

ADJUST VALVE AND MANHOLE ITEMS

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OVERVIEW

Adjust Valve and Manhole Items have different documentation requirements for each unit of measure (UOM). All Adjust Valve and Manhole Items must be counted. Documentation examples for a few selected Adjust Valve and Manhole Items are illustrated in this chapter. Some minor modifications may be required to show the unusual circumstances that may occur with different items, but the general format should be followed. If there are items which cannot be documented according to the following examples, contact the Construction Admin Services Section for assistance.

To ensure the correct number of valves and manholes are being billed to the different entities for payment:

- Review the Agreement(s) with the different entities for the adjusting of valves and manholes for the contract. If you do not have any Agreement(s), contact Right-of-Way Division for assistance.
- Review the Agreement, contract plan Structure List, and the Agreement Estimate report for the quantity and location of each valve and manhole cover.
- Notify the Resident Engineer if a discrepancy is found. The Resident Engineer will notify Right-of-Way Division and the entity of the discrepancy.
- If additional valves or manholes are found in the field, the Resident Engineer will notify the entity. Make sure to note additional adjustments in the Remarks of the DWR.
- It will be at the discretion of the Resident Engineer to assess if the manhole needs to be adjusted.
- If the station or value in the Agreement does not match the station or value in the field, a reason for the change is required in the Remarks of the DWR posting.
- If the manhole is a 'Prior Right', state it in the Comments within the DWR item posting.

INSPECTOR'S RESPONSIBILITIES – ADJUST VALVE AND MANHOLE ITEMS

- Use the Agreement Estimate report as a reference to ensure that items and quantities are paid in the correct category (AEB).
- Use the Structure List (Figure 18-1), located in the Contract plans, to help identify items, quantities, descriptions and locations.

**NEVADA DEPARTMENT OF TRANSPORTATION
AGREEMENT SUMMARY SHEET**

Agreement No. NM 126-16-080 Amendment No. _____ Task Order No. _____ Task Order Amendment No. _____
 Start Date: 3-7-16 End Date: 05/30/2019 Amendment Date: _____ Procured by: _____
 Agreement Type: Facility Agreement Sub-Type: Utility Procurement No.: _____
 Purpose: Manhole and Valve Adjustment

County(ies) where work is being performed: Clark

Contact Person: Tina Kramer Phone No.: (775) 888-7993 Email: kkramer@dot.state.nv.us
 Project Manager: N/A Phone No.: N/A Email: N/A@dot.state.nv.us

Second Party Information

Contact Person: Joe Yalson Email: N/A Phone No.: (702) 455-6082
 Company Name: Clark County Department of Public Works NV Business License No.: N/A
 Primary Address: 500 S Grand Central Parkway, Las Vegas NV 89155 Business License Expiration: n/a
 Invoice Remit To Address: _____ [Business License Search](#)

Original budget approval (Form 2A) must be attached

Total Estimated Cost of Agreement: _____ Org No, Responsible for Billing: C030 Funding Percentage: _____
 Payable Amount: _____ Fixed Fee %: _____ Payment Code: Non-Monetary Federal %: _____
 Receivable Amount: _____ Overhead %: _____ Payment Cycle: _____ State %: _____
 Amendment Amount: _____ Retention %: _____ Security Deposit: Yes No Local %: _____
 Fed Participation: Yes No In-Kind Services: Yes No Deposit Amount: _____ DBE Goal: _____
 Appr Unit: N/A Activity: N/A Object: N/A Job/Project: N/A

Project Identification

Project ID No.: SPRS-0604(029) Contract: _____
 EA No.: 73781 Other: _____

Board Approval

Yes No Transportation BOE Meeting Date: _____ BOE Contract No.: _____
 Approved Date: _____ Agenda Item No.: _____
 Does the firm employ current or former State employees who have left State employment in the past two years? Yes No
 If yes, who, where did they work, and when did they leave?

