

# Construction Engineering Monitoring & Control Procedure

## Monitoring CE expenditures Procedure

Project Managers (PMs) are responsible for monitoring Construction Engineering (CE) expenditures for their Capital Program projects. This can be done using one of the following tools:

- **Financial Management Information System (FMIS)**
- **Business Objects**
- **PRS Budget Alert Data Spreadsheet**

Each of the above-referenced tools will provide the PMs with agreement account data necessary for CE monitoring. The PM should compare the established CE obligation (account ceiling) versus the CE expenditure (the amount of money spent). Step by step instructions for each of the tools is located in the CE Monitoring Tools Instructions section.

In addition to monitoring, PMs must also gauge whether the remaining CE account balance is sufficient to cover the remaining CE expenditures. This task can be difficult because the rate of CE expenditures is generally not constant. PMs need to obtain input from the NJDOT Service Areas (In-house SMEs, Survey, Regional Construction, etc.) that are posting expenditure to the project. If additional CE funding is needed, PMs need to ensure there is sufficient time to acquire the additional funding. For federally funded CE, Capital Investment Planning & Development will request approval from the Federal Highway Administration (FHWA).

## CE Monitoring Tools Instructions

The following are step by step instructions for using the CE monitoring tools:

### A) **Financial Management Information System (FMIS)**

The FMIS system can be accessed from the NJDOT desktop using the following steps:

1. Double click the MochaSoft TN3270 icon on the desktop to open the FMIS window
2. Enter the application request "hubtory"
3. Enter your logon ID and password
4. At the cursor, enter "FM01"
5. On the "Accounts Payable" screen, tab to Conversation: and enter "PA20"
6. On the "Agreement Inquiry" Screen, enter the CE job number
7. On the "Agreement Inquiry: Agreement List" Screen, place an X next to the agreement

The "Agreement Inquiry: Federal Agreement Detail II" screen provides the Authorized and Incurred amount for In-house expenses.

### B) **Business Objects**

In order to use this tool, you must first obtain a password for log in using the following steps:

1. Open NJDOT Intranet
2. Double click the "Business Objects" box under Quick Links
3. Click Forms (on the left side)
4. Click "Corporate Document Only Access"
5. Print out the form and fill in the following fields:

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- Logon ID (TP ID assigned to you)
  - Employee Name
  - Employee ID (this is your MYDOT Id., it's a nine digit number)
  - Sign under Employee Signature
  - Forward the form to your supervisor for Supervisor's Certification
    - Note: Reason for Access should be "Contract Information"
6. Send the completed form to Richard Jablonski, IT, 2nd Floor F&A Building

Richard Jablonski will send you an email with your password for log in.

Once you receive a password, you can access the tool using the following steps:

1. Open NJDOT Intranet
2. Double click the "Business Objects" box under Quick Links
3. Click the Log In button
4. Enter your name (this will be your TP id in CAPS ,e.g. TPUIANT)
5. Enter the password provide to you (it can be change after log in)
6. Click on "All Documents"
7. Scroll down to and click on "DOT-CT-001 NJDOT CUR Contract Summary"
8. Type in Contract Id and hit run Query
9. When report comes up, click the "Line Item Balances" tab at the bottom

This will give you contract summary information.

#### C) **PRS Budget Alert Data Spreadsheet**

The PRS Budget Alert Data Spreadsheet is produced monthly by the Bureau of Program Systems Management and e-mailed monthly to all Program Mangers. The spreadsheet fields contain important CE account information necessary to monitor CE funding. These fields include: the amount of CE authorized, the amount of CE incurred, the percent of CE spent and the percent of the project complete.

### **Requesting Additional CE Funding Procedure**

If CE expenditures are going to exceed CE obligation, PMs need to request additional CE funding prior to a project going into suspense. PMs need to:

- Determine what is needed (people, man-hours, costs) to complete the CE portion of the construction project.
- Request comprehensive support estimates and justifications from affected Service Areas (Construction, Regional Survey, In-house SMEs, etc).
- Compile and submit the additional CE funding correspondence (see example) to Capital investment Planning & Development. The correspondence should include:
  - Additional CE funding justification
  - Requested additional CE funding amount (total, breakdowns, estimates, pertinent backup)

If the CE is federally funded, Capital Investment Planning & Development will request approval from the FHWA.

## Additional CE Correspondence Example

To < Capital Investment Planning & Development >,

I am requesting additional Construction Engineering (CE) funding to complete the construction for the Example project. The need for additional CE funding is attributed to traffic control restriction changes which increased the cost of the project by approx 10% (\$1,072,084.00). Several activities had to be performed at night or on the weekend. The contractor's schedule provided for the installation of the cofferdam at a time which allowed work to continue on the structure without being impacted by any environmental restrictions.

The total estimated additional CE cost of **\$451,033.03** is requested.

The following is the detailed estimate of the additional CE costs necessary to complete the **Example project**:

### Construction personnel:

Title	# needed	Duration (months)	Time (hrs/months)	\$/hr	Total
Principal	1	7	160	40.18	\$45,001.00
T2	1	2	160	29.05	\$9,296.00
T3	2	7	160	26.52	\$59,405.00
				Construction Total	<b>\$113,702.00</b>

### Materials personnel:

Name	Title	# needed	Duration (weeks)	Time Hrs/wk	\$/hr	Total
Concrete Plant Inspection	T4	1	8	24	\$24.19	\$4,644.48
HMA Inspection	T1	1	1	24	\$33.36	\$800.64
Plant Supervisor	PE	2	8	6	\$40.18	\$3,857.28
Field Staff	T2	3	9	55	\$29.05	\$43,139.25
Field Supervisor	PE	1	8	6	\$40.18	\$1,928.64
					Materials Total	<b>\$54,370.29</b>

### Project Management

Title	# needed	Duration (months)	Time (hrs/months)	\$/hr	Total
Project Manager	1	7	30	\$50.18	\$10,538.00
Project Coordinator	1	7	25	\$29.05	\$5,084.00
Program Manager	2	7	6	\$66.52	\$5,588.00
				PM Total	<b>\$21,209.00</b>

Total: **\$189,281.29**

Total funding dollars include the following:

Total funding dollars = Total x 3% Escalation x (Additive + Indirect)

- o Additive Factor 1.6534
- o Indirect Costs (Additive Factor .7300)

$$\mathbf{\$189,281.29 \times (1.6534 + .7300) = \$451,033.03}$$

Please review the provided information and send me a notification when additional CE funding has been approved. Thank you.

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