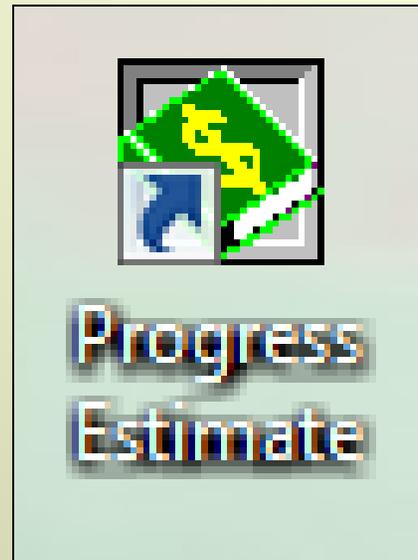


# Using Progress Estimate



# Progress Estimate

---

- ◉ Opening Progress Estimate
- ◉ Modifying Project Data
- ◉ Accounting Information
- ◉ Zero Estimate
- ◉ Entering Paynotes & Posting to Payment
- ◉ Adding CM Quantity to an Existing Item
- ◉ Adjusting Probables
- ◉ Adding a New CM Item
- ◉ Adding MOH an Item
- ◉ Adding a Retent Item
- ◉ Adding an Incentive Item and Paying It
- ◉ Running Reports
- ◉ Processing an Estimate
- ◉ Quick Key

---

# Opening Progress Estimate

The screenshot shows the Microsoft Outlook interface. The title bar reads "WFL.Final\_Review - Inbox - WFL.Final\_Review - Microsoft Outlook". The ribbon includes "File", "Home", "Send / Receive", "Folder", "View", "Adobe PDF", and "ProjectWise". The left sidebar shows the "Favorites" pane with folders like "Inbox", "Unread Mail", "Sent Items", and "Deleted Items (428)". The "WFL.Final\_Review" folder is expanded, showing "Inbox [1]". The main pane displays a search bar and a list of emails. The selected email is from "Shields, Samantha" with the subject "FW: Progress estimate." and a time of "10:22 AM". The email body contains the following text:

**FW: Progress estimate.**  
Shields, Samantha  
Sent: Tue 12/22/2015 10:22 AM  
To: WFL.Final\_Review  
Message 7015C15.zip (69 KB)

Attached is your zero estimate.

Thanks,

Samantha Shields  
Final Review Engineer  
Western Federal Lands Highway Division  
610 E. 5<sup>th</sup> Street  
Vancouver, WA 98661  
Office: 360-619-7847

The bottom status bar shows "This folder is up to date.", "Connected", and "100%".

You will receive a zip drive from the Final Review Office.

The image shows a screenshot of a Windows desktop with two windows open. The top window is Microsoft Outlook, titled "WFL.Final\_Review - Inbox - WFL.Final\_Review - Microsoft Outlook". The bottom window is Windows Explorer, titled "7015C15.zip - SecureZIP".

In the Outlook window, the address bar shows the path: **Computer > DENB112903 (C:) > My Documents > PE**. This path is highlighted with a red box.

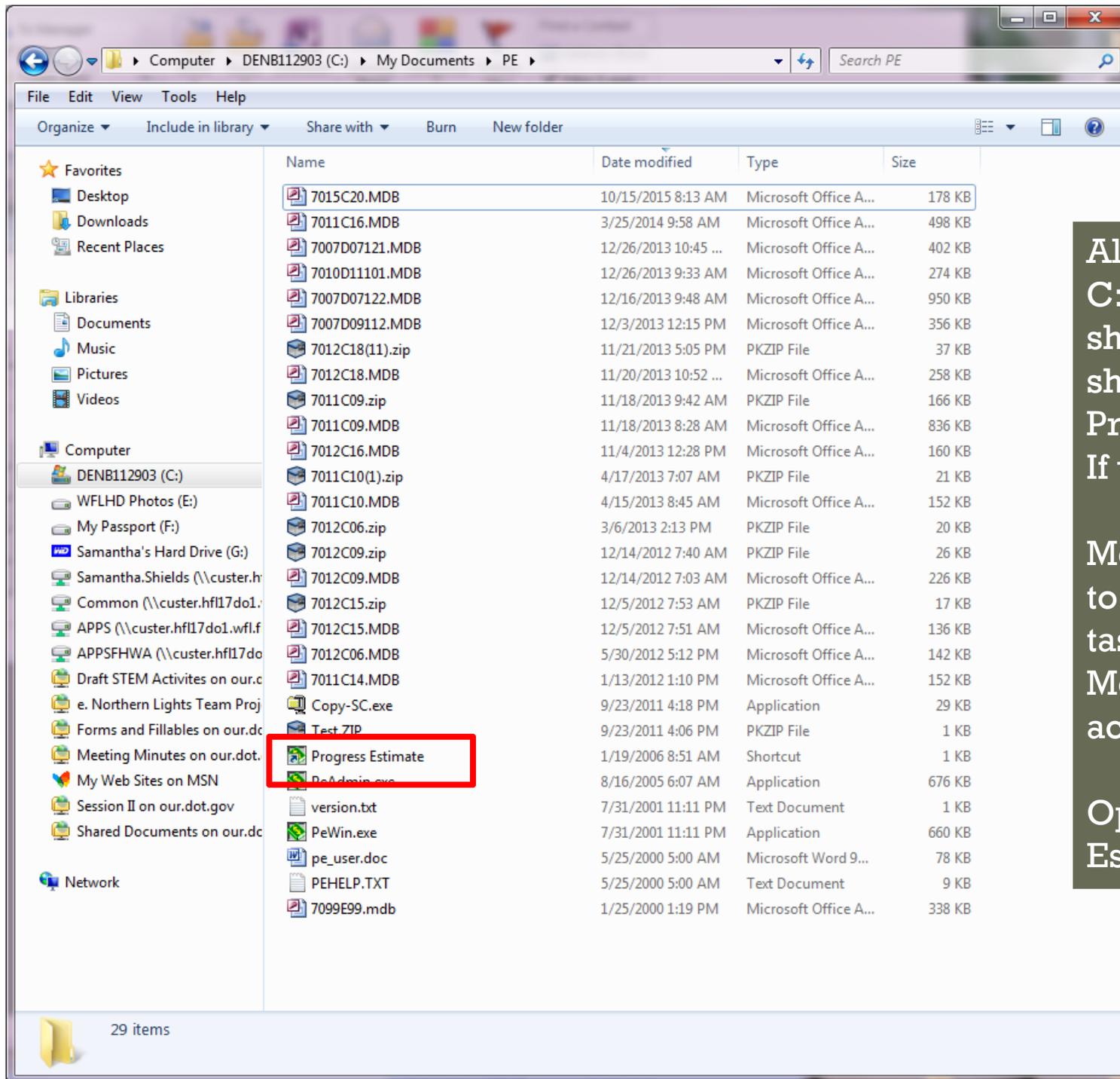
In the Windows Explorer window, the address bar shows the path: **Computer > DENB112903 (C:) > My Documents > PE**. This path is also highlighted with a red box. The main pane shows a list of files in the "PE" folder:

Name	Date modified	Type	Size
7015C17.MDB	11/24/2015 2:31 PM	Microsoft Office A...	278 KB
7015C20.MDB	10/16/2015 9:49 AM	Microsoft Office A...	178 KB
7011C16.MDB	3/25/2014 9:58 AM	Microsoft Office A...	498 KB
7007D07121.MDB	12/26/2013 10:45 ...	Microsoft Office A...	402 KB
7010D11101.MDB	12/26/2013 9:33 AM	Microsoft Office A...	274 KB
7007D07122.MDB	12/16/2013 9:48 AM	Microsoft Office A...	950 KB
7007D09112.MDB	12/3/2013 12:15 PM	Microsoft Office A...	356 KB
7012C18(11).zip	11/21/2013 5:05 PM	PKZIP File	37 KB
	11/20/2013 10:52 ...	Microsoft Office A...	258 KB
	11/18/2013 9:42 AM	PKZIP File	166 KB
	11/18/2013 8:28 AM	Microsoft Office A...	836 KB
	11/4/2013 12:28 PM	Microsoft Office A...	160 KB
	4/17/2013 7:07 AM	PKZIP File	21 KB
	4/15/2013 8:45 AM	Microsoft Office A...	152 KB
	3/6/2013 2:13 PM	PKZIP File	20 KB
	12/14/2012 7:40 AM	PKZIP File	26 KB
	12/14/2012 7:03 AM	Microsoft Office A...	226 KB
	5/30/2012 5:12 PM	Microsoft Office A...	142 KB
	1/13/2012 1:10 PM	Microsoft Office A...	152 KB
	9/23/2011 4:18 PM	Application	29 KB
	9/23/2011 4:06 PM	PKZIP File	1 KB
	1/19/2006 8:51 AM	Shortcut	1 KB
	8/16/2005 6:07 AM	Application	676 KB
	7/31/2001 11:11 PM	Text Document	1 KB
	7/31/2001 11:11 PM	Application	660 KB
	5/25/2000 5:00 AM	Microsoft Word 9...	78 KB
	5/25/2000 5:00 AM	Text Document	9 KB
	1/25/2000 1:19 PM	Microsoft Office A...	338 KB

In the SecureZIP window, the file list shows:

Name	Size	Type	Modified
7015C15.MDB	712 KB	Microsoft Office A...	12/21/2015 9:2...

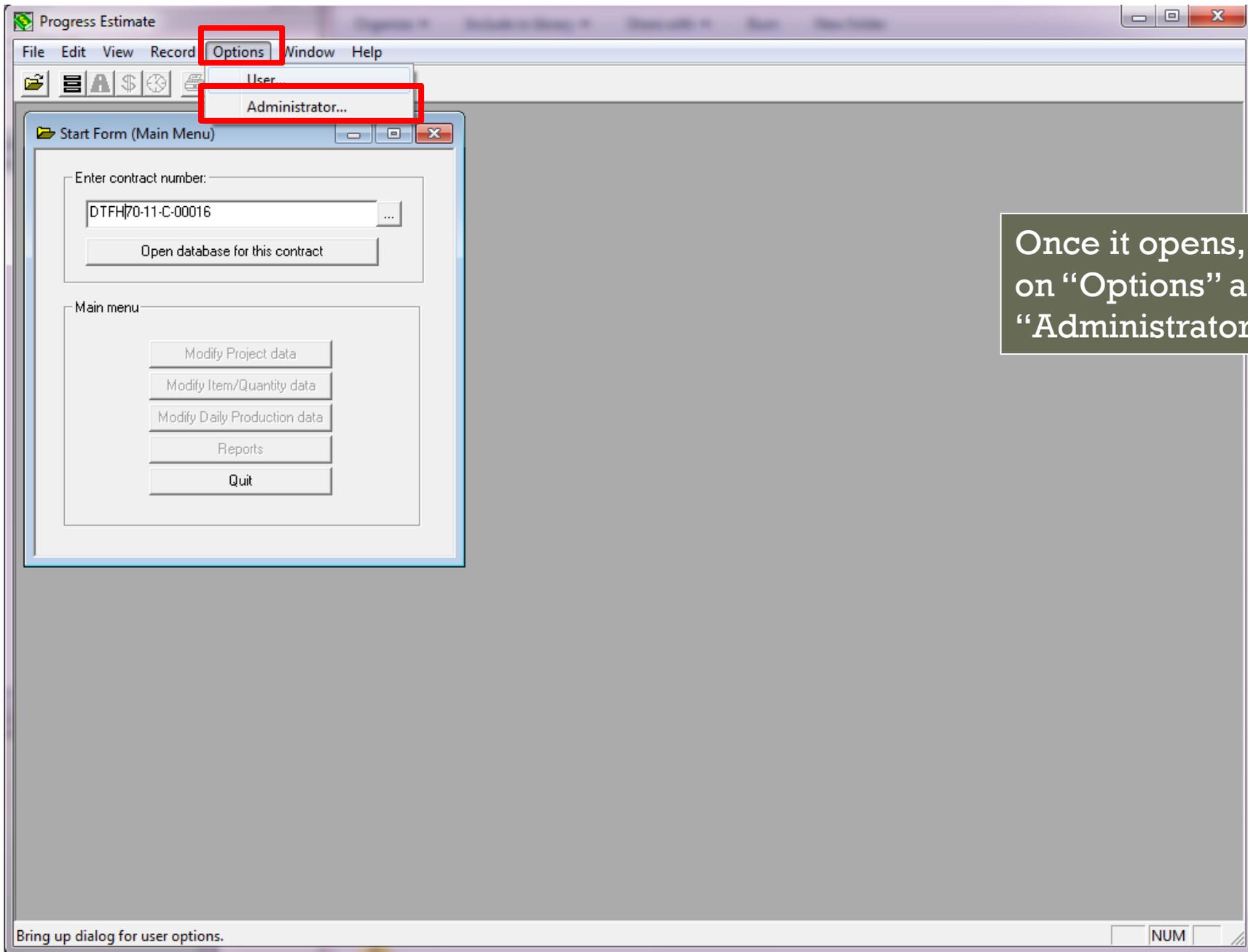
A text box at the bottom of the SecureZIP window contains the instruction: "Open the zip file and drag and drop it into C:\MyFiles\PE".



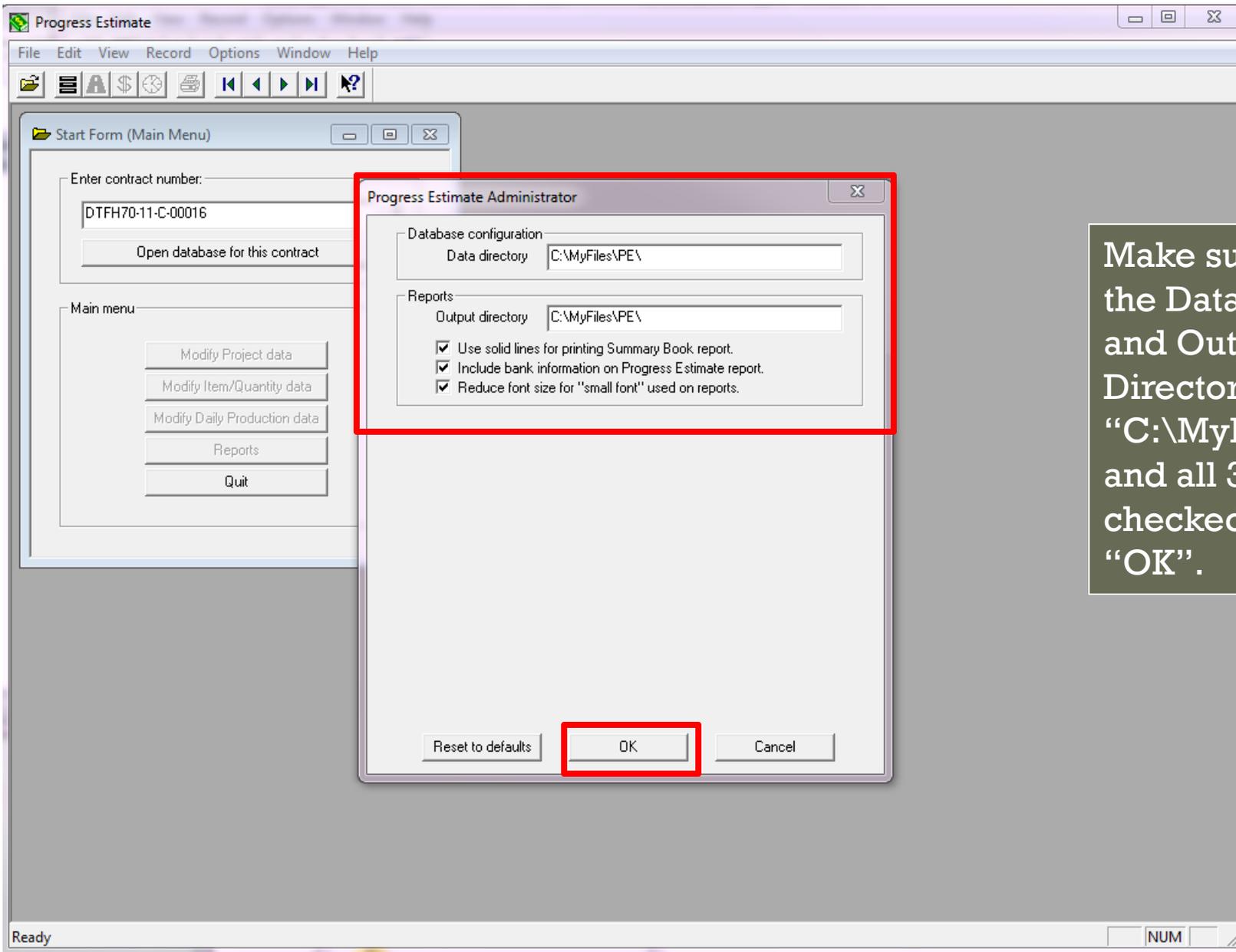
Also in your folder C:\MyFiles\PE you should have a shortcut for Progress Estimate. If you do not, call IT.

Move the shortcut to your desktop, task bar, or Start Menu for quicker access.

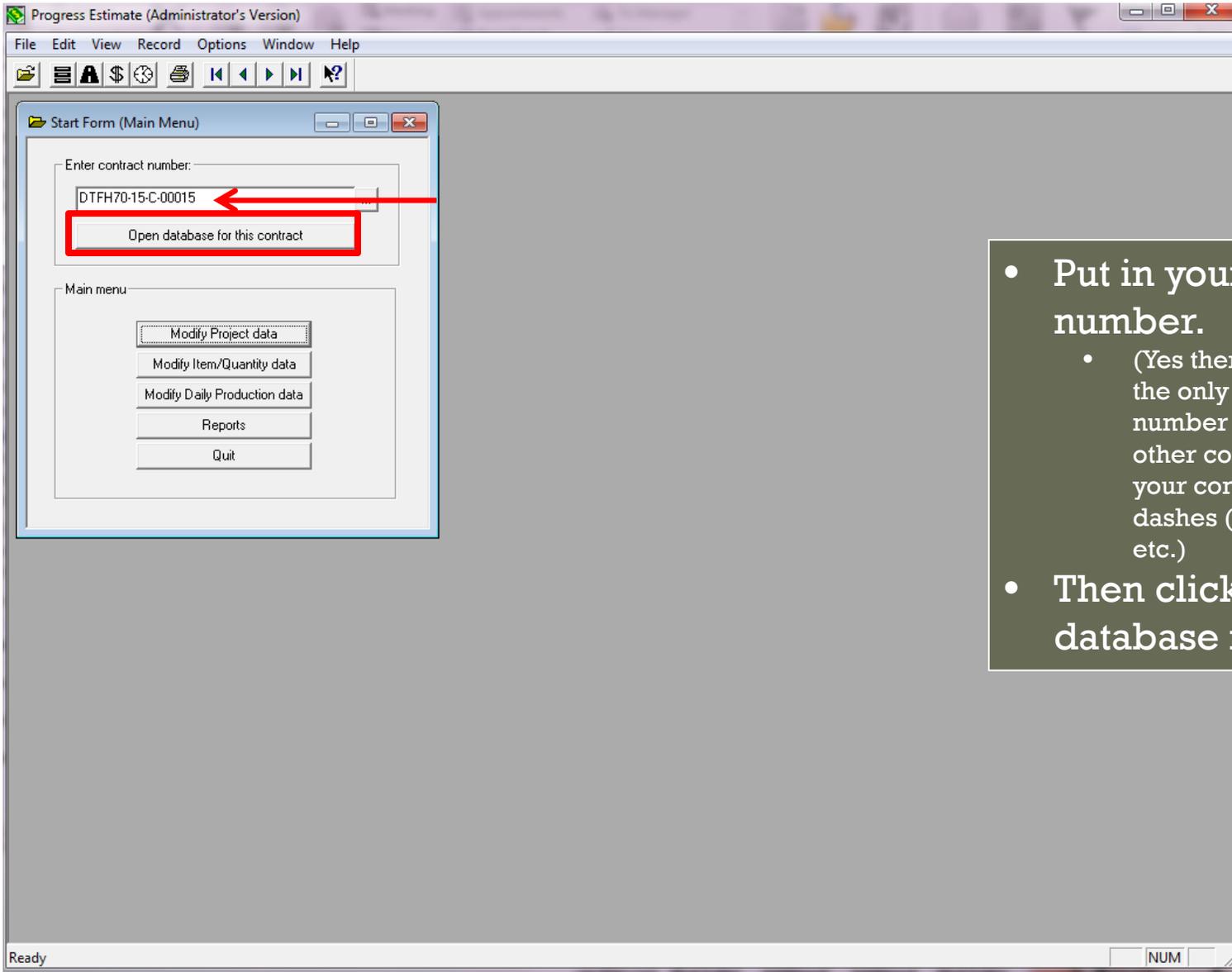
Open Progress Estimate.



Once it opens, click on "Options" and then "Administrator..."



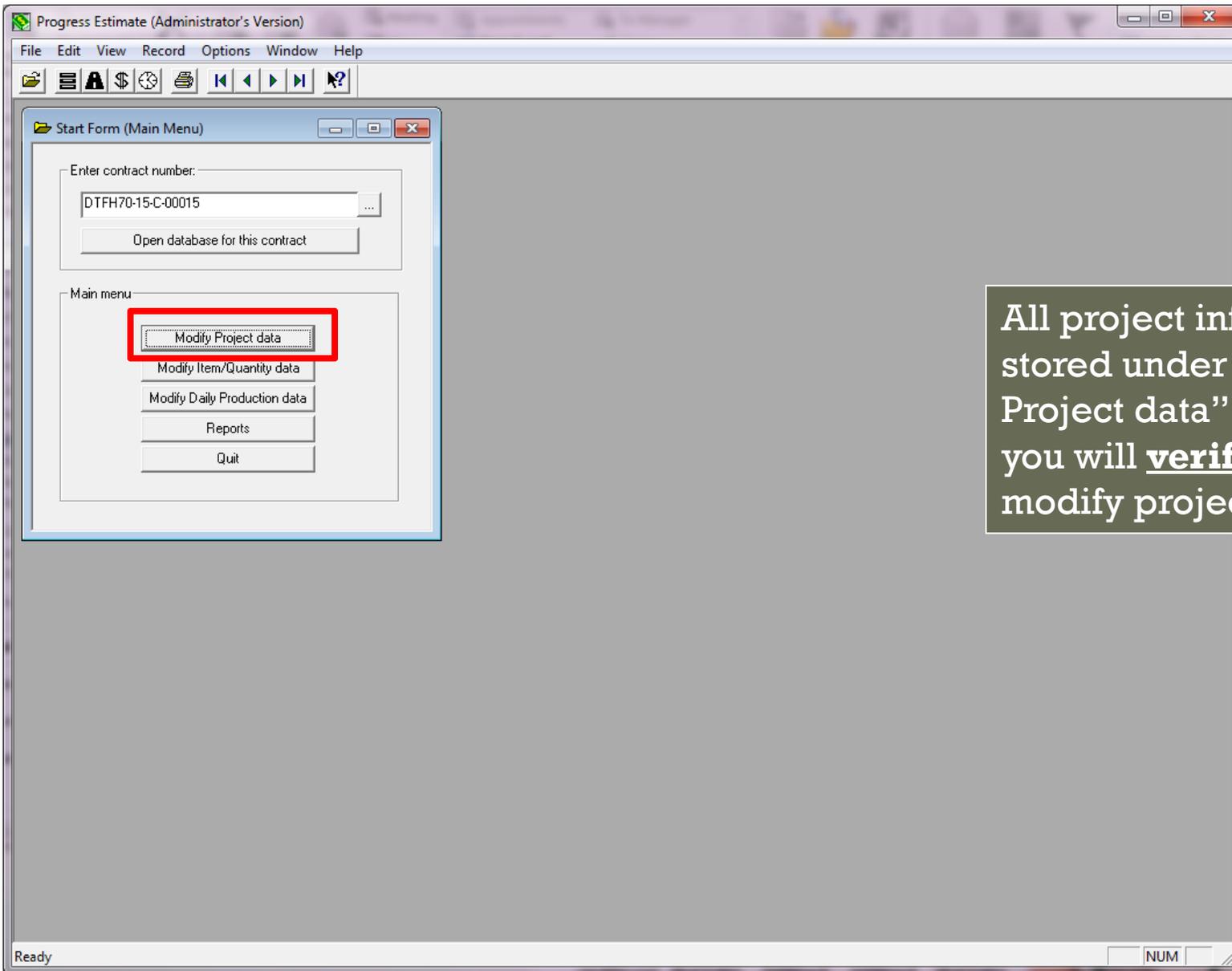
Make sure **BOTH** the Data directory and Output Directory show “C:\MyFiles\PE\” and all 3 boxes are checked. Press “OK”.



