

# **PROGRESS PAYMENTS**

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## OVERVIEW

This chapter provides guidance for the preparation of supporting documentation (stockpiles, liquidated damages and penalties) for Contractor payments and creation of the semi-monthly Progress Pay Estimate. The Pay Estimate information is exported to NDOT's financial system for processing the contractor's progress payment.

NOTE: Forms change periodically, go to the SharePoint Construction Forms Area - [Construction Admin - Payment Forms](#) for the latest version.

## STOCKPILES

Stockpile partial payments may be made for acceptable materials furnished and stored for use on a contract if such storage is within the vicinity of the job site in the State of Nevada and subject to or under the control of NDOT. This is more commonly referred to as payment for Materials On Hand. Refer to Subsection 109.06, (*Measurement and Payment*) *Partial Payment*, of the Standard Specifications for details.

- The Prime Contractor must submit a signed Request for Payment for Materials On Hand form, (Form No. 040-015) (Figure 24-1), an invoice (Figure 24-2), material certification, all test reports including RAP test reports if applicable, and approved mix design or contractor's proposed mix design (if applicable) to request a stockpile partial payment. Any subsequent additions to the stockpile must be requested by submitting a new signed form and additional invoices.
- Partial payments for materials fabricated or manufactured off the job site (pipe, rebar, fence, etc.) shall be allowed at invoice prices, providing the invoice costs are less than unit bid price for each item.
- Sales tax and freight charges may be included in the adjusted unit price if it is requested and substantiated by an invoice.
- The stockpiled price for reinforcing steel and all guardrail items (guardrail, end anchors, connections, etc.) cannot be greater than 50% of the bid price for the bid item.
- Payments for reinforcing steel for drilled shafts should not be greater than 50% of the unit bid price for the drilled shafts. If unusually high or low bid prices for these items are encountered, contact Construction Administrative Services staff on a case-by-case basis.
- Partial payments are not allowed for any perishable items unless allowed in the Special Provisions. This is especially important on the contracts which include planting or beautification items.
- Any Stockpile request submitted, will need contractor informational testing verification from the Construction QA, IA Section and they will have 14 calendar days to approve or reject the request.

## RESIDENT ENGINEER'S RESPONSIBILITIES

- When stockpile partial payment is requested but the materials have not been brought to the job site, add a detailed explanation of where the material is being stored and shipment date if known on the Request for Payment for Materials On Hand form (Figure 24-1).
- Assign an NDOT representative to verify quantity, quality, location, proper storage, acceptability of the material, and the information furnished with the Contractor's request.
- Determine a percentage of the unit bid price to be paid for the stockpile item if the unit price on the invoice exceeds the unit bid price for any item.
- Determine if materials included for payment have been incorporated in the work. Material incorporated into the work needs to be reduced from the stockpile unless there is enough in the item to cover the stockpile.

STATE OF NEVADA  
DEPARTMENT OF TRANSPORTATION  
REQUEST FOR PAYMENT FOR MATERIALS ON HAND

DATE 12/27/2016

TO Sami Yousuf  
Resident Engineer

CONTRACT NO. 3628

FROM FISHER INDUSTRIES  
Prime Contractor

PAYMENT NO. 1


In accordance with the provisions of Subsection 109.06 of the *Standard Specifications for Road and Bridge Construction*, request is made for payment as Materials on Hand for the following materials:

| Item No. | Quantity | Material Description  | Value        | Type of Substantiating Evidence of Purchase or Production Costs Attached | Where Stored or Stockpiled |
|----------|----------|-----------------------|--------------|--|----------------------------|
| 6030720  | 360.00   | 30 Inch X 19 Inch RCP | \$ 26,727.84 | Invoice, and Visual Inspection   | Rinker Yard Las Vegas      |
| 6030770  | 360.00   | 38 Inch X 24 Inch RCP | \$ 34,087.68 | Invoice, and Visual Inspection   | Rinker Yard Las Vegas      |
| 6030820  | 712.00   | 45 Inch X 29 Inch RCP | \$ 97,296.22 | Invoice, and Visual Inspection   | Rinker Yard Las Vegas      |
| 6031005  | 376.00   | 60 Inch X 38 Inch RCP | \$ 74,037.41 | Invoice, and Visual Inspection   | Rinker Yard Las Vegas      |
| 6030990  | 3.00     | 38 Inch X 24 Inch FES | \$ 5,907.24  | Invoice, and Visual Inspection   | Rinker Yard Las Vegas      |
| 6030995  | 3.00     | 45 Inch X 29 Inch FES | \$ 8,312.10  | Invoice, and Visual Inspection   | Rinker Yard Las Vegas      |
| 6031000  | 2.00     | 53 Inch X 34 Inch FES | \$ 6,712.09  | Invoice, and Visual Inspection   | Rinker Yard Las Vegas      |
| 6031005  | 3.00     | 60 Inch X 38 Inch FES | \$ 11,833.85 | Invoice, and Visual Inspection   | Rinker Yard Las Vegas      |
| 6030860  | 168.00   | 53 Inch X 34 Inch RCP | \$ 27,115.20 | Invoice, and Visual Inspection   | On Job site 3628           |
| 6031000  | 2.00     | 53 Inch X 34 Inch FES | \$ 6,712.09  | Invoice, and Visual Inspection   | On Job site 3628           |
| 6030880  | 128.00   | 60 Inch X 38 Inch RCP | \$ 25,204.22 | Invoice, and Visual Inspection   | On Job site 3628           |
| 6031005  | 2.00     | 60 Inch X 38 Inch FES | \$ 7,889.23  | Invoice, and Visual Inspection   | On Job site 3628           |

A F F I D A V I T

The materials listed above are separated from other like materials, are physically identified as our property and have been purchased exclusively for use on Contract No. 3628. The State may enter upon the premises for the purposes set forth in Subsection 109.06 of the *Standard Specifications for Road and Bridge Construction* for inspection, checking or auditing, or for any other purpose as you consider necessary. It is expressly understood and agreed that this information and affidavit is furnished to the State for the purpose of obtaining payment for the above materials before they are incorporated into the contract described above, and that the storage thereof at the location shown is subject to and under the control of the State.

Contractor declares under the penalties of perjury that this affidavit (including any accompanying evidence) has been examined by him and to the best of his knowledge and belief is a true and correct affidavit. It is further expressly understood and agreed by the Contractor that in the event he misrepresents to the State the Materials on Hand, Contractor will pay to State all costs and expenses, including reasonable attorneys fees, in any action brought by the State to recover any and all damages sustained by the State by reason of such misrepresentation.


  
 Name (Signature) \_\_\_\_\_ Contractor

**Instructions to Contractors:** Submit original and one copy to Resident Engineer prior to the end of the payment cycle. Attach evidence of purchase to original.

**Instructions to Resident Engineer:** File original. Forward a copy to the Construction Division by the end of the payments cycle.

NDOT  
040-015  
(Rev 08-16)

Figure 24-1: Request for Payment On Materials on Hand



**RINKER MATERIALS**  
2109 BURNS AVE.  
HENDERSON, NV 89011

Rinker Materials Concrete Pipe Division

C AND S COMPANY INC  
1803 SYCAMORE TRL  
LAS VEGAS, NV 89108-1538

**INVOICE**

Date: 12/19/2016  
Invoice No:  
Terms: Net 10th Prox  
Payment Due On: 1/10/2017  
Job No.: NDOT 3625  
Legal Address: TONOPAH NV 89049  
Account No: 3104381  
Account Name: C AND S COMPANY INC

For All Inquiries Call:  
702 565-8721

Remit To:  
Rinker Materials | PO Box 730187 | Dallas, TX 75273-0187

**DELIVERED INFORMATION BY PO**

| PO Number                                 | SIGNED QUOTE | DELIVERY ADDRESS: C AND S COMPANY INC, TONOPAH NV 89049 |
|---|--------------|---|
| SHIP DATE                                 | DELIVERY     | REF #   |
| PRODUCT CODE/DESCRIPTION                  | QTY          | UOM   |
| 1313648 CP/PE/DC/ELP/42(18X33)8 C3 PF     | 188          | FT  |
| 1313649 CP/PE/DC/ELP/24(18X33)8 C4 PF     | 360          | FT  |
| 1313634 CP/PE/DC/ELP/30(18X33)8 C3 PF     | 360          | FT  |
| 1313633 CP/PE/DC/ELP/36(18X45)8 C3 PF     | 717          | FT  |
| 1313651 CP/PE/DC/ELP/48(18X60)8 C3 PF     | 504          | FT  |
| 8423936 PCAST./HC FE 36 6 OUTLET PF H ELL | 3            | PC  |
| 8423980 PCAST./HC FE 36 8 OUTLET PF H ELL | 3            | PC  |
| 8423962 PCAST./HC FE 42 6 INLET PF H ELL  | 4            | PC  |
| 8423981 PCAST./HC FE 48 6 INLET PF H ELL  | 3            | PC  |
| 1422583 PCAST./HC FE 48 8 OUTLET PF H ELL | 2            | PC  |

| NET PRICE  | BY | UOM | UNITS | AMOUNT       | FRIGHT | TAX      |
|------------|----|-----|-------|--------------|--------|----------|
| \$153.00   | 1  | PC  | 1     | \$25,200.00  | \$0.00 | 1,916.25 |
| \$53.00    | 1  | PC  | 1     | \$24,840.00  | \$0.00 | 1,887.84 |
| \$98.00    | 1  | PC  | 1     | \$31,860.00  | \$0.00 | 2,407.68 |
| \$177.00   | 1  | PC  | 1     | \$190,474.00 | \$0.00 | 6,872.72 |
| \$183.00   | 1  | PC  | 1     | \$12,232.00  | \$0.00 | 7,808.63 |
| \$1,830.00 | 1  | PC  | 1     | \$5,490.00   | \$0.00 | 437.74   |
| \$3,575.00 | 1  | PC  | 1     | \$12,725.00  | \$0.00 | 587.10   |
| \$3,118.00 | 1  | PC  | 1     | \$12,476.00  | \$0.00 | 948.18   |
| \$3,045.00 | 1  | PC  | 1     | \$10,558.00  | \$0.00 | 835.85   |
| \$3,058.00 | 1  | PC  | 1     | \$6,232.00   | \$0.00 | 557.28   |

PO Subtotal: 0.00 Yards, 0.00 Yards, 1364,397.00 Material, 0.00 Freight, 0.00 Other, 33,436.18 Tax, 1221,829.58 Total

Figure 24-2: Request for Payment on Materials On Hand Invoice

## OFFICE ENGINEER'S RESPONSIBILITIES

- Scan and save the signed Request for Material On Hand form and invoice(s) to the appropriate EDOC Contract Files\Contract Files\Division No. 7 - Construction Pay Estimate and Related Data\7.# Requests for Materials On Hand with Invoice directory.
- Scan and save the material certification and test report to the appropriate 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.
- Prior to creating the bi-weekly estimate (by Friday of the cut-off date) email the Request for Material On Hand form and invoice to the Construction Admin Services Section ([const.admin@dot.nv.gov](mailto:const.admin@dot.nv.gov)) for review.
- Create the stockpile record using the dollar amount information from the invoice. Refer to Chapter 7, Stockpiles, in the [AWP User Guide](#) for details. Once a stockpile for an item has been set up it will pay the entire stockpile amount on the next Payment Estimate processed. The Stockpile will automatically recover in later Payment Estimate(s) when the associated item has been paid for.

**Note:** The stockpile must be created and included in a bi-weekly estimate before any DWR postings for the stockpile bid items are made. AWP will not allow stockpile payment on bid items to exceed plan quantity.

## DAILY DIARIES

A Daily Diary is used to document pertinent daily contract activities and to assess working days for contracts that have an Available Time (Working Day) Main Site Time. It also incorporates information from Approved DWR's from Inspectors and the Office Engineer for the corresponding day.

### RESIDENT ENGINEER'S RESPONSIBILITIES

- Create and generate one Daily Diary, per day, per contract, prior to the creation of the Payment Estimate. Refer to Chapter 6, Daily Diaries, in the [AWP User Guide](#), for details.

**Note:** Make sure that all Inspector's DWRs for the corresponding day are Approved prior to creating the Daily Diary.

**Note:** Daily diaries are still required for the months of December, January and February if winter suspension as defined in subsection 108.02 of the Special Provisions, however, no time charges will be entered in the Site Times tab.

## OFFICE ENGINEER DWR POSTINGS

### OFFICE ENGINEER'S RESPONSIBILITIES

The Office Engineer will make DWR postings for the following items: ALL Ton items, Mobilization, Percentage (prorated) items, Trainee, Time Related Overhead (TRO), Lump Sum and items paid by invoices. Multiple postings can be added to one DWR. They can be completed daily, weekly or bi-weekly within the two-week pay period. Refer to Chapter 5, Daily Work Reports, in the [AWP User Guide](#) for details.

1. Add a DWR in AWP.
  - a. **General Tab:**
    - i. Enter all appropriate information.
    - ii. Select a Remark Type of General and a Remark related to the item posting(s)
  - b. **Note Tab:** Enter a Note if appropriate.
  - c. **Contractors On Site Tab:** Select the Prime Contractor and click the Save button.
  - d. **Posting Tab:** Enter the appropriate item postings (Figure 24-3) through (Figure 24-7).
2. Approve the DWR.

### TON ITEMS

Refer to the Office Engineer's Responsibilities Sections in Chapters 9, 10 and 11 in this Manual for details and screen shots of the Ton Item DWR postings.

## MOBILIZATION (L.S.)

| Item ID                  | Item Description | Current Qua... | Project              | Category |
|--------------------------|------------------|----------------|----------------------|----------|
| 6280120                  | MOBILIZATION     | 60,000.000     | UG136C1C             | 01       |
| Supplemental Description | Attention        | Tot Qty Posted | Tot Qty Posted to Dt | Records  |
| No                       |                  | 0.000          | 60,000.000           | 0        |

| Item Posting Num | Contractor | Station/Location | Quantity Posted |
|------------------|------------|------------------|-----------------|
|                  | -          | Entire job.      | 35,000.000      |

**Contractor** ▼  
SIERRA NEVADA CONSTRUCTION INC (Prime) ▼

**Quantity Posted** ▼

**Station From** ▼

**Station From Plus** ▼

**Offset Type** ▼

**Offset Distance** ▼

**Station To** ▼

**Station To Plus** ▼

**Offset Type** ▼

**Offset Distance** ▼

**Attention**  
0

**Units**  
L.S.

**Agency Views**  
None

**Location** ▼  
 🔍

**Measured** ▼

**Material Set** ▼

**Plan Sheet Page Number** ▼

**Comments** ▼  
 🔍

**Figure 24-3: Office Engineer's DWR Item Posting (Mobilization L.S.)**

NOTES for Mobilization L.S. (Figure 24-3):

- The Exceptions Tab (Figure 24-12), within the Payment Estimate, lists the suggested quantity for mobilization, when appropriate. Refer to Chapter 9, Payment Estimates, in the [AWP User Guide](#) for details. The quantity suggested is based on the information in Subsection 109.06 of the Standard Specifications and the percent complete awarded amount of the contract. This suggested amount must be entered in the Quantity Posted field.
- Location: Enter 'Entire job'.
- Sig. Fig. = .01

## PRORATED ITEM (L.S.)

| Item ID                  | Item Description             | Current Qua... | Project              | Category |
|--------------------------|------------------------------|----------------|----------------------|----------|
| 6250490                  | RENT TRAFFIC CONTROL DEVICES | 103,293.210    | UG136C1C             | 01       |
| Supplemental Description | Attention                    | Tot Qty Posted | Tot Qty Posted to Dt | Records  |
| No                       |                              | 0.000          | 10,000.000           | 0        |

| Item Posting Num | Contractor | Station/Location | Quantity Posted |
|------------------|------------|------------------|-----------------|
|                  | -          | Entire Job       | 81,854.650      |

|   |   |
|---|---|
| <b>Contractor</b> ▼<br>SIERRA NEVADA CONSTRUCTION INC (Prime) ▼ | <b>Attention</b><br>0                         |
| <b>Quantity Posted</b> ▼<br>81,854.650                          | <b>Units</b><br>L.S.                          |
| <b>Station From</b> ▼<br>[ ]                                    | <b>Agency Views</b><br>None                   |
| <b>Station From Plus</b> ▼<br>[ ]                               | <b>Location</b> ▼<br>Entire Job [ 🔍 ]         |
| <b>Offset Type</b> ▼<br>[ ]                                     | <b>Measured</b> ▼<br><input type="checkbox"/> |
| <b>Offset Distance</b> ▼<br>[ ]                                 | <b>Material Set</b> ▼<br>[ ]                  |
| <b>Station To</b> ▼<br>[ ]                                      | <b>Plan Sheet Page Number</b> ▼<br>[ ]        |
| <b>Station To Plus</b> ▼<br>[ ]                                 | <b>Comments</b> ▼<br>[ 🔍 ]                    |
| <b>Offset Type</b> ▼<br>[ ]                                     |   |
| <b>Offset Distance</b> ▼<br>[ ]                                 |   |

Figure 24-4: Office Engineer's DWR Item Posting (Prorated L.S.)

