

SECTION 5.11 FINAL ESTIMATES DOCUMENTS

5.11.1 PURPOSE

This procedure provides a uniform standard for processing monthly progress payments to the contractors and summarizes the legal documents, affidavits, and other documents required for the preparation, checking, and payment of final estimates.

5.11.2 AUTHORITY

[Sections 20.23\(3\) \(a\) and 334.048\(3\), Florida Statutes \(F.S.\)](#)

5.11.2.1 REFERENCES

[Sections 337.11 and 337.145, F.S.](#)

5.11.3 GENERAL

Progress estimates will be prepared and submitted monthly for each project to determine the amount payable to the Contractor. A certification by the contractor that subcontractors and suppliers of material and equipment have been paid their proportionate share from the last progress payment is required each month. This is required in **Section 9-5.6** of the **Specifications** and shall be explained at the preconstruction conference.

The documents required to close out a final estimate will vary from project to project. It is the responsibility of the Project Administrator (PA)/District Final Estimates Manager (DFEM) to check the Contract and **Specification** requirements to ascertain that each Final Estimate Package is complete with all essential documents. Any outstanding Contractor documents must be requested from the Contractor with instructions to forward them to the District Final Estimates Office (DFEO), [See Figure 5-11.1](#).

It is the PA's/DFEO's responsibility to inform the Contractor of the **Department's** required documents to complete the contract payment. When complete documents are received by the Department or its designee, the payment clock begins and interest can be assessed on monies due if a delay is experienced in the final payment of the contract.

Note: The time of receipt is the time the intended recipient acquired the document. If any e-mail or electronic document is received after five (5:00) PM Eastern Standard Time (EST) [four (4:00) PM Central Standard Time (CST)], the document will be considered as received the next business day.

5.11.3.1 Time of Submittal

Monthly progress estimates are prepared and submitted for each project underway as determined by each District, by no later than the first Tuesday following the Sunday cutoff each month. Dates may be adjusted in some situations to allow for holidays and the end of the fiscal year. It is necessary that all progress estimates be received in the Office of the Comptroller, Disbursement Operations, no later than 8:00 a.m. on the fifth working day (Friday) after the cutoff date. Cutoff estimate dates are located on the Construction website at the following link:

<http://www.dot.state.fl.us/construction/CONSTADM/EstimatesCutOff.shtm>

5.11.3.2 Preparation of Estimate

The monthly progress estimate is prepared to show the quantity increases (sometimes decreases) for all items completed, underway or stockpiled for use on the project. For items underway, the estimate of work completed is accomplished by using the **Pay Items Eligible for Partial Payment**, as shown in the Link under [Attachment 5-11-1](#). Field measurements must be taken and percent completion calculated for each separate segment of a pay item. Partial payment for stockpiled material, when requested by the Contractor, will be in accordance with **Section 5.11.6** of this **Manual**.

5.11.3.3 Retainage

Retainage shall be in accordance with **Section 9-5** of the **Specifications**. Some contracts may have special provision requirements, which change the standard schedule.

5.11.3.4 Liquidated Damages

When the Contract time is exceeded, liquidated damages must be withheld from the contractor. The contractor is charged for the defaulting days, which are the calendar days between expiration of the present contract time and the cut-off date of the estimate. This amount is to be calculated and entered on the estimate worksheet. For multi-job contracts, liquidated damages will be pro-rated between jobs based on the original contract amount. When **Supplemental Agreements** and time extensions are pending that would add sufficient contract time so that the contract time is not exceeded, liquidated damages may not be assessed pending execution of these instruments.

5.11.4 OTHER SUBMITTAL DOCUMENTATION

The following is a summary of the more prevalent forms, affidavits and records necessary to prepare and process the final estimate for payment:

(1) Notice to Proceed (NTP) Letter

The NTP is prepared in letter form and is sent via e-mail by the appropriate District Construction Office to the Contractor. The NTP notifies the Contractor to begin work on the project in keeping with the time limitations stipulated in the Contract Documents. This letter is to be included as part of the Contract Time folder as noted in **Section 5.11.4; (10)** of this *Manual*. See **Figure 5-11. 2** for an example NTP.

