



Florida Department of Transportation (FDOT)
**Contract Information and Monitoring System
(CIMS)**

User's Manual

June 18th, 2018
Version 0.5

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1. Purpose

The Contract Information and Monitoring System (CIMS) is used by the Florida Department of Transportation (FDOT) to view all FDOT contract information in a single application. CIMS provides a comprehensive search capability and multiple views that communicate a variety of information associated with a selected contract.

2. Conventions (Pertaining to this manual)

- **TEXT:**
 - Font:** Calibri
 - Font Size:** 12
 - Color:** Black
 - Example:** Text
- **PAGE HEADERS:**
 - Font:** Arial
 - Font Size:** 13
 - Color:** Red: 55, Green: 93, Blue: 176
 - Weight:** Bold
 - Example:** **Header**
- **SECTION HEADERS:**
 - Font:** Calibri
 - Font Size:** 12
 - Color:** Black
 - Weight:** Bold
 - Example:** **Header**
- **MARGINS:**
 - 1st Level Margin 0”
 - 2nd Level Margin 0.5”
 - 3rd Level Margin 1”
 - *Each level further will add another .5” to the margin.
-  **CAUTION:** This term in bold print means users should be careful. In this situation, a user’s actions could result in loss of data or application errors.
-  **NOTE:** This term in bold print means users should take note. Notes contain helpful suggestions or additional information.
-  **DVAC RESTRICTED:** This term in bold print means that this feature is only editable to users that have DVAC privileges.
- **Italics:** When a term is in *Italics* it is referring a value being entered or to navigation within the application.
- **Bold:** When a term is in **Bold**, it is referring to a menu item or tool.
- **CAPITALIZED:** When an item is capitalized outside of normal standards, it is referring to a menu item or tool that was previously mentioned.
- **Highlighted:** The development of the feature related to this section is not completed. This section will be completed at that time.

3. Definitions, Acronyms, and Abbreviations

Term	Definition
BONDRQIR	Bond Required Not Received
BYRLY	Bi-Yearly
CEI	Construction Engineering and Inspection
CCEI	Consultant Construction Engineering and Inspection
CCTS	Contract Change Tracking System
CIMS	Contract Information and Monitoring System
CPPR	Contractor Past Performance Rating
DBE	Disadvantaged Business Enterprise
DCE	District Construction Engineer
FDOT	Florida Department of Transportation
DVAC	District Value Added Coordinator
Feature	A designed functionality of the CIMS application
FAP	Federal Aid Participation
Finproj	Short for “Financial project”
GUI	Graphical User Interface
INCORCDT	Incorrect Date
INSPFAIL	Inspection Failed
INSPHALT	Inspection Halted
MOT	Maintenance of Traffic
MTLY	Monthly
Navigational Link	A category grouping of CIMS features
NPDES	National Pollutant Discharge Elimination System
OTMO	One Time Only
QTLY	Quarterly
RACF	Resource Access Control Facility
SYRLY	Semi-Yearly
SiteManager	AASHTOWare Project SiteManager™ is a comprehensive client/server-based construction management tool.
ToC	Table of Contents
UI	User Interface
URL	Uniform Resource Locator
VAF	Value Added Feature
WKLY	Weekly
YRLY	Yearly

4. CIMS User Interface

The CIMS User Interface (UI) is divided into three main areas: (1) Navigational Links, (2) Feature Tabs, and (3) Active Feature Window. The Navigational Links provide direct navigational access to all CIMS features. The Feature Tabs and the contents of the Active Feature Window are directly associated to the currently selected feature and help organize the feature into logical groupings.

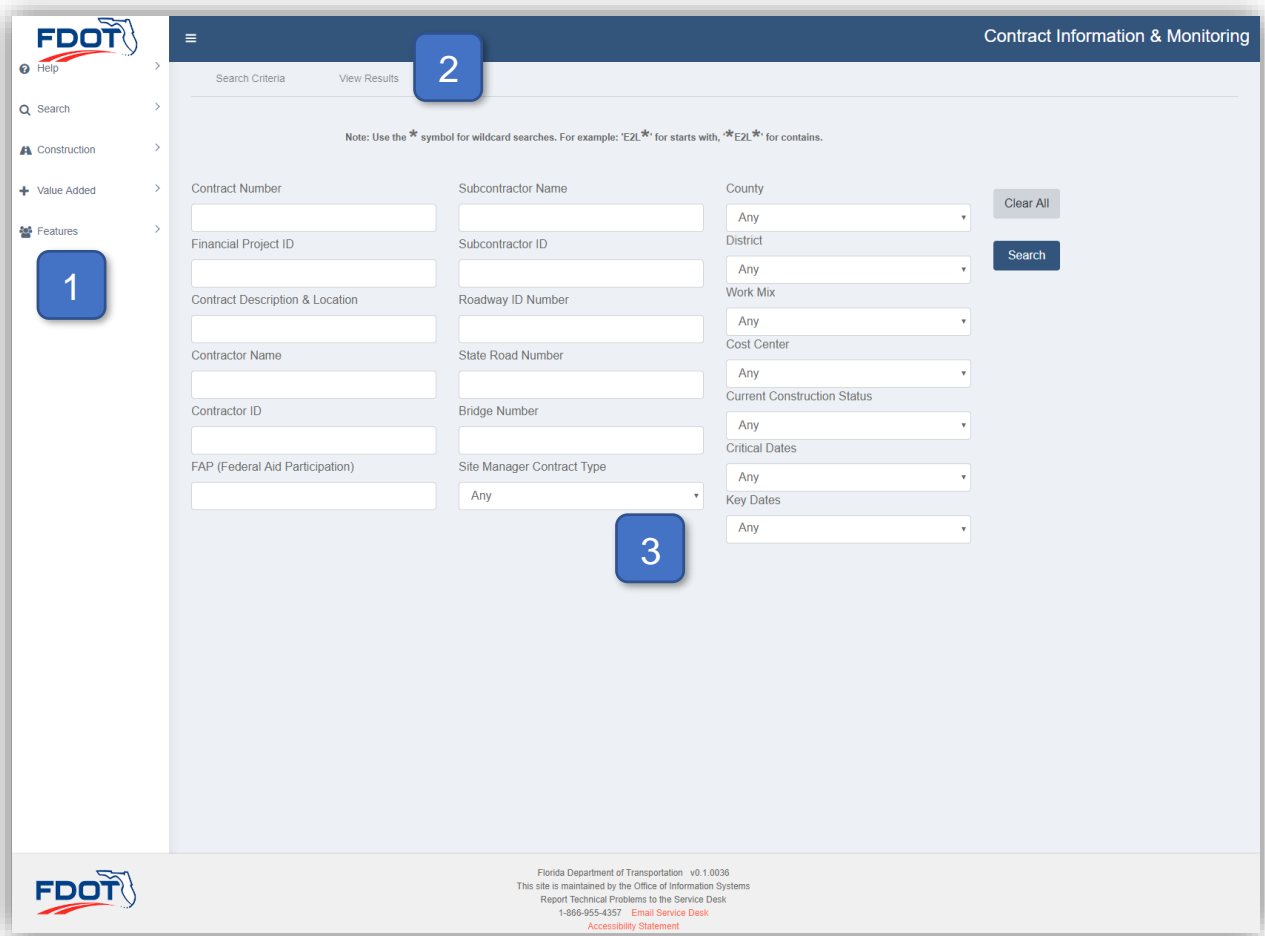


Figure 1 – CIMS User Interface

4.1. Accessibility

4.1.1. JAWS Help System

1. **To Open: Press and hold INSERT and press F1 twice quickly.**
2. **General Operations**
 - Go Back a page – **ALT+LEFT ARROW OR BACKSPACE**
 - Go forward a page – **ALT+RIGHT ARROW**
 - Read Address Bar – **INSERT+A**

- Next Link – **TAB**
- Prior Link – **SHIFT+TAB**
- List Links – **INSERT+F7**
- Next Radio Button – **A***
- Next Button – **B***
- Next Form Control – **F**
- Next Item in a List – **I**
- Access Table – **INSERT+SPACEBAR FOLLOWED BY T**
- Next Table – **T***
- Navigate Cells – **ALT+CTRL+RIGHT ARROW**
- Navigate Cards(Next Element) – **SHIFT+PERIOD**
- Navigate Cards(Previous Element) – **SHIFT+COMMA**

4.1.2. Microsoft Narrator Keyboard Commands

1. **To Open: Press Windows Logo Key+CTRL+ENTER**
2. **General Operations**
 - Move to next item – **CAPS LOCK + RIGHT ARROW**
 - Move to Previous Item – **CAPS LOCK + LEFT ARROW**
 - Access Table – **CAPS LOCK + K**
 - Navigate Table – **CAPS LOCK + F3**
 - Jump to next table – **CAPS LOCK + K**
 - Navigate Card – **CAPS LOCK + O**
 - Read Item – **CAPS LOCK + D**

5. Navigational Links

The navigational links are groupings of CIMS features. The links are a Table of Contents (ToC) style expandable list located on the left side of the UI. The links allow the user to navigate the CIMS application according to the specific feature the user needs to access. The navigational links can be expanded to show the contents of the link by selecting the arrow located next to the title of the link (see Figure 2). The navigational links can be collapsed by selecting the arrow when a link is in the expanded state. The selected feature will appear with a gray highlight when the parent navigational link is opened.

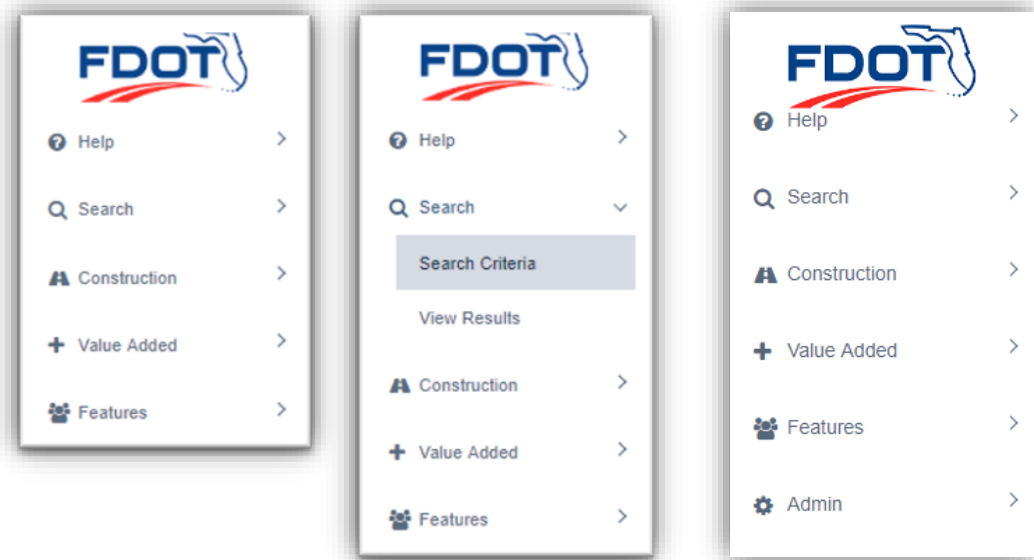


Figure 2 – Feature Navigational Links

5.1. Help

The **Help** link contains a link to this CIMS User’s Manual. Help within the previous version of CIM included links to the Value Added Features (VAF) User’s Guide, Contractor Past Performance Rating (CPPR) Guidelines, and CPPR User’s Guide. Those documents are now sections within this User’s Manual. They can be referenced at the following locations: [VAF Users](#), [CPPR Guidelines](#), and [CPPR Users](#).

5.2. Search

Search contains links to the following features: **Search Criteria** and **View Results**.

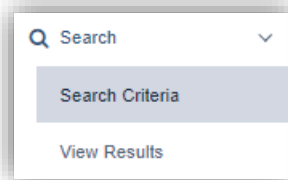


Figure 3 – Search Navigational Link

5.2.1. Search Criteria

The **Search Criteria** feature provides the user with all fields in order to conduct a search for a contract. The possible search fields include: **Contract Number, Financial Project ID, Contract Description and Location, Contractor Name, Contractor ID, Federal Aid Participation (FAP), Subcontractor Name, Subcontractor ID, Roadway ID Number, State Road Number, Bridge**

Number, Site Manager Contract Type, County, District, Work Mix, Cost Center, Current Construction Status, Critical Dates, and Key Dates.

NOTE: The wildcard symbol * can be used for search fields where text is entered. Wildcard searches enable CIMS to return results that match combinations of characters and wildcards. Adding the * will match zero or more non-space characters. For instance, *E2L** for Contract Number will match contracts E2L00, E2L02-R0, E2L05, etc. A search using **952** for Financial Project ID will match contracts with Finproj numbers 21149525201, 41259527202, 42344695204, etc.

Note: Use the * symbol for wildcard searches. For example: 'E2L*' for starts with, '*E2L*' for contains.

Contract Number	Subcontractor Name	County	Clear All
<input type="text"/>	<input type="text"/>	Any	
Financial Project ID	Subcontractor ID	District	Search
<input type="text"/>	<input type="text"/>	Any	
Contract Description & Location	Roadway ID Number	Work Mix	
<input type="text"/>	<input type="text"/>	Any	
Contractor Name	State Road Number	Cost Center	
<input type="text"/>	<input type="text"/>	Any	
Contractor ID	Bridge Number	Current Construction Status	
<input type="text"/>	<input type="text"/>	Any	
FAP (Federal Aid Participation)	Site Manager Contract Type	Critical Dates	
<input type="text"/>	Any	Any	
		Key Dates	
		Any	

Figure 4 – Search Criteria Feature

5.2.2. View Results

The **View Results** feature shows results from a contract search that has been conducted. The information in the **View Results** window is organized by using cards (i.e. windows inside the window) to display related information in groups. The cards have a header with a title that indicates the relevance of the information contained in the card. The cards contained in the View Results window include: **Search Results Summary, Search result Details, Finproj Summary, Construction Status, Alternate Bid Methods, and Subcontractors.**

1. Search Results Summary

The **Search Results Summary** displays the contracts that match the designated search criteria. The results are listed by **Contract Number** and include **Lead Finproj** and a **Contract Description**. If a search returns multiple pages of results, users can page through the results with the navigational tools provided above the Search Results Summary.

#	Contract #	Lead Finproj	Contract Description
1	20443	23863515201	SR 200 (STA) Add 2 lanes to ex
2	21143	19419615201	SR 80 SR 80 east of CR 78A to
3	21431	40491315201	FROM AT NORTH PORT SR-45 (US-4
4	21439	40680115201	US-1/SR-5 @ SW 272 STREET US-1
5	21443	20916815201	SR 9A ST. JOHN BUFF ROAD TO B
6	AN436-R0	41497927201	COUNTY OF FLAGLER MOA FROM MP
7	AO435-R0	40687817201	PINELLAS- OLDSMAR SWEEPING MOA
8	AO435-R1	40687817201	PINELLAS- OLDSMAR SWEEPING MOA

Figure 5 – Search Results Summary

2. Search Results Details

The **Search Results Details** provides a list of general information associated with a contract selected from the Search Results Summary. The information provided in the Search Result Details card includes: **Contract Number, District, County, Contractor Name, Contractor ID, Contract Description, Contract Location, SiteManager Contract Type, Flair Contract Type, Original Amount, and Original Contract Days.**

Search Result Details	
Contract Number	T1431
District	01 FIRST
County	12 LEE
Contractor Name	MCSHEA CONTRACTING, LLC
Contractor ID	F264642586
Contract Description	SR 45 (US 41) FROM THE COLLIER
Contract Location	US 41 COLLIER COUNTY LINE TO CORKSCREW ROAD
SiteManager Contract Type	CSL Construction Streamline
Flair Contract Type	CRS CONTRACTS
Original Amount	\$72,605.00
Original Contract Days	50

Figure 6 – Search Result Details

3. Finproj Summary

The **Finproj Summary** provides information on the financial projects associated with the selected contract. The information provided in the Finproj Summary card includes: **Finproj**, **Lead**, **FAP**, and **Work Mix**.

Finproj Summary			
Finproj	Lead	FAP	Work Mix
42740715201	True	3012096P	0107 BIKE LANE/SIDEWALK

Figure 7 – Finproj Summary

4. Construction Status

The **Construction Status** provides information on the contract phases associated with the selected contract. The information provided in the Construction Status card includes: **Code**, **Description**, and **Date**.

Construction Status		
# - Code	Description	Date
1 - AWRD	Awarded	11-17-2010
2 - EXEC	Executed	12-08-2010
3 - WKBG	Work Begin	01-20-2011

Figure 8 – Construction Status

5. Alternate Bid Methods

Alternate Bid Methods provides information on alternate bid methods associated with the selected contract. The information provided in the Alternate Bid Methods card includes: **Code** and **Description**.

Alternate Bid Methods	
Code	Description
B0	ACC - LUMP SUM

Figure 9 – Alternate Bid Methods

6. Subcontractors

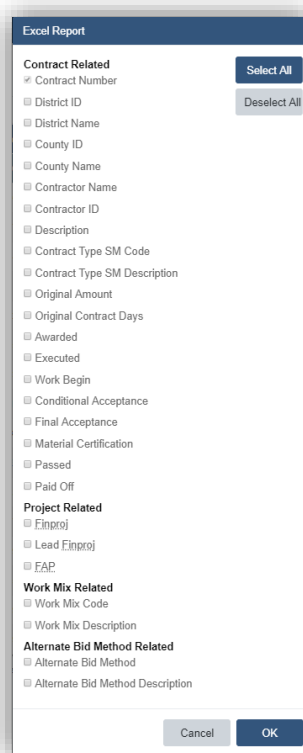
Subcontractors provides information on subcontractors associated with the selected contract. The information provided in the subcontractors card includes: **Contractor Name** and **Contractor ID**.

Sub Contractors	
Contractor Name	Contractor ID
BOB'S BARRICADES, INC.	F591605524

Figure 10 – Sub Contractors

5.2.3. Export to Excel

The **Export to Excel** feature provides a way to export **Search Results** to Excel based on various selected fields including: **Contract Number, District ID, District Name, County ID, County Name, Contractor Name, Contractor ID, Description, Contract Type SM Code, Contract Type SM Description, Original Amount, Original Contract Days, Awarded, Executed, Work Begin, Conditional Acceptance, Final Acceptance, Material Certification, Passed, Paid Off, Finproj, Lead Finproj, FAP, Work Mix Code, Work Mix Description, Alternate Bid Method, and Alternate Bid Method Description.** Selecting any combination of these items will create an Excel Report that is automatically downloaded and can then be opened.



The Excel Report will then contain all fields that were selected. An example of the Excel Report with all fields selected is shown below.

County Name	Contractor Name	Description	Contract Type	Contract Type SM	Description	Original Contract Da	Amended Contract Da	Executed Work	Original Contract	Amended Contract	Original Acceptance	Amended Acceptance	Original Certificate	Amended Certificate	Passed	Final	Lead Engage	FAR	Work Mx Code	Work Mx Description
1	WORLDWIDE CONSTRUCTION INC.	SR 9215 (CANEY PT) OVER THE I	CC	Construction	53640	60	08-16-2016	08-23-2016	02-05-2016	07-29-2016	02-28-2016	03-23-2016	03-23-2016	03-23-2016	Y	SR1518	0013		0013	INTERSECTION IMPROVEMENT
2	HARVEE LANE CONSTRUCTION CORPORATION	SR 61 AT SR 636	CC	Construction	308260	40	08-16-2016	08-23-2016	02-05-2016	06-03-2016	06-23-2016	06-23-2016	06-23-2016	06-23-2016	Y	SR1518	0013		0013	INTERSECTION IMPROVEMENT
3	SARASOTA COASTAL MARINE CONSTRUCTION INC	SR 7215 (CANEY PT) OVER THE I	CC	Construction	536938.04	250	12-23-2014	01-12-2016	04-15-2016	06-18-2016	06-17-2016	06-17-2016	06-17-2016	06-17-2016	Y	SR1518	0013		0013	RESURFACING
4	LEE L-J CONSTRUCTION CO OF ORL FL	SR 45 US 41 FROM SR 7819 NE	CC	Construction	22796.15	60	08-16-2016	08-04-2016	02-05-2016	02-12-2016	02-12-2016	02-12-2016	02-12-2016	02-12-2016	Y	SR1518	0013		0013	RESURFACING
5	POLK WRIGHT CONSTRUCTION GROUP INC	SR 25 US 21 FROM SR 636	CC	Construction	146070.00	40	08-16-2016	08-23-2016	02-05-2016	03-27-2016	03-27-2016	03-27-2016	03-27-2016	03-27-2016	Y	SR1518	0013		0013	RESURFACING
6	POLK HECKLER & COMPANY (THE)	SR 25 US 21 FROM SR 636	CC	Construction	125466.2	40	08-16-2016	08-23-2016	02-05-2016	08-27-2016	08-27-2016	08-27-2016	08-27-2016	08-27-2016	Y	SR1518	0013		0013	RESURFACING
7	POLK WRIGHT CONSTRUCTION GROUP INC	SR 25 US 21 FROM SR 636	CC	Construction	253930.52	40	08-16-2016	08-23-2016	02-05-2016	03-27-2016	03-27-2016	03-27-2016	03-27-2016	03-27-2016	Y	SR1518	0013		0013	RESURFACING
8	POLK HECKLER & COMPANY (THE)	SR 25 US 21 FROM SR 636	CC	Construction	253930.52	40	08-16-2016	08-23-2016	02-05-2016	03-27-2016	03-27-2016	03-27-2016	03-27-2016	03-27-2016	Y	SR1518	0013		0013	RESURFACING
9	POLK HECKLER & COMPANY (THE)	SR 25 US 21 FROM SR 636	CC	Construction	253930.52	40	08-16-2016	08-23-2016	02-05-2016	03-27-2016	03-27-2016	03-27-2016	03-27-2016	03-27-2016	Y	SR1518	0013		0013	RESURFACING
10	POLK HECKLER & COMPANY (THE)	SR 25 US 21 FROM SR 636	CC	Construction	253930.52	40	08-16-2016	08-23-2016	02-05-2016	03-27-2016	03-27-2016	03-27-2016	03-27-2016	03-27-2016	Y	SR1518	0013		0013	RESURFACING
11	DESOTO CONTINENTAL INSURANCE COMPANY	SR 35 US 11 FROM SR 636	CC	Construction	3063000.00	70	10-14-2014	10-28-2014	01-12-2016	09-14-2016	09-14-2016	09-14-2016	09-14-2016	09-14-2016	Y	SR1518	0013		0013	RESURFACING
12																				
13																				
14																				
15																				
16																				
17																				
18	COLLER MARQUEE DEVELOPMENT INC	SR 7818 (JORDAN RD) FROM SR 636	CC	Construction	93357	70	08-16-2016	08-08-2016	02-05-2016	01-09-2016	01-27-2016	02-07-2016	02-07-2016	02-07-2016	Y	SR1518	0013		0013	RESURFACING
19	POLK GIES & REGISTER INC	SR 7818 (JORDAN RD) FROM SR 636	CC	Construction	183368.7	60	12-23-2014	11-08-2014	04-15-2016	10-23-2016	10-23-2016	10-23-2016	10-23-2016	10-23-2016	Y	SR1518	0013		0013	RESURFACING
20	POLK L-J CONSTRUCTION CO OF ORL FL	SR 636 AT SR 636	CC	Construction	67340.8	40	08-16-2016	08-30-2016	02-05-2016	01-22-2016	01-27-2016	01-27-2016	01-27-2016	01-27-2016	Y	SR1518	0013		0013	RESURFACING
21	HENDRY LYNCH PAVING & CONSTRUCTION CO	SR 636 AT SR 636	CC	Construction	232210.53	40	10-14-2014	10-28-2014	01-24-2016	02-06-2016	02-12-2016	02-12-2016	02-12-2016	02-12-2016	Y	SR1518	0013		0013	RESURFACING
22	CHARLOTTE AXIOM PAVING INDUSTRIES OF FLORIDA	SR 7818 (JORDAN RD) FROM SR 636	CC	Construction	377662.57	40	12-23-2014	01-12-2016	04-06-2016	10-16-2016	10-16-2016	10-16-2016	10-16-2016	10-16-2016	Y	SR1518	0013		0013	RESURFACING
23	COLLER WRIGHT CONSTRUCTION GROUP INC	SR 301.51 AT GORDON HWY	CC	Construction	83195.08	80	04-14-2016	04-29-2016	08-26-2016	11-23-2016	11-23-2016	11-23-2016	11-23-2016	11-23-2016	Y	SR1518	0013		0013	RESURFACING
24	POLK WRIGHT CONSTRUCTION GROUP INC	SR 636 AT SR 636	CC	Construction	241466	10	12-23-2014	01-12-2016	04-06-2016	01-16-2016	01-26-2016	01-26-2016	01-26-2016	01-26-2016	Y	SR1518	0013		0013	RESURFACING
25	COLLER GENERAL ASPHALT CO INC	SR 511-751 Milling and Resurfacing	CC	Construction	219504	70	08-16-2016	08-23-2016	02-05-2016	02-25-2016	02-25-2016	02-25-2016	02-25-2016	02-25-2016	Y	SR1518	0013		0013	RESURFACING
26	COLLER GENERAL ASPHALT CO INC	SR 511-751 Milling and Resurfacing	CC	Construction	219504	70	08-16-2016	08-23-2016	02-05-2016	02-25-2016	02-25-2016	02-25-2016	02-25-2016	02-25-2016	Y	SR1518	0013		0013	RESURFACING
27	COLLER GENERAL ASPHALT CO INC	SR 511-751 Milling and Resurfacing	CC	Construction	219504	70	08-16-2016	08-23-2016	02-05-2016	02-25-2016	02-25-2016	02-25-2016	02-25-2016	02-25-2016	Y	SR1518	0013		0013	RESURFACING
28	COLLER GENERAL ASPHALT CO INC	SR 511-751 Milling and Resurfacing	CC	Construction	219504	70	08-16-2016	08-23-2016	02-05-2016	02-25-2016	02-25-2016	02-25-2016	02-25-2016	02-25-2016	Y	SR1518	0013		0013	RESURFACING

5.3. Construction

The **Construction** navigational link contains links to the following features: **Contract Status**, **Associated Finproj**, **Dates**, **Cost & Time**, **Change Orders**, **Estimates**, **CEI/CCEI**, **Vendors/Subcontractors**, **Contacts**, **External Links**, **Notes**, **Reports**, and **Contractor Past Performance Rating(CPPR)**.

