

CONTRACT STARTUP

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OVERVIEW

This chapter provides guidance for setting up a newly awarded contract, setting up the field office electronic file system for storing contract documentation files, obtaining E-Bidding reports to assist in contract bid item review, understanding significant figures and obtaining the required safety inspection report.

BEGINNING OF A CONTRACT

At the beginning of a contract, the Resident Engineer and Office Engineer will receive emails containing the following information necessary for contract documentation startup:

- Notification that the contract has been loaded in AWP Construction & Materials™. (Construction Admin Services Section)
- Record of Delivery spreadsheets (when applicable) (Construction Admin Services Section)
- Liquid/Emulsified Asphalt Application and Payment spreadsheet (Construction Admin Services Section)
- Materials Sampling and Testing Checklist (Materials Division)
 - This is where the Material Certifications can be tracked.
- Acceptance Testing Summary Sheet (ATSS) (Construction Quality Assurance Section)

Other information required for contract startup includes:

- Agreement Estimate Breakout (AEB) report ([E-Bidding Portal](#))
- Estimate of Quantities report ([E-Bidding Portal](#))

Each of the above items will be explained in detail in the appropriate chapter in this manual.

AWP INFORMATION

- Enter/Confirm the following information in the AWP Construction & Materials, Contract Administration Summary Component at the start of a contract. Refer to Chapter 2, Contract Setup, in the [AWP User Guide](#) for details.
 - Contract Authority Tab
 - Add Contract Specific Contract Authority for each Mobile Inspector user needing access to the contract.
 - Contract Times Tab
 - Enter the CREW-REVIEW Informational Time after reviewing the AWP contract items and the Agreement Estimate and Estimate of Quantities reports. This informational time is required for generating Daily Work Report, Daily Diaries and Payment Estimates.
 - Enter the ConstStartedDate Informational Time (Construction Started Date)
 - Click on the Main Contract Site Time (00 AT or 00 CD) and go to the Units and Dates Tab. Confirm that the Start Date (Time Charges Start Date) is correct. Update if needed.
 - Permits Tab
 - Enter all Permits associated with the contract.
- Enter all approved Subcontractors in the AWP Construction & Materials, Subcontracts Component.

ELECTRONIC ORGANIZATION OF CONTRACT DOCUMENTATION

All field office records for each contract must be organized in the standardized EDOC Contract Files directory template. Utilizing this directory template on each contract will enable crew personnel, headquarters personnel, district personnel, FHWA, etc. to locate contract information consistently.

The directory template contains the following major file directories and file index:

- Contract Files
- Materials and Testing Files
- XXXX FILE INDEX.xlsx

Each contract will have an electronic file directory which contains the contract specific documents. Within these file directories are divisions and associated subdivisions which correspond to the various areas within Contract Administration. The subdivisions (sub-directories) will be set up in accordance with the contract specific documents.

The initial Contract Files and Materials and Testing Files divisions have been set up with sub-directories. These initial sub-directories are examples and can be renumbered, renamed, deleted and new sub-directories can be added as necessary, per the contract. It is acceptable to have non sequential sub-directory numbers in the case that a sub-directory is deleted.

SETTING UP THE EDOC CONTRACT FILES DIRECTORY TEMPLATE

The EDOC directory template is set up in a ZIP file (EDOC Contracts files.zip) that is in the SharePoint Construction Crew Portal, Construction Crew Documents, area.

Note: Set up a separate directory template for each EDOC contract.

To set up the EDOC Contract Files directory template on a district share drive:

1. Using Internet Explorer, go to the SharePoint Construction Crew Portal, [Construction Crew Documents](#), and click the **EDOC Contract Files.zip** file (Figure 2-1).

Construction Crew Documents

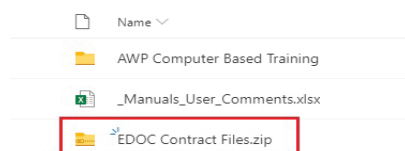


Figure 2-1: EDOC Contract Files.zip

2. Click on **Download** (Figure 2-2).

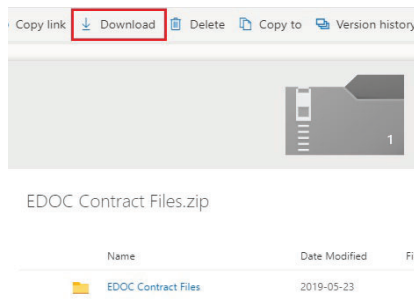


Figure 2-2: Download the zip file

3. A message box will open at the bottom of the window asking to save the file. Click on the **Save** button (Figure 2-3).



Figure 2-3: Saving the zip file

4. A message box will open at the bottom of the window when the file has downloaded. Click on the **Open Folder** button (Figure 2-4).



Figure 2-4: Viewing the zip file

5. Windows Explorer will open to the location where the zip file was downloaded. This is typically the Downloads location. Double-click on the **EDOC Contract Files.zip** file (Figure 2-5).

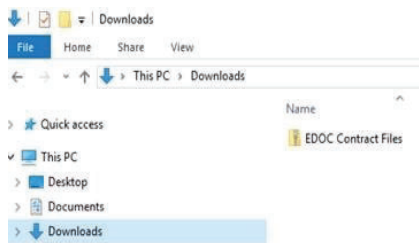


Figure 2-5: Opening the zip file

6. Click on **Extract all** (Figure 2-6).

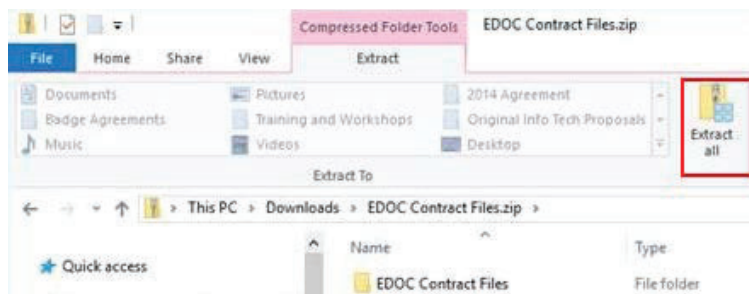


Figure 2-6: Extract all files

7. Click **Browse** to select the Destination and Extract Files (Figure 2-7).

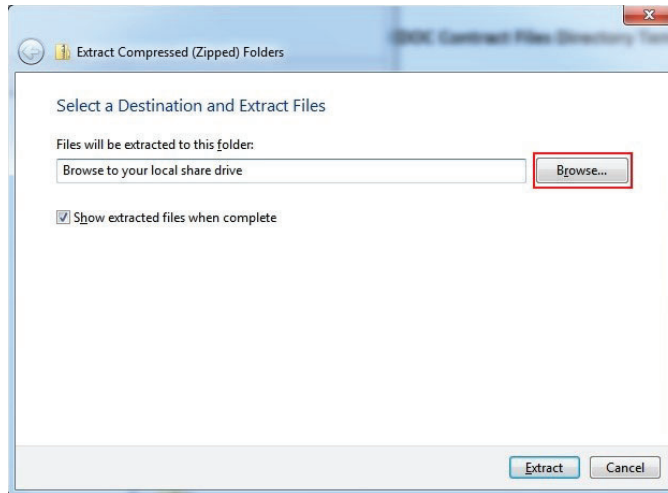


Figure 2-7: Extract Compressed (Zipped) Folders

8. Browse to the location on your District/Crew share drive (Figure 2-9) to extract the directory template (EDOC Contract Files) and click **OK** (Figure 2-8).

