

# AS BUILT FINAL PLANS CHECKLIST– SL District

**Contract ID:** \_\_\_\_\_ **Job Number:** \_\_\_\_\_ **Project Office:** \_\_\_\_\_

**Check Site Manager Key Dates entered by Project Office (as applicable):**

\_\_\_\_\_ 020 Final Inspection

\_\_\_\_\_ 030 Ready for Materials Summary

**Check Site Manager Critical Dates entered for correctness**

\_\_\_\_\_ Original Completion

\_\_\_\_\_ Substantial Completion

\_\_\_\_\_ Notice to Proceed

\_\_\_\_\_ Adjusted Completion

\_\_\_\_\_ Work Begin

**Documents produced by the Contractor (as applicable)(content type, subtype, cm document grouping, additional comments):**

These documents and other special documents should be requested in the Accepted for Maintenance Letter, if not already received.

\_\_\_\_\_ Contractor SharePoint site checked; Quality Management Agreement and Civil Rights Docs transferred to eProjects.

\_\_\_\_\_ QMA signed? (CM Contractor QC Documents, As Built Final Documents, Agreement)

\_\_\_\_\_ Contractor request for partial acceptance per Section 105.15.1 (CM Correspondence, Other, As Built Final Documents, NA)

\_\_\_\_\_ Contractor's Affidavit Regarding Settlement of Claims (C-242)(CM As Built Documents, Other, As Built Final Documents, Affidavit)  
(attach any lien waivers to this document)

\_\_\_\_\_ Number of Affidavits for Compliance with Prevailing Wage Law (CM Civil Rights, Payroll, As Built Final Documents, Affidavit)  
(Applies only to Contractors with workers covered by Prevailing Wage laws)

\_\_\_\_\_ Documentation of DBE payment (CM Civil Rights, DBE Documentation, As Built Final Documents, NA) \_\_\_\_\_ Good Faith Letter?

\_\_\_\_\_ Trainee Documents (CM Civil Rights, Trainees, (As Built Final Documents OJT-5 and OJT-6 only),  
(document type)) Document types include, but not limited to: OJT-1 through OJT-6. Copies of letters to trainee.

\_\_\_\_\_ Include trainee name in the name of trainee specific documents.

\_\_\_\_\_ Good Faith Letter?

\_\_\_\_\_ Workforce Utilization Reports (CM Civil Rights, Work Force Program, As Built Final Documents, NA)

\_\_\_\_\_ Number of Waste Disposal Agreements (CM Correspondence, Agreements, As Built Final Documents, (As Needed))

\_\_\_\_\_ Payment Documentation for Railroad Flagging Services (CM Correspondence, Agreement, As Built Final Documents, NA)

\_\_\_\_\_ Drainage As Built Plans as sent to MSD (CM As Built Final Documents, As Built Final Plans-Roadway, As Built Final Documents, MSD)

\_\_\_\_\_ MSD Permit Number (for Saint Louis City and County and a small part of Jefferson County)

\_\_\_\_\_ Video Pipe Inspections (CM Photos and Videos, NA, As Built Final Documents, Pipe Inspection, Date)

\_\_\_\_\_ Shop Drawings (see EPG 106.16.2.1 for table distinguishing Bridge review from non-Bridge review; Bridge controls storage in multiple reviews)

\_\_\_\_\_ (Bridge review)( BR Bridge Fabrication, NA, None, NA, Bridge Number)

\_\_\_\_\_ Check that Bridge has entered these in eProjects; they are to be entered by Bridge only after their review

\_\_\_\_\_ (non-Bridge review)( CM Structures, NA, As Built Final Documents, (Design wall number when applicable))

**Documents produced by the Project Office (as applicable)( content type, subtype, cm document grouping, additional comments):**

(Access the required Cognos Reports from links below)

*Required Cognos Reports can be accessed and run from the links below.*

\_\_\_\_\_ As Built Documents Checklist – SL District (CM As Built Documents, Other, As Built Final Documents, NA)

\_\_\_\_\_ Final Change Order # (CM Change Orders, Change Order, None, NA, (other applicable))

\_\_\_\_\_ Supporting Documents (CM Change Orders, Supporting Documents, None, NA, (other applicable))

\_\_\_\_\_ Time Adjustment # (CM Change Orders, Change Order, None, Time Adjustment, (other applicable))

\_\_\_\_\_ Value Engineering # (CM Change Orders, Change Order, None, Value Engineering, (other applicable))

\_\_\_\_\_ VE Proposal (CM Change Orders, Value Engineering C 104, None, Value Engineering, (other applicable))

\_\_\_\_\_ VE Proposal Denied (CM Change Orders, Value Engineering C 104, None, Denied, (other applicable))

\_\_\_\_\_ Force Account # (CM Change Orders, Change Order, None, Force Account, (other applicable))

\_\_\_\_\_ Force Account Records (CM Change Orders, Force Account, None, Force Account, (other applicable))

\_\_\_\_\_ [Final Estimate](#) (CM Estimates, Contractor Pay Estimate, As Built Final Documents, NA)

