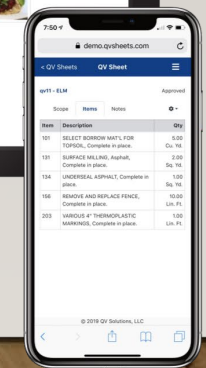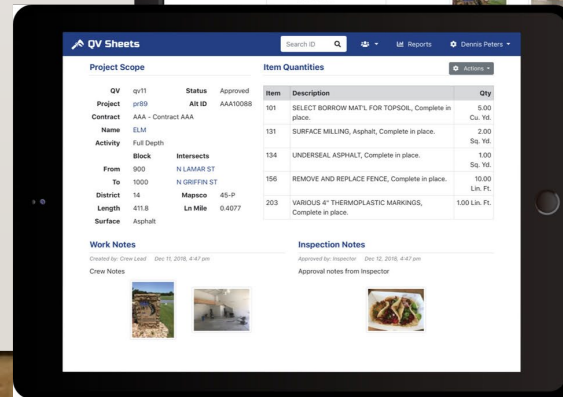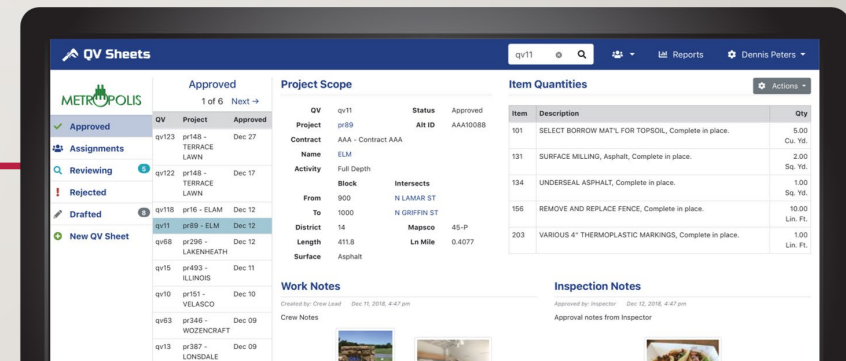# Quantity Verification Sheet System Training

QV Sheets is a web-based platform used by the City of Dallas PBW department to manage and track projects.

QV sheets in helping to visualize the project status, effective communication for project parties, maximize operational and financial performance, all while reducing schedule, budget & quality risks.

Qv sheet benefits:

❖ Contract management
Fund/Bonds source, invoicing, compliance alerts, organize data, quick and safe access to data, cloud saved data.

❖ Project management.
Quality control, budget control, time control, issues control, tracking project milestones & activities, review and approve process for QV sheets and bid items, improve the communication between project main parties (vendor, inspector, supervisor and project manager).

Inspector responsibilities

➢ Prepare and submit detailed daily reports.

➢ Register issues in the QV sys. Identify issues, assess level of impact, update & monitor the progress, close it out.

➢ Review and approve/reject QV sheets that submitted by the Vendors.

➢ Monitor bid items quantity and make sure no overrun unless approved by supervisor or PM.

➢ Taking a photographs of the construction projects and upload them to the QV sys.

Prepare and submit detailed daily reports.

QV Sheets ⊘ COOMBS CREEK TRAIL EXTEN... ▾   Search   👥▾ ☰ Reports   Haider Al Nassar ▾

City of Dallas - CIP

⚠ Issues

Dailies

🗋 Draft

🗐 Review

🗋 Closed

QVs

☑ Needs Review

🗐 Needs Release

✓ Approved

🔍 Inspecting

❗ Rejected

✏ Drafted

➕ New QV Sheet

Projects

✏ Drafted

Dailies - Draft

Add Report

Date   Contract

1- Click the drop-down menu to choose the project.

3- Click on Add Report to create your report.

2- Click on Draft to prepare the daily reports.

It's the inspector responsibility to prepare and submit daily reports of all his/her assigned projects. Reports need to have details about the work progress and daily project activities.

