



March 21, 2017

New Mexico Department of Transportation

Desk Reference for NMDOT form A-1103 Page 2 of 2 Compass Information – Final Information

- Support for the form A-1103 is from NMDOT Construction Civil Rights Bureau (CCRB)
  - Point of Contact for information/instruction is: Sean Velarde  
[Sean.Velarde@state.nm.us](mailto:Sean.Velarde@state.nm.us)
- Form is for support of NMDOT let projects after January 1, 2015 subject to the Contractor Prequalification Rule 18.27.5 NMAC
  - Information at <http://dot.state.nm.us/content/nmdot/en/prequalification.html>
  - **Local government let projects including Tribal and Local Public Agencies (T/LPAs) projects do not use page 2 of 2 of NMDOT form A-1103**

Instructions to NMDOT Project Offices for filling out NMDOT form A-1103 page 2 of 2 aka (form)

1. After opening the form left click to select tab (page 2) at the bottom of the workbook:

27	Original Contract Time
28	CO Time Extensions # Days
29	Reason(s) for Time Extension
30	Revised Contract Time
31	Time Charged
32	Total Liquidated Damages Charged
33	Liquidated Damages Amount/Per Day
34	Final Project Cost(Less GRT)
35	G.R.T. Amount
36	Final Total (GRT inc.)
37	Final Change Order Completed(Yes/No)

Page 1 Page 2

- On tab page 2, only enter values in specified areas, cells in yellow are calculated values- do not enter any data in these cells;

6	Prequalification Performance Factor Measurements		
7	Fields that are highlighted in yellow are calculated values - do not enter any data		
8	Pf liquidated damages (Pfld)	For MCD Projects:	
9	Mandatory Completion Date		
10	CO Time Extensions # of Days		
11	Adjusted Mandatory Completion Date	1/0/00	
12	Notice to Proceed Date (as indicated in SiteManager)		
13	Substantial Completion Date (Actual Completion Date)		
14		For WD or CD Projects:	
15	Original Contract Time		
16	CO Time Extensions # of Days		
17	Adjusted Contract Time	0	
18	Total Days Charged		
19	Pf claim (Pfc)		
20	Yes or No. If yes, indicate level of claim at this time.		
21	Pf non-conformance (Pfn)		
22	# of Progress Payments (including zero dollar payments)		
23	# of Progress Payments without a non-conformance		
24	Pf safety (Pfs)	Obtained by OIG from contractor prequalification packet.	
25	Pf disincentive (Pfd)	\$ Value of applicable item	\$ Value of Disincentive
26	401		
27	403		
28	404		
29	416		
30	417		
31	423		
32	424		
33	450		
34	451		
35	901		
36	Sums	\$0.00	\$0.00
37			

- The first cell for data entry is cell C2 (Vendor ID:), this needs to be the Vendor ID number for the Contractor from SiteManager

	A	B	C
1	A-1103	New Mexico Department of Transportation	
2	Rev 3/21/2017 Page 2 of 2	Vendor ID:	0
3	COMPASS INFORMATION		
4	Contractor:	Control No.:	District
5	0	0	0


- To access data for Cell C2; open SiteManager and follow the icons from the Main Panel> Contract Administration(+)> Reports(CA+)> Contract Status





CONTRACT DOCUMENTS  
FOR  
THE CONSTRUCTION OF

Control Number ("CN"): A300016/A300018

Bidder: Mountain States Constructors, Inc. 

5. The next cell for data entry is cell B5 (Control No.), this needs to be the Control Number ("CN"): from the outside front cover of the executed Contract;

	A	B	C
1	A-1103	New Mexico Department of Transportation	
2	Rev 3/6/2017 Page 2 of 2		
3	COMPASS INFORMATION		
4	Contractor:	Control No.:	District:
5	0	0	0
6	Prequalification Performance Factor Measurements		



**CONTRACT DOCUMENTS  
FOR  
THE CONSTRUCTION OF**

Control Number ("CN"): A300016/A300018

Bidder: Mountain States Constructors, Inc.

