Florida Department of Transportation



**Final Estimates Guidelist**

**February 2019**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Change | Made By | Date |
| 0.1 | Added N/A Column | Ashley Anderson | 10/9/2017 |
| 0.2 | Incorporated District comments Updated chapter references for new RAM  Added one-click checkboxes | Ashley Anderson | 2/1/2018 |
| 0.3 | Change to Key Sheet (B) instructions (on page 24) to match CPAM 5.12 | Ashley Anderson | 4/23/2018 |
| 0.4 | Update to Asphalt Ticket Cover Requirements Updated email for QCRR MAC upload | Ashley Anderson | 6/6/2018 |
| 0.5 | Removed reference to Final Estimates Package Added Summary of Adjustments | Ashley Anderson | 2/20/2019 |

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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 Field/Construction Office Documents |  |  |  |
| * 1. FDOT Manuals: |  |  |  |
| * + 1. Construction Project Administration Manual (CPAM) |  |  |  |
| * + 1. Review and Administration Manual (RAM) |  |  |  |
| * + 1. Basis of Estimates Manual (BOE) |  |  |  |
| * + 1. CADD Manual |  |  |  |
| * + 1. Design Standards |  |  |  |
| * + 1. Plans Preparation Manual (PPM) |  |  |  |
| * + 1. Other FDOT Manuals as applicable/necessary |  |  |  |
| * 1. Contract Documents |  |  |  |
| * + 1. Contract |  |  |  |
| * + 1. Special Provisions (SP) |  |  |  |
| * + 1. Technical Special Provisions |  |  |  |
| * + 1. Contract Plans |  |  |  |
| * + 1. Developmental Specifications |  |  |  |
| * + 1. Supplemental Specifications |  |  |  |
| * + 1. Standard Specifications for Contract |  |  |  |
| * + 1. Value Added Feature/Warranty |  |  |  |
| * 1. Other FDOT Documents |  |  |  |
| * + 1. District’s Quality Control (QC) Plan |  |  |  |
| * + 1. Resident Office Quality Assurance (QA) Plan |  |  |  |
| * + 1. Final Estimates Guidelist |  |  |  |
| * + 1. Job Guide Schedule |  |  |  |
| 1. Identify Personnel and Qualifications |  |  |  |
| * 1. Final Estimates Level I & II |  |  |  |
| * 1. Asphalt Level I & II |  |  |  |
| * 1. Bridge Inspection/Piling |  |  |  |
| * 1. Earthwork Construction Inspection Level I & II |  |  |  |
| * 1. MOT |  |  |  |
| * 1. District Warranty Coordinator |  |  | CPAM 8.14 |
| 1. Become proficient with FDOT Systems/Programs |  |  |  |
| * 1. SiteManager |  |  |  |
| * + 1. Monthly Progress Estimates |  |  | CPAM 5.11 |
| * + 1. Roadway & Bridge Daily Work Report (DWR) and Construction Diary |  |  | CPAM 5.11 |
| * + 1. PayItem Tracking System |  |  |  |
| * 1. FDOT Construction Software |  |  |  |
| * + 1. FDOT Quantities Programs (such as the Core-out Work Sheet) |  |  |  |
| * + 1. Multiline Earthwork Program |  |  |  |
| * 1. Materials Acceptance & Certifications (MAC) System |  |  |  |
| * + 1. Send Quality Control Roadway Report (QCRR) to SMO after upon project completion |  |  |  |
| * + 1. Comparison Package (i.e. CPF) |  |  |  |
| * + 1. Coreout Report |  |  |  |
| * + 1. Mix Designs (for Gmm and Gsb) |  |  |  |
| * + 1. Other Reports |  |  |  |
| * 1. Construction Information & Monitoring (CIM) |  |  |  |
| * 1. Electronic Document Management System (EDMS) |  |  |  |
| * 1. Ad-Hoc Report System (Statewide Construction Dashboard) |  |  |  |
| * 1. Project Solve SharePoint (PSSP) |  |  |  |
| 1. FDOT Forms/Certifications |  |  |  |
| * 1. Ensure the current version of official Department forms are used. |  |  | RAM 1 |
| * 1. Ensure Department forms are not modified or altered. |  |  | RAM 1 |
| * 1. Ensure Digital Signatures are used when applicable. |  |  |  |
| * + 1. Ensure Digital Signatures and Wet Ink Signatures are not on the same form (except as excluded in DCE Memo 06-17). |  |  |  |
| * 1. Contractor Forms: |  |  |  |
| * + 1. Ensure the forms available in the Construction Automated reporting System (CARS) are sent to Contractor by Project Administrator (PA) |  |  |  |
| * + 1. PA to ensure Contractor knows where to get other 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 |  |  |  |
| * 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 SiteManager the box is checked for no adjustments on fuel, and that 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 SiteManager for Fuel. Ensure the Contractor is using the latest Contractor’s Certification of Quantities for Asphalt to receive a bituminous adjustment. |  |  |  |
| * 1. Plan Summary Boxes in the Plans (ensure all pay items are listed in a Summary Box in the plans, and that designer backup calculations available and acceptable. Spot check Plan Quantity Pay Items). |  |  | CPAM 5.13  CPAM 5.14 |
| * 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. |  |  |  |
| * + - 1. On call phone numbers and contacts in case of emergencies/discrepancies |  |  | CPAM 3.1 |
| * 1. A list of all trucks and their certified capacity shall be 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 |  |  |  |
| * 1. Asphalt Items (Bituminous Material, Superpave Asphalt, Misc. Asphalt, Friction Courses, Overbuild, thickness adjustment, etc.) |  |  | CPAM 11 |
| * + 1. Ensure the quantities shown in the Contractor 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 of pay on monthly progress. |  |  | CPAM 11 |
| * 1. Earthwork Pay items (Discuss Waiver, Excavation, Embankment, Ponds etc.) |  |  | CPAM 6.16 |
| * 1. Quality Assurance Reviews (QAR) by Resident Office: 30% Reviews. 60% Reviews, 90% Reviews and who is going to perform them? |  |  |  |
| * 1. Quality Control (QC) Review by DFEO at 30% (minimum), 60% and/or 90% |  |  | CPAM 3.5 |
| * 1. Discuss DFEO’s Independent Assurance (IA) Review for Project Personnel (FE Level II Qualified Personnel). |  |  | RAM 3 |
| * 1. Ensure all documents scanned in the Electronic Document Management System (EDMS). |  |  |  |

