

HiCAMS User Guide

Chapter 4: Contract Tracking

Section 6: Review Pay Adjustment Recommendations (PARs)

Contents

About Pay Adjustment Recommendations (PARs)
The Pay Adjustment Recommendations Window
Entering a Miscellaneous PAR for Seeding and Mulching Incentive
Entering a PAR for a Failing Density
Entering a PAR for Failing Asphalt Mix
Entering a PAR for a Failing Sample or FIR
Entering a PAR for Asphalt Workmanship
Changing or Correcting PARs and Pay Factors

Revision History

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

Date	Version	Description	Author
December 1997	1.0	Initial Version	HiCAMS Documentation Specialist
November 2002	2.0	Updated Document	Deirdre Warner
September 2014	3.0	Reformatted and updated Document	Marie Novello
September 2014	3.1	Additional minor changes	Marie Novello

About Pay Adjustment Recommendations (PARs)

The NCDOT *Standard Specifications for Roads and Structures* and various Project Special Provisions define reasons that the contractor may receive an Incentive, Disincentive, or Penalty. Examples of reasons include Seeding and Mulching Incentives, Failing Densities, and Failing Test Results.

The Pay Adjustment Recommendation (PAR) functionality has been created within HiCAMS to enable these Incentive and Penalty payments to be tracked and assessed. This is important for Project Certification as the disposition of all Materials that do not meet specifications must be detailed before final payment is made. Much of the paperwork for Penalty assessment is maintained outside of HiCAMS. The PAR entry in HiCAMS provides a summary of the problem.

PARs can be created for the following reasons:

Reason for PAR	Source of PAR
Seeding and Mulch Incentive	Not linked to another HiCAMS record
Failing Asphalt Density	Density
Failing Asphalt Mix	QA Lab
Failing Test Results	Field Inspection Report or Sample
Asphalt Workmanship	Not linked to another HiCAMS record

Some additional payments are NOT handled with a PAR. An example of this kind of payment is Final Surface Testing which is paid on Line Items created with the Contract Adjustments > Review Other Line Items function.

Some Penalties on Design Build contracts are handled with the PAR module, and some are assessed on Other Line Items. Please contact the Construction Unit for assistance with this.

It is important to remember that the payment of an Incentive or the assessment of a Penalty is a two step process. The first step is the entering of the Recommendation which then goes through an Approval process. Once everyone is in agreement on what Incentive or Penalty needs to be assessed and the PAR is approved, a Pay Factor must be created to either make the Incentive Payment or assess the Penalty.

This user guide will explain the process for each of the five types of PARs listed.

The Pay Adjustment Recommendations Window

Much of the Pay Adjustment Recommendation (PAR) process occurs outside of HiCAMS. HiCAMS creates the documents that detail the deficient material and provides a way of tracking the disposition process.

To access the main Review Pay Adjustment Recommendation window, go to **Functions > Contract Tracking > Review Pay Adjustments**. The Review Pay Adjustment Recommendations window opens.

Enter the Contract Number for which you wish to view the PARs. Hit the Enter key or click on the Retrieve button.

Below is an example of the Review Pay Adjustment Recommendation window for a Contract with existing PARs listed.

Contract	Line Item	Cont Adj	Line Item Description	PAR	Type	Description	Status	Current Owner
C202263	21		ASP CONC INTR CRS I19.0B	1	QA-2A	Individual Outside VTM Design Limits	Closed	Norris, Jr., PE, Bobby
C202263	21		ASP CONC INTR CRS I19.0B	2	QA-2B (Core)	FAILING CORE'S 6/24/10- 91.1%	Closed	Norris, Jr., PE, Bobby
C202263	97		REINF CONCRETE DECK SLA	3	Sample	Low Break Cyclinders, HICAMS #52	Closed	Scott, PE, Darren R
C202263	97		REINF CONCRETE DECK SLA	4	Sample	Low Break Cyclinders, HICAMS #52	Closed	Scott, PE, Darren R
C202263	100		BRG APPR SLAB ***** [(5	Sample	Low Break Cyclinders, HICAMS #52	Closed	Scott, PE, Darren R
C202263	100		BRG APPR SI AR ***** [(6	Sample	Low Break Cyclinders, HICAMS #52	Closed	Scott, PE, Darren R
C202263	100		BRG APPR SLAB ***** [(7	Sample	Low Break Cyclinders, HICAMS #52	Closed	Scott, PE, Darren R
C202263	100		BRG APPR SLAB ***** [(8	Sample	Low Break Cyclinders, HICAMS #52	Closed	Scott, PE, Darren R
C202263	100		BRG APPR SLAB ***** [(9	Sample	Low Break Cyclinders, HICAMS #52	Closed	Scott, PE, Darren R