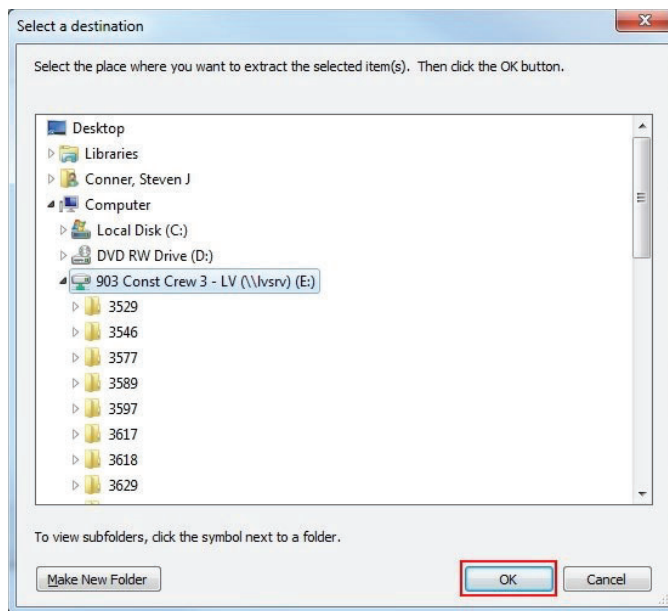


Figure 2-8: Select a Destination

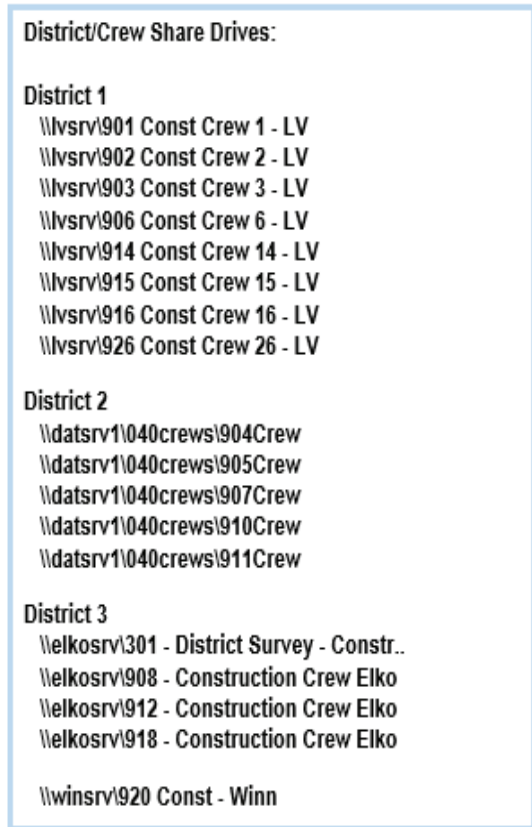


Figure 2-9: District/Crew Share Drives

9. Click **Extract** (Figure 2-10).

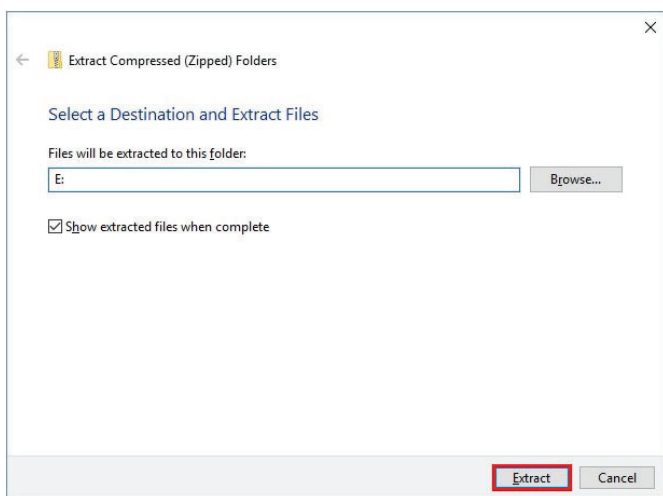


Figure 2-10: Extract the Zipped File

10. A copy status window will open while the zip file copies (extracts) the files (Figure 2-11).

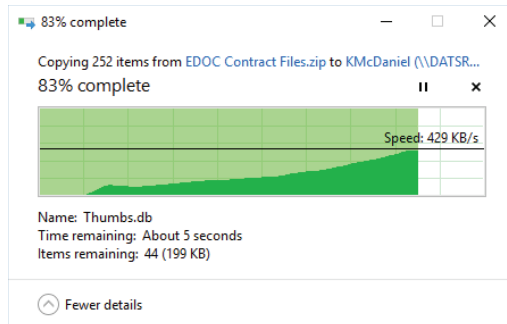


Figure 2-11: Copy Status Window

11. When the files are done copying, Windows Explorer will open and you will see the EDOC Contract Files directory (Figure 2-12).

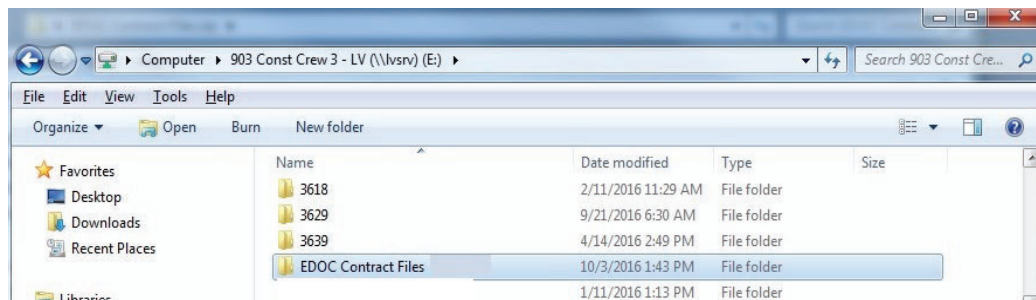


Figure 2-12: EDOC Contract Files Directory

12. When managing more than one AWP EDOC contract, copy the EDOC Contract Files AWP directory and paste into the same directory (Figure 2-13).



