



## **Instructions for Projects in the Automated Progress Pay System (PISA)**

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### **General Information**

The automated progress pay system, known as PISA (Project Information System and Analysis) is used by the State to produce the monthly progress pay estimate for most construction projects on the State highway system. Some of the PISA features require input from Offices of Structure Construction employees. These features help in monitoring the payment of “structure work” at the project level.

This memo contains instructions regarding specific information required on the PISA data input forms, when to prepare the PISA data input forms, and how to correct data contained in PISA. This memo also contains information on what reports are available from PISA and the Offices of Structure Construction.

There are several types of projects that are in PISA. These types of projects include the following:

- Major projects: Projects where the total value of the contract is greater than \$750,000 and the contract specifications provide for monthly progress payments to the contractor.
- Minor “A” projects: Projects where the total value of the contract is greater than \$111,000 and less than or equal to \$750,000 and the contract specifications provide for monthly progress payments to the contractor.
- Local Agency projects with State Staffing: Projects where structure work is performed in the State right-of-way that are designed by a Local Agency, such as a City or County, and the Offices of Structure Construction provides full or partial staffing to administer the contract. In this case, the State is responsible for contract administration and the contract specifications provide for monthly progress payments to the contractor.

**In order to obtain maximum value from PISA, it is necessary that information concerning “structure work” be accurately entered for all contracts.**

The proper use of PISA by Offices of Structure Construction employees will result in less time spent compiling and correcting the progress pay estimates.

To understand how the structure item quantities, contract change orders, and Material on Hand payments are handled by PISA, refer to Section 3-02 of the Caltrans *Construction Manual*. Section 3-02 contains comprehensive instructions for filling out PISA data input forms, estimate processing and estimate report requests. **Structure Representatives shall review the contents of Section 3-02 of the Caltrans *Construction Manual* prior to processing the first progress pay estimate for a construction project with structure work.**

## **PISA Data Input Forms**

There are several PISA data input forms that require information and review by Offices of Structure Construction employees.

### **Form CEM-6003, “Progress Pay-Estimate Project Initiation or Update” (Old Form DAS-CS-172)**

Refer to Page 3-02-5 of the *Construction Manual*, the Caltrans Electronic Forms System at website address <http://cefs.dot.ca.gov/jsp/forms.jsp>, or Attachment No. 1 for a sample of this form. This form is used to initiate and complete a project in PISA. It is important that the initial data supplied to PISA is correct. **Structure Representatives shall fill in the two sections entitled “Project Key” and “Bridge Department Data” on this form, which is then submitted to the Resident Engineer or District Office for processing. Structure Representatives shall also send a copy of this form to the Headquarters Office of the Offices of Structure Construction in Sacramento.**

The letters shown in the following correspond to the callout boxes shown on the sample Form CEM-6003, “Progress Pay-Estimate Project Initiation or Update shown in Attachment No. 1.

- A. Project Key, “Dist.” field: Enter the project District, as shown on the contract Special Provisions.
- B. Project Key, “Contract Number” field: Enter the project contract EA. The last number must always be “4”.
- C. Bridge Department Data, “Bridge Rep. Name” field: Enter your last name and first initial.
- D. Bridge Department Data, “Respon. Unit” field: Enter the Responsible Unit number of the Bridge Construction Engineer the project is assigned to. Refer to Bridge Construction Memo 11-3.0 for more information regarding responsible units. **Do not use your permanent source number.**
- E. Bridge Department Data, “Original Authorized Amount for Bridge Work” field: Enter the dollar amount of structure work for this project. Refer to Bridge Construction Memo 12-2.0 for instructions on calculating this amount. Note that this is a formatted field, with the last two spaces reserved for numbers to the right of the decimal point.
- F. Bridge Department Data, “Mobil. %” field: Refer to Bridge Construction Memo 12-2.0 for instructions on calculating this percentage. Note that the mobilization percentage can be entered only to the nearest whole percentage.
- G. Bridge Department Data, “C” field: Enter a “C” in this field when the structure work is complete **and all structure payments have been processed correctly**. This can be entered any time after the structure work has been completed, **but no later than when the Proposed Final Estimate is issued to the Contractor.**

**Structure Representatives shall fill in this form and submit it to the Resident Engineer any time the data is revised.** This form should be processed whenever the project Structure Representative is changed, when the project is moved to another responsible unit, and when the project is completed and all structure payments have been made.

