

Final Estimates Guide List- Revised 12/5/2013

I. DFEO Pre-Kickoff Meeting (Optional)

1. Conduct pre-review meeting as needed per the Review and Administration Manual (R&AM, Chapter 4)
2. Agenda Items:
 - A. Sign in sheet (list name, position and company name)
 - B. Field/Construction Office documents
 1. Dot Manuals:
 - a) Review and Administration Manual (R&AM)
 - b) Basis of Estimates Manual (BOE)
 - c) Computation Methods for Design, Construction & Final Estimates Handbook (CMDCFE)
 - d) Construction Project Administration Manual (CPAM)
 - e) Current specification book pertaining to the project
 - f) Roadway and Traffic Design Standards.
 - C. District's Quality Control (QC) Plan
 - D. Computation Book (original) (CPAM, Chapter 5.13)
 - E. Computation book pay item summary sheets (CPAM, Chapter 5.13)
 - F. Final Estimates Guide List
 - G. Job Guide Schedule
 - H. Daily Ledger/computer programs.
 - I. Original Plans (CPAM, Chapter 5.12))
 - J. Contract & Special Provisions
 - K. The ENGMENU/Other Computer Program
 - L. Core-out Work Sheet Instructions

- M. Contract Time Folder (CPAM, Chapter 5.11)
 - N. Sample Pavement Report Numbering
 - O. Minimum Field Records for Earthwork (CPAM, Chapter 5.16)
 - P. Warranty Items
3. Review the requirements of the following:
- A. District's QC Plan
 - B. Contract Time/Specs/Folder (CPAM, Chapter 5.11)
 - C. Contract and Special Provisions: (Check for any New Specs)
 - D. Computation Book (all pay items have a comp page or a plan matrix, designer backup calculations available and acceptable). (CPAM, Chapter 5.13).
 - E. All MOT Items/night work (Specifications)
 - 1. Contractor Certification of Quantities, signs, etc, using Form # 700-050-62 & 700-050-62A
 - 2. Contractors Certification of Quantities, Painted Pavement Markings Forms: The combined Work Sheet Form # 700-050-67, and the monthly Certification Sheet, Form # 700-0509-68. Also the Traffic Marking Certification Worksheet (previously known as the Initial Retroreflectivity Reading Certification) Form # 700-050-70.
 - F. Bridge Items (R&AM, Chapter 11)
 - G. Drainage Structures (R&AM, Chapter 11)
 - H. Asphalt Items (Bituminous Material, Superpave Asphalt, Misc. Asphalt, Friction Courses, Penalties, thickness adjustment, etc.) (CPAM, Chapter 11)
 - 1. Form 700-050-66, Contractor's Certification of Quantities for Bituminous Adjustments on Conventional Projects (this form is for all asphalt quantities produced and accepted on the job). For Lump Sum and Design Build Projects, worksheets (instead of Certifications, per Specifications) are used. These are available on the Construction Website.
 - 2. Contractor Certified Quantities showing Tons or Gallons verified.
 - 3. Asphalt Contractor Quality Control (CQC):

- a. Tonnage verified by Project Administrator or designee. (CPAM, Chapter 11).
 - b. Composite Pay Factor Worksheet attached to Quality Control Reports along with Verification Technician's Road Report and Computer Invoice (Lot Submittal Package) submitted with Final Estimate Package. (CPAM, Chapter 11).
 - c. Adjusted unit price for Composite Pay Factor Worksheet based on original bid unit price. (Line Item Adjustment) (See CPAM, Chapter 11).
 - d. Contractor's Certification of Quantities for asphalt items submitted with Final Estimates Package.
 - e. All documentation provided for project certification to the Materials Office.
- I. Earthwork Pay items (Discuss Waiver, Excavation, Embankment, Ponds etc.) (CPAM, Chapter 5.16)
 - J. Any Plan Quantity Items. (CPAM, Chapter 5.15)
 - K. Final Estimates Record Keeping (CPAM, Chapter 5.14)
 - L. No work outside project limits/exceptions. (Specifications)
 - M. Using a monthly sample status progress report to track open samples and get resolution. (LIMS in Site manager)
 - N. Contract Plans (CPAM, Chapter 5.12)
 - O. Piling & Payment (if applicable) (Specifications)
 - P. Any new Specifications or Alternative Contract (A+B), (CQC) (if applicable)
- 4. DFEO's Periodic Review Process/Schedules (Statewide QC Plan)
 - 5. Lump Sum Contracts supplies Estimates of Quantities for Asphalt, Earthwork, etc. (Specifications)
 - 6. All documents scanned in Construction Document Management System (CDMS).
 - 7. Agenda Minutes.

