11 Estimates

The FieldManager software goes through a series of steps each time an estimate is created.

The software first calculates item usage by reviewing all IDR item postings that have not been paid in a prior estimate but are generated. Based on NDOT's overrun rule, it then calculates the maximum allowable amount that can be paid for each item. It also calculates suggested quantities for percentage (prorated) items based on the NDOT Standard Specifications and the contract's percent complete awarded amount.

Next, software calculates the stockpile allowances for items on the estimate and adds any new stockpile payments.

The software then calculates the time charges for the project. For completion date sites, software bases calculation on the date of the estimate. For working day sites, FieldManager software bases its calculations on generated Daily Diary records.

In the final step the software breaks down the estimate Total Dollar Amt. to the project/category level.

11.1 Adding Estimates

1. Select desired contract in the Contracts list window and click **Estimates** on the Application Toolbar (Figure 11-1). The Estimates list window opens (Figure 11-2).

Figure 11-1. FieldManager Contracts List Window
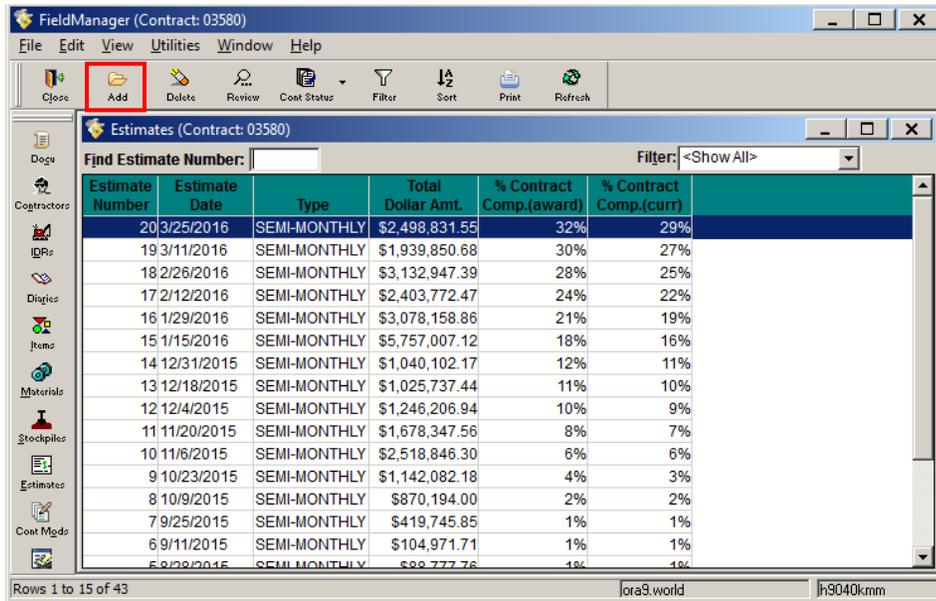
Figure 11-2. Estimates List Window

2. Select the **Add** button located in the Window Toolbar (Figure 11-2). The Select Estimate Date and Type window opens (Figure 11-3).
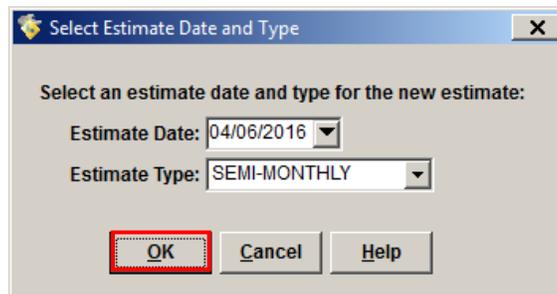
Figure 11-3. Select Estimate Date and Type Window

3. The **Estimate Date** field will default to the current date. Use the calendar drop-down menu to select the estimate **cut-off date** or type it in directly.

4. Select the **Estimate Type** from the drop-down list box.

- **Semi-monthly** - estimate pertains to the cut-off period or bi-weekly payment
- **Semi-final** - used ONLY during the field office closeout process.
- **Final** – used ONLY by HQ Admin Services staff to make the final payment