Occasionally, corrections need to be made to the data contained in PISA. Structure Representatives will be notified as described in the *Reports Generated by the Offices of Structure Construction* section of this Bridge Construction Memo when corrections are necessary.

#### **Form CEM-6004, “Contract Transactions Input” ” (Old Form HC-34)**

Refer to Page 3-02-29 of the *Construction Manual* or the Caltrans Electronic Forms System at website address <http://cefs.dot.ca.gov/forms/> for an example of this form. This form is used to enter contract item transactions, Materials on Hand payments, and Contract Change Order transactions. Review Section 3-02 of the Caltrans *Construction Manual* for detailed instructions on how to enter data on this form.

Monthly estimate data shall be calculated by the Structure Representative and retained in the project records as described in *Bridge Construction Memos* 5-1.0 and 5-2.0. The Resident Engineer typically prepares this form after the Structure Representative has provided the monthly estimate data. **Structure Representatives shall review this form prior to District processing to ensure that all structure entries have the letter "B" entered in the “Bridge” field.**

In the event that the letter "B" is omitted on a structure entry, the structure entry can be corrected on any future submittal of this form by making an exact negative entry of the entry in error. On the next line, make a positive entry for the same amount and entering the letter "B" in the “Bridge” field. This is known as a “reversing” entry. **Do not wait until the end of the project to make these corrections.** A “reversing” entry can also be used to change whole items, or portions of items, from District to Structures or Structures to District. When these correcting entries are made, appropriate entries under “Source Document Description” could be “Corr D to S”, or “Corr S to D.”

If the Structure Representative wishes to make use of the “Segregation of Structure Quantities by Structure” feature available within PISA, each structure contract item record entered in the “Source Document Description” field on this form must correspond to an individual structure. Identification of an individual structure is accomplished by utilizing the last six spaces of the “Source Document Description” field on the form. The use of these spaces for such identification is effective only if there is a "B" in the “Bridge” field. Do not extend the source document description into any of these six spaces if you are using them for structure identification. All structure identification is to be written so as to leave no blank spaces next to the “Bridge” field. An individual structure may be described by the Bridge Number, by name, by name abbreviation, by letter designation, etc.

#### **Form CEM-4901, “Contract Change Order (CCO) Input Form”**

Refer to Page 3-00-33 of the *Construction Manual* or the Caltrans Electronic Forms System at website address <http://cefs.dot.ca.gov/forms/> for an example of this form. This form is filled in by the Resident Engineer and is used to initiate a Contract Change Order in PISA. Refer to Section 3-02 of the *Construction Manual* for detailed instructions on how to enter data on this form. The entry on this form which is of concern to the Structure Representative is located in “Card Type 4” and is entitled “Net \$ Amount Bridge Work This CCO.” This number is the dollar total of all structure change order work pertaining to this change order, whether it is force account work, adjustments in compensation, or contract item adjustments. It cannot be greater than the net amount of the Contract Change Order, and it must be shown in order that the total authorized structure cost in PISA will be correct.

Structure Representatives shall review this form prior to District processing to ensure that all structure change order work has been accounted for and the data entered in the “Net \$ Amount Bridge Work This CCO” field is correct.

**Form CEM-4902, “Extra Work Bill, Short Form.”**

**Form CEM-4902-A, “Extra Work Bill – Title Page.”**

**Form CEM-4902-B, “Extra Work Bill – Labor Charge.”**

**Form CEM-4902-C, “Extra Work Bill – Equipment Charges.”**

**Form CEM-4902-D, “Extra Work Bill – Material Charges.”**

Refer to Pages 3-00-34 through 3-00-38 of the *Construction Manual* or the Caltrans Electronic Forms System at website address <http://cefs.dot.ca.gov/forms/> for examples of these forms. The contractor enters daily extra work charges for labor, equipment, and materials on the Extra Work Bill. The Resident Engineer also uses Extra Work Bills to facilitate payment for Adjustments in Compensation. Refer to Section 3-02 of the *Construction Manual* for detailed instructions on how to enter or check data on these forms.

