

## TRACKING CONTRACT VALUE ADDED FEATURES

NOTE: The responsibility for performing the functions detailed below will be determined by the District Construction Engineer except for those specifically designated as the responsibility of the District Final Estimates Manager.

NOTE: THESE INSTRUCTIONS APPLY TO ALL CONTRACTS, THOSE WHERE THE SPECIFICATIONS ARE A PART OF THE ORIGINAL CONTRACT, AS WELL AS WARRANTIES ADDED BY A FIELD SUPPLEMENTAL AGREEMENT A RESULT OF SOME DEFICIENCY IN THE WORK PERFORMED BY THE CONTRACTOR.

On contracts that have Value Added features, the normal processes for accepting the work will be followed.

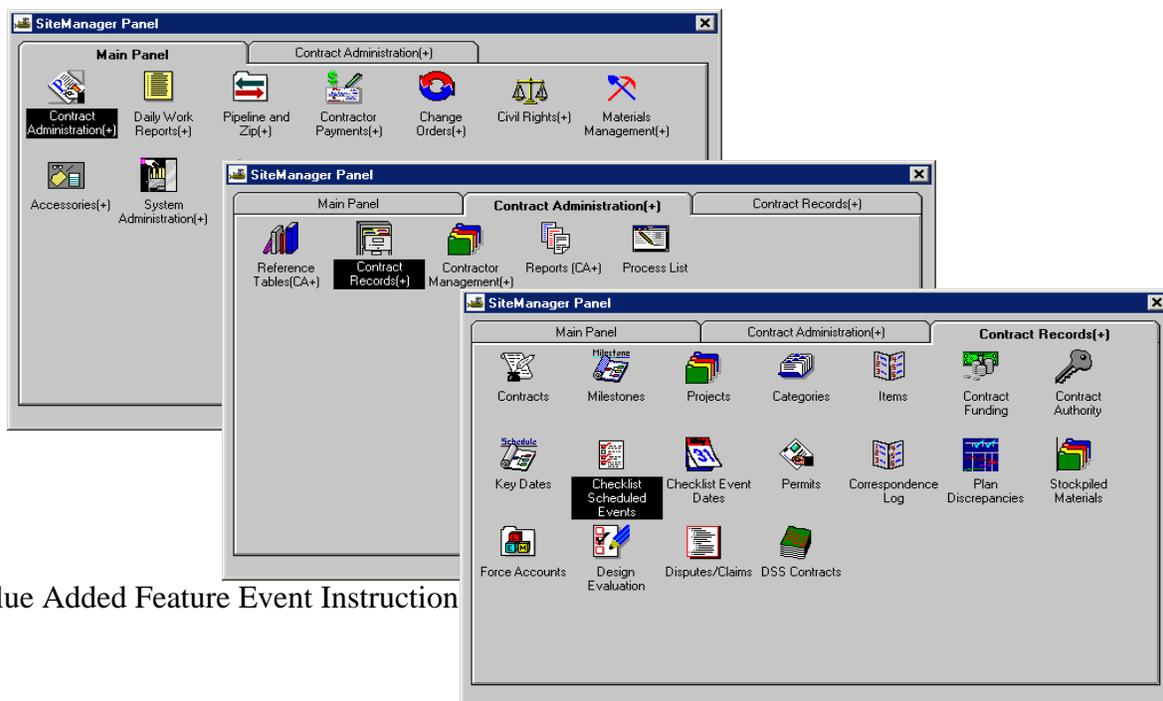
At the same time the “Final Acceptance” is entered in SiteManager, the “Under Warranty” date should be entered also. This will be done using the “Key Dates” feature.

A Checklist Scheduled Event will be established for each Value Added Feature as reminder dates at the intervals appropriate for the item or items in the contract.

SiteManager requires entering a recipient or a distribution list and to satisfy this requirement you should enter an appropriate person’s name of your choice. This notification is only done within SiteManager mail system and currently doesn’t interface with Lotus Notes. A separate process will be used through Lotus Notes to notify the appropriate District Value Added Coordinator as to events that require their attention. It will then be the responsibility of the Value Added Coordinator to enter the actual events dates for each of the Value Added Feature event reminders entered as “Checklist Events”.