5. Click **OK** to continue (Figure 11-3). The Add Estimate tab window opens with the **General** tab displayed (Figure 11-4).
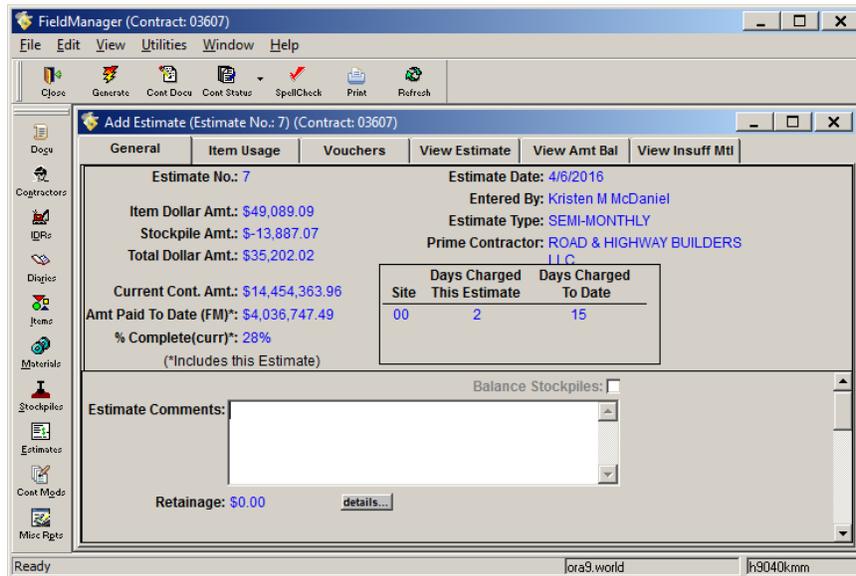
Figure 11-4. Add Estimate Tab Window – General Tab

11.1.1 General Tab

1. Review the estimate details (Figure 11-4).

2. Enter **Estimate Comments** that might pertain to the estimate. (**Not required**)

    ➢ **Note**: The **General** tab contains information about retainage. The HQ Construction Admin Section will handle retainage on all construction contracts.

11.1.2 Item Usage Tab

1. Click on the **Item Usage** tab (Figure 11-6). The Percentage Item Warning window opens (Figure 11-5).
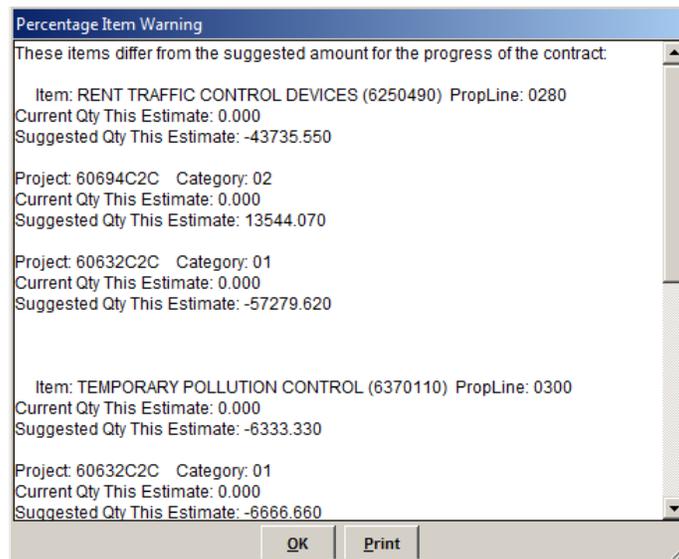
Figure 11-5. Item Usage Tab - Percentage Item Warning Window

2. The Percentage Item Warning window lists the suggested quantities for the percentage (prorated) items based on the NDOT Standard Specifications and the percent complete awarded amount of the contract. You can either continue with the estimate process, or discontinue the process, create and generate an IDR to adjust the item quantity placed as suggested, and start the Add Estimate process again. Click **OK** or **Print** depending how you want to proceed.

➢ **Note**: Once you click OK, the report closes and will not open again during the Add Estimate process for the estimate. It is recommended that this information be printed out if you need to refer to it again.

3. Closely review the items included in the estimate, paying particular attention to the following: (see blue box in Figure 11-6)

- **Insuff. Matl:**   If the box is checked the item had insufficient materials certs.

- **Overrun Flag:**   If the box is checked the quantity placed is greater than the authorized quantity.

- **Atten:**   If the box is checked the item has been marked in the **Documentation** tab of the Item tab window as needing *attention* from the Resident Engineer (See Chapter/Section 5.1.2 in this user guide).
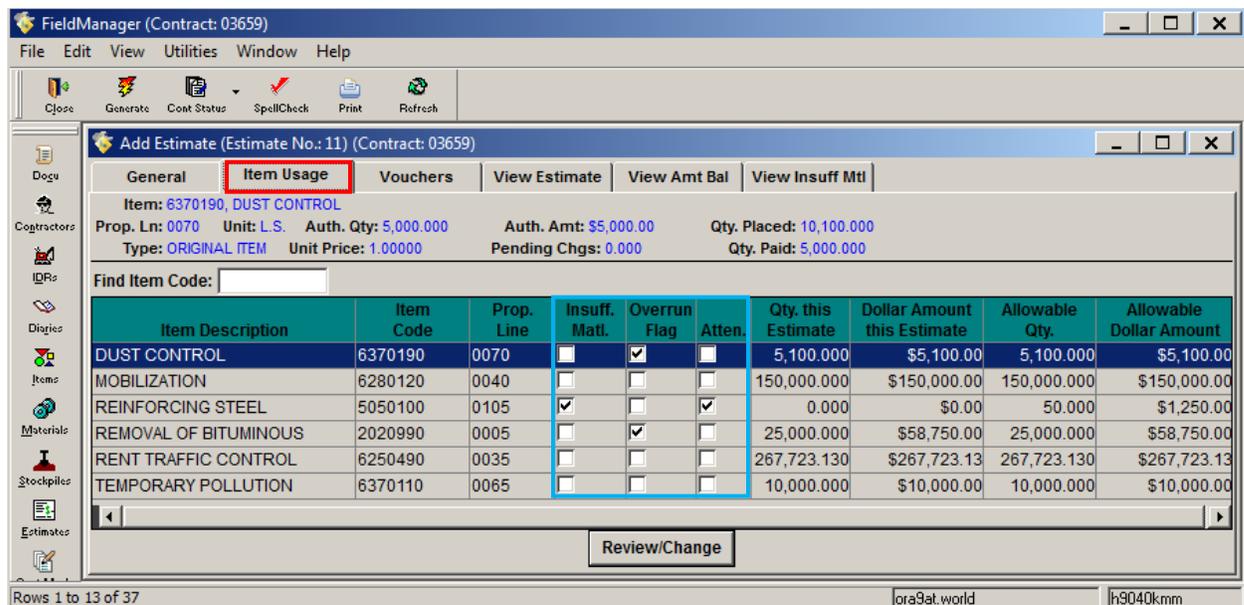

