

MoDOT Trns*port™ SiteManager™

Quick Reference Guide

Updating Contracts in SiteManager to Match Cardex Quantities

So, you are ready to update SiteManager to Cardex? Below are the required steps to take in each Section of SiteManager. If a specific section does not apply, proceed to the next section. You will be referred to other Quick Reference Guides contained within the SiteManager Policy and Procedure database. **Please print and read each section and related QRG in it's entirety prior to entering the information in SiteManager! Gather all related CARDEX/Jefferson City Estimate information prior to beginning this task. This will help expedite the process and should answer all of your questions.**

Specific policies which apply to **Updating SiteManager Contracts** will be detailed in **this** Quick Reference Guide and **take precedence** over any polices in the QRG's you are referred to for tips and instructions.

Contract Administration.Contract Management.Subcontracts

This information can be entered under the following groups: Project Clerk, Project Manager or Resident Engineer. This information can be approved, when updating the contracts, by the Resident Engineer or his authorized representative for Subcontracts which have already been approved by the District.

Enter all the subcontracts which exist for your contract. See the **Subcontract Quick Reference Guide** for tips/instructions. This task of entering the subcontract will remain a responsibility of the Project Office after the full implementation of SiteManager and approval of Subcontracts will remain the responsibility of the District Engineer or authorized District representative.

If the Project Clerk or Project Manager groups have entered the Subcontract, the Resident Engineer should then log on and enter the approval date the District approved the subcontract.

It is possible the approval date for the Subcontracts will need to be modified because of the award date for your contract. If the real approval date is entered, and you receive an error stating the approval date must be greater than or equal to the award date, then change the approval date of the Subcontract to match the Award Date of your contract. You can find the Award Date of your contract in the Contract Administration.Contract Records.Contracts section of SiteManager. The award date is shown on the Critical Dates folder tab.

Contract Administration.Contract Records.Stockpiled Materials

The information in this section can be entered under the following groups: Project Manager or Resident Engineer.

Enter any Stockpiled Materials (a.k.a. Material Allowances) **which have outstanding payments** remaining for your contract. See the **Stockpiled Materials Quick Reference Guide** for tips/instructions.

Stockpiled Materials can be entered for the contracts as long as there are Sampling and Testing requirements associated with the line items effected by the Stockpiled Materials you are entering. If the line item appears on the Contract Materials Outstanding Item list, then the MA can't be created.

Set the conversion factor for the Stockpiled Materials in SiteManager to the conversion

factors used for the Material Allowances in Cardex.

It is suggested the Construction personnel involved with catching up the contract quantities get in touch with the Materials personnel setting up the Sampling and Testing requirements and ask them to set the requirements for the line items which need Stockpiled Materials quantities.

A feature **has not** been found in SiteManager that will notify the users if the contractor has not submitted a paid invoice 42 days after a Stockpiled Material amount is entered. The user will have to find other means to keep track of the time between generation and paid invoices.

Change Order.Change Order Maintenance

Three (3) Change Orders may be required for catching up existing Contracts. Enter each Change Order separately. **Do not** add any items to these specific Change Orders which have not been identified in the following paragraphs.

The **first** SiteManager Change Order shall include **all** items which have been documented and approved in CARDEX (no matter how many CARDEX Change Orders exist). Specific instructions for the 1st SiteManager Change Order are listed in this section and **must** be followed. If your contract has not had any Change Orders produced in CARDEX, this policy does not apply. **Helpful hint: You will need all the CARDEX Change Orders for your contract and the CARDEX Estimate produced for the date you are catching up quantities with to determine these items and quantities for this Change Order.**

The **second** SiteManager Change Order will be needed if your contractor has opted to be paid for the Contract Bond at the beginning of the job. You can determine if your contractor elected this option by reviewing the pay for the Contract Bond and Mobilization items on the Jefferson City estimate. Take the Quantity paid for Mobilization and multiply it by the Unit Price for Mobilization. If the Amount on the Jefferson City estimate matches this calculated amount, you **do not** need this Change Order. If it does not, from the quantity calculated, subtract the amount paid for Contract Bond on the Jefferson City estimate. This should match the amount paid for Mobilization, and you **must** create this Change Order. The **Mobilization Quick Reference Guide** list the specific steps to follow **if** this Change Order is required for your contract.