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Daily Construction Report
PB06W264 - COOMBS CREEK TRAIL EXTENSION

QV Sheets COOMBS CREEK TRAIL EXTEN... ▾   Search   Reports   Haider Al Nassar ▾

City of Dallas - CIP

Dailies - Draft
Add Report

Date	Contract
2022-12-10	COOMBS CREEK TRAIL EXTENSION

⚠ Issues

Dailies
🗋 Draft 1
📄 Review
📄 Closed

QVs
☑ Needs Review
📄 Needs Release
✓ Approved
🔍 Inspecting
! Rejected
✏ Drafted
➕ New QV Sheet

Projects
✏ Drafted

5- Click to adjust report date

Report Date 12/10/2022

6- Click to choose weather condition

No Weather | Moderate Weather | Heavy Weather

7- Click to choose working day or nonworking day

No Work Performed | Vendor On-Site

8- Add short summery for the work activities.

Summary *Summary Note*

9- Add weather condition summery and Temps

Weather *Weather comments*
Min Temp *Degrees* °F
Max Temp *Degrees* °F

4- after you click on add report, the system will generate the 1ˢᵗ report.

10- Fill this section if you request a testing material technician. Make SURE to put the exact time of arrival and departure of the technician

Tests
☐ Proctors   ☐ Densities
☐ Gradations   ☐ Cylinders
☐ Cores   ☐ Lime Depth Check
☐ Retests

Test Comments

Lab *Lab Name*
Arrival --:-- -- 🕐
Departure --:-- -- 🕐

Barricades
☐ Good   ☐ Fair
☐ Poor

Barricade Comments

11- Make sure to daily inspect safety and barricades conditions and provide inputs in this section.

Safety *Safety Concerns*

12- You need to fill this section if there's any equipment in the jobsite.

Equipment
☐ Lime Mixer   ☐ Motor Grader
☐ Front-End Loader   ☐ Finishing Machine
☐ Trucks   ☐ Bobcat
☐ Backhoe (Rubber Tire) ☐ Trackhoe
☐ Roller Compactor   ☐ Milling Machine
☐ Street Sweeper

Other Equipment

City of Dallas - CIP

⚠ Issues

Dailies

▷ Draft   **1**

📄 Review

📄 Closed

QVs

📋 Needs Review

📗 Needs Release

✓ Approved

🔍 Inspecting

❗ Rejected

✏ Drafted

➕ New QV Sheet

Projects

✏ Drafted

Dailies - Draft

Add Report

Date	Contract
2022-12-10	COOMBS CREEK TRAIL EXTENSION

Daily Construction Report
PB06W264 - COOMBS CREEK TRAIL EXTENSION

Other Equipment

SWPPP   ☐ Evidence of sediment loss?   ☐ BMP Maintained

☐ Modifications required?

SWPPP Comments

Inlet Protection   ☐ Yes

Inlet Protection

Construction Entrance   ☐ Yes

Construction Entrance

Overgrown Vegetation   ☐ Yes

Overgrown Vegetation

Silt Fence   ☐ Yes

Silt Fence

Franchise Conflict   ☐ Yes

Franchise Conflict

Utilities   *Utilities*

Paving   *Paving*

Other   *Other*

13- Inspector Need to provide Details about the work activities in this section.

Images   📷 Upload Image(s)

Created by: Haider Al Nassar on Dec 10, 2

Submit Report

🗑 Delete

14- Click upload image(s) to add image(s) to your daily report. This is very important section of the daily report, inspector Need to upload at least 4 images of the work activities.

15- Final step, click submit Report to send report to supervisor for review and approval.

City of Dallas - CIP

⚠ Issues

Dailies

🖋 Draft

📱 Review   **1**

🗋 Closed

QVs

📋 Needs Review

📄 Needs Release

✓ Approved

🔍 Inspecting

❗ Rejected

🖊 Drafted

➕ New QV Sheet

Projects

🖊 Drafted

Dailies - Review

Date	Contract
2022-12-10	COOMBS CREEK TRAIL EXTENSION

Daily reports will move to review section after submitted by the inspector, waiting for supervisor review.

