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| “AS BUILT” PLANS CHECKLIST (Final Plans Checklist – SL District) |
| NOTE: The following checklist is intended to be used as a tool in the preparation of final plans. Personnel noted as being responsible for various items may differ between offices. Instructions for using this form are found on Page 2 |
| Job No: |        |  | Contract ID: |       |  |
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|       | AS BUILT SUBMITTAL COVER LETTER *(Inspector*) *(CIA)* …………………………. See \*\* NOTE on Page 2 |
|       | LINK TO CHANGE ORDER FOLDER AND STATE # THAT SERVES AS THE FINAL *(CIA)* |
|       | FINAL ESTIMATE *(RE – SM) (CIA)* |
|       | ESTIMATE ITEM DETAIL – MAKE SURE YOU STAMP IT/CHECK IT/SIGN IT/SCAN IT (*Inspector) (CIA)* |
|       | ESTIMATE SUMMARY (*Inspector – SM*  MAKE SURE IT’S THE FINAL ONE) *(CIA)* |
|       | FINAL ACCEPTANCE (C-239) *(D.O. -- Word)* **Note**: Verify this has occurred. (Hint: look in CIA). If it has not been completed, contact District Final Plans & Reports Processor before submittal of the as-built package. |
|       | FINAL PLANS CERTIFICATION (CFP-1) (2 Copies) *(Inspector -- Word) (CIA)* |
|       | FINAL TRAINEE SUMMARY (Inspector -- Word) (CIA) |
|       | TRAINEE LETTER FOR EACH TRAINEE (Inspector – from Contractor) (CIA) |
|       | DBE DOCUMENTATION (Letter submitted by contractor) (CIA) |
|       | DBE VERIFICATION *(RE letter) (CIA)* |
|       | FORM C-242 (notarized) *(CIA)* …………………………………………………..………… See \* NOTE on Page 2 |
|       | AFFIDAVIT FOR COMPLIANCE WITH PREVAILING WAGE *(CIA)* ...………….……. See \* NOTE on Page 2 |
|       | FINAL PAPERWORK REQUEST LETTERS TO CONTRACTOR (if applicable) *(CIA)* ... See \* NOTE on Page 2 |
|       | LINK TO DOCUMENTATION RECORDS FOLDER *(Inspector) (CIA)* |
|  | No. of Doc Records = |       |  |
|       | LINK TO LAW ENFORCEMENT INVOICES AND SUMMARY LETTER (If applicable) *(Inspector)* *(CIA)* |
|       | LINK TO LIQUIDATED DAMAGES LETTER (If applicable) *(RE) (CIA)* |
|       | LINK TO THIN PAVEMENT DEDUCTIONS (If applicable) *(Inspector – SM) (CIA)* |
|       | LINK TO PAVEMENT ROUGHNESS DEDUCTION (If applicable) *(Inspector – Profilograph*) *(CIA)* |
|       | LINK TO PAVEMENT SMOOTHNESS BONUS (If applicable) *(Inspector) (CIA)* |
|       | LINK TO SIGN INSPECTION COSTS (If applicable) *(Inspector) (CIA)* |
|       | LINK TO NOTIFICATION TO CORPS OF COMPLETED PROJECT (If applicable) *(RE) (CIA)* |
|       | PLAN SHEETS 1 THRU XX *(Inspector)* |
|       | FIELD BOOKS 1 THRU XX *(Inspector)* |
|       | LINK TO ASPHALT ROADWAY REPORTS FOLDER (If applicable) *(Inspector – Asphalt) (CIA)* |
|       | LINK TO ASPHALT SUMMARY (CAN INCLUDE TACK) (If applicable) *(Inspector – Asphalt) (CIA)* |
|       | LINK TO FORCE ACCOUNT RECORDS FOLDER (If applicable) *(Inspector) (CIA)* |
|       | LINK TO BORROW USAGE TABLE (If applicable) *(Inspector) (CIA)* |
|       | LINK TO MATERIALS SUMMARY (*Inspector – SM*) (If completed, but not needed with final plans) *(CIA)* |
|       | KEY DATES ENTERED IN SITEMANAGER (020-Final Inspection Date, 030-Ready for Materials Summary. In addition, 055-Survey Plans Recorded - only if new R/W was acquired. Key date entered is the date the PO verified the survey was recorded.) |
|       | LINK TO FINAL ESTIMATE ADJUSTMENT LETTER EXPLAINING ANY PAYMENT OR DEDUCTION ON SM FINAL ESTIMATE SUMMARY THAT IS NOT A LINE ITEM PAYMENT OR DOCUMENTED  *(RE*/*Inspector) (CIA)* |
