



OFFICE MEMORANDUM

DATE: April 3, 1996

TO: District Engineers
District Field Engineers
Resident/Project Engineers
District Construction Engineers
District Office Engineers

FROM: Gary Taylor
Acting Bureau Director and
Chief Engineer

SUBJECT: Construction Circular Letter 1996.1
Submitting Final Estimates

As soon as possible, after contract completion and acceptance by the department, the final estimate should be submitted. **In all cases**, the submission of the final is expected within **120 days after project completion**.

To minimize the time spent in developing final quantities and tested materials after a project is completed, a process of complete and accurate IDR preparation and thorough review by the Office Tech is necessary from start of the project to its completion. When a project is complete, a minimal review of CPRKS work item printouts will provide final quantities and materials documented to ensure complete reporting without double payment or overlap,

Final field measurements (FFM), after the project has been completed would only be necessary if interim reporting is incomplete. FFM of completed work should be performed and documented on IDRs as an individual work item is completed.

A list of final quantities should be sent to the contractor as soon as possible. Partial lists of completed items on large projects should be sent rather than waiting for all completed work items for contractor's review and agreement.

If material usage is reported correctly from the start of the project, there should not be any time spent on materials when the project is complete.

It is expected that the 120 days listed above be used only to resolve complex issues and extra work, if necessary. If the computer resources that we have in our field offices are used correctly, final estimates should be generated with minimal effort after project completion.

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The Construction Division will continue to furnish the quarterly report on overdue finals and maintain a central list of reasons for delay. The District Field Engineer should monitor the progress of project finaling and assure that the necessary paperwork is completed within the established time. At regular intervals, the progress of finals should be discussed and checked against completion time during the Project Engineers meeting(s) at the District.

The District Field Engineer and his staff shall take an active role in local government projects to provide the necessary support for completing the paperwork within the same amount of time and also, furnish a copy of this Construction Circular Letter to all local agencies under their jurisdiction.

Acting Bureau Director and

Chief Engineer

GDT:PFM:GCT:srh

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Subject Index: Estimates, Pay