Daily reports will move to closed section after approved by supervisor. All daily reports will be saved in this section.

An issue is anything that hinders the progress of the project. It could be a conflict, inconsistency, or any problem that impact the project. Having an issue log is important because it ensures team members properly document any challenges, they may face during a project's life cycle. It also helps upper management team to track the resolution process to ensure they overcome each challenge quickly and effectively. Using an issue log can benefit by:

➢ Improve communication between team members.

➢ Developing proactive problem-solving practices.

➢ Saving time and increasing productivity.

➢ Helps to stay within budget & meet deadlines.

➢ Improve the quality of the work.

Inspector is responsible to register all issues that take place in the project execution. Inspector is responsible to identify, assess level of impact, provide all required information, monitor/update the status and close it out.

In some cases, supervisor may register the issues and provides all required updates.

Register issues in the QV sys.

qvsheets.online/View/Issues

QV Sheets   Maple Avenue Bridge Over Tu... ▼   Search   Reports   Haider Al Nassar ▼

City of Dallas - CIP

⚠ Issues

Dailies

Draft

Review

Closed

QVs

Needs Review

Needs Release

Approved

Inspecting

Rejected

Drafted

New QV Sheet

Projects

Drafted

+ Add

Issues   Copy

Search   Open ▼   All Assig...   Maple Avenue Bridge Over Turtle Creek Bridge Repair   All Keywords

Heat Map

ID	Assigned To	Due Date		Likelihood	Urgency	Keywords

1- Click the drop-down menu to choose the project.

3- Click Add to create new issue.

2- Click Issues.

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City of Dallas - CIP   + Add

⚠ Issues

Dail...

▷ Draft

   ⌄ Heat Map

📄 R...

📄 Closed

QVs

☑ Needs Review

📄 N...

✓ Approved

🔍 I...

! Rejected

✏ ...

⊕ ...

Projects

✏ ...

⚠ **Issue ID 65**   ✕

Issue ID.

📋 Copy

All Keywords

Issue [ ]   **Due Date** [mm/dd/yyyy]
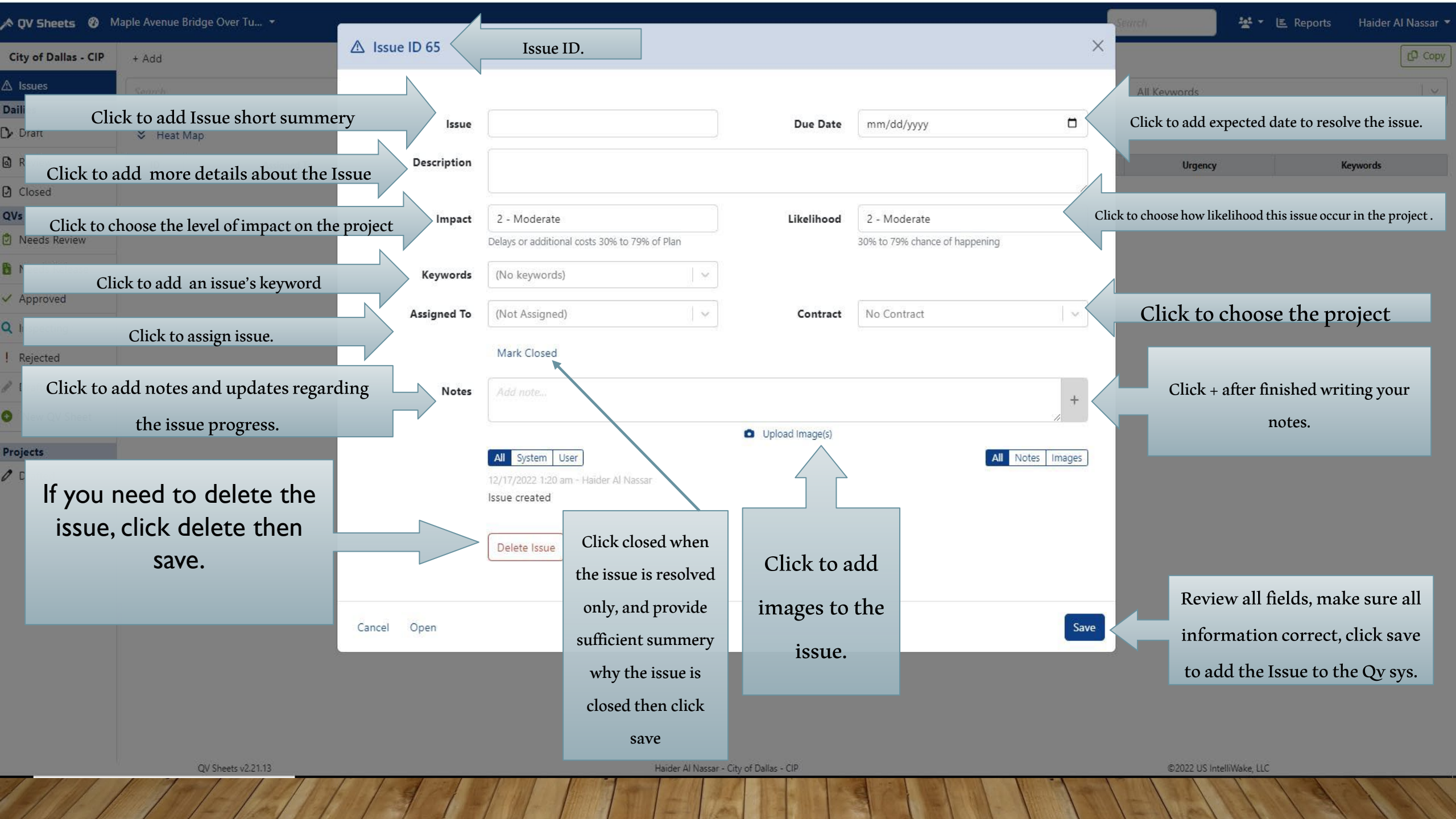
Click to add Issue short summery   Click to add expected date to resolve the issue.

