

Chapter 10 - Contract Completion

1-1000 General

This Chapter contains guidelines that are followed on projects inspected and administered by the Department and their subcontracted consultants. For projects that are administered by municipalities refer to the Municipality Manual and updates.

1-1001 Opening to Traffic or Occupancy

The Inspector must record the date the project is opened to traffic or occupancy in the job records. On Interstate projects, the Assistant District Engineer must notify the Construction Division Chief of the opening date.

On occasion, the Department and or other interested agencies/parties may want to publicize the opening of a transportation facility to the public. When it is anticipated that a transportation facility, or major portion thereof, will be opened to the public, the District should notify the Office of Construction Liaison Engineer at least 14 days prior to the anticipated opening. Examples of events requiring notification include opening of:

- New or reconstructed roadways
- Additional travel lanes or new operational lanes
- Completed structures
- New or reopened highway ramps
- Facilities reopened after emergency events
- Opening parking, rail or other transportation facilities

Notification should be as far in advance as possible preferably two weeks ahead of the tentative opening date, so that arrangements can be made with the Director of Communications, the FHWA and other interested agencies regarding ceremonies for the opening.

For roadways and bridges, all traffic-control devices must be in place prior to the scheduled opening date—all safety devices installed, all pavement markings in place, and all temporary and permanent signs erected. For other transportation facilities the facility must be ready and approved for occupancy. If for any reason this work cannot be completed prior to the scheduled opening, the District Office and the Office of Construction Liaison Engineer should be notified immediately and advised of the revised opening date.

1-1002 Semifinal Inspection

When the project is nearing completion and all structures and other elements of the project have been constructed, the Project Engineer will notify the Transportation Supervising Engineer that the project is ready for a semifinal inspection. The Project Engineer will coordinate with the Transportation Supervising Engineer to determine the date of the semifinal inspection and notify the involved participants. Representatives of the following offices usually participate in the semifinal project review. The list must be adjusted depending on the type of project.

- the Contractor,
- District Construction,

- Traffic,
- Highway and Bridge Design,
- Environmental Planning
- Surveys and Plans,
- Roadside Development,
- Maintenance,
- Bridge Safety,
- Bridge Maintenance,
- Highway Operations,
- Federal agency on federal-aid projects,
- Town officials, if appropriate,
- Utility companies, if applicable,
- Other parties invited to the preconstruction meeting, and
- Other involved parties, if applicable

All details of the work completed to date must be carefully reviewed by the semi-final inspection party to determine the remaining work that must be done by the Contractor to fulfill the obligations of the Contract as well as any extras or additions that may be required to satisfactorily complete the Project.

All findings of the semi-final inspection must be carefully documented. Questions relating to the status or acceptability of the completed work, the work required on the remaining items, and any additional work required should be positively resolved at this time. A letter documenting the semi-final inspection report is sent to the Contractor.

The Chief Inspector will record the dates that the remaining contract work and any corrective work noted on the semi-final inspection report were completed. The Chief Inspector will also notify the Project Engineer when all items noted on the report have been satisfactorily addressed and the Project is ready for a final inspection.

1-1003 Notice of Substantial Completion and Stopping Contract Time

The project work is considered complete when all items of work under the Contract have been accomplished and all items noted in the semi-final inspection report have been satisfactorily addressed; however, under certain conditions the Project may be deemed substantially complete and the time charges under the Contract stopped in advance of the completion of all aspects of the work. A project may be considered substantially complete when the improvements contemplated by the Contract are safe and convenient for use by the Department and the Public, and all of the following conditions have been met:

- A semi-final inspection has been conducted documenting all the remaining work required on the Project.
- All traffic lanes including shoulders and ramps are in their final alignment and the final wearing surface has been installed.
- All operational and safety devices have been installed in accordance with the contract documents.
- Only a minor amount of work remains to be completed on the project. The value of the remaining work (contract work plus punchlist work) should be less than one percent (1%) of the total final contract price.
- The incomplete work will not affect the safety or operations of the transportation facility.
- The incomplete work will not affect the terms or conditions of any environmental permits.
- The actions required to complete the remaining work will not significantly impact the Public or the operations of the facility.

If all the conditions described above have been met, the Project Engineer should notify the Supervising Engineer that the Project may be substantially complete. The Supervising Engineer will then review the Project and the remaining work. If the Supervising Engineer is in agreement with the Project Engineer's assessment, then a CON-100, Contact Status Form, will be prepared noting the date on which the Project was substantially completed. Please refer to Figure 1-2.1 of Volume 1, Chapter 2 located on page 1-2.3 for a copy of the form. The form must be prepared within 7 days after the date of substantial completion and forwarded to the Assistant District Engineer for signature. The original CON-100 will be signed by the Assistant District Engineer and distributed to all concerned. The Contractor will also be notified by letter that the time charges on the project have stopped.

1-1004 Final Inspection

The District will conduct the final or partial final inspection. They will notify the Liaison Engineer in the Office of Construction of the date to afford them the opportunity to attend the final inspection. The person conducting the inspection will be at the Supervising Engineer level or higher. Upon completion of the inspection, the District will furnish a copy of the inspection report to the Liaison Engineer. If there are exceptions noted at the final inspection, then a subsequent inspection will be scheduled when the exceptions have been addressed. The Chief Inspector will record the dates the remaining contract work or corrective work noted on the final inspection report were completed for inclusion in the Project records. Also after the remaining or corrective work has been completed a supplemental final inspection must be performed and a report prepared. At the Supervising Engineers discretion this supplemental may be preformed by the Project Engineer.

1-1004A Partial Final Inspection & Partial Relief of Responsibility:

On projects consisting of two or more individual, geographically separated sections of roadways, a final inspection of individual, fully completed sections will be arranged in response to a specific request by the Contractor. A Contractor's request will only be considered when:

- A significant portion of the work has been completed for which the Department can take unconditional ownership.
- Traffic is in final alignment.
- Subsequent work on the Project will not impact the completed section.

If the Contractor's request meets the above requirements, then a semi-final inspection as described in Section 1-1002 will be scheduled for that portion of the work. When all work identified in the semi-final inspection has been satisfactorily completed as determined by the Chief Inspector and Project Engineer, then a partial final inspection will be scheduled for the work in question. Upon successful completion of the partial final inspection, the District Engineer will notify the Contractor that the specific portion of work is acceptable and that the Department accepts responsibility for the completed work. The appropriate Department offices including the responsible maintenance officials (municipal or state), the Bridge Safety and Evaluation Unit, and the Office of Construction shall be copied on this relief of responsibility letter. Such partial acceptance of the work does not affect any other requirements governing the completion and acceptance of the Contract as a whole.

