

2023

Guidelines for Completing the VDOT Form C-13C



Construction Division

Virginia Department of Transportation

9/29/2023

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Overview

The VDOT Form C-13C is required to prepare and submit the Contractor's Progress Earnings Schedule as specified in the Category I and Category II Progress Schedule Specifications. At the Contractor's discretion, the VDOT Form C-13CPM may be used to prepare the Progress Earnings Schedule for other projects, provided the Progress Schedule has been cost-loaded in accordance with the cost-loading requirements specified in the Category III Progress Schedule Specifications and according to guidelines for preparing the VDOT Form C-13CPM. This user guide provides guidelines for preparing the VDOT Form C-13C.

As part of its Progress Schedule submissions for Category I and Category II projects, the contractor is required to provide:

1. With the Baseline Progress Schedule submission, a Baseline Form C-13C showing at the Major Work Category level, the contractor's anticipated monthly earnings for the entire duration of the project. The contractor shall also provide a breakdown of the bid items and costs associated with each Major Category of Work for all bid items as shown in the Schedule of Items.
2. With the Update Progress Schedule submission, an Update Form C-13C showing the actual earnings for each estimate period for past months and the projected earnings for the remaining months.

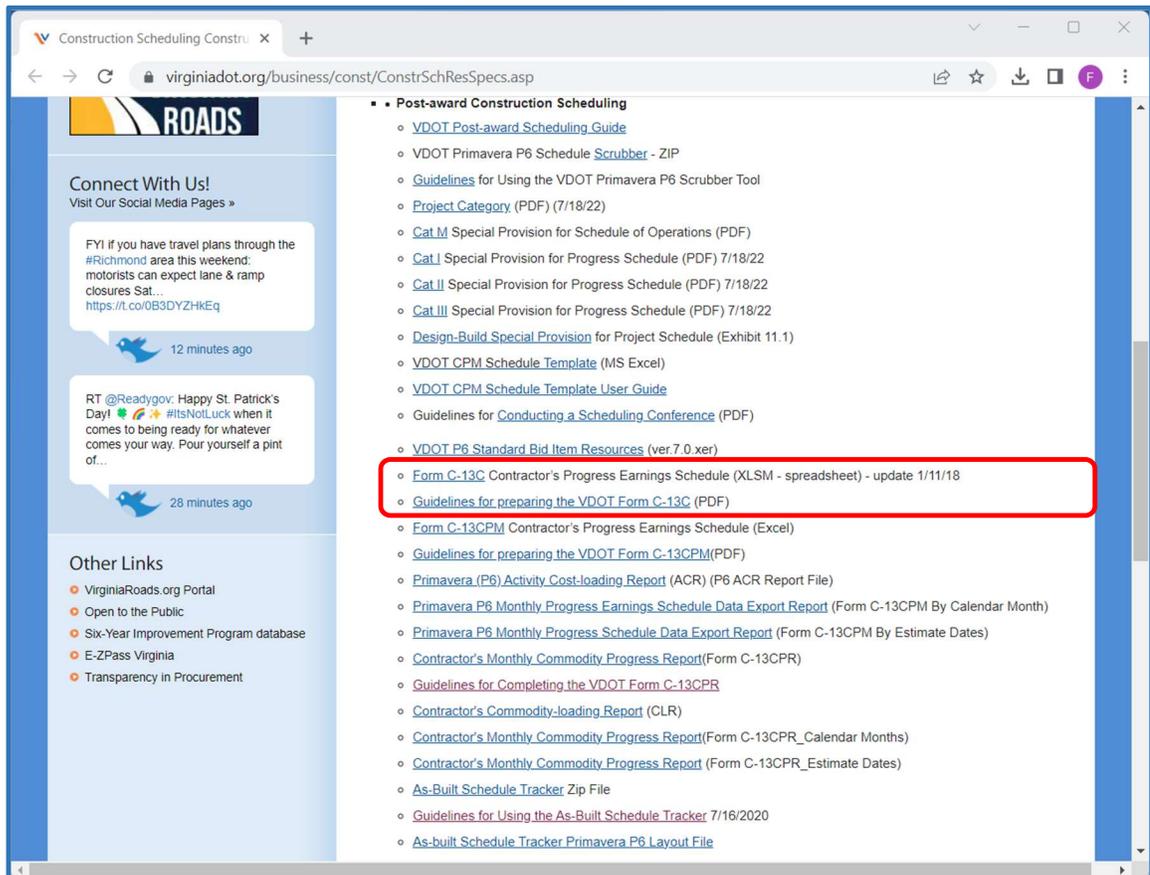
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1. **Downloading the Progress Earnings Schedule (Form C-13C) File** – The following are guidelines for downloading a copy of the Form C-13C file:

1. Use the following link to access the VDOT Construction Scheduling Webpage:

<https://www.virginiadot.org/business/const/ConstrSchResSpecs.asp>

2. Download a copy of the Form C-13C (MS Excel) file. (*Note: For traditional Design-Bid-Build projects, download the “Estimate Dates” report. For Design-Build projects, download the “Calendar Months” report*).

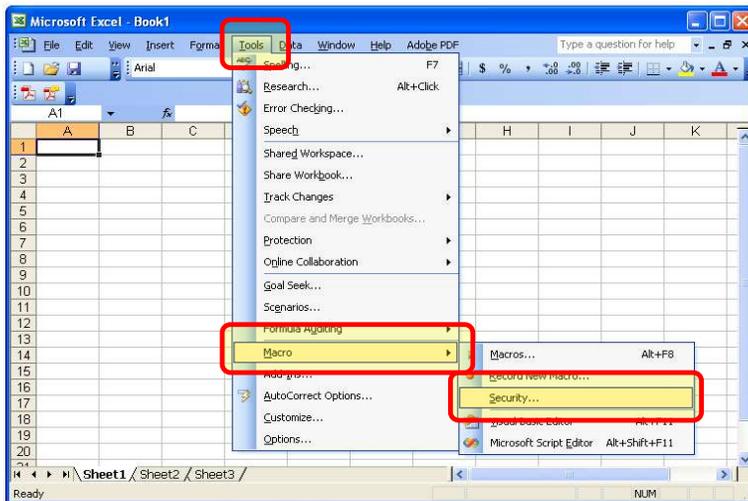


3. After downloading the file, you may move the file from your *Downloads* folder (or other location in which the files were downloaded) to a preferred file location using the MS Excel Cut/Paste function.

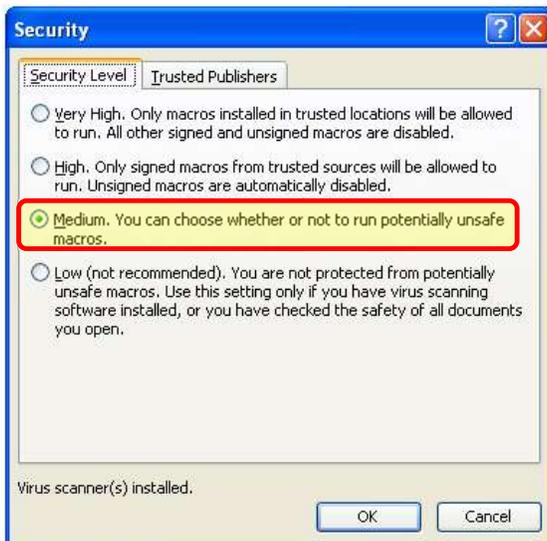
2. Modifying the MS Excel Software Security Settings – The Form C-13C uses built-in MS Excel formulas and macros. Your software security software settings must be modified to enable macros when using the Form C-13C, if not enabled based on user settings. The following are guidelines for modifying the MS Excel software security settings:

1. For Microsoft Excel 2003 or Earlier: Please note that the following user settings are required prior to using the Form C-13C to ensure that the form functions properly:

a) Click on Tools from the main menu, then Macro, and then Security.