Note: Most navigation to the PAR window is done from either the Notifications window or from the Failing Density, Field Inspection Report (FIR), or Sample.

Entering a Miscellaneous PAR for Seeding and Mulching Incentive

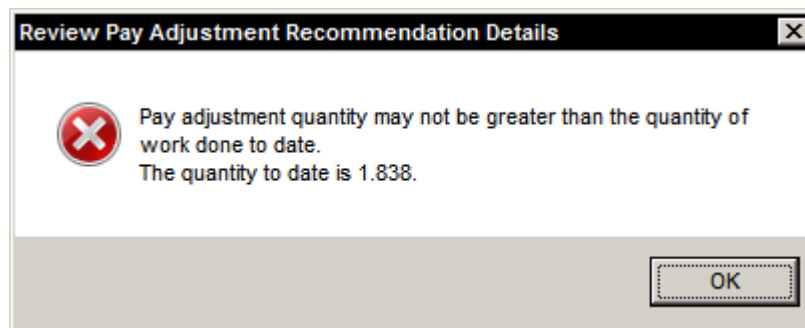
If a contract contains Project Special Provision SP16 R02 "PERMANENT SEEDING AND MULCHING", it states that "an additional payment will be made to the Contractor as an incentive additive." This payment is made at a decreasing percentage throughout the first 50% of the elapsed contract time.

To enter a Miscellaneous PAR for the Seeding and Mulching Incentive, follow these steps:

- Step 1:** Enter a Pay Record for all accepted Seeding and Mulching. Determine what quantity of the payment is eligible for the Incentive, and the Incentive (30% or 15%) for which it is eligible.
- Step 2:** Go to **Functions > Contract Tracking > Review Pay Adjustments** and enter your contract number. The Review Pay Adjustment Recommendations window opens.
- Step 3:** Click the New Button. The Review Pay Adjustment Recommendation Details window opens.
- Step 4:** Type in the Line Item number for Seeding and Mulching, or select it from the drop down list. In the Choose a PAR Type pop-up window, select "Miscellaneous" and click OK.

***TIP:** If you select the incorrect PAR Type, click once in the Type field and the Choose a PAR Type window will re-open.*

- Step 5:** Type in the PAR description. This is what will print on the Estimate Report. Keep in mind that the words "Pay Factor" will print at the beginning of this description so it is not necessary to use them. It is helpful to describe the dates the Seeding Incentive is for, but not necessary.
- Step 6:** Enter the Quantity that will be adjusted. This quantity cannot exceed what has been entered in the Pay Record window. If the quantity entered exceeds the quantity in the Pay Record window, the following message will appear when the PAR is Saved.



Since multiple Pay Adjustments can be applied to the same quantity of work, this calculation does NOT include any previously applied PARs.

- Step 7:** Enter the Percent that the contractor needs to be paid. Keep in mind that this amount is NOT the incentive percent, but 100% plus the incentive percent.
- Step 8:** From the Reason drop down list, select Incentive.
- Step 9:** Enter the name of the technician who inspected the Seeding in the Inspected By field by clicking on the Staff icon.
- Step 10:** Enter the Inspected Date by typing the Pay Record date or using the Calendar icon.
- Step 11:** Save. The PAR status changes from PAR In Process to Approved.

