

DATE: November 19, 2007

TO: Region Engineers
Region Delivery Engineers
TSC Managers
Resident/Project Engineers
Region Construction Engineers

FROM: Larry E. Tibbits
Chief Operations Officer

John C. Friend
Engineer of Delivery

SUBJECT: Bureau of Highway Instructional Memorandum 2007-08
FieldManager Contractor Read-Only Copies
Supersedes Bureau of Highway Instructional Memorandum 2003-11

Bureau of Highway Instructional Memorandum (BOH IM) 2003-11 implemented a new MDOT policy of providing contractors FieldManager "Contractor Read-Only" electronic copies of construction contracts upon request by the contractor. This policy is still in force; however, improvements to business processes require this updated BOH IM. This policy applies to all construction contracts let by MDOT, whether managed by TSCs, local government agencies or consultants.

Prime contractors and subcontractors may request to receive Contractor Read-Only copies of contracts they are working on. It is recommended that contractors submit the request at the pre-construction meeting. Managing offices should use FieldManager's read-only distribution function, which will automatically send Contractor Read-Only copies whenever Construction Pay Estimate Reports are generated. On rare occasions contractors may also request an additional Contractor Read-Only copy during a time frame that is outside of the normal Construction Pay Estimate Report process. These Contractor Read-Only copies can be sent upon mutual agreement of the managing office.

This policy encourages managing offices and contractors to take advantage of the following Contractor Read-Only benefits:

- Improved communication between managing offices and contractors
- Reduced volume of telephone calls, mailings, and faxes
- Reduced time required to gather information for contractors
- Reduced volume of questions from contractors
- More accurate and timely information from contractors
- Earlier identification of errors and concerns

- More current material tracking
- More efficient discussions concerning item and material status reviews
- More efficient review of contract modifications
- Timelier responses from MDOT during the busy construction season
- Improved quality and timeliness of IDRs
- Improved contract finalization process
- Elimination of some contractor spreadsheets and hand-generated data
- Elimination of difficulties related to viewing information received due to poor quality faxes
- Improved managing office/contractor relationships

Managing Office Information

Following are the steps required to automatically send Contractor Read-Only copies to contractors:

1. From the Application toolbar, click the **Docu** button.
2. Click the **R/O Distribution** tab.
3. Under the “Contractor Read-Only List Distributed Upon Estimate Generation” column, click the **Add Recipient** button.
4. Highlight the contractor(s) to be added and click the **Select** button.
5. From the Window toolbar, click the **Save/Close** button.

To send an additional Contractor Read-Only copy, use the following procedure:

1. From the Menu Bar, click **File**.
2. Click **Export - Transfer Contracts**.
3. In the window asking if you wish to use FieldNet, click the **Yes** button.
4. Highlight the contract to be exported and click the **Select** button.
5. Select the **Create a contractor read-only copy of the contract** radio button and click the **OK** button.
6. Highlight the contractor to receive the export and click the **Select** button.

Contractor Information

Contractors must obtain a FieldManager license to receive Contractor Read-Only copies. Licenses can be obtained via one of the following methods:

- Purchase a FieldManager Read-Only license or a regular FieldManager license from Info Tech, Inc. at 352-381-4400 or info@infotechfl.com. See www.fieldmanager.com for prices.
- MDOT certified DBE firms performing the types of work that utilize FieldManager may obtain their license through MDOT’s DBE FieldManager Volume Purchase Agreement. Contact MDOT’s Business Development Division at 517-241-4806 for details.

When installing FieldManager, contractors must configure the software as specified in MDOT’s *FieldManager User’s Guide Supplement (For Michigan Contractors)*. A copy of this document

is available on MDOT's home page at www.michigan.gov/mdot. Select **doing business** from the navigation options on the left. On the next screen under **Resources**, select **MDOT File Libraries**. On the next screen from the **Browse File Libraries** dropdown, select **FIELDMGR**.

Contractors must keep their release of FieldManager current to continue receiving Contractor Read-Only copies. All license types include delivery of new FieldManager releases issued during the license period.

If you have any questions regarding this information, please contact MDOT's FieldManager Help Desk at 517-322-1556 or fieldmanager-admin@michigan.gov.

Chief Operations Officer

Engineer of Delivery

BOHD:C/T:CF:kab

Subject Index: FieldManager

cc: C & T Division Staff
M. DeLong
J. Reincke
B. O'Brien
C. Rademacher
G. Moore
T. Fudaly, FHWA
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MAA
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MML

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CRAM
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