



User Guide

Final Estimate Status


Prepared by:
State Construction Office (SCO)
Final Estimates Section

July 3, 2019








Document Control

| Version | Change | Made By | Date |
|---------|--|------------------|----------|
| 0.1 | QAR to QC Review Clarification Day(s) in Review | Taylor Carlquist | 3/15/19 |
| 0.2 | Clarification of Dates in SM | Ashley Anderson | 4/4/2019 |
| 1.0 | Application Update | Ashley Anderson | 7/3/2019 |

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General

The Final Estimate Status application is used by Final Estimates staff to track Quality Control Review (QC Review) findings during construction and during the contract closeout process to track contract status, pay off date, and Post Audit Review (PAR) findings.

Form 700-050-26, Final Interest Payment Log, Form 700-050-28, Final Estimates Office Record of Final Plans and Documents, and the **PAR Report** are generated in this application.

Access

To access the application, the user must have an Active Directory (AD) Account.

How do I change my password?

You can change your AD password from the AD login screen. There is a Change Password Link under the Login button.

How do I reset my password if I've forgotten it?

To reset your AD account, you have two options.

1. Send an email to fdot.servicedesk@dot.state.fl.us request your AD account be reset.
2. You may use the [Hitachi ID Identity And Access Management Tool](#) if you have setup your questions.

Roles

Roles are initially set by the Final Estimates Status system based on user roles in SiteManager/PrC [identified by brackets below]. To edit role, please submit an Automated Access Request Form (AARF).

System Used by System to add new users [SMADIN]

Admin Full Rights (SCO System Section and State Final Estimates Office) [PrCCenOffAdmin, COFEINQ, SMADMIN]

User Rights to create new contracts and edit all contract information (District Final Estimates Managers) [CND1FE, CND1FEE, CND2FE, CND2FEE, CND3FE, CND3FEE, CND4FE, CND4FEE, CND5FE, CND5FEE, CND6FE, CND6FEE, CND7FE, CND7FEE, CNTPFE, CNTPFEE]

PAUser Rights to create new contracts and read access to findings (typically Project Administrators and Contract Support Specialists) [PrCRE, PrCRPA, CND1OENG, CND1REOE, CND1RPE, CND2OENG, CND2REOE, CND2RPE, CND3OENG, CND3REOE, CND3ROEP, CND3RPE, CND4OENG, CND4REOE, CND4RPE, CND5OENG, CND5REOE, CND5RPE, CND6OENG, CND6REOE, CND6RPE, CND7OENG, CND7REOE, CND7RPE, CNTPREOE, CNTPRPE]

Menu

The menu bar is located at the top of the page. This is the primary means of navigation.



You have several options.

- Contracts
 - This is a link to all the contracts in the application.
- Users
 - This is a link to all the users in the application.
- Roles
 - This is a link to role description and groups.
- Code Values
 - This is a link to code descriptions for adjustments and statuses
- Report
 - This is a link to the reports page.
- Help
 - A link to the Help page, where you can find the icon legend, this user manual, and contact information to provide comments/suggestions or to get help with issues.

Search for a Contract

On the contracts tab, enter a Contract ID or Description to search for a contract. Contract list will reduce to entries that meet the criteria entered. Use the Clear button to display all contracts again.

A search filter interface with a black border. It contains three input fields: "Filter by Contract Id:", "Filter by Description:", and a "Clear" button. The first two input fields are highlighted with a red rectangular box.

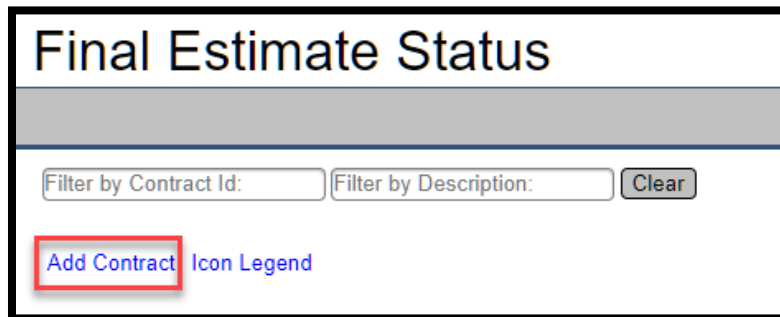
If an entry can't be found, a notification will display.

A search results notification interface with a black border. At the top, there is a text input field containing "T1111" with a clear 'x' button, followed by a "Filter by Description:" label and a "Clear" button. Below this, there is a blue link "Add Contract" and a red rectangular box containing the text "No Results for the Selected Criteria".

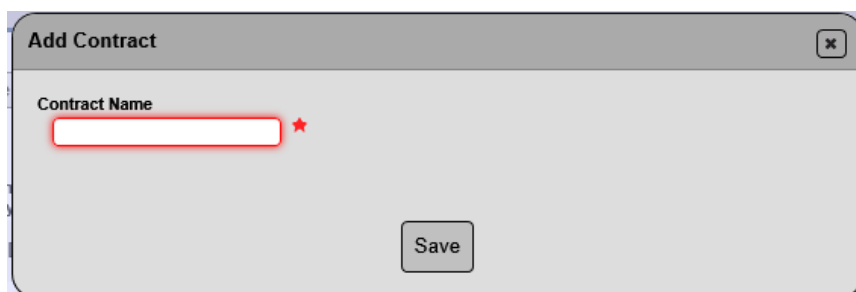
Add a Contract

This step is the responsibility of the Resident Office to initiate before submittal of the Final Estimates Documentation to the District Final Estimates Office, unless the District created the contract for a QC Review.

