

REMOVAL ITEMS

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OVERVIEW

Removal Items have different documentation requirements for each unit of measure (UOM). All Removal Items must be counted, measured, and/or calculated prior to or during removal. Documentation examples for a few selected Removal 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.

INSPECTOR'S RESPONSIBILITIES – REMOVAL 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-Removals list (Figure 5-1) and/or the Main Structure list, located in the Contract plans, to help identify items, quantities, descriptions and locations.

										FED. REG. NO.	STATE	PROJECT NO.	COUNTY	SHEET NO.	
										9	NEVADA	STP-G160(016)	CLARK	R-02	
										STRUCTURE LIST-REMOVALS					
										DESCRIPTION		STATION TO STATION			
202 2020	202 1304	202 1184	202 1096	202 0417	202 0076	201 0512	LINFT	LINFT	CUYD	LINFT	EACH	EACH			
													1	REMOVAL OF TREES (6-INCHES TO 12-INCHES) (LT.)	"BD" 56+72.94
			500											REMOVE & RESET CHAIN-LINK FENCE (LT.)	"BD" 57+63.45 "BD" 62+63.45
						1								REMOVE END SECTION (88.44' LT.)	"BD" 57+89.98
						1								REMOVE END SECTION (85.41' RT.)	"BD" 57+98.14
			200											REMOVE & RESET CHAIN-LINK FENCE (RT.)	"BD" 58+90 "BD" 60+90
			100											REMOVE & RESET CHAIN-LINK FENCE (LT.)	"BD" 61+00 "BD" 62+00
						1								REMOVE END SECTION (80.15' RT.)	"Pe" 62+29.53
						1								REMOVE & RESET GUARDRAIL END TRATMENT (LT.)	"LNe" 363+20.47
						1								REMOVE & RESET GUARDRAIL END TRATMENT (LT.)	"LNe" 367+32.02
			600											REMOVE & RESET GUARDRAIL (LT.)	"W" 370+50 TO "W" 376+50

Figure 5-1: Example of a Structure List - Removals

- Review the following for accuracy:
 - Supplemental Notices
 - Special Provisions
 - Contract Modifications
- Turn in ALL Removal Item calculation sheets to the Office Engineer.

INSPECTOR DAILY REPORT (IDR) – MOBILE INSPECTOR

1. Create an IDR in Mobile Inspector daily to document the activity being monitored. Refer to the [Mobile Inspector User Guide](#) for details on using this application.
 - Report Details – daily activities
 - Item Postings – item(s) and quantity(s)
 - Equipment – type and hours
 - Personnel – title and hours
2. Record the following required information in the Report Details window (Figure 5-2):
 - Date
 - Weather
 - Low and high temperature
 - Attachments (N/A) – Send ALL photos via email.
 - Remarks – Verify with the Resident Engineer on what information is required.

Figure 5-2: IDR Report Detail Window

3. Record the following required information in the New Item Postings window:
 - Item
 - Proj/Catg – Refer to the AEB report.
 - Contractor – ALWAYS the Prime Contractor (Subs are not allowed).
 - Qty – Based on measurements, calculations and/or counts (CANNOT PAY PLAN!).
 - Location – Must show line designation, LT, RT or CL and offset if known.
 - Station From/To – Refer to Contract plans.
 - Attention Flag – Use to bring attention to Resident Engineer and Office Engineer for overruns and plan errors.
 - Remarks – 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.

NOTES for Removal Item postings:

- If there are questions on whether an EACH item can be listed separately or combined, contact the Construction Admin Services Section for assistance.
- Refer to Figure 5-3 through Figure 5-11 for examples of removal item postings with different UOM.

