



Transportation Turnpike Authority Aeronautics

Quick Reference Guide (QRG) Summary of Changes

Creation Date: 03-19-2026

NEW

Final Packet for SiteManager Contracts

Step 1: Logged into AASHTOWare Project (AWP), ensure you are in the **Contract Authority** role.



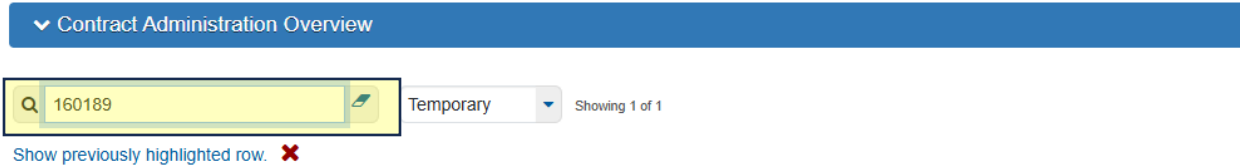
Home Previous My Pages

Switch Role ✕

- Aaron Cooper
- ADMIN
- Central Office Administration
- Commission Change Order
- CONSTRUCTION
- Construction Auditor
- Contract Authority**
- Contractor Counter Part
- District Civil Rights Payments

Step 2: On the **Home Screen (Contract Administration Overview)** in the **Contract Authority** role, search for your needed **SiteManager Contract**.

Contract Administration Overview



Contract Administration Overview

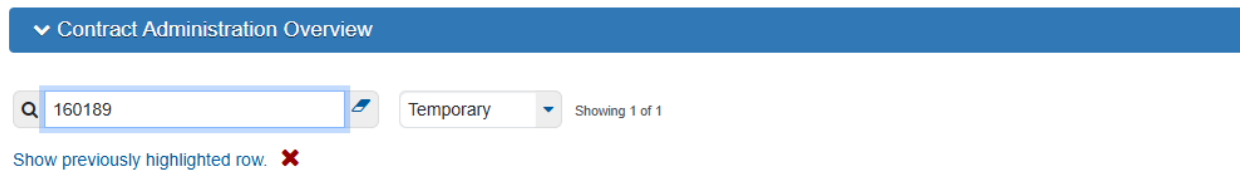
Q 160189 Temporary Showing 1 of 1

Show previously highlighted row. ✕

Contract	Description	Fed/State/OTA Project Number
160189	GRADE, DRAIN, SURFACE AND BRIDGE	ACNHPPI-2350-(004)(005)SS

Step 3: Click the needed **Contract ID**.

Contract Administration Overview



Contract Administration Overview

Q 160189 Temporary Showing 1 of 1

Show previously highlighted row. ✕

Contract	Description	Fed/State/OTA Project Number
160189	GRADE, DRAIN, SURFACE AND BRIDGE	ACNHPPI-2350-(004)(005)SS

Step 4: Click the **Contract Authority** tab on the left side panel.

[Administration Overview](#)

Contract Administration Summary

▼ Contract: 160189 - GRADE, DRAIN, SURFACE AND BRIDGE

General	Contract ID 160189
Contract Authority	Description GRADE, DRAIN, SURFACE AND BRIDGE
	Prime Contractor Name Allen Contracting, Inc.
	Contract Status Active
	Contract Type <input type="text" value="Contract Status"/> SMGR - Sitemanager Contract

Step 5: Click the **New** button.

[Administration Overview](#)

Contract Administration Summary

▼ Contract: 160189 - GRADE, DRAIN, SURFACE AND BRIDGE

General	▼ Contract Specific Contract Authority
Contract Authority	<input type="text" value="Type search criteria or press Enter"/> <input type="button" value="Advanced"/>
	<input type="button" value="New"/> ▼
	<i>No rows found matching criteria.</i>
	▼ Officewide Contract Authority
	<input type="text" value="Type search criteria or press Enter"/> <input type="button" value="Advanced"/> Showing 32 of 32

Step 6: In the **Person** field, type the name of the needed **Contractor**.

Administration Overview

Contract Administration Summary

There are unsaved changes.