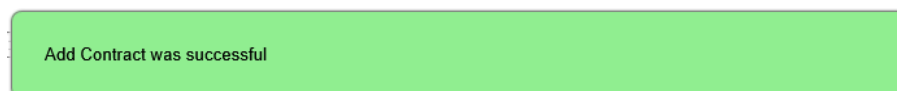
Select Add Contract.



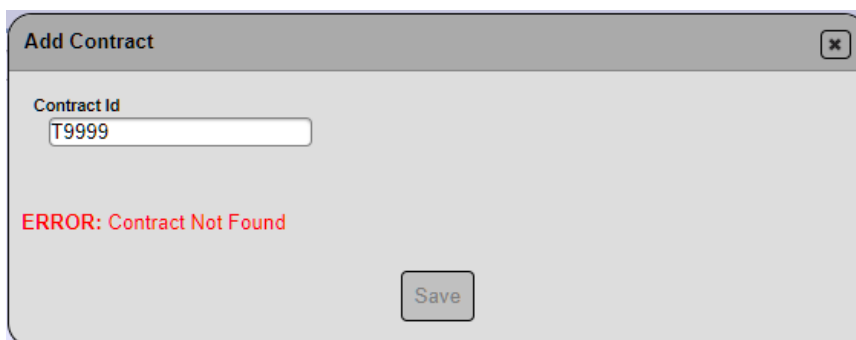
Enter the Contract ID.



Successful entry.



Unsuccessful entry.



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Icon Legend

Final Estimate Status

[Add Contract](#)
[Icon Legend](#)

| | | | | District | Contract ID | Contract Type | |
|--|--|--|--|----------|-------------|---------------|-----------|
| | | | | 01 | 21403 | CC | FROM AT U |
| | | | | 01 | 21575 | CC | US 17 |

Icon Legend

Legend

| Icon | Title | Description |
|------------------------|-----------------|--|
| | Details | View more details about contract. |
| | Form 700-050-28 | View the Final Estimates Office Record of Final Plans and Documents. |
| | PAR Report | View the PAR Report. |
| | Form 700-050-26 | View the Final Interest Payment Log. |
| | Validate | Validate the contract. |
| | Unvalidate | Unvalidate the contract. |
| | Send to EDMS | Send Form 700-050-28 to EDMS. |
| | Unlock | Unlock the contract. |
| | Update | Update record. |
| T1234 | Contract Link | Link to the PSSP contract site. |
| 123456 | EDMS Sequence | Link to Form 700-050-28 in EDMS. |

Comment or Suggestions

If you have any comments or suggestions concerning this application, please send an email to CO-FinalEstimateSection@dot.state.fl.us

Issues

If you have any issues with this application, please submit a ticket at <https://scos.fdot.gov/>.

Contract Header

Most dates shown in the contract header are populated from the Key Dates in SiteManager in real-time. Others are calculated as indicated in the Explanation of Dates below. Names formatted as *LastName*,

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FirstName come from SiteManager and names formatted as *FirstName LastName* come from Active Directory. This formatting cannot be changed.

| Contract Information | | | | | | | | | |
|--|-----------------------------------|---|--|------------------------------|---------------------------------|--|--|---------------------------|--|
| Contract Id E3R38 | Prime Project Id 21869925201 | Description BRIDGE REPAIR-REHABILITATION | Vendor PNEUMATIC CONCRETE CO., INC. | Original Bid \$459,900.37 | | | | | |
| Dates From SM | | | | | | | | | |
| Letting 6/14/2018 | Executed 7/25/2018 | Notice To Proceed 8/22/2018 | Time Began 10/1/2018 | Final Accepted 2/19/2019 | Offer Final Payment 3/4/2019 | Offer Final Payment Returned 3/4/2019 | Regular Acceptance Letter Returned 4/8/2019 | Qualified Letter Returned | |
| 21A Received 4/8/2019 | Last Document Received ? | Certification Compliance 3/6/2019 | Certification Materials 2/26/2019 | Received at DFEO 3/6/2019 | Par Begin Date 3/6/2019 | Par End Date 3/6/2019 | | | |
| Calculated Dates | | | | | | | | | |
| Date To Submit 3/21/2019 | 45 Days from Req Doc 5/23/2019 | 75 Days from FA 5/5/2019 | Required Pay Off 5/23/2019 | | | | | | |
| Project Personnel | | | | | | | | | |
| Project Administrator Munyon, Patrick | Project Manager Kerwin, Jeff | Resident Office Midway Operations Center | Resident Engineer Corbin, Gabriella | DFEM David Bradford | DCE Ed Hudec | District Secretary Phillip Gainer | | | |

Explanation of Dates

1. **Last Document Received** is the receipt date of last required document, besides the **21-A** and the **Acceptance Letter** required in Spec 9-8. Remember to identify the **Name of Last Document Received** on the DFEO tab. This is a Key Date in SiteManager.
2. **Date to Submit** is calculated as the **Final Acceptance Date** plus 30 days.
3. **45 Days from Req Doc** is calculated as 45 days from the latter of the **21-A**, the **Acceptance Letter**, or the **Last Document Received** (and is used to calculate the **Required Pay Off** date on the *Final Interest Payment Log*).
4. **75 Days from FA** is calculated as the **Final Acceptance Date** plus 75 days (and is used to calculate the **Required Pay Off** date on the *Final Interest Payment Log*).
5. **Required Pay Off** date is calculated per the *Final Interest Payment Log* form.
6. **Day(s) in Review** on the *PAR form* is calculated as the difference between the **Begin Post Audit Review** date entered in SiteManager and **End Post Audit Review** date entered in SiteManager. If **Begin Post Audit Review** and **End Post Audit Review** are equal, the days will be 1.
7. **Days to Submit FE Documentation** on the *PAR form* is calculated as the difference between **Final Acceptance Date** and **Received at District FE Office** entered in SiteManager. This number can be adjusted for weekends/holidays on the DFEO tab using the **Days to Submit Adjustment** field. The maximum adjustment is five (5) days.

