

SDDOT CONSTRUCTION MANUAL
PROJECT MANAGEMENT SECTION
CHAPTER 8 – FINAL QUANTITY AND PAYMENT REVIEW

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The Finals Review Specialist review is a required part of the finaling process for all construction projects and some maintenance projects. The review must be completed before the final Construction Change Order can be approved in the Construction Measurement & Payment system. A request for final review signifies that all quantities and payment amounts have been reviewed and verified by Area Staff. It is highly recommended that the Project Engineer and someone else in the Area Office double-check project documentation and final total quantities. The Project Engineer and Engineering Supervisor should use the *Final Quantity and Payment Review Checklist (Checklist)* as guidance for determining whether a project is ready for the Finals Review. A copy of the Checklist is included at the end of this chapter. The most current Excel document can be found at <M:\DOT\Common\All DOT Forms\DOT Forms 200-300\Spread Sheets\Final Review Checklist.xls>.

FINAL CONSTRUCTION CHANGE ORDERS AND FINAL PAY ESTIMATES

Final Construction Change Orders (CCOs) are required for all projects. Guidance regarding content and execution of CCOs is included in Chapter 11. Because of the process by which the SDDOT is reimbursed for project expenditures by the Federal Highway Administration, the final CCO should be created in the Construction Measurement & Payment (CM&P) system as early as possible.

The final payment to the Contractor cannot be made until the finaling process is complete; therefore, the amount remaining to be paid on the final pay estimate should be very small or zero. Significant amounts owed to the Contractor should be paid on a progress pay estimate as soon as possible after performance of the associated work. The Department is required to pay interest to the Contractor for payments in excess of \$2,000.00 that remain unpaid 120 days after the Region Engineer's acceptance of the project (DOT-246C).

The final pay amount and the final contract amount must agree. This can be verified by adding the "Net Change to Date" on the final CCO 220B to the original contract amount and comparing the total to the final pay estimate "Total to Date". The numbers should be identical. If not, the source of the error (for example, an unassigned price adjustment) must be identified and corrected.

SENDING DOCUMENTATION TO THE FINALS REVIEW SPECIALIST AND REQUESTING REVIEW

Most of the documentation needed for the review is entered into the Construction Management System (CMS) and is described in Chapter 7 of the manual. The Project Engineer does not need to send the Finals Review Specialist any documentation that is recorded in the CMS.

The *Checklist* provides guidance about non-CMS information to be submitted. If documentation is in the form of an Excel spreadsheet, the Project Engineer should send the Excel file as an E-mail attachment. Other documentation should be scanned and also sent as E-mail attachments. Originals will be retained in the Area Office project file.

After completing the *Checklist* and sending documentation to the Finals Review Specialist, the Project Engineer initiates the final review process by marking the final CCO "Prepared" in the CM&P System (see Figure1) and forwarding the *Checklist* to the Engineering Supervisor for review.

