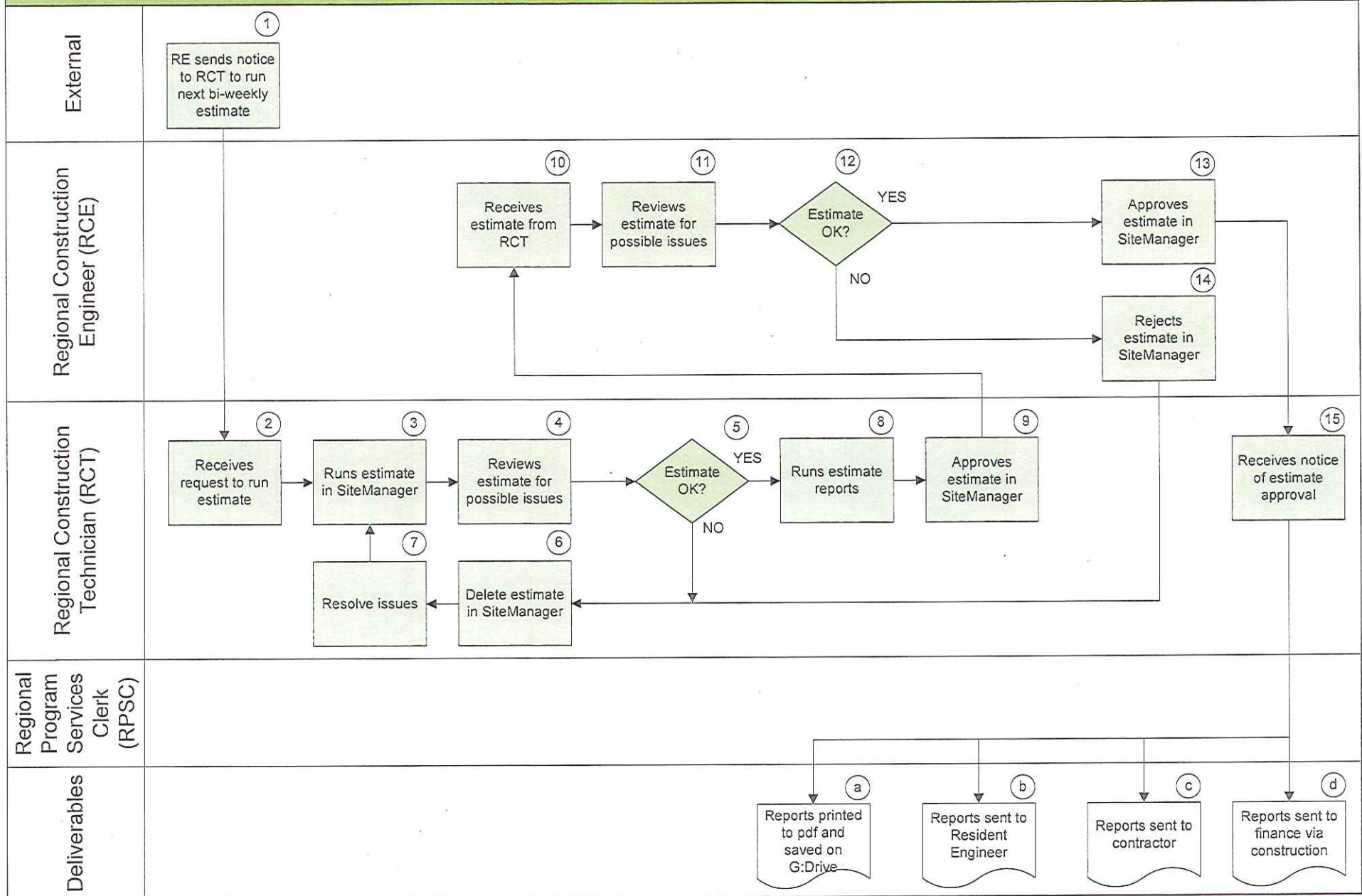


Tab 4

Bi-Weekly Estimate Process



Bi-Weekly Estimate Process

Work Instructions

Revision Date: March 20, 2013

Revision No: 2

Author: NE Region

Process Steps	Available Step Aides	Key Activities	Points of Interest
1. Resident Engineer (RE) sends notice to Regional Construction Technician (RCT) to run next bi-weekly estimate		RE sends the RCT notice that the next bi-weekly estimate is ready to be run.	
2. Regional Construction Technician (RCT) receives request to run estimate		The RCT receives notice that an estimate is ready to be run.	This step is sometimes in an email, phone message, or other method.
3. Regional Construction Technician (RCT) runs the estimate	BWEP1	The RCT runs the estimate in SiteManager. The RCT should verify that all Daily Work Report (DWR) diaries have been authorized prior to running the estimate. If a diary is found to be unauthorized the RCT should consult with the RE. If the diary authorization was unintentionally missed then either the RE or RCT can authorize the diary(s) before the RCT continues with the estimate generation process.	The RCT should be aware of interim completion dates that may fall within the estimate period. SiteManager does not automatically withhold liquidated damages when the contractor misses an interim completion date so the RCT will need to manually assess liquidated damages.
4. Regional Construction Technician (RCT) reviews estimate	BWEPa	The RCT reviews the estimate for possible issues.	
5. Regional Construction Technician (RCT) decides if estimate is OK		1. If the Estimate has no obvious issues go to step 8. 2. If the Estimate has issues then go to step 6.	
6. Regional Construction Technician (RCT) deletes estimate	BWEP2	The RCT deletes the estimate from SiteManager.	
7. Regional Construction Technician (RCT) resolves issues	BWEPa	Issues are resolved in the manner appropriate.	
8. Regional Construction Technician (RCT) runs estimate reports	BWEP3 BWEP4	The RCT runs all necessary reports.	
