

KENTUCKY TRANSPORTATION CABINET

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SiteManager Module

Finalization Plan

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RESIDENT ENGINEER

The Resident Engineer, when work on the contract is coming to an end, will initialize the Finalization of the contract. The Resident Engineer or Resident Office Manager will enter the Open to Traffic date as a SiteManager Key Date, behind the Contract Records icon if this date applies to the contract. SiteManager will send an Inbox message to the District responsible for the Contract and the Central Office Liaison for that District. Entering the Open to Traffic Key Date will determine if ½ or full Liquidated Damages are charged.

After all essential work is completed on the contract; the Resident Engineer or Resident Office Manager will enter the Work Complete Date as a SiteManager Key Date, behind the Contract Records icon. SiteManager will send an Inbox message to the District responsible for the Contract and the Central Office Liaison for that District. The message sent will say that time charges are stopped on the Contract and it is time for Final Inspections to be done. Time is no longer charged to the Contract.

CENTRAL OFFICE LIAISON

The Central Office Liaison for that District will then populate the Substantial Work Completion Date as a Critical Date in SiteManager behind the Critical Dates folder tab. SiteManager will send an Inbox message to the District Office, the Central Office, District Materials, and Central Office Materials. The Substantial Work Completion Date will be the same date as the Work Complete Date entered by the Resident Engineer or Resident Office Manager.

After the Central Office Liaison enters the Substantial Work Completion Date, the Contract will be inspected to see if there will be a need for corrective work. The specific inspections needed will be determined on a contract-by-contract basis during the contract activation. As each inspection is completed, they will be tracked as Key Dates behind the

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Contract Records icon in SiteManager. The person who conducts the Inspection or the Resident Engineer will enter the Final Inspection Date into SiteManager. As the Final Inspections are recorded, SiteManager will send an Inbox message to the District responsible for the Contract and the Central Office Liaison for that District.

FINAL INSPECTION PERSON, RESIDENT ENGINEER, and DISTRICT ENGINEER

The person who conducted the Final Inspection will issue a Final Inspection Report. This Excel spreadsheet form will be sent to the Resident Engineer and District Engineer to be stored in the Contract file. There is no need to attach this form electronically to the Contract in SiteManager. After the Final Inspection Report is received by the Resident Engineer, the Resident Engineer or Resident Office Manager will enter the date the report was received as a Key Date in SiteManager behind the Contract Records icon.

Notification will be sent to the District responsible for the Contract and the Central Office Liaison for that District through the SiteManager Inbox. The Resident Engineer will then send the Contractor a list of corrective work.

When the Resident Engineer sends the Contractor notification of the corrective work needing to be done, the Resident Engineer or Resident Office Manager will enter the Comprehensive Corrective Work Notification as a Key Date behind the Contract Records icon in SiteManager. When this Key Date is entered, SiteManager will send an Inbox message to the District responsible for the Contract and Central Office Liaison for that District notifying that the Contractor has been sent all Final Inspection reports. The Contractor has the period specified in the Specification book that applies to the contract to complete the noted corrective work.

After the Contractor has completed the corrective work to the Resident Engineer's satisfaction, the Resident Engineer or Resident Office Manager will enter the Corrective Work Completed Date as a Key Date behind the Contract Records icon in SiteManager. The District responsible for the Contract and the Central Office Liaison for that District will receive Inbox messages stating that all corrective work is completed to the Resident's satisfaction.

CENTRAL OFFICE

When Central Office receives notification that corrective work is completed, Central Office will enter the Acceptance Date in the Critical Dates behind the Critical Dates folder tab in SiteManager. The person who enters this Critical Date will generate a Formal Acceptance RTF report. This report will be sent to the Contractor, the District Office, and the Resident Engineer's Office to be placed in the Contract file.

INSPECTOR

After the Formal Acceptance report is received, the Inspector over the Contract will begin final checking the contract to verify the final pay quantities. The Inspector will first go to the Installed Work Report located in SiteManager behind the Contract Payments folder

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tab, behind the Reports icon. The Inspector will verify that all DWR's have been approved for payment. If it is found that there are DWR's not approved for payment, the Inspector will research why the items have not been approved. The Inspector will then verify the quantities approved compared to the actual work completed using Item Quantity Report located in Contract Administration. The Item Work Report may also be used to view the dates that a particular item was installed.

RESIDENT ENGINEER

After all quantities are determined and verified, the Resident Engineer or Resident Office Manager will enter the Ready for Materials Check-RE Key Date in SiteManager. A SiteManager Inbox message will be sent to the District Materials Engineer, Central Office Materials, the District Office responsible for the Contract, the Central Office Central Liaison, and the Central Office Final Estimate Section.

