

34TH DBE WORKSHOP & SECRETARY'S GOLDEN SHOVEL AWARDS

Diversifying
Contracts in
Design and
Construction



Construction Payment Process

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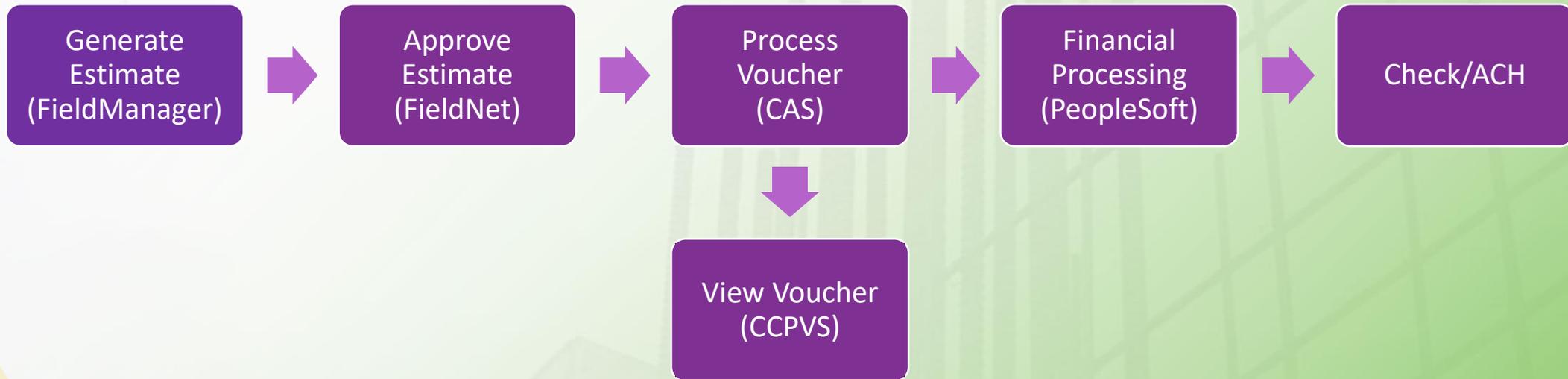


Construction Payment Process

- Overview of Payment Process
- Payment Estimate Creation
- Payment Voucher Processing
- Construction Contract Payment Viewing System (CCPVS)
- Web Access Management System ID (WAMS)
- Prompt Payment Requirements

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Overview of Payment Process



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Payment Estimate Creation

- FieldManager item postings for work completed
- Estimate generated and submitted for approval
 - Date generated is the Pay Period Date of the estimate
- Estimate review and approval in FieldNet
- Approved estimate sent to Construction Administration System (CAS)

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Payment Voucher Processing

- CAS processes estimate and creates payment voucher
 - Retainage and any Liquidated Damages added
- Voucher report printed
- Voucher report to Bureau of Financial Management
- Details available for viewing on Construction Contract Payment Viewing System (CCPVS)

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Payment Voucher Processing Bureau of Financial Management - PeopleSoft

- Voucher information entered into PeopleSoft
- Voucher payment approved
- Approved payment processing
- Check cut or ACH to prime contractor

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Construction Contract Payment Viewing System (CCPVS)

<https://trust.dot.state.wi.us/ccpvs/default.jsp>

- Contains details of the payment voucher
 - Not the actual payment voucher
 - For information only

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https://wamsprd.wisconsin.gov/nidp/idff/sso?id=9&sid=0&option=credential&sid=0&target=https://wamsprd.wisconsin.gov/LAGBroker?

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State of Wisconsin
Department of Transportation

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CONSTRUCTION CONTRACT PAYMENT VIEWING SYSTEM

Please Select one of the following:

- By Contractor -- Enter at least first 2 letters of the contractor's name and Show all contracts, which have at least one payment within the last
- By Contract Id -- Enter contract number
- By Project Id -- Enter project number (Use format 1234-03-75)
- By Region -- Select Region and Show all contracts, which have at least one payment within the last

Continue

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Vouchers for Contract: 20190514041

[Return to Initial Selection Page](#)