9. Regional Construction Technician (RCT) approves estimate	BWEP5	The RCT will then approve the estimate in SiteManager.	
10. Regional Construction Engineer (RCE) receives estimate		The RCE receives notice that the estimate is ready for review.	
11. Regional Construction Engineer (RCE) reviews estimate	BWEPa	The RCE reviews the estimate for possible issues.	
12. Regional Construction Engineer (RCE) decides if estimate is OK		1. If the estimate has no obvious issues go to step 14. 2. If the estimate has issues then go to step 13.	

Bi-Weekly Estimate Process
Work Instructions

Revision Date: March 20, 2013

Revision No: 2

Author: NE Region

Process Steps (cont'd)	Available Step Aides	Key Activities	Points of Interest
13. Regional Construction Engineer (RCE) approves estimate	BWEP5	The RCE approves the estimate in Site Manager.	
14. Regional Construction Engineer (RCE) Rejects Estimate	BWEP6	The RCE rejects the estimate in SiteManager.	
15. Regional Construction Technician (RCT) receives notice of approval		The Regional Construction Engineer (RCE) notifies the RCT that the estimate has been approved for distribution.	The RCT will receive the approval via an email
Deliverables	Available Step Aides	Key Activities	Points of Interest
a. Reports printed to pdf and saved on G:Drive		Reports are printed as pdf files and saved to G:Drive	
b. Reports sent to Resident Engineer (RE)		The Summary to Contractor, Summary by Project, Contract Item Summary, Contract Item Certification Report, Sampling Check List, and Estimate Item Detail	Reports are sent via email
c. Reports sent to contractor		The Summary to Contractor, Summary by Project, Contract Item Summary, Contract Item Certification Report, Sampling Check List, and Estimate Item Detail	Reports sent via email by the Regional Construction Technician (RCT) or forwarded by the Resident Engineer (RE)
d. Reports sent to PDD Finance via Construction Headquarters		The Summary to Contractor, Summary by Project, and Contract Item Summary	Reports are sent via email to the Construction Computer Technician

