



FINAL ESTIMATE CHECKLIST

Project: _____ TRACS: _____ Opened to Traffic Date: _____ Ending MP: _____

Documentation to be sent to Field Reports

- Final Estimate (with Resident Engineer's and Contractor's signature, must be a \$0 balance.)
- Final Balance Report (with Resident Engineer's signature) must match the estimate amount.
- Include all sections of the Transaction Detail Log signed by the Resident Engineer
- * Notice to Proceed, Start and Completion Memos signed by the Resident Engineer
- Time Reports, first and last, for each phase signed by the Resident Engineer
- Request for extension of time, liquidated damages letter and stop/resume work orders
- Final Acceptance letter signed by the District Engineer
- * Receipt for Salvaged Materials (if applicable)
- * Copies of Contractor's Invoices, Purchase Orders and Receivers
- Submit supporting documentation for all types of AC Material paid by the ton from AC Forms:
 - AC Daily Report
 - Hot Plant and Rubber Plant Reports
 - ADOT Mix and Compaction Lab Reports
 - AM / PM Spread Determination Reports
 - Bituminous Material Delivery Invoices
 - Mineral Admixture: Reports and Delivery Invoices
 - For RAP - Ignition Oven Lab Reports
 - Summary for each type of AC
 - AC Forms Invoice Summary (when the hot plant is dedicated and paying by tank stabs and deliveries)
 - When Applicable - Dedicated Hot Plant - AC Form in Excel
- Bituminous Material (Tack Coat, Fog Coat, etc.) - Summary page, Project Asphalt Reports, BOL's and Weigh Backs
- * Submit PCCP Documentation
- Submit Bituminous Price Adjustment Report; verify total paid in CPE vs. Report
- Submit Diesel Fuel Price Adjustment Report; verify total paid in CPE vs. Report
- Submit supporting documentation for 404 Cover and Aggregate Material (Form, last delivery ticket/day, lab reports for moisture)
- Submit supporting documentation for Blotter Material (last delivery ticket per day)
- Submit documentation for all incentives and disincentives

Verifications

- Verify in Contract Card that all Subcontracts have been received in Field Reports
- Review SATS Log to ensure all pertinent dates are filled in. Also ensure when a change order has been created for item 1050001 Claims and Escalation Settlement that the dollar amount appears on the SATS Log
- Ensure all supplemental agreements and force account details have been received by Field Reports
- * Ensure Procurement has written all necessary Contract Amendments for any supplemental agreements
- Verify all Lump Sum items paid to 100% (except line item force accounts and MPT)
- Verify Lump Sum Structures are paid to 100% per Std. Spec. 109.10
- Verify that 203 (Borrow, Drainage Ex, Roadway Ex) are paid @ 100% per Std. Spec. 203-2.01
- Verify that 2080001 Geotextile Fabric and 3060001 Geogrid Base Reinforcement Sq. Yd. quantities match and are paid to the nearest Sq. Yd. per Std. Spec. 208-4, 306-4.
- Verify that 4040016 Apply Tack Coat was paid only for Tack Coat **and not** Fog Coat
- Verify rounding is done on 607 and 608 items, per Std. Specs. 607-4, 608-4.
- Verify items with a unit of "Each" are paid to a whole number (no decimals)
- Verify there are no Partial Payments left in inventory
- Verify there are no Duplicate Payments and make necessary corrections.
- Verify there are no MPT payments past substantial completion date or the end of Contract Time (Including Time Extensions) per Std. Spec. 701-4.03 (F)
- Verify 45 Day Seeding Establishment period was noted in contract tiime
- * Verify each contractor's invoice is mathematically correct and sales tax has been calculated correctly
- * Verify 3-way match for payments. (Final Estimate, Contractor's Invoices and Expenditures Report)
- OJT Hours paid in CPE should be tracked per trainee and per week, and should match the OJT hours in LCP Tracker

Reminder of Other Submittals

- Have the Materials Closeout been submitted via DocuSign? (see Finance Card for verification)
- Follow CB 09-04 regarding Record Drawing procedures. RE to send email to Freports@azdot.gov when Red Lines are submitted to Project Management
- Send DBE Affidavits, Certification of Payments and Training Reports to BECO (Business Engagement Compliance Office)
- On Federal Projects, Closing Payroll Checklist must be Finald and Closed
- (*If awarded through Procurement)
- Unit must notify Consultant Contract Administration, the PM of encumbrances to have them released.

Submitted By: _____ Unit: _____ Date: _____