CHAPTER 23
Preparations of Progress Payments

Rev 11/09

CHAPTER 23
Preparations of Progress Payments

Rev 11/09

DOCUMENTATION REQUIREMENT
SECTION A
PROGRESS PAYMENTS

The Contractor will be paid for the work performed on a bi-weekly basis. The cut-off date for determining pay quantities is every other Friday. Contact Headquarters Construction for cut-off dates. Any Contractor may make a written request to have only one monthly payment, if this is more suitable to his accounting system.

When a contract is entered on the progress payment system, a Turnaround Document (TAD) is forwarded to the Resident Engineer with a transmittal indicating the base prices for asphalt, fuel, steel escalation (if applicable), and the incidental construction contract total to be used to figure the percentage for the total contract on the Letter of Authorization (LOA). An illustration of the transmittal is shown below. From that point on, a contract payment (cp or CP) or a no progress payment (ne or NE) must be submitted Bi-weekly until the **FINAL** field payment. The payment number increases only when actual payments are processed.

This must be done on all jobs →

NDOT TRANSMITTAL

Date 5-4-07

TO	FROM
Joe Green Resident Engineer	HQ Construction Telephone Ext. 888-7227

For Your . . . ☐Action ☐Approval ☐Information ☐Comments ☐Signature ☐Review ☐File

- ☐ As We Discussed
- ☐ Per Your Request
- ☐ Please Return Attached Material
- ☐ Please Prepare a Reply to Be Signed by _____
- ☐ Please See Me

Remarks or Special Instructions:

Attached is the first turnaround document for Contract No. 3247. Please compare this TAD with your agreement estimate breakout and notify me of any discrepancies. An estimate or NE must be entered each cycle beginning with the cut-off date 5-20-07.

Thank you, Cecilia

Incidental Construction; $ 150,000.00

Cp = $ N/A (Fuel Escalation)
Bi = $ 421.58 (Asphalt Escalation)
(Steel Escalation)

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Quantities included on the bi-weekly progress payment are obtained from original documentation sources as outlined in this Manual. These quantities are coded on the bi-weekly progress payment (TAD) as described in Section B of this chapter.

The computerized bi-weekly payment processing system works as follows:

After a contract is awarded, Headquarters personnel will create a file for the contract and enter the contract bid items in the computer. As contract change orders are approved, they are also coded and entered into the contract file to update bid items and create agreed price (AP), force account (FA) and prorated (PR) items. At the end of each payment cycle, the change orders for each contract are recapped and a printout of the approved change orders (Report No. CM09) is distributed monthly to the Resident Engineer.

All books and source documents must be turned in to the field office by 8:00 a.m., Monday morning following each Friday cut-off.

The **Officeperson** for each progress payment must do the following:

Review each book for item entries made by the **Inspector.**
Review files and spreadsheets for items to be paid.
Check accumulative totals and make sure they match what is paid on the TAD.
Check initials on the initial key.
Check and initial calculations (make sure you understand the calculations and if you don't, ask the **Inspector** to explain).
Check for certifications (payment should not be made if the certification has not been submitted).
Transfer quantities to a worksheet. The worksheet is required and will aid in locating where a payment originated (an illustration of a worksheet is shown on 23-4). The worksheet is on Sharepoint.

For each paid item, the payment number shall be documented in the appropriate column (Pmt#) in the field book. Two red lines shall be drawn across the page and payment number, quantity (being paid this progress payment), and AEB number shall be documented between the lines for items described in Chapter 10 (Liquid and Emulsified Asphalts), Chapter 11 (Concrete Paving, Roadbed Modification, etc.), and any Record of Delivery where payment is based on delivery minus waste and storage. The payment number column (Pmt#) shall be used for all other items, and red lines are not allowed. Spreadsheets are totaled and the payment number documented in the appropriate column.

When all quantities have been extracted, the **Officeperson** shall enter the quantities on the TAD from the items listed on the worksheet. Instructions for entering the quantities on the TAD are given in Section B of this chapter. There is no need for any monetary calculations, since this will be done by the computer.

After the TAD is prepared, the quantities shall be checked by another person for accuracy and to assure that nothing has been omitted. Special care must be taken to assure that the proper codes and item numbers are used for each quantity that changed during the cycle. The bi-weekly progress payment shall then be signed by the preparer, checker, and the Resident Engineer, as illustrated on page 23-8. Someone other than the preparer must do the necessary checking and sign the TAD. **A printed name is not acceptable as a signature.**

The **Officeperson** shall perform the necessary data entry. Refer to the CONTRACT PROGRESS PAYMENT SYSTEM TRAINING MANUAL as illustrated on pages 23-37 thru 23-55. Headquarters Construction will review and approve the edits and implement the payment update process.

The original TAD shall be mailed directly to Headquarters Construction. A copy shall be filed in Section 1-Contract Files, Division No. 7 as described in Chapter 1 (Organization of Project). A copy shall be given to the Contractor upon request.

Headquarters Construction shall send out copies of the progress payments printed out by the computer (CM02 and CM03). The print outs will show extensions, retention, amount due, working days, percentages of time and work. The illustrations on page 23-5, show the last page of the CM02 and CM03 reports.

Copies of the computed payment (Report No. CM02) are distributed to District, Contractor's main office, Construction, and two copies are sent to the Resident Engineer. One of the two copies sent to the Resident Engineer will go to the on-site Foreman or Project Engineer. One copy of the computed payment by AEB number (Report No. CM03) and one copy of the payment dollar amounts for fuel escalation (Report No. CM01) are also distributed to the Resident Engineer. An illustration of Report No. CM01 is shown on page 23-5. The dollar amounts on the Fuel Escalation Report (CM01) will then be used for the next progress payment.

The progress payments (including retention) are processed through Accounting and on to the State Controller's Office, where the checks are prepared and distributed.

Upon completion of the contract the **FINAL** field payment shall be prepared by the **Officeperson**. The **FINAL** field payment must be designated on the TAD with an **"F"** after the payment number and **Final** status on the CP. The **FINAL** status will key the computer to pay 100% on prorated items and 100% of mobilization. A **FINAL** field payment is required on all contracts. Once the **FINAL** field payment is processed, Headquarters Construction will send out a CM19I to assist the Resident Engineer in verifying quantities and assuring all items have been addressed. The **Officeperson** shall complete the CM19I as explained in Chapter 24 ("Finaling Out" a Contract) and if adjustments are needed, process another **FINAL** field payment, making sure to notify Headquarters Construction. Before entering this payment please be sure all items have been checked for accuracy and all change orders and quantity adjustments are complete.

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CONTRACT# 3247	PAYMENT # 25			CUTOFF DATE: 8/29/08				PAGE 1 OF 1			INITIALS: SB	
ITEM #	200 0001	202 0076	202 0417	202 1032	202 1152	202 1152	LIDO 0001	C.O. 15 APD 0002				
DESCRIPTION, BOOK, & PAGE#	AEB# 2	AEB# 4	AEB# 9	AEB# 9	AEB# 2	AEB# 9	AEB# 2	AEB# 3	AEB#	AEB#	AEB#	AEB#
Survey Crew Spread Sheet	5.0											
Remove End Section Removal Bk p6		1										
Remove & Reset G.R. End Treatment Removal Bk p8			1									
Remove & Reset Conc. Barrier Rail Removal Bk p14				1004								
Removal of Bit. Surface (cold milling) Removal Bk p305					10131.0	5854.3						
LD PG 76-22NV Spread Sheet							2295.00					
Extended T.C. Lump Sum Sheet								9430.08				
TOTALS:	5.0	1	1	1004	10131.0	5854.3	2295.00	9430.08				

The CM01 lists the breakout totals that were calculated, by IFS, from the previous progress payment. This information is used for calculating the fuel escalation on the next progress payment.

REPORT # CM01
RUN TIME: 17:33:12
CONTRACT NO: 03247

STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION
FUEL ESCALATION
PAYMENT NUMBER: 024

PAGE 19
RUN DATE: 08/14/08

BREAKOUT	BREAKOUT TOTAL
01	0.00
02	154,715.86
03	57,636.07
04	22,055.87
05	433.80
06	1.05
07	69,463.51
08	16,037.80
09	110,084.45
10	93,842.44
11	2.09
12	0.64
14	0.48
17	38,408.00
TOTALS	562,682.06

The CM02 lists the total information on each item and does not list AEB quantities separately.

REPORT # CM02
RUN TIME: 17:33:28

STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION
CONTRACTOR PAYMENTS FINAL BALANCE REPORT

PAGE: 19
RUN DATE: 9/2/2008

CONTRACT NO: 03247 STATUS: N PAYMENT NUMBER 25 UPDATED CONTRACT AMOUNT $ 32,100,596.93
VENDOR: T80189860 LAS VEGAS PAVING CORP 4420 S DECATUR BLVD LAS VEGAS NV 89103
LOCATION: ON SR 160, BLUE DIAMOND RD. FROM L.V. BLVD (SR 604) WINDMILL IN TO VALLEY VIEW BLVD PHASE 1 & ON 1-15 FROM 1 MILE S OF BLUE

UNIT OF WORK NO	C/O NO	DESCRIPTION	PLANNED QUANTITY	UNIT	QUANTITY THIS CYCLE	QUANTITY TO DATE	UNIT PRICE	TOTAL AMOUNT TO DATE	UPDATED AMOUNT	% COMP	O/U
SP00002		STRUCTURAL STEEL GRATES	0.000	POUND	12,701.000	25,540.000	1.50	38,310.00	0.00	0.0	
SP00003		DRILLED SHAFT FOUNDATION	0.000	LINFT	84.000	0.000	70.43	0.00	0.00	0.0	
SP00004		PLAIN STRUCTURAL STEEL	0.000	LS		0.000	1.00	0.00	0.00	0.0	

ORIGINAL WORKING DAYS:	300	TOTAL EARNED TO DATE:	$ 19,155,517.36
WORKING DAYS ADDED BY CHANGE ORDER:	0	RETENTION:	$ 0.00
CONTRACT WORKING DAYS:	300	LIQUIDATED DAMAGES:	$ 16.50 -
WORKING DAYS TO DATE:	180	TOTAL DUE TO DATE:	$ 19,155,500.86
PERCENT OF TIME:	60	PREVIOUS TOTAL PAYMENTS:	$ 18,323,581.38
PERCENT OF WORK:	60.1	BALANCE DUE:	$ 831,919.48

The CM03 lists all the AEB information for each item.

REPORT # CM03
RUN TIME: 17:33:54

STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION
CONTRACTOR PAYMENTS BY BREAKOUT REPORT

PAGE: 22
RUN DATE: 9/2/2008

CONTRACT NO: 03247 STATUS: N PAYMENT NUMBER 25 UPDATED CONTRACT AMOUNT $ 32,100,596.93
VENDOR: T80189860 LAS VEGAS PAVING CORP 4420 S DECATUR BLVD LAS VEGAS NV 89103
LOCATION: ON SR 160, BLUE DIAMOND RD. FROM L.V. BLVD (SR 604) WIND MILL IN TO VALLEY VIEW BLVD PHASE 1 & ON 1-15 FROM 1 MILE S OF BLUE

UNIT OF WORK NO	C/O NO	AEB NO	E / I	DESCRIPTION	PLANNED QUANTITY	UNIT	QUANTITY THIS CYCLE	QUANTITY TO DATE	UNIT PRICE	TOTAL AMOUNT TO DATE	UPDATED AMOUNT	% COMP	GASB-34
AP00001	025	01	E	REPAIR IRRIGATION SYSTEM	17,364.670	LS	17,364.670	17,364.67	1.00	17,364.67	17,364.67	100.0	BLANK
AP00001	025	02	E	REPAIR IRRIGATION SYSTEM	11,264.250	LS	11,264.250	11,264.25	1.00	11264.25	11264.25	100.0	BLANK
SP00001	ZZ		E	REINFORCING STEEL 0.000 LS	0.000	POUND		0.000	0.26	0.00	0.00	0.0	BLANK

ORIGINAL WORKING DAYS:	300	TOTAL EARNED TO DATE:	$ 19,155,517.36
WORKING DAYS ADDED BY CHANGE ORDER:	0	RETENTION:	$ 0.00
CONTRACT WORKING DAYS:	300	LIQUIDATED DAMAGES:	$ 16.50 -
WORKING DAYS TO DATE:	180	TOTAL DUE TO DATE:	$ 19,155,500.86
PERCENT OF TIME:	60	PREVIOUS TOTAL PAYMENTS:	$ 18,323,581.38
PERCENT OF WORK:	60.1	BALANCE DUE:	$ 831,919.48

DOCUMENTATION REQUIREMENT
SECTION B
CODING BI-WEEKLY PROGRESS PAYMENTS
(TURNAROUND DOCUMENT) (TAD)

A TAD shall be used by the Resident Engineer or **Officeperson** for entering the quantities to be paid on the progress payment. Be sure to print clearly and dark enough to be legible. The TAD shall not be typewritten. Do not use more than one line for each item. A payment (cp or CP) or a no progress payment (ne or NE) must be submitted from the time the Turnaround Document is received from Headquarters Construction through the time of the final field payment. No progress payment (ne or NE) must be submitted by 4:00 p.m. on the Tuesday following each cut-off date. The progress payment must be submitted by 5:00 p.m. on the Thursday following each cut-off date.

Contract number, description, names and addresses of the Resident Engineer and Contractor, working days and the line for the quantity total, appear on the front sheet of each TAD. The payment number will automatically be generated by the computer after the previous payment has been processed. The Cut-Off Date, Prepared By, Checked By, and Approved Res. Engr. lines must be completed for each payment cycle, as illustrated on page 23-8. The last page of the TAD has blank lines for any new items to be added, as illustrated on page 28-10. If more lines are necessary, use a blank sheet of paper and attach to the TAD.

The progress type, bid item number, description, AEB, plan quantity for each AEB number, unit price, and unit of measure (UOM) for each contract item (excluding mobilization) are entered from the agreement estimate, as illustrated on page 23-9. The payment for mobilization will be automatically calculated by the computer. It is never entered as Item No. 628-0004; therefore, it will not appear on the TAD.

To make payment on bid items or approved change orders, a quantity must be entered in the **"**This Cycle**"** column. All quantities will be additions unless the Dec (decrease) column is marked with an X or √.

Following is a description of each possible progress type and how it is to be used:

N Use progress type **"N"** (normal) for:

1. Original bid items
2. Approved change order items
3. New change order items based on a **prior approval** (force account, agreed price) **must be on file for payment**
4. Addition of any item (original bid item, force account, or agreed price) to a breakout where none was originally planned

For all items entered as a **"N"**, the computer will calculate the amount due by multiplying the quantity by the unit price. The unit of measure (UOM), unit price and description will automatically be generated by the computer when a Process/Edit is performed. For AP or FA items paid on prior approvals, an item number, change order number (three places, 001), AEB number, description, unit of measure (UOM) and unit price must be entered. For items added to an AEB, an item number and AEB number must be entered.

P Use progress type **"P"** (prorated) for:

1. All 625 and PR items

For all items entered as a **"P"**, the computer prorates the dollar amount earned each payment. For PR items paid on prior approvals, an item number (PR0 0001), change order number, AEB number, description, unit of measure (UOM) and unit price must be entered.

E Use progress type **"E"** (escalation) for:
1. All 736 items
2. All escalation items added by change order

For all items entered as an **"E"**, the computer excludes the amount when calculating the fuel escalation (Report No. CM01), as illustrated on page 23-5.

S Use progress type **"S"** (stockpile) for:
1. Recording all additions to or deductions from a stockpile as described and illustrated on pages 23-24 thru 23-27.

The first time an item is paid in stockpile, a stockpile number must be created. For each contract, these numbers shall begin with SP0 0001 and continue consecutively for the life of the contract. The first time a number is used, a description, unit of measure (UOM) and unit price must be entered. The unit of measure (UOM), unit price and description for a stockpile deduction will automatically be generated thereafter by the computer when a Process/Edit is performed. Always assign a new stockpile item number for each new stockpile item or if the price of additional material is different from the original price. Once a stockpile is zeroed out and no additional material will be added, that number may never be used again for that contract. AEB# ZZ must be used for all stockpiles. For deductions from a stockpile, enter the item number, the quantity and the Dec (decrease) column is marked with an X or √. A good way to keep track of stockpiles is to have a spreadsheet showing the SP number and the appropriate bid number and quantities paid and deducted. The spreadsheet will help track payments for the bid item, so deductions can be made to the stockpile number. **All SP numbers must have a zero balance at the end of the contract.**

L Use progress type **"L"** (liquidated damages) for:
1. All liquidated damages. On pages 23-12 thru 23-22 there are descriptions and illustrations of several different types of Liquidated Damages.

The first time an item is entered, a liquidated damage number must be created. For each contract, these numbers shall begin with LD0 0001 and continue consecutively for the life of the contract. The first time a number is used, a description and an AEB number must be entered. The unit of measure (UOM) is always LS (lump sum) and unit price is always $1.00. The amount to be withheld shall be entered in the **"**This Cycle**"** field with the Dec (decrease) column is marked with an X or √. If all or part of the amount previously withheld for liquidated damages is to be **given back** to the Contractor, a new LD number must be used, but do **not** put an X or √ in the (Dec) column. Damages for asphalt, concrete, traffic control deficiencies, etc. must be applied to the appropriate AEB number. If the liquidated damages are not applicable to a particular AEB number, such as working day damages or time restraints, AEB# ZZ shall be used. The description for days must include the number of days that are being assessed (i.e. Damages for 5 days). Each payment cycle, a new LD number must be used for working day damages, but the same LD number may be used for each different type of asphalt or concrete as long as the unit price is the same. **Damages for days should always be assessed as days are exceeded.** If and when a change order is approved granting additional working days, the damages assessed shall be returned to the Contractor, using a new LD number.

REPORT ID: CM10
REPORT NAME: CM10

STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION
CONSTRUCTION DIVISION
CONTRACTOR PAYMENT TURNAROUND DOCUMENT

RUN DATE: 8/18/2008
RUN TIME: 17:29:39

CONTRACT NO: 03247
LOCATION : ON SR 160, BLUE DIAMOND RD. FROM L. V. BLVD (SR604)/WINDMILL LN TO VALLEY VIEW BLVD- PHASE 1 & ON I-15 FROM 1 MILE S OF BLUE DIAMOND
RES ENGR : JOE GREEN
P. O. BOX 170
LAS VEGAS NV 89125-0170

CONTRACTOR : LAS VEGAS PAVING CORP
4420 S DECATUR BLVD
LAS VEGAS NV 89103

PAYMENT NO : 025

CUT OFF DATE: 8-29-08

PREPARED BY: Shelli Jones

CHECKED BY : Terri Carson

APPROVED (R.E.) : Joe Green

PROGRESS TYPES
N - NORMAL
P - PRO-RATED
S - STOCKPILE
L - LIQUIDATED DAMAGES
E - ESCALATION

WORKING DAYS:
PLANNED : 180
TO DATE : 170
THIS CYCLE : 009 0 / D

QUANTITY TOTAL: 85,400.0500 / D

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CONTRACT-NO: 03247

UNIT OF WORK DESCRIPTION						UNIT PRICE	UNIT OF MEASURE	
PROG TYPE	UNIT OF WORK NO	C/O NO	AEB	E / I	PLANNED QUANTITY	QUANTITY TO DATE	QUANTITY THIS CYCLE	DEC
TRAINING (TRAINEES)						0.80	HOUR	
N	1100100		01	E	300.000	329.000		
SURVEY CREW						175.00	HOUR	
N	2000001		02	E	40.000	30.000	5.000	
			09	E	10.000	5.000		
URBAN CLEARING						1.00	LS	
N	2010032		01	E	12,000.000	12,000.000		
REMOVE TREES (6-INCHES TO 12-INCHES)						465.00	EACH	
N	2010512		02	E	2.000	1.000		
REMOVAL OF BRIDGE						1.00	LS	
N	2020008		03	E	202,892.000	202,892.000		
REMOVE END SECTION						250.00	EACH	
N	2020076		04	E	5.000	2.000	1.000	
REMOVAL OF SIGNAL SYSTEM						1.00	LS	
N	2020256		08	E	12,890.000	7640.000		
REMOVE AND RESET GUARDRAIL END TREATMENT						535.00	EACH	
N	2020417		09	E	2.000	0.000	1.000	
REMOVE AND RESET CONCRETE BARRIER RAIL						5.90	LINFT	
N	2021052		09	E	3,190.000	2192.000	1004.000	
RESET CHAIN-LINK FENCE						10.00	LINFT	
N	2021056		02	E	1,000.000	1000.000		
REMOVAL OF BITUMINOUS SURFACE (COLD MILLING)						1.71	SQYD	
N	2021152		02	E	10,200.000	0.000	10131.000	
			09	E	5,800.000	0.000	5854.300	

CONTRACT-NO: 03247

PAGE NO: 11

UNIT OF WORK DESCRIPTION						UNIT PRICE	UNIT OF MEASURE		
PROG TYPE	UNIT OF WORK NO	C/O NO	AEB	E / I	PLANNED QUANTITY	QUANTITY TO DATE	QUANTITY THIS CYCLE		DEC
Damages - PG 76-22NV						1.00	LS		
L	LD00001		02		0.00	0.000	2295	.000	✓
Extended Traffic Control						1.00	LS		
N	AP00002	015	03		9430.08	0.000	9430	.080	

Change orders are entered into IFS by Headquarters Construction as approved. When an approved change order is received in the field office, the newly approved change order items, even though they do not appear on the TAD, they will be entered with the appropriate progress type, and entered on the blank lines at the end of the TAD, as illustrated on page 23-10. It will appear on the next TAD.