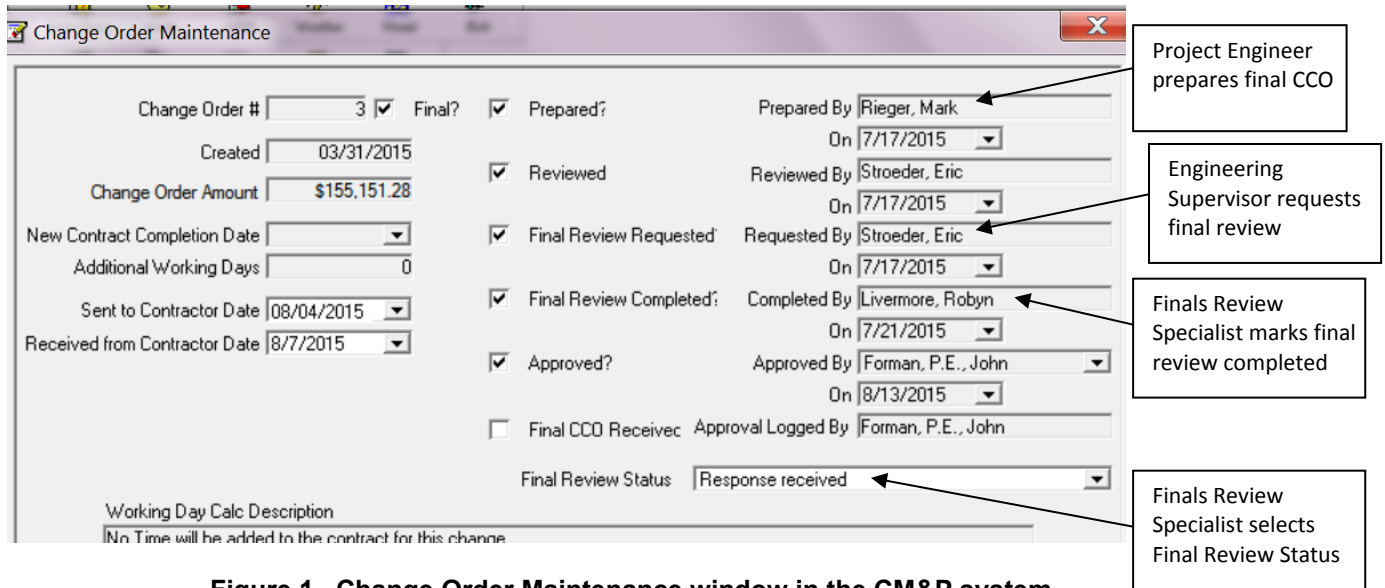


Figure 1. Change Order Maintenance window in the CM&P system

The Engineering Supervisor forwards the *Checklist* to the Finals Review Specialist as an E-mail attachment and requests final review in the CM&P system.

FINALS REVIEW

The Finals Review Specialist will review the submitted information as well as information on file in Operations Support and in the CMS. If potential errors are found during the review, or if additional information is needed, the Finals Review Specialist will send the Project Engineer an E-mail listing the issues that have been identified and will change the **Final Review Status** from “None” to “Reviewed, awaiting response” or “More documentation requested”. The Engineering Supervisor will be copied on the E-mail.

If corrections are necessary, the Engineering Supervisor and Project Engineer must uncheck the “Final Review Requested” and “Prepared?” checkboxes before making changes to the final CCO. After the Project Engineer has made all required changes in the CMS, the final CCO must then be re-prepared and the review re-requested.

The Project Engineer should send the Finals Review Specialist an itemized E-mail response stating how each issue has been addressed, along with requested documentation. The Finals Review Specialist will change the **Final Review Status** to “Response received”.

After verifying that all necessary changes have been made in the CMS, the Finals Review Specialist will mark “Final Review Completed”. A notification is automatically E-mailed to the Project Engineer and Engineering Supervisor.

BEST PRACTICES

The following list contains some “best practices” that will expedite the project finals process:

- Process each DOT-18 within two weeks of the specification deviation. Don't wait until the end of the project.
- Include all outstanding items on the DOT-246A. For example certifications, material pit releases, haul road releases, DOT-289, etc.
- Send the DOT-246A within two weeks of the Field Work Complete date.
- After sending the DOT-246A, follow up weekly with the Contractor to obtain status of each outstanding item.
- Send the DOT-246B as soon as the DOT-246A is satisfied.
- After final quantities are checked, prepare a progress pay estimate so that less than \$2000 remains to be paid before sending the Final CCO to the Finals Review Specialist. This will help avoid paying interest per Section 9.9 of the Standard Specifications.
- Send the final quantities to the Contractor for verification prior to sending the Final CCO to the Finals Review Specialist.
- Ensure contract time is documented in CM&P, and liquidated damages match overrun days.
- Follow the Tier system when paying for items requiring certification. Do not make full payment for work unless all proper documentation is received according to the Materials Manual and DOT-14 requirements.
- If construction schedules allow, pursue the finals process during the summer months. For example most of the finals work on projects that carry over until the following spring can be pursued during the winter. When the field work is complete, the remaining items can be addressed and the finals review initiated during the summer.
- Submit the Final CCO to the Finals Review Specialist, for projects on which the field work is complete, prior to the start of the next construction season.

FINAL CCO APPROVAL

Following completion of the review, the Project Engineer must print the final CCO and route it for signatures at the Contractor, Area and Region levels as required. (See Chapter 11 to determine if the Contractor's signature is required.) The original signed CCO must be sent to the Operations Support Office in Pierre. Operations Support will route the CCO for Division Director and Department Secretary signatures, if necessary, and distribute copies to the SDDOT Division of Finance and Management, the Area Engineer, the Office of Materials & Surfacing and the State Auditor. The original signed CCO will remain in the Operations Support file.