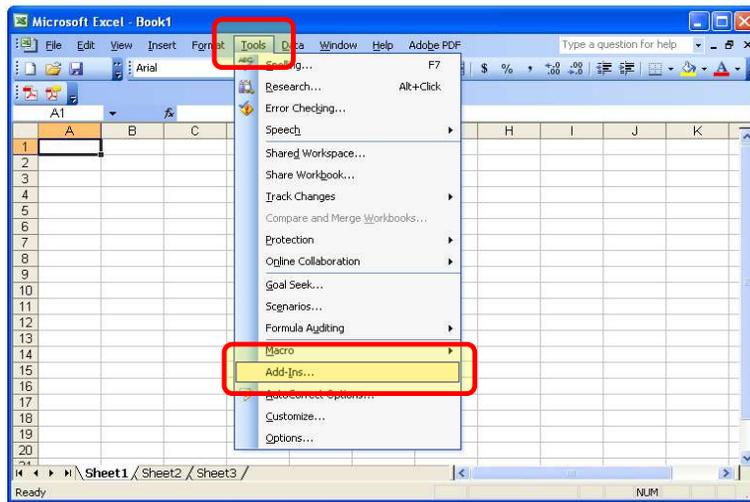


b) Then select the Medium security level, and then click OK. (*Note: Users may elect to change the setting as desired when not using the VDOT Form C-13C.*)

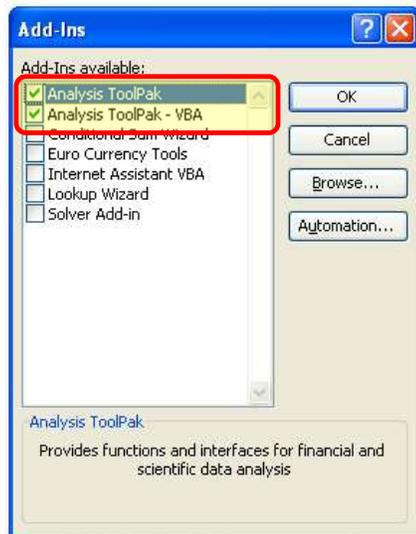


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- c) Click on Tools from the main menu, and then click on Add-Ins.

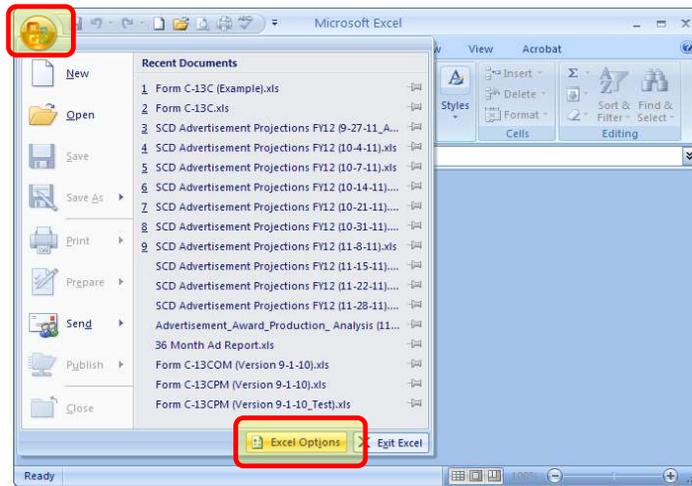


- d) Click on the Analysis ToolPak and Analysis ToolPak – VBA checkboxes, and then click OK to activate additional functions needed for the form to function properly.



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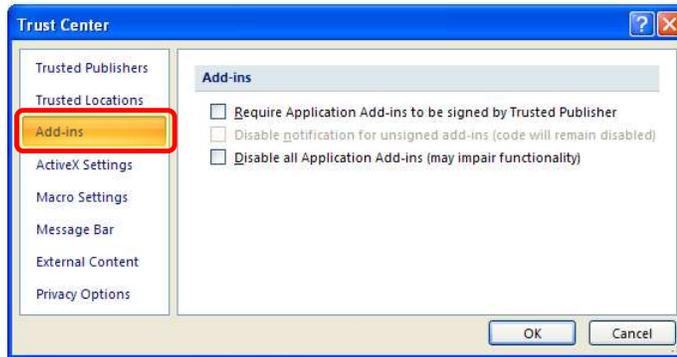
2. For Microsoft Excel 2007 or 2010: Please note that the following user settings are required prior to using the Form C-13C to ensure that the form functions properly:
- a) Click on the Windows Office Button, and then click on the Excel Options button.



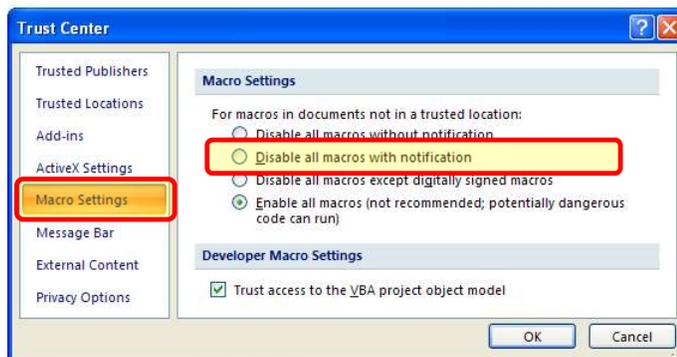
- b) Click on the Trust Center link, and then click on the Trust Center Settings button.



- c) Click on the Add-Ins link and ensure that the Add-ins boxes are unchecked.



- d) Click on the Macro Settings link, then select the “Disable all macros with notification” option, and then click OK and OK again. (*Note: Macro setting is a user setting that is required to allow the built-in macros to function properly. Users may elect to change the setting as desired when not using the VDOT Form C-13C*).



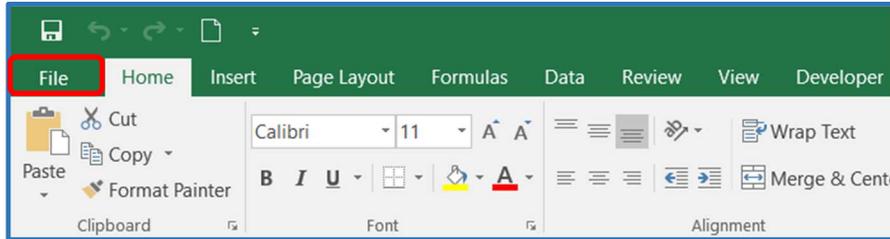
- e) When opening the Form C-13C file, click on the Enable button to enable the built-in macros needed for the form to function properly.



