



Florida Department of Transportation

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October 8, 2008

This Bulletin Has Expired

REVISED

CONSTRUCTION BULLETIN NO.: 01-08

(FHWA Approved: 10/7/08)

TO: DISTRICT CONSTRUCTION ENGINEERS

FROM: David Sadler, Director, Office of Construction *David A. Farrow*
FOR

COPIES: Bob Burleson (FTBA), Brian Blanchard, Robin Naitove, Chris Richter (FHWA), Greg Williams (FHWA)

SUBJECT: CONSTRUCTION PROJECT ADMINISTRATION MANUAL (CPAM) CHANGES FOR CHAPTER 7 SECTION 4

This Bulletin revises Construction Bulletin 01-08. The following changes to the CPAM are effective the date of this Bulletin and will be incorporated into the next CPAM revision.

Section 7.4.9.4 Funds Used for Credits on Projects

Work Order form (700-010-80) may be used for the purpose of documenting the deletion of work for lump sum projects (receiving credits from the contractor for deleted work). This will be accomplished by selecting the proper type “**Adj. for deleted work-LS jobs only**” in site manager while doing the Line Item Adjustment. This ensures that funding is credited back to the proper function (usually 200 or 203), and not to the contingency funds (202). When the Work Order form is used for this purpose, no numbering of the form will occur and it will not be entered in the Contract Change Tracking System.

In addition, the following instructions are to be used for processing a credit on a lump sum project using a Work Order in Site Manager via line item adjustment. The following steps will be incorporated into the Site Manager Manual.

1. The credit to a lump sum project should be documented using form 700-010-80
2. The estimate will need to be generated in Site Manager.
3. From the Main Panel select “Contract Administration”
4. Next select “Contractor Payments”
5. Next select “Contract Adjustments”
6. Next select “Line Item Adjustments”
7. Next select the Contract
8. Next select the Estimate No. to be adjusted

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9. Next complete the bottom portion of the screen using drop downs
 - Select the project number
 - Right click on Line Item Number and select the line item number for **Lump Sum Contract** (should be line item number 0005)
 - Next select the "Type" of adjustment. For a credit you ALWAYS select "**Adj. for deleted work- LS jobs only**". This will ensure the funds are credited back to function 200 or 203 instead of the function 202 (contingency).
 - Fill in Quantity of 1.000 and your Unit Price (negative dollar amount) (the Amount field will automatically populate)
 - Click on the "remarks" field and enter a description of the credit.

Work Order form (700-010-80) may be used for the purpose of documenting the deletion of work for bid item projects (receiving credits from the contractor for deleted work). This will be accomplished by selecting the proper type "**Credit for contract change**" in site manager while doing the Line Item Adjustment. This ensures that funding is credited back to the proper function (usually 200 or 203), and not to the contingency funds (202). When the Work Order form is used for this purpose, no numbering of the form will occur and it will not be entered in the Contract Change Tracking System.

In addition, the following instructions are to be used for processing a credit on a lump sum project using a Work Order in Site Manager via line item adjustment. The following steps will be incorporated into the Site Manager Manual.

1. The credit to a lump sum project should be documented using form 700-010-80
2. The estimate will need to be generated in Site Manager.
3. From the Main Panel select "Contract Administration"
4. Next select "Contractor Payments"
5. Next select "Contract Adjustments"
6. Next select "Line Item Adjustments"
7. Next select the Contract
8. Next select the Estimate No. to be adjusted
9. Next complete the bottom portion of the screen using drop downs
 - Select the project number
 - Right click on Line Item Number and select the line item number you wish to receive the credit
 - Next select the "Type" of adjustment. For a credit you ALWAYS select "**Credit for contract change**". This will ensure the funds are credited back to function 200 or 203 instead of the function 202 (contingency).
 - Fill in Quantity of 1.000 and your Unit Price (negative dollar amount) (the Amount field will automatically populate)
 - Click on the "remarks" field and enter a description of the credit.

This will be a new section in CPAM and the existing numbering for sections that follow will change when this section is incorporated.

If you have any questions, please contact Derek Fusco at (850) 414-4167.