(2) Notice of Beginning/Ending of Construction, Final Acceptance Letter

This notice document is sent by the appropriate District Construction Office to the Contractor. It notes the date time began by the Contractor and the date the project was completed and/or final accepted. (**See Figure 5-11.3**).

(3) Roadway and Bridge Daily Work Report (DWR) and/or Construction Diary

The project Daily Work Report (DWR) for projects within Site Manager, or a Construction Diary (Diary) for projects not in Site Manager, are used on each project. They are recordation of events, data, occurrences, instructions, situations, circumstances, and work performed each day during a construction project. Data is collected on every phase of work performed by a Contractor, Subcontractor, or Utility Company. Recorded information must be clear, detailed, accurate, complete, and objective. Anyone reading the project DWR or Diary should be able to comprehend the project status and determine the work performed.

It is mandatory that documentation be maintained to justify quantity increases (sometimes decreases) for the monthly progress estimates. The use of these reports will prove to be helpful and may be considered adequate documentation; however, any method that provides complete and accurate records of pay quantity changes is acceptable.

The reports are not to be considered for final payment purposes when reflecting quantities. Quantities that appear on the DWR or in the Diary are typically not recorded with appropriate computations and measurements at the site and are crudely done with no intent for final payment. Most often these entries will be duplications of past entries. Therefore, actual measurements, dimensions, computations, and quantities for final payment purposes shall be recorded on the appropriate site source forms or records (such as spreadsheets).

Note: For detailed instructions on completion of the above forms, [see Section 5.1 of this Manual](#).

(4) Certifications

- A. ***Certification Disbursement of Previous Periodic Payment to Subcontractors, Form No. 700-010-38***, states that the subcontractors have been paid their proportionate share from the last progress payment. The Contractor is required to submit this form each month at estimate time. If this certification is routinely late, then non-compliance letters should be issued and sent to the contractor.
- B. ***Construction Compliance with Specifications and Plans, Form No. 700-020-02*** states that all Quality Control functions and all Quality Control sampling and test results are in substantial compliance with the pertinent specification requirements. Any outstanding issues or exceptions are listed on this form. This form is required each month at estimate time and a final version documenting all exceptions is required before the final estimate can be processed.

If the PA has not received these certifications in time to send them with the estimate to the District Office, the estimate will not be forwarded.

Note: The ***Certification Disbursement of Previous Periodic Payment to Subcontractors, Form No. 700-010-38***, is not needed for final payment, since ***Form 21-A*** contains essentially the same certification and is required for project closeout. (Refer to ***Section 5.11.3*** in this ***Manual***). ***Form No. 700-020-02***, is needed for the final estimate since it details all final outstanding exceptions to Contractor Quality Control sampling and testing as required by the Plans and ***Specifications***. (Refer to. ***Chapter 14 of the Review & Administration Manual, Topic No. 700-050-005***)

(5) Affidavit for Motor Vehicle Registration

The Contractor is required to furnish an affidavit before any progress payments are made stating that all motor vehicles operated or caused to be operated on the project are registered in Florida. The procedure described above for withholding progress payments will be used if this document is not received. Only the prime Contractor is required to provide this certification on a one-time basis at the beginning of the project.

(6) Explanations of Overruns and Underruns

An explanation of variations between the designer's original estimated quantities and the construction final quantities must be made (***See Figure 5-11. 4***). **This is a**

very important document. It is suggested the PA prepare it. When these variations have been properly researched, accurate explanations can be made. These explanations are key-board entered for items that have significant overruns or underruns and in the order the items are shown on the contract.

