Washington State
Department of Transportation
Paula J. Hammond, P.E.
Secretary of Transportation

Transportation Building
310 Maple Park Avenue S.E.
P.O. Box 47300
Olympia, WA 98504-7300

360-705-7000
TTY: 1-800-833-6388
www.wsdot.wa.gov

April 29, 2008

Daniel Mathis, Division Administrator
Federal Highway Administration
711 South Capitol Way, Suite 501
Olympia, WA 98501-1284

Subject: **Highway Contract Closure Procedures**
00XXXX, DM, MS Contracts

Attention: Holly Bell, Financial Manager
Cathy Nicholas, P.E., Construction/Materials/Pavements Engineer

A meeting was held on March 18, 2008, at the Headquarters Construction Office to summarize and finalize contract closure procedures for federally funded highway construction projects. Those who attended the meeting were: Cathy Nicholas, Holly Bell, and Traci Berschauer, of the FHWA, and David Jones, Dennis Skewis, Dan Gasche, and Randy Dubigk, of the WSDOT.

Stewardship reporting has become time consuming for WSDOT personnel, and with the ever-increasing workload, it has been questioned if reporting is necessary for each federal-aid project. Late submittal of the Stewardship Reports has occasionally led to final vouchers being sent to the FHWA months, if not years, after the Final Contract Vouchers are signed.

In order to expedite contract closures, we have looked at ways in which to reduce our overall reporting, yet still fulfill our oversight duties under the Stewardship Agreement. We do not believe that a Stewardship Report is necessary for each federally funded project to effectively monitor and report on our stewardship responsibilities. Rather, a random sampling and reporting of at least fifty-percent of the federal-aid projects will effectively examine our procedures and processes with the same results.

At least once per year, WSDOT Headquarters Construction will publish a list of all projects that have been started and not closed out for federal funding. The list will be divided to show responsibility for stewardship reporting for each of those identified projects in accordance with the FHWA/WSDOT Stewardship Agreement (2007) Construction Monitoring Plan.

Currently, three key documents, the Materials Certification Letter, the Final Contract Voucher Certification, and the Final Inspection and Acceptance of Federal-Aid Project (Stewardship Report) are necessary in order for WSDOT to submit a final voucher to the FHWA. Beginning with Contract 7241, the following procedures will take place:

Contracts Requiring a Final Inspection and Acceptance of Federal-Aid Project Report: The following documents will be required for final voucher to FHWA:

Region Materials Certification (1)	**Final Contract Voucher Certification** (2)	**Stewardship Final Acceptance** (3)
HQ Construction (original)	HQ Construction (original)	HQ Construction (original)
HQ Materials Lab (copy) FHWA (copy)		

(1) This is the document signed by the Region Administrator or the principal Region Construction Manager after all determinations and adjustments arising from the PE Materials Certification have been completed.

(2) The FCVC is presently attached to the Final Estimate Package submitted to HQ Construction for Acceptance signature by the State Construction Engineer.

(3) The Stewardship Acceptance Reports completed in the Region will be forwarded to HQ. HQ and FHWA Acceptance Reports will be handled by HQ Construction with informational copies sent to the Region.

HQ Construction will assemble all three documents and, upon receipt, HQ Accounting will submit the final voucher to the FHWA.

Contracts NOT Requiring a Final Inspection and Acceptance of Federal-Aid Project Report: The following documents will be required for final voucher to FHWA:

Region Materials Certification (1)	**Final Contract Voucher Certification** (2)
HQ Construction (original) HQ Materials Lab (copy) FHWA (copy)	HQ Construction (original)

(1) This is the document signed by the Region Administrator or the principal Region Construction Manager after all determinations and adjustments arising from the PE Materials Certification have been completed. This document is to be completed prior to the signature and submittal of the Final Contract Voucher Certificate.

(2) The FCVC is presently attached to the Final Estimate Package and submitted to HQ Construction for acceptance signature by Linea Laird.

HQ Construction will assemble both documents and, upon receipt, HQ Accounting will submit the final voucher to the FHWA.

DM or MS Federally Funded Contracts: The following documents will be required for final voucher to FHWA:

Region Materials Certification (1)	**Final Contract Voucher Certification** (2)	**Inspection of Federal-Aid Projects in Maintenance/ MS Program** (3)
Region to keep original Material Certification in contract files	Region to keep original FCVC in contract files	Region to complete form 422-100A ET and distribute as shown on the form

(1) This is the document signed by the Region Administrator or the principal Region Construction Manager after all determinations and adjustments arising from the PE Materials Certification have been completed.

(2) The FCVC will be attached to the Final Estimate Package and submitted to the Region Administrator or designee for signature by the project office administrating the contract.

(3) Inspection of the Federal-Aid Project Reports will be completed in the Region and will be forwarded to HQ Accounting for final voucher to the FHWA.

If you have any questions or wish to discuss this further, please contact Randy Dubigk at 705-7833 or me at 705-7821.

Sincerely,

for Linea Laird, P.E.
State Construction Engineer

LL:rjd

cc: Scott Kibler
Bev Runion
Dennis Skewis
David Jones
Dan Gasche