

# FINAL TRANSMITTAL PACKAGE CHECKLIST FOR ALL PROJECTS

**Control Number:**

SM Construction Project

T/LPA Project

Price Agreement

1	<b>VERIFY all Daily Work Reports with Pay Items.B2Gnow Final Audit Report &amp; Email Sent From CCRB to District Office Ensuring Compliance for LCP Tracker &amp; B2G NOW</b> <i>(Process Prior to you making final payment. )</i>	
2	<b>Final Project Closeout Letter Request Signature requirements</b> <i>(DE&gt;CCRB) For T/LPA (Entity&gt;DE)</i>	
3	<b>NMS_DOT_3730A_DLY_DISBURSMNTS in SHARE</b> <i>(Audits)</i>	
4	<b>Final Payment Voucher</b> <i>(Audits) (Form A-211a)</i>	
5	<b>Final Estimate in SiteManger must be fully approved provide print out.</b> <i>*See note</i>	
6	<b>Certification of Payment of Claims</b> <i>(Audits/Contractor) (Form A-1083)</i>	
7	<b>Project Engineers Statement &amp; Project Certification</b> <i>(Project) (Form A-1081)</i>	
8	<b>Summary to Contractor</b> <i>(Project/SiteManager) For T/LPA (Entity&gt;Contractor)</i>	
9	<b>Summary of Contract Time</b> <i>(Project)</i>	
10	<b>Physical Completion and Acceptance Letter</b> <i>(Audit) (Form A-1079) Signature requirements (P.M. &gt; A.D.E. &gt; DE &gt; CCRB) For T/LPA (Entity&gt;DE&gt;CCRB)</i>	
11	<b>Environmental Commitments</b> <i>(Project/Audits) Located in Project Plans</i>	
12	<b>Material Final Certification Letter</b> <i>(District Engineer/District Lab)</i>	
13	<b>Asset Management Information Signed by Asset Management</b> <i>(Project) (Form A-1321)</i>	
14	<b>R / W Encroachment Removal Letter</b> <i>(Project) (Form A-1082)</i>	
15	<b>Pit Release Letter</b> <i>(For Commercial Source, Supply Written Statement from Contractor or PM)</i>	
16	<b>Insurance Bonding Release</b> <i>(Surety Bond) (Contractor's Bonding Agent)</i>	
17	<b>Project Funding Sheet</b> <i>(Audits) (Reconciled with SHARE Expenditure Reports)</i>	
18	<b>Notification to Close Project</b> <i>(Audits) (Form A-1091)</i>	
19	<b>Pfsc Findings and concurring email from State DBE Liason</b> <i>*/** See both notes</i>	
20	<b>Compass Information for Final Estimates</b> <i>(Audits) (Form A-1103) For T/LPA projects disregard the2nd sheet</i>	
21	<b>Summary Sheet</b> <i>(Project) (InfoMaker)</i>	
22	<b>Summary Of Change Orders</b> <i>(Project) (InfoMaker) T/LPA use Form A-1337</i>	
23	<b>Over and Under Report from SiteManager</b> <i>(Audit) (InfoMaker) *See note</i>	
24	<b>Final Inspection Report from</b> <i>(CLE) (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

Liason stating Outcome must be included in Final Packet