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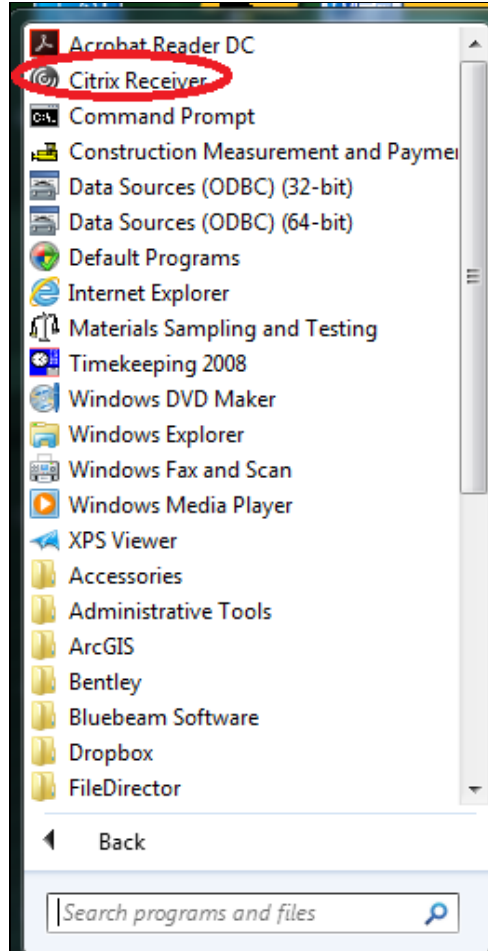
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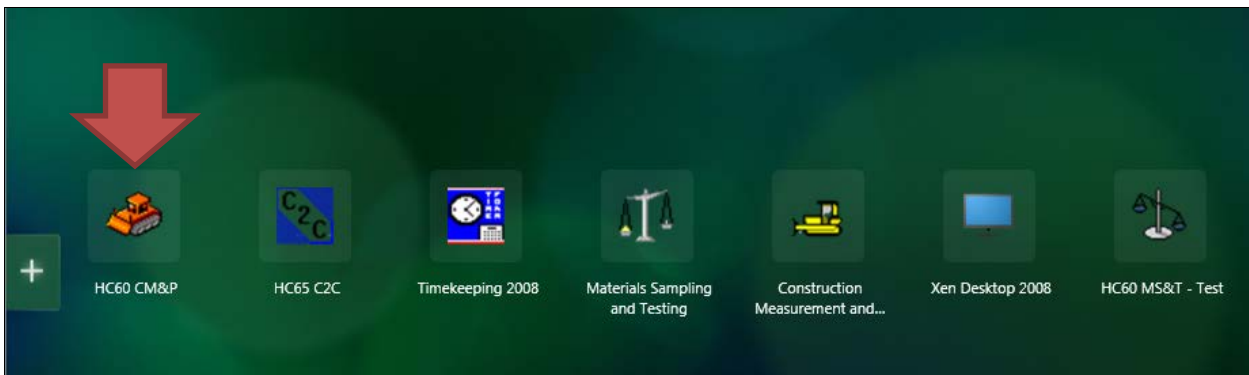
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## CONSTRUCTION MEASUREMENT & PAYMENT (CM&P)

To get to CM&P, open the Start menu, click All Programs, then locate and click Citrix Receiver.

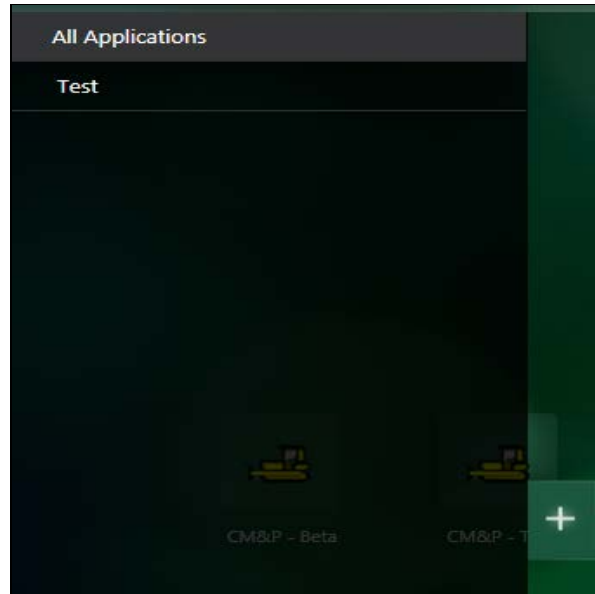


Once the user has selected the Citrix Receiver button , the following screen should open on your desktop.

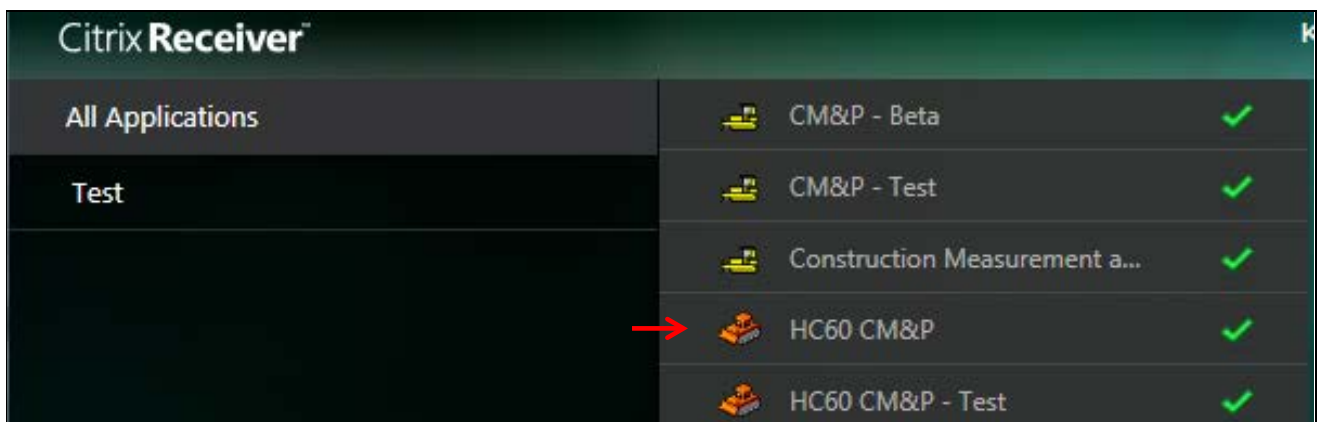


If the HC60 CM&P - icon does not appear on the user's Citrix Receiver screen then the following steps will need to be followed to add the icon.

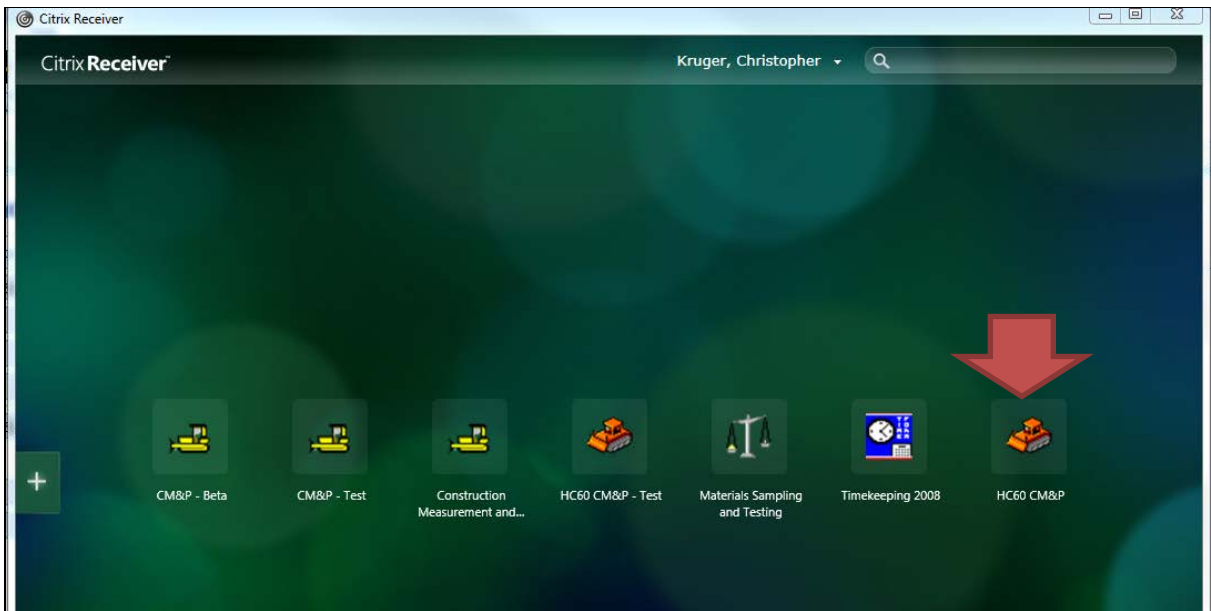
Press the  on the left side of the Citrix Receiver Screen and open the All Applications folder.



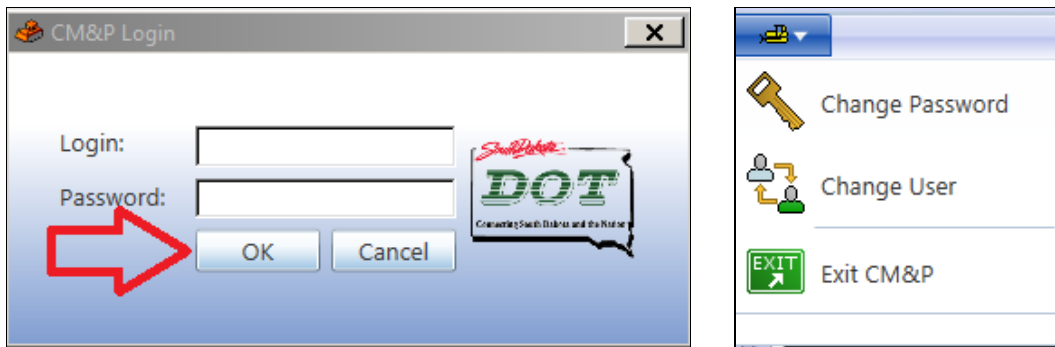
The user will need to select the HC60 CM&P icon. Once selected, a green check mark will appear as shown below.



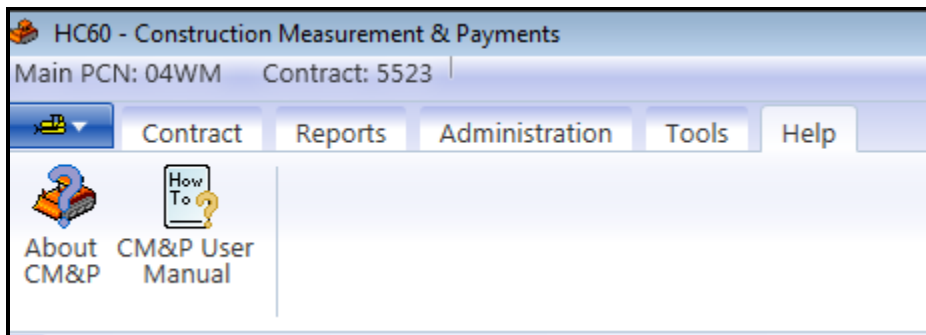
The Citrix Receiver screen should appear as shown below with all your current Citrix applications, including HC-60 CMP.




From this screen select the **HC60 CM&P** icon.  
 Enter Username "Jane Doe" and Password "jdoe" and click the OK button.



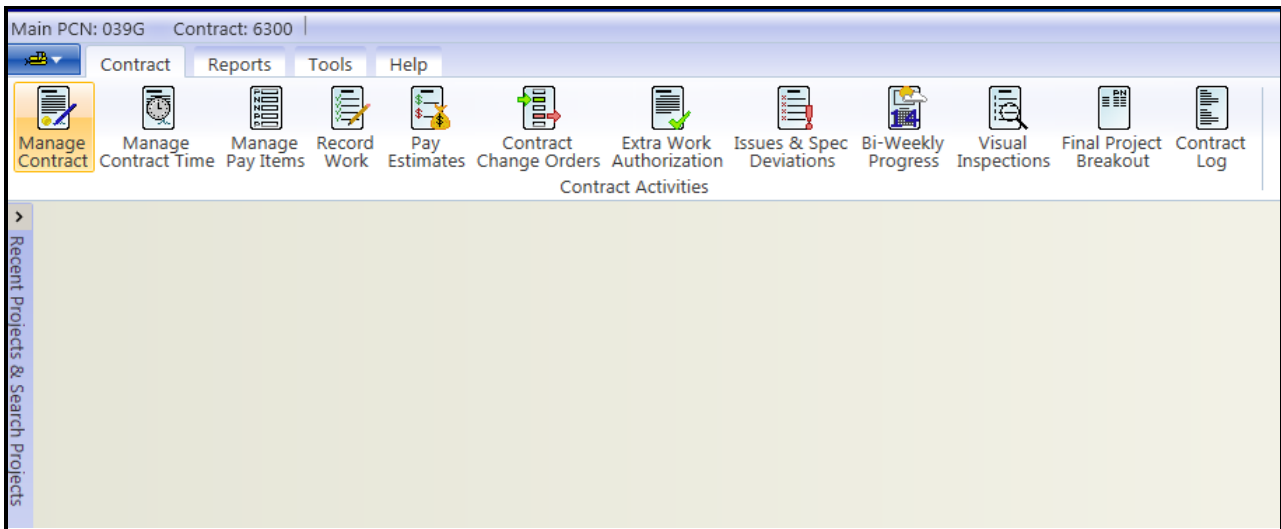
You can change a password by selecting the blue/bulldozer icon in the upper left-hand side of the CM&P screen. Once selected, the drop-down menu will appear and the user can select change password



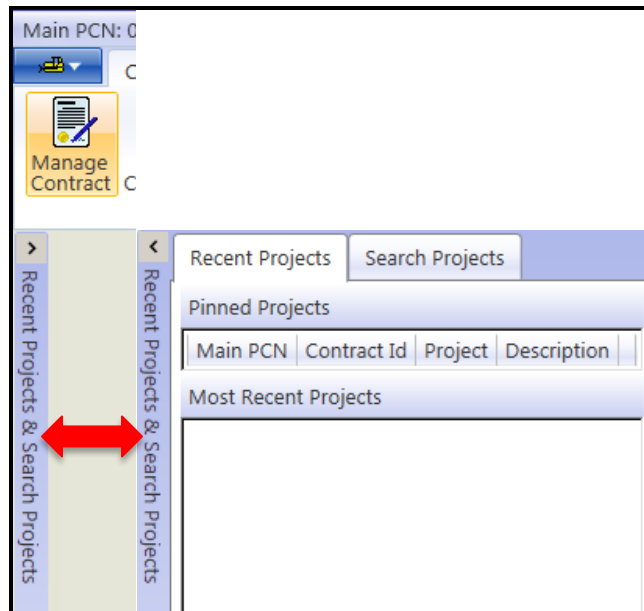
The user can access the help guide by selecting the help tab. The help guide then can be selected by pressing


the  **CM&P User Manual** button.

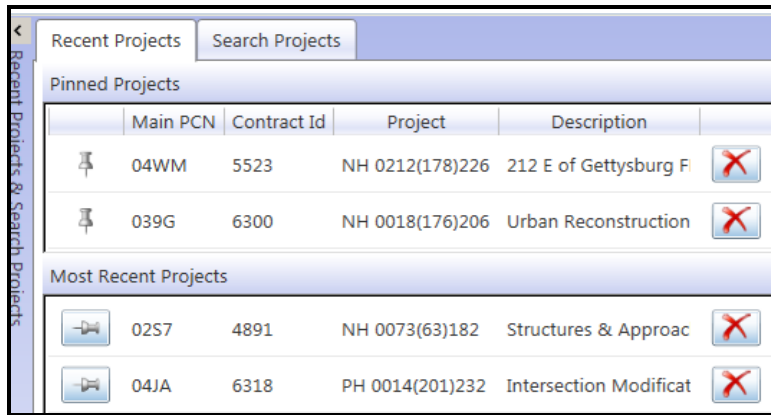
# CM&P Application



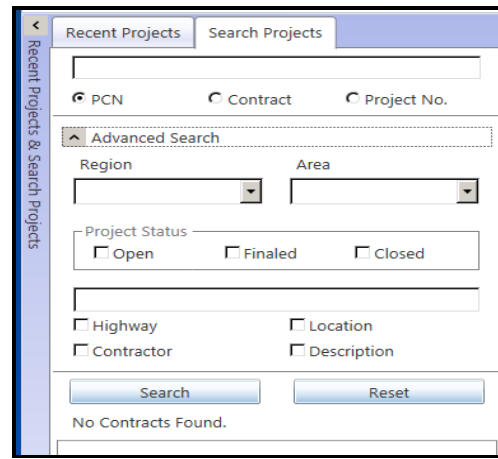
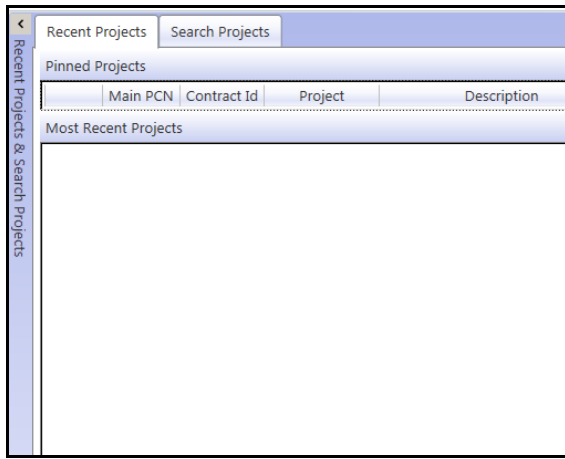
Once CM&P is open, you will see this screen. You will need to select a contract. The tab on the left of the screen will need to be opened for you to view the screen below.



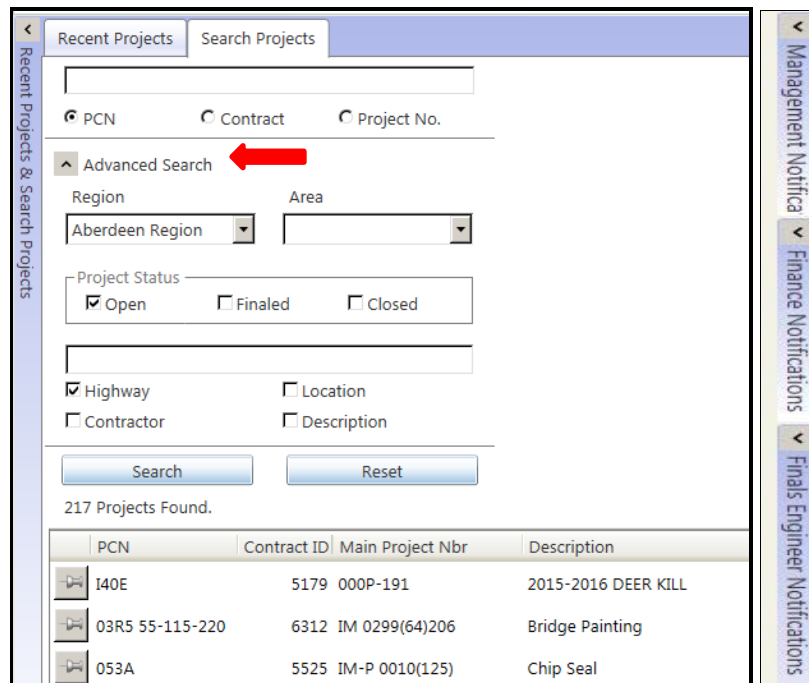
The Recent Projects tab allows users to see what has been viewed. If projects are no longer needed for viewing, those projects can be removed from the view above by clicking the  button.



If the Recent Projects screen is empty or your project does not appear on the list, you will need to go to the Search Projects tab.



Fill in desired information for your search.



Multiple options can be searched. You can search by PCN, Contract, Project Number, Region, Area, Open Projects, Finalized Projects, Closed Projects, Highway, Contractor, Location or Description.

# Notification Tabs

On the righthand side of the main screen, you will see three tabs as shown below.

## 1. Management Notification tab

Contracts Notifications						Management Notifications
Main PCN	Contract Id	Main Project #	Contract Description	Federal Participation	Federal Oversight	
I15E	2720	2541S	Ice Sand Stockpile - Mitchell 2008	<input type="checkbox"/>	<input type="checkbox"/>	Mobile Users (0)
I15H	2723	2611S	Ice Sand Stockpile - Armour 2008	<input type="checkbox"/>	<input type="checkbox"/>	Contracts (109)
I1DQ	3018	000N-392	WEED09-BENNETT CO	<input type="checkbox"/>	<input type="checkbox"/>	Pay Estimates (10)
I1E7	3119	3941C	MURDO MOD COVER AGG	<input type="checkbox"/>	<input type="checkbox"/>	CCO's (141)
						WPR's (5)
						Issues & Spec Deviations (64)

You will be able to select from the list shown above to view the items within the Management Notification tab.

## 2. Finance Notification tab

Bonds Notification						Finance Notifications
PCN	Contract	Project Nbr	Bond Released	DOT-246C	Description	
00QM	4961	PS 0018(130)62	<input type="checkbox"/>	02/16/2016	US 18 RR XING REH	Bonds (7)
00ZC	4657	BRO 8029(16)	<input type="checkbox"/>	03/10/2016	Structure	
0109	5007	EM 8068(10)	<input type="checkbox"/>	02/23/2016	Shared Use Path-Ya	
03KY	5002	P 0ENH(213)	<input type="checkbox"/>	02/16/2016	2015 Lyman County	

The Finance Notification tab is used to view Bonds Notifications. Listed on the Bond Notification tab are the PCN, Contract Number, Project Number, Bond Released, DOT-246C Date and Description of the job.

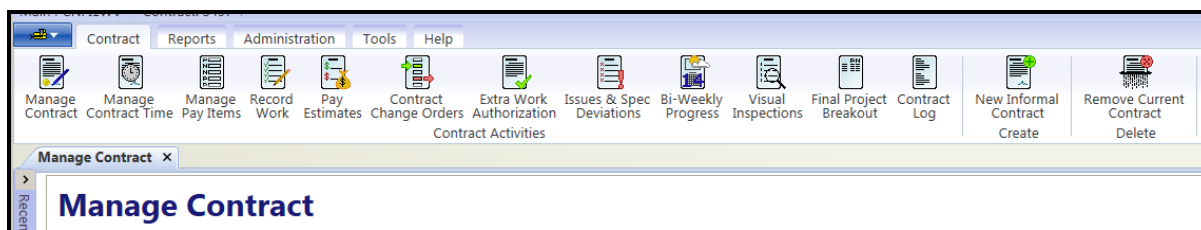
## 3. Finals Engineer Notification tab

Finals Engineer Notification									Finals Engineer Notifications
Contract	Main PCN	Change Order #	DOT 246C Date	Final Review Requested Date	Expected Final Est Amt	Review Requested By	Work Description	Status	
2336	H100	8F	01/05/2017	01/09/2017	\$0.00	Steve Palmer	Structure (132' Continuous Concrete Bridge) & Approach C	Reviewed, awaiting response	
4558	046E	2F		04/10/2017	\$14,241.01	Brad Norrid	Asphalt Surface Treatment (Chip Seal)	Reviewed, awaiting response	
5165	0232	1F	12/20/2016	01/17/2017	\$1,635.20	Nathan Stearns	PCC Overlay	Reviewed, awaiting response	
5178	03C2	3F	10/31/2016	12/20/2016	\$0.00	Tim Wicks	Hermosa Safe Routes to School (sidewalk)	Reviewed, awaiting response	
5501	02RW	4F	12/20/2016	01/13/2017	\$1,731.92	Nathan Stearns	Structure and Approach Grading (106' Continuous Concret	Reviewed, awaiting response	

The Finals Engineer Notification tab gives an at-a-glance summary of final and supplement CCO's to review. The items listed on the notification panel are the Contract, Main PCN, Change Order Number, DOT 246C, Final Review Requested Date, Expected Final Estimate Amount, Review Requested By, Work Description, and Status. You can select a project, once selected it will open the Contract Change Order tab.

Depending on the user's authority there could possibly be more notification tabs located on the righthand side of the page.

# Manage Contract



On Manage Contract window, multiple tabs will be available to access.

## 1. Identifying tab

A screenshot of the 'Manage Contract' window with the 'Identifying' tab selected. A red arrow points to the 'Identifying' tab. The form contains the following fields:

- Contract ID: 6145
- Contract Description: Micro-Milling & AC Resurfacing
- Main PCN & Project #: 04WP NH 0083(84)96
- Letting Date: 09/21/2016
- Project Engineer: Peppel, Mark
- Award Date: 09/26/2016
- Responsible Area: Pierre Area
- Original Contract Substantial Completion: [empty]
- Original Contract Field Work Completion: 09/27/2017
- Original Amount: \$11,965,195.70
- Planned DBE Percent: 0.000 %
- Actual DBE Percent: 0.000 %
- Enforce Project Quantities? [checked]
- County CCO Approval Required [unchecked]
- City CCO Approval Required [unchecked]
- Work Description: Micro-Milling Asphalt Concrete, Asphalt Concrete Resurfacing, Pipe & Erosion Repair, & Rumble Strips/Stripes

The **Contract ID** field contains the number assigned to the contract and cannot be edited.

The **Contract Description** field contains information that displays in the *Select a Contract Window* and helps locate contracts more quickly. Enter information from the DOT 123 or a useful description.

The **Main PCN & Project #** field contains the PCEMS (Pre-construction Engineering Management System) number and the project number for the main project within the contract. Enter the information from the DOT 123.

The **Project Engineer** field contains the name of the project engineer assigned to and responsible for the contract and is filled by the area office.

The **Responsible Area** field contains the area office that is responsible for the contract. For informal contracts, the field enters this information from the DOT 123.

The **First Party** field contains the name of the entity that receives support or assistance from the Department of Transportation. For informal contracts, the field enters this information from the DOT 123.

The **Federal Oversight?** checkbox is marked when the contract receives federal oversight. For informal contracts, either the field or central office enters this information from the DOT 123.

The **Enforce Project Quantities?** checkbox is marked when necessary.

The **Letting Date** field contains the date the contract was let. For informal contracts, the field enters this information from the DOT 123.

The **Award Date** field contains the date that the contract was awarded to the contractor. For informal contracts, the field enters this information from the Notice to Proceed Letter.

The **Contract Substantial Completion** field is filled in once the Department determines that all lanes are open to unimpeded traffic and the Contractor's work will not impede traffic again. **Not on screen**



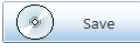
The **Field Work Completion** field will be completed when the Department, in the Engineer’s sole discretion, all contract work is completed including all clean-up work. **Not on screen**

The **Original Amount** field contains the dollar amount agreed upon in the contract. For informal contracts, the field enters this information from the DOT 123.

The **Planned DBE (Disadvantaged Business Entities) Percentage** field contains the original percentage of the contract that is designated for DBE’s. This information is entered by the central office.

The **Actual DBE (Disadvantaged Business Entities) Percentage** field contains the percentage of the contract that is comprised of DBE’s. This information is entered by the central office.

The **Work Description** field contains a description of the work location and the work that is to be performed as called for in the contract. For informal contracts, the Area enters this information from the DOT 123.

The  button, which is located in the right-hand corner of the screen, will have to be selected if any changes have been made.

## 2. Checklist tab

The **Notice to Proceed** field contains the date that work on the contract is scheduled to begin and is entered by the project engineer.

The **DOT 209 – Authorization Signature** field contains the date the project engineer received the DOT 209 (usually at the pre-con meeting) and is entered by the project engineer.

The **Work Started** field contains the date that the contractor begins work on the contract (which should match the date of the first WPR) and is filled by the project engineer.

The **Actual Substantial Work Completed** field contains the date that the substantial work has been completed and is filled in by the project engineer.

The **Actual Field Work Completed** field contains the date that the field work has been completed and is filled in by the project engineer.

The **DOT 246A-Area Engineer Letter to Contractor** field contains the date that the area engineer sent the DOT 246A Letter to the contractor and is filled by the project engineer.

The **DOT 246B-Area Acceptance Letter** field contains the date that the Area Acceptance Letter was sent to the Region and is filled by the project engineer.

The **DOT 246C-Region Acceptance Letter** field contains the date that the region engineer sent the Region Acceptance Letter to the contractor and is filled out by the region engineer.

The **Contractor Requirements Met** checkbox is checked by finance when the contractor meets the contract requirements.

The **DOT-44R Materials Release Form** field contains the date when the release form has been filled out by a representative of the DOT and signed by the contractor. Date will be entered once the work is completed.

The **DOT-45&45A-Haul Road Release Form** field contains the date when the haul road has been inspected by DOT personal and the release form is signed by the project engineer and the contractor and the local government.

The **Interest Begins** field contains a date calculated by the CM&P System to be 120 days after the Region Acceptance Letter Date (246C).

The **Final Voucher Processed** field contains the date the State submits the request to cut the check for final payment and is filled by Finance.

**Notice of Termination Required** box is checked when the project requires a SWPPP. It is checked automatically and can be unchecked by the Engineer Supervisor if not required.

**Notice of Termination Signed** date is the date that the NOT is signed by the Area Engineer. It is filled in by the Engineer Supervisor.

The **DOT 289 Date Received** field contains the date the project engineer received the DOT 289 for Actual DBE Participation and is filled by the DBE Program Coordinator.

The **Final CCO Approved** field contains the date the final contract change order was approved and is filled automatically when the Approved? checkbox is marked on the Contract Change Order Maintenance Window.

The **DOT 19 – Region Material Certification Letter** field contains the date of the Project Material Certification Letter and can be filled by the Region Materials Engineer.

The **DOT 20 – Project Materials Summary Letter** field contains the date of the Project Materials Summary Letter and can be filled by the Certification Engineer.

The **DOT 21 – Materials Certification Received** field contains the date of the Final Materials Certification Letter certifying both the materials (as incorporated in the project) and the construction operations (as controlled by sampling and testing.) This field is filled by the project engineer when the copy is received at the Area office.

The **Corp 404 Required** checkbox is marked when a Corp 404 Release Letter is required in the contract proposal and is filled by the Engineering Supervisor.

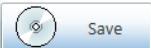
The **Corp 404 Letter** field must contain the date of the Corp 404 Release Letter when the **Corp 404 Required** checkbox is marked and is filled by the Engineering Supervisor.

**The Final** checkbox is marked by Finance when a contract is finalized.

**The Closed** checkbox is marked by Finance when the contract is closed.

The **Contract Closed** field contains the date that the contract was closed and is filled by Finance.

The **Agreement Description** field allows users to enter general notes or particulars of the contract agreement for reference.

The  button which is located in the righthand corner of the screen will have to be selected if any changes have been made.

### 3. Contractor tab

**Manage Contract**

Identifying Checklist **Contractor** Fuel Adjustment Projects Budget FY/Service PO Summary

Name: Anderson Western, Inc. Contacts: Tim Visger

Address: PO Box 2319

City: Bismarck State: ND Zip: 58502-2319

Vendor Nbr: 12027878

Sub-Contractor	Payroll Exempt	Include Total	Sublet Amount	Sublet %
Midstate Reclamation Inc, 21955 Grenada Ave, Lakeville, Lakeville, MN 55044	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 36,814.25	.91 %
Midland Contracting Inc, PO Box 218, 1848 Dakota Ave S, Huron, Huron, SD 57350-021	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 407,411.29	10.02 %
Jensen Rock & Sand Inc, PO Box 609, Mobridge, Mobridge, SD 57601-0609	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 1,890.00	.05 %
J & N Seeding LLC, 12947 388th Ave, Aberdeen, Aberdeen, SD 57401	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 25,732.83	.63 %
Goldsmith & Heck Engineers, PO Box 70, Mobridge, Mobridge, SD 57601-0070	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 44,100.00	1.08 %
Fisher Sand & Gravel Company, PO Box 1034, Dickinson, Dickinson, ND 58602-1034	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 758,499.71	18.65 %

The **Contractor** tab fields contain the mailing information (name, address, city, state, and zip code) of the contractor awarded the contract.