Figure 11-6. Add Estimate Tab Window – Item Usage Tab

➢ **Note:** Only use the **Review/Change** button in the Item Usage **tab** for updating **Insufficient Material** Items (see the next section for details). To comply with federal regulations for documentation and tracking, all other item quantity changes <u>must</u> be made in the IDR where they were originally posted. Discontinue the Add Estimate process, update and re-generate the IDR(s) where item quantities need adjusting and start the Add Estimate process again.

➢ **Note:** NDOT will not be using the Voucher tab.

11.1.3 Payments with Insufficient Materials

The software flags any item as insufficient when the material quantities posted in an IDR exceed the approved material quantity based on required material certifications. If flagged the item WILL NOT be included in the following estimate, regardless if there are enough approved quantities to cover a partial payment of quantities posted. Therefore, a manual override will need to be performed for a partial payment <u>up to the approved amount</u>.

1. Select the Insufficient Material item and click the **Review/Change** button (Figure 11-7). The Item Usage Change/Review window opens (Figure 11-8).
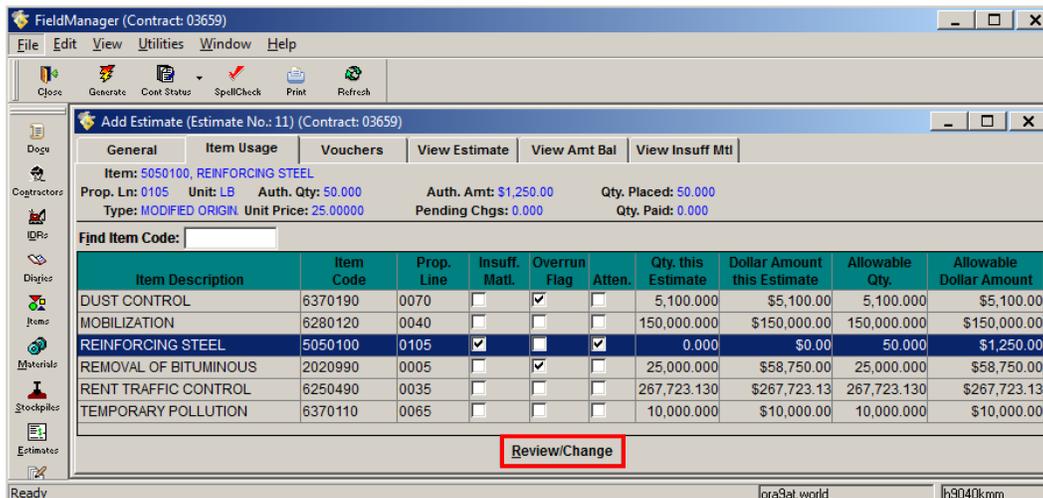
Figure 11-7. Add Estimate Tab Window – Item Usage Tab (Insufficient Material)