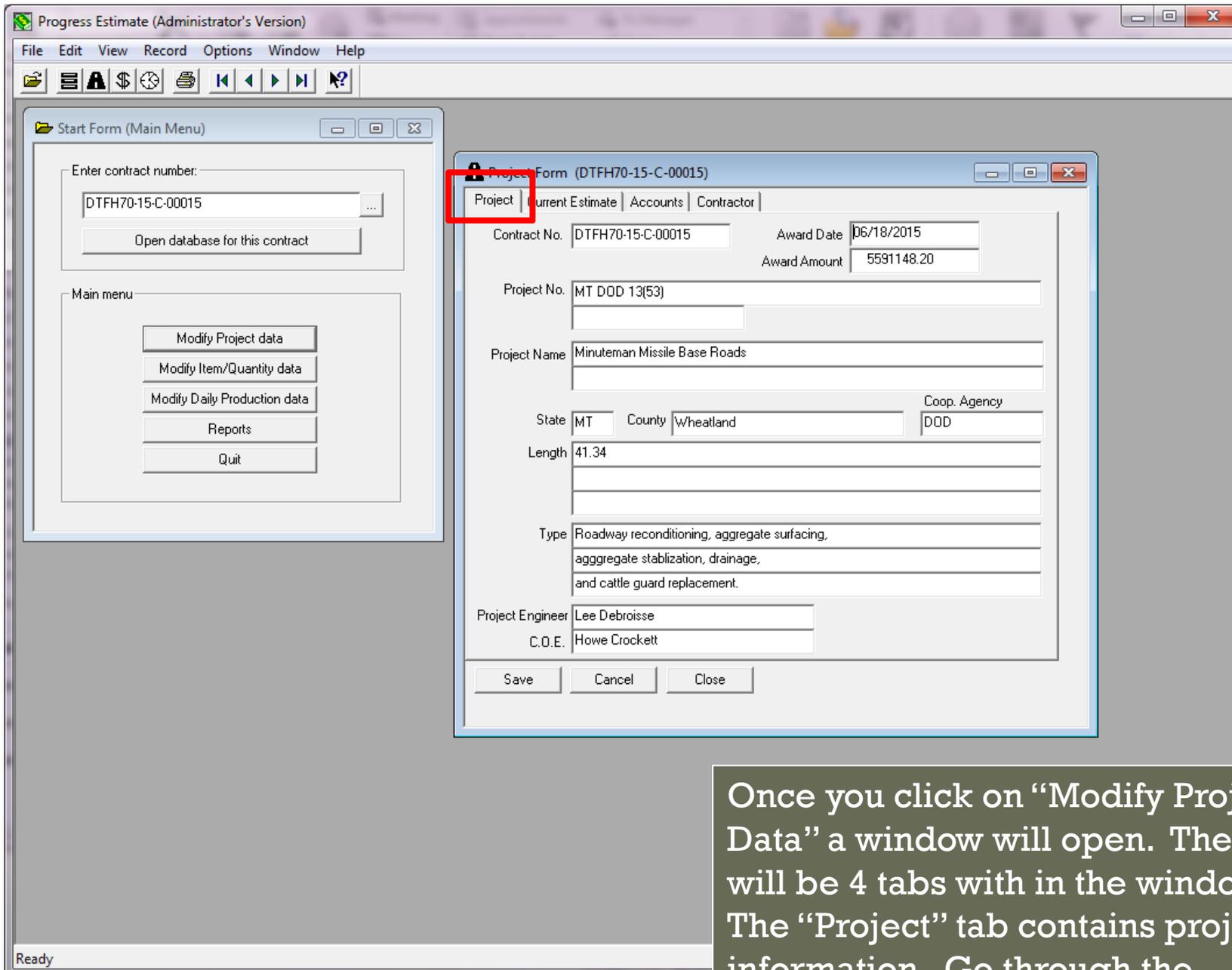
- Put in your contract number.
  - (Yes there are dashes, but this is the only place that your contract number will have dashes. Every other contract document will have your contract number with no dashes (correspondence, CMs, etc.)
- Then click on “Open database for this contract”.

---

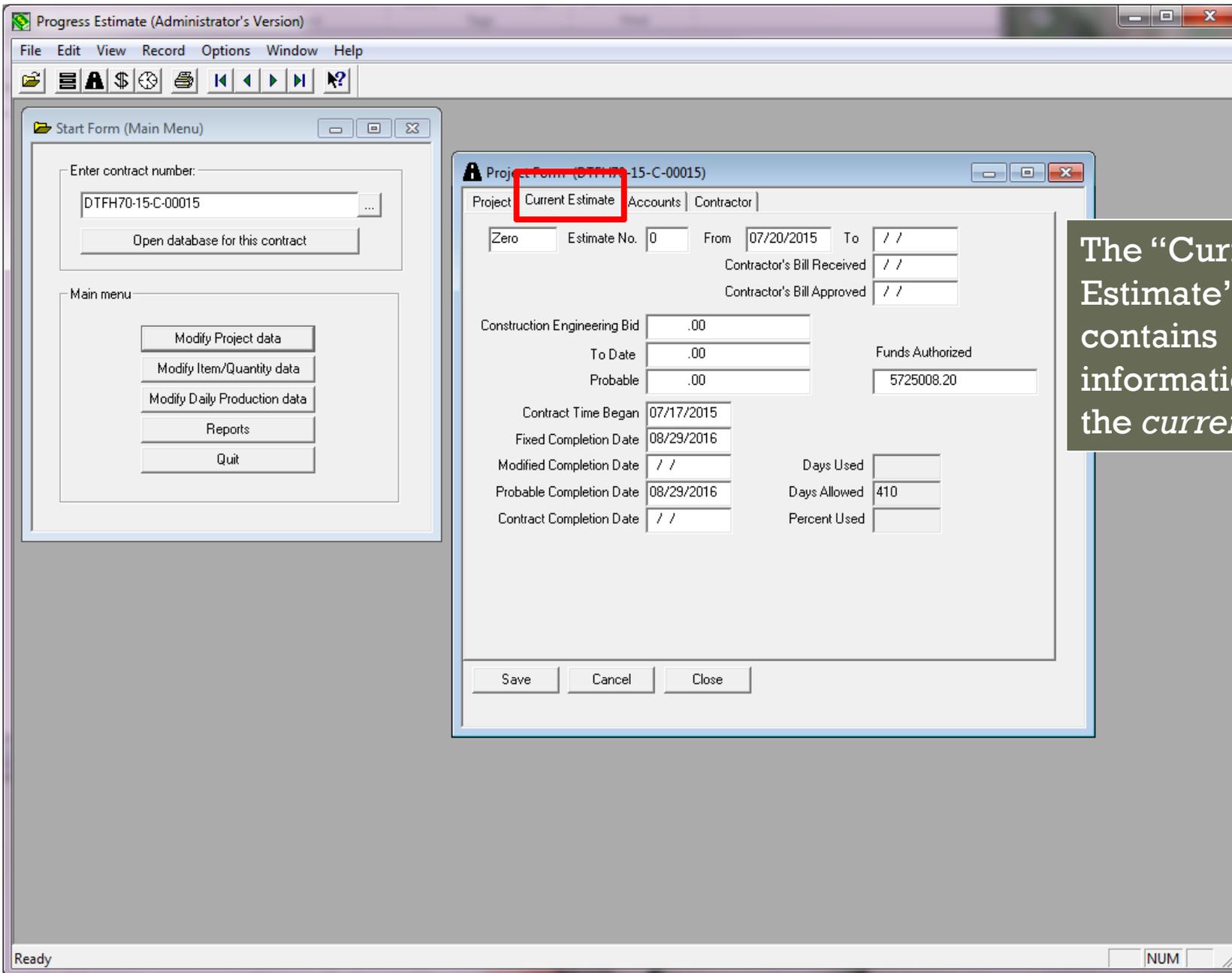
# Modifying Project Data



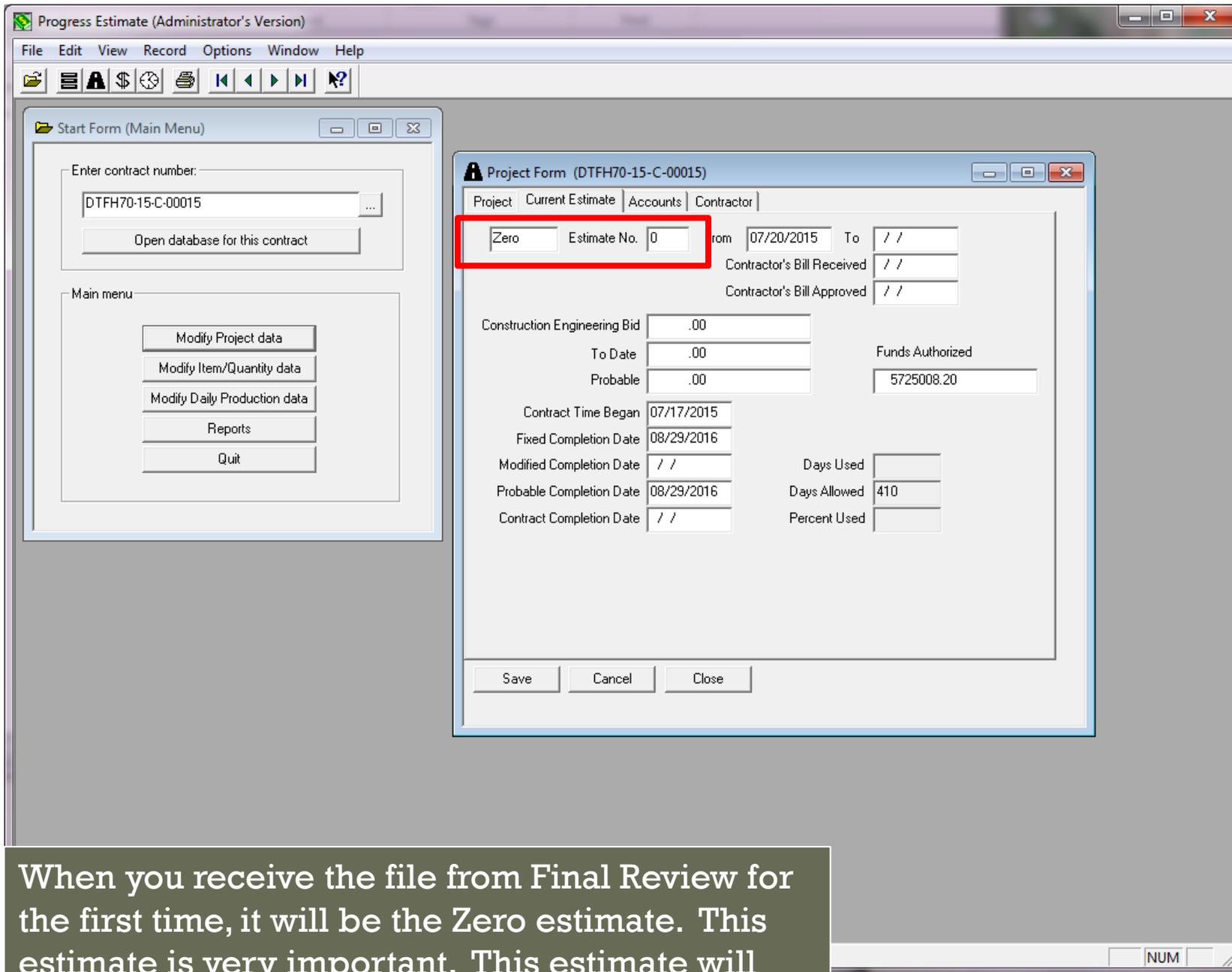
All project information is stored under “Modify Project data”. This is where you will verify and/or modify project information.



Once you click on “Modify Project Data” a window will open. There will be 4 tabs within the window. The “Project” tab contains project information. Go through the information to **verify** that it is correct.



The "Current Estimate" tab contains information about the *current estimate*.



When you receive the file from Final Review for the first time, it will be the Zero estimate. This estimate is very important. This estimate will show all of the items that were awarded on the contract and the decimal places to *pay* to.

Progress Estimate

File Edit View Record Options Window Help

Start Form (Main Menu)

Project Form (DTFH70-15-C-00020)

Project Current Estimate Accounts Contractor

Zero Estimate No. 0 From / / To / /

Contractor's Bill Received / /

Contractor's Bill Approved / /

Construction Engineering Bid .00

To Date .00 Funds Authorized

Probable 186944.00 186944.00

Contract Time Began 10/05/2015

Fixed Completion Date 10/29/2015

Modified Completion Date / / Days Used

Probable Completion Date 10/29/2015 Days Allowed 25

Contract Completion Date / / Percent Used

Save Cancel Close

Ready NUM

**AFTER PRINTING the Zero Estimate...** (see Zero Estimate section)

- Change "Zero" to "Initial" for estimate #001
- Change Estimate No. from "0" to "001"
- Enter the "From" date (the first day your estimate period starts)
- Enter the "To" date (the last day of your estimate period)

The screenshot shows the 'Progress Estimate' software interface. The main window is titled 'Project Form (DTFH70-15-C-00020)' and has tabs for 'Project', 'Current Estimate', 'Accounts', and 'Contractor'. The 'Project' tab is active. The form contains the following fields and values:

Initial	Estimate No.	001	From	10/01/2015	To	10/31/2015
			Contractor's Bill Received	/ /		
			Contractor's Bill Approved	/ /		
Construction Engineering Bid	.00					
To Date	.00		Funds Authorized			
Probable	186944.00		186944.00			
Contract Time Began	10/05/2015					
Fixed Completion Date	10/29/2015					
Modified Completion Date	/ /		Days Used			
Probable Completion Date	10/29/2015		Days Allowed	25		
Contract Completion Date	/ /		Percent Used			

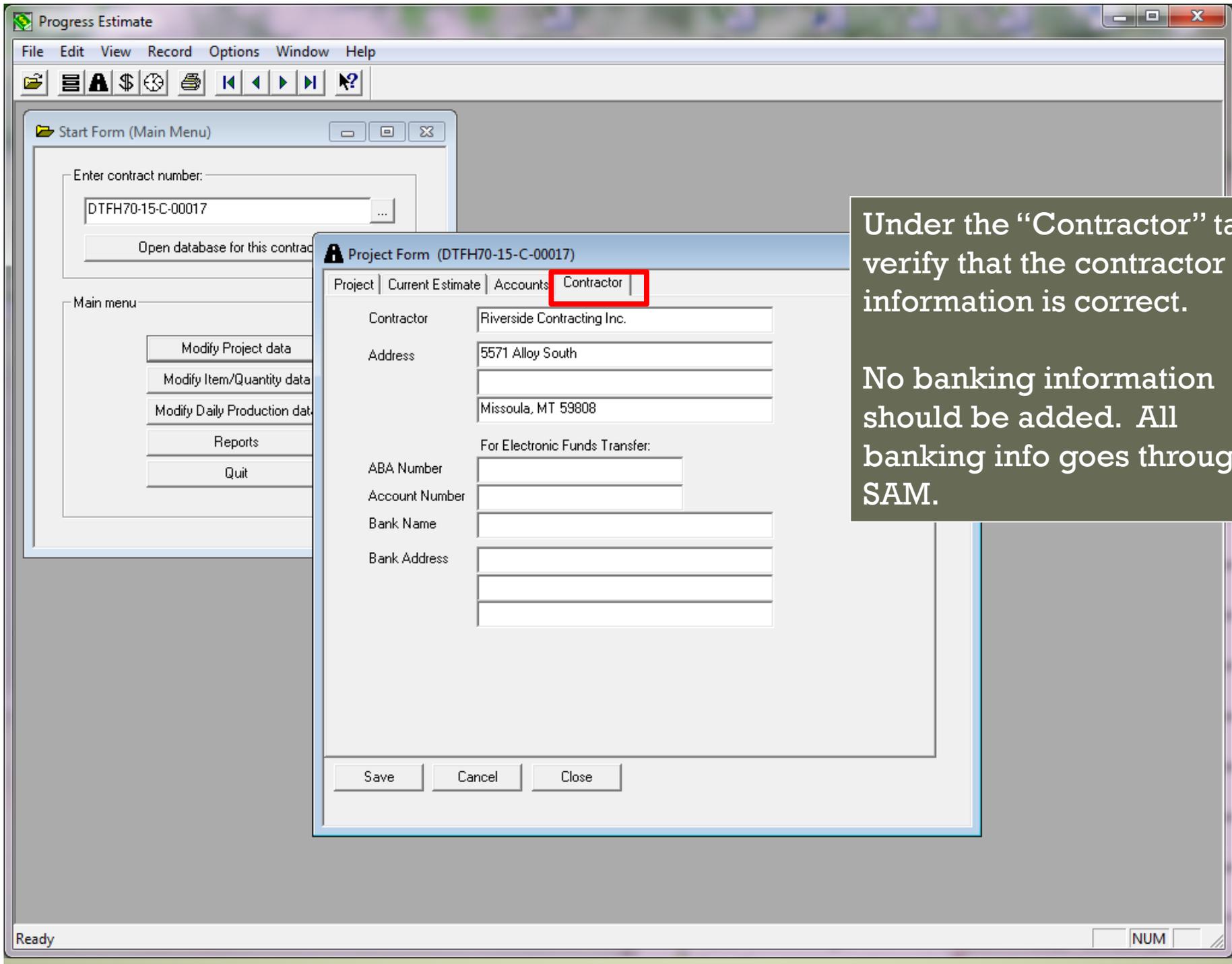
At the bottom of the form, there are three buttons: 'Save', 'Cancel', and 'Close'. The 'Save' and 'Close' buttons are highlighted with red boxes.

Just like this...

Estimate 002 and all the rest will be a *Progress* estimate (you will change "Initial" to "Progress").

You will change each of the highlighted areas for *each estimate*.

Then click on "Save" and "Close".

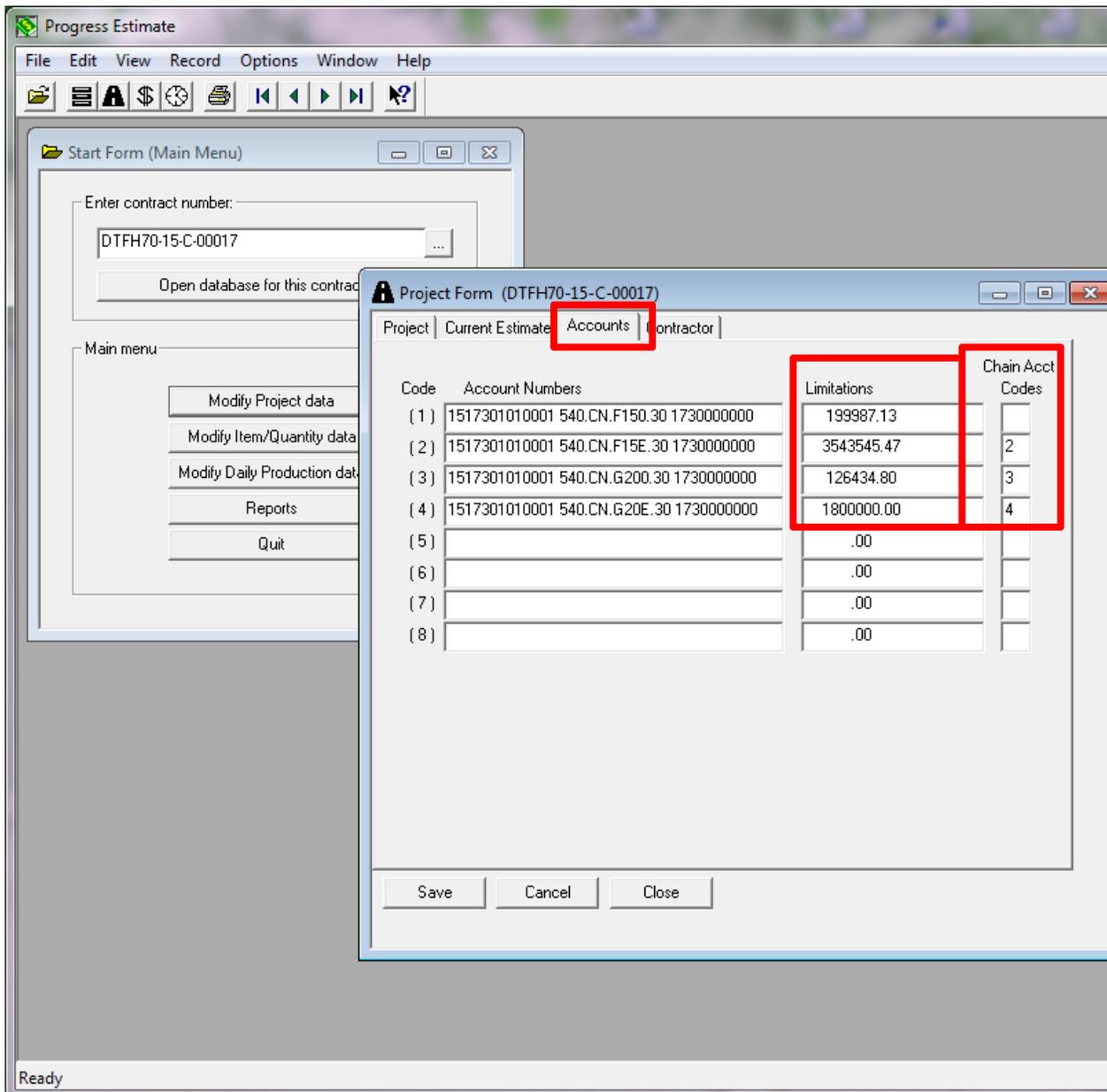


Under the “Contractor” tab, verify that the contractor information is correct.

No banking information should be added. All banking info goes through SAM.

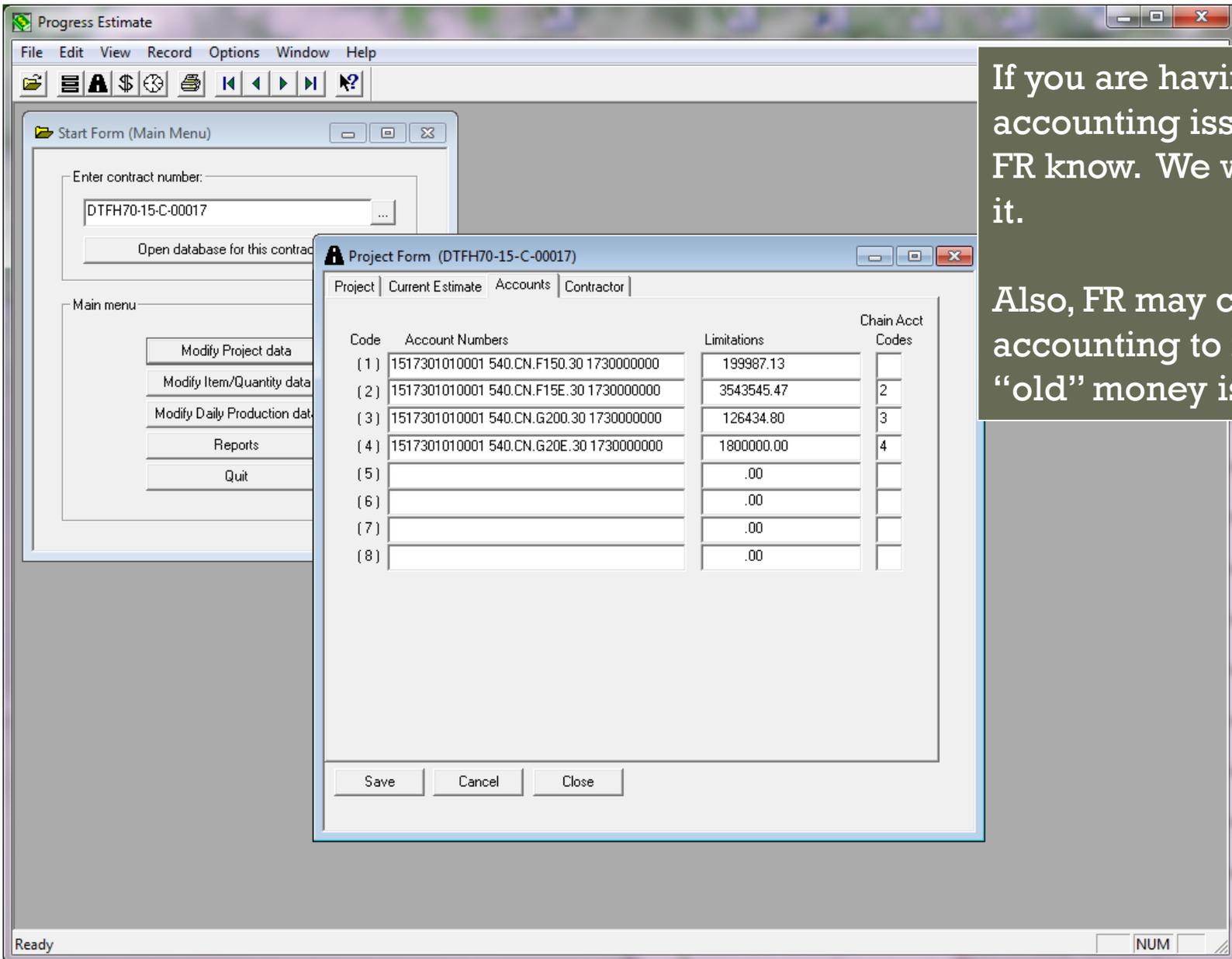
---

# Accounting Information



In the “Accounts” tab you will find the account numbers.

- The “Code” is like a nickname. It will be used to indicate if a certain payment needs to go to that certain account.
- The “Limitations” show how much money is assigned to that account.
- The “Chain Acct Codes” will allow money to be automatically spent from the next account in order once the previous one is expended.
- You will also add an account at this location if a new account number is added via CM.

