ADJUST VALVE AND MANHOLE ITEMS

This chapter contains the following sections:

- Overview ................................................................. 18-3
- Inspector’s Responsibilities – Adjust Valve and Manhole Items .................................................. 18-3
- Office Engineer’s Responsibilities – Adjust Valve and Manhole Items ...................................... 18-13
OVERVIEW

Adjust Valve and Manhole Items have different documentation requirements for each unit of measure (UOM). All Adjust Valve and Manhole Items must be counted. Documentation examples for a few selected Adjust Valve and Manhole Items are illustrated in this chapter. Some minor modifications may be required to show the unusual circumstances that may occur with different items, but the general format should be followed. If there are items which cannot be documented according to the following examples, contact the Construction Admin Services Section for assistance.

To ensure the correct number of valves and manholes are being billed to the different entities for payment:

- Review the Agreement(s) with the different entities for the adjusting of valves and manholes for the contract. If you do not have any Agreement(s), contact Right-of-Way Division for assistance.
- Review the Agreement, contract plan Structure List, and the Agreement Estimate report for the quantity and location of each valve and manhole cover.
- Notify the Resident Engineer if a discrepancy is found. The Resident Engineer will notify Right-of-Way Division and the entity of the discrepancy.
- If additional valves or manholes are found in the field, the Resident Engineer will notify the entity. Make sure to note additional adjustments in the Remarks of the IDR.
- It will be at the discretion of the Resident Engineer to assess if the manhole needs to be adjusted.
- If the station or value in the Agreement does not match the station or value in the field, a reason for the change is required in the Remarks of the IDR posting.

INSPECTOR’S RESPONSIBILITIES – ADJUST VALVE AND MANHOLE ITEMS

- Use the Agreement Estimate report as a reference to ensure that items and quantities are paid in the correct category (AEB).
- Use the Structure List (Figure 18-1), located in the Contract plans, to help identify items, quantities, descriptions and locations.
### Structure List

<table>
<thead>
<tr>
<th>State No.</th>
<th>Description</th>
<th>Station to Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>CLARK COUNTY SANITATION DISTRICT</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>ADJUSTING MANHOLE COVERS, 10&quot; R3</td>
<td>&quot;R3&quot; 56'-36.61</td>
</tr>
<tr>
<td>1</td>
<td>ADJUSTING MANHOLE COVERS, 10&quot; R4</td>
<td>&quot;R4&quot; 66'-03.71</td>
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<tr>
<td>1</td>
<td>ADJUSTING MANHOLE COVERS, 8&quot; R1</td>
<td>&quot;R1&quot; 66'-00.71</td>
</tr>
<tr>
<td>1</td>
<td>ADJUSTING MANHOLE COVERS, 6&quot; R2</td>
<td>&quot;R2&quot; 72'-00.71</td>
</tr>
<tr>
<td>1</td>
<td>ADJUSTING MANHOLE COVERS, 4&quot; R3</td>
<td>&quot;R3&quot; 72'-00.71</td>
</tr>
<tr>
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<td>ADJUSTING MANHOLE COVERS, 3&quot; R4</td>
<td>&quot;R4&quot; 72'-00.71</td>
</tr>
<tr>
<td>1</td>
<td>ADJUSTING MANHOLE COVERS, 2&quot; R1</td>
<td>&quot;R1&quot; 72'-00.71</td>
</tr>
<tr>
<td>1</td>
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<td>&quot;R2&quot; 72'-00.71</td>
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<td>1</td>
<td>ADJUSTING MANHOLE COVERS, 0&quot; R3</td>
<td>&quot;R3&quot; 72'-00.71</td>
</tr>
<tr>
<td>1</td>
<td>ADJUSTING MANHOLE COVERS, 0&quot; R4</td>
<td>&quot;R4&quot; 72'-00.71</td>
</tr>
<tr>
<td>1</td>
<td>ADJUSTING MANHOLE COVERS, 0&quot; R5</td>
<td>&quot;R5&quot; 72'-00.71</td>
</tr>
<tr>
<td>1</td>
<td>ADJUSTING MANHOLE COVERS, 0&quot; R6</td>
<td>&quot;R6&quot; 72'-00.71</td>
</tr>
<tr>
<td>B</td>
<td>SPRINT TELEPHONE</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>ADJUSTING MANHOLE COVERS, 10&quot; R3</td>
<td>&quot;R3&quot; 72'-00.71</td>
</tr>
<tr>
<td>1</td>
<td>ADJUSTING MANHOLE COVERS, 10&quot; R4</td>
<td>&quot;R4&quot; 72'-00.71</td>
</tr>
<tr>
<td>1</td>
<td>ADJUSTING MANHOLE COVERS, 10&quot; R5</td>
<td>&quot;R5&quot; 72'-00.71</td>
</tr>
<tr>
<td>1</td>
<td>ADJUSTING MANHOLE COVERS, 10&quot; R6</td>
<td>&quot;R6&quot; 72'-00.71</td>
</tr>
<tr>
<td>C</td>
<td>SOUTHWEST GAS CORPORATION</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>ADJUSTING MANHOLE COVERS, 12&quot; R3</td>
<td>&quot;R3&quot; 72'-00.71</td>
</tr>
</tbody>
</table>

