

Finals Process for Let Project Closeout

Project Administration Tools

February 2024

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BACKGROUND

The Wisconsin Department of Transportation (WisDOT), Division of Transportation Systems Development (DTSD) contracted the University of Wisconsin-Madison, Department of Engineering Professional Development (UW-EPD) to facilitate six work groups and two lean project teams using lean and six sigma tools and techniques to plan, design, develop and advance process improvements to achieve the six-month lead time goal for closing out regional and local program projects.

The work groups and lean project team's composition were multiregional with expertise related to the work group or lean topic being addressed. They included representatives of DTSD staff and construction contractors. Using the WisDOT Contract Management Systems, the work groups and the lean project teams developed this user guide to provide step-by-step guidance for staff involved in the Final Process for Let Project Closeout.

Overall success of the Let project closeout effort will be an increase in the number of regional and local program projects that closeout within six months.

PROCESS DEFINITION

The Finals Process includes the process steps required to close out a construction contract within 6 months (180 days), beginning when the department determines that work under the contract is Substantially Complete and ending on the date the department approves the Final Estimate for payment.

ROLES AND RESPONSIBILITIES

The owner of the Finals Process is the PDS Chief. The responsibilities of the Process Owner include:

- Responsible for end-to-end process performance for all project closeout timelines and encourage continuous improvement.
 - Reviews region project closeout performance on a monthly basis. Follow up with the Process Lead and when necessary the project teams (including all section's team members) on projects that are at risk of not meeting the closeout timelines.
 - Allocates the resources to meet project closeout goals.
 - Communicates with the other regional sections the expectations in meeting the closeout goals.
 - Provides annual region updates to management and staff on let project closeout results.
 - Ensures that overall closeout timeline goals are attained and sustained by the department.

The lead for the Finals Process is the Contract Specialist. The responsibilities of the Process Lead include:

- Monitors the status of region closeout process and communicates that status to the Process Owner and project team. Works with the program control unit in monitoring the effectiveness of the closeout process.

- Promotes the flow of information, records, and paperwork in meeting closeout timeline goals.
- Reviews “Construction Finals Tracking Report” monthly for project milestones and follows up with the project managers on projects at risk of not meeting timeline goals.
- Informs the appropriate project team members when the time goal of any major process step within the closeout process is in jeopardy of not being met.
- Notify the Process Owner on recurring issues and make recommendations to help streamline and improve the closeout process.
- Works with the program control unit to keep region closeout guidance documentation up-to-date and formally/informally train project staff in the closeout process.

The following individuals participate in the Finals Process for Let Project Closeout and have Roles, Responsibilities, and Tasks as described.

Role = Contract Specialist (CS) – Process Lead – Monitors the status of all region projects within the closeout process and communicates that status to the Process Owner and project team. Ensures that information in the closeout process is accurate.

Responsibilities/Tasks:

- Communicate the status of all projects in the closeout process with closeout team members using the Construction Finals Tracking Report.
- Monitor and update various fields in AWP Construction.
- Receive construction records from the Project Engineer and work with Project Manager and Records Reviewer to complete office review.
- Inform Project Engineer and Project Manager when Semi-Final Estimate and Final Estimate are ready to be sent.
- Prepare and send Semi-Final documents.
- Prepare and distribute Final Acceptance Letter and Completion Certificate.
- Save final copies of reports from AWP Construction into construction project folder in Box.
- Work with Project Manager to enter late reason codes and finals remarks in AWP Construction.

Role = Project Engineer (PE) – responsible for success of their individual project. Completes many of the individual tasks in closing out projects. This requires significant coordination with closeout team members.

Responsibilities/Tasks:

- Consult with the Project Manager to determine when the project is Substantially Complete and enter that date in the Actual Completion (Time Charges Stop Date) field in AWP Construction.
- Create Punch List and distribute to Contractor; when complete, enter “Punch List Complete” date in AWP Construction.
- Complete the Contract Project Design Evaluation (DQI) for each project and a Contractor Evaluation for the prime contractor and each subcontractor in AWP Construction.
- Collect, compile, and organize Contract and Materials Records.
- Submit completed records.
- Work with Records Reviewer and Materials Engineer/Specialist to resolve issues with records.

