

# Administration of the Contract Period-

## Article 1108.02 and Section 2.31

- Start charging working days on:
  - Date agreed to at the Pre-Con for Approximate Start Date
  - Start Date in the Notice to Proceed for Approximate Start Date
  - Day following the date the site becomes available
  - Date the contractor starts prior to the Late Start Date

# Holidays

- New Year's Day, January 1,
- Martin Luther King, Jr's Birthday, third Monday in January,
- Memorial Day, last Monday in May,
- Independence Day, July 4,

# Holidays

- Labor Day, first Monday in September,
- Veterans Day, November 11,
- Thanksgiving Day, fourth Thursday in November,
- Friday after Thanksgiving Day, and,
- Christmas Day, December 25.

# Contract Period

- 1101.03 DEFINITION OF TERMS

## Working Day.

Any calendar day, exclusive of Saturdays, Sundays, or a recognized legal holiday, on which weather or other conditions (not under control of the Contractor) will permit construction operations to proceed for not less than  $\frac{3}{4}$  of a normal work day in the performance of a controlling item of work.

# Controlling Item of Work

Att. D page 2-50 or CM Ch.2 page 51

- The Controlling Item of Work is the unique activity of a contract that will determine the duration of the construction period. The character of this work may change during the construction period. It is the work that could be in progress at any time that would have the greatest influence on the duration of the construction period.

# Controlling Item of Work

- Work that is (or could be) in progress at any given period of time, and would have the greatest influence on the duration of the project.
- There can only be one controlling item (or operation) of work at any given time.

# Controlling Item of Work

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA			
1	<b>Example Construction Schedule</b>																													
2																														
3		Days	Week1					Week2					Week3					Week4					Week5							
4	Clearing & Grubbing	2	■		■																									
5	Class 10 Excavation	2	■	■																										
6	Storm Sewer Installation	3			■																									
7	Subgrade Prep	2						■																						
8	Modified Subbase	2								■																				
9	Paving Prep	1											■																	
10	Mainline Paving	3											■																	
11	Sidestreet Paving	5											■		■															
12	Intake Tops	3																■												
13	Backfill	2																■												
14	Restoration	3																					■							
15																														

# Weekly Report of Working Days

## Form 830238

Form 830238  
5-97 H-1907



Iowa Department of Transportation

### WEEKLY REPORT OF WORKING DAYS

**IMPORTANT!** Whenever the prime or a subcontractor starts or completes work it shall be so stated on the corresponding daily line below. This shall also apply when work is resumed after a winter shutdown.

Late/Approx. Starting Date \_\_\_\_\_  
Intermediate Construction Period, if specified \_\_\_\_\_  
Length of project \_\_\_\_\_ km (miles)  
Type of Work (If Bridge Give Design No.) \_\_\_\_\_

Report No. \_\_\_\_\_  
Week Ending Sat. \_\_\_\_\_  
County \_\_\_\_\_  
Project No. \_\_\_\_\_  
Contract No. \_\_\_\_\_

Contractor \_\_\_\_\_



# Weekly Report of Working Days

## Form 830238

Days of Week	Date	Controlling Operation	Explanation of Delays	Contractor Working Yes or No	Working Days Charged
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

# Weekly Report of Working Days Form 830238

- Documents time charged versus actual work completed

Remarks:	Percent of Contract Completed _____	TOTALS FOR THE WEEK		
	Percent of Time Used _____	Total Working Days Used Last Report		
		Total Working Days Used To Date		
		Number of Working Days Specified		
		Type of Work	km (miles) or Quantity Completed To Date	Percent Completed To Date
Inspector _____				
Project Engineer _____	Date _____			



# Weekly Report of Time Charges

Iowa Department of Transportation

5/23/2018 11:00 AM

FieldManager 5.3a

**Contract: 31-0321-041, BRIDGE NEW - STEEL GIRDER**

<b>Week Ending Saturday</b> May 19, 2018	<b>Federal Project Number</b> 171219 S1	<b>Report No.</b> 1	<b>Construction Start Date</b> 5/17/2018
<b>Author</b> John Willenbring	<b>Site Number</b> 00	<b>Site Description</b> .	<b>Site Type</b> Available Days
<b>Entered By</b> Sharon Chase	<b>Revised By</b>	<b>Revision Date</b>	<b>Revision No.</b>
<b>Location</b> NHSX-032-1(41)--3H-31 ** U.S. 61 CONNECTOR ROAD B OVER GRANG		<b>Route</b> IOWA 32 (C34755)	
<b>Prime Contractor</b> SCHROEDER, JIM CONSTRUCTION, INC. 500 S SECOND ST  BELLEVUE IA 52031			
<b>Remarks</b> NHSX-032-1(41)--3H-31 C34755 Late Start Date 5/21/2018			