DS/fw

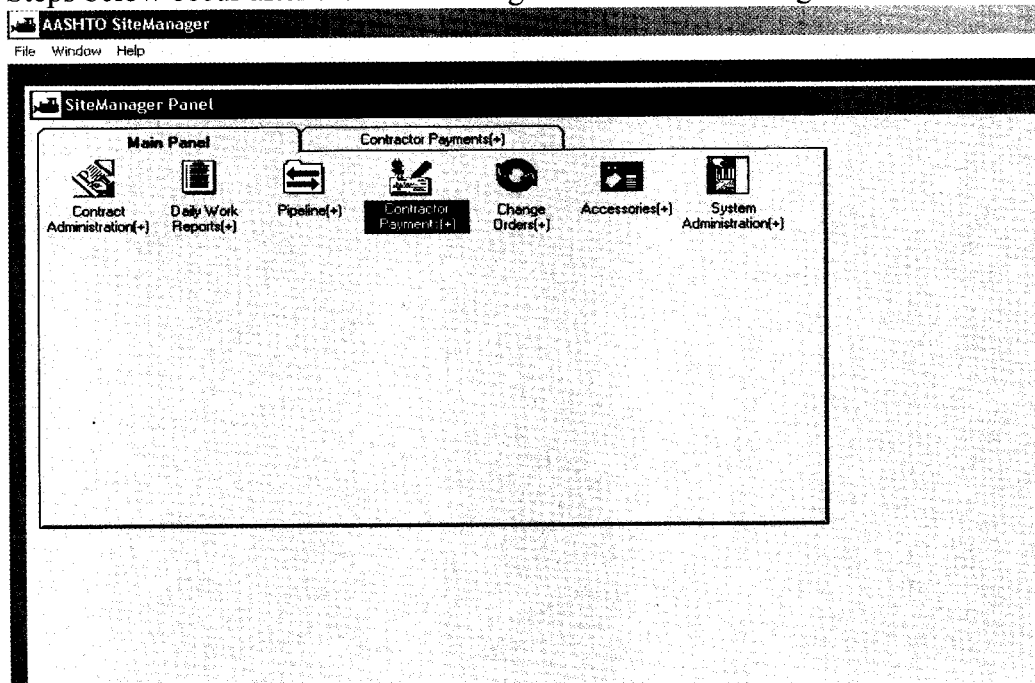
Attachment

CREDITS FOR DELETED WORK ON LUMP SUM CONTRACTS VIA WORK ORDER

Steps for processing a credit on a lump sum project in site manager via line item adjustment.

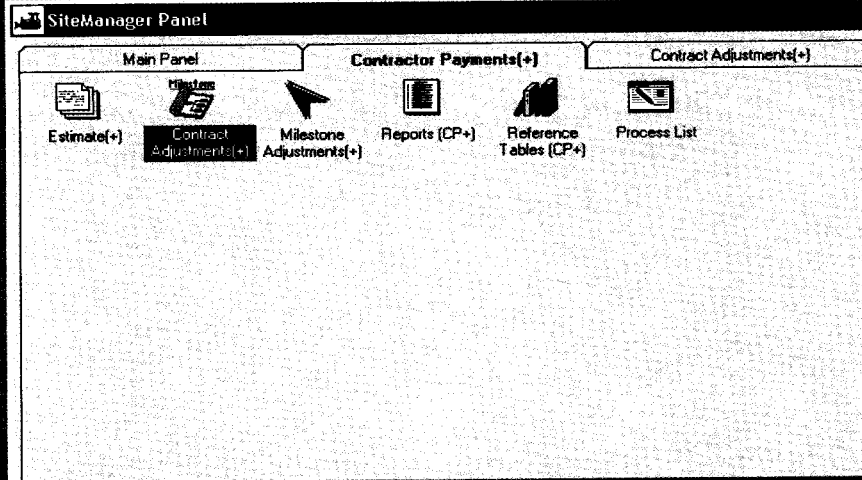
Credit will be documented using form 700-010-80 (no numbering on the form and this will not be entered in Contract Change Tracking System).

