

15.0 LPA-Administered Procedures

15.1 Introduction

15.1.1 Purpose

KDOT, in cooperation with the FHWA, has developed a program through which local units of government may administer their own state and federal funded projects with oversight from KDOT.

Under this program the LPA develops, and submits for approval by BLP, its own procedures for administration of projects following the guidelines contained in this section of the Manual. The purpose of this section of the Manual is to outline the responsibilities of BLP and the LPA for federal-aid and/or state-aid projects that are administered by the LPA with oversight by BLP.

MAP-21 has identified all principle arterials as being a part of the NHS. For additional procedures that involve projects with principle arterials, see [Section 15.3.2.2.11](#) below for more information.

15.1.1.1 LPA Qualification Requirements

15.1.1.1.1 Compliance Requirements

BLP will determine, by review of plans and other project documents, whether the requirements of the program have been met.

Certain minimum criteria have been established for the LPA to be approved to administer state and federal funded projects. These criteria are intended to provide verification that projects will be developed in accordance with all applicable laws, regulations, criteria, and accepted engineering practices. The following are the minimum criteria for certification and recertification:

1. LPA must have a full-time, publicly employed, licensed professional engineer in responsible charge.
2. LPA must have a full-time professional staff to administer projects.
3. BLP approval of all locally developed design criteria manuals and specifications.
4. Review by the LPA of this section of the Manual including all appendices.
5. Meet with BLP staff and discuss procedures and responsibilities.
6. Develop procedures for project development including planning, design, letting, and contract administration. These procedures shall be submitted to BLP for approval every **three years** in order to maintain their certification. All subsequent changes to the LPA's procedures shall be submitted to BLP immediately for approval.

15.1.1.2 KDOT Responsibilities:

KDOT has oversight of the projects administered under this program. In cooperation with the FHWA, KDOT has determined this oversight will include the following:

1. Determine that the LPA is suitably equipped and organized to discharge the duties of the [Code of Federal Regulations, Title 23 CFR Part 771](#).
2. Review of LPA's design and construction policies, manuals, standards, and specifications.
3. Confirm that adequate acceptance, independent assurance sampling and testing, and manufacturers' materials certifications are incorporated in the LPA's materials process.
4. Develop and approve the Project Authorization (KDOT Form 883).
5. Authorize the LPA to proceed with the project.
6. Provide environmental oversight and coordinate with resource agencies.
7. Participate in project field checks.
8. Review and concur in PS&E.
9. Request authorization of federal funds.
10. Obligate federal funds for the project.
11. Issue an Authority to Administer the project (the LPA may proceed to Advertise the project for a minimum of 30-days).
12. Concur in award of the construction contract.
13. Attend the Pre-Construction conference.
14. Create a contract in CMS for tracking of project costs and for reimbursement documentation.
15. Process LPA invoices in CMS for payment.
16. Track DBE participation monthly.
17. Determine funding participation in change orders. This includes concurrence in/approval of all change orders prior to the Contractor beginning the work.
18. Assist the LPA during construction with issues involving materials testing, inspection, and construction.
19. BLP will provide project closeout documents to KDOT Bureau of Fiscal Services including all changes from the original contract.
20. Participate in the final inspection of the project.
21. Confirm compliance with non-[Title 23 CFR Part 771](#) laws and regulations, i.e., Davis-Bacon, NEPA, Relocation Assistance Act, Buy America, Debarment, etc.

15.1.1.2.1 LPA Responsibilities:

1. Include project on applicable transportation plan. This must be complete prior to submitting [Request for Construction Project \(KDOT Form 1302\)](#). For more information, see [Section 2.0 Programming](#) in this Manual.
2. Submit a request to develop the project under the approved procedures.
3. Develop a project schedule ([City Administered Project Schedule](#)) and cost estimate.
4. Execute the project agreement through BLP and proceed with project development.
5. Submit Field Check review package in accordance with the [E-plans submittal instructions](#).
6. Conduct Field Check meeting and provide written meeting minutes to PM.
7. Submit Final Check review package in accordance with the [E-plans submittal instructions](#).
8. Submit PS&E review package in accordance with the [E-plans submittal instructions](#) (including [required contract specifications for Federal-aid projects](#).)
9. Advertise project (minimum 30-day).
10. Award construction contract.
11. Submit signed contracts and Letting Summary Documents along with Bid Tabs and PIL in Excel format to be used by KDOT Bureau of Fiscal Services.
12. Invite PM to the pre-construction meeting.
13. Provide PM with half size construction set of plans.
14. Send PM a copy of the Notice to Proceed (NTP) document.
15. Submit reimbursement requests monthly including: [Certificate of Subcontractor Work and Payment \(KDOT Form 1010\)](#) and billing summary sheet.
16. Submit change orders with necessary documentation including determination of participating and non-participating items.
17. Review materials certifications.
18. Provide PM with the Construction Summary Documents, including the FPIL ([example](#) available in the [Downloadable Forms and Documents](#) section of the [BLP website](#)) and the Notice of Acceptance.

15.2 Administration

Federal-aid fund categories and fiscal and audit responsibilities are discussed in [Section 2.0 Programming](#) in this Manual.

15.3 Procedures

15.3.1 Procedures Outline

Normal phases of project development will include Initiation; Scoping and Scheduling; Preliminary Design; Final Design; and Construction. Each phase involves activities and events needed to complete the project while verifying to KDOT compliance with applicable State Laws and Regulations as well as the [Code of Federal Regulations, Title 23 CFR, Part 771](#) and applicable Non-Title 23 CFR, Part 771 federal requirements. Activities listed are common to the various types and scopes of projects that are developed under federal aid non-full oversight procedures. Activities are designated by a number, and instructions are provided for the completion of each. Forms listed in the Activities instructions may be used, or the LPA may develop, with KDOT's approval, its own forms for submittal to KDOT to accomplish the verification.

15.3.2 Project Development Procedures for Locally Administered Projects

15.3.2.1 Initiation, Scoping and Scheduling Phase

15.3.2.1.1 LPA Project Identification – Primary Responsibility - LPA

For more information, see [Section 2.0 Programming](#) in this Manual.

15.3.2.1.2 Public Involvement – Primary Responsibility – LPA

The LPA is responsible for a public involvement process that is commensurate to the scope, complexity and potential of environmental impact of the proposed project. Public involvement should begin at the earliest stages of project development and continue throughout the project development process. It should be done in accordance with KDOT's [Sharing the Future: Public Involvement in the Kansas Transportation System](#). The level of public involvement will be dependent upon the complexity of the project, potential for significant social or environmental impacts, and amount of controversy generated. Less complex projects involving little or no environmental impact may involve only a public informational meeting. More complex projects which have a high potential for environmental impact will need early and continuous public participation during project development and extensive documentation in accordance with [Code of Federal Regulations, Title 23 CFR, Part 771](#). Documentation in these cases may be in the form of either an Environmental Impact Statement (EIS) (Class I) or an Environmental Assessment (EA) (Class III). The public involvement process flow charts included in KDOT's [Sharing the Future: Public Involvement in the Kansas Transportation System](#) provide the process used to categorize projects along with the sequence of events that need to be completed for each classification in order to comply with the federal requirements.