1-1005 Termination of Contractor's Responsibilities & Certificate of Acceptance of Work

The construction work is considered completed when the final inspection has been held, any additional work and the

final cleanup have been completed, and all equipment has been removed from within the project limits. When these requirements have been met, the Transportation Supervising Engineer will have the prescribed Certificate of Acceptance, Form CON-500 prepared, and forward it to the District Engineer for signature. The CON-500 is then sent to the Construction Division Chief for final approval. Form CON-500 is shown in Figure 1-10.1 below. The form must clearly identify all sections of roads or transportation facilities covered by the Contract, as well as all bridges or structures and the maintenance responsibility. If the road is town-maintained, all agreements covering the work (type and date) must be recorded on the CON-500. The Office of Construction will forward the signed Certificate of Acceptance to the Contractor letter. On projects owned or maintained by a municipality, a copy of the CON-500 should also be forwarded to the designated Municipal Official of the municipality.

Figure 1-10.1 Certificate of Acceptance of Work (Form CON-500)

CERTIFICATE OF ACCEPTANCE OF WORK		STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION <i>Bureau of Engineering and Highway Operations</i>		FEDERAL AID PROJECT NO(S)	STATE PROJECT NO(S)
CON-500					
DESCRIPTION OF CONTRACT				TOWN(S)	
NAME OF HIGHWAY / ROUTE NO.	BEGINNING AT <i>(Specific Location - No Station Nos.)</i>		ENDING AT <i>(Specific Location - No Station Nos.)</i>		
TO CONTRACTOR <i>(Street Address Only - No PO Boxes)</i>				FINAL INSPECTION DATE	
TYPE OF IMPROVEMENT					
DISTRICT ENGINEER / MUNICIPAL OFFICIAL <i>(Signature in BLUE Ink)</i>		TYPE NAME AND TITLE <i>(DE - Name Only)</i>		DATE	
THE ABOVE DESCRIBED WORK IS HEREBY ACCEPTED AS OF _____					
The transfer of improvement —					
BY CONSTRUCTION DIVISION CHIEF <i>(Signature in BLUE Ink)</i>		NAME		DATE	
		Mark D. Rolfe, PE			
----- CUT LINE -----					
Instructions:					
Addresses: Include street addresses - not PO Boxes.					
If municipal project, provide the mailing (street) address below for the municipal official who signed the CON-500, and include this with the CON-500 submitted to Office of Construction :					
Location: BEGINNING AT / ENDING AT Include a physical description in addition to available Milepoints - Do NOT use stations.					
EX: 1		EX: 2			
BEGINNING AT	ENDING AT	BEGINNING AT	ENDING AT		
East Main Street	East Main Street	I-91 @ EX 3	I-91 @ EX 6		
@ School Street	@ Harris Hill	BR. 1234	MP 20.4		
		MP .04			

1-1006 Form FHWA-47—Statement of Materials and Labor Used

Section VI of the *Required Provisions of Federal-Aid Contracts*, issued by the Federal Highway Administration, requires on federal-aid Contracts on the National Highway System a complete record to be kept of the total costs of all materials purchased and incorporated in the work. The required information is compiled on Form FHWA-47 when the project is in English units and FHWA-47M when the project is in metric units. It is not required on projects costing less than \$1,000,000.

The requirements for submission of Form FHWA-47 are provided in the special provisions for each Contract. Refer to the Figures 1-10.3a - d for samples of Form FHWA-47 and FHWA-47M. The FHWA-47 and FHWA-47M are available on the internet at <http://www.fhwa.dot.gov/programadmin/contracts/fhwa47.pdf> and <http://www.fhwa.dot.gov/programadmin/contracts/fhwa47m.pdf>, respectively.

On completion of the Contract, the Contractor completes and submits Form FHWA-47, through the District supervising the work, to the Office of Construction (original and two copies). The items must be checked as to quantity and average unit costs. The original and one copy are sent to the Division Engineer's Office, Federal Highway Administration. A record of the date of receipt from the District, date forwarded to the Federal Highway Administration, date accepted by the Construction Division Chief, date accepted by the Federal Highway Administration, and any other extraordinary information or circumstances must be made. Final payment to the Contractor should not be made until Form FHWA-47 has been accepted by the Construction Division Chief.

Figure 1-10.3a Form FHWA-47

OMB NO. 2125-0033



STATEMENT OF MATERIALS AND LABOR USED BY CONTRACTORS ON HIGHWAY CONSTRUCTION INVOLVING FEDERAL FUNDS

PART A *To be completed by FHWA or State Highway Personnel (See instructions on reverse)*

STATE*	COUNTY	FEDERAL PROJECT NO.*	URBAN () RURAL ()*
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ITEM	DESCRIPTION	ROADWAY	BRIDGE (Over 20 ft)	DATE STARTED*
CONSTRUCTION TYPE CODES				
1	LENGTH OF PROJECT	MILES		DATE COMPLETED*
2	FINAL* CONSTRUCTION COST	DOL		TOTAL NO. BRIDGES

PART B *To be completed by; contractor - see instructions on reverse (REMARKS Attach a plain sheet of paper)*

3	LABOR* TOTAL PROJECT	TOTAL LABOR-HOURS	GROSS EARNINGS	28 CLAY PIPE
ITEM	DESCRIPTION	UNIT	PROJECT QUANTITY	SIZE (In.)
				LGTH (Lin ft)
4	TOTAL COST OF ALL MATERIALS AND SUPPLIES*	DOL.		26 CORR. STEEL CULVERT
5	PETROLEUM PRODUCTS*	GAL.		
6		BBL.		
7	CEMENT	LB.		
8		TON.		
9		TON.		29 CORR. ALUMINUM CULVERT
10	AGGREGATES PURCHASED	CU. YD.		
11	BITUMINOUS MATERIAL	GAL.		
12	LUMBER	THSD. BD. FT.		
13	REINFORCING STEEL	LB.		
14	STRUCTURAL STEEL	LB.		
15	READY-MIXED CONCRETE	CU. YD.		27 CONCRETE PIPE
16	PREMIXED BITUMINOUS PAVING MATERIALS	TON.		
17	AGGREGATES PRODUCED	TON		
18		CU. YD.		30 PLASTIC PIPE
19	MISCELLANEOUS STEEL	LB.		
20	NOISE BARRIERS	LIN. FT.		
21	GUARDRAIL	LIN. FT.		
22	BRIDGE RAIL	LIN. FT.		
23	FINAL CONTRACT AMOUNT FOR SIGNS	DOL.		
24	FINAL CONTRACT AMT. FOR LIGHTING	DOL.		
25	FINAL CONTRACT AMT. FOR TRAFFIC SIGNALS	DOL.		

*MUST BE REPORTED ON ALL REPORTS
REVIEWED BY _____
DATE _____

FORM FHWA-47 (Rev. 7-98)
PREVIOUS EDITIONS ARE OBSOLETE

Figure 1-10.3b Form FHWA-47 instructions

INSTRUCTIONS FOR PREPARING AND TRANSMITTING FORM FHWA-47

GENERAL REQUIREMENTS

Form FHWA-47 should be transmitted for each Federal-aid project involving construction performed under contract awarded by competitive bidding that is located on the National Highway System (NHS), except projects for which the total final construction cost of the roadway and bridge is less than \$1,000,000 or projects consisting primarily of (1) the installation of protective devices at railroad grade crossings, or (2) highway beautification.

