

# CHAPTER 1 INTRODUCTION

## 1.1 PURPOSE

The procedures outlined in the [Review and Administration Manual](#) are intended to assist the Florida Department of Transportation (Department) 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 and offering final payment 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 in this manual go hand in hand with, and are cross-referenced to, those presented in the [Basis of Estimates Manual](#).

This manual is solely for the benefit of the Department, and there is no intent to create any rights, or to confer any benefit upon, or confer any enforceable rights under or through this manual upon anyone who has entered into a contract with the Department.

## 1.2 AUTHORITY

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

## 1.3 REFERENCES

Section [337.141](#), F.S.

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

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

## 1.4 SCOPE

This manual is intended for use by 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 to the Review and Administration Manual 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.dot.state.fl.us/Construction/manuals/finalest/review%20&%20admin/Review&Admin.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 affected office 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 [Standard Operating System Procedure No. 025-020-002](#).

## 1.7 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](#).

## 1.8 FORMS

The forms referenced in this manual can be found on the Department's website: <http://www.dot.state.fl.us/proceduraldocuments/formsandprocedures.shtm>

## 1.9 ELECTRONIC DATA STORAGE

The [Electronic Document Management System](#) (EDMS) is used to scan and index electronically all documentation for projects. The electronic documentation is maintained 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. This process for electronic distribution and storage of documents will, where applicable, replace the requirements of paper copies as called for throughout this manual.

The Department is phasing in implementation of [Project Solve Sharepoint \(PSSP\)](#). PSSP is a SharePoint based collaboration site for use by all project stakeholders. Login credentials to the link above will be provided for approved project personnel. 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.