Project Administration & FINALS Guidance

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| Project ID: |
| Project Manager:Project Leader: |  |
|  |  |

 (Project Label)

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| **INSTRUCTIONS** |
| **Project Leader** – Fill in the date completed and initial on PL line***Note:*** If item not applicable to the project, place N/A in date field |

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| **SUMMARY** |

# This document is intended to be a living document to provide easy access to project information during the course of the project. It is not by any means all encompassing. Construction Personnel should study and become familiar with the Construction and Materials Manual, Standard Specifications, and all the tools recently made available to aid the administration process (see below). Throughout this document various forms are referenced. These can be found in Pantry.

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| **ADDITIONAL MANUALS** |
| **Timely Decision Making** |
| Project Leaders should use the Project Administration Tools developed in the Timely Decision Making Manual that can be found in Pantry at: *N:\region\Pantry20XX\StatewideManualsAndGuides* items include the following:* Preconstruction Meeting Agenda
* Project Partnering Meeting Agenda
* Weekly Progress Meeting Agenda
* Line of Communication
* 3-Week Look-Ahead Schedule (relative to size of the project)
* Request for Information (RFI)
	+ Requests for Information/Issue Log (DT2501)
	+ Request for Information (DT2502)
* Contractor’s Evaluation of the Project Team (DT2509)
* Project Team’s Evaluation of the Contractor (DT2510)
 |
| **Finals Process for Let Project Closeout** |
| The "Finals Process for Let Project Closeout" Manual is a Project Administration tool that provides guidance designed to expedite finaling out construction contracts. The "Finals Process for Let Project Closeout" Manual is available in Pantry at: *N:\region\Pantry20XX\StatewideManualsAndGuides* |

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| **I. START CONSTRUCTION** |
| ***Check appropriate box and initial at line*** | **√ Yes** | **√ N/A** | **PL** |
| 1. PDF of Plans and all Addendums downloaded from HCCI

(verify all project staff have the addendums inserted into plans) | [ ]  | [ ]   | \_\_\_\_ |
| 1. Are any Section Corners/ Geodetic Survey Monuments disturbed as a result of this project?
 | [ ]  | [ ]   | \_\_\_\_ |
| 1. Right-of-Way commitments reviewed
 | [ ]  | [ ]   | \_\_\_\_ |
| 1. ECIP – The full approved hardcopy of the ECIP is required in the field office
 |  |  |  |
| * 1. Submitted *<CLICK HERE TO ENTER A DATE>*
	2. Work Schedule submitted/reviewed 108.4.2.1 for completeness
	3. Approved *<CLICK HERE TO ENTER A DATE>*
	4. Enter dates into FITS (acceptance tab) note DNR concurrence is same as approval date
 | [ ]  | [ ]  | \_\_\_\_ |
| 1. Source of materials submitted/reviewed for completeness & copy to Labor Compliance
 | [ ]  | [ ]   | \_\_\_\_ |
| 1. Utilities- Are the dates listed in the special provisions met or on schedule to be met
 | [ ]  | [ ]   | \_\_\_\_ |
| 1. Requests to sublet approved
 | [ ]  | [ ]   | \_\_\_\_ |
| 1. Preconstruction Meeting
 |  |  |  |
| * 1. SE-Guide created and distributed to the PL, PM or PMC (Project Materials Coordinator) either hardcopy in the Materials Binder or electronically through e-mail.
 | [ ]  | [ ]   | \_\_\_\_ |
| * 1. Line of Communication form
 | [ ]  | [ ]   | \_\_\_\_ |
| * 1. Meeting Held (date entered in PT by PM)

*<CLICK HERE TO ENTER A DATE>* | [ ]  | [ ]   | \_\_\_\_ |
| * 1. Pre-Construction minutes distributed (date entered in PT by PM)
 | [ ]  | [ ]   | \_\_\_\_ |
| * 1. News Release/Initial Weekly update *<CLICK HERE TO ENTER A DATE>*
	2. Schedules – Per SS 108.4 the contractor is to submit a Progress Schedule. Project Leader should review the submitted schedule and compare to the requirements in108.4 before issuing acceptance (NOT APPROVAL) of the schedule. Additional guidance can be found in CMM 1.65.2.2.

