



South Carolina Department of Transportation

Contract Site Times / Completion Dates

AASHTOWare Project Construction and Materials™ rev. April 2023

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Introduction

AASHTOWare Project^M (*AWP*) is a web-based program consisting of several modules designed to electronically allow the SCDOT to manage the entire lifecycle of construction contracts using a standardized format while providing a collaborative environment.

AASHTOWare Project Construction and Materials^M (*PrCM*) is a module designed to support the complete construction and materials management process.

Site Times

Site Times are used to manage completion dates in AASHTOWare Project[™]. These are used for:

- Main Contract Time
- Milestones
- Interim Completion Dates

Time ID 00 AT	Time Description Q Main Contract Time Available	Agency Type MAIN - Main Times	Time Type Available Time
00 CT	Q Main Contract Time Calendar	MAIN - Main Times	Calendar Time
00 DT	Q Main Contract Time Completion Date	MAIN - Main Times	Completion Date
01 IC AT	Q Contract Interim Completion Date - AT	INTERIM - Interim Time	Available Time
01 IC CT	Q Contract Interim Completion Date - CT	INTERIM - Interim Time	Calendar Time
01 IC DT	Q Contract Interim Completion Date - DT	INTERIM - Interim Time	Completion Date
02 ML AT	Q Contract Milestone - AT	MILE - Milestones	Available Time
02 ML CT	Q Contract Milestone - CT	MILE - Milestones	Calendar Time
02 ML DT	Q Contract Milestone - DT	MILE - Milestones	Completion Date

Figure 1 - Site Times

Roles that can edit Site Times:

- RCE
- ARCE
- PROJ ENG

Navigating to the Contract Site Times:

- 1. From the Home Screen, select Contract Administration and your contract
- 2. Click the Contract Times Tab and expand the Site Times section.

Contract Administration	Contract Administration Summary							
✓ Contract: 0263880 - Red	▼ Contract: 0263880 - Reconstruction/Rehabilitation - Aiken County							
General	✓ Site							
Additional Information								
Administrative Offices	Q Type search criteria or press Enter	Q Type search criteria or press Enter 2 Advanced Showing 1 of 1						
Contract Authority	Calast Cita Times					0 marked for deletion 0 changed		
Contract Times	Select Site Times							
DBE	Time ID	Time Type		Agcy Type		•		
Labor	00 DT	Completion Date		MAIN - Main	Times			
Locations	Time Descr * 🔻		Main	Active	% Compl			
Permits	Main Contract Time		Yes	No				
Comments	> Informational							
Associated Vendor People	Recurring							

Figure 2 - Site Times Navigation





Main Contract Time

- Each contract has one Main Contract Time.
- The Main Contract Time is partially setup by the AASHTOWare Project[™] Administrators based on the actual signed contract.
- The Main Contract Time setup must be completed by the managing construction office before the 1st estimate.
- The Start Time, Completion Dates, and Liquidated Damages are located here.
- Main Contract Time is used for time related calculations (% Complete).

Types of Main Contract Times

There are 3 Main Contract Time types but **only one is used per contract**. The type used on a contract is determined by the completion date in the signed contract.

DT - Contract Time Completion Date

Provides a fixed completion date from in the contract. Charging time is NOT ALLOWED. Most SCDOT contracts are this type.

CT – Contract Time Calendar

Gives the contractor a specified number of calendar days to compete a job once the start time is determined. Charging time is NOT ALLOWED.

AT – Contract Time Available

Gives the contractor a specified number of work days to finish a contract. Work days are only counted by charging a diary. Charging time is REQUIRED. <u>This time type is NOT used by the SCDOT at this time.</u>

Setup of the Main Contract Time

The managing construction office is responsible for completing the setup and activation of the Main Contract Time once early contract dates are established. Failure to do so will allow a contract to proceed without any time restrictions. Determine which Main Site Time type has been setup on your contract and follow the instructions below for only that time type.

DT – Completion Date Contract Types



1. Select the Time ID

Figure 3 - DT Selection





- 2. Select the Units and Dates Tab.
- 3. Set the NTP-DT as the Start Time and ensure it starts at 12:00 AM.
- 4. Verify the Original Completion Date is correct and matches the Current Completion Date.
- 5. Press **Save**. The Original Number of Time Units will calculate the difference between the Start Time and Original Completion.

