



Oregon Department of Transportation




FINAL DOCUMENTATION

- **Topic**
 - 2nd Notice to Final Payment
- **Key Points**
 - 2nd Notification
 - Resolve outstanding issues quickly.
 - Missing documents and claims are not cheese and wine and do not get better with time.
 - The job isn't over until the paperwork is done!

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- **Topic**
 - 3rd Notice to Final Payment
 - Final Payment
- **Key Points**
 - 3rd Notification – Contract Related
 - Do not penalize Contractor for Project issues that are not a part of fulfilling Contract requirements.
 - Is Final Payment THE last payment ?

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Submittal of Final Project Documentation

When all work on the project is completed, and second notification has been issued, the goal is that all documentation is complete and the project is ready to be submitted to Contract Administration.


In an effort to reduce the storage space required, compile and submit documentation only in pads. Do not submit documentation in 3-Ring binders or legal sized file folders. Archive boxes are letter sized.

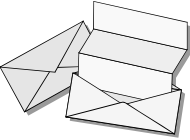
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Submit the quality and quantity documents in separate pads, but as a complete package consisting of the following:

- Transmittal Letter (Listing the documentation being submitted)
- Local Agency Letter of Acceptance
- Quantity Documentation
- Quality Documentation
- Price Adjustments (Quality and Quantity Adjustments in Separate Pads)
- Original Daily Reports, Diaries, Erosion Control & TP&DT Reports
- Documentation Review Report (DRR)
- Final Materials Certification (FMC)
- Foreign Steel Summary
- Test Summary
- Final Quantity Ledger and Progress Estimate







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**CITY OF PORTLAND
OFFICE OF
TRANSPORTATION**

Charlie Hales, Commissioner
1120 S.W. 5th Avenue, Suite 900
Portland, Oregon 97204-1914
(503) 823-5185
FAX (503) 823-7776 or 823-7371
TDD (503) 823-6868

February 4, 2002

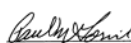
Mark Foster
ODOT Region 1 Local Government Liaison
Oregon Department of Transportation
123 NW Flinders St
Portland, OR 97209


Re: **Whiskey Slough Bridge (Portland) Section - Contract #12540
FAPN X-TEA-5900(121) - Letter of Acceptance**

Dear Mark:

This is to certify that Capital Concrete Construction, the prime contractor on the above contract, has satisfactorily completed all work on the Whiskey Slough Bridge according to the contract plans and specifications.

All materials and workmanship by the contractor and subcontractors were delivered, assembled, installed and accepted per the requirements of the City of Portland and the Oregon Department of Transportation. The City of Portland has assumed maintenance and operating responsibility for all roadwork completed under this contract.


Paul M. Gerardi
Contract Manager
Portland Office of Transportation


Steve Toussaint, PE
Senior Construction Manager
Portland Office of Transportation

C: Steve Berg, BOM

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Local Agency Acceptance Letter