 -- If Asphaltic paving is shown on the accepted schedule after September 15, a Cold Weather Paving Plan is required per SS **460.3.4.1 Cold Weather Paving Plan.**  | [ ]  | [ ]   | \_\_\_\_ |
| 1. QC plan submitted/reviewed for completeness
 | [ ]  | [ ]   | \_\_\_\_ |
| 1. Shop Drawings forwarded to appropriate approval/review authority
	1. Storm Sewer – Project Leader
	2. Electrical
	3. Retaining Walls
	4. Ancillary Structures (sign bridges/overhead sign supports)
	5. Other (ex. Sanitary, water)
 | [ ]  | [ ]   | \_\_\_\_ |
| 1. Blasting plan received from contractor (when applicable)
 | [ ]  | [ ]   | \_\_\_\_ |
| 1. Lane Closure System (LCS) information entered and accepted 2 weeks prior to start <http://transportal.cee.wisc.edu/closures/> (if required)
 | [ ]  | [ ]   | \_\_\_\_ |
| 1. Proof of RR Insurance submitted (if applicable) (date entered in PT by PM)
 | [ ]  | [ ]   | \_\_\_\_ |
| 1. Notice to Proceed Sent *<CLICK HERE TO ENTER A DATE>*
 | [ ]  | [ ]   | \_\_\_\_ |

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| **I. START CONSTRUCTION - continued** |
| 1. List of Items for field office (hard copy)
	1. Environmental Commitments – Environmental Documents
	2. 401/404 if applicable
	3. ECIP including amendments (Living Document)
	4. TMP (Traffic Management Plan)
	5. Materials Documentation
		1. QMP Documentation
	6. Contract Requirements (see special provisions)
		1. Davis Bacon Wage Rates
		2. Buy America
	7. Contract Modifications
	8. State Municipal Agreement (SMA) (Contains FIIPS Funding Categories)
	9. Plan Letter
	10. Notes to Construction Engineer
	11. Copy of WisDOT regional contacts (i.e. Materials specialist for IA, concrete, asphalt, QMP, structures contacts, ERO, Erosion Control, etc.)
	12. Project Administration Process
	13. Emergency services dispatcher number and map or directions to the nearest hospital or clinic.
 |  |  |  |
| 1. Wage Board reviewed for completeness
	1. Contact Region LCS (Labor Compliance Specialist) for checklist
 | [ ]  | [ ]   | \_\_\_\_ |
| 1. Emergency Phone List submitted to PM and posted at field office.
 | [ ]  | [ ]   | \_\_\_\_ |
| 1. Haul Road – discuss haul road routes at the preconstruction meeting.
	1. Video/log haul routes with maintaining authority and contractor
 | [ ]  | [ ]   | \_\_\_\_ |
| 1. FieldManager (Verify the following information is entered in FieldManager)
	1. Fill in Managing Office: This is the firm that the PL works for (General Tab).
	2. Fill in Project Manager: (Administrators Tab)
	3. Fill in Supervisor (Administrators Tab)
	4. Fill in Project Leader: This is the full first and last name of the Project Leader. (Administrators Tab)
	5. Enter Time Charges Start Date (Site Times Tab)
		1. Discuss with PM Prior to entering date
	6. Enter Construction Started Date (General Tab).
	7. Enter all subcontractors on approved sublets in FieldManager (Contractor’s Button on left side). All approved sub-contractors are to be listed.
 |  |  |  |
| 1. FITS
	1. Enter ECIP Approval Date (On acceptance tab.)
	2. Enter Field Office Information. All personnel listed in FITS with phone and e- mail (used for auto email at substantially complete) – includes traffic control, prime, designated contractor/WisDOT materials, project staff
 |  |  |  |
| 1. ENGINEERING PACKET - PL should arrange to pick up the PE packet from PM prior to construction starting.
 |  |  |  |

