

PROGRESS PAYMENTS

This chapter contains the following sections:

Overview	24-3
Stockpiles	24-3
Daily Diaries	24-6
Office Engineer DWR Postings	24-6
Ride Pay Adjustment	24-18
Percent Within Limits (PWL)	24-20
Payment Estimates	24-21

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.

Forms change periodically, go to the NDOT Website [Construction Forms](#) Area for the latest form available.

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(s), 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: 01/05/2023

Location & Verified By*:

To: Samih Alhwayek
Resident Engineer

Contract No.: 3890

Fluorspar Canyon Rd & US95 - N. Tani

From: Las Vegas Paving
Prime Contractor

Payment No.: 1

*Entered by crew office staff.

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

Bid Item No.	Quantity	Material Description	Value	Type of Evidence of Purchase or Production Costs Attached	Cert Sample Record ID*
6030720	360.00	30 inch x 19 inch RCP	\$26,727.84	Invoice and Visual Inspection	LCurri20230104074814
6030770	400.00	38 inch x 24 inch RCP	\$34,087.68	Invoice and Visual Inspection	LCurri20230104081523
6030990	3.00	38 inch x 24 inch FES	\$5,907.24	Invoice and Visual Inspection	LCurri20230104104055
6031000	2.00	53 inch x 34 inch FES	\$6,712.09	Invoice and Visual Inspection	LCurri20230104113042

*Cert Sample Record ID entered by crew office staff when applicable.

AFFIDAVIT

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: 3890. 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.

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

Charles Rodgers


Prime Contractor Signature

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

Instructions to Resident Engineer: Forward original to Headquarters Construction. Retain duplicate in your office as a supporting record for the progress payment.

NDOT
040-015
(Rev. 3/23)

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 2625
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	NET PRICE	BY	UOM	UNITS	AMOUNT	FRIGHT	TAX
			1313648 CP/PE/DC/ELP/42(1453)S/C3/PF	188	FT	\$153.00	1	PC	1	\$25,224.00	\$0.00	1,916.25
			1313649 CP/PE/DC/ELP/24(19A30)S/C4/PF	260	FT	\$53.00	1	PC	1	\$13,780.00	\$0.00	1,887.84
			1387534 CP/PE/DC/ELP/30(14A38)S/C3/PF	360	FT	\$98.00	1	PC	1	\$31,880.00	\$0.00	2,407.68
			1313533 CP/PE/DC/ELP/36(19A45)S/C3/PF	717	FT	\$177.00	1	PC	1	\$127,414.00	\$0.00	6,872.72
			1313651 CP/PE/DC/ELP/48(18A60)S/C3/PF	504	FT	\$183.00	1	PC	1	\$92,292.00	\$0.00	7,809.53
			9423936 PC/AST/HC/FE/36(6)OUTLET/PF/H/ELL	3	PC	\$1,830.00	1	PC	1	\$5,490.00	\$0.00	437.34
			9423980 PC/AST/HC/FE/36(6)OUTLET/PF/H/ELL	3	PC	\$3,575.00	1	PC	1	\$10,725.00	\$0.00	887.10
			9423982 PC/AST/HC/FE/48(6)H/ST/PF/H/ELL	4	PC	\$3,118.00	1	PC	1	\$12,472.00	\$0.00	948.18
			9423981 PC/AST/HC/FE/48(6)H/ST/PF/H/ELL	3	PC	\$3,045.00	1	PC	1	\$9,135.00	\$0.00	835.85
			9423983 PC/AST/HC/FE/48(6)H/ST/PF/H/ELL	2	PC	\$3,058.00	1	PC	1	\$6,116.00	\$0.00	557.28

PO Subtotal: 0.00 Yards, 0.00 Yards, \$364,397.00 Material, 0.00 Freight, 0.00 Other, 33,436.18 Tax, \$321,823.88 Total

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

OFFICE ENGINEER'S RESPONSIBILITIES

- Save the Material Certification(s) and test report(s) to the appropriate Contract Files\Materials\03 Certs & Test Reports\3.# directory.
- Create a 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.
- Enter the Cert Sample Record ID(s) in the appropriate location on the Request for Payment for Materials On Hand form, (Form No. 040-015) (Figure 24-1).
- Save the signed Request for Material On Hand form and invoice(s) to the appropriate Contract Files\Contract\07 Estimates\7.# Mat on Hand directory.
- 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) for review.
- Create the stockpile record using the dollar amount information from the invoice. Refer to Chapter 7, Stockpiles, in the [AWP User Guide With Materials](#) 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 With Materials](#) 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 With Materials](#) 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)	Attention 0
Quantity Posted 35,000.000	Units L.S.
Station From []	Agency Views None
Station From Plus []	Location Entire job.
Offset Type []	Measured <input type="checkbox"/>
Offset Distance []	Material Set []
Station To []	Plan Sheet Page Number []
Station To Plus []	Comments []
Offset Type []	
Offset Distance []	

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

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

- The Exceptions Tab (Figure 24-22), within the Payment Estimate, lists the suggested quantity for mobilization, when appropriate. Refer to Chapter 9, Payment Estimates, in the [AWP User Guide With Materials](#) for details. The quantity suggested is based on the information in Sub-section 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

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

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

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

- The Exceptions Tab (Figure 24-22), 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 With Materials](#) 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)	Attention 0
Quantity Posted 46.000	Units HOUR
Station From []	Agency Views None
Station From Plus []	Location Entire Job
Offset Type []	Measured <input type="checkbox"/>
Offset Distance []	Material Set []
Station To []	Plan Sheet Page Number []
Station To Plus []	Comments See Weekly Training Report for week ending 3/03/2017
Offset Type []	
Offset Distance []	

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.

