

Managing Contract Times



Additional Quick Reference Guides, training documents, and the Construction and Materials User Guides are available from ODOT.

Background:

- Contract times are records of time-related information important to the contract.
- There are three types of Contract Times:
 - Site Times: Within Site Times there are three different types including Available Times, Calendar Times, and Completion Times. These time types control how much time a Contract has to complete.
 - Informational Times have the power to control if they are required prior to Activate Contract, Close Contract, or Neither.
 - Recurring Times: The Recurring contract time can cause an Exception to be generated on a Payment Estimate if a date hasn't been entered by a certain date.

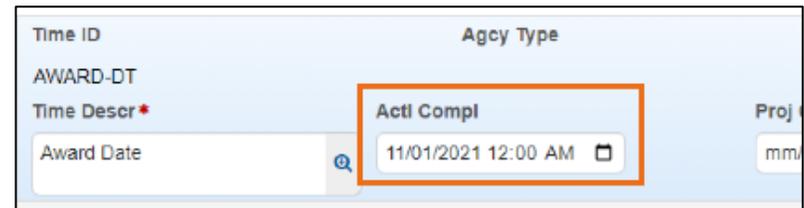
Key to Action Buttons

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

Role(s): Residency Administration

Editing an Existing Informational Time:

1. From the Construction component, click the **Contract Administration** link.
2. Search for and select the desired contract by clicking the **Contract ID** link.
3. From the Contract Administration Summary, click the **Contract Times** tab.
4. Locate the Informational Contract Time you need to edit.





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Managing Contract Times

5. In the **Actl Compl** field, enter the actual date the contract time is complete.
 - i. **Note:** This is done once the Informational Contract Time has been completed.
6. In the **Comments** field, enter additional information.
7. Click the **Save** button.

Adding a New Informational Time:

1. From the Construction component, click the **Contract Administration** link.
2. Search for and select the desired contract by clicking the **Contract ID** link.
3. From the Contract Administration Summary, click the **Contract Times** tab.
4. In the **Informational** section, click the **Select Informational Times** button.
5. Search for and select the informational time(s) to add.
6. Click the **Add to Contract Times** button.
 - i. **Note:** Some Informational Contract Times can have only 1 entry on a Contract where others can have multiples.
7. In the **Time Descr** field, edit the description for the contract time, if needed.
8. In the **Actl Compl** field, enter the actual date the contract time is complete.
 - i. **Note:** This is done once the Informational Contract Time has been completed.
9. In the **Proj Compl** field, enter the projected date the contract time will be completed (*Optional Field*).
10. In the **Comments** field, enter additional information.
11. Click the **Save** button.

Informational

Type search criteria or press Enter Advanced Showing 23 of 23

Select Informational Times...

AWARD-DT

Award Date 11/01/2021 12:00 AM

Managing Contract Times

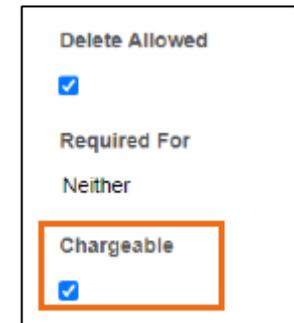
Adding a New Site Time:

1. From the Contract Administration Summary, click the **Contract Times** tab.
2. In the **Site** section, click the **Select Site Times** button.
3. Search for and select the site time(s) to add.
4. Click the **Add to Contract Times** button.
5. In the **Time Description** field, enter an appropriate description for the new Site Time.
6. Click the **Save** button.

Updating Information on a Site Time:

To update information on a newly added Site Time or existing Site Time, take the following steps.

1. In the **Site** section, locate the desired Site Time and click the **Time ID** link.
2. From the **General** tab, in the **Time Description** field, enter an appropriate description for the Site Time.
3. In the **Comments** field, enter any relevant comments for this Site Time.
4. Ensure the **Chargeable** checkbox is checked.
 - i. **Note:** The box must be checked if time will be charged to this Site Time.
5. In the **Effective Date** field, enter the date is when this Site Time should go into effect.
 - i. **Note:** This date should generally match the **Start Date** on the **Units and Dates** tab. If there is no date entered in this field, no time will be charged to this Site Time.
6. In the **Expiration Date** field, enter a date if this Site Time ever needs to stop being tracked.
 - i. **Note:** An **Expiration Date** is not required for a Site Time. Only enter an **Expiration Date** if you need to stop charging time against it before time runs out.



| |
|-------------------------------------|
| Delete Allowed |
| <input checked="" type="checkbox"/> |
| Required For |
| Neither |
| <input checked="" type="checkbox"/> |