Note: Leave the Substantial Work Complete Date field empty at this time. This is the location it is to be entered at the end of the contract. The remaining fields will automatically populate later in the contract if there are change orders that include a time adjustment.

Contract Time Summary	ry - Completion Date							
✓ Contract: 0263880 - Reconstruction/Rehabilitation - Aiken County								
CT: 00 DT - Main Contract Time Main: Yes Current Completion: 06/30/2024 12:00:00 AM Time Unit: Days Liquidated Damages Rate: 1,700.00 Incentive Rate: Disincentive Rate:								
General Units And Dates Rates And Cap Amount	Start Time • Time Unit 02/01/2023 12:00 AM Imit 02/01/2023 12:00 AM Imit 06/30/2024 12:00 AM Imit 00/30/2024 12:00 AM Imit 00/30/2024 12:00 AM Imit 0.00 Pending Change Completion Substantial Work Complete Pending Change Imit Imit Estimate Processing Complete Vertice	wher of Time Units mber of Time Units uber of Time Units unge Order Number of Time Units						

Figure 4 – DT Units and Dates Tab

- 6. Select the Rates and Cap Amount Tab.
- 7. Verify the Liquidated Damage Rate amount is correct. If not, correct the amount and press **Save**.

Note: Liquidated Damages will be charged on payment estimates if the contractor works beyond the Current Completion Date until the Substantial Work Complete Date is entered/reached.

Contract Time Summary - Completion Date										
✓ Contract: 0263880 - Reco	✓ Contract: 0263880 - Reconstruction/Rehabilitation - Aiken County									
CT: 00 DT - Main Contract Time	Main: Yes Current Completion: 06/30/2024 1	2:00:00 AM Time Unit: Days	Liquidated Damages Rate: 1,700.00	Incentive Rate:	Disincentive Rate:					
General	Calculate Liquidated Damage		Calculate Disincentive							
Units And Dates										
Rates And Cap Amount	Rates And Cap Amount Liquidated Damages Rate 1,700.00 Liquidated Damages Rate 1,quidated Damages Time Unit Days Liquidated Damages Cap Amount Total Liquidated Damages Amount Applied		Disincentive Rate							
			Total Disincentive Amount App							

Figure 5 – DT Rates and Cap Amount Tab





- 8. Select the General Tab.
- 9. Enter the Effective Date as today's date.
- 10. Set the Status to "Active".
- 11. Press **Save**. Afterwards, the Active field should state "Yes" and the Percent Complete should be calculating a value.

