

# DISTRICT ONE CONSTRUCTION ISSUES

Technical Services

# TODAYS TECHNICAL SERVICES

## TOPICS:

- As-Built submittal requirements for Final Estimates
- Scanning / Attribution, QC/QA requirements for Hummingbird
- Process for recording/storing meetings – Digitizing the recordings.

# D1 Technical Services

As-Built Plans submittal requirements for Final Estimates and Image API

# Manuals and Contract Documents regarding “As-Built” plans.

- Preparation and Documentation Manual
  - ▣ Chapter 4: Final “As-Built” Plans Process.
  - ▣ Chapter 11: Alternative Contracting
- Design Build Contracts
  - ▣ Review your “Request for Proposal” in regards to Contractors “As Built” submittal.
  - ▣ Final “As-Built” plans submitted by CEI is per the Final Estimates Preparation and Documentation Manual chapter 4.
- Specification examples for required Contractor “As-Built” Plans. (Disclaimer – “always read your Contract”):
  - ▣ 125-3.1.4 Working Drawings
  - ▣ 555-3.3.1 Remediation Plans
  - ▣ 555-6.2 Bores (successful and failed)
  - ▣ 611-2.3 Signal As-Built

# Post Audit Review findings with “As-Builts”

- Key Sheet is missing information
  - ▣ Example: Field Books and Computation Books not listed
- Documents included in the “As-Built” plans are on the wrong size paper
  - ▣ All “As-Built” Plan sheets are to be on 11 X 17 paper
- Shop Drawings are not included in “As-Built” submittal
- FYI: all additional plans shall be added to the plan set and shown in the Index of Roadway Plan Sheets on the Key Sheet
  - Shop Drawings (“no more file folder with a RED “P” CIRCLED on the front”) Shop Drawings shall be included in “As-Built”
  - Working Drawings, etc.....to be included in “As-Built”

# Post Audit Review findings with “As-Builts” continued:

- Missing “Other” – Below is a list of “Other” Contractor Final “As-Built” to be included with the Final “As-Built” plan set and listed on the Key Sheet:
  - Jack and Bore
  - Plowing
  - Signalization
  - Boring Path Reports
  - Bore Logs
  - All on 11x17 sheets of paper

# Post Audit Review findings with “As-Builts” continued:

- Bridge “As-Built” Plans reminder:
  - ▣ Load Ratings based on As-Built condition shall be recorded on appropriate form and made a part of the Final “As-Built” Plans on 11x17 sheets of paper
  - ▣ Drill Shaft Inspection Reports shall be made a part of the Final “As-Built” Plans on 11x17 sheets of paper
  - ▣ Pile Driving Logs marked permanent records and scanned into CDMS

# Post Audit Review findings with “As-Builts” continued:

- Update “Optional Materials” to show actual materials placed.
  - Optional pipe materials
  - Optional base, etc.....
- Update typical section when changes occur
  - Milling changes, traffic level changes, etc.....
  - Station to Station changes.
- It is the responsibility of the Project Staff to update plan changes after Post Audit Review findings or changes due to qualified acceptance by the Contractor.



# D1 Technical Services

Attribution requirements for Hummingbird

# Scanning / Attributing EDMS

## □ State Construction “Infonet” site.

□ <http://infonet.dot.state.fl.us/tlconstruction/>

TECHNICAL TOPICS
▶ <a href="#">CDMS</a>
▶ <a href="#">Construction Research</a>
▶ <a href="#">Consultant CEI Issues</a>
▶ <a href="#">Environmental</a>
▶ <a href="#">SiteManager</a>
▶ <a href="#">Statewide Pilot Project</a>
▶ <a href="#">VPN Access</a>

TRAINING

## State Construction Office

David A. Sadler, P.E. - Director, Office of Construction

### Construction Document Management System Links

#### Topics

[EDMS Home Page](#)

[Hummingbird Computer Based Training \(CBT\)](#)

[Sample Attribution Documents](#)

