

## 2.28 FINAL OFFICE REVIEW

The Final Office Review (FOR) is a final review of construction plans, specifications, and cost estimates for completeness and accuracy. The Final Office Review plans are to be a fully completed plan set. A Final Office Review is conducted for all projects on which the Plans, Specifications and Estimate (PS&E) are finalized by CDOT or its consultants. Prior to the Final Office Review, the Resident Engineer should ensure that all variances have been approved (See Section 2.05).

Design Bulletin 2009-5 *Project Special Provisions* summarizes CDOT policies regarding use of new or revised project special provisions on CDOT construction projects.

The Resident Engineer leads the project design team. A design team consists of individuals from various CDOT work units, consultants and entities. The principal responsibility of the Resident Engineer is to ensure that the important objectives (e.g., schedule, budget, scoping, design, and quality) are successfully accomplished.

1. Final Office Review documents shall consist of the following plan package:
  - a. Plans and specifications
    - i. Complete project plans containing all necessary tabulations and details required for construction.
    - ii. All special provisions necessary for the project, current as of the date of the Final Office Review.
  - b. Cost Estimate (not to be distributed except as described below)  
An updated cost estimate of all finalized plan quantities, including planned force account work and other items chargeable to the project such as design, right of way, utilities, construction engineering, and indirect costs.
2. Procedure
  - a. Initiation of the Final Office Review  
The Final Office Review will be initiated, scheduled and conducted by the Resident Engineer. The Final Office Review will be held in the office most convenient to the majority of the attendees, as determined by the Resident Engineer.
  - b. Distribution of the Plans, Specifications, and Estimate package.  
Copies of the plans and special provisions will be distributed by the Resident Engineer at least seven days, but preferably 14 days, in advance of the Final Office Review. The distribution of any preliminary cost estimate is rigidly controlled and will be distributed only in accordance with *CDOT Procedural Directive 511.1, Security and Confidentiality of the Engineer's Detailed Estimate*.