



## **CHAPTER 37**

# **PREPARATION OF FINAL PROJECT DOCUMENTATION**

The RE must ensure that Project documentation is performed as Project Work progresses.

Throughout the life of each Project, the Region Assurance Specialist (RAS) and the Office of Civil Rights (OCR) Field Coordinator will periodically re-view Project documentation at the Resident Engineer's (RE) office.

At the completion of the Project, the RE shall:

- Ensure all contractually required Project record documents and supporting data are accounted for in Doc Express.
- Ensure documentation submitted to Doc Express has followed the Document Directory (named correctly, received all necessary signatures, fully processed through the designated workflow, and published to the correct drawer).
- Coordinate with the RAS on scheduling a final Project review. (The RAS's final review will involve reviewing the remaining items necessary, including the release of any retainage, and confirming the contents of the semi-final documentation.)
- Sign off on the final Documentation Review Report (DRR), once the RAS has determined that all Project documentation is complete.

**NOTE:** For all Design-Build Projects, electronic documentation for design documents via ProjectWise is required by specification (or Contract Change Order) unless otherwise approved by the State Construction & Materials Engineer (SCME) or the SCME designee.

For all Construction Manager/General Contractor (CM/GC) Projects, electronic documentation for cost modeling documents via ProjectWise is required by specification (or Contract Change Order) otherwise approved by the SCME or the SCME designee. Refer to the CM/GC Manual, Chapter 7 for pre-construction documentation management requirements and Chapters 9-13 and 14 for cost estimating requirements.

- Update the “corrected estimate quantity amount” to match the “performed to date quantity amount” in CPS. Release any remaining retainage. Upload an estimate for any outstanding amount owed to the Contractor. [Refer to Chapter 25 – Payments to Contractors/Retainage.]
- Prepare the semi-final documentation per the Semi-Final Documentation Submittal (form 734-2706), commonly referred to as the semi-final checklist.
- Submit and sign the combination form Submittal of Final Project Documentation for Acceptance letter (form 734-5222) and Semi-Final Documentation Submittal (form 734-2706) to Doc Express, transmitting the semi-final documentation to the Contract Administration Unit (CAU) in the Construction Section.

The CAU is responsible for the semi-final review, Final Acceptance by the Contract Administration Engineer, and archiving.

Electronic documentation via Doc Express is required by specification (or Contract Change Order) for all projects unless otherwise approved by the State Construction & Materials Engineer (SCME) or the SCME designee. Refer to the Doc Express Agency User Guide and Document Directory for processing of documentation in Doc Express.

## **37-1 Preparing the Project Semi-Final Documentation**

The Project’s semi-final documentation consists of the following:

### **A. Submittal of Final Project Documentation for Acceptance, form 734-5222**

This is the letter of attestation and transmittal of the semi-final documentation to the CAU signed by the RE and RAS. This document is included within the Semi-Final Documentation Submittal, form 734-2706.

### **B. Semi-Final Documentation Submittal, form 734-2706 (Checklist)**

This checklist identifies all the semi-final documentation being verified by the RAS and reviewed by the CAU as part of the semi-final documentation. Each item listed on the checklist must be marked as:

- S – Submitted to Doc Express with the semi-final documentation.
- X – Submitted to Doc Express prior to the semi-final documentation..
- T – To Be Submitted to Doc Express after the semi-final documentation and before the EA closure date.
- D – Distributed outside of Doc Express to all required parties as applicable based on the Project Work.
- N/A – Not Applicable to this Project..

DO NOT leave any checklist item blank. This will delay the processing of the semi-final review by the CAU.

**Note:** The Semi-Final Documentation Submittal (form 734-2706) also lists items to be submitted electronically to ODOT Contract Services and other ODOT units/personnel. For a semi-final process flow chart, visit the [CAU webpage](#).

## C. Semi-Final Documents

### 1. Documentation Review Report (DRR), form 734-1903

The RAS will complete a final DRR after the Project documentation has been reviewed and found acceptable. The final DRR will be updated to reflect any adjustments to contract time by Change Order.

The RAS will list the following on the final DRR:

- Any quantity or quality items that pertain to a RE exception.

