



- 1 (3) Check the contract prices and item descriptions shown on the proposal form  
2 and verify the transfer of the prices to the final estimate pay item summary  
3 sheet, placing their initials beside the unit price for each correctly transferred  
4 unit price. Differences indicate the existence of SA or errors. Where  
5 differences occur, check all SAs to see if the unit price has changed or a  
6 similar pay item has replaced the original pay item. If not, an error has  
7 occurred and the unit price shall be corrected in the computation book.
- 8 (4) Review the contract fuel requirement sheet for fuel adjustment. Review the  
9 bituminous materials indexes that could affect the final contract pay  
10 quantities or prices bid on items in the proposal. These are covered in detail  
11 in **Chapter 13** of this manual (see **Contract Adjustments**).
- 12 (5) Review each SA added to the contract or in the contract.
- 13 (a) Were conditions requiring an SA in accordance with the **Standard**  
14 **Specifications**?
- 15 (b) Check for revisions to items related to those changed by an SA. One  
16 example is a change in an asphalt base item that can affect the  
17 structural asphalt item as well.
- 18 (c) Were those items added, deleted, or altered by the SA properly  
19 documented on the final estimate?
- 20 (d) Where applicable, ensure claim documenting records of the  
21 Contractor's equipment, labor, and materials are included as required  
22 by **Chapter 7, Section 5 of the Construction Project**  
23 **Administration Manual (CPAM)**.
- 24 (e) Check if there are any **Unilateral** SAs with costs established solely  
25 by the Project Administrator (PA) in the absence of a negotiated  
26 agreement with the Contractor. Also check for any **Contingency** SAs  
27 with costs based on material, equipment, labor, subcontractor  
28 insurance, and bond costs in lieu of a negotiated price. If one exists,  
29 the supporting extra work records shall be reviewed to ensure that the  
30 correct amount has been paid. The Resident Office (RO) staff shall  
31 submit the supporting (extra work) records to verify each **Unilateral**  
32 and **Contingency** SA. (See **Chapter 3 of this manual, Figure No's.**  
33 **3-3 and 3-3a**).

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- 1 (6) Note any Joint Participation Agreements (JPA), or Locally Funded  
2 Agreements (LFA) included in the contract and the specific items affected by  
3 them.
- 4 (7) Note any pending SAs work Orders, and time extensions that are being  
5 processed and the effect they have on the final estimate.
- 6 (B) Final Plans: The job orientation shall include a review of the contract plans before  
7 checking any specific items, calculations, or source data.
- 8 (1) Key Sheet - Check the overall limits of the project and the extent of the  
9 improvement. Note the scope of the project such as bridges, signing,  
10 lighting, landscape, etc., and check that all plans are included.
- 11 (2) The Summary of Quantities sheet shall be examined and compared with the  
12 final estimate. The basis for original quantities, contingency items, and  
13 station-to-station design requirements should be noted for mental  
14 comparison during the reviewing operation.
- 15 (3) Study ~~t~~Typical ~~s~~Sections and their explanatory notes for them. Changes in  
16 dimensions, thickness, or material type must be marked for recall. They will  
17 be considered when those items are checked.
- 18 (4) Read the general notes and all special construction notes, outlining any  
19 unusual methods of construction, measurement of quantities, or payment for  
20 future reference.
- 21 (5) Acquaint yourself with the Summary of Earthwork Quantities and the overall  
22 earthwork requirements. Check that all required cross sections are available  
23 and that all volumes have been calculated.
- 24 (6) Review the overall scope of the Summary of Drainage Structures, as to size,  
25 quantity, and type of structures required.
- 26 (7) Inspect the Plan Profile sheets to be sure all construction is covered. Check  
27 for revised alignment (horizontal or vertical) and for the authorization and  
28 documentation required.
- 29 (8) Be certain that all ***Roadway and Traffic Design Standards (STD) Index***  
30 drawing numbers required by the various categories of work are included.
- 31 (9) Shop drawings and special working drawings shall be checked. It may be  
32 necessary to request these as they are sometimes not added to and included

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1 with the set of plans.

2 (10) Study all plans (roadway, structures, signing, signalization, lighting, and  
3 landscaping) until a working knowledge of the intent and scope of the project  
4 is clear.

5 (11) Errors discovered on (STD) Index Drawings, shop drawings, Special Detail  
6 Sheets or Final Plans shall be brought to the attention of the District Final  
7 Estimates Manager (DFEM) so that the appropriate personnel may be  
8 advised.

