Florida Department of Transportation



**Final Estimates Guidelist**

**January 2024**

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| Version | Change | Made By | Date |
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# BEFORE CONSTRUCTION

## Section I Final Estimate Pre-Planning

This section is governed by CPAM Section 2.2, unless otherwise noted.

| CATEGORIES |  | N/A | REFERENCES |
| --- | --- | --- | --- |
| 1. The DFEO personnel will conduct a Final Estimate Kick-off Meeting with the assigned Resident Office staff before beginning of project. |  |  | RAM 2 |
| * 1. Sign in sheet (list name, position, and company name, add phone contacts, e-mail addresses) |  |  |  |
| * 1. Distribute meeting minutes to attendees |  |  |  |
| 1. Become familiar with FDOT and Field Construction Documents |  |  |  |
| * 1. FDOT Manuals: |  |  | [Construction Website](http://www.fdot.gov/construction) |
| * + 1. Construction Project Administration Manual (CPAM) |  |  |  |
| * + 1. Review and Administration Manual (RAM) |  |  |  |
| * + 1. Basis of Estimates Manual (BOE) |  |  | [Estimates Website](https://www.fdot.gov/programmanagement/estimates/documents/documents) |
| * + 1. CADD Manual |  |  | [CADD Website](http://www.fdot.gov/cadd) |
| * + 1. Design Standards |  |  |  |
| * + 1. FDOT Design Manual (FDM) |  |  | [Design Publications](https://www.fdot.gov/design/publicationslist.shtm) |
| * + 1. FDOT Materials Manual |  |  | [SMO Website](http://www.fdot.gov/materials) |
| * + 1. Other FDOT Manuals as applicable/necessary |  |  |  |
| * 1. Contract Documents |  |  |  |
| * + 1. Contract |  |  |  |
| * + 1. Special Provisions (SP) |  |  | [Specifications Website](https://www.fdot.gov/programmanagement/specs.shtm) |
| * + 1. Technical Special Provisions |  |  | [Specifications Website](https://www.fdot.gov/programmanagement/specs.shtm) |
| * + 1. Contract Plans |  |  |  |
| * + 1. Standard Plans |  |  | [Design Publications](https://www.fdot.gov/design/publicationslist.shtm) |
| * + 1. Developmental Specifications |  |  | [Specifications Website](https://www.fdot.gov/programmanagement/specs.shtm) |
| * + 1. Supplemental Specifications |  |  | [Specifications Website](https://www.fdot.gov/programmanagement/specs.shtm) |
| * + 1. Standard Specifications for Contract |  |  | [Specifications Website](https://www.fdot.gov/programmanagement/specs.shtm) |
| * + 1. Value Added Feature/Warranty |  |  | CPAM 8.14 |
| * 1. Other FDOT Documents |  |  |  |
| * + 1. District’s Quality Control (QC) Plan |  |  | CPAM 3.5RAM 3 |
| * + 1. Resident Office Quality Assurance (QA) Plan |  |  | CPAM 3.5 |
| * + 1. Final Estimates Guidelist |  |  | CPAM 3.5  RAM 3.7 |
| * + 1. Job Guide Schedule |  |  | CPAM 5.8  CPAM 5.14  CPAM 6.2 |
| 1. Identify Personnel and Qualifications |  |  | CTQP Manual  CPAM 3.1 |
| * 1. Final Estimates Level I & II |  |  | CPAM 5.11 |
| * 1. Asphalt Level I & II |  |  | CPAM 11.2  CPAM 11.5 |
| * 1. Bridge Inspection/Piling |  |  | CPAM 10 |
| * 1. Earthwork Construction Inspection Level I & II |  |  | CPAM 5.14 |
| * 1. MOT |  |  | [Temporary Traffic Control (Maintenance of Traffic) Training Handbook](https://www.fdot.gov/roadway/ttc) |
| * 1. District Warranty Coordinator |  |  | CPAM 8.14  CPAM 6.2 |
| 1. Become proficient with FDOT Systems/Programs |  |  |  |
| * 1. AASHTOware Project Construction (PrC) |  |  | CPAM 5.11 |
| * + 1. Monthly Progress Estimates |  |  |  |
| * + 1. Daily Work Report (DWR) and Daily Diary |  |  | CPAM 5.1 |
| * + 1. Stockpile and Partial Payments (Agency Views) |  |  |  |
| * 1. FDOT Construction Software |  |  |  |
| * + 1. FDOT Quantities Programs (such as the Core-out Work Sheet) |  |  | CPAM 5.14  CPAM 5.15 |
| * + 1. Trimble |  |  | CPAM 5.16  [Trimble Business Center](https://www.fdot.gov/construction/eConstruction/Trimble.shtm) |
| * + 1. Final Estimate Status |  |  | CPAM 3.5 |
| * 1. Materials Acceptance & Certifications (MAC) System |  |  | [MAC](https://mac.fdot.gov/) |
| * + 1. Product Acceptance and Tracking History (PATH) Application |  |  | [APL](https://fdotwp1.dot.state.fl.us/ApprovedProductList/Specifications) |
| * + 1. Approved Tracking Samples (Non-Standard Job Guide Schedule) |  |  | CPAM 5.14  [APL Tracking Sample Life Cycle Instructions](https://www.fdot.gov/materials/mac/default.shtm) |
| * + 1. Send Quality Control Roadway Report (QCRR) to SMO upon project completion |  |  | CPAM 5.12 |
| * + 1. Comparison Package (i.e. CPF) |  |  |  |
| * + 1. Coreout Report |  |  |  |
| * + 1. Mix Designs (for Gmm and Gsb) |  |  |  |
| * + 1. Other Reports |  |  |  |
| * 1. Construction Information & Monitoring (CIM) |  |  | CPAM 3.1  CPAM 6.2 CPAM 8.14 CPAM 13.1 |
| * 1. Electronic Document Management System (EDMS) |  |  | [EDMS Link](https://fdotwp2.dot.state.fl.us/enterpriseinformationassets/fdotenterprisesearch/contract/contractsearch.aspx) |
| * 1. Ad-Hoc Report System (Statewide Construction Dashboard) |  |  | [Dashboard](https://scoc.fdot.gov/#/active/1) |
| * 1. Project Solve SharePoint (PSSP) |  |  | [PSSP](https://fdot.pbid.com/SitePages/Home.aspx) |
| 1. FDOT Forms/Certifications |  |  |  |
| * 1. Ensure the current version of official Department forms are used. |  |  | CPAM 5.14  RAM 1 |
| * 1. Ensure Department forms are not modified or altered. |  |  | CPAM 5.14  RAM 1 |
| * 1. Ensure Digital Signatures are used when applicable. |  |  | CPAM 5.12 CPAM 5.14 |
| * + 1. Ensure Digital Signatures and Wet Ink Signatures are not on the same form |  |  |  |
| * 1. Contractor Forms: |  |  |  |
| * + 1. Ensure the forms available in the Construction Automated reporting System (CARS) are sent to Contractor by Project Administrator (PA) |  |  | [CARS Website](https://fdotewp2.dot.state.fl.us/CARS/) |
| * + 1. PA to ensure Contractor knows where access current forms available on the Construction Website |  |  |  |
| * 1. Construction Project Forms |  |  |  |
| * + 1. PA to ensure project personnel are familiar with all FDOT Forms/Certifications and where to get them |  |  |  |
| 1. Review the requirements of the following before Construction: |  |  |  |
| * 1. District’s QC Plan |  |  | CPAM 3.5  RAM 3 |
| * 1. Contract Time/Specs |  |  | CPAM 5.11 |
| * 1. Contract and Special Provisions (Check for any New Specs) |  |  |  |
| * 1. Does this contract receive Fuel and/or Bituminous adjustments? |  |  | CPAM 5.14  CPAM 6.2 |
| * + 1. If NO; ensure that in PrC the box is checked for no adjustments on fuel. Ensure the Contractor knows to fill out a Contractor’s Certification of Quantities for Asphalt – no bituminous adjustments will be made. |  |  |  |
| * + 1. If YES; ensure that the correct box is checked in PrC for Fuel. Ensure the Contractor is using the latest Contractor’s Certification of Quantities for Asphalt to receive a bituminous adjustment. |  |  |  |
| * 1. Estimated Quantity Report (EQR)/Plan Summary Boxes in the Plans (ensure all pay items are listed on the EQR/Plan Summary Boxes and designer backup calculations are available and acceptable. (Spot check Plan Quantity Pay Items). |  |  | CPAM 5.13  CPAM 5.14 |
| * + 1. Spot check accuracy of 3D files/models when applicable |  |  |  |
| * + 1. Spot check Estimated Quantity Report (EQR)/Plan Summary Boxes to ensure appropriate pay items are loaded in PrC. |  |  |  |
| * 1. Spot Check |  |  |  |
| * + 1. All MOT Items/night work |  |  | Specification 102 |
| * + - 1. MOT Worksite Supervisor and MOT Tech to keep in constant contact to agree on quantities before certification is signed by contractor to avoid discrepancy and no payment. |  |  | CPAM 5.14 |
| * + - 1. On-call phone numbers and contacts in case of emergencies/discrepancies |  |  | CPAM 3.1 |
| * 1. Ensure a list of all trucks and their certified capacity is submitted by the Contractor at the pre-construction conference. |  |  | CPAM 3.1  CPAM 5.11 |
| * 1. Check Bridge Items |  |  | CPAM 5 |
| * 1. Check Drainage Structures |  |  | CPAM 5 |
| * 1. Asphalt Items (Bituminous Material, Superpave Asphalt, Misc. Asphalt, Friction Courses, Overbuild, Adjustments, etc.) |  |  | CPAM 11 |
| * + 1. Ensure the quantities shown in the Contractor’s Certification of Quantities match the quantities shown in the QCRR |  |  |  |
| * + 1. Ensure the PA and/or Verification Technician (VT) verify tonnage to avoid discrepancy or delay in payment on monthly progress estimate. |  |  | CPAM 11 |
| * 1. Earthwork Pay items (Discuss Pre-Construction Waiver, Excavation, Embankment, Ponds etc.) |  |  | CPAM 5.16 |
| * + 1. Determine what measurement tools will be used for collection of earthwork quantities |  |  |  |
| * 1. Quality Assurance Reviews (QAR) by Resident Office: 30% Reviews. 60% Reviews, 90% Reviews and who is going to perform them? |  |  | CPAM 3.5 |
| * 1. Quality Control (QC) Review by DFEO at 30% (minimum), 60% and/or 90% |  |  | CPAM 3.5  RAM 3 |
| * 1. Discuss DFEO’s Independent Assurance (IA) Review for Project Personnel (FE Level II Qualified Personnel). |  |  | RAM 3 |
| * 1. Ensure all documents are scanned in the Electronic Document Management System (EDMS). |  |  |  |