6. Cell C5 (District:) is the numerical value 1-6 for which the project was conducted:

	A	B	C
1	A-1103 <b>New Mexico Department of Transportation</b>		
2	Rev 3/6/2017 Page 2 of 2		
3	<b>COMPASS INFORMATION</b>		
4	Contractor:	Control No.:	District:
5	0	0	0

7. Cell A6 starts (Prequalification Performance Factor Measurements). The first performance factor measured by the project office is listed in cell A8 (Pf liquidated damages (Pfld)). Recognition needs to be made if the project is a mandatory completion date (MCD) versus a working day (WD) or calendar day project:

	A	B	C	D	E
6	<b>Prequalification Performance Factor Measurements</b>				
7	<b>Fields that are highlighted in yellow are calculated values - do not enter any data</b>				
8	Pf liquidated damages (Pfld)	For MCD Projects:			
9	Mandatory Completion Date				
10	CO Time Extensions # of Days				
11	Adjusted Mandatory Completion Date	1/0/00			
12	Notice to Proceed Date (as indicated in SiteManager)				
13	Substantial Completion Date (Actual Completion Date)				
14		For WD or CD Projects:			
15	Original Contract Time				
16	CO Time Extensions # of Days				
17	Adjusted Contract Time	0			
18	Total Days Charged				

Only one type of Contract time will be entered, either (For MCD Projects:) in cells B9 and B10 or (For WD or CD Projects:) in cells B12 and B13. There can only be one type of data for Contract time.

Note; Data entry in cells for both (For MCD Projects:) and (For WD or CD Projects:) is incorrect.

The advertisement of the executed Contract should be referenced to determine the type of Contract time:

the Expedite.EBS file through Bid Express any documents before Bid Opening required by a Notice to Contractors.

**Failure of the Bidder to comply with this Advertisement shall render the Bid non-responsive and the Bid shall be rejected.**

(1)  
CN 2100400

TERMINI: NM 209, MP 2.440 to MP 7.140 for 4.700 miles  
COUNTY: Curry (District 2)  
TYPE OF WORK: Roadway Reconstruction, Roadway Rehabilitation, Signalization, Lighting  
CONTRACT TIME: 400 Working Days [REDACTED]  
DBE GOAL: At this time NMDOT will meet the State DBE on Federally assisted projects through a combination of race-neutral and race-conscious measures. This project is subject to race-conscious measures. The established DBE goal for this project is 0.00%.  
LICENSES: (GA-1 or GA-98) and (EE-98)  
FUNDING TYPE: Federal-aid funded  
LISTING THRESHOLD: \$5,000.00 (Subcontractors Fair Practices Act Compliance)