Contractor: LUNDA CONSTRUCTION COMPANY			
Surety: TRAVELERS CASUALTY AND SURETY CO.			
Location: STH 017, Lincoln County			
Description: Merrill - Rhinelander; Big Hay Meadow Creek Bridge B-35-20			
Time charged:	58	Total Earnings:	\$1,078,649.51
Time Allowed:	65	Material Allowance:	\$0.00
Percent Time:	89.23	Gross Earnings:	\$1,078,649.51
Current Contract Amount:	\$1,152,393.75	Retainage:	\$11,674.05
Awarded Contract Amount:	\$1,152,393.75	Net Earnings:	\$1,066,975.46
Percent Complete Work:	93.6	Liquidated damages:	\$0.00
Projects:		Payments:	1,066,975.46
9030-11-60			
9215-01-64			

Note: This report is for informational purposes only. It is not an actual payment document.

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Voucher	Type	Pay Period	Total Earnings (\$)	Material Allowance (\$)	Retainage (\$)	Liquidated Damages (\$)	Payment (\$)	% Paid
0000	SM	00/00/0000	0.00	0.00	0.00	0.00	0.00	0.00
0001	SM	07/30/2019	196,483.90	0.00	0.00	0.00	196,483.90	17.05
0002	SM	08/13/2019	147,146.00	0.00	0.00	0.00	147,146.00	12.77
0003	SM	09/12/2019	264,893.58	0.00	0.00	0.00	264,893.58	22.99
0004	SM	09/30/2019	117,204.40	0.00	0.00	0.00	117,204.40	10.17
0005	SM	10/14/2019	118,440.60	0.00	0.00	0.00	118,440.60	10.28
0006	SM	11/06/2019	234,481.03	0.00	11,674.05	0.00	222,806.98	19.33



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VOUCHER DETAILS

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Contract Id: 20190514041			
Location: STH 017, Lincoln County			
Description: Merrill - Rhinelander; Big Hay Meadow Creek Bridge B-35-20			
Voucher no: 0006	Total Earnings: \$234,481.03	Retainage: \$11,674.05	
Pay Period: 11/06/2019	Material Allowance: \$0.00	Net Earnings: \$222,806.98	
Projects:	Gross Earnings: \$234,481.03	Liquidated damages: \$0.00	
		Payment: \$222,806.98	
9030-11-60 yes payment this period			
9215-01-64 yes payment this period			

Note: This report is for informational purposes only. It is not an actual payment document.

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Cont Line	Item No	Item Descr	Units	Current Qty	Qty Paid	Unit Price (\$)	Cumulative Amount (\$)	Qty Placed	Current %Cpt	Material Allowance (\$)	Qty this period	Amount this period (\$)
0002	201.0105	Clearing	STA	2.00	2.00	500.00	1,000.00	2.00	100	0.00	2	1,000.00
0004	201.0205	Grubbing	STA	2.00	2.00	500.00	1,000.00	2.00	100	0.00	2	1,000.00
0006	203.0200	Removing Old Structure (station) 01. STA 452+50	LS	1.00	1.00	20,000.00	20,000.00	1.00	100	0.00	0	0.00
0008	203.0200	Removing Old Structure (station) 02. STA 32+75	LS	1.00	1.00	50,000.00	50,000.00	1.00	100	0.00	0	0.00
0010	204.0100	Removing Pavement	SY	334.00	355.20	28.00	9,945.60	355.20	106.35	0.00	105.60	2,956.80
0012	204.0120	Removing Asphaltic Surface Milling	SY	844.50	2,398.00	3.80	9,112.40	2,398.00	141.98	0.00	1199	4,556.20

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VOUCHER DETAILS



Contract Id: 20190514041

Location: STH 017, Lincoln County

Description: Merrill - Rhinelander, Big Hay Meadow Creek Bridge B-35-20

Voucher no: 0006

Pay Period: 11/06/2019

Projects:

9030-11-60 yes payment this period

9215-01-64 yes payment this period

Total Earnings:	\$234,481.03	Retainage:	\$11,674.05
Material Allowance:	\$0.00	Net Earnings:	\$222,806.98
Gross Earnings:	\$234,481.03	Liquidated damages:	\$0.00
		Payment:	\$222,806.98

Note: This report is for informational purposes only.

It is not an actual payment document.

