

Final Process (Contract Side)

User Guide

The Final Process

- Partial or Final Notice of Acceptance
- Final Change Orders
- Semi-Final Pay Estimate
- Final Pay Estimate
- Final Forms

Home Previous My Pages Actions Help Log off

Switch Role

- David Weirich
- ADMIN
- CONSTRINSP_KS
- CONTRACTOR_KS
- CONTRACTS_KS
- CONTRACTS_KS_INTERFACE
- CONTRACTS_KS_NONC
- CONTRACTS_KS_NONC_CO_AREA
- CONTRACTS_KS_NONC_CO_BUREAU
- CONTRACTS_KS_NONC_CO_DISTRICT
- CONTRACTS_KS_SMART
- CONTRACTS_KS_STAGING
- KDOT_LABORSUPERVISOR
- KDOT_LABORUSER
- LMS CIT Administrator
- MATERIALUSER_KS
- MATERIALUSER_KS_SUPERVISOR
- OCC
- ✓ **PROJMAN_KS_AREA**
- PROJMAN_KS_BUREAU
- PROJMAN_KS_CO
- PROJMAN_KS_DISTRICT
- PROJMAN_KS_DIVISION
- PROJMAN_KS_FHWA
- PROJMAN_KS_INSP
- Person Overview

Manager User

Materials

- Acceptance Actions
- Action Relationships
- Daily Source Reports
- Find Sample
- Mix Design
- Product Group Sample Reviewer Assignment
- Sample Records

Save

Q wiegan System Default Showing 1 of 1 Qualifications No Filter User No Filter Reference Employee No Filter

0 changed

Last Name	First Name	Mi	Inspect ID	Geographic Area	Person ID	User	Remarks
Wiegand	James		000244100		xjwiegand	Yes	0

Make sure you are in the "PROJMAN_KS_AREA" role.

On this page: Construction External Links Special Provision Overview

PROJECT KS ROLE for Area Project Manager User

Construction ?
External Links ?

- Change Order
- Contract Administration** ← Click "Contract Administration"
- Contract Claims
- Contract Permits
- Contract Progress
- Contract Specific Authorities
- Contract Time
- Contract Vendor Assets
- Contractor Evaluation
- Daily Diary
- Daily Work Reports
- Daily Work Reports by Contract
- Meetings
- Payment Estimate Accounting
- Payment Estimate Approval Decisions
- Payment Estimates

- AASHTOWare Project Website
Up-to-date information about the AASHTOWare Project and other AASHTOWare products, events, newsletters, and more
- Internet
- KDOT Website
KDOT's Intranet Site
- Kdotweb
KDOT Test Reports Portal for Crystal Reports
- KDOT Test Reports Portal
- Resources for Using XML with AASHTOWare Project™ Payroll XML
- Payroll XML
Resource Kit
- Highway Contractors
Information for Highway Contractors

Special Provision Overview ?

Showing 6 of 6

0 changed

ID	Descr	Type	Obsolete Date
15-WS0180	WORK SCHEDULE	REPL - SUPERCEDED SPECIAL PROVISION	05/17/2021
15-WS0181	WORK SCHEDULE	STD - STANDARD SPECIAL PROVISIONS	06/30/2021
15-WS0182	WORK SCHEDULE	REPL - SUPERCEDED SPECIAL PROVISION	06/30/2021

Contract Administration Overview

Contract Administration Overview Save ?

Q 519102525 Advanced Showing 1 of

1. Enter your contract number.

0 marked for deletion | 0 changed

Contract	ST Proj Num	Description	Orig Matl and AAs Gen DT	Prime ID	Prime Name
519102525	K254 008 KA 5353-01	MILL AND OVERLAY		02065	APAC-KS INC SHEARS DIV

2. Click on the contract number.

Contract Administration Summary

Contract: 519102525 - MILL AND OVERLAY Save ?