Figure 2-13 : Copy and Paste EDOC Files Directory

13. Rename the EDOC Contract Files directory(ies) by entering the Contract ID at the beginning and remove the word *Copy* (if needed) (Figure 2-14).

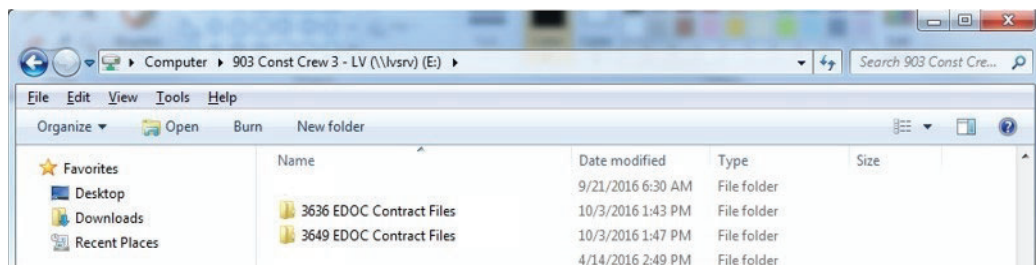


Figure 2-14: Rename EDOC Files Directory(ies)

14. The EDOC Contract Files directory template contains two subdirectories (the Contract Files & Materials & Testing Files) and a file index spreadsheet (Figure 2-15). Each subdirectory contains additional subdirectories (Divisions) that are explained in the following sections.

Name




-  Contract Files
-  Materials & Testing Files
-  XXXX FILE INDEX.xlsx

Figure 2-15: EDOC Contract Files Subdirectories

15. The XXXX FILE INDEX.xlsx spreadsheet contains the information that Construction Admin Services will pick up at the time of contract closeout. Rename this file by replacing the XXXX with your contract ID. Update the records in this index so that it corresponds to the changes made to the subdirectory names in each division on the crew share drive.

CONTRACT FILES – DIVISIONS

The Contract Files sub-directory consists of 17 Divisions (Figure 2-16). Each will be explained in the following pages.

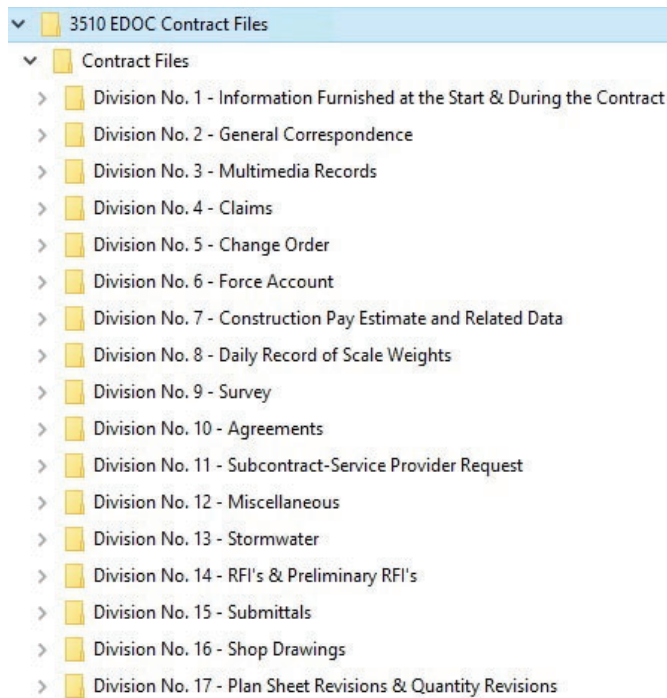


Figure 2-16: EDOC Contract Files Sub-directories

DIVISION NO. 1 - CONTRACT INFO

This division contains documents furnished to the Resident Engineer at the beginning and during the contract. Figure 2-17 shows an example of the subdivisions contained in Division 1:

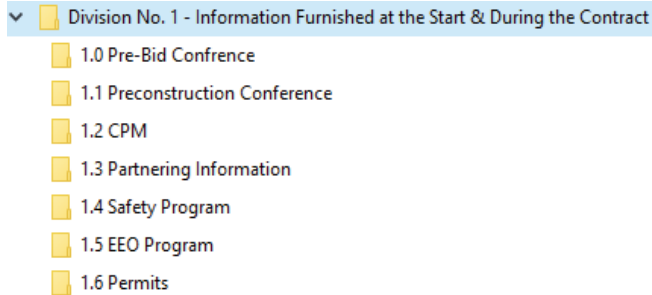


Figure 2-17: Contract Files, Division No. 1

DIVISION NO. 2 - GENERAL CORRESPONDENCE

This division contains correspondence (including emails) relative to the contract. Figure 2-18 shows an example of the sub-divisions contained in Division 2. Email file names should include the contract ID and a short description of the email message. It is recommended that the entire email message from MS Outlook (.msg file) be saved to the directories in this division.

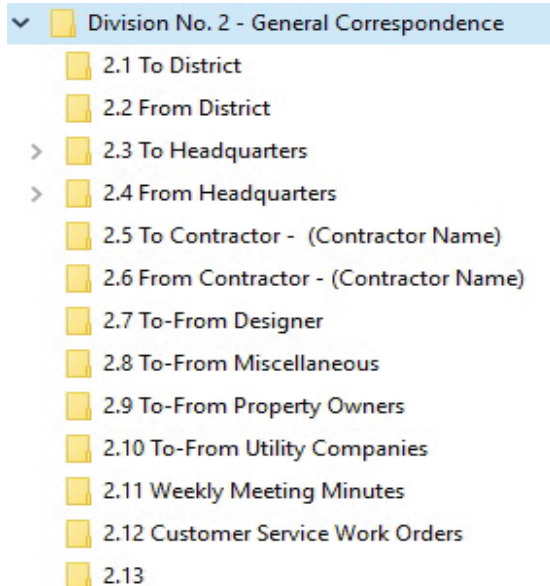


Figure 2-18: Contract Files, Division No. 2

DIVISION NO. 3 – MULTIMEDIA RECORDS

This division contains the photographs and videos that relate to a contract. Create sub-directories in this location to organize photos and videos as needed. Ensure that the file names for individual photos and/or videos clearly label what they are. Figure 2-19 shows an example of the subdivisions contained in Division 3.

