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</tr>
<tr>
<td>----------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Admin Construction</td>
<td>Division Masterworks Administrators, i.e. Josh Van Jura, Deni Archuleta, Mark Lefler. Contact: <a href="mailto:masterworkssupport@utah.gov">masterworkssupport@utah.gov</a></td>
</tr>
<tr>
<td>Central Admin /CAD</td>
<td>Contracts, Compliance and Certification Manager, i.e. Stacy Frandsen. Contact: <a href="mailto:masterworkssupport@utah.gov">masterworkssupport@utah.gov</a></td>
</tr>
<tr>
<td>CFA</td>
<td>Central Financial Analyst – Contracts and Compliance Specialist, Amber Routsen. Contact: <a href="mailto:masterworkssupport@utah.gov">masterworkssupport@utah.gov</a></td>
</tr>
<tr>
<td>CR</td>
<td>Contractor Representative</td>
</tr>
<tr>
<td>ECS</td>
<td>Environmental Compliance Supervisor, UDOT or Contractor</td>
</tr>
<tr>
<td>FE</td>
<td>Field Engineer</td>
</tr>
<tr>
<td>FI 1-3</td>
<td>Field Inspectors Levels 1 through 3</td>
</tr>
<tr>
<td>FI 4</td>
<td>Field Inspector Level 4</td>
</tr>
<tr>
<td>OM</td>
<td>Office Manager</td>
</tr>
<tr>
<td>PM</td>
<td>Project Manager</td>
</tr>
<tr>
<td>RCS</td>
<td>Region Contract Specialist</td>
</tr>
<tr>
<td>RE</td>
<td>Resident Engineer</td>
</tr>
</tbody>
</table>
## ACRONYMS AND ABBREVIATIONS - TERMS

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACA</td>
<td>Asphalt Cost Adjustment</td>
</tr>
<tr>
<td>ACA ID</td>
<td>The chronological order of the Asphalt Cost Adjustment forms created</td>
</tr>
<tr>
<td>AV</td>
<td>Adjustment Value</td>
</tr>
<tr>
<td>BPa</td>
<td>Base Price for Asphalt</td>
</tr>
<tr>
<td>BPf</td>
<td>Base Price for Fuel</td>
</tr>
<tr>
<td>CO</td>
<td>Change Order</td>
</tr>
<tr>
<td>COFN</td>
<td>Construction Overrun Funding Need</td>
</tr>
<tr>
<td>DPR</td>
<td>Daily Progress Report</td>
</tr>
<tr>
<td>EPA</td>
<td>Estimate Price for Asphalt</td>
</tr>
<tr>
<td>EPf</td>
<td>Estimate Price for Fuel</td>
</tr>
<tr>
<td>FA</td>
<td>Force Account</td>
</tr>
<tr>
<td>FCA</td>
<td>Fuel Cost Adjustment</td>
</tr>
<tr>
<td>FCA ID</td>
<td>The chronological order of the Fuel Cost Adjustment forms created</td>
</tr>
<tr>
<td>FF</td>
<td>Fuel Factor</td>
</tr>
<tr>
<td>NCR</td>
<td>Non-conformance Report</td>
</tr>
<tr>
<td>NDC</td>
<td>Notice of Design Change</td>
</tr>
<tr>
<td>P</td>
<td>Percent of Asphalt in Materials Used</td>
</tr>
<tr>
<td>PCO</td>
<td>Potential Change Order</td>
</tr>
<tr>
<td>Q (for calculation of ACA)</td>
<td>Quantity in Tons of Asphalt Used</td>
</tr>
<tr>
<td>Q (for calculation of FCA)</td>
<td>Quantity of Acceptable Work</td>
</tr>
<tr>
<td>RCO</td>
<td>Request for Change Order</td>
</tr>
<tr>
<td>RFI</td>
<td>Request for Information</td>
</tr>
<tr>
<td>RFI ID</td>
<td>Description</td>
</tr>
<tr>
<td>-------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>T</td>
<td>Quantity in Tons of Asphalt Based Materials Used</td>
</tr>
</tbody>
</table>
## TERM DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Container</td>
<td>A term used for a group of contract items such as Roadway, Structures, Signing, etc. to enable easy identification and sorting.</td>
</tr>
<tr>
<td>CPM Activity ID</td>
<td>A unique, alphanumeric identification code assigned to an activity in the Baseline Schedule.</td>
</tr>
<tr>
<td>Dashboard</td>
<td>A graphical representation of the status of various project activities. The project dashboard can be customized depending on the role of the user.</td>
</tr>
<tr>
<td>Design Change</td>
<td>A revision to the contract directing the Contractor to proceed with new or revised work including an intended payment methodology for the new or revised work.</td>
</tr>
<tr>
<td>Design Change Levels</td>
<td>Level 1 – RE can approve design change without concurrence such as a field change.</td>
</tr>
<tr>
<td></td>
<td>Level 2 – RE to obtain Project Design Engineer or Discipline Expert concurrence on proposed design change.</td>
</tr>
<tr>
<td></td>
<td>Level 3 – RE requests Project Design Engineer or Discipline Expert to perform design changes.</td>
</tr>
<tr>
<td>Enterprise Reports</td>
<td>First-hand information on the status and progress of various projects, contracts, resources and workflows.</td>
</tr>
<tr>
<td>Exception</td>
<td>A waiver of one or more contract requirements which may include instructions or interpretations; exceptions do not involve adjustment to the contract value or time duration.</td>
</tr>
<tr>
<td>Force Account</td>
<td>A method of compensating the Contractor for actual labor, materials and equipment costs and specified markups for changed or added work when a price cannot be negotiated.</td>
</tr>
<tr>
<td>Item Number</td>
<td>The number assigned to an item. The first five digits of a pay item number are the section number of the technical specification that defines the work for that pay item. The last character of a pay item signifies whether something is new or changed. A digit as the last character indicates a standard pay item.</td>
</tr>
</tbody>
</table>
An asterisk (*) in place of the last digit indicates that the pay item is supported by a contract specific Special Provision.

The letter “P” in place of the last digit indicates that a new pay item that does not require a Special Provision is used or that the name, unit of measure, or Measurement and Payment (M&P) description of a standard pay item has been modified.

The letter “D” in place of the last digit indicates a standard lump sum pay item with an estimated quantity in the item name.

<table>
<thead>
<tr>
<th>Item Posting</th>
<th>The posting of a contract item quantity for payment including pertinent information such as calculations, testing performed, location and payment details.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line number</td>
<td>The line number is the number an item shows up on the contract in order starting from 1.</td>
</tr>
<tr>
<td>Owner</td>
<td>UDOT or Consultant RE</td>
</tr>
<tr>
<td>PIN</td>
<td>Project Identification Number</td>
</tr>
<tr>
<td>Potential Change Order</td>
<td>A potential risk that may result in a request for equitable adjustment in cost or time if said risk is realized.</td>
</tr>
<tr>
<td>Project Name</td>
<td>The Project description</td>
</tr>
<tr>
<td>Project Code</td>
<td>A unique alphanumeric code to identify a project. This code can contain only alphanumeric characters, underscore (_) and apostrophe (‘)</td>
</tr>
<tr>
<td>Request for Change Order</td>
<td>A request by the Contractor to change the contract price, contract time, or both in response to unforeseeable conditions, design changes, and change directives.</td>
</tr>
<tr>
<td>Role</td>
<td>The definition of a user’s responsibilities and access to project information by position title.</td>
</tr>
<tr>
<td>SEV Code</td>
<td>Single event violation code used to identify SWPPP violation.</td>
</tr>
</tbody>
</table>
MASTERWORKS BASICS

For support contact: masterworkssupport@utah.gov

Menu Search Field

Type in any page title or portion of a page title in the Menu Search Field and the Project navigation tree will list matching page(s). Do not hit enter or the project page is displayed.

Viewing a Form

Any form can be viewed, but not edited, approved, or altered; by clicking View in the General pane or double clicking on the main page.
**Favorites**

The *Favorites* can be used to access different links and forms in a single click similar to the ‘Favorites’ option in a browser. Include the PIN or Project Number in the title of the *Favorites* folder to distinguish links in different projects. The link will access the saved item even if it is incorrectly identified.

To add a link or form to the *Favorites* tab:

1. Go to the page to be added
2. Click on the favorites star 🌟
3. Assign a title and *Favorites* folder
4. Click **Add**
**My Tasks**

Use *My Tasks* to quickly access recent items and view their status. *My Tasks* can be accessed from the *Home* page or the *Project* page.

From the Home navigation tree:

Click **My Tasks**

Select item and click **Edit** or **History** to view the [Workflow History](#) and any attachments and comments.

From the Project navigation tree:

Click **My Tasks**

Select item and click **Edit** or **History** to view the [Workflow History](#) and any attachments and comments.
Mobile Application (App)

The Mobile App can be downloaded from the ‘App Store’ and ‘Play Store,’ search Masterworks Mobile.

Use the camera app to take pictures and attach to reports. See Notes and Attachments Pane.

Use the Voice Recorder app to type notes.

The Masterworks Mobile app is available offline but must be online to ‘sync’ (upload reports files and information to the Masterworks program).

To sync the mobile app, verify tablet is online, click the sync icon.
Start sync.

Data can be lost if syncing is not done or if there is an error.

Make a practice to sync at least once daily.
Using Masterworks Online Help

Masterworks Online Help is accessed by using the dropdown list under the user’s name. Type any page title or portion of page title in the Menu Search Field and the navigation tree will list matching page(s).

Select an entry listed and the instructions and information are shown.
**Customize List**

The view of most lists can be customized by the user.