The *SiteManager* Key Dates needed for this application are:

- | | |
|--------------------------------------|---|
| 1. Time Begin Date | 7. Certification of Compliance Received |
| 2. Final Acceptance Date | 8. Material Certification Date |
| 3. Offer of Final Payment Date | 9. Received at District FE Office |
| 4. Receipt of Offer of Final Payment | 10. Last Document Received |
| 5. Qualified Letter Returned | 11. Begin Post Audit Review |
| 6. 21-A Received | 12. End Post Audit Review |

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Add Contract Details

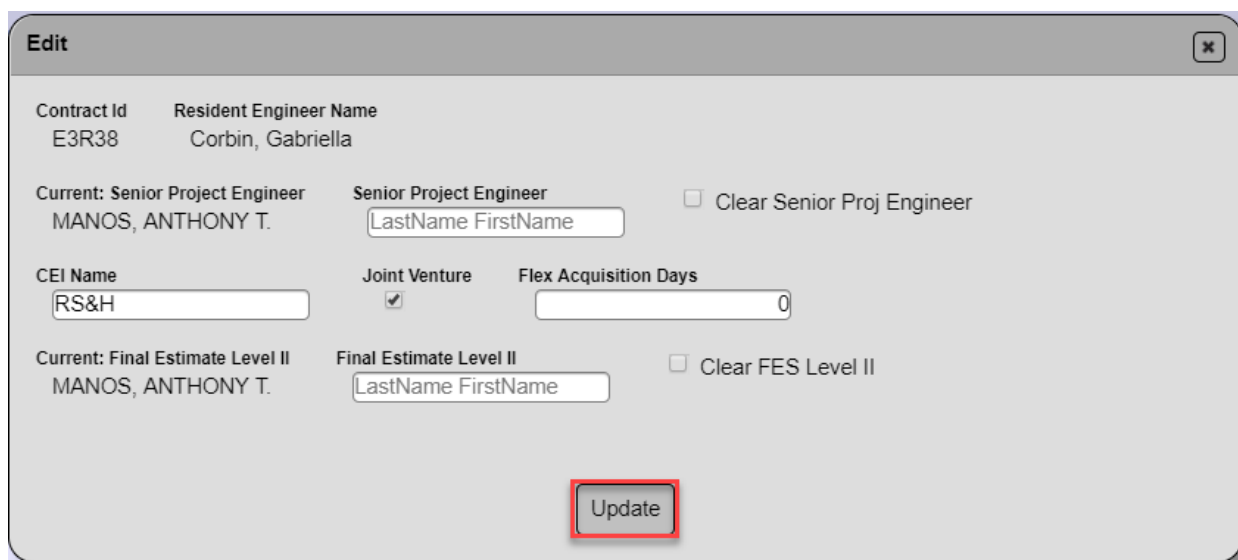
Contract Information tab

This step is the responsibility of the Resident Office to initiate before submittal of the Final Estimates Documentation to the District Final Estimates Office, unless the District created the contract for a QC Review.

Select Edit.



Enter the appropriate Contract Information, then select Update.

A screenshot of a web application form titled "Edit". The form contains several fields and checkboxes. At the bottom right, there is a button labeled "Update" which is highlighted with a red rectangular box. The form fields include: Contract Id (E3R38), Resident Engineer Name (Corbin, Gabriella), Current: Senior Project Engineer (MANOS, ANTHONY T.), Senior Project Engineer (LastName FirstName), Clear Senior Proj Engineer checkbox, CEI Name (RS&H), Joint Venture checkbox, Flex Acquisition Days (0), Current: Final Estimate Level II (MANOS, ANTHONY T.), Final Estimate Level II (LastName FirstName), and Clear FES Level II checkbox.

NOTE: Senior Project Engineer and Final Estimate Level II are selected from FDOT Active Directory. Enter Last Name {space} first name and then wait for list to generate. This may take a moment. Contact [SCO System Section](#) if a name doesn't appear in the list.

Flex Acquisition Days should match the flex acquisition days in SiteManager. We collect this number in Final Estimate Status as an integer (number), since SiteManager collects it as a text field. This aids in using the number of days in reporting and calculations.

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DFEO tab

This step is the responsibility of the District Final Estimates Office.

Select Edit.



Enter the appropriate Contract Information, then select Update.

NOTE: PAR Reviewer is selected from FDOT Active Directory. Enter Last Name {space} first name and then wait for list to generate. This may take a moment. Contact [SCO System Section](#) if a name doesn't appear in the list.

Refund Offer Amount is the amount the Department overpaid the Contractor and is requesting back from the Contractor on the Offer Letter (i.e. the Contractor will submit a check with the Acceptance Letter).