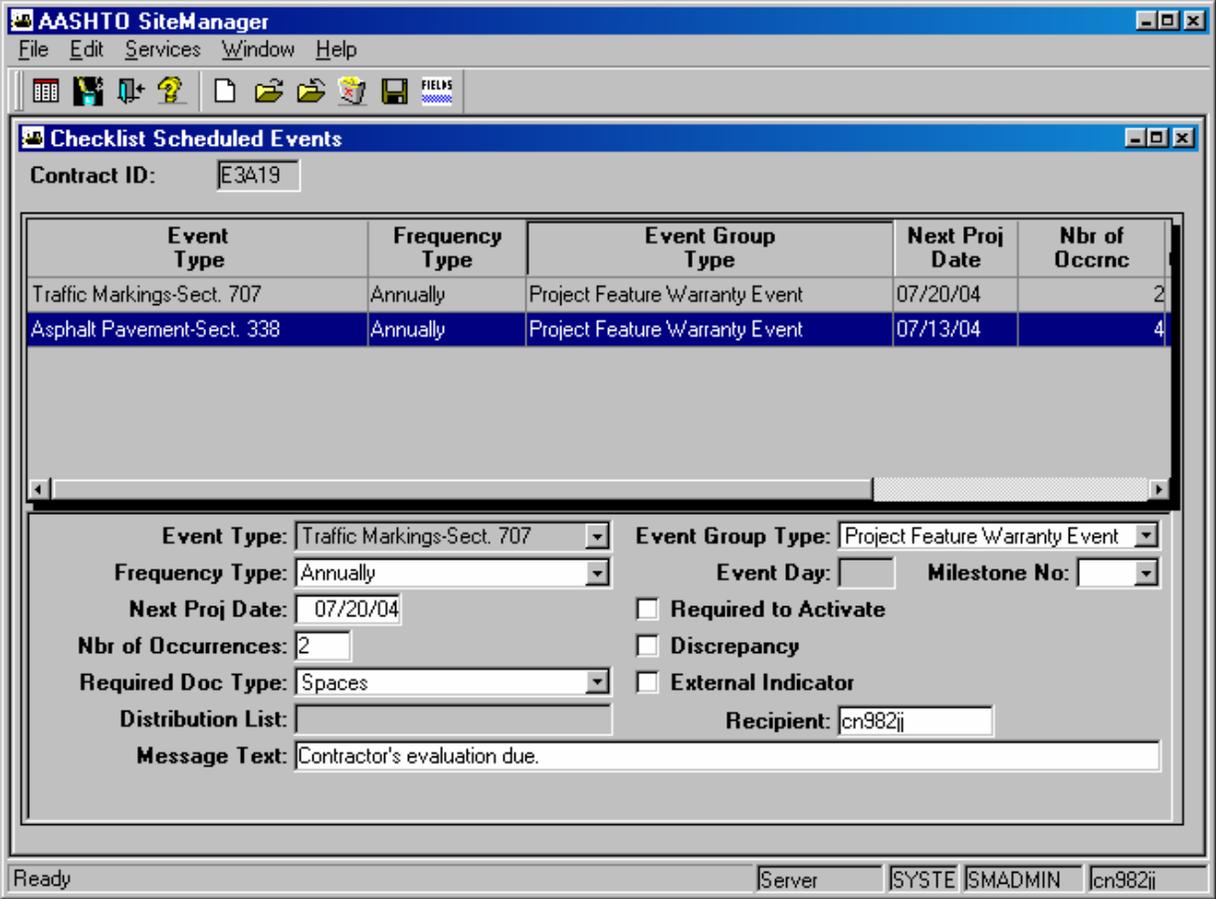
### Creating a Value Added Feature Checklist Event

From the SiteManager Main Menu panel select <**Contract Administration**> and then from the Contract Administration Menu panel select <**Contract Records**> then from the Contracts Record Menu panel select <**Checklist Schedule Events**>.



Value Added Feature Event Instruction

This will display the screen below.



The following are definitions of fields on this screen and are the only fields that required to be entered.