# DURING CONSTRUCTION

## Section II Plan Summary Boxes/Estimated Quantities Report

This section is governed by CPAM Section 5.13, unless otherwise noted.

|  |  |  |  |
| --- | --- | --- | --- |
| CATEGORIES |  | N/A | REFERENCES |
| 1. Verify that the Designers have provided the required back-up data to support quantities (including required 3D files) and notify Designer if backup is missing. |  |  | BOE 8 |
| 1. Track quantities as project progresses per C. and D. below, as applicable. |  |  | CPAM 2.2CPAM 5.12 |
| 1. Plan Summary Boxes |  |  |  |
| * 1. Ensure all markups are made in red color font throughout the construction phase to final acceptance. |  |  | CPAM 5.12 |
| * 1. Add new Plan Summary Boxes to the original plans during construction, if needed. |  |  | CPAM 5.14  CADD Manual  BOE 8 |
| * 1. Ensure any changed quantity has back-up documentation to support the change, and reference where to find the backup. |  |  |  |
| * 1. Show pay item totals, if applicable, on the sheets |  |  |  |
| * 1. Utilize the “Final Backup” tab of each Plan Summary Box Excel Workbook file, when necessary. |  |  | CPAM 5.14 CADD Manual |
| * 1. Ensure all changes are detailed for each pay item. If more space is needed on summary sheet, reference the back-up document(s) and location. |  |  |  |
| * 1. Assess and show adjustments on summary sheet, when applicable. If more space is needed, reference the back-up document(s) and location. (See [Summary of Adjustments](#_Summary_of_Adjustments)). |  |  |  |
| * 1. Show brief notes in Remarks column to explain any changes. |  |  | CPAM 5.11 |
| * 1. Ensure the quantities shown in the Plan Summary Boxes correspond to the quantities in the Pay Item Summary and Certification Sheet (Form 700-050-10). |  |  |  |
| 1. Estimated Quantities Report (EQR) |  |  |  |
| * 1. Ensure the original EQR and all revisions are uploaded into EDMS |  |  |  |
| * 1. Reference quantity tracking documentation and back up by EDMS number on Form 700-050-10, Pay Item Summary and Certification Sheet. |  |  |  |

### Summary of Adjustments

| **CATEGORIES** | **Contract Adjustments** | **Line- Item Adjustments** |
| --- | --- | --- |
| **Asphalt** | None | CPF (Dense Graded)  Asphalt Content 20%  Asphalt Density 40%  Asphalt Sieve Failures 10% #200 & 5% #8  Air Voids 25%  CPF (Open Graded) (FC-5)  Same as above with exception below: Asphalt Sieve Failures 20% 3/8”, 30% #4, & 10% #8 |
| CPF: Pay CPF for the LOT multiplied by bid price per ton |
| Adjusted PQ:  Pay up to 105%/110% of adjusted PQ. Only negative adjustment. Pay quantity as project progresses. |
| Laser Profiler Acceptance , per 330-9.5.2 |
| Straightedge |
| Left in Place at Reduced Pay |
| Resolution Testing Cost |
| Incentive/Disincentive for Smoothness, per Supplemental Spec 330-9.4, if applicable |
| Increased RAP in Friction |
| Lost, Missing or unavailable Samples, per 334-5.4.1 |
| Bituminous, per 9-2.1.2 |
| **Concrete** | None | Concrete Strength |
| Concrete Pavement Grinding Incentive |
| Lost or Missing Samples |
| Pavement Joint Smoothness Incentive |
| Thickness Adjustment |
| **Aggregate/Material** | None | Directed Source Aggregate Price Adjustment |
| Stockpiled Materials |
| Stockpiled Materials – Initial Payment and Closure |
| Material Discrepancy Payment Adjustment |
| **Optional Base/Limerock** | None | Thickness Adjustment – not to exceed 105% of the Surface Area |
| **MOT** | None | Temporary Attenuator/Crash Cushion Repair |
| **Fuel** | None | Diesel |
| Gasoline for contracts let prior to January 2022 |
|  |  |  |
| Drilled Shafts | None | Outside Diameter (O.D.) casing, per 455-23.1 |
| Miscellaneous | A+B Incentive-Disincentive | Contingency-Non-Part Work Order Amount |
| Incentive-Disincentive | Contingency-Participating Work Order Amount |
| Lane Rental Incentive-Disincentive | Adjustment of Deleted work-LS jobs only |
| Liquidated Savings | Invoice Matching -Maintenance only |
| No Excuse Bonus | Price Adjustments |
| Arbitration Orders | Resolution testing Costs |
| Cash Retainage Withheld | Substandard Item |
| Court Orders | Material Price Adjustments |
| Damage Recovery |  |
| Liquidated Damages |  |
| Retainage Previously Released |  |
| Retainage (Non-System) |  |
| Producer Price Index |  |
| Settlement Costs |  |
| Revenue Loss Penalty |  |
| Concrete Price Increase |  |

