

# MISCELLANEOUS ITEMS

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## OVERVIEW

Miscellaneous Items have different documentation requirements for each unit of measure (UOM). All Miscellaneous Items must be counted or measured and calculated. Documentation examples for a few selected Miscellaneous 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 – MISCELLANEOUS 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 19-1), to help identify items, quantities, descriptions and locations.

										FED. RD. REG. NO.	STATE	PROJECT NO.	COUNTY	SHEET NO.	
										9	NEVADA	STP-0160(01-6)	CLARK	5-03	
										<b>STRUCTURE LIST</b>					
										DESCRIPTION	STATION TO STATION				
										INSTALL 72-INCH CHAIN-LINK FENCE (LT.)	"BD" 42+50 "BD" 72+50				
										CONSTRUCT CLASS A CONCRETE APRONS (LT.)	"BD" 43+75.00				
										INSTALL GALVANIZED GUARDRAIL WITH TRAILING END ANCHOR (LT.)	"BD" 45+29.66 "BD" 61+79.66				
										INSTALL CASTINGS (LT.)	"BD" 50+03.98				
										CONSTRUCT PORTABLE PRECAST CONCRETE BARRIER RAIL (LT.)	"Pe" 0+78 "Pe" 4+40				
										CONSTRUCT PORTABLE PRECAST CONCRETE BARRIER RAIL (RT.)	"Pe" 0+00 "Pe" 1+98				
										CONSTRUCT V-TYPE DITCH (LT.)	"Pe" 12+00 "Pe" 14+00				
										PLANTMIX MISCELLANEOUS AREA (LT.) (ISLAND SPANDREL)	"Line" 204+33				
										PLANTMIX MISCELLANEOUS AREA (RT.) (ISLAND SPANDREL)	"Line" 221+00				

Figure 19-1: Example of a Structure List for Miscellaneous 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 miscellaneous 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 19-2):
  - 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 19-2: 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 Miscellaneous 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.

- When a miscellaneous item has a UOM of SQYD, there are some cases when the plan quantity can be used for the pay quantity. An example of this would be the item Plantmixing Miscellaneous in a "contained" area, such as a gore island. In this case, the area would not be expected to change from the planned dimensions. Using plan quantity will eliminate making the difficult calculations of an irregularly curved area. This must be stated in the remarks as to why calculations were not done.
- If the final quantity for a lump sum item (excluding 736 items) is under plan quantity, a complete explanation as to why the item is not paid to plan is required in the Closeout Contract Modification. Refer to Chapter 10, Contract Modifications, in the [FieldManager User Guide](#) for details.
- Refer to Figure 19-3 through Figure 19-17 for examples of miscellaneous item postings with different UOM.
- If a gallon item does not come in small size containers use the application and surface area to calculate the gallons applied. The following calculation will be documented in the IDR posting:

$Vol(gas) = W \times L \times App\ Rate$

Pay = # gallons

W = #

L = #

App Rate = 1gal/150 SQFT (Per Subsection 409.03.13, (Portland Cement Concrete Pavement) Construction – Curing, of the Standard Specifications.

- The Inspector will visually make sure the coverage of the cure compound was satisfactory.

**New Item Posting**

<b>Item:</b>	SEEDING (TYPE A)
<b>Proj/Catg:</b>	60638C2C, 01, (Construct N/...
<b>Contractor:</b>	LAS VEGAS PAVING CORP...
<b>Qty:</b>	.188 ACRE
<b>Location:</b>	"CW" RT.
<b>Station From:</b>	6 + 00
<b>Station To:</b>	8 + 00
<b>Attention Flag:</b>	<input type="checkbox"/>
<b>Remarks:</b>	200 x 41 / 43560 = .188

232 remaining

**NOTES for Miscellaneous ACRE (Figure 19-3):**

- Payment for ACRE item will be based on field measure and calculations.
- Calculation for ACRE =  $L \times W \div 43560$  (always use this number)
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = .001