**Vermont Agency of Transportation
Program Development Division
Construction Section**

Instructional Sheet: BWEP1 – How to Generate an Estimate in SiteManager

Revision Date: April 19, 2012

Revision No: 1

Author: NE Region

1. Log into SiteManager: User Name & Password
2. Navigate to the Generate Estimate Screen: MAIN PANEL→CONTRACTOR PAYMENTS(+)>ESTIMATE(+)>GENERATE ESTIMATE
3. Select the contract from the Contracts list
2. Enter the End Date for the Bi-Weekly Estimate period
3. Generate the Estimate
4. When the Client Job Monitor window appears, click (OK)
5. When the DPS Status Monitor window appears, click (OK)
6. Navigate back to the Contractor Payments(+) screen
7. See Instructional Sheet BWEP3 to run Estimate reports

AASHTO SiteManager

File Services Window Help

Generate Estimate

Contract ID: 07061501

Last Estimate Number: 0004

Generate Estimate Number: 0005

Date:

Begin: 10/06/2007

End: 01/30/08

January 2008

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Type:

☒ Progress

☐ Final

☐ Supplemental

☐ Delay Generation

-Any issues encountered with SiteManager, including passwords & logins, should be reported to the Construction Section Computer Technician (CSCT) in Headquarters and Stephen Gilbert, with a cc to the appropriate Regional Construction Technician (RCT)

**Vermont Agency of Transportation
Program Development Division
Construction Section**

Instructional Sheet: BWEP2 – How to Delete an Estimate in SiteManager

Revision Date: April 19, 2012

Revision No: 1

Author: NE Region

1. Log into Site Manager: User Name & Password
2. Navigate to the Estimate History Screen: MAIN PANEL→CONTRACTOR PAYMENTS(+)->ESTIMATE(+)->ESTIMATE HISTORY
3. Select the contract from the Contracts list
4. Select the newest estimate and click delete

Estimate Number	Net Pay	Period End Date	PM User ID	PM Appr. Date	Last Appr. User ID	Last Appr. Date	Est. Stat	Est. Type
0003	\$17,639.10	06/12/07	cachile	06/12/07	bholden	06/12/07	APRV	PROG
0002	\$0.00	08/06/04	cbump	03/23/04	dhocking	03/22/06	APRV	PROG
0001	\$8,513.44	05/05/04	cachile	05/05/04	cachile	05/05/04	APRV	PROG

-Any issues encountered with SiteManager, including passwords & logins, should be reported to the Construction Section Computer Technician (CSCT) in Headquarters and Stephen Gilbert, with a cc to the appropriate Regional Construction Technician (RCT)

**Vermont Agency of Transportation
Program Development Division
Construction Section**

Instructional Sheet: BWEP3 – How to Run Summary to Contractor Report in SiteManager

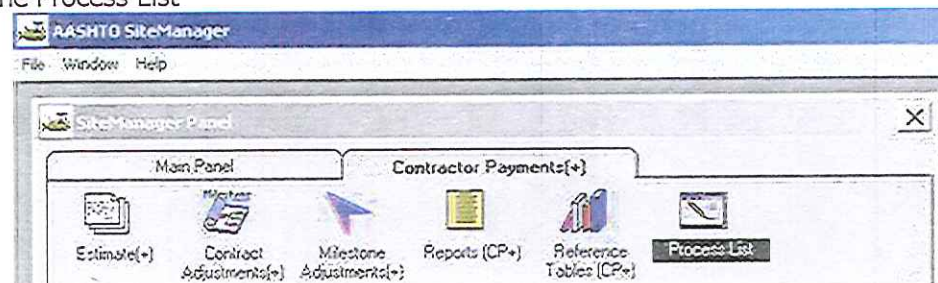
Revision Date: April 19, 2012

Revision No: 1

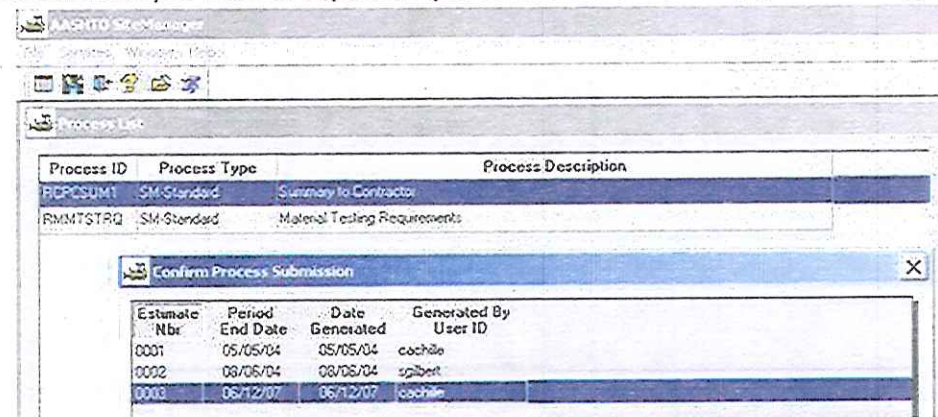
Author: NE Region

Summary to Contractor report:

