

CHAPTER 3

DOCUMENTS

3.1 PURPOSE

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

3.2 AUTHORITY

Section 337.11(10) Florida Statutes (F.S.),
Section 337.145(1) (2) F.S.,
Section 334.044 (30) F.S.,
Section 334.048 (3) F.S.,
FDOT Specifications 9-5.6, and the Standard Specifications for Road and Bridge Construction.

3.3 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 he has paid his subcontractors and suppliers of material and equipment their proportionate share from the last progress payment, is required each month. This is required in **Section 9-5.6** of the **FDOT 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 3-1*).

It is the PA's/DFEO's responsibility to inform the Contractor of the **Florida Department of Transportation (Department's)** required documents to complete the contract payment. When these documents are received by the Department or its designee, they can generate interest on monies due if a delay is experienced in the final payment of the contract. All contract documents are to be time/date stamped when received by the Department or its designee.

Note: The Department will accept scanned email or faxed copies of fully executed **Contract Documents** that require notarization and **Contract Certifications**, unless requirement specifies raised seal. The time of receipt is the time the intended recipient

Attachment 3-1
STANDARD BASIS FOR ESTIMATING PAY ITEMS

1. ~~Mobilization See Specification Book~~
2. ~~Maintenance of Traffic (Lump Sum) Prorated on the basis
..... of contract amount completed~~
3. ~~Clearing and Grubbing~~
 - a. ~~Trees fell and stumps uprooted 20%~~
 - b. ~~Undergrowth pushed out 20%~~
 - c. ~~Piling debris and root removal 20%~~
 - d. ~~Burning or off-project disposal 15%~~
 - e. ~~Discing and root pickup 15%~~
 - f. ~~Final cleanup 10%~~
4. ~~Regular Excavation~~
 - a. ~~Excavation 50%~~
 - b. ~~Compaction 40%~~
 - c. ~~Final shaping and dressing 10%~~
5. ~~Subsoil Excavation~~
 - a. ~~Excavating the material 75%~~
 - b. ~~Final disposal of material 25%~~
6. ~~Grading~~
 - a. ~~Excavation, final disposal and compaction 90%~~
 - b. ~~Final shaping and dressing 10%~~
7. ~~Embankment~~
 - a. ~~Dredging, hauling and compaction 90%~~
 - b. ~~Final shaping and dressing 10%~~
8. ~~Stabilization~~
 - a. ~~Stabilizing material dumped and spread 50%~~
 - b. ~~Stabilizing material mixed-subgrade accepted 25%~~
 - c. ~~Final shaping and compacting 25%~~

9. Base Course

- a. Partial pay for stockpiled material..... (invoice) 100%
- b. Material dumped and compacted 85%
(If constructed in two courses use 50% for the bottom course, and 50% when final course is finished and primed)
- c. Finished and primed 15%

10. Stabilized Base

- a. Partial pay for stockpiled material..... (invoice) 100%
- b. Material dumped and spread (cu. yd. pay item) 100%
- c. Base mixed and accepted (sq. yd. pay item) 50%
- d. Finished and primed (sq. yd.) 50%

11. Concrete Pavement

- a. Partial pay for stockpiled material..... (invoice) 100%
- b. In-place, finished and cured 90%
- c. Joints sawed and sealed 10%

12. Pipe Culvert

- a. Delivered to job site and stockpiled (invoice) 100%
- b. Installed 50%
- c. Backfilled and accepted 50%

13. Inlet

- a. Complete and accepted at precast yard (invoice) 100%
- b. Bottom 65%
- c. Throat 10%
- d. Inlet Top 15%
- e. Grate, Apron, etc. 10%

14. Manholes

- a. Complete and accepted at precast yard (invoice) 100%
- b. Brick or concrete to subgrade 85%
- c. Top in place - cover painted 10%
- d. Adjust to final grade 5%