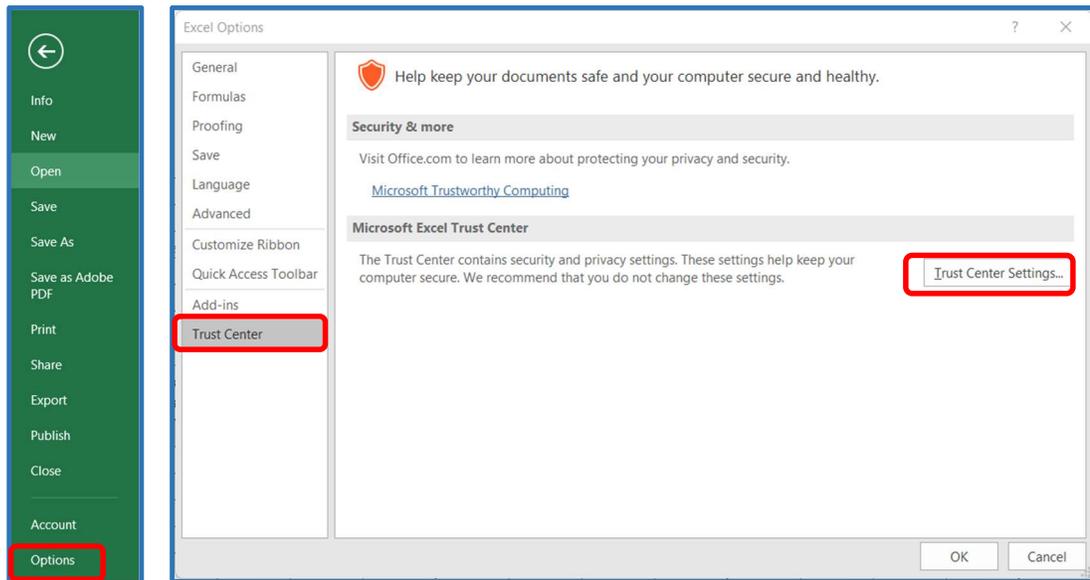
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3. For Microsoft Excel 2016 or Later: Please note that the following user settings are required prior to using the Form C-13C to ensure that the form functions properly:

a) Open MS Excel and click on *File* to display the File menu.

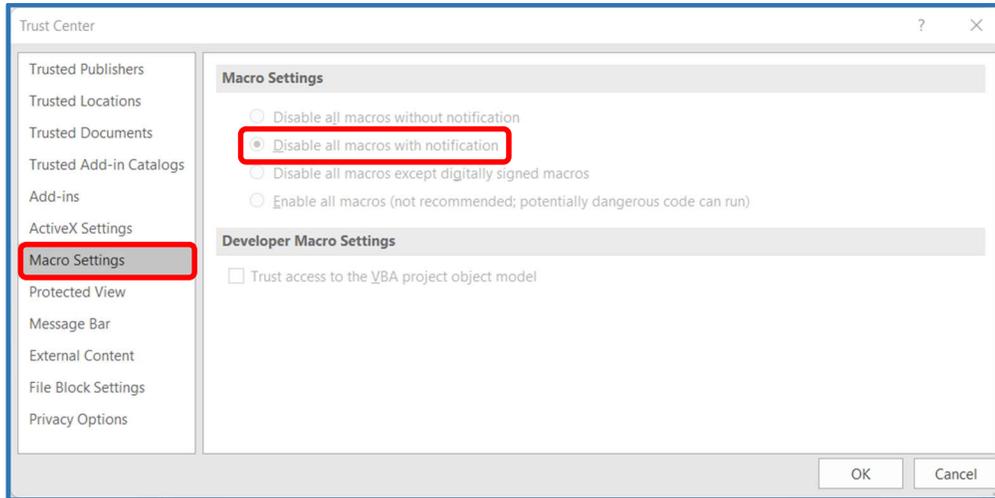


b) In the File menu, select *Options*. In the Excel Options window, select *Trust Center*; and then click on the *Trust Center Settings* button.

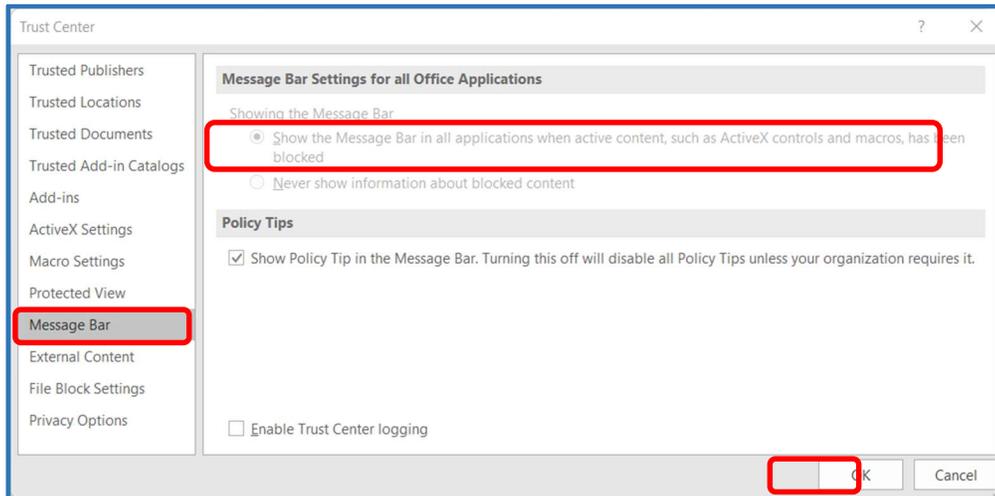


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- c) In the Trust Center window, select *Macro Settings*, and then you may select *Enable all macros*, or at a minimum, select *Disable all macros with notifications*.



- d) In the Trust Center window, select *Message Bar*, and then select *Show the Message Bar in all applications when active content, such as ActiveX controls and macros, has been blocked*.

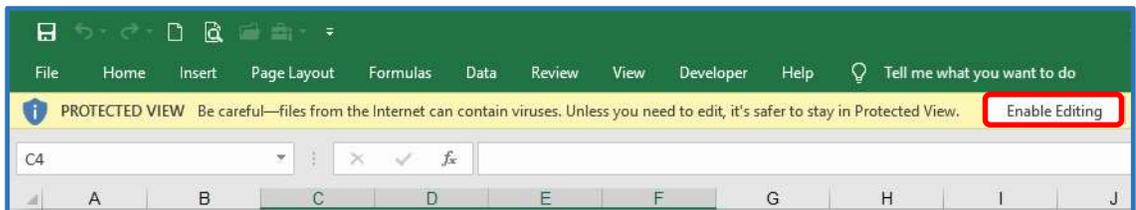


- e) Click OK a couple of times to accept the settings and close the Trust Center and Excel Options dialogue boxes.

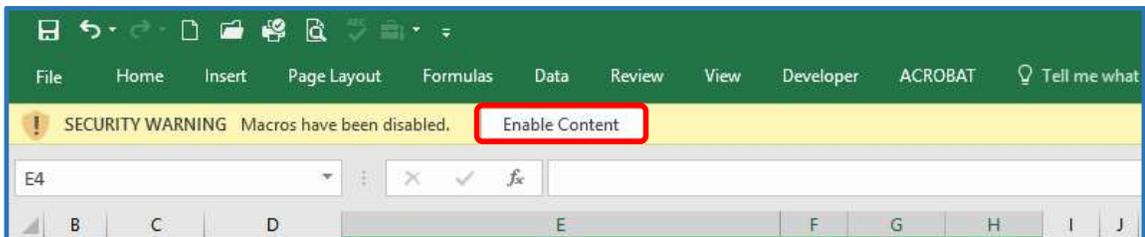
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3. Preparing the Form C-13C for Initial Use – The following are guidelines for setting-up the Form C-13C for initial use:

1. Obtain a copy of the Form C-13C file, then save in the Excel Macro-Enabled Workbook (.xlsm) file format; and rename for a specific project using a naming convention that identifies the Contract ID, submission version, and type of submission (e.g., C00012345C01_BS_Baseline Schedule C-13C.xlsm).
2. Open the file. If the PROTECTED VIEW message appears on top of the worksheet, click on the *Enable Editing* button.



3. If the macros SECURITY WARNING message appears on top of the worksheet, click on the *Enable Content* button to enable the built-in macros.



4. Click on the C-13C (Baseline) tab to open the Baseline Progress Earnings Schedule worksheet, and then enter the Contractor's name (Cell A1). Then enter the Contract ID and other required project information on the top left corner of the form (Cells C4 to C9).