- Sign the materials certification ([DT1310](#)) or verify that the WisDOT Project Materials Coordinator signs it.
- Coordinate with the Labor Compliance Specialist on the progress of the Payroll Clear Date.
- If needed, make updates to records, reports, or forms and update AWP Construction.
- Create and approve Semi-Final Estimate and Final Estimate in AWP Construction.
- Resolve final quantity issues with Contractor.
- Consult with Project Manager in determining “All Contract Work Complete” and enter date in AWP Construction.

Role = Project Manager (PM) – Responsible for overall success of their multiple projects; let through Final Estimate. Monitor closeout of their projects by communicating with all closeout team members. Help resolve significant closeout issues with the closeout team members. Work with the supervisor in making sure there are adequate resources to meet timeline goals.

Responsibilities/Tasks:

- Approve/resolve contract changes (can be related to material or other issues).
- Set up meeting/teleconference throughout the finals process to discuss the current project close-out status.
- Complete or delegate finals check and review.
- Review and sign required closeout documents.
- Sign materials certification ([DT1310](#)) once finals materials review is completed (Last to sign [DT1310](#)).
- Review and approve Semi-Final Estimate and Final Estimate in AWP Construction.
- Request Contract Specialist to compose Final Acceptance letter.

Role = Contractor – responsible for communication with the Project Engineer and ensuring final documentation/information is provided in timely manner

Responsibilities/Tasks:

- Submit any missing records to Project Engineer upon request.
- Submit report of HCST graduate and apprentices that worked on the project to Project Engineer and Labor Compliance Specialist for processing.
- Work with Labor Compliance Specialist on outstanding payroll/wage issues.
- Reconcile data in CRCS on a weekly basis.
- Review, sign, and return Semi-Final documents within 30 Calendar Days.
- Work with Project Engineer to resolve final quantity issues.
- Review Design Quality Index (DQI) with the Project Engineer.
- Complete review ([DT2509](#)) of DOT staff.
- Participate in project meetings/teleconference during the finals process to discuss project close-out status.

Role = Labor Compliance Specialist (LCS) – Responsible for monitoring contractor payrolls for adherence to prevailing wage regulations as defined in the contract.

Responsibilities/Tasks:

- Continue to monitor CRCS for missing payrolls/unconfirmed payments and once issues resolved, verify against project diary, and certify payrolls.
- Verify DBE commitments versus payments when required and report issues to Project Engineer and Project Manager.
- Verify HCST graduate and apprentice hours of On the Job Training on ASP1 – HCST projects and provide Project Engineer with eligible participant reimbursement amounts reported on a HCST Graduate Payroll Report.
- Notify Project Engineer, Project Manager, and Contract Specialist of payroll, labor, or payment issues that would require withholding estimates and inform Project Engineer, Project Manager, and Contract Specialist when issues resolved so estimates can be released.
- Complete final payroll audit and enter Payroll Clear Date into AWP Construction.
- Submit all payroll files to Contract Specialist. Record Payroll Clear Date on payroll file and distinguish between on-system and local program projects.
- Notify Contract Specialist to enter late reason codes and finals remarks in AWP Construction when payroll issues delay closeout process.

Role = Materials Engineer/Specialist – Responsible for reviewing both the Contractor Project Materials Coordinator and the WisDOT Project Materials Coordinator processes and records to ensure that they adhere to the contract materials documentation and testing requirements.

Responsibilities/Tasks:

- Enter “Materials Records Submitted” date in [Materials Tracking System](#) (MTS)
- Review Materials Records which include:
 - Last verification that the materials meet specifications, approved lists, certifications; pass testing requirements, etc.
 - Confirm that material test records have been printed and “verified” for MTS.
 - Ensure that contractor has entered required test data and Project Engineer has reviewed test data in MRS.
- Resolve any issues and/or missing documentation with the Project Engineer.
- Ensure materials certification ([DT1310](#)) is signed by Project Engineer or WisDOT Project Materials Coordinator and entered in MTS.
- Sign materials certification ([DT1310](#)) once final materials review is complete and send to Project Manager for final signature.
- Enter “Materials Records Reviewed” date in MTS.
- Notify Contract Specialist to enter late reason codes and finals remarks in AWP Construction when material issues delay closeout process.