Qualified Amount is the amount qualified by the Contractor on the Qualified Acceptance Letter.

Days in Review is automatically calculated by the system as the difference between the *Begin Post Audit Review* date entered in SiteManager and *End Post Audit Review* date entered in SiteManager. If *Begin Post Audit Review* and *End Post Audit Review* are equal, the days will be 1. This is used on the *PAR form*.

Days to Submit Adjustment is used to adjust the *Days to Submit* on the *PAR form* for weekends or holidays. The maximum adjustment is five (5) days.

Name of Last Document identifies the last required document in Specification 9-8, except the 21-A and Acceptance Letter, received from the Contractor.

Current Status

The current status listed on the DFEO tab is determined as follows:

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UNDER CONSTRUCTION

- Initial status for all contracts

FINAL ACCEPTED – CONSTRUCTION COMPLETE, JOB IN RESIDENT OFFICE

- Status change triggered when **Final Acceptance Date** in SiteManager is entered

FE PGK NOT SUBMITTED – FINAL ESTIMATE PACKAGE NOT RECEIVED AS REQUIRED BY DFEO

- Status change triggered when 30 days pass after Final Acceptance without **Received at District FE Office** date in SiteManager

SUBMIT – FINAL ESTIMATE HAS BEEN SUBMITTED TO CONTRACTOR FOR REVIEW AND ACCEPTANCE

- Status change triggered when **Offer of Final Payment Date** in SiteManager is entered.

F.E. DOCUMENTATION RECEIVED - SUBMITTED TO DFEO

- Status change triggered when **Received at District FE Office** date in SiteManager is entered

NEW – FINAL ESTIMATES BEING CHECKED

- Status change triggered when **PAR Begin Date** in SiteManager is entered

ADD FIND – VERIFY CHANGES, PREPARE FOR SUBMIT TO CONTRACTOR

- Status change triggered when **UnderPayment Amount** or **OverPayment Amount** in FES is not zero; AND
- **Finding Sent** and **Finding Received Dates** in SiteManager are blank

BEING HELD FOR INFORMATION

- Status change triggered when **Pending Change Orders** exist in SiteManager; AND
- **No PAR checkbox** checked or **PAR End Date** in SiteManager is entered

RESERVE – CONTRACTOR HAS SUBMITTED A QUALIFIED ACCEPTANCE LETTER

- Status change triggered when **Qualified Letter Returned Date** in SiteManager is entered; AND
- **No PAR checkbox** checked or **PAR End Date** in SiteManager is entered

PASSED

- Status change triggered when **Passed Date** in SiteManager is entered

PAID OFF

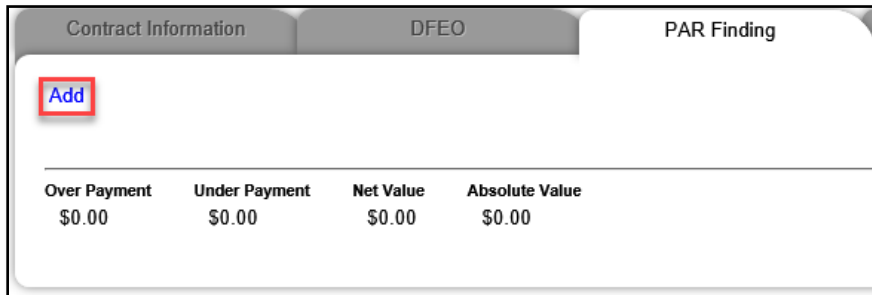
- Status change triggered when **Paid Off Date** in SiteManager is entered.

PAR Finding tab

This step is the responsibility of the District Final Estimates Office.

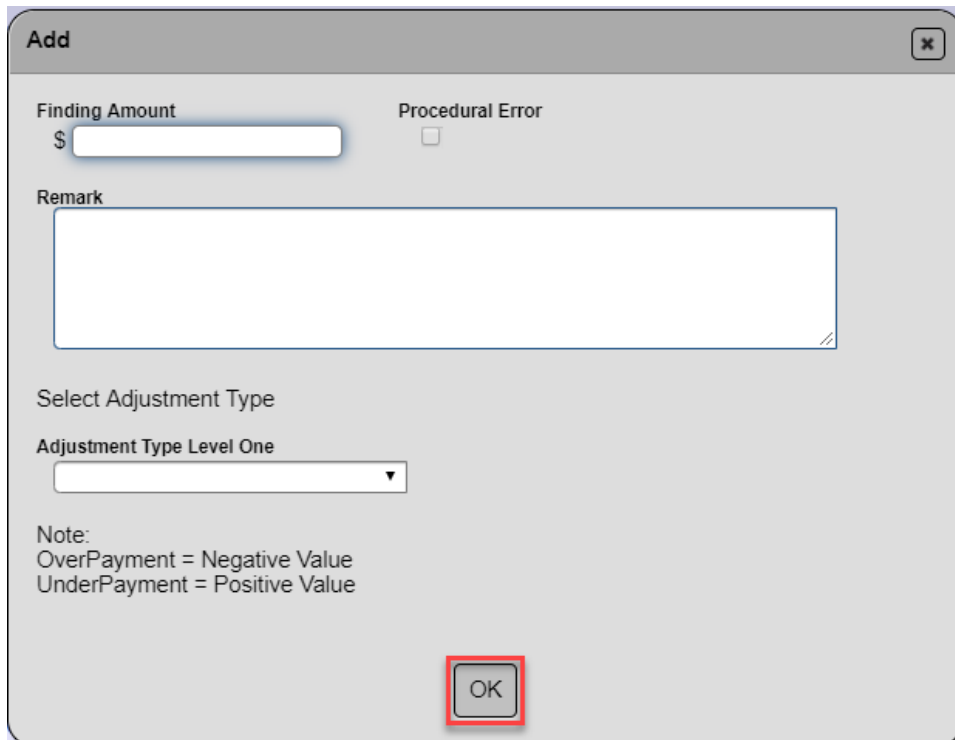
The District Final Estimates Office will enter all findings that should appear on the PAR Report here with the corresponding dollar amount. The application will automatically calculate the Overpayment, Underpayment, Net Value, and Absolute Value from the PAR Findings Entries.