II. Computation Book (for contracts let prior to July 2014)

- 1. Pay Item Summary Sheet (Final)

- A. Original computation book (s) used to record quantities. (CPAM, Chapter 2.2)
 - B. Round final quantities correctly. (Contract, CPAM, Chapter 5.14, and the BOE,)
 - C. Apply and show price adjustments. (Contract and Specifications)
 - D. Summarize and review final quantities. (CMDCFE)
 - E. Show computation book page number reference. (CPAM, Chapter 5.13)
 - F. Add Comp book sheets for pending items affected by Supplemental Agreements. (CPAM, Chapter 5.13)
 - G. In house and CCEI responsible person for the Final Estimates to sign the Pay Item Summary and Certification Sheet (CPAM, Chapter 5.13) that quantities as true and correct. Certification of Accuracy included with Computation book: Consultant ONLY.
 - H. Page totals shown/verified. (CMDCFE)
 - I. Utilize and document plan matrixes. Show source of quantities on matrix. (CPAM, Chapter 5.13)
 - J. Resolve any Site manager discrepancies on monthly estimates as they occur. Do not override discrepancies for more than three consecutive months unless there is no other alternative for payment.
 - K. Generate and approve a progress estimate to reconcile any pay item quantities that do not equal the Pay Item Summary Sheet after Final Acceptance and prior to the final Offer of final payment.
2. Computation Book Sheets
- A. Use appropriate form for each pay item. (CMDCFE)
 - B. Verify that the Designers have provided the required computations and back-up data to document quantities or notify Designer if backup is missing. (CMDCFE and CPAM, Chapter 5.15)
 - C. Designer has signed Plan Quantity page in front of Comp Book. (CMDCFE Procedures)
 - D. Cross-reference all data that supports the final quantity. (CPAM, Chapter 5.13, and the CMDCFE)
 - E. Show page totals and grand total for each item. (CMDCFE)

- F. Use a separate computation book for each project on the contract. (CPAM, Chapter 5.13)
- G. Show adjustments/additions in pencil. (CPAM, Chapter 5.13)
- H. Assess and show penalties. (Contract and Specifications) (CMDCFE)
- I. Apply and show thickness adjustments. (Line item adjustment) (R&AM, Chapter 9)
- J. Show brief notes to explain overruns and underruns, as necessary (CPAM, Chapter 5.11)
- K. All documentation provided for project certification to the Materials Office.
- L. All documents scanned in CDMS.

III. Final Measure Items

1. Applicable specifications/plan notes/contract/special provisions reviewed.
2. Final measurement methods are in accordance with Contract.
3. Plans examined for pay item notes related to measurement and payment.
4. All measurement data supporting the final pay quantity is clearly referenced. (CPAM, Chapter 5.14) (CMDCFE)
5. Final measurement format is in accordance with CPAM, Chapter 5.15.
6. Sketches are provided for unique construction, when station-to-station limits and measured widths are insufficient to clarify payment. (CPAM, Chapter 5.14)
7. Voluminous pay records are summarized or cumulative quantities provided on each page. (CMDCFE)
8. Final measurement pay records are checked by someone other than the author. (R&AM, Chapter 4)
9. Salvage tickets/invoices obtained for materials delivered to location determined by Project Engineer/Project Administrator. (CPAM, Chapter 11)
10. Contractor provides Certified MOT forms.
11. Index and label final measurement field books. (CPAM, Chapter 5.14)
12. Contractor provides Warranty Maintenance Bond for one year after Final Acceptance. (See Specification 611- Acceptance Procedures for Traffic Control)

Signals & Devices). For Landscape Installation see Section 580 only on project approved by the District Design Engineer.

13. All documentation provided for project certification to the Materials Office.
14. Plan Quantity items: Required measurements only to document changes increases or decreases.
15. All documents scanned in CDMS.

IV. Plan Quantity Items

1. Applicable specifications/plan notes/contract/special provisions reviewed.
2. Designer's calculations show the required quantity support. (CPAM, Chapter 2.2)
3. Verify that the Designers have provided all the required computations and back-up data to document quantities or notify Designer if backup-is missing. (CMDCFE and CPAM, Chapter 5.13 and 5.15)
4. If errors are found notify the designer, they will supply the back-up documentation within 5 working days. (CPAM, Chapter 5.13)
5. Differences between designer's original plan quantity for plan error/authorized plan changes documented. (CPAM, Chapter 5.13 and 5.15)
6. Project Engineer/Project Administrator notifies Contractor in writing of department changes/findings. (CPAM, Chapter 5.16)
7. Final quantity determination, plan quantity errors and plan changes stand on their own merit. (CPAM, Chapter 5.15)
8. Adjustments applied/documentation provided. (Applicable Edition of Specifications article 9-3.2)(CPAM) (CMDCFE)
19. Multiple job contracts 5% or \$5,000 plan error per contract the smaller of the two. (CPAM, Chapter 5.15)
10. Differences noted on Os & Us and/or computation books and Final "As Built" Plans under Construction Remarks. (CPAM, Chapter 5.11) (CMDCFE)
11. Define shy areas through additional cores and record results (Optional base only). (Specifications) (If Applicable)
12. All documentation provided for project certification to the Materials Office.
13. All documents scanned in CDMS.

