

CHAPTER 9
FINAL ESTIMATES
TRAINING AND QUALIFICATION PROGRAM

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9.1 PURPOSE

The purpose of the ***Final Estimates (FE) Training and Qualification Program*** is to establish a specific level of knowledge and administrative skills for the personnel responsible for measuring pay item quantities, completing FE forms and documents, processing progress payments, and preparing a final estimate package for a construction contract. This course provides appropriate methods for measurements and documentation for Lump Sum, Design Build and Conventional projects, including Plan Quantity, Final Measured and Lump Sum pay item concepts.

9.2 BACKGROUND

The Department has maintained a Final Estimates training and certification course for over 20 years. The Final Estimate Construction Training and Qualification Program (CTQP) has replaced the ***District Specific Training for Final Estimates Preparation, TRESS No. BT-06-0037, Statewide Seminar for Final Estimates, TRESS No. BT-060-0042*** and the ***Final Estimates Self Study (FESS) Manual***.

9.3 QUALIFICATION REQUIREMENTS BY JOB FUNCTION

This program offers two levels of qualifications. Level 1 includes all personnel responsible for measuring and documenting pay quantities for progress and final estimates in accordance with the ***Construction Project Administration Manual (CPAM), Topic No. 700-000-000***. All Inspectors must maintain this qualification.

Level 2 includes all personnel responsible for producing progress and final payments and/or compiling final estimates packages in accordance with the ***CPAM, Topic No. 700-000-000*** and the ***Review and Administration Manual (RAM), Topic No. 700-050-005***.

9.4 QUALIFICATIONS AND COURSES

9.4.1 FE Level 1 Qualification Requirements

All applicants seeking the FE Level 1 qualification must view the Level 1 training course (computer based) and pass the FE Level 1 written examination. A closed book written examination must be administered by an approved CTQP proctor for the FE Level 1 qualification course. The maximum time allowed is 2 hours. A passing score for this examination is 70%.

The written examinations are electronically graded by the CTQP and posted in the Training Qualification Database System. Two weeks should be allowed for grading and posting of the examination results.

After obtaining this qualification requirement, the applicant's Department qualification date will be added to the Training Qualification Database System. Level 1 qualification shall be for five (5) years (60 months) from the date the qualification examination requirement was satisfied.

9.4.1.1 FE Level 1 Training Course

Trainees taking the FE Level 1 examination should be familiar with the current specifications and the **CPAM, Topic No. 700-000-000**. Highly recommended prerequisites for the FE Level 1 course are:

- **Construction Math, TRESS No. BT-06-0007.**
- **Contract Plans Reading, TRESS No. BT-06-0008.**

The Level 1 Training Course is approximately four (4) hours long and is computer based. Topics covered in this course are:

- (1) Contract Documents such as Plans, Specifications, Contract Proposal Form, Supplemental Agreements, Work Orders, and Locally Funded Agreements.
- (2) Types of Documentation including field books, site source forms, computer input and output, Final As-Built plans and Daily Work Reports.
- (3) Final Measurements methods of calculating areas, volume, linear measurements, weights and per each items.
- (4) Methods of Measurements including Lump Sum, Plan Quantity & Final Measure Pay Item Concepts including Contractor's certified quantities.
- (5) Overview of Final Estimates resources and documentation.

9.4.2 FE Level 2 Qualification Requirements

A qualified FE Level 2 person will compile, verify, and process the necessary documentation for proper payment of progress estimates during a construction contract in accordance with the contract documents and **CPAM, Topic No. 700-000-00**. In addition, this person will be responsible for the submittal of the completed FE package that includes all the necessary documentation and forms used to support the final contract amount, for the construction project.

All initial applicants seeking FE Level 2 qualification must attend an FDOT accredited Final Estimates Level 2 Training Course and receive a passing grade on the final examination. Applicants seeking requalification should refer to **Section 9.5.2**. A closed book, written examination is administered by an approved CTQP

proctor, on the last day of the FE Level 2 qualification course. The maximum examination time allowed is 2 hours. A passing score for this examination is 70%.

All examinations are electronically graded by the CTQP and the results posted in the Training Qualification Database System. Two weeks should be allowed for grading and posting the examination results.

After obtaining this qualification requirement, the applicant's Department qualification date will be added to the Training Qualification Database System. Qualification shall be for five (5) years (60 months) from the date the last qualification examination requirement was satisfied.

9.4.2.1 FE Level 2 Training Course

Prior to attending this course, applicants for the FE Level 2 course are required to hold a FE Level 1 qualification. This is a two (2) day course and includes a multiple choice examination at the end of the second day.