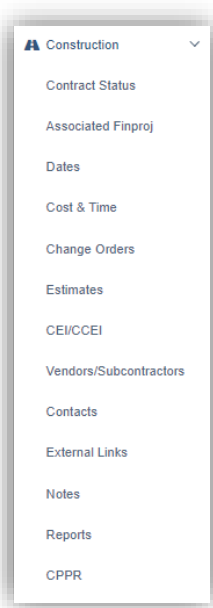




Figure 11 – Construction Navigational Link

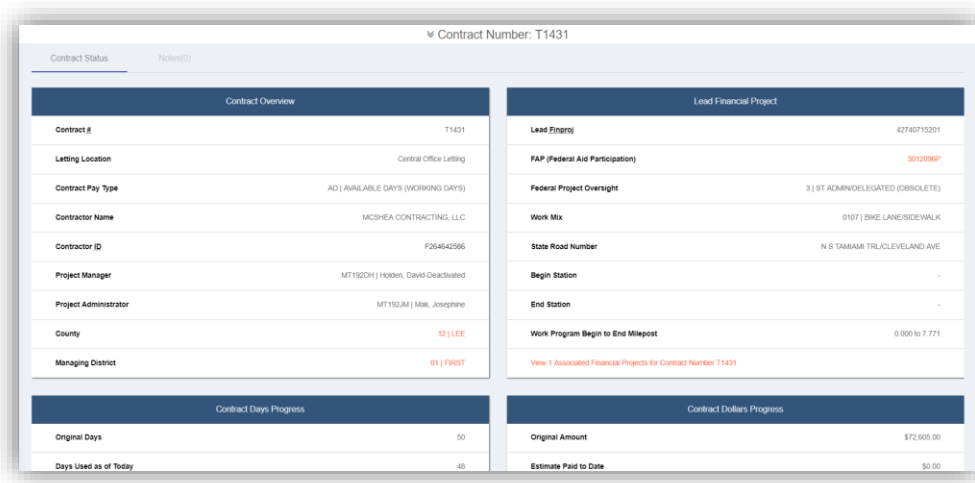
5.3.1. Contract Status

The **Contract Status** feature has two feature tabs: **Contract Status** and **Notes**.

Contract Status provides a variety of detailed information about the selected contract grouped into categories. The information categories include: **Contract Overview, Lead Financial Project, Contract Days Progress, Contract Dollars Progress, Surety Company, and Insurance Company.**

 **DVAC RESTRICTED – Notes** displays all notes that have been entered and assigned to the active feature for the selected contract. Users with the proper permission can add notes. For information on how to add a note, see [How to Add Notes](#).

 **NOTE:** Items that appear in red will perform contract searches based on that information. For example, if the county data in **Contract Overview** is clicked, then CIMS will search for all contracts within that county.




Contract Overview		Lead Financial Project	
Contract #	T1431	Lead Finproj	42746715201
Letting Location	Central Office Letting	FAP (Federal Aid Participation)	3013096P
Contract Pay Type	AD AVAILABLE DAYS (WORKING DAYS)	Federal Project Oversight	3 ST ADMINDELEGATED (OBSOLETE)
Contractor Name	MCSHEA CONTRACTING, LLC	Work Mix	0107 BIKE LANE/SIDEWALK
Contractor ID	F264642586	State Road Number	N S TAMMAM TRUCKLEVELAND AVE
Project Manager	MT192DH Holden, David Deactivated	Begin Station	-
Project Administrator	MT192JM Mak, Josephine	End Station	-
County	12 LEE	Work Program Begin to End Milepost	0.000 to 7.771
Managing District	01 FR907	View 1 Associated Financial Projects for Contract Number T1431	
Contract Days Progress		Contract Dollars Progress	
Original Days	50	Original Amount	\$72,605.00
Days Used as of Today	45	Estimate Paid to Date	50.00

Figure 12 – Contract Status


5.3.2. Associated Finproj

The **Associated Finproj** feature has two feature tabs: **Associated Finproj** and **Notes**.

Associated Finproj provides a variety of detailed information about associated financial projects. All of the associated financial projects are listed in a summary and the detailed financial information is displayed on a contract by contract basis as a contract is selected in the summary. The information categories include: **Associated Finproj Summary, Finproj Details, Work Program Mileposts, Contract Dollars Progress, Alternate Bid Methods, and Bridge Information.**

 **DVAC RESTRICTED – Notes** displays all notes that have been entered and assigned to the active feature for the selected contract. Users with the

proper permission can add notes. For information on how to add a note, see [How to Add Notes](#).

 **NOTE:** Items that appear in red will perform contract searches based on that information. For example, if the FAP data in **Finproj Details** is clicked, then CIMS will search for all contracts within that FAP ID.

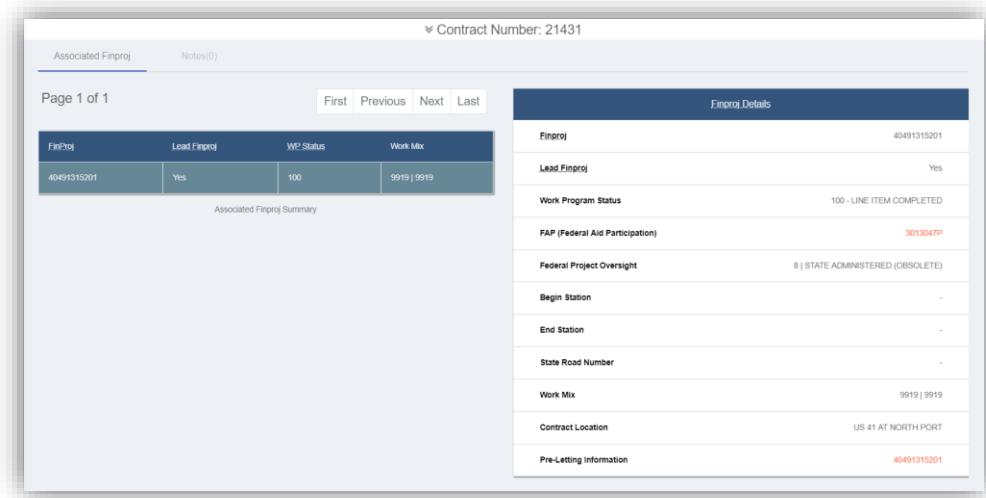



Figure 13 – Associated Finproj

5.3.3. Dates

The **Dates** feature has two feature tabs: **Dates** and **Notes**.

Dates displays a variety of date information for the selected contract. The information categories include **Critical Dates** and **Key Dates**.

 **DVAC RESTRICTED – Notes** displays all notes that have been entered and assigned to the active feature for the selected contract. Users with the proper permission can add notes. For information on how to add a note, see [How to Add Notes](#).


Contract Number: 21431

Critical Dates		Key Dates	
Letting	12-05-2001	Time Begin	04-22-2002
Awarded	02-21-2002	Conditional Acceptance Date	-
Execution	03-07-2002	Final Acceptance	06-13-2002
Notice to Proceed	04-23-2002	Material Certification	10-15-2002
Delayed Start Days	0	Offer of Final Payment	12-04-2002
Work Begin	04-23-2002	Receipt of Offer of Final Payment	-
Original Estimated Completion	06-01-2002	Passed to Comptroller	02-13-2003
Adjusted Estimated Completion (Orig. + approved adj days)	06-16-2002	Paid Off	03-19-2003
Open to Traffic Date	-	Projected Warranty Begin Date	-
Price Adjustments Base Date	-	Warranty Begin Date	-
		Contract Terminated Date	-

Figure 14 – Dates

5.3.4. Cost & Time

The **Cost & Time** feature has two feature tabs: **Cost & Time** and **Notes**. **Cost & Time** displays information on cost associated with the contract, time associated with the contract and information on contractor evaluations. The information categories include: **Contract Cost Information**, **Contract Time Information**, **Disadvantaged Bureau Enterprise Information** and **Contractor Evaluation**.


 **DVAC RESTRICTED – Notes** displays all notes that have been entered and assigned to the active feature for the selected contract. Users with the proper permission can add notes. For information on how to add a note, see [How to Add Notes](#).

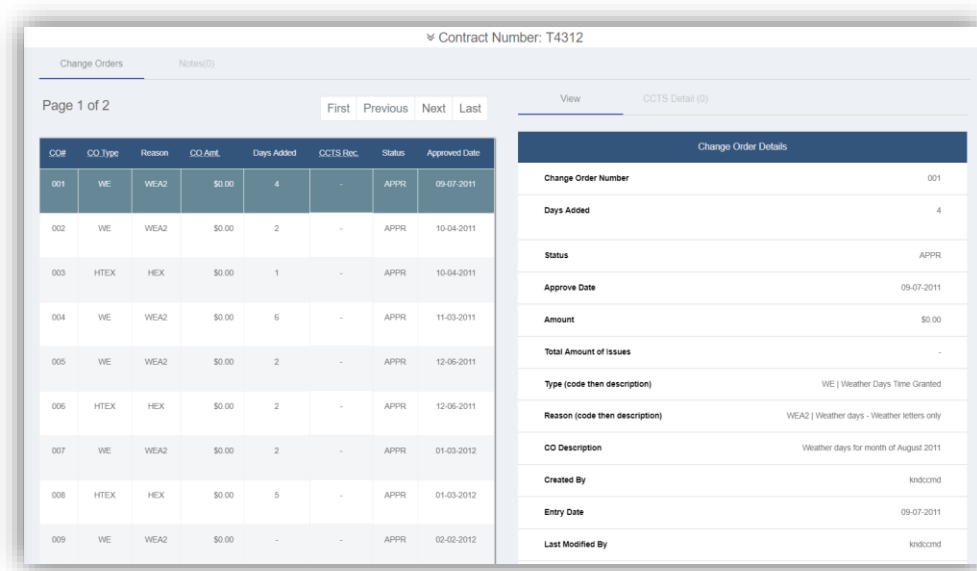
Contract Cost Information		Contractor Evaluation	
Original Amount	\$72,913,523.31	Final Grade	98
Initial Contingency (IC)	\$150,000.00	User (ID)	KWAKNDK
Original Amount w/o IC	\$72,763,523.31	Date Entered	04-25-2018
Contingency \$A Amount	\$0.00		
Approved \$A Amount	\$610,555.91	DBE Information	
Available \$A Amount	\$0.00	Total Commitment Amount	\$7,134,416.48
Present Amount	\$73,524,079.22	Total Anticipated Credit Amount	\$7,134,416.48
Present Amount Percentage Change	0.84%	Total Contract Amount	\$73,470,322.91
Liquidated Damage Rate Amount	\$12,434.00	Anticipated DBE %	0.71%
		Actual DBE %	0.71%
Contract Time Information			
Original Contract Days	608		
Present Contract Days	722		
Weather Days (WE) - Weather Letters Only	31		
\$A Days	-4		
Time Extension Days (TE)	7		
Holidays	20		

Figure 15 – Cost & Time

5.3.5. Change Orders

The **Change Orders** feature has two feature tabs: **Change Orders** and **Notes**. **Change Orders** provides a listing of change orders for the selected contract. Change order details are displayed in the **Change Order Details** card when a change order is selected from the change order summary list. If available, change order details from Contract Change Tracking System(CCTS) are displayed in the **CCTS Detail Tab**.

 **DVAC RESTRICTED – Notes** displays all notes that have been entered and assigned to the active feature for the selected contract. Users with the proper permission can add notes. For information on how to add a note, see [How to Add Notes](#).



Contract Number: T4312

Change Orders | Notes(0)

Page 1 of 2 | First | Previous | Next | Last

CO#	CO.Type	Reason	CO.Amt.	Days Added	CCTS Rec.	Status	Approved Date
001	WE	WEA2	\$0.00	4	-	APPR	09-07-2011
002	WE	WEA2	\$0.00	2	-	APPR	10-04-2011
003	HTEX	HEX	\$0.00	1	-	APPR	10-04-2011
004	WE	WEA2	\$0.00	6	-	APPR	11-03-2011
005	WE	WEA2	\$0.00	2	-	APPR	12-06-2011
006	HTEX	HEX	\$0.00	2	-	APPR	12-06-2011
007	WE	WEA2	\$0.00	2	-	APPR	01-03-2012
008	HTEX	HEX	\$0.00	5	-	APPR	01-03-2012
009	WE	WEA2	\$0.00	-	-	APPR	02-02-2012

View | CCTS Detail (0)

Change Order Details

Change Order Number: 001

Days Added: 4

Status: APPR

Approve Date: 09-07-2011

Amount: \$0.00

Total Amount of Issues: -

Type (code then description): WE | Weather Days Time Granted

Reason (code then description): WEA2 | Weather days - Weather letters only

CO Description: Weather days for month of August 2011

Created By: kndcmd

Entry Date: 09-07-2011

Last Modified By: kndcmd

Figure 16 – Change Orders

Seq	Amount	Premium Account	Days Added	Reason Code	Responsible Party	Claim/Extended
1	-\$453,110.61	No premium cost associated with this supplemental agreement.	0	305	0	N

CCTS Details for Change Order 5 of Contract Number T1598

CCTS Detail Item	
Contract	T1598
Change Order Number	005
Sequence Number	1
Amount	-\$453,110.61
Prem Cost	-
Prem. Cost Description	No premium cost associated with this supplemental agreement.
Days Added	-
Reason Code	305
Reason Description	Cost Savings Initiative

Figure 17 CCTS Detail Item


5.3.6. Estimates

The **Estimates** feature has three feature tabs: **Estimate Details**, **All Adjustments**, and **Notes**.

Estimate Details provides information for each of the estimates associated with the selected contract. The information provided for the estimates is grouped into similar categories. The information categories include: **List of estimates**, **Estimate Details**, **General Information**, and **Adjustments Summary**.

CCTS Summary provides information about the **Contract Change Tracking System**, allowing the **User** to view **more details** about each **Estimate** individually when selected.

All Adjustments provides a report of all approved adjustments and all pending adjustments for the contract.

 **DVAC RESTRICTED – Notes** displays all notes that have been entered and assigned to the active feature for the selected contract. Users with the proper permission can add notes. For information on how to add a note, see [How to Add Notes](#).

Contract Number: T4312

Estimate Detail		All Adjustments	Notes(0)	
Est.#	Period End Date	Project #	Pay Item Total	Estimated Paid to Date
Total Summary		Summary	\$2,867,752.19	\$2,867,752.19
0001	06-21-2011	Summary	\$58,663.70	\$58,663.70
0002	09-18-2011	Summary	\$771,281.95	\$771,281.95
0003	10-16-2011	Summary	\$182,863.18	\$182,863.18
0004	11-13-2011	Summary	\$29,173.65	\$29,173.65
0005	12-11-2011	Summary	\$68,890.93	\$68,890.93
0006	01-15-2012	Summary	\$158,176.67	\$158,176.67
0007	02-19-2012	Summary	\$180,764.92	\$180,764.92
0008	02-20-2012	Summary	\$0.00	\$0.00
0009	03-18-2012	Summary	\$151,280.88	\$151,280.88
0010	04-13-2012	Summary	\$290,530.96	\$290,530.96
0011	05-20-2012	Summary	\$622,413.93	\$622,413.93
0012	06-10-2012	Summary	\$129,343.67	\$129,343.67

View		CCTS Summary (5)
Estimate Details		
Contract Number	T4312	
Estimate Number	Total Summary	
Project Number	Summary	
General Information		
Participating Amount	\$2,867,752.19	
Non Participating Amount	-	
Pay Item Total	\$2,867,752.19	
Total Adjusted Amount	\$0.00	
Estimated Paid to Date	\$2,867,752.19	
Pay Item Count	317	
Adjustments Summary		

Figure 18 – Estimates

View CCTS Summary (7)

CCTS Contract Change Tracking System						
Contract Number	T1598					
Estimate Number	Total Summary					
Project Number	Summary					

Est.#	Project #	Line Item	Adj. Typ	Adj. Seq	Det. Seq	Amount
0008	41304435201	3065	CONN	1	1	\$8,620.51
0014	41304325201	0620	CONN	1	1	\$2,750.00
0023	41304425201	2180	CONN	1	1	\$13,675.00
0026	41304325201	0620	CONN	1	1	\$9,737.94
0028	41304425201	2180	CONN	1	1	\$30,210.12
0028	41304435201	3065	CONN	1	1	\$30,210.12
0029	41304425201	2180	CONN	1	1	\$1,040.00

Select a CCTS Detail Item to View


Figure 19 - CCTS Summary

CCTS Contract Change Tracking System					
Contract Number		T1598			
Estimate Number		0008			
Project Number		41304435201			
Amount	Premium Amount	Work Order Date	Reason Code	Responsible Party	Claim/Extended
\$8,620.51	\$0.00	03-29-2016	003	0	N
Select a CCTS Detail Item to View					
CCTS Detail					
Contract Number		T1598			
Estimate Number		0008			
Project Number		41304435201			
Line Item Number		3065			
Line Item Adjustment Type		CONN			

Figure 20 - CCTS Detail

5.3.7. CEI/CCEI

The **CEI/CCEI** feature has two feature tabs: **CEI/CCEI** and **Notes**. **CEI/CCEI** provides information on Construction Engineering and Inspection(CEI) / Consultant Construction Engineering and Inspection(CCEI) projects associated with the selected contract. The information categories are **CEI Contract Information (Phase 61)** and **CCEI Contract Information (Phase 62)**.

 **DVAC RESTRICTED – Notes** displays all notes that have been entered and assigned to the active feature for the selected contract. Users with the proper permission can add notes. For information on how to add a note, see [How to Add Notes](#).

Contract Number: T4312

CEI/CCEI			Notes(0)	
CEI/CCEI Project #	CEI Expenditure	CCEI Expenditure	CCEI Contract Information (Phase 61)	
421650915201	\$64,590.76	\$780,089.73	Programmed Amount	\$64,590.00
CCEI/CCEI Projects for Contract # T4312			Expenditure Amount	\$64,590.76
			% Spent (Expenditure / Programmed)	100.00%
			% Contract (Expenditure / Present Amt.)	2.06%
			CCEI Contract Information (Phase 62)	
			CCEI Contract Number	C9014
			Encumbered Amount	-
			Supplemental Amount	\$0.00
			Total Amount	-
			Contract Expiration Date	11-18-2020
			Expenditure Amount	\$780,089.73
			% Spent (Expenditure / Encumbered)	-


Figure 21 – CEI/CCEI

5.3.8. Vendors/Subcontractors

The **Vendors/Subcontractors** feature has two feature tabs:

Vendors/Subcontractors and **Notes**.

Vendors/Subcontractors provides detailed information on the vendors and subcontractors associated with the selected contract. The information includes a list of all vendors, including a tab in front of vendors who are subcontractors of other vendors. When a vendor is selected in the list the specific subcontractor information is displayed. The information categories include: **Prime Contractor**, **Surety Company**, **Insurance Company**, **Vendor Name** (vendor listing), and **Subcontractor Detail**.


 **DVAC RESTRICTED – Notes** displays all notes that have been entered and assigned to the active feature for the selected contract. Users with the proper permission can add notes. For information on how to add a note, see [How to Add Notes](#).

Prime Contractor		Surety Company		Insurance Company	
Contractor Name	ASTALEY CONSTRUCTION CORPORATION	Vendor Name	AMERICAN HOME ASSURANCE COMPANY	Vendor Name	ZURICH AMERICAN INSURANCE COMPANY
Contractor ID	F80143060	Vendor ID	213-9124990	Vendor ID	236-4233458
Vendor Name		Vendor Amount		Subcontractor Detail	
AJAX PAVING INDUSTRIES OF FLORIDA, LLC	\$0,668,724.43	Subcontractor #	S001		
CONCRETE IMPRESSIONS OF FLORIDA, INC.	\$843,242.40	Vendor Name	AJAX PAVING INDUSTRIES OF FLORIDA, LLC		
EBBARY FOUNDATION COMPANY	\$570,570.00	Vendor ID	F201871966		
BOB'S BARRICADES, INC.	\$432,983.48	Vendor Amount	\$0,668,724.43		
JACK B. HARPER FLORIDA, INC.	\$10,000.00	Vendor Sublet Percentage	29.62%		
MCSHEA CONTRACTING, LLC	\$807,472.75	Subcontractor Type	CON Contractor		
ECOSYSTEM TECHNOLOGIES, INC.	\$380,000.00	Work Type	99 Hot Plant Mix-Bottoms Course		
ONPOWER SERVICES, LLC	\$1,947,470.51	Supplier Only	N		
SPECTRUM CABLE COMMUNICATIONS, INC.	\$96,103.19	DBE Type	NA Not Available		
PRECISION TRAFFIC CONTROL, INC.	\$1,095.00	Last Modified By	011088		

Figure 22 – Vendors/Subcontractors

5.3.9. Contacts

Contacts provides information on the contacts associated with the selected contract. When a contact is selected from the list of available contacts the information for the selected contact is displayed in the information cards. The information for the contacts is grouped into categories. The information categories include: **Contact List, Roles, Contact Information, Phone, Email, and Address.**

 **DVAC RESTRICTED** – Users with the proper permission can add and remove existing contacts to or from the contract.

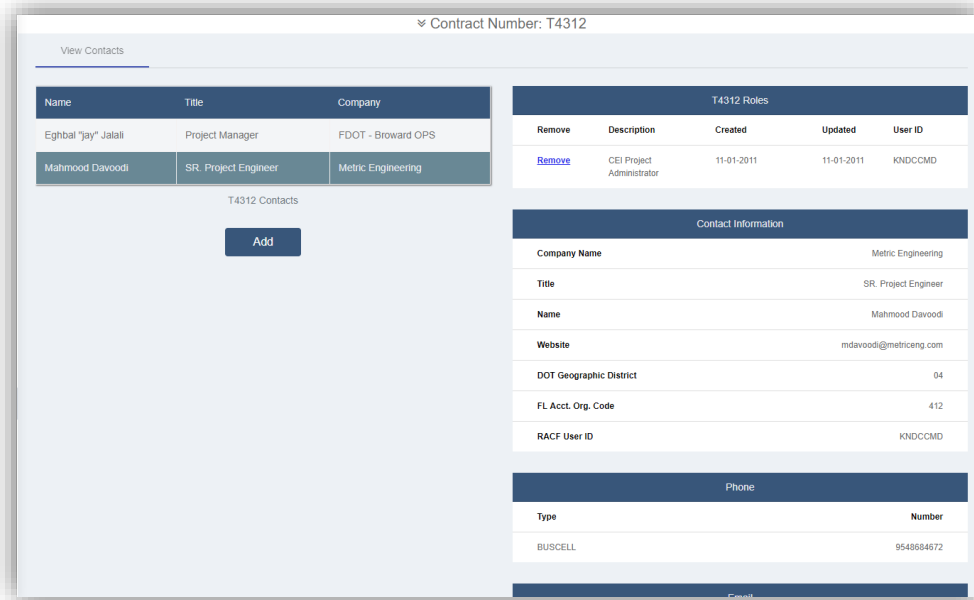


Figure 23 – Contacts

To add a contact to a contract, select **Add** at the bottom of the **Contact List** and select the contact and their role performed on the contract.

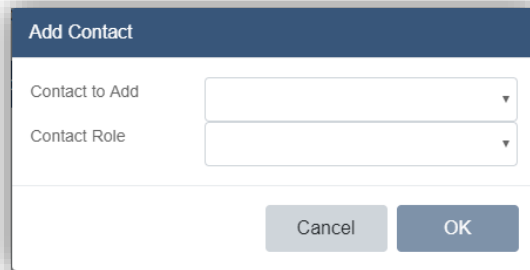


Figure 24 – Add Contact


Removing a selected contact from the contract is performed by selecting the **Remove** link in the **Roles** card.

5.3.10. External Links

External Links provides links to applications and documents associated with the selected contract. The categories provided are **FDOT Application Links** and **User Submitted Links**.

FDOT Application Links include **Enterprise Information Portal | eDocuments, Financial Project Search Application, Geographic Information System Enterprise View, Video Log View Application, Federal Project Overview, State Transportation Ad-hoc Reporting System, Construction**

Automated Reporting System, Official USDOL Wage Decisions, and SCO Reports.

 **DVAC RESTRICTED** – Users with proper permission can add links. For information on how to add a link, see [How to Add Links](#).

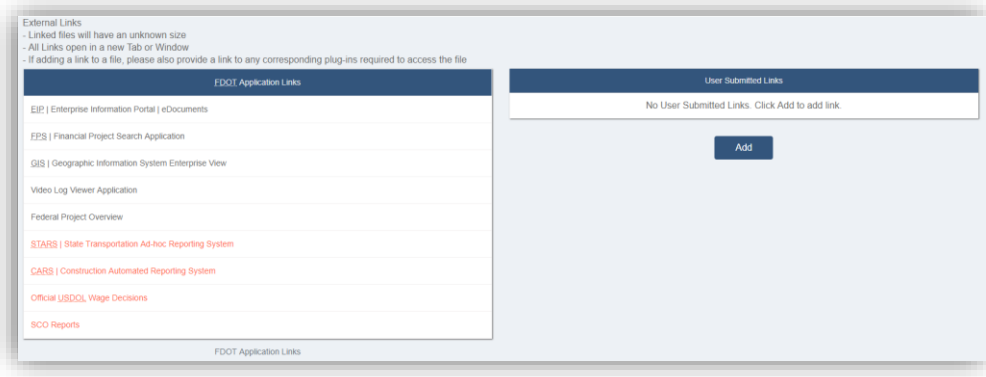



Figure 25 – External Links

5.3.11. Notes

Notes provides the user with a way to add notes to the selected contract. The notes are retained for all users and displayed according to the associated feature that is assigned at the time the note is created. The Notes feature displays all notes associated with the selected contract regardless of the associated feature.

 **DVAC RESTRICTED** – Users with the proper permission can add notes. For information on how to add a note, see [How to Add Notes](#).

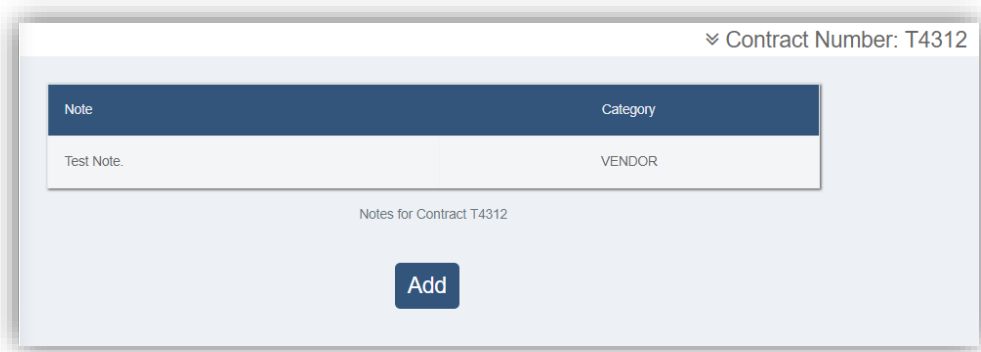


Figure 26 – Notes

5.3.12. Reports

The **Reports** feature contains a way to access 6 different reports: **CIM Full County Date Report, CIM Active Contracts by District Report, CIM CPPR**

Overdue Report, WebFocus Contract Changes Report, WebFocus DWR Launch Report, and WebFocus Estimate Details Report. The three **WebFocus Reports** open in a new tab, while the **CIM Full County Date Report, CIM Active Contracts by District, and CIM CPPR Overdue Report** launch in the same screen.