Working days are entered on the front of the TAD. Enter the number of days charged for the cycle in the **"**This Cycle**"** (three places, 010). If there are no days being charged, then enter a zero (0). The I (increase) or D (decrease) must be circled. An entry for working days is mandatory for each progress payment. An illustration is shown on page 23-8. If days accrued while no progress payment (ne or NE) were being processed, then add the total days to the next progress payment (cp or CP). Days cannot be charged or returned on a no estimate (ne or NE).

Enter the Quantity Total on the front of the TAD. The quantity total is the mathematical total (increases and decreases) of all quantities entered on the TAD. If the quantity total changes, line through the incorrect total on the TAD and write the correct total above it. The Quantity Total, with the I (increase) or D (decrease) circled, must be completed on each progress payment. An illustration is shown on page 23-8. If a progress payment has only Fuel escalation wait to process until there are more items to pay. The $ (dollar) amount of a progress payment must be $0.00 or greater.

There is no documentation required for Item Number 629 0100, Time Related Overhead if applicable to a contract. **Payment for time related overhead shall be the same number as working days charged for each payment cycle.** For example: if 10 days are charged, pay 10 days of overhead. Overhead will not be paid for working days charged when the Contractor is into liquidated damages. If you have any questions, please contact Headquarters Construction.

DOCUMENTATION REQUIREMENT
SECTION C
LIQUIDATED DAMAGES

Listed in this section are a few examples of different liquidated damages. If there are any questions concerning the few mentioned in this section or other liquidated damages, please call Headquarters Construction.

Damages for Plantmix Failing Lottman Tests see page 23-13 for an illustration.

1. Using the type of mix and type of asphalt to be assessed damages, find the requirements and rejection limits.

2. Use the Special Provisions for the appropriate contract, section 401.02.02-Composition of Mixtures to acquire the Lottman requirements.

   As used in the example below:
   65 is the requirement and 50 is the rejection limit for Indirect Tensile Strength (Unconditioned), see the green rectangle below.
   70% (min) is the requirement and 55% (min) is the rejection limit for Indirect Tensile Strength, Retained Strength, see the blue rectangle below.

3. To determine if the failure is for Indirect Tensile Strength (Unconditioned) and/or Indirect Tensile Strength, Retained Strength see the Lottman Test Report from the Materials Division.

4. Refer to section 109.02 of the Special Provisions for the appropriate contract for the $ value per ton per demerits.

Example:

Given: 463.83 tons Type 2 plantmix produced using PG 64 28NV asphalt.
Indirect Tensile Strength (Unconditioned) of sample = 60 psi, taken from the Lottman Test Report as illustrated on page 23-13.
Indirect Tensile Strength, Retained Strength = 60%, taken from the Lottman Test Report as illustrated on page 23-13.

$\frac{65 \text{ psi} - 60 \text{ psi}}{65 \text{ psi} - 50 \text{ psi}} = \frac{5}{15} = 0.333 \times 21 = 6.9999 = 6$ demerits. (Round down to the nearest whole demerit)

6 x $0.36 per ton x 463.83 tons = $1,001.87 liquidated damages

$\frac{70\% - 60\%}{70\% - 55\%} = \frac{10}{15} = 0.6666 \times 21 = 13.9999 = 13$ demerits. (Round down to the nearest whole demerit)

13 x $0.36 per ton x 463.83 tons = $2,170.72 liquidated damages

Total liquidated damages = $3,172.59

STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION
MATERIALS DIVISION
1263 S. STEWART ST. CARSON CITY, NV 89712

LOTTMAN TEST REPORT

BITUMINOUS LABORATORY

LAB NUMBER:	OM09-EXAMPLE
CONTRACT NUMBER:	9999
PROJECT NUMBER(S):	EB-NH-322-1(001)
COUNTY(S):	CARSON CITY
PRIMARY CONTRACTOR:	GENERAL CONSTRUCTION
DATE SAMPLED:	03/19/09
DATE RECEIVED:	03/19/09
REPORT DATE:	03/25/09
SAMPLED BY:	GENTLE BEN
CHECKED BY:	BS
TYPE MATERIAL:	TYPE 2C PLANTMIX
MIX DESIGN NUMBER:	BF09-1
SOURCE OF SAMPLE:	"FV" 43+00 LT
TYPE ASPHALT:	PG 64-28NV
ASPHALT PRODUCER:	ASPHALT INC.
JOB DESCRIPTION:	NEVADA ROADWAY

ORIGINAL TENSILE STRENGTH, PSI:	60.0	65 PSI MIN
% RETAINED STRENGTH:	60	70% MINIMUM

REMARKS:
THIS SAMPLE FAILS TO MEET PROJECT SPECIFICATIONS FOR ORIGINAL TENSILE STRENGTH AND % PERCENT RETAINED STRENGTH.

DISTRIBUTION:
1 DISTRICT ENGINEER
1 RESIDENT ENGINEER
1 CONSTRUCTION ENGINEER
1 LAB FILES
1 BITUMINOUS LAB

The numbers in the red boxes are the numbers used in each equation; see the red rectangles shown on page 23-12.

If you have any questions call Headquarters Construction.

When all calculations have been completed a letter explaining the damages must be sent to the Contractor, with a copy sent to Headquarters Construction notifying when the damages will be deducted from the progress payment.

Liquidated damages for plantmix failing lottman tests and all backup mentioned on this page shall be filed in a folder and filed in Section 1-Contract Files, Division No. 7 as described in Chapter 1 (Organization of Project).

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Damages on Asphalt:

Asphalt samples represent 25 tons (23 mtons) or any fraction thereof on the last sample of the day. Make sure to check the Special Provisions of the contract to assure the sample frequency has not been changed.

The calculation of liquidated damages for asphalt represented by each sample on any given day is:

$$\frac{\text{total asphalt used}}{\text{total samples taken}} = \text{tonnage represented for each sample}$$

In no case shall any sample represent more than 25 tons (23 mtons). This is done on all samples for the day whether they passed or failed.

The items needed to calculate damages for asphalt are:

1. The REPORT TESTS OF ASPHALTIC CEMENT from the lab shows whether a sample has pass/failed and on failures will have demerits, as illustrated on page 23-16.

2. The Plant Record in the Asphalt Cement book, as illustrated on page 23-17.

3. A copy of the spreadsheet that shows the quantity of mix placed on the day the sample(s) failed. An illustration of the spreadsheet is shown in Chapter 9.

4. A copy of the applicable **mix design** for the percent of asphalt and mineral filler.

5. The dollar amount per ton from Section 402.05.01 of the Special Provisions of the contract.

6. The demerit chart in Section 109.02 of the Standard Specifications for Road and Bridge Construction (Silver Book).

7. Calculation Worksheet, as illustrated on page 23-18.

Complete the Liquidated Damages for Failing Asphalt Cement form, as illustrated on page 23-15.

When all calculations have been completed a letter explaining the damages must be sent to the Contractor, with a copy sent to Headquarters Construction notifying when the damages will be deducted from the progress payment.

Liquidated damages for asphalt and all backup mentioned on this page shall be filed in a folder and filed in Section 1-Contract Files, Division No. 7 as described in Chapter 1 (Organization of Project).

One material per sheet and the sheet must be used until full. Do not do a separate sheet for each pay period. The totals at the bottom are done when the form is complete or full. The total L.D. column must match the total AEB column(s). If there is more than one AEB number, add as many columns as needed to the right of the column for AEB 1. Make sure to add each AEB column together to assure they match the total in the Total L.D. column. The areas in blue will be completed by the Officeperson and the areas in black will be calculated by the computer. This spreadsheet is on Sharepoint.

CONTRACT NO.: 3247

LIQUIDATED DAMAGES FOR FAILING ASPHALT CEMENT

ITEM NO.: LD0 0001 TYPE OF MATERIAL: PG 76-22NV

LAB TEST NO.	DATE SAMPLED	FIELD SAMPLE NO.	SAMPLE TONS	NO. OF DEMERITS	DEDUCTION PER TON	TOTAL L.D.	AEB #	PAID EST. NO.	CUT-OFF DATE
LVAC-2008-00232	8/9/08	35	22.95	10	$50.00	$1,147.50	2		
LVAC-2008-00233	8/9/08	36	22.95	7	$30.00	$688.50	2		
LVAC-2008-00234	8/9/08	37	22.95	3	$20.00	$459.00	2	25	8/29/08
						$0.00			
						$0.00			
						$0.00			
						$0.00			
						$0.00			
						$0.00			
						$0.00			
						$0.00			
						$0.00			
						$0.00			
						$0.00			
						$0.00			
						$0.00			
040-077 (Rev 11-09)	TOTAL LIQUIDATED DAMAGES FOR FAILING ASPHALTS					$2,295.00			
AEB #2	AEB #		AEB #		AEB #		AEB #		
TOTAL: 2,295.00	TOTAL:		TOTAL:		TOTAL:		TOTAL:		

Rev 10/10

This report will be produced by the Lab and the information on top of the form comes from the TRANSMITTAL FOR ASPHALT SAMPLES (Form No. 020-016) that was turned in with the asphalt sample. **Assure the information on the TRANSMITTAL FOR ASPHALT SAMPLES is correct.** The red arrows represent the information from the Plant Record and the TRANSMITTAL FOR ASPHALT SAMPLES that will be placed on the LIQUIDATED DAMAGES FOR ASPHALT CEMENT form, as illustrated on page 23-15. This test report shows 10 demerits. According to the demerit chart in Section 109.02 of the Standard Specifications for Road and Bridge Construction (Silver book), demerits specified shall be assessed as Liquidated Damages. The price of the asphalt product will be specified in the Special Provisions for the contract. Material removed will not be paid for and the removal therefore will be at the Contactor's expense.

STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION
MATERIALS DIVISION
123 EAST WASHINGTON AVENUE, LAS VEGAS, NV 89101

REPORT OF TESTS OF ASPHALTIC CEMENT

Lab Number..... LVAC-2008-00232
Contract Number..... 3247
Project Number*..... IM-015 (SR 160)
County..... CLARK
Nevada Specification. PG 76-22NV
Asphalt Producer..... ERGON ASPHALT PRODUCTS
Shipping Point..... LAS VEGAS
Contractor..... LAS VEGAS PAVING

Field Number..... 35
Actual Tonnage..... 25.00
Sampled By..... CONTRACTOR
Observed By..... T. BAILEY
Tested By..... JO,AC,MS
Date Sampled..... 08/09/2008
Date Received..... 08/09/2008
Date Tested..... 08/10/2008
Date Reported..... 08/10/2008

TESTS PERFORMED	RESULTS TEST	RESULTS RE-TEST	NEVADA SPECIFICATIONS
ORIGINAL BINDER			
Flash Point, °C			Minimum 230°C
Viscosity, 135°C, Pa·s	1.60		Maximum 3.0 Pa·s
Original Dynamic Shear, G*/sin δ, 10 rad/s, kPa **FAILED**	1.08	1.07	Minimum 1.30 kPa
Original Ductility @ 4°C, 5 cm/min, cm	27		Minimum 20 cm
Sieve Test			Pass
Original Penetration @ 25°C, 100g, 5 sec, dmm	66		N/A
ROLLING THIN FILM OVEN RESIDUE			
Mass Loss , %	0.248		Maximum 0.5 %
Residue Dynamic Shear, G*/sin δ, 10 rad/s, kPa, 76°C	3.07		Minimum 2.20 kPa
Residue Ductility @ 4°C, 5 cm/min, cm	13		Minimum 10 cm
PRESSURE AGING VESSEL RESIDUE			
PAV Dynamic Shear, G*sin δ, 10 rad/s, kPa, 31°C	1378		Maximum 5000 kPa
Creep Stiffness, 60s, S, MPa, -12°C	124.0		Maximum 300 MPa
M-value, -12°C	0.304		Minimum 0.300
Direct Tension, 1.0 mm/min, Failure Strain, %			Minimum 1.0 %

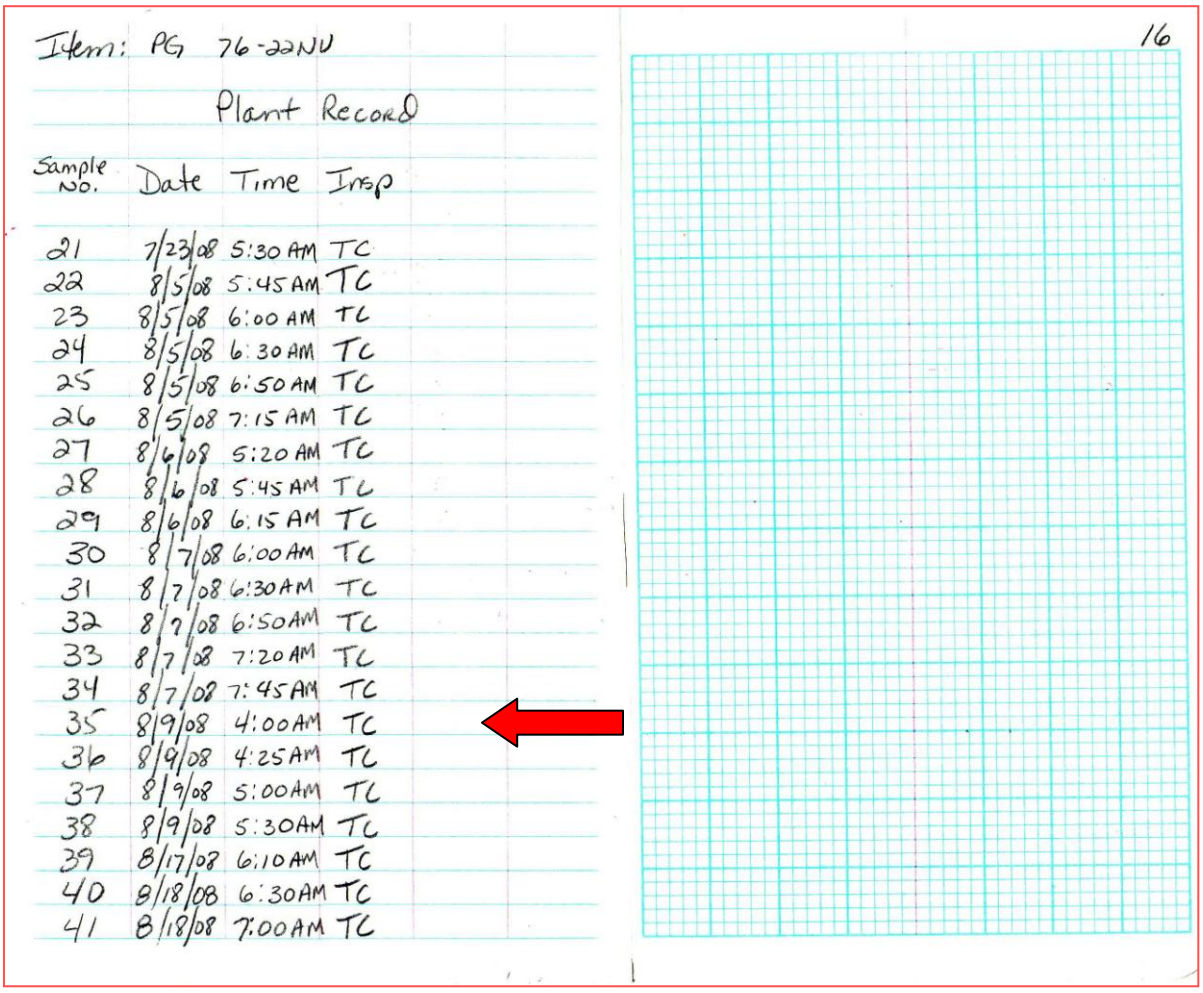
REMARKS AND RECOMMENDATIONS: MATERIAL HAS FAILED NEVADA SPECIFICATIONS
TOTAL 10 DEMERIT(S)

DISTRIBUTION
1 District Engineer
1 Resident Engineer
1 Laboratory
1 Asphalt Producer
1 Construction
1 Contractor
State Purchasing
Maintenance Engineer
C.C. Facility
Bituminous Lab
Clark County

* Other Project Numbers May Be Applicable

Rev 11/09

The Plant Record in the Asphalt Cement book shall match the information placed on the TRANSMITTAL FOR ASPHALT SAMPLES (Form No. 020-016). Sample numbers 35 thru 38 shown below on the Plant Record, are used in the example on page 23-18.



Item: PG 76-22NV

16

Plant Record

Sample No.	Date	Time	Insp
21	7/23/08	5:30 AM	TC
22	8/5/08	5:45 AM	TC
23	8/5/08	6:00 AM	TC
24	8/5/08	6:30 AM	TC
25	8/5/08	6:50 AM	TC
26	8/5/08	7:15 AM	TC
27	8/6/08	5:20 AM	TC
28	8/6/08	5:45 AM	TC
29	8/6/08	6:15 AM	TC
30	8/7/08	6:00 AM	TC
31	8/7/08	6:30 AM	TC
32	8/7/08	6:50 AM	TC
33	8/7/08	7:20 AM	TC
34	8/7/08	7:45 AM	TC
35	8/9/08	4:00 AM	TC
36	8/9/08	4:25 AM	TC
37	8/9/08	5:00 AM	TC
38	8/9/08	5:30 AM	TC
39	8/17/08	6:10 AM	TC
40	8/18/08	6:30 AM	TC
41	8/18/08	7:00 AM	TC

This worksheet is to be used **only** when calculating liquidated damages for asphalt. Make sure the asphalt cement for the day (←) and the total tons (←) match. If the total tons do not match the asphalt cement for the day, an adjustment must be made on as many samples as it takes to get the total to equal ( ) the total tons.

