

Quick Reference Guide

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Generating A Progress Estimate

SCOPE:

To establish a reference guide outlining the procedures for generating an estimate in SiteManager.

This reference guide is intended for Users assigned to the RESPRMAN security group who are responsible for generating an estimate and reviewing the estimated details. The guide should be used in conjunction with the Contractor Payment Policies and Procedures outlined in the SSS database. In addition, Users should reference the related training materials for assistance navigating the windows referenced in this guide as well as for example scenarios.

GENERAL:

This reference guide outlines the processes involved with generating an estimate and reviewing the details associated with that estimate. The guide is organized in chronological order with task headings in bold, capital letter print. Task Subheadings are also identified using bold print, in mixed case lettering. Each task identifies a suggested window in SiteManager to complete the task. This window navigation is identified by underlined text. Questions regarding any of the procedures outlined below should be directed to the SiteManager Help Desk.

PROGRESS ESTIMATE GENERATION:

The first estimate, and all estimates leading to the final estimate for a specified contract will be known as Progress estimates in SiteManager. A user assigned to the RESPRMAN security group within each Residency office will generate estimates in SiteManager.

Prior to Progress Estimate Generation

Prior to the generation of a Progress Estimate, the User is responsible for verifying the following information:

- ✓ Daily Work Reports / History window: Verify that at least one DWR has been created for all days within the specified estimate period according to ODOT SiteManager DWR Policies and Procedures. If the User identifies a missing DWR, the Project Manager or an appropriate Inspector can create the necessary DWR for the identified date.
- ✓ Daily Work Reports / Diary window: Verify that a Diary has been created for all days within the specified estimate period according to ODOT SiteManager Diary Policies and Procedures. A full day time charge must be associated to each Diary created. If time charges appear to be incorrect, contact the User responsible for creating the Diary. If the User identifies a missing Diary, the Project Manager can create the necessary Diary for the identified date.
- ✓ Contractor Payments / Reports / Installed Work Report: Review the items of work installed during this estimate period and verify the items marked for inclusion on the next estimate are correct. If there are items not marked for inclusion on the next estimate, verify that those items were intentionally not included for the estimate period. If the item should be included on the next estimate, the appropriate DWR should be authorized on the correct Diary by the individual who created the Diary. The User responsible for estimate generation should contact this person prior to generating the first estimate to resolve this issue in accordance with the ODOT SiteManager DWR and Diary Policies and Procedures.

Generate the Progress Estimate

The progress estimate will be generated from the **Generate Estimate** window in SiteManager by a member of the RESPRMAN security group who has contract authority for the specified contract. The User is responsible for verifying the following information prior to generation:

- ✓ Contractor Payments / Estimates Generate Estimate window: Verify the **Last Estimate Number** and **Generate Estimate Number** is correct. SiteManager automatically generates these numbers. If either number is incorrect, or

an estimate for this period is not already in the approval process, contact the SiteManager Help Desk for assistance. If an estimate for this period is currently in the approval process and needs to be modified, refer to the process for Estimate Deletion below.

- ✓ Contractor Payments / Estimates Generate Estimate window: Verify that the **Progress** radio button is highlighted for the Estimate type. If the appropriate radio button is not highlighted, click the **Progress** radio button.

After verifying the numbers are correct, the User will enter the last date for the estimate period in the **End** field and Generate the estimate.

Estimate Deletion

If an estimate already exists for the same time period the user would like to generate a new estimate for, and the existing estimate has not begun the approval process, the pending estimate will be deleted by the system during the generation of the new estimate. For additional information regarding the deletion of estimates, refer to the Estimate Deletion policy.

Verify the Estimate has been Generated Successfully

The user can verify the generation of the estimate was successful by reviewing the system-generated message in the user's SiteManager In-box:

- ✓ Accessories / In-box: View the estimate generation message for the appropriate contract. If a message does not appear in the SiteManager In-box after generation of the estimate is complete, the User may try to generate the estimate again or contact the SiteManager Help Desk for further assistance.

PROGRESS ESTIMATE DETAILS:

After the estimate has been successfully generated, the user shall perform a series of verifications and modifications prior to sending the estimate for approval. All of these verifications and modifications will occur within the **Contractor Payments** functionality of SiteManager.

View the Summary by Funding Report - For Initial Estimates

For the first Progress Estimate generated for the specified contract, the User who generated the estimate will navigate to the Summary by Funding report in SiteManager to verify funding categories:

- ✓ Contractor Payments / Reports / Summary by Funding report: Ensure the initial estimate for the contract includes the correct funding categories. If the correct funding categories are not present, contact the Construction Division to modify the funding categories appropriately.

View the Estimate Summary

The User who generated the estimate will navigate to the Estimate Summary window in SiteManager to view the total dollar amount for the work completed and included on the estimate. The User will verify that the estimate meets the value of work requirements in accordance with ODOT Standard Specification 109.06:

- ✓ Contractor Payments / Estimates / Estimate Summary: For a mid-month estimate, verify that the value of the work is equal to fifteen thousand dollars (\$15,000) or more. For a month-end estimate, verify that the value of the work is equal to five hundred dollars (\$500) or more.

