



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

Construction Announcements

Title

Pending Report

There is a new report available in the left navigation items in "Pending" status. From this report, resident pending items. (Up to 100 pending items are counted from you finish approving the first batch)

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

The screenshot shows a navigation bar with 'BROWSE', 'ITEMS', and 'LIST' tabs. Below the tabs are various icons for 'View', 'Quick Edit', 'Create View', 'Modify View', 'Create Column', 'Navigate Up', 'Tags & Notes', 'E-mail a Link', 'Alert Me', and 'RSS Feed'. The 'Alert Me' button is highlighted with a dashed box. The 'Current View' dropdown is set to 'All Items' and shows '1 - 30' items.

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

CONSTRUCTION ANNOUNCEMENTS - NEW ALERT

Alert Title
Enter the title for this alert. This is included in the subject of the notification sent for this alert.

Send Alerts To
You can enter user names or e-mail addresses. Separate them with semicolons.

Users:

Delivery Method
Specify how you want the alerts delivered.

Send me alerts by:

- E-mail
- Text Message (SMS)
- Send URL in text message (SMS)

Only send me alerts when:

- All changes
- New items are added
- Existing items are modified
- Items are deleted

Send me an alert when:

- Anything changes
- Someone else changes an item
- Someone else changes an item created by me
- Someone else changes an item last modified by me

When to Send Alerts
Specify how frequently you want to be alerted. (mobile alert is only available for immediately send)

- Send notification immediately
- Send a daily summary
- Send a weekly summary

2018 Challenge

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

LC#130 GEOTEXTILE FOR DRAINAGE

STA	LENGTH	WIDTH	Av. Width	Area	Yd.
15+00	12.0	8.0	8.0	96.0	10.
-		8.0	*	*	
14+50	300.0	15.0	15.0	4,500.0	50.
17+50		15.0	*	*	
16+50	73.0	15.0	15.0	1,095.0	12.
-		15.0			
7+00	105.0	47.0	47.0	4,935.0	55.
-		47.0			

Page Total: 1,180.754

**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




iPad User View of Pay Records

2:33 PM Tue Feb 26 📶 99% 🔋







[← Construction Projects for Division 03](#) C203980 - U-4751 🔄 Edit

🔍 Search

SUBSITES

 **Pay Records - RESTRICTED**

LIBRARIES

 Asphalt Documents no items	 Certified Payrolls no items	 Claims - RESTRICTED 5 items
 Contract Documents 55 items	 Correspondence 36 items	 Federal Requirements 5 items
















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

2:33 PM Tue Feb 26 📶 99% 🔋

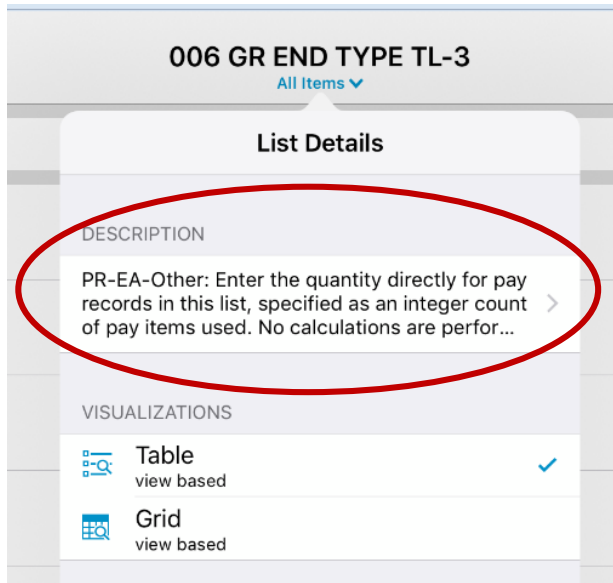
[← C203980 - U-4751](#) Pay Records - RESTRICTED 🔄 Edit