Click **Customize List**

Select columns to be shown

Click **Save**
### Filters

<table>
<thead>
<tr>
<th>Name</th>
<th>Caption</th>
</tr>
</thead>
<tbody>
<tr>
<td>ApprovedOn</td>
<td>Approved On</td>
</tr>
<tr>
<td>img_DataHasAttachments</td>
<td>img_DataHasAttachments</td>
</tr>
<tr>
<td>DPRNumber</td>
<td>DPR Number</td>
</tr>
<tr>
<td>WorkDate</td>
<td>Report Date</td>
</tr>
<tr>
<td>CreatedDate</td>
<td>Date Created</td>
</tr>
<tr>
<td>Created by</td>
<td>Created By</td>
</tr>
<tr>
<td>Approved by</td>
<td>Approved By</td>
</tr>
<tr>
<td>WorkflowInstanceGuid</td>
<td>WorkflowInstanceGuid</td>
</tr>
<tr>
<td>WF_Status</td>
<td>WF_Status</td>
</tr>
<tr>
<td>WF_FStatus</td>
<td>WF_FStatus</td>
</tr>
<tr>
<td>WF_PendingOnRole</td>
<td>WF_PendingOnRole</td>
</tr>
<tr>
<td>WF_FileID</td>
<td>WF_FileID</td>
</tr>
<tr>
<td>Buttons</td>
<td>Buttons</td>
</tr>
<tr>
<td>WF_PendingOnUser</td>
<td>WF_PendingOnUser</td>
</tr>
</tbody>
</table>

Page Size: 20
Use the Filters to more easily find a record in a list of entries. Enter a value and select the Filter option from the dropdown.

You can also create, and manage, custom filters.

First filter on a column. On the top Ribbon click on Add.
Name your filter and click Add.
You can also manage your filters by clicking on the Manage button in the ribbon. This allows you to Delete or Edit filters you have previously created.
Sort Lists

A long list of entries can be sorted to more easily find a record. Click on the column heading and the entries will be sorted, lowest to highest value, click again and the entries are sorted highest to lowest values.
Group By

Items can be Grouped together by any of the column headings or Ungrouped. Right click on the column heading and select Group By or Ungroup.

The example is grouped by Line No.
**Workflow Status**

After a report, posting, checklist, or other form is submitted, the stage in its Workflow and who the next action is *Pending On*, by *Role* and *User*, from the list page.

A [Work Flow Summary](#) identifying the Workflow User and their responsibility in the Workflow by task is included at the end of this document.

For example, to determine the status of a Daily Progress Report:

From the Project navigation tree:

Expand **Construction Contract**

Expand **Progress Tracking**

Select **Daily Progress Reports**

The list will show the Pending On Role(s) alphabetically, use [Group By](#) or [Sort Lists](#) by any column heading to find specific entries.
• Please note that in most forms Admin will show up as a Pending On Role, but the Admin is not the correct one to take the action. This list is alphabetical and Admin will always show up first.

**Workflow History**

After a report, posting, checklist, or other form is submitted, its **History**, including all entries and action notes made in the Notes and Attachments Pane, can be viewed and a PDF created by selecting the form and clicking on **History** in the Workflow or My Tasks pane.

A **Work Flow Summary** identifying the Workflow User (Role) and their responsibility in the Workflow by task is included at the end of this document.
Notes and Attachments Pane

Upon clicking Submit, Approve, Final Approve, or Redraft, a ‘Notes and Attachments’ pane will pop up. You will generally see that this is left blank and you will just click okay.

Notes entered in this pane become part of the item’s History and can be accessed in the Workflow History.
FormReview

Masterworks provides for Timely Reviews and Approvals. The list page for each form shows the Workflow Status of the form and next step (Pending on). Remember there may be more than one page of records.

Entries can be searched using the Filters under each heading or Sort Lists by clicking on the column header.

A form and associated attachments that have been submitted moves to the next stage of the workflow, often review and approval by the Resident Engineer or assigned representative. Some of these forms require a collaborative review or acknowledgement (Approve) by another user, Field Inspector 4 for example, before Final Approval. The Resident Engineer or assigned representative can skip Approve and select Final Approval if it is more appropriate.

The reviewer selects the form and clicks Edit in the Workflow pane.

In the edit mode the reviewer can select Approve, Final Approval, or Redraft. Redrafted items will show up highlighted in red on the list page.

Upon selection of any of the options, the Notes and Attachments Pane will pop up.
**Send for Review**

Use *Send for Review* to allow someone who isn’t in the Workflow an opportunity to review and comment. These individuals must be added to the project in order to access the Send for Review function.
Excel Export

Masterworks can export information to an Excel workbook with form details, item information, and much more.

For example, to export a Force Account Record to an Excel workbook to perform math functions:

From the Project navigation tree:

Expand **Construction Contract**

Expand **Change Management**

Click **Force Account**

Or use the **Menu Search Field**.

Click **Excel Export**.

![Excel Export screenshot](image)

An Excel Workbook with all records on the page will be downloaded.
Project Dashboard

A Dashboard is a graphical representation of the status of various project activities. The project dashboard can be customized depending on the role of the user.

In the module menu:

Click Home

Three graphic illustrations (pie charts) are shown:

Construction Contract Summary by Status

Construction Contract Summary by % Cost Completion

Construction Contract Summary by % Time Completion

To see other dashboards click the dropdown arrow at the top of the screen and select the report you want.
Enterprise Reports

Enterprise Reports provide substantial information on the status and progress of various projects, contracts, resources and workflows. Enterprise reports can be generated for specific content like Region, Resident Engineer, and date range as well as many other options depending on the selected report.

In the module menu:

Click **Home**

Click **Enterprise Reports**

Double click selected report from the Report Gallery.
Select desired report contents from the dropdowns, selections are based on the report selected. Select a date range or Null for all the available information.

Use the banner icons to navigate the report.
**Project Level Reports**

A unique set of reports are available for each form. For example: for *Daily Progress Reports*, a *Details Report* provides detailed information on an individual daily report, a *List Page Report* provides a list of all reports on the page.

Generate a *Details Report* by checking the box next to the report number; click the *Reports* dropdown menu, select *Details Report*.
# Daily Progress Report - Details Report

## Project Information
- **Project Number**: F-Train/Desna2
- **PIN Number**: 11411b
- **Inspector**: Patty Jones
- **Date Created**: 12/12/2016
- **Notes**: Began placing granular borrow

## Weather
- **Temperature Low**: 50°F
- **Skiess**: Clear
- **Precipitation Type**: None
- **Temperature High**: 55°F
- **Wind**: Calm
- **Precipitation Amount (in)**: 0.00

### Did weather impact the work or schedule today?
- **If Yes, Comment/Other Notes**:

## Contractor Equipment

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Type</th>
<th>If Other, provide comments</th>
<th>Make</th>
<th>Model</th>
<th>Duration (Hours)</th>
<th>Number of units</th>
<th>Year</th>
<th>Operating (Qty)</th>
<th>Standby (Qty)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOM PARKER</td>
<td>END DUMP</td>
<td></td>
<td>Mack</td>
<td></td>
<td>8</td>
<td>2</td>
<td>2000</td>
<td>16</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
Report Subscriptions

To subscribe to have specific types of Reports delivered to a specified e-mail address or File Share location on a defined interval, click Subscribe and complete the pop-up box and tabs.
LOGGING ON TO MASTERWORKS

For training, copy and paste, or type the training URL, https://udottraining.aurigo.net, into browser address bar and enter your UDOT ID and password (case sensitive); for contract management use the UDOT Masterworks Live URL: https://udot.masterworkslive.com.

Browsers: Internet Explorer, Chrome, or Firefox can be used. Things may look or work slightly different in different browsers.

‘Timed out’

The website may ‘Time out’ after a period of inactivity but still appear to be open and active. Refresh the site if it has been open and unused for an extended period.
CONTRACT SETUP

In the module menu:

Click **Projects**

Select a project from the Project List select **View** or double click, or use the **Recent Projects** dropdown in the module menu and select project (single click). **Recent Projects** lists the last 5 projects accessed.

Entries can be searched using the **Filters** under each heading or **Sort** Lists by clicking on the column header.
Adding Users to a Project

The Resident Engineer is responsible to assign staff to the project as users with specific project roles. The user’s project role dictates what information and forms the user can access and view and the user’s responsibilities on the project.

Roles that **Add Users:**

- Resident Engineer
- Field Engineer
- Office Manager

Click **Projects**

Select project from the Project List or Recent Projects.

The Project Dashboard appears.

Click the **Project Details** tab.

Click **Manage Users**.

‘View’ by Role

The set up or view of the program pages is different depending on the role assigned to the user.

For example, only the Admin role displays Library and Administration options under the Main Menu.
Click **Add User**.

The **All Users** page is displayed.

Select the users to be added to the project. Entries can be searched using the **Filters** under each heading or **Sort** Lists by clicking on the column header.

Verify the user’s appropriate role is displayed. To add appropriate role or if ‘User’ or ‘No Role’ is displayed, contact **Admin Construction** at masterworkssupport@utah.gov to update the User’s profile. If the correct role for the selected user is displayed, click **Add Users**.

Click **Save**.
Contract Setup Page

From the Project navigation tree:

Expand **Project** (Each of the [+] expands the folder.)

Expand **Construction Contract**

Click **Contract Setup**

Or, type **Contract Setup** (or any page title or portion of page title) in the Menu Search Field and the Project navigation tree will list matching page(s).

Note: The project details on the Contract Setup Main page are entered by Central Administration (Central Admin) before the RE’s Contract Management phase.

Verify the information displayed under the **Main** tab is correct.
Suspended Days

The Resident Engineer (RE) has authority to suspend work and time charges on working day or calendar day contracts when it is in the interest of the Department. Refer to the Construction Manual of Instruction for more information.

Roles that Add, Edit, or Delete Suspended Days:

- Resident Engineer
- Field Engineer
- Office Manager

Click Add to add Suspended Day(s)
To edit or delete days already Suspended, select day(s) and click Edit or Delete.
**Add**

To add *Suspended Day(s)*: Click **Add** and complete the pop-up window. Click **Save**.

![New Suspended Days](image)

**Edit**

To edit existing *Suspended Day(s)*: Select entry, click **Edit** and complete the pop-up window. Click **Save**.

![Edit Suspended Days](image)
Delete

To delete existing Suspended Day(s); select entry, click Delete and confirm deletion.

Key Dates and Milestone Dates

Key Dates - Significant contractual events

Milestone - An activity, with no duration, that is typically used to represent the beginning or end of the project or its interim stages. Refer to UDOT 2017 Standard Specification Section 00700, Schedule and Narrative. For example, Milestone dates could be the start and end of lane rental periods or contractually required phase shifts. In general, they are dates required to be met by contract

Roles that Add, Edit, or Delete Key Dates and Milestone Dates:

- Resident Engineer
- Field Engineer
- Office Manager

To add or edit Key Dates and Milestone Dates scroll down on the Contract Setup Page.

Enter or select the appropriate Key Dates for the activities. A Time Charges Begin date must be entered before a Monthly Status of Time can be started.