If there are any remaining Establishment Period comments or any other Project related comments, RAS will submit a second copy of the final DRR with notes to the ODOT internal drawer of Doc Express.

Oregon Department of Transportation		DOCUMENTATION REVIEW REPORT (DRR)									
CONTRACT		PROJECT NAME (SECTION)		COMPLETION DATE	TRAFFIC REPORTS CURRENT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Last on File	5/14/2021	PLANT ESTABLISHMENT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PAGE 1 OF 1
15223		OR234: Gold Hill - Sams Valley Intersection		5/20/2021	EROSION REPORTS	<input type="checkbox"/> Yes <input type="checkbox"/> No	Last on File	N/A	REVIEW #	4 Final	
KEY		PROJECT MANAGER		5/19/2021	FUEL ESCALATION	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	TRAINING	BI QUANTITY	HRS to DATE	% USED	
20196		Tim Fletcher		5/19/2021	ASPHALT ESCALATION	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			97.2%	
EA		LOCAL AGENCY/CONSULTANT		61	STEEL ESCALATION	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Eligible Pay Items	PREPARED BY (RAS)			
CON04344					Contractor Opted: <input type="checkbox"/> Yes <input type="checkbox"/> No		Date:	Rob Peters			
I RECOMMEND ACCEPTANCE OF THE DOCUMENTATION											
PROJECT MANAGER SIGNATURE				DATE	REGION ASSURANCE SPECIALIST SIGNATURE				DATE		
DATE NOTED BY RAS	PRIORITY H-High M-Medium L-Low	BID ITEM NUMBER	Item name, comments, unresolved quantity/quality details, exceptions to the Final Materials Certification, form 734-1979 and method of resolution. <b>This document replaces all prior DRRs or Completion Strategy and Action Plans.</b>					C or A	ASSIGNED TO (initials): After 2nd Note	PM Resolved (initials)	RAS CONCUR
			No Quality or Quantity issues Remain							<input type="checkbox"/>	<input type="checkbox"/>

### 2. Documentation Review Report Supporting Documentation: RE Exception Explanation, form 734-2704

- This form is only used when the Material installed on the Project uses an alternate method of acceptance, or if payment is made due to an alternate method of measurement instead of what is specified in the Contract.
  - The RE must discuss the use of this form with the RAS prior to its use. There are limitations as to what is considered an exception. [Refer to Exception vs. CCO guidance document.]

- The RE must also attempt to obtain the concurrence to use the Exception method of acceptance from the Technical Resource (TR) and Professional of Record (POR). If the TR or POR does not respond, attach the email request that was not responded to.
  - The Technical Resource List includes both the general specifications (00110 – 00199) and technical specifications (00205 – 03020).
  - Items that require an Exception to the general specifications (00110 – 00199) will also need concurrence from the applicable TR.
  - Items that require an Exception to the measurement (.80) or payment (.90) subsections of the technical specifications will only need concurrence from the CAU Technical Resource.
- Once the RE has obtained concurrence from the TR and POR to use an Exception, the RE should:
    - Send the draft to the RAS to ensure the Exception form addresses the issues on the DRR prior to submitting it to the TR and POR.
    - Attach the TR's and POR's written concurrence to the RE Exception Explanation form prior to submittal.
    - Note the names of the TR and POR and the date of when the TR and POR provided concurrence.
    - Attach any additional supporting documentation to the Exception form.
    - Sign and date the form.
  - If all the above items have been completed, the RAS will review the Exception form and all the supporting documents, and then sign and date the form.
  - Contact the RAS or CAU for guidance on Exceptions including calculating quantity of material incorporated and documenting adjustments.