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7. In the **Status** field, select the *ACTIVE – Active* status.
 - i. **Note:** If the **Status** is not set to Active, no time will be charged on this Site Time.
8. Click the **Units And Dates** tab.
9. In the **Start Time** field, enter the date when the Site Time should go into effect.
 - i. **Note:** If there is no date entered in this field, no time will be charged to this Site Time.
10. In the **Stop Time** field, enter the end date for this Site Time.
11. In the **Actual Completion** field, enter the date this Site Time is fully complete.
 - i. **Note:** Generally, the **Stop Time** and **Actual Completion Date** are the only fields that will be updated once work has begun on a contract.
 - ii. **Note:** **Actual Completion** Date is ONLY entered once the Contract is complete, and no more time will be charged to this contract. Additionally, this controls when Liquidated Damages stop being accumulated.
12. In the **Original Number of Time Units** field, enter the amount of time (in days or hours) that the contractor has to complete this Site Time.
13. In the **Road User Cost Per Time Unit** field, enter the agreed upon cost, if applicable.
14. Click the **Rates and Cap Amount** tab.
15. Ensure the **Calculate Liquidated Damage** check box is checked.
16. In the **Liquidated Damages Rate** field, enter the daily or hourly rate that Liquidated Damages charges are applied if the contractor goes past the allotted units for this Site Time.
17. In the **Liquidated Damages Time Unit** field, click the drop-down arrow and select a unit if a **Liquidated Damages Rate** was entered.
 - i. **Note:** Generally, this field will be set to the **Days** unit.
 - ii. **Note:** Once this Site Time is on a Payment Estimate, the **Liquidated Damages Rate** and **Liquidated Damages Time Unit** cannot be changed.
18. Click the **Save** button.



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Adding Suspend/Resume Events:

Note: This is ONLY available on Available Time type Site Times.

1. In the **Site** section, locate the desired Site Time and click the **Time ID** link.
2. Click the **Suspend/Resume Events** tab.
3. Click the **New** button.
4. In the **Suspend Available Time Charges** field, enter the start date for the Suspended Time.
5. In the **Comments** field, enter the justification, explaining why there is a suspension.
6. Click the **Save** button.

Resume Time Charges on a Site Time:

1. In the **Suspend/Resume Events** tab, in the **Resume Available Time Charges** field, enter the date Time Charges should resume on this Site Time.
2. Click the **Save** button.

Editing Recurring Times:

1. From the Contract Administration Summary, click the **Contract Times** tab.
2. In the **Recurring** section, locate and click the **Time ID** link for the Recurring Time that must be edited.
3. From the **General** tab, in the **Effective Date** field, ensure this date is when the RE is expected to start checking these.
4. Ensure the **Status** field is set to *ACTIVE – Active*.
5. Click the **Recurring Time Occurrences** tab.
6. In the **Frequency** field, click the drop-down arrow and select the appropriate option.



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- i. **Note:** For BULLETIN and INTERVIEW, this should be set to **Monthly**. For SCHEDULING, this should be set to **Once**.
7. Depending on the **Frequency** for the Recurring Time, fill in the values as needed:
- i. For Once frequency Recurring Time:
 - a. In the **Planned Occurrence** field, enter the planned occurrence date for this Recurring Time.
 - ii. For Daily frequency Recurring Time:
 - a. In the **Start** field, enter the start date this Recurring Time should be checked.
 - b. In the **End** field, enter the end date for this Recurring Time.
 - c. In the **Planned occurrence Every “x” Day(s)** field, enter the number of days expected for each Recurring Time to occur.
 - iii. For Weekly frequency Recurring Time:
 - a. In the **Start** field, enter the start date this Recurring Time should be checked.
 - b. In the **End** field, enter the end date for this Recurring Time.
 - c. In the **Planned occurrence Every “x” Weeks(s)** field, enter the number of weeks that is expected for the Recurring Time to occur.
 - d. In the **Day(s) Of Week** field, select one or more day(s) of the week for the expected Recurring Time.
 - iv. For Monthly frequency Recurring Time:
 - a. In the **Start** field, enter the start date this Recurring Time should be checked.
 - b. In the **End** field, enter the end date for this Recurring Time.
 - c. In the **Use Relative Date** check box, check if relative dates rather than numerical days of the month will be specified for the contract times that recur on a monthly basis.
 - 1. **Note:** If **Use Relative Date** is checked, then the **Planned Every “x” Week** and **Planned Occurrence Day of Week** fields will appear.
 - d. In the **Planned occurrence Every “x” Day Of The Month** field, enter the day of the month that is expected for this Recurring Time.

The screenshot shows a software interface with two main components. The first is a 'Frequency' dropdown menu, which is currently set to 'Monthly'. The second is a 'Start' date and time field, which is set to '11/04/2021 11:00 AM'. Both components are highlighted with a red rectangular border.



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Managing Contract Times

8. Click the **Save** button.
9. Once the Recurring Time Occurrences is saved, depending on the frequency and the according fields entered, the Recurring Time occurrence record(s) will appear.
10. In the **Actual Occurrence** field, enter the actual occurrence date in the expected time period.
11. In the **Comments** field, enter any comments for the recurring time occurrence.