- General
- Additional Information
- Administrative Offices
- Contract Authority
- Contract Times
- DBE
- Labor
- Insurance
- Permits
- Retainage
- Comments
- Associated Vendor People
- Claims
- Claim Recipients
- Contract Actions

Click on the "Contract Times" tab and scroll down to "Site Times".

Informational

Q Type search criteria or press Enter **Advanced** Showing 15 of 15

Select Informational Times... 0 changed

Time ID	Agcy Type	Rec Source	Time Descr*
ACCEPT-DT		Construction	Acceptance Date
Actl Compl	Proj Compl	Req For	Comments
	10/16/2020 12:00 AM	Neither	
AWARD-DT		Construction	Awarded Date
10/28/2019 12:00 AM	10/28/2019 12:00 AM	Active Contract	
CRLMS-DT		Construction	Contract Closed For CRLMS Date
		Close Contract	
EXEC-DT		Construction	Execution Date
11/20/2019 12:00 AM	11/20/2019 12:00 AM	Neither	
FINAL - CONTRACTOR		Construction	Final to Contractor
		Neither	
FINAL - DISTRICT		Construction	Final to District

NTP-DT	Construction	Notice to Proceed Date
07/31/2020 12:00 AM	06/15/2020 12:00 AM	Active Contract
PARTIAL NOA -DT	Construction	Partial Notice of Acceptance Date
		Neither
WKBN-DT	Construction	Work Began Date
07/31/2020 12:00 AM	06/15/2020 12:00 AM	Neither

Click on the "Time ID" of the site time.

System Default Showing 2 of 2

Select Site Times... 0 changed

Time ID	Agcy Type	Time Type								
00		Available Time								
<table border="1"> <thead> <tr> <th>Time Descr</th> <th>Main</th> <th>Active</th> <th>Cont Tm % Compl</th> </tr> </thead> <tbody> <tr> <td>Main Contract Time Completion Date</td> <td>Yes</td> <td>Yes</td> <td>0.00</td> </tr> </tbody> </table>			Time Descr	Main	Active	Cont Tm % Compl	Main Contract Time Completion Date	Yes	Yes	0.00
Time Descr	Main	Active	Cont Tm % Compl							
Main Contract Time Completion Date	Yes	Yes	0.00							
03	03 - Cleanup Days	Available Time								
<table border="1"> <tbody> <tr> <td>Cleanup Days</td> <td>No</td> <td>Yes</td> <td>0.00</td> </tr> </tbody> </table>			Cleanup Days	No	Yes	0.00				
Cleanup Days	No	Yes	0.00							

Recurring

Q Type search criteria or press Enter Advanced

Select Recurring Times... 0 changed Expand All

No rows found matching criteria.

Contract Time Summary - Available Time

There are unsaved changes.

4. Click "Contract Administration".

3. Click "Save".

Save

CT: 00 - Main Contract Time Completion Date Main: Yes Current Number of Time Units: 90.00 Time Unit: Days

General

Units And Dates

Rates And Cap Amount

Start Time

11/20/2019 12:00 AM

Time Unit

Days

Stop Time

Notice, once you click Save, the Stop Time is populated.

Actual Completion

06/04/2021 12:00:00 AM

2. Enter the "Actual Completion". It will be the Work Completed date.

Adjusted Number of Time Units

Current Number of Time Units

90.00

Pending Change Order Number of Time Units

Road User Cost Per Time Unit

1. Click on the "Units And Dates" tab.

NOTE: IF at any point you need to adjust time AFTER you enter the Actual Completion Date, you will need to remove the Actual Completion Date so that the system will recalculate time.

Contract Administration Summary

Contract: 519102525 - MILL AND OVERLAY 2. Click "Save". Save ?

