



MEMORANDUM

Missouri Department of Transportation Construction and Materials Kansas City District

TO: Charlene Holdt-co

FROM: Barbara Stegner - District Final Plans and Reports Processor

CC: – Resident Engineer

DATE:

SUBJECT: As-Built Final Plans Documents
Contract ID:
Job No.
Route:
County:

Included in this memo is a list of documents as well as information pertinent to the as-built documentation of the above referenced project. All documents have been saved to the As-Built Final Plans Content Type on eProjects.

Contract Times (Entered into AWP)

Actual	Work Complete Date
FI	020 Final Inspection
MCF	030 Project Data Ready for Mat Sum

Items to be submitted (eProjects – As Built Final Plans Content Type)

- Estimate Item Detail (*Cognos*)
- Final Plans Certification (*Cognos*)
- Final Acceptance (C-239) - (*Cognos, Completed by the DFPRP*)
- Contractor's Affidavit Regarding Settlement of Claims (C-242) – Copy
- As-Built Plan Sheets, *remove 2A, 3 Sheet, Traffic Control, Erosion Control, Cross-Section Sheets*
 - *RE Disclaimer on Title Sheet*
 - *Permanent Signing Sheets*
- List of Reported Quantities with Locations (*Cognos*)
- Contract Adjustments Report – Total \$
- Line Item Adjustments Report – Total \$
- Semi-final Inspection(s)

Items to be verifiedMatch

Work Complete Date on Semi-Final Inspection Form
 WKCM Work Complete Date in AWP

Final Inspection Date on Semi-Final Inspection Form
 Final Inspection Date in AWP

Contract Amount on Last Change Order
 Contract Amount on Final Estimate

Other Items (eProjects – As Built Final Plans Content Type) – with all supporting documentation:

• Final Change Order No.	YES	NO	If yes, % from 7.B of Original Contract
• Final Estimate No.	YES	NO	N/A If no, email External Civil Rights
• DBE Goal/Summary	YES	NO	If yes, how many
○ Goal Met	YES	NO	N/A
• Order Records	YES	NO	If yes, how many
○ All Order Records Rescinded	YES	NO	N/A
• Time Adjustment Change Orders	YES	NO	If yes, No(s).
• Milestone Adjustment Change Orders	YES	NO	If yes, No(s).
• Liquidated Damages <i>(Contract)</i>	YES	NO	
• Different Work Compl. Date vs Fin. Insp.	YES	NO	
○ All Exceptions Show on Semi-Final	YES	NO	N/A If no, Memo written
• Trainee Summary/Adjustments <i>(Contract)</i>	YES	NO	
○ Goal Met	YES	NO	N/A If no, email External Civil Rights
• Notification to the USACE (Corps)	YES	N/A	
• Retroreflectivity Adjustments <i>(Line)</i>	YES	N/A	
• Profilograph Adjustments <i>(Contract)</i>	YES	N/A	
• Asphalt Pay Factor Adjustments <i>(Contract)</i>	YES	N/A	
• Concrete Pay Factor Adjustments <i>(Line)</i>	YES	N/A	
• TSR Adjustments <i>(Contract)</i>	YES	N/A	
• Left Over Material Adjustments <i>(Contract)</i>	YES	N/A	
• Memo for User Adjustments with No Remarks	YES	N/A	
• Asphalt Job Mix Formula	YES	N/A	
• Asphalt Roadway Reports	YES	N/A	
• Asphalt Cement Price Adj Spreadsheet <i>(Line)</i>	YES	N/A	
• Fuel Adjustment Spreadsheet <i>(Line)</i>	YES	N/A	
• Asphalt Totals	YES	N/A	
• Railroad Flagging Invoices <i>(Contract)</i>	YES	N/A	
• Bridge Excavation Sheets	YES	N/A	include in As-Built Plans
• Bridge Clearance Report (C-239A)	YES	N/A	(email to BridgeClearanceReport group)
• Waste Disposal Agreements	YES	N/A	
• ADA Checklist	YES	N/A	

Items on file at Project Office (Copy Placed on eProjects – As Built Final Plans Content Type)

- Contractor's Affidavit Regarding Settlement of Claims (C-242) - *(Notarized Original or Sealed)*
- Affidavit for Compliance with Prevailing Wage *(Notarized Original or Sealed)*
 - *Prime Contractor*
 -
 - *Subcontractors*

- [illegible]

Acceptance of Provision for Price Adjustment for Fuel (As Shown in 8.A of the Original Contract):

- | | | |
|------------------------------|-----|----|
| • Excavation Production | YES | NO |
| • Asphalt Production | YES | NO |
| • Asphalt Hauling | YES | NO |
| • Concrete Paving Production | YES | NO |
| • Concrete Paving Hauling | YES | NO |
| • Aggregate Base Hauling | YES | NO |

Acceptance for Provision for Asphalt Cement Price Index (As Shown in 8.B of the Original Contract):

- | | | |
|------------------|-----|----|
| • Asphalt Cement | YES | NO |
| • Seal Coat | YES | NO |
| • Underseal | YES | NO |
| • UBAWS Membrane | YES | NO |

Additional Information

The Materials Summary will be electronically filed.

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