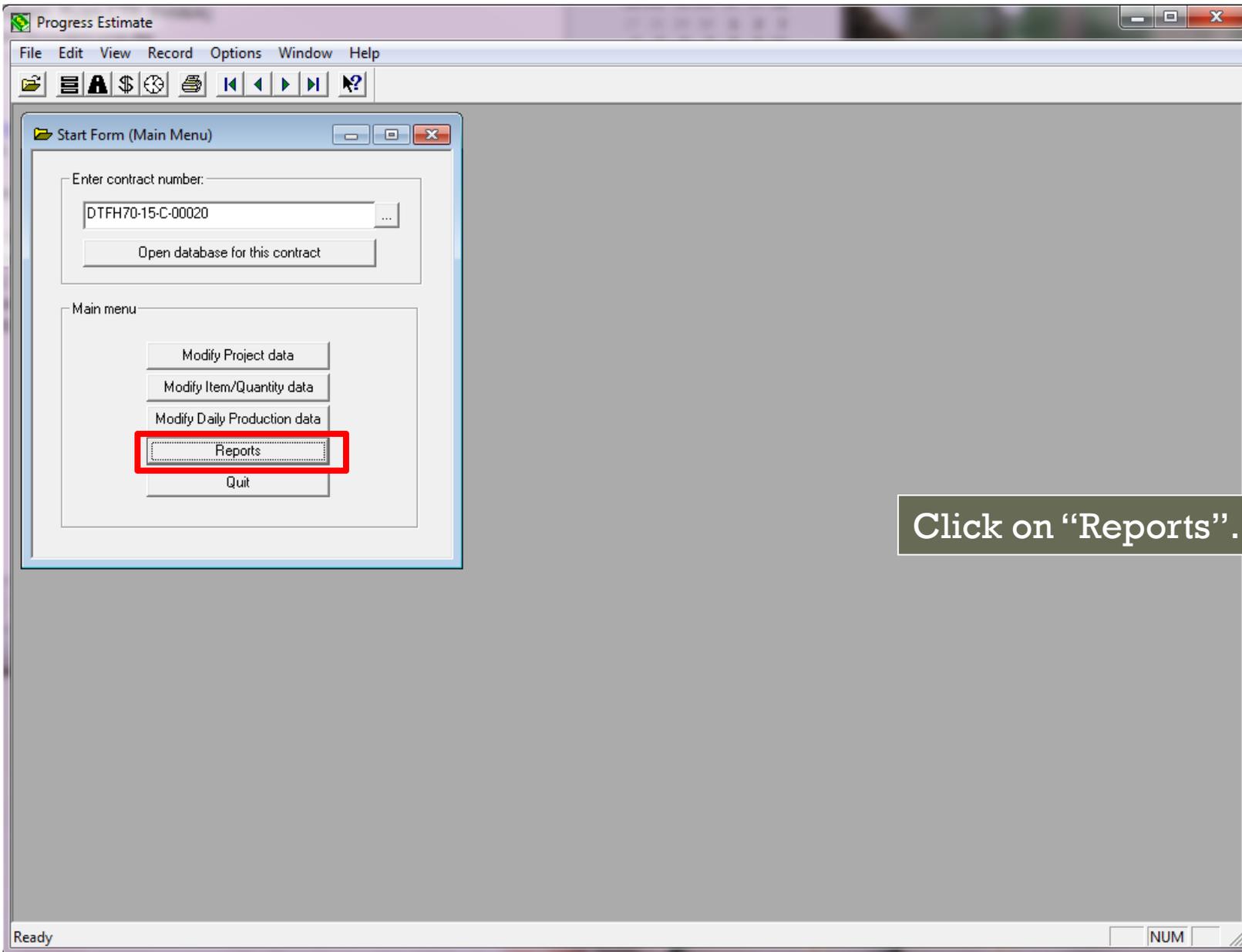


If you are having accounting issues, just let FR know. We will help fix it.

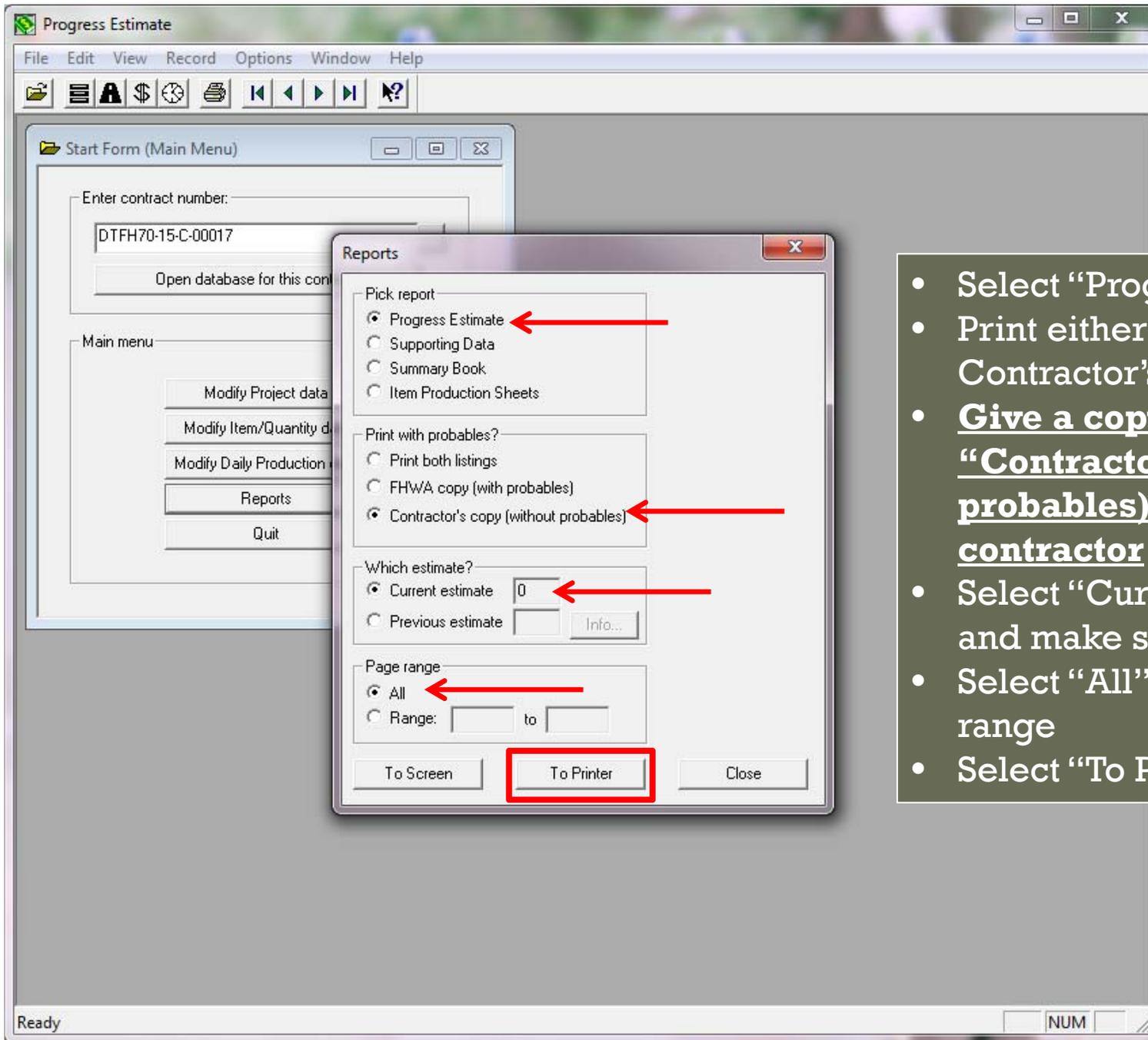
Also, FR may change your accounting to make sure "old" money is spent first.

---

# Zero Estimate



Click on "Reports".



- Select “Progress Estimate”
- Print either FHWA copy or Contractor’s copy
- **Give a copy of the “Contractor’s copy (without probables)” to the contractor**
- Select “Current Estimate” and make sure it says “0”
- Select “All” for the Print range
- Select “To Printer”

Progress Estimate

File Edit View Record Options Window Help

Start Form (Main Menu)

Enter contract number:

DTFH70-15-C-00017

Open database for this contract

Main menu

Modify Project data

Modify Item/Quantity data

Modify Daily Production data

Reports

Quit

Reports

Pick report

Progress Estimate

Supporting Data

Summary Book

Item Production Sheets

Print with probables?

Print both listings

FHWA copy (with probables)

Contractor's copy (without probables)

Which estimate?

Current estimate 001

Previous estimate 0

Page range

All

Range: to

To Screen To Printer Close

Ready NUM

24

If you already created your 001 estimate, you can still print your Zero estimate.

- Follow all of the same steps as the previous slide... EXCEPT select "Previous estimate" and enter "0" then select "To Screen" to verify and then "To Printer" to print it.

Progress Estimate

Reports... Next Page Prev Page Two Page Zoom In Zoom Out Close

MT PFH 101(1) West Fork Rock Creek Road Reconstruction

Contract No. DTFH70-15-C-00017 Estimate No. 0

Page 2  
12/30/2015  
06:55:02

Item No.	Contracted Quantities			Estimated Quantities				
	Quantities	Unit Price	Unit	Amount	Current	Previous	To Date	Amount
A1000	15101-0000	MOBILIZATION						
	790,000.00	\$790,000.00	LPSM	\$790,000.00				
A1020	15201-0000	CONSTRUCTION SURVEY AND STAKING						
	120,000.00	\$120,000.00	LPSM	\$120,000.00				
A1040	15301-0000	CONTRACTOR QUALITY CONTROL AND ASSURANCE						
	130,000.00	\$130,000.00	LPSM	\$130,000.00				
A1060	15401-0000	CONTRACTOR TESTING						
	160,000.00	\$160,000.00	LPSM	\$160,000.00				
A1080	15501-0000	CONSTRUCTION SCHEDULE						
	10,000.00	\$10,000.00	LPSM	\$10,000.00				
A1100	15702-1000	SOIL EROSION CONTROL, TEMPORARY DIVERSION CHANNEL						
	25,000.00	\$25,000.00	LPSM	\$25,000.00				
A1120	15702-1500	SOIL EROSION CONTROL, TEMPORARY SOIL TACKIFIER						
	4.000	\$1,000.00	ACRE	\$4,000.00				
A1140	15705-0100	SOIL EROSION CONTROL, SILT FENCE						
	450.0	\$5.00	LNFT	\$2,250.00				
A1160	15705-1500	SOIL EROSION CONTROL, SEDIMENT WATTLE						
	6,000.0	\$4.00	LNFT	\$24,000.00				
A1180	15706-0200	SOIL EROSION CONTROL, SEDIMENT TRAP						
	30.00	\$150.00	EACH	\$4,500.00				
A1200	15706-0300	SOIL EROSION CONTROL, SEDIMENT TRAP						
	800.0	\$10.00	EACH	\$8,000.00				

The Contractor's Copy will look like this...

- You can see that there is NO probables.
- You can also see the decimal place to PAY to.

Page 2

NUM

FHWA's Copy will look like this...

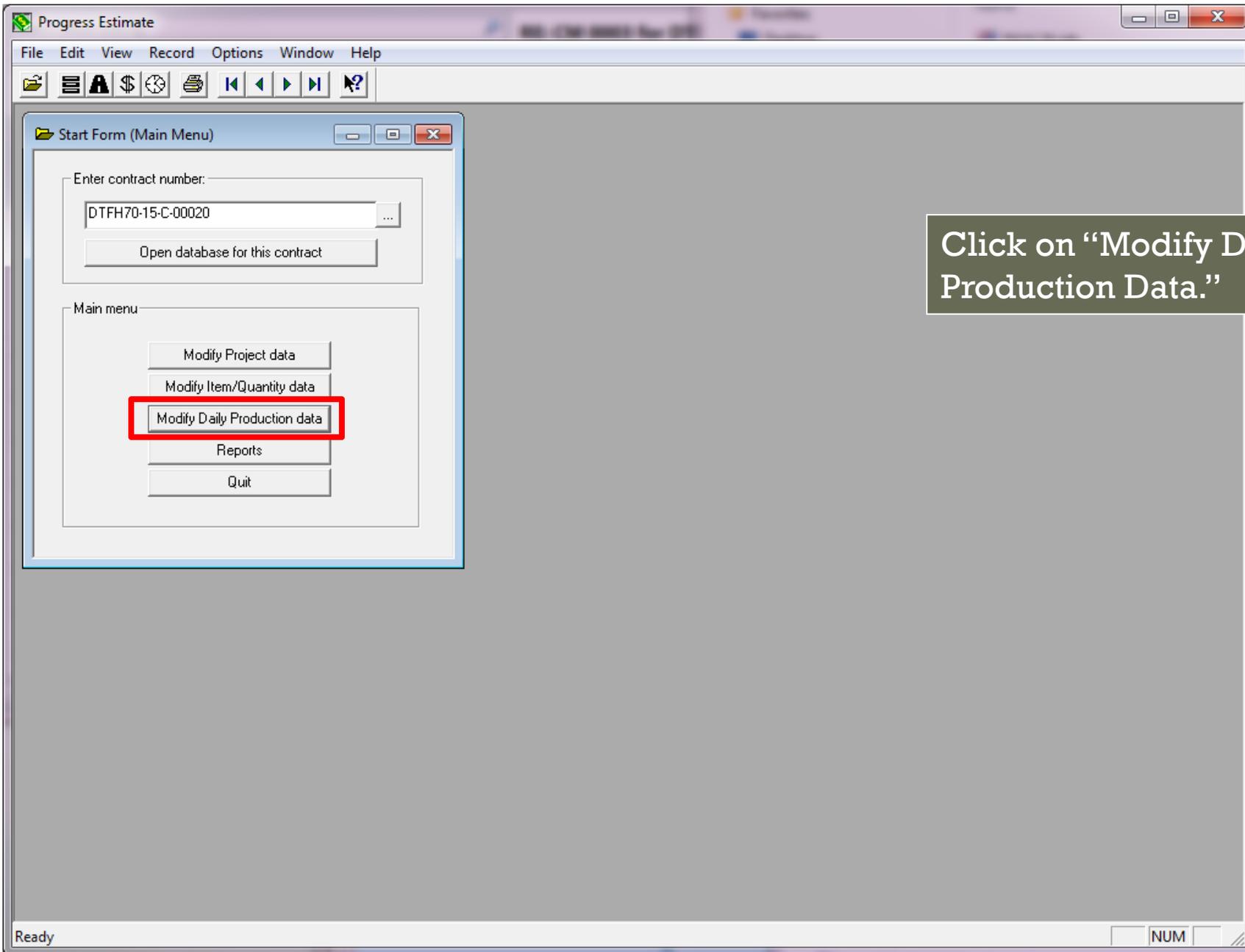
- You CAN see the probables.
- You can also see the *decimal* place to PAY to.
- **DO NOT GIVE THIS TO THE CONTRACTOR.**

MT PI  
West  
Cont:  
Item  
Desc:  
A1001  
A1021  
A1040  
A1060  
A1080  
A1100  
A1120  
A1140  
A1160  
A1180  
A1200

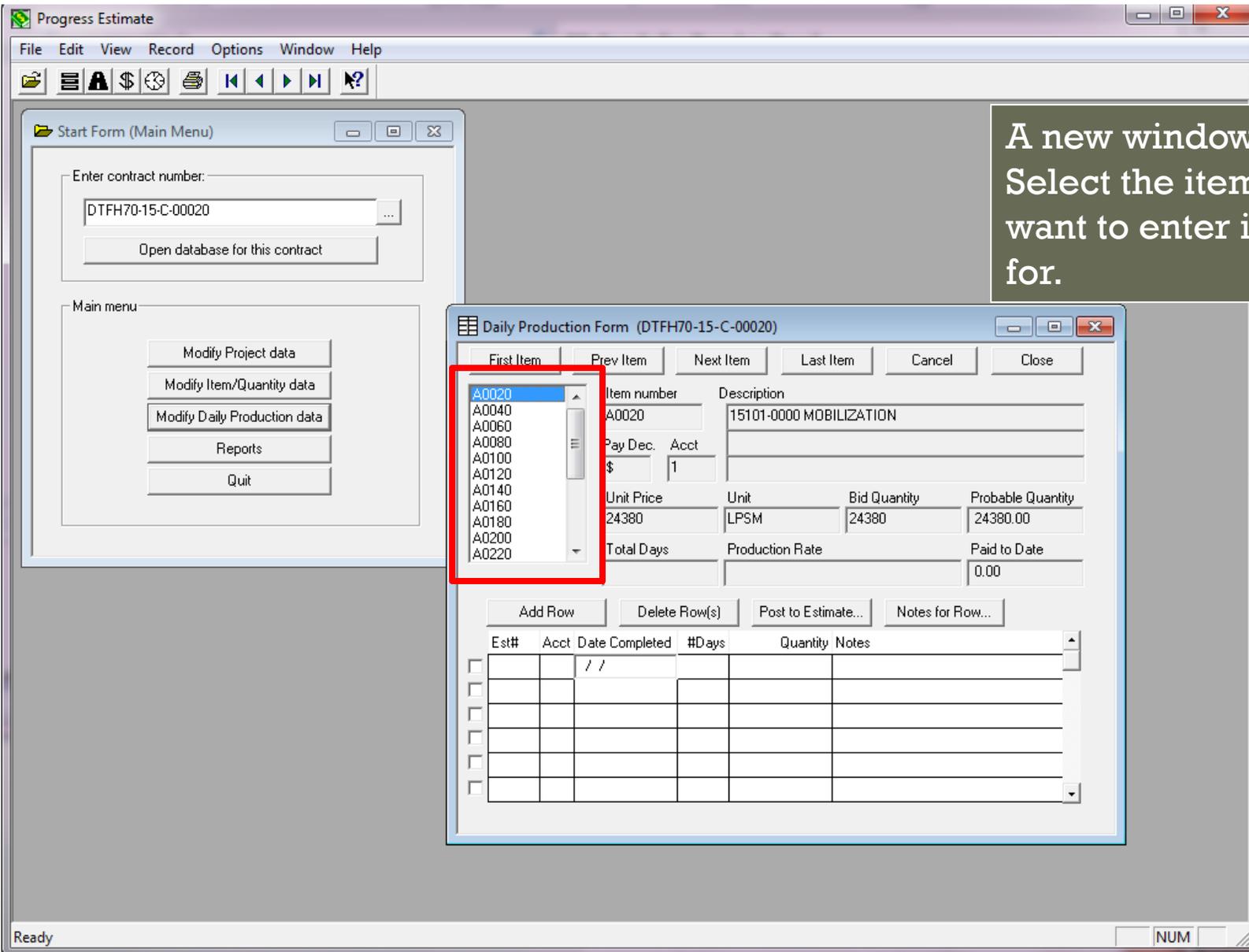
Estimated Quantities		Probables		Over/
Previous	To Date	Quantity	Amount	Under
		790,000.00	790,000.00	00.0%
		120,000.00	120,000.00	00.0%
		130,000.00	130,000.00	00.0%
		160,000.00	160,000.00	00.0%
		10,000.00	10,000.00	00.0%
		25,000.00	25,000.00	00.0%
		4.000	4,000.00	00.0%
		450.0	2,250.00	00.0%
		6,000.0	24,000.00	00.0%
		30.00	4,500.00	00.0%
		800.0	8,000.00	00.0%

---

# Entering Paynotes & Posting to Payment



Click on “Modify Daily Production Data.”



A new window will open. Select the item that you want to enter in a paynote for.



Progress Estimate

File Edit View Record Options Window Help

Start Form (Main Menu)

Enter contract number:  
DTFH70-15-C-00020

Open database for this contract

Main menu

Modify Project data  
Modify Item/Quantity data  
Modify Daily Production data  
Reports  
Quit

Daily Production Form (DTFH70-15-C-00020)

First Item Prev Item Next Item Last Item Cancel

Item number: A0240 Description: 40301-0200 ASPHALT CONCRETE PAVEMENT, TYPE 2

Pay Dec. Acct: 2 1

Unit Price: 179.5 Unit: TON Bid Quantity: 45 Probable Quantity: 45.00

Total Days: 1.00 Production Rate: 41.37 per day Paid to Date: 0.00

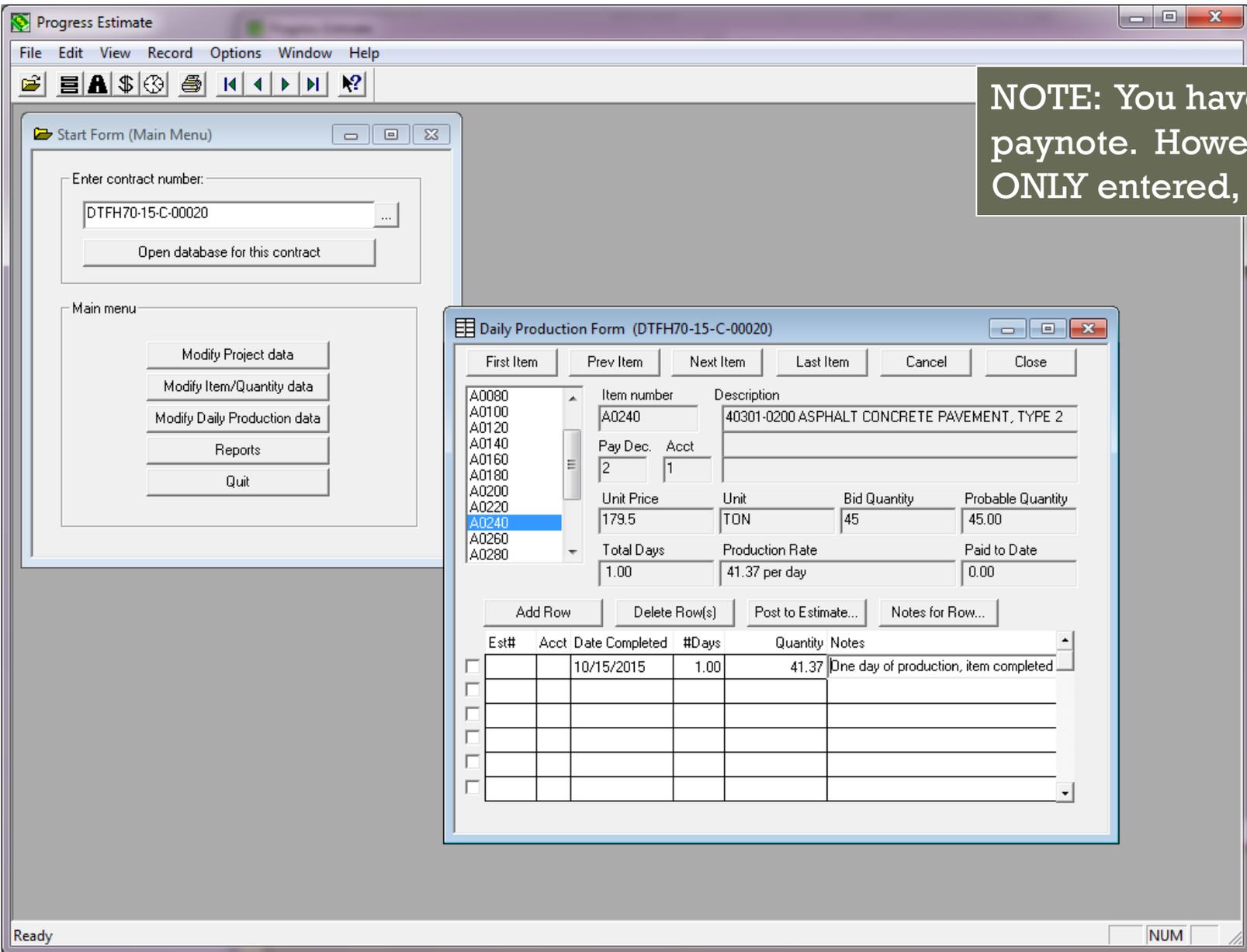
Add Row Delete Row(s) Post to Estimate... Notes for Row...

Est#	Acct	Date Completed	#Days	Quantity	Notes
<input type="checkbox"/>		10/15/2015	1.00	41.37	One day of production, item completed
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Ready NUM

You will select A0240 for the asphalt item. You will enter:

- Date of work
- Days of production
- Quantity
- In the notes, put any pertinent information.



**NOTE:** You have entered a paynote. However, it's **ONLY** entered, not posted.

Progress Estimate

File Edit View Record Options Window Help

Start Form (Main Menu)

Enter contract number:  
DTFH70-15-C-00020

Open database for this contract

Main menu:

- Modify Project data
- Modify Item/Quantity data
- Modify Daily Production data
- Reports
- Quit

Daily Production Form (DTFH70-15-C-00020)

First Item Prev Item Next Item Last Item Cancel Close

Item number: A0240 Description: 40301-0200 ASPHALT CONCRETE PAVEMENT, TYPE 2

Pay Dec. Acct: 2 1

Unit Price: 179.5 Unit: TON Bid Quantity: 45 Probable Quantity: 45.00

Total Days: 1.00 Production Rate: 41.37 per day Paid to Date: 0.00

Add Row Delete Row(s) Post to Estimate... Notes for Row...