Contract: 160189 - GRADE, DRAIN, SURFACE AND BRIDGE

General

Contract Specific Contract Authority

Contract Authority

Type search criteria or press Enter

Advanced

New

Active

Person *

Chris

Role *

Begin typing to s

117138

Chris

Dillon

Step 7: In the **Role** field, type **Contractor - OK**.

Active

Person *

117138

Chris Dillon

Role *

Contractor - OK

Effective Date

mm/dd/yyyy

Officewide Contract Authority

Step 8: In the **Effective Date** field, type **03/19/2026**.

New

Active

Person *

117138

Chris Dillon

Role *

Contractor - OK

Effective Date

03/19/2026

Step 9: In the **Status** field, click **Active**.

New

Active

Person *

117138

Chris Dillon

Role *

Contractor - OK

Effective Date

03/19/2026

Expiration Date

mm/dd/yyyy

Status

ACTIVE - Active

Step 10: Click the **Save** button.

SURFACE AND BRIDGE

Save

Contract Specific Contract Authority

Type search criteria or press Enter Advanced

New 1 added 0 changed

Active

Person	Role	Effective Date	Expiration Date	Status
117138	Contractor - OK	03/19/2026	mm/dd/yyyy	ACTIVE - Active

Step 11: Now that you have given **Contract Authority** to the needed **Contractor**, click the **Drop-Down Arrow** next to the **Home Button**.

Home Previous My Pages

Administration Overview

Contract Administration Summary Save

Contract: 160189 - GRADE, DRAIN, SURFACE AND BRIDGE

General Contract Specific C

Contract Authority

Type search criteria or

Step 12: From the **Roles Menu**, select the **Construction Auditor** role.

Home Previous My Pages

Switch Role

- Aaron Cooper
- ADMIN
- Central Office Administration
- Commission Change Order
- CONSTRUCTION
- Construction Auditor
- Contract Authority

Step 13: Click the **Contract Documentation** quick link at the top of the screen.

Administration Overview Approved DBE Commitments Contract Documentation

Contract Administration Summary

Contract: 160189 - GRADE, DRAIN, SURFACE AND BRIDGE

General	Contract ID
Additional Information	160189
Administrative Offices	Description
Contract Authority	GRADE, DRAIN, SURFACE AN

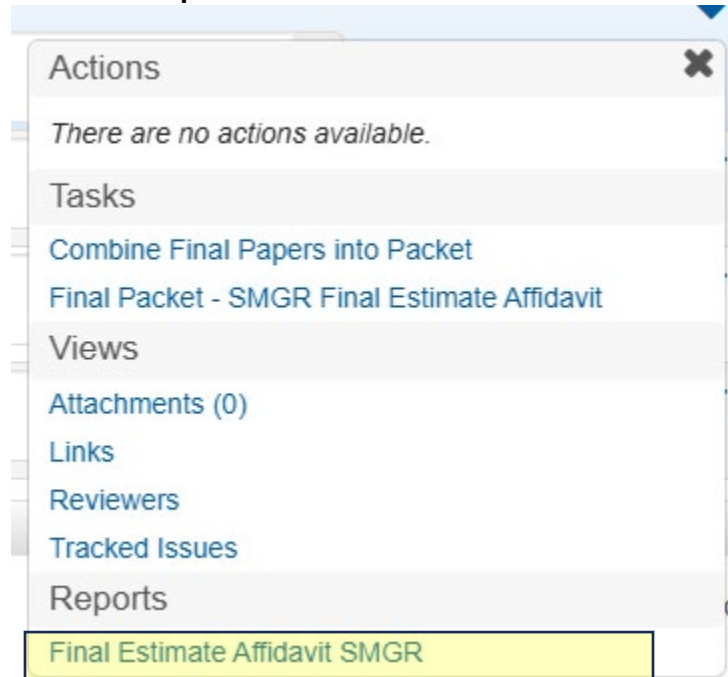
NOTE: On the Contract Documentation Tab, ensure that the **District** is correct. Always make sure information matches, or is inputted correctly. Having accurate information and documentation is important.

NOTE: On the Contract Documentation Summary page, you will see a list of documentation. If you need any additional documentation added, click the **New** button.

