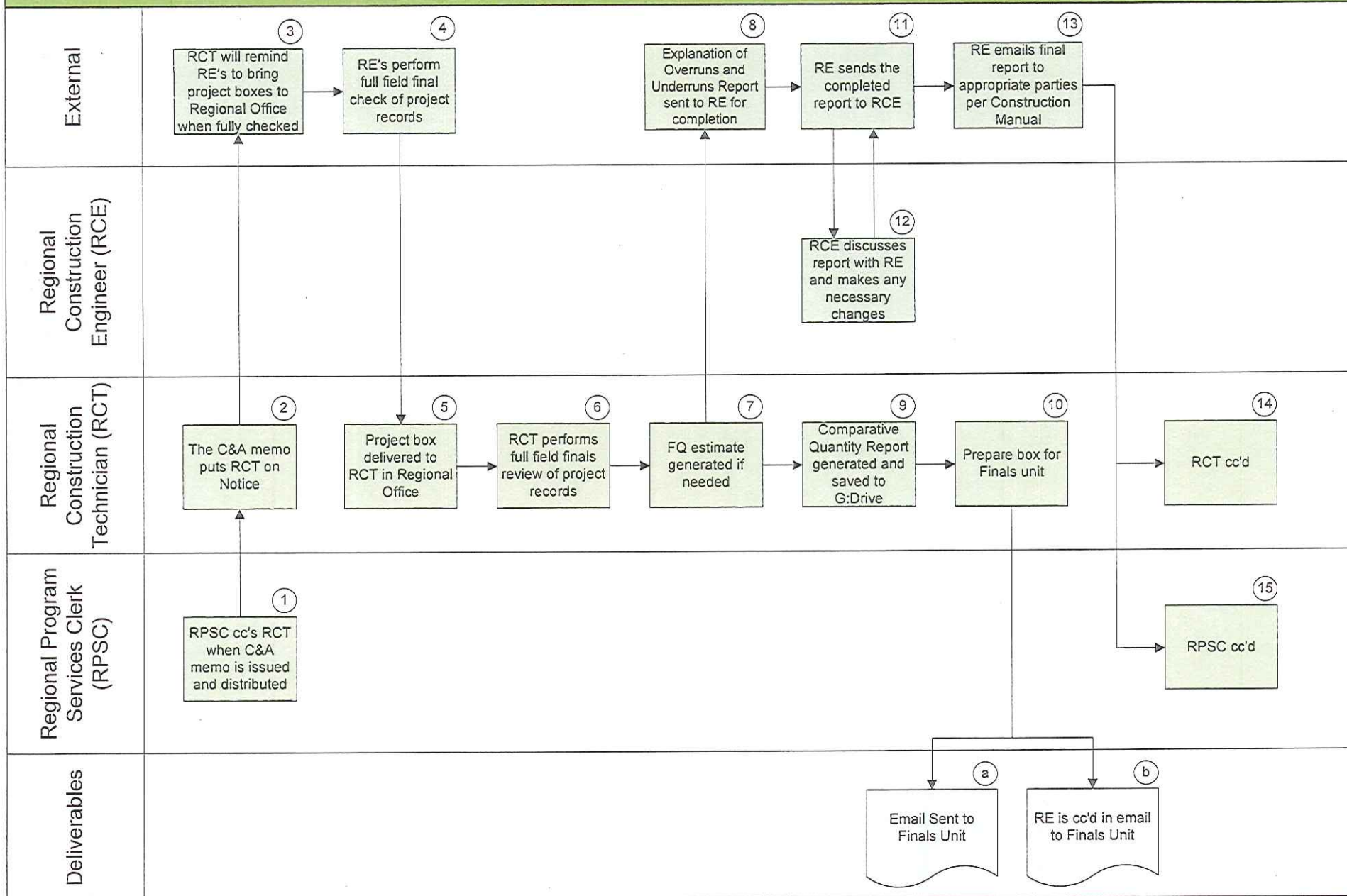


}
Tab 19
}

Regional Finals Process



Regional Finals Process
Work Instructions

Revision Date: April 19, 2012
Revision No: 1
Author: NE Region

Process Steps	Available Step Aides	Key Activities	Points of Interest
1. Regional Program Services Clerk (RPSC) cc's Regional Construction Technician (RCT) when Completion & Acceptance (C&A) is issued		RPSC cc's RCT when C&A is issued	
2. The Completion & Acceptance (C&A) memo puts Regional Construction Technician (RCT) on Notice		Receipt of the C&A memo puts RCT on notice: Project in queue	
3. Regional Construction Technician (RCT) will remind Resident Engineer (RE) to bring project boxes to Regional Office when fully checked		RCT will remind RE to bring project boxes to Regional Office when fully checked	The goal is for the project records to be red checked by the RE within 90 days after the acceptance date
4. Resident Engineer (RE) performs full field check of project records		RE is responsible for computations and checking of final quantities, Project Manager feedback, prime contractor and subcontractor evaluations, overruns/underruns reasons, etc.	The RE should also use and reference the most recent Project Box Check-off sheet
5. Project box delivered to Regional Construction Technician (RCT) in Regional Office		Project box delivered to RCT in Regional Office	
6. Regional Construction Technician (RCT) performs full field finals review of project records	RFP1	RCT performs full field finals review of project records	
7. Generate Final Quantity estimate if needed		Generate Final Quantity estimate if it has not already been processed with regular bi-weekly estimate earlier	Submitted to Headquarters same as bi-weekly estimates
8. Explanation of Overruns and Underruns Report sent to Resident Engineer (RE) for completion		Explanation of Overruns and Underruns Report sent to RE for completion	
9. Comparative Quantity Report generated and saved to G:Drive		Comparative Quantity Report generated and saved to G:Drive	
10. Prepare box for Finals Unit		Organize box for Finals Unit, Prepare "Finals" folder with all related documents including Comparative Quantity Report	
11. Resident Engineer (RE) sends the completed report to Regional Construction Engineer (RCE)		RE sends the completed report to RCE	

Regional Finals Process
Work Instructions

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Process Steps (cont'd)	Available Step Aides	Key Activities	Points of Interest
12. Regional Construction Engineer (RCE) discusses report with Resident Engineer (RE) and makes any necessary changes		RCE discusses report with RE and makes any necessary changes	
