

# **CONTRACT STARTUP**

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## OVERVIEW

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

## BEGINNING OF A CONTRACT

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

- Notification the contract has been loaded in AWP Construction & Materials™ and Contract Materials have been set up. (Materials Division)
- Location of the AWP Documentation Manual With Materials, AWP User Guide, and when applicable, the location of the Record of Delivery spreadsheets and the Liquid/Emulsified Asphalt Application and Payment spreadsheet (Construction Admin Services Section)

Other information required for contract start-up includes:

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

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

## AWP INFORMATION

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

## ELECTRONIC ORGANIZATION OF CONTRACT DOCUMENTATION

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

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

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

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

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

## SETTING UP THE CONTRACT FILES DIRECTORY TEMPLATE

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

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

It is recommended setting up the Contract Files directory template on OneDrive.

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

### Construction Crew Documents

 Contract Files.zip

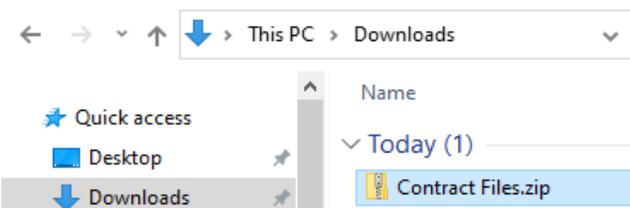
**Figure 2-1: EDOC Contract Files.zip**

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

 Share  Copy link  Download

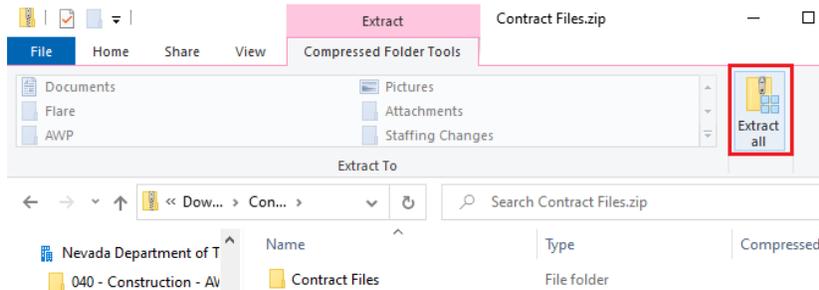
**Figure 2-2: Download the zip file**

3. Using Windows Explorer open the Downloads folder and double-click on the **Contract Files.zip** file (Figure 2-3).



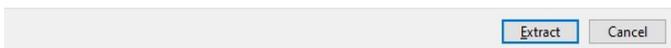
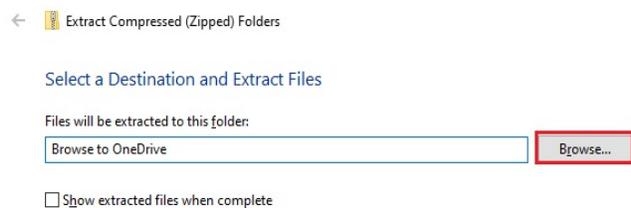
**Figure 2-3: Saving the zip file**