[Document Groups & Types - Examples](#)

#### Description

FAQs, Scanner Standards, Help Guide

How to use DM Extensions, WebTop, Imaging

What do certain files look like

Quick Reference Scanning List

# Procedure for Archiving

- QA/QC archiving procedure is a three-tiered process
  - Legibility and Completeness
    - All pages have been scanned minimum 300dpi
    - Image is legible
    - Pages are straight
    - All pages are oriented in the same direction
    - All pages are proper size
  - Document Retrievability
    - Attributes are free of typos and match Document Group and Type per the Attribution Standards
    - Spot check to see if quality is acceptable
    - Verify the documents are retrievable
  - Archive the documents once QA / QC is completed

# EDMS Scanning errors

The following are re-creations of errors found in EDMS during public records requests.

Document is 8.5 x 14 and scanned 8.5 x 11 resulting in cropping the document.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**FINAL ESTIMATES OFFICE RECORD OF FINAL PLANS AND DOCUMENTS** 705-385-28  
CONSOLIDATION  
88-0

FINANCIAL PROJECT ID: 422394-1-52-01		CONTRACT NO. T1371				
FEDERAL AID PROJECT NO. (SI) Non-Federal			SPEC YEAR 2010			
COUNTY(IES) Highlands	LETTING DATE 1/27/2010	ROAD NO. (S) / DESCRIPTION SR 17 (Ridgewood Dr)				
CONTRACTOR(S) NAME(S) <input type="checkbox"/> JOINT VENTURE Better Roads, Inc.						
SURETY COMPANY NAME Fidelity & Deposit Company of America		GEI Comprehensive Eng Services				
DISTRICT SECRETARY Stanley M. Cann, P.E.	RESIDENT ENGINEER Bill Jones, P.E.	PROJECT ADMINISTRATOR Susan Hindman				
RESIDENT OFF./PROJECT MGR. Sebring Ops/ Joseph Leuk	ORIGINAL CONTRACT AMOUNT \$529,836.00	CONTRACT EXECUTED 02/26/2010				
NOTICE TO BEGIN WORK DATE 3/26/2010 + 120 DAYS	DATE CONTRACT TIME BEGAN 6/7/2010	DATE WORK BEGAN 6/7/2010				
DATE JOB FINAL ACCEPTED 10/21/2010	WARRANTIES RECEIVED: <input checked="" type="checkbox"/> OTHER <u>Theft, Mal, Auto, Perf, Turf</u> TYPE: <input checked="" type="checkbox"/> SIGNAL <input checked="" type="checkbox"/> VALUE ADDED <input type="checkbox"/> LANDSCAPING					
SAP	DATE	AMOUNT	APPROVAL	STATE	FHWA	
03	8/28/2010	5727.45	10/27/2010	0	0	
C/D Allowed by Contract		STATE	FHWA	Calendar Days Elapsed	STATE	FHWA
		125	0	137	0	
Granted by S.A.		0	0	Calendar Days Underrun	3	0
Extended by Department/Arbitration		15	0	Calendar Days Overrun	0	0
Weather Days - 12 Days				Liquidated Damages/Penalty	11 - 28 - 10	
Holiday Days - 3 Days				Per Day (Article 9-10.2 & B-12)		
Total Calendar Days Allowed		140	0	Total Penalty		
Total Amount				Total Amount		
FIN PROJ ID	CERTIFIED AMOUNT	FINAL AMOUNT	(-) ADJUSTMENTS	AMOUNT DUE	EST. NO.	
422394-1-52-01	888,433.01	888,433.01		0	0008	
<b>TOTALS</b>						
DATE PLAN RECEIVED	PLAN CHANGE	NO	NO	NO CHANGE		
11 - 4 - 10						
STATE FIELD CHANGE	SLASH SA	BONUS TYPE & AMOUNT				
TERRITORY OR LOCAL OR FEDERAL						
DESCRIPTION	DATE RECD	DESCRIPTION	DATE RECD			
Certification of Compliance with specs & plans	10/18/2010	DBE Utilization	11 - 16 - 10			