9 (12) Changes in the plan design, is made by construction personnel must be  
10 documented in accordance with **Chapter 7, Section 1 of the CPAM.**

11 If any substantial change is made to the project during construction, the  
12 change should be reflected by black ink on the proper sheet of the Contract  
13 Set of Plans. The responsible engineer shall then seal the page on which  
14 the change occurs. In accordance with the rules of the Florida Department  
15 of Professional Regulation's Board of Professional Engineers, the  
16 responsible engineer shall then sign and date the page. Proper language of  
17 qualification is recommended on the cover sheet (the first page of the plans  
18 only). This language should note that by sealing the cover sheet, the  
19 responsible engineer is only taking responsibility for the changes in the  
20 plans, ~~not~~ not the entire set of plans. This language should also note, that by  
21 sealing the page of the change, the responsible engineer is taking  
22 responsibility for the change only, not for the entire page. Suggested  
23 language for this qualification is: This project was constructed in substantial  
24 accordance with these plans as provided by the engineer of record. If  
25 changes were made, those changes are indicated by black ink and bear the  
26 seal and signature of the responsible engineer. The resolution of a signing  
27 and sealing issue should not affect final payment to the Contractor  
28 regardless of whether or not the change is ever signed. The processing of  
29 the final estimate will not be held up due to any signing and sealing question.  
30

31  
32 (C) General Backup and Support Data: An examination of the files, documents, and  
33 general contract correspondence is just as important as the background information  
34 related to the contract and the final plans. The following data shall be reviewed and  
35 all special conditions and significant data referenced for the reviewing operation. By  
36 carefully reviewing the background information outlined below, personnel reviewing  
37 final estimates will be able to do their job competently and efficiently:

- 1 (1) The general correspondence file and the PA's contract file.
- 2 (2) Testing files and disposition of failing materials from the Office of Materials  
3 and Research.
- 4 (3) The Daily and Weekly Construction Diary Records.
- 5 (4) The Explanation of Overruns and Underruns. If one of a group of closely  
6 related items has been overrun or underrun, the other related items in the  
7 group should show the required similar overruns or underruns.
- 8 (5) The DFEO office file for the job, including the Administrator's Work Sheet  
9 and its figures and informational remarks.
- 10 (6) The Computation Book (Roadway and Structures) and output binders for  
11 project calculations.
- 12 (7) Delivery Tickets, Tabulation Forms, automatic weight tickets,  
13 bituminous records, and final measurement data.
- 14 (8) Check on the receipt of all required documents, especially those which  
15 establish the seventy-five (75) day pay-off date.
- 16 (9) Check for court orders or Arbitration Board Orders that affect the final  
17 estimate.
- 18 (10) Check for estimates on a project in Site Manager, click on Contractor  
19 Payments – estimates - estimate history; this will show you all the estimates  
20 pertaining to the project, including any pending estimates. You can click on -  
21 Contract Administration – Reports - Contract Status, and this gives you a  
22 current status report on your project, like time, monies, etc.
- 23 (11) Review the ***Final eEstimates gGuide iList***.

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## 25 5.2.2 INITIAL CHECKS FOR PLANS AND FINAL ESTIMATES ITEMS

- 26 (A) Have final measurements for final quantities been properly verified, where  
27 applicable?
- 28 (B) Are calculation of quantities complete, reflecting only the work performed checked  
29 and initialed?

- 1 (C) All quantities are substantiated by field records (~~t~~Tabulation ~~f~~Forms, ~~F~~field ~~b~~Books,  
2 ~~F~~final ~~p~~Plan ~~d~~Dimensions) or other forms of acceptable site source records.
- 3 (D) Type of material used is authorized by the contract's Special Provisions, General  
4 Notes, or SA.
- 5 (E) **Salvage Tickets** signed by department maintenance personnel to verify that all  
6 designated materials were delivered to maintenance.
- 7 (F) Limits of placement of various pay items appear reasonable when correlated with  
8 limits of other pay items in the vicinity.
- 9 (G) Quantities are summarized, and area cross sections are verified if needed. The final  
10 quantities have been correctly transferred to the final estimate pay item summary  
11 sheet .
- 12 (H) ———Do the Final Plans reflect the revised items? Are they adequately cross-  
13 referenced?  
14
- 15 (I) List all questions on the **Administrator's Work Sheet** and note the action taken  
16 toward solving or answering them.

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### 17 5.3 LIST OF FIGURES FOLLOWING THIS CHAPTER

- 18 There are no Figures following this Chapter.