Form FHWA-47 should be transmitted with or, if data is already available, in advance of the Final Report required by Federal-aid Policy Guide Chapter 6 G 6011.11

A separate form should be transmitted for each contract except that data for two or more contracts on the same project may be combined when such contracts are completed at approximately the same time. In case of a combination, the earliest starting date and the latest completion date should be reported. Where a single contract covers more than one project, one form may be prepared for each project or for the entire contract, provided none of the data are duplicated. A Form FHWA-47 should not be prepared for a contract covering only the purchase of material but the quantity of material should be reported when subsequently included in a construction project. In all cases, only the original of Form FHWA-47, typed or clearly lettered, and no carbon or photocopies, should be transmitted to the Washington Office.

If nonparticipating work is included in the contract, all data should be combined with the Federal-aid data in preparing the form. Data for any subcontract must be combined by the State or the division office with the prime contract if not so combined by the prime contractor. It will be the State's responsibility to see that all prime contract and subcontract costs, material, and labor-hours have been reported for each contract, and no duplication of data are involved. Quantities of State-furnished materials should be included with contract quantities, and costs of STATE-furnished materials should be added to Item 2 "Final Construction Cost" and also to Item 4 "Total Cost of All Materials and Supplies." All quantities should be reported to the nearest whole unit and only in the units specified. All costs should be reported to the nearest dollar.

Check urban or rural to indicate whether the major cost is for work within an urban area or in a rural location.

All figures should be verified for reasonableness by State highway department and Federal Highway Administration division office engineers. The total material cost and the total labor-hours and gross earnings should bear reasonable relationships to the final construction cost. Also the quantity of each material reported should be reasonable with respect to the quantities of other materials. For example, if a large quantity of reinforcing steel is reported with no cement or ready-mixed concrete, an error of omission in reporting would be indicated.

Generally, the total cost of materials, supplies, and labor should be substantially less than the final construction cost, as the latter also includes costs of equipment ownership, overhead, and profit which are not required to be reported. If the final construction cost is less or only a few percent more than the total cost of materials, supplies and labor, the indication is that the contractor suffered a loss on the project or that there is an error in reporting. In such case, if it is determined that the figures reported are correct, a statement should be made on a plain sheet of paper marked "Remarks" to the effect that the contractor actually did suffer a loss, (verify with contractor).

Part A - INFORMATION TO BE SUPPLIED BY FEDERAL HIGHWAY ADMINISTRATION OR STATE HIGHWAY PERSONNEL (FEDERAL-AID POLICY GUIDE CH. 6 G 6011.11)

Item 1 - "Length of Project." - Report official roadway mileage and official bridge mileage.

Item 2 - "Final Construction Cost" - Show best estimate of Federal and State costs incurred to date for contract items, extra work performed by contractor, and State-furnished materials.

*Quantities of steel, concrete and lumber used in connection with Items 20, 21, 22, 23, 24, and 25 should not be reported unless difficulties are encountered in segregating such quantities from total quantities.

FORM FHWA-47 (Rev. 7-98)

PART B - INFORMATION TO BE SUPPLIED BY CONTRACTOR IMMEDIATELY UPON COMPLETION OF CONTRACT OR PROJECT

Specific Instructions for the Following Numbered Items:

Item 3 - Report total labor-hours worked and earnings of all contractor's employees on the project, including those on operation and maintenance of equipment.

Item 4 - This should be the total cost, at the jobsite of all construction materials and supplies purchased for and used on the project, including the cost of materials for signing and lighting and the cost of any materials and supplies not specifically listed hereon. Costs of equipment or equipment rental and the cost of operating the equipment, except the costs of fuel and lubricants, should not be included in this item. Small items of equipment such as jackhammers, handtools, repair parts, tires, etc., are not considered to be supplies. Costs of such items and also overhead costs should not be included. The amount included here for aggregates produced should be only the cost paid by the contractor for the aggregates and should not include the costs of excavating, processing, loading and hauling. Wages and labor-hours for aggregates produced should, of course, be included with Item 3.

Item 5 - Report total number of gallons of all gasoline, diesel oil, lubricating oil, and grease for equipment and trucks. For conversion purposes use factor of 8 pounds of grease per gallon.

Items 6, 7, and 8 - Report quantity of cement used on project. Do not report here the cement included in Item 15.

Items 9 and 10 - Report quantity of aggregates purchased from commercial producers, such as sand, gravel, crushed stone, etc. Do not report here aggregates included in Items 15 and 16. Aggregates produced by the contractor shall be reported as Items 17 and 18.

Item 11 - Report number of gallons of bitumens such as asphalt and tar. Do not report here bituminous materials included in Item 16.

Item 12 - Report all lumber products purchased for and used on the project, including plywood and pressed wood, but excluding timber piling, lumber in fencing, guardrail, and signs, and lumber purchased for or used on previous projects and previously reported. The quantity of lumber should be reported as the number of thousand board feet and not as the number of board feet.

Item 13 - Report total number of pounds of reinforcement (plain or coated) for both structures and pavement. Include estimated quantities of reinforcing and prestressing steel in purchased precast units, except concrete pipe reinforcement.

Item 14 - Report total number of pounds of structural steel, steel H-piling, and sheet piling.

Item 15 - Report total number of cubic yards of ready-mixed concrete plus estimated quantity of concrete in purchased precast units, excluding Item 26.

Item 16 - Report total number of tons of bituminous paving mixtures that are purchased in a prepared condition ready for placement as they reach the job.

Items 17 and 18 - Report total quantity of aggregates such as sand, gravel, crushed stone, etc., produced by the contractor.

Item 19 - Report estimated total weight of steel products not appropriate for Items 13, 14 and 26, such as joint devices, tubular piling, etc.

Items 20, 21, and 22 - Report total lengths, in linear feet, of all types of noise barriers, guardrail and bridge rail.*

Item 23 - Report final contract amount for all types of signs including foundations, posts, structural supports, etc. Do not include traffic signals.*

Item 24 - Report final contract amount for highway and bridge lighting including foundations, conduits, standards, wiring, switches, luminaires, etc. Do not include traffic signals.*

Item 25 - Report final contract amount for traffic signals.*

Item 26 - Report, by size, regardless of class, type, gauge or coating, total number of linear feet of corrugated steel pipe, structural plate pipe, pipe-arches and arches.

Item 27 - Report, by size, regardless of class, type, gauge or coating, total number of linear feet of plain and reinforced concrete drain and culvert pipe.

Item 28 - Report, by size, total number of linear feet of clay pipe.

Item 29 - Report, by size, total number of linear feet of corrugated aluminum culvert.

Item 30 - Report, by size, total number of linear feet of plastic pipe.