- (A) Items paid under Final Measure Quantity, Plan Quantity or Lump Sum Concept that have no change or have changes which are not significant need not be explained on the overruns and underruns document. A change is considered significant when its dollar value exceeds \$10,000.
- (B) Deviation of Plan Dimensions by the Contractor equaling the aggregate change of \$10,000.00 must be explained on the overruns and underruns document.
- (C) The PA will generate an **Overruns and Underrun Report** in Site Manager AD HOC (also known as Dashboard), and export the file to an Excel document or a Microsoft Word document and save this report to a hard drive. When the report is opened in Excel or Word, one is then able to edit the document per requirements. AD HOC generates a report of all pay items on a project, but one cannot edit a report in AD HOC. [Figure 5-11.4](#) shows an example of an AD HOC file exported to an Excel spread sheet and edited to comply with the current requirements.

Guidelines for documenting and submitting explanations of overruns and underruns:

- (1) Each contract item's overrun/underrun shall be summarized from the brief notes and remarks recorded in the Plan Summary Box at the time the final quantities are calculated.
- (2) Explanations for Federal Aid participating and non-participating items shall be shown separately.
- (3) Contracts that include more than one job will have the overrun and underrun explanations broken down for each job.
- (4) **Supplemental Agreements** that alter the original plan quantities more than \$10,000.00 should be tabulated as explanations of overruns and underruns for the appropriate items.
- (5) These explanations are to be submitted with the final estimate package to the DFEM. The DFEM will submit to the Federal Highway Administration (FHWA) on all FHWA Projects of Corporate Interest

and on those FHWA Projects Division Interest (PoDI) when identified in the project specific PoDI plan.

- (6) Final quantities are subject to change during the checking of the estimate. This may also necessitate a change or correction in the explanation of an overrun or underrun. Therefore, the original electronic version sent to the DFEM shall be plainly marked as tentative.

Note: Net overruns to existing pay items may be funded once a contract expends 75% of the original contract amount. Requests for additional funding must be based on reviewing the project and estimating the overruns. See [Section 6.2](#) and [7.3.6.4 of this Manual](#) that covers this process.

(7) Job Correspondence

All correspondence related to Final Estimates and/or final pay quantities on each project and maintained by the PA or Resident Office (RO) shall be submitted along with the final estimates package. Each document will be sequenced in chronological order upon receipt and scanned into EDMS

- (A) All pertinent correspondence that is received by the PA after the estimate is turned in shall be forwarded to the DFEO for inclusion in with the Job Correspondence submittal folder.

(8) Final Plans and Estimate Transmittal Form

Upon completion of a project, the final plans and estimate documents must be submitted by the RO to the DFEO. The **Final Plans and Estimates Transmittal Form No. 700-050-20** must include, but not be limited to, the following:

- (A) A tabulation of the **Final As-Built Plans**, which will include the **Plan Summary Boxes** in the plans, Field records, and other records showing the title, and general description of the contents of each item.
- (B) The date work began and the date work was completed. If the work was not completed, note briefly the conditions for acceptance.
- (C) Pending **Supplemental Agreements** which have not been submitted to the District Office (include information as to the scope, the approximate cost and the additional contract time involved and the **Agreement**.)
- (D) Any unresolved claims which may be pending at the time the estimate is

submitted.

- (E) Failing materials, the disposition of which remains unresolved at the time of submittal.

(9) Final Estimates Office Record of Final Plans and Documents

The ***Final Estimates Office of Final Plans and Documents Form 700-050-28*** was developed to aid in organizing and completing the transmittal packages. The RO's project personnel are responsible for initiating this form with the information shown in the items below and completed at the time the final estimates package is sent to the DFEO. This form is generated by accessing the Department's application CARS (Construction Automated Reporting System), which is found on the Construction Office's internal website labeled "Final Estimates Status." The majority of items below will be populated automatically within the form (provided the information is input properly into Site Manager). If data is incorrect or errors are found, the PA can make corrections in Site Manager.

