

# EEBACS USER GUIDE 1.0

## Appendix G: Construction Special Cases

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UPDATED: 05.31.2012

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## G.1 Samples of Construction Special Cases for Progress Payments.

### G.1.1 Materials-On-Hand – Adding Non-CM Pay Item and including drawdown through Progress Payments

The Material-on-Hand pay item type allows the Engineer to add a Non-CM pay item to the Progress Estimate to pay the Contractor for materials delivered to the project site prior to the actual placement of that material. The original pay item is paid normally as the material is placed and the materials-on-hand pay item is adjusted with negative quantities to match the quantities placed to subtract the prepaid material costs. (The Preparatory Work pay item type is used similarly as the Materials-on-Hand pay item type, but is intended to pay for services and labor for partially completed contract items, where it is agreed that the contractor will be compensated that pay period for work performed.)

In the following example we the Government received a call from the Contractor that the 1000 tons of aggregate base was delivered to the project site and the Contractor has an invoice for \$9,372.23 for the stone. The Engineer and the Contractor look at the aggregate base pay item and decide to include a new Non-CM pay item for Materials-on-hand to pay the Contractor for the aggregate on-site.

Actions	Line # ▾	Quantity ▾	Unit Price ▾	Pay Units ▾	Amount ▾	QTY	Amount	Current	Previous	To Date	Amount	Comp % ▾	Probable QTY	Probable Amount	O/U % ▾
Pay Item # ▾ : 30101-4000      CM #:      Pay Item Type ▾ : NM      Description: Aggregate base grading C or D															
	A1200	1,000.0	\$50.00	t	\$50,000.00	1,000.0	\$50,000.00	0.0	0.0	0.0	\$0.00	0.00	1,000.0	\$50,000.00	0.00

The Engineer and the Contractor agree to a payment of \$9,370.00 since this would be divisible by the 1000 ton quantity and allow for a unit price to the penny (1000 tons X \$9.37/ton = \$9,370.00).

Add the Non-CM Pay Item by going to the Non CM Pay Items Tab and then selecting the Add New button. When adding the Non-CM pay item, make sure add the Non-CM pay item in the progress payment period where item first needs to appear.

Projects: DAN 1-2 DANTEST    Constructions: Progress Pay Periods 2 INS    [Return To Projects \(All\)](#) | [Return To List \(Main\)](#) ?

Project Info   Design   Acquisition   **Construction**   Account   Team   Event Log

Core   Contract Status   **Progress Payment**   SubContractors   Labor/Equipment   Daily Reports   Daily Diary   Claims   Contract Modifications

Grand Summary   Pay Notes   Pay Note Summaries   **Non CM Pay Items**   Period   Progress Payment Tracking



Project Number: DAN 1-2   Project Name: DANTEST   **Contract Number: DTFH-71-08-C-0001 123456789**   States: AL

Search Filters:

Keywords

Items 1-2 of 2

Ac	Pay Item Specific	Pay Item # ▾	Supplemental Description	Unit Price ▾	Quantity ▾	Total Price ▾
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- A. Select "yes" since the stone is specific to the aggregate base pay item
- B. Either select "?" to see the project pay item list or enter keywords from the pay item description to display a shorter list, then select the related pay item
- C. Pick the pay item type "Materials on Hand"
- D. Pick the appropriate schedule letter.
- E. Enter the new line number,  note the related pay item line number to use as a guide.
- F. Enter a supplemental description in parentheses that denotes what was delivered to the site
- G. Enter the quantity that was delivered.  note the unit of the new items is the same as the related pay item.
- H. Enter the agreed upon price that closely approximates the invoice cost
- I. Hit the Save & Close button.

Projects: DAN 1-2 DANTEST Constructions: Progress Pay Periods 2 INS: Non-CM Pay Items [Return To Projects \(All\)](#) | [Return To List \(Non CM Pay Items\)](#) ?

Project Info Design Acquisition **Construction** Account Team Event Log

Core Contract Status **Progress Payment** SubContractors Labor/Equipment Daily Reports Daily Diary Claims Contract Modifications

Grand Summary Pay Notes Pay Note Summaries **Non CM Pay Items** Period Progress Payment Tracking

Project Number: DAN 1-2 Project Name: DANTEST Contract Number: DTFH-71-08-C-0001 123456789 States: AL

Save & Close Save Delete Cancel Cancel & Close \* indicates a required field

Non-CM Pay Item Info

Created:	09-02-2010 07:57:43
By:	Dan VanGilder
Modified:	09-02-2010 07:58:36
By:	Dan VanGilder

Pay Item Specific\*:  yes  no **A**

Related Pay Item\*: A1200: 30101-4000 NM Aggregate base grading C or D **B**

Pay Item Type\*: MH - Materials On Hand **C**

Pay Item #: 30101-4000 Pay Item Description: Aggregate base grading C or D  
Pay Item Type: MH Pay Unit (U.S. Units): TON  
Pay Unit (Metric Units): t

Schedule\*: A **D**

Line Item Number\*: 1210 **E**

Supplemental Description: (1000 tons aggregate delivered to site) **F**

Account Quantities

CON01 PRA funds: 1000 **G**

Unit Price: \$ 9.37 **H**

Quantity: 1,000.0 t

Total Price: \$9,370.00

Save & Close Save Delete Cancel Cancel & Close

**I**

Once the new Materials on Hand pay item is added, the probable amount should be adjusted to zero. By definition, the materials on hand should be reduced to zero as all of the material is expected to be placed through the original pay item.

- A. Select the Pay Item Summary ball to open the summary for the new Materials on Hand pay item so that the probable amount can be adjusted to zero.

Projects: DAN 1-2 DANTEST Constructions: Progress Pay Periods 2 INS Return To Projects (All) | Return To List (Progress Payment)

Project Info Design Acquisition **Construction** Account Team Event Log

Core Contract Status **Progress Payment** SubContractors Labor/Equipment Daily Reports Daily Diary Claims Contract Modifications

Grand Summary Pay Notes Pay Note Summaries Non CM Pay Items Period Progress Payment Tracking

---

**Project Number:** DAN 1-2 **Project Name:** DANTEST **Contract Number:** DTFH-71-08-C-0001 123456789 **States:** AL

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Pay Period Number: 2 Payment Type: Progress  
 Start Date: January 4, 2009 End Date: February 3, 2009

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**Search Filters:**  
 Keyword:  Status:  Draft  Pending  Processed  
 Contract Mods: Part of a Contract Mod  yes  no





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Progress Payment Period Totals

Contract Amount: \$762,000.00	Revised Contract Amount: \$771,330.00	Current Amount: \$2,000.00	Previous Amount: \$29,010.00	To Date Progress Payment Amounts: \$31,010.00	Probable Amount: \$771,330.00	Percent Work Completed: 4.020 %
-------------------------------	---------------------------------------	----------------------------	------------------------------	---	-------------------------------	---------------------------------

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Government Receiving Report **Progress Payment Report** Progress Payment Report (Contractor Version) Items 1-20 of 22 Jump 1 | Next >

Line #	Quantity	Contract Quantities			Revised Quantities		Current Quantities				Probable Quantities			O/U %
		Unit Price	Pay Units	Amount	QTY	Amount	Current	Previous	To Date	Amount	Comp %	Probable QTY	Probable Amount	
<b>Pay Item # v: 15101-0000 CM #: Pay Item Type v: N Description: Mobilization</b>														
 A1000	All	\$20,000.00	LPSM	\$20,000.00	100%	\$20,000.00	0%	0%	0%	\$0.00	0.00	100%	\$20,000.00	0.00
<b>Pay Item # v: 20401-0000 CM #: Pay Item Type v: N Description: Roadway excavation</b>														
 A1100	2,000	\$10.00	m3	\$20,000.00	2,000	\$20,000.00	0	1,851	1,851	\$18,510.00	92.55	2,000	\$20,000.00	0.00
<b>Pay Item # v: 30101-4000 CM #: Pay Item Type v: NM Description: Aggregate base grading C or D</b>														
 A1200	1,000.0	\$50.00	t	\$50,000.00	1,000.0	\$50,000.00	0.0	0.0	0.0	\$0.00	0.00	1,000.0	\$50,000.00	0.00
<b>Pay Item # v: 30101-4000 CM #: Pay Item Type v: MH Description: Aggregate base grading C or D (1000 tons...</b>														
 A1210	0.0	\$9.37	t	\$0.00	1,000.0	\$9,370.00	0.0	0.0	0.0	\$0.00	0.00	1,000.0	\$9,370.00	0.00

A

A. Enter "0" as the probable amount.

Projects: [DAN 1-2 DANTEST](#) Constructions: [Progress Pay Periods 2 INS](#) [Return](#)

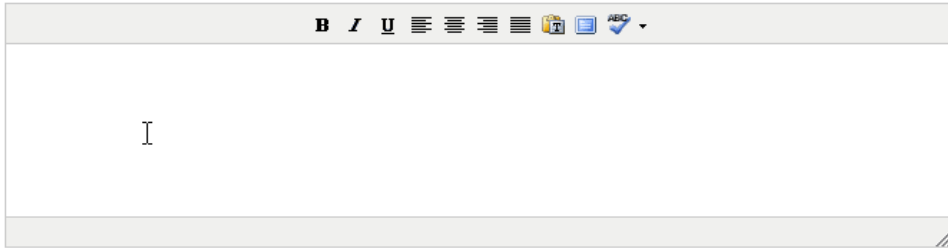
Project Info Design Acquisition **Construction** Account Team Event Log

Core Contract Status **Progress Payment** SubContractors Labor/Equipment Daily Reports Daily Diary Claims Contract Modifi

**Project Number:** DAN 1-2 **Project Name:** DANTEST **Contract Number:** DTFH-71-08-C-0001 123456789 **States:** AL

**Save** **Close** **Print Preview** **Print Preview (Contractor Version)** \* indicates a required field


**Pay Item Number:** 30101-4000 **Line Number:** A 1210 **Period:** 2 INS **Pay Item Type:** MH  
**Description:** Aggregate base grading C or D (1000 tons delivered to the site)

Payment Remarks: 

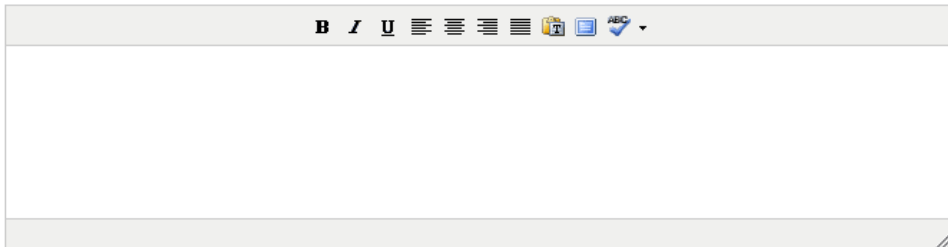
**Pay Note Summary**  
[Show Full Summary](#)

<b>Total Quantity:</b>	0.0
<b>Pay Item Total:</b>	0.0

**Probable Amounts**

CON01 PRA funds:  t 

Probable Quantity: 0 t

Probable Remarks: 

To complete the payment for the stone stockpile add a pay note to the new pay item for the material invoice, approve the pay note, and submit the pay item for payment. Follow the normal steps for these procedures as outlined in the Construction Section of the manual.

💡 Note: When adding to payment from the pay note summary the following error may appear since the quantity will be greater than the probable amount (since the probable for the item should be set to zero). Just hit the "Ignore And Proceed" button.

**! Errors detected - please see below:**

- The quantity used to date is larger than the probable quantity.

**Ignore And Proceed.**

Once submitted for payment, the \$9,370.00 invoice is now covered by the Materials on Hand (MH) pay item.

