

CHECKLIST

CALL (225)379-1020 OR EMAIL Desiree.Ogle@LA.GOV
SET UP APPOINTMENT IF HAND CARRYING
CONSULTANTS MUST HAND CARRY
1201 CAPITOL ACCESS RD. BATON ROUGE, LA 70804 RM 510-G

FORMS TO ACCOMPANY FINAL ESTIMATE

- 1) **SIGNED ORIGINAL SCHEDULE OF WORK ITEMS**/FINAL ESTIMATE (FORM 651) (SMGR0009)
- 2) **SIGNED ORIGINAL RECAPITULATION OF WEATHER AND WORKDAYS**
NOTE: SIGNED BY PROJECT ENGINEER. (FORM 650) (SMGR0010)
PE CAN SIGN FOR DCE IF NO STIPULATED DAMAGES ARE ASSESSED.
- 3) ALL **FIELD BOOKS** – ENSURE FIRST TWO TITLE PAGES ARE FILLED OUT
*SPREADSHEETS ARE ALSO ACCEPTABLE
- 4) **SIGNED AND CORRECTED AS-BUILT PLANS** OR “PLANS IN CONTRACT”
NOTE: BLUE LINE OR STAMPED SIGNATURE IS NOT ACCEPTABLE.
 - a) EACH SHEET MUST BE SIGNED IN **INK**.
 - b) **SUMMARIES** – FINAL QUANTITY, DRAINAGE & BRIDGE ARE CORRECT.
 - c) PROJECT LENGTH FORM FOR “PLANS IN CONTRACT”.
 - d) COVER SHEET
 - e) 730 ITEMS REQUIRE ELECTRICAL AS-BUILTS
 - f) EVERY PAGE MUST BE IN CORRECT NUMBERED ORDER (1, 2, 3 not 1a, 1b, 2a, 2b etc.) INDEX SHEET MUST ALSO MATCH NUMBERED PAGES
- 5) PROJECT DIARY – HARD COPIES DO NOT NEED TO BE SENT WITH SITE MANAGER PROJECTS
- 6) **CORRESPONDENCE** – IN & OUT
- 7) CONSTRUCTION LAYOUT – “NUMBERED NOTEBOOKS” PARAGRAPH IN SPECIAL PROVISIONS OR SECTION 740 p. 512 OF 2000 STANDARD SPECS.
PE **SIGNS** COMPUTER PRINTOUT.
NOTE: IF RECORDS ARE NON-EXISTING AT THE TIME OF THE FINAL AUDIT, FOLLOW PROCEDURE AS STATED IN MEMORANDUM SIGNED MAY 5, 2009.
- 8) CERTIFICATES OF RELEASE (FORM 671), LETTERS OF RECEIPT, WARRANTIES, REQUIRED BY SPECIFICATIONS.
 - a) **202(02)** – SEE FORM 671 OR “WORKBOOK”.
IF MATERIAL WAS SALVAGED WE WILL NEED A RECEIPT FROM WHOEVER RECEIVED MATERIAL.
 - b) **RAILROAD** RELEASE OR CONTRACTORS AFFIDAVIT –
UNLESS SUBSECTION P IS WAIVED
SEE RAILWAY/HIGHWAY PROVISIONS CLAUSE IN CONTRACT
 - c) **RIGHT-OF-WAY MONUMENTS** – RECEIPT VERIFYING FILED AT COURTHOUSE
 - d) **509(01)** COLD PLANING RECLAIMED ASPHALT – SEE CONSTRUCTION NOTES
 - e) **S-ITEMS** – MESSAGE SIGNS, GLARE PADDLES, IMPACT ATTENUATORS,
CONCRETE BARRIERS, ETC
 - f) **CONTAMINATED MATERIAL**

- 9) EARTHWORK 2000 SPEC – CU YD, LUMP, VEHICULAR, PLAN QUANTITY
 - a) COMPUTATIONS (FORM 652)
 - b) **SIGNED** BENCHMARK LIST (FORM 670)
 - c) **SIGNED** CROSS-SECTION SHEETS, INCLUDING “PROFILE DIFFERENTIAL”

- 10) ASPHALTIC CONCRETE PLANT REPORTS

- 11) **2059** – PE, DISTRICT LAB ENGINEER, DISTRICT CONSTRUCTION ENGINEER
SIGNED ORIGINAL
ALL JOB MIX FORMULA AND PLANT REPORTS TO BE INCLUDED

- 12) REINFORCING STEEL BAR LIST (CUT SHEETS)

- 13) MASTER STRUCTURES FILE

- 14) **CHANGE ORDER**/PLAN CHANGE IMPLEMENTED
SIGNED ORIGINALS MUST BE SUBMITTED

- 15) **FINAL ACCEPTANCE LETTER**

- 16) POLICE INVOICES

- 17) TRAFFIC CONTROL LOG – SP # PROJECT MUST BE WRITTEN ON EVERY PAGE

- 18) **TRANSMITTAL SHEET** – LISTING EVERYTHING THAT IS SUBMITTED WITH PROJECT

- 19) SEE **CONSTRUCTION CONTRACT ADMINISTRATION** p. 38-42
TO SEE IF ANY OTHER REQUIREMENTS APPLY TO YOUR PROJECT