

Chapter 2

DISTRICT FINAL ESTIMATES OFFICE

2.1 PURPOSE

This procedure will serve as a preface to handling contract final estimates in the District Final Estimates Office (DFEO). It also presents a brief overview of the Final Estimates Section, as organized under the District Final Estimates Manager (DFEM). This procedure addresses the various tasks involved in verifying final pay records, and details the activities of the DFEO and its relationships to other Department functions.

2.2 DEFINITIONS

Final Estimate: This is the Department's official estimate of the final amount of monies due the Contractor under the contract. This estimate accompanies the offer of final payment.

Progress Estimate: A progress estimate is generated to pay the Contractor for the portion of work completed and accepted by the Engineer each month. This is also called a monthly estimate. A progress estimate may be used to pay a Contractor for a late approved Supplemental Agreement (SA), Retainage, or Notification of Findings issued after the offer of final payment.

Retainage: A percentage of the Regular Work is deducted from the Contractor's pay estimate. The Department will determine the amount retained in accordance with **Section 9-5.1** of the [Specifications](#).

2.3 PROCEDURES

2.3.1 DFEO – Review Function

(A) **Operating Objectives** of the DFEO:

- (1) The DFEO staff is under the direct supervision of the DFEM. Their prime responsibility is to perform a final engineering review of the Final "As-Built" Plans and final pay quantities on all contracts handled by their District. This responsibility includes:

- (a) Verify that final pay quantities have been derived in accordance with the

Contract Special Provisions, the Contract Plans, the applicable edition of the **Standard Specifications**, and FDOT procedures, primarily the **Construction Project Administration Manual (CPAM)**. To verify that final pay quantities adhere to appropriate methods of measurement and basis of payment for each pay item as defined in the **Standard Specifications**, as well as the accuracy as defined in the **Basis of Estimate Manual (BOE)**.

- (b) Confirm final pay quantities are mathematically correct within practical limits and conform to sound engineering practices.
- (c) Establish site source records, final measurement forms, and tabulation forms are correct and complete, as well as reflect the approved, constructed conditions, and observe the neat lines of the plans.
- (d) Determine that contract documents, affidavits, and certifications are correct and properly executed.
- (e) Verify that contract and line item adjustments were applied correctly.

(B) Basic Philosophy of the DFEO:

- (1) In the performance of the technical review of completed construction contracts, the following principles are stressed:
 - (a) Each unit is to be made up of personnel with a sound understanding of the Design and Construction principles as employed throughout the District.
 - (b) Unit members are instructed by the DFEM to accomplish the final estimates review in a competent and efficient manner.
 - (c) The DFEM emphasizes to unit members that a full knowledge and understanding of the **Standard Specifications** is an important prerequisite for reviewing final estimates. When reviewing the **Standard Specifications**, special emphasis must be placed on **Section 9**, the method of measurement and basis of payment portion as applied to individual items.
 - (d) The DFEMs instruct their staff to use an inquisitive concern for accuracy and integrity when reviewing site source records and other data for final pay quantities.

- (e) The DFEO must impartially determine pay quantities that are equitable and most nearly represent the work as completed and accepted within the limits authorized by the Department.
- (f) Should the reviewer determine that further project records are needed during the course of an engineering review, then the DFEO will request the Project Administrator (PA) to submit such additional records. The review shall not be complete until the additional records have been provided by the PA and all questions have been satisfied.

(C) Education and Training:

- (1) To promote quality and consistency in the Department's Final Estimates function, the DFEO, in cooperation with the State Final Estimates Office (SFE0) and the State and District Construction Offices will provide the following training and qualification programs:
 - (a) Final Estimates Preparation: Personnel involved in final estimates documentation and preparation operations are given instructions through classroom style training. See **Chapter 9** of the [Construction Training Qualification Manual \(CTQM\)](#) for training requirements through the [Construction Training Qualification Program \(CTQP\)](#). More information is available on the [Office of Construction Training Website](#).
 - (b) Final Estimates Review and Administrative Closeout: DFEO personnel are given instruction in final estimate review and contract closeout on an as needed basis by the DFEM. It is the DFEM's responsibility to make provisions for the necessary training.

(D) Development of Final Estimates Procedures and Guidelines:

- (1) The DFEM maintains a file on all current directives on final measurement, specification interpretations, and procedures related to final estimates.
- (2) The DFEM provides notification to the District Construction Engineer (DCE), the Resident Engineer, and the PA, of errors in the final estimate caused by misinterpretation of **Standard Specifications**, plan details, computer outputs, etc. This is done in an effort to avoid the same types of errors in the future. Independent Assurance (IA) Reviews and Post Audit Reviews (PAR) are utilized to provide evaluations of the Final Estimates Process.

- (3) The DFEM reviews drafts of the **BOE** and provides comments.
- (4) The DFEM reviews drafts of the **CPAM** and provides comments.
- (5) The DFEO staff will provide personal on-site assistance to the PA on request - before, during and after construction - to establish methods for obtaining the most accurate final pay quantities possible.
- (6) The DFEM will coordinate the requests for the required software.
- (7) The DFEO staff will offer suggestions to the SFEO for specification changes and/or corrections to eliminate problem areas in the methods of measurement and basis of pay and to clarify intent.
- (8) The DFEM is tasked with identifying problem areas in policy, procedure, and Department work flow systems to the SFEO and District Management, as well as offering assistance in developing practical and efficient resolutions.
- (9) The DFEM will monitor the [Design Standards](#) for clarity and conformity with specification intent as related to measurement and payment, as well as offer suggestions to the Design office(s) to eliminate ambiguities.

2.4 Coordination of Plans and *Standard Specifications* with these Procedures

All instructions outlined in these procedures have been coordinated to aid and support the ***Standard Specifications***, Special Provisions, and policies of Design, Construction and Final Estimates, presently accepted by the Department. However, due to the dynamic nature of the foregoing, current plan notes, Special Provisions, ***Standard Specifications*** changes, and directives will take precedence over these procedures in case of discrepancy. All such conflicts shall be brought to the attention of the State Final Estimates Engineer, so the procedures can be updated.