LIQUIDATED DAMAGES FOR FAILING ASPHALTS
CALCULATION WORKSHEET

CONTRACT NO. 3247 DATE USED: 8/9/2008

TYPE OF ASPHALT: PG 76-22NV MIX DESIGN NO: BF 07-77

FROM MIX DESIGN: BITUMEN RATIO = 5.10% MINERAL FILLER = 1.50%

TOTAL WET TONS FOR DAY = 1918.50

DRY TONS FOR DAY = $\frac{1918.50}{1.066}$ = 1799.72

ASPHALT CEMENT FOR DAY = 1799.72 X 0.051 = 91.79

TOTAL NO. OF SAMPLES TAKEN FOR DAY = 4

TONS PER SAMPLE FOR DAY (FOR DEMERITS) = $\frac{91.79}{4}$ = 22.95

LAB NUMBER	DEMERITS	$/DEMERIT	X	TONS	=	$/SAMPLE	PASS/FAIL
232	10	$50.00	X	22.95	=	$1,147.50	FAIL
233	7	$30.00	X	22.95	=	$688.50	FAIL
234	3	$20.00	X	22.95	=	$459.00	FAIL
235	0	$0.00	X	22.94	=	$0.00	PASS

TOTAL TONS = 91.79

TOTAL DEMERIT $ FOR DAY = $2,295.00

Damages for compressive strength:

Follow the instructions in the Standard Specifications for Road and Bridge Construction (Silver book). You will need to do all calculations on an 8 ½" x 11" sheet of paper or a CALCULATION sheet (Form No. 040-034).

Illustrations for the TRANSMITTAL FOR CONCRETE SAMPLES AND REPORT OF TESTS OF CONCRETE CYLINDERS and book page are shown on page 23-20.

The items needed to calculate damages for compressive strength are:

1. The TRANSMITTAL FOR CONCRETE SAMPLES AND REPORT OF TESTS OF CONCRETE CYLINDERS showing the 28 day strength.

2. A calculation sheet with the following items listed:
    a. date the concrete was placed
    b. the bid item number and description
    c. must show book name or number and page number
    d. total quantity represented and AEB number
    e. unit bid price
    f. percent of liquidated damages per unit bid price
    g. calculations

Example: On 12/13/05 for item no. 502 0828-Class A Concrete (Mod) (Maj), for the bridge deck pour, 5 sets of cylinders were made and one set failed compressive strength. The test report shows after 28 days the strength was 88.8% (89). Shown in Book #21 (H-2731 structure) on page 27, 539.35 cuyds @ $270/cuyd (bid price) in AEB #3 were placed.

Following the Standard Specifications for Road and Bridge Construction (Silver book):

95% - 89% = 6% x 3% = 18% (percent of liquidated damages per unit bid price)

$270.00 x .18 = $48.60

$\frac{539.35 \text{ cuyd}}{5 \text{ sets}}$ = 107.87 cuyd x $48.60/cuyd = $5,242.48 damages to be deducted

When all calculations have been completed a letter explaining the damages must be sent to the Contractor, with a copy sent to Headquarters Construction notifying when the damages will be deducted from the progress payment.

Liquidated damages for compressive strength and all backup mentioned on this page shall be filed in a folder and filed in Section 1-Contract Files, Division No. 7 as described in Chapter 1 (Organization of Project).

Refer Correspondence to:
Calls to: (775) 888-7871
Date Reported: JAN 11 2006

STATE OF NEVADA DEPARTMENT OF TRANSPORTATION
MATERIALS DIVISION
123 E. Washington Ave. Las Vegas NV. 89101

Distribution:
1 District Engr
1 Resident Engr
1 Laboratory
1 Supplier @ 28 Days
1 Construction
Bridge

TRANSMITTAL FOR CONCRETE SAMPLES AND REPORT OF TESTS OF CONCRETE CYLINDERS
Test Method ASTM C39

Contract Number 3238 | Resident Engineer Kinzer | Contractor Frehner | Report Code LV-05-10943 | Mix Design Number PA700EAF

County Clark | Date Placed 12/13/2005 | Date Received 12/16/2005 | Time Placed 10:55 AM | Sample Location Bridge Deck

Class of Concrete EA-Mod
Project Specified Strength 4500 PSI MPa
Cylinder Number(s) 100
Brand of Cement Lehigh
Type of Cement V
Source of Water Local
Source of Fine Aggregate Beaver Dam
Source of Coarse Aggregate Liittlefield Pit
Source of Fly Ash ISG Resource Navajo

Cement as Batched 525 lbs/cyd 0.0 kg/cum
Fly Ash as Batched 162 lbs/cyd 0.0 kg/cum
Fine Aggregate as Batched 1177 lbs/cyd 0 kg/cum
Coarse Aggregate as Batched 1841 lbs/cyd 0 kg/cum
Mixing Water 13.0 gal 0.0 L
Slump 4.00 in 0 mm Nev. T438
% Air 0.00 Nev. T431
Slump After Addition of Super Plasticizer 0.00 in 0 mm
Unit Weight 0.0 PCF 0 kg/cum Nev. T435

Brand of Air Entraining Agent Used
Brand of Water Reducer Used
Brand of Super Plasticizer
Amount of Super Plasticizer 0.0 oz/cyd 0.0 L/cu
Other Additive Used
Break at 2@7 2@10 3@28
Sampled By C. Calvin
Concrete Supplied By Precision Agg.

Laboratory Sample Number	Date of Test	Age (days)	Diameter (in)	Area (sq in)	Total Load (lbs)	lbs/sq in	Avg 28 day lbs/sq in	Diameter (mm)	Area (sq cm)	Total Load (newtons)	MPa	Avg 28 day MPa	Initials
05-10943	12/20/2005	7	6.00	28.27	82315	2910		152.4	182.42	366200	20.06		ks
05-10944	12/20/2005	7	6.00	28.27	73665	2610		152.4	182.42	327700	18.00		ks
05-10945	12/23/2005	10	6.00	28.27	81510	2880		152.4	182.42	362600	19.86		ks
05-10946	12/23/2005	10	6.00	28.27	82250	3020		152.4	182.42	365900	20.82		ks
05-10947	1/10/2006	28	6.01	28.37	112435	3960		152.7	183.02	500100	27.30		cp
05-10948	1/10/2006	28	6.01	28.37	112910	3980	4000	152.7	183.02	502200	27.44	27.58	cp
05-10949	1/10/2006	28	6.01	28.37	114835	4050		152.7	183.02	510800	27.92		cp

Page 1 of 1

Remarks: The average 28 day strength is 88.8 % of the minimum required strength
Type of Fracture: Type A (Cone)

R. W Dashlil

NDOT 020-050 Rev 03/01

Item No. 5020828
Item: Class A Conc. (MOD)(MAG)
Plan Qty. 4459.00 cuyd

Location	cuyd	Date	Insp
Top Slab	539.35	12-08-05	VT
Top Slab	539.35	12-13-05	VT

Page total:

Sag fig: .01 27

AGB#	Pmt#	Calcs / Remarks
03	22	Top Slab = 1078.70 /SB per Bill of materials
03	22	Top Slab complete

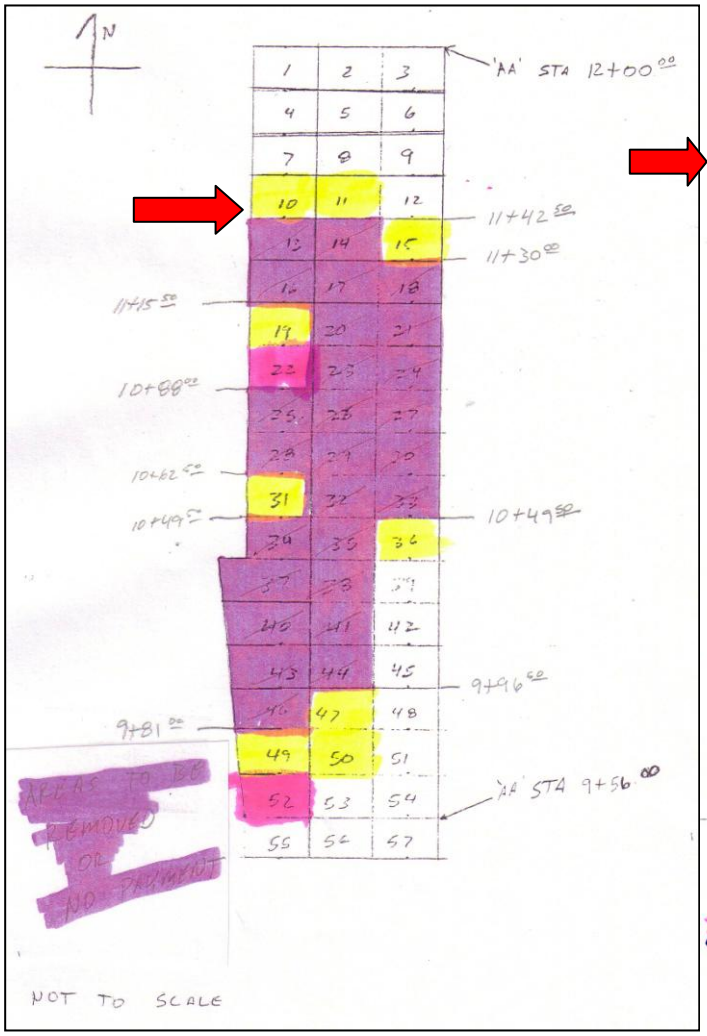
Rev 11/09

Liquidated damages for pavement thickness of concrete paving:

Follow the instructions in the Standard Specifications for Road and Bridge Construction (Silver book). Calculations must be shown on an 8 ½" x 11" sheet of paper or a CALCULATION sheet (Form No. 040-034). The CALCULATION sheet must show the book number or name and page number of the area that will have damages assessed. Make sure all the Pavement Core Record, Primary and Secondary Pavement Thickness forms and all backup mentioned on this page are filed in a folder and filed in Section 1-Contract Files, Division No. 7 as described in Chapter 1 (Organization of Project). When all calculations have been completed a letter explaining the damages must be sent to the Contractor notifying when the damages will be deducted from progress payment. A copy of the letter will be sent to Headquarters Construction.

The illustrations below only give an example of how to document damages. Panel 10 below is NDOT core no. 49, as illustrated on page 23-22. According to the Pavement Core Record Secondary Pavement Thickness, as illustrated on page 23-22, core #49 has a deficiency of .4 and according to the chart in the Standard Specifications for Road and Bridge Construction (Silver book) damages will be 15% of the contract bid price, which is $42.00.

15ft x 13ft = 195sqft ÷ 9 = 21.7sqyd
$42.00 x .15 = $6.30
21.7sqyd x $6.30 = $136.71 damages



Panel No.	Long. Dim.	Trans. Dim.	Total Area	Depth	NDOT Core No.	Remove
1	Good-No Core					
2	Good-No Core					
3	Good-No Core					
4	Good-No Core					
5	Good-No Core					
6	Good-No Core					
7	Good-No Core					
8	Good-No Core					
9	Good-No Core					
10	15.00	13.00	195.00	10.60	49	
11	15.00	12.00	180.00	10.40	46	
12	Good-No Core					
13	12.50	13.00	162.50	9.90	48	*
14	12.50	12.00	150.00	9.50	45	*
15	12.50	12.50	156.25	10.40	44	
16	14.50	13.00	188.50	9.90	47	*
17	14.50	12.00	174.00	9.30	41	*
18	14.50	12.50	181.25	10.10	43	*
19	12.50	13.00	162.50	10.50	35	
20	12.50	12.00	150.00	9.50	40	*
21	12.50	12.50	156.25	9.80	42	*
22	15.00	13.00	195.00	11.00	37	
23	15.00	12.00	180.00	9.60	38	*
24	15.00	12.50	187.50	9.60	53	*
25	11.50	13.00	149.50	10.00	36	*
26	11.50	12.00	138.00	9.30	39	*
27	11.50	12.50	143.75	9.40	54	*
28	14.00	13.00	182.00	10.10	50	*
29	14.00	12.00	168.00	9.20	52	*
30	14.00	12.50	175.00	9.10	55	*
31	13.00	13.00	169.00	10.40	51	
32	13.00	12.00	156.00	9.70	58	*
33	13.00	12.50	162.50	10.00	56	*
34	14.50	13.00	188.50	10.10	67	*
35	14.50	12.00	174.00	9.90	59	*
36	14.50	12.50	181.25	10.50	57	
37	12.00	17.00	204.00	9.70	66	*
38	12.00	12.00	144.00	10.10	60	*
39	Good-No Core					
40	13.50	16.50	222.75	9.90	65	*
41	13.50	12.00	162.00	10.00	61	*
42	Good-No Core					
43	13.00	16.00	208.00	9.60	64	*
44	13.00	12.00	156.00	9.80	32	*
45	Good-No Core					
46	15.50	15.00	232.50	9.80	68	*
47	15.50	12.00	186.00	10.40	63	
48	Good-No Core					
49	12.00	13.50	162.00	10.40	69	
50	12.00	12.00	144.00	10.40	70	
51	Good-No Core					
52	13.00	13.00	169.00	10.20	62	x
53	Good-No Core					
54	Good-No Core					
55	Good-No Core					
56	Good-No Core					

Rev 11/09

STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION
MATERIALS DIVISION
123 East Washington Avenue, Las Vegas, NV, 89101

REPORT OF PAVEMENT CORE RECORD
PRIMARY PAVEMENT THICKNESS

CONTRACT NO: 3214
CONTRACT LIMITS: "515" 628+72.12 to "515A" 770+45.79
DATE OF PLACEMENT: 8/12/2005
LIMITS OF DAYS POUR: "EN" 78+10 to "EN" 84+20, "AA" 9+00 to "AA" 12+00
542.2 1100.

CORE DATE: 9/12/2005
CORED BY: J. Chomes
SHEET: 1 of 1

CORE NO.	LOCATION STATION	POS. CL	POSITION 10ths of ft.	POSITION* METERS	LN	PRIMARY PAVEMENT THICKNESS PLANNED INCHES	ACTUAL INCHES	**DIFFERENCE INCHES	S ***	PRIMARY PAVEMENT* THICKNESS PLANNED MM	ACTUAL MM	**DIFFERENCE MM
6	"EN" 81+15	Rt.	27		S	11	10.8	-0.2	N			
32	"AA" 10+00	Rt.	79.5		S	11	9.8	-1.2	Y			
31	"AA" 11+00	Rt.	91		S	11	10.0	-1	Y			
						AVERAGE	10.20	-0.80		AVERAGE		

*metric Contract
**for the purpose of determining the average thickness deficiency, an excess thickness of more than 0.2" or 5mm greater than the thickness specified will be considered to be +0.2" or +5mm greater than the specified thickness.
***S=Secondary core required (Y or N)

DISTRIBUTION:
1 District Engineer
1 Resident Engineer (original copy)
1 Construction
1 Lab Services
1 Las Vegas Materials Facility

R. W Dachelet

STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION
MATERIALS DIVISION
123 EAST WASHINGTON STREET, LAS VEGAS, NV 89101

PAVEMENT CORE RECORD
SECONDARY PAVEMENT THICKNESS

CONTRACT NO: 3214
CONTRACT LIMITS: "515" 628+72.12 to "515A" 770+45.79
DATE OF PLACEMENT: 8/12/2005
LIMITS OF DAYS POUR: "AA" 9+00 to "AA" 12+00
1100

CORE DATE: 9/13/2005
CORED BY: J. Chomes
SHEET: 1 of 2

CORE NO.	LOCATION STATION	POS. CL	POSITION 10ths of ft.	POSITION* METERS	LN	SECONDARY OR ISOLATION PAVEMENT THICKNESS PLANNED INCHES	ACTUAL INCHES	**DIFFERENCE INCHES	SECONDARY OR ISOLATION* PAVEMENT THICKNESS PLANNED MM	ACTUAL MM	**DIFFERENCE MM
35	"AA" 11+10	Rt.	73		G	11	10.5	-0.5			
36	"AA" 10+86	Rt.	72.5		G	11	10	-1			
37	"AA" 11+00	Rt.	62		G	11	11	0			
38	"AA" 11+00	Rt.	85		S	11	9.6	-1.4			
39	"AA" 10+86	Rt.	84.5		S	11	9.3	-1.7			
40	"AA" 11+15	Rt.	85		S	11	9.5	-1.5			
41	"AA" 11+20	Rt.	81		S	11	9.3	-1.7			
42	"AA" 11+12	Rt.	95		S	11	9.8	-1.2			
43	"AA" 11+25	Rt.	94		S	11	10.1	-0.9			
44	"AA" 11+40	Rt.	94		S	11	10.4	-0.6			
45	"AA" 11+40	Rt.	83		S	11	9.5	-1.5			
46	"AA" 11+55	Rt.	83		S	11	10.4	-0.6			
47	"AA" 11+25	Rt.	69		G	11	9.9	-1.1			
48	"AA" 11+40	Rt.	67		G	11	9.9	-1.1			
49	"AA" 11+55	Rt.	67		G	11	10.6	-0.4			
50	"AA" 10+70	Rt.	71.5		G	11	10.1	-0.9			
51	"AA" 10+55	Rt.	68.5		G	11	10.4	-0.6			
						AVERAGE	10.02	-0.98	AVERAGE		

*metric Contract
**for the purpose of determining the average thickness deficiency, an excess thickness of more than 0.2" or 5mm greater than the thickness specified will be considered to be +0.2" or +5mm greater than the specified thickness.

DISTRIBUTION:
1 District Engineer
1 Resident Engineer (original copy)
1 Construction
1 Lab Services
1 Las Vegas Materials Facility

R. W Dachelet

Rev 11/09

DOCUMENTATION REQUIREMENT
SECTION D
RETENTION

No retention will be held until 85% of the contract bid price, plus or minus change orders, has been paid. Five (5) percent of said adjusted contract price or fifty thousand ($50,000.00) dollars, whichever is less, will be retained until the contract is completed and accepted by the Director. The computer will automatically hold retention (all or a portion) at the appropriate time.

If the remaining work is being performed on a satisfactory basis, the Director may reduce the percentage retained for additional payment. The Contractor must make the request for reducing retention in writing. The request must be accompanied by a letter of concurrence from the Contractor's bonding company. The Resident Engineer must concur in writing that the amount to be retained will cover any documentation errors or liquidated damages that may develop. This correspondence (Contractor's request, bonding company concurrence and Resident Engineer's concurrence) shall be routed through the District Office for their written concurrence, and then forwarded to Headquarters Construction for their concurrence and processing (NRS 408.383 REVISED 7-1-81).

Per NDOT policy, retention shall not be reduced to less than $10,000. If retention held is less than $10,000, a reduction will not be processed.

DOCUMENTATION REQUIREMENT
SECTION E
PARTIAL PAYMENTS FOR STOCKPILED MATERIALS

Partial payments may be made for acceptable materials furnished and stored for use on the contract if such storage is within the vicinity of the jobsite in the State of Nevada and subject to or under the control of NDOT. This is more commonly referred to as payment for "Materials on Hand". See Section 109.06 of the Standard Specifications for Road and Bridge Construction (Silver book) for instructions and see page 23-26 and 23-27 for an illustration of a REQUEST FOR PAYMENT FOR MATERIALS ON HAND (Form No. 040-015) and an invoice.

All payments made for materials furnished shall be based on the Prime Contractor's written request. The Resident Engineer and/or the Materials Division representative shall verify quantity, quality, location, proper storage and acceptability of the material and the information furnished with the Contractor's request.

The Prime Contractor must submit his request for partial payment on a REQUEST FOR PAYMENT FOR MATERIALS ON HAND (Form No. 040-015) in duplicate to the Resident Engineer. The form must be signed by the **Prime Contractor** and notarized.

a. The duplicate copy and all backup shall be filed in a folder and filed in Section 1-Contract Files, Division No. 7 as described in Chapter 1 (Organization of Project).

b. The original copy and any invoices, prices or calculations, test reports, supporting quantities, and cost of materials stockpiled must **be faxed into Headquarters Construction no later than 5:00 P.M. on Friday the cut-off date with the original(s) mailed to Headquarters Construction.** Any stockpiled quantities submitted for payment without the support data mentioned above shall be removed from the progress payment. Payment may be made for these items when the appropriate documentation has been received by Headquarters Construction.

Partial payments for materials fabricated or manufactured off the jobsite (pipe, rebar, fence, guardrail, etc.) shall be allowed at invoice prices, providing that invoice costs are less than unit bid price for each item. Invoices shall be furnished by the Contractor before payment is allowed. It should be stressed that the maximum payment shall be such that when the estimated placements for other remaining costs of the work are added, the contract price is not exceeded. The purpose of this instruction is to prevent payment of more than the contract price for materials and to leave sufficient funds in the item to complete the work in cases where the bid price does not reflect the true cost of the work.