Steps below occur after the estimate is generated in site manager:

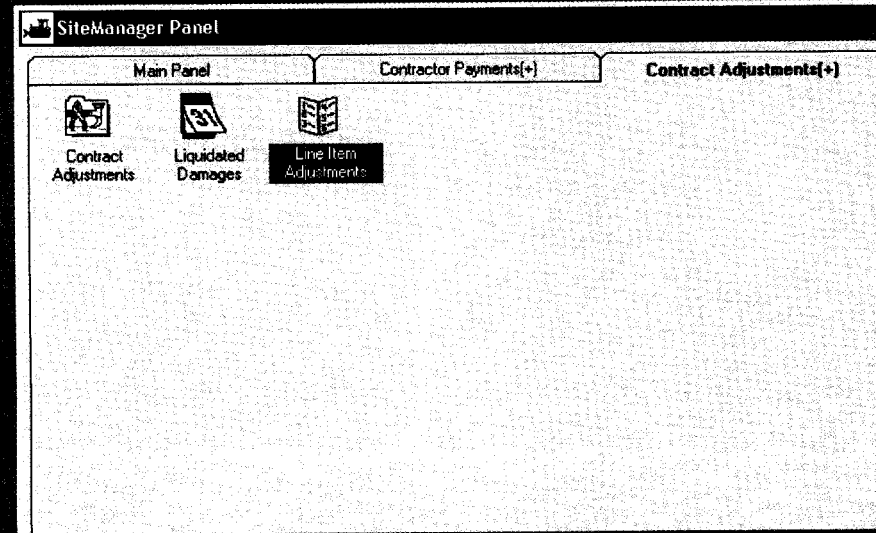


From Main Panel – select “Contract Administration”

Select “Contractor Payments”



Select "Contract Adjustments"



Select "Line Item Adjustments"

Contracts

Selection

Contract

Find :

Contract

Contract ID	Vendor ID	Fed State Proj Nbr	Status	County	Lvl 2	Lvl 3	Lvl 4	Loca
E2J08	VF204567692001	N/A	ACTV	72	02	214		FROM SR 1111ED
E2J66	VF581401468001	N/A	ACTV	28	02	214		FROM US 301
E2J70	VF204567692001	N/A	ACTV	26	02	214		FROM SR 20
E2K78	VF581664594002	N/A	ACTV	26	02	214		@ 16TH AVE
E2K83	VF592871935002	N/A	ACTV	26	02	214		FROM RR OVERF
E2L07	VF204567692001	N/A	ACTV	27	02	214		AT SR 121

OK

Cancel

Select Contract

AASHTO SiteManager
File Edit Services Window Help

Select Contract and Estimate

Selection
 Contract: E2J08
 Estimate:

Find:

Estimate

Estimate Number	Net Pay	Period End Date	PM User ID	PM Appr. Date	Last Appr. User ID	Last Appr. Date	Est Stat
0004	\$ 0.00	09/05/07		09/05/07	EEDPJ55	03/19/08	APRV
0003	\$ 0.00	09/05/07	cn214bl	09/05/07	EEDPJ55	03/19/08	APRV
0002	\$72,566.52	08/19/07	cn214cd	08/21/07	EEDPJ55	08/24/07	APRV
0001	\$21,553.48	07/22/07	cn214cd	07/25/07	EEDPJ55	08/13/07	APRV

OK Cancel

Select Estimate No. to be adjusted (you can only select the latest estimate – once an estimate has been approved, you can not make adjustments to it)

AASHTO SiteManager
File Edit Services Window Help

Line Item Adjustments

Contract ID: E2J08 Estimate Nbr: 0004

Catg Nbr	Pj Nbr	Item Code	Line Item Number	Description	Price Adj. Type	Entered Date	Supp
						05/01/08	

Project Number: Line Item Number:

Line Item Adjust Detail Information:

Type: Entered By: cn214bl
 Amount: 00 Entered Date: 05/01/08
 Quantity: .00000
 Unit Price: 0.00000

Stockpiled Information
 Stockpiled Sn: Replenish Sn:

This is the next screen that appears – you will complete the bottom portion of the screen using drop downs.

