



We'll be starting the Presentation shortly.

PrC Tips & Resources

CO System Section

PrC Team

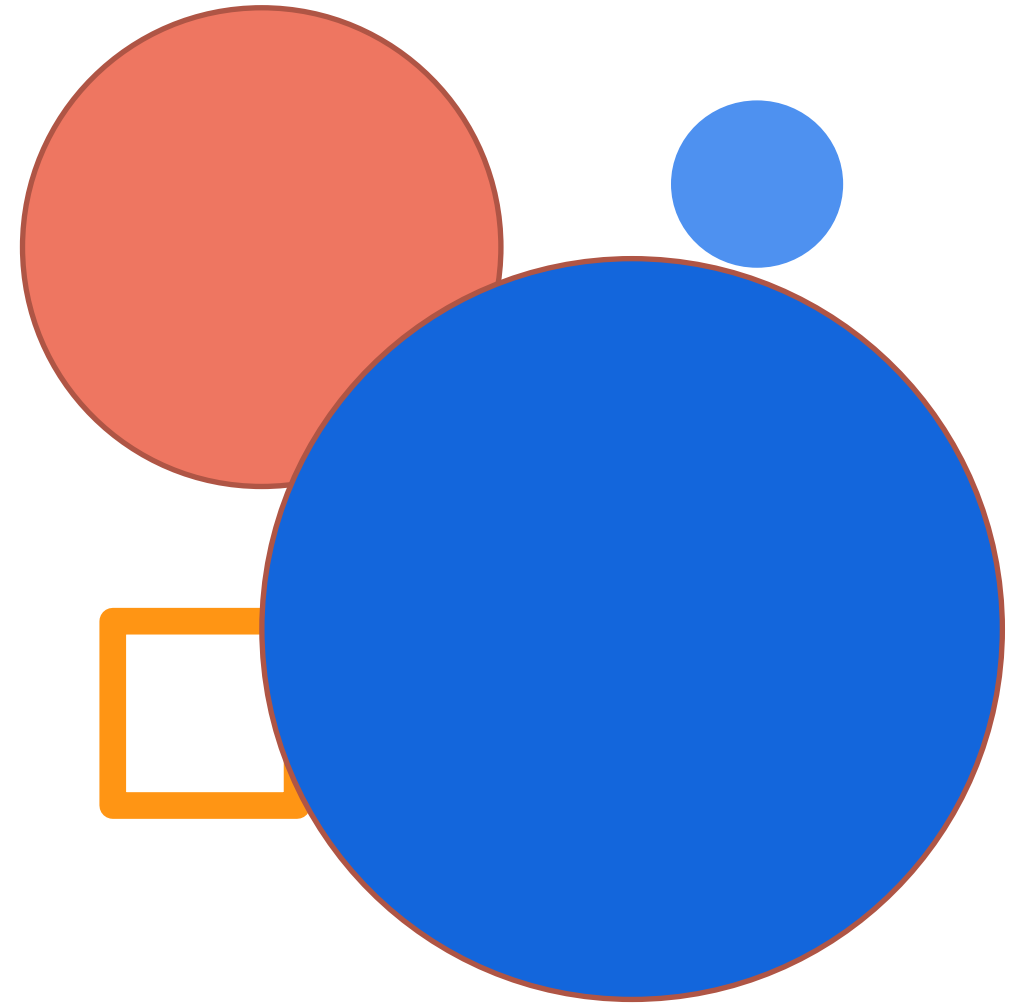
Lynnette Bonin - Construction Management Specialist

Mike Johnson - System Section Support

Karen Veenstra - System Section Support

Ashley Anderson - Final Estimates Engineer

CO-SCO-SystemSection@dot.state.fl.us





Web Resources

www.fdot.gov/construction/

Construction Resources & Webinar Registration

www.fdot.gov/construction/trnsport.shtm

For more information or assistance with Construction PrC, please contact: [Lynnette Bonin](#) (850) 414-4251.

Topics

[AASHTOWARE PrC](#)

- [PrC User Handbook](#) (*.pdf, 2.42 MB)
- [PrC Coordinators](#) (*.pdf, 312 KB)
- [PrC and Construction Issues](#)
- [Creating a Stockpile](#) (*.pdf, 647 KB)
- [PTS to PrC Stockpile Transfers](#) (*.pdf, 290 KB)
- [Stockpile Calculator](#) (*.xlsx, 14 KB)

Training

Partial Payments & Stockpile Materials ([WEBINAR RECORDING](#))

PrC Tips and Information ([WEBINAR REGISTRATION - Tips & Tricks](#))

Thu, Nov 3, 2022 2:00 PM - 3:00 PM EST ([PRESENTATION SLIDES](#)) ([WEBINAR RECORDING](#))
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Thu, Jan 12, 2023 2:00 PM - 3:00 PM EST ([PRESENTATION SLIDES](#)) ([WEBINAR RECORDING](#))
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Thu, Feb 2, 2023 2:00 PM - 3:00 PM EST ([PRESENTATION SLIDES](#)) ([WEBINAR RECORDING](#))
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Thu, Mar 2, 2023 2:00 PM - 3:00 PM EST ([PRESENTATION SLIDES](#)) ([WEBINAR RECORDING](#))
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Thu, Apr 13, 2023 2:00 PM - 3:00 PM EDT ([PRESENTATION SLIDES](#)) ([WEBINAR RECORDING](#))
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Thu, AUG 10, 2022 2:00 PM - 3:00 PM EST (PRESENTATION SLIDES) ([WEBINAR RECORDING](#))
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Thu, SEP 14, 2023 2:00 PM - 3:00 PM EST (PRESENTATION SLIDES) ([WEBINAR RECORDING](#))
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Construction Information

Contract Activation

Critical data should be reviewed prior to activation of a contract. Critical data includes (but is not limited to):

- *Contract Type*
- *Contract Bid Amount*
- *Contract Bid Days*
- *Contract Time i.e., CT vs AT - Construction contracts should be AT. If a contract requires a CPPR grade, it should have AT for the main time.*
- *Correct dates for AW, EX, LT, etc.*
- *Project IDs*
- *Administrative Offices*
- *Liquidated Damages*

These need to be reviewed for accuracy and inaccuracies reported BEFORE any changes or activities are made on the contract.