CIM Reports	External Reports
CIM Full County Date Report	WebFocus Contract Changes Report
CIM Active Contracts by District Report	WebFocus DWR Launch Report
CIM CPPR Overdue Report	WebFocus Estimate Details Report

Figure 27 - Reports

- CIM Full County Date Report will allow a User to generate a Full County Date Report based on any Florida County when a County is selected and Generate Report is clicked. The CIM Full County Date Report will display the Contract Number, Letting, Awarded, Execution, Notice to Proceed, Delayed Start Days, Work Begin, Original Estimated Completion, Adjusted Estimated Completion, Time Begin, Final Acceptance, Material Certification, Offer of Final Payment, Receipt of Offer of Final Payment, Past to Comptroller, and Paid Off Dates.**

County

Generate Report

County DIXIE
Generate Report

CIM County Date Report
Generated: 7/11/2018, County: DIXIE

Contract Number	Letting	Awarded	Execution	Notice to Proceed	Delayed Start Days	Work Begin	Original Estimated Completion	Adjusted Estimated Completion	Time Begin	Final Acceptance	Material Certification	Offer of Final Payment	Receipt of Offer of Final Payment	Past to Comptroller	Paid Off
21861	09-25-2002	10-23-2002	11-13-2002	12-13-2002	-	02-03-2003	01-19-2004	04-15-2004	02-03-2003	04-15-2004	05-20-2004	05-19-2004	05-03-2004	05-04-2004	05-11-2004
E3088	10-03-2001	10-30-2001	12-20-2002	02-04-2002	-	02-05-2002	02-04-2003	01-28-2005	-	-	-	-	-	-	-
E2846	07-01-2000	07-10-2003	01-30-2003	02-04-2002	-	-	02-04-2003	02-01-2005	-	-	-	-	-	-	-
E3139	03-18-2009	04-20-2009	06-22-2009	07-16-2009	16	07-21-2009	01-07-2010	02-19-2010	07-21-2009	02-18-2010	03-03-2010	03-01-2010	03-31-2010	04-02-2010	04-12-2010
E3029	06-29-2012	07-23-2012	07-31-2012	06-28-2012	15 Days (Adj. Time)	09-12-2012	10-22-2012	09-12-2012	09-12-2012	10-23-2012	-	11-14-2012	11-30-2012	11-30-2012	12-04-2012
E2923	04-20-2016	05-06-2016	05-23-2016	06-13-2016	15 Days (Adj. Time)	06-13-2016	09-11-2016	10-21-2016	-	-	-	-	-	-	-
T2132	09-28-2005	10-26-2005	11-22-2005	12-09-2005	15 DAY'S	12-12-2005	02-10-2006	02-09-2006	12-12-2005	12-22-2005	01-09-2006	01-12-2006	02-13-2006	02-13-2006	02-13-2006
T2296	09-30-2009	10-20-2009	10-30-2009	11-25-2009	60 DAY'S	01-25-2010	10-31-2010	01-21-2011	01-24-2010	01-19-2011	02-03-2011	02-16-2011	04-18-2011	05-20-2011	06-17-2011
T2310	09-23-2009	10-13-2009	10-20-2009	11-19-2009	15 DAY'S	12-05-2009	02-23-2010	03-19-2010	12-05-2009	03-19-2010	04-01-2010	04-05-2010	04-23-2010	04-23-2010	04-23-2010
T2342	07-28-2010	08-17-2010	09-07-2010	09-27-2010	15 DAY'S	09-28-2010	06-05-2011	06-23-2011	09-28-2010	06-22-2011	06-09-2011	07-21-2011	10-14-2011	10-15-2011	10-19-2011
T2364	03-30-2011	04-19-2011	05-10-2011	06-08-2011	15 DAY'S	05-24-2011	10-22-2011	11-04-2011	06-24-2011	10-26-2011	11-15-2011	11-17-2011	02-06-2012	02-06-2012	02-09-2012
T2427	06-06-2012	06-26-2012	07-12-2012	08-09-2012	15 DAY'S	06-31-2012	12-28-2012	01-24-2013	06-25-2012	01-14-2013	01-28-2013	02-11-2013	05-08-2013	05-08-2013	05-13-2013
T2553	10-29-2014	11-18-2014	12-05-2014	01-07-2015	15 DAY'S	01-23-2015	08-11-2015	09-22-2015	01-23-2015	09-22-2015	10-14-2015	10-21-2015	01-21-2015	04-14-2016	04-18-2016
T8015	06-16-2016	07-06-2016	07-15-2016	08-09-2016	15 Calendar Days	09-12-2016	05-10-2017	06-29-2017	09-12-2016	06-28-2017	-	07-26-2017	07-27-2017	08-08-2017	08-17-2017

County Date Report for DIXIE County

Figure 28 - CIM Full County Date Report

- CIM Active Contracts by District Report will allow the User to search based on the District and SiteManager Contract Type, as well as enabling the User to Show or Hide Mileposts in the report. The CIM Active Contracts by District Report displays the Contract Number, County, Contractor, Project Manager, Project Administrator, SiteManager Contract Type, Work Begin Date, Present Amount, Days Used as of Last Approved Estimate, Cost Performance Measure, Time Performance Measure, and Adjusted Estimated Completion in the table. Below the table the Finproj Number, Lead, State Road Number, FAP, Work Mix, Contract Location, and Federal project Oversight are all listed.**

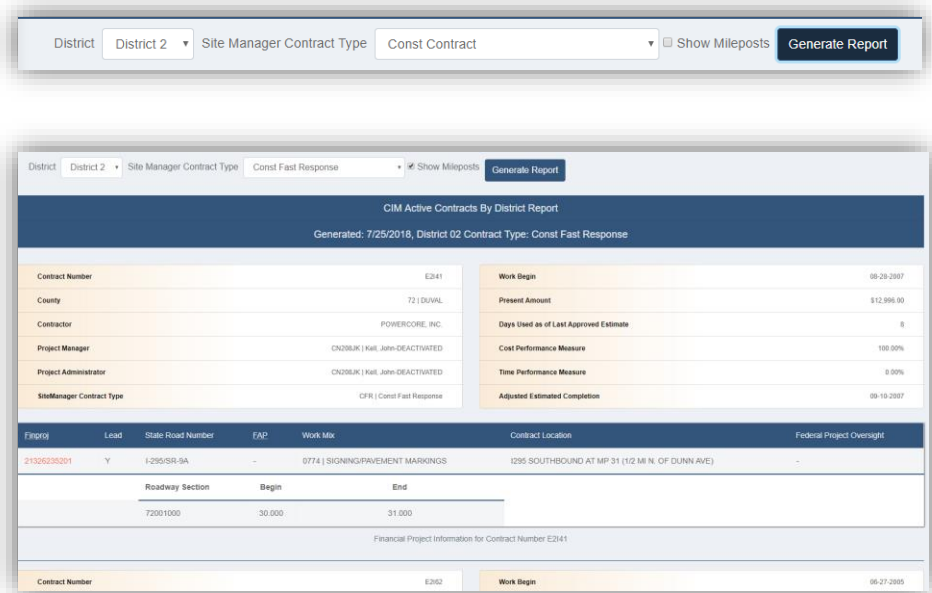


Figure 29 - CIM Active Contracts by District Report

- CIM CPPR Overdue Report displays all of the Overdue Contracts including information regarding the District, Contract Number, Finproj, Final Acceptance Date, Time Limit in Days, Status, and Notes. The CIM CPPR Overdue Report also allows a User to filter the report based on the District and/or Status.**

NOTE: The final CPPR grade should be entered no later than 45 days after the Final Acceptance of the contract. This report displays details on contracts that do not have a final grade entered.

District
Any
Status
Any

District	Contract Number	FIPR09	Final Acceptance Date	Time Limit in Days	Status	Notes
	JPAC1226	20916865801	01-22-2010	3092	Overdue	-
01	E1H87	42516215201	11-09-2010	2801	Overdue	Score will not be used.
01	E1H99	40546245201	03-02-2012	2322	Completed Late	-

District
District 5
Status
Overdue

District	Contract Number	FIPR09	Final Acceptance Date	Time Limit in Days	Status	Notes
05	ESL71	41299445201	04-17-2015	1181	Overdue	-
05	ESR09	42955915201	01-12-2012	2372	Overdue	-
05	ESW23	43202515201	04-25-2017	442	Overdue	-
05	ESW76	43543415201	06-17-2017	328	Overdue	-
05	BD774	41299435201	02-11-2015	1246	Overdue	Score will not be used.

Figure 30 - CIM CPPR Overdue Report

4. **WebFocus Contract Changes Report is an External Report, which will go to an external link immediately if clicked while a contract is select, but will ask for a contract number if no contract has been selected yet.**

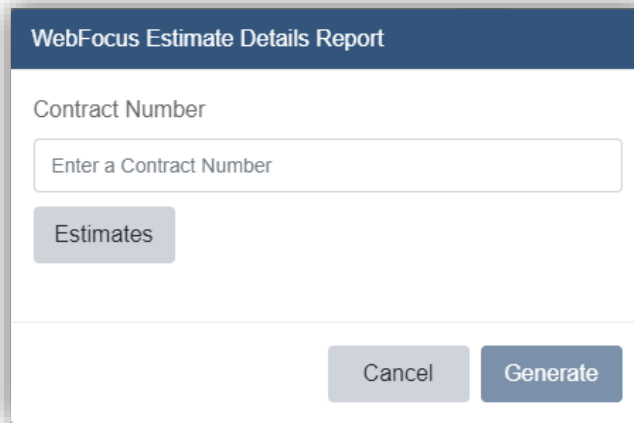
WebFocus Contract Changes Report

Enter a Contract Number

Cancel
Generate Report

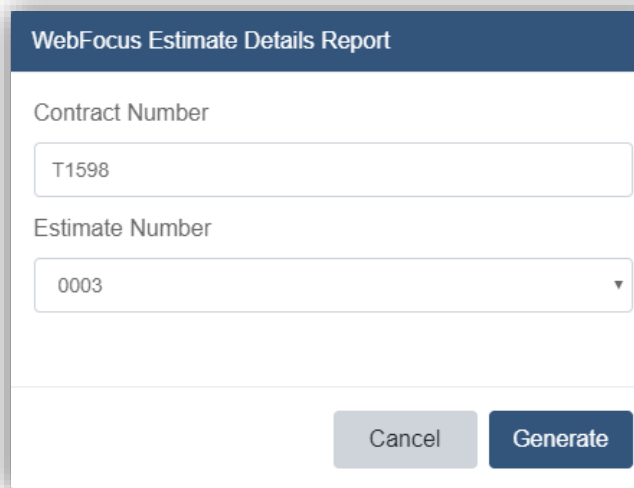
Figure 31 - WebFocus Contract Changes Report

5. **WebFocus DWR Launch Report** is an External Report that will open in a new tab immediately regardless of whether a contract is selected or not.
6. **WebFocus Estimate Details Report** is an External Report that will open in a new tab immediately if a contract is currently selected, or will prompt the User to type in a contract and then search.



The image shows a web form titled "WebFocus Estimate Details Report". It features a "Contract Number" label above a text input field containing the placeholder text "Enter a Contract Number". Below the input field is a button labeled "Estimates". At the bottom right of the form are two buttons: "Cancel" and "Generate".

Figure 32 - WebFocus Estimate Details Report



The image shows the same web form as Figure 32, but with data entered. The "Contract Number" input field now contains "T1598". Below it is a label "Estimate Number" above a dropdown menu that has "0003" selected. The "Estimates" button is no longer visible. The "Cancel" and "Generate" buttons remain at the bottom right.

Figure 33 - WebFocus Estimate Details Report

5.3.13. CPPR

The **CPPR** feature has eleven feature tabs: **Header**, **Category 1**, **Category 2**, **Category 3**, **Category 4**, **Category 5**, **Category 6**, **Category 7**, **Category 8**, **Category 9**, and **Report**.

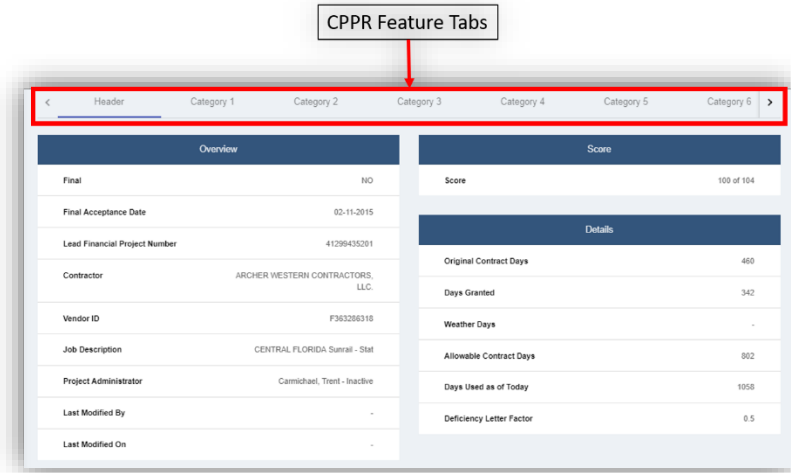



Figure 34 – CPPR Feature Tabs

CPPR provides information on the contractor past performance metrics. Each of the CPPR feature tabs provides different information associated with a contractor’s performance.

For detailed information on **CPPR**, please refer to the [CPPR Guidelines](#) and the [CPPR Users](#) located in this document.

5.4. Value Added

The **Value Added** navigational link contains links to the following features: **Feature Search Criteria, Feature Search Results, Value Added Features, Notes, File Summary, and Reports.**

 **DVAC RESTRICTED** – The **Value Added** feature of CIMS allows users with permission to enter and store information related to contract specific **Value Added Features** (i.e. Warranty Items). The details of these features are tied directly to contracts.

Details for each VAF are displayed in a series of tabs. Each tab shows different information and can be edited accordingly before or after inspections for that feature. For example, the **Feature** tab contains information concerning scheduled inspections, begin and end dates, as well as district and cost center values. The **Notes** tab, on the other hand, is available as freeform text field, so staff can enter additional details about the VAF or a specific inspection. Once **Value Added Features** under the **Value Added** navigational link has been selected, all contract related features will be displayed. For more detailed information on Value Added Features, refer to the [VAF Users](#) located in this document.

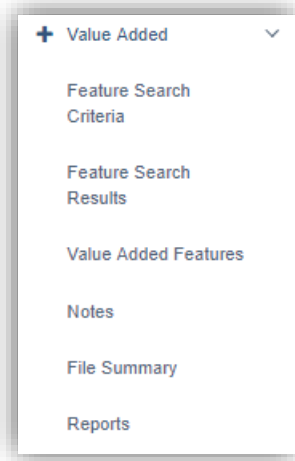


Figure 35 – Value Added Navigational Link

5.5. Features

The **Features** navigational link contains links to the following features: **Contact Management**, **Reminders**, and **Feedback**.

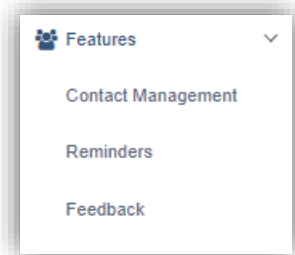



Figure 36 – Features Navigational Link

5.5.1. Contact Management

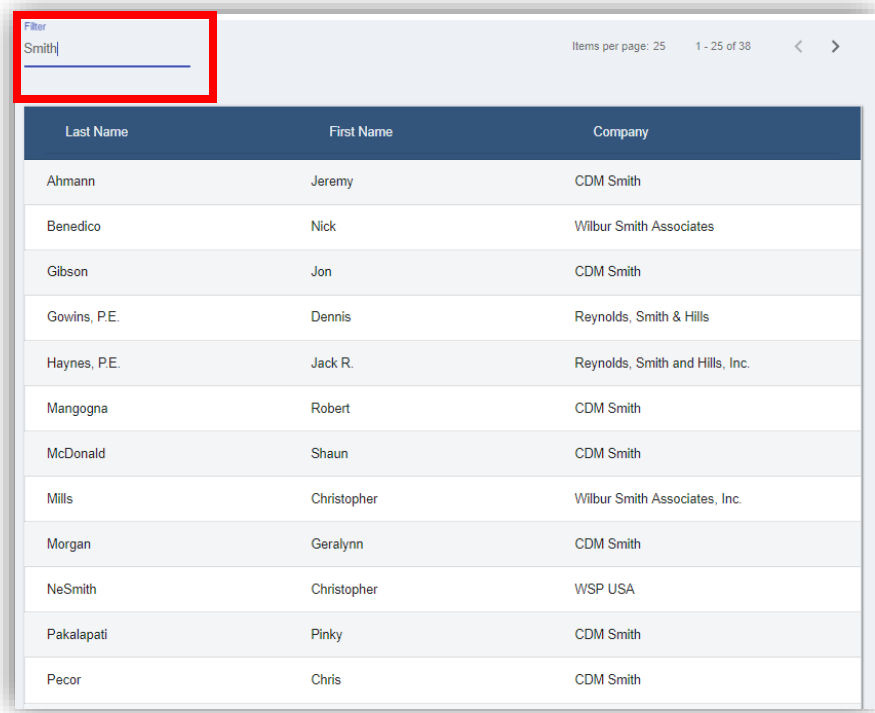
The **Contact Management** feature maintains a listing of all contacts that have been entered into CIMS. A filter tool is provided that allows users to search for specific contacts.

 **DVAC RESTRICTED** – Users with proper permission can also **Add** or **Edit** contacts to and from the contact list.

Last Name	First Name	Company
		District 5 Prestress Team
Abedi	Hassan	FDOT
Abernethy	Catherine	Infrastructure Engineering Inc.
Abrams	Dave	PCL
Acevedo	Joel	Community Asphalt Corp.
Acevedo-diaz	Wilfredo	FDOT
Ackert	Melissa	FDOT
Adair	John	MTM Contractors
Adair	John	MTM Contractors
Adames	Alex	FDOT Manatee Operations
Adams	Zach	Jacobs Engineering
Adams	Kara	FDOT Interstate
Adams	Dan	Foundation Services CF, Inc.
Adams	Kelly	Atkins
Adams, P.E.	Bill	Johnson-Adams
Adamson	Steve	HNTB Corporation
Ardina	Sirivus	IMT


Figure 37 – Contact List

To filter the contact list, type the filter criteria in the contact list filter to see the results. The filter will return results that contain the filter criteria in any of the available fields (i.e. Last Name, First Name, Company).



Last Name	First Name	Company
Ahmann	Jeremy	CDM Smith
Benedico	Nick	Wilbur Smith Associates
Gibson	Jon	CDM Smith
Gowins, P.E.	Dennis	Reynolds, Smith & Hills
Haynes, P.E.	Jack R.	Reynolds, Smith and Hills, Inc.
Mangogna	Robert	CDM Smith
McDonald	Shaun	CDM Smith
Mills	Christopher	Wilbur Smith Associates, Inc.
Morgan	Geralynn	CDM Smith
NeSmith	Christopher	WSP USA
Pakalapati	Pinky	CDM Smith
Pecor	Chris	CDM Smith

Figure 38 – Contact List Filter

 **DVAC RESTRICTED** – To add a contact to the **Contacts** list, select **Add** located at the bottom of the contact list. Then enter the contact information and select **OK** to save the contact or select **Cancel** to exit without saving. Any added contacts will appear in the Contacts list.

The screenshot shows a dialog box titled "Add Contact". It features a dark blue header bar with the text "Add Contact". Below the header, there is a red plus icon followed by the text "Contact Information". The form contains several input fields: "Company Name" (highlighted with a blue border), "Title", "First Name", "Last Name", "Please select a District..." (dropdown), "Please select a Cost Center..." (dropdown), "RACF User ID", and "Website". Below these fields is a checkbox labeled "CIMS Administrator". At the bottom of the form, there are three red plus icons followed by the text "Phone", "Email", and "Address". At the very bottom of the dialog, there are two buttons: "Cancel" and "OK".

Figure 39 – Add Contact Dialog

To edit or delete the contact or any of the specific contact information, select a specific contact from the contact list. When a contact is selected, additional detailed contact information appears in the **Contact Management** window. Each of the detailed information cards has the options to **Edit** or **Delete** information. Select the desired function for the applicable information card and complete the edit or delete operation.

The screenshot displays the 'Contact Edit and Delete' interface for a user named Jeremy Ahmann. It is organized into three main sections:

- Phone Numbers:** A table with columns 'Phone Type', 'Phone Number', and 'Phone Extension'. One entry is shown: Business Cell, (407) 516-8182, -. Below the table is a '+ Add Phone' link and the text 'Jeremy Ahmann Phone Numbers' with 'Edit' and 'Delete' buttons.
- Email Addresses:** A table with columns 'Email Type' and 'Email Address'. One entry is shown: WORK, Ahmannjm@cdmsmith.com. Below the table is a '+ Add Email' link and the text 'Jeremy Ahmann Email Addresses' with 'Edit' and 'Delete' buttons.
- Address:** A table with columns 'Address Type' and 'Address'. Below the table is a '+ Add Address' link and the text 'No Contact addresses for Jeremy Ahmann'.

Figure 40 – Contact Edit and Delete

Contact history is saved for all contact information cards. To view the history, select the **History** tab.

The screenshot displays the 'Contact History' interface for a user named Jon Gibson. It features a 'Contact View' tab and a 'History' tab. The main content includes:

- Contact History Table:** A table with columns 'Last Updated Date', 'Last Updated User ID', 'Last Name', 'First Name', and 'RACF ID'. Two records are shown:

Last Updated Date	Last Updated User ID	Last Name	First Name	RACF ID
08-03-2009	KNWSAGJ	Gibson	Jon	
10-09-2008	KNWSAGJ	Gibson	Jon	
- Jon Gibson Contact Information History:** A section header for the contact details.
- Contact History Record Details:** A list of contact information:
 - Company Name: Wilbur Smith Associates
 - Title: Sr. Project Engineer
 - First Name: Jon
 - Last Name: Gibson
 - Website: -
 - DOT Geographical District: 05
 - FL Acct. Org. Code: 509
 - RACF User ID: -
 - CIM Website Administrator: No
 - Last Updated By: KNWSAGJ
 - Last Updated On: 08-03-2009
- Phone Record History Details:** No Phone History Records for Jon Gibson.
- Email Record History Details:** No Historical Email Addresses for Jon Gibson.
- Address Record History Details:** No Historical Address Records for Jon Gibson.

Figure 41 – Contact History

5.5.2. Reminders

The **Reminders** feature maintains a listing of all reminders that have been entered into CIMS and provides tools to add new reminders and resolve existing reminders. The reminder list displays active and resolved reminders. Active reminders are highlighted in green.

NOTE: New reminders that are added to the contract that is currently active in the system. In order to add a reminder to a specific contract, users need to search for and open the specific contract information before adding a reminder.

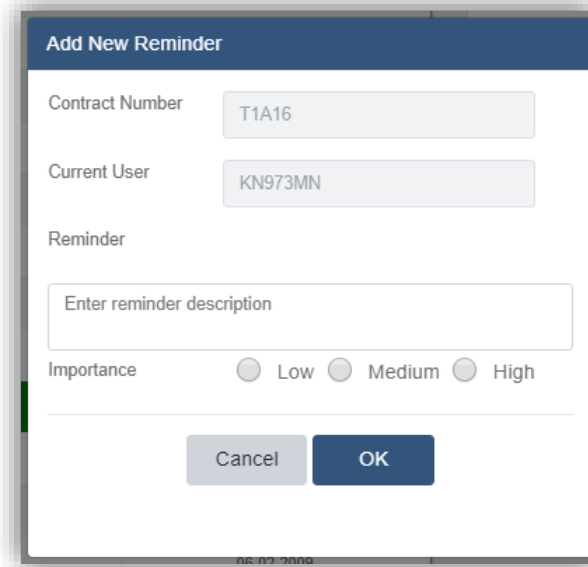
Contract No.	Priority	Created	Last Update
18988	L	06-19-2018	06-19-2018
18988	M	06-19-2018	06-19-2018
18988	L	06-19-2018	06-19-2018
18988	L	06-19-2018	06-19-2018
18988	L	06-19-2018	06-19-2018
18988	H	06-19-2018	06-19-2018
18988	M	06-19-2018	06-19-2018
AQM22	L	06-19-2018	06-19-2018
ESC04	M	02-21-2008	06-02-2009
T1A16	L	06-19-2018	06-19-2018
T1A16	L	06-19-2018	06-19-2018
T1A16	M	06-19-2018	06-19-2018
T1A16	L	06-19-2018	06-19-2018
T1A16	H	06-19-2018	06-19-2018
T1A16	L	06-19-2018	06-19-2018
T1A16	L	06-19-2018	06-19-2018
T2027	M	02-22-2008	04-30-2008
T2027	M	05-29-2008	06-02-2009
T2027	M	03-01-2009	03-02-2009
T2027	M	06-27-2010	06-19-2015

Green = ACTIVE - Reminders for KN973MN

Add

Figure 42 – List of Reminders

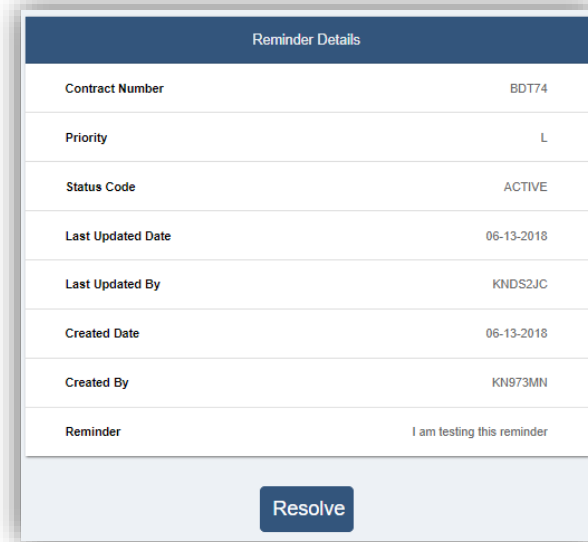
To add a reminder, select **Add** at the bottom of the **Reminders** list to open the **Add New Reminder** dialog. Enter the reminder information and select **OK** to save the reminder or select **Cancel** to exit without saving. Any added reminders will appear in the Reminders list.



The 'Add New Reminder' dialog box features a dark blue header with the title 'Add New Reminder'. Below the header, there are three input fields: 'Contract Number' with the value 'T1A16', 'Current User' with the value 'KN973MN', and a larger text area for 'Reminder' with the placeholder 'Enter reminder description'. Underneath the text area, there are three radio buttons for 'Importance', labeled 'Low', 'Medium', and 'High', all of which are currently unselected. At the bottom of the dialog, there are two buttons: a light gray 'Cancel' button and a dark blue 'OK' button.

Figure 43 – Add New Reminder

To view the details of a reminder, select the reminder in the reminder list. When a reminder is selected, the **Reminder Details** card opens to display the details for the selected reminder.



The 'Reminder Details' card has a dark blue header with the title 'Reminder Details'. The main content is a table with the following data:

Contract Number	BDT74
Priority	L
Status Code	ACTIVE
Last Updated Date	06-13-2018
Last Updated By	KNDS2JC
Created Date	06-13-2018
Created By	KN973MN
Reminder	I am testing this reminder

At the bottom of the card, there is a dark blue button labeled 'Resolve'.

Figure 44 – Reminder Details

To **Resolve** a reminder, select the reminder from the list of reminders then select **Resolve** located below the **Reminder Details** card to open the **Resolve Reminder** dialog. Enter the resolution description and the reminder

information and select **Save** to save the resolved reminder or select **Cancel** to exit without saving. Any resolved reminders will lose the green highlighting in the **Reminders** list.