# Document is scanned at 75 dpi making it non legible.

Date: Oct 29, 2010

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

Page No: 1  
FORM 700-366-10  
CONSTRUCTION  
05/08

**COMPUTATION BOOK PAYITEM SUMMARY AND CERTIFICATION SHEET**

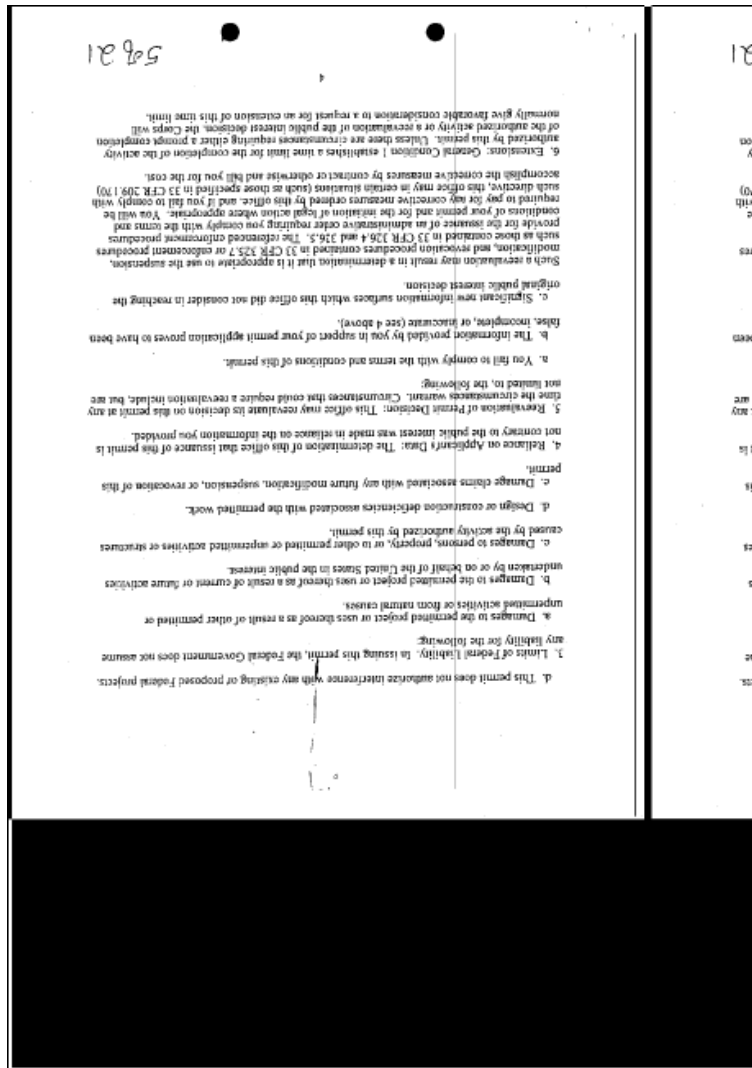
Contract ID: 11371      Fin. Proj. ID: 4220415201      Managing District: 01      FAP No.: N/A

