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PREL.	FINAL
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RECEIVED NEW YORK STATE DEPARTMENT OF TRANSPORTATION	

TO: Director, Preliminary Plan Review Bureau	 <h1 style="text-align: center;">ENGINEERING INSTRUCTION</h1> <p style="text-align: center;">NEW YORK STATE DEPARTMENT OF TRANSPORTATION</p> <p style="text-align: center;">SUBJECT: REGIONAL REVIEW OF FINAL QUANTITIES</p> <p style="text-align: center;">Subject Code: 7.32-1</p>
Distribution: <input checked="" type="checkbox"/> Main Office <input checked="" type="checkbox"/> Regions <input type="checkbox"/> Special	Code: <u>EI 72-69</u>
APPROVED:  Deputy Chief Engineer, (Construction)	Date: <u>7/6/72</u> Supersedes:

Recent federal and state audits of final agreement quantities have disclosed numerous errors in computations, transposition of numbers, and incorrect transferring of quantities from source documents to the final books on final agreements. While such errors tend to be compensating, concern has been expressed that there may be instances where an appreciable total error may accumulate.

In order to reduce such errors, greater effort must be exerted towards an independent verification process. It is not reasonable to expect verification of all quantities; however, by coordinating various reviews by State, federal, and regional reviewers, greater coverage could be attained.

The following guidelines shall apply to all projects:

1. Project personnel shall compute and check all computations and affix their initials thereto.
2. All transfers of quantities from inspection reports to the monthly or final books shall be checked by project personnel and initialled by compiler and checker.
3. All entries in monthly and final estimate sheets shall be checked by project personnel from the monthly and final books and initialled by compiler and checker in an appropriate block.
4. A positive control should be maintained at each project to prevent entering an inspection report more than once in the final book, omitting any entries from inspection reports, or omitting the measurement of portions of pay items. This control can be attained by any combination of methods; such as, coloring in a set of plans as work is completed and entered, checking against a master list of items by station, length, area, etc. In addition, all inspection reports should be appropriately marked by a compiler and a checker when they are entered in the final book. Furthermore, where drainage, concrete, structures and other items are computed in final form on auxiliary sheets or books and final quantities are entered from such sources for monthly payment purposes, such entries should be marked on the source documents as they are made by a compiler and checker to avoid omissions or duplications.

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5. The Regional MURK man shall spot-check the method of computations for all contract pay quantities on a sampling basis to insure conformance with Specifications and policies. He shall concentrate on those items where repeated deficiencies have been noted by federal and state auditors or his own review. In order to accomplish this systematically, the MURK man shall maintain a list of such repetitive deficiencies as a guide to his review. A copy of this list with an indication of the frequency of such deficiencies noted should be forwarded to the Main Office annually (April 1) with any recommendations towards their reduction. For example, a modification in payment or measurement methods might reduce confusion or simplify computations. Also, a copy of this list should be periodically furnished to the project engineers to alert them to possible errors.
6. The MURK man should verify the actual computations and transference of final quantities on a sampling basis, to the extent of time available, and initial those quantities in the source documents. Such verification should be coordinated with audits to avoid duplication. Where errors are found, follow-up verifications of corrections should be made by either the MURK man, final estimates section, or auditors. A tabulation of such errors will be needed for such follow-up and the attached report form.
7. Where audits are conducted by the FHWA, the Comptroller's Office, or the Department's on-site auditors, the auditors should be requested to initial the final quantities reviewed or indicate same in a special tabulation maintained in the project monthly or final books. This special tabulation shall also include reviews by the MURK staff as indicated on the attached form. These auditors should also be requested to review such tabulation prior to audit to avoid duplicating reviews by others.
8. All non-project personnel who have reviewed monthly or final quantities, such as the MURK staff or State or Federal Auditors, should sign and initial an auxiliary signature sheet such as is required by MURK for project personnel. An identification of the organizational assignment of such personnel should also be included.
9. To the fullest extent feasible, within the 56 days allocated to the Region beyond final acceptance for preparation of the final agreement, the Regional estimates section should verify, on a sampling basis, the final computations and the transfer of amounts from inspection reports to the final books and from the final books to the estimate sheets.
10. The attached form shall be maintained on each project with the final books and a completed copy shall be transmitted to this office with the final agreement.

JS:MC
Attachment