## DOCUMENT REVIEW REPORT SUPPORTING DOCUMENTATION: RESIDENT ENGINEER EXCEPTION EXPLANATION

<b>PROJECT NAME</b> US101: Bunker Hill Sidewalks & Flanagan Signal Project			
<b>CONTRACT NO.</b> 15304		<b>FEDERAL AID NO.</b> S009(453)	
<b>RESIDENT ENGINEER</b> Don Duey			
<b>EXCEPTION NO.</b> 1	<b>ADJUSTMENT NO.</b> 6043	<b>ADJUSTMENT REQUIRED</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>ADJUSTMENT AMOUNT</b> \$302.00

Bid Item No.	Spec No.	BI Description	Missing Documentation
430	0596	Retaining Wall, Cast-In-Place Concrete Rigid Gravity	Density test for Granular Structure Backfill (GSB) & deflection tests for Granular Wall Backfill (GWB)

**NOTE:** If bid item is for HMAC, please indicate if exception is for aggregate production, mix production or placement. Be specific when identifying exactly what the exception applies to. If the exception applies to a missing verification test, please indicate how many tests were required, and how many tests were performed, results of any verification tests obtained, and why testing was missed.

**Explain why missing documentation could not be obtained:**

Due to miscommunication with the night shift, the granular structure backfill density test was missed at the base of the wall. A number of granular wall backfill deflection tests were also missed the same shift.

**QUALITY DEFICIENCIES** ☐ N/A

**What was the alternate method used to accept the material?**

The GSB meets the same requirements as the aggregate base on this project. The contractor will perform a density test using identical means and methods under a sidewalk area. For the missing granular wall backfill deflection tests, the contractor performed two tests one at finish grade and a second test after excavating down 1 ft. Since this is in a wall area, a normal deflection test could not be performed. So visual inspection using a hand operated jumping jack yielded no deflection. This is the same equipment that was used for backfilling the wall and was observed by the night shift inspector. The on-site inspector visually verified that the GSB and GWB were compacted in place until firm and unyielding.

**QUANTITY DEFICIENCIES** ☒ N/A

**How was the quantity of the material verified?**

**CONSULTATIONS (attach email correspondence)**

☒ Specification Technical Owner Name: Sophie Brown Date: 7-5-22  
☒ Professional of Record Name: Bob Grubbs Date: 7-5-22

Quantity of Material Incorporated	Quantity of Material Affected	Unit Price	Affected Cost (Affected Qty x Unit Price)
21 CUYDS	14	\$28.89	\$ 404.46

To calculate, right-click and select Update Field

<b>PROJECT RESIDENT ENGINEER</b> (Type Name and wet sign if not processed through Doc Express)	<b>DATE</b>	<b>RAS SIGNATURE/REVIEWED</b> (Type Name and wet sign if not processed through Doc Express)	<b>DATE</b>
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**CONTRACT ADMINISTRATION ACTION**

Accepted

- ☐ Participating  
☐ Not Participating

Not Accepted (Return to RE)

- ☐ Prepare Contract Change Order  
☐ Other (explain)

Contract Administration Engineer Signature

Date



3. Final Materials Certification, form 734-1979

The Final Materials Certification form will list all of the quality-related price adjustments, both positive and negative, made on the Project.

This includes:

- ACP bonus.
- ACP Smoothness bonus.
- Adjustments made for failing Materials.
- Adjustments made for missed quality control tests, etc.

Only quality-related adjustments (both standard and non-standard) are listed on the Final Materials Certification. [Refer to Chapter 12B – Quality and Chapter 12C – Quality Price Adjustments.]

Quantity price adjustments, such as liquidated damages or adjustments to Lump Sum Pay Items, are not listed on this form. [Refer to Chapter 12-E Adjustments to Lump Sum and Other Items.]



## FINAL MATERIALS CERTIFICATION

PROJECT NAME (SECTION) I-84: Graham Road Bridges Project		CONTRACT NUMBER 15110	
HIGHWAY Columbia River	COUNTY Multnomah	F.A. PROJECT NUMBER S002(222)CON04178	
The sampling, testing, and inspection of materials closely conformed with the specifications and established procedures. Any exceptions are listed on an attached Documentation Review Report, Form 734-1903.			
The results of the sampling, testing, and inspection indicate that the materials and construction work are in close conformance with the specifications. Bonus payments and price reduction are listed below.			
PROJECT MANAGER SIGNATURE		REGION ASSURANCE SPECIALIST SIGNATURE	
DATE		DATE	
ITEM NUMBER	DESCRIPTION	AMOUNT	
6144	Stat Spec Lot 2 Level 3 1/2 inch ACP	\$27,537.52	
6146A	Stat Spec Lot 1 Level 4 1/2 inch ACP	\$8,238.33	
6146B	Stat Spec Lot 3 Level 4 1/2" ACP	\$23,617.43	
6146C	Smoothness Adjustment	(- \$6,949.60)	

A completed Foreign Steel Summary is required on Federal Aid and certain State funded Projects which contain the Buy America provisions in 00160.20. The RE must list all foreign origin steel Materials incorporated into the Project. Attach copies of all foreign steel CMOs to the Foreign Steel Summary.