The **third** SiteManager Change Order will include pay items which must be added to the SiteManager contracts. These items may or may not be required for your contract. The items could include Contract Bond, Railroad Liability Insurance, Trainees, Miscellaneous Payments and Miscellaneous Deductions. If you have **any** payments for these items in your Jefferson City estimate you are catching up the quantities, you will need to create this Change Order. If your contract is not effected by any of these items, the policy for this Change Order does not apply. Specific instructions for this SiteManager Change Order are listed in this Section and **must** be followed. **Helpful hint: You will need the Jefferson City Estimate you are catching up the quantities with to determine these items and quantities for this Change Order.**

All of the SiteManager Change Orders will need to be approved by the appropriate user groups and the Contractor is required to review and sign the SiteManager Change Orders. Refer to the **Change Order Approval Groups Training Module** to determine which groups will be required for approval.

The **Change Order Quick Reference Guide** contains detailed instructions/tips for each field.

Header

This information can be entered under the following groups: Project Manager or Resident Engineer.

Enter the header information. Use your existing change order(s) to populate the fields in this section. Most of the information will come from the top of the Cardex Change Order.

For the **first** SiteManager Change Order the following applies:

Description: User must enter "This Change Order represents CARDEX CO's 1 - x."

Reason Code: Combination.

Change Order Type: Select the correct type based on the values of the Change Order. Select one from the following list: Resident Engineer Approval, District or Major.

Functions: Select Overrun/Underrun and Extra Work.

For the **second** SiteManager Change Order, follow the **Mobilization Quick Reference Guide**.

For the **third** SiteManager Change Order, the following applies:

Description: "To adjust Quantities in SiteManager for **Contract Bond, R.R. Liability Insurance, Miscellaneous Payments, Miscellaneous Deductions and Trainees**". Only add the specific items in the description which apply for this Change Order.

Reason Code: Combination

Change Order Type: Change Order

Functions: Select Extra Work.

Change Order Items

This information can be entered under the following groups: Project Manager or Resident Engineer.

Enter the line items for your Change Order(s).

For the **first** SiteManager Change Order, this information will come from your Cardex Change Order(s). **Helpful hint:** Use the Jefferson City Estimate C.O. No. column to determine the last approved Change Order. Use the tips/instructions in the Change Order QRG for help with "no cost" line items and other special items.

For the **second** SiteManager Change Order, follow the instructions on the Mobilization QRG for this section.

For the **third** SiteManager Change Order, this information will be determined from items paid on the Jefferson City estimate. These will be added in SiteManager as New Contract Items. Use the following for creating the specific Line Item numbers:

Contract Bond: Line Number - 5921, Category - 001, Project # - for your contract, Item Code - 6189901, Supplemental Description - Contract Bond.

R.R. Liability Insurance: Line Number - 5922, Category - 001, Project # - for your contract, Item Code - 6189901, Supplemental Description - R.R. Liability Insurance.

Misc Payments: Line Number 7101 (for the first one, then consecutively for any other items...7102, 7103, etc), Category - 001, Project # - for your contract, Item Code - Search for the closest item code which matches this item, Supplemental Description - Add the Description for the Miscellaneous Payment.

Misc Deductions: Line Number 8101 (for the first one, then consecutively for any other items...8102, 8103, etc), Category - 001, Project # - for your contract, Item Code - Search for the closest item code which matches this item, Supplemental Description - Add the Description for the Miscellaneous Deduction.

Trainees: Line Number 1008. Category - 001, Project # - for your contract, Item Code - 1080000, Supplemental Description - Trainee Reimbursement, Unit Hours.

Change Order Explanations

This information can be entered under the following groups: Project Manager or Resident Engineer.

Enter the explanations for each line item for your Change Order(s).

For the **first** SiteManager Change Order, the following explanation must be added:

This change order reflects all previously approved quantities from change orders numbers 1 through XX, dated xx/xx/xx to xx/xx/xx, and is issued solely to modify contract quantities in MoDOT's new SiteManager™ record keeping system to match the quantities in the former CARDEX record keeping system.

This change order provides for no contract modifications or cost changes other than those that have been previously approved.

Any further contract modifications will begin with SiteManager™ change order number two (2). Save the changes.

For the **second** SiteManager Change Order, follow the instructions on the Mobilization QRG for this section.