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| **II. DURING CONSTRUCTION** |
| ***\* DO A FITS SEND PRIOR TO ANY WORK STARTING ON THE PROJECT*** |
| **PROJECT LEADER EXPECTATIONS** |
| * Enforce Construction Contract, Plans, Standard Specifications and Special Provisions
* Know Plans, Specs and Specials prior to project start
* Start project on schedule
* Look ahead at upcoming Contractor operations
* Stay on top of “issues”
* “Final as you go”
	+ Stay on top of quantity placement/documentation
	+ Make contractor aware of “To Do Lists” as the project progresses
	+ Promptly finalize the project
* Resolve “issues” diplomatically
* Keep communication open
* Maintain job duties
	+ Do NOT cross the line and do the Prime Contractors work. This creates Liability.
	+ Do NOT coordinate/direct Sub-Contractors.
* Public Relations (Establish criteria with PM for lines of communication)
* Representative of **WisDOT, WisDNR and FHWA**
	+ Communicate with the PM during the entire project. PM is here to help. Discuss with PM project status, issues, or questions; have alternatives to resolution of issues prior to contacting PM.
* **Document in the project diary all PM discussions and when PM has made a site visit to the project**
 |
| **MANDATORY ELEMENTS OF FIELDMANAGER** |
| * A Daily Diary is required for each day of the week, including Saturday, Sunday, and holidays unless time has been suspended. Input must include time charges and the controlling item of work. If there was no work done, report that for the day. On a carryover project you may state in your diary on the last day worked “No work will be performed on this project until *<CLICK HERE TO ENTER A DATE>* and then resume your diary in the spring with the first diary page stating “First day worked since
* An Inspector’s Daily Report is required for each day that a contractor worked. Input must include men and hours for the contractors that worked, weather, and the inspector’s comments. (Inspector’s comments may be as little as “See hard copy Diary No. 1”). IDR’s need to be up to date at the time of estimate submittal.
* **Working Day Contracts**

On Working Day Contracts a "Weekly Report of Time Charges" is to be printed in the field office, signed by the Project Leader. (This form is found in Field Manager under Miscellaneous Reports.) It is recommended to have the contractor also sign the report. The report is to be filed in the field office with the project records and a copy e-mailed to the contractor as an attachment to the weekly meeting minutes on a weekly basis. * **Completion Day Contracts**

On completion day contracts the number of adverse weather days should be reviewed monthly. The contractor should request adverse weather days at the end of each month. The contractor should provide a schedule and documentation showing that the controlling item of work was delayed due to adverse weather and was outside their control. The project leader should review this submittal, discuss with the project manager and respond monthly. If in agreement with the additional days and contractually allowed, the project leader at the end of the project should extend the completion date of the contract. This information is to be filed in the field office with the project records, discussed at the weekly meetings and recorded in the weekly meeting minutes. Guidance can be found in SS 108.10 Determining Contract Time Extensions and Payment for Excusable Delays.* **Estimates** are to be submitted twice a month for any contract that has payment due of $1,000 or more. Guidance for material documentation requirements found in CMM 2-36.1.1 After sending an estimate you are required to send your FieldManager data to the office via the Field Information Tracking System (FITS). **(Enter in Estimate Comments Box Exactly: “xx/xx/xxxx to xx/xx/xxxx Work on this estimate was performed, PL Name, Company, Phone #) – Post in field office**

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| **II. DURING CONSTRUCTION - continued** |
| **Do** **Not send the first estimate until the following dates have been entered in FieldManager*** **Construction Started date**
* **Time charges Start date**
* **Notice to Proceed (if date not populated contact PM)**
* **PL is responsible to ensure the accuracy of all quantity postings**
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| **MANDATORY ELEMENTS OF FITS** |
| *Note: FieldManager must be closed prior to merging* |
| You are required to send a FITS file when:* The ECIP is approved
* Anytime a date is entered or modified in FieldManager
* CCO Approved
* An intermediate estimate is sent
* Weekly
* Anytime any information is modified in FITS (i.e. DQI Structures, claim submitted, punch list completed, etc.)
 |
| ***MISC. ITEMS DURING CONSTRUTION*** |
| 1. Stock piles -The contractor is responsible for providing the following information:
	1. Where is the material stored/secured (field staff should visit the site if reasonable)
	2. Documenting the material will be used for this project only
	3. Provide an invoice for the material
	4. Providing any required testing information/certifications
		1. Ex. aggregates - production tests
		2. Ex. Geo grid – certified report of test
		3. Ex. piling – certified report of tests/mill inspection