- General
- Additional Information
- Administrative Offices
- Contract Authority
- Contract Times
- DBE
- Labor
- Funding
- Locations
- Insurance
- Permits
- Retainage
- Comments
- Associated Vendor People
- Claims
- Claim Recipients
- Contract Actions

Informational

Type search criteria or press Enter Advanced Showing 15 of 15

Select Informational Times... 1 changed

Time ID	Agcy Type	Rec Source	Time Descr*
ACCEPT-DT			
Actl Compl	Proj Compl	Req For	
06/04/2021 12:00:00 AM	10/16/2020 12:00 AM	Neither	
AWARD-DT			
10/28/2019 12:00 AM	10/28/2019 12:00 AM	Active Contract	
CRLMS-DT		Construction	Contract Closed For CRLMS Date
		Close Contract	
EXEC-DT		Construction	Execution Date
11/20/2019 12:00 AM	11/20/2019 12:00 AM	Neither	
FINAL - CONTRACTOR		Construction	Final to Contractor
		Neither	
FINAL - DISTRICT		Construction	Final to District

1. Enter the "Actl Compl" date for each of the following: ACCEPT-DT, FINAL-CONTRACTOR, FINAL-DISTRICT, MATL and AAs-Area, PARTIAL NOA-DT (if you have one), WORK COMP_DT. You will have to scroll down to see all the time ids.

Notice of Acceptance Form 232

- Partial Notice of Acceptance (NOA)
 - Portion of Project Complete
 - Sections of Pavement
 - Bridges & Intersections
 - Portions of Project awaiting action by another contractor under a separate contract
- Forms Warehouse
- Send to Contractor

Notice of Acceptance Form 232

- Final Notice of Acceptance
 - All Work Complete
- Relieves the contractor of the responsibility to:
 - Perform physical construction
 - Repair damage
 - Maintain the project

KANSAS DEPARTMENT OF TRANSPORTATION

Before completing the Notice of Acceptance, make sure your dates are in AWP so they populate to the form when you create it. You will still need to go to the Forms Warehouse and complete the DOT Form 232 for the Notice of Acceptance.

CONTRACT NO.: _____ NOTICE OF ACCEPTANCE

OF CONTRACT

OF PORTION OF CONTRACT

TO _____ SHILLING CONSTRUCTION CO INC _____ CONTRACTOR

_____ PO BOX 1568 MANHATTAN, KS 66505-1568 _____

CONTRACT _____ 520036272 _____

COUNTY Statewide-106 PROJECT NO. -106 KA-5478-01 / _____

TYPE Milling And Overlay LENGTH OF PROJECT: NET _____ MILES

METRIC UNITS GROSS _____ MILES

PREVIOUS SURFACE TYPE _____ NEW SURFACE TYPE _____

DATE CONTRACTOR COMPLETED WORK 8/22/2020

You are hereby notified that the contract described as follows:

Milling And Overlay

was accepted on 2/19/2021 and you are hereby relieved of your responsibility for maintenance

of barricades, lights and watchmen, and will be required to perform no additional work or maintenance subject to contractual requirements and the following conditions:

RECOMMENDED BY:

LPA _____ DATE _____

This is to affirm that I agree to the acceptance of the portion of the contract and to the conditions stated above.

CONTRACTOR _____ SHILLING CONSTRUCTION CO INC _____ DATE _____

SIGNED BY _____

NOTE: Contractor's signature required only for acceptance of portion of contract. This form to be mailed to the Contractor and to the Bureau of Construction and Materials on the date of acceptance of the project.

Proceed

Attachments:

Mark Items Complete

- Use the Items User Guide to complete this
- This **MUST** be completed **BEFORE** you can create a Semi-Final or Final pay estimate
- If you have marked items complete, they will show up on the Balance Completed Items on the Increase/Decrease Items tab on a change order

Items with Unpaid Placed Quantities

- This report in AWP will show any items that are NOT paid to the current quantity
- If an item is on this report, then something needs to be done, either a change order or a posting to pay for it

On this page: Construction Materials External Links Special Provision Overview

PROJECT KS ROLE for Area Project Manager User

Construction ?

