| Contract Times

Contract Times

AASHTOWare Project Construction & Materials™ Quick Reference Guide

Additional Quick Reference Guides and Computer Based Training files are available from ODOT.

Key to Action Buttons

- Actions — Global Actions menu (top of the screen)
- Component Actions menu (on headings)
- Row Actions menu (on rows)

Roles:

SYSWIDE, CM-RE, CM-RE CP, CM-ARE, CM-TPM, CM-CAS, CM-CAE, and CM-CAU

Background:

- Contract times are records of time-related information important to the contract. There are five types of contract time records: Available Time, Calendar Time, Completion Date, Informational, and Recurring. Some of the fields and values may be different depending on the type of time selected.
- **Notes:**
  - **Preconstruction staff** populates the Awarded Date, Letting Date, and NTP.
  - **AWP Sys Admin populates** the 00 DT site time date. This is the Main Contract Time Completion Date and allows the contract to be activated.
  - **RE Office** adds Informational Time such as: 1st Note, precon meeting date, etc.

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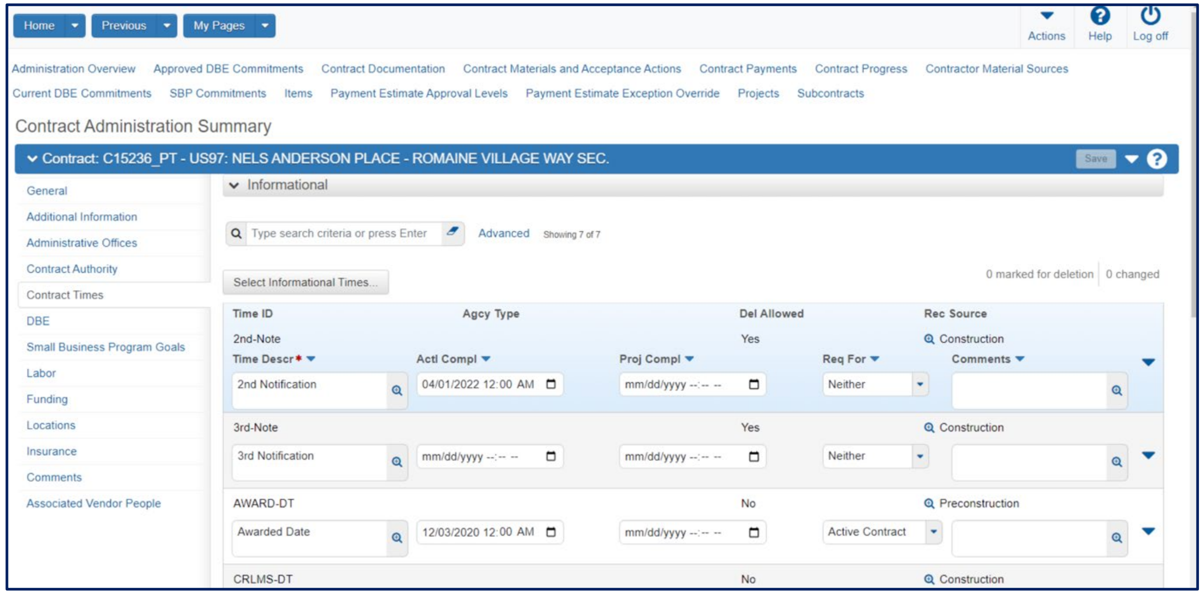
Adding Informational Times:



1. From the **Construction** component, select the **Contract Administration** link.
2. Search for and select the desired contract by clicking the **Contract ID** link or click the **Show first 10** link.
3. Click the **Contract Times** tab.
4. In the **Informational** section, click the **Select Informational Times** button.
5. Search for and select the informational time(s) to add.
6. Click the **Add to Contract Times** button.
7. In the **Time Descr** field, enter a description for the contract time.
8. In the **Actl Compl** field, enter the actual date on which the contract time is complete.
   - **Note:** Optional steps below.
     - In the **Proj Compl** field, enter the projected date on which the contract time is anticipated to be complete.
     - In the **Req For** field, click the drop-down arrow, and select whether the contract time is required to activate a contract, to complete a contract, or neither.
     - In the **Comments** field, enter additional information.

