

## 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 Manager 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 CADD standards from the Division of Engineering Services (DES) Transportation Systems 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 (e.g., bridge design), the Resident Engineer must complete the [ITD-0767](#) Project Quality Evaluation form. Before completing the ITD-0767, the Resident Engineer may wish to review the evaluation made by previous agreement administrators from the Professional Agreement Invoice and Progress Report ([ITD-771](#)) which includes a description of the consultant's performance every time the consultant requested a payment during the design phase. Forward the completed ITD-0767 to the Contracting Services Engineer.

**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-1845](#) and [ITD-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 Engineer and signed by the District Engineer.
- 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 Operations Engineer.