15.3.2.1.3 Request for Construction Project – Primary Responsibility - LPA

Once approved in the TIP, the LPA shall submit the [Request for Construction Project \(KDOT Form 1302\)](#) along with a copy of the approved TIP page showing the approved project. The LPA shall also provide a project schedule. (See [CA Rupis Schedule](#) in the *Downloadable Forms and Documents* area of the [BLP webpage](#) for an example.) Once this information is received by BLP, the project shall be programmed. After review, the BLP shall generate the Project Authorization (KDOT Form 883) and create the City/State Agreement.

For more information, see [Section 2.0 Programming](#) in this Manual.

15.3.2.1.4 Project Authorization (KDOT Form 883) - Primary Responsibility - BLP

For information, see [Section 2.0 Programming](#) in this Manual.

15.3.2.1.5 Project Agreement – Primary Responsibility –BLP

For information, see [Section 2.0 Programming](#) in this Manual.

15.3.2.1.6 Environmental Process – Primary Responsibility – BLP

When the project is authorized and the Project Authorization (KDOT Form 883) is executed, the KDOT Bureau of Right of Way, Environmental Services Section (ESS) will perform initial reviews and make initial contacts with the environmental regulatory agencies to ascertain the potential for environmental impacts. For more information, see [Section 4.0 Environmental](#) in this Manual.

15.3.2.2 Preliminary Design**15.3.2.2.1 Consultant Selection Process – Primary Responsibility – LPA**

For information, see [Section 3.0 PE Consultant Selection and Agreement](#) and [Section 8.0 CE Consultant Selection and Agreement](#) in this Manual.

15.3.2.2.2 Consultant Selection Process Certification – Primary Responsibility – LPA

When federal funds are used in the preliminary engineering, the LPA will provide KDOT a certification that appropriate steps have been completed and that the process complied with all applicable regulations. Any work done prior to obligation of federal funds will be non-participating.

For more information, see [Section 3.0 PE Consultant Selection and Agreement](#) and [Section 8.0 CE Consultant Selection and Agreement](#) in this Manual.

15.3.2.2.3 Field Surveys - Primary Responsibility – LPA

The LPA is responsible for the acquisition of all survey and geotechnical data that is necessary for the development of the plans. Data gathering techniques and procedures will be commensurate with the complexity of the project and will be in accordance with State statutes and accepted survey practices.

15.3.2.2.4 Design Exception Request – Primary Responsibility – LPA

For information, see [Section 5.0 Plan Development](#) in this Manual.

15.3.2.2.5 Field Check Plans Preparation and Submittal – Primary Responsibility – LPA

The development of Field Check plans by the LPA shall be in accordance with recognized prevailing design criteria which are provided in [Appendix A](#). The LPA may request use of local criteria as long as they are consistent with these criteria/guidelines. The LPA administering the project is responsible for the completeness and accuracy of the plans. KDOT's [Design Manual](#), Volume 1 (Part A and B), Road Section, Section 2.3, FIELD CHECK PLANS is the guide for plan preparation.

The LPA shall provide electronic Field Check plans and project cost estimate, per the instructions on submitting [E-Plans](#), to BLP for KDOT distribution, review and processing.

15.3.2.2.6 Field Check Plans Review - Primary Responsibility – BLP

BLP will distribute the Field Check plans for review within KDOT and external agencies, as applicable.

15.3.2.2.7 Field Check Meeting and Report - Primary Responsibility – LPA - Coordination with BLP

The LPA will schedule the Field Check meeting time and location in coordination with BLP, Consultant and all other necessary parties. The LPA will conduct and take minutes of the meeting. The Consultant or LPA will provide sets of plans for use at the meeting. BLP will review comments and will discuss any necessary actions with LPA and Consultant. After the meeting, the Consultant or the LPA will distribute meeting minutes and provide BLP with a response to the issues identified/discusses in the meeting. When BLP receives the meeting minutes and issues response, BLP will generate a Field Check Report and provide to the LPA, Consultant, and all other necessary parties.

15.3.2.2.8 Environmental Process Continuation - Primary Responsibility –LPA

For information, see [Section 4.0 Environmental](#) in this Manual.

15.3.2.2.9 Public Involvement Process Continuation - Primary Responsibility – LPA

Although the public is involved in the early stages of project development for the more complex projects, additional public input may be needed in the early stages of preliminary design so that public opinion can be reflected in final design. Informational meetings may be needed at this stage along with environmental

investigations in order to confirm the Class of Action shown on the Project Authorization (KDOT Form 883) and/or to provide input for use in the appropriate environmental documents.

15.3.2.2.10 Public Interest Finding – Primary Responsibility - LPA

If the LPA requests to use a proprietary product, the LPA shall submit a PIF to BLP explaining the need for the proprietary product and why it is in the public's best interest to allow it. The BLP shall review the PIF and approve or deny the PIF.

15.3.2.2.11 NHS Approval Procedure – Primary Responsibility - LPA

For projects on principle arterials, the LPA must request special approval to administer federally funded projects on the NHS. This request needs to document the reasons for the request and be submitted to BLP for approval.

15.3.2.3 Final Design

15.3.2.3.1 Design Exception Approval – Primary Responsibility – BLP

BLP will respond to the LPA approving or denying any design exception request. Requests made prior to Field Check will be addressed as a part of the Field Check discussions. When the request is made after or as a result of Field Check, the approval may be made prior to Final Check plans review if sufficient plan information is available on the Field Check plans or submittal of other details with the request. Approved items will be reflected in the Design Summary Document.

For more information, see [Section 5.0 Plan Development](#) in this Manual.

15.3.2.3.2 ROW Activities Initiated - Primary Responsibility – LPA

For information, see [Section 6.0 Right of Way](#) in this Manual.

15.3.2.3.3 Utility Adjustments Initiated – Primary Responsibility – LPA

Coordination with affected utility companies may begin at any time in the project development process. Early coordination is recommended in order to minimize negative impacts on the project schedule.

15.3.2.3.4 Environmental Review Process – Primary Responsibility – KDOT

All environmental reviews and clearances (such as noise, air quality, farmland, archaeological, historical, wildlife, Section 4(f), etc.) will conform to applicable federal and state law. When the reviews are complete and all agencies have submitted their comments, KDOT's Environmental Services Section will transmit a

“Status of Project’s Environmental Concerns – Final” memo to BLP. Once received by BLP, the PM will distribute to the LPA.

15.3.2.3.5 NEPA Documentation Completion – Primary Responsibility – LPA/BLP

For information, see [Section 4.0 Environmental](#) in this Manual.

15.3.2.3.6 ROW Acquisition Completion – Primary Responsibility – LPA – Coordination with BLP

[Right of Way Clearance for Federal Aid Projects \(KDOT Form 1306\)](#) must be completed and returned to BLP on all projects even if no rights of way are being acquired.

