# Project Tracking Procedure Manual

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1.1 HISTORY of Project tracking

The Project Tracking application has been designed to assist the project management teams, the administration and client agencies in tracking the progress and outcomes of design and construction projects managed by the Department of Public Works.

Inception of the new Project Tracking application began approximately two years ago (2/2000) after extensive interviews with project managers and management staff. These interviews revealed that:

1. updates to data was not being entered into the old applications systems on a timely basis or at all;
2. data, when available, was often inaccurate or outdated;
3. applications could not share information easily or at all resulting in redundant and erroneous reentering of data;
4. project managers felt they did not have control over their project data; and
5. management was unable to get consistent reports on project data in a timely manner

In conjunction with these business problems, the Capitol Project Tracking System applications were not Y2K compliant. Although remediation of the system's applications and hardware took place, the applications, developed in a language no longer in extensive use, continue to reside on technologically antiquated hardware not readily supported by the technology industry. This situation makes support for the hardware and software, if available at all, extremely costly.

A solution to remedy the data gathering, reporting and architectural support needs of the Department Of Public Works has been developed. Over the last two years, the technological infrastructure of the agency has been greatly enhanced by the addition of PCs and state of the art hardware systems in preparation for the development of business applications addressing the needs of DPW, our client agencies and legislative oversight committees.

An Applications Systems Development Program has been initiated, with this Project Tracking application module as the first step. Approximately 26 business unit applications have been identified and prioritized for development. Of the 26, nine applications were redeveloped in a new technology and will continue to be amended for optimum business usage. The remainder of the identified applications will be developed, as resources become available. Eventually all business units in DPW will have interactive applications.

The process for development of these applications requires business unit “evaluations” that consist of process mapping, data flow charting and, if necessary, process reengineering. Mapping and reengineering for some business areas in the agency has already taken place. Other business units will be “evaluated” according to the priority established by the Applications Systems Development Program to gain a better understanding of the inter-relationship between the agency's business units and the data they share and to ensure efficient business functioning. If anyone would care to review an overview of the development plan, it is available in the Process Management Office.

Everyone in each business unit will be a partner in the development of these applications and will share in the success of building a new DPW data infrastructure focused on efficiency, ease of use and enhanced customer service.

As the new Project Tracking application is now presented, it eliminates the need for project managers to fill out all or parts of four different forms, spreadsheets or word documents by incorporating their functionality into the application. The four incorporated forms are:

- the Project Tracking Excel spreadsheet,
- the Monthly Construction Report Excel spreadsheet, including the proposal request and change order summary,
- the Capital Project Tracking System located on the VAX, and (now in an access database)
- the Contractor Evaluation form for construction contracts. (currently not used)

The application provides the function for project data to be gathered through the application format, held in the database structure and generated through pre-defined reports, from one source. The application also has built into it all key dates required for legislative reporting.
As components are added to this system tool, the functionality of the applications will increase in serving the needs of project management, administration and our clients.

1.2 BLACK SCREEN UPDATE:

Periodically PM’s should do a black screen update. The Project Tracking System is on a DPW server, however in order to allow many users to have access to the Project Tracking System a user has the latest version of the Project Tracking on his personal computer. When a user changes the project number on his screen, the server is updated in split second computer time. This allows many users to have access to Project Tracking System, without bogging down the real computer time.

Occasionally Users will get an email directive to do a black screen update. The typical reason for this direction for the update, is that IT has done an update to Project Tracking to modify a Report or a Screen. The black screen update will modify that users version of Project Tracking on his computer to have the most current modifications.

Other than periodic black screen updates - if you get an error message when trying to click on the Project Tracking shortcut icon- a black screen update is your first solution to solve the problem.

How to do a Black Screen Update: Go to P drive/DPW_PT/CopyPT2Local – a black screen will appear (wait until process complete- usually a minute or two) re-enter user name and password. If you have a problem that still exists contact either Jim Birok x5711 or Rob Dexter x5614.
1.3 GUIDELINES to Project tracking: The following is a Guideline for the DPW Project Tracking System and Project Status Reports.

DPW Project Tracking System: The DPW Project Tracking System is a Microsoft® Office Access based application. DPW Project Management provides specific types of data (information) for the Project Tracking System’s for each project (each project is identified by the Project Number. DPW Management can make requests (queries) for specific combinations of information from the System’s database to produce Project Status Reports. The following graphic shows nine (9) dark boxes (representing the existing primary DPW databases and database owners) and the four (4) steps for Project Tracking updates.

Project Status Reports: A Project Status Report is a snapshot in time or an update of a specific “Project”. A Project Status Report summarizes, in a clear format, the project’s progress to date. It can summarize the project’s resources, phases, tasks, budget, schedule, and etc., to show the following:
- Milestones completed;
- Action items due to be completed;
- Workloads (Team, PM, and etc.);
- Next Milestone due;
- Action items not completed by their due date;
- Budget status

<table>
<thead>
<tr>
<th>Step-by-Step Summary Instructions for Project Status Updates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1:</strong> Start Project</td>
</tr>
<tr>
<td>To Initiate a Project the DPW Project Manager completes Initiation/Selection Form (911F).</td>
</tr>
<tr>
<td><strong>Step 2:</strong> Initial Data Input</td>
</tr>
<tr>
<td>The DPW Project Manager is responsible for:</td>
</tr>
<tr>
<td>A. Directing designated BD&amp;C staff to input the information from a completed Form 911F in the Project Tracking System (See Project Tracking System Manual 050M); or</td>
</tr>
<tr>
<td>B. Directly inputs the information from Form 911F in the Project Tracking System (See Projecting Tracking System Manual 050M):</td>
</tr>
<tr>
<td><strong>Step 3:</strong> Periodic Data Input/Update</td>
</tr>
<tr>
<td>The DPW Project Manager is responsible for:</td>
</tr>
<tr>
<td>A. Directing proxy of BD&amp;C staff to input and update information in the Project Tracking System and verifies Project information; or</td>
</tr>
<tr>
<td>B. Directly inputs and updates information in the Project Tracking System and verifies Project information; and</td>
</tr>
<tr>
<td>C. On a monthly basis during the Construction Phase the PM or CA completes an Construction Administration Update Form (913F) and the PM is responsible for the input or update information in the Project Tracking System and verifies Project information.</td>
</tr>
<tr>
<td><strong>Step 4:</strong> Completed Project</td>
</tr>
<tr>
<td>The DPW Project Manager is responsible for the update of all project information in the Project Tracking System and the Process Management Unit verifies content of Project information upon Acceptance of the Work.</td>
</tr>
</tbody>
</table>
1.4 OVERVIEW OF Project Tracking

1.4.1 FORMAT:
Project status reports will be used to provide the current project status information to Management and to the support staff. Project Managers are responsible for providing the updated project status information. PM’s have the option of directing designated BD&C staff to input information or the PM’s may input the information. This is their choice.

The Project Tracking Application is a necessary tool for understanding the BD&C Capital Project workload. It is also the most appropriate tool for tracking the present status of the ongoing Design and Construction Projects. BD&C will place emphasis on the monthly Construction Status Reporting because of the large dollar value of the construction activity. The monthly construction phase status update will rest primarily with the CA Firm for the projects with CA’s and the updates will be simplified summaries for all construction reporting.

These forms or reports may be used for the Project Status Reporting process updates:
- 911F Project Tracking Status Report Initiation/Selection
- Report (printed from the project Tracking system “Active Project Progress Status Report” - this may be marked up with appropriate changes.
- 913F Project Tracking Status Report Construction Administrator

1.4.2 REPORTS and Report Uses:
The Tracking System Reports are used as part of the BD&C Capital Projects Management and oversight. The SPM’s may use the reports for general workload reviews. The Deputy Commissioners secretary’s uses the summary reports to direct outside agency and contractor inquires to the Projects assigned to a PM. DPW Financial uses summary reports at several times each year to cross check DPW projects with their financial reports to the Comptroller. There are several important summaries that are used in preparing the year end DPW Reports for the SPRB and the State Legislature. In May and November of each year the PM’s and SPM’s MUST do a through review of all projects and the supporting detail in order for several annual report to be based on proper current information and in order to keep the tracking system as an accurate Capitol Project Portfolio summary. DPW has recently determined that a significance portion of past individual projects (on summary reports) have not been recorded as complete, due to the claim pending status of a project in its final stages. A clearer definition of a project completion is noted. Field definitions are described in detail in the Project Tracking Procedure Manual (050M) and how they relate to certain reports.

1.4.3 The three most common reports for updates are (others reports are also available):
- “Active Project Progress Status Report” – 2 page report summarizing all information in the Project Tracking system for a specific project (except the budget). The report can be marked up and submitted for project updates.
- “Budget report” - 7 stages of a project - only “Initial”, “Current” and “Construction” must be filled in. There are 25 line items in each stage. The computer always uses the “current budget” for all summary reports.
- “Condensed - Active Projects Summary Report” – a single line summary of projects for all DPW, a Team, or a PM (you may select your choice).

1.4.4 Project Tracking Status Reporting Instructions
The DPW location for an overview of each project will reside in the DPW Project Tracking System. The basic instructions for reporting the milestones of project achievement are outlined below. This is a general guideline only- for complete detailed instructions refer to the Project Tracking User Manual (050M) or the short version of DPW Project Tracking.
As shown on the table outline below -only white boxes require Project Managers update of project information: options 1) entry by PM directed BD&C staff or 2) PM personal entry. Dark boxes show where Project Tracking information may be updated by project generated forms or processes.

| Milestone #1 | Start Date, Date of B-100 | (after a project number has been requested and issued with form “Cap Proj Number Request 11-24-04”) – submit completed form 911F or update project information based on the approved B-100S, this would include the initial and current budget. Note that the current budget is what the Project Tracking Database uses for all summary reports. Determine if CA is DPW or to be outside firm- indicate in database. (for input use form 911F). |
| Milestone #2 | Date Main Design Firm Selected | This information is the Input of only the main design firm and the CA firm (if applicable), as selected by the Commissioner. This information will be entered into the Project Tracking System by the Process Unit. The stage code will be changed from 2.04 to 2.10 (contract stage). [Information from DPW web page – under “Architecture/Engineering Closed Requests for Qualifications (RFQs)” - date taken from “Selection Decision” column]. |
| Milestone #3 | Start Design | This information is the Input of only the main design firm and the CA firm (if applicable). The date shall be based on the design start memo from the PM (as copied to the Process Unit from form 309F). |
| Milestone #4 | Quarterly Reviews (and Design Submissions) | PM to review project with SPM four times a year. Printout “Active Project Progress Status Report” (3 page printout) and markup as applicable and submit for entry into Project Tracking System. It is also recommended to submit form or update at each design step (Schematics, Design Development, Contract Documents and Tracing & Masters). |
| Milestone #5 | Date to Bid Room | By copy of the Bid Release Form 600P (to the Process Unit) the date for delivery of plans and specs to the bid room will be entered into the project tracking system. A sign-off is required by the Process Unit (Rob Dexter) at Milestone #4 to assure any previous milestone dates are correct and updated at this time. |
| Milestone #6 | Date of Bid Opening | The information for Bids for Construction Projects will be obtained from the DPW Web Page under “Construction Invitation to Bid Notices” from the Bidding/Contracts Unit. The Stage Code will be updated from 6.1 to 7.1 once the construction contract start is established. |
| Milestone #6 | Contracted Start Date (input for Process Unit) | The construction start date, and value of the construction contract (including any appropriate supplemental bids) - (information from the Contract Start Date And Notice To Proceed form 700F, by copy to the Process Unit). |
| Milestone #6 | Contracted Start Date (input for PM/CA) | PM or CA to use form 913F. Note the PM must update both the “current budget” and the “construction budget” to reflect the current values. The revised construction budget is only used once a project is in construction, and additional scope or funding is added to the project. |
| Milestone #6 | Construction Updates (monthly updates) | The Status Report to update construction information (on a monthly basis): change orders, progress, payments, etc.. (PM or CA to use form 913F). |
### Milestone #7 Substantial Completion Date

For the complete project. An attached list of punch list items should be on each partial completion granted. Only the final complete project substantial completion date should be entered into the reporting system. (Information entered by copy of form 781F “Certificate Of Substantial Completion” to Process Unit)

<table>
<thead>
<tr>
<th>Milestone #7 Substantial Completion Date</th>
<th>For the complete project. An attached list of punch list items should be on each partial completion granted. Only the final complete project substantial completion date should be entered into the reporting system. (Information entered by copy of form 781F “Certificate Of Substantial Completion” to Process Unit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>For the complete project. An attached list of punch list items should be on each partial completion granted. Only the final complete project substantial completion date should be entered into the reporting system. (Information entered by copy of form 781F “Certificate Of Substantial Completion” to Process Unit)</td>
</tr>
</tbody>
</table>

### Certificate of Compliance Date

May be any 7.? Stage

For the complete project. This indicates the compliance of all code items. It may be the DPW form 788F CERTIFICATE OF COMPLIANCE (by copy to the Process Management Unit- on the form) OR the State Building Inspectors CERTIFICATE OF COMPLIANCE (DPW does not control OSBI forms).