The **Vendor Number** field contains the contractor's vendor number.

The **Sub-Contractor** field contains information regarding sub-contractors listed on the project including (name, address, city, state, and zip code).

### 4. Fuel Adjustment tab

**Manage Contract**

Identifying Checklist Contractor **Fuel Adjustment** Projects Budget FY/Service PO Summary

Participate in Fuel Adjustment?  Yes  No Pay?

Diesel (x) \$47,311.00

Unleaded (y) \$15,618.00

Burner Fuel (z) \$0.00

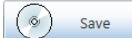
Type of Burner Fuel Used

Sum (x+y+z) \$62,929.00

Fuel Indexes

	Current	Base
Diesel	\$149.03	\$120.24
Unleaded	\$170.68	\$134.96
Propane	\$46.07	\$46.35

The **Fuel Adjustment** field will be selected (**Yes** or **No**) once the contract is awarded.

The  **Save** button which is located in the right-hand corner of the screen will have to be selected if any changes have been made.

## 5. Projects tab

The screenshot displays the 'Manage Contract' application with the 'Projects' tab selected. The interface is divided into several sections:

- Navigation:** Tabs for Identifying, Checklist, Contractor, Fuel Adjustment, **Projects**, Budget FY/Service PO, and Summary.
- Project List:** A table with columns PCN, Project Nbr, Description, and Contractor. The first row is selected: PCN 04WM, Project Nbr NH 0212(178)226, Description US212 - Fm Gettyst, Contractor Anderson Western.
- Project Details:**
  - PCN: 04WM, Project: NH 0212(178)226
  - ProjectType: Construction, Federal Participation:  Federal Participation, Length: 9.425, Origin: Downloaded
  - Improvement Type: 027 Process In Place
  - Contract Pay Items to display when Recording Work:  Participating,  Non-Participating,  Both
  - Bill Third Party:
  - Account Project #: NH0212 (H8) 226, Prefix: NH, Route: 0212, Agree: H8, Control Ref: 226, AFE: 04WM, Function: 3500, K: [ ]
  - Other Party Information: Company, Account, Center, Participating %
  - Project Description: US212 - Fm Gettysburg to E of the W Jct with SD47
- Assigned Counties:**

Code	Name
54	Potter
- Unassigned Counties:**

Code	Name
91	Aberdn Rgn
97	Areawide
02	Aurora
03	Beadle
04	Bennett
- Buttons:** '<< Assign' and 'Unassign >>' buttons are located between the county lists.

This **Projects Tab** displays information associated with the current contract.

The **PCN** field contains the identifying number for the project.

The **Project Number** field contains the identifying number for the project, comprised of multiple character combinations that indicate such information as prefix, highway number, route number, and agreement number.


The **Project Type** field indicates what type of work is being done.

The **Improvement Type** field states what type of construction is being performed.

The **Project Description** field contains information about the location of the project and where the work is being performed.

You will also be able to assign or unassign counties that are associated with the project.

The box on the left of the screen indicates what project the user is looking at. You can add new projects to this box or delete the projects.

The  **Save** button which is in the righthand corner of the screen will have to be selected if any changes have been made.

6. Budget FY/Service PO tab

**Manage Contract**

Identifying Checklist Contractor Fuel Adjustment Projects **Budget FY/Service PO** Summary

Budget Fiscal Year: 2016 Service PO Amount: Date: 06/14/2016

Service PO for Maintenance and Stockpile Projects Check All

PCN	Project #	Project Type	Service PO Entered	Original Amount	Current Amount
I4CD	016A-491	Maintenance	<input checked="" type="checkbox"/>	\$6,513.80	\$6,513.80
I4CE	016A-491	Maintenance	<input checked="" type="checkbox"/>	\$6,513.80	\$6,513.80
I4CF	087-491	Maintenance	<input checked="" type="checkbox"/>	\$6,513.80	\$6,513.80
I4CG	087-491	Maintenance	<input checked="" type="checkbox"/>	\$6,513.80	\$6,513.80
Total:				\$26,055.20	\$26,055.20

This tab is used for informal type contracts. The information on this tab will be preloaded once the contract is activated.

7. Summary tab

**Manage Contract**

Identifying Checklist Contractor Fuel Adjustment Projects Budget FY/Service PO **Summary**

Original Amt	\$26,055.20	Letting Date	06/09/2016
CCO Total Increase	\$0.00	Award Date	06/14/2016
CCO Total Decrease	\$0.00	Field Work Completed	
CCO Net Change	\$0.00	Contract Closed	
Total Contract Amt	\$26,055.20	Original Completion	09/02/2016
Total Deduct Liquidated Damages	\$0.00	New Field Completion Date	
Total Deduct Royalty to Date	\$0.00	Total Additional Field Work Days	
		Total Additional Field Calendar Days	
		New Substantial Completion Date	
		Total Additional Substantial Work Days	
		Total Additional Substantial Calendar Days	

The summary tab displays information regarding the end of a project.

The **Original Amount** field contains the original dollar amount of the contract and cannot be edited here. To change this information, refer to the Identifying Tab of the Manage Contract Window.

The **CCO Total Increase** field contains the total dollar amount of contract price increases calculated by the CM&P System from the information entered in contract change orders and cannot be edited.

The **CCO Total Decrease** field contains the total dollar amount of decreases in contract price calculated by the CM&P Systems from the information entered in contract change orders and cannot be edited.

The **CCO Net Change** field contains the overall dollar amount of the contract calculated by the CM&P System from information entered in contract change orders and cannot be edited.

The **Total Contract Amount** field contains the total dollar amount of the contract calculated by the CM&P System from information entered and cannot be edited.

The **Total Deduction of Liquidated Damages** field contains the total dollar amount of deductions made for liquidated damages and cannot be edited.

The **Total Deductions for Royalty to Date** field contains the total dollar amount of royalty deductions made and cannot be edited.

The **Letting Date** field contains the date the contract was let and cannot be edited here. To change this information, refer to the Identifying Tab or the Manage Contract Window.

The **Award Date** field contains the date on which the contractor was awarded the contract and cannot be edited here. To change this information, refer to the Identifying Tab of the Manage Contract Window.

The **Field Work Completed** field contains the date on which the contract work, including authorized modifications and final cleanup has been completed. Within 14 calendar days, the Area Engineer or designee will make a final inspection of the work. If the work is found to conform to the requirements of the contract, the Area Engineer or designee will issue written notification to the Contractor of Acceptance of Field Work (DOT 246A). Information regarding Acceptance of Field Work can be found on page 38 of the spec book or section 5.16.

The **Contract Closed** field contains the date that the contract was officially closed and cannot be edited here. To change this information, refer to the Checklist Tab of the Manage Contract Window.

The **Original Completion** field contains the date the work is contracted to be finished and cannot be edited here. To change this information, refer to the Identifying Tab of the Manage Contract Window.

The **New Completion Date** field contains the revised completion date for the contract and cannot be edited. Changing this date requires Director of Operations approval.

The **Total Additional Field Work Days** and **Total Additional Field Calendar Days** are contract time added to the Field Work Completion by CCO.

The **Total Additional Substantial Work Days** and **Total Additional Substantial Calendar Days** are contract time added to the substantial completion requirements by CCO.

# Manage Contract Time

## 1. Substantial/Field Completion tab

The Substantial/Field Completion tab contains information relative to the contract.

The Original Fixed Calendar Date is when the specified work (specified as either a field work completion requirement or a combination of a substantial completion and a field work completion requirement) on the project shall be completed.

Depending on the type of requirement, all fields with  needs to be addressed. Once the information has been entered then the user will need to save the document.

**The Manage Contract Time tabs should be filled out before a Bi-Weekly Progress Report is started.**

## 2. Phases/Other Requirements tab

**Manage Contract Time** Save

Substantial/Field Completion | **Phases/Other Requirements** | Work Exclusions | A + B | Lane/Block Rental

Current Project Phases

Add Phase Delete Phase

Phase Name
<span>!</span> New Phase

Phase Number or Brief Name:

Detailed Description:

Phase Completion Date:  !  
Required

Maximum Number of Days to Complete:  !  Working Days  Calendar Days  
Required

Liquidated Damages:   Per Working Day  Per Calendar Day

Incentive/Disincentive:   Per Working Day  Per Calendar Day

Day Count Begins:

Day Count Ends:

Click Add Phase located in the upper left corner. Fill in the necessary items that are required for completion of this form. Click Save.

**Manage Contract Time**

Substantial/Field Completion | **Phases/Other Requirements** | Work Exclusions | A + B | Lane/Block Rental

Current Project Phases

Add Phase Delete Phase

Phase Name
1A/B
1C/D
2A/B
2C/D

Phase Number or Brief Name:

Detailed Description:

Phase Completion Date:

Maximum Number of Days to Complete:   Working Days  Calendar Days

Liquidated Damages:   Per Working Day  Per Calendar Day

Incentive/Disincentive:   Per Working Day  Per Calendar Day

Day Count Begins:

Day Count Ends:

This is an example of the completed form.



### 3. Work Exclusions tab

**Manage Contract Time**

Substantial/Field Completion | Phases/Other Requirements | **Work Exclusions** | A + B | Lane/Block Rental

Current Project Exclusions

Add Exclusion Period | Delete Exclusion Period

Exclusion Period	Exclusion Period Description	Exclusion Period Begin Date	Exclusion Period End Date	Liquidated Damages
Road Delay	Road Delay	10/03/2017	10/10/2017	per calendar day counted during exclusion

Save

Click **Add Exclusion Period**.

Fill in the **Exclusion Period Description**, **Exclusion Period Begin Date**, **Exclusion Period End Date** and the **Liquidated Damages** if it applies.

Once the necessary items are filled in, press **Save**.

If an item needs to be deleted, press **Delete Exclusion Period**.

If an item is deleted, click **Save**.

### 4. A+B Contracts tab

**Manage Contract Time**

Substantial/Field Completion | Phases/Other Requirements | **Work Exclusions** | **A + B** | Lane/Block Rental

Daily User Cost   Per Working Day  Per Calendar Day

Number of Part B days bid by Contractor  Days

Day Count Begins

Day Count Ends

Failure to Complete on Time

**Will result in a penalty of \$500 per working day for failure to meet contract time provision.**

Save

Cost plus time bidding, more commonly referred to as A + B, factors time plus cost to determine the low bid. Under the A + B method, each submitted bid has two components.

A – dollar amount for contract time

B – days required to complete project

Bid days are multiplied by a road user cost, furnished by the owner, and added to the A component to obtain the total bid:

$$A + (B \times \text{road user cost per day}) = \text{total bid}$$

As shown above the user will need to input the information for this type of contract. The Day Count Begins and Day Count Ends can either be a written description or a date.

## Day Count Scenarios

### Scenario #1 – 50 Working Day Count Completion Requirements

#### Day 1 – Begin Work

- Day Count = 1.0
- Overrun Day = 0.0

#### Day 35

- Day Count = 35.0
- Overrun Day = 0.0
- CCO Approved Granting 5.5 Working Days for Extra Work

#### Day 51

- Day Count = 51.0
- Overrun Day = 1.0

#### Day 58 – Work Complete

- Day Count = 58.0
- Overrun Day = 8.0
- 2.5 Days Liquidated Damages Assessed on Pay Estimate (8.0 minus 5.5)

### Scenario #2 – October 31<sup>st</sup> Field Work Completion Requirement

#### October 31<sup>st</sup>

- Day Count = 0.0
- Overrun Day = 0.0
- CCO Approved Granting 2.5 Calendar Days for Extra Work

#### November 1<sup>st</sup>

- Day Count = 1.0
- Overrun Day = 1.0

#### November 4<sup>th</sup> – Work Complete

- Day Count = 4.0
- Overrun Day = 4.0
- 1.5 Days Liquidated Damages Assessed on Pay Estimate (4.0 minus 2.5)
- Field Work Completion Date Remains October 31<sup>st</sup>

## 5. Lane/Block Rental tab

### Manage Contract Time

Substantial/Field Completion   Phases/Other Requirements   Work Exclusions   A + B   Lane/Block Rental

Lane Rental

Number of Lane Mile Days Bid

Daily Rental Charge

Total Bid Amount

Block Rental

Number of Block Closure Days Bid

Daily Rental Charge

Total Bid Amount

Block Closures


Closure Description
Closure due to water main being installed.

The Cost + Time contract is similar to an A+B contract.

With this type of contract, the user will need to put in the length of closure in total number of lane mile/Block/Segment rental per day.

Rental rates are set by the Department based on Road User Cost per length.

This is typically used when completion has a significant impact on traffic and there is an advantage to keeping the work zone as short in length as possible.

Once all the information is entered for this type of contract, click .

# Manage Pay Items

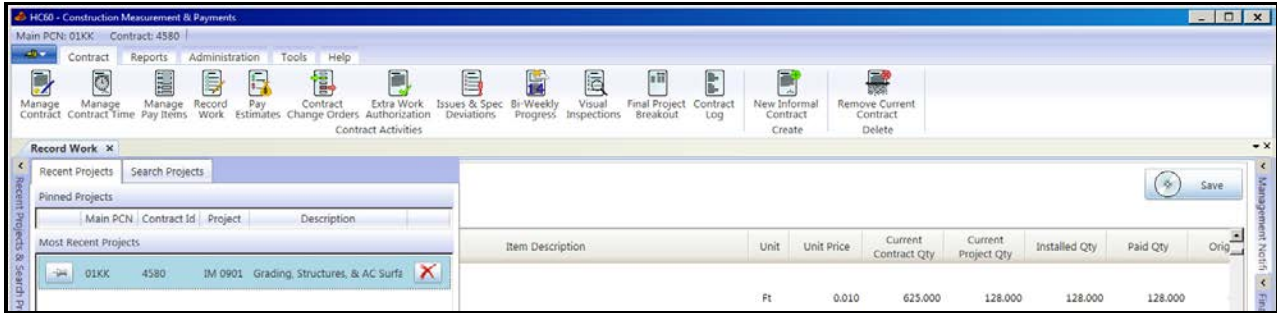
Manage Pay Items									
Line #	SBI #	Description	Unit	Unit Price	Original Qty	Current Contract Qty	Authorized Qty	Paid Qty	Closed
001 N	009E0010	Mobilization	LS	\$0.02	200,000.000	200,000.000	383.867	19,193.357	<input type="checkbox"/>
001 P	009E0010	Mobilization	LS	\$0.98	200,000.000	200,000.000	18,809.490	19,193.357	<input type="checkbox"/>
002 P	009E3210	Construction Staking	Mile	\$2,400.00	13.328	13.328	0.000	0.000	<input type="checkbox"/>
003 P	009E3300	Three Man Survey Crew	Hour	\$160.00	20.000	20.000	0.000	0.000	<input type="checkbox"/>
004 P	009E3320	Checker	LS	\$1.00	7,500.000	7,500.000	0.000	0.000	<input type="checkbox"/>

Details		Projects													
Line #	001	SBI #	009E0010												
Item Description	Mobilization														
Unit	LS	Unit Price	0.980												
Original Qty	200000.000	<input checked="" type="checkbox"/> Federal Participation													
Misc Desc / Stockpile Nbr															
		<table border="1"> <thead> <tr> <th>PCN(-Structure)</th> <th>Project #</th> <th>Original Qty</th> </tr> </thead> <tbody> <tr> <td>I4DL</td> <td>014-352</td> <td>0.000</td> </tr> <tr> <td>04EJ</td> <td>P 0063(47)83</td> <td>196,000.000</td> </tr> <tr> <td colspan="2"><b>Total</b></td> <td><b>196,000.000</b></td> </tr> </tbody> </table>		PCN(-Structure)	Project #	Original Qty	I4DL	014-352	0.000	04EJ	P 0063(47)83	196,000.000	<b>Total</b>		<b>196,000.000</b>
PCN(-Structure)	Project #	Original Qty													
I4DL	014-352	0.000													
04EJ	P 0063(47)83	196,000.000													
<b>Total</b>		<b>196,000.000</b>													

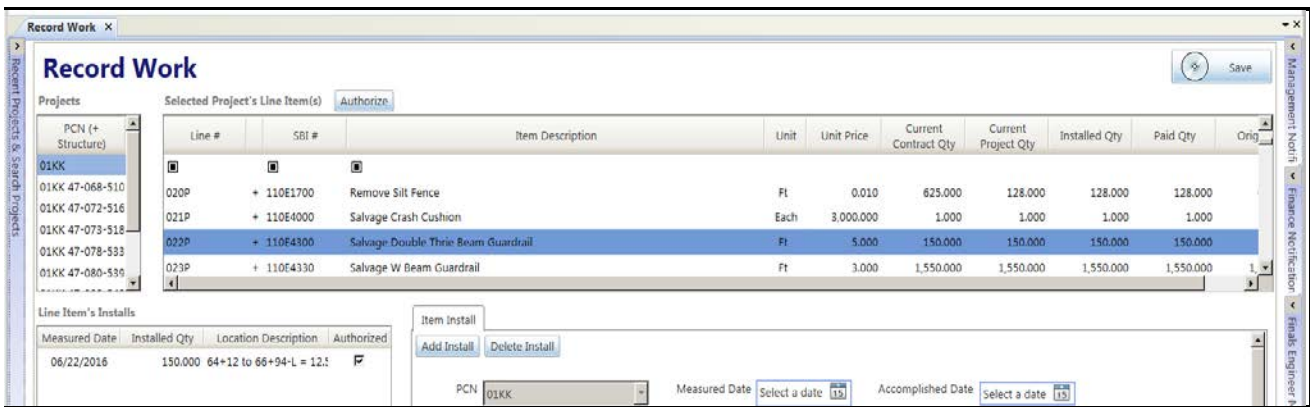
The items for this come from the Record Work tab.

# Record Work

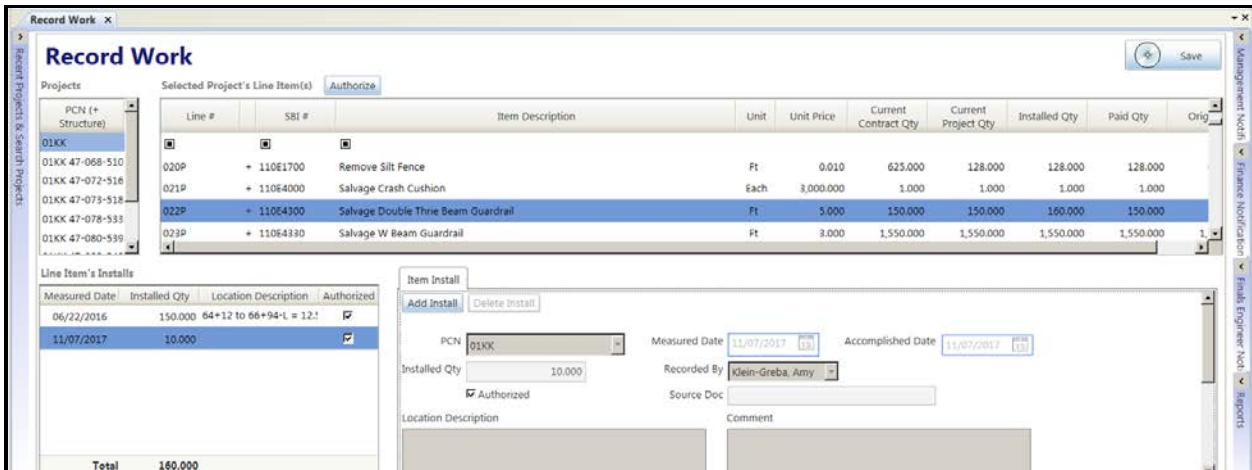
Select from **Recent Projects** or search for new project under **Search Project** tab.



Select a line item. After choosing a standard bid item, select **Add Install**.



After **Add Install** is selected, the amount for **Install Quantity** will need to be entered. **Authorized** box should be checked and a location description should be added, then click **Add Install**.



Once that is done, click the **Item Install** tab.

The information needed will be the **Installed Quantity**, **Location Description**, **Comment**, **Recorded by** and **Source Document** (if there is one). The **Measured Date** and the **Accomplished Date** should be filled out by the user.

Once all fields are filled in, you will notice that the **Line Item's Install** box on the left the will show all information that has been entered. Next, click the save button. Once all these steps have been completed and the authorized box is selected, you should see a total at the bottom of the **Line Item's Installs**. If an install needs to be deleted, select Delete Install. If **Authorized** box has been selected, only the Project Engineer or someone with authority can uncheck the **Authorized** box.

# Pay Estimates

## 1. Pay Estimate Maintenance tab

**Pay Estimates**

Pay Estimate #   Final

Period Ending

Requirement	Amount per Day	Days
Liq Damages this Estimate	\$0.00	
Liq Damages to Date	\$0.00	
Royalty This Period	\$0.00	
Royalty to Date	\$0.00	
Authorized Pay Amount	\$42,734.00	
Authorized Due This Estimate	\$42,734.00	

Prepared By  On

Approved By  On

Logged By

## 2. Pay Estimate Items tab

**Pay Estimates**

Description	Original Qty	Adjusted Qty	Balance Qty	Unit Price	Adjustment Amt	Adjustment Type
055 P 330E0010 MC-70 Asphalt for Prime				Ton	\$1,100.00	0.010
056 P 330E0100 SS-1h or CSS-1h Asphalt for Tack				Ton	\$865.00	-0.200
\$0.00 Estimate						

Adjust Using  Lump Sum  Percent

Amount   Required

Type   Required

Approval Date   Required

Approved By   Required

Reason   Required

Detailed Explanation   Required

To do a **New Price Adjustment** and **Add New Stockpile Item**, all items with a red box and exclamation point box need to be entered.

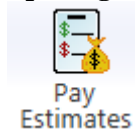
- Enter a description for the price adjustment.
- Enter the amount for the price adjustment.
- Select the PCN.



- Choose **Reason for Price Adjustment**.
- Enter a detailed explanation for the price adjustment you have entered.

The screenshot shows the 'Pay Estimates' software interface. On the left is a list of estimates with dates. The main area is divided into 'Pay Estimate Maintenance' and 'Pay Estimate Items'. A table lists items with columns for ID, Description, Unit, Unit Price, and Amount. Below this is the 'Price Adjustment & Stockpile Items' section, which includes a table for adjustments and a detailed form for editing an item. The detailed form shows the description 'Bid Item 009E1000 - Incentive Pay', an amount of '\$64,000.00', and a type of 'Actual'. A detailed explanation is provided at the bottom: 'Contractor refused to sign change order adding line item 009E1000 - Incentive Pay as a means of accounting for calendar days'.

**Steps for completing a Price Adjustment for an existing item:**



Choose the **Pay Estimates** button.

The user will then need to select the pay estimate that corresponds to the item that needs to be price adjusted.

If the item to be adjusted has been **Actualized** then the price adjustment can't be made. The user will need to create a new pay estimate for the new price adjustment. If the item is in the **Estimate** stage then the user can adjust the price.

The user can change the price adjustment in the **Amount** box which is located between the lump sum button and the percent button.

The user should also put in a detailed explanation of why the price is being adjusted.

Once the price adjustment has been completed the user will then need to save the price adjustment.

**Steps for Adjusting a Stockpile Items:**

**Pay Estimates** [Print]

Add Supplemental | Delete Supplemental

Pay Estimate Maintenance | Pay Estimate Items

Line #	Status	Date
4	Begun	
3	Approved	02/28/2018
2	Approved	10/17/2017
1	Approved	07/07/2017

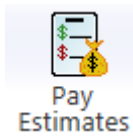
Line #	SBI #	Description	Unit	Unit Price	Requested Pay Qty	Paid Qty	Paid Amount
007 P	632E2028	4" Tubular White Delineator with 1.12 Lb/Ft Post	Each	\$50.00	0.000	0.000	\$0.00

Pay Estimate Item Maintenance | Price Adjustment & Stockpile Items

Add New Price Adjustment | Price Adjustment History | Add New Stockpile | Delete

Description	Original Qty	Adjusted Qty	Balance Qty	Unit Price	Adjustment Amt	Adjustment Type
stockpile	1.000	0.000	26.000	\$4.00		

Material Description: stockpile | Original Balance Qty: 1.000  
 Unit Price: \$4.00 | Adjust Balance Qty +/-: 25  
 PCN(-Structure): 044E PH 8003(25) | Balance Qty: 26.000



Choose the **Pay Estimates** button.  
 The user will need to create a new pay estimate, as shown below.

**Pay Estimates** [Print]

Add Supplemental | Delete Supplemental


Pay Estimate Maintenance | Pay Estimate Items


Add Pay Item | Delete | Pay for All


Line #	SBI #	Item Description	Unit	Unit Price	Requested Pay Qty	Paid Qty	Paid Amount
007 P	632E2028	4" Tubular White Delineator with 1.12 Lb/Ft Post	Each	\$50.00	0.000	0.000	\$0.00


Once a new pay estimate is started, then the user will need to press the **Add Pay Item** button.  
 When the Add Pay Item button has been pressed the user will see a list of items for which the stockpile item will need to be chosen.

## Steps for adjusting Stockpiles Cont:

Once the user has selected a Pay Estimate Item then any item with a  will need to be addressed.

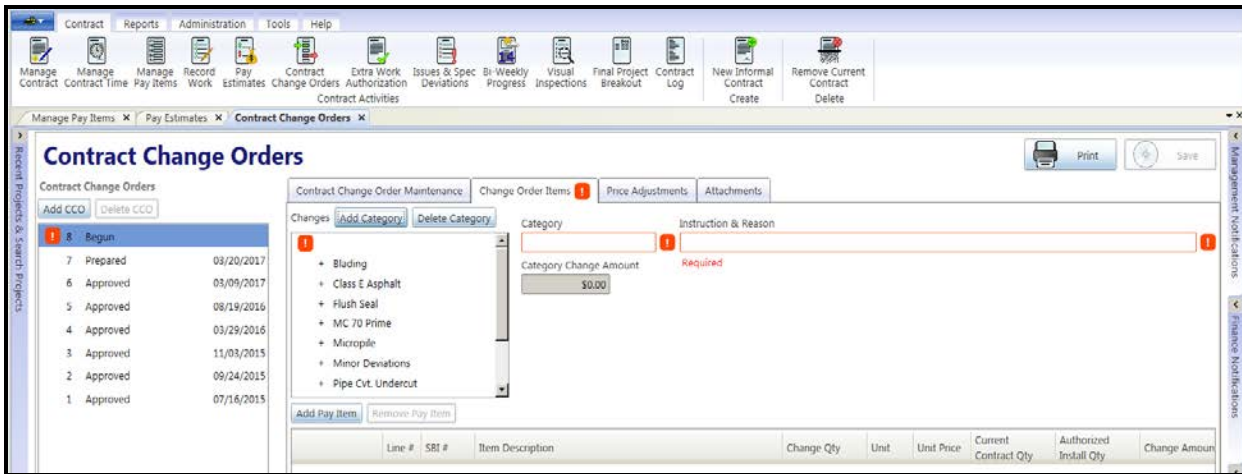
The user will need to put in a **Material Description**, **Unit Price**, **PCN(-Structure)** and **Balance Qty**, after the required fields are filled in then the user will need to **Adjust Balance Qty +/-**   which

can be done by selecting the  button this will either decrease or increase the amount of the stockpile

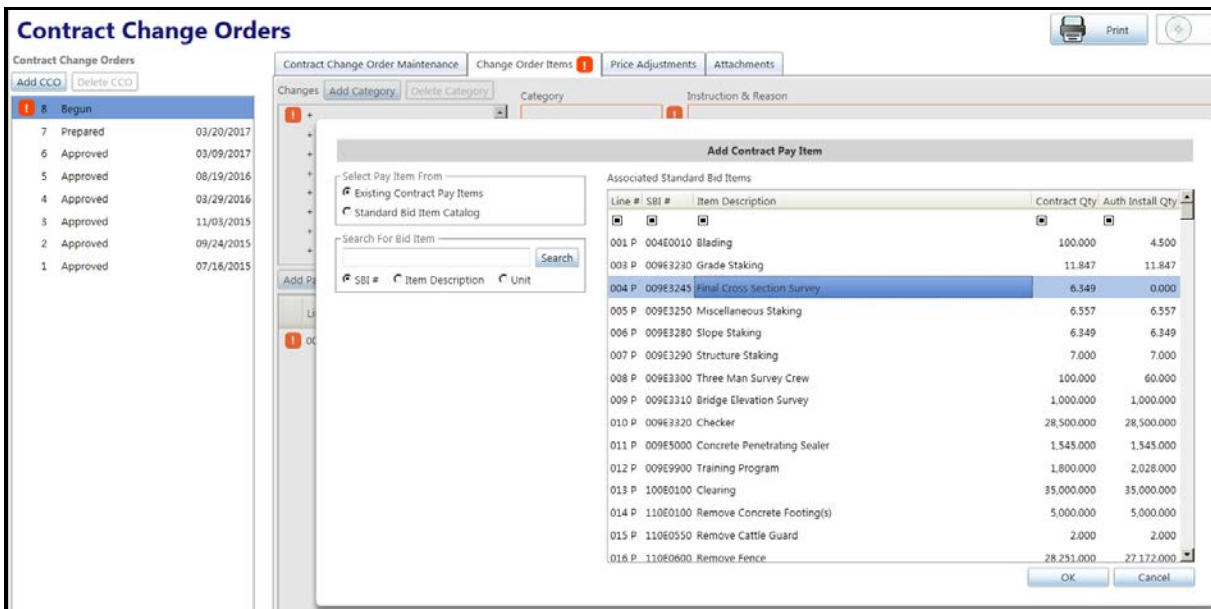
that is put into the box in the cell to the right of the .

After filling in the necessary items the user will need to press the **Save Button**.

# Contract Change Orders



- Click **Add CCO**, then **Add Category**, and then **Add Pay Item**.



- Select **Bid Item** and click **OK**.

Contract Change Orders

Contract Change Order Maintenance | Change Order Items | Price Adjustments | Attachments

192 P 009E0700 Extra Work 400.000 Reason: Reason: Reason: Reason: The Contract Quantity for

Line #	SBI #	Item Description	Unit	Current Contract Qty	Authorized Install Qty	Requested Contract Qty
192	009E0700	Extra Work	LS	400.00	400.00	400.00

Misc. Description concrete removal Federal Participation Haul Road

Change Quantity 400.000

PCN (+ Structure)	Original Qty	To Date Qty	Change Qty
02R6	0.000	400.000	400.000
Totals:	0.000	400.000	400.000

Supporting Doc. Description

Specification Type Standard Modified (Standard w/ Exception)

Specification Description All Standard Specifications Apply

Instruction & Reason Reason: Reason: Reason: Reason: The Contract Quantity for the Training Program bid item is being reduced to the quantity approved by the SDDOT Civil Rights Compliance Officer. Instruction: The Contract bid Item Quantities shall be adjusted to the field verified quantities used to complete the Contract work.

- If necessary put in a Change Quantity.

### Contract Change Orders cont.

### Price Adjustments

Contract Change Orders

Contract Change Order Maintenance | Change Order Items | Price Adjustments | Attachments

Assigned Price Adjustments

Pay Est #	Line Item #	SBI #	Adjustment Quantity	Adjustment Amount	Adjustment Type	Reason
-----------	-------------	-------	---------------------	-------------------	-----------------	--------

Assign Unassign

Unassigned Price Adjustments

Pay Est #	Line Item #	SBI #	Adjustment Quantity	Adjustment Amount	Adjustment Type	Reason
-----------	-------------	-------	---------------------	-------------------	-----------------	--------

To final a contract, all **Actual** price adjustments (created in the Pay Estimate section of CM&P) must be assigned to a contract change order.

To assign a price adjustment to a contract change order, perform the following steps.



From the CM&P Frame Toolbar, click **Contract Change Orders**.

Select (highlight) the desired **contract change order** in the tree panel.

Click on the **Assign Button**.

Select (highlight) the desired price adjustment in the Unassigned Price Adjustments panel and click on the **Assign Button**.