In order to do a non time impacting Change Order (spec or Item changes only) Change Order, you must enter a Contract Start Date and the number of calendar days. A Change Order that changes time can only be done after Time Charges have begun.

The number of days must be entered before saving either the Time Charges or the Contract Start date.
Milestone Dates

To add a Milestone Date: click Add and complete the pop-up window. Click Save.

To edit an existing Milestone Date: select entry, click Edit and complete the pop-up window. Click Save.
To delete an existing *Milestone Date*; select entry, click **Delete** and confirm deletion.

Click **Save** at the top of the screen when done. (If revisions or changes are not saved, they will be lost when navigating away from the current page.)

**Contract Items**

After a project gets the NTP (Notice to Proceed) with the Prime Contractor, each project’s *Contract Items* are loaded into Masterworks by Central Admin before the RE’s contract management begins. Adding or deleting *Contract Items* by *Change Order* will be addressed later in the *Change Management* section of this training manual.

Identifying *Contract Items* that are eligible for *Fuel Cost Adjustments (FCA)* or *Asphalt Cost Adjustment (ACA)* must be done before the *Contract Items* are ‘locked, refer to ‘.

**Items and Containers**

A *Contract Pay* item is a specific unit of work for which a price is provided in the contract and payment, subject to the contract provisions, is made to the contractor for the accepted quantities.

*Containers* is the term used for grouping items. Containers such as *Roadway, Structures, Landscaping, Signing, etc.* enable easy identification and sorting.
Locking Contract Item: Items can be ‘Unlocked’ to revise eligibility but only before any documentation is done on the project, such as Daily Progress Reports, Item Posting, or any other reports on any item. Once the Contract Items are locked and work is documented they cannot be unlocked.

Roles that Edit and Lock Contract Items:

- Resident Engineer
- Field Engineer
- Office Manager

**Contract Item Page**

From the Project navigation tree:

Expand **Construction Contract**

Click **Contract Items**

Or use the **Menu Search Field**.

Expand the **Container** folder. Entries can be **Sort** Lists by clicking on the column header.
**Fuel Cost Adjustment /Asphalt Cost Adjustment Eligible Items**

The Office Manager (OM), or other user identified by the RE, should review the Contract Items and identify which items are eligible for FCA or ACA (adjustments). Refer to UDOT 2017 Standard Specification Section 01282, Payment.

From the Contract Items page, select the checkbox next to the item and click **Edit** in the General heading.

Scroll down the item page, select the box for the eligible adjustment. Supporting documents may be uploaded at the bottom of the page.

Click **Save** when done. (If revisions or changes are not saved, they will be lost when navigating away from the page.)
Locking Contract Item

After all items have been reviewed and those eligible for adjustment are identified, **Lock** the Contract Items by clicking on the Lock on the Items Details page. The message ‘Are You Sure You Want To Lock?’ appears. Click OK. The Contract Items must be locked before any work can happen on the project. This includes: Request to , Daily Progress Reports, etc.

### PROGRESS TRACKING

Reports under the *Progress Tracking* heading are:

- *Daily Progress Reports*
- *Visual Inspections*
- *Item Postings*
- *Resident’s Engineer Diary*

### Daily Progress Report

Workmanship and materials are inspected to assess compliance with the contract requirements. It is the responsibility of the inspector to verify that the work is performed in accordance with specified requirements. Inspector’s duties include inspection and observation, sampling and testing of materials, documentation and keeping of necessary records or reports of operations, and other duties as directed by the RE. The importance of the inspector keeping a neat, complete, up-to-date and accurate diary and submitting reports in a timely manner cannot be over-emphasized. If there are disputes, the inspector’s daily records (Daily Progress Reports) are the legal documents with which the matter may be resolved. Refer to the *Construction Manual of Instruction* for more information.
Creating a Daily Progress Report

Roles that create a Daily Progress Report:

- Resident Engineer
- Field Engineer
- Field Inspector 4
- Field Inspector 1-3
- Office Manager

From the Project navigation tree:

Expand **Construction Contract** (Each of the [+ ] expands the folder.)

Expand **Progress Tracking**

Select **Daily Progress Reports**

Or use the **Menu Search Field**.

Select **New** in **General** heading.

Mobile Apps

*Daily Progress Reports are available on the Mobile Application (App).*

Remember: **Sync** the mobile device daily.

Complete applicable sections. Required field are marked with *.

Each [+ ] expands for further input. Save often. Click Submit when form is completed.
Save often; click Submit when form is complete
Contractor Equipment

To add new Contractor Equipment: Click Add and complete the pop-up window. Click Save.

To edit existing Contractor Equipment; select entry, click Edit and complete the pop-up window. Click Save.

To delete existing Contractor Equipment select entry, click Delete and confirm deletion.
Contractor Onsite Time

To add Contractor Onsite Time: click Add and complete the pop-up window. Enter Start Time and End Time in 24 hr. format (Military). Click Save.

To edit existing Contractor Onsite Time; select entry, click Edit and complete the pop-up window. Click Save.

To delete existing Contractor Onsite Time select entry, click Delete and confirm deletion.

Personnel

Personnel can only be added after contractor on site time has been entered for the day.
To add Personnel: Click **Add** and complete the pop-up window. Entries can be by name or by number and position, for example, ‘3 Laborers.’

Click **Save**.

![New Personnel window](image)

To edit existing Contractor Personnel; select entry, click **Edit** and complete the pop-up window. Click **Save**.

To delete existing Contractor Personnel select entry, click **Delete** and confirm deletion.

**Attachments**

Supporting documents, such as weather reports and pictures, may be linked or attached.

Enter Document title (the name to be applied to a selected file)

Click **Choose File** to attach a saved file.

Select file and **Open**

---

**Copying a Daily Progress Report**

Daily Progress Reports for ongoing work can be copied, with equipment, contractor onsite, and personnel completed, and edited for subsequent days.
Select the report to be copied; check the box and click **Copy**. Edit the copy for the current work day. Entries can be searched using the **Filters** under each heading or **Sort** Lists by clicking on the column header.

Click **Save** when done. (If revisions or changes are not saved, they will be lost when navigating away from the page.)

Click **Submit** when a *Daily Progress Report* is complete. Click **OK** on the **Notes page that comes up**. The report is submitted to the Resident Engineer, Field Engineer, or Level 4 Inspector(RE/FE/FI4) for review and approval.

**Daily Progress Report Workflow Status**

A *Daily Progress Report* is submitted to the Resident Engineer, Field Engineer, or FI4 for review. After submittal, it may be approved or sent back to the Draft for revisions and resubmittal.

After a report is submitted, you can see the **Workflow Status** and who the next action is **Pending On**, by **Role** and **User**, from the list page.

*Daily Progress Reports* that have been returned for **Redraft** are shown in red.

Select **History** to view the **Workflow History** and any attachments and comments.
DAILY PROGRESS REPORT WORKFLOW

Daily Progress Report

Draft
(Admin/FI1-3/FI4/FE/RE/OM)

Submit

Submitted for Review
(Admin/FI4/FE/RE)

Redraft

Redraft

Approve

Pending Approval
(Admin/FE/RE)

Approve

Final Approve

Approved
Visual Inspection Reports

*Visual Inspection Reports* (VIRs) are used to document visual observations of material and placement. The Minimum Sampling and Testing Requirements (MS&TR) requires VIRs for acceptance of very small quantities of material that are not sampled and tested in accordance with the general sampling frequencies cited in the MS&TR. The Acceptance and Documentation Guide indicates that VIRs or other inspector’s notes or diaries are required supporting documentation for work and materials acceptance.

Creating a Visual Inspection Report

Roles that create a *Visual Inspection Report*:

- Resident Engineer
- Field Engineer
- Field Inspector 4
- Field Inspector 1-3

From the Project navigation tree:

Expand **Construction Contract**

Expand **Progress Tracking**

Select **Visual Inspection**

Or use the **Menu Search Field**.

Select **New** in **General** heading.

Complete the entry fields.

---

**Mobile Apps**

*Visual Inspection Reports* are available on the [Mobile Application (App)](https://example.com). Remember: **Sync** the mobile device daily.
Attachments

Supporting documents, such as weather reports and pictures, may be linked or attached.

Enter Document title (the name to be applied to a selected file)

Click Choose File to attach a saved file.

Select file and Open

Click Submit when the Visual Inspection Report is complete. Click OK when the Notes and Attachments pane comes up. The report is submitted to the Resident Engineer(RE) for review.

Visual Inspection Reports Workflow Status

A Visual Inspection Report is submitted to the Resident for review. After submittal, it may be approved or sent back to the Draft for revisions and resubmittal.

After a report is submitted, determine the Workflow Status and who the next action is Pending On, by Role and User, from the list page.

Visual Inspection Reports that have been returned for Redraft are shown in red.

Select History to view the Workflow History and any attachments and comments.
VISUAL INSPECTION REPORT WORKFLOW

Draft
(F1, F1-3, F14, FE, RE)

Submit

Recraft

Submitted (RE)

Approve

Approved
**Item Postings**

The *Line No* for the pay item is unique to the project and is listed in order in the contract documents.

The *Item No* is the number assigned to the pay item. This number is the same throughout all contracts for the same for the work. The first five digits of an item number are the section number of the technical specification that defines the work for that pay item. The last character of a pay item signifies whether something is new or changed. A digit as the last character indicates a standard pay item. An asterisk (*) in place of the last digit indicates that the pay item is supported by a contract specific Special Provision. The letter “P” in place of the last digit indicates that a new pay item that does not require a Special Provision is used or that the name, unit of measure, or Measurement & Payment (M&P) description of a standard pay item has been modified. The letter “D” in place of the last digit indicates a standard lump sum pay item with an estimated quantity in the item name.

From the Project navigation tree:

- Expand **Construction Contract**
- Expand **Progress Tracking**
- Select **Item Postings**
- Or use the **Menu Search Field**.

Item postings which have overrun plan quantities are shown in orange (orange = over).

Items postings that have been returned for **Redraft** are shown in red (red = redraft).

Entries can be searched using the **Filters** under each heading or **Sort** Lists or **Group** By by right clicking on the column header.
Creating Item Postings

Roles that create Item Postings:

- Resident Engineer
- Field Engineer
- Office Manager
- Field Inspector 4
- Field Inspector 1-3

Select New in General heading.

Mobile Apps

Item Postings are available on the Mobile Application (App).