2. Update the **Quantity this Estimate** amount to match the **Quantity Approved** amount (Figure 11-8).
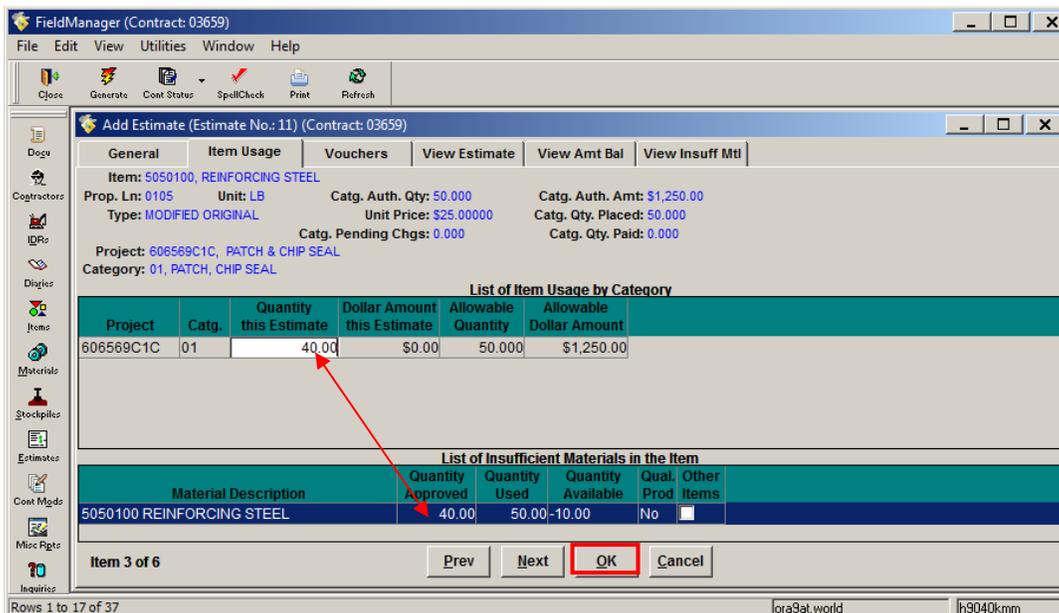

Figure 11-8. Add Estimate Tab Window – Item Usage Change Window (Insufficient Material Change)

3. Click the **OK** button to return to the **Item Usage** tab (Figure 11-8).

   ➢ **Note:** The estimate will now include payment for the amount of materials you have approvals for. You will still need to add the remaining approvals for the material. When the approvals are added the remaining payment will automatically be included in the next estimate processed.

11.1.4 View Estimate Tab

1. Click the **View Estimate** tab (Figure 11-9). The Draft copy of the Construction Pay Estimate Report opens.
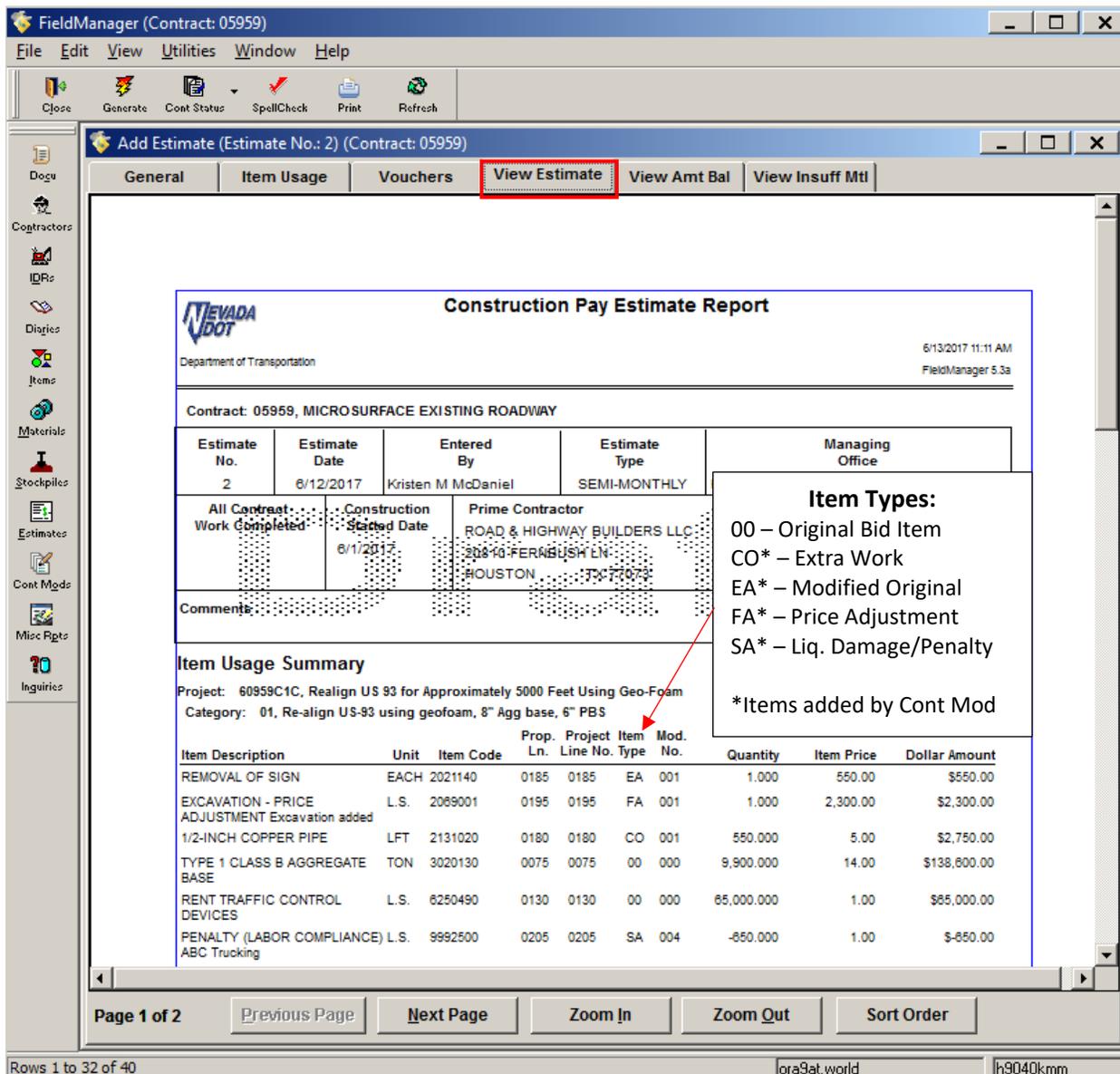
Figure 11-9. Add Estimate Tab Window – View Estimate Tab (Construction Pay Estimate Report)

