

HiCAMS User Guide

Chapter 2: Contract Maintenance

Section 10: Review LGA Contracts

Contents

About LGA Contracts
Entering LGA Contracts
Releasing the LGA Contract

Revision History

Comments or concerns with this document should be directed to the NCDOT Construction Unit at 919-707-2400.

Date	Version	Description	Author
May 2014	1.0	Initial Version	Marie Novello

About LGA Contracts

From the Local Projects Administration webpage
(<https://connect.ncdot.gov/municipalities/Funding/Pages/default.aspx>)

The Local Programs Management Office (LPMO) provides guidance and oversight to Local Government Agencies (LGA) that receive federal or state funds to implement a project, program, or study. LPMO establishes standard operating procedures for those projects that are administered by an LGA.

What is a Locally Administered Project?

LGA programs and projects receive federal or state money based on the recommendations of Municipal or Rural Planning Organizations (MPOs and RPOs), NCDOT Program Areas, and Board of Transportation Members. LGAs are responsible for carrying out the design and construction of projects, or implementation of programs.

What is NCDOT's Role?

NCDOT's role is to advise, approve and oversee the proper expenditure of funds by an LGA on an eligible project or program. NCDOT is committed to establishing appropriate oversight in order to ensure the best use of public funds and compliance with all applicable state and federal regulations.

For additional information on LGA Contract handling, please consult the Local Programs Management Office. For information on entering LGA contract data into HiCAMS, please contact the Construction Unit.

Entering LGA Contracts

Much of the Local Government Agency (LGA) Contract process occurs outside of HiCAMS. HiCAMS creates the documents that tracks the responsible parties at the LGA and the DOT, and provides a way of tracking the Project Certification process.

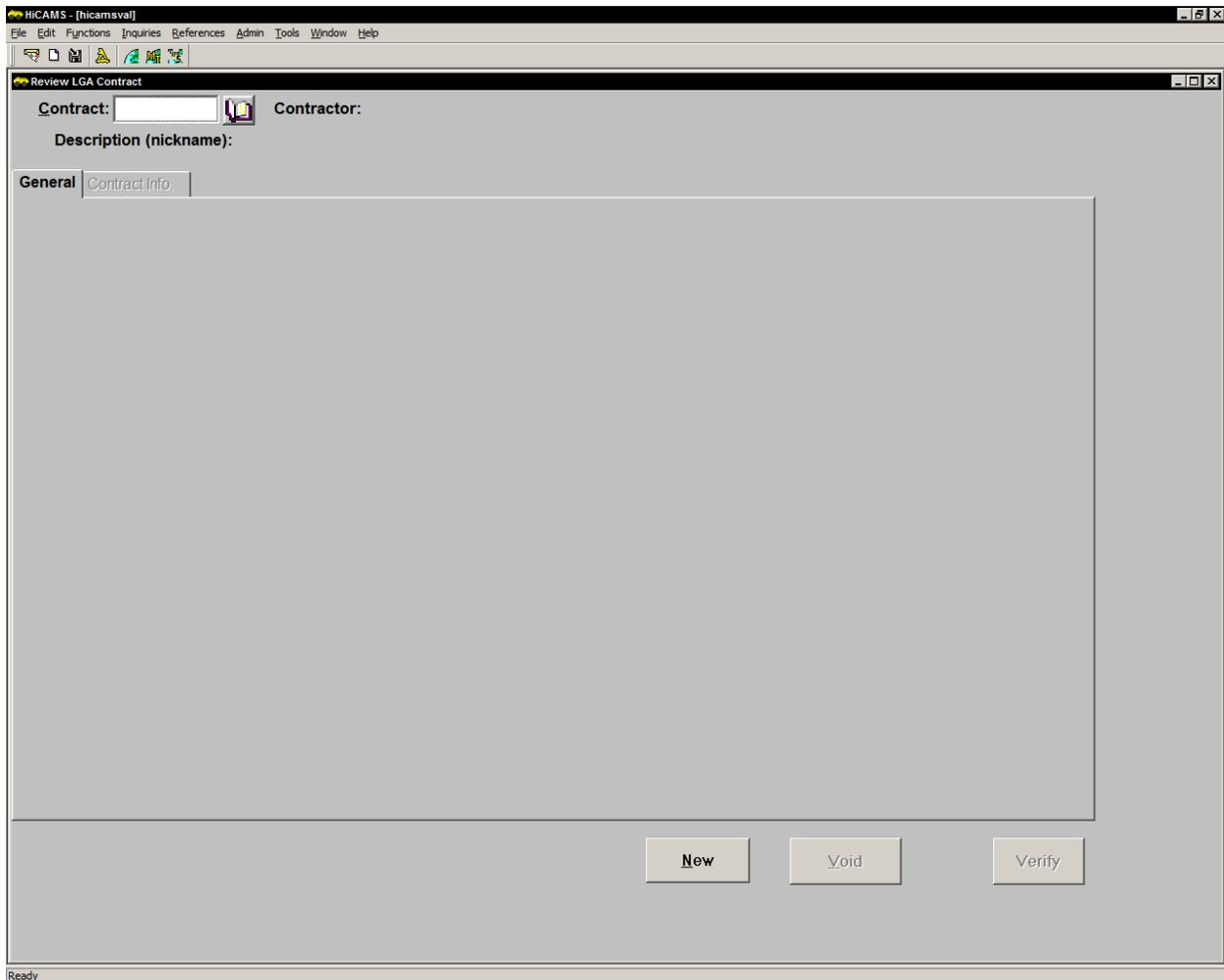
The LGA Contract data entry process is comprised of the following steps:

