

As Built Final Plans Checklist - SL District

Contract ID: _____ Job No.: _____ Project Office: _____
Check AWP Informational Dates: _____ Work Began _____ MCF, Project Ready for Materials Summary Date _____
(Yes, NA, or Number of) (eProjects meta - content type, subtype, document grouping, additional comments, others as needed)

Documents Produced by the Contractor

_____ Check Contractor's SharePoint site, Quality Management Agreement and Civil Rights Documents transferred to eProjects
_____ QMA signed (CM Contractor QM Documents, As Built Final Documents, Agreements)
_____ Contractor request(s) for partial acceptance per Section 105.15.1 (CM Correspondence, Other, As Built Final Documents, NA)
_____ Contractor's Affidavit Regarding Settlement of Claims (C-242) (CM As Built Documents, Other, As Built Final Documents, Affidavit) Affidavits for Compliance with Prevailing Wage Law (CM Civil Rights, Payroll, As Built Final Documents, Affidavits)
(only applies to contractors with workers covered by prevailing wage laws)
_____ Lien Wavers (accepted but not needed) (CM Civil Rights, NA, NA, NA, Subcontractor)
_____ DBE Payment Documentation (CM Civil Rights, DBE Documentation, As Built Final Documents, NA) Good Faith Letter?
_____ Trainee Documents Good Faith Letter?
_____ OJT-1 through OJT-4, letters to each trainee (CM Civil Rights, Trainees, NA, Trainee's Name)
_____ OJT-5, OJT-6 (CM Civil Rights, Trainees, As Built Final Documents, NA.)
_____ Workforce Utilization Reports (CM Civil Rights, Work Force Program, NA, NA)
_____ Buy America Certification (see Specification 106.9.3 for detailed information) (CM Documentation, NA, NA, Category)
_____ Category 1 _____ Category 2 _____ Minor miscellaneous steel or iron
_____ Number of Waste Disposal Agreements (CM Correspondence, Agreements, As Built Final Documents, (As Needed))
_____ Payment Documentation for Railroad Flagging Services (CM Correspondence, Agreement, As Built Final Documents, NA)
_____ Drainage As Built Plans as sent to MSD (CM As Built Final Documents, As Built Final Plans-Roadway, As Built Final Docs, MSD)
_____ MSD Permit Number (for Saint Louis City and County and a small part of Jefferson County)
_____ Video Pipe Inspections (CM Photos and Videos, NA, As Built Final Documents, Pipe Inspection, Date)
_____ Shop Drawings (see EPG 106.16.2.1, table distinguishing Bridge review from non-Bridge review; Bridge controls in multiple reviews)
_____ (Bridge review)(BR Bridge Fabrication, NA, None, NA, Bridge Number) Check that Bridge has entered these in eProjects; they are to be entered by Bridge only after their review
_____ (non-Bridge review)(CM Structures, NA, As Built Final Documents, (Design wall number when applicable))
[Sign Delivery Certification](#) [Sign Certification of Destruction](#)

Notify district final plans and reports processor when the above is complete at SLFCN. Include link to this document.

Documents produced by the Project Office (Access the required Cognos Reports from links below)

_____ As Built Documents Checklist – SL District (CM As Built Documents, Other, As Built Final Documents, NA)
_____ [Final Plans Certification \(CM As Built Documents, Other, As Built Final Documents, NA\)](#)
_____ [Estimate Item Detail \(CM As Built Documents, Other, As Built Final Documents, NA\)](#)
_____ [AWP List of Reported Quantities \(CM As Built Documents, Other, As Built Final Documents, NA\)](#)
_____ [AWP Final Estimate \(CM Estimates, Contractor Pay Estimate, As Built Final Documents, NA\)](#)
_____ Contractor Performance Report (CM Correspondence, Other, As Built Final Documents, NA)
_____ Roadway Plan Sheets (CM As Built Documents, As Built Final Plans - Roadway, As Built Final Documents, NA)
_____ Bridge Plan Sheets (CM As Built Documents, As Built Final Plans - Bridge, As Built Final Documents, NA, Bridge Number)
_____ Pile Data Sheets completed.
_____ Bridge Excavation Computations (CM Documentation, Doc Records, As Built Final Documents, NA, Bridge Number)
_____ Bridge Concrete Computations (CM Documentation, Doc Records, As Built Final Documents, NA, Bridge Number)
_____ [Bridge Clearance Reports \(CM As Built Documents, Other, As Built Final Documents, Clearance, Bridge Number\)](#)
_____ Wall (w/Bridge Number) Plan Sheets (CM As Built Documents, As Built Final Plans - Bridge, As Built Final Documents, NA, Bridge Number)
_____ [AWP CUF Verification \(CM Civil Rights, CUF, As Built Documents, NA\)](#)