Do not pay more that the bid item price – even when there is an invoice submitted for more dollars than the bid price. Recommended guidance is to not pay more than 75% of the bid price for the stockpile request.1. Weekly Erosion Control Inspections and Orders (and > .5” rain)
2. Weekly meetings (see Project Leader Supplemental Guide for the agenda, modify to fit your project)
	1. Minutes and attendance record e-mailed to all attendees and PM.
	2. Project Leader should request an updated schedule if the critical path is behind by 14 days or more on an interim completion date, a calendar day contract or a completion day contract. Project Leader should request an updated schedule if the contractor is behind by 10 working days or more on a working day contract
	3. See Timely Decision Making Manual for additional guidance.
3. Weekly Update
4. Quantity verification with the prime and subs should occur periodically through the project; at a minimum each stage change so differences can be accounted for as the project proceeds.
5. Materials
	1. Certs submitted prior to being incorporated into the project.
	2. Update SOM/QMP
	3. Test Results submitted in a timely manner
	4. Take required QV tests
	5. Verify QC testing is meeting required frequencies
	6. Contact WisDOT for IA testing
6. 30% & 60% documentation reviews (quantities & materials)
	1. In an effort to facilitate the “Final as you go” intent, PM staff will complete interim reviews of project documentation at 30% and 60% complete.
7. Haul Routes – ensure contractor is hauling to approved sites and on agreed upon routes
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| **II. DURING CONSTRUCTION - continued** |
| 1. Structure Information
	1. All falsework plans must be sealed by a P.E. Project leader should verify that falsework plan is being followed
	2. All temporary structures require an inspection by the contractor and Form DT2007 provided prior to opening to traffic
	3. Contact Bridge Designer/BOS for ANY structural field adjustment approvals
	4. Notify Bridge Maintenance Section when any structure is completed to set up an initial inspection (after the deck is poured notify maintenance section of structure completion schedule so a site visit and inspection can be scheduled)
	5. Vertical Clearance FITS and send hard copy/pdf to Regional Bridge Maintenance Engineer
	6. **PILING RECORD (DT1315): Send** to mailbox with PM concurrence

[ ]  ORIGINAL- FINAL BOX [ ]  EMAIL COPY TO DOTDTSDStructuresPiling@dot.wi.gov[ ]  EMAIL COPY TO DOTDTSDGeotechnicalPiling@dot.wi.gov[ ]  cc: PM* 1. **PILE** **DRIVING DATA (DT1924): Send** to mailbox with MC concurrence

[ ]  ORIGINAL- FINAL BOX [ ]  EMAIL COPY TO DOTDTSDStructuresPiling@dot.wi.gov[ ]  EMAIL COPY TO DOTDTSDGeotechnicalPiling@dot.wi.gov[ ]  cc: PM* 1. Bolt tightening (1 form in Statewide Pantry Forms – DT2114)
	2. Anchor Bolts and Sign Structure Installation (3 forms in Statewide Pantry Forms –DT2114, DT2321, DT2322)
 |
| 1. Approval Justification Records & Contract Modifications Tracking Log
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| **CCO#** | **Issue identified (mm/dd/yyyy)** | **CMJ Approved (mm/dd/yyyy)** | **CCO Approved (mm/dd/yyyy)** | **Time Added** | **CCO $ Amount** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **6** |  |  |  |  |  |
| **7** |  |  |  |  |  |
| **8** |  |  |  |  |  |
| **9** |  |  |  |  |  |
| **10** |  |  |  |  |  |
|  | \*See Attached for additional CCOs |

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| 1. RFI Tracking – Maintain Contract Requests for information Log (DT2501)
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| **II. DURING CONSTRUCTION - continued** |
| 1. ECIP Amendment Tracking

The ECIP is a living document, adhere to the ECIP and update when necessary, most particularly in winter carry over situations. If the Contractor is not abiding by the ECIP, it is your job to bring this to the PM’s attention. Maintain good communication with WisDNR and know your project site well! Be familiar with the resources on your project (wetlands, streams, rivers, lakes, tributaries, drainage patterns, etc.) Understand your project site with regards to soil type, moisture content and runoff volume and know where any drainage will be leaving. Concentrate on these areas to minimize the possibility of releases into wetlands or waterways. Protect the perimeter area of the site and the disturbed areas from erosion and pollutant accumulation that may result from off-site runoff. Minimize the size of disturbed areas exposed at any one time and the duration of the exposure. Stabilize any disturbed areas as soon as possible. |
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| --- | --- | --- |
| Amendment Number | Short Description | Date |
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|  |  |  |
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 |
| ***Check appropriate box and initial at line*** | **√ Yes** | **√ N/A** | **PL** |
| 1. Submission of CLAIM (as defined in SS 105.13) in FITS