Select Add.



| Over Payment | Under Payment | Net Value | Absolute Value |
|--------------|---------------|-----------|----------------|
| \$0.00 | \$0.00 | \$0.00 | \$0.00 |

Enter each PAR finding (separately), select OK, and repeat as needed.



Add

Finding Amount: \$

Procedural Error: ☐

Remark:

Select Adjustment Type

Adjustment Type Level One:

Note:
OverPayment = Negative Value
UnderPayment = Positive Value

OK

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Edit or Delete entries as needed.

| | | |
|---|---------------------------------|---|
| Edit | Finding Amount \$0.00 | Adjustment Type Description General |
| Remark a 24" x 30" pull box was installed in place of the original called for 30" x 60" pull box, but was not denoted on plan sheet T-8 | | Delete |

Findings tab

This step is the responsibility of the District Final Estimates Office.

The District Final Estimates Office will enter all additional findings here with the corresponding dollar amount, date sent, and date received.

Edit PAR Entry

The application will automatically enter the first Finding based on the entries from the PAR Finding tab. The District Final Estimates Office will need to enter the corresponding dates for when the PAR was sent and when a response was received, as well as upload the PAR response document.

Select Edit.

| Contract Information | DFEO | PAR Finding | Findings | | | | | | |
|--|--------------------|-----------------|--------------------------|---------------------------------|--------------------|-----------------|--------------------------|---------------------------------|---------------|
| <p>Add</p> <table border="1"> <tr> <td>Edit</td> <td>Type PAR</td> <td>PAR Sent</td> <td>Response Received</td> <td>Finding Amount 828.78</td> <td>Remark</td> </tr> </table> | | | | Edit | Type PAR | PAR Sent | Response Received | Finding Amount 828.78 | Remark |
| Edit | Type PAR | PAR Sent | Response Received | Finding Amount 828.78 | Remark | | | | |

Enter appropriate dates and remarks. When the CEI PAR response is received upload the file here, in lieu of the SharePoint site, then select Update.

Edit

PAR Sent

mm/dd/yyyy

Response Received

mm/dd/yyyy

Remark

Current Document

☐ Remove Current Document

Document

Upload File

Update

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Enter Additional Findings

Select Add.

| Contract Information | DFEO | PAR Finding | Findings | | | | | | | | | | | | |
|--|------|-------------|-------------------|----------------|--------|----------|-------------------|----------------|--------|--|-----|--|--|--------|--|
| <div> Add </div> <table border="1"> <thead> <tr> <th>Edit</th> <th>Type</th> <th>PAR Sent</th> <th>Response Received</th> <th>Finding Amount</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td></td> <td>PAR</td> <td></td> <td></td> <td>828.78</td> <td></td> </tr> </tbody> </table> | | | | Edit | Type | PAR Sent | Response Received | Finding Amount | Remark | | PAR | | | 828.78 | |
| Edit | Type | PAR Sent | Response Received | Finding Amount | Remark | | | | | | | | | | |
| | PAR | | | 828.78 | | | | | | | | | | | |

Enter appropriate information, then select OK.

Add

Finding Sent

mm/dd/yyyy

Finding Received

mm/dd/yyyy

Finding Amount

\$

Procedural Error

☐

Remark

OK

Edit or Delete entries as needed.

| Contract Information | DFEO | PAR Finding | Findings | | | | | | | | | | | | | | |
|--|------------|--------------|-------------------|----------------|--------|--------------|-------------------|----------------|--------|--------|-----|------------|-----------|-----------|-------------|--|--|
| <div> Add </div> <table border="1"> <thead> <tr> <th>Edit</th> <th>Type</th> <th>PAR Sent</th> <th>Response Received</th> <th>Finding Amount</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td></td> <td>PAR</td> <td>8/14/2018</td> <td>8/17/2018</td> <td>828.78</td> <td></td> </tr> </tbody> </table> | | | | Edit | Type | PAR Sent | Response Received | Finding Amount | Remark | | PAR | 8/14/2018 | 8/17/2018 | 828.78 | | | |
| Edit | Type | PAR Sent | Response Received | Finding Amount | Remark | | | | | | | | | | | | |
| | PAR | 8/14/2018 | 8/17/2018 | 828.78 | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Edit</th> <th>Type</th> <th>Finding Sent</th> <th>Finding Received</th> <th>Finding Amount</th> <th>Remark</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td></td> <td>Additional</td> <td>8/20/2018</td> <td>8/22/2018</td> <td>\$54,321.00</td> <td></td> <td></td> </tr> </tbody> </table> | | | | Edit | Type | Finding Sent | Finding Received | Finding Amount | Remark | Delete | | Additional | 8/20/2018 | 8/22/2018 | \$54,321.00 | | |
| Edit | Type | Finding Sent | Finding Received | Finding Amount | Remark | Delete | | | | | | | | | | | |
| | Additional | 8/20/2018 | 8/22/2018 | \$54,321.00 | | | | | | | | | | | | | |

District QC tab

This step is the responsibility of the District Final Estimates Office.