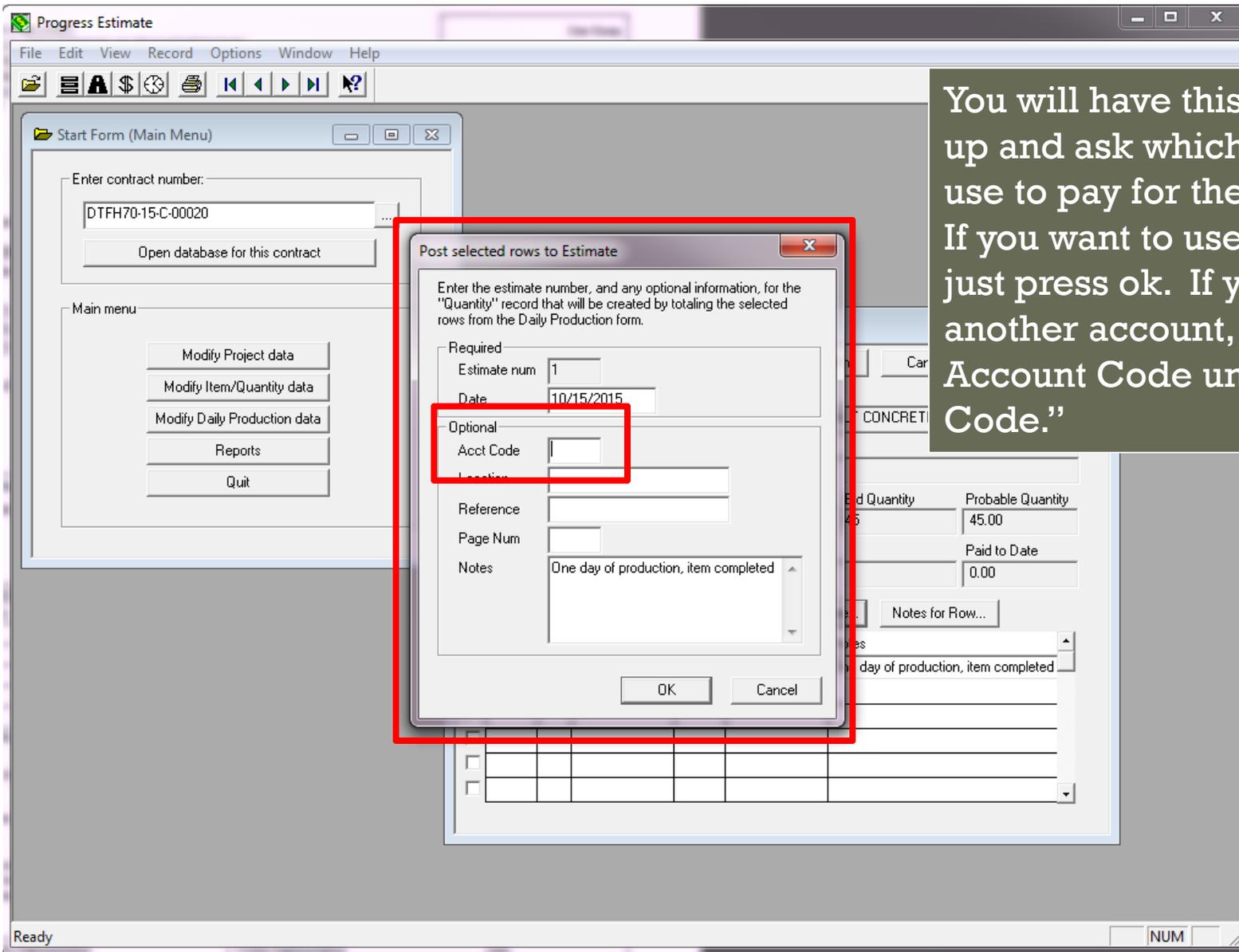
Est#	Acct	Date Completed	#Days	Quantity	Notes
<input checked="" type="checkbox"/>		10/15/2015	1.00	41.37	One day of production, item completed
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Ready CAP NUM

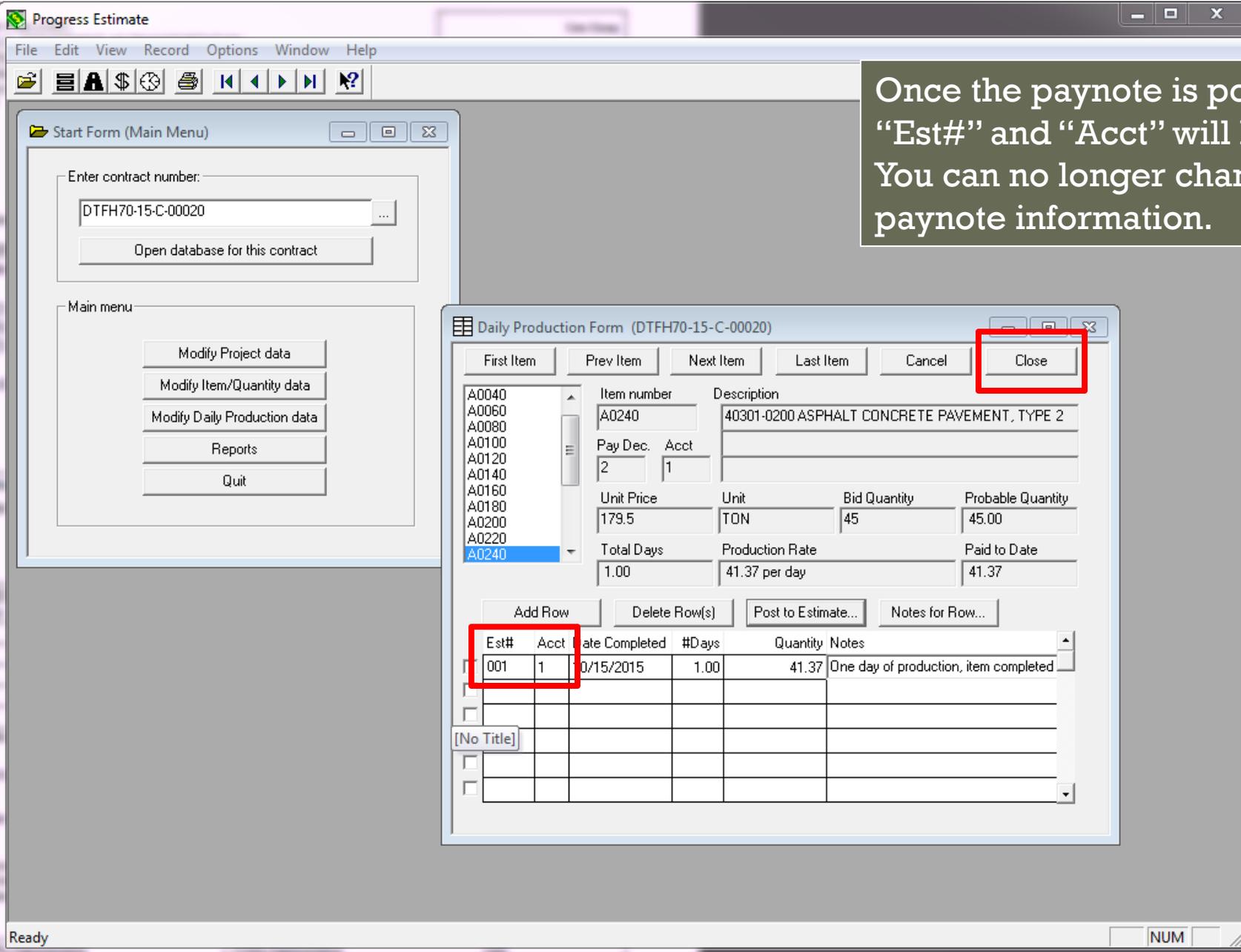
To actually pay for those paynotes select ALL the paynotes and post to the estimate.

**THIS SHOULD BE DONE AT THE END OF THE PROGRESS PAYMENT PERIOD.**

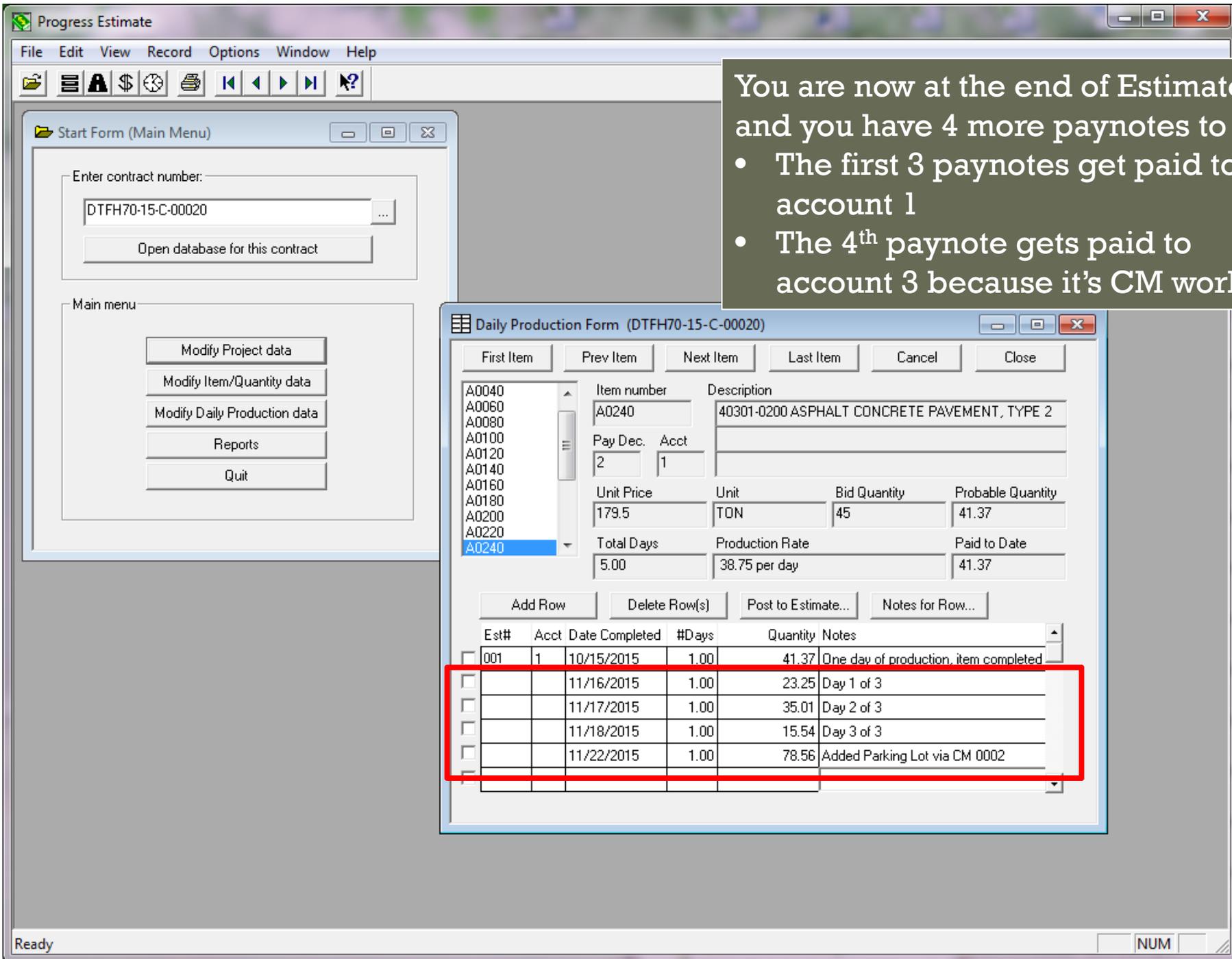
Select all of the paynotes that you are paying for that progress payment and then "Post to Estimate...".



You will have this window pop up and ask which account to use to pay for these paynotes. If you want to use account 1, just press ok. If you want to use another account, enter the Account Code under "Acct Code."



Once the paynote is posted, the "Est#" and "Acct" will be fill in. You can no longer change this paynote information.



You are now at the end of Estimate 2 and you have 4 more paynotes to pay.

- The first 3 paynotes get paid to account 1
- The 4<sup>th</sup> paynote gets paid to account 3 because it's CM work.

Progress Estimate

File Edit View Record Options Window Help

Start Form (Main Menu)

Enter contract number:  
DTFH70-15-C-00020

Open database for t

Main menu

Modify Proj  
Modify Item/Qu  
Modify Daily Prod  
Report  
Quit

Post selected rows to Estimate

Enter the estimate number, and any optional information, for the "Quantity" record that will be created by totaling the selected rows from the Daily Production form.

Required

Estimate num 002  
Date 12/30/2015

Optional

Acct Code 1  
Location  
Reference  
Page Num  
Notes

OK Cancel

Next Item Last Item Cancel Close

Description  
40301-0200 ASPHALT CONCRETE PAVEMENT, TYPE 2

Unit	Bid Quantity	Probable Quantity
TON	45	41.37

Production Rate 38.75 per day  
Paid to Date 41.37

Post to Estimate... Notes for Row...

Est#	Acct	Date Completed	#Days	Quantity	Notes
001	1	10/15/2015	1.00	41.37	One day of production, item completed
<input checked="" type="checkbox"/>		11/16/2015	1.00	23.25	Day 1 of 3
<input checked="" type="checkbox"/>		11/17/2015	1.00	35.01	Day 2 of 3
<input checked="" type="checkbox"/>		11/18/2015	1.00	15.54	Day 3 of 3
<input type="checkbox"/>		11/22/2015	1.00	78.56	Added Parking Lot via CM 0002
<input type="checkbox"/>					

Ready NUM

- Select the first 3 paynotes
- Click on "Post to Estimate"
- The window will open and you can enter in the account code "1" or just press ok

Progress Estimate

File Edit View Record Options Wind

Start Form (Main Menu)

Enter contract number:  
DTFH70-15-C-00020

Open database for this contract

Main menu

- Modify Project data
- Modify Item/Quantity data
- Modify Daily Production data
- Reports
- Quit

Post selected rows to Estimate

Enter the estimate number, and any optional information, for the "Quantity" record that will be created by totaling the selected rows from the Daily Production form.

Required

Estimate num 002

Date 12/30/2015

Optional

Acct Code 3

Location

Reference

Page Num

Notes

OK Cancel

020)

Last Item Cancel Close

ption

01-0200 ASPHALT CONCRETE PAVEMENT, TYPE 2

Bid Quantity Probable Quantity

45 41.37

A0220

A0240

Total Days Production Rate Paid to Date

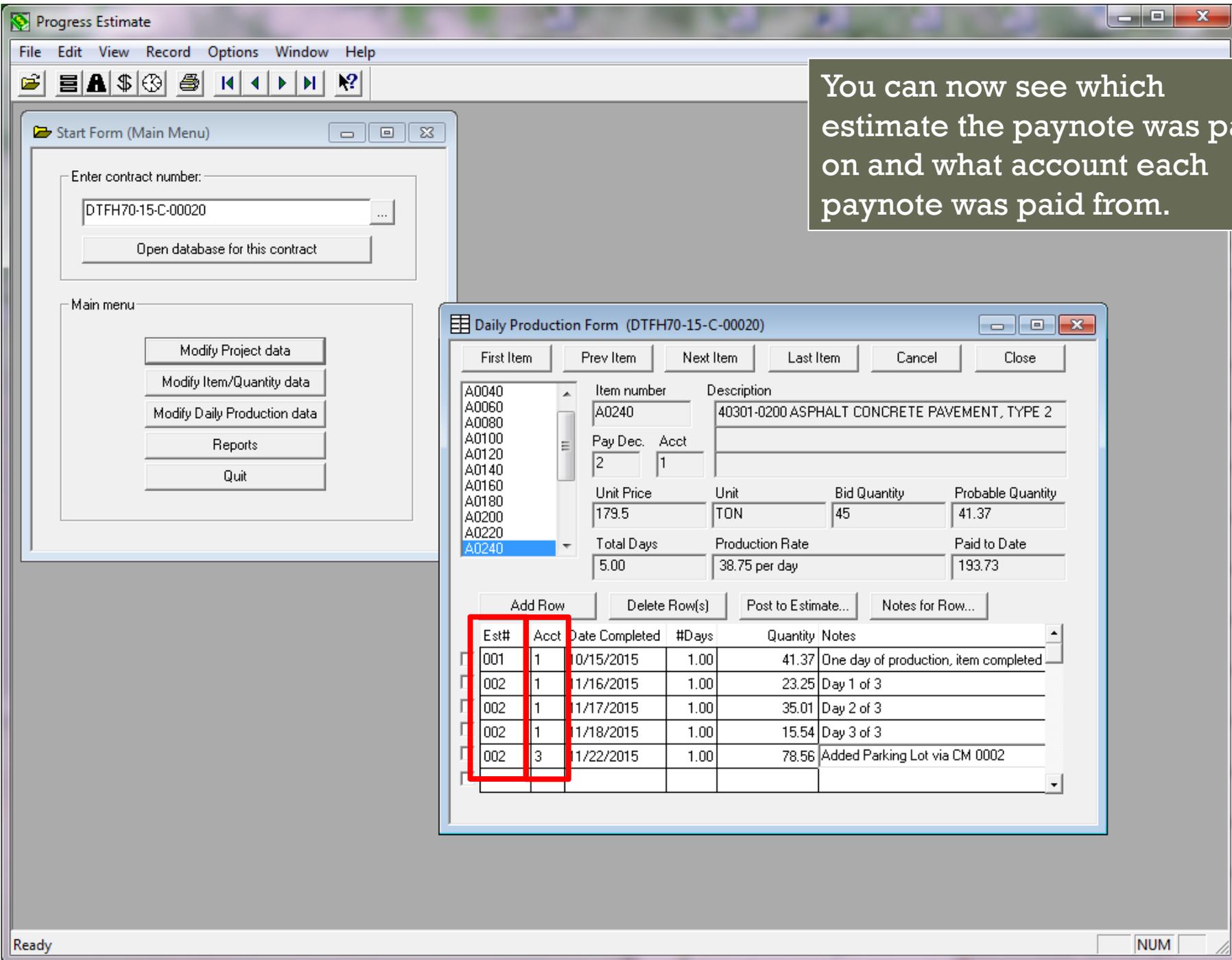
5.00 38.75 per day 115.17

Add Row Delete Row(s) Post to Estimate... Notes for Row...

Est#	Acct	Date Completed	#Days	Quantity	Notes
<input type="checkbox"/>	001	1	10/15/2015	1.00	41.37 One day of production, item completed
<input type="checkbox"/>	002	1	11/16/2015	1.00	23.25 Day 1 of 3
<input type="checkbox"/>	002	1	11/17/2015	1.00	35.01 Day 2 of 3
<input type="checkbox"/>	002	1	11/18/2015	1.00	15.54 Day 3 of 3
<input checked="" type="checkbox"/>			11/22/2015	1.00	78.56 Added Parking Lot via CM 0002

Ready NUM

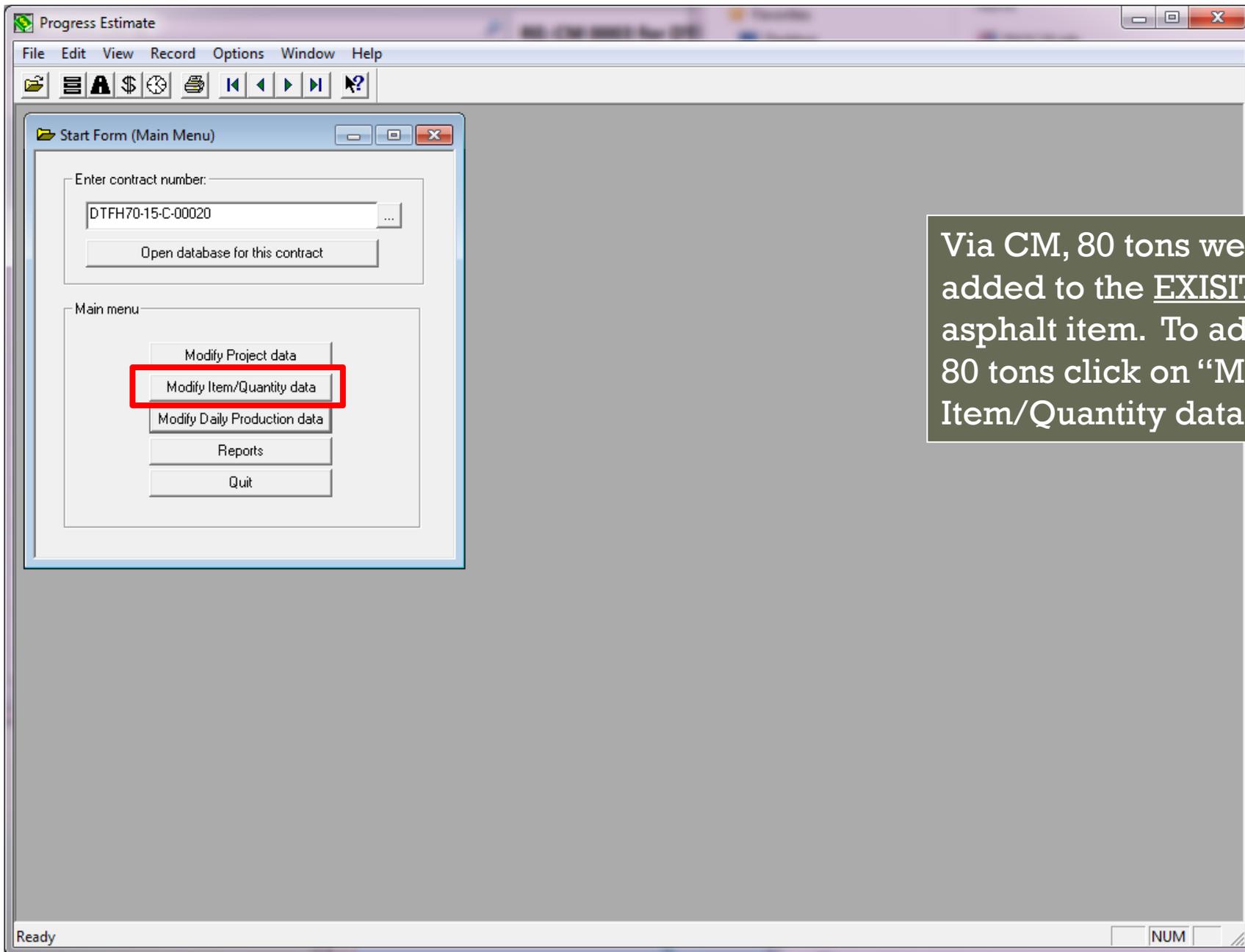
- Select the 4<sup>th</sup> paynote
- Click on "Post to Estimate"
- The window will open and you must enter in "3" for the account code



You can now see which estimate the paynote was paid on and what account each paynote was paid from.

---

# Adding CM Quantity to an Existing Item



Via CM, 80 tons were added to the EXISTING asphalt item. To add that 80 tons click on "Modify Item/Quantity data."

Progress Estimate

File Edit View Record Options Window Help

Start Form (Main Menu)

Enter contract number:  
DTFH70-15-C-00020

Open database for this contract

Main menu

Modify Project data

Modify Item/Quantity data

Modify Daily Production data

Reports

Quit

\$ Item/Quantity Form (DTFH70-15-C-00020)

First Item Prev Item Next Item Last Item Add Item Delete Item Cancel Close

A0040 A0060 A0080 A0100 A0120 A0140 A0160 A0180 A0200 A0220 A0240

Item number: A0240 Description: 40301-0200 ASPHALT CONCRETE PAVEMENT, TYPE 2

Pay Dec: 2 Acct: 1

Unit Price: 179.50 Unit: TON Bid Quantity: 45 Probable Quantity: 45.00

Reference: Paid to Date: 193.73 Remaining: -148.73

Add Quantity Delete Quantity Quantity Remarks... Item Remarks...

Prob Quant	Pay Quant	Est#	Date	Acct	Location	Reference	Pg#	Rem
	41.37	001	10/15/2015	1				***
	73.80	002	12/30/2015	1				
	78.56	002	12/30/2015	3				
45.00			08/25/2015	1				

NUM

42

A new window will open. In the bottom table you will see:

- “Prob Quant” of 45 which is the bid price
- “Pay Quant” which shows the payments made via “post to payment”.

To add the CM quantity you will:

- Enter the additional CM quantity into “Prob Quant”
- Enter the date of the CM (date CO signed the CM)
- Enter the account number into “Acct”
- Enter the CM number into “Reference”

You can see that the “Probable Quantity” has changed due to that additional 80 tons.

Item/Quantity Form (DTFH70-15-C-00020)

First Item Prev Item Next Item Last Item Add Item Delete Item Cancel Close

Item number: A0240 Description: 40301-0200 ASPHALT CONCRETE PAVEMENT, TYPE 2

Pay Dec: 2 Acct: 1

Unit Price: 179.50 Unit: TON Bid Quantity: 45 Probable Quantity: 125.00

Reference: Paid to Date: 193.73 Remaining: -68.73

Add Quantity Delete Quantity Quantity Remarks... Item Remarks...

Prob Quant	Pay Quant	Est#	Date	Acct	Location	Reference	Pg#	Rem
	41.37	001	10/15/2015	1				***
	73.80	002	12/30/2015	1				
	78.56	002	12/30/2015	3				
45.00			08/25/2015	1				
80.00			11/01/2015	3		CM 0003		

1 1 10/15/2015 1.00 41.37 One day of production, item completed

002 1 11/16/2015 1.00 23.25 Day 1 of 3

002 1 11/17/2015 1.00 35.01 Day 2 of 3

002 1 11/18/2015 1.00 15.54 Day 3 of 3

002 3 11/22/2015 1.00 78.56 Added Parking Lot via CM 0002

001

---

# Adjusting Probables

You now need to adjust the probable quantity of the item because you paid a total of 197.73 tons but only have 125 tons “on the contract”.

You need to adjust the quantity by 68.73 tons.

Item/Quantity Form (DTFH70-15-C-00020)

First Item Prev Item Next Item Last Item Add Item Delete Item Cancel Close

Item number: A0240 Description: 40301-0200 ASPHALT CONCRETE PAVEMENT, TYPE 2

Pay Dec: 2 Acct: 1

Unit Price: 179.50 Unit: TON Bid Quantity: 45 Probable Quantity: 125.00

Reference: Paid to Date: 193.73 Remaining: -68.73

Add Quantity Delete Quantity Quantity Remarks... Item Remarks...

Prob Quant	Pay Quant	Est#	Date	Acct	Location	Reference	Pg#	Rem
	41.37	001	10/15/2015	1				***
	73.80	002	12/30/2015	1				
	78.56	002	12/30/2015	3				
45.00			08/25/2015	1				
80.00			11/01/2015	3		CM 0003		

Modify Daily Production Data  
Reports  
Quit

Close

ENT, TYPE 2

Probable Quantity  
5.00

Paid to Date  
3.73

Item Remarks...

<input type="checkbox"/>	1	1	10/15/2015	1.00	41.37	One day of production, item completed
<input type="checkbox"/>	002	1	11/16/2015	1.00	23.25	Day 1 of 3
<input type="checkbox"/>	002	1	11/17/2015	1.00	35.01	Day 2 of 3
<input type="checkbox"/>	002	1	11/18/2015	1.00	15.54	Day 3 of 3
<input type="checkbox"/>	002	3	11/22/2015	1.00	78.56	Added Parking Lot via CM 0002
<input type="checkbox"/>						001

The following was entered:

- 68.73 tons in “Prob Quant”
- 11/30/15 (date adjusted) was entered into “Date”
- 1 was entered into “Acct” because we are using the original account
- And a note that we overran the quantity was entered into “Reference”

Item/Quantity Form (DTFH70-15-C-00020)

First Item | Prev Item | Next Item | Last Item | Add Item | Delete Item | Cancel | Close

Item number: A0240 Description: 40301-0200 ASPHALT CONCRETE PAVEMENT, TYPE 2

Pay Dec.: 2 Acct: 1

Unit Price: 179.50 Unit: TON Bid Quantity: 45 Probable Quantity: 193.73

Reference: Paid to Date: 193.73 Remaining: 0.00

Add Quantity | Delete Quantity | Quantity Remarks... | Item Remarks...

Prob Quant	Pay Quant	Est#	Date	Acct	Location	Reference	Pg#	Rem
	41.37	001	10/15/2015	1				***
	73.80	002	12/30/2015	1				
	78.56	002	12/30/2015	3				
45.00			08/25/2015	1				
68.73			11/30/2015	1		Overrun		

Close

ENT, TYPE 2

Probable Quantity: 193.73

Paid to Date: 193.73

NUM

You can now see that the “Probable Quantity” matches the “Paid to Date” quantity.

If the “Paid to Date” quantity is more than the “Probable Quantity” you will get an error on your Progress Payment Report.