V. *Lump Sum Items*

1. Applicable specifications/plan notes/contract/special provisions reviewed.
2. Designer provided breakdown in the plans/computation book for lump sum items with multiple secondary units. (CMDCFE)
3. Work accomplished under lump sum same as indicated by the Designer. (CMDCFE)
4. Increase/decrease items adjusted per specification or by SA. (CPAM, Chapter 5.15)
5. Overruns or Underruns explained. (CPAM, Chapter 5.11)
6. Maintain a separate record for materials used in Lump Sum items where the same item is also paid elsewhere; i.e., Special Detours earthwork, Temporary Asphalt, MOT, Drainage.
7. Resident Office/Project Engineer/Project Administrator check work orders.
8. All documents scanned in CDMS.

VI. *Earthwork Items*

1. Final Measure
 - A. Applicable specifications/plan notes/contract/special provisions reviewed.
 - B. Joint survey may be used. (CPAM, Chapter 5.16)
 - C. Bench mark loop/verification copies sent to the contractor if error in control data. (R&AM, Chapter 11)
 - D. Original terrain line/verification prior to clearing and grubbing. (CPAM, Chapter 5.16)
 - E. Send notification in writing to Contractor if cross section data reveals errors. (CPAM, Chapter 5.16)
 - F. Final measurements/counts documented on appropriate site source record. (Summarized and checked) (CPAM Chapter 5.15) (CMDCFE)
 - G. Authorized subsoil limits/templates applied. Contract Plans reviewed for authorized limits of Subsoil Excavation prior to beginning of Subsoil Excavation operation. (CPAM, Chapter 5.16)
 - H. Extra depth subsoil excavation/calc. made. (CPAM, Chapter 5.16 Figure Nos. 5.16-10 & 5.16-11)

- I. Temporary Bench Marks used during the Subsoil Excavation survey are referenced to the field book/page number where originally established.
 - J. Subsoil Excavation paid outside plan limits is explained in every occurrence. (CPAM, Chapter 5.16)
 - K. Format of electronic survey is in FDOT approved format. (CPAM, Chapter 5.16)
 - L. Pay item list reviewed for items requiring Truck Certification prior to construction. (Plans)
 - M. Trucks randomly checked (CPAM, Chapter 5.14)
 - N. A list of all trucks and their certified capacity should be requested by the Project Engineer/Project Administrator that will be used on Department projects at the Preconstruction Conference. (CPAM, Chapter 5.14)
2. Plan Quantity Earthwork
- A. Applicable specifications/plan notes/contract/special provisions reviewed.
 - B. Bench Loop performed and within tolerance. (CPAM, Chapter 5.16)
 - C. Preconstruction Cross sections or waiver form included in estimate package. (CPAM, Chapter 5.16)
 - D. Original terrain line/verification prior to clearing and grubbing. (CPAM, Chapter 5.16)
 - E. Embankment adjusted/subsoil excavation overrun/underrun. (CPAM, Chapter 5.16)
 - F. All ties and irregular points on cross-sections checked. (CPAM, Chapter 5.16)
 - G. Final template verification. (CPAM, Chapter 5.16)
 - H. Final Cross sections or waiver form included in estimate package. (CPAM, Chapter 5.16)
 - I. Changes shown on final plans and/or cross-section plots included. (CPAM, Chapter 5.12)
 - J. Required adjustments applied/documentation provided. (Specifications)
 - K. Final quantity determination is developed; plan quantity errors/plan changes stand on their own merit. (CPAM, Chapter 5.15)

- L. All documentation provided for project certification to the Materials Office.
- M. All documents scanned in CDMS.