2. Review the report for the items by project and category for which the Prime contractor will receive payment, any stockpile payments and/or decrements, and time charges.

> **Note**: The report can be viewed and printed with three different sort options, by Proposal Line Number, Item Description, or Item Code. To sort according to any of these options, click the **Sort Order** button at the bottom of the window.

11.1.5 View Amt Bal Tab

1. Click the **View Amt Bal** tab (Figure 11-10). The Construction Pay Estimate Amount Balance Report Opens.
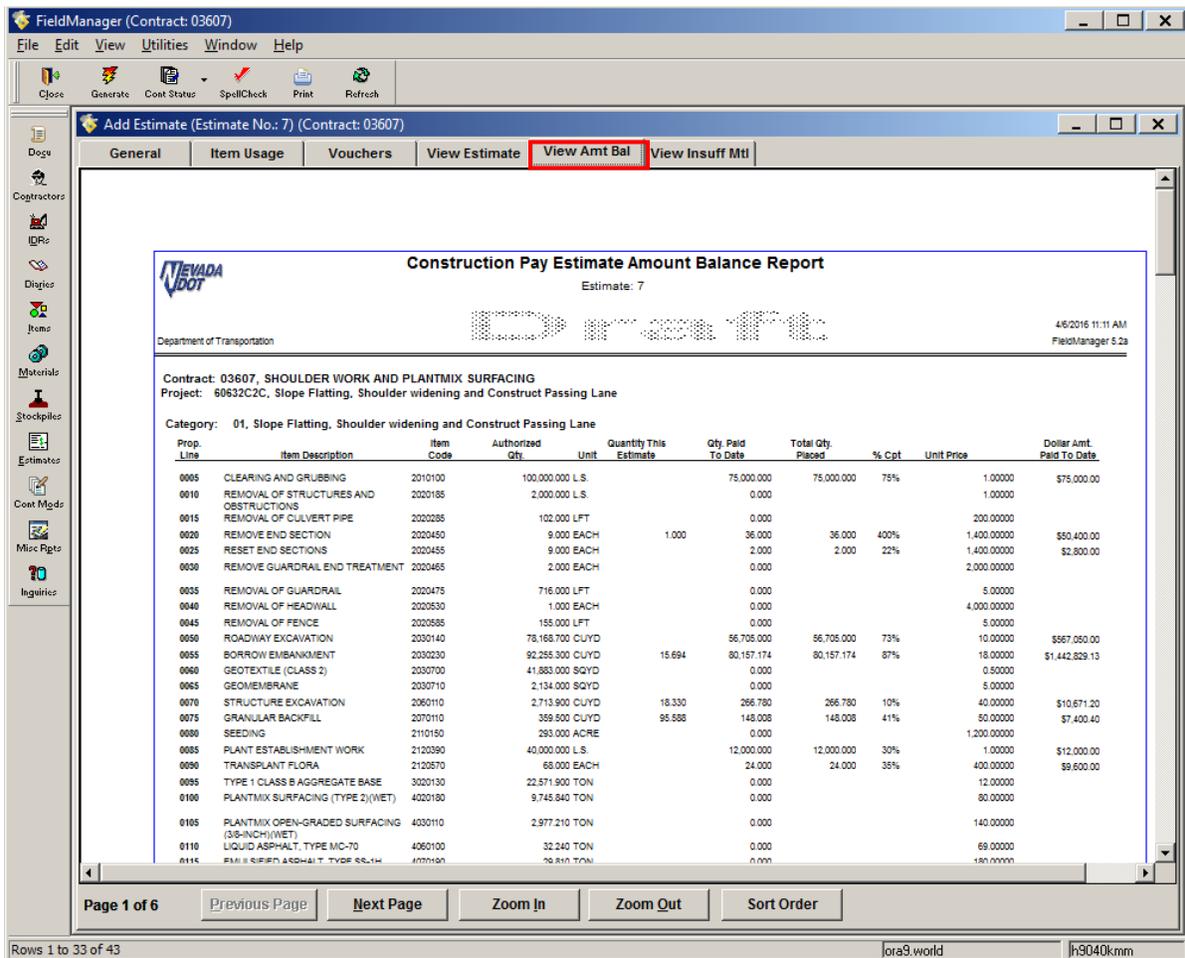
Figure 11-10. Add Estimate Tab Window – View Amt Bal Tab (Construction Pay Estimate Amount Balance Report)

2. The Construction Pay Estimate Amount Balance Report displays the quantity paid versus authorized quantity for each contract item.

