

## 12 Contract Retainage

Retainage is defined as the funds that are withheld from the contractor payments to encourage timely completion and quality of contract work. FieldManager will automatically calculate and withhold 5% of the contract awarded amount up to a maximum of \$50,000 retainage on the contractors pay estimate when the contract amount paid to date reaches 85% of the current contract amount.

### 12.1 Reviewing Contract Retainage in an Estimate

To view retainage on a contract in FieldManager follow these steps:

1. Select the contract from the Contracts list and click on the **Estimates** icon at the left side of page (Figure 12-1).

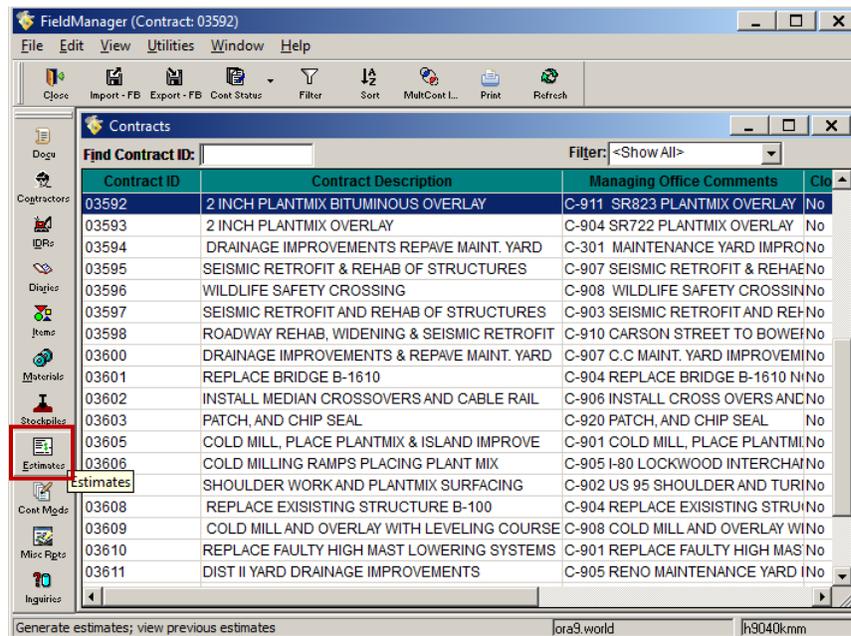


Figure 12-1. Contract List

2. From the Estimates list select the estimate you wish to view (Figure 12-2) and select the Review button.

Estimate Number	Estimate Date	Type	Total Dollar Amt.	% Contract Comp.(award)	% Contract Comp.(curr)
10	12/4/2015	SEMI-FINAL	\$48,440.02	102%	100%
9	11/20/2015	SEMI-MONTHLY	\$30,294.00	99%	97%
8	11/6/2015	SEMI-MONTHLY	\$1,100.00	97%	95%
7	10/23/2015	SEMI-MONTHLY	\$3,287.00	97%	95%
6	10/9/2015	SEMI-MONTHLY	\$20,317.76	97%	95%
5	9/25/2015	SEMI-MONTHLY	\$13,006.31	96%	94%
4	9/11/2015	SEMI-MONTHLY	\$15,025.00	95%	93%
3	8/28/2015	SEMI-MONTHLY	\$116,126.58	94%	92%
2	8/14/2015	SEMI-MONTHLY	\$1,258,912.92	87%	85%
1	7/31/2015	SEMI-MONTHLY	\$136,782.89	8%	8%

Figure 12-2. Estimate List

- The Review Estimate General Tab will open (Figure 12-3). The General Tab displays the **% Complete, Current Contract Amount and Retainage Amount** withheld in the pay estimate (see blue boxes in Figure 12-3).

Review Estimate (Estimate No.: 2) (Contract: 03592)

General | Item Usage | Vouchers | **View Estimate** | View Amt Bal | View Instuff Mtl

Estimate No.: 2      Estimate Date: 8/14/2015  
 Entered By: Justine F Elges  
 Estimate Type: SEMI-MONTHLY  
 Prime Contractor: SIERRA NEVADA CONSTRUCTION

Item Dollar Amt.: \$1,258,912.92  
 Stockpile Amt.: \$0.00  
 Total Dollar Amt.: \$1,258,912.92

Current Cont. Amt.: \$1,645,158.95  
 Amt Paid To Date (FM)\*: \$1,395,695.81

Site	Days Charged This Estimate	Days Charged To Date
00	10	29

**% Complete(curr): 85%**  
 (\*Includes this Estimate)

Estimate Comments:

**Retainage: \$50,000.00**

Figure 12-3. Review Estimate Window – General tab

- Click on the **View Estimate Tab**, to see how the payment will be affected by the retainage (Figure 12-4).