- (A) Financial Project ID, Contract ID, Contract Type, FDOT Specifications Year, Federal Aid Project Number(s), County(ies), Road Number(s), Name(s) of Contractor(s), Name of Surety, District Engineer and RE/PA.
- (B) Contract Time shown in calendar days with Federal Aid Participation noted, including; Granted Days, Time Extensions, Calendar Days Allowed, Calendar Days Elapsed, Calendar Days Overrun or Underrun, and associated liquidated damages, penalties and/or incentive dollar amounts (if applicable).
- (C) ***Supplemental Agreements (SAs)/Work Orders, Contingency SAs*** and a statement of Contract Monies.
- (D) Other dates such as Plans Received, Certification of Compliance with Specifications & Plans, Certification of Materials, Notification of Findings Letter(s), Acceptance Letter(s), Overpayment Letter, etc. will be input as they occur and such items as these will be filled out by the DFEO.

Once all information has been completed the DFEO will "validate" this form which then is automatically transferred to CDMS for retention.

(10) Time Folder

Maintain a **time folder** containing all contract time changes occurring during the life of the contract. These are letters from the District Construction Engineer (DCE) to

the Contractor stating the length of any extension. This folder must be submitted as a part of the final estimate package. This folder shall contain the following:

- (A) Notice to Proceed Letter (**See Figure 5-11.2**)
- (B) Copies of all letters granting an extension of contract time.
- (C) Copies of any executed or pending **Supplemental Agreements, Work Orders, or Unilateral Payments** that affect contract time (Do not include backup documentation for these documents in the time file).
- (D) Copies of any other documents such as court orders, takeover agreements that affect contract time.
- (E) A summary sheet showing a full accounting of the contract time, both state and federal aid. The original contract time, the time added by each supplemental agreement, time extension, and any other documents shall be submitted.
- (F) Begin Time/Construction Letter(s) and Final Acceptance Letter.

Note: EACH DOCUMENT REQUIRED UNDER THIS SECTION SHOULD CONTAIN THE BREAKDOWN OF FEDERAL AID PARTICIPATION AND THE ACTION TAKEN BY THAT DOCUMENT. In the event that a response has not been received on the federal aid participation in time actions on all FHWA Projects of Corporate Interest and on those FHWA PoDIs governed by project specific PoDI plan wherein FHWA has retained responsibility for the determination of FHWA participation and certification acceptance projects, a District's request shall be submitted and included in the time folder. The DFEM shall follow up on the status of the participation request.

On FHWA PoDIs which are not governed by a project specific PoDI plan wherein FHWA has retained responsibility for the determination of FHWA participation, the DCE has the responsibility of determining and approving federal aid participation in time changes, therefore all item-changing documents on this type of project must show the breakdown of federal aid participation.

5.11.5 DOCUMENTING CONTRACT CHANGES

5.11.5.1 Common Types of Contract Changes

Contract changes, which are necessary and desirable within statutory limitations, usually fall within one of two categories of work added or eliminated. These categories are:

(1) Supplemental Agreement (SA) (Form No. 700-010-45)

Work of a different general character from that shown in the original plans and contract. This work was unforeseen or could not reasonably have been contemplated in the original **Plans** and **Specifications**. Work in this category requires a **SA**. For more information on SAs, see [Section 7.3 of this Manual](#).

Note: A **SA** must be approved by the District Secretary or designee before final payment can be made. (Refer to [Section 7.3.10 of this Manual](#)).

(2) Unilaterally Directed Extra Work (Form No. 700-010-05)

Used for extra or unforeseen work for which a unit price cannot be agreed upon in advance of performing the work. This work requires a **Unilateral Payment (UP)** to establish a price and amount of extra work to be paid for. The pay items, quantities and unit prices used in a **UP** for unilaterally directed work should be determined in accordance with [Section 7.3.5.2 of this Manual](#). Daily records of the work performed in connection with this type of **UP** should be kept in accordance with [Section 7.3.8 of this Manual](#).