Figure 1-10.3c Form FHWA-47M

OMB NO. 2125-0033

STATEMENT OF MATERIALS AND LABOR USED BY CONTRACTORS ON HIGHWAY CONSTRUCTION INVOLVING FEDERAL FUNDS									
PART A <i>To be completed by FHWA or State Highway Personnel (See instructions on reverse)</i>									
STATE*			COUNTY			FEDERAL PROJECT NO.*			URBAN () RURAL ()*
ITEM	DESCRIPTION		ROADWAY		BRIDGE (Over 6 meters)		DATE STARTED*		
CONSTRUCTION TYPE CODES									
1	LENGTH OF PROJECT	KILO-METERS					DATE COMPLETED*		
2	FINAL* CONSTRUCTION COST	dollar					TOTAL NO. BRIDGES		
PART B <i>To be completed by; contractor - see instructions on reverse (REMARKS Attach a plain sheet of paper)</i>									
3	LABOR* TOTAL PROJECT		TOTAL LABOR-HOURS		GROSS EARNINGS			28 CLAY PIPE	
ITEM	DESCRIPTION	UNIT	PROJECT QUANTITY		CULVERT ITEMS			SIZE (cm)	LGTH (Lin m)
4	TOTAL COST OF ALL MATERIALS AND SUPPLIES*	dollar			SIZE (cm)	LGTH (Lin m)			
5	PETROLEUM PRODUCTS*	L			26 CORR. STEEL CULVERT				
6		t.							
7	CEMENT	kg							
8		t.							
9	AGGREGATES PURCHASED	t.							
10		m ³				29 CORR. ALUMINUM CULVERT			
11	BITUMINOUS MATERIAL	L							
12	LUMBER	THSD. BD. M.							
13	REINFORCING STEEL	kg							
14	STRUCTURAL STEEL	kg			27 CONCRETE PIPE				
15	READY-MIXED CONCRETE	m ³							
16	PREMIXED BITUMINOUS PAVING MATERIALS	t.							
17	AGGREGATES PRODUCED	t.							
18		m ³				30 PLASTIC PIPE			
19	MISCELLANEOUS STEEL	kg							
20	NOISE BARRIERS	LIN. m							
21	GUARDRAIL	LIN. m							
22	BRIDGE RAIL	LIN. m							
23	FINAL CONTRACT AMOUNT FOR SIGNS	dollar							
24	FINAL CONTRACT AMT. FOR LIGHTING	dollar							
25	FINAL CONTRACT AMT. FOR TRAFFIC SIGNALS	dollar							
			REVIEWED BY			DATE			
*MUST BE REPORTED ON ALL REPORTS									

FORM FHWA-47M (Rev. 7-98)
PREVIOUS EDITIONS ARE OBSOLETE

Figure 1-10.3d Form FHWA-47M Instructions

INSTRUCTIONS FOR PREPARING AND TRANSMITTING FORM FHWA-47M

GENERAL REQUIREMENTS

Form FHWA-47 should be transmitted for each Federal-aid project involving construction performed under contract awarded by competitive bidding that is located on the National Highway System (NHS), except projects for which the total final construction cost of the roadway and bridge is less than \$1,000,000 or projects consisting primarily of (1) the installation of protective devices at railroad grade crossings, or (2) highway beautification.

Form FHWA-47 should be transmitted with or, if data is already available, in advance of the Final Report required by Federal-aid Policy Guide Chapter 6 G 6011.11

A separate form should be transmitted for each contract except that data for two or more contracts on the same project may be combined when such contracts are completed at approximately the same time. In case of a combination, the earliest starting date and the latest completion date should be reported. Where a single contract covers more than one project, one form may be prepared for each project or for the entire contract, provided none of the data are duplicated. A Form FHWA-47 should not be prepared for a contract covering only the purchase of material but the quantity of material should be reported when subsequently included in a construction project. In all cases, only the original of Form FHWA-47, typed or clearly lettered, and no carbon or photocopies, should be transmitted to the Washington Office.

If nonparticipating work is included in the contract, all data should be combined with the Federal-aid data in preparing the form. Data for any subcontract must be combined by the State or the division office with the prime contract if not so combined by the prime contractor. It will be the State's responsibility to see that all prime contract and subcontract costs, material, and labor-hours have been reported for each contract, and no duplication of data are involved. Quantities of State-furnished materials should be included with contract quantities, and costs of STATE-furnished materials should be added to Item 2 "Final Construction Cost" and also to Item 4 "Total Cost of All Materials and Supplies." All quantities should be reported to the nearest whole unit and only in the units specified. All costs should be reported to the nearest dollar.

Check urban or rural to indicate whether the major cost is for work within an urban area or in a rural location.

All figures should be verified for reasonableness by State highway department and Federal Highway Administration division office engineers. The total material cost and the total labor-hours and gross earnings should bear reasonable relationships to the final construction cost. Also the quantity of each material reported should be reasonable with respect to the quantities of other materials. For example, if a large quantity of reinforcing steel is reported with no cement or ready-mixed concrete, an error of omission in reporting would be indicated.

Generally, the total cost of materials, supplies, and labor should be substantially less than the final construction cost, as the latter also includes costs of equipment ownership, overhead, and profit which are not required to be reported. If the final construction cost is less or only a few percent more than the total cost of materials, supplies and labor, the indication is that the contractor suffered a loss on the project or that there is an error in reporting. In such case, if it is determined that the figures reported are correct, a statement should be made on a plain sheet of paper marked "Remarks" to the effect that the contractor actually did suffer a loss, (verify with contractor).

Part A - INFORMATION TO BE SUPPLIED BY FEDERAL HIGHWAY ADMINISTRATION OR STATE HIGHWAY PERSONNEL (FEDERAL-AID POLICY GUIDE CH. 6 G 6011.11)

Item 1 - "Length of Project." - Report official roadway mileage and official bridge mileage.

Item 2 - "Final Construction Cost" - Show best estimate of Federal and State costs incurred to date for contract items, extra work performed by contractor, and State-furnished materials.

*Quantities of steel, concrete and lumber used in connection with Items 20, 21, 22, 23, 24, and 25 should not be reported unless difficulties are encountered in segregating such quantities from total quantities.

FORM FHWA-47M (Rev. 7-98)

PART B - INFORMATION TO BE SUPPLIED BY CONTRACTOR IMMEDIATELY UPON COMPLETION OF CONTRACT OR PROJECT

Specific Instructions for the Following Numbered Items:

Item 3 - Report total labor-hours worked and earnings of all contractor's employees on the project, including those on operation and maintenance of equipment.

Item 4 - This should be the total cost, at the jobsite of all construction materials and supplies purchased for and used on the project, including the cost of materials for signing and lighting and the cost of any materials and supplies not specifically listed hereon. Costs of equipment or equipment rental and the cost of operating the equipment, except the costs of fuel and lubricants, should not be included in this item. Small items of equipment such as jackhammers, handtools, repair parts, tires, etc., are not considered to be supplies. Costs of such items and also overhead costs should not be included. The amount included here for aggregates produced should be only the cost paid by the contractor for the aggregates and should not include the costs of excavating, processing, loading and hauling. Wages and labor-hours for aggregates produced should, of course, be included with Item 3.