Progress Payment Period Totals																																																																																																																																																											
Contract Amount:	Revised Contract Amount:	Current Amount:	Previous Amount:	To Date Progress Payment Amounts:	Probable Amount:	Percent Work Completed:																																																																																																																																																					
\$762,000.00	\$771,330.00	\$11,370.00	\$29,010.00	\$40,380.00	\$761,960.00	5.299 %																																																																																																																																																					
<table border="1"> <thead> <tr> <th>Contract Quantities</th> <th>Revised Quantities</th> <th>Current Quantities</th> <th colspan="3">Probable Quantities</th> </tr> <tr> <th>Link #</th> <th>Quantity</th> <th>Unit Price</th> <th>Pay Units</th> <th>Amount</th> <th>QTY</th> <th>Amount</th> <th>Current</th> <th>Previous</th> <th>To Date</th> <th>Amount</th> <th>Comp %</th> <th>Probable QTY</th> <th>Probable Amount</th> <th>O/U %</th> </tr> </thead> <tbody> <tr> <td colspan="15"><b>Pay Item # v: 15101-0000      CM #:      Pay Item Type v: N      Description: Mobilization</b></td> </tr> <tr> <td>A1000</td> <td>All</td> <td>\$20,000.00</td> <td>LPSM</td> <td>\$20,000.00</td> <td>100%</td> <td>\$20,000.00</td> <td>0%</td> <td>0%</td> <td>0%</td> <td>\$0.00</td> <td>0.00</td> <td>100%</td> <td>\$20,000.00</td> <td>0.00</td> </tr> <tr> <td colspan="15"><b>Pay Item # v: 20401-0000      CM #:      Pay Item Type v: N      Description: Roadway excavation</b></td> </tr> <tr> <td>A1100</td> <td>2,000</td> <td>\$10.00</td> <td>m3</td> <td>\$20,000.00</td> <td>2,000</td> <td>\$20,000.00</td> <td>0</td> <td>1,851</td> <td>1,851</td> <td>\$18,510.00</td> <td>92.55</td> <td>2,000</td> <td>\$20,000.00</td> <td>0.00</td> </tr> <tr> <td colspan="15"><b>Pay Item # v: 30101-4000      CM #:      Pay Item Type v: NM      Description: Aggregate base grading C or D</b></td> </tr> <tr> <td>A1200</td> <td>1,000.0</td> <td>\$50.00</td> <td>t</td> <td>\$50,000.00</td> <td>1,000.0</td> <td>\$50,000.00</td> <td>0.0</td> <td>0.0</td> <td>0.0</td> <td>\$0.00</td> <td>0.00</td> <td>1,000.0</td> <td>\$50,000.00</td> <td>0.00</td> </tr> <tr> <td colspan="15"><b>Pay Item # v: 30101-4000      CM #:      Pay Item Type v: MH      Description: Aggregate base grading C or D (1000 tons...</b></td> </tr> <tr> <td>A1210</td> <td>0.0</td> <td>\$9.37</td> <td>t</td> <td>\$0.00</td> <td>1,000.0</td> <td>\$9,370.00</td> <td>1,000.0</td> <td>0.0</td> <td>1,000.0</td> <td>\$9,370.00</td> <td>0.00</td> <td>0.0</td> <td>\$0.00</td> <td>-100.00</td> </tr> </tbody> </table>															Contract Quantities	Revised Quantities	Current Quantities	Probable Quantities			Link #	Quantity	Unit Price	Pay Units	Amount	QTY	Amount	Current	Previous	To Date	Amount	Comp %	Probable QTY	Probable Amount	O/U %	<b>Pay Item # v: 15101-0000      CM #:      Pay Item Type v: N      Description: Mobilization</b>															A1000	All	\$20,000.00	LPSM	\$20,000.00	100%	\$20,000.00	0%	0%	0%	\$0.00	0.00	100%	\$20,000.00	0.00	<b>Pay Item # v: 20401-0000      CM #:      Pay Item Type v: N      Description: Roadway excavation</b>															A1100	2,000	\$10.00	m3	\$20,000.00	2,000	\$20,000.00	0	1,851	1,851	\$18,510.00	92.55	2,000	\$20,000.00	0.00	<b>Pay Item # v: 30101-4000      CM #:      Pay Item Type v: NM      Description: Aggregate base grading C or D</b>															A1200	1,000.0	\$50.00	t	\$50,000.00	1,000.0	\$50,000.00	0.0	0.0	0.0	\$0.00	0.00	1,000.0	\$50,000.00	0.00	<b>Pay Item # v: 30101-4000      CM #:      Pay Item Type v: MH      Description: Aggregate base grading C or D (1000 tons...</b>															A1210	0.0	\$9.37	t	\$0.00	1,000.0	\$9,370.00	1,000.0	0.0	1,000.0	\$9,370.00	0.00	0.0	\$0.00	-100.00
Contract Quantities	Revised Quantities	Current Quantities	Probable Quantities																																																																																																																																																								
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The next payment period, the Contractor places 100 tons of material which is to be paid under the aggregate base pay item. Pay the aggregate base item for 100 ton as you would normally. Then the Material on Hand pay item must then be adjusted (drawn down) by the number of tons paid in the aggregate pay item (100 tons).

A. Add a pay note for the Material on Hand pay item.

Projects: DAN 1-2 DANTEST Constructions: Progress Pay Periods 3 INS Return To Projects (All) | Return To List (Progress Payment) ?

Project Info Design Acquisition **Construction** Account Team Event Log

Core Contract Status **Progress Payment** SubContractors Labor/Equipment Daily Reports Daily Diary Claims Contract Modifications

Grand Summary Pay Notes Pay Note Summaries Non CM Pay Items Period Progress Payment Tracking

**Project Number:** DAN 1-2 **Project Name:** DANTEST **Contract Number:** DTFH-71-08-C-0001 123456789 **States:** AL


Pay Period Number: 3 Start Date: February 4, 2009 Payment Type: Progress End Date: March 6, 2009

**Search Filters:**  
 Keyword:  Status:  Draft  Pending  Processed  
 Contract Mods: Part of a Contract Mod  yes  no

Progress Payment Period Totals						
Contract Amount:	Revised Contract Amount:	Current Amount:	Previous Amount:	To Date Progress Payment Amounts:	Probable Amount:	Percent Work Completed:
\$762,000.00	\$771,330.00	\$4,960.00	\$40,380.00	\$45,340.00	\$761,860.00	5.951 %

Government Receiving Report Progress Payment Report **Progress Payment Report (Contractor Version)** Items 1-20 of 22 Jump 1 | Next >

Line #	Contract Quantities				Revised Quantities		Current Quantities				Probable Quantities			
	Quantity	Unit Price	Pay Units	Amount	QTY	Amount	Current	Previous	To Date	Amount	Comp %	Probable QTY	Probable Amount	O/U %
<b>Pay Item # v: 15101-0000 CM #: Pay Item Type v: N Description: Mobilization</b>														
A1000	All	\$20,000.00	LPSM	\$20,000.00	100%	\$20,000.00	0%	0%	0%	\$0.00	0.00	100%	\$20,000.00	0.00
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<b>Pay Item # v: 30101-4000 CM #: Pay Item Type v: NM Description: Aggregate base grading C or D</b>														
A1200	1,000.0	\$50.00	t	\$50,000.00	1,000.0	\$50,000.00	100.0	0.0	100.0	\$5,000.00	10.00	1,000.0	\$50,000.00	0.00
<b>Pay Item # v: 30101-4000 CM #: Pay Item Type v: MH Description: Aggregate base grading C or D (1000 tons...</b>														
A1210	0.0	\$9.37	t	\$0.00	1,000.0	\$9,370.00	0.0	1,000.0	1,000.0	\$9,370.00	0.00	0.0	\$0.00	-100.00

 A

- A. Enter the proper data in the required fields.
- B. Enter a negative quantity equal to the quantity paid in the Aggregate Base pay item.

**Project Number:** DAN 1-2    **Project Name:** DANTEST    **Contract Number:** DTFH-71-08-C-0001 123456789    **States:** AL

                    \* indicates a required field

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**FHWA Pay Note**

**Pay Note:** 10 INS    **Pay Item Number:** 30101-4000    **Line Number:** A 1210  
**Period:** 3 INS    **Pay Item Type:** Materials On Hand    **Contract Mod #:**  
**Description:** Aggregate base grading C or D (1000 tons delivered to the site)

Contract Quantities				Revised Quantities		Probables			
Acct	Quantity	Unit Price	Unit	Amount	Qty	Amount	Quantity	Amount	% Over / Under
	0.0	\$9.37	t	\$0.00	1,000.0	\$9,370.00	0.0	\$0.00	-100.00
CON01	0.0	\$9.37	t	\$0.00	1,000.0	\$9,370.00	0.0	\$0.00	-100.00

Pay Note Date\*:

Entries:
 

**Pay Note Entry #1**

Work Date Start Date\*:    ← A

Work Date End Date\*:    ← A

Location/Description\*:
 

**B I U** [Icons]

Drawdown of MOH to account for 100 tons of placed aggregate ← A

CON01 PRA funds Quantity:  t ← B

Remarks/Calculations:



- A. To see the revised Total, click the "Save" button.
- B. Then click the "Submit To PE" button.

The screenshot shows a web form for "CON01 PRA funds Quantity" with a value of -100.0. The form includes several input fields and buttons. An orange arrow labeled 'A' points to the "Total Pay Note Quantity" field, which contains the value "0.0 t". Another orange arrow labeled 'B' points to the "Submit To PE" button in the bottom toolbar. The toolbar also contains buttons for "Save & Close", "Save", "Delete", "Cancel", "Cancel & Close", "Print Preview", and "Print Preview (Contractor Version)". The "Save" button has a small orange arrow pointing to it. The form also includes fields for "Total Production Days" (0), "Production Rate" (0.0 t/Day), "Measured By\*" (JOE PAVERS), "FHWA Inspector" (dropdown), "Contractor Inspector" (JOE PAVERS), "Interim/Final\*" (Interim selected), "Supporting Documentation" (Add Document button), and a "Reference" text area with a rich text editor toolbar.

Once submitted and approved the pay note can be added to the payment through the Pay Note Summary (green ball, or Pay Note Summary Tab).

💡 Note: When adding to payment this error may appear since the quantity will be greater than the probable amount (since the probable for the item should be set to zero). Just hit the "Ignore And Proceed" button.

**Project Number:** DAN 1-2    **Project Name:** DANTEST    **Contract Number:** DTFH-71-08-C-0001 123456789    **States:** AL

**Errors detected - please see below:**

- The quantity used to date is larger than the probable quantity.

\* indicates a required field

**Pay Item Number:** 30101-4000    **Line Number:** A 1210    **Period:** 3 INS    **Pay Item Type:** MH  
**Description:** Aggregate base grading C or D (1000 tons delivered to the site)

Payment Remarks:

**Pay Note Summary**  
[Show Full Summary](#)

Pay Note Number	Pay Note Date	Location/Description	Account Totals		Remarks	Total Pay Note Quantity
<u>10</u>	September 13, 2010	Entry 1: Drawdown of MOH to account for 100 tons of placed aggregate	CON01 PRA funds Quantity:	-100.0	Entry 1:	0.0 t

<b>CON01 PRA funds Quantity:</b>	-100.0
<b>Total Quantity:</b>	-100.0
<b>Pay Item Total:</b>	900.0

Once added to payment, the Grand Summary will show the reduction in the current amount of stockpile so that the total payment for the placement of the aggregate base is adjusted to remove the cost paid to the Contractor for the material in the previous estimate.

Projects: DAN 1-2 DANTEST Constructions: Progress Pay Periods 3 INS Return To Projects (All) | Return To List (Progress Payment) ?