> **Note**: The report can be viewed and printed with three different sort options, by Proposal Line Number, Item Description, of Item Code. To sort according to any of these options, click the **Sort Order** button at the bottom of the window.

11.1.6 View Insuff Mtl Tab

1. Click the **View Insuff Mtl** tab (Figure 11-11). The Insufficient Materials Report opens.
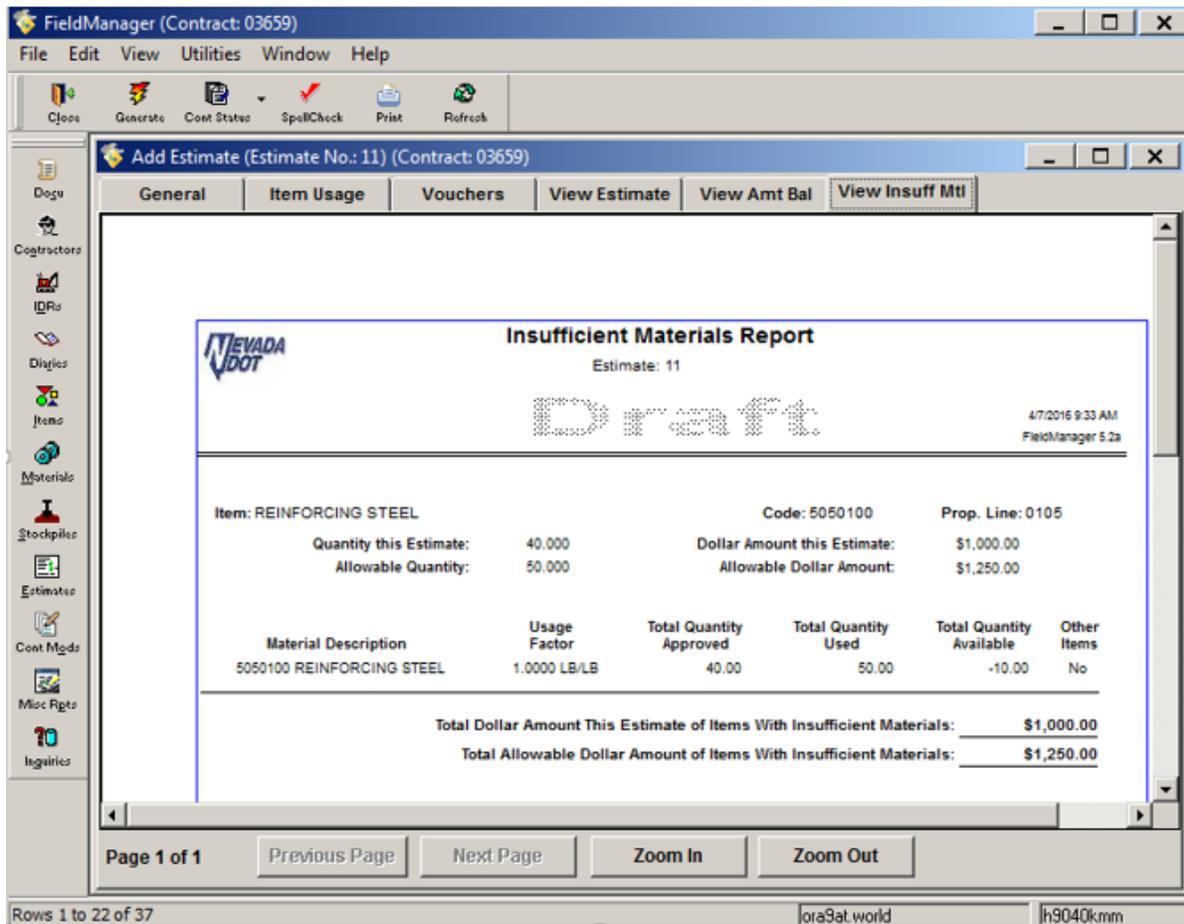
Figure 11-11. Add Estimate Tab Window – View Insuff Mtl Tab

2. This report shows the items for which the cumulative material quantity used exceeds the approved material quantity.

11.1.7 Generating the Estimate

When all the estimate information has been reviewed for accuracy it can be generated.

➢ **Note:** If you attempt to close the Add Estimate window before generating the estimate the software displays a warning message. If you close the Add Estimate window without generating the estimate, all the information entered while processing the estimate will be lost.