- Change Order
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- Contract Progress
- Contract Specific Authorities
- Contract Time
- Contract Vendor Assets
- Contractor Evaluation
- Daily Diary
- Daily Work Reports
- Daily Work Reports by Contract
- Meetings
- Payment Estimate Accounting
- Payment Estimate Approval Decisions
- Payment Estimates

Click "Contract Progress".

Materials ?

- Acceptance Actions
- Action Relationships
- Daily Source Reports
- Find Sample
- Mix Design
- Product Group Sample Reviewer Assignment
- Sample Records

External Links ?

- AASHTOWare Project Website Up-to-date information about the AASHTOWare Project and other AASHTOWare products, events, newsletters, and more
- KDOT Website Internet
- Kdotweb KDOT's Intranet Site
- KDOT Test Reports Portal KDOT Test Reports Portal for Crystal Reports
- Payroll XML Resources for Using XML with AASHTOWare Project™ Payroll XML Resource Kit
- Highway Contractors Information for Highway Contractors

Special Provision Overview ?

Q Type search criteria or press Enter Sorted Specs Showing 50 of 6943

0 changed

ID	Descr	Type	Obsolete Date
90M-2350	Q MODIFIED REQUIREMENTS-BITUMINOUS MIXTURES	REPL - SUPERCEDED SPECIAL PROVISION	08/07/2009
KS070012-WA5	Q MINIMUM WAGE RATE (AREA 5) REPLACED BY KS20080010 DATED 4/11/08.	REPL - SUPERCEDED SPECIAL PROVISION	08/07/2009

Contracts Progress Overview

Contract Progress Overview Save ?

Search [type search criteria or press Enter] System Default

Enter your contract number.

0 marked for deletion | 0 changed

Enter search criteria above to see results of Show first 10

Contracts Progress Overview

Contract Progress Overview Save ?

521082464 System Default Showing 1 of 1

0 changed

Contract	ST Proj Num	Description	Prime ID	Prime Name
521082464	-030 TE 0482-01	PEDESTRIAN & BICYCLE PATHS	00011	AMINO BROTHERS CO INC

Click the contract number.

Contract Progress Summary

Contract: 521082464 - -030 TE 0482-01 - PEDESTRIAN & BICYCLE PATHS 1. Click the component action button. Save ?

- General
- Financials
- Daily Work Reports
- Diaries
- Diary Adjustments
- Payment Estimates
- Contractors
- Change Orders
- Contract Adjustments
- Item Adjustments
- Agency Views
- Mix Designs
- Progress Schedule
- Weekly Report Of Time Charges
- Force Accounts
- Stormwater Periods

Contract ID	521082464	Proposal ID	521082464
Description *	PEDESTRIAN & BICYCLE PATHS	Federal Project Number	TA-T048(201)
Prime Contractor Id	00011	State Project Number	-030 TE 0482-01
Prime Contractor Name	AMINO BROTHERS CO	Federal Oversight	<input type="checkbox"/>
Contract Status	Active	Local Oversight	<input type="checkbox"/>
KDOT Contract Status	NOTPR - Notice to Proceed	CCR Required	<input type="checkbox"/>
Contract Type	C - CONSTRUCTION	DBE Pay Review Required	<input type="checkbox"/>
Spec Book	90	Local Project Engineer Name	<input type="text" value="Begin typing to search or press Enter"/>
Unit System	English	Consultant Project Engineer Name	<input type="text" value="Begin typing to search or press Enter"/>
Highway / Route	<input type="text"/>	Project Engineer	<input type="text"/>
		Local Agency Office	<input type="text" value="SABINET COMPT"/>

Actions ✕

There are no actions available.