The Resident Engineer will verify that all Disputes and Claims are resolved in SiteManager by generating the Dispute/Claim Summary Report or reviewing the Disputes/Claims window. If a dispute or claim is still open, the Resident Engineer will research the dispute or claim and take appropriate action. All disputes and claims in SiteManager must be resolved to complete the contract.

The Resident Engineer will verify that all Change Orders are in approved or denied status by generating the Unapproved Change Order Aging Report. If a Change Order is in Draft or Pending status, the Resident Engineer will research the Change Order and take appropriate action. All Change Orders must be in Approved or Draft status to complete the contract.

The Resident Engineer will also verify that all stockpiles balances are zero. If a stockpile balance remains, then the Resident Engineer should close out the stockpile. The stockpile will be balanced on the next estimate.

The Resident Office Manager will generate the Last Progress Estimate including 75% demobilization and all remaining quantities as described in the Progress Estimate Plan. This will be the last Progress Estimate to be paid in SiteManager.

When the Resident Engineer determines that the Contract is complete, the Resident Engineer or Resident Office Manager enters the Resident Final Check date as a Key Date in SiteManager. A SiteManager Inbox message will be sent to the District responsible for the Contract and the Central Office. This will notify the District Office Manager and the Central Office Final Estimate Section that this Contract is ready to be Final checked at the District Level. NOTE: be sure to include all Line Item Adjustments on Last Progress Estimate. Do NOT leave Line item adjustment on a Final Estimate.

All discrepancies must be resolved before the Pre-Final Estimate.

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After the last Progress Estimate is paid as verified by approval by the final Central Office Estimate Section Level of Approval, the Resident Office Manager will generate the Pre-Final Progress Estimate with the last 25% demobilization and the RE final quantities. The Resident Engineer will then send the District Office Manager any documentation and As-Built plans that will be needed for the District Office Manager to verify quantities.

DISTRICT OFFICE MANAGER

The District Office Manager will enter the Files Received in District Office Key Date in SiteManager. This will generate a SiteManager Inbox notification to the Resident Engineer and the Central Office. The District Office Manager will verify the quantities approved compared to the actual work completed by following the same process as the Inspector at the Resident's Office. This is the same date that the Resident Office Manager generates the Pre-Final Progress Estimate. The District Office Manager will begin final checking the contract to verify the final pay quantities. The District Office Manager will first go to the Installed Work Report located in SiteManager behind the Contract Payments folder tab, behind the Reports icon. The District Office Manager will verify that all DWR's have been approved for payment. If it is found that there are DWR's not approved for payment, the Inspector will research why the items have not been approved. The District Office Manager will then verify the quantities approved compared to the actual work completed using the Item Quantity Report located in Contract Administration. The Item Work Report may also be used to view the dates that a particular item was installed. Make sure NO Line Item Adjustments or Contract Adjustments are on Final Pay Estimate. They should be included on last Progress Estimate. If negative estimate for Final with Line Item Adjustments or Contract Item Adjustments, notify Final Estimate Section that Line Item Adjustments exist so they can be re-established on Final Estimate.

After all quantities are verified by the District Office Manager, the District Office Manager will reject the Pre-Final Progress estimate. This estimate is used only to verify final pay quantities. Then, the District Office Manager will enter the District Final Check Key Date. A SiteManager Inbox notification will be sent to the Resident Engineer and the Central Office notifying that the District review of the Contract is complete. Additionally a regular e-mail will be sent to the Resident Engineer and the Central Office notifying that the District review of the Contract is complete. Any Line Item Adjustments and Contract Adjustments for negative Final Estimates will be note in the e-mail.

DISTRICT MATERIALS ENGINEER

After the District Materials Engineer is ready for the Central Office Materials to do the materials check, the District Materials Engineer will enter the Ready for Material Check-DME Key Date. SiteManager Inbox will notify the Central Office Materials, District Office Manager, and Central Office Final Estimate Section.

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DISTRICT OFFICE MANAGER

After the Pre-Final is rejected by the District Office Manager, the District Office Manager will send the As-Built plans to the Central Office Final Estimate Section. When the As-Built plans are received, the Central Office Final Estimate Section will enter the Files Received in Central Office Key Date in SiteManager. The District Office Manager and the Resident Engineer will receive notification through the SiteManager Inbox.

CENTRAL OFFICE FINAL ESTIMATE SECTION

The Central Office Final Estimate Section will verify the pay quantities. When the Central Office Final Estimate Section's review of the Contract is complete, the Central Office Final Estimate Section will enter the Central Office Final Check Key Date into SiteManager. The District Office Manager and the Resident Engineer will receive notification through SiteManager Inbox that this check is complete.