Role = Records Reviewer - Responsible for the review of Contract Items and quantities for accuracy with contract requirements and ensure all documentation is included in the project finals.

Responsibilities/Tasks:

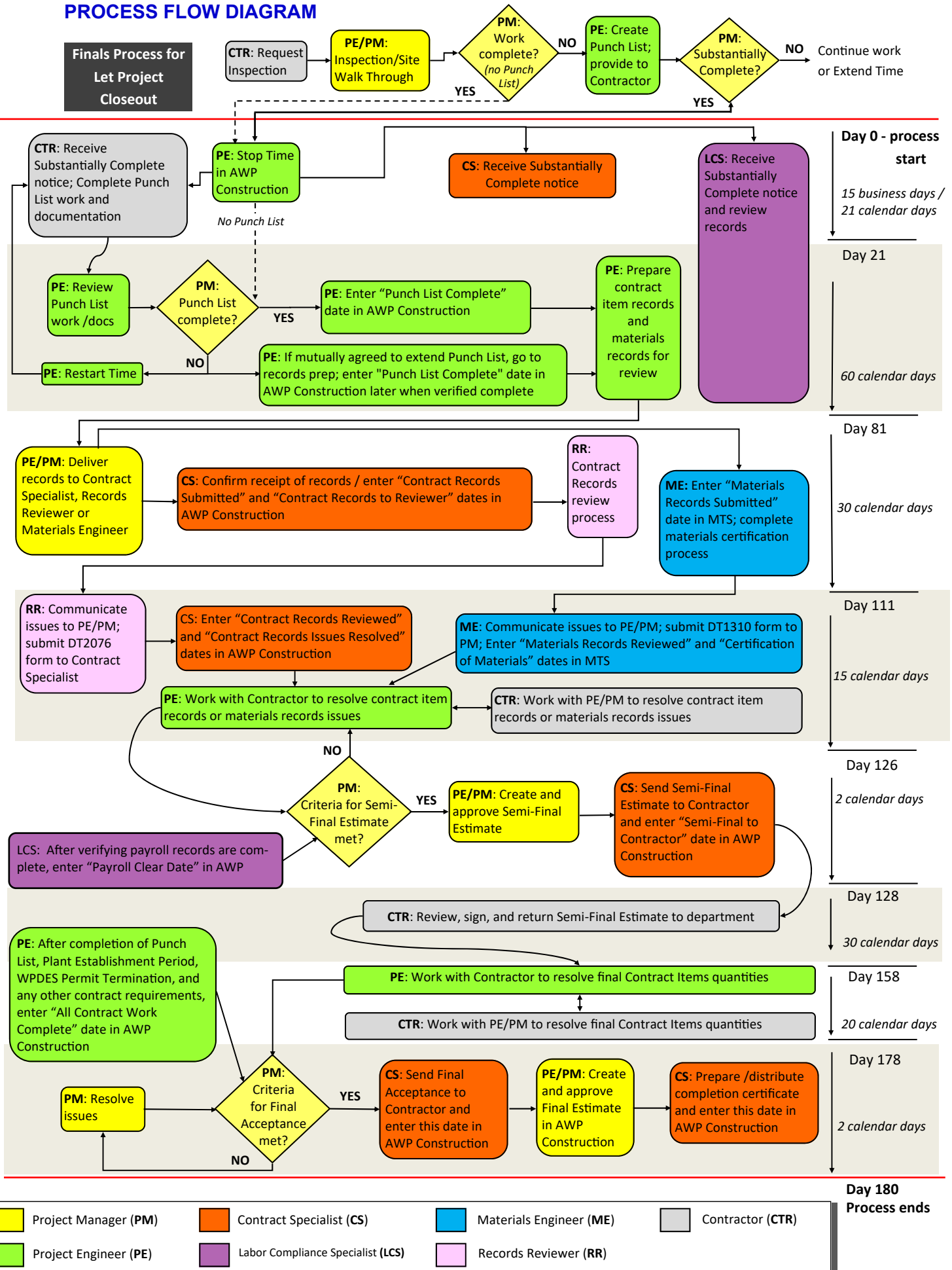
- Spot check project records and specific Contract Items.
- Create list of issues with records.
- Work with Project Engineer to resolve issues.
- Notify Contract Specialist, Project Engineer, and Project Manager when review is complete.