If the unit price on the invoice exceeds the unit bid price for any item, the Resident Engineer shall determine a percentage of the unit bid price to be paid for the stockpile item.

Subsection 109.06 of the Standard Specifications for Road and Bridge Construction (Silver book) outlines allowable percentages of various aggregate materials and other miscellaneous items for stockpile payment. On some contracts, subsection 109.06 of the Special Provisions establishes the stockpile price per ton for some aggregates.

Partial payments are not allowed for any perishable items unless allowed in the Special Provisions. This is of particular importance on the contracts which include planting or beautification items.

It shall be the responsibility of the Resident Engineer to determine if materials included for payment under materials on hand have been removed or incorporated in the work. Any subsequent addition to the stockpile must be requested by the Contractor as stated previously. Any material brought to the jobsite stockpile must have the necessary REQUEST FOR PAYMENT FOR MATERIALS ON HAND submitted prior to inclusion for payment.

If materials have been requested and have not been brought to the jobsite, a suitable explanation must be made on the REQUEST FOR PAYMENT FOR MATERIALS ON HAND by the Resident Engineer or his/her representative.

No stockpile payment is allowed on bid items in excess of planned quantity, planned quantity plus or minus authorized changes, or planned quantity minus paid to date quantity.

Sales tax and freight charges may be included in the adjusted unit price if it is requested and substantiated by invoice. It is not required to have an approved change order for materials stockpiled off the jobsite as long as the stockpile is in Nevada; however, all other requirements for off-the-job stockpiles remain the same.

Quantities of stockpiled materials on hand shall be included on the progress payment by assigning “SP” numbers and coding them on the progress payment as described in Section B of this chapter.

The stockpiled price for reinforcing steel and all guardrail items (guardrail, end anchors, connections, etc.) cannot be greater than 50% of the bid price for that bid item. Also, stockpile payments for reinforcing steel for drilled shafts should not be greater than 50% of the unit bid price for the drilled shafts. If unusually high or low bid prices for these items are encountered, contact the Headquarters Construction on a case-by-case basis.

Forms change periodically, please assure that you are using the most current form available, see Chapter 26 (Distribution of Documents).

Rev 11/09

STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION
REQUEST FOR PAYMENT FOR MATERIALS ON HAND

DATE.....11-29-07.....

TO.....Peter Booth.....
Resident Engineer

CONTRACT NO.....3292.....

FROM.....Fisher Industries.....
Prime Contractor

PAYMENT NO.....24.....

In accordance with the provisions of Subsection 109.06 of the Standard Specifications for Road and Bridge Construction, request is made for payment as AMaterials on Hand≅ for the following materials:

Bid Item No.	SP No.	Quantity	Material Description	Value	Type of Substantiating Evidence of Purchase or Production Costs Attached	Where Stored or Stockpiled
6172260	Spooo26	1EA	4.8M Precast Cattle Guard	$6,400.00	Invoice	Jobsite
6172272	Spooo27	1EA	8.4M Precast Cattle Guard	$11,200.00	Invoice	Jobsite
6172301	Spooo28	1EA	13.4M Precast Cattle Guard	$17,600.00	Invoice	Jobsite (ABOVE VERIFIED BY ALEX CONNELL NDOT 12-2-07)

AFFIDAVIT

The materials listed above are separated from other like materials, are physically identified as our property and have been purchased exclusively for use on Contract No...3292... . The State may enter upon the premises for the purposes set forth in Subsection 109.06 of the Standard Specifications for Road and Bridge Construction for inspection, checking or auditing, or for any other purpose as you consider necessary. It is expressly understood and agreed that this information and affidavit is furnished to the State for the purpose of obtaining payment for the above materials before they are incorporated into the contract described above, and that the storage thereof at the location shown is subject to and under the control of the State.

Contractor declares under the penalties of perjury that this affidavit (including any accompanying evidence) has been examined by him and to the best of his knowledge and belief is a true and correct affidavit. It is further expressly understood and agreed by the Contractor that in the event he misrepresents to the State the AMaterials on Hand≅ above, Contractor will pay to State all costs and expenses, including reasonable attorney=s fees, in any action brought by the State to recover any and all damages sustained by the the State by reason of such misrepresentation.

Norman R. Bradley — Fisher Industries
Name (Signature) — Contractor

STATE OF NEVADA
COUNTY OF WASHOE
ss.

Notary will hand write the Contractor's name that is executing the Request for Payment for Materials on Hand document. Typed for example only.

Norman Bradley, being duly sworn, deposes and says that he is the person who executed the foregoing instrument; that he has read the same and knows the contents thereof; that the matters stated therein are true to his knowledge, except such matters as are stated to be upon information and belief and as to those matters he believes them to be true.

Subscribed and sworn to before me this
30 day of NOV, 2007

BONNIE S. SELF
Notary Public - State of Nevada
Appointment Recorded in Washoe County
No: 01-70068-2 - Expires November 30, 2009

Bonnie S. Self
Notary

Instructions to Contractors: Submit original and one duplicate to Resident Engineer prior to the end of the payment cycle. Attach evidence of purchase to original.

Instructions to Resident Engineer: Forward original to Headquarters Construction. Retain duplicate in your office as a supporting record for the progress payment.

NDOT 040-015
(Rev 8-02)

Rev 11/09

DOHERTY WELDING, LLC

PO. BOX 28
PILOT ROCK OR. 97868

Phone #	Fax #
541-443-3234	541-443-3241
TAX ID # 93-1296723	

Invoice

DATE	INVOICE #
5/31/2007	4275

BILL TO
Fisher Industries 500 Damonte Ranch Parkway Suite #1056 Reno NV. 89521

P.O. NO.	TERMS	PROJECT
191	Net 30	Contract 3292

DESCRIPTION	QTY	RATE	AMOUNT
Precast Cattle Guard 4.8 m	1	6,400.00	6,400.00
Precast Cattle Guard 8.4 m	1	11,200.00	11,200.00
Precast Cattle Guard 13.4 m	1	17,600.00	17,600.00
		Total	$35,200.00

DOCUMENTATION REQUIREMENT
SECTION F
ASPHALT ESCALATION

Below are instructions on how to calculate the Bi information and what each column represents, making sure to check the contract Special Provisions for any modifications:

The Bi is taken from the transmittal received from Headquarters Construction with the first TAD, as illustrated on page 23-1 or by contacting Headquarters Construction. There is no price adjustment if the current price is within 20% of the Bi. Multiply the Bi by .90 and 1.10 to establish the no adjustment range. Multiply the Bi by 75% to establish the Maximum Bi (if applicable). **If the Bp ever exceeds the Maximum Bi, the maximum Bi shall be used as the Bp for that cycle, as illustrated on page 23-29.**

Column (1) cycle cut-off date

(2) AEB number (each AEB must be listed separately)

(3) type of asphalt (each type of asphalt must be listed separately)

(4) oil percentage (from the mix design)

(5) mineral filler percentage (from the mix design)

(6) Bp for that cycle (obtained from faxed memo as illustrated on page 23-31 or by calling Headquarters Construction)

(7) price difference between the Bp (column 6) and [.90 (Bi) or [1.10 (Bi)

(8) wet tons paid from the progress payment

(9) divide wet tons (column 8) by 1 + (% asphalt + % mineral filler)
Example: 1 + (.051+ .015) = 1.066 3853.55 ÷ 1.066 = 3614.96

(10) multiply dry aggregate (column 9) by the % of asphalt
Example: 5.1 ÷ 100 = .051 3614.96 x .051 = 184.36

(11) N/A, this column is not used because column 10 is already tons

(12) multiply the tons (column 10) by price difference (column 7)
Example: 114.53 x 140.68 = 16112 (rounded to the nearest whole number)

(14) payment number

(15) accumulative total

It will be the responsibility of the **Officeperson** to complete the areas highlighted in yellow for each progress payment where plantmix is being paid. A separate spreadsheet is required for each mix design used.

After the asphalt escalation for each type of asphalt in each AEB is calculated, combine the totals for each AEB and enter the quantities on the TAD. If the amount is negative, mark the Dec (decrease) column with an X or √.

For asphalt escalation when plantmix is paid by square meter, please contact Headquarters Construction for assistance.

Rev 11/09

Contract No: 3247

ASPHALT MATERIAL ADJUSTMENT CALCULATIONS FOR WET TON CONTRACTS

Bi= 421.58

No Adjustment of Bp is Between .90(Bi)= 379.42 & 1.10(Bi)= 463.74

% Asphalt 5.10

$ 737.77 = (Max Bi) $$ per English short ton

% Mineral Filler 1.50 Mix Design # BF07-77

1 Cut-Off Date	2 AEB	3 Type of Asphalt	4 Oil Percentage	5 Mineral Filler Percentage	6 (Bp) Bi-weekly adjustment index	7 Difference of (Bp) & 1.10 (Bi) +$	7 Difference of (Bp) & .90 (Bi) -$	8 Wet Tons	9 Dry Aggregate	10 Tons of Oil Used	11 N/A	12 Escalation$ (10) x (7)	14 Payment No.	15 Accum. Estimate Total $
6/20/2008	2	PG 76-22NV	5.10	1.50	428.51			3853.55	3614.96	184.36			20	21546
7/18/2008	2	PG 76-22NV	5.10	1.50	454.83			6857.50	6432.93	328.08			22	
8/1/2008	2	PG 76-22NV	5.10	1.50	578.27	114.53		2940.54	2758.48	140.68		16112	23	37658
8/15/2008	2	PG 76-22NV	5.10	1.50	482.30	18.56		6929.56	6500.53	331.53		6153	24	43811
8/29/2008	2	PG 76-22NV	5.10	1.50	428.51			2691.62	2524.97	128.77			25	
			5.10	1.50										
			5.10	1.50										
			5.10	1.50										
			5.10	1.50										
			5.10	1.50										
			5.10	1.50										
			5.10	1.50										
			5.10	1.50										
			5.10	1.50										
			5.10	1.50										
			5.10	1.50										
			5.10	1.50										
			5.10	1.50										
			5.10	1.50										
			5.10	1.50										
			5.10	1.50										

9KALKOSKE9 Revised 11/04

STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION
MATERIALS DIVISION
1263 S. STEWART ST. CARSON CITY, NV 89712

DENSE GRADE BITUMINOUS MIX DESIGN

LAB NUMBER:	BP05-77	BITUMEN RATIO:	5.1 PG 76-22NV
CONTRACT NUMBER:	3247		
PROJECT NUMBER:	STP-0160(016) & IM-015-1(126)		
COUNTY:	CLARK		
PRIMARY CONTRACTOR:	LAS VEGAS PAVING		
DATE AGG. SAMPLED:	07/19/05		
DATE AGG. RECEIVED:	07/26/05		
DATE ASPHALT RECEIVED:	08/09/05		
REPORT DATE:	08/19/05		
SAMPLED BY:	LEA & MACK		
CHECKED BY:	SJH & RP		
TYPE MATERIAL:	TYPE 2C PLANTMIX AGGREGATE		
SOURCE OF SAMPLE(S):	BLUE DIAMOND PIT		
MINERAL FILLER:	1.5% HYDRATED LIME WET-CURED (MARINATED) 48 HOURS		
TYPE ASPHALT:	PG 76-28NV (CCAC05-1518)		
ASPHALT PRODUCER:	ERGON		

JOB DESCRIPTION:
ON SR 160, BLUE DIAMOND RD, FROM LAS VEGAS BLVD (SR 604)/WINDMILL LN TO VALLEY VIEW BLVD - PHASE 1 AND ON I-15, FROM 1 MILE SOUTH OF THE BLUE DIAMOND INTERCHANGE TO I-215

SURFACE AREA m²/kg (ft²/lb):	6.51 (31.8)	
SAND EQUIVALENT:	31	
CALIF. SPECIFIC GRAVITY:	2.69	SPECIFICATIONS:
COARSE AGG. BULK SPECIFIC GRAVITY:	2.66	2.85 MAX
FINE AGG. BULK SPECIFIC GRAVITY:	2.50	2.85 MAX
+#4 WATER ABSORPTION:	0.9	4% MAX
SS SOUNDNESS COARSE:	3	12% MAX
SS SOUNDNESS FINES:	2	15% MAX
LIQUID LIMIT (BEFORE MARINATION):	3/4": INSUFF; 1/2": 23; CRUSHER FINES: 17; CYCLONE SAND: 23	35 MAX
PLASTICITY INDEX (BEFORE MARINATION):	3/4": INSUFF; 1/2": 3; CRUSHER FINES: NP; CYCLONE SAND: NP	10 MAX
LA ABRASION:	18.6	37% MAX
FRACTURE FACE COUNT:	100	80% MIN
VMA (BASED UPON CALIF. SP. GR.):	16.8	12 - 22
ORIGINAL TENSILE STRENGTH (PSI):	117.8	65 PSI MIN
% RETAINED STRENGTH:	93	70% MINIMUM

REMARKS:
FOR THE MATERIAL REPRESENTED BY THE SUBMITTED SAMPLES WITH THE ATTACHED GRADINGS, LABORATORY TESTS INDICATE A BITUMEN RATIO OF 5.1 PG 76-22NV FOR TYPE 2C PLANTMIX AGGREGATE TREATED WITH 1.5% HYDRATED LIME AND WET CURED (MARINATED) 48 HOURS.

DISTRIBUTION:
1 DISTRICT ENGINEER
1 RESIDENT ENGINEER
2 CONSTRUCTION ENG.
1 LAB FILES
3 BITUMINOUS LAB
1 ASPHALT LAB
1 DEAN WEITZEL
1 LAS VEGAS LAB
1 AGGREGATE LAB

BIN PERCENTAGES:
27% 3/4" COARSE
22% 1/2" COARSE
43% CRUSHER FINES
08% CYCLONE SAND

MMENDED BITUMEN RATIO SHALL BE
ERIALS DIVISION. THE RECOMMENDED
PON DRY WEIGHT OF AGGREGATE.

Used for Asphalt Escalation, Asphalt Damages, and in calculating to assure there are enough B/Ls to cover what has been used, see red arrow.

Used for Asphalt Escalation, Asphalt Damages, and in calculating to assure there are enough B/Ls to cover what has been used, see red arrow.

STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION
CONSTRUCTION DIVISION
M E M O R A N D U M

DATE: August 13, 2008

TO: ALL RESIDENT ENGINEERS

FROM: Tricia MacDiarmid, Construction

SUBJECT: FUEL & ASPHALT ESCALATION FOR CUT-OFF **8/29/08**

Fuel Escalation (Ap) **=$ 2.41**

Asphalt Escalation (Bp) **=$ 61.79**

New Specification
Poten & Partners Asphalt Escalation (Bp) **=$ 428.51**

***Please assure that someone will be in the field office (or leave a phone number that you or your Office Person can be reached at) to answer any bi-weekly payment questions that may require changes to* be made to the payment. Please remember that we are processing contracts statewide and may not get to your contract until Friday.**

Please fax payment data (stockpile info, mix designs, asphalt esc, change order drafts, LOA's, etc.) directly to our Section's fax (775-888-7231) NO LATER THAN THE CUT-OFF DATE 8/29/08. This office will NOT process if not received by this date.

No cover sheets are necessary.

Thank you.

Rev 11/09

DOCUMENTATION REQUIREMENT
SECTION G
FUEL ESCALATION

To activate fuel escalation on a contract as stated in the Standard Specifications for Road and Bridge Construction (Silver book), subsection 109.05, fuel escalation may be added to a contract if a request by the Contractor is received or if deemed necessary by the Department. Headquarters Construction will E-mail an updated spreadsheet to the Resident Engineer, as illustrated on page 23-33. The spreadsheet will have the contract number with the correct specifications. Always refer to the Special Provision for the contract. It will be the responsibility of the **Officeperson** to complete the areas highlighted in yellow. The rest of the form will fill in and calculate automatically. The spreadsheet shall be calculated for the remainder of the progress payments for the contract. Since fuel escalation is based on money earned last payment period, Payment #1 will never contain fuel escalation.

There is no adjustment if the current price is within 20% (this % is used for this example always check the Special Provision for the contract for the percent (%). Multiply the Cp by .90 and 1.10 to establish the no adjustment range. Multiply the Cp by 1 + 75% to establish the Maximum Cp. (If the price ever reaches the Maximum Cp, the maximum Cp shall be used for the Ap for that cycle.) Obtain the Ffp (fuel factor percentage) from subsection 109.05 of the Special Provisions.

Column (1) cycle cut-off date from the last payment

(2) AEB number (each AEB must be listed separately)

(3) Ap for cycle after last payment period (obtained from faxed memo, see illustration on page 23-31 or by calling Headquarters Construction)

(4) divide the Ap (column #3) by the Cp
Example: 2.26 ÷ 1.29 = 1.7519

(5) percent difference between the Ap (column 4) and .90(Cp) or 1.10(Cp)
Example: 1.7519 – 1.10 = 0.6519

(6) dollar amounts for each AEB earned last cycle (taken from fuel escalation Report No. CM01 received with last payment documents as illustrated on page 23-5)

(7) multiply the dollar amount earned last cycle (column 6) by the Ffp
Example: 154715.86 x .023 = 3558.46

(8) multiply the percent difference (column 5) by the Bfc (column 7)
Example: 0.6519 x 3558.46 = 2320 (rounded to the nearest whole number)

(9) payment number

(10) accumulative total

After the fuel escalation in each AEB is calculated, enter the quantities on the TAD. If the amount is negative, mark the (Dec) column with an X or T. Do not enter fuel escalation on the TAD if the fuel escalation is not in affect for a particular contract.

HINT: Each time a Report No. CM01 is received for a processed payment; record the information in columns (1), (2), (6) & (9) immediately. When the next Ap (memo from Headquarters Construction) is received, complete column (3). This will reduce the chances of omitting to adjust fuel escalation on the next progress payment.

Do not process a progress payment with only fuel escalation. Wait until there are more items to process.