4. Click on **Extract all** (Figure 2-4).



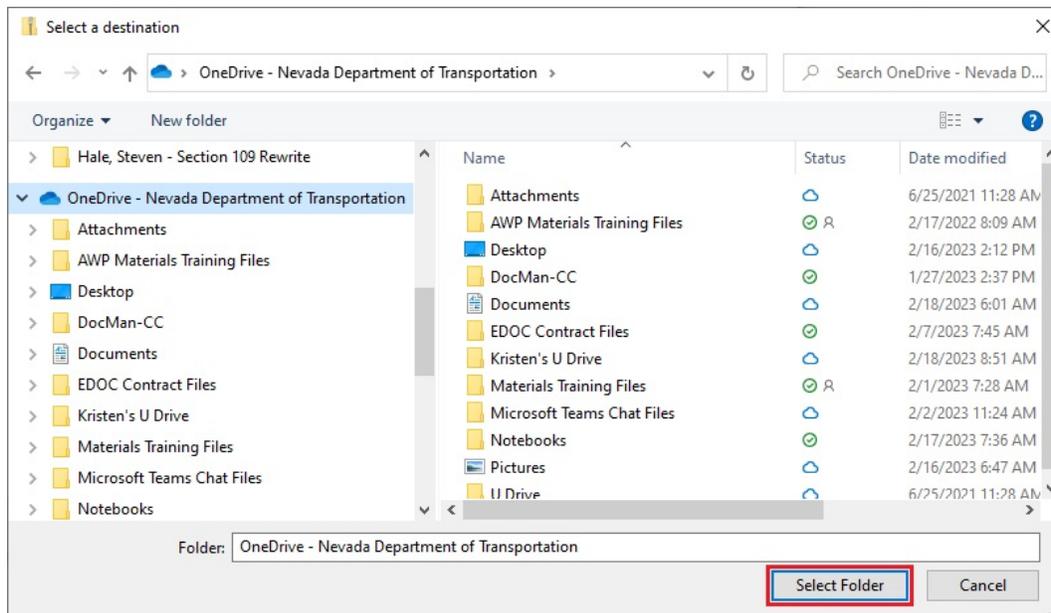
**Figure 2-4: Extract all files**

5. Click **Browse** to select the Destination (Figure 2-5).



**Figure 2-5: Extract Compressed (Zipped) Folders**

6. Browse to OneDrive - Nevada Department of Transportation and click the **Select Folder** button (Figure 2-6).



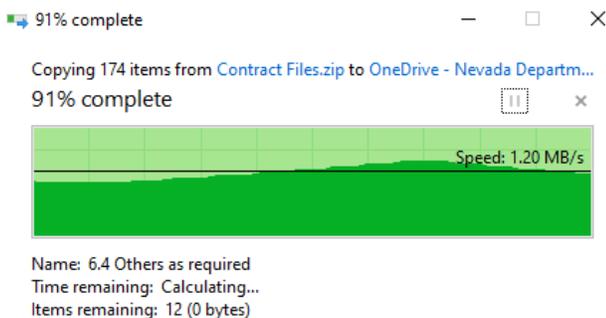
**Figure 2-6: Select a Destination**

7. Check the **Show extracted files when complete** box and click the **Extract** button (Figure 2-7).



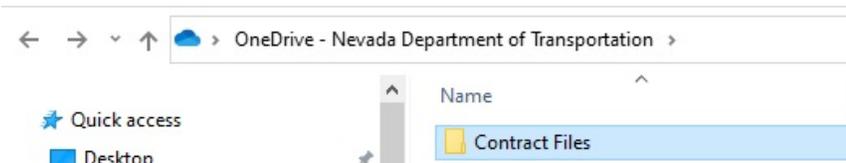
**Figure 2-7: Extract the Zipped File**

8. A copy status window will open while the zip file copies (extracts) the files (Figure 2-8).



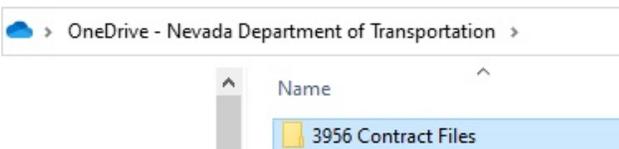
**Figure 2-8: Copy Status Window**

9. When the files are done copying, Windows Explorer will open the OneDrive - Nevada Department of Transportation showing the Contract Files directory (Figure 2-9).



**Figure 2-9: Contract Files Directory**

10. Rename the Contract Files directory by entering the Contract ID at the beginning (Figure 2-10).



**Figure 2-10: Rename Contract Files Directory**

11. The Contract Files directory template contains two sub-directories (Contract and Materials) and a file index spreadsheet (Figure 2-11). Each sub-directory contains additional sub-directories (Divisions) that are explained in the following sections.