## 5. Quantity Ledger Report

Include the latest report from the Contract Payment System (CPS). The RAS will verify that all final quantities match the quantities from the accepted quantity calculations, and sign and date the document.

Contract Payment System							12/19/2022	
Quantity Ledger Report							09:08 AM	
C15244 -- US 97 ROCKFALL PROJECT								
Item	Description							
0001	MOBILIZATION							
Group	Unit	Unit Price	Quantity	Amount				
11	LUMP SUM	\$256,000.00	100.0000	\$256,000.00				
Est	note/suff	Description		Entered	Completed	Pay	Quantity	Pay Amount
1	1/			02/04/2021	01/31/2021		50.0000	\$128,000.00
2	2/			03/04/2021	02/28/2021		50.0000	\$128,000.00
Totals for group 11							100.0000	256,000.00
Totals for Item 0001 - MOBILIZATION							100.0000	256,000.00
Item	Description							
0002	TEMP PROT & DIR OF TRAFFIC							
Group	Unit	Unit Price	Quantity	Amount				
11	LUMP SUM	\$28,000.00	100.0000	\$28,000.00				
Est	note/suff	Description		Entered	Completed	Pay	Quantity	Pay Amount
1	1/			02/04/2021	01/31/2021		30.0000	\$8,400.00
2	2/			03/03/2021	02/28/2021		20.0000	\$5,600.00
3	3/			04/06/2021	03/31/2021		20.0000	\$5,600.00
5	4/			06/04/2021	05/31/2021		20.0000	\$5,600.00
6	5/			07/07/2021	06/30/2021		10.0000	\$2,800.00
Totals for group 11							100.0000	28,000.00
Totals for Item 0002 - TEMP PROT & DIR OF TRAFFIC							100.0000	28,000.00

## 6. Preliminary Progress Payment Report

Include the latest Preliminary Progress Payment Report from the CPS. The RAS will verify that the quantities match the Quantity Ledger, and sign and date the document.

Contract Payment System					12/19/2022	
Preliminary Progress Payment Report					09:05 AM	
Contract no: C15244		specified	FAP			
Section: US 97 ROCKFALL PROJECT		Completion	SA00 (161)			
Highway: SHERMAN HWY						
Type Work: GRADE,DRAIN,PAVE,SIGNING						
Reg Eng: Gary Farnsworth		CON04368				
Contractor: LADUKE CONSTRUCTION LLC		Est No: 11	Award: 11/19/2020			
Proj Man: Brad Dehart		Done To: 02/28/2022	Est Cmpl: 03/31/2022			
Semi Final:						
Item-Grp	Item Name	Unit Price	Original Authorization Quantity Amount	Corrected Estimate Quantity Amount	Performed To Date Quantity Amount	Performed since Last Estimate Quantity Amount
ORIGINAL CONTRACT						
TEMPORARY FEATURES AND APPURTENANCES						
0001	11 MOBILIZATION	LUMP SUM	100.000	100.000	100.000	0.000
	Bid Item not started or not opened	\$256,000.00	\$256,000.00	\$256,000.00	\$256,000.00	\$0.00
0002	11 TEMP PROT & DIR OF TRAFFIC	LUMP SUM	100.000	100.000	100.000	0.000
	Bid Item not started or not opened	\$28,000.00	\$28,000.00	\$28,000.00	\$28,000.00	\$0.00
0003	11 TEMPORARY SIGNS	SQFT	680.000	668.000	668.000	0.000
	Bid Item not started or not opened	\$30.00	\$20,400.00	\$20,040.00	\$20,040.00	\$0.00
0004	11 TEMP BARRICADES, TYPE III	EACH	6.000	6.000	6.000	0.000
	Bid Item not started or not opened	\$175.00	\$1,050.00	\$1,050.00	\$1,050.00	\$0.00
0005	11 TEMP IMP ATTEN NARW SITE SYS	EACH	2.000	2.000	2.000	0.000
	Bid Item not started or not opened	\$3,400.00	\$6,800.00	\$6,800.00	\$6,800.00	\$0.00
0006	11 REPAIR TEMP IMP ATTEN, NARROW SITE	EACH	2.000	0.000	0.000	0.000
	Bid Item not started or not opened	\$100.00	\$200.00	\$0.00	\$0.00	\$0.00



