Arizona Department of Transportation

INTERMODAL TRANSPORTATION DIVISION
Construction Group

CONSTRUCTION BULLETIN
03-02

To: District Engineers
Construction & Materials Orgs
Consultant Contract Administrator
William Higgins, State Engineer
Dan Lance, Deputy State Engineer,
Valley Transportation
Doug Forstie, Deputy State Engineer,
Operations

Date: August 28, 2003

From: Julio Alvarado, Assistant State Engineer, Construction

Subject: Supplemental Agreement Tracking System (SATS) Implementation

Supplemental Agreement Tracking System (SATS) Implementation

The new system to develop and track Supplemental Agreements (SATS) was initiated as of Monday, August 25, 2003. There is also a "Getting Started Guide to SATS" on the ADOT website at http://www.azdot.gov/Highways/ConstGrp/construction_manual/pdf/SATSUserGuide.pdf.

The policy governing Supplemental Agreements, based upon the Standard Specification Sections 104.02 and 109.04, has not changed. However, the business practice or procedures for accomplishing the tasks has changed.

Benefits of this new centralized, automated system are:

- Provides for uniform documentation;
- Allows for tracking of project contingency costs;
- Provides enhanced reporting capabilities, trend analysis and oversight;
- Allows for improved viewing opportunities of the various components of each supplemental agreement;
- Provides feedback to the development process to improve the quality of the plans and specifications.

Please note that a significant change is that the document will be created by the originator. The system will allow for any changes to be made prior to importing the document into CPE.

Only the Resident Engineer (RE) or his designee can authorize and import the document. **DO NOT import prior to sign-off by both the RE and the Contractor.**

In all cases, after importation of the Supplemental Agreement, *only* the Org RE or Office Manager is authorized to fill in the dates on the approval screen for the applicable Supplemental Agreement.

Adjustments to Active Projects

The new system may not reflect all previously processed Supplemental Agreements. This is due to the fact that not all supplemental agreements were input similarly and presented programming difficulties. Therefore, it is very important for the RE and Office Manager to carefully check all their projects to ensure all Supplemental Agreements have been picked up in the new system.

The total net dollar amount of supplemental agreements by type (letters of agreement, change orders and force accounts) must agree to what was previously authorized. If they do not agree, a net dollar adjustment by type will have to be entered.

Also, all active projects will require information input for their previously processed supplemental agreements. An active project is defined as those projects where no Final has been received in Field Reports by September 26, 2003.

All these active projects will require the RE to go back into their projects to provide additional information. New categories requiring information input are Additional Approved Amount, Reason Code, Prime Designer, Subtype, Escalation Process Used and Resolution Level. Updating of this information on active projects should be completed by October 26, 2003. At that time the adjustment capability will be removed from the system.

Attached to this Construction Bulletin are two documents to assist you with the steps you will have to go through to accomplish the adjustments and also to save a sequential Supplemental Agreement number in the system prior to having complete information for processing.

Attachment A is the Supplemental Agreement Tracking System (SATS) Implementation Guide to walk you through:
- **Logging on to the SATS program**
- **Adjusting the net dollar amount and inputting new field information on converted data**
- **How to save a Supplemental Agreement number prior to completion of the document**

Attachment B is a flow chart to assist you in ascertaining which Reason Code is most appropriate for classifying a particular Supplemental Agreement.

Thank you for your patience and efforts as this change is undertaken.

Note: This Construction Bulletin will be posted the week of September 2nd on the Construction Group web page and applicable pages in the Construction Manual will be updated in the near future to reflect the changed procedures. Classes on SATS and CPE II are in development stages and will be offered very shortly as well.