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

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

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)	Attention 0
Quantity Posted ▼ 9.000	Units DAY
Station From ▼ []	Agency Views None
Station From Plus ▼ []	Location ▼ Entire Job
Offset Type ▼ []	Measured ▼ <input type="checkbox"/>
Offset Distance ▼ []	Material Set ▼ []
Station To ▼ []	Plan Sheet Page Number ▼ []
Station To Plus ▼ []	Comments ▼ 3/16/2020 - 3/27/2020 NWD on 3/18/2020 due to rain
Offset Type ▼ []	
Offset Distance ▼ []	

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 Contract Files\Contract\07 Estimates\7.# Invoices 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 With Materials](#), 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 Contract Files\Contract\07 Estimates\7.# Invoices directory.



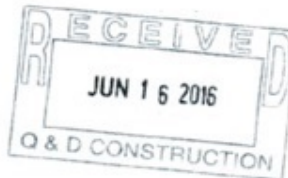
SERVICE INVOICE

3636
Report 1

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

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

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



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
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
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
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
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
5/25/2016	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
TOTALS		0	101.5		\$3,711.09

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

page totals **\$3,711.09**

created 6-15-16
updated

3711.09
x .10 (10% Markup)

371.11
+ 3711.09

\$4,082.20 Total

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

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

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 Contract Files\Contract\07 Estimates\7.# Invoices 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 With Materials](#), 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 Contract Files\Contract\07 Estimates\7.# Invoices directory.



Invoice

SERVICES PROVIDED TO: 3583
 ACC Southwest
 Attn: Linda Rogbers - A/P Report 1
 PO Box 60726
 Phoenix, AZ 85082

RailPros Invoice #	AC63021702
Invoice Date	2/16/2017
Due Date	2/16/2017
RP Task Order No.	6302
PO#	PO#16208
Terms	Due on receipt

Submitted Via:

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	\$2,275.00
------------------	-------------------

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

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

1705 W. Northwest Hwy. Suite 150
 Grapevine, TX 76051
 Phone: 682-223-6897
 Fax: 866-762-7619
 Email: accounting@railprofs.com

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

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

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 Contract Files\Contract\07 Estimates\7.# Invoices 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 With Materials](#), for details on DWR postings.
4. Enter the totals for each invoice on an Invoice Recap Tracking Sheet (Figure 24-16). 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 Contract Files\Contract\07 Estimates\7.# Invoices directory.



 <p>Corporate Advisors "Helping Organizations Grow"</p>	<p>Sherman Tingey, Ph.D. Principal</p>
<p>June 7, 2016</p>	
<p>3836 Report 1</p>	
<p>Mr. Randy Rosenberg, Proj. Mgr. LAS VEGAS PAVING CORP. 4420 South Decatur Blvd. Las Vegas NV 89103-5803</p>	
<p>Our Invoice No.: 710 Project: US-95 Widening Partnering Workshop with NDOT Workshop Date: February 12, 2007 Location: Canyon Gate Club, Las Vegas, NV</p>	
<p><u>Facilitation Fee:</u> Preparation of workshop materials, agenda, etc. Pre-workshop communications and arrangements. LD telephone calls will all key representatives. Facilitate ½-day tailored workshop. Prepare <i>Summary Report</i>.....</p>	
	<p>\$2,000.00</p>
<p><u>Other Expenses:</u> 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 Summary Reports (plus S&H)..... -0-</p>	
	<p>Subtotal..... \$ 217.49</p>
<p>TOTAL AMOUNT DUE..... \$2,217.49</p>	
<p><i>Receipts enclosed.</i></p> 	

Figure 24-14: Partnering Invoice

Item ID	Item Description	Current ...	Project	Category
7360020	PARTNERING	6,000.000	UATB0C2C	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