VII. *Asphalt Items*

1. Applicable specifications/plan notes/contract/special provisions reviewed.
2. Design Mixes are approved. (Specifications)
3. Daily Asphalt Plant and Road Reports are completed. (CPAM, Chapter 11)
4. Asphalt tickets are printed with required information. (CPAM, Chapter 11 Figure No. 11-1)
5. Asphalt tickets separated and/or tabulated according to requirements. (CPAM, Chapter 11 Figure No. 11-2)
6. Asphalt items paid by the ton have automated delivery tickets that justify the pay quantity. (CPAM, Chapter 11)
7. Penalties 20% or greater deduct left in place approved in writing by appropriate authority. (Specifications)
8. Penalties assessed with correct reduction applied to plant and roadway. (Specifications, CPAM, Chapter 11 & Figure No. 11-3)
9. Superpave Base, maximum pay will not exceed 105% of the designed surface area. Minimum layer spread rate = 43.3 Lbs/SY X Gmm of the mix X Thickness. (Specifications)
10. 100% deducts applied before thickness adjustment (CPAM, Chapter 11) (If Applicable)
11. Straightedge deficiencies left in place approved in writing by appropriate authority. CPAM, Chapter 11)
12. Friction course by the ton based on the average Spread rate limited to 105% of spread rate set by the Engineer, in accordance with Section 337-8 of the Specifications). Examples are available in CPAM, Chapter 11.
13. Smoothness unit price adjustment applied. (Specifications)
14. Miscellaneous asphalt spread rate has not exceeded 105 percent of the specified thickness (Specifications, Section 339, and Standard Index 513)
15. Asphalt Items Contractors Quality Control
 - a. Tonnage verified by Project Administrator or designee. (CPAM, Chapter 11)

- b. Lot Submittal Package to be completed by the Verification Technician (VT) at the end of each lot and submitted to the PA. (CPAM, Chapter 11)
 - c. Adjusted unit price for Composite Pay Factor Worksheet based on original bid unit price. (Line item adjustment) (CPAM, Chapter 11)
16. Contractor's Certification of Quantities for Asphalt items submitted with Final Estimate Package. (Specifications)
 17. For multi Fin Projects let under one contract: all Asphalt produced and accepted for a particular pay item shall be reported under the lead FIN number. (See Ch 11 of CPAM, Section 11-6 and example's with exceptions)
 18. Value added Asphalt Pavement (Specification 338) (three (3) year warranty period).
 19. All documentation provided for project certification to the Materials Office.
 20. Correcting quality control reports (CPAM, Chapter 11, Section 11-.7)
 21. All documents scanned in CDMS.
 22. LS/Design-Build Projects
 - a. Deficient spread rate adjustment applied if all courses stacked exceeds 5%. (Specifications) and (CPAM, Chapter 6.2)
 - b. Composite Pay Factor applied. (Specifications) and (CPAM, Chapter 6.2)

VIII. Concrete Items

1. Applicable specifications/plan notes/contract/special provisions reviewed.
2. Design Mixes are approved. (Specifications)
3. Verify that the Designers have provided all the required computations and back-up data to document quantities or notify Designer if backup is missing. (CMDCFE) (CPAM, Chapter 5.15)
4. Low strength failure penalties calculated according to contract. (Specifications)
5. Lost or missing samples (CQC/Specifications)
6. Check cubic yards Linear Feet in failing lot. (Specifications)
7. Make adjustment to unit price. (Specifications)
8. Make the thickness adjustment to Plain Cement Concrete Pavement Item.

(Specifications, Sections 350-14 and 350-15)

9. Make sure all field changes have the proper calculations included. (CPAM, Chapter 5.15)
10. Apply Standards, if applicable, for Structures, Gravity Walls, etc.
11. Check all Supplemental Agreements (SA's) that pertain to specific items.
12. Sketches recorded in field book. (CPAM, Chapter 5.14)
13. Disposition of Defective Material. (Specifications)
14. Salvage tickets/invoices obtained for material turned over to Maintenance, etc. (CPAM, Chapter 11)
15. Piling Verification
 - A. Authorized pile casting length letters are attached in the front of the Pile Driving Record. (R&AM, Chapter 11)
 - B. The Pile Driving Record is indexed. (CPAM, Chapter 5.14)
 - C. Pile cutoff elevations are correctly transferred from Contract Plans to Pile Driving Record. (Pile Driving Field Book)
 - D. Top of pile recorded. (CMDCFE)
 - E. Authorized pile length recorded. (CMDCFE)
 - F. Survey level notes used to determine top-of-pile elevations are recorded in the Pile Driving Record. (R&AM, Chapter 11)
 - G. Test Piles are designated in the Pile Driving Record. (CMDCFE)
 - H. Contract documents reviewed and applied for Specifications related to payment for preformed pile holes, buildups, splices, re-drives, cutoffs and set checks. (Specifications)
 - I. Concrete and reinforcing steel for buildups less than 2 feet long are properly calculated and transferred to the bridge Computation Book or Plan Summary Sheet. (Specifications)
 - J. Piling items summarized and verified. (CMDCFE)
16. Contract documents reviewed for applicable Specifications related to payment for Drilled Shaft related pay items. (Specifications)
17. Documentation for individual items recorded/verified as per (CMDCFE).