7. Order for Force Work (OFW) Notification of Completion

The OFW completion notification is required, even if there is no OFW on the Project. It is not required to be submitted with the semi-final documentation, but must be submitted prior to the EA closure date.

- Submit a statement to Doc Express stating that all Force Work on the Project is complete or that none was required. Include the Contract number and the Project name on the document.

**Order for Force Work Completion Notice**

Project Name (Section): OR99E Over UPRR at Baldwin Street Br.

Contract Number: C15283

E.A. Number: CON04413

Class of Project: S081(081)

There were no Orders for Force Work on the above referenced project.

Therefore, the status of Force Order Work is complete.

8. Right of Way (ROW) Monumentation Completion Notice

The ROW Monumentation completion notification is required, even if there is no ROW Monumentation on the Project. It is not required to be submitted with the semi-final documentation, but must be submitted prior to the EA closure date. .

- Submit a statement to Doc Express stating that all ROW Monumentation on the Project is complete or that none was required. Include the Contract number and the Project name on the document.

**Right of Way (ROW) Monumentation Completion Notice**

Project Name (Section): OR99E Over UPRR at Baldwin St. Bridge

Contract Number: 15283

E.A. Number: CON04413

Class of Project: S081(080)

There was no Right of Way purchased on the above referenced project.

Therefore, status of Right of Way (ROW) Monumentation is complete.

9. Resident Engineer's Narrative, form 734-2756

The purpose of the Resident Engineer's Narrative is to provide constructive feedback to both internal (ODOT) and external (Consultant) designers and Project delivery teams, so that needed improvements can be considered and incorporated on future projects.

The Resident Engineer's Narrative is required on all Projects, except for Projects using Design-Build and CM/GC methods, but it is not required to be submitted with the semi-final documentation, but must be submitted prior to the EA closure date.

- Submit the Project narrative to Doc Express and by email to the Region Tech Center Manager, Region Project Delivery Manager (Regions 1 and 2 only), and the following as applicable: Bridge, Traffic/Roadway, and Geo-Environmental. Include the Contract number and the Project name in the email.

10. Recommendation of Project Acceptance, form 734-1384

The Recommendation of Project Acceptance (RPA) is required on all Projects.

- Submit the completed RPA to Doc Express. [Refer to Chapter 36 – Acceptance of Project.]

11. Local Agency Letter of Acceptance

For Projects with Local Public Agency funding, the Local Public Agency is required to submit a letter of acceptance to the RE at the completion of the Project.

- Submit the letter of acceptance to ODOT Contract Services. Include the Contract number and the Project name in the email.

12. Labor Compliance Certification, form 734-1734

- a. For Projects with no Establishment Period (seeding or plants):
  - Check the box for "all labor compliance complete" and submit the final Labor Compliance Certification form to Doc Express.



## Project Manager's Labor Compliance Certification

**15194**

Contract No.

Reg 2 Centerline Rumble Strips (Unit 3) Project

15194

SA00(049)

Project Name (Section)

Contract No.

Federal Aid No.

Prime & Subcontractors	Subcontract Consent Date	Payroll Dates		Total No. of Payrolls	Total No. of Employees Interviewed	
		First	Final			
00 Apply A Line	4/24/2020	07/01/2020	07/21/2021	18	2	
01 DH Flagging	7/30/2020	7/6/2020	04/29/2021	10	0	
02 Doolittle Construction	7/30/2020	08/03/2020	07/09/2021	7	0	

**Check Appropriate Box**

- ☐ 1. All labor compliance with the exception of an establishment period (seeding or plants) payrolls.
- ☒ 2. All labor compliance complete.

