# FENCE ITEMS

This chapter contains the following sections:

Overview	16-3
Inspector's Responsibilities – Fence Items	16-3
Office Engineer's Responsibilities – Fence Items	16-8



## **OVERVIEW**

Fence Items have different documentation requirements for each unit of measure (UOM). All Fence Items must be counted or measured and calculated. Documentation examples for a few selected Fence 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 - FENCE 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 16-1), to help identify items, quantities, descriptions and locations.

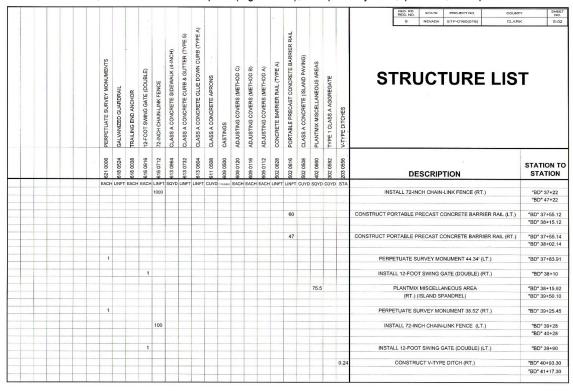


Figure 16-1: Example of a Structure List – Fence Items

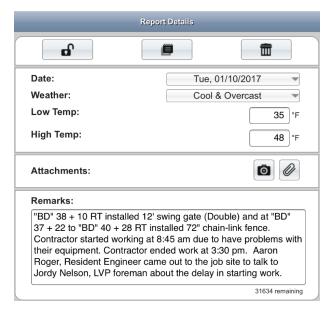
- Review the following for accuracy:
  - Special Provisions
  - Supplemental Notices
  - Contract Modifications

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

Turn in ALL Fence Item calculation sheets to the Office Engineer.

### 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 16-2):
  - 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.

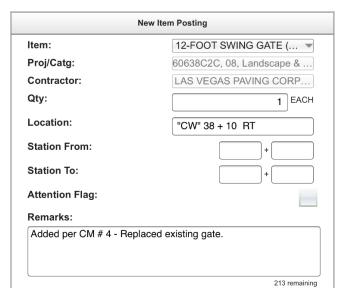


#### Figure 16-2: IDR Report Detail Window

- 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 Fence 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.
- After each section of fence has been completed, the final in-place measurement will be documented.
- Refer to Figure 16-3 through Figure 16-6 for examples of fence item postings with different UOM.



NOTES for Fence EACH (Figure 16-3):

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

Figure 16-3: IDR Item Posting - Fence EACH

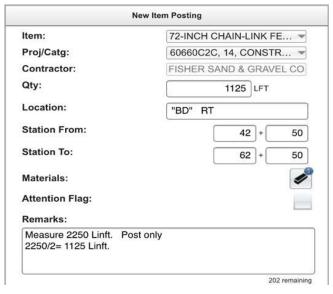


Figure 16-4: IDR Item Posting - Fence LFT

NOTES for Fence LFT (Figure 16-4):

- Payment for LFT items will be based on field measurements.
- 50% of the measured length (section) can be paid when the posts are completed.
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = 1

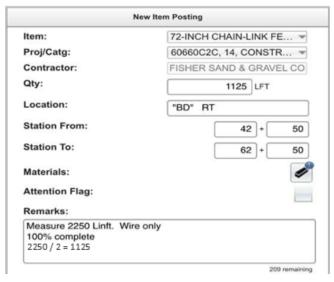


Figure 16-5: IDR Item Posting - Fence LFT

NOTES for Fence LFT (Figure 16-5):

- Payment for LFT items will be based on field measurements.
- When each length (section) of fence has been completed, record a measurement and indicate that the section is 100% complete.
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = 1

**New Item Posting** Item: REMOVE AND RESET G... -Proj/Catg: 60660C2C, 01, CONSTRUC... Contractor: FISHER SAND & GRAVEL CO Qty: 360.5 LFT Location: "LNE" RT Station From: 359 + 68 Station To: 366 89 Attention Flag: Remarks: Paid 360.5 Linft. Reset only Final in-place measure 721 Linft 193 remaining

NOTES for Fence Remove and Reset LFT (Figure 16-6):

- Payment for Remove & Reset LFT items will be based on field measurements.
- Measure before removal & measure the same section when reset.
- Pay 50% of the measured length on remove & reset items.
- When 100% complete, a final in-place measurement is required.
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig.= 1 (when complete)

Figure 16-6: IDR Item Posting – Fence Remove and Reset LFT

- 4. Record the following required information in the New Equipment window (Figure 16-7 and Figure 16-8):
  - 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 16-7: IDR Equipment Entry



Figure 16-8: IDR Equipment List

- 5. Record the following required information in the New Personnel window (Figure 16-9 and Figure 16-10):
  - 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 16-9: IDR Personnel Entry



Figure 16-10: 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 - FENCE 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 Fence Item photos in the appropriate EDOC Contract Files\Contract Files\Division No. 3 Multimedia Records\3.# Photographs with Descriptions directory.
- Review Fence 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).
- 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.

#### 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 <u>FieldManager User Guide</u> 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.