18. All documentation provided for project certification to the Materials Office.
19. All documents scanned in CDMS.

IX. Fuel and Bituminous Adjustments

1. Lump Sum Projects
 - A. Bituminous adjustment applied if original contract time is in excess of 365 calendar days or more than 5,000 tons of asphaltic concrete.
(Specifications)
 1. On renewable push button contracts, where the renewable contract is longer than 365 days, the department will adjust the bid unit price for the bituminous material.
 - B. Contractor provided worksheet with the monthly certified estimate showing tons produced and gallons of asphaltic cement for the period represented.
(Specifications)
 - C. Contractor gallons represented by certified estimate verified.
(Specifications)
 - D. Bituminous adjustment applied by Project Engineer/Project Administrator for all asphaltic concrete produced and accepted on a monthly basis.
(Specifications)
 - E. Fuel adjustment applied if original contract time in excess of 120 calendar days. (Specifications)
 - F. Contractor provided worksheet with the certified monthly estimate showing gallons of gasoline and diesel for the period represented.
(Specifications/Contract)
 - G. Polymer PG-76 and PG 82-22 bituminous adjustments applied monthly.
 - H. New list of pay items on construction website for Fuel Adjustments, on projects let January 2014 forward.
 - I. Submit certified estimate with the final estimate package. (CPAM, Chapter 6.2)
 - J. Submit copies of worksheets with progress estimate to be posted on the File Transfer Protocol Site (FTP) fuel and bituminous.

2. Design Build Projects

- A. Bituminous adjustment applied if original contract time of more than 365 calendar days or more than 5,000 tons of asphaltic concrete.
(Specifications/Contract)
 - 1. On renewable push button contracts, where the renewable contract is longer than 365 days, the department will adjust the bid unit price for the bituminous material.
- B. Contractor provided worksheet with the monthly certified estimate showing tons produced and gallons of asphaltic cement for the period represented.
(Specifications/Contract).
- C. Contractor gallons represented by monthly certified estimate verified.
(Specifications/Contract)
- D. Bituminous adjustment applied by Project Engineer/Project Administrator for all asphaltic concrete produced and accepted on a monthly basis.
(Specifications/Contract)
- E. Fuel adjustment applied if original contract time in excess of 120 calendar days. (Specifications/Contract).
- F. Contractor provided worksheet with the monthly certified estimate showing gallons of gasoline and diesel for the period represented.
(Specifications/Contract)
- G. Polymer PG-76 and PG 82-22 bituminous applied monthly.
- H. New list of pay items on construction website for Fuel & Bit Adjustments, on projects let January 2014 and forward.
- I. Submit certified estimate with the final estimate package.
(Specifications/Contract)
- J. Failures assessed based on the Special Provisions.
- K. Submit copies of worksheets with progress estimate to be posted on the File Transfer Protocol Site (FTP) fuel and bituminous.

3. Conventional Projects

- A. Fuel adjustment applied if original contract time is in excess of 120 calendar days. (Specifications)
- B. Fuel adjustment based on the fuel requirement sheet in the contract.
(Specifications)

- C. Fuel adjustment applied for items added by supplemental agreement. (In January 2010 Workbook, and for all jobs let July 2010 and forward)
 - D. Bituminous adjustment applied if contract time is in excess of 365 calendar days or more than 5,000 tons of asphaltic concrete. (Specifications)
 - 1. On renewable push button contracts, where the renewable contract is longer than 365 days, the department will adjust the bid unit price for the bituminous material.
 - E. Fuel and bituminous adjustment applied monthly for all asphaltic concrete produced and accepted. (Specifications)
 - F. Polymer PG-76 and PG 82-22 bituminous adjustments applied monthly.
 - G. New list of pay items on construction website for Fuel & Bit Adjustments, on projects let January 2014 forward.
 - H. Fuel: Manual adjustments made in Site Manager for Lump Sum items listed on the Construction Website
 - I. Fuel: Manual adjustments made in Site Manager on Black Base Option only. (See CPAM, Chapter 5.14.9)
- 4. Submit copies of Site Manager Fuel Sheets along with manual adjustments if applicable with progress estimate to be posted on the File Transfer Protocol Site (FTP) fuel and bituminous
 - 5. All documents scanned in CDMS.

X. *Contract Time*

- 1. Applicable specifications/plan notes/contract/special provisions reviewed.
- 2. Folder compiled (CPAM, Chapter 5.11)
- 3. Contract Time Allowed and Elapsed computed. (CPAM, Chapter 5.11)
- 4. Overrun in contract time reflected in LDs/disincentive charged on monthly or progress estimates. (CPAM) (Specifications)
- 5. All time extensions reflected on summary. (CPAM, Chapter 5.11).
- 6. Weather days granted on a day for day basis (Specifications)
- 7. Review all time adjustments for overlap/duplication. (CPAM, Chapter 5.13)
- 8. Pending time issues are reflected on summary. (CPAM, Chapter 5.11)