NA

Estimated Date Labor Compliance to Be Completed

- b. For Projects with an Establishment Period (seeding or plants):
- Check the box for "all labor compliance complete with the exception of an Establishment Period (seeding or plants) payrolls" and submit the preliminary Labor Compliance Certification form to Doc Express.

At the completion of the Establishment Period, complete a new Labor Compliance Certification form with only the Establishment Period payrolls noted. Check the box for "all labor compliance complete" and submit the final Labor Compliance Certification form to Doc Express.



**Project Manager's  
Labor Compliance Certification**

**15150**

Contract No.

Print Form

I-5: Marine Dr - Fremont Bridge - Structures, Signing, Illumination, & ITS

15150

S001(509)

Project Name (Section)

Contract No.

Federal Aid No.

Prime & Subcontractors	Subcontract Consent Date	Payroll Dates		Total No. of Payrolls	Total No. of Employees Interviewed
		First	Final		
00 Northwest Electric		11/02/2019	01/02/2021	25	0
01 K Barrier	09/17/2019	12/07/2019	06/06/2020	3	1
02 The Fiber Guys	09/17/2019	04/18/2020	06/27/2020	11	1
03 D&H Flagging	09/17/2019	11/24/2019	05/31/2020	20	1
04 Kerr Contractors	09/17/2019	06/06/2020	06/06/2020	1	1
04A Asphalt Infrastructure	07/31/2020	07/17/2020	10/12/2020	2	2
05 Pacific Fondation Inc	09/17/2019	11/30/2019	02/01/2020	7	1
05A American Concrete	12/26/2019	12/14/2019	12/14/2019	1	
06 Robotics Inc	09/17/2019	12/14/2019	05/23/2020	14	
08 Highway Fuel Co	12/13/2019	11/23/2019	10/10/2020	3	
11 Omega Mogan Sarens LLC	06/10/2019	05/17/2020	05/17/2020	1	

**Check Appropriate Box**

- ☒ 1. All labor compliance with the exception of an establishment period (seeding or plants) payrolls.  
☐ 2. All labor compliance complete.

05/31/2021

Estimated Date Labor Compliance to Be Completed

Comments

**13. Price Adjustments (Quality and Quantity Price Adjustments)**  
Submit all series 6000 price adjustments to Doc Express. [Refer to Chapter 12C - Quality Price Adjustments.]

Submit all price adjustment calculations along with copies of the appropriate correspondence that support the adjustment, including the following:

- Statistical Asphalt Bonus (StatSpec), include only the following StatSpec printouts in the price adjustment book:
  - » Price Adjustment Computations Sheet.
  - » Statistical Testing Input Data Sheet.
  - » Statistical Computation Sheet.
  - » DO NOT include the test results, which should remain with the quality documentation.
  - » Send an electronic copy of the raw final StatSpec data for all Projects to the Pavements Unit.
- Smoothness Bonus  
Send a copy of the Smoothness data to the Pavements Unit, if requested, or notified by Pavements that the Project has been selected for QA.
- Asphalt, Fuel and Steel Escalation  
Pay documents and supporting data.

14. Test Summary

Submit all completed final Test Summary forms (A, B, and/or C, as applicable) to Doc Express.

Include final quantities, signatures of reviewers, and dates reviewed. [Refer to Chapter 12B - Quality for instructions on completing the Test Summary forms.]

15. Project Quality Control

Verify Contractor has submitted the following Quality Control (QC) documents to Doc Express:

- Quality Control Plan.
- Quality Control Technician Certifications (include copies of the certifications for all QC Technicians working on the Project).
- Random Numbers (include copies of all random numbers generated for the Project).

16. Quality Documentation

Submit and verify Contractor has submitted all supporting quality documentation, as noted on the Test Summary A, B and C Sheets, for all Contract bid items and Contract Change Orders (CCOs) to Doc Express.

Ensure completed Blue and Green Sheets have been submitted to Doc Express and originals or copies have been distributed to the Traffic Signal Engineer in the Traffic Systems Services Unit (TSSU).

