

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

TABLE OF CONTENTS

ITEM	PAGE
FINAL CONSTRUCTION CHANGE ORDERS AND FINAL PAY ESTIMATES	2
SENDING DOCUMENTATION TO THE FINALS REVIEW SPECIALIST AND REQUESTING REVIEW	2
FINALS REVIEW.....	3
BEST PRACTICES	3
FINAL CCO APPROVAL	4
CONTRACTS THAT DO NOT REQUIRE FINALS REVIEW	4

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 Office staff. It is highly recommended that the Project Engineer and someone else in the Area Office double-check project documentation and final total quantities prior to sending to the Finals Review Specialist. The Project Engineer and Engineering Supervisor are to complete the *Final Quantity and Payment Review Checklist (Checklist)* as guidance for determining whether or not a project is ready for sending to the Finals Review Specialist. The most current Excel document of the *Checklist* can be found at <M:\DOT\Common\All DOT Forms\DOT Forms 200-300\Spread Sheets\Final Review Checklist.xls>. A flowchart showing the overall project finals process and a blank checklist document are provided at the end of this chapter.

FINAL CONSTRUCTION CHANGE ORDERS AND FINAL PAY ESTIMATES

Final Construction Change Orders (CCO's) are required for all projects. Guidance regarding content and execution of CCO's is included in Chapter 11. Because of the process by which the SDDOT is reimbursed for project expenditures by the Federal Highway Administration, and the deadlines imposed with the Federal Performance End Date, the final CCO should be created in the Construction Measurement & Payment (CM&P) system as early in the process 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 and as close to zero dollars as possible. 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 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 this 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 or attach it in CM&P. 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. The Engineering Supervisor reviews and forwards the *Checklist* to the Finals Review Specialist as an E-mail attachment and requests final review in the CM&P system:

The screenshot displays the 'Change Order Maintenance' window. Key elements include:

- Tabs:** Contract Change Order Maintenance (selected), Change Order Items, Price Adjustments, Attachments.
- Form Fields:**
 - Change Order #: 10, Final (checked)
 - Created Date: 02/13/2020
 - Change Order Amount: \$943.81
 - Substantial Completion: New Completion Date (Select a date), Additional Working Days, Additional Calendar Days
 - Field Work Completion: New Completion Date (Select a date), Additional Working Days, Additional Calendar Days
 - Sent to Contractor Date: 05/12/2020
 - Received from Contractor Date: 05/21/2020
- Checkboxes and Status:**
 - ☒ For Preliminary Review
 - ☒ Prepared (Callout: Project Engineer prepares final CCO)
 - ☒ Reviewed
 - ☒ FHWA Accepted
 - ☒ Final Review Requested
 - ☒ Final Review Completed (Callout: Finals Review Specialist marks final review completed)
 - ☒ Approved
 - ☒ Completed (Callout: Engineering Supervisor requests final review)
- Personnel and Dates:**
 - Prepared By: Frazier, Richard, On: 05/08/2020
 - Reviewed By: Norrid, Brad, On: 05/08/2020
 - Accepted By: Van Roekel, Kirk, On: 05/08/2020
 - Requested By: Norrid, Brad, On: 05/08/2020
 - Completed By: Berheim, Alan, On: 05/11/2020
 - Approved By: Sherman, Doug, On: 05/12/2020
 - Completed By: Sherman, Doug, On: 05/21/2020
 - Logged By: Sherman, Doug

Figure 1. Change Order Maintenance window 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 supporting 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 can help 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 their 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 after it has been approved and send it to the Contractor for signature. See Chapter 11 to determine if the Contractor's signature may not be required. Once the final CCO is executed in CM&P and the DOT-246C is signed by the Region Engineer, the final Pay Estimate can be processed.

CONTRACTS THAT DO NOT REQUIRE FINALS REVIEW

Finals Review is not required for most types of State funded maintenance contracts. The CM&P system will automatically determine the need for the review based on the function numbers used for contract maintenance work. The **Final Review Requested?** and **Final Review Completed?** checkboxes on the Contract Change Order Maintenance window will not be visible for contracts that do not require the review. The system may also not require Bi-Weekly Progress reports or a DOT-19 for some of these types of contracts such as weed spraying and roadkill pickup projects.