Description [ ]

Click to add more details about the Issue

| Urgency | Keywords |

Impact [2 - Moderate]   **Likelihood** [2 - Moderate]

Delays or additional costs 30% to 79% of Plan   30% to 79% chance of happening

Click to choose the level of impact on the project   Click to choose how likelihood this issue occur in the project .

Keywords [(No keywords) ▾]

Click to add an issue's keyword

Assigned To [(Not Assigned) ▾]   **Contract** [No Contract ▾]

Click to assign issue.   Click to choose the project

Mark Closed

Notes [Add note...] +

Click to add notes and updates regarding the issue progress.   Click + after finished writing your notes.

📷 Upload Image(s)

[All | System | User]   [All | Notes | Images]

12/17/2022 1:20 am - Haider Al Nassar
Issue created

If you need to delete the issue, click delete then save.

[Delete Issue]

Click closed when the issue is resolved only, and provide sufficient summery why the issue is closed then click save

Click to add images to the issue.

Cancel   Open

Review all fields, make sure all information correct, click save to add the Issue to the Qv sys.

[Save]

Review and approve/reject QV sheets that submitted by the Vendors.

QV Sheets (All Contractors) ▾   Search   👥 ▾ Haider Twayej

City of Dallas - CIP

⚠ Issues		1

Dailies

🖊 Draft		11
📄 Review		
📋 Closed		

QVs

🔍 Inspecting		7
❗ Rejected		
✔ Approved		

Inspecting QVs

QV	Project	Sent
q25765	p5277 - Paving	Dec 09
q25766	p5277 - Paving	Dec 09
q25767	p5277 - Paving	Dec 09
q25771	p5273 - Paving	Dec 09
q25772	p5273 - Paving	Dec 09
q25773	p5273 - Paving	Dec 09
q25775	p5274 - Drainage	Dec 13

Project Scope

Contract PB17V074, 075, 076, 077 & 078 - Alley Reconstruction Group 17-9001B

Proj ID Schedule 5   Sys ID pr5277

Name Paving

> 1- Click the drop-down menu to choose the project.