1. Enter the data required to assign the LGA Contract tracking number.
2. Enter the remaining data
3. Verify that the data is correct and release the contract to the Contract Administrator.

This data entry can be done in stages or all at one time.

To work with the Review LGA Contracts window, go to **Functions > Contract Maintenance > Review LGA Contracts**. The Review LGA Contracts window opens.

Below is an example of the Review LGA Contracts window when it first opens.



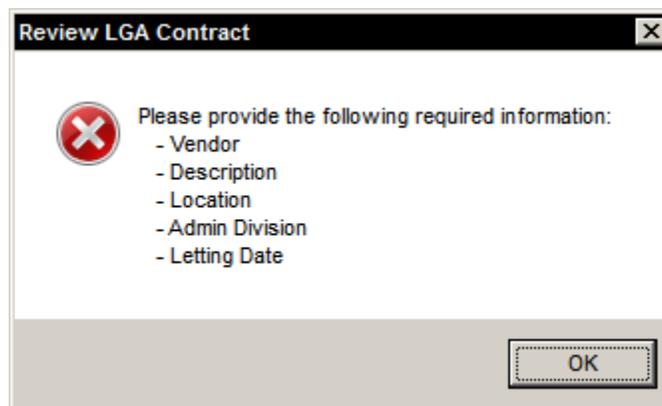
To enter a new LGA Contract, click the **New** button to populate the required fields in the window.

Here is how the window looks after the New button is clicked:

The screenshot shows the 'Review LGA Contract(New)' window in the HiCAMS application. The window is divided into several sections. At the top, there are fields for 'Contract:' and 'Contractor:'. Below that is a 'Description (nickname):' field. The main area is divided into two tabs: 'General' and 'Contract Info'. The 'General' tab is active and contains the following fields: 'Description:', 'Location:', 'Admin Division:' (a dropdown menu), 'Letting Date:' (a date field with a calendar icon), 'Spec Year:' (a dropdown menu set to '2012'), 'Vendor:', 'Contact Name:', 'Address:', 'Phone:', 'Contractor:', 'Bonding Company:', 'SAP P.O.:', 'Contract Subtype:' (a dropdown menu), 'Admin Authority:' (a dropdown menu set to 'Division'), and 'Resident Engineer:'. The 'Contract Info' tab is also visible and contains: 'Status: Verified', 'Bid Amount:' (a text field with '\$.00'), 'Contract Type:' (a dropdown menu), 'Metric/English:' (a dropdown menu set to 'English'), 'Advertisement Date:', 'Execution Date:', 'Availability Date:', 'Completion Date:', and 'Calendar Days:'. At the bottom of the window, there are three buttons: 'New', 'Void', and 'Verify'. The status bar at the bottom left shows 'Ready'.