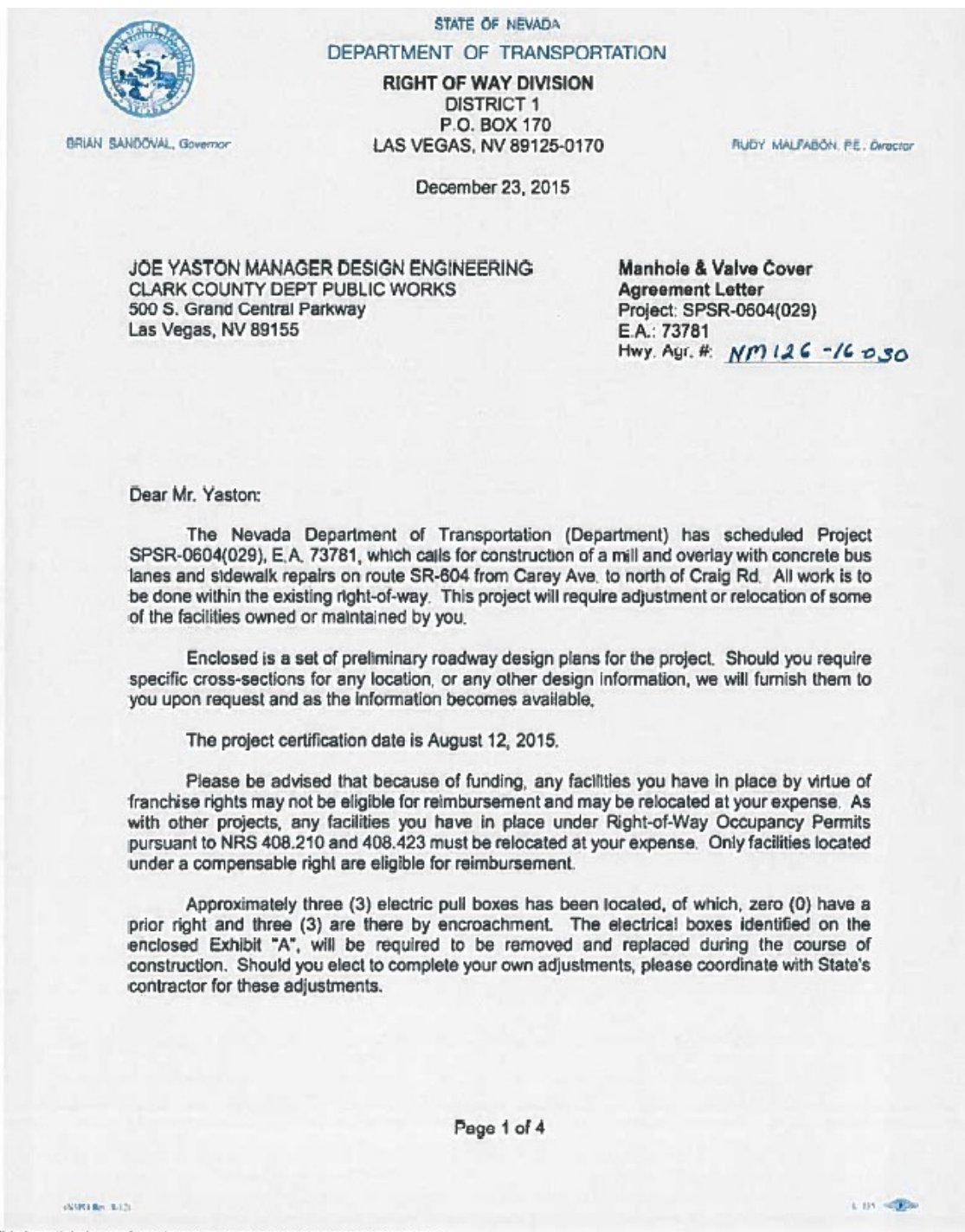
Review Approval:	Final Distribution	Required docs to start process: <small>(to be completed by Admin Services)</small>	Execution: <small>(to be completed by Admin Services)</small>
Asst. Director <u>JMT</u>	Recipient: _____	Original Summary Sheet: <input type="checkbox"/>	<input type="checkbox"/> Do Not Pay (Federal only)
Dist./Div. Head _____	_____	Original Form 2A: <input type="checkbox"/>	<input type="checkbox"/> NV Board of Engineers
Environmental _____	_____	Electronic Draft of Agreement: <input type="checkbox"/>	<input checked="" type="checkbox"/> AGMM <input checked="" type="checkbox"/> ANOT
IT _____	_____	Agree Services _____	<input checked="" type="checkbox"/> AGMT <input checked="" type="checkbox"/> AGML
Legal <u>AB 3-4-16</u>	_____		<input type="checkbox"/> Notice of Award Sent
Proj. Accting _____	_____		<input type="checkbox"/> Tracking Log Updated
Right of Way <u>AB</u>	_____		<input type="checkbox"/> Insurance Log Updated
			Date/Initials <u>3/5/16 EGA</u>
			Verified <u>by 3/10/16</u>