Attachments

1.0 Overview

The Supplemental Agreement Tracking System (SATS) Implementation Guide will assist the ADOT User in performing the following tasks:

- Logging Into the SATS System
- Adjusting the Net $ Amount and Inputting Missing Data
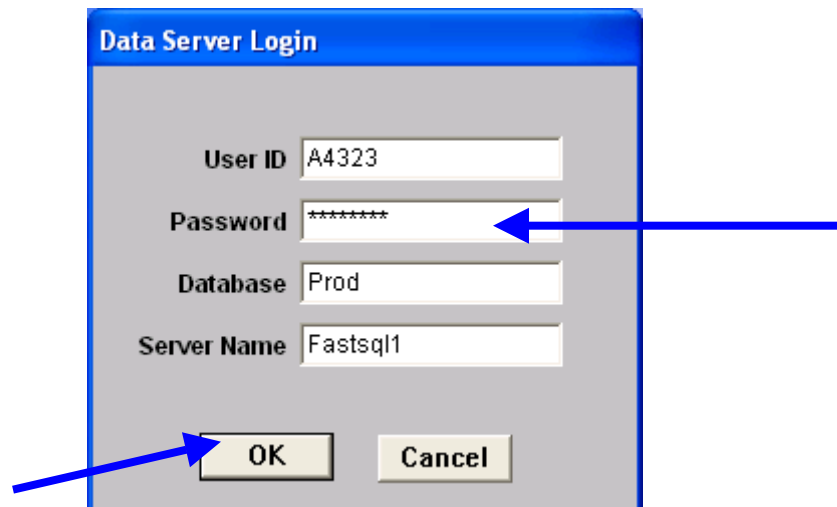- How to Save a Supplemental Agreement for Future Use

2.0 Login

The ADOT User can access the SATS Application through their ADOT imaged system by double clicking on the FAST System Desktop Icon:
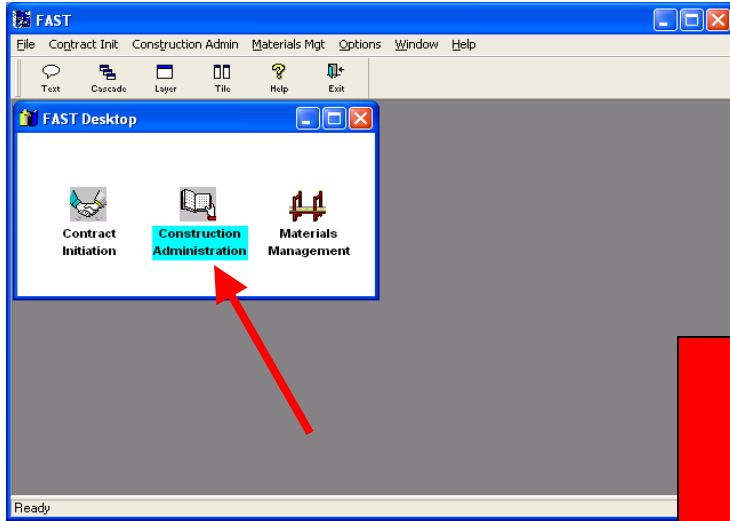

Desktop.lnk

A "Data Server Login" window will appear. The user should then input their password. The following fields will already contain pre-filled information: User ID, Database and Server fields. Once the password is entered the user should Select 'OK"
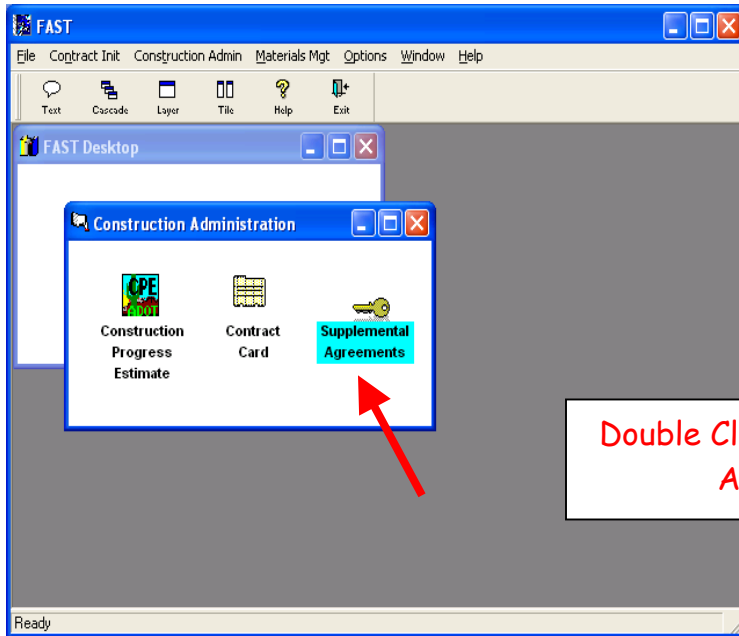
Double click on the Construction Administration Icon.


