Montana Department of Transportation	Date Issued: April 20, 2021
	Date Effective: May 1, 2021
CONSTRUCTION MEMO	Related Specifications: 105.17
Subject: Finalization Process	

To: Distribution

From: Jake Goettle, P.E.,
Construction Engineer

This memo rescinds and replaces the construction memo issued April 28, 2014.

A new finalization process has been developed to comply with MCA 60-2-115. Some of the terminology has also been changed to match the law.

These are some key points in the new process:

- The EPM will send the Final Acceptance form to the Contractor after the Labor Certification, Materials Certification, and Warranties have been completed, expired, or the Contractor has signed the warranty guarantee letter.
- Once the EPM receives the Final Acceptance request from the Contractor, the 30-day final inspection period begins. This includes the Final Checked by CAS. Once the Contract Administration Section Supervisor enters the Recurring Time date, the EPM will receive notification they can grant Final Acceptance to the Contractor.
- MDT has 90 days from the Final Acceptance date to release the final payment to the Contractor.
- The following Recurring Time dates have been added to AASHTOWare Project:

FNLACCEPTFORM-EPM	Send Final Acceptance form to the contractor.
FNLACCEPTREQ-EPM	Date final acceptance form received from contractor.

The contractor forms are available on the Internet at:
http://www.mdt.mt.gov/publications/forms/const_forms.shtml

The MDT forms are available on the Intranet at (internal employees only):
http://mdtinfo.mdt.mt.gov/mdt/mdt_forms.shtml#const

Information for the new process for completing the contract final and generating the final estimate and payment is posted on the Internet at:

http://www.mdt.mt.gov/publications/manuals.shtml#con
under Finalization Process (105.17)

Included are a flowchart and outline of the process.

The new finalization process will apply to all contracts that have not reached Conditional Final Acceptance by May 1, 2021.

If you would like additional information, contact me at 444-6015.

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