## Section III Final Measure Items

This section is governed by CPAM Section 5.15, unless otherwise noted.

|  |  |  |  |
| --- | --- | --- | --- |
| CATEGORIES |  | N/A | REFERENCES |
| 1. Final measurement methods are in accordance with Contract. |  |  | Spec 9-1.3.1 |
| 1. All measurement data supporting the final pay quantity is clearly referenced in the summary boxes or on Form 700- 050-10, Pay Item Summary and Certification for contracts using an EQR. |  |  | CPAM 5.14  CPAM 5.13 |
| 1. Final measurements are documented on the correct form or field record. |  |  |  |
| 1. Ensure the pay item and description are identified on all pages of field records/field books. |  |  |  |
| 1. Index and label field records and field books appropriately. |  |  |  |
| 1. Sketches are provided for unique construction when station-to-station limits and measured widths are insufficient to clarify payment. |  |  |  |
| 1. Voluminous pay records are summarized, or cumulative quantities provided on each page of the field record. |  |  |  |
| 1. Global Navigation Satellite System (GNSS) rover output/reports submitted for measurement or verification include accuracy and precision information. |  |  |  |
| 1. Final measurement pay records are checked by someone other than the author. |  |  | RAM 4 |
| 1. Salvage tickets obtained for materials delivered to the location identified in the plans. |  |  | CPAM 11.9 |

## Section IV Plan Quantity Pay Items

|  |  |  |  |
| --- | --- | --- | --- |
| CATEGORIES |  | N/A | REFERENCES |
| 1. Ensure Designer’s calculations show the required quantity backup |  |  | CPAM 2.2 |
| 1. If Designer backup calculations are missing or are in error, notify Designer via email. Designer has up to 5 days to furnish quantities. |  |  | BOE 8  CPAM 5.13  CPAM 5.15 |
| 1. Differences between designer’s original plan quantity for plan error or authorized plan changes are documented on Plan Summary Sheets or back up documentation is referenced on Form 700-050-10, Pay Item Summary and Certification Sheet. |  |  | CPAM 5.13  CPAM 5.14 |
| * 1. Ensure differences are documented on Miscellaneous sheets, field books, or GNSS reports/Rover output |  |  |  |
| 1. Project Engineer/PA will notify the Contractor, in writing, of Department changes to plan quantity. |  |  | CPAM 5.16 |
| 1. Evaluate plan errors and ensure plan changes are referenced appropriately: |  |  | CPAM 5.15 |
| * 1. Minor Design Plan Errors (such as designer showing 100 LF and quantity should be 1,000 LF) - must reference backup (either work order or overrun/underrun calculations). |  |  |  |
| * 1. Major Design Plan Errors (example: EOR left out a whole Intersection) - must add new Plan Sheet details via S.A. |  |  | BOE 8 |
| 1. For Multiple projects under one contract, the 5% or $5,000 plan error is per contract. Ensure that analysis is performed by evaluating quantities for entire contract and not on individual projects. |  |  | CPAM 5.15 |
| 1. For Optional Base White Base Courses, define shy areas through additional cores and record results. |  |  | Specifications 285 |
| 1. Ensure that a thickness adjustment is applied to Optional Base White Base Course. |  |  | CPAM 11.4 Specifications 285 |
| 1. Ensure applicable pay adjustments are applied to asphalt items |  |  | CPAM 11.4 |

## Section V Lump Sum Pay Items

|  |  |  |  |
| --- | --- | --- | --- |
| CATEGORIES |  | N/A | ReferenceS |
| 1. Designer must provide a breakdown in the Estimated Quantities Report for lump sum items (with secondary units) when applicable. |  |  |  |
| 1. Increase/decrease item quantities, with no secondary units, by SA |  |  | Specifications CPAM 5.15 |
| 1. Avoid duplication of payment for materials used in Lump Sum pay items (i.e., Special Detours: earthwork, asphalt, MOT, and drainage for the Special Detour should be included with the Special Detour pay item only). Track quantities, if necessary. |  |  |  |
| 1. Do not adjust the MOT LS pay item 102-1 using secondary units (days). |  |  | CPAM 5.14 and CPAM 5.15 |
| 1. Do not exceed 1 LS on the pay item. Pay overruns as a line item adjustment using adjustment type *LSAD -- LS Pay item Adj for Overruns* in PrC. |  |  | CPAM 5.14 |

## Section VI Earthwork Items

This section is governed by CPAM Section 5.16 unless otherwise noted.

| CATEGORIES | |  | N/A | ReferenceS |
| --- | --- | --- | --- | --- |
| 1. Run a complete set of levels/bench loop and submit any errors to the Contractor. | |  |  | CPAM 5.16.5 |
| 1. Verify Existing Surface with check sections. | |  |  | CPAM 5.16.6 |
| * 1. If Existing Surface is acceptable: | |  |  |  |
| * + 1. Notify Contractor | |  |  |  |
| * + 1. When Senior Project Engineer waives full survey, submit signed Survey Waiver to DFEM for concurrence. | |  |  |  |
| * 1. If Existing Surface is unacceptable: | |  |  | Specifications Section 9-3.2 |
| * + 1. Conduct a pre-construction survey prior to clearing and grubbing. | |  |  | CPAM 5.16.7 |
| * + 1. Submit written notification to Contractor if there is a substantial change or error in areas surveyed. | |  |  |  |
| 1. Verify As-Built surface for compliance with plans. | |  |  | CPAM 5.16.8 |
| * 1. If As-built quick checks are acceptable: | |  |  |  |
| * + 1. Notify Contractor | |  |  |  |
| * + 1. When Senior Project Engineer waives full survey, submit signed Survey Waiver to DFEM for concurrence. | |  |  |  |
| * 1. If As-built quick checks are unacceptable: | |  |  |  |
| * + 1. Conduct a final survey to document changes and determine final pay quantity. | |  |  |  |
|  | Earthwork Final Measure Pay Items | | | |
| 1. Final measurements documented on appropriate site source record. (Summarized and checked) | |  |  |  |
| 1. Authorized subsoil limits/templates applied. Review the Contract Plans for authorized limits of Subsoil Excavation prior to beginning of Subsoil Excavation operation. | |  |  |  |
| 1. All subsoil excavation volumes (including extra depth subsoil) will be surveyed, documented, and calculated using the Department approved program. | |  |  | Figures 5.16-8, 5.16-9 and  5.16-10 |
| 1. Temporary Bench Marks used during the Subsoil Excavation survey are referenced in the field records where originally established. | |  |  |  |
| 1. Subsoil Excavation paid over plan quantity is documented in every occurrence. | |  |  |  |
| 1. Electronic survey data must be in approved format. | |  |  |  |
| 1. Pay item list reviewed for items requiring Truck Certification prior to construction. | |  |  | Plans  Specifications |
| 1. Collect certified truck capacities from Contractor (Forms 700-050-54A and/or 700-050-54B). Randomly verify for accuracy. | |  |  | CPAM 5.14  Specifications Section 9-1.5 |
|  | Earthwork Plan Quantity Pay Items | | | |
| 1. If there is a change in subsoil quantity (final measure pay item), ensure embankment (plan quantity item) is adjusted as a field change when applicable. | |  |  | CPAM 5.16.10 |
| 1. Changes in earthwork must be shown in Final As-Built Plans. | |  |  | CPAM 5.12 |
| 1. Required adjustments applied and documentation provided. | |  |  | Specifications |

