NORTH CAROLINA
Department of Transportation

Construction Sites Update

Regional Construction Administration Workshops 2019

Ellen Dickson

February-March 2019

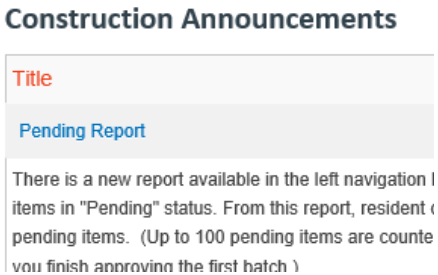
Agenda

- Stay Informed!
- **Pay Records** Update
- Recent Changes
- 2019 Plans

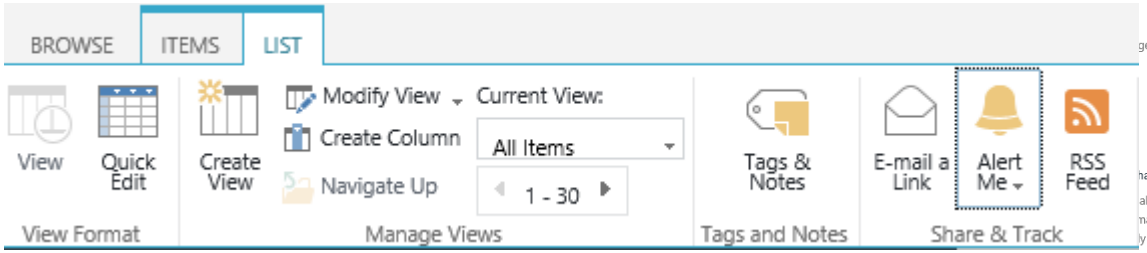
Stay Informed!

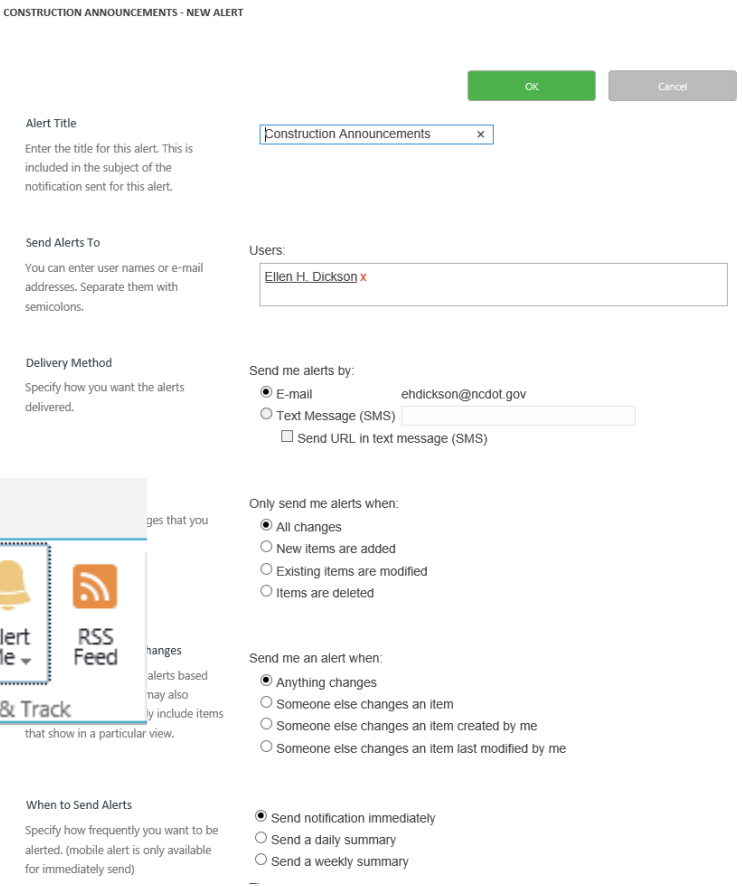
- New Features & Other News can be found on the Construction Announcements on the home page --- ***SET AN ALERT*** to stay informed

1) Click on the list name



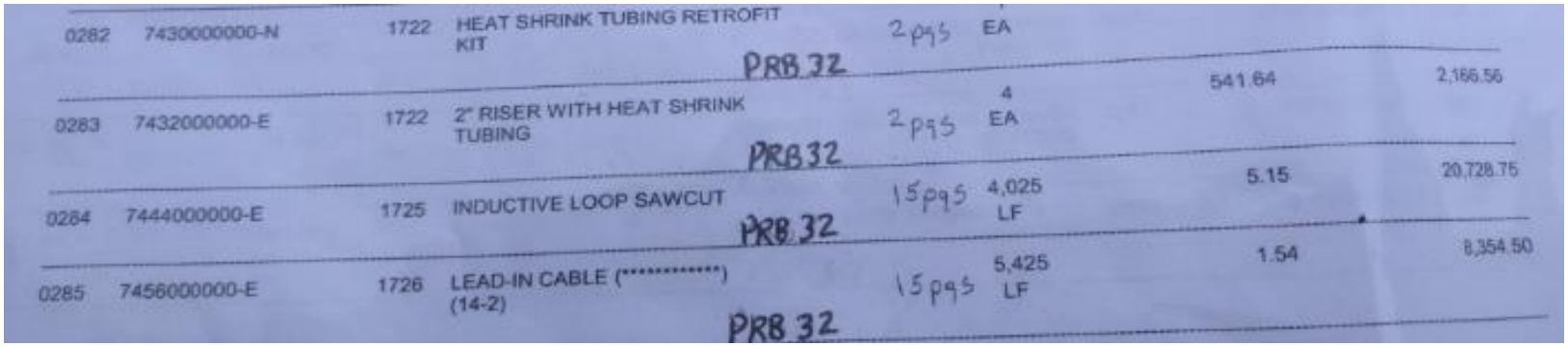
2) Go to LIST -> Alert Me -> Set alert on this list -> Press green OK