For the **third** SiteManager Change Order, enter the following reasons which apply to each specific Line Item:

Contract Bond: "To adjust SiteManager in order to pay for Contract Bond".

R.R. Liability Insurance: "To adjust SiteManager in order to pay for R.R. Liability Insurance".

Misc Payments: Enter the reasons for the individual items. Example: Payment for Profilograph Smoothness bonus.

Misc Deductions: Enter the reasons for the individual items. Example: Deduction for Profilograph Smoothness deduction.

Trainees: "To adjust SiteManager in order to pay for Trainees".

Saving the Change Order(s)

This information can be entered under the following groups: Project Manager or Resident Engineer.

For all SiteManager Change Orders: Return to the Header section and change the status of the Change Order from Draft to Pending. Add the proper approval Groups and User ID's. Refer to the Change Order. Training Module to determine how many approval levels will be required for each SiteManager Change Order.

Printing and Saving Change Order Reports

This information can be produced from the following groups: Project Clerk, Inspector, Project Manager or Resident Engineer.

For all SiteManager Change Orders: Navigate to the Change Orders.Reports.Change Order Reports section of SiteManager. Select the Contract ID and Change Order Number. Print the Report. Save the report on the V drive in the correct Subdirectory (see below).

Note: You will need to create a subdirectory for your Contract ID in Explore. Navigate to the following path to create a new folder: V:\savedreports\districtx (x equals your district number). Add the subdirectory for your contract. Example: 990101-01, so the path will now be V:\savedreports\district6\990101-01.

Once the report is printed and saved, you will need to have the contractor review the report and sign the signature page. This will need to be done for every SiteManager Change Order. Keep this signed copy on file in your Project Office.

Change Order Review/Approve

This information must be entered under the following groups: Change Order Approval - Contractor, Change Order Approval Level 1, Change Order Approval Level 2, Change Order Approval Level 3. The Resident Engineer may designate no more than two (2) authorized representatives to approve Change Orders in his/her absence.

Review and approve the Change Order(s). Make sure the quantities are correct. You will need to begin the approval as Change Order Approval - Contractor (Project Clerk). The approval ends with whatever level is last based on the type of Change Order you are entering: RE approval (Change Order Approval Level 1), District Approval (Change Order Approval Level 2) and, Division Approval (Change Order Approval Level 3).

When approving Change Orders, higher levels of approval can approve before lower levels of approval can. You need to make sure this doesn't happen, since the Contractor (Clerk) is the first level of approval for all Change Orders. Once the last level of approval has approved a Change Order, it cannot be deleted from the system. **Be very careful when approving!**

Daily Work Reports.Daily Work Reports

This information can be entered under the following groups: Inspector, Project Manager or Resident Engineer. Remember whoever creates the DWR is the only person authorized to edit the DWR.

You **will need** the last Jefferson City estimate which has been generated for your contract.

DWR Info

Create a daily work report for your contract. Use the **Daily Work Reports Quick Reference Guide** for tips/instructions. The date of the DWR you are creating should be 1 day prior to the date of the estimate you are using to catch up the contract quantities.

It was discovered you may get errors in the date of the DWR by just typing in the date. If this happens, you might need to select the date from the calendar. Leave the temperature and weather condition fields blank. The check-boxes labeled "No Work Items Installed", "No Contractors On Site", and "No Daily Staff On Site" appear as though they need to be checked by the user when recording information on the DWR

Info. tab. Actually they are automatically checked based on information entered on the other DWR tabs and the user may ignore these check boxes. Do not select the Work Suspended check box.

Select the General Comments. Enter the following in the Remarks field: "This is the first Daily Work Report entered into SiteManager for this project and will be used to catch up the quantities already documented in CARDEX. All documentation of this project has been documented in CARDEX" .

If the contract is **Completion Date** add the following statement: "Completion of this contract is based on a completion date therefore no working days have been assessed".

If the contract is **Working Days** add the following statement: "There have been a total of xxx days charged to this contract to date".

Contractors

Select the Contractors folder tab. Focus in the upper portion of the window and select the new icon. Add the Prime Contractor for this contract from the drop down list. There is no need to populate the number of supervisors, workers, etc. when catching up the contracts. Repeat this process to add any Subcontractors which have performed work on the Contract to date.

Contractor's Equipment and Daily Staff

For catching up quantities, you **do not** need to populate any information in the Contractor's Equipment or Daily Staff folder tab.

