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JOHN R. COOPER  
TRANSPORTATION DIRECTOR

February 1, 2017

**Construction Information Memorandum No. 1 – 2017**

TO: Region Engineers

ATTN: Area Operations, Construction, and County Transportation Engineers

FROM: Winston J. Powe, PE  
State Construction Engineer

RE: Final Estimate Documentation

Subarticle 1:3:B:3.5 of the Construction Manual outlines the requirements for **Submission of Final Estimate to the Central Office**. Since this section was last revised in 2000, the Department has seen many changes in additional documents that are required and the personnel who review and process these estimates. In an effort to create consistency in the submittal packages, streamline the review process, and expedite submittal to Finance for payment, the attachment outlines part of the new section of the Construction Manual, **2.8 Contractor Payments**. This CIM and section of the manual is effective immediately and supersedes the requirements listed in Subarticle 1:3:B3.5 of the Construction Manual.

Please ensure that your Project Managers and Area personnel responsible for final estimates are familiar with this CIM.

WJP

Attachment

pc: Mr. George Conner, PE  
Mr. Scott George, PE  
Mr. Bill Flowers  
Mr. Mark Bartlett, FHWA  
AAPA  
ARBA  
CIM File

## 2.8 Contractor Payments

### SUBMISSION OF FINAL ESTIMATE TO THE CENTRAL OFFICE

The voucher, upon receipt by the Area Office, should be stamped with its received date. The voucher is then approved and signed by the Region or Area Operations Engineer. The final estimate data should be assembled into the original and four copied sets, each containing the following documents in the listed order unless otherwise noted:

1. Notarized Project Voucher Payable Form (Form 3)
2. Refund check from Contractor (if applicable)
3. Contract Payment Summary Report (CPSR)
4. Time Statement (Form SJ-120)
5. Summary of Time Charges (Form SJ-120-A-OE)
6. Analysis of Overruns and Underruns
7. Affidavit of Publication of Project Completion
  - a. Ad published after the maintenance acceptance date in each county the project was located
  - b. Specific requirements in Item 105.15(c)5.
8. Affidavit of Payment of Debts Incurred on Construction Projects (Form C-23)
9. For a non-resident Contractor, a "statement of good standing" from the State Department of Revenue and the appropriate County and/or City authority
10. For Federal-aid contracts, the DBE Status Summary Report and DBE-11 forms for all DBE subcontractors and haulers (*original set only*)
  - a. If the goal has not been met, please include the correspondence addressing the shortfall and any good faith efforts that may or may not have been required.
  - b. This is not required for state-funded projects.

The Certification of Materials & Tests (COM) does not have to be in the submittal packet, but must have been reviewed and accepted by the Materials & Tests Bureau and entered into CPMS.

The original and three copied sets shall be submitted to the Construction Bureau with the fourth set retained in the Area Office files. Once the estimate has been approved and the warrant issued, the Area shall forward a copy of the CPSR and Form 3 to the Contractor and Project Manager.