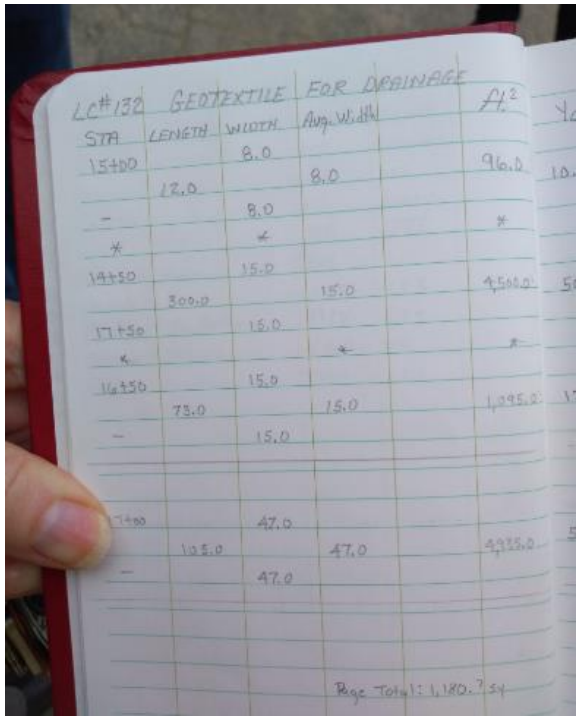


Now, you'll get an email when there is an Announcement

2018 Challenge



0282	7430000000-N	1722	HEAT SHRINK TUBING RETROFIT KIT PRB 32	2 pgs	EA		
0283	7432000000-E	1722	2" RISER WITH HEAT SHRINK TUBING PRB 32	2 pgs	4 EA	541.64	2,166.56
0284	7444000000-E	1725	INDUCTIVE LOOP SAWCUT PRB 32	15 pgs	4,025 LF	5.15	20,728.75
0285	7456000000-E	1726	LEAD-IN CABLE (**********) (14-2) PRB 32	15 pgs	5,425 LF	1.54	8,354.50



Pay Record Books

Joint activity between SharePoint & HiCAMS

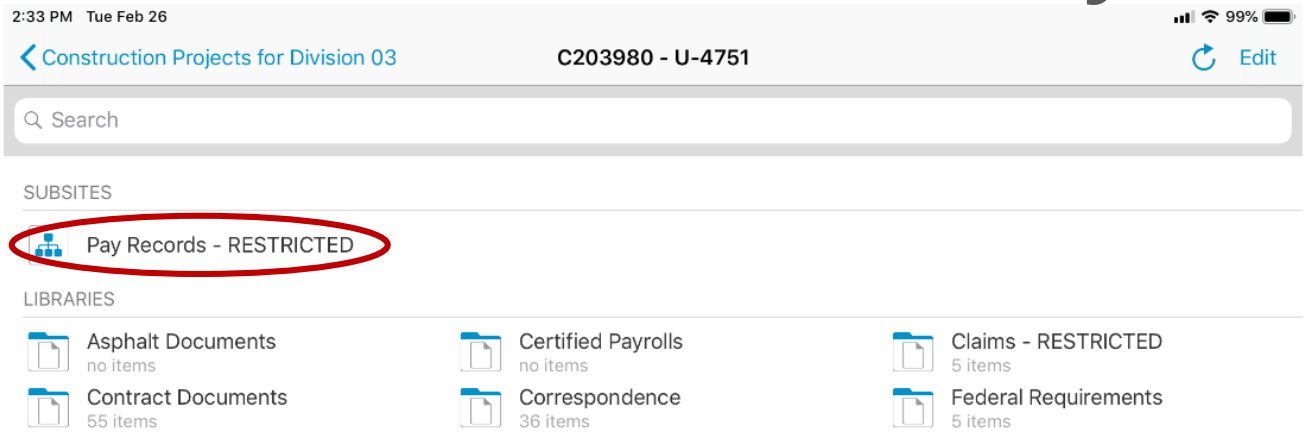
Online Pay Records Overview

Now available! Report pay records in SharePlus!

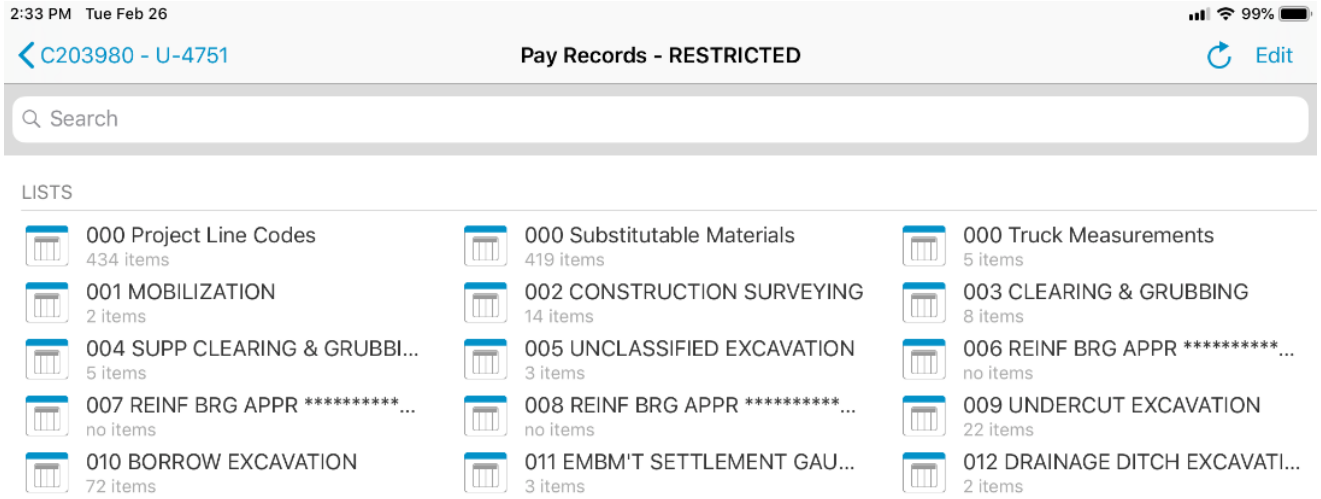
- One list for each project line code
- Users enter pay records directly into line code list
  - Users enter location & measurement info, as appropriate for line code
  - System performs all necessary calculations
- Resident offices will review and approve pay records in the same manner as they approve diaries
  - Selected management reports provided
- When a pay record is approved, it will **AUTOMATICALLY** be added into HiCAMS