9. Click the **Save** button.

Informational Time	Default Time ID	Functionality
Notice to Proceed Date	NTP-DT	• The system will not allow a Payment Estimate to be approved without this contract time having an Actual Completion Date. • The "clock" for **prompt payment** starts with this date.
Awarded Date	AWARD-DT	• This date is set to the Proposal Status Date from the awarded proposal in Preconstruction (if used by the agency). The date is populated automatically during the proposal's transition to Construction. • The contracts on the DBE Uniform report are filtered based on the award date so only contracts awarded during the report period are included in sections A and B of the report.
Price Adjustment Base Date	PRICEADJBASE-DT	To associate a price adjustment index to a contract, the contract must include an Actual Complete Date for this contract time.

Informational Time	Default Time ID	Functionality
CRLMS Closed Date	CRLMS-DT	This is the date when a contract is closed for Civil Rights & Labor.
Contract Matl Acceptance Action Lock Date	Matl and AAs Lock DT	This is the date when a contract is locked such that users may not add new acceptance actions for contract materials.

Adding Site Times:

The Site section on the Contract Times tab contains information for each contract time record with a Time Type of Available Time, Calendar Time, or Completion Date. Each row contains an Actions menu and current values.

- **Note:** The Site time for project completion date (00 DT) is filled in at contract activation by AWP Sys Admin and is considered the main site time. There can be only one main contract time on a contract.
- **Note:** When a Change Order for time adjustment is processed it pulls information from the Site Times tab of Contract Times. When the change order is approved it will update the Site Times tab with the updated dates.

1. From the **Contract Administration Summary**, in the **Contract Times** tab, scroll down to the **Site** section.

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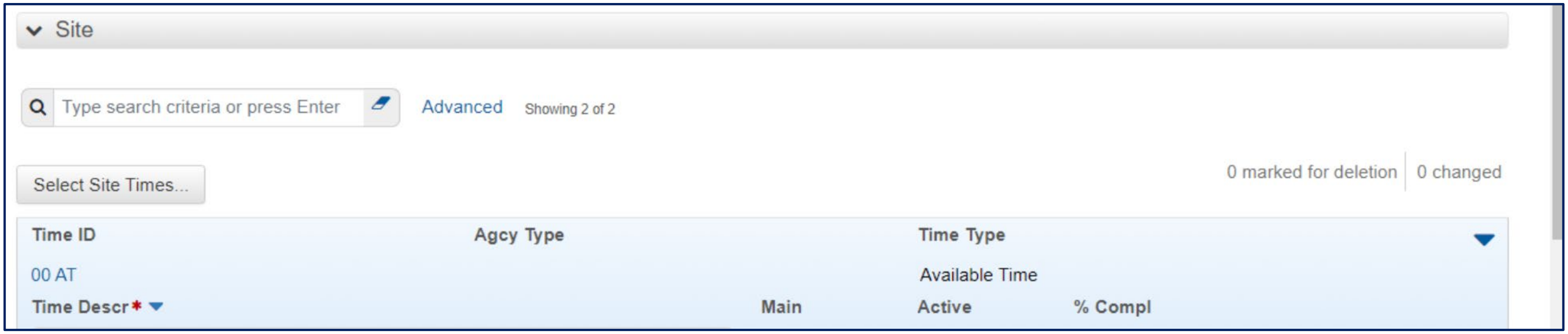
2. In the **Site** section, click the **Select Site Times** button.



3. Search for and select the site time(s) to add or click the **Show first 10** link.
4. Click the **Add to Contract Times** button.
5. Click the **Save** button.
6. Click the link under the **Time ID** to open the record.
7. In the **Time Description** field, enter a description for the contract time, if different than the default description.
8. In the **Comments** field, enter additional information as needed.
9. The **Original [Number of Time Units]/[Completion Date]** field shows the original completion units or date for the contract time, depending on the type of contract time.
10. The **Record Source** field identifies where the record was created, whether in the **Construction** component, or transitioned from AASHTOWare Project Preconstruction™.
11. The **Default** field indicates whether the record is a default contract time.
12. The **Contract Claim Number** field indicates whether this time is related to a contract claim, and if so, which claim.