(3) Contractor's Claim

When the PA receives notice of a claim from the Contractor, it is the responsibility of the PA to maintain accurate records to document the work being claimed by the Contractor, in accordance with [Section 7.3.14 of this Manual](#). The ultimate dispensation of the claim will be determined by the DCE. Should the Contractor disagree with the DCE's determination, he may take it to arbitration or litigation, in accordance with Contract terms and conditions.

(4) Contingency Supplemental Agreement (Form No. 700-010-79)

Due to the complexity or size of construction projects, unforeseen additional work may be necessary on some projects to complete the work and make the project functionally operational in accordance with the intent of the original contract. Expeditious authorization for unforeseen additional work may be required to avoid delay to the progress of the work and to avoid potential delay claims. (Refer to [Section 7.4 of this Manual](#))

(5) Work Order for Unforeseen Additional Work (Form No. 700-010-80)

Work Orders shall be fully executed prior to allowing the Contractor to begin the work. The intent of this procedure is to allow delegation of authority for execution of the **Work Order** to a responsible Department designee who can make timely decisions for completing the unforeseen additional work. Authority for execution of the **Work Order** may be delegated to the PA at the discretion of the District (refer to [Section 7.3 of this Manual](#)).

(6) Cost Savings Initiative Proposal (CSIP)

CSIPs are cost reduction change proposals initiated and developed by the Contractor with the incentive of sharing a net savings in the performance of the contract without impairing any essential functions and characteristics. These proposals must be accepted and approved by the Engineer. CSIPs shall be finalized through an equitable adjustment in the contract price and time by the execution of a **SA** pursuant to specification provisions of **Section 4-3** of the **Specifications**.

5.11.6 PARTIAL PAYMENT FOR CERTAIN MATERIAL

5.11.6.1 General

Partial payments will be allowed for new materials that will be permanently incorporated into the project and that are stockpiled on the project, in approved locations in the vicinity of the project, and in approved locations remote from the project. Partial payments must be made in accordance with **Section 9-5 of the Specifications** and the **Pay Items Eligible for Partial Payment** as mentioned in [Section 5.11.3.2 of this Manual](#) and pay items shown in the Link under [Attachment 5-11-1](#). This procedure and **Certification and Request for Payment for Stockpiled Materials, Form No. 700-010-42**, shall be explained at all preconstruction conferences. Partial payments will be controlled by the following provisions in addition to the specifications:

(1) Certification and Request for Payment for Stockpiled Materials

A **Certification and Request for Payment for Stockpiled Materials, Form No. 700-010-42**, executed by a person employed by the prime contractor in a supervisory capacity and all accompanying invoices, must be in the project records prior to any payment for materials being included in a progress estimate. The request for partial payment for materials stockpiled off-site shall be submitted in a timely manner. Payment for such items is to be based on the invoice price including delivery charges for delivered materials. The certification/request form must contain verification from the vendor that the material has been fabricated for specific use on the project; the material meets all the contract requirements, and is properly stored

in a secured manner for the sole use of the prime contractor and the specified project.

(2) Location of Materials

Most of the materials eligible for partial payment will be stockpiled "in the vicinity of the project." Fabricated structural steel, precast pre-stressed elements, precast drainage structures and any other items specified in the special provisions may be stockpiled at approved locations other than "in the vicinity of the project."

"In the vicinity of the project" is defined as a location readily accessible to the PA or other designated Department representative for verification of quantities and periodic review to ascertain that materials are reserved for exclusive use of the projects under which payment is made.

All materials must be stockpiled in a manner such that it is readily discernible that such materials are being reserved for exclusive use of the project under which payment is requested. An aggregate for use in asphalt mixes or Portland cement concrete pavement must be in a stockpile set aside for exclusive use in producing mix for Department projects. If a stockpile contains material for more than one Department project, a control procedure submitted by the Contractor and approved by the Engineer/Administrator must be established to properly allocate costs between projects.