Step 14: On the **On the Contract Documentation Summary** page, click the **Row Action Menu** on the **Final Estimate Affidavit** row.

Type	Description	Submitted Date	Submitter	District	Comments
FP01 - Combined Final Packet	Combined Packet	mm/dd/yyyy	Begin typing to search or pre	District 1	
FP10 - Acceptance Letter	Acceptance Letter	07/17/2025	Ann Wilson	District 1	
FP15 - Final Estimate Affidavit	Final Estimate Affidavit	mm/dd/yyyy	Begin typing to search or pre	District 1	

Step 15: From the **Row Action Drop-Down Menu**, click the **Final Estimate Affidavit SMGR** under the **Reports** header.



Step 16: On the **Execute Process** screen, click the **Execute** button on the top right of the screen.

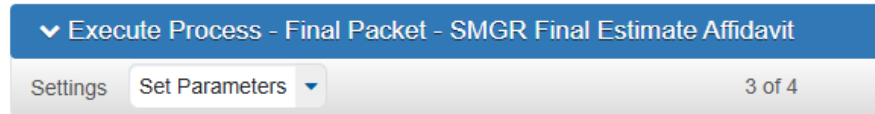


NOTE: With the **Final Estimate Affidavit SMGR** report created, check over the report to ensure everything is correct.

Step 17: Once you have looked over the **Final Estimate Affidavit SMGR** report, click the **Previous** button.



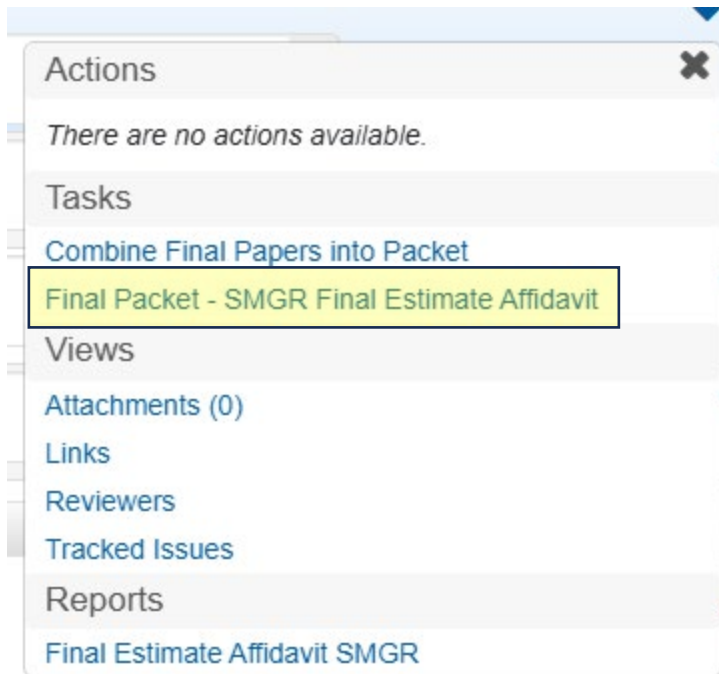
Execute Process



Step 18: Back on the **Contract Documentation Summary** page, click the **Row Actions Menu** on the **Final Estimate Affidavit** row.

FP01 - Combined Final Packet	Combined Packet	mm/dd/yyyy	Q Begin typing to search or pre	District 1		
FP10 - Acceptance Letter	Acceptance Letter	07/17/2025	Q Ann Wilson	District 1		
Type	Description	Submitted Date	Submitter	District	Comments	
FP15 - Final Estimate Affidavit	Final Estimate Affidavit	mm/dd/yyyy	Q Begin typing to search or pre	District 1		

Step 19: From the **Row Action Drop-Down Menu**, click **Final Packet – SMGR Final Estimate Affidavit** under the **Tasks** header.



NOTE: Clicking the *Final packet – SMGR Final Estimate Affidavit*, adds Contractor to the Final Estimate.

NOTE: Once the *Final Packet – SMGR Final Estimate Affidavit* has been selected, it sends the *Final Packet* via Adobe.

