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.  
        i. 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.
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.