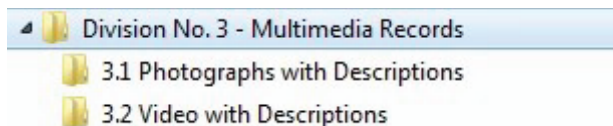


Figure 2-19: Contract Files, Division No. 3

DIVISION NO. 4 - CLAIMS

This division contains claims or information concerning claims pertaining to the contract. Figure 2-20 shows an example of the subdivisions contained in Division 4. Separate file folders are required for each individual claim.

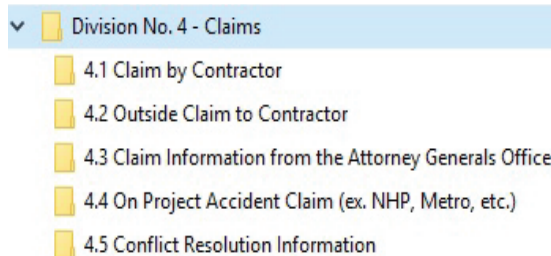


Figure 2-20: Contract Files, Division No. 4

DIVISION NO. 5 - CHANGE ORDER

This division contains the AWP Change Orders, all supporting documents, and justifications. Figure 2-21 shows an example of the subdivisions contained in Division 5.

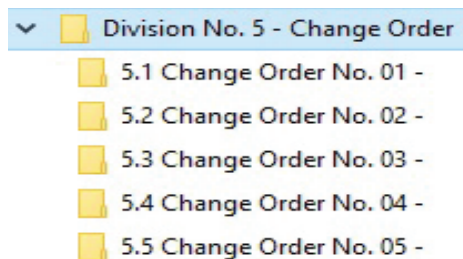


Figure 2-21: Contract Files, Division No. 5

DIVISION NO. 6 - FORCE ACCOUNT

This division contains the original Daily Costs of Force Account sheets, invoices, fringe benefit statements, force account recap and other required information described in Chapter 4, Force Account, of this Manual. Figure 2-22 shows an example of the subdivisions contained in Division 6. Separate file folders are required for each Force Account Item and each individual category.

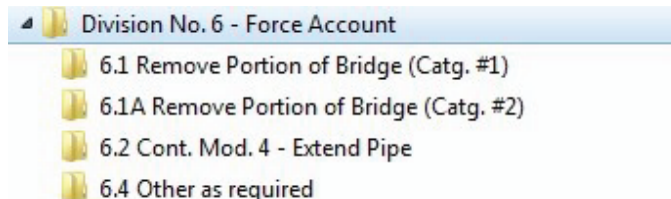


Figure 2-22: Contract Files, Division No. 6

DIVISION NO. 7 – PAY ESTIMATES AND RELATED DATA

This division contains reports related to the bi-weekly Construction pay estimates and supporting documentation. Figure 2-23 shows an example of the subdivisions contained in Division 7.
















- ▼  Division No. 7 - Construction Pay Estimate and Related Data
 -  7.1 Construction Pay Estimate Reports
 -  7.2 Incidental Construction (LOA's)
 -  7.3 Requests for Materials on Hand with Invoice
 -  7.4 Payment Adjustment (LD - Materials)
 -  7.5 Payment Adjustments (LD - Traffic & Lane Closures)
 -  7.6 Payment Adjustments (LD - Environmental)
 -  7.7 Payment Adjustments (Penalty - Labor Compliance)
 -  7.8 DWR Calculation Sheets
 -  7.9 Drill Shaft and Piling Forms
 -  7.10 PWL Incentive & Disincentive
 - ▼  7.11 Weekly Trainee Reports & Spreadsheet
 -  Weekly Trainee Reports
 -  Weekly Trainee Spreadsheet
 -  7.12 Photos

Figure 2-23: Contract Files, Division No. 7

DIVISION NO. 8 - DAILY RECORD OF SCALE WEIGHTS

This division contains the Record of Delivery spreadsheets for items paid by the ton and the Bill of Ladings (B/L) (only) for Asphalts, Portland Cement, and Mineral Filler. A copy of the B/L along with the certification and the Sample Transmittal for Asphalt (Form No. 020-016), Portland Cement, and Mineral Filler shall be filed in Material and Testing Files, Division No. 4, as described in this chapter. Figure 2-24 shows an example of the subdivisions contained in Division 8. Separate file folders are required for each item.












- ◀  Division No. 8 - Daily Record of Scale Weights
 -  8.1 Misc Weights (Rollers, Trucks, Scale Checks, etc)
 -  8.2 Type 1 Class B Aggregate Base
 -  8.3 PBS Type 2 Scale Tickets, Mix Design
 -  8.4 Open Grade Scale Tickets, Mix Design
 -  8.5 Mineral Filler BL
 -  8.6 SS-1h BL
 -  8.7 PG 64-28 NV
 -  8.8 Portland Cement BL
 -  8.9 Other as required
 -  8.10

Figure 2-24: Contract Files, Division No. 8

DIVISION NO. 9 - SURVEY

This division contains survey related data. Figure 2-25 shows an example of the subdivisions contained in Division 9. Separate file folders are required for each item.

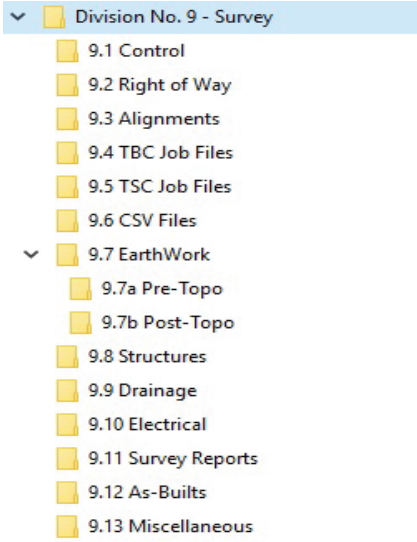


Figure 2-25: Contract Files, Division No. 9

DIVISION NO. 10 – AGREEMENTS

This division contains agreements received pertaining to utilities, right-of-way, developers, land owners, entities, etc. Figure 2-26 shows an example of the subdivisions contained in Division 10. Separate file folders are required for each item.



Figure 2-26: Contract Files, Division No. 10

DIVISION NO. 11 - SUBCONTRACTOR/SERVICE PROVIDER REQUEST (SSPR)

This division contains the SSPR reports, and any other correspondence relative to subcontractor agreements. Figure 2-27 shows an example of the subdivisions contained in Division 11. Separate file folders are required for each subcontractor.