No. 2 Diesel Fuel Adjustment Calculations

Contract No: 3247

Cp= 1.29

Ffp=% 2.3

No adjustment if Ap is between .90 (Cp) 1.16 & 1.10(Cp)= 1.42

$ 2.26 = (Max Ap)

AEB 1 = $11,021
AEB 7 = $1,042
AEB 13 = $0

AEB 2= $2,320
AEB 8 = $2,542
AEB 14 = $106

AEB 3 = $864
AEB 9 = $11,711
AEB 15 = $0

AEB 4 = $331
AEB 10 = $3,868
AEB 16 = $0

AEB 5 = $7
AEB 11 = $344
AEB 17 = $1,322

AEB 6 = $0
AEB 12 = $0

1	2	3	4	5		6	7	8	9	10
Cut-Off Date	AEB	Ap	(3) / Cp	Increase (4)-1.10	Decrease 90-(4)	AEB Balance Due Last Cycle	Bfc (6) x Ffp	A Fuel Adj (5) x (7)	Payment No.	Accum. Payment Total $
8/1/2008	7	2.26	1.7519	0.6519		0.00			24	11021
8/1/2008	8	2.26	1.7519	0.6519		153563.51	3531.96	2302	24	13323
8/1/2008	9	2.26	1.7519	0.6519		670919.87	15431.16	10060	24	23383
8/1/2008	10	2.26	1.7519	0.6519		164120.99	3774.78	2461	24	25844
8/1/2008	11	2.26	1.7519	0.6519		22972.61	528.37	344	24	26188
8/1/2008	12	2.26	1.7519	0.6519		1.96	0.05		24	26188
8/1/2008	14	2.26	1.7519	0.6519		7089.00	163.05	106	24	26294
8/1/2008	17	2.26	1.7519	0.6519		49770.94	1144.73	746	24	27040
8/14/2008	2	2.26	1.7519	0.6519		154715.86	3558.46	2320	25	29360
8/14/2008	3	2.26	1.7519	0.6519		57636.07	1325.63	864	25	30224
8/14/2008	4	2.26	1.7519	0.6519		22055.87	507.29	331	25	30555
8/14/2008	5	2.26	1.7519	0.6519		433.80	9.98	7	25	30562
8/14/2008	6	2.26	1.7519	0.6519		1.05	0.02		25	30562
8/14/2008	7	2.26	1.7519	0.6519		69463.51	1597.66	1042	25	31604
8/14/2008	8	2.26	1.7519	0.6519		16037.80	368.87	240	25	31844
8/14/2008	9	2.26	1.7519	0.6519		110084.45	2531.94	1651	25	33495
8/14/2008	10	2.26	1.7519	0.6519		93842.44	2158.38	1407	25	34902
8/14/2008	11	2.26	1.7519	0.6519		2.09	0.05		25	34902
8/14/2008	12	2.26	1.7519	0.6519		0.64	0.01		25	34902
8/14/2008	14	2.26	1.7519	0.6519		0.48	0.01		25	34902
8/14/2008	17	2.26	1.7519	0.6519		38408.00	883.38	576	25	35478

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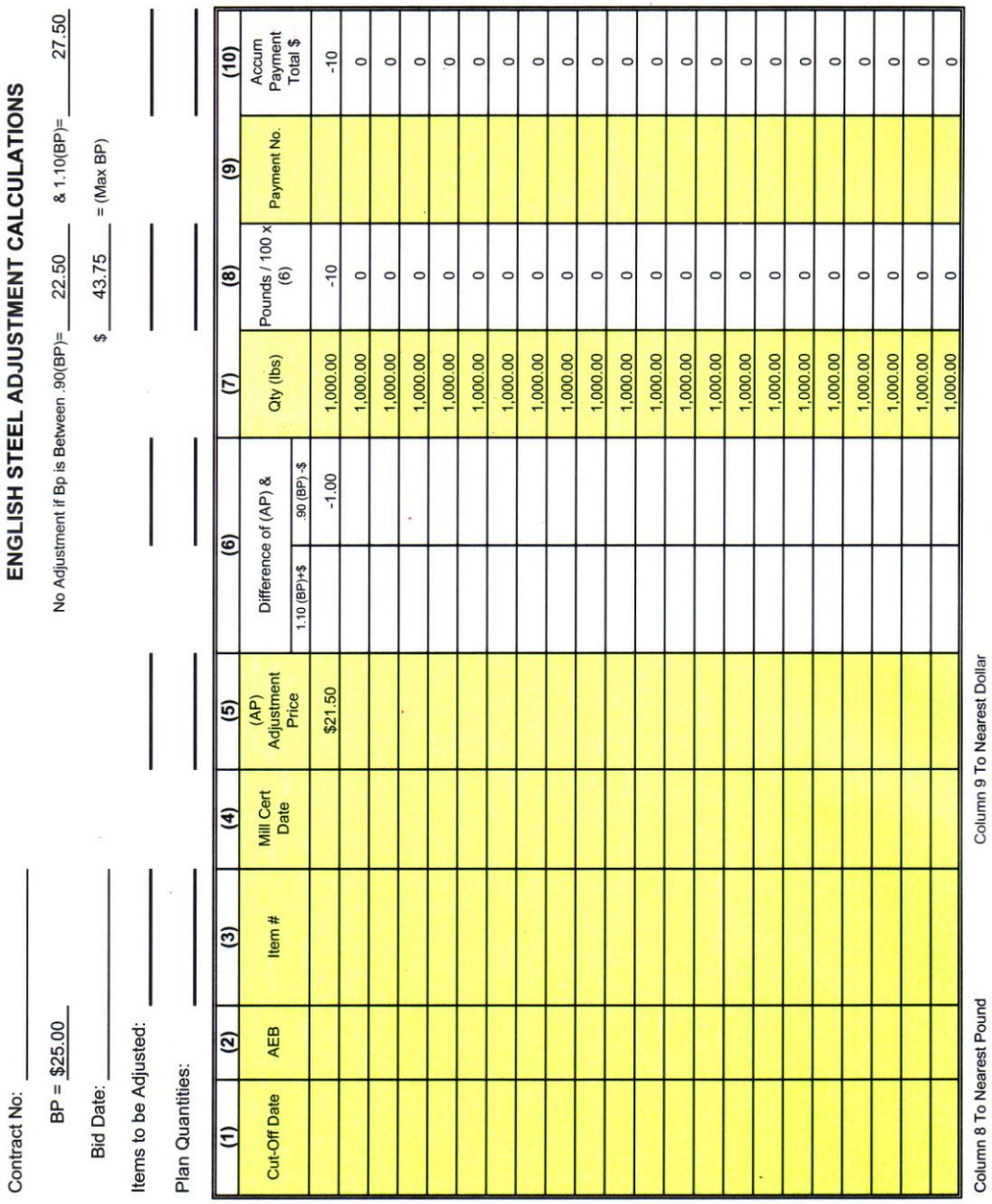
DOCUMENTATION REQUIREMENT
SECTION H
STEEL ESCALATION

To activate steel escalation on a contract as stated in the Standard Specifications for Road and Bridge Construction (Silver book), subsection 109.09, steel escalation is on a contract by contract basis. Headquarters Construction will E-mail an updated spreadsheet to the Resident Engineer. The spreadsheet will have the contract number with the correct specifications. Always refer to the Special Provision for the contract. It will be the responsibility of the **Officeperson** to complete the areas highlighted in yellow. The rest of the form will fill in and calculate automatically. The spreadsheet shall be calculated for the remainder of the progress payments for the contract. An illustration of a spreadsheet is shown below.



ENGLISH STEEL ADJUSTMENT CALCULATIONS

Contract No: _____

BP = $25.00

Bid Date: _____

Items to be Adjusted: _____ _____ _____ _____

Plan Quantities: _____ _____ _____ _____

No Adjustment if Bp is Between .90(BP)= 22.50 & 1.10(BP)= 27.50

$ 43.75 = (Max BP)

(1)	(2)	(3)	(4)	(5)	(6)		(7)	(8)	(9)	(10)
Cut-Off Date	AEB	Item #	Mill Cert Date	(AP) Adjustment Price	Difference of (AP) & 1.10 (BP)+$	.90 (BP) -$	Qty (lbs)	Pounds / 100 x (6)	Payment No.	Accum Payment Total $
				$21.50		-1.00	1,000.00	-10		-10
							1,000.00	0		0
							1,000.00	0		0
							1,000.00	0		0
							1,000.00	0		0
							1,000.00	0		0
							1,000.00	0		0
							1,000.00	0		0
							1,000.00	0		0
							1,000.00	0		0
							1,000.00	0		0
							1,000.00	0		0
							1,000.00	0		0
							1,000.00	0		0
							1,000.00	0		0
							1,000.00	0		0
							1,000.00	0		0
							1,000.00	0		0
							1,000.00	0		0
							1,000.00	0		0

Column 8 To Nearest Pound

Column 9 To Nearest Dollar

Rev 11/09

DOCUMENTATION REQUIREMENT
SECTION I
BI-WEEKLY WORKING DAY REPORT

Working days shall be reported on the BI-WEEKLY WORKING DAY REPORT (Form No. 040-057), as illustrated on page 23-36. This report shall be completed at the end of each payment cycle, whether a progress payment (cp or CP) or a no progress payment (ne or NE) is submitted.

Record whether the contract is on schedule or not. If the contract is not on schedule, an explanation must be provided in the Remarks. Record the working day number or one of the provided codes in the appropriate box. When an "O" is used for non-working day, an explanation must be provided in the Remarks.

After the Bi-Weekly Working Day report is signed by the Resident Engineer, the **original** is forwarded to Headquarters Construction and copies are distributed according to the bottom of the form.

There may be times when working days are charged during a payment cycle where no progress payment is submitted. The working days charged during this time must be coded on the next progress payment where a payment is made.

Working day reports are required from the Notice to Proceed date through the last working day charged. The last report must be labeled as "**Final**" next to the report number. If the last working day report has been submitted but for some reason days start being charged again, the reports must be continued from the last report submitted. Notify Headquarters Construction of the resumption of working days being charged. **Note: The Report No. and Payment No. do not always coincide with each other.**

Working day reports are not required for contracts with a completion date rather than a set number of working days for completion; however, the first and last working day must be provided upon completion. For contracts with a set number of calendar days for completion, the standard BI-WEEKLY WORKING DAY REPORT shall be used.

At contract completion, if a decision is made not to charge for liquidated damages, a change order is required to increase days, or working day reports must be revised to reflect the changes.

When individual phases are specified in subsection 108.04 of the Special Provisions, separate working day reports are required.

Working day reports are not required for the months of December, January and February if winter suspension is defined in subsection 108.02 of the Special Provisions; however, reports are required for temporary suspensions.

Working day reports shall be filed in a folder and filed in Section 1-Contract Files, Division No. 7 as described in Chapter 1 (Organization of Project).

Forms change periodically, please assure that you are using the most current form available, see Chapter 26 (Distribution of Documents).

STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION

BI-WEEKLY WORKING DAY REPORT

REPORT NO 29 **ACCOMPANIES PAYMENT NO** 25

CONTRACT NO 3247 **PROJECT NO** STP-0160(016) & IM-015-1(126)

CONTRACTOR Las Vegas Paving **PERIOD FROM** 8/16/2008 **TO** 8/29/2008

WORKING DAYS CHARGED THIS PERIOD 9 **WORKING DAYS CHARGED TO DATE** 179

ORIGINAL WORKING DAYS 180 **+ DAYS ADDED BY C.O.** 0 **= REVISED WORKING DAYS** 180

IS PROJECT ON SCHEDULE? [x] **YES** [ ] **NO** **IF "NO" EXPLAIN IN REMARKS**

S		M		T		W		T		F		S		
												08	16	DATE
														WORKING DAY NO.

08	17	08	18	08	19	08	20	08	21	08	22	08	23	DATE
		171		172		173		174		O				WORKING DAY NO.

08	24	08	25	08	26	08	27	08	28	08	29			DATE
		175		176		177		178		179				WORKING DAY NO.

CODES
H-HOLIDAYS, W-WINTER TIME SUSPENSION (SEE SPECIAL PROVISIONS)
I-INCLEMENT WEATHER, O-OTHER (EXPLAIN IN REMARKS)

REMARKS: O-Job was shut down due to the President being in town.

Joe Green
RESIDENT ENGINEER

NDOT 040-057
REV. 8-02

DISTRIBUTION: CONSTRUCTION (ORIGINAL), DISTRICT, CONTRACTOR, FILE

Rev 11/09

STATE OF NEVADA

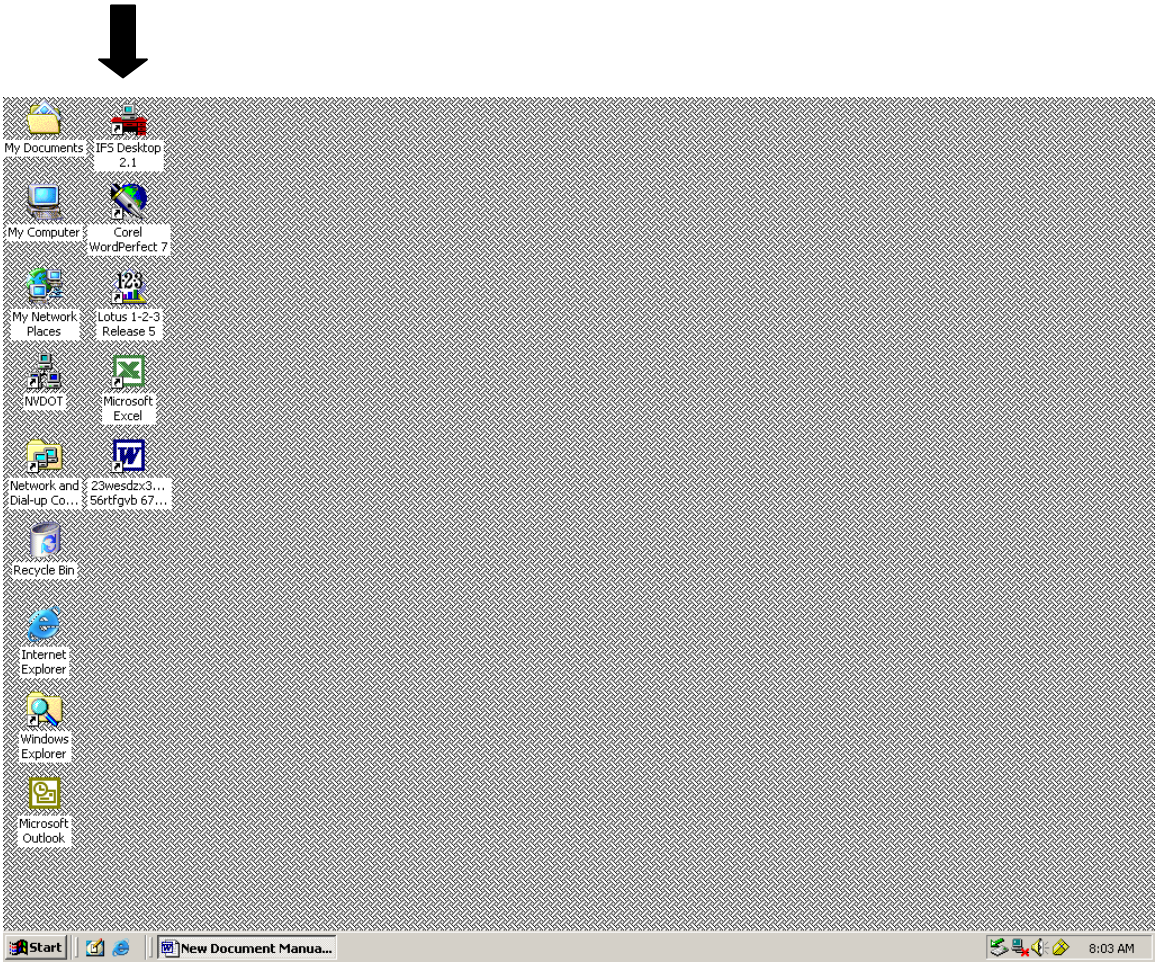
DEPARTMENT OF TRANSPORTATION

CONSTRUCTION DIVISION
CONTRACT PROGRESS (CP) PAYMENT SYSTEM

Revised 2009

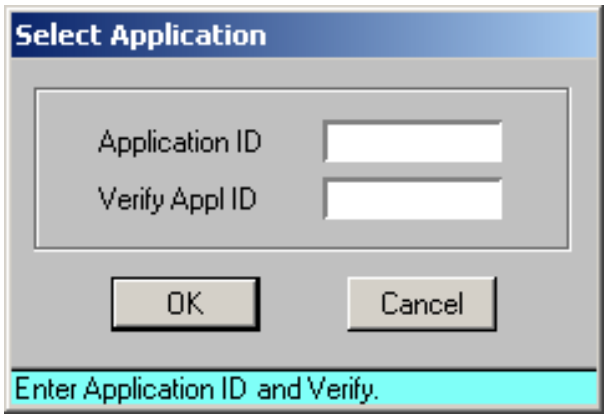
Rev 11/09

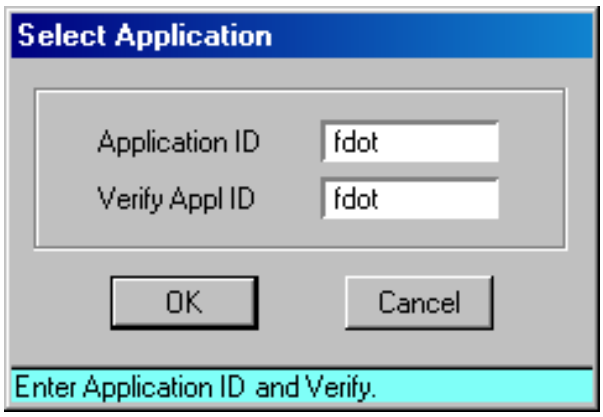
Step 1. Sign onto Advantage-Financial (Desktop)



a) Double click on the Advantage Financial Icon. (↓)
(IFS Desktop 2.1)

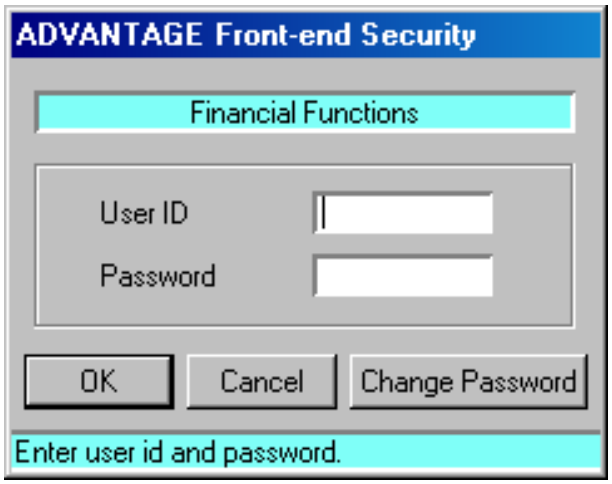
Step 2. Select Application Window:

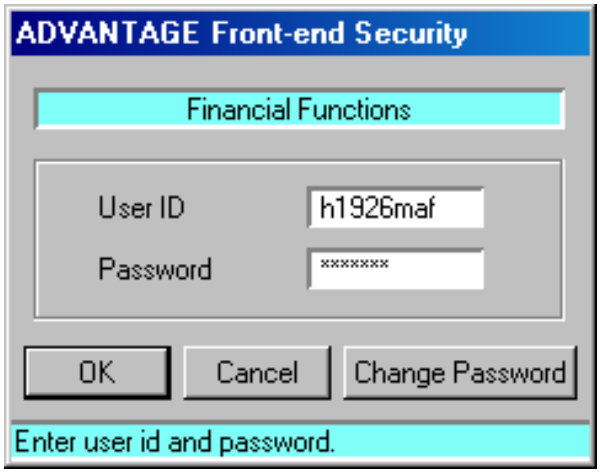




a) Application ID-type: fdot (lowercase). Hit the tab key.
b) Verify Appl ID-type: fdot(lowercase). Hit the enter key or click on OK.