NOTE: Once the final packet is received by the **Contractor**, the contractor will sign and send the final packet to the **RE** (if the RE is not a PE, he/she will then delegate the final packet to a registered PE). The PE will stamp the final packet and send it back from Adobe to AWP and attach it.

Step 20: While waiting for the **Final Estimate Affidavit** to be attached in AWP, you can take the time to insert the **Material Cert Letter** and the **Buy America Letter**. To attach these Items, locate the appropriate row and click the **Row Actions Menu**.

FP20 - Material Certification Letter	Material Certification Letter	mm/dd/yyyy	<input type="checkbox"/>	<input type="text" value="Begin typing to search or pre"/>	District 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
FP25 - Buy America Certified Letter	Buy America	mm/dd/yyyy	<input type="checkbox"/>	<input type="text" value="Begin typing to search or pre"/>	District 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
FP45 - Contractor Rating Form	Contractor Rating	mm/dd/yyyy	<input type="checkbox"/>	<input type="text" value="Begin typing to search or pre"/>	District 1	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 21: From the row **Action Drop-Down Menu**, click the **Attachments** link under the Views header.

Actions

There are no actions available.

Tasks

[Combine Final Papers into Packet](#)

[Final Packet - SMGR Final Estimate Affidavit](#)

Views

[Attachments \(0\)](#)

[Links](#)

[Reviewers](#)

[Tracked Issues](#)

Step 22: On the **Attachments Overview** screen, click the **Select File** button to upload the document.

Attachments Overview

▼ Attachments For Document Submission

🔍 Type search criteria or press Enter [Advanced](#)

Select File...

No rows found matching criteria.

NOTE: We recommend that the **Contractor Rating Form** be completed in AASHTOWare Project.

Step 23: Click the **Contractor Evaluation** tab on the left side panel.

[Overview](#) [Contract Administration](#) [Contract Progress](#) [Items](#) [Projects](#) [S](#)

Contract Documentation Summary

▼ Contract: 160189 - GRADE, DRAIN, SURFACE AND BRIDGE

Document Submission

[Contractor Evaluation](#)

[Review Document Submissions](#)

[Contract Project Design Evaluations](#)

[Plan Discrepancies](#)

[Meetings](#)

🔍 Type search criteria or p

New

No rows found matching crite.

▼ Final Estimate Pack

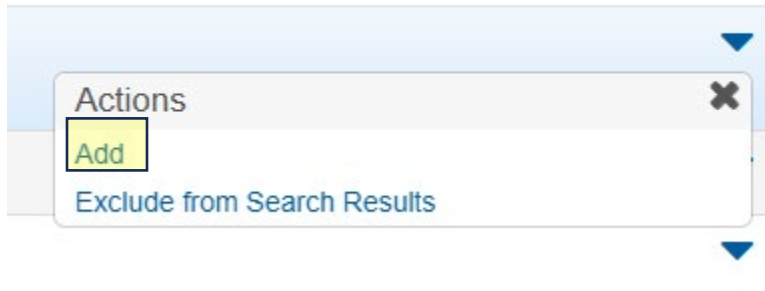
Step 24: Click the **Row Action Menu** on the needed Contractor row.



Contractor	Prime	Overall Evaluation Status	Evaluations
251607500 - AMERICAN BRIDGE COMPANY	No	None Created	0
262556009 - Redlands Contracting, LLC	No	None Created	0
271798101 - Crimson Steel Supply LLC	No	None Created	0

Step 25: From the **Row Action Drop-Down Menu**, click the **Add** link.

0 changed | [Expand All](#)



Step 26: Fill out all the required fields on the **Add Contractor Evaluation** screen. These fields include: **Form Version**, **Subcontract**, **Evaluation Type**, **Starting Date** and **Ending Date**.

Add Contractor Evaluation

There are unsaved changes

▼ Add Contractor Evaluation

Contract ID

160189

Contractor

Q 251607500
AMERICAN BRIDGE COMPANY

Form Version *

Q ODOT-2509

Subcontract *

00000014 - SUB - Subcontractor ▼

Evaluation Type *

Final ▼

Evaluated By *

Q 258785
Cooper Aaron

Starting Date *

03/19/2026 📅

Ending Date *

03/19/2026 📅

Evaluation Date

mm/dd/yyyy 📅

Revision Number

0

Step 27: Once all fields are filled out, click the **Save** button.