Topics covered in this course are:

- (1) Contract Documentation
- (2) Methods of Measurement & Documentation
- (3) Asphalt Records
- (4) Fuel and Bituminous Adjustments
- (5) Earthwork
- (6) Structures (Bridge, Pile Driving, and Drilled Shafts)
- (7) Contract Time
- (8) Final As-Built Plans
- (9) Submittal of the Final Estimate and Offer of Final Payment
- (10) Unpaid Bills
- (11) Materials Acceptance and Certification
- (12) Signalization and Highway Lighting

9.5 REQUALIFICATION

Due to frequent changes in specifications, methods of documentation, and other processes, requalification requirements are issued as follows:

9.5.1 FE Level 1 Requalification

Applicants for the FE Level 1 requalification must pass the written examination for the FE Level 1 Training Course. After an applicant has successfully met the requalification requirement, the requalification date will be added to the Training Qualification Database System. Requalification shall be for five (5) years (60 months) from the date of expiration.

Any applicant who fails to become requalified by the 60th month shall become disqualified on the last day of the 60th month and must reapply for qualification.

9.5.2 FE Level 2 Requalification

If the Level 2 Qualification/Requalification is maintained, the Level 1 status is considered current and no additional action is required. Although encouraged, attendance in an FDOT accredited Final Estimates Level 2 training course is not required. However, applicants must pass the written FE Level 2 examination.

After the FE Level 2 requalification requirement has been met, the requalification date will be added to the Training Qualification Data Base System. Requalification shall be for five (5) years (60 months) from the date of expiration.

Any qualified FE Level 2 personnel who fails to become requalified by the 60th month shall become disqualified on the last day of the 60th month. That person must reapply for qualification for both FE Level 1 and Level 2 and is required to pass both FE Level 1 and 2 examinations.

9.6 SUSPENSION AND REVOCATION OF QUALIFICATION

9.6.1 Suspension

CTQP FE Level 2 qualified personnel will be subject to evaluations and must achieve acceptable results in order to maintain qualified status. This will be based on a review of all active qualifications. See **Chapter 3** of the **Review and Administration Manual (RAM)**, **Topic No. 700-050-005** for the evaluation procedure and application of strikes.

Once the third strike is received, the suspension process will begin.

Should a third strike be given within two (2) years from the first strike, the District Final Estimates Manager will submit the **FE Qualifications Performance Report** to the District Construction Engineer (DCE) and State Final Estimates Engineer (SFEE), in addition to the individual, the supervisor, and Resident Engineer. The DFEM will discuss the matter with the DCE and the SFEE to initiate the suspension of an individual's FE Level 2 qualifications. The qualification suspension will be sent by email from the State Final Estimates Engineer to the CTQP Administrator by e-mail for entry into the Training Qualification Database System. The District Final Estimates Manager (DFEM) and the District Construction Engineer (DCE) will be copied as well. Suspensions may be appealed to the Director, Office of Construction within 30 days of the notice of suspension. The Director's decision concerning suspension is final.

The individual will not be able to perform FE Level 2 functions until re-qualification is attained. The individual must attend the FE Level 2 qualification course and pass the written examination through the CTQP to become re-qualified. Once the individual passes the FE Level 2 course examination, all previous strikes will be disregarded in ***Final Estimates Qualification Performance System*** and the individual will begin with a clean evaluation status until the next evaluation by the District Final Estimates Office.

Prior to having the qualification reinstated, the applicant must attend and complete any applicable Qualification course(s), and obtain a passing score on any applicable written examination(s). This includes meeting all initial, conditional requirements.

9.6.2 Disqualification

Active, qualified personnel must conform to the Department's practices with regard to Quality Control operations. Should any qualified person falsify Department records, his/her qualification will be subject to possible revocation by the SFEE and the DCE, jointly. Falsification of project related documentation may be subject to further investigation and penalty under State Statutes and Federal Law.

The SFEE and the DCE (jointly) shall be the authority which revokes qualification. Both the SFEE and the DCE must sign the letter of revocation. Notification that a qualification has been revoked shall be by email. A copy of the notification shall be sent to the employee's supervisor/manager (in-house or consultant), State Construction Training Administrator (SCTA), and the CTQP for Training Qualification Database System update. This decision may be appealed to the Director, Office of Construction. The Trainee has 90 days from receipt of notice to appeal this decision. The Director's decision regarding revocation is final. Anyone having their qualification revoked shall be eligible to apply for new qualification after a period of two years.

9.7 DEPARTMENT RESPONSIBILITIES

The following responsibilities are unique to the FE Training and Qualification Program and are in addition to those listed in ***Chapter 1*** of this manual.

9.7.1 State Construction Office (SCO)

Maintain the Final Estimates Qualifications Performance System as outlined in ***Chapter 4*** of the ***RAM***.

9.7.2 District Construction Office

Conduct Independent Assurance Reviews on selected CTQP qualified FE Level 2 personnel.