🔍 Search

LISTS

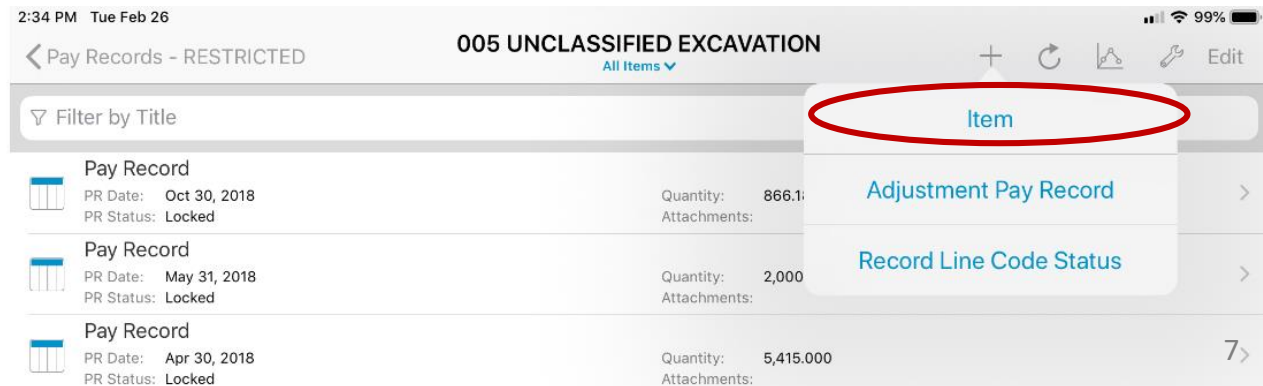
 000 Project Line Codes 434 items	 000 Substitutable Materials 419 items	 000 Truck Measurements 5 items
 001 MOBILIZATION 2 items	 002 CONSTRUCTION SURVEYING 14 items	 003 CLEARING & GRUBBING 8 items
 004 SUPP CLEARING & GRUBBI... 5 items	 005 UNCLASSIFIED EXCAVATION 3 items	 006 REINF BRG APPR *****... no items
 007 REINF BRG APPR *****... no items	 008 REINF BRG APPR *****... no items	 009 UNDERCUT EXCAVATION 22 items
 010 BORROW EXCAVATION 72 items	 011 EMBM'T SETTLEMENT GAU... 3 items	 012 DRAINAGE DITCH EXCAVATI... 2 items

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

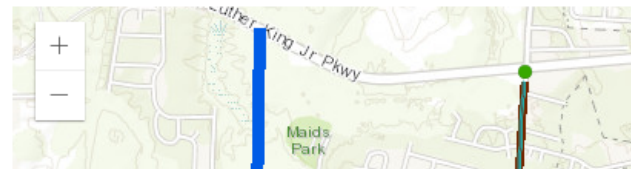
Pay Records subsite is linked from left navigation within the Construction site:

The screenshot shows the user interface of the PC User View of Pay Records. On the left, there is a navigation menu under the heading "Project Site". The menu items are: Construction Home, Submittal Dropoff, Weekly Project Report - RESTRICTED, Engineer Site Review - RESTRICTED, Engineer Acceptance Report, Materials Received Report (MRR), Inspector's Daily Report - RESTRICTED, Project Contacts, Email Project Contacts, Project Contractors, Project Calendar, Pending Report, FAP-1 Reports, and Pay Records - RESTRICTED. The "Pay Records - RESTRICTED" item is circled in red. On the right, there is a search bar with the text "Find a List or Library" and a search input field. Below the search bar is a section titled "Estimate Documentation" with a list of items: Materials, Other, Plans/Contracts, Reports, Structures, Submittals, and Utilities. At the bottom right, there is a "Construction Project Map" showing a map of a construction site with a blue line indicating a project location and a green dot. The map includes a zoom control and labels for "Luther King Jr. Pkwy" and "Maids Park".



Use a browser other than IE for faster processing!

Construction Project Map



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>.

🏠 ▶ Construction Projects for Division 03 ▶ C203980 - U-4751 ▶ Pay Records - RESTRICTED

Project Site

Construction Home

Pay Estimate Prep

Overrun Report

Pending Report

Reject & Error Report

Map Reference

Pay Records -
RESTRICTED

Pay Records Lists

Filter Pay Records by...

000 Project Line Codes (434)
 000 Substitutable Materials (419)
 000 Truck Measurements (5)
 001 MOBILIZATION (2)
 002 CONSTRUCTION SURVEYING (14)
 003 CLEARING & GRUBBING (8)
 004 SUPP CLEARING & GRUBBING (4)
 005 UNCLASSIFIED EXCAVATION (3)
 006 REINF BRG APPR ***** [(225+92.26 -L-)] (0)
 007 REINF BRG APPR ***** [(35+12.05 -Y8- RPDB)] (0)
 008 REINF BRG APPR ***** [(62+99.10 -L-)] (0)
 009 UNDERCUT EXCAVATION (22)
 010 BORROW EXCAVATION (70)

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...

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>.

🏠 ▶ Construction Projects for Division 03 ▶ C203980 - U-4751 ▶ Pay Records - RESTRICTED

Project Site

Construction Home

Pay Estimate Prep

Overrun Report

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Reject & Error Report

Map Reference

Pay Records -
RESTRICTED

Pay Records Lists

Filter Pay Records by...