Role = Program Controls unit (as applicable) – This is a resource in some regions to monitor trends in the closeout process and suggest areas of improvement to the Process Owner.

Responsibilities/Tasks:

- Develop and distribute closeout reports (Construction Finals Tracking Report which reflect where each project is in the closeout process).
- Work and coordinate with Process Owner and Process Lead to interpret data and to monitor trends.
- Provide specific information and analysis for closeout team members when necessary.
- Program control engineers will work with the Contract Specialist in training and monitoring the closeout process in the regions.

PROCESS FLOW DIAGRAM



GLOSSARY

| Term | Definition |
|--|---|
| AASHTOWare Project Construction | AASHTOWare Project Construction is a web-based system used to administer construction contracts. This includes the entry of daily work reports (DWRs) and diaries plus the entry of change orders and payment estimates. Also referred to as AWP Construction. |
| Actual Completion (Time Charges Stop Date) | The date that the engineer declares work under the contract is Substantially Complete and time charges will no longer be assessed. |
| All Contract Work Complete | The date that all Punch List items and contract work are completed in the field, the last Inspection is passed, and all required contractual documentation submitted. |
| Business Day | Every day the calendar shows, except Saturdays, Sundays, and department-specified holidays. |
| Calendar Day | Every day the calendar shows, including Saturdays, Sundays, and department-specified holidays. |
| Certification of Materials | Signed document (DT1310) stating that all the materials in the contract either meet specifications or exceptions to specifications are explained. |
| Civil Rights Compliance System (CRCS) | The Department's web-based software application used for labor and Disadvantaged Business Enterprise (DBE) compliance, and first tier and DBE subcontractor payments tracking. This system is used to submit Certified Weekly Payrolls electronically as required by Additional Special Provision 9 (ASP 9); track 1st tier and DBE subcontractor payments as required by Additional Special Provision 7 (ASP 7) and is designed to fulfill and streamline various federal and state reporting and monitoring requirements. |
| Completion Certificate | This form is printed within AWP Construction at the completion of the contract to release the contract bond. |
| Completion Date | The calendar date shown in the proposal on or before which the work included in the contract shall be completed. |
| Contract Items | All bid items of work in the original contract and those added by a contract change order. |
| Contract Records | All records generated or required during the duration of the contract. See Final Construction Project Record Checklist form DT2075 . |
| Contract Records Reviewed | The date when the regional staff completes the review of contract items and contract documentation, not including Material Records. |
| Contract Records Submitted | The date that the Project Engineer submits all Contract Records to the region office. |

| Term | Definition |
|---|---|
| Final Acceptance | Final Acceptance is granted when all contract work is satisfactorily completed, all Contract Records have been reviewed and approved, and upon the return of Semi-Final Estimate from the contractor. |
| Final Estimate | Final payment made between the department and the contractor, of final contract work and final Contract Item quantities. |
| Highway Construction Skills Training (HCST) | Educational program to prepare individuals for work in road construction trades. Employers of HCST Graduates and Apprentices may receive a per-hour wage reimbursement from WisDOT. |
| Inspection | Engineer's review of contract work and decision to categorize it as one of the following: <ol style="list-style-type: none"> 1. Unacceptable or not complete. 2. Substantially Complete. 3. All Contract Work has been satisfactorily completed. |
| Materials Records | All materials records and documentation required by the contract. |
| Materials Records Submitted | The date that all Materials Records are submitted to the Materials Engineer/Specialist for review. |
| Materials Certificate of Compliance | A document, provided by a manufacturer, producer, or supplier of a product to WisDOT by the Contractor, stating that the product as furnished to the Contractor complies with the pertinent specifications and contract requirements. |
| Materials Records Reviewed | The date when the regional staff completes the review of materials records and documentation. |
| Payroll Clear Date | The date upon which all certified payroll reports have been submitted and accepted and labor compliance issues including formal wage complaints have been resolved. |
| Plant Establishment Period | For contracts with items of trees, shrubs, or vines, a plant establishment period of 1-year or 2-years may be specified for the contractor to perform landscape planting surveillance and care cycles in accordance with standard specification 632.3.18. |
| Process Lead | Person who monitors the status of the Finals Process for Let Project Closeout and communicates that status to the Process Owner and project team. |
| Process Owner | Person responsible for end-to-end process performance for all project closeout timelines and encourage continuous improvement in the Finals Process for Let Project Closeout. |