Item 5 - Report total number of liters of all gasoline, diesel oil, lubricating oil, and grease for equipment and trucks. For conversion purposes use factor of 3.6 kilograms of grease per 3.8 liters.

Items 6, 7, and 8 - Report quantity of cement used on project. Do not report here the cement included in Item 15.

Items 9 and 10 - Report quantity of aggregates purchased from commercial producers, such as sand, gravel, crushed stone, etc. Do not report here aggregates included in Items 15 and 16. Aggregates produced by the contractor shall be reported as Items 17 and 18.

Item 11 - Report number of liters of bitumens such as asphalt and tar. Do not report here bituminous materials included in Item 16.

Item 12 - Report all lumber products purchased for and used on the project, including plywood and pressed wood, but excluding timber piling, lumber in fencing, guardrail, and signs, and lumber purchased for or used on previous projects and previously reported. The quantity of lumber should be reported as the number of thousand board meters and not as the number of board meters.

Item 13 - Report total number of kilograms of reinforcement (plain or coated) for both structures and pavement. Include estimated quantities of reinforcing and prestressing steel in purchased precast units, except concrete pipe reinforcement.

Item 14 - Report total number of kilograms of structural steel, steel H-piling, and sheet piling.

Item 15 - Report total number of meters of ready-mixed concrete plus estimated quantity of concrete in purchased precast units, excluding Item 27.

Item 16 - Report total number of metric tons of bituminous paving mixtures that are purchased in a prepared condition ready for placement as they reach the job.

Items 17 and 18 - Report total quantity of aggregates such as sand, gravel, crushed stone, etc., produced by the contractor.

Item 19 - Report estimated total weight of steel products not appropriate for Items 13, 14 and 26, such as joint devices, tubular piling, etc.

Items 20, 21, and 22 - Report total lengths, in linear meters, of all types of noise barriers, guardrail and bridge rail.*

Item 23 - Report final contract amount for all types of signs including foundations, posts, structural supports, etc. Do not include traffic signals.*

Item 24 - Report final contract amount for highway and bridge lighting including foundations, conduits, standards, wiring, switches, luminaires, etc. Do not include traffic signals.*

Item 25 - Report final contract amount for traffic signals.*

Item 26 - Report, by size, regardless of class, type, gauge or coating, total number of linear meters of corrugated steel pipe, structural plate pipe, pipe-arches and arches.

Item 27 - Report, by size, regardless of class, type, gauge or coating, total number of linear meters of plain and reinforced concrete drain and culvert pipe.

Item 28 - Report, by size, total number of linear meters of clay pipe.

Item 29 - Report, by size, total number of linear meters of corrugated aluminum culvert.

Item 30 - Report, by size, total number of linear meters of plastic pipe.

1-1007 District and Headquarters Final Review

The District is responsible for ensuring that all final estimates are reviewed to ensure that all source documentation has been compiled in accordance with the *Construction Manual* and other pertinent directives and that all pay quantities have been measured and paid for in accordance with the *Standard Specifications* or special provisions of the Contract. The District will conduct sufficient review of the project records to ensure that these requirements have been complied with.

Once the District review of the project records is complete the records will be forwarded to the Office of Construction for a final review. Guidelines for performing a final review of the project records are contained in Volume 1, Chapter 11.

1-1008 Checks to Final a Project

The following are some important points in finalizing a project.

- Records of daily cost-plus work must be checked to the satisfaction of the examiner. Particular attention must be directed to the labor and equipment rates, taking of discounts when available, insurance rates, and taxes on labor. The receipted bills must be checked and correspond with the Daily Reports of Cost Plus. When found satisfactory, the Daily Reports of Cost Plus and receipted bills are stapled together with date and initialed in the upper left-hand corner.
- A Final Material Certification must be requested from Research and Materials as soon as final quantities have been established. To accomplish this, the District will forward to the Director of Research and Materials, copies of the Federal Voucher Report and all nuclear density compaction reports.
- The final federal voucher must be checked in its entirety with the original Contract and all Construction Orders to ensure that the final quantities are correct and in order. When checked, the final estimate is initialed by the checker just above the “Examined and Checked” box.
- The statement of working days, as submitted in detail on the Construction Report, must be carefully checked with existing office records.
- The Construction Report is checked for accuracy, completeness and signatures. All lengths of projects are given in horizontal measurements. If found correct, the Construction Report is initialed in the upper left-hand corner.

- Under “Work Done By Others” in the Construction Report, show the division doing the work with a brief description, service order numbers, and stores requisition numbers. Examples are:
 - “Maintenance forces,”
 - “Materials Furnished by State—SR-G 18632, SR-G 35678,” and
 - “Transfer of Materials—TV-18610, TV-26783.”

If the work is performed by subcontractors of utility companies, list the companies and describe the work.

- Confidential information of value to the Contracts Section in prequalification should be excluded from the Construction Report and should be made available in a separate confidential memorandum.
- The Index of Construction Orders must be checked with the Orders on file.
- A Cost Overrun Report must be completed, when necessary, and transmitted to the Office of Construction.

1-1009 Final Estimates

The District processes the final estimate to release retainage and any other withholdings, if the releases are authorized. The releases can be made on the semifinal estimate. In most cases, final estimates are zero estimates—they include no payments to Contractors. Once the final payment estimate has been processed, the project is ready to be processed for acceptance.

If the final estimate involves a payment to the Contractor, the final estimate must be processed by the District within six weeks after the District establishes the acceptance date. This allows two weeks for processing payments to the Contractor. Final estimates submitted after the six-week period must contain a full explanation of the delay.

1-1010 Acceptance of Contract

The Contract may be accepted when the work on the project is completed, the construction signs are removed, and all supporting information, reports and forms are submitted and accepted within established Department procedures.

The following items should be initiated or completed before acceptance of the project is considered:

- All contract work has been completed and a Certificate of Acceptance of Work (CON-500) has been issued.
- Headquarters final review (completed);
- Final Change Order (processed);
- Final Estimate (initiated);
- All reports and forms required on federal-aid projects (completed);
- The correct submission of all documents required under the terms of the Contract;

- warranty requirements met (i.e. all terms and conditions of the warranty must be satisfied) If the project includes an extended warranty that would delay acceptance of the project, the District should notify the Office of Construction; and,

The Certificate of Acceptance of Project, Form CON-501, and transmittal letter to the Contractor is prepared in the District Office within 30 days of the Contractor completing all of the contractual requirements. All copies are sent to the Office of Construction for signature by the Construction Division Chief. Normally, the final package documents should be complete by this time; if not, the District still must send the transmittal memorandum for the final packet. This memorandum must identify the missing items and provide an explanation and probable date the items will be forwarded. The Office of Construction will complete the Form CON-501 and send it to the Contractor via letter. The acceptance date is recorded in the Office of Construction’s “Contract Record Database.”