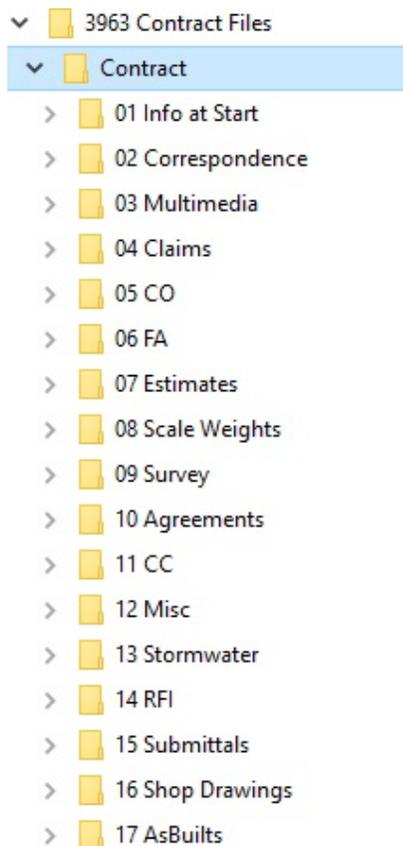


**Figure 2-11: Contract Files Sub-directories**

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

## CONTRACT FILES

The Contract Files/Contract directory consists of 17 sub-directories (Figure 2-12). Each sub-directory will be explained in the following pages.



**Figure 2-12: Contract Files/Contract Sub-directories**

### 01 INFO AT START

This sub-directory contains documents furnished to the Resident Engineer at the beginning and during the contract (Figure 2-13).

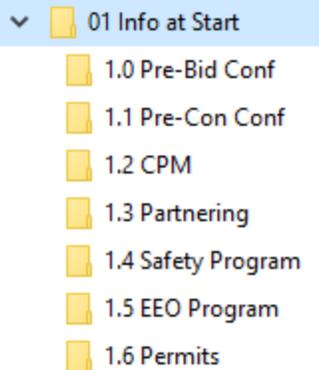


Figure 2-13: Contract, 01 Info at Start

## 02 CORRESPONDENCE

This sub-directory contains correspondence (including emails) relative to the contract (Figure 2-14). Email file names should include the contract ID and a **short** description of the email message. It is recommended the entire email message from MS Outlook (.msg file) be saved.

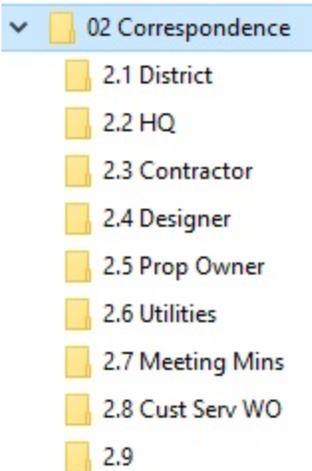


Figure 2-14: Contract, 02 Correspondence

## 03 MULTIMEDIA

This sub-directory contains the photographs and videos that relate to a contract (Figure 2-15). Create sub-directories in this location to organize photos and videos as needed. Use short file names for individual photos and/or videos.

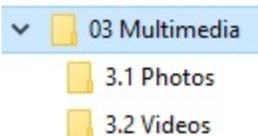


Figure 2-15: Contract, 03 Multimedia

## 04 CLAIMS

This sub-directory contains claims or information concerning claims pertaining to the contract (Figure 2-16). Separate sub-directories are required for each individual claim.

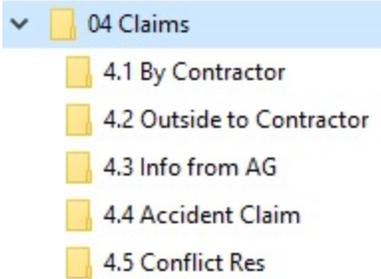


Figure 2-16: Contract, 04 Claims

## 05 CO

This sub-directory contains the AWP Change Order reports, all supporting documents, and justifications (Figure 2-17). Separate sub-directories are required for each Change Order.

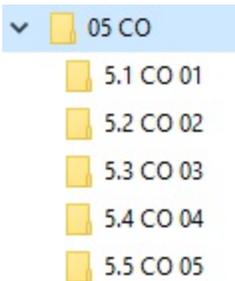


Figure 2-17: Contract, 05 CO

## 06 FA

This sub-directory contains the original Daily Costs of Force Account with Standby sheets, invoices, fringe benefit statements, force account recap sheets, and other required information described in Chapter 4, Force Account, of this Manual (Figure 2-18). Separate sub-directories are required for each Force Account Item and each individual category. Give each Force Account sub-directory a short name describing the activity.

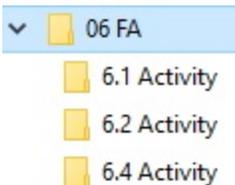


Figure 2-18: Contract, 06 FA

## 07 ESTIMATES

This sub-directory contains reports related to the bi-weekly Construction payment estimates and supporting documentation (Figure 2-19). Separate sub-directories are required for each item.

