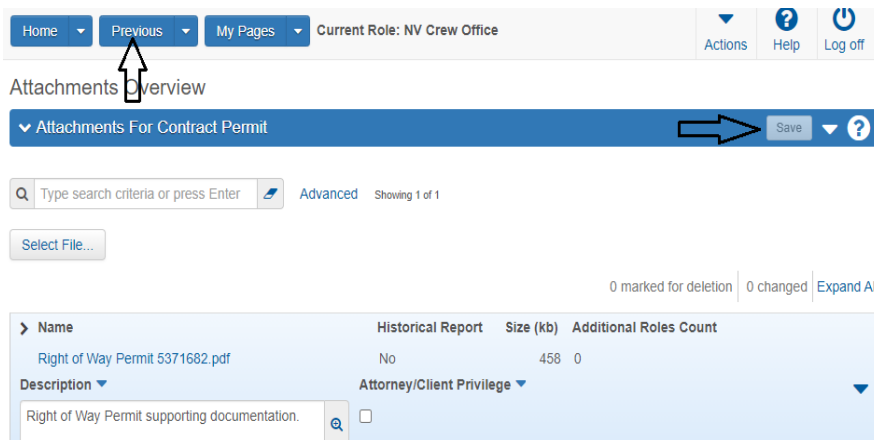


Figure 2-39. Permit Attachments, Save

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)

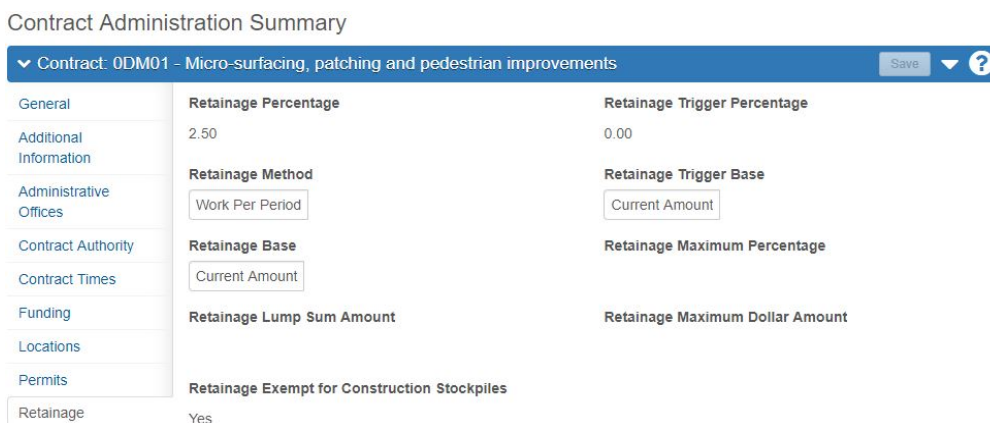


Figure 2-40. Retainage

REVIEWING CONTRACT PROJECTS

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

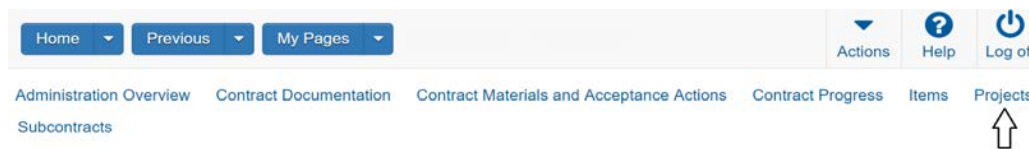


Figure 2-41. Contract Administration Quick Links

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

Project
DM016C1C
DM016C3C

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

>	←	01 - MICRO-SURFACE, PLANTMIX PATC
---	---	-----------------------------------

Figure 2-44. Expand Chevron

Contract Project Summary

Contract Project: DM016C1C - Micro-surfacing, Plantmix, patching and pedestrian impr...		
General	Q Type search criteria or press Enter	
Categories	Advanced Showing 1 of 1	
Districts	0 changed	
Counties	01 - MICRO-SURFACE, PLANTMIX PATC	
Vouchers	Category ID* 01	Section Group
	Category Description* MICRO-SURFACE, PLANTMIX PATCHING AND PEDESTRIAN IMPROVEMENTS.	Unit Number
	Organization C040	Unit Description
	Activity 9490	

Figure 2-45. Contract Project Summary, Categories Tab

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

Contract Project Summary

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

General 0 changed

Categories

Districts

Counties

Vouchers

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

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

General 0 changed

Categories

Districts

Counties

Vouchers

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

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

General 0 changed

Categories

Districts

Counties

Vouchers

Type search criteria or press Enter Advanced Showing 3 of 3

Voucher Number	Pay Est Number	Voucher Pay Amount	Transfer to Accounting Date
0003	0003	1,262.06	
Accounting Received Date	Transaction Number	Transaction Date	
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.