17. Quantity Documentation

Submit all quantity documentation and source documents for all Contract Pay Items (including CCOs) to Doc Express.

Include all supporting and source documentation used to determine the final quantities, including as applicable, but not limited to:

- ADA Curb Ramp and Push Button Inspection Forms, ensuring all forms have been submitted to the ADA Program (forms 734-5020A-H and 734-5245A-B).
- Earthwork Computation Summary and supporting source documentation (include field notes or validation information if a Digital Terrain Model was used).
- Weigh Memos ("weight tickets") and tally sheets. For ACP, include the yield calculations on the Material Delivery and Yield Check Sheet, form 734-2792. [Refer to Chapter 12D – Quantities.]

- All Pile Record Books, form 734-3485. (If the Project includes furnishing and driving piles, use form 734-3485 or similar format.) Submit the original book, or similar format, to the Sr. Geotechnical Engineer in the ODOT Bridge Section.
- All Pile Driving Analysis Reports. Submit the original reports, or similar format, to the Sr. Geotechnical Engineer in the ODOT Bridge Section.
- All Pile Load Test Reports (formerly CAPWAP). Submit the original reports, or similar format, to the Sr. Geotechnical Engineer in the ODOT Bridge Section.
- All Drilled Shaft Inspection Reports, form 734-2598. (If the Project includes Drilled Shafts, use form 734-2598 or similar format.) Submit the original Drilled Shaft Reports, or similar format, to the Sr. Geotechnical Engineer in the ODOT Bridge Section.
- All Drilled Shaft Excavation Logs. Submit the original logs, or similar format, to the Sr. Geotechnical Engineer in the ODOT Bridge Section.
- All Drilled Shaft Concrete Placement Logs. Submit the original logs, or similar format, to the Sr. Geotechnical Engineer in the ODOT Bridge Section.
  - » All Drilled Shaft Concrete Volume Logs. Submit the original logs, or similar format, to the Sr. Geotechnical Engineer in the ODOT Bridge Section.
  - » All Materials on Hand (MOH), Extra Work Order (EWO), EWO Force Account Billing summaries and invoices, and Construction Engineering (CE) documentation.

#### 18. Miscellaneous Semi-Final Documentation

- General Daily Progress Reports / Project Manager's Diary
  - » Submit all General Daily Progress Reports, form 734-3474, and Project Manager's Diaries, form 734-3120 (if applicable), for all personnel who worked on the Project (Inspector(s), RE, Asst. RE, etc.) to Doc Express. [Refer to Chapter 12A – Daily Reports/Diaries.]
- Traffic Control Inspection Reports (TP&DT Daily Reports)
  - » Verify Contractor has submitted all Traffic Control Inspection Reports, form 734-2474 to Doc Express. This includes both Traffic Control Inspection Reports submitted by the Contractor completed by the Traffic Control Supervisor (TCS), and any Traffic Control Inspection Reports completed by the Contractor, if



the TCS is not on the jobsite, or if the Project does not have a TCS Pay Item. [Refer to Chapter 12A – Daily Reports/Diaries.]

- Erosion and Sediment Control Monitoring Form
  - » Separate the Erosion and Sediment Control Monitoring forms into manageable-sized pronged pad or folder.
  - » Verify Contractor has submitted all Erosion and Sediment Control Monitoring forms, form 734-2361 to Doc Express. [Refer to Chapter 12A – Daily Reports/Diaries.]
- TV Pipe Inspection Reports
  - » If Television (TV) Pipe Inspections are required by the Contract, verify Contractor has submitted all Pipe Inspection reports and video to Doc Express.
- Turbidity Monitoring Reports
  - » If Turbidity Monitoring is required by the Contract, verify Contractor has submitted all Turbidity Monitoring Reports, form 734-2755, to Doc Express. [Refer to Chapter 12A – Daily Reports/Diaries.]

## 19. Scale Diary

- Verify Contractor has submitted all scale certification(s), daily tare weights, and check weights to Doc Express. [Refer to Chapter 12D – Quantities.]

