

CURB AND GUTTER ITEMS

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OVERVIEW

Curb and Gutter Items have different documentation requirements for each unit of measure (UOM). All Curb and Gutter Items must be measured, calculated and/or based on plan. Documentation examples for a few selected Curb and Gutter Items are illustrated in this chapter. Some minor modifications may be required to show the unusual circumstances that may occur with different items, but the general format should be followed. If there are items which cannot be documented according to the following examples, contact the Construction Admin Services Section for assistance.

INSPECTOR'S RESPONSIBILITIES – CURB AND GUTTER ITEMS

- Use the Agreement Estimate report as a reference to ensure that items and quantities are paid in the correct category (AEB).
- Use the Structure List, located in the Contract plans (Figure 15-1), to help identify items, quantities, descriptions and locations.

			FED. RD. DIST. NO.		STATE		PRO. EST. NO.		COUNTY		SHEET NO.	
			9		NEVADA		STP-01600(16)		CLARK		9-01	
STRUCTURE LIST												
DESCRIPTION											STATION TO STATION	
NOTE: ALL LOCATIONS ARE APPROXIMATE AND MAY BE ADJUSTED BY THE ENGINEER												
											400	
												"X" 75+90
												"X" 97+54
											350	
												"X" 58+10
												"X" 105+10
											1286	
												"BD" 1' 10+55.75
												"BD" 22+96.11
											2079	
												"BD" 1' 10+66.99
												"BD" 31+05.83
											2118	92
												"BD" 22+44.35
												"BD" 33+41.60
											11.6	21
												"BD" 37+20.91
												"BD" 37+25.91
											14.2	26
												"BD" 37+20.91
												"BD" 37+26.13

Figure 15-1: Example of a Structure List – Curb and Gutter Items

- Review the following for accuracy:
 - Special Provisions
 - Supplemental Notices
 - Change Orders

Note: When any changes are made to an item, reference the Change Order number in the DWR item posting remarks.

DAILY WORK REPORT (DWR) – MOBILE INSPECTOR

1. Create a DWR in Mobile Inspector daily to document the activity being monitored. Refer to the [Mobile Inspector User Guide](#) for details on using this application.
 - Report Details – daily activities
 - Item Postings – item(s) and quantity(s)
 - Equipment – type and hours
 - Personnel – title and hours
2. Record the following required information in the Report Details window (Figure 15-2):
 - Date
 - Weather
 - Low and high temperature
 - Attachments (N/A) – Send ALL photos via email.
 - Remarks – Verify with the Resident Engineer on what information is required.

Figure 15-2: DWR Report Detail Window

3. Record the following required information in the New Item Postings window:
 - Item: Select the appropriate Project/Catg., if item is in more than one Project/Catg. – Refer to the AEB report.
 - Contractor: ALWAYS the Prime Contractor (Subs are not allowed).
 - Qty: Based on plan, measurements and calculations
 - Location: Line Designation
 - Station From/To: Refer to Contract plans.
 - Offset Type: Enter the LT, RT, or CL.
 - Offset Dist. Enter if known.
 - Comments– Must show calculations when appropriate, refer to Calculation Sheet when appropriate (refer to Appendix B, Calculation Formulas, in this Manual for a Calculation Sheet example), other information relevant to item posting, and explanations when Attention Flag is checked.

- Attention Flag – Use to bring attention to Resident Engineer and Office Engineer for overruns and plan errors. Must enter Attention Comments.

NOTES for Curb and Gutter Item postings:

- Reference the Summary of Base and Surface Quantities and the Paving Plan sheets in the Contract plans for curb and gutter bituminous surface quantities.
- Refer to Figure 15-3 through Figure 15-5 for examples of curb and gutter item postings with different UOM.