Step 28: Click the **Ratings** tab.

Contractor Evaluation Summary Contractor Evaluat

Contract: 160189 - GRADE, DRAIN, SURFACE AND BRIDGE

Vendor: 251607500 - AMERICAN BRIDGE COMPANY

Prime:

General

Ratings

Contractor

251607500
AMERICAN BRIDGE COMPANY

Subcontract

00000014 - SUB - Subcontractor

Evaluation Type *

Step 29: On the **Ratings** tab, expand each Row and either click the **N/A** check box or fill out the **Rating** field.

Group Name		Group Rating	Questions	
Quality of Work		0.00	1	
Number	Question	N/A	Rating	Comments
1	Consider the projects durability and appearance, the knowledge of the supervisor	<input type="checkbox"/>	8.00	
>	Organization and prosecution		0.00	1
>	Cooperation		0.00	1
>	Traffic Control & Maintenance of Traffic		0.00	1
>	Erosion Control		0.00	1
>	EEO, DBE and Labor Compliance		0.00	1

NOTE: If you leave a subpar rating on any of the rows for the contractor, you must leave a comment in the **Comment** field describing why.

Step 30: Once all **Ratings** have been filled out, click the **Contract Documentation** quick link at the top of the screen.

[Administration Overview](#) [Contract Administration](#) [Contract Documentation](#) [Contractor Evaluations](#)

Contractor Evaluation Summary

Save Complete

Contract: 160189 - GRADE, DRAIN, SURFACE AND BRIDGE

Vendor: 251607500 - AMERICAN BRIDGE COMPANY

Prime: No

General

Ratings

Form Version

ODOT-2509

Evaluation Instructions

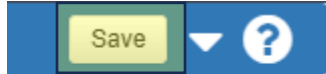
Rate the contractor's performance using the followin

Group Name

Step 31: Back on the **Contract Documentation Summary** page and once all documentation have been loaded up, enter your name in the **Submitter Field** on the **Combined Final Packet** row.

Type	Description	Submitted Date	Submitter	District
FP01 - Combined Final Packet	Combined Packet	mm/dd/yyyy	<input type="text" value="Aaron Cooper"/>	District 1

Step 32: Click the **Save** button.

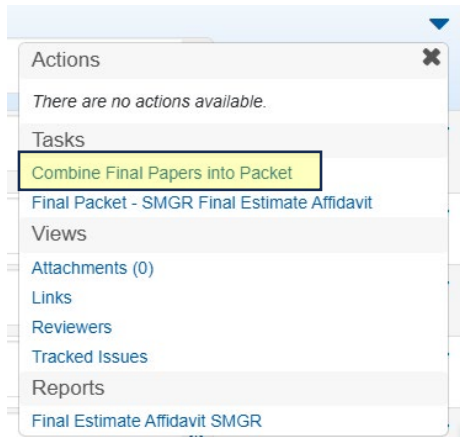


1 deletion | 0 changed

Step 33: Once saved, click the **Row Actions Menu** on the **Combined final Packet** row.

Type	Description	Submitted Date	Submitter	District	Comments	
FP01 - Combined Final Packet	Combined Packet	mm/dd/yyyy	<input type="text" value="Aaron Cooper"/>	District 1	<input type="text"/>	
FP10 - Acceptance Letter	Acceptance Letter	07/17/2025	<input type="text" value="Ann Wilson"/>	District 1	<input type="text"/>	

Step 34: From the **Row Action Drop-Down Menu**, select **Combine Final Papers into Packet** link under the **Tasks** header.



NOTE: Once you click the **Combine Final Paper into Packet** link, it will send the packet to you the **Submitter**. After the **Submitter**, the Final Packet will send in the following order: **RE, District Auditor, District Personnel** and finally to **Tonya Armitage in Construction Division**. Once **Construction Division** approves the packet, it will final out.