## NOTES for Prorated L.S. (Figure 24-4):

- The Exceptions Tab (Figure 24-12), within the Payment Estimate, lists the suggested quantity for Percentage (Prorated) items, when appropriate. Refer to Chapter 9, Payment Estimates, in the [AWP User Guide](#) for details. The quantity suggested is based on the information in subsection 109.06 of the Standard Specifications and the percent complete awarded amount of the contract.
- Location: Enter 'Entire job'.
- Sig. Fig. = .01



## TRAINEE

| Item ID                  | Item Description | Current Qua... | Project              | Category |
|--------------------------|------------------|----------------|----------------------|----------|
| 1100050                  | TRAINING         | 500.000        | UG136C1C             | 01       |
| Supplemental Description | Attention        | Tot Qty Posted | Tot Qty Posted to Dt | Records  |
| No                       |                  | 0.000          | 0.000                | 0        |

| Item Posting Num | Contractor | Station/Location | Quantity Posted |
|------------------|------------|------------------|-----------------|
|                  | -          | Entire Job       | 46.000          |

**Contractor** ▼

SIERRA NEVADA CONSTRUCTION INC (Prime) ▼

**Quantity Posted** ▼

46.000

**Station From** ▼

**Station From Plus** ▼

**Offset Type** ▼

**Offset Distance** ▼

**Station To** ▼

**Station To Plus** ▼

**Offset Type** ▼

**Offset Distance** ▼

**Attention**

0

**Units**

HOUR

**Agency Views**

None

**Location** ▼

Entire Job

**Measured** ▼

**Material Set** ▼

**Plan Sheet Page Number** ▼

**Comments** ▼

See Weekly Training Report for week ending 3/03/2017

**Figure 24-5: Office Engineer's DWR Item Posting (Training HOUR)**

NOTES for Training HOUR (Figure 24-5):

- Payment for Trainee is based on hours.
- Location: Enter 'Entire Job'.
- Trainee hours for apprentices will be documented on a Weekly Trainee Report (Form No. 040-042) completed and signed weekly (Figure 24-6) or a Training Reimbursement Report printed from LCPtracker.
- Comments: Reference the Weekly Trainee Report.
- Reference the 2017 Certified Payroll and Compliance Manual
- Sig. Fig. = 0.01 the nearest one-half (0.30) hour.

|  |  |   |
|--|--|---|
| <b>WEEKLY TRAINEE REPORT</b><br>(FHWA ORDER INTERIM 7-2/2) | REPORT FOR WEEK ENDING <u>03/03/2017</u> | CONTRACT NO. <u>3583</u><br>PROJECT NO. <u>STP-16-040</u> |
|--|--|---|

| TRAINEE INFORMATION                | NOTES       | AGREEMENT ON FILE  | DAILY HOURS OF TRAINING          |      |      |      |      |      |   |
|------------------------------------|-------------|--|----------------------------------|------|------|------|------|------|---|
|                                    |             |  | S                                | M    | T    | W    | T    | F    | S |
| <b>TRAINEE 1</b>                   | Payroll # 5 | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No |                                  |      |      |      |      |      |   |
| Name: Timothy James                |             |  |                                  | 2.00 | 5.00 | 8.00 | 8.00 |      |   |
| Classification: Teamsters Group 1A |             |  | WEEK 1 TOTAL: 23.00              |      |      |      |      |      |   |
| Employer: LV Paving Corp.          |             |  |                                  |      |      |      |      |      |   |
| <b>TRAINEE 2</b>                   | Payroll # 5 | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No |                                  |      |      |      |      |      |   |
| Name: Nicole Patrice               |             |  |                                  |      | 2.00 | 5.00 | 8.00 | 8.00 |   |
| Classification: Teamsters Group 2A |             |  | WEEK 2 TOTAL: 23.00              |      |      |      |      |      |   |
| Employer: LV Paving Corp.          |             |  |                                  |      |      |      |      |      |   |
| <b>TRAINEE 3</b>                   |             | <input type="checkbox"/> Yes<br><input type="checkbox"/> No            |                                  |      |      |      |      |      |   |
| Name:                              |             |  |                                  |      |      |      |      |      |   |
| Classification:                    |             |  | WEEK 3 TOTAL: 0.00               |      |      |      |      |      |   |
| Employer:                          |             |  |                                  |      |      |      |      |      |   |
| <b>TRAINEE 4</b>                   |             | <input type="checkbox"/> Yes<br><input type="checkbox"/> No            |                                  |      |      |      |      |      |   |
| Name:                              |             |  |                                  |      |      |      |      |      |   |
| Classification:                    |             |  | WEEK 4 TOTAL: 0.00               |      |      |      |      |      |   |
| Employer:                          |             |  |                                  |      |      |      |      |      |   |
| <b>TRAINEE 5</b>                   |             | <input type="checkbox"/> Yes<br><input type="checkbox"/> No            |                                  |      |      |      |      |      |   |
| Name:                              |             |  |                                  |      |      |      |      |      |   |
| Classification:                    |             |  | WEEK 5 TOTAL: 0.00               |      |      |      |      |      |   |
| Employer:                          |             |  |                                  |      |      |      |      |      |   |
| <b>TRAINEE 6</b>                   |             | <input type="checkbox"/> Yes<br><input type="checkbox"/> No            |                                  |      |      |      |      |      |   |
| Name:                              |             |  |                                  |      |      |      |      |      |   |
| Classification:                    |             |  | WEEK 6 TOTAL: 0.00               |      |      |      |      |      |   |
| Employer:                          |             |  |                                  |      |      |      |      |      |   |
| <b>TRAINEE 7</b>                   |             | <input type="checkbox"/> Yes<br><input type="checkbox"/> No            |                                  |      |      |      |      |      |   |
| Name:                              |             |  |                                  |      |      |      |      |      |   |
| Classification:                    |             |  | WEEK 7 TOTAL: 0.00               |      |      |      |      |      |   |
| Employer:                          |             |  |                                  |      |      |      |      |      |   |
|                                    |             |  | <b>TOTAL WEEKLY HOURS: 46.00</b> |      |      |      |      |      |   |

Signature of State Representative Aaron Rogers      Date 03/06/2017

NDOT  
040-042  
(Rev 02-16)

Figure 24-6: Weekly Trainee Report

## TIME RELATED OVERHEAD

| Item ID                  | Item Description      | Current Quan... | Project              | Category |
|--------------------------|-----------------------|-----------------|----------------------|----------|
| 6290100                  | TIME RELATED OVERHEAD | 125.000         | UG136C1C             | 01       |
| Supplemental Description | Attention             | Tot Qty Posted  | Tot Qty Posted to Dt | Records  |
| No                       |                       | 9.000           | 9.000                | 1        |

| Item Posting Num | Contractor                           | Station/Location | Quantity Posted |
|------------------|--------------------------------------|------------------|-----------------|
| 1                | PUR0003792 - SIERRA NEVADA CONSTRUCT | Entire Job       | 9.000           |

**Contractor** ▼

SIERRA NEVADA CONSTRUCTION INC (Prime) ▼

**Quantity Posted** ▼

9.000

**Station From** ▼

**Station From Plus** ▼

**Offset Type** ▼

**Offset Distance** ▼

**Station To** ▼

**Station To Plus** ▼

**Offset Type** ▼

**Offset Distance** ▼

**Attention**

0

**Units**

DAY

**Agency Views**

None

**Location** ▼

Entire Job

**Measured** ▼

**Material Set** ▼

**Plan Sheet Page Number** ▼

**Comments** ▼

3/16/2020 - 3/27/2020  
NWD on 3/18/2020 due to rain

**Figure 24-7: Office Engineer's DWR Item Posting (Time Related Overhead DAY)**

NOTES for Time Related Overhead DAY (Figure 24-7):

- Payment for Time Related Overhead is based on Days.
- Location: Enter 'Entire Job'.
- Comments: Reference the time frame and any non-working days.
- Sig. Fig. = .01

## ITEMS PAID BY INVOICE


There are three bid items which are paid by invoices received by the crew: 6240130 - Uniformed Traffic Control Officer, 7340224 - Railroad Flagging and Inspection, and 7360020 - Partnering.

### UNIFORMED TRAFFIC CONTROL OFFICER

Uniformed Traffic Control Officers are paid using the Nevada Department of Public Safety invoice received from the Prime Contractor. This only applies to Nevada Highway Patrol Officers.

The Prime Contractor will turn in a copy of the Uniformed Traffic Control Officer invoice (Figure 24-8) they received from the Nevada Department of Public Safety.

1. Enter the Contract number and report number sequence (e.g., Report 1 of 5) (Figure 24-8).
2. Enter calculations for a 10 percent markup on the invoice (Figure 24-8).
3. Save the invoice, showing the 10 percent markup, in the appropriate EDOC Contract Files\Contract Files\07 - Estimates directory.
4. Enter the invoice total with the 10 percent markup in an AWP DWR posting (Figure 24-9). Refer to Chapter 5, Daily Work Reports) in the [AWP User Guide](#), for details on DWR postings.
5. Enter the totals for each invoice on an Invoice Recap Tracking Sheet (Figure 24-13). Details on filling out this tracking sheet are found in Section, *Instructions For completing the Invoice Recap Tracking Sheet*, on page 24-18. Save the spreadsheet in the appropriate EDOC Contract Files\Contract Files\07 - Estimates directory.



**HIGHWAY PATROL DIVISION**  
357 HAMIL LANE  
RENO, NEVADA 89511-2015  
(775) 689-2500  
Fax: (775) 689-2788

**SERVICE FOR:**  
Traffic Control in construction zones  
May 23 - 27, 2016  
Tuesday - Friday  
Mt. Rose project

**BILL TO:**  
Q&D Construction  
Attn: Sarah VanEmmerik  
1050 South 21st Street  
Sparks, NV 89431

## SERVICE INVOICE

3636  
Report 1

**INVOICE NUMBER** RN16-42-03  
**NHP TAX I.D.#** 88-6000022  
**DATE** 6/15/2016

RECEIVED  
JUN 16 2016  
Q & D CONSTRUCTION

| DATE          | SERVICE DESCRIPTION  | MILES | HOURS | RATE    | AMOUNT     |
|---------------|--|-------|-------|---------|------------|
| 5/23/2016     | Trooper (TOTAL HRS WORKED)                                 |       | 10.5  | \$65.49 | \$687.65   |
|               | 9.5 hrs of immobile svcs (round to 1 hr from above total)  |       | 9.5   | \$4.00  | \$38.00    |
|               | 0 miles of mobile svcs (from substation to substation)     | 0     |       | \$0.40  | \$0.00     |
|               | Trooper (TOTAL HRS WORKED)                                 |       | 10.5  | \$65.49 | \$687.65   |
|               | 9.5 hrs of immobile svcs (round to 1 hr from above total)  |       | 9.5   | \$4.00  | \$38.00    |
|               | 0 miles of mobile svcs (from substation to substation)     | 0     |       | \$0.40  | \$0.00     |
| 5/24/2016     | Trooper (TOTAL HRS WORKED)                                 |       | 6     | \$65.49 | \$392.94   |
|               | 5 hrs of immobile svcs (round to 1 hr from above total)    |       | 5     | \$4.00  | \$20.00    |
|               | 0 miles of mobile svcs (from substation to substation)     | 0     |       | \$0.40  | \$0.00     |
|               | Trooper (TOTAL HRS WORKED)                                 |       | 6     | \$65.49 | \$392.94   |
|               | 5 hrs of immobile svcs (round to 1 hr from above total)    |       | 5     | \$4.00  | \$20.00    |
|               | 0 miles of mobile svcs (from substation to substation)     | 0     |       | \$0.40  | \$0.00     |
| 5/25/2016     | Trooper (TOTAL HRS WORKED)                                 |       | 10.25 | \$65.49 | \$671.27   |
|               | 9.25 hrs of immobile svcs (round to 1 hr from above total) |       | 9.25  | \$4.00  | \$37.00    |
|               | 0 miles of mobile svcs (from substation to substation)     | 0     |       | \$0.40  | \$0.00     |
|               | Trooper (TOTAL HRS WORKED)                                 |       | 10.5  | \$65.49 | \$687.65   |
|               | 9.5 hrs of immobile svcs (round to 1 hr from above total)  |       | 9.5   | \$4.00  | \$38.00    |
|               | 0 miles of mobile svcs (from substation to substation)     | 0     |       | \$0.40  | \$0.00     |
| <b>TOTALS</b> |  | 0     | 101.5 |         | \$3,711.09 |

Nevada Highway Patrol  
357 Hammill Lane  
Reno, Nevada 89511-2015

3711.09  
x .10 (10% Markup)  
-----  
371.11  
+ 3711.09  
-----  
\$4,082.20 Total

**page totals** **\$3,711.09**

created 6-15-16  
updated

Figure 24-8: Uniformed Traffic Control Invoice With 10% Markup Calculations

| Item ID                 | Item Description             | Current ...    | Project              | Category |
|-------------------------|------------------------------|----------------|----------------------|----------|
| 6240130                 | UNIFORMED TRAFFIC CONTROL OF | 84,000.000     | UATB0C2C             | 01       |
| Supplemental Descrip... | Attention                    | Tot Qty Posted | Tot Qty Posted to Dt | Records  |
| No                      |                              | 4,082.200      | 4,082.200            | 1        |

| Item Posting ... | Contractor                   | Station/Location | Quantity Pos... |
|------------------|------------------------------|------------------|-----------------|
| 1                | T81072018 - ROAD & HIGHWAY I | Entire job.      | 4,082.200       |

|                                     |                           |
|-------------------------------------|---------------------------|
| <b>Contractor*</b>                  | Attention                 |
| ROAD & HIGHWAY BUILDERS LLC (Prime) | 0                         |
| <b>Quantity Posted</b>              | Units                     |
| 4,082.200                           | FA                        |
| <b>Station From</b>                 | Agency Views              |
|                                     | None                      |
| <b>Station From Plus</b>            | Location                  |
|                                     | Entire job.               |
| <b>Offset Type</b>                  | Measured                  |
|                                     | <input type="checkbox"/>  |
| <b>Offset Distance</b>              | Material Set              |
|                                     |                           |
| <b>Station To</b>                   | Plan Sheet Page Number    |
|                                     |                           |
| <b>Station To Plus</b>              | Comments                  |
|                                     | Invoice number RN16-42-03 |
| <b>Offset Type</b>                  |                           |
|                                     |                           |

Figure 24-9: Uniformed Traffic Control DWR Posting

| Invoice Recap Tracking Sheet |                 |                 |                 |              |             |                |                                   |         |  |  |
|------------------------------|-----------------|-----------------|-----------------|--------------|-------------|----------------|-----------------------------------|---------|--|--|
| Total Paid                   | Catg # 01       |                 |                 | \$4,082.20   | Contract #: | 3635           |                                   |         |  |  |
| Total Paid                   | Catg # 00       |                 |                 | \$0.00       |             | Description:   | Uniformed Traffic Control Officer |         |  |  |
| Total Paid                   | Catg # 00       |                 |                 | \$0.00       |             |                | Bid Item Number:                  | 6240130 |  |  |
| Accum Total PAID All Catg    |                 |                 |                 | \$4,082.20   |             |                |                                   |         |  |  |
| Inv. Report #                | Catg # 01 TOTAL | Catg # 00 TOTAL | Catg # 00 TOTAL | Invoice Date | Invoice #   | Payment Amount | Pay Estimate #                    | Remarks |  |  |
| 1                            | \$4,082.20      |                 |                 | 6/15/2016    | RN16-42-03  | \$4,082.20     | 1                                 |         |  |  |
| FINAL TOTAL                  | \$4,082.20      | \$0.00          | \$0.00          |              |             | 4082.20        |                                   |         |  |  |


Figure 24-10: Completed Invoice Recap Tracking Sheet (Uniformed Traffic Control)

**RAILROAD FLAGGING AND INSPECTION**

Qualified railroad flaggers/inspectors are paid using the railroad flagger/inspector service provider invoice received from the Prime Contractor.