AASHTO SiteManager
 File Edit Services Window Help

Line Item Adjustments
 Contract ID: E2108 Estimate Nbr: 0004

Catg Nbr	Pri Nbr	Item Code	Line Item Number	Description	Price Adj. Type	Entered Date	Supp
20964275201						05/01/08	

Project Number: 20964275201 Line Item Number:

Line Item Adj: 0964275201/0 Type: Entered By: jn214bl
 Amount: Entered Date: 05/01/08
 Quantity: Stockpiled Information
 Unit Price: 0.00000 Stockpiled Sn: Replenish Sn:

Select the Project Number that the credit applies to.

AASHTO SiteManager
 File Edit Services Window Help

Line Item Adjustments
 Contract ID: E2108 Estimate Nbr: 0004

Catg Nbr	Pri Nbr	Item Code	Line Item Number	Description	Price Adj. Type	Entered Date	Supp
20964275201						05/01/08	

Project Number: 20964275201 Line Item Number:

Line Item Adj Detail Information: Type: Entered By: jnc
 Amount: .00 Entered Date: 05/01/08
 Quantity: .00000 Stockpiled Information
 Unit Price: 0.00000 Stockpiled Sn: Replenish Sn:

Search
 Filter Search
 Filter
 Find
 Sort
 Show Filter/Sort

Right click on the Line Item Number blank and select "search"

The screenshot shows the AASHTO SiteManager interface. A 'Search Window' dialog box is open, displaying a table of search results. The table has columns for 'C N', 'Prj Nbr', 'Line Item Nbr', 'Item Code', and 'Item Description'. Two items are listed:

C N	Prj Nbr	Line Item Nbr	Item Code	Item Description
	20964275201	0005	0999 2	LUMP SUM CONTRACT - ALTERNATIVE BIDDING
	20964275201	0010	0999 25	INITIAL CONTINGENCY AMOUNT. DO NOT BID

Below the table are 'OK' and 'Cancel' buttons. To the right of the search window, there are fields for 'Entered Date' (05/01/08) and 'Supp'. Below the search window, there is a 'Line Item Adjust Detail Information' section with fields for 'Type', 'Amount' (.00), 'Quantity' (.00000), and 'Unit Price' (0.00000). There are also fields for 'Entered By' (cn214bl) and 'Entered Date' (05/01/08). A 'Stockpiled Information' box contains 'Stockpiled Sn: 0' and 'Replenish Sn: 0'.

The Items for the project number you selected will appear. You will select the appropriate Line Item (which is Lump Sum Contract)

The screenshot shows the AASHTO SiteManager interface with the 'Line Item Adjustments' window. The 'Contract ID' is E2108 and the 'Estimate Nbr' is 0004. A table displays the selected line item:

Catg Nbr	Prj Nbr	Item Code	Line Item Number	Description	Price Adj. Type	Entered Date	Supp
0600	20964275201	0999 2	0005	LUMP SUM CONTRACT - ALTERNATIVE BID		05/01/08	

Below the table, the 'Project Number' is 20964275201 and the 'Line Item Number' is 0005. The 'Line Item Adjust Detail Information' section shows the following details:

- Type: Adj. for deleted work - LS jobs only
- Amount: Adj. for deleted work - LS jobs only
- Quantity: Asphalt Content
- Unit Price: Asphalt Density
- Autopay: Asphalt Sieve Failures

Other fields include 'Entered By' (cn214bl), 'Entered Date' (05/01/08), and 'Replenish Sn' (0).