For more information, see [Section 6.0 Right of Way](#) in this Manual.

15.3.2.3.7 Utility Adjustments Completion – Primary Responsibility – LPA – Coordination with BLP

For information, see [Section 7.0 Status of Utilities](#) in this Manual.

15.3.2.3.8 Permits Obtained – Primary Responsibility – LPA

For information, see [Section 4.0 Environmental](#) in this Manual.

15.3.2.3.9 PS&E Package Submittal – Primary Responsibility – LPA

The LPA will submit to BLP all necessary documentation for the PS&E approval. As a minimum, this documentation will include completed plans, project specifications and bid documents, engineer’s estimate of probable cost, [Status of Utilities \(KDOT Form 1304\)](#), [Right of Way Clearance for Federal Aid Projects \(KDOT Form 1306\)](#) and [List of Permits and Status of Same \(KDOT Form 1307\)](#), and an LPA Design Summary Document certifying compliance with appropriate criteria. This shall all be submitted to the PM electronically via the [FTP site](#).

PS&E documents shall be submitted a **minimum of 30 days** prior to the desired advertisement date.

15.3.2.3.10 PS&E Review – Primary Responsibility – BLP

Upon receipt of the PS&E package from the LPA, BLP will review the documents to confirm that the project complies with State and/or Federal requirements.

The estimate will be distributed by BLP to the Program Consultant in KDOT’s Office of Contract Compliance to determine the DBE goal. Once the PM receives the DBE Goal, the LPA will be notified so that the DBE Goal may be updated in the project proposal.

The PM will review the LPA's documents to verify that all required specifications are included. Federal-aid projects have [Required Contract Specifications](#) that must be included.

Upon completion of the review, PS&E approval by the STE will be obtained to allow the LPA to advertise. The project must be advertised for a **minimum of 30 days** prior to the opening of bids.

15.3.2.3.11 Additive Work – Primary Responsibility – LPA – Coordination with BLP

The use of additive work bidding will require prior approval from the PM.

If the LPA chooses to include additive work bidding procedures, the LPA shall be required to prioritize the additions in order of consideration. Selection of the Contractor shall be based on the sum of the base bid plus the selected additive work items in order of consideration. If the LPA has any questions regarding the procedures for this, please contact the PM to discuss.

15.3.2.3.12 Obligation of Funds – Primary Responsibility – BLP/FHWA

After PS&E plans and documents have been approved by BLP, KDOT BPPM will request FHWA to obligate the project's federal funds.

Once the funds have been obligated, the PM will submit the Authority to Administer the project for signature by the STE.

Once the Authority to Administer has been signed by the STE, it will be submitted to the LPA via electronic memo ([Authority to Bid](#)) by email. The LPA shall advertise the project for a **minimum of 30 days**.

15.3.2.3.13 Contract Addenda – Primary Responsibility – LPA – Coordination with BLP

If it is necessary that changes must be made after a project is advertised, project addenda shall be provided to all potential bidders and shall be issued with sufficient time for contractors to prepare their bids. Copies of all addenda shall be submitted to BLP for review and to confirm that the previous PS&E approval continues to be valid after the changes are made. The LPA shall not let the project to bids until all applicable addenda have been approved by the BLP.

15.3.2.3.14 Construction Engineering Agreement – Primary Responsibility – LPA – Coordination with BLP

For information see [Section 8.0 CE Consultant Selection and Agreement](#) in this Manual.

15.3.2.3.15 Public Involvement Continuation – Primary Responsibility – LPA

The public involvement process should be continuous and provide input from interested parties throughout the project development.

15.3.2.4 Letting**STATEMENT OF POLICY**

The Kansas Department of Transportation's [Construction Manual](#) (CM), [Standard Specifications for State Road and Bridge Construction](#) (Standard Spec), required contract provisions, and recurring special provisions have been approved by the Federal Highway Administration (FHWA) for use on highway and similar construction projects when Federal money is involved as a means to comply with Federal laws and regulations. Therefore, when projects sponsored by local units of government involve federal money, all letting and construction activities shall be regulated by these documents. All activities contained therein are not listed below as procedures to follow since not all activities are applicable to LPA's projects; however, as foreseen and unforeseen situations arise during the course of a project that are not covered below, policies and procedures contained in the CM and Standard Spec shall be used to resolve the situation.

These procedures and regulations were written for KDOT personnel; however, since these projects involve federal monies and are being completed with oversight of KDOT, appropriate representatives of the local units of government should use the procedures and regulation as if they were written for their use.

Exception: The LPA can use their own specifications and procedures if they have been reviewed and approved by KDOT.

15.3.2.4.1 Letting Process -- Primary Responsibility –LPA**15.3.2.4.2 Project Schedule and Plans Distribution - Primary Responsibility – LPA**

After PS&E approval, the LPA will confirm the project letting date and provide full, complete and accurate plans, specifications and special provisions for examination purposes by interested and qualified contractors. These will be made available **at least 30 days before** the scheduled letting date.

15.3.2.4.2.1 Advertisement - Primary Responsibility-LPA

After the date is set for receipt of proposals, the LPA will give notice of such letting to prospective bidders. The notice shall conform to the requirements set forth in KDOT's "Standard Specifications for State Road and Bridge Construction", [Section 102.1](#).

15.3.2.4.3 Contractor Prequalification – Primary Responsibility – LPA

The LPA shall use KDOT's list of pre-qualified contractors or establish a list in accordance with KDOT's SOMs. Requests by contractors to sublet any portion of the work shall be submitted to the LPA using the procedures outlined in KDOT's "[Construction Manual](#)", Section 2.09.01 "Subcontracting" or the LPA's procedures may be followed if approved by KDOT.

15.3.2.4.4 Contract Documents - Primary Responsibility- LPA

The LPA shall be responsible for the completion, execution and implementation of all contract documents, which may include, but are not limited to, proposals, notice to contractors, special provisions, bidding requirements and conditions (KDOT's "Standard Specifications for State Road and Bridge Construction", [Section 102](#)), bid bond, and the proposal schedule. The [Required Contract Specifications](#) shall be included on all Federal-aid projects.

Note: [Davis-Bacon wage rates](#) used for a project shall be those in effect **no more than 10 days** prior to the letting. Per FHWA, "A contracting agency is responsible for incorporating the applicable wage rate determination into each federally-assisted contract entered into pursuant to competitive bidding procedures. When notice of a change to a wage determination is published in the Federal Register 10 days or more before the opening of bids, the USDOL requires that the new wage determination be incorporated into the contract by amendment. [29 CFR1.6\(c\)\(3\)\(i\)](#)".

15.3.2.4.4.1 Public Opening of Proposals – Primary Responsibility – LPA

The LPA shall be responsible for the letting place and schedule and for the notification of interested participation of the same. The LPA shall conduct the letting in accordance with state laws and regulations. Proposals shall be opened and read in public at the time and place indicated in the Notice to Contractors. This procedure shall follow instructions listed in [Sections 102.15-17](#) of KDOT's "Standard Specifications for State Road and Bridge Construction".

