

HiCAMS User Guide

Chapter 5: Contract Estimates

Section 1A: Review Estimates - Open Issues Tab

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Revision History

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

Date	Version	Description	Author
January 2009	1.0	Initial Version	Marie Novello
April 2012	1.1	Updated phone number	Marie Novello
October 2014	1.2	Renumbered and added new Issue Types	Marie Novello

About Estimates

The NCDOT Standard Specifications for Roads and Structures Section 109 "Measurement and Payment" details how the payments will be made to a contractor for work performed on a contract.

These payments are recorded in HiCAMS as Pay Records, Tickets, Material Prepayments, Force Accounts, and Claims. Penalties and Incentives for material quality and workmanship are assessed or paid through Pay Factors established in the Pay Adjustment Recommendation process.

In order to provide assistance in monitoring the quality control process, a new Review Estimates Tab called Open Issues has been introduced in Version 7.2. This tab provides a snap shot view of outstanding issues. The issues detailed are many of those that are checked when a Final Estimate is forwarded to the Division Construction Engineer from the Resident Engineer.

The issues shown on the Open Issues tab are:

1. Price Adjustment Recommendations that have not been closed
2. Failing Samples which have not yet been disposed
3. Field Inspection Reports for Concrete Pavement, Corrugated Metal Pipe, Guardrail, Precast, Prestressed, and SIP which have not yet been disposed.
4. Failing Density entries which do not have Pay Adjustment Recommendations
5. Claims that have not had a final decision processed
6. Electronic Material Receipts which have not been reconciled.

Depending on the type of estimate, some issues will not require any action on the part of the Resident Engineer. Others will always require action. Each issue will be explained on the following pages.

Working with the Open Issues Tab

Most of the issues on this tab have already been identified through the notification process. This window provides an alternate means of accessing a particular issue in order to resolve it.

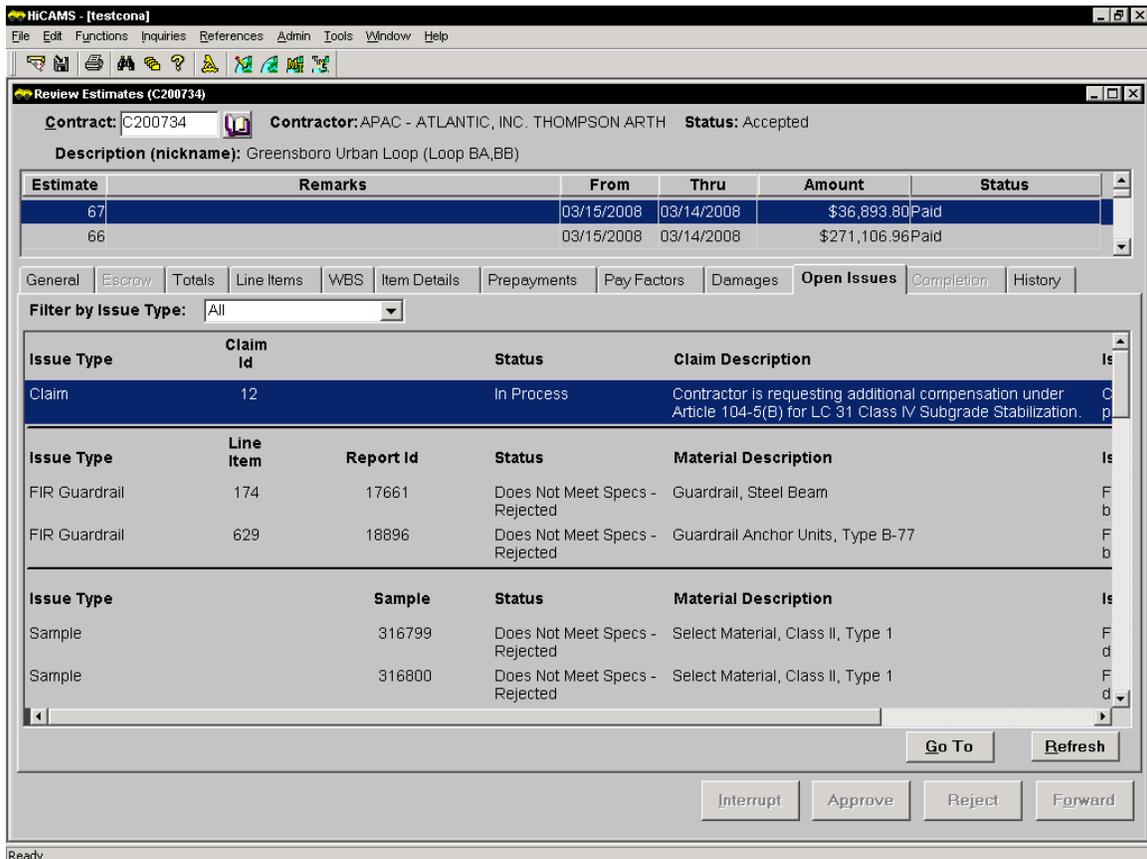
To work with the Open Issues Tab, go to **Functions > Contract Estimates > Review Estimates**. The Review Estimates window opens.

