

INSTRUCTIONS FOR FINAL CONSTRUCTION CONTRACT REPORT

The items needed for an electronic final construction contract report are listed below. AERO will insert the documents that are shown in light gray, unless it is a locally let project then please insert as needed. These items are from Appendix H in the Project Engineer's Manual.

- A. To create your final report please combine your pdf documents in the following order and insert them after the last page of this document.
1. Cover Page (Optional)
 2. Project Summary (Include airport name, location, project number, contract number, general description of the project, name of Consultant representative, name of AERO representative, list of contractors and subcontractors, bid price and final construction cost. If the final project cost was significantly higher or lower than the original bid price, include comments to explain this.)
 3. Summary of Contract Time (Include start date, completion date, start/stop orders, total contract days allotted and total contract days used. If the project went over the allotted contract days originally set up, include comments to explain this. Also include the amount of any liquidated damages assessed.)
 4. Safety Plan Compliance Doc
 5. FAA Airspace Comments
 6. Engineer's Estimate
 7. Addenda
 8. Recommendation to Award (Include Bid Tabs)
 9. Pre-construction Meeting Minutes & Attendance Sheets
 10. Project Progress Schedule
 11. Executed Notice to Proceed
 12. Weekly Reports or Field Manager IDRs (Project Weekly Reports (FAA Form 5370-1) OR FieldManager IDRs: If FAA weekly reports are used, paper copies shall be included in this report. If IDRs are used, the electronic FieldManager file will suffice.)
 13. Important Correspondence
 14. Final Inspection Notes, Attendance Sheet, and Punch List
 15. Contract Modifications
 16. Sponsor Certification for Construction Project – Final Acceptance
 17. Project Photos – Pre & Post (2 or 3 photos showing a good overview of the project)

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18. Material Certifications (Include a summary listing of all material certifications required for the project, followed by the forms filled out by the contractor and approved by the Consultant.)
 19. Mix Designs
 20. Material Testing & Test Reports
 21. Shop Drawings/Catalog Cuts (Include a summary listing of all shop drawings required for the project, followed by actual shop drawings approved by the Consultant.)
 22. Construction Contract
 23. Post Certification of Sub-Contract Compliance (Form 1386)
 24. Subcontracts & Purchase Orders
 25. Construction Management Report (for Paving Projects over \$500,000)
 26. Executed Consultant Agreements – Construction Administration
 27. Executed Sub-consultant Agreements
 28. Buy American Waiver
 29. Additional Miscellaneous Information
- B. Save as: “Associated City” “Contract ID” FINAL REPORT.PDF
 - C. Click on the Bookmark Icon that is on the left side of the screen to display the default bookmarks.
 - D. Scroll through your document and locate the page (or first page of a section) that corresponds to the bookmark. Click in the header area of the page.
 - E. Highlight the corresponding bookmark in the list, single right click and select Set Destination.
 - F. Locate the next page, repeating steps 4 and 5 above until all pages are associated with a bookmark.
 - G. Change bookmark color to red if not used (right click, properties, color).
 - H. Save and forward to AERO via email or the FTP site.