<table>
<thead>
<tr>
<th>Certificate of Compliance Date</th>
<th>May be any 7.? Stage</th>
<th>For the complete project. This indicates the compliance of all code items. It may be the DPW form 788F CERTIFICATE OF COMPLIANCE (by copy to the Process Management Unit- on the form) OR the State Building Inspectors CERTIFICATE OF COMPLIANCE (DPW does not control OSBI forms).</th>
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</thead>
<tbody>
<tr>
<td>13</td>
<td>For the complete project. This indicates the compliance of all code items. It may be the DPW form 788F CERTIFICATE OF COMPLIANCE (by copy to the Process Management Unit- on the form) OR the State Building Inspectors CERTIFICATE OF COMPLIANCE (DPW does not control OSBI forms).</td>
<td></td>
</tr>
</tbody>
</table>

### Milestone #8 Acceptance Date

For the complete project. This shows all punch list items are complete, and is the start time to set the limit of a construction claim (within 2 years). (Information entered by copy of form 782F “Certificate Of Acceptance” to Process Unit)

<table>
<thead>
<tr>
<th>Milestone #8 Acceptance Date</th>
<th>For the complete project. This shows all punch list items are complete, and is the start time to set the limit of a construction claim (within 2 years). (Information entered by copy of form 782F “Certificate Of Acceptance” to Process Unit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>For the complete project. This shows all punch list items are complete, and is the start time to set the limit of a construction claim (within 2 years). (Information entered by copy of form 782F “Certificate Of Acceptance” to Process Unit)</td>
</tr>
</tbody>
</table>

### (Final Payment) Closeout Date

All paperwork to accounting for final payment. This date represents all payments have been made (including all retainage). Project Accounting would get a copy of the DOH financial report. Total number and value of CO’s should be verified.- the 3 type breakdown should be accurate. The (new) Field Evaluation Report printed out from the Project Tracking System data information should be used in the closeout package. If there is still retainage remaining and it is being held for leverage in a pending claim, than the project shall be turned over to the Claims Unit. The claims unit will be responsible for completing all required final closeout paperwork. The stage code shall not be changed to 9.99 (complete) until all data has been updated by submitting the form or updating the information. (Information is entered in conjunction with PM Process Management & Claims Unit) main basis of info is Closeout Package Form 790 All info will be reviewed with the PM to assured info is complete

<table>
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<tr>
<th>(Final Payment) Closeout Date</th>
<th>All paperwork to accounting for final payment. This date represents all payments have been made (including all retainage). Project Accounting would get a copy of the DOH financial report. Total number and value of CO’s should be verified.- the 3 type breakdown should be accurate. The (new) Field Evaluation Report printed out from the Project Tracking System data information should be used in the closeout package. If there is still retainage remaining and it is being held for leverage in a pending claim, than the project shall be turned over to the Claims Unit. The claims unit will be responsible for completing all required final closeout paperwork. The stage code shall not be changed to 9.99 (complete) until all data has been updated by submitting the form or updating the information. (Information is entered in conjunction with PM Process Management &amp; Claims Unit) main basis of info is Closeout Package Form 790 All info will be reviewed with the PM to assured info is complete)</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>All paperwork to accounting for final payment. This date represents all payments have been made (including all retainage). Project Accounting would get a copy of the DOH financial report. Total number and value of CO’s should be verified.- the 3 type breakdown should be accurate. The (new) Field Evaluation Report printed out from the Project Tracking System data information should be used in the closeout package. If there is still retainage remaining and it is being held for leverage in a pending claim, than the project shall be turned over to the Claims Unit. The claims unit will be responsible for completing all required final closeout paperwork. The stage code shall not be changed to 9.99 (complete) until all data has been updated by submitting the form or updating the information. (Information is entered in conjunction with PM Process Management &amp; Claims Unit) main basis of info is Closeout Package Form 790 All info will be reviewed with the PM to assured info is complete)</td>
</tr>
</tbody>
</table>

- **BUDGET**: (summary) The budget will be updated in both the “Initial Budget” and “Current Budget” columns at the start of the project based on the B-100S information. The “Current Budget” should be updated when the A/E signs their contract (only if the budget has changed). The construction line of the “Contract Document budget” should be updated with the A/E cost estimate (at T&M cost estimate= Bid Tab estimate). Next budget update is after the bids are in and the construction has been bonded- both “Current Budget” and “Construction Budget” should be updated (and equal). All budget updates (done by proxy) shall have the DO Financial Reports attached.

- **BONDING**: Bonding is typically done 1) at the beginning of design and 2) after bids are received for construction. The initial bonding request date and actual bond meeting date are recorded in the tracking system under Tab 3. Detail of the bonding recording requirements are indicated in the Project Tracking Manual 050M. There may be a number of different funding sources- all are detailed. Bonding may occur at other times- other occurrences are also detailed.

- **REPORT CARDS**: Report Cards shall be filled out for the Design Consultant, the Construction Administrator (outside services) and the Construction Contractor. There are locations in the Project Tracking system to record the date and grade of each of these report cards.

- **OTHER CRITERIA**: Other criteria, (Tab 8) include other information that is project related. This may include code (DPW review or SBI review), if the project is a threshold project, FM Global (comment field for status), Art (comment field for status), if easements are required, if land acquisition is required, if project needs a Life Cycle Cost Analysis (LCC), if STC permit is required, and Asbestos removal status (comment field for status). The PM should review this screen and enter info as the project dictates, and update when progress is made.

- **CLAIM**: If the project has a Claim against it; The PM will work with the Claims Unit to summarize all required detail for resolving the claim. This may involve contact with an outside Claims Analysis or a Claim Auditor. All Closeout paperwork must be complete on the date of the final claim payment or settlement. The final payment date signifies (when all retainage is paid) and the final payment is sent to accounting or the final closeout date.
1.4.5 Application Notes

- Data can only be entered when it is available. Some fields in this application are contingent upon an action or event having taken place. You are required to review and update the project fields by the 25th of every month. The goal is to use and update the system in real time.
- To avert potential problems that may occur in the projects, the comment fields will be important tools for project managers and administrative managers.
- The following terms are used for directing how to move through the application fields and enter data:
  - **Tab**—Use the Tab key on your keyboard. This is the main method for moving through the application fields.
  - **Click**—Use the mouse to left click on specified fields and pick list arrows.
  - **Select**—Use the mouse to select an item by left clicking on the item. This highlights the item and enters it into the appropriate field.
  - **Press**—Requires you to depress a specified key on your keyboard.

- All dates entered in the application should be in the following format:
  - Month / Day / Year—i.e. 02/23/2001
- Contact numbers such as; site phones, office phones, cell phones etc. should be in the following format:
  - Area code-3 digits-4digits - i.e. 860-713-5699
  - Telephone extensions are entered in their existing format.
- All calculated dates are based on calendar days.
- You can select and/or enter the name of companies, agencies and associated contact persons through the Project Main Data screen, Primary Contacts for Project area or through the various consultant contacts screens. It is important that you associate a contact person with a company when entering a project so that the company name will appear on the evaluations pick list and on the reports.
- The standard Microsoft button is used to exit most form screens. When you are in the application, you will see two in the upper right hand side of the screen. Be sure that the button you click is the one in the application (the bottom one). Clicking the top will cause you to close the out of the application.
- Please be aware that 10 essential fields in the VAX-based Capital Project Tracking System will be maintained to support the Time and Attendance System. Business rules and database rules will be added or extended in the application later. This will allow DPW to work freely with the application, giving us a better idea of changes and additions required and/or desired.
- The appendix located at the back of the manual includes information to help the user enter data in the correct format. It also includes copies of preformatted reports available in the application.
- The following **Keys** are provided to help you in the understanding and use of the manual:
  - **Bold**—All screen titles, tab titles and field names are in bold lettering
  - **Bold Italic**—All required actions such as “click” and “enter” are in bold italic lettering.
  - **Box**—All application buttons are in boxes.
2.0 Definitions of Fields, Labels, Buttons and Tabs

The definition list attempts to follow the order of screens and their associated fields, labels, buttons and tabs as you might view them when entering a new project into the system. The breakdown is the view from the main menu, and the Tabs shown on the main menu are detailed.

2.1 Main Menu—Shortcut buttons to application screens

2.1.1 Create New Project—You can only add a new project to the system through this screen form. Once the project has been created it is available in all screens for viewing or editing.

2.1.2 Browse/Edit Project—Opens a screen for viewing existing project information and editing existing project information. Also serves as the premier data entry screen once a project has been created in the system.

2.1.3 Add/Edit Company and Contact Info—This button takes you directly to a screen where the Database Administrator assigns company types and company/agency names and addresses to a company/agency list for existing projects. The user can add the associated company/agency contact information or view and edit the contact data.

2.1.4 View Budget Info—(Tab 1) - Directly opens a budget screen for inputting, viewing or editing a specific project's budget information. It allows the user to compare budgets at different phases of a project.

2.1.5 View Contract Information—(Tab 2) Opens a screen where project Consultant, CA/CM and Construction contract data resides. This information area has fields showing the schedule and financial progress of the project.

2.1.6 View Bid Info—(Tab 4) Takes you directly to the Review Bid Information screen for input, viewing and editing of bid information for previously entered projects.

2.1.7 View Bonding Info—(Tab 3) Directly opens the screen containing bonding fields for inputting, viewing, or editing existing projects.

2.1.8 Proposal Request and Change Orders—(Tab 5) Directly opens a screen for the addition, viewing and editing of proposal request and change orders in an existing project.

2.1.9 Evaluation—(Tab 6) Directly opens a screen for the input, viewing and editing of contractor evaluations for projects previously entered in the system.

2.1.8 View Events—(Tab 7) Takes you to a screen allowing you to enter, view or edit project data related to milestone events such as ground breaking and ribbon cutting for projects of $10,000,000 or larger or those specifically requested by Pat Nolan. The report generated for this data is essential to the Commissioner's schedule, so please be sure the data is as accurate as possible at all times.

2.1.10 Other Criteria—(Tab 8) Takes you to a screen allowing you to enter, view or edit project data related to other criteria. This includes Code approval, easements, land acquisition, Energy Conscious Construction, LCCA (Life Cycle Cost Application), CEPA, STC Permit, TASA, Threshold project, Art & status, contractor report card, and FM Global review.

2.1.10 Reports—This button will take you to a screen with a drop-down menu of pre-developed reports for you to choose to view or print. You can print a report from the view screen by right clicking with the mouse and choosing the print option.

2.1.11 Maintenance>Admin Use Only—This area is password protected and is for use by the database administrator only.

2.1.12 Exit Application—Shuts down the application on your PC.
2.2 Project Main Data Screen

Browse/Edit Project button from main screen. Also premier data entry screen for newly created projects.

2.2.1 Project Number—Number assigned by capital projects and bonding. Project numbers are formatted as (2 alpha)-(1, 2 or 3 alpha/numeric and spaces to mark 3 data elements)-(not to exceed seven (7) alpha/numeric and symbol). There must be three (3) data elements in the middle section of the project number (a space is considered a data element), with the first letter or number entered directly after the hyphen. Failure to enter the letters or numbers directly after the first hyphen will cause the project to sort incorrectly. Use the space bar to add a space when there is only one or two letters or numbers in this section.

Acceptable project numbers will look like this
- BI-CTC-123
- SF-2B -123-A (a letter designates a different construction project under the same funding source)
- CF-RW -123-C
- BI-T -123/456 (2 construction project combined together)

Note that the center letters must have a total of 3 spaces- This means project BI-T -234 is T space space or BI-RT -567 is RT space or BI-CTC-789 is CTC (no spaces). This is required so the computer can read the project number correctly in other databases.

2.2.2 Project Name—Should be no more than 100 characters in length and succinctly identify the project.

For example: SOB Fourth floor renovations Room 482
Or
WCSU, White Hall roof,

Address locations and project descriptions are entered elsewhere

2.2.3 SAAAS Number—Number that corresponds numerically with the project number used by project accounting. The SAAAS number is as follows: (SAAAS numbers are no longer used)

Four-digit agency code and the project extension number

For example: BI-2B-678 would be 1326678

The project extension number used by DPW Accounting is the three-digit number assigned by Capital Budget and Bonding. Do not include self-assigned extension numbers or letters. A list of agency codes can be found in the appendix of this manual.

2.2.4 Building ID—This is a unique number assigned by DPW to identify state buildings. This number differs from that of the comptroller and OPM. Use only the DPW assigned number. (See the Team inventory representative or David McBride for DPW building numbers. DPW building numbers can also be found in the “DPW Building number” books each team has)

2.2.5 Agency—The client agency requesting the project. This is a drop-down list. (refer to the list for choices)

2.2.6 Site Phone—The on-site telephone number if applicable. Format should be (not necessary)

Area code + three digits + four digits

For example: 860-566-6677

2.2.7 Start Date (Project)—This is the date the project number is assigned by Capital Projects and Bonding and opened in the Time and Attendance system. (typically the date of the B-100S)

2.2.8 Address—(Project Site) Number and name of the location of the project site. A second field line is provided for address qualifiers such as suite numbers, floor numbers etc.

For example: 11 South Main St
Suite 1000

2.2.9 Town—A drop-down list button – Select Town - is provided for the town and zip code. Some towns may have multiple zip codes. Be sure you use the correct one for your project site.

2.2.10 Project Description—A large memo field that allows you to enter descriptive information about the project and site.
2.2.11 Project Team—Data on the project team, supervising project manager and project manager is entered in a sub-form when a project is created in the system.

2.2.12 Delivery Type—Refers to the delivery process of the project. The types include:

- **AM1**—Agency Managed projects where DPW does design selection only
- **AM2**—Agency Managed projects where the DPW does selection, design, bid and award. The agency Manages construction
- **AM3**—Agency managed projects where DPW does selection. Agency manages design. DPW does the bid, the award and manages construction (per memo issued on 4/1/02 this type is no longer used)
- **D/B**—Design Build Projects
- **D/B/B**—Design Bid Build Project (order of this list changed to match tracking system)
- **MP**—Multiprime Projects
- **S**—Study
- **SL**—Special Legislation Projects
- **UNK** - Unknown

2.2.13 Project Stage—A button is provided that gives you a sub-form that allows you to select or change the current stage code. (See dropdown list of stage codes)

2.2.14 Construction Type—A button is provided that gives you a sub-form that allows you to select or change the construction type. The types of construction are listed below. *If the project is not scheduled to move to construction, such as in a study, leave the field blank.*

- **C** = Code - Includes ADA, fire alarm, sprinkler etc.
- **E** = Environmental - Includes remediation of asbestos, lead or underground tanks.
- **N** = New - Completely new building or facility
- **R** = Renovation - Includes additions, roofing and renovating HVAC/Electrical systems. All upgrades except those specifically associated with general code projects (see below for general code projects).
- **D** = Demolition
- **NA** = Not Applicable – as in a study or master plan- no construction is involved.

2.2.15 Primary Contacts for Project—A drop-down list button – **New Contact** – is provided. In order to select a contact, you must supply data through the Attach Company and/or Contact form, which contains the following fields:

2.2.16 Company Type:
- Agency (DPW Client Agency)
- Consultant
- CA/CM
- Construction

2.2.17 Company Name—Legal name under which the company does business or the formal name of the client agency connected to this project. (This data is entered by the database administrator)

2.2.18 Company FEIN—The unique federal identification number used by the company to distinguish it from all other companies. (This data is entered by the database administrator)

2.2.19 Delivery Address—Location of company: street, town, state, and zip code. (This data is entered by the database administrator)

2.2.20 Mailing Address—Indicated only if different from delivery address. (This data is entered by the database administrator)

2.2.21 Contact—You may have multiple contacts for one company or agency. The agency and company contact and all relevant contact information for the project is in the Project Main Data screen, Primary Contacts for Project area.