General Tab

In order to save the skeleton data and assign the HiCAMS LGA Contract tracking number, the following fields are required:



- Step 1:** Enter the **Description**. This is the type of work being done.
- Step 2:** Enter the **Location**. This generally contains road and intersection information.
- Step 3:** Select the **Administrative Division** from the drop down list. The LGA security allows for data entry for ANY division.

NOTE: The Administrative Division number determines the second character in the HiCAMS LGA Contract tracking number. Division One contracts have an LA, Division Two contracts have an LB, &c. This is the same format used for Division Let (D) contracts

NOTE: Once the data is saved and the Contract number is assigned, neither the division nor the contract number can be changed.

- Step 4:** Enter the **Letting Date** for the contract. This can be updated only until the LGA Contract is Verified.

NOTE: The Letting Date determines what Minimum Sampling Guide material version is used for certifying the contract.

- Step 5:** Enter the **LGA Vendor** by clicking on the Vendor selection icon . The LGA vendor is the reimbursable entity. Clicking the icon opens the Contractor Selection window. If the Fiscal Vendor (SAP) number is known, enter it in the Fiscal Vendor Number field and click Retrieve. If the LGA entity retrieved is correct, click the OK button. If not, click the Reset button to clear the search.

Contractor Selection

Filter

Firm Name: 

Highway Contractor Type: 

Other Type: 

Pre-Qualification Number:

Vendor ID:

Fiscal Vendor Number:

Division Maintenance Contractor:

Retrieve

Reset

Firm	Highway Contractor Type	Other Type	Address	City	State	Zip	Vendor ID	Certification
CITY OF WILMINGTON	None	None	P. O. Box 1810	WILMINGTON	NC	28402	13427	

OK Cancel

If the Fiscal Vendor Number is not known, enter a small portion of the LGA entity's name with an asterisk on either side, for example, *Wilm*, and click Retrieve. All entities containing those letters will be displayed.

NOTE: If the correct entity cannot be located, contact the Construction Unit for assistance.

Here is how the search window defined above will display:

The screenshot shows a 'Contractor Selection' window with a 'Filter' section containing the following fields:

- Firm Name: *Wilm*
- Highway Contractor Type: None
- Other Type: (All)
- Pre-Qualification Number: (empty)
- Vendor ID: (empty)
- Fiscal Vendor Number: (empty)
- Division Maintenance Contractor: (All)

Buttons for 'Retrieve' and 'Reset' are on the right. Below the filters is a table of search results:

Firm	Highway Contractor Type	Other Type	Address	City	State	Zip	Vendor ID	Certification	Fiscal Vend Number
CITY OF WILMINGTON	None	None	305 CHESTNUT ST	WILMINGTON	NC	28401	13429		61658
CITY OF WILMINGTON	None	None	P. O. Box 1810	WILMINGTON	NC	-1810	13426		10846
CITY OF WILMINGTON	None	None	P. O. Box 1810	WILMINGTON	NC	28402	13427		19601
CITY OF WILMINGTON **FC	None	None	P. O. Box 1810	WILMINGTON	NC	28402	13428		30009
CITY OF WILMINGTON POL	None	None	P. O. Box 1810	WILMINGTON	NC	-1810	13430		26917
CITY OF WILMINGTON TRA	None	None	P. O. Box 1810	WILMINGTON	NC	-1810	13425		10569
NEW HANOVER CO AIRPOF	None	None	1740 AIRPORT BLVD STE 1	WILMINGTON	NC	-8062	13918		23827
U S ARMY CORPS OF ENGI	None	None	69 DARLINGTON AVENUE	WILMINGTON	NC	28403	14942		26481

Buttons for 'OK' and 'Cancel' are at the bottom.

Select the correct entity from the list and click OK. More information about each LGA entity can be found in DOH Vendor.