# Doc Express Document Signing History

Contract: 44-C044-077 Document: WDR WE 160409

This document is in the process of being signed by all required signatories using the Doc Express service. Following are the signatures that have occurred so far.

Date	Signed By
04/28/2016	Tom Bonner Cedar Valley Corp Electronic Signature (Approved by Contractor)
11/15/2016	Jake Hotchkiss Iowa Local Systems Electronic Signature (Approved by Engineer)
	(Approved by PIRC (when applicable))
	(Approved by FHWA (when applicable))



# Weekly Report of Time Charges

Iowa Department of Transportation

6/25/2018 10:02 AM

FieldManager 5.3a

**Contract: 31-0321-041, BRIDGE NEW - STEEL GIRDER**

<b>Week Ending Saturday</b> June 23, 2018	<b>Federal Project Number</b> 171219 S1	<b>Report No.</b> 6	<b>Construction Start Date</b> 5/17/2018
<b>Author</b> John Willenbring	<b>Site Number</b> 00	<b>Site Description</b> .	<b>Site Type</b> Available Days
<b>Entered By</b> Sharon Chase	<b>Revised By</b>	<b>Revision Date</b>	<b>Revision No.</b>
<b>Location</b> NHSX-032-1(41)--3H-31 ** U.S. 61 CONNECTOR ROAD B OVER GRANG		<b>Route</b> IOWA 32 (C34755)	
<b>Prime Contractor</b> SCHROEDER, JIM CONSTRUCTION, INC. 500 S SECOND ST  BELLEVUE IA 52031			
<b>Remarks</b> NHSX-032-1(41)--3H-31 C34755 Late Start Date 5/21/2018			



Day of Week	Date	Controlling Operation	Reason for Delays	Contractor Working?	Time Charged
Sunday	6-17				
Monday	6-18	Sub Structure	contractor not on site	No	1.00
Tuesday	6-19	Sub Structure	wet conditions	No	0.00
Wednesday	6-20	Sub Structure		Yes	1.00
Thursday	6-21	Sub Structure	rain	No	0.00
Friday	6-22	Sub Structure		Yes	1.00
Saturday	6-23				
<b>Percent of Contract Completed (placed/current):</b>			23.10%	<b>Total For The Week:</b>	3.00
<b>Percent of Time Used:</b>			22.86%	<b>Total Used To Date:</b>	24.00
<b>Open to Traffic Days:</b>				<b>Contract Time Remaining:</b>	81.00
<b>Total Approved:</b>			105.00	<b>Total Previous To This Week:</b>	21.00

Signature: \_\_\_\_\_

*gh*

RCE's Name, Hugh Holak

*6/28/18*

(Date)



Iowa Department of Transportation

# Weekly Report of Time Charges

7/9/2018 10:26 AM

FieldManager 5.3a

**Contract: 31-0321-041, BRIDGE NEW - STEEL GIRDER**

<b>Week Ending Saturday</b> July 7, 2018	<b>Federal Project Number</b> 171219 S1	<b>Report No.</b> 8	<b>Construction Start Date</b> 5/17/2018
<b>Author</b> John Willenbring	<b>Site Number</b> 00	<b>Site Description</b> .	<b>Site Type</b> Available Days
<b>Entered By</b> Sharon Chase	<b>Revised By</b>	<b>Revision Date</b>	<b>Revision No.</b>
<b>Location</b> NHSX-032-1(41)--3H-31 ** U.S. 61 CONNECTOR ROAD B OVER GRANG		<b>Route</b> IOWA 32 (C34755)	
<b>Prime Contractor</b> SCHROEDER, JIM CONSTRUCTION, INC. 500 S SECOND ST  BELLEVUE IA 52031			
<b>Remarks</b> NHSX-032-1(41)--3H-31 C34755 Late Start Date 5/21/2018			







