

Generating Estimates

Recordkeeper Job Aid

Construction Division

Construction Recordkeeper Job Aid

Overview

TxDOT uses SiteManager Estimates to make payments to contractors for work performed. The estimate generation process uses entries made by the project staff to identify Time Charges from Daily Work Reports (DWRs), Diaries, and Installed Quantities to calculate the payments. It is necessary to establish a cutoff date for the estimate period and it is not altered or modified throughout the life of the project. The cutoff date should be discussed with the contractor at the preconstruction meeting

Resources

- [TxDOT Standard Specifications](#), Item 9, "Measurement and Payment" (2014 and 2024 spec books)
- *Construction Contract Administration Manual (CCAM)*, Chapter 11, "Measurement and Payment"
- *SiteManager Contract Administration User Manual*, Chapter 7, "Contractor Payments" (internal access only)
- [Construction Tip: Estimates](#) (internal access only)
- Texas Transportation Code [§223.048](#), "Time of Payment"

Applications Used

- SiteManager
- ProjectWise

Reports and Documentation

The following reports and documentation will aid in the review of payments to the contractor prior to generating the estimate.

- Contract Report Bundle (CRP) – multiple contract-level reports focused on contract administration and materials management ([SiteManager reports webpage](#))
- Unauthorized DWRs – used to determine if applicable daily work reports (DWRs) have been authorized ([SiteManager reports webpage](#), also included in CRP)
- DWR Summary – details DWR and Diary remarks, work items, time charges, etc. (available within the SiteManager application)
- Contract Time Statement (CIS.01) – details time charges on a project ([SiteManager – Report Server](#))
- Over and Under Run Report (CIS.10) – allows the recordkeeper to review plans quantity and major quantity items ([SiteManager – Report Server](#), also included in CRP)
- XiteReport – displays discrepancies currently on the project that will need resolution prior to project closeout (available within the SiteManager application)
- Material Verification Report (CIS 26) – details which materials have been used on the project ([SiteManager – Report Server](#))
- Materials on Hand Forms 1914 and 1915 – request forms submitted by the prime contractor ([Construction forms and publications webpage](#))
- Change Order/Force Account Payments-Safety Contingency (if applicable) – used to verify payments and any adjustments have been made, review supporting documentation (e.g., payroll records, contractor invoices, safety improvement documentation) to verify payment accuracy and ensure all adjustments are justified. Documentation should clearly support the payment and specify the location or scope of work.
- Contractor's Estimate Package – generated to auto-calculate days and payment amounts to the contractor ([SiteManager – Report Server](#))

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Preparing to Generate an Estimate

Prior to estimate approval, confirm the following items are complete.

- All current DWRs are authorized.
- Review monthly DWR Summary – calculations, stations, page numbers, plan sheet, time charges, etc.
- Material on Hand (MOH) is accurate and paid.
- Monthly barricades have been paid.
- Review any over/under runs.
- Ensure current change order/force account payments are made.
- Review and scan current material tickets.
- Address current deficiencies/discrepancies.
- Mobilization is paid as needed.
- Buy America requirements are met.
- Review any approved change orders for payable items and requirements included in the contract.

Generating a Monthly Progress Estimate

Reference the CON320 [Generating a Monthly Progress Estimate](#) presentation for steps to run the estimate.

Reference the CON320 [Estimate Package Review](#) presentation for information contained in monthly progress estimate reports.

Submitting the Estimate for Approvals

1. Once the estimate package review is complete, approve the estimate in SiteManager and forward it to the Area Engineer for signature and SiteManager approval.
2. Notify the District Construction Office (DCO) that the estimate is approved on both levels, so they may approve it on their level.
3. Upload the estimate into ProjectWise for official record once Finance has approved the estimate.

Types of Estimates

Monthly Progress Estimate

Monthly progress estimates start when time charges begin on a project. Estimates should be generated every month until the final estimate is generated. State law (Texas Transportation Code §223.048) requires that a contractor for highway improvement, construction, or maintenance may not be paid before the 10th of the month after the month work has been performed or the material has been used.

Progress Supplemental Estimate

A Progress Supplemental Estimate is to pay for work not included or missed in the regular monthly progress estimate. The DWR in SiteManager for the missed payment must be dated in the previous month. When generating the Progress Supplemental Estimate, select the supplemental box in the estimate generation window. This will auto-populate the end period to the last day of the previous month's estimate.

Refer to CCAM, Chapter 11 for additional information required to be submitted to Finance when a progress supplemental estimate is run.

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Release of 7% Mobilization

At final project acceptance (DCO acceptance), 7% of the mobilization lump sum bid item is paid. This estimate is a progress estimate but is often referred to as a "semi-final" estimate. Refer to the CCAM, Chapter 11, Section 3, "Estimates," for additional information regarding this estimate.

Final Estimate

The Final Estimate must be generated within 60 days of final acceptance. The remaining 3% of mobilization and any adjusting quantities are paid on this estimate.

The Final Estimate should be generated when the Contract is completed, all work is approved, and final acceptance is made in accordance with Article 5 of the Spec Book. At this point, a final review has been completed, list items are satisfied, all change orders have been approved, and all payments or adjustments have been made.

Verify the DBE goal and approve a Good Faith Effort if necessary. The DCO will have entered the Work Complete and Accepted dates into SiteManager. The Final Estimate should have no failing samples or deficiencies. Lastly, the Final Contractor Evaluation and Design Evaluation should have been entered in SiteManager.

Once all has been reviewed, follow the steps to submit the estimate for approval.

Negative Estimates

If money is owed to the Department due to the contractor previously being overpaid, this will cause a Negative Estimate. When a Negative Estimate occurs, the area office will coordinate with the DCO to ensure proper procedures are followed.

Supplemental Estimates

Districts process a Supplemental Estimate to make payments to the contractor after the Final Estimate has been approved. The payment is a lump sum amount and requires documentation to support the amount paid.

Best Practices

- Generate a preliminary estimate for review by the project team and the contractor.
- Conduct a thorough review of payments and calculations.
- Verify all required documentation is on file to justify payments that have been made.
- Address any discrepancies found prior to running estimates if at all possible. For any remaining discrepancies, work with the project team to address as soon as possible.