1. Log into Site Manager: User Name & Password
2. Navigate to the Contractor Payments(+) screen: MAIN PANEL→ CONTRACTOR PAYMENTS(+)
3. Double click on the Process List



2. Double click on, Summary to Contractor
3. Select the contract from the Contracts list
4. Double click on the Estimate you want to report on (check EST number, date, generated by)



**Vermont Agency of Transportation
Program Development Division
Construction Section**

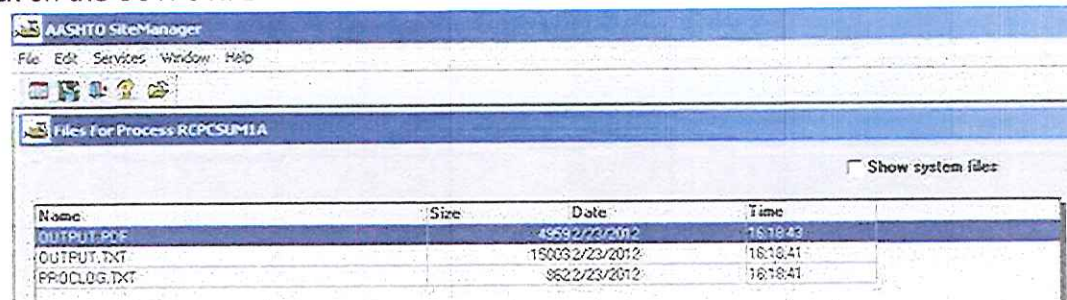
Instructional Sheet: BWEP3 – How to Run Summary to Contractor Report in SiteManager (continued)

Revision Date: April 19, 2012

Revision No: 1

Author: NE Region

5. When the Client Job Monitor window appears, click (OK)
6. When the DPS Status Monitor window appears, click (OK)
7. In upper left hand of screen, Click on Services → Process Status
8. At bottom of list find the Estimate Report, labeled RCPCSUM1 (check Status Complete, Date, Time ran)
9. Double click on the Estimate Report
10. Double click on the OUTPUT.PDF file



11. The Summary to Contractor report will open
12. This report can be saved directly as a PDF file (see Project Correspondence Filing Process for proper file naming conventions)

-Any issues encountered with SiteManager, including passwords & logins, should be reported to the Construction Section Computer Technician (CSCT) in Headquarters and Stephen Gilbert, with a cc to the appropriate Regional Construction Technician (RCT)