Item Quantities   ⚙ Actions ▾

Item	Description	Qty	Cost
1640	REMOVE AND REPLACE SPRINKLER HEADS	1.000 EA Remaining: -1.000 EA	$20.00
355	4 INCH THICK REINFORCED CONCRETE WALK	124.000 SF Remaining: -160.000 SF	$496.00
464	6 INCH REINFORCED CONCRETE ALLEY PAVEMENT	33.750 SY Remaining: -65.960 SY	$2,362.50
729A	INSTALL TRAFFIC SIGNS (REG/GUIDE)	1.000 EA Remaining: 0.000 EA	$500.00
	QV Total		$3,378.50
	Other QV Totals		$180,941.60
	Project Estimate		$180,346.00
	Remaining		$-3,974.10

4 Bid Item Limit Reached

Work Notes

Created

> 3- Click on the QV sheet you need to review.

Inspection Notes

Inspector Notes

📷 Upload Image(s)

> 2- Click inspecting to view the outstanding QV sheets.

QV Sheets v2.21.13   Haider Twayej - City of Dallas - CIP   ©2022 US IntelliWake, LLC

City of Dallas - CIP

⚠ Issues   **1**

Dailies

📝 Draft   **11**

📄 Review

🗐 Closed

QVs

🔍 Inspecting   **7**

❗ Rejected

✔ Approved

Inspecting QVs

QV	Project	Sent
q25765	p5277 - Paving	Dec 09
q25766	p5277 - Paving	Dec 09
q25767	p5277 - Paving	Dec 09
q25771	p5273 - Paving	Dec 09
q25772	p5273 - Paving	Dec 09
q25773	p5273 - Paving	Dec 09
q25775	p5274 - Drainage	Dec 13

Project Scope

Project Information

Contract   PB17V074, 075, 076, 077 & 078 - Alley Reconstruction Group 17-9001B

Proj ID   Schedule 5   Sys ID   pr5277

Name   Paving

Item Quantities   ⚙ Actions ▾

Bid item quantities. Make sure the bid items on this side match with bid items in the QV sheet image.

Item	Description	Qty	Cost
1640	REMOVE AND REPLACE SPRINKLER HEADS	1.000 EA Remaining: -1.000 EA	$20.00
355	4 INCH THICK REINFORCED CONCRETE WALK	124.000 SF Remaining: -160.000 SF	$496.00
464	6 INCH REINFORCED CONCRETE ALLEY PAVEMENT	33.750 SY Remaining: -65.960 SY	$2,362.50
729A	INSTALL TRAFFIC SIGNS (REG/GUIDE)	1.000 EA Remaining: 0.000 EA	$500.00
		QV Total	$3,378.50
		Other QV Totals	$180,941.60
		Project Estimate	$180,346.00
		Remaining	$-3,974.10

4 Bid Item Limit Reached

Work Notes

Created by: Andrew Perez   Dec 9, 2022, 9:32 am

Qv sheet image.
Click on the image to maximize. Review the bid items and calculations make sure the information in the image match with the bid items on the top left side

Inspection Notes

Inspector Notes

📷 Upload Image(s)

QV Sheets v2.21.13   Haider Twayej - City of Dallas - CIP   ©2022 US IntelliWake, LLC

City of Dallas - CIP

⚠ Issues ①
Dailies
📝 Draft ⑪
🗐 Review
🗋 Closed
QVs
🔍 Inspecting ⑦
❗ Rejected
✓ Approved

Inspecting QVs

QV	Project	Sent
q25765	p5277 - Paving	Dec 09
q25766	p5277 - Paving	Dec 09
q25767	p5277 - Paving	Dec 09
q25771	p5273 - Paving	Dec 09
q25772	p5273 - Paving	Dec 09
q25773	p5273 - Paving	Dec 09
q25775	p5274 - Drainage	Dec 13

Project Scope

Contract PB17V074, 075, 076, 077 & 078 - Alley Reconstruction
Proj ID Schedule 5   Sys ID pr527