The entries on each Extra Work Bill cannot be split between Structure work and District work. If extra work for one change order is performed on one day that consists of both Structure and District work, two Extra Work Bills will need to be submitted; one covering the District portion of the extra work, and one covering the Structure portion of the extra work. **For the structure portion of the extra work to be properly credited in PISA, the “Bridge” box on the Extra Work Bill must be checked.**

**Structure Representatives shall review Extra Work Bills for Contract Change Orders that include structure work to ensure that the Extra Work Bill contains only structure work charges and that the “Bridge” box on the Extra Work Bill has been checked.**

If errors are made on the Extra Work Bill in segregating the work by Structure or District, they can be corrected. However, the correction must be done for each daily extra work report submitted. These corrections are made by submitting another Extra Work Bill. For each extra work bill that needs correction, enter the “Contract No.,” “C.C.O. No.,” “Report No.” of the extra work bill to be corrected, and place an “X” in the “Correction” box. If all of the extra work on the extra work bill is being changed from District work to Structure work, place a “B” in the “Bridge” box. If all of the extra work on the extra work bill is being changed from Structure work to District work, place a “D” in the “Bridge” box. For instructions on making line-by-line corrections to the Labor, Equipment, and Materials sections on the extra work bill, refer to Section 3-02 of the Caltrans *Construction Manual*.

**Reports Generated by PISA**

The Automated Progress Pay System provides many reports that are of interest to Structure Representatives. Some of these reports are automatically run whenever a monthly progress estimate is processed. The Resident Engineer receives one copy of the monthly estimate report as soon as it is processed and payment has been made to the contractor. Other reports can be obtained separately. Refer to Section 3-02 of the *Construction Manual* for additional information.

The following reports are automatically run whenever a monthly progress estimate is processed:

**Progress Payment – Work Done by the Office of Structures**

This report is a summary of all of the structure work processed for payment on the monthly progress pay estimate. This report will only be generated for items of work or contract change order work that has been designated as “structure” work on the PISA data input forms as described previously. This report includes a summary for the current estimate and for the total estimate to date. Note that the structure portion of mobilization is automatically calculated and printed on this report. The structure portion of mobilization is based upon the value entered on **Form CEM-6003, “Progress Pay-Estimate Project Initiation or Update”** in the “Mobil. %” field. **Structure Representatives shall obtain this report from the Resident Engineer and verify that all structure payments made are correct.** If there are incorrect structure payments, the Structure Representative shall make corrections as described previously in this Bridge Construction memo.

**Schedule of Extra Work**

This report is a summary of all Extra Work Bills paid on this monthly progress pay estimate. **Structure Representatives shall obtain this report and verify that all structure extra work payments are correct.** If there are incorrect structure extra work payments, the Structure Representative shall make corrections as described previously in this Bridge Construction memo.

**Contract Change Order Processing**

This report is a summary of all contract change order balances to date. **Structure Representatives shall obtain this report and verify that structure contract change order payments are correct and have not exceeded the authorized amount of the change order.**

**Contract Item Processing**

This report is a summary of all contract item balances to date. **Structure Representatives shall obtain this report and verify that structure item payments are correct and have not exceeded the authorized amount for each contract item.**

The following reports that are of interest to Structure Representatives are available on an “as-needed” basis and can be requested by filling out **Form CEM-6002, “Contract Administration System (CAS) – Report Requests.”** Refer to Page 3-00-65 of the *Construction Manual* or the Caltrans Electronic Forms System at website address <http://cefs.dot.ca.gov/forms/> for an example of this form. This form can also be used to receive many different types of reports. However, you should not request these other types of reports unless you need to have them.

**Bridge Quantities by Structure**

This report is a summary of all contract item payments per structure. It is available only if the contract item quantities have been segregated by structure on **Form CEM-6004, “Contract Transactions Input”**, as described previously in this Bridge Construction Memo. Refer to Section 3-02 of the *Construction Manual* for detailed instructions on how to fill out **Form CEM-6002, “Contract Administration System (CAS) – Report Requests”**, to obtain this report.

### **Process Payment – Work Done by the Office of Structures**

If the Structure Representative cannot obtain a copy of the monthly progress pay estimate from the Resident Engineer, the Structure Representative can request a separate copy of this report. Refer to Section 3-02 of the *Construction Manual* for detailed instructions on how to fill out **Form CEM-6002, “Contract Administration System (CAS) – Report Requests”**, to obtain this report.