		ABC Contracting Inc.
		CONTRACTOR'S PROGRESS EARNINGS SCHEDULE
CONTRACT ID. NO.:	C00012345C01	
PROJECT NO.:	0123-456-789, N123	
FHWA PROJECT NO.:	N/A	
PROJECT NAME:	Superstructure Replacement and Bridge Repair	
ROUTE:	VA-123	
CITY/COUNTY:	Chester/Chesterfield	

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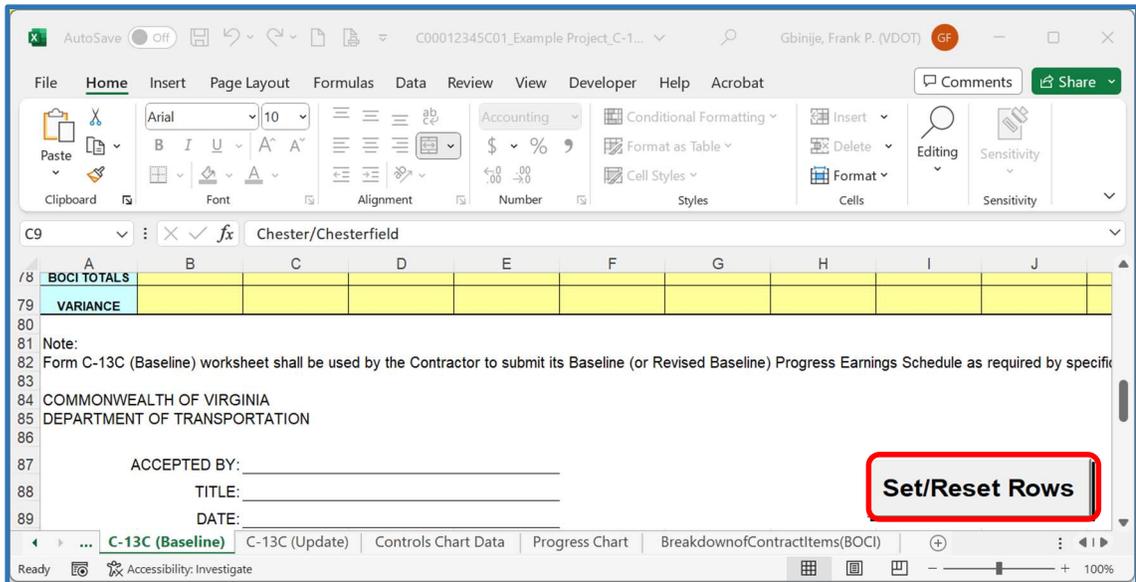
5. In the C-13C (Baseline) worksheet, also enter the required Contract NTP Date and other required time and financial information on the top right corner of the form (Cells P4 to P9).

ABC Contracting Inc.
S PROGRESS EARNINGS SCHEDULE (BASELINE)



CONTRACT NTP DATE:	November 1, 2023
CONTRACT FIXED COMPLETION DATE:	September 30, 2025
PROJECTED COMPLETION DATE:	September 30, 2025
ORIGINAL TOTAL CONTRACT VALUE:	\$4,354,853.00
ADJUSTED TOTAL CONTRACT VALUE:	\$4,354,853.00
FIRST PROGRESS ESTIMATE DATE:	November 4, 2023

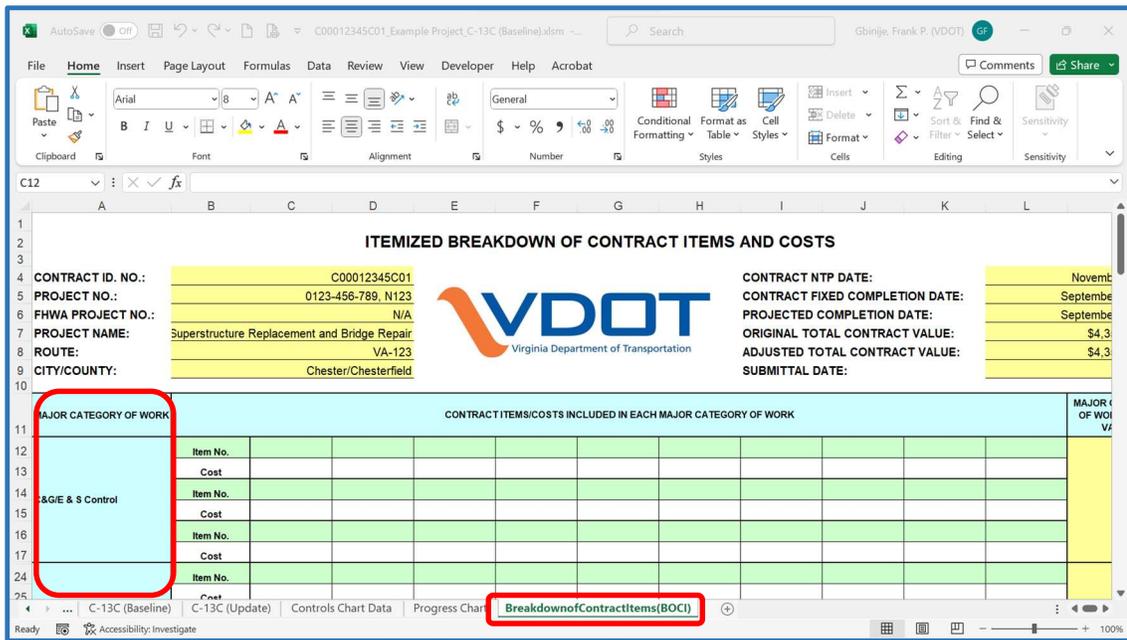
6. In the C-13C (Baseline) worksheet, scroll down to the bottom of the spreadsheet and click on the Set/Reset Rows button to set the required number of estimate periods based on the first progress estimate date and the latest project completion date.



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4. Completing the Breakdown of Contract Items (BOCI) – The Breakdown of Contract Items (BOCI) worksheet will be used to provide a breakdown of the bid items and costs associated with each Major Work Category. The following are guidelines for completing BOCI worksheet:

1. Click on the Breakdown of Contract Items tab to open the Breakdown of Contract Items worksheet. Review and edit as necessary the Major Work Categories to ensure that they reflect the project Scope of Work and Contractor’s approach.

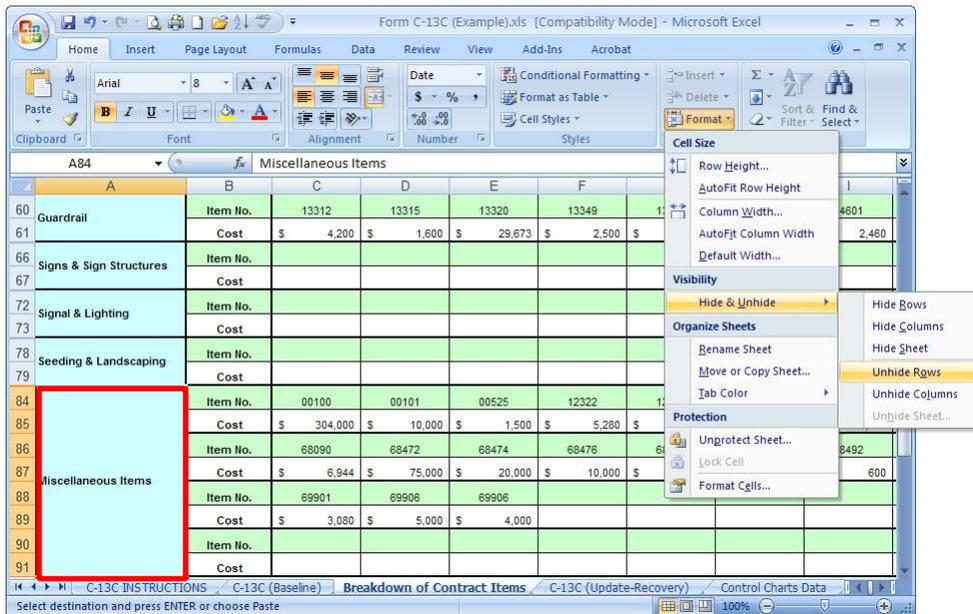


2. Enter the associated Contract items and costs for each applicable Major Work Category, based on Scope of Work and Contractor’s approach.