Fin Proj Request Work Pak: 588,438.12

Quantity	Unit Meas	Item Code	S.A. Number	Pay Item Description	CDMS Doc / Page No.	Unit Price	Item Paid Amount	Line Item Adjustment Amount	Total Item Paid Amount
1.000	LS	0000 2		LUMP SUM CONTRACT, ALTERNATIVE BIDDING	3	\$862,000.00	\$862,000.00	\$0.00	\$862,000.00
<b>Contract Adjustments for Pay Item Code: 0999 2      Change Order Number:</b>									
0.000		0000 MICH 01		Invoice Match Adjustment - 04/13/2010		\$0.00	\$0.00	\$66.20	
0.000		0000 MICH 01		Invoice Match Adjustment - 06/13/10		\$0.00	\$0.00	\$80.34	
0.000		0000 MICH 01		Invoice Match Adjustment - 07/12/2010		\$0.00	\$0.00	\$86.90	
0.000		0000 MICH 01		Invoice Match Adjustment - 08/16/2010		\$0.00	\$0.00	\$128.64	
2,000.000		0005 CRF 01		CRF - Lot # 1 @ 90%	4	\$0.15	\$0.00	\$4,200.00	
669.190		0005 CRF 02		CRF - Lot # 2 @ 100%		\$0.15	\$0.00	\$2,710.11	
0.000		0005 MICH 01		Invoice Match Adjustment - 09/16/2010		\$0.00	\$0.00	\$30.00	
0.000		0005 MICH 01		Invoice Match Adjustment - 10/17/10		\$0.00	\$0.00	\$418.12	
0.000		0005 CRF 01		CRF Correction - Lot #2 - previously paid 6/16/2010		\$0.00	\$0.00	\$2,710.11	
0.000		0005 CRF 02		CRF - Lot #2 @ 100% - Corrected 10/17/2010	5	\$0.15	\$0.00	\$2,000.20	
0.000		0005 CRF 02		LUMP SUM CONTRACT, ALTERNATIVE BIDDING, (Claim Settlement for compensation of time & production due to a contract with abandoned 3" PVC work - 10)	7	\$5,727.46	\$5,727.46	\$0.00	\$5,727.46
0.000	LS	0999 21	003	INITIAL CONTINGENCY AMOUNT, DO NOT BID	10	\$48,997.00	\$0.00	\$1,221.98	\$1,221.98
<b>Contract Adjustments for Pay Item Code: 0999 25      Change Order Number:</b>									
0.000		0007 CORR 01		Work Order #01 - Reduct of signal buttons and detectors	11	\$0.00	\$0.00	\$1,221.98	
							<b>PAGE TOTAL:</b>		\$68,135.78
							<b>PROJECT TOTAL:</b>		\$950,135.78

10-4-10

# Document is upside down and not cropped to the correct size.



# Document is skewed and cut off.

FIN No. 722899-1-52-01 CONTRACT FILE CHECKLIST Contract Number: T 15

Description	Initials	Date
1 FINAL ESTIMATE SUBMITTAL CHECKLIST		
2 FINAL PLANS & ESTIMATE TRANSMITTAL (700-050-20)		
3 PROJECT HAS BONUS / INSENTIVE PAYMENTS		
4 COPY OF OFFER OF FINAL PAYMENT WITH CERTIFICATION ATTACHED		
5 TENTATIVE FINAL ESTIMATE		
6 NECESSARY ADJUSTMENTS		
7 SITEMANAGER MATCHES FINAL ESTIMATE AND FINAL TIME FILE		
8 NECESSARY ADJUSTMENTS		
9 SITEMANAGER MATCHES FINAL ESTIMATE AND FINAL TIME FILE		
10 NECESSARY ADJUSTMENTS		
11 NECESSARY ADJUSTMENTS		
12 NECESSARY ADJUSTMENTS		
13 NECESSARY ADJUSTMENTS		
14 NECESSARY ADJUSTMENTS		
15 NECESSARY ADJUSTMENTS		
16 NECESSARY ADJUSTMENTS		
17 NECESSARY ADJUSTMENTS		
18 NECESSARY ADJUSTMENTS		
19 NECESSARY ADJUSTMENTS		
20 NECESSARY ADJUSTMENTS		
21 NECESSARY ADJUSTMENTS		
22 NECESSARY ADJUSTMENTS		
23 NECESSARY ADJUSTMENTS		
24 NECESSARY ADJUSTMENTS		
25 Other		
26		
27		
28		

BELOW FOR OFEO USE ONLY:

UN-ENCUMBER REMAINING CONTINGENCY FUNDS

BEHWA PACKAGE SENT

OVERPAYMENTS CHECK TRANSMITTAL (COPY)