Views

- Attachments
- Contract Price Adjustment Index
- Issues
- Links

Reports

- Contract Status Report
- Contract Time Report
- Items with Unpaid Placed Quantities
- Outstanding Contract Item List Report
- Payment Estimate for Contractor
- Subcontract Listing
- Summary By Funding Report
- Weekly Report of Time Charges

Generate Report

Generate Report - Items with Unpaid Placed Quantities **Click "Execute".** Execute ?

Settings Output Options 4 of 5

Output Type

- Generate as PDF
- Download PDF
- Generate as HTML

Report Layout Source

- Base
- Custom
- Test

Generate Available Data Output



Items with Unpaid Placed Quantities

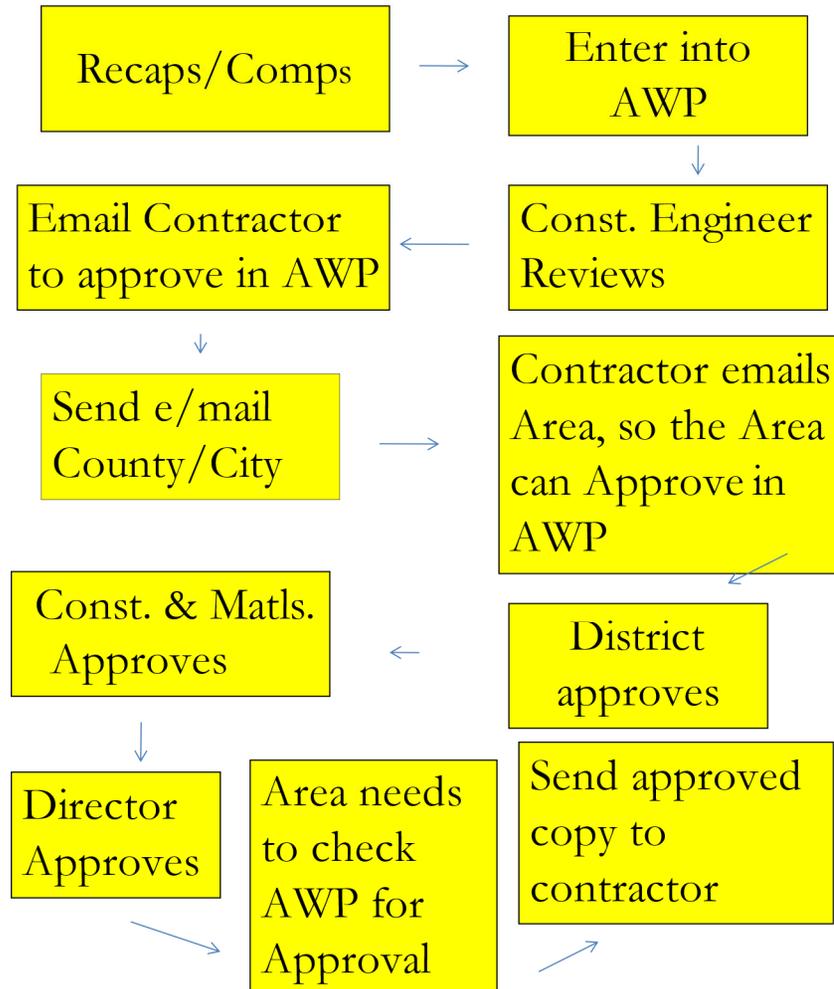
Report v1

Contract 521082464, PEDESTRIAN & BICYCLE PATHS

Project - TE 0482-01, PEDESTRIAN & BICYCLE PATHS

Item Description	Item ID	Project Line	Contract Line	Approved Qty	Qty Posted To Date	Qty Paid To Date	Qty Unpaid	Unit Price	Qty Unpaid Dollar Amt
SWPPP INSPECTION	000097	27	27	20.000	11.000	10.000	1.000	\$174.000	\$174.00
WATER POLLUTION CONTROL MANAGER	000103	28	28	30.000	14.000	12.000	2.000	\$174.000	\$348.00
Project Total Quantity Unpaid Dollar Amount:									\$522.00
Contract Total Quantity Unpaid Dollar Amount:									\$522.00

Final Change Orders



Before starting the Final Change orders, you will need to Mark all the Items complete as show in the Items User Guide.

