**S.E. Region Final Record Preparation and Reviews**

**Instructions for Supervisors, Project Managers,**

**Project Leaders and Reviewers**

**September 13th, 2017**

**Project Supervisor:**

**Project Supervisors** are responsible for ensuring the Project Manager and staff are on track with finals preparation and reviews. The Project Supervisor will support the Project Manager throughout the process and work with the Project Manager to provide adequate resources to meet the *Finals Process for Let Project Closeout* measures and perform the tasks within the *Final Record and Preparation and Reviews* document.

**Project Manager (PM):**

**Project Managers** are responsible for the delivery of the *Finals Process for Let Project Closeout*. This includes meeting the schedule dates set forth by the process that are associated with performance measures. Throughout the *Final Record and Preparation and Reviews* document, there are many areas where a Project Manager will need to be engaged in the process. The Project Manager is accountable for the final deliverables and schedule. The Project Manager will work with the Project Supervisor, Project Leader and Reviewer as identified in the sections below to accomplish a successful finals preparation, review and final turn in for their project.

**Project Leader (PL):**

1. Pick up supplies (manila folders, State finals boxes, project labels and red press board binder covers – letter size 3” capacity) from Contract Specialist.
2. Staple the “Finals Folder” checklist found in Pantry SE Region Finals folder to the outside front cover of a manila folder. Add additional manila folders as needed.
3. Complete and compile all items listed on the Finals Folder checklist in the manila folder(s). In addition, place the following in the manila folder(s):

* Include two FieldManager inquiries: Highlight the contract and click on Inquires, then click on “Items with Unpaid Placed Quantities” and “Items that are Not Completed”. Print and provide in folder. Any items found on these two reports need to be checked carefully prior to handoff to the contract specialist.
* Create a new Estimate. When it prompts the question, “Do you wish to generate?” Say “NO”. Use this draft estimate to determine if the unpaid items from the “Items with Unpaid Placed Quantities” report have been posted to be paid.
* In FieldManager print out a list of items. Open FieldManager, highlight the contract you’re working on, select “items”, and sort it by prop line, print. If there is more than one project and/or more than one category and your binders are sorted that way you would print out a list of items for each project and category. Use this to verify that all items are in the Item History to Date binders. Be sure that all items are marked complete. Initial and date on the bottom right corner of the top page of the list. ***Project Manager*** *(or designee) to review and initial/date bottom right corner of the top page of the list prior to sending to Contract Specialist.*
* Print out report showing all stockpiled items are all zeroed out.

Note: Ensure all items are balanced by category.

1. All project items will be bound in red press board binder covers except for items required in the manila folder, Item History to Date (3 ring binders acceptable) and As-Builts (digital via CD or jump drive).
2. PL to bind and organize the “Daily Diary”. Attach a project label and mark it Daily Diary. Keep this in the same box as the manila folder.
3. Complete and submit the As-Built in compliance with the guidance in the CMM. ***Project Manager*** *(or designee) to review and verify as built is prepared in accordance with CMM.*
4. Deliver records to Contract Specialist *within 60 calendar days* of Substantial Completion. Contract Specialist will enter the date in Project Tracking.
5. After reviews work with Records and Materials Reviewers to resolve issues on the DT2076 and “hit list” *within 15 calendar days.*
6. Transfer FieldManager and FIT contracts to Finals. Instructions of transferring a contract to Finals are included in the yearly SE Region Construction User Guide found in *N:\region\Pantry20xx\RegionSpecific\SE\Manuals*. SE Finals PC Main FieldNet ID: fmgr01q.

**Reviewer:**

1. The Contract Specialist will distribute the contract records to you for review. Review the project *within 30 calendar days* of acceptance of records. Contract Specialist will enter the date in Project Tracking.
2. Work with ***Project Manager*** and ***Project Supervisor*** to select the items to be reviewed, the Basis of Selection and the Depth of Review.

* Briefly look at the cover of the plan and specials to get a general idea of what type of project it is if not known.
* Locate and review the reports: “Items with Unpaid Placed Quantities” and “Items that are Not Completed”. Items found on these two reports should be checked carefully.
* Locate the Explanation of Variation report. Any item that varies from the plan quantity by +/- 5 % needs a detailed explanation. Also any “Each” item that is +/- plan quantity needs an explanation. An explanation of “Plan Error”, “Insufficient Quantity”, or similar is not acceptable. The explanation must be detailed, explaining why and where the over run or under run occurred.
* A minimum of 10 items must be checked in the in-depth review. More may be added if issues are found during the review.
* The list may include items of concern during construction.

1. Basis of Selection and Depth of Review of items to be checked.

* Usually items that are the most costly or have a high variation in the quantity are used.
* A small number can be chosen at random as well.
* If you experience recurring problems with certain items, they should be chosen for this review.
* Items that are paid in a lump sum, ex. Mobilization, Traffic Control should not be chosen for this review.
* Most times the depth of review is J-N, P but this can be varied based on what particulars are in the item.