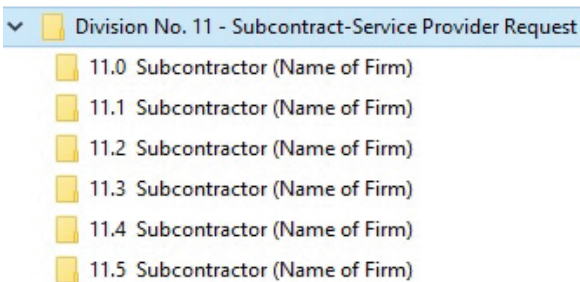


Figure 2-27: Contract Files, Division No. 11

DIVISION NO. 12 – MISCELLANEOUS

This division contains items that may be necessary to file but are not covered elsewhere. Figure 2-28 shows an example of the subdivisions contained in Division 12. Separate file folders are required for each item.

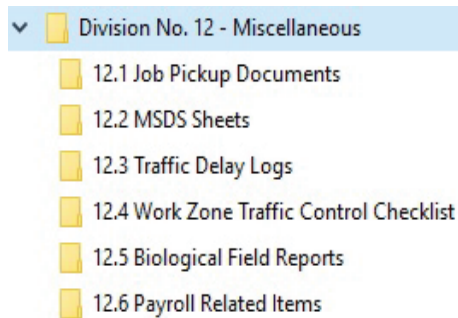


Figure 2-28: Contract Files, Division No. 12

DIVISION NO. 13 – STORMWATER

This division contains Stormwater reports and information. Figure 2-29 shows an example of the subdivisions contained in Division 13. Separate file folders are required for each item.

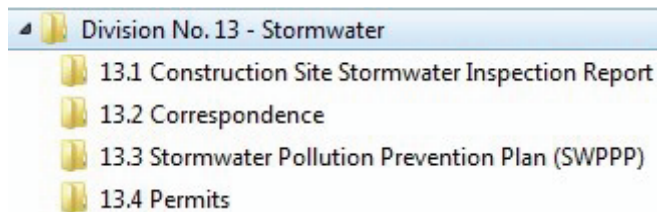


Figure 2-29: Contract Files, Division No. 13

DIVISION NO. 14 – RFIS AND PRELIMINARY RFIS (REQUEST FOR INFORMATION)

This division contains copies of all RFIs. All original RFIs will be distributed as necessary. Figure 2-30 shows an example of the subdivisions contained in Division 14. Separate file folders are required for each RFI.

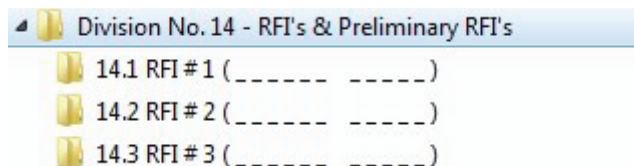


Figure 2-30: Contract Files, Division No. 14

DIVISION NO. 15 – SUBMITTALS

This division contains all Submittals. One copy of the submittal will be retained and filed, the rest will be distributed as necessary. When the approved/stamped copies are returned, retain and file one or more as needed and send the remainder to the contractor. The submittal is also filed with all related backup and correspondence. Figure 2-31 shows an example of the subdivisions contained in Division 15. Separate file folders are required for each submittal.

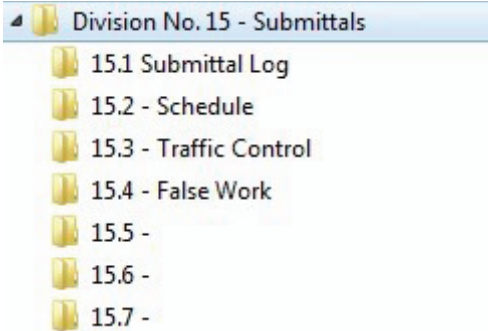


Figure 2-31: Contract Files, Division No. 15

DIVISION NO. 16 – SHOP DRAWINGS

This division contains Shop Drawings. One copy of each shop drawing will be retained and filed. The remainder of the drawings will be distributed as necessary. When the approved/stamped copies are returned, retain and file one or more as needed and send the remainder to the contractor. File all correspondence and related backup documentation with the shop drawing. Figure 2-32 shows an example of the subdivisions contained in Division 16. Separate file folders are required for each shop drawing.

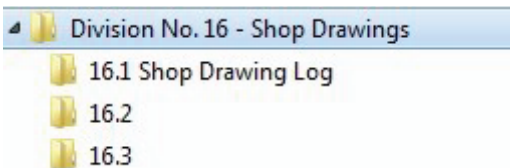


Figure 2-32: Contract Files, Division No. 16

DIVISION NO. 17 – PLAN SHEET REVISIONS AND QUANTITY REVISIONS

This division contains all plan sheets and quantity revisions. All information in this division shall be used to complete the As-Built Plans before the final closeout. Figure 2-33 shows an example of the subdivision contained in Division 17.

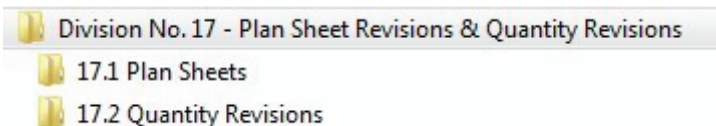


Figure 2-33: Contract Files, Division No. 17

MATERIALS & TESTING FILES – DIVISIONS

The Materials & Testing Files directory consists of 12 Divisions (Figure 2-34). Each will be explained in the following pages. Refer to the Materials Sampling and Testing Checklist to assist in setting up the divisions in the Material & Testing Files directory. Make sure to check with the Materials Division on items that are added to the contract through Contract Modifications to see if samples or certifications are required.

Note: Direct any questions concerning filing in these Divisions to Construction Division Quality Assurance staff.

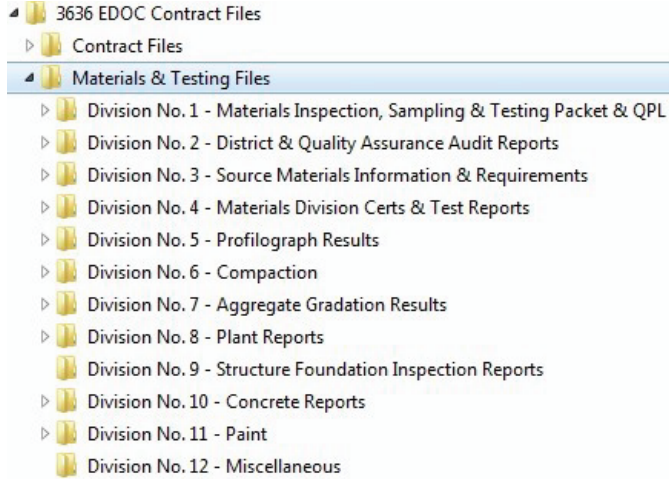


Figure 2-34: EDOC Materials and Testing Files Subdirectories

DIVISION NO. 1 - MATERIALS INSPECTION, SAMPLING & TESTING PACKET AND QPL

This division contains the Materials Inspection, Sampling and Testing Packet and the Qualified Product List (QPL) received at the start of a contract from the Materials Division. The Materials Inspection, Sampling and Testing Packet and the QPL will include important information and should be reviewed upon receipt. Figure 2-35 shows an example of the subdivisions contained in Division 1. Separate file folders are required for each item.