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**Figure 18-1: Example of a Structure List – Adjust Valve and Manhole Items**

- Review the following for accuracy:
  - Special Provisions
  - Supplemental Notices
  - Contract Modifications

  **Note:** When any changes are made to an item, reference the Contract Modification number in the IDR item posting remarks.

- Valve and Manhole Agreement documents (Figure 18-2 through Figure 18-6).
- Turn in ALL Adjust Valve and Manhole Item calculation sheets to the Office Engineer.
Figure 18-2: Agreement Summary Sheet
Dear Mr. Yeston:

The Nevada Department of Transportation (Department) has scheduled Project SPSR-0604(029), E.A. 73781, which calls for construction of a mill and overlay with concrete lanes and sidewalk repairs on route SR-504 from Carey Ave. to north of Craig Rd. All work is to be done within the existing right-of-way. This project will require adjustment or relocation of some of the facilities owned or maintained by you.

Enclosed is a set of preliminary roadway design plans for the project. Should you require specific cross-sections for any location or any other design information, we will furnish them to you upon request and as the information becomes available.

The project certification date is August 12, 2015.

Please be advised that because of funding, any facilities you have in place by virtue of franchise rights may not be eligible for reimbursement and may be relocated at your expense. As with other projects, any facilities you have in place under Right-of-Way Occupancy Permits pursuant to NRS 408.210 and 408.423 must be relocated at your expense. Only facilities located under a compensable right are eligible for reimbursement.

Approximately three (3) electric pull boxes has been located, of which, zero (0) have a prior right and three (3) are there by encroachment. The electrical boxes identified on the enclosed Exhibit “A”, will be required to be removed and replaced during the course of construction. Should you elect to complete your own adjustments, please coordinate with State’s contractor for these adjustments.

Figure 18-3: Manhole and Valve Cover Agreement Letter
JOE YASTON, MGR DESIGN ENGINEERING
CLARK COUNTY DEPT PUBLIC WORKS
December 23, 2015

If you wish to have these adjustments made by NDOT’s contractor during construction, we will include this work in our contract and bill you for any non-compensable adjustments after the contract has been completed. This bill will be for the actual number of non-compensable manholes to be adjusted at the actual bid cost plus 5% to 15% Construction Engineering costs for the project. The engineer’s estimated bid price is ONE THOUSAND FIVE HUNDRED AND NO/100 DOLLARS ($1,500.00) for each non-compensable No. 7 pull box. The Department does not provide any warranty that the estimate is an accurate reflection of the final cost. The Department disclaims any such warranty. The final costs may vary widely depending on the Contractor’s bid prices. Clark County Department Public Works shall be wary in its reliance on the estimates set forth in this Agreement Letter.

Any compensable adjustments made by NDOT’s contractor during construction will be included in the Department’s contract at no cost to Clark County Department Public Works. The number of electrical boxes described above is an approximation only; the actual numbers may increase or decrease; however, you will only be responsible for payment of the non-compensable covers actually adjusted during construction.

