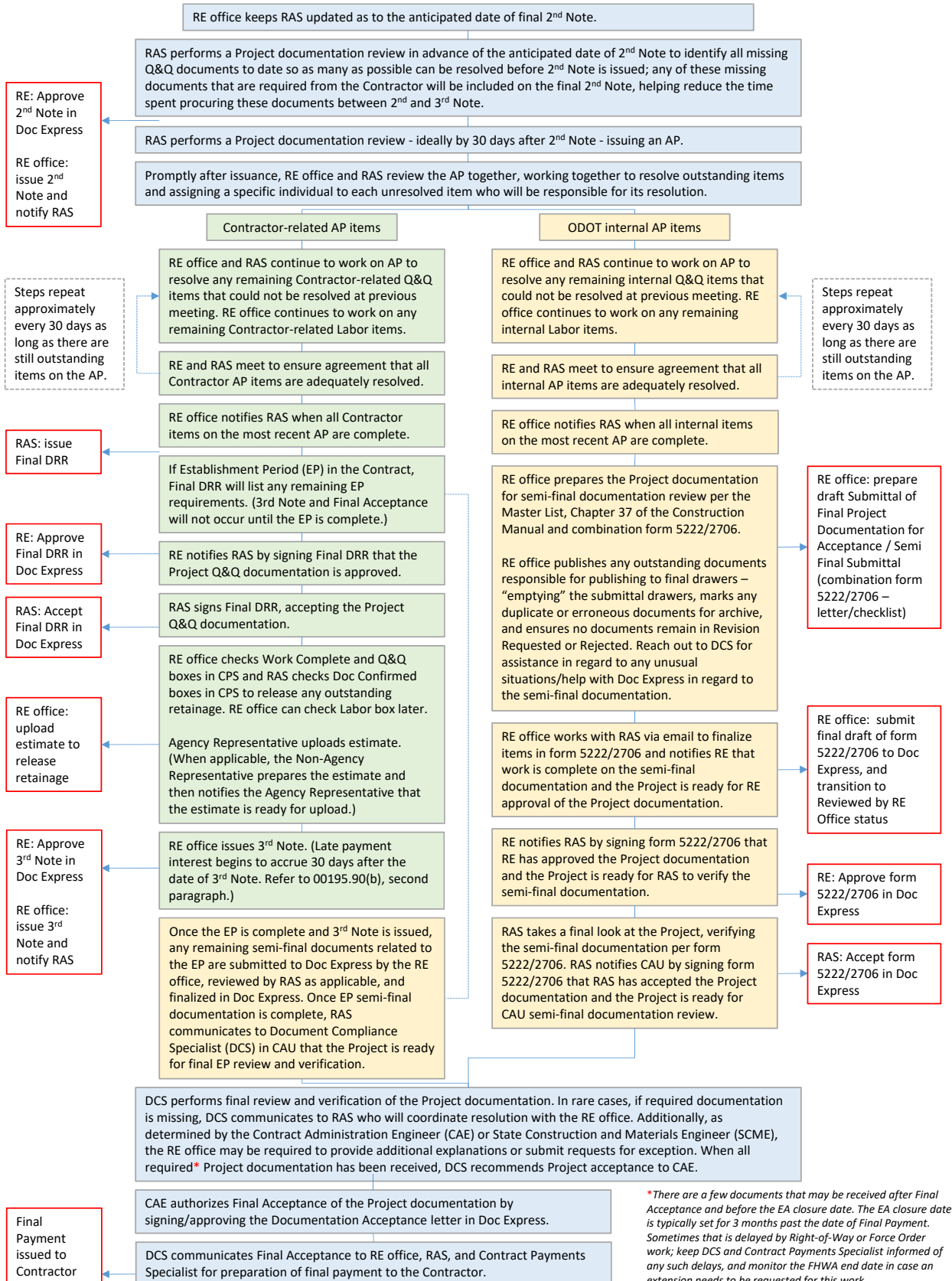


2nd/3rd Note & Semi-Final Documentation Preparation/Review/Acceptance Process

The Agency Representative (Resident Engineer, Resident Engineer – Consultant Projects, Transportation Project Manager) or Non-Agency Representative (Project Manager), hereafter collectively referred to as RE, does not have to wait until semi-final documentation (SFD) review by the Contract Administration Unit (CAU) is complete before issuing Third Notification (3rd Note). As soon as the Region Assurance Specialist (RAS) and the RE agree that all outstanding quality and quantity (Q&Q) items are resolved and the final Documentation Review Report (DRR) can be issued, and the RE office has confirmed all outstanding labor (L) documentation has been received, the RE will issue 3rd Note.

DRR= Q&Q only relating to Contractor-involved processes and retainage release issues (when applicable) through 2nd Note
 Action Plan (AP) = QQ&L issues after 2nd Note, both Contractor-related and internal; when all Contractor items resolved, Final DRR issued

As the Project nears completion, this process should be followed:



Note: Randomly or if final review and verification warrants more scrutiny, after Final Acceptance by CAE, DCS will perform a QA review of part or all of the SFD for the purpose of providing feedback to the RAS and RE office on irregularities and deficiencies discovered to ensure documentation practices are being performed adequately and uniformly statewide. DCS will bring to the attention of the CAE and/or SCME concerns, typical errors, and general trends in regard to how well the RE offices are substantially complying with Contract specifications and Construction Section processes and procedures regarding measurement, payment, and price adjustments.

**There are a few documents that may be received after Final Acceptance and before the EA closure date. The EA closure date is typically set for 3 months past the date of Final Payment. Sometimes that is delayed by Right-of-Way or Force Order work; keep DCS and Contract Payments Specialist informed of any such delays, and monitor the FHWA end date in case an extension needs to be requested for this work.*