Here's what the window will look like:

The screenshot shows the HICAMS software interface. The main window is titled "Review Pay Adjustment Recommendation Details (C203456)". It contains the following information:

- Contract:** C203456
- Contractor:** FSC II LLC DBA FRED SMITH COMPANY
- Status:** Active
- Description (nickname):** Saddlebred Road
- Line Item:** 103 SEEDING AND MULCHING
- UOM:** Acres

PAR	Type	Description	Status	Current Owner	Quantity	Theoretical Percent	Percent	Reason
1	Miscellaneous	Seeding & Mulching	Closed	Wise, PE, Randy	1.838		130.0000	Incentive
2	Miscellaneous	30% incentive, Sept 2014	Approved	Wise, PE, Randy	.984		130.0000	Incentive

Below the table, there are tabs for "General", "Pay Factors", and "History". The "General" tab is active and shows:

- Inspected By:** Overton, Stephen M
- Inspected Date:** 09/08/2014
- JMF:** - -
- FIR:**
- Mix Deficiency:**
- Sample:**
- Comment:** (Empty text box)

At the bottom right, there are three buttons: "Forward", "Approve", and "Close PAR".

Additional PARS for the same Line Item can also be entered in the Details window using the Insert button.

The Delete button will only remove PARs which have not been Saved.

Because this is a Miscellaneous PAR, Approval occurs when the PAR is Saved. It is not necessary to Forward the PAR to anyone.

Paying the Incentive

To complete the payment of the Incentive, create the Pay Factor by accessing the Pay Factor tab in the lower portion of the window.

- Step 1:** Click the New button. The information from the PAR is copied to the Pay Factor tab.
- Step 2:** Set the WBS element by selecting from the drop down list. Because this contract has only one WBS element, it is defaulted into the WBS element field. If there were multiple WBS elements, the one corresponding to the WBS element on which the original Line Item payment was paid would need to be chosen.
- Step 3:** If there were errors made in any of the data entry for the PAR, these errors can be corrected now by clicking in the field and updating it. The most frequent reason to make a change is because the Percent was not calculated correctly and it was not obvious until the Adjusted Unit Price is displayed.
- Step 4:** Save the Pay Factor. The Status remains as Not Estimated. A history record recording the Pay Factor Create is added to the lower grid.

An example of the tab is shown below.

Pay Factor	WBS	Non Part	Pay Factor Description	Status	Estimate Number	Pay Factor Quantity	Pay Factor Percentage	Adjusted Unit Price	
243836.3.D1			30% incentive, Sept 2014	Not Estimated		.984	130.0000	\$650.0000	New Void Adjust

Action	Action Date	Status	Who	Comment
Create	09/12/2014	Not Estimated	Wise, PE, Randy K	