▼ Contract: 0263880 - Reconstruction/Rehabilitation - Aiken County ▼ ? Cf: 00 DT - Main Contract Time Main Yes Current Completion: 08/30/2024 12:00:00 AM Time Unit. Days Liquidated Damages Rate: 1/70:00 Incentive Rate: Disincentive Rate: Centeral Time ID Main Contract Time Incentive Rate: Disincentive Rate: Incentive Rate: Incentine: Incentive Rate: Incen	Contract Time Summary	- Completion Date			
C1 00 DT - Main Contract Time Main. Yes Current Completion. 06/30/2024 12:00:00 AM Time Uhit. Days Liquidated Damages Rate. 1,700.00 Incentive Rate: Disincentive Rate: Ceneral Time ID Units And Dates 00 DT Rates And Cap Amount! Time Description* Main Contract Time Q Time Type Completion Date Completion Date Chargeable Agency Type Percent Completion MAIN - Main Times * Completion Original Completion Q Original Completion Giolog2024 12:00:00 AM Record Source Preconstruction Disoconstruction Status * Objection Date Completion Completion Giolog2024 12:00:00 AM Record Source Preconstruction Default No	✓ Contract: 0263880 - Reco	nstruction/Rehabilitation - Aiken County	Save 🔻 ?		
Ceneral Time JD Main Contract Time Units And Dates 0 DT Detex Allowed Rates And Cap Amount Time Description • Detex Allowed Main Contract Time Q Required For Time Type Completion Date Chargeable Agency Type Percent Complete 1221 Original Completion Q Fercent Complete Original Completion Giologo24 12000 AM Expiration Date Record Source Status • Expiration Date Preconstruction Status • ACTIVE - Active • No No Active	CT: 00 DT - Main Contract Time	Main: Yes Current Completion: 06/30/2024 12:00:00 AM Time Unit: Days	Liquidated Damages Rate: 1,700.00 Incentive Rate: Disincentive Rate:		
Units And Dates 00 DT Rates And Cep Amount Time Description• Main Contract Time Ime Type Completion Date Agency Type MAIN - Main Times • Percent Complete 121 Original Completion 063002024 12 00 00 AM Record Source Preconstruction Default No Active Active Active	General	Time ID	Main Contract Time		
Rates And Cap Amount Time Description* Deleta Allowed Main Contract Time Image: Contract Time Image: Contract Time Time Type Active Contract Colose Contract Neither Completion Date Chargeable MAIN - Main Times Percent Complete Comments 121 Original Completion Expiration Date Delotalic Expiration Date Competion Status* Delotalit Status* Defort Contract Time	Units And Dates	00 DT			
Main Contract Time Required For Time Type Completion Date Completion Date Chargeable Agency Type Percent Complete MAIN - Main Times Percent Complete Comments 1221 Original Completion Effective Date 06/30/2024 12:00:00 AM Expiration Date Record Source Status* Preconstruction Status* Default No	Rates And Cap Amount	Time Description *	Delete Allowed		
Required For Completion Date Agency Type MAIN - Main Times Comments Original Completion 06/30/2024 12:00:00 AM Record Source Perconstruction Default No		Main Contract Time	Q 2		
Time Type Active Contract Close Contract Neither Completion Date Chargeable MAIN - Main Times Percent Complete 12.21 Original Completion 06/30/2024 12:00:00 AM Record Source Pieconstruction Default No			Required For		
Completion Date Chargeable Agency Type		Time Type	○ Active Contract ○ Close Contract [●] Neither		
Agency Type MAIN - Main Times Comments Comments Original Completion 06/30/2024 12:00:00 AM Record Source Preconstruction Default No		Completion Date	Chargeable		
MAIN - Main Times Comments Comments Original Completion 06/30/2024 12:00:00 AMI Record Source Preconstruction Default No		Agency Type			
Comments 12 21 Original Completion Effective Date • 06/30/2024 12:00:00 AM Expiration Date Record Source Status • Preconstruction Status • Default ACTIVE - Active • No Active		MAIN - Main Times 💌	Percent Complete		
Original Completion 06/30/2024 12:00 00 AM Record Source Preconstruction Default No Active		Comments	12.21		
Original Completion 02/05/2023 06/30/2024 12:00:00 AM Expiration Date Record Source Image: Completion Completion Preconstruction Status + Completion Default ACTIVE - Active No Active			Q Effective Date*		
Original Completion O6/30/2024 12:00:00 AM Record Source Preconstruction Default No		Original Completion	02/05/2023		
Record Source Preconstruction Default No No No No No No No No No No		06/30/2024 12:00:00 AM	Expiration Date		
Record Source Preconstruction Default No			**		
Preconstruction Default No		Record Source	Status *		
Default No Active		Preconstruction	ACTIVE - Active		
No Active		Default			
		No	Active		
Contract Claim Number		Contract Claim Number	Yes		

Figure 6 – DT General Tab

CT – Calendar Time Contract Types

1. Select the Time ID

Contract Administration Summary								
✓ Contract: 3260760 - R	✓ Contract: 3260760 - Reconstruction/Rehabilitation - Lexington Co Save							
General	✓ Site							
Additional Information								
Administrative Offices	Q Type search criteria or press	Enter Advanced Showing 1 of 1						
Contract Authority	Salaat Sita Timaa	-			0 marked for deletion 0 changed			
Contract Times	Select Site Times							
DBE	Time ID	Тіте Туре		Адсу Туре	-			
Labor	00 CT	Calendar Time		MAIN - Main Times				
Locations	Time Descr* 🔻		Main	Active % Compl				
Permits	Main Contract Time		Yes	No				

Figure 7 – CT Selection





- 2. Select the Units and Dates Tab.
- 3. Set the Start Time using the date specified in the contract to start calculating time and ensure the time starts at 12:00 AM.
- 4. Verify the Original Number of Time Units is correct.
- 5. Press **Save**. The Original Completion Date will be calculated using the Start Time plus the Original Number of Time Units. If the Original Completion Date exceeds the contracts "must be completed by date", you will need to adjust the number of time units accordingly.

Note: Liquidated Damages will be charged on payment estimates if the contractor works beyond the Current Completion Date until the Substantial Work Complete Date is entered/reached.