000 Project Line Codes (434)

000 Substitutable Materials (419)

000 Truck Measurements (5)

001 MOBILIZATION (2)

002 CONSTRUCTION SURVEYING (14)

003 CLEARING & GRUBBING (8)

004 SUPP CLEARING & GRUBBING (4)

005 UNCLASSIFIED EXCAVATION (3)

006 REINF BRG APPR ***** [(225+92.26 -L-)] (0)

007 REINF BRG APPR ***** [(35+12.05 -Y8- RPDB)] (0)

008 REINF BRG APPR ***** [(62+99.10 -L-)] (0)

009 UNDERCUT EXCAVATION (22)

010 BORROW EXCAVATION (70)

Enter number or name to quickly find a specific list

Many reports available to assist resident offices

PC User View of Pay Records...

BROWSE ITEMS LIST

Connect NCDOT
BUSINESS PARTNER RESOURCES

Doing Business Bidding & Letting Projects Resources Local Governments

Pay Records - RESTRICTED ▸ 010 BORROW EXCAVATION

PR-CY-Excavation: Enter measurements for average end area calculation OR specify aerial measurement results OR specify truck and number of loads. (If measuring by truck loads, record truck measurements first in 000 Truck Measurements.) See <https://connect.ncdot.gov/resources/Specifications/Pages/2012StandSpecsMan.aspx?Order=SM-02-230>.

Construction Projects for Division 03 ▸ C203980 - U-4751 ▸ Pay Records - RESTRICTED

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

- Project Site
- Construction Home
- Pay Estimate Prep
- Overrun Report
- Pending Report
- Reject & Error Report
- Map Reference
- Pay Records - RESTRICTED**

EDIT LINKS

+ new item or edit this list

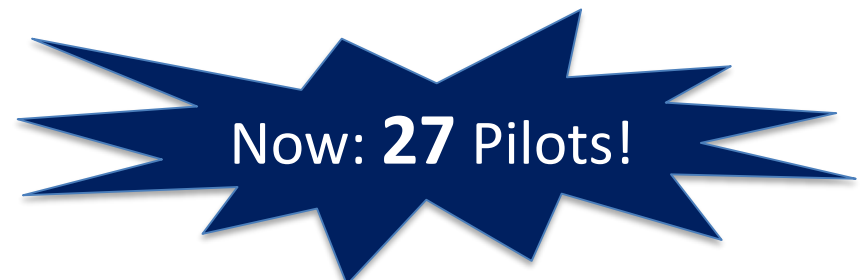
All Items Detail-Aerial Detail-AveEndArea ... Find an item

✓ Title	PR Date	PR Status	Quantity	Adj Qty	PR Unit Price	Amount	Bill To
Pay Record *#	2/8/2019	Locked	2,016.000		\$0.01	\$20.16	40191.3.2
Borrow *#	2/8/2019	Locked	486.000		\$0.01	\$4.86	40191.3.2
Borrow	2/7/2019	Locked	1,314.000		\$0.01	\$13.14	40191.3.2
Borrow	2/7/2019	Locked	1,134.000		\$0.01	\$11.34	40191.3.2
Borrow	2/6/2019	Locked	1,980.000		\$0.01	\$19.80	40191.3.2
Borrow	2/5/2019	Locked	2,286.000		\$0.01	\$22.86	40191.3.2
Borrow	2/1/2019	Locked	1,800.000		\$0.01	\$18.00	40191.3.2
Pay Record	12/17/2018	Locked	846.000		\$0.01	\$8.46	40191.3.2
Pay Record	12/6/2018	Locked	-846.000	-846.00000	\$0.01	(\$8.46)	40191.3.2
Pay Record	12/18/2018	Locked	342.000		\$0.01	\$3.42	40191.3.2

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
<i>Spring 2019</i>	<i>Design Build work accomplished support</i>
<i>Summer 2019</i>	<i>Official rollout - All new projects use online Pay Records (existing projects only by request)</i>

- 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?

Construction Projects Home

Construction Help

Construction Manual

Construction Resources

Construction Training Videos

Division Letting List

HiCAMS Import Failures

Construction Archive

My Construction Projects

Management Reports

Pay Records Requests

- 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 **TrainingNN** 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](#)

for week ending:

OR Select existing report to view/update: All Pending Approved

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

Required quarterly review conducted this week:

NOT COMPLETE

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

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

Construction Projects
Home

Construction Help

Construction Manual

Construction Resources

Construction Training
Videos

Division Letting List

HiCAMS Import Failures

Construction Archive

My Construction
Projects

My Projects list

This page allows you to bookmark the construction projects you are most interested in. Choose Edit Project List to Add or Delete project bookmarks.

