MISCELLANEOUS ITEMS

This chapter contains the following sections:

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Office Engineer's Responsibilities – Miscellaneous Items	19-1

OVERVIEW

Miscellaneous Items have different documentation requirements for each unit of measure (UOM). All Miscellaneous Items must be counted or measured and calculated. Documentation examples for a few selected Miscellaneous 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 - MISCELLANEOUS 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 19-1), to help identify items, quantities, descriptions and locations.

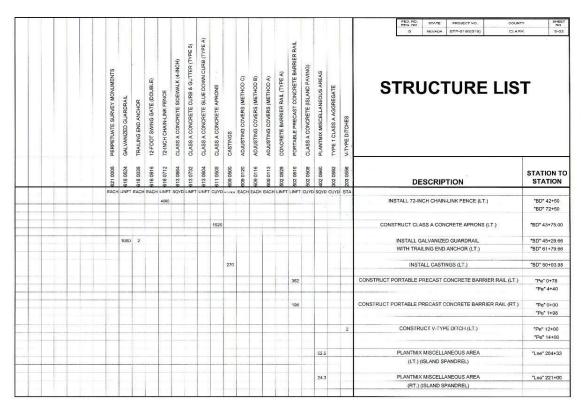


Figure 19-1: Example of a Structure List for Miscellaneous Items

- 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.

Turn in ALL miscellaneous item calculation sheets to the Office Engineer.

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, number and hours used
 - Personnel title and hours
- 2. Record the following required information in the Report Details window (Figure 19-2):
 - Date
 - Weather
 - · Low Temp and High Temp
 - · Attachments: (N/A) Send ALL photos via email.
 - Remarks: Select the appropriate Remark Type. Verify with the Resident Engineer on what information is required.

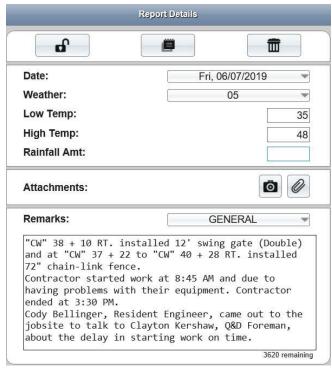


Figure 19-2: DWR Report Detail Window

- 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 Miscellaneous item postings:

- If an each item has a specific location/station callout in the plans, then a separate posting will be done. It should NOT
 be grouped in a posting.
- If each items do NOT have a location/station callout but are grouped in a table or structure list, then they can be combined in one posting.
- When a miscellaneous item has a UOM of SQYD, there are some cases when the plan quantity can be used for the
 pay quantity. An example of this would be the item Plantmixing Miscellaneous in a "contained" area, such as a gore
 island. In this case, the area would not be expected to change from the planned dimensions. Using plan quantity will
 eliminate making the difficult calculations of an irregularly curved area. This must be stated in the remarks as to why
 calculations were not done.
- If the final quantity for a lump sum item (excluding 736 items) is under plan quantity, a complete explanation as to why
 the item is not paid to plan is required in the Closeout Change Order. Refer to Chapter 10, Change Orders, in the <u>AWP</u>
 User Guide for details.
- If a gallon item does not come in small size containers use the application and surface area to calculate the gallons applied. The following calculation will be documented in the DWR posting:

Vol(gas) = W x L x App Rate Pay = # gallons W = # L = #

App Rate = 1gal/150 SQFT (Per Subsection 409.03.13, (Portland Cement Concrete Pavement) Construction – Curing, of the Standard Specifications.

- The Inspector will visually make sure the coverage of the cure compound was satisfactory.
- Refer to Figure 19-3 through Figure 19-17 for examples of miscellaneous item postings with different UOM.