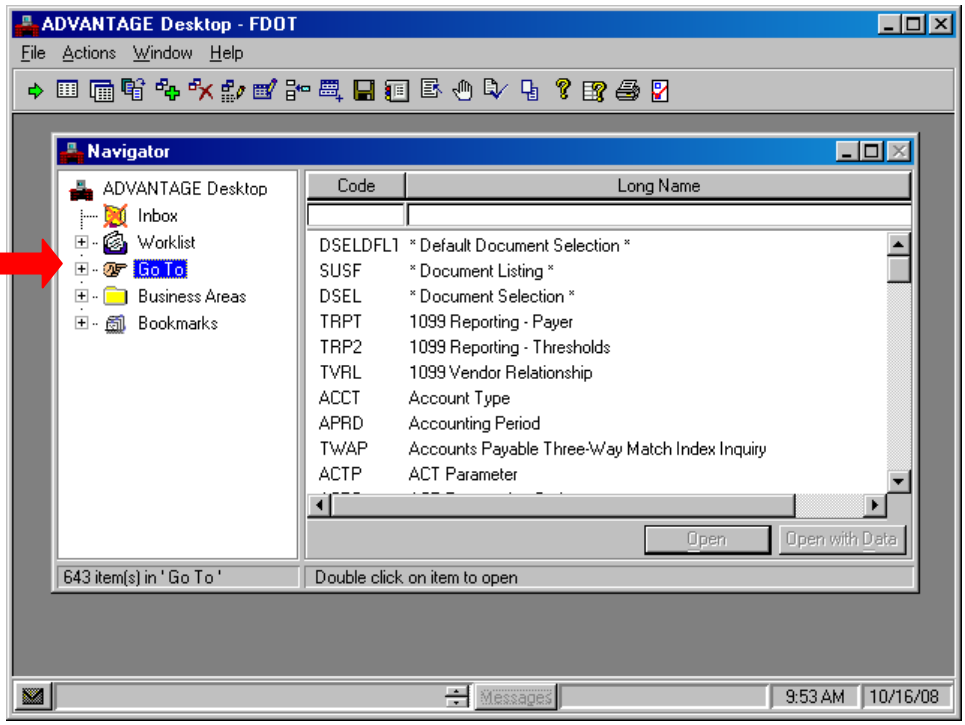
Step 3. ADVANTAGE Front-end Security:





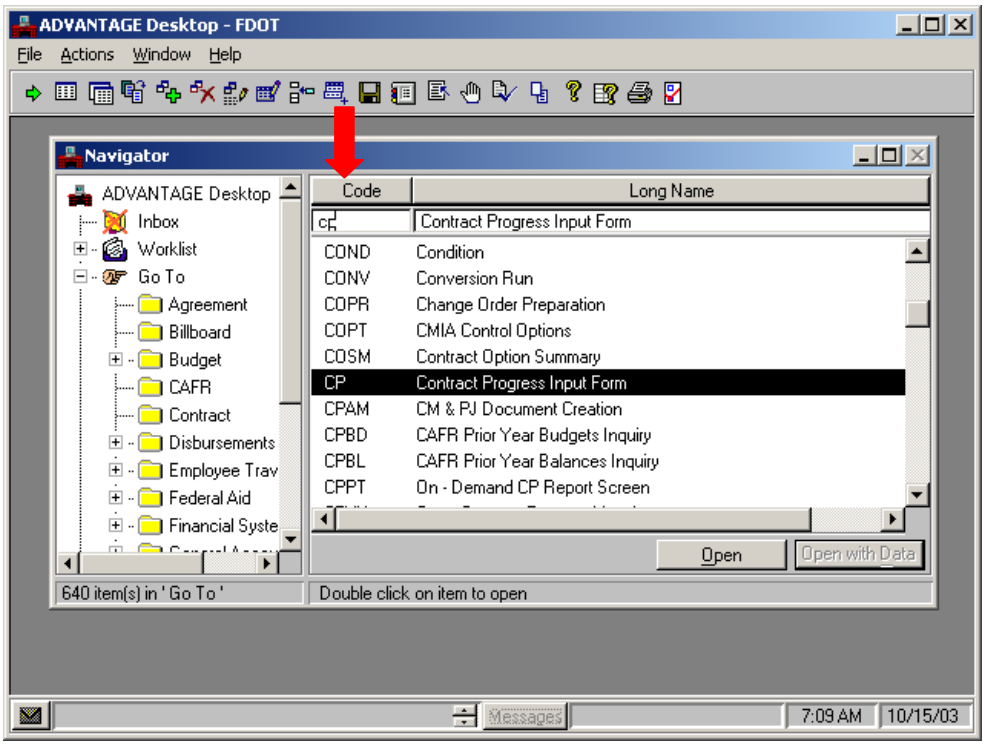
a) User ID-enter user ID. Hit the tab key or click on the password box.
b) Password-type in the User ID's password. Hit the enter key or click on OK.
c) Periodically the system will require a change in the password. When this happens follow the instructions given.

Step 4. ADVANTAGE Desktop-FDOT Navigator:



a) Click on **Go To** (→).

Step 5.



a) Type cp in the Code box (↓). Hit enter or double click on the CP line that is highlighted then click on Open.

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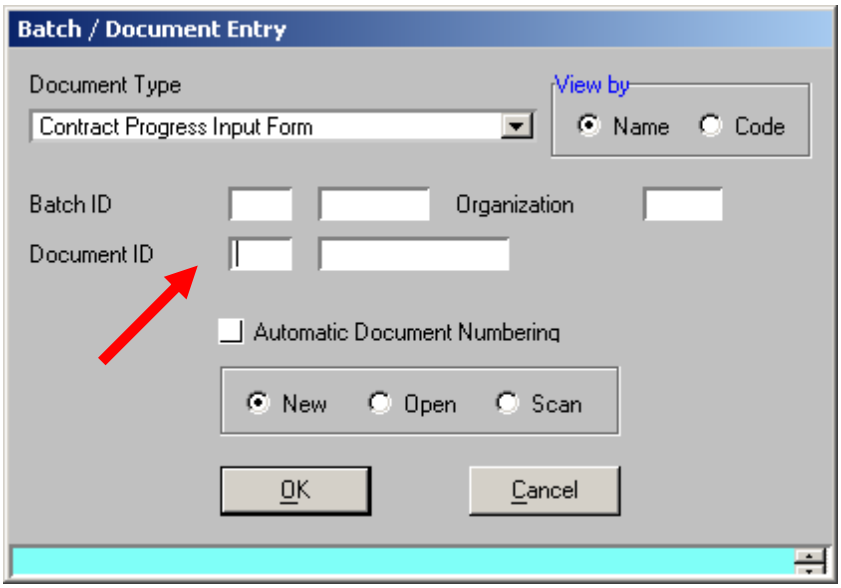
Step 6. Batch/Document Entry Window:



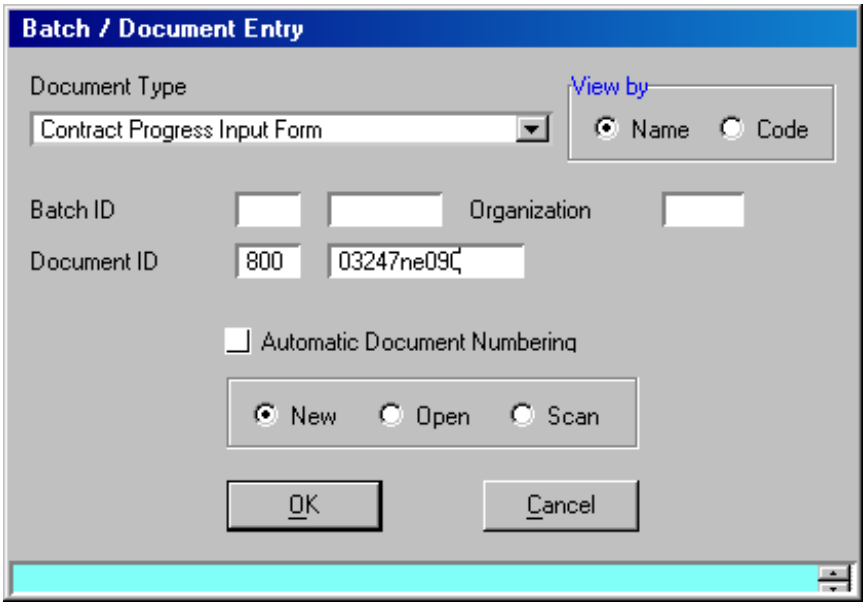
This example is for a No Payment (NE). See page 23-44 for a Progress Payment (CP).

a) Hit the tab key or click on the box after Document ID and type 800. The Cursor will automatically go to the next box.

For a No Progress payment:

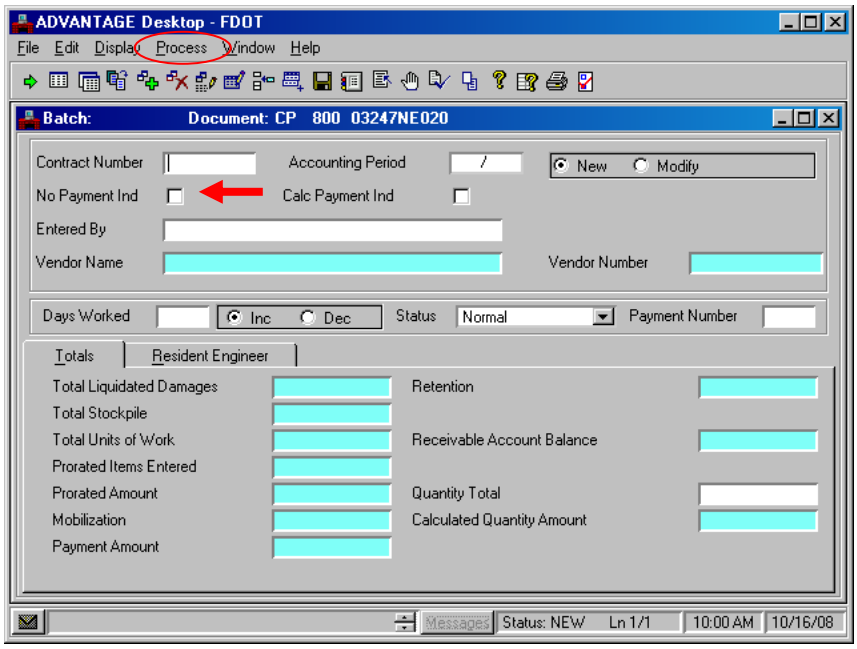
c) Type the Contract Number. *

d) Hit enter or click on OK.

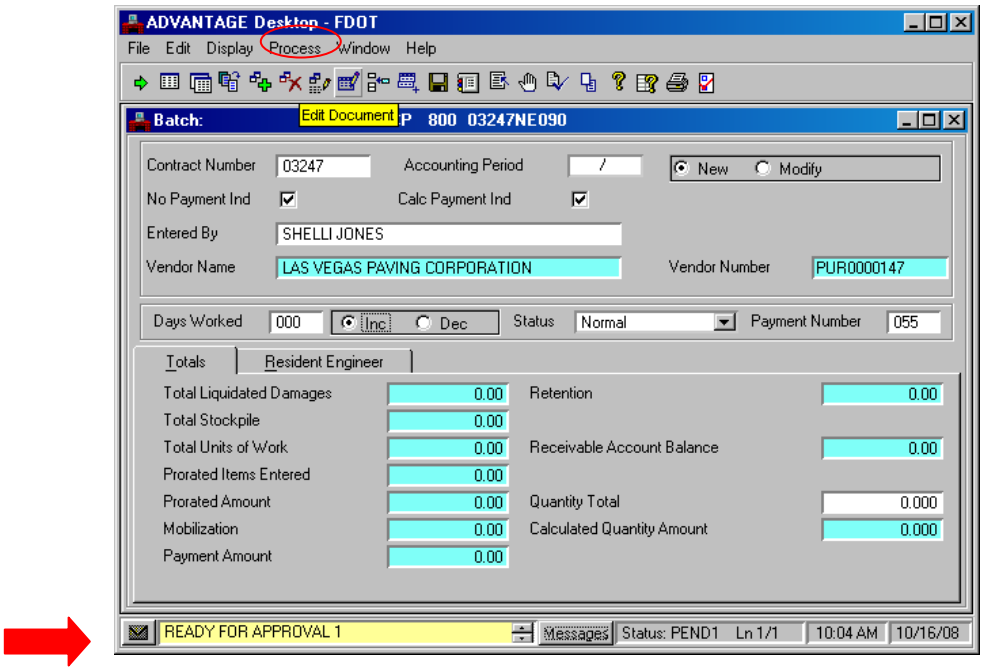


*The contract number must start with zero followed by ne or NE, then the no progress payment number. The no progress payment number must be three digits, run consecutive with the last no progress payment entered, and tracking will be the responsibility of the Resident Engineer.

Step 7. Batch Totals window:

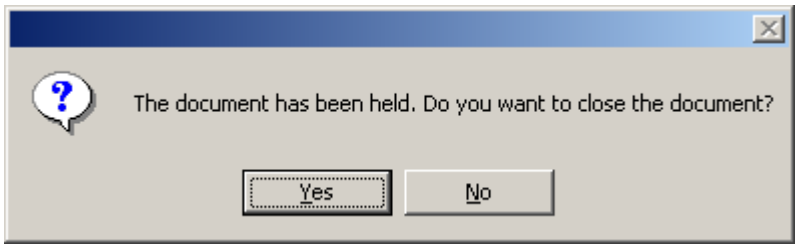


a) Type in the contract number starting with a zero.
b) Click on the No Payment Ind box (←). The cursor will automatically go to the Entered By box.
c) Type first and last name.
d) Click on **Process** (at the top of the screen, ⬭) then click on **Edit** or hit the **F7 key.**
The system will automatically enter the Days Worked, Inc, Status, Payment Number and all zeros as illustrated below.

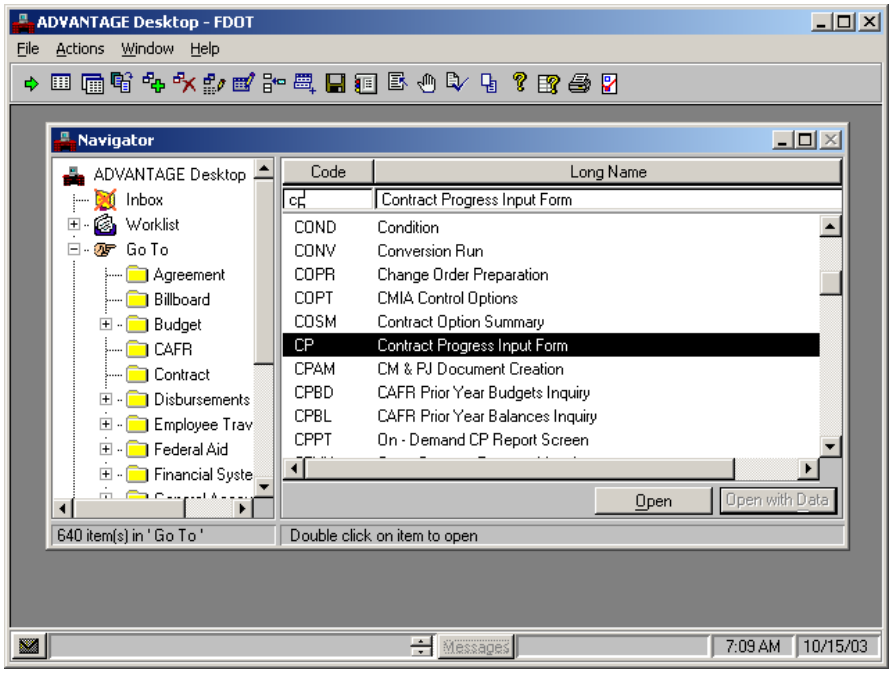


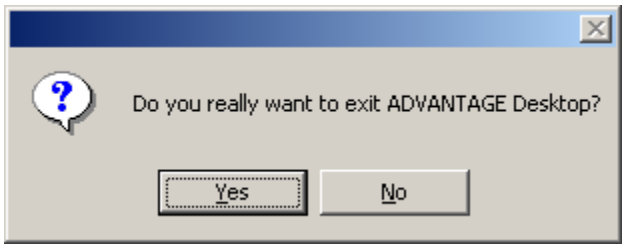
e) Check the box (located at the bottom left hand side of the screen →). It should read READY FOR APPROVAL 1. If this is not the message shown in the box refer to Step 10 . After all errors have been corrected or if there were no errors then proceed.
f) Click on **Process** (at the top of the screen ⬭) then click on **Hold** or hit **F11**.

Step 8.



a) This screen will appear after the document has been held. Click on Yes or hit enter.
b) This will take you back to the Navigator screen where you can enter another no progress payment, progress payment, or exit the Advantage System.
c) If entering another no progress payment or a progress payment refer back to Step 5.
d) When all the no progress payments (ne or NE) and the progress payments (cp or CP) are entered then click on the X in the upper left hand corner of the Navigator screen (↓).





e) Click on Yes to exit ADVANTGE Desktop.

When entering either a no progress payment (ne or NE) or a progress payment (cp or CP) Steps 1-5 will be completed.

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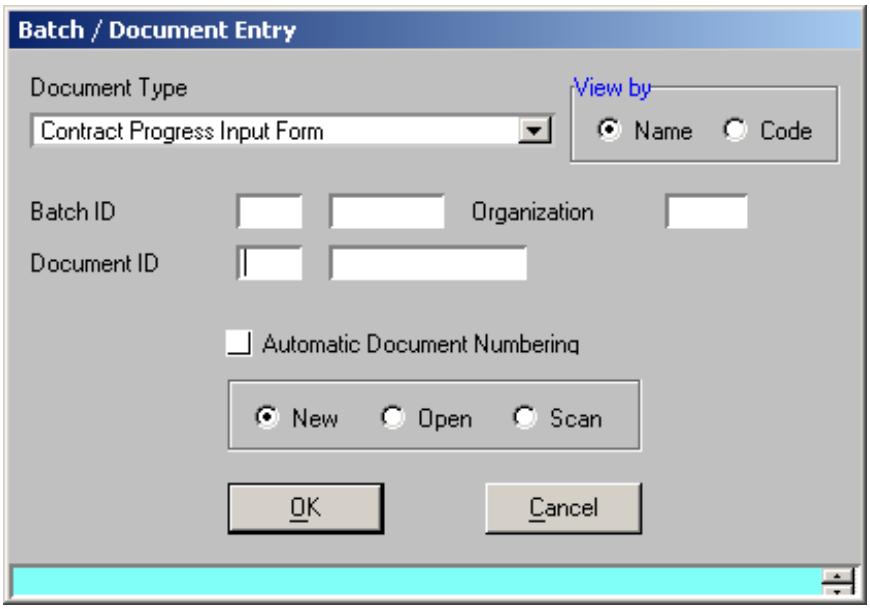
Step 6. Batch/Document Entry Window:



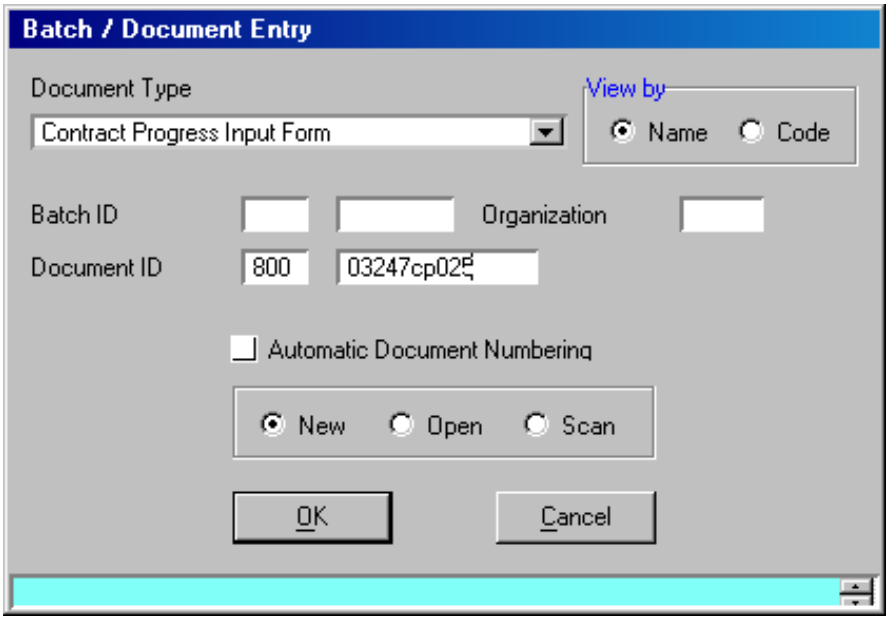
This example is for a Progress Payment (CP). See page 23-41 for a No Payment (NE).

a) Hit the tab key or click on the box after Document ID and type 800. The Cursor will automatically go to the next box.