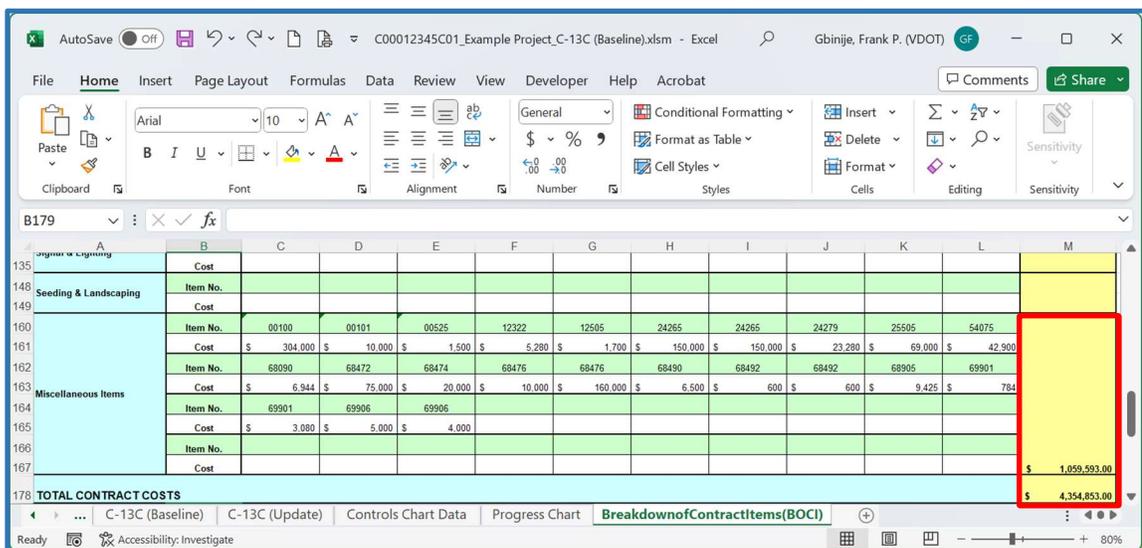
MAJOR CATEGORY OF WORK	CONTRACT ITEMS/COSTS INCLUDED IN EACH MAJOR CATEGORY OF WORK											MAJOR CATEGORY OF WORK TOTAL VALUE
C&G/E & S Control	Item No.	00110	10630	10632	68315	68900	68900	68910	27415	27430	27505	
	Cost	\$ 3,000	\$ 12,816	\$ 5,670	\$ 13,695	\$ 200,000	\$ 80,000	\$ 36,540	\$ 1,250	\$ 750	\$ 3,750	\$ 357,471.00
Traffic Control (MOT)	Item No.											
	Cost											
Grading and Drainage	Item No.	01150	08962									
	Cost	\$ 3,000	\$ 20,000									\$ 23,000.00
Select Material & Subbase	Item No.											
	Cost											
Culverts & Bridges	Item No.	60410	66924	66924	68024	68040	68104	68107	68165	68320	68330	
	Cost	\$ 245,000	\$ 15,000	\$ 37,500	\$ 199,850	\$ 105,000	\$ 93,976	\$ 550,000	\$ 24,000	\$ 92,400	\$ 94,250	
	Item No.	68572	68578	68590	68902	68902	68904	68904	68904	68904	68904	
	Cost	\$ 44,200	\$ 48,000	\$ 66,000	\$ 25,575	\$ 4,180	\$ 10,000	\$ 25,200	\$ 7,200	\$ 36,000	\$ 80,000	
Retaining Wall Structures	Item No.	68910	69104	69500	69740	69901						
	Cost	\$ 155,250	\$ 510	\$ 703,800	\$ 98,880	\$ 39,600						\$ 2,801,371.00
Incidental Concrete	Item No.											
	Cost											
Asphalt & Concrete Paving	Item No.	10128	10636	10642								
	Cost	\$ 1,350	\$ 21,730	\$ 36,960								\$ 60,040.00

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- Additional rows are available for up to 40 items per Major Work Category (50 items for Miscellaneous Item). To unhide available hidden rows, select the Major Work Category, and then click on Format, then Hide & Unhide, and then Unhide Rows. To hide unused rows or Major Work Categories, select the rows, and then click on Format, and then Hide & Unhide, and then Hide Rows.



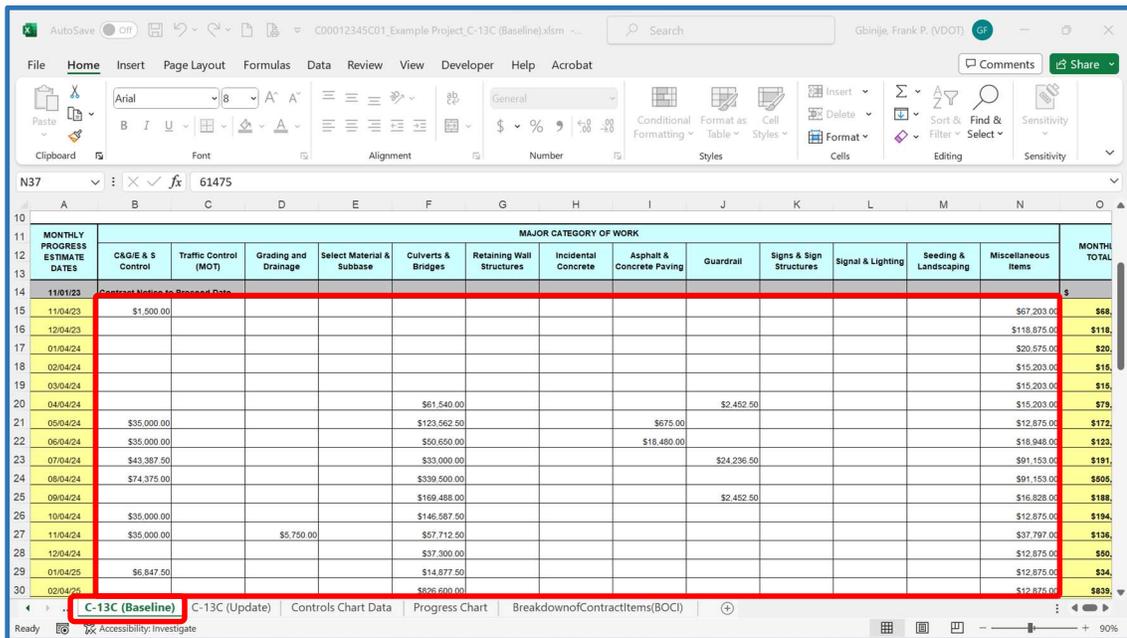
- Review the subtotal for each Major Work Category and the Overall Total to ensure that they match the subtotals and the Total Contract Value shown on the C13C (Baseline) tab. Adjust as necessary.