# DURING CONSTRUCTION

Section II

## Plan Summary Boxes

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

|  |  |  |  |
| --- | --- | --- | --- |
| CATEGORIES |  | N/A | REFERENCES |
| 1. Update Summary Boxes as project progresses |  |  | CPAM 2.2 |
| 1. Ensure all markups are made in red color font throughout the construction phase to final acceptance. |  |  |  |
| 1. Verify that the Designers have provided the required back-up data to support quantities or notify Designer if backup is missing. |  |  | BOE 8 |
| 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 sheet |  |  |  |
| 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 no space available on summary sheet, refer to backup location. |  |  |  |
| 1. Assess and show adjustments on summary sheet, when applicable. If no space available on summary sheet, refer to backup 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). |  |  |  |

### Summary of Adjustments

| **CATEGORIES** | **Contract Adjustments** | **Line Item Adjustments** |
| --- | --- | --- |
| **Asphalt** | None | CPF (Dense Graded)   * Asphalt Content 25% * Asphalt Density 35% * Asphalt Sieve Failures 10% #200 & 5% #8 * Air Voids 25%   CPF (Open Graded) (FC-5)   * Same as above exception, below * Asphalt Sieve Failures 3/8” pass #4 & #8 |
| Adjusted PQ:  **Conventional**: pay 105% of adjusted PQ. Only negative adjustment. Pay quantity as project progresses.  **LS/DB**: pay 100% of adjusted PQ (+ or -)  **Overbuild**: on all projects: pay what is placed (+ or -) |
| Straightedge Laser Profiler or Rolling 15 ft. Left in Place at No Pay |
| Lost, Missing or unavailable Samples, per 334-5.4.1 |
| Bituminous |
| **Concrete** | None | Concrete Strength |
| 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 Closure – Initial Payment |
| Material Discrepancy Payment Adjustment |
| **Optional Base/Limerock** | None | Thickness Adjustment |
| **MOT** | None | Temporary Attenuator/Crash Cushion Repair |
| **Fuel** | None | Diesel |
| Gasoline |
|  |  |  |
| **Miscellaneous** | A+B Incentive-Disincentive | Contingency-Non-Part Work Order Amount |
| Incentive-Disincentive | Adjustment of Deleted work-LS jobs only |
| Lane Rental Incentive-Disincentive | Invoice Matching -Maintenance only |
| Liquidated Savings | Price Adjustments |
| No Excuse Bonus | Resolution testing Costs |
| Arbitration Orders | Substandard Item |
| Cash Retainage Withheld |  |
| Court Orders |  |
| Damage Recovery |  |
| Liquidated Damages |  |
| Retainage Previously Released |  |
| Retainage (Non-System) |  |
| Settlement Costs |  |