## 20. Labor Compliance

- Submit and verify Contractor and OCR have submitted the following labor compliance documentation [Refer to Chapter 19 - Labor Compliance] to Doc Express:
  - OCR Project Closeout Report
  - Employee Interview Reports
  - Certified Payrolls and Wage Certification Statements for the Contractor and each Subcontractor

## 21. Establishment Period

- For Projects with no Establishment Period (seeding or plants): Submit all required quality, quantity, and labor compliance semi-final documents to Doc Express.

- For Projects with an Establishment Period (seeding or plants): At the completion of the Establishment Period, submit the remaining Establishment Period payrolls (and any related quality or quantity documentation) to Doc Express.

## 22. Miscellaneous Semi-Final Documents for RE Distribution

Refer to the Contract Closeout Contacts on the [CAU webpage](#) for contact information for distribution of semi-final documentation.

The RE is responsible for distribution of the following semi-final documentation outside of Doc Express:

- As-Constructed Plans
  - » The RE is responsible for preparing and distributing the As-Constructed plans as specified in Chapter 12H – As-Constructed plans within 45 days after Second Notification for STIP projects and other projects that ODOT administers. The RE is not required to include a copy of these plans with the semi-final documentation.
  - » Refer to Chapter 12H, As-Constructed Plans, and [Technical Bulletin RD22-01\(B\)](#).
- Warranties and Guarantees
 

If required by the Contract, note on the applicable Test Summary Sheet. Distribute per the semi-final checklist to the following at the completion of the Project:

  - » Submit an electronic copy of striping and sign warranties to the Office of Maintenance.
  - » Submit an electronic copy of all warranties to the appropriate District Manager.
  - » Mail original to Structure Coatings Engineer:
    - \* Coatings warranties
    - \* Coatings Supplemental Warranty Performance Bond (signed by the Surety's authorized Attorney-in-Fact with the Surety's seal affixed to the bond).
    - \* Power of Attorney for the Attorney-in-Fact (include the bond numbers and affix the Surety's original seal to the Power of Attorney; if executed by co-Sureties, each Surety shall sign, seal, and attach the Power of Attorney).

- » Distribute electronic copies of sign, striping, and membrane warranties to other Units responsible for maintenance of the Project, as specified on the Semi-Final Documentation Checklist form 734-2706.

[Refer to Chapter 41 – Warranties, Guarantees, Responsibility for Materials and Workmanship.]

## **37-2 Semi-Final Review by Region Assurance Specialist (RAS)**

The RAS will need to perform a final review prior to submittal of semi-final documentation to the CAU. During the final review of the Project semi-final documentation, the RAS will:

- Verify that the quality and quantity documentation fulfills the requirements of the Contract.
- Verify that price adjustments have been properly applied.
- Verify that methods, calculations, and quantities are appropriate and correct.
- Complete a final Documentation Review Report (DRR) according to section 37-1(c)1 of this chapter. The final Documentation Review Report will be signed by both the RE and the RAS.
- Confirm the contents and verify the submittal to Doc Express of the semi-final documentation as listed on the Semi-Final Documentation Submittal, form 734-2706.

The RAS may also provide other recommendations and advice as requested by the Contract Administration Engineer (CAE).

## **37-3 Retainage**

For Projects withholding retainage, when the Project is close to completion, the RE will:

- Release any remaining retainage of Pay Items in the Schedule of Items and CCO Work that has been satisfactorily completed and meets all requirements of the Contract. [Refer to Chapter 25 – Payments to Contractors/Retainage.]
- Communicate to the Contractor specifically what documentation is still needed in order to release retainage on items where the Work has been completed.
- Coordinate with the RAS on scheduling a final Project review to release any remaining retainage.

## **37-4 The Contract Administration Unit (CAU)**

The CAU will:

- Review and accept the final Project documentation.
- Determine Final Acceptance of the Project, within its delegated authority.
- Process final payment to the Contractor.
- Process any post-final payments.
- Archive the Project documentation for the required retention period.

Additionally, the CAU may perform a cursory review of the Project documentation to ensure that:

- Documentation and review have been adequately performed.
  - If significant contractual or process deficiencies found, create CAU memo to file at the direction of the CAE.
- Documentation practices are being performed uniformly statewide.