CURB AND GUTTER ITEMS

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OVERVIEW

Curb and Gutter Items have different documentation requirements for each unit of measure (UOM). All Curb and Gutter Items must be measured, calculated and/or based on plan. Documentation examples for a few selected Curb and Gutter 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 - CURB AND GUTTER 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, located in the Contract plans (Figure 15-1), to help identify items, quantities, descriptions and locations.

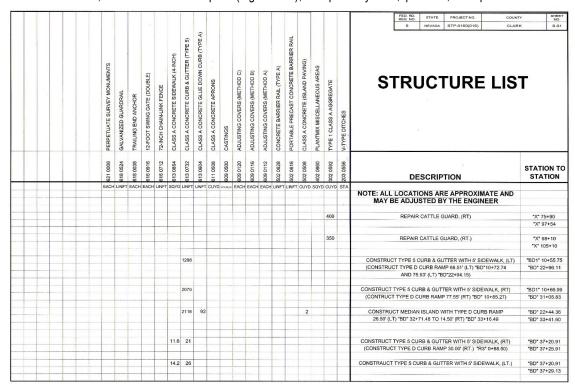


Figure 15-1: Example of a Structure List - Curb and Gutter Items

- Review the following for accuracy:
 - Special Provisions
 - Supplemental Notices
 - Contract Modifications

Note: When any changes are made to an item, reference the Contract Modification number in the IDR item posting remarks.

INSPECTOR DAILY REPORT (IDR) - MOBILE INSPECTOR

- Create an IDR in Mobile Inspector daily to document the activity being monitored. Refer to the <u>Mobile Inspector User Guide</u> for details on using this application.
 - · Report Details daily activities
 - Item Postings item(s) and quantity(s)
 - Equipment type and hours
 - Personnel title and hours
- 2. Record the following required information in the Report Details window (Figure 15-2):
 - Date
 - Weather
 - · Low and high temperature
 - Attachments (N/A) Send ALL photos via email.
 - Remarks Verify with the Resident Engineer on what information is required.



Figure 15-2: 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 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 Curb and Gutter Item postings:

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

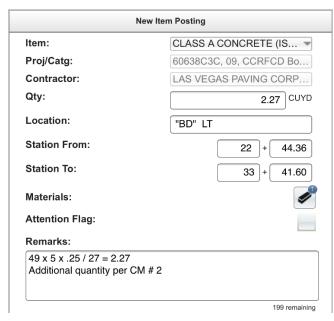


Figure 15-3: IDR Item Posting - Curb and Gutter CUYD

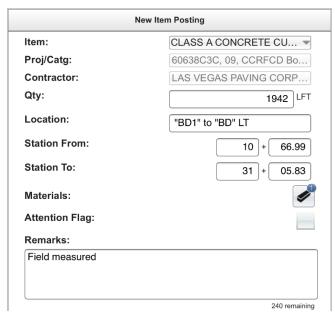


Figure 15-4: IDR Item Posting - Curb and Gutter LFT

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

- Payment for CUYD items will be based on plan quantity or field measurements and calculations if different than plan. Payment for CUFT items will be based on field measurements and calculations.
- Calculations for CUYD = LxWxD ÷ 27
- Calculations for CUFT = LxWxD
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = .01

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

- Payment for LFT items will be based on field measurement.
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = 1



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

- Payment for SQYD items will be based on field measurement.
- Calculations for SQYD = (L X W) ÷ 9
- Sig. Fig. = 0.1

Figure 15-5: IDR Item Posting - Curb and Gutter SQYD

- 4. Record the following required information in the New Equipment window (Figure 15-6 and Figure 15-7):
 - Contractor Actual contractor performing the work (include subs).
 - Type 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.



Figure 15-6: IDR Equipment Entry



Figure 15-7: IDR Equipment List

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



Figure 15-8: IDR Personnel Entry



Figure 15-9: 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 - CURB AND GUTTER ITEMS

- Collect all Material Certifications. Scan and save them to the appropriate EDOC Contract Files\Material and Testing Files\Division No. 4 Materials Division Certs and Test Reports\4.# directory. Send original certifications to the Materials Division for approval.
- Save Curb and Gutter Item photos in the appropriate EDOC Contract Files\Contract Files\ Division No. 3 Multimedia Records\3.# Photographs with Descriptions directory.
- Review Curb and Gutter 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 YYY-MM-DD Inspectors Initials, (e.g. IDR 2016-03-19 KMM).
- Approve materials in FieldManager when the approved material certifications are received from the Materials Division. Refer
 to Chapter 6, Working with Materials, in the FieldManager User Guide, for details.
- Distribute executed copies of Contract Modifications to Inspectors.

CURB AND GUTTER ITEMS

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.