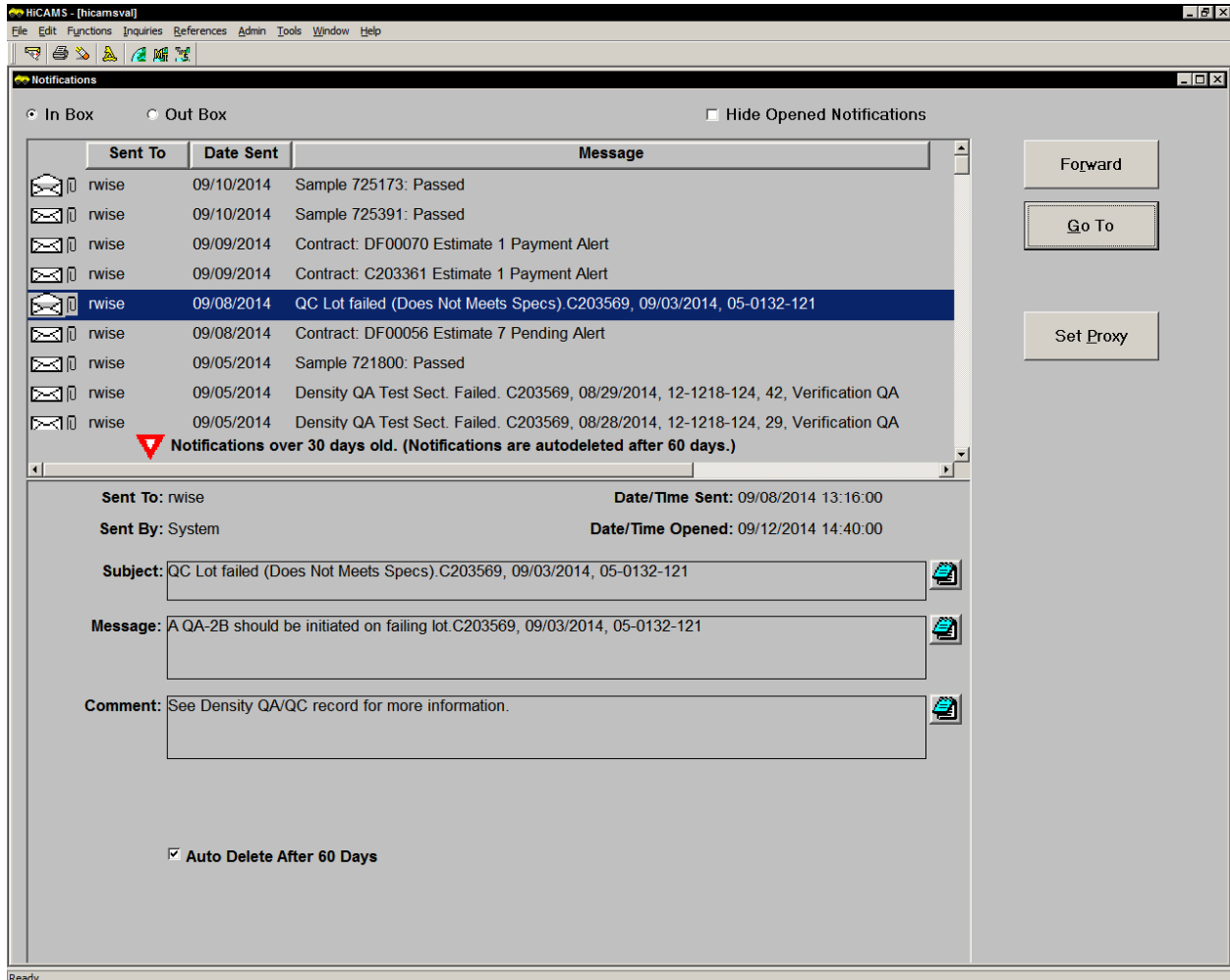
Forward Approve Close PAR

Ready

The PAR status will change to Closed when the Pay Factor is processed on an estimate or because it is a Miscellaneous PAR, it can be closed manually by clicking the Close PAR button.

Entering a PAR for a Failing Asphalt Density

When a QC Density Lot is entered and its Lot Status is set to Does Not Meet Specs - Pay Adjustment, a Notification is sent to the Resident Engineer assigned to the Contract. An example of the notification is shown below:



To satisfy the Project Certification disposition requirements, a Pay Adjustment Recommendation must be created. This type of PAR can be done on both Bid-Build and Design-Build contracts that have an Asphalt Penalty Base Price in the Contract.

NOTE: The Pay Adjustment must be done whether or not a Penalty will be assessed.

- Step 1:** Highlight the Notification for the failing Density. Click the Go To button or double-click on the highlighted row. The Density window opens.
- Step 2:** Click the PAR button in the Density window. The Review Pay Adjustment Recommendation Details window opens with the Line Item assigned to the Density entered as the PAR Line Item, and the Density information copied onto the General Tab of the PAR.
- Step 3:** Type in the PAR description. This is what will print on the Estimate Report. Keep in mind that the words "Pay Factor" will print at the beginning of this

description so it is not necessary to use them. It is helpful to describe the date and location of the failing density in the description, but not necessary.