\_\_\_\_\_ Estimate Adjustments Summary (link to reports below)( CM Correspondence, Other, As Built Final Documents, NA)

\_\_\_\_\_ [Contract Adjustments](#) (supporting documents)( CM Estimates, Contract Adjustments, As Built Final Documents, NA)

\_\_\_\_\_ [Line Item Adjustments](#) (supporting documents)( CM Estimates, Line Item Adjustments, As Built Final Documents, NA)

\_\_\_\_\_ Roadway Plan Sheets (CM As Built Documents, As Built Final Plans - Roadway, As Built Final Documents, NA)

\_\_\_\_\_ Bridge Plan Sheets (CM As Built Documents, As Built Final Plans - Bridge, As Built Final Documents, NA, Bridge Number)

\_\_\_\_\_ Pile Data Sheets completed.

\_\_\_\_\_ Bridge Excavation Computations (CM Documentation, Doc Records, As Built Final Documents, NA, Bridge Number)

\_\_\_\_\_ Bridge Concrete Computations (CM Documentation, Doc Records, As Built Final Documents, NA, Bridge Number)

\_\_\_\_\_ Bridge Clearance Reports (CM As Built Documents, Other, As Built Final Documents, Clearance, Bridge Number)

\_\_\_\_\_ Wall (w/Bridge Number) Plan Sheets (CM As Built Documents, As Built Final Plans - Bridge, As Built Final Documents, NA, Bridge Number)

- \_\_\_\_\_ Final Plans Certification (CM As Built Documents, Other, As Built Final Documents, NA)
- \_\_\_\_\_ Estimate Item Detail (CM As Built Documents, Other, As Built Final Documents, NA)
- \_\_\_\_\_ [List of Reported Quantities](#) (CM As Built Documents, Other, As Built Final Documents, NA)
- \_\_\_\_\_ Asphalt Roadway Reports (CM Materials – Asphalt, Asphalt Roadway Report, As Built Final Documents, NA)
- \_\_\_\_\_ Asphalt/Tack Summary (CM Materials – Asphalt, Asphalt Roadway Report, As Built Final Documents, NA)
- \_\_\_\_\_ ADA Checklist (CM Documentation, Doc Records, As Built Final Documents, ADA)
- \_\_\_\_\_ Borrow Summary (CM Documentation, Doc Records, As Built Final Documents, Borrow)
- \_\_\_\_\_ Notification of Completed Project: \_\_\_\_\_ to USACE, \_\_\_\_\_ to US Coast Guard  
(CM Correspondence, Other, As Built Final Documents, NA)
- \_\_\_\_\_ Section 404 Permit on File (See DE Letting Documents)
- \_\_\_\_\_ Number of Order Records \_\_\_\_\_ Rescinded? (CM Documentation, Order Records, As Built Final Documents, NA)
- \_\_\_\_\_ Copy of Liquidated Damages Letter sent to Contractor (CM Correspondence, Other, As Built Final Documents, type of LD's)
- \_\_\_\_\_ Contractor Performance Report (CM Correspondence, Other, As Built Final Documents, NA)
- \_\_\_\_\_ First request for final documents to Contractor (signed by DCME)(CM Correspondence, Other, As Built Final Documents, Late Docs)
- \_\_\_\_\_ [CUF Verification](#) (CM Civil Rights, CUF, As Built Documents, NA)
- \_\_\_\_\_ RE Verification of DBE Payment (CM Civil Rights, DBE Documentation, As Built Final Documents, NA)

**Documents produced by the District Office (as applicable)( content type, subtype, cm document grouping, additional comments):**

- \_\_\_\_\_ Final Acceptance Report (C-239)( CM As Built Documents, Other, As Built Final Documents, NA)
- \_\_\_\_\_ Second request for final documents to Contractor or Surety (CM Correspondence, Other, As Built Final Documents, Late Docs)
- \_\_\_\_\_ Third request for final documents to Contractor or Surety (CM Correspondence, Other, As Built Final Documents, Late Docs)
- \_\_\_\_\_ Request for closeout without final documents CM Engineer (CM Correspondence, Other, As Built Final Documents, Late Docs)

**Other Documents (as applicable) (include content type, subtype, grouping, additional comments):**


**Submitting As Built Documents & Final Plans**

Send E-mail to SLFCN: [slfcn@modot.mo.gov](mailto:slfcn@modot.mo.gov),

CC: RE and Office Assistant, others with authorization to edit documents.

Include:

“As Built Submittals” in subject line, with Contract ID, Job No., Route, and County

“Electronic Documentation is being submitted to you for processing.”, in the body.  
(You can set this up in Outlook signatures, or copy and paste from here).

A link to the Contract Folder.

A link to this Checklist.

Final Plans may be sent in as soon as they are ready. If they are sent in before final documents have been received from the contractor, note so in the e-mail with the word “Pending” in the subject line. Plans will not be counted as received until all final documents have been received, or until efforts to get the documents have been exhausted.