CONTRACTS THAT DO NOT REQUIRE FINALS REVIEW

Finals Review is not required for certain types of maintenance contracts, such as snow removal, weed spraying, dead animal removal, and sweeping. The CM&P system will automatically determine the need for the review based on the function numbers used for contract work. The **Final Review Requested?** and **Final Review Completed?** checkboxes on the Change Order Maintenance window will not be visible for contracts that do not require the review. The system will also not require Bi-weekly Progress reports for these contracts.

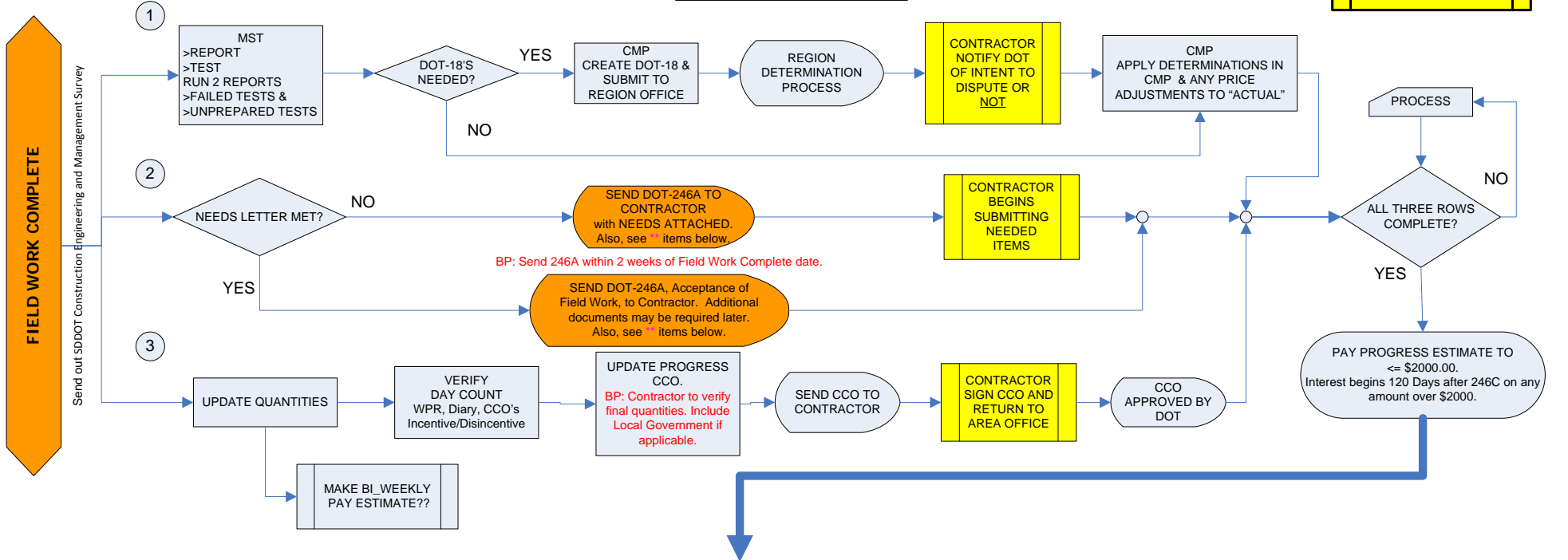
SDDOT - FINAL PAYMENT PREPARATION PROCESS