- Step 4:** Enter the Quantity that will be adjusted. This quantity cannot exceed what has been entered in the Ticket window for the Line Item selected.
- Step 5:** Because this is a Density PAR, a Theoretical Percent is calculated according the current Specifications. The Percent field is open to the user if it needs to be modified. This is usually only changed on Resurfacing Contracts on which the Contractor encounters density failures because of the condition of the previous pavement.
- Step 6:** From the Reason drop down list, select Does Not Meet Specs.
- Step 7:** Save the PAR.

This PAR is shown below. Notice that although a Save has been done, the PAR status remains as PAR In Process.

The screenshot shows the HICAMS software interface for reviewing a Pay Adjustment Recommendation (PAR). The contract is C203569, contractor is BARNHILL CONTRACTING COMPANY, and the status is Active. The description is '2014 Resurfacing' and the line item is 'ASP CONC SURF CRS SA-1' with a quantity of 83.390 tons. A table below shows the PAR details:

PAR	Type	Description	Status	Current Owner	Quantity	Theoretical Percent	Percent	Reason
1	QA-2B (Core)	9/3/2014, Map 38	PAR In Process	Wise, PE, Randy	83.390	90.2	90.2	Does Not Meet Specs

Below the table, the 'General' tab is selected, showing inspection details: Inspected By: Mayo, Kendall L; Inspected Date: 09/03/2014; Lot: 12; Lot Avg: 83.70. There is also a 'Comment' field and buttons for 'Forward', 'Approve', and 'Close PAR'.

The current process for obtaining Approval involves both the Division Construction Engineer (DCE) and the Division's Roadway Construction Engineer (RCE). If the PAR data entry is done by a Technician, the office may also want the Assistant Resident or Resident to review the PAR.

- Step 8:** To initiate the review process, click on the Forward button. The Staff List window opens.
- Step 9:** Select the staff member to whom the PAR is being forwarded. This is usually the Division Construction Engineer. The Office Location filter may need to be changed in order to find the staff member.
- Step 10:** Select the Staff Member, and click OK. The Notification window opens. Additional staff may be added to the Notification if desired. Send the Notification.
- Step 11:** Once the DCE has reviewed the PAR, it is forwarded to the Roadway Construction Engineer (RCE) for Approval. When the RCE has Approved the PAR, the Resident Engineer is sent a HiCAMS notification indicating that the PAR is ready for further handling.

Assessing the Penalty - NOT Remove and Replace or No Pay

Here is how the PAR window will look after the PAR has been approved.

The screenshot shows the HiCAMS software interface. The main window is titled "Review Pay Adjustment Recommendation Details (DF00056)". It displays the following information:

- Contract:** DF00056
- Contractor:** HIGHLAND PAVING CO., LLC
- Status:** Active
- Description (nickname):** Chicken Farm Road
- Line Item:** 17
- ASP CONC INTR CRS I19.0B**
- UOM:** Tons

PAR	Type	Description	Status	Current Owner	Quantity	Theoretical Percent	Percent	Reason
1QA-2B (Core)		Failing Density-91.9%	Approved	Wise, PE, Randy	718.130	98.5	98.5	Does Not Meet Specs

Below the table, there are tabs for "General", "Pay Factors", and "History". The "General" tab is active, showing the following details:

- Inspected By:** Harper, Ralph B
- JMF:** 10-0949-172 - HMAC
- Date Placed:** 05/30/2014
- Inspected Date:** 05/30/2014
- Lot:** 3
- Lot Avg:** 91.90

A comment box contains the following text:

Comment: Mix is considered new construction category. Please apply the pay factor in accordance with Article 610-14 of the Standard Specifications.

At the bottom right of the window, there are three buttons: "Forward", "Approve", and "Close PAR".

Notice that the Comment contains instructions from the Approving Engineer.

To complete the assessment of the Penalty, create the Pay Factor by accessing the Pay Factor tab in the lower portion of the window.