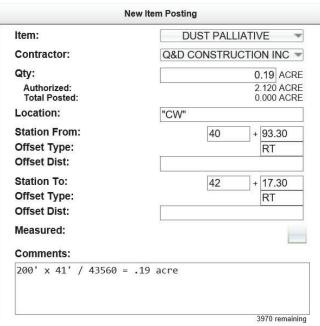


Figure 19-3: DWR Item Posting - Miscellaneous ACRE

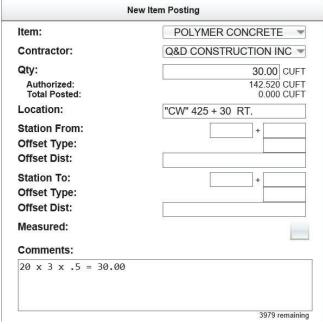


Figure 19-4: DWR Item Posting - Miscellaneous CUFT

NOTES for Miscellaneous ACRE (Figure 19-3):

- Payment for ACRE item will be based on field measure and calculations.
- Calculation for ACRE = L x W ÷ 43560 (always use this number)
- 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

NOTES for Miscellaneous CUFT (Figure 19-4):

- Payment for CUFT items will be based on field measurements and calculations.
- Calculation for CUFT = L x W x D
- Location: Enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = .01



Figure 19-5: DWR Item Posting - Miscellaneous CUYD



Figure 19-6: DWR Item Posting – Miscellaneous EACH

NOTES for Miscellaneous CUYD (Figure 19-5):

- Payment for CUYD items will be based on plan quantity or field measurements and calculations if different than plan.
- Calculation for CUYD = L x W x D ÷ 27
- Location: Enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = .01

NOTES for Miscellaneous EACH (Figure 19-6):

- Payment for EACH items will be based on field count.
- 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

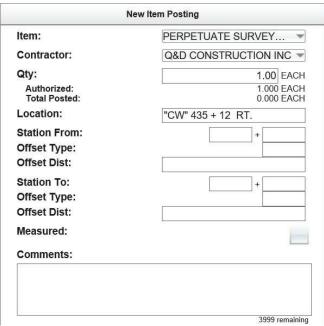


Figure 19-7: DWR Item Posting - Miscellaneous EACH



Figure 19-8: DWR Item Posting - Miscellaneous LFT

NOTES for Miscellaneous EACH (Figure 19-7):

- Payment for EACH items will be based on field count.
- Location: Enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = .01

NOTES for Miscellaneous LFT (Figure 19-8):

- Payment for LFT items will be based on field measurements.
- 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 Ite	m Posting
Item:	72-INCH CHAIN-LINK F
Contractor:	SIERRA NEVADA CON
Qty:	1125.00 LFT
Authorized: Total Posted:	3,500.000 LFT 0.000 LFT
Location:	"REW"
Station From:	42 + 50
Offset Type:	RT
Offset Dist:	22.00'
Station To:	62 + 50
Offset Type:	RT
Offset Dist:	22.00'
Measured:	✓
Comments:	
Measure 2250 LFT. Post 2250 / 2 = 1125.00 LFT	only
	3947 remainin

Figure 19-9: DWR Item Posting – Miscellaneous LFT



Figure 19-10: DWR Item Posting - Miscellaneous LFT

NOTES for Miscellaneous LFT (Figure 19-9):

- Payment for LFT items will be based on field measurements.
- 50% of the measured length (section) can be paid when the posts are completed.
- 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

NOTES for Miscellaneous LTF (Figure 19-10):

- Payment for LFT items will be based on field measurements.
- When each length (section) of fence has been completed, record a measurement and indicate that the section is 100% complete.
- 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 19-11: DWR Item Posting - Miscellaneous LB



Figure 19-12: DWR Item Posting - Miscellaneous L.S.

NOTES for Miscellaneous LB (Figure 19-11):

- Payment for POUND (LB) items will be based on plan quantity or field measurements and calculations if different than plan.
- A photo of a label must be taken and emailed to the Office Engineer for backup to confirm the quantity of the container. This photo is saved to the appropriate EDOC Contract Files\Contract Files\Division No. 7 - Construction Pay Estimate and Related Data directory.
- 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
- Check the Attention Flag to notify the Office Engineer there's an email regarding this Item Posting.

NOTES for Miscellaneous L.S. (Figure 19-12):

- Payment for LUMP SUM items will be based on plan quantity or percentage and calculations per category (AEB).
- Calculation for LS = Total \$ amount multiplied
 (X) the percent (%) of work completed.
- No payment over plan is allowed on Lump Sum items.
- 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

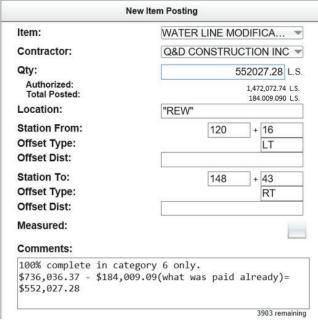


Figure 19-13: DWR Item Posting - Miscellaneous L.S.