Contract Time Summary	- Calendar Time								
Contract: 3260760 - Reconstruction/Rehabilitation - Lexington Co Save									
CT: 00 CT - Main Contract Time	Main: Yes Current Completion: 01/31/2024 12:00:00 AM	Time Unit: Days Liquidated Damages Rate: 1,200.00 Incentive Rate: Disincentive Rate:							
General Units And Dates Rates And Cap Amount	Start Time * 02/01/2023 12:00 AM Original Completion 01/31/2024 12:00:00 AM Current Completion 01/31/2024 12:00:00 AM Pending Change Completion Substantial Work Complete Estimate Processing Complete	Time Unit Days Original Number of Time Units Adjusted Number of Time Units Current Number of Time Units 365.00 Pending Change Order Number of Time Units Road User Cost Per Time Unit							

Figure 8 – CT Units and Dates Tab

- 6. Select the Rate and Cap Amount Tab.
- 7. Verify the Liquidated Damage Rate amount is correct. If not, correct the amount and press **Save**.

Note: Liquidated Damages will be charged on payment estimates if the contractor works beyond the Current Completion Date until the Substantial Work Complete Date is entered/reached.

Contract Time Summary - Calendar Time								
✓ Contract: 3260760 - Reco	onstruction/Reh	abilitation - Lexington Co					Save 🔻 ?	
CT: 00 CT - Main Contract Time	Main: Yes	Current Completion: 01/31/2024 12:00:00 AM	Time Unit: Days	Liquidated	d Damages Rate: 1,200.00	Incentive Rate:	Disincentive Rate:	
General	Calculate Li	quidated Damage		C	alculate Disincentive			
Units And Dates								
Rates And Cap Amount	Liquidated I Liquidated I Days Liquidated I	Damages Rate 1,200.00 Damages Time Unit Damages Cap Amount			isincentive Rate			
	Total Liquid Calculate In	ated Damages Amount Applied		То	otal Disincentive Amount Ap	plied		

Figure 9 – CT Rates and Cap Amount Tab





- 8. Select the General Tab.
- 9. Enter the Effective Date as today's date.
- 10. Set the Status to "Active".
- 11. Press **Save**. Afterwards, the Active field should state "Yes" and the Percent Complete should be calculating a value.

Contract Time Summary	/ - Calendar	Time					
✓ Contract: 3260760 - Rec	onstruction/Rel	habilitation - Lexington Co					Save 🗸 🖓
CT: 00 CT - Main Contract Time	Main: Yes	Current Completion: 01/31/2024 12:00:00 AM	Time Unit: Days	Liqui	dated Damages Rate: 1,200.00	Incentive Rate:	Disincentive Rate:
General	Time ID				Main Contract Time		
Units And Dates	00 CT						
Rates And Cap Amount	Time Desc	ription *			Delete Allowed		
	Main Cont	tract Time		Q			
					Required For		
	Time Type	Time Type Calendar Time Agency Type			 ○ Active Contract ○ Close Contract ● Neither Chargeable 		
	Calendar T						
	Agency Ty						
	MAIN - Ma	ain Times 💌			Percent Complete		
	Comments	3			17.26		
				Q	Effective Date *		
	Original N	umber of Time Units			02/05/2023		
	265.00	umber of time onits			Expiration Date		
	303.00						
	Record So	urce			Statua		
	Preconstru	ction					
	Default				NOTIVE - ACAVE +		
	No				Active		
	Contract C	laim Number			Yes		

Figure 10 – CT General Tab

Interim Completion Dates

Some contracts have more than one Completion Date for different portions of the contract. These are called Interim Completion Dates. There is no limit to these type of Site Times in AASHTOWare Project[™]. Interim Completion Dates will have completely separate liquidated damage rates and completion dates when compared to the Main Contract Time. These time types can also be adjusted using a change order for time. Interim Completion Dates should be setup by the managing construction office.