Cont Line	Item No	Item Descr	Units	Current Qty	Qty Paid	Unit Price (\$)	Cumulative Amount (\$)	Qty Placed	Current %Cpt	Material Allowance (\$)	Qty this period	Amount this period (\$)
0002	201.0105	Clearing	STA	2.00	2.00	500.00	1,000.00	2.00	100	0.00	2	1,000.00
0004	201.0205	Grubbing	STA	2.00	2.00	500.00	1,000.00	2.00	100	0.00	2	1,000.00
0006	203.0200	Removing Old Structure (station) 01. STA 452+50	LS	1.00	1.00	20,000.00	20,000.00	1.00	100	0.00	0	0.00
0008	203.0200	Removing Old Structure (station) 02. STA 32+75	LS	1.00	1.00	50,000.00	50,000.00	1.00	100	0.00	0	0.00
0010	204.0100	Removing Pavement	SY	334.00	355.20	28.00	9,945.60	355.20	106.35	0.00	105.60	2,956.80
0012	204.0120	Removing Asphaltic Surface	SY	844.50	2,398.00	3.80	9,112.40	2,398.00	141.98	0.00	1199	4,556.20

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csv_voucher_detail_export.jsp [Read-Only] - Excel

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POSSIBLE DATA LOSS Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in an Excel file format.

Contract ID : 20190514041

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Contract ID : 20190514041														
2	Project ID 9030-11-60;9215-01-64														
3	Voucher Date : 11/06/2019														
4	Cont Line	Item No	Item Desc	Units	Current Q	Qty Paid	Unit Price	Cumulativ	Qty Placed	Current pr	Material A	Qty this p	Amount this period		
5	2	201.0105	Clearing STA		2	2	500	1000	2	100	0	2	1000		
6	4	201.0205	Grubbing STA		2	2	500	1000	2	100	0	2	1000		
7	6	203.02	Removing LS		1	1	20000	20000	1	100	0	0	0		
8	8	203.02	Removing LS		1	1	50000	50000	1	100	0	0	0		
9	10	204.01	Removing SY		334	355.2	28	9945.6	355.2	106.35	0	105.6	2956.8		
10	12	204.012	Removing SY		844.5	2398	3.8	9112.4	2398	141.98	0	1199	4556.2		
11	14	204.015	Removing LF		629	617	8	4936	617	98.09	0	0	0		
12	16	204.0165	Removing LF		1023	1284	5	6420	1284	125.51	0	166	830		
13	18	204.022	Removing EACH		3	3	400	1200	3	100	0	0	0		
14	20	205.01	Excavation CY		96	55.6	38	2112.8	55.6	57.92	0	55.6	2112.8		
15	22	208.01	Borrow CY		346	0	13.75	0	0	0	0	0	0		
16	24	213.01	Finishing EACH		1	0	750	0	0	0	0	0	0		
17	26	213.01	Finishing EACH		1	0	750	0	0	0	0	0	0		
18	28	305.011	Base Aggr TON		60	284.61	42	11953.62	284.61	474.35	0	150.26	6310.92		
19	30	305.012	Base Aggr TON		260	126.8	17	2155.6	126.8	48.77	0	20.06	341.02		
20	32	415.041	Concrete SY		124	253.3	225	56992.5	253.3	102.14	0	122.7	27607.5		
21	34	455.0605	Tack Coat GAL		60.5	224.94	6.8	1529.592	224.94	185.9	0	141.81	964.31		

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CONSTRUCTION CONTRACT PAYMENT VIEWING SYSTEM

Glossary of Terms



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Amount this period:	Dollar amount paid toward an item on this voucher.
Award Contract Amount:	The awarded contract dollar amount.
Cumulative Amount:	Dollar amount of an item paid to date. (Unit Price multiplied by Qty Paid)
Current Contract Amount:	The current contract dollar amount as modified by contract change orders.
Current Qty:	The current contract quantity of an item to date as modified by contract change orders.
Gross Earnings:	The sum of Total Earnings and Material Allowance .
Liquidated Damages:	Dollar amount withheld for failure to complete contract work on time.
Material Allowance:	Dollar amount paid for any stockpiled materials.
Most Recent Voucher:	Voucher number of the most recent voucher.
Net Earnings:	The difference of Gross Earnings minus Retainage .
Pay Period:	The date that the payment estimate was created by the construction project manager. Prime
Payment:	Dollar amount of the voucher payment this Pay Period .
Payments:	Dollar amount of all voucher payments to date.
Percent Complete Work:	Work completed as a percentage of Gross Earnings to Current Contract Amount .
Percent Time:	Percent of contract time used to date.
Projects:	List of all projects associated with the contract.
Qty Paid:	The current cumulative item quantity paid to date.
Qty Placed:	The current cumulative item quantity of material placed on the project site to date.
Qty this period:	Quantity of an item to be paid this Pay Period .