| Term | Definition |
|----------------------------|---|
| Project | The designated physical area together with improvements to be constructed under the contract. |
| Proving Period | The period of time that a Contract Item is subjected to environmental conditions for evaluation of the performance according to the standards of acceptance. |
| Punch List | Document listing required contract documentation, minor corrective work, and clean-up work that is to be completed in order a project to receive Final Acceptance. |
| Semi-Final Estimate | An estimate indicating the engineer has measured and reported all contract quantities and materials requirements. |
| Semi-Final from Contractor | The date which the department received the signed Semi-Final Estimate from the Contractor. |
| Semi-Final to Contractor | The date when the region sent the Semi-Final Estimate to the Contractor. |
| Substantially Complete | Substantially Complete is granted when the contractor has made the facility available for use by the general public and completed Contract Items and change order work, except Punch List items, plant establishment, and required documentation. This is the start of the Finals Process for Let Project Closeout. |
| WPDES Permit | Wisconsin Pollutant Discharge Elimination System (WPDES) General Construction Storm Water Discharge Permit issued by the Wisconsin Department of Natural Resources for 1 acre or more of land disturbing construction activities. Termination of permit coverage requires 70% permanent vegetative density throughout the project. |
| Work | The furnishing of all labor, materials, equipment, and incidentals and the performing of all tasks needed to complete the project or a specific part of the project as specified in the contract, together with fulfillment of all associated obligations and duties required under the contract. |
| Working day | A Calendar Day, except Saturdays, Sundays, department-specified holidays, and the period from November 16 to March 31, both dates inclusive, on which weather or other conditions not under the control of the contractor will allow construction operations to proceed for at least 8 hours of the day with the normal working force engaged in performing the controlling item of work which would be in progress at this time. |

PROCESS STEPS

Prior to beginning the Finals Process for Let Project Closeout, it should be noted that a claim may be submitted by the Contractor at any time during a project. If a claim has been submitted, the claim should be entered into AWP Construction. Depending on the nature of the situation, an unresolved claim may delay the Finals Process.

The Finals Process as described in this document should be followed for all Let construction projects. The process should not be delayed or artificially extended in order to reach the end of a Proving Period. The department may revoke Final Acceptance to address pavement marking failures [[standard spec 646.3.1.6](#)], sign installation deficiencies [[standard spec 637.3.3.4](#)], or any defective work or materials [[standard spec 105.11.2.3](#)]. If known issues are identified prior to Final Acceptance being issued, they should be resolved prior to closing out the project. Projects with a Plant Establishment Period [[standard spec 632.3.18](#)] or Wisconsin Pollutant Discharge Elimination System (WPDES) Permit may experience longer process times between the steps of Semi-Final Estimate and Final Estimate but should continue to closeout as soon as possible if it cannot be done within the 180-day process goal.

1. Inspection / Punch List

The Contractor notifies the Project Engineer that the work under the contract is presumptively complete. The Project Manager and Project Engineer jointly conduct an Inspection (site walk through) of the contract work. Upon Inspection, the Project Manager will categorize the work as one of the following [[standard spec 105.11.2.1](#)]:

- 1) Unacceptable or not complete.
- 2) Complete except for Punch List (see Punch List below).
- 3) Complete and no Punch List work is required.

If the department determines that the work is unacceptable or not complete, the Project Engineer should take one of the following actions with the approval of the Project Manager:

- A. Direct the contractor to continue work on the project in order to complete all work or remedy unacceptable work.
- B. If there is no time left under the contract and if the department determines that liquidated damages are not going to be assessed, write a change order to extend time.