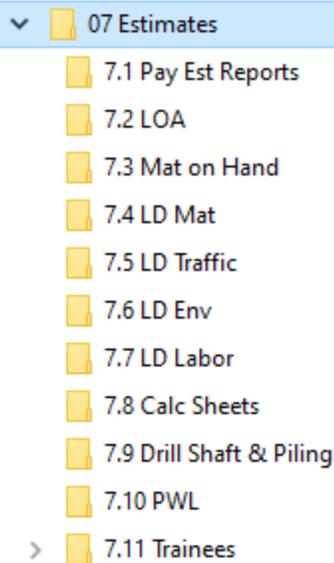


Figure 2-19: Contract, 07 Estimates

## 08 - SCALE WEIGHTS

This sub-directory contains the Record of Delivery spreadsheets for items paid by the ton and the Bill of Ladings (B/L) (only for Asphalts, Portland Cement, and Mineral Filler (Figure 2-20). A copy of the B/L along with the certification shall be filed in Materials\03Cert & Test Reports\3.# directory, as described in this chapter. Separate sub-directories are required for each item.

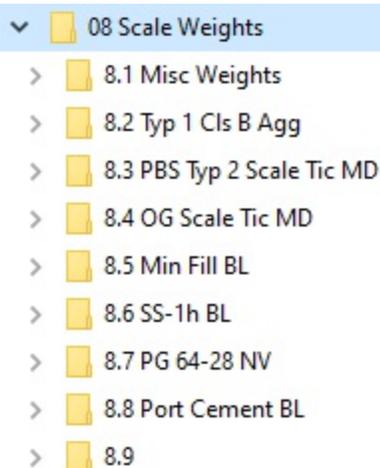


Figure 2-20: Contract, 08 Scale Weights

## 09 SURVEY

This sub-directory contains survey related data (Figure 2-21). Separate sub-directories are required for each item.

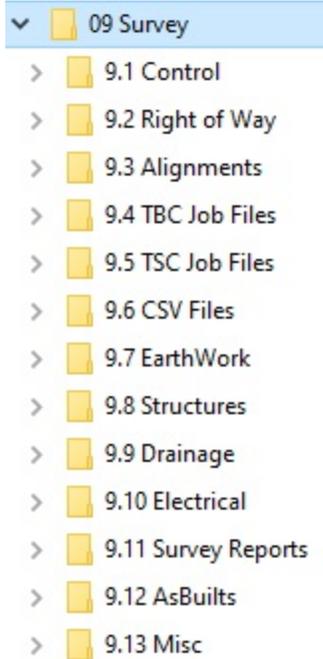


Figure 2-21: Contract, 09 Survey

## 10 AGREEMENTS

This sub-directory contains agreements received pertaining to utilities, right-of-way, developers, land owners, entities, etc. (Figure 2-22). Separate sub-directories are required for each agreement.

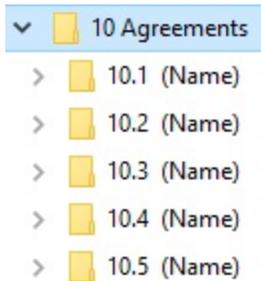


Figure 2-22: Contract, 10 Agreements

## 11 CC

This sub-directory contains Contract Compliance (CC) correspondence relative to subcontractor agreements (Figure 2-23). Separate sub-directories are required for each subcontractor.

- ▼ 11 CC
  - > 11.0 Sub (Firm)
  - > 11.1 Sub (Firm)
  - > 11.2 Sub (Firm)
  - > 11.3 Sub (Firm)
  - > 11.4 Sub (Firm)
  - > 11.5 Sub (Firm)

Figure 2-23: Contract, 11 CC

## 12 MISC

This sub-directory contains items that may be necessary to file but are not covered elsewhere (Figure 2-24). Separate sub-directories are required for each item.

- ▼ 12 Misc
  - > 12.1 Job Pickup Docs
  - > 12.2 MSDS Sheets
  - > 12.3 Traffic Delay Logs
  - > 12.4 Work Zone Traff Contr
  - > 12.5 Bio Field Reports
  - > 12.6 Payroll Items
  - > 12.7 Safety Checklist

Figure 2-24: Contract, 12 Misc

## 13 STORMWATER

This sub-directory contains Stormwater reports and information (Figure 2-25). Separate sub-directories are required for each item.