For a Progress payment:

c) Type the Contract Number. *

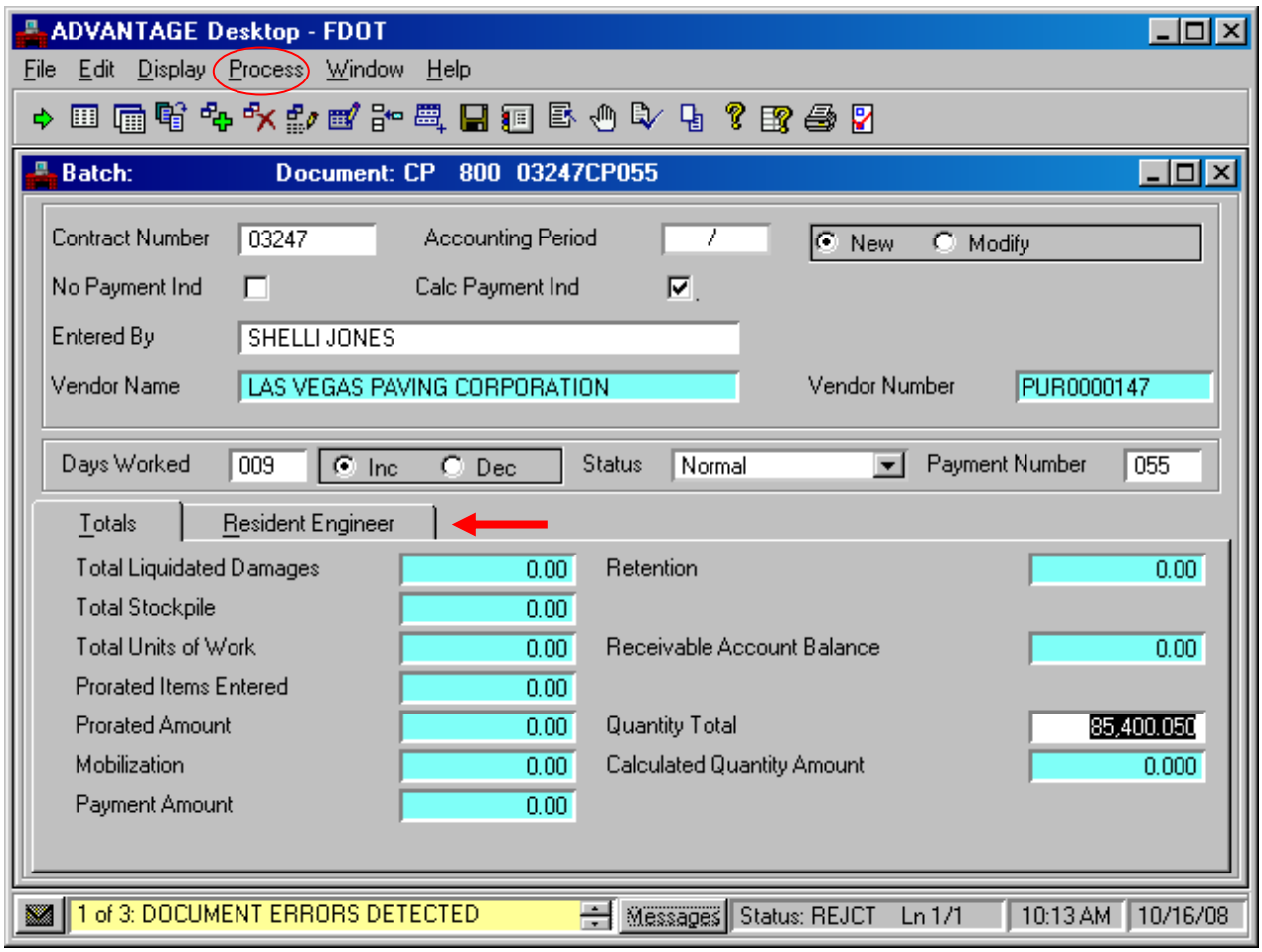
e) Hit enter or click on OK.



*The contract number must start with zero followed by cp or CP, then the progress payment number. The progress payment number must be three digits. **When putting in a final progress payment type an F on the end of the progress payment number.** Example: 03247cp035F.

Step 7. Batch Totals window:

All white areas are required except the area for Accounting Period. The Calc Payment Ind will default if the No Payment Ind is not activated.



a) Type the Contract Number starting with zero. Leave Accounting Period blank.
b) Click on the Entered By box and type first and last name.
c) Click on the Days Worked box and type in the number of days worked (3 digits). The system will default to Inc. If there is a decrease of days then click on Dec.
d) The status box should default to Normal. To change the status, refer to number 9 under instructions for field descriptions on the Batch Totals window.
e) The Payment Number box will fill in automatically when a Process Edit (⬭) is done.
f) Click on the Quantity Total box and type in the total of all the cp line quantities on the turnaround document (TAD).
g) Click Resident Engineer tab (⟵) for the cp line.

Field descriptions on the Batch Totals window:

1. **Contract Number**-required on both a no progress payment and a progress payment. Type the contract number starting with a zero.

2. **Accounting Period**-leave blank.

3. **New-**will default automatically (indicates a new document).

4. **No Payment Ind**-required if a no progress payment is being entered. Click on the box to activate.

5. **Calc Payment Ind**-default, will automatically activate if the box for the No Payment Ind is not activated.

6. **Entered by**-required on both a no progress payment and a progress payment. The person entering the CP will type his/her first and last name.

7. **Days Worked**-required on a progress payment. Do not enter working days on a no progress payment. The days will have to be held until the next progress payment.

8. **Inc/Dec**-defaults to Increase (Inc). Click on decrease (Dec) if days are being deducted.

9. **Status**-only use Normal and Final. The system will default to **Normal**. When a final payment is being entered click on the arrow to the right of the Status box to bring up the drop down menu. Click on **Final**.

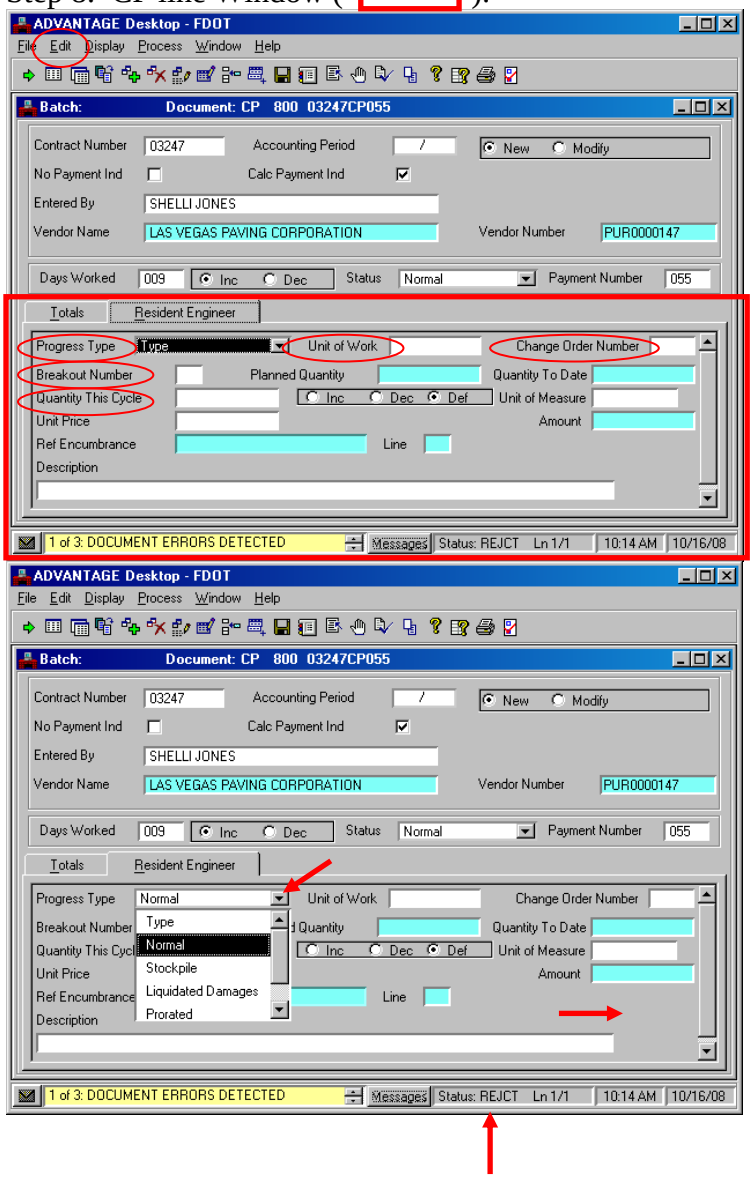
   Normal-indicates a normal contractor progress payment based on the contractor's progression on a by-weekly basis.

   Final-indicates a final contractor progress payment. Processing a **"Final"** will generate Report CM19I, to assist the Resident Engineer in verifying quantities and assuring all items have been addressed. If discrepancies are found, please notify Headquarters Construction and process another **"Final"**. Before entering this payment please be sure that all items have been checked for accuracy and all change orders and quantity adjustments are complete.

10. **Payment Number**-required on a progress payment. The payment number is 3 digits and will fill in when a Process Edit is done. Do not enter a payment number on a no progress payment. Let the system default.

11. **Quantity Total**-required on a progress payment. Enter the total quantity of the CP lines from the turnaround document (TAD). When the quantity total is negative, place a minus sign before the total. When it is positive, do not put a plus sign before the total. The quantity total is taken to the thousandth (.000). The quantity can be a negative number. A negative dollar amount cannot be processed through IFS. The Officeperson will process the negative TAD. Before the IFS system will process the payment, an adjustment of items to be paid will be done by Headquarters Construction to make the dollar amount a positive. The Officeperson will then be notified of any adjustments made.

Step 8. CP line Window ( ):



Enter Progress Type ( ). Hit the tab key. Refer to number 1 under instructions for field descriptions on the CP Line window (see page 23-48).

Type the Unit of Work ( ) (item number). Hit the tab key. Refer to number 2 under instructions for field descriptions on the CP Line window (see page 23-48).

Type the change order number if applicable (3 digits) ( ). Hit the tab key.

Type the Breakout Number (AEB) (2 digits) ( ). The cursor will automatically go to the Quantity This Cycle box.

Type the quantity this cycle for the CP line ( ).

*To bring up a blank CP line any of the following can be used:

1. Click on **Edit** (at the top of the CP window) then click on **Insert line after** or hit **Ctrl+f**.
2. Click on **Edit** then click on **Insert line before** or hit **Ctrl+b**.
3. Click on **Edit** then click on **Copy line** or hit **Ctrl+y**.

*When the last CP line has been entered, DO NOT hit any of the edits mentioned above. If an edit is executed after the last CP line has been entered it will show as an error in the messages box. To remove the blank CP line make sure to click in the grey area to assure you are on the correct line you want to remove ( ). To verify this after clicking in the grey area check the status bar at the bottom of the CP line ( ), then click on **Edit** (at the top of the CP line window) and click on **Remove line** or hit **Ctrl+r**. A window will appear asking if you want to delete the selected line, click on Yes or hit enter.

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Field Descriptions for the CP line window:

1. **Progress Type**-required. The unit of work (item number) designates which progress type. To enter, type the first letter of the progress type, hit the tab key or click on the arrow to the right of the Progress Type box ( as illustrated on page 23-49) to display the drop down menu, click on the appropriate progress type.
   Normal (N) –the unit of work (item number) should be paid as a normal bid item.
   Stockpile (S) –the unit of work (item number) is being paid as a stockpile item.
   This is any unit of work (item number) starting with SP and must have zz as the breakout number (AEB). Stockpiles must be decreased to zero by the end of the contract.
   Liquidated Damages (L) –the unit of work (item number) is being paid as a liquidated damages item. This is any unit of work (item number) starting with LD. If the damages pertain to days or time the breakout number (AEB) must be zz.
   Prorated (P)-50% of the unit of work (item number) amount will be paid this cycle. The remaining 50% will be prorated over the life of the contract based on the amount of the total contract completion. This is any unit of work (item number) starting with 625 or PRO.
   Escalation (E) –the unit of work (item number) is for asphalt, fuel, or steel escalation and any unit of work (item number) starting with 736 or any escalation item added by change order.

2. **Unit of Work Number**-required. The unit of work number (item number) corresponds with the progress type. When entering the unit of work (item number) place the cursor in the first space of the Unit of Work box. The box is 10 spaces long and if the cursor is not in the first space it will create a new item and this will generate errors.

3. **Change Order Number**-required if the unit of work (item number) being entered was added by a change order. The unit of work (item number) will start with an AP, FA, or PR.

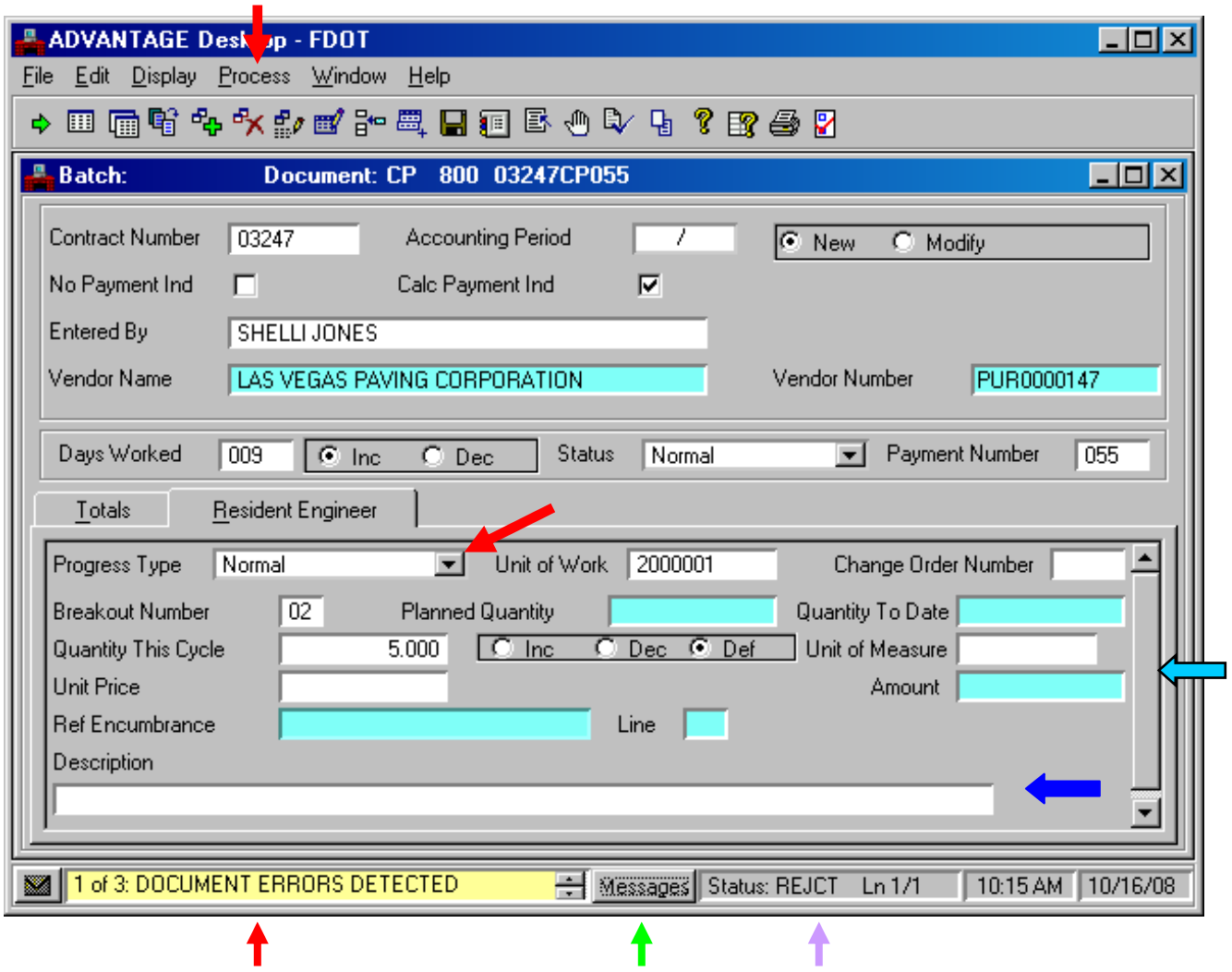
4. **Breakout Number (AEB)**-required. The breakout number (AEB) is necessary to identify construction type codes and funding sources (2 digits).

5. **Quantity This Cycle**-required. The quantity is entered as a positive number and is carried out to the thousandths. Example: 3204.123 or 1204.000.

6. **Quantity This Cycle Inc/Dec**-defaults to increase (Inc) when the progress type is Normal, Stockpile, Prorated, or Escalation. Defaults to decrease (Dec) when the progress type is Liquidated Damages. Click on the circle before Dec if the quantity this cycle is a negative number other than liquidated damages.

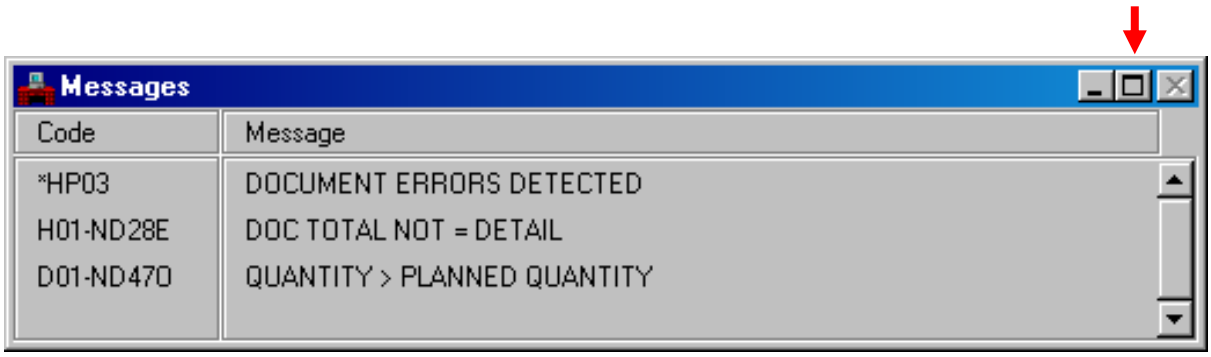
7. **Unit of Measure, Unit Price, and Description**-required. The system will fill in these boxes if the item has already been added through the Contract Master (CM), a change order (CO), or a previous CP document. If entering a new unit of work (item number) not already on the Turnaround document (TAD) the following must be entered:
   a) Type the unit price to the hundredth (123.00)
   b) Type the unit of measure making sure that the correct abbreviation is being used. Refer to page 23-55 for a list of abbreviations.
   c) Type a full description.