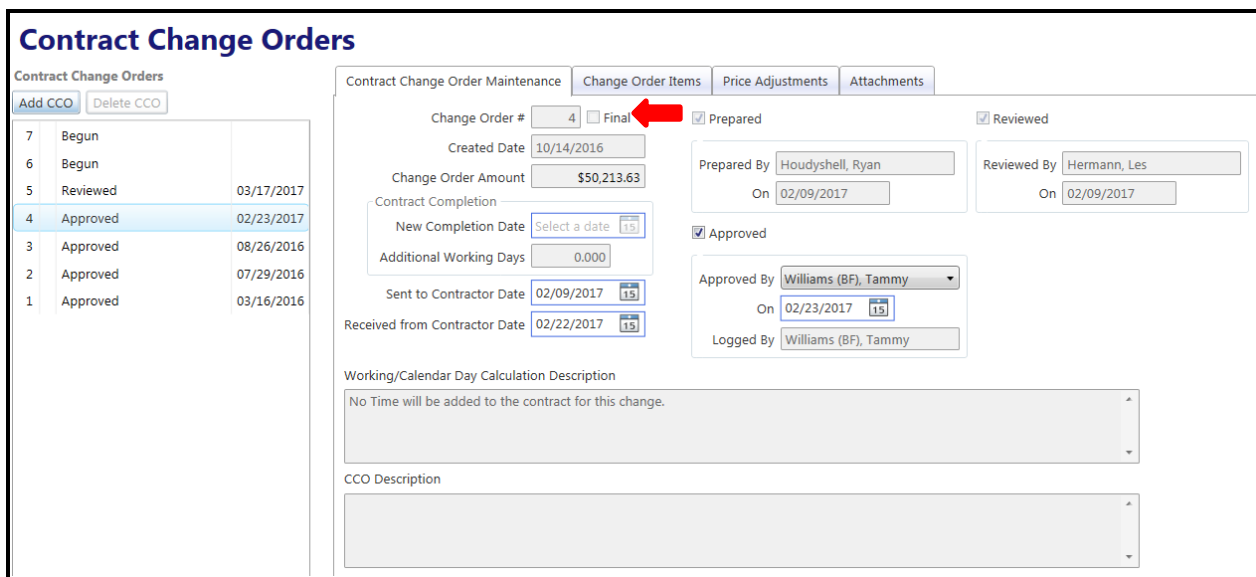
The price adjustment moves to the **Assigned Price Adjustment** panel.

To correct a mistakenly assigned price adjustment, highlight the price adjustment in the **Assigned Price Adjustments** panel and click on the **Unassign Button** or double click on the price adjustment. CM&P moves the price adjustment back to the **Unassigned Price Adjustments** panel.

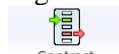
Click 



The user will have the ability to add an attachment to a contract change order if it is necessary.

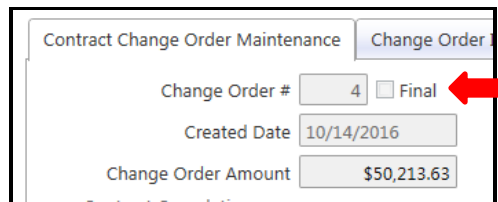


To mark a contract change order as having had the final review completed, perform the following steps.




From the CM&P Frame Toolbar, click .

Click on the Final Review **Completed** checkbox.




On this Contract Change Order sheet, the user will need to check to see if the change order has been prepared, reviewed and approved before finalizing the change order.

Click on the save button  when the contract change order has been finalized.

## Extra Work Authorization

The screenshot shows the 'Extra Work Authorization' form. On the left, there is a 'Work Authorizations' section with 'Add' and 'Delete' buttons and a list containing one item with ID '1'. The main form fields are: 'Work Auth #' (1), 'Date Created' (2/1/2017), 'Status' (Open), 'Authorized By (DOT)' (dropdown), 'On' (date picker), 'Accepted By (Contractor)' (text field), 'On' (date picker), 'Brief Description' (text field with a red 'Required' error message), and 'Work Description' (text area).

Click  to create a new Extra Work Authorization.

The **Work Authorization Number** field contains the identifying number of the work authorization and is supplied automatically by the CM&P System.

The **Created Date** field contains the date (supplied by the CM&P System) that the CM&P System generated and numbered the work authorization.

The **Status** field offers users a dropdown choice of options to define the status of the work authorization, including Open, Accepted and Dropped.

The **Brief Description** field contains a description of the work authorization that will be displayed to identify the work authorization in the Work Authorization Window's tree panel.

The **Authorized By (DOT)** field contains the name of the person who authorized the new work authorization selected from the field's dropdown listing of DOT employees.


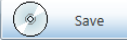
The **(Authorized) On** field contains the date on which the authorization occurred.

The **Accepted By (Contractor)** field contains the name of the person who accepted the new work authorization.

The **(Accepted) On** field contains the date on which contractor acceptance of the work authorization occurred.

The **Work Description** field contains a description of the authorized work that is to be performed.

The screenshot shows the 'Extra Work Authorization' form with a list of two items. The selected item is '2 Contr. Dens. Fill'. The form fields are: 'Work Auth #' (2), 'Date Created' (5/10/2017), 'Status' (Accepted), 'Authorized By (DOT)' (VanDeWiele, Dean), 'On' (05/16/2017), 'Accepted By (Contractor)' (Tom Monson), 'On' (05/11/2017), 'Brief Description' (Contr. Dens. Fill), and 'Work Description' (At Sta. 200+00 (1st) SBL's there is a void above a cattle pass that was plugged on a previous project. The Contractor and State agree to fill this void with Controlled Density Fill. The Contractor and State agree to a Lump Sum price of \$1283.70 to complete this work. This agreed upon Lump Sum price is for a maximum of 3 CuYds of Controlled Density Fill. However, if this location requires more than 3 CuYds of Controlled Density fill the State and Contractor shall re-negotiate the Lump Sum price for this work).

The example above is a completed Extra Work Authorization filled out. If you need to delete the Extra Work Authorization, click . Once all the information is entered the Extra Work Authorization form, you will need to press the  button located in the upper right-hand corner of the page.

## Contract Issues & Specification Deviations


In MS&T, enter a failing test. On the Test Results Panel, click the Prepared checkbox and MS&T will give a failing test message.

The user will be prompted to click either the **Yes Button** to create a specification deviation contract issue in CM&P.

Click on the **Finish Button** or the **Apply Button** to save the failed test as having a specification deviation contract issue.

From the CM&P Toolbar, click .

Contract Issues are listed in the tree panel on the left.

The user can create a Contract Issue by selecting the  button in the upper left corner.

The user can also look for the Contract Issue or Spec Deviation that was created from MS&T.

The Specification Deviation already created from the MS&T prompt appears in the list temporarily tiled with **DOT-18**; and the MS&T sample's field number.


In the tree panel, select (highlight) the contract issue created in MS&T.

Choose the desired **Issue Status** from the field's dropdown listing.

Change the information in the **Brief Description** field as desired to change the name of the contract issue in the tree panel.

If this is left with the MS&T Field number as supplied by CM&P, any future changes to the field number in MS&T will not be reflected here.

Enter the desired number in the **DOT-18 File #** field. This information will aid in filing a printed DOT-18 Report.

When a new Contract Issue is created the Logged Date will automatically populate the Logged Date  field.



The user will need to enter in the <sup>Logged By</sup> Bliss, Chis information.

If there is a Determination Letter that needs to be sent with the Contract Issue then the date will need to be entered in the <sup>Determination Letter Date</sup> Select a date 15 field.

Enter the desired information in the **Material Description** field if applicable.

Enter the desired information in the **Work Involved** field. This information will be included in the DOT-18 Report.

Review and/or edit the information supplied in the **Issue Description** field. This information will be included in the Contract Issue Report.

Click on the Deviation Test Results Tab.

### Deviation Test Results tab

**Contract Issue/Spec Dev 30 - DOT - 18 : 13**

Issue | Deviation Test Results | Deviation Bid Items | Resolution

Quantity Affected

Failing Test Results (MST)

Field #	Test	Sample Id	Test Results	Specification
13	Coarse Sieves ((10) 1/2" sieve : 12.5 mm)	2243201	92.80	68.000 - 90.000
13	Fine Sieves ((25) #200 sieve : 0.075 mm)	2243201	14.70	3.000 - 12.000

Corrective Test Results

Field #	Test	Sample Id	Test Results	Specification

Describe the Deviation Deficiency if no Failing Results

Area/Field Action Taken

Determination

Revised Determination

Issue | Deviation Test Results | Deviation Bid Items | Resolution

Quantity Affected

Failing Test Results (CMP)

Field #	Test	Sample Id	Test Date	Test Result	Min	Max	Precision
13	Fine Sieves ((25) #200 sieve: 0.075 mm)	2243201	11/22/2017	14.70	3.000	12.000	
13	Coarse Sieves((10) 1/2" sieve: 12.5 mm)	2243201	11/22/2017	92.80	68.000	90.000	

The user will need to enter in the information for the fields shown above.

Quantity Affected

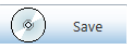
Failing Test Results (MST)

Field #	Test	Sample Id	Test Results	Specification
13	Coarse Sieves ((10) 1/2" sieve : 12.5 mm)	2243201	92.80	68.000 - 90.000
13	Fine Sieves ((25) #200 sieve : 0.075 mm)	2243201	14.70	3.000 - 12.000

The information will appear as shown above, the user will notice that the Minimum and Maximum columns will not appear but the Specifications will show instead.

Describe the Deviation Deficiency if no Failing Results	Area/Field Action Taken
Determination	Revised Determination

Enter the desired information in the Deviation Deficiency, Determination, Area/Field Action Taken and the Revised Determination if applicable.

Once the user has entered all the information the user will need to press the  button.

## Deviation Bid Items tab

Issue	Deviation Test Results	Deviation Bid Items	Resolution		
Line #	SBI Nbr	Item Description	Unit	Unit Price	Selected
001	004E0050	Remove Traffic Diversion(s)	LS	\$1.00	<input type="checkbox"/>
002	009E0010	Mobilization	LS	\$1.00	<input type="checkbox"/>
003	009E3230	Grade Staking	Mile	\$2,870.39	<input type="checkbox"/>
004	009E3245	Final Cross Section Survey	Mile	\$1,688.46	<input type="checkbox"/>
005	009E3250	Miscellaneous Staking	Mile	\$19,698.73	<input type="checkbox"/>
006	009E3280	Slope Staking	Mile	\$2,814.10	<input type="checkbox"/>
007	009E3290	Structure Staking	Each	\$2,251.29	<input type="checkbox"/>
008	009E3300	Three Man Survey Crew	Hour	\$160.00	<input type="checkbox"/>
009	009E3310	Bridge Elevation Survey	LS	\$1.00	<input type="checkbox"/>
010	009E3320	Checker	LS	\$1.00	<input type="checkbox"/>
011	009E4300	Construction Schedule, Category III	LS	\$1.00	<input type="checkbox"/>
012	009E5000	Concrete Penetrating Sealer	SqYd	\$8.26	<input type="checkbox"/>

Located under the Deviation Bid Items tab is a list of Bid Items the user can choose from that is in relation to the issue or deviation. Multiple items can be chosen.

If any claim information is to be recorded, click on the Resolution Tab.

## Resolution tab

**All Items For Contract - 5120**

- 38
- 37 DOT - 18 : 02
- 36 GPR Inspection
- 34 DOT - 18 : 019
- 33 DOT - 18 : 210
- 32 DOT - 18 : 13
- 31 DOT - 18 : 06
- 30 DOT - 18 : 13

**Contract Issue/Spec Dev 26 - DOT - 18 : 02/IA02**


Issue
Deviation Test Results
Deviation Bid Items
Resolution

Resolution Date  Claim Submit Date

Resolution Description

Enter the Resolution Date field and the appropriate date in the Claim Submit Date field.

The user can also put in a Resolution Description also.

Once the user has entered all the information the user will need to press the  button.

Combine Individual DOT 18's into a Group DOT 18

Click on the **Group DOT 18's** button as shown below.

## Contract Issues & Specification Deviations

Add Delete Group 18 Split 18

The **Group 18** button is located in the upper right-hand corner of the page.

Issue Nbr	Short Desc
38	
37	DOT - 18 : 02
36	GPR Inspection
34	DOT - 18 : 019
33	DOT - 18 : 210
32	DOT - 18 : 13
31	DOT - 18 : 06
30	DOT - 18 : 13

Issue Nbr	Short Desc
36	GPR Inspection

The Group multiple DOT-18's into a single DOT-18 Window appears as shown above.

In the left panel, select (highlight) the contract issue which will contain all of the combined DOT-18's when the process is finished. This contract issue will provide the issue description for all of the included DOT-18's, but each of their test results will appear separately in the listings on its Deviation Test Results tab. DOT-18's available for combining with the selected DOT-18 appear in the right panel as shown below.

Issue Nbr	Short Desc
33	DOT - 18 : 210
32	DOT - 18 : 13
31	DOT - 18 : 06
30	DOT - 18 : 13
29	DOT - 18 : 05
28	DOT - 18 : 04/IA03
27	DOT - 18 : 09
26	DOT - 18 : 02/IA02

Issue Nbr	Short Desc
28	DOT - 18 : 04/IA03
25	DOT - 18 : 03
29	DOT - 18 : 05
3	DOT - 18 : 01/IA01
31	DOT - 18 : 06

In the right panel, select (highlight) the desired issue(s) to include with the specified DOT-18.

Click  .

The window closes. CM&P returns to the Contract Issues/Spec Deviation Window with the specified DOT-18 selected (highlighted).

If desired, click on the Deviation Test Results tab to verify that the correct DOT-18's have been combined with the specified DOT-18.

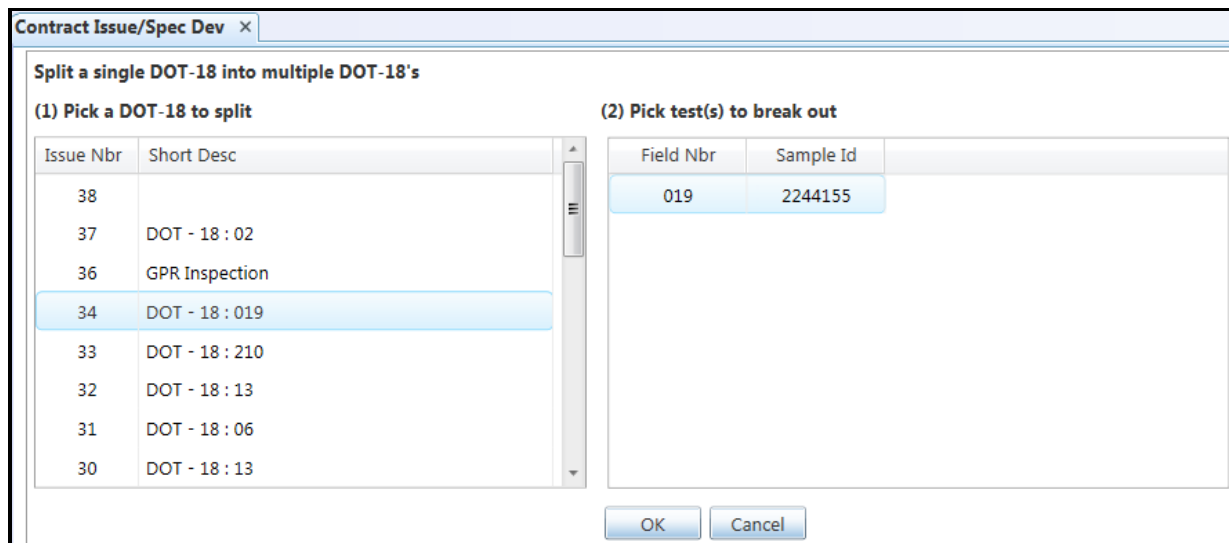
If desired, follow the menu path: Reports, Report of Specification Deviation (DOT-18) to view and/or print the following DOT-18 report for the grouping just made.

To split individual DOT-18's from a group DOT-18, perform the following steps.

Click on the **Split a DOT-18 Button** as shown below.



The **Split 18** button is located in the upper left hand corner of the page.



The Split DOT-18's into tests to break out window appears as shown above.

In the left panel, select (highlight) the contract issue that contains all of the DOT-18's to be split out. This contract issue will provide the issue description for all of the included DOT-18's as they are split out from the group, but their issue descriptions can be changed as desired.

DOT-18's available for splitting off from the selected DOT-18 appear in the right panel as shown above.

In the right panel, select (highlight) the desired issue(s) to remove from the specified DOT-18.

The original DOT-18 should not be selected to be split off from itself. CM&P will not allow all DOT-18's to be removed from the grouping.

Click  .

The window closes. CM&P returns to the Contract Issue/Specification Deviation Window with specified DOT-18 selected (highlight) and the split-out DOT-18's listed and numbered at the top of the column as now being the most recently created.

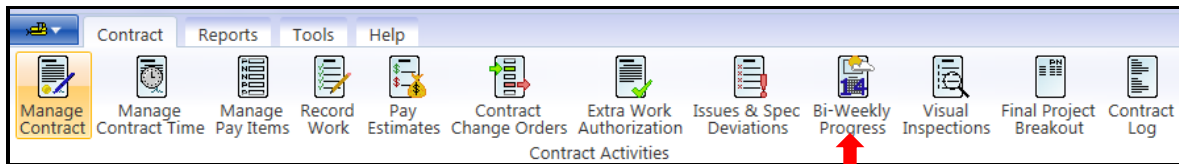
If desired, click on the Deviation Test Results tab to verify the removal of the other DOT-18('s) from the specified DOT-18.

If desired, follow the menu path: **Reports, Report of Specification Deviation (DOT 18)** to view and/or print the DOT 18 report for the DOT 18 just reduced.

Users may choose at this point to renumber and/or rename the split-out DOT-18's by making changes to their **Issue Number** and/or **Brief Description** fields.

## Bi-Weekly Progress

The Bi-Weekly Progress Report window is reached through the Bi-Weekly Progress Report Button, located under the Contract Tab on the tool bar. **The user will need to complete any necessary tabs under the Manage Contract Time button before creating a Bi-Weekly Progress Report. This is critical when dealing with Lane Rental, if not done the dates may not fill in for the Bi-Weekly Progress Report.**



From this window, you can record assessed days and penalty days. You can also report on work in progress as well as record weather, contractor, and contract phase information.

### 1. Details Tab

A screenshot of the 'Bi-Weekly Progress' window. The 'Details' tab is selected, showing a form with various fields for project information. The form includes sections for 'Phases / Other Interim Requirements', 'Work Exclusion Periods', 'A + B Incentive/Disincentive', 'Lane Rental', and 'Block Rental'. The 'Details' section contains fields for 'Original Amount', 'Original Completion', 'Original Work Days', 'Type of Work', 'Prime Contractor', 'Work Started Date', 'Field Work Completed Date', 'Report Nbr', 'Final' checkbox, 'Percent Complete', 'Period Beginning Date', 'Period Ending Date', 'Work Suspended Date', 'Work Recurred Date', 'Working Days This Period', 'Working Days to Date', 'Substantial Completion Day Count', 'Field Completion Day Count', 'Prepared By', and 'On' date. The 'Prepared' checkbox is checked, and the 'Prepared By' field is filled with 'Armfield, Kelly' and the 'On' date is '08/28/2016'. The 'Original Amount' is \$438,462.47, 'Original Completion' is 09/02/2016, 'Original Work Days' is empty, 'Type of Work' is Structures, 'Prime Contractor' is MILLER CONSTRUCTION & GRAVEL, LLC, 'Work Started Date' is 08/01/2016, 'Field Work Completed Date' is empty, 'Report Nbr' is 2, 'Final' checkbox is unchecked, 'Percent Complete' is %, 'Period Beginning Date' is 08/14/2016, 'Period Ending Date' is 08/27/2016, 'Working Days This Period' is 14, 'Working Days to Date' is 14, 'Substantial Completion Day Count' is empty, 'Field Completion Day Count' is empty, 'Prepared By' is Armfield, Kelly, and 'On' is 08/28/2016.

The **Details** tab contains an overview of the project.

The **Original Amount** field contains the dollar amount agreed upon in the contract.

The **Original Completion** field contains the date that work on completion date contract is to be finished.

The **Original Work Days** field contains the number of days originally contracted to finish the work and cannot be edited here. To change this information, refer to the Identifying Tab of the Manage Contract tab.

The **Type of Work** field contains a description of work called for in the contract.

The **Prime Contractor** field contains the name of the contractor to whom the contract was awarded.

The **Work Started Date** field contains the date that contract work began and cannot be edited here. To change this information, refer to the **Checklist Tab** of the Manage Contracts Tab.

The **Report Number** field contains the number of the Progress Report currently displayed for the contract selected.

The **Final** checkbox must be marked if the progress report currently displayed records the last work that will be completed.

The **Percent Complete** field contains the CM&P System's calculation of the amount of contracted work that has already been done. This is computed as the amount of work paid for, up to and including the period ending date of the WPR, divided by the original contract amount.

The **Period Beginning Date** field contains the beginning date of the report period, which must be a Sunday. The **Period Ending Date** field contains the ending date of the report period (which must be the second Saturday following the Period Beginning Date).

The **Work Suspended Date** field contains the date that the state specified that the contracted work should begin again.

The **Work Resumed Date** field contains the date that the state specified the contract work should begin again. The **PCEMS (Pre-Construction Engineering Management) Number** field contains the identifying PCEMS number for the contract. If multiple PCEMS are associated with the same contract, the user can change the PCEM on this tab to complete the Bi-Weekly Progress Report.

The **Main Project Number** field contains the identifying number for the contract's main project.

The **County** field contains the name of the county where the contract is to be done.

The **Field Work Completed Date** field contains the date that the last work was recorded for the contract.

The **Working Days This Period** field contains the number of days on which work was done during the report period.

The **Working Days to Date** field contains the number of days that work toward the completion of the contract has been recorded as happening.

The **Prepared** Checkbox is marked to indicate completed preparation. Then, the CM&P System automatically supplies information in the **Prepared By** and **On** fields.

The **Prepared By** field contains the name of the person who marked the **Prepared?** Checkbox according to the logon identification the CM&P System received.

The **(Prepared) On** field contains the date that the **Prepared?** Checkbox was marked.

The **Approved** checkbox must be marked to indicate approval. Then, the CM&P System automatically supplies information in the **Approved By** and **On** fields.

The **(Approved) On** field contains the date that the **Approved** checkbox was marked.

## 2. Comments tab

Details	Comments	Work In Progress	Weather	Substantial Completion Day Count	Field Completion Day Count
General Comments					
08/18/2016 - Mtg at Moberidge Area with Contractor, Corson County & Area Engineer on Charged Days. 08/24/2016 - John Villbrandt visited work site. 08/25/2016 - Eric Stroeder visited work site. BJ Schell, Corson County Hwy Supt was on site this period.					

The Comments tab allows an individual to put in general comments regarding the project.

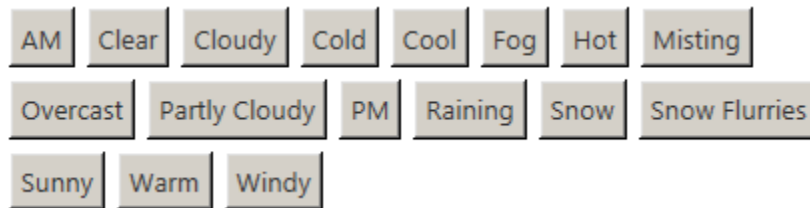
## 3. Work in Progress tab

Details	Comments	Work In Progress	Weather	Substantial Completion Day Count	Field Completion Day Count
Work in Progress this Period		Insert All Contractor Names		Contractors	
Week ending 08/20/2016 Miller - Removed last abutment piles, completed box undercut & structure excavation, placed undercut backfill. Could not work from 08/19-noon (Rec'd 0.65" precip) thru 08/20, pumped water out of work area 08/20. Brosz - Staked Box undercut & structure excavation 08/16.				MILLER CONSTRUCTION & GRAVEL, LLC 3D Specialties Brosz Engineering Inc Byron Utter Contracting	
Week ending 08/27/2016 Miller pumped water out of work area 08/21, recompacted undercut backfill 08/22-23, placed 1- end section & 19 - barrel sections 08/24-27.					

This page allows you to enter information on a weekly basis. On the right side of this report is a list of contractors you can choose to insert into the report.

#### 4. Weather tab

The Weather Tab- allows you to input the weather daily. You can select from multiple options regarding the weather on the right side of the report. The options are low and elevated temperature, wind speed and precipitation. You will also be able to insert comments regarding if the contractor was unable to work due to weather. Additional items can be used as shown below.



#### 5. Substantial Completion Day Count

On projects with a substantial completion requirement, enter daily information under the Substantial Completion Day Count tab until a date is entered in the Actual Substantial Completion Date box to the right. After entering a date in the Actual Completion Date box, begin entering daily information under the Field Completion Day Count tab until the field work is completed.



Name	Worked	Exempt	CUF
McLaughlin & Schulz, Inc.	<input type="button" value="N"/>	<input type="checkbox"/>	
BX Civil & Construction	<input type="button" value="Y"/>	<input type="checkbox"/>	<input type="checkbox"/>
Goldsmith & Heck Engineers	<input type="button" value="N"/>	<input type="checkbox"/>	
Midland Contracting Inc	<input type="button" value="Y"/>	<input type="checkbox"/>	
Midstate Reclamation SD, LLC	<input type="button" value="N"/>	<input type="checkbox"/>	

Contractors are listed in the box located at the bottom of this screen. The **prime contractor** is listed first for each contract. The **subcontractors** are listed alphabetically, after the prime contractor for each day worked. The **Worked** column allows users to indicate (by choosing Y or N) if the (sub)contractor performed work on the date selected in the upper panel. If uncertain whether work was done on the date, choose ?(question mark). The **CUF** or **Commercial Use Function** box:

Definition of a CUF - A bidder may count toward its DBE participation only that percentage of expenditures to DBE's that perform a commercially useful function (CUF) in the performance of a contract. A DBE performs a CUF when the DBE is responsible for execution of the work of a contract and is carrying out the DBE's responsibilities by performing, managing and supervising the work involved. To perform a CUF, the DBE must also be responsible, with respect to materials and supplies used on the contract, for negotiating prices, determining quality and quantity, ordering and installing (where applicable) the materials, and paying for the material itself. To determine whether a DBE is performing a CUF, the Department will evaluate the amount of work subcontracted, the industry practice, and whether the amount the DBE is to be paid is commensurate with the work it is performing. DBE credit claimed for performance of the work, and other relevant factors.

A DBE is not performing a CUF if the DBE performs less than 30% of the total cost of its contract with its own work force, or if its role is limited to that of an extra participant in a transaction, project, or contract through which funds are passed in order to obtain the appearance of DBE participation. In determining whether a DBE is simply an extra participant, the Department will examine similar transactions, particularly those in which DBE's do not participate.

## 6. Field Completion Day Count tab

Details		Comments		Work In Progress		Weather		Substantial Completion Day Count		Field Completion Day Count	
								Days Counted To Date		Overrun Days To Date	
Contract Day	Day Count Qty	Work/Calendar	Overrun	Work	Calendar	Work	Calendar	Work	Calendar		
08/01/2016	0.0	Calendar	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00	Original Field Completion Date 10/28/2016	
08/02/2016	0.0	Calendar	<input type="checkbox"/>	0.00	0.00	0.00	0.00	0.00	0.00	Contract # of Days to Complete <input type="text"/>	
08/03/2016	1.0	Calendar	<input type="checkbox"/>	0.00	1.00	0.00	0.00	0.00	0.00	Actual Field Completion Date <input type="text"/>	
08/04/2016	1.0	Calendar	<input type="checkbox"/>	0.00	2.00	0.00	0.00	0.00	0.00	* Do not charge days here if Substantial Completion requirements have not yet been met.	
08/05/2016	1.0	Calendar	<input type="checkbox"/>	0.00	3.00	0.00	0.00	0.00			
08/06/2016	1.0	Calendar	<input type="checkbox"/>	0.00	4.00	0.00	0.00	0.00			
08/07/2016	1.0	Calendar	<input type="checkbox"/>	0.00	5.00	0.00	0.00	0.00			
08/08/2016	1.0	Calendar	<input type="checkbox"/>	0.00	6.00	0.00	0.00	0.00			
08/09/2016	1.0	Calendar	<input type="checkbox"/>	0.00	7.00	0.00	0.00	0.00			
<b>Period Totals</b>		<b>11</b>									

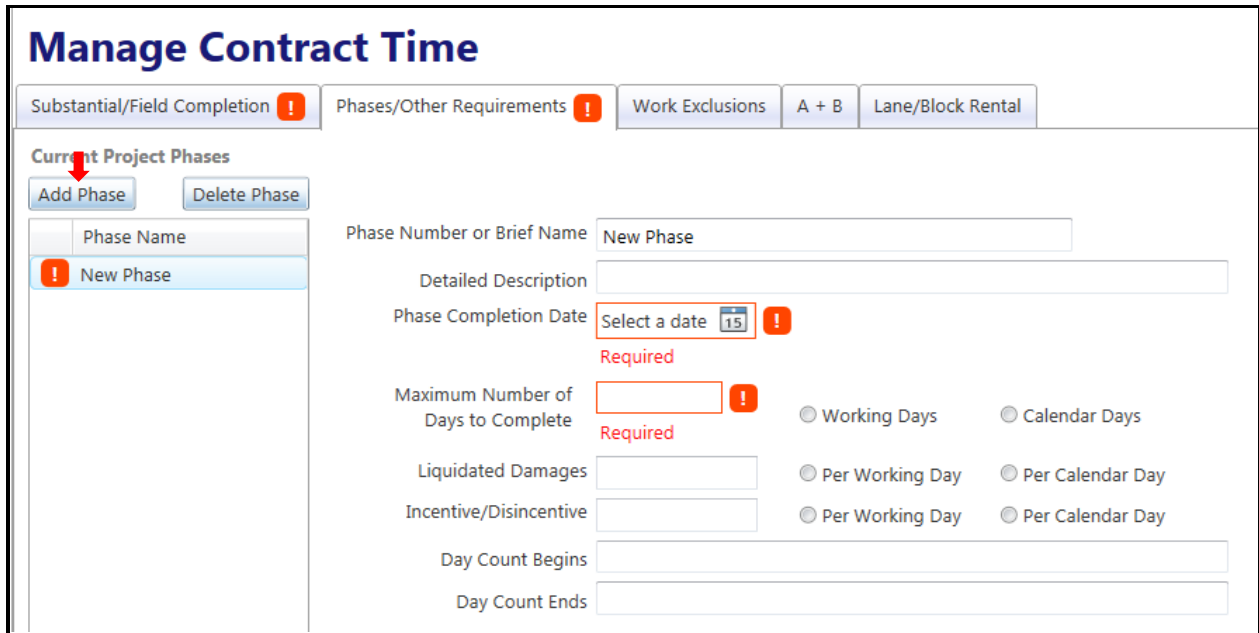
The Field Completion Day Count tab is similar to the Substantial Completion Day Count tab.

## 7. Phases / Other Interim Requirements

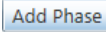
To add an additional phase to a contract, perform the following steps.

From the CM&P Frame Toolbar, click .

Once the window opens the user will need to open the Phases/Other Requirements tab as shown below.



The screenshot shows the 'Manage Contract Time' window with the 'Phases/Other Requirements' tab selected. The window has a navigation bar at the top with tabs: 'Substantial/Field Completion', 'Phases/Other Requirements', 'Work Exclusions', 'A + B', and 'Lane/Block Rental'. Below the navigation bar, there is a section for 'Current Project Phases' with 'Add Phase' and 'Delete Phase' buttons. A table lists the current phases, with 'New Phase' selected. To the right, there are form fields for 'Phase Number or Brief Name' (containing 'New Phase'), 'Detailed Description', 'Phase Completion Date' (with a calendar icon and '15'), 'Maximum Number of Days to Complete' (with a red warning icon), 'Liquidated Damages', 'Incentive/Disincentive', 'Day Count Begins', and 'Day Count Ends'. Radio buttons are present for 'Working Days' vs 'Calendar Days' and 'Per Working Day' vs 'Per Calendar Day'.

The user will need to select the  found on the left side of the page.

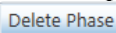
Enter the desired **Phase Number** and or a **Brief Name** in the appropriate field.

Enter the desired information in the **Detailed Description** field.

The **Maximum Number of Days to Complete** field is also required to be filled in.

Enter in any other information if needed then press the  button.