(3) Verification

Prior to entering payment for stockpiled material on a progress estimate, the PA must verify that the quantity of material for which the Contractor has requested payment is in fact stockpiled at the location designated. For aggregates, measurements, calculations, or documented observations to approximate the quantity of material in each stockpile must be made.

If a material is stockpiled at a precast yard or structural steel fabrication plant, verification may be by a written statement from the Department's representative at that facility.

The PA, prior to submitting each progress estimate, must verify that materials for which payment has been made on earlier progress estimates remain stockpiled as designated and stored in a manner so as to prevent deterioration and damage.

(4) Materials Certification

The PA must ascertain prior to payment that the materials for which payment is requested comply with applicable specifications. Material invoices that are used to determine the amount of partial payment for fabricated structural steel materials shall have attached with the invoice test data showing approval and compliance with the specifications. The test data and the invoice shall contain identifying mark numbers and weights for each fabricated component as detailed on approved shop drawings together with the price per pound and the total amount of the invoice. Invoices that are submitted without the information described shall not be used as a basis of partial payment.

a) Material Certification Requirements

It is required that all personnel, at the construction level, be familiar with the Statewide Inspection Guidelist (Asphalt plant/Lab, Milling/Paving, Prime and Tack Coat, ARMI, and Friction Course), the Contractor's Quality Control (CQC) Manager and Verification Technician's (VT) responsibilities noted in the *Specifications*, the [Materials Manual, Topic No. 675-000-000, Section 5.4](#), and in this [Manual, Chapter 3, Section 3.3](#).

Documents Required For Certification – Project Files

Refer to Material's website for more information regarding material certification:

<http://www.dot.state.fl.us/statematerialsoffice/quality/construction/documents/certificationguide.pdf>

The documents are:

1. Supplements Agreements
2. All correspondence relating to failing materials
3. All field test results
4. All lab test results
5. Thickness core-out reports
6. Final straightedge reports
7. Certification of pre-stressed items
8. Final commercial inspection report
9. Sign inspection reports
10. Completed Disposition of Defective Material
11. Mill analysis sent to "CL" (sent to appropriate labs)
12. Final Job Guide Schedule

For more information on CQC procedures, forms and documentation. See **Chapter 11, Section 11.7** of this **Manual**.

(5) Proof of Payment

The Prime Contractor must provide proof of payment to its subcontractors and vendors before the next estimate after the partial payment is initially made.

A certification by the Contractor that it has paid its subcontractors their proportionate share from the last progress payment, as defined in [Section 5.11.4, \(4\)](#) of this **Manual, Certification Disbursement of Previous Periodic Payment to Subcontractors, Form No. 700-010-38**, is acceptable for this action.

As stockpiled materials are incorporated into the project, the PA must adjust payments accordingly.

A) Certification Compliance with Equal Employment Opportunity (EEO), Form No. 700-011-13 (for Contracts let prior to September 1, 2012)

The Prime Contractor must submit this monthly certification to the PA no later than the Friday before the monthly estimate cutoff date (generally the 3rd Sunday of the month). **Form No. 700-011-13** must be submitted on Federal Aid Contracts. This form is to be signed by an officer or director of the Contractor with the authority to bind the Contractor and must be notarized.

The Prime Contractor may require their subcontractor to submit any type of data that is deemed necessary or warranted in order to certify their subcontractor's compliance.

(6) Documentation

Project files shall include a separate section for payments of stockpiled materials. The stockpiled materials file shall include all information on the material being stockpiled; i.e., name and address of supplier; how material was verified and eligible for payment including the place, date, and the individual who has examined the stockpiled materials; how records are maintained and adjusted as stockpiled materials are incorporated into the project; calculations on how payments for materials are determined, calculations should also indicate which is stockpiled and which is installed materials; invoices for pre-stressed products and structural steel must include the pay item numbers; and inspector's identification numbers or stamp; and paid invoices and other documents as may be required by this procedure.

5.11.7 OFFSETTING PAYMENTS

5.11.7.1 General

This procedure shall be applied to any construction contract on which the Department desires to recover funds from the Contractor and such funds cannot be recovered through the normal process of adjusting subsequent monthly progress estimates of payments to the Contractor.