- Step 12:** Click the New button. The information from the PAR is copied to the Pay Factor tab.
- Step 13:** Set the WBS element by selecting from the drop down list. Because this contract has only one WBS element, it is defaulted into the WBS element field. If there were multiple WBS elements, the one corresponding to the WBS element on which the original Line Item payment was paid would need to be chosen.
- Step 14:** If there were errors made in any of the data entry for the PAR, these errors can be corrected now by clicking in the field and updating it.
- Step 15:** Save the Pay Factor. The Status remains as Not Estimated. A history record recording the Pay Factor Create is added to the lower grid.

An example of the tab is shown below.

Pay Factor	WBS	Non Part	Pay Factor Description	Status	Estimate Number	Pay Factor Quantity	Pay Factor Percentage	Adjusted Unit Price
145336.3.FD12			Failing Density-91.9%	In Process	7	718.130	98.5000	\$41.8625

Action	Action Date	Status	Who	Comment
Generate	09/17/2014	In Process	Harris, Matthew L	
Create	09/17/2014	Not Estimated	Harris, Matthew L	

The PAR status will change to Closed when the Pay Factor is processed on an estimate.

Assessing the Penalty - Remove and Replace or No Pay

When the determination is made that mix needs to be removed and replaced or left in place at no pay, a Pay Factor is NOT created. This is because a 0.00 Per Cent Pay Factor does not deduct the AC adjustment.

If the Ticket Book for the unacceptable material has not been Processed on an Estimate, mark the Ticket Book as Do Not Pay - Replacement and make a note of the PAR number in the Comments.

If the Ticket Book has been processed, create a negative entry for the amount being penalized. See the Ticket Book User Guide for instructions on this. Make a note of the PAR number in the Comments.

Entering a PAR for Failing Asphalt Mix

The NCDOT maintains a Quality Assurance (QA) program in accordance with Article 609-10 of the Standard Specifications. If the Department's random testing reveals non-compliant asphalt product, penalties are assessed in accordance with the Department's *Hot Mix Asphalt Quality Management System (HMA/QMS) Manual* in effect on the date of contract advertisement.

The penalty is entered in the Review Pay Adjustment Recommendation window with a PAR type of QA-2A. The QA-2A PARs require the same approval process as Density QA-2B PARs.

An example of the PAR window with a QA-2A PAR and associated Pay Factor is displayed below.

Review Pay Adjustment Recommendation Details (DN00317)

Contract: DN00317 Contractor: COLDITZ TRUCKING INC. Status: Active

Description (nickname): Cherokee County Resurfacing

Line Item: 3 ASP CONC SURF CRS SF9.5A LEVEL UOM: Tons

PAR	Type	Description	Status	Current Owner	Quantity	Theoretical Percent	Percent	Reason
1	QA-2A	High VTM	Approved	Adams, PE, Ted	110.520		0.0000	Does Not Meet Specs

General Pay Factors History

Pay Factor	WBS	Non Part	Pay Factor Description	Status	Estimate Number	Pay Factor Quantity	Pay Factor Percentage	Adjusted Unit Price	
1	14CR.20201.10		High VTM	In Process	2	110.520	.0000	\$0.0000	

New
Void
Adjust

Action	Action Date	Status	Who	Comment
Generate	09/18/2014	In Process	Queen, Tammi T	
Generate	09/18/2014	In Process	Queen, Tammi T	
Create	08/30/2014	Not Estimated	Anderson, W. Trent	