COURT ORDERS, FINAL JUDGEMENTS, ARBITRATION RULINGS, ECT. (COPY)

LETTER (S) OF ACCEPTANCE (ORIGINAL)

FINAL ESTIMATE APPROVED IN BM / EED

UNPAID BILLS CHECKED

PASSED

FINANCIAL STATUS CLEARED

PAID

FINANCIAL STATUS CHANGE

90.00 FINAL ESTIMATE STATUS CHANGE



# Can't read the scanned document due to color. (Should scan in color)

## AGGREGATE PRICE ADJUSTMENT

### STOCKPILE DEVELOPMENT

	S-1 & #89	1/1/2008	\$24.11	20000	50.00%	0.5000	5000	2500.00	17500.00	
T9000	S-1 & #89	1/28/2008		5000	50.00%	0.5000	12000	6000.00	16500.00	
	S-1 & #89	3/1/2008		6000	50.00%	0.5000	8000	4000.00	18500.00	
					50.00%	0.5000	7000	3500.00	15000.00	
Jan-08					50.00%	0.5000	6000	3000.00	12000.00	
					50.00%	0.5000	6500	3250.00	8750.00	
					50.00%	0.5000	8800	4400.00	4350.00	
\$24.11					50.00%	0.5000	6700	3350.00	1000.00	
					50.00%	0.5000	2000	1000.00	0.00	
					0.00%	0.0000	0	0.00	0.00	
					0.00%	0.0000	0	0.00	0.00	
					0.00%	0.0000	0	0.00	0.00	



Contract Number
Base Date - Letting Date
Base Index - The price on the letting date as stated on the Bidder Information Table on the State Construction Office website.
Material Type - Reference design mix "Type Material" on "Table #2".
Purchase Date - Date material was purchased.
Purchase Price - The price from the Bidder Information Table at the time of purchase.
Tons purchased from vendor.
Design Mix % - Reference design mix "Table #3". If you change the design mix, change design mix % to reflect new mix.
Conversion Factor - reflects ratio of component material to each ton of mix.
Tons Placed - Total tons placed and paid for each month. Quantity may be split if design mix % is changed.
Stockpile Depletion - Amount of component material consumed from stockpile.
Mat'l Remaining - Tonnage remaining in stockpile.
Adjustment - Amount of adjustment to be entered as a line item adjustment for the appropriate pay item.

# D1 Technical Services

Process for recording/storing meetings –  
Digitizing the recordings.

# Process for recording meetings and archiving the audio / video in EDMS

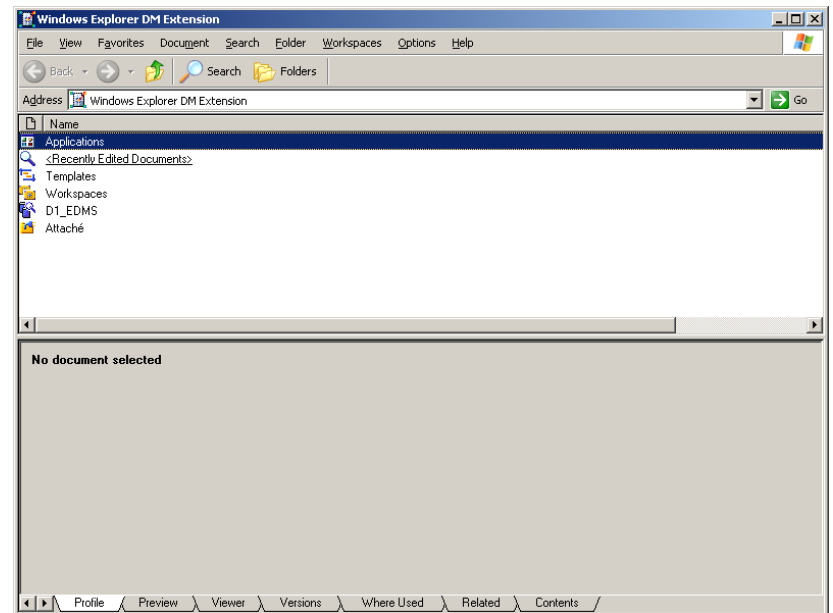
- Agenda must have the following statement at the bottom:
  - ▣ **“This meeting will be audio/video recorded and will become part of the construction project records.”**
- Before the start of the project level meeting, the following statement must be read:
  - ▣ **“This meeting is being audio/video recorded and will become part of the construction project records.”**