Remember: Sync the mobile device daily.

Select the Contract Item
Entries can be searched using the Filters in each heading or Sort Lists by clicking on the column header.

![Contract Item Table](image-url)
Contract Item information is automatically populated.

Select **Posting Date** from dropdown. Select the Posting Type radio button, either By Quantity or By Amount and then enter the **Posting Quantity** or **Posting Amount($)**. Complete the rest of the entries.
Select **Contractor permitted to work**. Only the prime contractor and approved subcontractors are listed.

Do not select **Is Complete** until the item is complete. This cannot be undone. A Change Order will need to be processed if the item is not complete.

**Attachments**

Supporting documents, such as weather reports and pictures, may be linked or attached.

**Enter Document title** (the name to be applied to a selected file)

Click **Choose File** to attach a saved file.

Select file and **Open**

Click **Submit** when the **Item Posting** is complete. Click **OK** on the Notes and Attachments pane. The report is submitted to the Resident Engineer or Field Engineer (RE/FE) for review.
**Item Posting Workflow**

After the *Item Posting* is submitted, determine the [Workflow Status](#) and who the next action is *Pending On*, by *Role* and *User*, from the list page.

Select [History](#) to view the [Workflow History](#) and any attachments and comments.

After submittal, the RE can select [Redraft, Approve,](#) and [Final Approval](#).

After [Approve](#) or [Final Approval](#), the item posting can be [Rejected](#) or [Closed](#). Do not [Close](#) an item until it is completed. This action cannot be undone.
ITEM POSTING WORKFLOW

Draft (FI 1-4, FE, RE, OM)

- Submit
  - Submitted for Review (OM, FE, RE)
    - Approve
      - Submitted for Final Approval (FE, RE)
        - Approve
          - Final Approve
  - Reject
    - Draft

Has Overrunning item?
- Yes
  - Approved (OM, FE, RE) Pay estimates will pick approved items
    - Close
  - Approved & Overrunning (OM, FE, RE, Program Manager)
    - Close
- No
  - Reject
    - Draft

Is Associated with a Pay Estimate?
- Yes
  - Alert
    - Request Denied. This item posting is already associated with a Pay Estimate.
    - Close
  - Reject
    - Draft
- No
  - Reject
    - Draft

Redraft
Resident Engineer’s Diary

The Resident Engineer’s Diary provides management level documentation of activities and events that impact the project work or schedule including verbal instructions or directions given to the contractor and other pertinent notes and comments.

Creating a Resident Engineer’s Diary Entry

From the Project navigation tree:

Expand **Construction Contract**

Expand **Progress Tracking**

Select **Resident Engineer’s Diary**

Or use the **Menu Search Field**.

Select **New** in **General** heading.

Complete all of the entry fields.
Attachments

Supporting documents, such as weather reports and pictures, may be linked or attached.

Enter Document title (the name to be applied to a selected file)

Click Choose File to attach a saved file.

Select file and Open
From the Project navigation tree:

Expand **Construction Contract** (Each of the [+] expands the folder.)

Expand **Checklists**

Click desired **Checklist**

Or use the **Menu Search Field**.

Select **New** in **General** heading. Complete all of the entry fields.

**Attachments**

Supporting documents, such as weather reports and pictures, may be linked or attached.

**Enter Document title** (the name to be applied to a selected file)

Click **Choose File** to attach a saved file.

Select file and **Open**

Click **Submit** when the **Inspection Checklist** is complete. Click **OK** on the Notes and Attachments pane. There is no approval workflow with RE Diary.
Checklists

There are several checklists in Masterworks. Depending on the checklist they may have a different workflow. You can locate the checklist listed out in the left pane tree or by searching in the search box at the top of the left pane. Click New, fill out appropriate fields. Click submit to push through workflow if applicable. After the Checklist is submitted, determine the Workflow Status and who the next action is Pending On, by Role and User, from the list page.

Select History to view the Workflow History.
Monthly Status of Time

The RE is to keep time charges current and send a completed monthly status of time report, generated from Masterworks, to the Contractor for review and approval or disapproval. In addition to tracking days, you also track Lane Closure Days.

Monthly Status of Time reports must be started when Time Charges Begin. Once a monthly status is done, one must be done every month, in order. Reports need to be fully approved before the next month’s report can be started.

Roles that create Monthly Status of Contract Time:

- Resident Engineer
- Field Engineer
- Office Manager
- Level 4

Expand Construction Contract (Each of the [+] expands the folder.)

Click Monthly Status of Time

Or use the Menu Search Field.

Select New in General heading.

Enter Month and Year and click Generate

The Monthly Time Charges will list the calendar days. Select which days to charge time under the Time Charged column. Or, you can click on the box above all of the calendar days to select all.
Enter the weather by clicking in the cell in the *Weather* column and selecting from the dropdown list.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time Charged</th>
<th>Weather</th>
<th>Low</th>
<th>High</th>
<th>Daily Event</th>
<th>Lane Closure Day?</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-01-2018</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12-02-2018</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>12-03-2018</td>
<td></td>
<td></td>
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<tr>
<td>12-04-2018</td>
<td></td>
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</tr>
<tr>
<td>12-06-2018</td>
<td></td>
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<tr>
<td>12-08-2018</td>
<td></td>
<td></td>
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<tr>
<td>12-09-2018</td>
<td></td>
<td></td>
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<tr>
<td>12-10-2018</td>
<td></td>
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<tr>
<td>12-11-2018</td>
<td></td>
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</tbody>
</table>

Enter daily low and high temperatures in the cells in the *Low* and *High* columns.

Enter the day’s events by clicking in the cell in the *Daily Event* column and selecting from the dropdown list.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time Charged</th>
<th>Weather</th>
<th>Low</th>
<th>High</th>
<th>Daily Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>09-01-2016</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09-02-2016</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>09-03-2016</td>
<td>✔</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>09-04-2016</td>
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<td></td>
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<td>09-05-2016</td>
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<tr>
<td>09-06-2016</td>
<td></td>
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<td>09-07-2016</td>
<td></td>
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<td>09-08-2016</td>
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<td>09-09-2016</td>
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<tr>
<td>09-10-2016</td>
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</tr>
</tbody>
</table>

First Day Work
Time Charges Began
Suspend
Resume
Holiday
Holiday/No Work
No Work
Substantial Complete
Physical Complete
Contract Completion
Establishment/Warranty Period
The **Percent of Project Complete by Category** and the **Project Status** are shown.

### Percent of Project Complete by Category

<table>
<thead>
<tr>
<th>Category</th>
<th>% of total Contract Amount</th>
<th>% completed this month</th>
<th>% complete to date</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 - ROADWAY</td>
<td>93.62</td>
<td>405.05</td>
<td>405.05</td>
</tr>
<tr>
<td>40 - SIGNING</td>
<td>6.38</td>
<td>3.49</td>
<td>3.49</td>
</tr>
</tbody>
</table>

### Project Status

- **Contract Date (NTP)**: 04/28/2016
- **Time Charged Began**: 05/02/2016
- **Days Charged this Month**: 366
- **Original Days in Contract**: 366
- **Total Days in Contract**: 366
- **Percent Complete this Month (in $)**: 375.43
- **Days Charged Previous Months**: 13
- **Total Days Charged**: 418
- **Time Extensions**: 0
- **Percent of Time Elapsed**: 0.00
- **Percent Complete to Date (in $)**: 375.43

### Attachments

Supporting documents, such as weather reports and pictures, may be linked or attached.

**Enter Document title** (the name to be applied to a selected file)

Click [Choose File](#) to attach a saved file.

Select file and [Open](#)

Click [Save](#) when done. (If revisions or changes are not saved, they will be lost when navigating away from the page.)
**Monthly Status of Time Workflow Status**

A *Monthly Status of Time* is submitted to the Contractor’s Representative. After submittal it may be approved or sent back to the RE’s representative for revisions and resubmittal.

After submittal, determine the [Workflow Status](#) and who the next action is *Pending On*, by *Role* and *User*, from the list page.

Select **History** to view the [Workflow History](#).
MONTHLY STATUS OF TIME WORKFLOW

Draft (OM, FE, RE)

Submitted (CR) → Dispute Resolution (RE)

Dispute → Acknowledge

Acknowledged (RE)

Finalize → Finalized
COMPLIANCE

Reports under the Compliance heading are:

Non-conformance Reports (NCR)

Storm Water Pollution Protection Plan (SWPPP) Compliance Inspection

Non-conformance Report Page

Materials or workmanship not in conformance with the contract plans and specifications are documented in the Non-conformance Report. The report is also used to document the action taken and the resolution of the non-conforming materials and workmanship including pay adjustment factors if applicable. See UDOT 2017 Standard Specification, Section 00727, Control of Work.

Creating a Non-Conformance Report

Roles that create a Non-Conformance Report:

Resident Engineer
Field Engineer

From the Project navigation tree:

Expand Construction Contract (Each of the [+] expands the folder.)

Expand Compliance

Click Non-Conformance Report

Or use the Menu Search Field.

Select New in General heading.

Complete all of the entry fields.
**Attachments**

Supporting documents, such as weather reports and pictures, may be linked or attached.

Enter Document title (the name to be applied to a selected file)

Click Choose File to attach a saved file.

Select file and Open

Click Save when done. (If revisions or changes are not saved, they will be lost when navigating away from the page.)

---

Click Submit when the Non-conformance Report is complete. Complete the Notes and Attachments Pane, click OK. The report is submitted to the Resident Engineer or Field Engineer (RE/FE) for
FormReview.

**Non-conformance Report Workflow Status**

After the NCR is submitted, determine the Workflow Status and who the next action is Pending On, by Role and User, from the list page.

Select History to view the Workflow History and any attachments and comments.
NON-CONFORMANCE REPORT WORKFLOW

Draft (RE, FE)

Reject
Submit

Submitted for Review (CR)

Approve

Do Correction actions exist?

Yes

Verifying Corrective Action (RE)

Acknowledge

No

Acknowledged
SWPPP Compliance Inspection Page

A storm water pollution prevention plan (SWPPP) must be prepared and on file. The SWPPP is prepared by design staff and is supplied to the contractor and construction staff by inclusion in the project plans or at the preconstruction conference.

As the permit holder, the contractor is responsible for meeting the requirements and documenting compliance with the permit, including updating the SWPPP. A complete and updated SWPPP should be provided to the RE as part of the final project documentation.