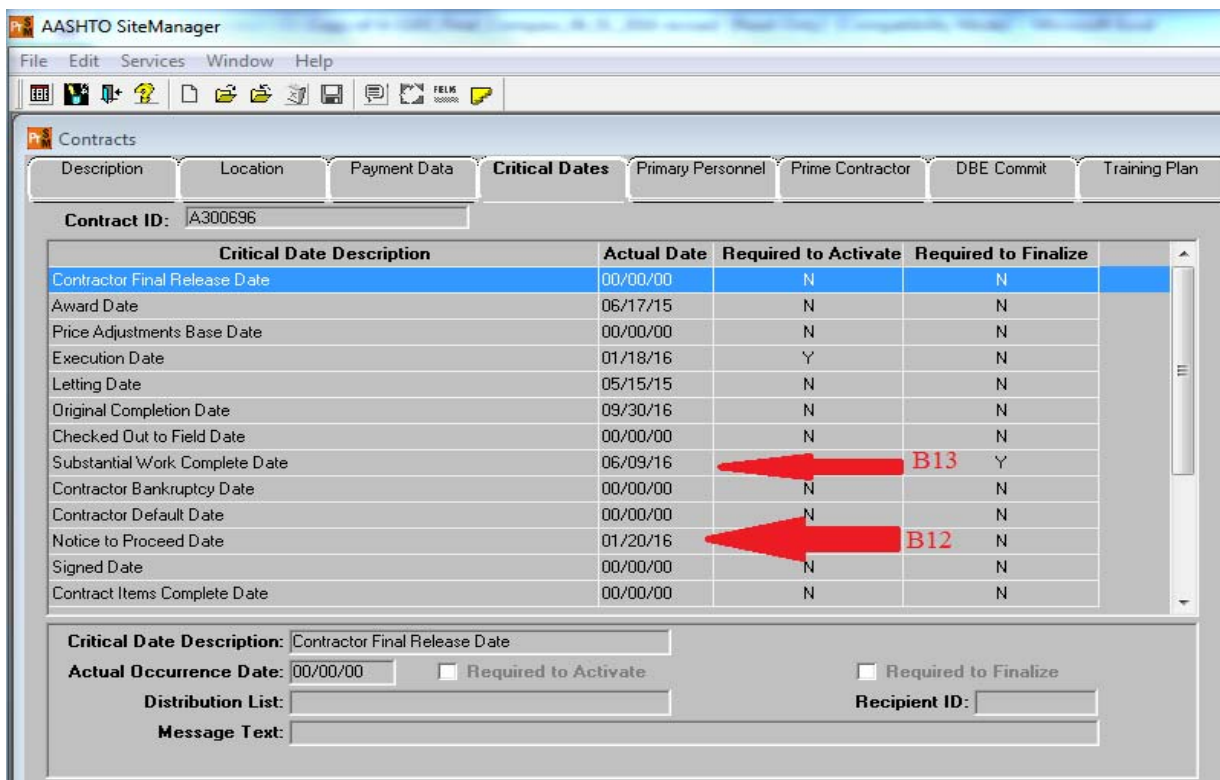
(2)  
CN A300078

TERMINI: I-40, MP 155.630 to MP 158.204 for 2.574 miles  
COUNTY: Bernalillo (District 3)  
TYPE OF WORK: Roadway Rehabilitation  
CONTRACT TIME: Mandatory Completion Date of September 30, 2018 [REDACTED]  
DBE GOAL: At this time NMDOT will meet the State DBE on Federally assisted projects through a combination of race-neutral and race-conscious measures. This project is subject to race-conscious measures. The established DBE goal for this project is 0.00%.  
LICENSES: (GA-1 or GA-98)  
FUNDING TYPE: Federal-aid funded  
LISTING THRESHOLD: None

(3)  
CN A301181

TERMINI: I-25, MP 229.100 to MP 230.950 for 1.825 miles  
COUNTY: Bernalillo (District 3)  
TYPE OF WORK: Roadway Reconstruction, Bridge Widening, Lighting, ITS  
CONTRACT TIME: 200 Calendar Days [REDACTED]  
DBE GOAL: At this time NMDOT will meet the State DBE on Federally assisted projects through a combination of race-neutral and race-conscious measures. This project is subject to race-conscious measures. The established DBE goal for this project is 0.00%.  
LICENSES: (GA-1 or GA-98) and (EE-98)  
FUNDING TYPE: Federal-aid funded  
LISTING THRESHOLD: \$5,000.00 (Subcontractors Fair Practices Act Compliance)

8. Once the type of Contract time is determined go to part (a.) below (For MCD Projects:) or (b.) below for (For WD or CD Projects:):
  - a. (For MCD Projects:)
    - i. Cell B9 is the (Mandatory Completion Date) expressed in 00/00/00 date format. Example; September 30, 2018 will be expressed as 09/30/2018.
    - ii. Cell B10 is the (CO Time Extensions # of Days), this is the number of days added (or deleted) by change order for a time extension. This value will be expressed as a numerical value. Example; 10 days extension will be expressed as 10, -5 days credit will be expressed as -5.
    - iii. Once cell B9 and B10 is populated the auto calculation for cell B11 (Adjusted Mandatory Completion Date) will be generated.
    - iv. Cell B12 is the (Notice to Proceed Date (as indicated in SiteManager)), expressed in 00/00/00 date format.
    - v. Cell B13 is the (Substantial Completion Date (Actual Completion Date)), expressed in 00/00/00 date format.
      1. To access data for Cell B12 and B13; open SiteManager and follow the icons from the Main Panel> Contract Administration(+)> Contract Records(+)> Contracts
      2. Open the Contract ID for the project
      3. Select the tab (Critical Dates)







9. Cell A19 is (Pf claim (Pfc)). Recognition needs to be made if the project has a Contractor claim and indicate as shown in A20 (Yes or No. If yes, indicate level of claim at this time.)
  - a. Cell B22 must have a written “yes” or “no”. If “yes” The level of the claim needs to be indicated by the Project Manager (PM) at the time they are filling out Page 2 of the form. Reference level of claim per NMDOT 2014 Specification 105.20 ADMINISTRATIVE REMEDY; 105.20.1 District Level, 105.20.2 Secretary Level, 105.20.3 Arbitration, 105.20.4 Litigation.
10. Cell A21 is (Pf non-conformance (Pfn)).
  - a. Cell B22 is (# of Progress Payments (including zero dollar payments)), which is the number of progress payments, including zero dollar payments, for the project. This value is expressed as a numerical value.
  - b. Cell B23 is (# of Progress Payments without a non-conformance), which is the number of progress payments **without a non-conformance**, for the project. This value is expressed as a numerical value.

**Note; the Final Progress Payment will not ever have a non-conformance as the Contract requires resolution for all non-conformances before Final Payment.**

**Note; Cell A24 (Pf safety (Pfs)) has been removed from Page 2 of Form A-1103. If (Pf safety (Pfs)) appears in Cell A24 you are not using the most current form and will need to acquire the updated form.**

11. Cell A24 is (Pf disincentive (Pfd)).
  - a. Cells B26 through B34 are (\$ Value of applicable item). This is the sum **paid** and accepted applicable contract items, expressed numerically \$0.00.