TABS—Project main data screen
2.3 **Budget information tab (Tab 1)**

2.3.1 **Budget**—The established or estimated budget for the project itemized by line item. The budget and estimates are addressed at specific phases of a project. A project (BI-RT-693) may have the budget detailed under the main project number. Phases of construction may be added as other project numbers (BI-RT-693-A and BI-RT-693-B) with the construction values entered in the “current” and “construction” tables. The original consultant fees may be in the original project (BI-RT-693). The overview of the tracking system should not have duplicate fees of the same finances- but they may be spread across project entries.

2.3.2 **Project budget phases**—Actual budget or estimate at various times in a project. Reevaluation of the budget at the following phases is required:

- Initial Budget (based on the B-100S)
- Current Budget (the most accurate budget – and the one the computer uses as a standard)
- Schematic Design Estimate
- Design Development Estimate
- Contract Documents Estimate (the most accurate A/E cost estimate prior to bid)
- Construction Budget (the budget after bids have been received)
- Revised Construction Budget (if additional monies are bonded during construction)

2.3.3 **Initial Budget**—A client agency submits a DPW B-100 Supplement to initiate a project. The B-100 is reviewed by DPW to insure the scope and budget are realistic. Any changes or modifications that may be required are discussed with the client agency. Once agreement with the client has been reached, (it should be documented), the initial budget may be entered into the application. Once entered the initial budget should not be changed (except for typos) because it becomes the historical record.

2.3.4 **Current Budget**—The current budget is the same as the initial budget until there is an approved change to the initial budget. The approved change must be based on real funding sources that an agency is authorized to commit to the project. The change in funding must be fully documented before the budget is changed. This must be updated as funding increases. The current budget is the most accurate budget and typically most reports extract this info.

2.3.5 **Schematic Design Estimate**—The schematic design estimate is prepared by the consultant (Architect, Engineer, or Construction Administrator) and submitted with the schematic design documents. The estimate is compared to the current budget and variances must be resolved prior to the authorization of design development. The current budget is never changed to agree with an estimate unless there is a fully documented authorization of additional funds. The resolution of a variance may require a complete redesign and resubmission or; it may be the identification of changes that will be incorporated during the design development phase to bring the project back within budget. The total estimate should reflect not only any increase in construction cost but also the impact that the construction cost increase has on other line items. This applies at all stages of design.

2.3.6 **Design Development Estimate**—The design development estimate is prepared by the consultant and submitted with the design development documents. This estimate is based on estimate bid opening date. This estimate should accurately predict the true cost of the project. Any variances between this estimate and the current budget must be resolved at this stage to insure that the budget is not exceeded at the contract documents phase.

2.3.7 **Contract Documents Estimate**—The contract documents estimate is prepared by the consultant and is the consultant’s estimate of the probable cost of construction. The contract documents estimate is the basis for authorizing the project to go to bid. If the consultant has done his job properly, the estimate should not exceed the construction budget. If the estimate exceeds the current budget, then the consultant must modify his documents to reduce the scope of construction. He may properly identify the scope of work in supplemental bids that can be sacrificed to keep the bids within budget.

2.3.8 **Construction Budget**—The construction budget is prepared based on the lowest qualified bid and is the basis for seeking bonding for construction. Once bonding has been obtained this budget becomes historical data and cannot change.

2.3.9 **Revised Construction Budget**—The revised construction budget is the same as the construction budget until there is an approved change to the construction budget whereby additional funds are
infused into the project. The revised construction budget is utilized to indicate approved and funded changes to the construction budget are accounted for. The changes in the construction budget may include funds provided by the agency for agency requested changes, monies from Northeast Utilities under the energy conscious construction program, or supplemental bonding (rare). The revised construction budget is compared to current expenditures to insure the project is on track for completion within the budget.

2.3.10 Acceptance Date—Date the budget or estimate is entered into the system or was approved.

2.3.11 Budget Line Items—Breakdown of budget expenditures. Common line items are provided. An "other" category is available for line items not pre-listed.

2.4 Contract Information Tabs (Tab 2)

2.4.1 Consultant Contracts Information

2.4.1.1 Consultant Firm - Legal name of the contracted consultant firm

2.4.1.2 Consultant Type - Type of service offered by the identified consultant, except CA/CM. Types are listed in alphabetical order:

♦ Architect
♦ Architect/Engineer
♦ Asbestos & Lead
♦ Civil & Survey
♦ Engineer - General
♦ Interior Design/Space/Equipment Planner
♦ Mechanical/Electrical/Plumbing Eng.
♦ Other (To be used for services not included in this list)
♦ Roofing
♦ Structural & Threshold Review

2.4.1.3 Other Description - manually entered consultant type when "other" is selected form the Consultant Type pick list

2.4.1.1 Consultant Contracts Information - General

3 Contract Number—The unique number assigned to a contract.

4 The prime consultant's contract may be the same as the project number. This contract number may also be the "on call" contract number.

5 Contract Type—Some or all of the following contract types are used as contract type identifiers for Consultant contracts, CA/CM contracts and Construction contracts

♦ (F) Formal
♦ (I) Informal
♦ (T) On-Call Task
♦ (DBS) Design Build Selection
♦ (SLS) Special Legislation Selection

6 Task Number—Use only for on-call contracts, it is a sequential number assigned to a specific task against the contract.

7 Progress—(Consultant) Indicator of project progress and the design professional performance at any given phase. The choices are

♦ Unknown
8 Original Contract Value—The initial contract value for the consultant.
9 Revised Contract Value—The current value of the total authorized fees for this project.
10 Paid to Date—The dollar amount paid to date to this consultant for this project.
11 Comments – as appropriate to the consultant contract

2.4.1.2 Consultant Contracts Information - Dates

12 Contract Date—Date of the contract or the initial task letter.
13 DPW Proceed Letter—(Consultant or CA/CM) The date when the Notice to Proceed is issued. This can be the contract signing date or the legal date indicated on the Proceed Letter.
14 Schematic - Due Date—Date the Schematic Design Phase submissions are due to DPW.
15 Schematic - Revised Due Date-The revised date when the Schematic Design Phase submissions are due to DPW.
16 Schematic - Received Date—Date the Schematic Design Phase submissions are received by DPW.
17 Design Development - Due Date—Date the Design Development Phase submissions are due to DPW.
18 Design Development - Revised Due Date - The revised date when the Design Development Phase submissions are due to DPW.
19 Design Development - Received Date—Date the Design Development Phase submissions are received by DPW.
20 Contract Documents - Due Date—Date the Contract Document Phase submissions are due to DPW.
21 Contract Documents - Revised Due Date-The revised date when the Contract Documents Phase submissions are due to DPW.
22 Contract Documents - Received Date—Date the Contract Document Phase submissions are received by DPW.
23 Date Updated—An automatic field that enters the date when data is entered or edited.
24 Updated by—An automatic field that enters the users name when data is entered or edited.
25 Add New Consultant Contract Record- Allows you to assign multiple consultant contracts to a single project.
26 Delete Current Consultant Contract Record - Allows you to delete the complete record of a consultant contract from a single project.
27 Select Consultant- A pick list that allows you to choose the consultant record associated with a single project for viewing and editing or just view the name and type of all consultant firms associated with a single project.

2.4.2 CA/CM Contract Information

28 Contract Number—(CA/CM) The unique number assigned to a contract. The CA/CM contract number may be the project number followed by CA or CM.
29 CA/CM Firm—Legal name of the contracted CA/CM firm. If the CA work is done by DPW- select “Department of Public Works”. If the CA work is done by the Agency- select the specific Agency name.
30 Task Number—(CA/CM) Use only for on-call contracts, it is a sequential number assigned to a specific task against the contract.
31 Type—(CA/CM) Identifies contract type:
32 Method (CA/CM type)—Identifies origination of the CA/CM choice. The choices are:
- 1. Outside CA/CM—Contracted outside firm
- 2. Assigned DPW in-house—DPW staff assigned
- 3. Unassigned DPW in-house—DPW staff to be assigned currently unknown
- 4. Not Applicable—A study or master plan—no construction oversight necessary.

33 Contract Date—(CA/CM) Date of the contract or initial task letter.

34 DPW Proceed Letter—(CA/CM) The date when the Notice to Proceed is issued. This can be the contract signing date or the legal date indicated on the Proceed Letter.

35 Field Start—The date the CA/CM is to begin administrative work at the site.

36 Field Complete—The date the CA/CM completes administrative work at the site.

37 Service Complete—The date the CA/CM has completed the contracted work with DPW.

2.4.3 Construction Contract Information - General Information

38 Contract Number—(Construction) Unique number assigned to a unique contractor. The contract number can be the project number.

39 Construction Firm—Legal name of the contracted construction firm.

40 Date Contract Signed—(Construction) Date the construction contract is entered into agreement with DPW or the date of the contract. Core CT now assigns a PO number for all contracts. If the contract is only a PO (and not a formal contract) enter the date of the PO.

41 Contracted Start Date—(Construction) Date construction is to start per the signed contract.

42 Days Allowed—Total days allowed for construction per the signed contract.

43 Original Contracted Completion Date—This is an automatic calculated field based on the contracted start date and the days allowed for construction.

44 Original Contract Value—The initial construction value for the contractor.

45 Actual Construction Start Date—Date when construction actually starts.

46 SOV Approval Date—Date DPW approves the Schedule of Values.

47 Substantial Completion Date—The date when DPW grants substantial completion and issues a memo to the client agency stating that the contractor has substantially completed the project and the client agency has access to and liability for the facility. This is not a partial completion, except if the project identified on the tracking system is a partial project.

48 Acceptance Date—Date letter of acceptance is issued.

49 Close Out Date—Date the final requisition is sent to accounting. This date allows the project to be collected for the fiscal year closeout report. Closeout report is required each FY year. A date must be entered before changing the stage code to 9.99 (project complete).

2.4.4 Construction Contract Information - Progress Information

50 Last Payment Date—The last date that a payment was approved by the PM for the monthly construction contractor requisition.

51 Paid to Date—Total $ amount currently paid to the construction contractor.

52 Progress—Indication of how well the contractor is performing at a given time.
Very Good

Good

Poor

53 **Revised Contract Value**—*Automatic* calculated field based on the original contract value plus all change orders approved to date.

54 **Current Construction Value**—Present value of the construction work completed based on the last requisition. This is the value of the completed work including the retainage.

55 **Forecasted Construction Cost**—The PM or CA's current estimate of the final construction cost. This is normally shown as the current construction contract value.

56 **Forecasted Construction Completion Date**—The PM or CA's current estimate of the construction completion date. This is normally shown as the current contract completion date.

57 **% Of Total Construction Complete**—Project Managers estimate of the current construction in place.

58 **Days Added**—Automatic calculated field based on approved changed orders.

59 **Total Days Allowed and Added**—Automatic calculated field based on original contract days allowed plus approved change orders.

60 **Revised Contract Completion Date**—This is an *automatic* calculated field based on the original start date of the project, the days allowed and the days added by approved change orders. This is shown as the contracted completion date.

61 **Days Used**—An *automatic* calculated field based on today's date and the original start date. Calculations continue until the substantial completion date entered in the application field is reached.

62 **Days Remaining/Over**—This is an *automatic* calculated field based on original days allowed and change orders approved.

63 **Percentage (%) of Total Days Used**—An *automatic* calculated field based on contracted start date, contract days allowed, approved change order days added and the number of days currently used.

64 **Percentage (%) of Days Over/Under Completion**—An *automatic* calculated field based on the actual days used vs. current contract days allowed.

65 **Percentage (%) of Total Contract Complete**—An *automatic* calculated field based on the actual construction value ($) completed in the last requisition and the current contract value ($).

66 **Percentage (%) of Construction Paid**—An *automatic* calculated field based on the actual payment value on the last requisition and the current contract value.

2.3.5 **Construction Contract Information - Contacts**

67 **Input contact information**

2.3.6 **Construction Contract Information - Comments**

68 **Comments** — comments pertinent to construction

The Claims Unit will be responsible for forwarding any pertinent claim information to the PM for updates. Only the very basic information should be put on the Tracking System, claim date, and value of claim until the claim is settled.

69 Update with construction comments pertinent to project. At the final closeout, this field should show the total number of change orders and if there was a claim.

70 **Contractor Claim** - If there is a contractor claim- the claim box shall be checked.

71 **Date Claim Settlement** – Date of final claim agreement.

72 **Claim Settlement** – Value of final claim settlement – Note: Claim value must not include retainage. If the claim does include retainage it must be subtracted out for this database value.

73 **Settled by** – Write in who took part in negotiations – AG, DPW, specific person?
74 Claim Date – Date the claim was originally formally submitted.
75 Claim Value – value of the original claim formally submitted.
76 Reduction – this is a calculated field (claim value) – (claim settlement) =
77 Comments - DO NOT indicate any potential value of the claim as this information is all FOI accessible.

2.4 Bonding Information Tab (Tab 3)
78 Date to Capital Projects (Design, Construction and Supplemental Design and Construction)— The date the bonding request for a project is submitted to Capital Projects.
79 Date Approved (Design, Construction and Supplemental Design and Construction)—The date of the Bond meeting when the funding for the project is approved.
80 Amount (Design, Construction and Supplemental Design and Construction)—The dollar amount actually bonded.
81 Add Funding Source—Sources other than Bonding used to fund a project. The drop-down list offers these alternative sources of funding:
   ♦ Agency
   ♦ DPW
   ♦ CHFA
   ♦ Federal
   ♦ Special Funds
   ♦ General Funds
   ♦ Other

2.5 Bid Information Tab (Tab 4)
82 Key Dates—Dates when the following activities occur.

Primary Bid Information
83 Date to Bid Room (primary bid)—Initially a projected date. Once a cover memo, the plans and the specs reach the bid room, this becomes historical and fixed.
84 Date of Pre-Bid Conference—Initially a projected date, this becomes the date the pre-bid conference is to be held.
85 Date Project Advertised—The date vendors are made aware of a project through advertising in the newspaper or posting on the DPW Web site.
86 Date of Bid Opening—Initially a projected date. This becomes the date that the submitted bid is actually opened.
87 Bid Amount—The dollar amount bid by the lowest vendor. The base bid.
88 Bid Award—The dollar amount of the award given to the selected vendor for the project. This would include any supplemental bids as per the construction contract.