This field originates in FITS and we use it to identify when the most recent claim is certified by the prime contractor SS 105.13.1 Submission form in pantry | [ ]  | [ ]   | \_\_\_\_ |
| 1. Bench Marks

*Pantry20XX\StatewideForms\Bench Marks.doc*A bench mark sheet is required to be completely filled out for every new permanent benchmark installed (survey monument or “mushroom cap” on a bridge). A monument can be obtained from PM for installation in the bridge, in the same proximity of the nameplate. Please be sure to obtain the monument prior to the concrete pour to be sure that the monument is placed per plan. Please be sure to have the bench mark sheet completely filled out; including the survey notes, and the datum to which the benchmark should be tied. The survey datum can typically be found on either the front or the back of the cover sheet of the plan set | [ ]  | [ ]   | \_\_\_\_ |
| 1. Late Paving Letter – if required enter date sent or check N/A

*<CLICK HERE TO ENTER A DATE>* | [ ]  | [ ]   | \_\_\_\_ |
| 1. Modify LCS when stages are completed (if applicable)
 | [ ]  | [ ]   | \_\_\_\_ |
| 1. Remove closure information from LCS when road open to traffic (if applicable)
 | [ ]  | [ ]   | \_\_\_\_ |
| 1. Haul Roads – Review with maintaining authority
 | [ ]  | [ ]   | \_\_\_\_ |

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| **II. DURING CONSTRUCTION - continued** |
| ***Check appropriate box and initial at line*** | **√ Yes** | **√ N/A** | **PL** |
| 1. Punch list Criteria
	1. The PM and Project Leader jointly conduct an Inspection (site walk through) of the contract work. Upon Inspection, the Project Manager will categorize the work as one of the following [ss 105.11.2.1]:
		1. Unacceptable or not complete
		2. Complete except for Punch-List (see Punch-List below).
		3. Complete and no Punch-List work is required.
	2. If the department determines that the work is unacceptable or not complete, the Project Leader should take one of the following actions with the approval of the PM:
		1. Direct the contractor to continue work on the project in order to complete all work or remedy unacceptable work.
	3. If there is no time left under the contract and if the department determines that liquidated damages are not going to be assessed, write a change order to extend time
	4. Punch – List - The Project Leader creates a Punch-List for the Contractor if the contract work is complete except for the following:
		1. Minor corrective work.
		2. Cleanup of the job site.
		3. Any documents required under the contract that are due and have not been submitted.
		4. Signed construction release forms
	5. The contractor must complete Punch-List work within 5 Business Days of receipt of the Punch-List and submit required documentation within 15 Business Days of receipt the Punch-List. While not encouraged, it is possible for the Punch-List deadlines to be extended by mutual agreement between the Project Manager and the contractor [ss 105.11.2.1.3].
		1. Once the punch-list is verified as complete and all documentation is received (or there are no punch-list items) the Project Leader should enter the date in the FIT “Punch list Complete Date” field.
 | [ ]  | [ ]   | \_\_\_\_ |

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| 1. Records reviewed for missing contractor supplied documentation
 | [ ]  | [ ]   | \_\_\_\_ |
| 1. Invite Maintaining Authority
 | [ ]  | [ ]   | \_\_\_\_ |
| 1. Invite Local Sponsor
 | [ ]  | [ ]   | \_\_\_\_ |
| 1. Invite WisDOT PM
 | [ ]  | [ ]   | \_\_\_\_ |
| 1. Final walkthrough date
 | ***mm/dd/yyyy*** |
| 1. Punch list sent to PM
 | ***mm/dd/yyyy*** |
| 1. Punch list completed date entered in FITS
 | ***mm/dd/yyyy*** |

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| **IV. FINALS RECORDS** |
| **Project Engineer/Leader should be familiar with, and utilize the C&MM manual in completing the finals documentation.** **In an effort to streamline the process of finals checking, and to develop some consistency between PROJECTS in the way that finals documentation is assembled, please compile finals in the same order as shown below.** |
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| 1. ***PROJECT INFORMATION***
 |
| **Place all items 1-22 in order and place in the finals box** | **√ Yes** | **√ N/A** | **PL** |
| 1. Finals Folder (Check list)

*N:\region\Pantry20xx\RegionSpecific\SE\Finals\Finals Folder.docs* | [ ]  | [ ]   | \_\_\_\_ |
| 1. Bench Marks