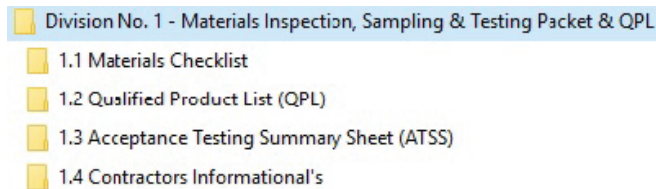


Figure 2-35: Materials & Testing Files, Division No. 1

DIVISION NO. 2 - DISTRICT AND QUALITY ASSURANCE AUDIT REPORTS

This division contains all audit results conducted by Construction Division Quality Assurance staff. Figure 2-36 shows an example of the subdivisions contained in Division 1. Separate file folders are required for each item.

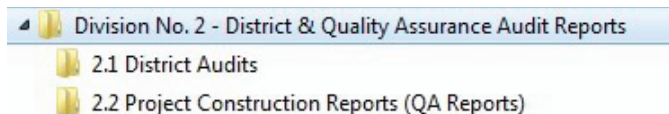


Figure 2-36: Materials & Testing Files, Division No. 2

DIVISION NO. 3 - SOURCE MATERIALS INFORMATION AND REQUIREMENTS

This division contains the contractor's sources of materials and deposit information. Figure 2-37 shows an example of the subdivisions contained in Division 3. Separate file folders are required for each material type.





- ▼  Division No. 3 - Source Materials Information & Requirements
 -  3.1 Type 1 Class B Aggregate Base
 -  3.2 Rip Rap Class 150
 -  3.3 Drain Backfill

Figure 2-37: Materials & Testing Files, Division No. 3

DIVISION NO. 4 - MATERIALS DIVISION CERTS AND TEST REPORTS

This division contains material certifications, the emails approving materials certifications, and test results to/from the Materials Division. Figure 2-38 shows an example of the subdivisions contained in Division 4. Create separate file folders based on the items in the Materials Check List.







- ▲  Division No. 4 - Materials Division Certs & Test Reports
 -  4.1 Failing Material Tests
 - ▶  4.2 Metal Pipe
 -  4.3 Reinforcing Steel
 -  4.4 PD 76-22NV-Copy of BL and certification
 -  4.5 Mineral Filler-Copy of BL and certification

Figure 2-38: Materials & Testing Files, Division No. 4

DIVISION NO. 5 - INTERNAL PROFILE MEASUREMENT RESULTS

This division contains copies of profile reports provided by the contractor. The original reports are sent to Construction Division Quality Assurance. Figure 2-39 shows an example of the subdivisions contained in Division 5. Separate file folders are required for each item.




- ▲  Division No. 5 - Internal Profile Measurement Results
 -  5.1 Dense Grade - Internal Profiler Measurement
 -  5.2 Open Grade - Internal Profiler Measurement

Figure 2-39: Materials & Testing Files, Division No. 5

DIVISION NO. 6 - COMPACTION

This division contains copies of field compaction tests (acceptance and informational). The original test reports are sent to Construction Division Quality Assurance. Any retests shall be attached to the original test to which it pertains. Figure 2-40 shows an example of the subdivisions contained in Division 6. Separate file folders are required for each type of material and compaction requirements. Refer to the [Field Testing Guide](#) for numbering of test reports.






- ▼  Division No. 6 - Compaction
 -  6.1 Borrow
 -  6.2 Type 1 Class B Aggregate
 -  6.2I Type 1 Class B Aggregate
 -  6.3

Figure 2-40: Materials & Testing Files, Division No. 6

DIVISION NO. 7 - AGGREGATE GRADATION RESULTS

This division contains copies of field gradation tests and worksheets (acceptance and informational), including all aggregate sieve analysis whether for roadway, stockpile materials or concrete aggregates. The original test reports are sent to Construction Division Quality Assurance. Figure 2-41 shows an example of the subdivisions contained in Division 7. Separate file folders are required for each type of material. Refer to the [Field Testing Guide](#) manual for numbering of test reports.

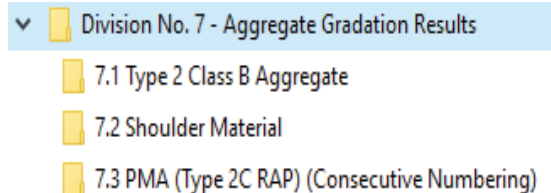


Figure 2-41: Materials & Testing Files, Division No. 7

DIVISION NO. 8 - PLANT REPORTS

This division contains copies of all mix designs, job mix formulas, and the Daily Plant Report of Asphalt Mixtures ([Form No. 040-011](#)). The original test reports are sent to Construction Division Quality Assurance. Figure 2-42 shows an example of the subdivisions contained in Division 8. Separate file folders are required for each type of material. Refer to the [Field Testing Guide](#) for numbering of test reports.

Note: A copy of all mix designs used in the paving operations shall be filed in the appropriate files in Contract files, Division No. 12 as described in this chapter.

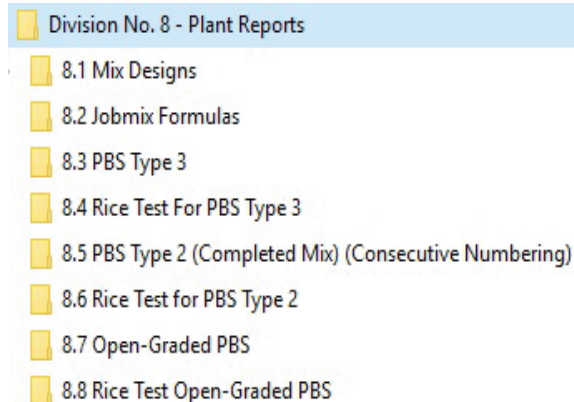


Figure 2-42: Materials & Testing Files, Division No. 8

DIVISION NO. 9 - STRUCTURE FOUNDATION INSPECTION REPORTS

This division contains copies of Foundation Pile Driving Records, Pile Load Test Data Sheet, Drilled Shaft Inspection Reports, Structure Foundation Inspection Records, Cross-hole Sonic Logging Sheets, and any other information relating to pile driving and structure foundation. The original test reports are sent to Construction Division Quality Assurance. Figure 2-43 shows an example of the subdivisions contained in Division 9. Separate file folders are required for each type of material.