Punch List [15 Business Days]

The Project Engineer creates a Punch List for the Contractor if the contract work is complete except for the following:

- Minor corrective work.
- Cleanup of the job site.
- Any documents required under the contract that are due and have not been submitted.

The Punch List should clearly itemize work, documents, and deadlines. The Contractor must complete Punch List work within 5 Business Days of receipt of the Punch List and submit required documentation within 15 Business Days of receipt the Punch List. While not encouraged, it is possible for the Punch List deadlines to be extended by mutual agreement between the Project Manager and Contractor [[standard spec 105.11.2.1.3](#)].

Examples of extended Punch List items may include:

- Continue seed/sod watering
- Submit 28-day cylinder break documentation and Final QMP Plan for Concrete Structures
- Landscape Planting Surveillance and Care Cycles associated with Plant Establishment Period
- Verification of 70% Permanent Vegetative Density for WPDES Permit Notice of Termination

During the initial inspection/site walk through, if the Project Engineer verifies all contract work and documentation is complete and there are no punch list items, the Project Engineer should enter the date of the inspection in the “Punch List Complete” field in AWP Construction.

2. Substantially Complete / Actual Completion (Time Charges Stop Date)

Substantially Complete status is granted in order to stop contract time charges and to begin the Finals Process for Let Project Closeout. See criteria for Substantially Complete in [standard spec 105.11.2.1.3](#).

After the Project Engineer, in consultation with the Project Manager, determines that the work under the contract has met the criteria for Substantially Complete status, the Project Engineer:

- Provides a copy of the Punch List to the Contractor.
- Enters the “Actual Completion (Time Charges Stop Date)” in AWP Construction.
- Discusses a post construction meeting schedule with the Project Manager and Contractor.

It is critical that the “Actual Completion (Time Charges Stop Date)” is entered timely and not backdated. A system generated email notifies the Contract Specialist, Labor Compliance Specialist, Project Manager, Project Engineer, and Contractor that the closeout process is beginning, and the project will appear on the next monthly Construction Finals Tracking Report.

3. Preparation of Contract and Materials Records for Review

[81 Calendar Days from Substantially Complete/Actual Completion (Time Charges Stop Date)]

The Project Engineer has 81 Calendar Days from the entry of the Actual Completion (Time Charges Stop Date) in which to prepare the Contract and Materials Records for review. Records that should be gathered for review are designated on the Final Construction Project Record Checklist form [DT2075](#).

Upon completion of records preparation, the Project Engineer submits the Contract and Materials Records to the Contract Specialist. The Contract Specialist confirms that all records on the DT2075 checklist are received and enters the “Contract Records Submitted” date in AWP Construction.

4. Contract Items and Documentation Review Process

[30 Calendar Days from receipt of records]

The Contract Specialist notifies the Records Reviewer in the regional office that the Contract Records are ready for review and enters the “Contract Records to Reviewer” date and the name of the Records Reviewer in the “Reviewed By” field in AWP Construction.

The Records Reviewer reviews the contract documentation and completes the Contract Items Review form [DT2076](#). Issues or problems with the records must be identified by the Records Reviewer and communicated to the Project Engineer.

When the review is complete, the Records Reviewer submits the completed form to the Contract Specialist who enters the “Contract Records Reviewed” date in AWP Construction.

5. Certification of Materials Process

[30 Calendar Days from receipt of records]

Following confirmation that all materials records have been received, the Contract Specialist distributes Materials Records to the Materials Engineer/Specialist in the regional office. Upon receipt of the Materials Records, the Materials Engineer/Specialist enters the “Materials Records Submitted” date in the [Materials Tracking System](#) (MTS). The Material Engineer/Specialist verifies that all certified Materials Records have been submitted and are acceptable and that any materials compliance or testing issues are resolved [[CMM 845](#)].

Materials certification issues must be identified by the Materials Engineer/Specialist and communicated to the Project Engineer, Project Manager, and Contractor.

6. Contract and Materials Records Issue Resolution

[15 Calendar Days from completion of review]

The Project Engineer and Contractor have 15 Calendar Days from the completion of the Contract Records and Materials Records reviews to resolve issues identified during the reviews.