*Pantry20XX\StatewideForms\Bench Marks.doc*Please be sure to have the bench mark sheet completely filled out; including the survey notes, and the datum to which the benchmark should be tied. The survey datum can typically be found on either the front or the back of the cover sheet of the plan set. | [ ]  | [ ]   | \_\_\_\_ |
| 1. Structure/Vertical Clearance Forms

In FITs: Click on the contract you are completing, click on the Structures tab, Click add, etc. | [ ]  | [ ]   | \_\_\_\_ |

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| 1. Piling Record (DT 1315)

*Pantry20XX\Statewide Forms\Pile driving Record.xls* | [ ]  | [ ]   | \_\_\_\_ |
| 1. Pile Driving Date (DT 1924)

*Pantry20XX\Statewide Forms\Pile Driving Data(1924).doc*   | [ ]  | [ ]   | \_\_\_\_ |
| 1. Well/Drillhole/Borehole Abandonment (DNR 3300-5W)
 | [ ]  | [ ]   | \_\_\_\_ |
| 1. Elastomeric expansion joints installation report

*Pantry20XX\Statewide Forms\ElastomericExpansionDevicesInstallationData.docx*  | [ ]  | [ ]   | \_\_\_\_ |
| 1. Log for locating no-passing zones

Contractor supplied (SS 648.3.4) | [ ]  | [ ]   | \_\_\_\_ |
| 1. # Well drillers and water sample report
 | [ ]  | [ ]   | \_\_\_\_ |

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| --- | --- | --- | --- |
| 1. As-Built - Electronic copy on cd or USB drive. Be sure to include final R.O.W. staking, if applicable (Guidance can be found in 1-65.14)
 | [ ]  | [ ]   | \_\_\_\_ |
| 1. Daily Diaries - In FieldManager: Click on the contract you are completing, click on the Diaries tab. Select and highlight all dates. Select the Print button and choose Print the xx selected Dairy Diaries. Bind in red press board binder covers.
 | [ ]  | [ ]   | \_\_\_\_ |
| 1. IDR Summary and Index Report

In FITs: Select the contract you wish to final, click on the Field Reports tab, click the down arrow and select the report IDR Summary and Index Report by Item and Category, and then click Print. (You can also view the report before printing it.) | [ ]  | [ ]   | \_\_\_\_ |
| 1. Project Administration and Finals Guidance (this form)
 | [ ]  | [ ]   | \_\_\_\_ |

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| 1. Letters (Notice to Proceed, Late Paving, Partial Acceptance, Conditional Final Acceptance)
 |  |  |  |
| 1. Erosion Control Inspection Reports and Orders

(Fill out weekly or following precipitation events)*Pantry 20XX\StatewideForms\Erosion Control Diary.doc* | [ ]  | [ ]  | \_\_\_\_ |
| 1. Approved ECIP ( including amendments)
 | [ ]  | [ ]  | \_\_\_\_ |
| 1. Earth-work yardage disks; large cross section sheets that have final yardage computations (if applicable). Place all other job related materials in the box
 | [ ]  | [ ]  | \_\_\_\_ |
| 1. Backup e-mail, pantry spreadsheets, supporting documents, etc.
 | [ ]  | [ ]  | \_\_\_\_ |
| 1. DNR Permits 401/ 404
 | [ ]  | [ ]  | \_\_\_\_ |
| 1. Municipal Agreement
 | [ ]  | [ ]  | \_\_\_\_ |
| 1. Environment Commitments
 | [ ]  | [ ]  | \_\_\_\_ |
| 1. Labor Compliance Documentation

Request to Sublet, apprentice hours, etc. | [ ]  | [ ]  | \_\_\_\_ |

1. ***FIELDMANAGER ITEMS***
 |
| Please check to make sure that all of the following conditions are satisfied (1-6). Then please print off and separately bind the information from sections (7-10). | **√ Yes** | **√ N/A** | **PL** |
| 1. Are all Approval Justification Records/Contract Modifications complete and entered?
 | [ ]  | [ ]   | \_\_\_\_ |
| 1. Are the stock piled items reduced to zero?
 | [ ]  | [ ]   | \_\_\_\_ |
| 1. Are the deficiency/incentive/disincentive entered correctly?
 | [ ]  | [ ]   | \_\_\_\_ |
| 1. Are all IDRs generated with complete quantities posted?
 | [ ]  | [ ]   | \_\_\_\_ |
| 1. Are all items marked complete and quantities checked?
 | [ ]  | [ ]   | \_\_\_\_ |
| 1. Are there liquidated damages to be charged? (If so, check w/ PM)
 | [ ]  | [ ]   | \_\_\_\_ |
| 1. Item History to Date for each item (bound in 3 ring binder)

