

# LIFE OF A CONTRACT



Contract Administration



# Developing a Contract

Procurement Section

# Managing a Contract

Project Control Section

# Finalizing a Contract

Project Control Section

## PRESENTERS:

Dave Hoffman  
Adam Gonzales  
Shelly Jeffrey  
Karen Skeen  
Brandon Corns

TIMELINE

# Contract Development & Procurement



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# Plans, Specifications & Estimates (PS&E)

- Proposal
- Funding approval
- Plans
- Exhibits & Amendments



WARM UP QUESTION

# PS&E stands for what?



Plans,  
Specifications  
& Estimates



Proposal,  
Specifications  
& Exhibits



Amendments,  
Contract &  
Letting



# Which of the following is included with every project?



Plans



Exhibits



Proposal



# Leaderboard

**No results yet**

Top Quiz participants will be displayed here once there are results!







BEFORE THE CONSTRUCTION PHASE BEGINS...

# Procurement Process

1. Advertise on BidX
2. Bid Letting
3. Award Meeting
4. Contract & Bond
5. Notice to Proceed





Proposal ID	Project ID	Call order 	Amendments	Plan holders	Counties	Items	Work type	
2023140013	STBG-0029(041)D	001	0	9	HAMPSHIRE	1	STRUCTURE REPLACEMENT	
SEDAN BRIDGE								
2023420030	STBG-3302(001)D	002	0	10	RANDOLPH	1	STRUCTURE REPLACEMENT	
Howell Hollow Bridge								
2022290014	STBG-0220(223)D	003	1	12	MINERAL	11	CLEAN AND PAINT STRUCTURE	
Blue Jay Bridge								
2018001274R1	STBG-0009(252)D	004	0	11	BERKELEY	14	CLEAN AND PAINT STRUCTURE	
CLARENCE MARTIN JR MEM BR								
2022260002	STBG-0227(002)D	005	0	4	MARSHALL OHIO WETZEL	1	MISCELLANEOUS CONSTRUCTION	
E Baltimore St +6								
2023350014	STBG-0018(146)D	006	0	3	OHIO	1	MISCELLANEOUS CONSTRUCTION	
South Wheeling +1								
2023230036	S323-14-9.76 00	007	0	7	LOGAN	24	SLIDE REPAIR W/PILING	
Rum Creek Slide								





Description

**Blue Jay Bridge**

## Items

 Favorite items only [Edit favorites](#) [Export](#)

Line	Item	Description	Unit	Quantity	Price
Section 0001: ROADWAY					
0005	204001-000	MOBILIZATION	LS	1	
0010	636001-001	TRAFFIC CONTROL	LS	1	
0015	636025-001	WARNING LIGHTS, TYPE	DA	1200	
0020	640005-001	MINIMAL FIELD OFFICE	MO	2	
Section 0002: BRIDGE					
0025	601015-007	CONCRETE CRACK SEALING	LF	28	
0030	601019-001	CONCRETE PROTECTIVE COATING	SF	3800	
0035	601030-000	PATCHING CONCRETE STRUCTURES	SF	10	
0040	627016-001	REMOVE AND REBUILD EXPANSION JOINT	LF	56	

Files and resources

**6****Files required to bid to WVDOT**[2022290014.EBSX](#)[2022290014.001X](#)**Attachments**

Amendment

[2022290014Amendment01.pdf](#)

Amendment

[2022290014Amendment02.pdf](#)**Exhibits**[Exhibit 1: Existing Plans \(For Information Only\).pdf](#)**Proposal Book**[Proposal - 2022290014BlueJayBridge.pdf](#)**Resources and links**[Download all files](#)



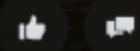
Bid Letting



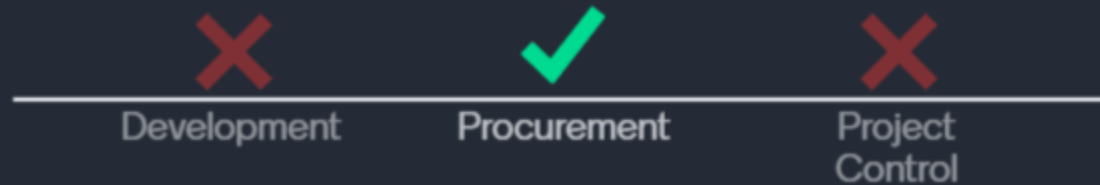
Join at [menti.com](https://menti.com) | use code 5668 7988

 Mentimeter

**CONTRACT**



# Which section of Contract Administration handles contracts & bonds?



# What is the first step in the Procurement process?



Bid Letting



Contract &  
Bond



Advertise  
on BidX



# Leaderboard

**No results yet**

Top Quiz participants will be displayed here once there are results!