Pay Records Overview

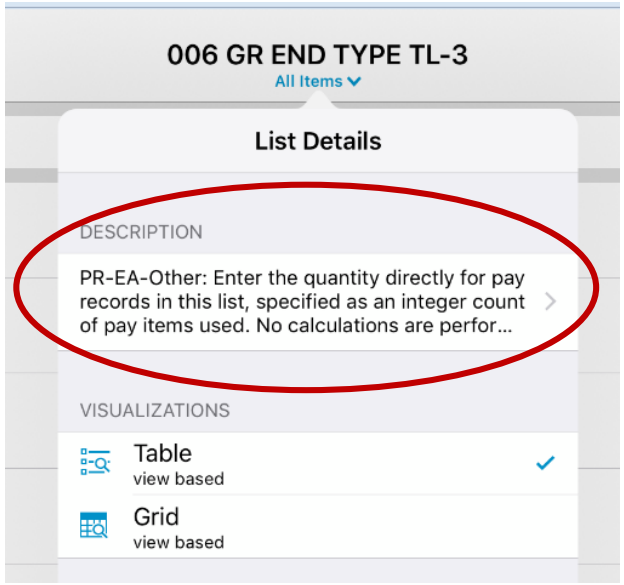
iPad User View of Pay Records



Three control lists that start with 000 and then one list for each line code:

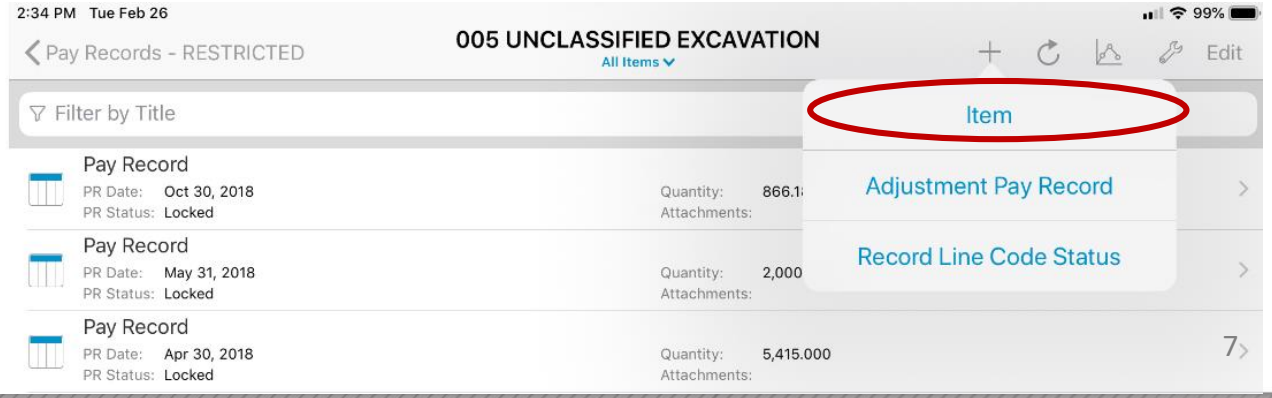


iPad User View of Pay Records…



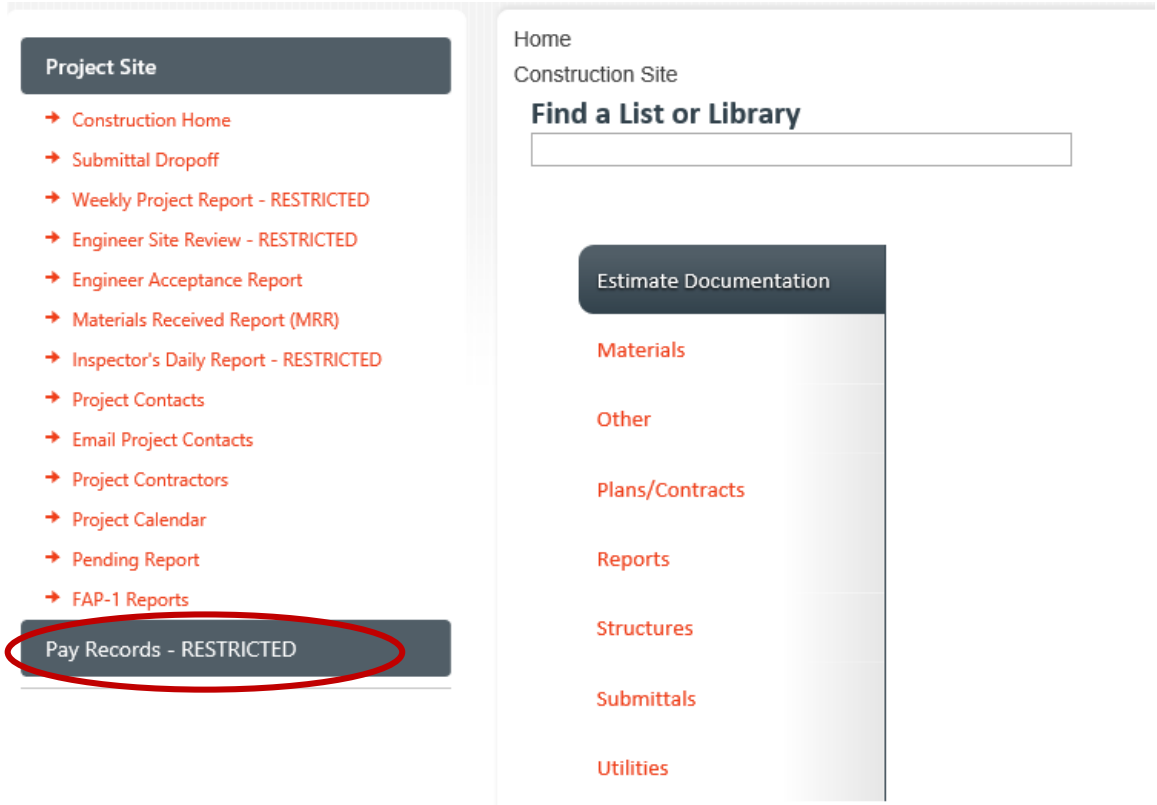
Description for each list identifies the pay record format used (of 38 different ones!) and gives high level information on how it is used

Within each list, users add an Item to enter a Pay Record – similar function to all other lists in Construction sites:



PC User View of Pay Records

Pay Records subsite is linked from left navigation within the Construction site:

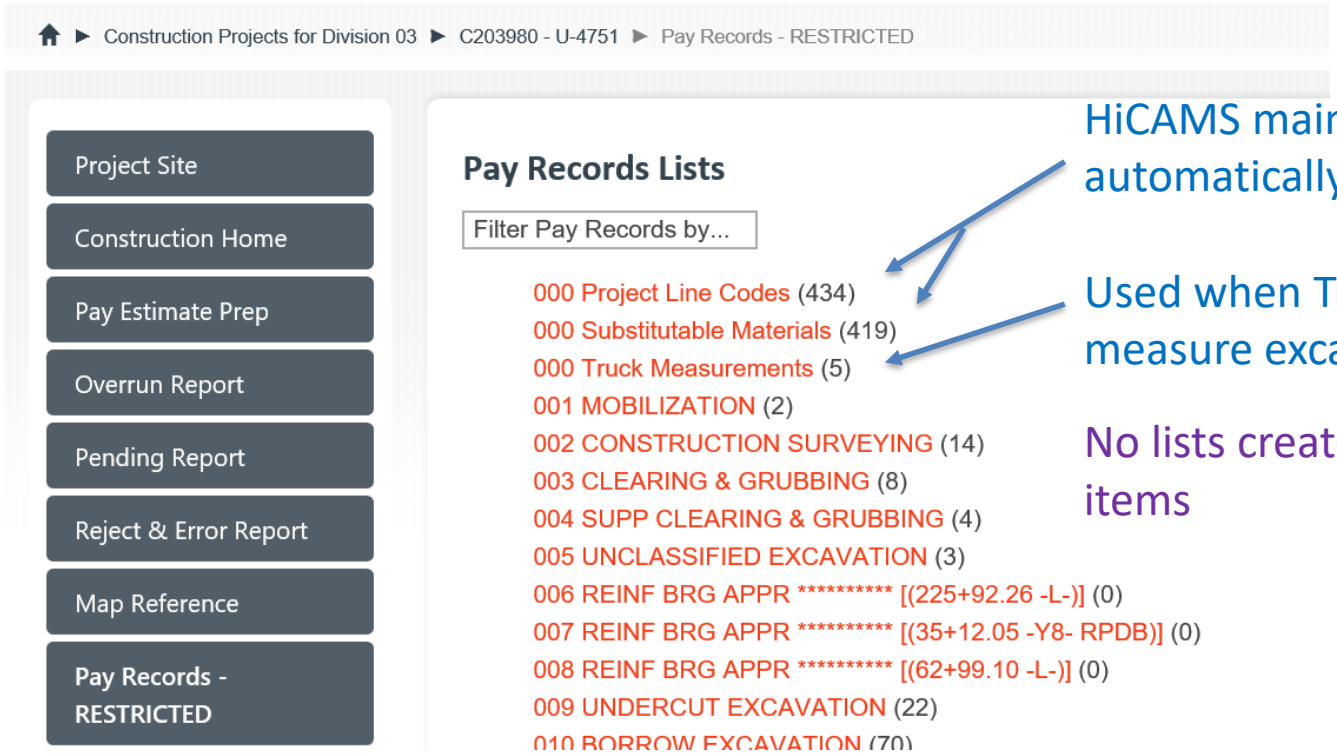


Use a browser other than IE for faster processing!

PC User View of Pay Records…

Pay Records - RESTRICTED ▸ **Pay Records - RESTRICTED**

Enter Pay Records in the line code lists below. When approved, each entry will be automatically sent to HiCAMS and locked against further changes. Items reported using ticket books will not have lists provided here. For more information, see https://connect.ncdot.gov/site/construction/Help/PayRecordsOverview.pdf.



HiCAMS maintains contract info automatically here.

Used when Truck loads used to measure excavation.