New Item Posting

Item: CLASS AA CONCRETE (1... ▾)

Contractor: Q&D CONSTRUCTION INC ▾

Qty: CUYD

Authorized: 4.740 CUYD

Total Posted: 3.470 CUYD

Location: "REW"

Station From: +

Offset Type:

Offset Dist:

Station To: +

Offset Type:

Offset Dist:

Measured:

Comments:

49'x 5'x .25' / 27 = 2.27 CUYD
 Additional quantity per CO # 2

3937 remaining

Figure 15-3: DWR Item Posting – Curb and Gutter CUYD

NOTES for Curb and Gutter CUYD/CUFT (Figure 15-3):

- Payment for CUYD items will be based on plan quantity, field measurements and calculations if different than plan, or Standard Plan reference with table callout.
- Calculations for CUYD = L x W x D ÷ 27
- Calculations for CUFT = L x W x D
- Location: Enter the Line Designation
- Station From/To: Refer to Contract plans
- Offset Type: Enter the LT, RT, or CL.
- Offset Dist: Enter if known
- Sig. Fig. = .01

New Item Posting

Item: CLASS AA CONCRETE C... ▾

Contractor: Q&D CONSTRUCTION INC ▾

Qty: LFT

Authorized: 2,071.000 LFT

Total Posted: 0.000 LFT

Location: "REW"

Station From: +

Offset Type:

Offset Dist:

Station To: +

Offset Type:

Offset Dist:

Measured:

Comments:

3999 remaining

Figure 15-4: DWR Item Posting - Curb and Gutter LFT

NOTES for Curb and Gutter LFT (Figure 15-4):

- Payment for LFT items will be based on field measurement.
- Location: Enter the Line Designation
- Offset Type: Enter the LT, RT, or CL.
- Offset Dist: Enter if known
- Sig. Fig. = .01

New Item Posting

Item: CLASS AA CONCRETE S...
Contractor: Q&D CONSTRUCTION INC
Qty: 11.11 SQYD
 Authorized: 110.600 SQYD
 Total Posted: 84.500 SQYD
Location: "REW"
Station From: 37 + 20.91
Offset Type: LT
Offset Dist:
Station To: 37 + 25.91
Offset Type: LT
Offset Dist:
Measured:
Comments:
 20'L x 5'W / 9 = 11.11 SQYD
 3972 remaining

NOTES for Curb and Gutter SQYD (Figure 15-5):

- Payment for SQYD items will be based on field measurement.
- Calculations for SQYD = (L X W) ÷ 9
- Location: Enter the Line Designation
- Station From/To: Refer to Contract plans
- Offset Type: Enter the LT, RT, or CL.
- Offset Dist: Enter if known
- Sig. Fig. = .01

Figure 15-5: DWR Item Posting – Curb and Gutter SQYD

- Record the following required information in the New Equipment window (Figure 15-6 and Figure 15-7):
 - Contractor: Actual contractor performing the work (include subs).
 - Type: Select from the Equipment list
 - Used: How many of each type.
 - Hours Used: Total hours in use.
 - Comments: Details of the type of equipment (e.g., diesel, HP, model, make). Include equipment attachment information if applicable.

New Equipment

Contractor: LAS VEGAS PAVING C...
Type: LOADER / BACKHOE /...
Used: 1
On Site:
Hours Used: 8
Hours Idle:
Comments:
 Bobcat 256C, Skid Steer, Diesel, 82HP, 1350lbs with an Auger Loader, attachment, 15C w/12" bit
 506 remaining

Figure 15-6: DWR Equipment Entry

Add Equipment

Contractor: LAS VEGAS PAVING CORPORATION
Type: LOADER / BACKHOE / WHEEL LOADER / SKID STEER
Used: 1
Hours Used: 8.000
Comments:
 Bobcat 256C, Skid Steer, Diesel, 82HP, 1350lbs with an Auger Loader, attachment, 15C w/12" bit

Figure 15-7: DWR Equipment List

5. Record the following required information in the New Personnel window (Figure 15-8 and Figure 15-9):
 - Contractor: Actual contractor performing the work (include subs).
 - Type: Select from the Personnel list.
 - Number: How many of each title.
 - Total Hours: Total hours worked.
 - Comments: Details of personnel type (e.g., foreman w/name, laborer, truck driver).