New Item Posting

Item:

Proj/Catg:

Contractor:

Qty: CUYD

Location:

Station From: +

Station To: +

Attention Flag:

Remarks:

224 remaining

Figure 5-3: IDR Item Posting - Remove CUYD

NOTES for Removal CUYD/CUFT (Figure 5-3):

- Payment for CUYD and CUFT items will be based on field measure and calculations.
- Calculations for CUYD = $L \times W \times D \div 27$
- Calculations for CUFT = $L \times W \times D$
- Sig. Fig. = .01

New Item Posting

Item:

Proj/Catg:

Contractor:

Qty: EACH

Location:

Station From: +

Station To: +

Attention Flag:

Remarks:

227 remaining

Figure 5-4: IDR Item Posting - Remove and Reset EACH

NOTES for Remove & Reset EACH (Figure 5-4):

- Payment for Removal and Reset EACH items will be based on a field count at a Location.
- In Location, enter the Line Designation and LT, RT, or CL.
- Pay .5 when item is Removed and .5 when it's Reset.
- In Remarks, indicate whether it is a removal or reset in the Remarks box.
- Sig. Fig. = 1 (when complete)

New Item Posting

Item: REMOVE END SECTION

Proj/Catg: 60638C3C, 09, CCRFCD ...

Contractor: LAS VEGAS PAVING CORP...

Qty: 1 EACH

Location: "X" 310 + 62.92, 88.95' LT

Station From: [] + []

Station To: [] + []

Attention Flag:

Remarks: Per field count

255 remaining

Figure 5-5: IDR Item Posting - Removal EACH

NOTES for Removal EACH (Figure 5-5):

- Payment for Removal EACH items will be based on a field count at a Location.
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = 1

New Item Posting

Item: REMOVE PAVEMENT MA...

Proj/Catg: 60638C2C, 08, Landscape & ...

Contractor: LAS VEGAS PAVING CORP...

Qty: 55 EACH

Location: "CW" RT

Station From: 359 + 68

Station To: 366 + 89

Attention Flag:

Remarks: Additional qty. added per cont. mod. # 3

215 remaining

Figure 5-6: IDR Item Posting - Combined EACH

NOTES for Combined EACH (Figure 5-6):

- Payment for Combined EACH items will be based on field count from Station to Station.
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = 1

New Item Posting

Item: REMOVE AND RESET G...
Proj/Catg: 60638C2C, 05, Install New Li...
Contractor: LAS VEGAS PAVING CORP...
Qty: 141.5 LFT
Location: "W" LT
Station From: 366 + 89.22
Station To: 369 + 72.22
Attention Flag:
Remarks:
 Measure 283 Linft. Paid half for removal only.
208 remaining

Figure 5-7: IDR Item Posting - Remove and Reset LFT

NOTES for Remove and Reset LFT (Figure 5-7 and Figure 5-8):

- Payment for LFT items will be based on field measurement
- Pay 50% when the removal is complete for a measured area. The remaining 50% will be paid when the reset or replacement is completed.
- A Final in-place measurement is required when completed.
- Sig. Fig. = 1 (when complete)

New Item Posting

Item: REMOVE AND RESET G...
Proj/Catg: 60638C2C, 05, Install New Li...
Contractor: LAS VEGAS PAVING CORP...
Qty: 141.5 LFT
Location: "W" LT
Station From: 366 + 89.22
Station To: 369 + 72.22
Attention Flag:
Remarks:
 Final in-place measurement 283 Linft. Paid half for reset only.
191 remaining

Figure 5-8: IDR Item Posting - Remove and Reset LFT

New Item Posting

Item: REMOVAL OF FENCE

Proj/Catg: 60638C2C, 01, (Construct ...

Contractor: LAS VEGAS PAVING CORP...

Qty: 334 LFT

Location: "BD" 76.3' Rt to 77.4' Rt

Station From: 130 + 41.24

Station To: 133 + 75.05

Attention Flag:

Remarks:
Actual length measured. Item complete.

217 remaining

Figure 5-9: IDR Item Posting - Removal LFT

NOTES for Removal LFT (Figure 5-9):

- Payment for LFT items will be based on field measurement.
- Sig. Fig. = 1
- Add a Remark when the item is completed.

New Item Posting

Item: REMOVAL OF BITUMINO...

Proj/Catg: 60638C2C, 01, (Construct N/...

Contractor: LAS VEGAS PAVING CORP...