9. Independent time calculated for No Excuse Bonus. (Specifications)
10. SAs and Contingency Work Orders checked for time granted. (CPAM, Chapter 5.11)
11. Deduction made for late contract execution. (Specifications)
12. Review Daily Reports of Construction for applicable time charges (R&AM, Chapter 5).
13. Payment for MOT devices paid for as each day; stop payment on last authorized chargeable Contract Day. (Special Provisions)
14. Time Summary (R&AM, Chapter 14 and CPAM Chapter 5.11.4 (10) (E)
 - A. Time charges summarized. (CPAM Chapter 5.11.4 (10) (E))
 - B. FHWA time participation verified per CPAM, Chapter 7.2.
 - C. MOT devices for Non-federal participation time paid under Non-federal item. (CPAM, Chapter 5.14.5.1)
15. Holiday Time in accordance with Specification 8-6.4
16. All documents scanned in CDMS.

XI. Alternative Contracts

1. Applicable specifications/plan notes/contract/special provisions reviewed.
2. Lane Rentals (CPAM, Chapter 6.2)
 - A. Roadway lane closure request form required.
 - B. Lane closures documented (Form # 700-050-57)
 - C. Lane Rental forms submitted with final estimate.
 - D. Inspector and Contractor signatures on log for authorized chargeable days.
3. A + B Bidding Contracts (CPAM, Chapter 6.2)
 - A. Review supporting documentation A+B Bidding. (Form Nos. 700-010-13 & 700-010-14)
 - B. A+B Bidding Final Incentive/Disincentive
 - C. Liquidated savings assessed.

- D. For Disincentive, adjust contract time per Specifications as approved.
- 4. No Excuse Bonus Contracts (CPAM, Chapter 6.2)
 - A. Review supporting documentation No Excuse Bonus (Form Nos. 700- 010-13 & 700-010-14)
 - B. Keep track of two contract times:
 - 1) No Excuse Bonus Calendar Days
 - 2) Regular contract time
 - C. Contractor must request No Excuse Bonus in writing per Specifications.
- 5. Liquidated Savings Contract CPAM, Chapter 6.2)
 - A. Review supporting documentation. (Form Nos. 700-010-13 & 700-010-14)
 - B. Track contract time.
 - C. Payments made on the progress estimate after final acceptance
- 6. Design Build Contracts (CPAM, Chapter 6.2)
 - A. Signed and sealed by Designer(s) of Record.
 - 1) Contract Plans
 - 2) Roadway Design documentation
 - 3) Drainage documentation
 - B. Monitor pay out schedule and percent of work complete.
 - C. Contractor provided FDOT with signed and sealed as-built plans.
 - D. Identify testing requirements/frequency for contract certification.
 - E. Monitor pay adjustments according to schedule of values assigned.
 - F. Contractor submit monthly certified estimate for payment. (CPAM, Chapter 6.2)
 - G. Final Estimate Package due in the District Final Estimate Office within 30 days of final acceptance. (See Chapter 14 R&AM)
- 7. Lump Sum Contracts (CPAM, Chapter 6.2)

- A. Monitor pay out schedule and percent of work complete.
 - B. As-built plans in accordance with CPAM, Chapter 5.12.
 - C. Adjustment of quantities requires documentation.
 - D. Identify testing requirements/frequency for contract certification.
 - E. Review Special Provisions for failures/penalties.
 - F. Contractor submit invoice for payment. (CPAM, Chapter 6.2)
 - G. Submit Certified Estimate of Quantities (Specifications) (Contractor)
8. Incentive/Disincentive Contracts (CPAM, Chapter 6.2)
- A. Review supporting documentation. (Form Nos. 700 010-13 & 700-010-14)
 - B. Track Contract Time
 - 1) Controlling Item of Work required (Form No. 700-010-15).
 - 2) Track Contractor failure to work.
9. All documents scanned in CDMS.

XII. *Final “As Built” Plans: Applied Statewide/District QC Plan (R&AM, Chapter 4) This Section is governed by Chapter 5.12 of CPAM except where noted).*

- 1. FINAL “As Built” PLANS
 - A. Designer’s signed and sealed plans (Record Set) used for the Final Plans.
- 2. UPDATING THE FINAL “As Built” PLANS
 - A. If plan sheet revised, original plan sheet shall have Void written on it and new sheet inserted after old sheet in Final “As Built” Plans.
 - B. Final “As Built” Plans updated as project progresses. All changes made in the field not requiring an Engineer Analysis will be signed, sealed, dated and provide agency’s name and address by the PE responsible and in charge of the project at the resident office.
 - C. Record final quantities in matrices.
 - D. Use Black Ball Point Ink or Black Colored Pencil to reflect the Final “As-Built” conditions of completed project.