## Section VII Asphalt Pay Items

This section is governed by CPAM Section 11 unless otherwise noted.

| CATEGORIES | |  | N/A | REFERENCES |
| --- | --- | --- | --- | --- |
| 1. Verify QCRR Gmm matches design mix Gmm in MAC. | |  |  |  |
| 1. Contractor’s Quality Control Roadway Reports (QCRR): | |  |  | CPAM 11.7 |
| * 1. Reports completed and turned in to PA at the close of each LOT or upon request | |  |  | CPAM 11.1 |
| * 1. How to handle removal and replacement tonnage on report? See Reference for example. | |  |  | [QCRR Corrections](https://fldot.sharepoint.com/teams/COFinalEstimateSection/Shared%20Documents/Forms/AllItems.aspx?id=%2Fteams%2FCOFinalEstimateSection%2FShared%20Documents%2FAsphalt%2Fqcrr%2Dmar%2Dremoval%2Dsegregation%2Dand%2Dstraightedge%2Dcorrections%20July%2023%2Epdf&parent=%2Fteams%2FCOFinalEstimateSection%2FShared%20Documents%2FAsphalt&p=true&ga=1) |
| * 1. How to handle straight edge correction on report? See Reference for example. | |  |  | [QCRR Corrections](https://fldot.sharepoint.com/teams/COFinalEstimateSection/Shared%20Documents/Forms/AllItems.aspx?id=%2Fteams%2FCOFinalEstimateSection%2FShared%20Documents%2FAsphalt%2Fqcrr%2Dmar%2Dremoval%2Dsegregation%2Dand%2Dstraightedge%2Dcorrections%20July%2023%2Epdf&parent=%2Fteams%2FCOFinalEstimateSection%2FShared%20Documents%2FAsphalt&p=true&ga=1) |
| * 1. Corrections made to quality control reports must be completed by the Contractor | |  |  | CPAM 11.1 |
| 1. Asphalt Tickets: | |  |  | CPAM 11.1 Specification 320 |
| * 1. Printed Tickets:   Original White Copy must be scanned to become part of LOT Submittal Package. Tickets must be legible and contain all required information. | |  |  |  |
| * 1. Electronic Tickets – Ticket information must be provided in a .csv file to become part of the LOT Submittal Package. The .csv file must contain all required information. | |  |  |  |
| 1. LOT Submittal Packages: | |  |  | CPAM 11.1 |
| * 1. LOT Submittal Package to be completed by the Verification Technician (VT) at the end of each LOT and submitted to the PA for review. | |  |  | CPAM 11.1CPAM 5.14 |
| * 1. Submit documents within a .pdf package | |  |  | CPAM 11.1 |
| * 1. Submit QCRR and VT in excel format | |  |  | CPAM 11.1CPAM 5.14 |
| * 1. PA to ensure asphalt quantities produced and accepted for payment match the Contractor’s monthly certified quantities and asphalt tickets match the report. | |  |  | CPAM 11.7CPAM 5.14 |
| 1. Adjustments: | |  |  | CPAM 11.4 |
| * 1. Ensure any straightedge deficiencies are left in place only if MAR resolution process in MAC has appropriate approvals. | |  |  | CPAM 11.5 |
| * 1. Ensure CPF adjustments are applied appropriately on the monthly estimate as paving progresses (do not wait until all asphalt is placed to apply CPF adjustments) | |  |  | CPAM 11.4 |
| 1. Contractor’s Certification of Quantities for Asphalt items must be submitted with Monthly and Final Estimate(s) Documentation. | |  |  | Specifications  CPAM 11.1  CPAM 5.14 |
| 1. For Multi-Fin Projects let under one contract: all Asphalt produced and accepted for a particular pay item is reported on the QCRR under the lead FIN number. | |  |  | CPAM 11.6 |
| 1. Value added Asphalt Pavement three (3) year warranty period is entered into CIM. | |  |  | Specification Section 338 |
| 1. For all projects using the automated Quality Control Roadway Report (QCRR) (Form 675-030-20A): email theQCRR in Excel format to State Materials Office ([SM-MACQCRRUpload@dot.state.fl.us](mailto:SM-MACQCRRUpload@dot.state.fl.us)) after final acceptance. Any corrections are re-submitted to SMO. | |  |  | CPAM 11.4 |
|  | |  |  |  |
|  | Asphalt LS/Design-Build Projects  (for projects let Jan. 2017 and forward) | | | Special Provision Section 9 |
| 1. Asphalt Tonnage is paid up to 100/105/110% of the adjusted Plan quantity. Reduction in pay is made when applicable. | |  |  | CPAM 6.2 |
| 1. The Department will pay for Overbuild, when called for in the plans. Adjustment is made for quantity placed. Apply +/- adjustments, when applicable. | |  |  | CPAM 6.2 |
| 1. Adjustments: Based on Section 9 of the Special Provisions: | |  |  |  |
| * 1. Smoothness and Composite Pay Factor applied. For LS, use Table 9-4. For DB, use 6 months statewide averages. | |  |  | CPAM 6.2 |
| * 1. Apply bituminous adjustments, if applicable. | |  |  | CPAM 6.2 |
| * 1. Deficiencies: reduce pay for LS using Table 9-1. For DB, use 6 months statewide averages. Thickness deficiencies shall be leave in place at no pay or remove and replace. | |  |  | CPAM 6.2 |
|  | Asphalt Conventional Projects | | | |
| 1. Asphalt Tonnage is paid based on the quantity placed on the project, limited to 105%/110% of the adjusted plan quantity for the pay item. The QCRR calculates the adjustment automatically. | |  |  | Specifications Section 334  CPAM 11.4 |
| 1. Overbuild: The Department will pay the quantity that is placed. The QCRR calculates the adjustment automatically. | |  |  |  |
| 1. Miscellaneous Asphalt is paid same as above, but plan quantity is determined based on a spread rate of 100 Lbs/SY/in of design mix of asphalt placed (the adjustment is automatically calculated in the QCRR). | |  |  | Specifications Section 339-7  CPAM 11.4 |