# Weekly Report of Time Charges

Iowa Department of Transportation

7/24/2018 10:23 AM

FieldManager 5.3a

**Contract: 31-0321-041, BRIDGE NEW - STEEL GIRDER**

<b>Week Ending Saturday</b> July 21, 2018	<b>Federal Project Number</b> 171219 S1	<b>Report No.</b> 10	<b>Construction Start Date</b> 5/17/2018
<b>Author</b> John Willenbring	<b>Site Number</b> 00	<b>Site Description</b> .	<b>Site Type</b> Available Days
<b>Entered By</b> Sharon Chase	<b>Revised By</b>	<b>Revision Date</b>	<b>Revision No.</b>
<b>Location</b> NHSX-032-1(41)--3H-31 ** U.S. 61 CONNECTOR ROAD B OVER GRANG		<b>Route</b> IOWA 32 (C34755)	
<b>Prime Contractor</b> SCHROEDER, JIM CONSTRUCTION, INC. 500 S SECOND ST  BELLEVUE IA 52031			
<b>Remarks</b> NHSX-032-1(41)--3H-31 C34755 Late Start Date 5/21/2018			

Day of Week	Date	Controlling Operation	Reason for Delays	Contractor Working?	Time Charged
Sunday	7-15				
Monday	7-16	Superstructure		Yes	1.00
Tuesday	7-17	Superstructure		Yes	1.00
Wednesday	7-18	Superstructure		Yes	1.00
Thursday	7-19	Superstructure		Yes	1.00
Friday	7-20	Deck	Weather did not allow for deck pour today, pour next Monday	No	0.00
Saturday	7-21				
<b>Percent of Contract Completed (placed/current):</b>		63.40%	<b>Total For The Week:</b>		4.00
<b>Percent of Time Used:</b>		39.05%	<b>Total Used To Date:</b>		41.00
<b>Open to Traffic Days:</b>			<b>Contract Time Remaining:</b>		64.00
<b>Total Approved:</b>		105.00	<b>Total Previous To This Week:</b>		37.00

Signature:   
RCE's Name, Hugh Holak

7/27/18  
(Date)



# Weekly Report of Time Charges

Iowa Department of Transportation

8/22/2018 9:57 AM

FieldManager 5.3a

**Contract: 31-0321-041, BRIDGE NEW - STEEL GIRDER**

<b>Week Ending Saturday</b> August 18, 2018	<b>Federal Project Number</b> 171219 S1	<b>Report No.</b> 14	<b>Construction Start Date</b> 5/17/2018
<b>Author</b> John Willenbring	<b>Site Number</b> 00	<b>Site Description</b> .	<b>Site Type</b> Available Days
<b>Entered By</b> Sharon Chase	<b>Revised By</b>	<b>Revision Date</b>	<b>Revision No.</b>
<b>Location</b> NHSX-032-1(41)--3H-31 ** U.S. 61 CONNECTOR ROAD B OVER GRANG		<b>Route</b> IOWA 32 (C34755)	
<b>Prime Contractor</b> SCHROEDER, JIM CONSTRUCTION, INC. 500 S SECOND ST  BELLEVUE IA 52031			
<b>Remarks</b> NHSX-032-1(41)--3H-31 C34755 Late Start Date 5/21/2018			



Day of Week	Date	Controlling Operation	Reason for Delays	Contractor Working?	Time Charged
Sunday	8-12				
Monday	8-13	superstructure	contractor not on site	No	1.00
Tuesday	8-14	superstructure		Yes	1.00
Wednesday	8-15	Superstructure	rain	No	0.00
Thursday	8-16	Superstructure	contractor not on site	No	1.00
Friday	8-17	Superstructure	contractor not on site	No	1.00
Saturday	8-18				
<b>Percent of Contract Completed (placed/current):</b>			76.90%	<b>Total For The Week:</b>	4.00
<b>Percent of Time Used:</b>			56.19%	<b>Total Used To Date:</b>	59.00
<b>Open to Traffic Days:</b>				<b>Contract Time Remaining:</b>	46.00
<b>Total Approved:</b>			105.00	<b>Total Previous To This Week:</b>	55.00

Signature: \_\_\_\_\_

*Hugh Holak*

RCE's Name, Hugh Holak

*8/23/18*  
\_\_\_\_\_  
(Date)