Project Info Design Acquisition **Construction** Account Team Event Log

Core Contract Status **Progress Payment** SubContractors Labor/Equipment Daily Reports Daily Diary Claims Contract Modifications

**Grand Summary** Pay Notes Pay Note Summaries Non CM Pay Items Period Progress Payment Tracking

**Project Number:** DAN 1-2 **Project Name:** DANTEST **Contract Number:** DTFH-71-08-C-0001 123456789 **States:** AL

Pay Period Number: 3 Payment Type: Progress  
 Start Date: February 4, 2009 End Date: March 6, 2009

**Search Filters:**  
 Keyword:  Status  Draft  Pending  Processed  
 Contract Mods Part of a Contract Mod  yes  no

Progress Payment Period Totals

Contract Amount: \$762,000.00	Revised Contract Amount: \$771,330.00	Current Amount: \$4,023.00	Previous Amount: \$40,380.00	To Date Progress Payment Amounts: \$44,403.00	Probable Amount: \$761,860.00	Percent Work Completed: 5.828 %
-------------------------------	---------------------------------------	----------------------------	------------------------------	---	-------------------------------	---------------------------------

Government Receiving Report Progress Payment Report **Progress Payment Report (Contractor Version)** Items 1-20 of 22 Jump 1 | Next >

Line #	Contract Quantities				Revised Quantities		Current Quantities				Probable Quantities			O/U %
	Quantity	Unit Price	Pay Units	Amount	QTY	Amount	Current	Previous	To Date	Amount	Comp %	Probable QTY	Probable Amount	
<b>Pay Item # v: 15101-0000 CM #: Pay Item Type v: N Description: Mobilization</b>														
A1000	All	\$20,000.00	LPSM	\$20,000.00	100%	\$20,000.00	0%	0%	0%	\$0.00	0.00	100%	\$20,000.00	0.00
<b>Pay Item # v: 20401-0000 CM #: Pay Item Type v: N Description: Roadway excavation</b>														
A1100	2,000	\$10.00	m3	\$20,000.00	2,000	\$20,000.00	0	1,851	1,851	\$18,510.00	92.55	2,000	\$20,000.00	0.00
<b>Pay Item # v: 30101-4000 CM #: Pay Item Type v: NM Description: Aggregate base grading C or D</b>														
A1200	1,000.0	\$50.00	t	\$50,000.00	1,000.0	\$50,000.00	100.0	0.0	100.0	\$5,000.00	10.00	1,000.0	\$50,000.00	0.00
<b>Pay Item # v: 30101-4000 CM #: Pay Item Type v: MH Description: Aggregate base grading C or D (1000 tons...</b>														
A1210	0.0	\$9.37	t	\$0.00	1,000.0	\$9,370.00	-100.0	1,000.0	900.0	\$8,433.00	0.00	0.0	\$0.00	-100.00

## G.1.2 Asphalt/Fuel Price Adjustments.

The Asphalt/Fuel Price Adjustment Pay Items are added in Design and awarded in Acquisitions, similar to partnering. These pay items are Design Incentive (DI) pay item types.

The use of Asphalt/Fuel Price Adjustment on qualifying Pay Items can adjust the amount paid to the Contractor either positively or negatively depending on the ratio of the monthly performance price index and the base price index (MPPI/BPI) for the quantity (Q) being paid for the pay period.

As per contract requirements for the asphalt adjustment (for fuel adjustment see latest special contract requirements):

- No Price Adjustment – When the ratio MPPI/BPI falls within the range of 0.90 to 1.10, no price adjustment will be made for any asphalt cement used in construction work performed during the relevant month.
- Government Rebate – When the ratio MPPI/BPI is calculated to be less than 0.90, the Government is due a rebate determined in accordance with the following formula:  
 Government Rebate =  $[0.90 - (MPPI/BPI)] (BPI) (Q)$
- Contractor Payment – When the ratio MPPI/BPI is calculated to be greater than 1.10, the Contractor is due additional payment determined in accordance with the

following formula:

$$\text{Contractor Payment} = [(\text{MPPI}/\text{BPI}) - 1.10] (\text{BPI}) (Q)$$

This is the original asphalt escalation incentive pay item awarded before any payments have been made. Add pay note to pay an escalation or add a government rebate for asphalt price reduction.

Project Info										Design										Acquisition										Construction										Account										Team										Event Log																																																																																									
Core										Contract Status										Progress Payment										SubContractors										Labor/Equipment										Daily Reports										Daily Diary										Claims										Contract Modifications																																																																					
Grand Summary										Pay Notes										Pay Note Summaries										Non CM Pay Items										Period										Account										Progress Payment Tracking																																																																																									
Project Number: KS PRA NWTT 15(1)										Project Name: NEW TEST MARCH 29, 2010										Contract Number: DTFH70-10-C-ATEST										States: KS																																																																																																																							
Pay Period Number: 1										Start Date: April 4, 2010										Payment Type: Progress										End Date: May 5, 2010																																																																																																																							
Search Filters:										Keyword: asphalt escalation										Status: <input type="radio"/> Draft <input type="radio"/> Pending <input type="radio"/> Processed																																																																																																																																	
Contract Mods: <input type="checkbox"/> 002										Part of a Contract Mod: <input type="radio"/> Yes <input type="radio"/> No										<input type="checkbox"/> 001a																																																																																																																																	
Apply Search										Clear																																																																																																																																											
Progress Payment Period Totals																																																																																																																																																					
Contract Amount: \$10,924,768.72										Revised Contract Amount: \$10,355,984.22										Current Approved Amount: \$611,700.00										Previous Paid Expenditure: \$0.00										To Date Expenditure: \$611,700.00										Probable Amount: \$10,402,059.22										Percent Work Completed: 5.881 %																																																																																									
Government Receiving Report										Progress Payment Report										Progress Payment Report (Contractor Version)										Items 1-1 of 1																																																																																																																							
Contract Quantities										Revised Quantities										Current Quantities										Probable Quantities																																																																																																																							
Line #										Quantity										Unit Price										Pay Units										Amount										QTY										Amount										Current										Previous										To Date										Amount										Comp %										Probable QTY										Probable Amount										O/U %									
Pay Item # v: 99904-0000										CM #:										Pay Item Type v: DI										Description: ASPHALT ESCALATION																																																																																																																							
A0640										All										\$20,000.00										LPSM										\$20,000.00										100%										\$20,000.00										\$0.00										\$0.00										\$0.00										\$0.00										0.00										100%										\$20,000.00										0.00									
Government Receiving Report										Progress Payment Report										Progress Payment Report (Contractor Version)										Items 1-1 of 1																																																																																																																							
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Contract Amount: \$10,924,768.72										Revised Contract Amount: \$10,355,984.22										Current Approved Amount: \$611,700.00										Previous Paid Expenditure: \$0.00										To Date Expenditure: \$611,700.00										Probable Amount: \$10,402,059.22										Percent Work Completed: 5.881 %																																																																																									

For this example the MPPI=552.5 BPI = 500

Complete pay note with appropriate asphalt index information and Submit to PE.

EEBACS

Tuesday, March 13, 2012 | 11:40 am | [Logout](#)  
 User: Heidi Hirsbrunner  
 powered by

Projects: [KS PRA NWTT 15\(1\)](#)... [Constructions: Progress Pay Periods](#) **1 INS: Pay Note** [Return To Projects \(All\)](#) [Return To List \(Pay Notes\)](#)

[Project Info](#) [Design](#) [Acquisition](#) **Construction** [Account](#) [Team](#) [Event Log](#)

[Core](#) [Contract Status](#) **Progress Payment** [SubContractors](#) [Labor/Equipment](#) [Daily Reports](#) [Daily Diary](#) [Claims](#) [Contract Modifications](#)

[Grand Summary](#) **Pay Notes** [Pay Note Summaries](#) [Non CM Pay Items](#) [Period](#) [Account](#) [Progress Payment Tracking](#)

Project Number: KS PRA NWTT 15(1) Project Name: NEW TEST MARCH 29, 2010 Contract Number: DTFH70-10-C-ATEST States: KS

[Save & Close](#) [Save](#) [Delete](#) [Cancel](#) [Cancel & Close](#) [Submit To PE](#) [Print Preview](#) [Print Preview \(Contractor Version\)](#) \* indicates a required field

**Pay Note Info**

**FHWA Pay Note**

Pay Note: 11 INS Pay Item Number: 99904-0000 Line Number: A 0640  
 Period: 1 INS Pay Item Type: Design Incentive Contract Mod #:   
 Description: ASPHALT ESCALATION

Contract Quantities				Revised Quantities		Probables			
Acct	Quantity	Unit Price	Unit	Amount	Qty	Amount	Quantity	Amount	% Over / Under
All		\$20,000.00	LPSM	\$20,000.00	100%	\$20,000.00	100%	\$20,000.00	0.00
CON01	100%	\$20,000.00	LPSM	\$20,000.00	100%	\$20,000.00	100%	\$20,000.00	0.00

Pay Note Date\*:  [select](#) [clear](#)

Entries:

**Pay Note Entry #1**

Work Date Start Date\*:  [select](#) [clear](#)

Work Date End Date\*:  [select](#) [clear](#)

Location/Description\*:   

B / U
 Asphalt Escalation 1/1/2012 - 3/31/2012

CON01 PLH Funding from forest Quantity:

Remarks/Calculations:   

B / U
 MPPJ=552.5 BPI = 500. 552.5/500 =1.105 for contractor payment due.  
 (1.105-1.10) x 500 x 4,500 = \$11,250  
 Placed 4,500 tons. Total asphalt escalation = \$11,250.

[Delete](#)

[Add Entry](#)

**CON01 PLH Funding from forest** Quantity: \$11,250.00

Total Pay Note Quantity: \$11,250.00

Total Production Days:

Production Rate: \$125.00/Day

Measured By\*:

FHWA Inspector:

Contractor Inspector:

Interim/Final\*:  Interim  Final

Supporting Documentation: [Add Document](#)

Reference:   

B / U
 See asphalt escalation index chart.

[Save & Close](#) [Save](#) [Delete](#) [Cancel](#) [Cancel & Close](#) [Submit To PE](#) [Print Preview](#) [Print Preview \(Contractor Version\)](#)

View of asphalt escalation pay note after pay note has been approved and added to payment.

**Federal Highway Administration EEBACS** Tuesday, March 13, 2012 | 11:46 am | Logout  
User: Heidi Hirsbrunner powered by simplicity

Projects: KS PRA NWTT 15(1)... Constructions: Progress Pay Periods 1 INS

Project Info Design Acquisition **Construction** Account Team Event Log

Core Contract Status **Progress Payment** SubContractors Labor/Equipment Daily Reports Daily Diary Claims Contract Modifications

Grand Summary Pay Notes Pay Note Summaries Non CM Pay Items Period Account Progress Payment Tracking

**Project Number:** KS PRA NWTT 15 (1) **Project Name:** NEW TEST MARCH 29, 2010 **Contract Number:** DTFH70-10-C-ATEST **States:** KS

Pay Period Number: 1 Start Date: April 4, 2010 Payment Type: Progress End Date: May 5, 2010

**Search Filters:**  
 Keyword: asphalt escalation Status:  Draft  Pending  Processed  
 Contract Mods:  002  001a Part of a Contract Mod:  Yes  No  
 Apply Search Clear

Progress Payment Period Totals						
Contract Amount:	Revised Contract Amount:	Current Approved Amount:	Previous Paid Expenditure:	To Date Expenditure:	Probable Amount:	Percent Work Completed:
\$10,924,768.72	\$10,355,984.22	\$622,950.00	\$0.00	\$622,950.00	\$10,402,059.22	5.989 %

Progress Payment Report (Contractor Version) Items 1-1 of 1														
Line #	Quantity	Unit Price	Pay Units	Amount	Revised Quantities		Current Quantities			Probable Quantities				
					QTY	Amount	Current	Previous	To Date	Amount	Comp %	Probable QTY	Probable Amount	O/U %
Pay Item # : 99904-0000 CM #: Pay Item Type : DI Description: ASPHALT ESCALATION														
A0640	All	\$20,000.00	LPSM	\$20,000.00	100%	\$20,000.00	\$11,250.00	\$0.00	\$11,250.00	\$11,250.00	56.25	100%	\$20,000.00	0.00

Progress Payment Period Totals						
Contract Amount:	Revised Contract Amount:	Current Approved Amount:	Previous Paid Expenditure:	To Date Expenditure:	Probable Amount:	Percent Work Completed:
\$10,924,768.72	\$10,355,984.22	\$622,950.00	\$0.00	\$622,950.00	\$10,402,059.22	5.989 %

Fuel escalation incentives should be handled the same way as the asphalt escalation example shown above; however, the formula to calculate the actual incentive/rebate includes a Fuel Usage Factor (FUF).