Step 1: Enter the Contract Number whose Estimate you wish to review.

Note: For information on ways to enter your contract number, see the User Guide "Getting Started" in the User Guides section of the HiCAMS home page.

Step 2: The window opens with the General Tab displayed. Click on the tab called Open Issues.

Below is an example of the Open Issues tab for Estimate 67. Notice that the Filter by Issue Type is set to All.



If the drop down arrow is clicked, the filter list is displayed. The issues listed in the window follow the same order as the filter.

Note: All possible issues are listed in the dropdown menu. If the contract being reviewed has no open items for a particular issue, the issue type will still appear but no issues will be listed.

The Open Issues tab provides a summary view. In order to view the details of an issue or resolve it, either click the Go To button at the bottom of the window or double click on the highlighted issue to navigate to it.

Note: Estimates processed before Version 7.2 (January 2009) will not have any data on the Open Issues tab.

Actions required by Issue Type

Claim

Issue Type	Claim Id	Status	Claim Description	Issu
Claim	1	In Process	Contractor Claims the Department delayed Fine Grading Operations due to staking/control errors.	Clai proc
Claim	2	In Process	Delay due to lack of agreement with CSX for installation of Bore and Jack pipe	Clai proc

Claims issues are listed for informational purposes only. This provides an alert to anyone reviewing the estimate that there may be unresolved contract time extensions.

All claims should be resolved within the time frames established by the Construction Manual.

Density - Core and Nuclear

Issue Type	Line Item	Lot	Status	Material Description	Issu
Density Core	72	153	Asphalt Core QC	Asphalt Concrete Surface Course, Type RS 12.5C - Tons	Fail Pay

Densities listed are those that have a Lot Status of "Does Not Meet Specs" and do not have a Pay Adjustment Recommendation initiated. Double click on the row, or click on the Go To button, and the Density window will open to the failing Density. Clicking on the PAR button will initiate the PAR.

These PARs must go through the Pavement Section Approval process before Pay Factors can be created. Once the Pay Factor is created and included on an estimate that is Paid, the PAR will be set to Closed by the system and will no longer be displayed on the window tab.

FIR - Concrete Pavement

Issue Type	Line Item	Lot	Recommended Pay Factor	Status	Material Description	Is
FIR Concrete Pavement	97	3	99.9000	Does Not Meet Specs - Pay Adjustment	Concrete for Concrete Pavement	F
FIR Concrete Pavement	97	4	99.2254	Does Not Meet Specs - Pay Adjustment	Concrete for Concrete Pavement	F
FIR Concrete Pavement	97	38	97.1467	Does Not Meet Specs - Pay Adjustment	Concrete for Concrete Pavement	F

Field Inspection Reports (FIRs) listed have a Recommended Pay Factor less than 100% and do not have a Disposition entered on the Recommend Pay Factor tab of the Concrete Pavement FIR. This does not mean that the PAR has not been entered, but that the FIR has not been completed with the disposition of each lot.

Double click on the row or click on the Go To button to navigate to the FIR and enter this required data.

Note: Concrete Pavement lots with a Recommended Pay Factor of 100% should have the Disposition set to Meets Specs to complete the Lot.