## Section VIII Concrete Items

|  |  |  |  |
| --- | --- | --- | --- |
| CATEGORIES |  | N/A | REFERENCES |
| 1. Verify that the Designers have provided all the required computations and back-up data to document quantities or notify Designer if backup is missing. |  |  | BOE 8  CPAM 5.15 |
| 1. Low strength failure adjustments will be calculated and applied. |  |  | Specifications Section 455 |
| 1. Lost or missing samples line item adjustment will be applied. |  |  | Specifications |
| 1. Ensure that the correct concrete pavement “Pay Item” is entered into MAC so that a Coreout Report is generated in MAC and a thickness adjustment could be applied to Plain Cement Concrete Pavement Items. |  |  | Specifications Sections 350-14 and 350-15 |
| 1. Make sure all field changes and plan errors have the proper backup calculations and sketches included in the Final Estimates Documentation. |  |  | CPAM 5.14  CPAM 5.15 |
| 1. Make applicable Materials Acceptance Resolution (MAR) adjustments for materials not meeting the Specification requirements. |  |  | Specifications Section 455 |

## Section IX Structures Items

| CATEGORIES |  | N/A | REFERENCES |
| --- | --- | --- | --- |
| 1. Pre-stressed Concrete Piles   Steel Piling  Treated Timber Piling |  |  | Specifications Section 455  CPAM 10.1  CPAM 5.14  CPAM 5.15  FE Level II Training, Chapter 6 Examples and Payment Summary Tables |
| * 1. Ensure authorized pile casting length letters and driving criteria are included with the Pile Driving Record. |  |  | CPAM 10.1 |
| * 1. Ensure all fields are completed on the Pile Driving Log (Form 700-010-60), such as the Pile cutoff elevations that should be correctly transferred from Contract Plans. |  |  | CPAM 5.14  CPAM 10.1 |
| * 1. Ensure the survey level notes used to determine top-of-pile elevations are attached to the Pile Driving Log. |  |  | CPAM 5.15 |
| * 1. Ensure the quantity for preformed pile holes, buildups, splices, re-drives, and set checks are included in the piling length. |  |  | CPAM 5.15 |
| 1. Drilled Shafts |  |  | CPAM 10.5  CPAM 10.12 |
| * 1. Ensure Form 700-010-84, Drilled Shaft Log for Miscellaneous Structures, or Form 700-010-85, Drilled Shaft Log for Major Structures, is completed accurately. |  |  |  |
| * 1. Adjust Drilled Shaft quantity if additional length is required for casing diameter changes (increase/decrease). |  |  | CPAM 5.15  Specifications Sections 455-15 and 455-23 |
| 1. Steel Sheet Piling |  |  |  |
| * 1. Ensure the plan quantity payment of steel sheet piling is measured from top of pile to bottom of pile (no allowance will be made for variable depth surface profile). |  |  | Specifications Section 455.11.6 |
| 1. Concrete Sheet Piling |  |  |  |
| * 1. Ensure final measure quantity of concrete sheet piling is the number of piling times the length. This is based on 2.5 LF width unless engineer approves otherwise. |  |  | Specifications Section 455.11.7 |
| 1. Timber Piling |  |  | Specifications Section 470 |
| * 1. Use the actual sizes shown in the plans or ordered by the Engineer to calculate plan quantity. |  |  |  |
| * 1. Ensure the overall lengths of the pieces used are shown in the plans, or the lengths incorporated in the structure are less than those shown in the plans. |  |  |  |
| * 1. No deductions are made for copes, scarfs, or crownings. |  |  |  |
| 1. Steel Grid Floors |  |  | Specifications Section 504 |
| * 1. Station to station lengths and widths may be used in the calculation of the dimensions constructed within the limits designated by the Engineer for changes to the plan quantity. |  |  |  |
| * 1. Determine that the proper deduction has been made for open joints in the floor as required to calculate plan quantity. |  |  | Specifications Section 504-4 |

## Section X Fuel and Bituminous Adjustments

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CATEGORIES | |  | N/A | REFERENCES |
|  | Bituminous Adjustments | | | |
| 1. Bituminous adjustment(s) applied when original contract time exceeds 365 calendar days or contract has more than 5,000 tons of asphalt. | |  |  | Specifications CPAM 5.14 CPAM 6.2 |
| 1. Ensure the Contractor submits a Certification of Quantities (Form 700-050-66) for each estimate period asphalt is placed. Certification will reflect quantities placed and accepted. | |  |  | Specifications CPAM 5.14 CPAM 6.2 |
| * 1. PA must verify the quantity and indices submitted on the Certification of Quantities prior to accepting the bituminous adjustment | |  |  | CPAM 5.14.12 |
|  | Fuel Adjustments | | | |
| 1. Fuel adjustment(s) applied when original contract time exceeds 120 calendar days. | |  |  | Specifications  CPAM 5.14 CPAM 6.2 |
| 1. Ensure modifications to fuel and bituminous adjustments due to asphalt failures and removal/replacement are made appropriately. | |  |  | CPAM 11.4  CPAM 11.5 |
| 1. For LS/DB: Ensure Contractor submits a Certification of Fuel Adjustment with the certified monthly estimate for each estimate period applicable items were placed. | |  |  | Specifications CPAM 6.2 |
| 1. Conventional Projects: Verify the appropriate fuel indexes are added to the contract and the Price Adjustments Base date is entered in PrC | |  |  | CPAM 5.14 |
| 1. Conventional Projects: Manual fuel adjustments must be made in PrC for Lump Sum pay items | |  |  | CPAM 5.14 |
| 1. Conventional Projects: Manual fuel adjustments must be made in PrC for Contracts that call for Black Base Option only. The “white base” portion will be applied automatically, but the “black base” portion requires manual entry. | |  |  | CPAM 5.14 |

## Section XI Contract Time

|  |  |  |  |
| --- | --- | --- | --- |
| CATEGORIES |  | N/A | REFERENCES |
| 1. Time Folder back up compiled for submittal with the Final Estimate Documentation |  |  | CPAM 5.11 |
| 1. Contract Time Allowed and Elapsed verified on Status report. <https://scoc.fdot.gov/#/reports/central> |  |  | Specifications Section 8  CPAM 5.11 |
| * 1. All Time Extensions verified |  |  |  |
| * 1. Weather days granted on a day for day basis |  |  |  |
| * 1. Review all time adjustments for overlap/duplication |  |  |  |
| * 1. SAs and Contingency Work Orders checked for time granted. |  |  |  |
| * 1. Review Daily Reports of Construction for applicable time charges |  |  |  |
| * 1. FHWA time participation verified |  |  |  |
| * 1. Holiday Time verified |  |  | Specification Section 8.6.4 |
| 1. Overrun in contract time reflected in LDs/disincentive charged on progress estimates. |  |  | Specifications Section 8  CPAM 5.11 |
| 1. Independent time calculated for No Excuse Bonus and/or Incentive. |  |  | Special Provisions |
| 1. Deduction made for late contract execution when Contractor is late in delivering contract documents in executed form. |  |  | Specifications Sections 3-6 |
| 1. For Federal Aid Non-participating Time Extensions: Ensure Federal Aid Non-participating MOT Pay items are added and utilized on the contract when Federal Aid Contract Time Expires. |  |  | CPAM 7.3.10.1(M) |

## Section XII Alternative Contracts

This section is governed by CPAM 6.2, unless otherwise noted.