New Personnel

Contractor:

Personnel:

Employee:

Decision Class:

Number:

Total Hours:

Comments:

3975 remaining

Figure 15-8: DWR Personnel Entry







Add Personnel	
Contractor: LAS VEGAS PAVING CORPORATION Description: LABORER Number: 3 Total Hours: 8.000	 
Contractor: LAS VEGAS PAVING CORPORATION Description: OPERATING ENGINEER Number: 2 Total Hours: 8.000	 
Contractor: LAS VEGAS PAVING CORPORATION Description: LABORER FOREMAN Number: 1 Total Hours: 8.000 Comments: Foreman - Cody Bellinger	 

Figure 15-9: DWR Personnel List

- Complete a final review of the DWR, lock the report, and Sync Data.

Note: When a Mobile Inspector DWR is completed, locked and Sync Data is completed, the information is uploaded into an AWP DWR, where it is reviewed and Approved for processing progress payments.

DAILY WORK REPORT (DWR) – AWP EDITS

The Officer Engineer reviews each Inspector's DWRs for required entries and accuracy. If edits are needed on a DWR, the Inspector who created it will be required to log into the AWP program on a computer (not the iPad) and complete the edits. Refer to Chapter 5, Daily Work Reports, Section, Editing a Mobile Inspector DWR, in the [AWP User Guide](#) for details.

OFFICE ENGINEER'S RESPONSIBILITIES – CURB AND GUTTER ITEMS

- Collect all Material Certifications. Scan and save them to the EDOC Contract Files\Material and Testing Files\Division No. 3 – Materials Division Certs and Test Reports\3.# directory. Send original certifications to the Materials Division for approval.
 - Name the scanned file with the Item No. and Description (e.g., 5021100 Class AA Concrete Piling.pdf).
 - Email the scanned certifications to the Materials Division for approval.
- Withhold item payment(s) for insufficient material certifications using AWP's User-Generated Quantity-Based Item Adjustments. Refer to Chapter 9, Payment Estimates, in the [AWP User Guide](#) and Chapter 24, Progress Payments, in this Manual for details.
- Save Curb and Gutter Item photos in the appropriate EDOC Contract Files\Contract Files\ Division No. 3 - Multimedia Records\3.# Photographs with Descriptions directory.

- Review Curb and Gutter Item calculation sheets for accuracy and save electronically in the appropriate EDOC Contract Files\Contract Files\Division No. 7 - Construction Pay Estimate and Related Data\7.# DWR Calculation Sheets directory using this naming convention: DWR YYYY-MM-DD Inspectors Initials, (e.g. DWR 2016-03-19 KMM).
- Distribute executed copies of Change Orders to Inspectors.

DAILY WORK REPORT (DWR) – AWP

When a Mobile Inspector DWR is locked by an Inspector, the information is uploaded into an AWP DWR. Refer to Chapter 5, Daily Work Reports, in the [AWP User Guide](#) for details.

1. Verify the following:
 - Information in the Remarks
 - Information in the Contractor On Site tab
 - Information in the Contractor Equipment tab
 - Information in the Contractor Personnel tab
 - Items are paid correctly according to the contract documents (e.g., plans, supplemental notices, Change Orders).
 - Item quantities
 - Quantities in postings are documented to the correct Significant Figure (.01)
 - Stations and Line Designations in the Locations
 - Calculations are correct.
 - Comments reference calculation sheets, if applicable.

Note: Length does not always equal the difference between the beginning and ending station. Sometimes there is a curve or an obstacle that will affect the distance. Always check with the Inspector before assuming the calculations are incorrect.

2. Approve the DWR if everything is correct.
3. If there are edits required in the DWR, Reject it.
4. Notify the Inspector who created the DWR there are edits to be completed. The Inspector will be required to log into the AWP program on a computer (not the iPad) to complete the edits.
5. Review the corrected DWR and Approve.