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Final Documentation

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DOCUMENTATION REVIEW REPORT

PROJECT NAME (SECTION)		EA. NUMBER	CONTRACT NUMBER	
I-5: Louse Creek - US 199 (Bundle 304)		various	C13413	
PROJECT MANAGER	SP. COMP. DATE	SECOND NOTE	3rd NOTE DATE	REGION
Chris Hunter	6/30/10			3
LOCAL AGENCY OR CONSULTANT	PREPARED BY (RAS)		REVIEW DATE	REVIEW NUMBER
OBDP - Marc McConnell	Cheryl Cave		6/17/08	1 (Est 3)
BID ITEM NO.	DATE PLACED ON DRR	Item name and comments, unresolved details, and exceptions to the Final Materials Certification, form 734-1979 or unresolved quantity issues.	DATE RESOLVED	REVIEWED BY: Initials/Date
QUANTITY REVIEW				
1480		AGGREGATE BASE:		
	6/17/08	Approximately 2700 tons paid. There is a question as to whether or not this material is for BI 210 Detour, which would be incidental to that item. PM office is to check into.	1/12/09	VF 1/12/09
6600s		FUEL ESCALATIONS:		
	6/17/08	Zero Estimate - BIs 810-1190 s/b 10 gal/\$1000	1/9/09	VF 1/12/09
6700s		ASPHALT ESCALATIONS:		
	6/17/08	Zero Estimate - Fill in the "Unit" column	1/9/09	VF 1/12/09
	6/17/08	BI 1760 in CPS only shows Grp 2, Escalation worksheet shows Grps 2, 3 & 4. If there was an omission of appropriate group numbers in CPS, please contact James Sealy in Contract Services at 503-986-3028.	1/9/09	VF 1/12/09
QUALITY REVIEW				
1490		L3, 1/2" DENSE HMAC:		
	6/17/08	Per OBDP, the 762.46 tons placed to date is to be accepted as small quantity (no more mix using this mix design). Need basis of acceptance. eg: FIR and copy of statspec/CPF for project where this mix was used.	1/9/09	VF 1/12/09
1510		PG 70-22:		
	6/17/08	Assuming the 41.94 tons is to be accepted as small quantity as well, need basis of acceptance. eg: FIR and Lab test from another project	1/9/09	VF 1/12/09
4001		18" SUBGRADE STABILIZATION:		
	6/17/08	FIR for visual per FTMAG section 331	1/9/09	VF 1/12/09


I RECOMMEND ACCEPTANCE OF THE DOCUMENTATION

PROJECT MANAGER <i>Phil Durt</i>	DATE <i>1/12/09</i>	REGION ASSURANCE SPECIALIST (REVIEWED) <i>Vera Fire</i>	DATE <i>1/12/09</i>
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COMMENTS ATTACHED



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Document Distribution


The Project Manager should distribute the following documents prior to project submittal:

- Labor Compliance - To Office of Civil Rights Field Representative
- As Constructed Plans - Distribute according to Sec 12-H of the CM
- Project Narrative - Distribute according to Sec 37-4 of the CM
- Project Photography - Do not submit. Retain in PM files.
- Force Order Work Completion Notice - Email to Contract Payment Specialist, CS
- Warranties & Guarantees - Submit to appropriate District office

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Final Processing


Upon receipt of the final project documentation, the Contract Administration Unit will:

- Accept and archive the final documentation
- Accept the project, within their delegated authority
- Make the required changes to the final project quantities and process final payment to the contractor
- Perform a cursory review of the project documentation to assure that periodic reviews have been adequately performed and that practices are being done uniformly statewide.

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Additional Payments after Final Project Documents Submitted


If additional payments are made to a contract after the final documentation has been submitted (i.e. Plant Establishment quarterly payments), the Project Manager shall:

- Enter the payment into CPS and perform a standard upload. Notify Contract Services that the upload has been initiated.
- Forward all quality and quantity documentation required to the RAS for review.
- The RAS will forward the documentation to the Doc. Compliance Specialist for processing and archiving with the original project documentation.

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Attention:

True or False

Contract Administration will make final payment to the Contractor if the Contractor has an outstanding or unsettled claim.

Attention:

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Request for Release of Subcontractor Retainage

If the PM receives a Request for Release of Subcontractor Retainage under Sec 00195.50(d), (s)he shall follow the processing guidelines under Section 37-7 of the Construction Section.

Some points to remember when processing a release of retainage request are:


- Documentation submitted with the request is treated as a “mini” project submittal, and the guidelines under Section 37 of the Construction Manual apply.
- There is a maximum of 60 days from the date the request is received until retainage is released before interest is due.
- Quantities on which retainage is released are considered **FINAL** and will not be adjusted at a later date.
- Be sure to forward copies of the request to the Civil Rights Field Rep., RAS and Contract Administration at all stages of the processing.

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Points of Interest (Final Documentation Submittal)

- If the project has plant establishment, the PM should monitor the progress, submit the periodic establishment payments, and acquire the final certified payrolls.
- The timeline goal for second notification date to submittal of the Q&Q Documentation is 60 DAYS (excluding projects with plant establishment periods).



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Attention:

Which of the following items will hold up final payment?

- A) A Contractor claim
- B) State Force Order work
- C) Outstanding Extra Work Order billings
- D) Any of the above
- E) None of the above

Attention:

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