Figure 1-10.4 Certificate of Acceptance of Project (Form CON-501)

CERTIFICATE OF ACCEPTANCE OF PROJECT		STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION <i>Bureau of Engineering and Highway Operations</i>	FEDERAL AID PROJECT NO(S)	STATE PROJECT NO(S)
CON-501				
DESCRIPTION OF CONTRACT			TOWN(S)	
NAME OF HIGHWAY / ROUTE NO.	BEGINNING AT (Specific Location - No Station Nos)		ENDING AT (Specific Location - No Station Nos)	
TO CONTRACTOR (Street Address Only - No PO Boxes)			DATE OF AWARD	
TYPE OF IMPROVEMENT			DATE WORK ACCEPTED (FROM CON - 500)	
All work and administrative requirements under the above described contract has been completed in accordance with the plans, specifications, and special provisions of the contract, and is recommended for acceptance in fulfillment of the terms of said contract.				
DISTRICT ENGINEER / MUNICIPAL OFFICIAL (Signature In BLUE Ink)		TYPE NAME AND TITLE (DE - Name Only)		DATE
THE ABOVE DESCRIBED PROJECT IS HEREBY ACCEPTED AS OF _____				
The payment of a certified final estimate of the full amount owing, including the reserved amount.				
BY CONSTRUCTION DIVISION CHIEF (Signature In BLUE Ink)		NAME Mark D. Rolfe, PE		DATE
----- CUT LINE -----				
Instructions:				
Addresses: Include street addresses - not PO Boxes.				
If municipal project, provide the mailing (street) address below for the municipal official who signed the CON-501, and include this with the CON-501 submitted to Office of Construction :				
Location: BEGINNING AT / ENDING AT Include a physical description in addition to available Milepoints - Do NOT use stations.				
EX: 1		EX: 2		
BEGINNING AT East Main Street @ School Street	ENDING AT East Main Street @ Harris Hill	BEGINNING AT I-91 @ EX 3 BR. 1234 MP .04	ENDING AT I-91 @ EX 6 MP 20.4	
Revised 1/20/2006				

1-1011 Final Papers

To final a project a finals package must be put together and forwarded to the Office of Construction. Figure 1-10.5 shows the transmittal memorandum that is used to forward these documents.

Figure 1-10.5 Final Transmittal Memorandum

STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION <i>memorandum</i>	<i>subject:</i> Project No. F.A.P. No. <i>date:</i>																																												
<i>to:</i> Mr. Mark D. Rolfe Construction Division Chief Bureau of Engineering and Highway Operations Attn: Ed Lescoe	<i>From:</i> Bureau of Engineering and Highway Operations																																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center; padding: 5px;"> FINAL PACKAGE -- SUPPORTING DOCUMENTS CHECKLIST </th> </tr> <tr> <td colspan="2" style="text-align: center; padding: 5px;"> Directions: Check off all supporting documents in the appropriate box. </td> </tr> <tr> <td style="width: 30px; text-align: center; vertical-align: top;"> <input type="checkbox"/> </td> <td style="padding: 5px;">Contract Status (CON-100)</td> </tr> <tr> <td style="text-align: center; vertical-align: top;"> <input type="checkbox"/> </td> <td style="padding: 5px;">Construction Report</td> </tr> <tr> <td style="text-align: center; vertical-align: top;"> <input type="checkbox"/> </td> <td style="padding: 5px;">Index of Construction Orders</td> </tr> <tr> <td style="text-align: center; vertical-align: top;"> <input type="checkbox"/> </td> <td style="padding: 5px;">Final Construction Order</td> </tr> <tr> <td style="text-align: center; vertical-align: top;"> <input type="checkbox"/> </td> <td style="padding: 5px;">Material Certification (Federal and State Projects)</td> </tr> <tr> <td style="text-align: center; vertical-align: top;"> <input type="checkbox"/> </td> <td style="padding: 5px;">Final Estimate (Signed and Dated)</td> </tr> <tr> <td style="text-align: center; vertical-align: top;"> <input type="checkbox"/> </td> <td style="padding: 5px;">Final CLA-3</td> </tr> <tr> <td style="text-align: center; vertical-align: top;"> <input type="checkbox"/> </td> <td style="padding: 5px;">FHWA-47</td> </tr> <tr> <td style="text-align: center; vertical-align: top;"> <input type="checkbox"/> </td> <td style="padding: 5px;">Federal Voucher Report</td> </tr> <tr> <td style="text-align: center; vertical-align: top;"> <input type="checkbox"/> </td> <td style="padding: 5px;">Credits Due State (Audit Request)</td> </tr> <tr> <td style="text-align: center; vertical-align: top;"> <input type="checkbox"/> </td> <td style="padding: 5px;">Headquarters Final Review Report of Project Records</td> </tr> <tr> <td style="text-align: center; vertical-align: top;"> <input type="checkbox"/> </td> <td style="padding: 5px;">Final DBE or SBE Participating Report (Form 88-1)</td> </tr> <tr> <td style="text-align: center; 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vertical-align: top;"> <input type="checkbox"/> </td> <td style="padding: 5px;">Letter from Force-Account Contract Holder or Agreement Holder, accepting all materials incorporated into the Contract, if applicable.</td> </tr> <tr> <td style="text-align: center; vertical-align: top;"> <input type="checkbox"/> </td> <td style="padding: 5px;">CLAIM (Check this if a Claim is pending.)</td> </tr> </table>		FINAL PACKAGE -- SUPPORTING DOCUMENTS CHECKLIST		Directions: Check off all supporting documents in the appropriate box.		<input type="checkbox"/>	Contract Status (CON-100)	<input type="checkbox"/>	Construction Report	<input type="checkbox"/>	Index of Construction Orders	<input type="checkbox"/>	Final Construction Order	<input type="checkbox"/>	Material Certification (Federal and State Projects)	<input type="checkbox"/>	Final Estimate (Signed and Dated)	<input type="checkbox"/>	Final CLA-3	<input type="checkbox"/>	FHWA-47	<input type="checkbox"/>	Federal Voucher Report	<input type="checkbox"/>	Credits Due State (Audit Request)	<input type="checkbox"/>	Headquarters Final Review Report of Project Records	<input type="checkbox"/>	Final DBE or SBE Participating Report (Form 88-1)	<input type="checkbox"/>	Certificate of Acceptance of Work (CON-500)	<input type="checkbox"/>	Certificate of Acceptance of Project (CON-501)	<input type="checkbox"/>	Time Extension(s)	<input type="checkbox"/>	Financial Summary Checklist	<input type="checkbox"/>	Project Cost Overrun Report (If final cost exceeds the original bid by 10% or more.)	<input type="checkbox"/>	Pavement Evaluation (Greater than 2500 MT or tons of top course HMA)	<input type="checkbox"/>	Letter from Force-Account Contract Holder or Agreement Holder, accepting all materials incorporated into the Contract, if applicable.	<input type="checkbox"/>	CLAIM (Check this if a Claim is pending.)
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<input type="checkbox"/>	CLAIM (Check this if a Claim is pending.)																																												
<i>cc:</i>																																													
Revised 12/20/2005																																													

The final submittal requirements for each category of project are shown in Figure 1-10.6. The table lists the number of copies of each document required for the different category types that are commonly encountered. For Projects that do not fit into any of the listed categories or fall into multiple categories contact the Office of Construction to determine the required paper work.