The Prime Contractor will turn in a copy of the railroad flagger/inspector invoice (Figure 24-11) they received from the service provider.

1. Enter the Contract number and report number sequence (e.g., Report 1 of 3) (Figure 24-11).
2. Enter calculations for a 5 percent markup on the invoice. (Figure 24-11).
3. Save the invoice, showing the 5 percent markup, in the appropriate EDOC Contract Files\Contract Files\07 - Estimates directory.
4. Enter the invoice total with the 5 percent markup in an AWP DWR posting (Figure 24-12). Refer to Chapter 5, Daily Work Reports) in the [AWP User Guide](#), for details on DWR postings.
5. Enter the totals for each invoice on an Invoice Recap Tracking Sheet (Figure 24-13). Details on filling out this tracking sheet are found in Section, *Instructions For completing the Invoice Recap Tracking Sheet*, on page 24-18. Save the spreadsheet in the appropriate EDOC Contract Files\Contract Files\07 - Estimates directory.



**RAILPROS**  
FIELD SERVICES

## Invoice

|                    |                |  |                                    |
|--------------------|----------------|--|------------------------------------|
| RailPros Invoice # | AC63021702     |  | <b>SERVICES PROVIDED TO:</b> 3583  |
| Invoice Date       | 2/16/2017      |  | ACC Southwest                      |
| Due Date           | 2/16/2017      |  | Attn: Linda Rogbers - A/P Report 1 |
| RP Task Order No.  | 6302           |  | PO Box 60726                       |
| PO#                | PO#16208       |  | Phoenix, AZ 85082                  |
| Terms              | Due on receipt |  |                                    |

|   |                 |
|---|-----------------|
| Submitted Via: <input type="text" value="Email"/> |                 |
| Task Name   | RWIC Protection |
| Location  | Caliente NV     |
| Period  | Jan-17          |

| Description                   | U/M   | Quantity | Rate   | Amount   |
|-------------------------------|-------|----------|--------|----------|
| RWIC Chad Winn - 02/01, 02/02 | DAILY | 2        | 950.00 | 1,900.00 |
| RWIC Chad Winn                | OT    | 3        | 125.00 | 375.00   |

(supporting documents attached)

PLEASE PAY THIS AMOUNT >>

|                  |                   |
|------------------|-------------------|
| Due this invoice | <b>\$2,275.00</b> |
|------------------|-------------------|

Please make check payable to: **RailPros Field Services, Inc.**

Please remit payment to: **RailPros Field Services, Inc.**

|  |   |         |                   |        |          |                  |
|--|---|---------|-------------------|--------|----------|------------------|
| 1705 W. Northwest Hwy. Suite 150<br>Grapevine, TX 76051<br>Phone: 682-223-6897<br>Fax: 866-762-7619<br>Email: <a href="mailto:accounting@railprosfs.com">accounting@railprosfs.com</a> | <table style="border-collapse: collapse;"> <tr> <td style="text-align: right;">2275.00</td> </tr> <tr> <td style="text-align: right;">x .05 (5% Markup)</td> </tr> <tr> <td style="text-align: right; border-top: 1px solid black;">113.75</td> </tr> <tr> <td style="text-align: right;">+2275.00</td> </tr> <tr> <td style="text-align: right; border-top: 1px solid black;">Total \$2,388.75</td> </tr> </table> | 2275.00 | x .05 (5% Markup) | 113.75 | +2275.00 | Total \$2,388.75 |
| 2275.00  |   |         |                   |        |          |                  |
| x .05 (5% Markup)  |   |         |                   |        |          |                  |
| 113.75   |   |         |                   |        |          |                  |
| +2275.00   |   |         |                   |        |          |                  |
| Total \$2,388.75   |   |         |                   |        |          |                  |

Figure 24-11: Railroad Flagger/Inspector Invoice With 5% Markup Calculation

| Item ID                 | Item Description              | Current ...    | Project              | Category |
|-------------------------|-------------------------------|----------------|----------------------|----------|
| 7340224                 | RAILROAD FLAGGING AND INSPECT | 53,237.000     | UATB0C2C             | 01       |
| Supplemental Descrip... | Attention                     | Tot Qty Posted | Tot Qty Posted to Dt | Records  |
| No                      |                               | 2,388.750      | 2,388.750            | 1        |

| Item Posting ... | Contractor                   | Station/Location | Quantity Pos... |
|------------------|------------------------------|------------------|-----------------|
| 1                | T81072018 - ROAD & HIGHWAY I | Entire job       | 2,388.750       |

|                                     |                           |
|-------------------------------------|---------------------------|
| <b>Contractor*</b>                  | Attention                 |
| ROAD & HIGHWAY BUILDERS LLC (Prime) | 0                         |
| <b>Quantity Posted</b>              | Units                     |
| 2,388.750                           | L.S.                      |
| <b>Station From</b>                 | Agency Views              |
|                                     | None                      |
| <b>Station From Plus</b>            | Location                  |
|                                     | Entire job                |
| <b>Offset Type</b>                  | Measured                  |
|                                     | <input type="checkbox"/>  |
| <b>Offset Distance</b>              | Material Set              |
|                                     |                           |
| <b>Station To</b>                   | Plan Sheet Page Number    |
|                                     |                           |
| <b>Station To Plus</b>              | Comments                  |
|                                     | Invoice number AC63021702 |
| <b>Offset Type</b>                  |                           |
|                                     |                           |
| <b>Offset Distance</b>              |                           |
|                                     |                           |

Figure 24-12: Railroad Flagging and Inspection DWR Posting

| Invoice Recap Tracking Sheet |                 |                 |                 |              |                  |                                 |                |         |
|------------------------------|-----------------|-----------------|-----------------|--------------|------------------|---------------------------------|----------------|---------|
| Total Paid                   | Catg # 05       |                 | \$2,388.75      |              | Contract #:      | 3583                            |                |         |
| Total Paid                   | Catg # 00       |                 | \$0.00          |              | Description:     | Railroad Flagging and Inspector |                |         |
| Total Paid                   | Catg # 00       |                 | \$0.00          |              | Bid Item Number: | 7340224                         |                |         |
| Accum Total PAID All Catg    |                 |                 | \$2,388.75      |              |                  |                                 |                |         |
| Inv. Report #                | Catg # 05 TOTAL | Catg # 00 TOTAL | Catg # 00 TOTAL | Invoice Date | Invoice #        | Payment Amount                  | Pay Estimate # | Remarks |
| 1                            | \$2,388.75      |                 |                 | 2/16/2017    | AC63021702       | \$2,388.75                      | 35             |         |
| FINAL TOTAL                  | \$2,388.75      | \$0.00          | \$0.00          |              |                  | 2388.75                         |                |         |

Figure 24-13: Completed Invoice Recap Tracking Sheet (Railroad Flagger/Inspector)



**PARTNERING**

Partnering is paid using the Partnering invoice received from the Prime Contractor.

The Prime Contractor will turn in a copy of the Partnering Invoice (Figure 24-14).

1. Enter the Contract number and report number sequence (e.g., Report 1 of 1) (Figure 24-14).
2. Save the invoice in the appropriate EDOC Contract Files\Contract Files\07 - Estimates directory.

**Note:** No markup is allowed.

3. Enter the invoice total in an AWP DWR posting (Figure 24-15). Refer to Chapter 5, Daily Work Reports) in the [AWP User Guide](#), for details on DWR postings.
4. Enter the totals for each invoice on an Invoice Recap Tracking Sheet (Figure 24-13). Details on filling out this tracking sheet are found in Section, *Instructions For completing the Invoice Recap Tracking Sheet*, on page 24-18. Save the spreadsheet in the appropriate EDOC Contract Files\Contract Files\07 - Estimates directory.


|  |   |                                   |          |                                  |   |   |                   |  |                                 |  |     |
|--|---|-----------------------------------|----------|----------------------------------|---|---|-------------------|--|---------------------------------|--|-----|
| <p><b>Corporate Advisors</b><br/>"Helping Organizations Grow"</p>  | <p>Sherman Tingey, Ph.D.<br/>Principal</p>      |                                   |          |                                  |   |   |                   |  |                                 |  |     |
| <p>June 7, 2016</p>  | <p>3836<br/>Report 1</p>                        |                                   |          |                                  |   |   |                   |  |                                 |  |     |
| <p>Mr. Randy Rosenberg, Proj. Mgr.<br/>LAS VEGAS PAVING CORP.<br/>4420 South Decatur Blvd.<br/>Las Vegas NV 89103-5803</p>   |   |                                   |          |                                  |   |   |                   |  |                                 |  |     |
| <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;"><b>Our Invoice No.:</b></td> <td>710</td> </tr> <tr> <td><b>Project:</b></td> <td>US-95 Widening<br/>Partnering Workshop with NDOT</td> </tr> <tr> <td><b>Workshop Date:</b></td> <td>February 12, 2007</td> </tr> <tr> <td><b>Location:</b></td> <td>Canyon Gate Club, Las Vegas, NV</td> </tr> </table>   |   | <b>Our Invoice No.:</b>           | 710      | <b>Project:</b>                  | US-95 Widening<br>Partnering Workshop with NDOT | <b>Workshop Date:</b>                                       | February 12, 2007 | <b>Location:</b>                             | Canyon Gate Club, Las Vegas, NV |  |     |
| <b>Our Invoice No.:</b>  | 710   |                                   |          |                                  |   |   |                   |  |                                 |  |     |
| <b>Project:</b>  | US-95 Widening<br>Partnering Workshop with NDOT |                                   |          |                                  |   |   |                   |  |                                 |  |     |
| <b>Workshop Date:</b>  | February 12, 2007                               |                                   |          |                                  |   |   |                   |  |                                 |  |     |
| <b>Location:</b>   | Canyon Gate Club, Las Vegas, NV                 |                                   |          |                                  |   |   |                   |  |                                 |  |     |
| <p><b><u>Facilitation Fee:</u></b><br/>Preparation of workshop materials, agenda, etc.<br/>Pre-workshop communications and arrangements.<br/>LD telephone calls will all key representatives.<br/>Facilitate ½-day tailored workshop.<br/>Prepare <i>Summary Report</i>.....</p>   |   |                                   |          |                                  |   |   |                   |  |                                 |  |     |
|  | <p>\$2,000.00</p>                               |                                   |          |                                  |   |   |                   |  |                                 |  |     |
| <p><b><u>Other Expenses:</u></b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 80%;">Airfare (\$59.40 + \$81.90) .....</td> <td style="text-align: right;">\$141.30</td> </tr> <tr> <td>Hotel (-0-) &amp; Meals (8.00) .....</td> <td style="text-align: right;">8.00</td> </tr> <tr> <td>Rental Car, Airport Pkg, Gas (\$56.19 + \$10.00 +\$2) .....</td> <td style="text-align: right;">68.19</td> </tr> <tr> <td>Materials, ___ attendees @ \$5.00 each .....</td> <td style="text-align: right;">-0-</td> </tr> <tr> <td>Copies of Project Charters in plaques and<br/>Summary Reports (plus S&amp;H).....</td> <td style="text-align: right; border-top: 1px solid black;">-0-</td> </tr> </table> |   | Airfare (\$59.40 + \$81.90) ..... | \$141.30 | Hotel (-0-) & Meals (8.00) ..... | 8.00  | Rental Car, Airport Pkg, Gas (\$56.19 + \$10.00 +\$2) ..... | 68.19             | Materials, ___ attendees @ \$5.00 each ..... | -0-                             | Copies of Project Charters in plaques and<br>Summary Reports (plus S&H)..... | -0- |
| Airfare (\$59.40 + \$81.90) .....  | \$141.30  |                                   |          |                                  |   |   |                   |  |                                 |  |     |
| Hotel (-0-) & Meals (8.00) .....   | 8.00  |                                   |          |                                  |   |   |                   |  |                                 |  |     |
| Rental Car, Airport Pkg, Gas (\$56.19 + \$10.00 +\$2) .....  | 68.19   |                                   |          |                                  |   |   |                   |  |                                 |  |     |
| Materials, ___ attendees @ \$5.00 each .....   | -0-   |                                   |          |                                  |   |   |                   |  |                                 |  |     |
| Copies of Project Charters in plaques and<br>Summary Reports (plus S&H).....   | -0-   |                                   |          |                                  |   |   |                   |  |                                 |  |     |
|  | <p>Subtotal..... \$ 217.49</p>                  |                                   |          |                                  |   |   |                   |  |                                 |  |     |
|  | <p><b>TOTAL AMOUNT DUE..... \$2,217.49</b></p>  |                                   |          |                                  |   |   |                   |  |                                 |  |     |
| <p><i>Receipts enclosed.</i></p> <div style="text-align: center;">  </div>  |   |                                   |          |                                  |   |   |                   |  |                                 |  |     |

Figure 24-14: Partnering Invoice



| Item ID                 | Item Description | Current ...    | Project              | Category |
|-------------------------|------------------|----------------|----------------------|----------|
| 7360020                 | PARTNERING       | 6,000.000      | UATBOC2C             | 01       |
| Supplemental Descrip... | Attention        | Tot Qty Posted | Tot Qty Posted to Dt | Records  |
| No                      |                  | 2,217.490      | 2,217.490            | 1        |

| Item Posting ... | Contractor                   | Station/Location | Quantity Pos... |
|------------------|------------------------------|------------------|-----------------|
| 1                | T81072018 - ROAD & HIGHWAY I | Entire job       | 2,217.490       |

|                                     |                          |
|-------------------------------------|--------------------------|
| <b>Contractor*</b>                  | Attention                |
| ROAD & HIGHWAY BUILDERS LLC (Prime) | 0                        |
| <b>Quantity Posted</b>              | Units                    |
| 2,217.490                           | L.S.                     |
| <b>Station From</b>                 | Agency Views             |
|                                     | None                     |
| <b>Station From Plus</b>            | Location                 |
|                                     | Entire job               |
| <b>Offset Type</b>                  | Measured                 |
|                                     | <input type="checkbox"/> |
| <b>Offset Distance</b>              | Material Set             |
|                                     |                          |
| <b>Station To</b>                   | Plan Sheet Page Number   |
|                                     |                          |
| <b>Station To Plus</b>              | Comments                 |
|                                     | Invoice number 710       |
| <b>Offset Type</b>                  |                          |
|                                     |                          |
| <b>Offset Distance</b>              |                          |
|                                     |                          |