1. Click Select Site Times.

Contract Administration Summary								
✓ Contract: 0263880 - R	Contract: 0263880 - Reconstruction/Rehabilitation - Aiken County Save							
General	✓ Site							
Additional Information								
Administrative Offices	Q Type search criteria or press E	nter Advanced Showing 1 of 1						
Contract Authority Contract Times	Select Site Times					0 marked for deletion	0 changed	
DBE	Time ID	Time Type		Agcy Type			-	
Labor	00 DT	Completion Date		MAIN - Main	Times			
Locations	Time Descr *		Main	Active	% Compl			
Permits	Main Contract Time		Tes	les	12.21			

Figure 11 – Add Interim Completion Date





- 2. Select one of the two Interim Completion Date Site Time Types. The Site Time Types are discussed in the previous section.
- 3. Click Add to Contract Times.

Home	Select Site Times	•			× ?	CLog off
Administra SBP Com						
Contra	Q Type search criteria or press Er Select: All None	The Description	Time Type	Time Unit	0 selected	- 8
Genera	01 IC CT	Contract Interim Completion [Calendar Time	Days	Yes	
Adminis	01 IC DT	Contract Interim Completion [Completion Date	Days	Yes	
Contrac	02 ML CT	Contract Milestone - CT	Calendar Time	Days	Yes	anged
Contrac	02 ML DT	Contract Milestone - DT	Completion Date	Days	Yes	-
Labor						
Location Permits					Add to Contract Times	

Figure 12 – Choose Interim Completion Date

4. If needed, give the Interim Completion Date a new Time Description.

✓ Contract: 0263880 - Red	construction/Rehabilitation - Aiken	County				Save 🗸
General	✓ Site					
Additional Information						
Administrative Offices	Q Type search criteria or press E	nter Advanced Showing 2 of 2				
Contract Authority Contract Times	Select Site Times				0 marked for	deletion 0 changed
DBE	00 DT	Completion Date		MAIN - Main	Times	-
Labor	Main Contract Time		Ye	Yes	12.21	
Locations	Time ID	Time Type		Agev Type		_
Permits	01 IC DT	Completion Date	-			•
Comments	Time Descr* 💌	,,	Main	Active	% Compl	
Associated Vendor People	Interim Completion Date Bridge A	V	No	No		
Claims	L					

Figure 13 – Time Desc. Interim Completion Date

	5.	Select	the	Time	ID.
--	----	--------	-----	------	-----

✓ Contract: 0263880 - Re	construction/Rehabilitation - Aiken County					Save 🗸
General	✓ Site					
Additional Information						
Administrative Offices	Q Type search criteria or press Enter	Advanced Showing 2 of 2				
Contract Authority	Colort Cite Times					0 marked for deletion 0 changed
Contract Times	Select Site Times					
DBE	00 DT	Completion Date		MAIN - Mair	Times	•
Labor	Main Contract Time		Yes	Yes	12.21	
Locations	Time ID	Time Type		Agev Type		-
Permits	01 IC DT	Completion Date				
Comments	Time Descr* 💌		Main	Active	% Compl	
Associated Vendor People	Interim Completion Date Bridge A		No	No		
Claims						

Figure 14 – Open the Interim Completion Date





- 6. Select the Units and Dates Tab.
- 7. Enter the Start Time starting at 12:00 AM.
- 8. Enter the Original Completion ending at 11:59 PM.

Contract Time Summary - Completion Date								
✓ Contract: 0263880 - Reco	nstruction/Rehabilitation - Aiken County	Save 👻 🖓						
CT: 01 IC DT - Interim Completion E	Date Bridge A Main: No Current Completion: 04/30/2023 11:59:00 PM	Time Unit: Days Liquidated Damages Rate: 0.00 Incentive Rate: Disincentive R						
General Units And Dates Rates And Cap Amount	Start Time * 02/01/2023 12:00 AM Original Completion 04/30/2023 11:59 PM 04/30/2023 11:59 PM	Time Unit Days Original Number of Time Units 89.00 Adjusted Number of Time Units 0.00						
	Pending Change Completion Substantial Work Complete	Current Number of Time Units 89.00 Pending Change Order Number of Time Units						

Figure 15 – Units and Dates Tab Interim Completion Date

- 9. Select the Rates and Cap Amount tab.
- 10. Enter the Liquidated Damage Rate.
- 11. Ensure the Time Unit is "Days" and the Calculate Liquidated Damage indicator is checked.
- 12. If needed, set the Liquidated Damages Cap Amount
- 13. Press Save.

Note: Liquidated Damages will be charged on payment estimates if the contractor works beyond the Current Completion Date until the Substantial Work Complete Date is entered/reached. This Interim Completion Date has a separate Substantial Work Complete Date when compared to the Main Contract Time.