- E. Revised/new plan sheets documented by SA to be attached to Final “As-Built” Plans.
3. AS BUILT BY OTHERS:
- A. Bore Path Report for Directional – Jack & Bore – Vibratory Plowing. (Specifications 555, 556, 557)
 - Payment will not be paid until reports delivered to the Department and acceptance of As-Built Plans.
 - B. Acceptance Procedures (Specifications 611)
 - Signalization installations/equipment purchase contracts
 - Three sets of As-Builts
 - Submit warranty/maintenance bond prior to Final Acceptance.
 - 90 day warranty period
4. KEY SHEET
- A. FINAL” As-Built” PLANS prominently inked or stenciled in black.
 - B. Key Sheet and Revised Sheets sealed by responsible Professional Engineer.
 - C. Name of Contractor, All Consultants involved, Resident Engineer, Project Manager, & Project Engineer lettered or typed on white paper and attached.
 - D. A complete index including all field books & computation books.
 - E. Major revisions listed including sheet number, effective date & brief description.
 - F. Project description, financial project ID, length, etc. correct.
 - G. Shop drawings, working drawings, etc. shown on index.
 - H. Disclaimer for Resident Engineer on Certifying Final “As Built” Plans
5. TYPICAL SECTION SHEET(s) SHOW:
- A. Increase or decrease in thickness
 - B. Change in type of material used
 - C. Pay item substitution
 - D. Change in limits (stations)
 - F. Base option and thickness have been identified; i.e. Limerock 12”

6. ROADWAY-AS-BUILT PAVEMENT DATA FORM
 - A. Form No. 700-050-12 depict all Typical Sections and Sample ID Report included with Final Estimates submittal package.
 - B. Data input into LIMS System
7. PLAN SHEETS SHOW:
 - A. Revisions to horizontal & vertical alignment
 - B. Introduced or revised stations/equations
 - C. Intersection or crossover modifications
 - D. Drainage structures added, relocated, revised or deleted
 - E. Sidewalk modifications
 - F. Driveways added or relocated
 - G. Ditch grade and location adjustments
 - H. Fence modifications
 - I. Signal detail changes
 - J. Signing and pavement modifications
 - K. Benchmarks added or modified
8. DRAINAGE SUMMARY SHEETS SHOW:
 - A. Actual length constructed
 - B. Changes in flow line elevation
 - C. Change in offsets or stations
 - D. Substitution of different sizes
 - E. Deleted or added structures
 - F. The "As-Builts" column will be checked on Drainage Structures Sheet and Optional Materials Tabulation sheets to indicate what type of pipe material and thickness was used at each structure.

9. CROSS SECTION SHEETS

- A. Cross section sheets and/or plots and volume computations reflect actual work accomplished.

10. AERIAL PHOTOGRAPHS

- A. Photos transmitted directly to DFEO and placed with the Final "As-Built" Plans.

11. BRIDGE PLANS

- A. The Final "As-Built" Bridge Plans portray how the structure was built. The load rating data that gives the bridges capacity to carry an overweight permit load, to accurately evaluate structural capacity of a bridge in an emergency situation, and to document geometry and other physical features, the as-built condition of the bridge needs to be known specifically for the reasons stated above.

**The following documents shall be included in the Final Estimates Package:

1. Drill Shaft Inspection Records.
2. All Pile Driving Records.
3. All Technical Specifications, Special Provisions or Supplemental Specifications
4. All Materials Testing Results
5. All crack observations documented on detailed sketches or "Crack Maps".
6. Shop Drawings.
7. Request for Corrections (RFC) Engineer approved repairs.

- B. Category II bridges shall be revised electronically. Definition for Category I & II (CPAM 5.12, Figure No. 5.12-4)

12. All documents scanned in CDMS.

XIII. DFEO Review/Closeout: Applied Statewide/District QC Plan (R&AM, Chapter 4) (This Section governed by Chapter 14 of R&AM except where noted)

1. Initial Administration Function

- A. DFEO office file conforms to example in the R&AM, Chapter 3.