Construction Pay Estimate Report				
 Department of Transportation		8/19/2015 4:07 PM FieldManager 5.2a		
<b>Pre-Voucher Summary</b>				
Project	Voucher No.	Item Payment	Stockpile Adjustment	Dollar Amount
80834C1C, 2 INCH PLANT MIX OVERLAY	0002	\$1,258,912.92	\$0.00	\$1,258,912.92
			Voucher Total:	\$1,258,912.92
<b>Time Charges</b>				
Site	Site Description	Days Charged		
00	Overall Contract Site	10		
<b>Retainage Adjustment</b>				
Previous Retainage to Date:		\$0.00	Total Estimated Payment	\$1,258,912.92
+ Retainage this Estimate		\$50,000.00	-Retainage this Estimate	\$50,000.00
Total Retainage to Date:		\$50,000.00	Total Estimate Payment with Retainage	\$1,208,912.92

Figure 12-4. View Estimate Tab (Report View) – Retainage Adjustment Area

In the example above you can see that the **Retainage Adjustment** (bottom left) identifies that there was no retainage withheld previous. However, on this estimate a retainage of \$50,000 was withheld due to the contract meeting the 85% completion threshold. This amount will be released during final estimate upon completion of contract closeout by HQ Construction Admin Services staff. The bottom right corner of the estimate in Figure 12-4 shows the Total Estimate Payment Retainage, which is the **Total Estimate Payment** minus the \$50,000 Retainage.

## 12.2 Reviewing Contract Retainage in the Contractor Payment Summary Report

1. To open this report, click on Utilities in the Toolbar Menu at the top of page. Select the **Contractor Payment Summary Reports** from the drop-down list. (Figure 12-5).

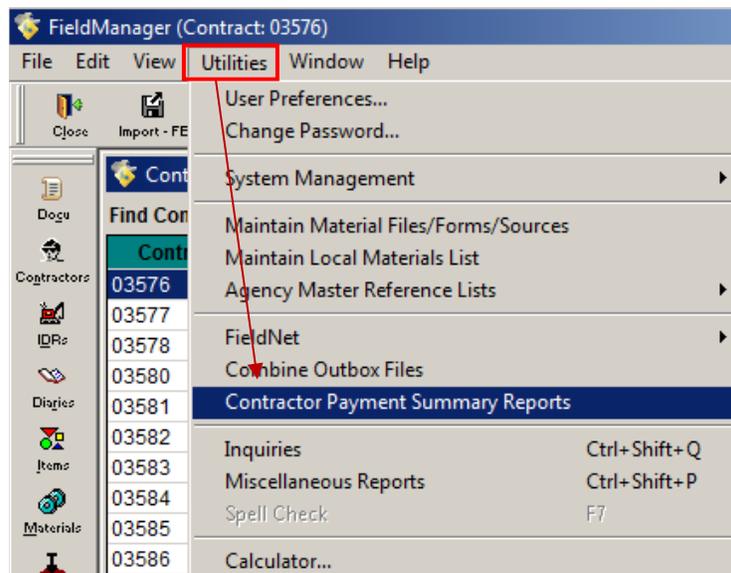


Figure 12-5. Utilities > Contractor Payment Summary Reports

2. Double-click on the estimate (Cycle) run date you want to view (Figure 12-5). The Contractor Payment Summary report includes contract specific information all contracts in

FieldManager for the date selected. Contract specific retainage information is also provided (see red box in Figure 12-7).

Cycle Run Date/Time	Status
12/28/2015 07:54 AM	Exported
12/14/2015 07:25 AM	Exported
11/30/2015 07:23 AM	Exported
11/16/2015 06:54 AM	Exported
11/02/2015 07:25 AM	Exported
10/19/2015 07:10 AM	Exported
10/05/2015 07:06 AM	Exported
09/21/2015 06:51 AM	Exported
09/04/2015 07:25 AM	Exported
08/24/2015 07:26 AM	Exported
08/10/2015 07:42 AM	Exported
07/27/2015 07:18 AM	Exported
07/13/2015 07:24 AM	Exported
06/30/2015 08:50 AM	Exported

Figure 12-6. Contractor Payment Summary Reports List

Contract ID	Project(s)	Prime Contractor	Original Amt Cont Mod Amt Current Amt	Amount Paid This Cycle	Transaction ID	Amount Paid To Date	Retainage This Cycle	Retainage To Date	% Comp. Paid (curr)	% Comp. (Working Days)
03850	60850C2C	T81009804 A Q&D CONSTRUCTION INC PO BOX 10865 RENO 89510-0835 NV	2,847,133.44 0.00 2,847,133.44	2,769,185.97	FM03850001	2,769,185.97	50,000.00	50,000.00	99.0%	0.0%
Total Payments This Cycle:			2,769,185.97	Total Paid To Date:			2,769,185.97			
Total Retainage This Cycle:			50,000.00	Total Retainage To Date:			50,000.00			
Total Current Contract Amount:			2,847,133.44							
Total Participating This Cycle:			2,819,185.97							
Total Nonparticipating This Cycle:			0.00							

Figure 12-7. Contractor Payment Summary Report

### 12.3 Reducing Retainage Prior to Final Payment

Reducing retention prior to the final payment can ONLY be completed by HQ Construction Admin Services staff when all contract items have been closed and final quantities checked by the field office. Refer to Chapter 2, Contract Administration, Section, Contract Closeout Phase – Acceptance of Contract, in the [Construction Manual](#), for guidelines on reducing retainage. Contact HQ Construction Admin Services staff for details.