Subject: FINAL ESTIMATES GUIDELINES FOR STREAMLINE CONTRACTS

FINAL ESTIMATES GUIDELINES FOR STREAMLINE CONTRACTS

A. Computation Book

1. Pay Item Summary Sheet (Final) PQ

    1. Add Comp book sheets for pending items affected by Supplemental Agreements. (P&DM, Chapter 5)

    2. Designer has signed Plan Quantity page in front of Comp Book. (CMDCFE Procedures)

    3. Assess and show penalties. (Contract and Specifications) (CMDCFE)

    4. All documents scanned in CDMS.

    5. All field changes documented to support change.

    6. Pay item summary sheet for LS project adjustments. LS

    7. O&U

B. Plan Quantity Items PQ

1. Applicable specifications/plan notes/contract/special provisions reviewed.

2. Designer's calculations show the required quantity support. (P&DM, Chapter 2)

3. Contractor **provides Certification of quantities and daily worksheets. (Retroreflectivity certification)**

4. All field changes documented to support change.

5. All documentation provided for project certification to the Materials Office.

6. All documents scanned in CDMS.

7. Contractor submit monthly invoice for payment.

C. Earthwork Items

Plan Quantity Earthwork

1. Applicable specifications/plan notes/contract/special provisions reviewed.

2. Changes shown on final plans and/or cross-section plots included. (P&DM, Chapter 4)

3. **All documentation provided for project certification to the Materials Office.**

4. All documents scanned in CDMS.

D. Asphalt Items PQ/LS

1. Applicable specifications/plan notes/contract/special provisions reviewed.

2. Design Mixes are approved. (Specifications)

3. Asphalt tickets are printed with required information. (P&DM Chapter 9 & Figure No. 9-1)

4. Asphalt tickets separated and/or tabulated according to requirements.
(P&DM Chapter 9), Attachment 9-4a – 4d

5. Asphalt items paid by the ton have automated delivery tickets that justify the pay quantity. (P&DM, Chapter 9)

6. Straightedge deficiencies handled in accordance with the specification.

7. All documentation provided for project certification to the Materials Office.

8. All documents scanned in CDMS.

9. All field changes documented to support change.

E. Concrete Items PQ/LS

1. Applicable specifications/plan notes/contract/special provisions reviewed.

2. Design Mixes are approved. (Specifications)

3. Low strength failure penalties calculated according to contract. (Specifications)

4. All field changes have the proper calculations included. (P&DM, Chapter 7)

F. Piling PQ/LS

1. Authorized pile casting length letters are attached in the front of the Pile Driving Record. (R&AM, Chapter 11)

2. The Pile Driving Record is indexed. (P&DM, Chapter6)

3. Authorized pile length recorded. (CMDCFE)

4. Survey level notes used to determine top-of-pile elevations are recorded in the Pile Driving Record. (R&AM, Chapter 11)

5. Test Piles are designated in the Pile Driving Record. (CMDCFE)

6. Contract documents reviewed and applied for Specifications related to payment .

7. All documentation provided for project certification to the Materials Office.

8. All documents scanned in CDMS.

G. Contract Time PQ/LS

1. Applicable specifications/plan notes/contract/special provisions reviewed.

2. Folder compiled (P&DM, Chapter 3)

3. Contract Time Allowed and Elapsed computed. (P&DM, Chapter 3)

4. Overrun in contract time reflected in LDs/disincentive charged on monthly or progress estimates. (CPAM) (Specifications)

5. All time extensions reflected on summary. (P&DM, Chapter 3).

6. Weather days granted on a day for day basis (Specifications)

7. Pending time issues are reflected on summary. (P&DM, Ch. 3)

8. Time Summary (R&AM, Chapter 14)

9. Holiday Time in accordance with Specification 8-6.4

10. All documents scanned in CDMS.

H. Alternative Contracts LS

1. Lump Sum Contracts (P&DM, Chapter 11)

   A. Monitor pay out schedule and percent of work complete.

   B. As-built plans in accordance with Chapter 4 (P&DM).

   C. Contractor submit monthly invoice for payment. (P&DM Chapter 11)

   D. Adjustments to overbuilt paid in accordance with specification 9-2.2

   E. Unit prices in table 9-2 and 9-3 are provided if applicable.

   F. Adjustments to foundation paid in accordance with 9-2.2.2.

   G. Show all adjustments to the original LS amount. SA's/WO

   H. Retroreflectivity certification.

I. Final "As Built" Plans: Applied Statewide/District QC Plan *(R&AM, Chapter 4)*

1. FINAL "As Built" PLANS (P&DM, Chapter 4)

   A. Responsible Engineer of Record signed, dated and sealed plans (Record Set) used for the Final Plans.

2. UPDATING THE FINAL "As Built" PLANS (P&DM, Chapter 4)

   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, with the exception of the Key Sheet.

   B. Final "As Built" Plans updated as project progresses. **All** changes made in the field not requiring an Engineer Analysis will be signed, sealed and dated by the PE in responsible charge of the project at the resident office.

   C. Use Black Ball Point Ink or Black Colored Pencil to reflect the Final "As-Built" conditions of completed project.

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J. BRIDGE PLANS (P&DM, Chapter 4)

   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. Load Ratings, based on “as-built” conditions recorded on appropriate forms and kept with Final “As-Built” Plans.

6. Detailed sketches or “Crack Maps” documented shall be provided to indentify the results of any observed cracks(s) (CPAM, Section 10.3.5)

B. Category II bridges shall be revised electronically. Definition for Category I & II (P&DM Chapter 4 & figure No. 4)

All documents scanned in CDMS.

K. Close out.

1. Review required contract documents in accordance with section 9-8.
2. Final invoice submitted for all work completed and accepted by the Department.
3. Review project in accordance with R&AM chapter 4.
4. All required documents complete pay final invoice.
5. Project ready for closure.