

ADJUST VALVE AND MANHOLE ITEMS

This chapter contains the following sections:

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OVERVIEW

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

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

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

INSPECTOR'S RESPONSIBILITIES – ADJUST VALVE AND MANHOLE ITEMS

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

PERPETUATE SURVEY MONUMENTS		GALVANIZED GUARDRAIL		TRAILING END ANCHOR		12-FOOT SWING GATE (DOUBLE)		72-INCH CHAIN-LINK FENCE		CLASS A CONCRETE SIDEWALK (4-INCH)		CLASS A CONCRETE CURB & GUTTER (TYPE B)		CLASS A CONCRETE GULLY DOWN CURB (TYPE A)		CLASS A CONCRETE APRONS		CASTINGS		ADJUSTING COVERS (METHOD C)		ADJUSTING COVERS (METHOD B)		ADJUSTING COVERS (METHOD A)		CONCRETE BARRIER RAIL (TYPE A)		PORTABLE PRECAST CONCRETE BARRIER RAIL		CLASS A CONCRETE (ISLAND PAVING)		PLANT/MIX MISCELLANEOUS AREAS		TYPE I CLASS A AGGREGATE		V-TYPE DITCHES			
QTY	UNIT	QTY	UNIT	QTY	UNIT	QTY	UNIT	QTY	UNIT	QTY	UNIT	QTY	UNIT	QTY	UNIT	QTY	UNIT	QTY	UNIT	QTY	UNIT	QTY	UNIT	QTY	UNIT	QTY	UNIT	QTY	UNIT	QTY	UNIT	QTY	UNIT	QTY	UNIT	QTY	UNIT	QTY	UNIT
															STRUCTURE LIST																								
																				DESCRIPTION	STATION TO STATION																		
																				CLARK COUNTY SANITATION DISTRICT																			
																				ADJUSTING MANHOLE COVERS, 10.00' (RT.)	"BD" 56+34.81																		
																				ADJUSTING MANHOLE COVERS, 5.00' (RT.)	"BD" 56+39.10																		
																				ADJUSTING MANHOLE COVERS, 8.00' (RT.)	"BD" 56+62.75																		
																				ADJUSTING MANHOLE COVERS, 22.00' (L.T.)	"BD" 57+49.00																		
																				ADJUSTING MANHOLE COVERS, 25.00' (L.T.)	"BD" 57+71.99																		
																				ADJUSTING MANHOLE COVERS, 15.00' (RT.)	"BD" 58+02.05																		
																				ADJUSTING MANHOLE COVERS, 5.00' (RT.)	"BD" 58+37.43																		
																				ADJUSTING MANHOLE COVERS, 5.00' (RT.)	"Pw" 2+75																		
																				ADJUSTING MANHOLE COVERS, 10.00' (RT.)	"Pw" 4+00																		
																				ADJUSTING MANHOLE COVERS, 8.00' (RT.)	"Pw" 4+25																		
																				ADJUSTING MANHOLE COVERS, 15.00' (RT.)	"Pw" 5+25																		
																				SPRINT TELEPHONE																			
																				ADJUSTING MANHOLE COVERS, 25.00' (RT.)	"BD" 56+78.12																		
																				ADJUSTING MANHOLE COVERS, 15.00' (RT.)	"BD" 56+92.90																		
																				ADJUSTING MANHOLE COVERS, 22.00' (L.T.)	"BD" 57+19.00																		
																				SOUTHWEST GAS CORPORATION																			
																				ADJUSTING MANHOLE COVERS, 12.00' (RT.)	"BD" 57+17.54																		

Figure 18-1: Example of a Structure List – Adjust Valve and Manhole 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.

- Valve and Manhole Agreement documents (Figure 18-2 through Figure 18-6).
- Turn in ALL Adjust Valve and Manhole Item calculation sheets to the Office Engineer.