### G.1.3 Materials Incentives/Disincentives.

The use of Pay Factors on Quality Pay Items can adjust the amount paid to the Contractor either positively or negatively depending on the Pay Factor of the lot being paid. At award, the Grand Summary should contain a related quality pay item for each qualifying pay item at the full incentive that can be earned.

In the following example the Contractor has placed 500 tons of aggregate in a Parking Area and the compaction was poor. A 98% pay factor was calculated for the 500 tons

- A. Qualifying Project Pay item
- B. Original Related Quality Material Incentive Pay Item for the full incentive (generally 1.05). Note the pay unit in this example is represented as a Q\_TON and the pay item type is QM.

- C. The quantity for the Original Quality Pay Item starts out the same as the quantity for the qualifying pay item. **For EFLHD ONLY:** At the end of the project, the quantity should be reduced by the un-used portion through a contract modification.

Project Number: KS TEST Kim 1 (2)    Project Name: Construction subteam testing - August 2009    Contract Number: dtfh70-09-c-11223    States: KS

Pay Period Number: 3    Start Date: September 12, 2009    Payment Type: Progress    End Date: October 12, 2009

Search Filters: Keyword: 301    Status:  Draft  Pending  Processed  
 Contract Mods:  2    Part of a Contract Mod:  Yes  No  
 1

Progress Payment Period Totals

Contract Amount: \$12,664,737.98	Revised Contract Amount: \$12,664,956.38	Current Approved Amount: \$0.00	Previous Paid Expenditure: \$2,174,944.13	To Date Expenditure: \$2,174,944.13	Probable Amount: \$13,899,524.27	Percent Work Completed: 15.648 %
----------------------------------	--	---------------------------------	---	-------------------------------------	----------------------------------	----------------------------------

Line #	Quantity	Unit Price	Pay Units	Amount	QTY	Amount	Current	Previous	To Date	Amount	Comp %	Probable QTY	Probable Amount	O/U %
Pay Item # : 30105-0000    CM #:    Pay Item Type : NM    Description: SUBBASE														
C1200	5,500.0	\$22.00	TON	\$121,000.00	5,500.0	\$121,000.00	0.0	500.0	500.0	\$11,000.00	9.09	5,500.0	\$121,000.00	0.00
Pay Item # : 30105-0000    CM #:    Pay Item Type : QM    Description: SUBBASE (Quality)														
C1200	5,500.0	\$1.10	Q_TON	\$6,050.00	5,500.0	\$6,050.00	0.0	0.0	0.0	\$0.00	0.00	5,500.0	\$6,050.00	0.00

If a portion of the material of the project pay item earns a pay factor lower than the one set for the full incentive at award, a non-CM pay item must be added for each lot earning a reduced pay factor and the new pay item must be related to the original quality pay item.

For this example a non-CM Pay Item is added for the 500 tons placed in Parking Area #1 that earned a 98% pay factor.

Add the Non-CM Pay Item by going to the Non CM Pay Items Tab and then selecting the Add New button.

Projects: DAN 1-2 DANTEST    Constructions: Progress Pay Periods 2 INS    [Return To Projects \(All\)](#) | [Return To List \(Main\)](#) ?

Project Info    Design    Acquisition    **Construction**    Account    Team    Event Log

Core    Contract Status    **Progress Payment**    SubContractors    Labor/Equipment    Daily Reports    Daily Diary    Claims    Contract Modifications

Grand Summary    Pay Notes    Pay Note Summaries    **Non CM Pay Items**    Period    Progress Payment Tracking

Project Number: DAN 1-2    Project Name: DANTEST    Contract Number: DTFH-71-08-C-0001 123456789    States: AL

Search Filters: Keywords:

Items 1-2 of 2

Pay Item Specific	Pay Item #	Supplemental Description	Unit Price	Quantity	Total Price

- A. Select "yes"
- B. Either select "?" to see the project pay item list or enter keywords from the pay item description to reveal a shorter pick list, then select the related quality pay item. In this example 30105-0000 QM SUBBASE (Quality)

Core Contract Status Progress Payment SubContractors Labor/Equipment Daily Reports Daily Diary Claims Contract Modifications

Grand Summary Pay Notes Pay Note Summaries Non CM Pay Items Period Progress Payment Tracking

Project Number: KS HAHI 1(2) Project Name: Beaver Creek Road Contract Number: DTFH-XX-10-C-00001 States: KS

Save & Close Save Cancel

Pay Item Specific\*:  yes  no

Related Pay Item\*:

Pay Item Type\*:

Schedule\*:

Line Item Number\*:

Supplemental Description:

Account Quantities

CON01 PUH Funding:

CON02 Money from C:

Unit Price:

Quantity:

Total Price:

Save & Close Save C

All Results

<< first < prev 1 2 next > last >>

Values

C1000: 15101-0000 N MOBILIZATION

C1020: 15210-4000 N CENTERLINE, ESTABLISHMENT

C1040: 15401-0000 N CONTRACTOR TESTING

C1060: 15705-0100 N SOIL EROSION CONTROL, SILT FENCE (Includes stockpile areas)

C1080: 15707-1000 N SOIL EROSION CONTROL, TEMPORARY TURF ESTABLISHMENT

C1100: 15801-0000 N WATERING FOR DUST CONTROL

C1120: 20401-0000 N ROADWAY EXCAVATION

C1140: 21101-1000 N ROADWAY OBLITERATION, METHOD 1

C1160: 25125-0000 N BOULDER

C1180: 25501-0000 N MECHANICALLY STABILIZED EARTH WALL

C1200: 30105-0000 NM SUBBASE

C1220: 30105-0000 QM SUBBASE (Quality)

C1240: 40101-1000 NR SUPERPAVE PAVEMENT, 3/4-INCH NOMINAL MAXIMUM SIZE AGGREGATE, 0.3 TO <3 MILLION ESAL

C1260: 40101-1000 QM SUPERPAVE PAVEMENT, 3/4-INCH NOMINAL MAXIMUM SIZE AGGREGATE, 0.3 TO <3 MILLION ESAL (Quality)

C1280: 40101-1000 QS SUPERPAVE PAVEMENT, 3/4-INCH NOMINAL MAXIMUM SIZE AGGREGATE, 0.3 TO <3 MILLION ESAL (Quality)

C1300: 40201-0100 NR HOT ASPHALT CONCRETE PAVEMENT, MARSHALL TEST, CLASS A, GRADING A

C1320: 40201-0100 QM HOT ASPHALT CONCRETE PAVEMENT, MARSHALL TEST.

- C. Select Pay Item type "QM – Quality Materials Incentive".

Pay Item Specific\*:  Yes  No

Related Pay Item\*:

Pay Item Type\*:

Schedule\*:

Line Item Number\*:

Supplemental Description:

QM - Quality Materials Incentive

QR - Quality Roughness Incentive

QS - Quality Smoothness Incentive

MH - Materials On Hand

PW - Preparatory Work

- D. Select the appropriate schedule
- E. Enter line item number. Consideration should be given to the line item number, due to limited numbers between the original items. It may be impractical to 'split the difference' between existing pay item line numbers if many pay items may need to be inserted for multiple pay factors.

💡 Note the related pay item line number (this example 1220) to use as a guide.



- F. Add a supplemental description, which should at least include the lot number and pay factor. The supplemental description becomes part of the pay item name. Examples: Material lot #, pay factor #, quantity, etc. Put the supplemental description in parenthesis.
- G. Enter the quantity of the lot by the appropriate account.
- H. Enter the unit price based on the pay factor of the lot (see inset box for this example).
- I. Click the Save & Close button.

The adjusted unit price (ADJ) for the pay factor (PF) for the non-CM pay item (where UP = the unit price of the qualifying project pay item):

$$(PF-1) * UP = ADJ$$

$$(0.98-1.00) \times \$22.00 = -\$0.44$$

*If the PF had been 1.03, then the unit price would be:*

$$(1.03 - 1) \times \$22.00 = \$0.66$$

- A. Once the new pay item for this lot has been added to the Grand Summary, to actually pay for the new item, a pay note must be generated, submitted to the PE, approved, and then added to payment.

Note: If any lot earns a pay factor less than the 1.05 or 1.06 for the full incentive, the contractor will not be able to earn the full amount set up for the incentive for that pay item. Therefore the probable quantity of the original quality pay item should be decreased by the quantity of the lot of the reduced pay factor. For this example the original probable should be reduced by the amount of lot #1 (500 tons) from 5500 tons to 5000 tons.

- B. To adjust the probable of the original quality incentive item, select the Pay Item Summary ball to open the summary

Line # v	Contract Quantities				Revised Quantities		Current Quantities				Probable Quantities			
	Quantity v	Unit Price v	Pay Units v	Amount v	QTY	Amount	Current	Previous	To Date	Amount	Comp % v	Probable QTY	Probable Amount	O/U % v
Pay Item # v: 30105-0000 CM #: Pay Item Type v: NM Description: SUBBASE														
C1200	5,500.0	\$22.00	TON	\$121,000.00	5,500.0	\$121,000.00	500.0	500.0	1,000.0	\$22,000.00	18.18	5,500.0	\$121,000.00	0.00
Pay Item # v: 30105-0000 CM #: Pay Item Type v: QM Description: SUBBASE (Quality)														
C1220	5,500.0	\$1.10	Q_TON	\$6,050.00	5,500.0	\$6,050.00	0.0	0.0	0.0	\$0.00	0.00	5,500.0	\$6,050.00	0.00
Pay Item # v: 30105-0000 CM #: Pay Item Type v: QM Description: SUBBASE (0.98 pay factor for lot#1)														
C1225	0.0	-\$0.44	Q_TON	\$0.00	500.0	-\$220.00	500.0	0.0	500.0	-\$220.00	100.00	500.0	-\$220.00	0.00

A. Type in the new probable quantity less the amount of the lot of the reduced pay factor pay item (5,500 tons – 500 tons = 5000 tons for this example). Remember to hit the Tab key after entering the number.

💡 It's good practice to enter the reason for the deduction in both the Payment Remarks and the Probable Remarks.

B. Click the Save button.

C. Then, click the Close button.

Project Info | Design | Acquisition | **Construction** | Account | Team | Event Log

Contract Status | **Progress Payment** | SubContractors | Labor/Equipment | Daily Reports | Daily Diary | Claims | Contract Modifications

Number: KS TEST Kim 1(2) Project Name: Construction subteam testing - August 2009 Contract Number: dtfh70-09-c-11223 States: KS

Save Close Print Preview Print Preview (Contractor Version) \* indicates a required field

Pay Item Number: 30105-0000 Line Number: C 1220 Period: 3 INS Pay Item Type: QM  
Description: SUBBASE (Quality)

Payment Remarks: Probable reduced by amount of Lot 1 paid at .98 Pay Factor

Pay Note Summary  
Show Full Summary


Total Quantity:	0.0
Pay Item Total:	0.0

Probable Amounts  
CON01 PLH Funding: 5000 Q\_TON

Probable Quantity: 5,000.0 Q\_TON

Probable Remarks: Probable reduced by amount of Lot 1 paid at .98 Pay Factor

Acct	Contract Quantities				Revised Quantities		Progress Payment Quantities				Probables			
	Quantity	Unit Price	Unit	Amount	Qty	Amount	Current	Previous	To Date	Amount	% Comp.	Quantity	Amount	% Over / Under
	5,500.0	\$1.10	Q_TON	\$6,050.00	5,500.0	\$6,050.00	0	0.0	0.0	\$0.00	0.00	5,000.0	\$5,500.00	-9.09
CON01	5,500.0	\$1.10	Q_TON	\$6,050.00	5,500.0	\$6,050.00	0.0	0.0	0.0	\$0.00	0.00	5,000.0	\$5,500.00	-9.09

 Note: The sum of the probable quantities of the quality pay items should equal the total probable quantity of the qualifying project pay item.