If the estimate value meets the specified requirements, the User will note the discrepancy indicators and review the discrepancies for the estimate:

- ✓ Contractor Payments / Estimates / Estimate Summary: Review the discrepancy indicators for the estimate. If a discrepancy exists for the estimate, the User will proceed to the Estimate Discrepancy window to resolve the discrepancies. If there are no discrepancies for this estimate, the User may proceed to the next step in the process.

Verify and Resolve Estimate Discrepancies

The Estimate Discrepancy window displays all the discrepancies associated with an estimate. Discrepancies may be associated to the estimate as a whole, or to a specific item included on the estimate. The User will review the list of

discrepancies and take appropriate actions as outlined in the ODOT SiteManager Contractor Payments Estimate Discrepancies policy.

- ✓ Contractor Payments / Estimates / Estimate Discrepancy window: Review the list of discrepancies. If there are discrepancies associated to the Estimate, the User will resolve all discrepancies that can be resolved at this time, and override those discrepancies which cannot. The User will be required to enter a comment for each discrepancy that is overridden. If there are no discrepancies listed on this window, the user may move on to the next step in the process. For additional details regarding estimate discrepancies, refer to the estimate discrepancy policy.

Recalculate Estimate Discrepancies

Once the User who generated the Estimate (assigned to the RESPRMAN security group) has completed the resolution of all discrepancies, the User will recalculate the estimate discrepancies. Recalculating an Estimate will cause any resolved discrepancies to be removed for the specified Estimate, but will not affect overridden discrepancies.

CONTRACT ADJUSTMENTS:

The Contract Adjustments component includes Contract Adjustments, Liquidated Damages, and Line Item Adjustments. These Adjustments may be system generated or user entered records.

Verify and Complete Necessary Contract Adjustments

The Contract Adjustments window is used to record special deductions and negative adjustments outlined in the Contract Special Provisions including Pavement Smoothness deductions or Lane Rental Assessments including supporting remarks or attachments.

- ✓ Contractor Payments / Contract Adjustments / Contract Adjustments window: The Project Manager or Residency Auditor will create a contract adjustment record if applicable for this estimate period. Otherwise, this step may be skipped.

Verify and Complete Necessary Contract Line Item Adjustments

The Line Item Adjustments window is used to record special deductions and negative adjustments outlined in the Contract Special Provisions and/or the Oklahoma Department of Transportation Standard Specification for a specific item in addition to system generated deductions, such as Stockpiled Materials. For a complete list of line item adjustments that are available, refer to the Contractor Payment Line Item Adjustments policy.

- ✓ Contractor Payments / Contract Adjustments / Contract Line Adjustments window: The Project Manager or Residency Auditor will create a contract line item adjustment record if applicable for this estimate period. Otherwise, this step may be skipped.

View Liquidated Damages

The Liquidated Damages window will display automatically assessed liquidated damages based on the rate documented in the contract.

- ✓ Contractor Payments / Contract Adjustments / Liquidated Damages window: View the Liquidated damages. If the Project Manager or Residency Auditor notes a discrepancy in the liquidated damage rate applied, the Construction Division should be notified before completing the estimate.

MILESTONE ADJUSTMENTS:

The Disincentives window will display system-generated disincentive records for a milestone associated with the current estimate.

- ✓ Contractor Payments / Milestone Adjustments / Disincentives window: View the disincentives assessed. If an incentive or Milestone Time Adjustment is necessary, the Project Manager or Residency Auditor should generate a change order in accordance with the Change Order policies and procedures.

Verify the Estimate Item Detail:

The Estimate Item Detail window is used to review the item quantities included for payment on a specific estimate.

- ✓ Contractor Payments / Estimates / Estimate Item Detail window: View the Item Estimate Item Detail window. Item quantities that appear to be incorrect must be corrected in the Daily Work Report. The Project Manager or Residency Auditor should notify the Inspector of the questionable entry prior to completing their final review. If there is an error, once that error is corrected, the Project Manager or Residency Auditor will generate a new estimate.

ESTIMATE APPROVAL / REJECTION:

Estimate Approval

The Estimate Approval window allows the authorized reviewers to approve all estimate types – progress or final.

- ✓ Contractor Payments / Estimates / Approval window: The estimate generator will approve the estimate once the estimate is ready for approval. All approval levels above the estimate generator will review the estimate, and will indicate their approval on the same window.

Estimate Rejection

The estimate approval levels may reject the estimate at any time during the estimate approval process. If an estimate is rejected, the estimate generator will need to review the comments, and modify the estimate as necessary.

ODOT ESTIMATE SUMMARY REPORT:

The ODOT Estimate Summary Report may be printed at any time during the life of the contract for any generated estimate. This report will summarize the items and adjustments included on this estimate, as well as item totals to date for the contract.

Contractor Payments / Process List / Estimate Summary: Print the report.

Note on Last Modified Date:

This QRG is the 12/18/03 version. The Last modified date reflects a change to the design of the SSS database system.