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5. Preparing a Baseline Progress Earnings Schedule – The Baseline Progress Earnings Schedule is the Contractor’s initial anticipated earnings per month, as of the Contractor’s progress estimate date. The C-13C (Baseline) worksheet will be used to prepare the Baseline Progress Earnings Schedule. Complete the C-13C (Baseline) worksheet as follows:

1. Click on the C-13C (Baseline) tab to prepare the Baseline Progress Earnings Schedule. Then enter the anticipated earnings by month for each Major Category of Work. *(Note: If the Major Work Categories on the form does not reflect the Scope of Work or Contractor’s approach, the Major Work Categories can be adjusted as needed in the Breakdown of Contract Items worksheet, as described above).*

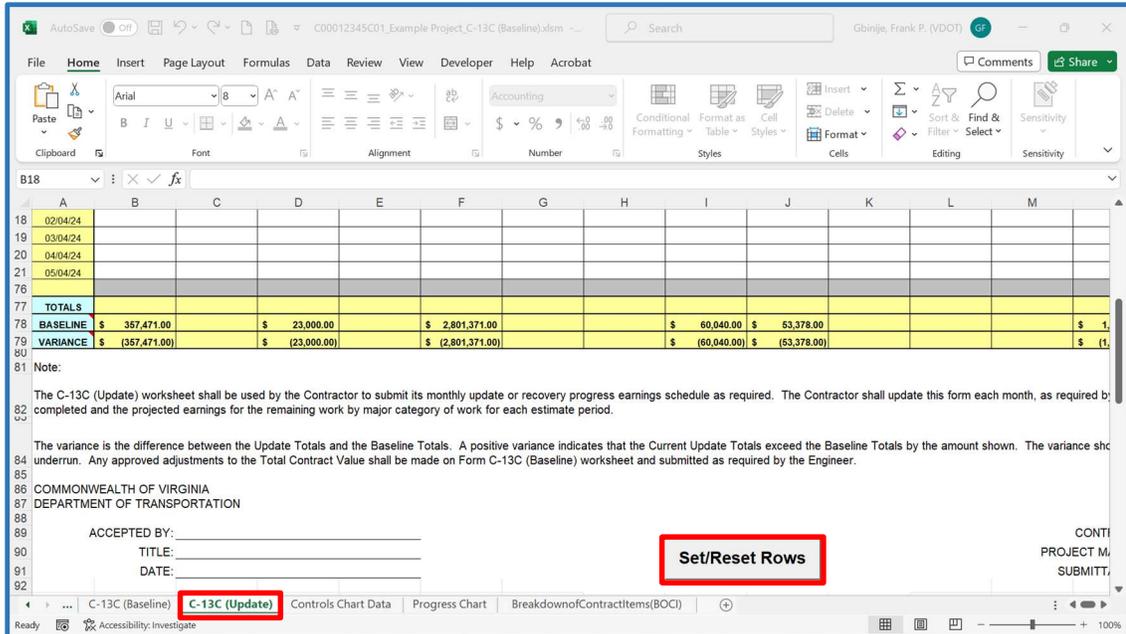


2. Review the Subtotals for each Major Work Category to ensure that they match the Subtotals shown on the Breakdown of Contract Items and adjust as necessary. Also, review the Overall Monthly Total and the last Cumulative Total values to ensure that they match the Total Adjusted Contract Value, adjust as necessary.

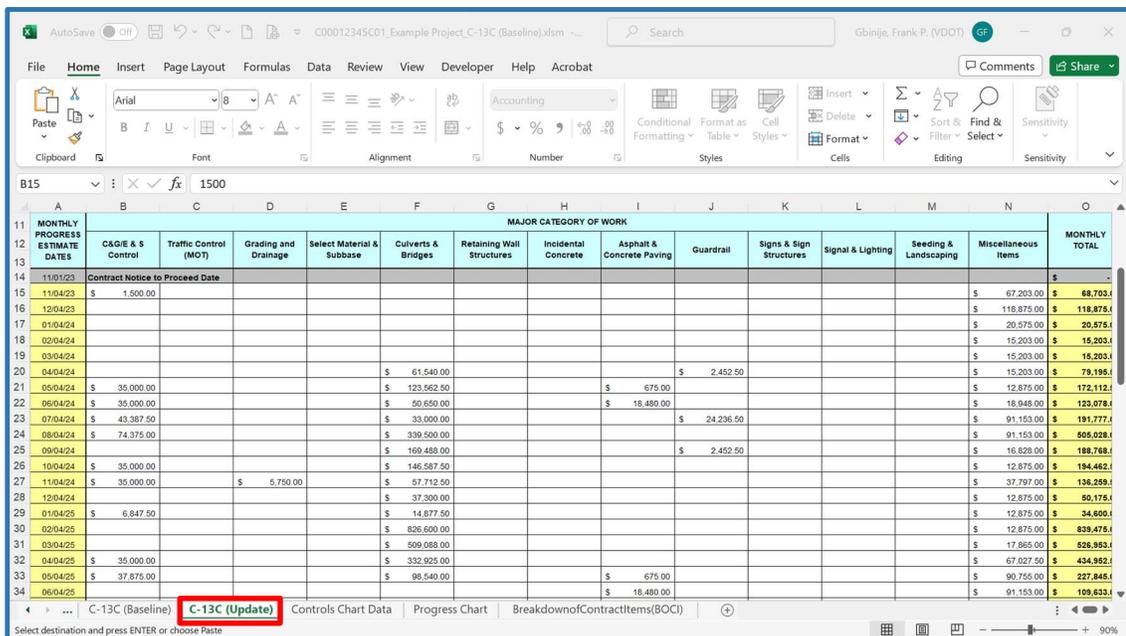
\$91,153.00	\$109,633.00	\$4,052,874.00	93.07%
\$66,153.00	\$96,139.50	\$4,149,013.50	95.27%
\$89,773.00	\$117,253.00	\$4,266,266.50	97.97%
\$61,475.00	\$85,711.00	\$4,351,977.50	99.93%
\$2,875.50	\$2,875.50	\$4,354,853.00	100.00%
\$1,059,593.00	\$4,354,853.00		
\$1,059,593.00	\$4,354,853.00		
\$0.00	\$0.00		

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- Click on the C-13C (Update) tab to open the Monthly Update Progress Earnings Schedule worksheet. Click on the Set/Reset Rows button to setup the worksheet for the required number of estimate periods.



- For the Baseline Progress Earnings Schedule submission, select and copy the baseline earnings data from the C-13C (Baseline) worksheet and then paste on the C-13C (Update) worksheet to establish the current projected earnings.



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6. Preparing an Update Progress Earnings Schedule – The C-13C (Update) worksheet will be used to prepare the Contractor’s Monthly Update Progress Earnings Schedule, as required. Complete the Progress Earnings Schedule as follows:

1. Obtain the previously accepted Form C-13C, then save a copy and rename the file to indicate the submission type, number, and current data date of the update (e.g., C00012345C01_U01_C-13C_4-4-23.xls).
2. Click on the C-13C (Update) tab to open the Monthly Update Progress Earnings Schedule worksheet. Update the Projected Completion Date to match the current Progress Schedule. Also, update the Current Progress Estimate Date (4th, 11th, or 20th) accordingly.