**Figure 19-3: IDR Item Posting – Miscellaneous ACRE**

**New Item Posting**

Item: ELASTOMERIC CONCRE...  
 Proj/Catg: 60638C2C, 01, (Construct N/...  
 Contractor: LAS VEGAS PAVING CORP...  
 Qty: 30.00 CUFT  
 Location: "CW" 425 + 30 RT.  
 Station From: [ ] + [ ]  
 Station To: [ ] + [ ]  
 Attention Flag: [ ]  
 Remarks: 20 x 3 x .5 = 30.00

236 remaining

Figure 19-4: IDR Item Posting - Miscellaneous CUFT

- NOTES for Miscellaneous CUFT (Figure 19-4):
- Payment for CUFT items will be based on field measurements and calculations.
  - Calculation for CUFT = L x W x D
  - In Location, enter the Line Designation and LT, RT, or CL.
  - Sig. Fig. = .01

**New Item Posting**

Item: CLASS A CONCRETE (M...  
 Proj/Catg: 60638C2C, 01, (Construct N/...  
 Contractor: LAS VEGAS PAVING CORP...  
 Qty: 1972.00 CUYD  
 Location: "CW" 12 + 52.00 RT.  
 Station From: [ ] + [ ]  
 Station To: [ ] + [ ]  
 Materials: [ ]  
 Attention Flag: [ ]  
 Remarks: Paid plan qty.

240 remaining

Figure 19-5: IDR Item Posting – Miscellaneous CUYD

- NOTES for Miscellaneous CUYD (Figure 19-5):
- Payment for CUYD items will be based on plan quantity or field measurements and calculations if different than plan.
  - Calculation for CUYD = L x W x D ÷ 27
  - In Location, enter the Line Designation and LT, RT, or CL.
  - Sig. Fig. = .01

**New Item Posting**

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**Item:** REFLECTIVE PAVEMENT...  
**Proj/Catg:** 60638C3C, 09, CCRFCD ...  
**Contractor:** LAS VEGAS PAVING CORP...  
**Qty:** 78 EACH  
**Location:** "RW" RT  
**Station From:** 382 + 43  
**Station To:** 395 + 02  
**Materials:**   
**Attention Flag:**   
**Remarks:**  
 NB Lane # 1

244 remaining

**Figure 19-6: IDR Item Posting – Miscellaneous EACH**

NOTES for Miscellaneous EACH (Figure 19-6):

- Payment for Each item will be based on field count.
- This example shows an EACH item combined.
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = 1

**New Item Posting**

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**Item:** GUIDE POSTS (FLEXIBLE)  
**Proj/Catg:** 60638C2C, 01, (Construct N/...  
**Contractor:** LAS VEGAS PAVING CORP...  
**Qty:** 34 EACH  
**Location:** "CW" RT  
**Station From:** 367 + 12.00  
**Station To:** 377 + 82  
**Materials:**   
**Attention Flag:**   
**Remarks:**

255 remaining

**Figure 19-7: IDR Item Posting – Miscellaneous EACH**

NOTES for Miscellaneous EACH (Figure 19-7):

- Payment for Each item will be based on field count.
- This example shows an EACH item combined.
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = 1

**New Item Posting**

Item: PERPETUATE SURVEY ...

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

Contractor: LAS VEGAS PAVING CORP...

Qty: 1 EACH

Location: "RW" 435+ 12 RT

Station From: [ ] + [ ]

Station To: [ ] + [ ]

Attention Flag: [ ]

Remarks:

255 remaining

Figure 19-8: IDR Item Posting – Miscellaneous EACH

NOTES for Miscellaneous EACH (Figure 19-8):

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

**New Item Posting**

Item: OBJECT MARKERS, TYP...

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

Contractor: LAS VEGAS PAVING CORP...