Qty: .13 MILE

Location: "L" RT

Station From: 4 + 00

Station To: 10 + 90

Attention Flag:

Remarks:
Meas. Linft. = 690 / 5280 = .13

224 remaining

Figure 5-10: IDR Item Posting - Removal MILE

NOTES for Removal MILE (Figure 5-10):

- Payment for Mile and Station Items will be based on field measure and calculations.
- Reference the Summary of Base and Surface Quantities and the Typical Sections (2 sheets) within the Contract plans.
- Calculations for mile = LFT ÷ 5280 (always use this number)
- Calculations for sta. = LFT ÷ 100 (always use this number)
- Sig. Fig. = .01

New Item Posting

Item: REMOVAL OF BITUMINO...

Proj/Catg: 60638C2C, 01, (Construct ...

Contractor: LAS VEGAS PAVING CORP...

Qty: 654.1 SQYD

Location: "MP" ramp LT.

Station From: 39 + 55.6

Station To: 42 + 50.00

Attention Flag:

Remarks:

293.33 x 20 = 5886.60 / 654.07 sqyd.
 Plan calls for 542.5 sqyd.
 Over plan qty. by 111.57

165 remaining

NOTES for Removal SQYD (Figure 5-11):

- Payment for SQYD items will be based on field measurement.
- Calculations for SQYD = (L X W) ÷ 9
- Sig. Fig. = 0.1
- Reference the Summary of Base and Surface Quantities and the Paving Plan sheets in the Contract plans for removal of bituminous surface quantities

Figure 5-11: IDR Item Posting - Removal SQYD

4. Record the following required information in the New Equipment window (Figure 5-12 and Figure 5-13):
 - Contractor – Actual contractor performing the work (include subs).
 - Type – Detailed description of the equipment (e.g., diesel, HP, model, make).
 - Number – How many of each type.
 - Hours – Total hours in use.

Note: An attachment to an equipment's base configuration must have its own record.

New Equipment

Contractor: LAS VEGAS PAVI...

Type: Bobcat 256C Skid ...

Number: 1

Hours: 8

Figure 5-12: IDR Equipment Entry



Figure 5-13: IDR Equipment List

5. Record the following required information in the New Personnel window (Figure 5-14 and Figure 5-15):
 - Contractor – Actual contractor performing the work (include subs).
 - Type – Details of personnel type (e.g., foreman, laborer, truck driver).
 - Number – How many of each title.
 - Hours – Total hours worked.



Figure 5-14: IDR Personnel Entry



Figure 5-15: IDR Personnel List

6. Complete a final review of the IDR and lock it.

Note: When a Mobile Inspector IDR is completed and locked, the information is uploaded into a FieldManager IDR, where it is reviewed and generated for processing progress payments.

OFFICE ENGINEER'S RESPONSIBILITIES – REMOVAL ITEMS

- Save Removal Item photos in the appropriate EDOC Contract Files\Contract Files\ Division No. 3 - Multimedia Records\3.# Photographs with Descriptions directory.
- Review removal item calculation sheets for accuracy and save electronically in the appropriate EDOC Contract Files\Contract Files\ Division No. 7 - Construction Pay Estimate and Related Data\7.# IDR Calculation Sheets directory using this naming convention: IDR YYYY-MM-DD Inspectors Initials, (e.g. IDR 2016-03-19 KMM).
- Distribute executed copies of Contract Modifications to Inspectors.

INSPECTOR DAILY REPORT (IDR) – FIELDMANAGER

When a Mobile Inspector IDR is locked by an Inspector, the information is uploaded into a FieldManager IDR. Refer to Chapter 7, Inspector Daily Report, in the [FieldManager User Guide](#) for details.

1. Verify the following:
 - Information in the Comments and Remarks
 - Information in the Contractor tab (Personnel and Equipment)
 - Items are paid correctly according to the contract documents (e.g., plans, supplemental notices, Contract Modifications).
 - Item quantities
 - Quantities in postings are documented to the correct Significant Figure.
 - Stations and Line Designations in the Locations
 - Calculations are correct.
 - Remarks 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.

2. Generate the IDR.