Figure 24-15: Force Account DWR Posting (Partnering)

| Invoice Recap Tracking Sheet |                 |                 |                 |                  |            |                |                |         |
|------------------------------|-----------------|-----------------|-----------------|------------------|------------|----------------|----------------|---------|
| Total Paid                   | Catg # 02       |                 | \$2,217.49      | Contract #:      | 3836       |                |                |         |
| Total Paid                   | Catg # 00       |                 | \$0.00          | Description:     | Partnering |                |                |         |
| Total Paid                   | Catg # 00       |                 | \$0.00          | Bid Item Number: | 7360020    |                |                |         |
| Accum Total PAID All Catg    |                 |                 | \$2,217.49      |                  |            |                |                |         |
| Inv. Report #                | Catg # 02 TOTAL | Catg # 00 TOTAL | Catg # 00 TOTAL | Invoice Date     | Invoice #  | Payment Amount | Pay Estimate # | Remarks |
| 1                            | \$2,217.49      |                 |                 | 6/7/2016         | 710        | \$2,217.49     | 35             |         |
| FINAL TOTAL                  | \$2,217.49      | \$0.00          | \$0.00          |                  |            | 2217.49        |                |         |

Figure 24-16: Completed Invoice Recap Tracking Sheet (Partnering)

## INSTRUCTIONS FOR COMPLETING THE INVOICE RECAP TRACKING SHEET

The Invoice Recap Tracking Sheet (Figures 24-10, 24-13 & 24-16) is a spreadsheet used to track Uniform Traffic Control Officer invoice, Railroad Flagger and Inspector invoice and Partnering invoice progress payments. Each bid item will be tracked on a separate spreadsheet. The spreadsheet is used as part of the source documents for payment. The Invoice Recap Tracking Sheet is located in the SharePoint [Construction Forms](#) Area.

1. Record the following information specific to your contract and invoice:
  - **Contract #**
  - **Description**
  - **Bid item number**
  - **Category (Catg) #** - Change the Catg. # in the YELLOW box (this will update the Catg. Field at the top automatically.)  
If the contract only has one Catg. change the other Catg. fields in YELLOW to 00. If there are more Categories than what is provided on the sheet, contact Construction Admin Services staff.
  - **Inv. Report #**
  - **TOTAL**- quantity to be paid in the correct Catg. Column
  - **Invoice Date** - Date listed on the invoice
  - **Invoice #**
  - **Payment Amount**
  - **Pay Estimate #** the invoice was paid on
  - **Remarks** - when applicable

## RIDE PAY ADJUSTMENT

The Ride Pay Adjustment item (7360033 – Ride Incentive/Disincentive) provides an incentive to the contractor to construct a road-way with a ride surface smoother than the specified Mean Roughness Index (MRI) and has a financial disincentive if the ride surface is rougher than the specified MRI or if the ride surface contains any localized roughness in excess of the specified maximum allowable International Roughness Index (IRI) values.

The prime contractor will provide a Profile Summary Report on the MRI and IRI values of the pavement riding surface upon completion of the placement of the open-graded material. The information provided in the summary report in conjunction with the table for the appropriate incentive/disincentive amounts based on MRI values, which can be found in Subsection 403.05.02, (Plantmix Bituminous Open-Graded Surface) Ride Pay Adjustment, of the Special Provisions, will be used for Ride Pay Adjustments.

Participation in the Construction Division's Workshop - Introduction to Inertial Profilers, is strongly encouraged to aid in Ride Pay Adjustment procedures. Contact Construction Division Quality Assurance staff for ALL questions pertaining to Ride Pay Adjustment.

## OFFICE ENGINEER'S RESPONSIBILITIES

Upon receiving the Profile Summary Report from the contractor, the following steps must be completed:

1. Obtain the Ride Pay Adjustment Columnar Sheet (Form No. 040-084) (Figure 24-8) from the [Quality Assurance](#) Form Area in SharePoint.
2. Use the information in the Profile Summary Report (Figure 24-9) and Table 1 in Subsection 403.05.02, (*Plantmix Bituminous Open-Graded Surface*) *Ride Pay Adjustment*, of the Special Provisions, to fill out the Ride Pay Adjustment Columnar Sheet (Figure 24-8).

3. Create a DWR in AWP to document the Ride Pay Adjustment based on the Payment Total from the Ride Pay Adjustment Columnar Sheet. Refer to Chapter 5, Daily Work Reports, in the [AWP User Guide](#) for details.

STATE OF NEVADA  
DEPARTMENT OF TRANSPORTATION  
RIDE PAY ADJUSTMENT COLUMNAR SHEET

Contract No: 3791 Project No: NHP-080-2(058) Sheet No: 1 of 1

Contractor: Road and Highway Builders Surface Type: PBS Open-Grade Date: July 24, 2020

Highway/Route No: IR-80 Lane Direction: Eastbound Lane Number: 1

| Ride Quality Lot No.<br>(Segment #) | Ride Quality Lot Begin<br>(Station/MP) | Ride Quality Lot End<br>(Station/MP) | Ride Quality Lot Length<br>(Miles) | Ride Quality Lot MRI<br>(Inches/Mile) | Localized Roughness<br>(Defects?) | Ride Pay Adjustment<br>(Dollars) | Accum. Ride Pay Adjustment<br>(Balance Forward) | PROGRESS PAYMENT |                                     |
|-------------------------------------|--|--------------------------------------|------------------------------------|---------------------------------------|-----------------------------------|----------------------------------|---|------------------|-------------------------------------|
|                                     |  |                                      |                                    |                                       |                                   |                                  |   | Payment Number   | Payment Amount<br>(Balance Forward) |
| RQL NO.                             | RQL BEGIN                              | RQL END                              | RQL LENGTH                         | RQL MRI                               | YES / NO                          | RQL RPA                          |   |                  |                                     |
| 1                                   | "LE" 1694+00                           | "LE" 1699+28                         | 0.100                              | 48.029                                | YES                               | \$0.00                           | \$0.00  |                  |                                     |
| 2                                   | "LE" 1699+28                           | "LE" 1704+56                         | 0.100                              | 23.876                                |                                   | \$2,500.00                       | \$2,500.00                                      |                  |                                     |
| 3                                   | "LE" 1704+56                           | "LE" 1709+84                         | 0.100                              | 36.315                                |                                   | \$1,125.00                       | \$3,625.00                                      |                  |                                     |
| 4                                   | "LE" 1709+84                           | "LE" 1715+12                         | 0.100                              | 23.159                                |                                   | \$2,500.00                       | \$6,125.00                                      |                  |                                     |
| 5                                   | "LE" 1715+12                           | "LE" 1720+40                         | 0.100                              | 21.807                                |                                   | \$2,500.00                       | \$8,625.00                                      |                  |                                     |
| 6                                   | "LE" 1720+40                           | "LE" 1725+68                         | 0.100                              | 52.462                                | YES                               | \$0.00                           | \$8,625.00                                      |                  |                                     |
| 7                                   | "LE" 1725+68                           | "LE" 1730+96                         | 0.100                              | 26.790                                |                                   | \$2,375.00                       | \$11,000.00                                     |                  |                                     |
| 8                                   | "LE" 1730+96                           | "LE" 1736+24                         | 0.100                              | 21.197                                |                                   | \$2,500.00                       | \$13,500.00                                     |                  |                                     |
| 9                                   | "LE" 1736+24                           | "LE" 1741+52                         | 0.100                              | 23.233                                |                                   | \$2,500.00                       | \$16,000.00                                     |                  |                                     |
| 10                                  | "LE" 1741+52                           | "LE" 1746+80                         | 0.100                              | 30.387                                |                                   | \$1,875.00                       | \$17,875.00                                     |                  |                                     |
| 11                                  | "LE" 1746+80                           | "LE" 1752+08                         | 0.100                              | 28.186                                |                                   | \$2,125.00                       | \$20,000.00                                     |                  |                                     |
| 122                                 | "LE" 2332+88                           | "LE" 2338+16                         | 0.100                              | 22.490                                |                                   | \$2,500.00                       | \$293,000.00                                    |                  |                                     |
| 123                                 | "LE" 2338+16                           | "LE" 2343+44                         | 0.100                              | 22.516                                |                                   | \$2,500.00                       | \$295,500.00                                    |                  |                                     |
| 124                                 | "LE" 2343+44                           | "LE" 2348+72                         | 0.100                              | 25.295                                |                                   | \$2,500.00                       | \$298,000.00                                    |                  |                                     |
| 125                                 | "LE" 2348+72                           | "LE" 2354+00                         | 0.100                              | 18.841                                |                                   | \$2,500.00                       | \$300,500.00                                    |                  |                                     |
| 126                                 | "LE" 2354+00                           | "LE" 2359+28                         | 0.100                              | 21.784                                |                                   | \$2,500.00                       | \$303,000.00                                    |                  |                                     |
| 127                                 | "LE" 2359+28                           | "LE" 2360+41.417                     | 0.021                              | 50.173                                | YES                               | \$0.00                           | \$303,000.00                                    | 11               | \$303,000.00                        |

Actual length of segment (mile) / 0.100 X RPA value for MRI = Pro-Rated RPA \$303,000.00 \$303,000.00

Ride Pay Adjustment based on Subsection 403.05.02, Table 1 for PBS Open-Grade and Subsection 409.05.02, Table 1 for Portland Cement Concrete Paving.

Remarks: \_\_\_\_\_

Checked By: DEH Signature: *Amy Smith, PE*  
Resident Engineer

NDOT 040-084 (Electronic)  
Rev. 7/2020 Distribution: Headquarters Construction, Resident Engineer

**Figure 24-17: Ride Pay Adjustment Columnar Sheet**

Report Settings  
 Highlight RI values above 50.00 in/mi  
 Highlight RI values below 26.00 in/mi

| Summary - Run 1 |              |         |             |         |              |         |             |             |
|-----------------|--------------|---------|-------------|---------|--------------|---------|-------------|-------------|
| Track 1         |              |         |             | Track 2 |              |         |             | Average     |
| Segment         | Station (ft) | Defects | IRI (in/mi) | Segment | Station (ft) | Defects | IRI (in/mi) | IRI (in/mi) |
| 1               | 1694+00.000  | 1       | 46.116      | 1       | 1694+00.000  | 1       | 49.942      | 48.029      |
|                 | 1699+28.000  |         |             |         | 1699+28.000  |         |             |             |
| 2               | 1699+28.000  | 0       | 23.081      | 2       | 1699+28.000  | 0       | 24.671      | 23.876      |
|                 | 1704+56.000  |         |             |         | 1704+56.000  |         |             |             |
| 3               | 1704+56.000  | 1       | 41.210      | 3       | 1704+56.000  | 0       | 31.420      | 36.315      |
|                 | 1709+84.000  |         |             |         | 1709+84.000  |         |             |             |
| 4               | 1709+84.000  | 0       | 22.202      | 4       | 1709+84.000  | 0       | 24.116      | 23.159      |
|                 | 1715+12.000  |         |             |         | 1715+12.000  |         |             |             |
| 5               | 1715+12.000  | 0       | 21.093      | 5       | 1715+12.000  | 0       | 22.521      | 21.807      |
|                 | 1720+40.000  |         |             |         | 1720+40.000  |         |             |             |
| 6               | 1720+40.000  | 2       | 54.711      | 6       | 1720+40.000  | 2       | 50.214      | 52.462      |
|                 | 1725+68.000  |         |             |         | 1725+68.000  |         |             |             |
| 7               | 1725+68.000  | 0       | 25.047      | 7       | 1725+68.000  | 0       | 28.533      | 26.790      |
|                 | 1730+96.000  |         |             |         | 1730+96.000  |         |             |             |
| 8               | 1730+96.000  | 0       | 21.568      | 8       | 1730+96.000  | 0       | 20.826      | 21.197      |
|                 | 1736+24.000  |         |             |         | 1736+24.000  |         |             |             |

| Defect Locations - Run 1 - By Station |          |       |         |             |             |             |                     |                   |                                  |
|---------------------------------------|----------|-------|---------|-------------|-------------|-------------|---------------------|-------------------|----------------------------------|
| Defect                                | Type     | Track | Segment | Start (ft)  | End (ft)    | Length (ft) | Peak Height (in/mi) | Peak Station (ft) | Closest GPS                      |
| 1                                     | IRI Peak | 2     | 1       | 1694+25.500 | 1694+51.667 | 26.167      | 238.540             | 1694+37.333       | 40 41' 32.51" N 118 3' 17.94" W  |
| 2                                     | IRI Peak | 1     | 1       | 1694+29.333 | 1694+74.917 | 45.583      | 217.245             | 1694+37.167       | 40 41' 32.51" N 118 3' 17.94" W  |
| 3                                     | IRI Peak | 1     | 3       | 1705+71.000 | 1705+95.083 | 24.083      | 195.469             | 1705+81.167       | 40 41' 42.81" N 118 3' 12.01" W  |
| 4                                     | IRI Peak | 1     | 6       | 1721+94.917 | 1722+15.750 | 20.833      | 176.248             | 1722+02.667       | 40 41' 57.51" N 118 3' 03.59" W  |
| 5                                     | IRI Peak | 2     | 6       | 1722+05.000 | 1722+08.000 | 3.000       | 152.236             | 1722+06.917       | 40 41' 57.55" N 118 3' 03.57" W  |
| 6                                     | IRI Peak | 2     | 6       | 1722+14.833 | 1722+28.583 | 13.750      | 181.271             | 1722+21.250       | 40 41' 57.68" N 118 3' 03.49" W  |
| 7                                     | IRI Peak | 1     | 6       | 1722+28.000 | 1722+34.333 | 6.333       | 156.379             | 1722+32.000       | 40 41' 57.78" N 118 3' 03.44" W  |
| 8                                     | IRI Peak | 1     | 127     | 2360+05.167 | 2360+25.250 | 20.083      | 178.379             | 2360+14.500       | 40 51' 27.60" N 117 57' 08.69" W |

Figure 24-18: Example of a Profile Summary Report

## PERCENT WITHIN LIMITS (PWL)

The Percent Within Limits (PWL) specification is included on all contracts that contain 25,000 tons or greater of Type 2 or Type 2C plantmix bituminous surface. Depending on the ability of the contractor to produce a consistent mix that is within specification, the Progress Payment for item, 7360030 - PWL Incentive/Disincentive, provides a financial incentive or disincentive to the contractor.

PWL uses a statistical analysis to determine the consistency of a given lot of the plantmix bituminous surface. The statistical analysis is based upon the asphalt content, in-place density, and aggregate gradation (1/2 inch for Type 2C or 3/8 inch for Type 2, No. 4, No.10 and No. 200). The information pertaining to the PWL Specifications can be found in Subsection 401.02.02, (Plantmix Bituminous Pavements) Composition of Mixtures and Subsection 402.05.02 (Plantmix Bituminous Pavements) Plantmix Progress Payment Adjustment, of the Special Provisions.

