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.
Subject Index: Estimates, Pay

PFM:BH:BRH:srh

cc: Lansing Construction Division Engineers  H. Linne  MAPA
    Lansing Construction Division Technicians  P. Fhaner  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