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

Figure 24-15: Partnering DWR Posting

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 NDOT Website [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 24-17) from the [Quality Assurance](#) Form Area in NDOT Website.
2. Use the information in the Profile Summary Report (Figure 24-18) 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 24-17).
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 With Materials](#) 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. (Segment #)	Ride Quality Lot Begin (Station/MP)	Ride Quality Lot End (Station/MP)	Ride Quality Lot Length (Miles)	Ride Quality Lot MRI (Inches/Mile)	Localized Roughness (Defects?)	Ride Pay Adjustment (Dollars)	Accum. Ride Pay Adjustment (Balance Forward)	PROGRESS PAYMENT	
RQL NO.	RQL BEGIN	RQL END	RQL LENGTH	RQL MRI	YES / NO	RQL RPA		Payment Number	Payment Amount (Balance Forward)
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 24-19).
 - 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	US950-3
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 overs)	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	JMFE Limits	1		2		3	
		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	Plantmix 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	1,112.86		
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	92.0			
	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	US950-3
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?	INF criteria met?	From	To	PWL _{total}	PWL _{combined}	PWL _{sublots}	PWL _{ready}	PWL _{overall}	Pay Factor %	FF < 9% Remove & Replace? (Y or N)	Remove from PWL calculation	Production tons	Unadjusted Payment	Bonus	Deduct	Cumulative Payment	Payment No.	Payment Amount
1	5	Yes	Yes	Yes	10/10/19	10/14/19	PWL < 55	95	53	92	80	95	N	N	4,878.62	282,959.96		(14,472.62)	268,487.34		

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)
- Other Item Adjustments for Insufficient Materials for items with deficient/missing 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 With Materials](#) 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

The AWP software automatically withholds payment on items with deficient and/or missing material certifications. This automatic process uses a Material Certification Sample, where the crew office creates a Cert Sample Record and attaches a copy of the material certification. This Cert Sample Record is reviewed and approved by the Material Division, Lab Services (Carson City) staff.

The AWP software 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.

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 With Materials](#) 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.

- Material Set is correct.
- Stationing and Location – RT, LT or CL, and offset if known. "Quotations" can be around the line designations.
- Comments - contain required info 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, it can be Rejected and the Inspector will complete the edits, or it can be corrected by the Office Engineer.
- If the DWR is Rejected, 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 edited DWR and Approve.
- If the correction is completed by the Office Engineer a DWR Note must be completed noting the name of the person completing the correction, the date of the correction, and details of the correction.

Note: Non-Quantity Error in a DWR included in a Payment Estimate.

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 quantiterory , 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 were 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 24-20).

General	Pay Amount This Contract Payment Estimate	Prime Contractor
Notes	318,661.35	11057 - Q&D CONSTRUCTION
Exceptions	Total Pay Amount (All Payment Estimates)	Current Contract Amount
Time Charges	318,661.35	14,556,895.50
Projects	Transfer to Accounting Date	Contract Percent Complete
Items		2.19
Payment Adjustments		Created By
Item Adjustments		kmcdaniel2@dot.nv.gov
Approval Tracking		Created Date
		03/07/2023 6:57:27 AM

Contract: 0MD02 - District 2 Materials Training Contract			
Payment Est Number:	0001	Period EndDate:	02/17/2023
Status:	Draft		
Type:	Progress - Progress		

	Previous Pay Est	This Pay Estimate	Total (All Pay Est)
Posted Item Pay:	0.00	528,000.00	528,000.00
Gross Item Adjustments:	0.00	-201,167.85	-201,167.85
Gross Item Pay :	0.00	326,832.15	326,832.15
Participating Item Pay:	0.00	0.00	0.00
Non-Participating Item Pay:	0.00	336,807.90	336,807.90
Cash Retainage:	0.00	-8,170.80	-8,170.80
Liquidated Damage:	0.00	0.00	0.00
Other Contract Adjustments:	0.00	0.00	0.00
Total Pay Amount:	0.00	318,661.35	318,661.35

Item Adjustment Type	Previous Pay Est	This Pay Estimate	Total (All Pay Est)
Overrun:	0.00	0.00	0.00
Price - Fuel:	0.00	-24,219.42	-24,219.42
Price - Asphalt:	0.00	-1,948.43	-1,948.43
Price - Emulsified Asphalt:	0.00	0.00	0.00
Insufficient Material:	0.00	-175,000.00	-175,000.00
Material Credit:	0.00	0.00	0.00
Construction Stockpile:	0.00	0.00	0.00
Other Item Adjustments:	0.00	0.00	0.00
Gross Item Adjustments:	0.00	-201,167.85	-201,167.85

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

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

Price – Fuel:
Price – Asphalt:
Price – Emulsified Asphalt:
Values in these lines indicate Fuel, Asphalt, and Emulsified Asphalt escalation payments or decrements.

Insufficient Material:
Values in this line indicate amount being withheld due to insufficient Material Certs.

Material Credit:
Values in this line indicate when an Insufficient Material Cert has been satisfied and amount has been credited.

Figure 24-20. General Tab Details

- b. **Notes:** Enter a Payment Estimate Note as appropriate .
- c. **Exceptions Tab:** This tab displays payment exceptions, which may prevent the payment estimate's approval. The exceptions require specific responses depending on the estimate type. Refer to the chart in Figure 24-21. It is strongly recommended to first search the entire list for all exceptions (Insufficient Materials, Overrun, Missing Percentage of Schedule DWR Item Positioning, Pending or Draft Daily Work Reports, etc.) that must be Resolved and/or-* Acknowledged using the Quick Find search box (Figure 24-22).