Figure 1-10.6 Table for No. of Attachments for Final Transmittal Memorandum

	FHWA Funded Projects	State Funded Projects	FHWA Funded Projects - Municipal	State Funded Projects - Municipal	Airport Projects (all)	Salt Shed and Maintenance Facility Projects	Emergency Type Projects by Agreement	Rail Projects by Contract - Vertical (all)	Force Account Projects (Municipal or 3rd party - All)	Force Account Projects (Rais - All)
Transmittal Memorandum (Fig. 1-10.5)	1	1	1	1	1	1	1	1	1	1
CON-100 (Fig. 1-2.1)	1	1	1	1	1	1	1	1	1	1
Construction Report (Fig. 1-10.7a,b)	3	1	3	1	1	1	1	1	1	1
Index of Construction Orders (Fig. 1-3.21)	1	1	1	1	1	1	n/a	1	n/a	n/a
Final Construction Order	1	1	1	1	1	1	n/a	1	n/a	n/a
Material Certification	1	1	1	1	n/a	n/a	n/a	n/a	n/a	n/a
Final Estimate	1	1	1	1	1	1	n/a	1	n/a	n/a
Final CLA-3	n/a	n/a	1	1	n/a	n/a	1	n/a	3	n/a
FHWA-47 (Fig. 1-10.3a or 1-10.3c)	2	n/a	2	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Federal Voucher Report	2	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Credits Due the State	2	2	2	2	2	n/a	n/a	2	n/a	n/a
Headquarters Final Review Report of Project Records	1	1	1	1	1	1	1	1	n/a	n/a
Form 88-1 (Fig. 1-12.13)	2	2	2	2	2	2	n/a	2	n/a	n/a
CON-500 (Fig. 1-10.1)	1	1	1	1	1	1	1	1	1	1
CON-501 (Fig. 1-10.4)	1	1	1	1	1	1	1	1	1	1
Time Extension(s) (Fig. 1-7.4)	3	1	3	1	1	1	1	1	1	1
Financial Summary Checklist (Fig. 1-10.8)	1	1	1	1	1	1	n/a	1	n/a	n/a
Project Cost Overrun Report (1-10.9)	2	2	2	2	2	2	2	2	2	2
Pavement Evaluation (Fig. 1-10.10a,b)	1	1	1	1	1	1	1	1	1	1
Letter - accepting all materials incorporated into the project (from Municipality or third party)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1	n/a

The Table to the left shows the number of copies that are required to be forwarded to the Office of Construction with the Final Transmittal Memorandum for each category of project listed. For projects that do not fall into any of the categories listed or those projects that have multiple categories contact the Office of Construction to determine the number of copies required for each document

Figure 1-10.7a Construction Report

<u>Construction Report</u>			
<u>Project No:</u>		<u>District #</u>	
<u>FAP No:</u>			
<u>Description of Project:</u>			
<u>Contractor:</u> (name/address)			
<u>Road(s):</u>			
<u>Bridge(s):</u>			
<u>Contractor Ordered to Start On:</u>			
<u>Contractor Started:</u>			
<u>Contractor Completed:</u>			
<u>Original Calendar Days:</u>			
<u>Revised Contract Increase:</u>			
<u>Time Extension Granted:</u>			
<u>Total Days Elapsed</u> (excluding winter Shutdowns – if applicable):			
<u>Last D.W.R.</u>	<u>Date:</u>	<u>Number:</u>	
<u># of Days Suspended:</u>	<u>Date Suspended:</u>	<u>Date Resumed:</u>	
<u>Date Road Closed to Traffic:</u>	<u>Date Road Opened to Traffic:</u>		
<u>Total Calendar Days Allowed:</u>			
<u>Total Calendar Days Used:</u>			
<u>Liquidated Damages Assessed:</u> (days x dollars =)			
<u>DBE or DOL Sanctions:</u> (money value)			
<u>Reason for Sanction/Liquidated Damages:</u>			

Figure 1-10.7b Construction Report (continued)

<u>Construction Report</u> <u>Page 2</u>	<u>Project #</u>
<u>Changes Made:</u> <u>Design Changes:</u> <u>Drainage Changes:</u>	
<u>Difficulties Encountered:</u>	
<u>Work Done by Others:</u> (List Subcontractors & Work Performed)	
<u>Credits Due State:</u>	
<u>Conn. DOT Project Engineer(s):</u>	
<u>Resident and/or Chief Inspector(s):</u> Employed by:	
<u>Consultant Firm:</u>	
_____	_____
Assistant District Engineer	Date
(Attach additional sheets if necessary)	

Figure 1-10.8 Financial Summary Checklist

Financial Summary Checklist			
Contract No. _____			
Project No. _____			
FAP No. _____			
	Part.	Non-Part.	Total
Federal Voucher Report	\$ _____	\$ _____	\$ _____
Final Construction Order	\$ _____	\$ _____	\$ _____
Final Estimate	\$ _____	\$ _____	\$ _____
Const. Unit Summary Total			\$ _____
Project No. _____			
FAP No. _____			
	Part.	Non-Part.	Total
Federal Voucher Report	\$ _____	\$ _____	\$ _____
Final Construction Order	\$ _____	\$ _____	\$ _____
Final Estimate	\$ _____	\$ _____	\$ _____
Const. Unit Summary Total			\$ _____
Combined Project Total (if applicable)			\$ _____
The purpose of this checklist is to be sure all Final Document Totals agree with each other and with the Construction Unit Summary.			
This form is to be used for State funded projects as well as Federal funded projects.			
If the project is 100% State funded, disregard the FAP No. item and the Federal Voucher Report item.			
ALL figures should agree.			

Figure 1-10.9 Project Cost Overrun Report

ConnDOT
Office of Construction
Project Cost Overrun Report

Report Type: Annual ____ Year ____ Final _____

Project Number: _____ **District:** _____

Project Type: _____
 (ie. Traffic Signal, Bridge Rehab, Resurfacing, etc.)

Orig. Bid	Final Cost	Difference	% Increase/Decrease
\$ _____	\$ _____	\$ _____	_____ %

<u>CATEGORY *</u>	<u>DESCRIPTION</u>	<u>COST</u>
Scope Change:	_____	_____

Unforeseen Conditions:	_____	_____

Design Revisions:	_____	_____

Permit Compliance:	_____	_____

Maint. & Prot. of Traffic:	_____	_____

Quantity Overruns: (attach list of effected items with their orig. and final quantities)	_____	_____

Submittal Requirements:
Annual - Required prior to February 1st for any active project where estimated final construction costs exceeds original bid by more than ten (10) percent for the previous calender year.
Final - Required when final construction costs exceeds original bid by more than ten (10) percent. Submittal required within 30 days of initiating final construction order.

03/26/99

Figure 1-10.10a Pavement Evaluation Form

Unit 501-PAT Rev..6/03

Note: This report is required for all projects with a top course of 2,500 tons or more.