Double Click on the Supplemental Agreements Icon

3.0 Adjusting the Net $ Amount and Inputting Missing Data

The converted Supplemental Agreements may have incorrect totals. Based on how the Supplemental Agreement was created in CPE will determine how totals should be modified.

When a Supplemental Agreement was built in CPE the user had several options which affected how the data was converted. The cost adjustment feature in CPE will cause some discrepancy totals with the converted data. If a user made reference to a Supplemental Agreement in a sub-item then that sub-item will appear in the Supplemental Agreement report generated in CPE. If the sub-item was not referenced when the CPE data was converted the total in SATS will not reflect the total Supplemental Agreement amount. Therefore a modification must be made to ensure that the amounts match in each system. **Note: Existing Supplemental Agreement numbers converted will be shown under the Document number field exactly as originally input. Any new Agreements input in SATS will begin with 1001 and shown under the SATS document number field.**

New Supplemental Agreements input into SATS (for projects without previous Supplemental Agreements) will be shown under the SATS Document number field beginning with 01.

To check the Supplemental Agreement the User will need to Select the Tracs #
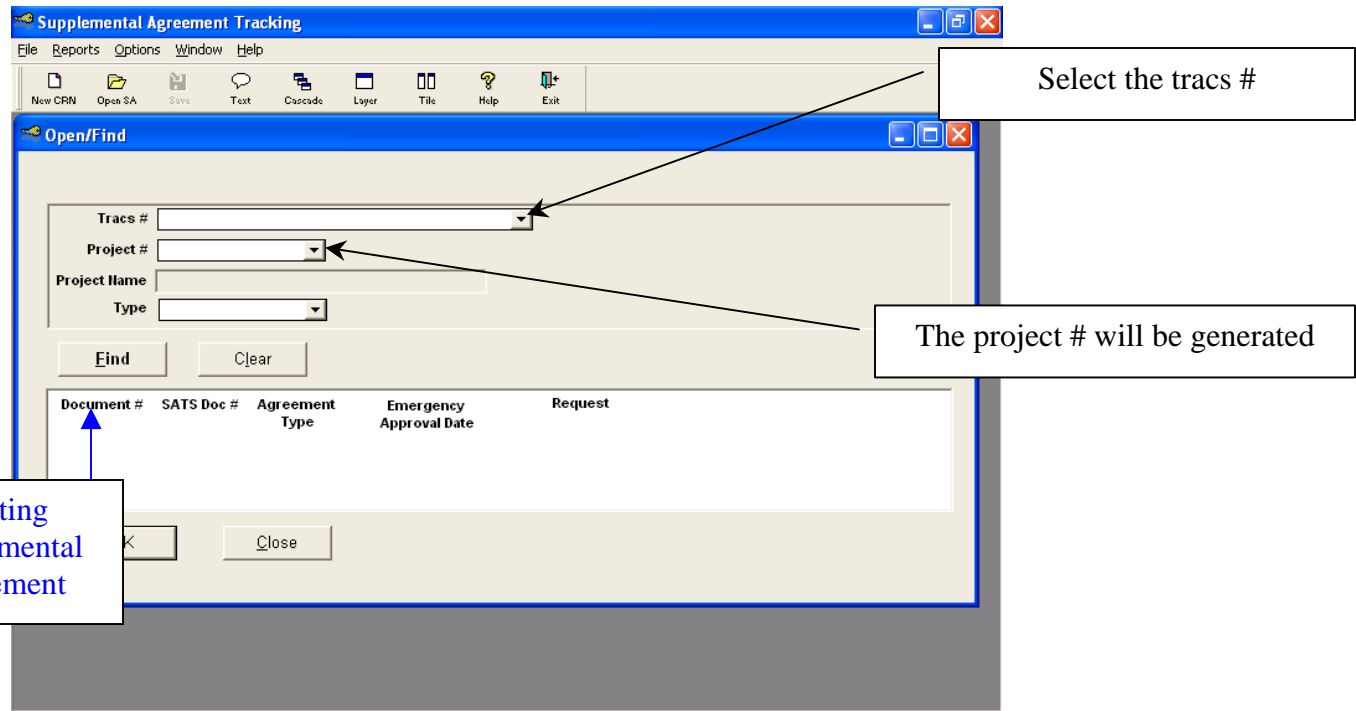
- 3 –