Progress Payment Report (Contractor Version)																																																			
Contract Amount:		Revised Contract Amount:		Current Approved Amount:		Previous Paid Expenditure:		To Date Expenditure:		Probable Amount:		Percent Work Completed:																																							
\$12,664,737.98		\$12,664,956.38		\$11,110.00		\$2,174,944.13		\$2,186,054.13		\$12,663,966.38		17.262 %																																							
Line #	Quantity	Unit Price	Pay Units	Amount	QTY	Amount	Current	Previous	To Date	Amount	Comp %	Probable QTY	Probable Amount	O/U %																																					
<table border="1"> <thead> <tr> <th colspan="13">Progress Payment Period Totals</th> </tr> <tr> <th colspan="2">Contract Amount:</th> <th colspan="2">Revised Contract Amount:</th> <th colspan="2">Current Approved Amount:</th> <th colspan="2">Previous Paid Expenditure:</th> <th colspan="2">To Date Expenditure:</th> <th colspan="2">Probable Amount:</th> <th colspan="1">Percent Work Completed:</th> </tr> <tr> <td colspan="2">\$12,664,737.98</td> <td colspan="2">\$12,664,956.38</td> <td colspan="2">\$11,110.00</td> <td colspan="2">\$2,174,944.13</td> <td colspan="2">\$2,186,054.13</td> <td colspan="2">\$12,663,966.38</td> <td colspan="1">17.262 %</td> </tr> </thead></table>													Progress Payment Period Totals													Contract Amount:		Revised Contract Amount:		Current Approved Amount:		Previous Paid Expenditure:		To Date Expenditure:		Probable Amount:		Percent Work Completed:	\$12,664,737.98		\$12,664,956.38		\$11,110.00		\$2,174,944.13		\$2,186,054.13		\$12,663,966.38		17.262 %
Progress Payment Period Totals																																																			
Contract Amount:		Revised Contract Amount:		Current Approved Amount:		Previous Paid Expenditure:		To Date Expenditure:		Probable Amount:		Percent Work Completed:																																							
\$12,664,737.98		\$12,664,956.38		\$11,110.00		\$2,174,944.13		\$2,186,054.13		\$12,663,966.38		17.262 %																																							
<table border="1"> <thead> <tr> <th colspan="13">Progress Payment Period Totals</th> </tr> <tr> <th colspan="2">Contract Amount:</th> <th colspan="2">Revised Contract Amount:</th> <th colspan="2">Current Approved Amount:</th> <th colspan="2">Previous Paid Expenditure:</th> <th colspan="2">To Date Expenditure:</th> <th colspan="2">Probable Amount:</th> <th colspan="1">Percent Work Completed:</th> </tr> <tr> <td colspan="2">\$12,664,737.98</td> <td colspan="2">\$12,664,956.38</td> <td colspan="2">\$11,110.00</td> <td colspan="2">\$2,174,944.13</td> <td colspan="2">\$2,186,054.13</td> <td colspan="2">\$12,663,966.38</td> <td colspan="1">17.262 %</td> </tr> </thead></table>													Progress Payment Period Totals													Contract Amount:		Revised Contract Amount:		Current Approved Amount:		Previous Paid Expenditure:		To Date Expenditure:		Probable Amount:		Percent Work Completed:	\$12,664,737.98		\$12,664,956.38		\$11,110.00		\$2,174,944.13		\$2,186,054.13		\$12,663,966.38		17.262 %
Progress Payment Period Totals																																																			
Contract Amount:		Revised Contract Amount:		Current Approved Amount:		Previous Paid Expenditure:		To Date Expenditure:		Probable Amount:		Percent Work Completed:																																							
\$12,664,737.98		\$12,664,956.38		\$11,110.00		\$2,174,944.13		\$2,186,054.13		\$12,663,966.38		17.262 %																																							

## G.1.4 Rideability Incentives/Disincentives.

The use of Pay Factors on Smoothness/Roughness Pay Items can adjust the amount paid to the Contractor either positively or negatively depending on the Pay Factor for the lot being paid. At award, the Grand Summary should contain a rideability pay item for each qualifying pay item at the full incentive that can be earned.

- A. Qualifying Pay item
- B. Original rideability Pay Item for the full incentive (pay factor = 1.05). Note the pay unit is LPSM.

Progress Payment Period Totals																
Contract Amount:		Revised Contract Amount:		Current Approved Amount:		Previous Paid Expenditure:		To Date Expenditure:		Probable Amount:		Percent Work Completed:				
\$4,940,531.80		\$4,940,531.80		\$0.00		\$0.00		\$0.00		\$4,940,531.80		0 %				
Government Receiving Report   Progress Payment Report   Progress Payment Report (Contractor Version)   Items 1-3 of 3																
Line #	Quantity	Unit Price	Pay Units	Amount	QTY	Amount	Current	Previous	To Date	Amount	Comp %	Probable QTY	Probable Amount	O/U %		
Pay Item # v: 40101-0100 CM #: Pay Item Type v: NR Description: SUPERPAVE PAVEMENT, 3/8-INCH NOMINAL MAXIMUM SIZE...																
A0410	8,800.0	\$115.00	TON	\$1,012,000.00	8,800.0	\$1,012,000.00	0.0	0.0	0.0	\$0.00	0.00	8,800.0	\$1,012,000.00	0.00		
Pay Item # v: 40101-0100 CM #: Pay Item Type v: QM Description: SUPERPAVE PAVEMENT, 3/8-INCH NOMINAL MAXIMUM SIZE...																
A0510	8,800.0	\$5.75	Q_TON	\$50,600.00	8,800.0	\$50,600.00	0.0	0.0	0.0	\$0.00	0.00	8,800.0	\$50,600.00	0.00		
Pay Item # v: 40199-0001 CM #: Pay Item Type v: DI Description: INCENTIVE, SMOOTHNESS (for 40101-0100 pay item)																
A0610	All	\$35,577.60	LPSM	\$35,577.60	100%	\$35,577.60	\$0.00	\$0.00	\$0.00	\$0.00	0.00	100%	\$35,577.60	0.00		
Government Receiving Report   Progress Payment Report   Progress Payment Report (Contractor Version)   Send Progress Payment To Main Office   Items 1-3 of 3																
Progress Payment Period Totals																
Contract Amount:		Revised Contract Amount:		Current Approved Amount:		Previous Paid Expenditure:		To Date Expenditure:		Probable Amount:		Percent Work Completed:				
\$4,940,531.80		\$4,940,531.80		\$0.00		\$0.00		\$0.00		\$4,940,531.80		0 %				

If the roadway earned a pay factor less than 1.05, a non-CM pay item must be added to pay at the reduced pay factor and the non-CM pay item must be related to the original rideability pay item.

If the rideability incentive is to be paid in separate reduced lots (for example the pavement item encompasses several roadways, or there was an aberrant section of roadway to be paid at a separate pay factor), a non-CM pay item must be added for each lot and the pay item must be related to the original rideability pay item.

For this example a non-CM Pay Item is added for 21.76 lane miles (10.88 miles) paved that earned a 1.01% pay factor for smoothness.

Add the Non-CM Pay Item by going to the Non CM Pay Items Tab and then selecting the Add New button.

The screenshot shows the software interface for adding a new pay item. The breadcrumb trail is: Projects: DAN 1-2 DANTEST > Constructions: Progress Pay Periods 2 INS. The main navigation tabs include Project Info, Design, Acquisition, Construction (selected), Account, Team, and Event Log. Sub-tabs under Construction include Core, Contract Status, Progress Payment (selected), SubContractors, Labor/Equipment, Daily Reports, Daily Diary, Claims, and Contract Modifications. Further sub-tabs under Progress Payment include Grand Summary, Pay Notes, Pay Note Summaries, Non CM Pay Items (selected), Period, and Progress Payment Tracking. The project details are: Project Number: DAN 1-2, Project Name: DANTEST, Contract Number: DTFH-71-08-C-0001 123456789, States: AL. Below this is a search filter section with a 'Keywords' input field and an 'Apply Search' button. At the bottom, there is an 'Add New' button and a table header for 'Pay Item Specific', 'Pay Item #', 'Supplemental Description', 'Unit Price', 'Quantity', and 'Total Price'. A red arrow points to the 'Add New' button.

- Select "yes"
- Select "?" to see the project pay item list or enter keywords from the pay item description to reveal a shorter pick list, eg. Smoothness or Roughness, then select the pay item.
- Select Pay Item type "QS – Quality Smoothness Incentive" in this case.

The screenshot shows the 'Add New' form with three callouts: A points to the 'Pay Item Specific\*' field with the 'Yes' radio button selected; B points to the 'Related Pay Item\*' field which contains 'A0610: 40199-0001 DI INCENTIVE, SMOOTHNESS (for 40101-0100 pay item)'; C points to the 'Pay Item Type\*' dropdown menu which is open and shows 'QS - Quality Smoothness Incentive' selected. Other fields include 'Schedule\*', 'Line Item Number\*', and 'Supplemental Description'.

- Select the appropriate schedule
- Enter the line item number. Consideration should be given to the line item number, due to limited numbers between the original items. It may be impractical to 'split the difference' between existing pay item line numbers if many pay items may need to be inserted for multiple pay factors.

💡 Note the related pay item line number to use as a guide.

- F. Add a supplemental description, which should at least include the lane miles (LM) and pay factor (PF), and roadway name or stationing if applicable. The supplemental description becomes part of the pay item name. Put the supplemental description in parenthesis.
- G. Enter the amount of the incentive/disincentive by the appropriate account.
- H. Click the Save & Close button

Project Number: NE PRA TEST 301(3) Project Name: Smooth Mountain Highway Contract Number: DTFH 6000-11C-0111 States: NE

Save & Close Save Cancel

Pay Item Specific\*:  Yes  No **A**

Related Pay Item\*: A0810: 50199-000 DI INCENTIVE, SMOOTHNESS(for 50101-0100 pay item) **B**

Pay Item Type\*: QS - Quality Smoothness Incentive **C**

Pay Item #: 50199-0001 Pay Item Description: INCENTIVE, SMOOTHNESS  
 Pay Item Type: QS Pay Unit (U.S. Units): LPSM  
 Pay Unit (Metric Units): LPSM

Schedule\*: A **D**

Line Item Number\*: 0812 **E**

Supplemental Description: (1.01 pay factor 10.88 miles) **F**

Account Quantities

CON01 County 1 funds: \$ 7115.52 **G**

CON02 County 2 funds: \$ 0.00


Unit Price: \$0.00  
 Quantity: 100% LPSM  
 Total Price: \$0.00

Save & Close Save Cancel **I**





Per the FP03 for smoothness, the adjustment (ADJ) to the estimate is  $32,700 \times (PF-1) \times LM = ADJ$

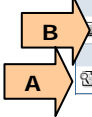
$32,700 \times (1.01-1.00) \times (2 \times 10.88) = \$7115.52$

- A. Once the new pay item for this lot has been added to the Grand Summary, to actually pay for the new item, a pay note must be generated, submitted, approved, and added to payment.