3-12
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HSDOT
070-001
Rev. 09/14

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Figure 18-2: Agreement Summary Sheet



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Figure 18-3: Manhole and Valve Cover Agreement Letter

JOE YASTON, MGR DESIGN ENGINEERING
 CLARK COUNTY DEPT PUBLIC WORKS
 December 23, 2015

If you wish to have these adjustments made by NDOT's contractor during construction, we will include this work in our contract and bill you for any non-compensable adjustments after the contract has been completed. This bill will be for the actual number of non-compensable manholes to be adjusted at the actual bid cost plus 5% to 15% Construction Engineering costs for the project. The engineer's estimated bid price is ONE THOUSAND FIVE HUNDRED AND NO/100 DOLLARS (\$1,500.00) for each non-compensable No. 7 pull box. The Department does not provide any warranty that the estimate is an accurate reflection of the final cost. The Department disclaims any such warranty. The final costs may vary widely depending on the Contractor's bid prices. Clark County Department Public Works shall be wary in its reliance on the estimates set forth in this Agreement Letter.

Any compensable adjustments made by NDOT's contractor during construction will be included in the Department's contract at no cost to Clark County Department Public Works. The number of electrical boxes described above is an approximation only, the actual numbers may increase or decrease; however, you will only be responsible for payment of the non-compensable covers actually adjusted during construction.

(Please check the appropriate box)

Clark County Department Public Works agrees to have the work completed by the STATE's CONTRACTOR. Please sign below indicating your approval and authorization, and return this letter to me before July 13, 2015. Clark County Department Public Works requires ___ days for notice of lead time prior to construction.

Clark County Department Public Works elects to perform the required adjustment with our OWN FORCES. Clark County Department Public Works understands that all work must be coordinated with the STATE's CONTRACTOR in order to avoid delays on the project. If delays are experienced due to the relocation of our facility, any damages incurred by the Contractor or the State will be our responsibility. Clark County Department Public Works requires 10 days for notice of lead time prior to construction.

Should you have any questions or require further information, please contact Allisa Root of this office at (702) 385-6552.

Sincerely,

 David Moreno
 Supervisory Right-of-Way Agent

dm/ar/dc
 Enclosure

cc: K. Maxwell, Project Coordinator
 D. Lake, Designer
 D. Christiansen, Resident Engineer
 A. Ramos, Utility Inspector, District 1
 M. Martini, District 1 Engineer

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Figure 18-4: Manhole and Valve Cover Agreement Letter (Cont.)

JOE YASTON, MGR DESIGN ENGINEERING
CLARK COUNTY DEPT PUBLIC WORKS
December 23, 2015

.....
CLARK COUNTY DEPARTMENT PUBLIC WORKS
AGREES TO PERFORM THE ABOVE-DESCRIBED ADJUSTMENTS PRIOR TO
THE PROJECT CERTIFICATION DATE AS STATED ABOVE:

CLARK COUNTY DEPARTMENT PUBLIC WORKS

By: *MJE* DESIGN CHAIRMAN 2/11/16
Name, Title Date

REVIEWED AND RECOMMENDED BY:

Jerry Hoover 3/1/16
Jerry Hoover, Acting Chief RWay Agent Date
Patli Correlli

DP
2-28-16

APPROVED FOR LEGALITY AND FORM:

[Signature] 3-4-2016
Deputy Attorney General Date

STATE OF NEVADA, acting by and through its
DEPARTMENT OF TRANSPORTATION

John M. Terry 3/2/16
Asst. Director Date

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Figure 18-5: Manhole and Valve Cover Agreement Letter (Cont.)