Bid Addendum Information
89 Date to Bid Room (addendum)—The date the addendum is submitted to the bid room.
90 Revised Bid Open Date—Only if applicable.
91 Addendum Date—Date the addendum is dated.
92 Description (addendum)—identifies the focus of or type of changes defined within the addendum i.e., MEP clarification or site access changes.
Remarks (addendum)—The Description field in the Bid form is used to describe the reason for the addendum to the bid. The Remarks field is available for personal comments pertaining to the bid process for the project.

2.5 Change Orders Tab 5 (See the CO Procedure Guide)

Change orders may be entered in 2 ways. 1) Change orders may be summaries and entered only on a monthly basis under the correct type or 2) change orders may be entered as proposal requests and when applicable changed to approved change orders. This may either be a summary report (1) or an active working process (2). The key to this data is when the final closeout is complete the change order summary must reflect all costs that were added or subtracted to the construction project.

Proposal Request ID—Proposal Request numbers are sequential from #1 to infinity. Only realistic potential changes in the contract should be considered as a Proposal Request. When a PR is completely processed, approved and becomes an official Change Order you must insert the Change Order number in the appropriate field. The CO number may not necessarily coincide with the PR number. Change order numbers will be assigned as they are approved.

Change Order Number—This is a numerically sequenced whole number assigned to a change order. Because multiple proposal requests may be addressed by one change order, you may have duplicated change order numbers appear on your proposal request log. Do not enter the value of any single change order more than once. Doing so, you will affect the bottom line calculation and calculations in other fields in the application.

Proposal Request Date—This is a required field. Date that the construction administrator determines that a change to the contract is required.

Description—Provide a brief clear description of the change. Include Engineering Bulletin, Supplemental Instruction numbers, sketch references, etc. to help define the change. This field can take up to 100 characters.

A/E Response Date—This is the date of A/E’s recommendation letter.

Contractor Info Recvd Date—The date the contractor proposal is received by DPW.

Contractor Dollar Estimate—The amount the contractor has submitted as his cost. For budgeting purposes, an estimated figure can be entered. Estimated amounts should be overwritten when the actual proposal arrives from the contractor. The field should not be deleted once the change order is issued. The application will automatically store the estimated data.

CCD Issue Date (Construction Change Directive)—The date the Construction Change Directive is issued to the contractor.

CO Issue Date—The actual date the Change Order was signed by the person having the proper authority, based on the dollar amount of the change.

Actual Amount—Actual dollar amount of change order.

Days Added—Authorized days added to the contract as a result of this specific change order.

Remarks—Any comment that would clarify the need for this change or the reason why it took so long to process the change.

Change Order Type—There are three types of change orders:
♦ JC Job Conditions
♦ AR Agency Requests
♦ DD Document Deficiency

Total Days Added—This is a summation of all days added to the contract by change order.

The following only applies to change orders caused through Document Deficiencies.
109 Document Deficiencies are further categorized to identify any problems with the consultant's analysis of changes identified as document deficiency. These are identified during review of the consultant's performance. Categories are:

- A Architectural
- B Building/Fire Code
- C Civil/Soils
- E Electrical
- M Mechanical
- S Structural

110 Total Pending PRs—An automatic field that displays the total dollar value of outstanding proposal requests for the selected project.

111 Total COs—An automatic field that displays the total dollar value added to the contract based on approved change orders.

112 Grow %—An automatic field displaying the percent increase of approved change orders over the original contract amount.

2.6 Evaluations (Contractor) Tab 6

113 Evaluation Date—The date the evaluation is prepared and entered into the system.

114 Project Completion Percentage—This number indicates at what percentage point in the project the contractor evaluation is taking place. Evaluations are normally done at the following points in the construction process:

- 60%
- 95%
- 100%
- Other % (when deemed necessary by the PM or client agency)

115 Evaluation Criteria—The 30 items used in the evaluation of a contractor. An explanation of the criteria can be found in the Contractors Evaluation Topic Guide, which is not included in this manual.

116 Score—(Contractor Evaluation) Rating based on the thirty (30) evaluation criteria. A number from “0” to “3” is assigned to the 30 DPW items of criteria. In ranking, “3” is the highest and “0” is the lowest. The seven priority criteria used are:

- Adherence to contract documents
- Quality of supervisory personnel
- Knowledge of work performed
- Quality of contractor’s work
- Cooperation with authority
- Adherence to schedules
- Quality of subcontractor’s work

The overall rating is from 0-90. Scores are as follows:

- 75-90 Excellent
- 60-74 Very good
- 45-59 Good
- 30-44 Acceptable
- 0-29 Not acceptable

117 Prepared By—The name of the DPW person assigned to rate the contractor for a specific project.

118 Reviewed By—Name of SPM reviewing the evaluation. Once this name is entered, the system will lock the evaluation so no changes to the criteria score can be made. This will ensure that evaluations are not tampered with.
Finalized By—A signature from the teams administrator, chief engineer, or the bureau chief is required if any score of less than two is given for a criteria.

2.7 Events Tab (Tab 7)

This data is necessary for the Commissioner's schedule. This data is only required on projects with a completion value of $10,000,000 or more unless the event data for projects with a value of less than ten million dollars is requested by the public information office.

121 Event Type—Such as Ground Breaking and Ribbon Cutting. "Other" is given as a third choice and can be expanded upon in the Comments field.

122 Event Date—Projected scheduled date for an event. If the event date changes, update the data in the application and notify the public information office.

123 Time (Event)—The scheduled time for the event to take place.

124 Event Location—Site name and town where event is to take place.

125 Comments—A large field allowing for expansion of event data.

2.8 Other Criteria (Tab 8)

Detail to follow
3.0 Logging onto the Application

An icon located on your computer desktop serves as a direct link to the Project Tracking application. The icon looks like this

![Project Tracking icon](image)

1. **Double clicking** on the icon will open a log-in form where you will **enter** your log-in name and password.

   The log-in name is always your last name and your first name initial with no spaces, *i.e.*, Charlene Gallaway would type, GallawayC. The log-in is not case sensitive. Your chosen password consists of a minimum of three numbers and/or letters to a maximum of eight.

   **Please be sure to remember your password. There is no way to retrieve your password from the system.**

   Currently, security for the application is established so project managers have *read* access to all projects in the system and *read/write* access to their own projects. Supervising Project Managers have *read* access to all projects in the system and *read/write* access to all projects for their team. The Database Administrator has *read/write* access to all projects in the system. Everyone else with a password has *read only* access to all projects in the system. Reports may be viewed and printed by all users.

   Once you have correctly entered your password,

2. **Click** on the **Sign-in** button.

   The **Main Menu** screen for **Project Tracking** will be displayed.
4.0 Main Menu Screen

The main menu screen is comprised of a series of buttons serving as "short cut navigation tools" to the application screens. New projects must be created in the system in the Create New Project form where key project data is entered. Once a project has been created in the system and the project specific data entered, you can navigate to any screen you want for viewing or editing data on all projects by clicking on the appropriate Main Menu button.

The main menu screen is pictured below. The options for data entry are:

♦ Create A New Project—Use to create a new project in the system.
♦ Browse/Edit Project—Use to add specific data for the newly created project or to view/edit standard project data for projects already existing in the system.

The following "short cut" buttons bypass the Browse/Edit Project screen and take you directly to specific screens where you can input or view data on any project in the system. Be aware that using the "shortcuts" to a specific screen from the Main Menu opens the project only in the screen you chose. You may view multiple projects in that screen without exiting. If you wish to view a specific project through all the screens, open it first in the Browse/Edit form screen and use the tabs located on the Project Main Data screen to navigate.

♦ Add/Edit Company & Contact Info
♦ View Budget Information
♦ View Contract Information
♦ View Bonding & Funding Info
♦ View Bid Information
♦ Proposal Request & Change Orders
♦ Evaluation
♦ View Events
♦ Reports

The last two buttons are
♦ Maintenance>Admin Use Only
♦ Exit Application

![Main Menu Screen](image-url)
5.0 Creating a New Project

Creating a new project

1. **Click** on the **Create a New Project** button on the Main Menu screen

   You will see this sub-form

   ![Create a New Project Form](image)

   The cursor will be in the **Project Number** field.

   Please note that all fields in **blue** on all screens are required fields.

2. **Enter** the project number and **press** the “tab” key on your keyboard.

   The Project Number is a number assigned by Capital Projects and Bonding. Project numbers are formatted as (2 alpha)-(1,2or 3 alpha/numeric and spaces to mark 3 data elements)-(not to exceed 7 alpha/numeric and symbol). There must be 3 data elements in the middle section of the project number (a space is considered a data element), with the first letter or number entered directly after the hyphen. Failure to enter the letters or numbers directly after the first hyphen will cause the project to sort incorrectly. Use the space bar to add a space when there is only one or two letters or numbers in this section.

3. **Press** the tab key and the cursor will move to the **SAAAS Number** field.

4. **Enter** the SAAAS number. (See the definitions list in this manual for creating a SAAAS number)

5. **Press** the "tab" key on your keyboard. The cursor will move to the **Building ID** field.

6. **Enter** the building id number, if appropriate for your project.

7. **Press** the "tab" key on your keyboard. The cursor will move to the **Project Name** field.

8. **Enter** the project name (see definitions list in this manual for assigning a project name)

9. **Click** on the arrow in the **Select Team** field and **select** the project team. The **Team Supervisor** field is automatic.

10. **Click** on the arrow in the **Project Manager** field and **select** the project manager.

11. **Click** on the **Create Project** button.
The following Project Main Data form will appear displaying the project data you have just entered and additional fields for project data entry.

You can now **tab** into the fields and **click** on the buttons and arrows to fill in the rest of the project data on this form. (See definitions list in this manual for data definitions and formats.)

12. **Tab** to the **Agency** field and **click** on the arrow to **select** the client agency for the project. You may also type the first letter(s) of the agency you want in the **Agency** field. The pick list will move to the section of the list beginning with that letter(s). **Select** the agency name and it will be displayed.

13. **Tab** to the **Site Phone** field and **enter** the telephone number if applicable at this time.

14. **Tab** to the **Start Date** field and enter the date in the proscribed format for date entry.

15. **Tab** to the **Address** field and enter the address of the project site. The second field line is for extended addresses such as suite numbers or P.O. Boxes.

16. **Tab** to the **Select Town** button and **click** on the arrow. This will open a **Select Town** pick list form.

17. **Click** on the **Select Town** field arrow to open the pick list.

18. **Select** the town name. The data for the town including the zip code will be displayed. You may type in the first letter(s) of the town name if you choose to move through the pick list quickly. **Select** the town name and it will be displayed.

**Please note that some towns may have multiple zip codes. Be sure to pick the correct one.**

19. **Click** on the **Apply** button. You will be returned to the **Project Main Data** screen and the town name and zip code you chose will be displayed.

20. **Tab** to the **Project Description** memo field and enter detailed information about the project and site.

21. Continue to **tab** through the form. Note that tabbing moves you through the form in this order:
   - **Delivery Type** **[Set/Change]** button—Use this button to select or change the project delivery type. After **clicking** on this button, a pick list form is displayed. **Select** the delivery type for the project and then **click** the **Apply** button. The form will disappear and the data will be displayed on the **Project Main Data** screen in the **Delivery Type** area.
♦ Project Stage [Set/Change] button—Click on this button to open the Select Stage pick list. Follow the same procedure as above and the data will appear in the Project Main Data screen in the Project Stage area.

♦ Construction Type [Set/Change] button—Click on this button to select or change the project construction type. Follow the same procedure as above and the data will appear in the Construction Type area of the form.

♦ Save Changes button—Clicking on this button allows you to save any changes made to the data.

♦ Undo Changes button—Clicking on this button allows you to undo any changes you made to the data from the last time you saved the data.

♦ Change Key button—Clicking on this button opens a sub-form called Update Project Key Data. Use this form to change the Project Number, SAAAS Number, Building ID number, Project Name, Project Team, Team Supervisor or the Project Manager. Only use this button when necessary. Changing key data can effect all of your project data.

22. Tab to the New Contact button. Click on this button to open a sub-form in which you need to supply three types of information.

♦ Company Type—This includes Agency, Consultants, CA/CM and Construction

♦ Company Name

♦ Contact
23. **Click** on the arrow in the **Company Type** field. This will give you a pick list of all available company types.

24. **Select** the company type you want.

25. **Tab** to the **Company Name** field and **click** on the arrow. This will open a pick list of all the named companies within the company type you chose. **OR** To save scroll time, if you know the company name you **can type** the first letter(s) of the name and you will be taken to the area in the list beginning with that letter(s).

26. **Select** the company name you want.

   Note that there is a message next to **Company Name** field.

   ♦ If **Company Name** is not available in list, contact DB Administrator to have company added to list.

   Only the database administrator can add a company name to the database table. Be sure to give the administrator all the pertinent company information to be entered. A **Request for Adding or Changing Data** form is included in the back of this manual.

27. **Tab** to the **Contact** field and **click** on the arrow. This will give you a pick list of contact names from the company you have chosen. You can also use the first letter of the **last name** of the contact person to move quickly through the list.

   If the contact name you want is listed, **select** the name.

   There is also a message next to the **Contact** field in the sub-form:

   ♦ If contact not available, go to Add/Edit Contact. Add contact to appropriate company and return to connect contact to project. (See below for directions on adding a contract to a company).

28. **Click** on the **Apply** button. The contact information will automatically appear in the **Contacts** fields on the **Project Main Data** form.

**Important**

You must always associate a contact name with a company or agency in order for other functions in the application to work correctly.
6.0 Adding a Contact to a Company or Agency

**Important:**
Before adding a contact name to a company or agency, make sure that contact is not already in the list. Jones, Steve may be the same person as Jones, Steven. Multiple entries of contact names take up space in the database and can cause confusion.

1. Cancel out of the **Attach Co and/or Agency** form.
2. Return to the **Main Menu**.
3. **Click** on the **Add/Edit Co. and Contact Info** button.
   
   You will see this form.

4. **Click** on the arrow in the **Company** field.
5. **Select** the company either by **scrolling** through the list or by **entering** the first letter(s) of the company name.
6. **Selecting** the company name will open an entry area that looks like this.
7. **Click** in the **Last Name** field and **enter** the last name of the company contact.

8. **Tab** through the other fields, **entering** the appropriate data. The larger field, located under the name and title fields, is available for added contact information such as availability or personal observations.

9. **Click** on the **View/Edit #** button.

10. A sub-form will appear, **click** on the **Add Phone #** button. The sub-form will open fields for entering telephone information.

11. **Enter** the telephone number and extension.