PROJECT  
CONTROL

CONTRACT  
ACTIVATION





### Contract Administration Summary

Contract: 2022850003 - D-5 RECALL STRIPING 2024

- General
- Additional Information
- Administrative Offices
- Contract Authority
- Contract Times
- DBE
- Labor
- Funding
- Locations
- Comments

**Contract ID**  
2022850003

**Description \***  
D-5 RECALL STRIPING 2024

**Prime Contractor Id**  
26-1084418

**Prime Contractor Name**  
ROADSAFE TRAFFIC SYSTEMS, INC

**Contract Status**  
Active

**Contract Type**  
BID - PRIME BIDDER

**Spec Book**  
23

**Supplemental Spec Book**  
24

**Unit System**  
English

**Office Manager**  
Michael  
A114737 Stanislawczyk

**Project Engineer**  
Michael  
A114737 Stanislawczyk



**District Org No.**  
0579

**Proposal ID**  
2022850003

**Federal Project Number**  
STBG-2024(006)D

**State Project Number**  
S385-REC/AL-24. 00

**Federal Oversight**

#### Office Manager

Michael  
A114737 Stanislawczyk

#### Project Engineer

Michael  
A114737 Stanislawczyk



Save



- Actions
- Change Prime Contractor...
- Tasks
- Change To Pending
- Close
- Import DWR Agency View Reference Item Asso...
- Regenerate Materials and Acceptance Actions
- Update Materials and Acceptance Actions
- Views
- Attachments (0)
- Issues
- Links
- Reports
- Anticipated Completion File



Q Type search criteria or press Enter

Advanced Showing 1 of 1

New

> Link

2022850003

Link Name \* ▾

2022850003





### Contract Administration Summary

Contract: 2022850003 - D-5 RECALL S

General

Additional Information

Administrative Offices

Contract Authority

Contract Times

DBE

Labor

Funding

Locations

Comments



### Check or Add

- Work Type
- Progress Schedule Type
- Authorization Number
- Subcontractor Percentage



US 22 SIGNING - U305 22 00400

PROJECT STATUS: CAM Successful

WORKFLOW: Project Authorized

ROW UTILITIES ENV. INFO*	ROUTE SEGMENT*	ESTIMATED COST*	PHASE*	FUNDING	COMMENTS	INITIATION WORKFLOW HISTORY	PROJECT DOCUMENTS
Phase Code	Start Date	End Date	Federal Project No	REMIS Authorization ID	Suspended	Participating Amount	Non-Participating Amount
EN0001	09/08/2020	04/28/2024	NHPP0022073DTC	XE2762G	No	\$260,000.00	\$1,000.00
CN0001	08/21/2023	02/28/2025	NHPP0022080DTC	XC3158G	No	\$3,017,824.53	\$0.00



Time ID	Agcy Type	Del Allowed	Rec Source
AWARD-DT		Yes	Preconstruction
Time Descr* ▼	Projected Completion ▼	Actual Completion ▼	Req For ▼
Awarded Date	mm/dd/yyyy --:-- --	01/30/2024 12:00 AM	Active Contract
			OASIS Status ▼
			Comments ▼
EXEC-DT		No	Construction
Execution Date	mm/dd/yyyy --:-- --	01/31/2024 12:00 AM	Active Contract
FEA-DT		Yes	Construction
Fully Executed Agreement Date	mm/dd/yyyy --:-- --	02/01/2024 12:00 AM	Neither
FEPA-DT		Yes	Construction
Final Estimate Package Approval Date	mm/dd/yyyy --:-- --	mm/dd/yyyy --:-- --	Close Contract
FNAP-DT		No	Construction
Finance Approved Date	mm/dd/yyyy --:-- --	mm/dd/yyyy --:-- --	Close Contract
LET-DT		No	Construction
Letting Date	mm/dd/yyyy --:-- --	01/09/2024 12:00 AM	Active Contract
MC8-DT		Yes	Construction
Material Certification Date	mm/dd/yyyy --:-- --	mm/dd/yyyy --:-- --	Close Contract
NTP-DT		No	Construction
Notice to Proceed Date	02/05/2024 03:25 PM	02/05/2024 03:25 PM	Neither
			Sent
PAJB-DT		Yes	Construction
Price Adjusted Base Date	mm/dd/yyyy --:-- --	01/09/2024 12:00 AM	Active Contract
			Always the letting date