Select the type of Supplemental Agreement

Select each Supplemental Agreement to Modify

Note: Review **all** supplemental agreements for updates and/or dollar modifications

Then the Modify Revision Notice (Contract Revision Notification) Screen Appears
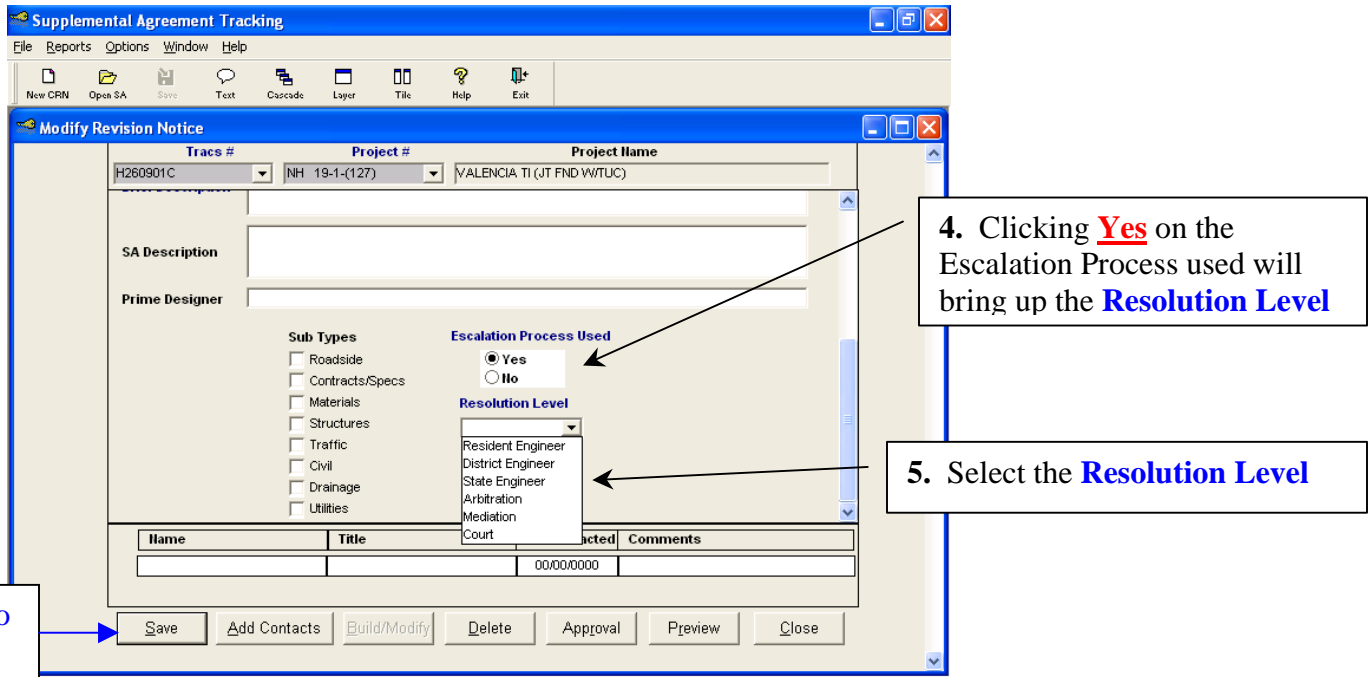

