



## FINAL ESTIMATE CHECKLIST

### Documentation to be sent to Field Reports, including:

- 1. Final Estimate (Original only, with Resident Engineer's signature. Semi-final required if balance due exceeds \$500.00).
- 2. Final Balance Report (Original only, with Resident Engineer's signature). Shall match the estimate amount.
- 3. Include all sections of the transaction detail log signed by the Resident Engineer.
- 4. Submit supporting documentation for all bituminous materials/price adjustments paid by the ton including:
  - lab reports and/or invoices
  - Hot Plant reports (Daily documentation of the amount of mineral admixture incorporated into the mix; temperatures recorded in graphic form after each shift of production; and records of all asphalt cement deliveries to the plant) See Standard Specification 403.
  - bituminous materials price adjustment recap(See Construction Manual Exhibit 4-5, Bituminous Material Price Adjustment Example).
- 5. Submit supporting documentation for all Mineral admixture in accordance with Construction Manual Method of Measurement and Basis of Payment. (See Construction Manual Exhibit AC-7, Daily Mineral Admixture Report Example and Blank Forms at the end of Chapter IV).
- 6. Supporting documentation for all incentives and disincentives paid.
- 7. Start and Completion Memo signed by Resident Engineer.
- 8. Acceptance Letter signed by District Engineer.
- 9. Time Reports, first and last, for each phase signed by the Resident Engineer.
- 10. Request for extension of time, liquidated damage letter and stop/resume work orders.
- 11. Diesel Fuel Recap sheet.

### REMINDER OF OTHER SUBMITTALS

MAIL MATERIALS CHECKLIST DIRECTLY TO MATERIALS – 068R (see contract card for verification).

SUBMIT NOTICE OF TERMINATION OF INTENT TO DISCHARGE TO ROADSIDE DEVELOPMENT. (NOI/NOT-Notice of Intent/Notice of Termination).

SEND AS-BUILT PLANS TO PROJECT MANAGEMENT, ENGINEERING BUILDING, ROOM 295E, MAIL DROP 614E (see CCS-finance).

SEND DBE AFFIDAVITS AND TRAINING REPORTS TO CIVIL RIGHTS OFFICE.

WHEN FINAL ESTIMATE IS SUBMITTED TO FIELD REPORTS FOR FEDERAL PROJECTS, CERTIFIED PAYROLL ISSUES ARE RESOLVED, FINALED AND CLOSED.