

FINAL TRANSMITTAL PACKAGE CHECKLIST FOR ALL PROJECTS

Control Number:

SM Construction Project

T/LPA Project

Price Agreement

1	VERIFY all Daily Work Reports with Pay Items.B2Gnow Final Audit Report & Email Sent From CCRB to District Office Ensuring Compliance for LCP Tracker & B2G NOW (<i>Process Prior to you making final payment. </i>)	
2	Final Project Closeout Letter Request Signature requirements (<i>DE>CCRB) For T/LPA (Entity/TLPA Coordinator>DE)</i>)	
3	NMS_DOT_3730A_DLY_DISBURSMNTS in SHARE (<i>Audits</i>)	
4	Final Payment Voucher (<i>Audits) (Form A-211a)</i>)	
5	Final Estimate in SiteManger must be fully approved provide print out. <i>*See note</i>	
6	Certification of Payment of Claims (<i>Audits/Contractor) (Form A-1083)</i>)	
7	Project Engineers Statement & Project Certification (<i>Project) (Form A-1081)</i>)	
8	Summary to Contractor (<i>Project/SiteManager) For T/LPA (Entity>Contractor)</i>)	
9	Summary of Contract Time (<i>Project)</i>)	
10	Physical Completion and Acceptance Letter (<i>Audit) (Form A-1079) Signature requirements (P.M. > A.D.E. > DE > CCRB) For T/LPA (Entity>DE>CCRB)</i>)	
11	Environmental Commitments (<i>Project/Audits) Located in Project Plans</i>)	
12	Material Final Certification Letter (<i>District Engineer/District Lab)</i>)	
13	Asset Management Information Signed by Asset Management (<i>Project) (Form A-1321)</i>)	
14	R / W Encroachment Removal Letter (<i>Project) (Form A-1082)</i>)	
15	Pit Release Letter (<i>For Commercial Source, Supply Written Statement from Contractor or PM)</i>)	
16	Insurance Bonding Release (<i>Surety Bond) (Contractor's Bonding Agent)</i>)	
17	Project Funding Sheet (<i>Audits) (Reconciled with SHARE Expenditure Reports)</i>)	
18	Notification to Close Project (<i>Audits) (Form A-1091)</i>)	
19	Pfsc Findings and concurring email from State DBE Liason <i>*/** See both notes</i>	
20	Compass Information for Final Estimates (<i>Audits) (Form A-1103) For T/LPA projects disregard the 2nd sheet</i>)	
21	Summary Sheet (<i>Project) (InfoMaker)</i>)	
22	Summary Of Change Orders (<i>Project) (InfoMaker) T/LPA use Form A-1337</i>)	
23	Over and Under Report from SiteManager (<i>Audit) (InfoMaker) *See note</i>)	
24	Final Inspection Report from (<i>CLE) (Audit)</i>)	
25	Electronic Construction Project Files placed in Const Share folder (<i>Audit)</i>)	

Distribution:

Construction Bureau - Original

Note:

* Disregard checklist item for T/LPA projects

**Pfsc Findings: Any finding must include a Dertermination Letter from DBE Liasion stating Outcome must be includedin Final Packet