1. In-Depth Review (Contract Items Review – DT2076) found in Pantry Software.

* Complete review comments for each item on DT2076 Contract Items Review.
* If nothing is wrong write “No exceptions” on review form.
* Otherwise complete generalization of what is wrong and describe in further detail on “Finals Review Comments & Suggestions” form found in Pantry.
* Indicate the IRA page you are referencing. Describe in detail the problem you are seeing.
* Sign and date DT2076 Contract Items Review.

1. Pull the Finals Folder from the records box to refer to while completing your review. Confirm all items listed on the Finals Folder checklist are in the manila folder(s) and complete. Initial and date bottom right corner.
2. If you come across unpaid quantities in the Item History to Date Binders, you can check the PL’s draft estimate enclosed in the manila folder. If item is not found, include it on the hit list for the PL to address.
3. There are 3 types of sheets that you will find in the IRA (Item Record Account); the Item History to Date, Summary Sheets, and Source Documents.

* Item History to Date: This sheet is printed from FieldManager. It shows various information for each item, most importantly: the Item Description, Item Code, Prop. Line, Unit, Quantity Paid, Quantity Unpaid and Item Completed.
* Summary Sheet: This will show the total quantity paid and will also show the total from each of the other summary sheets (comp. Sheets) or the source document. In general, there should be a summary sheet if any math is required from the source documents or a single summary sheet for summarizing multiple comp. sheets. The summary sheet referenced in the Item History must show the quantity paid. There is a standard spreadsheet that is used for this.
* Source Document: This will report the measurement taken in the field. Note: Source documents are usually hand written, since they are taken in the field.

1. Guidance for reviewing:

* When looking at an item, check for a complete paper trail. An individual that is untrained in construction should be able to follow the quantity reported from the source document to the Item History. There should be no “guesswork” trying to find where a quantity came from. Can you follow where every number/computation came from without computing by hand on your own?
* Sheets must cross reference each other: Item History to Date calls for summary sheet, summary sheet calls for other comp. sheets or for source documents. The call for the next sheet can be anywhere, but usually, it is found either in the documentation or the remarks on the Item History to Date and in remarks or location area on the Summary Sheet. There may be multiple comp. sheets for the item, usually when there are a number of source documents. Official Pantry Spreadsheets **must** be used when measurements are used to compute a result. The only other option is to use initialed and dated tapes from a calculator. Even simple addition must be done in this way. Any equations used on the tape must be shown and explained. Every page must have a unique number. Example: Summary sheet: 100, Comp. Sheet: 100.01, Source Doc.: 100.01A.
* CAD exhibits can be used in conjunction with Pantry Sheets, ex. for measuring topsoil/e-mat areas. Examples of these exhibits provided for you at the end of this document.
* Item quantity must flow from document to document. Numbers reported on the source document must directly correspond to numbers on the summary sheet and from the summary sheets to the Item History. Check that source documents match their summary sheets exactly. Record any discrepancy; **be sure that engineers do not erase numbers from the source document**. They must update correct totals throughout the item instead.
* Some items will have tickets. Be sure these are called for and that they are correctly reported. Be sure that all tickets reported are found in records boxes.
* Source documents need to have measured by initials. Any initials on this sheet are acceptable. Summary sheets need entered by and checked by initials and cannot be the same initials. Any update to the Item History needs initials, ex. Engineer updates the quantity paid, instead of printing a new page, he crosses out, updates, and initials and dates the change.
* If Geo-Shape is used, a sketch should be included. Stationing and dimensions are to be included on the sketch to easily identify the location on the project.
* On the Item History to Date there can be multiple categories for each item. If this is the case, then the summary sheet may only show the quantity paid for in each category. The total from each category together should add up to the quantity paid.

1. Create a “hit list” for the project using the “Final Review Comments and Suggestions” form. This is a compilation of problems that needs to be fixed throughout all aspects of the project. It is not to be used for the in-depth items.
   1. Note any items that are missing from the records following the DT2075 Final Construction Project Record Checklist.
   2. Note any explanation of variations needed or revisions needed.
   3. Alert the Contract Specialist that the “hit list” is complete to notify the engineer that there are changes that need to be made. Contract Specialist will enter the date in Project Tracking.
2. Once the Project Leader fixes the in-depth review issues and “hit list”, review and accept the revised work or create a new hit list. When items are complete on the in-depth review, sign and date the DT2076. Completed items on the hit list will be initialed by the reviewer.
3. Once the review has been completed and the records accepted notify Contract Specialist that the finals review has been completed. Contract Specialist will enter the date in Project Tracking.
4. Include the completed DT2076 form in the manila folder when complete. Ensure all signatures are complete.

E-Mat Area Exhibit



Erosion Control Exhibit