- B. Final estimates packages not received within the period allowed in the District QC plan noted delinquent.
 - C. Inventory final estimates package (transmittal letter). (R&AM, Chapter 3)
 - D. Estimates Office Record of Final Plans Form updated. (R&AM, Chapter 3)
 - E. Contract document applicability established and estimate processing priority noted. (R&AM, Chapter 3)
 - F. Unpaid bills complaints recorded in the Final Estimates Unpaid Bills Tracking System (FEUNPAID).
 - 1) Resolve individual issues in system per Resident Engineer, District Construction Engineer, etc.
2. Pay Item Reviews
- A. Applicable specifications/plan notes/contract documents/special provisions reviewed.
 - B. Contract time has been verified. ([R&AM, Chapter 3)
 - C. Final plans have been reviewed/met requirements. (R&AM, Chapter 5)
 - D. Pay items identified by DFEM received appropriate number of reviews. (R&AM, Chapter 4, Final Estimates Guidelist, Sections I thru XIII)
 - E. Test reports and materials certification issues resolved. (R&AM, Chapter 3)
 - F. Final Estimates Review Form(s) completed and in DFEO office file. (R&AM, Chapter 4)
 - G. Review fuel and bituminous Spreadsheet/Certifications. (R&AM, Chapter 5)
3. DFEO Review
- A. Job files and SA's checked for revisions. (R&AM, Chapter 5)
 - B. Changes made to final estimates quantities by Initial Reviewer verified. (R&AM, Chapter 4)
 - C. Final Estimates Field Review Form(s) completed and in DFEO office file. (R&AM, Chapter 4)
 - D. Pay Item Summary and Certification Sheet signed and initialed. (R&AM, Chapter 4)
 - E. Last Paid Estimate verified with Comptroller's Office (CO).

- F. Final Estimate generated. (R&AM, Chapter 4 and Chapter 14)
 - 1) With a goal of \$0.00 dollar final offer
 - 2) Liquidated Damages
 - 3) Bonuses
 - 4) Thickness adjustments
 - 5) Final estimate signatures
- G. Any significant changes reviewed with the Project Engineer. (R&AM, Chapter 4)
- H. Explanation of overruns and underruns updated. (CPAM 5.11)
- 4. Final Payment and Contract Closeout (R&AM, Chapter 14)
 - A. Offer of Final Payment
 - 1) Reconcile outstanding unpaid estimates.
 - 2) Run progress estimate to pay contractor all monies due after final acceptance.
 - 3) Prepare Offer of Final Payment/Request for Refund Letter noting outstanding contract required documents.
 - 4) If needed, prepare JPA memo.
 - 5) All pending items listed on Offer of Final Payment/Request for Refund letter
 - 6) Offer of final payment with a goal of \$0.00 amount due\except overpayment.
 - 7) Unencumber any unused Contingency SA(s) and Contingency Pay Item funds.
 - 8) Notification of Findings after Offer of final payment (if applicable).
 - B. Contract Required Documents
 - 1) Review contract required documents.
 - 2) If all contract-required documents are not received within 80 days of the Offer of Final Payment prepare the final suspension letter.

- 3) If all contract-required documents are not received within 90 days of the Offer of Final Payment the previously prepared letter will be processed by the SCO advising the Contractor of the Department's intent to suspend its Certificate of Qualification to bid.
- 4) If the contractor does not request hearing and does not submit documents within 10 days the DFEM notifies SCO Prequalification Specialist of expiration and SCO Prequalification Specialist will take appropriate action.
- 5) If the contractor has not submitted contract-required documents within period, prepare forfeiture letter and obtain approval from FHWA to close contract.

C. Recovery of Overpayments

- 1) Send Request for Refund package to contractor.
- 2) If contractor does not submit overpayment check in 60 days, send surety company request for refund letter.
- 3) If contractor does not submit overpayment check in 90 days, send DCE memo.
- 4) If DCE states no negotiations are underway, send Legal memo to pursue.
- 5) If contractor submits qualified or regular acceptance letter without the refund check, return letter as incomplete.
- 6) If contractor submits overpayment check, prepare a Record of Sales of Goods and Services/Cash Receipt Form and package for CO, otherwise process through the Departmental Trust Funds Transmittal System (FTS). Procedure Topic No. 350-080-300-h

D. Contractor's Acceptance of the Estimate and Pass Process

- 1) Upon receipt of the 21-A, report unresolved issues not noted on 21-A.
- 2) If contractor submits qualified acceptance letter, prepare response letter and track issues resolution.
- 3) If contractor submits qualified acceptance letter, and all contract required documents received and acceptable, prepare qualified pass package.
- 4) When contractor submits regular acceptance letter, prepare pass package if all contract-required documents are received and acceptable.

- 5) Prepare a global memo for pass package to CO.
 - a) Calculate target date and required pay off date.

E. Contract Closure

- 1) Track reserve status time length. When time length expires, send DCE notice of impending closure memo.
- 2) If DCE responds there are no outstanding claims, send contractor closure letter. Send CO global memo.
- 3) Enter pass and paid off date in STATPGM Status date in Contract Reporting System (CRS). (R&AM, Chapter 3)

F. Storage (Final Estimates Package)

- 1) Submit final estimates package components to Document Control with appropriate records retention noted per Record Retention Schedule. (Procedure No. 050-020-05)
- 2) Submit Final "As-Built" Plans with the Records Disposition Form # 050-020-06 to Image API.
- 3) Scan any remaining hard copies of project documentation into Construction Document Management System (CDMS) (Construction Document Management Guidelines.)