Participation in the Construction Division's Workshop - Percent Within Limits (PWL) Training, is strongly encouraged to aid in the PWL procedures. Contact Construction Division Quality Assurance staff for ALL questions pertaining to PWL.

## OFFICE ENGINEER'S RESPONSIBILITIES

Prior to the production of (Type 2 or Type 2C) plantmix bituminous surface, the following must be completed:

1. Obtain the most current PWL calculation sheet for either Type 2 or Type 2C from the PWL folder of the [Quality Assurance Documents](#) Area in SharePoint.

2. Fill out the required header information on the PWL calculation sheet (Resident Engineer, Contract Number, County, etc.) (Figure 24-10).
  - a. The Unit price, \$/ton is the contract bid price for the Type 2 or Type 2C plantmix bituminous surface.
3. As the required test reports are received, input the applicable data into the PWL calculation sheet using the rounding convention from each test report's cover sheet.
  - a. Based upon the criteria established in Subsection 402.05.02 of the Special Provisions, assign subplot and corresponding lot numbers to the applicable test reports.
4. Prior to making the bi-weekly payment, check with the Construction Division's Quality Assurance Section to ensure the correct Progress Pay Adjustment (PPA) is being used.
  - a. The Construction Division's Admin Services Section will not approve the bi-weekly payment without consent from the Quality Assurance Section.



GREEN HIGHLIGHTED CELLS CAN NOT BE EDITED

|                   |                        |
|-------------------|------------------------|
| Resident Engineer | Kash Register          |
| Contract Number   | 3775                   |
| County            | Churchill              |
| Route             | US95-3                 |
| Mile Post         | CH 85.961 to CH 106.88 |
| Asphalt Type      | PG 64-28NV             |

|   |                  |
|---|------------------|
| Primary Contractor                                    | LOL Construction |
| Asphalt Producer                                      | PNAC             |
| Unit price, \$/ton                                    | \$ 58.00         |
| Pay Factor Adjustment: (XX) % + (0.5 * PWL over)      | 55               |
| Cease production if 2 consecutive lots criteria are < | 70               |

VERIFY IN CONTRACT  
VERIFY IN CONTRACT

| Gradation - Job Mix Formulas (up to 15) |        | L = Lower Limit |     |     | U = Upper Limit |    |    |
|---|--------|-----------------|-----|-----|-----------------|----|----|
| % Passing Sieve                         | JMF#   | 1               |     | 2   |                 | 3  |    |
|   | Limits | L1              | U1  | L2  | U2              | L3 | U3 |
| 1"                                      | 100    | 100             | 100 | 100 |                 |    |    |
| 3/4"                                    | 90     | 100             | 90  | 100 |                 |    |    |
| 1/2"                                    |        |                 |     |     |                 |    |    |
| 3/8"                                    | 63     | 72              | 63  | 72  |                 |    |    |
| #4                                      | 45     | 55              | 45  | 55  |                 |    |    |
| #10                                     | 30     | 36              | 30  | 36  |                 |    |    |
| #40                                     | 14     | 22              | 14  | 22  |                 |    |    |
| #200                                    | 5      | 8               | 5   | 8   |                 |    |    |
| Bit Ratio                               | 3.7    | 4.5             | 3.5 | 4.3 |                 |    |    |

| Date       | Lot | Sub Lot | Job Mix Formula | Planmix Type | 1"  | 3/4" | 1/2" | 3/8" | #4 | #10 | #40 | #200 | Bit Ratio | Compaction Test # | Compaction Type | Compaction % | Sublot Quantity, ton | Payment No. | Payment Amount |
|------------|-----|---------|-----------------|--------------|-----|------|------|------|----|-----|-----|------|-----------|-------------------|-----------------|--------------|----------------------|-------------|----------------|
| 10/10/2019 | 1   | 1       | 2               | 2            | 100 | 95   |      | 65   | 50 | 31  | 18  | 7    | 3.3       | 06-PM-01          | Mat             | 95.0         |                      |             |                |
| 10/10/2019 | 1   | 1       | 2               | 2            | 100 | 97   |      | 73   | 52 | 33  | 19  | 7    | 4.5       | 06-PM-02          | Mat             | 93.0         | 1,112.68             |             |                |
| 10/11/2019 | 1   | 2       | 2               | 2            | 100 | 96   |      | 71   | 52 | 32  | 19  | 6    | 3.4       | 06-PM-03          | Mat             | 94.0         |                      |             |                |
| 10/11/2019 | 1   | 3       | 2               | 2            | 100 | 95   |      | 68   | 50 | 31  | 19  | 8    | 3.7       | 06-PM-04          | Mat             | 93.0         | 1,589.84             |             |                |
| 10/12/2019 | 1   | 4       | 2               | 2            | 100 | 96   |      | 68   | 51 | 32  | 19  | 8    | 3.7       | 06-PM-05          | Mat             | 93.0         | 974.18               |             |                |
| 10/14/2019 | 1   | 5       | 2               | 2            | 100 | 95   |      | 66   | 50 | 32  | 19  | 8    | 3.3       | 07-PM-01          | Mat             | 93.0         |                      |             |                |
| 10/14/2019 | 1   | 5       | 2               | 2            | 100 | 95   |      | 70   | 52 | 33  | 20  | 7    | 4.5       | 07-PM-02          | Mat             | 94.0         | 1,201.74             |             |                |
|            | 1   |         |                 |              |     |      |      |      |    |     |     |      |           | 07-PM-03          | Mat             | 93.0         |                      |             |                |
|            | 1   |         |                 |              |     |      |      |      |    |     |     |      |           | 07-PM-04          | Mat             | 93.0         |                      |             |                |
|            | 1   |         |                 |              |     |      |      |      |    |     |     |      |           | 07-PM-05          | Mat             | 94.0         |                      |             |                |
|            | 1   |         |                 |              |     |      |      |      |    |     |     |      |           | 08-PM-01          | Mat             | 93.0         |                      |             |                |
|            | 1   |         |                 |              |     |      |      |      |    |     |     |      |           | 08-PM-02          | Mat             | 93.0         |                      |             |                |
|            | 1   |         |                 |              |     |      |      |      |    |     |     |      |           | 08-PM-03          | Mat             | 93.0         |                      |             |                |
|            | 1   |         |                 |              |     |      |      |      |    |     |     |      |           | 08-PM-04          | Mat             | 93.0         |                      |             |                |
|            | 1   |         |                 |              |     |      |      |      |    |     |     |      |           | 08-PM-05          | Mat             | 92.0         |                      |             |                |
|            | 1   |         |                 |              |     |      |      |      |    |     |     |      |           | 09-PM-01          | Mat             | 93.0         |                      |             |                |
|            | 1   |         |                 |              |     |      |      |      |    |     |     |      |           | 09-PM-02          | Mat             | 93.0         |                      |             |                |
|            | 1   |         |                 |              |     |      |      |      |    |     |     |      |           | 09-PM-03          | Mat             | 93.0         |                      |             |                |
|            | 1   |         |                 |              |     |      |      |      |    |     |     |      |           | 09-PM-04          | Mat             | 93.0         |                      |             |                |
|            | 1   |         |                 |              |     |      |      |      |    |     |     |      |           | 09-PM-05          | Mat             | 94.0         |                      |             |                |
|            | 1   |         |                 |              |     |      |      |      |    |     |     |      |           | 10-PM-01          | Mat             | 95.0         |                      |             |                |
|            | 1   |         |                 |              |     |      |      |      |    |     |     |      |           | 11-PM-01          | Mat             | 95.0         |                      |             |                |
|            | 1   |         |                 |              |     |      |      |      |    |     |     |      |           | 11-PM-02          | Mat             | 92.0         |                      |             |                |
|            | 1   |         |                 |              |     |      |      |      |    |     |     |      |           | 11-PM-03          | Mat             | 94.0         |                      |             |                |



Contract Information

|                   |                        |
|-------------------|------------------------|
| Resident Engineer | Kash Register          |
| Contract Number   | 3775                   |
| County            | Churchill              |
| Route             | US95-3                 |
| Mile Post         | CH 85.961 to CH 106.88 |
| Asphalt Type      | PG 64-28NV             |

|                    |                  |
|--------------------|------------------|
| Primary Contractor | LOL Construction |
| Asphalt Producer   | PNAC             |
| Unit price, \$/ton | 58.00            |
| Lots               | 1                |

ONLY YELLOW HIGHLIGHTED CELLS can be edited

| Lot | Sublots | Sublot criteria met? | Production criteria met? | JMF criteria met? | From     | To       | PWL <sub>max</sub> | PWL <sub>min</sub> | PWL <sub>rate</sub> | PWL <sub>today</sub> | PWL <sub>total</sub> | Pay Factor % | FF < 90, Remove & Replace? (Y or N) | Remove from PWL calculation | Production tons | Unadjusted Payout | Bonus | Deduct      | Cumulative Payout | Payment No. | Payment Amount |
|-----|---------|----------------------|--------------------------|-------------------|----------|----------|--------------------|--------------------|---------------------|----------------------|----------------------|--------------|-------------------------------------|-----------------------------|-----------------|-------------------|-------|-------------|-------------------|-------------|----------------|
| 1   | 5       | Yes                  | Yes                      | Yes               | 10/10/19 | 10/14/19 | PWL<55             | 95                 | 83                  | 92                   | 80                   | 95           | N                                   | N                           | 4,876.62        | 282,959.96        |       | (14,472.62) | 248,487.34        |             |                |

Figure 24-19. PWL Calculation Sheet Example

## PAYMENT ESTIMATES

The Contractor will be paid for the work performed on a bi-weekly basis using an AWP Payment Estimate. The bi-weekly cut-off date for all estimates is every other Friday. Contact Construction Admin Services staff for cut-off dates.

An AWP Payment Estimate can include:

- DWR item postings that have not been paid in a prior estimate but are approved. The maximum allowable amount that can be paid for Major Items (any item over \$50,000) based on NDOT's overrun criteria is \$100,000 or 100%. The overrun is calculated at the item's project/category level.
- Retainage calculations based on NDOT's Standard Specifications
- Liquidated Damages for Main Site Time overages
- Stockpile transactions
- Payment Adjustments (Liquidated Damages or Penalties)
- Item Adjustments (Used to track Insufficient Material Certifications)
- Price Indexes (Fuel and Asphalt Escalations)

The Payment Estimate process also calculates the Site Time charges for the contract. For Working Day Site Times, AWP bases its calculations on Daily Diary records within the pay period. For Completion Date Site Times, AWP bases the calculations on the date of the estimate.

Liquidated Damages (LDs) to assess overages on the contract's Main Site Time are automatically calculated and assessed by the AWP software in a Payment Estimate for the following criteria. Refer to Chapter 2, Contract Setup, Site Area, in the [AWP User Guide](#) for details.

- Available Time (Working Day) Contracts: LDs are assessed in a Payment Estimate when the days charged in the RE's Daily Diaries exceed the days designated in the contract's Main Site Time, Units and Dates Tab, Current Number of Time Units. The amount assessed equals the number of days exceeded times the Liquidated Damage/Disincentive Rate found in the Rates and Cap Amount Tab in the Main Contracts Site Time.
- Completion Date Contracts: LDs are assessed in a Payment Estimate when the date entered in the Actual Completion date exceeds the Current Completion date in the contract's Main Site Time, Units and Dates Tab. The amount assessed equals the number of days exceeded times the Liquidated Damage/Disincentive Rate found in the Rates and Cap Amount Tab in the Main Contracts Site Time.

The AWP software allows for Payment Adjustments within a payment estimate (supporting documentation is REQUIRED). These adjustments will allow NDOT Construction Crews to assess liquidated damages for the following: Environmental issues, Material discrepancies where the item's unit price is NOT changed, Traffic and Lane Closures, and Penalties for Labor Compliance, thus eliminating the creation and processing of a Change Order

Payment Estimate Quantity-Based Item Adjustments will be used to TEMPORARILY withhold payment(s) on items that have insufficient material certifications.

The AWP software also automatically calculates Fuel and Asphalt Escalation payment or decrement amounts. The AWP software designates an escalation as a Price Adjustment Index. NDOT's Fuel and Asphalt Escalations will be automatically calculated on each Payment Estimate (starting with estimate number one).

**Important:** ALL contracts will use the AWP Payment Estimate Review and Approval process to obtain signatures on Payment Estimates. Routing a Payment Estimate through DocuSign is no longer an option for obtaining approval signatures.



## OFFICE ENGINEER'S RESPONSIBILITIES

### INSPECTOR'S DAILY WORK REPORT (DWR) REVIEW

Prior to adding and processing a Progress Payment Estimate, review and verify all Inspector DWRs for the following. Refer to Chapter 5, Daily Work Reports, in the [AWP User Guide](#) for details.

- Information in the Remarks (decided on by the Resident Engineer)
- 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).
- Quantities – paid to the correct amount - in the correct category - to the correct Sig. Fig. (.01)

**Note:** Use the NDOT Power BI Report, Item Posting Tracking- AWP, to aid in tracking item posting quantities. Contact the Construction Admin Services staff for details on this Power BI report.

- Stationing and Location – RT, LT or CL, and offset if known. "Quotations" must be around the line designations.
- Comments - contain required info (decided on by the Resident Engineer) to the bid item; necessary calculations have been referenced and/or made correctly.
- If Comments/Remarks reference a memo or person, include the date of memo, and full name and title of person.
- Approve all DWRs for the cut-off period if everything is correct.
- If there are edits required in the DWR, Reject it.
- 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.
- Review the corrected DWR and Approve.
- Check for Material Certifications (payment should not be made if the certifications have not been approved by the Materials Division).

**Note:** Non-Quantity Error in an DWR.

When a non-quantity error is made in a DWR in the below Tabs/Fields and the DWR has been included in a Payment Estimate, create a DWR Note in the DWR with specific details of the correction for the error.

- **General Tab:** Weather, Temperature, Remarks Type or Remarks
- **Equipment Tab and Personnel Tab:** Number, Hours or Comments (Description and Name)
- **Postings Tab:** Stationing/Location, Offsets, Line Destination or Comments

**Note:** Quantity Error in an DWR.

When a quantity error (Only) is made in a DWR and it has been included in a Payment Estimate, a new DWR must be created to correct the quantity.

Use the DWR Notes to cross-reference both DWRs.

- In the Note for DWR with the quantity error, provide details on the specific error and the following information from the correcting DWR: Item number and Description, Stationing/Location, Inspector, and the details of the correction that was applied.
- In the Posting comments for the correcting DWR, reference the following information from the DWR where the error occurred: DWR Date, Inspector, Item Number and Description, Stationing/Location and the details on the specific error and provide details on the correction applied.

ADDING AND PROCESSING A PROGRESS TYPE PAYMENT ESTIMATE

Refer to Chapter 9, Payment Estimates, in the [AWP User Guide With Materials](#) for details.

1. Add the Progress Type Payment Estimate.
2. Review the Draft Payment Estimate and complete the Contract Payment Estimate Summary Tabs as appropriate.
  - a. **General:** Review the Draft Payment Estimate summary information (Figure 24-11).