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
Insufficient Materials	May Be Left Unresolved*	May Be Left Unresolved*

Definition of Status Response

Must Acknowledge - Exception is valid, issue the specified payment to Contractor. Must include a detailed Remark.

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

May Be Left Unresolved - Exception is valid, issue the specified payment to Contractor. ***MUST Acknowledge ONLY when the Adjustment value is Yes. Must include a detailed Remark.**

Figure 24-21. Payment Estimate Exception Chart

Contract Payment Estimate Summary

0301B - MATERIALS TESTING 0301B

Estimate Number: 0001 Period End Date: 03/19/2021 12:00:00 AM Type: Progress Status: Draft

General Notes Exceptions Time Charges Projects Items Payment Adjustments Item Adjustments Annual Tracking

Search: System Default Showing 4 of 4 Adjustment: No Filter

Exception ID	Payment Estimate Exception	Status	Adjustment
35	Missing Percentage of Schedule DWI	Unresolved	No
36	Missing Percentage of Schedule DWI	Unresolved	No
37	Missing Percentage of Schedule DWI	Unresolved	No
38	Missing Percentage of Schedule DWI	Unresolved	No

Figure 24-22. Payment Estimate Exception Tab Details - Quick Find Search Box

With the introduction of Materials functionality, the Payment Estimate Exception list includes exceptions for Insufficient Materials. These materials exceptions indicate insufficiencies with sampling & testing and certifications. A new filter is available where you can filter on the Adjustment (Figure 24-23). The only exceptions of this type that WILL be Acknowledged are those where the Adjustment has a value of 'Yes' (Figure 24-23). These exceptions indicate there are insufficient material certifications and payment will be withheld on the item associated to the material certification. The Insufficient Materials exceptions where the Adjustment has a value of 'No' indicate that there are sample/testing insufficiencies (Figure 24-24). These exceptions do NOT affect payments but are listed for information purposes only.

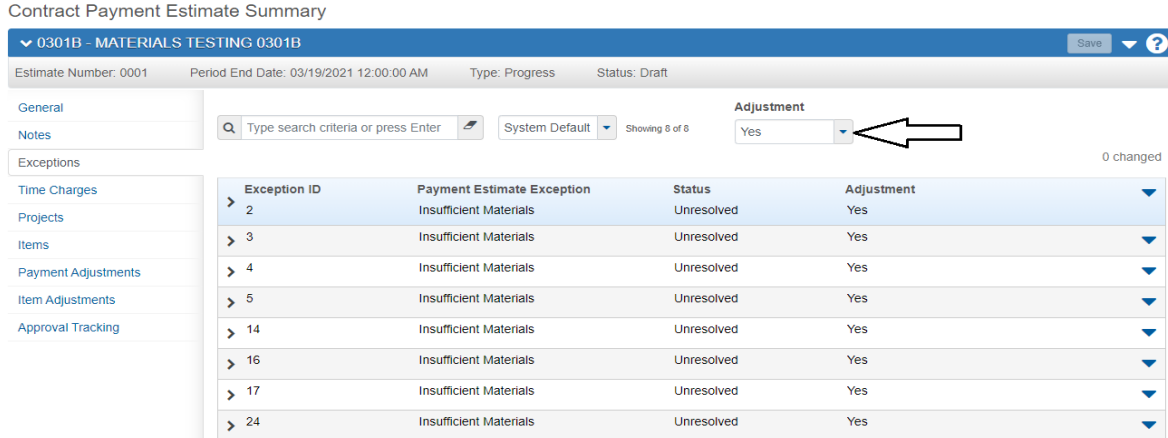


Figure 24-23. Payment Estimate Exception Tab Details - Insufficient Materials Exceptions, Adjustment = Yes

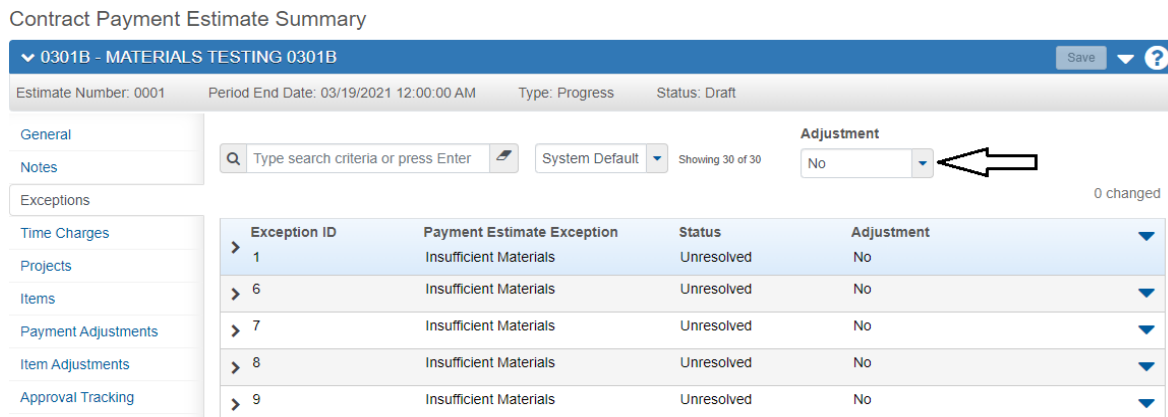


Figure 24-24. Payment Estimate Exception Tab Details - Insufficient Materials Exceptions, Adjustment = No

Important: When reviewing and resolving Payment Estimate Exception(s), be sure to work with the Resident Engineer to determine the appropriate 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 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 created, the Payment Estimate Exceptions which are still unresolved, will show again and will require re-entry with the appropriate response.