No lists created for Ticket Book items

PC User View of Pay Records…

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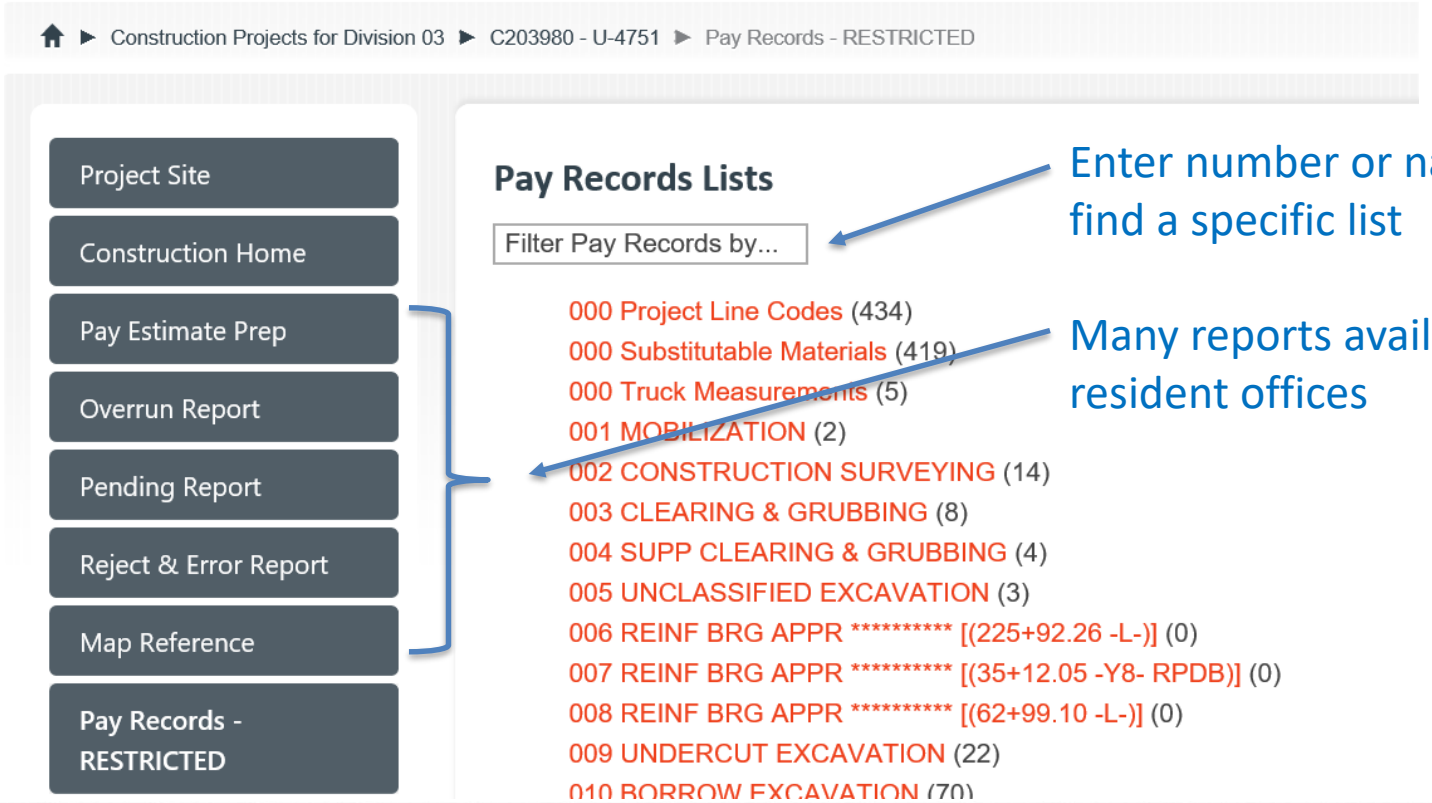
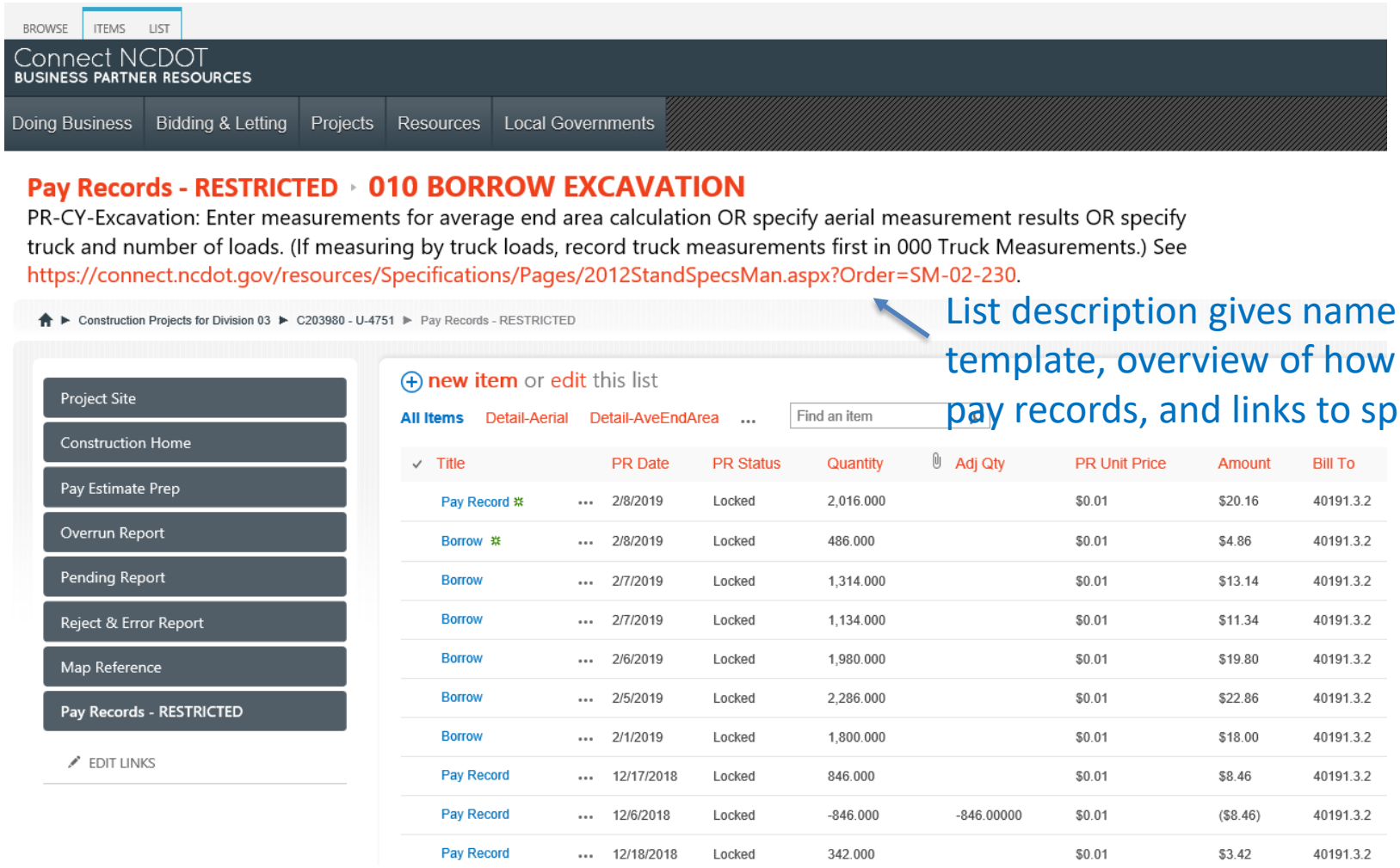


PC User View of Pay Records…



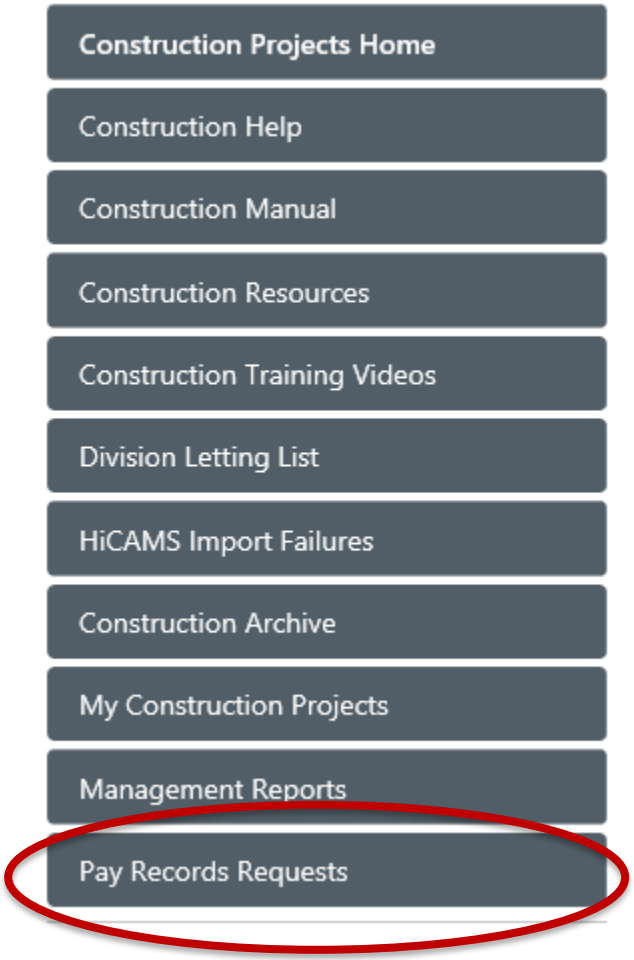
List description gives name of template, overview of how to report pay records, and links to spec book.