Repeat the steps for any additional phase/other requirements.

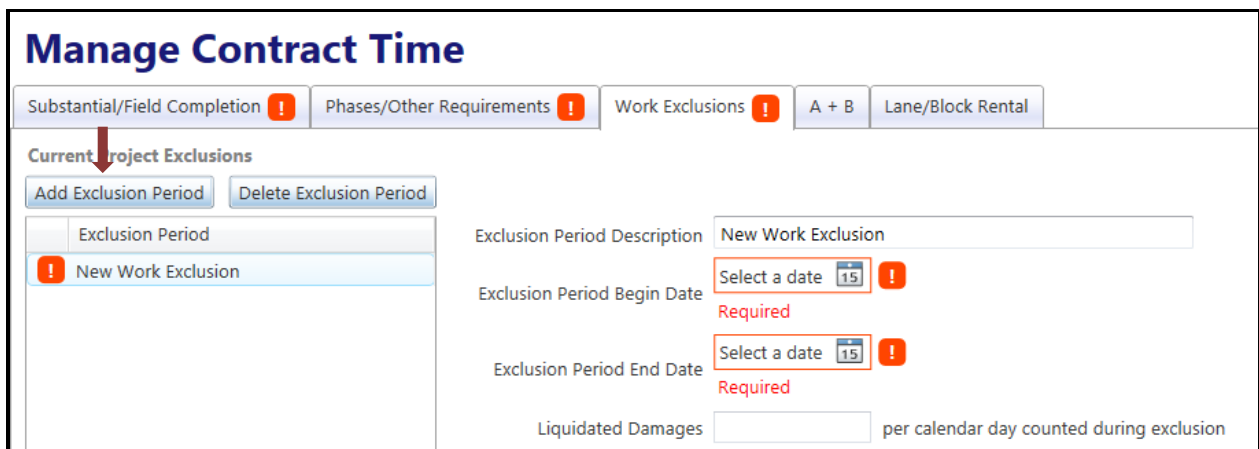
The  will need to be selected to remove a phase that is not needed.

## 8. Work Exclusion Periods

To add a Work Exclusion Period to the contract, perform the following steps.

From the CM&P Frame Toolbar, click .

Once the window opens the user will need to open the Phases/Other Requirements tab as shown below.



The screenshot shows the 'Manage Contract Time' window with the 'Work Exclusion Periods' tab selected. The window has a navigation bar at the top with tabs: 'Substantial/Field Completion', 'Phases/Other Requirements', 'Work Exclusion Periods', 'A + B', and 'Lane/Block Rental'. Below the navigation bar, there is a section for 'Current Project Exclusions' with 'Add Exclusion Period' and 'Delete Exclusion Period' buttons. A table lists the current exclusions, with 'New Work Exclusion' selected. To the right, there are form fields for 'Exclusion Period Description' (containing 'New Work Exclusion'), 'Exclusion Period Begin Date' (with a calendar icon and '15'), 'Exclusion Period End Date' (with a calendar icon and '15'), and 'Liquidated Damages' (with a text input field and 'per calendar day counted during exclusion').

The user will need to select the **Add Exclusion Period** button found on the left-hand side of the page.

Enter the desired **Exclusion Period Begin Date** field.

Enter the desired **Exclusion Period End Date** field.

Enter in any other information if needed then press the **Save** button.

Repeat the steps for any additional work exclusions desired.

The **Delete Exclusion Period** will need to be selected if a work exclusion needs to be removed.

### 9. A+B Incentive/Disincentive tab

Contract Day	Day Count Qty	Overrun	Days Counted to Date	Overrun Days to Date
08/14/2016	0.0	<input type="checkbox"/>	0.0	0.0
08/15/2016	0.0	<input type="checkbox"/>	0.0	0.0
08/16/2016	0.0	<input type="checkbox"/>	0.0	0.0
08/17/2016	0.0	<input type="checkbox"/>	0.0	0.0
08/18/2016	0.0	<input type="checkbox"/>	0.0	0.0
08/19/2016	0.0	<input type="checkbox"/>	0.0	0.0

The A+B Incentive/Disincentive tab allows the user to keep track of days on the job.

### 10. Lane Rental Tab

Contract Day	Lane (e.g.EBP)	Begin Location	End Location	Rental Miles	Start Time	End Time	Rental Days	LMD this Closure	LMD to Date
08/14/2016				0.0			0.0	0.00	0.00
08/15/2016				0.0			0.0	0.00	0.00
08/16/2016				27.0	10:00 AM		1.0	27.00	27.00
08/17/2016				0.0			0.0	0.00	27.00
08/18/2016				0.0			0.0	0.00	27.00

The Lane Rental tab allows the user to put in the lane rental miles, start time, end time and any other information needed.

### 11. Block Rental Tab

Contract Day	Block Description	Closed This Date
08/01/2016		
08/02/2016		
08/03/2016		
08/04/2016		
08/05/2016		
08/06/2016		
08/07/2016		
08/08/2016		
08/09/2016		
08/10/2016		

The Block Rental tab allows the user to put in information regarding a block rental which is a special provision within the contract.

## Visual Inspections

**Visual Inspections**

Contract Bid Items

- 560E2240 2-14'x14' Precast Concrete Box Culvert
- 560E3240 2-14'x14' Precast Concrete Box Culvert
- 700E0210 Class B Riprap
- 730E0210 Type F Permanent Seed Mixture
- 732E0100 Mulching
- 734E0154 12" Diameter Erosion Control Wattle
- 734E0602 Low Flow Silt Fence
- 831E0110 Type B Drainage Fabric

Material Groups


Description	Visual Inspections Required
TIE BOLTS A-36 (PRE-CAST BOX)	1
DRAINAGE FABRIC TYPE A	1
3/8" (A-36) PLATE - Connection	1
1/2" x 3" (A-108) CONC. ANCHORS	1

Visual Inspections

Add Delete

Inspected By	Inspected Date	Closed	Description
Rowles, Robert	08/16/2016	<input checked="" type="checkbox"/>	1/2" x 3" anchors embedded in cutoff walls. DOT was not notified by Forterra prior to pouring the cutoff walls, therefore the anchors were not inspected.

Save

The Visual Inspection tab allows the user to input information regarding any visual inspections being performed on the job. Once the inspection has been done, the individual will need to input the information regarding the visual inspection. When all the information is entered the individual will need to select the  Save button.

## Final Project Breakout

**Final Project Breakout**

PCN	Project No.	County	Participating to FHWA	Non-Participating	Total
01DN	BRO 8016(08)	Carson	\$55,948.18	\$0.00	\$55,948.18
01DN 16-354-116	BRO 8016(08)	Carson	\$283,419.86	\$0.00	\$283,419.86

Process

The Final Project Breakout tab displays the PCN, Project No., County, the dollar amount of participating to FHWA and Non-Participating dollar amounts for the project and the total dollar amount of funds towards the project.

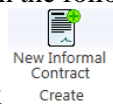
## Contract Log

The screenshot shows the 'Contract Log' interface. At the top left, there are 'Add' and 'Delete' buttons. Below them is a table with columns 'Entry Date', 'Logged By', and 'Description'. The first row contains the text '02/09/2017 Chris Kruger 8" PCC Paving.'. To the right of the table, there are fields for 'Entry Date' (2/9/2017) and 'Logged By' (Chris Kruger). Below these fields is a large text area for 'Description' containing the text '8" PCC Paving.'. In the top right corner, there is a 'Save' button.

## New Informal Contract

Informally let contracts with standard bid items and a PCN number may be created in the CM&P System by engineering supervisors.

To create an informal contract, perform the following steps.



From the CM&P Frame Toolbar, click  
The New Informal Contract Window appears as shown below.

The screenshot shows the 'New Informal Contract' window. It is divided into two main sections: 'Contract Details' and 'Contractor'. The 'Contract Details' section includes fields for 'Contract Description', 'Responsible Area', 'Letting Date', 'Award Date', 'Original Completion', 'Original Work Days', 'Original Amt', and 'Work Description'. Each field has a red 'Required' label and a red exclamation mark icon. The 'Contractor' section includes a radio button for 'New' and a radio button for 'Existing', a 'Name' field with a dropdown arrow, and fields for 'Address', 'City', 'State', and 'Zip'. A 'Save' button is located in the top right corner.

On the **Contract Tab**, enter descriptive information in the **Contract Description** and **Work Description** field.

Select the desired information from the dropdown listings for the **Responsible Area**, **Letting Date**, **Award Date**, **Original Field Work Completion Date** and **Original Amount** fields.

Mark the **Federal Oversight**.

Enter the appropriate information in the **Main Project** field.

Select the desired information from the dropdown listings for **Existing C2C Project**, **Project Type** and **Improvement**.


Enter the necessary **Description** for the main project.

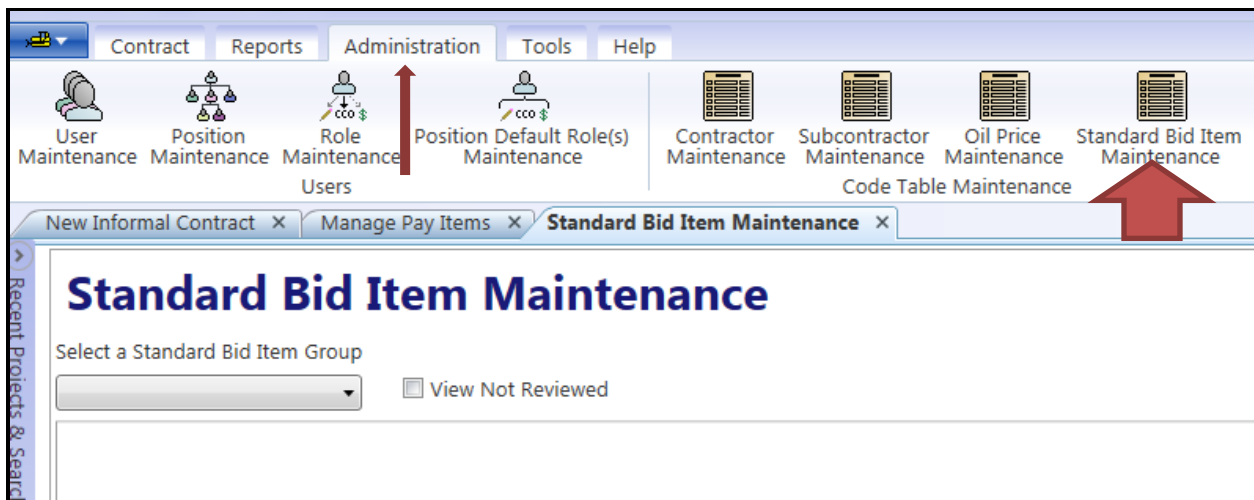
Enter the appropriate information in the **Contractor** field.

Select whether the contractor is **New** or **Existing**.

Select the desired information from the dropdown listings for the **Contractor Name**.

The necessary information will populate the fields below the contractor's name. If the contractor is new then the necessary information will need to be entered for that contractor.

Once the information is put into CM&P, click .




Once the contract is created, **Standard Bid Items** can be added to the contract.

The **Standard Bid Item Maintenance** is located under the **Administration tab**. The user will need to select

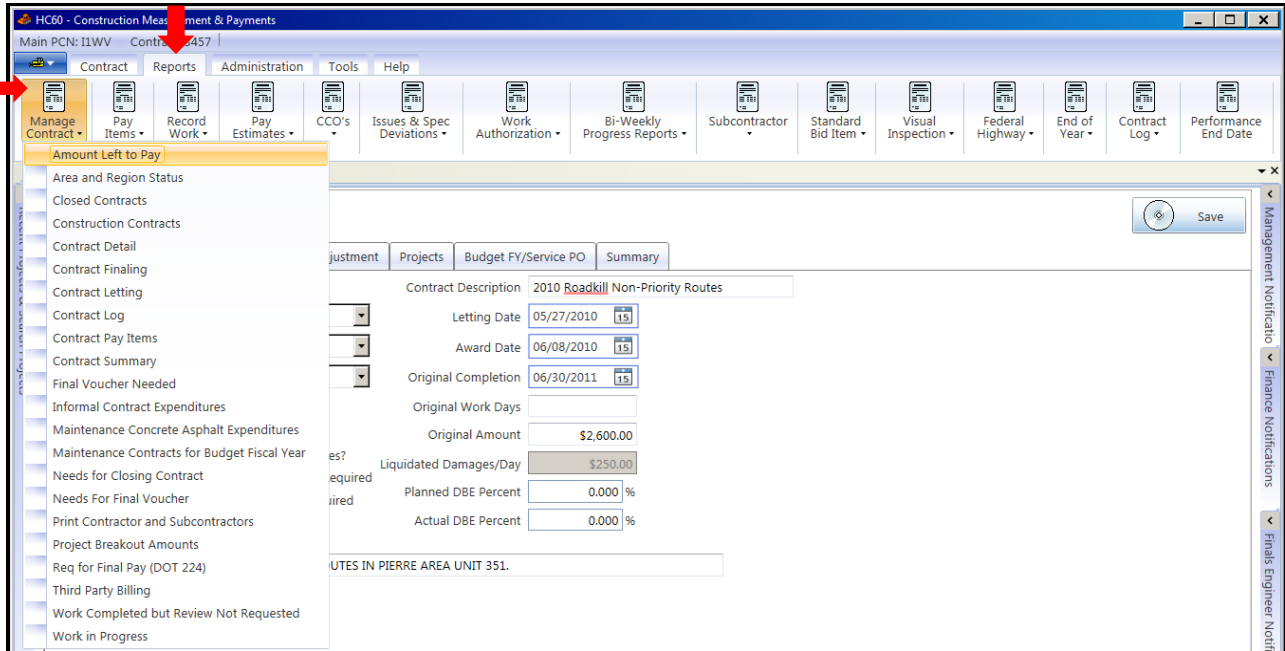


the **Standard Bid Item Maintenance** icon to open the **Standard Bid Item Maintenance** and to access the bid items. Once

the items are attached to the contract click .

# REPORTS

## Manage Contract



### 1. Amount Left to Pay

Area	PCN	Project	Original Amount	Change Amount	Paid Amount	Left to Pay Amount
Mobridge Area	00B0	BRO 8011(01)	\$806,640.70	-\$46,307.50	\$850,333.20	\$0.00
Mobridge Area	0297	P 0010(81)224	\$3,193,123.57	\$173,595.93	\$3,366,719.50	\$0.00
Mobridge Area	04GT	P 0032(17)	\$69,140.12	\$960.15	\$70,116.27	\$0.00
Mobridge Area	04FF	P 0010(108)182	\$109,356.10	\$2,012.42	\$111,368.52	\$0.00
Pierre Area	052C	ER 0034(172)115	\$1,198,452.34	\$75,699.65	\$1,280,632.57	-\$6,480.58
Pierre Area	052D	ER 0034(173)116	\$1,072,641.08	\$235,735.57	\$1,295,158.23	\$13,218.42
Winner Area	020K	IM 0903(91)174	\$17,573,321.10	\$608,326.02	\$18,081,647.12	\$0.00
Winner Area	029T	P 0240(11)164	\$687,266.80	-\$4,231.21	\$683,035.59	\$0.00
Winner Area	035G	IM 0903(97)172	\$295,479.90	-\$21,710.30	\$280,304.32	-\$6,534.72
Winner Area	03VV	IM 0903(103)152	\$1,675,166.51	-\$193,885.14	\$1,481,271.37	\$0.00
Winner Area	048E	NH-P 0033(18)	\$1,752,499.77	\$27,484.67	\$1,770,649.95	\$4,334.49
Winner Area	053K	IM-NH 0033(23)	\$917,763.45	-\$69,278.04	\$872,052.00	-\$23,606.59
Winner Area	8488	P 0044(150)171	\$2,381,422.50	\$89,849.49	\$2,444,845.67	\$26,426.32
Winner Area	143G	000N-392	\$9,000.00	\$4,162.50	\$13,162.50	\$0.00

On the **Amount Left to Pay** report, you can do a search per region to check which projects have money left to pay. The user can select parameters to produce the report shown above. The sort/parameter button **ALL** may be used to sort by **Area**, **Statewide Operations**, or **All**. Once the parameters are selected, press **Run Report**. The report will show any contracts with amounts left to pay with an approved final WPR.

## 2. Area and Region Status

This report lists contracts by DOT personnel assignments, as well as by contractor, in addition to identifying numbers as it displays the contract status information specified. The report opens with the Area and Region Status Report parameters, allowing users to specify the region or area and beginning and ending date of contracts to display, as well as which contract information to include (i.e. CCO's, Pay Estimates, and /or WPR's.) The user will need to press the **Parameters** button for the parameters to be selected. Once the parameters have been chosen, select **Run Report**.

## 3. Closed Contracts

Project Nbr	PCN	Letting Date	Closed Date	3-yr Close Date
<b>Aberdeen</b>				
NH 0012(146)262	028J	02/15/2012	08/03/2016	08/03/2019
ER 6462(10)	03L6	02/05/2014	08/01/2016	08/01/2019
<b>Belle Fourche</b>				
BRO 8032(04)	01WE	03/07/2012	08/24/2016	08/24/2019
P 0073(52)177	022V	09/19/2012	08/24/2016	08/24/2019
P 6313(08)	00BF	05/01/2013	08/01/2016	08/01/2019

This report displays project number, PCN, letting date, closed date and 3-yr close date. The user will need to select the **Begin Date** and **End Date** and then select **Parameters** so the two fields appear as shown above on the report. Once the fields are set, select **Run Report**.



## 4. Construction Contracts

**South Dakota Department of Transportation  
Construction Contracts**

Contract ID: 6110 Original Amount: \$231,855.21 Service PO Amount: Contractor: LIEN TRANSPORTATION CO Final Voucher Date:

Project Nbr	PCN	Original Project Amount	Increase/Decrease	Current Project Amount	Paid to Date Amount	Amount Left to be Paid
P TAPU(03)	04G7	\$231,855.21	\$0.00	\$231,855.21	\$3,076.00	\$228,779.21
<b>Aberdeen Region Total:</b>		<b>\$122,330,187.17</b>	<b>\$231,078.37</b>	<b>\$122,561,265.54</b>	<b>\$80,843,651.13</b>	<b>\$41,717,614.41</b>

**Mitchell Region**

Contract ID: 1958 Original Amount: \$19,549,361.06 Service PO Amount: Contractor: Reede Construction, Inc. Final Voucher Date:

Project Nbr	PCN	Original Project Amount	Increase/Decrease	Current Project Amount	Paid to Date Amount	Amount Left to be Paid
IM 29-3(76)77	3443	\$15,066,917.95	\$436,228.24	\$15,503,146.19	\$15,621,319.41	(\$118,173.22)
P-PH 0042(10)363	4458	\$4,482,443.11	\$261,151.48	\$4,743,594.59	\$4,538,026.46	\$205,568.13
<b>Contract ID: 1958 Total:</b>		<b>\$19,549,361.06</b>	<b>\$697,379.72</b>	<b>\$20,246,740.78</b>	<b>\$20,159,345.87</b>	<b>\$87,394.91</b>

Contract ID: 2221 Original Amount: \$377,101.98 Service PO Amount: Contractor: Myrl and Roy's Paving Inc. Final Voucher Date:

Project Nbr	PCN	Original Project Amount	Increase/Decrease	Current Project Amount	Paid to Date Amount	Amount Left to be Paid
PH 1380(01)	6287	\$377,101.98	\$0.00	\$377,101.98	\$0.00	\$377,101.98

Contract ID: 3937 Original Amount: \$1,368,421.93 Service PO Amount: Contractor: Sign Up LTD Final Voucher Date:

The **Construction Contracts** report lists contracts per region. The report shows what projects have amounts left to pay.

### 1. Contract Detail

02/28/2017 Page 1 of 2


**SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION**  
PCN: 01DN Project: BRO 8016(08)

Type of Work: Structure and Approach Grading (2-14x14' Precast RCBC)  
Contractor: MILLER CONSTRUCTION & CRAVEL LLC

Milestone	Date	Responsible Area	Original Completion Time
Awarded	04/20/2016	Mobridge Area	09/02/2016
Notice to Proceed	05/25/2016		
Work Started	08/01/2016		
Work Completed			
Acceptance Letter			
Final CCO Approved			

Statistic	Value
Original Contract Amount	\$458,467.47
Final Estimate Amount	\$339,968.04
Net Change	\$22,790.00
Liquidated Damages	\$0.00 (0 days)
Royalty Deduct	\$0.00

Line #	Item Description	Unit	Unit Price	Ong Qty	Contract Qty	Auth Qty	Paid Qty
001P	Mobilization	LS	1,000	45,374.820	45,374.820	45,374.820	45,374.820
002P	Remove Sediment	CuYd	100.000	30.000	30.000	0.000	0.000
003P	Unclassified Excavation	CuYd	4,000	1,459.000	1,459.000	0.000	0.000
004P	Contractor Furnished Borrow Excavation	CuYd	10,500	5,306.000	5,306.000	0.000	0.000
005P	Placing Topsoil	CuYd	2,500	612.000	612.000	0.000	0.000
006P	Incidental Work, Grading	LS	1,000	500.000	500.000	0.000	0.000

The **Contract Detail** report shown above allows the user to see an overview of the project.  will need to be pressed so that the report can be refreshed. The report shows when the project was awarded, notice to proceed, work started, the contractor, type of work, responsible area, original completion time, number of working days used, original contract amount, final estimate amount, net change, liquidated damages, and royalty deduction.

## 2. Contract Finaling report

Original Amt	\$458,462.47	Current Amt		CCO Amt		Payments	\$339,368.04												
<b>Contract Finaling Report</b> Administered by: Armfield, Kelly   Mobridge Area   Structure & Approach Grading Page 1 of 2   Printed 03/01/2017				<b>Prime Contractor</b> MILLER CONSTRUCTION & GRAVEL, LLC <b>First Party</b>															
<b>Awarded</b> 04/20/2016 <b>Original Completion</b> 09/02/2016 <b>DOT 209 - Auth Signature</b> <b>Notice To Proceed</b> 05/25/2016 <b>Work Started</b> 08/01/2016 <b>Work Completed</b> <b>DOT 21 - Matl Cert Received</b> <b>DOT 246A - Contractor Req Letter</b> <b>Interest Begins</b> <b>Final Voucher Received</b> <b>DOT 244 - Final Estimate Letter</b> <b>DOT 246B - Recommend Accept Letter Sent</b> <b>Acceptance Letter Written</b> <b>Contract Closed</b>				<b>Planned DBE Participation</b> 0.00% <b>Actual DBE Participation</b> 0.00% <b>Actual DBE Participation Date</b>															
				<b>DOT 246A - Contractor Met Requirements?</b> N <b>Federal Oversight?</b> N  <b>Contract Finalled?</b> N															
<b>DOT 240 - Adjustment Status</b>																			
<b>SubContractors</b>																			
<table border="1"> <thead> <tr> <th>SubContractor</th> <th>Sublet %</th> <th>Notice to Employees?</th> <th>Employment Rpt?</th> </tr> </thead> <tbody> <tr> <td>Broz Engineering Inc</td> <td>2.84%</td> <td></td> <td>N</td> </tr> <tr> <td>3D Specialties</td> <td>0.65%</td> <td></td> <td>N</td> </tr> </tbody> </table>								SubContractor	Sublet %	Notice to Employees?	Employment Rpt?	Broz Engineering Inc	2.84%		N	3D Specialties	0.65%		N
SubContractor	Sublet %	Notice to Employees?	Employment Rpt?																
Broz Engineering Inc	2.84%		N																
3D Specialties	0.65%		N																

## 3. Manage Contract-Contract Letting

03/01/2017 July 29, 2016 Letting 14GB, 6269 Page 1 of 1

**CMS Contract: 6269**

Copy of contract for CONSTRUCTION OF 40 FT. WIDE APPROACH WITH CMP & SAFETY ENDS. 000P 151. PCN HGR, 1 length 0.00 miles

**Contract Awarded To:** Kriach Construction  
Waubay, SD

**Awarded On:** 08/01/2016

**Time of Completion:** On or Before 09/02/2016

Item No	Approx Quantity	Item Description	Measurement Unit	Unit Bid Price	Amount
001N	2,000.000	Mobilization	LS	\$1.00	\$2,000.00
002N	7,100.000	Incidental Work, Grading	LS	\$1.00	\$7,100.00
003N	80.000	Base Course	Ton	\$8.50	\$680.00
004N	112.000	18" CMP 16 Gauge, Furnish	Ft	\$14.76	\$1,653.12
005N	117.000	18" CMP, Install	Ft	\$14.76	\$1,653.12
006N	2.000	18" CMP Safety End, Furnish	Each	\$340.00	\$680.00
007N	7.000	18" CMP Safety End, Install	Each	\$340.00	\$2,380.00
008N	104.000	Traffic Control Signs	Sqft	\$7.00	\$728.00
009N	1,100.000	Traffic Control, Miscellaneous	LS	\$1.00	\$1,100.00
010N	1.000	Type C Advance Warning Arrow Board	Each	\$1.00	\$1.00
011N	2,000.000	Erosion Control	LS	\$1.00	\$2,000.00
<b>Total or Gross Sum Bid</b>					<b>\$18,275,24</b>

This report provides information about the specified contract(s). The user will need to set a parameter for this screen to show information. Listed below is the sequence to produce the report shown above.

1. Click Parameters .
2. Select a letting date.
3. Click Run Report .

Once the report is created it can be viewed or printed.

## 4. Contract Log

**SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION  
CONTRACT LOG** 03/02/2017  
Page 1 of 1

PCN \_\_\_\_\_  
Project No. \_\_\_\_\_ County \_\_\_\_\_  
Prime Contractor \_\_\_\_\_  
Type of Work \_\_\_\_\_  
-----  
Logged by \_\_\_\_\_  
Log Date \_\_\_\_\_  
Log Desc \_\_\_\_\_

The Contract Log report lists pertinent contract information which could not be recorded elsewhere in CM&P. This sheet can be used to document changes that might have taken place within a project. Example might be if a programmer had to change information within the project, then either he or she could document what changes were made.

## 5. Contract Pay Items

**Contract Pay Items** Date Rec: 01/21/1998

Contracts: 1  
PCN: 3811 (Main)  
Project(s): P 0019/00/00 (Main)  
County: Minnehaha  
Location: SD19 6.5 S LAKE CO OVER BRANCH OF SKUNK CRK 50-030-065  
Type of Work: BRIDGE DECK OVERLAY (5' 8" REINFORCED CONCRETE BRIDGE)  
Contractor: INDUSTRIAL BUILDERS INC Length: 0.000 miles  
Engineer: Lyle Neuhaarth Area: Sioux Falls Area

Line #	Item Description	Unit	Unit Price	Original Qty	Current Contract Qty	Authorized Qty	Paid Qty	Closed?
001N	MOBILIZATION	L.S.	1.00	20,000.000	20,000.000	20,000.000	20,000.000	Y
002N	REMOVAL OF BEAM GUARDRAIL	L.F.	2.10	25.000	25.000	25.000	25.000	Y
003N	REM OF W BEAM GR FOR RESET	L.F.	2.45	50.000	50.000	50.000	50.000	Y
004N	REM OF WB GR BRKY CABLE TERM	EACH	150.00	2.000	2.000	2.000	2.000	Y
005N	ASPHALT CONCRETE COMPOSITE	TON	135.00	43.000	60.400	60.400	60.400	Y
006N	COLD MILLING ASPHALT	SQYD	10.00	334.000	334.000	334.000	334.000	Y
007N	TYPE 1A REMOVAL (CONCRETE)	SQYD	20.00	175.600	175.600	175.600	175.600	Y
008N	TYPE 1B REMOVAL (CONCRETE)	SQYD	45.00	35.600	38.700	38.700	38.700	Y
009N	TYPE 1C REMOVAL (CONCRETE)	SQYD	90.00	9.500	6.700	6.700	6.700	Y

The Contract Pay report above shows what contract pay items are associated with the project.

## 6. Contract Summary


**Contract Summary** Page 1 of 6

Contracts in Progress in the Pierre region

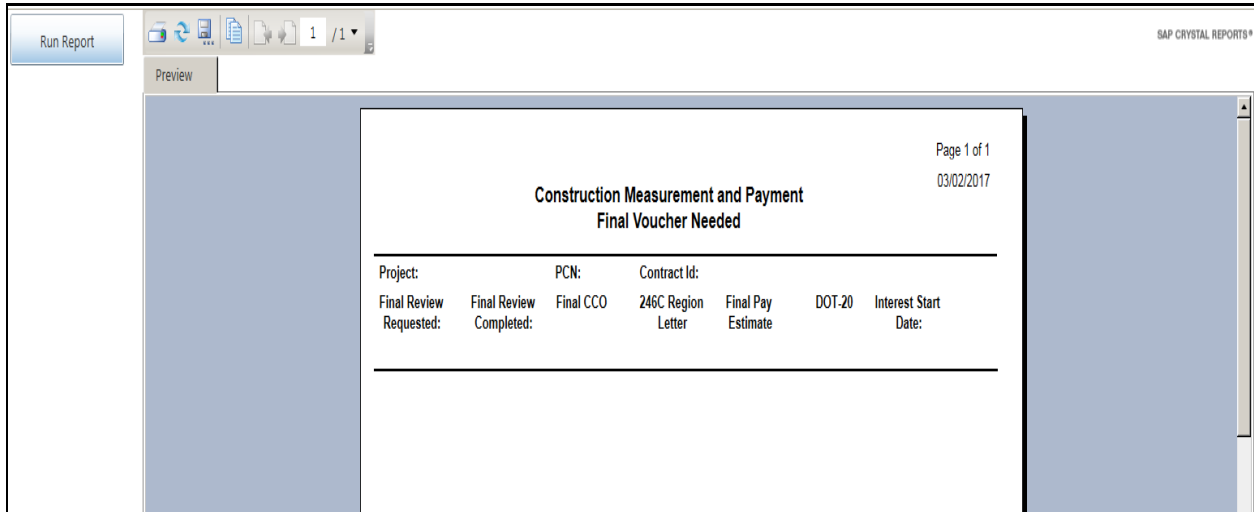
#	Original Amt	% Complete	Orig Comp Date	Assess Date	Start Date	Work Comp	Region	PR-47 Cert	PR-47 Recvd	Final Fee	Final Vld	Final COD	PN SH FS
4827	\$1,072,541.00	120.74%	09/02/16	07/24/14	05/23/14		Pierre						Y Y
Prime Contractor: A.G.E Corporation Managed by: Larson, Shelley Pierre Area													
0920	611,003,417,01116		Macellaneous				Liebach						
SUD1 - Late Buffalo, 0.3 Miles East of the Meade/Liebach County Line													
3967	\$1,548,851.06	97.31%	09/02/16	07/28/14	06/30/15		Pierre Area						
Prime Contractor: A.G.E Corporation Managed by: Larson, Shelley Pierre Area													
0314	NH 00141091225		Macellaneous				Stanley						
US14 - Fin the W City Limits of Ft Pierre W													
4820	\$6,080,537.05	112.90%	09/02/16	02/26/15	04/21/15		Pierre Area						
Prime Contractor: Moris Inc. Managed by: Strand, Dan Pierre Area													
009E	P 00341541225		AC Resurfacing				Hughes						

The user will need to set a parameter for this screen to show information. Listed below is the sequence to produce the report shown above.

1. Click Parameters .
2. Select the parameters the user would like to do a sort of. The sort can be done by Contracts in Progress, Contracts Waiting for a Final Voucher, Contractor, and Region.