RESIDENT OFFICE MANAGER

If a FHWA 47 (formerly called the PR 47) is required for the Contract, the Resident Office Manager will enter the FHWA 47 date received as a Checklist Event Date in SiteManager. The Resident Engineer will send a copy of this report to the District Office Manager and Central Office. Then, the Resident Engineer will scan the FHWA 47 and attach as an OLE to the Contract.

CENTRAL OFFICE MATERIALS CONTRACT CERTIFICATION

When Central Office Materials completes Contract certification, the Materials Contract Certification Technician will create the Contract Materials Certification Letter and enter the signature date into the 'Actual Date' field of the SiteManager Key Date – MATERIALS CERTIFICATION LETTER and the 'Actual Date' field of the SiteManager Checklist Event – 'Materials Check Done' field. The Final Estimate cannot be generated until this is done. Notification through SiteManager Inbox is sent to the Resident Engineer, District Office, and Central Office that Central Office Material check is complete.

If the Materials Contract Certification Technician receives an Exception Letter (i.e. Oops Letter) from the DME or RE, they would certify the contract based on the letter, and then [the Materials Contract Certification Technician or Materials Director will](#) notify the System Administrator to turn the Insufficient Samples discrepancies off. The Final Estimate cannot be generated until this is done. Notification through SiteManager Inbox is sent to the Resident Engineer, District Office, and Central Office that Central Office Material check is complete.

CENTRAL OFFICE FINAL ESTIMATE SECTION

The Central Office Final Estimates Section will verify that all Key Dates marked required to finalize have been entered on the Key Dates window. If a Key Date that is required to finalize has not been entered, then the Central Office Final Estimates Section should

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research the Key Date and take appropriate action. Key Dates that are marked required to finalize must be entered to complete the contract.

Before generation the Central Office Final Estimate Section will check if there are any Line Item Adjustments or Contract Adjustments included on rejected Final Estimate to re-establish for the Final. The Central Office Final Estimate Section will generate the Final Estimate that includes the last 25% demobilization and any final quantities not paid on the Progress Estimates. If any changes are made to the Final Estimate by the Central Office Final Estimate Section, the changes will be documented in Microsoft Word. This documentation of changes to Final Estimate will be signed off on by the Director or Assistant Director of Construction. Then, the document will be attached, by whoever signed off on the changes, to the Contract window in SiteManager. The paper copy with the signatures will be put on file in Frankfort. The Central Office Final Estimate Section will mail the Contractor a copy of the Estimate Summary to Contractor RTF report and the Final Release Form for review. Then the Central Office Final Estimate Section will record the Final Release Sent to Contractor Key Date in SiteManager.

If the Central Office Final Estimate Sections approves the Final Estimate by Official Order, then from the Estimate panel in SiteManager, the Central Office Final Estimate Section selects the Estimate Approval icon. This will show the pending Final estimate. The Central Office Final Estimate Section will select the remarks bubble on the tool bar and enter "Paid by Official Order" in the text box, select the check box, and then select save.

If the Central Office Final Estimate Section decides to approve the estimate not paid by Official Order, then from the Estimate panel in SiteManager, the Central Office Final Estimate Section selects the Estimate Approval icon. This will show the pending estimate. The Central Office Final Estimate Section will select the check box, then select the Save icon on the tool bar.

The estimate data will then be sent to TAIM to be sent for payment in the MARS.

The Central Office Final Estimate Section will check TAIM to see if the estimate has passed through MARS and payment has been made.

If payment has been made, the Central Office Final Estimate Section will log into SiteManager as the Contractor's Estimate Section MARS (CESM) and give the second and final level of approval

If the estimate does not pass MARS for payment, the Central Office Final Estimate Section will reject the estimate in SiteManager. The Central Office Final Estimate Section will reject the estimate by going to the Estimate panel in SiteManager. The Central Office Final Estimate Section will then investigate why the estimate did not pass MARS for payment and resubmit the estimate. If modifications are needed on the final estimate in order for it to post to MARS, documentation regarding the final estimate

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should be attached to the Contracts window, and the Final Estimate Section should resubmit the estimate for approval.

When the Central Office Final Estimate Section receives the Final Release signed by Contractor stating that the Contractor agrees with the final pay quantities, the Central Office Final Estimate Section enters the Contractor Final Release Date Critical Date in SiteManager.

CENTRAL OFFICE

After it is verified that the Contractor received the payment, the Central Office will enter the Physical Work Completion Date as a Critical Date in SiteManager after any disputes or claims are resolved.

CENTRAL OFFICE FINAL ESTIMATE SECTION

Once the Physical Work Completion Date is entered, the Central Office Final Estimates Section will change the contract status to Complete. A contract should remain in Active status until no other payments should be tracked in SiteManager.