THIS PART IS VERY IMPORTANT – for a credit on lump sum projects – you will **ALWAYS SELECT "Adj. for deleted work – LS jobs only"** (this ensures that the funds are credited back to the proper function which is 200 or 203 for regular funds)

AASHTO SiteManager
File Edit Services Window Help

Line Item Adjustments
Contract ID: E2J08 Estimate Nbr: 0004

Catg Nbr	Pj Nbr	Item Code	Line Item Number	Description	Price Adj. Type	Entered Date	Supp
0800	20964275201	0999 2	0005	LUMP SUM CONTRACT - ALTERNATIVE BID		05/01/08	

Project Number: 20964275201 Line Item Number: 0005

Line Item Adjust Detail Information:

Type: Adj. for deleted work - LS jobs only Entered By: jcn214bl
 Amount: .00 Entered Date: 05/01/08
 Quantity: 1.00000
 Unit Price: -500.00000

Stockpiled Information
 Stockpiled Sr: 0 Replenish Sr: 0

Fill in Quantity of 1.000 and your Unit Price (negative dollar amount) (the Amount field will automatically populate)

AASHTO SiteManager
File Edit Services Window Help

Line Item Adjustments **Remarks**
Contract ID: E2J08 Estimate Nbr: 0004

Catg Nbr	Pj Nbr	Item Code	Line Item Number	Description	Price Adj. Type	Entered Date	Supp
0800	20964275201	0999 2	0005	LUMP SUM CONTRACT - ALTERNATIVE BID		05/01/08	

Project Number: 20964275201 Line Item Number: 0005

Line Item Adjust Detail Information:

Type: Adj. for deleted work - LS jobs only Entered By: jcn214bl
 Amount: -500.00 Entered Date: 05/01/08
 Quantity: 1.00000
 Unit Price: 500.00000

Stockpiled Information
 Stockpiled Sr: 0 Replenish Sr: 0

Click on "Remarks" Icon at top of screen

AASHTO SiteManager
File Edit Services Window Help

Line Item Adjustments

Contract ID : E2108 Estimate Nbr: 0004

Catg Nbr	Pri Nbr	Remarks (General Remarks)	Supp
0600	20964275201	credit for work deleted - change in plant sizes	

Project Number: 20964275201 Line Item Number: 0005

Line Item Adjust Detail Information :

Type: Adj. for deleted work - LS jobs only Entered By: cn214bl

Amount: -500.00 Entered Date: 05/01/08

Quantity: 1.00000

Unit Price: -500.00000

Stockpiled Information
Stockpiled Sn: 0 Replenish Sn: 0

Enter a description of the credit (this will print on the estimate); then click on the Remarks Icon again.

AASHTO SiteManager
File Edit Services Window Help

Line Item Adjustments

Contract ID : E2108 Estimate Nbr: 0004

Catg Nbr	Pri Nbr	Item Code	Line Item Number	Description	Price Adj. Type	Entered Date	Supp
0600	20964275201	10999 0	0005	LUMP SUM CONTRACT - ALTERNATIVE BID		05/01/08	

Project Number: 20964275201 Line Item Number: 0005

Line Item Adjust Detail Information :

Type: Adj. for deleted work - LS jobs only Entered By: cn214bl

Amount: -500.00 Entered Date: 05/01/08

Quantity: 1.00000

Unit Price: -500.00000

Stockpiled Information
Stockpiled Sn: 0 Replenish Sn: 0

You have completed the adjustment.

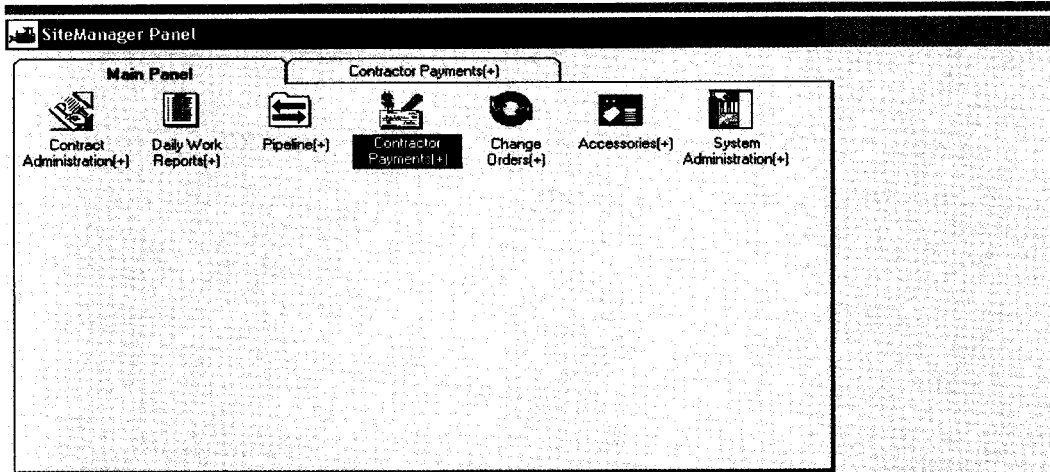
CREDITS FOR CONTRACT CHANGE VIA WORK ORDER