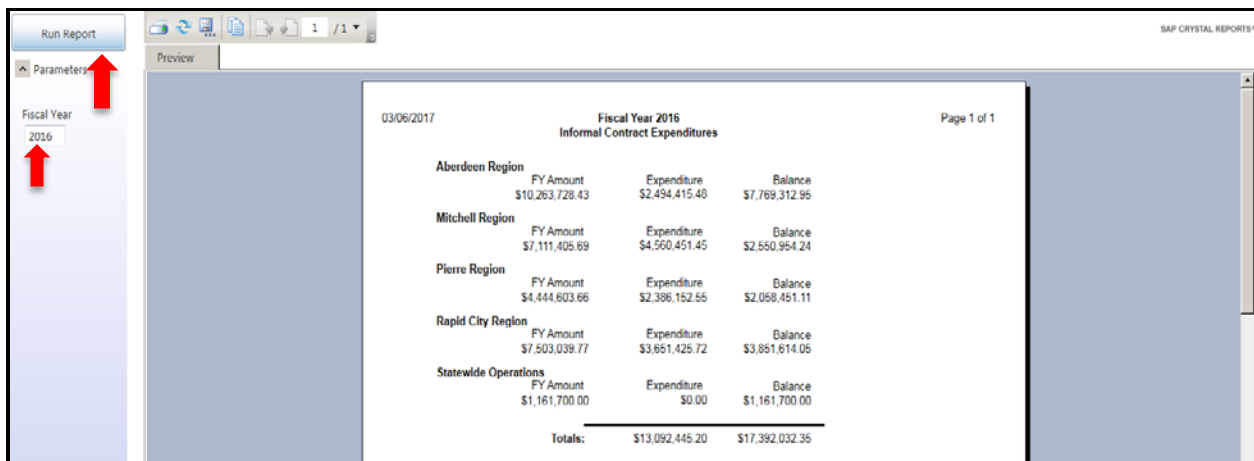
3. Once the parameters are selected then .
4. Once the report is created, it can be viewed or printed.

## 7. Final Voucher Needed



This report lists identifying numbers and dates from the Manage Contract Window tabs for all contracts requiring Final Vouchers. The report opens directly from the currently selected contract.

## 8. Informal Contract Expenditures



This report lists expenditures for informal contracts by region, giving expenditures and balances. The report opens with the Fiscal Year Expenditures Parameters Window, allowing the users to specify the fiscal year of the contracts to display.

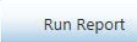
## 9. Maintenance Concrete Asphalt Expenditures

03/06/2017 Fiscal Year 2016 Maintenance Concrete Asphalt Expenditures Page 1 of 1				
<b>Aberdeen Region</b>				
FY Amount	Installed Tons	Expenditure	Balance	
\$0.00	0.00	\$0.00	\$0.00	
<b>Mitchell Region</b>				
FY Amount	Installed Tons	Expenditure	Balance	
\$0.00	0.00	\$0.00	\$0.00	
<b>Pierre Region</b>				
FY Amount	Installed Tons	Expenditure	Balance	
\$312,448.90	8,804.10	\$114,384.25	\$198,064.65	
<b>Rapid City Region</b>				
FY Amount	Installed Tons	Expenditure	Balance	
\$0.00	0.00	\$0.00	\$0.00	
<b>Statewide Operations</b>				
FY Amount	Installed Tons	Expenditure	Balance	
\$0.00	0.00	\$0.00	\$0.00	
<b>Totals:</b>		\$114,384.25	\$198,064.65	

The Maintenance Concrete Asphalt Expenditures report lists concrete maintenance asphalt expenditures by region and installed tons, giving expenditures and balances. The report opens with the Fiscal Year Expenditures Parameters Window, allowing users to specify the fiscal year of contracts to display. Once generated, the report displays as shown above.

## 10. Maintenance Contracts for Budget Fiscal Year

03/06/2017 South Dakota Department of Transportation Maintenance Contracts for Budget Fiscal Year 2016						
<b>Aberdeen Region</b>						
Contract ID: 5173	Original Amount: \$301,955.75	Service PO Amount: \$361,878.55	Contractor: LIEN TRANSPORTATION CO	Final Voucher Date: 04/05/2016		
<u>Project Nbr</u>	<u>PCN</u>	<u>Original Project Amount</u>	<u>Increase/Decrease</u>	<u>Current Project Amount</u>	<u>Paid to Date Amount</u>	<u>Left to be Paid</u>
010-151	13W7	\$133,469.85	\$44,642.31	\$178,112.16	\$178,112.16	\$0.00
020-151	13W8	\$45,601.40	\$920.62	\$46,522.02	\$46,522.02	\$0.00
037-151	13W9	\$122,884.50	\$14,359.87	\$137,244.37	\$137,244.37	\$0.00
<b>Contract ID: 5173 Total:</b>		\$301,955.75	\$59,922.80	\$361,878.55	\$361,878.55	\$0.00
Contract ID: 5184	Original Amount: \$185,631.75	Service PO Amount: \$193,935.52	Contractor: LIEN TRANSPORTATION CO	Final Voucher Date: 02/22/2016		
<u>Project Nbr</u>	<u>PCN</u>	<u>Original Project Amount</u>	<u>Increase/Decrease</u>	<u>Current Project Amount</u>	<u>Paid to Date Amount</u>	<u>Left to be Paid</u>
212-152	13U3	\$185,631.75	\$10,078.77	\$195,710.52	\$195,710.52	\$0.00
<b>Contract ID: 5184 Total:</b>		\$185,631.75	\$10,078.77	\$195,710.52	\$195,710.52	\$0.00
Contract ID: 5185	Original Amount: \$18,038.45	Service PO Amount: \$22,355.17	Contractor: J.N. Seeding	Final Voucher Date: 10/27/2015		
<u>Project Nbr</u>	<u>PCN</u>	<u>Original Project Amount</u>	<u>Increase/Decrease</u>	<u>Current Project Amount</u>	<u>Paid to Date Amount</u>	<u>Left to be Paid</u>
012-151	141A	\$18,038.45	\$3,716.72	\$22,355.17	\$22,355.17	\$0.00
<b>Contract ID: 5185 Total:</b>		\$18,038.45	\$3,716.72	\$22,355.17	\$22,355.17	\$0.00

The user will need to press the parameter button to drop down the Fiscal Year box if it is not shown. The fiscal year will need to be filled in. Press  to generate the report.

## 11. Needs for Closing Contract

03/06/2017 Needs for Closing Contract					
Contract	PCN	Main Project Nbr	Project Engineer	Area	Original Amt
2023	H058	BRF 6438(01)	Adam McMahon	Belle Fourche Area	172,747.82
		<u>Date</u>	<u>Contract Checklist</u>		
		06/08/2006	Notice to Proceed Date		
		09/19/2006	Work Started Date		
		10/13/2006	Work Completed Date		
		01/02/2007	Final CCO Approved		
		01/09/2007	Final Estimate Approved		
		11/14/2006	DOT 246B - Area Acceptance Letter Date		
		12/18/2006	DOT 246C - Region Acceptance Letter Date		
		03/28/2007	Final Voucher Processed Date		
		07/20/2007	Notice of Termination Date		
		11/29/2006	DOT 19 - Region Material Certification Letter Date		
		11/30/2006	DOT 20 - Project Materials Summary Letter Date		
Contract	PCN	Main Project Nbr	Project Engineer	Area	Original Amt
4177	6353	BRF 6679(01)	Joel Flesner	Belle Fourche Area	667,219.50
		<u>Date</u>	<u>Contract Checklist</u>		
		04/18/2013	Notice to Proceed Date		

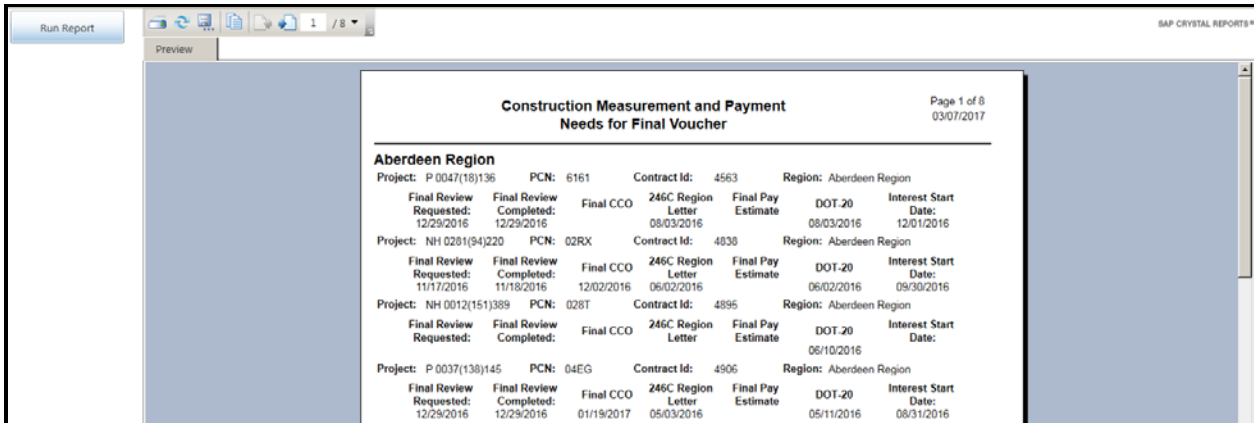
The user has a few different options when it comes to producing this report. The parameters are listed as follows:

1. Sort by current contract

2. Sort by open contracts within an area
3. The sort can also list items that are missing or unresolved.

Once the parameters have been chosen, click  .

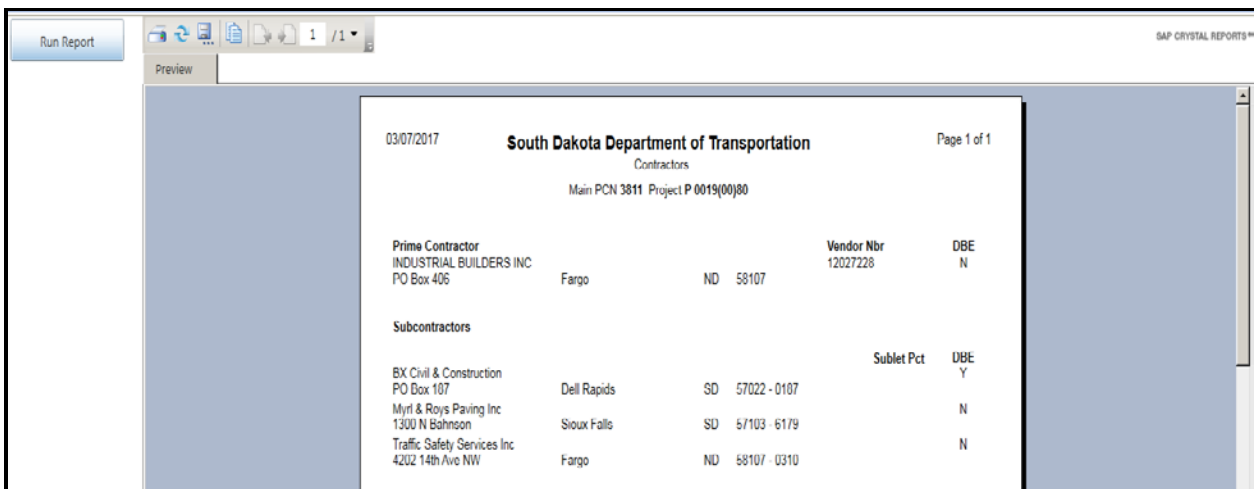
## 12. Needs for Final Voucher



Construction Measurement and Payment Needs for Final Voucher							Page 1 of 8 03/07/2017
<b>Aberdeen Region</b>							
Project: P 0047(18)136	PCN: 6161	Contract Id: 4563	Region: Aberdeen Region				
Final Review Requested: 12/29/2016	Final Review Completed: 12/29/2016	Final CCO	246C Region Letter	Final Pay Estimate	DOT-20	Interest Start Date:	12/01/2016
Project: NH 0281(94)220	PCN: 02RX	Contract Id: 4838	Region: Aberdeen Region				
Final Review Requested: 11/17/2016	Final Review Completed: 11/18/2016	Final CCO	246C Region Letter	Final Pay Estimate	DOT-20	Interest Start Date:	09/30/2016
Project: NH 0012(151)389	PCN: 028T	Contract Id: 4895	Region: Aberdeen Region				
Final Review Requested: 12/29/2016	Final Review Completed: 12/29/2016	Final CCO	246C Region Letter	Final Pay Estimate	DOT-20	Interest Start Date:	06/10/2016
Project: P 0037(138)145	PCN: 04EG	Contract Id: 4906	Region: Aberdeen Region				
Final Review Requested: 12/29/2016	Final Review Completed: 12/29/2016	Final CCO	246C Region Letter	Final Pay Estimate	DOT-20	Interest Start Date:	08/31/2016

This report lists identifying numbers and important dates for all contracts requiring Final Vouchers, specifying which items required for the Final Voucher are still missing. The report will need to be generated by pressing the Run Report button and it generates it by Region.

## 13. Print Contractor and Subcontractors



South Dakota Department of Transportation							Page 1 of 1
Contractors							
Main PCN 3811 Project P 0019(00)80							
<b>Prime Contractor</b>				<b>Vendor Nbr</b>	<b>DBE</b>		
INDUSTRIAL BUILDERS INC	Fargo	ND	58107	12027228	N		
<b>Subcontractors</b>							
					<b>Sublet Pct</b>	<b>DBE</b>	
BX Civil & Construction	Dell Rapids	SD	57022 - 0107		Y		
Myrl & Roys Paving Inc	Sioux Falls	SD	57103 6179		N		
Traffic Safety Services Inc	Fargo	ND	58107 - 0310		N		

The Contractor/Subcontractor report contains a listing of all work being sublet by the contractor. This report contains the Prime Contractor, address of the prime, vendor number of the prime and if the prime is a DBE. Other information contained on this report is a list of all Subcontractors along with their address, percentage of the sublet and if the subcontractor is a DBE.

## 14. Project Breakout Amounts

03/07/2017 **South Dakota Department of Transportation** Project Breakout Amounts Page 1 of 1

Contract	Main PCN	Main Project Nbr	Letting Date	Original Amt	Change Amt	Contract Amt	Paid Amt
4563	6161	P 0047118136	09/20/2014	\$4,203,286.08	\$0.00	4,203,286.08	4,091,801.99
		P 0047118136		\$4,203,286.08	\$0.00	4,203,286.08	4,091,801.99
4838	02RX	NH 0281040220	01/21/2015	\$2,866,037.30	\$99,304.25	2,964,341.55	2,964,171.55
		NH 0281040220		\$1,793,935.75	-\$4,832.60	1,708,103.09	1,779,561.07
		NH 0281040220		\$1,071,101.55	\$104,136.90	1,175,238.45	1,184,579.68
4906	04EG	P 00371138145	02/04/2015	\$4,857,169.28	\$57,707.27	4,914,876.55	4,914,020.55
		P 00371138145		\$4,093,929.52	\$128,463.45	4,222,392.97	4,219,590.48
		NH 0212147315		\$97,492.45	\$19,910.29	117,402.74	117,410.74
		NH 0212147315		\$217,883.15	\$/3,397.81	144,455.34	144,455.34
		P 00371110157		\$235,695.84	-\$1,348.43	234,347.41	236,084.41
		P 00371110157		\$122,715.07	\$9,546.08	113,169.89	113,169.88
		P 00371110157		\$89,482.35	-\$6,376.13	83,106.22	83,106.20
5523	04WM	NH 02121700226	03/16/2016	\$4,067,833.69	\$/9,051.63	4,146,885.32	3,824,107.90
		NH 02121700226		\$4,067,833.69	\$/9,051.63	4,146,885.32	3,824,107.90

The report shown above gives the user the original amount of the contract, the change order amount, new contract amount, and paid amount. To produce this report, the parameters will need to be set, multiple PCN's

can be entered (example  ). Once the parameters are chosen, click  .

## 15. Required for Final Pay (DOT 224)

DOT-224 **South Dakota Department of Transportation**  
Contract No. 1 in the Sioux Falls Area  
03/07/2017

To: Division of Finance  
Department of Transportation  
700 Broadway Ave East  
Pierre, South Dakota 57501

The Final Estimate of INDUSTRIAL BUILDERS INC is herewith submitted to be presented for payment.

Type of Work **BRIDGE DECK OVERLAY (53' 8" REINFORCED CONCRETE BRIDGE)**

Awarded	01/22/1998	Original Completion Time	09/02/2016
Notice to Proceed	06/01/1998	No. of Working Days Used	0.0
Work Started	07/13/1998	Original Contract Amount	\$70,811.35
Work Completed	08/03/1998	Final Estimate Amount	\$72,678.21 (+/- 0.00)
Acceptance Letter	06/06/2000	Net Change	\$1,866.86
Final CCO Approved	02/07/2000	Liquidated Damages	\$0.00 (0.0 days)
		Royalty Deduct	\$0.00

Distribution to Date (by Pay Estimate)					
PCN	Project No	County	Participating to FHWA	Non-Participating	Total
3811	P 001900090	Minnehaha	\$0.00	\$72,678.21	\$72,678.21


Percent Distribution to Date (by Item Installation)

This report, which is addressed to the Division of Finance (upper left corner), contains summary information about the selected contract (e.g. key dates, PCN No., Project Number, County, Participating to FHWA, Non-Participating and Total). The user might have to press the Run Report button if the report does not open directly.

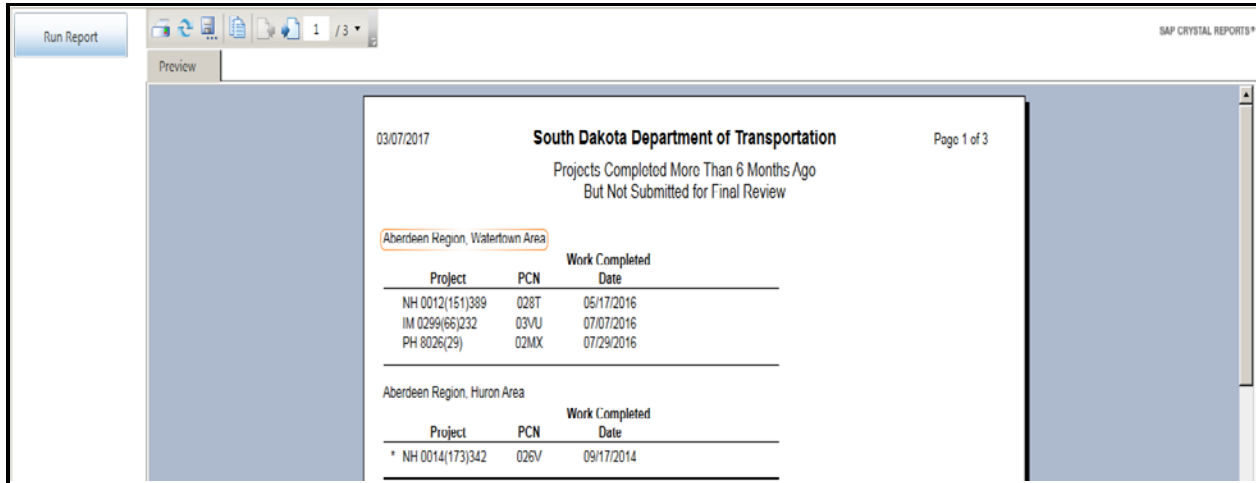
## 16. Third Party Billing Report

03/07/2017 **Third Party Billing Report** Page 1 of 1

Contract Id	PCN	Project Nbr	Prime Contractor
6,279	I44E	000P-272	3-D DIGGING & TRUCKING I
6,278	I44F	000N-272	1-Stop Weed & Pest, LLC, Sh

This report displays contract IDs and prime contractors for contracts according to PCN and project numbers. The report should generate once the tab is open, if it does not generate automatically then click 

### 17. Work Completed but Review Not Requested



03/07/2017 **South Dakota Department of Transportation** Page 1 of 3  
 Projects Completed More Than 6 Months Ago  
 But Not Submitted for Final Review

Aberdeen Region, Watertown Area

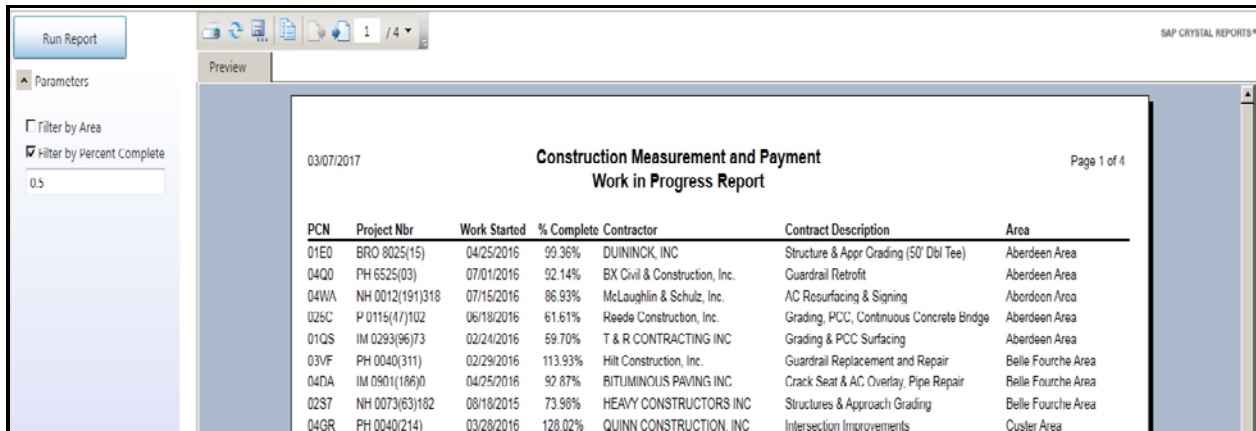
Project	PCN	Work Completed Date
NH 0012(151)389	028T	05/17/2016
IM 0299(66)232	03VU	07/07/2016
PH 8026(29)	02MX	07/29/2016

Aberdeen Region, Huron Area

Project	PCN	Work Completed Date
* NH 0014(173)342	026V	09/17/2014

This report is for informational purposes only. It informs the user what projects have been completed more than six months ago and have not been submitted for final review. The report lists the follow information the Region, Area, Project, PCN, and Work Completed Date.

### 18. Work in Progress

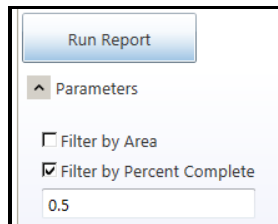


03/07/2017 **Construction Measurement and Payment Work in Progress Report** Page 1 of 4

Parameters:  Filter by Area,  Filter by Percent Complete (0.5)

PCN	Project Nbr	Work Started	% Complete	Contractor	Contract Description	Area
01EO	BRO 8025(15)	04/25/2016	99.36%	DUIINCK, INC	Structure & Appr Grading (50' Dbl Tee)	Aberdeen Area
04QO	PH 6525(03)	07/01/2016	92.14%	BX Civil & Construction, Inc.	Guardrail Retrofit	Aberdeen Area
04WA	NH 0012(191)318	07/15/2016	86.93%	McLaughlin & Schulz, Inc.	AC Resurfacing & Signing	Aberdeen Area
025C	P 0115(47)102	06/18/2016	61.61%	Reede Construction, Inc.	Grading, PCC, Continuous Concrete Bndge	Aberdeen Area
01QS	IM 0293(96)73	02/24/2016	69.70%	T & R CONTRACTING INC	Grading & PCC Surfacing	Aberdeen Area
03VF	PH 0040(311)	02/29/2016	113.93%	Hilt Construction, Inc.	Guardrail Replacement and Repair	Belle Fourche Area
04DA	IM 0901(186)0	04/25/2016	92.87%	BITUMINOUS PAVING INC	Crack Seal & AC Overlay, Pipe Repair	Belle Fourche Area
02S7	NH 0073(63)182	08/18/2015	73.98%	HEAVY CONSTRUCTORS INC	Structures & Approach Grading	Belle Fourche Area
04GR	PH 0040(214)	03/28/2016	128.02%	QUINN CONSTRUCTION, INC	Intersection Improvements	Custer Area

The report shown above is listing all work in progress. The parameters may be set as follows:




Run Report

Parameters

Filter by Area

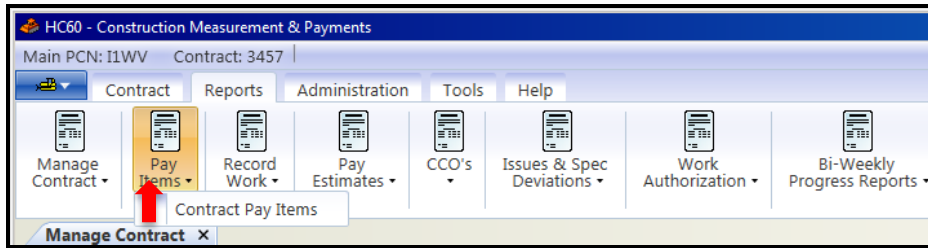
Filter by Percent Complete

0.5

The user can filter by area or by percent complete. Once the parameters are set, click . When sorting by percent complete then the 0.5 automatically is inserted. The user can manually enter the percent complete they wish to sort by.



# Pay Items



## 1. Contract Pay Items tab


The screenshot shows the 'Contract Pay Items' report window. A large 'DRAFT' watermark is overlaid on the report content. The report displays contract details and a table of pay items.

**Contract Details:**

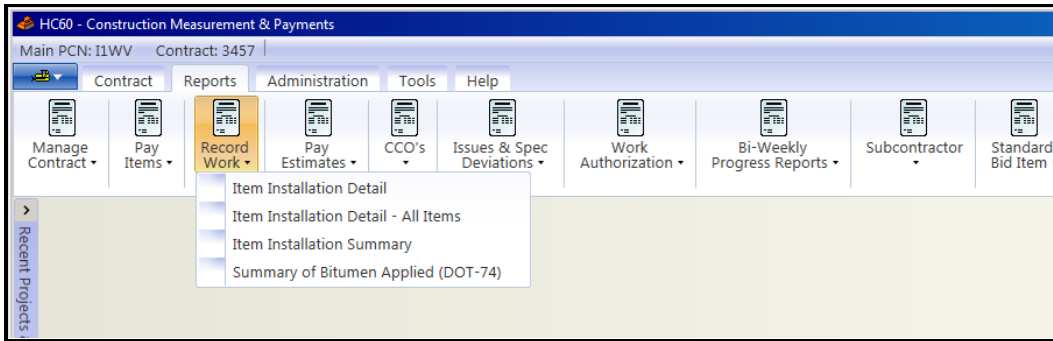
- Contract: 1
- PCN: 3811 (Main)
- Project(s): P 0019/00/80 (Main)
- County: Minnehaha
- Location: SD19 6.5 S LAKE CO OVER BRANCH OF SKUNK CRK 50-030-065
- Type of Work: BRIDGE DECK OVERLAY (5' 8" REINFORCED CONCRETE BRIDGE)
- Contractor: INDUSTRIAL BUILDERS INC
- Engineer: Lyle Neuharth
- Date Let: 01/21/1990
- Length: 0.000 miles
- Area: Sioux Falls Area

**Pay Item Table:**

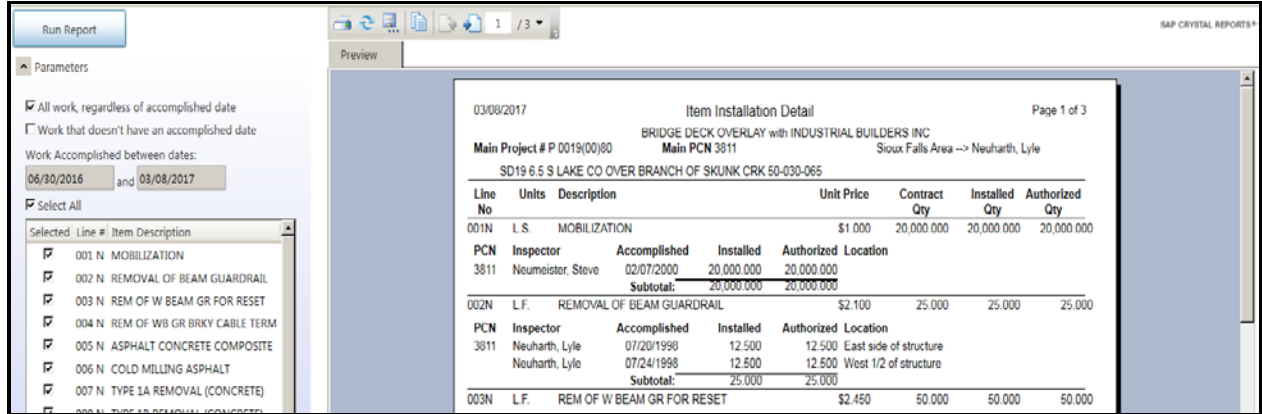
Line #	Item Description	Unit	Unit Price	Original Qty	Current Contract Qty	Authorized Qty	Paid Qty	Closed?
001N	MOBILIZATION	L.S.	1.00	20,000.000	20,000.000	20,000.000	20,000.000	Y
002N	REMOVAL OF BEAM GUARDRAIL	L.F.	2.10	25,000	25,000	25,000	25,000	Y
003N	REM OF W BEAM GR FOR RESET	L.F.	2.45	50,000	50,000	50,000	50,000	Y
004N	REM OF WB GR BRKY CABLE TERM	EACH	150.00	2,000	2,000	2,000	2,000	Y
005N	ASPHALT CONCRETE COMPOSITE	TON	135.00	43,000	60,400	60,400	60,400	Y
006N	COLD MILLING ASPHALT	SQYD	10.00	334,000	334,000	334,000	334,000	Y

The pay item window displays current contract, installed, authorized and paid quantities for each pay item as shown above. This allows the users to view the status of item installations for the contract overall. To produce the report, click .

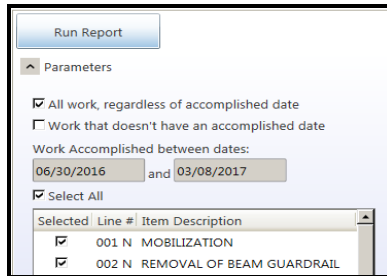
# Record Work



## 1. Item Installation Detail



The Item Installation Detail is an itemized listing of each item install for a project. To produce the report shown above, the user will need to set the parameters for the search. Once **Parameters** is selected, a dropdown menu will appear which will look like the one shown below.



## 2. Item Installation Detail-All Items

03/09/2017 Item Installation Detail Page 1 of 3

BRIDGE DECK OVERLAY with INDUSTRIAL BUILDERS INC  
Main Project # P 0019(00)80 Main PCN 3811 Sioux Falls Area -> Neuharth, Lyle  
SD19 6.5 S LAKE CO OVER BRANCH OF SKUNK CRK 50-030-065

Line No	Units	Description	Unit Price	Contract Qty	Installed Qty	Authorized Qty
001N	L.S.	MOBILIZATION	\$1,000	20,000,000	20,000,000	20,000,000
PCN	Inspector	Accomplished	Installed	Authorized	Location	
3811	Neumeister, Steve	02/07/2000	20,000,000	20,000,000		
		Subtotal:	20,000,000	20,000,000		
002N	L.F.	REMOVAL OF BEAM GUARDRAIL	\$2,100	25,000	25,000	25,000
PCN	Inspector	Accomplished	Installed	Authorized	Location	
3811	Neuharth, Lyle	01/20/1998	12,500	12,500	East side of structure	
	Neuharth, Lyle	07/24/1998	12,500	12,500	West 1/2 of structure	
		Subtotal:	25,000	25,000		


The Item Installation Detail-All Items are a breakout of the items installed.

## 3. Item Install Summary

03/09/2017 Item Installation Summary Page 1 of 1

BRIDGE DECK OVERLAY with INDUSTRIAL BUILDERS INC  
Main Project # P 0019(00)80 Main PCN 3811 Sioux Falls Area -> Neuharth, Lyle  
SD19 6.5 S LAKE CO OVER BRANCH OF SKUNK CRK 50-030-065

Line No	Units	Description	Unit Price	Contract Qty	Installed Qty	Authorized Qty
001N	L.S.	MOBILIZATION	\$1,000	20,000,000	20,000,000	20,000,000
002N	L.F.	REMOVAL OF BEAM GUARDRAIL	\$2,100	25,000	25,000	25,000
003N	L.F.	REM OF W BEAM GR FOR RESET	\$2,450	50,000	50,000	50,000
004N	EACH	REM OF WB GR BRKY CABLE TERM	\$150,000	2,000	2,000	2,000
005N	TON	ASPHALT CONCRETE COMPOSITE	\$135,000	60,400	60,400	60,400
006N	SQYD	COLD MILLING ASPHALT	\$10,000	334,000	334,000	334,000
007N	SQYD	TYPE 1A REMOVAL (CONCRETE)	\$20,000	175,600	175,600	175,600
008N	SQYD	TYPE 1B REMOVAL (CONCRETE)	\$45,000	38,700	38,700	38,700

The item install summary is a report or summary of the item installs. The report shows the units, description, unit price, contract quantity, installed quantity, and authorized quantity. The report should open automatically; if it does not open then the user will need to press .

