COLORADO
Department of Transportation

AASHTOWARE PROJECT SITEMANAGER USER GUIDE

Version 5.0

Engineering Applications Support Unit

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Subcontract Records

CDOT's primary use of SiteManager is for gathering data as work is performed out on our construction projects by both the Primes and subcontractors so that the Prime can be paid for the work.

The Subcontract Records enable PEs to add, modify or delete subcontractor names and the Items they are approved to work on. The Item Prices in these records reflect the amounts Primes will be paying the subs as the work is satisfactorily completed.

Identifying a sub as a Tier II allows you to associate this record to a Parent subcontactor which then pulls the Parent's Item list for selection - rather the the entire Contract Item list.

Entering 205s with both the Effective and Approval Date is a prerequisite for being able to add subcontractors to a SiteManager Daily Work Report. If either of these dates are missing, the subcontractor name will not be available to select on a Daily Work Report.

1. Adding Subcontractors to Your Project

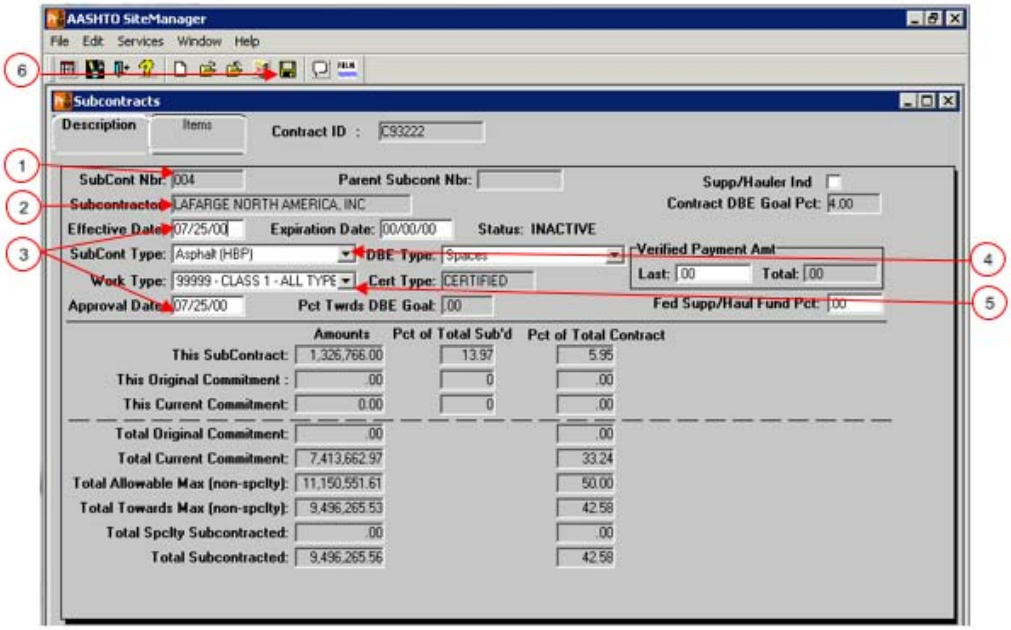
1.1. Navigation

From the Main Panel:

- Select **Contract Administration**
- In the Contract Administration screen, select **Contract Management**
- Select the Services option at the top of the screen
  - Choose Keys
  - Select Contract
- In the Contract Management screen, select **Subcontracts**
- In the Subcontracts screen, select your **Contract ID**

1.2. Description Tab

1. Enter the three digit **Subcontract Number** from **<u>CDOT Form 205</u>**
2. In the **Subcontractor** field, right click on the mouse then select the appropriate subcontractor
3. Enter the **Effective Date** and **Approval Date**
4. In the (Subcontract) **SubCont Type** field, click on the down arrow to select the most common type of work on **Form 205** or Miscellaneous
5. In the **Work Type** field, click on the down arrow and <u>always</u> select: 99999- Class 1- All Types of Work
6. Select **Save**



Subcontract Items

The Subcontract Items tab enables the Project Engineer to add, modify, and delete subcontract items.

If the subcontractor is a hauler or supplier, the subcontract will not have items in the Subcontract record. Instead, the total Subcontract $ Amount can be entered on the This Subcontract field of the Description tab.

Pay items are frequently split between multiple categories. When such an item is sublet, you need to create multiple subcontract item lines – one for each category.

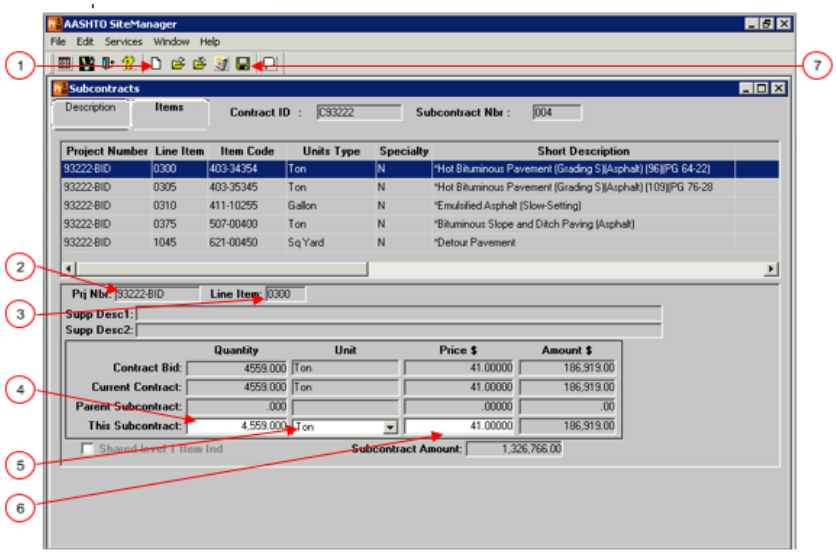
No Common Units

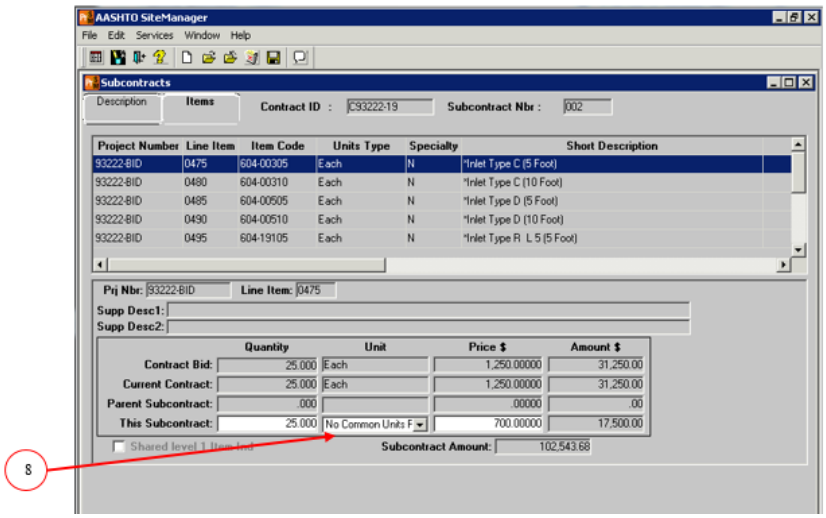
The "No Common Units" unit of measure acts as a wildcard, allowing the entry of that Item on more than one Subcontract record.

1.3. Items Tab

1. In the **Items** folder tab, select **New**
2. In the **Project Number** (**Prj Nbr**) field, right click in the field and select the appropriate project number
3. In the **Line Item** field, right click in the field and select the search option to review and select the item from the master list
4. In the **This Subcontract Quantity** field, enter the quantity amount located on **Form 205**
5. In the **Unit** field, enter the unit of measure located on **Form 205**
6. Enter the **Price** located on **Form 205**
7. Select **Save**

8. **NOTE:** When adding an item that is a partial item (two contractors are performing work on the same item), make sure to start by entering "No Common Units" in the Unit of Measure field.





Stockpile Materials

The Stockpiled Materials panel enables the Project Engineer to select materials to be stockpiled for items on the contract and make initial payments to the contractor.

The panel displays contract line item data in the top window and stockpiled material data for the selected item in the bottom window.

This data is used by SiteManager during estimate generation to determine the amount to be paid for the initial payment and all subsequent item installations.

The Initial Invoice Payment field of the Stockpiled Materials window will result in a payment to the contractor on the next estimate.

If an item is made up of multiple materials, create a new stockpile for each material using the same item number.

A stockpile for an item can be replenished if another delivery is made. SiteManager will deplete the first Stockpile before taking from the second stockpile.