### **Reports Generated by the Offices of Structure Construction**

Occasionally, errors in PISA data entry occur. The Offices of Structure Construction produces two error reports. The individual reports available are the following:

1. Problems with PISA Data Submittal.
2. Error in the Final Amount of Bridge Work Paid.

Structure Representatives receive error reports for the projects they are responsible for that have PISA data errors. **Structure Representatives are responsible for correcting erroneous structure data contained in the PISA system.**

#### **Instruction for Report (1) Problems with PISA Data Submittal**

This report is issued to Structure Representatives responsible for projects that have not been marked as completed in the PISA system for which some type of PISA data error has been detected.

The letters shown in the following correspond to the callout boxes shown on the sample *Problems with PISA Data Submittal* report shown in Attachment No. 2.

- A. **EA:** This data field header contains a list of the projects with data errors in the PISA system assigned to the responsible Structure Representative. The Structure Representative enters the project EA into this field using **Form CEM-6003, “Progress Pay-Estimate Project Initiation or Update.”** Refer to the instructions for filling out **Form CEM-6003, “Progress Pay-Estimate Project Initiation or Update”** for more information.
- B. **\***: This data field header indicates the projects that have been marked as completed in the PISA system. The Structure Representative marks the project for completion using **Form CEM-6003, “Progress Pay-Estimate Project Initiation or Update.”** Refer to the instructions for filling out **Form CEM-6003, “Progress Pay-Estimate Project Initiation or Update”** for more information. Completed projects are denoted with an “\*”.
- C. **Resp. Unit:** This data field header contains the Responsible Unit number of the Bridge Construction Engineer responsible for the project in the PISA system for each of the projects listed. The Structure Representative enters the Responsible Unit into this field using **Form CEM-6003, “Progress Pay-Estimate Project Initiation or Update.”** Refer to the instructions for filling out **Form CEM-6003, “Progress Pay-Estimate Project Initiation or Update”** for more information.

- D. **Name:** This data field header contains the Structure Representative's name in the PISA system for each of the projects listed. The Structure Representative enters his or her name into this field using **Form CEM-6003, "Progress Pay-Estimate Project Initiation or Update."** Refer to the instructions for filling out **Form CEM-6003, "Progress Pay-Estimate Project Initiation or Update"** for more information.
- E. **Est #:** This data field header contains the Estimate Number in the PISA system for each of the projects listed. The Estimate Number represents the number of progress pay estimates paid to date by the Resident Engineer for the project.
- F. **\$OAA:** This data field header contains the Original Authorized Amount for structure work in the PISA system for each of the projects listed. The Structure Representative enters the Original Authorized Amount for structure work into this field using **Form CEM-6003, "Progress Pay-Estimate Project Initiation or Update."** Refer to the instructions for filling out **Form CEM-6003, "Progress Pay-Estimate Project Initiation or Update"** for more information.
- G. **Bridge CCO'S:** This data field header contains the amount authorized for structure contract change order work in the PISA system for each of the projects listed. The Structure Representative updates the amount authorized for structure contract change orders each time he or she fills out **Form CEM-4901, "Contract Change Order (CCO) Input Form."** Refer to the instructions for filling out **Form CEM-4901, "Contract Change Order (CCO) Input Form"** for more information.
- H. **Final \$OAA + CCO:** This data field header contains the estimated final cost for structure work in the PISA system for each of the projects listed. The estimated final cost is the sum of the Original Authorized Amount for structure work and the amount authorized for structure contract change order work.
- I. **Paid This Estimate:** This data field header contains the amount of structure work paid to the contractor for the month of the report. The amount of structure work paid to the contractor is the summation of all contract items and contract change order extra work bills that have been marked as "Bridgework", with a "B" in the appropriate field on the various forms for the month of the report. Refer to the instructions for filling out **Form CEM-6004, "Contract Transactions Input"** and **Form CEM-4902, "Extra Work Bill"** for more information.
- J. **Paid to Date:** This data field header contains the amount of structure work paid to the contractor through the month of the report. The amount of structure work paid to the contractor is the summation of all contract items and contract change order extra work bills that have been marked as "Bridgework," with a "B" in the appropriate field on the various forms for the month of the report. Refer to the instructions for filling out **Form CEM-6004, "Contract Transactions Input"** and **Form CEM-4902, "Extra Work Bill"** for more information.
- K. **% Paid:** This data field header contains the percentage of the estimated final cost for structure work paid to the contractor through the month of the report. The value in the field is the amount of structure work paid to the contractor through the month of the

report divided by the estimated final cost for structure work, and is expressed as a percentage.