Construction Information

Change to DWR work hours calculation

A change to the way DWR total work hours are calculated was made to mirror the calculations in Mobile Inspector. The proper way to record DWR work hours is to record the Total Hours Worked and the Number of Personnel. PrC will auto calculate the per person hours.

For instance, if you have 3 personnel onsite and a total of 30 hours worked, you will record 30 in the Total Hours Worked and 3 for personnel. PrC would then calculate the hours per person ($30/3=10$).

Construction Information

Mobile Inspector

Mobile Inspector is a resource that we are encouraging to be used in the field. This will make field users more efficient by allowing inspectors and other field operatives the ability to record data while on-site, but without internet connectivity. Once the data is recorded, locked, and transferred, and a user gains connectivity, MI automatically uploads the DWR created in the field to PrC. If the user needs to make changes to a DWR created in MI and after it is transferred to PrC, they can access the DWR in PrC. The instructions to install MI on a user's device are located here:

<https://www.infotechinc.com/mobile-inspector/>

Key takeaways -

- Can only be on one device at a time (smartphone, laptop, or tablet)
- Must submit an AARF request and include the device id for it to be activated
- Once activated and MI role is assigned to the user's account, the user's Project Administrator must assign contract authority to the user via the MI role

Construction Information

Estimates

Estimates require multiple levels of approval.

Each level of approval must be a different person and that person needs to review and verify the estimate is correct before sending to the next level.

We are seeing many estimates with 4 approval levels and the first 2 levels are the same person. We need to correct this practice, so we don't lose the ability to pay contractors via EED.

To view the approval levels on an estimate, visit the AD Hoc Reporting Dashboard:

[FDOT SCO.Construction Application](#)

- Log in
- Click Central Office Reports
- Estimate Tab
- Estimate Approval Level
- Enter a contract number and generate the report. You should be able to view Final Estimate Approval levels, Progress Estimate Approval levels, and Supplemental Estimate Approval levels and adjust from there.

Construction Information

Estimates

A Contract Calendar report should be run and reviewed along side the estimate to verify charged time is correct. The Contract Calendar report is also located on the AD Hoc Reporting Dashboard.

[FDOT SCO.Construction Application](#)

- Log in
- Click Central Office Reports
- Click Status Tab
- Click Contract Calendar
- Enter the contract id. This will produce a calendar report showing the Time and Work Began dates and show all dates charged to your contract at current.

Construction Information

Change Orders

Change orders are like estimates in that they also require multiple levels of approval. These approval levels should not be the same user.

Each level of approval needs to review and verify the change is correct and includes all the appropriate information (ex. Change Order Type, Discovery Date and Federal Participation) before sending to the next level.

The approval levels should be set to different users with successive approval permissions. Example: CSS inputs a change order and submits it for approval. The next level should be either PA (another user) or reviewed and approved by district personnel (whichever your district allows).

Construction Information

Change Orders

Central Office can modify these items on a change order without reversing the change order:

- Non-part FA Days
- Change order type
- Reason Code

The Discovery Date must be submitted with the request to modify these.

A change order can be deleted only under these circumstances:

- Change order must be in draft status
- Change order must be the last in the series

If a correction is needed other than in the above noted circumstances, the change order will need to be reversed or a corrective change order will need to be created.

Construction Information

Sublets are a crucial part of our contracts. Frequently, vendors may not be in the system and requests to add a vendor can be made. The process to request a vendor be added is as follows:

For CEI partners, report the missing vendor to your District FDOT PrC Coordinator or your Project Administrator who will then do verification checks and make the request of Central Office to add the new vendor and assets.

For FDOT personnel, report the missing vendor to your District FDOT PrC Coordinator who will verify the request and the vendor before requesting the vendor be added.

Vendors

Construction Information

Error: No rows saved; detected rows with errors. Please review messages below.

- Total Specialty Subcontract Percent: Invalid value '114.13'; greater than the maximum value of 100. (base rule)



An error will occur with sublets when they are over the contract limit for sublet work. This may occur because PrC assigns the entire sublet amount to each sublet causing the subcontract percent to be overinflated. To correct this and allow your sublets to be added with the correct amount, here is the recommended action:

The issue is with the bid unit prices associated with each Sub-contractor. You need to adjust the bid unit price to match the sub-let unit price for each sub-contractor, then you should be able to approve it.

This could occur on change orders as well. If the above procedure does not correct the issue, please notify Central Office for further review.

Vendors

Construction Information

AASHTOWARE New Logo



Topics of Interest

We have scheduled a tips session monthly through January 2024. We would like your input on what topics are relevant to you. Please send your email with a topic you would be interested in seeing to CO-SCO-SystemSection@dot.state.fl.us.

Summary

- Other common themes from questions today will be addressed and posted on our PrC page with the recording from today
- Reoccurring Tips and Recommendations on second Thursday of each month

Sign up for contact mailer to ensure you are notified....we posted training dates on the PrC Information page

<https://www.fdot.gov/construction/trnsport.shtm>

Questions