(Please check the appropriate box)
☐ Clark County Department Public Works agrees to have the work completed by the STATE’S CONTRACTOR. Please sign below indicating your approval and authorization, and return this letter to me before July 13, 2015. Clark County Department Public Works requires ___ days for notice of lead time prior to construction.
☑ Clark County Department Public Works elects to perform the required adjustment with our OWN FORCES. Clark County Department Public Works understands that all work must be coordinated with the STATE’S CONTRACTOR in order to avoid delays on the project. If delays are experienced due to the relocation of our facility, any damages incurred by the Contractor or the State will be our responsibility. Clark County Department Public Works requires ___ days for notice of lead time prior to construction.

Should you have any questions or require further information, please contact Allisa Root of this office at (702) 385-6552.

[Signature]
Dave Morena
Supervisor of Right-of-Way Agent

dm/at/da
Enclosure
cc: K. Maxwell, Project Coordinator
    D. Lake, Designer
    D. Christiansen, Resident Engineer
    A. Ramos, Utility Inspector, District 1
    M. Martini, District 1 Engineer

Page 2 of 4

Figure 18-4: Manhole and Valve Cover Agreement Letter (Cont.)
Figure 18-5: Manhole and Valve Cover Agreement Letter (Cont.)

EXHIBIT "A"
UTILITY LOCATIONS

Project: SPSR-0604 (002)
E.A.: 73781

<table>
<thead>
<tr>
<th>STATION</th>
<th>UTILITY</th>
<th>OFFSET</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;P&quot; 198+22.78+-</td>
<td>CCDPW- Electric Pull Box #7</td>
<td>53' RT</td>
</tr>
<tr>
<td>&quot;P&quot; 296+19.50+-</td>
<td>CCDPW- Electric Pull Box #5</td>
<td>52' RT</td>
</tr>
<tr>
<td>&quot;P&quot; 268+71.69+-</td>
<td>CCDPW- Electric Pull Box #5</td>
<td>52' RT</td>
</tr>
</tbody>
</table>

Figure 18-6: Manhole and Valve Cover Agreement Letter - Utility Locations
ADJUST VALVE AND MANHOLE ITEMS

INSPECTOR DAILY REPORT (IDR) – MOBILE INSPECTOR

1. Create an IDR in Mobile Inspector daily to document the activity being monitored. Refer to the Mobile Inspector User Guide for details on using this application.
   - Report Details – daily activities
   - Item Postings – item(s) and quantity(s)
   - Equipment – type and hours
   - Personnel – title and hours

2. Record the following required information in the Report Details window (Figure 18-7):
   - Date
   - Weather
   - Low and high temperature
   - Attachments (N/A) – Send ALL photos via email.
   - Remarks – Verify with the Resident Engineer on what information is required.

![Figure 18-7: IDR Report Detail Window](image)

3. Record the following required information in the New Item Postings window:
   - Item
   - Proj/Catg – Refer to the AEB report.
   - Contractor – ALWAYS the Prime Contractor (Subs are not allowed).
   - Qty – Based on measurements, calculations, counts and/or plan.
   - Location – Must show line designation, LT, RT or CL and offset if known.
   - Station From/To – Refer to Contract plans.
   - Attention Flag – Use to bring attention to Resident Engineer and Office Engineer for overruns and plan errors.
   - Remarks – Must show calculations when appropriate, refer to Calculation Sheet when appropriate (Refer to Appendix B, Calculation Formulas, in this manual for a Calculation Sheet example), other information relevant to item posting, and explanations when Attention Flag is checked.

NOTES for Adjust Valve and Manhole Items:
- Refer to Subsection 609.03.02, (Inlets and Manholes) General – Adjusting Manhole and Valve Covers, of the Standard Specifications for Methods A, B and C prior to paving.
- Method A - Used when removal of the existing pavement by cold milling is not required. Once all paving is completed, locate and adjust the cover to the final finished pavement level.
Method B - Used when removal of the existing pavement by cold milling is required. Before cold milling, lower the cover sufficiently to accommodate the required pavement removal depth. After the new pavement is placed and completed, locate and adjust the cover to the final pavement level.

Method C - Used when the method of adjustment is outside the areas described in Methods A and B, when removal of cold milling and paving is not used. Method C is paid as either lowered and raised or just raised depending on what is called for in the field.

Refer to Figure 18-8 through Figure 18-11 for examples of adjust valve and manhole item postings with different UOM.