5.11.7.2 District Authorization

For construction contracts on which final payment to the Contractor will be determined and authorized by the District:

- (1) The DCE/DFEM will be responsible for identifying construction contracts on which the Department desires to recover funds from the Contractor of such project and said funds cannot be recovered through the normal process of adjusting subsequent monthly progress estimated payments to the Contractor.
- (2) The DCE/DFEM will coordinate with the Office of General Counsel assuring that the Department's intent of recovery is the result of a bona fide judgment, settlement, arbitration order, or final adjudication determining the amount due the Department, and that intent of recovery excludes amounts owed by the Contractor to subcontractors, suppliers, and laborers due to the performance of that contract.
- (3) The DCE/DFEM will notify the Contractor in writing of the Department's request for reimbursement, specifying the exact amount due the Department, the contract number, the project number and the reasons for which the Department seeks reimbursement, and that receipt of payment by the Department will be due within 60 days from receipt of said notice by the Contractor or the Department will seek reimbursement as per **Section 337.145, F.S.**
- (4) If the Department does not receive payment within 60 days, the DCE/DFEM will notify the State Construction Engineer.

5.11.7.3 All Construction Contracts

The State Construction Engineer, in consultation with the appropriate District Construction Engineers, will identify another contract (herein known as the donor contract) from which recovery of funds can be offset from payments due the Contractor.

The State Construction Engineer will notify the Comptroller's Office on the donor contract selected with **Memorandum of Overpayment, Form No. 700-010-31**.

The Office of the Comptroller will review the selected donor contract for compatibility of FHWA funding.

The Office of the Comptroller will withhold offsetting payments from payments due the Contractor on a donor contract, if necessary. Other legal means will be used if there is no donor contract.

5.11.8 ATTACHMENTS

Attachment 5-11-1 Link to Pay Items Eligible for Partial Payment

5.11.9 FIGURES

Figure No. 5-11.1 Notice of Outstanding Documents

Figure No. 5-11.2 Notice to Proceed Letter

Figure No. 5-11.3 Notice of Beginning/Ending of Construction

Figure No. 5-11.4 Explanation of Overruns and Underruns

Attachment 5-11-1

[PAY ITEMS ELIGIBLE FOR PARTIAL PAYMENT](#)

To access, please follow instruction located [here](#).

Note: The above link will generate the latest list of pay items with their percentages for partial payment. This report is updated daily at 11:00 AM.

Figure 5-11.1
NOTICE OF OUTSTANDING DOCUMENTS



Florida Department of Transportation
605 Suwannee Street
Tallahassee, FL 32399-0450

RICK SCOTT
GOVERNOR

JIM BOXOLD
SECRETARY

December 12, 2015

Mr. Contractor, Inc.
2000 Sunshine Lane
Any Town, Florida 32308

RE:
Federal Aid Project Number: MY-M-6234(8)
Financial Project ID: 1979341 52 02
Contract Number: T3103
County: Leon

Gentlemen:

Before the final estimate can be finalized, and the offer made to you, the following information, as required in Section 9-8.1 of the Specifications, must be submitted to this office.

1. Mill Test and Analysis Report;
2. Federal Wage Rate Affidavit
3. Construction Compliance with Specifications and Plans Certification Form

Your cooperation in quickly submitting any outstanding documents will expedite the processing of closing out this contract.