Qty: 1 EACH

Location: "CW" 302 + 00 RT

Station From: [ ] + [ ]

Station To: [ ] + [ ]

Materials: [ ]

Attention Flag: [ ]

Remarks:

255 remaining

Figure 19-9: IDR Item Posting – Miscellaneous EACH

NOTES for Miscellaneous EACH (Figure 19-9):

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

**New Item Posting**

Item: PORTABLE PRECAST C...  
 Proj/Catg: 60638C2C, 01, (Construct N/...  
 Contractor: LAS VEGAS PAVING CORP...  
 Qty: 63 LFT  
 Location: "RW" RT  
 Station From: 37 + 55.12  
 Station To: 38 + 15.12  
 Materials:   
 Attention Flag:   
 Remarks:   
 255 remaining

Figure 19-10: IDR Item Posting – Miscellaneous LFT

NOTES for Miscellaneous LFT (Figure 19-10):

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

**New Item Posting**

Item: WATER LINE MODIFICATI...  
 Proj/Catg: 60638C3C, 09, CCRFCD Bo...  
 Contractor: LAS VEGAS PAVING CORP...  
 Qty: 184009.09 L.S.  
 Location: "REW" LT to RT  
 Station From: 120 + 16  
 Station To: 148 + 43  
 Attention Flag:   
 Remarks:   
 Paid 25% on category 9 only  
 $\$736,036.37 \times 0.25 = \$184,009.09$   
 194 remaining

Figure 19-11: IDR Item Posting – Miscellaneous L.S.

NOTES for Miscellaneous L.S. (Figure 19-11):

- Payment for LUMP SUM items will be based on plan quantity or percentage and calculations per category (AEB).
- Calculation for LS = Total \$ amount multiplied (X) the percent (%) of work completed.
- No payment over plan quantity is allowed on lump sum items.
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = .01

**New Item Posting**

Item: WATER LINE MODIFICATI...  
 Proj/Catg: 60638C3C, 09, CCRFCD Bo...  
 Contractor: LAS VEGAS PAVING CORP...  
 Qty: 552027.28 L.S.  
 Location: "REW" LT to RT  
 Station From: 120 + 16  
 Station To: 148 + 43  
 Attention Flag:   
 Remarks:  
 100% complete in category 9 only  
 \$736,036.37 - \$184,009.09 (what's been paid already) =  
 \$552,027.28

155 remaining

Figure 19-12: IDR Item Posting – Miscellaneous L.S.

NOTES for Miscellaneous L.S. (Figure 19-12):

- Payment for LUMP SUM items will be based on plan quantity or percentage and calculations per category (AEB).
- Calculation for LS = Total \$ amount multiplied (X) the percent (%) of work completed, minus (-) what has been paid on an earlier payment.
- No payment over plan quantity is allowed on lump sum items.
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = .01

**New Item Posting**

Item: POLYUREA PAVEMENT S...  
 Proj/Catg: 60638C3C, 09, CCRFCD Bo...  
 Contractor: LAS VEGAS PAVING CORP...  
 Qty: .12 MILE  
 Location: "CW" RT  
 Station From: 4 + 36  
 Station To: 10 + 86  
 Materials:   
 Attention Flag:   
 Remarks:  
 650 / 5280 = .12

239 remaining

Figure 19-13: IDR Item Posting – Miscellaneous MILE

NOTES for Miscellaneous MILE (Figure 19-13):

- Payment for MILE items will be based on field measure.
- Calculation for MILE = LFT ÷ 5280 (Always use this number)
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = .01

**New Item Posting**

**Item:** TRAFFIC BEADS

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

**Contractor:** LAS VEGAS PAVING CORP...

**Qty:** 15 LB

**Location:** "REW" CL

**Station From:** 120 + 16

**Station To:** 128 + 43

**Attention Flag:**

**Remarks:**

3 @ 5 lbs bags = 15 lbs  
See email: IDR 2017-1-4 KMM for the labels

187 remaining

**Figure 19-14: IDR Item Posting – Miscellaneous LB**

NOTES for Miscellaneous LB (Figure 19-14):

