



Montana Department
of Transportation

CONSTRUCTION MEMO


Date Issued: April 28, 2014

Date Effective: October 1, 2013

Related Specifications: 105.17

Subject: Finalization Process

To: Distribution

From: Lisa Durbin, P.E., 
Construction Administration Services Engineer

This memo rescinds and replaces the construction memo issued September 23, 2011.

A new finalization process has been developed to comply with HB 494, new legislation that defines some of the required timeframes to final a contract. To not confuse the new process with the old one, the specifications and forms have been moved to Subsection 105.17. Some of the terminology has also been changed to match the legislation.

These are some key points in the new process:

- There is a final walk-through checklist for the EPM to use to document various steps in the process. If a date is time sensitive, it will also go into a Key Date or Checklist Event in SiteManager. If it is not time sensitive, it will only go in the checklist.
- A preliminary walk-through should be performed if at all possible. This will allow the EPM to start identifying punch-list items and missing documentation (e.g. materials certs, payrolls, etc.). This will aid in the time it takes to develop the final payment. It will also put the contractor on notice of some items, giving them the option of completing them before they leave the project.
- Instead of just tracking the final inspection, this has been expanded to a Final Walk-Through Process.
 - The Contractor submits a formal request for the final walk-through.
 - MDT has 30 days from the date of the request to perform the final walk-through and submit the punch-list with a list of deficiencies to the Contractor. The punch-list **must include everything** needed to complete the final, including missing documentation, site work deficiencies, outstanding claims, etc.
 - When the Contractor has completed the list, they submit a formal request for verification.

- MDT has 30 days from the date of the verification request to perform the walk-through verification and accept the project. If there are any deficiencies at that time, a deduction is made on the estimate as appropriate for the deficiency. The final acceptance at that time is conditional since there could be warranties that have not expired.
- When the Final Walk-Through Process has been completed, all contract-specific warranties have expired and any warranty issues resolved, if applicable, the Contractor will submit the Request for Final Acceptance.
- MDT has 90 days from the Final Acceptance to develop the final estimate and make the payment to the Contractor.
- Some of the timeframes to develop the final estimate have been reduced, but that is because part of the final will be completed during the final walk-through process.
- The draft of the final estimate will still be sent to the Contractor, but there is not a form that the Contractor submits after this. They can still dispute the final estimate, but if they do not respond, concurrence will be assumed after 10 days.
- A number of forms have been added, but most are for activities already being performed and are now being formalized. Copies of each form will be stored on the SiteManager share drive when the folders are created during contract activation.

Form Number	Form Title	Responsibility
MDT-CON-105_17_CHECKLIST	Final Walk-through Checklist	EPM
MDT-CON-105_17_1A	Preliminary Field Walk-through	EPM
MDT-ENV-105_17_1A	Preliminary MPDES/NPDES Permit Walk-through	DEES
MDT-CON-105_17_1B	Final Walk-through Request	Contractor
MDT-CON-105_17_1C	Final Walk-through Inspection	EPM
MDT-ENV-105_17_1B	Final MPDES/NPDES Permit Walk-through	DEES
MDT-ENV-105_17_CHECKLIST	MPDES/NPDES Permit Close-out Checklist	DEES
MDT-CON-105_17_1D	Final Walk-through Verification Request	Contractor
MDT-CON-409_03_8	Seal Coat Warranty Inspection	EPM
MDT-CON-105_17_2	Contractor's Certificate of Work Complete	Contractor

The contractor forms are available on the Internet at:

http://www.mdt.mt.gov/publications/forms/const_forms.shtml

The MDT forms are available on the Intranet at (internal employees only):

http://mdtinfo.mdt.mt.gov/mdt/mdt_forms.shtml#const

Information for the new process for completing the contract final and generating the final estimate and payment is posted on the Internet at:

<http://www.mdt.mt.gov/publications/manuals.shtml#con>
under Finalization Process (105.17)

Included are a flowchart and outline of the process.

The new specifications will be effective in the April 10, 2014 letting. Supplemental Specification 105.17 must be added by change order into all contracts that have not had a final walk-through (final inspection) by September 1, 2014.

If you would like additional information contact me at 444-0453.

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