- i. Review the Exception by clicking the Expand Chevron found to the left of the Exception (Figure 24-25).

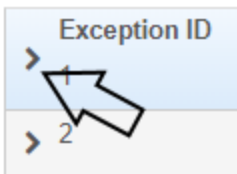


Figure 24-25. Expand Chevron

- ii. Click the Expand Text box icon for the Description field to view full details of the Exception (Figure 24-26).

Exception ID	Payment Estimate Exception	Status	Adjustment
35	Missing Percentage of Schedule DW	Unresolved	No

Description Status * ▾

Estimate Exception Type: Missing Percent of Schedule DWR Item Unresolved ▾

Adjustment

No

Remarks

Type * Remark *

Figure 24-26. Expand Text box Icon

- iii. Provide the Description details (Figures 9-27 & 9-28) to the Resident Engineer in order to determine the action to be taken. The Exception will need to be resolved (delete the Payment Estimate and make the appropriate change to the contract to resolve the exception) or Acknowledged according to the Payment Estimate Exception Chart (Figure 24-21).

Description ✕

Estimate Exception Type: Missing Percent of Schedule DWR Item Posting: Contract 0DM01, Percentage of Schedule suggested quantity of 5164.6605 for Reference Item 6250490 - RENT TRAFFIC CONTROL DEVICES, Contract Line Item Number 0150, Project DM016C1C, Project Item Line Number 0150, Category ID 01.

Figure 24-27. Description Large Text window

Description ✕

Estimate Exception Type: Insufficient Materials: Project 301B6C1C, Item 4020180, Project Item Line Number 0055, Material Set 0301B BF21-09 PBS Type 2C w/RAP JMF 01, Material M7030302B - ASPHALT CEMENT PG 76-22NV, Acceptance Action CERT 0001 is insufficient.

Figure 24-28. Description Large Text window

Important: Remember, review ALL Payment Estimate Exceptions PRIOR to continuing on to the next steps.

- iv. If there are any exceptions, address each one according to the chart. See Figure 24-21 Payment Estimate Exception Chart.
 - **Must Resolve:** This requires the exception to be resolved at the contract level. The Payment Estimate must be deleted prior to resolving the issue. Once the issue is resolved, the estimate must be recreated.
 - **Must Acknowledge:** This requires the exception to have a Status set to Acknowledged (Figure 24-29).

Status *

Acknowledged

Overridden

Unresolved

Figure 24-29. Exception Status, Acknowledged

- **May Be Left Unresolved:** This exception is unique for Insufficient Materials. Only the Insufficient Materials Exceptions where the Adjustment value is 'Yes' MUST have a Status of Acknowledged (Figure 24-30).

Exception ID	Payment Estimate Exception	Status	Adjustment
2	Insufficient Materials	Acknowledged	Yes
Description		Status *	
Estimate Exception Type: Insufficient Materials: Project 301B6C10		Acknowledged	
Adjustment			
Yes			

Figure 24-30. Exception Status, Insufficient Materials Where Adjustment = Yes

Note: *NDOT will not be using the Overridden Exception at this time.*

- v. Once the Status has been updated, select the **Remarks Type** of Acknowledged - Acknowledged Explanation and enter specific details explaining the recommendation for the Exception in the **Remark** field (Figure 24-31).

Remarks

Type *

Acknowledged - Acknowledge Explanation

Remark *

Enter remark here

Figure 24-31. Exception Remarks, Acknowledged

- vi. Repeat for all exceptions, then click the Save button (Figure 24-32).