## 4. Summary of Bitumen Applied (DOT-74)

SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION DOT-74 (09/2001)

PROJECT NH 0212(178)226 COUNTY Potter PCN 04WM

SUPPLIER(S) CONTRACTOR Anderson Western, Inc. Bismarck ND


STARTING DATE 06/06/2016 COMPLETION DATE 06/25/2016

BITUMEN TYPE SS-1H OR CSS-1H ASPHALT FOR TACK AREA ENGINEER Dean VanDeWiele

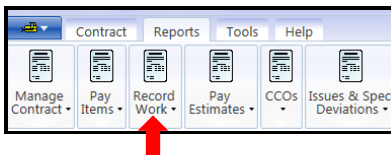
Weigh Ticket No. *		NET POUNDS BY GRADE			REMARKS
Date	Commercial Carrier	Load #	Load Qty	Running Total	Start of Project
06/06/2016	190023042	1	49,040	49,040	Load # 1
06/06/2016	190023181	2	48,900	97,940	Load # 2
06/07/2016	190023181	3	47,740	145,680	Load # 2
06/08/2016	1900023181	4	42,320	188,000	Load # 2
06/09/2016	190023181	5	40,240	228,240	Load # 2
06/09/2016	190023302	6	48,940	277,180	Load # 3

The steps listed below will need to be followed for the user to generate this report.



1. Press the  once this is done the screen shown below will be generated. Once the Record Work screen has been open then an item install will need to be selected. For the example Asphalt for Tack is selected.


2. Once the bid item has been selected, then the user will need to select the Reports tab.



After selecting the Reports Tab, then press the Record Work button.

3. Within the Record Work tab, the Summary of Bitumen Applied (DOT-74) will need to be selected. After selecting the DOT-74 summary sheet the report will be blank once the user selects the summary sheet, the sheet will appear as shown below.



Once the report appears on the screen, select . The report should appear as shown below.

Run Report

SAP CRYSTAL REPORTS

Parameters

Preview

SOUTH DAKOTA  
DEPARTMENT OF TRANSPORTATION

DOT 74  
(09/2001)

**PROJECT SUMMARY OF BITUMEN APPLIED**

PROJECT NH 0212(178)226 COUNTY Potter PCN 04WM

SUPPLIER(S) \_\_\_\_\_ CONTRACTOR Anderson Western, Inc., Bismarck ND

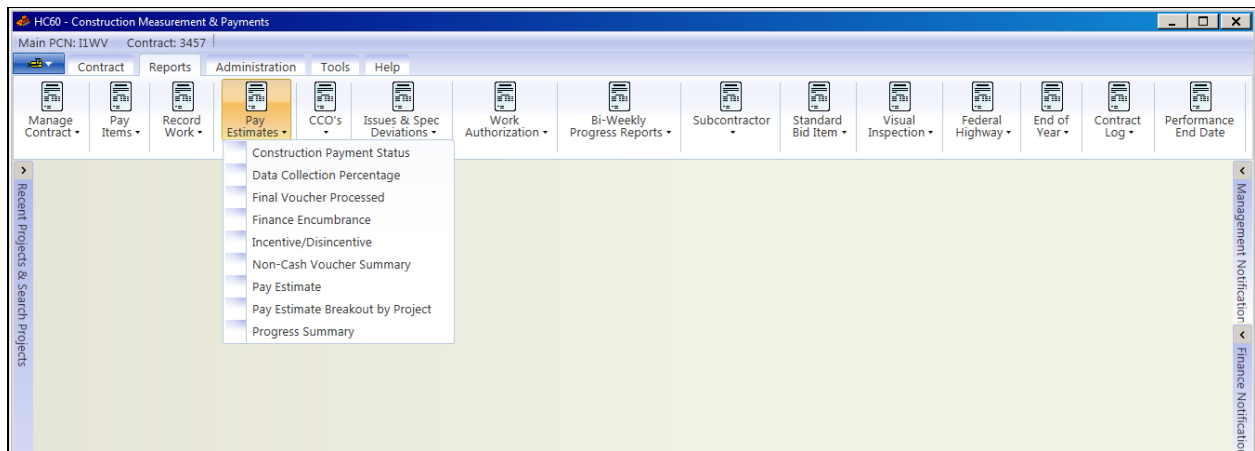
STARTING DATE 06/06/2016 COMPLETION DATE 06/25/2016

BITUMEN TYPE SS-1H OR CSS-1H ASPHALT FOR TACK AREA ENGINEER Dean VanDeWiele

Weigh Ticket No. *		NET POUNDS BY GRADE			REMARKS
Date	Commercial Carrier	Load #	Load Qty	Running Total	Start of Project
06/06/2016	190023042	1	49,040	49,040	Load # 1
06/06/2016	190023181	2	48,900	97,940	Load # 2
06/07/2016	190023181	3	47,740	145,680	Load # 2
06/09/2016	1900023181	4	42,320	188,000	Load # 2
06/09/2016	190023181	5	40,240	228,240	Load # 2
06/09/2016	190023302	6	48,940	277,180	Load # 3
06/10/2016	190023181	7	39,000	316,180	Load # 2

Examples of the type of reports that need to be run are bitumen applied as shown above, asphalt for tack, asphalt for flush seal and asphalt for prime.

# Pay Estimates page



## 1. Construction Payment Status

Run Report

1 / 113

SAP CRYSTAL REPORTS

Parameters

Closed Contracts?  
 Contracts in Final Status?  
 Final Voucher Processed?


Pay Estimate Approval Date  
 11/01/2016

South Dakota Department of Transportation  
 Construction Payment Status

Include Closed Contracts = Yes  
 Include Contracts in Final Status = Yes  
 Final Voucher Processed = Yes  
 Pay Estimate Approval Date: 11/01/2016

Accounting Proj Nbr	PCN	Work Type	Contract Amount	Payments To Date	% Comp	Final Voucher Processed	Contractor
4961S	102Q	STOCKPILE(GRAVEL SAND OR ETC.)	\$40,083.35	\$40,083.35	100 %	05/27/2005	BIRDSALL SAND & GRAVEL
0122 151	0081	CRACK SEALING	\$56,123.51	\$56,123.51	100 %	11/09/2005	Roadway Services, Inc.
0142 192	008E	CRACK SEALING	\$51,797.87	\$51,797.87	100 %	12/05/2005	Roadway Services, Inc.
0145-160	1017	SLAB JACKING	\$105,441.00	\$105,441.00	100 %	11/01/2004	URETEK USA INC
0295 168	104D	STRUCTURE REPAIR	\$381,470.65	\$381,470.65	100 %	01/31/2006	INDUSTRIAL BUILDERS INC
3541S	1722	STOCKPILE(GRAVEL SAND OR ETC.)	\$34,649.40	\$34,649.40	100 %	07/21/2004	Morris Inc.
4100145	1705	VARIOUS MISCELLANEOUS PROJECTS	\$8,349.13	\$8,349.13	100 %	02/03/2004	SA CONSTRUCTION SERVICES INC
4731S	10EK	STOCKPILE(GRAVEL SAND OR ETC.)	\$270,077.30	\$270,077.30	100 %	01/30/2007	FISHER SAND & GRAVEL
C862000360	6078	STRUCTURE(S) & APPROACHES	\$309,443.39	\$309,443.39	100 %	03/13/2006	Swingen Construction Company
C880400144	6150	STRUCTURE(S) & APPROACHES	\$154,603.40	\$154,603.40	100 %	08/01/2006	Overseas Construction

Parameters will need to be set for the form to report as above.

The options shown below are different types of parameters that can be chosen. Once the parameters are set then press .

Run Report

Parameters

Closed Contracts?  
 Contracts in Final Status?  
 Final Voucher Processed?

Pay Estimate Approval Date  
 11/01/2016

## 2. Data Collection Percentage


Project Number	PCN	Work Type	Contract Amount	Payments To Date	% Comp	Letting Date	Project Engineer	Area
IM 0022(57)	05CO	Rout & Seal	176,502.92	294,325.65	166.75%	04/01/2015	Doehmer, Tim	Sioux Falls Area
NH-P U01U(117)	U49G	Hout & Seal	329,439.95	474,206.26	144.03%	04/15/2015	Johnson, Trevor	Huron Area
000P-371	I30A	Unknown	16,854.90	21,665.97	128.54%	05/16/2013	Rieger, Mark	Minbridge Area
000I-391	I3MY	Guardrail	83,062.00	104,121.60	125.35%	04/29/2015	Norrid, Brad	Winner Area
019-272	I3PG	Miscellaneous	45,714.43	56,610.80	123.84%	04/02/2015	Tiede, Brad	Sioux Falls Area
PH 0040(214)	04GR	Intersection Improvement	687,037.90	843,672.18	122.80%	01/20/2016	Winter, Keith	Custer Area
P 0015(80)182	05KG	Crack Leveling	106,221.65	129,400.09	121.82%	03/16/2016		Watertown Area
P 0034(154)225	038E	AC Resurfacing	7,178,811.03	7,887,273.23	109.87%	02/19/2015	Strand, Dan	Pierre Area
040 431	I3TM	Miscellaneous	43,840.20	46,615.10	106.33%	05/07/2015	Hoizolman, Rory	Custer Area
NH U013(34)	U53E	Asphalt Surface Treatment	841,438.14	894,528.78	106.31%	03/16/2016	Brown, Jordan	Huron Area

The Data Collection Percentage is a summary of percent complete for each job. The report lists Project Number, PCN, Work Type, Contract Amount, Payment to Date, Percent Complete, Letting Date, Project Engineer and Area.

## 3. Final Voucher Processed

Project Number	PCN	DOT-246C	FHWA 47 Received	Final CCO Approved	DOT-21 Material Cert	Letting Date	Final Voucher Processed	Project Type
BRF 6488(01)	5703	09/17/2015	N/A	03/03/2016	03/07/2016	06/05/2013	05/05/2016	Construction
PH 8033(205)	01UB	12/30/2015	N/A	04/22/2016	05/16/2016	04/03/2013	06/27/2016	Construction
P 1804(12)251	02V1	02/24/2016	N/A	02/04/2016	03/04/2016	02/06/2013	05/04/2016	Construction
IM 0907(53)319	6666	07/14/2016	N/A	07/13/2016	07/19/2016	09/21/2011	00/12/2016	Construction
IM 0905(96)258	01QR	02/11/2016	N/A	01/19/2016	02/17/2016	10/05/2011	05/05/2016	Construction
P 1804(40)339	038J	04/26/2016	N/A	05/23/2016	05/31/2016	04/04/2012	06/27/2016	Construction
NH 2115(45)87	4140	04/16/2016	N/A	04/24/2016	04/25/2016	04/26/2012	06/13/2016	Construction
BRO 8027(11)	00JN	03/31/2016	N/A	03/24/2016	04/01/2016	04/01/2015	05/11/2016	Construction
P 6111(01)	5732	04/27/2016	N/A	06/10/2016	06/21/2016	04/01/2015	06/29/2016	Construction
BRO 8053(19)	H120	02/23/2016	N/A	04/08/2016	04/08/2016	02/05/2014	06/17/2016	Construction
IM 0902(154)122	02PU	03/19/2016	N/A	04/29/2016	04/29/2016	09/18/2013	06/23/2016	Construction
PI 1 0035(04)	02DS	12/10/2015	N/A	06/10/2016	06/21/2016	07/17/2013	06/29/2016	Construction
PH 0040(210)	04AX	02/17/2016	N/A	04/14/2016	04/18/2016	09/21/2013	05/04/2016	Construction

The **Final Voucher Processed for Federal Aid Projects** is a summary of the projects that are federal aid project and state projects. The **Final Voucher Processed date** is when the final payment goes to the contractor for completion of the project. Other items listed on this report are the Project Number, PCN, DOT-246C date, FHWA 47 received; Final CCO approved date, DOT-21 Material Certification date, Letting Date, Final Voucher Processed date, and Project Type.


The user will need to set the parameter in the date field and select if it is a federal aid project. Once the parameters are set, click .

#### 4. Encumbrance Report

03/14/2017 Page 1 of 11

**Encumbrance Report**  
For contracts awarded on or before and payments made through 05/02/2016


Accounting Proj Nbr	PCN	Project Type	Work Type	Awarded Date	Final Pay Est. Date	Completion	Contract Amount	Payments To Date *	Amount Left
	I44N	Miscellaneous		04/13/2016		09/02/2016	\$150,655.70	\$0.00	\$150,655.70
	I44P	Miscellaneous		04/13/2016		09/02/2016	\$26,943.80	\$0.00	\$26,943.80
	I46A	Miscellaneous		02/25/2016		09/02/2016	\$2,975.00	\$0.00	\$2,975.00
	I46D	Miscellaneous		02/25/2016		09/02/2016	\$1,800.00	\$0.00	\$1,800.00
	I46Y	Miscellaneous		03/02/2016		09/02/2016	\$2,125.00	\$0.00	\$2,125.00
	I47A	Miscellaneous		03/02/2016		09/02/2016	\$2,000.00	\$0.00	\$2,000.00
	I47C	Miscellaneous		03/02/2016		09/02/2016	\$2,000.00	\$0.00	\$2,000.00
	I47D	Miscellaneous		03/02/2016		09/02/2016	\$3,800.00	\$0.00	\$3,800.00

This report lists projects that still have amounts owed to the contractor. The report lists Accounting Project Number, PCN, Project Type, Work Type, Awarded Date, Final Pay Estimate Date, Completion Date, Contract Amount, Payments to Date, and Amount Left to Pay. The date parameter will need to be selected, then click .

#### 5. Incentive/Disincentive Adjustments

**South Dakota Department of Transportation**  
**Incentive/Disincentive Adjustments**  
Between 06/06/2016 to 03/16/2017

PCN:	Project:	Contractor:	Contract Line Item	Contract Qty	Unit	Pay Estimate	Approved	adjust_amt	Percent	Adjust Qty	Type
01TH	NH 0016(78)67	Reede Construction, Inc., Aberdeen, SD 57401	060P 380E0090 10' Nonreinforced PCC Pavement	23,786.300	SqYd	34	07/14/2016	\$1,081.34			Smoothness
Reason: Profilegraph											
023T	NH 0212(156)306	ASPHALT PAVING & MATERIALS CO, Huron, SD 573507962	027P 320E1203 Class Q3R Hot Mixed Asphalt Concr	23,307.600	Ton	10	09/09/2016	\$4,870.00			Smoothness
Reason: IRI											
027P	320E1203 Class Q3R Hot Mixed Asphalt Concr		027P 320E1203 Class Q3R Hot Mixed Asphalt Concr	23,307.600	Ton	10	09/09/2016	(\$2,000.00)			OOQA
Reason: Lot 1: Disincentive for %Air Voids & %Density											
027P	320E1203 Class Q3R Hot Mixed Asphalt Concr		027P 320E1203 Class Q3R Hot Mixed Asphalt Concr	23,307.600	Ton	10	09/09/2016	(\$2,000.00)			OOQA
Reason: Lot 2: Disincentive for %Air Voids & %Density											
026Q	P 0026(01)267	ASPHALT PAVING & MATERIALS CO, Huron, SD 573507962									

This report lists projects that have an Incentive or a Disincentive Adjustment. Listed on the report are the PCN, Project Number, Contractor, Contract Line Item for which the incentive/disincentive is associated with, Contract Quantity, Unit of Measure, Pay Estimate Number, Approved Date, Adjustment Amount, Percent, Adjusted Quantity, and Type. The date parameter will need to be selected. Click  for the report to generate.




## 6. Non-Cash Voucher Summary Report

Company: 3122 Account: 52049010 Center: 0610740  
 Contract III: 4202 Contractor: Gary Siegel  
 Pay Estimate: 48 Processed Date: 07/06/2016 Approved By: Hertel, Todd

PCN	Project	Line Item	Description	Partic Pct	Unit Price	Quantity	Amount
I2P8	000N-171	001N	Pickup and Dispose of Road Kill Deer, County Highways	50%	\$48.00	4.50	\$216.00
I2P9	000N-171	001N	Pickup and Dispose of Road Kill Deer, County Highways	50%	\$48.00	1.00	\$48.00
I2PA	000N-171	001N	Pickup and Dispose of Road Kill Deer, County Highways	50%	\$48.00	2.50	\$120.00
I2PC	000N-172	001N	Pickup and Dispose of Road Kill Deer, County Highways	50%	\$48.00	5.00	\$240.00
I2PD	000N-172	001N	Pickup and Dispose of Road Kill Deer, County Highways	50%	\$48.00	0.50	\$24.00
I2PE	000P-172	001N	Pickup and Dispose of Road Kill Deer, County Highways	50%	\$48.00	1.00	\$48.00
<b>Pay Estimate Total:</b>						<b>14.50</b>	<b>\$696.00</b>

Pay Estimate: 49 Processed Date: 08/02/2016 Approved By: Hertel, Todd

PCN	Project	Line Item	Description	Partic Pct	Unit Price	Quantity	Amount
I2P8	000N-171	001N	Pickup and Dispose of Road Kill Deer, County Highways	50%	\$48.00	3.50	\$168.00
I2P9	000N-171	001N	Pickup and Dispose of Road Kill Deer, County Highways	50%	\$48.00	1.50	\$72.00
I2PA	000N-171	001N	Pickup and Dispose of Road Kill Deer, County Highways	50%	\$48.00	3.50	\$168.00
I2PC	000N-172	001N	Pickup and Dispose of Road Kill Deer, County Highways	50%	\$48.00	2.50	\$120.00
I2PD	000N-172	001N	Pickup and Dispose of Road Kill Deer, County Highways	50%	\$48.00	1.50	\$72.00
<b>Pay Estimate Total:</b>						<b>12.50</b>	<b>\$600.00</b>

This report is for projects that are paid for by DOT and other state agencies. The disposal of road deer kill would be an example of a Non-Cash Voucher. For this report the user will need to set the date parameters which will include the begin date and an end date. Once the date parameters are set, click .

## 7. Pay Estimate

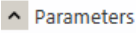

Contractor: Anderson Western, Inc. (12/02/8/8)  
 PO Box 2319  
 Bismarck ND 585022319

South Dakota Department of Transportation  
 Construction Pay Estimate  
 Area: Pierre Area  
 Project Engineer: Clodio Falcon

Printed 03/20/2017


Project Number	PCN	Work Type	Orig Conts Amt	Award Date	Est No	Period Ending	Royalty	Liq Damages
NH0212 (H8) 226	04WM	Full Depth Rehabilitation and Asphalt Concrete Resurfacing	4,067,833.69	03/24/2016	6	07/09/2016	0.00	0.00

Line No	CCO No	Stand Bid Item No	Unit	Item Description	Unit Price	Original Qty	Qty to Be Constructed	Qty Paid To Date	Amt Paid To Date	Change in Qty This Estimate	\$ Amount This Estimate
001P		009E0010	LS	Mobilization	1,000	164,215.000	164,215.000	164,215.000	\$164,215.00		
002P		009E3210	Mile	Construction Staking	600.000	9.425	9.425	8.000	\$4,800.00		
003P		009F3030	Mile	Grade Staking	2,500.000	9.475	9.475	1.900	\$4,750.00		
004P		009E3300	Hour	Three Man Survey Crew	160.000	40.000	40.000	0.000	\$0.00		
005P		009C4200	LS	Construction Schedule, Category II	1,000	6,000.000	6,000.000	4,500.000	\$4,500.00		
006P	1	009E9900	Hour	Training Program	1,000	600.000	500.000	0.000	\$0.00		
007P		110E0135	Each	Remove Delineator	10,000	225.000	225.000	225.000	\$2,250.00		

When first opened, the Pay Estimate Window will be blank. Click  and select which pay estimate for viewing. Once the pay estimate is selected, the user will press . The report will display multiple items for example, Item Description, Unit Price, Original Quantity, Quantity to Be Constructed, Quantity Paid to Date, Amount Paid to Date, Change in Quantity This Estimate and Dollar Amount for This Estimate.

## 8. Pay Estimate Breakout by Project

Pay Est Nbr	Period Ending Date	Liq Deduct Damage Amt	Royalty Deduct Amt	Auth Pay Amt	Pay Estimate Amt
1	04/18/2016	\$0.00	\$0.00	\$26,407.00	\$26,407.00
PCN: 04WM Project: NH 0212(178)226		Participating Amt: \$26,407.00		Non-participating Amt: \$0.00	
2	05/14/2016	\$0.00	\$0.00	\$139,118.34	\$139,118.34
PCN: 04WM Project: NH 0212(178)226		Participating Amt: \$139,479.67		Non-participating Amt: \$3,638.67	
3	05/28/2016	\$0.00	\$0.00	\$325,146.31	\$325,146.31
PCN: 04WM Project: NH 0212(178)226		Participating Amt: \$325,146.31		Non-participating Amt: \$0.00	
4	06/11/2016	\$0.00	\$0.00	\$1,410,259.81	\$1,410,259.81
PCN: 04WM Project: NH 0212(178)226		Participating Amt: \$1,410,259.81		Non-participating Amt: \$0.00	

The report shown above gives a breakout by project for the contract selected per pay estimate. The report will generate once it is opened. If the report does not automatically open, click .

## 9. Progress Summary

Contract #	Original Amt	% Complete	Contract Time	Let Date	Start Date	Completion Date	Region Accept	Final Est	Final Vchr	Final CCO
5503	\$5,805,676.50	99.88%	09/02/16	01/20/16	04/14/16					12/22/16


Prime Contractor: Anderson Western, Inc. Managed by: Jacobs, Steven, Moberge Area

04W0 NH 0012(190)212 AC Resurfacing US12 - Fm 2 mi S of Selty through Bowdle Edmunds, Walworth

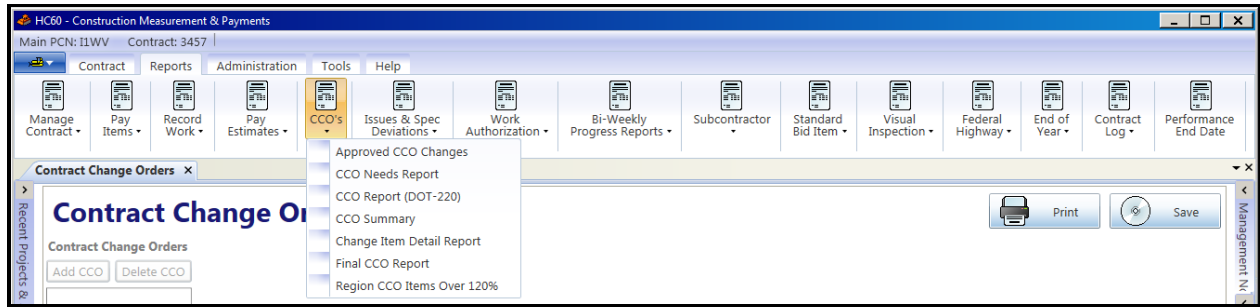
053U NH 0003(03)205 AC Resurfacing US83 - Fm US12 to end of the divided section Walworth

Pay Est. #	Period Ending Date	% Complete	Liquidated Damages
1	02/18/2016	0.83%	\$0.00
2	04/23/2016	4.53%	\$0.00
3	05/07/2016	28.04%	\$0.00
4	05/14/2016	79.48%	\$0.00
5	05/28/2016	79.18%	\$0.00
6	06/04/2016	87.93%	\$0.00
7	06/18/2016	96.66%	\$0.00
8	07/02/2016	99.86%	\$0.00
9	08/13/2016	99.88%	\$0.00
10	08/27/2016	99.88%	\$0.00

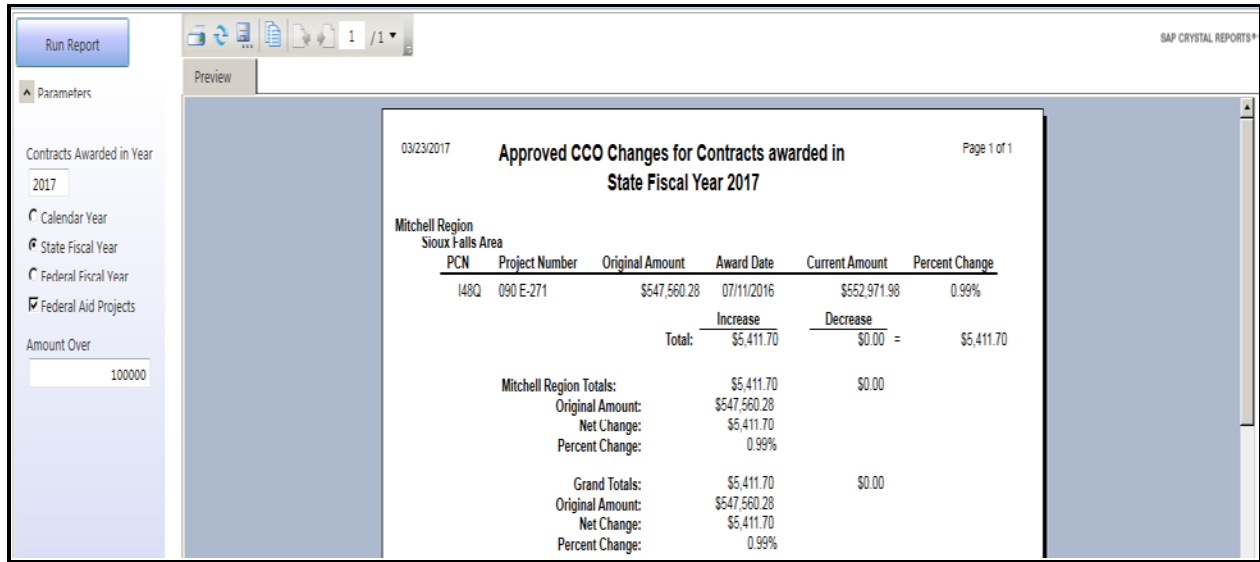
The user will need to set parameters for the report shown above.

Parameters can be set for Contracts in Progress, Contracts Waiting for a Final Voucher, Contractor and Region multiple selections can be made to produce the report shown above. Once the parameters have been set, click . The report will show the Contract Number, Original Amount, Percent Complete, Contract Time, Let Date, Start Date, Completion Date, Region Acceptance, Final Estimate, Final Voucher, and Final CCO. If a contractor is chosen there could be information regarding multiple projects.

# CCOs

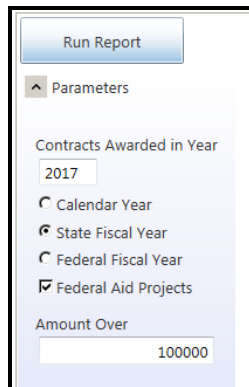



## 1. Approved CCO Changes



This report provides information about Approved Contract Change Orders by region and area, and includes the original contract amount, current contract amount, percentage change, amount of increases, amount of decreases and the total amount of change for every contract. The report also displays the region totals at the end of each section and the grand totals on the last page.

The parameters window allows the user to specify the Contract Awarded in Year Date, Calendar Year, State Fiscal Year, Federal Fiscal Year, Federal Aid Projects and Amount Over.



Once the parameters are set, click .

## 2. CCO Needs Report

03/23/2017 **Items Which Need a CCO** Page 1 of 1  
212 E of Gettysburg FDR & AC with Anderson Western, Inc.

Main Project # NH 0212(178)226 Main PCN 04WM Pierre Area -> Falcon, Elodio  
US212 - Fm Gettysburg to E of the W Jct with SD47

Line No	Units	Description	Contract Qty	Installed Qty	Authorized Qty	Change Needed	Greater or equal to 20%
005P	LS	Construction Schedule, Category II	6,000.000	6,500.000	6,000.000	500.000	
008P	Ft	Remove Silt Fence	25.000	226.000	226.000	201.000	✓
022P	Ton	SS-1h or CSS-1h Asphalt for Flush Seal	47.200	48.120	48.120	0.920	
027P	Ft	Cold Applied Plastic Pavement Marking 4"	7,408.000	7,691.000	7,691.000	283.000	
028P	Ft	Cold Applied Plastic Pavement Marking 8"	403.000	422.000	422.000	19.000	
031P	Gal	Pavement Marking Paint, White	319.000	325.000	325.000	6.000	

This report displays all the recorded information for the pay items specified. The report gives an Item Description, Contract Quantity, Installed Quantity, Authorized Quantity and Change Needed. This report does not have any parameters that the user will need to set.

## 3. CCO Report (DOT-220)

U01-220 South Dakota Department of Transportation Page 1 of 1  
Backup sheet to accompany Construction Change Order No 3F Printed 03/23/2017

PCN 04WM  
Project No NH 0212(178)226 County Potter Contract Amt \$4,067,633.69  
Type of Work Full Depth Reclamation and Asphalt Concrete Resurfacing  
Contractor Anderson Western, Inc.

The following change in plans and/or specifications for the subject project is hereby made:

**Haul**

Line No.	Std Bid Item No	Item Description	Qty As Now Ordered	Current Change in Qty	Unit Price	Unit	Current Change in Amt
063P	601F0200	Water, Haul Road Restoration,	438 200	438 200	15.000	MGal	\$6,569.00

Increase This Order	\$6,588.00
Decrease This Order	\$0.00
Net Change This Order	\$6,588.00
Net Change To Date	\$85,638.03

This report displays all the information currently recorded for the specified CCO by Line Item, Change Quantity, and Change Amount. The report will need for the user to select the change order in the parameter window. Once the parameters have been chosen, click  .

#### 4. CCO Summary Report

**CCO Summary Report**  
Contract Change Orders Approved between 09/05/2016 and 12/30/2016

**Positive Contract Change Orders**

Aberdeen Region				
Project Nbr	PCN	Original Amount	CCO #	CCO Amount
000P-152	03YR	\$17,829.17	1	\$48.70
0281 N-151	14FM	\$13,865.00	1	\$2,585.00
NH 0212(162)380	03RN	\$7,855,236.37	2	\$2,168.00
NH 0281(110)105	0367	\$3,668,674.54	1	\$154,192.04
P 0081(93)157	026X	\$6,479,412.15	5	\$3,376.30
PH 6525(03)	04QD	\$266,884.15	1	\$0.22

Mitchell Region				
Project Nbr	PCN	Original Amount	CCO #	CCO Amount
011-271	14DW	\$3,927.20	1	\$190.00
090 E-271	149Q	\$547,560.28	1	\$5,411.70
EM 8040(16)	02J1	\$189,427.10	2	\$5,751.74
IM 0905(107)259	04TD	\$182,372.65	2	\$1,365.00
IM-P 0022(56)	052K	\$3,808,331.77	2	\$796,000.00
NH 0018(197)327	04XV	\$104,348.57	1	\$4,185.35
NH 0034(160)386	02R6	\$6,789,000.00	2	\$4,925.88
NH 0081(92)54	02S4	\$731,601.46	1	\$4,477.08
P 0017(08)42	028V	\$3,521,707.00	2	\$13,102.10
P 0044(158)291	02A9	\$399,430.55	2	\$34,505.85
P 0ENH(218)	03L4	\$308,951.59	1	\$900.00
P 1804(43)115	04F8	\$404,225.25	1	\$7,658.00
P SRTS(38)	04NW	\$170,057.42	1	\$3,596.59

The CCO Summary Report provides the user with information about change orders, that have been approved between selected date range. Information produced by this report is shown per Region, also on the report is the Project Number, PCN, Original Amount, CCO number and CCO amount. The report also shows the user the Positive Contract Change Orders and the Negative Contract Change Orders. For the user to produce the report a date range will need to be chosen. The date range can be selected on the left side of the report.

Once the date parameter has been chosen, click .

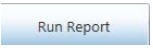
#### 5. Change Item Detail Report

**South Dakota Department of Transportation**  
Construction Change Order No 2  
Change Item Detail Report

PCN 04WM  
Project No NH 0212(178)226 County Polter Contract Amount \$4,067,833.69  
Type of Work Full Depth Reclamation and Asphalt Concrete Resurfacing  
Contractor Anderson Western, Inc.