2. Stockpile Materials

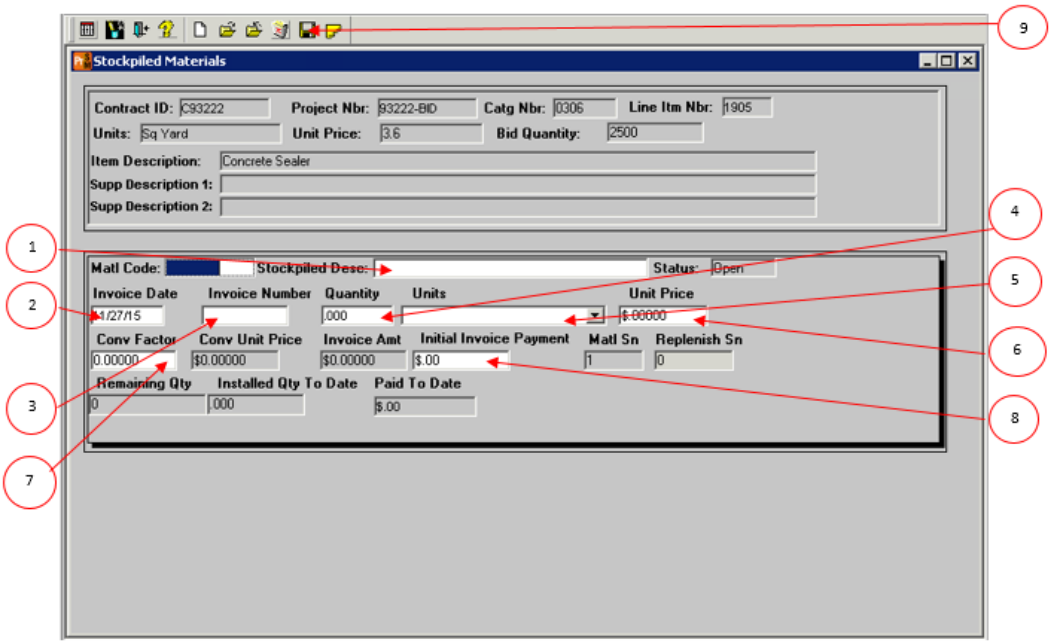
2.1. Navigation

From the Main Panel:

- Select **Contract Administration**.
- In the Contract Administration screen, select **Contract Records**.
- In the Contract Records screen, select **Stockpiled Materials**.
- From this screen, choose **Keys**.
- Select your **Contract ID**.
- From this screen, select the item you wish to stockpile.

2.2. Services

1. Enter the **Stockpiled Description**.
2. Enter the **Invoice Date**.
3. Enter the **Invoice Number**.
4. Enter the **Quantity**.
5. Enter the **Units**.
6. Enter the **Unit Price**.
7. Enter the **Conversion Factor**. **NOTE**: This must **ALWAYS** be **1**.
8. In the **Initial Invoice Payment** field, enter the amount that is in the Invoice Amount field.
9. Select **Save**.



Daily Work Reports

At CDOT, the Inspector or Project Engineer create daily records of construction activity in the Daily Work Reports (DWR).

A DWR can be created for the current day or a previous date. However, you cannot create a DWR for a future date.

Only one Daily Work Report is allowed per person (Project Engineer or Inspector) per contract per day - no duplicates allowed.

Once a DWR is created, it cannot be deleted nor can the date be changed. **Only the person who created a DWR may modify it.**

If you create a DWR with an incorrect date, do not post any work or items and do not authorize it.

A DWR is a legal document and a source document for the work performed on the project.

Remarks may also be included in a DWR to record any further observations of contractor activity or project conditions for that day.

3. Daily Work Reports

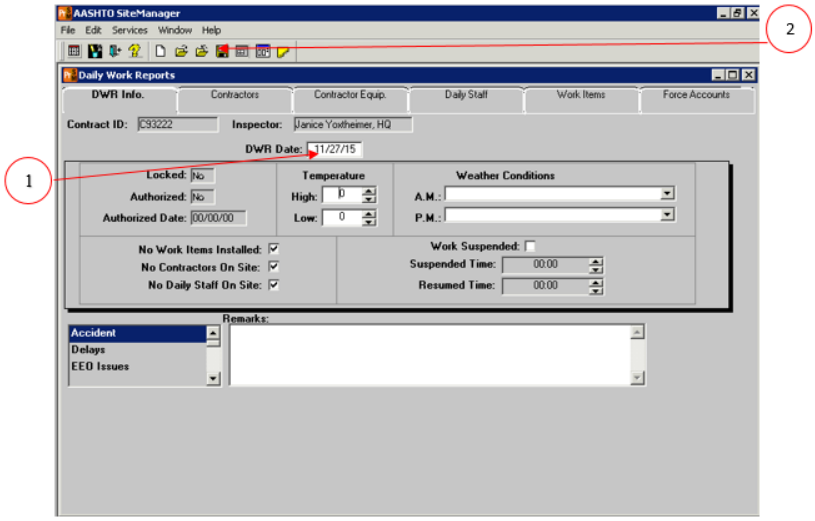
3.1. Navigation

From the Main Panel:

- Select **Daily Work Reports**.
- From the Daily Work Reports screen, select **Daily Work Reports**.
- From the Contract ID screen, select your **Contract ID.**

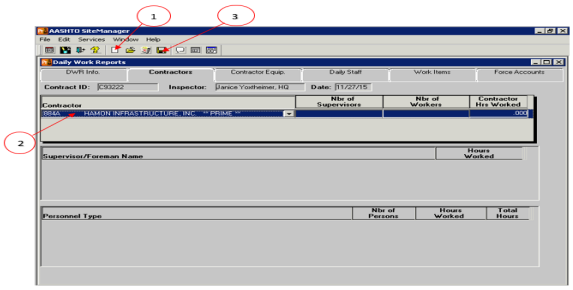
3.2. Daily Work Report Info Tab

1. Enter the new **DWR (Daily Work Report) Date**.
2. Select **Save**.



3.3. Contractor Tab

1. In the Daily Work Reports screen, select the **Contractor** tab and select **NEW**.
2. Click on the drop down arrow and select the **Prime Contractor** and **<u>ALL active subcontractors</u>**.
3. Select **Save.**



Daily Work Reports Work Items

The Work Items tab allows you to view and record installed work items and their daily usage data.

Before entering work item data, the contractor responsible for the work item must already be entered on the Contractors tab.

When the work items tab is first selected, the Select Work Item screen is displayed.

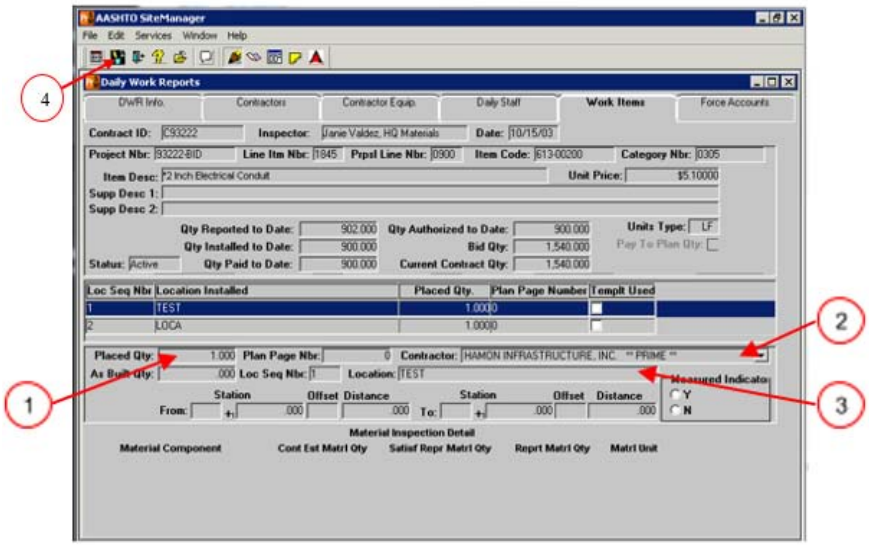
Accurately recording work items is very important since installed work items from the DWRs that are authorized by the Project Engineer in the Diary are used by SiteManager as the basis for paying the Contractor in an estimate.

SiteManager is automated to control the payments of Mob and any traffic control devices as goverened by the specs , to ensure accurate payments and compliance by CDOT to the primes.

3.4. Work Items Tab

In the Daily Work Reports screen, select the **Work Items** tab.

1. In this tab, enter the **Placed Quantity**.
2. In the **Contractor** drop down list, select the appropriate Contractor. If the contractor does not appear, please see section 3.3.
3. Enter the **Location** or the source document information (i.e., 266 number).
4. Select **Save**.



Return to the item list by clicking on the Select Work Items icon (the open book icon).

NOTE: Please use the Remarks window for additional information (i.e., calcs, measurements, or details, if using this as source documentation or to further identify source documentation).

Diaries

The SiteManager Diary was designed for the Project Engineer to track certain information and authorize the work performed on the project. At CDOT, the Diary is used to perform the following functions:

- Track daily weather information
- Create Time Count records
- Record Remarks
- Preview Daily Work Reports (DWR)
- Authorize Daily Work Reports (DWR)

The Project Engineer creates SiteManager diaries daily. Each diary is a daily collection of the Daily Work Reports (DWR) submitted for Approval by all Inspectors working on the contract.

The Project Engineer **must** create one diary per day per contract on all working and calendar day contracts that require a time count – whether for a charge or no charge day. On fixed completion date contracts, there only need to be diaries created for days where DWRs with installed quantities of items need to be approved for payment.