Contract Time Summary - Completion Date								
✓ Contract: 0263880 - Reconstruction/Rehabilitation - Aiken County								
CT: 01 IC DT - Interim Completion	Date Bridge A Main: No Current Completion: 04/30/2023 11:59:00 PM	Time Unit: Days Liquidated Damages Rate: 2,000.00 Incentive Rate: D	isince					
General	Calculate Liquidated Damage	Calculate Disincentive						
Units And Dates								
Rates And Cap Amount	Liquidated Damages Rate 2,000 00 Liquidated Damages Time Unit Days Figuidated Damages Cap Amount Total Liquidated Damages Amount Applied	Disincentive Rate Disincentive Time Unit Disincentive Cap Amount Total Disincentive Amount Applied						

Figure 16 – Rates and Cap Tab Interim Completion Date





- 14. Select the General Tab.
- 15. Enter the Effective Date as today's date.
- 16. Set the Agency Type to "Interim".
- 17. Set the Status to "Active".
- 18. Press **Save**. Afterwards, the Active field should state "Yes" and the Percent Complete should be calculating a value.

Contract Time Summar	y - Completion Date								
✓ Contract: 0263880 - Reconstruction/Rehabilitation - Aiken County									
CT: 01 IC DT - Interim Completion	n Date Bridge A Main: No Current Completion: 04/30/2023 11:59:00 PM	M Time Unit: Days Liquidated Damages Rate: 2,000.00 Incentive Rate: Disince							
General	Time ID	Main Contract Time							
Units And Dates	01 IC DT								
Rates And Cap Amount	Time Description *	Delete Allowed							
	Interim Completion Date Bridge A	ର୍ 🎽							
	Time Type Completion Date Agency Type INTERIM - Interim Comments	Required For Active Contract Close Contract Neither Chargeable Percent Complete 70.79 Chargeable Defective Date + 02/04/2023							
	04/30/2023 11:59:00 PM Record Source Construction Default No Contract Claim Number	Expiration Date							

Figure 17 – General Tab Interim Completion Date

Milestones

Milestones can be created when a contract includes an incentive or disincentive. There is no limit to these type of Site Times in AASHTOWare Project[™].

1. Click Select Site Times.

Contract Administration	Summary					
✓ Contract: 0263880 - Red	construction/Rehabilitation - Aiken	County				Save 🔻 ?
General	✓ Site					
Additional Information						
Administrative Offices	Q Type search criteria or press E	inter Advanced Showing 2 of 2				
Contract Authority	Salast Site Times				0 marked for	deletion 0 changed
Contract Times	Select Site Times					
DBE	00 DT	Completion Date		MAIN - Main	Times	-
Labor	Main Contract Time		Yes	Yes	12.21	
Locations	Time ID	Time Type		Agcy Type		-
Permits	01 IC DT	Completion Date		INTERIM - Ir	nterim	
Comments	Time Descr ≭ ▼		Main	Active	% Compl	
Associated Vendor People	Interim Completion Date Bridge	A	No	Yes	70.79	
Claims						

Figure 18 – Add Milestone





- 2. Select one of the two Milestones Site Time Types. The Site Time Types are discussed in a previous section.
- 3. Select Add to Contract Times.

ne	Select Site Times						× Log
istra :om i tra	Q Type search criteria or press Ente	or 🥑 SCDOT Default	Showing 4 of 4			1 select	tod
	Time ID	Time Description	Agency Type	Time Type	Time Unit	Allow Duplicate	
itior	01 IC CT	Contract Interim Completion I		Calendar Time	Days	Yes	
ninis	01 IC DT	Contract Interim Completion I		Completion Date	Days	Yes	
trac	02 ML CT	Contract Milestone - CT		Calendar Time	Days	Yes	ange
trac	• 02 ML DT	Contract Milestone - DT		Completion Date	Days	Yes	
or ation nits						Add to Contract Times)