This is the sequence for completing change orders.

1. Calculate computations or summarize recaps. Computations are calculated quantities. Computations are required for items that are volumes or areas. Some examples are: Concrete Pavement, Sidewalk, Area Prepared for Patching. Recaps are a summarization of the pay item.
2. Enter change orders into AWP.
3. Give a printed copy to the construction engineer who will review them.
 4. Send a copy of the change order with comps attached to the district office.
 5. Send the unapproved change order to the contractor for their signature. The contractor will sign the change order in AWP.
 6. When the contractor returns the change order, the area office must approve it in AWP.
 7. The district will approve the change order in AWP.
 8. The Bureau of Construction and Materials will approve the change order in AWP.
 9. The director will approve the change order in AWP.
 10. The Area Office will have to check to see when the change order has been approved.
 11. Send a copy of the approved change order to the contractor. This will inform the contractor that it has become a part of the contract.

Final Change Orders

- Price Adjustment for Asphalt Materials
- Price Adjustment for Emulsified Asphalt
- Adjustment for Pavement Trueness
- HMA Air Voids Payment Adjustment
- HMA Density Payment Adjustment
- Price Adjustment for HMA Aggregate
- Highway Construction Trainees
- Temp. Erosion & Pollution Control
- Haul Roads
- Fuel Adjustment – Starting with the April/May 2022 letting, this should be handled by AWP and not a line item

Price Adjustment for Fuel

- Required Contract Provision
 - 10-10-00-R
- Contract must accept or decline
- Special Provision
 - 15-01008-R
- Payments/Deducts for fuel prices
 - Road Items
 - HMA Surfacing Items
 - Concrete Surfacing Items

Price Adjustment for Asphalt Materials

- Special Provision
 - 15-01009-R
- Price Adjustment for QC/QA Asphalt
- Commercial Grade Asphalt
- Surface Recycles
- Asphalt Pay Adjustment Spreadsheet – Tank Stab

Web Address for Price Index

<https://www.ksdot.org/bureaus/burconstmain/ppreq/AsphaltPriceIndex.asp>

Web Address for Spreadsheets

<http://kdotweb.ksdot.org/Bureaus/BurConstMat/HMAspreadsheets.asp>

Price Adjustment for Emulsified Asphalt

- Special Provision
 - 15-01010
- Authorizes price adjustment for emulsified asphalt materials
- Emulsified Asphalt Price Adjustment Spreadsheet

Web Address for Price Index

<https://www.ksdot.org/bureaus/burconsmain/ppreq/AsphaltPriceIndex.asp>

Web Address for Spreadsheets

<http://kdotweb.ksdot.org/Bureaus/BurConstMat/HMAspreadsheets.asp>

MONTHLY COMPUTED ASPHALT MATERIAL INDEX

Updated: 07/06/21

2021		2022		2023	
MONTH	PG 64-22 Dollar/Short Ton	MONTH	PG 64-22 Dollar/Short Ton	MONTH	PG 64-22 Dollar/Short Ton
January	385	January		January	
February	413	February		February	
March	436	March		March	
April	453	April		April	
May	469	May		May	
June	476	June		June	
July	484	July		July	
August		August		August	
September		September		September	
October		October		October	
November		November		November	
December		December		December	

[Top](#)

2018		2019		2020	
MONTH	PG 64-22 Dollar/Short Ton	MONTH	PG 64-22 Dollar/Short Ton	MONTH	PG 64-22 Dollar/Short Ton
January	328	January	476	January	468
February	340	February	475	February	468
March	350	March	461	March	463
April	374	April	483	April	434
May	394	May	484	May	408
June	426	June	505	June	400