**You must adjust all probable quantities if the “Paid to Date” quantity is more than the “Probable Quantity”.**

Item/Quantity Form (DTFH70-15-C-00020)

Item number	Description
A0240	40301-0200 ASPHALT CONCRETE PAVEMENT, TYPE 2

Pay Dec. Acct: 2 1

Unit Price: 179.50 Unit: TON Bid Quantity: 45

Probable Quantity: 193.73

Paid to Date: 193.73

Remaining: 0.00

Prob Quant	Pay Quant	Est#	Date	Acct	Location	Reference	Pg#	Rem
	41.37	001	10/15/2015	1				***
	73.80	002	12/30/2015	1				
	78.56	002	12/30/2015	3				
45.00			08/25/2015	1				
80.00			11/01/2015	3		CM 0003		
68.73			11/30/2015	1		Overrun		

---

# Adding a New CM Item

Under CM 0002, we are adding a new item.

CONTINUATION SHEET		CONTRACT MODIFICATION NUMBER	PAGE	OF	PAGES	
		0002	2		4	
NAME OF OFFEROR OR CONTRACTOR						
Laskey-Clifton Corp.						
LINE	PAY	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
A7000	66601-0000	CONTRACT MODIFICATION WORK (CM 0002 Keyed Rip Rap Toe)	1	LPSM	\$12,817.00	\$12,817.00
A7001	20103-0000	CLEARING AND GRUBBING	14	SQYD	\$5.50	\$77.00

Progress Estimate

File Edit View Record Options Window Help

Start Form (Main Menu)

Enter contract number:  
DTFH70-15-C-00020

Open database for this contract

Main menu

- Modify Project data
- Modify Item/Quantity data**
- Modify Daily Production data
- Reports
- Quit

Item/Quantity Form (DTFH70-15-C-00020)

First Item Prev Item Next Item Last Item **Add Item** Delete Item Cancel Close

Item number: A0240 Description: 40301-0200 ASPHALT CONCRETE PAVEMENT, TYPE 2

Pay Dec: 2 Acct: 1

Unit Price: 179.50 Unit: TON Bid Quantity: 45 Probable Quantity: 193.73

Reference: Paid to Date: 193.73

Remaining: 0.00

Add Quantity Delete Quantity Quantity Remarks... Item Remarks...

Prob Quant	Pay Quant	Est#	Date	Acct	Location	Reference	Pg#	Rem
.00	41.37	1	10/15/2015	1				xxx
	73.80	002	12/30/2015	1				
	78.56	002	12/30/2015	3				
45.00			08/25/2015	1				
80.00			11/01/2015	3		CM 0003		
68.73			11/30/2015	1		Overrun		

Ready

Under the “Modify Item/Quantity Data” window, click on “Add Item.”



Progress Estimate

File Edit View Record Options Window Help

Start Form (Main Menu)

Enter contract number:  
DTFH70-15-C-00020

Open database for this contract

Main menu

Modify Project data

Modify Item/Quantity data

Modify Daily Production data

Reports

Quit

\$ Item/Quantity Form (DTFH70-15-C-00020)

First Item Prev Item Next Item Last Item Add Item Delete Item

Item number: A7000 Description:

Pay Dec.:  Acct:

Unit Price: .00 Unit:  Bid Quantity:  Probable Quantity: 0

Reference:  Paid to Date: 0

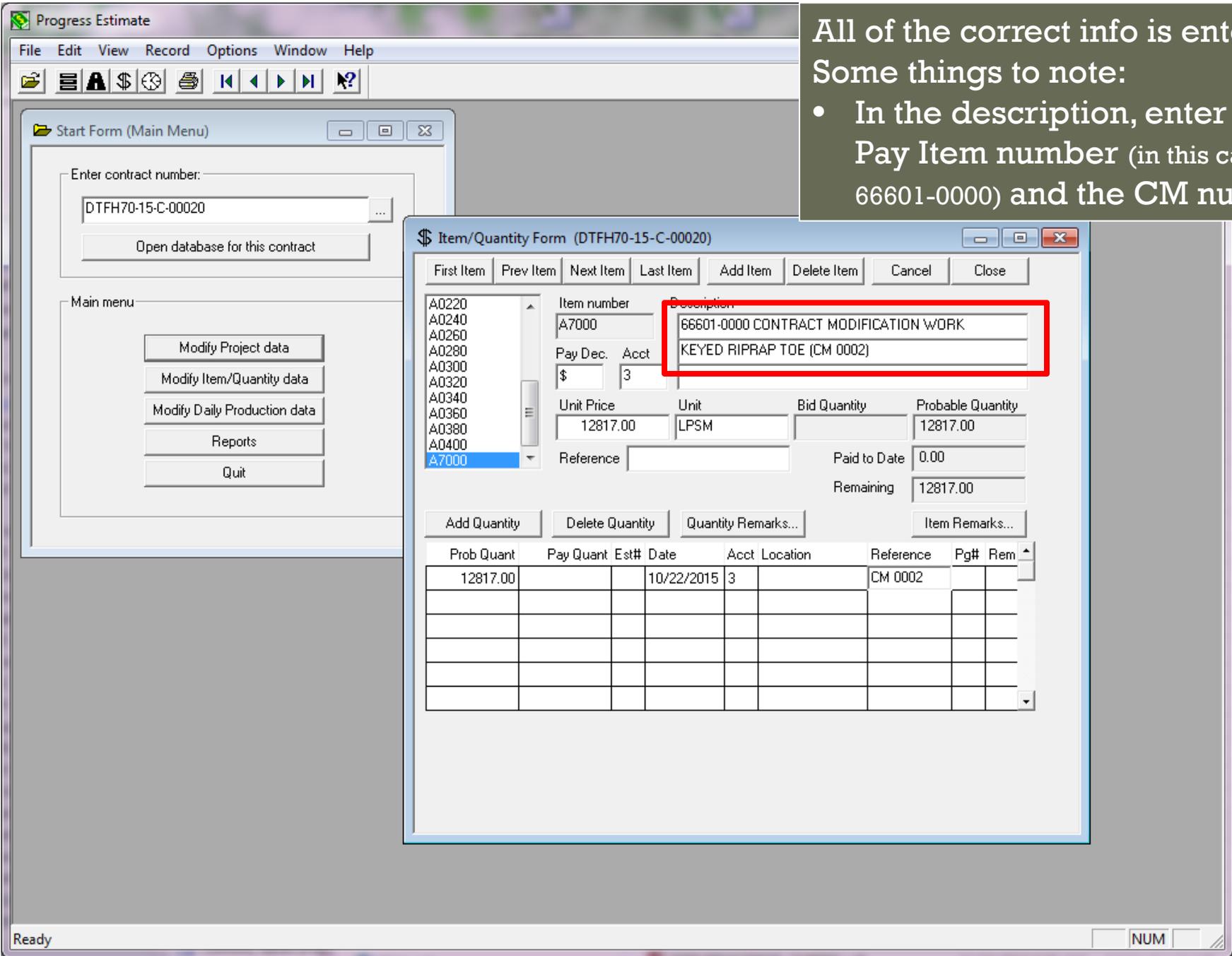
Remaining: 0

Add Quantity Delete Quantity Quantity Remarks... Item Remarks...

Prob Quant	Pay Quant	Est#	Date	Acct	Location	Reference	Pg#	Rem

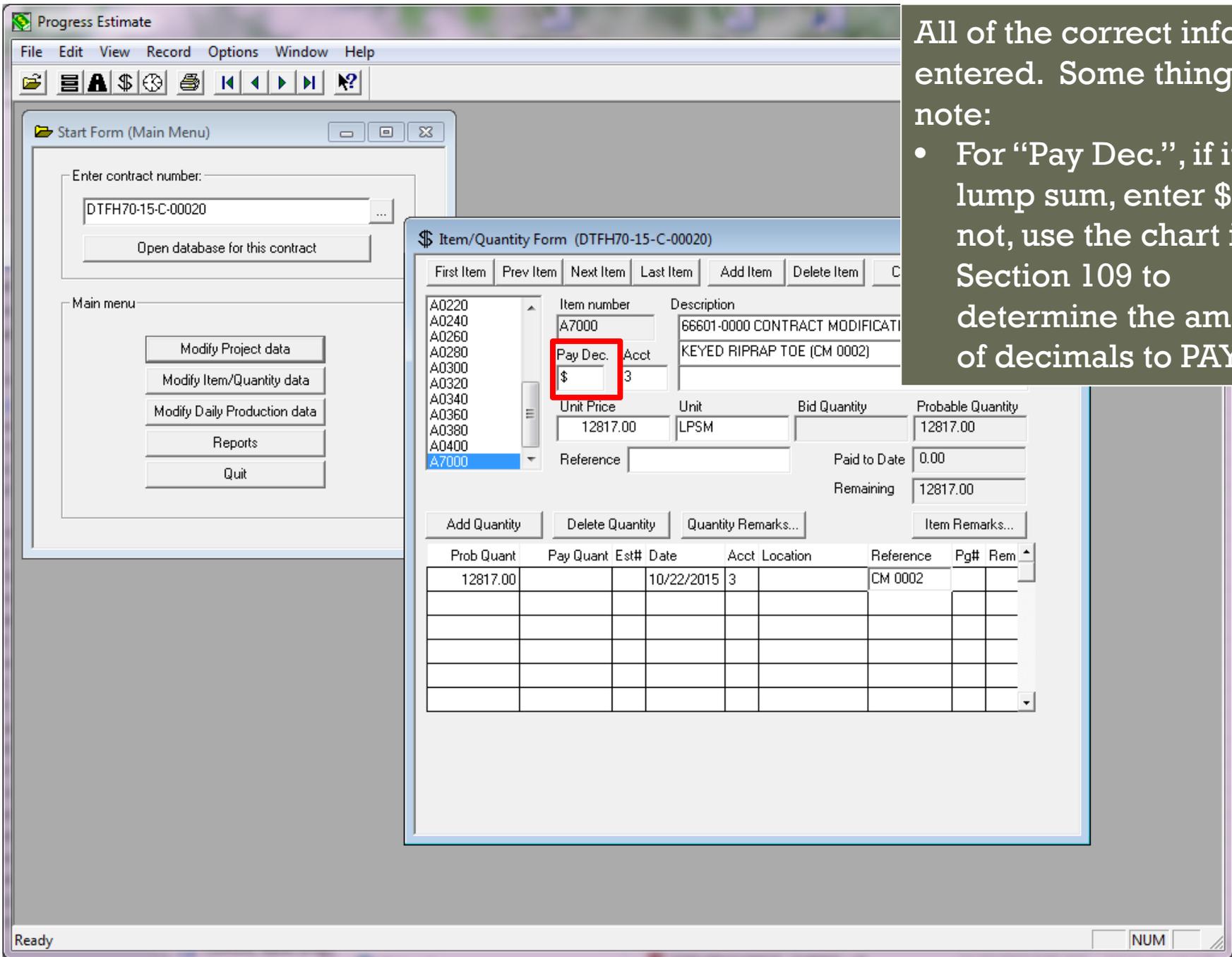
Ready NUM

- Enter the following:
- Description
  - Pay Dec.
  - Acct
  - Unit Price
  - Unit
  - Quantity Info



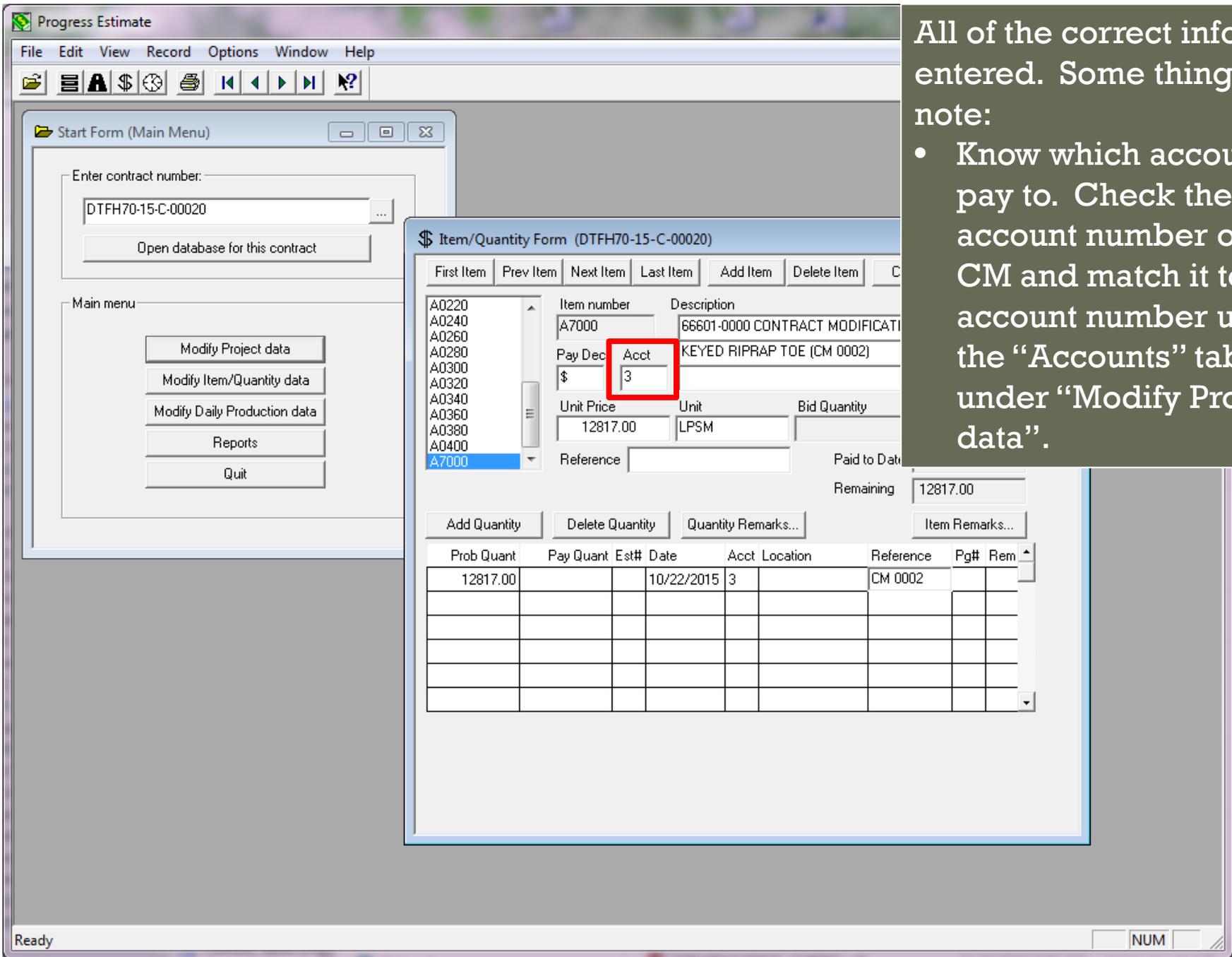
All of the correct info is entered.  
Some things to note:

- In the description, enter the Pay Item number (in this case it's 66601-0000) and the CM number.



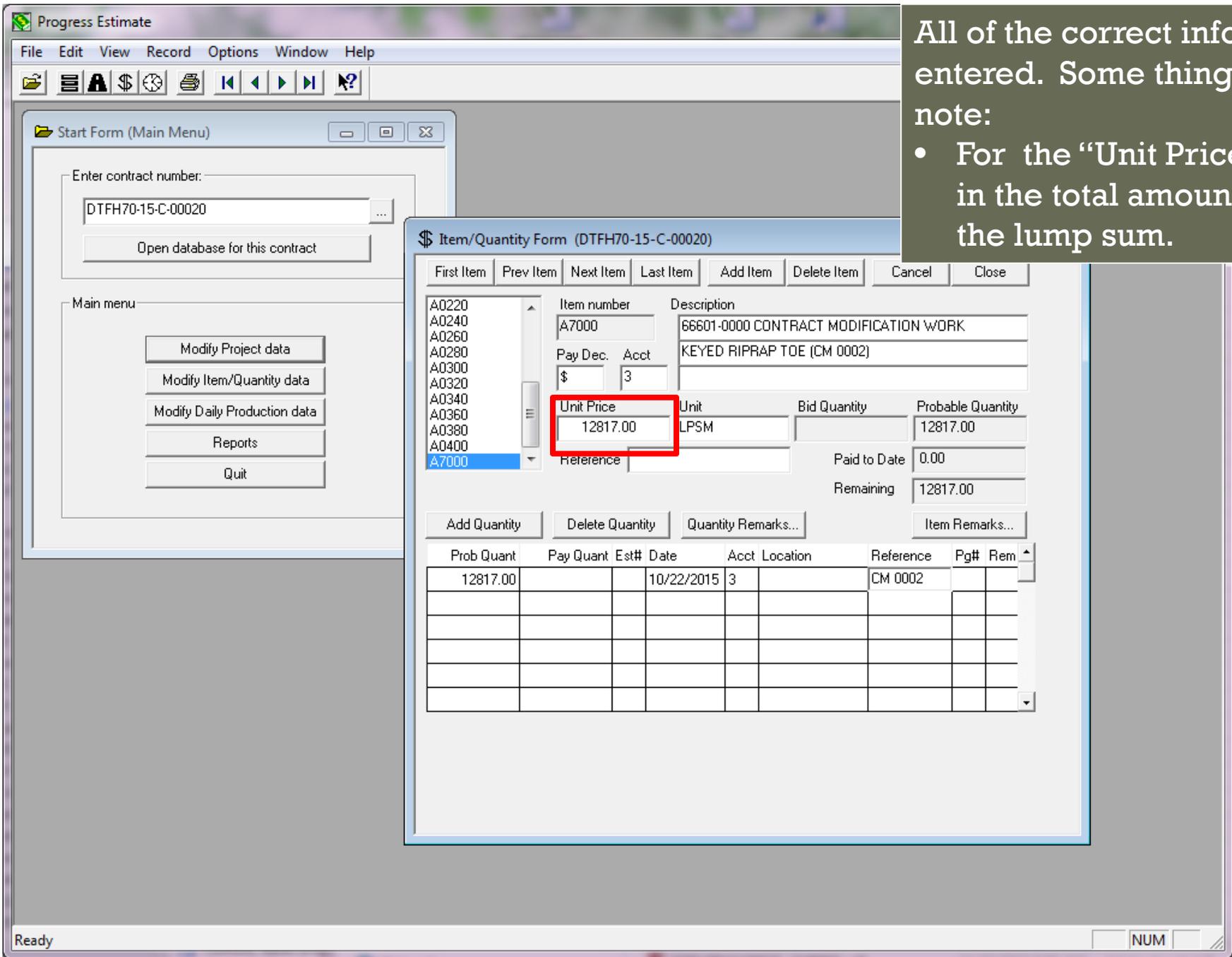
All of the correct info is entered. Some things to note:

- For “Pay Dec.”, if it’s a lump sum, enter \$. If it’s not, use the chart in SCR Section 109 to determine the amount of decimals to PAY to.



All of the correct info is entered. Some things to note:

- Know which account to pay to. Check the account number on the CM and match it to the account number under the “Accounts” tab under “Modify Project data”.



All of the correct info is entered. Some things to note:

- For the “Unit Price” put in the total amount of the lump sum.

Progress Estimate

File Edit View Record Options Window Help

Start Form (Main Menu)

Enter contract number:  
DTFH70-15-C-00020

Open database for this contract

Main menu

Modify Project data

Modify Item/Quantity data

Modify Daily Production data

Reports

Quit

\$ Item/Quantity Form (DTFH70)

First Item Prev Item Next Item

Item number: A7000 Description: 66601-0000 CONTRACT MODIFICATION WORK  
KEYED RIPRAP TOE (CM 0002)

Pay Dec. Acct: \$ 3

Unit Price: 12817.00 Unit: LPSM Bid Quantity: Probable Quantity: 12817.00

Reference: Paid to Date: 0.00  
Remaining: 12817.00

Add Quantity Delete Quantity Quantity Remarks... Item Remarks...

Prob Quant	Pay Quant	Est#	Date	Acct	Location	Reference	Pg#	Rem
12817.00			10/22/2015	3		CM 0002		

Ready NUM

All of the correct info is entered. Some things to note:

- Enter in the actual amount obligated under the CM into “Prob Quant”
- The date the CM was signed
- The account code associated with the CM
- The CM associated with this item.

Item A7001 has been entered. You can see the difference with the "Unit Price" and the "Prob Quant" when the item isn't a lump sum item.

Progress Estimate

File Edit View Record Options Window Help

Start Form (Main Menu)

Enter contract number:  
DTFH70-15-C-00020

Open database for this contract

Main menu

- Modify Project data
- Modify Item/Quantity data
- Modify Daily Production data
- Reports
- Quit

\$ Item/Quantity Form (DTFH70-15-C-00020)

First Item Prev Item Next Item Last Item Add Item Delete Item Cancel Close

A0240 A0260 A0280 A0300 A0320 A0340 A0360 A0380 A0400 A7000 A7001

Item number: A7001 Description: 20103-0000 CLEARING AND GRUBBING (CM 0002)

Pay Dec: 1 Acct: 3

Unit Price: 5.50 Unit: SQYD Bid Quantity: Probable Quantity: 14

Reference: Paid to Date: 0 Remaining: 14

Add Quantity Delete Quantity Quantity Remarks... Item Remarks...

Prob Quant	Pay Quant	Est#	Date	Acct	Location	Reference	Pg#	Rem
14			10/22/2015	3		CM 0002		

Ready CAP NUM

Now the item is created. You will need to go into the “Modify Daily Production data” window to enter your paynote and post it to payment to actual pay on that item.

The screenshot shows the 'Progress Estimate' software interface. The 'Start Form (Main Menu)' window is open, displaying the contract number 'DTFH70-15-C-00020'. The 'Main menu' contains several options, with 'Modify Daily Production data' highlighted by a red rectangle. The 'Item/Quantity Form (DTFH70-15-C-00020)' window is also open, showing details for item A7001, including its description '20103-0000 CLEARING AND GRUBBING (CM 0002)', unit price of 5.50, and a table of production data.

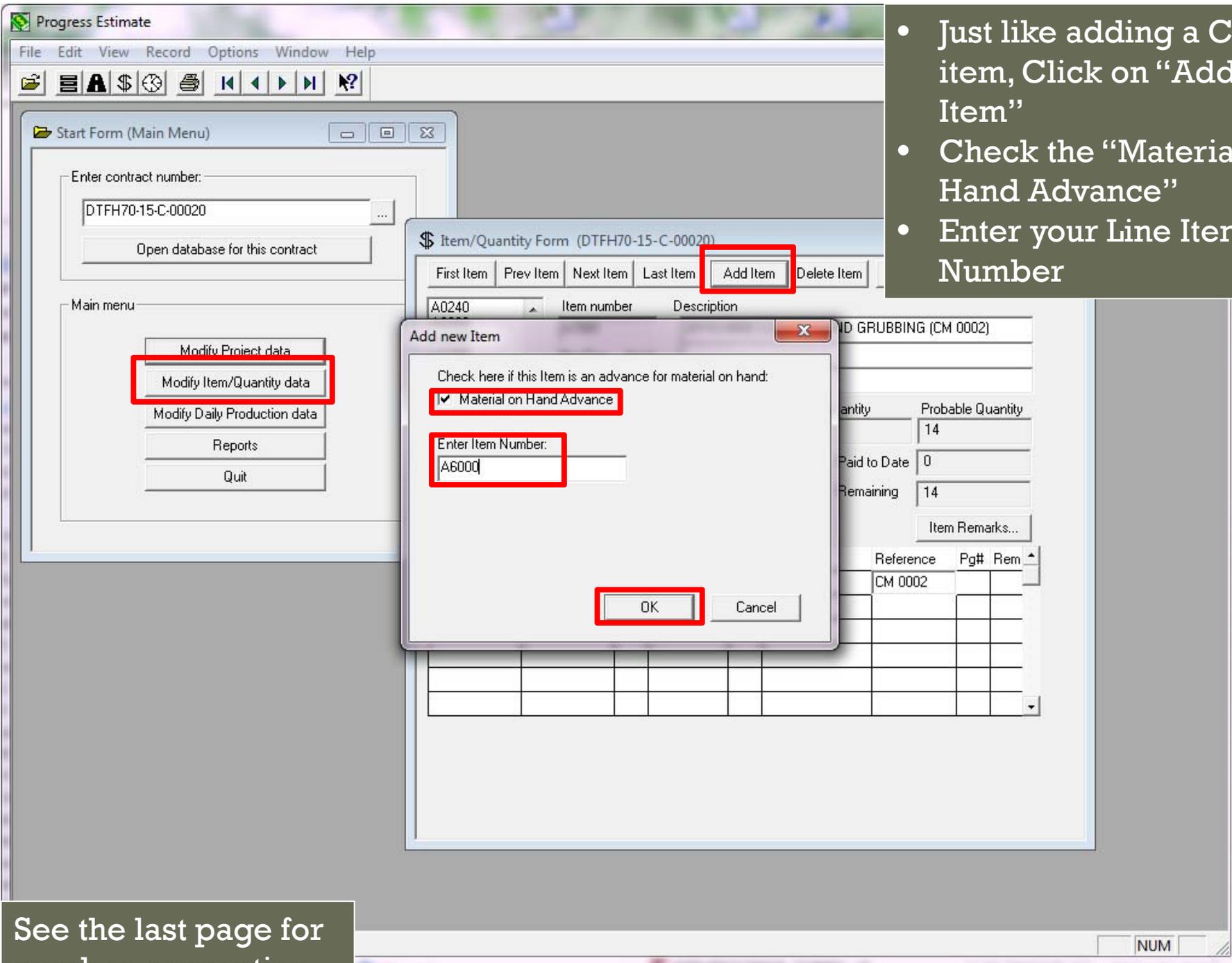
Item number	Description
A0240	
A0260	
A0280	
A0300	
A0320	
A0340	
A0360	
A0380	
A0400	
A7000	
A7001	20103-0000 CLEARING AND GRUBBING (CM 0002)

Prob Quant	Pay Quant	Est#	Date	Acct	Location	Reference	Pg#	Rem
14			10/22/2015	3		CM 0002		

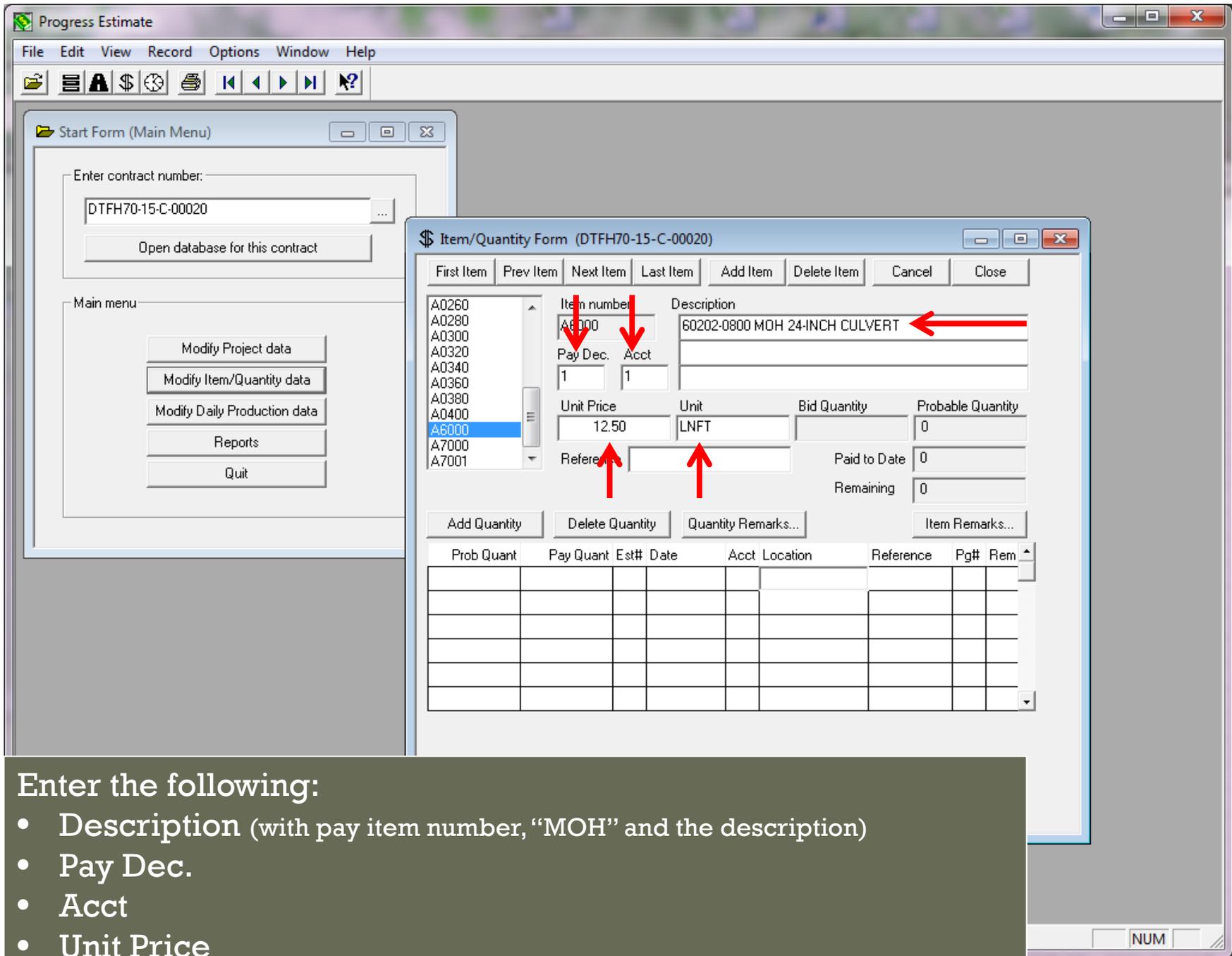
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# Adding a MOH Item



- Just like adding a CM item, Click on “Add Item”
- Check the “Material on Hand Advance”
- Enter your Line Item Number

See the last page for number convention.



