



OFFICE MEMORANDUM

DATE: May 6, 1997

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

FROM: Paul F. Miller
Engineer of Construction

Barbara Hayes
Administrator, Financial Operations

Wayne Roe
Administrator, Financial Services

SUBJECT: **Joint Construction and Financial Operations Instructional Memorandum 1997-**
F
Final Estimate Cover Letter/Checklist

Effective immediately, history sheets will no longer be required on projects where the funding is the same for all pay items: i.e., all one funding category. This will eliminate unnecessary time spent filling out the history sheets and entering the information into the computer. Final as-constructed plans along with the as-constructed quantity sheets are still required to be submitted.

Final Estimate Processing will remain the same as stated in CIM 1996-D with the exception of the above noted change.

A copy of the revised cover letter/checklist is attached and should be used from this date forward when submitting Final Estimates.

Engineer of Construction

Administrator, Financial Operations

Administrator, Financial Services

attachment

Subject Index: Estimates, Pay

PFM:BH:BRH:srh

cc:	Lansing Construction Division Engineers	H. Linne	MAPA
	Lansing Construction Division Technicians	P. Phaner	MCPA
	Engineering Services	R. Knapp	MCA
	M & T Division	R. Beckon	MAA
	Design Division	P. Rang	FHWA
	G. Taylor	OEO	AUC
	T. Coleman	MRBA	



OFFICE MEMORANDUM

DATE:

TO: Contractor Payment Unit

FROM: Resident/Project Engineer

Control Section and Job Number

Enclosed is the final estimate package for the above mentioned project. The following check list addresses the status of the required documentation for processing final estimates:

Resident/Project Engineer certification date is _____

Project review submittal date is _____

_____ Status of quantities report has been reviewed and all quantities are balanced

_____ The acceptance report has been previously submitted and dated _____

_____ FHWA 47 _____ is attached (if over \$1,000,000)

_____ not required

_____ History sheets

_____ are attached

_____ not required (UPTRAN projects)

_____ not required (funding is the same for all pay items: i.e., all one funding category)

_____ Final as built plans have been sent to Lansing Design Division (Local Agency need not send as built plans).

_____ Contractor evaluations have been previously submitted

I hereby certify that the final quantities included for payment in this estimate have been properly documented, reviewed, and checked for accuracy in accordance with current published instructions and items in the cover letter/checklist have been addressed.

Project Engineer

Resident/Project Engineer
