

## Contract Final Process

### □ Acronyms

CAS, Contract Administration Section

CASB, Construction Administration Services Bureau

CASS, Contract Administration Section Supervisor

CC, Certificate of Completion

CRB, Civil Rights Bureau

DCE, District Construction Engineer

DEES, District Environmental Engineering Specialist

DEO, District Engineering Officer

FHWA, Federal Highway Administration

### □ Process

1. The 90% Complete Memo is submitted.
  - a. The EPM emails the 90% Complete Memo to the DEO.
  - b. The DEO adds their costs, saves the file to the SiteManager\_Contracts share drive, and enters the key date.
2. The EPM suspends time assessment when the work is complete (just have punch list items and need to do a final inspection) and enters the Time Assessment Suspension key date.
3. Project inspections (walk-through) are completed.
  - a. The contract is inspected by the EPM, DCE and contractor.
  - b. The General Storm Water Permit close-out checklist is completed by the EPM and the DEES.
    - ☞ The Maintenance Superintendent, Environmental Engineering Specialist, District Biologist, Agronomist, and county or city personnel, if applicable, are invited to the inspection.
  - c. The contract is re-inspected, if needed, to ensure all punch list items are complete.
  - d. The EPM enters the Final Inspections key date.
4. The EPM enters the General Storm Water Permit Turnover event when the permit is transferred to Maintenance or the local government. The DEES is contacted to get this information, if needed.
5. The EPM completes the Seal Coat Inspection and enters the key date.
6. The Contractor's Substantial Work Complete form (CSB105\_15\_2) is completed.
  - a. The contractor submits the completed form to the EPM.
  - b. The EPM signs the form and enters the Substantial Work Complete Date event. Contract time is formally discontinued.
  - c. The EPM sends the form to the DEO, who obtains the DCE signature.
  - d. The DEO scans the form and saves it on the SiteManager\_Contracts share drive as a backup.
  - e. The DEO sends the original form to the CASB.

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- f. The CAS scans the form and saves it on the HQ SiteManager\_Contracts share drive.
7. The CASB processes liquidated damages, if applicable.
  - a. If the liquidated damages are not disputed, they are submitted to the Transportation Commission.
  - b. If the liquidated damages are disputed, the CASB performs a final review, and submits a recommendation to the Transportation Commission.
8. The CRB generates the Final Labor Certificate and enters the Final Labor Certification key date, if applicable.
9. The Materials Bureau generates the Final Materials Certificate.
  - a. Materials obtains all of the required signatures on the certificate and sends it to CAS.
  - b. CAS enters the Final Materials Certification key date when it is received.
10. The project final is completed.
  - a. The EPM checks the project quantities and assembles all documents external to SiteManager. They complete the surfacing history report, mileage comparison memo, and enter any plan comments (good or bad) and quantity changes not covered by a change order in the plan discrepancies window.
    - ☐ The EPM generates a progress estimate. The estimate is approved and paid if it is greater than \$500.
    - ☐ The EPM enters the Final Due to District checklist event.
  - b. The DEO checks the project final.
    - ☐ If corrections are required, the DEO works with the EPM to resolve them. When complete, the DEO notifies the EPM.
    - ☐ The EPM generates a progress estimate. The estimate is approved and paid if it is greater than \$500.
    - ☐ The DEO enters the Final Due to Helena checklist event.
  - c. The CAS checks the project final.
    - ☐ If corrections are required, the CAS works with the EPM to resolve them.
    - ☐ The CAS enters the Final Checked by CAS checklist event.
    - ☐ When everything is complete, including the final certifications, CAS notifies the EPM.
    - ☐ The EPM generates the final estimate. It is not approved at this point.
11. The Contractor's Request for Certification and Acceptance form (CSB105\_15\_3) is completed.
  - a. The CAS sends the draft final estimate and form CSB105\_15\_3 to the contractor. The CAS enters the Final Due to Contract checklist event. The EPM receives an email that this information has been sent to the contractor.
  - b. The contractor submits the completed form to the EPM.
  - c. If there are no issues, the EPM approves the form and enters the Contractor's Final Estimate Review checklist event.
  - d. The EPM scans the form and saves it on the SiteManager\_Contracts share drive as a backup.

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11. The CC is generated.
  - a. The EPM initiates the CC and enters the Issuance of CC checklist event. The EPM scans the form and saves it on the SiteManager\_Contracts share drive as a backup.
  - b. The EPM sends the CC and the original form CSB105\_15\_3 to the DEO.
  - c. The DEO collects the District signatures on the CC.
  - d. The DEO sends the CC and the original form CSB105\_15\_3 to the CASB.
  - e. The CAS collects the headquarters signatures on the CC and enters the Contractor Final Release critical date.
  - f. The CAS scans the CC and form CSB105\_15\_3 and saves them on the HQ SiteManager\_Contracts share drive.
12. The CAS sends the final estimate to Accounting and the contractor is paid.
13. The CASB submits completed CCs to the Transportation Commission. They give final acceptance at their next meeting. When accepted, the CASS enters the Accepted Date critical date.
14. If the contract is full-oversight, FHWA issues a federal concurrence. CAS enters the Federal Concurrence key dates.
15. The contract is closed to Accounting. CAS enters the Close to Accounting checklist event.
16. The CASS enters the Physical Work Complete Date critical date when everything is complete.
17. CAS zips the Helena and district SiteManager\_Contracts share drives and loads them onto DMS. Any videos are deleted before the drives are zipped.

## **Contract Final Process**

- Events and Key Dates in flowchart

### Time Assessment Suspension – EPM

Site work is completed and time is suspended until the final inspection is scheduled.

### Final Inspections – EPM

Final inspections are complete for site work and General Storm Water Permit transfer.

### General Storm Water Permit Turnover – EPM

General Storm Water Permit is transferred to Maintenance or county.

### Surfacing History Report – EPM

Surfacing history report is submitted to the Materials Bureau.

### Mileage Comparison – EPM

Mileage comparison is submitted to the Materials Bureau.

### Final Due to District – EPM

Contract final is submitted to the district.

### Final Due to Helena – DEO

Contract final is submitted to Helena.

### Final Checked by CAS – CAS

Contract final is checked in Helena.

### Seal & Cover Inspection – EPM

Seal coat is inspected upon the warranty expiration.

### Substantial Work Complete Date – EPM

Contract specific warranties are complete and the contractor has submitted form CSB105\_15\_2.

### Final Labor Certification – CRB

Final labor certificate is complete.

### Final Materials Certification – CAS

Final materials certificate is complete and received by CAS.

### Final Due to Contractor – CAS

Final estimate (unprocessed) is sent to the contractor with a blank form CSB105\_15\_3.

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### Contractor's Final Estimate Review – EPM

Contractor has returned a completed form CSB105\_15\_3.

### Issuance of CC – EPM

Certificate of Completion is generated and sent to the district.

### Contractor Final Release Date – CAS

All signatures have been obtained on the Certificate of Completion.

### Final Estimate Released – CAS

Final estimate is sent to Accounting and the contractor is paid.

### Accepted Date – CASS

Certificate of Completion is accepted by the Commission at the next available meeting.

### Close to Accounting – CAS

Closing request has been sent to Accounting.

### Federal Concurrence Requested – CAS

Final information is sent to FHWA for concurrence (only on full oversight contracts).

### Federal Concurrence Date – CAS

Final concurrent is received from FHWA (only on full oversight contracts).

### Physical Work Complete Date – CASS

Everything is complete and the contract is locked down.