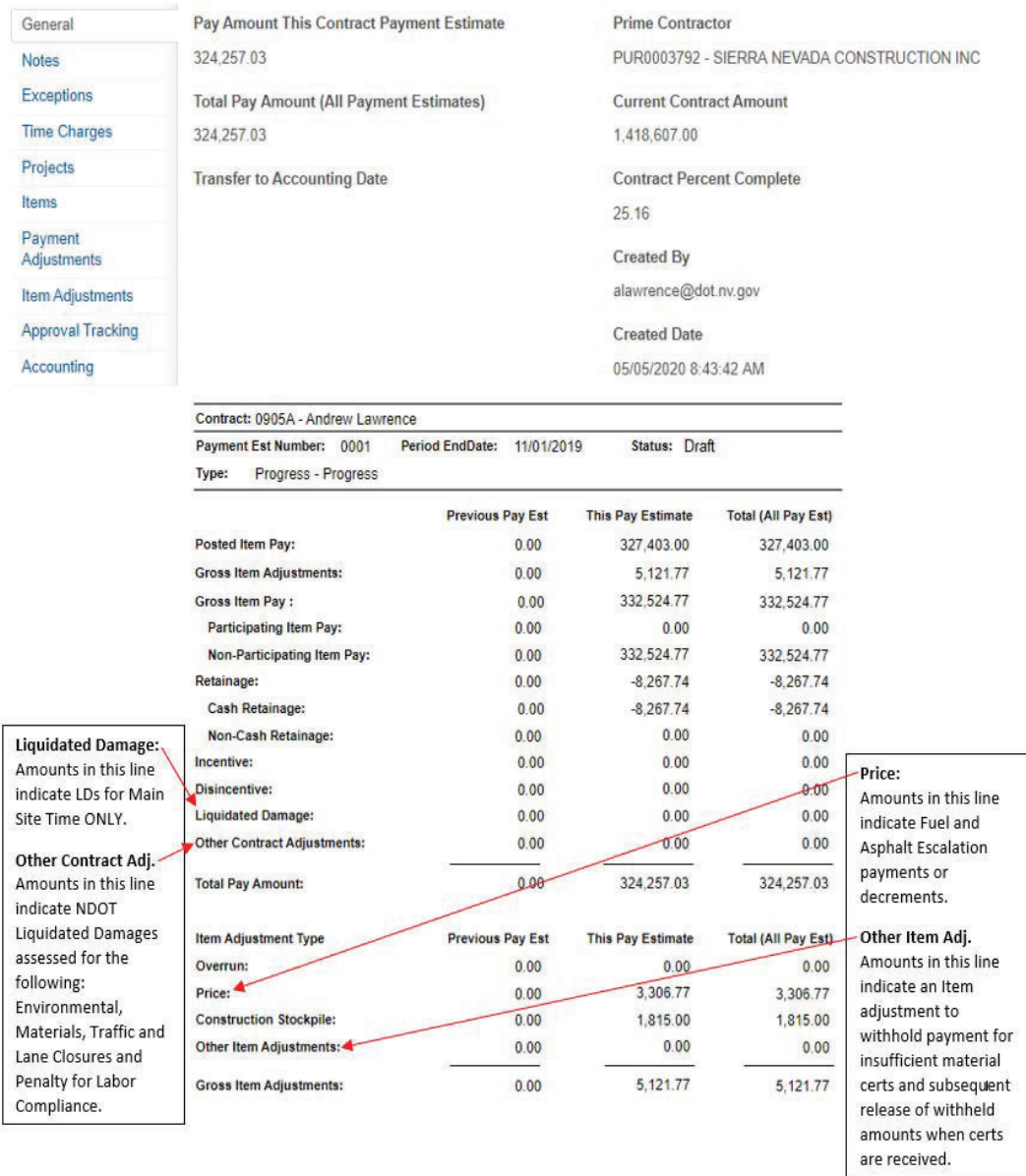


Figure 24-20. General Tab Payment Estimate Summary Information

- b. **Notes:** Enter a Payment Estimate Note as appropriate. .
- c. **Exceptions:** This tab displays Payment Exceptions, which may prevent the Payment Estimate's Approval (Figure 24-12). The exceptions require specific responses. Refer to the chart in Figure 24-13.

Open each Exception ID and review the Description details. Be sure to work with the Resident Engineer to determine



the appropriate detailed response(s) for ALL Payment Estimate Exceptions PRIOR to updating the Payment Estimate Exception Status. If there are multiple Payment Estimate Exceptions and, for example, one must be Resolved or one requires an additional DWR be created and/or approved in order to be included on the Payment Estimate, the Payment Estimate will have to be deleted and all data entered on the Payment Estimate will be lost. When the new Payment Estimate is added, the Payment Estimate Exceptions which are still unresolved, will show again and will require re-entry with the appropriate response.

**Note:** The Missing Percentage of Schedule DWR Item Posting Exceptions reflect NDOT's Percentage (Prorated) Item Warning messages. The quantity suggested is based on the information in subsection 109.06 of the Standard Specifications and the percent complete awarded amount of the contract. If the suggested quantity indicated in the Exception Description(s) will be used complete the following steps: delete the Payment Estimate, update the DWR item posting quantities to reflect the suggested quantities for the Percentage Item(s), Approve the DWR with the updated quantities, and Add the Progress Type Payment Estimate again. If the suggested quantities are NOT used, Acknowledge each Exception.

### Contract Payment Estimate Summary

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

Estimate Number: 0003    Period End Date: 08/28/2019 12:00:00 AM    Type: Progress    Status: Draft

General  
Notes  
Exceptions 0 changed  
Time Charges  
Projects  
Items  
Payment Adjustments

Q Type search criteria or press Enter Advanced Showing 6 of 6

| Exception ID | Payment Estimate Excepti...  | Status     |
|--------------|------------------------------|------------|
| 1            | Missing Percentage of Schedu | Unresolved |
| 2            | Missing Percentage of Schedu | Unresolved |
| 3            | Missing Percentage of Schedu | Unresolved |
| 4            | Missing Percentage of Schedu | Unresolved |

Figure 24-21. Payment Estimate Exceptions Tab Details

### Payment Estimate Exception Chart

| Exception                                       | Progress         | Semi-Final       |
|---|------------------|------------------|
| Construction Stockpile Balance                  | Not Displayed    | Must Resolve     |
| Funding Check                                   | Must Resolve     | Must Resolve     |
| Item Incomplete                                 | Not Displayed    | Must Resolve     |
| Item Overrun                                    | Must Acknowledge | Must Resolve     |
| Missing Percentage of Schedule DWR Item Posting | Must Acknowledge | Must Acknowledge |
| Missing Start Time                              | Must Resolve     | Must Resolve     |
| Negative Estimate                               | Must Resolve     | Must Resolve     |
| Pending or Draft Daily Work Reports             | Must Acknowledge | Must Resolve     |

#### Definition of Status Response

Must Acknowledge - Exception is valid, issue the specified payment to Contractor.

Must Resolve - Exception is valid and must be corrected to continue with estimate.

Figure 24-22. Payment Estimate Exception Chart

- d. **Time Charges:** This tab is used to summarize time charged on this Payment Estimate.
- e. **Projects:** This tab is used to summarize project information on this Payment Estimate.
- f. **Items:** This tab is used to summarize item information on this Payment Estimate.

- g. **Payment Adjustments:**
    - i. **User-Generated Payment Adjustments** are used to withhold payment for Liquidated Damages (Environmental, Materials, Traffic and Lane Closures, and Penalty for Labor Compliance). Refer to the *Payment Adjustments To Assess Liquidated Damages and Penalties Section* in this chapter for details on entering these types of adjustments.
    - ii. **System-Generated Payment Adjustments** include the retainage information for the Payment Estimate. This information is read-only.
  - h. **Item Adjustments:**
    - i. **User-Generated Quantity-Based Item Adjustments** are used to temporarily withhold payment on an item for insufficient material certifications. Refer to the *Item Adjustments For Insufficient Materials Certifications Section* in this chapter for details on entering these types of adjustments.
    - ii. **System-Generated Quantity-Based Item Adjustments** include all appropriate fuel and asphalt escalations. The AWP software designates escalations as Price Adjustment Indexes. Refer to the *Asphalt Escalation - AWP Price Adjustment Index*, and *Fuel Escalation - AWP Price Adjustment Index Sections* in this chapter for details on entering these types of adjustments.
  - i. **Approval Tracking:** The Approval Tracking tab will populate after the payment estimate is submitted for approval and will track the AWP four-level approval process.
3. When all appropriate tabs have been updated and the Payment Estimate has been reviewed, Submit for Approval. This starts the AWP Payment Estimate approval process, where the federally required signatures are obtained (DocuSign is no longer used to obtain Payment Estimate signatures). This approval process goes through four levels: Level 1 - Estimate Generator (the individual who added the Payment Estimate and submitted it for Approval), Level 2 - Estimate Review, Level 3 - Estimate Approve, and Level 4 - Estimate Final Check (this step is complete by Construction Admin staff). Every level MUST be completed by a different individual.
  4. When Construction Admin staff Approve Level 4 the Payment Estimate changes to the Approved status (the Payment Estimate is completed at this point) (Figure 24-14). Print the Payment Estimate for Contractor Report (this report contains the electronic signatures obtained during the four-level approval process) to PDF and save the file in the EDOC Contract Files\Contract Files\Division No. 7 - Construction Pay Estimate and Related Data\7.# Construction Pay Estimate Report directory. The signed report must be printed and saved PRIOR to the creation of the next Payment Estimate.

|                            |   |   |                  |
|----------------------------|---|---|------------------|
| Estimate Number: 0003      | Period End Date: 11/29/2019 12:00:00 AM   | Type: Progress                              | Status: Approved |
| <b>General</b>             | Pay Amount This Contract Payment Estimate | Prime Contractor                            |                  |
| <b>Notes</b>               | 124,564.27                                | PUR0003792 - SIERRA NEVADA CONSTRUCTION INC |                  |
| <b>Exceptions</b>          | Total Pay Amount (All Payment Estimates)  | Current Contract Amount                     |                  |
| <b>Time Charges</b>        | 528,460.57                                | 1,418,607.00                                |                  |
| <b>Projects</b>            | Transfer to Accounting Date               | Contract Percent Complete                   |                  |
| <b>Items</b>               |   | 41.10                                       |                  |
| <b>Payment Adjustments</b> |   | Created By                                  |                  |
| <b>Item Adjustments</b>    |   | alawrence@dot.nv.gov                        |                  |
| <b>Approval Tracking</b>   |   | Created Date                                |                  |
| <b>Accounting</b>          |   | 05/06/2020 8:43:42 AM                       |                  |

Contract: 0905A - Andrew Lawrence  
 Payment Est Number: 0003    Period EndDate: 11/29/2019    Status: Draft  
 Type: Progress - Progress

|                             | Previous Pay Est  | This Pay Estimate | Total (All Pay Est) |
|-----------------------------|-------------------|-------------------|---------------------|
| Posted Item Pay:            | 416,209.50        | 152,475.71        | 568,685.21          |
| Gross Item Adjustments:     | 5,288.23          | -24,520.95        | -19,232.72          |
| Gross Item Pay :            | 421,497.73        | 127,954.76        | 549,452.49          |
| Participating Item Pay:     | 0.00              | 0.00              | 0.00                |
| Non-Participating Item Pay: | 421,497.73        | 127,954.76        | 549,452.49          |
| Retainage:                  | -10,309.78        | -3,240.49         | -13,550.27          |
| Cash Retainage:             | -10,309.78        | -3,240.49         | -13,550.27          |
| Non-Cash Retainage:         | 0.00              | 0.00              | 0.00                |
| Incentive:                  | 0.00              | 0.00              | 0.00                |
| Disincentive:               | 0.00              | 0.00              | 0.00                |
| Liquidated Damage:          | 0.00              | 0.00              | 0.00                |
| Other Contract Adjustments: | -7,291.65         | -150.00           | -7,441.65           |
| <b>Total Pay Amount:</b>    | <b>403,896.30</b> | <b>124,564.27</b> | <b>528,460.57</b>   |

**Liquidated Damage:**  
 Amounts in this line indicate LDs for Main Site Time ONLY.

**Other Contract Adj:**  
 Amounts in this line indicate NDOT Liquidated Damages assessed for the following:  
 Environmental, Materials, Traffic and Lane Closures and Penalty for Labor Compliance.

**Price:**  
 Amounts in this line indicate Fuel and Asphalt Escalation payments or decrements.

**Other Item Adj:**  
 Amounts in this line indicate an Item adjustment to withhold payment for insufficient material certs and subsequent release of withheld amounts when certs are received.

| Item Adjustment Type    | Previous Pay Est | This Pay Estimate | Total (All Pay Est) |
|-------------------------|------------------|-------------------|---------------------|
| Overrun:                | 0.00             | -24,100.00        | -24,100.00          |
| Price:                  | 1,118.96         | 1,581.55          | 2,700.51            |
| Construction Stockpile: | 1,815.00         | -1,815.00         | 0.00                |
| Other Item Adjustments: | -952.50          | -187.50           | -1,140.00           |
| Gross Item Adjustments: | 5,288.23         | -24,520.95        | -19,232.72          |

Figure 24-23. Contract Payment Estimate Summary, Approved Payment Estimate

## PAYMENT ADJUSTMENTS TO ASSESS LIQUIDATED DAMAGES AND PENALTIES

Liquidated Damages and Penalties are defined as justifiable damages to the Department or general public.

Liquidated Damages and Penalties for Environmental, Materials, Traffic and Lane Closures, and Penalty for Labor Compliance are assessed in the AWP software by adding a Payment Estimate, Payment Adjustment and attaching all supporting documentation in the Payment Adjustment record.

Refer to Chapter 9, Payment Estimates, in the [AWP User Guide](#) for details. The following steps assume the Payment Estimate has been added.

1. Click on the Payment Adjustment Tab.
2. Click on the **New** button under the User-Generated Payment Adjustments section.
3. Complete the following fields (Figure 24-16).
  - a. **Other Payment Adjustment Type:** Select the appropriate type (Figure 24-15).

**Other Payment Adjustment Type**

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

**Figure 24-24. Other Payment Adjustment Types List**

- b. **Amount:** Enter the Liquidated Damage or Penalty Amount.
  - c. **Comments:** Enter an appropriate comment..
4. Click the Save button.
5. Attach all required supporting documentation (Failing test reports and material worksheets, email correspondence, Nevada Labor Commissioner memos, etc.) for this Liquidated Damage or Penalty.

Contract Payment Estin There are unsaved changes. x

0201Y - Test Item Adjustment Save ?

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

**General**

Notes

Exceptions

Time Charges

Projects

Items

Payment Adjustments

Item Adjustments

Approval Tracking

**User-Generated Payment Adjustments**

Q Type search criteria or press Enter Advanced

1 added | 0 marked for deletion | 0 changed

| Type  | Amount    | Other Payment Adjustment Type |
|---|-----------|-------------------------------|
| <div style="border: 1px solid #ccc; padding: 2px;"> <p>▼ <b>Comments</b></p> <p>Lab Test # CM17-14 Report Date 4/26/19</p> </div> <p><b>Payment Adjustment ID</b></p> <p><b>Type *</b> <span style="border: 1px solid #ccc; padding: 2px;">Other Contract Adjustment</span></p> <p><b>Other Payment Adjustment Type</b> <span style="border: 1px solid #ccc; padding: 2px;">010 - Bituminous Pavement</span></p> <p><b>Amount *</b> <span style="border: 1px solid #ccc; padding: 2px;">-2,880.00</span></p> <p><b>Comments</b> <span style="border: 1px solid #ccc; padding: 2px;">Lab Test # CM17-14 Report Date 4/26/19</span></p> | -2,880.00 | 010                           |

**Figure 24-25. Payment Adjustment Detail**

NOTES for Liquidated Damage and Penalty Payment Adjustments.