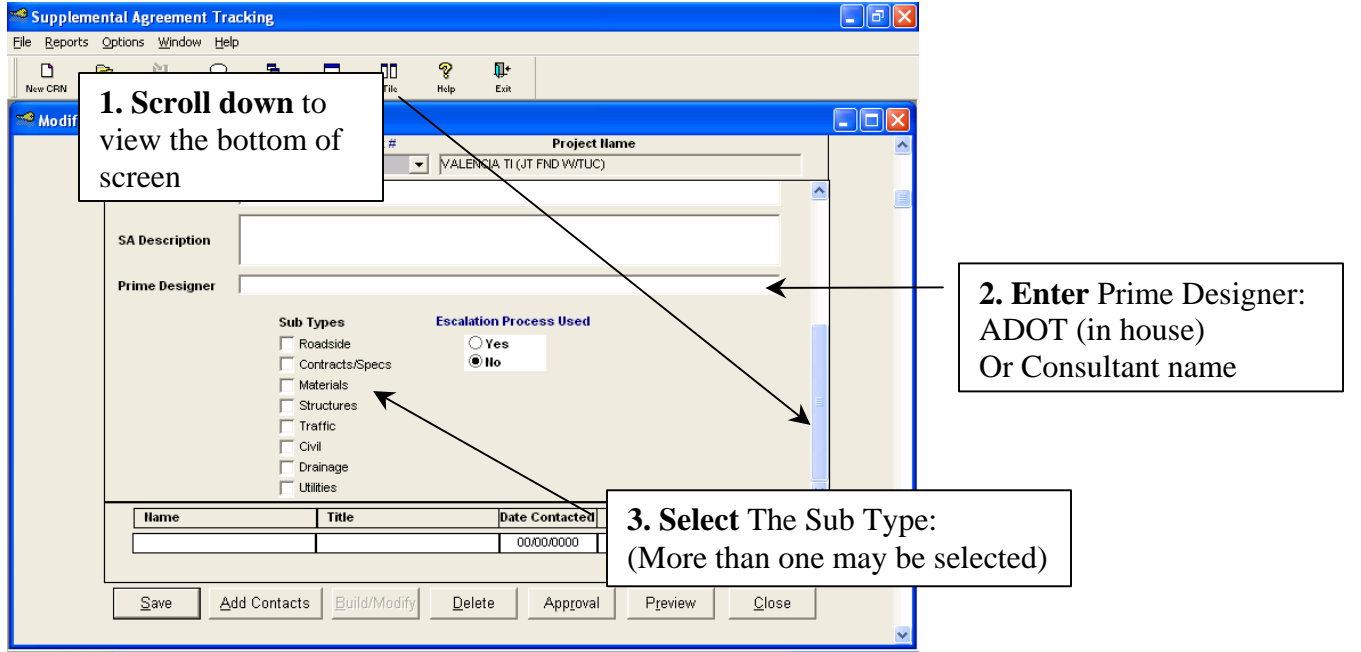New number in SATS

Converted from CPE

Update the noted fields:
Additional Approved (Dollars)
Emergency Approval Date
Reason Code (Refer to Attachment B)

Verify the following field:
Brief Description

Construction Bulletin 03-02
Attachment A

1. Scroll down to view the bottom of screen

2. Enter Prime Designer:
ADOT (in house)
Or Consultant name

3. Select The Sub Type:
(More than one may be selected)

4. Clicking **Yes** on the Escalation Process used will bring up the **Resolution Level**

**5.** Select the **Resolution Level**

Click to Save

Note: If an escalation process is used Select the **Yes** button. This will enable the resolution field. Notice that the **Build/Modify** button is unavailable. In order to enable this button click on the **Approval** button. Once the **Approval** Button is enabled the Contract Revision Notification Approval Screen Appears

Only the necessary approvals (**in RED**) will need to be updated. Update the fields in **Red** and Select the Save button.

The approval saved window appears. Select **OK**, and then Close to continue
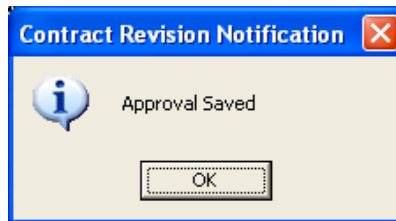
Construction Bulletin 03-02
Attachment A

Once you select **Close** the Modify Revision Notice (Contract Revision Notification) Screen Appears.