- Event Type** Select one of the Value Added features types from the list.
- Event Group Type** Select the “Project Feature Warranty Event”
- Frequency Type** For the Value Added feature select the appropriate frequency at which some action during the Value Added period is to take place. Example:
  1. Say you have a 1 year Value Added period but you want to have an inspection every 3 months. The “Frequency Type” would be Quarterly and “Nbr of Occurrences would be 4. This would then create a Value Added period of 1 year (4 occurrences times Quarterly).
  2. Say you have a 5 year Value Added period and you want to have an inspection each year. The “Frequency Type” would be Yearly and “Nbr of Occurrences would be 5. This would then create a Value Added period of 5 years (1 occurrence for 5 times ).

<b>Next Proj Date:</b>	This is the date at which the first period identified in the Frequency Type will conclude. Example: 1. From above, say the start of the first Quarterly period was 1/1/04 then the end of the first period would be projected as 4/1/04 (Start date plus 3 months). 2. From above, say the start of the first Yearly period was 1/1/04 then the end of the first period would be projected 1/1/05.
<b>Nbr of Occurrences:</b>	This is the number of periods identified for the Frequency Type entered. See examples above.
<b>Recipient</b>	SiteManager Userid of person that "Message Text" will be sent too. Either enter the Project Manager or the District Value Added Coordinator's Userid.
<b>Message Text</b>	Short message to tell them what activity is to happen at end of each period. Example "Value Added Feature Inspection Required"

All of the other items on the screen are not to be used for Value Added Features.

You will enter just one "Checklist Event" for each of the Value Added Features for this contract.

Once you have entered the information be sure that you have saved the information before you leave the screen.

### **Value Added Contracts and the Final Estimates Process**

The normal process for making the final offer to the contractor will be followed.

Upon full acceptance of the offer, the contractor will be paid in the normal manner.

The Contract Estimate Transmittal - Action Request(Form 700-050-37) will be used to notify the Office of Comptroller that the contract is a value added contract.

All contracts, except Traffic Marking contracts, will be placed in Status 52 and the remaining funds unencumbered.

In the case of contracts with Traffic Markings warranties, these contracts will remain open(see above).

All value added contracts will remain in "Active" in SiteManager throughout the warranty period.

**DO NOT CHANGE STATUS TO 'COMPLETE' or ENTER 'PHYSICAL WORK COMPLETE' DATE.**

**Note: When the contract is sent to the Office of Comptroller for processing the Passed and Paid off dates should be entered as appropriate. Make sure that the contract has it's**

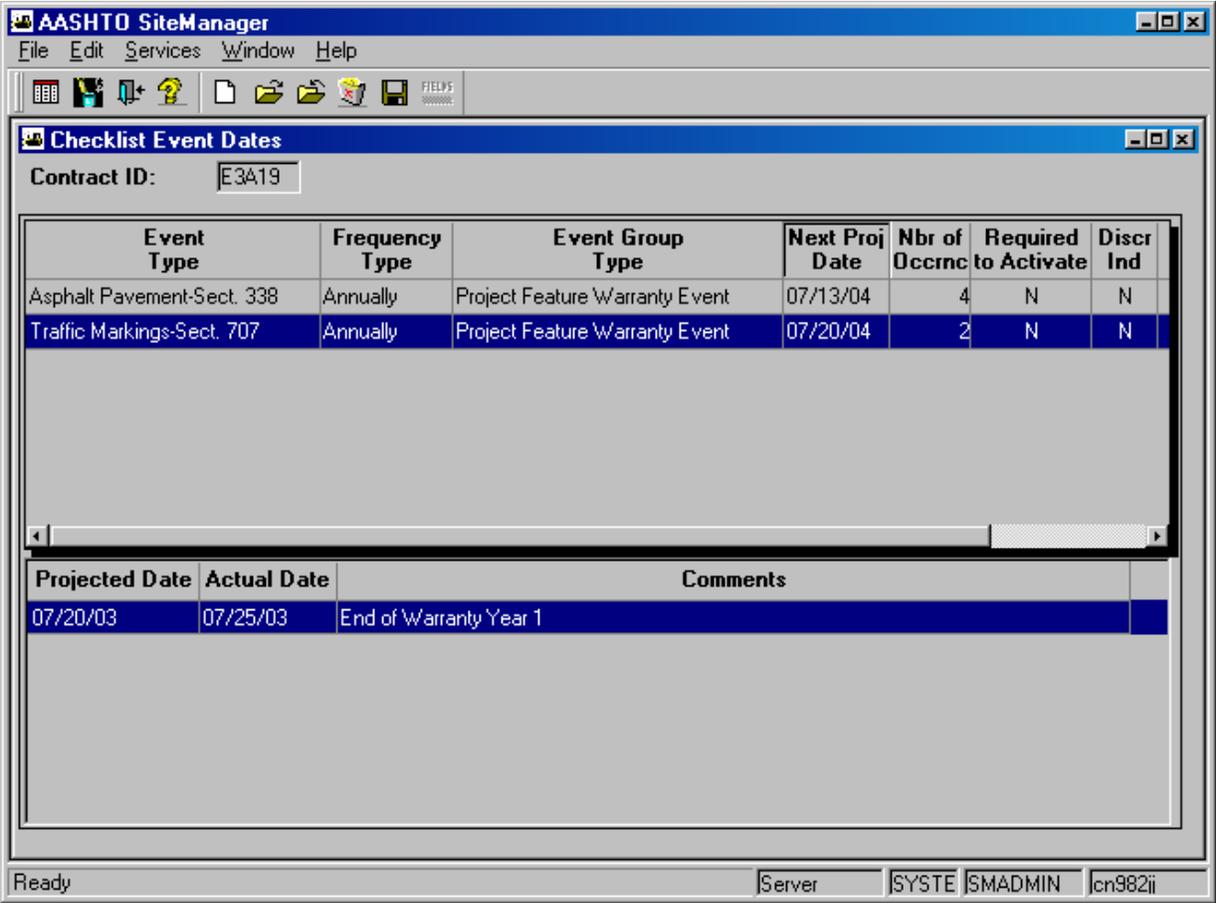
**“Under Warranty” Key Date entered after it is paid off. The contract will remain there until the warranty period has expired.**

