

SECTION 111 - FINAL REPORTS

This section describes the final documents necessary for project closeout.

111.01 As Constructed Plans. Provide as-constructed plans at project construction completion for all projects except stockpile projects. The district should retain all as-constructed plans, with a copy of major structure plans forwarded to the ITD Bridge Section and a copy of all building plans forwarded to the Facilities Unit of the HQ Mobility Services Section.

As-constructed plans should meet all current ITD CAD Standards, and should be updated as information becomes available during the construction phase. This will avoid a potentially long delay in getting as-constructed plans finalized at project close-out. Show construction completion month and year on each plan sheet. Obtain current ITD CAD standards from the HQ Technology Support Section.

As-constructed plans should also show all utility and right-of-way plan changes.

111.03 Shop Drawings. Refer to both the [ITD Standard Specifications for Highway Construction \(ITD SSHC\) Subsection 105.02](#) and the [CA Manual Subsection 105.02](#) for requirements.

111.04 Final Estimate Voucher (ITD 1009). Refer to the Financial Services Manual for final estimate voucher preparation, coding, and submittal guidelines.

111.05 Project Quality Evaluation. Upon completion of a consultant-designed project or portion thereof (i.e., bridge design), the Resident Engineer must complete the [ITD 0767](#), Project Quality Evaluation. Before completing the ITD 0767, the Resident Engineer may wish to review the evaluation made by the District Project Development Engineer which was submitted following the final design review. Forward the completed ITD 0767 to the Consultant Agreement Administrator.

111.06 Final Documents. The following documents are required:

- [ITD 2242](#) Elapsed Time and Work Status Statement showing date project was completed in its entirety, including work by state or local forces completed by the Residency.
- District Engineer's final inspection letter, and project acceptance letter prepared by the DRI.
- [ITD 1996](#) Final Inspection And Review Of Final Estimate And Records (including ITD Forms [1845](#) and [1970](#), as applicable), for both Federal and State funded projects, prepared by the DRI. The [ITD 1996](#) applies to contracts and work by local agency forces.
- [ITD 1865](#) for work completed by railroad and utility companies.
- Material Summary Report ([ITD 0858](#)) prepared by the Residency and associated documents
 - Materials Certification Checklist ([ITD 0852](#))
 - Materials Inspection Summary (ITD 0853)
 - Resident Engineer's Letter of Inspection of Contract Items ([ITD 0854](#))
 - Independent Assurance Test Log ([ITD 0860](#)).
- Final materials certification letter ([ITD 0500](#)) prepared by District Materials.
- Surety Letter guarantying payment for over payments and tax claims.
- Local agency letter of acceptance, if applicable.
- Final approved CPM.

- Tax release letter prepared by the DRI and sent to the ID Tax Commission.
- Utility relocation records and utility permits issued by the Resident Engineer.
- Street, right-of-way monument and public land corner certifications per [Idaho Code 55-16](#).
- Pertinent project documents provided to the District Maintenance Engineer.