Very Truly Yours,
J. C. Long
J. C. Long
Resident Office

KB/sy

Figure 5-11.2 NOTICE TO PROCEED LETTER

 Florida Department of Transportation 605 Suwannee Street Tallahassee, FL 32399-0450	RICK SCOTT GOVERNOR	JIM BOXOLD SECRETARY
District Construction office 1000 Orange Court Somewhere, Florida 32416		December 12, 2015
Joe's Construction 2000 Sunshine lane Any Town, Florida 32308		
RE:	Project Name: Kelley Memorial Causeway Construction Contract Number: T1345 Financial Project ID: 1979341 52 02 Federal Job Number: MA-M-617(9) County: Dade	
NOTICE TO PROCEED:		
Your Contract, number T1345 covering work to be performed on the above project, was executed and dated December 12, 2015.		
You are hereby authorized to begin work in keeping with time limitations stipulated in the Contract.		
A Certification of Payment to the subcontractors is required for the second thru the last monthly estimate. Also, a federal Wage Rate Affidavit must accompany the final monthly estimate.		
The Program Manager is in charge of this project:		
		Chris Layman 2500 Beach Circle Any Town, Florida 32308 (850) 429-2777
Sincerely <i>J.C. Long</i> J.C. Long District Secretary		

Figure 5-11.3

NOTICE OF BEGINNING/ENDING OF CONSTRUCTION

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

NOTICE OF BEGINNING AND COMPLETION OF CONSTRUCTION CONTRACTS

Date: 12-12-2015

State Job No.: 123456-1-52-01

W.P.I. No.: N/A

Contract No.: T1234

FAP No.: N/A

County: Okaloosa

Road No. SR 30 (US98)

Description: The improvements under this contract consist of cleaning the existing pre-stressed concrete piles and furnishing and installing the sacrificial protection systems as detailed in the plans and according to Specifications on Bridge No. 570034 over ICWW and Brooks Street in Okaloosa County.

Contractor Name: L & S Concrete Restoration, Inc.

Address: 8445 Lone Eagle Way, Sarasota, FL 34241

Construction Engineer: Harold Jasons – Ponce De Leon Area Operations Engineer

Consultant Engineer: Bill Kendrick –Senior Project Engineer, OTIS

Date Time Began: 12/08/2015

Date Final Acceptance: _____

Date Work Began: 12/11/2015

Recommendation for Maintenance:



Director of Transportation Operations

DISTRIBUTION:

- Copy 1 - Project Engineer
- Copy 2 - Contractor
- Copy 3 - District Final Estimates Office
- Copy 4 - District Maintenance Engineer
- Copy 5 - District Materials Engineer
- Copy 6 - District Contracts Administrator
- Copy 7 - District Production Management Engineer
- Copy 8 - District Planning Engineer
- Copy 9 - District Traffic Operations Engineer
- Copy 10 - Consultant Engineer
- Original - File

Figure 5-11.4

EXPLANATION OF OVERRUNS AND UNDERRUNS

Contract ID: T2513
Proj. ID: 42975125201
Managing District: 02
FAP No.: 29553071

Proj. ID: 42975125201

ITM_CD	Desc	UntMea	OrgQty	InstQty	QtyPaid	AmtPaid	SA Amt	UntPri	Chg In Qty	Qty%	ChgInAmt
0110 4	REMOVAL OF EXISTING CONCRETE PAVEMENT	SY	1391.000	802.000	802.000	19,248.00	.00	24.00	-589.00	-42.34	-14,136.00

Explanation: The underrun was a result of removing only the necessary amount of existing slope pavement to construct the concrete gravity wall. All removal areas were field measures and documented on lat/dat sheets.

0334 1 13 C	SUPERPAVE ASPHALTIC CONC, TRAFFIC	TN	4891.200	4217.800	4217.800	430,215.60	.00	102.00	-673.40	-13.77	-68,686.80
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Explanation: The underrun was a result of placing the overbuild asphalt necessary to correct the cross slopes on SR-208 and the adjacent ramps as depicted in the Contract plans.

0337 7 43	ASPHALT CONCRETE FRICTION COURSE, TRAFFIC C, FC-12.5,	TN	2515.900	2637.000	2637.000	316,440.00	.00	120.00	121.10	4.81	14,532.00
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Explanation: The overrun was a result of placing the friction course as depicted in the Contract plans and within the allowable spread rate tolerances of up to 105% of the project average spread rate target.