13. **Do not** select **Main Contract Time** check box. 00 DT is the main contract time. It represents the contract completion date or total amount of available contract time.
14. Click the **Delete Allowed** check box if this time record can be deleted. If not checked, the time record is required on the contract.
15. In the **Required For** section, click the appropriate radio button to indicate whether the contract time is required to activate a contract, to complete a contract, or neither.
16. Click the **Chargeable** check box if time is chargeable. This will make it available on the on the DWRs or diaries for Available Time.
17. The **Status** section indicates the current total number of time units charged on diaries for the contract time, the current total number of time units charged on approved estimates for the contract time, and the percentage of the contract time that has been completed.
18. In the **Effective Date** field, enter the date the time record is effective.
19. In the **Expiration Date** field, enter the date the time record expires.
20. In the **Status** field, click the drop-down arrow and select the status of the time record.
21. The **Active** field indicates whether the time record is active or inactive, based on the effective, expiration dates, and the status.
22. Click the **Save** button.

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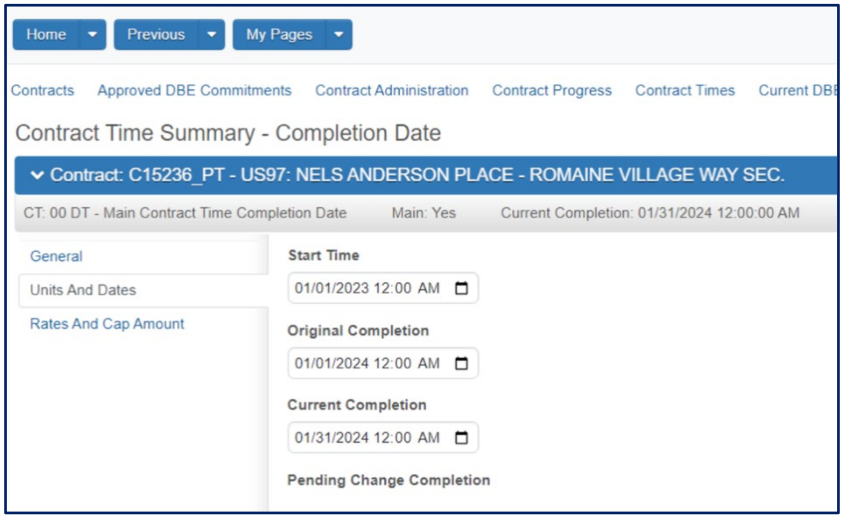
Site Time	Default Time ID	Functionality
Main Contract Time Available	00 AT	Allows you to set a total number of days or hours in which the work must be finished.
Main Contract Time Calendar	00 CT	Allows you to set a starting time, after which the system will calculate the time used to complete the work.
Main Contract Time Completion Date	00 DT	Allows you to enter a specific date by which all work must be finished.
Main Contract Time Interim Contract Time	00 IT	Allows for a separate contract end time that is in your contract. Example: work must be completed in certain area by certain date prior to the contract end date. Also document the additional 2nd note date for this time.

Adding Site Time Units and Dates:

Units and Dates is where to maintain contract time information related to start and completion of times on the contract.

1. From the **Contract Administration Summary**, click the **Contract Times** tab.
2. Scroll down to the **Site** section.
3. Find the desired **Time ID** in that section and click the link under that **Time ID**.
4. From the **Contract Time Summary – Completion Date**, click the **Units and Dates** tab.



Units and Dates Tab for 00 AT: Main Contract Time Available

1. In the **Start Time** field, enter the start date and time when the site time record begins.
2. In the **Stop Time** field, enter the date and time when the time record ends.
3. In the **Actual Completion** field, enter the date that the time record is completed. (This is the actual date on which the contract time is complete.)
4. The **Estimated Processing Complete** field shows the date when all automated processing, including estimates, was completed for the time record (automatically populated).