4. Diaries

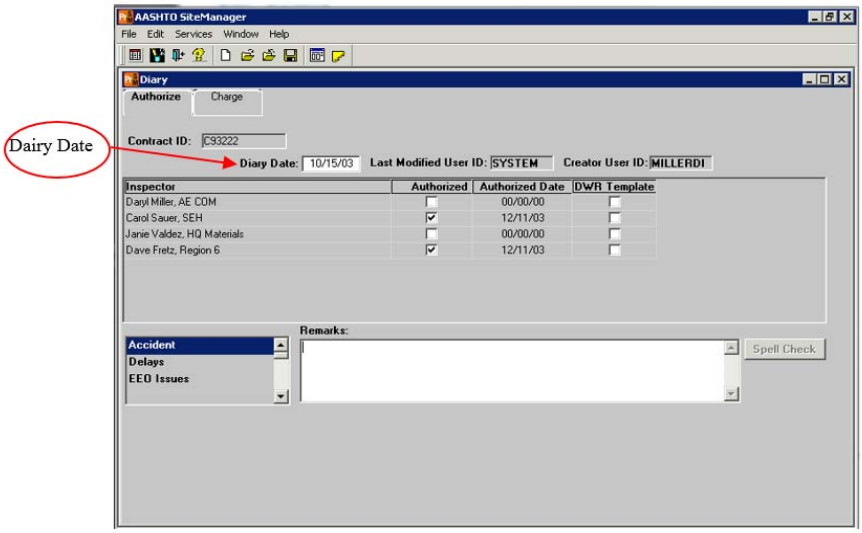
4.1. Navigation

From the Main Panel:

- Select **Daily Work Reports**.
- From the Work Reports screen, select **Diary**.
- From the Contract ID screen, select your **Contract ID**.

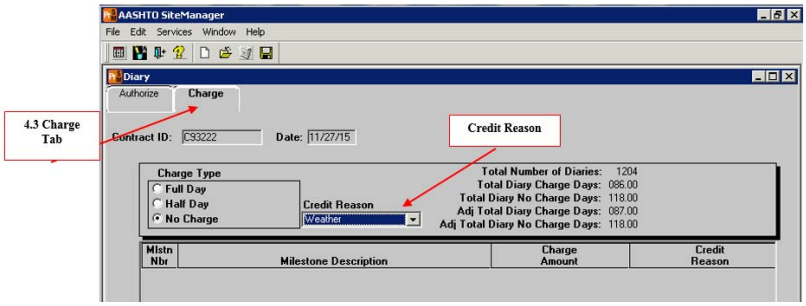
4.2. Authorize Tab

- In the **Authorize** Tab, enter the **Diary Date**.



4.3. Charge Tab

- Select the **Charge** Tab and make sure that the correct **Charge Type** is selected.
  - If it is a no Charge Day, select the down arrow on the **Credit Reason** and make your selection.
- Return to the **Authorize** tab.
- Select **Save**.



Projected Quantities

The Contract Projected Quantities report is a tool which summarizes all of the line item statuses in a contract, listed in sequence by Category number, that allows for manual adjustments for financial planning and projection practices.

Each Item's Projected Quantity starts out at the Bid Quantity, and the system will auto-adjust to reflect any Overruns as they are paid to the contractor.

Manual adjustments must be made to the Projected Quantity for any Items that are final paid at an underrun amount, or, for any Items removed by Change Order or not paid out at all.

These changes should be made prior to generating the monthly Pay Estimate, which will auto-adjust the Projected Quantity to match overruns beyond the Bid Quantity.

The Projected Total amount at the end of the report flows to Line 7 in the SAP Form 65, in the Projected to Complete column. This amount is compared to the Project Commitment Amount (PO amount) to determine if additional funds need to be added to the PO for the project.

5. Projected Quantities and Overs and Unders Reports

5.1 Projected Quantities Reports

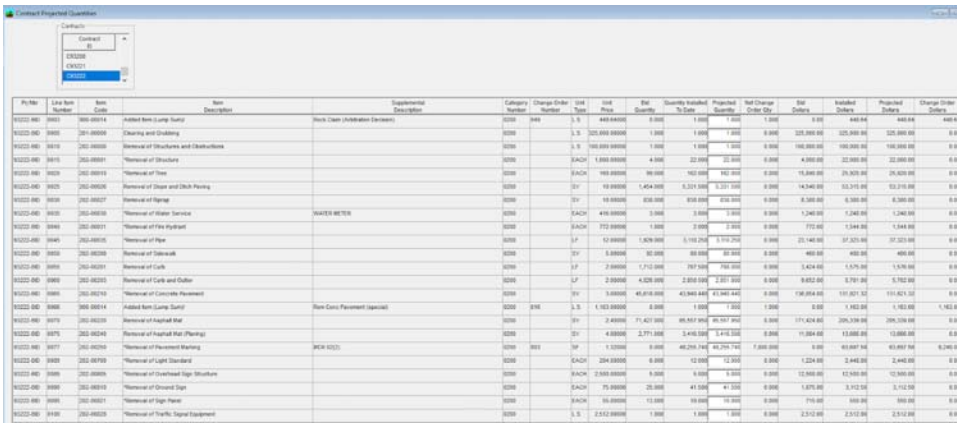
There are several scenarios where the projected quantity is adjusted - some are automatic and some are entered manually. As a rule, SiteManager will automatically adjust a projected quantity upward to match the cumulative quantity. You may manually adjust any quantities for items added by a change order – both positive and negative amounts and /or increases or decreases, before the items are paid, in order to project those expected expenses into the overall financial picture of the project.

There are two situations when the projected quantity should be adjusted manually. The Project Engineer should adjust the projected quantity when an item is complete and when an anticipated overrun or underrun is expected.

The most consistent, typical manual adjustment required in the Projected Quantities Report is the maintenance of the MCR Budget item. Each month, the remaining balance of the F/A Minor Contract Revisions item #700-70010 should be entered as the Projected Quantity in the Projected Quantities Report. This tells the system that you intend to use the remaining balance of your MCR budget item for future MCR type Change Orders.

From **SiteManager Accessories**:

- Select **Contract Administration.**
- Select **Projected Quantities**.
- From the **Contract Projected Quantities** screen, select the **Contract ID**.



Overs and Unders Report

The Overs and Unders report integrates into the Form 65 Post-Award status. At the end of the Overs and Unders report there are two totals: Totals for Project and Totals for Contract. These numbers should always be the same. These are summations of the Overrun or Underrun and Projected Total columns and these numbers are used in the Form 65.

Any number that appears in this report in Red is an Underrun - or a Savings to the Project. Any number that appears in black is a cost, or a positive expenditure on the project.

The total from the Overrun or Underrun column is added into the Form 65 , directly below the CMOs Line. This line will also include any unreconciled MCR amounts and any Modifications with No CMO/MCR Required amounts.

4.4. Overs and Unders Report

The Projected Quantities Report feeds into the Overs and Unders Report which feeds into the Project Financial Statement, Form 65 in SAP. Since you will need to submit the latest Form 65 with each Pay Estimate Summary, you will need to adjust the Projected Quantities for the appropriate items before you generate the Estimate in SiteManager.

Prior to contract finalization, all items' Projected Quantities must equal the Quantity Installed to Date.

From **SiteManager Accessories**:

- Select **Contract Administration.**
- Select **Overs and Unders Report**.
- Select the **Contract ID** from the drop down menu.

Overs and Unders Report

Colorado Department of Transportation

Overs and Unders Report for Contract C93222, Project IM 2706-030 (93222-BID)