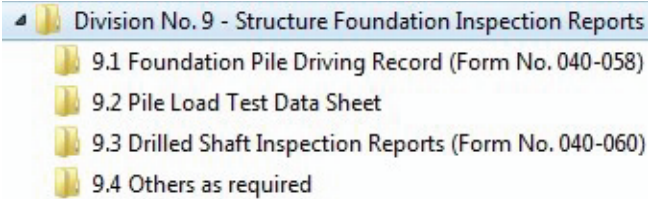


Figure 2-43: Materials & Testing Files, Division No. 9

DIVISION NO. 10 - CONCRETE REPORTS

This division contains copies of the concrete mix designs, cylinder breaks, and any other information relating to concrete. Cylinder breaks are filed by the mix design number. Figure 2-44 shows an example of the subdivisions contained in Division 10. Separate file folders are required for each.

Note: File the 7-day cylinder breaks. When the 14-day cylinder break is received, discard the 7-day cylinder break and replace it with the 14-day cylinder break. When the 28-day cylinder break is received, discard the 14-day cylinder break and replace it with the 28-day cylinder break.

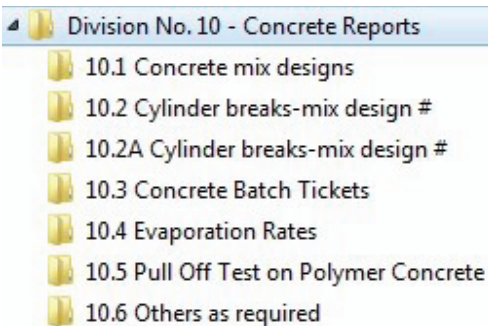


Figure 2-44: Materials & Testing Files, Division No. 10

DIVISION NO. 11 – PAINT

This division contains test reports on paint thickness, retro-reflectivity, and marking film pull tests. Figure 2-45 shows an example of the subdivisions contained in Division 11. Separate file folders are required for each.

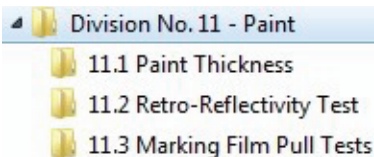


Figure 2-45: Materials & Testing Files, Division No. 11

DIVISION NO. 12 – MISCELLANEOUS

This division contains any other items that may be necessary but are not covered elsewhere in the Materials and Testing section. Figure 2-46 shows an example of the subdivisions contained in Division 12. Separate file folders are required for each item.

Division No. 12 - Miscellaneous

12.1 Others as required

Figure 2-46: Materials & Testing Files, Division No. 12

AGREEMENT ESTIMATE BREAKOUT REPORT

The Agreement Estimate Breakout (AEB) report identifies construction type codes, funding sources, bid items and bid item quantities by project and AEB. In the AWP program an AEB is referred to as a category. Categories (AEB) in a contract are established for each different type of construction (major structure, urban roadway, rural roadway, etc.) and different funding sources (State - C1C, Federal - C2C, Other - C3C, i.e. County, City, Utilities, etc.).

The Resident Engineer will compare the AEB report with the project plans to ensure that the bid items and quantities in each category (AEB) are correct in the AWP program. Figure 2-47 shows an example of the AEB report.

All construction personnel will be familiar with the AEB report, and are expected to record all quantities of items used on the contract according to the category (AEB) shown therein. The category (AEB) numbers assigned by Design, will be used when documenting or posting pay items, and may not be changed or modified. When an original bid item is not listed in the correct category (AEB) it will be added by the Resident Engineer in a Change Order. Items must be paid for where they are placed. When a new category (AEB) is needed, the Construction Division will work with the Financial Management Budget Division to budget the new category (AEB). The new category (AEB) is then added to the contract in AWP and the Resident Engineer is notified. The Resident Engineer will then create a Contract Modification to add the required items to the new category (AEB). Refer to Chapter 3, Contract Modifications and Letters of Authorization, in this Manual for details.

Note: The Agreement Estimate report is found on the [E-Bidding Portal](#) Intranet in the Contract Documents tab.

STATE OF NEVADA				PAGE: Page 1 of 21	
DEPARTMENT OF TRANSPORTATION				RUN DATE: 07/17/2015	
AGREEMENT ESTIMATE				RUN TIME: 10:43:24AM	
MASTER PROJECT NUMBER: 60604		PROJECT ID: 60604			
CONTRACT NO: 3585					
FUNCTIONAL CLASS: Rural Principal Arterial					
PROJECT NUMBER: NHP-395-1(027)					
LOCATION: US 395, CARSON CITY FREEWAY, FROM SOUTH CARSON ST TO FAIRVIEW DRIVE, PACKAGE 2B-3. CC					
0.05 TO CC 3.15					
COUNTY: CARSON CITY					
DEMOGRAPHY: URBAN					
ROUTE SECTION: US395-1	MILE POST: CC 0.05	TO: CC 3.15			
CONTRACTOR: Road and Highway Builders LLC					
DESIGNER: FRED SHAKAL		PHONE: (775)888-7593			
CONSTRUCTION TYPE CODE: I000 ROADWAY					
BREAKOUT DESCRIPTION: ROADWAY CONSTRUCTION					
BREAKOUT NO: 01 C2C 1490 CONTR				COUNTY: CARSON CITY	
FROM STATION: "L" 10+00.00				TO STATION: "02" 204+36.90	
GASB34: NEW					
UNIT OF WORK	QUANTITY	UNIT MEAS	DESCRIPTION	* UNIT PRICE	ITEM COST
2010100	1.000	LS	CLEARING AND GRUBBING	150,000.00	150,000.00
2020400	841.000	LINFT	REMOVAL OF CONCRETE BARRIER RAIL	30.00	25,230.00
2020435	1.000	EACH	REMOVAL OF BUILDING	10,000.00	10,000.00
2020530	1.000	EACH	REMOVAL OF HEADWALL	3,000.00	3,000.00
2020585	4521.000	LINFT	REMOVAL OF FENCE	1.00	4,521.00
2020744	235.000	LINFT	REMOVAL OF PIPE	80.00	18,800.00
2020935	1333.000	CUYD	REMOVAL OF COMPOSITE SURFACE	60.00	79,980.00

Figure 2-47: Example of the Agreement Estimate Breakout Report

ESTIMATE OF QUANTITIES REPORT

The Estimate of Quantities report identifies the overall quantities of the items in a contract.