13. Resident Engineer (RE) emails final report to appropriate parties per Construction Manual		RE emails final Explanation of Overruns and Underruns Report to appropriate parties per Construction Manual	CC list includes Finals Engineer (FE), Regional Construction Engineer (RCE), Regional Construction Technician (RCT), Regional Program Services Clerk (RPSC), Project Manager (PM), and Quality Control Engineer (QCE)
14. Regional Construction Technician (RCT) cc'd		RCT cc'd	
15. Regional Construction Technician (RCT) cc'd		RCT cc'd	
Deliverables	Available Step Aides	Key Activities	Points of Interest
a. Email sent to Finals Unit	RFP2	Email sent to Finals Unit	
b. Resident Engineer (RE) is cc'd in email to Finals Unit		RE is cc'd in email to Finals Unit, which notifies the RE that the box is ready to be picked up at the Regional Office. Resident then can proceed to pick up box and contact the Finals Unit to schedule meeting	

**Vermont Agency of Transportation
Program Development Division
Construction Section**

Instructional Sheet: RFP1 – Regional Finals Review list

Revision Date: April 19, 2012

Revision No: 1

Author: NE Region

The Regional Construction Technician (RCT) will review the following items during the Regional Final Review of the project records:

1. Materials sampling complete and failing material tests are justified
2. Certifications complete
3. Stockpiles closed out
4. Adjustments resolved
5. Finals Project Box Checklist complete
6. Evaluations complete (Prime Contractor, Subcontractor, and Consultant)
7. Project Manager feedback comments complete
8. Substantial Completion Written Order complete
 - a. Extension of Time analysis complete (if required)
9. Explanations of Overruns and Underruns sent to Resident Engineer (RE)
10. Comparative Quantities Report complete
11. All dates on Completion & Acceptance memo have been correctly entered in SiteManager

**Vermont Agency of Transportation
Program Development Division
Construction Section**

Instructional Sheet: RFP2 – Regional Finals Email to Finals Unit

Revision Date: April 19, 2012

Revision No: 1

Author: NE Region

Items that need to be included in the email to Finals once the Regional Finals Process is complete:

When Extension of Time is needed:

1. Original/Adjusted Contract Completion Date
2. Substantial Completion Date
3. Weather days granted (number and dates of each)(varies between 2006 & 2011 Specifications)
4. Working days between Adjusted Completion Dates and Substantial (number and dates of each)
5. Date Overruns and Underruns Explanations report forwarded to Resident Engineer (RE)
6. Statement that project box has completed finals review and will be delivered to RE and (s)he can schedule meeting with Finals Unit

When Extension of Time is not needed:

1. Date Overruns and Underruns Explanations report forwarded to RE
2. Statement that project box has completed finals review and will be delivered to RE and (s)he can schedule meeting with Finals Unit