LIN	Catg Nbr	Item Number	Description / Supplemental Description	Units	Unit Price	Bid Quantity	Cumulative Quantity	Bid Qty + Aprvd CO Qty	Projected Quantity	Overrun or Underrun	Projected Total
1905	0306	515-00400	*Concrete Sealer	SY	$3.60000	2,500.000	2,271.100	2,500.000	2,271.100	($824.04)	$8,175.96
1910	0306	518-01004	Bridge Expansion Device (0-4 Inch)	LF	$100.00000	190.000	140.000	190.000	140.000	($5,000.00)	$14,000.00
1915	0306	601-03040	*Concrete Class D (Bridge)	CY	$290.00000	1,073.000	1,073.000	1,073.000	1,073.000	$0.00	$311,170.00
1920	0306	601-40250	*Bridge Deck Finish (Sawed Grooves)	SY	$4.00000	2,296.000	2,161.400	2,296.000	2,161.400	($538.40)	$8,645.60
1925	0306	601-40300	*Structural Concrete Coating	SY	$3.50000	1,777.000	1,777.000	1,777.000	1,777.000	$0.00	$6,219.50
1930	0306	602-00000	*Reinforcing Steel	LB	$0.40000	102,458.000	102,458.000	102,458.000	102,458.000	$0.00	$40,983.20
1935	0306	602-00020	*Reinforcing Steel (Epoxy Coated)	LB	$0.50000	162,508.000	162,508.000	162,508.000	162,508.000	$0.00	$81,254.00
1940	0306	605-00060	6 Inch Perforated Pipe Underdrain	LF	$18.00000	255.000	255.000	255.000	255.000	$0.00	$4,590.00
1945	0306	605-83000	Geocomposite Drain	SY	$6.75000	530.000	596.500	530.000	596.500	$448.88	$4,026.38
1950	0306	606-10700	*Bridge Rail Type 7	LF	$50.00000	770.000	789.000	770.000	789.000	$950.00	$39,450.00
1955	0306	607-53137	*Fence Chain Link (Special) (36 Inch)	LF	$22.00000	730.000	730.000	730.000	730.000	$0.00	$16,060.00
1960	0306	613-00100	*1 Inch Electrical Conduit	LF	$5.20000	175.000	262.500	175.000	262.500	$455.00	$1,365.00
1965	0306	613-00200	*2 Inch Electrical Conduit	LF	$5.10000	1,540.000	750.000	1,540.000	750.000	($4,029.00)	$3,825.00
1970	0306	618-06032	Prestressed Concrete Slab (Depth Less Than 8 Inches)	SF	$6.00000	14,550.000	14,550.000	14,550.000	14,550.000	$0.00	$87,300.00
1975	0307	206-00000	Structure Excavation	CY	$6.00000	1,385.000	1,385.000	1,385.000	1,385.000	$0.00	$8,310.00
1980	0307	206-00200	Structure Backfill (Class 2)	CY	$9.15000	1,105.000	1,105.000	1,105.000	1,105.000	$0.00	$10,110.75
1985	0307	502-11253	*Steel Piling (HP 12x53)	LF	$20.00000	971.000	0.000	971.000	0.000	($19,420.00)	$0.00
1987	0307	900-00014	Added Item (Lump Sum)/ / Re-stock Steel Piling E-17-BU	L S	$2,485.00000	0.000	1.000	1.000	1.000	$0.00	$2,485.00
1990	0307	503-00024	*Drilled Caisson (24 Inch)	LF	$38.00000	360.000	719.000	360.000	719.000	$13,642.00	$27,322.00
1992	0307	900-00012	Added Item (Foot)/ / Drilled Caisson (24")(special)	LF	$64.00000	0.000	150.000	144.000	150.000	$384.00	$9,600.00
1995	0307	504-03311	*Retaining Wall (1)(Alternative Systems) / E-17-AV	L S	$150,000.00000	1.000	1.000	1.000	1.000	$0.00	$150,000.00
2000	0307	504-03312	*Retaining Wall (2)(Alternative Systems) / E-17-BA (YORK)	L S	$125,000.00000	1.000	0.000	0.000	0.000	$0.00	$0.00
2002	0307	900-00014	Added Item (Lump Sum)/ / Caisson Wall E-17-BA	L S	$154,252.00000	0.000	1.000	1.000	1.000	$0.00	$154,252.00
2003	0307	900-00014	Added Item (Lump Sum)/ / Restocking Fee Soil Nail	L S	$3,750.00000	0.000	1.000	1.000	1.000	$0.00	$3,750.00
2005	0307	507-00000	Concrete Slope and Ditch Paving	CY	$150.00000	54.000	0.000	54.000	0.000	($8,100.00)	$0.00
2010	0307	601-01000	Concrete Class B	CY	$285.00000	263.000	297.470	263.000	297.470	$9,823.95	$84,778.95
2015	0307	601-03000	Concrete Class D	CY	$330.00000	9.000	9.000	9.000	9.000	$0.00	$2,970.00
2020	0307	601-40302	*Structural Concrete Coating (Anti-Graffiti)	SF	$0.50000	37,230.000	46,903.000	37,230.000	46,903.000	$4,836.50	$23,451.50
2025	0307	602-00000	*Reinforcing Steel	LB	$0.40000	42,451.000	55,102.770	42,451.000	55,102.770	$5,060.71	$22,041.11
2030	0307	606-10325	*Bridge Rail Type 3	LF	$88.50000	20.000	20.000	20.000	20.000	$0.00	$1,770.00
2035	0307	607-13000	*Fence Masonry (Sound Barrier)	SF	$14.00000	17,720.000	20,672.700	17,720.000	20,672.700	$41,337.80	$289,417.80
2040	0400	620-00005	Field Office (Special)	EACH	$140,000.00000	1.000	1.000	1.000	1.000	$0.00	$140,000.00
2045	0400	620-00012	Field Laboratory (Class 2)	EACH	$40,000.00000	1.000	1.000	1.000	1.000	$0.00	$40,000.00
2050	0400	620-00020	Sanitary Facility	EACH	$4,000.00000	2.000	2.000	2.000	2.000	$0.00	$8,000.00
2055	0200	900-00014	Added Item (Lump Sum)/ / Claim Settlement	L S	$240,000.00000	0.000	0.000	1.000	0.000	($240,000.00)	$0.00
2056	0200	900-00014	Added Item (Lump Sum)/ / Claim Settlement	L S	$240,000.00000	0.000	1.000	1.000	1.000	$0.00	$240,000.00
2060	0400	900-00005	Added Item (Day)/ / Liquidated Damages	DAY	$2,610.00000	0.000	0.000	(14.000)	0.000	$36,540.00	$0.00
			Totals for Project 93222-BID							$932,267.35	$23,233,370.56
			Totals for Contract C93222							$932,267.35	$23,233,370.56

Estimate Generation

Project Engineers will generate progress estimates throughout the life of a project. When the project is ready for finalization the Finals Administrator generates the final estimate.

Prerequisites for generating a Pay Estimate in SiteManager Include:

- Notice to Proceed Date in Contract Record
- Approved Diaries
- Approval Level table set to either CDOT PE *or* Consultant PE
- PE Contract Authority

The following calculations are automated as governed by CDOT specs & are included in each applicable Pay Estimate:

- Retainage
- AutoPayment of Mobilization
- Autopayment of TCD Items
- Stockpile Payments

5. Estimate Generation

5.1. Navigation

From the Main Panel:

- Select **Contractor Payments**.
- From the Contractors Payments screen, select **Estimate.**
- From the Estimate screen, select **Generate Estimate**.
- From the Contract ID screen, select your **Contract ID**.
- o

*If your Contract ID is not available for selection confirm the following:

Has the Notice to Proceed Date been entered in the Contract Record?

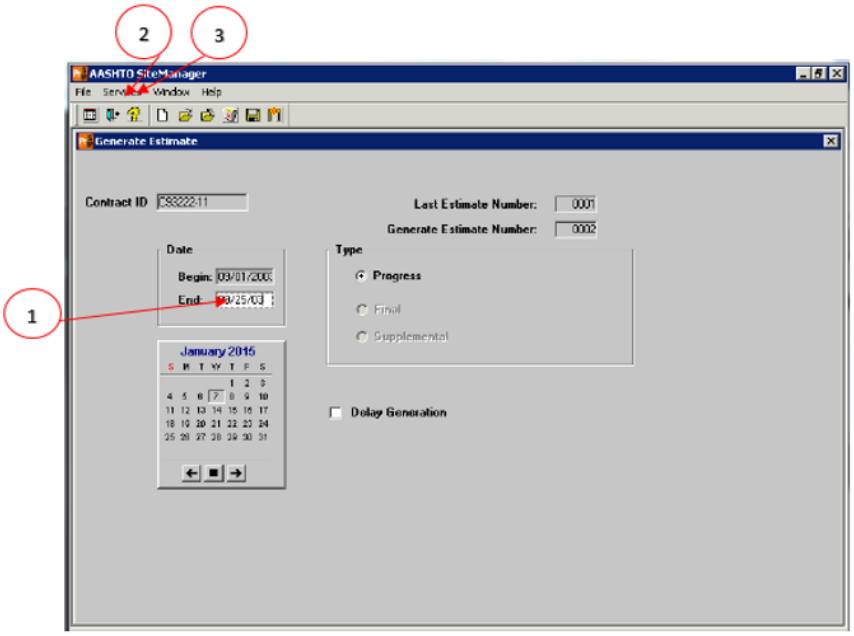
Have you APproved all the Diaries for the month?

Is the Approval Level table set correctly for either a PE *or* Consultant PE to run the Estimates?

Is there already a Pending Estimate in the system?

5.2. Generate Estimate Window

1. In the **Generate Estimate** screen, make sure the correct **End Date** is entered.
2. Select the **Services** icon.
3. Select **Generate Estimate**.



Estimate Deletion

After the estimate is generated, the Project Engineer should review the Estimate Summary for accuracy before approving the Pay Estimate.

If any corrections are needed, the Project Engineer can Delete the Estimate from Estimate History. Then they can go back into Diaries or DWRs and make any adjustments needed, and re-run a Pay Estimate to include those changes.

If changes are needed after the Project Engineer has Approved the Pay Estimate, the Resident Engineer can Reject the Pay Estimate and it will then be available in Estimate History for the Project Engineer to Delete it and make any necessary updates before re-generating it.

6. Estimate Deletion

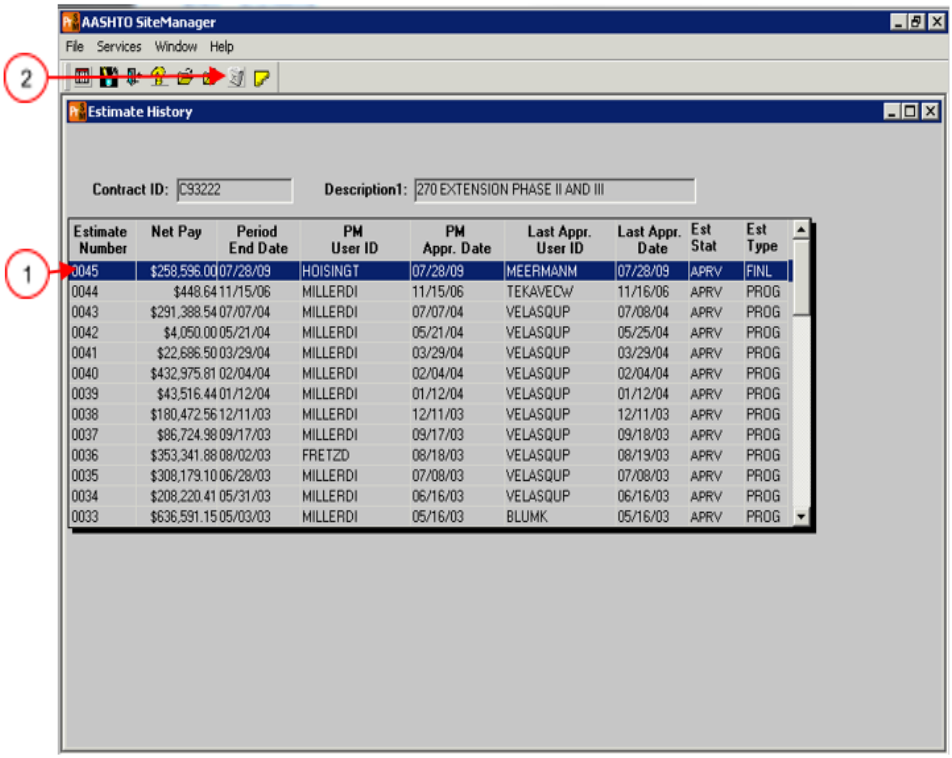
6.1. Navigation

From the Main Panel:

- Select **Contractor Payments**.
- From the Contractor Payments screen, select **Estimate**.
- From the Estimate screen, select **Estimate History**.
- From the Estimate History screen, select your **Contract ID**.