- **Liquidated Damage - Environmental**
  - Refer to Section 637, (*Temporary Pollution Control*), of the Special Provisions and the [NDOT Stormwater Guidance Manual for Construction Project](#) for details.
  - A separate Payment Adjustment must be processed per deficiency per item.
  - Call the Stormwater Division for guidance on environmental deficiencies.
  - Save all required supporting documentation to the EDOC Contract Files\Contract Files\Division No. 7 - Construction Pay Estimate and Related Data\7.# Payment Adjustments (LD - Environmental) directory.
- **Liquidated Damage - Material \*** (Examples for failing asphalt and plantmix - Lottman are described in this chapter).
  - Refer to Subsection 109.02, (*Measurement and Payment*) *Scope of Payment*, of the Standard Specifications for details.
  - A separate Payment Adjustment must be completed for each failing material type, but consecutive failures can be assessed on each material type.
  - Save all required supporting documentation to the EDOC Contract Files\Contract Files\Division No. 7 - Construction Pay Estimate and Related Data\7.# Payment Adjustments (LD - Materials) directory.
- **Liquidated Damage - Traffic or Lane Closure**
  - Refer to Subsections 108.09, (*Prosecution and Progress*) *Failure to Complete the Work on Time*, of the Standard Specifications and the Special Provisions for details.
  - A separate Payment Adjustment must be completed each time additional damages are assessed.
  - Save all required supporting documentation to the EDOC Contract Files\Contract Files\Division No. 7 - Construction Pay Estimate and Related Data\7.# Payment Adjustments (LD - Traffic & Lane Closures) directory.
- **Penalty (Labor Compliance)**
  - Refer to Nevada Labor Commissioner memo(s) received from the Contract Compliance staff.
  - A separate Payment Adjustment must be completed for each wage determination and late payroll determination.

- Save all required supporting documentation to the EDOC Contract Files\Contract Files\Division No. 7 - Construction Pay Estimate and Related Data\7.# Payment Adjustments (Penalty - Labor Compliance) directory.

### **\*EXAMPLE OF LIQUIDATED DAMAGES FOR ASPHALT**

Asphalt samples will be taken every 25 tons or any fraction thereof on the last sample of the day. Actual sample size will be determined by total wet tons (Figure 24-21). When utilizing the LD worksheet to find the total asphalt cement, please enter zero for the moisture. Moisture will remain on the form for other purposes.

The amount of asphalt samples taken for the day will determine the tons per sample:

From the Job-Mix Formula: Bitumen ratio = 5.0%, Mineral filler = 1.28%, RAP = 0.8%  $1 + (.05 + .0128 + .008) = 1.0708$

Total wet tons for day =  $2200.00 \div 1.0708 = 2054.54$  Dry tons

PG for the day =  $2054.54 \times 0.05 = 102.73$  tons

Samples taken for the day = 5

Tons per sample =  $102.73 \div 5 = 20.55$

20.55 tons will represent each sample for that day.

If 4 samples were taken, you still need to account for the total PG Asphalt:

Tons per sample =  $102.73 \div 4 = 25.68$

25.68 tons will represent each sample for that day.

This is done on all samples for the day whether they passed or failed.

The items needed to calculate damages for asphalt are:

- The Report of Tests of Asphaltic Cement (Figure 24-17) from the Materials Division shows whether a sample has pass/failed. Failures will include demerits. The information on top of the form comes from the Transmittal for Asphalt Samples (Form No. 020-016) that was turned in with the asphalt sample.



JUL 25 2016

STATE OF NEVADA  
Department of Transportation  
Materials Division  
1263 SOUTH STEWART STREET CARSON CITY NV 89712  
Report of Tests of Asphaltic Cement

|                           |                            |                     |           |
|---------------------------|----------------------------|---------------------|-----------|
| Lab Number.....           | CCAC-2016-00439            | Field Number.....   | 102       |
| Contract Number.....      | 3583                       | Actual Tonnage..... | 20.55     |
| Project Number.....       | STP-580-1(032)             | Sampled By.....     | LENCHO    |
| County.....               | WASHOE                     | Observed By.....    | WANG      |
| Nevada Specification..... | PG 64-28NV                 | Tested By.....      | SR        |
| Asphalt Producer.....     | PARAMOUNT-NEVADA           | Date Sampled.....   | 7/17/2016 |
| Shipping Point.....       | FERNLEY, NV.               | Date Received.....  | 7/18/2016 |
| Contractor.....           | SIERRA NEVADA CONSTRUCTION | Date Tested.....    | 7/22/2016 |
|                           |                            | Date Reported.....  | 7/22/2016 |

| TESTS PERFORMED  | Test Results      | Re-Test Results | NEVADA SPECIFICATIONS |
|--|-------------------|-----------------|-----------------------|
| <b>ORIGINAL BINDER</b>   |                   |                 |                       |
| Viscosity, 135°C, Pa·s   |                   |                 | Maximum 3 Pa·s        |
| Original Dynamic Shear, G <sup>+</sup> /sin δ, 10 rad/s, kPa @ 64 °C         | 1.41              |                 | Minimum 1.00 kPa      |
| Original Phase Angle @ 64 °C   | 71.9              |                 | N/A                   |
| Original Ductility, 4 °C, 5 cm/min, cm                                       | <b>**FAILED**</b> | 32              | Minimum 50 cm         |
| Toughness, Inch-lbs  | <b>**FAILED**</b> | 79              | Minimum 110 Inch-lbs  |
| Tenacity, Inch-lbs   | <b>**FAILED**</b> | 64              | Minimum 75 Inch-lbs   |
| <b>Sieve Test</b>  |                   |                 |                       |
| Original Penetration @ 25°C, 100g, 5 sec, dmm                                |                   |                 | Maximum 0             |
| <b>RTFC RESIDUE</b>  |                   |                 |                       |
| Loss on Heating, %   |                   |                 | Maximum 1.0 %         |
| Residue Dynamic Shear, G <sup>+</sup> /sin δ, 10 rad/s, kPa @ 64 °C          |                   |                 | Minimum 2.20 kPa      |
| Residue Ductility, 4 °C, 5 cm/min, cm  | 17                | 17              | Minimum 25 cm         |
| Creep Recovery, R3.2 @ 3.2kPa, % @ 64 °C                                     |                   |                 | N/A                   |
| Non-Recoverable Creep Compliance, Jnr3.2 @ 3.2kPa, kPa <sup>-1</sup> @ 64 °C |                   |                 | N/A                   |
| Non-Recoverable Creep Compliance Difference, Jnrdiff                         |                   |                 | N/A                   |
| <b>PAV RESIDUE</b>   |                   |                 |                       |
| PAV Dynamic Shear, G <sup>+</sup> /sin δ, 10 rad/s, kPa @ 22 °C              |                   |                 | Maximum 5000 kPa      |
| Creep Stiffness, 80s, S, MPa @ -18 °C  |                   |                 | Maximum 300 MPa       |
| M-value @ -18 °C   |                   |                 | Minimum 0.300         |

REMARKS AND RECOMMENDATIONS: MATERIAL HAS FAILED NEVADA SPECIFICATIONS

TOTAL 30 DEMERIT(S)

**DISTRIBUTION**

|                     |                      |
|---------------------|----------------------|
| 1 District Engineer | 1 Contractor         |
| 1 Resident Engineer | State Purchasing     |
| 1 Laboratory        | Maintenance Engineer |
| 1 Asphalt Producer  | L.V. Facility        |
| 1 Construction      | Bituminous Lab       |
| 1 RTC               | Clark County         |

*[Signature]*  
\* Other Project Numbers May Be Applicable  
ReportIDTestsAC.rpt

Page 1 of 1

**Figure 24-26: Report of Tests of Asphaltic Cement**

- Plant Record Spreadsheet (Figure 24-18) will match the information placed on the Transmittal for Asphalt Samples (Form No. 020-016). Sample numbers 1 thru 7 shown below on the Plant Record, are used in the example on Figure 24-21.

| Plant Record  |                      |            |                     |                         |                               |        |  |
|---------------|----------------------|------------|---------------------|-------------------------|-------------------------------|--------|--|
| Contract No.: |                      | 3583       |                     | Total Tons:             |                               | 154.79 |  |
| Asphalt Type: |                      | PG 64-28NV |                     |                         |                               |        |  |
| Sample No.    | Date<br>(mm/dd/yyyy) | Time       | Tons<br>Represented | Inspector<br>(initials) | Remarks                       |        |  |
| 1             | 07/15/2016           | 8:30 AM    | 26.02               | TJW                     |                               |        |  |
| 2             | 07/15/2016           | 9:55 AM    | 26.02               | TJW                     | 7/15 - 1,152 wet tons placed. |        |  |
| 3             | 07/17/2016           | 8:45 AM    | 20.55               | NPW                     |                               |        |  |
| 4             | 07/17/2016           | 11:50 AM   | 20.55               | NPW                     |                               |        |  |
| 5             | 07/17/2016           | 1:22 PM    | 20.55               | NPW                     |                               |        |  |
| 6             | 07/17/2016           | 3:00 PM    | 20.55               | NPW                     |                               |        |  |
| 7             | 07/17/2016           | 4:35 PM    | 20.55               | NPW                     | 7/17 - 2,200 wet tons placed. |        |  |

Figure 24-27: Plant Record Spreadsheet

- Record of Delivery - Plantmix Surface Spreadsheet (Figure 24-19) that shows the Total Tons of mix placed on the day the sample(s) failed.

| Record of Delivery -- Plantmix Surface |           |                             |            |                  |                |                 |  |          |  |
|--|-----------|-----------------------------|------------|------------------|----------------|-----------------|--|----------|--|
| Date:                                  |           | 07/17/2016                  |            | (mm/dd/yyyy)     |                | Total Tons      |  | 2,200.00 |  |
| Contract No.:                          |           | 3583                        |            |                  |                |                 |  |          |  |
| Item No. / Description:                |           | 4020190 - PBS TYPE 2C (WET) |            |                  |                |                 |  |          |  |
| Tickets taken by:                      |           | REW                         |            | (initials)       |                |                 |  |          |  |
| Checked against scale sheet:           |           | KMM                         |            | (initials)       |                |                 |  |          |  |
| Ticket No.                             | Truck No. | Time                        | Station    | Temperature (°F) | Tons Delivered | Cumulative Tons | Remarks                                |          |  |
| 5176                                   | 154       |                             |            |                  | 40.12          | 1,736.33        |  |          |  |
| 5177                                   | 317       |                             |            |                  | 38.23          | 1,774.56        |  |          |  |
| 5178                                   | 411       |                             |            |                  | 39.58          | 1,814.14        |  |          |  |
| 5179                                   | 622       |                             |            |                  | 39.56          | 1,853.70        |  |          |  |
| 5172                                   | 154       |                             |            |                  | 38.10          | 1,891.80        |  |          |  |
| 5173                                   | 317       | 1:45 PM                     | "X"- 69+50 | 325              | 36.81          | 1,928.61        |  |          |  |
| 5174                                   | 411       |                             |            |                  | 37.33          | 1,965.94        |  |          |  |
| 5175                                   | 622       |                             |            |                  | 39.22          | 2,005.16        |  |          |  |
| 5176                                   | 154       |                             |            |                  | 40.12          | 2,045.28        |  |          |  |
| 5177                                   | 317       |                             |            |                  | 39.23          | 2,084.51        |  |          |  |
| 5178                                   | 411       |                             |            |                  | 40.58          | 2,125.09        |  |          |  |
| 5179                                   | 622       | 3:30 AM                     | "X"- 61+50 | 315              | 40.56          | 2,165.65        |  |          |  |
| 5172                                   | 154       |                             |            |                  | 39.10          | 2,204.75        |  |          |  |
|  |           |                             |            |                  | -4.75          | 2,200.00        | 4.75 tons of waste at the end of shift |          |  |

Figure 24-28: Record of Delivery – Plantmix Surface

- A copy of the applicable JMF (Figure 24-20) for the percent of asphalt and mineral filler.



| STATE OF NEVADA<br>DEPARTMENT OF TRANSPORTATION<br>MATERIALS DIVISION<br>1263 S. STEWART ST. CARSON CITY, NV 89712<br>OPEN GRADED BITUMINOUS MIX DESIGN |   |   |
|---|---|---|
| LAB NUMBER:   | BF16-44   | BITUMEN RATIO: 6.2 PG 64-28NV   |
| CONTRACT NUMBER:  | 3609  |   |
| COUNTY:   | ELKO  |   |
| PRIMARY CONTRACTOR:   | W.W. CLYDE  |   |
| DATE AGG. SAMPLED:  | 07/07/16  |   |
| DATE AGG. RECEIVED:   | 07/12/16  |   |
| REPORT DATE:  | 07/22/16  |   |
| SAMPLED BY:   | C. HANSEN   |   |
| CHECKED BY:   | RP & GR   |   |
| TYPE MATERIAL:  | 3/8" OPEN GRADED PLANT  |   |
| SOURCE OF SAMPLE(S):  | EL 84-15  |   |
| MINERAL FILLER:   | 1.5% HYDRATED LIME WET-CURED (MARINATED) 48 HOURS   |   |
| TYPE ASPHALT:   | PG 64-28NV (CCAC16-440)   |   |
| ASPHALT PRODUCER:   | CALUMET   |   |
| JOB DESCRIPTION:  | ON I-80 FROM 0.05 MILES WEST OF THE WILLOW CREEK GRADE SEPARATION TO 0.82 MILES EAST OF THE EAST WELLS INTERCHANGE  |   |
| MAX. DENSITY, Mg/m <sup>3</sup> (PCF):  | 2.418 (150.9)   |   |
| SURFACE AREA m <sup>2</sup> /kg (ft <sup>2</sup> /lb):  | 4.28 (20.9)   |   |
| SAND EQUIVALENT:  | 78  |   |
| CALIF. SPECIFIC GRAVITY:  | 2.65  | SPECIFICATIONS:   |
| COARSE AGG. BULK SPECIFIC GRAVITY:  | 2.62  | 2.95 MAX  |
| FINE AGG. BULK SPECIFIC GRAVITY:  | 2.54  | 2.95 MAX  |
| +#4 WATER ABSORPTION:   | CHIPS: 0.9  | 4% MAX  |
| SS SOUNDNESS COARSE:  | 5   | 12% MAX   |
| SS SOUNDNESS FINES:   | 8   | 15% MAX   |
| LIQUID LIMIT (BEFORE MARINATION):   | CHIPS: 19; CLEAN FINES: N/A; DIRTY FINES: N/A   | 35 MAX  |
| PLASTICITY INDEX (BEFORE MARINATION):   | CHIPS: 3; CLEAN FINES: NP; DIRTY FINES: NP  | 10 MAX  |
| LA ABRASION:  | 29.2  | 37% MAX   |
| FRACTURE FACE COUNT:  | CHIPS: 100  | 90% MIN   |
| REMARKS:  | FOR THE MATERIAL REPRESENTED BY THE SUBMITTED SAMPLES WITH THE ATTACHED GRADINGS, LABORATORY TESTS INDICATE A BITUMEN RATIO OF 6.2 PG 64-28NV FOR 3/8" OPEN GRADED PLANTMIX AGGREGATE TREATED WITH 1.5% HYDRATED LIME WET-CURED (MARINATED) 48 HOURS. |   |
| DISTRIBUTION:   | BIN PERCENTAGES:  | 70% CHIPS<br>14% CLEAN FINES<br>16% DIRTY FINES   |
| 1 DISTRICT ENGINEER   |   |   |
| 2 CONSTRUCTION ENGINEER   |   |   |
| 1 LAB FILES   |   |   |
| 1 BITUMINOUS LAB  |   |   |
| 1 ASPHALT LAB   |   |   |
| 1 BITUMINOUS OPERATIONS   |   |   |
| 1 LAS VEGAS LAB   |   |   |
| 1 AGGREGATE LAB   |   |   |
|   | NOTE:   | CHANGES FROM THE RECOMMENDED BITUMEN RATIO SHALL BE DISCUSSED WITH THE MATERIALS DIVISION. THE RECOMMENDED BITUMEN RATIO IS BASED UPON DRY WEIGHT OF AGGREGATE. |

*Ben BLSA*

Figure 24-29: JMF Mix Design

- The dollar amount per ton from Subsection 402.05.01, (Plantmix Bituminous Surface) Payment, of the Special Provisions.
- The demerit chart in Subsection 109.02, (Measurement and Payment) Scope of Payment, of the Standard Specifications.
- Use the Liquidated Damages for Failing Asphalt Cement Calculation Worksheet (Figure 24-21) found in the SharePoint Construction Admin Area - [Constrction Admin Payment Forms](#). Complete the cells in Blue. Make sure the asphalt cement for the day and the total tons match. If the total tons do not match the asphalt cement for the day, an adjustment must be made on as many samples as it takes to get the total to equal.
- Complete the cells in Blue on Liquidated Damages for Failing Asphalt Cement form (Form No. 040-077) (Figure 24-22). Use one form for each material. Do not create a separate sheet for each pay period. Fill in the CATG# totals at the bottom when the form is complete or full. The Grand Total must match the total of all the CATG#s.