BP = Best Practice

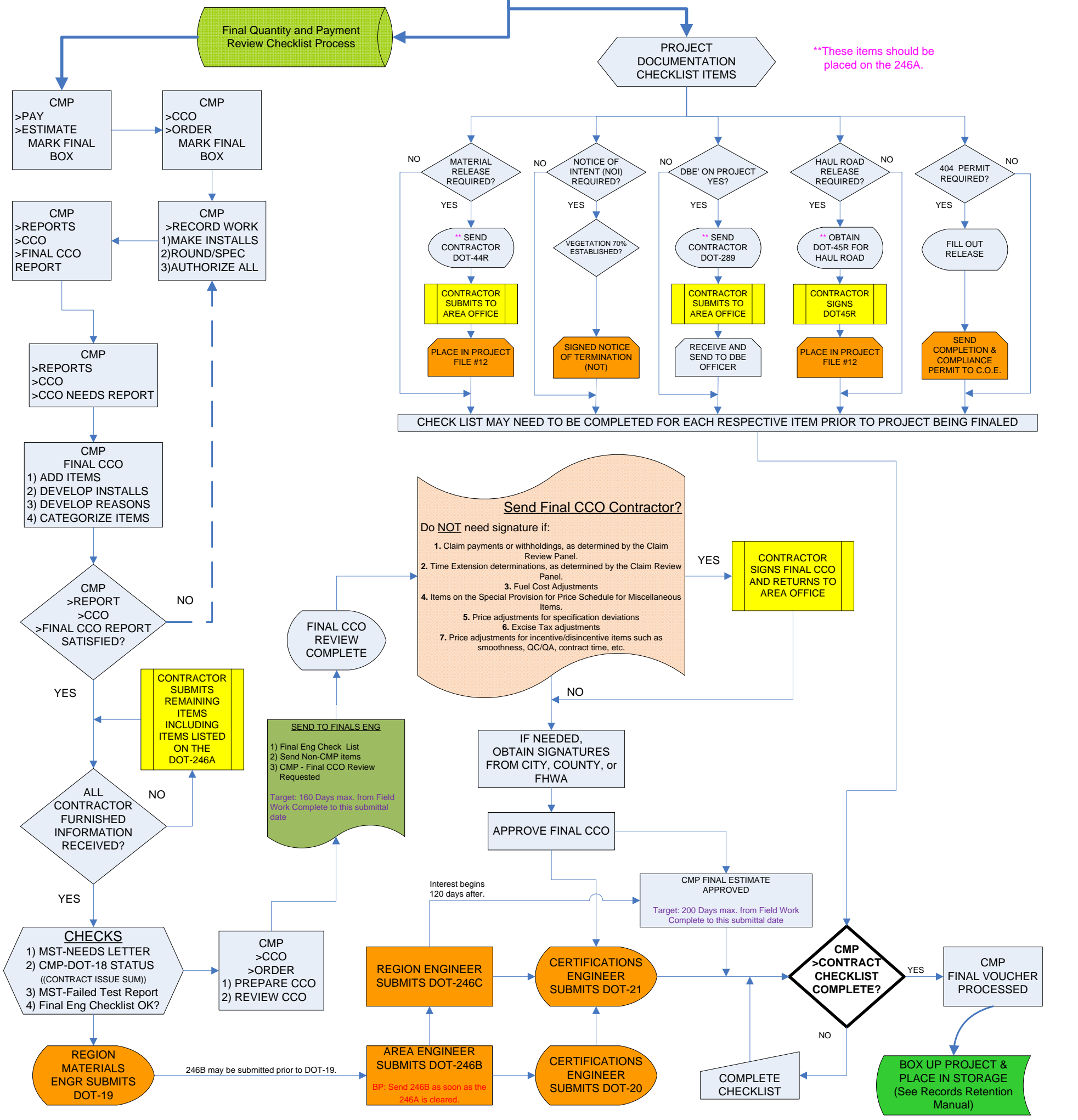
ORANGE BOXES INDICATE THAT THE CMP >CONTRACT CHECKLIST NEEDS COMPLETED

YELLOW BOXES INDICATE CONTRACTOR ACTION ITEMS PROMPT RESPONSE TO THESE ITEMS WILL EXPEDITE THE PROCESS

Revision Date of 02-01-2017



FINAL PROCESS



Final Quantity and Payment Review Checklist

Project Engineers and Engineering Supervisors: Please complete this checklist prior to preparing the Final CCO for construction projects; send it to the Finals Engineer as an E-mail attachment when requesting Final Review.

Project and PC Number: _____

Project Engineer: _____

Engineering Supervisor: _____

(Within each group, complete the checkboxes only if the answer to the question is "Yes")

Are there specification failures for this project in the MS&T system? Yes No

All specification failures have been addressed.

Are there Contract Issues in the CM&P System? Yes No

There are no issues with an "Open" status.

All required price adjustments have been made in accordance with the Determination or Revised

Do the plans include a plan note for PCCP smoothness testing? Yes No

Plan note references: Special Provision Std. Specs Both

Applicable spreadsheets were used to calculate adjustments for smoothness.