- L. **Problems With Input:** This data field header contains messages for various problems with the data currently contained in the PISA system for each project. If a message is present, the Structure Representative shall correct the problem. Messages that may appear are shown below, along with instructions on how to correct the problem. To correct the problem, the Structure Representative shall fill out **Form CEM-6003, "Progress Pay-Estimate Project Initiation or Update"**. District personnel enter the data on this form into PISA. A copy of this form should be sent to the Headquarters Office of the Offices of Structure Construction in Sacramento to verify the data entry.
- “New Project, Resp Unit = xxx”: This message appears if the project has been approved for construction, no contract payments for structure work have been made, and the project has not been initiated in the PISA system. To correct this problem, the Structure Representative shall fill out **Form CEM-6003, "Progress Pay-Estimate Project Initiation or Update"** and enter all of the data necessary to initiate the project in the PISA system.
  - “Incorrect Resp Unit, Should be xxx, Missing \$ Value of Structures Work.”: This message appears when contract payments for structure work have been made, but the project has not been initiated in the PISA system. To correct this problem, the Structure Representative shall fill out **Form CEM-6003, "Progress Pay-Estimate Project Initiation or Update"** and enter all of the data necessary to initiate the project in the PISA system.
  - “Missing \$ Value of Structures Work, no Structure Rep”.: This message appears when contract payments for structure work have been made, but there is no Original Authorized Amount or name of the Structure Representative in the PISA system. To correct this problem, the Structure Representative shall fill out **Form CEM-6003, "Progress Pay-Estimate Project Initiation or Update"** and enter the Original Authorized Amount and the name of the Structure Representative. If the other data contained in the PISA system is correct, it is not necessary to enter any other data (other than the project EA) on Form CEM-6003.
  - “Missing \$ Value of Structures Work”.: This message appears when contract payments for structure work have been made, but there is no Original Authorized Amount in the PISA system. To correct this problem, the Structure Representative shall fill out **Form CEM-6003, "Progress Pay-Estimate Project Initiation or Update"** and enter the Original Authorized Amount. If the other data contained in the PISA system is correct, it is not necessary to enter any other data (other than the project EA) on Form CEM-6003.
  - “The \$OAA Appears to be Incorrect - Please Review and Correct (If Necessary)”.: This message appears if the estimated structure cost of the project is vastly different from Original Authorized Amount in the PISA system. The Structure

Representative shall review the Original Authorized Amount in the PISA system and correct it if it is incorrect (it may not be incorrect). This usually occurs if an error is made when the Original Authorized Amount is keypunched into the PISA system, such as a misplaced decimal point. To correct this problem, the Structure Representative shall fill out **Form CEM-6003, “Progress Pay-Estimate Project Initiation or Update”** and enter the correct Original Authorized Amount. If the other data contained in the PISA system is correct, it is not necessary to enter any other data (other than the project EA) on Form CEM-6003.

- “Incorrect Resp Unit, Should Be xxx”: This message indicates that the Responsible Unit number contained in the PISA system is incorrect. To correct this problem, the Structure Representative shall fill out **Form CEM-6003, “Progress Pay-Estimate Project Initiation or Update”** and enter the correct Responsible Unit number. If the other data contained in the PISA system is correct, it is not necessary to enter any other data (other than the project EA) on Form CEM-6003.
- “Project Has Been Accepted. Verify That the Structure Estimate Data is Correct, Then Enter 'C' on Form CEM-6003 to Close out the Project”: This message appears if the project has been accepted and the project is still open in the PISA system. To correct this problem, the Structure Representative shall fill out **Form CEM-6003, “Progress Pay-Estimate Project Initiation or Update”** and enter a “C” in the “C” field of the form. However, the Structure Representative should not enter a “C” in the “C” field of the form until all bridge work payments have been made or corrected. If the other data contained in the PISA system is correct, it is not necessary to enter any other data (other than the project EA) on Form CEM-6003.

### **Instruction for Report (2) Error in the Final Amount of Bridge Work Paid:**

This report is issued to Structure Representatives responsible for projects that have been marked as completed in the PISA system for which some type of PISA data error in the final amount of bridge work paid has been detected. Projects that appear on this report are those where the percent difference between the amount paid to date differs from the estimated final cost by more than 10%.

