DATE: July 6, 1999

TO: Region Engineer
    Associate Region Engineer - Delivery
    Region Materials Engineers/Supervisors
    Region Construction Engineers
    Region Office Engineers
    TSC Managers
    Delivery/Project Engineers

FROM: C. Thomas Maki
      Chief Operations Officer

      Gary D. Taylor
      Chief Engineer/Deputy Director
      Bureau of Highway Technical Services

SUBJECT: Bureau of Highway Instructional Memorandum 1999-11
      Submitting Final Estimates for Projects With Total Consultant
      Construction Engineering Oversight

The final estimate should be submitted following all the requirements set forth in the standard
specification and the construction manual, with the following guidelines in mind:

• For those projects, where the consultant is performing the total construction engineering, the
  final estimate cannot be submitted under the certification of the MDOT engineer who has
  jurisdiction over the project. The final estimate will not be processed until the project has had a
  project documentation review.

• The region will assure that a project documentation review has been done prior to the estimate
  being submitted to the contractor payments unit, Financial Services Division. The region will
  also assure that the review team is completely independent of the project.

• The project documentation review will be conducted using the guidelines set forth in the
  construction manual for final estimate reviews.

• Review deficiencies must be resolved and the Final Estimate Review Summary (Form 1147)
  will be signed by the appropriate associate region engineer or TSC manager. A copy of the
entire review package will be sent to the Construction and Technology Division’s Region Services Unit.

- The consultant’s project records will be transferred to the region TSC for retention, and transfer and disposal in accordance with MDOT’s Retention and Disposal Schedule.

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Chief Operations Officer

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Chief Engineer/Deputy Director
Bureau of Highway Technical Services

BOHTS:C&T:GCT:jp
Subject Index: Estimates, Pay
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