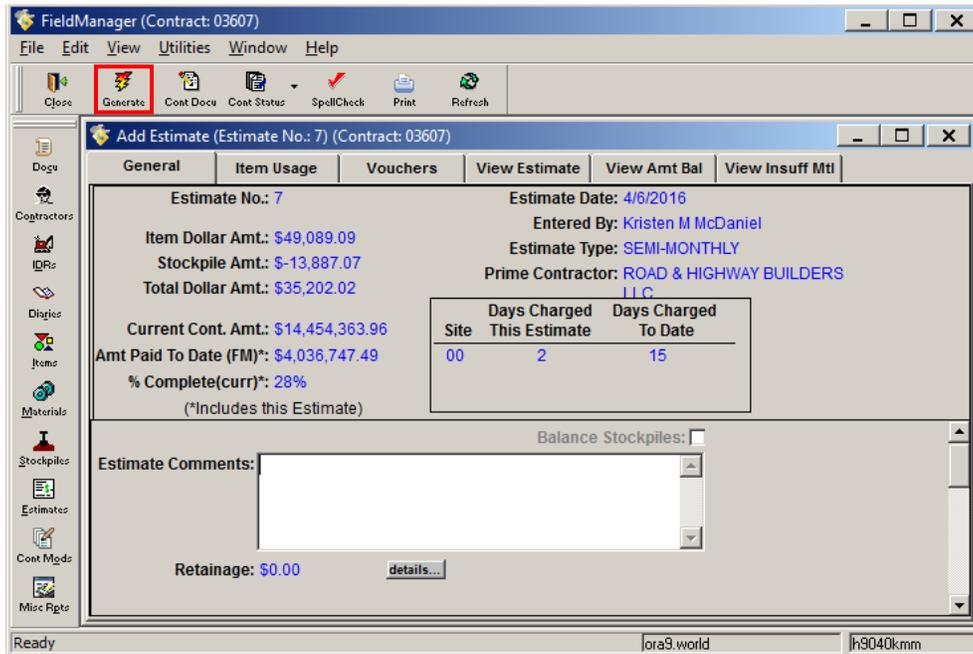1. Click **Generate** on the Window Toolbar (Figure 11-12).

Figure 11-12. Add Estimate Tab Window

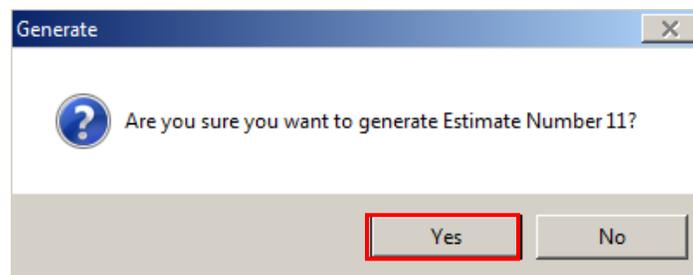2. Click the **Yes** button on the Generate Window (Figure 11-13).

Figure 11-13. Estimate Generate Confirmation Window

3. The Print Dialog box opens for each of the estimate reports (Figure 11-14). The **Construction Pay Estimate report** is **REQUIRED to be signed and filed in Division 7 of our contract files.**
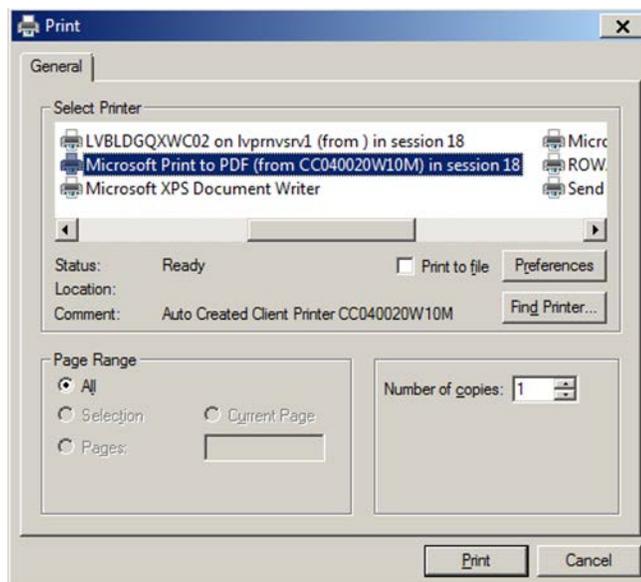

Figure 11-14. Print Dialog

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> ➢ **Note**: If your Prime Contractor has a licensed copy of FieldManager Read-Only you will need to export a copy of the contract each time you generate an estimate. See Chapter/Section 14.1 in this user guide for details.
> ➢ **Note**: If you are creating an estimate that does not contain any item postings (i.e., you are just charging days) a Generate Estimate Warning window opens (Figure 11-15). Click the **Yes** button.
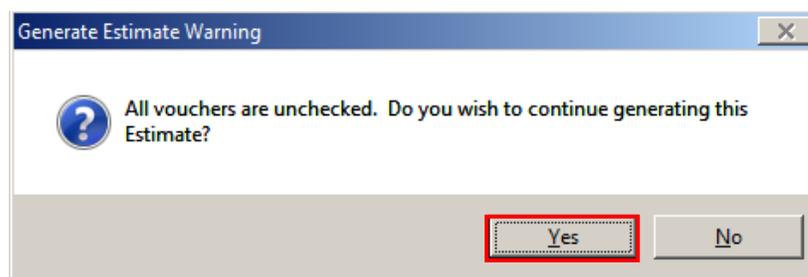