Step 6: If the information entered is correct, Save the record. The HiCAMS LGA Contract tracking number is assigned.

NOTE: All data entry except the Administrative Division and LGA Contract tracking number can still be modified after the record is Saved.

Here is a portion of the Review LGA Contracts window after the data has been Saved and the Contract Number assigned. Notice that the Admin Division is now protected.

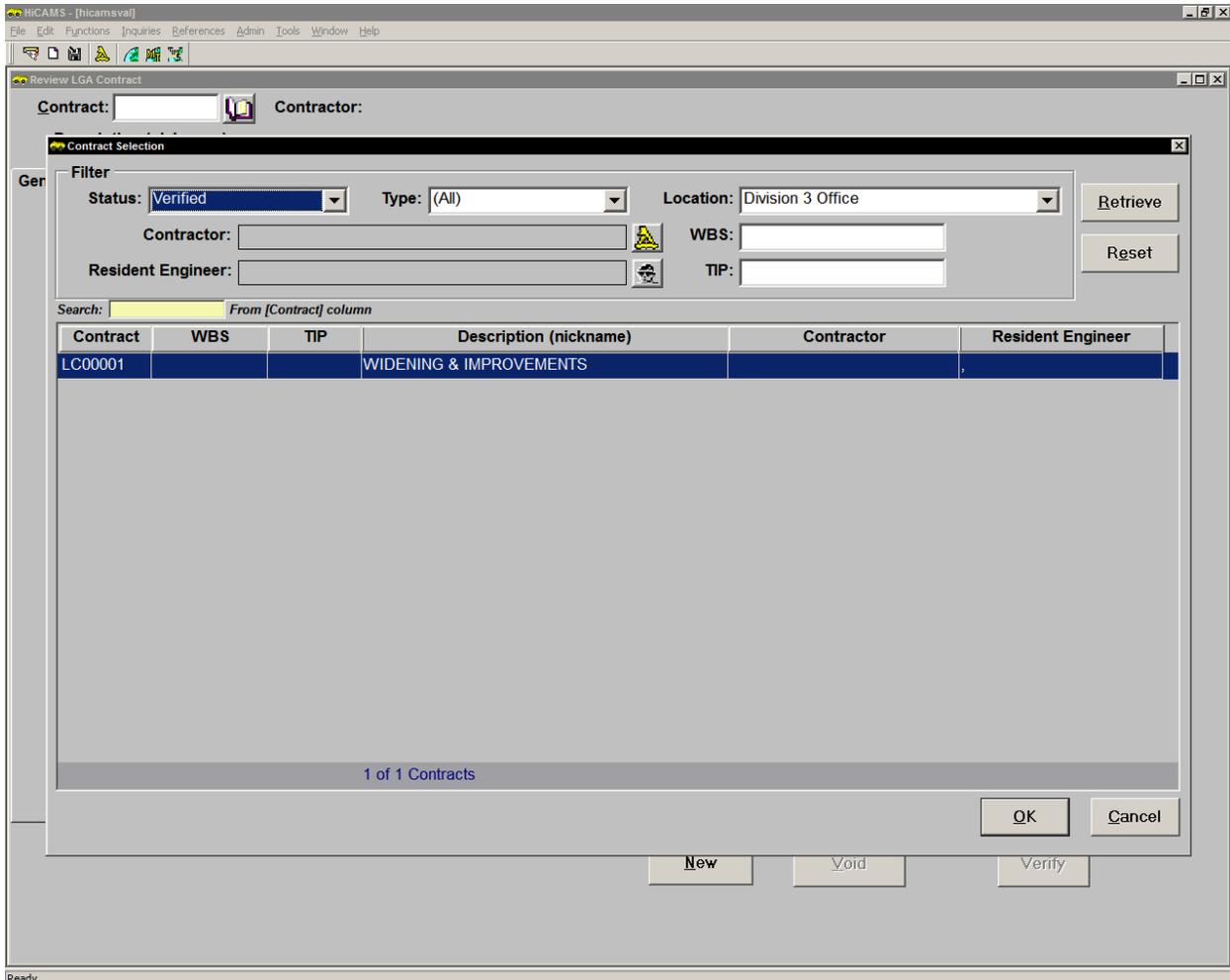
The screenshot shows the 'Review LGA Contract (LC00001)' window with the following details:

- Contract: LC00001
- Description (nickname): WIDENING & IMPROVEMENTS
- General tab selected, Contract Info sub-tab active.
- Description: WIDENING & IMPROVEMENTS
- Location: RANDALL PARKWAY FROM INDEPENDENCE BOULEV
- Admin Division: 3
- Letting Date: 06/05/2012
- Spec Year: 2012
- Status: Verified
- LGA Vendor: CITY OF WILMINGTON
- Bid Amount: \$.00

The Review LGA Contract window can now be closed until the additional information is available, or the rest of the data entry can be done.

To reopen an LGA Contract and enter the remaining data, go to **Functions > Contract Maintenance > Review LGA Contracts**. The Review LGA Contracts window opens.

Type in the contract number, or click the book icon to retrieve a list of Contracts assigned to your office location. An example of the Contract Selection window is shown below:



Select the Contract and click the OK button. The data that has already been entered will populate the window.

General Tab (continued)

The remaining fields on the General Tab must be completed in order to release the contract. Here is what is expected in each of them.

The screenshot shows the HICAMS software interface for reviewing an LGA contract. The main window is titled "Review LGA Contract (LC00001)". At the top, there are fields for "Contract: LC00001" and "Contractor:". Below this is the "Description (nickname): WIDENING & IMPROVEMENTS". The interface is divided into two tabs: "General" and "Contract Info". The "General" tab is active, showing various fields for contract details. The "Contract Info" tab shows additional details like "Bid Amount", "Contract Type", "Metric/English", "Advertisement Date", "Execution Date", "Availability Date", "Completion Date", and "Calendar Days". The status is "Verified".

Field	Value
Description	WIDENING & IMPROVEMENTS
Location	RANDALL PARKWAY FROM INDEPENDENCE BOULEV
Admin Division	3
Letting Date	06/05/2012
Spec Year	2012
Vendor	CITY OF WILMINGTON
Contact Name	Kimes, PE, Amy L
Address	102 North Third Street Wilmington, NC 28402
Phone	(910) 341-7800
Contractor	3618 - SEALAND CONTRACTORS CORP
Bonding Company	SAFECO Insurance Company of America
SAP P.O.	7500014256
Contract Subtype	Congestion Management
Admin Authority	Division
Resident Engineer	Currie, PE, M. Wayne
Bid Amount	\$2,911,000.00
Contract Type	Other
Metric/English	English
Advertisement Date	05/08/2012
Execution Date	06/26/2012
Availability Date	07/09/2012
Completion Date	08/17/2012
Calendar Days	40

Contact Name: Use the Staff Selection icon to find the person at the LGA entity who is the primary contact for the LGA Contract. This can be updated in Contract Details if it changes during the life of the contract.

NOTE: If the correct Contact person cannot be located, contact the Construction Unit for assistance.

NOTE: The address and phone number default from the Staff record. If they are blank, please contact the Construction Unit so that the information can be entered.

Contractor: Use the Vendor selection icon to select the name of the Firm that will be performing the construction work for the LGA entity.

Bonding Company: Use the List icon to select the name of the Surety providing the Bond to the Contractor. This field may be left blank.

SAP P.O.: Enter the SAP Purchase Order used to make the payments to the LGA entity.

Contract Subtype: Select the Contract Subtype from the drop down list. The available Subtypes are:

- Bike & Pedestrian
- Congestion Management and Air Quality
- Municipal Bridge
- Safe Routes To School

NOTE: *If the correct Contract Subtype is not available, contact the Construction Unit for assistance.*

Admin Authority: This field denotes the final authority for contract decisions. At this time, it should be left set to Division which is the default selection.

Resident Engineer: Use the Staff selection icon to select the name of the NCDOT Contract Administrator. This may or may not be a person with a job title of Resident Engineer.

NOTE: *If the correct contract administrator cannot be located, contact the Construction Unit for assistance.*

Bid Amount: Enter the verified dollar amount from the bid form for the Contractor that was awarded and with whom the department has executed the contract.