- ▼ 13 Stormwater
  - > 13.1 Inspections
  - > 13.2 SWPPP
  - > 13.3 Permits

Figure 2-25: Contract, 13 Stormwater

## 14 RFI

This sub-directory contains copies of all RFIs (Figure 2-26). All original RFIs will be distributed as necessary. Separate sub-directories are required for each RFI.

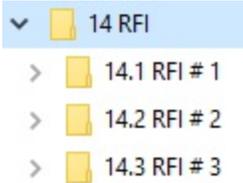


Figure 2-26: Contract, 14 RFI

## 15 SUBMITTALS

This sub-directory contains all Submittals (Figure 2-27). One copy of the submittal will be retained and filed, the rest will be distributed as necessary. When the approved/stamped copies are returned, retain and file one or more as needed and send the remainder to the contractor. The submittal is also filed with all related backup and correspondence. Separate sub-directories are required for each submittal.

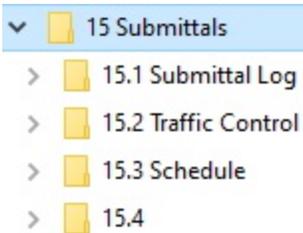


Figure 2-27: Contract, 15 Submittals

## 16 SHOP DRAWINGS

This sub-directory contains Shop Drawings (Figure 2-28). One copy of each shop drawing will be retained and filed. The remainder of the drawings will be distributed as necessary. When the approved/stamped copies are returned, retain and file one or more as needed and send the remainder to the contractor. File all correspondence and related backup documentation with the shop drawing. Separate sub-directories are required for each shop drawing.

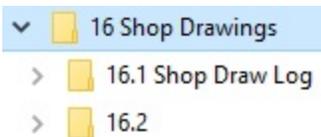


Figure 2-28: Contract, 16 Shop Drawings

## 17 ASBUILTS

This sub-directory contains all plan sheets and quantity revisions (Figure 2-29). All information shall be used to complete the As-Built Plans before the final closeout.

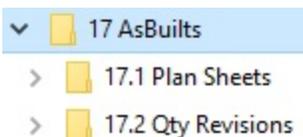


Figure 2-29: Contract, 17 AsBUILts

## MATERIALS

The Contract Files/Materials directory consists of 6 sub-directories (Figure 2-30). Each will be explained in the following pages. Make sure to check with the Materials Division on items that are added to the contract through Change Orders to see if samples or certifications are required.

**Note:** Direct any questions concerning filing in these sub-directories to Construction Division Quality Assurance staff.

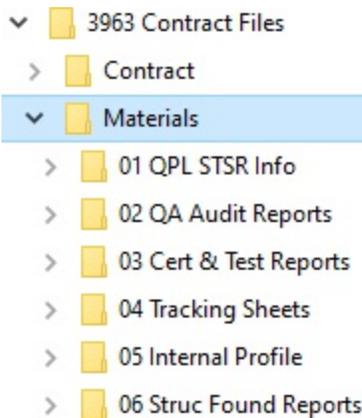


Figure 2-30: Contract Files/Materials Sub-directories

### 01 QPL STSR INFO

This sub-division contains the Qualified Product List (QPL) received at the start of a contract from the Materials Division, the Sampling and Testing Status Report (STSR) directory where copies of the report will be saved, and Contractor's informational test reports (Figure 3-31). The QPL will include important information and should be reviewed upon receipt.

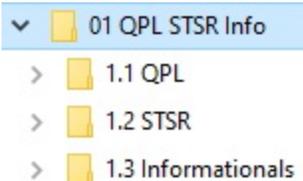


Figure 2-31: Materials, 01 QPL STSR Info

### 02 QA AUDIT REPORTS

This sub-directory contains all audit results conducted by Construction Division Quality Assurance staff (Figure 2-32).

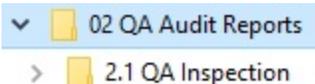


Figure 2-32: Materials, 02 QA Audit Reports

### 03 CERT & TEST REPORTS

This sub-directory contains material certifications, bill of ladings (BL) and test results to/from the Materials Division (Figure 2-33). Create separate sub-directories based on the items in the Sampling and Testing Status Report (STSR).