15.3.2.4.5 Letting Review and Authority to Award**15.3.2.4.5.1 Bid Analysis - Primary Responsibility – LPA/KDOT**

The LPA will, after the proposals are opened and read, evaluate the bids to confirm that funds are being spent in the most effective manner, that there was good competition in the bidding, and the lowest practicable price for the project was received. The review will include a comparison of the bid prices with respect to the Engineer's Estimate and other factors that may include the following:

- Number of bids
- Distribution or range of the bids
- Identity and geographic location of the bidders
- Urgency of the project
- Unbalancing of the bids

- Current market conditions and workloads
- Comparison of bid prices with similar projects in recent lettings
- Justification for significant bid price differences
- Potential for savings if the project is re-advertised
- Other factors as warranted

As a part of this review, the LPA must review the bids for collusion. The LPA shall identify their bid reviewing process in their project development manual. The Department of Justice, Antitrust Division has a [Red Flags of Collusion checklist](#) to help prevent and detect collusion.

Copies of all detailed bids will be submitted to KDOT for a cursory review by the BCM.

15.3.2.4.5.2 Bid Approval - Primary Responsibility – LPA – Coordination with BLP

The proposals shall be considered by the LPA in accordance with [Section 103.1](#) of KDOT's "Standard Specifications for State Road and Bridge Construction". Once reviewed, the lowest responsible and responsive bidder should be approved. If any of the required certifications have not been signed by the Contractor, their bid is considered to be non-responsive and shall not be accepted. In addition, the DBE goal for the project must be met in order for the bid to be considered responsive. The LPA shall submit to BLP its recommendation for award, detailed bids from all bidders, and copies of all required certifications for the apparent low bidder ([Checklist for Authority to Award](#)).

15.3.2.4.5.3 Concurrence in Award - Primary Responsibility - BLP

BLP will review the information submitted by the LPA and confirm that all requirements have been satisfactorily met. When it has been determined that all requirements are met, the LPA will submit "[Authority to Award Contract](#)" document for STE execution. The executed "[Authority to Award Contract](#)" document will then be sent to the LPA.

15.3.2.4.5.4 Award and Execution of Contract – Primary Responsibility - LPA

Upon notification of the "Authority to Award" from KDOT, the LPA shall award and execute a contract in accordance with [Section 103](#) of KDOT's "Standard Specifications for State Road and Bridge Construction", or the LPA's procedures may be used if approved by KDOT.

An electronic copy of the executed contract with all required certifications will be submitted to the PM prior to issuing the Notice to Proceed.

15.3.2.4.6 Letting Summary Document - Primary Responsibility – LPA

Upon completion of the Letting Phase, the LPA shall provide BLP with a "[Letting Summary Document](#)" that certifies the letting process has been completed and the contract has been awarded in accordance with the requirements of this document as well as Section 102, 103, and 104 of the KDOT "Standard Specifications for

State Road and Bridge Construction”. The “[Letting Summary Document](#)” shall be submitted to the PM prior to issuing the Notice to Proceed.

An example of the “[Letting Summary Document](#)” is included in [Appendix A](#) of this section. A breakdown of the project construction costs (Bid Item List) by work type (i.e., roadway, surfacing, bridges, traffic signals, and common items) and with non-participating items identified shall be submitted to BLP at this time.

15.3.2.5 Construction Phase

15.3.2.5.1 Pre-Construction Meeting – Primary Responsibility - LPA/KDOT

The LPA shall coordinate with the PM regarding the Pre-Construction Conference date and location.

15.3.2.5.2 Notice to Proceed - Primary Responsibility - LPA

Following the instructions in [Section 108.1](#) of KDOT’s “Standard Specifications for State Road and Bridge Construction”, the LPA shall provide a written notice to the Contractor to proceed with the contract work including, when applicable, the date for commencement of the contract time for performance. This notice shall be submitted to BLP electronically.

15.3.2.5.3 Contract Administration - Primary Responsibility - LPA - Coordination with KDOT

The LPA is responsible for implementing and controlling the work described and required in the project contract including requirements of the Construction Engineering agreement. Control of the work should follow instructions provided in Sections 2.07 through 2.13 of KDOT’s “[Construction Manual](#)”, current edition. Traffic is to be handled during construction in accordance with the plans and the current edition of FHWA’s “[Manual on Uniform Traffic Control Devices](#)” (MUTCD). Monitoring shall be performed to confirm the Contractor’s compliance with Davis-Bacon wage requirements, EEO, DBE, and other contractual requirements.

The LPA shall pay the Contractor and submit a voucher for reimbursement to BLP on a **monthly** basis. Appropriate data shall be provided to justify the amount of reimbursement requested and non-participating amounts clearly noted, with a billing summary sheet. The voucher shall be checked by BLP and processed for payment. A copy of the [Certificate of Subcontractor Work Payment \(KDOT Form 1010\)](#) shall be included with all reimbursement requests. The LPA shall keep an accounting record of each work phase.

The LPA shall maintain contact with BLP throughout the project. The LPA shall submit monthly construction progress reports to the Local Construction Manager. BLP will conduct audits of documentation, certifications and billing during this time. BLP shall be invited to all project progress meetings; given 24 hour advance notice for all paving operations, concrete or asphalt work; and be invited in the final inspection.

15.3.2.5.4 Change Orders - Primary Responsibility - LPA - Coordination with KDOT.

Often changes occur during construction of a project that requires adjusting the compensation paid to a Contractor. All changes must be within the scope and limits of the project. All Change Orders require approval from the PM before the work is initiated. KDOT will provide email concurrence on all changes within **3 business days**. If the LPA does not receive prior approval, the items on that change order may be deemed non-participating, as per the “Code of Federal Regulations”, Title [23 CFR 635.120](#). KDOT’s role is to provide general administrative oversight and to determine the amount of federal participation. All Change Orders shall be submitted to BLP for entry into CMS.

Change Orders will be submitted using the unit prices from the original bid tabs when possible. If unit prices for the work aren’t included in the original paid items list, the LPA and Contractor will negotiate a price. The LPA will conduct a cost analysis and submit the proposal from the Contractor as backup documentation to BLP. If line items are deleted or zeroed out by Change Order, they will be listed at the bottom of the pay estimate, in the change order section, as negative amounts. Line items shall never be completely removed from the original bid tabs/paid items list. When changing an existing item you must use the existing unit price.

Non-Participating items shall be clearly marked on the original bid tabs, plans, pay estimates and change orders. Email correspondence regarding the prior approval and determination of federal participation of the change order items, between the LPA and KDOT, shall be submitted as backup documentation with Change Orders. Once the determination of participation has been made, the items will be marked on the pay estimates if non-participating.

When following these procedures, reimbursement of funds shall be accomplished on a monthly basis when the LPA submits a proper billing and certification that the project is being constructed within compliance of approved plans and specifications. Billing shall be by CMS work phases which include Preliminary Engineering (PE), Right of Way (ROW), Utilities, Construction Engineering (CE) and Construction. Each CMS work phase is identified in the work phases included in this Manual.