The Project Engineer notifies the Records Reviewer, Materials Engineer/Specialist, and Contract Specialist once the issues have been resolved. The Contract Specialist enters the date upon which all contract item and documentation issues are resolved in the “Contract Records Issues Resolved” field in AWP Construction. Upon resolution of any issues with Materials Records, the Project Manager signs the Certification of Materials form [DT1310](#) and the Materials Engineer/Specialist enters the “Certification of Materials” date into MTS, which then auto populates in AWP Construction.

7. Payroll Clear Process

[begins at Substantially Complete; ends before Final Estimate]

The Payroll Clear Process begins upon notification that the work under the contract is Substantially Complete. The process is carried out by the Labor Compliance Specialist in parallel with other activities in the finals process for construction contract closeout. The Labor Compliance Specialist verifies that all certified payroll reports have been submitted and are acceptable and that any labor compliance issues (including formal wage complaint) are resolved in order to issue the Payroll Clear date (see [Appendix A](#)). The Labor Compliance Specialist enters the "Payroll Clear" date in AWP Construction.

Payroll issues identified as part of the Payroll Clear process must be communicated to the Project Engineer, Project Manager, and Contractor prior to issuing the Semi-Final Estimate.

The Payroll Clear Process must be complete with an issued Payroll Clear Date before the Final Estimate is sent to the contractor.

8. Semi-Final Estimate

[within 2 Calendar Days of completion of Contract and Materials Records issue resolution]

The Semi-Final Estimate serves to notify the contractor that the engineer has measured and reported all contract quantities and materials requirements [[CMM 236.1.3](#)]. In general, the Semi-Final Estimate can be issued if:

- 1) The Certification of Materials process is complete.
- 2) The review of Contract Items and documentation is complete.
- 3) Any issues related to the Payroll Clear process have been communicated to the Project Manager and Contractor.

If the above conditions are met, the Contract Specialist directs the Project Engineer to create the Semi-Final Estimate. The Project Engineer creates and approves the Semi-Final Estimate in AWP Construction and a system generated email notifies the Project Manager. The Project Manager reviews and approves the Semi-Final Estimate and a system generated email notifies the Project Engineer, Project Manager, Contract Specialist, Labor Compliance Specialist, and Contractor. The Contract Specialist sends an email with the Semi-Final Estimate and other required documents to the Contractor. The Contract Specialist enters the "Semi-Final to Contactor" date in in AWP Construction.

The Semi-Final Estimate documents should be issued to the Contractor noting exceptions that quantities of items associated with the Plant Establishment Period and/or any items requiring additional work associated with the WPDES Permit Termination will be adjusted on the Final Estimate.

Ideally, all other contract issues should be resolved before the Semi-Final Estimate is issued; however, at the discretion of the Project Manager, the Semi-Final Estimate can be issued with unresolved issues.

9. Contractor Review of Semi-Final Estimate

[30 Calendar Days]

The Contractor has 30 Calendar Days in which to review the Semi-Final Estimate and return it to the department. Fifteen Calendar Days after the “Semi-Final to Contactor” date is entered, an automatic email is sent to the Contract Specialist, Project Manager, and Project Engineer indicating that the Contractor has 15 Calendar Days remaining in which to return the Semi-Final Estimate. Another automatic email is sent when the Semi-Final is due at 30 Calendar Days. If the 30-Calendar Day deadline is not met, the Contract Specialist or Project Manager should follow up with the Contractor to inform them that the Final Estimate will be sent since no statement of disagreement was received or to mutually agree to extend this 30-Calendar Day submission requirement [[standard spec 109.7](#)]. Upon receipt of the Semi-Final Estimate, the Contract Specialist enters the "Semi-Final from Contactor" date in AWP Construction.

10. Final Quantities Resolution

[20 Calendar Days from return of Semi-Final Estimate to the department, end of Plant Establishment Period, or WPDES Permit Termination, whichever is later]

The Project Engineer and Contractor will work to resolve any quantity issues or quantity exceptions related to the Semi-Final Estimate. The Project Engineer will post any agreed upon final quantity adjustments in AWP Construction to be included on the Final Estimate. This should be complete within 20 Calendar Days of the Contractor returning the Semi-Final Estimate to the department or within 20 Calendar Days from the end of the Plant Establishment Period or within 20 Calendar Days from when the WPDES Permit Termination is granted, whichever is later. Following notification from the Project Engineer or Project Manager, the Contract Specialist enters the date upon which all quantity issues and exceptions are resolved in the “Final Quantities Resolved” field in AWP Construction.