|       | LINK TO WASTE DISPOSAL AGREEMENT(S) (If applicable) If more than one, state the number on the cover letter *(Inspector – Word) (CIA)* |
|       | LINK TO POST-CONSTRUCTION REVIEW *(RE) (CIA)* |
|       | LINK TO ADA POST-INSPECTION CHECKLIST *(Inspector – Word) (CIA)* |
|       | **WAS ADDITIONAL R/W REQUIRED FOR THE PROJECT?** IF NO, STATE ON COVER LETTER; IF YES, LINK TO RECORDED SURVEY. |
|       | LIST NAME OF THE DESIGN PROJECT MANAGER FOR THE PROJECT ON THE COVER LETTER. |
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| BRIDGES – Items needed in addition to the above if applicable to the project |
|       | BRIDGE EXCAVATION SHEETS *(CIA)* |
|       | AS BUILT PILE DATA/BRIDGE EXCAVATION & CONCRETE COMPUTATION SUMMARY *(CIA)* |
|       | BRIDGE CLEARANCE REPORT (C-239A) *(CIA)* |
|       | SHOP DRAWINGS & PLAN SHEETS FOR RETAINING WALLS *(CIA)* |
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| *(CIA) =* EVERY DOCUMENT IS SAVED ELECTRONICALLY IN THE APPROPRIATE CONTRACT INFORMATION ARCHIVE FOLDER ON THE V DRIVE FOR YOUR CONTRACT. CREATE LINKS IN THE AS-BUILT SUBMITTAL COVER LETTER TO THE SPECIFIC DOCUMENT OR FOLDER IF MULTIPLE DOCUMENTS EXIST. |
| \* **NOTE:** Submit email to SLCMContacts with a link to the FINAL ACCEPTANCE CHECKLIST, C-242, AFFIDAVIT FOR PREVAILING WAGE and DBE Documentation (if applicable) BEFORE SUBMITTING “AS BUILT” PLANS. Do not hold submittal to the District Final Plans & Reports Processor of your “As Builts” if the contractor does not provide this final paperwork. However, it is the responsibility of the Project Office to secure this paperwork. Failure to secure the final paperwork will prevent the District from submitting the finals to Jefferson City unless this process is followed. |
| **\*\*NOTE:** Some of the itemsto be addressed in your “AS BUILT” submittal cover letter |
| * State the number of Documentation Records *(CIA)*
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| * Has the contractor met the DBE goal? *(CIA)*
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| * Were there any Order Records?
 | How many?  | Make sure they have all been rescinded. *(CIA)* |
| * State the number of Change Orders and which Change Order will serve as final? *(CIA)*
 |
| * Left over Materials? Need receipt and where it went. *(CIA)*
 |
| * Include any other pertinent informationparticular to your contract such as partnering meetings, law enforcement, liquidated damages, stockpiled material, etc. Backup documentation such as receipts or invoices substantiating payments.
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| * MUST state if additional R/W was required or not in cover letter. IF it was required, the recorded surveymust be completed and linked on the cover letter.
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| * Link all applicable folders or files as required.
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| **IF** the contract has **EXCEPTIONS** that may take awhile **(*e.g*., waiting for grass to grow**), YOU ARE STILL EXPECTED TO SUBMIT YOUR COMPLETED “AS BUILTS” TO THE DISTRICT OFFICE. **DO NOT WAIT UNTIL EXCEPTIONS ARE COMPLETE**. When exceptions are complete and final inspection has been made, “accepted for maintenance” is complete, and final acceptance checklist has been transmitted, generate the FINAL ESTIMATE. Then, generate the FINAL ESTIMATE ITEM DETAIL and transmit to the District Final Plans & Reports Processor, **with notification that the exceptions and job are now complete**. The processor will then complete the process and send the “As Builts” to the Central Office. |