**Vermont Agency of Transportation
Program Development Division
Construction Section**

Instructional Sheet: BWEP4 – How to Run Summary by Project Report in SiteManager

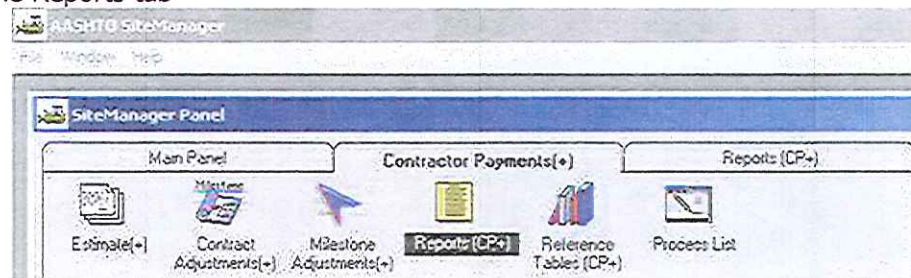
Revision Date: April 19, 2012

Revision No: 1

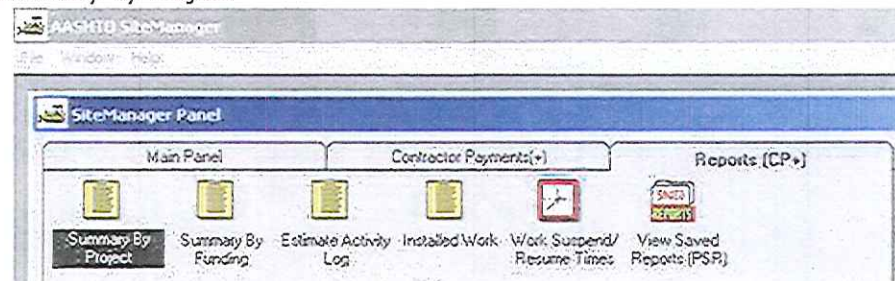
Author: NE Region

Summary by Project report:

1. Log into Site Manager: User Name & Password
2. Navigate to the Contractor Payments(+) screen: MAIN PANEL→CONTRACTOR PAYMENTS(+)
3. Double click on the Reports tab



2. Double click on, Summary by Project



3. Select the contract from the Contracts list
4. Double click on the Estimate you want to report on (check EST number, date, generated by)
5. The Summary by Project report will open
6. This report is a PSR report and will need to be converted to PDF, with PDF writer or converter software

-Any issues encountered with SiteManager, including passwords & logins, should be reported to the Construction Section Computer Technician (CSCT) in Headquarters and Stephen Gilbert, with a cc to the appropriate Regional Construction Technician (RCT)

**Vermont Agency of Transportation
Program Development Division
Construction Section**

Instructional Sheet: BWEP5 – How to Run Bi-Weekly Estimate Reports in Access SiteManager Reports

Revision Date: April 19, 2012

Revision No: 1

Author: NE Region

Contract Item Summary Report:

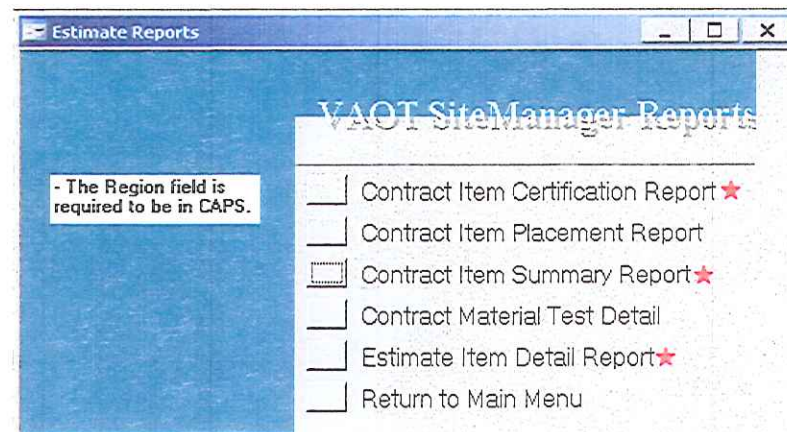
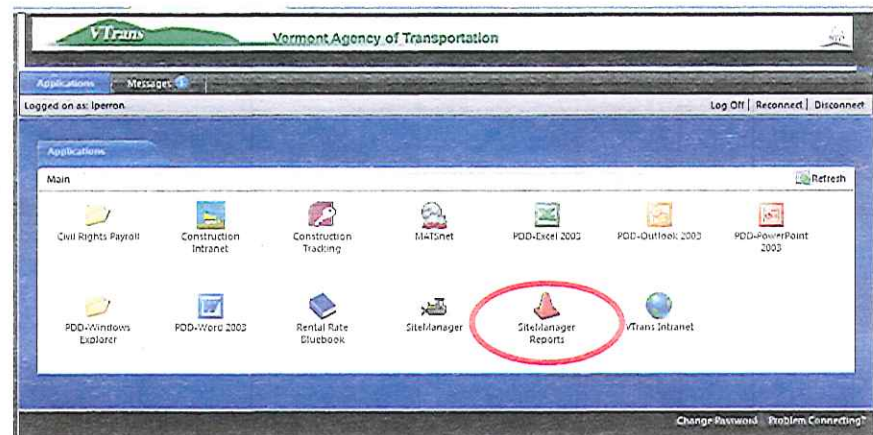
1. Open and Access SiteManager Reports
2. Click on Estimate Reports
3. Click on Contract Item Summary Report
4. Select Contract
5. Run