- Payment for POUND (LB) items will be based on plan quantity or field measurements and calculations if different than plan.
- A picture of a label must be taken and emailed to your Office Engineer for backup to confirm the quantity of the container.
- In Location, enter the Line Designation and LT, RT, or CL.
- Check the Attention Flag to notify the Office Engineer there's an email associated with this Item Posting.
- Sig. Fig. = 1

**New Item Posting**

**Item:** THERMOPLASTIC PAVE...

**Proj/Catg:** 60660C2C, 01, CONSTRU...

**Contractor:** FISHER SAND & GRAVEL CO

**Qty:** 15.50 SQFT

**Location:** "PE" 10+20. RT.

**Station From:**   +  

**Station To:**   +  

**Materials:**

**Attention Flag:**

**Remarks:**

"Turn Arrow" 2010 Standard Plans pg. T-89

213 remaining

**Figure 19-15: IDR Item Posting – Miscellaneous SQFT**

NOTES for Miscellaneous SQFT (Figure 19-15):

- Payment for SQFT items will be based on calculation, field measurements, Standard Plans or the Manual on Uniform Traffic Control Devices.
- Calculation for SQFT = L X W
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = .01

**New Item Posting**

Item: PLANTMIXING MISCELL...

Proj/Catg: 60660C2C, 01, CONSTR...

Contractor: FISHER SAND & GRAVEL CO

Qty: 52.8 SQYD

Location: "LNE" 204 + 33 LT

Station From: [ ] + [ ]

Station To: [ ] + [ ]

Attention Flag:

Remarks:  
50 x 9.5 / 9 = 52.8 sqyd.  
Per Cont. Mod. # 8

209 remaining

Figure 19-16: IDR Item Posting – Miscellaneous SQYD

NOTES for Miscellaneous SQYD (Figure 19-16):

- Payment for SQYD item will be based on field measure and calculations.
- Calculation for SQYD =  $L \times W \div 9$
- In Location, enter the Line Designation and LT, RT, or CL.
- Plantmixing Miscellaneous paving is only paid once. The payment is made on the dense grade, not open-graded.
- Sig. Fig. = .1

**New Item Posting**

Item: V-TYPE DITCHES

Proj/Catg: 60638C2C, 10, Construct Hy...

Contractor: LAS VEGAS PAVING CORP...

Qty: .24 STA

Location: "CW" RT

Station From: 40 + 93.30

Station To: 41 + 17.30

Attention Flag:

Remarks:  
24 / 100 = .24

240 remaining

Figure 19-17: IDR Item Posting – Miscellaneous STA

NOTES for Miscellaneous STA (Figure 19-17):

- Payment for Station items will be based on field measure.
- Calculation for STA =  $LFT \div 100$  (Always use this number)
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = .01

- Record the following required information in the New Equipment window (Figure 19-18 and Figure 19-19).
  - 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 19-18: 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 19-19: IDR Equipment List**

5. Record the following required information in the New Personnel window (Figure 19-20 and Figure 19-21).
  - 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 19-20: IDR Personnel Entry**

Add Personnel	
LAS VEGAS PAVING CORPORATION Foreman - Donald Driver Number: 1.00      Hours: 8.00	 
LAS VEGAS PAVING CORPORATION Laborer Number: 3.00      Hours: 8.00	 
LAS VEGAS PAVING CORPORATION Operator Number: 2.00      Hours: 8.00	 

**Figure 19-21: 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 – MISCELLANEOUS ITEMS

- Collect all Material Certifications. Scan and save them to the EDOC Contract Files\Material and Testing Files\Division No. 4 – Materials Division Certs and Test Reports\4.# Send original certifications to the Materials Division for approval.
- Save Miscellaneous Items photos in the appropriate EDOC Contract Files\Contract Files\Division No. 3 - Multimedia Record-s\3.1 Photographs with Descriptions directory.
- Review miscellaneous 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 [FieldManager User Guide](#) for details.

- 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.