Pay Records Status

Date	Milestone
August 2018	Pilots start in SharePoint (6)
December 2018	Reporting to HiCAMS enabled
February 2019	All active projects initialized
March 2019	Automatic contract updates from HICAMS
Spring 2019	*Design Build work accomplished support*
Summer 2019	*Official rollout - All new projects use online Pay Records (existing projects only by request)*

- Special thanks to the resident offices for all participating pilots and especially to **Houston Allred, Jason Rivenbark, and Alan Stockton** for all their help!

Interested?



- Request **Pay Records** activation for *YOUR* project
  - Project must be activated in HiCAMS
  - Provide user info (one time set up for each)
    - *Ensures HiCAMS recognizes them from their SharePoint login & **NCID** (required)*
- Pay Records Training Webinars offered ***March 28th & April 4th***
- Use Training**NN** project sites for practice
  - NN=2 digit division number,
  - e.g. **Training03** is the site in Division 03

FAP-1 Reports

- Now Available! Leverages **Project Contractors** list & daily diaries.
- Looks for date payroll received for each active contractor in time period

FAP-1 Reports for C203772

Return to contract site Help

Generate Report for week ending: 01/06/2019 OR Select existing report to view/update: ○ All ◉ Pending ○ Approved Select 12/09/2018

View/Update FAP-1 Report for week ending 12/9/2018 for C203772

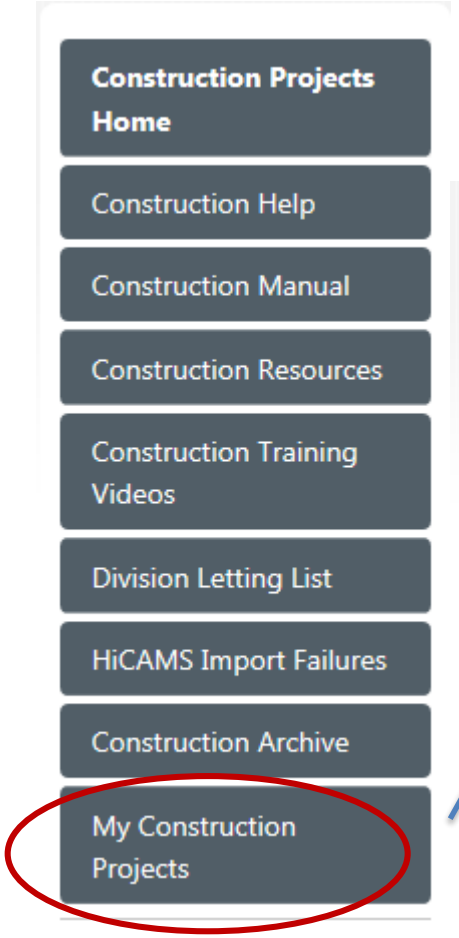
Required quarterly review conducted this week: No