The purpose of this report is to inform the Structure Representative of projects that have been marked complete in the PISA system where the amount of structure work paid to date appears to be in error. It does not mean that the amount paid to date is in error. Rather, it means there is a significant difference between the amount paid to date and the estimated final cost, which should be investigated further.

When a contract does not show 100% complete in the “% Paid” column of the printout, some or all of the payments or contract change orders for bridge work may not have been coded or entered correctly. Some of the types of payment problems are listed below:

1. Structure contract items were not entered with a “B” on **Form CEM-6004, “Contract Transactions Input.”**
2. Incorrect initiation of CCO's as bridge work on **Form CEM-4901, “Contract Change Order (CCO) Input Form.”**
3. Structure CCO payments were not entered with a “B” on **Form CEM-6004, “Contract Transactions Input”** or **Form CEM-4902, “Extra Work Bill.”**

4. Actual contract item quantities that varied greatly from the original approximate amount shown on the contract plans.

If the Proposed Final Estimate for the project has not been processed, the Structure Representative shall correct these problems. Refer to the instructions for filling out **Form CEM-6004, "Contract Transactions Input", Form CEM-4901, "Contract Change Order (CCO) Input Form", and Form CEM-4902, "Extra Work Bill"** for more information on correcting information in the PISA system.

If the Proposed Final Estimate for the project has been processed, the project has most likely been "closed out" in the PISA system, and no corrections can be made. In that case, the Structure Representative shall calculate the actual structure cost of the project and report it to the SCEMS database administrator in the Headquarters Office of the Offices of Structure Construction in Sacramento.

Generally, if a project appears on this report and there is no error in the amount paid to date for bridge work, it is because one or more contract items were underpaid or overpaid for whatever reason. In that case, the Structure Representative shall inform the SCEMS database administrator in the Headquarters Office of the Offices of Structure Construction in Sacramento that the amount paid to date for the project is correct.

The letters shown in the instructions for the Problems with PISA Data Submittal report correspond to the callout boxes shown on the Error in the Final Amount of Bridge Work Paid report shown in Attachment No. 3.

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION  
**PROGRESS PAY-ESTIMATE PROJECT INITIATION OR UPDATE**  
 CEM-6003 (REV 02/2001)

CASOOA

<b>PROJECT KEY</b>										<b>INSTRUCTIONS FOR CARD C05</b>										
FB	DIST.		CONTRACT NUMBER							-CONTRACT SUSPENSION: ENTER SUSPENSION DATE AND 'S' IN SR -CONTRACT REACTIVATION: ENTER REACTIVATION DATE AND 'R' IN SR -FOR CORRECTION: ENTER CORRECT DATE OR 00/00/0000 AND 'C' IN SR -FOR PROJECT REQUIRING 5% RETENTION: ENTER 'X' IN PE -FOR PROJECTS AWARDED AFTER 1/1/88: ENTER DATE WHICH IS 15 CALENDAR DAYS AFTER APPROVAL DATE IN BEGIN CONSTRUCTION DATE										
U	X	X	X	X	X	X	X	X	4											
1	2	3	4																	

MISCELLANEOUS INPUT												
C	CARD TYPE	RESIDENT ENGINEERS PHONE NUMBER	RESPON UNIT	DATE WORK STARTED	EST DATE FOR COMPLETION	PASSWORD	SUSPENSION OR REACTIVATION DATE	S	R	P	E	BEGIN CONSTRUCTION DATE
C	0 5											

RESIDENT ENGINEERS MAILING ADDRESS											
C	0 6										
C	0 7										
C	0 8										

CONTRACTOR NAME AND ADDRESS										
C	0 9									NAME
C	1 0									
C	1 1									ADDRESS
C	1 2									
C	1 3									
C	1 4									

**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 263-2041 or TDD (916) 263-2044 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

CONTRACTORS PHONE NUMBER
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BRIDGE DEPARTMENT DATA						
C	CARD TYPE	BRIDGE REP NAME	RESPON UNIT	ORIGINAL AUTHORIZED AMOUNT FOR BRIDGE WORK *	MOBIL %	C
C	1 5	L a s t , F	5 0 5	1,0,0,0,0,0,0,0,0,0	7,5	C