The LPA will conduct a cost analysis of all changes to the contract included in the change order request. Per KDOT’s “Standard Specifications for State Road and Bridge Construction”, [Section 104.9a](#), all direct and indirect costs associated with the Contract Change, including labor, materials, equipment, overhead, profit, impact costs and other costs for which the Contractor claims compensation is owed. Do not include prohibited costs as listed in Subsection 104.9c.

All changes must be listed on the FPIL, and units and unit prices must be the same as on the Bid Item List. For example, if the bid item is 1 LS \$10,000, it can only be adjusted in \$10,000 increments.

When receiving Federal-aid for inspection, the LPA will submit requests for reimbursement to the PM, with proper documentation.

15.3.2.5.5 Public Involvement Complete – Primary Responsibility – LPA

Public involvement is a continuous and ongoing process during project development and should continue through the construction phase. The LPA is responsible to implement measures, appropriate for the specific project, to keep the public informed of project activities and to respond to their input.

15.3.2.5.6 Materials Certification - Primary Responsibility - LPA

The LPA is responsible for materials certifications as documented in KDOT's "Construction Manual", [Section 2.07](#), and KDOT's "Standard Specifications for State Road and Bridge Construction", [Section 2600](#). These certifications will verify the Contractor has furnished materials that meet specified requirements.

Materials sampling, testing procedures and materials certification requirements must be included in the LPA procedures manual and followed on each project. Materials testing personnel must be properly certified.

See KDOT's "Standard Specifications for State Road and Bridge Construction", [Section 106](#) for information on QC/QA or Verification testing.

Materials testing personnel performing materials tests on Federal-aid projects must be witnessed by BCM personnel. Mass witnessing events take place in each KDOT District on a yearly basis. Most consultants already participate. It is the LPA's responsibility to contact the local KDOT construction office to inquire about mass witnessing events.

15.3.2.5.7 Final Closeout - Primary Responsibility – LPA

Once the project is substantially complete, the LPA will coordinate with the Contractor, the Inspector, the Designer, and the PM to perform a walk-through of the project. Any corrective measures to be addressed by the Contractor will be noted and a schedule to complete the corrective work (if any) will be determined. Once the LPA is satisfied that the project is complete, they will begin the final closeout process for the project.

The LPA is responsible for creating and submitting the following documents to the PM:

- **Notice of Acceptance.** This document notifies the Contractor that the LPA has accepted the project and that the Contractor is relieved of their responsibility for maintenance of barricades, lights and watchmen, and will no longer be required to perform additional work or maintenance.
- **DBE Summary Report.** This document shows that the DBE goals were met.
- **Construction Summary Document.** This document certifies that all project activities (PE, CE, and Construction) have been completed in accordance with federal and state laws and regulations as well as KDOT's "Construction Manual" and/or the LPA's approved procedures manual. The

document will include a final statement that the Contractor has provided appropriate materials certification for the project.

- **Final Acceptance of Federal-Aid Project Constructed Under Exempt Oversight.** This document states the LPA's acceptance of the project and compliance with all federal regulations and material certifications.
- **State of Kansas Project Completion Certificate (PR-77).** This document certifies that all tax exempt materials purchased under the exemption certificate were incorporated into the project.
- **Paid Items List by Work Type.** This document provides a final breakdown of costs by work type (i.e., roadway, surfacing, bridges, traffic signals, and common items) with the participating and non-participating items clearly separated. It must include all costs associated with the project regardless of funding source.
- **Final Invoice.**

Examples of these documents are provided in [Appendix A](#) below.

15.3.2.5.8 Project Audit - Primary Responsibility – KDOT

Costs shall be audited according to the "The Single Audit Standards" set forth in [Federal O.M.B. Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations"](#) and in the "Code of Federal Regulations", Title [49 CFR 18](#).

15.3.2.5.9 Final Payment - Primary Responsibility – KDOT

After the audit is completed, KDOT will submit the final claim to FHWA. After FHWA concurs with the final claim, KDOT will provide the LPA with a "Final Statement of Costs" for final settlement.

Appendix A – Index of Items

Authority to Bid

Required Contract Provisions

Checklist for Authority to Award

Authority to Award Contract Document from LPA

Letting Summary Document

Final Transmittal

Notice of Acceptance

DBE Summary Report

Construction Summary Document

Final Acceptance of Federal-Aid Project Constructed Under Exempt Oversight

Project Completion Certificate (PR-77)

Paid Items List by Work Type

Final Invoice

Authority to Bid

April 23, 2009

Re: 46 N-0373-01
College Boulevard, Pflumm to US-69
City of Overland Park
Johnson County

Mr. Justin Nickel
Public Works
City of Overland Park
8500 Santa Fe Drive
Overland Park, Kansas 66212

Dear Mr. Nickel,

Attached is a copy of the PS&E approval from the Deputy Secretary for Engineering/State Transportation Engineer. The Plans, Specifications, and Estimate (PS&E) were approved on 4/21/09 for the above referenced project and the Federal Highway Administration has approved the obligation of funds for this project. Therefore, the City is hereby authorized to take bids for contract after a minimum 30-day advertisement.

After the bids have been opened and the City has identified the lowest responsible bidder, please submit a copy of the low bidder's bidding documents, a copy of the bid tabs, and a copy of the DBE's acceptance of his subcontract offer to this office. Upon satisfactory review by the KDOT, we will authorize the City to award the contract and issue the Notice to Proceed.

Sincerely,

Adam Pritchard, P.E.
Project Development Engineer

AMP
Attachment

c: J. Michael Bowen, P.E., FHWA
Daniel Miller, P.E., Senior Civil Engineer, City of Overland Park
Rosie Ingram, Chief, Bureau of Program & Project Management
Pam Anderson, Chief Accountant-Federal Aid & Projects Accounting, w/attachment (orig.)
file, w/attachment (copy)

Required Contract Provisions

Instructions for KDOT's Administrators of Local-Let Projects

The following two (2) paragraphs must be placed above the signature line in the bidding document. You must also revise the Required Contract Provisions (RCP) paragraph to match the funding source:

- Include I and IV RCP for **all** projects.
- Include II and III RCP for Federal funded projects

*Paragraph #1***REQUIRED CONTRACT PROVISIONS:**

The current versions of the following Required Contract Provisions (I-IV) require the Contractor to furnish information. The Contractor shall complete and submit with its proposal these provisions. The City of _____ **will reject** proposals that fail to contain completed Required Contract Provisions I, II and III and **may reject** proposals that fail to contain completed Required Contract Provision IV.

I.	08-10-66 (LPA)	Certification – Non-collusion & History of Debarment
II.	04-26-90 (LPA)	Declaration – Limitations on Use of Federal Funds for Lobbying
III.	07-19-80 (LPA)	DBE Contract Goal
IV.	01-01-11 (LPA)	Tax Clearance Certificate

*Paragraph #2***CERTIFICATION:**

I CERTIFY THAT I AM AUTHORIZED TO REPRESENT THE CONTRACTOR IN PREPARING AND PRESENTING THIS PROPOSAL. I CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING (INCLUDING, BUT NOT LIMITED TO, THE INFORMATION CONTAINED IN THE REQUIRED CONTRACT PROVISIONS REFERENCED ABOVE) IS TRUE AND CORRECT. EXECUTED ON _____ (DATE).