6.2. Estimate History Screen

1. From the Estimate History Screen, select the estimate that you wish to delete. **NOTE:** The Estimate must be in PEND or INAPStatus for the Delete button to be available.
2. Select **Delete**.



Estimate Number	Net Pay	Period End Date	PM User ID	PM Appr. Date	Last Appr. User ID	Last Appr. Date	Est Stat	Est Type
0045	$258,596.00	07/28/09	HOISINGT	07/28/09	MEERMANM	07/28/09	APRV	FINL
0044	$448.64	11/15/06	MILLERDI	11/15/06	TEKAVECW	11/16/06	APRV	PROG
0043	$291,388.54	07/07/04	MILLERDI	07/07/04	VELASQUP	07/08/04	APRV	PROG
0042	$4,050.00	05/21/04	MILLERDI	05/21/04	VELASQUP	05/25/04	APRV	PROG
0041	$22,686.50	03/29/04	MILLERDI	03/29/04	VELASQUP	03/29/04	APRV	PROG
0040	$432,975.81	02/04/04	MILLERDI	02/04/04	VELASQUP	02/04/04	APRV	PROG
0039	$43,516.44	01/12/04	MILLERDI	01/12/04	VELASQUP	01/12/04	APRV	PROG
0038	$180,472.56	12/11/03	MILLERDI	12/11/03	VELASQUP	12/11/03	APRV	PROG
0037	$86,724.98	09/17/03	MILLERDI	09/17/03	VELASQUP	09/18/03	APRV	PROG
0036	$353,341.88	08/02/03	FRETZD	08/18/03	VELASQUP	08/19/03	APRV	PROG
0035	$308,179.10	06/28/03	MILLERDI	07/08/03	VELASQUP	07/08/03	APRV	PROG
0034	$208,220.41	05/31/03	MILLERDI	06/16/03	VELASQUP	06/16/03	APRV	PROG
0033	$636,591.15	05/03/03	MILLERDI	05/16/03	BLUMK	05/16/03	APRV	PROG

Estimate Approval

The Estimate Approval panel enables authorized users to approve estimates. The approval process provides an audit trail and prepares the estimate for the creation of the extract file that can be used by CDOT's financial system (SAP).

The approval process is supported by a chain of approval levels established by CDOT. Each approval level corresponds to a user group within SiteManager.

At CDOT, there are three estimate approval levels:

- Project Engineer
- Resident Engineer
- Accounting – Project & Grants

The Project Engineer who generated the Estimate must begin the approval process. No subsequent level can approve an estimate until the previous level has approved the estimate.

7. Estimate Approval

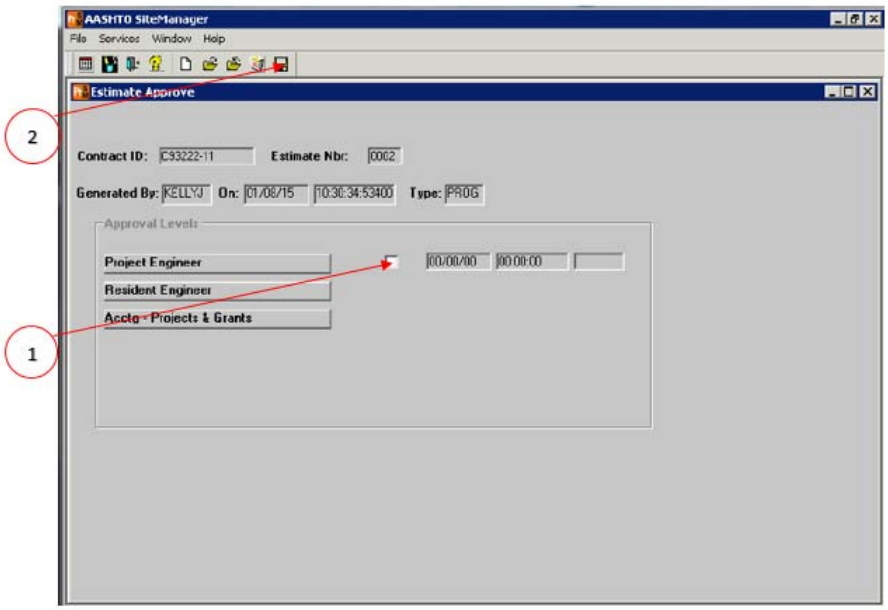
7.1. Navigation

From the Main Panel:

- Select **Contractor Payments**.
- From the Contractor Payments screen, select **Estimate**.
- From the Estimate screen, select **Estimate Approval**.
- From the Contract ID screen, select your **Contract ID**.

7.2. Estimate Approval Screen

1. From the Estimate Approval screen, click the **Approval** checkbox.
2. Select **Save**.



Change Orders

The change order process allows legal changes to be made to a contract by creating, approving and tracking changes. Through change orders, Project Engineers can:

- Increase or decrease quantities for existing items
- Add new items of work to the contract
- Make time adjustments
- Make price adjustments
- Record scope changes
- Record spec changes
- Create subcontractor and/or supplier liens

Change Order Guidance

Resources for specific change order guidance include:

- Area Engineers
- Construction Manual
- Reg 1 Quality Control Manual
- Previous change orders

8. Change Order Creation (CMO)

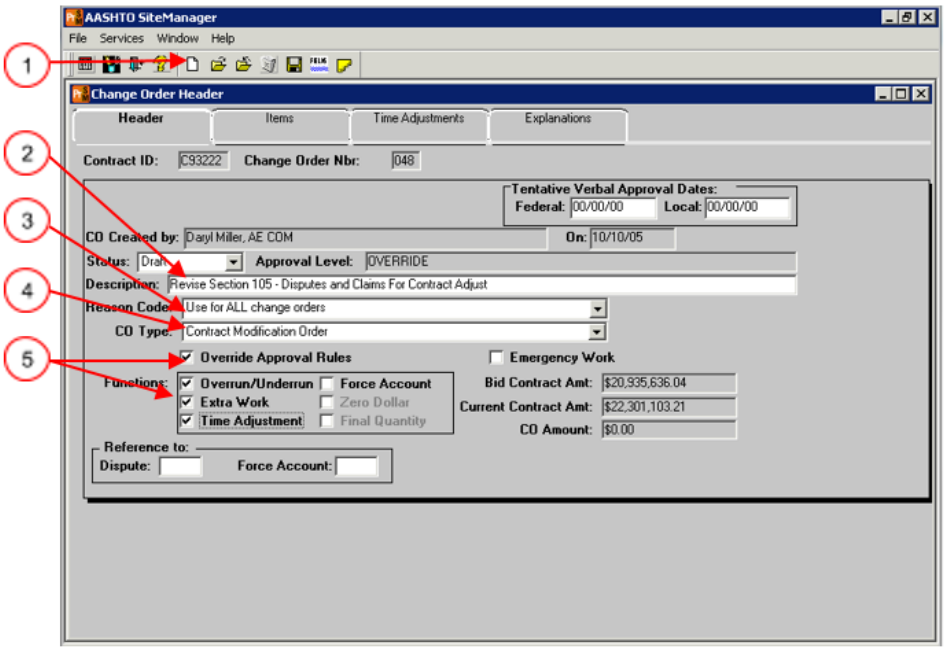
8.1. Navigation

From the Main Panel:

- Select **Change Orders**.
- From the Change Orders screen, select **Change Order Maintenance**.
- From the Change Order Maintenance screen, select **Change Orders**.
- On the Change Order Header screen, select your **Contract ID**.

