304 Summary of Pay Items

Modification for Non-Conventional Projects:
Delete ***FDM 304***.

304.1 General

The summary of pay items sheet is generated from information provided by the Engineer of Record (EOR) and input into Designer Interface. The Summary of Pay Items Report is generated in AASHTOWare Project™ Webgate Reporting (formerly Trns*port Reports Menu).

For early phase reviews (up to Phase III, or until the proposal has been created), the Summary of Pay Items Report will include the summary of pay items for the individual project number selected. If multiple projects are anticipated to be let together, download the XML file for each project's Summary of Pay Items sheet(s) in the plans. Once the proposal has been created, the report will generate all the pay items for multiple projects combined using the lead project financial project number, and the extra downloads will not be required.

Transfer the downloaded XML file to a graphics design file and place on a standard plan sheet available in the FDOT CADD Software. Designer Interface must be kept current with the quantities in the plans. It is critical that any revisions to the quantities be updated in the Designer Interface. Once updated, the Summary of Pay Items Report must be rerun to download the new XML to update the graphics design file. The Summary of Pay Items Report file is used to prepare the bid documents and must match the pay items and quantities shown in the plans.

304.2 Summary of Pay Items Sheet

The summary of pay items sheet(s) lists all pay items and quantities for all components for the project, or projects, in a contract.

Place summary of pay items sheets directly behind the lead signature sheet. Place the summary of pay items on the sheet(s) in the order generated in the AASHTOWare

Project™ WebGate Reporting menu (formerly Trns*port Reports Menu), Summary of Pay Items Report XML file which the FDOT CADD Software uses to automate the creation of the sheet(s), or in the same order as the list of Contract Plans components shown on the lead key sheet. Alpha suffixes may be used for sheet numbering to allow for the insertion of additional sheets without renumbering the Index of Sheets.

Strung projects, those that are independently prepared but are to be let in the same construction contract, must combine all pay items and quantities into a single Proposal Summary of Pay Items Report to be placed in the lead project. If the Proposal has not been created for the project yet, the Summary of Pay Items must contain the Summary Reports for all of the individual project numbers included in the strung project.

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

A summary of pay items sheet without quantities is required at the Phase II submittal, and a complete summary of pay items sheet with quantities is required at the Phase III and Phase IV submittals.

For a list of standard pay item notes see ***FDM 307.2.2***.