Revised 10/2014

RCPs and Certification

Checklist for Authority to Award

ITEMS REQUIRED FOR AUTHORITY TO AWARD

PROJECT _____

LETTING DATE _____

- ☐ All required provisions that were included during PS&E review are still included?
- ☐ LPA reviewed bids for collusion (memo)?
- ☐ Submit bid tabs to Construction & Materials for review.
- ☐ Receive comments from Construction & Materials regarding review of bid tabs?
- ☐ 04-26-90: Declaration - Limitations on Use of Federal Funds signed by Contractor?
- ☐ 08-10-66: Certification – Non-collusion and History of Debarment signed by Contractor?
- ☐ 07-19-80: DBE Contract Goals completed and signed by Contractor?
- ☐ DBE Commitment Letter signed by DBE?
- ☐ 01-01-11: Tax Clearance Certificate completed and signed by Contractor?
- ☐ Does listed DBE participation equal or exceed the established DBE goals?
- ☐ Are listed DBE contractors on the approved DBE list?

Revised 10/2014

Checklist for Authority to Award

Authority to Award Contract Document from LPA

December 1, 2014

John Smith
Bureau of Local Projects
Kansas Department of Transportation
Dwight D. Eisenhower State Office Building
700 SW Harrison Street, 3rd Floor
Topeka, KS 66603-3745

XX N-XXXX-01
GEOMETRIC IMPROVEMENTS - CITY OF ANYTOWN

Dear Mr. Smith:

Please find the attached AUTHORITY TO AWARD CONTRACT COMMITMENT OF FEDERAL/STATE FUNDS that has been executed by the City of Anytown. You will also find a copy of the bid tabulation resulting from the letting on November 30, 2014, and the required contract documents indicating Contractor compliance with the following items:

- Certification – Non-collusion and History of Debarment;
- Declaration - Limitations on use of Federal Funds for Lobbying;
- Certification - Contractual Services with a Current Legislator or a Current Legislator's Firm;
- DBE Contract Goals (DBEs are on the approved KDOT list); and
- DBE subcontractor commitments.

Acme Construction Company, the design consultant, and Anytown staff have reviewed the detailed bid tabulations and compared them with other recent bid lettings on similar projects in the City of Anytown. We find no evidence of contractor collusion or bid rigging.

We are requesting KDOT authorization, so we can award this contract by December 15, 2014. Please return the fully executed copy to my attention.

If you have any questions or comments, please contact me as soon as possible.

Sincerely,
Sally Jones, PE
Project Manager, Anytown, KS

Attachment

Letting Summary Document

LETTING SUMMARY DOCUMENT

July 9, 2009

Project College Boulevard Widening from Pflumm to U.S. 69, KDOT Project No. 46 N-0373-01Johnson County

MEMORANDUM TO: Bureau Chief - Bureau of Local Projects

The above referenced project was advertised in publications listed below on the dates indicated in accordance with Section 102.01 KDOT's Standard Specification for State Road and Bridge construction, current edition.

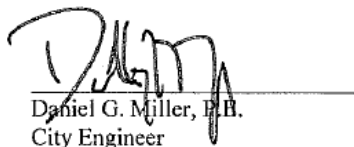
<u>Publication</u>	<u>Date Advertised</u>
<u>Kansas Register</u>	<u>April 30, 2009</u>
<u>Overland Park Sun</u>	<u>April 29, 2009</u>

Contractors were prequalified in accordance with KDOT's Standard Specification for State Road and Bridge Construction, current edition, and KDOT's Construction Manual or they were taken from KDOT's list of pre-qualified contractors.

Contract documents that were used fulfilled federal and state requirements in regard to letting procedures and other items listed in Sub-Activity DI-5 of the "Project Development and Design Manual For The Preparation of Road and Street Plans - Volume II."

Public opening of the proposals took place June 2, 2009 at Overland Park City Hall, 8500 Santa Fe Drive, Overland Park, Kansas in accordance with State Laws and Regulations and section 102.15-17, KDOT's Standard Specification for State Road and Bridge Construction, current edition.

The bid of the lowest responsible and qualified bidder was accepted and contracts were awarded on June 15, 2009 in accordance with Section 103, KDOT's Standard Specification for State Road and Bridge Construction, current edition.



Daniel G. Miller, P.E.
City Engineer

Final Transmittal

January 8, 2014



Ed Thornton, P.E.
Bureau of Local Project
Kansas Department of Transportation
700 SW Harrison
Topeka, KS 66603-3754

RE: 46 N-0568-01
151ST & MAHAFFIE GEOMETRIC IMPROVEMENTS PROJECT
CITY OF OLATHE (PN 3-C-002-11)

Dear Ed:

I am enclosing the following documents in order to complete the final closeout of the subject project and receive final payment reimbursement up to the agreed cap amount:

- Notice of Acceptance
- DBE Summary Report
- Construction Summary Document
- Final Acceptance of Federal-Aid Projects Constructed Under Exempt Oversight
- State of Kansas Project Completion Certificate
- Paid Items List by Work Type
- Final Invoice

The final construction invoice for payment in the amount of \$6,345.16 has been sent to you in the Topeka office. This final amount represents the total reimbursements requested for this project less retainage.

Please call me at (913) 971-9032 if you have any questions regarding the attached paperwork or request.

Sincerely,

Therese Mersmann, P.E.
Capital Projects and Development Manager

Notice of Acceptance

CITY OF OLATHE

NOTICE OF ACCEPTANCE

X OF CONTRACT

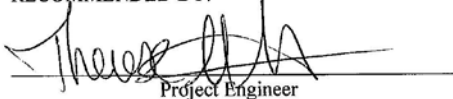
___ OF PORTION OF CONTRACT

TO Gunter Construction Company CONTRACTORCITY OLATHE PROJECT NO. 3-C-002-11 KDOT PN 46 N-0568-01TYPE OR
BRIDGE NO. Turn Lane Addition LENGTH OF PROJECT: NET 0.122 KILOMETERSGROSS 0.122 KILOMETERSPREVIOUS SURFACE TYPE Asphalt NEW SURFACE TYPE AsphaltDATE CONTRACTOR COMPLETED WORK November 14, 2013

You are hereby notified that the contract described as follows: 400 L.F. of turn lane addition with demolition and removal of existing curbs and pavement, storm sewer modifications, traffic signal modifications, and all other related work and appurtenances necessary to complete the project.

was accepted on November 14, 2013 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:


Project Engineer

APPROVED BY


City Engineer

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

CONTRACTOR _____

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 Maintenance on the date of acceptance of the project.