12. **Click** on the arrow in the **Phone Type** field. You will be given a pick list with the following choices:
   - Work
   - Cell
   - Fax
   - Pager
   - Primary
   - Private
   - Unlisted

13. **Select** the phone type you want and it will appear in the field. In order for a telephone number to be displayed with the contact on the **Project Main Data** screen, you **must** designate it as a **primary**. All telephone types may be designated as primary.

14. **Click** in the primary field to insert a check mark.

   You may add as many telephone numbers for a contact as you wish and designate as many as primary telephone numbers as you wish. When the data is added, your form should look like this.

```
View/Edit Contact Phone Numbers

<table>
<thead>
<tr>
<th>Phone</th>
<th>Extension</th>
<th>Phone Type</th>
<th>Primary?</th>
</tr>
</thead>
<tbody>
<tr>
<td>(860) 823-4690</td>
<td></td>
<td>Work</td>
<td>✓</td>
</tr>
</tbody>
</table>
```

15. **Click** on the **Close** button to leave this form.
Important

You must return to the Select Contact screen and select the contact you just entered.

After selecting the contact, the contact data you entered in the Add/Edit Contact Information form will be displayed in the Primary Contacts for Project area of the Project Main Data screen. Each telephone number designated as primary will be listed separately with the contact name and the company name.

You can delete a contact from the project by clicking on the X located next to the contact information on the Project Main Data screen. Be aware that clicking on the X will delete all references to that contact in your project.
7.0 Browsing or Editing an Existing Project

Enter the application through the **Browse/Edit Project** button on the **Main Menu** screen. You can move through the screen fields by using the tab key on the keyboard or clicking into the field when appropriate.

You have a number of options for choosing a project to view.

1. **Click** on the arrow next to the **Active** button if you know that the project you are looking for is active. You will be given a pick list of all active projects, which are those with stage codes less that 9.0. *(8.88 is an exception. It is an old stage code number for project completion that is remaining in the system).* **Select** the project number from this list and it will appear in the **Project Number** field. **Or**

2. **Click** on the arrow next to the **Inactive** button if you know that the project you are looking for is inactive. You will be given a pick list of all inactive projects, which are those with stage codes greater that 9.0 and the stage code 8.88. **Select** the project number. **Or**

3. **Enter** the project number of the project you wish to view or edit in the **Project Number** field and click on the arrow to display a pick list of all projects, both active and inactive, that are in the system. **Select** the project number.

   All data about that project that has been previously entered will be displayed on the screen.

   The project number MUST be entered into the number field in the same format as it was originally entered to initiate the project. If it is not entered exactly, it will not be highlighted in the pick list and you must scroll to find it.

**Editing the Information:**

4. If the information you wish to edit is **key data** (project number, SAAAS number, building ID, project name and project team data) found at the top of the screen, click on the **Change Key** button located under the **Project Description** field. This will allow you to update the **Project Number**, **SAAAS Number**, **Building ID** number, **Project Name**, **Project Team**, **Supervising Project Manager**, and the **Project Manager** fields.

5. All other data fields in this screen can be edited by **tabbing** to the field or **clicking** on the buttons or arrows, if available. Changes to the data are saved once they are entered and you leave the screen.

6. Editing of other project data form screens can be done by **moving** through the data **tabs** located at the bottom of the **Project Main Data** screen or by **going** directly to the screen using the main menu buttons.
8.0 Project Data Tabs

At the bottom of the Project Main Data screen are six tabs that allow you to enter, view or edit further project information. These tabs are labeled:

- Budget Info
- Contract Info
- Bond Info
- Bid Info
- Change Orders
- Evaluations
- Events

9.0 Budget Information Tab

**Click** on the Budget Info tab. You have opened a screen called the Budget Edit and Comparison Form.

If you are continuing to enter data for a new project, the screen should look like this:

![Budget Edit & Comparison Form](image)

The project number of the project for which you are currently entering data will be in the Pick Project box.

**Important**

Get into the habit of verifying the project number displayed in the Project Number field on each screen to ensure that you are entering or viewing data for the correct project.

Three other buttons are available to you at this time:

- Add New Phase
- Edit Phase
- Compare with Phase
If you wish to add a new budget or estimate phase

1. **Tab** to the **Add New Phase** field

2. **Click** on the arrow. Your choices will be (see definitions page for budget phases)
   - Initial Budget
   - Current Budget
   - Schematic Design Estimate
   - Design Development Estimate
   - Contract Documents Estimate
   - Construction Budget
   - Revised Construction Budget

   The project budget/estimate **must** be reviewed at each identified project phase and the numbers entered in the line item fields even if there is no change. This serves as a control for comparing and noting changes in the budgeted line items as your project progresses.

3. **Select** the project budget phase you want to develop.
   You will be given a message stating that you are about to add a specific new phase to the selected budget. If you wish to continue adding the phase line items,

4. **Click** on the **OK** button.
   Your screen will look like this

5. **Click** in the first **line item** field for which you have budget data. **Enter** the amount budgeted for that line item.

6. **Tab** through the line items, **entering** the budgeted amount. Line items with no budget amount will always show as $0.

   You can view the complete list of budget line items by using the scroll bar to the right of the budget line item fields.

   Moving out of the budget or estimate will automatically add the line item dollar amount to the total at the bottom of this section. The total should reflect the intended project budget or estimate. If it does not, an error has been made in data entry.
Note:
The line item fields display whole dollar amounts only and will round up or down to the nearest dollar when numbers are entered to the right of the decimal.

7. **Click** in the **Acceptance Date** field and **enter** the date you are entering the budget or estimate data.

8. **Tab** to the **Comments** field. You are encouraged to enter comments at each budget/estimate phase especially if changes have occurred.

9. To leave the screen, **click** on the X located on the upper right of the application screen.

When the application generates the Active Project Summary Report and the Construction Summary Report, it pulls the budget data from the "Current Budget" as the default. If the "Current Budget" data is not available, it pulls the data from the "Initial Budget".
10.0 Comparing Budget/Estimate Phases

As the project progresses from phase to phase, you are required to reevaluate the budget information at each phase and adjust the line items if necessary.

In order to compare budgets/estimates between two phases:

1. **Select** a budget/estimate phase in the **Edit Phase** field. This budget/estimate will be displayed on the right hand side of the form. This is the editable budget/estimate area of the form.

2. **Select** a budget/estimate phase to compare from the **Compare to Phase** field. This budget/estimate will be displayed on the left side of the form. This is the control budget/estimate and is not editable.

**Caution:**

When comparing budgets/estimates, be aware that the comparison budgets/estimates do not scroll together. You must line up the line items each time you use a scroll bar.

To view more than two-phase budgets/estimates at one time you must open the Active Project Budget Report preview screen or print the report.

The current budget should always be entered for every project. The current budget is the actual approved funding for the project.

The initial budget is based on the B-100 supplement form. It should not change once entered.
11.0 Contract Information Tab

*Click* on the **Contract** tab. You will be taken to a screen displaying three other tabs:

- Consultant Contract Information
- CA/CM Contract Information
- Construction Contract Information

The screen will look like this if no contract information has been entered.

Make sure the project number displayed at the top of the screen is the project you want. If it is not, *use* the pick list or *enter* the project number manually and *select* the project.
12.0 Consultant Contract Information

1. **Click** on the **Consultant Contract Information** tab

2. **Click** on the **Add New Consultant Contract Record** button located at the bottom of the form.

A form will appear that looks like this:

![Consultant Contract Information Form](image)

3. **Click** in the **Consultant Firm** field. Using the drop down pick list, select the consultant firm associated with this contract.

4. **Click** in the **Consultant Type** field. **Click** on the arrow to see your choices:
   - Architect
   - Architect/Engineer
   - Asbestos & Lead
   - Civil & Survey
   - Engineer - General
   - Interior Design/Space/Equipment Planner
   - Mechanical/Electrical/Plumbing Eng.
   - Design/Build Entity (A note should be entered in the "comments field"- for D/B “This consultant is under contract with the Design Build entity- and not the State”)
   - Not Applicable

5. **Select** the **Consultant Type** and the type will appear in the field.

6. If you have selected "other", **tab** to the **Other Description** field and **enter** the type of consultant i.e. claims, traffic study, roofing.

You will see that there are two tabs within the **Consultant Contract Information** tab form.
7. **Click** on the *General* tab if it is not already open.

8. **Click** in the **Contract Number** field and **enter** the data.

9. **Tab** to the **Type** field and **click** on the arrow to display the contract type. Your choices will be *(select the type appropriate)*:
   - *(F)* Formal
   - *(I)* Informal
   - *(T)* On-Call Task
   - *(DBS)* Design Build Selection
   - *(SLS)* Special Legislation Selection

10. **Tab** to the **Task Number** field and **enter** the task number. *(if applicable [only on-call contracts])*

11. **Tab** to the **Progress** field to choose an indicator of how well the project is progressing at this time. Your choices are
   - Unknown
   - Very good
   - Good
   - Poor

12. **Tab** to the **Original Contract Value** field and enter the dollar amount of the contract.

13. **Tab** to the **Revised Contract Value** and enter the dollar amount if a contract revision has taken place.

14. **Tab** to the **Paid to Date** field and enter the dollar amount for all invoices sent to DPW accounting for payment to the consultant.

15. **Tab** to the **Comments** field and enter added information pertaining to the contract that might aid in managing the project.

16. **Click** on the **Dates** tab

17. **Tab** to the **Contract Date** field and **enter** the date of the contract or the initial task letter.

18. **Tab** to the **DPW Proceed Letter** field and **enter** the date the Notice to Proceed is issued.
The fields **Date Updated** and **Updated By** are automatic fields. The date that data was input into the system from this screen and your user name will be displayed after you leave the screen. **Tab** through these fields to move to the **Select Contact** button.

If you have already entered consultant contact data on the Project Main Data form screen, the consultant contacts should be listed in the Contact area of this form. If you have not, do the following:

19. **Click** on the **Select Contact** button. You will be taken to the **Attach Company and/or Agency** form. This is the same form you see when selecting a project contact in the **Project Main Data** screen.

20. **Click** on the arrow in the **Company Type** field. You only have the choice of the company type associated with the contract type. **Click** on this choice.

21. **Click** on the **Company Name** arrow to **scroll** through the list or **type** in the first letter(s) of the company name.

22. **Select** the company name.

23. **Click** on the Contact arrow to **scroll** through the list or **type** in the first letter(s) of the last name.

24. If the name of the contact person is not listed, you **must** add it through the **Add/Edit Company and Contact** screen and return to this screen to select the contact name. Leaving the **Attach Company and/or Agency** sub-form automatically enters the information in the **Consultant Contact** form.

**Important** - **You must include a contact person for a company in order to have the company name appear on an evaluation pick list and on all of the reports.**

25. **Tab** through the next **twelve** design phase fields and **enter** these dates as they become available:
   - **Schematic Design Phase**—due date, revised due date and received date
   - **Design Development Phase**—due date, revised due date and received date
   - **Contract Document Phase**—due date, revised due date and received date
   - **Tracing & Masters**—due date, revised due date and received date

26. You may delete a contract record by **clicking** on the **Delete Current Consultant Record**. Be sure the record you want to delete is displayed before you click this button.

27. The **Select Consultant** button gives you the option of viewing a list of all the consultant contracts associated with a single project as well as the consultant type. You can use this button to view an existing project consultant data form by **selecting** the consultant from the list. The data will appear on the form.
13.0 CA/CM Contract Information

1. **Click** on the CA/CM Contract Information tab

2. **Click** on the Add CA/CM Contract Info Record button located at the bottom of the form.

A form will appear that looks like this:

If the cursor is not already in the Contract Number field:

3. **Click** in the Contract Number field and enter the contract number.

4. **Tab** to the CA/CM Firm field, **click** on the arrow and enter the first letter(s) of the company name to move quickly through the list. **Select** the company name. For studies or master plans select N/A.

5. **Tab** to the Task # field and supply the appropriate data.

6. **Tab** to the Type field and **click** on the arrow to select the contract type. Your choices will be:
   - (F) Formal
   - (I) Informal
   - (T) On-Call Task

7. **Tab** to the Method field and **click** on the arrow. A pick list will appear giving you these choices:
   - (1) Outside CA/CM
   - (2) Assigned DPW In-house
   - (3) Unassigned DPW In-house
   - (4) Not applicable (use this for studies or master plans)

8. **Select** the method appropriate for this contract.

9. **Click** in the Comments field and supply added information that will help you manage your project. If a internal DPW person is assigned, his/her name should be entered.

The following date fields only apply to an outside CA/CM.

10. **Tab** to the Contract Date field and enter the date.
11. **Tab** to the **DPW Proceed Letter** field and enter the date that the letter to proceed was issued to the CA/CM.

12. **Tab** to the **Field Start** field and enter the date that the CA/CM is contracted to begin administrative work in the field.

13. **Tab** to the **Service Complete** field and enter the date that the CA/CM is contracted to finish administrative work in the field.

The **Date Updated** and **Updated By** field will *automatically* insert your user name and the date you are making changes or entering the data when you leave the form.

As in the Consultant form screen, if the CA/CM consultant contact data was previously entered on the **Project Main Data** form, the consultant will be listed here. If the data has not been entered, do the following:

14. **Click** on the **Select Contact** button. You will be taken to the **Attach Company and/or Agency** form. This is the same form you see when selecting a project contact in the **Project Main Data** screen.

15. **Click** on the arrow in the **Company Type** field and select the available type. You only have the choice of the company type associated with the contract type.

16. **Click** on the **Company Name** arrow and **scroll** through the list or **type** in the first letter(s) of the company name.

17. **Select** the **Company Name**

18. **Click** on the **Contact** arrow and **scroll** through the list or **type** in the first letter(s) of the last name. If the name of the contact person is not listed, you **must** add it through the **Add/Edit Company and Contact** screen and return to this screen to select the contact name.

Leaving the **Attach Company and/or Agency** sub-form automatically enters the information in the **CA/CM Contact** form.

**Important** - You must include a contact person for a company in order to have the company name appear on an evaluation pick list and on all of the reports.
14.0 Construction Contract Information

1. **Click** on the **Construction Contract Information** tab. **Click** on the **Add Record** button.

   You will see this form:

   ![Construction Contract Information Form]

   Four **tabs** are available for construction contract information.
   - General Information
   - Progress Information
   - Contacts
   - Comments

2. **Enter** the **Contract #**, or if a PO enter the PO number.