The UDOT Environmental Control Supervisor (ECS) is responsible to attend inspections and ensure compliance with the SWPPP as provided in UDOT 2017 Standard Specification, Section 01571, Temporary Environmental Controls.

Creating a SWPPP Compliance Inspection Report

Roles that create a SWPPP Compliance Inspection report:

- Resident Engineer
- Field Engineer
- Office Manager
- Field Inspector 4
- Field Inspector 1-3

From the Project navigation tree:

Expand **Construction Contract**

Expand **Compliance**

Click **SWPPP Compliance Inspection**

Or use the **Menu Search Field**.

Select **New** in **General** heading.

Complete all of the entry fields and questionnaire.
## SWPPP Compliance Inspection

### Project Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name</td>
<td>Desna Training 2</td>
</tr>
<tr>
<td>PIN Number</td>
<td>11411b</td>
</tr>
<tr>
<td>Date</td>
<td>12/19/2016</td>
</tr>
<tr>
<td>Contractor (General)</td>
<td>TOM PARKER CONSTRUCTION CO</td>
</tr>
<tr>
<td>Contractor ECS</td>
<td></td>
</tr>
<tr>
<td>Location on Project</td>
<td>RCL</td>
</tr>
<tr>
<td>UDOT ECS</td>
<td>Desna Bergold</td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
</tbody>
</table>

### Permit Information

<table>
<thead>
<tr>
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<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPDES Permit #</td>
<td>1</td>
</tr>
<tr>
<td>Expiration</td>
<td>12/10/2016</td>
</tr>
</tbody>
</table>

### Inspection Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspection Start Time</td>
<td>08:00</td>
</tr>
<tr>
<td>Inspection End Time</td>
<td>09:00</td>
</tr>
<tr>
<td>Reason for Inspection</td>
<td>Scheduled</td>
</tr>
<tr>
<td>Weather</td>
<td>Rainy</td>
</tr>
<tr>
<td>Date of last rain event</td>
<td>12/19/2016</td>
</tr>
<tr>
<td>Duration (in Hours)</td>
<td>2.00</td>
</tr>
<tr>
<td>Approx Rainfall (in)</td>
<td>2</td>
</tr>
<tr>
<td>Receiving Waters</td>
<td>0</td>
</tr>
</tbody>
</table>
### SWPPP, EROSION, SEDIMENT AND HOUSEKEEPING BMPs INFORMATION

<table>
<thead>
<tr>
<th>S.No</th>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Is the SWPPP or site and accessible, or is the SWPPP location posted in an obvious place and reasonably accessible (in a short time)?</td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>Are erosion control, sediment control, and good housekeeping BMPs installed on the site as shown in the SWPPP?</td>
<td>Yes</td>
</tr>
<tr>
<td>3</td>
<td>Has the SWPPP been updated to reflect the current site conditions (installations dated &amp; initiated on site map, new BMPs on site map, discontinued BMPs crossed off site map, new BMPs date)?</td>
<td>Yes</td>
</tr>
<tr>
<td>4</td>
<td>Are on-site inspections being performed and recorded by a qualified person on a weekly or bi-weekly basis, reporting items required by permit? (Inspector name, qualifications, weather, problem?)</td>
<td>Yes</td>
</tr>
<tr>
<td>5</td>
<td>Have all corrective action items from previous inspections been addressed and documented within the time frame allotted by the inspector?</td>
<td>Yes</td>
</tr>
<tr>
<td>6</td>
<td>Are SWP flows entering and leaving the construction site controlled, managed, or diverted around the site? (e.g. perimeter controls, Berm, silt fence, upgradient boundary diversion, down gradient erosion control)?</td>
<td>Yes</td>
</tr>
<tr>
<td>7</td>
<td>Is there evidence of sediment discharge such as mud flows or soil deposits from the construction site in downstream locations?</td>
<td>No</td>
</tr>
<tr>
<td>8</td>
<td>Is there evidence of vehicle tracking soil off the construction site?</td>
<td>No</td>
</tr>
<tr>
<td>9</td>
<td>Is there soil, construction material, landscaping items, or other debris piled on impervious surfaces (roofs, driveways) that could be washed with SW to a storm drain or water body?</td>
<td>No</td>
</tr>
<tr>
<td>10</td>
<td>Is there a need to repair, maintain, or improve erosion control BMPs (temporary stabilization, erosion blanket, catch, vegetated strips, rip rap, surface roughening, pipe slope drain, dust control, etc.)</td>
<td>No</td>
</tr>
<tr>
<td>11</td>
<td>Is there a need to repair, maintain, or improve sediment control BMPs (silt fences, check dams, flood relief basins, sediment protection, silt fences, straw bales, curbs cut-back, etc.)</td>
<td>No</td>
</tr>
</tbody>
</table>

### Comments

<table>
<thead>
<tr>
<th>Comment</th>
<th>Log Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>No records to display.</td>
<td></td>
</tr>
</tbody>
</table>

### Corrective Actions

<table>
<thead>
<tr>
<th>Seq Code</th>
<th>Location and Description of Control Measure Deficiency, Spill, or Permit Violation</th>
<th>Corrective Action Needed (including planned date/responsible person)</th>
<th>Implement By (Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No records to display.

### Attachments

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Title</th>
<th>Uploaded By</th>
<th>Uploaded Date</th>
<th>Delete</th>
<th>Attributes</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter document Title:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Link a Document:</td>
<td>...</td>
<td>New Document</td>
<td>Choose File</td>
<td>No file chosen</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Attachments**

Supporting documents, such as weather reports and pictures, may be linked or attached.

Enter **Document title** (the name to be applied to a selected file)

Click **Choose File** to attach a saved file.

Select file and **Open**

Click **Save** when done. (If revisions or changes are not saved, they will be lost when navigating away from the page.)

Click **Submit** when the SWPPP Compliance Inspection is complete. Complete the **Notes and Attachments Pane**, click **OK**. The report is submitted to the RE/FE for
FormReview.

**SWPPP Compliance Inspection Report Workflow Status**

After the SWPPP is submitted, determine the Workflow Status and who the next action is Pending On, by Role and User, from the list page.

Select History to view the Workflow History and any attachments and comments.
SWPPP COMPLIANCE WORKFLOW
BILLINGS AND PAYMENTS

Reports and forms under the Billings and Payments heading are:

Materials on Hand
Pay Estimates
Asphalt Cost Adjustment
Fuel Cost Adjustment

Materials on Hand

Payment may be made for material on hand that is not yet incorporated into the project. UDOT 2017 Standard Specification, Section 01282 Payment, specifies criteria that must be met for payment for material on hand.

The Materials on Hand payment cannot exceed the contractor provided invoice amount or 75 percent of the in-place price, whichever is less.

Creating a Materials on Hand payment

Role that creates a Materials on Hand payment:

Office Manager

From the Project navigation tree:

Expand Construction Contract
Expand Billings & Payments
Click Materials on Hand

Or use the Menu Search Field.
Select **New** in **General** heading.

Click **Add**, select an item and click **Done**.
Enter **Amount in $** of the **Materials on Hand** payment (usually invoice dollar amount, $64,377.00 from example).

The **Recovery Range** will show the maximum recovery (total contract item quantity) in units and the quantity represented by the **Amount in $** (**Amount in $** entered divided by the unit price).

The **Recovery Quantity** is the quantity of the contract item in units that the **Amount in $** is spread over, this quantity must less than the total contract item quantity and more than or equal to the units represented by the prepayment; this is represented by the **Recovery Range**.

Enter the **Recovery Quantity** (57300 from example).

**Recovery Rate in $** is automatically calculated (**Amount in $** divided by the **Recovery Quantity**).

---

**Example**

The Contractor submitted an invoice for approximately half the reinforcing steel that will be used on the project. The invoice dollar amount is $64,377.00 for 57300 lbs. of reinforcing steel. The total quantity of reinforcing steel on the project is 114,448 lbs. The unit price is $1.25.

The **Amount in $** entered is $64,377.00 from the invoice and the **Recovery Quantity** is 57224 lbs.

The **Recovery Range** is 51,501 ($64,377/$1.25) to 114,448 lbs. The **Recovery Rate** is $1.12, because the price of the reinforcing steel is less than the full unit price.
Recovered Quantity is updated when Pay (Partial) Estimates are processed. When the entire Quantity in $ is recovered, the Is complete will indicate Yes.

Click Save when done. (If revisions or changes are not saved, they will be lost when navigating away from the page.)

Materials on Hand Workflow Status

After the Materials on Hand payment is submitted, determine the Workflow Status and who the next action is Pending On, by Role and User, from the list page.
Select **History** to view the [Workflow History](#) and any attachments and comments.

**Materials on Hand Workflow**

Pay Estimate Page

The RE prepares progress payments, referred to as pay estimates or partial estimates, at least once each month as work progresses. The RE and Contractor agree to a Saturday
closing date to be used throughout the project. This date should be determined before beginning work. More frequent payments may be made during any period when the RE determines the value of work performed during the period is sufficient to warrant a payment. No payment is made when the value of work is less than $1,000.

Creating a Pay (Partial) Estimate

Roles that create *Pay Estimates*:

- Resident Engineer
- Field Engineer
- Office Manager

From the Project navigation tree:

- Expand **Construction Contract**
- Expand **Billings & Payments**
- Click **Pay Estimates**
- Or use the Menu Search Field.

Select **New** in **General** heading.

Select **Payment Type** and **Date** range.

Click **Generate**

---

**Retainage**

The Department deducts and retains 5 percent from the total value of the work until the entire contract is completed. With the consent of the Surety the RE may reduce retainage to 1.5 percent of the original contract amount when no less than 95 percent of the work is complete.

See

Creating a Pay (Partial) Estimate for

Set the **Retainage deduction** in the Overview Pane
Work Done Tab

The Work Done tab shows items posted during the date range.

Add
To add a previously deleted item: click Add, check the box next to the item and click Select.

Entries can be searched using the Filters in each heading or Sort Lists by clicking on the column header.
Delete

To delete items in the Work Done tab select an entry, click **Delete** and confirm deletion, item will be deleted from current estimate.
Held Payments

To include payment for item quantities that were put on hold, click **Include Held Payments**, check the box next to the item and click **Select**.

**Advance Payments Tab**

The **Advance Payments** tab displays **Materials on Hand** advanced payments that have not been recovered and are to be included on this estimate.
Adjustments Tab

To add an adjustment item, click **Add**, check the box next to the item and click **Select**.