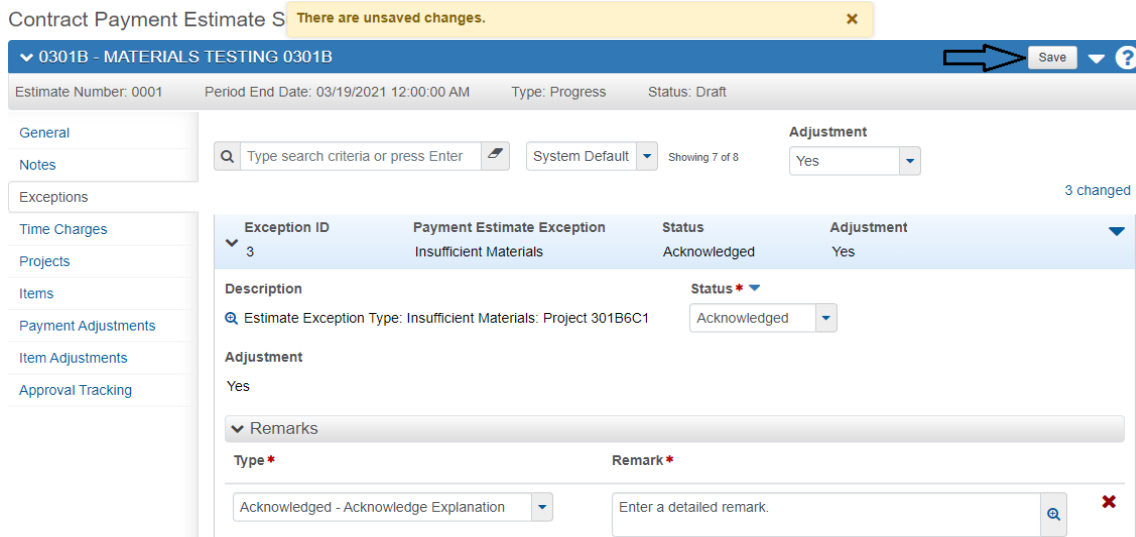


Figure 24-32. Contract Payment Estimate Summary Save button

Important: Be sure to resolve ALL exceptions prior to moving forward. If you need to delete the payment estimate and re-create it to reevaluate the Estimate Exceptions, you will lose any information entered in the Estimate Exceptions.

- 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** will **NOT** be used on contracts where materials are set up.
 - ii. **System-Generated Quantity-Based Item Adjustments** include: Stockpile, Overrun, Insufficient Materials (Material & MaterialCredit, and Fuel and/or Asphalt Escalation (Price) payments or decrements. This information is Read-Only.
 - 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. 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 Contract Files\Contract\07 Estimates\7.# Pay Est Reports directory. The signed report must be printed and saved **PRIOR** to the creation of the next Payment Estimate.

- General
- Notes
- Exceptions
- Time Charges
- Projects
- Items
- Payment Adjustments
- Item Adjustments
- Approval Tracking

Pay Amount This Contract Payment Estimate	308,911.35	Prime Contractor	11057 - Q&D CONSTRUCTION
Total Pay Amount (All Payment Estimates)	308,911.35	Current Contract Amount	14,556,895.50
Transfer to Accounting Date		Contract Percent Complete	2.19
		Created By	kmcdaniel2@dot.nv.gov
		Created Date	03/07/2023 6:57:27 AM

Contract: OMD02 - District 2 Materials Training Contract

Payment Est Number: 0001 Period EndDate: 02/17/2023 Status: Draft

Type: Progress - Progress

	Previous Pay Est	This Pay Estimate	Total (All Pay Est)
Posted Item Pay:	0.00	528,000.00	528,000.00
Gross Item Adjustments:	0.00	-201,167.85	-201,167.85
Gross Item Pay :	0.00	326,832.15	326,832.15
Participating Item Pay:	0.00	0.00	0.00
Non-Participating Item Pay:	0.00	336,807.90	336,807.90
Cash Retainage:	0.00	-7,920.80	-7,920.80
Liquidated Damage:	0.00	0.00	0.00
Other Contract Adjustments:	0.00	-10,000.00	-10,000.00
Total Pay Amount:	0.00	308,911.35	308,911.35

	Previous Pay Est	This Pay Estimate	Total (All Pay Est)
Item Adjustment Type			
Overrun:	0.00	0.00	0.00
Price - Fuel:	0.00	-24,219.42	-24,219.42
Price - Asphalt:	0.00	-1,948.43	-1,948.43
Price - Emulsified Asphalt:	0.00	0.00	0.00
Insufficient Material:	0.00	-175,000.00	-175,000.00
Material Credit:	0.00	0.00	0.00
Construction Stockpile:	0.00	0.00	0.00
Other Item Adjustments:	0.00	0.00	0.00
Gross Item Adjustments:	0.00	-201,167.85	-201,167.85

Price – Fuel:

Price – Asphalt:

Price – Emulsified Asphalt:

Values in these lines indicate Fuel, Asphalt, and Emulsified Asphalt escalation payments or decrements.

Insufficient Material:

Values in this line indicate amount being withheld due to insufficient Material Certs.

Material Credit:

Values in this line indicate when an Insufficient Material Cert has been satisfied and amount has been credited.

Liquidated Damage:

Values in this line indicate LDs for Main Site Time ONLY.

Other Contract Adj.:

Values in this line indicate NDOT Liquidated Damages for the following: Environmental, Materials, Lane Closures, and Penalty for Labor Compliance.

Figure 24-33. Contract Payment Estimate Summary, General tab after Adjustments

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 With Materials](#) 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 24-35):
 - a. **Other Payment Adjustment Type:** Select the appropriate type (Figure 24-34).