Figure 19 – Select Milestone

4. If needed, give the Milestone a new Time Description.

Contract Administration	Summary					
✓ Contract: 0263880 - Red	construction/Rehabilitation - Aiken Co	unty				Save 🔻 ?
General	✓ Site					
Additional Information	0.001					
Administrative Offices	Q Type search criteria or press Enter	Advanced Showing 3 of 3				
Contract Authority Contract Times	Select Site Times				0 marked f	or deletion 0 changed
DBE	Time ID	Time Type		Agcy Type		-
Labor	00 DT	Completion Date		MAIN - Main	Times	
Locations	Time Descr * ▼		Main	Active	% Compl	
Permits	Main Contract Time		Yes	Yes	12.21	
Comments	01 IC DT	Completion Date		INTERIM - II	nterim	•
Associated Vendor People	Interim Completion Date Bridge A		N	Yes	70.79	
Claims	02 ML DT	Completion Date				-
Claim Recipients		Completion Date				
Contract Actions	Contract Milestone - Bridge B		NO	NO		

Figure 20 – Time Description Milestone





5. Select the Time ID.

Contract Administration	Summary					
✓ Contract: 0263880 - Rec	onstruction/Rehabilitation - Aiken Co	unty				Save 🖵 🥐
General	✓ Site					
Additional Information	(12)					
Administrative Offices	Q Type search criteria or press Enter	Advanced Showing 3 of 3				
Contract Authority Contract Times	Select Site Times					0 marked for deletion 0 changed
DBE	Time ID	Time Type		Agcy Type		•
Labor	00 DT	Completion Date		MAIN - Main	Times	
Locations	Time Descr * ▼		Main	Active	% Compl	
Permits	Main Contract Time		Yes	Yes	12.21	
Comments	01 IC DT	Completion Date		INTERIM - Ir	nterim	•
Associated Vendor People	Interim Completion Date andge A		No	Yes	70.79	
Claims	02 MI DT	Completion Date				-
Claim Recipients	Contract Milestere Deides D	Completion Bate		N		
Contract Actions	Contract milestone - Bridge B		INU	NU		

Figure 21 – Open the Milestone

- 6. Select the Units and Dates Tab.
- 7. Enter the Start Time ending at 12:00 AM.
- 8. Enter the Original Completion ending at 11:59 PM.

Contract Time Summary - Completion Date								
V Contract: 0263880 - Reconstruction/Rehabilitation - Aiken County								
CT: 02 ML DT - Contract Milestone	- Bridge B Main: No Current Completion: 06/30/2023 11:59:00 PM	Time Unit: Days Liquidated Damages Rate: Incentive Rate: 0.00	Disincentive Rate					
General Units And Dates Rates And Cap Amount	Start Time* 02/01/2023 12:00 AM Original Completion 06/30/2023 11:59 PM Current Completion 06/30/2023 11:59 PM Pending Change Completion Substantial Work Complete m	Time Unit Days Original Number of Time Units 150.00 Adjusted Number of Time Units 0.00 Current Number of Time Units 150.00 Pending Change Order Number of Time Units						
	Estimate Processing Complete							

Figure 22 – Units and Dates Tab Milestone





- 9. Select the Rates and Cap Amount Tab.
- 10. If Incentives are needed: Enter the Incentive Amount and Check Calculate Incentive.
- 11. If Disincentives are needed: Enter the Disincentive Amount and Check Calculate Disincentive.
- 12. Ensure Time Units are set to "Days".
- 13. Enter Caps if necessary.
- 14. Press Save.

Note: Incentives or Disincentives will be included on a payment estimate once a Substantial Work Complete Date has been entered. Incentives will be paid for each day the work is early. Disincentives will be paid for each day the work is late.

Contract Time Summa	ary - Completion Date	_	_
✓ Contract: 0263880 - Re	leconstruction/Rehabilitation - Aiken County		Save 🔻 ?
CT: 02 ML DT - Contract Milestor	one - Bridge B Main: No Current Completion: 06/30/2023 11:59:00 PM Time Unit: Days Liquidated Da	amages Rate: Incentive Rate: 1,500.00	Disincentiv
General	Calculate Liquidated Damage Calculate Disincentive		
Units And Dates			
Rates And Cap Amount	Liquidated Damages Rate Liquidated Damages Rate 1,500.00 Liquidated Damages Time Unit 0 Ilquidated Damages Cap Amount 0 Total Liquidated Damages Amount Applied 0 Calculate Incentive 1 Incentive Rate 1,500.00 Incentive Rate 1,500.00 Incentive Time Unit 0 Days 0 Incentive Rate 1,500.00 Incentive Time Unit 0 Days 0 Incentive Cap Amount 0	t unt ount Applied	
	45,000.00 Total Incentive Amount Applied		

Figure 23 – Rates and Cap Tab Milestone





- 15. Select the General Tab.
- 16. Enter the Effective Date as today's date.
- 17. Set the Agency Type to "Milestones".
- 18. Set the Status to "Active".
- 19. Press **Save**. Afterwards, the Active field should state "Yes" and the Percent Complete should be calculating a value.