8.2. Header Tab

1. Click **New** (SiteManager will auto number).
2. Enter the **CMO Description** (this prints as Title on Form 90).
3. In the **Reason Code** field, click on the down arrow and select **Use for all change orders.**
4. In the **CO Type,** click on the down arrow and select **Contract Modification Order**.
5. Select the appropriate checkbox:
   - 5.1. Override Approval Rules
   - 5.2. Overrun/Underrun for changes to existing contract items
   - 5.3. Extra Work for adding new items of work
   - 5.4. Time Adjustment when applicable



Change Order Items

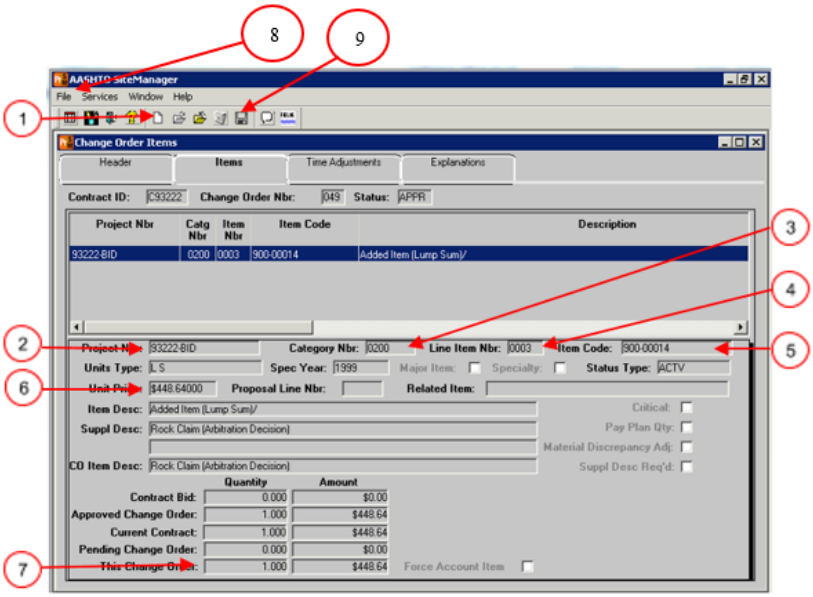
New items may only be added to an existing contract through the change order process. When a new item is added in the Items tab you must enter a Category, unit price and quantity, as well as assign a Line Number for where that item will appear in sequence on reports, lists etc.

If you need a new category added to the contract, please email the AASHTOWare Project Support team and include the new Category number and all the funding providers and percentages, and limit amounts for the new work so they can add it to SiteManager for you.

Please Do Not enter any number into the Proposal Line Number field as this is not utilized at CDOT change orders & will cause errors with Saving.

8.3. Items Tab

1. Select the **Items** tab and click **New**.
2. In the **Project Number** field, right click on the field and select the appropriate project number.
3. In the **Category Number** field, right click in the field and select the appropriate category number.
4. Enter the new **Line Item Number**. (must be 4 digits - 0000)
5. Right click in the **Item Code field** and filter search:
   5.1. Select the appropriate Item (if using a 900 item, enter a supplemental description).
   5.2. Select **Add**.
6. Enter the **Unit Price**.
7. Enter the **Quantity**.
8. Return to the **Main Panel**, select **Services**, and then select **Calculate Change Order**.
9. Select **Save**.



After completing the entry of items, return to the **Main Panel**, select **Services**, and then select **Calculate Change Order**. Then **Save**.

Minor Contract Revisions (MCR)

When adding minor item(s) to a contract, you'll create a Minor Contract Revision type change order.
In the same change order you will decrease the current Contract Amount for item 700-70010 by an amount equal to the sum of the added items, by entering a negative number in the This Change Order Quantity field. This reconciles the MCR Budget and once the CO has been Calculated, the CO Amount will be $0.00.

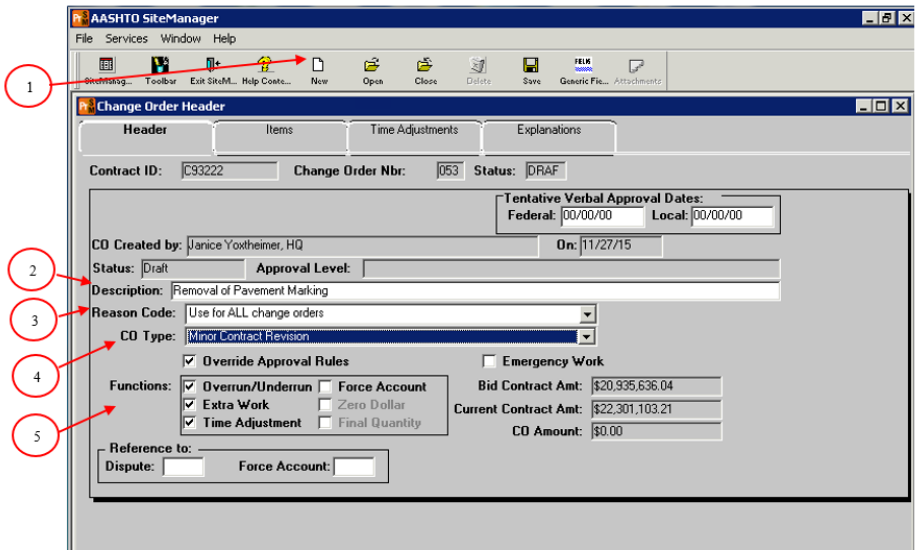
Always remember to Calculate and Save after adding items to any Change Order.

Item 700-70010 is never to be used in a CMO type Change Order. If you want to use your MCR Budget money to pay for a CMO you will need to reduce the Projected Quantity for Item 700-70010 by the CMO amount in the Projected Quantity Report.

9. Change Order Creation (MCR)

9.1. Header Tab

1. Click **New** in the Change Order screen (SiteManager will auto number).
2. Enter the **MCR Description**.
3. In the **Reason Code** field, click on the down arrow and select "**Use for all change orders.**"
4. In the **CO Type,** click on the down arrow and select **Minor Contract Revision.**
5. Select the appropriate checkboxes:
   - 5.1. Override Approval Rules
   - 5.2. Overrun/Underrun
   - 5.3. Extra Work
   - 5.4. Time Adjustment



Minor Contract Revisions (MCR) New Items

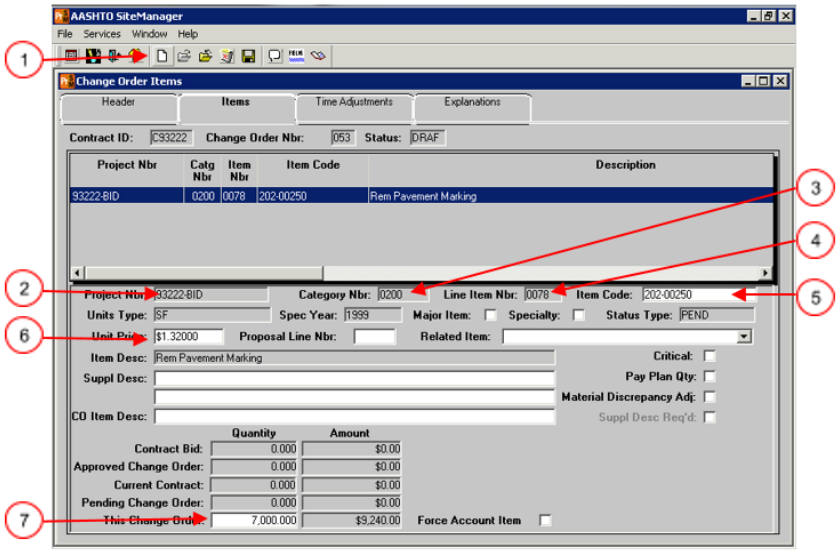
You may add multiple items to an MCR type Change Order, then create only one adjustment to existing Item 700-70010 for the sum of all the MCR items beings added. The quantity entered for Item 700-70010 should always be negative,
ie: -5,000.

There is a Minor Change Order Items Summary Report in SiteManager Accessories that includes the initial MCR Budget Amount, (MCR Limit $) current sum of MCR Items added (Accumulated Amount $) and a listing of every Item added in an MCR & what has been paid to date on those Items.
The difference between the MCR Limit $ and the Accumulated Amount $ is entered in the Projected Quantity Report as the Projected Quantity for Item 700-70010.

Item 700-70010 is managed in MCR type Change Orders, not in Daily Work reports or postings.

9.2. Items Tab

1. Select the Items tab and click **New**.
2. In the **Project Number** field, right click and select the appropriate project number.
3. In the **Category Number** field, right click and select the appropriate category number.
4. Enter the **New Line Item Number**. (must be 4 digits - 0000)
5. Right click in the **Item Code** field and filter the search:
   - 5.1. Select **Item**.
   - 5.2. Select **Add**.
6. Enter the **Unit Price**.
7. Enter the **Quantity**.
   - 7.1. If using a 900- Item, enter a Supplemental Description.
8. Return to the **Main Panel**, select **Services**, and then select **Calculate Change Order**.
9. Select **Save**.

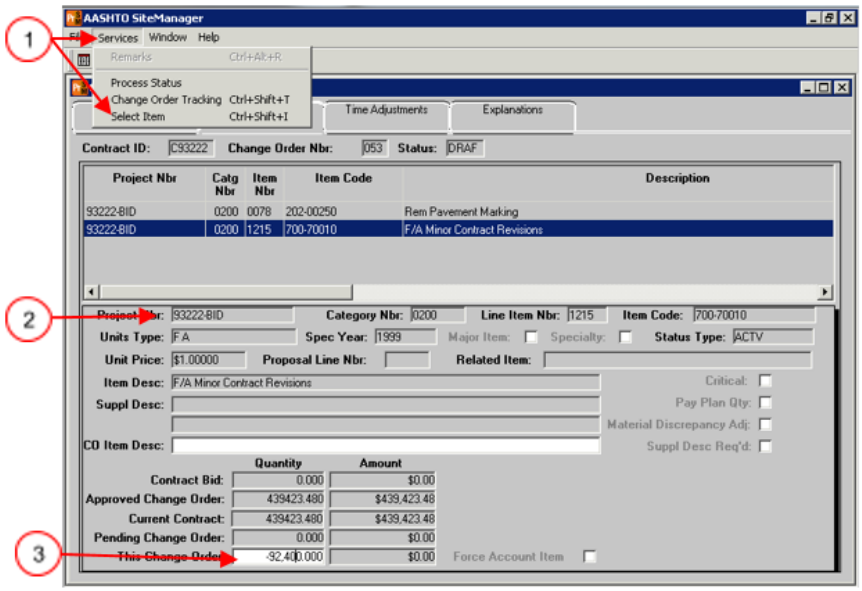


Reconciling Item Costs

The MCR Budget Item is designed to function as a draw-down item and it is managed in the Projected Quantities Report.
As new MCR Items are added to the Contract, the MCR Budget Item is depleted, resulting in no new additional cost to the contract for those added items. The Projected Quantity for 700-70010 will need to be adjusted to show the remaining balance of what is left in the MCR Budget Item.

