

DATE: July 31, 2013

TO: Region Engineers
Region Associate Construction Engineers
Region Construction Engineers
TSC Managers
TSC Construction Engineers

FROM: Gregory C. Johnson, P.E.
Chief Operations Officer

Randel R. Van Portfliet, P.E.
Bureau Director of Field Services

SUBJECT: Bureau of Highway Instructional Memorandum 2013-08
Pay Estimates and Inactive Project Notification

This BOH IM provides information on the required financial contact when work is complete and/or there will be a substantial amount of time between construction pay estimates.

The Federal Highway Administration (FHWA) considers inactive projects as one of their top priorities. A project in the inactive state can potentially delay federal funding that could be utilized on other MDOT projects. Rebecca Jones, in the Financial Operations Division, is to be notified via e-mail at JonesR6@michigan.gov when all construction work is complete and accepted, but the next pay estimate or the final pay estimate will not be or has not been generated for more than nine (9) months from the most recent pay estimate. This notification is also to be provided when the only remaining work is watering and cultivating. The notification must include the following information:

- Current Project Status
- Remaining funds that are to be paid to the contractor
- Estimated date of payment
- Reason for delay in payment and/or work operations
- Specific action or plan for continuation of work and/or future payments (generalities or vague statements will not be accepted)

This applies to state and local Federal-aid projects. Please share this information with local agencies and consultants within your area.

If you have any questions please contact Jason Gutting, Engineer of Construction Operations, at guttingj@michigan.gov or 517-636-6334.

Chief Operations Officer

Bureau Director of Field Services

FHWA approval: 07-25-13

BOFS:CFS:JG:mnn

Index: Estimates, Pay

cc: CFS Division Staff

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