In Field Manager; select the contract you wish to final, click on the Inquiries tab, double click on the Item History to Date report, and then click Select All. (You will need a print out for each item in your contract.) It will take time for the report to generate. After the report has generated, it can be printed. (Please note this will be a large report!) It is required that your source document sheets (for determining final quantities) should be filed and referenced within the body of the Item History to Date document.  | [ ]  | [ ]   | \_\_\_\_ |
| 1. Weekly Report of Time Charges (For working day contracts).
 | [ ]  | [ ]   | \_\_\_\_ |
| 1. Estimates
 | [ ]  | [ ]   | \_\_\_\_ |
| 1. Contract Change Orders and Justifications

Hardcopy of signed cco’s, signed justification records and all supporting documentation for each. | [ ]  | [ ]   | \_\_\_\_ |
| 1. ***MATERIALS***
 |
| **Bind items 1-4 & 5 together in the following order, *check appropriate box and initial at line*** | **√ Yes** | **√ N/A** | **PL** |
| 1. DT 1310 Document

Field staff should have the MIT system installed on their computers. Additionally, the tasks that need to be done in the field can all be done on the MIT system. Your computer should have had the field version installed on it. | [ ]  | [ ]   | \_\_\_\_ |
| 1. 905 Report (Materials Diary)
 | [ ]  | [ ]   | \_\_\_\_ |
| 1. Test Report Index (Tests from Atwood/MRS)

Report is on the MTS and not accessible through MIT. Materials Staff have access to it. | [ ]  | [ ]   | \_\_\_\_ |
| 1. Complete the materials final test report record.
	1. Include Buy America Certification (WS 4567)
	2. All testing reports are to be in order of the Test Report Index
 | [ ]  | [ ]   | \_\_\_\_ |
|  | [ ]  | [ ]   | \_\_\_\_ |
| **Bind items 6-8 together in the following order.** |
| 1. QC Plans
 | [ ]  | [ ]   | \_\_\_\_ |

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| 1. Test Results & QMP Project Records

Include all Contractor Test Results and Project Records. Also include any additional project records and summaries for each QMP. Clearly define the QMP that the records apply to | [ ]  | [ ]   | \_\_\_\_ |
| 1. Include QMP/QC reports

DT1310, WS4567, Prefix 905 (only if hardcopy and not electronic records are required and only if the document is not too lengthy – under 100 printed pages, SE-Guide with each document required immediately behind the individual page where that bid item’s requirements are listed. The only exception would be QMP documents, QMP Documents – are bound separately and have ordered tabs supplied in the Materials Binder. | [ ]  | [ ]   | \_\_\_\_ |
| **All Other Material Documentation (Place in final boxes)** |
| Once **ALL** items in sections A-C are complete give all boxes to Contract Specialist for distribution to the reviewers. | [ ]  | [ ]  | \_\_ |

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| **III. FINALS DATES GUIDANCE SHEET (For reference only)** |
| ***Dates originated in FITs/FieldManager will be entered by PL******Dates originated in Project Tracking will be entered by the PM & Contract Specialist*** ***(Requires PL to notify the PM & Contract Specialist)*** |
| 1. Substantially Complete (Project Leader Enters)

This date originates in Field Manager (Time Charges Stop Date).Substantially Complete is granted when the contractor has made the facility available for use by the general public and completed Contract Items and change order work, except Punch-List items, plant establishment, and required documentation. This is the start of the Finals Process for Let Project Closeout. | ***mm/dd/yyyy*** |
| 1. Open to Traffic (Project Leader Enters)

This date originates in Field Manager and is when the project has all traffic control devises removed and all lanes are open to traffic on a finished surface. | ***mm/dd/yyyy*** |
| 1. Time Charges Stopped Date (Project Leader Enters)