- ▼ 03 Cert & Test Reports
  - > 3.1 Failing Tests
  - > 3.2 Metal Pipe
  - > 3.3 Reinforcing Steel
  - > 3.4 PD 76-22NV BL & Cert
  - > 3.5 Mineral Filler BL & Cert
  - > 3.6 PG 64-28NV BL & Cert

Figure 2-33: Materials, 03 Cert & Test Reports

## 04 TRACKING SHEETS

This sub-directory contains tracking sheets for material compactions, sieves and concrete (Figure 2-34).

- ▼ 04 Tracking Sheets
  - > 4.1 Compactions
  - > 4.2 Sieve
  - > 4.3 Concrete

Figure 2-34: Materials, 04 Tracking Sheets

## 05 INTERNAL PROFILE

This sub-division contains copies of profile reports provided by the contractor (Figure 2-35). The original reports are sent to Construction Division Quality Assurance. Separate sub-directories are required for each item.

- ▼ 05 Internal Profile
  - > 5.1 Dense Grade
  - > 5.2 Open Grade

Figure 2-35: Materials, 05 Internal Profile

## 06 STRUC FOUND REPORTS

This sub-directory contains copies of Structure Foundation Pile Driving Records, Structure Foundation Inspection Records, Pile Load Test Data Sheets, Drilled Shaft Inspection Reports, Cross-hole Sonic Logging Sheets, and any other information relating to pile driving and structure foundation (Figure 2-36). The original test reports are sent to Construction Division Quality Assurance. Separate sub-directories are required for each type of material.

- ▼ 06 Struc Found Reports
  - > 6.1 Pile Driving Record
  - > 6.2 Pile Load Test Data
  - > 6.3 Drilled Shaft Reports
  - > 6.4

Figure 2-36: Materials, 06 - Struc Found Reports

## AGREEMENT ESTIMATE BREAKOUT REPORT

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

The Resident Engineer will compare the AEB report with the project plans to ensure that the bid items and quantities in each category (AEB) are correct in the AWP program. Figure 2-37 shows an example of the AEB report.

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

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

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

Figure 2-37: Example of the Agreement Estimate Breakout Report

## ESTIMATE OF QUANTITIES REPORT

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

The Resident Engineer will compare the Estimate of Quantities report with the AWP Item list to ensure that the overall quantities of all the items in a contract are correct. Figures 2-38 and Figure 2-39 show examples of the Estimate of Quantities report and the AWP Item List.

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

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



## Nevada Department of Transportation Estimate of Quantities Report

Quantities shown are approximate and subject to change

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

**District:** DISTRICT 2

**Contract Number:** 3585

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

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

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

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

**Project Funding:** FEDERAL

Seq#	Item Number	Unit of Measure	Quantity	Description
1	1100100	HOUR	1,000.000	TRAINING (1 TRAINEE)
2	2010100	LS	1.000	CLEARING AND GRUBBING
3	2020400	LINFT	841.000	REMOVAL OF CONCRETE BARRIER RAIL
4	2020435	EACH	1.000	REMOVAL OF BUILDING
5	2020530	EACH	1.000	REMOVAL OF HEADWALL
6	2020585	LINFT	4,521.000	REMOVAL OF FENCE

Figure 2-38: Example of the Estimate of Quantities Report

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

Figure 2-39: Example of AWP Contract Item List

## MEASUREMENT & PAYMENT

The following is a list of the method of measurement and payment that will be used on all items in a contract (Figure 2-40). It is the responsibility of the Inspector and Office Engineer to know which items can be paid to plan or require a measurement and/or calculation. The significant figures for all items are to the hundredths (.01).

UOM	Requirements	Remarks
ACRE	Meas & calcs	
*CUFT	Meas & calcs	
*CUYD	Plan qty, meas & calcs if different then plan qty	Cannot pay plan on removal items, Riprap items or

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

Figure 2-40: Measurement &amp; Payment

**SAFETY CHECKLIST CONTRACTOR OPERATIONS FORM**

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

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

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

All Safety Checklist Contractor Operations forms will be saved electronically in the Contract Files\Contract\12 Misc\12.# Safety Checklist directory.