**DBE Goal Percent**

10.00

**DBEGOAL**

DBE - DISADVANTAGED BUSINESS ENTERP. -COMBINED

**Modal Agency**

**DBE Certification Status**

Not Certified

**WBE Goal Percent**

**DBE Compliant**





Davis Bacon Wage Rate

OJT Goal

OJT Goal Comments

State Wage Rate

OJT Goal Units





Type of Funding

FED - FEDERAL AID ▾

Overall Federal Funding Percent

70.08

Funding Sources

Federal/State



New

Select Fund Packages...

Fund Package ID \* ▾

00

Fund Package Description \* ▾

RECALL STRIPING

Default Contract Adjustment Indicator ▾

Funds

3





**Primary County ID**

C085 - DISTRICT 5

**Primary District ID**

20205 - DISTRICT FIVE (5)

County	Description
C029	MINERAL
C012	GRANT
C016	HARDY
C002	BERKELEY
C033	MORGAN
C019	JEFFERSON
C014	HAMPSHIRE
C085	DISTRICT 5

District	Description
20205	DISTRICT FIVE (5)



### Contract Progress Summary

Contract: 2022850003 - D-5 RECALL STRIPING 2024

- General
- Financials
- Daily Work Reports
- Payment Estimates

Awarded Contract Amount

335,250.00



Amount Paid to Date

Current Contract Amount

335,250.00

Percent Complete Current

### Contract Price Adjustment Index Overview

Contract : 2022850003 - D-5 RECALL STRIPING 2024

Type search criteria or press Enter

Advanced Showing 2 of 2

New

Price Index Type

FUEL - Fuel Adjustment

ASPH - Asphalt Fuel Adjustment



Save ?

Actions

There are no actions available.

Views

Attachments (0)

Contract Price Adjustment Index

Issues

Links





Q Type search criteria or press Enter

Line Item Sort

Showing 18 of 18

0 changed

Line Num	Bid Qty	Current Extended Amount	Cmpl
0005	15.000	27,000.00	Complete: No
> Item		Suppl Descr	
204003-000 - MOBILIZATION, PER		JOB ORDER	
0010	100.000	106,000.00	Complete: No
> 663001-027 - EDGE LINE, TYPE II - 6 IN		WHITE	
0015	10.000	3,600.00	Complete: No
> 663001-027 - EDGE LINE, TYPE II - 6 IN		YELLOW	
0020	1,000.000	1,000.00	Complete: No
> 663001-034 - EDGE LINE, TYPE II - 8 IN		WHITE	
0025	5.000	1,800.00	Complete: No
> 663002-027 - LANE LINE, TYPE II - 6 IN			
0030	150.000	157,500.00	Complete: No
> 663002-041 - CENTERLINE, TYPE II - 6 IN			
0035	12,000.000	3	
> 663002-063 - LANE LINE, TYPE II - 8 IN			
0040	1,500.000	1	
> 663004-011 - CHANNELIZING LINE, TYPE V - 8 IN			

Save



Actions



- Mark Items Complete...
- Mark Items Not Complete...
- Select Items to Regenerate...

Tasks

Import DWR Agency View Reference Item Associa...

nged



🔍 Type search criteria or press Enter

Advanced

Showing 3 of 3

Select Administrative Office...

- |   |                  |                          |
|---|------------------|--------------------------|
| > | 3 District - 05  | Active: Yes 02/01/2024 - |
| > | 2 Region - 2     | Active: Yes 02/01/2024 - |
| > | 1 Central Office | Active: Yes 02/01/2024 - |





Save  

1



2



- Actions  
- Change Prime Contractor...
- Tasks
- Activate
- Generate Materials and Acceptance Actions
- Import DWR Agency View Reference Item Asso...
- Views
- Attachments (0)
- Issues
- Links

# Where can you find the authorization number for a contract?



Planning



Project  
Engineer



The HUB



# Where is the Fully Executed Agreement date pulled from in a contract?



# Leaderboard

**No results yet**

Top Quiz participants will be displayed here once there are results!