The District Final Estimates Office will enter all findings from QC Reviews here with the corresponding QC Review date and Percentage contract was reviewed.

NOTE: FE Field Review Form can be used to take notes and aid data entry for QC Reviews, but this form is no longer required to document QC Review findings. Also, QC Reviews no longer require a response from the CEI.

Select Add to enter a Finding.

The screenshot shows the 'District QC' tab selected in a software interface. The 'Add' button is highlighted with a red box.

Enter the appropriate information and select OK. Repeat as needed.

The screenshot shows the 'Add' dialog box with the following fields and options:

- Qc Date:** A text field with a date format mask (mm/dd/yyyy).
- Percentage Complete:** A text field.
- Procedural Error:** A checkbox.
- Critical Remarks:** A large text area.
- Non-Critical Remarks:** A large text area.
- Select Adjustment Type:** A dropdown menu with 'Adjustment Type Level One' selected.
- OK:** A button highlighted with a red box.

Edit or Delete entries as needed.

The screenshot shows the 'District QC' tab with a table of entries. The 'Edit' and 'Delete' buttons are highlighted with red boxes.

| | Qc Date | Percentage Complete | Adjustment Type Description | Procedural Error | Critical Remarks | Non-Critical Remarks | |
|---------------------|-----------|---------------------|-----------------------------|------------------|-----------------------------|----------------------|------------------------|
| Add | 5/20/2019 | 60 | Composite Pay Factor(CPF) | Yes | CPF adjustments not applied | | Delete |

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Project Information tab

Much of the project information will be automatically filled in by the application from data entered in SiteManager.

Add the project information, if it is not displayed.

The screenshot shows the 'Project Information' tab selected. At the top, there are tabs for 'Contract Information', 'DFEO', 'PAR Finding', 'Findings', 'District QC', and 'Project Information'. Below the tabs, there is a red box around the 'Add / Delete' button.

Depending on the District's preference, the project information tab can be maintained two ways:

1. The District can Add and Delete the project information as many times as needed until only the final information is displayed.
2. The District can Add as many times as need to keep a running history of the estimates submitted on the contract.

NOTE: The Delete option will delete all information displayed, which can't be undone.

The screenshot shows the 'Project Information' tab with a table of project information. The 'Add / Delete' button is highlighted with a red box. The table has the following data:

| Contract Project Name | Full Oversight Exempt | Certified Amount | Final Amount | Due Amount | Estimate Number | Estimate Status | Remarks |
|-----------------------|----------------------------|------------------|--------------|------------|-----------------|-----------------|---------|
| 43433715201 | ASSUMED/STATE ADMINISTERED | \$0.00 | 3,759,917.98 | \$3,640.02 | 0017 | PEND | |
| 43433715601 | ASSUMED/STATE ADMINISTERED | \$0.00 | 54,883.39 | \$1,756.27 | 0017 | PEND | |

Edit the contract information as needed by selecting Edit.

The screenshot shows the 'Project Information' tab with a table of project information. The 'Edit' button is highlighted with a red box. The table has the following data:

| Contract Project Name | Full Oversight Exempt | Certified Amount | Final Amount | Due Amount | Estimate Number | Estimate Status | Remarks |
|-----------------------|----------------------------|------------------|--------------|------------|-----------------|-----------------|---------|
| 43433715201 | ASSUMED/STATE ADMINISTERED | \$0.00 | 3,759,917.98 | \$3,640.02 | 0017 | PEND | |
| 43433715601 | ASSUMED/STATE ADMINISTERED | \$0.00 | 54,883.39 | \$1,756.27 | 0017 | PEND | |

Enter the appropriate information, then select Update. Repeat for each project included in the contract.

The screenshot shows the 'Edit' dialog box. It contains the following fields:

- Project ID: 43433715201
- Full Oversight Exempt: ASSUMED/STATE ADMINISTERED
- Certified Amount: \$ 0
- Final Amount: \$3,759,917.98
- Amount Due: \$3,640.02
- Estimate Number: 0017
- Estimate Status: PEND
- Remarks: (empty field)

There is an 'Update' button at the bottom right of the dialog box.

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Certified Amount is the amount entered by the CEI on *Form 700-050-10 Pay Item Summary and Certification Sheet* or by the CCEI on *Form 700-050-38, Certification as to Accuracy of Final Estimate*.

