

# Chapter 1

## INTRODUCTION

### 1.1 PURPOSE

The procedures outlined in the *Review and Administration Manual* are intended to assist the Florida Department of Transportation (FDOT) District Final Estimates Office (DFEO) staff in the review of final estimates and performance of administrative contract closeout. This manual provides the DFEO staff with a statewide system of standards and methods for reviewing *Final Estimates Packages* and *Offer Letters* to Contractors.

The information provided in this manual is not intended to supersede or circumvent pertinent specifications, special provisions, plans, plan notes, or other governing authority. The guidelines go hand in hand with, and are cross-referenced to, those presented in the *Basis of Estimates Manual*.

### 1.2 AUTHORITY

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

### 1.3 REFERENCES

Sections [337.141](#), *Florida Statutes (F.S.)*

[Rule Chapter 14-22](#), *Florida Administrative Code*

Section 9, [FDOT Standard Specifications for Road and Bridge Construction](#)

[Review and Administration Manual](#)

[Basis of Estimates Manual](#)

[Procedure 025-020-002, Standard Operating System](#)

### 1.4 SCOPE

All Construction and Final Estimates personnel charged with the responsibility of verifying final pay quantities and effecting final contract payment and closeout.

## 1.5 REVISIONS AND ADDITIONS

Comments and suggestions may be submitted to the State Final Estimates Office (SFEO) at:

Mailing Address:  
605 Suwannee Street  
Mail Station 31  
Tallahassee, FL 32399-0450

E-mail Address:  
[CO-FinalEstimateSection@dot.state.fl.us](mailto:CO-FinalEstimateSection@dot.state.fl.us)

Fax Address:  
Outlook Fax (850) 412-8021  
Regular Fax: (850) 414-4784

Comments are collected throughout the year. Suggestions received by the SFEO shall be reviewed in a timely manner. A written reply and action explanation to each written suggestion and comment will be made by the SFEO. Items warranting immediate change shall be made upon the approval of the State Final Estimates Engineer (SFEE). Otherwise, changes will be incorporated during the next scheduled revision.

This manual and all revisions and additions can be accessed on the State Construction Office website:

[http://www.fdot.gov/construction/manuals/finalest/review%20&%20admin/All\\_History/RA-All-History.shtm](http://www.fdot.gov/construction/manuals/finalest/review%20&%20admin/All_History/RA-All-History.shtm)

## 1.6 ADOPTED REVISIONS AND ADDITIONS FOR MANUAL UPDATES

Only the chapters reflecting the adopted change(s) will be placed on the State Construction Office (SCO) Website. The revisions will be reflected in the [Historical Files](#).

Periodically, it may be necessary to include a new subject or make substantial revisions that are not adequately addressed within the current manual. When this occurs, it will be necessary to produce new sections or chapters in the manual. The new sections or chapters will be placed on the SCO website.

All major revisions and additions to this manual shall be reviewed by the District Final Estimates Managers (DFEMs) and any other office affected prior to implementation. Final approval is obtained from the SFEE. New chapters and sections or revisions that result

in policy or substantive procedural change, as determined by the DFEMs, shall be processed in accordance with ***Procedure 025-020-002, Standard Operating System***.

## 1.7 ELECTRONIC DATA STORAGE

The ***Electronic Document Management System (EDMS)*** is utilized to scan and index electronically all documentation for projects. The electronic documentation is stored to replace any paper documents required for use throughout the project. When a question arises as to the requirement for hard copy documents on a project, the following method of operation will be observed:

When a hard copy of support documentation is successfully scanned into the ***EDMS*** system, the electronic version will be accepted without requiring the hard copy to be filed or accompany the final estimate. The electronically stored data, which is suitable under the District's QC Program, is accepted as the required hard copy data. Hard copies will be required for any necessary data not scanned into ***EDMS*** for projects let before July 2016. This process for electronic distribution and storage of documents will, where applicable, replace the requirements of paper copies as called for throughout this manual. Electronic ***Final Estimate Packages*** are required and hard copies will not be accepted for projects let after July 2016.

Raw data sheets used to calculate final estimate adjustments (such as the ***Asphalt Concrete Pay Item Reduction Sheet, Form 700-050-71***) are required to be submitted into ***EDMS*** when used.

The Department is phasing in implementation of ***Project Solve Sharepoint (PSSP)***. ***PSSP*** is a SharePoint based collaboration site for use by all project stakeholders. ***PSSP*** supports a paperless environment by providing a way to store, share, and process project related documents electronically. Workflows are built-in for approvals and storage into ***EDMS***. Documents submitted through ***PSSP*** do not need to be submitted with the final estimate or scanned into ***EDMS***.

## 1.8 TRAINING

Training in the preparation of Final Estimates is provided through the Department's Construction Training Qualification Program (CTQP). Information on the courses and current training dates can be found on the SCO website under the title of [Training](#).

## 1.9 FORMS

The forms referenced in this manual can be found on the Department's website: <https://fmsinternal.fdot.gov>. Official forms provided by the Department shall be used without alteration or modification.