The image shows a 'Resolve Reminder' dialog box with the following fields and values:

Field	Value
Contract Number	T1A16
Priority Code	L
Reminder	Test
Last Updated On	2018-06-19T15:34:18
Last Updated By	KNDS2JC
Created On	2018-06-19T15:34:18
Created By	KN973MN

Below the fields is a section titled 'Enter a Resolution' with a text input field containing the placeholder 'Enter resolution description'. At the bottom are 'Cancel' and 'Save' buttons.

Figure 45 – Resolve Reminder Dialog

5.5.3. Feedback

The **Feedback** feature allows the user to submit feedback concerning the CIMS application to the appropriate FDOT personnel. The user can provide a priority, comments, and email address.

Concern

Priority Normal High

Comments

User E-mail

Cancel Send

Figure 46 – Submit Feedback

6. How To Section

This section provides information on how to perform specific functions inside of the CIMS application.

6.1. How to Search for a Contract

- 1) Select **Search Criteria** from the **Search** navigational link.

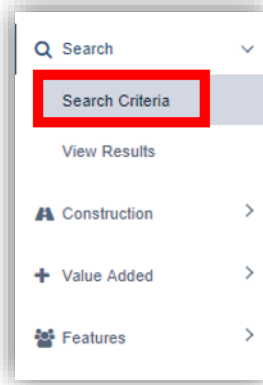


Figure 47 – Search Criteria Feature

- 2) Enter the search criteria in the available search fields.

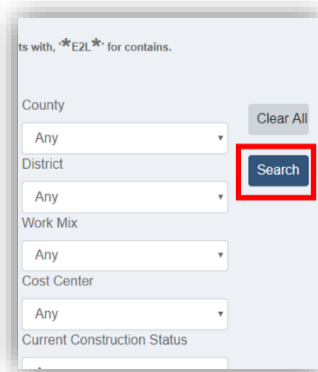


Note: Use the * symbol for wildcard searches. For example: 'E2L*' for starts with, '*E2L*' for contains.

Contract Number	Subcontractor Name	County	Clear All Search
Financial Project ID	Subcontractor ID	District	
Contract Description & Location	Roadway ID Number	Work Mix	
Contractor Name	State Road Number	Cost Center	
Contractor ID	Bridge Number	Current Construction Status	
FAP (Federal Aid Participation)	Site Manager Contract Type	Critical Dates	
		Key Dates	

Figure 48 – Search Criteria Fields

3) Select **Search**.



ts with, '*E2L*' for contains.

County

Any

District

Any

Work Mix

Any

Cost Center

Any

Current Construction Status

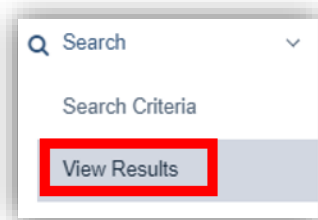
Clear All

Search

Figure 49 – Search

6.2. How to View Contract Search Results

1) Select **View Results** from the navigational links (or from the feature tab on the **Search Criteria** page).



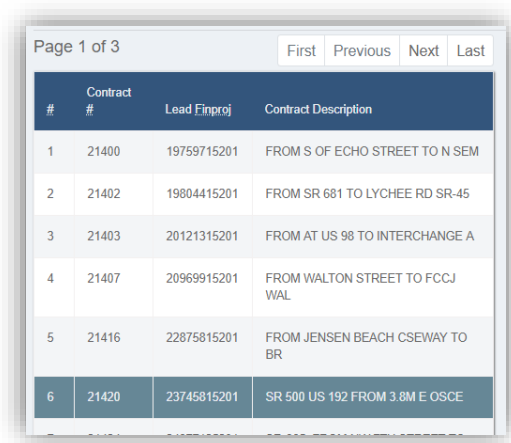
Search

Search Criteria

View Results

Figure 50 – View Results

2) When the search is complete, if the search returned more than one result, select the desired contract from the **Search Results Summary**.



The screenshot shows a web interface for 'Search Results Summary'. At the top, it says 'Page 1 of 3' and has navigation buttons for 'First', 'Previous', 'Next', and 'Last'. Below this is a table with the following columns: 'Contract #', 'Lead Finproj', and 'Contract Description'. The table contains 6 rows of data.

Contract #	Lead Finproj	Contract Description
1	21400	19759715201 FROM S OF ECHO STREET TO N SEM
2	21402	19804415201 FROM SR 681 TO LYCHEE RD SR-45
3	21403	20121315201 FROM AT US 98 TO INTERCHANGE A
4	21407	20969915201 FROM WALTON STREET TO FCCJ WAL
5	21416	22875815201 FROM JENSEN BEACH CSEWAY TO BR
6	21420	23745815201 SR 500 US 192 FROM 3.8M E OSCE

Figure 51 – Search Results Summary

3) After a contract has been selected from the **Search Results Summary**, the details of the contract are displayed in the categories shown on the **View Results** page. Other details associated with the selected contract can be viewed by choosing any of the features associated with the **Construction** navigational link.

6.3. How to Search for a Value Added Feature

See [Contract Specific VAF Search](#) (section 9.1) and [VAF Specific Search](#) (section 9.2) in [VAF Users](#) (section 9) in this document.

6.4. How to View Value Added Feature Search Results

See [Value Added Features](#) (section 9.3) in [VAF Users](#) (section 9) in this document.

6.5. How to Add Links

The **External Links** feature allows users to add links to systems and information that are relevant to the selected contract. To add a link:

1) Navigate to the **External Links** feature.

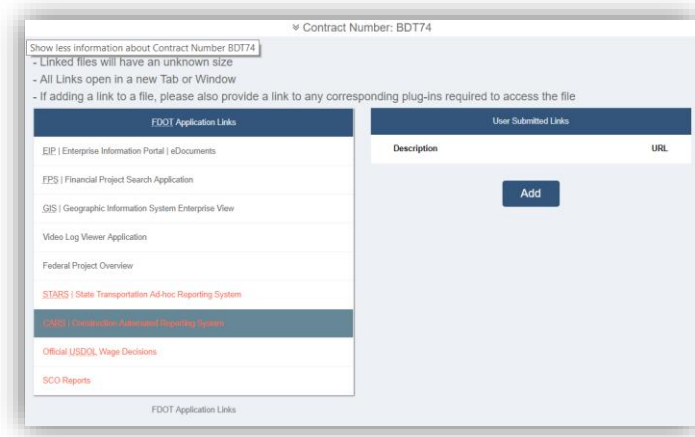


Figure 52 – External Links Feature

2) Select **Add** in the **External Links** feature to open the Add Link dialog.

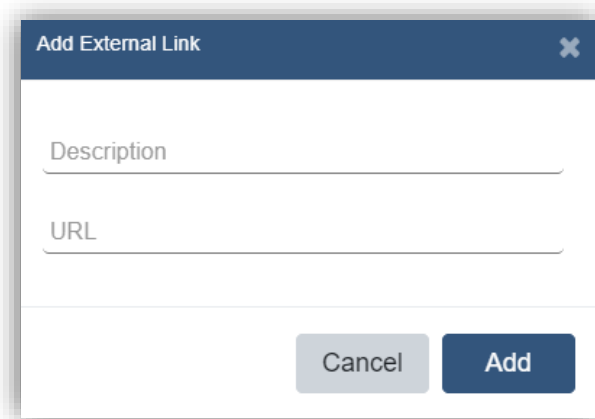


Figure 53 – Add External Link Dialog

3) Enter the **Description** and the **Uniform Resource Locator (URL)**, then select **Add** to add the link and close the dialog or select **Cancel** to close the dialog without adding the link.

6.6. How to Add Notes

Notes can be added two ways: from a specific **Construction** navigational link feature or from the **Notes** feature under the Construction navigational link.

6.6.1. Adding a Note from a Specific Construction Feature

1) From the main feature window, select the **Notes** feature tab.

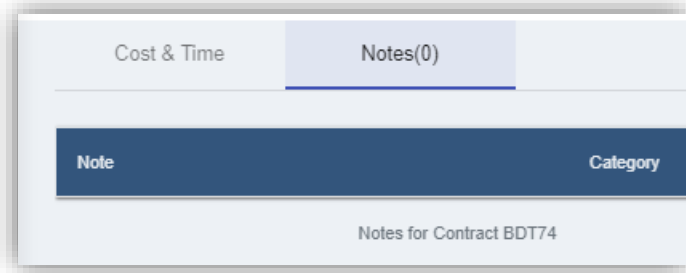


Figure 54 – Feature Note Tab

2) Select **Add** in the **Notes** tab window to open the **Add Note** dialog.

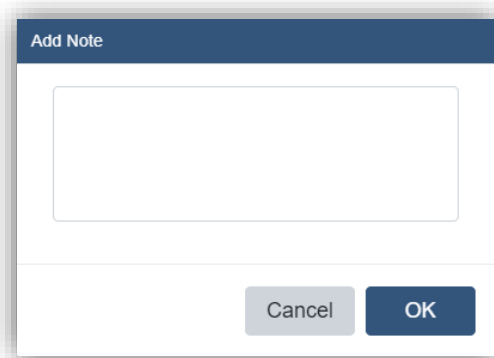


Figure 55 – Add Note Dialog

3) Enter the note and select **OK** to save the note and close the dialog or **Cancel** to close the dialog without saving the note.

NOTE: Any note added from the **Notes** tab of a feature will be specific to that feature. All notes are applied to the currently selected contract.

6.6.2. Adding a Note from the Notes Feature

NOTE: Adding a note to a contract from the **Notes** feature is different than adding a note from a specific feature of the contract. When adding a note from the Notes feature, the user is required to identify the specific feature the note applies to.

1) In the **Notes** feature window, select **Add** to open the **Add Note** dialog.

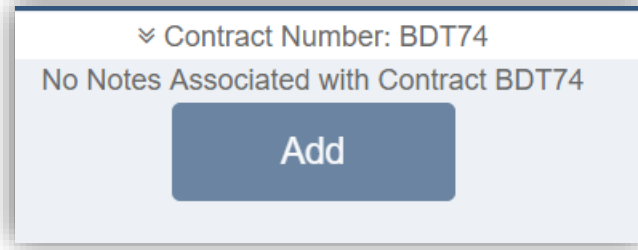


Figure 56 – Add from Notes Feature

2) Enter the note and select the feature the note applies to in the **Add Note** dialog. The note will be added to the selected feature.

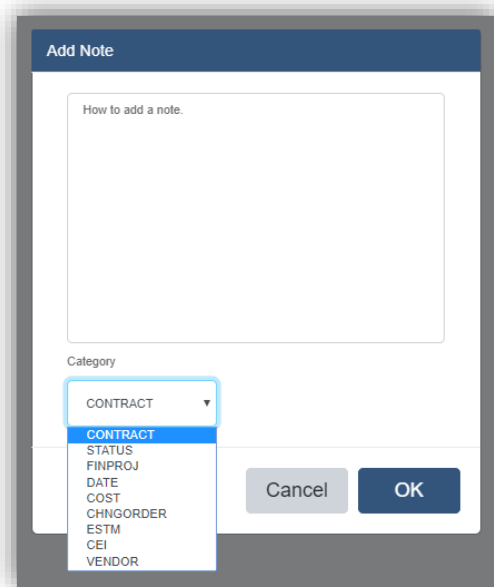


Figure 57 – Add Note (from Feature)

6.7. How to Edit Notes

1) Select the note from the list of notes to open the **Note Details** card.

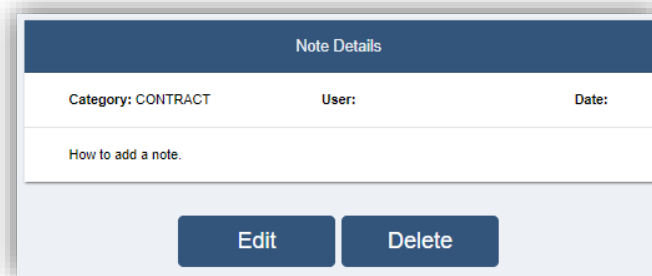


Figure 58 – Note Details Card

2) Select **Edit** below the **Note Details** card to open the **Edit Note** dialog.

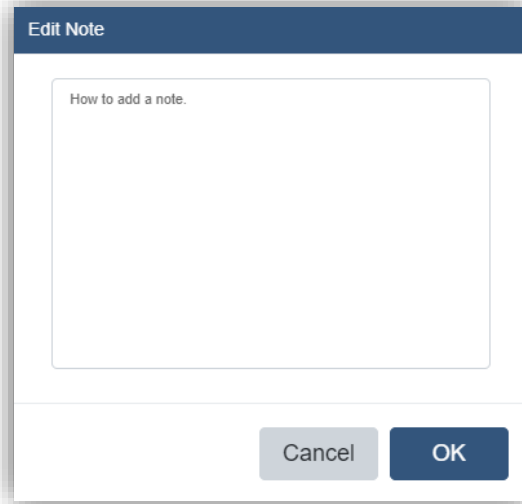


Figure 59 – Edit Note Dialog

3) Edit the note and select **OK** to save the edits and close the dialog or **Cancel** to close the dialog without saving the edits.

6.8. How to Delete Notes

1) Select the note from the list of notes to open the **Note Details** card.

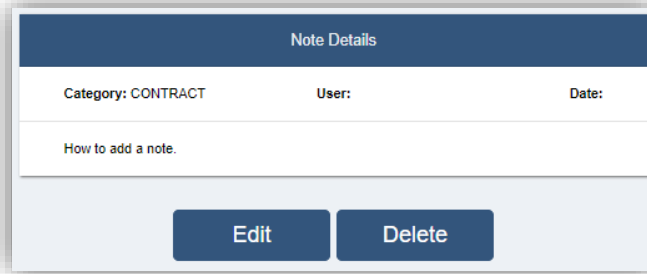


Figure 60 – Note Details Card

2) Select **Delete** below the **Note Details** card to open the **Delete Note** dialog.

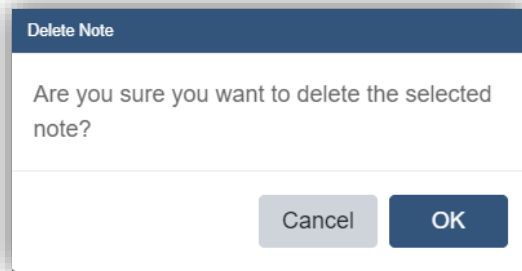


Figure 61 – Delete Note Dialog

3) Select **OK** to delete the note and close the dialog or **Cancel** to close the dialog without deleting the note.

6.9. How to Add Notifications

See [Managing Notifications](#) (section 8.14) in this document.

7. CPPR Guidelines

[Additional CPPR Guidelines](#) (link to Construction Website)

1. Where percentages are used, the standard rules of rounding are to apply to calculate the nearest whole number.
2. “Documentation” and “document”, unless otherwise noted, are defined as Daily Report of Construction, Stop Work Orders, Speed Memos, or other such notes or communication in the project files or to the contractor from the CEI. Proper documentation on a daily basis is essential in providing an accurate, well-established grade.
3. The term “contractor” includes the prime contractor and all subcontractors and suppliers. The prime contractor is responsible for the quality of material, workmanship, and timeliness for all work on the project.
4. Bonus points are available on Categories 4, 7, and 9. Category 4 bonus points (6 points) and Category 9 bonus points (4 points) apply to all projects. Category 7 bonus points (2 points) apply only to projects over 300 days of allowable contract time.
5. Performance Deficiency Warning Letter – Under normal circumstances, project personnel will notify the contractor of shortcomings/non-compliances with the contract prior to issuing a Performance Deficiency Letter. However, blatant violations or noncompliance may result in a Performance Deficiency Letter being issued without a warning. Prior to issuing a warning letter, the Project Administrator should discuss the performance concerns with the Resident Engineer. A single warning letter can be used to address concerns in more than one performance category.
6. Performance Deficiency Letter – Letters from the Resident Engineer to the contractor for the sole purpose of addressing specific performance concerns or issues. This does not include those items previously covered under the definition of “documentation”.

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Performance Deficiency Letters shall be signed by the Resident Engineer and sent out via certified mail, return receipt requested. A single Performance Deficiency Letter can be used to address concerns in more than one performance category. It is recommended that the Project Administrator keep a file for each project for all warning and deficiency letters.

7. The Performance Deficiency Letter factor will apply for all jobs over one (1) year. The factor will be based on 365 days/year divided by the allowable contract time. This factor will be multiplied by the number of Performance Deficiency Letters in each grading category to obtain a pro-rated (annualized) number of Performance Deficiency Letters. The standard rules of rounding will apply. For projects with contract time less than 365 days, the Performance Deficiency Letter frequency and the corresponding grades shown in this document will apply.

(365 days per year) divided by (allowable contract days)	=	Deficiency Letter Factor (DLF)
(DLF) multiplied by (# Deficiency letters issued in a particular category)	=	“pro-rated” # deficiency letters for the particular grading category

The Performance Deficiency Letter factor example:

DLF	Total Deficiency Letters (category 2)	Pro-rated Deficiency Letter #	Grade
$365/500 = 0.7$	6	$0.7 \times 6 = 4.2$	4.0

8. Appeals process – If a contractor receives a Performance Deficiency Letter and feels that it was not warranted, the contractor may appeal the issue at the District Construction Engineer (DCE) level within 10 days of receiving the letter. If an appeal is successful, the DCE will issue a letter rescinding the Performance Deficiency Letter. In addition, for those performance categories that do not include the use of Performance Deficiency Letters, the contractor may use the appeals process (for Categories 1, 4, and 8) when issued within ten (10) days of the receipt of the letter to appeal performance issues/concerns for that month. The Department will communicate performance progress in Categories 1, 4, and 8 on a monthly basis.

9. Contractor Responsibility – the contractor is responsible to keep abreast of performance issues. This can be done by discussing performance with the Project Administrator on a daily basis, reviewing the Department’s daily diaries and discussing contractor performance at the weekly progress meetings.


10. Bonus points available in specific categories (e.g., Category 4, Category 7) are only applied once the grade has been marked Final in the CPPR header tab. A grade can only be marked as Final after the Final Acceptance Date has been entered in SiteManager.

See [Additional CPPR Guidelines](#) (web link) for additional information.

7.1. Category 1

Pursuit of The Work – Contractor diligently and systematically pursues the work with sufficient labor, materials, and equipment at all times. Active progress is made on critical path items each day in accordance with the approved schedule. The contractor schedules the subcontractors so that they are pursuing their work as well. Contractor worked five (5) days a week unless the contract states otherwise, excluding weather days. Percent is based on allowable contract time (minus weather days) and on a five (5) workday week unless otherwise stated in the contract.

Score	Meaning
12	The contractor aggressively pursued the work 90% of the days. Documentation in the project files by the CEI reveals that the progress of the work was unsatisfactory no more than 10%.
9	The contractor aggressively pursued the work 80% of the days. Documentation in the project files by the CEI reveals that the progress of the work was unsatisfactory no more than 20%.
6	The contractor aggressively pursued the work on at least 70% of the days. Documentation in the project files by the CEI reveals that progress of the work was unsatisfactory no more than 30%.
3	The contractor aggressively pursued the work on at least 60% of the days. Documentation in the project files by the CEI reveals that progress of the work was unsatisfactory no more than 40%.
0	The contractor did not aggressively pursue the work on at least 50% of the days. Documentation in the project files by the CEI reveals that progress of the work was unsatisfactory no more than 50%.

 **NOTE:** Grades between those shown will be based on an extrapolation of the actual percentage of the days the contractor aggressively pursued the work. I.e., 86% of the days would equate to a grade of 11. The status of performance in this category should be shared with the Contractor on a monthly basis.

7.2. Category 2

Proper MOT and Minimize Impacts to Traveling Public – Provide maintenance of traffic (MOT) in accordance with all applicable standards. Coordinate construction operations that directly affect the traveling public to minimize impacts to the public. Effectively use the worksite Traffic Supervisor to monitor and correct deficiencies. The contractor takes the initiative to identify and fix MOT concerns in a timely manner.

Score	Meaning
12	The contractor met all project requirements in all areas considered. The contractor corrected deficiencies promptly (maximum of 24 hours) based on timely internal reviews as well as external feedback. Contractor took immediate action, as appropriate, to minimize impacts to the public and businesses, including adjusting operations as necessary. No deficiency letter to the contractor by the CEI noting MOT deficiencies.
10	No more than one (1) deficiency letter to the contractor by the CEI noting MOT deficiencies.
8	No more than two (2) deficiency letters to the contractor by the CEI noting MOT deficiencies.
6	No more than three (3) deficiency letters to the contractor by the CEI noting MOT deficiencies.
4	No more than four (4) deficiency letters to the contractor by the CEI noting MOT deficiencies.
2	No more than five (5) deficiency letters to the contractor by the CEI noting MOT deficiencies.
0	Six (6) or more deficiency letters to the contractor by the CEI noting MOT deficiencies.

7.3. Category 3

Timely and Complete Submittal of Documents – Contractor submits all required documents in a timely and accurate manner and with all the required information and detail. Documents include sublet requests, rental agreements, certification of materials, shop drawings, responses to correspondence, monthly certification, time

extension requests, project schedules and schedule updates, claims for delay or extra work, quality control plans, test results, work plans, weekly MOT, NPDES reviews, etc. For EEO/DBE submittals, trainee submittals, certified payrolls, and statewide DBE utilization reporting, a deficiency letter will only be issued on these documents when a monthly estimate is actually withheld.

Score	Meaning
8	The contractor submitted documents in a complete and accurate manner and in a timeframe required in the contract.
6	No more than one (1) deficiency letter to the contractor by the CEI documenting late or insufficient submittal documentation.
4	No more than two (2) deficiency letters to the contractor by the CEI documenting late or insufficient submittal documentation.
2	No more than three (3) deficiency letters to the contractor by the CEI documenting late or insufficient submittal documentation.
0	Four (4) or more deficiency letters to the contractor by the CEI documenting late or insufficient submittal documentation.

7.4. Category 4

Timely Completion of Project – The contractor completes the project in a timely manner.

Score	Meaning
20	* The contractor finished the project within the original contract time. (no adjustments for weather)
18	* The contractor finished the project within 90% of allowable contract time.
16	* The contractor finished the project within 95% of allowable contract time.
14	* The contractor finished the project within the allowable contract time.

7	The contractor did not complete the project within the allowable contract time but did finish the project in less than 10% over the allowable contract time.
0	The contractor completed the project more than 10% over the allowable contract time.
<p>* 14 is the normal, expected standard because the vast majority of the projects finish within the allowable time. A score of up to 20 is a bonus, which recognizes that a contractor may have to work through weather, utilities, added work, or other unforeseen conditions or delays.</p>	

7.5. Category 5

Coordination/Cooperation with Construction Engineering Inspection Personnel, Property Owners, and Utilities Companies – The contractor coordinates/cooperates with CEI personnel responsible for administration of the contract requirements and inspection of the work. The contractor coordinates/cooperates well with property owners, utilities companies, and adjacent projects throughout the contract. The contractor responds to third party damages in a timely manner.

Score	Meaning
10	The contractor was cooperative and communicated well with the CEI, utility companies, and property owners, with very little direction from the Engineer. The contractor always gave advance notices to the CEI and utility companies (when work was in the vicinity of a utility), of work activities that required inspection. The contractor worked with the property owners to eliminate access problems for businesses and private property. No deficiency letter in the files by the CEI noting contractor's failure to cooperate/coordinate with the CEI, utility companies, and property owners. Contractor identified conflicts in advance, to allow timely resolution.
8	No more than one (1) deficiency letter by the CEI noting contractor’s failure to coordinate/cooperate with the CEI, utility companies, or property owners.
6	No more than two (2) deficiency letters by the CEI noting contractor’s failure to coordinate/cooperate with the CEI, utility companies, or property owners.

4	No more than three (3) deficiency letters by the CEI noting contractor’s failure to coordinate/cooperate with the CEI, utility companies, or property owners
2	No more than four (4) deficiency letters by the CEI noting contractor’s failure to coordinate/cooperate with the CEI, utility companies, or property owners
0	Five (5) or more deficiency letters by the CEI noting contractor’s failure to coordinate/cooperate with the CEI, utility companies, or property owners


7.6. Category 6

Mitigate Cost and Time Overruns – The contractor takes the initiative and works diligently to avoid cost or time increases and to mitigate the effects of changed conditions whenever they do occur. Requests for additional money or time are well documented (complete and accurate), fair, and submitted timely.

Score	Meaning
12	The contractor worked diligently to avoid cost and time increases or to mitigate the effects of changed conditions. All requests for additional money or time were in good faith, accurate, timely, and well documented. If additional documentation is requested, it was promptly provided. No more than one (1) deficiency letter by the CEI noting contractor’s failure to mitigate cost and time impacts.
9	No more than two (2) deficiency letters by the CEI noting contractor’s failure to mitigate cost and time impacts.
6	No more than three (3) deficiency letters by the CEI noting contractor’s failure to mitigate cost and time impacts.
4	No more than four (4) deficiency letters by the CEI noting contractor’s failure to mitigate cost and time impacts.
0	Five (5) or more deficiency letters by the CEI noting contractor’s failure to mitigate cost and time impacts.

7.7. Category 7

Environmental Compliance – The contractor complied with all federal, state, and local environmental regulations, including permit requirements, National Pollutant Discharge Elimination System (NPDES), and the contract erosion control plan. Contractor takes the initiative to review environmental compliance and corrects deficiencies as necessary to minimize the effects on the environment.

 **NOTE:** On projects over 300 days of allowable contract time, a bonus of 2 points will be given if the contractor did not receive any deficiency letters in this category.

Score	Meaning
10/12	* The contractor met all contract requirements in all areas considered. The contractor promptly (within 24 hours) identified and corrected all deficiencies. These areas were promptly and appropriately addressed to minimize adverse effects on the environment. No deficiency letter to the contractor by the CEI.
8	No more than one (1) deficiency letter to the contractor by the CEI.
6	No more than two (2) deficiency letters to the contractor by the CEI.
4	No more than three (3) deficiency letters to the contractor by the CEI.
2	No more than four (4) deficiency letters to the contractor by the CEI.
0	Five (5) or more deficiency letters to the contractor by the CEI.

7.8. Category 8

Conformance with Contract Documents – The contractor ensured conformance to all contract requirements including quality of materials and workmanship of temporary as well as final products and services. Contractor provided sufficient supervision, management, and oversight to ensure quality control at all times. Contractor's efforts are such that the Department's CEI efforts are not essential to ensure quality.

Score	Meaning
20	Contractor worked diligently throughout the life of the project to provide quality products and services in accordance with the contract documents. Contractor personnel performed all quality

	controls, management, and oversight necessary to ensure quality. CEI personnel had documented quality control or contract performance concerns on (5% or less) of the chargeable workdays.
16	The CEI personnel had documented quality control or contract performance concerns on 10% of the chargeable workdays.
12	The CEI personnel had documented quality control or contract performance concerns on 15% of the chargeable workdays.
8	The CEI personnel had documented quality control or contract performance concerns on 20% of the chargeable workdays.
4	The CEI personnel had documented quality control or contract performance concerns on 25% of the chargeable workdays.
0	The CEI personnel had documented quality control or contract performance concerns on more than 25% of the chargeable workdays.

A) Grades between those shown will be based on an extrapolation of the actual percentage of the days the contractor conformed with contract documents; i.e., 93% of the days would equate to a grade of 18.4 rounded to 18.0.