# PROJECT CONTROL

AFTER  
ACTIVATION





# AFTER ACTIVATION

- Contract Authority Requests
- Contract Times
- Contract Reports/Letters
- Insurance Renewals



Home

Previous

My Pages

On this page: [Construction](#) [External Links](#) [Vendor Overview](#)

## PROJECT Office Manager - Finals Supervisor User (Construction)

External Links



- ✓ [Request Access to a SiteManager or AWP Contract](#) [Google Form to Request Access to SiteManager or AWP Contracts](#)
- ✓ [Request AWP Materials Access for DOH Personnel](#) [Google Form to Request AWP Materials Access for Consultants](#)
- ✓ [Request AWP Construction Access for Contractors, Consultant Inspectors, and Consultant Supervisors](#) [Google Form to Request AWP Construction Access for Contractors, Consultant Inspectors, and Consultant Supervisors](#)
- ✓ [Request AWP Access for DOH Personnel and Consultants who are performing the same duties as DOH Office Manager, DOH Construction Engineer, DOH Area Engineer, or other DOH Construction Office Personnel - NOT CONSULTANT PROJECT INSPECTORS OR CONSULTANT PROJECT SUPERVISORS](#) [Google Form to Request AWP Access for DOH Personnel and Consultants who are performing the same duties as DOH Office Manager, DOH Construction Engineer, DOH Area Engineer, or other DOH Construction Office Personnel - NOT CONSULTANT PROJECT INSPECTORS OR CONSULTANT PROJECT SUPERVISORS](#)





## Contract Authority Request Form

Use this form to request access to contracts in SiteManager and AWP for users with existing accounts. For users who do not have a SiteManager or AWP account, please use:

- DOH Personnel: <https://forms.gle/nLKUqVpKnW5C6cbk8>
- Consultants or Contractors: <https://forms.gle/3G5a4u5r8mi6Av8F9>

karen.l.skeen@wv.gov [Switch account](#)



\* Indicates required question

Email \*

Record karen.l.skeen@wv.gov as the email to be included with my response

AWP or SiteManager? \*

- AWP
- SiteManager

**For Consultants/Contractors Only**, ProjectWise access too? (NOT for DOH Personnel) \*

- Yes
- No

Contract ID (type "district-wide" for access to all district contracts) \*

Your answer

User's ID \*

Your answer

User's Name \*

Your answer

User's Company, Division, or District \*

Your answer

Roles/Groups Requested \*

- Primary Project Supervisor
- Project Inspector | District Inspector + Standalone
- Project Engineer - Supervisor | District Project Engineer / Supervisor
- Office Manager - Finals Supervisor | District Office Manager / Finals Supervisor
- Area Engineer | District Area Engineer / Supervisor
- District Construction Engineer
- Contractor-User for Change Order Approval NOT MATERIALS
- Contractor-View Only

End Date (for Summer Co-ops, etc)

Date

mm/dd/yyyy

Submit



Contract Administration Summary

Contract: 2016000779 - SHINNSTON DWNTWN SIDEWALK

Save

- General
- Additional Information
- Administrative Offices
- Contract Authority
- Contract Times
- DBE
- Labor
- Funding
- Locations
- Comments

Contract Specific Contract Authority

Q Type search criteria or press Enter Advanced Showing 2 of 2

New

0 added | 0 marked for deletion

Active

Yes

Person	Role	Effective Date	Expiration Date	Status
A096424 Ray Powers	Project Engineer - Supervisor	02/23/2023	mm/dd/yyyy	ACTIVE - Active

Yes

A041599 Erik Ferris	Project Inspector	02/23/2023	mm/dd/yyyy	ACTIVE - Active
------------------------	-------------------	------------	------------	-----------------

Officewide Contract Authority

Q Type search criteria or press Enter Advanced Showing 50 of 276

Person	Role	All Contract Access	Effective Date	Expiration Date	Active
Taylor, Amy K (B454208)	SYSWIDE	Yes	01/21/2022		Yes
<b>Status Administrative Office</b>					
ACTIVE - Active					
Taylor, Amy K (B454208)	ADMIN	Yes	01/22/2022		Yes
ACTIVE - Active					



**True or False: Contract authority requests must come through the Project Engineer/Supervisor.**



True



False

# Leaderboard

**No results yet**

Top Quiz participants will be displayed here once there are results!