Estimate Item Detail Report:

1. Open and Access SiteManager Reports
2. Click on Estimate Reports
3. Click on Estimate Item Detail Report
4. Select Contract and specific dates
5. Run

Contract Item Certification Report:

6. Open and Access SiteManager Reports
7. Click on Estimate Reports
8. Click on Contract Item Certification Report
9. Select Contract
10. Run



-Any issues encountered with SiteManager Reports, including passwords & logins, should be reported to the Construction Section Computer Technician (CSCT) in Headquarters and Stephen Gilbert, with a cc to the appropriate Regional Construction Technician (RCT)

**Vermont Agency of Transportation
Program Development Division
Construction Section**

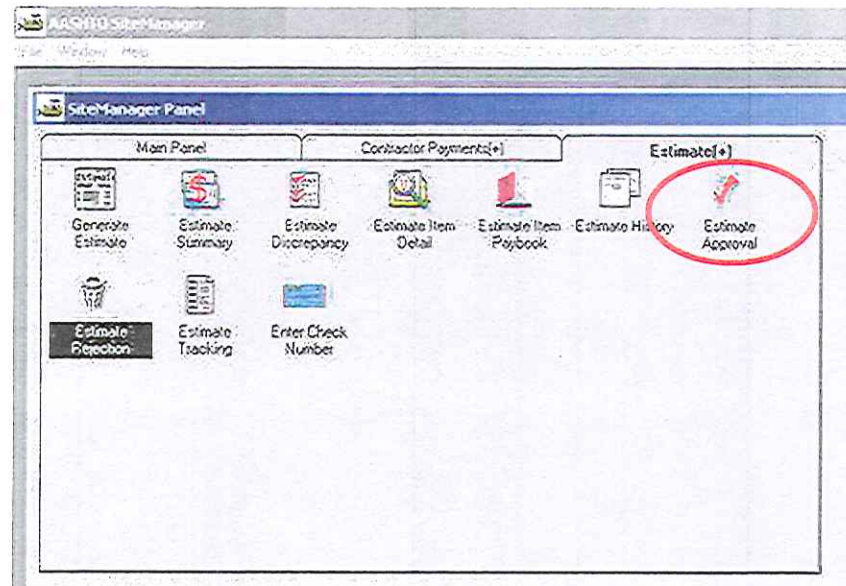
Instructional Sheet: BWEP6 – How to Approve an Estimate in SiteManager

Revision Date: April 19, 2012

Revision No: 1

Author: NE Region

1. Log into Site Manager: User Name & Password
2. Navigate to the Contractor Payments(+) screen: MAIN PANEL→CONTRACTOR PAYMENTS(+)
3. Estimate
4. Estimate Approval
5. Select the contract from the contract list
6. Toggle "Approval"
7. Save



-Any issues encountered with SiteManager, including passwords & logins, should be reported to the Construction Section Computer Technician (CSCT) in Headquarters and Stephen Gilbert, with a cc to the appropriate Regional Construction Technician (RCT)