ABC Contracting Inc.												
CONTRACTOR'S PROGRESS EARNINGS SCHEDULE (UPDATE/RECOVERY)												
C00012345C01 0123-456-789, N123 N/A Replacement and Bridge Repair VA-123 Chester/Chesterfield											CONTRACT NTP DATE: November 1, 2023 CONTRACT FIXED COMPLETION DATE: September 30, 2025 PROJECTED COMPLETION DATE: September 30, 2025 ORIGINAL TOTAL CONTRACT VALUE: \$4,354,853.00 ADJUSTED TOTAL CONTRACT VALUE: \$4,354,853.00 CURRENT PROGRESS ESTIMATE DATE: November 4, 2023	
MAJOR CATEGORY OF WORK												
Select Material & Subbase	Culverts & Bridges	Retaining Wall Structures	Incidental Concrete	Asphalt & Concrete Paving	Guardrail	Signs & Sign Structures	Signal & Lighting	Seeding & Landscaping	Miscellaneous Items	MONTHLY TOTAL	CUMULATIVE TOTAL	CUMULATIVE PERCENT COMPLETE
										\$ -	\$ -	0.0%
									\$ 67,203.00	\$ 68,703.00	\$ 68,703.00	1.6%
									\$ 118,875.00	\$ 118,875.00	\$ 187,678.00	4.3%
									\$ 20,575.00	\$ 20,575.00	\$ 208,153.00	4.8%
									\$ 15,203.00	\$ 15,203.00	\$ 223,356.00	5.1%
									\$ 15,203.00	\$ 15,203.00	\$ 238,559.00	5.5%
	\$ 61,540.00				\$ 2,452.50				\$ 15,203.00	\$ 79,195.50	\$ 317,754.50	7.3%

3. Enter the actual earnings for each Major Work Category for the current estimate period, including all associated items as reflected on the Monthly Progress Estimate. (*Note: The Monthly Total for the current estimate date must equal the Total Earnings as shown on the current Progress Estimate, excluding any payments for stored materials and/or adjustments such as fuel, asphalt, etc.*)

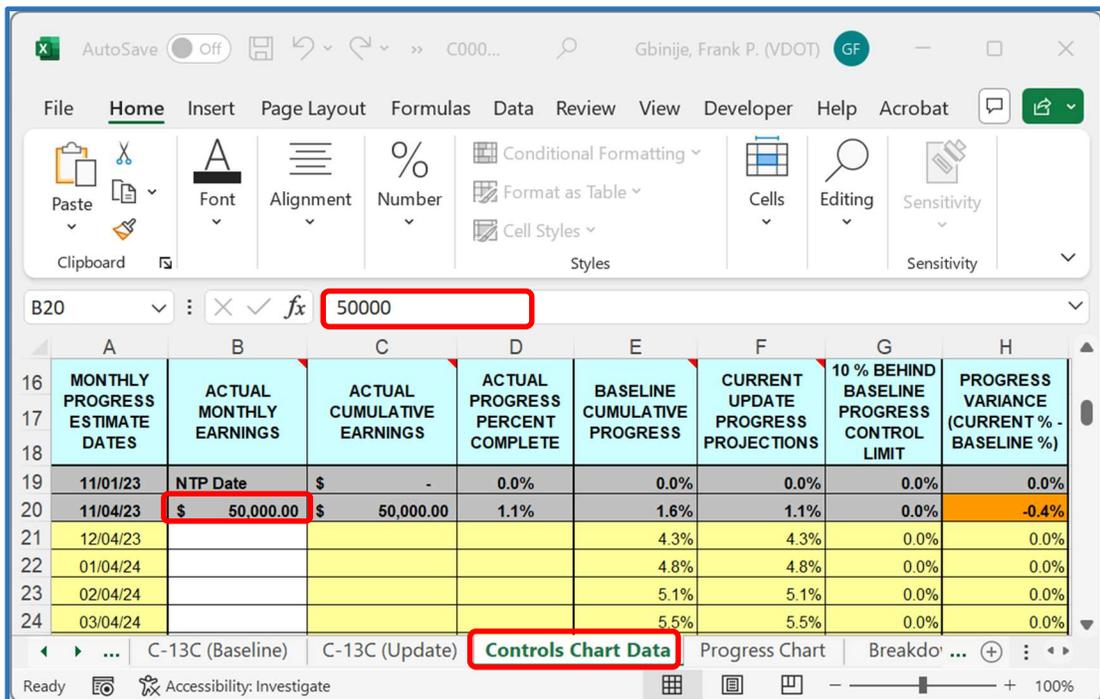
MONTHLY PROGRESS ESTIMATE DATES	MAJOR CATEGORY OF WORK											MONTHLY TOTAL	CUMULATIVE TOTAL	CUMULATIVE PERCENT COMPLETE		
	C&GIE & S Control	Traffic Control (MOT)	Grading and Drainage	Select Material & Subbase	Culverts & Bridges	Retaining Wall Structures	Incidental Concrete	Asphalt & Concrete Paving	Guardrail	Signs & Sign Structures	Signal & Lighting				Seeding & Landscaping	Miscellaneous Items
10/23	Contract Notice to Proceed Date											\$ -	\$ -	0.0%		
10/23	\$ 50,000.00												\$ 50,000.00	\$ 50,000.00	1.1%	
10/24	\$ 1,500.00												\$ 158,078.00	\$ 137,578.00	\$ 187,578.00	4.3%
09/24													\$ 20,575.00	\$ 20,575.00	\$ 208,153.00	4.8%
09/24													\$ 5,200.00	\$ 15,200.00	\$ 223,356.00	5.1%
09/24													\$ 15,203.00	\$ 15,203.00	\$ 238,559.00	5.5%
04/24				\$ 61,540.00				\$ 2,452.50					\$ 15,203.00	\$ 79,195.50	\$ 317,754.50	7.3%
09/24	\$ 35,000.00				\$ 123,562.50			\$ 675.00					\$ 12,875.00	\$ 172,112.50	\$ 489,867.00	11.2%
09/24	\$ 35,000.00				\$ 50,650.00			\$ 18,480.00					\$ 18,948.00	\$ 123,078.00	\$ 612,945.00	14.1%
07/24	\$ 43,387.50				\$ 33,000.00				\$ 24,236.50				\$ 91,533.00	\$ 191,777.00	\$ 804,722.00	18.5%
08/24	\$ 74,375.00				\$ 239,500.00								\$ 91,533.00	\$ 505,028.00	\$ 1,309,750.00	30.1%
09/24					\$ 168,488.00				\$ 2,452.50				\$ 16,828.00	\$ 188,768.50	\$ 1,498,518.50	34.4%
10/24	\$ 35,000.00				\$ 146,597.50								\$ 12,875.00	\$ 194,462.50	\$ 1,632,981.00	38.9%
10/24	\$ 35,000.00		\$ 5,750.00		\$ 57,712.50								\$ 27,797.00	\$ 136,259.50	\$ 1,829,240.50	42.6%
13/24					\$ 27,300.00								\$ 12,875.00	\$ 50,175.00	\$ 1,879,415.50	43.2%
07/25	\$ 6,847.50				\$ 14,872.50								\$ 12,875.00	\$ 34,600.00	\$ 1,914,015.50	44.0%
09/25					\$ 626,600.00								\$ 12,875.00	\$ 839,475.00	\$ 2,753,490.50	63.2%
03/25					\$ 509,088.00								\$ 17,885.00	\$ 526,953.00	\$ 3,280,443.50	75.3%
04/25	\$ 35,000.00				\$ 332,925.00								\$ 67,027.50	\$ 434,952.50	\$ 3,715,396.00	85.3%
09/25	\$ 37,875.00				\$ 88,540.00				\$ 675.00				\$ 90,758.00	\$ 227,845.00	\$ 3,943,241.00	90.5%
09/25								\$ 18,480.00					\$ 91,533.00	\$ 109,633.00	\$ 4,052,874.00	93.1%
07/25			\$ 5,750.00						\$ 24,236.50				\$ 66,933.00	\$ 36,139.50	\$ 4,149,013.50	95.3%
09/25			\$ 5,750.00					\$ 21,730.00					\$ 83,773.00	\$ 117,253.00	\$ 4,266,266.50	98.0%
09/25	\$ 18,486.00		\$ 5,750.00										\$ 61,475.00	\$ 65,710.00	\$ 4,351,976.50	99.9%
09/25													\$ 2,875.50	\$ 2,875.50	\$ 4,354,853.00	100.0%

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- Adjust the projected earnings for each Major Work Category for the remaining progress estimate periods, as necessary. Review the current Major Work Category subtotals and variances against the Baseline subtotals. (*Note: The current subtotal for each Major Work Category should equal the baseline subtotal unless there are projected overruns or underruns*).