# Weekly Report of Time Charges

Iowa Department of Transportation

9/4/2018 11:42 AM  
FieldManager 5.3a

**Contract: 31-0321-041, BRIDGE NEW - STEEL GIRDER**

<b>Week Ending Saturday</b> September 1, 2018	<b>Federal Project Number</b> 171219 S1	<b>Report No.</b> 16	<b>Construction Start Date</b> 5/17/2018
<b>Author</b> John Willenbring	<b>Site Number</b> 00	<b>Site Description</b> .	<b>Site Type</b> Available Days
<b>Entered By</b> Sharon Chase	<b>Revised By</b>	<b>Revision Date</b>	<b>Revision No.</b>
<b>Location</b> NHSX-032-1(41)--3H-31 ** U.S. 61 CONNECTOR ROAD B OVER GRANG		<b>Route</b> IOWA 32 (C34755)	
<b>Prime Contractor</b> SCHROEDER, JIM CONSTRUCTION, INC. 500 S SECOND ST  BELLEVUE IA 52031			
<b>Remarks</b> NHSX-032-1(41)--3H-31 C34755 Late Start Date 5/21/2018			

Day of Week	Date	Controlling Operation	Reason for Delays	Contractor Working?	Time Charged
Sunday	8-26				
Monday	8-27	Earthwork	contractor not on site	No	1.00
Tuesday	8-28	Earthwork	contractor not on site	No	1.00
Wednesday	8-29	Earthwork	Conditions too wet to work.	No	0.00
Thursday	8-30	Earthwork	contractor not on site	No	1.00
Friday	8-31	Earthwork	Friday before Labor Day Weekend.	No	0.00
Saturday	9-1				
<b>Percent of Contract Completed (placed/current):</b>			74.80%	<b>Total For The Week:</b>	
<b>Percent of Time Used:</b>			60.95%	<b>Total Used To Date:</b>	
<b>Open to Traffic Days:</b>				<b>Contract Time Remaining:</b>	
<b>Total Approved:</b>			105.00	<b>Total Previous To This Week:</b>	
					3.00
					64.00
					41.00
					61.00

Signature:   
RCE's Name, Hugh Holak

9/4/18  
(Date)





# Weekly Report of Time Charges

Iowa Department of Transportation

11/5/2018 10:53 AM

FieldManager 5.3a

**Contract: 31-0321-041, BRIDGE NEW - STEEL GIRDER**

<b>Week Ending Saturday</b> November 3, 2018	<b>Federal Project Number</b> 171219 S1	<b>Report No.</b> 25	<b>Construction Start Date</b> 5/17/2018
<b>Author</b> John Willenbring	<b>Site Number</b> 00	<b>Site Description</b> .	<b>Site Type</b> Available Days
<b>Entered By</b> Sharon Chase	<b>Revised By</b>	<b>Revision Date</b>	<b>Revision No.</b>
<b>Location</b> NHSX-032-1(41)--3H-31 ** U.S. 61 CONNECTOR ROAD B OVER GRANG		<b>Route</b> IOWA 32 (C34755)	
<b>Prime Contractor</b> SCHROEDER, JIM CONSTRUCTION, INC. 500 S SECOND ST  BELLEVUE IA 52031			
<b>Remarks</b> NHSX-032-1(41)--3H-31 C34755 Late Start Date 5/21/2018			





Resume/Suspend.



Iowa Department of Transportation

## Weekly Report of Time Charges

12/10/2018 1:51 PM

FieldManager 5.3a

**Contract: 31-0321-041, BRIDGE NEW - STEEL GIRDER**

<b>Week Ending Saturday</b> December 8, 2018	<b>Federal Project Number</b> 171219 S1	<b>Report No.</b> 28	<b>Construction Start Date</b> 5/17/2018
<b>Author</b> Jeff Utter	<b>Site Number</b> 00	<b>Site Description</b>	<b>Site Type</b> Available Days
<b>Entered By</b> Sharon Chase	<b>Revised By</b>	<b>Revision Date</b>	<b>Revision No.</b>
<b>Location</b> NHSX-032-1(41)--3H-31 ** U.S. 61 CONNECTOR ROAD B OVER GRANG		<b>Route</b> IOWA 32 (C34755)	
<b>Prime Contractor</b> SCHROEDER, JIM CONSTRUCTION, INC. 500 S SECOND ST  BELLEVUE IA 52031			
<b>Remarks</b> NHSX-032-1(41)--3H-31 C34755 Late Start Date 5/21/2018			