Entries can be searched using the **Filters** in each heading or **Sort** Lists by clicking on the column header.

For Certified Payroll, Prompt Payment and EEO disincentives enter the **Amount in $** from the PDBS Report. Include pay period(s) and other necessary information in the **Notes and Attachments Pane**.
Delete

To delete items in the Adjustment tab, select an entry, click Delete and confirm deletion.

Fuel and Asphalt Cost Adjustments

Fuel and Asphalt Cost Adjustments are created separately after a Pay (Partial) Estimate is generated with eligible items to be paid. See
Asphalt / Fuel Cost Adjustments (ACA / FCA).

To apply the cost adjustments for fuel and asphalt, click **Get Cost Adjustments**.

**Advance Recoveries Tab**

**Attachments**

Supporting documents, such as weather reports, pictures, and reports from PDBS, may be linked or attached.

**Enter Document title** (the name to be applied to a selected file)

Click **Choose File** to attach a saved file.

Select file and **Open**
Click **Save** when done. (If revisions or changes are not saved, they will be lost when navigating away from the page.)

Click **Submit** when the *Pay Estimate* is complete. Complete the [Notes and Attachments Pane](#), click **OK**. The report is submitted to the Resident Engineer or Field Engineer (RE/FE) for
Creating a Pay (Partial) Estimate for Retainage Release

Roles that create Pay Estimates:

- Resident Engineer
- Field Engineer
- Office Manager

From the Project navigation tree:

Expand **Construction**

Expand **Billings & Payments**

Click **Pay Estimates**

Or use the Menu Search Field.

Select New in General heading.

Select Payment Type and Date range.

Click Generate

---

**Retainage Release**

The Department deducts and retains 5 percent from the total value of the work until the entire contract is completed. With the consent of the Surety the RE may reduce retainage to 1.5 percent of the original contract amount when no less than 95 percent of the work is complete.

**Subcontractor Retainage Release**

Retention for subcontracted work is paid upon satisfactory completion by the Department. Refer to UDOT 2017 Standard Specification, Section 01284 Prompt Payment.

Make sure that you keep the 5% retention until you have gotten to the 95% complete status. In the Retention Release boxes, put in the dollar amount needing to be released to the subcontractor. In the Notes Tab on the pay estimate notate which contractor is being paid out and the amount.
To **Release previously held retentions**, enter **Amount in $** of the released payment.

**Attachments**

Supporting documents, such as weather reports and pictures, may be linked or attached.

Enter Document title (the name to be applied to a selected file)

Click **Choose File** to attach a saved file.

Select file and **Open**

Click **Save** when done. (If revisions or changes are not saved, they will be lost when navigating away from the page.)
Click **Submit** when the *Pay Estimate* is complete. Complete the **Notes and Attachments Pane**, click **OK**. The report is submitted to the Resident Engineer or Field Engineer (RE/FE) for
Pay (Partial) Estimate Workflow Status

After the Pay Estimate is submitted, determine the Workflow Status and who the next action is Pending On, by Role and User, from the list page.

Select History to view the Workflow History and any attachments and comments.
PAY (PARTIAL) ESTIMATE WORKFLOW

Pay Estimates

1. Draft (OM, FE, RE)
   - Submit
     - Submitted for Review (CR)
       - Review Complete
         - Approval by RE (RE)
           - Approve
             - Approval by CFA (CFA, Admin, Central Admin)
               - Approve
                 - Approval by CFA (Comptroller)
                   - Approved (CFA, Admin, Central Admin)
                     - Approved
Asphalt / Fuel Cost Adjustments (ACA / FCA)

UDOT 2017 Standard Specification, Section 01282, Payment specifies compensation for fuel and asphalt cost adjustment due to price volatility.

ACA / FCA allow the payments to be adjusted current Asphalt Cost Price and Fuel Cost Price changes.

Contract items marked as Is eligible for ACA? or Is eligible for FCA? are eligible for Cost Adjustment. These items must be identified before the contract is Locked. See Locking Contract Item.

ACA / FCA can be used to set the percentage of Asphalt or Fuel quantity in the materials used in a particular Pay Estimate. The applicable Cost Adjustments due to Asphalt or Fuel cost fluctuations can be included.

Creating an Asphalt Cost Adjustment

Before an Asphalt Cost Adjustment can be applied a Pay (Partial) Estimate must be generated with eligible items to be paid.

Roles that create an Asphalt Cost Adjustment:

- Resident Engineer
- Field Engineer
- Office Manager
From the Project navigation tree:

Expand **Construction Contract**

Expand **Billings & Payments**

Click **Asphalt Cost Adjustment**

Or use the **Menu Search Field**.

Select **New** in **General** heading.

Select the *Pay Estimate No.* from the dropdown.

The items that are eligible for **Asphalt Cost Adjustment** are shown.
The values for **Base Price for Asphalt (BPA)** and **Estimated Price for Asphalt (EPa)** are automatically populated.

Double click on the highlighted box under **% of Asphalt in Materials Used**

Enter the **% of Asphalt in Materials used (P)**, the target percentage of new asphalt binder in the approved mix design for asphalt mixtures or 100 percent of the asphalt binder if it is a separate pay item.

Click **Save** when done. (If revisions or changes are not saved, they will be lost when navigating away from the page.)
Creating a Fuel Cost Adjustment Record

Before a Fuel Cost Adjustment can be applied a Pay (Partial) Estimate must be generated with eligible items to be paid.

Roles that create a Fuel Cost Adjustment:

- Resident Engineer
- Field Engineer
- Office Manager

From the Project navigation tree:

Expand Construction Contract

Expand Billings & Payments

Click Fuel Cost Adjustment

Or use the Menu Search Field.

Select New in General heading.

Select the Pay Estimate No. from the dropdown

The items that are eligible for Fuel Cost Adjustment are shown

The values for Base Price for Fuel (BPf) and Estimated Price for Fuel (EPf) are automatically populated.

Click Save when done. (If revisions or changes are not saved, they will be lost when navigating away from the page.)
CHANGE MANAGEMENT

UDOT 2017 Standard Specification, Section 00777 Change Management includes provisions for making changes to the contract during execution of the contract and determination of additional time and compensation for changed and extra work.

The Department, with FHWA’s concurrence, has established that the following types of changes or extra work are considered major changes or major extra work:

1. Significant changes in the character of work in accordance with UDOT 2017 Standard Specification, Section 00725 Scope of Work (Reference 23 CFR 635.109)
2. Revisions in conflict with approved standards
3. Revisions to pavement structural section (excluded are changes to nominal maximum size mixture for HMA, provided volumetric design Nvalues remain unaffected)
4. Revisions in geometric design (alignment, and/or grade), which affect the design speed, or change the structural design of a major structure
5. Revisions involving addition, deletion, or relocation of bridges
6. Any change requiring a revision in controlled access, including changes to median openings and changes requiring additional ROW (On uncontrolled access projects, changes in access locations will be considered minor as long as the change does not violate Administrative Rule R930-6, Access Management.
7. Changes in any feature of design or construction which may be contrary to the intent of the environmental document (changes must be coordinated with the Region environmental staff)
8. Any change related to the type or quality of materials to be furnished and incorporated into the finished project on a major item

Changes and extra work that do not fall into the above types of changes are considered non-major.

A fully executed change order or Authorization to Proceed with Extra Work or Contract Revision (formerly Form C-107) is required before proceeding with any change or extra work. When emergency or unusual conditions justify, the District Engineer may give advance verbal approval and ratify such approval with formal approval, as soon as practicable. Reference 23 CFR 635.120.
Reports and forms under the Change Management heading are:

Request for Information (RFI)
Potential Change Order (PCO)
Change Order
Construction Overrun Funding Need (COFN)
Design Change
Exception
Force Account List
Force Account

Request for Information (RFI)

RFIs can be initiated by the Contractor or the RE. RFIs initiated by the Contractor are submitted to the RE. The RE either responds to RFIs or forwards it to the appropriate party for response. The RE maintains an RFI log to track and document responses and dates. The log includes the date of submission, RFI ID No., the party initiating, the party responsible for responding, date a response is required, the final response and the date of response. The log should be reviewed at the weekly project meeting. All RFIs should be processed in a timely manner and the RE must document all conversations and responses regardless of whether a log is maintained. Refer to the Construction Manual of Instruction for more information.

Creating a Request for Information Item

Roles that create a Request for Information:

- Resident Engineer
- Contractor’s Representative

From the Project navigation tree:

- Expand Construction Contract
- Expand Change Management
- Click Request for Information

Or use the Menu Search Field.
Select **New** in **General** heading.

Complete the required fields in the form.
**Attachments**

Supporting documents, such as weather reports and pictures, may be linked or attached.

**Enter Document title** (the name to be applied to a selected file)

Click **Choose File** to attach a saved file.

Select file and **Open**

Click **Submit** when the RFI is complete. Complete the **Notes and Attachments Pane**, click **OK**. The report is submitted to the Resident Engineer or Field Engineer (RE/FE) for
Request for Information Workflow Status

After the Request for Information is submitted, determine the Workflow Status and who the next action is Pending On, by Role and User, from the list page.

Select History to view the Workflow History and any attachments and comments.
Potential Change Order (PCO)

According to UDOT 2017 Standard Specification, Section 00777 Change Management, a Potential Change Order is used to document a potential risk that may result in a request for equitable adjustment in cost or time if said risk is realized.

There are four options in creating a Potential Change Order:

- **Potential Change Order** is generated when an event or situation resulting in a contract change is likely to occur.
- **Request for Change Order** is generated to begin the administrative process for Change Orders.
- **Anticipated Overrun/Underrun** is generated when an item is likely to overrun or underrun, such as an Untreated Base Course with a significantly higher unit weight that used in the design.
- **Authorization to Proceed** replaces Form C 107 and is required to be generated and approved before proceeding with any change or extra work.

Creating a Potential Change Order (PCO)

Roles that create a Potential Change Order:

- Resident Engineer
- Field Engineer
- Office Manager

From the Project navigation tree:

- Expand **Construction Contract**
- Expand **Change Management**
- Click **Potential Change Order**
- Or use the **Menu Search Field**.

Select New in **General** heading.

Complete the required fields in the form.
The **PCO Type** selected will generate questions specific to that type.