Steps for processing a credit for contract change on pay item contracts in SiteManager via line item adjustment.

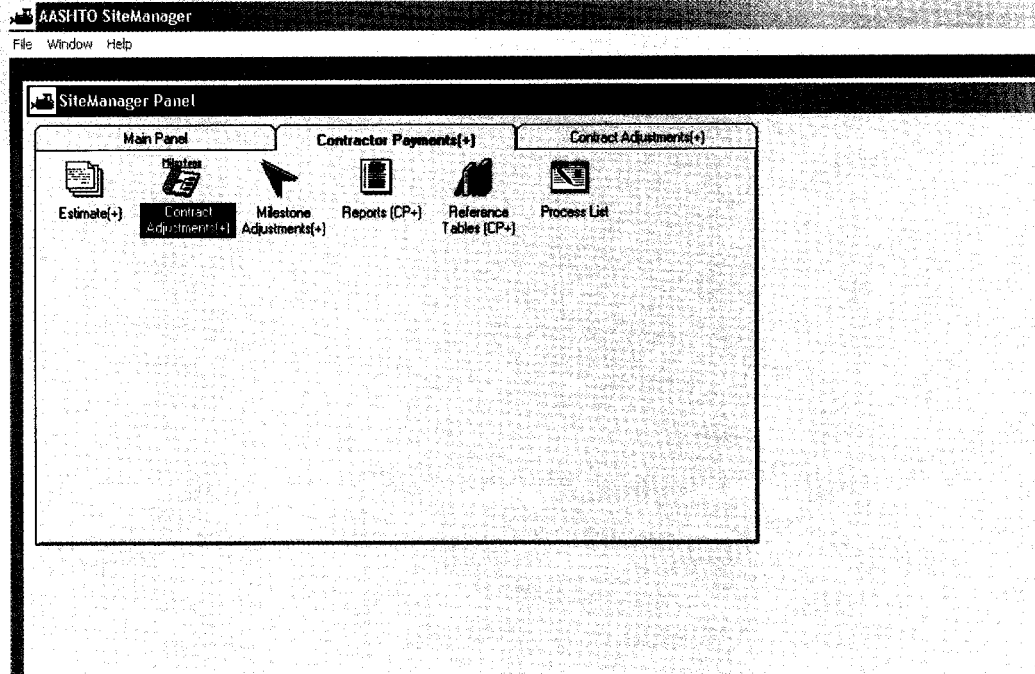
Credit will be documented using form 700-010-80 (The form may be numbered but this will not be entered in Contract Change Tracking System).

Steps below occur after the estimate is generated in SiteManager:

From Main Panel – select “Contractor Payments”



Select “Contract Adjustments”



Select Estimate No. to be adjusted (you can only select the latest estimate – once an estimate has been approved, you cannot make adjustments to it)

Select Contract and Estimate

Selection

Contract: T1257
 Estimate:

Find:

Estimate

Estimate Number	Net Pay	Period End Date	PM User ID	PM Appr. Date	Last Appr. User ID	Last Appr. Date	Est Stat
0004	\$ 00	08/27/08		00/00/00		00/00/00	PEND
0003	\$762,451.73	07/13/08	cn115ap	07/15/08	EEDPJ55	07/22/08	APRV
0002	\$889,085.35	06/15/08	cn115ap	06/17/08	EEDPJ55	06/23/08	APRV
0001	\$187,550.28	05/18/08	cn115ap	05/20/08	EEDPJ55	05/23/08	APRV

OK Cancel

This is the next screen that appears – you will complete the bottom portion of the screen using drop downs.