Figure 18-8: IDR Item Posting - Adjust Valve and Manhole EACH (Method A)  
NOTES for Adjust Valve and Manhole EACH (Method A) (Figure 18-8):  
- Payment for EACH items will be based on field count.  
- In Location, enter the Line Designation and LT, RT, or CL.  
- Must identify the TYPE, OWNER and AGREEMENT # of all manhole covers to be adjusted.  
- Sig. Fig. = 1

Figure 18-9: IDR Item Posting - Adjust Valve and Manhole EACH (Method B)  
NOTES for Adjust Valve and Manhole EACH (Method B) (Figure 18-9):  
- Payment for EACH items will be based on field count.  
- In Location, enter the Line Designation and LT, RT, or CL.  
- Must identify the TYPE, OWNER and AGREEMENT # of all manhole covers to be adjusted.  
- Pay .5 when lowered and pay .5 when raised.  
- Sig. Fig. = 1 (when complete)
**ADJUST VALVE AND MANHOLE ITEMS**

**Figure 18-10: IDR Item Posting - Adjust Valve and Manhole EACH (Method C)**

NOTES for Adjust Valve and Manhole EACH (Method C – Raised) (Figure 18-10):
- Payment for EACH items will be based on field count.
- In Location, enter the Line Designation and LT, RT, or CL.
- Must identify the TYPE, OWNER and AGREEMENT # of all manhole covers to be adjusted.
- Sig. Fig. = 1

**Figure 18-11: IDR Item Posting – Adjust Valve and Manhole EACH (Method C)**

NOTES for Adjust Valve and Manhole EACH (Method C – Lowered and Raised) (Figure 18-11):
- Payment for EACH items will be based on field count.
- In Location, enter the Line Designation and LT, RT, or CL.
- Must identify the TYPE, OWNER and AGREEMENT # of all manhole covers to be adjusted.
- Pay .5 when lowered and pay .5 when raised.
- Sig. Fig. = 1 (when complete)

4. Record the following required information in the New Equipment window (Figure 18-12 and Figure 18-13):
   - Contractor – Actual contractor performing the work (include subs).
   - Type – Detailed description of the equipment (e.g., diesel, HP, model, make).
   - Number – How many of each type.
   - Hours – Total hours in use.
Note: An attachment to an equipment’s base configuration must have its own record.

5. Record the following required information in the New Personnel window (Figure 18-14 and Figure 18-15):
   - Contractor – Actual contractor performing the work (include subs).
   - Type – Details of personnel type (e.g., foreman, laborer, truck driver).
   - Number – How many of each title.
   - Hours – Total hours worked.

Figure 18-12: IDR Equipment Entry

Figure 18-13: IDR Equipment List

Figure 18-14: IDR Personnel Entry
ADJUST VALVE AND MANHOLE ITEMS

6. Complete a final review of the IDR and lock it.

**Note:** When a Mobile Inspector IDR is completed and locked the information is uploaded into a FieldManager IDR, where it is reviewed and generated for processing progress payments.

OFFICE ENGINEER’S RESPONSIBILITIES – ADJUST VALVE AND MANHOLE ITEMS

- Distribute all Agreement documents to the Inspectors.
- Save the Agreement documents to the appropriate EDOC Contract Files\Contract Files\Division No. 10 - Agreements directory.
- Save Adjust Valve and Manhole Items photos in the appropriate EDOC Contract Files\Contract Files\Division No. 3 - Multimedia Records\3.\# Photographs with Descriptions directory.
- Distribute executed copies of Contract Modifications to Inspectors.

INSPECTOR DAILY REPORT (IDR) – FIELDMANAGER

When a Mobile Inspector IDR is locked by an Inspector, the information is uploaded into a FieldManager IDR. Refer to Chapter 7, Inspector Daily Report, in the FieldManager User Guide for details.

1. Verify the following:
   - Information in Comments and Remarks.
   - Posting remarks must contain the OWNER, TYPE and AGREEMENT # of the Adjust Valve and Manhole Item.
   - Information in the Contractor tab (Personnel and Equipment)
   - Items are paid correctly according to the contract documents (e.g., plans, supplemental notices, Contract Modifications).
   - Item quantities
   - Quantities in postings are documented to the correct Significant Figure.
   - Stations and Line Designations in the Locations
   - Calculations are correct.
   - Remarks reference calculation sheets, if applicable.

   **Note:** Use the Agreement documents to verify the information in the posting.

2. Generate the IDR.