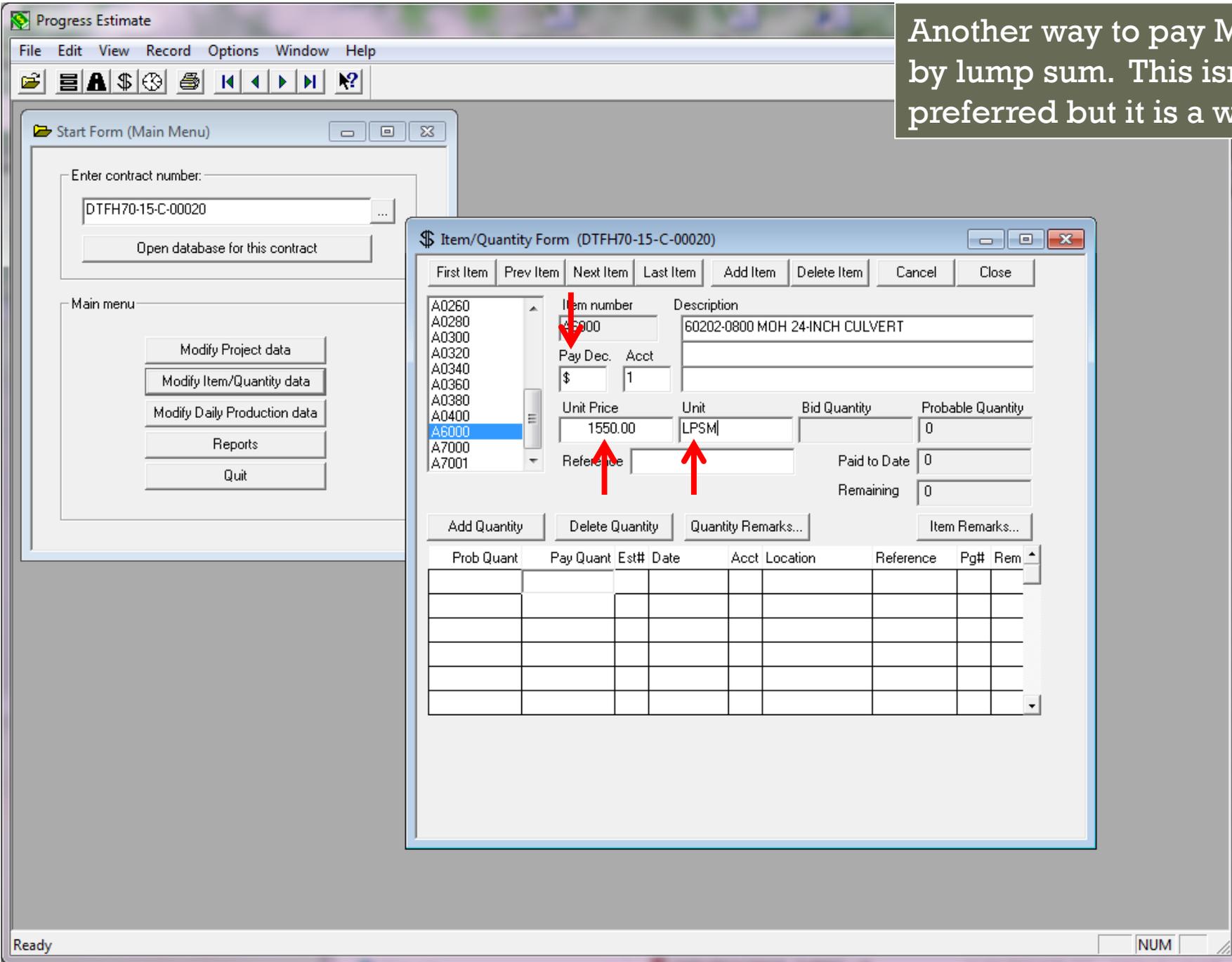
### Enter the following:

- Description (with pay item number, "MOH" and the description)
- Pay Dec.
- Acct
- Unit Price
- Unit

The screenshot shows the 'Progress Estimate' software interface. A 'Start Form (Main Menu)' dialog is open, displaying the contract number 'DTFH70-15-C-00020'. An 'Item/Quantity Form (DTFH70-15-C-00020)' dialog is also open, showing item details for 'A6000' (60202-0800 MOH 24-INCH CULVERT). A red-bordered error dialog box is overlaid on the screen, containing a warning icon and the text: 'Item A6000 cannot have any probable quantities, because it has been marked as a 'Material on Hand Advance''. Below the error dialog, a table is visible with columns: Prob Quant, Pay Quant, Est# Date, Acct Location, Reference, Pg#, and Rem. The first row of the table has '124' in the 'Prob Quant' column, with a red arrow pointing to it. The 'Probable Quantity' field in the background form is set to 0.

Prob Quant	Pay Quant	Est#	Date	Acct Location	Reference	Pg#	Rem
124							

Since this is an MOH item, if you try to enter the “Prob Quant” you will get an error message. Since this is an MOH item the probable quantity will always be 0 so you don’t need to enter anything into the “Prob Quant”.



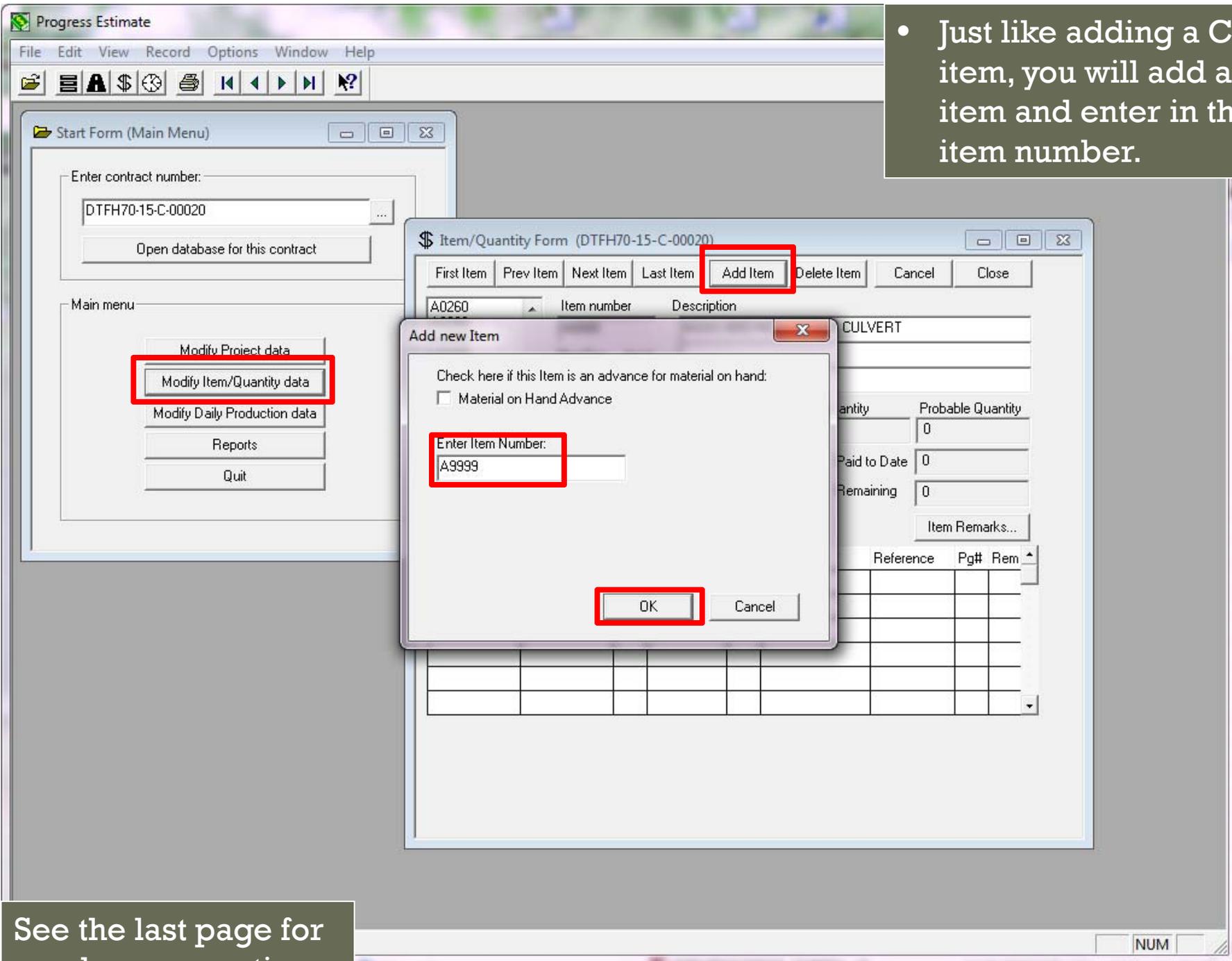
Another way to pay MOH is by lump sum. This isn't preferred but it is a way.

Now the item is created. You will need to go into the “Modify Daily Production data” window to enter your paynote and post it to payment to actual pay on that item.

The screenshot shows the 'Progress Estimate' software interface. The main window is titled 'Start Form (Main Menu)'. It contains a text box for 'Enter contract number:' with the value 'DTFH70-15-C-00020' and a button 'Open database for this contract'. Below this is a 'Main menu' section with several buttons: 'Modify Project data', 'Modify Item/Quantity data', 'Modify Daily Production data' (highlighted with a red rectangle), 'Reports', and 'Quit'. A secondary window titled '\$ Item/Quantity Form (DTFH70-15-C-00020)' is open in the foreground. It features a list of item numbers on the left, with 'A6000' selected. The right side of this window contains fields for 'Item number', 'Description', 'Pay Dec.', 'Acct', 'Unit Price', 'Unit', 'Bid Quantity', 'Probable Quantity', 'Reference', 'Paid to Date', and 'Remaining'. At the bottom, there are buttons for 'Add Quantity', 'Delete Quantity', 'Quantity Remarks...', and 'Item Remarks...'. A table with columns 'Prob Quant', 'Pay Quant', 'Est#', 'Date', 'Acct', 'Location', 'Reference', 'Pg#', and 'Rem' is visible at the bottom of the 'Item/Quantity Form' window.

---

# Adding a Retent Item



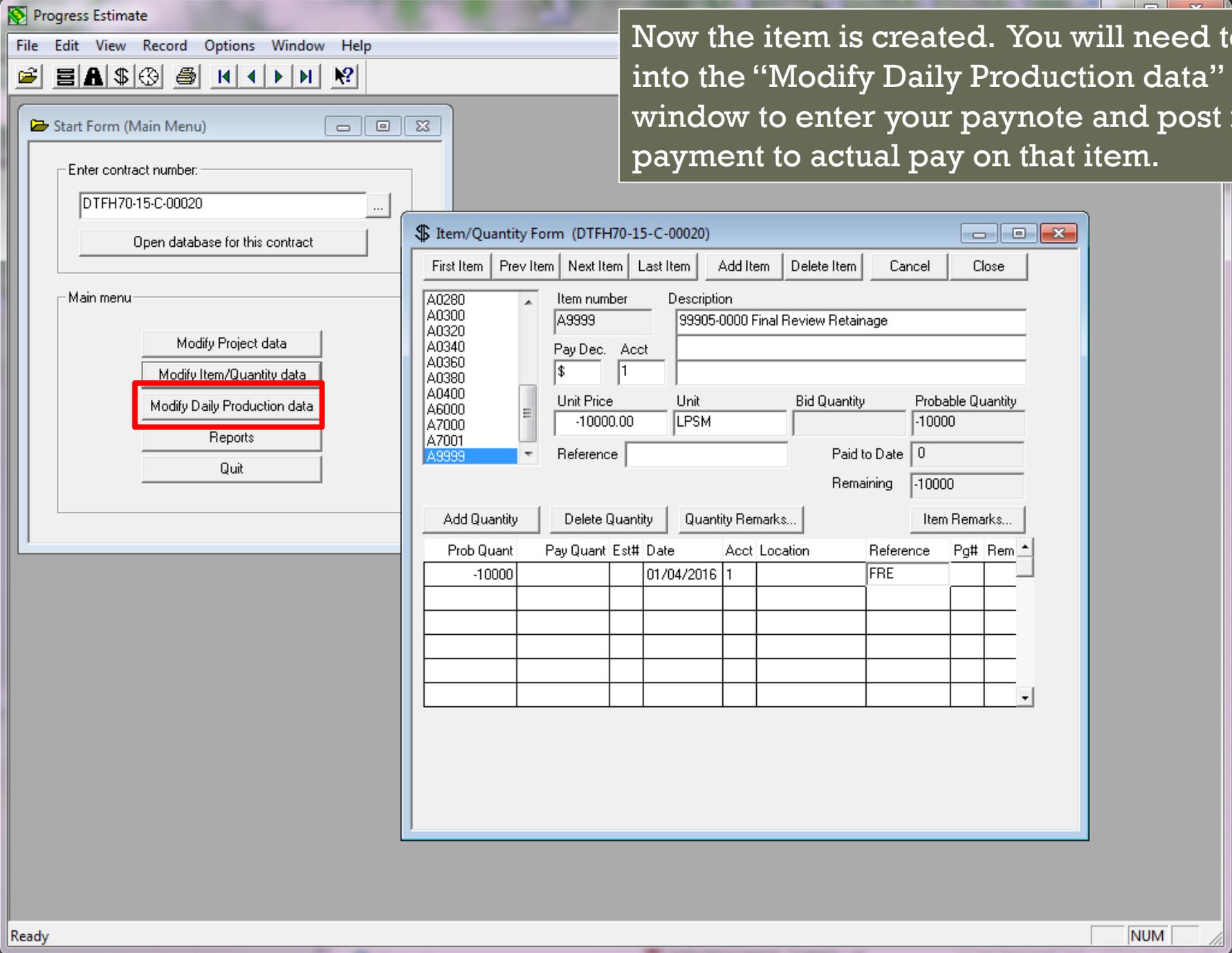
- Just like adding a CM item, you will add a new item and enter in the item number.

See the last page for number convention.

You can see everything that was entered.

The screenshot shows the 'Progress Estimate' application window. In the background, the 'Start Form (Main Menu)' dialog is open, showing the contract number 'DTFH70-15-C-00020' and several menu options. The foreground window is the 'Item/Quantity Form (DTFH70-15-C-00020)'. It features a list of items on the left, with 'A9999' selected. The main form area contains fields for 'Item number' (9999), 'Description' (99905-0000 Final Review Retainage), 'Pay Dec.' (\$), 'Acct' (1), 'Unit Price' (-10000.00), 'Unit' (LPSM), 'Bid Quantity', 'Probable Quantity' (-10000), 'Reference', 'Paid to Date' (0), and 'Remaining' (-10000). Below these fields are buttons for 'Add Quantity', 'Delete Quantity', 'Quantity Remarks...', and 'Item Remarks...'. At the bottom, a table displays the following data:

Prob Quant	Pay Quant	Est#	Date	Acct	Location	Reference	Pq#	Rem
-10000			01/04/2016	1		FRE		



Now the item is created. You will need to go into the “Modify Daily Production data” window to enter your paynote and post it to payment to actual pay on that item.

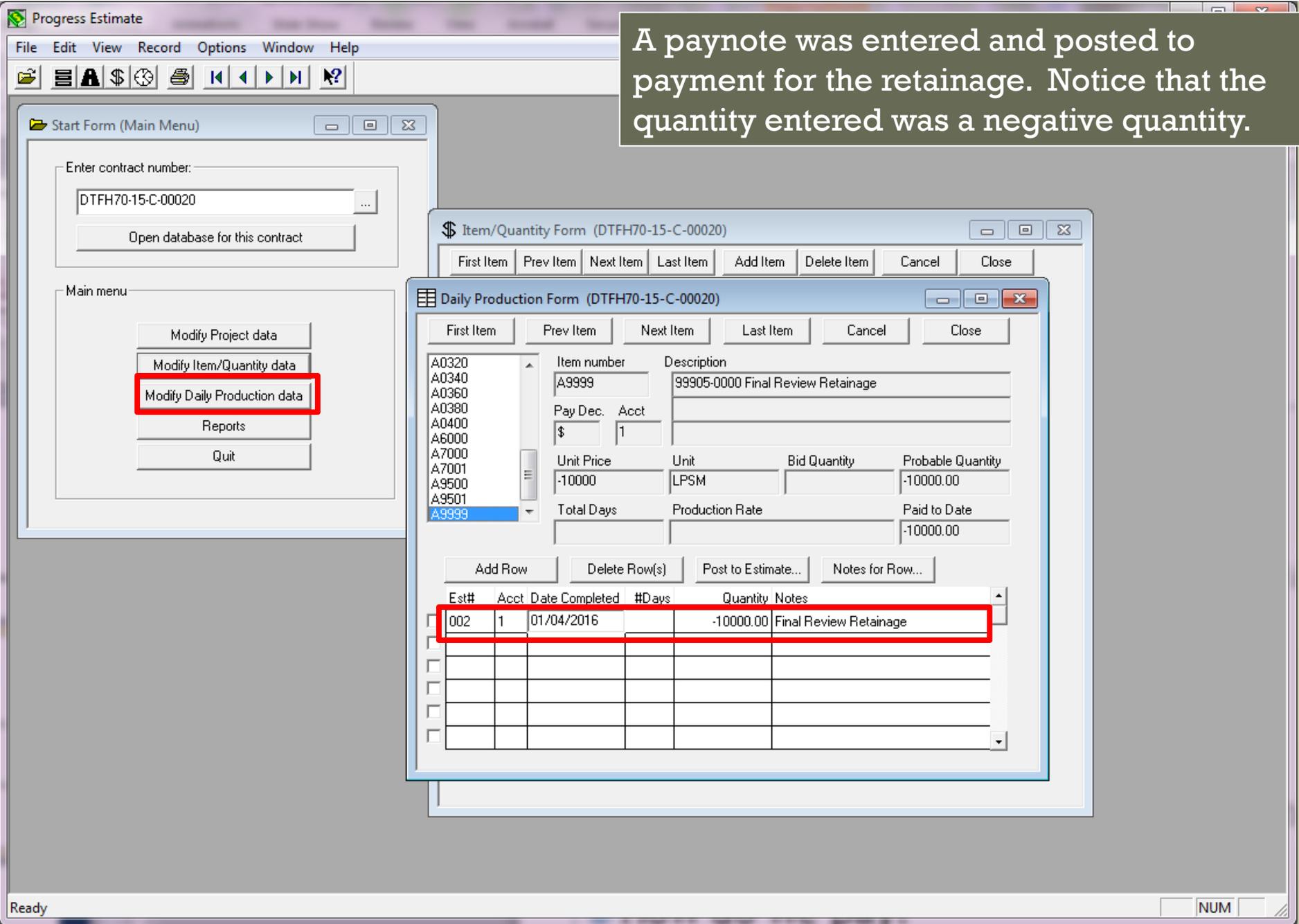
Item/Quantity Form (DTFH70-15-C-00020)

First Item Prev Item Next Item Last Item Add Item Delete Item Cancel Close

A0280 Item number Description  
A0300 A9999 99905-0000 Final Review Retainage  
A0320  
A0340 Pay Dec. Acct  
A0360 \$ 1  
A0380  
A0400 Unit Price Unit Bid Quantity Probable Quantity  
A6000 -10000.00 LPSM  
A7000  
A7001 Reference Paid to Date 0  
A9999 Remaining -10000

Add Quantity Delete Quantity Quantity Remarks... Item Remarks...

