

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 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 should use the *Final Quantity and Payment Review Checklist (Checklist)* as guidance for determining whether 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 of the project finals process is 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 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 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.

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Contract Change Order Maintenance | Change Order Items | Price Adjustments | Attachments

Change Order # 10 Final
Created Date 02/13/2020
Change Order Amount \$943.81

Substantial Completion
New Completion Date Select a date 15
Additional Working Days
Additional Calendar Days

Field Work Completion
New Completion Date Select a date 15
Additional Working Days
Additional Calendar Days

Sent to Contractor Date 05/12/2020 15
Received from Contractor Date 05/21/2020 15

For Preliminary Review
 Prepared
 Reviewed
 FHWA Accepted

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

Final Review Requested
 Final Review Completed
Final Review Status

Requested By Norrid, Brad
On 05/08/2020

Completed By Berheim, Alan
On 05/11/2020

Approved
 Completed

Approved By Sherman, Doug
On 05/12/2020 15
Logged By Sherman, Doug

Completed By Sherman, Doug
On 05/21/2020 15
Logged By

Project Engineer prepares final CCO

Engineering Supervisor requests final review

Finals Review Specialist marks final review completed

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

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.

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 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 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 is 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 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 will also not require Bi-Weekly Progress reports for some of these contracts.