The Resident Engineer will compare the Estimate of Quantities report with the AWP Item list to ensure that the overall quantities of all the items in a contract are correct. Figure 2-48 and Figure 2-49 show examples of the Estimate of Quantities report and the AWP Item List.

In AWP, all Lump Sum (LS) item quantities are displayed with the actual dollar amount of the item and the Unit Price is always displayed as \$1.

It is the responsibility of the Resident Engineer to update the Estimate of Quantities report as item quantities change or if new items are added. Item quantities can only be changed by a supplemental notice or by a change order.

Note: The Estimate of Quantities report is found on the [E-Bidding Portal](#) Intranet in the Contract Documents tab.



Nevada Department of Transportation Estimate of Quantities Report

Quantities shown are approximate and subject to change

Bid Opening Date: April 02, 2015 01:30 PM

District: DISTRICT 2

Contract Number: 3585

Estimate Range: R37 \$41,000,000.01 to \$49,000,000

Location: US 395, CARSON CITY FREEWAY, FROM SOUTH CARSON ST TO FAIRVIEW DRIVE, PACKAGE 2B-3. CC 0.05 TO CC 3.15

Description: CONSTRUCT FOUR LANE CONTROLLED ACCESS FREEWAY TO INCLUDE SIGNS, LIGHTING, SOUND WALLS AND L&A; CONSTRUCT INTERIM ROADWAY FM JCT US50 AND SR 529 SO CARSON ST TO THE SR 518 SNYDER AVE GRADE SEPARATION

Project No(s): NHP-395-1(027)

Project Funding: FEDERAL

Seq#	Item Number	Unit of Measure	Quantity	Description
1	1100100	HOUR	1,000.000	TRAINING (1 TRAINEE)
2	2010100	LS	1.000	CLEARING AND GRUBBING
3	2020400	LINFT	841.000	REMOVAL OF CONCRETE BARRIER RAIL
4	2020435	EACH	1.000	REMOVAL OF BUILDING
5	2020530	EACH	1.000	REMOVAL OF HEADWALL
6	2020585	LINFT	4,521.000	REMOVAL OF FENCE
7	2020744	LINFT	235.000	REMOVAL OF PIPE
8	2020935	CUYD	1,333.000	REMOVAL OF COMPOSITE SURFACE
9	2020990	SQYD	38,882.000	REMOVAL OF BITUMINOUS SURFACE (COLD MILLING)
10	2021040	EACH	5.000	REMOVAL OF DROP INLET
11	2021111	EACH	1.000	RESET IMPACT ATTENUATOR
12	2021287	LINFT	189,931.000	GRINDING FOR PAVEMENT MARKINGS
13	2021288	SQFT	8,990.000	GRINDING FOR PAVEMENT MARKINGS
14	2021290	LINFT	1,767.000	REMOVE PAVEMENT MARKINGS
15	2021295	SQYD	25.700	REMOVE PAVEMENT MARKINGS
16	2030140	CUYD	1,016,750.000	ROADWAY EXCAVATION
17	2030160	CUYD	17,004.000	DRAINAGE EXCAVATION

Contract Number: 3585

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Figure 2-48: Example of the Estimate of Quantities Report

Item	Suppl Descr			Cmpl
2000100 - SURVEY CREW				Complete: No
> Current Quantity	Qty Pd to Dt	Qty Posted to Dt	Appr DWRs	Unit Price
40.000	0.000	0.000		400.00000
Change Order Number				
2020925 - REMOVAL OF PULL BOX				Complete: No
> 12.000	0.000	0.000		678.90000
2020935 - REMOVAL OF COMPOSITE SURFACE				Complete: No
> 138.000	0.000	0.000		242.90000
2020990 - REMOVAL OF BITUMINOUS SURFACE (COLD MILLING)				Complete: No
> 7,290.000	0.000	0.000		4.86000

Figure 2-49: Example of AWP Contract Item List

MEASUREMENT & PAYMENT

The following is a list of the method of measurement and payment that will be used on all items in a contract (Figure 2-50). It is the responsibility of the Inspector and Office Engineer to know which items can be paid to plan or require a measurement and/or calculation. The significant figures for all items are to the hundredths (.01).

UOM	Requirements	Remarks
ACRE	Meas & calcs	
*CUFT	Meas & calcs	
*CUYD	Plan qty, meas & calcs if different then plan qty	Cannot pay plan on removal items, Riprap items or items being weighed.
DAY		
L.S.	Percentage	
EACH	Counted Note: Station-to-station Each items require the word "Counted" in the posting Remarks.	If an each item has specific location / station, called out in the plans then it should NOT be grouped in a posting. If an each item does NOT have a location / station called out in the plans but is grouped in a table or structure list then it can be grouped in a posting.
GAL	Meas & calcs	Must take picture of the container label and email to the Office Engineer.
HOUR		
LINFT	Meas	
MILE	Meas & calcs	
MONTH		
POUND	Plan qty, meas & calcs if different then plan qty	If an item is delivered in a container or sack, a picture of the label must be taken and emailed to the Office Engineer.
*SQFT	Meas & calcs	If taking quantities from the Standard Plans for marking film or sign quantities from the Contract Plans, plan qty. may be paid. Otherwise, calculations are required in the Remarks area. 2120050 - Detail Painting is the ONLY SQFT item that can be paid per plan. Refer to the plan sheet where it identifies the paid qty. For signs, the sign number is required in the Remarks area.
*SQYD	Meas & calcs	
STATION	Meas & calcs	
TON	Weighed over scales	Scale sheets, delivery tickets, or meas & calcs
*Can pay plan on the following Drainage items: RCP, Misc. Structures, Retaining, Sound and MSE Wall. Cannot pay plan on Riprap.		

Figure 2-50: Measurement & Payment

SAFETY CHECKLIST CONTRACTOR OPERATIONS FORM

The Safety Checklist Contractor Operations form (040-028) has been developed to aid in monitoring safety conditions on a contract.

Forms change periodically, go to the Nevada DOT, Doing Business, Construction, [Quality Assurance Forms](#) page for the most current form available.

The Safety Checklist Contractor Operations form must be completed by the contractor at the start of a contract and a copy turned into the NDOT field office. The contractor will keep the original form. On contracts of long duration, a new checklist must be completed and submitted once a year.

All Safety Checklist Contractor Operations forms will be saved electronically in the **EDOC Contract Files\Contract Files\12 - Miscellaneous\12.? Safety Inspection Checklist** directory.