**NEVADA DEPARTMENT OF TRANSPORTATION
AGREEMENT SUMMARY SHEET**

Agreement No. NM 126-16 0.80 Amendment No. _____ Task Order No. _____ Task Order Amendment No. _____
 Start Date: 3-7-16 End Date: 05/30/2019 Amendment Date: _____ Procured by: _____
 Agreement Type: Facility Agreement Sub-Type: Utility Procurement No.: _____
 Purpose: Manhole and Valve Adjustment

County(ies) where work is being performed: Clark

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

Second Party Information

Contact Person: Joe Yatson Email: N/A Phone No.: (702) 455-6082
 Company Name: Clark County Department of Public Works NV Business License No.: N/A
 Primary Address: 500 S Grand Central Parkway, Las Vegas NV 89*155 Business License Expiration: n/a
 Invoice Remit To Address: _____ Business License Search _____

Original budget approval (Form 2A) must be attached

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

Project Identification

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

Board Approval

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

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

3-12
LH

HDOT
070-001
Rev. 09/14

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Figure 18-2: Agreement Summary Sheet

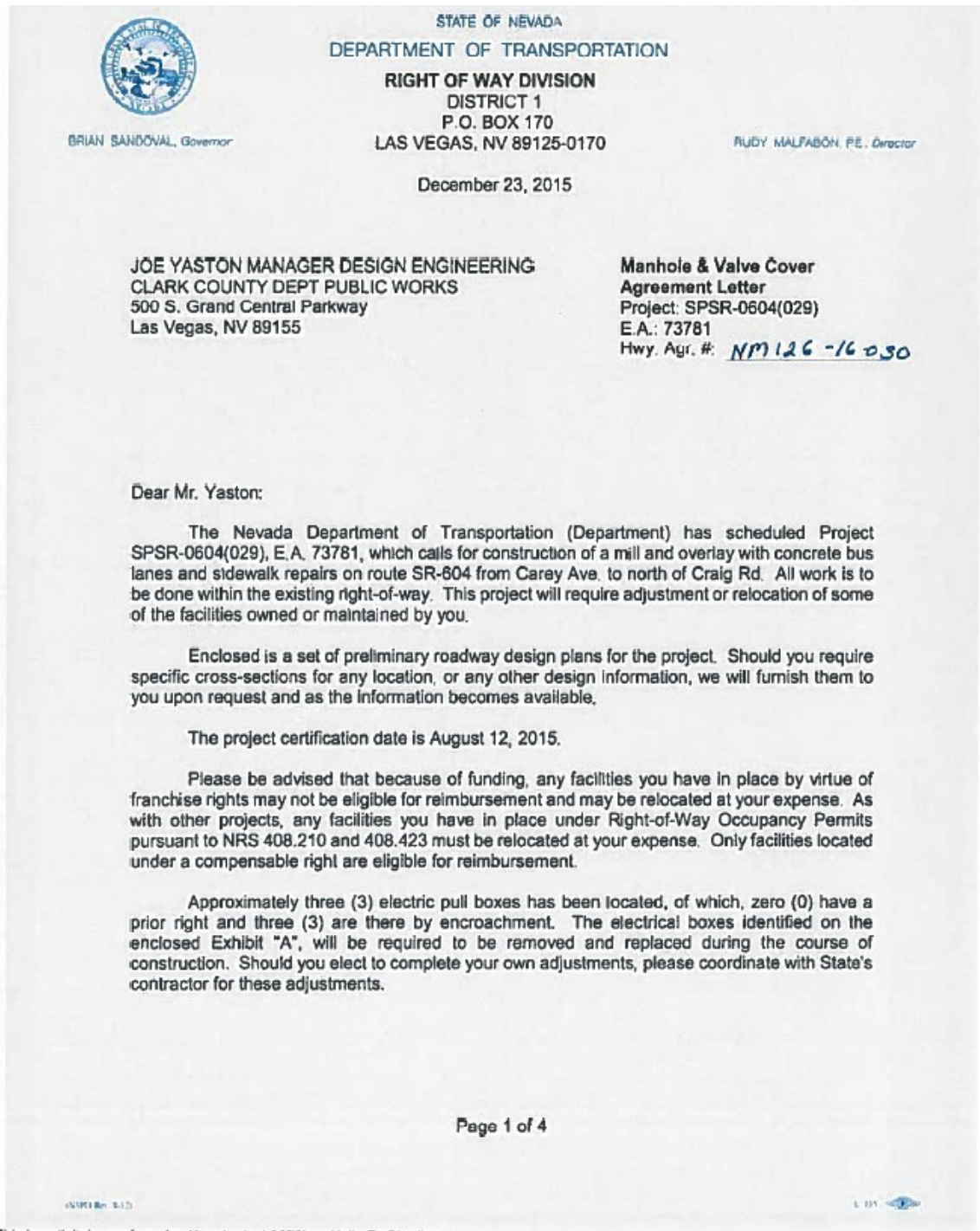


Figure 18-3: Manhole and Valve Cover Agreement Letter

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

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

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

(Please check the appropriate box)

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

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

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

Sincerely,

 David Moreno
 Supervisory Right-of-Way Agent

dm/ar/dc
 Enclosure

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

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

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

.....

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

CLARK COUNTY DEPARTMENT PUBLIC WORKS

By: *[Signature]* DESIGN ENGINEER 2/11/16
 Name, Title Date

REVIEWED AND RECOMMENDED BY:

[Signature] 3/11/16
 Jerry Hoover Acting Chief RWay Agent Date
[Signature] *[Name]*

APPROVED FOR LEGALITY AND FORM:

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

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

[Signature] 3/4/16
 Asst. Director Date

DP
 2-23-16

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

EXHIBIT "A"
 UTILITY LOCATIONS

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

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

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

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 18-7):