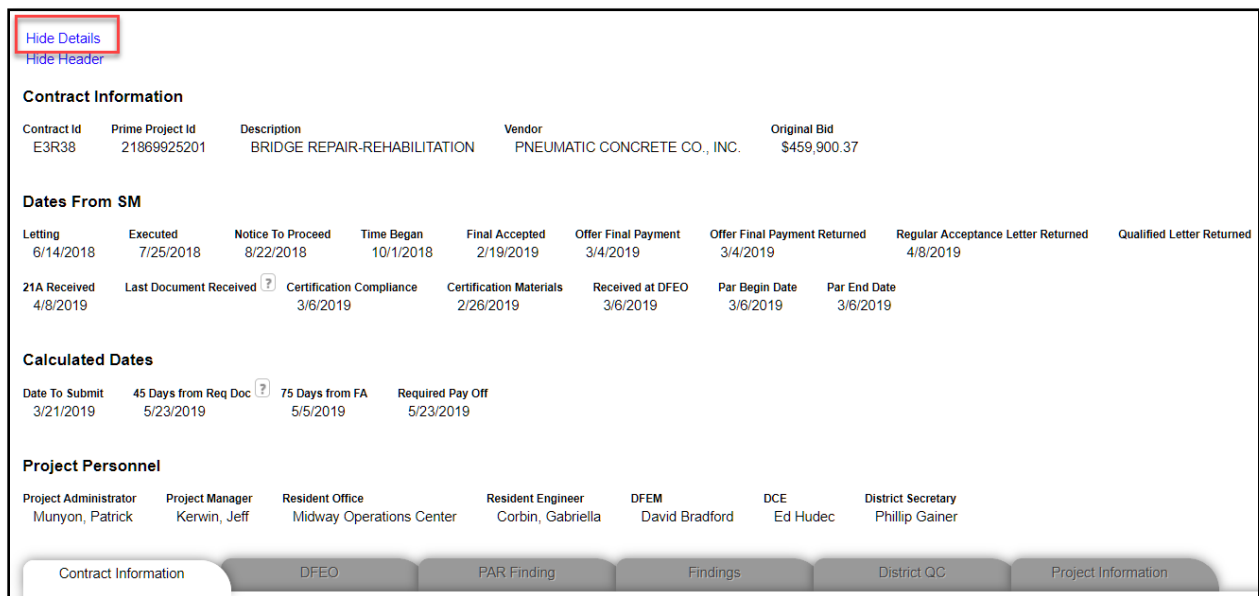
Final Amount is automatically generated by the system as the final amount paid to the Contractor as of the estimate number indicated.

Amount Due is automatically generated by the system for the last estimate in SiteManager. If the status is PEND, this is the amount due on the estimate number indicated. If the status is APRV, this amount is \$0.00 since the estimate is paid there is no longer an amount due to the Contractor.

Estimate Number is automatically generated by the system for the last estimate in SiteManager.

[Return to the List of Contracts](#)

Select Hide Details



The screenshot shows a web interface with a 'Hide Details' button highlighted in a red box. Below it is a 'Contract Information' form. The form contains the following data:

| Contract Id | Prime Project Id | Description | Vendor | Original Bid |
|-------------|------------------|------------------------------|------------------------------|--------------|
| E3R38 | 21869925201 | BRIDGE REPAIR-REHABILITATION | PNEUMATIC CONCRETE CO., INC. | \$459,900.37 |

Below the contract information is a 'Dates From SM' section with the following data:

| Letting | Executed | Notice To Proceed | Time Began | Final Accepted | Offer Final Payment | Offer Final Payment Returned | Regular Acceptance Letter Returned | Qualified Letter Returned |
|-----------|-----------|-------------------|------------|----------------|---------------------|------------------------------|------------------------------------|---------------------------|
| 6/14/2018 | 7/25/2018 | 8/22/2018 | 10/1/2018 | 2/19/2019 | 3/4/2019 | 3/4/2019 | 4/8/2019 | |

Below the dates is a 'Calculated Dates' section with the following data:

| Date To Submit | 45 Days from Req Doc | 75 Days from FA | Required Pay Off |
|----------------|----------------------|-----------------|------------------|
| 3/21/2019 | 5/23/2019 | 5/5/2019 | 5/23/2019 |

Below the calculated dates is a 'Project Personnel' section with the following data:

| Project Administrator | Project Manager | Resident Office | Resident Engineer | DFEM | DCE | District Secretary |
|-----------------------|-----------------|--------------------------|-------------------|----------------|----------|--------------------|
| Munyon, Patrick | Kerwin, Jeff | Midway Operations Center | Corbin, Gabriella | David Bradford | Ed Hudec | Phillip Gainer |

At the bottom of the form are several tabs: 'Contract Information', 'DFEO', 'PAR Finding', 'Findings', 'District QC', and 'Project Information'.

 [Create Form 700-050-28, Final Estimates Office Record of Final Plans and Documents](#)

Select the icon to create **Form 700-050-28, Final Estimates Office Record of Final Plans and Documents**. Then select Open or Save.



The screenshot shows a file dialog box with the text: "Do you want to open or save 36.pdf (10.0 KB) from codev2.dot.state.fl.us?". The 'Open' and 'Save' buttons are highlighted in red.

 [Create PAR Report](#)

Select the icon to create the PAR Report. Then select Open or Save.



The screenshot shows a file dialog box with the text: "Do you want to open or save 36.pdf (30.7 KB) from codev2.dot.state.fl.us?". The 'Open' and 'Save' buttons are highlighted in red.

Prepared by:
State Construction Office (SCO)
Final Estimates Section

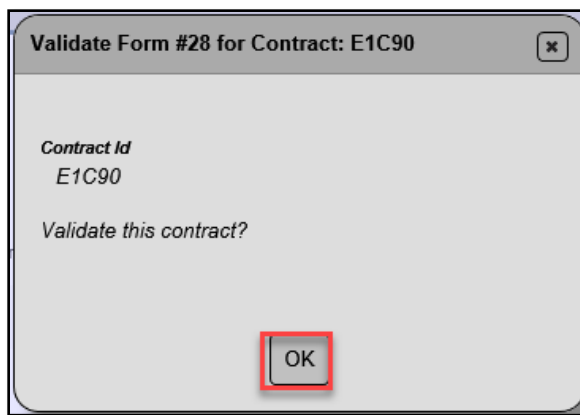
Create Form 700-050-26, Final Interest Payment Log

Select the icon to create **Form 700-050-26, Final Interest Payment Log**. Then select Open or Save.