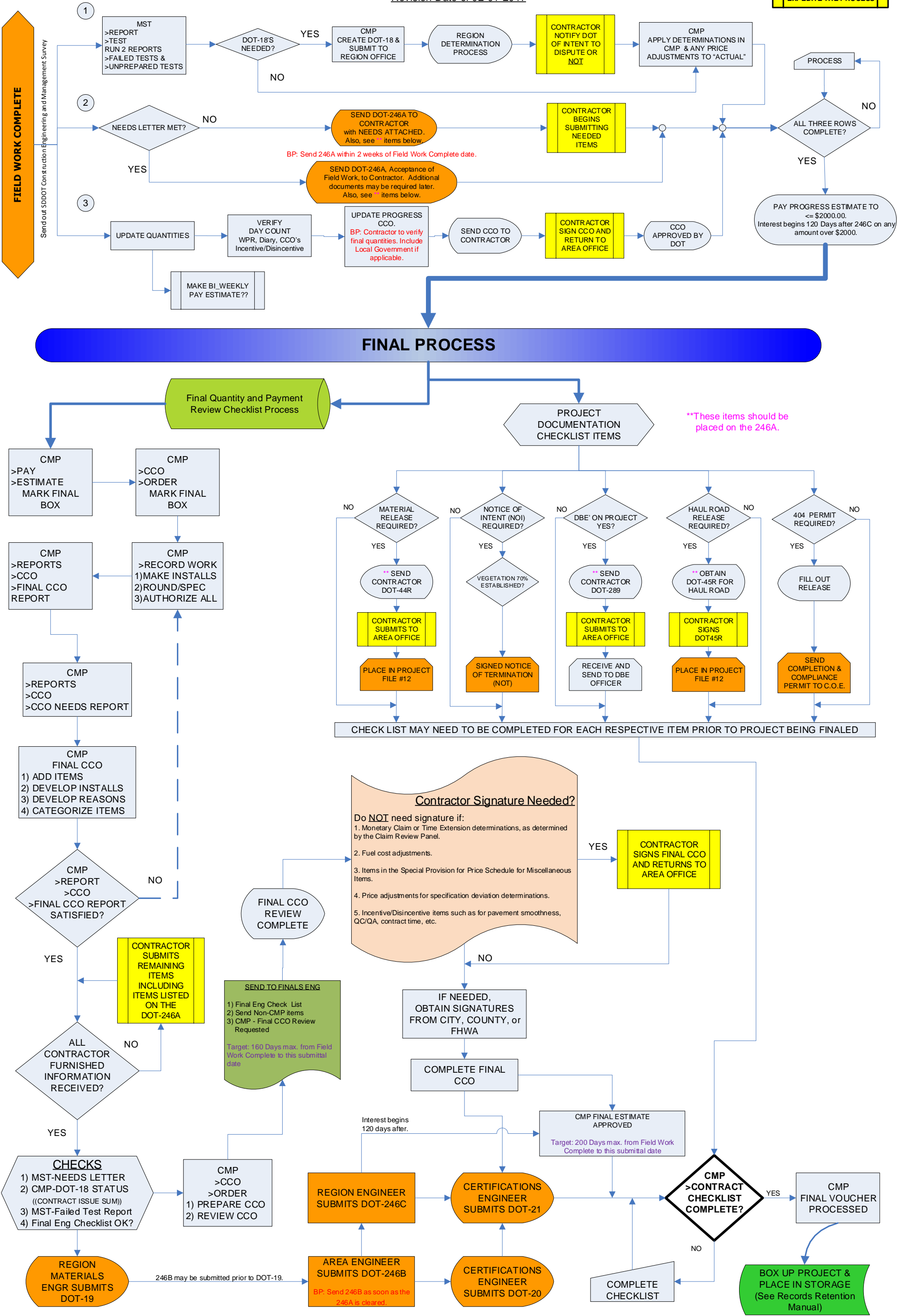
SDDOT - FINAL PAYMENT PREPARATION PROCESS

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 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 Review Specialist 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 Region Determination or Revised Determination Letter.

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 Review Specialist.

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 Review Specialist.

☐ 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 completed pipe notes have been sent to the Finals Review Specialist or are located in the CM&P

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 Review Specialist as an E-mail attachment

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 report.

☐ 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

☐ 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 quantity.

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 items.

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 Installations.
- ☐ 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 Special Provision for Price Schedule for Misc. Items.

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 Review Specialist.
- ☐ 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
- ☐ 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 Items.
- ☐ Calculations have been checked for accuracy and provided to the Finals Review

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

☐ Yes ☐ No

- ☐ Spreadsheet has been checked for accuracy and sent to the Finals Review Specialist.

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 time completion requirements?

☐ Yes ☐ No

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

Is there a plan note requiring an as-built utility survey?

☐ Yes ☐ No

- ☐ Utility survey has been received and DOT owned utilities have been

General

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