FIR - Corrugated Metal Pipe, Guardrail, Precast, Prestressed, and SIP

Issue Type	Line Item	Report Id	Status	Material Description	Is
FIR Corr. Metal Pipe	23	21126	Does Not Meet Specs - Rejected	Corrugated Steel Pipe Culvert, 0.064 in Thick, 16 Gage, 15 in	F
FIR Corr. Metal Pipe	38	8705	Meets Specs	Bituminous Coated Corrugated Steel Pipe Culvert, Type B, 0.064 in Thick, 15 in	F
FIR Corr. Metal Pipe	39	5824	Meets Specs	Bituminous Coated Corrugated Steel Pipe Culvert, Type B, 0.064 in Thick, 18 in	F

Field Inspection Reports (FIRs) listed have Rejected quantities on the Pay Items tab of the FIR that do not have Disposition Quantities and Comments entered.

Note: A FIR can have a Status of Meets Specs and still have some rejected quantities that require a disposition.

Double click on the row or click on the Go To button to navigate to the FIR and enter this required data.

If the FIR contains materials that were not used on the project, contact your M&T Section Materials Specialist for assistance in removing them from the FIR.

MRR Recon

General				Escrow	Totals	Line Items	WBS	Item Details	Prepayments	Pay Factors	Damages	Open Issues	Completion	History
Filter by Issue Type: MRR RECON														
Issue Type	Status	FIR Alternate ID	Issu											
MRR RECON	Material Not Found on Contract Bill of Materials	PC50-041114-7	Then for th											
MRR RECON	Fir Alternate ID Quantity is Not Available	PC50-041114-2	Then for th											

Electronic Material Receipts Bar Codes that have not been assigned to a Material Receipt appear in this window.

Double click on the row or click the Go To button to navigate to the MRR Reconcile window to determine what steps need to be taken to finish receiving the Material for which Bar Codes have been scanned.

PAR (Pay Adjustment Recommendations)

General											Escrow	Totals	Line Items	WBS	Item Details	Prepayments	Pay Factors	Damages	Open Issues	Completion	History	
Filter by Issue Type: PAR																						
Issue Type	Line Item	PAR	Pay Factor Pending	Status	PAR Description	Issu																
PAR	68	11	<input checked="" type="checkbox"/>	Approved	Pay Adjustment in Accordance with 610-13 (Placed 6-1-05)	Pric that																
PAR	68	15	<input checked="" type="checkbox"/>	Approved	Pay Adjustment in Accordance with 105-3 (Placed 10-31-05)	Pric that																
PAR	70	8	<input type="checkbox"/>	Approved	0% pay, placed 1-27-06, 7.1% VTM	Pric that																

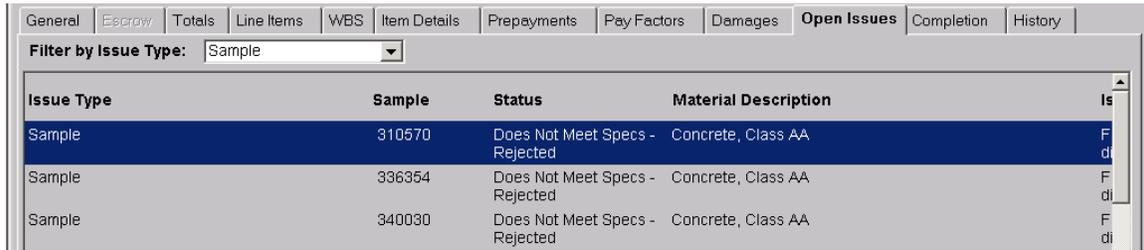
PARs listed in this section are not closed.

Most PARs will close automatically if a Pay Factor has been created and included on the estimate. The ones to be concerned about are those which are Approved and do not have the Pay Factor Pending box checked.

Double click on the row or click the Go To button to navigate to the Approved PAR and create a Pay Factor.

Note: Since Remove and Replace penalties are assessed by marking a Ticket Book Do Not Pay or reversing a Ticket Book entry, contact the Construction Unit to have the PARs of this type closed.