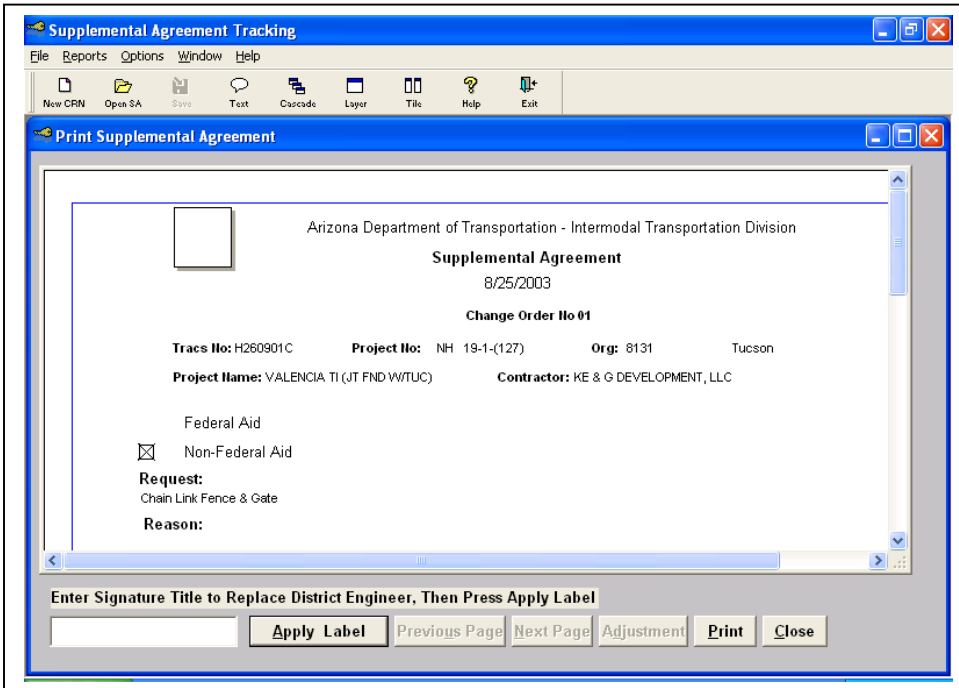Then select the **Build/Modify** button to modify the amount.

Verify whether **Federal Aid** or **Non-Federal Aid** and correct if necessary.

Click on the **Preview** button to modify the total.

The adjustment screen will appear. If the supplemental agreement needs an adjustment the **Adjustment** button will become available.

Note: If the Adjustment is available click on the Adjustment button and the following screen will appear. Match what the actual Supplemental Agreement total (Hard Copy) should be by entering the Net Dollar Adjustment. If the Adjustment button is unavailable no further adjustment action is necessary to the supplemental agreement.
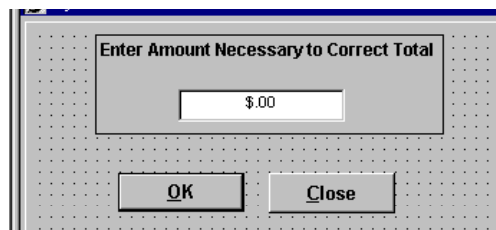
Continue this process for all Supplemental Agreements

4.0 How to Save a Supplemental Agreement for Future Use

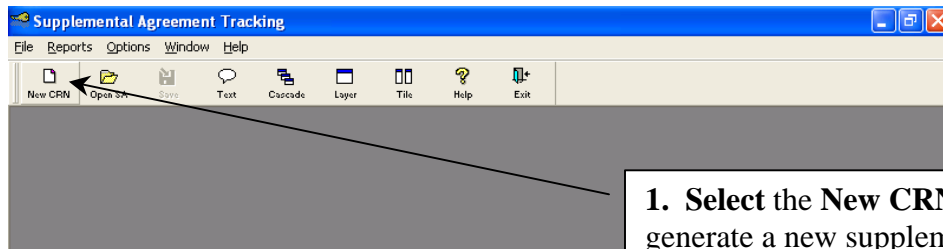The reason to save Supplemental Agreements for future use is to retain the sequential numbering order of the Agreement. Each supplemental agreement can be processed regardless of the order of completion. To generate a new number begin by clicking on the New CRN button.