Prob Quant	Pay Quant	Est#	Date	Acct	Location	Reference	Pg#	Rem
-10000			01/04/2016	1		FRE		



---

# Adding an Incentive Item and Paying It

## ◎ Superpave asphalt

- Bid Quantity = 22,000 tons
- Bid Price = \$110.00/ton
- Paved a total of 21,345 tons
- 2 Lots
- Lot 1 = 5263 tons
- Lot 2 = 16,082 tons
- Pay Factor for Lot 1 = 0.98
- Pay Factor for Lot 2 = 1.03

## ◎ Lot 1

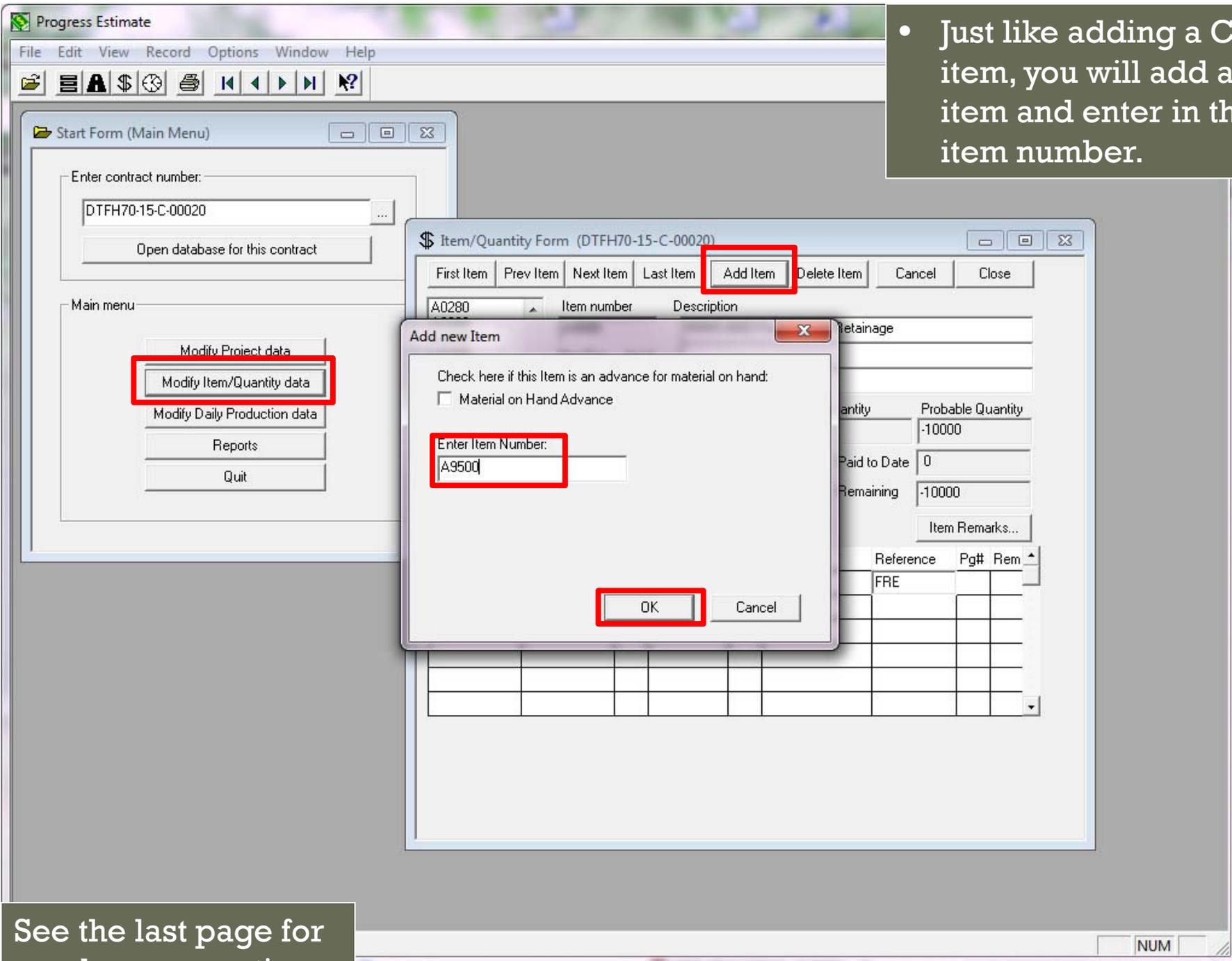
- Quantity = 5263 tons
- Pay Factor = 0.98
- Unit price =  $-.02 \times \$110.00/\text{ton} = -\$2.20/\text{ton}$

## ◎ Lot 2

- Quantity = 16,082 tons
- Pay Factor = 1.03
- Unit price =  $.03 \times \$110.00/\text{ton} = \$3.30/\text{ton}$

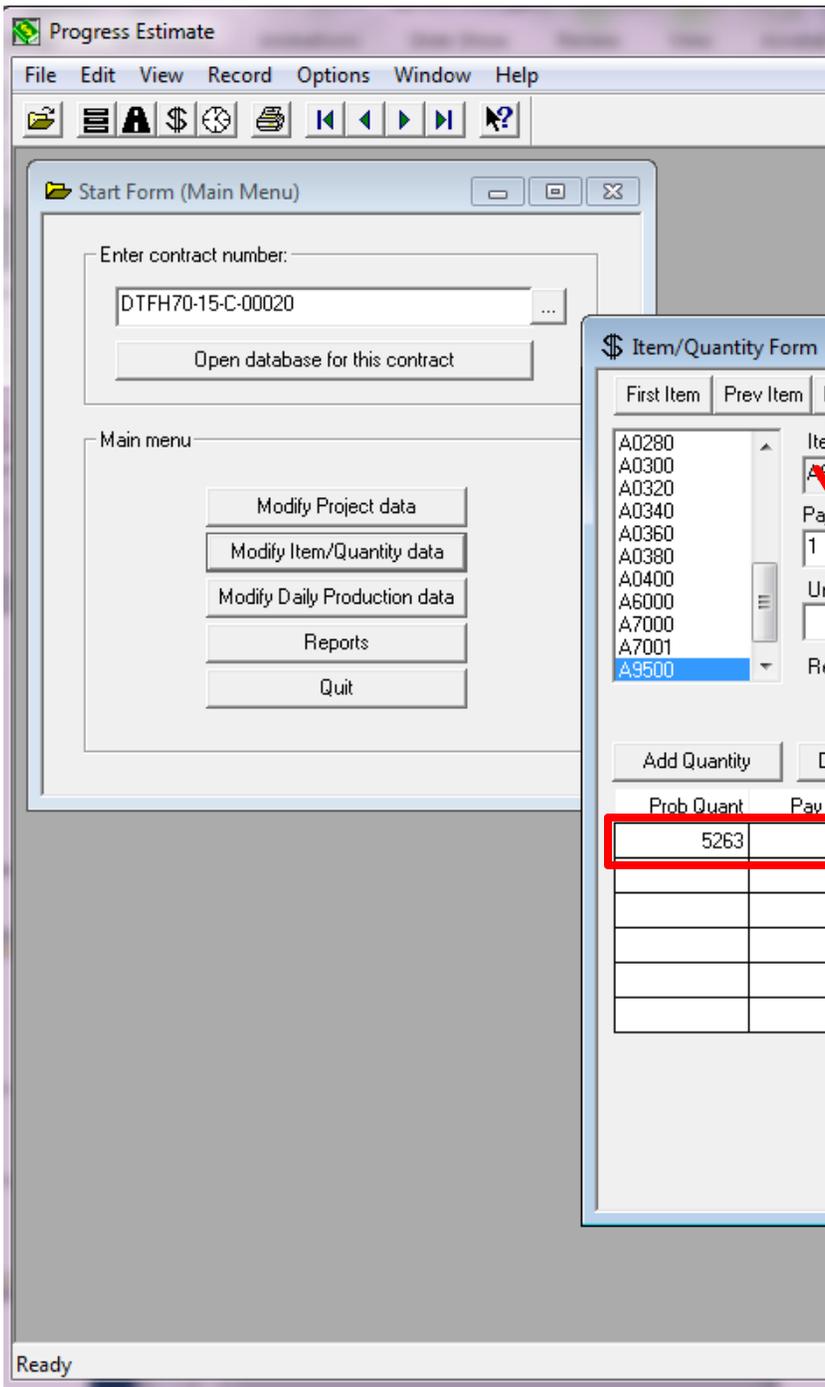
## ◎ How do we pay?

- 5,263 tons @  $-\$2.20/\text{ton}$
- 16,082 tons @  $\$3.30/\text{ton}$



- Just like adding a CM item, you will add a new item and enter in the item number.

See the last page for number convention.



You can see everything that was entered.

- Put in "QMI" and the lot number into the description.
- The decimal will be different from what you pay on the regular item (likely 2 decimals on the regular item, 1 on the incentive item).

Item/Quantity Form

First Item Prev Item Next Item Last Item Add Item Delete Item Cancel Close

Item number: A9500 Description: 40101-5600 QMI SUPERPAVE ASPHALT LOT 1

Pay Dec. Acct: 1 1

Unit Price: -2.20 Unit: TON Bid Quantity: Probable Quantity: 5263

Reference: Paid to Date: 0 Remaining: 5263

Add Quantity Delete Quantity Quantity Remarks... Item Remarks...

Prob Quant	Pay Quant	Est#	Date	Acct	Location	Reference	Po#	Rem
5263			11/12/2015	1		lot 1		

# Lot 2 has also been entered

Progress Estimate

File Edit View Record Options Window Help

Start Form (Main Menu)

Enter contract number:  
DTFH70-15-C-00020

Open database for this contract

Main menu

- Modify Project data
- Modify Item/Quantity data
- Modify Daily Production data
- Reports
- Quit

\$ Item/Quantity Form (DTFH70-15-C-00020)

First Item Prev Item Next Item Last Item Add Item Delete Item Cancel Close

A0300 Item number Description  
 A0320 A9501 40101-5600 QMI SUPERPAVE ASPHALT LOT 2  
 A0340  
 A0360 Pay Dec. Acct  
 A0380 1 1  
 A0400  
 A6000 Unit Price Unit Bid Quantity Probable Quantity  
 A7000 3.30 TON  
 A7001  
 A9500 Reference Paid to Date 0  
 A9501 Remaining 16082

Add Quantity Delete Quantity Quantity Remarks... Item Remarks...

Prob Quant	Pay Quant	Est#	Date	Acct	Location	Reference	Pg#	Rem
16082			11/12/2015	1		Lot 2		

Ready NUM

Progress Estimate

File Edit View Record Options Window Help

Start Form (Main Menu)

Enter contract number:  
DTFH70-15-C-00020

Open database for this contract

Main menu

Modify Project data

Modify Item/Quantity data

**Modify Daily Production data**

Reports

Quit

Now the item is created. You will need to go into the “Modify Daily Production data” window to enter your paynote and post it to payment to actual pay on that item.

\$ Item/Quantity Form (DTFH70-15-C-00020)

First Item Prev Item Next Item Last Item Add Item Delete Item Cancel Close

A0300 Item number Description  
A0320 A9501 40101-5600 QMI SUPERPAVE ASPHALT LOT 2  
A0340  
A0360  
A0380  
A0400  
A6000  
A7000  
A7001  
A9500  
A9501

Pay Dec. Acct  
1 1

Unit Price Unit Bid Quantity Probable Quantity  
3.30 TON 16082

Reference Paid to Date 0  
Remaining 16082

Add Quantity Delete Quantity Quantity Remarks... Item Remarks...

Prob Quant	Pay Quant	Est#	Date	Acct	Location	Reference	Pg#	Rem
16082			11/12/2015	1		Lot 2		

Ready NUM

Progress Estimate

File Edit View Record Options Window Help

Start Form (Main Menu)

Enter contract number:  
DTFH70-15-C-00020

Open database for this contract

Main menu

- Modify Project data
- Modify Item/Quantity data
- Modify Daily Production data**
- Reports
- Quit

Item/Quantity Form (DTFH70-15-C-00020)

First Item Prev Item Next Item Last Item Add Item Delete Item Cancel Close

Daily Production Form (DTFH70-15-C-00020)

First Item Prev Item Next Item Last Item Cancel Close

Item number: A9501 Description: 40101-5600 QMI SUPERPAVE ASPHALT LOT 2

Pay Dec: 1 Acct: 1

Unit Price: 3.3 Unit: TON Bid Quantity: Probable Quantity: 16082.0

Total Days: 10.00 Production Rate: 1608.2 per day Paid to Date: 16082.0

Add Row Delete Row(s) Post to Estimate... Notes for Row...

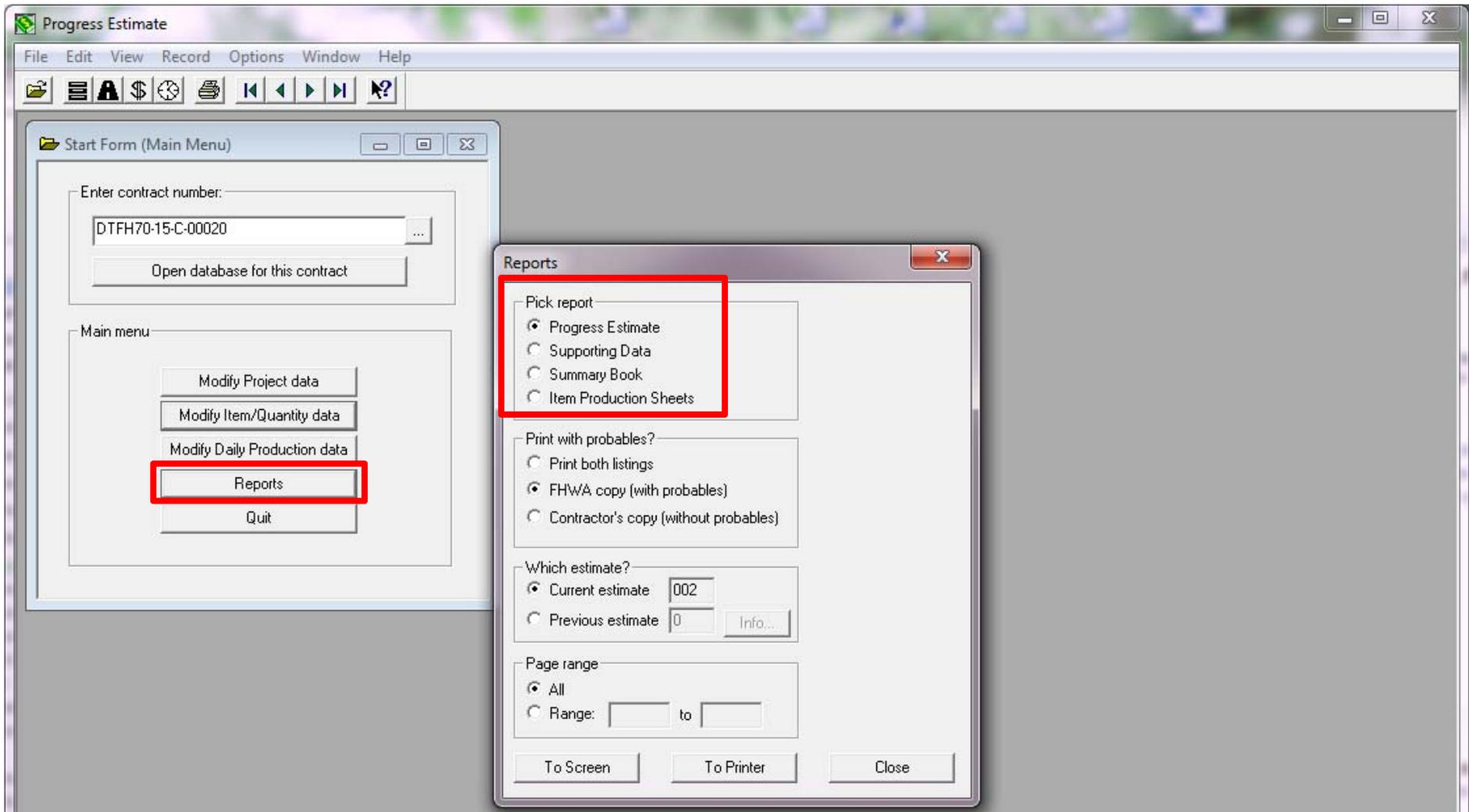
Est#	Acct	Date Completed	#Days	Quantity	Notes
002	1	11/12/2015	10.00	16082.0	Includes all of Lot 2

Ready NUM

1 paynote was entered and posted to payment for the entire incentive amount for Lot 2.

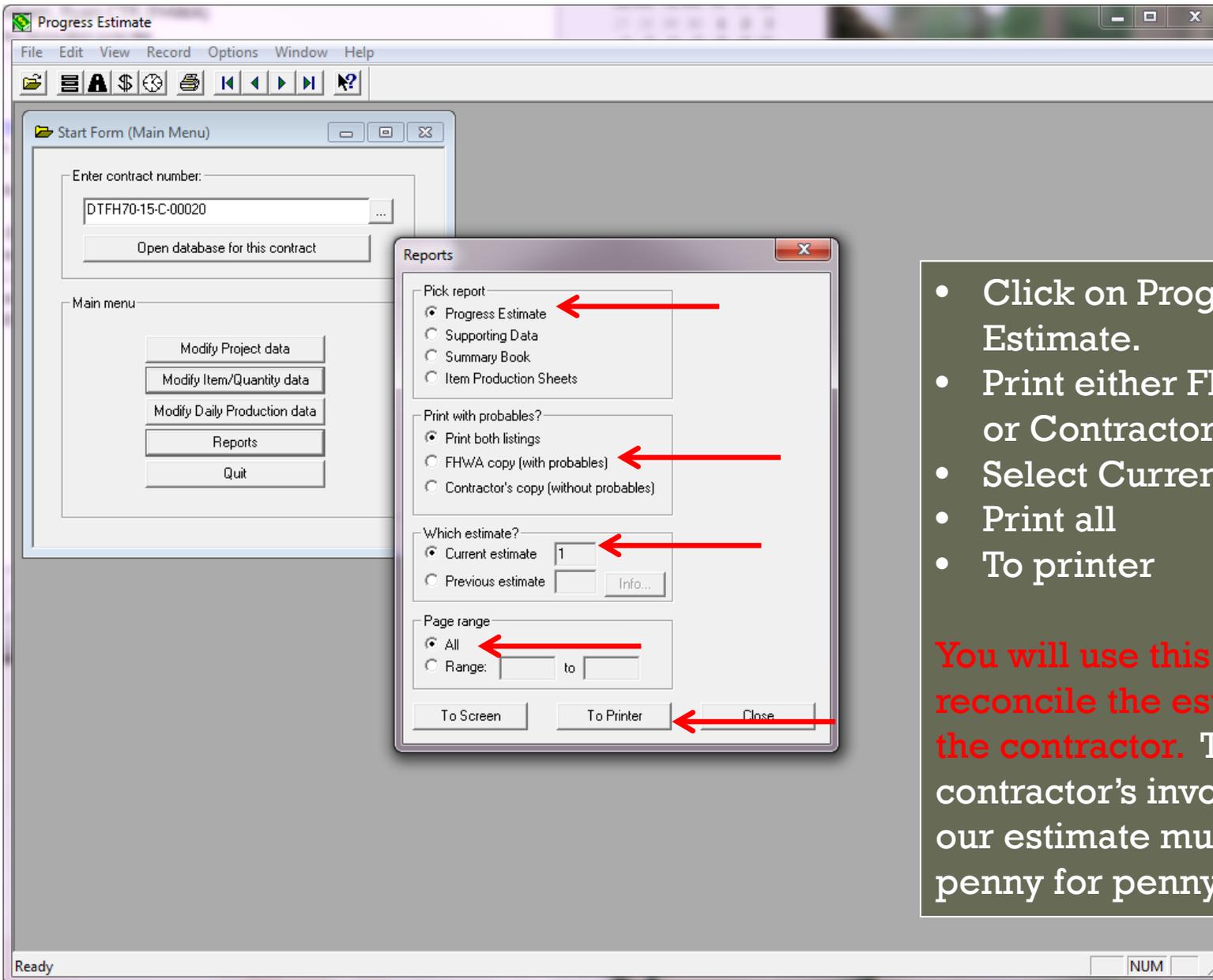
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# Running Reports



There are several types of reports to run.

- Progress Estimate: ran at the end of each progress estimate
- Supporting Data: used to see total quantity paid to each account
- Summary Book: used as a checklist of each item (summary of the “Modify Item/Quantity Data”)
- Item Production Sheet: used as a checklist of each item (summary of the “Modify Daily Production Data”)



- Click on Progress Estimate.
- Print either FHWA copy or Contractor's copy
- Select Current Estimate
- Print all
- To printer

**You will use this to reconcile the estimate with the contractor.** The contractor's invoice and our estimate must match penny for penny.

# Progress Estimate

OR BIM ERFO 151-3202  
Peavine Road Repair

Page 4  
01/04/2016  
07:41:41

Contract No. DTFH70-15-C-00020 Estimate No. 002

Item No.	Contracted Quantities			Estimated Quantities			% Comp.	Probables		% Over/Under	
	Quantities	Unit Price	Unit	Amount	Current	Previous		To Date	Amount		Quantity
A7000	66601-0000 CONTRACT MODIFICATION WORK KEYED RIPRAP TOE (CM 0002)										
Acct #3			LPSM						12,817.00	12,817.00	
A7001	20103-0000 CLEARING AND GRUBBING (CM 0002)										
Acct #3	0.0	\$5.50	SQYD						14.0	77.00	
A9500	40101-5600 QMI SUPERPAVE ASPHALT LOT 1										
Acct #1	0.0	-\$2.20	TON	5,263.0			5,263.0	-11,578.60 100.0%	5,263.0	-11,578.60	
A9501	40101-5600 QMI SUPERPAVE ASPHALT LOT 2										
Acct #1	0.0	\$3.30	TON	16,082.0			16,082.0	53,070.60 100.0%	16,082.0	53,070.60	
A9999	99905-0000 Final Review Retainage										
Acct #1			LPSM	-10,000.00			-10,000.00	-10,000.00 100.0%	-10,000.00	-10,000.00	

**Reports** X

Pick report:

- Progress Estimate
- Supporting Data
- Summary Book
- Item Production Sheets

Print with probables?:

- Print both listings
- FHWA copy (with probables)
- Contractor's copy (without probables)

Which estimate?

- Current estimate
- Previous estimate

Page range:

- All
- Range:  to

# Supporting Data

OR BLM ERFO 151-3202  
Peavine Road Repair

01/04/2016  
07:43:34

Contract No. DTFH70-15-C-00020

Supporting Data for Estimate No. 002

Paying \$58,840.62 from 10/01/2015 to 10/31/2015

Page 1

Item No.	Description	Unit	Price	Probable Quantity	Account Number 1		Account Number 2		Account Number 3		
					Quantity	Amount	Quantity	Amount	Quantity	Amount	
A0020	15101-0000 MOBILIZATION	LPSM	\$24,380.00	24,380.00							
A0040	15201-0000 CONSTRUCTION SURVEY AND STAKING	LPSM	\$13,340.00	13,340.00							
A0060	15301-0010 CONTRACTOR QUALITY CONTROL AND ASSURANCE	LPSM	\$7,800.00	7,800.00							
A0080	15401-0000 CONTRACTOR TESTING	LPSM	\$3,390.00	3,390.00							
A0100	15501-0000 CONSTRUCTION SCHEDULE	LPSM	\$622.00	622.00							
A0120	15701-0000 SOIL EROSION CONTROL	LPSM	\$965.00	965.00							
A0140	20103-0000 CLEARING AND GRUBBING	SQYD	\$5.50	503.0							
A0160	20401-0000 ROADWAY EXCAVATION	CUYD	\$64.75	32.0							
A0180	26101-0000 REINFORCED SOIL SLOPE	SQFT	\$65.00	1,600.0							
A0200	30201-1000 ROADWAY AGGREGATE, METHOD 1	CUYD	\$49.70	70.0							
A0220	30302-1000 DITCH RECONDITIONING	LNFT	\$0.91	400							
A0240	40301-0200 ASPHALT CONCRETE PAVEMENT, TYPE 2	TON	\$179.50	115.17	73.80	\$13,247.10					
				***** Item A0240: To-Date exceeds Probable for above account. *****							
				80.00					78.56	\$14,101.52	
A0260	41202-0000 TACK COAT	GAL	\$6.70	20.0							
A0280	62201-0250 DUMP TRUCK, 10 CUBIC YARD MINIMUM CAPACITY	HOURL	\$140.00	20.00							
A0300	62201-0700 BACKHOE LOADER, 1 CUBIC YARD MINIMUM CAPACITY FRONTEND BUCKET, 10 CUBIC FOOT MINIMUM CAPACITY BACKHOE BUCKET, 90 HP MINIMUM FLYWHEEL	HOURL	\$120.00	20.00							
A0320	62301-0000 GENERAL LABOR	HOURL	\$55.00	40.0							
A0340	62516-3000 MULCHING, HYDRAULIC METHOD, BONDED FIBER MATRIX	SQYD	\$9.70	500.0							
A0360	62901-1100 ROLLED EROSION CONTROL PRODUCT, TYPE 4	SQYD	\$2.70	500.0							
A0380	63401-0100 PAVEMENT MARKINGS, TYPE A, SOLID (WHITE)	LNFT	\$2.40	400.0							
A0400	63501-0000 TEMPORARY TRAFFIC CONTROL	LPSM	\$1,140.00	1,140.00							
A6000	60202-0800 MOH 24-INCH CULVERT	LPSM	\$1,550.00	0.00							
A7000	66601-0000 CONTRACT MODIFICATION WORK KEYED RIPRAP TOE (CM 0002)	LPSM	\$12,817.00	12,817.00							
A7001	20103-0000 CLEARING AND GRUBBING (CM 0002)	SQYD	\$5.50	14.0							
A9500	40101-5600 QMI SUPERPAVE ASPHALT LOT 1	TON	-\$2.20	5,263.0	5,263.0	-\$11,578.60					
A9501	40101-5600 QMI SUPERPAVE ASPHALT LOT 2	TON	\$3.30	16,082.0	16,082.0	\$53,070.60					
A9999	99905-0000 Final Review Retainage	LPSM	-\$10,000.00	-10,000.00	-10,000.00	-\$10,000.00					

**Reports** X

Pick report

Progress Estimate

Supporting Data

Summary Book

Item Production Sheets

Which items?

All Items on the Project

Only Items paid this period

Which estimate?

Current estimate

Previous estimate

Page range

All

Range:  to

# Summary Book

Federal Highway Administration  
 Western Federal Lands Highway Division  
 Contract No.: DTFH70-15-C-00020

## ESTIMATE SUMMARY BOOK

Summary of Item No. A0240

Date: 01/04/2016

Project No. : OR BLM ERFO 151-3202  
 Project Name: Peavine Road Repair

Item No.: A0240      40301-0200 ASPHALT CONCRETE PAVEMENT, TYPE 2

Price : 179.50 per TON

Location	Probable Quantity	Paid			Reference	Page No.	Remark No.
		Quantity	Date	Est #			
		41.37	10/15/2015	1			1
		73.80	12/30/2015	002			
		78.56	12/30/2015	002			
	45.00		08/25/2015		CM 0003		
	80.00		11/01/2015		Overrun		
	68.73		11/30/2015				
<b>Totals</b>	193.73	193.73					
<b>Final Check</b>							

The Remarks are printed on the following page.

**Reports** X

Pick report

Progress Estimate

Supporting Data

Summary Book

Item Production Sheets

Which items?

All Items on the Project

Only selected Items

Page range

All

Range:  to

# Item Production Sheets

Federal Highway Administration  
 Western Federal Lands Highway Division  
 Contract No. : DTFH70-15-C-00020  
 Project No. : OR BLM ERFO 151-3202  
 Project Name: Feavine Road Repair

Production Summary Sheet for Item No. A0240

Date: 01/04/2016

Item Number : A0240      40301-0200 ASPHALT CONCRETE PAVEMENT, TYPE 2  
 Bid Quantity: 45.00  
 Unit Price : \$179.50 per TON  
 Bid Amount : \$8,077.50

Date Completed	Days Used	Work Completed	Work Remaining	Running Total	Percent Complete	Notes
10/15/2015	1.00	41.37	152.36	41.37	21.4 %	One day of production, item completed
11/16/2015	1.00	23.25	129.11	64.62	33.4 %	Day 1 of 3
11/17/2015	1.00	35.01	94.10	99.63	51.4 %	Day 2 of 3
11/18/2015	1.00	15.54	78.56	115.17	59.4 %	Day 3 of 3
11/22/2015	1.00	78.56	0.00	193.73	100.0 %	Added Parking Lot via CM 0002

Total days used = 5.00  
 Production rate = 38.75 TON per day

**Reports** X

Pick report:

- Progress Estimate
- Supporting Data
- Summary Book
- Item Production Sheets

Which items?