Item	Orig Qty	Change Qty	Change Qty To Date
009P 120E0010 Unclassified Excavation	13,999,000	-1,711,000	-1,711,000
PCN Project			
04WM NH 0212(178)226	13,999,000	-1,711,000	-1,711,000
010P 120F0100 Unclassified Excavation, Dumps	471,000	1,269,000	1,269,000
PCN Project			
04WM NH 0212(178)226	471,000	1,269,000	1,269,000
013P 260F1010 Base Course	2,873,000	1,000,000	1,000,000
PCN Project			
04WM NH 0212(178)226	2,873,000	1,000,000	1,000,000

The Change Item Detail Report gives information on what bid items have either received an increase or decrease in the original quantity. The items listed on the report are as follow, the Item, Original Quantity, Change Quantity and Change Quantity to Date.

The user will need to choose which change order will be viewed using the parameters setting. Once the parameters are set, click  .

## 6. Final CCO Report

Run Report SAP CRYSTAL REPORTS™

Preview

Final CCO Report					
Administered by Kelly Amfield	Mobridge Area	Structure & Approach Grading	Page 1 of 2	Printed: 03/27/2017	
Original Amt	\$458,462.47	Current Amt	CCO Amt	Payments	\$339,368.04
Awarded	04/20/2016	Prime Contractor	MILLER CONSTRUCTION & GRAVEL, LLC		
Original Completion	09/02/2016	First Party			
DOT 209 - Auth Signature	05/25/2016	Planned DBE Participation	0.00%		
Notice To Proceed	08/01/2016	Actual DBE Participation	0.00%		
Work Started	08/01/2016	Actual DBE Participation Date			
Work Completed		DOT 246A - Contractor Met Requirements?	N		
DOT 21 - Matl Cert Received		Federal Oversight?	N		
DOT 246A - Contractor Req Letter		Contract Finalled?	N		
Interest Begins					
Final Voucher Received					
DOT 244 - Final Estimate Letter					
DOT 246B - Recommend Accept Letter Sent					
Acceptance Letter Written					
Contract Closed					
DOT 249 - Adjustment Status					
SubContractors					
	SubContractor	Sublet %	Notice to Employees?	Employment Rpt?	
	Brosz Engineering Inc	2.84%		N	
	3D Specialties	0.65%		N	

Run Report SAP CRYSTAL REPORTS™

Preview

Final CCO Report					
Administered by Kelly Amfield	Mobridge Area	Structure & Approach Grading	Page 2 of 2	Printed: 03/27/2017	
Original Amt	\$458,462.47	Current Amt	CCO Amt	Payments	\$339,368.04
Line No	Std Bid Item No	Item Description	Unit	Unit Price	Reason
002P	110E1690	Remove Sediment	CuYd	\$100.00	Qty Paid not equal to Contract Qty
003P	120E0010	Unclassified Excavation	CuYd	\$4.00	Qty Paid not equal to Contract Qty
004P	120E0600	Contractor Furnished Borrow Excavation	CuYd	\$10.50	Qty Paid not equal to Contract Qty
005P	230E0010	Placing Topsoil	CuYd	\$2.50	Qty Paid not equal to Contract Qty
006P	250E0020	Incidental Work, Grading	LS	\$1.00	Qty Paid not equal to Contract Qty
012P	560E3240	2-14x14' Precast Concrete Box Culvert End Section	Each	\$48,317.55	Qty Paid not equal to Contract Qty
013P	560E3241	2-14x14' Precast Concrete Box Culvert End Section	Each	\$225.00	Qty Paid not equal to Contract Qty
015P	634E0120	Traffic Control, Miscellaneous	LS	\$1.00	Installs still open
015P	634E0120	Traffic Control, Miscellaneous	LS	\$1.00	Qty Paid not equal to Contract Qty
017P	700E0210	Class B Riprap	Ton	\$52.50	Qty Paid not equal to Contract Qty
018P	730E0210	Type F Permanent Seed Mixture	Lb	\$27.50	Qty Paid not equal to Contract Qty
019P	732E0100	Mulching	Ton	\$385.00	Qty Paid not equal to Contract Qty
020P	734E0154	12" Diameter Erosion Control Wattle	Ft	\$38.85	Qty Paid not equal to Contract Qty

## 7. Region CCO Items Over 120%

Run Report SAP CRYSTAL REPORTS™

Parameters

Region: Statewide Operations

03/27/2017

**Items Paid at More Than 120% of Contract Amount**

for

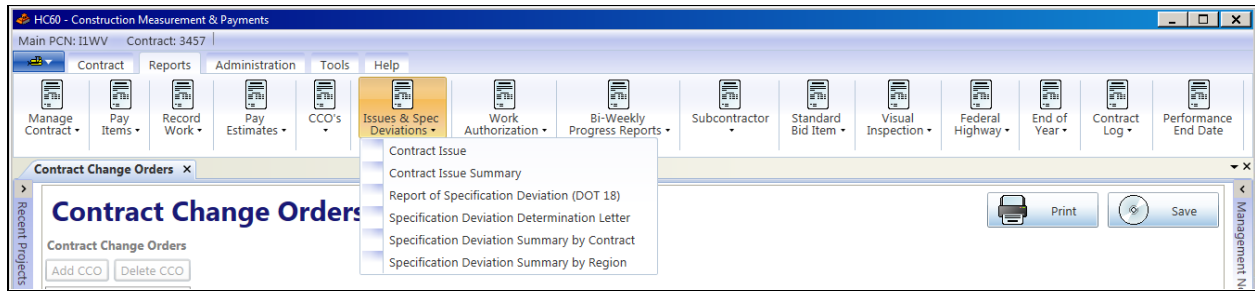
Area Engineer:

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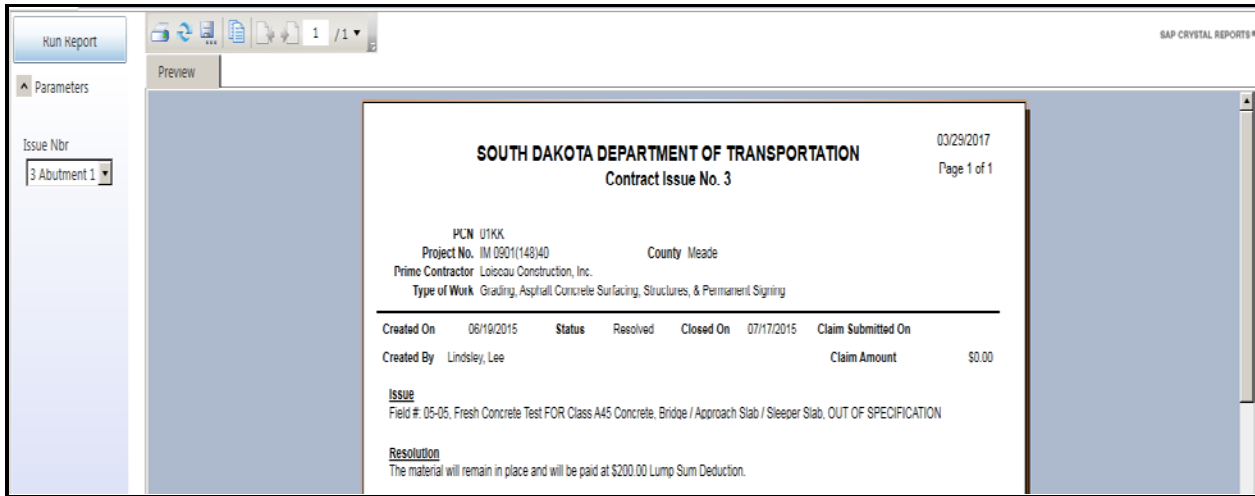
Main PCN:      Main Project #:      Project Engineer:

Not sure if it is needed?

# Issues & Spec Deviations



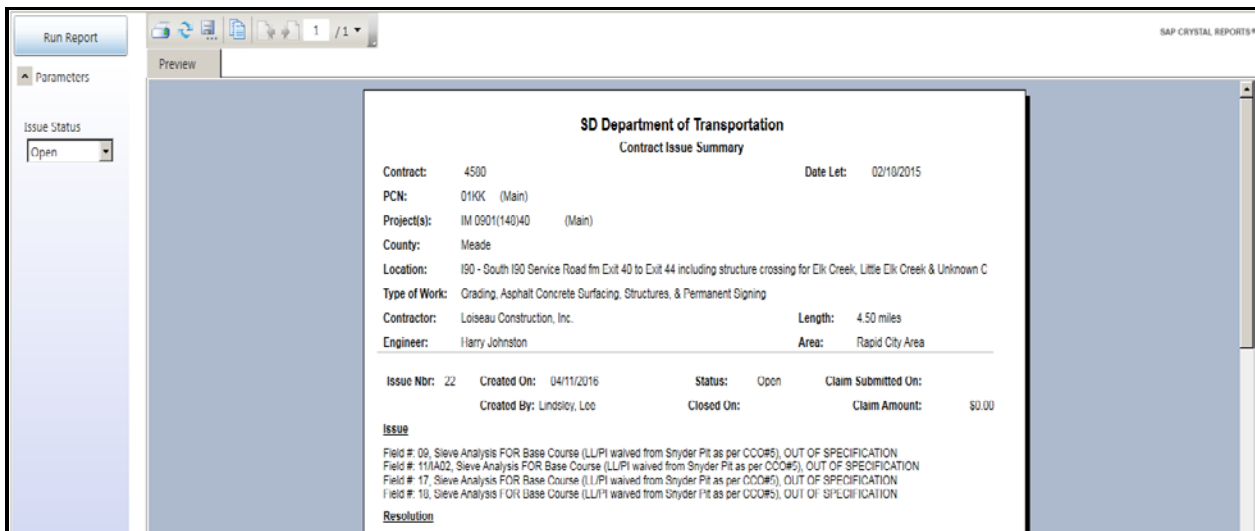
## 1. Contract Issues




This report displays all the recorded information for each contract issue that is currently associated with the contract specified. The report will open once a parameter is selected. Once a parameter is selected, click



## 2. Contract Issue Summary



This report provides information about each issue associated with the contract, including the issue status and recorder, its resolution, and claim amount, as well as dates for: its recording, closing, and claim filing. The report will open once a parameter is chosen. Once parameters have been chosen, click .



### 3. Report of Specification Deviation (DOT 18)

**REPORT OF SPECIFICATION DEVIATION** DOT 18  
(09/2001)

File # \_\_\_\_\_ Issue # 22

PROJECT IM 0901(148)40 COUNTY Meade PCN 01KK

CONTRACTOR Loiseau Construction, Inc. AREA ENGINEER Michael Carlson

BID ITEMS AFFECTED 047P 260E1010 Base Course @ \$11.80/Ton

MATERIAL Base Course (L.L./PI waived from Snyder Pit as per CCO#5)

QUANTITY AFFECTED 11,202 ton

**WORK INVOLVED**


Testing base course from the Snyder Pit near Tilford (I-90 Exit 40) for placement as base below asphalt surfacing.  
 Field #'s 01, 11/1A02, and 17 represent 3000 ton lots.  
 Field # 18 represents a 2,202 ton lot.xx

Test No.	Test	Failing Test Results	Sample Id	Test Results	Specification
09	Fine Sieves (25) #200 sieve : 0.075 mm)		3004059	12.80	3.0 - 12.0

**DEVIATION DEFICIENCY**

Test No	Test	Corrective Test Results	Sample Id	Test Results	Specification
xxxxxyyyyy					

ACTION TAKEN (Attach additional sheets as necessary.)

This report provides information about a specification deviation for the contract, including the failing sample's field number, test date, test results, and specification, as well as any corrective action tests and/or action(s) taken. The report opens once the parameters have been chosen. Click .

### 4. Specification Deviation Determination Letter

**Department of Transportation**  
 Rapid City Region Office  
 2300 Eglis Street  
 P.O. Box 1970  
 Rapid City, SD 57709-1970 605/394-2244  
 FAX: 605/394-1904

TO: Loiseau Construction, Inc.  
 1002 West Elm Avenue  
 Flandreau, SD 570281024


DATE: June 2, 2016

RE: IM 0901(148)40, Meade County, PCN 01KK, Issue # 4  
 Grading, Asphalt Concrete Surfacing, Structures, & Permanent Signing

You are hereby advised of the following deviation on the referenced contract found not to comply with the specifications.

**BID ITEMS:** 197P 510E1520 Micropile  
**MATERIAL:** Micropile  
**DEVIATION DEFICIENCY:**  
 adfasfasfa

In accordance with Section 5-3 of the Standard Specifications, the following price adjustment determination has been made for this deviation.

This report is a letter that is sent to the contractor from the Region Engineer detailing what item is out of specification and what determination was taken to address the issue. To view the issue, report parameters will need to be chosen. Once that is done, click  to view the letter.

## 5. Specification Deviation Summary by Contract


**SD Department of Transportation**  
Specification Deviation Summary

Contract: 4580 Date Let: 02/18/2015  
 PCN: 01K0C (Main)  
 Project(s): IM 0901(148)40 (Main)  
 County: Meade  
 Location: I90 - South I90 Service Road fm Exit 40 to Exit 44 including structure crossing for Elk Creek, Little Elk Creek & Unknown Creeks, Interstate Crossover & Clover Place  
 Type of Work: Grading, Asphalt Concrete Surfacing, Structures, & Permanent Signing  
 Contractor: Loiseau Construction, Inc. Length: 4.50 miles  
 Engineer: Harry Johnston Area: Rapid City Area

---

Issue Nbr: 1 Issue Status: Resolved Spec Dev Status: Final Price Adjustment Price Adjustment Amount: (\$200.00) Change Order Nbr: 2  
 Material: COARSE AGGREGATE Pay Estimate Nbr: 9 Determination Date: 07/01/2015  
 Bid Item(s): 103P 460E0050 Class A45 Concrete, Dridge Affected Qty: 130 CuYds  
 180P 460E0100 Concrete Approach Sleeper Slab for Bridge  
 Action Taken: Concrete rock and sand gradations compared with IA tests. Contractor informed of failing tests.  
 Determination: The material will remain in place and will be paid at \$200.00 Lump Sum Deduction.  
 Failing Results:


Test Number	Test_Description	Sample Id	Test Results	Specifications
011A01	Combined Minus 200 (Combined Minus 200)	2209667	1.64	0.0 - 1.5

This report is a summary of all the deviations associated with a contract. Multiple issues will be listed on this report. Click .

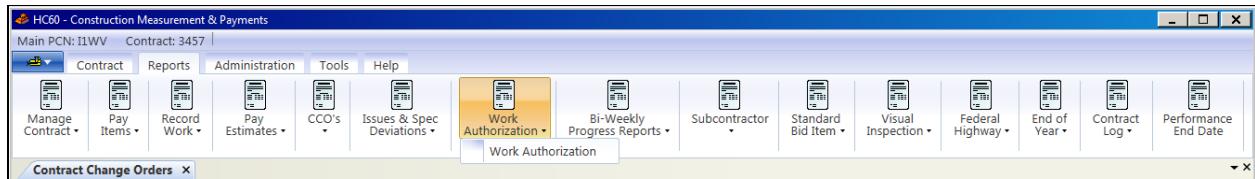
## 6. Specification Deviation Summary by Region

**SD Department of Transportation**  
Specification Deviation Summary by Region  
for Logged Dates 03/01/2016 - 03/29/2017

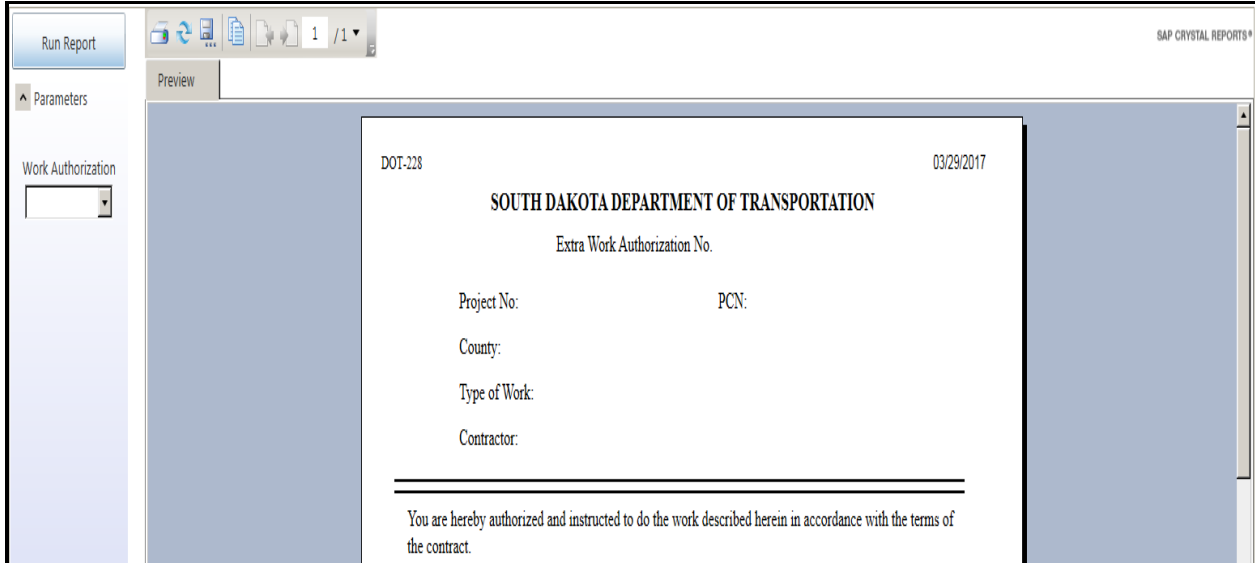
Region    Project    County    PCN    Contractor    Issue Nbr    Logged Date    Resolved Date

This report is a summary of all the deviations per region. The user can sort by Region, Begin Date, End Date, All Standard Tests, and Resolved Issues or by selecting Specification Deviation Status. Once the parameters are selected, click .

# Work Authorization



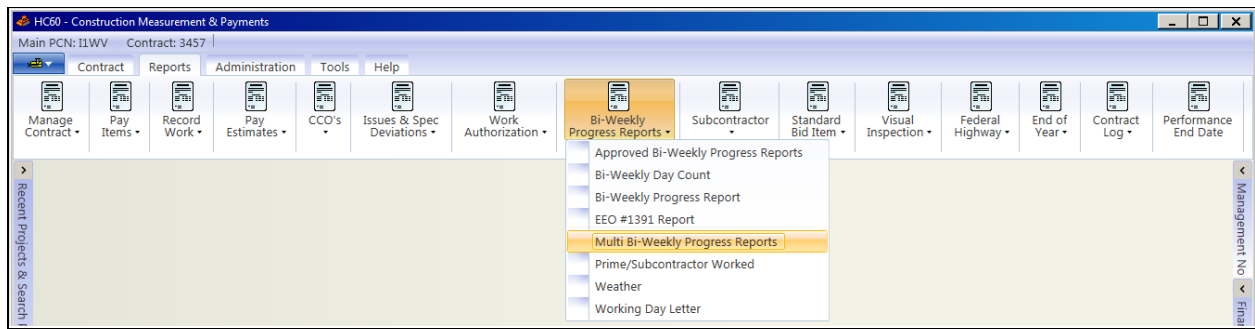
## 1. Work Authorization report



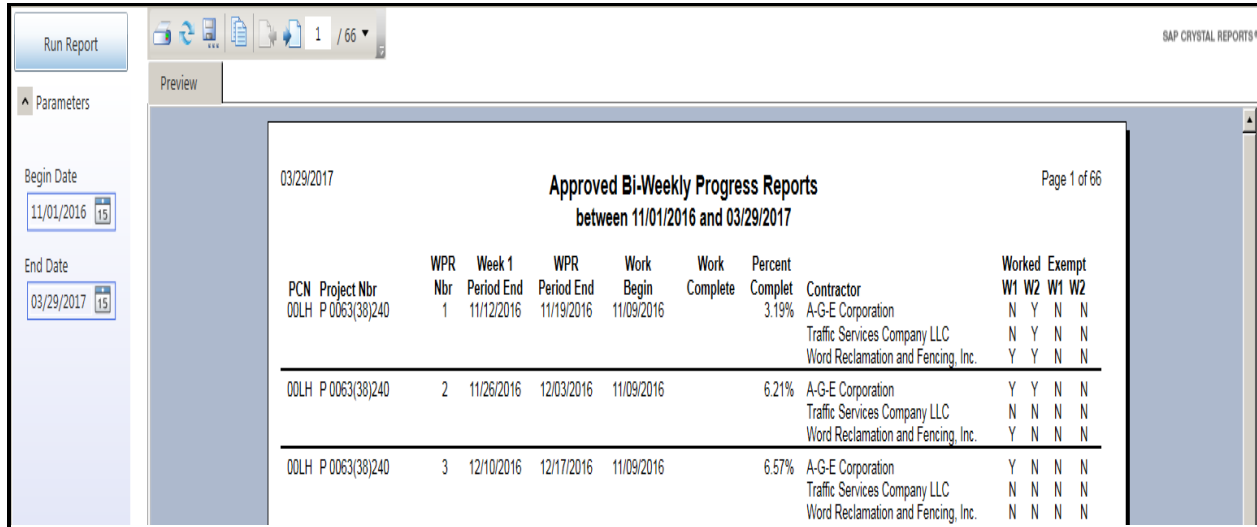
This report provides a description of extra work ordered for a contract. The headings within it include the Project Number, PCN numbers, County, Type of Work, and the name of the contractor. The body of the report contains work authorization information. The user will need to select a parameter and click




# Bi-Weekly Progress Reports

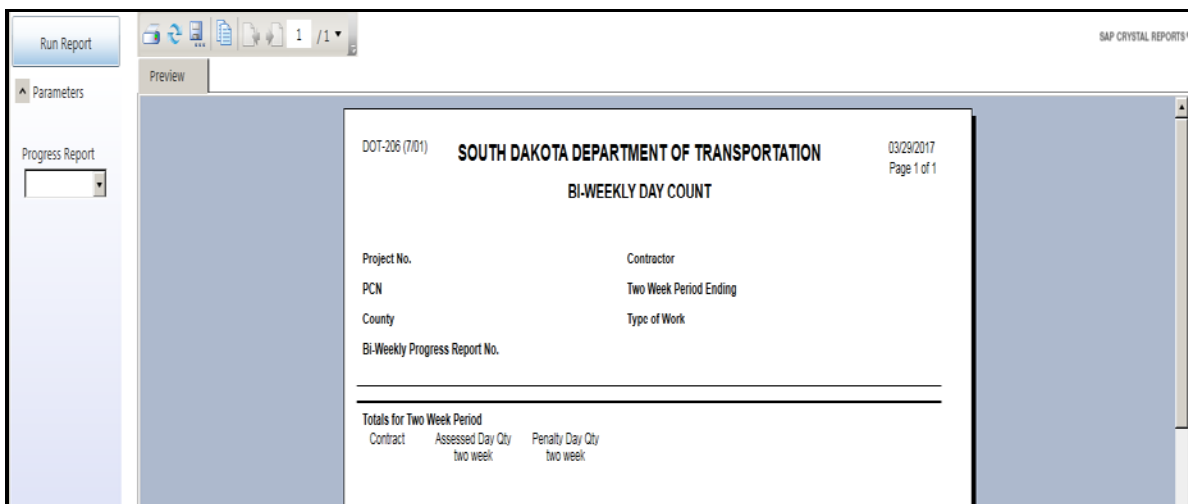


## 1. Approved Bi-Weekly Progress




This report displays all the recorded information for the Biweekly Progress Report specified within a date range. Items displayed on the report are PCN, Project Number, Work Progress Number, Week the Progress Report ending, Work Progress ending period, Work Begin, Work Completed, Percent Complete and Contractor. The user will need to select the date parameters and click .

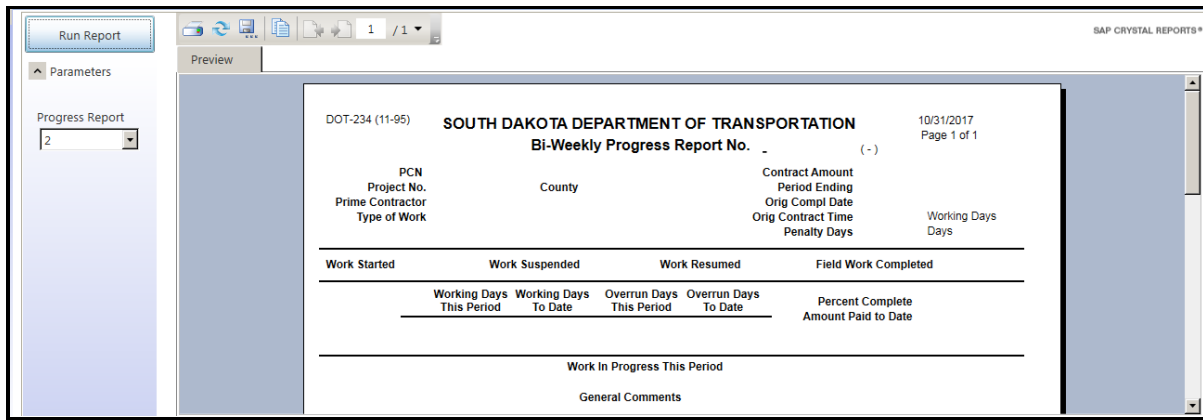
## 2. Bi-Weekly Day Count



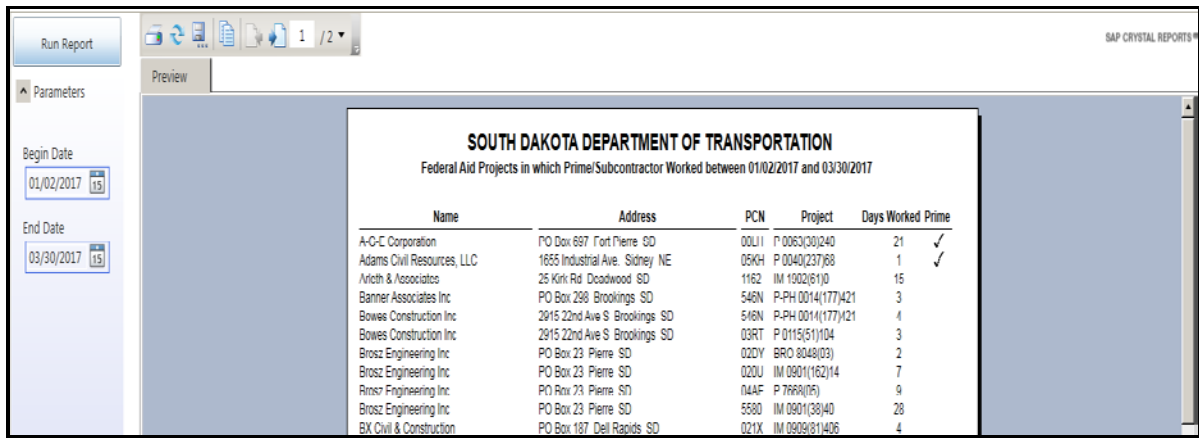
This report displays all the recorded information for the Bi-Weekly Day Count. Items displayed on this report are Project Number, PCN, County, Bi-Weekly Progress Report Number, Contractor, Two Week Period

Ending, and Type of Work. The user will need to select the Progress Report Number from the parameters, click .

### 3. Bi-Weekly Progress

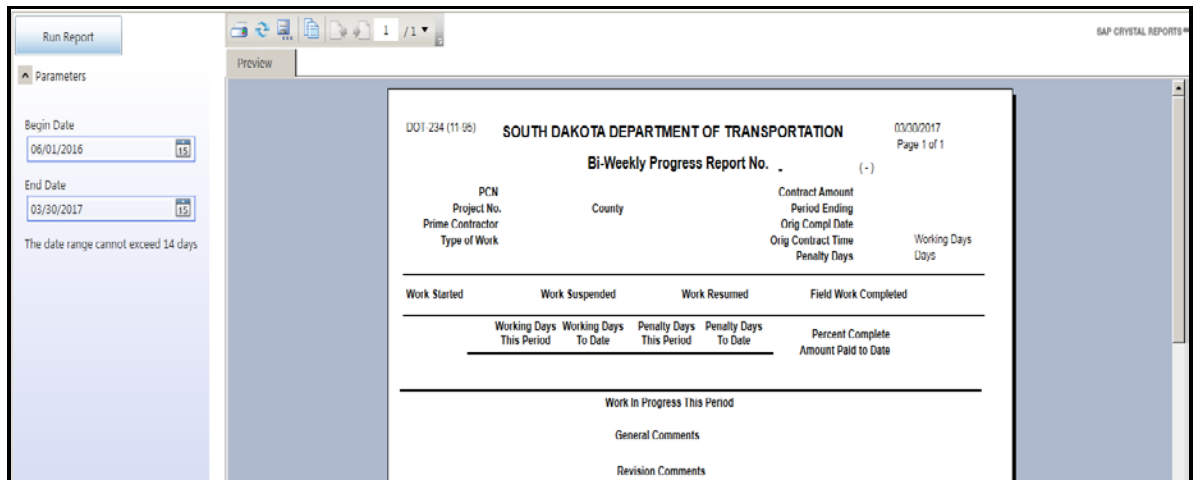


### 4. EEO #1391



This report displays Federal Aid Projects in which Prime/Subcontractor worked between a chosen set of dates. The report lists Company Name, Company Address, PCN, Project Number, Days Worked, and if the contractor is the prime on the project. Set the report date parameters and click [Run Report](#).

### 5. Multi Bi-Weekly Progress



## 6. Prime/Subcontractor Worked

04/03/2017 **SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION** Page 1 of 3  
**Prime/Subcontractor Worked**

Contract Id 4580 Contract Amount \$11,262,197.58  
 PCN 01KK Work Started 04/07/2015  
 Project No. IM 0901(148)40 County Meade Work Completed  
 Prime Contractor Loiseau Construction, Inc. Orig Compl Date 09/02/2016  
 Type of Work Grading, Asphalt Concrete Surfacing, Structures, & Permanent Signing

Subcontractor	Days Worked	Sublet Pct.
Stanley J Johnsen Concrete Contracting Inc, PO Box 2274 Rapid City, SD	4	0.22%
Solid Construction, Inc., 22736 Radar Hill Road Box Elder, SD	24	0.00%

Worked Dates: 10/15/2015 10/16/2015 12/09/2015 06/03/2016  
 07/02/2015 09/02/2015 09/03/2015 09/10/2015 09/14/2015 09/16/2015 09/17/2015 09/25/2015 10/01/2015  
 10/09/2015 10/15/2015 10/16/2015 10/20/2015 10/22/2015 10/27/2015 10/28/2015 10/30/2015 11/05/2015  
 11/06/2015 02/11/2016 02/25/2016 03/10/2016 03/16/2016 04/15/2016

This report displays days worked by the Prime/Subcontractor for the contract specified. The report opens with the Contract Id, PCN, Project Number, Prime Contractor, Type of Work, Contract Amount, Work Started, Work Completed, Original Completion Date and County. Listed within the body of the report is the Subcontractor, Address of the Subcontractor, Days Worked, Percentage for the Subcontractor and the Dates the Subcontractor worked. The report will generate automatically.

