

## Time Tab for Proposals

The next tab is the “**TIME**” Tab. Click on the hyperlinked tab title to open. It looks similar to the “Project Tab,” doesn’t it? The **TIME** entity refers to the “**Contract Time**” as specified in the specifications. The Time data **must** be entered manually. Notice there are only 5 mandatory Time fields: **Site Number**, **Time Description**, **Time Type**, **Number of Time Units** and **Time Units**.

The screenshot shows the 'Proposal: 000test22 - nnn' interface. The 'Time' tab is selected in the left sidebar. The main form area displays the '00 - Contract Time' record. A red arrow points to the 'Contract Record Banner' at the top right of the form. The form contains the following fields:

- Site Number:** \* (text input, value: 00, up to 20 characters)
- Time Description:** \* (dropdown menu, value: Contract Time)
- Time Type:** \* (dropdown menu, value: AD)
- Number of Time Units:** \* (text input, value: 100)
- Time Unit:** \* (text input, value: Days)
- Completion Date:** (calendar icon)
- Start Date:** (calendar icon)
- Liquidated Damages Rate:** (text input)
- Liquidated Damages Unit of Time:** (dropdown menu)
- Road User Cost Per Time Unit:** (text input)
- Maximum Time:** (text input)
- Minimum Time:** (text input)
- Comment:** (text input)

There is a **SEARCH** field at the top of the page so that a variety of “**TIME**” entities can be added using this page.

Starting with the upper left hand side of the “**Contract Time**” window and moving to the top right hand side of the window, there are several terms that need clarification:

**Contract Time record banner** – Time ID as specified in the project specifications. This entity id combines the Site Number and the textual description “contract time.” This record can be collapsed or expanded by clicking on any element in the record. Notice the round icon containing an arrow points to the right side of the page when the record is collapsed and points down when expanded. The example provided here displays an arrow pointed down indicating the record is expanded.

**Site Number\*** – the unique identifier assigned to one of the time records associated to the contract.

**Time Description\*** – The type of time being specified. There are three different TIME elements that can be specified by accessing the dropdown menu options:

1. Construction Milestone – specified events that need to occur by a specified date
2. Contract Time – actual duration of the contract term

3. Lane Rental Days – assigned number of days contract is allowed to pay for

**Time Type\*** – the method that is to be used in the contract to record time. There are three different **TIME TYPES** available by the dropdown menu is clicked:

1. **AD** – actual time specified to complete a contract. Available Days allows for weather or other non-workable days over the life of the contract. This is standard in the general Specifications for Construction Contracts. When a new proposal is created, the default value in this field is **AD**.
2. **CD** – the time specified in calendar days. This is the standard for all Maintenance Contracts.
3. **DT** – the date by which a specific task, activity, milestone or the project is to be completed.

**Number of Time Units\*** – the number of days or hours assigned to complete the specific task, activity, milestone or project work.

**Time Unit\*** – the labeling for the time unit being used to measure either the allowed days or hours. When a new proposal is created, the default value in this field is **Days**.

**Main Proposal Time** – a checkbox option that designates the time unit is the principal one for the contract. This is significant when more than one project is associated to a contract and each project has its own time unit.

**Comment** – a text field that allows for additional notes regarding the time entity.

**Completion Date** – the calendar day identifying the date the task, activity, milestone or project was actually completed. Notice there is a “calendar” icon supplied to assist in selecting the correct date in the correct format. NOTE: This data may or may not be available until PreConstruction has ended.

**Start Date** – the calendar day that signals work is to commence on the task, activity, milestone or project. A “PIC” icon is provided that produces an actual date formatted according to system standards.

**Liquidated Damages Rate** – when this data is available, it specifies the rate to be used when liquidated damages are assessed to the contractor who exceeds the allowed time for the contract. The default value in our system is “1.”

**Liquidated Damages Unit of Time** – the type of time units specified in the contract as either days or hours used to calculate the monetary value for liquidated damages allowance. The default value in our system is “Days.”

**Road User Cost Per Time Unit** – the factor used in “Cost Plus Time” bids that represents the monetary value for the inconvenience the construction or repair will bring to the community affected.

**Maximum Time** – when given in the specifications or contract documents, the actual time period allowed to completing the assigned work.

**Minimum Time** – when specified, the shortest period of time that a contractor can spend on the work. This element is not used in Florida contracts.

More than one time entity can be associated to the proposal. There can be:

1. **Construction Milestone** – an actual activity or task that is identified in the contract documents
2. **Contract Time** – the time in terms of days or hours allocated to completing the work
3. **Lane Rental Days** – the number of allowable days that can be “rented” by the contractor to complete the work as specified in the project specifications or the contract documents.

\* Required data fields.