A new code will be added to the Final Estimates Status Report program to identify contracts that are under warranty.

**Recording Actions Taken for Each Value Added Feature**

When the Value Added Feature “Checklist Event” occurs, the actual date at which the individual period was completed and the result of the event will be entered on the “Checklist Event Dates” screen. There is no need to enter anything on this screen until the “Next Proj. Date” event has occurred.

From the Contract Records Menu panel, shown on previously select <Checklist Event Dates> to display the following screen for entering the actual date that an event occurred.



Please note that each time you enter an “Actual Date” when an “event” occurred the “Next Proje Date” field will be automatically calculated for you based on the “Frequency Type” and the “Nbr of Occurrences” as defined on the “Checklist Event” screen.

To enter an “Actual Date” for an event that has now occurred, highlight the lower portion of the screen and then press the “New” icon from the toolbar or select File-New from the menu. This will create a blank record that has the “Projected Date” filled out for you. Enter the “Actual Date” and any “Comments” you wish to make about the event such as “Value Added Inspection Completed”, “Contractor was notified of Remedial Action”, etc. Comment field is 60 characters long.

Once you say the “Actual Date” and “Comments” that are entered the “Next Proj Date” and “Nbr of Occurrences” will be changed to indicate when next event is to occur and how many events remain.

### **Reporting Work Done by Contractor During Value Added Period**

When the responsible party is engaged in Value Added repairs on the project, Daily Work Reports will be entered in the usual manner, however, no time will be charged. The Diary will be completed with appropriate notes as necessary and the “Charge” tab will be completed to indicate a “No Charge Day” with appropriate reason.

On Traffic Markings contracts, document lane rental usage as required in the contract.

### **Making Required Payments**

On contracts with a Traffic Markings warranty, periodic payments and lane rental charges, if any, will be made as called for in the specifications.

On other contracts, further payments, which will be in the form of Dispute Review Board payments, will be authorized by Field Supplemental Agreement against contingency funds. Such funds will have to be re-encumbered since the contract will be closed out in the financial system as a part of the Final Estimates process. The payment will be made against the Line Item Adjustment for “Contingency Work Item”

All payments to be made will be handled as a progress payment.

NOTE: In the event of the necessity of making additional payments, close coordination should be maintained between the District Construction Engineer, the District Warranty Coordinator and the District Final Estimates Manager since the contract records will be in the custody of the District Final Estimate Manager during the warranty period.