**Note; Caution needs to be taken to account for all Units and Categories for the applicable items.**

**Note; All fields need entry \$x.xx or \$0.00 if there is nothing applicable.**

- i. Cell B25 is (401) and is blacked out and no data is to be entered in the Cell.
- ii. Cell B26 is (403) Open-Graded Friction Course (OGFC) is the paid and accepted value of item(s), expressed numerically \$0.00.
- iii. Cell B27 is (404) Rubberized Open Graded Friction Course (ROGFC) is the paid and accepted value of item(s), expressed numerically \$0.00.
- iv. Cell B28 is (416) Minor Paving is the paid and accepted value of item(s), expressed numerically \$0.00.
- v. Cell B29 is (417) Miscellaneous Paving is the paid and accepted value of item(s), expressed numerically \$0.00.

Cell B30 is (423) Hot Mix Asphalt-Superpave (QLA and Non-QLA) is the paid and accepted value of item(s), expressed numerically \$0.00.

- vi. Cell B31 is (424) Warm Mix Asphalt is the paid and accepted value of item(s), expressed numerically \$0.00.
  - vii. Cell B32 is (450) Portland Cement Concrete (PCCP) (QLA) is the paid and accepted value of item(s), expressed numerically \$0.00.
  - viii. Cell B33 is (451) Portland Cement Concrete (PCCP) (Non-QLA) is the paid and accepted value of item(s), expressed numerically \$0.00.
  - ix. Cell B34 is (901) Quality Control/Quality Assurance (QC/QA) is the paid and accepted value of item(s), expressed numerically \$0.00.
  - x. Cell B35 (sum) the auto sum calculation for cell B26 through B34, expressed numerically \$0.00.
- b. Cell C25 through B33 are (\$ Value of Disincentive). This is the sum paid and accepted contract disincentives for applicable contract items, expressed numerically \$0.00.

**Note; Caution needs to be taken to account for all Units and Categories for disincentives.**

- i. Cell C25 is (401) Pavement Smoothness Measurement is the accepted contract disincentives for applicable contract items, expressed numerically \$0.00.
- ii. Cell C26 is (403) Open-Graded Friction Course (OGFC) is the accepted contract disincentives for applicable contract items, expressed numerically \$0.00.
- iii. Cell C27 is (404) Rubberized Open Graded Friction Course (ROGFC) is the accepted contract disincentives for applicable contract items, expressed numerically \$0.00.
- iv. Cell C28 is (416) Minor Paving is the accepted contract disincentives for applicable contract items, expressed numerically \$0.00.
- v. Cell C29 is (417) Miscellaneous Paving is the accepted contract disincentives for applicable contract items, expressed numerically \$0.00.
- vi. Cell C30 is (423) Hot Mix Asphalt-Superpave (QLA and Non-QLA) is the accepted contract disincentives for applicable contract items, expressed numerically \$0.00.
- vii. Cell C31 is (424) Warm Mix Asphalt is the accepted contract disincentives for applicable contract items, expressed numerically \$0.00.

- viii. Cell C32 is (450) Portland Cement Concrete (PCCP) (QLA) is the accepted contract disincentives for applicable contract items, expressed numerically \$0.00.
  - ix. Cell C33 is (451) Portland Cement Concrete (PCCP) (Non-QLA) is the accepted contract disincentives for applicable contract items, expressed numerically \$0.00.
  - x. Cell C34 is (901) Quality Control/Quality Assurance (QC/QA) is blacked out and no data is to be entered in the Cell.
  - xi. Cell B35 (sum) the auto sum calculation for cell C25 through B33, expressed numerically \$0.00.
12. Cell A37 is (Pf subcontractor (Pfsc)).
- a. Cell B38 is (# of findings from the State DBE Liaison. Attach letter(s) from the DBE Liaison.), which is negative findings against the prime contractor issued from the State Disadvantaged Business Enterprise (DBE) Liaison. This value is expressed as a numerical value. If none indicate zero.
    - i. The current State DBE Liaison is Damian Segura contact [Damian.Segura@state.nm.us](mailto:Damian.Segura@state.nm.us)
13. Cell A39 will be the typed name of the Project Manager (PM) and date expressed as 00/00/00.
14. Cell B39 will be the Project Manager Signature in either e-signature format or hard copy ink signature for the Final Payment package.

Note; If a compass needs to be resubmitted to a contractor, the NMDOT Office of Inspector General (OIG) will require the PM to provide a written response with an explanation by the PM addressed to OIG.

- The PM must identify in the response why the error occurred and what will be done to prevent it from recurring.
- The PM must submit the revised A-1103 and written explanation in the time specified by OIG.
- The integrity of the PreQual Program requires the NMDOT calculate accurate Compass forms.