Figure 19-14: DWR Item Posting - Miscellaneous MILE

NOTES for Miscellaneous L.S. (Figure 19-13):

- Payment for LUMP SUM items will be based on plan quantity or percentage and calculations per category (AEB).
- Calculation for LS = Total \$ amount multiplied
 (X) the percent (%) of work completed, minus
 (-) what has been paid on an earlier payment.
- No payment over plan is allowed on Lump Sum items.
- · 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

NOTES for Miscellaneous MILE (Figure 19-14):

- Payment for MILE items will be based on field measurements.
- Calculation for MILE = LFT ÷ 5280 (Always use this number)
- 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

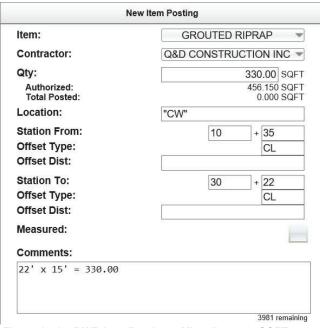


Figure 19-15: DWR Item Posting – Miscellaneous SQFT



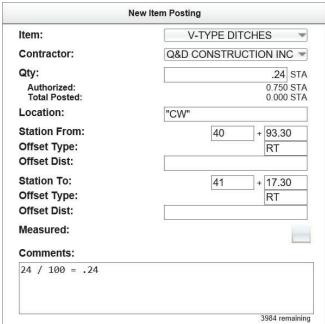
Figure 19-16: DWR Item Posting - Miscellaneous SQYD

NOTES for Miscellaneous SQFT (Figure 19-15):

- Payment for SQFT items will be based on calculation, field measurements, Standard Plans or the Manual on Uniform Traffic Control Devices.
- Calculation for SQFT = L X W
- 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

NOTES for Miscellaneous SQYD (Figure 19-16):

- Payment for SQYD item will be based on field measure and calculations.
- Calculation for SQYD = L x W ÷ 9
- Location: Enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = .01
- Plantmixing Miscellaneous paving is only paid once. The payment is made on the dense grade, not open-graded.



NOTES for Miscellaneous STA (Figure 19-17):

- Payment for Station items will be based on field measure.
- Calculation for STA = LFT ÷ 100 (Always use this number)
- 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 19-17: DWR Item Posting - Miscellaneous STA

- 4. Record the following required information in the New Equipment window (Figure 19-18 and Figure 19-19).
 - 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.

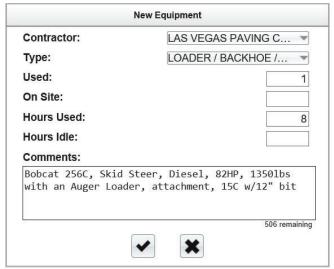


Figure 19-18: DWR Equipment Entry



Figure 19-19: DWR Equipment List

- 5. Record the following required information in the New Personnel window (Figure 19-20 and Figure 19-21).
 - 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).



Figure 19-20: DWR Personnel Entry



Figure 19-21: DWR Personnel List

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

Note: When a Mobile Inspector DWR is completed, locked and Synd 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 - MISCELLANEOUS ITEMS

- Collect all Material Certifications. Scan and save them to the appropriate EDOC Contract Files\Material and Testing
 Files\Division No. 3 Materials Division Certs and Test Reports\3.# directory.
 - Name the scanned file with the Item No. and Description (e.g., 4960150 Polymer Concrete.pdf).
 - Email the scanned certifications to the Materials Division for approval.
- Withold item payment(s) for insufficient material certifications using AWP's User-Generated Quantity-Based Item Adjustments. Refer to Chapter 9, Payment Estimates, in the <u>AWP User Guide</u> and Chapter 24, Progress Payments, in this Manual for details.
- Save Miscellaneous Items photos in the appropriate EDOC Contract Files\Contract Files\Division No. 3 Multimedia Records\3.1 Photographs with Descriptions directory.
- Save Miscellaneous Items Pound label photos to the appropriate EDOC Contract Files\Contract Files\Division No. 7 Construction Pay Estimate and Related Data directory to confirm the quantity of the container.

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MISCELLANEOUS ITEMS

- Review miscellaneous 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.