Division 05

[C203048: Replacement of Seven Bridges](#)

Division 06

[C203694 - I-95: I-95 Resurfacing and Bridge Rehab.](#)

Edit Project List



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

🏠 ▶ Construction Projects Division 05 ▶ C202813 - B-4697

Construction Projects Division 05 ▶

🏠 ▶ Construction Projects Division 05

Home

Div 05 Inspector News

Aviation Pkwy RE Office

District Drive RE Office

Durham RE Office

Rogers View RE Office

Youngsville RE Office

Usage Assessment

Home

Construction Sites for Division 05

Division 05 Sites

C202235 - B-4656

C202335 - B-4138

C202436 - B-3638

C202573 - B-4991

C202580 - B-4660

C202707

C202747 - B-4514

C202813 - B-4697

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)**

- Estimate Documentation
- Materials**
- Other
- Plans/Contracts
- Reports
- Structures
- Submittals
- Utilities

- Asphalt Daily Reports
- Asphalt Documents
- Asphalt Gauge - Control Strip
- Asphalt Gauge - Test Section
- Materials
- Proof Rolling Daily Report
- Sample Book
- Soils Documents

Why Use These Instead of Excel Spreadsheets?

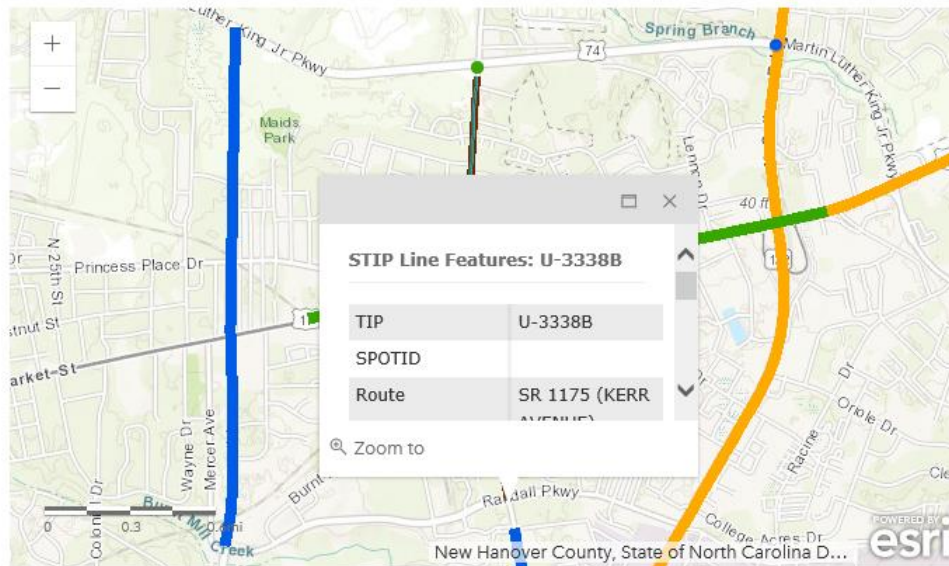
- Because you and M&T can look at the results of many reports at once, instead of opening each one individually! Several default views are available.
- Use “Additional material placed today” to continue with same crew on same day – shorter form
- **Tell your inspectors if you want them to use the SharePlus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

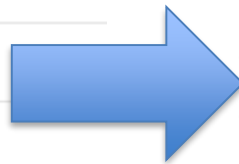
- **Pay Records rollout**
 - Design Build work accomplished support
 - Improved management reporting & integration with Ticket Book Summaries
- Outlook macro to **file emails into Construction sites**
- More **M&T Reports**
 - Asphalt, Concrete & Soils forms
- More **Management reporting** (1 site/division/all)
 - 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

- Contractor Correspondence
- DBE Correspondence
- Div-Raleigh Correspondence
- Media-Public Correspondence
- Other Correspondence
- Prompt Payment Correspondence
- Railroad Correspondence
- ROW Correspondence
- Utility Owners Correspondence



◀ Corresp Type : Contractor (8)

- 03-0049 Transmittal of Structural Documents (Foundation Drawing) Kerr Ave C203772 U-3338B
- Additional Excavation
- Alterations of Plans or Details of Construction- Conflict Boxes
- FW Franklin Ave Sanitary Sewer Conflict
- Grievance from ACS
- RE Supplemental Survey
- Response to Aleration of the Plans or Details of Construction Additional Excavation
- Response to Alteration of the Plans or Details of Construction

▶ Corresp Type : Other (3)

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