\* (INCLUDE MOBIL AMT)

BY:	REMARKS	NAME Structure Rep	PHONE (530) 999-9999	DATE 99/99/2001	VERIFY
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# Memorandum

To: D  
STRUCTURE REPRESENTATIVE

Date: 5/14/2001

File: PISA

From: **DEPARTMENT OF TRANSPORTATION  
DIVISION OF ENGINEERING SERVICES  
OFFICE OF STRUCTURE CONSTRUCTION**

Subject: PROBLEMS WITH PISA DATA SUBMITTAL

This memorandum contains a summary of projects identified as structure projects in the PISA system that are assigned to you. The projects listed contain errors, omissions, or questions about the data submitted to PISA. Please reference the described problem under the "PROBLEMS WITH INPUT" heading of the list of projects.

<span style="border: 1px solid red; padding: 2px;">G</span> EA	<span style="border: 1px solid red; padding: 2px;">B</span> * BRIDGE	<span style="border: 1px solid red; padding: 2px;">C</span> RESP. UNIT	<span style="border: 1px solid red; padding: 2px;">D</span> NAME	<span style="border: 1px solid red; padding: 2px;">E</span> EST #	<span style="border: 1px solid red; padding: 2px;">F</span> \$OAA PAID TO	<span style="border: 1px solid red; padding: 2px;">K</span> % PAID	<span style="border: 1px solid red; padding: 2px;">L</span> PROBLEMS WITH INPUT
CCO'S	FINAL \$OAA + CCO		PAID THIS ESTIMATE		DATE		
12-001084	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">544</span>			3	\$1,139,065.00		INCORRECT RESP UNIT, SHOULD BE 584.
\$10,000.00	\$1,149,065.00		\$143,677.00		\$143,677.00	13%	

In accordance with Bridge Construction Memo 6-2.0, please initiate the new project, correct the data in the going project, or close out the completed project using Form CEM-6003, "PROGRESS PAY - ESTIMATE PROJECT INITIATION OR UPDATE". Send the original Form CEM-6003 to the Resident Engineer or the District/Region Construction Office for processing. To verify that the data was correctly updated in the PISA system, send a copy of Form CEM-6003 to the Office of Structure Construction in Sacramento.

If you have any questions about this, please call the SCEMS database administrator at CALNET 8-498-8827 or (916) 227-8827.

Richard W. Shepard  
Assistant Office Chief

cc: MCCOOK,A.

# Memorandum

To: STRUCTURE REPRESENTATIVE

Date: 5/14/2001

File: PISA ERRORS

From: **DEPARTMENT OF TRANSPORTATION  
DIVISION OF ENGINEERING SERVICES  
OFFICE OF STRUCTURE CONSTRUCTION**

Subject: ERROR IN THE FINAL AMOUNT OF BRIDGE WORK PAID

This memorandum contains a summary of projects identified as structure projects in the PISA system that are assigned to you for which a "C" has been entered on Form CEM-6003, "Project Initiation or Update" indicating completion of payments to the contractor through the PISA system where the final amount paid to the contractor as bridge work varies significantly from the Final Authorized Amount.

EA	* RESP. UNIT	NAME	EST #	\$OAA	% PAID	PROBLEMS WITH INPUT
BRIDGE CCO'S	FINAL \$OAA + CCO	PAID THIS ESTIMATE	PAID TO DATE			
11-225904	* 599		5	\$101,280.00		
	\$35,000.00	\$136,280.00	\$0.00	\$101,860.70	75%	

If the amount of bridge work paid to date is correct, please call the SCEMS database administrator so that this project can be taken off of the error report.

If the amount of bridge work paid to date is incorrect and the Proposed Final Estimate has not been processed, please correct the bridge work data in the PISA system in accordance with the instructions in Bridge Construction Memo 6-2.0.

If the amount of bridge work paid to date is incorrect and the Proposed Final Estimate has been processed, please calculate the correct amount paid as bridge work in accordance with the instructions in Bridge Construction Memo 6-2.0 and call the SCEMS database administrator with the correct amount paid as bridge work so that this project can be taken off of the error report.

If you have any questions about this, please call the SCEMS database administrator at CALNET 8-498-8827 or (916) 227-8827.

Richard W. Shepard  
Assistant Office Chief

cc: YEE,S.