Contract Administration Summary

Contract: 2020000863 - Moses Fk Min

- General
- Additional Information
- Administrative Offices
- Contract Authority
- Contract Times
- DBE
- Labor
- Funding
- Locations
- Comments

Informational

Type search criteria or press Enter Advanced Showing 9 of 9

Select Informational Times ... 0 marked for deletion | 0 changed

Time ID	Agcy Type	Del Allowed	Req For	Rec Source
AWARD-DT		Yes		Preconstruction
Time Descr ▼	Projected Completion ▼	Actual Completion ▼		Comments ▼
Awarded Date	mm/dd/yyyy -- --	12/01/2023 12:00 AM	Active Contract	
EXEC-DT		No		Construction
Execution Date	mm/dd/yyyy -- --	12/05/2023 12:00 AM	Active Contract	
FEA-DT		Yes		Construction
Fully Executed Agreement Date	mm/dd/yyyy -- --	12/08/2023 12:00 AM	Neither	

- Notice to Proceed Date
- Work Begin Date
- Substantial Work Completion Date
- Final Inspection Date
- Contract Completion Date





# Contract Time Summary - Completion Date




▼ Contract: 2023480003 - Greenwood Rd - Sistersville

CT: 00 DT - Completion Date      Main: Yes      Current Completion: 08/30/2024 12:00:00 AM      Time Unit: Days

- General
- Units And Dates
- Rates And Cap Amount

### Start Time

01/05/2024 12:00 AM 



### Original Completion


08/30/2024 12:00 AM 

### Current Completion

08/30/2024 12:00 AM 

### Pending Change Completion

### Substantial Completion Date

mm/dd/yyyy --:-- -- 



### Estimate Processing Complete



Time ID	Agcy Type	Del Allowed	Rec Source
WKBG-DT		No	Construction
Time Descr * ▼	Projected Completion ▼	Actual Completion ▼	Req For ▼
Work Begin Date	mm/dd/yyyy --:-- --	01/05/2024 11:30 AM	Neither
			Comments ▼
			Contractor Began Work

Time ID	Agcy Type	Del Allowed	Rec Source
NTP-DT		No	Construction
Time Descr * ▼	Projected Completion ▼	Actual Completion ▼	Req For ▼
Notice to Proceed Date	01/04/2023 10:00 AM	01/04/2023 10:00 AM	Neither
			Comments ▼





LET-DT				No		Construction
Letting Date		11/14/2023 12:00:00 AM	Active Contract			
MC8-DT				Yes		Construction
Material Certification Date			Close Contract			
<b>Time ID</b>	<b>Agcy Type</b>			<b>Del Allowed</b>		<b>Rec Source</b>
NTP-DT				No		Construction
<b>Time Descr</b>	<b>Projected Completion</b>	<b>Actual Completion</b>	<b>Req For</b>		<b>OASIS Status</b>	<b>Comments</b>
Notice to Proceed Date	01/04/2023 10:00:00 AM	01/04/2023 10:00:00 AM	Neither			
PAJB-DT				Yes		Construction
Price Adjusted Base Date		11/14/2023 12:00:00 AM	Active Contract			Always the letting date



- Notice to Proceed Letter
- Contractor's Start Notice
- Substantial Completion Report
- Final Inspection Report
- Contract Completion Report
- Contractor Performance Rating





**woasis** Jump to: APO   Home

Welcome, Karen Skoen Procurement | Budgeting | Accounts Receivable | Accounts Payable

[View All](#) 1 of 8 | Line Processing was successful

Agency Purchase Order(APO) Dept: 0003 ID: CON2020000592 Ver.: 1 Function: New Phase: Draft Modified by: skeenka1, 6/13/2024

**Document Navigator**

- Header
- Award Details
- Accounting Distribution
- Vendor
- Commodity
- Accounting
- Posting
- Commodity T & C
- Business Type
- Sub Vendor
- Terms and Conditions
- Special Instructions
- Supporting Documents