This date originates in Field Manager and occurs when the Project Leader can stop assessing contract time charges on the project after concurrence from the PM and if:* 1. The PM and Project leader have completed a site walk through and a Punch-List has been composed.
	2. All Contract Items have been completed except for the Punch-List and Contract Items associated with plant establishment periods.
	3. All lanes of traffic are open on a finished surface.
	4. All signage and traffic control devices are in place and operating.
	5. All drainage, erosion control, excavation, and embankments are completed.
	6. All safety appurtenances are completed.
 | ***mm/dd/yyyy*** |
| 1. Punch list Complete (Project Leader Enters)

This date originates in FITS and occurs when all required contract documentation, minor corrective work, and clean-up work is completed | ***mm/dd/yyyy*** |
| 1. All Contract Work Complete (Project Leader Enters)

This date originates in Field Manager and occurs when the date that all Punch-List items and contract work are completed in the field, the last Inspection is passed and all required contractual documentation submitted. | ***mm/dd/yyyy*** |
| 1. Conditional Final Acceptance (Contract Specialist Enters)

This date originates in Project Tracking and occurs when all Contract Items have been completed and Punch-List is verified as complete by the engineer including the submission of all missing documentation. Conditional Final Acceptance will relieve the contractor of maintenance responsibility for the completed work. | ***mm/dd/yyyy*** |
| 1. Contract records submitted for review (Contract Specialist Enters)

This date is entered in Project Tracking and is the date that the Project Leader submits Final Records to the Contract Specialist. | ***mm/dd/yyyy*** |
| 1. Contract Records to reviewer (Contract Specialist Enters)

This date is entered in Project Tracking and is the date the reviewer begins the review process. | ***mm/dd/yyyy*** |
| 1. Contract Records reviewed (Contract Specialist Enters)

This date is entered in Project Tracking and is the date when the reviewer completes the review of completed Contract Item records | ***mm/dd/yyyy*** |
| 1. Contract Rec Issues Resolved (Contract Specialist Enters)

This date is entered in Project Tracking and is the date when all issues identified during the records review have been resolved by the Project Leader.  | ***mm/dd/yyyy*** |
| 1. Materials Cert DT1310 requires signature of all 3 parties; P.M.C. or P.L., Materials Engineer or Specialist, & the P.M. Once this is complete, the date of the last signature is entered into MTS as the DT1310 final date. A copy of that form is then sent to Karen Roberts for Finals, Regional Materials Staff, FHWA, the PMC and/or PL, PM & Supervisor.
 | ***mm/dd/yyyy*** |
| 1. Submission of Claim (As applicable ) (Contract Specialist Enters)

This field originates in FITS and is used to identify when the most recent claim is certified by the prime contractor SS 105.13.1 | ***mm/dd/yyyy*** |
| 1. Payroll Clear Date (Labor Compliance Enters)

This date is entered in Project Tracking and is the date upon which all certified payroll reports have been submitted and accepted and labor compliance issues including formal wage complaints have been resolved. | ***mm/dd/yyyy*** |
| **III. FINALS DATES GUIDANCE SHEET (For reference only) – continued** |
| 1. Reduce Retainer ( if requested, materials review completed, no payroll issues, and PM concurs) (Contract Specialist)
 | ***mm/dd/yyyy*** |
| 1. Semi Final Estimate (Contract Specialist)

This field is entered in Project Tracking and is when the semi-final estimate is sent by Karen Roberts. | ***mm/dd/yyyy*** |
| 1. Semi Final to Contractor (Contract Specialist)

This field is entered in Project Tracking and is the date which Karen Roberts sends the SF to the contractor. | ***mm/dd/yyyy*** |
| 1. Semi-final from Contractor (Contract Specialist)

This date is entered in Project Tracking and is the date which the Contractor returns the SF to Karen Roberts. | ***mm/dd/yyyy*** |
| 1. Semi Final issues Resolved (Contract Specialist)

This date is entered in Project Tracking and is the date which the Contractor and PM agree to all quantities. | ***mm/dd/yyyy*** |
| 1. Subcontractor Payment Certification (Contract Specialist)

This date is entered in Project Tracking and is the date the contractor returns the signed form to the Contract Specialist. | ***mm/dd/yyyy*** |
| 1. Final Estimate (Contract Specialist)

This field is entered in Project Tracking and is when the final estimate is sent by Karen Roberts. | ***mm/dd/yyyy*** |
| 1. Final Acceptance (Contract Specialist)
 | ***mm/dd/yyyy*** |
| 1. Completion Cert. (Contract Specialist)
 | ***mm/dd/yyyy*** |