 Note: If any lot earns a pay factor less than the 1.05 of the full incentive, the contractor will not be able to earn the full amount set up for the incentive for that pay item. Therefore the probable quantity of the original rideability pay item should be decreased by the amount of the lot of the reduced pay factor. For this example the pay factor calculation was based on the entire 10.88 miles, so the probable amount of the original incentive item should be reduced to zero (0).

- B. To adjust the probable of the original quality incentive item, select the “white ball”

Line #	Contract Quantities				Revised Quantities		Current Quantities				Probable Quantities		O/U %		
	Quantity	Unit Price	Pay Units	Amount	QTY	Amount	Current	Previous	To Date	Amount	Comp %	Probable QTY		Probable Amount	
Pay Item # v: 40101-0100 CM #: Pay Item Type v: NR Description: SUPERPAVE PAVEMENT, 3/8-INCH NOMINAL MAXIMUM SIZE...															
	A0410	8,800.0	\$115.00	TON	\$1,012,000.00	8,800.0	\$1,012,000.00	0.0	0.0	0.0	\$0.00	0.00	8,800.0	\$1,012,000.00	0.00
Pay Item # v: 40101-0100 CM #: Pay Item Type v: QM Description: SUPERPAVE PAVEMENT, 3/8-INCH NOMINAL MAXIMUM SIZE...															
	A0510	8,800.0	\$5.75	Q_TON	\$50,600.00	8,800.0	\$50,600.00	0.0	0.0	0.0	\$0.00	0.00	8,800.0	\$50,600.00	0.00
Pay Item # v: 40199-0001 CM #: Pay Item Type v: DI Description: INCENTIVE, SMOOTHNESS (for 40101-0100 pay item)															
	A0610	All	\$35,577.60	LPSM	\$35,577.60	100%	\$35,577.60	\$0.00	\$0.00	\$0.00	\$0.00	0.00	100%	\$35,577.60	0.00
Pay Item # v: 40199-0001 CM #: Pay Item Type v: QS Description: INCENTIVE, SMOOTHNESS (1.01 pay factor 10.88...															
	A0812	0%	\$7,115.52	LPSM	\$0.00	100%	\$7,115.52	\$7,115.52	\$0.00	\$7,115.52	\$7,115.52	100.00	100%	\$7,115.52	0.00



- A. Type in the new probable amount less the amount of the lot of the reduced pay factor pay item (\$0 for this example). Remember to hit the Tab key after entering the number.

 It's good practice to enter the reason for the deduction in both the Payment Remarks and the Probable Remarks.

- B. Click the Save button.
- C. Then, click the Close button.

Project Info Design Construction Account Team Event Log

Core Contract Status Progress Payment SubContractors Labor/Equipment Daily Reports Daily Diary Claims Contract Modifications

B P C
Number: NE PRA TEST 301(3)
Project Name: Smooth Mountain Highway
Contract Number: DTFH 6000-11C-0111
States: NE

Save Close Print Preview Print Preview (Contractor Version)

Pay Item Number: 40199-0001   
 Line Number: A 0610   
 Period: 1 INS   
 Pay Item Type: D1  
Description: INCENTIVE, SMOOTHNESS (for 40101-0100 pay item)

Payment Remarks:
 

B I U

Pay factor earned for this item was 1.01 for the whole roadway (10.88 miles) and was paid under non-cm pay item. Therefore this item is reduced

Pay Note Summary  
[Show Full Summary](#)

<b>Total Quantity:</b>	\$0.00
<b>Pay Item Total:</b>	\$0.00

Probable Amounts

CON01 County 1 funds: \$  A

CON02 County 2 funds: \$  A

Probable Quantity: \$0.00

Probable Remarks:
 

B I U

Pay factor earned for this item was 1.01 for the whole roadway (10.88 miles) and was paid under non-cm pay item. Therefore this item is reduced

	Contract Quantities			Revised Quantities		Progress Payment Quantities					
Acct	Quantity	Unit Price	Unit	Amount	Qty	Amount	Current	Previous	To Date	Amount	% Comp
	All	\$35,577.60	LPSM	\$35,577.60	100%	\$35,577.60	\$0.00	\$0.00	\$0.00	\$0.00	0.00
CON01	75%	\$35,577.60	LPSM	\$26,683.20	75%	\$26,683.20	\$0.00	\$0.00	\$0.00	\$0.00	0.00
CON02	25%	\$35,577.60	LPSM	\$8,894.40	25%	\$8,894.40	\$0.00	\$0.00	\$0.00	\$0.00	0.00

Save Close Print Preview Print Preview (Contractor Version)





## **G.2 Award Schedules by Contract Modification**

### **G.2.1 General Information and Guidance**

Options are specific types of schedules, in EEBACS they are referred to as “schedules.”

Some contracts have schedules that are not exercised at award but are eligible for later execution. These may be awarded later if funding or other circumstances are met. EEBACS has simplified the process for awarding previously developed schedules to a simple action rather than hand entering each item. This special case appendix includes guidance and directions for how to complete the contract modification that will exercise the schedule within EEBACS. For detailed instructions on contract modifications in general, see Chapter 4, Section 4.6.9. This special case specifically focuses on information unique to the awarding of schedules.

To verify additional schedules are available for exercising, check the Construction Core tab. It lists the currently awarded schedules and available schedules for award by contract modification.

The Award/Exercise Schedules Later tool under contract modifications will only award schedules exactly as they have been bid. If you want to use different bid prices or quantities, you will need to use a traditional modification process.

Project Info Design Acquisition **Construction** Account Team Event Log

Core Contract Status Progress Payment SubContractors Labor/Equipment Daily Reports Daily Diary Claims Contract Modifications

**Project Number:** ID TEST Marty 1(1) **Project Name:** Construction subteam testing - April 20, 2009 **Contract Number:** **States:** ID

*\* indicates a required field*

**Contractor**

Contractor:

Company Name: Thing One

Contact Label: Superintendent

Name: Jaime S. Morris

Phone Number: 555-998-4445

Cell Number: 898-888-7889

Fax Number: 555-998-4545

Address: 123 Park Place #4, Bourbon Kansas 85454

Email: [JSmorris@Thingone.com](mailto:JSmorris@Thingone.com)

Solicitation Procedure: Sealed Bid/IFB

Competition Information: Full & Open

**Award**

Award Date: -

Award Amount: \$2,230,992.63


Incentive Amount: \$302,518.50

Authorized Amount: \$2,533,511.13

Awarded Project Length: 8.4158 miles

Date sent to Construction: April 21, 2009

Schedule(s) Awarded: A, C

Schedule(s) Possibly Awarded Later: B, X 

## G.2.2 Create Contract Modification for Schedule Award

If there is a schedule you would like to award, go to the contract modification tab.

- Click "Add New Contract Modification"

Projects: ID TEST Marty 1(1... Constructions Return To Projects (All) | Return To List (Construction)

Project Info Design Acquisition **Construction** Account Team Event Log



Core Contract Status Progress Payment SubContractors Labor/Equipment Daily Reports Daily Diary Claims **Contract Modifications**

**Project Number:** ID TEST Marty 1(1) **Project Name:** Construction subteam testing - April 20, 2009 **Contract Number:** **States:** ID


**Search Filters:**

Keyword  FAR Authority

Contract Modification Type  CM Initiated by

Actions	Number	Modification Type	Description	CM Initiated by	Modification Amount	Days	# Issues	Obligation	CO Signature Date
 	001A	Supplemental Agreement	Add money & days...	Outside Party	\$26,125.00	4	1	CON01 \$24,750.00 CON02 \$1,375.00	-
Totals					\$26,125.00	4		\$26,125.00	

Items 1-1 of 1



Fill in the blank contract mod page with information relevant to the exercising of the schedule.

- Check the box for the additional schedule you want to exercise on the contract. This will add all of the items to the modification. The items will come forward from Acquisition with the previously bid quantities and prices.
- Click "Save" after you have filled in all known information to this point and selected the schedule to be awarded.

Project Info Design Acquisition **Construction** Account Team Event Log

Core Contract Status Progress Payment SubContractors Labor/Equipment Daily Reports Daily Diary Claims **Contract Modifications**

Project Number: ID TEST Marty 1(1) Project Name: Construction subteam testing - April 20, 2009 Contract Number: States: ID

Save & Close Save **B** Print Preview

**Contract Modification**

Contract Modification Number: 002

Contract Modification Type: Supplemental Agreement

FAR Authority: [select] clear

[select]

FAR 52.217-4, Option to Extend Services

FAR 52.217-4, Option to Extend the Term of the Contract

Contract Modification Description: **B** / **I** **U** [icons]

Award option x as defined and allowed under the original contract . . .

CM Initiated by: [select] clear

FHWA/Owning Agency

Contract Time Increase/Decrease: 0 day(s)