AASTHD SiteManager

File Edit Services Window Help

Line Item Adjustments

Contract ID: T1257 Estimate Nbr: 0004

Catg Nbr	Pri Nbr	Item Code	Line Item Number	Description	Price Adj. Type	Entered Date	Supp
						08/27/08	

Project Number: Line Item Number:

Line Item Adjant Detail Information :

Type: Entered By: cn982ks
 Amount: .00 Entered Date: 08/27/08
 Quantity: .00000
 Unit Price: .00000

Stockpiled Information

Stockpiled Sn: Replenish Sn:

Ready Server Svttest SMADMIN cn982ks

Select the Project Number that the credit applies to.

AASHTO SiteManager

File Edit Services Window Help

Line Item Adjustments

Contract ID: 11257 Estimate Nbr: 0004

Catg Nbr	Pri Nbr	Item Code	Line Item Number	Description	Price Adj. Type	Entered Date	Supp
						08/27/08	

Project Number: [Redacted] Line Item Number: [Redacted]

Line Item Adjust Detail Information:

Type: [Redacted] Entered By: cn982ks

Amount: [Redacted] Entered Date: 08/27/08

Quantity: [Redacted]

Unit Price: [Redacted]

Stockpiled Information:

Stockpiled Sn: [Redacted] Replenish Sn: [Redacted]

Line Item Adjustments

Contract ID: 11257 Estimate Nbr: 0004

Catg Nbr	Pri Nbr	Item Code	Line Item Number	Description	Price Adj. Type	Entered Date	Supp
1958133520						09/04/08	

Project Number: 1958133520 Line Item Number: 0090

Line Item Adjust Detail Information:

Type: [Redacted] Entered By: cn982ks

Amount: .00 Entered Date: 09/04/08

Quantity: .00000

Unit Price: 0.00000

Stockpiled Information:

Stockpiled Sn: [Redacted] Replenish Sn: [Redacted]

Ready Server Evstest SMADMIN cn982ks

ber you
If you

THIS PART IS VERY IMPORTANT – for a credit on line item projects – you will **ALWAYS SELECT the Adjustment Type: “Credit for Contract Change”** (this ensures that the funds are credited back to the proper function which is 200 or 203 for regular funds)

Fill in
Quanti

ty of 1.0000
and your unit
price(negative

). The Amount will automatically populate.

Click on the “Remarks” icon at top of the screen:

Enter a

description of the credit (this will print on the estimate); then click on the Remarks Icon again.

AASHTO SiteManager

File Edit Services Window Help

Line Item Adjustments

Contract ID : 11257 Estimate Nbr: 0004

Catg Nbr	Pri Nbr	Remarks (General Remarks)	Supp
2500	0001	Credit for reduced straightedge requirements.	

Project Number: 19581335201 Line Item Number: 0090

Line Item Adjmnt Detail Information :

Type: Credit for Changed Work Requirements Entered By: jn982ks

Amount: -2.550.00 Entered Date: 08/29/08

Quantity: 1.00000

Unit Price: -2.550.00000

Stockpiled Information

Stockpiled Sn: 0 Replenish Sn: 0

Save and you have completed the adjustment.

AASHTO SiteManager

File Edit Services Window Help

Line Item Adjustments

Contract ID: 11257 Estimate Nbr: 0004

Catg Nbr	Pri Nbr	Item Code	Line Item Number	Description	Price Adj. Type	Entered Date	Supp
2200	18581335201	0000	0090	ASPHALT CONCRETE FRICTION COURSE		09/04/08	

Project Number: 18581335201 Line Item Number: 0090

Line Item Adjust Detail Information:

Type: Credit for Changed Work Requirements Entered By: cn982ks

Amount: 2,550.00 Entered Date: 09/04/08

Quantity: 1.00000

Unit Price: 2,550.00000

Stockpiled Information

Stockpiled Sn: 0 Replenish Sn: 0

Ready Server Svstest SMADMIN cn982ks