- When all calculations have been completed a letter explaining the Liquidated Damage must be sent to the Contractor, notifying when it will be deducted from the Progress Payment Estimate. Send a copy to the Construction Division.
- Liquidated Damages for Asphalt Cement Calculation Worksheet and all backup documentation will be saved to the appropriate EDOC Contract Files\Contract Files\Division No. 7 - Construction Pay Estimate and Related Data\7.# Payment Adjustments (LD - Materials) directory.

LIQUIDATED DAMAGES FOR FAILING ASPHALT CEMENT  
CALCULATION WORKSHEET

CONTRACT NO: 3583      DATE USED: 07/17/2016

TYPE OF ASPHALT (CHOOSE ONE):  PG Grade (a)       PG Grade (b)      *Refer to Standard Specifications for Road and Bridge Construction, Section 109.02.*

NAME OF ASPHALT: (CHOOSE ONE): PG 64-28NV

MIX DESIGN NO: BF20-24      JOB MIX FORMULA NO: 1

FROM JMF:      BITUMEN RATIO = 5.00%      *When RAP is included, use the bitumen ratio added as shown on the JMF; do not use the bitumen ratio total. NDOT is responsible for performing moisture tests.*  
                   MINERAL FILLER = 1.28%  
                   OIL FROM RAP = 0.80%  
                   MOISTURE = 0.00%

ASPHALT COST (\$) = 700.00      *Refer to Special Provisions, Section 402.05.01.*

TOTAL WET TONS FOR DAY = 2,200.00

DRY TONS FOR DAY = 2,200.00 ÷ ( 0.0708 + 1 ) = 2,054.54

ASPHALT CEMENT FOR DAY = 2,054.54 × 0.0500 = 102.73

TOTAL NO. OF SAMPLES TAKEN FOR DAY = 5

TONS PER SAMPLE FOR DAY (FOR DEMERITS) = 102.73 ÷ 5 = 20.55

| LAB NUMBER | DEMERITS | \$/DEMERIT | X | TONS  | = | \$/SAMPLE | PASS / FAIL |
|------------|----------|------------|---|-------|---|-----------|-------------|
| 2016-00067 | 22       | 525.00     | X | 20.55 | = | 525.00    | Fail        |
| 2016-00068 | 19       | 200.00     | X | 20.55 | = | 4,110.00  | Fail        |
| 2016-00069 | 23       | 525.00     | X | 20.55 | = | 525.00    | Fail        |
| 2016-00089 | 0        |            | X | 20.55 | = | 0.00      | Pass        |
| 2016-00090 | 4        | 40.00      | X | 20.55 | = | 822.00    | Fail        |
|            |          |            | X | 0.00  | = | 0.00      |             |
|            |          |            | X | 0.00  | = | 0.00      |             |
|            |          |            | X | 0.00  | = | 0.00      |             |
|            |          |            | X | 0.00  | = | 0.00      |             |
|            |          |            | X | 0.00  | = | 0.00      |             |
|            |          |            | X | 0.00  | = | 0.00      |             |
|            |          |            | X | 0.00  | = | 0.00      |             |

TOTAL TONS = 102.75  
 TOTAL DEMERIT \$ FOR DAY = 5,982.00

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Figure 24-30: Liquidated Damages for Failing Asphalt Cement Calculation Worksheet



Liquidated Damages for Failing Lottman Test Report Calculation Worksheet and all backup documentation will be saved to the appropriate EDOC Contract Files\Contract Files\Division No. 7 - Construction Pay Estimate and Related Data\7.# Payment Adjustments (LD - Materials) directory.

| STATE OF NEVADA<br>DEPARTMENT OF TRANSPORTATION<br>MATERIALS DIVISION<br>1263 S. STEWART ST. CARSON CITY, NV 89712<br><b>LOTTMAN TEST REPORT</b><br>BITUMINOUS LABORATORY  |                           |             |               |  |                     |  |                     |  |                         |  |             |  |                  |  |
|--|---------------------------|-------------|---------------|--|---------------------|--|---------------------|--|-------------------------|--|-------------|--|------------------|--|
| LAB NUMBER:  | OM17-14                   |             |               |  |                     |  |                     |  |                         |  |             |  |                  |  |
| CONTRACT NUMBER:   | 3583                      |             |               |  |                     |  |                     |  |                         |  |             |  |                  |  |
| COUNTY(S):   | CLARK                     |             |               |  |                     |  |                     |  |                         |  |             |  |                  |  |
| PRIMARY CONTRACTOR:  | ROAD AND HIGHWAY BUILDERS |             |               |  |                     |  |                     |  |                         |  |             |  |                  |  |
| DATE SAMPLED:  | 04/16/17                  |             |               |  |                     |  |                     |  |                         |  |             |  |                  |  |
| DATE RECEIVED:   | 04/19/17                  |             |               |  |                     |  |                     |  |                         |  |             |  |                  |  |
| REPORT DATE:   | 04/26/17                  |             |               |  |                     |  |                     |  |                         |  |             |  |                  |  |
| SAMPLED BY:  | T. HOUGH                  |             |               |  |                     |  |                     |  |                         |  |             |  |                  |  |
| CHECKED BY:  | GR                        |             |               |  |                     |  |                     |  |                         |  |             |  |                  |  |
| TYPE MATERIAL:   | TYPE 2C/RAP PLANTMIX      |             |               |  |                     |  |                     |  |                         |  |             |  |                  |  |
| MIX DESIGN NUMBER:   | BF17-19                   |             |               |  |                     |  |                     |  |                         |  |             |  |                  |  |
| SOURCE OF SAMPLE:  | R3~12+50 #3 LN            |             |               |  |                     |  |                     |  |                         |  |             |  |                  |  |
| TYPE ASPHALT:  | PG 76-22NV                |             |               |  |                     |  |                     |  |                         |  |             |  |                  |  |
| ASPHALT PRODUCER:  | CALUMET                   |             |               |  |                     |  |                     |  |                         |  |             |  |                  |  |
| JOB DESCRIPTION:<br>ON I-580/US 395 CARSON CITY FREEWAY FROM SOUTH CARSON STREET TO FAIRVIEW DRIVE PACKAGE 2B-3  |                           |             |               |  |                     |  |                     |  |                         |  |             |  |                  |  |
| ORIGINAL TENSILE STRENGTH, PSI:  | 86                        | 100 PSI MIN |               |  |                     |  |                     |  |                         |  |             |  |                  |  |
| % RETAINED STRENGTH:   | 84                        | 70% MINIMUM |               |  |                     |  |                     |  |                         |  |             |  |                  |  |
| REMARKS:<br><br>THIS SAMPLE FAILS TO MEET PROJECT SPECIFICATIONS FOR ORIGINAL TENSILE STRENGTH.  |                           |             |               |  |                     |  |                     |  |                         |  |             |  |                  |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">DISTRIBUTION:</td> <td></td> </tr> <tr> <td>1 DISTRICT ENGINEER</td> <td></td> </tr> <tr> <td>1 RESIDENT ENGINEER</td> <td></td> </tr> <tr> <td>1 CONSTRUCTION ENGINEER</td> <td></td> </tr> <tr> <td>1 LAB FILES</td> <td></td> </tr> <tr> <td>1 BITUMINOUS LAB</td> <td></td> </tr> </table> |                           |             | DISTRIBUTION: |  | 1 DISTRICT ENGINEER |  | 1 RESIDENT ENGINEER |  | 1 CONSTRUCTION ENGINEER |  | 1 LAB FILES |  | 1 BITUMINOUS LAB |  |
| DISTRIBUTION:  |                           |             |               |  |                     |  |                     |  |                         |  |             |  |                  |  |
| 1 DISTRICT ENGINEER  |                           |             |               |  |                     |  |                     |  |                         |  |             |  |                  |  |
| 1 RESIDENT ENGINEER  |                           |             |               |  |                     |  |                     |  |                         |  |             |  |                  |  |
| 1 CONSTRUCTION ENGINEER  |                           |             |               |  |                     |  |                     |  |                         |  |             |  |                  |  |
| 1 LAB FILES  |                           |             |               |  |                     |  |                     |  |                         |  |             |  |                  |  |
| 1 BITUMINOUS LAB   |                           |             |               |  |                     |  |                     |  |                         |  |             |  |                  |  |



Figure 24-32: Lottman Test Report

## LIQUIDATED DAMAGES FOR FAILING LOTTMAN TEST REPORT CALCULATION WORKSHEET

CONTRACT NO: 3583      LAB NO: OM17-14      TYPE OF MATERIAL: PG 76-22NV Type2C/RAP

REQUIREMENT 100 - TEST RESULT 86 = 14  
 REQUIREMENT 100 - REJECTION LIMIT 85 = 15

REQUIREMENT TEST DIFFERENCE 14 + REQUIREMENT REJECTION DIFFERENCE 15 = 0.93 × MAX DEMERITS 21 = 2.9

ACTUAL DEMERITS 2 × \$ 0.72 × PER WET TONS PER SHIFT 2,000.0 = \$ 2,880.00 LD

Note: Refer to Standard Specifications for Road and Bridge Construction

401.02.02  
Page 145 & 147

109.02  
Page 69

The worksheet calculates a positive demerit amount. The item posting MUST be entered as a negative quantity amount.

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Figure 24-33: Liquidated Damage for Failing Lottman Test Report Calculation Worksheet

## ITEM ADJUSTMENTS FOR INSUFFICIENT MATERIALS CERTIFICATION

Payment Estimate, User-Generated Quantity-Based Item Adjustments will be used to withhold payment on an item for insufficient material certifications. User-Generated Quantity-Based Item Adjustments are specific to the payment estimate they are applied to. If this item adjustment needs to be applied on several payment estimates due to insufficient material certifications, a new User-Generated Quantity-Based Item Adjustment will need to be completed for every appropriate Payment Estimate. When all the approved material certifications have been received for the item's posted quantities DO NOT enter a new User-Generated Quantity-Based Item Adjustment on the Payment Estimate for that item. The AWP software will then automatically make the remaining item quantity payment.

Refer to Chapter 9, Payment Estimates, in the [AWP User Guide](#) for details. The following steps assume the Payment Estimate has been added:

1. Click on the Item Adjustments tab.
2. Click the **Select Project Items** button.
3. Select the item with the insufficient material certifications from the list (the list only displays items being paid on this payment estimate), then click the **Add to Item Adjustments** button.
  - a. Complete the following fields (Figure 24-25).
    - **Other Item Adjustment Type:** Select MC01 - Insufficient Material Certifications from drop-down list.
    - **New Pay Quantity This Pay Estimate:** Enter the quantity of which approved material certifications have been received for the pay-period.
    - **Comments:** Enter appropriate comments regarding this item's adjustment.
  - b. Click the Save button.



Contract Payment Estima There are unsaved changes. x

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

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

General

Notes

Exceptions

Time Charges

Projects

Items

Payment Adjustments

Item Adjustments

Approval Tracking

▼ User-Generated Quantity-Based Item Adjustments

Q Type search criteria or press Enter Advanced

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

| Proj Item Num - Proj/Category | Item Description         | Total Qty Wthld            | Total Amt Wthld                  | x |
|-------------------------------|--------------------------|----------------------------|----------------------------------|---|
| 0035 - DM016C1C/01            | DECORATIVE ROCK (TYPE A) |                            |                                  |   |
| ▼ Adj ID                      | Type                     | Other Item Adjustment Type | Comments                         |   |
|                               | Other Item Adj.          | MC01                       | Example: Only received an approv |   |

**Type**

Other Item Adjustment

**Other Item Adjustment Type** ▼

MC01 - Insufficient Material Certifications\*

**Posted Quantity This Pay Estimate**

7.100

**Pay Quantity This Payment Estimate**

7.100

**Total Pay Quantity Previous Payment Estimates**

0.000

**New Pay Quantity This Pay Estimate** ▼

5.000

▼ Additional Item Information

**Comments** \* ▼

Example: Only received an approved material certification for a quantity of 5 for this item.

**Function**

Quantity-Based

**Last Updated By**

**Last Updated Date**

Figure 24-34. Item Adjustment Detail

## ASPHALT ESCALATION - AWP PRICE ADJUSTMENT INDEX

Asphalt Escalation is an adjustment to minimize the impact of price uncertainty to the Contractor and the Department for “Asphalt Cement” used in construction contracts. Asphalt Escalation is added to a contract which has 500+ wet tons of dense and/or open-graded plantmix. Asphalt Escalation is assessed on actual tonnage placed and accepted. Refer to subsection 109.04, *(Measurement and Payment) Asphalt Escalation*, of the Standard Specifications for details.

At the start of the contract, Construction Admin Services staff will set up the contract’s Asphalt Escalation in AWP. The AWP software designates an escalation as a Price Adjustment Index. The Price Adjustment Index automatically calculates Asphalt Escalation when a Payment Estimate is processed. Refer to subsection 109.04, *(Measurement and Payment) Asphalt Escalation*, of the Standard Specifications for details on how the AWP software calculates Asphalt Escalation.

## FUEL ESCALATION - AWP PRICE ADJUSTMENT INDEX

Fuel Escalation is a price adjustment to minimize impact of fluctuations in fuel prices on the Contractor and the Department. Fuel Escalation is only included on contracts where Fuel Factor Percentage > 1%. Refer to the Contract Special Provisions for the “Fuel Factor Percentage” (Ffp). Refer to subsection 109.05, *(Measurement and Payment) Fuel Escalation*, of the Standard Specifications for details.

At the start of the contract, Construction Admin Services staff will set up the contract’s Fuel Escalation in AWP. The AWP software designates an escalation as a Price Adjustment Index. The Price Adjustment Index automatically calculates Fuel

Escalation when a Payment Estimate is processed. Refer to subsection 109.05, *(Measurement and Payment) Asphalt Escalation*, of the Standard Specifications for details on how the AWP software calculates Asphalt Escalation.

**Note:** *The AWP software starts calculating Fuel Escalation (Price Adjustment Index) starting with the first Payment Estimate. Refer to subsection 109.05, (Measurement and Payment) Fuel Escalation, of the Standard Specifications for details.*