Day of Week	Date	Controlling Operation	Reason for Delays	Contractor Working?	Time Charged
Sunday	12-2				
Monday	12-3				
Tuesday	12-4				
Wednesday	12-5	PUNCHLIST resume/suspend		Yes	0.00
Thursday	12-6				
Friday	12-7				
Saturday	12-8				
<b>Percent of Contract Completed (placed/current):</b>			92.00%	<b>Total For The Week:</b>	
<b>Percent of Time Used:</b>			85.24%	<b>Total Used To Date:</b>	
<b>Open to Traffic Days:</b>				<b>Contract Time Remaining:</b>	
<b>Total Approved:</b>			105.00	<b>Total Previous To This Week:</b>	
					0.00
					89.50
					15.50
					89.50

Signature:   
RCE's Name, Hugh Holak

12/11/18  
(Date)

Final



Iowa Department of Transportation

## Weekly Report of Time Charges

6/10/2019 10:31 AM

FieldManager 5.3a

**Contract: 31-0321-041, BRIDGE NEW - STEEL GIRDER**

<b>Week Ending Saturday</b> June 8, 2019	<b>Federal Project Number</b> 171219 S1	<b>Report No.</b> 29	<b>Construction Start Date</b> 5/17/2018
<b>Author</b> Hugh Holak	<b>Site Number</b> 00	<b>Site Description</b>	<b>Site Type</b> Available Days
<b>Entered By</b> Sharon Chase	<b>Revised By</b>	<b>Revision Date</b>	<b>Revision No.</b>
<b>Location</b> NHSX-032-1(41)--3H-31 ** U.S. 61 CONNECTOR ROAD B OVER GRANG		<b>Route</b> IOWA 32 (C34755)	
<b>Prime Contractor</b> SCHROEDER, JIM CONSTRUCTION, INC. 500 S SECOND ST  BELLEVUE IA 52031			
<b>Remarks</b> NHSX-032-1(41)--3H-31 C34755 Late Start Date 5/21/2018			



Day of Week	Date	Controlling Operation	Reason for Delays	Contractor Working?	Time Charged
Sunday	6-2				
Monday	6-3				
Tuesday	6-4				
Wednesday	6-5				
Thursday	6-6				
Friday	6-7	Project Accepted Final Report		No	0.00
Saturday	6-8				
<b>Percent of Contract Completed (placed/current):</b>		96.10%	<b>Total For The Week:</b>		0.00
<b>Percent of Time Used:</b>		85.24%	<b>Total Used To Date:</b>		89.50
<b>Open to Traffic Days:</b>			<b>Contract Time Remaining:</b>		15.50
<b>Total Approved:</b>		105.00	<b>Total Previous To This Week:</b>		89.50

Signature: \_\_\_\_\_

RCE's Name, Hugh Holak

\_\_\_\_\_ (Date)