1. **Select** the **New CRN** Icon to generate a new supplemental agreement.
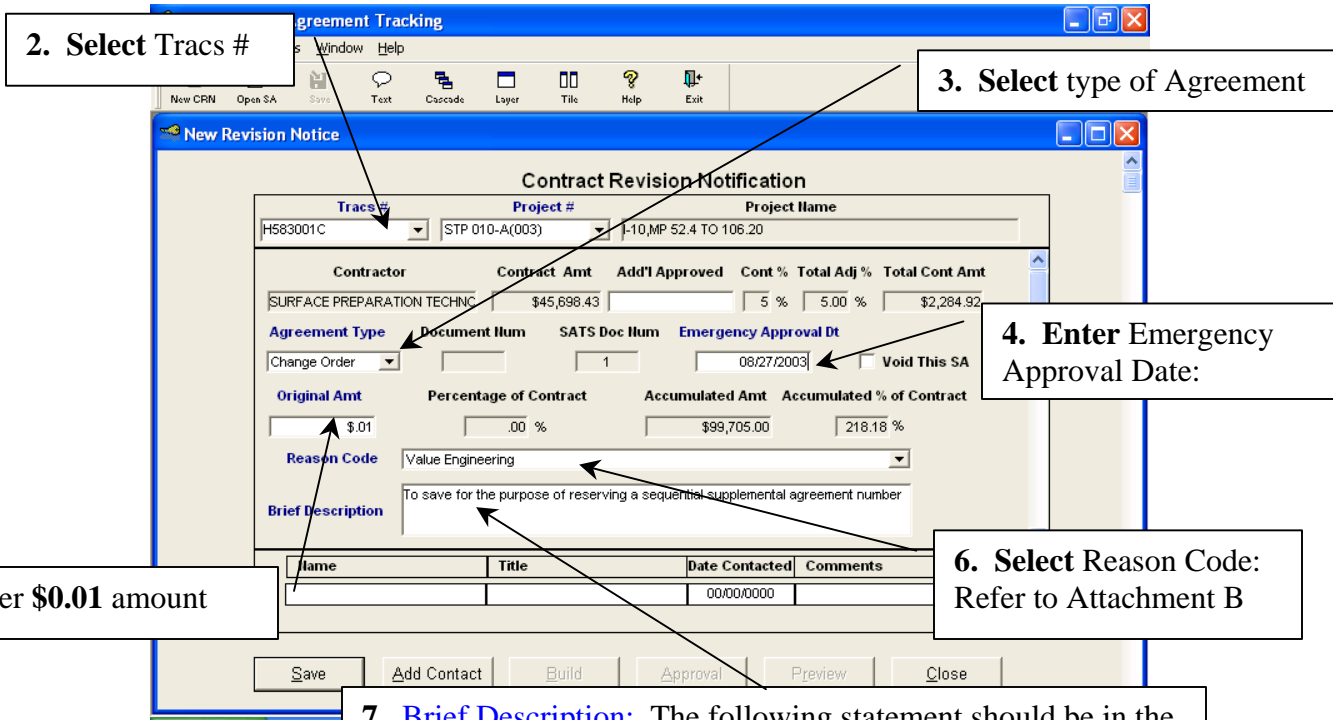
2. **Select** Tracs #

3. **Select** type of Agreement

4. **Enter** Emergency Approval Date:

5. Enter **$0.01** amount

6. **Select** Reason Code: Refer to Attachment B

7. Brief Description: The following statement should be in the field. "**To save for the purpose of reserving a sequential supplemental agreement number**."