Adjustment for Pavement Trueness Worksheet – Form 242

- Asphalt & Concrete Pavement Trueness
- Asphalt Pavement
- Section 603 – 2015 Specifications
 - Special Provision 15-06006-R
- Concrete Pavement
- Section 503 – 2015 Specifications
- Forms Warehouse

Final HMA Air Voids Pay Adjustment

- Section 602.9.d – 2015 Specifications
- Calculated using the QC/QA Spreadsheet

Web Address for Spreadsheets

<http://kdotweb.ksdot.org/Bureaus/BurConstMat/HMAspreadsheets.asp>

Final HMA Density Pay Adjustments

- Section 602.9.c – 2015 Specifications
 - HMA Surface
 - HMA Base
 - HMA Pavement
- Section 602.9.b – 2015 Specifications
 - HMA Overlay
 - Calculated with the QC/QA Spreadsheet

Price Adjustment for HMA Aggregate – Form 292

- HMA Commercial Grade Asphalt
- Section 611 – Table 611-5

Highway Construction Trainees

- Special Provision
 - 15-01007
- Verify total hours with the Office of Civil Rights

Semi-Final Pay Estimate

- Change Orders approved - ?
- New line items will not be created until the change order is fully approved

On this page: Construction Materials Person Overview External Links Special Provision Overview

PROJECT KS ROLE for Area Project Manager User

Construction ?

- Change Order ← Click "Change Order".
- Contract Administration
- Contract Claims
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Materials ?

- Acceptance Actions
- Action Relationships
- Daily Source Reports
- Find Sample
- Mix Design
- Product Group Sample Reviewer Assignment
- Sample Records

Person Overview Save ?

0 changed

Enter search criteria above to see results or Show first 10

External Links ?

Change Order Overview

Change Order Overview

Save ?

519102525

System Default

Showing 5 of

1. Enter your contract number.

0 marked for deletion | 0 changed

Contract Id	ST Proj Num	CO Num	Status	Amount	CO Type	CO Date	Current Approval...	Approval Date	Description
519102525	K254-008 KA 5353-C	0005	Approved	3,529.96	01 - Item	01/14/2021		05/04/2022	THIS IS A FINAL QUANTITY. CONTRAC
519102525	K254-008 KA 5353-C	0004	Approved	339.60	01 - Item	10/20/2020		05/04/2022	This is a Tentative Quantity. Contract Qu:
519102525	K254-008 KA 5353-C	0003	Approved	-288,823.72	01 - Item	10/14/2020		05/04/2022	This is a final quantity Contract Quantity
519102525	K254-008 KA 5353-C	0002	Approved	-18,760.77	01 - Item	10/14/2020		05/04/2022	This is a final quantity Contract Quantity
519102525	K254-008 KA 5353-C	0001	Approved	2.00	01 - Item	03/02/2020		05/04/2022	THIS IS A TENTATIVE QUANTITY. CON

2. Verify that ALL have a Status of "Approved".

NOTE: IF the change order has a Status of either "Void" or "Denied" they are still fine to continue.

Create Semi-Final Pay Estimate

- Use the Payment Estimate User Guide to Create the Payment Estimate
 - The Type will be Semi-Final
- Run the Payment Estimate for Contractor Report
- Check this report to make sure everything has been paid
 - If everything has been paid, approve the pay estimate and email this report to the contractor
 - If NOT, then delete the pay estimate and post quantities that are missing

Non-Participating Items

- Determining Non-Participating Items
 - Will be a line item of their own and will have NON PART in the Supplemental Description
- Project Plans
- Summary of Quantities Sheet
- A Crystal Report is coming

Final Pay Estimate

- Use the Payment Estimate User Guide to Create the Pay Estimate
 - The Type will be Final
- Current contract amount must match total pay amount on Final Pay Estimate
- Contact District to review
- Area will Approve first
 - Then notify the Contractor that it is ready for their approval
 - Send Payment Estimate for Contractor Report to Contractor if they want it
- Contractor will Approve in AWP

NOTE: If your project is "State Funded" you can jump to page 45 of this guide.