The **Potential Change Order** can be associated to an existing [Request for Information (RFI)](#). Select from **RFI Reference** dropdown.
Attachments

Supporting documents, such as weather reports and pictures, may be linked or attached.

Enter Document title (the name to be applied to a selected file)

Click Choose File to attach a saved file.

Select file and Open

Click Submit when a Potential Change Order is complete. Complete the Notes and Attachments Pane, click OK. The report is submitted to the Resident Engineer or Field Engineer (RE/FE) for
FormReview.

**Potential Change Order Workflow Status**

After the Potential Change Order is submitted, determine the Workflow Status and who the next action is Pending On, by Role and User, from the list page.
POTENTIAL CHANGE ORDER WORKFLOW

1. Draft (Contractor Representative, RE, FE, OM)
   - Submit
   - Authorization to proceed: Yes
     - Submitted for Review (Contractor Representative)
     - Is Major change?: Yes
       - Pending Approval (PM, DE and Local Government)
       - Approve
     - No
     - Is initiated by RE?: Yes
       - Details Requested from CR (Contractor Representative)
       - Reviewed
       - Submitted for Review (RE)
       - Final Approval (Region Director)
       - Is Estimated increase/Decrease of Costs <=100,000?: Yes
         - Approve
       - No
     - No
     - Is initiated by RE?: Yes
       - Details Requested from CR (Contractor Representative)
       - Reviewed
       - Submitted for Review (RE)
       - Final Approval (Region Director)
       - Approve
   - No

2. Rejected
   - Acknowledged (RE)
     - Move to CD
   - Approved - Pending Justification (RE)
     - Move to CD

3. Approved
CHANGE ORDER

According to UDOT 2017 Standard Specification, Section 00777 Change Management, a Change Order is an order issued by the Department after execution of the contract that alters the original contract and is agreed to by the Department and Contractor.

Creating a Change Order

Roles that create a Change Order:

- Resident Engineer
- Field Engineer
- Office Manager

From the Project navigation tree:

Expand Construction Contract
Expand Change Management
Click New Change Order

Or use the Menu Search Field.

Select New in General heading and then click New Change Order.

The Change Order Details page is displayed.

The Change Order can be associated with a Potential Change Order (PCO) or a Request for Information (RFI)

Complete the required information:
General

Contract Information

The Change Order was formerly documented on Form C 100, the Long Description and Reasons for Change Order were documented on Form C 101, the Resident Engineer’s Cost Analysis was on Form C 103, and Special Provisions, formerly Form C 102, would be attached when required.

Location of Work :

Resident Engineer’s Cost Analysis :

Reasons for Change Order :

Coordinated With :
Supporting documents, such as weather reports and pictures, may be linked or attached.

**Enter Document title** (the name to be applied to a selected file)

Click **Choose File** to attach a saved file.

Select file and **Open**

Click **Save** when done. (If revisions or changes are not saved, they will be lost when navigating away from the page.)

You are now ready to add new items, modify existing items, or convert non-contract items to contract items.
Change Order Items

Add new items to the Change Order, modify existing Contract Items or convert Non-Contract Items to Contract Items.

Adding New Change Order Items

Add item(s) that are not part of the existing contract.

From the Project navigation tree:

Expand Construction Contract

Expand Change Management

Click Change Order

Or use the Menu Search Field.

Select a Change Order from the Change Order List by clicking the adjacent box, click Edit. Click the Change Order Items tab.

Or click the Change Order Items tab from a New Change Order that has been saved.
Click **New**

Click **Add CO Item**

Click **Select** in the **Select Items from Library** pane to select a **Standard Item** or enter a Specialty Item.
Select a *Standard Item* from the list and click **Select**

Entries can be searched using the **Filters** in each heading or **Sort** Lists by clicking on the column header.

**Click to choose Specification Number**
Click on the **Specification Number** and click **Select**

Entries can be searched using the **Filters** in each heading or **Sort** Lists by clicking on the column header.

Required fields are indicated by an *.

**Funding Rule** and **Accounting Code** entries are not used at this time.
Do not click **Complete**, cannot apply payment to a **Completed Change Order Item**.

Click **Save & Continue** to add more items.

**Attachments**

Supporting documents, such as weather reports and pictures, may be linked or attached.

- **Enter Document title** (the name to be applied to a selected file)
  - Click **Choose File** to attach a saved file.
  - Select file and **Open**

  or

  - **Link a Document** to attach a link from the *Masterworks Project Documents* folder

  Select file and click **OK**

Click **Save** when done. (If revisions or changes are not saved, they will be lost when navigating away from the page.)
**Modify Existing Items**

Modify the quantity of an existing item.

From the Project navigation tree:

- Expand **Construction Contract**
- Expand **Change Management**
- Click **Change Order**

Or use the [Menu Search Field](#).

Select a **Change Order** from the **Change Order List** by clicking the adjacent box, click **Edit**. Click the **Change Order Items** tab.

Or click the **Change Order Items** tab from a **New Change Order** that has been saved.
Click **New**

Click **Modify Existing Item**

Click **...** to select a *Bid Item*
Select an item from the list and click **Select**

Entries can be searched using the **Filters** in each heading or **Sort** Lists by clicking on the column header.
Required fields are indicated by an *.

**Funding Rule** and **Accounting Code** entries are not used at this time.
Click applicable boxes and select from dropdowns and listed options.

<table>
<thead>
<tr>
<th>Complete:</th>
<th>Is Eligible for FCA?</th>
<th>Is Eligible for ACA?</th>
<th>Is item a specialty item?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Change Order Category:</th>
<th>Change Order Sub-Category:</th>
<th>Discipline of Work:</th>
<th>Basis of Payment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope Changes</td>
<td>Research Projects</td>
<td>Roadway Hydraulics</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Right-of-Way</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Materials</td>
<td></td>
</tr>
</tbody>
</table>

Enter Document title

Click Choose File to attach a saved file.

Select file and Open

Click Save when done. (If revisions or changes are not saved, they will be lost when navigating away from the page.)

**Attachments**

Supporting documents, such as weather reports and pictures, may be linked or attached.

Enter Document title (the name to be applied to a selected file)

Click Choose File to attach a saved file.

Select file and Open

Non-contract Item to Contract Item

A Non-contract Item is an item that is tracked but not paid for under the contract. Usually feature in a Design Build project. To change a Non-contract Item to Contract Item
From the Project navigation tree:

Expand **Construction Contract**

Expand **Change Management**

Click **Change Order**

Or use the **Menu Search Field**.

Select a **Change Order** from the **Change Order List** by clicking the adjacent box, click **Edit**. Click the **Change Order Items** tab.

Or click the **Change Order Items** tab from a **New Change Order** that has been saved.
Click **New**

![Image showing the software interface with options for Change Order Details and Change Order Items, including buttons for Save, New, View, and Delete.]

Click **Non Contract to Contract**

Select an item from the list and click **Select**

Entries can be searched using the **Filters** in each heading or **Sort** Lists by clicking on the column header.
Required fields are indicated by an *.

**Funding Rule** and **Accounting Code** entries are not used at this time.
Click applicable boxes and select from dropdowns and listed options.

Do not click **Complete**, cannot apply payment to a **Completed Change Order Item**.

Click **Save & Continue** to add more items.

**Attachments**

Supporting documents, such as weather reports and pictures, may be linked or attached.

**Enter Document title** (the name to be applied to a selected file)

Click **Choose File** to attach a saved file.

Select file and **Open**

Click **Save** when done. (If revisions or changes are not saved, they will be lost when navigating away from the page.)

Click **Submit** when the **Change Order** is complete. Complete the **Notes and Attachments Pane**, click **OK**. The report is submitted to the Resident Engineer or Field Engineer (RE/FE) for
Change Order Workflow

After the Change Order is submitted, determine the Workflow Status and who the next action is Pending On, by Role and User, from the list page.

Select History to view the Workflow History and any attachments and comments.
CHANGE ORDER WORKFLOW

Draft
(OM, FC, RE)

Submitted for Review
(Contractor Representative)

Reviewed

Is this a Local Government project?

Yes

Submitted for Review (Local Government) Only

No

Approval (RE)

Is spec change or time extension > 20 days?

Yes

Approval (RE)

No

Is CO Amount < $25K

Yes

Approval (RE)

No

Is Amount between $25K and $100K?

Yes

Approval (BO)

No

Approval (RE)

Approved

Approve

Reject

Approve

Approval

Reject

Reject

Reject

Approved
Construction Overrun Funding Need (COFN)

If the amount due the Contractor exceeds the original contract amount, the RE must prepare a Construction Overrun Funding Need (COFN) request for additional funding. A message is generated on the partial estimate that overruns stating a COFN is necessary.

Creating a COFN

Roles that create a COFN:

- Resident Engineer
- Office Manager
- Field Engineer

From the Project navigation tree:

Expand Construction Contract

Expand Change Management

Click Construction Overrun Funding Need

Or use the Menu Search Field.

Select New in General heading.

Select Estimate No from dropdown list

Click Generate
**Current Funding Needed** is the amount required to close current partial estimate.

**Future Funding Needed** is the amount anticipated for future estimates. Another COFN is required to close the partial estimate for this quantity.

**Total Current Funding Request** is only for the current estimate.
Change Order Information and Overrunning Items Information are included for information only.

Attachments

Supporting documents, such as weather reports and pictures, may be linked or attached.

Enter Document title (the name to be applied to a selected file)

Click Choose File to attach a saved file.

Select file and Open

Click Save when done. (If revisions or changes are not saved, they will be lost when navigating away from the page.)

Click Submit when a COFN is complete. The report is submitted to the Resident Engineer (REfor
Once the RE has reviewed and approved the OFN goes to the Project Manager (PM). The PM has to review, click the radio button if funding is available or not. If Yes is selected once Submit for review is clicked the COFN is approved and the Pay Estimate can be generated. If the radio button No is checked under Is Funding Available, then the COFN is routed to the Director of Program Finance (DPF). If this is done the COFN cannot be sent back to draft.

**COFN Workflow Status**

After the **COFN** is submitted, determine the [Workflow Status](#) and who the next action is **Pending On**, by **Role** and **User**, from the list page.

Select **History** to view the [Workflow History](#) and any attachments and comments.
COFN WORKFLOW

Draft (RE, OM, Admin, Central Admin)

Submit

Resident Engineer

Approve

Project Manager

Is funding available?