9.3. Reconciling Item Cost from Plan Force Account Budget

1. Select **Services**:
   1.1. Choose **Select Item**.
   1.2. Choose **700-70010 item**.
2. Select the **Project Number**.
3. Enter the total of the item or items you added in the **Quantity** field as a negative.
4. Return to the **Main Panel**, select **Services**, and then select **Calculate Change Order**.
5. Select **Save**.



Addition of Time to the Contract

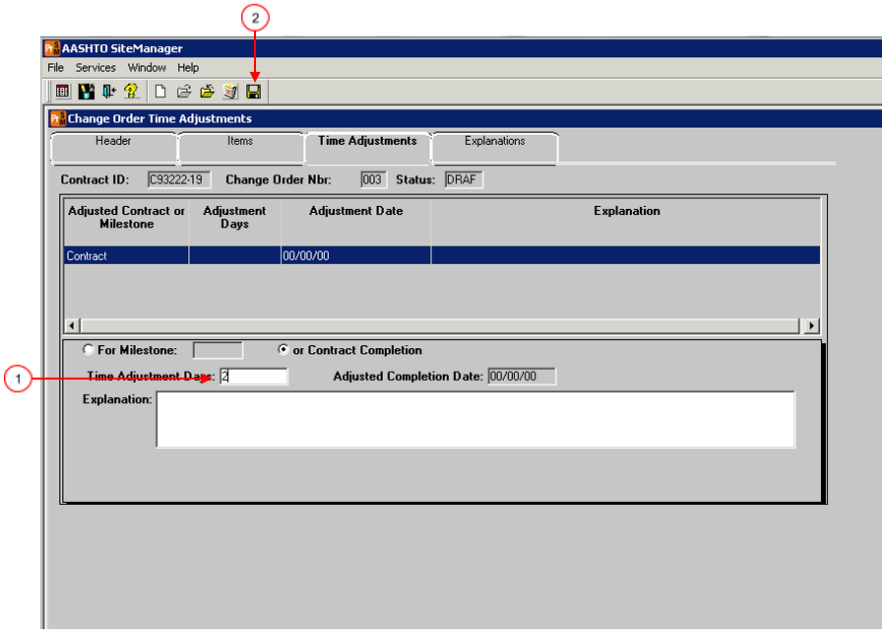
The Time Adjustments window enables you to enter one or more time adjustments to either add or remove time for the completion of a project. The Time Adjustment functionality becomes available, and reflects the actual type of time charges for that project once the Time Adjustment function has been checked for the Change Order.

Once a Change Order containing a Time Adjustment has been Approved, you can print out a new Weekly Time Count Report which will reflect the extra days Approved by Change Order as well as the new Total Revised Contract Days.
This is true for when days are removed (using a negative quantity) as well.

10.4 Additional Time

1. From the **Change Order** screen **Header** Tab, make sure to select the Time Adjustment check box.

2. Select, the **Time Adjustment** Tab:
   1. Enter the total days in the **Time Adjustment Days** box that you wish to add to your contract.
   2. Select **Save**.



Adding Explanations

The Change Order Explanation window is used to document the reasons for contract changes. This window enables you to record the reason for the changes to the contract that are included in the change order. It also enables reviewers and approvers to view the change order reasons.

The text that is entered will be displayed on CDOT Form 90. If you do not select "Applied to All Line Items," your explanation will not display on CDOT Form 90.

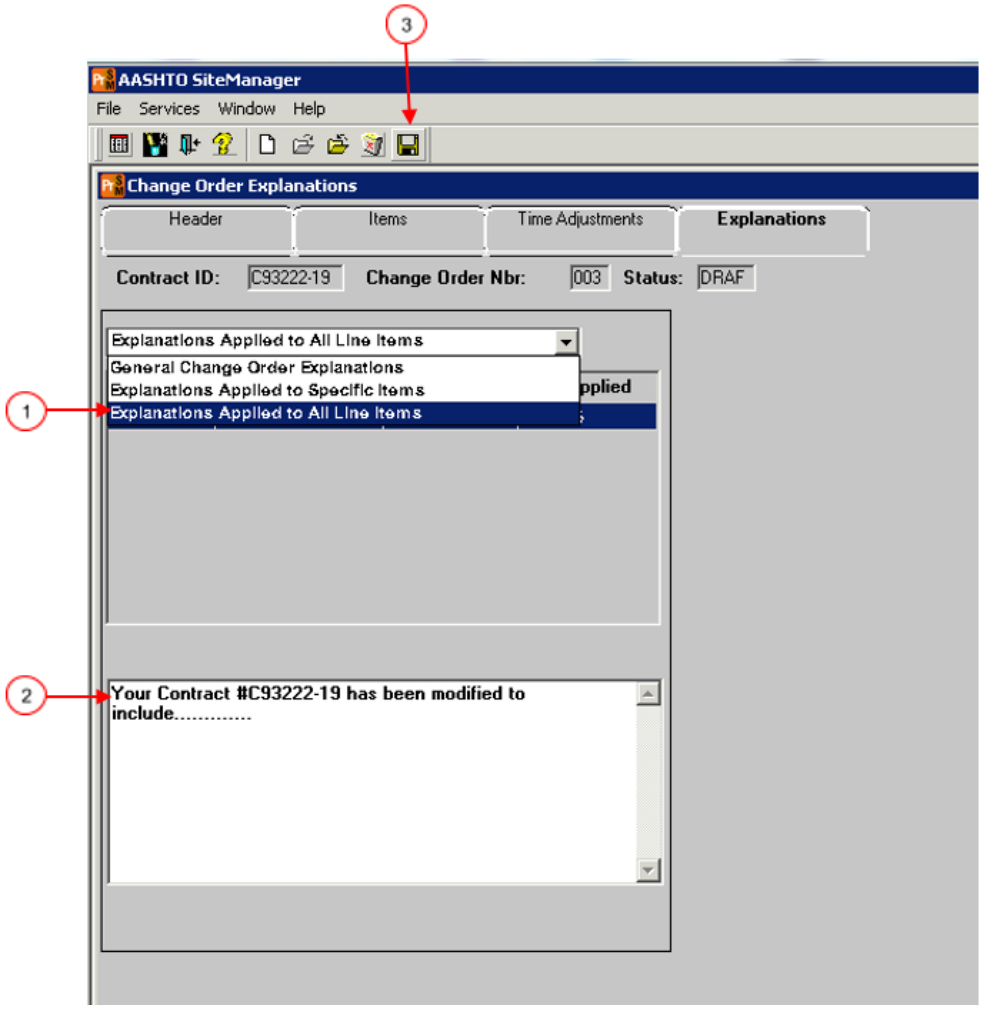
You can copy and paste from another document into this window, which is recommended as there is no Spell Check functionality in SiteManager.

Examples of common explanation language can be found in the Construction Manual.

10.5 Explanations

From the **Change Order** screen, **Explanations** Tab:

1. On the drop down arrow, select "Explanations Applied to All Line Items". This must always be selected in order for text to appear on the Form 90.
2. Enter your explanation in the text box below.
3. Select **Save.**

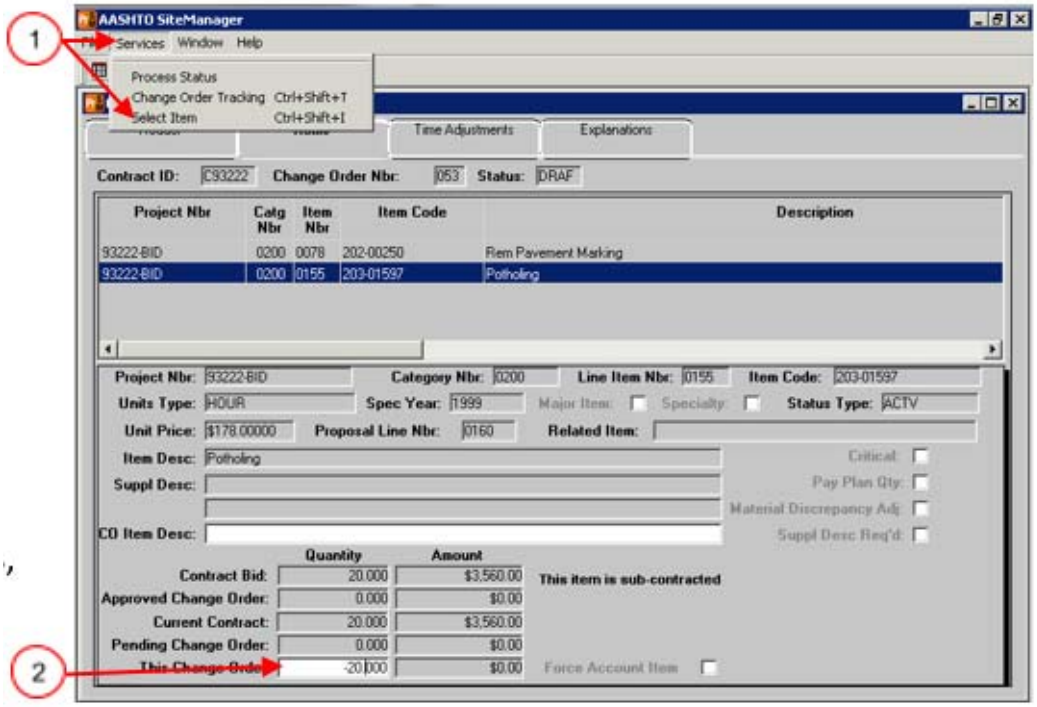


Item Deletion

Project Engineers can increase or decrease the quantities of existing contract items through the Change Order process. While CDOT does allow overruns and underruns on Contract Items, there are several situations in which an item's quantities would need to be adjusted in a contract. Change in the scope or the size of a project might necessitate adding or deleting quantities to an exciting contract item. Adjustments to existing items will be made in the Change order items window.