Validate Form 700-050-28, Final Estimates Office Record of Final Plans and Documents

Select the icon to validate the information on **Form 700-050-28, Final Estimates Office Record of Final Plans and Documents** is accurate. This step is required before it can be sent to EDMS. Do not enter this form into EDMS directly.



This step will verify the following information is complete:

In SiteManager:

1. Push Button Liquid Damages Amount
2. Notice To Proceed Date
3. Time Began Date
4. Work Began Date
5. Warranty Date
6. Certification of Materials Date
7. Offer of Final Payment Date
8. Receipt Offer of Final Payment Date
9. Regular Acceptance Letter Returned Date
10. Acceptance Refund Amount
11. PAR Begin Review Date
12. PAR End Review Date
13. Passed Date
14. Paid Off Date

In Final Estimates Status:

15. PAR sent date from Findings tab
16. Remarks are missing from Project Info

In Contract Information Monitoring (CIM):

17. Warranty information
18. Warranty Begin date
19. Warranty End date

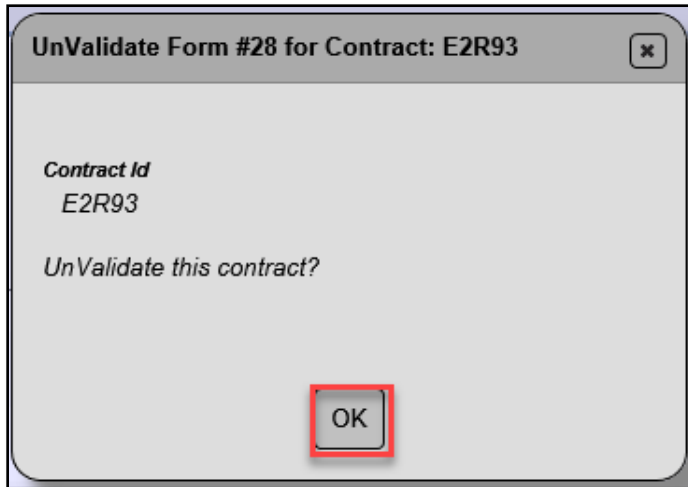
Prepared by:

State Construction Office (SCO)

Final Estimates Section

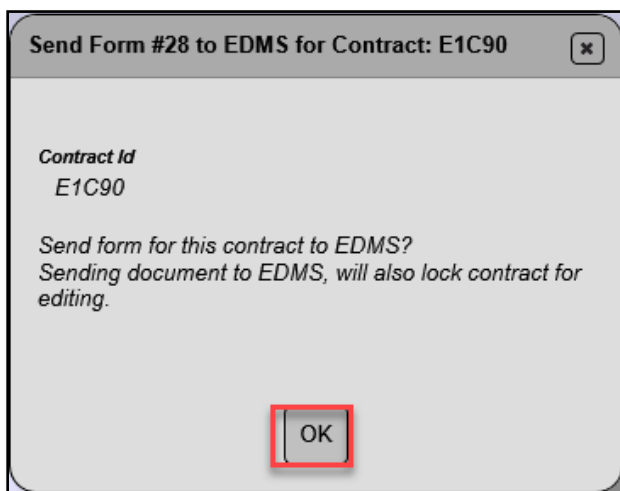
✓ Unvalidate Form 700-050-28, Final Estimates Office Record of Final Plans and Documents

Select the icon to unvalidate **Form 700-050-28, Final Estimates Office Record of Final Plans and Documents**.



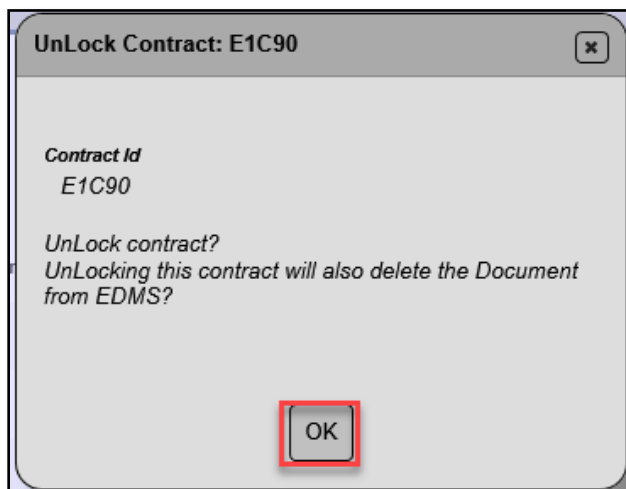
➡ Send Form 700-050-28, Final Estimates Office Record of Final Plans and Documents to EDMS

Select the icon to send **Form 700-050-28, Final Estimates Office Record of Final Plans and Documents** to EDMS. Do not enter this form into EDMS directly.



Unlock Contract

Select the icon to unlock the Contract. This will delete the document from EDMS and open the contract for additional editing.



Comments or Suggestions

If you have any comments or suggestions concerning this application, please send an email to CO-FinalEstimateSection@dot.state.fl.us.

Issues

If you have any issues with this application, please submit a ticket to <https://scos.fdot.gov/>.