Sample



Issue Type	Sample	Status	Material Description	Is
Sample	310570	Does Not Meet Specs - Rejected	Concrete, Class AA	F d
Sample	336354	Does Not Meet Specs - Rejected	Concrete, Class AA	F d
Sample	340030	Does Not Meet Specs - Rejected	Concrete, Class AA	F d

Samples that do not have Disposition Quantities and Comments appear in this window.

Double click on the row or click the Go To button to navigate to the Line Items tab of the Sample and enter the disposition quantity and comment.

Remember

1. Disposition quantities and comments are required for materials that Do Not Meet Specs. This window provides an easy way to manage failing materials.
2. If you take action on a open issue and return to the Open Issues tab, be sure to click the Refresh button so that the completed issues will be removed from the list.
3. For specific help with clearing open issues on your project, please contact the Construction Unit at 919-707-2400 or the Materials Operations Engineer at 919-329-4220.

Window Definitions - Open Issues Tab

To work with the Open Issues Tab, go to **Functions > Contract Estimates > Review Estimates**. The Review Estimates window opens.

Note: For information on ways to enter your contract number, see the User Guide "Getting Started" in the User Guides section of the HiCAMS home page.

Column Definitions for the Issue Type Claims

Claim ID: The sequential number assigned by HiCAMS as claims are entered into the system.

Claim Description: The description entered on the Claim Tab of Review Claims.

Status: Describes how far along in the claim approval process the claim is. The possible statuses are as follows:

New: Indicates that information about the claim has been entered but no issues have been assigned to it. Claims in this status can still be changed.

In Process: Indicates that Issues have been entered for the claim. The issues may or may not be approved, denied, or voided. Claims in this status can still be changed.

FHWA-Concurrence or FHWA Non-Concurrence: Indicates that a Federal Highway representative has authorized FHWA participation in the claim payment. Claims in this status can still be changed.

Issue Description: Describes why the Issue appears on the Open Issues Tab.

Column Definitions for the Issue Type Density

Line Item: The contract line item number for which the density was entered.

Lot: The sequential number assigned by HiCAMS as Densities are entered into the system.

Status: The Density Category (Asphalt Core QC or Asphalt Nuclear QC).

Material Description: The Material on which the Density was performed.

Issue Description: Describes why the Issue appears on the Open Issues Tab.

Column Definitions for the Issue Type FIR - Concrete Pavement

Line Item: The contract line item number for which the Concrete Pavement Field Inspection Report was entered.

Lot: The sequential number assigned by HiCAMS to a particular set of Test Results.

Recommended Pay Factor: The Pay Factor calculated by HiCAMS based on the Flexural Strength and Core Test Results.

Status: The Overall Test Result from the Recommend Pay Factor tab.

Material Description: The Material on which the Flexural Strength and Core tests were performed.

Issue Description: Describes why the Issue appears on the Open Issues Tab.

Column Definitions for the Issue Types FIR - non Concrete Pavement

Line Item: The contract line item number for which the Field Inspection Report was entered.

Report ID: The sequential number assigned by HiCAMS to a particular Field Inspection Report.

Status: The Inspection Results from the General tab of the Field Inspection Report.

Material Description: The Material for which disposition comments are required to be entered.

Issue Description: Describes why the Issue appears on the Open Issues Tab.

Column Definitions for the Issue Type MRR Recon

Status: The reason the Bar Code is unreconciled and saved on an MRR.

FIR Alternate ID: The Alternate ID information that was scanned from the Bar Code.

Issue Description: Describes why the Issue appears on the Open Issues Tab.

Column Definitions for the Issue Type PAR (Pay Adjustment Recommendations)

Line Item: The contract line item number for which the Pay Adjustment Recommendation was entered.

Report ID: The sequential number assigned by HiCAMS to a particular Pay Adjustment Recommendation.

Pay Factor Pending: A check indicates that a Pay Factor has been created to assess the penalty.

Status: The Pay Adjustment Recommendation Status.

PAR Description: The Material for which disposition comments are required to be entered.

Issue Description: Describes why the Issue appears on the Open Issues Tab.

Column Definitions for the Issue Type Sample

Sample: The Sample number that is missing a disposition.

Status: The Sample status.

Material Description: The Material that was sampled.

Issue Description: Describes why the Issue appears on the Open Issues Tab.