- 9 –
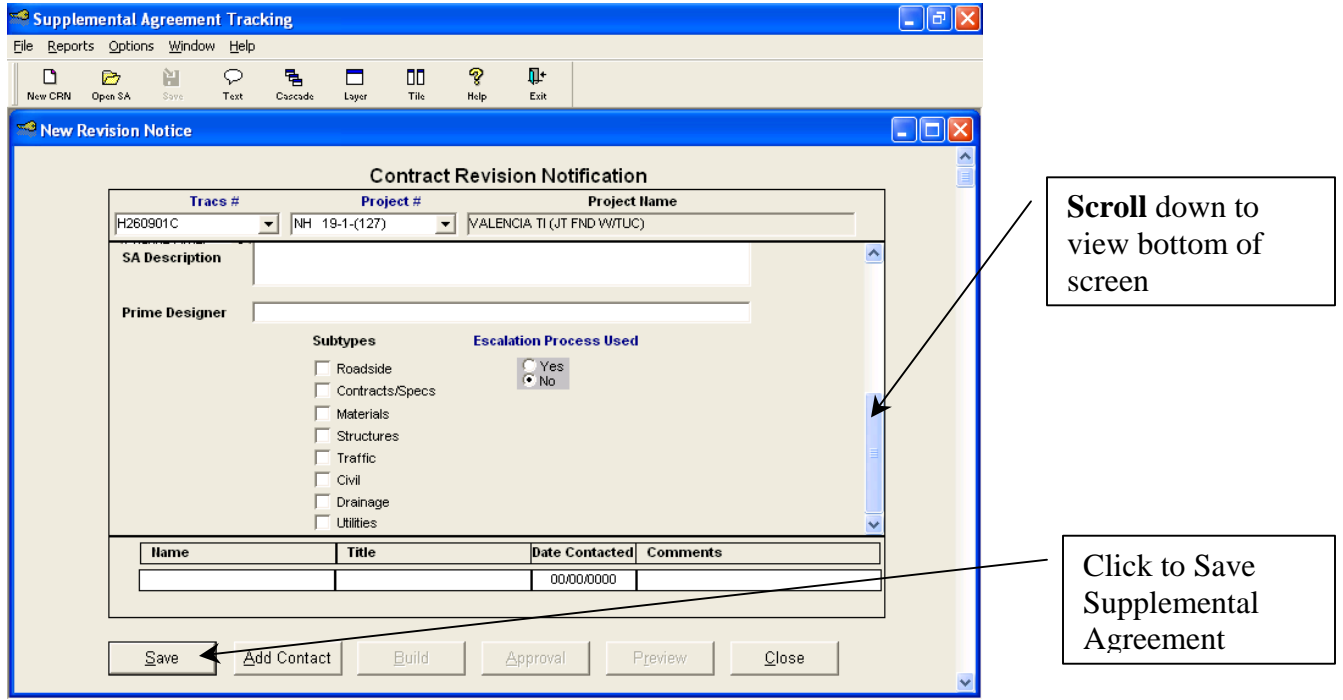
All fields with Blue need to have data before any Supplemental Agreement can be saved. Click on **Save** then **Close**. The Supplemental Agreement can be now be modified at a later date when more information becomes available.

CHOOSING A REASON CODE

Was this a Value Engineering change order?

Yes → Use change order type 1
Value Engineering

No ↓

Was this change order for additional or extra work out of scope?

Yes → Use change order type 2 or 3
Additional or Extra work out of scope

No ↓

Was the cause or reason for the change predictable by ordinary civil engineering design practice?

Yes → **DESIGN CONDITIONS**

No → **PROJECT CONDITIONS**

DESIGN CONDITIONS

Was there an error or omission in the contract documents?

No → Use change order type 8
Other

Yes ↓

Did an error or omission in the Bid Tab quantities cause the change?

Yes → Use change order type 4
Quantity

No ↓

Error or omission is in the plans, special provisions, or other contract document.
Use change order type 5
Plans Revisions and Oversights

PROJECT CONDITIONS

Did project specific conditions require extra work to satisfy the intent of the contract?

Yes → Use change order type 6
Changed Condition

No ↓

Was the intent of the contract modified by ADOT due to project specific conditions?

No → Use change order type 8
Other

Yes ↓

Use change order type 7
Penalty or Bonus

Attachment B