**Vermont Agency of Transportation
Program Development Division
Construction Section**

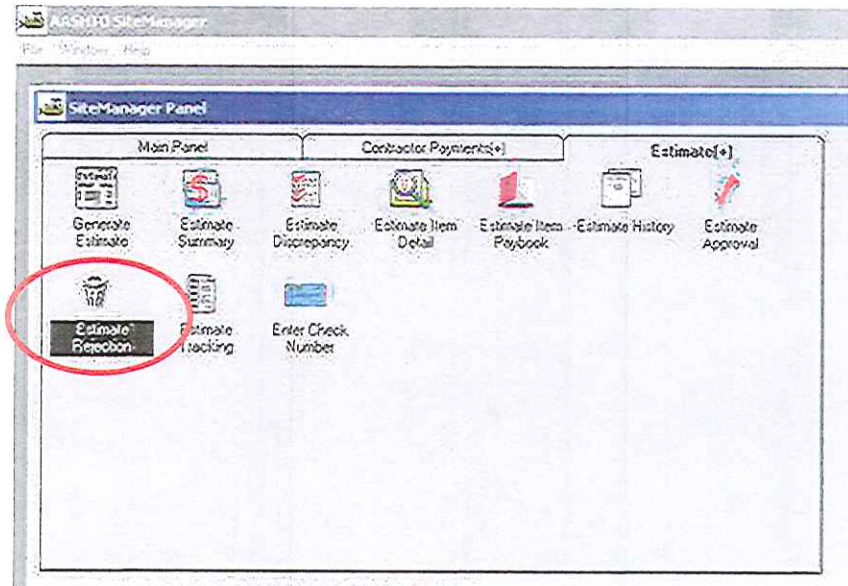
Instructional Sheet: BWEP7 – How to Reject an Estimate in SiteManager

Revision Date: April 19, 2012

Revision No: 1

Author: NE Region

1. Log into Site Manager: User Name & Password
2. Navigate to the Contractor Payments(+) screen: MAIN PANEL→CONTRACTOR PAYMENTS(+)
3. Estimates
4. Estimate Rejection



5. Check estimate to be rejected
6. Save

-Any issues encountered with SiteManager, including passwords & logins, should be reported to the Construction Section Computer Technician (CSCT) in Headquarters and Stephen Gilbert, with a cc to the appropriate Regional Construction Technician (RCT)

BWEP7 – How to Reject an Estimate in SiteManager

**Vermont Agency of Transportation
Program Development Division
Construction Section**

Check List: BWEPa – Bi-Weekly Estimate Possible Issues & Resolutions Spreadsheet

Revision Date: April 19, 2012

Revision No: 1

Author: NE Region

Possible Issue	Resolutions	Points of Interest
1. Material adjustments being deducted	1. Contact the Resident Engineer (RE) and lab regarding pending samples and / or material certifications	Sometimes adjustments occur because a sample or certification has not been entered into SiteManager, or has not been entered correctly.
2. Installed quantity will create a significant overrun for the item	1. Determine if an error was made with entry on Daily Work Report (DWR) 2. Determine if there is a Change of Design in process that will adjust the quantity	
3. Estimate puts the project over 100% funding	1. Estimate cannot be run if over 100% project funding 2. Determine if there is a Change of Design (COD) in process that will add funds to the project 3. If no Change of Design (COD) in process; contact the Resident Engineer (RE) so they can begin drafting one	
4. Final payments installed on Daily Work Report (DWR) prior to C&A Issued	1. Determine if there is the Completion & Acceptance (C&A) in process 2. If no Completion & Acceptance (C&A), contact Resident Engineer (RE) to remove the installation from the Daily Work Report (DWR)	This commonly occurs with Item 631.10, Field Office and Item 635.11 Mobilization / Demobilization
5. Liquidated damages (LD) are being applied to the estimate by the system	1. Determine if there is a Change of Design (COD) in process that will adjust the Completion Date 2. Determine the number of working days past the Completion Date; this will be the number of days of Liquidated Damages (LD) to apply 3. There should be no Liquidated Damages (LD) applied for any day worked beyond the Substantial Completion Date	<u>For Projects let under the 2006 Standard Specifications for Construction</u> The procedure for the crediting of inclement "weather days" has not changed. The Contractor shall be given credit for a weather day when the majority of the work day is unproductive due to inclement weather conditions. In order for a weather day to be granted the Contractor must show up at the work site, able to perform Contract work as they normally would, before a weather day would be granted by the Resident Engineer or their designee. <u>For Projects let under the 2011 Standard Specifications for Construction</u> Just as with the 2006 Standard Specifications for Construction, the user should always be detailed in their notes regarding weather events in SiteManager. With the 2011 specification, Contractors will be able to dispute inclement weather conditions on a more cumulative basis, i.e. an inordinate amount of rain during a particular construction season, so it is important to keep detailed weather related documentation.