EXHIBIT "A"
UTILITY LOCATIONS

Project: SPSR-0604 (002)
E.A.: 73781

STATION	UTILITY	OFFSET
"P" 199+22.78+/-	CCDPW- Electric Pull Box #7	53' RT
"P" 296+19.50+/-	CCDPW- Electric Pull Box #5	52' RT
"P" 298+71.69+/-	CCDPW- Electric Pull Box #5	52' RT

Figure 18-6: Manhole and Valve Cover Agreement Letter - Utility Locations

DAILY WORK REPORT (DWR) – MOBILE INSPECTOR

- Create a DWR in Mobile Inspector daily to document the activity being monitored. Refer to the [Mobile Inspector User Guide](#) for details on using this application.
 - Report Details – daily activities
 - Item Postings – item(s) and quantity(s)
 - Equipment – type, number and hours used
 - Personnel – title and hours
- Record the following required information in the Report Details window (Figure 18-7):
 - Date:**
 - Weather:**
 - Low Temp and High Temp:**
 - Attachments:** (N/A) Send ALL photos via email.
 - Remarks:** Select the appropriate Remark Type. Verify with the Resident Engineer on what information is required.

Report Details

Date: Thu, 01/02/2020
Weather: 02
Low Temp: 35
High Temp: 57
Rainfall Amt:

Attachments:

Remarks: GENERAL
 Adjusting Manhole Covers from "BD" 56 + 34.81 to "BD" 58 + 37 Rt. & LT. Contractor started working at 6:00 AM and ended at 3:30 PM. Clark County Sanitation District came out to the job site to verify everyone is on the same page per their revised manhole agreement before any work began.

3710 remaining

Figure 18-7: DWR Report Detail Window

- Record the following required information in the NewItem 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 Adjust Valve and Manhole Items:

- Refer to Subsection 609.03.02, *(Inlets and Manholes) General – Adjusting Manhole and Valve Covers*, of the Standard Specifications for Methods A, B and C prior to paving.
- Method A - Used when removal of the existing pavement by cold milling is not required. Once all paving is completed, locate and adjust the cover to the final finished pavement level.
- Method B - Used when removal of the existing pavement by cold milling is required. Before cold milling, lower the cover sufficiently to accommodate the required pavement removal depth. After the new pavement is placed and completed, locate and adjust the cover to the final pavement level.
- Method C - Used when the method of adjustment is outside the areas described in Methods A and B, when removal of cold milling and paving is not used. Method C is paid as either lowered and raised or just raised depending on what is called for in the field.
- Refer to Figure 18-8 through Figure 18-11 for examples of adjust valve and manhole item postings with different UOM.

New Item Posting

Item:	ADJUSTING MANHOLE...
Contractor:	SIERRA NEVADA CONS...
Qty:	1.00 EACH
Authorized:	1.000 EACH
Total Posted:	0.000 EACH
Location:	"BD" 56 + 34.81
Station From:	[] + []
Offset Type:	RT
Offset Dist:	10.00'
Station To:	[] + []
Offset Type:	[]
Offset Dist:	[]
Measured:	[]
Comments:	Raised Type = Phone Owner = Sprint Agreement # NA123-19-030

3937 remaining

NOTES for Adjust Valve and Manhole EACH (Method A) (Figure 18-8):

- Payment for EACH items will be based on field count.
- Location: Enter the Line Designation
- Offset Type: Enter the LT, RT, or CL.
- Offset Dist: Enter if known
- Sig. Fig. = .01
- Must identify the TYPE, OWNER and AGREEMENT # of all valve and manhole covers to be adjusted.

Figure 18-8: DWR Item Posting - Adjust Valve and Manhole EACH (Method A)

New Item Posting	
Item:	ADJUSTING VALVE CO... ▼
Contractor:	SIERRA NEVADA CON... ▼
Qty:	<input type="text" value="0.50"/> EACH
Authorized:	3.000 EACH
Total Posted:	0.000 EACH
Location:	"BD" 57 + 49.00
Station From:	<input type="text"/> + <input type="text"/>
Offset Type:	RT
Offset Dist:	22.00'
Station To:	<input type="text"/> + <input type="text"/>
Offset Type:	<input type="text"/>
Offset Dist:	<input type="text"/>
Measured:	<input type="checkbox"/>
Comments:	<p>Paid half for lowering. Type = Sewer Owner = LVVWD Agreement # P588-15-030</p>
3922 remaining	

Figure 18-9: DWR Item Posting - Adjust Valve and Manhole EACH (Method B)

NOTES for Adjust Valve and Manhole EACH (Method B) (Figure 18-9):

- Payment for EACH items will be based on field count.
- Pay .5 when lowered and pay .5 when raised.
- Location: Enter the Line Designation
- Offset Type: Enter the LT, RT, or CL.
- Offset Dist: Enter if known
- Sig. Fig. = .01
- Must identify the TYPE, OWNER and AGREEMENT # of all valve and manhole covers to be adjusted.

