

FINALS

CHAPTER 11

11-1 Conduct Final Project Inspection, and Complete and Submit CDOT Form 1212 - Final Acceptance Report

The Local Agency shall notify the Resident Engineer two to three weeks prior to the completion of the project to schedule the final inspection of the project. The Resident Engineer will schedule the final inspection with the Local Agency. Local attendance is mandatory. Upon completion of the final inspection, the Resident Engineer will complete the Form 1212 (see Appendix A). The Resident Engineer will verify that all items shown in the remarks section have been addressed. The Resident Engineer will distribute the form as follows:

- Federal Highway Administration (FHWA), original;
- Local Agency;
- CDOT Projects and Grants;
- CDOT Records Center;
- Region Finals Engineer;
- Resident Engineer; and
- CDOT Contracts and Market Analysis Branch.

11-2 Write Final Project Acceptance Letter

Upon acceptance of the project, the Local Agency shall submit a project acceptance letter to the Contractor and send a copy to the Resident Engineer. Standard requirements for the acceptance letter are in Section 100 of the *CDOT Construction Manual*. The letter should identify any documents that need to be submitted by the Contractor. The Contractor's retainage may be reduced in accordance with subsection 109.06 of the *CDOT Standard Specifications*.

Distribution by the Resident Engineer of the acceptance letter will be as follows:

- Project Development Branch/Records Center,
- CDOT Projects and Grants,

- Region Finals Engineer, and
- Region EEO/Civil Rights Specialist.

11-3 Advertise for Final Settlement

Immediately after project acceptance the Local Agency shall advertise the project for final settlement. The notice shall be published at least twice in a public newspaper of general circulation published in the counties where the work was performed. The final settlement date is the first business day at least ten days after the second publication date (refer to *Colorado Revised Statute 38-26-107, Supplier may file statement – notice – withholding funds*). The Local Agency shall send a copy of the final settlement notice to the Resident Engineer and an additional copy to the CDOT Staff Right-of-Way Unit of the Project Development Branch if there are any temporary easements that need to be cleared.

11-4 Prepare and Distribute Final As-Constructed Plans

The Local Agency shall prepare As-Constructed plans in accordance with Section 100 of the *CDOT Construction Manual*. If the project is on the NHS, State highway system or State right-of-way, the Local Agency shall submit two half-size (11" x 17") sets of the As-Constructed plans to the Resident Engineer.

11-5 Check Final Quantities, Final Plans and Final Pay Estimate

The Local Agency shall designate one individual to be responsible for reviewing and processing final documentation as outlined in Section 100 of the *CDOT Construction Manual* and shall notify the Resident Engineer, in writing, of this designation. All project documentation will be checked and signed by the Local Agency. The Local Agency shall prepare the final pay estimate. The Resident Engineer will complete a CDOT Form 325 - Final Estimate Data (see Appendix A).

11-6 Check Material Documentation and Submit Final Material Certification

See "Materials," Chapter 9, of this *Manual*.

11-7 Obtain CDOT Form 17 From the Contractor and Submit to the Resident Engineer

The Contractor shall complete the CDOT Form 17 - Contractor DBE Payment Certification as per the DBE contract requirements. The Contractor shall submit the completed Form 17 to the Local Agency. The Local Agency shall check the information on the Form 17 for completeness and then forward the original to the Resident Engineer. The Resident Engineer will submit the original form to the CDOT Contracts and Market Analysis Branch with a copy to the Region EEO/Civil Rights Specialist. This form needs to be completed even if the DBE goal is zero or there are no DBEs used on the project. See Appendix A for a copy of the Form 17.

11-8 Process Final Payment

The Local Agency shall resolve all claims and disputes for Contract adjustments before processing final payment to the Contractor.

The Local Agency shall review final pay quantities with the Contractor. It is recommended that the Contractor approve final pay quantities by a signed statement.

The CDOT Form 96 - Contractor Acceptance of Final Estimate may be used for a signed statement (see Appendix A for a copy of the form).

When all project costs have been established, the Local Agency shall submit a final project billing to the Resident Engineer. The Local Agency shall submit the final bill within six months after project acceptance. If a time extension is needed, the Local Agency shall submit a letter of explanation to the Resident Engineer. The letter must be submitted to the Resident Engineer prior to the expiration of the six-month period. See Section 100 of the *CDOT Construction Manual* for more information.

The Local Agency's final billing to the Resident Engineer shall include a letter requesting project closure and a statement indicating there will be no further billings. The Resident Engineer will forward copies to the Region Business Manager and the Finals Engineer.

11-9 Obtain FHWA Form 47 - Statement of Materials and Labor Used ... From the Contractor

On all Federal-Aid contracts on the NHS that exceed \$1 million, excluding force account, beautification, and railroad protective device projects, the Contractor shall submit an FHWA Form 47 - Statement of Materials and Labor Used By Contractors on Highway Construction Involving Federal Funds. At the Contractor's option, either a single report covering all contract work or separate reports for the Contractor and for each subcontract shall be submitted. The Local Agency shall review the form, sign, and submit it to the Resident Engineer. See Appendix A for a copy of the form.

11-10 Complete and Submit CDOT Form 950

CDOT is responsible for project closure. See Appendix A for a copy of the Project Closure form. Also in Appendix A is a copy of a form created and completed in Region 4. The Region 4 LA Final Data form is supplied as an example for other CDOT Regions.

11-11 Retain Project Records for Six Years From Date of Project Closure

The Local Agency will retain project documentation and records for six years from the date of project closure.

11-12 Retain Final Version of Local Agency Contract Administration Checklist

Copies should be kept as shown on the Checklist.