3. **Tab** to the **Construction Firm** field, **click** on the arrow and **select** the construction firm for this project.

4. **Click** on the **General Information** tab if it is not already open.

5. The cursor will be in the **Date Contract Signed** field. **Enter** the date.

6. **Tab** to the **Contract Start Date** field and **enter** the date.

7. **Tab** to the **Days Allowed** field and **enter** the number of days allowed per the contract. Remember, not all data will be available for input when you initiate a project in this application. You must update the data in this application as information become available or the reports generated from the application will not reflect the actual progress of the project.

8. **Tab** to the **Original Contract Value** field and **enter** the dollar value.

9. **Tab** to the **Actual Construction Start Date** field and **enter** the data when it becomes available.

10. **Tab** to the **SOV Approval Date** field and **enter** the data when available.

11. **Tab** to the **Substantial Completion Date** field and **enter** the data when available.

12. **Tab** to the **Acceptance Date** field and **enter** the date. (Certificate of Acceptance date)*

13. **Tab** to the **Closeout Date** field and enter the date. (Final Payment date to accounting)*
14. **Tab** to the **Total # of CO Closeout** field and enter the number of Change Orders (do this only at final closeout).

The **Change Orders Due To** area of the screen contains automatic, calculated fields that pull data from the **Proposal Request Log** as the data becomes available. Cumulative number and dollars associated with the designated types of change orders will be continuously updated.

**Click** on the **Process Information** tab. You will see this form.

14. **Click** in the **Last Payment Date** field and **enter** the date of the last payment made to the construction contractor.

15. **Tab** to the **Paid to Date** field and **enter** the cumulative dollar amount paid to the construction contractor. (In the future, this will be an automatic field)

16. The **Revised (Construction) Contract Value** field is **automatically** filled (a calculated field) based on the original contracted value and the dollar sum of the change orders.

17. **Tab** to the **Progress** field and **click** on the arrow to **choose** an indication of how well the project is progressing at this time. (drop down menu)

18. **Tab** to the **Potential Construction Value** field and **enter** the data. This is the value of the potential work including; original value + CCD’s + CO’s + outstanding Proposal Requests. (a calculated field)

19. **Tab** to the **Forecasted Construction Cost** field and **enter** your estimate of the completion cost of construction based on your knowledge of the project.

20. **Tab** to the **Forecasted Construction Completion Date** field and **enter** the date you estimate the construction will be completed based on your knowledge of the project.

The nine fields located in the bottom half of the screen are all automatic fields. Their values will change as data from other fields in the application is entered.

**Important**

All calculated fields depend on combinations of data within the application. It is therefore imperative that all fields are addressed as soon as the data becomes available.

- **Click** on the **Contacts** tab
Click on the Select Contact button. You will be taken to the Attach Company and or Agency form. This is the same form you see when selecting a project contact in the Project Main Data screen.

Click on the arrow in the Company Type field. You only have the choice of the company type associated with the contract type. Click on this choice.

Click on the Company Name arrow to scroll through the list or type in the first letter(s) of the company name.

Click on the company name.

Click on the Contact arrow to scroll through the list or type in the first letter(s) of the last name.

If the name of the contact person is not listed, you must add it through the Add/Edit Company and Contact screen and return to this screen to select the contact name.

Important - You must include a contact person for a company in order to have the company name appear on an evaluation pick list and on all of the reports.

Click on the Comments tab.

Enter project construction information that will aid in clarification of this phase of the project.

CALCULATED FIELDS (Data summary from other fields and calculations shown here)

21 Days Added: Days added for the approved CO total (page 47 6a) =
22 Total Days Allowed & Added: days allowed (page 38, 7) + added (29 above) =
23 Revised Contract Completion Date: (page 37) + (30 Above) =
24 Days Used: current date – start date (page 37, 6) =
25 Days Remaining/Over: current date – revised contract completion date (31 above) =
26 % Total Days Used: days used (32)/ total days allowed & added (30) =
27 % Days over/Under Revised Complete: current date – revised contract completion date (31) = [if substantial completion date is not entered] (days over are -, days under are +)
28 % Total Construction Complete: Days used (32) / Total Days Allowed & Added (30) =
29 % Total Construction Paid: paid to date (16)/ revised contract value =
15.0 Bonding Information Tab

*Click* on the Bond Info tab. The displayed screen allows you to enter bonding and funding data for a new project, view a particular project's bonding and funding status or edit a project's bonding and funding data. This data will enable you to compare the project budget with actual funds allocated.

The project number of the project you are currently entering in the system should be located in the Project Number field. Project data that was entered when the project was created in the system should appear in the fields located at the top of the form screen.

1. If you have entered the screen to view or edit project data and the project number you want is not shown in the Project Number field, you may enter the project number manually. Alternatively, you may *Click* on the arrow in the Project Number field.

2. Select the project you want to display.

3. If you are entering bonding and funding data for a new project, once the project number is displayed in the Project Number field, *Click* on the Create Bonding Information to this Project button. You will get a message stating, “About to create basic bonding info for this project.”

4. *Click* the OK button. The screen will expand giving you added fields for bonding and funding information.
You will see this form:

You should be entering data in the bonding area of this screen only after requests for bonding have been submitted to Capital Budget and Bonding and approval has been received from the Bonding Commission. **Do not enter “projected” bonding or funding amounts in this screen.**

Funding from other sources may be entered as soon as the funding commitment is made.

5. **Tab** to the appropriate fields and **enter** the dates and dollar amounts.
6. **Tab** to the **Comments** field and add further or clarifying information.
7. **Click** on the **Add Funding Source** button. This opens fields for funding types and dollar amounts.
8. **Click** on the arrow under the **Type** label and **select** the funding source.
9. **Tab** to the **Amount** field next to the funding type you chose and **enter** the dollar amount.

The total amount of monies bonded and derived from other fund sources is displayed in the lower right hand side of the screen.

**Remember, only monies that have actually been bonded and/or have been committed to the project from other sources of funding should be reflected in the total**

**Exception:** for CEFA and State Grant Funds: An Agency will generate a letter with the dollar amount of the project stated. This total amount is what can be indicated in design. If modifications are made to this bottom line budget, than update the next design or construction field. The comments must indicate where these funds come from.
16.0 Bid Information Tab

Clicking on the Bid Information Tab will take you to the Bid Information Review screen.

The project number should be displayed at the top of the screen with the Project Name field, the SAAAS Number field and the Building ID field. You can view or edit any project in the system by clicking on the arrow in the Project Number field. Select the project or type the project number and select it in the drop down list.

1. **Click** on the Create Bid Info button located at the bottom of the screen. A divided form will appear with fields to add available Primary Bid Info and an option to add a bid addendum.

   ![Bid Information Form Screenshot](image.png)

   **Primary Bid Info**—Only one primary bid can be entered for each project.

   2. **Click** in the Date to Bid Room field and **enter** the date the proposal is sent to the bid room. (Note it is milestone #4)

   3. **Tab** to the Date of Pre-Bid Conference field and **enter** the date.

   4. **Tab** to the Date Project Advertised and **enter** the date.

   5. **Tab** to the Bid Opening field and **enter** the date. (if the bid opening date changes, this field must be updated, and the change noted below in the remarks (7))

   6. **Tab** to the Description field and **enter** relevant data, if required.

   7. **Tab** to the Remarks field and **enter** relevant data, if you wish.

   8. **Tab** to the Bid Amount field and **enter** the dollar amount of the selected bid for the project.

   9. **Tab** to the Bid Award field and **enter** the dollar amount actually awarded for the selected bid.
Bid Addendum Info—Addendum are added if there is a change to the original bid.

If it is necessary to add an addendum to the original bid:

1. **Click** on the **Add Bid Addendum** button.
   The form will expand to give you the following fields:

2. **Addendum number** is an **automatic** sequentially numbered field.
3. **Tab** to the **Date to Bid Room** field and enter the date the addendum is submitted to the bid room.
4. **Tab** to the **Revised Bid Opening Date** field and enter the date.
5. **Tab** to the **Addendum Date** field and enter the date the addendum is dated.
6. **Tab** to the **Description** field and identify the focus of or the type of changes defined within the addendum.
7. **Tab** to the **Remarks** field and enter personal comments pertaining to this project addendum.
8. Once you are satisfied that all the current data has been entered, **click** on the **X** in the upper right corner of the application screen to close this screen.
17.0 Proposal Request Log Tab

**Click** on the **Change Order** tab. This opens the screen labeled **Proposal Request Log**.

Your screen should look like this.

![Proposal Request Log Screen](image)

This screen area is for entering or viewing data related to proposal requests and change orders for a project. Data entered into this form of the application constitutes the **Proposal Request Log** report.

If the project number you are looking for is not displayed in the **Select Project** field, **click** the arrow in the **Selected Project** field or type in the project number and **select** from the pick list.

1. **Click** on the **Add Proposal Request** button to automatically create a sequentially numbered proposal request.

An expanded field is displayed that allows you to enter proposal request and change order information. A single proposal request/change order is displayed on 2 lines.

2. **Enter** the proposal request number.
The fields provided are identified and described in this manual in the definition section.

3 **Tab** to the **Change Order #** field. A number is entered into this field only when a proposal request becomes associated with a change order. A number must be entered for the dollar value of the change order to show up in the summary (6c).

The **Proposal Request Date** is automatically filled when you add a proposal request. It can be edited if necessary.

4 **Tab** to the **Description** field and **enter** a concise description of the proposal request.

5 **Tab** through the following fields and add the data as it becomes available for this specific proposal request:

- **A/E Response Date**
- **Contractor Info Recvd. Date**
- **Contractor Estimate Amt.**
- **CCD Issue Date**
- **CO Issue Date**
- **Actual Amount**
- **Days Added**
- **Remarks**
- **Change Order Type**—a drop-down menu with these types available:
  - Document Deficiency
  - Agency Request
  - Field Conditions
♦ **Document Deficiency Type**—Choose a type for this field *only* if you have selected Document Deficiency in the **Change Order Type** field. The types available are:

- A Architectural
- B Building/Fire Code
- C Civil/Soils
- E Electrical
- M Mechanical
- S Structural

6. Totals for a) **Days Added**, b) **Pending Proposal Requests**, c) **Change Orders** and d) **Growth %**, found at the bottom of the form screen, are *automatically* calculated and recalculated each time an addition is made to the appropriate field.

7. The **Original Contract Amt.**, also located at the bottom of the screen, is *automatically* entered from data supplied in the **Construction Contract Info** form.

**NOTE:** Change order summaries may be used to correctly total all of the change order values. See the example on the screen shown above. All of the change orders for Job Conditions, Document Deficiencies and Agency Requests have been summarized and shown as 3 separate change order values. At the time of project closeout the correct number of total change orders can be entered into the **Total # of CO Closeout** field (page 38, 14). This field is necessary to show how many change orders the project had at closeout. The yearly SPRB report requires this information.
18.0 Evaluations Tab

The Contractor Evaluation Form allows you to do contractor evaluations in the system and email them to the contractor or client agency. This form follows the same format and requirements as the hard copy version.

Click on the Evaluations tab.

The Contractor Evaluation screen should look like this

![Contractor Evaluation Screen]

Notice that this screen gives you two tab options.

- **Start New Evaluation**
- **Review/Complete Existing Evaluation**

**Starting a new evaluation**

1. **NOTE:** In order for the project contractors name to appear on this screen, there must first be a contact person entered for that firm with a primary phone number associated with him/her. See instructions on page 23 for entering contacts.

2. If the correct project numbers is not in the Select Project Number field, click on the arrow in the field or type the project number.

3. **Select** the project number you want.

4. To start a new evaluation for a contractor, **Double click** on the company (contractor) name in the Select Company field.

1 Note: Added 4/22/04
5 The Evaluation Date field will be populated with today’s date. If a different date is required, highlight the field and type in the date.

6 Click in the Project Completion Percentage field and enter the percentage of completion.

7 Tab to the Problem field and identify any project problem that is effecting the evaluation scores.

8 Tab to the Comments field to add remarks supporting either high or low scores.
9 **Click** on the **Get Criteria** button. You should see the following screen.

![Contractor Evaluation Form]

10 Score each of the criteria for the contractor by **clicking** on the adjacent arrows and **selecting** the determined score or tab through the criteria and enter a score. If there is no score for a particular criterion, you must **select** or **enter** N/A. The **Score** will calculate **automatically**.

11 **Click** in the **Prepared By** field and **enter** your name.

12 The **Date** field is **automatic** and reflects the date a name is entered in the **Prepared By** field.

Once the **Reviewed By** name has been entered, the criteria area of the form will lock and scores will not be editable. Be sure you have considered your scores carefully.

13 **Tab** to the **Reviewed By** field and **enter** the name of the SPM who reviewed the evaluation.

14 **Tab** to the **Date** field and **enter** the date the evaluation was reviewed.

15 **Tab** to the **Finalized By** field. **Enter** the name of the administrator (director of teams, chief engineer or bureau chief) who reviewed any evaluation where a score of under “2” was given in any criterion.

16 **Tab** to the **Date** field and **enter** the date this final review was done.
**Reviewing existing evaluations**

17 **Click** on the **Review Existing Evaluations** tab.

18 **Select** the **Project Number** you want and a list of company evaluations associated with that project will appear.

19 To review a specific evaluation associated with a project, **double click** on the company evaluation date and percent at which the evaluation was done. The completed evaluation form will appear.

**By Company**—This will give you all evaluations currently available for a specific company regardless of the project number.

20 **Select** the company name you wish to review and a list of all evaluations associated with that company will appear identifying the project number, the project name, date of the evaluation and the score.

21 **Double click** on the project and evaluation date you want to review and you will be taken to the evaluation form for the associated company, project and evaluation date.
19.0 Events Tab

The purpose of the Events screen is to track dates when milestone events such as a groundbreaking, a ribbon cutting or dedication are scheduled to occur. This will not only help you maintain your own event schedule, but is necessary for the Commissioner to have advanced notice of events for his schedule.

1. **Click** on the Events tab. You will see the following screen

![Events Screen](image)

Make sure the project number you want is displayed.

2. **Click** on the **Add new Event to Selected Project** button

You will see this form

![Add Event Form](image)

3. **Click** on the arrow in the Event Type field and select from the following:
   - Ground Breaking
   - Ribbon Cutting
   - Other (Other can be further explained in the Comments field)
4. **Click** on the button next to the **Date** field. A calendar will be displayed. **Select** the month, date and year of the event.