Work Items

Select the Work Items folder tab. In order to "catch up" the contracts, enter the total quantities to date for each line item from the latest Jefferson City estimate. **Do not** add the quantities from any IPQR's which have been submitted since the last estimate. Remember to include payment for Mobilization, Contract Bond, R.R. Liability Insurance, Trainees and Miscellaneous Deductions and Payments in this DWR in order for the dollar values of the estimates to compare.

Select the Work Item, then select the Record Work Item. Select the New icon. Enter the location of the work item as "Jobsite". Enter the total quantity of the work item. Save the information recorded. Repeat this process until all items paid for on the Jefferson City estimate have been recorded.

Be sure to verify the line item numbers, in other words, make sure you are entering the correct quantity for the correct line item. It's possible the line item numbers in SiteManager will not match the line item numbers from Cardex, especially after the Roadway items. This is because the contracts loaded into SiteManager from the Design division are coming in via PES/LAS, and some of the contracts do not include line items for Roadway subtotal, etc.

Daily Work Report.Diary

This information must be entered under the following group: Resident Engineer. The Resident Engineer may designate no more than two (2) authorized representatives to create and approve Diaries in his/her absence.

During the activation of a contract, the working days and calendar days have been set to the original contract set number. How do you catch up the working days in SiteManager?

You have two choices:

1. **Create a diary entry for each working day and charge each working day with a separate diary entry.**

or

2. **Contact John Oberdiek, System Administrator, and he can change the number of calendar or working days through the back door. This needs to be conducted at the beginning of the contract during synchronization.**

Diary

Create a diary and approve. The date of the diary is the same as the date of the DWR. See the **Diary Quick Reference Guide** for tips/instructions.

Note: DWR's must be authorized in a diary in order for the items to be included for pay in the estimate.

Contractor Payments.Estimates

Congratulations! You are now ready to generate the first estimate for your project. Use the **Estimate Quick Reference Guide** for tips/instructions.

Generate Estimate

This should be done under the Project Manager group.

Enter the date of the Jefferson City estimate for the date of the estimate generation in SiteManager. You will receive a message the job has been submitted to the background. Select OK. It will take a couple of minutes for the background server to perform the calculations. You can verify the progress of the background process by navigating to the Accessories.User Job Monitor section of SiteManager. Your estimate should be go or running in the upper portion of the window. When complete, the estimate will not appear in the upper portion of the window and is in the lower portion of the window.

Estimate Discrepancy

Resolve any discrepancies. If there are any deficiencies due to the shortage of inspection of Materials, this needs to be overridden in order for correct payment to be made when catching up a contract in SiteManager. If you resolve discrepancies, you must recalculate the estimate by selecting the Recalculate Estimate icon.

Estimate Item Detail

Verify the quantity for each line item is correct. You can print a Summary to the Contractor report to help you with this verification.

Estimate Summary

Verify the total payment of this estimate with the total payment from your Jefferson City estimate (SiteManager total payment should equal the Project Total Payment amount on the Jefferson City estimate).

Estimate Approval

If everything is correct, approve the estimate. If there are problems, you need to find out where the discrepancies exist prior to approval. **Stop** and investigate where the

discrepancy exists and make the needed corrections.

Approval will need to be made for each level. Once the Project Manager has approved the estimate the Resident Engineer will need to log on and approve the estimate. After the RE approves the estimate, a message will be sent to Business and Benefits for their approval. For the catch up estimate, produce the Summary to Contractor and Summary by Projects report. Save both of these reports on the V drive. Keep hard copies of these reports in the project file.

All estimates must be approved by all levels before another estimate can be generated for this Contract.

Now What?

Once the contracts are caught up, dual entry will be required for CARDEX and SiteManager until directed to stop entering information in CARDEX. Each IPQR entered in CARDEX, **from the catch up date forward**, must be entered as separate DWR's in SiteManager. Resident Engineers need to compile the DWR's for each SiteManager Contract into the respective SiteManager Diaries. Change Orders produced in CARDEX need to be produced in SiteManager. Run comparison Estimates in SiteManager the same day CARDEX estimates are produced. Materials personnel will enter the material samples into SiteManager, the Project Offices are not responsible for this. However, you will still receive hard copies of Material reports which **need** to be entered into CARDEX (this will help with resolving discrepancies).