5. In the **Time Unit** field, click the drop-down arrow and select the unit of days or hours for the time record.
6. In the **Original Number of Time Units** field, enter the number of time units required for the contractor to complete the work on this time record (auto populated after start and end date are populated).
7. In the **Adjusted Number of Time Units** field, enter the adjusted number of time units required for the contractor to complete the work on this time record.
8. The **Current Number of Time Units** field shows the original number of time units plus any adjustments for the time record.
9. The **Pending Change Order Number of Time Units** field shows the number of time units required to complete the time record, pending approval of associated change orders.
10. Click the **Save** button.

Units and Dates Tab for 00 CT: Main Contract Time Calendar

1. In the **Start Time** field, enter date when contract time begins.
2. In the **Actual Completion** field, enter date when contract time ends.
3. In the **Time Unit** field, click the drop-down arrow and select the time units.
4. In the **Original Number of Time Units** field, enter the number of units to complete the contracted work.
5. In the **Adjusted Number of Time Units** field, enter the adjustments made during the life of the project.

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Units and Dates Tab for 00 DT:

Main Contract Time Completion Date (reminder: sys admin will populate this date)

1. In the **Start Time** field, enter date when contract time begins.
2. In the **Original Completion** field, enter the estimated completion date of the contract.
3. In the **Current Completion** field, enter the new completion date modified by a change order (RE Office).
4. In the **Actual Completion Date** field, enter when the contract ends.
5. In the **Adjusted Number of Time Units** field, enter the adjustments made during the life of the project.

Units and Dates Tab for 00 IT: Interim Contract Time

1. Add a description of the Interim time on the General Tab and save.
2. Move to the Units and Dates tab.
3. In the **Start Time** field, enter date the interim time begins on the contract.
4. In the **Original Completion** field, enter the anticipated completion date of the interim contract time.
5. Select the **Time Unit** type.
6. **Save.**
7. The **Current Completion** date will automatically populate.

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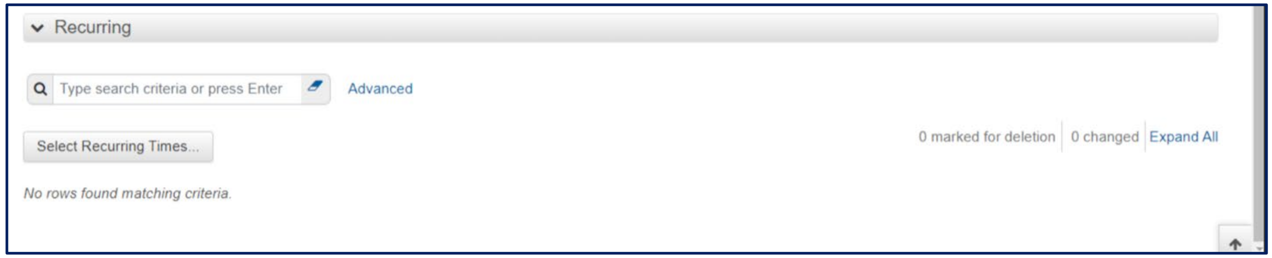
Adding Recurring Times:

Note: Recurring Times are optional. Example: May be used for weekend closures or lane closures.