Forward Approve Close PAR

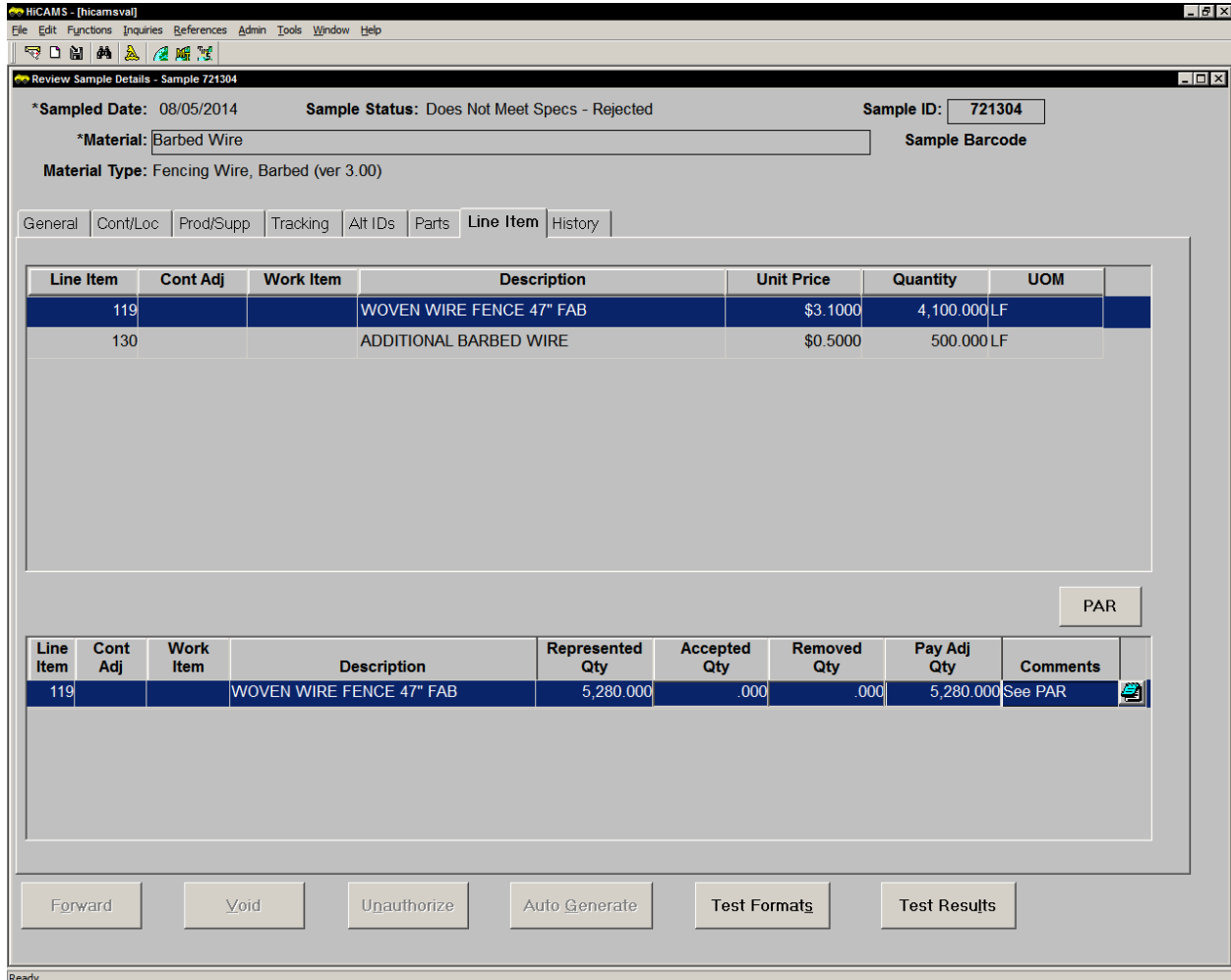
Generally, "No Pay" penalties are done by marking the ticket book as No Pay so that the entire payment for mix and AC adjustment is deducted but in some cases, the department will deduct only the mix portion. This is done by setting the Percent to 0.000 as displayed above.

Questions about this should be directed to your Division QA Supervisor.

Entering a PAR for a Failing Sample or FIR

The Resident Engineer and Assistant Resident Engineer receive a HiCAMS notification when a failing the Test Results for a Sample or Field Inspection Report (FIR) are unacceptable. This information is also displayed on the Open Issues tab of the Review Estimate window.