Step 9. CP line Window, when all CP lines have been entered:

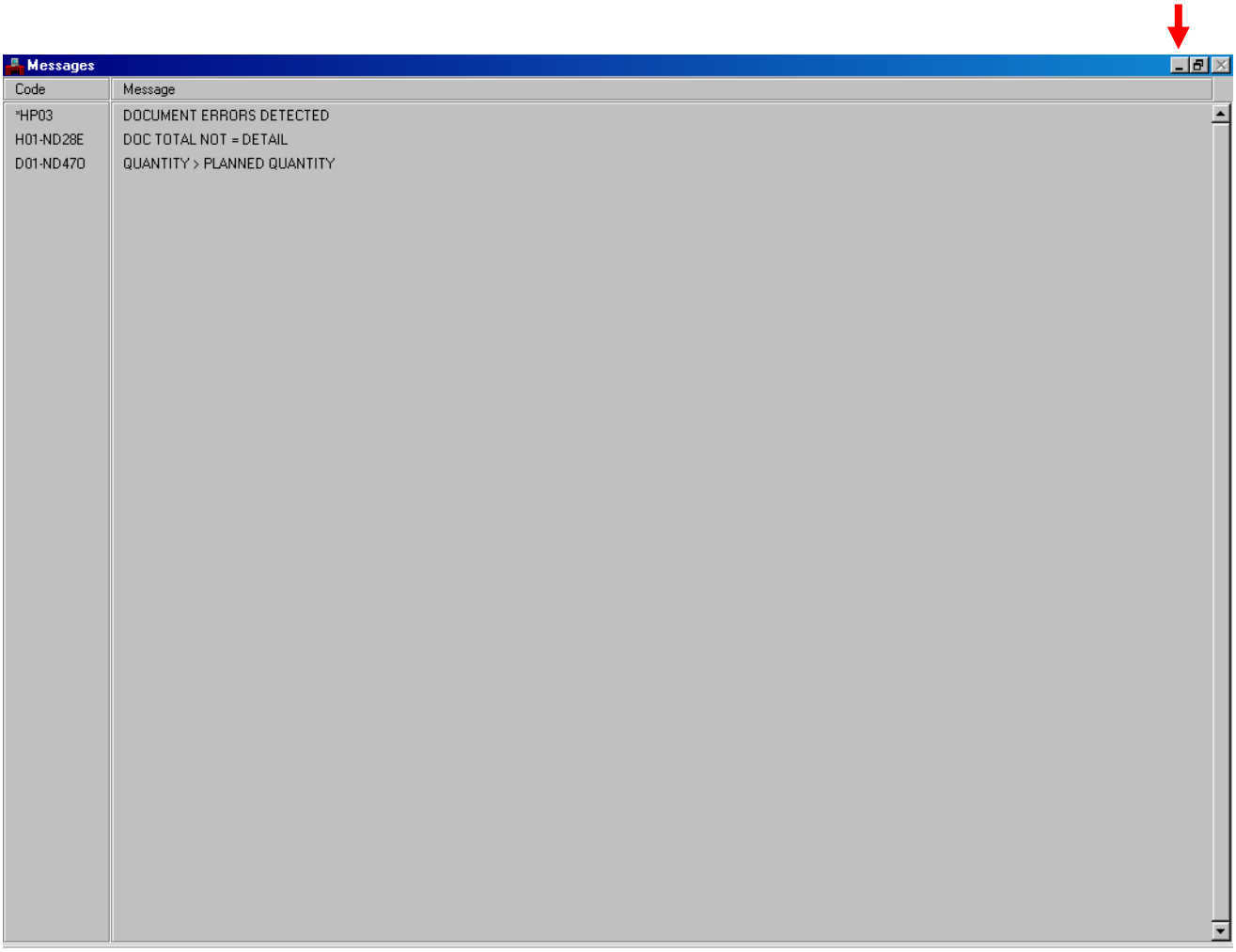


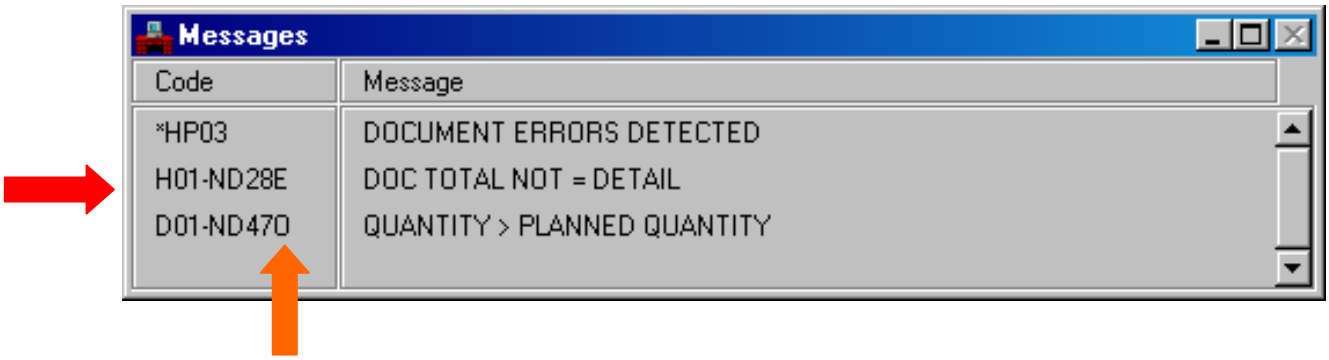
a) Click on **Process** (at the top of the CP line window ↓) then click on **Edit** or hit **F7**.
b) Check **Messages** box (at the bottom of the CP line window to the left of the Messages bar ↑).
c) Click on the **Messages** bar (↑).

Step 10. This box displays messages and errors that need to be addressed. To enlarge the messages window click on this button ☐ (↓).



To reduce the window back click the minus sign to the left of the button ☐ that enlarges the window (↓).





The Code column on the Messages window:

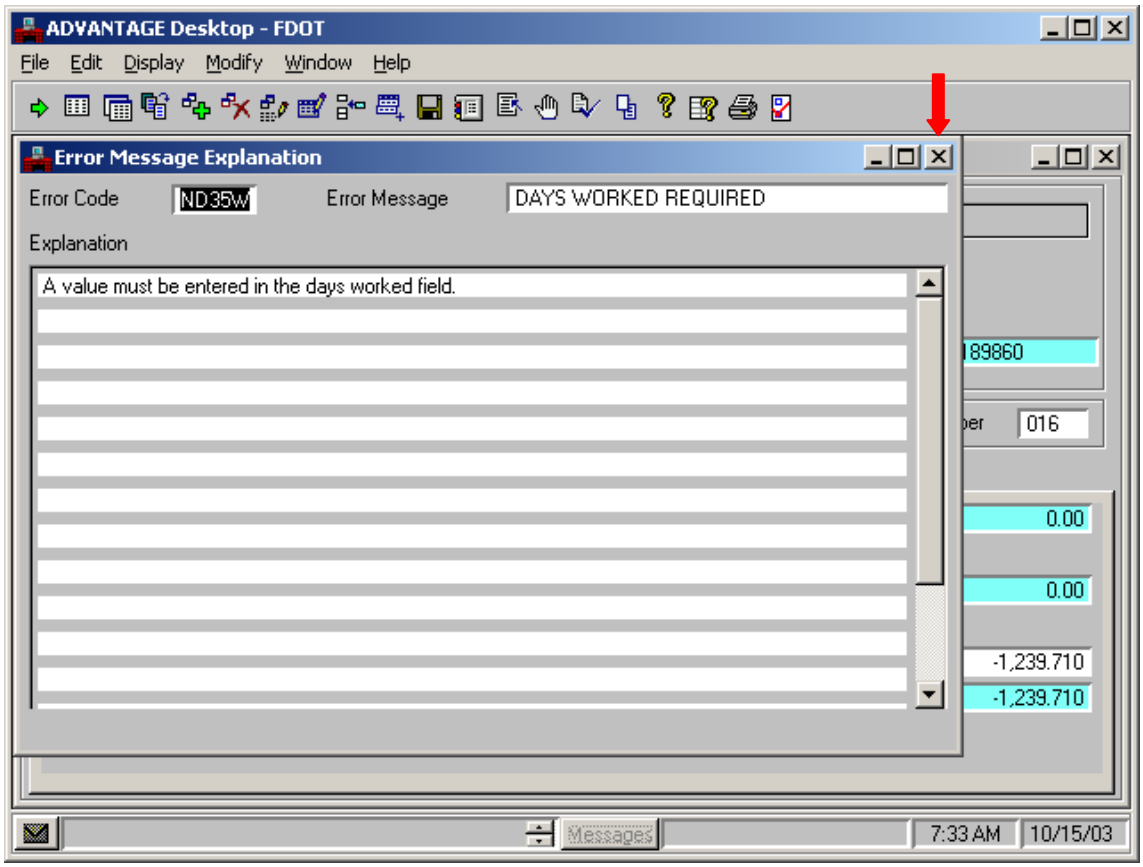
a) The first letter of the code line will either be a **D** or **H** as illustrated above (→) .
The **D** indicates that the error is on a Detail line, which is located on the CP line window (page 23-49).
The **H** indicates that the error is on the Header, which is located on the Batch total window (page 23-45).

b) The number after the **D** or **H** is the CP line number.
To find the CP line number that is currently being displayed on the CP line window: (refer to Step 9 for the CP line window)
   1. Click in the gray area by the Description line on the CP line window (←) as illustrated on page 23-49.
   2. To the right of the **Messages** bar there is a **Status** box. This box displays the status and the number of the CP line being displayed on the screen (↑) as illustrated on page 23-49.
   3. To scroll between CP lines move the scroll bar located on the right-hand side of the CP line window (←) as illustrated on page 23-49.
   4. To go to a CP line click on **Edit** (at the top of the CP line window ↓) then click on **Go to Line** or hit **Ctrl+t**, as illustrated on page 23-49.
   5. Type in the CP line number that you want to view and click on Ok or hit enter.

c) Line Codes: Are the letters at the end of the line codes, as illustrated above (↑).
E is a hard error and must be fixed before placing the document on hold.
W is a warning and **O** is an override. Both of these codes must be researched to assure there are no mistakes. In the Messages Window, look for a "W" codes for "PROG TYPE" errors. Although it is a warning this messages must be corrected. It is the Resident Engineer's responsibility to make sure all **W** and **O** errors are acceptable.

To display a message in more detail, double click on the line code in the messages box (➔).

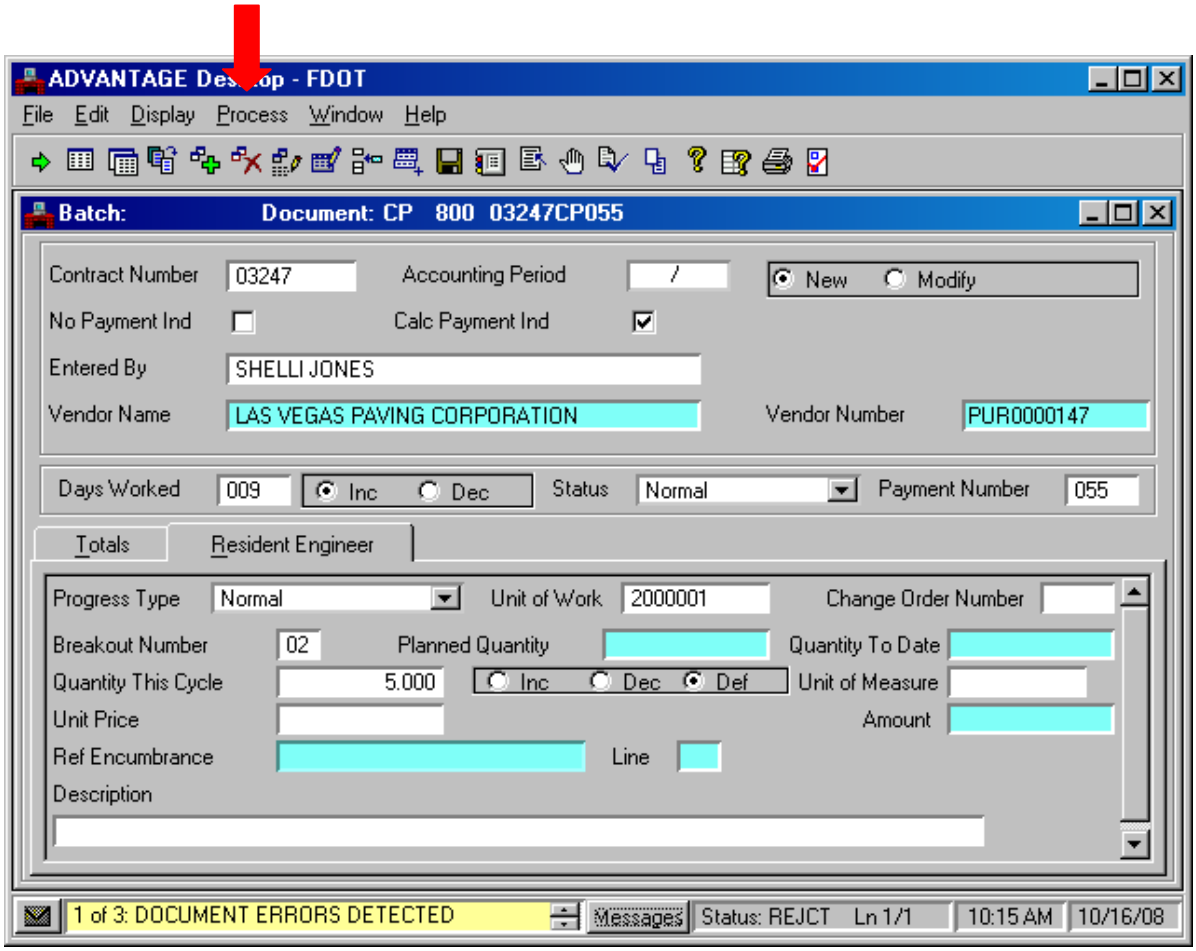
To close the detailed window click on the X on the Error Message Explanation window(↓).



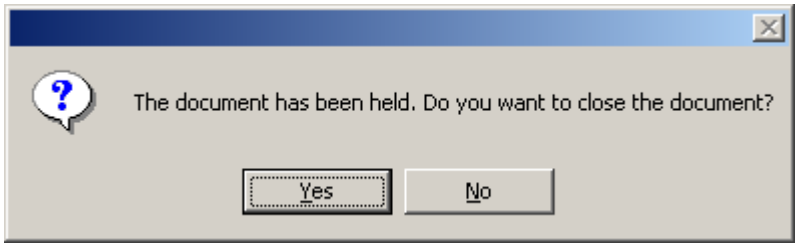
DO NOT PUT A DOCUMENT ON HOLD WITH HARD (E) ERRORS.

You can click on **Process** then click on **Edit** or type **F7** as many times as it takes to correct all **E** errors and review all **W** and **O** errors. When all errors are correct click on **Process** then click on **Edit** or hit **F7** one last time to assure there are no **E** errors and all **W** and **O** errors have been addressed.

Step 11. When errors have been corrected or if there were no errors:



a) Click on **Process (**at the top of the screen ↓) then click on **Hold** or hit **F11**.

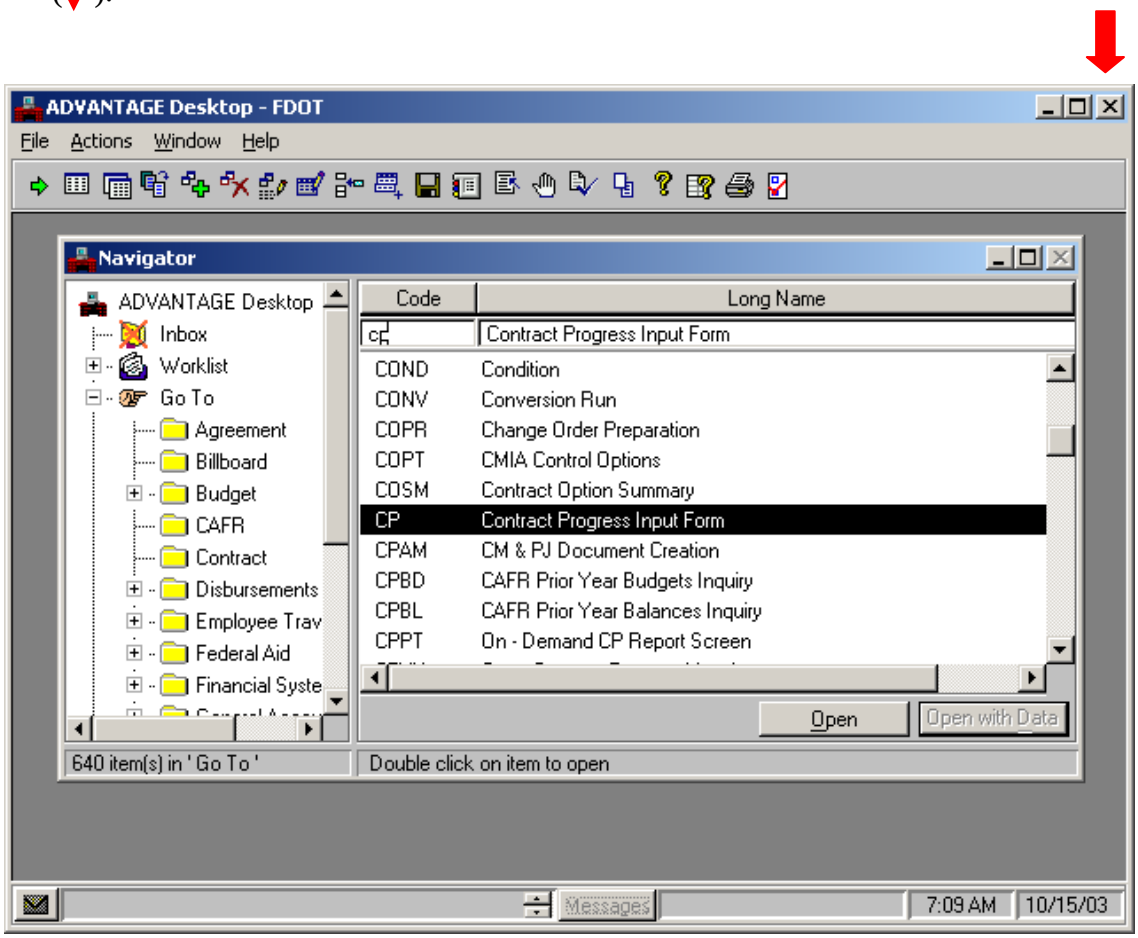


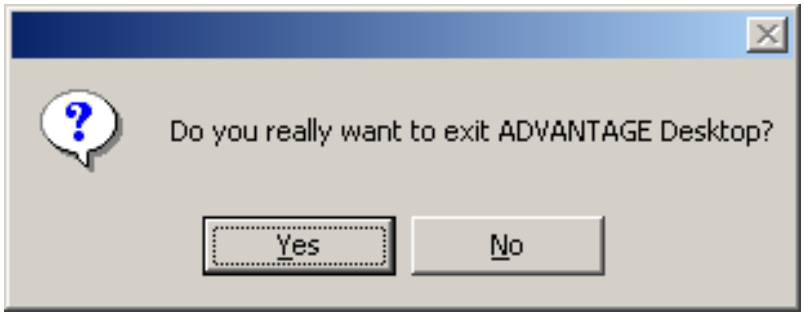
b) This screen will appear after the document has been held. Click on Yes or hit enter.

c) This will take you back to the Navigator screen where you can enter another no progress payment, progress payment, or exit the Advantage System.

d) If entering another no progress payment or a progress payment refer back to Step 5 under ADVANTAGE Desktop-FDOT Navigator.

e) When all the no progress payments (ne or NE) and the progress payments (cp or CP) are entered then click on the X in the upper right hand corner of the ADVANTAGE Desktop-FDOT screen (↓).





f) Click on Yes to exit ADVANTGE Desktop.

Unit of Measure abbreviations in English and (Metric) to be used on the CP Progress Payment and Turnaround document (TAD):

GALLON (LITER)	EACH (EACH)	POUND (KILOGRAM)	YDMI (CUMKM)
LINFT (LINM)	SQYD (SQM)	LS (LS)	STA (STA)
TON (MTON)	SQFT (SQM)	CUYD (CUM)	MILE (KILOMETER)
ACRE (HECTARE)	HOUR (HOUR)	DAY (DAY)	MONTH (MONTH)
CUFT (CUM)	FA (FA)		

Turnaround Document (TAD):
Page 1-Items that need to be completed:

a) Cut off date.
b) Prepared by's signature.
c) Checked by's signature. Checker should not be the same person as prepared by.
d) Approved (R.E.) signature.
e) Working Days This Cycle and circle I or D.
f) Quantity Total and Circle I or D.
    The quantity total is the total of the quantity lines on the CP document.
    The CP document recognizes both positive and negative quantities.

Quantity this Cycle lines:

a) Check (✔) Dec column if the quantity this cycle is a negative.
b) If a new item is added the following are to be written at the end of the turnaround document on the lines provided:
    Unit of Work Description
    Progress Type (the progress types are listed on page 1 of the turnaround document (TAD).
    Change Order number if applicable
    AEB number
    Unit Price
    Unit of Measure
    Quantity This Cycle
c) When entering the Quantity This Cycle make sure the correct progress type is being used.

Hot keys:

a) F7-will process and edit the CP.
b) F11-will put the CP on hold.
c) Ctrl r-will remove the CP line that is being displayed.
d) Ctrl f-will display a blank CP line after the current CP line being displayed.
e) Ctrl b-will insert a CP line before the current CP line being displayed.
f) Ctrl y-will copy the CP line that is being displayed. This is handy when entering a unit of work (item number) that has more than one breakout number (AEB).
g) Ctrl t-will let you go to any CP line that has been entered on the current CP document.