Figure 11-15. Generate Estimate Warning Window

11.1.8 Reviewing an Estimate

1. Select the contract in the Contracts list window and click **Estimates** on the Application Toolbar.

2. Select the estimate to review and click **Review** on the Window Toolbar (Figure 11-16).
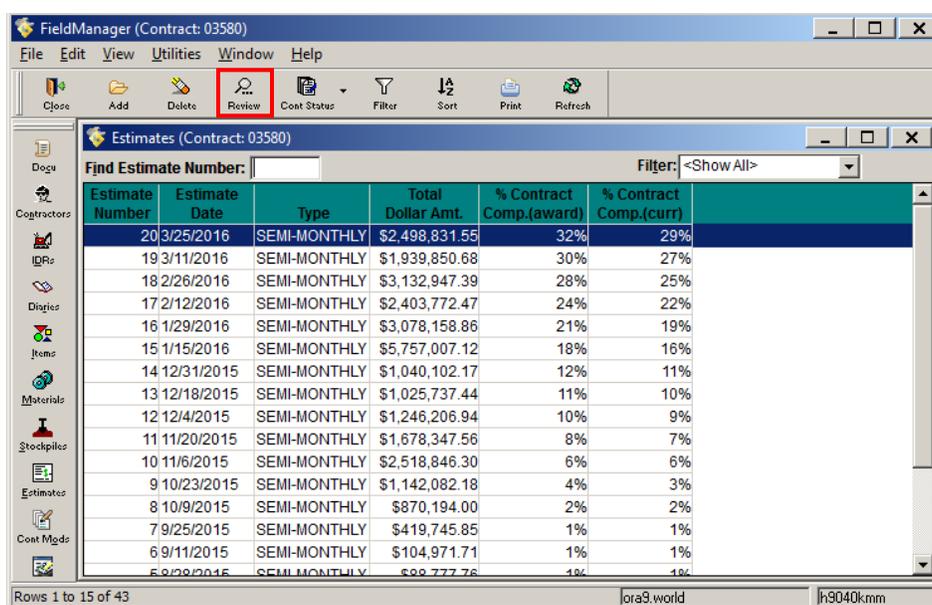

Figure 11-16. Estimates List Window

3. The Review Estimate tab window opens in the **General tab** in a mode in which you can view, but not change information (Figure 11-17).
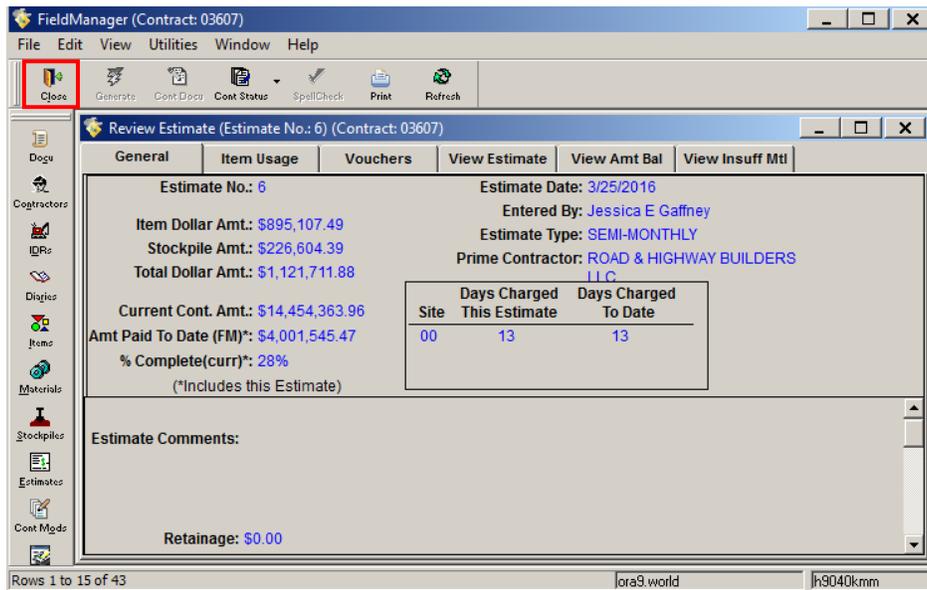
Figure 11-17. Review Estimate Tab Window – General Tab

4. Click any tab to review the information for the estimate.

5. Click **Close** on the Application Toolbar to close the Review Estimate tab window and return to the Estimates list window.