Other Payment Adjustment Type

<input type="text"/>	▼
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 24-34. 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

New 1 added | 0 marked for deletion | 0 changed

Type	Amount	Other Payment Adjustment Type
▼ Comments	-2,880.00	010
Lab Test # CM17-14 Report Date 4/26/19		

Payment Adjustment ID Distributed By

Type* ▼ Percentage

Other Contract Adjustment Last Updated By

Other Payment Adjustment Type ▼ Last Updated Date

010 - Bituminous Pavement

Amount* ▼

-2,880.00

Comments ▼

Lab Test # CM17-14
Report Date 4/26/19

Figure 24-35. 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 Contract Files\Contract\07 Estimates\7.# LD - Env 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 Contract Files\Contract\07 Estimates\7.# LD Mat 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 Contract Files\Contract\07 Estimates\7.# LD - Traffic 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 Contract Files\Contract\07 Estimates\7.# LD Labor 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 24-40). 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 24-36) 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.....	7/19/2016
Contractor.....	SIERRA NEVADA CONSTRUCTION	Date Tested.....	7/22/2016
		Date Reported.....	7/22/2016

TESTS PERFORMED	Test Results Re-Test Results	NEVADA SPECIFICATIONS
ORIGINAL BINDER		
Viscosity, 135°C, Pa·s		Maximum 3 Pa·s
Original Dynamic Shear, G ⁺ 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** FAILED**	33	Minimum 50 cm
Toughness, Inch-lbs	79	Minimum 110 Inch-lbs
Tenacity, Inch-lbs	64	Minimum 75 Inch-lbs
Sieve Test		
Original Penetration @ 25°C, 100g, 5 sec, dmm		Maximum 0
RTFC RESIDUE		
Loss on Heating, %		Maximum 1.0%
Residue Dynamic Shear, G ⁺ sin δ, 10 rad/s, kPa @ 64 °C		Minimum 2.20 kPa
Residue Ductility, 4°C, 5 cm/min, cm	17	Minimum 25 cm
Creep Recovery, R3.2 @ 3.2kPa, % @ 64 °C		N/A
Non-Recoverable Creep Compliance, Jnr3.2 @ 3.2kPa, kPa ⁻¹ @ 64 °C		N/A
Non-Recoverable Creep Compliance Difference, Jnrdiff		N/A
PAV RESIDUE		
PAV Dynamic Shear, G ⁺ sin δ, 10 rad/s, kPa @ 22 °C		Maximum 5000 kPa
Creep Stiffness, S, MPa @ -18 °C		Maximum 300 MPa
M-value @ -18 °C		Minimum 0.300

REMARKS AND RECOMMENDATIONS: MATERIAL HAS FAILED NEVADA SPECIFICATIONS

TOTAL 3D DEMERIT(S)

DISTRIBUTION

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

[Signature]
 * Other Project Numbers May Be Applicable
 Rep:DIOTestsAC.rpt

Figure 24-36: Report of Tests of Asphaltic Cement

- Sample numbers 1 thru 7 shown below on the Plant Record spreadsheet, are used in the example on Figure 24-40.

Plant Record

Contract No.:	3583	Total Tons:	154.79
Asphalt Type:	PG 64-28NV		

Sample No.	Date (mm/dd/yyyy)	Time	Tons Represented	Inspector (initials)	Remarks
TWATSO20160716063028	07/15/2016	8:30 AM	26.02	TJW	
TWATSO20160716082035	07/15/2016	9:55 AM	26.02	TJW	7/15 - 1,152 wet tons placed.
TWATER20160718115045	07/17/2016	8:45 AM	20.55	NPW	
TWATER20160718123033	07/17/2016	11:50 AM	20.55	NPW	
TWATER20160718012541	07/17/2016	1:22 PM	20.55	NPW	
TWATER20160718020351	07/17/2016	3:00 PM	20.55	NPW	
TWATER20160718035903	07/17/2016	4:35 PM	20.55	NPW	7/17 - 2,200 wet tons placed.

Figure 24-37: Plant Record Spreadsheet

- Record of Delivery - Plantmix Surface Spreadsheet (Figure 24-38) 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 24-38: Record of Delivery – Plantmix Surface

- A copy of the applicable JMF (Figure 24-39) for the percent of asphalt and mineral filler.

STATE OF NEVADA DEPARTMENT OF TRANSPORTATION MATERIALS DIVISION 1263 S. STEWART ST. CARSON CITY, NV 89712 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	Bitumen Ratio and Mineral Filler are used for Asphalt Escalation, Asphalt Damages, and in calculating to assure there are enough B/Ls to cover what has been used.
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 ³ (PCF):	2.418 (150.9)	
SURFACE AREA m ² /kg (ft ² /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 14% CLEAN FINES 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 24-39: 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 24-40) found in the NDOT Website Construction Forms Admin Area - [Construction 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 24-40). 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 Contract Files\Contract\07 Estimates\7.# LD - Mat 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	
			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		

Rev 06-17

Figure 24-40: Liquidated Damages for Failing Asphalt Cement Calculation Worksheet

STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION
LIQUIDATED DAMAGES FOR FAILING ASPHALT CEMENT

ITEM NO.: 999 CONTRACT NO.: 3583 MATERIAL COST: \$ 700.00 (Refer to Special Provisions, Section 402.05.01, for the material cost.)