# Process for recording meetings and archiving the audio / video in EDMS

- Meeting shall be recorded in the following formats:
  - MPEG (MPEG3 or MPEG4)
  - AVI
  - FLV
  - WMV (Includes WMA)

# Process for recording meetings and archiving the audio / video in EDMS

- Download the minutes to your hard drive
- Use Hummingbird DM Extension program to import into EDMS



# Process for recording meetings and archiving the audio / video in EDMS

- Document Group
  - ▣ CONST09 – Job Correspondence
- Document Type
  - ▣ CONST092 – Meetings
- Document Date is the date the meeting was held
- Subject Description examples:
  - ▣ *Erosion Control Progress Meeting*
  - ▣ *Partnering Meeting*
  - ▣ *Field/Site Meeting*
  - ▣ *Preconstruction Meeting*
  - ▣ *Prepaving Meeting*
  - ▣ *Weekly Progress Meeting*

# Process for recording meetings and archiving the audio / video in EDMS

The screenshot displays the 'Construction Profile' application window. On the left is a navigation pane with a tree view under 'All Locations' containing 'Applications', '<Recently Edited Documents>', 'Templates', 'Workspaces', 'D1\_EDMS', and 'Attaché'. The main area shows document details for 'D1\_EDMS' with the following fields:

- Document Name:** RECORDING 07.20.09
- Financial ID #:** 11111111111
- Contract #:** T1111
- Document Group:** CONST09 (with a dropdown arrow) and 'JOB CORRESPONDENCE' below it.
- Document Type:** CONST092 (with a dropdown arrow) and 'MEETINGS' below it.
- Document Date:** 7/20/2009 (with a dropdown arrow)
- Subject Desc:** PROGRESS MEETING AUDIO (with a scrollable text area)
- Spec. Sect Num:** (with a dropdown arrow)
- Retention:** 15
- Close Out Date:** (with a dropdown arrow)

On the right side, there are additional fields:

- Received Date:** (with a dropdown arrow)
- Received From:** (text field)
- Addressed To:** (text field)
- Modified Date:** (with a dropdown arrow)
- Modified By:** (text field)
- QC Operator:** CN106SS
- Structure #:** (text field)
- Pages:** (text field)
- File Size (KB):** (text field)

A 'DM Required' section contains:

- Author:** CN106SS (with a dropdown arrow)
- Application:** WMPPLAYER (with a dropdown arrow)
- Published to Archive
- Sensitive Document Contents
- Exempt from Public Record

At the bottom left, there is a checkbox for 'Restricted' (checked) and a 'Security' button. At the bottom right, there are 'Save' and 'Cancel' buttons. On the far right edge, there is a vertical pane with 'History' and 'Created:' (listing 'Scott Sikor') and 'Edited:' (listing 'Scott Sikor') sections, along with an 'Enable Retention' checkbox.

# Process for recording meetings and archiving the audio / video in EDMS

- Once the Audio / Video is saved in EDMS the QC reviewer shall open the saved audio and confirm the entire imported audio's quality is acceptable prior to Archiving in EDMS.
- If anyone has questions on using the Electronic Document Management System, Windows Explorer DM Extension contact one of the following:
  - ▣ Alex Adames: 863-519-2651
  - ▣ Mary Jane Brantley: 863-519-2647
  - ▣ Scott D. Sikorski: 863-519-2782



The END.....



**QUESTIONS?**