

120.10 NOTIFICATION OF PROJECT COMPLETION

120.20 LPA FINAL INSPECTION

120.30 SUBMITTING FINAL DOCUMENTS

120.40 FINAL COST SETTLEMENT

120.50 AUDITS

120.10 NOTIFICATION OF PROJECT COMPLETION

After physical completion of the work by the contractor, the LPA shall notify the contractor by letter that the construction is physically complete and that the project is now subject to inspection, audit and final acceptance.

120.20 LPA FINAL INSPECTION

The LPA is responsible for arranging a final inspection of the project to determine if it has been completed according to approved plans and specifications including approved changes. The LPA Construction Engineer, LPA Project Manager, and prime contractor should attend the LPA final inspection. If remaining work is identified, the contractor is responsible for completing the work in a timely manner. If the project is complete, the LPA must certify they accept the project to the NDOR State Representative who will, in turn, conduct a final review and file the proper paperwork as required by the FHWA. Any questions or correspondence after that time may be addressed to the NDOR Urban Engineer or NDOR Urban Off-System Coordinator.

120.30 SUBMITTING FINAL DOCUMENTS

After final inspection and acceptance of the project completion by the LPA, the LPA shall complete the **Notification of Project Completion and Materials Certification (DR 299)** form to certify the project has been completed and that all of the materials used on the project meet sampling and testing requirements and comply with contract specifications. The form, when completed and signed by the proper LPA authority, must be submitted to the District Engineer for concurrence. If final progress estimates remain, the LPA should submit those to the District at this time. The completed form will be used by NDOR to close out the project and make any final settlements between the LPA and NDOR. The **Notification of Project Completion and Materials Certification** can be found at the end of this section.

The NDOR assures that its contractors and subcontractors, that are recipients of Federal-Aid funds, comply with the provisions of 49 CFR 26, and the Disadvantaged Business Enterprise (DBE) program. The NDOR will advise every contractor, through contract specifications, that discrimination on the basis of race, color, national origin, or sex, in the award and performance of Federal-Aid contracts, is prohibited. Failure by a contractor to carry out these nondiscrimination requirements shall constitute a breach of contract and may result in termination of the contract or such remedy, as the NDOR deems appropriate. In order to verify achievement of the

DBE commitments on each project, two DBE achievement forms (DR 441 and DR 442) must be completed and submitted to the NDOR DBE office. DR Form 441, DBE I shall be filled out and submitted by the prime contractor, indicating the DBE firms used, actual work performed, the total amount of money paid to the DBE firms, and the date on which it was paid. DR Form 442, DBE II shall be filled out and submitted by the DBE subcontractor, indicating the name of the DBE firm, actual work performed, the total amount of money received from the prime contractor, and the date on which it was received. Both of these forms can be found at the end of this section.

The following is a list of records and documents the LPA must retain for their project file. These records and documents must be kept for a period of three years after the final payment is issued to the LPA or as required in the LPA/NDOR agreement, except for the construction contract which must be retained for ten years.

- All contractor progress estimates
- All change orders
- All ROW documents and related correspondence
- Copy of Notification of Completion and Materials Certification form
- Affidavit of wages paid
- As-Built drawings (send copy to NDOR)
- Payroll records
- Copies of consultant engineering agreements
- Copies of the LPA/NDOR Agreement
- Construction contract (10 yrs.)

120.40 FINAL COST SETTLEMENT

The final settlement between the NDOR and LPA will be made after final inspection and acceptance, an audit, if deemed necessary, and after final costs have been determined by the NDOR.

120.50 AUDITS

The LPA must maintain complete records throughout project development, letting and construction. All federal-aid projects are subject to review and audit by federal and NDOR Auditors or their authorized representatives. A complete set of project records must be kept for a minimum of three years after the project final payment. LPA's are encouraged to keep records longer and to check with the NDOR Urban Engineer prior to disposal. Projects will be considered final when accepted by the NDOR and final payment are made.

Notification of Project Completion and Materials Certification

This certificate must be furnished to the Department of Roads before the project can be closed out.

To: Nebraska Department of Roads
Urban Engineer, Roadway Design Division

City of _____, Nebraska

Project Description: _____

Project No.: _____ Control No. _____

Prime Contractor Name: _____ Final Contract Amount:
\$ _____

Subcontractor Name(s): _____ Final Subcontract Amount
\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

The **City certifies** that all the work on this project is complete and accepted by the City as of _____
20 _____, and the project was constructed according to the plans and specifications approved by the Nebraska
Department of Roads (NDOR). Materials testing requirements of the contract were met and test reports are on
file with the City. All required manufacturer's certificates of compliance and the manufacturer's certified test
reports met contract requirements and also are on file with the City.

Exception(s) to the plans and specifications: Yes No

If Yes, attach additional sheet(s) to this form explaining the exception(s).

By signing this Notification of Project Completion and Materials Certification form, I, _____
representing the City of _____, Nebraska, hereby acknowledge this certification is to be
furnished to the Federal Highway Administration in connection with this project being funded with federal-aid
highway funds and is subject to applicable state and federal laws, both criminal and civil.

City of _____

City Project Manager

City Official

_____/_____/20_____

Comment(s) by the State Representative/District Engineer: Yes No

If Yes, attach additional sheet(s) to this form with comments.

This completes all work on this project.

I recommend closeout:

with audit without audit.

I Concur:

State Representative

District Engineer

_____/_____/20_____

_____/_____/20_____

Urban Engineer

_____/_____/20_____

Return To:
Nebraska Department of Roads
Construction Division - Minority Business Office
P.O. Box 94759
Lincoln, NE 68509-4759

Date:

Nebraska Department of Roads

Identification of DBE Goal Achievement

DBE I

Project No.: Control No.:

Location: \$

Total dollar goal commitment at time of contract award:

Contractor:

Note: *This form is to be completed as accurately as possible with the understanding that final quantities may not be available at the time of completion.*

	Name of Certified DBE	Description of Work Subcontracted or Services Provided	\$ Amount of Subcontract	\$ Amount of Payment Issued	\$ Amount of Retainage
1.
2.
3.
4.
5.
6.
7.
8.
9.

By (Signature) Total Actual DBE \$

Nebraska Department of Roads
Identification of Work Performed
DBE II

Project No.: Control No.:

Location:

DBE Subcontractor:

Prime Contractor:

Note: *This form is to be completed as accurately as possible with the understanding that final quantities may not be available at the time of completion.*

	Description of Work Subcontracted or Services Provided	\$ Amount of Subcontract	\$ Amount of Payment Issued	\$ Amount of Retainage
1.
2.
3.
4.
5.
6.
7.
8.
9.

By Total Actual Payment Received \$

(Signature)