Spreadsheets have been checked for accuracy and sent to the Finals Engineer.

Has *Materials and Surfacing* sent you notice regarding short cores? Yes No

Price adjustments have been made in accordance with Standard

Are there contract items for pile? Yes NO

Pile installation quantities have been checked against the pile reports.

Pile reports have been checked for accuracy and copies sent to the Finals Engineer.

Appropriate price adjustments were made for bearing pile underrun or overrun.

Are there contract items for pipe culvert? Yes No

Item Installations have been checked against pipe notes.

Item Installations include locations and quantities for each pipe.

Copies of pipe notes have been sent to the Finals Engineer.

Does the contract included a *Special Provision for QC/QA Specifications for Asphalt Concrete Pavement?*

Yes No

QC/QA pay factor price adjustments were calculated and adjustments, if required, have been made in the CM&P

Supporting spreadsheets have been checked for accuracy and sent to the Finals Engineer as an E-mail

Does the contract include a *Special Provision for Flexible Pavement Smoothness?*

Yes No

Price adjustment have been made in accordance with the Pavement Smoothness Engineer's

The Bump Report has been completed if required and submitted to the Pavement Smoothness

Are there asphalt concrete items for which DOT-89s were required?

Yes NO

DOT-89s have been reviewed for accuracy.

Final pay quantities for asphalt concrete and binder have been checked against totals on the DOT-89 Summary

Differences between the DOT-89 Summary Report and final pay quantities have been explained in the Item Installations.

The DOT-74 report for asphalt binder (MS&T system) has been reviewed.

The DOT-74 final running load total is within .05 tons of the "Subtotal" located immediately below

Are there Bitumen Content (DOT-89) failures for excess asphalt binder?

Yes No

Excess asphalt binder has been deducted from the total asphalt binder pay

Are there asphalt concrete items for which DOT-33Qs were required?

Yes No

DOT-33Qs have been reviewed for accuracy.

Final pay quantities for asphalt concrete and lime have been checked against totals on the DOT-33Q Summary

Differences between the DOT-33Q Summary Report and final pay quantities have been explained in the Item

The DOT-74 report for lime (MS&T system) has been reviewed.

The DOT-74 final running load total is within .05 tons of the "Subtotal" located immediately below

Are there Lime Content (DOT-33Q) failures for excess lime?

Yes No

Excess lime has been deducted from the total pay quantity for lime.

Are there contract items for asphalt concrete for haul road restoration or asphalt concrete composite?

Yes No

The asphalt binder is not included in the pay quantities for asphalt binder contract

Are there contract items for Asphalt for Prime, Tack, Flush Seal, Fog Seal, Surface Treatment or Cold Recycling?

Yes No

- Load information has been entered into the Bitumen Load tab of the Item
- The DOT-74 report (CM&P system) has been reviewed, and the "Difference" field is less than .05

Are there haul road restoration items (other than dust control)?

Yes No

- Only the state's 50% share of material quantities was paid or the haul road is a state
- Items were paid in accordance with the Spec. Prov. for Price Schedule for Misc.

Is any work paid on a Force Account basis?

Yes No

- All applicable force account forms have been completed, checked for accuracy and sent to the Finals
- Forms were accompanied by supporting receipts for material purchases & equipment rentals, and by payrolls for
- Payrolls show at least the number of hours that are charged on the Daily Labor forms for each day for each individual.
- Items listed on the Daily Materials forms have been reviewed for eligibility.

Is there an Extra Haul item?

Yes No

- Item was paid in accordance with the Special Provision for Price Schedule for Miscellaneous
- Calculations have been checked for accuracy and provided to the Finals

Is there a payment for incentive/disincentive for lane rental?

Yes No

- Spreadsheet has been checked for accuracy and sent to the Finals Engineer.

Were royalties paid on this project?

Yes No

- Final calculations have been done and all landowner payments have been
- Total royalties withheld on pay estimates are equal to the "Contractor" cumulative total on the final Material

Were working or calendar days assessed beyond original contract completion requirements?

Yes No

- Liquidated damages and/or disincentives are consistent with the day counts on the progress reports and time

General

- Item Installation Detail Report has been printed and reviewed for inconsistencies, duplicate installations and other
- Final quantities have been submitted to the Contractor for review.
- Ensure the Final Pay Estimate amount due is under \$2000.