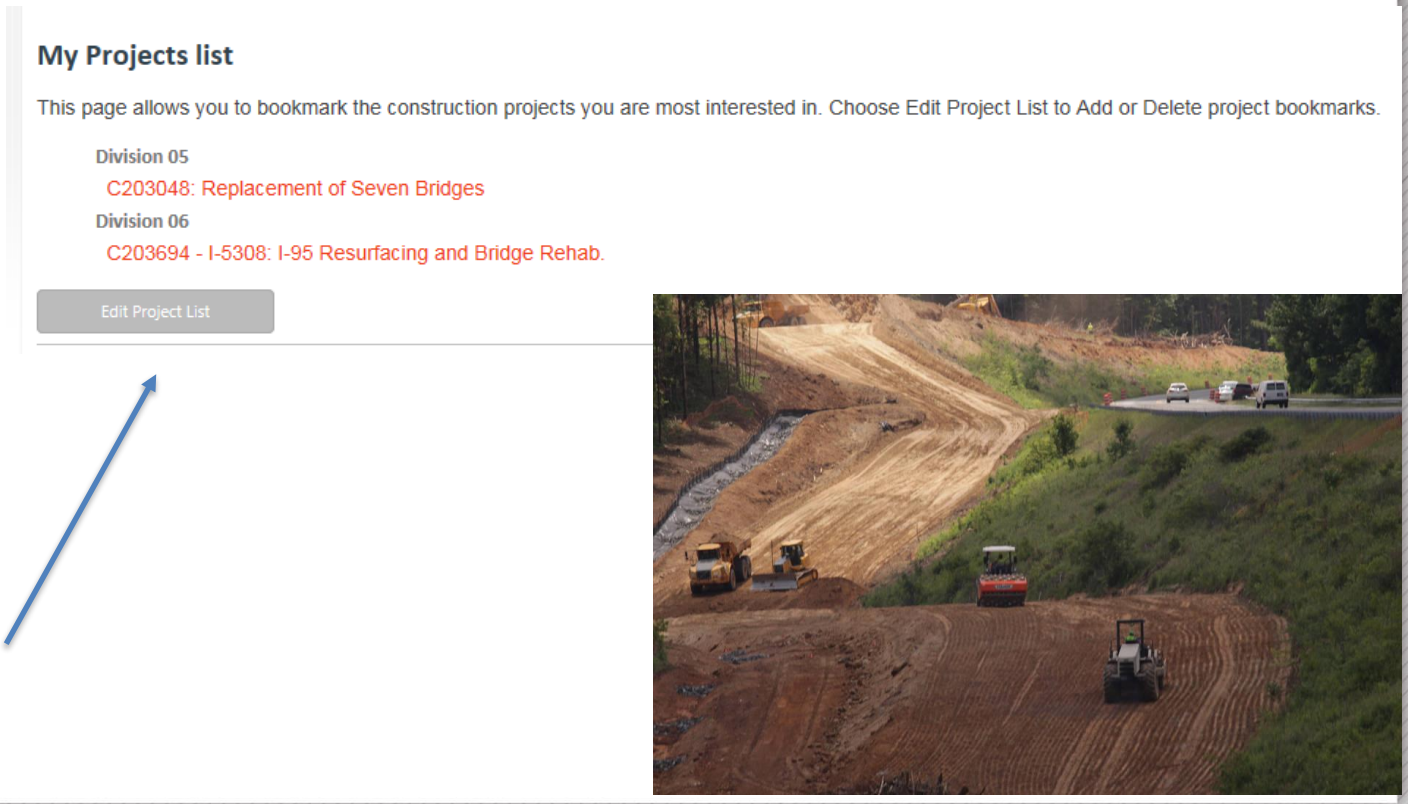
NOT COMPLETE

Contractor	Type	Active	Active but No Diary	Date Received	Payroll Not Required	Payroll Attached	Notes
SEALAND CONTRACTORS CORP	Prime	Active	☐	01/24/2019	☐	Manage Attachments (1)	
ADVANCED FIBER NETWORK LLC	Sub		☐		☐	Manage Attachments	
ALLSTARR UNDERGROUND, LLC	Sub		☐		☐	Manage Attachments	
ATLANTIC COAST SURVEY PLLC	Sub	Active	☐		☑	Manage Attachments	
BULLINGTON CONSTRUCTION INC	Sub		☐		☐	Manage Attachments	
CAPITAL CITY CURB & GUTTER LLC	Sub	Active	☐	01/24/2019	☐	Manage Attachments (1)	
CAROLINA POWER & SIGNALIZATION INC	Sub		☐		☐	Manage Attachments	
CATLIN ENGINEERS AND SCIENTISTS A DBA OF RICHARD CATLIN & AS	Sub		☐		☐	Manage Attachments	
CLARK PAVEMENT MARKING INC	Sub	Active	☐	01/24/2019	☐	Manage Attachments (1)	
DAVID WRIGHT MASONRY	Sub		☐		☐	Manage Attachments	
EA TAPPING SERVICES, LLC	Sub		☐		☐	Manage Attachments	
ECO EXPRESS SOLUTIONS, LLC	Sub		☐		☐	Manage Attachments	
EVERGREEN CLEARING INC	Sub		☐		☐	Manage Attachments	
FULCHER ELECTRIC OF FAYETTEVILLE INC	Sub	Active	☐		☐	Manage Attachments	
JAMES L MORGAN TRUCKING INC	Sub		☐		☐	Manage Attachments	

My Construction Projects

- My Construction Projects page: A user specific favorites list of the projects you frequently navigate to. Add or delete projects as often as you like





Resident Office Libraries

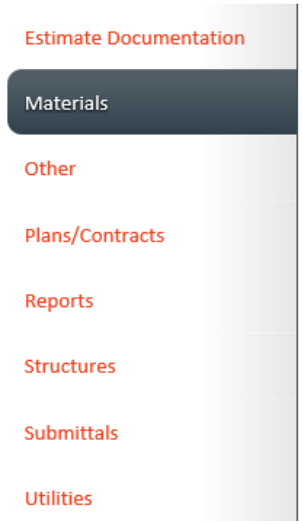
- **Library for each Resident office** to use for their own documents
  - Available on Division page: within a project, click on **Construction Projects Division NN**
  - Select Resident office from left navigation

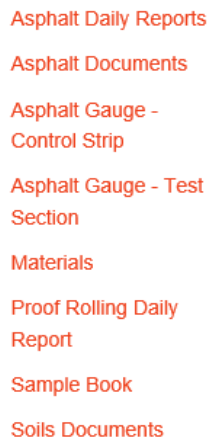
If you'd like to categorize documents in these libraries, let us know & we'll set it up for you:

Email ConstructionHelp@ncdot.gov

Asphalt Reports

- **Asphalt Daily Reports (MT605)**
- **Asphalt Gauge Control Strip** &
  Asphalt Gauge Test Section reports (**MT514/515**)
  - Internet needed to START report (to generate random test locations)
- *Coming Soon:* **Asphalt Surface Treatment Daily Report (MT660)**





Why Use These Instead of Excel Spreadsheets?

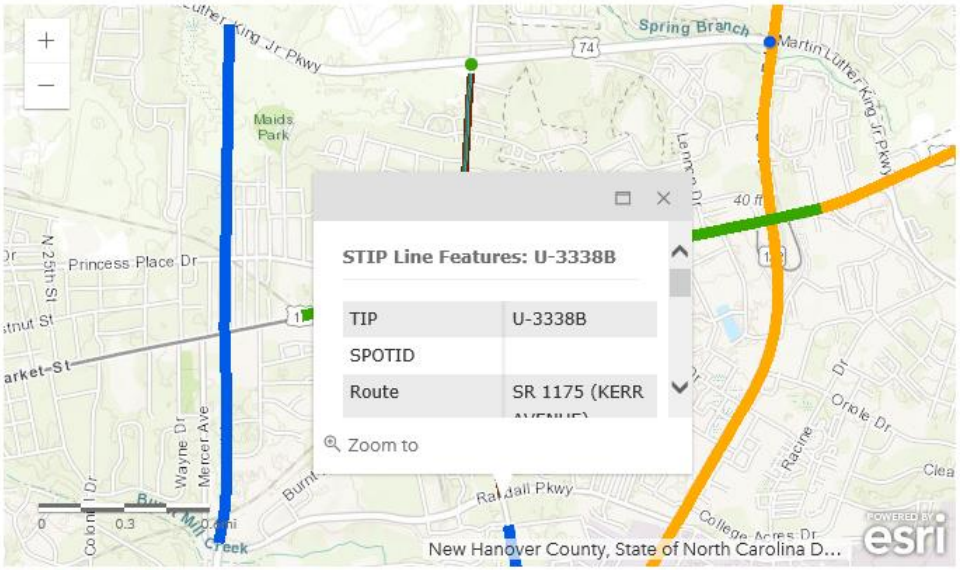
- Because you and M&T can look at the results of many reports at once, instead of opening each one individually! Several default views are available.
- Use "Additional material placed today" to continue with same crew on same day – shorter form
- **Tell your inspectors** if you want them to use the SharePlus forms instead of Excel

Title	Paving Contractor	Mix Type	Linear Ft	Today's Tons	Density Control	QC Tests	QA Tests	Verif Tests	Paving Appl Type	Created By	Info	Approval Status	Modified By
Report Date : 1/19/2019 (6)													
MT605 1/16/2019 152A		RI 19.0C	700.0	455.80	Core	2			Full Width Paving	William H. Pope		Pending	William H. Pope
MT605 1-16-2019 152B		RS 9.5C	500.0	65.75	Core	5			Full Width Paving	William H. Pope		Pending	William H. Pope
MT605 1-17-2019 report # 153	Johnson Brothers	RI 19.0C	800.0	808.40	Core	3			Full Width Paving	William H. Pope		Pending	William H. Pope