# Working Days Adjustment

Att. D page 2-54 or CM Ch.2 page 54

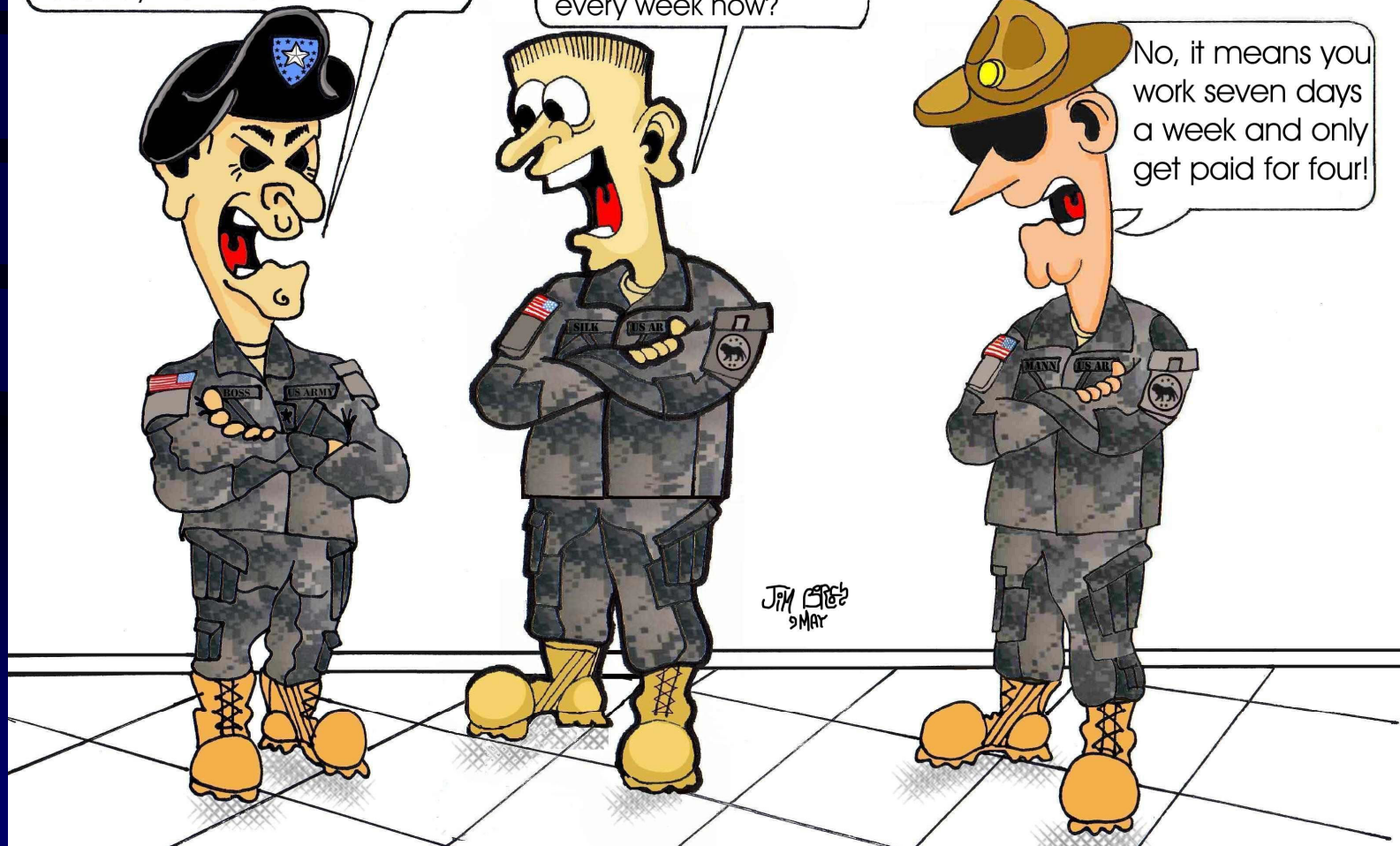
- Before final payment can be issued, all overruns of the contracted working days must be reconciled
- Liquidated damages, time extension, or adjustment to working days charged

# Knowledge Check – Working Days

Listen up Men, because of new budget cuts we are going to a four day work week!

Wow! Does this mean we get three days off every week now?

No, it means you work seven days a week and only get paid for four!



# Knowledge Check – Working Days

- Why do we not charge working days if weather prevents regular work to proceed and the contractor is working, but not on the controlling operation?
  - Because the contractor is not able to work on the controlling operation, which would impact how long it will take to complete the project. Work on other items will not have an effect on how long it will take to finish the work on the contract.



# Knowledge Check – Working Days

- If the contractor has not started work and it is past the late start date, what action should be taken?
  - Send a letter to the Contractor asking what their plan is to be able to complete the project on time.

# Knowledge Check – Working Days

- If the contractor requests to work on Saturday on the controlling item, but that work does not require inspection will a working day be charged?
  - No, because there was no expense to the agency (no damages were incurred).

# Knowledge Check – Working Days

- What some factors that are considered when identifying what the controlling operation of work will be?
  - How will failure to complete work on that item affect how long it will take to complete the project?
  - Has the Contractor submitted a Work Schedule; and if so, how does this phase of work fit into the schedule?
  - Discuss it with the Contractor before completing the weekly report.

# Knowledge Check – Working Days

- How long does the Contractor have to dispute the days that have been charged on the Weekly Report of Working Days?
  - Within 10 calendar days after receipt of the statement.