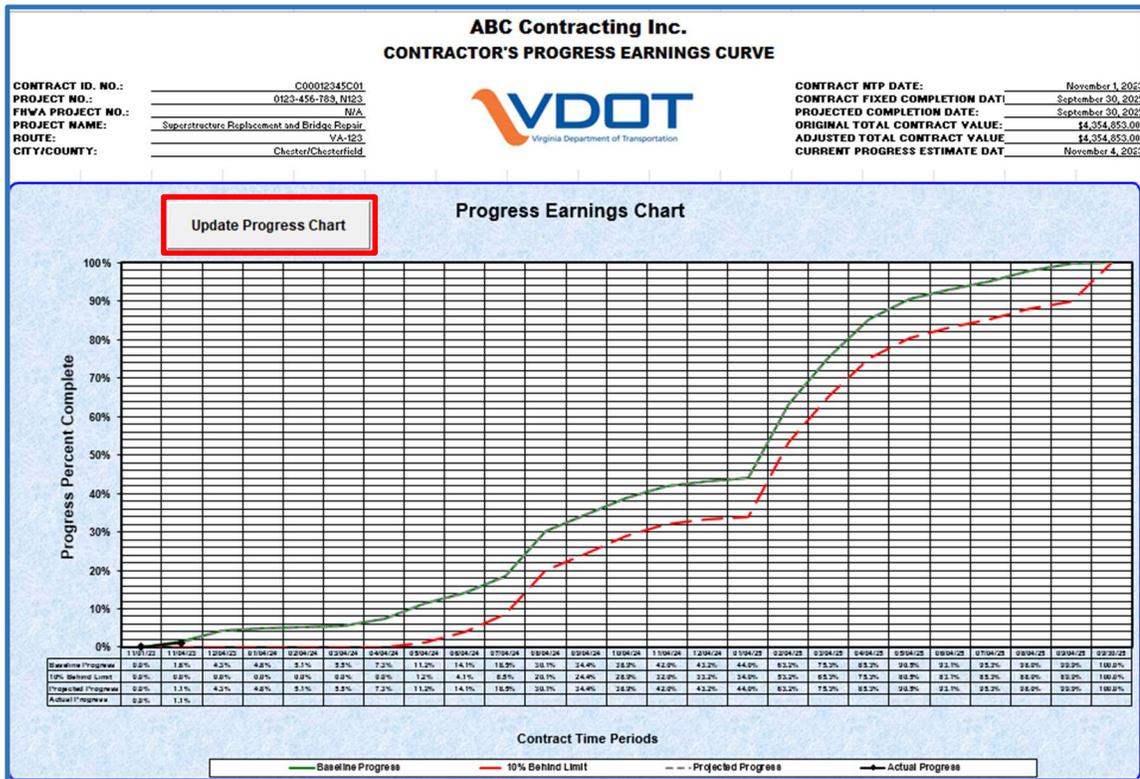
PROGRESS ESTIMATE DATES	C&G & S Control	Traffic Control (MOT)	Grading and Drainage	Select Material & Subbase	Culverts & Bridges	Retaining Wall Structures	Incidental Concrete	Asphalt & Concrete Paving	Guardrail	Signs & Sign Structures	Signal & Lighting	Seeding & Landscaping	Miscellaneous Items	MONTHLY TOTAL	CUMULATIVE TOTAL	CUMULATIVE PERCENT COMPLETE
11/01/23	Contract Notice to Proceed Date													\$ -	\$ -	0.0%
11/04/23														\$ 50,000.00	\$ 50,000.00	1.1%
12/04/23	\$ 1,500.00													\$ 18,078.00	\$ 137,578.00	4.3%
01/04/24														\$ 20,575.00	\$ 208,153.00	4.8%
02/04/24														\$ 15,203.00	\$ 223,356.00	5.1%
03/04/24														\$ 15,203.00	\$ 238,559.00	5.5%
04/04/24					\$ 61,540.00				\$ 2,482.50					\$ 64,022.50	\$ 302,581.50	7.3%
05/04/24	\$ 35,000.00				\$ 123,962.50			\$ 675.00						\$ 129,647.50	\$ 432,229.00	11.2%
06/04/24	\$ 35,000.00				\$ 50,850.00			\$ 18,480.00						\$ 104,330.00	\$ 536,559.00	14.1%
07/04/24	\$ 43,387.50				\$ 33,000.00									\$ 76,387.50	\$ 612,946.50	18.5%
08/04/24	\$ 74,375.00				\$ 339,500.00				\$ 24,236.50					\$ 438,111.50	\$ 1,051,058.00	30.1%
09/04/24					\$ 169,488.00				\$ 2,452.50					\$ 171,940.50	\$ 1,223,000.00	34.4%
10/04/24	\$ 35,000.00				\$ 146,887.50									\$ 181,887.50	\$ 1,404,887.50	38.9%
11/04/24	\$ 35,000.00	\$ 5,750.00			\$ 57,712.50									\$ 98,462.50	\$ 1,503,350.00	42.0%
12/04/24					\$ 37,300.00									\$ 37,300.00	\$ 1,540,650.00	43.2%
01/04/25	\$ 6,847.50				\$ 14,877.50									\$ 21,725.00	\$ 1,562,375.00	44.0%
02/04/25					\$ 626,600.00									\$ 626,600.00	\$ 2,188,975.00	63.2%
03/04/25					\$ 309,988.00									\$ 616,588.00	\$ 2,805,563.00	75.3%
04/04/25	\$ 35,000.00				\$ 332,925.00									\$ 367,925.00	\$ 3,173,488.00	85.3%
05/04/25	\$ 37,875.00				\$ 98,540.00			\$ 675.00						\$ 137,090.00	\$ 3,310,578.00	90.5%
06/04/25								\$ 18,480.00						\$ 155,570.00	\$ 3,466,148.00	93.1%
07/04/25		\$ 5,750.00							\$ 24,236.50					\$ 30,986.50	\$ 3,497,134.50	95.3%
08/04/25		\$ 5,750.00						\$ 21,730.00						\$ 27,480.00	\$ 3,524,614.50	98.0%
09/04/25	\$ 18,486.00	\$ 5,750.00												\$ 24,236.00	\$ 3,548,850.50	99.9%
09/30/25														\$ 2,875.00	\$ 3,551,725.50	100.0%
TOTALS	\$ 357,471.00	\$ 23,000.00			\$ 2,081,371.00			\$ 68,040.00	\$ 53,378.00					\$ 1,859,593.00	\$ 4,354,853.00	
BASILINE	\$ 357,471.00	\$ 23,000.00			\$ 2,081,371.00			\$ 68,040.00	\$ 53,378.00					\$ 1,859,593.00	\$ 4,354,853.00	
VARIANCE																

- Click on the Controls Chart Data tab to open the Controls Chart Data worksheet. Select and enter the current Actual Monthly Earnings for each estimate, as shown in the Progress Estimate and hit the Enter button on the keyboard. (*Note: If the Actual Monthly Earnings data was entered using the Copy/Paste function, then you must select the cell, then click on the Formula Bar, and then hit the Enter button on the keyboard to trigger the macros that auto-populate the remaining fields*).



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- Click on the Progress Chart tab to open the Progress Earnings Chart worksheet. Then click on the Update Progress Chart button to update the progress earnings chart.



- Save a copy of the file to indicate the submission type, number, and current data date of the update (e.g., C00012345C01_BS_C-13C_11-1-23.xls).

For assistance or questions, please contact Frank Gbinije:

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