| CATEGORIES | |  | N/A | REFERENCES |
| --- | --- | --- | --- | --- |
|  | Lane Rentals | | | Specifications Section 2-5.1 |
| 1. Determine and document twenty-four (24) hour clock beginning and ending times for lane rental purposes in the Preconstruction Minutes | |  |  |  |
| 1. Verify and submit lane closures in the Lane Closure Notification System (LCNS). | |  |  |  |
| 1. Lane closures are documented on Form 700-050-57, Lane Rental Site Source Record, and submitted with the Final Estimate | |  |  |  |
| 1. Inspector and Contractor signatures are on Form 700-050-57 for authorized chargeable days. | |  |  |  |
| 1. Assess Lane Rental/Damage Recovery as a contract adjustment on the progress estimate after they occur | |  |  |  |
|  | A + B Bidding Contracts | | | Specifications Section 2-5.1 |
| 1. Record beginning and ending dates of A+B phase on Daily Work Reports (DWRs) in PrC. | |  |  |  |
| 1. Apply A+B Bidding Final Incentive/Disincentive as a Contract adjustment in PrC on the progress estimate after final acceptance | |  |  |  |
| 1. For Disincentive, adjust contract time per Specifications as approved. | |  |  |  |
|  | No Excuse Bonus Contracts | | | Specifications Section 8-13 |
| 1. Record the beginning and ending dates of No Excuse Bonus phase on DWRs in PrC. | |  |  |  |
| 1. Contractor must request No Excuse Bonus in writing per Specifications. | |  |  |  |
| 1. Apply No Excuse Bonus as a contract adjustment in PrC on the progress estimate after final acceptance | |  |  |  |
|  | Liquidated Savings Contract | | | Specifications Section 8-13 |
| 1. Record the beginning and ending of the Liquidated Savings phase on DWRs in PrC. | |  |  |  |
| 1. Apply Liquidated Savings as a contract adjustment in PrC on the progress estimate after final acceptance | |  |  |  |
|  | Design Build Contracts | | | Design Build Special Provisions |
| 1. Approve the Job Guide Schedule (JGS) to identify testing requirements/frequency for contract material certification. | |  |  |  |
| 1. Receive an updated JGS in MAC with each monthly estimate | |  |  |  |
| 1. Review and approve the Schedule of Values (SOV) | |  |  |  |
| 1. Monitor percent of work complete. | |  |  |  |
| 1. Contractor provided FDOT with signed and sealed Final As-built Plans. | |  |  |  |
| 1. Responsible Engineer must review Contractor’s Final As-Built Plans are accurate and apply the appropriate disclaimer to the Final As-Built Signature Sheet. | |  |  | CPAM 5.12 |
| 1. Apply adjustments/deficiencies according to Contract (See [Summary of Adjustments](#_Summary_of_Adjustments)) | |  |  |  |
| 1. Contractor submit monthly certified estimate for payment. | |  |  |  |
| 1. Submit Certification of Quantities Fuel and Bituminous Materials, if applicable | |  |  |  |
| 1. Review all other Guidelist sections for applicable Design Build procedures. | |  |  |  |
|  | Lump Sum Contracts | | | Lump Sum Special Provisions |
| 1. Monitor schedule of values and percent of work complete. | |  |  |  |
| 1. Apply adjustments/deficiencies per Contract (See [Summary of Adjustments](#_Summary_of_Adjustments)) | |  |  |  |
| 1. Develop the Job Guide Schedule to identify testing requirements/frequency for contract material certification. | |  |  |  |
| 1. Contractor shall submit certified monthly estimate. | |  |  |  |
| 1. Submit Certification of Quantities Fuel and Bituminous Materials, if applicable | |  |  |  |
| 1. Review all other Guidelist sections for applicable Lump Sum procedures. | |  |  |  |
|  | Incentive/Disincentive Contracts | | | Specification Section 8-13 |
| 1. Record Incentive/Disincentive phases on DWRs in PrC. | |  |  |  |
| 1. Apply Incentive/Disincentive as a Contract Adjustment in PrC on the progress estimate after final acceptance | |  |  |  |
|  | Push Button Contracts | | | Special Provisions |
| 1. Execute an SA to add necessary pay items to complete the scope of work included in the Work Document and/or to encumber additional funds required to complete the work, when applicable | |  |  |  |
| 1. Ensure a line item for Generic Contract Change Item 9999-3, with a quantity of 1.0 LS is added to the SA to offset the cost of added pay items. Ensure the SA has a net amount of $0. Make no payments or adjustments to the 9999-3 line item. | |  |  |  |
| 1. Record Contract Time based on overall Contract. | |  |  |  |
| 1. Record Contract Time for each Work Document. | |  |  |  |
| 1. Issue time extensions as applicable to the Work Document for weather, holiday, and unforeseen issues. | |  |  |  |
| 1. Schedule and conduct a Pre-Work Conference (if needed) | |  |  |  |
| 1. Make applicable contract and pay item adjustments, including fuel, bituminous, and CPF (See [Summary of Adjustments](#_Summary_of_Adjustments)) | |  |  |  |
| 1. Prepare Final As-Built Plans for each Work Document | |  |  |  |
| 1. Submit appropriate documents on signalization | |  |  |  |
| 1. Summarize each Work Document in a spreadsheet and resolve all discrepancies | |  |  |  |
| 1. Review all other Guidelist sections for applicable procedures. | |  |  |  |

## Section XIII Final As-Built Plans

This section is governed by CPAM 5.12, unless otherwise noted.

