RENT CONSTRUCTION ITEMS

This chapter contains the following sections:

- Overview ........................................................................................................ 22-3
- Inspector’s Responsibilities – Rent Construction Items .................................. 22-3
- Office Engineer’s Responsibilities – Rent Construction Items ...................... 22-9
OVERVIEW

Rent Construction Items have different documentation requirements for each unit of measure (UOM). All Rent Construction Items must be counted, measured and calculated and/or based on plan. Documentation examples for a few selected Rent Construction 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.

INSPECTOR’S RESPONSIBILITIES – RENT CONSTRUCTION ITEMS

- Use the Agreement Estimate report as a reference to ensure that items and quantities are paid in the correct category (AEB).
- Use the Summary of Construction Signs (Figure 22-1), the Summary of Barricades (Figure 22-2), and/or the Main Structure List, located in the Contract plans, to help identify items, quantities, descriptions and locations.

![Figure 22-1: Summary of Construction Signs](image-url)
Figure 22-2: Summary of Construction Barricades

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.

- Turn in ALL Rent Construction Item calculation sheets to the Office Engineer.

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 22-3):
   - 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 22-3: IDR Report Detail Window]

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 (Subcontractors are not allowed).
   - Qty – Based on measurements, calculations and/or plan
   - Location – Must show line designation, LT, RT or CL and offset if known.
   - Station From/To – Refer to 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 Rent Construction Item postings:

- If there are questions on whether an EACH item can be listed separately or combined, contact the Construction Admin Services Section for assistance.
- Refer to Figure 22-4 through Figure 22-8 for examples of Rent Construction Item postings with different UOM.

### Figure 22-4: IDR Item Posting – Rent Construction Item EACH

<table>
<thead>
<tr>
<th>Item:</th>
<th>RENT ARROW BOARD (T...)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proj/Catg:</td>
<td>60638C2C, 04, Install and Re...</td>
</tr>
<tr>
<td>Contractor:</td>
<td>LAS VEGAS PAVING CORP...</td>
</tr>
<tr>
<td>Qty:</td>
<td>1 EACH</td>
</tr>
<tr>
<td>Location:</td>
<td>&quot;CW&quot; 220 + 40 RT</td>
</tr>
<tr>
<td>Station From:</td>
<td></td>
</tr>
<tr>
<td>Station To:</td>
<td></td>
</tr>
<tr>
<td>Attention Flag:</td>
<td></td>
</tr>
<tr>
<td>Remarks:</td>
<td></td>
</tr>
</tbody>
</table>

NOTES for Rent Construction Item EACH (Figure 22-4):

- Payment for EACH items will be based on field count.
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = 1

### Figure 22-5: IDR Item Posting - Rent Construction Item EACH

<table>
<thead>
<tr>
<th>Item:</th>
<th>RENT TRAFFIC DRUMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proj/Catg:</td>
<td>60638C2C, 04, Install and Re...</td>
</tr>
<tr>
<td>Contractor:</td>
<td>LAS VEGAS PAVING CORP...</td>
</tr>
<tr>
<td>Qty:</td>
<td>50 EACH</td>
</tr>
<tr>
<td>Location:</td>
<td>&quot;CW&quot; RT</td>
</tr>
<tr>
<td>Station From:</td>
<td>0 + 10</td>
</tr>
<tr>
<td>Station To:</td>
<td>11 + 00</td>
</tr>
<tr>
<td>Attention Flag:</td>
<td></td>
</tr>
<tr>
<td>Remarks:</td>
<td></td>
</tr>
</tbody>
</table>

NOTES for Rent Construction Item EACH (Figure 22-5):

- Payment for EACH items will be based on field count (this example shows an EACH item combined).
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = 1
NOTES for Rent Construction Item LFT (Figure 22-6):
- Payment for LFT items will be based on field measurements.
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = 1

NOTES for Rent Construction Item SQFT (Figure 22-7):
- Payment for SQFT (Signs only) shall be based on plan or if different than plan a complete explanation as to how the SQFT were derived or calculations are needed.
- Calculation for SQFT = L x W
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = .01
- Sign No. must be entered in the remarks (Sign No. is identification number of the sign as shown in the Contract plans). The message for the Sign No. must match the Summary of Construction Signs sheet (refer to Figure 22-1). If it does not, an explanation is required.
NOTES for Rent Construction Item SQFT (Figure 22-8):
- Payment for SQFT (Signs only) shall be based on plan or if different than plan a complete explanation as to how the SQFT were derived or calculations are needed.
- Calculation for SQFT = L x W
- In Location, enter the Line Designation and LT, RT, or CL.
- Sig. Fig. = .01
- Sign No. must be entered in the remarks (Sign No. is identification number of the sign as shown in the Contract plans). The message for the Sign No. must match the Summary of Construction Signs sheet (refer to Figure 22-1). If it does not, an explanation is required.

4. Record the following required information in the New Equipment window (Figure 22-9 and Figure 22-10).
- Contractor – Actual contractor performing the work (including Subcontractors).
- 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 22-11 and Figure 22-12):
   - Contractor – Actual contractor performing the work (including Subcontractors).
   - Type – Details of personnel type (e.g., foreman, laborer, truck driver).
   - Number – How many of each title.
   - Hours – Total hours worked.

![Figure 22-11: IDR Personnel Entry](image1)

![Figure 22-12: IDR Personnel List](image2)

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.

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**OFFICE ENGINEER’S RESPONSIBILITIES – RENT CONSTRUCTION ITEMS**

- Save Rent Construction Item photos in the appropriate EDOC Contract Files\Contract Files\Division No. 3 - Multimedia Records\3.\# Photographs with Descriptions directory.
- Review Rent Construction Item Calculation Sheets for accuracy and save electronically in the appropriate EDOC Contract Files\Contract Files\Division No. 7 - Construction Pay Estimate and Related Data\7.\# IDR Calculation Sheets directory using this naming convention: IDR YYYY-MM-DD Inspectors initials, (e.g. IDR 2016-03-19 KMM).
- 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 the Comments and Remarks
   - 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:** Length does not always equal the difference between the beginning and ending station. Sometimes there is a curve or an obstacle that will affect the distance. Always check with the Inspector before assuming the calculations are incorrect.

2. Generate the IDR.