B) In order to track “conformance with the contracts documents”, project personnel should document all deficiencies on the daily diary to have one location to find all the information. For instance, if the Department sends a letter to the contractor outlining a number of shortcomings, with shop drawing submitted, the daily should include a note that this letter was sent with documented concerns (i.e., the daily dairy entry could simply state: “Letter date 07/10/01 documents shop drawing deficiencies”).

7.9. Category 9

Disadvantaged Business Enterprises (DBE) Utilization – The contractor will receive 4 bonus points for achieving or exceeding the DBE availability percentage shown in the bid proposal. If no DBE availability percentage is shown in the bid proposal, the contractor will receive 4 bonus points for achieving 8% or more DBE utilization. In order to get credit for DBE utilization, the contractor must enter the information into the Department’s Equal Opportunity Reporting tracking system.

8. CPPR Users

This section guides users on how to enter Contractors Past Performance Rating Information into CIMS. For information regarding the grading scale and the definition of the associated grading values for each of the categories please refer to the [CPPR Guidelines](#) (section 7) located in this document.

8.1. Selecting a Contract

From the **Search Criteria** feature, type the **Contract Number** (or other search criteria), then press the **Search** button. See [How to Search for a Contract](#). If more than one contract is returned from the search, select the desired contract from the **Search Results Summary**. See [How to View Contract Search Results](#).

Once a contract has been selected, select the **CPPR** feature located under the **Construction** navigational link.



Figure 62 – CPPR Feature Link

Only the Project Administrator/Engineer (found in SiteManager) for the contract selected has the authority to enter CPPR data for this contract.

The CPPR module will be available for data entry if the contract selected was let on or after September 29, 2010. If the contract was let prior to this time frame, you will get the following message:

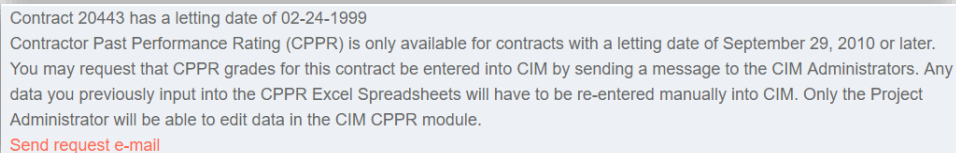


Figure 63 – CPPR Message

Click on the **Send Request E-mail** link to open an email requesting the contract be allowed in the CPPR module. A program is run weekly (generally Thursday) that includes contracts that have been requested to be added to the CPPR module that were let prior to the September 29, 2010 implementation date. The email is already composed, just press the **Send** button.

NOTE: CPPR is only available for certain types of contracts. If the contract you selected does not meet the requirement, you will get the following warning:

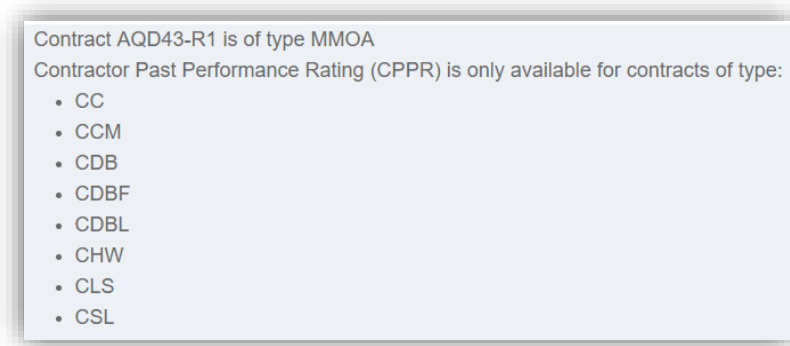


Figure 64 – CPPR Contract Type Warning

NOTE: If interim CPPR data has been entered in a previous system (like an Excel sheet) and you wish to finish it up in this module, you must reenter all the data from the old system into the CPPR module.

If the contract exists in the CPPR module, the Header record will be displayed. The header information is pulled from various systems including SiteManager, Work Program, etc. This data is not editable in CIMS.

If discrepancies are found in the data displayed, please use the Feedback feature in CIM to notify the programmers.

8.2. Header Tab (After Final Acceptance)

During the course of the contract, the **Header** tab displays overview information related to the contract. This include certain general details about project staff and contract time criteria important to the CPPR process. This information is static until after the contract has been Final Accepted.

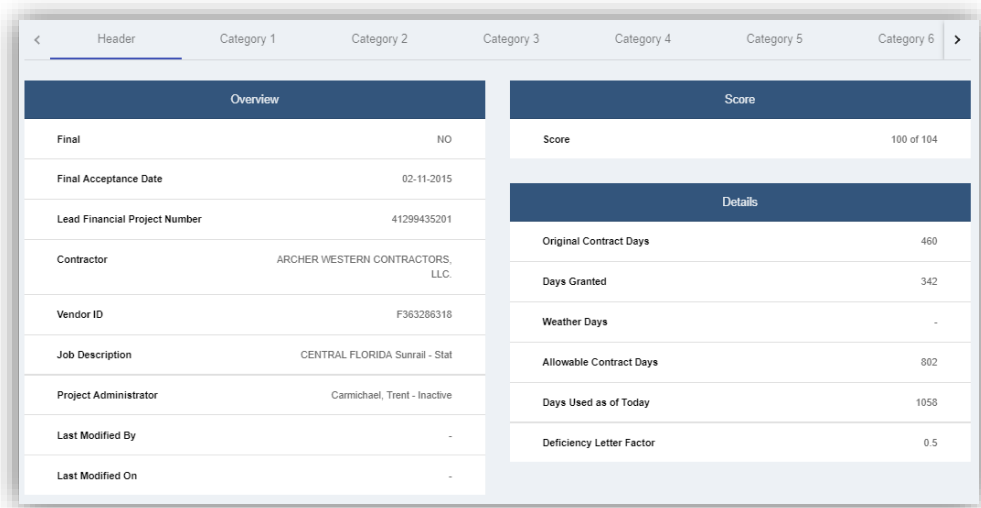


Figure 65 – Header

Once the Final Acceptance Date has been entered into SiteManager, there are 2 fields that become active on the **Header** tab. The **Final** checkbox is used to mark the CPPR score as a final score. This should be checked once all other entries have been entered and checked for accuracy in Categories 1 thru 9. Once the Final checkbox is selected, the system will automatically generate the final CPPR grade and apply bonus points as needed.

NOTE: The final grade will be automatically entered into SiteManager by CIMS.

The second field on the **Header** tab that is activated after Final Acceptance is the **Score Will Not Be Used** checkbox. This checkbox should only be selected if the Department has previously agreed to not use the CPPR score for this contract for some reason. This decision would generally require approval from the Director, Office of Construction.

If the contract has been Final Accepted and the details for each of the CPPR categories have been correctly entered and reviewed, click the **Final** checkbox, and then click **Save** to mark the score as a completed CPPR. Once the Final selection has been clicked, the Final Grade will be automatically entered into SiteManager. This will occur each night as the CIM system databases are updated.

8.3. Category 1

Category 1 addresses Pursuit of The Work, displaying the current score and % for pursuit of work and also allows users to manage work period information. Users can view, add, edit, and delete periods of work performance that track the contractor’s pursuit of work. Users are also able to view, add, edit, and delete remarks (notes) associated directly to specific periods of performance.

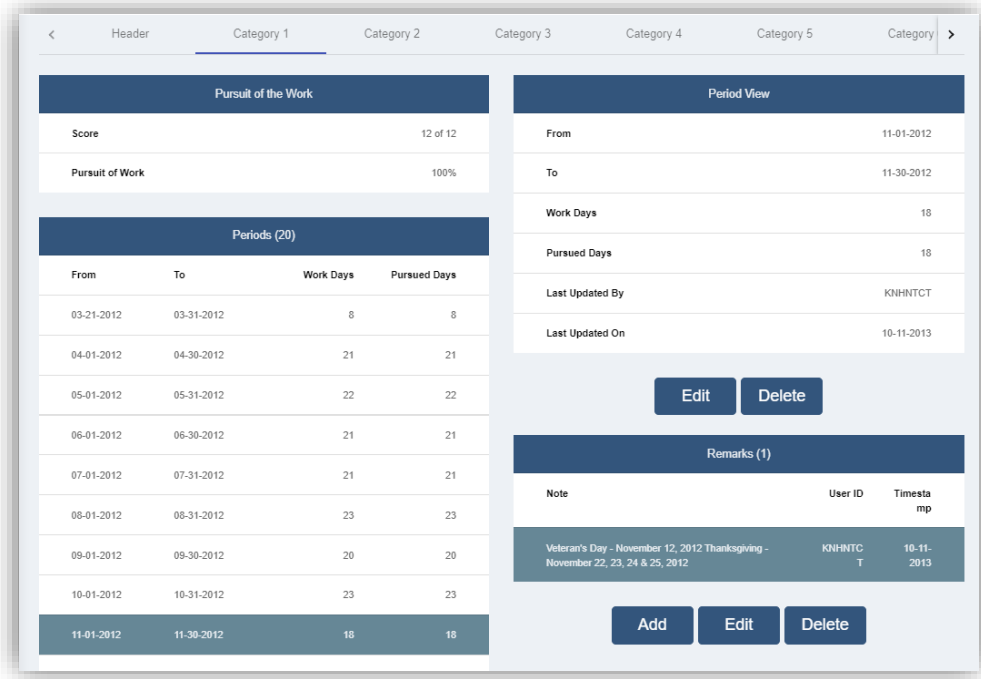



Figure 66 – Category 1

For detailed information on grading a contractor’s Pursuit of The Work, see CPPR Guidelines, [Category 1](#).

For detailed information on adding, viewing, editing, or deleting **Periods**, see [Managing Periods](#).

For detailed information on adding, viewing, editing, or deleting **Remarks**, see [Managing Remarks](#).

 **DVAC RESTRICTED:** *If you do not have DVAC authority for the district this VAF is a part of, you will only be able to view the data.*

8.4. Category 2

Category 2 addresses Proper MOT and Minimizing Impacts to Travelling Public, displaying the current score, number of deficiency letters, and the deficiency letter factor. Category 2 also allows users to manage notification information. Users can view, add, edit, and delete notifications that track the contractor’s deficiency letters for Category 2. Users are also able to view, add, edit, and delete **Remarks** (notes) associated directly to specific notifications.

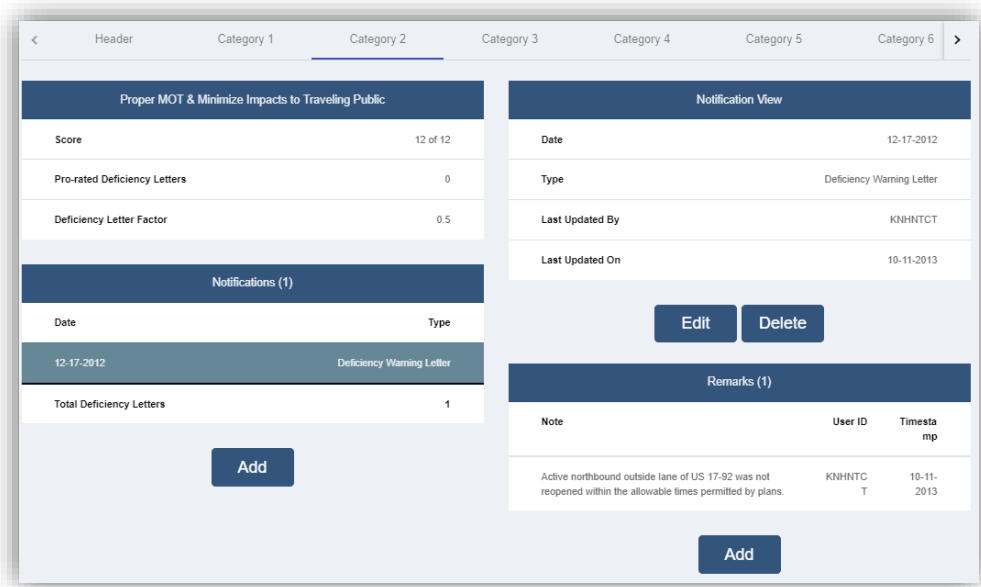



Figure 67 – Category 2

For detailed information on grading Proper MOT and Minimizing Impacts to Travelling Public, see CPPR Guidelines, [Category 2](#).

For detailed information on adding, viewing, editing, or deleting **Notifications**, see [Managing Notifications](#).

For detailed information on adding, viewing, editing, or deleting **Remarks**, see [Managing Remarks](#).

 **DVAC RESTRICTED:** If you do not have DVAC authority for the district this VAF is a part of, you will only be able to view the data.

8.5. Category 3

Category 3 addresses the Timely and Complete Submittal of Documents, displaying the current score, number of deficiency letters, and the deficiency letter factor. Category 3 also allows users to manage notification information. Users can view, add, edit, and delete notifications that track the contractor’s deficiency letters for Category 3. Users are also able to view, add, edit, and delete **Remarks** (notes) associated directly to specific notifications.

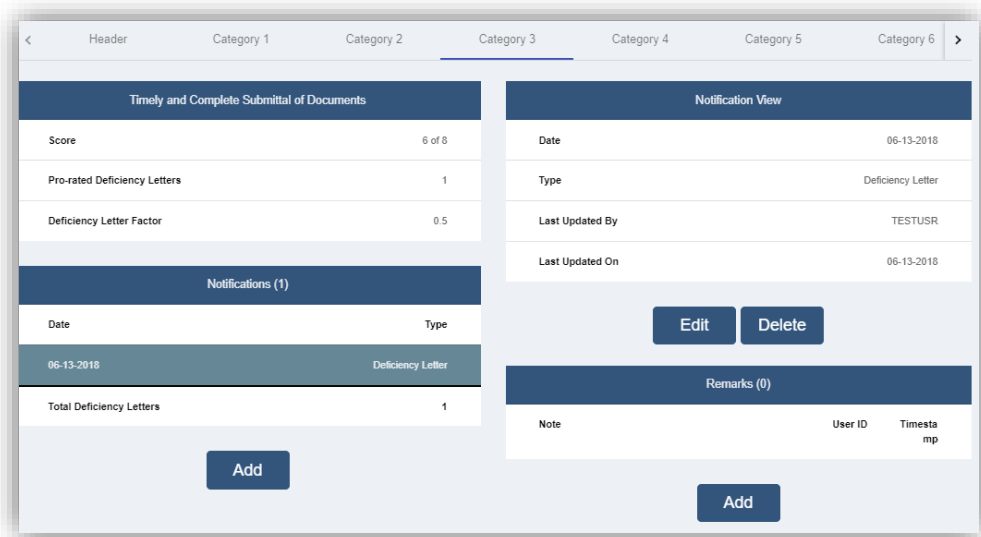



Figure 68 – Category 3

For detailed information on Timely and Complete Submittal of Documents, see CPPR Guidelines, [Category 3](#).

For detailed information on adding, viewing, editing, or deleting **Notifications**, see [Managing Notifications](#).

For detailed information on adding, viewing, editing, or deleting **Remarks**, see [Managing Remarks](#).

 **DVAC RESTRICTED:** If you do not have DVAC authority for the district this VAF is a part of, you will only be able to view the data.

8.6. Category 4

Category 4 addresses the Timely Completion of Project. The score for Category 4 is automatically calculated based on the number of Days Used on the contract. The interim grade of 14 will be shown until the grade has been marked as Final on the **Header** tab (only available after Final Acceptance Date has been entered into SiteManager).

Bonus points are applied only if applicable based on completion date as compared to either Allowable or Original Contract Days. Calculations are automatically made by the system.

The screenshot shows a mobile application interface with three tabs: 'Category 2', 'Category 3', and 'Category 4'. The 'Category 4' tab is selected and highlighted with a blue underline. Below the tabs is a table with a dark blue header row containing the text 'Timely Completion of Project'. The table has two columns: the left column lists various metrics, and the right column shows their corresponding values. Below the table, there is a note in a light gray box.

Timely Completion of Project	
Final	NO
Original Contract Days	460
Days Used	1058
Allowable Contract Days	802
Score	14 of 14

Note: A bonus of up to 6 points may be applied to this category after the grade has been marked as Final

Figure 69 – Category 4

For detailed information on the Timely Completion of Project, see CPPR Guidelines [Category 4](#).

8.7. Category 5

Category 5 addresses Coordination/Cooperation with Construction Engineering Inspection Personnel, Property Owners, and Utilities Companies, displaying the current score, number of deficiency letters, and the deficiency letter factor. Category 5 also allows users to manage notification information. Users can view, add, edit, and delete notifications that track the contractor’s deficiency letters for Category 5. Users are also able to view, add, edit, and delete **Remarks** (notes) associated directly to specific notifications.

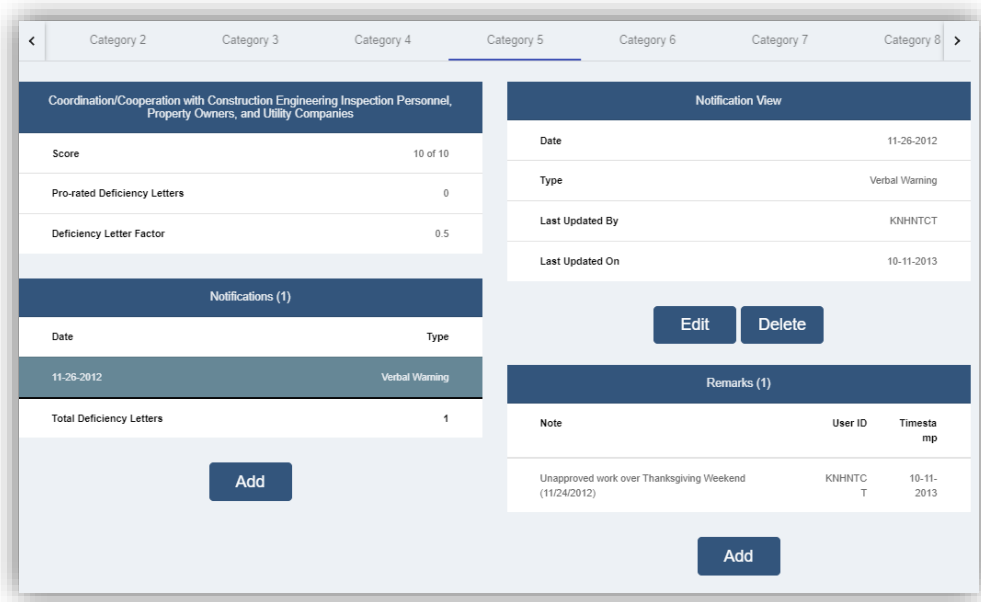



Figure 70 – Category 5

For detailed information on grading Coordination/Cooperation with Construction Engineering Inspection Personnel, Property Owners, and Utilities Companies, see CPPR Guidelines, [Category 5](#).

For detailed information on adding, viewing, editing, or deleting **Notifications**, see [Managing Notifications](#).

For detailed information on adding, viewing, editing, or deleting **Remarks**, see [Managing Remarks](#).

 **DVAC RESTRICTED:** If you do not have DVAC authority for the district this VAF is a part of, you will only be able to view the data.

8.8. Category 6

Category 6 addresses Mitigate Cost and Time Overruns, displaying the current score, number of deficiency letters, and the deficiency letter factor. Category 6 also allows users to manage notification information. Users can view, add, edit, and delete notifications that track the contractor’s deficiency letters for Category 6. Users are also able to view, add, edit, and delete **Remarks** (notes) associated directly to specific notifications.

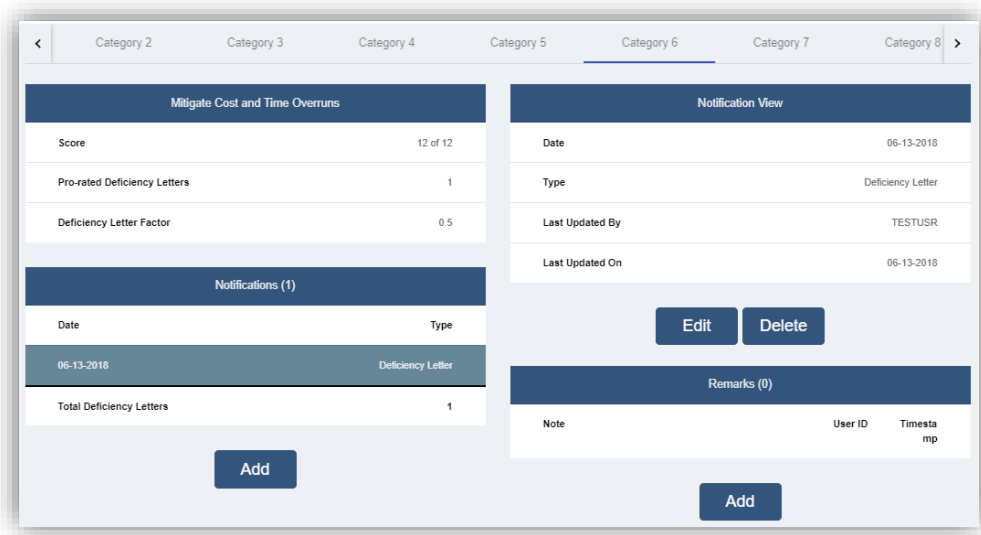



Figure 71 – Category 6

For detailed information on Mitigate Cost and Time Overruns, see CPPR Guidelines [Category 6](#).

For detailed information on adding, viewing, editing, or deleting **Notifications**, see [Managing Notifications](#).

For detailed information on adding, viewing, editing, or deleting **Remarks**, see [Managing Remarks](#).

 **DVAC RESTRICTED:** If you do not have DVAC authority for the district this VAF is a part of, you will only be able to view the data.

8.9. Category 7

Category 7 addresses Environmental Compliance, displaying the current score, number of deficiency letters, and the deficiency letter factor. Category 7 also allows users to manage notification information. Users can view, add, edit, and delete notifications that track the contractor’s deficiency letters for Category 7. Users are also able to view, add, edit, and delete **Remarks** (notes) associated directly to specific notifications.

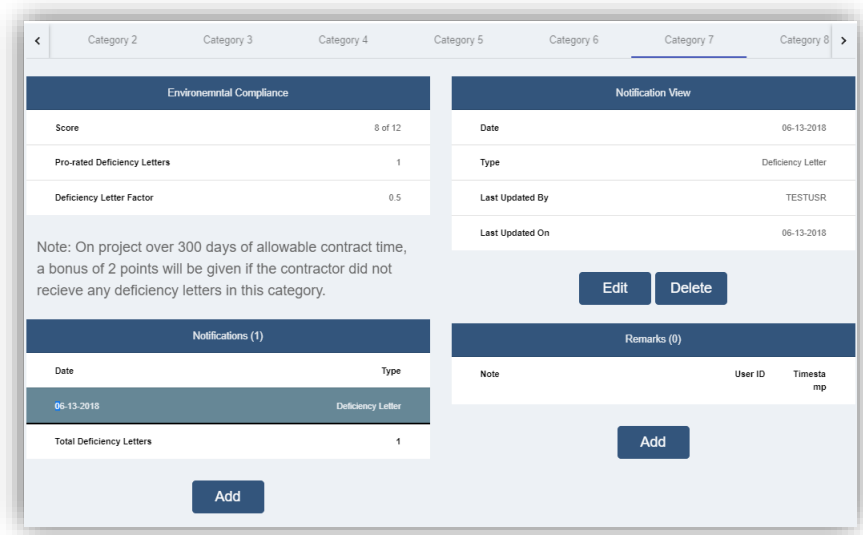



Figure 72 – Category 7

For detailed information on Environmental Compliance, see CPMR Guidelines [Category 7](#).

For detailed information on adding, viewing, editing, or deleting **Notifications**, see [Managing Notifications](#).

For detailed information on adding, viewing, editing, or deleting **Remarks**, see [Managing Remarks](#).

 **DVAC RESTRICTED:** If you do not have DVAC authority for the district this VAF is a part of, you will only be able to view the data.

8.10. Category 8

Category 8 addresses conformance with contract documents, displaying the current score and % for quality of work and also allows users to manage work period information. Users can view, add, edit, and delete periods of work performance that track the contractor’s conformance with contract documents. Users are also able to view, add, edit, and delete **Remarks** (notes) associated directly to specific periods of performance.

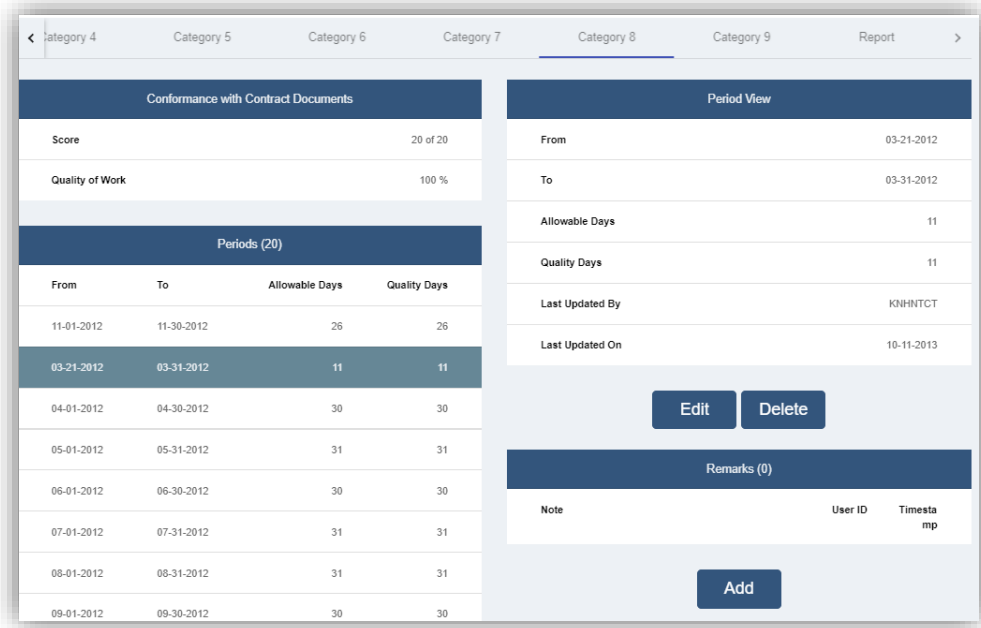



Figure 73 – Category 8

For detailed information on grading a contractor’s Conformance with Contract Documents, see CPPR Guidelines [Category 8](#).

For detailed information on adding, viewing, editing, or deleting **Periods**, see [Managing Periods](#).

For detailed information on adding, viewing, editing, or deleting **Remarks**, see [Managing Remarks](#).

 **DVAC RESTRICTED:** If you do not have DVAC authority for the district this VAF is a part of, you will only be able to view the data.

8.11. Category 9

Category 9 addresses Disadvantaged Business Enterprises (DBE) utilization. The score for Category 9 is based upon the contractor achieving the goal percentage of 8% for disadvantaged business utilization. Category 9 displays the score and the answers to the relevant DBE questions. Bonus points are applied only if applicable based on completion date as compared to either Allowable or Original Contract Days. Calculations are automatically made by the system.