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. |  |  | CPAM 5.14 |
| 1. Final measurement 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. 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 documented on Plan Summary Sheets or referenced on the summary sheets. |  |  | CPAM 5.13  CPAM 5.14 |
| 1. Project Engineer/PA shall 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 SA. |  |  | 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. |  |  | CPAM 11.4 |
| 1. Ensure that a thickness adjustment is applied to Optional Base White Base Course. |  |  | Specifications 285 |

Section V

## Lump Sum Pay Items

|  |  |  |  |
| --- | --- | --- | --- |
| CATEGORIES |  | N/A | ReferenceS |
| 1. Designer must provide a breakdown in the plans 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). |  |  |  |

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. | |  |  |  |
| 1. Verify Original Terrain with check sections. If acceptable, notify Contractor and submit signed request for Survey Waiver to DFEM. | |  |  |  |
| 1. If Original Terrain check is unacceptable: | |  |  | Specifications Section 9-3.2 |
| * 1. Conduct an original terrain line/verification prior to clearing and grubbing. | |  |  | CPAM 5.16.7 |
| * 1. Submit written notification to Contractor if there is a substantial change or error in end areas/cross section data. | |  |  |  |
| 1. Verify Final Template with check sections. If acceptable, submit signed request for Survey Waiver to DFEM. | |  |  | CPAM 5.16.8 |
| 1. If Final Template check is 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. Cross-sections to verify plan terrain, if required, at intervals as directed in CPAM 5.16 or by the DFEM, as applicable. | |  |  | CPAM 5.16.7 |
| 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) shall 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 outside plan limits is documented in every occurrence. | |  |  |  |
| 1. Format of electronic survey data is in FDOT 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 quantities must be shown on Final As-Built Plans with cross-section plots included. | |  |  | 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 within 2 days. | |  |  |  |
| * 1. How to handle removal and replacement tonnage on report? See attached link for example: <https://fdotwww.blob.core.windows.net/sitefinity/docs/default-source/construction/asphalt/bituminous-certification-amp-cpf-corrections---due-to-remove-replace-asphalt.pptx?sfvrsn=7560716d_2> | |  |  |  |
| * 1. How to handle straight edge correction on report? See attached link for example on 2nd page: <https://fldot.sharepoint.com/:b:/t/COFinalEstimateSection/Ed-63RUu-6JCsheRSwEsD38BAd3-DOFo_l61_4I75V4z0Q?e=dC1Pvu> | |  |  |  |
| * 1. Correcting quality control reports must be done by the Contractor | |  |  |  |
| 1. Asphalt Printed Tickets: | |  |  | CPAM 11.1 |
| * 1. Original White Copy must be scanned to become part of LOT package. | |  |  |  |
| * 1. Cover sheet filled out appropriately, when utilized | |  |  | CPAM 11.1 |
| 1. LOT Submittal Packages: | |  |  | Specifications  CPAM 11.4 |
| * 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. | |  |  |  |
| * 1. PA to ensure asphalt quantities produced and accepted for payment match monthly certification quantities certified by contractor. | |  |  |  |
| 1. Adjustments: | |  |  |  |
| * 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 (do not wait till end of asphalt to apply CPF adjustments) | |  |  |  |
| 1. Contractor’s Certification of Quantities for Asphalt items submitted with Final Estimate Package. | |  |  | Specifications |