TYPE OF MATERIAL: PG Grade (a) PG Grade (b) NAME OF MATERIAL: PG 64-28NV

(Refer to Standard Specifications for Road and Bridge Construction, Section 109.02, for the material type/name.)

LAB TEST #	DATE SAMPLED	SAMPLE #	CATG. #	TONS	DEMERITS	LD \$ PER TON	TOTAL	EST. #	CUT-OFF DATE
2016-00067	07/17/2016	3	1	20.55	22	525.00	\$ 10,788.75	12	07/29/2016
2016-00068	07/17/2016	4	1	20.55	19	200.00	\$ 4,110.00	12	07/29/2016
2016-00069	07/17/2016	5	1	20.55	23	525.00	\$ 10,788.75	12	07/29/2016
2016-00090	07/17/2016	7	1	20.55	4	40.00	\$ 822.00	12	07/29/2016
							\$ 0.00		
							\$ 0.00		
							\$ 0.00		
							\$ 0.00		
							\$ 0.00		
							\$ 0.00		
							\$ 0.00		
							\$ 0.00		
							\$ 0.00		
							\$ 0.00		
							\$ 0.00		
							\$ 0.00		
							\$ 0.00		
							\$ 0.00		
							\$ 0.00		
							\$ 0.00		

CATG.# = CATG.# = CATG.# = CATG.# = CATG.# = GRAND TOTAL: \$ 26,509.50

NDOT 040-077 (Rev 08-16)

Figure 24-41: Liquidated Damages for Failing Asphalt Cement (Form No. 040-077)

***EXAMPLE OF LIQUIDATED DAMAGES FOR PLANTMIX FAILING LOTTMAN**

Refer to Subsections 401.02.02, (Plantmix Bituminous Pavements – General) Materials – Composition of Mixtures and 109.02, (Measurement and Payment) Scope of Payment, of the Standard Specifications for details.

The calculation of Liquidated Damages for Failing Lottman are represented by wet tons per shift.

The items needed to calculate damages for plantmix Lottman are:

- Test result number(s) Lottman Test Report (Figure 24-42) from the Materials Division.
 - Original Tensile Strength, PSI
 - % Retained Strength
- The Liquidated Damages for Failing Lottman Test Report Calculation Worksheet (Figure 24-43), found in the NDOT Website Construction Forms, Admin Area - [Construction Admin - Payment Forms](#). Complete the blueed cells.
 - Requirement and Rejection Limit number (by type of material), found in Subsection 401.02.02, (Plantmix Bituminous Pavements – General) Materials – Composition of Mixtures, of the Standard Specifications.

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. Send a copy of the letter to the Construction Division.

Liquidated Damages for Failing Lottman Test Report Calculation Worksheet and all backup documentation will be saved to the appropriate Contract Files\Contract\07 Estimates\7.# LD - Mat directory.

STATE OF NEVADA DEPARTMENT OF TRANSPORTATION MATERIALS DIVISION 1263 S. STEWART ST. CARSON CITY, NV 89712 LOTTMAN TEST REPORT 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:	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:	THIS SAMPLE FAILS TO MEET PROJECT SPECIFICATIONS FOR ORIGINAL TENSILE STRENGTH.	
DISTRIBUTION:	<ul style="list-style-type: none"> 1 DISTRICT ENGINEER 1 RESIDENT ENGINEER 1 CONSTRUCTION ENGINEER 1 LAB FILES 1 BITUMINOUS LAB 	



Figure 24-42: 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.

Rev 05-17

Figure 24-43: Liquidated Damage for Failing Lottman Test Report Calculation Worksheet

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.

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.

Note: The AWP software starts calculating Asphalt Escalation (Price Adjustment Index) starting with the first Payment Estimate. Refer to subsection 109.04, *(Measurement and Payment) Asphalt Escalation*, of the Standard Specifications for details.

EMULSIFIED ASPHALT ESCALATION - AWP PRICE ADJUSTMENT INDEX

Emulsified Asphalt Escalation is an adjustment to minimize the impact of price uncertainty to the Contractor and the Department for “Emulsified Asphalt” used in accordance with Sections 404, 406, 407, 408, and 418, for the construction of the contract. The quantity of asphalt used in escalation calculations for emulsified asphalt is based upon the minimum residue (MR) percentage with the specified dilution factors for the particular type of emulsion bid and supplied by the Contractor in accordance with Subsection 703.03.04. Refer to subsection 109.09, *(Measurement and Payment) Emulsified Asphalt Escalation*, of the Standard Specifications for details.

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

Note: The AWP software starts calculating Emulsified Asphalt Escalation (Price Adjustment Index) starting with the first Payment Estimate. Refer to subsection 109.09, *(Measurement and Payment) Emulsified Asphalt Escalation*, of the Standard Specifications for details.