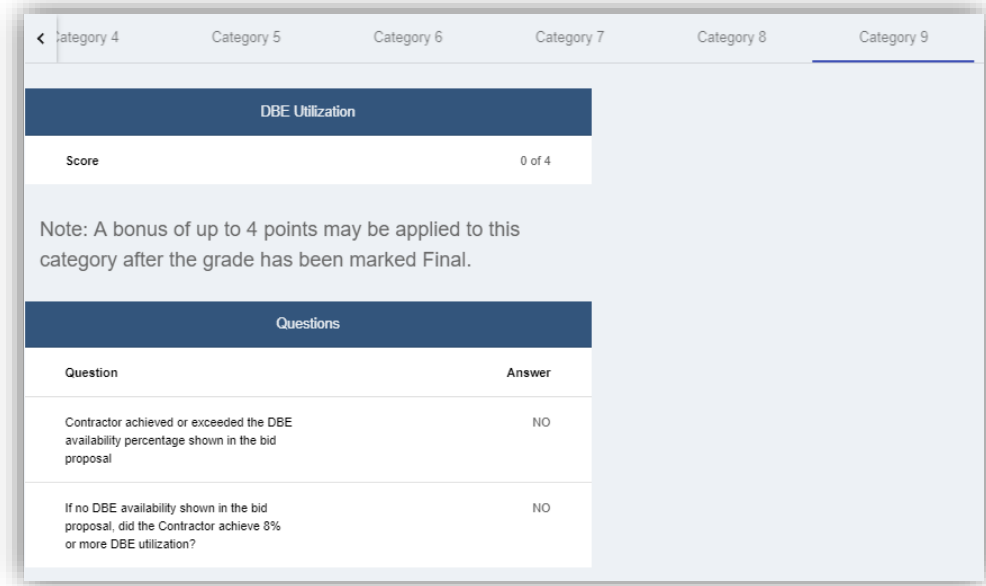



Figure 74 – Category 9

For detailed information on Disadvantaged Business Enterprises (DBE) Utilization, see CPPR Guidelines [Category 9](#).


 **DVAC RESTRICTED:** If you do not have DVAC authority for the district this VAF is a part of, you will only be able to view the data.

8.12. Report

The **Report** tab displays details relevant to the contractor for the project and the current CPPR score.

The **Overview** section has several editable fields that should be completed if they are blank by default. Completing the information is important, since these fields will be used on the Final CPPR Report.

Enter the correct address information for the contractor, as well as the firm or residency responsible for the project oversight (CEI/CCEI). Click **Save** after entering the appropriate details.

 **NOTE:** Once you enter address details for a specific contractor, the application will automatically display that address information on subsequent CPPRs for that contractor.

The **Scoring** section shows the overall score and the current score for each individual Category. These will change as necessary based on the information entered in Categories 1 thru 9.

CIMS – User’s Manual

To generate a report to be used as part of the interim or final notice of the performance rating to the contractor, select the appropriate hyperlink at the top of the **Report** tab.

8.12.1. The Interim Report should be used to generate a **printable** report that will show all current **CPPR** information for a contract that has not yet been **Final Accepted**. The **interim report** should be utilized as detailed in **CPAM Chapter 13 Section 1**.

Contract Number: T1A16				
STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION				
DISTRICT 01				
CONTRACTOR'S PAST PERFORMANCE RATING				
Date of the Report	07-15-2018	Original Contract Days	600	
FIN ID	4369215201	Days Granted	171	
Contract Number	T1A16	Weather Days	106	
Contractor	DE MOYA GROUP INC. (THE)	Allowable Contract Days	771	
Job Description	SR 93 (0-75) 01175000	Days Used as of Today	767	
Project Administrator	Fahadkoski, Khosrow	Deficiency Letter Factor (DLF)	0.5	
Contractor Performance Rating (Max of 110)		69	Final	
CATEGORY 1 - Pursuit of the Work				
Score (Max of 12)		12	Pursuit of Work	
Pursuit of Work		92%		
From	To	Work Days	Pursued Days	Remarks
01-01-2017	01-31-2017	18	18	January 16, 2017 Dr. Martin Luther King Holiday Contractor requested to work and their request was granted. 3 Weather were granted to the Contractor for this month.
12-01-2015	12-31-2015	17	17	Weather days observed on 12/7 and 12/9. Holidays observed from 12/24/2015 through 1/2/2016 inclusive.
01-01-	01-31-	96	0	Based on the approved CPM Schedule, the late start for guardrail installation was 12/17/2015. To this date Contractor has not installed any guardrail and it has become a major critical item of work.

8.12.2. The Final Report should be generated after all data has been entered into the **CPPR** module, the contract has been **Final Accepted**, and the **CPPR** score has been **marked as Final** on the Header tab.

Contract Number: T1A16			
STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION			
CONTRACTOR'S PAST PERFORMANCE REPORT			
DE MOYA GROUP INC. (THE)		4369215201	
(Contractor Name)		(FIN Report No.)	
1234 Test St. Tallahassee, FL 32379		COLLIER	
(Address)		(County)	
\$18,719,733.92		9917 - SAFETY PROJECT	
(Final Contract Amount)		(Type of Work)	
Fahadkoski, Khosrow / Johnson, Mimiann & Thompson		12/08/2017	
(Project Administrator / Final Report Author)		(Date Final Report)	
ANSWER ALL QUESTIONS			
Performance	Maximum Value	Rated Value	
1. Pursuit of the Work	12	12	
2. Proper MOT & Minimize Impacts to Traveling Public	12	10	
3. Timely and Complete Submittal of Documents	8	6	
4. Timely Completion of Project	14/20	14	
5. Coordination/Cooperation with Construction Engineering Inspection Personnel, Property Owners, and Utility Companies	10	4	
6. Mitigate Cost and Time Overruns	12	12	
7. Environmental Compliance	10/12	12	
8. Conformance with Contract Documents	20	19	
9. DOE Utilization	6/4	0	
Total Score	110/110	89	
Project Administrator (signature)	Date	Resident Engineer (signature)	Date

The **Final Report** should be signed by the Project Administrator and the Resident Engineer and completed as detailed in **CPAM Chapter 13 Section 1**.

8.13. Managing Periods

8.13.1. To add a period

1) Select **Add** located below the period summary list to open the **Add Period** dialog.

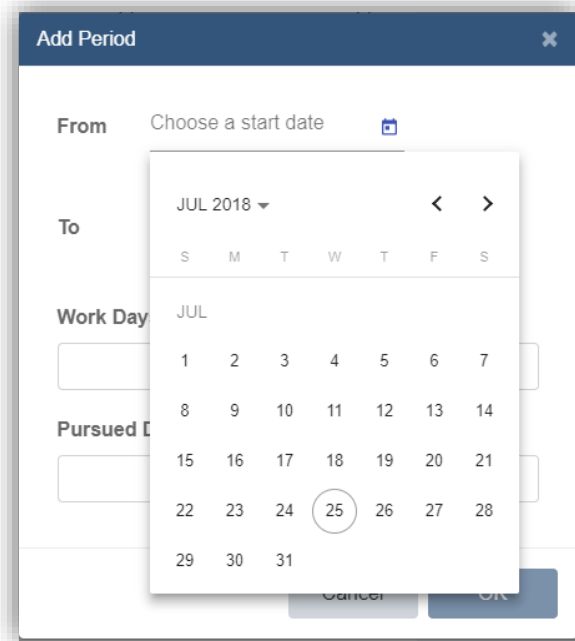



Figure 75 – Add and Add Period Dialog

2) Enter the period information. The dates can be typed in the box or you can use the calendar control located on the right side of the date box. The period range must start and end in the same month. If you have a contract that starts mid-month (e.g., 1/15/11), the **From** date would be 1/15/2011 and the **To** date would be 1/31/2011. Enter in the **Work Days** and the **Pursued Days** as well. Click on the **Add** button to save the record.

The screenshot shows a dialog box titled "Add Period" with a close button (X) in the top right corner. Under the heading "From", there is a date input field containing the placeholder "mm/dd/yyyy". Below this field is a calendar for "June 2018". The calendar grid shows days from the 27th of the previous month to the 30th of June. The 11th of June is highlighted. To the right of the calendar are navigation arrows and a "Select" button. Below the calendar is a text input field labeled "Pursued Days". At the bottom of the dialog are two buttons: "Cancel" and "Add".

Figure 76 – Add Period

 **NOTE:** The Work Days or Pursued Days cannot be greater than the amount of days between the **From** and **To** dates. If they are, you will get an error message. Correct the fields and save the period information.

8.13.2. To edit a period

- 1) Select the specific period from the summary list to open the **Period View** dialog.

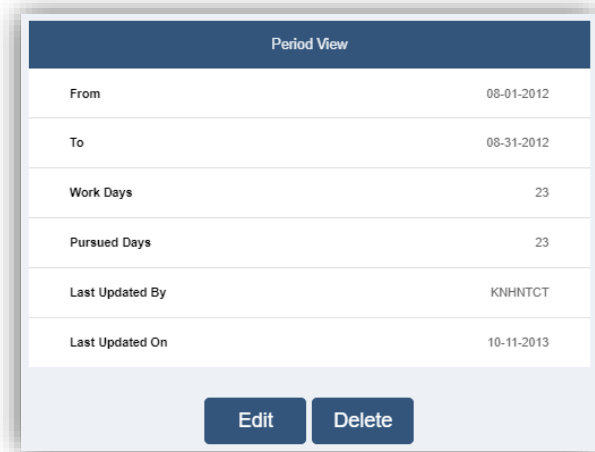


Figure 77 – Period View Dialog

2) Select **Edit** to open the **Edit Period** dialog.

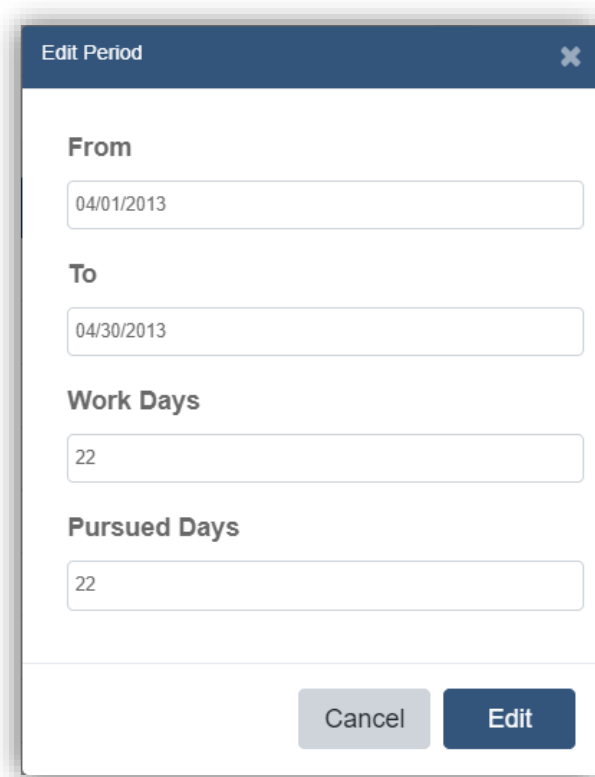


Figure 78 – Edit Period Dialog

3) Enter the edited period values and select **Edit** to save and close or select **Cancel** to cancel the edit without saving changes.

8.13.3. To delete a period

1) Select the specific period from the summary list to open the **Period View** dialog.

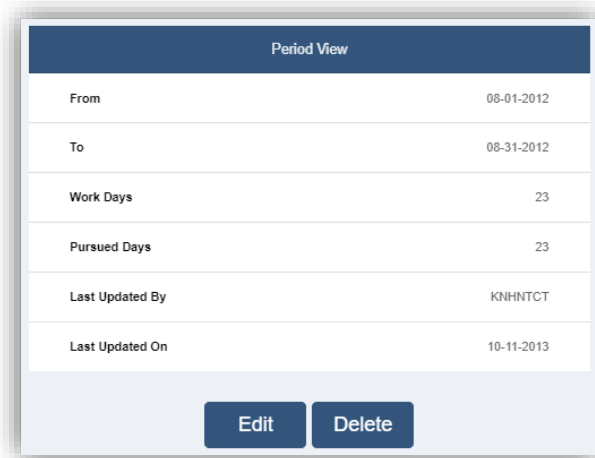


Figure 79 – Period View Dialog

2) Select **Delete** to open the **Delete Period** dialog.

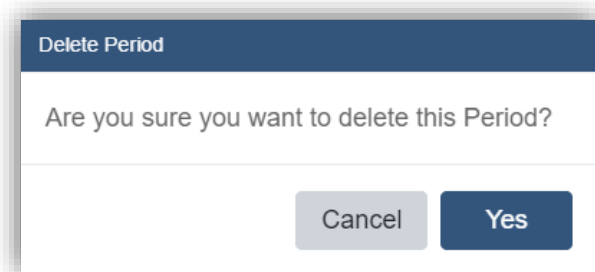


Figure 80 – Delete Period Message

3) Select **Yes** to delete the selected period or select **Cancel** to cancel the delete and close the dialog.

8.14. Managing Notifications

8.14.1. To add a notification

1) Select **Add** located below the **Notifications** card to open the **Add Notification** dialog.

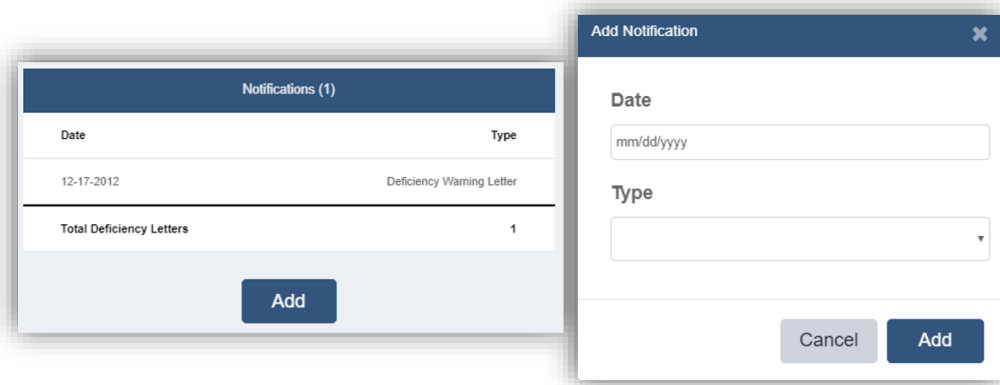


Figure 81 – Add Notifications and Dialog

2) Enter the notification information. Fill in the Date by typing it in the box or selecting it from the calendar control, located on the right side of the box. Click on the Type of notification and select the appropriate one. There are 3 types to choose from in the drop-down list. select **Add** to save and close or select **Cancel** to cancel the add without saving changes.

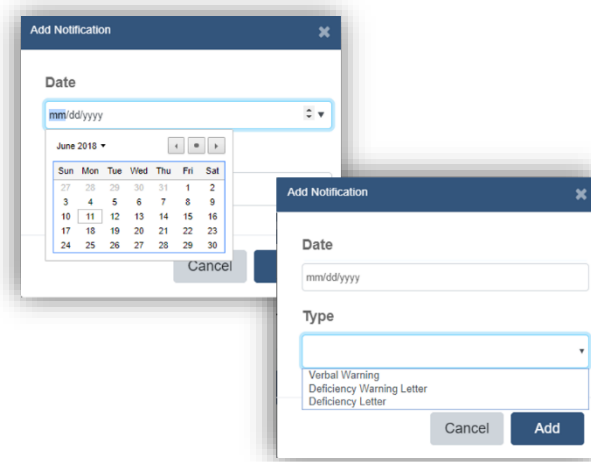


Figure 82 – Add Notification

8.14.2. To edit a notification

1) Select the specific notification from the summary list to open the **Notification View** dialog.

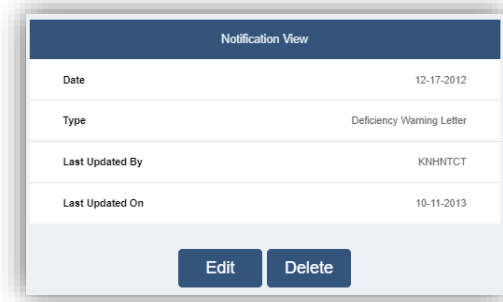


Figure 83 – Notification View

2) Select **Edit** to open the **Edit Notification** dialog.

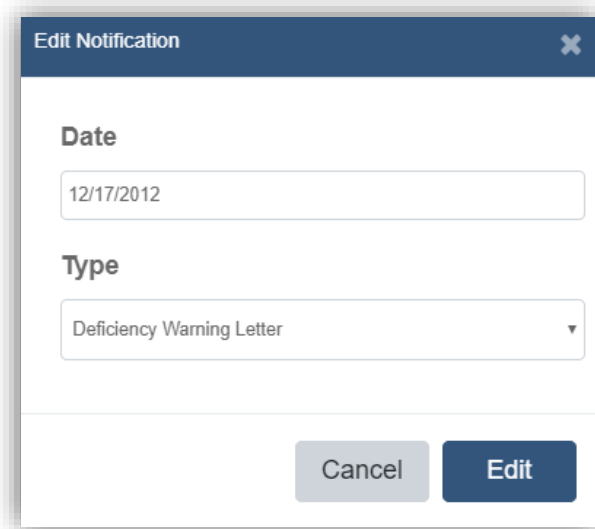


Figure 84 – Edit Notification

3) Enter the edited period values and select **Edit** to save and close or select **Cancel** to cancel the edit without saving changes.

8.14.3. To delete a notification

1) Select the specific notification from the summary list to open the **Notification View** dialog.

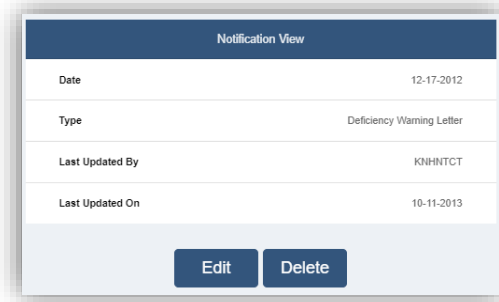


Figure 85 – Notification View

2) Select **Delete** to open the **Delete Notification** dialog.

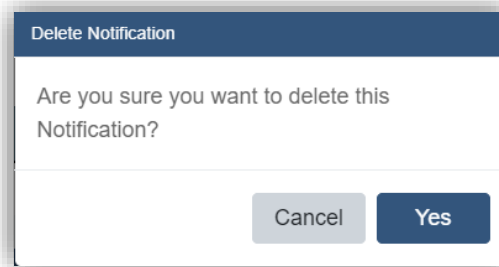


Figure 86 – Delete Notification Message

3) Select **Yes** to delete the selected notification or select **Cancel** to cancel the delete and close the dialog.

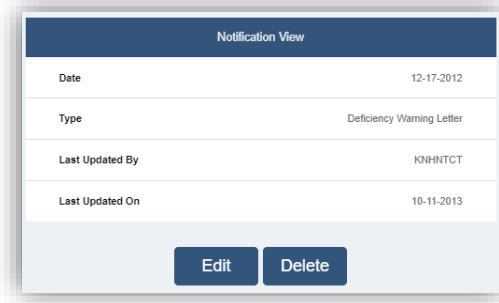


Figure 87 – Notification View Card

8.15. Managing Remarks

8.15.1. To add a remark:

1) Select the **Add** button located below the **Remarks** card to open the **Add Remarks** dialog.

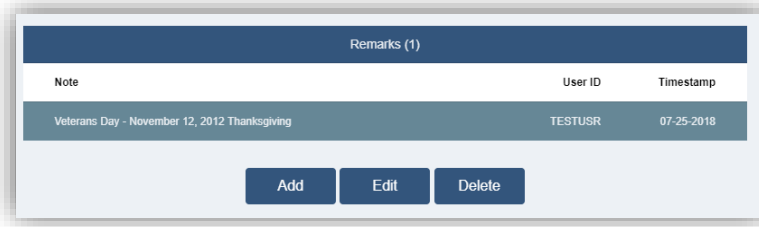


Figure 88 – Remarks Card

2) Type the remark and select **Add** to add the remark or **Cancel** to close the dialog without saving the remark.

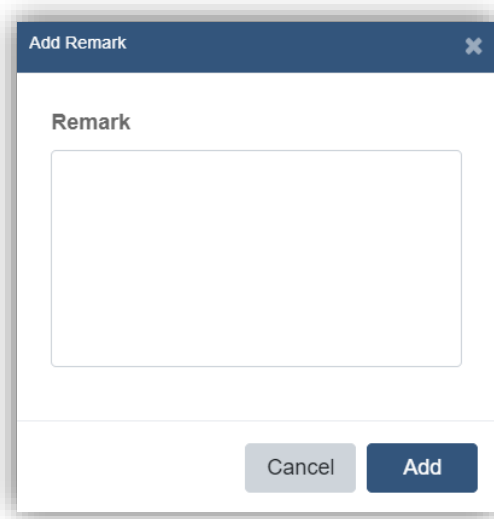


Figure 89 – Add Remark Dialog

8.15.2. To edit a remark

1) Select the specific remark from the summary list and the **Edit** option will become active if it is not already.

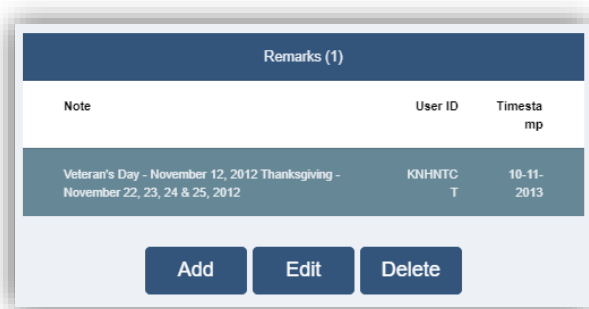


Figure 90 – Remark Selected

2) Select **Edit** to open the **Edit Remark** dialog.

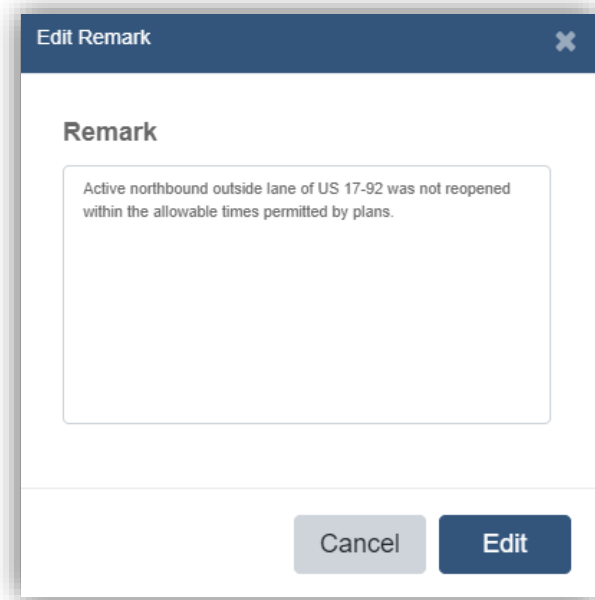


Figure 91 – Edit Remark Dialog

3) Enter the edited remark and select **Edit** to save and close or select **Cancel** to cancel the edit without saving changes.

8.15.3. To delete a remark

1) Select the specific remark from the summary list and the **Delete** option will become active if it is not already.

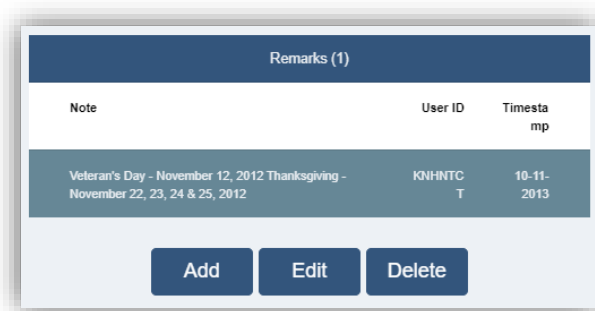


Figure 92 – Remark Selected

2) Select **Delete** to open the **Delete Remark** dialog.

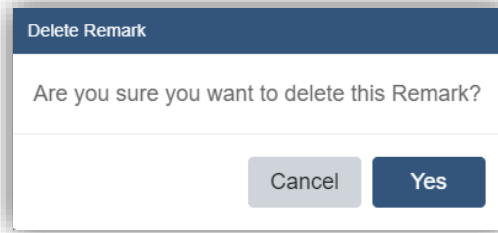



Figure 93 – Delete Remark

3) Select **Yes** to delete the selected remark or select **Cancel** to cancel the delete and close the dialog.

9. VAF Users

 **DVAC RESTRICTED:** The **Value Added** feature of CIMS allows users that have DVAC roles assigned to them the ability to enter and store information related to contract specific **Value Added Features** (also referred to as warranty items). The details of these features are tied directly to contracts.

There are two ways to search for **Value Added Features (VAF)**: search for a specific contract and view the associated VAF or conduct a specific VAF search.

9.1. Contract Specific VAF Search

- 1) Search for a contract using the Search Criteria found under the Search navigational link. See [How to Search for a Contract](#).
- 2) After a contract is selected, select **Value Added Features** found under the **Value Added** navigational link.

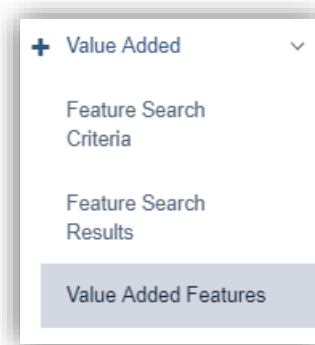
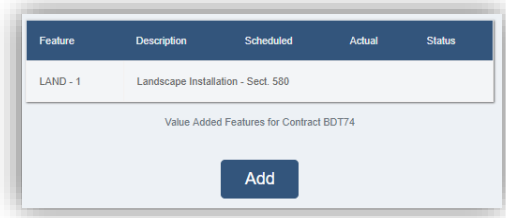


Figure 94 – Value Added Features Link

3) When **Value Added Features** is selected a list of all VAF associated with the contract is displayed.



Feature	Description	Scheduled	Actual	Status
LAND - 1	Landscape Installation - Sect. 580			

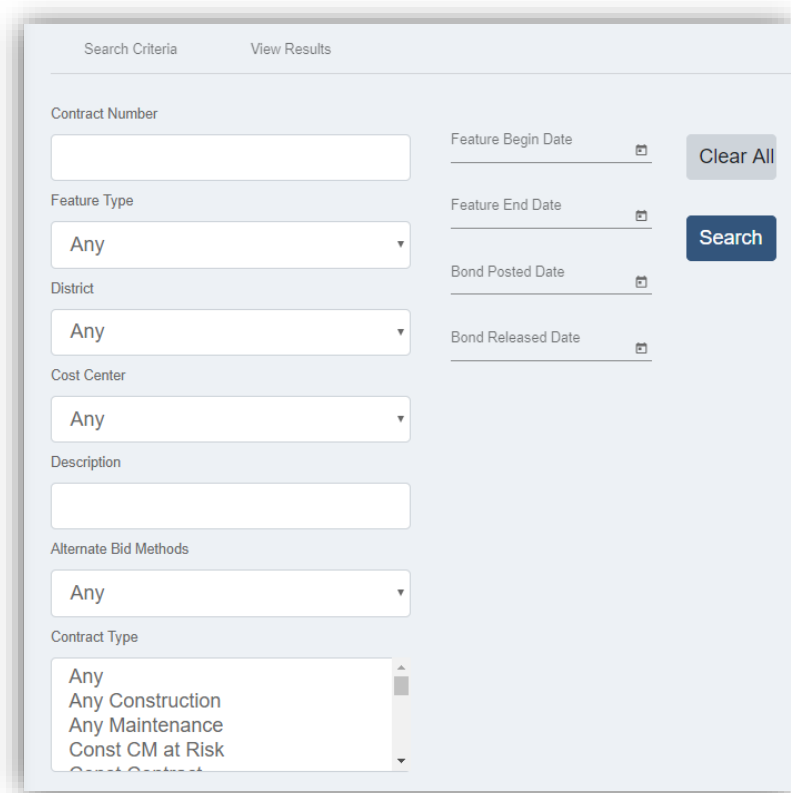
Value Added Features for Contract BDT74

Add

Figure 95 – Value Added Feature List (Contract Specific)

9.2. VAF Specific Search

- 1) Search for a VAF using the **Feature Search Criteria** found under the **Value Added** navigational link.
- 2) Selecting **Feature Search Criteria**, opens the feature search window.