15. ~~Guardrail~~

- a. ~~Post and rail delivered and stockpiled (invoice) 100%~~
- b. ~~Post set and rail hung..... 90%~~
- c. ~~Final alignment of posts and rail 10%~~

16. ~~Class I Concrete~~

- a. ~~In place..... 95%~~
- b. ~~Forms removed and finish applied..... 5%~~

17. ~~Structural Concrete (bridges, culverts, walls)~~

- a. ~~Complete forms in place..... 40%~~
- b. ~~Concrete in place..... 58%~~
- c. ~~Forms removed and finish applied..... 2%~~

18. ~~Reinforcing Steel~~

- a. ~~Delivered to job site and stockpiled (invoice) 100%~~
- b. ~~Tied in place 100%~~

19. ~~Precast Items (piles, beams)~~

- a. ~~Completed and accepted at precast yard (invoice) 100%~~
- b. ~~In place on the job 100%~~

20. ~~Structural Steel~~

- a. ~~Fabricated and stored at the source (invoice) 100%~~
- b. ~~Erected 95%~~
- c. ~~Painted with top coat 2%~~
- d. ~~Completed and accepted..... 3%~~

21. ~~Precast Prestressed Panels~~

- a. ~~Fabricated and stored at source (invoice) 100%~~
- b. ~~Panels in place and graded (concrete) 45%~~
- c. ~~Panels in place and graded (reinforcing steel) 45%~~
- d. ~~Superstructure concrete placed (concrete)..... 55%~~
- e. ~~Superstructure concrete placed (reinf. steel)..... 55%~~

22. Piles (concrete)

- a. Cast and stored at precast yard (invoice) 100%
- b. Delivered to job site 90%
- c. Piling in place (piling furnished) 10%

23. Prestressed Slabs

- a. Cast and stored at precast yard (invoice) 100%
- b. Delivered to job site 90%
- c. Installation complete 10%

24. Painting Structural Steel

- a. Sandblasting and prime coat 70%
- b. Intermediate coat 15%
- c. Top or cosmetic coat 15%

25. Segments for Segmental Bridge

- a. Cast and stored at precast yard (invoice) 100%
(when furnished by a supplier)
- b. Cast and stored at precast yard 85%
(when furnished by a contractor)
- c. In place and post-tensioned for a 100%
- d. In place and post-tensioned for b 15%

26. Precast Piers

- a. Cast and stored by a supplier (invoice) 100%
- b. Cast and stored by a contractor 85%
- c. In place and post-tensioned for a 100%
- d. In place and post-tensioned for b 15%

27. Machinery and Casting

- a. Delivered to job site or adjacent storage (invoice) 100%
- b. Erection completed 90%
- c. Field painting and testing 10%

28. Traffic Signal Equipment

- a. Delivered to job site or adjacent storage (invoice) 100%
- b. Installed 90%
- c. Checked out in operation 10%

29. Roadway Lighting

- a. Delivered to job site or adjacent storage (invoice) 100%
- b. Erection of bases and poles 60%
- c. Wiring and electrical connections 30%
- d. Checked out in operation 10%

30. Fence Post, Fence Fabric, Corrugated Steel Culvert Pipe, Corrugated Aluminum Pipe, Bridge Drainage System, Reflective Pavement Markers

- a. Delivered to job site or adjacent storage (invoice) 100%
- b. Installed and accepted 100%

31. Electrical/Mechanical Equipment

- a. Delivered to job site or adjacent storage (invoice) 100%
- b. Installation Completed 90%
- c. Checked out in operation 10%

32. Performance Turf

- a. Installed on project 85%
- b. Final Accepted by the Department 15%

33. Landscape Installation

- a. Installed on project 85%
- b. Final Accepted by the Department 15%

34. Mast Arm Assembly

- a. Foundation Completed 70%
- b. a. Mast Arm Assembled and Final Accepted by the Department 30%

Attachment 3-1 PAY ITEMS ELIGIBLE FOR PARTIAL PAYMENT

NOTE: For items not listed below, prorate based on amount of work completed.
*(Reference Specification 9-5)