Total Contract Modification Amount: \$0.00

Aggregate Amount: \$0.00

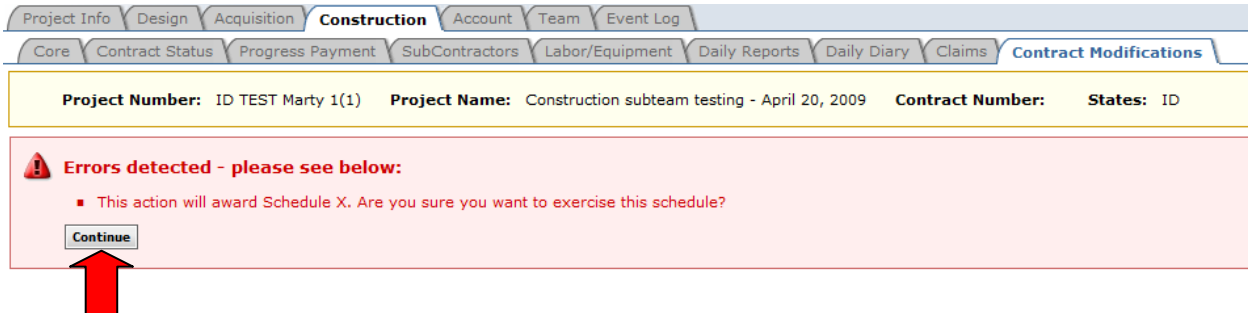
Schedule(s) Awarded This CM: None

Award/Exercise Additional Schedules?:  B  X **A**

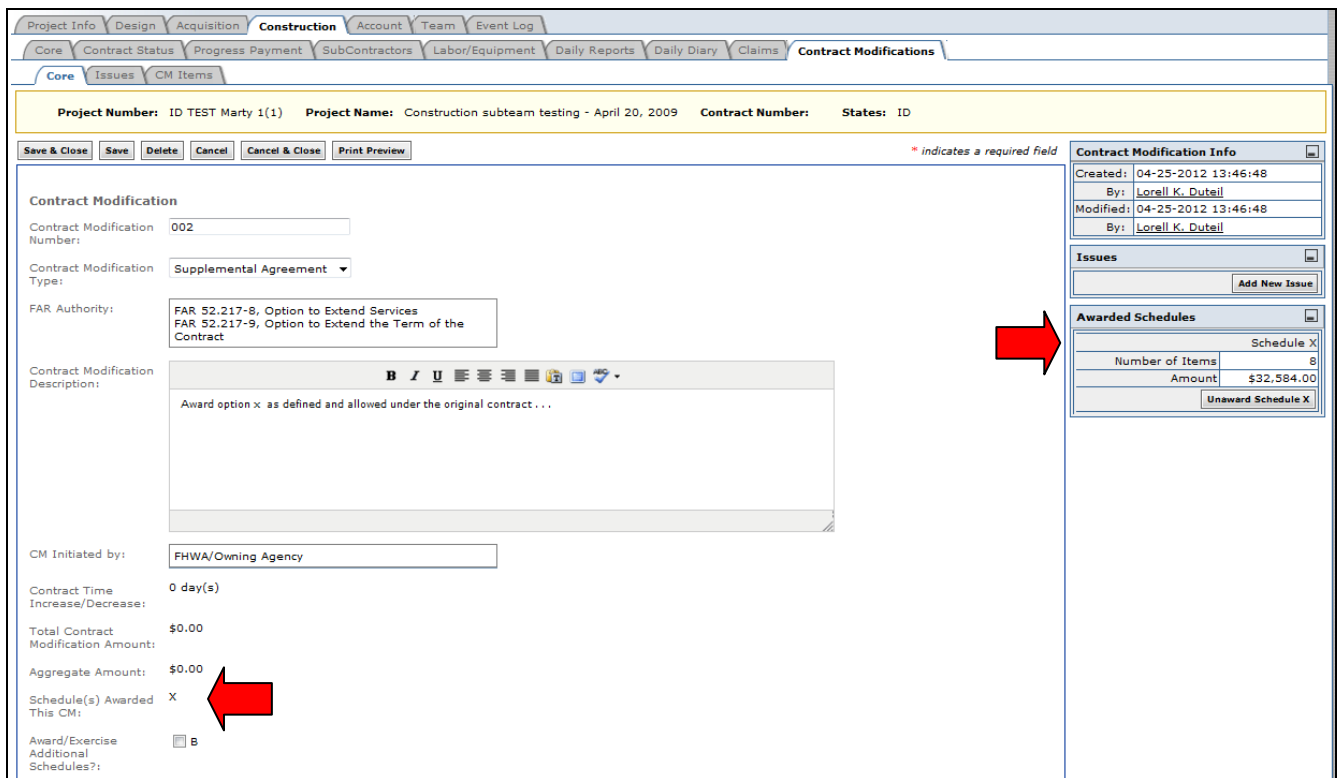
Date RFP Sent to: [select] clear

A Warning Message will pop up:  
 Verify this is the correct schedule,

- Click "Continue".



EEBACS will now retrieve and insert all of the schedule items and unit prices from acquisitions into this contract modification. The schedule will not be officially awarded until the Modification is signed. The schedule check box will now be hard coded text on the page as "schedule awarded this CM". The awarded schedule, number of items, and value of the schedule will show in the info box on the right of the screen.



### G.2.2.1 Issue Tracking for Exercised Schedules

If there is a change in the contract time associated with the schedule you are awarding, you will need to create an Issue to enter that time and track the contractual effects. If there is no contract time, an issue is not required to be added in EEBACS and you can finalize the modification on the core tab. See also your Division procedures for modification tracking requirements.

To add an issue to change the contract time or for further tracking documentation, go to the Issues tab within the contract modification.

- Click "Add New Issue"

The screenshot displays the EEBACS interface for a contract modification. At the top, there are navigation tabs for 'Project Info', 'Design', 'Acquisition', 'Construction', 'Account', 'Team', and 'Event Log'. Below these are tabs for 'Core', 'Contract Status', 'Progress Payment', 'SubContractors', 'Labor/Equipment', 'Daily Reports', 'Daily Diary', 'Claims', and 'Contract Modifications'. The 'Contract Modifications' tab is active, and within it, the 'Issues' sub-tab is selected. The main content area shows project details: 'Project Number: ID TEST Marty 1(1)', 'Project Name: Construction subteam testing - April 20, 2009', 'Contract Number:', and 'States: ID'. Below this is a green bar indicating 'Contract Modification Number: 002'. A search filter section includes fields for 'Keyword', 'Area of Work Affected', 'Designation' (Beneficial/Detrimental), and 'Reason for Issue'. An 'Apply Search' button is present. At the bottom, a message states 'No Records Found.' and an 'Add New Issue' button is visible, which is pointed to by a red arrow.

Fill in the issue page with information appropriate to the schedule being awarded. Remember, you do not have to individually add any items to the contract as all items are added automatically when you checked the award schedule box on the CM Core page. Skip the Add, Modify, and Delete items sections unless you are affecting related items that are not specifically included in the schedule.



Your issue will now show on the Issue List tab. The dollar amount for this issue will show 0 because the dollar amount is already included on the Core tab.

Projects: ID TEST Marty 1(1... Constructions: Contract Modifications 002 [Return To Projects \(All\)](#) | [Return To List \(Contract Modifications\)](#) ?

Project Info Design Acquisition **Construction** Account Team Event Log

Core Contract Status Progress Payment SubContractors Labor/Equipment Daily Reports Daily Diary Claims **Contract Modifications**

Core **Issues** CM Items

**Project Number:** ID TEST Marty 1(1) **Project Name:** Construction subteam testing - April 20, 2009 **Contract Number:** States: ID

Contract Modification Number: 002

**Search Filters:**

Keyword  Area of Work Affected

Designation  Beneficial  Detrimental Contractual Effects of Change

Reason for Issue

Items 1-1 of 1

Actions	Issue Number	Reason for Issue	Amount Change	Time Change (in days)	Account Number(s)	Issue Description
	1	Technical or Value Improvement	\$0.00	42		Award option X in entirety including contractual time of 42 days.

Items 1-1 of 1

### G.2.2.2 Verify Schedule Items added by Contract Modification

Next, verify all of the items added by awarding of this schedule on the CM items Tab. Click to the CM Items tab within the Contract Modification.

Projects: ID TEST Marty 1(1... Constructions: Contract Modifications [Return To Projects \(All\)](#) | [Return To List \(Contract Mo](#)

Project Info Design Acquisition **Construction** Account Team Event Log

Core Contract Status Progress Payment SubContractors Labor/Equipment Daily Reports Daily Diary Claims **Contract Modifications**

Core Issues **CM Items**

**Project Number:** ID TEST Marty 1(1) **Project Name:** Construction subteam testing - April 20, 2009 **Contract Number:** States: ID

Contract Modification Number: 002

**Search Filters:**

Modification Type

Items 1-8 of 8

Line Item Number	Pay Item #	Pay Item Type	Description	Mod Type	Change in Contract Amount
X 0800	64604-2000	N	FIXTURE, PLAYGROUND	Added Item	\$1,000.00
X 0700	57701-0100	N	POLYMER STRUCTURE, PEDESTRIAN BRIDGE	Added Item	\$2.00
X 0600	30101-0000	QM	AGGREGATE BASE (Quality)	Added Item	\$1,440.00
X 0500	30101-0000	NM	AGGREGATE BASE	Added Item	\$28,800.00
X 0400	15705-0100	N	SOIL EROSION CONTROL, SILT FENCE	Added Item	\$1,332.00
X 0300	15401-0000	N	CONTRACTOR TESTING	Added Item	\$1.00
X 0200	15214-1000	N	SURVEY AND STAKING, BRIDGE	Added Item	\$4.00
X 0100	15101-0000	N	MOBILIZATION	Added Item	\$5.00

Items 1-8 of 8

- 💡 You cannot change the price or quantity of the items added by schedule during award. These are the items, quantities, and prices as bid and processed by Acquisition during the contract award process. If these are not correct, do not use the award schedule feature – use a traditional contract modification method. See Section G.2.3 to un-award the incorrect schedule.

Once the items have been verified, return to the core tab to finalize the modification.



## G.2.2.3 Obligate Funds for Schedule and Finalize Contract Modification

Return to the contract modification Core tab. The issue (if added) should now show in the information bar on the right side of the screen.

Project Info	Design	Acquisition	Construction	Account	Team	Event Log		
Core	Contract Status	Progress Payment	SubContractors	Labor/Equipment	Daily Reports	Daily Diary	Claims	Contract Modifications
Core	Issues	CM Items						

**Project Number:** ID TEST Marty 1(1) **Project Name:** Construction subteam testing - April 20, 2009 **Contract Number:** **States:** ID

[Edit](#) [Close](#) [Print Preview](#)

**Contract Modification**

Contract Modification Number: 002

Contract Modification Type: Supplemental Agreement

FAR Authority: FAR 52.217-8, Option to Extend Services, FAR 52.217-9, Option to Extend the Term of the Contract

Contract Modification Description: Award option x as defined and allowed under the original contract . . .

CM Initiated by: FHWA/Owning Agency

Contract Time Increase/Decrease: 42 day(s)

Total Contract Modification Amount: \$32,584.00

Aggregate Amount: \$32,584.00

Schedule(s) Awarded This CM: X

Award/Exercise Additional Schedules?: B

Date RFP Sent to Contractor: January 2, 2012

Date Negotiations Completed: January 13, 2012

Date PR Signed: January 2, 2012

Date SF30 Sent to Contractor for Signature: January 23, 2012


Date SF30 Signed By Contractor: January 27, 2012

Date CM Work Started: February 7, 2012

**Net Authorization Change**

CON01 PLH Funding: \$3.00 Obligate

CON02 Money from County: \$32,581.00 Obligate



**Contract Modification Info**

Created: 04-25-2012 13:46:48

By: [Lorell K. Duteil](#)

Modified: 04-26-2012 15:39:30

By: [Lorell K. Duteil](#)

**Issues**

Issue Number: 1

Designation: Beneficial

Cost Increase: \$0.00

Time Increase: 42 days

[Add New Issue](#)

**Awarded Schedules**


Schedule X	
Number of Items	8
Amount	\$32,584.00

[Unaward Schedule X](#)

- Click "Edit" to open the Core tab for further editing and finalization.

When you previously saved the Core tab with the selected schedule awarded, the obligation accounts will have automatically updated at the bottom of the page to show the correct amounts in each account as identified by the schedule items. However, based on more in-depth knowledge of the contract authorized amounts, probables, and available funds, you may need to change the obligated amounts manually.

Contract Time Increase/Decrease:	42 day(s)
Total Contract Modification Amount:	\$32,584.00
Aggregate Amount:	\$32,584.00
Schedule(s) Awarded This CM:	X
Award/Exercise Additional Schedules?:	<input type="checkbox"/> B
Date RFP Sent to Contractor:	<input type="text" value="01-02-2012"/> <input type="button" value="select"/> <input type="button" value="clear"/>
Date Negotiations Completed:	<input type="text" value="01-13-2012"/> <input type="button" value="select"/> <input type="button" value="clear"/>
Date PR Signed:	<input type="text" value="01-02-2012"/> <input type="button" value="select"/> <input type="button" value="clear"/>
Date SF30 Sent to Contractor for Signature:	<input type="text" value="01-23-2012"/> <input type="button" value="select"/> <input type="button" value="clear"/>
Date SF30 Signed By Contractor:	<input type="text" value="01-27-2012"/> <input type="button" value="select"/> <input type="button" value="clear"/>
Date SF30 Signed By CO:	<input type="text"/> <input type="button" value="select"/> <input type="button" value="clear"/>
Date CM Work Started:	<input type="text" value="02-07-2012"/> <input type="button" value="select"/> <input type="button" value="clear"/>
<b>Net Authorization Change</b>	
CON01 PLH Funding: \$ 3.00	<input type="text" value="Obligate"/>
CON02 Money from County: \$ 32,581.00	<input type="text" value="Obligate"/>
Supporting Documents:	<input type="button" value="Add Document"/>



After you have entered all other CM tracking dates, adjusted the obligations if needed, and attached any supporting documents, enter the Date SF30 Signed by CO. You will also need to enter the Period that the contract mod should start for payment.

Date SF30 Signed By Contractor:     
 Date SF30 Signed By CO:     
**Period To Start:**   
 Date CM Work Started:

**Net Authorization Change**

CON01 PLH Funding: \$ 3.00   
 CON02 Money from County: \$ 32,581.00

Supporting Documents:

Once complete, Click "Save & Close". The modification is now complete and all items will show in the selected period for payment actions.