Search Criteria View Results

Contract Number

Feature Type

District

Cost Center

Description

Alternate Bid Methods

Contract Type

Feature Begin Date

Feature End Date

Bond Posted Date

Bond Released Date

Clear All

Search

Figure 96 – Feature Search Criteria

- 3) Enter the desired search criteria in the available fields then select **Search**. To conduct a new search, select **Clear All** to clear the search criteria and start over. After the feature search is complete, search results are returned in **Feature Search Results**. Selecting the **Contract Number** will open a link to the **GIS External Report**. Navigational tools are available at the top right corner of the results summary in the event more than one page of search results are returned.

#	Contract #	Feature	Cost Center	District	Feature Begin	Feature End	Bond Posted	Bond Released	Description
1	T1598	TURF	115	01	08-12-2017	08-12-2018	-	-	
2	T1598	ASPF	113	01	11-30-2017	11-30-2020	-	-	S. of Harborview Rd. to Sarasota County Line only
3	T1598	TSM	115	01	11-30-2017	05-30-2018	-	-	courty line to sunter - asphalt area - 5m
4	T1598	TSM	113	01	11-30-2017	05-30-2018	-	-	S. of Harborview Rd. to Sarasota County Line. Thermoplastic; 715-7
5	T1598	OTHER	113	01	11-30-2017	03-02-2018	-	-	Signals at Kings Highway
6	T1598	PTSM	115	01	11-30-2017	05-30-2018	-	-	courty line to sunter - tape on concrete bridges - see asbultt
7	T1598	PTSM	113	01	11-30-2017	05-30-2017	-	-	S. of Harborview Rd. to Sarasota County Line. See Sheets S-4, S-7, S-8 and S-22 for placement on bridges. Permanent Tape 713-7

Figure 97 – Feature Search Results

9.3. Value Added Features

Once Value Added Features under the Value Added navigational link has been selected, any contract related features will be displayed.

Details for each VAF are displayed in a series of tabs. Each tab shows different information and can be edited accordingly before or after inspections for that feature. For example, the **Feature** tab contains information concerning scheduled inspections, begin and end dates, as well as district and cost center values. The **Notes** tab, on the other hand, is available as freeform text field so staff can enter additional details about the VAF or a specific inspection. To view any of the details for the selected VAF, just click the tab(s) and all relevant data will be shown below the tab. A brief description of each tab is shown below.

Feature tabs

Feature	Description	Scheduled	Actual	Status
ASPF - 1	Asphalt Pavement - Sect. 337/338			
	YRLY	05-05-2007	06-06-2007	COMPLETE
	YRLY	05-05-2008	10-09-2008	COMPLETE
	YRLY	05-05-2009	04-22-2009	COMPLETE
+ Add Inspection				
Value Added Features for Contract 21350				

<
Feature
Notes
Files
>

Feature Details

Type Description	Asphalt Pavement - Sect. 337/338
DOT Geo District	02 SECOND
FL Act. Org. Code (cost center)	208
Bond Posted Date	-
Bond Released Date	-

Figure 98 – Feature Tabs

Feature – Displays overview information including important dates, descriptions, and inspections. For more information, see [Feature Tab](#).

Notes – Contains any notes added by staff concerning the feature. For more information, see [Notes Tab](#).

Files – Allows staff to upload multiple files of various file type that relate to the feature. For more information, see [Files Tab](#).

Issues – Allows staff to enter any issues related to the feature. For more information, see [Issues Tab](#).

Contacts – Displays a list of current contacts who have been added to the feature and allows staff to add new contacts to be associated with the feature. Contacts are given a role specific to that feature and may have multiple roles on a feature. For more information, see [Contacts Tab](#).

Locations – Contains multiple fields for associated location points, including Roadway ID, Milepoints, and latitude/longitude. Any combination of locations can be used. For more information, see [Locations Tab](#).

All fields maintain an active history of edits or changes made in the system, and all additions or deletions store the user ID of the staff member making the change. All deletions made in the CIM system are stored as a soft delete and the data can be recovered in the event of an error.

9.3.1. Feature Tab

When a VAF is selected from the list of available VAF, the **Feature** tab displays the following information: **Feature Details**, **Value Added Coordinators (VAC)**, and feature history. History Details can be viewed by selecting one of the history entries and opening the **Feature History Details** card.

Feature Details	
Type Description	Traffic Markings - Sect. 707
DOT Geo District	07 SEVENTH
FL Act. Org. Code (cost center)	591
Bond Posted Date	-
Bond Released Date	-
Feature Begin Date	04-06-2009
Feature End Date	10-06-2009
Final Inspection Date	-
Feature Description	Thermoplastic Striping
Inspections Completed	0
Inspections Remaining	1
Next Scheduled Inspection	09-06-2009
Last Updated By	MT510LS
Last Updated On	04-07-2009

Edit Delete

Figure 99 – Feature Details

Value Added Coordinators		
ID	Name	Email
RT119HE	Marlene Hebert	marlene.hebert@dot.state.fl.us
KNURCHB	Harmon Bennett	harmon.bennett@urs.com
MT194FW	Francisco Walle	Francisco.Walle@dot.state.fl.us
CN106KS	Kayla Sapp	Kayla.Sapp@dot.state.fl.us
MT190BF	Brent Finger	Brent.Finger@dot.state.fl.us
MT194JS	Joey Sites	joseph.sites@dot.state.fl.us
MT194HA	Heather Young	Heather.Young@dot.state.fl.us
CN113DH	Dolores Huff	dolores.huff@dot.state.fl.us
cn106mr	Mikayla Register	-
MT191MR	Michelle Royce	michelle.royce@dot.state.fl.us
PE756DS	Douglas Schallmoser	Douglas.Schallmoser@dot.state.fl.us

Figure 100 – VAC and History Summary

Feature History Details	
Type Description	Asphalt Pavement - Sect. 337/338
DOT Geo District	02 02
FL Act. Org. Code (cost center)	208
Bond Posted Date	-
Bond Released Date	-
Feature Begin Date	05-05-2006
Feature End Date	04-26-2007
Final Inspection Date	-
Feature Description	3 year asphalt warranty, Expires 05-05-09.
Last Updated By	CN206CS
Last Updated On	12-02-2008

Figure 101 – History Details

1. To add a new VAF

Once you have chosen the correct contract and have selected the **Value Added Features** area, just click the **Add Feature** link in the dialog.

The **Add Feature** dialog will be displayed and several details about the feature can be added. The items that can be selected are discussed below:

Type Description – choose the type of feature from the drop-down list.

DOT Geographic District – select the FDOT district where the feature resides.

FL Act. Org. Code (Cost Center) – select the responsible cost center code from a drop-down list.

Bond Posted Date – If there is a bond posted for this feature, fill in the date the bond takes effect.

Bond Released Date – If there was a bond on this feature, fill in the date the bond is released.

Feature Begin Date – date the value added feature coverage starts (pre-populated with the Final Acceptance Date, but the date can be changed).

Feature End Date – date the value added feature coverage stops.

Feature Description – a freeform text field for additional description of the feature.

While all of these fields can be edited multiple times as needed, the only required fields to successfully enter a new feature are Type Description and DOT Geographic District. Once you have filled out the appropriate fields, click the **OK** button and the new feature will be created.

1) Select **Add** to open the **Add Feature** dialog.

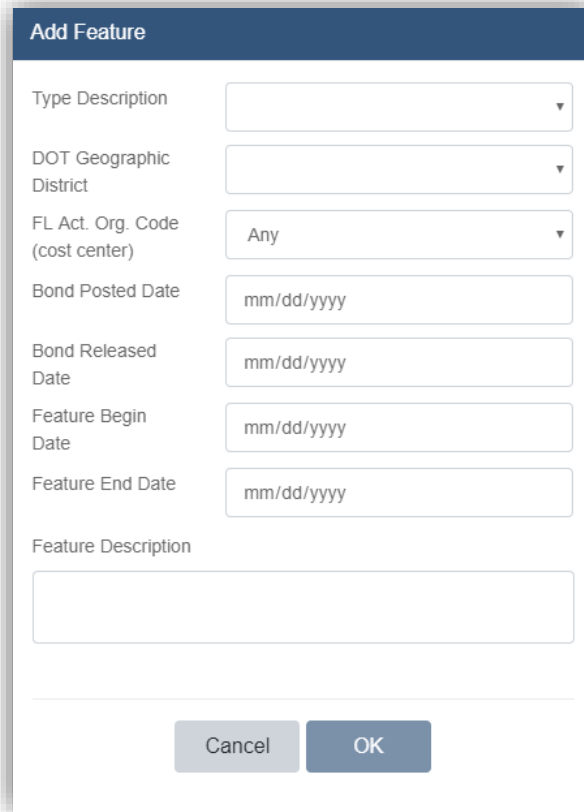


Figure 102 – Add Feature Dialog

2) Enter the feature information. Select **OK** to save the note or select **Cancel** to exit without saving. Any added features will appear in the **Features** card.

2. To edit a VAF

The **Feature** Tab is displayed by default when you select a VAF to view. All of the fields can be changed by selecting the **Edit** option. This will re-open the item and allow you to change those fields.

1) Select the feature to be edited from the list of features.

Feature	Description	Scheduled	Actual	Status
ASPF - 1	Asphalt Pavement - Sect. 337/338			
TRAF - 1	Traffic Markings - Sect. 707			

[+ Add Inspection](#)

Figure 103 – Select Feature

2) Select **Edit** (located below the **Feature Details** card) to open the **Edit Feature** dialog.

Edit Feature

Type Description: TRAF | Traffic Markings - Sect. 707

DOT Geographic District: 05 | District 5

FL Act. Org. Code (cost center):

Bond Posted Date: mm/dd/yyyy

Bond Released Date: mm/dd/yyyy

Feature Begin Date: mm/dd/yyyy

Feature End Date: mm/dd/yyyy

Cancel OK

Figure 104 – Edit Feature Dialog

3) Edit the feature. Select **OK** to save the edited feature or select **Cancel** to exit without saving. Edits will appear in the **Feature Details** card.

3. To delete a VAF

1) Select the feature to be edited from the list of features.

Feature	Description	Scheduled	Actual	Status
ASPF - 1	Asphalt Pavement - Sect. 337/338			
TRAF - 1	Traffic Markings - Sect. 707			

[+ Add Inspection](#)

Figure 105 – Select Feature

2) Select **Delete**. A confirmation note appears. Select **OK** to confirm the delete or select **Cancel** to exit without saving.

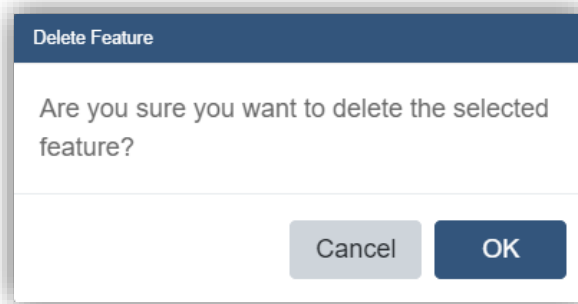


Figure 106 – Delete Feature Message

9.3.2. Notes Tab

A freeform text area is available for each feature so users can enter notes on VAF. The **Notes** Tab shows the current list of notes. Notes will be viewable to all CIMS users and can be edited multiple times. Each individual note can be edited or deleted at any time. A history of changes to the note can also be viewed from the Notes Tab.

Notes		
Note Text	Last Updated User	Last Updated Date
Point of Focus Modification	TESTUSR	07-25-2018

Add

Figure 107 – Notes Tab

1. To add a note

1) Select **Add** to open the **Add Note** dialog.

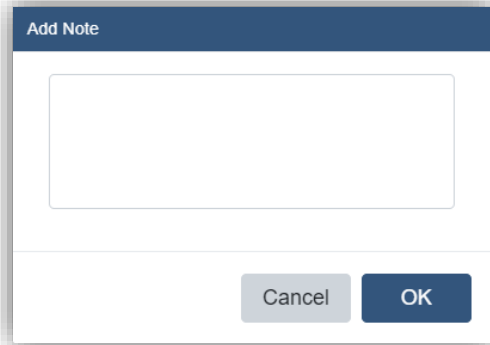


Figure 108 – Add Note Dialog

2) Type the desired note in the space provided. Select **OK** to save the note or select **Cancel** to exit without saving. Any added notes will appear in the **Notes** card.

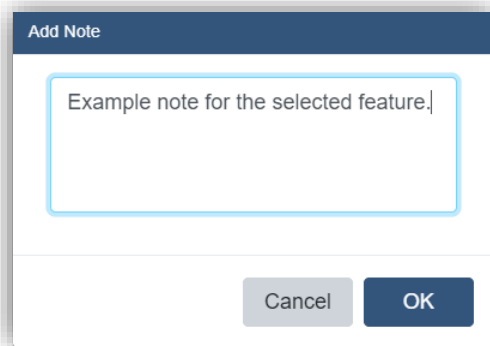
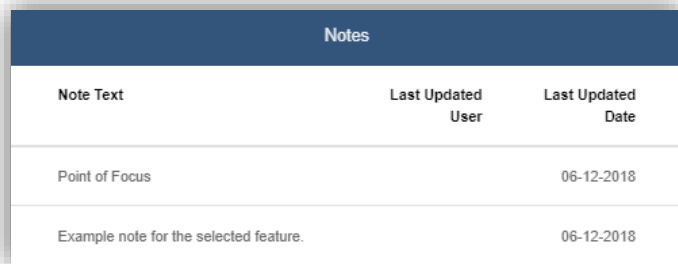


Figure 109 – Example Note



Notes		
Note Text	Last Updated User	Last Updated Date
Point of Focus		06-12-2018
Example note for the selected feature.		06-12-2018

Figure 110 – Note Added

2. To edit a note

1) Select the note to be edited from the list of notes.



The screenshot shows two tables. The top table, titled "Notes", has columns for "Note Text", "Last Updated User", and "Last Updated Date". It contains one row with the text "Point of Focus Modification", user "TESTUSR", and date "07-25-2018". Below this table are three buttons: "Add", "Edit", and "Delete". The bottom table, titled "Feature Notes History", has the same columns and contains one row with the text "Point of Focus", user "TESTUSR", and date "07-25-2018".

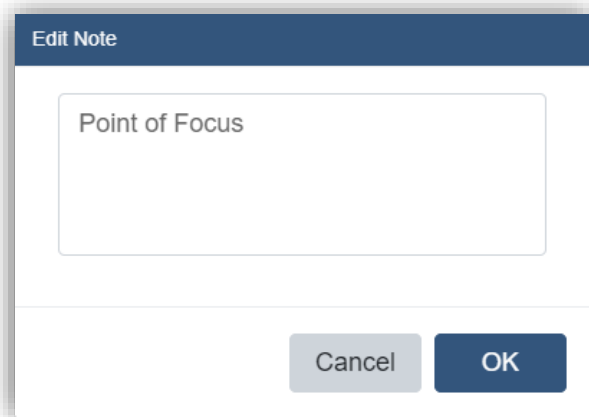
Notes		
Note Text	Last Updated User	Last Updated Date
Point of Focus Modification	TESTUSR	07-25-2018

Add Edit Delete

Feature Notes History		
Note Text	Last Updated User	Last Updated Date
Point of Focus	TESTUSR	07-25-2018

Figure 111 – Select Note

2) Select **Edit** to open the **Edit Note** dialog.



The "Edit Note" dialog box has a title bar "Edit Note". It contains a text input field with the placeholder text "Point of Focus". At the bottom right, there are two buttons: "Cancel" and "OK".

Figure 112 – Edit Note Dialog

3) Edit the note. Select **OK** to save the edited note or select **Cancel** to exit without saving. Edits will appear in the **Notes** card.

3. To delete a note

1) Select the note in the list of notes.

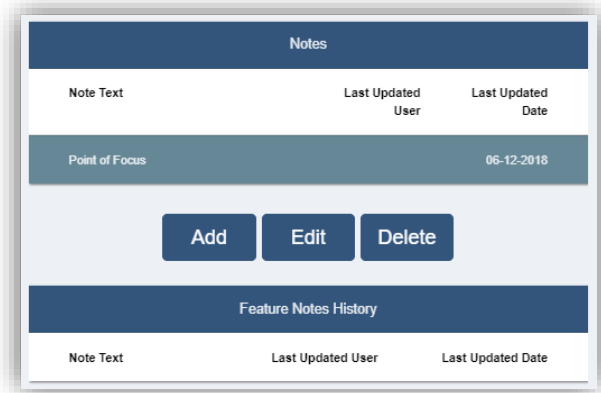


Figure 113 – Select Note

2) Select **Delete**. A confirmation note appears. Select **OK** to confirm the delete or select **Cancel** to exit without saving.

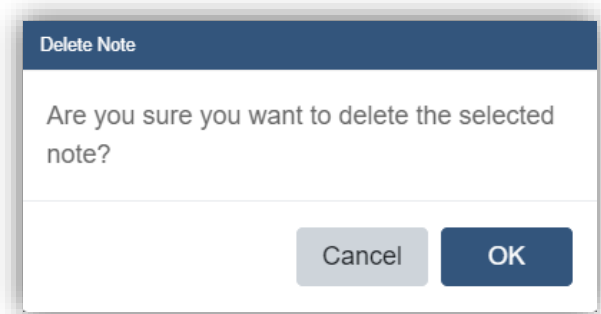


Figure 114 – Delete Note Message

9.3.3. Files Tab

The **Files** tab displays any files that have been added for the selected feature and provides the ability to add a new file to the selected feature. Multiple types of files can be added to a VAF. The ability to add files allows any user to view attachments that directly relate to the corresponding VAF. The files should provide a significant benefit to staff members requiring detailed information on a specific feature or inspection. All files added to the CIMS **Value Added Features** area will automatically be imported into the Construction Document Management System (CDMS) under Document Group CONST04 Contract Documents and Document Type CONST164 Warranties.

EDMS Number	File	Application	Size	Description
7484149	Results_2018_6_16_930.xlsx	MS Excel	10240	Excel Doc

Files for Feature TURF - 1

[Add](#) [Edit](#) [Delete](#)

Figure 115 – Files Tab

1. To Add a File

- 1) Select **Add** to open the **Add File** dialog, where **Document Date**, **Finproj**, **Subject/Description**, and **Choose Files** will all be displayed. **Multiple files** can be added at one time, and will be displayed in the **files card** including the **EDMS Number**, **File Name**, **Application**, **Size**, and **Description**.

Add File

Document Date mm/dd/yyyy * 7/25/2018

Finproj

Subject/Description

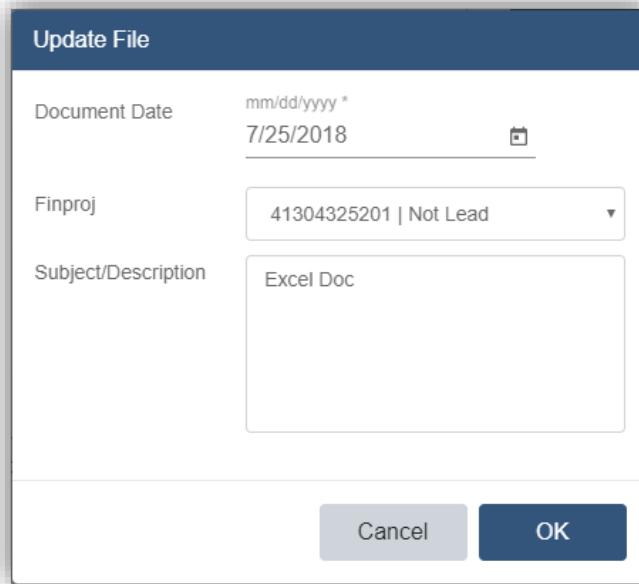
[Choose Files](#) No file chosen

[Cancel](#) [OK](#)

Figure 116 - Add File

2. To Edit a File

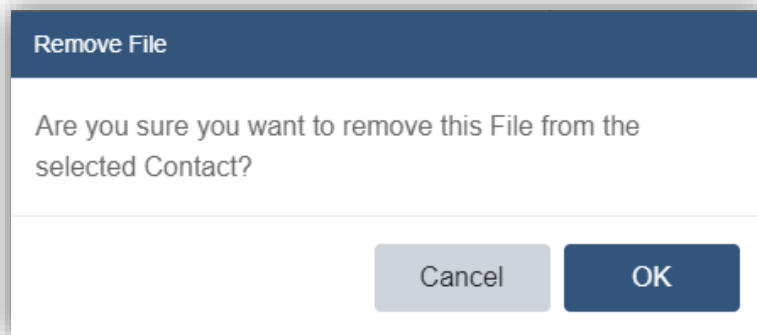
- 1) Select the File to be edited. Select **Edit** to open the **Edit File** dialog, where **Document Date**, **Finproj**, and **Subject/Description** can all be edited.



The 'Update File' dialog box has a dark blue header with the title 'Update File'. Below the header, there are three input fields: 'Document Date' with a date picker showing '7/25/2018', 'Finproj' with a dropdown menu showing '41304325201 | Not Lead', and 'Subject/Description' with a text area containing 'Excel Doc'. At the bottom right, there are two buttons: 'Cancel' and 'OK'.

3. To Delete a File

- 1) Select the file to be deleted. Select **Delete** to open the **Delete File** dialog, where **Cancel** and **OK** will be displayed. Clicking **Cancel** will **Cancel the Deletion**, while clicking **OK** will **Confirm the Deletion**.



The 'Remove File' dialog box has a dark blue header with the title 'Remove File'. Below the header, there is a text prompt: 'Are you sure you want to remove this File from the selected Contact?'. At the bottom right, there are two buttons: 'Cancel' and 'OK'.

9.3.4. Issues Tab

The **Issues** tab displays any issues that have been added for the selected feature and provides the ability to add new issues to the selected feature.

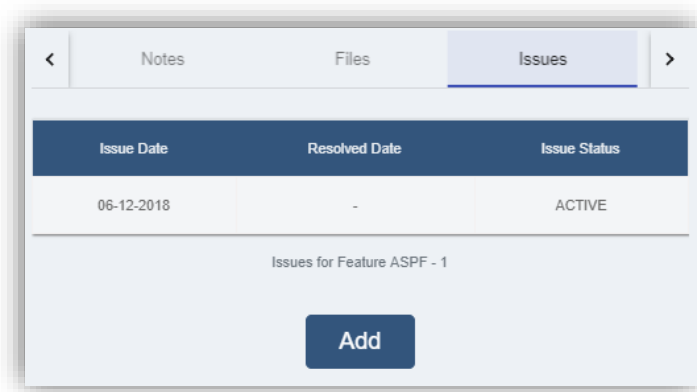


Figure 117 – Issues Tab

1. To add an issue

1) Select **Add** to open the **Add Issue** dialog.

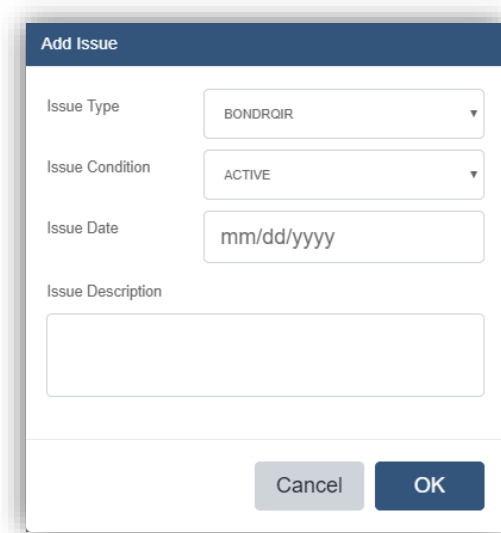
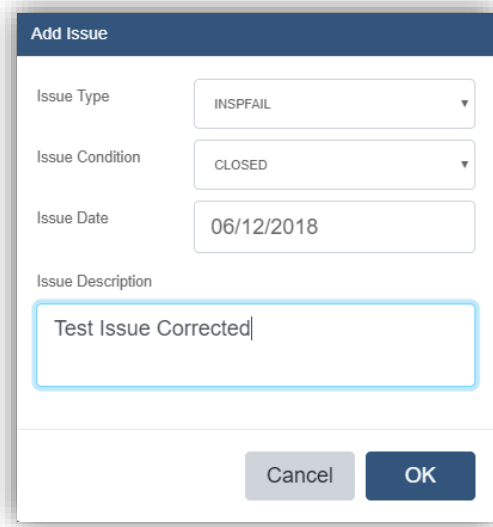


Figure 118 – Add Issue Dialog

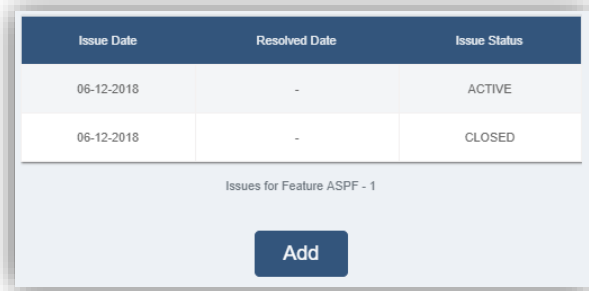
2) Select the **Issue Type**, **Issue Condition**, and enter the **Issue Date**. Type the **Issue Description** in the space provided. Select **OK** to save the issue or select **Cancel** to exit without saving. Any added issues will appear in the **Issues** card.



The 'Add Issue' dialog box contains the following fields and controls:

- Issue Type: INSPFAIL
- Issue Condition: CLOSED
- Issue Date: 06/12/2018
- Issue Description: Test Issue Corrected
- Buttons: Cancel, OK

Figure 119 – Example Issue



Issue Date	Resolved Date	Issue Status
06-12-2018	-	ACTIVE
06-12-2018	-	CLOSED

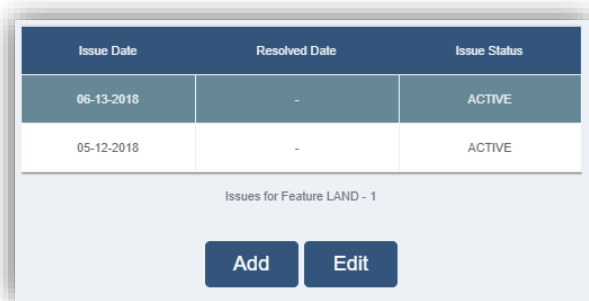
Issues for Feature ASPF - 1

Add

Figure 120 – Issue Added

2. To edit an issue

1) Select the issue in the list of associated issues.