FINAL PAVEMENT EVALUATION REPORT

District No. _____ Project No. _____ Route/Town: _____

Project Engineer: _____ Chief Inspector: _____

Pavement Information (Top Course)

Paving Contractor: _____ Class: _____ Depth: _____
 Date Started: _____ Date Completed: _____
 Plant(s) used _____ Drum _____ Silo Used? _____
 _____ Batch _____ Silo Used? _____

Dates of evaluation: _____ Reviewer(s): _____

Pavement Rating System: 1= Excellent 2= Good 3=Fair 4= Requires Repair*

	<u>Rating</u>	<u>Remarks</u>
A. Pavement Appearance (overall)	1 2 3 4	_____
1) Segregation (Rating of 1 = none or minimal)	1 2 3 4	_____
Check next to type, if present: ___ Truck End ___ Centerline ___ Joint/Edge ___ Random		
2) Surface Appearance (overall)	1 2 3 4	_____
Check next to type, if present: ___ Shadows (center/outside) ___ Cracks ___ Flushing ___ Rutting		
___ Roller marks/lines ___ Screed marks/lines ___ Fuel/solvent spills ___ Non-uniformity		
3) Joint Construction (overall)- note excessive handwork, bump, cracks, etc.		
Transverse (excessive handwork, bumps, etc)	1 2 3 4	_____
Longitudinal (excessive handwork, cracking, etc)	1 2 3 4	_____
4) Rideability (overall)	1 2 3 4	_____
Transfer Device Used?		
B. Other Problems Encountered – Circle examples		
1) Mix condition: Overheated / Cold / Dry / Tender(cracks when rolled) / Bleeding / difficult to compact / Inconsistent-nonuniform		
2) Was any paving done during: Rain / Cold (under 40F or 10c) / Surface damp or wet		
3) Compaction/Density: Difficult / Easy to achieve		
4) Paving Delays due to: Insufficient Equip. / Equip. Breakdown / Plant Breakdown / Traffic / Waiting for Trucks		

<ul style="list-style-type: none"> • If repairs are required has the contractor been notified? 		

Page 1

Figure 1-10.10b Pavement Evaluation Form (continued)

Unit 501-PAT

Rev..6/03

Note: This report is required for all projects with a top course of 2,500 tons or more.

Additional Comments:

Submitted By: _____

Approved By: _____

Cc:

1-1012 Submission of Final Documents to other offices and Agencies

For all projects with FHWA funding, the Federal Billing Unit and FHWA Connecticut Division need to be notified when all final paperwork supporting documents have been completed; and for all projects with FAA funding, the Bureau of Aviation and Ports needs to be notified. Shortly after the CON-501 is signed by the Construction Division Chief and all supporting documents have been received by the Office of Construction, the Fiscal Administrative Officer prepares correspondence transmitting the documents. Figure 10.11 and Figure 10.12 are samples of the memorandum sent to the Federal Billing Unit and letter sent to the FHWA Division Administrator when FHWA funding is involved. A memorandum similar to the one shown in figure 10.11 is sent the Bureau of Aviation and Ports when FAA funding is involved.

Figure 1-10.11 Sample Memorandum to Federal Billing Unit

<p style="text-align: center;">STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION</p> <p style="text-align: center;"><i>memorandum</i></p>	<p> </p>	<p><i>subject:</i> Construction Activity 06 Supporting Documents</p> <p><i>date:</i></p>																																																																								
<p><i>to:</i></p> <p>Federal Billing Unit Bureau of Finance and Administration</p>	<p><i>from:</i></p> <p>Fiscal Administrative Officer Bureau of Engineering and Highway Operations</p>	<p><i>Ext.</i></p>																																																																								
<p>Attached for your information and further processing are the following supporting documents:</p>																																																																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Project No.</th> <th style="width: 15%;">F.A.P.No.</th> <th style="width: 15%;">Town</th> <th style="width: 15%;">CON-501 Certificate of Acceptance of Project</th> <th style="width: 15%;">Construction Report (1 Copy)</th> <th style="width: 15%;">Final Voucher (1 Copy)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>			Project No.	F.A.P.No.	Town	CON-501 Certificate of Acceptance of Project	Construction Report (1 Copy)	Final Voucher (1 Copy)																																																																		
Project No.	F.A.P.No.	Town	CON-501 Certificate of Acceptance of Project	Construction Report (1 Copy)	Final Voucher (1 Copy)																																																																					
<p>Please acknowledge receipt of the documents indicated above by signing and returning the attached copy of this memorandum.</p>																																																																										
<p>_____ Federal Billing Unit</p>	<p>_____ Date</p>																																																																									
<p>FAO/ cc: Construction Administrator-Construction Division Chief-Fiscal Administrative Officer Fiscal Special Projects File Activity 06</p>																																																																										

Figure 1-10.12 Sample Letter to FHWA Division Administrator

(860) 594-2660

Division Administrator
Federal Highway Administration-Connecticut Division
628-2 Hebron Avenue, Suite 303
Glastonbury, Connecticut 06033-5007

Dear Mr. _____:

Subject: Submission of Final Documents

Attached for your information are the following supporting documents:

<u>State No.</u>	<u>FAP No.</u>	<u>Construction Report</u>	<u>FHWA 47</u>	<u>CON-501 Certificate of Acceptance of Project</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please acknowledge receipt of the above by signing and returning the attached copy of this letter.

Very truly yours,

Construction Division Chief
Bureau of Engineering and
Highway Operations

FHWA Division Administrator

Date

/
cc: (name), FHWA

1-1013 Consultant-Inspected Project

After the construction work is completed on a consultant-inspected project, the consultant is required to complete all inspection-related paperwork before the consultant's personnel are released from the project. The District should ensure that sufficient staff is maintained by the consultant at the site to complete the paperwork within a reasonable time—generally, 30 to 60 days after completion of the work.

If, upon completion of all paperwork, it is not possible to process the final Construction Order or final estimate because of outstanding corrective work and administrative submittals from the Contractor, the District may deem it in the State's interest to terminate the consultant and complete the remaining processing with State forces. When this is the case, the project records should be examined by the District, and the consultant should make any necessary corrections before being released from the project. Consultant staff do not have to stand by on a project while the audit is prepared, but they must be available when requested to correct any errors or omissions.

Consultants must complete all project-related paperwork before they are released from their responsibilities under the consultant agreement.

1-1014 Storage of Revised Plans and Notebooks

As soon as the project is complete, the Chief Inspector must put together a complete set of white paper tracings with all as-built information compiled during the project and have prepared a complete set of as-built Mylar drawings for the project. The revised plans and cross-section tracings are then sent to the Map File Room. Refer to Section 1-326 'Final Revisions of Plans and Cross Sections (As-Builts)' for revision requirements. For Consultant inspected projects, the Consultant is responsible for preparing the as-built Mylars.

The Inspectors' notebooks and all supporting project records are stored in an approved, safe and secure area at the District Office until arrangements can be made for storage at the Department of Transportation Records Center or archive storage at the District Office.