**Header @ 5**

**General Information** | Contract Details | Reference | Requestor Issuer Buyer | Modification | Extended Description | Default Shipping/Billing | Reporting | Fixed Asset Intent Reference | Document Information

Document Name: SANDSTONE BR PCard ID:

Record Date:   PCard Exp:

Budget FY:  Procurement Folder: 1359003

Fiscal Year:  Procurement Type: DOT Construction Manager

Period:

Document Description: SANDSTONE BR

Actual Amount: 58,832,335.74

Closed Amount: 50.00

Closed Date:

Supplier Received Date:

Open Amount: 58,832,335.74

Open Accrual Amount: 50.00

Not to Exceed Amount: 50.00

Amendment Number:

**woasis**

Welcome, Karen Skoen

woOASIS PRD FIN

**Attachments**

File Name	Type	Date	User ID	Primary State
✓ 2020000592_NTP.pdf	Standard	1/31/24	skeenka1	New
2020000592_Contract and Bond.pdf	Standard	1/12/24	skeenka1	New
2020000592_Contract Schedule of Prices.pdf	Standard	1/12/24	skeenka1	New
2020000592_Proposal.pdf	Standard	1/12/24	skeenka1	New
2023 Spec Book Cover & LD Spec.pdf	Standard	1/12/24	skeenka1	New

First Prev Next Last

[Upload](#) [Search](#) [Download](#) [Restore](#) [Direct View](#) [Delete](#)

File Name : 2020000592\_NTP.pdf Description :

Type : Standard

Date : 1/31/24

User ID : skeenka1

Primary State : New

[Return to Document](#)

[View Attachment History](#)





**103.7-INSURANCE REQUIREMENTS:**

The Contractor shall be required, in addition to any other form of insurance or bonds required under the terms of the Contract and Specifications, to procure and maintain during the life of the Contract the following types of insurance in the amounts set forth.

All such policies of insurance, except for Workers' Compensation, shall name the Division as an additional insured and shall be occurrence policies and the Certificate of Insurance provided to the Division shall so specify. The policies must provide coverage during the life of the contract regardless of when the claim is filed subject to statute of limitations.

**103.7.1-Contractor's General Liability Insurance:** The Contractor shall maintain commercial general liability (CGL) coverage with limits not less than:

General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Personal & Advertising Injury	\$1,000,000
Each Occurrence *	\$1,000,000
Damages to Rented Premises	\$300,000
Medical Expense Limit	\$5,000

\* Each Occurrence limit shall be \$2,000,000 when performing any operations that are subject to 107.8 – Railway-Highway Provisions.



## Active Contracts with INS or WC Expires Within 30 Days of 02/01/2024

District	Contract ID	Contract Description	Ins/WC	Expiration Date
01	2020000448	DAVIS CREEK - OAKWOOD	WC	03/01/2024
01	2020000448	DAVIS CREEK - OAKWOOD	INS	03/01/2024
01	2020000593	40th St - 33rd St	INS	03/01/2024
01	2020000593	40th St - 33rd St	WC	03/01/2024
01	2021000694	ROADWAY STRIPING	WC	01/25/2024
01	2021000750	58th St - 40th St	WC	03/01/2024
01	2021000750	58th St - 40th St	INS	03/01/2024





## Contract Payment Estimate Summary

2014000633 - GREENBRIER RIVER TRAILHEAD ACQ.

Payment Est Num: 0005

Period End Date: 09/08/2023 11:26:00

General

Pay Amount This Contract Payment Estimate

Prime Contractor

Notes

0.00

83-4337621 - TEMPO CONSTRUCTION, LLC

**Error:** No rows saved; detected rows with errors. Please review messages below.

- Contract Payment Estimate cannot be submitted for approval because Estimate Exception 'Estimate Exception Type: Missing Recurring Time Exception: Contract 2014000633, Time ID INS-DT, Time Type Recurring, Planned Date 9/1/2023 12:00:00 AM, Actual Date .' must be resolved.
- Contract Payment Estimate cannot be submitted for approval because Estimate Exception 'Estimate Exception Type: Missing Recurring Time Exception: Contract 2014000633, Time ID WC-DT, Time Type Recurring, Planned Date 9/1/2023 12:00:00 AM, Actual Date .' must be resolved.

