

# **CURB AND GUTTER ITEMS**

This chapter contains the following sections:

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<b>Overview</b> .....	<b>15-3</b>
<b>Inspector's Responsibilities – Curb and Gutter Items</b> .....	<b>15-3</b>
<b>Office Engineer's Responsibilities – Curb and Gutter Items</b> .....	<b>15-8</b>





## DAILY WORK REPORT (DWR) – MOBILE INSPECTOR

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

The screenshot shows the 'Report Details' window with the following fields and values:

- Date:** Fri, 06/07/2019
- Weather:** 02
- Low Temp:** 65
- High Temp:** 91
- Rainfall Amt:** (empty)
- Attachments:** (camera and paperclip icons)
- Remarks:** GENERAL

The Remarks field contains the following text:

"REW" 10 + 55.75 to "REW" 37 + 29.13 LT. Type 5 Curb & Gutter with 5" Sidewalk and Type D Curb Ramp 68.51 LT.  
Contractor started work at 7:00 AM and ended at 3:00 PM.  
I got with Clayton Kershaw, Q&D Foreman to agree with the quantities that I posted for today's work.

3730 remaining

Figure 15-2: DWR Report Detail Window

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

NOTES for Curb and Gutter Item postings:

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

**New Item Posting**

**Item:** CLASS AA CONCRETE (L... ▾)

**Contractor:** Q&D CONSTRUCTION INC ▾

**Qty:**  CUYD  
 Authorized: 4.740 CUYD  
 Total Posted: 3.470 CUYD

**Location:** "REW"

**Station From:**  +   
**Offset Type:** LT

**Station To:**  +   
**Offset Type:** LT

**Measured:**

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

3937 remaining

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

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

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

**New Item Posting**

**Item:** CLASS AA CONCRETE C... ▾

**Contractor:** Q&D CONSTRUCTION INC ▾

**Qty:**  LFT  
 Authorized: 2,071.000 LFT  
 Total Posted: 0.000 LFT

**Location:** "REW"

**Station From:**  +   
**Offset Type:** LT

**Station To:**  +   
**Offset Type:** LT

**Measured:**

**Comments:**

3999 remaining

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

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

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

**New Item Posting**

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

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

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

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

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

**New Equipment**

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

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Figure 15-6: DWR Equipment Entry

Add Equipment

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

**Figure 15-7: DWR Equipment List**

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

New Personnel

**Contractor:**

**Personnel:**

**Employee:**

**Decision Class:**

**Number:**

**Total Hours:**

**Comments:**

3975 remaining

**Figure 15-8: DWR Personnel Entry**







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

Figure 15-9: DWR Personnel List

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

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

## DAILY WORK REPORT (DWR) – AWP EDITS

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

## OFFICE ENGINEER'S RESPONSIBILITIES – CURB AND GUTTER ITEMS

- Collect all Material Certifications. Scan and save them to the Contract Files\Materials\03 Cert & Test Reports\3.# directory. Each Material Certification must have the contract ID, bid item and represented quantity entered. Hand-written entries are acceptable for the contract ID, bid item and quantity.
  - Name the scanned certificate file(s) with the contract ID, Material Code Name & description, load number (if applicable) - CERT(e.g., 03904 M7010101A Portland Cement Type 1 - CERT.pdf). The Material Code Name and description is found in the NDOT Power BI, AWP Reports, Certification Tracking report.
- Create an AWP Materials Cert Sample Record for each Material Certification received. Refer to the [AWP Cert Sample Record Creation](#) document and Chapter 24, Progress Payments, in this Manual for details.
- Save Curb and Gutter Item photos in the appropriate Contract Files\Contract\03 Multimedia\3.# Photos directory.
- Review Curb and Gutter Item calculation sheets for accuracy and save electronically in the appropriate Contract Files\Contract\07 Estimates\7.# Calc Sheets directory using this naming convention: DWR YYYY-MM-DD Inspectors Initials, (e.g. DWR 2016-03-19 KMM).
- Distribute executed copies of Change Orders to Inspectors.



## DAILY WORK REPORT (DWR) – AWP

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

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

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

- Approve the DWR if everything is correct.
- If there are edits required, the Office Engineer may complete them and add a DWR Note with their name, date, and details of the correction. The DWR can then be Approved.
- If there are edits which need to be completed by the Inspector who created the DWR, the Inspector will be required to log into the AWP program on a computer (not the iPad) to complete the edits.
- Review the edited DWR and Approve.