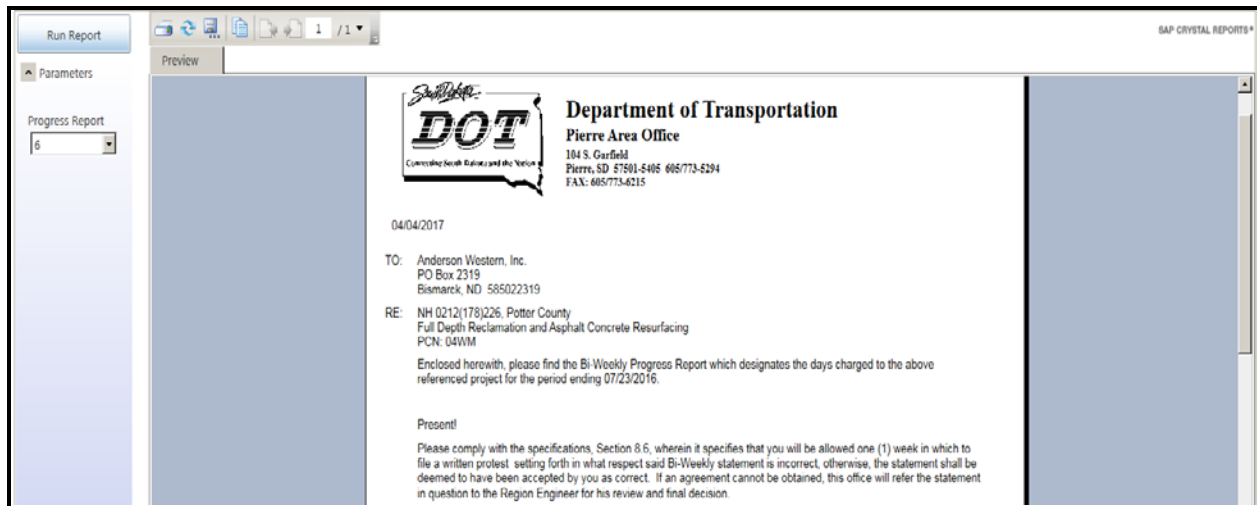
## 7. Weather

04/04/2017 **Construction Measurement and Payment** Page 1 of 3  
**Weather Report**  
 For Contract 5523 from 06/06/2016 to 04/04/2017

Contract Day	Weather Description
Monday, June 6, 2016	Sunny, Windy - Temp: H 73 L 46 - Wind: H 30 L 15
Tuesday, June 7, 2016	Sunny, Light Wind - Temp: H 77 L 55 - Wind: H 15 L 10
Wednesday, June 8, 2016	Mostly Sunny, Windy, Warm - Temp: H 88 L 61 - Wind: H 25 L 15
Thursday, June 9, 2016	Sunny, Light Wind, Hot - Temp: H 93 L 66 - Wind: H 15 L 5
Friday, June 10, 2016	Clear, Sunny, Warm - Temp: H 94 L 68 - Wind: H 15 L 5
Saturday, June 11, 2016	Clear, Sunny, Hot - Temp: H 98 L 69 - Wind: H 30 L 10
Sunday, June 12, 2016	No Work: Sunday

This report provides overview information about the weather recorded for the specified contract between the specified dates. The report opens with the Contract Weather Report Parameters Window, allowing the user to specify the beginning and end dates for the Contract Weather Report to display. Once generated, the report displays as shown above.

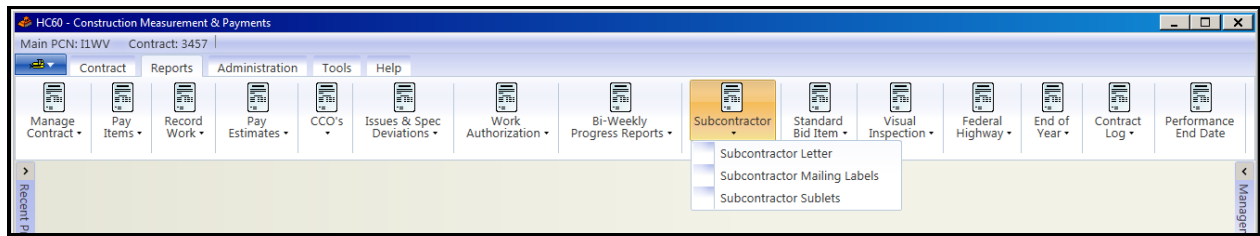
## 8. Work Day Letter



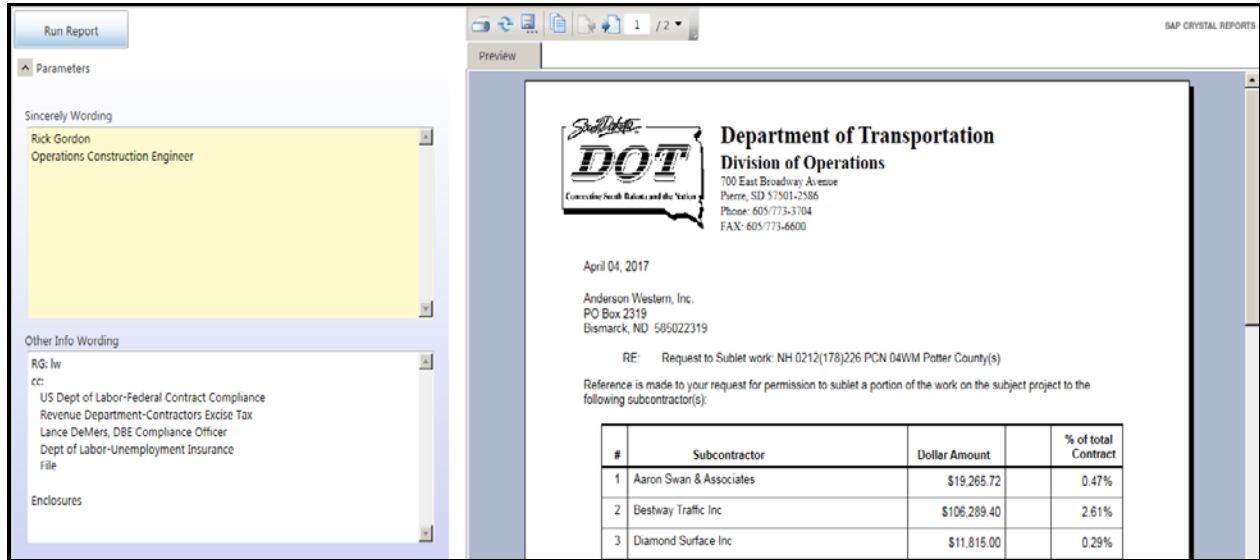
This report provides the standard cover letter for the specified biweekly progress report. The report opens with the Working Day Letter Report Parameters Window, allowing users to specify which progress report to display. Once generated, the report displays as shown above.



# Subcontractor Reports

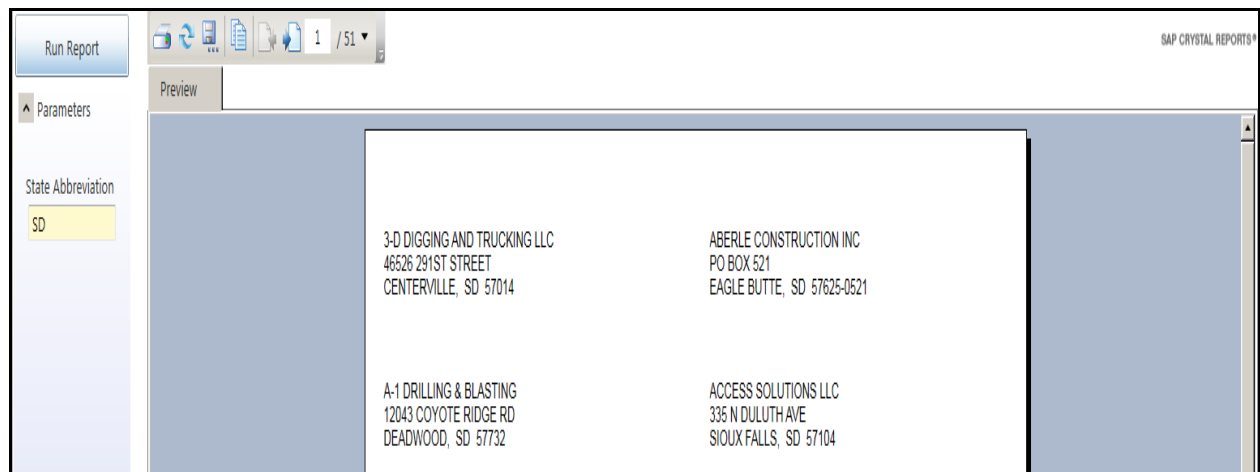


## 1. Subcontractor Letter



This report provides information regarding permission given to the contractor for portion of the work to be sublet. The report allows the user to input information in the parameters window needed to complete the report. Once the information is added, click [Run Report](#).

## 2. Subcontractor Mailing List



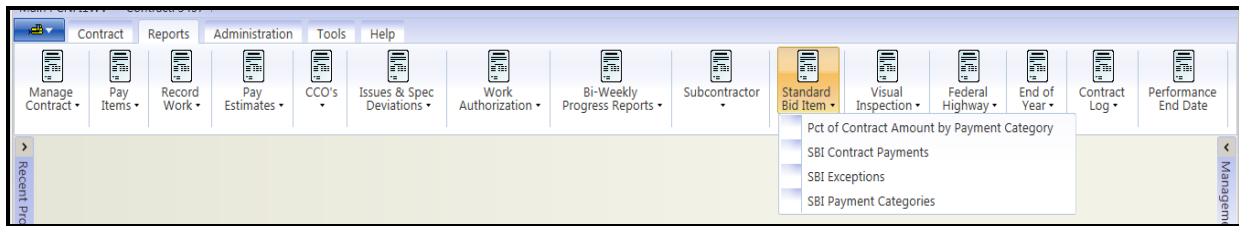
This report provides a label printout containing contractors and their addresses. The report opens with the Subcontractor Mailing Labels Parameters Window, allowing users to specify the states to include in the report. Once generated, the report displays as shown above.

### 3. Subcontractor Sublets

Contract	Sublet Pct	Main Proj Nbr	Main PCN	Orig Contract Amt	Area	Contract Status
18	0.86%	NH 0085(56)112	4798	\$1,336,506.01	Belle Fourche Area	* Finaled *
48	1.12%	P 3049(4)27	4488	\$1,626,866.30	Winner Area	* Finaled *
64	1.41%	P 0010(37)230	4478	\$1,004,369.30	Mobridge Area	* Finaled *
69	1.00%	P 0065(7)193	4481	\$1,114,424.87	Mobridge Area	* Finaled *
139	1.38%	NH 0012(16)275	5381	\$2,501,381.17	Aberdeen Area	* Finaled *
147	0.00%	P 3079(9)150	5125	\$793,171.05	Belle Fourche Area	* Finaled *
148	1.92%	P 3271(2)189	5124	\$1,447,339.50	Mobridge Area	* Finaled *
154	1.59%	P 1014(10)42	0443	\$1,940,341.28	Rapid City Area	* Finaled *

The Subcontractor Sublets Report contains a listing of all work being sublet by the subcontractor specified in the Subcontractor Sublet Report Parameters Window's subcontractor field. This report contains each contractor's Contract Number, Sublet Percent, Main Project Number, Main PCN Number, Original Contract Amount, Area Office and Contract Status. The report opens with the Subcontractor Sublet Report Parameters Window, allowing users to specify the subcontractor to display. Once generated, the report displays as shown above.

# Standard Bid Item (SBI) Reports



## 1. Percent of Contract Amount by Payment Category

Run Report

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SAP CRYSTAL REPORTS

04/04/2017

Percent of Total Contract Amount by Payment Category

Page 1 of 11

Project	PCN	Control Ref	Control										Estimated Total	Calculated Total	
			#1	#2	#3	#4	#5	#6	#7	#8	#9	#10			
090 EF-253	14FT		100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	\$2,270.00	\$79,076.00
4 10A373( )	14L6		11.29%	0.00%	0.00%	15.59%	73.12%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	\$359,543.20	\$379,368.20
4 10374( )	14L7		22.13%	0.00%	0.00%	0.00%	77.87%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	\$163,388.00	\$193,510.00
NH-P 0034(174)141	055K		7.40%	0.00%	0.00%	0.00%	84.90%	0.00%	0.00%	0.00%	0.00%	7.70%	\$699,084.68	\$678,974.40	
P 0011(92)	055A		1.43%	0.00%	0.00%	0.00%	94.43%	0.00%	0.00%	0.00%	0.03%	4.11%	\$3,451,575.38	\$2,990,683.70	
P 0033(24)	055T		5.83%	0.00%	0.00%	0.00%	87.14%	0.00%	0.00%	0.00%	0.14%	6.89%	\$793,916.81	\$734,021.50	
P 0022(64)	060U		22.28%	0.00%	0.00%	0.00%	65.39%	0.00%	0.00%	0.00%	0.00%	12.32%	\$167,398.38	\$192,087.14	
NH-P 0013(39)	05KL		12.36%	0.00%	0.00%	0.00%	86.92%	0.00%	0.00%	0.00%	0.72%	0.00%	\$454,223.87	\$346,463.16	
IM-NH-P 0021(160)	056E		11.15%	0.00%	0.00%	0.00%	69.43%	0.00%	0.00%	0.00%	0.00%	19.42%	\$494,016.64	\$384,005.09	

This report lists the Project, PCN's, and Control Reference numbers for all contracts currently in CM&P, then the ten categories' percentage amounts of each contract's totals, as well as estimated and calculated totals. Once generated, the report displays as shown above.

## 2. SBI Contract Payments

Run Report

1 / 1

SAP CRYSTAL REPORTS

Parameters

Begin Date: 01/04/2016

End Date: 04/04/2017

SBI Number:

South Dakota Department of Transportation

Contract Payments for SBI Nbr: between 01/04/2016 and 04/04/2017

PCN	Project	SBI Nbr	Description	Paid Amount
Total:				

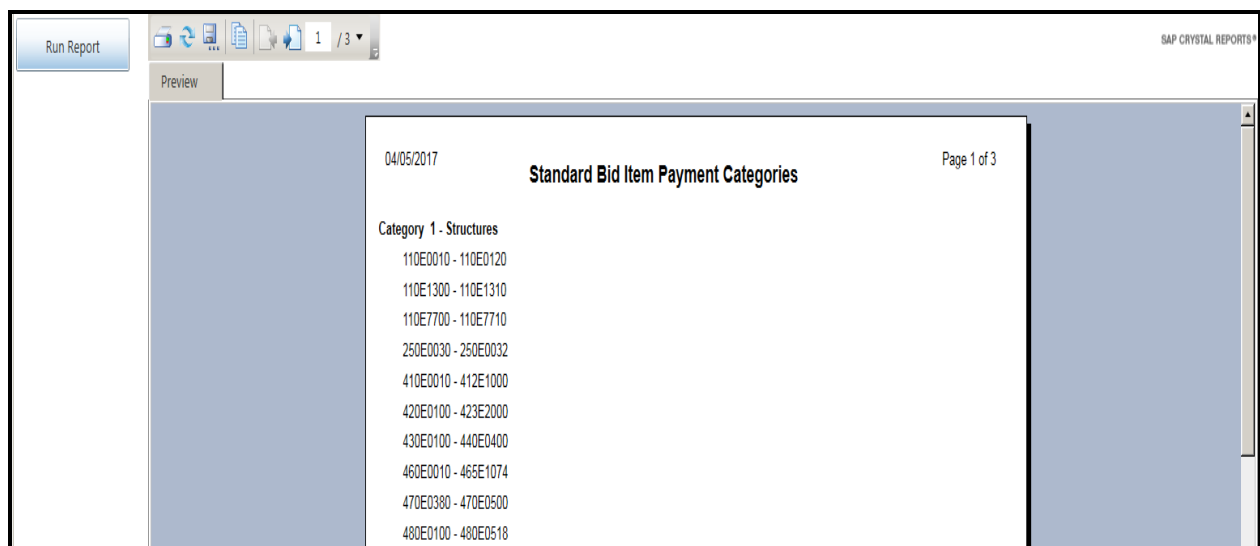
This report lists the PCN, Project, SBI Number, Description, Paid Amount, and Total for Contract Payments for the Standard Bid Items for each contract's total. The report is generated from the Standard Bid Item Contract Payments Parameters Window. Once generated, the report displays as shown above.

### 3. SBI Exception



This report lists the Standard Bid Item numbers not fitting into any payment categories that have been used on contracts, along with their project and PCN numbers. The report will open directly as shown above.

### 4. SBI Payment Categories



This report lists the Standard Bid Item Payment Categories and contains breakdowns of the SBI numbers within each category. The report opens directly as shown above.

# Visual Inspection

## 1. Record of Visual Inspection (DOT25)

**RECORD OF VISUAL INSPECTION AND FIELD MEASUREMENTS** DOT-25 (09/2007)

File # \_\_\_\_\_

PROJECT: NH 0212(178)226 COUNTY: Potter PCN: 04WM  
 INSPECTED BY: Elodio Falcon PIERRE AREA ENGINEER: Dean Hyde

MATERIAL: 12" Diameter Erosion Control Wattle (Added by CCO #2)

List items and date inspected along with other pertinent data, such as size, manufacturer, markings, measurements, weight, condition, etc., and the basis for acceptance or rejection.

DATE: 08/11/2016 12" Diameter Erosion Control Wattles were in like new condition and installed as per manufacturer specifications and accepted for use on project.


This report lists the Project, County, PCN, Inspector, Area Engineer, and Material in the header. Then it displays the visual inspection's date and recorded information. The report opens with the Visual Inspection Parameters Window, allowing user to specify the material to include in the report. Once generated, the report displays as shown above.

## 2. Visual Inspection Requirements

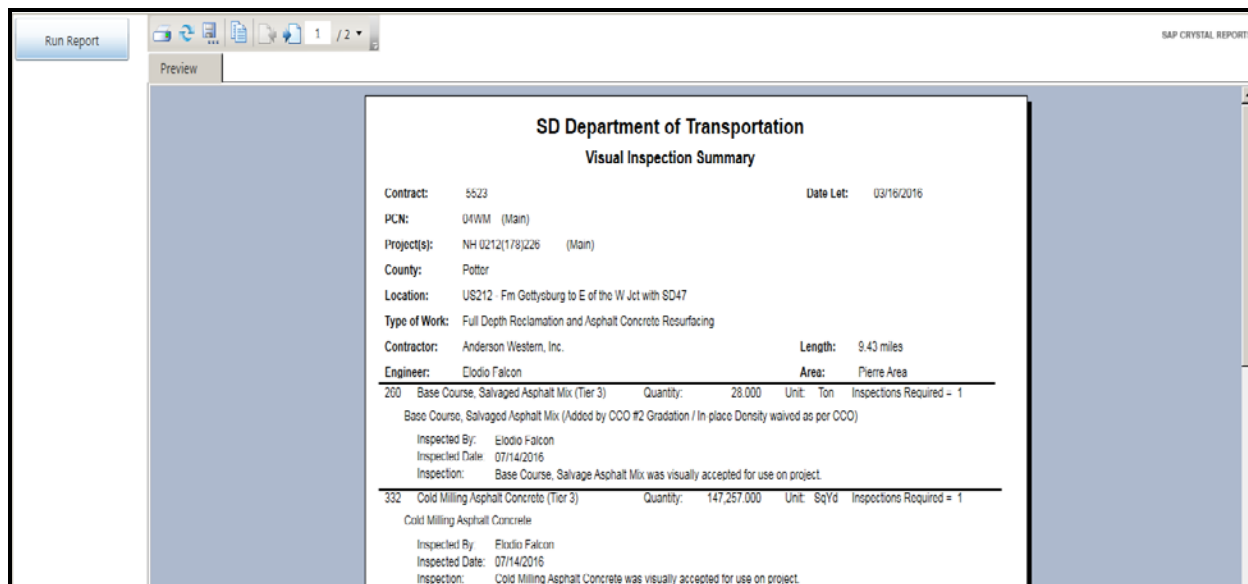
**Summary of Requirements for Visual Inspections**


Contract: 5523 Date Let: 03/16/2016  
 PCN: 04WM (Main)  
 Project(s): NH 0212(178)226 (Main)  
 County: Potter  
 Location: US212 - Frn Gettysburg to E of the W Jct with SD47  
 Type of Work: Full Depth Reclamation and Asphalt Concrete Resurfacing  
 Contractor: Anderson Western, Inc. Length: 9.43 miles  
 Engineer: Elodio Falcon Area: Pierre Area

Material	Quantity	Unit	Reqd	Made	Requirement
260 Base Course, Salvaged Asphalt Mix (	28.00	TON			
Base Course, Salvaged Asphalt Mix (			1.00	1.00	Visual Inspection for Acceptance
332 Cold Milling Asphalt Concrete (Tier 3)	147,257.00	SQYD			
			1.00	1.00	Visual Inspection for Acceptance

This report lists the Contract Number, Type of Work, Contractor, Engineer, Location, Letting Date, Length and Area in the header. Then it displays each material requiring a visual inspection, their quantities and requirement status. Click .

### 3. Visual Inspection Summary



This report lists the Contract Number, Type of Work, Contractor, Engineer, Location, Letting Date, Length and Area in the header. Then it displays each material requiring a visual inspection, their quantities and requirement status. The report will open once the user selects .

# Federal Highway

## 1. Federal Aid Projects

04/06/2017

South Dakota Department of Transportation  
Federal Aid Projects

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Project Number	PCN	DOT-246C	Original Completion	Work Completed	Letting Date	Region	Original Amount	Percent Complete
P 000S(00)017	02DQ	02/25/2015	10/24/2014	11/03/2014	05/07/2014	Aberdeen Region	\$475,598.23	88.76%
P 000S(00)023	02SQ	02/01/2016	10/23/2015	10/26/2015	05/06/2015	Aberdeen Region	\$438,913.37	97.99%
P 000S(00)009	03DF	01/06/2017	10/21/2016	10/06/2016	04/06/2016	Aberdeen Region	\$483,719.95	85.74%
P 0010(45)333	495M	02/26/2001	12/15/2000	06/26/2001	10/04/2000	Aberdeen Region	\$36,752.00	314.30%
PH 0010(86)	02MP	10/27/2015	10/02/2015	09/03/2015	05/06/2015	Aberdeen Region	\$235,601.00	100.82%
P 0010(90)225	037L	06/30/2015	10/10/2014	10/16/2014	12/04/2013	Aberdeen Region	\$7,920,060.85	103.13%
PH 0010(92)	03B3		06/23/2017		06/15/2016	Aberdeen Region	\$262,691.50	37.29%
PH 0010(100)	04GJ	02/10/2016	07/24/2015	12/02/2015	08/13/2014	Aberdeen Region	\$516,208.70	101.34%
PH 0010(101)	04GW	12/01/2015	11/06/2015	11/03/2015	05/20/2015	Aberdeen Region	\$167,437.70	98.88%
PH 0010(103)	04GX	10/24/2016	10/28/2016	09/26/2016	04/20/2016	Aberdeen Region	\$39,986.82	101.49%
P 0010(114)321	054L	11/18/2016	10/07/2016	10/14/2016	03/02/2016	Aberdeen Region	\$432,177.40	89.09%
NH-P 0010(117)	048G	10/24/2016	10/15/2015	07/26/2016	04/15/2015	Aberdeen Region	\$329,439.95	156.18%
IM-P 0010(125)	053A	12/02/2016	09/09/2016	08/25/2016	03/02/2016	Aberdeen Region	\$1,227,633.80	95.87%

This report lists information regarding Federal Aid Projects. Listed on the report are the Project Number, PCN, DOT -246C, Original Completion, Work Completed, Letting Date, Region, Original Amount and Percent Complete. The report will automatically generate once the user has selected the Federal Aid Projects report. The report will appear as shown above.

## 2. Federal Oversight Projects

04/06/2017

South Dakota Department of Transportation  
Federal Oversight Projects

Page 1 of 2

Project Number	PCN	DOT-246C	Final Pay Estimate Approved	Final CCO Approved	DOT-21 Material Cert	Letting Date	Project Engineer	Region	Percent Complete
IM 0299(61)208	02PL	10/04/2014	01/26/2015	01/05/2015	01/26/2015	09/05/2012	Will, Michael	Aberdeen Region	103.76%
NH 0012(166)354	035V	12/30/2014	02/24/2015	02/24/2015	03/06/2015	12/05/2012	Rogness, Brian	Aberdeen Region	100.23%
NH 0014(173)342	026V					02/20/2013	Stearns, Nathan	Aberdeen Region	97.25%
IM 29-3(76)77	3443					02/15/2006	Dressen, Travis	Mitchell Region	103.12%
ES 0291(101)37	4768	04/12/2011	06/16/2011	06/15/2011	06/20/2011	03/25/2009	Peppel, Kurt	Mitchell Region	105.09%
IM 0907(53)319	6666	07/14/2016	07/20/2016	07/13/2016	07/19/2016	09/21/2011	Brandner, Rick	Mitchell Region	104.67%
IM 0905(96)258	01QR	02/11/2016	03/04/2016	01/19/2016	02/17/2016	10/05/2011	Marshall, Tim	Mitchell Region	100.87%
IM 0294(63)123	02Q1	06/26/2015	07/08/2015	04/29/2015	07/09/2015	10/03/2012	Pfaff, Jared	Mitchell Region	103.11%

This report lists information regarding Federal Oversight Projects. Listed on the report are the Project Number, PCN, DOT-246C, Final Pay Estimate Approved, Final CCO Approved, DOT-21 Material Certification, Letting Date, Project Engineer, Region and Percent Complete. The report will automatically generate once the user has selected the Federal Oversight Projects report. The report will appear as shown above.

# End of Year

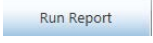
## 1. Work Completed

Construction Measurement and Payment						
Construction Contracts where Work Completed between 08/01/2016 and 04/06/2017						
PCN	Project Nbr	Work Started	Work Completed	Final Status	Final Voucher Processed	Work Description
00RJ	P 6434(02)	07/28/2016	10/26/2016	N		Grading, Curb & Gutter and Asphalt Surfacing
00WX	IM 0909(76)403	08/09/2016	11/08/2016	N		Construct Crossovers
00ZE	BRO 8026(24)	10/05/2016	11/04/2016	N		Structure (Precast Box Culvert) & Approach Grading
01DG	PH 8041(183)	08/01/2016	10/11/2016	Y	03/13/2017	Grading, Reconstruct Low Water Crossing
01DN	BRO 8016(08)	08/01/2016	09/21/2016	Y	03/13/2017	Structure and Approach Grading (2-14'x14' Precast RCBC)
01DP	BRO 8024(12)	07/05/2016	03/27/2017	N		Structure (162' Prestressed Girder Bridge) & Approach Grading
01DT	BRO 8029(18)	07/20/2016	11/12/2016	Y	03/13/2017	Structure & Approach Grading (960' Prestressed Girder Bridge)
01KK	IM 0901(148)40	04/07/2015	09/30/2016	N		Grading, Asphalt Concrete Surfacing, Structures, & Permanent Signing
01RP	P 0073(53)252	04/02/2015	11/15/2016	Y	03/09/2017	Deck Overlay, Approach Slabs, Bent Repair, Bridge Rail, Approach Guardrail, Approach Pavement, & Joint Modification

This report lists information regarding Work Completed within a selected date range. Listed on the report are the PCN, Project Number, Work Started, Work Completed, Final Status, Final Voucher Processed and Work Description. The report will open once the user sets the date parameters, once the parameters are select the user will need to press the Run Report button and the report will be shown as above.

## 2. Work Completed After

Construction Measurement and Payment							
Construction Contracts where Work Completed after 07/04/2016							
PCN	Project Nbr	Work Started	Work Completed	Final Status	Final Voucher Processed	Total Contract Amount	Work Description
00RJ	P 6434(02)	07/28/2016	10/26/2016	N		\$1,055,796.20	Grading, Curb & Gutter and Asphalt Surfacing
00WX	IM 0909(76)403	08/09/2016	11/08/2016	N		\$1,033,729.60	Construct Crossovers
00ZE	BRO 8026(24)	10/05/2016	11/04/2016	N		\$198,025.25	Structure (Precast Box Culvert) & Approach Grading
01DG	PH 8041(183)	08/01/2016	10/11/2016	Y	03/13/2017	\$277,889.67	Grading, Reconstruct Low Water Crossing
01DN	BRO 8016(08)	08/01/2016	09/21/2016	Y	03/13/2017	\$470,326.78	Structure and Approach Grading (2-14'x14' Precast RCBC)
01DP	BRO 8024(12)	07/05/2016	03/27/2017	N		\$1,533,460.86	Structure (162' Prestressed Girder Bridge) & Approach Grading

This report lists information regarding Work Completed After a selected date. Listed on the report are the PCN, Project Number, Work Started, Work Completed, Final Status, Final Voucher Processed, Total Contract Amount and Work Description. The report will open once the user sets the End Date from the parameters window. Once the parameters have been selected, click .



### 3. Work Started but not Completed

04/06/2017

**Construction Measurement and Payment**  
**Work Started but not Completed**

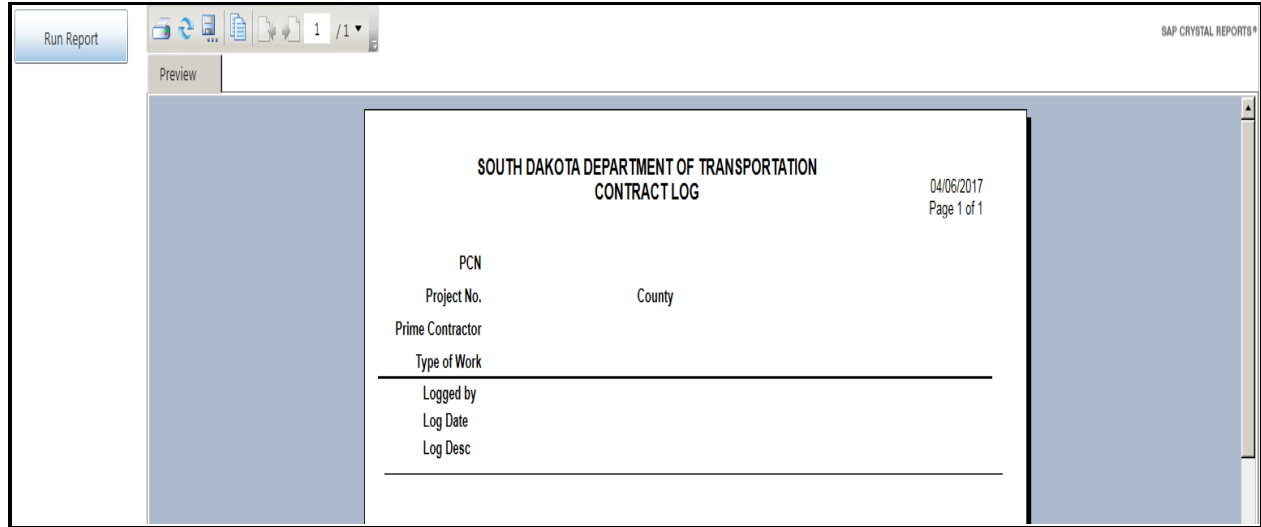
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PCN	Project Nbr	Work Started	Work Completed	Final Status	Final Voucher Processed	Total Contract Amt	Work Description
00GL	IM 0904(50)189	04/04/2017		N		\$11,060,384.09	PCC Overlay, PCC Surfacing, Asphalt Concrete Surfacing, Culvert Repair, & Edge Drains
00KB	NH 0100(103)417	05/12/2015		N		\$8,908,806.29	Grading, Storm Sewer, Curb & Gutter, Structures, PCC Surfacing, Signals, & Lighting
00KE	P 1282(06)	04/08/2013		N		\$18,491,628.49	Grading, PCC Surfacing, ROW, Structures, Curb & Gutter, Storm Sewer, Lighting, & Signals
00LH	P 0063(38)240	11/09/2016		N		\$2,710,188.15	Scour Protection (Bank Stabilization), Column Repair, & Erosion Repair
00ZB	BRO 8040(15)	09/14/2016		N		\$229,100.74	Structure (3-10'x7' CIP Box Culvert) & Approach Grading
01DY	BRF 6397(03)	01/03/2017		N		\$917,894.15	Structure & Approach Grading (102' Continuous Concrete Bridge)

This report lists information regarding Work Started but not Completed. Listed on the report are the PCN, Project Number, Work Started, Work Complete, Final Status, Final Voucher Processed, Total Contract Amount and Work Description. The report will automatically generate once the user has selected the Work Started but not Completed report. The report will appear as shown above.

# Contract Log

## 1. Contract Log



The screenshot shows a SAP Crystal Reports interface. At the top left is a 'Run Report' button. To its right is a toolbar with icons for refresh, print, and page navigation (1 / 1). The main area is a preview window titled 'Preview' containing a form for the 'SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION CONTRACT LOG'. The form includes the date '04/06/2017' and 'Page 1 of 1'. The form fields are: PCN, Project No., County, Prime Contractor, Type of Work, Logged by, Log Date, and Log Desc. There are horizontal lines below 'Type of Work' and 'Log Desc'.

The Contract Log is where you can input information that you would like to keep with your electronic contract. This is not a replacement for the field diary.