| CATEGORIES | |  | N/A | ReferenceS |
| --- | --- | --- | --- | --- |
| 1. Verify the original plans, digitally signed and sealed by EOR, are in project files (collaboration site). | |  |  |  |
| 1. Extract original plans by component into project files (collaboration site) for use as the Final As-Built Plans (if not already done so by the EOR). | |  |  |  |
| 1. No pages of the original plans will be removed from the Final As-Built Plans. | |  |  |  |
| 1. Resident Office - changes must be in Red line revision. | |  |  | RAM 3  CPAM 5.13 |
| 1. Resident Office - Quality Assurance (if used) changes must be in Orange line revision. | |  |  | RAM 3 |
| 1. District Office - Initial Reviewer changes must be in Blue line revision. | |  |  | RAM 3 |
| 1. District Office - Overviewer changes must be in Green line revision. | |  |  | RAM 3 |
|  | Updating the Final As-Built Plans | | | |
| 1. If a plan sheet is revised, the original plan sheet must have VOID imprinted on it with red text and the new sheet inserted after the old sheet in the Final As-Built Plans. | |  |  |  |
| 1. A voided Key Sheet will follow the revised Key Sheet. All revised sheets will be defined on the Key Sheet of the appropriate component. | |  |  |  |
| 1. Each plan component will have its own Final As-Built Signature Sheet inserted behind each respective Key Sheet. | |  |  |  |
| 1. Final As-Built Plans will be updated as the project progresses. | |  |  |  |
| 1. All changes made in the field not requiring an Engineer Analysis will be digitally signed and sealed by the RE responsible and in charge of the project at the resident office. | |  |  |  |
| 1. Record final quantities with references to appropriate supporting documents. | |  |  | CPAM 5.13 |
| 1. Insert new plan sheets to detail field revisions as necessary. | |  |  |  |
|  | As-Built Drawings by Others | | | |
| 1. Obtain Bore Path Reports for Directional Bore – Jack & Bore from the Contractor   • No payment will be made until reports are delivered and accepted by the Department. | |  |  | Specifications Sections 555 and 556 |
| 1. As-Built Plans for all Traffic Control Signals and Devices:  * Installations received from the Contractor must be signed and sealed by a PE or Professional Surveyor and Mapper in State of Florida. * Supplemental as-built information using Feature Import Templates for the Department’s ITS Facility Management (ITSFM) System are received from Contractor, verified by RO, and emailed to District Traffic Ops Office. Feature Import Templates are located at: <https://www.fdot.gov/traffic/itsfm/index.shtm>. (Ensure Templates are also stored in EDMS under “Group” *CONST109 Job Correspondence* and “Type” *CONST089 ITS Correspondence)* | |  |  | Specifications Section 611 |
| 1. Changes to the plans due to a Cost Savings Initiative Proposal (CSIP) by the Contractor will meet applicable requirements. | |  |  | FDOT Design Manual  CADD Manual |
| 1. Contractor will submit as-built drawings as required by Contract. | |  |  | Specification Section 7 |
| 1. As-Built Drawings by Others will be inserted into the proper component of the Final As-Built plans or referenced by EDMS number | |  |  |  |
|  | Key Sheet | | | |
| 1. FINAL As-Built PLANS prominently imprinted in place of or above CONTRACT PLANS. | |  |  |  |
| 1. Add the following to the lower right hand corner: Prime Contractor, Prime Consultant (if In-House Project, so state), District Secretary, Resident Engineer, Project Manager, and Project Administrator, date work started and date of final acceptance. | |  |  |  |
| 1. Include a complete index including all field books with general description of contents, shop drawings, and as-builts by others on left side. | |  |  |  |
| 1. Ensure the Project description, financial project ID, length, and other pertinent information are correct. | |  |  |  |
|  | Final As-Built Signature Sheets | | | |
| 1. Use the applicable disclaimer for Resident Engineer on certifying Final As-Built Plans. | |  |  |  |
| 1. Detail all major revisions listed including sheet number, effective date, and brief description. | |  |  |  |
| 1. Denote the Resident Office personnel, Resident Office Quality Assurance personnel (if used), DFEO Initial Reviewer and DFEO Overviewer who are marking the As-Built Plans. | |  |  |  |
|  | Typical Section Sheets | | | |
| Denote any changes to the following items: | |  |  |  |
| 1. Increase or decrease in thickness | |  |  |  |
| 1. Selection of base type or change in type of material used | |  |  |  |
| 1. Pay item substitution | |  |  |  |
| 1. Change in limits (stations) | |  |  |  |
| 1. Addition/Deletion of items of work | |  |  |  |
|  | Summary of Pay Items | | | |
| 1. See Section II of this Guidelist for details. | |  |  | CPAM 5.13 |
|  | Plan Sheets | | | |
| Denote any changes to the following items: | |  |  |  |
| 1. Revisions to horizontal & vertical alignment | |  |  |  |
| 1. Introduced or revised stations/equations | |  |  |  |
| 1. Intersection or crossover modifications | |  |  |  |
| 1. Drainage structures added, relocated, revised or deleted | |  |  |  |
| 1. Sidewalk, curb and gutter, and shoulder gutter modifications | |  |  |  |
| 1. Driveways added, deleted, or relocated | |  |  |  |
| 1. Ditch grade and location adjustments | |  |  |  |
| 1. Fence modifications | |  |  |  |
| 1. Signal detail changes | |  |  |  |
| 1. Signing and pavement modifications | |  |  |  |
| 1. Benchmarks added or modified | |  |  |  |
| 1. Drainage Summary Sheets | |  |  |  |
| 1. Actual length constructed | |  |  |  |
| 1. Changes in flow line elevation | |  |  |  |

# AFTER CONSTRUCTION

## Section XIV Final Estimate Documentation

This section is governed by CPAM 5.11 unless otherwise noted.

| CATEGORIES | |  | N/A | ReferenceS |
| --- | --- | --- | --- | --- |
|  | Warranties | | | |
| 1. Ensure all warranties and value-added items are entered into CIM prior to Final Acceptance to be tracked and updated by the Warranty Coordinator. | |  |  | CPAM 6.2  CPAM 8.14 |
|  | Final Estimate | | | |
| 1. Process progress estimate(s) to pay remaining work items and reduce retainage, per Specification 9-5.4, to ensure Final Estimate is zero, when possible. | |  |  |  |
| 1. Verify all Certification of Quantities from the Contractor are paid. | |  |  | CPAM 5.11  CPAM 5.14 |
| 1. Pay bonus or incentive payments, if applicable, and include a copy of the Contractor’s letter requesting the bonus and waiving claims per Contract | |  |  |  |
| 1. Verify all pay adjustments (CPF, Bituminous, Fuel, LDs, Failing Materials, Lost Samples, etc.) have been made appropriately. (See [Summary of Adjustments](#_Summary_of_Adjustments)) | |  |  |  |
| 1. Verify all entries in the Plan Summary Boxes match the final quantities. | |  |  |  |
| * 1. Cross reference the final quantities to the Pay Item Summary and Certification Sheet. | |  |  |  |
| 1. For projects using an EQR, verify final quantities on ***Form 700-050-10, Pay Item Summary and Certification*** are accurate and backup documentation is referenced by EDMS number. | |  |  | CPAM 5.13 |
|  | Offer Letter | | | CPAM 5.11 |
| 1. Only **one** Offer Letter shall be submitted to the Contractor. Revised Offer Letters are not allowed. | |  |  |  |
| * 1. Types of Offer Letters: | |  |  |  |
| * + 1. The Offer of Final Payment letter is issued when the Contractor is offered a positive, preferably zero, final amount due. | |  |  |  |
| * + 1. The Request for Refund letter is issued when the Contractor has been overpaid and is offered a negative amount due. The letter will request the Contractor to write the Department a check in the amount overpaid. | |  |  |  |
| * 1. Ensure the Offer Letter has the correct attachments, including, but not limited to: | |  |  |  |
| * + 1. PrC Pay Estimate Report (previously known as the TSO report) | |  |  |  |
| * + 1. Acceptance Letter(s) | |  |  |  |
| * + 1. 21-A | |  |  |  |
| * + 1. Contractor Survey | |  |  |  |
| * + 1. List of missing documents required by the Contractor | |  |  | Specifications Section 9-8.1 |
| * 1. For CCEI projects, utilize Consultant letterhead for Offer Letter. | |  |  |  |
| * 1. For In-House projects, utilize FDOT letterhead for Offer Letter. | |  |  |  |
| * 1. Submit the Offer Letter to the DFEO for review to ensure it is correct prior to sending to the Contractor. | |  |  |  |
| * 1. Submit the Offer Letter to the Contractor within 30 days of Final Acceptance. | |  |  | CPAM 5.11 |
|  | **As-Built Pavement Data** | | | |
| 1. Ensure Roadway As-Built Pavement Data is submitted to the Department after Final Acceptance. Any corrections will be re-submitted to SMO. | |  |  |  |
| * 1. For projects using the automated Quality Control Roadway Report (QCRR) (Form No. 675-030-20A), email the QCRR spreadsheet in Excel format to the State Materials Office ([([SM-MACQCRRUpload@dot.state.fl.us](mailto:SM-MACQCRRUpload@dot.state.fl.us))](mailto:curtis.curl@dot.state.fl.us) ). | |  |  | DCE Memo 01-17  DCE Memo 03-17 |
|  | Final Estimate Documentation | | | |
| 1. Submit the Final Estimate Documentation to the DFEO within 30 days of Final Acceptance. | |  |  |  |
| 1. Submit Form 700-050-20, Final Plans and Estimates Transmittal, and ensure all items included in the Final Estimate Documentation are indicated. | |  |  |  |
| 1. Ensure Form 700-050-28, Final Estimates Office Record of Final Plans and Documents, within the Final Estimate Status application, is initiated and the contract time is correct. | |  |  |  |
| * 1. Ensure all contract time backup documentation is in the Contract Time Folder, including, but not limited to: | |  |  |  |
| * + 1. Notice to Proceed Letter | |  |  |  |
| * + 1. Begin/End Construction Letter | |  |  |  |
| * + 1. Time Extension letters (including weather and holiday) | |  |  |  |
| * + 1. Supplemental Agreements and Work Orders affecting contract time | |  |  |  |
| * + 1. Final Acceptance Letter | |  |  |  |
| * 1. Utilize [SCOC](https://scoc.fdot.gov/#/active/1) application Reports to verify contract time charges in PrC are correct. | |  |  |  |
| 1. Submit the Explanation of Overruns and Underruns | |  |  |  |
|  | Notification of Findings | | | |
| 1. Respond to any findings by the DFEO on the Post Audit Review (PAR) | |  |  |  |