| 1. For Multi-Fin Projects let under one contract: all Asphalt produced and accepted for a particular pay item shall be reported by Contractor under the lead FIN number. | |  |  | CPAM 11.6 |
| 1. Value added Asphalt Pavement three (3) year warranty period 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 will be re-submitted to SMO. | |  |  | DCE Memo 01-17  DCE Memo 03-17 |
| 1. For projects let prior to July 2015 using QCRR (Form 675-030-20): fill out the Asphalt Roadway – As Built Data Form (Form 700-050-12, in Excel format) and email to Sherry Valdez in the State Construction Office ([CO-FinalEstimateSection@dot.state.fl.us](mailto:CO-FinalEstimateSection@dot.state.fl.us)). | |  |  | DCE Memo 03-17 |
|  | Asphalt LS/Design-Build Projects  (for projects let Jan. 2017 and forward) | | | Special Provision Section 9 |
| 1. Asphalt Tonnage is paid up to 100% of the adjusted Plan Summary Box total. Any quantity over the adjusted quantity will not be paid for. Reduction in pay will be made when applicable. | |  |  |  |
| 1. Overbuild: the Department will pay quantity that is placed. Apply +/- adjustments, when applicable. | |  |  |  |
| 1. Adjustments: Based on Section 9 of the Special Provisions: | |  |  | CPAM 6.2 |
| * 1. Smoothness and Composite Pay Factor applied. For LS, use Table 9-4. For DB, use 6 months statewide averages. | |  |  |  |
| * 1. Apply bituminous adjustments, if applicable. | |  |  |  |
| * 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. | |  |  |  |
|  | Asphalt Conventional Projects | | | |
| 1. Asphalt Tonnage is paid for each pay item based on the quantity placed on the project, limited to 105% of the adjusted plan quantity for the pay item. The QCRR calculates the adjustment automatically. | |  |  | Specifications Section 334-7  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 shall be calculated and applied. |  |  | Specifications Section 455 |
| 1. Lost or missing samples line item adjustment shall 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 FE Package. Use Form 700-050-61 (Final Measurement Miscellaneous) for the 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  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. |  |  |  |
| * 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. |  |  |  |
| * 1. Ensure the survey level notes used to determine top-of-pile elevations are attached to the Pile Driving Log. |  |  |  |
| * 1. Ensure the quantity for preformed pile holes, buildups, splices, re-drives, and set checks are included in the piling length. |  |  |  |
| 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). |  |  | 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 nominal commercial sizes shown in the plans or ordered by the Engineer to calculate quantities. |  |  |  |
| * 1. Ensure the overall lengths of the pieces used must be as shown in the plans, or the lengths actually incorporated in the structure are less than those shown in the plans. |  |  |  |
| 1. Steel Grid Floors |  |  | Specifications Section 504 |
| * 1. Station to station lengths and widths may be used in the calculation of the dimensions actually 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 is in excess of 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 shall 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 in excess of 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 fuel adjustment flag is selected in SiteManager | |  |  | CPAM 5.14 |
| 1. Conventional Projects: Manual fuel adjustments shall be made in SiteManager for Lump Sum pay items | |  |  | CPAM 5.14 |
| 1. Conventional Projects: Manual fuel adjustments shall be made in SiteManager for Contracts that call for Black Base Option only. | |  |  | CPAM 5.14 |