Contract Time Summary - Completion Date									
V Contract: 0263880 - Reconstruction/Rehabilitation - Aiken County									
CT: 02 ML DT - Contract Milestone - Bridge B Main: No Current Completion: 06/30/2023 11:59:00 PM Time Uni			Days Liquidated Damages Rate: Incentive Rate: 1,500.00 Disincentiv						
General	Time ID	N	Main Contract Time						
Units And Dates	02 ML DT								
Rates And Cap Amount	Time Description *	D	Delete Allowed						
	Contract Milestone - Bridge B	Q 2							
		R	Required For						
	Time Type	C	○ Active Contract ○ Close Contract [●] Neither						
	Completion Date	C	Chargeable						
	Agency Type								
	MILE - Milestones	P	Percent Complete 42.00 Effective Date *						
	Comments	4							
		Q E							
	Original Completion		02/02/2023						
	06/30/2023 11:59:00 PM	E							
	Record Source								
	Construction	s							
	Default		Active						
	No		Vas						
	Contract Claim Number								

Figure 24 – General Tab Milestone





Deleting a Site Time

Milestones or Interim Completion Dates can be deleted as long as they are not included in payment estimate.

- 1. Click the row action menu for the Site Time and select "Delete".
- 2. Press Save.

Contract Administration	n Summary			
✓ Contract: 0263880 - Re	construction/Rehabilitation - Aiken County			Save 🗸 🥐
General	✓ Site			
Additional Information				
Administrative Offices	Q Type search criteria or press Enter Advanced Showing 3 of 3			
Contract Authority Contract Times	Select Site Times			0 marked for deletion 0 changed
DBE	00 DT Completion Date		MAIN - Mai	n Times 🔹 🔻
Labor	Main Contract Time	Yes	Yes	12.21
Locations	01 IC DT Completion Date		INTEDIM	Interim
Permits			INTERIM-	Interim .
Comments	Interim Completion Date Bridge A	No	Yes	70.79
Associated Vendor People	Time ID Time Type		н, су Туре	
Claims	02 ML DT Completion Date		MILE - wine	stc Actions X
Claim Recipients	Time Descr * ▼	Main	Active	Delete
Contract Actions	Contract Milestone - Bridge B	No	Yes	Exclude from Search Results
	✓ Informational			Views
	Q Type search criteria or press Enter SCDOT Default snowing	g 6 of 6		Links Tracked Issues
	Select Informational Times			Reports d

Figure 24 – Deleting a Site Time





Editing a Site Time

Milestones or Interim Completion Dates can be edited if the Status is changed to "Inactive".

- 1. Set the Status to "Inactive".
- 2. Press Save.
- 3. Make necessary changes.
- 4. Set the Status back "Active".
- 5. Press Save.

Contract Time Summar	y - Completion Date							
V Contract: 0263880 - Reconstruction/Rehabilitation - Aiken County								
CT: 01 IC DT - Interim Completion	n Date Bridge A Main: No Current Completion: 04/30/2023 11:59:00 PM	Time Unit: Days Liquidated Damages Rate: 2,000.00 Incentive Rate: Disince						
General Units And Dates	Time ID 01 IC DT	Main Contract Time □						
Rates And Cap Amount	Time Description ♦ Interim Completion Date Bridge A Time Type Completion Date Agency Type INTERIM - Interim Comments	Delete Allowed Required For Active Contract Close Contract Neither Chargeable Percent Complete 70.79 Effective Date*						
	Original Completion 04/30/2023 11:59:00 PM Record Source Construction Default No Contract Claim Number	C2/04/2023 Expiration Date Status • ACTIVE - Active • Active Yes						

Figure 25 – Editing a Site Time





Need Support?

For all AASHTOWare Project related support, please contact:

Construction Support

AWPConstSupport@scdot.org

Materials Support

AWPMaterialsSupport@scdot.org

Additional Support

For training and additional resources please visit https://www.scdot.org/business/aashtowareproject.aspx



South Carolina Department of Transportation