5. **Click** the **Update to Selected** button. The date will appear on the Add **Events** screen.

6. **Type** in the time the event is scheduled to take place designating if it is a.m. or p.m. If the time is yet to be determined, be sure to re-address the field once it is know.

7. **Type** in the street and town location for the event

8. In the **Comments** field, further identify where the event is taking place, whom might be attending, or any other relevant information.

9. You can delete an event if the date and time changes or a project is abandoned by **highlighting** the event. The details of the event will appear. **Click** on the delete button. A message will appear asking if you are sure you want to delete this record. **Click** yes and the event will be deleted.

You have successfully added a project to the application and viewed all the screens and fields for future data inclusion. Revisit the data fields often to supply and update information and this application will become an important tool for managing your projects.
20.0 Reports

The Project Tracking application offers a number of preset reports for viewing and/or printing. The available reports are:

1. Active Project Budget Report—Lists all budget phases data for a project
2. Active Project Progress Status Report (Construction Phase)—For a selected project
3. Active Project Progress Status Report (Design Phase)—For a selected project
4. Active Projects Summary Report—All teams or selected team
5. Construction Activity Report—All teams or selected team
6. Performance Evaluation of Contractor (Summary)—All projects or selected project and all evaluation dates or selected dates
7. Events Listing Report—All projects or selected project
8. Individual Contractor Rating Report—Selected contractor and all evaluations or selected evaluation
9. Proposal Request Log Report—Selected project
10. Work-In-Progress Volume Report—All active projects

Opening Reports

1. Click on the Report button on the Main Menu screen.
   
   You will see this form.

   ![Report Selector](image)

   - **Select Report to output**
   - **Report Selector**
     - **Send Where**:
       - Send to Printer
       - Preview to Screen
     - **Select Report**: Title
       - [ ] Title
     - **Complete Request**:
       - [ ] GO
       - [ ] Cancel
The default “Send Where” option for the Report Selector is “Preview to Screen.”

2. Click on the arrow in the Select Report area. This will give you a drop down list of all available reports (reports below are listed alphabetically as in the drop down box- currently 35 reports as of 8/9/06)

- **Active Art Projects Budgets Report** - select; all, Team, or PM - projects with an art budget
- **Active Project Comments Report** – select; all, Team, PM, or single project (working on Agency, but it doesn’t work yet)-specify type of project (active, hold, complete or all) projects with any info in any of 8 comment fields
- **Active Project Progress Status Report** – select; all Team, PM or single project -basic 2 page report for info about a project
- **Architect’s Plan Submittal Times** – select – all, Team, PM or single project- times of submittal for design (can be used as backup for architect evaluation)
- **Budget Report** – select; all, Team, PM, or single project – 7 stages of budgets and their comments [must run update file before printing]
- **Claims Closed (Closed in range of Dates)** – any claim, with settlement date in range of date selected
- **Claims Closeout for FY SPRB Report**- claims closed, with settlement date in range of date selected (format for the SPRB report)
- **Claims Opened (No date in “Date Claim Settled”)** – any active claim, that has no settlement date.
- **Condensed- Active Projects Summary Report** – select; -all, Team, PM for listing of active, hold, completed projects. Specify type of project (active, hold, complete or all)
- **Constr Prj Completed and final Closeout Detailed** – Year closeout (in range selected) of construction projects completed with comment detail
- **Constr Prj Without final Payment Dte (at stg 9.99)** – report used to find projects that have been completed, but final payment date was not entered. The final payment date is the criteria for including a project in the yearly SPRB report. Studies that are complete will also show up on this report.
- **Construction 90 Plus Sub Complete** – all construction projects 90 days prior to substantial completion.
- **Construction Activity Report** – select – Team, or PM - all projects in construction with stage code of 7.1, 7.8, 7.88 and 7.9
- **Construction Prior Sub Complete** – all construction projects 90 days prior to substantial completion.
- **Construction Projects Completed Final Closeout FY** – select - date range - print format in line with SPRB report requirements., Fiscal Year range is 7/1/xx to 6/30/xx.
- **Consultant Report Cards By Firm TEST** – this is still in process. No PM has entered any data.
- **Contractor Evaluation Summary Report**- old version, data not being entered by PM's
- **Contractor Report Cards (Missing)** – printout of all report cards at 50% and 100% missing in construction.
- **Dave Ohearn’s Construction Report** – his report?
- **Events Listing Report**- listing of all events in range of dates entered.
- **Exception Missing Data Details Report** – missing details of 13 different data entry fields.
- **Exception Missing Data Summary Report** – missing details of 13 different data entry fields, summarized by Teams
- **Exception Team Break Down Report** -
- **Exception Totals Report** -
• Field Evaluation Report – replaced manual form, that extracts all information of project completion from the Project Tracking system. (not fully active)

• Listing of All Projects for a Firm -

• Performance Evaluation of Contractor -

• Projects in Construction Report -

• Projects in Design Report -

• Projects in Selection Report -

• Proposal Request Log Report – summary of all proposal request, construction contract directive, and change orders. Gives summaries of each type or may only select what has actually been approved.

• Request for bonding (Excluding Stage Codes 9-9.99) – outstanding bonding requests as determined by memo (date) sent to financial (Matt Buczacki) for monthly bonding requests.

• Team Project Summary Report -

• Testactprjcommentwithagency – (not currently functioning)

• Work-In-Progress Volume Report – summary of all active or on-hold projects summarized by Teams and further split by each projects delivery process. The report includes a bottom line summary of all work with the “current budget”-construction line item summarized.

3 Select the report you wish to view. The title of the report should show in the Title field.

4 Click on the Go button and the chosen report will appear on the screen.
5
The following are examples of Report Parameter screens you will get when opening a report. Each report has parameter options. Choose the options you wish and click on the Run Report button.

6 If you wish to print the report from the preview screen, once the report is opened, right click your mouse and choose print from the options.

7 You may also leave the report that is displayed on the screen and reopen the report screen to send a report directly to the printer by clicking in the "Send to Printer" option.

The Active Projects Summary Report, the Construction Activity Report and the Contractor Rating Report Summary can be sent directly to the printer or they can first be exported to Excel, making them available for data manipulation. It may take up to three minutes to develop reports containing a large number of fields.

Exporting a report to Excel
1 From the opened report, right click your mouse and choose the Save As Export option
   A form will appear asking you to “Save As”…
   ♦ To an External File or Database
   ♦ Within the Current Database as

2 The default is “Within the Current Database.” Select To an External File or Database

3 Click the OK button.
   A form will open called “Save Report.”
4 Select the file where you want to save the report.
5 Rename the report.
6 Click on the arrow for “Save As Type.”
7 Select Microsoft Excel 97.
8 Click the export button.
9 You get the message “Now Outputting.” Wait for the report to export to the designated file.
10. *Close out* of the report and out of the application. You can open the report you saved in Excel for data manipulation.
21.0 Glossary

% Of Total Construction Complete—Project Managers estimate of the current construction in place.

A/E Response Date—(Change Orders) The date of A/E’s recommendation letter.

Acceptance Date—(Budget Item) The date the budget or estimate is entered into the system

Acceptance Date—(Construction) Date letter of acceptance is issued

Actual Amount—(Change Order) Actual dollar amount of change order.

Actual Construction Start Date—Date when construction actually starts.

Add Funding Source—Sources other that Bonding used to fund a project. The drop-down list offers these alternative sources of funding:

Add New Consultant Contract Record- Allows you to assign multiple consultant contracts to a single project.

Add/Edit Company and Contact Info—This button takes you directly to a screen where the Database Administrator assigns company types and company/agency names and addresses to a company/agency list for existing projects. The user can add the associated company/agency contact information or view and edit the contact data.

Addendum Date—Date the addendum is dated.

Address—(Project Site) Number and name of the location of the project site. A second field line is provided for address qualifiers such as suite numbers, floor numbers etc.

Agency—The client agency requesting the project. This is a pick list.

Amount (Design, Construction and Supplemental Design and Construction)—The dollar amount actually bonded.

Bid Amount—The dollar amount bid by the lowest vendor. The base bid.

Bid Award—The dollar amount of the award given to the selected vendor for the project. This would include any supplemental bids as per the construction contract.

Browse/Edit Project—Opens a screen for viewing existing project information and editing existing project information. Also serves as the premier data entry screen once a project has been created in the system.

Budget Line Items—Breakdown of budget expenditures. Common line items are provided. An “other” category is available for line items not pre-listed.

Budget—The established or estimated budget for the project itemized by line item. The budget and estimates are addressed at specific phases of a project.

Building ID—This is a unique number assigned by DPW to identify state buildings. This number differs from that of the comptroller and OPM. Use only the DPW assigned number. (See the chief architect or Reggie Smith for DPW building numbers)

CA/CM Firm—Legal name of the contracted CA/CM firm.

CCD Issue Date (Construction Change Directive)—The date the Construction Change Directive is issued to the contractor.

Change Order Number—This is a numerically sequenced whole number assigned to a change order. Because multiple proposal requests may be addressed by one change order, you may have duplicated change order numbers appear on your proposal request log. Do not enter the value of any single change order more than once. Doing so, you will affect the bottom line calculation and calculations in other fields in the application.

Change Order Type—There are three types of change orders:

♦ (JC) Job Conditions
♦ (AR) Agency Request
♦ (DD) Document Deficiency

Close Out Date—Date the final requisition is sent to accounting.

CO Issue Date—The actual date the Change Order was signed by the person having the proper authority, based on the dollar amount of the change.

Comments—A large field allowing for expansion of data. Comments fields are found on most screens.

Company FEIN—The unique federal identification number used by the company to distinguish it from all other companies. (This data is entered by the database administrator)

Company Name—Legal name under which the company does business or the formal name of the client agency connected to this project. (This data is entered by the database administrator)

Company Type:
♦ Agency (DPW Client Agency)
♦ Consultant
♦ Construction
♦ CA/CM

Construction Budget—The construction budget is prepared based on the lowest qualified bid and is the basis for seeking bonding for construction. Once bonding has been obtained this budget becomes historical data and cannot change.

Construction Firm—Legal name of the contracted construction firm.

Construction Type—A button is provided that gives you a sub-form that allows you to select or change the construction type. The types of construction are listed below. If the project is not scheduled to move to construction, such as in a study, leave the field blank.
♦ N = New. Completely new building or facility
♦ R = Renovation. Includes additions, roofing and renovating HVAC/Electrical systems. All upgrades except those specifically associated with general code projects.
♦ C = Code. Includes ADA, fire alarm, sprinkler etc.
♦ E = Environmental. Includes redemption of asbestos, lead or underground tanks.
♦ D = Demolition

Consultant Firm - Legal name of the contracted consultant firm

Consultant Type - Type of service offered by the identified consultant, except CA/CM. Types are listed in alphabetical order:
♦ Architect
♦ Architect/Engineer
♦ Asbestos & Lead
♦ Civil & Survey
♦ Engineer - General
♦ Interior Design/Space/Equipment Planner
♦ Mechanical/Electrical/Plumbing Eng.
♦ Other (To be used for services not included in this list)
♦ Roofing
♦ Structural & Threshold Review
Contact—You may have multiple contacts for one company or agency. The agency and company contact is indicated for the project and all relevant contact information in the Project Main Data screen. Primary Contacts for Project area.

Contract Date—(CA/CM/Consultant) Date of the contract or initial task letter.

Contract Documents - Due Date—Date the Contract Document Phase submissions are due to DPW.

Contract Documents - Received Date—Date the Contract Document Phase submissions are received by DPW.

Contract Documents - Revised Due Date—The revised date when the Contract Documents Phase submissions are due to DPW.

Contract Documents Estimate—The contract documents estimate is prepared by the consultant and is the consultant’s estimate of the probable cost of construction. The contract documents estimate is the basis for authorizing the project to go to bid. If the consultant has done his job properly, the estimate should not exceed the construction budget. If the estimate exceeds the current budget, then the consultant must modify his documents to reduce the scope of construction. He may properly identify the scope of work in supplemental bids that can be sacrificed to keep the bids within budget.

Contract Number—The unique number assigned to a contract.

Contract Type—Some or all of the following contract types are used as contract type identifiers for Consultant contracts, CA/CM contracts and Construction contracts:
- (F) Formal
- (I) Informal
- (T) On Call Task
- (DBS) Design Build Selection
- (SLS) Special Legislation Selection

Contracted Start Date—(Construction) Date construction is to start per the signed contract.

Contractor Dollar Estimate—The amount the contractor has submitted as his cost. For budgeting purposes, an estimated figure can be entered. Estimated amounts should be overwritten when the actual proposal arrives from the contractor. The field should not be deleted once the change order is issued. The application will automatically store the estimated data.

Contractor Info Recvd Date—The date the contractor proposal is received by DPW.

Cooperation with authority

Create New Project—You can only add a new project to the system through this screen form. Once the project has been created it is available in all screens for viewing or editing.

Current Budget

Current Budget—The current budget is the same as the initial budget until there is an approved change to the initial budget. The approved change must be based on real funding sources that an agency is authorized to commit to the project. The change in funding must be fully documented before the budget is changed.

Current Construction Value—Present value of the construction work completed based on the last requisition. This is the value of the completed work including the retainage.

Date Approved (Design, Construction and Supplemental Design and Construction)—The date of the Bond meeting when the funding for the project is approved.

Date Contract Signed—(Construction) Date the construction contract is entered into agreement with DPW.

Date of Bid Opening—Initially a projected date. This becomes the date that the submitted bid is actually opened.

Date of Pre-Bid Conference—Initially a projected date, this becomes the date the pre-bid conference is to be held.
Date Project Advertised—The date vendors are made aware of a project through advertising in the newspaper or posting on the DPW Web site.

Date to Bid Room (addendum)—The date the addendum is submitted to the bid room.

Date to Bid Room (primary bid)—Initially a projected date. Once a cover memo, the plans and the specs reach the bid room, this becomes historical and fixed.

Date to Capital Projects (Design, Construction and Supplemental Design and Construction)—The date the bonding request for a project is submitted to Capital Projects.

Date Updated—An automatic field that enters the date when data is entered or edited.

Days Added—Authorized days added to the contract as a result of this specific change order.

Days Added—Automatic calculated field based on approved changed orders.

Days Allowed—Total days allowed for construction per the signed contract.

Days Remaining/Over—This is an automatic calculated field based on original days allowed and change orders approved.

Days Used—An automatic calculated field based on today’s date and the original start date. Calculations continue until the substantial completion date entered in the application field is reached.