New Item Posting	
Item:	ADJUSTING MANHOLE... ▼
Contractor:	SIERRA NEVADA CON... ▼
Qty:	<input type="text" value="1.00"/> EACH
Authorized:	1.000 EACH
Total Posted:	0.000 EACH
Location:	"Pe" 4 + 00
Station From:	<input type="text"/> + <input type="text"/>
Offset Type:	RT
Offset Dist:	10.00'
Station To:	<input type="text"/> + <input type="text"/>
Offset Type:	<input type="text"/>
Offset Dist:	<input type="text"/>
Measured:	<input type="checkbox"/>
Comments:	<p>Raised Type = Sewer Owner = CCSD Agreement # NM127-19-030</p>
3939 remaining	

Figure 18-10: DWR Item Posting - Adjust Valve and Manhole EACH (Method C)

NOTES for Adjust Valve and Manhole EACH (Method C – Raised) (Figure 18-10):

- Payment for EACH items will be based on field count.
- Location: Enter the Line Designation
- Offset Type: Enter the LT, RT, or CL.
- Offset Dist: Enter if known
- Sig. Fig. = .01
- Must identify the TYPE, OWNER and AGREEMENT # of all valve and manhole covers to be adjusted.

New Item Posting	
Item:	ADJUSTING VALVE CO... ▼
Contractor:	SIERRA NEVADA CON... ▼
Qty:	<input type="text" value=".50"/> EACH
Authorized:	1.000 EACH
Total Posted:	0.000 EACH
Location:	"Pe" 2 + 75
Station From:	<input type="text"/> + <input type="text"/>
Offset Type:	RT
Offset Dist:	5.00'
Station To:	<input type="text"/> + <input type="text"/>
Offset Type:	<input type="text"/>
Offset Dist:	<input type="text"/>
Measured:	<input type="checkbox"/>
Comments:	<input type="text" value="Paid half for lowering"/> Type = Gas Owner = SWG Agreement # NM126-18-030
3926 remaining	

Figure 18-11: DWR Item Posting – Adjust Valve and Manhole EACH (Method C)

NOTES for Adjust Valve and Manhole EACH

(Method C – Lowered and Raised) (Figure 18-11):

- Payment for EACH items will be based on field count.
- Pay .5 when lowered and pay .5 when raised.
- Location: Enter the Line Designation
- Offset Type: Enter the LT, RT, or CL.
- Offset Dist: Enter if known
- Sig. Fig. = .01
- Must identify the TYPE, OWNER and AGREEMENT # of all valve and manhole covers to be adjusted.

4. Record the following required information in the New Equipment window (Figure 18-12 and Figure 18-13):
- **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.
 - **Hours Idle:** 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:	<input type="text" value="1"/>
On Site:	<input type="text"/>
Hours Used:	<input type="text" value="8"/>
Hours Idle:	<input type="text"/>
Comments:	<input bit"="" type="text" value="Bobcat 256C, Skid Steer, Diesel, 82HP, 1350lbs with an Auger Loader, attachment, 15C w/12"/>
506 remaining	
<input checked="" type="checkbox"/> <input type="checkbox"/>	

Figure 18-12: 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 18-13: DWR Equipment List

5. Record the following required information in the New Personnel window (Figure 18-14 and Figure 18-15):
 - **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 18-14: DWR Personnel Entry







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

Figure 18-15: DWR Personnel List

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

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

DAILY WORK REPORT (DWR) – AWP EDITS

The Officer Engineer reviews each Inspector's DWRs for required entries and accuracy. If edits are needed on a DWR, the Inspector who created it 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 – ADJUST VALVE AND MANHOLE ITEMS

- Distribute all Agreement documents to the Inspectors.
- Save the Agreement documents to the appropriate Contract Files\Contract\10 Agreements directory.
- Save Adjust Valve and Manhole Items photos in the appropriate Contract Files\Contract\03 Multimedia\3.# Photographs with Descriptions directory.
- 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.