10.6. Item Deletion

1. Choose **Services**, choose **Select Item**, and then choose your item.
2. Enter a <u>negative</u> **Quantity** that matches what the original bid quantity was or the remainder of the balance.
3. Return to the **Main Panel**, select **Services**, and then select **Calculate Change Order**.
4. Select **Save**.



Helpful Tips

Adding text to the icons in the SiteManager Tool Bar will help to identify specific functionality or navigation in SiteManager.

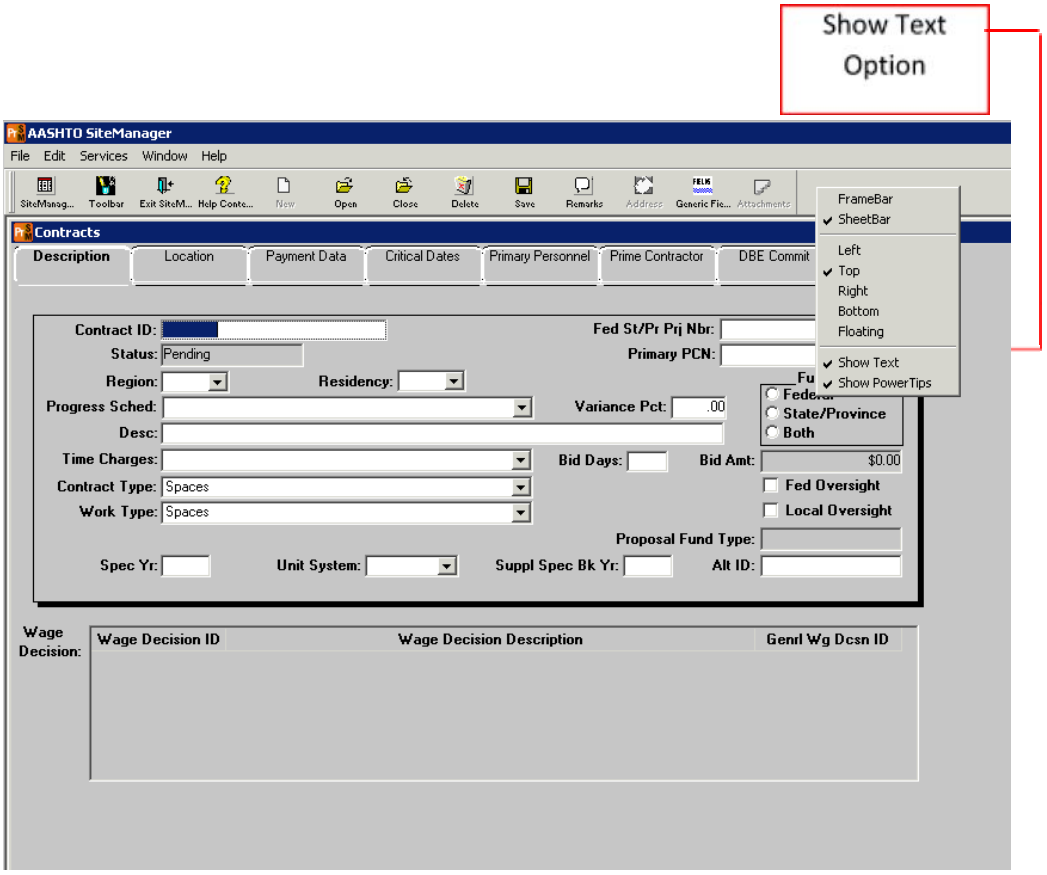
In addition to the SiteManager Tool Bar icons there are also drop down menus with alternate options for performing the same actions and these are based on your user security group.

Any icon or drop down option that is grayed out is not available to you in that specific record, in that specific status.

11. Helpful Tips

11.1. Adding text to the icons in SiteManager

By right clicking your mouse in the upper section of the SiteManager window, you will open a list of window options. The second to last option is "Show Text." This will show text under each of the icons.



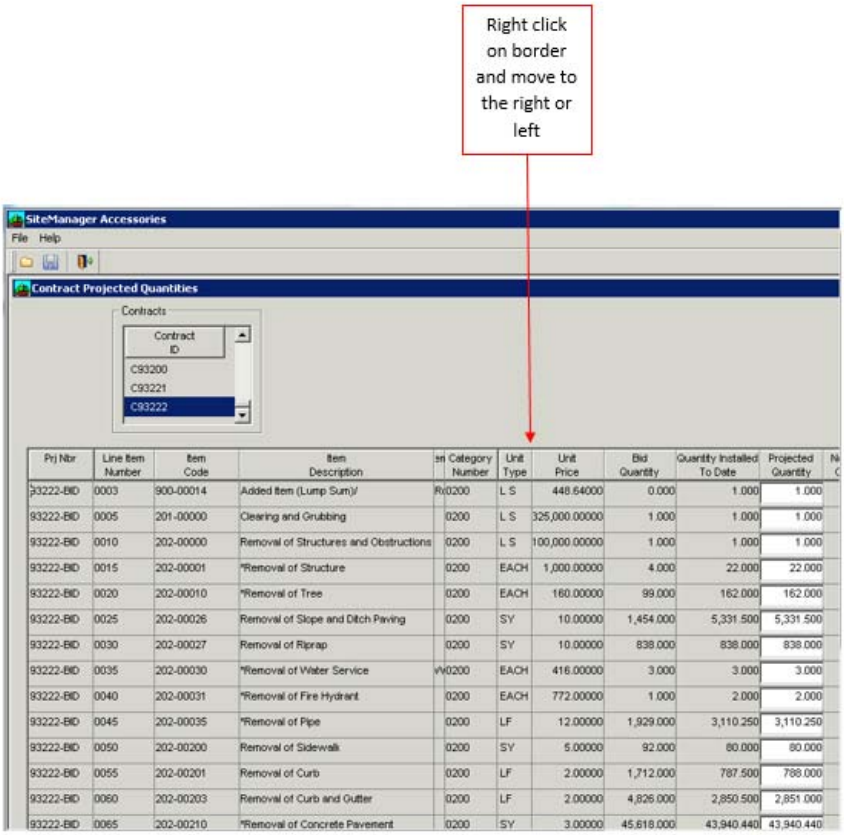
Helpful Tips

The Contract Projected Quantities Report allows you to edit or adjust specific Line Item Quantities and is designed like an excel spreadsheet, with movable columns and adjustable column widths.

This report cannot be printed from SiteManager Accessories, however, the Overs and Unders Report which is produced from Projected Quantities is available for printing.

11.3. Adjusting Columns in Projected Quantities

To adjust columns in Projected Quantities, simply right click with your mouse on the border line of the column and move it to the desired location.



Prj Nbr	Line Item Number	Item Code	Item Description	Category Number	Unit Type	Unit Price	Bid Quantity	Quantity Installed To Date	Projected Quantity
93222-BID	0003	900-00014	Added Item (Lump Sum)/	0200	L S	448.64000	0.000	1.000	1.000
93222-BID	0005	201-00000	Clearing and Grubbing	0200	L S	325,000.00000	1.000	1.000	1.000
93222-BID	0010	202-00000	Removal of Structures and Obstructions	0200	L S	100,000.00000	1.000	1.000	1.000
93222-BID	0015	202-00001	*Removal of Structure	0200	EACH	1,000.00000	4.000	22.000	22.000
93222-BID	0020	202-00010	*Removal of Tree	0200	EACH	160.00000	99.000	162.000	162.000
93222-BID	0025	202-00026	Removal of Slope and Ditch Paving	0200	SY	10.00000	1,454.000	5,331.500	5,331.500
93222-BID	0030	202-00027	Removal of Riprap	0200	SY	10.00000	838.000	838.000	838.000
93222-BID	0035	202-00030	*Removal of Water Service	0200	EACH	416.00000	3.000	3.000	3.000
93222-BID	0040	202-00031	*Removal of Fire Hydrant	0200	EACH	772.00000	1.000	2.000	2.000
93222-BID	0045	202-00035	*Removal of Pipe	0200	LF	12.00000	1,929.000	3,110.250	3,110.250
93222-BID	0050	202-00200	Removal of Sidewalk	0200	SY	5.00000	92.000	80.000	80.000
93222-BID	0055	202-00201	Removal of Curb	0200	LF	2.00000	1,712.000	787.500	788.000
93222-BID	0060	202-00203	Removal of Curb and Gutter	0200	LF	2.00000	4,826.000	2,850.500	2,851.000
93222-BID	0065	202-00210	*Removal of Concrete Pavement	0200	SY	3.00000	45,618.000	43,940.440	43,940.440