

# Oklahoma Department of Transportation

Final Estimates for Processing  
Construction Control Directive No. **19930324**

**February 15, 2002**

Scope: To clarify the procedures and documents required to process a final estimate.

The Resident Engineer should send a minimum of four (4) copies of the Final Estimate to the contractor, requesting that three (3) fully executed copies be returned. Additional copies of the originals should be made to satisfy the needs of the Residency, Division or Local Government entity.

The following documents are to accompany final estimate packets sent to the Construction Division from Division Auditors. Please place the documents contained in each packet **in the same order** as listed below:

Copies	Document
2	Division Engineer's Transmittal Letter <ul style="list-style-type: none"><li>• Original and one copy</li></ul>
2	Division Auditor's statement <ul style="list-style-type: none"><li>• Original and one copy</li></ul>
5	Final Estimates <ul style="list-style-type: none"><li>• Minimum of three originals with signatures and seals.</li><li>• Two copies of the original final estimate.</li><li>• The following items, if required, are to be stapled to the back of each final estimate:<ol style="list-style-type: none"><li>1. Signature Authorization Letter-(If the Final Estimate is signed by someone other than who signed the original contract.)</li><li>2. Warehouse Receiving Report-(If material was taken into warehouse stock.)</li><li>3. Comptroller's Receipt(refer ODOT Policy No. B-202-1) and Copy of Check-(If the contractor submitted a check with his final estimate.) Contractor's check and Comptroller's receipt should indicate the project number, job piece number, and county.</li></ol></li></ul>
4	Statement of overruns/underruns.

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Copies	Document
3	Final Time & Diary Report
3	Summary of Change-in-Plans
2	Materials Certification <sup>1</sup>
2	Prime Contractor's Rating Form
2	Final Acceptance Date Declaration Form <sup>1</sup>
2	Final Inspection/Completion Date Declaration Form <sup>1</sup>
2	Work Start Date Letter <sup>1</sup>
3	Open to Traffic Reports
3	FHWA Form 47 <ul style="list-style-type: none"> <li>• Only required if contract amount exceeds \$1M and the project is on the NHS.</li> </ul>
2	DBE Forms <ul style="list-style-type: none"> <li>• Number 1 &amp; 3 for projects let prior to September, 1999 and a 3A, as required, if let in September, 1999 or later.</li> </ul>
2	Railway Certification(refer to Construction Control Directive No. <a href="#">010212</a> )
2	Bridge Summary Form Hist-4A (Foundation Record)(refer to Construction Control Directive No. <a href="#">981125</a> ) <ul style="list-style-type: none"> <li>• Division to also send 1 copy to the Bridge Division after the field division audit. Bridge Division prefers the summary to be sent as the Residency completes the form. The copies shown should also be included with the final estimate packet.</li> </ul>
2	Buy America Certification(refer to 1999 Standard Specifications Section 106.01(b)). <ul style="list-style-type: none"> <li>• Only required if there is steel required on the project, i.e. reinforcing steel, steel grates, structural steel, guardrail, etc.</li> </ul>

Please note that additional items may be required by the various Field

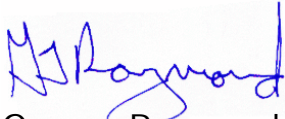
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<sup>1</sup>One copy submitted at the appropriate time by the residency and 2 copies submitted with the final estimate packet.

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Division Auditors however, only the items identified in the table above are to be sent to the Construction Division for final payment.



George Raymond, P.E.  
Construction Engineer