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Web Access Management System (WAMS)

- WAMS ID required to access CCPVS
- Request a User ID and Password
- Self Registration to Create Account
- Requires a valid, unique e-mail address
- <https://on.wisconsin.gov/WAMS/home>



Wisconsin User ID

[Home](#) [Logout](#) [Help](#) [FAQ](#)

Web Access Management System (WAMS)

The States Web Access Management System (WAMS) allows authorized individuals to access State Internet applications using the same means of identification for all State Web applications. For example, a citizen can use the same Wisconsin User ID and password to acquire overweight trucking permits and Emergency Medical Technician certification.

When access to information or services is restricted, to protect your privacy or the privacy of others, you will be asked to provide a Wisconsin User ID and password. Your Wisconsin User ID and password verifies your identity so that we can provide you with access to your information and services and prevent access by unauthorized individuals.

Please note that only certain types of information will be stored in your user profile, as described in the [User Acceptance Agreement](#). Your user profile will never collect or contain information about you, such as your driving history, tax information, unemployment compensation or vehicle registrations.

Self-Registration (Request a Wisconsin User ID and Password.)

Self-Registration allows you to create **your personal** Wisconsin Login Account. This is your key to doing secure business with the State of Wisconsin over the Internet. This account belongs to you. It does not belong to your current employer.

Note: You must provide a valid, unique e-mail address to self-register for a Wisconsin Login Account. Correspondence regarding your Wisconsin User ID, password or other information about your Wisconsin Login Account will be sent to this e-mail address.

Profile Management

Profile Management allows you to change your account information, e-mail address, password and other information.

Logout (Terminate your account session.)

Logout shuts down your current session. To access a secured application you will have to login again.

Note: If Logout takes you to the Login panel, you are already logged out of the account session and no action is needed.

Account Recovery (Forgot your Wisconsin User ID or password?)

Account Recovery is used to restore access to your account if you can not remember your password or your Wisconsin User ID.

Note: You must know the answer to your secret question and you must have access to the e-mail address in your account. A link provided in an e-mail is used to continue Account Recovery.

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Profile Information

First Name *

Middle Initial

Last Name *

Suffix

E-Mail *
Example: username@host.domain

Phone #

If you provide address information it must be complete and correct. A United States Postal Service data base is used to verify each address.

Home Residence Address

Street

Unit Number

City

State

Zip Code

Home Mailing Address

Mailing Address is the same as Residence Address.

Address(1)

Address(2)

City

State

Zip Code

Account Information

Your User ID must be between 5-20 characters and CAN be a combination of letters and numbers. Your Password must be between 7-20 characters and MUST contain a combination of letters and either numbers or special characters (except the @ sign). User IDs and Passwords are case sensitive.

User ID *

Password *

Re-enter Password *

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Additional Special Provision 4 (ASP-4)

Prompt Payment Requirements

➤ <https://wisconsindot.gov/hccidocs/contracting-info/asp-4.pdf>

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November 2013

ASP-4

ADDITIONAL SPECIAL PROVISION 4

Payment to First-Tier Subcontractors

Within 10 calendar days of receiving a progress payment for work completed by a subcontractor, pay the subcontractor for that work. The prime contractor may withhold payment to a subcontractor if, within 10 calendar days of receipt of that progress payment, the prime contractor provides written notification to the subcontractor and the department documenting "just cause" for withholding payment.

The prime contractor may also withhold routine retainage from payments due subcontractors.

Payment to Lower-Tier Subcontractors

Ensure that subcontracting agreements at all tiers provide prompt payment rights to lower-tier subcontractors that parallel those granted first-tier subcontractors in this provision.

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ASP-4 Prompt Payment Payment to First-Tier Subcontractors

Within 10 Calendar days of receiving a progress payment for work completed by a subcontractor, pay the subcontractor for that work. The prime contractor may withhold payment to a subcontractor if, within 10 calendar days of receipt of that progress payment, the prime contractor provides written notification to the subcontractor and the department documenting “just cause” for withholding payment.