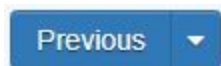


Figure 2-49. Previous Button

REVIEWING CONTRACT ITEMS AND PROJECT/CATEGORY ITEMS

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

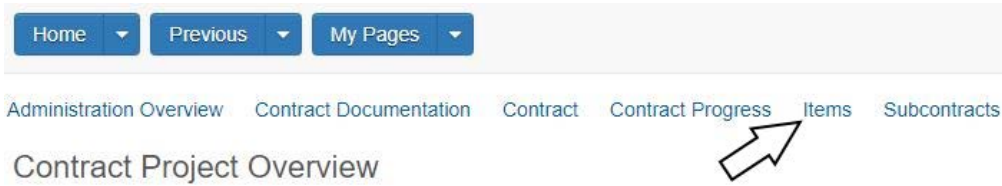


Figure 2-50. Project Quick Links

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

Contract Items

The screenshot shows the 'Contract Items' tab for a contract titled 'Contract: ODM01 - Micro-surfacing, patching and pedestrian improvements'. The interface includes a search bar with the text 'Type search criteria or press Enter', a 'Save' button, and a 'Contract Items' tab. Below the search bar is a table of items with columns for 'Item', 'Suppl Descr', and 'Cmpl'. The table contains two items, each with a chevron icon to its left. The first item is '2020585 - REMOVAL OF FENCE' and the second is '2020935 - REMOVAL OF COMPOSITE SURFACE'. The table also shows 'Current Quantity', 'Qty Pd to Dt', 'Unit Price', and 'Change Order Number' for each item.

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

Figure 2-53. 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

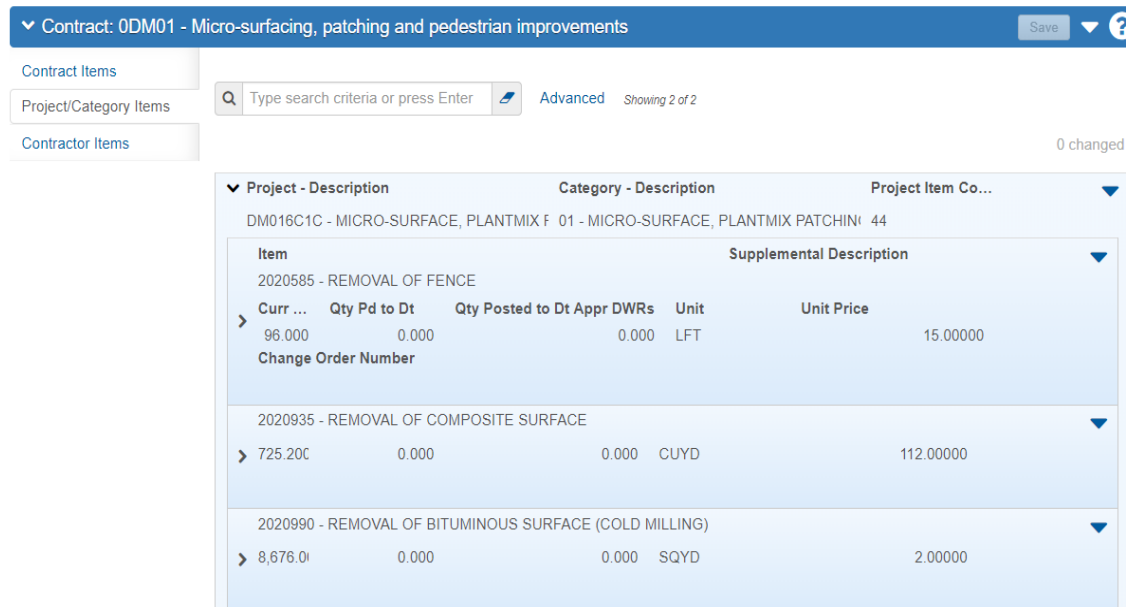


Figure 2-56. Contract Items, Project Items Expanded

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

Contract Items

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 3 of 3 0 changed

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

Figure 2-57. 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)

Home Previous My Pages

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

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)

Contract Times

Funding

Locations

Permits

Retainage

ACCEPT-DT

Acceptance Date

AWARD-DT

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

1 CREW-REVIEW

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

2 ConstStartedDate

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

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

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

Contract Administration There are unsaved changes. x

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

General Informational

Figure 2-60. Contract Administration: Contract Time Save