

DATE: June 1, 2001
TO: FieldManager Users
FROM: Rod Collins
Contracts Management Supervisor
SUBJECT: FieldManager 3.1 - Introduction of Modified Original Item Type

This instruction reintroduces the procedure for establishment of original work items to other existing projects or categories within a respective contract. With this procedure, original work items will be able to be established to other areas within the contract as original work items (and not as extras). This functionality is being made available with the implementation of FieldManager Release 3.1.

Benefits to the Contract Modification Process With the Release of FieldManager 3.1

The totals of allowable extras and allowable overruns will be tracked more accurately:

- With FieldManager 3.0, if an original work item needed to be established to another project or category within the same contract, it had to be set up as an extra.
- With FieldManager 3.1, users will be able to select a new item type of **Modified Original** to establish original contract work items in other projects or categories within the contract. **Modified Original** work items will be tracked as overruns.

Procedures for Establishing Modified Original Work Items

The following policy will be used to establish **Modified Original** work items:

- **Modified Original** is to be used **only** in the event that a work item appearing on the **original contract** needs to be established within another project or category within that same contract.
- The following original work item information **must** be used:
 1. Item code
 2. Item description
 3. Unit price
- The following comment **must** be added to the contract modification - New Items - Reason field:
“The item code, item description and unit price for this Modified Original have been verified against the original contract item and are correct.”
- One original work item may be used multiple times to establish multiple **Modified Original** items.
- Extras and adjustments are excluded from this procedure. Extras and adjustments must be established as extras and adjustments to other projects and categories within the respective contract.

MDOT Project managers are encouraged to share this with local agency engineers and consultant engineers where they have project oversight.

Please contact Rod Collins at 517-322-6630 for further information.

Contracts Management Supervisor

cc: Region Engineers
TSC Managers
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