

STATE OF MICHIGAN



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All Local Agencies

Dear Local Agency Personnel:

Notification of FieldManager Use and
Construction Project Record Keeping System Phase Out

This letter is a notification to your organization that all local agency construction projects let by the Michigan Department of Transportation (MDOT) with completion dates after October 1, 1999, will be required to use the FieldManager suite of software. The FieldManager software is used to manage road and bridge construction contracts. Local agencies must keep their version of the FieldManager software current with the version in use by MDOT. FieldManager version 2.1d is the version in use by MDOT as of the date of this notification.

You will need to obtain the software only if you have a new construction contract(s) let by MDOT with a completion date after October 1, 1999, and an employee(s) of your organization is performing the construction contract documentation functions. If your organization needs to obtain the software, contact Info Tech, Inc. at 352-375-7624. Info Tech has been contracted by MDOT to provide FieldManager distribution, training, and support services to local agencies in Michigan at no charge to your organization. When contacting Info Tech, indicate that you wish to obtain the above FieldManager services under the *MDOT FieldManager Services Contract For Michigan Locals*.

If you have contracted with a consultant firm to perform the contract documentation functions, then your organization is responsible for ensuring the consultant uses FieldManager, but the consultant firm is responsible for obtaining the FieldManager software from Info Tech. Consultants are not covered under the *MDOT FieldManager Services Contract For Michigan Locals* with Info Tech. Consultants can license the software directly from Info Tech by contacting them at 352-375-7624. Consultants will be charged a license fee by Info Tech. A product sheet describing the FieldManager software is attached. Also attached is the FieldManager User's Guide Supplement which describes what must be done to make your utilization of FieldManager conform to MDOT requirements.

If your organization is using MDOT's Construction Project Record Keeping System (CPRKS), this letter is also a notification that CPRKS is not year 2000 compliant, which means it will not operate properly after December 31, 1999. CPRKS must therefore be phased out by the end of the year. Jobs already in CPRKS cannot be converted into FieldManager, so it is extremely important that no new jobs are initiated in CPRKS from this date forward. Jobs that are already in CPRKS and are still active after December 31, 1999, will have to be completed by hand using manual forms. To properly phase out CPRKS, please review the following procedures and execute those that apply to your organization:

For CPRKS jobs where construction is completed by October 1, 1999:

1. Generate the final estimate by November 15, 1999.
2. Create the final documentation by December 15, 1999.

For CPRKS jobs where construction is not completed by October 1, 1999:

1. Stop entering new data into CPRKS by December 14, 1999.
2. For each job remaining in CPRKS, print the following reports by December 15, 1999 (make sure no data is entered into CPRKS after these reports are printed). File the reports with the permanent job documentation.
 - a. Work Item History To Date for each work item.
 - b. Test Material History To Date for each test material.
 - Recommendations Record.
3. Export each job remaining in CPRKS to a diskette by December 15, 1999. This can be done by accessing the Utilities Menu from the Indicate Job screen (press Ctrl+F1), then selecting Exceptions, and then Export Job. File each diskette with the permanent job documentation.
4. Stop using CPRKS and perform the remaining work by hand using the manual forms listed below. These forms can be obtained by contacting Fannie Branklin at 517-322-1675:
 - a. 1197 Construction Item Record (8½" x 5").
 - b. 1197A Construction Item Record (8½" x 11").
 - c. 1122B Inspector's Daily Report.
 - d. 1112D Record of Authorizations.
 - e. 1100 Recommendation and Authorization For: (Changes, Extras, Adjustments, Extensions of Time).
 - f. 1100B Recommendation and Authorization (Continuation Sheet).
 - g. 1100C Recommendation for Extension of Time (Payment Purposes Only).
This form can be obtained by contacting Sue Powers at 517-335-3076:
 - h. 1371B Construction Estimate Bi-Weekly Report.

Please share this letter with all others in your organization that may be affected. If you have any questions, contact MDOT's FieldManager Help Line at 517-335-2650 or send an E-mail to fieldmanager-admin@mdot.state.mi.us.

Sincerely,

Greg Rosine
Chief Administrative Officer

Enclosures