 - 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.

The screenshot shows the 'Report Details' window with the following content:

- Date:** Tue, 12/13/2016
- Weather:** Cold and Cloudy
- Low Temp:** 33 °F
- High Temp:** 48 °F
- Attachments:** Camera and Paperclip icons
- Remarks:** Adjusting Manhole Covers from "BD" 56 + 34.81 to "BD" 58 + 37 RT & LT. Contractor started working at 6:00 am and ended at 3:30pm. Clark County Sanitation District came out to the job site to verify their manholes with their revised agreement before any work began.
- Status:** 31733 remaining

Figure 18-7: IDR Report Detail Window

3. Record the following required information in the NewItem Postings window:
 - Item
 - Proj/Catg – Refer to the AEB report.
 - Contractor – ALWAYS the Prime Contractor (Subs are not allowed).
 - Qty – Based on measurements, calculations, counts 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 Adjust Valve and Manhole Items:

- Refer to Subsection 609.03.02, *(Inlets and Manholes) General – Adjusting Manhole and Valve Covers*, of the Standard Specifications for Methods A, B and C prior to paving.
- Method A - Used when removal of the existing pavement by cold milling is not required. Once all paving is completed, locate and adjust the cover to the final finished pavement level.

- Method B - Used when removal of the existing pavement by cold milling is required. Before cold milling, lower the cover sufficiently to accommodate the required pavement removal depth. After the new pavement is placed and completed, locate and adjust the cover to the final pavement level.
- Method C - Used when the method of adjustment is outside the areas described in Methods A and B, when removal of cold milling and paving is not used. Method C is paid as either lowered and raised or just raised depending on what is called for in the field.
- Refer to Figure 18-8 through Figure 18-11 for examples of adjust valve and manhole item postings with different UOM.

New Item Posting

Item: ADJUSTING MANHOLE ...

Proj/Catg: 73779C1C, 07, CENTUR...

Contractor: AGGREGATE INDUSTRIES ...

Qty: 1 EACH

Location: "BD" 56+34.81 10.00' RT

Station From: [] + []

Station To: [] + []

Materials:

Attention Flag:

Remarks: Raised
Type = Phone
Owner = Sprint
Agreement # NA123-15-030

193 remaining

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

- Payment for EACH items will be based on field count.
- In Location, enter the Line Designation and LT, RT, or CL.
- Must identify the TYPE, OWNER and AGREEMENT # of all manhole covers to be adjusted.
- Sig. Fig. = 1

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

New Item Posting

Item: ADJUSTING MANHOLE ...

Proj/Catg: 73779C1C, 05, LVVWD - ...

Contractor: AGGREGATE INDUSTRIES ...