Final Forms

Federal Aid Projects

- Form 220 – Certification of Completion of Work
 - This form certifies that the work has been completed
- Form 222 – Affidavit of Contractor
 - List all bonding companies
 - Contractor **MUST sign & Notarize**
 - **Each bonding company must sign and seal**
 - Send 2 copies to District

Final Forms

Federal Aid Projects

- Form 270 – D.B.E. Payment Affidavit
 - Required Contract Provision
 - 07-19-80-R
 - This form must be signed by the contractor
- Form 275 – Project Evaluation
 - Constructability Review
 - Completed by KDOT Area/Metro Engineer
 - 30 Days after the Notice of Acceptance
 - Submit to Bureau Chief of Design and District Construction Engineer

Final Forms

Federal Aid Projects

- Form 276 – Certified Inspector Review Questionnaire
 - This form is used to evaluate the performance of the consulting inspectors
 - Complete one form for each consulting inspector on the project

Final Forms

Federal Aid Projects

- Form 277 – Contractor Review Questionnaire
 - This form is used to evaluate the Contractor's performance
 - This form can also be used to evaluate the Subcontractor's performance
 - Complete this form for the Prime Contractor for every project

Final Forms

Federal Aid Projects

- Form 277A – Inspection Review Questionnaire
 - This form is used to evaluate KDOT's or Consultant's performance
 - Complete this form for every project
 - Send to contractor with final papers
- Form 292 – Price Adjustment for HMA
 - Required for all projects that have HMA Commercial Grade

Final Forms

Federal Aid Projects

- Form 77 – Project Completion Certification
 - Special Provision 15-01004
 - County Secondary
 - City Funds
 - Sales Tax Exemption Certificate is sent out by Construction & Materials
 - **This form must be signed by the Contractor**

Final Forms

Federal Aid Projects

- Working Days Charged CCD Time Charged Report
 - This report is submitted only for projects that have Liquidated Damages
 - Be sure to note that signs have not been paid for during the Liquidated Damages
 - Check with the Change Order Section and District because they can access this from the KDOT Reports Portal and may not want or need a printout

Final Forms

State Funded Projects

- Form 220 – Certification of Completion of Work
 - This form certifies that the work has been completed
- Form 222 – Affidavit of Contractor
 - List all bonding companies
 - Contractor **MUST sign & Notarize**
 - **Each bonding company must sign and seal**
 - Send 2 copies to District with the Final Papers

Final Forms

State Funded Projects

- Form 276 – Certified Inspector Review Questionnaire
 - This form is used to evaluate the performance of the consulting inspectors
 - Complete one form for each consulting inspector on the project

Final Forms

State Funded Projects

- Form 277 – Contractor Review Questionnaire
 - This form is used to evaluate the Contractor's performance
 - This form can also be used to evaluate the Subcontractor's performance
 - Complete this form for the Prime Contractor for every project

Final Forms

State Funded Projects

- Form 277A – Inspection Review Questionnaire
 - This form is used to evaluate KDOT's or Consultant's performance
 - Complete this form for every project
 - Send to contractor with final papers

Contractor Construction Staking

- Special Provision – 15-08015
- As-Built Plans
 - Plans that show the work exactly as completed
 - Required on all projects
- Land Survey Reference Reports
 - Completed by the Contractor's Surveyor
 - Copies to:
 - State Historical Society
 - County Engineer
 - Area Construction Office
 - Send Copy to District Surveyor

Final Papers to District

- Contractor has signed and returned all forms
- Send copies to District
- Complete and submit all electronic forms
- Make sure all the dates have been entered on the Contract Times tab

Quarry Road Reimbursement

- Need to be done within two weeks of the Notice of Acceptance
- Quarry Road Policy
- Check for which counties have agreements
- Form UN-0049