Yes
Submit for Review

No

Closed

Director Program Finance

Pay estimate can be processed.
Design Change

According to UDOT 2017 Standard Specification, Section 00777 Change Management, a Design Change is a revision to the contract issued by the Department directing the Contractor to proceed with new or revised work including an intended payment methodology for the new or revised work.

Creating a Design Change Item

Roles that create a Design Change item:

- Resident Engineer
- Field Engineer

From the Project navigation tree:

Expand Construction Contract

Expand Change Management

Click Design Change

Or use the Menu Search Field.

Select New in General heading.

Required fields are indicated by an *. 
Attachments

Supporting documents, such as weather reports and pictures, may be linked or attached.

Enter Document title (the name to be applied to a selected file)

Click Choose File to attach a saved file.

Select file and Open
or

**Link a Document** to attach a link from the *Masterworks Project Documents* folder

Select file and click **OK**

Click **Save** when done. (If revisions or changes are not saved, they will be lost when navigating away from the page.)

Click **Submit** when a *Design Change Form* is complete. Complete the **Notes and Attachments Pane**, click **OK**. The report is submitted to the Resident Engineer or Field Engineer (RE/FE) for
FormReview.

**Design Change Impact of Change Options**

After a *Design Change* is submitted for review the RE must complete the section marked *Section to be filled by Resident Engineer only.*

Select one of the following from the dropdown:

- **Level 1 (Copy sent to design)** – RE approved design change without concurrence such as a field change.

- **Level 2 (Concurrence by design)** – RE to confer with and copy Project Design Engineer on design change made at field level.

- **Level 3 (New Design)** – RE to obtain Project Design Engineer or Discipline Expert concurrence on proposed design change or RE requests Project Design Engineer or Discipline Expert to perform design changes.

Complete **Final Resolution** entry.
**Attachments**

Supporting documents, such as drawings and pictures, may be linked or attached.

**Enter Document title** (the name to be applied to a selected file)

Click **Choose File** to attach a saved file.

Select file and **Open**

Click **Save** when done. (If revisions or changes are not saved, they will be lost when navigating away from the page.)

Click **Submit** when a *Design Change Form* is complete. Complete the **Notes and Attachments Pane**, click **OK**. The report is submitted to the Resident Engineer or Field Engineer (RE/FE) for
**Design Change Workflow Status**

After the *Design Change* is submitted, determine the Workflow Status and who the next action is *Pending On*, by *Role* and *User*, from the list page.

Select **History** to view the Workflow History and any attachments and comments.
Exception

According to UDOT 2017 Standard Specification, Section 00777 Change Management, an Exception is a waiver of one or more contract requirements which may include instructions or interpretations. Exceptions do not involve adjustment to the contract value or time duration.

Documenting Exceptions benefit both the Department and the Contractor if a change in Contract Management occurs. This information also helps the Department track repeated Exceptions that may assist in clarifying or revising a standard.

Creating an Exception Item

Role that creates an Exception item:

   Resident Engineer

From the Project navigation tree:

   Expand **Construction Contract**
   Expand **Change Management**
   Click **Exception**

   Or use the Menu Search Field.

Select New in General heading.

Complete the required fields in the form.

---

**Mobile Apps**

Exception items are available on the Mobile Application (App).

Remember: Sync the mobile device daily.
Click to open Line No. selection pane.

- Automatically populated

<table>
<thead>
<tr>
<th>Line No</th>
<th>Item Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**General Information**

- Project Code: F-0038(61)/109
- Contract Code: F-0038(61)/109
- Contractor ID: 4739
- Project Name: SR-30; 1000 West to SR-91
- Contract Name: DRY CREEK STRUCTURES LLC

**Exception Information**

- Deviation Number: <Auto Generated>
- Line No
- Item Number
- Description
- Specification Number
- Deviation Location
- Description/Justification for Deviation (Contractor)

*Section below to be filled by Resident Engineer only

- Additional Requirements

**Attachments**

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Title</th>
<th>Uploaded By</th>
<th>Uploaded Date</th>
<th>Delete</th>
<th>Attributes</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter document Title:

Link a Document: ... New Document: Choose File: No file chosen
Select Line Number

Entries can be searched using the Filters in each heading or Sort Lists by clicking on the column header.

![Contract Items Table]

Additional Requirements is available to the RE to complete after the Exception is submitted.

**Attachments**

Supporting documents, such as weather reports and pictures, may be linked or attached.

**Enter Document title** (the name to be applied to a selected file)

- Click Choose File to attach a saved file.
- Select file and Open

Click Save when done. (If revisions or changes are not saved, they will be lost when navigating away from the page.)

Click Submit when an Exception Form is complete. Complete the Notes and Attachments Pane, click OK. The report is submitted to the Resident Engineer or Field Engineer (RE/FE) for
FormReview.

**Exceptions Workflow Status**

After the *Exception Form* is submitted, determine the *Workflow Status* and who the next action is *Pending On*, by *Role* and *User*, from the list page.

Select *History* to view the *Workflow History* and any attachments and comments.

**EXCEPTIONS WORKFLOW**
According to UDOT 2017 Standard Specification, Section 00777 Change Management, a Force Account may be required if an agreed upon price cannot be negotiated for changed or added work or for the convenience of the Department.

**Creating a Force Account Number in the Force Account List**

Roles that create a *Force Account Number:*
Resident Engineer
Field Engineer
Office Manager

From the Project navigation tree:

Expand **Construction Contract**

Expand **Change Management**

Click **Force Account List**

Or use the **Menu Search Field**.

Select **New** in **General** heading.

Complete the required fields in the form.

**Attachments**

Supporting documents, such as weather reports and pictures, may be linked or attached.

**Enter Document title** (the name to be applied to a selected file)

Click **Choose File** to attach a saved file.

Select file and **Open**
Click **Save** when done. (If revisions or changes are not saved, they will be lost when navigating away from the page.)

**Creating a Force Account Report**

Roles that use the *Force Account*:

- Resident Engineer
- Field Engineer
- Office Manager
- Field Inspector 4
- Field Inspector 1-3

From the Project navigation tree:

Expand **Construction Contract**

Expand **Change Management**

Click **Force Account**

Or use the **Menu Search Field**.

Select **New** in **General** heading.

Complete the required fields in the form.

**Mobile Apps**

*Force Account Reports* are available on the **Mobile Application (App)**.

Remember: **Sync** the mobile device daily.
Attachments

Supporting documents, such as weather reports and pictures, may be attached.

Enter Document title

Click **Choose File**

Select file and **Open**.

Click **Save** when done. (If revisions or changes are not saved, they will be lost when navigating away from the page.)

When a *Force Account Form* is complete, click **Submit**. Complete the *Notes and Attachments Pane*, click **OK**. The report is submitted to the Resident Engineer or Field Engineer (RE/FE) for
**FormReview.**

**Copying a Force Account Report**

*Force Account Reports* for ongoing work can be copied and edited for subsequent days.

Select the report to be copied by checking box and clicking **Copy**. Edit for current work day.

Entries can be searched using the **Filters** in each heading or **Sort** Lists by clicking on the column header.

Click **Save** when done. (If revisions or changes are not saved, they will be lost when navigating away from the page.)

Verify that the *Force Account Report* shows the correct date. A copied *Force Account Report* or one synced from a mobile device on a later date may show the incorrect date.

Click **Submit** when a *Force Account Report* is complete. Complete the **Notes and Attachments Pane**, click **OK**. The report is submitted to the Resident Engineer or Field Engineer (RE/FE) for
**Force Account Workflow Status**

After the **Force Account Form** is submitted, determine the **Workflow Status** and who the next action is **Pending On**, by **Role** and **User**, from the list page.

Select **History** to view the **Workflow History** and any attachments and comments.

![Force Account Workflow Diagram]
ISSUE TRACKING

Upon notification of physical completion from the Contractor, the RE performs the final inspection and identifies any necessary corrective work (punch list).

Punch List

A punch list is a list of tasks or "To-do" items required to complete an activity or project. Near the end of a project, after physical completion, an inspection is conducted and a punch list is created to document incomplete or unsatisfactory work items and verify their completion.

Creating a Punch List Item

Roles that create Punch list items:

- Resident Engineer
- Field Engineer
- Field Inspector 4

From the Project navigation tree:

Expand Issue Tracking

Click Punch List

Or use the Menu Search Field.

Select New in General heading.

Complete the required fields in the form.
## WORK FLOW SUMMARY

<table>
<thead>
<tr>
<th>Task</th>
<th>Draft/Initiator</th>
<th>Review</th>
<th>Approve/Respond</th>
<th>Review</th>
<th>Approve/Acknowledge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Order</td>
<td>RE, FE, OM</td>
<td>Contractor Representative Local Gov't</td>
<td>RE</td>
<td>Spec Change/Time Ext? &lt;$25K $25K-$100K &gt;$100K</td>
<td>District Engineer RE Project Manager Region Director</td>
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<tr>
<td>Construction Overrun Funding Need</td>
<td>RE, OM</td>
<td>Project Manager</td>
<td>RE</td>
<td>Funding Available? Yes / No</td>
<td>Central Financial Analyst Director Program Finance</td>
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<tr>
<td>Design Change</td>
<td>Contractor Representative RE Designer</td>
<td>RE Designer or UDOT Designer/Expert</td>
<td>RE</td>
<td>Contractor Representative Central Administration</td>
<td>Contractor Representative</td>
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<tr>
<td>Exceptions</td>
<td>Contractor Representative</td>
<td>RE Central Admin</td>
<td>Central Administration</td>
<td>Central Administration</td>
<td>RE</td>
</tr>
<tr>
<td>Non-Compliance Report</td>
<td>RE, FE</td>
<td>Contractor Representative</td>
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<td>Corrective Actions?</td>
<td>RE</td>
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<td>Force Account</td>
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<td>Central Administration</td>
<td>RE initiates Change Order</td>
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<td>Potential Change Order</td>
<td>Contractor Representative RE, FE, OM</td>
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<td>Request for Information</td>
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<td>Daily Progress Report</td>
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<td>FI 4, FE, RE</td>
<td>FE, RE</td>
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<td>Visual Inspection Report</td>
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<td>FI 4, FE, RE</td>
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<td>Item Postings</td>
<td>FI 1-4, FE, RE, OM</td>
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<td>FE, RE</td>
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<td>Pay (Partial) Estimates</td>
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<td>Monthly Status of Time Working Day</td>
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