(Pay Item)
(Section)

(350) Concrete Pavement

f. <u>a.</u> In place, finished, and cured.....	90%
e. b. Joints sawed and sealed	10%

Pay Items:

350- 1- 1 thru 350- 2-17

(400) Structural Concrete (bridges, culverts, walls, etc.)

d. <u>a.</u> Forms in place	40%
e. b. Concrete in place.....	50%
f. c. Forms removed and finish applied.....	10%

Pay Items:

400- 1- 1 thru 400- 4- 38
400- 4- 41 thru 400- 8- 38
400- 8- 40 thru 400- 16- 38
400- 16- 40 thru 400- 16- 43

(400) Structural Concrete (Segmental Bridge)

a. Casts and Stored.....	65%
b. Installed and Post Tensioned	35%

Pay Items:

400- 4- 39, 400- 4- 40, 400- 8- 39, 400- 16- 39

(425) Inlet

f. <u>a.</u> Bottom installed	65%
g. <u>b.</u> Throat installed	10%
h. <u>c.</u> Inlet Top, Grate, and Apron installed	15%
i. <u>d.</u> Visual inspected and accepted	10%

Pay Items:

425- 1-201 thru 425- 1-910

(425) Manholes

e. a. Brick and/or concrete installed to subgrade.....	85%
f. <u>b.</u> Top in place	10%
g. <u>c.</u> Adjust to final grade and visual inspection.....	5%

Pay Items:

425- 2- 41 thru 425- 2-110

(430) Pipe Culvert

- d.a. Installed and backfilled 80%
- e.b. Video and/or visual inspection and accepted 20%

Pay Items:

430-173-112 thru 430-175-299

(460) Structural Steel

- e.a. Erected 90%
- f.b. Painted with top coat, completed and accepted 10%

Pay Items:

460- 1- 1 thru 460- 71- 2, 460- 81, 460- 95, 460- 98- 1, 460- 98- 2, 460-112

(536) Guardrail

- d.a. Post set and rail hung 90%
- e.b. Certification of Compliance for guardrail system submitted 10%

Pay Items:

536- 1- 1 thru 536- 1- 13, 536- 8- thru 536- 8- 6, 536- 82,
536-85-22 thru 536-85-27

(561) Coating Existing Structural Steel

- d.a. Abrasive blasted and prime coat applied 70%
- e.b. Intermediate coat applied 15%
- f.c. Finish coat applied 15%

Pay Items:

561- 1

(649) Mast Arm Assembly

- e.b. Foundation completed 60%
- d.c. Mast arm assembled and erected 40%

Pay Items:

649- 1- 13 thru 649- 31-999

(700) Overhead Truss Signs

- a. Foundation Completed 40%
- b. Truss Erection 50%
- c. Panels Installed 10%

Pay Items:

- 700-21-12
- 700-21-17 thru 700-21-33
- 700-21-35 thru 700-21-37
- 700-22-111 thru 700-22-154
- 700-23-111 thru 700-23-400
- 700-38-024 thru 700-38-107
- 700-39-22 thru 700-39-74
- 700-89-111 thru 89-143
- 700-90-11

(710) Painted Pavement Markings – Final Surface

- a. 1st coat of paint installed (includes RPMs) 70%
- b. 2nd coat of paint installed 30%

Pay Items:

- 710-90

(715) Highway Lighting - Conventional

- ~~e.~~ a. Erection of bases and poles 60%
- ~~f.~~ b. Wiring and electrical connections 30%
- ~~g.~~ c. Checked out-in operation 10%

Pay Items:

- 715- 4-011 thru 715- 4-139

(715) Highway Lighting – High Mast

- a. Foundation completed 60%
- b. Pole assembled and erected 30%
- c. Checked out-in operation 10%

Pay Items:

- 715- 19-111 thru 715- 19-133 & 715-511-115 thru 715-521-140