⚙ Actions ▾

✓ Approve
← Reject

		1	
		Remaining: -	
355	4 INCH THICK REINFORCED CONCRETE WALK	124.000 SF	$496.00
		Remaining: -160.000 SF	
464	6 INCH REINFORCED CONCRETE ALLEY PAVEMENT	33.750 SY	$2,362.50
		Remaining: -65.960 SY	
729A	INSTALL TRAFFIC SIGNS (REG/GUIDE)	1.000 EA	$500.00
		Remaining: 0.000 EA	
	QV Total		**$3,378.50**
	Other QV Totals		**$180,941.60**
	Project Estimate		**$180,346.00**
	Remaining		**$-3,974.10**

4 Bid Item Limit Reached

> When reviewing the bid quantities, if you see:
> (remaining -) in red color, that's mean
> there's overrun of this item. Don't approve
> without consult with supervisor / PM

> Click Actions then choose
> approve or reject the Qv sheet.

Work Notes

Created by: Andrew Perez   Dec 9, 2022, 9:32 am

Inspection Notes

Inspector Notes

📷 Upload Image(s)

> Use this field to write
> notes and upload images
> before you approve or
> reject the QV sheets.

> Monitor bid items quantity and make sure no overruns unless approved by supervisor or PM.

Search   Reports   Haider Al Nassar

Project Scope

When reviewing the bid quantities, if you see:

(remaining -) in red color, that's mean there's overrun quantity

of this item. Don't approve without consult with supervisor / PM.

Item Quantities

Actions

Item	Description	Qty	Cost
20360	ADJUSTMENT OF WASTEWATER MANHOLES	3.000 Each Remaining: -1.000 Each	$1,740.00
20351	ADJUSTMENT OF WASTEWATER ACCESS DEVICE	1.000 Each Remaining: 0.000 Each	$580.00
		QV Total	$2,320.00
		Other QV Totals	-
		Project Estimate	$14,444.00
		Remaining	$12,124.00

Work Notes

Created by: Matt Jeske   Dec 13, 2022, 9:44 am

Inspection Notes

➢Taking a photographs of the construction projects.

Whether it's stunning professional shots of the completed project or pictures of specific in-progress work taken by the Inspector, pictures can convey a lot of useful information. As they say, a picture is worth a thousand words. Certainly, the right photograph could literally be worth a million dollars if it can prove a damage claim.

In-progress photos can create a record of how work is progressing on the site, as well as a reference for future upgrades, additions, or repairs.

Photos are important to record issues on the project, such as poor-quality work, lack of safety compliance provide a record that can be sent to their management.

Inspector can upload photos to:

- Daily reports (refer to slide #7)
- Issues report (refer to slide #12)
- Qv sheet approval (refer to slide #15)

Web-based software to unlock next-level efficiency and **REVOLUTIONIZE CONSTRUCTION VERIFICATIONS!**

Time Efficiency

- Reduce time organizing documentation
- Auto-generate pay apps every period
- Team focuses on quality, not bureaucracy

Web-based software to unlock next-level efficiency and REVOLUTIONIZE CONSTRUCTION VERIFICATIONS!

Transparency & Accountability

- Vendor enters and locks quantities
- Owner rejects or approves quantities
- Real-time status on any device
- Increase focus on deliverables

Risk Mitigation

- Clear record of completed and verified bid items

- Reduce disputes and monthly invoice haggling

- Engineers verify as the project progresses

- Reduce litigation and legal costs

Web-based software to unlock next-level efficiency and **REVOLUTIONIZE CONSTRUCTION VERIFICATIONS!**

Improved Public Services

- More accurate and complete information for public officials in hearings and forums

- Respond to citizen status requests rapidly

- On-time projects result in improved organizational reputation

Simplify Compliance

- Track completion of compliance requirements

- Reduce audit findings with documented evidence

- Avoid fines and sanctions

Streamline Communication

- Vendor and owner on same platform

- Engineering changes delivered in real-time

- Reduce misunderstandings

- Smoother project execution

Web-based software to unlock next-level efficiency and
REVOLUTIONIZE CONSTRUCTION VERIFICATIONS!

Questions?