Qty: .5 EACH

Location: "BD" 57+49.00 22.00' RT

Station From: [] + []

Station To: [] + []

Materials:

Attention Flag:

Remarks: Paid half for lowering
Type = Sewer
Owner = LVVWD
AGREEMENT # P588-15-030



178 remaining

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

- Payment for EACH items will be based on field count.
- In Location, enter the Line Designation and LT, RT, or CL.
- Must identify the TYPE, OWNER and AGREEMENT # of all manhole covers to be adjusted.
- Pay .5 when lowered and pay .5 when raised.
- Sig. Fig. = 1 (when complete)

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

New Item Posting

Item: ADJUSTING MANHOLE C...
 Proj/Catg: 60604C2C, 07, ADJUST ND...
 Contractor: ROAD & HIGHWAY BUILDE...
 Qty: 1 EACH
 Location: "Pe" 4 + 00 10.00' RT
 Station From: [] + []
 Station To: [] + []
 Materials: 
 Attention Flag: 
 Remarks:
 Raised
 Type = Sewer
 Owner = CCSD
 Agreement # NM127-16-030

195 remaining

- NOTES for Adjust Valve and Manhole EACH (Method C – Raised) (Figure 18-10):
- Payment for EACH items will be based on field count.
 - In Location, enter the Line Designation and LT, RT, or CL.
 - Must identify the TYPE, OWNER and AGREEMENT # of all manhole covers to be adjusted.
 - Sig. Fig. = 1

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

New Item Posting

Item: ADJUSTING MANHOLE C...
 Proj/Catg: 60604C2C, 07, ADJUST ND...
 Contractor: ROAD & HIGHWAY BUILDE...
 Qty: .5 EACH
 Location: "Pe" 2 + 75 5.00' RT
 Station From: [] + []
 Station To: [] + []
 Materials: 
 Attention Flag: 
 Remarks:
 Paid half for lowering
 Type = Gas
 Owner = SWG
 Agreement # NM126-16-030

181 remaining

- NOTES for Adjust Valve and Manhole EACH (Method C – Lowered and Raised) (Figure 18-11):
- Payment for EACH items will be based on field count.
 - In Location, enter the Line Designation and LT, RT, or CL.
 - Must identify the TYPE, OWNER and AGREEMENT # of all manhole covers to be adjusted.
 - Pay .5 when lowered and pay .5 when raised.
 - Sig. Fig. = 1 (when complete)

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

- Record the following required information in the New Equipment window (Figure 18-12 and Figure 18-13):
 - Contractor – Actual contractor performing the work (include subs).
 - Type – 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 18-12: IDR Equipment Entry

Add Equipment

LAS VEGAS PAVING CORPORATION
 Bobcat 256C Skid Steer, Diesel, 82HP, 2350lbs
 Number: 1.00 Hours: 8.00

LAS VEGAS PAVING CORPORATION
 Bobcat Auger Loader, Attachment, 15C w/12" bit
 Number: 1.00 Hours: 8.00

Figure 18-13: IDR Equipment List

5. Record the following required information in the New Personnel window (Figure 18-14 and Figure 18-15):
 - Contractor – Actual contractor performing the work (include subs).
 - Type – Details of personnel type (e.g., foreman, laborer, truck driver).
 - Number – How many of each title.
 - Hours – Total hours worked.

New Personnel

Contractor: LAS VEGAS PAVING CO...
 Type: Foreman - Donald Driver
 Number: 1
 Hours: 8

Figure 18-14: IDR Personnel Entry



Figure 18-15: IDR Personnel List

- 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 – ADJUST VALVE AND MANHOLE ITEMS

- Distribute all Agreement documents to the Inspectors.
- Save the Agreement documents to the appropriate EDOC Contract Files\Contract Files\Division No. 10 - Agreements directory.
- Save Adjust Valve and Manhole Items photos in the appropriate EDOC Contract Files\Contract Files\Division No. 3 - Multimedia Records\3.# Photographs with Descriptions directory.
- 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.

- Verify the following:
 - Information in Comments and Remarks.
 - Posting remarks must contain the OWNER, TYPE and AGREEMENT # of the Adjust Valve and Manhole Item.
 - 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: Use the Agreement documents to verify the information in the posting.

- Generate the IDR.