Contract Type: Select the high level category that describes the work. Most contracts will be "Other".

Metric/English: This field defaults to English. If the contract for which the data is being entered has its Unit of Measure for Line Items in Metric units, select Metric from the drop down list.

Advertisement Date: Enter the date on which the Advertisement and Invitation to Bid was published.

Execution Date: Enter the date on which the LGA entity's representative accepted the Contractor's bid and signed the Contract.

Advertisement Date: Enter the date on which the Advertisement and Invitation to Bid was published.

Availability Date: Enter the date on which the Contract states the Contractor can begin Work.

Completion Date: Enter the date on which the Contract states that all work must be completed.

Calendar Days: This field is calculated by HiCAMS based on the Availability and Completion Dates entered.

Contract Info Tab

The Contract Info Tab contains Counties, Routes, WBS element, and DBE/MB/WB goals information.

HiCAMS - (hicamsval)

File Edit Functions Inquiries References Admin Tools Window Help

Review LGA Contract (LC00001)

Contract: LC00001 Contractor: SEALAND CONTRACTORS CORP

Description (nickname): WIDENING & IMPROVEMENTS - Congestion Management & Air C

General Contract Info

Counties: Primary WBS: 41212.3.1

Name	Work Order	Federal Aid Number	Amount	TIP	TIP 2	TIP 3
New Hanover	41212.3.1	HPP-0332(25)	\$2,911,000.00	U-4920		
	Total:		\$2,911,000.00			

Routes:

Type	Number
NC	170
NC	130

Goals

	DBE	MB	WB
Advertised Goal	0.0 %	0.0 %	0.0 %
Contract Goal Requirement	0.0 %	0.0 %	0.0 %

Click this button to set Primary WBS > **Set Primary WBS**

New Void Verify

Ready

Step 1: Click in the **Counties** box, and then click the Insert icon . The Insert button on the keyboard can also be used. Select the county where the work is being performed from the drop down list. If the contract has multiple counties, insert and repeat the selection process.

Step 2: Click in the **Routes** box, and Insert a row. Select the Route Type and the Route Number where the work is being done.

If a Route and Number were entered in error, highlight the row and click on the Delete icon . Confirm the deletion by clicking Yes.

NOTE: *If the work area does not have a Route and Number, select NONE from the dropdown Route Type listing. No number is required with that choice.*

Step 3: Click in the **WBS/TIPS** box, and then Insert a row. The Contract Bid Amount defaults in the Amount field. Enter the WBS element, and the Federal Aid Number and TIP Sub Number(s) associated with that WBS element.

If there are additional WBS elements, insert additional rows and add the data. Remember to reapportion the Bid Amount appropriately across the multiple WBS elements.

NOTE: *HiCAMS requires a Primary WBS element be associated with the Contract. Highlight the row and click the **Set Primary WBS** to perform this action.*

Step 4: Save the Contract record. The Goals box now opens either the DBE or MB/WB fields based on the presence or absence of a Federal Aid Number.

Step 5: If desired, the Advertised and Contract Goals can be entered now. They are not required to release to contract.

Releasing the LGA Contract

Once all the required fields have been completed, the LGA Contract can be released. Releasing the LGA contract allows other NCDOT users to access the contract information.

To Release the contract, review the data for correctness, make any required changes, and then click the Verify button at the bottom of the screen. If any required data is missing, a message with the details of what is missing will display.

If all required data has been entered, HiCAMS will issue a Notification to the Contract Administrator, the M&T Area Engineer, and the Office Assistant assigned the Quality Systems Office (currently Shannon Burns).

Once the Contract has been released, it can be accessed by going to **Functions > Contract Maintenance > Review Contract Details**.

Remember

1. LGA Contract data is for tracking purposes only. No payments will be entered for these contracts through HiCAMS.
2. Many but not all fields can be updated or corrected after the Contract is released. Accuracy is important during the data entry.
3. For specific help with entering LGA Contracts, please contact the Construction Unit at 919-707-2400.