Projects: ID TEST Marty 1(1)... Constructions Return To Projects (All) | Return To List (Construction)

Project Info | Design | Acquisition | **Construction** | Account | Team | Event Log

Core | Contract Status | Progress Payment | SubContractors | Labor/Equipment | Daily Reports | Daily Diary | Claims | **Contract Modifications**

Project Number: ID TEST Marty 1(1) Project Name: Construction subteam testing - April 20, 2009 Contract Number: States: ID

Search Filters:

Keyword:  FAR Authority:   
 Contract Modification Type:  CM Initiated by:

Items 1-2 of 2

Actions	Number	Modification Type	Description	CM Initiated by	Modification Amount	Days	# Issues	Obligation	CO Signature Date
	001A	Supplemental Agreement	Add money & days...	Outside Party	\$26,125.00	4	1	CON01 \$24,750.00 CON02 \$1,375.00	-
	002	Supplemental Agreement	Award option...	FHWA/Owning Agency	\$32,584.00	0	0	CON01 \$3.00 CON02 \$32,581.00	Feb 02, 2012
<b>Totals</b>					\$58,709.00	4		\$58,709.00	

Items 1-2 of 2

## G.2.3 Un- Award a Schedule within a Modification

If a schedule has been exercised incorrectly you may unaward the schedule including all of the related items as long as the schedule items have not been paid on. If the items have been processed with a quantity on the approved progress payment period, you will not be able to remove the schedule but will instead have to modify those items to zero – see the regular contract modification for additional information on modifying items within a contract.

On the Contract Modifications Tab:

- Select “Edit” icon for the modification you need to unaward the schedule from.

Project Number: ID TEST Marty 1(1) Project Name: Construction subteam testing - April 20, 2009 Contract Number: States: ID

Search Filters:

Keyword  FAR Authority   
 Contract Modification Type  CM Initiated by

Add New Contract Modification Items 1-2 of 2

Actions	Number	Modification Type	Description	CM Initiated by	Modification Amount	Days	# Issues	Obligation	CO Signature Date
	001A	Supplemental Agreement	Add money & days...	Outside Party	\$26,125.00	4	1	CON01 \$24,750.00 CON02 \$1,375.00	May 17, 2012
	002	Supplemental Agreement	Award option...	FHWA/Owning Agency	\$1,254,209.48	42	1	CON01 \$846,639.19 CON02 \$407,570.29	May 18, 2012
Totals					\$1,280,334.48	46		\$1,280,334.48	

Contract Modification Items 1-2 of 2

On the contract modification Core tab for the selected modification,

- Click the “Clear” button for the ‘Date SF30 Signed By CO’ field. The date field will then be blank.
- Click “Save”.

Project Info Design Acquisition **Construction** Account Team Event Log

Core Contract Status Progress Payment SubContractors Labor/Equipment Daily Reports Daily Diary Claims **Contract Modifications**

Core Issues CM Items

Project Number: ID TEST Marty 1(1) Project Name: Construction subteam testing - April 20, 2009 Contract Number: States: ID

Save & Close Save Cancel Cancel & Close Print Preview \* indicates a required field

**Contract Modification Info**

Created: 04-25-2012 13:46:48  
By: Lorell K. Duteil  
Modified: 05-25-2012 11:43:24  
By: Lorell K. Duteil

**Issues**

Issue Number	Designation	Cost Increase	Time Increase
1	Beneficial	\$0.00	42 days

**Affected Periods**

INS
2

Add Period 1 INS

**Awarded Schedules**

Number of Items	Amount	Schedule
29	\$1,254,209.47	Schedule B

**Contract Modification**

Contract Modification Number: 002

Contract Modification Type: Supplemental Agreement

FAR Authority: FAR 52.217-8, Option to Extend Services, FAR 52.217-9, Option to Extend the Term of the Contract

Contract Modification Description: Award option x as defined and allowed under the original contract . . .

CM Initiated by: FHWA/Owning Agency

Contract Time Increase/Decrease: 42 day(s)

Total Contract Modification Amount: \$1,254,209.48

Aggregate Amount: \$1,254,209.48

Schedule(s) Awarded This CM: B


Date RFP Sent to Contractor: January 2, 2012

Date Negotiations Completed: January 13, 2012

Date PR Signed: January 2, 2012

Date SF30 Sent to Contractor for Signature: January 23, 2012

Date SF30 Signed By Contractor: January 27, 2012

Date SF30 Signed By CO: 05-18-2012   

Date CM Work Started: 02-07-2012

**Net Authorization Change**

CON01 PLH Funding: \$846,639.19 Obligate

CON02 Money from County: \$407,570.29 Obligate

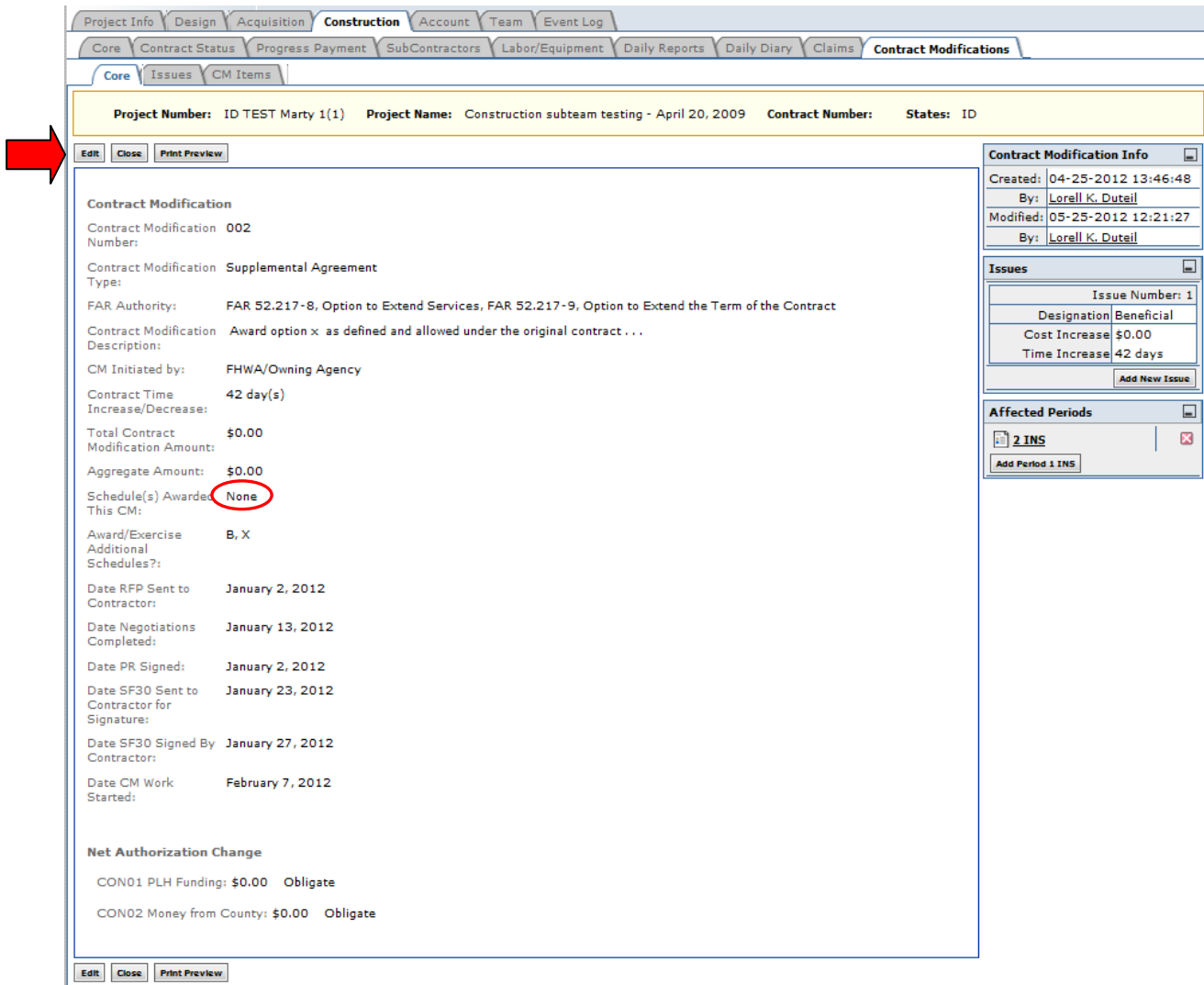
Supporting

All fields on the modification will now be fully editable. Notice that a new button has appeared on the right menu for "Unaward Schedule xx". (In this example "Unaward Schedule B"). If you had awarded multiple schedules on the same modification, you will have multiple unaward choices to choose from.

- Click the "Unaward Schedule xx" button.

The screenshot displays the 'Contract Modifications' web application. At the top, there are navigation tabs for 'Core', 'Contract Status', 'Progress Payment', 'SubContractors', 'Labor/Equipment', 'Daily Reports', 'Daily Diary', 'Claims', and 'Contract Modifications'. Below these, a header bar shows 'Project Number: ID TEST Marty 1(1)', 'Project Name: Construction subteam testing - April 20, 2009', 'Contract Number:', and 'States: ID'. A toolbar contains buttons for 'Save & Close', 'Save', 'Delete', 'Cancel', 'Cancel & Close', and 'Print Preview'. The main form area is titled 'Contract Modification' and includes fields for 'Contract Modification Number' (002), 'Contract Modification Type' (Supplemental Agreement), 'FAR Authority' (FAR 52.217-8, Option to Extend Services; FAR 52.217-9, Option to Extend the Term of the Contract), 'Contract Modification Description' (Award option X as defined and allowed under the original contract...), 'CM Initiated by' (FHWA/Owning Agency), 'Contract Time Increase/Decrease' (42 day(s)), 'Total Contract Modification Amount' (\$1,254,209.48), 'Aggregate Amount' (\$1,254,209.48), 'Schedule(s) Awarded This CM' (B), 'Award/Exercise Additional Schedules?' (checked X), and various date pickers for RFP, negotiations, PR signing, and SF30 signing. At the bottom, there is a 'Net Authorization Change' section with 'CON01 PLH Funding: \$ 846,639.19' and a dropdown set to 'Obligate'. On the right side, there are four summary panels: 'Contract Modification Info' (Created: 04-25-2012 13:46:48, By: Lorell K. Duteil, Modified: 05-25-2012 12:21:27, By: Lorell K. Duteil), 'Issues' (Issue Number: 1, Designation: Beneficial, Cost Increase: \$0.00, Time Increase: 42 days), 'Affected Periods' (2 INS), and 'Awarded Schedules' (Schedule B, Number of Items: 29, Amount: \$1,254,209.47). A red arrow points to the 'Unaward Schedule B' button in the 'Awarded Schedules' panel.

This will immediately remove the items from the modification. After the system completes this action, it will return you to the same contract modification but on the view screen of the core tab. The schedule is now unawarded and the modification is in draft status.



The screenshot displays the 'Contract Modifications' view for a specific project. The main content area shows details for Contract Modification 002, which is a Supplemental Agreement. Key information includes the FAR Authority, description, CM initiated by (FHWA/Owning Agency), contract time increase (42 days), and total contract modification amount (\$0.00). The 'Schedule(s) Awarded' field is highlighted with a red circle and contains the text 'None'. The 'Net Authorization Change' section shows funding from CON01 PLH and CON02 Money from County, both for \$0.00 and Obligate.

**Contract Modification Info**

Created:	04-25-2012 13:46:48
By:	Lorell K. Duteil
Modified:	05-25-2012 12:21:27
By:	Lorell K. Duteil

**Issues**

Issue Number:	1
Designation:	Beneficial
Cost Increase:	\$0.00
Time Increase:	42 days

**Affected Periods**

2 INS	X
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💡 If you wish to continue revising or to delete the contract modification, Click "Edit". You can then proceed with whatever actions are needed for this modification.