Section XI

## Contract Time

|  |  |  |  |
| --- | --- | --- | --- |
| CATEGORIES |  | N/A | REFERENCES |
| 1. Time Folder back up compiled for submittal with the Final Estimate Package |  |  | CPAM 5.11 |
| 1. Contract Time Allowed and Elapsed verified on Status report. <http://webapp02.dot.state.fl.us/CARS/FinalEstimateStatus/Contract.aspx/EstimateReport/14124?path=%2FCARS%2FFinalEstimateStatus%2FContent%2FImages> |  |  | 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 7.3.11.1(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. Submit lane closure requests in the Lane Closure Information System (LCIS) for approval. | |  |  |  |
| 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 SiteManager. | |  |  |  |
| 1. Apply A+B Bidding Final Incentive/Disincentive as a Contract adjustment in SiteManager 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 SiteManager. | |  |  |  |
| 1. Contractor must request No Excuse Bonus in writing per Specifications. | |  |  |  |
| 1. Apply No Excuse Bonus as a contract adjustment in SiteManager 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 SiteManager. | |  |  |  |
| 1. Apply Liquidated Savings as a contract adjustment in SiteManager 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. 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. Final As-built plans shall be prepared and submitted | |  |  | CPAM 5.12 |
| 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 SiteManager. | |  |  |  |
| 1. Apply Incentive/Disincentive as a Contract Adjustment in SiteManager 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 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 and Submit the Final Estimate Package and Final As-Built Plans | |  |  |  |
| 1. Enter Warranty Information in CIM | |  |  |  |
| 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 shall be removed from the Final As-Built Plans. | |  |  |  |
| 1. Resident Office shall make changes in Red. | |  |  | RAM 3  CPAM 5.12  CPAM 5.13 |
| 1. Resident Office Quality Assurance, if used, shall make changes in Orange. | |  |  | RAM 3 |
| 1. District Office – Initial Reviewer shall make changes in Blue. | |  |  | RAM 3 |
| 1. District Office – Overviewer shall make changes in Green. | |  |  | RAM 3 |
|  | Updating the Final As-Built Plans | | | |
| 1. If a plan sheet is revised, the original plan sheet shall have VOID imprinted on it with red text and the new sheet inserted after the old sheet in the Final As-Built Plans. | |  |  | CPAM 5.12.7(E) |
| 1. A voided Key Sheet should 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 shall be updated as 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 in matrices 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 must be received from the Contractor | |  |  | Specifications Section 611 |
| 1. Changes to the plans due to a Cost Savings Initiative Proposal (CSIP) by the Contractor will meet applicable requirements. | |  |  | PPM  CADD Manual |
| 1. Contractor shall 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. If layers are not used for markups, 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 Package

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. | |  |  |  |
|  | 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. | |  |  |  |
| 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. | |  |  |  |
|  | 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. TSO Estimate | |  |  |  |
| * + 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 |
| * 1. For projects let prior to July 2015 using 675-030-20, email the Roadway As-Built Pavement Data (Form No. 700-050-12) spreadsheet in Excel format to Sherry Valdez in the State Construction Office ([sherry.valdez@dot.state.fl.us](mailto:sherry.valdez@dot.state.fl.us)). | |  |  | DCE Memo 03-17 |
|  | Final Estimate Package | | | |
| 1. Submit the Final Estimate Package 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 Package 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 Ad-Hoc Reports to verify contract time charges in SiteManager 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. Identify Final Estimates Documents not received within 30 days of Final Acceptance as delinquent. | | |  | |  |  |
| 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) | | |  | |  |  |
| 1. Record unpaid bills complaints in the Unpaid Bills Tracking System on the CARS menu. | | |  | |  |  |
| 1. Resolve individual issues in Unpaid Bills Tracking System per Resident Engineer and/or District Construction Engineer. | | |  | |  |  |
|  | 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 | |  | |  | | 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. | |  | |  | |  |
| 1. Review Work Orders and ensure payments are made accordingly. | |  | |  | |  |
| 1. Verify Pay Item Summary and Certification Sheet and signatures | |  | |  | |  |
| 1. Verify Final Estimate accuracy | | |  | |  |  |
| * 1. Pay Item Quantities | | |  | |  |  |
| * 1. Liquidated Damages | | |  | |  |  |
| * 1. Bonuses and Adjustments (See [Summary of Adjustments](#_Summary_of_Adjustments)) | | |  | |  |  |
| * 1. Thickness adjustments, Adjusted Plan Quantity adjustments, deficiency adjustments, etc. | | |  | |  |  |
| * 1. Certifications (MOT, Striping, Fuel and Bituminous) | | |  | |  |  |
| 1. Review the explanation of overruns and underruns. | | |  | |  |  |
| 1. Review changes made to final estimate by Initial Reviewer. | | |  | |  |  |
| 1. Complete the PAR Form and distribute to the RO, if PAR is performed. | | |  | |  |  |
| 1. Issue a Notification of Findings letter to the Contractor, if applicable. | | |  | |  |  |
|  | Final Payment and Contract Closeout | | | | | |
| 1. Prepare LFA boiler plate letter, if applicable. | | |  | |  |  |
| 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. | | |  | |  |  |
| 1. If the contractor has not submitted contract-required documents within specified period, prepare forfeiture letter and obtain approval from FHWA 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. | | |  | |  | RAM 5 |
| 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 as appropriate | | |  | |  |  |