To enter the PAR for the Failing Sample, access the failing Sample and update the Disposition fields and Comments.



Next, click the PAR button. The Review Pay Adjustment Recommendation window opens.

- Step 1:** Enter the Description, Quantity, Percent, and Reason. Save the PAR.
- Step 2:** Forward to the Division or Area Roadway/Bridge Construction Engineer for Approval.
- Step 3:** When notified of Approval, create the Pay Factor.

Here is an example of the completed PAR with its Pay Factor.

HiCAMS - [hicamsval]

File Edit Functions Inquiries References Admin Tools Window Help

Review Pay Adjustment Recommendation Details (C202826)

Contract: C202826 Contractor: BARNHILL CONTRACTING COMPANY Status: Active

Description (nickname): Spring Lake

Line Item: 119 WOVEN WIRE FENCE 47" FAB UOM: Linear Feet

PAR	Type	Description	Status	Current Owner	Quantity	Theoretical Percent	Percent	Reason
14	Sample	Barbed Wire Zinc failure	Approved	Jones, III, PE, W	2,555.000		93.5488	Does Not Meet Specs

General Pay Factors History

Pay Factor	WBS	Non Part	Pay Factor Description	Status	Estimate Number	Pay Factor Quantity	Pay Factor Percentage	Adjusted Unit Price	
16	36492.3.4		Barbed Wire Zinc failure	Not Estimated		2,555.000	93.5488	\$2.9000	

New
Void
Adjust

Action	Action Date	Status	Who	Comment
Create	09/19/2014	Not Estimated	Brooks, Troy B	

Forward Approve Close PAR

Ready

The PAR will be closed when the penalty is assessed by the Estimate process.

The same process is followed for failing test results on a Field Inspection Report.

Entering a PAR for an Asphalt Workmanship Penalty

Asphalt Workmanship PARs are rarely done. Discussions should occur between the Division and the Area Roadway Construction Engineer. If the department determines that a Penalty needs to be assessed, the same steps used for data entry of a Seeding and Mulching Incentive are followed except that the PAR type chosen is Asphalt Workmanship, and the percent is less than 100.

For questions about this, contact your Division and Area Engineers.

Changing or Correcting PARs and Pay Factors

Pay Adjustment Recommendations entered in error are Closed. This can be done by your Area Roadway or Bridge Construction Engineer.

How a Pay Factor is corrected depends on what status it is in.

If the Pay Factor has not been **Saved** (no History records displayed), there are two ways to remove it.

1. Close the PAR window and do not save changes.

-or-

2. Click on the Void button. When the Void button is clicked, a message stating "The current record has not been saved yet, it will be deleted instead of Saved." will appear. Click OK.

If the Pay Factor is **Not Estimated** or **In Process**, all the fields that were entered when the Pay Factor was New are editable. It is also possible to Void the Pay Factor. To Void the Pay Factor:

Step 1: Access the Pay Factor tab of the Pay Factor that needs to be Voided.

Step 2: Highlight the Pay Factor, and click the Void button.

Step 3: Enter your HiCAMS password and a comment, then click OK. The Pay Factor is voided.

If an error is discovered after the Pay Factor has been **Processed**, the original Pay Factor is adjusted to zero, and a new one entered with the corrected amounts.

Step 1: Access the Pay Factor tab of the PAR that needs to be corrected.

Step 2: Click the Adjust button. A new row is inserted on the Pay Factor tab with a negative quantity, and the same Percent. These fields cannot be edited.

Step 3: Save. When the next estimate processes, the Pay Factor penalty or incentive will be reversed. The reversing entries show on the Estimate Report on the same rows as the original Pay Factor.

Step 4: If a new Pay Factor needs to be added, click the New button and proceed as before but enter the correct information. Save. This new Pay Factor will appear in a new row on the Estimate Report.

Note: *The Forward button remains active throughout the life of the PAR and Pay Factor. If you have already followed the Approval process, it is not necessary to Forward the PAR to anyone again.*