Chapter 4

Summary of Pay Items

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Chapter 4

Summary of Pay Items

Modification for Non-Conventional Projects:
Delete *PPM* Chapter 4.

4.1   General

The summary of pay items sheet is generated from information provided by the Engineer of Record (EOR) and input into TRNS*PORT. In TRNS*PORT, there are differences in producing the Project Summary of Pay Items and the Proposal Summary of Pay Items. Use the appropriate report, based on the project's phase:

For early phase reviews (up to Phase III, or until the proposal has been created), the Project Summary of Pay Items Report must be used (No proposal, no proposal report). If multiple projects are anticipated to be let together, the designer should be sure to print each project's Summary of Pay Items for review.

For later phase reviews (Phase III or after the proposal has been created), the Proposal Summary of Pay Items Report should be used. After the designer enters the quantities on the Designer interface menu, an output XML file can be downloaded.

The output XML file shall be transferred to a graphics design file and placed on a standard formatted plan sheet available in the FDOT Engineering/CADD Systems Software. The TRNS*PORT file must be established and kept current with the quantities listed in the plans. It is critical that any revisions to the TRNS*PORT file be transferred to update the graphics design file. The TRNS*PORT file is used to prepare the bid documents and <u>must</u> match the plans.

4.2   Summary of Pay Items Sheet

The summary of pay items sheet(s) shows all items and quantities for all components (PES Categories) for the project, or projects, in a contract. CADD produced summary of pay items sheets are placed directly behind the lead key/signature sheet and must include:

1.   All the summaries for all component plans listed for the project.

   These should be placed in the same order as the contract plans listed on the key sheet. They should be numbered consecutively. Alpha suffixes may be used for numbering to allow for the insertion of additional sheets without renumbering the Index of Sheets.

   Note: Only the lead key sheet for the entire contract should contain reference to summary of pay items.

2.   All projects let under this contract.

   Projects that are let under the same contract should be combined in the same Proposal ID.

Summary of pay items notes may be included on this sheet if they do not fit on the summary of quantities sheet. For small projects, the summary of pay item sheet(s) may be combined with the summary of quantities sheet.

A summary of pay items sheet <u>without</u> quantities is required at the Phase II submittal, and a complete summary of pay items sheet <u>with</u> quantities is required at the Phase III and Phase IV submittals. Refer to *Chapter 2* for requirements of phase submittals.

For a list of standard pay item notes see *Chapter 7*, *Exhibit 7-1* of this volume.