RE Verification of DBE Payment (CM Civil Rights, DBE Documentation, As Built Final Documents, NA)

Final Change Order # (CM Change Orders, Change Order, None, NA, (other applicable))

Supporting Documents (CM Change Orders, Supporting Documents, None, NA, (other applicable))

Time Adjustment # (CM Change Orders, Change Order, None, Time Adjustment, (other applicable))

Value Engineering # (CM Change Orders, Change Order, None, Value Engineering, (other applicable))

VE Proposal (CM Change Orders, Value Engineering C 104, None, Value Engineering, (other applicable))

VE Proposal Denied (CM Change Orders, Value Engineering C 104, None, Denied, (other applicable))

Force Account # (CM Change Orders, Change Order, None, Force Account, (other applicable))

Force Account Records (CM Change Orders, Force Account, None, Force Account, (other applicable))

[AWP Contract Adjustment \(supporting documents\)\(CM Estimates, Contract Adjustments, As Built Final Documents, NA\)](#)

Asphalt Roadway Reports (CM Materials – Asphalt, Asphalt Roadway Report, As Built Final Documents, NA)

~~Asphalt/Tack Summary (CM Materials – Asphalt, Asphalt Roadway Report, As Built Final Documents, NA)~~

[ADA Checklist \(CM Documentation, Doc Records, As Built Final Documents, ADA\)](#)

Borrow Summary (CM Documentation, Doc Records, As Built Final Documents, Borrow)

Notification of Completed Project: _____ to USACE, _____ to US Coast Guard

(CM Correspondence, Other, As Built Final Documents, NA)

Section 404 Permit on File (See DE Letting Documents)

Number of Order Records _____ Rescinded? (CM Documentation, Order Records, As Built Final Documents, NA)

Liquidated Damages Letter(s) sent to Contractor (CM Correspondence, Other, As Built Final Documents, type of LD's)

Documents Produced by District Office

[Final Acceptance Report \(C-239\)\(CM As Built Documents, Other, As Built Final Documents, NA\)](#)

Request for late documents to Contractor (CM Correspondence, Other, As Built Final Documents, Late Docs)

Second request for late documents to Contractor or Surety (CM Correspondence, Other, As Built Final Documents, Late Docs)

Notification of close out without final documents to Contractor (CM Correspondence, Other, As Built Final Documents, Late Docs)

Request for closeout without final documents to CM Engineer (CM Correspondence, Other, As Built Final Documents, Late Docs)

Other Documents (as applicable) (include content type, subtype, grouping, additional comments)

Submitting As Built Documents & Final Plans

Send E-mail to SLFCN: slfcn@modot.mo.gov,

CC: RE and Office Assistant, others with authorization to edit documents.

Include "As Built Submittals" in subject line, with Contract ID, Job No., Route, and County

Include "Electronic Documentation is being submitted to you for processing.", in the body. (You can set this up in Outlook signatures.)

Include a link to the Contract Folder or a link to this Checklist.

Final Plans may be sent in as soon as they are ready. If they are sent in before final documents have been received from the contractor, note so in the e-mail with the word "Pending" in the subject line. Plans will not be counted as received until all final documents have been received from the contractor, or until efforts to get the documents have been exhausted.