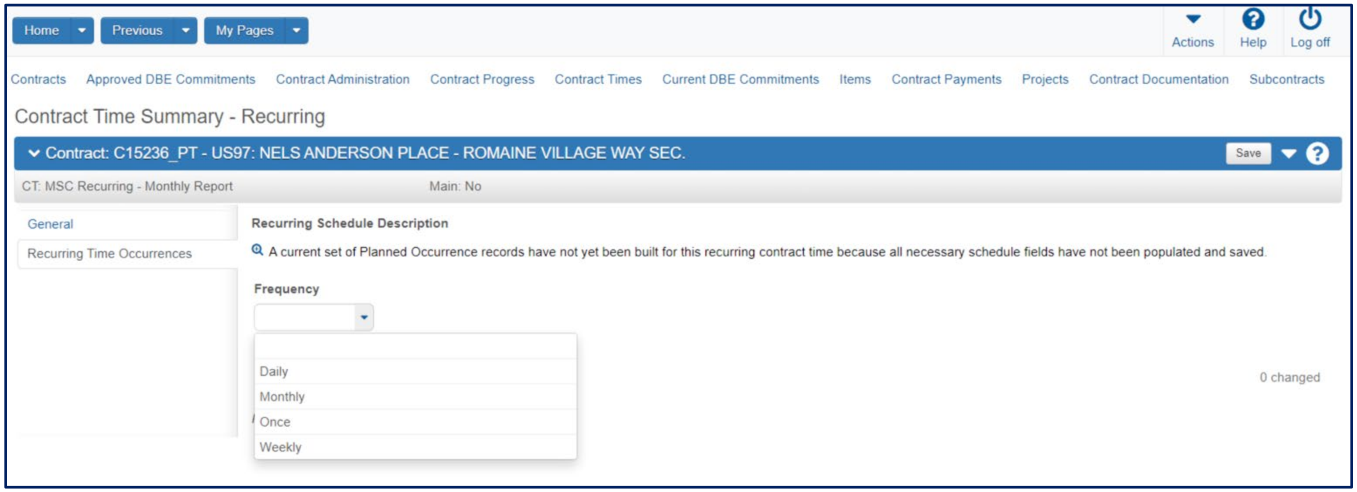
1. From the **Contract Administration Summary**, in the **Contract Times** tab, scroll down to the **Recurring** section.
2. In the **Recurring** section, click the **Select Recurring Times** button.
3. Search for and select the site time(s) to add or click the **Show first 10** link. Then, select **MSC Recurring**.
4. Click the **Add to Contract Times** button.
5. Click the **Save** button.
6. Click the link under **Time ID** to open the record.
7. In the **Time Description** field, enter a description for the contract time.
8. The **Time Type** field shows the time type of the record.
9. In the **Agency Type** field, click the drop-down arrow and select the agency-defined type of contract time.
10. The **Recurring Schedule Description** field describes the schedule assigned to the time record by the system based on the setup and frequency of the time record.
11. In the **Comments** field, enter additional information.
12. The **Record Source** field identifies where the record was created, whether in the **Construction** component, or transitioned from AASHTOWare Project Preconstruction™.

13. The **Default** field indicates whether the record is a default contract time.
14. The **Contract Claim Number** field indicates whether this time is related to a contract claim, and if so, which claim.
15. The **Main Contract Time** check box indicates whether or not this contract time represents the contract completion date or total amount of available contract time.
16. The **Delete Allowed** check box indicates whether or not this time record can be deleted.
17. In the **Required For** section, click the appropriate radio button to indicate whether the contract time is required to activate a contract, to complete a contract, or neither.
18. The **Chargeable** check box indicates whether or not time charges can be entered for the time record on DWRs or diaries, only if the time type is set to Available Time.
19. In the **Effective Date** field, enter the date the time record is effective.
20. In the **Status** field, click the drop-down arrow and select the status of the time record.
21. The **Active** field indicates whether the time record is active or inactive, based on the effective and expiration dates, and the status.
22. Click the **Save** button.

Adding Recurring Time Occurrences:

1. From the **Contract Administration Summary**, in the **Contract Times** tab, click on the desired **Time ID** link in the **Recurring** section.
2. From the **Contract Time Summary – Recurring**, click the **Recurring Time Occurrences** tab.

3. The **Recurring Schedule Description** field describes the schedule assigned to the time record by the system based on the setup and frequency of the time record.
4. In the **Frequency** field, click the drop-down arrow and select the frequency for the time record. Your frequency selection will determine what fields become available to populate, which may include some of the following fields.



5. In the **Start** field, enter the start date for the recurring time record.
6. In the **End** field, enter the end date for the recurring time record.
7. In the **Planned Occurrence Every 'x' [Day(s)/Week(s)/Day of the Month]** field, enter the number of occurrences for the recurring time record, or the date of the planned occurrence for time records with a frequency of once.
8. If the **Planned Occurrence** is weekly, in the Day(s) of the Week field, click the check box for which days of the week the time record should occur.
9. Click the **Save** button.
    - **Note:** If the Recurring Time is not already active, follow steps 19-22 from the **Adding Recurring Times** section above.