## Section XV DFEO Final Estimate Closeout

This section is governed by RAM 5 unless otherwise noted.

| CATEGORIES | |  | N/A | ReferenceS |
| --- | --- | --- | --- | --- |
| 1. DFEO will review the Offer Letter prior to issuance to the Contractor | |  |  |  |
| * 1. Verify outstanding unpaid estimates are listed. | |  |  |  |
| * 1. Verify final estimate is attached to offer letter. | |  |  |  |
| * 1. Ensure all outstanding contract required documents are listed. | |  |  |  |
| * 1. Ensure all pending items are listed. | |  |  |  |
| 1. Ensure Final Estimates Documents are received within 30 days of Final Acceptance. | |  |  |  |
| 1. Inventory all Final Estimates Documents to ensure all items shown on the Final Plans and Estimate Transmittal, Form No. 700-050-20 have been received. | |  |  | RAM 4 |
| 1. Update the Estimates Office Record of Final Plans, Form No. 700-050-28, in the Final Estimate Status System to provide accurate information on the status of the project closeout. | |  |  | RAM 2 |
| 1. Establish estimate processing priority status. | |  |  | RAM 2 |
| 1. Identify the type of PAR Review to be performed. (In-depth Review, Critical Area Review or No Review) | |  |  | RAM 3 |
| 1. Record unpaid bills complaints in the Unpaid Bills Tracking System on the CARS menu. | |  |  | RAM 2  RAM 5 |
| 1. Resolve individual issues in Unpaid Bills Tracking System per Resident Engineer and/or District Construction Engineer. | |  |  | RAM 2  RAM 5 |
|  | DFEO Review | | | |
| 1. Verify the Contract time | |  |  | RAM 4 |
| 1. Review the Final As-Built Plans | |  |  | RAM 4  CPAM 5.12 |
| 1. Review pay item backup and Summary of Quantities/EQR’s | |  |  | RAM 4  CPAM 5.13 |
| 1. Ensure test reports and materials certification issues are resolved. | |  |  |  |
| 1. Review Supplemental Agreements and ensure payment and plan revisions are accurately recorded. | |  |  | RAM 4 |
| 1. Review Work Orders and ensure payments are made accordingly. | |  |  | RAM 4 |
| 1. Verify Pay Item Summary and Certification Sheet and signatures | |  |  | RAM 4 |
| 1. Verify Final Estimate accuracy | |  |  |  |
| * 1. Pay Item Quantities | |  |  | CPAM 5.13 |
| * 1. Liquidated Damages | |  |  | CPAM 5.11 |
| * 1. Bonuses and Adjustments (See [Summary of Adjustments](#_Summary_of_Adjustments)) | |  |  |  |
| * 1. Thickness adjustments, Adjusted Plan Quantity adjustments, deficiency adjustments, etc. | |  |  | CPAM 11.4 |
| * 1. Certifications (MOT, Striping, Fuel and Bituminous) | |  |  | CPAM 5.14 |
| 1. Review the explanation of overruns and underruns. | |  |  | CPAM 5.11 |
| 1. Review changes made to final estimate by Initial Reviewer. | |  |  |  |
| 1. Complete the PAR Form and distribute to the RO, if PAR is performed. | |  |  | CPAM 3.5 |
| 1. Issue a Notification of Findings letter to the Contractor, if applicable. | |  |  | CPAM 5.11 |
|  | Final Payment and Contract Closeout | | | |
| 1. Prepare LFA boiler plate letter, if applicable. | |  |  | CPAM 8.12  CPAM 5.11 |
| 1. Unencumber any unused Contingency SA(s) and Contingency Pay Item funds. | |  |  |  |
| 1. Track receipt and review documents required for contract closure for completeness | |  |  |  |
| 1. If all contract-required documents are not received within 80 days of the Offer Letter (Offer of Final Payment or Request for Refund): | |  |  |  |
| * 1. Submit the Final Notice of Missing/Incomplete Documents to the Contractor | |  |  |  |
| * 1. Prepare the Notice of Intent (NOI) and send to the State Construction Office (SCO). | |  |  |  |
| 1. If all contract-required documents are not received within 90 days of the Offer Letter, the previously prepared NOI letter will be processed by the SCO advising the Contractor of the Department’s intent. | |  |  |  |
| 1. If the contractor does not request a hearing and does not submit documents within the applicable timeframe, the DFEM notifies SCO Prequalification Specialist of expiration and SCO Prequalification Specialist will take appropriate action per CPAM 8.7. | |  |  |  |
| 1. If the contractor has not submitted contract-required documents within specified period, prepare forfeiture letter and obtain FHWA approval when applicable to close contract. | |  |  |  |
| 1. Upon receipt of the 21-A, report unresolved issues not noted on 21-A. | |  |  |  |
| 1. If contractor submits qualified acceptance letter, prepare response letter and track issue resolution. | |  |  |  |
| 1. When the contractor submits a full acceptance letter with all contract required documents, close the contract. | |  |  |  |
|  | Recovery of Overpayments | | | |
| 1. If contractor does not respond or submit overpayment check within 60 days of receipt of the Request for Refund Letter by the Contractor, send Surety the Request for Refund Letter. | |  |  |  |
| 1. If contractor does not respond or submit overpayment check within 90 days, send the DCE a memo to determine if any negotiations are underway. | |  |  |  |
| 1. If no negotiations are underway after 30 days, send a memo to the Central Office Chief Civil Litigation Counsel to pursue through legal means. | |  |  |  |
| 1. If the contractor submits qualified acceptance letter or regular acceptance letter without the refund check, return letter as incomplete. | |  |  |  |
| 1. If the contractor submits overpayment check, process the check through the Receipt Processing System. | |  |  | Procedure Topic No. 350-080-300 |
|  | Settlement Agreements | | | |
| 1. Ensure settlements are paid and/or collected per the Settlement Agreement. | |  |  |  |
| 1. Notify contractor and closeout contract appropriately | |  |  |  |