Delete Current Consultant Contract Record—Allows you to delete the complete record of a consultant contract from a single project.

Delivery Address—Location of company: street, town, state, and zip code. (This data is entered by the database administrator)

Delivery Type—Refers to the delivery process of the project. The types include:

- D/B - Design Build Project
- D/B/B - Design/Bid/Build Project
- MP - Multi-prime Project
- AM1—Agency Managed projects where DPW does design selection only
- AM2—Agency Managed projects where the DPW does selection, design, bid and award. The agency Manages construction
- AM3—Agency managed projects where DPW does selection. Agency manages design. DPW does the bid, the award and manages construction
- S - Study

Description (addendum)—identifies the focus of or type of changes defined within the addendum i.e., MEP clarification or site access changes.

Description—Provide a brief clear description of the change. Include Engineering Bulletin, Supplemental Instruction numbers, sketch references, etc. to help define the change. This field can take up to 100 characters.

Design Development - Received Date—Date the Design Development Phase submissions are received by DPW.

Design Development - Revised Due Date—The revised date when the Design Development Phase submissions are due to DPW.

Design Development -Due Date—Date the Design Development Phase submissions are due to DPW.

Design Development Estimate—The design development estimate is prepared by the consultant and submitted with the design development documents. This estimate is based on estimate bid opening date. This estimate should accurately predict the true cost of the project. Any variances between this estimate and the current budget must be resolved at this stage to insure that the budget is not exceeded at the contract documents phase.
Document Deficiencies are further categorized to identify any problems with the consultant's. analysis of changes identified as document deficiency. These are identified during review of the consultant's performance. categories are:

- **DPW Proceed Letter**—(Consultant or CA/CM) The date when the Notice to Proceed is issued. This can be the contract signing date or the legal date indicated on the Proceed Letter.

- **Evaluation Criteria**—The 30 items used in the evaluation of a contractor. An explanation of the criteria can be found in the Contractors Evaluation Topic Guide, which is not included in this manual.

- **Evaluation Date**—The date the evaluation is prepared and entered into the system.

- **Evaluation**—Directly opens a screen for the input, viewing and editing of contractor evaluations for projects previously entered in the system.

- **Event Date**—Projected scheduled date for an event. If the event date changes, update the data in the application and notify the public information office.

- **Event Location**—Site name and town where event is to take place.

- **Event Type**—Such as Ground Breaking and Ribbon Cutting. "Other" is given as a third choice and can be expanded upon in the Comments field.

- **Exit Application**—Shuts down the application on your PC.

- **Field Complete**—The date the CA/CM completes administrative work at the site.

- **Field Start**—The date the CA/CM is to begin administrative work at the site.

- **Finalized By**—A signature from the teams administrator, chief engineer, or the bureau chief is required if any score of less than two is given for a criteria.

- **Forecasted Construction Completion Date**—The PM or CA's current estimate of the construction completion date. This is normally shown as the current contract completion date.

- **Forecasted Construction Cost**—The PM or CA's current estimate of the final construction cost. This is normally shown as the current construction contract value.

- **Funding Source** - Sources other than Bonding used to fund a project. The drop-down list offers these alternative sources of funding:
  - Agency
  - DPW
  - CHFA
  - Federal
  - Special Funds
  - General Funds
  - Other

- **Grow %**—An automatic field displaying the percent increase of approved change orders over the original contract amount.

- **Initial Budget**—A client agency submits a DPW B-100 Supplement to initiate a project. The B-100 is reviewed by DPW to insure the scope and budget are realistic. Any changes or modifications that may be required are discussed with the client agency. Once agreement with the client has been reached, (it should be documented), the initial budget may be entered into the application. Once entered the initial budget should not be changed (except for typos) because it becomes the historical record.

- **Last Payment Date**—The last date that a payment was approved by the PM for the monthly construction contractor requisition.

- **Mailing Address**—Indicated only if different from delivery address. (This data is entered by the database administrator)
Maintenance>Admin Use Only—This is password protected and is for use by the database administrator only.

Method (CA/CM type)—Identifies origination of the CA/CM choice. The choices are:

♦ (1) Outside CA/CM - Contracted outside firm
♦ (2) Assigned DPW in-house - DPW staff assigned
♦ (3) Unassigned DPW in-house - DPW staff to be assigned currently unknown

Original Contract Value—The initial construction value for the contractor.

Original Contract Value—The initial contract value for the consultant.

Original Contracted Completion Date—This is an automatic calculated field based on the contracted start date and the days allowed for construction.

Paid to Date—Total $ amount currently paid to the construction contractor.

Paid to Date—The dollar amount paid to date to this consultant for this project.

Percentage (%) of Construction Paid—An automatic calculated field based on the actual payment value on the last requisition and the current contract value.

Percentage (%) of Days Over/Under Completion—An automatic calculated field based on the actual days used vs. current contract days allowed.

Percentage (%) of Total Contract Complete—An automatic calculated field based on the actual construction value ($) completed in the last requisition and the current contract value ($).

Percentage (%) of Total Days Used—An automatic calculated field based on contracted start date, contract days allowed, approved change order days added and the number of days currently used.

Prepared By—The name of the DPW person assigned to rate the contractor for a specific project

Primary Contacts for Project — A drop-down list button – New Contact – is provided. In order to select a contact, you must supply data through the Attach Company and/or Contact form.

Progress—Indication of project progress and how well the contractor or consultant is performing at a given time.

Project budget phases—Actual budget or estimate at various times in a project. Reevaluation of the budget at the following phases is required:

♦ Initial Budget
♦ Current Budget
♦ Schematic Design Estimate
♦ Design Development Estimate
♦ Contract Documents Estimate
♦ Construction Budget
♦ Revised Construction Budget

Project Completion Percentage—This number indicates at what percentage point in the project the contractor evaluation is taking place. Evaluations are normally done at the following points in the construction process

♦ 60%
♦ 95%
♦ 100%
♦ Other % - when deemed necessary by the PM or client agency
Project Description—A large memo field that allows you to enter descriptive information about the project and site.

Project Name—Should be no more than 100 characters in length and succinctly identify the project.

Project Number—Number assigned by capital projects and bonding. Project numbers are formatted as (2 alpha)-(1, 2 or 3 alpha/numeric and spaces to mark 3 data elements)-(not to exceed seven (7) alpha/numeric and symbol). There must be three (3) data elements in the middle section of the project number (a space is considered a data element), with the first letter or number entered directly after the hyphen. Failure to enter the letters or numbers directly after the first hyphen will cause the project to sort incorrectly. Use the space bar to add a space when there is only one or two letters or numbers in this section.

Project Stage—A button is provided that gives you a sub-form that allows you to select or change the current stage code. (See list of stage codes)

Project Team—Data on the project team, supervising project manager and project manager is entered in a sub-form when a project is created in the system.

Proposal Request and Change Orders—(Button) Directly opens a screen for the addition, viewing and editing of proposal request and change orders in an existing project.

Proposal Request Date—(Proposal Request Log) This is a required field. Date that the construction administrator determines that a change to the contract is required.

Proposal Request ID—Proposal Request numbers are sequential from #1 to infinity. Only realistic potential changes in the contract should be considered as a Proposal Request. When a PR is completely processed, approved and becomes an official Change Order you must insert the Change Order number in the appropriate field. The CO number may not necessarily coincide with the PR number. Change order numbers will be assigned as they are approved.

Remarks (Bid addendum)—The Description field in the Bid form is used to describe the reason for the addendum to the bid. The Remarks field is available for personal comments pertaining to the bid process for the project.

Remarks—(Change Order) Any comment that would clarify the need for this change or the reason why it took so long to process the change.

Reports—This button will take you to a screen with a drop-down menu of pre-developed reports for you to choose to view or print. You can print a report from the view screen by right clicking with the mouse and choosing the print option.

Reviewed By—(Contractor Evaluation) Name of SPM reviewing the evaluation. Once this name is entered, the system will lock the evaluation so no changes to the criteria score can be made. This will ensure that evaluations are not tampered with.

Revised Bid Open Date—Only if applicable.

Revised Construction Budget—The revised construction budget is the same as the construction budget until there is an approved change to the construction budget whereby additional funds are infused into the project. The revised construction budget is utilized to indicate approved and funded changes to the construction budget are accounted for. The changes in the construction budget may include funds provided by the agency for agency requested changes, monies from Northeast Utilities under the energy conscious construction program, or supplemental bonding (rare). The revised construction budget is compared to current expenditures to insure the project is on track for completion within the budget.

Revised Contract Completion Date—This is an automatic calculated field based on the original start date of the project, the days allowed and the days added by approved change orders. This is shown as the contracted completion date.

Revised Contract Value—Automatic calculated field based on the original contract value plus all change orders approved to date.

SAAAS Number—Number that corresponds numerically with the project number used by project accounting.

Schematic - Due Date—Date the Schematic Design Phase submissions are due to DPW.
Schematic - Received Date—Date the Schematic Design Phase submissions are received by DPW.

Schematic - Revised Due Date—The revised date when the Schematic Design Phase submissions are due to DPW.

Schematic Design Estimate—The schematic design estimate is prepared by the consultant (Architect, Engineer, or Construction Administrator) and submitted with the schematic design documents. The estimate is compared to the current budget and variances must be resolved prior to the authorization of design development. The current budget is never changed to agree with an estimate unless there is a fully documented authorization of additional funds. The resolution of a variance may require a complete redesign and resubmission or; it may be the identification of changes that will be incorporated during the design development phase to bring the project back within budget. The total estimate should reflect not only any increase in construction cost but also the impact that the construction cost increase has on other line items. This applies at all stages of design.

Score—(Contractor Evaluation) Rating based on the thirty (30) evaluation criteria. A number from “0” to “3” is assigned to the 30 DPW items of criteria. In ranking, “3” is the highest and “0” is the lowest.

Select Consultant—A pick list that allows you to choose the consultant record associated with a single project for viewing and editing or just view the name and type of all consultant firms associated with a single project.

Service Complete—The date the CA/CM has completed the contracted work with DPW.

Site Phone—The on-site telephone number if applicable.

SL—Special Legislation Projects

SOV Approval Date—Date DPW approves the Schedule of Values.

S—Study

Start Date (Project)—This is the date the project number is assigned by Capital Projects and Bonding and opened in the Time and Attendance system.

Substantial Completion Date—The date when DPW grants substantial completion and issues a memo to the client agency stating that the contractor has substantially completed the project and the client agency has access to and liability for the facility.

Task Number—Use only for on-call contracts, it is a sequential number assigned to a specific task against the contract.

Time (Event)—The scheduled time for the event to take place.

Total COs—An automatic field that displays the total dollar value added to the contract based on approved change orders.

Total Days Added—This is a summation of all days added to the contract by change order.

Total Days Allowed and Added—Automatic calculated field based on original contract days allowed plus approved change orders.

Total Pending PRs—An automatic field that displays the total dollar value of outstanding proposal requests for the selected project.

Town—A drop-down list button—Select Town—is provided for the town and zip code. Some towns may have multiple zip codes. Be sure you use the correct one for your project site.

Type—(CA/CM) Identifies contract type:

Updated by—An automatic field that enters the users name when data is entered or edited.

View Bid Info—(Button) Takes you directly to the Review Bid Information screen for input, viewing and editing of bid information for previously entered projects.

View Bonding Info—(Button) Opens the screen containing bonding fields for inputting, viewing, or editing existing projects.

View Budget Info—(Button) Opens a budget screen for inputting, viewing or editing a specific project's budget information. It allows the user to compare budgets at different phases of a project.
**View Contract Information**—(Button) Opens a screen where project Consultant, CA/CM and Construction contract data resides. This information area has fields showing the schedule and financial progress of the project.

**View Events**—(Button) Takes you to a screen allowing you to enter, view or edit project data related to milestone events such as ground breaking and ribbon cutting for projects of $10,000,000 or larger or those specifically requested by Pat Nolan. The report generated for this data is essential to the Commissioner’s schedule, so please be sure the data is as accurate as possible at all times.
22.0 Appendices

A. Agency Codes (list)

B. Stage Codes (list) *(refer to form 914)*

C. Request for Database Changes and/or Additions *(this form not used)* - IT has a request for programming/database change form.

D. Sample Project Tracking Reports  *this has been deleted – refer back to Section 20 - Reports*
## Appendix A–State Agency Codes

Issued by the State Comptroller, Last modified: November 18, 1998

<table>
<thead>
<tr>
<th>Code</th>
<th>Agency Name</th>
<th>Code</th>
<th>Agency Name</th>
</tr>
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<tr>
<td>1001</td>
<td>Legislative Management</td>
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<td>Auditors of Public Accounts</td>
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<td>Permanent Commission on the Status of Women</td>
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<tr>
<td>2904</td>
<td>Workers' Compensation Commission</td>
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</tr>
</tbody>
</table>
3002  Department of Agriculture
3003  Connecticut Marketing Authority
3100  Department of Environmental Protection
3190  Council on Environmental Quality
3193  Connecticut Emergency Response Commission
3400  Connecticut Historical Commission
3500  Department of Economic Development
3601  Agricultural Experiment Station
4001  Department of Public Health and Addiction Services—DHS
4090  Office of the Medical Examiner
4100  Department of Mental Retardation
4400  Department of Mental Health
4430  Psychiatric Security Review Board
4500  Department of Public Health and Addiction Services—CADAC
5000  Department of Transportation
6003  Department of Social Services—Aging
6100  Department of Social Services—DHR
6200  Department of Social Services—DIMv
6301  Soldiers', Sailors' and Marines' Fund
7001  Department of Education
7101  Board of Education and Services for the Blind
7102  Commission on the Deaf and Hearing Impaired
7103  Commission on the Arts
7104  State Library
7250  Department of Higher Education
7301  University of Connecticut
7302  University of Connecticut Health Center
7401  Charter Oak State College
7450  Central Naugatuck Valley Region Higher Education Center
7500  Board of Trustees of the Community-Technical Colleges
7550  Regional Community-Technical Colleges (Technical Colleges)
7601  Teachers' Retirement Board
7700  Regional Community-Technical Colleges (Community Colleges)
7800  State Board for Connecticut State University System
8000  Department of Correction
8090  Board of Pardons
8091  Board of Parole
8100  Department of Children and Families
8200  County Sheriffs
9001  Judicial Department
9002  Commission on Victim Services
9007  Public Defender Services Commission

Appendix B–Stage Codes

REFER TO FORM 914