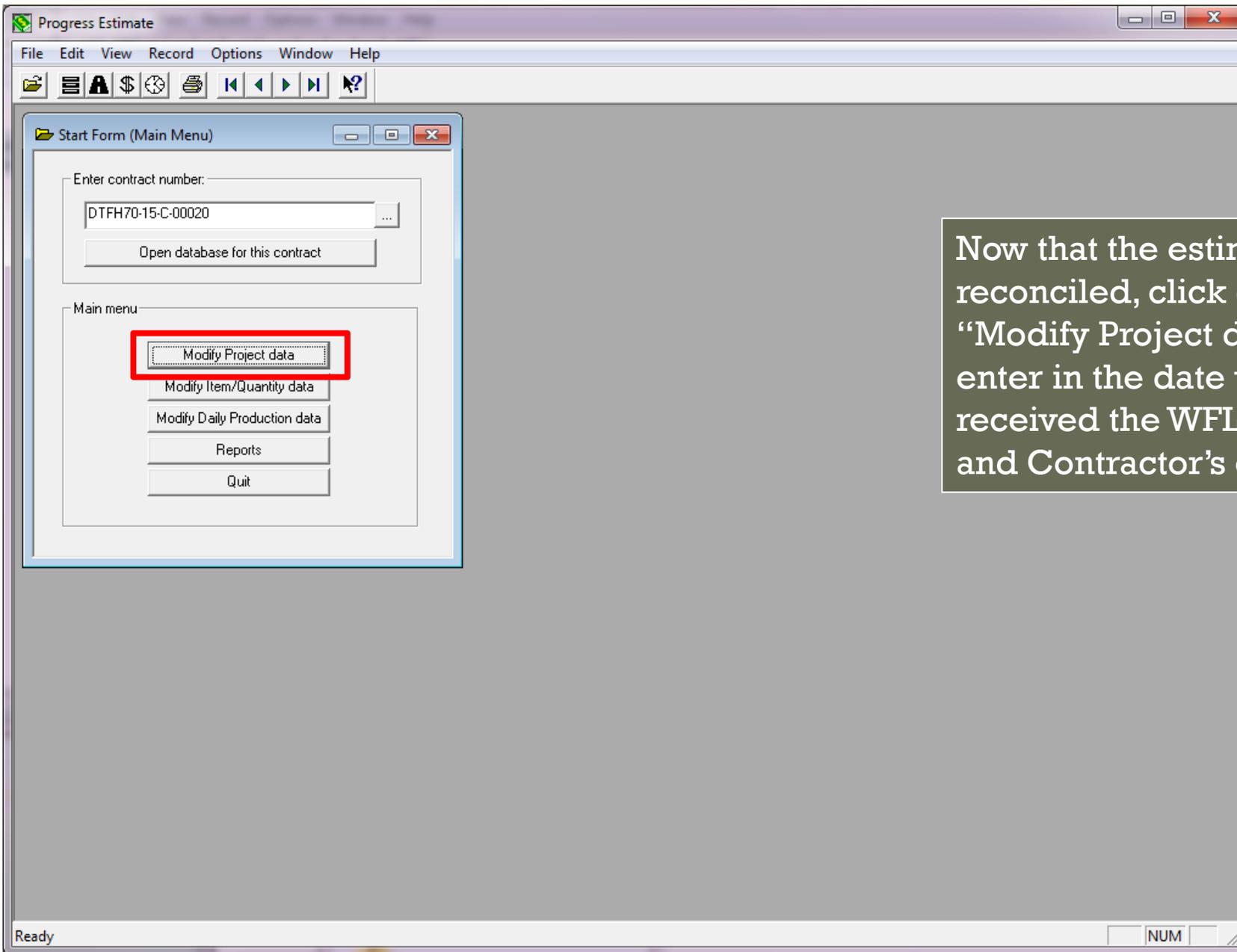
- All Items on the Project
- Only selected Items

Page range:

- All
- Range:  to

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# Processing an Estimate



Now that the estimate is reconciled, click on “Modify Project data” to enter in the date you received the WFLHD 500 and Contractor’s estimate.

Progress Estimate

File Edit View Record Options Window Help

Start Form (Main Menu)

Project Form (DTEH70-15-C-00020)

Project **Current Estimate** Accounts Contractor

Initial Estimate No. 1 From 10/01/2015 To 10/31/2015

Contractor's Bill Received 11/02/2015

Contractor's Bill Approved 11/02/2015

Construction Engineering Bid .00

To Date .00 Funds Authorized

Probable 186944.00 186944.00

Contract Time Began 10/05/2015

Fixed Completion Date 10/29/2015

Modified Completion Date / / Days Used 27

Probable Completion Date 10/29/2015 Days Allowed 25

Contract Completion Date / / Percent Used 108.0%

Save Cancel Close

Ready NUM

- Click on the “Current Estimate” tab
- Enter the “Contractor’s Bill Received” date and “Contractor’s Bill Approved” date.
- Save and Close.

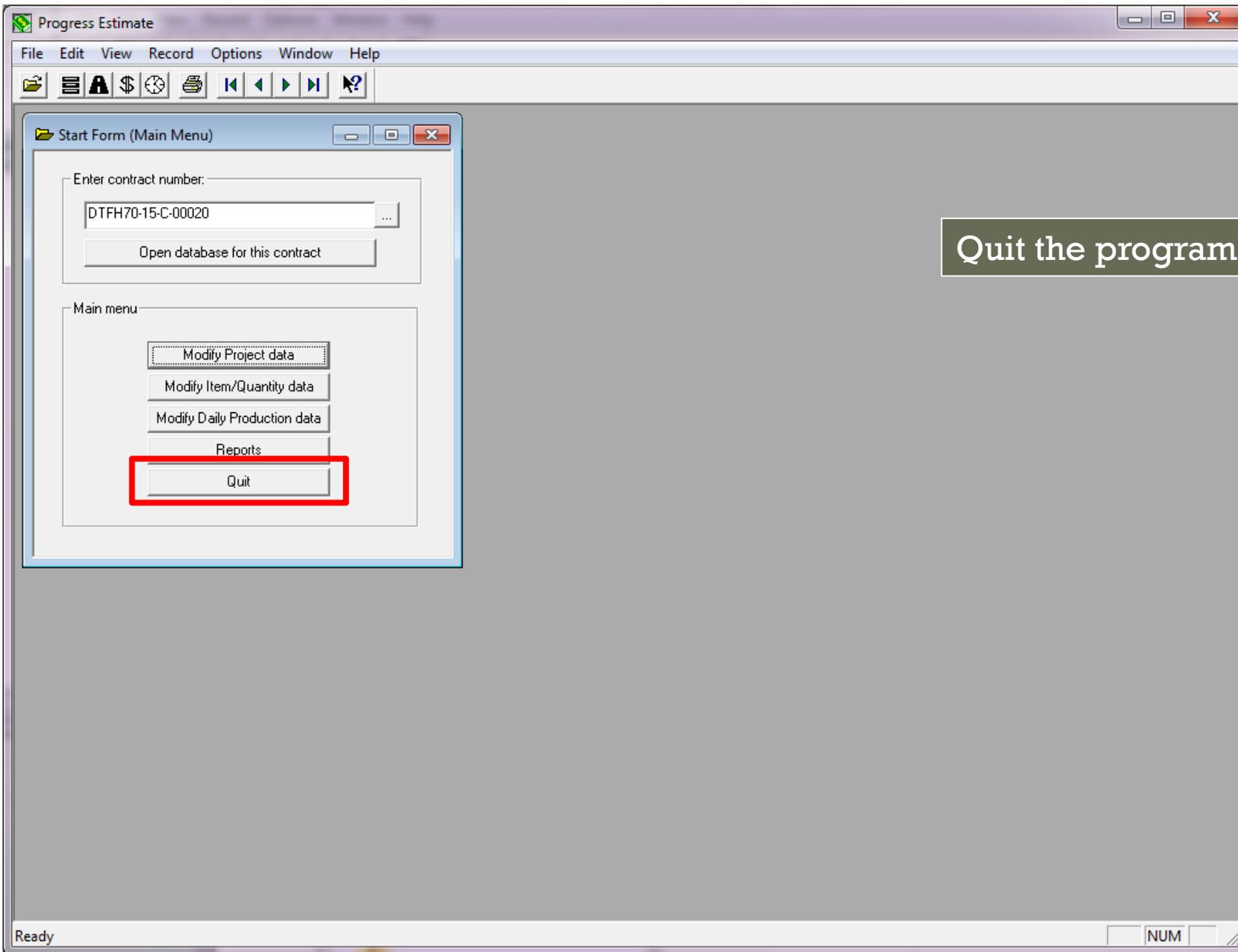
CR BIM ERFO 151-3202  
 Peavine Road Repair

Page 2  
 10/15/2015  
 15:50:08

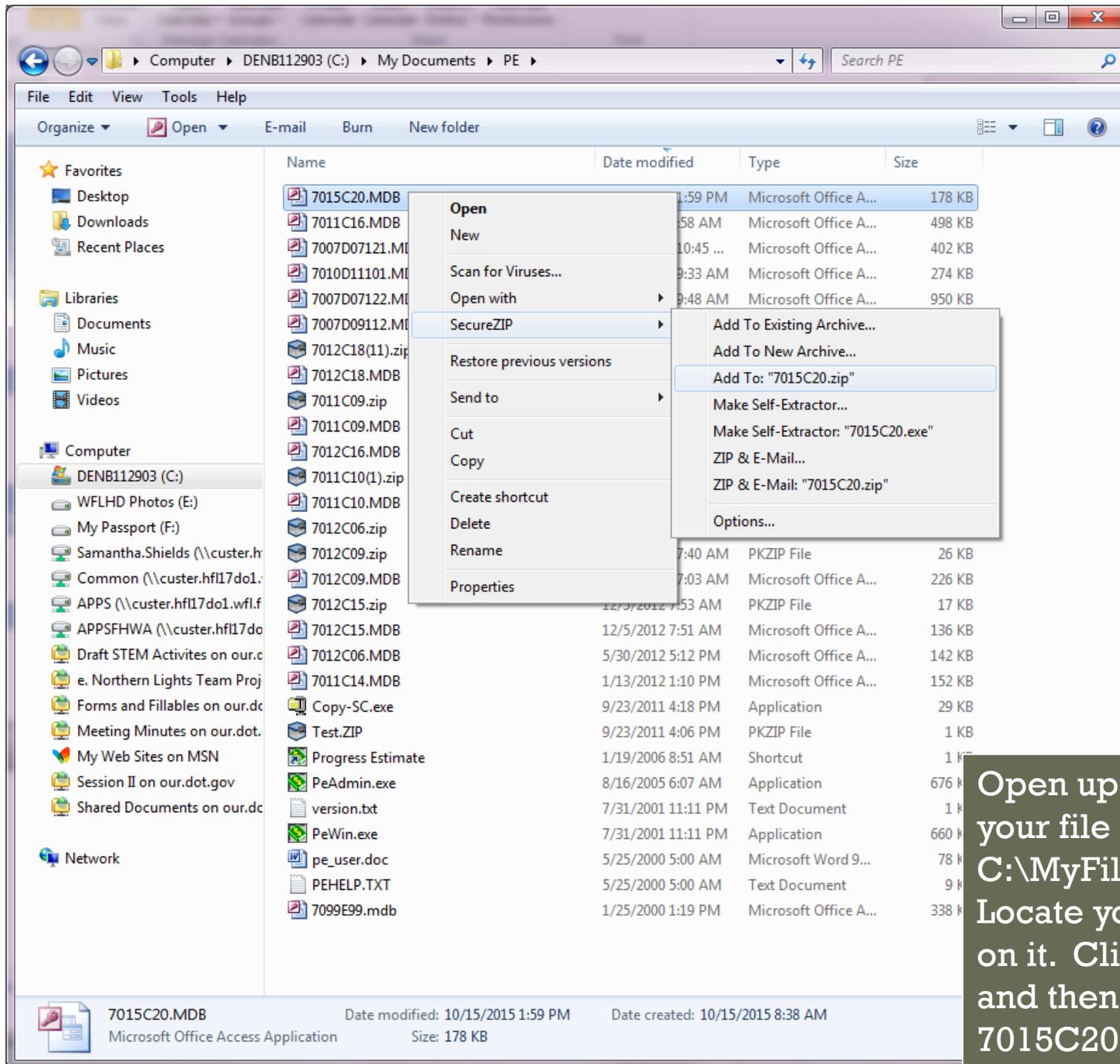
Contract No. DTFH70-15-C-00020 Estimate No. 1

Item No.	Contracted Quantities			Estimated Quantities				
	Quantities	Unit Price	Unit	Amount	Current	Previous	To Date	Amount
A0020	15101-0000	MOBILIZATION						
			LFSM	15,000.00			15,000.00	15,000.00
A0040	15201-0000	CONSTRUCTION SURVEY AND STAKING						
			LFSM	5,000.00			5,000.00	5,000.00 37.5% 13,340.00 13,340.00
A0060	15301-0010	CONTRACTOR QUALITY CONTROL AND ASSURANCE						
			LFSM	4,000.00			4,000.00	4,000.00 51.3% 7,800.00 7,800.00
A0080	15401-0000	CONTRACTOR TESTING						
			LFSM	1,000.00			1,000.00	1,000.00 29.5% 3,390.00 3,390.00
A0100	15501-0000	CONSTRUCTION SCHEDULE						
			LFSM	300.00			300.00	300.00 48.2% 622.00 622.00
A0120	15701-0000	SOIL EROSION CONTROL						
			LFSM	456.21			456.21	456.21 47.3% 965.00 965.00
A0140	20103-0000	CLEARING AND GRUBBING						
	0.0	\$5.50	SQYD	503.0			503.0	2,766.50 100.0% 503.0 2,766.50
A0160	20401-0000	ROADWAY EXCAVATION						
	0.0	\$64.75	CUYD	32.0			32.0	2,072.00 100.0% 32.0 2,072.00
A0180	26101-0000	REINFORCED SOIL SLOPE						
	0.0	\$65.00	SQFT	832.0			832.0	54,080.00 52.0% 1,600.0 104,000.00
A0200	30201-1000	ROADWAY AGGREGATE, METHOD 1						
	0.0	\$49.70	CUYD	69.4			69.4	3,449.18 99.1% 70.0 3,479.00
A0220	30302-1000	DITCH RECONDITIONING						
	0	\$0.91	LNFT					400 364.00

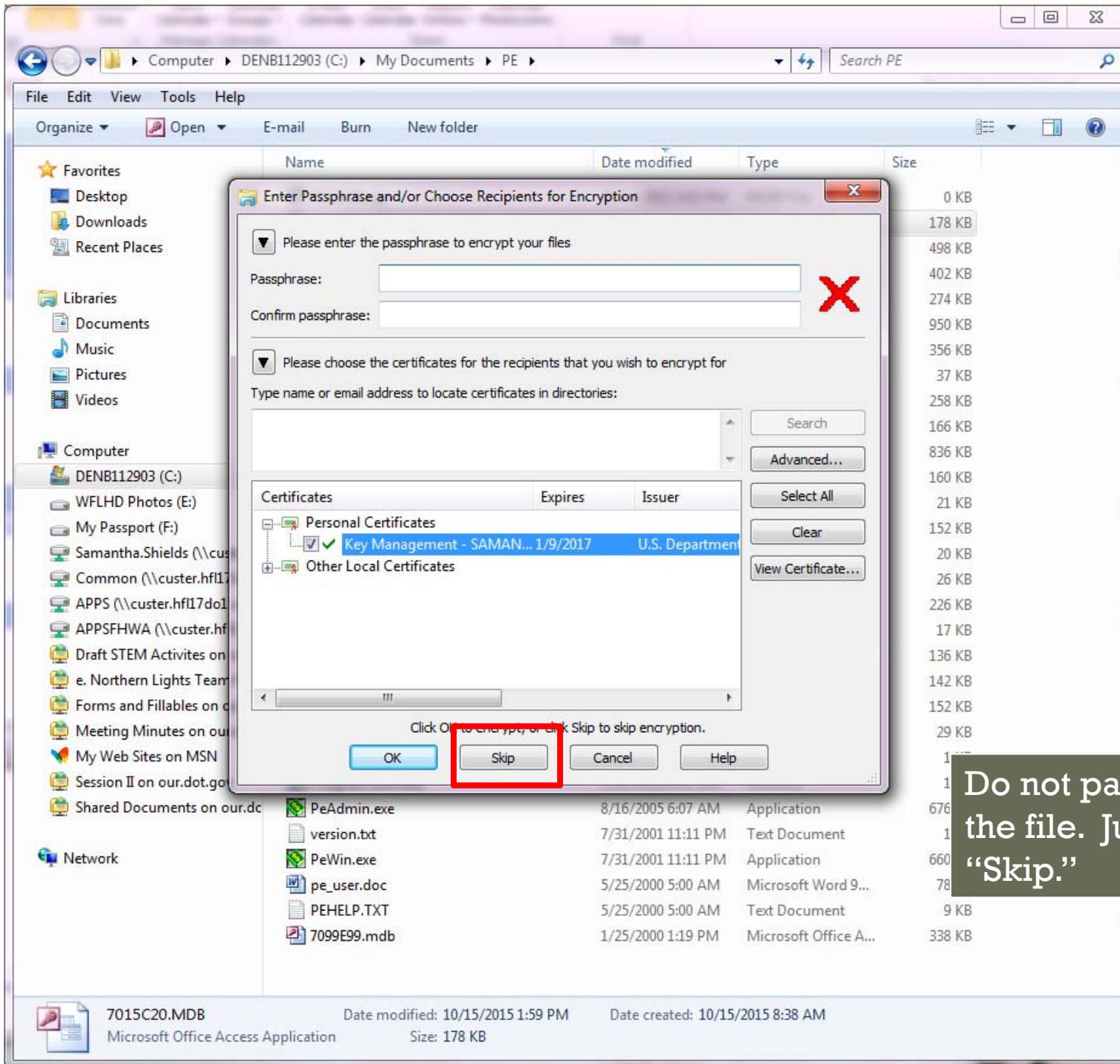
This is what the estimate will look like. (Found under reports.)



Quit the program.



Open up the folder where your file is located.  
C:\MyFiles\PE  
Locate your file, right click on it. Click on "SecureZIP" and then click on "Add To: 7015C20.zip."



Do not password protect the file. Just press on "Skip."

Estimate 1 for Peavine Road - Message (HTML)

File Message Insert Options Format Text Review Adobe PDF ProjectWise

Cut Copy Paste Format Painter Clipboard

Calibri (Body) 11 A<sup>+</sup> A<sup>-</sup> B I U ab A

Basic Text

Address Book Check Names Names

Attach File Attach Item Include

Signature

Follow Up High Importance Low Importance Tags

Zoom

From: Samantha.Gould@dot.gov

To:  WFL.Final\_Review;

Cc:

Subject: Estimate 1 for Peavine Road

Attached:  7015C20.zip (20 KB);  Contractor's Oct Invoice and WFLHD 500.pdf (32 KB)

Sam,

Attached is the estimate and the Contractor's Invoice and WFLHD 500.

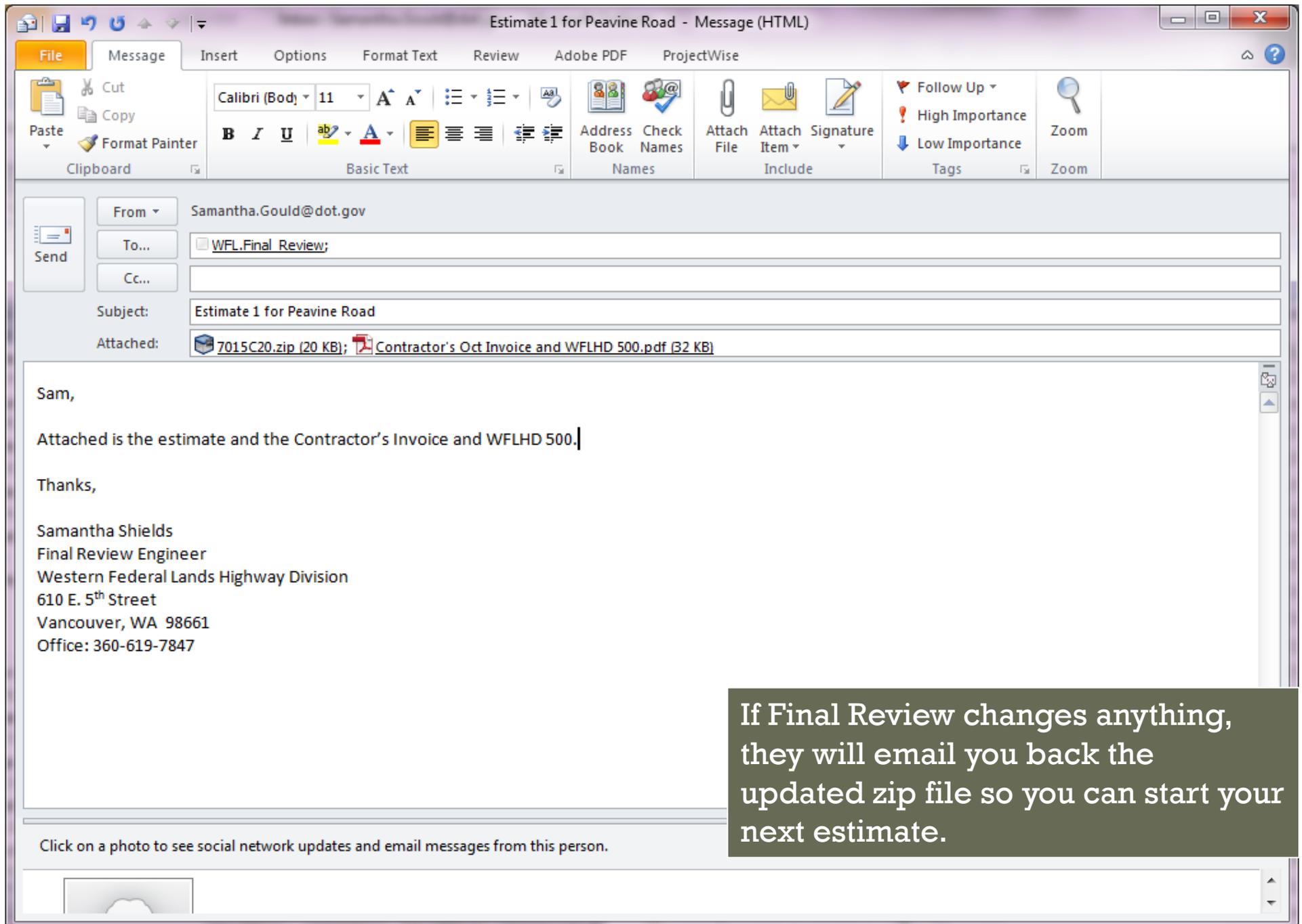
Thanks,

Samantha Shields  
Final Review Engineer  
Western Federal Lands Highway Division  
610 E. 5<sup>th</sup> Street  
Vancouver, WA 98661  
Office: 360-619-7847

Click on a photo to see social network updates and email messages from this person.

Email [WFL.Final\\_Review@dot.gov](mailto:WFL.Final_Review@dot.gov):

- Zip file of the estimate
- Contractor's Invoice
- Contractor's WFLHD 500



If Final Review changes anything, they will email you back the updated zip file so you can start your next estimate.

Estimate 1 for Peavine Road - Message (HTML)

File Message Insert Options Format Text Review Adobe PDF ProjectWise

Cut Copy Paste Format Painter Clipboard

Calibri (Body) 11 A<sup>+</sup> A<sup>-</sup> B I U ab A

Basic Text

Address Book Check Names Names

Attach File Attach Item Include

Signature

Follow Up High Importance Low Importance Tags

Zoom

Send

From: Samantha.Gould@dot.gov

To:  [WFL.Final Review](#)

Cc:

Subject: Estimate 1 for Peavine Road

Attached: 7015C20.zip (20 KB); Contractor's Oct Invoice and WFLHD 500.pdf (32 KB)

Sam,

Attached is the estimate and the Contractor's Invoice and WFLHD 500.

Thanks,

Samantha Shields  
Final Review Engineer  
Western Federal Lands Highway Division  
610 E. 5<sup>th</sup> Street  
Vancouver, WA 98661  
Office: 360-619-7847

Click on a photo to see social network updates and email messages from this person.

- Final Review will go through the estimate, check it, make any changes.
- Final Review will put together an estimate package and send it to the PE.
- The PE will then sign the first page of the package, and send the ENTIRE package back to Final Review.
- Do NOT send in any hard copies of the invoice or WFLHD 500.

35

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# Quick Key

# Modify Project Data

---

- ◉ Access Project name and number
- ◉ Change Contractor's address
- ◉ Add/change account info
- ◉ Create new estimate
- ◉ Enter estimate info
  - Type of estimate
  - Estimate number
  - Dates of estimate
  - Date of receiving Contractor's invoice

# Modify Item/Quantity data

---

- ① Change probables
- ① Add quantity via CM
- ① Add new items

# Modify Daily Production data

---

- ⦿ **Input paynotes**
- ⦿ **Post to estimate**
- ⦿ **Make notes**

# Reports

---

- ◎ **Progress estimates**
  - By estimate
- ◎ **Supporting data**
  - By estimate
- ◎ **Summary book**
  - By item
- ◎ **Item production sheets**
  - By item

# Common Mistakes

---

- ⦿ Probables are not updated
- ⦿ Posting paynotes individually to the estimate
- ⦿ Forgetting to zip your file
- ⦿ Forgetting to update your estimate number
- ⦿ **WARNING:** never change a previous estimates database, just create a corrective paynote.

# Questions

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- ◎ **Samantha Shields**
  - 360-619-7847
- ◎ **Helen Oppenheimer**
  - 360-619-7881
- ◎ **Other Project Engineers and COEs**

# Line Item Numbering Convention

<u>Items</u>	<u>Line Item Number</u>
Original Contract Items:	A0000 - A5999
Material-on-hand (MOH):	A6000 - A6999
Contract Modifications (CM):	A7000 - A8999
Retainages:	A9000 - A9499
Material Incentives, Trailer Rentals, LDs, etc.	A9500 - A9999

What is a good practice for my CM line item number convention?

Example: Your project is using A as the pay item prefix and

CM 0001 has 4 new items. Use A7000, A7001, A7002, A7003

CM 0002 has 3 items. Use A7010, 7011, 7012

CM 0003 has 15 items. Use A7020 to 7034

CM 0004 has 2 items. Use A7040, A7041