The Prime contractor may also withhold routine retainage from payments due subcontractors.

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ASP-4 Prompt Payment Payment to Lower-Tier Subcontractors

Ensure that subcontracting agreements at all tiers provide prompt payment rights to lower-tier subcontractors that parallel those granted first-tier subcontractors in this provision.

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Release of Routine Retainage

After granting substantial completion the department may reduce the routine retainage withheld from the prime contractor to 75 percent of the original total amount retained.

When the Department sends the semi-final estimate the department may reduce the routine retainage withheld from the prime contractor to 10 percent of the original total amount retained.

Within 30 calendar days of receiving the semi-final estimate from the department, submit written certification that subcontractors at all tiers are paid in full for acceptably completed work and that no routine retainage is being withheld. The department will pay the prime contractor in full and reduce the routine retainage withheld from the prime contractor to zero when the department approves the final estimate.

This special provision does not limit the right of the department, prime contractor, or subcontractors at any tier to withhold payment for work not acceptably completed or work subject to an unresolved contract dispute.

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ASP-4 Prompt Payment Complaint Procedure

- Contact prime to work it out to the extent possible
- If necessary contact the project engineer
- Project engineer follows Construction and Materials Manual procedure 2-40.1.2

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ASP-4 Prompt Payment Construction and Materials Manual 2-40 – Prompt Payment

<https://wisconsindot.gov/rdwy/cmm/cm-02-40.pdf#cm2-40.1>

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Construction and Materials Manual

Wisconsin Department of Transportation

Chapter 2 Contract Management
Section 40 Prompt Payment

2-40.1 Prompt Payment Compliance and Procedures

2-40.1.1 General

Payment issues should be discussed at all preconstruction meetings. Additional Special Provision 4 (ASP 4) covers prompt payment while payroll reporting requirements are covered under ASP 7.

ASP 4 requires contractors to pay subcontractors for completed work within 10 calendar days of receiving a progress payment. If the prime contractor will not be making payment to a first-tier subcontractor within the prescribed 10 calendar days, they are required to notify that subcontractor and the engineer in writing and explain why they will be withholding payment.

ASP 4 affords similar prompt payment responsibilities and rights to lower-tier contractors and their subcontractors. Lower-tier contractors must notify their subcontractors and explain the reason for withholding payment in writing, but there is not a requirement to directly notify the engineer.

ASP 4 is incorporated in department contracts and is available online at:

<https://wisconsindot.gov/hcciDocs/contracting-info/asp-4.pdf>

34TH ANNUAL DBE WORKSHOP & SECRETARY'S GOLDEN SHOVEL AWARDS

2-40.1.2 Complaint Procedure

2-40.1.2.1 Complaints from First-Tier Subcontractors

The engineer should contact both parties and attempt to resolve the complaint. It is critical that the engineer document department actions when a prompt payment complaint is received as follows:

1. The project engineer writes a memo to the project files regarding the complaint received.
2. The project engineer/manager sends letters to all subcontractors asking if they have been paid promptly. Try to be as specific as possible. Cite the particular estimate dates that the complaint involves. Ask the subcontractors to respond within ten days regardless if they have, or have not, been paid promptly. Copy the Bureau of Project Development oversight engineer for the region. An example letter is shown in [Figure 1](#).
3. If the subcontractors' replies indicate that more than the complainant have payment issues, the project manager/area supervisor sends the prime contractor a letter directing them to pay within ten days or provide a "just cause" explanation for withholding payment. Direct the prime contractor to inform the engineer when all payments have been made. An example letter is shown in [Figure 2](#). Copy the Bureau of Project Development oversight engineer for the region.
4. If the issue is not resolved, inform (via registered mail) the prime contractor that they are in default and that the department is referring the matter to the Bureau of Project Development for appropriate action. The Regional Project Development Chief should write this letter. An example letter is shown in [Figure 3](#). Copy the Bureau of Project Development oversight engineer for the region. Copy the prime contractor's bonding company also.
5. If the issue is resolved send a closure letter to the complainant. Copy the Bureau of Project Development oversight engineer for the region.

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CMM 2-40.1.2 Complaint Procedure

- Contact the project engineer
- Project engineer attempts to resolve informally
- If not, project engineer to follow complaint process

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Questions?

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future events,
Thank You.

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