Other Changes…

- **Pending Report**
  - Identify items and documents waiting to be approved across entire contract
- **Email Project Contacts**
  - Start an email to all or selected users in Project Contacts list
- **Display/Edit Project Map** on home page of each project site
  - STIP projects should already be mapped – other projects may not be
  - You can edit the map & it will update overnight so all users will see it in that project site

Construction Project Map



Add / Edit Project Map

Other Changes…

- **Restricted deletion to prevent accidental loss of records** (per CCU direction)
  - Diaries, MRR, Ticket Book Summaries, Payment Data, & new Pay Records
  - Only Resident/Administrator can delete. Users can email ConstructionHelp@ncdot.gov for deletions.
- **Minor user requested changes**
  - Added **Sample Book** for inspectors
  - Pre-stressed Concrete and Structural Steel folders in Materials library
  - Additional standard folders in Correspondence library
  - MRR: Ability to note associated QC reports are in HiCAMS, and to mark MRRs that will not go into HiCAMS
  - Renamed CUF Assessment list to DBE CUF Assessment & added list description
  - Added Contr into No Work diaries
  - Renamed Soils List Forms to Proof Rolling Daily Report & improved structure
- More consistency corrections & minor usability improvements
  - Ex. Removing Contract No. and TIP from fields to fill in
- More archiving of old projects

Plans for 2019

- **Pay Records rollout**
  - Design Build work accomplished support
  - Improved management reporting & integration with Ticket Book Summaries

- Outlook macro to **file emails into Construction sites**

- More **M&T Reports**
  - Asphalt, Concrete & Soils forms

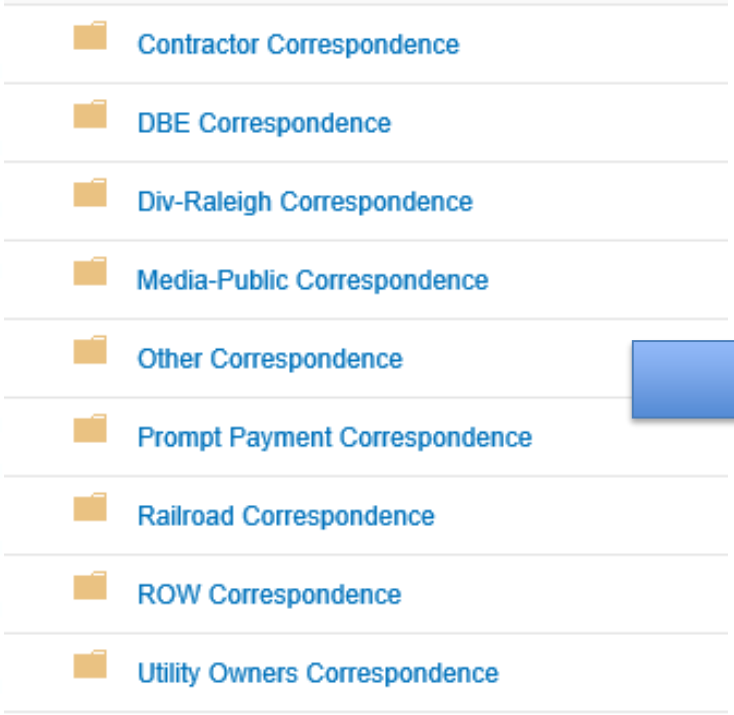
- More **Management reporting** (1 site/division/all)

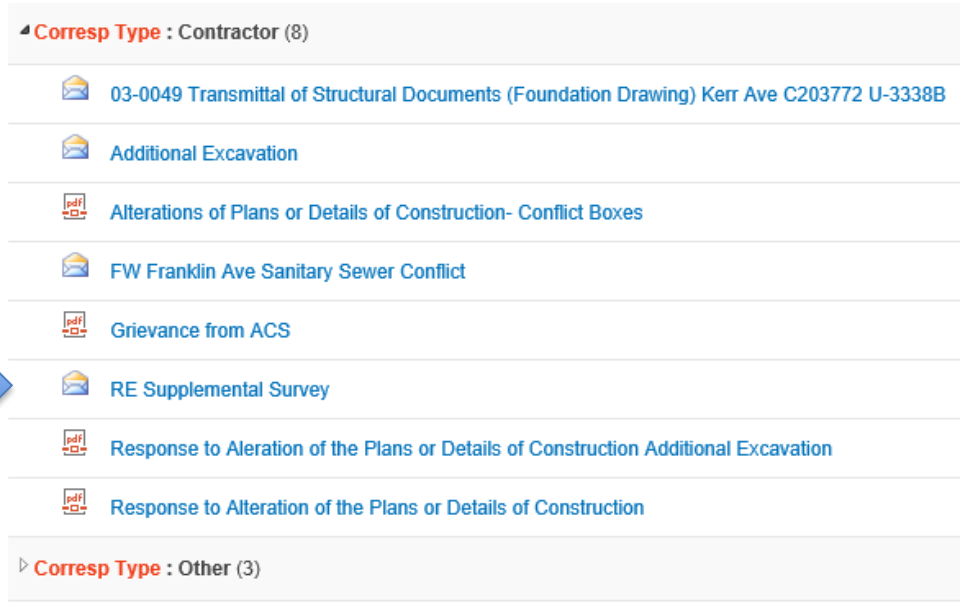
  Management Reports

- More support for processes, not just storage
  - Example: NCR process for Pre-stressed Concrete – finding & reporting the problem, obtaining the proposed repair procedure, SMU review & approval, waiting for the repair, inspecting the repair, accept or reject member

Plans for 2019…

- Improved Construction **site organization & structure**
  - Improved front page – different ways to group & organize
  - Document Sets (user created folders with attributes) available in all libraries
  - Grouping files by attributes instead of fixed folder structure





How many in each folder?

8 Contractor, 3 Other

Want to help?

- Send ideas/suggestions to ConstructionHelp@ncdot.gov

- Join the **Construction User Group** to provide requirements & prioritization input
  - *Expect 1 day trip to Raleigh / quarter*

- ***REALLY interested?***
  - We are seeking a knowledgeable professional with experience in a Resident's office to join our IT team in Raleigh and help guide where we go in support of NCDOT Construction…
  - See posted position in Dept of Information Technology for

Engineering Content Management Analyst II

https://tinyurl.com/ECMTeam *Posting closes 3/22/2019*