2/10/98

City Form V-2398

DBE Summary Report


City of Olathe

DBE SUMMARY REPORT

MEMORANDUM TO: Bureau Chief, Bureau of Local Projects

Date: December 5, 2013Project: 151st & Mahaffie Geometric Improvements
Johnson CountyKDOT Project No. 46N-0568-01Contractor: Gunter Construction CompanyContract Amount: \$153,086.98

<u>DBE</u> <u>SUBCONTRACTOR</u>	<u>SUBCONTRACT</u> <u>AMOUNT</u>	<u>ITEMS</u> <u>PERFORMED</u>
Tenoch Construction, Inc	\$13,000	7


Project Engineer

Construction Summary Document

CONSTRUCTION SUMMARY DOCUMENT

DATE: December 1, 2014

Project: XYZ Geometric Improvements ProjectLocation: Nowhere County

MEMORANDUM TO: Bureau Chief, Bureau of Local Projects

Notice to proceed on the referenced project(s) was issued to Acme Construction Company Contractor(s) on April 1, 2014 in accordance with Section 101.43, KDOT's Standard Specification for State Road and Bridge Construction, current edition.

Contract administration was completed in accordance with the requirements referenced in Section 15.3.2.5, LPA Project Development Manual.

Notice of Acceptance of the contracted work was issued to the contractor(s) in accordance with Section 105.17, KDOT's Standard Specification for State Road and Bridge Construction, current edition.

Materials Certification was completed in accordance with Section 2.07, KDOT's Construction Manual, current edition, and Section 2600, KDOT's Standard Specification for State Road and Bridge Construction, current edition.

Preliminary Engineering (PE) performed by the PE consultant was accepted as complete.

Construction Engineering (CE) performed by the CE consultant was accepted as complete.

City Engineer

Final Acceptance of Federal-Aid Project Constructed Under Exempt Oversight

CITY OF OLATHE

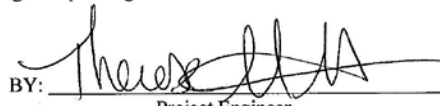
FINAL ACCEPTANCE OF FEDERAL – AID PROJECTS
CONSTRUCTED UNDER EXEMPT OVERSIGHTKDOT PROJECT NO. 46-N-0568-01 CITY: OLATHE

DESCRIPTION OF IMPROVEMENT AS PROGRAMMED: 400 L.F. of turn lane addition with demolition and removal of existing curbs and pavement, storm sewer modifications, traffic signal modifications, and all other related work and appurtenances necessary to complete the project.

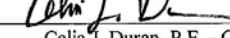
CONTRACTOR'S NAME:	CONTRACT AMOUNT:
Gunter Construction Company	\$153,086.98

NOTICE OF ACCEPTANCE REQUIREMENTS: The above project has been completed under the provisions of Title 23 C.F.R. and all applicable Federal and State rules and regulations. All Notice of Acceptance's have been submitted and Final Contractor Payments have been made. There is no litigation pending.

FINAL INSPECTION:

BY: 
Project EngineerDATE: 1/8/14

APPROVAL:

BY: 
Celja J. Duran, P.E. - City EngineerDATE: 1/8/14

2/10/98

City Form V-2698

Project Completion Certificate (PR-77)

Office of Policy & Research
Kansas Department of Revenue
915 SW Harrison Street
Topeka, KS 66612-1588

Phone: (785) 296-3498
Fax: (785) 296-7928

STATE OF KANSAS
PROJECT COMPLETION CERTIFICATE

TO: City of Olathe

Name of Entity to whom Project Exemption Certificate was Issued

100 E Santa Fe
Street

Olathe
City

Kansas
State

66061
Zip Code

This is to certify, to the best of my knowledge and belief, that all materials purchased under **Exemption Certificate Number 0000032995**, issued by the Kansas Department of Revenue, were incorporated into the building or project for which the exemption was issued and were entitled to an exemption pursuant to K.S.A. 79-3606(d), (e), or (ee), as amended.

Gunter Construction Company
Contractor/Subcontractor

510 Southwest Boulevard, Ste A
P.O. Box and/or Street Number and Name

Kansas City, KS 66103
City, State Zip

Chris D. V. A., President
Signature and Title of Authorized Representative

12/6/13
Date

INSTRUCTIONS

Upon completion of a tax exempt project, the contractor must furnish this certification to the taxpayer for which the work was performed. A copy of this certificate must also be forwarded to the Kansas Department of Revenue, Office of Policy & Research, 915 SW Harrison Street, Topeka, Kansas 66612-1588. All invoices must be retained by the contractor for a period of five (5) years and are subject to audit by the Kansas Department of Revenue.

PR-77 (Rev. 7/98)

Paid Items List by Work Type

151st & Mahaffie Turn Lane							
KDOT Project Number 46N-0568-01							
City of Olathe PN 3-C-002-11							
Gunter Construction Company - Bid Breakdown							
Item No.	Item Name	Qty	Unit	Participating		Non-Participating	
				Unit Price	Total Price	Unit Price	Total Price
1	Clearing and Grubbing	1	L.S.	1,145.00	1,145.00		
2	Excavation and Grading	245	C.Y.	100.00	24,500.00		
3	Curb and Gutter Removal and Disposal	93	S.Y.	50.00	4,650.00		
4	Sidewalk Removal and Disposal	371	S.Y.	11.00	4,081.00		
5*	6" Aggregate Base (OP-Modified AB-3)	429	S.Y.	14.00	6,006.00		
6*	Install 2" Superpave Asphaltic Concrete	359	S.Y.	25.00	8,975.00		
7*	Install 8" Superpave Asphaltic Concrete Base	259	S.Y.	71.00	18,389.00		
8*	Install 10" Concrete Pavement	59	S.Y.	83.00	4,897.00		
9	Install Type B Concrete Curb & Gutter	408	L.F.	17.00	6,936.00		
10	Install 4" Concrete Sidewalk (5' width)	233	S.Y.	30.00	6,990.00		
11	Install ADA Handicap Sidewalk Ramp	1	ea.	1,390.00	1,390.00		
12	Convert Curb Inlet to Junction Box	1	ea.	2,250.00	2,250.00		
13	Install 4x4' Curb Inlet	1	ea.	3,000.00	3,000.00		
14	Install 15" RCP	9	L.F.	100.00	900.00		
15	Install 6" HDPE Underdrain	193	L.F.	15.00	2,895.00		
16*	4" Solid Yellow Cold Plastic Line	80	L.F.	2.50	200.00		
17	6" Solid White Cold Plastic Lane Line	424	L.F.	3.50	1,484.00		
18	6" Solid White Cold Plastic X-Walk Line	223	L.F.	3.50	780.50		
19	6" Dotted White Cold Plastic Extension Line	415	L.F.	1.25	518.75		
20	12" Solid Yellow Cold Plastic Diagonal Line	23	L.F.	7.00	161.00		
21*	24" Solid White Cold Plastic Stop Line	45	L.F.	14.00	630.00		
22	Turn Arrow White Cold Plastic	5	ea.	185.00	925.00		
23	Turn/Thru Arrow White Cold Plastic	3	ea.	275.00	825.00		
24	Word Symbol White Cold Plastic	1	ea.	250.00	250.00		
25	Permanent Street Signing	2	ea.	300.00	600.00		
26	Traffic Signal Reconstruction (Mahaffie Street)	1	L.S.	35,950.00	35,950.00		
27*	Sod - (Tall Turf Type Fescue)	518	S.Y.	6.00	3,108.00		
28	Erosion Control and SWPPP Compliance	1	L.S.	600.00	600.00		
29	Mobilization	1	L.S.	6,305.00	6,305.00		
30	DBE Mobilization	1	L.S.	1,000.00	1,000.00		
31	Temporary Traffic Control	1	L.S.	3,450.00	3,450.00		
32	Construction Staking	1	L.S.	950.00	950.00		
33*	Additional Milling	1	LS	1,162.04	1,162.04		
34**	Damage to Traffic Signal Cabinet	1	LS	(2,816.31)	(2,816.31)		
Bid Total					\$ 153,086.98		\$ -