Issue Date	Resolved Date	Issue Status
06-13-2018	-	ACTIVE
05-12-2018	-	ACTIVE

Issues for Feature LAND - 1

Add Edit

Figure 121 – Select Issue

2) Select **Edit** to open the edit dialog.

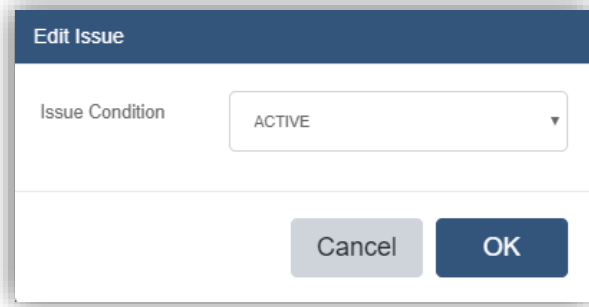


Figure 122 – Edit Issue Dialog

3) Select the **Issue Condition**. Select **OK** to save the issue or select **Cancel** to exit without saving. Any added issues will appear in the **Issues** card.

9.3.5. Contacts Tab

Contacts can be added directly to a VAF. A contact can be a Department employee, a consultant or contractor, or many other persons or businesses that may have a relationship to a VAF. Contacts that are added to a specific VAF will be viewable to all users. To view and/or add contacts, click on the desired Feature and then click the Contacts Tab. Existing contacts, if any, will be displayed by default.

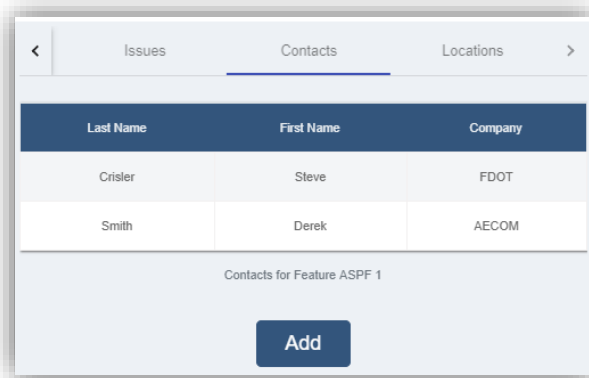
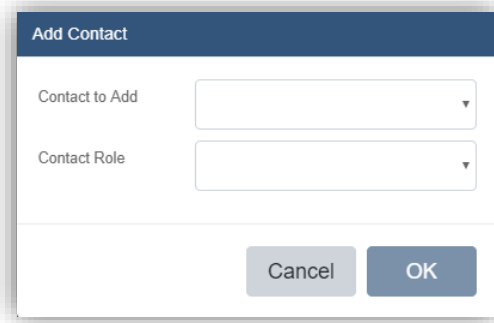


Figure 123 – Contacts Tab

1. To add a contact

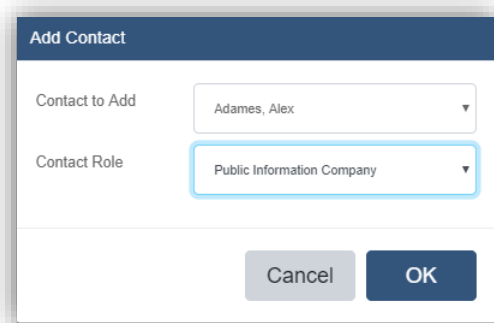
1) Select **Add** to open the **Add Contact** dialog.



The 'Add Contact' dialog box features a dark blue header with the title 'Add Contact'. Below the header, there are two dropdown menus: 'Contact to Add' and 'Contact Role'. At the bottom of the dialog, there are two buttons: 'Cancel' and 'OK'.

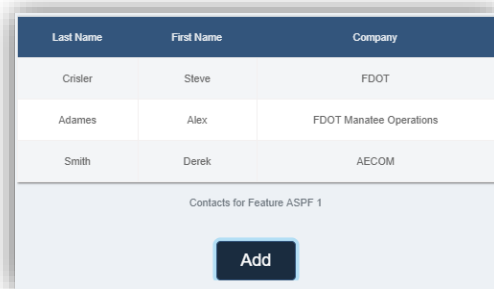
Figure 124 – Add Contact Dialog

2) Select the **Contact to Add** and **Contact Role** (If an additional role needs to be added to the **Contact Role** list, use the Feedback area in CIM to have it added). Select **OK** to save the contact or select **Cancel** to exit without saving. Any added contacts will appear in the **Contacts** card.



The 'Add Contact' dialog box is shown with example data. The 'Contact to Add' dropdown menu is set to 'Adames, Alex' and the 'Contact Role' dropdown menu is set to 'Public Information Company'. The 'OK' button is highlighted with a blue border.

Figure 125 – Example Contact



Last Name	First Name	Company
Crisler	Steve	FDOT
Adames	Alex	FDOT Manatee Operations
Smith	Derek	AECOM

Contacts for Feature ASPF 1

Add

Figure 126 – Contact Added

9.3.6. Locations Tab

The Locations Tab is available for each VAF as a method to enter additional identifying landmarks that relate to the feature. These include Roadway ID,

Roadway Name, Milepoints, etc. Users can add a single location or multiple locations to each VAF as needed. These points of reference can be used to help better designate the actual physical location of any given VAF.

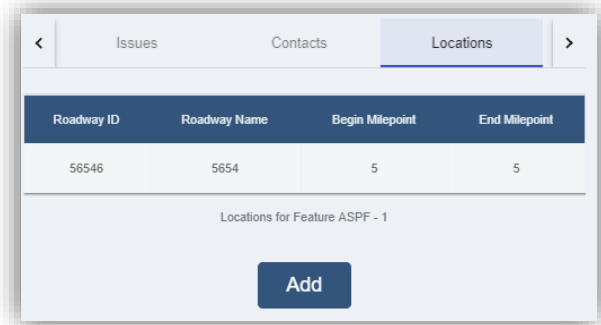


Figure 127 – Locations Tab

Selecting any of the locations on the list opens a Location Details card that displays details for the selected location.

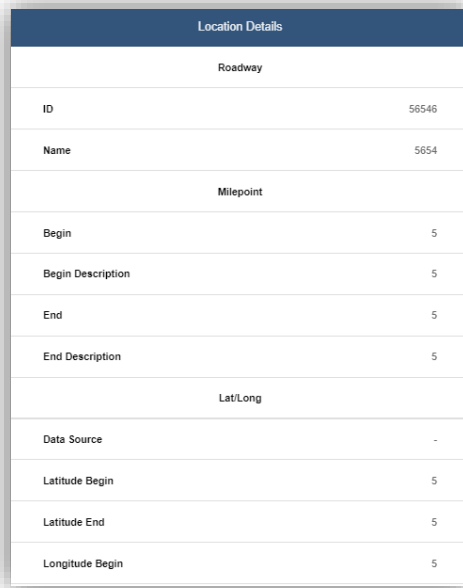
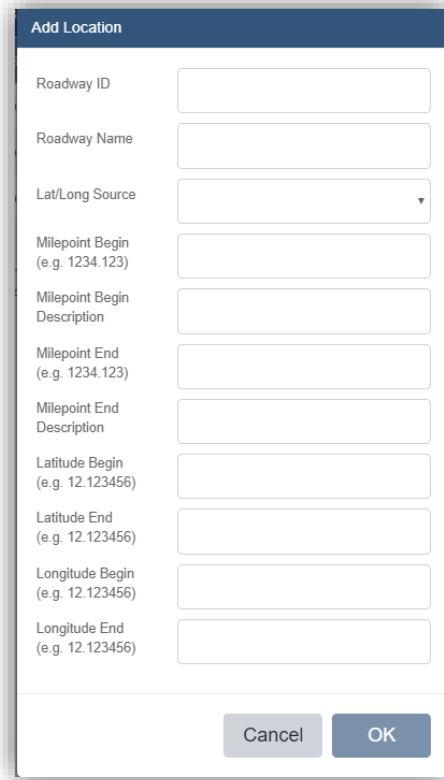


Figure 128 – Location Details

1. To add a location

- 1) Select **Add** to open the **Add Location** dialog.



The image shows a dialog box titled "Add Location" with a dark blue header. It contains several input fields for location data. The fields are arranged vertically and include:

- Roadway ID
- Roadway Name
- Lat/Long Source (with a dropdown arrow)
- Milepoint Begin (e.g. 1234.123)
- Milepoint Begin Description
- Milepoint End (e.g. 1234.123)
- Milepoint End Description
- Latitude Begin (e.g. 12.123456)
- Latitude End (e.g. 12.123456)
- Longitude Begin (e.g. 12.123456)
- Longitude End (e.g. 12.123456)

At the bottom of the dialog box, there are two buttons: "Cancel" and "OK".

Figure 129 – Add Location Dialog

2) Enter values for all of the **Add Location** fields. Select **OK** to save the location or select **Cancel** to exit without saving. Any added locations will appear in the **Locations** card.

Add Location	
Roadway ID	Test Roadway
Roadway Name	Test Track
Lat/Long Source	SATL
Milepoint Begin (e.g. 1234.123)	400
Milepoint Begin Description	Main Intersection
Milepoint End (e.g. 1234.123)	450
Milepoint End Description	Secondary Intersection
Latitude Begin (e.g. 12.123456)	223344
Latitude End (e.g. 12.123456)	334455
Longitude Begin (e.g. 12.123456)	223344
Longitude End (e.g. 12.123456)	334455
Cancel OK	

Figure 130 – Example Location

9.4. VAF Inspections

When a feature is selected from the feature list, it is expanded to show all inspections associated with the selected feature. Inspection details for the selected VAF can be viewed by selecting one of the inspections from the expanded list after a feature has been selected. Like Features, detailed inspection information is displayed in a series of tabs. Each tab shows different information and can be edited accordingly. To view any of the details for the selected Inspection, just click the tab(s) and all relevant data will be shown below the tab.

Feature	Description	Scheduled	Actual	Status
TRAF - 1	Traffic Markings - Sect. 707			
	OTMO	09-06-2009	-	-
+ Add Inspection				
TRAF - 2	Traffic Markings - Sect. 707			
Value Added Features for Contract 18988				
<div style="background-color: #004a7c; color: white; padding: 5px 15px; display: inline-block; border-radius: 3px;">Add</div>				

Figure 131 – Expanded Feature

Inspection tabs

Feature	Description	Scheduled	Actual	Status
ASPF - 1	Asphalt Pavement - Sect. 337/338			
	YRLY	05-05-2007	06-06-2007	COMPLETE
	YRLY	05-05-2008	10-09-2008	COMPLETE
	YRLY	05-05-2009	04-22-2009	COMPLETE
+ Add Inspection				
Value Added Features for Contract 21350				

<
Inspection
Notes
Files
>

Inspection Details

Inspection Interval	YRLY
Begin Date	-
End Date	-
Scheduled Inspection	05-05-2008
Actual Inspection	10-09-2008

Figure 132 – Selected Inspection / Inspection Tabs

NOTE: **Inspection** tab functionality is identical to the tab functionality in the **Value Added Features** for **Notes, Files, Issues, Contacts, and Locations**. The difference is that the information is directly associated to a specific inspection that is a component of a selected feature. For this reason, detailed information on the tab functionality is referred to the descriptions of the tab functionality located in the [Value Added Features](#) Section.

A brief description of each tab:

Inspection – Displays inspection details and the **Value Added Coordinators**. For more information, see [Inspection Tab](#).

Notes – Contains any notes added by staff concerning the Inspection. For more information, see [Notes Tab](#) (**Value Added Feature** section).

Files – Allows staff to upload multiple files of various file type that relate to the inspection. For more information, see [Files Tab](#) (**Value Added Feature** section).

Issues– Allows staff to enter any issues related to the inspection. For more information, see [Issues Tab](#) (**Value Added Feature** section).

Contacts – Displays a list of current contacts who have been added to the inspection and allows staff to add new contacts to be associated with the inspection. Contacts are given a role specific to that inspection and may have multiple roles on an inspection. For more information, see [Contacts Tab](#) (**Value Added Feature** section).

Locations – Contains multiple fields for associated location points, including Roadway ID, Milepoints, and latitude/longitude. Any combination of locations can be used. For more information, see [Locations Tab](#) (**Value Added Feature** section). All fields maintain an active history of edits or changes made in the system, and all additions or deletions store the user ID of the staff member making the change. All deletions made in the CIMS system are stored as a soft delete and the data can be recovered in the event of an error.

9.4.1. Inspection Tab

When an inspection is selected from the expanded list of the parent VAF the **Inspection** tab displays the following information: **Inspection Details**, **Value Added Coordinators (VAC)**, and **Inspection History**. History details can be viewed by selecting one of the history entries and opening the **Feature History Details** card.



Inspection Details	
Inspection Interval	YRLY
Begin Date	-
End Date	-
Scheduled Inspection	05-05-2008
Actual Inspection	10-09-2008

Figure 133 – Inspection Details

Value Added Coordinators		
ID	Name	Email
RT119HE	Marlene Hebert	marlene.hebert@dot.state.fl.us
KNURCHB	Harmon Bennett	harmon.bennett@urs.com
MT194FW	Francisco Walle	Francisco.Walle@dot.state.fl.us
CN106KS	Kayla Sapp	Kayla.Sapp@dot.state.fl.us
MT190BF	Brent Finger	Brent.Finger@dot.state.fl.us
MT194JS	Joey Sites	joeyh.sites@dot.state.fl.us
MT194HA	Heather Young	Heather.Young@dot.state.fl.us
CN113DH	Dolores Huff	dolores.huff@dot.state.fl.us
cn106mr	Mikayla Register	-
MT191MR	Michelle Royce	michelle.royce@dot.state.fl.us
PE750DS	Douglas Schallmoser	Douglas.Schallmoser@dot.state.fl.us

Figure 134 – VAC

Feature	Interval	Scheduled	Actual	Status
ASPF - 1	YRLY	05-05-2008	10-09-2008	-

Value Added Feature Inspection Schedule Histories

Inspection History Details	
Inspection Interval	YRLY
Begin Date	-
End Date	-
Scheduled Inspection	05-05-2008
Actual Inspection	10-09-2008
Last Updated By	CN206CS
Last Updated On	12-02-2008

Figure 135 – History Details

You can add inspections to any existing VAF by either adding a single inspection or scheduling multiple inspections. These can be used interchangeably depending on the type of VAF being utilized. To begin adding an inspection, first select the correct Feature, then click the Add Inspections link. Next, choose whether you want to create a single inspection or schedule multiple inspections. A single inspection will be a one-time only occurrence. Multiple inspections will involve choosing an inspection interval, a begin date, and a number of inspections to occur.

1. To add a new inspection

- 1) Select the **Add Inspection** link to open the **Add Inspection** dialog.

Feature	Description	Scheduled	Actual	Status
TURF - 1	Performance Turf - Section 570			
	QTLY	06-05-2018	-	-
	QTLY	09-04-2018	-	-
	YRLY	06-02-2018	-	-
	YRLY	06-01-2019	-	-
	YRLY	06-01-2020	-	-
+ Add Inspection				
Value Added Features for Contract T1A16				
<input type="button" value="Add"/>				

Figure 136 – Add Inspection Link

Add Inspection

Inspection Interval

Begin Inspection Date

Add Inspection

Inspection Interval

Begin Inspection Date

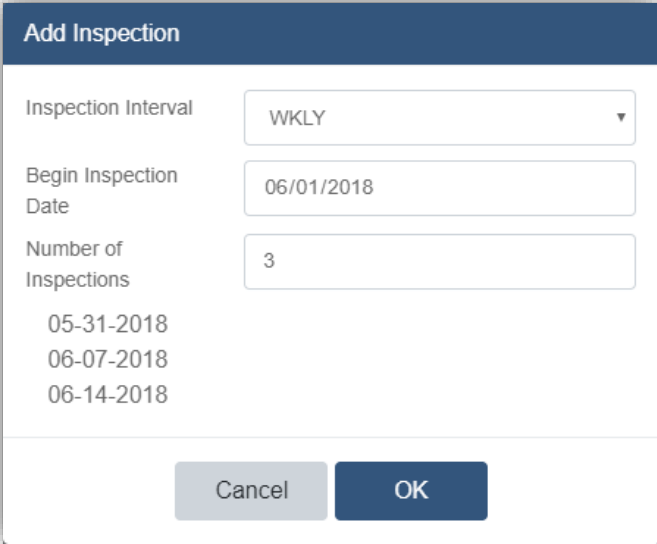
Number of Inspections

05-31-2018

Figure 137 – Add Inspection Dialog (one time only)

2) Select the **Inspection Interval** and enter the beginning date.

NOTE: For recurring inspections, the **Add Inspection** dialog will be different from the one time only inspection dialog. Also the number of inspections is required if a recurring inspection is selected. Select **OK** to save the inspection or select **Cancel** to exit without saving. Any added inspections will appear under the associated **VAF**.



The screenshot shows a dialog box titled "Add Inspection". It contains the following fields and options:

- Inspection Interval:** A dropdown menu with "WKLY" selected.
- Begin Inspection Date:** A text input field containing "06/01/2018".
- Number of Inspections:** A text input field containing "3".
- Inspection Dates:** A list of dates: "05-31-2018", "06-07-2018", and "06-14-2018".
- Buttons:** "Cancel" and "OK".

Figure 138 – Add Inspection Dialog (Recurring)

The screenshot shows a dialog box titled "Add Inspection". It features three input fields: "Inspection Interval" (a dropdown menu set to "QTLY"), "Begin Inspection Date" (a date field set to "06/12/2018"), and "Number of Inspections" (a text field containing "4"). Below these fields is a list of dates: "06-11-2018", "09-11-2018", "12-11-2018", and "03-11-2019". At the bottom of the dialog are "Cancel" and "OK" buttons.

Figure 139 – Add Inspection Dialog Complete

9.5. Administration

The **Administrational Navigational Link** is the section of the application that is only visible to **Contacts** that have **CIMS Administrator** privileges. This section allows the user to designate **Contacts** as FDOT District Value Added Coordinators (DVAC), manage the VAF centers, and the VAF roles available.

9.5.1. Manage DVAC Users, allows the **CIMS Administrator** to add, edit and remove, DVAC’S in districts and management centers. As well as providing the ability for the **CIMS Administrator** to view contact information for all current and past DVACs.

- 1. Adding a new DVAC, is accomplished by clicking the Add button displayed below the DVAC table. This will bring up a dropdown the**

Admin can use to select the Contact and District | Management Center the Contact will become a DVAC for.

Name	District Management Center	Company
Sharon Harris	Not Assigned	FDOT
Marlene Hebert	01 District 1 Operations	FDOT District 1 and 7 Materials
Ryan Bronson	Not Assigned	FDOT Leesburg Operations
Cary Strzepek	Not Assigned	FDOT
Carlos Cabrera	Not Assigned	FDOT
Harmon Bennett	01 District 1 Operations	URS
Gary Fischbach	Not Assigned	URS
Francisco Walle	01 District 1 Operations	FDOT
Kayla Sapp	01 District 1 Operations	FDOT
Joey Sites	01 District 1 Operations	FDOT

[Add](#)

Add DVAC Role

Contact to Add

- 2. Deactivating a DVAC, is accomplished by clicking the Deactivate link in the DVAC Roles table. This will cause the District | Management Center column in the DVAC table to become ‘Not Assigned’ and will restrict the privileges of the Contact from then until they are**

reassigned as a DVAC.

DVAC Roles		
Active	District	Management Center
Active (Deactivate)	01	District 1 Operations

3. **Viewing Contact Information for the current DVAC or Deactivated DVACs is displayed directly below the DVAC Roles table. This information can be Edited by clicking the Edit Button, which will bring the Admin to the [Contact Management](#) page to complete the edits.**

Contact Information		
Company Name	FDOT District 1 and 7 Materials	
Title	Pavement Design and Performance Coordinator	
First Name	Marlene	
Last Name	Hebert	
Website	-	
DOT Geographical District	00	
FL Acct. Org. Code	028	
RACE User ID	RT110HE	
CIM Website Administrator	No	
Last Updated By	RT110HE	
Last Updated On	09-01-2009	
<input type="button" value="Edit"/>		
Phone Type	Phone Number	Phone Extension
Business Main	(863) 519-4287	-
Marlene Hebert Phone Numbers		
Email Type	Email Address	
WORK	marlene.hebert@dot.state.fl.us	
Marlene Hebert Email Addresses		
Address Type	Address	
No Contact addresses for Marlene Hebert		

9.5.2. Managing Centers allows an Administrator to Add, View, and Edit Managing Centers including the District, Cost Center and Center Name.

1. **Adding Managing Centers can be accomplished by scrolling to the end of the Managing Centers table and selecting the Add button. This will**

prompt the Administrators to select a District, Cost Center, and Center Name, with all three fields being required fields.

05	-	District 5 Maintenance
06	-	District 6 Operations
06	-	District 6 Construction
06	-	District 6 Maintenance
07	-	District 7 Operations
07	-	District 7 Construction
07	-	District 7 Maintenance
08	-	Turnpike Operations
08	-	Turnpike Construction
08	-	Turnpike Maintenance
99	-	Central Office Staff
99	-	Central Office Maintenance

Add Managing Center [X]

District: 01 | District 1 [v]

Cost Center: None [v]

Center Name:

Center Name is required

Add Managing Center [X]

District: 03 | District 3 [v]

Cost Center: None [v]

Center Name: District 3 Maintenance

2. Viewing Managing Centers can be accomplished by selecting any Managing Center, which will allow the Managing Center Detail table to

be displayed including the District, Cost Center, Center Name, Last Updated By, and Last Updated On.

Managing Centers		
District	Cost Center	Center Name
01	-	District 1 Operations
01	-	District 1 Construction
01	-	District 1 Maintenance
02	-	District 2 Operations
02	-	District 2 Construction
02	-	District 2 Maintenance
03	-	District 3 Operations

Managing Center Detail	
District	01
Cost Center	-
Center Name	District 1 Operations
Last Updated By	TESTUSR
Last Updated On	07/10/2018

- Editing Managing Centers can be accomplished by selecting a Managing Center and selecting the Edit button below the Managing Center Detail table. This will allow the Administrators to modify the District, Cost Center, and Center Name while making them all required as with an Add.

Managing Center Detail	
District	01
Cost Center	-
Center Name	District 1 Operations
Last Updated By	TESTUSR
Last Updated On	07/10/2018

[Edit](#)

9.5.3. Manage VAF Types allows the **Administrators** to **Add, View, and Edit VAF Types** including the **Code, Description, Inspection Interval, Number of Inspections, Spec. Book Year, Spec. Book Revision, and Notification Scheduled Days.**

- Adding VAF Types** can be accomplished by scrolling to the bottom of the **Active VAF Types** table and selecting the **Add** button. This will prompt the **Administrators** to enter the **Code Description, and Inspection Interval, which are required, while also allowing them to enter the Number of Inspections, Spec. Book Year, Spec. Book Revision, and Notification Scheduled Days, which are not required.**

Code	Description
ITS	ITS Warranty
CDOC	Contract Documents
FF	Final Estimates

Add Feature Type

Code

Description

Inspection Interval

Number of Inspections

Spec. Book Year

Spec. Book Revision

Notification Scheduled Days

1. this field specifies when the first Inspection Notification will be sent for the next scheduled inspection; e.g. 90 days before the scheduled inspection is due.
2. A follow up Notification will be sent in 1/2 the time, e.g. round $(90/2) = 45$ days before the scheduled inspection; or if the number of days entered is an odd number; round $(45/2) = 23$.
3. A final Notification will be sent 1 day before the next scheduled inspection.
4. If this field is blank, no notifications will be sent for the scheduled inspections of this feature type.

Add Feature Type

Code

Description

Inspection Interval

Number of Inspections

Spec. Book Year

Spec. Book Revision

Notification Scheduled Days

1. this field specifies when the first Inspection Notification will be sent for the next scheduled inspection; e.g. 90 days before the scheduled inspection is due.
 2. A follow up Notification will be sent in 1/2 the time, e.g. round (90/2) = 45 days before the scheduled inspection; or if the number of days entered is an odd number; round (45/2) = 23.
 3. A final Notification will be sent 1 day before the next scheduled inspection.
 4. If this field is blank, no notifications will be sent for the scheduled inspections of this feature type.

- 2. Viewing VAF Types can be accomplished by selecting an Active or Inactive VAF Type, which will allow the Feature Details table to be displayed including the Status, Code, Description, Inspection Interval, Number of Inspections, Spec. Book year, Spec. Book Revision, Notification Schedule Days, Last Updated By, and Last Updated On.**

Code	Description
TURF	Performance Turf - Section 570
VASI	Value Added Signal Install - Sect. 645
BLES	Brdg Elect./Lighting Sys. - Sect 475
DBW	Design Build Warranty(Complete Project)
PCW	Post Construction Warranty(Add-On)
ASPF	Asphalt Pavement - Sect. 337/338
TRAF	Traffic Markings - Sect. 707

Feature Details	
Status	Active
Code	TURF
Description	Performance Turf - Section 570
Inspection Interval	QTLY
Number of Inspections	4
Spec. Book Year	-
Spec. Book Revision	-
Notification Schedule Days	90
Last Updated By	TESTUSR
Last Updated On	07-10-2018

3. **Editing VAF Types can be accomplished by selecting an Active or Inactive VAF Type then selecting the Edit button located below the Feature Details table. This will allow an Administrator to edit any combination of Status, Code, Description, Inspection Interval, Number of Inspections, Spec. Book year, Spec. Book Revision, and Notification Scheduled Days, while only requiring Status, Code, and Description.**

Code	Description
TURF	Performance Turf - Section 570
VASI	Value Added Signal Install. - Sect. 645
BLES	Brdg Elect./Lighting Sys. - Sect 475
DBW	Design Build Warranty(Complete Project)
PCW	Post Construction Warranty(Add-On)

Feature Details	
Status	Active
Code	TURF
Description	Performance Turf - Section 570
Inspection Interval	QTLY
Number of Inspections	4
Spec. Book Year	-
Spec. Book Revision	-
Notification Schedule Days	90
Last Updated By	TESTUSR
Last Updated On	07-10-2018

[Edit](#)

Edit Feature

Status: Active

Code: TURF

Description: Performance Turf - Section 570

Inspection Interval: QTLY

Number of Inspections: 4

Spec. Book Year:

Spec. Book Revision:

Notification Scheduled Days: 90

1. this field specifies when the first Inspection Notification will be sent for the next scheduled inspection; e.g. 90 days before the scheduled inspection is due.
2. A follow up Notification will be sent in 1/2 the time, e.g. round $(90/2) = 45$ days before the scheduled inspection; or if the number of days entered is an odd number; round $(45/2) = 23$.
3. A final Notification will be sent 1 day before the next scheduled inspection.
4. If this field is blank, no notifications will be sent for the scheduled inspections of this feature type.

Cancel OK