11. All Contract Work Complete

[begins at Substantially Complete; ends before Final Acceptance]

The Project Engineer and Project Manager will verify that the Punch List, Plant Establishment Period, WPDES Permit Termination, and all other contract requirements are complete. The Project Engineer enters the “All Contract Work Complete” date in AWP Construction and a system generated email notifies the Project Manager, Contract Specialist, Labor Compliance Specialist, and Contractor.

12. Final Acceptance

[within 2 days of Final Quantities Resolution]

Final Acceptance of the project can be issued when the following conditions are met [[standard spec 105.11.2.3](#)]:

- 1) The Project Engineer and Contractor have successfully resolved any quantity issues identified by the Contractor and reconciled any quantity exceptions noted on the Semi-Final Estimate.
- 2) The materials certification process is complete.

- 3) The records review process is complete.
- 4) The WPDES Permit Termination has been granted, if applicable.
- 5) The Payroll Clear Date has been issued.
- 6) The contractor has provided written certification that subcontractors at all tiers have been paid in full for acceptably completed work and that no retainage is being withheld.

The Contract Specialist verifies with the Project Manager that the project is ready for Final Acceptance. The Contract Specialist prepares and sends the Final Acceptance letter to the Contractor and enters the “Final Acceptance to Contractor” date in AWP Construction.

Final Acceptance should not be artificially delayed in order to reach the end of a Proving Period, however, if known issues with failures, deficiencies, defective work or materials are identified prior to Final Acceptance being issued, they should be resolved prior to closing out the project.

13. Final Estimate Approved

[within 2 days of Final Quantities Resolution]

The last step in the Finals Process for Let Contract Closeout is to prepare and approve the Final Estimate which confirms final completed contract work and final Contract Item quantities.

After Final Acceptance has been granted, the Contract Specialist directs the Project Engineer to create the Final Estimate. The Project Engineer creates and approves the Final Estimate in AWP Construction and a system generated email notifies the Project Manager. The Project Manager reviews and approves the Final Estimate in AWP Construction and a system generated email notifies the Project Engineer, Project Manager, Contract Specialist, and Contractor. The Contract Specialist prepares and distributes the Completion Certificate to the Contractor, bonding company, and FHWA (for federal oversight contracts only). The Contract Specialist enters the “Completion Certificate” date in AWP Construction.

The Contract Specialist makes sure the final copies of the Daily Diary Report, Explanation of Variation Report, Item History to Date Report, Semi-Final Estimate, and Final Estimate are saved from AWP Construction into the construction project folder in Box. The Contract Specialist works with the Project Manager to make sure the appropriate late reason code(s) and finals remarks are entered in AWP Construction for any project that doesn't reach closeout within the 180-day process goal. The Contract Specialist can then mark the contract status as Closed in AWP Construction.

APPENDIX A: PAYROLL CLEAR DATE PROCESS

When work under the contract is Substantially Complete and as part of the Finals Process, the Labor Compliance Specialist (LCS) will issue a Payroll Clear Date and enter the date in AWP Construction on the Contract Status Dates Agency View after the following conditions are met:

- Certified Payroll Reports have been entered and approved in the [Civil Rights Compliance System \(CRCS\)](#) for the Prime Contractor and all Subcontractors performing prevailing wage work on the project.
- All labor compliance issues, including formal wage complaints, have been resolved.
- All Prime Contractor, First Tier Subcontractors and DBE payments are entered and confirmed in CRCS as required by [Additional Special Provision 7 \(ASP 7\)](#) Reporting 1st tier and DBE Payments During Construction.
- All HCST Graduate and HCST Apprentice hours reported in CRCS on the HCST Grad Payroll Report are confirmed and the information provided to the Project Engineer for payment under the ASP.1TOG and ASP.1TOA bid items.