Work Type Summary			
	Participating	Non-Participating	Total
Common Items			
Roadway			
Surfacing			
Storm/Sewer/Water			
Traffic Signals			
Total			

Final Invoice (Page 1 of 2)

ESTIMATE NO: 4 - Final

PROJECT NAME: 151st & Mahaffie Turn Lane

ENGINEER: Schlagel and Associates

PROJECT NO. 3-C-002-11 ENC# 700143

DATE: 11/13/2013 OL 200982

CONTRACTOR: Gunter Construction

Item#	Item	Quantity	Unit	Unit Cost	Contract Price	Units to Date	Value of Work Completed	% Complete
1	Clearing and Grubbing	1	LS	1,145.00	\$1,145.00	1	\$1,145.00	100%
2	Excavation and Grading	245	CY	100.00	\$24,500.00	245	\$24,500.00	100%
3	Curb and Gutter Removal and Disposal	93	SY	50.00	\$4,650.00	93	\$4,650.00	100%
4	Sidewalk Removal and Disposal	371	SY	11.00	\$4,081.00	371	\$4,081.00	100%
5*	6" Aggregate Base (OP-Modified AB-3)	429	SY	14.00	\$6,006.00	429	\$6,006.00	100%
6*	Install 2" Superpave Asphaltic Concrete	359	SY	25.00	\$8,975.00	359	\$8,975.00	100%
7*	Install 8" Superpave Asphaltic Base	259	SY	71.00	\$18,389.00	259	\$18,389.00	100%
8*	Install 10" Concrete Pavement	59	SY	83.00	\$4,897.00	59	\$4,897.00	100%
9	Install Type B Concrete Curb & Gutter	408	LF	17.00	\$6,936.00	408	\$6,936.00	100%
10	Install 4" Concrete Sidewalk (5' width)	233	SY	30.00	\$6,990.00	233	\$6,990.00	100%
11	Install ADA Handicap Sidewalk Ramp	1	Ea	1,390.00	\$1,390.00	1	\$1,390.00	100%
12	Convert Curb Inlet to Junction Box	1	Ea	2,250.00	\$2,250.00	1	\$2,250.00	100%
13	Install 4'x4' Curb Inlet	1	Ea	3,000.00	\$3,000.00	1	\$3,000.00	100%
14	Install 15" RCP	9	LF	100.00	\$900.00	9	\$900.00	100%
15	Install 6" HDPE Underdrain	193	LF	15.00	\$2,895.00	193	\$2,895.00	100%
16*	4" Solid Yellow Cold Plastic Line	80	LF	2.50	\$200.00	80	\$200.00	100%
17	6" Solid White Cold Plastic Lane Line	424	LF	3.50	\$1,484.00	424	\$1,484.00	100%
18	6" Solid White Cold Plastic X-Walk Line	223	LF	3.50	\$780.50	223	\$780.50	100%
19	6" Dotted White Cold Plastic Extension Line	415	LF	1.25	\$518.75	415	\$518.75	100%
20	12" Solid Yellow Cold Plastic Diagonal Line	23	LF	7.00	\$161.00	23	\$161.00	100%
21*	24" Solid White Cold Plastic Stop Line	45	LF	14.00	\$630.00	45	\$630.00	100%
22	Turn Arrow White Cold Plastic	5	Ea	185.00	\$925.00	5	\$925.00	100%
23	Turn/Thru Arrow White Cold Plastic	3	Ea	275.00	\$825.00	3	\$825.00	100%
24	Word Symbol White Cold Plastic	1	Ea	250.00	\$250.00	1	\$250.00	100%
25	Permanent Street Signing	2	Ea	300.00	\$600.00	2	\$600.00	100%
26	Traffic Signal Reconstruction (Mahaffie St)	1	LS	35,950.00	\$35,950.00	1	\$35,950.00	100%
27*	Sod - (Tall Turf Type Fescue)	518	SY	6.00	\$3,108.00	518	\$3,108.00	100%
28	Erosion Control and SWPPP Compliance	1	LS	600.00	\$600.00	1	\$600.00	100%
29	Mobilization	1	LS	6,305.00	\$6,305.00	1	\$6,305.00	100%
30	DBE Mobilization	1	LS	1,000.00	\$1,000.00	1	\$1,000.00	100%
31	Temporary Traffic Control	1	LS	3,450.00	\$3,450.00	1	\$3,450.00	100%
32	Construction Staking	1	LS	950.00	\$950.00	1	\$950.00	100%
33*	Additional Milling	1	LS	1,162.04	\$1,162.04	1	\$1,162.04	100%
34**	Damage to Traffic Signal Cabinet	1	LS	(2,816.31)	(\$2,816.31)	1	(\$2,816.31)	100%
					\$153,086.98		\$153,086.98	

Unused Materials on Hand

\$0.00

Final Invoice (Page 2 of 2)

ESTIMATE NO: 4 - Final
 PROJECT NAME: 151st & Mahaffie Turn Lane
 ENGINEER: Schlagel and Associates

PROJECT NO. 3-C-002-11 ENC# 700143
 DATE: 11/13/2013
 CONTRACTOR: Gunter Construction

Item#	Item	Quantity	Unit	Unit Cost	Contract Price	Units to Date	Value of Work Completed	% Complete
-------	------	----------	------	-----------	----------------	---------------	-------------------------	------------

ORIGINAL CONTRACT AMOUNT	\$149,023.25
CHANGE ORDER 1	\$6,880.04
CHANGE ORDER 2	(\$2,816.31)
REVISED CONTRACT AMOUNT	\$153,086.98

Total Value of Work and Unused Material on Hand \$153,086.98

Total Previous Payments	\$145,155.54
Total Previous Retainage	\$7,639.77
Total Previous Value of Work & Unused Material on hand	\$152,795.31
Total Payments to Date	\$153,086.98
Total Retainage to Date	\$0.00
Amount Remaining on Contract	\$0.00

Current Value of Work & Unused Material on Hand	\$7,931.44
Less % To be Retained (0%)	\$0.00
AMOUNT DUE	\$7,931.44

100%

Inspector

Project Manager

Contractor

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