

Local Public Agencies Contractor's Estimate Forms LPA-001 and LPA-002

The following procedures provide a means for reporting progress or activity on a project for payment to the contractor or an authorized partial payment based on progress of completed work utilizing Forms LPA-001 and LPA-002.

I. Forms LPA-001 and LPA-002

The original, first and second copy of the LPA-001 must be signed and forwarded along with the third and fourth copies with attached LPA-002 to the MDOT LPA Division for approval and distribution as follows:

- Original - State Auditor
- 1st Copy - Financial Management Division
- 2nd Copy - LPA
- 3rd Copy - MDOT LPA Division
- 4th Copy - Project Engineer/Architect

Each set of the submittal must also include a Statement of Local Public Agency Progress and Final Estimates for Construction signed by the Project Engineer/Architect.

A. Monthly or Progress Estimate:

The monthly estimate or progress estimate provides a means for reporting the progress or activity on a project and provides for an authorized partial payment based on the progress of the work.

Forms LPA-001 and LPA-002 shall be prepared and sent to MDOT LPA Division by the 7th of each month.

The Project Engineer/Architect will use the furnished preprinted Forms LPA-001 and LPA-002 to prepare monthly or progress estimates as follows:

The project designation shown on the Forms LPA-001 and LPA-002 will be in accordance with that in the contract. If the contract covers two or more projects, separate estimates are required for each project. (NOTE: Percent complete and percent retainage are based on the total contract and will be the same for all projects within the contract).

The LPA's name and code numbers, such as OCA, User Code 1, User Code 2, and Object Level 3, will be preprinted on the form. The Project Engineer/Architect will enter the estimate number, indicate that it is a progress estimate, the period covered and the quantities allowed to date on those items preprinted. MDOT LPA Division will add any items covered by Supplemental Agreements.

All participating items will be coded "1" and non-participating items "2" on the Forms LPA-001 and LPA-002. On the LPA-002 each line item will be extended to the cent, dropping all fractions of a cent. The Recap Sheet (LPA-001) will show the amounts in the current period, previous period, and total allowed-to-date to the nearest dollar.

Contract percent complete is to be shown in the space provided and to the nearest hundredth of a percent and it shall be taken into consideration any increase or decrease in quantities due to change orders and shall be computed for the total contract, even, though there may be two (2) or more projects under one contract.

Contract Percent of Elapsed Time shall be computed to the nearest percent and based on any increase in contract time and allowed working days for the contract and shown in the place provided.

Three (3) copies of the LPA-001 must be signed by the Project Engineer/Architect and the LPA-001 and LPA-002 assembled into sets before submitting them to the MDOT LPA Engineer.

When a Contractor fails to earn an estimate exceeding \$1,000.00, Forms LPA-001 and LPA-002 are not required to be submitted but the Project Engineer/Architect is required to submit a memorandum to the MDOT LPA Division stating that no estimate is being submitted due to insufficient work.

The following examples show how estimates should be processed when the contract has one or more parts:

Contract A~~1 Part
Total Earned Work Value <=\$1,000No Estimate Required

Contract B~~2 Parts
Total Earned Work Value, Part 1 + Part 2 <=\$1,000No Estimate Required
Total Earned Work Value, Part 1=\$1,000, Part 2=\$1 or moreTwo Estimates Required

Contract C~~3 Parts
Total Earned Work Value Part 1 \$1,000Estimate Required
Total Earned Work Value Part 2 \$1 or moreEstimate Required
Total Earned Work Value Part 3 \$0No Estimate Required

C. Final Estimate:

The Project Engineer/Architect will use the furnished preprinted Forms LPA-001 and LPA-002 to prepare final estimates with the following differences from the monthly or progress estimate:

The Project Engineer/Architect will enter the estimate number and indicate that it is a final estimate

The Recap Sheet (LPA-001) will show the amounts in the current period, previous period, and total allowed to date to the nearest cent.

The final plans are to be corrected in black ink and are to be corrected to show exactly as built.

It must be remembered that the totals in the LPA-002, CSD-200, and final plans must agree or there will be doubt as to which is correct. The CSD-200 must have the same breakdowns as the project agreement and may be improvised in part.

II. Guidelines for the Accumulation of Data and Reporting of Contractors Estimates

The Project Engineer/Architect is responsible for keeping systematic and accurate records and notes during the construction of a project and in such manner that when the project is completed there will be no delay in final acceptance.

The Project Engineer/Architect should refer to the Standard Specifications, Plans and Special provisions contained in the Project Proposal for guidelines as to method of payment in preparing the monthly or final estimate. Each item of a contract carries a "Method of Measurement"; however, should any problem or condition arise that is in conflict with or not covered by these Specifications, Plans, and Special Provision, it is requested that the Final Plans Engineer be contacted and a solution will be forthcoming.

The "[Guide to the Preparation and Submission of Final Computations and Other Related Data](#)" contains guidelines on methods and procedures for computing and recording measurements and calculations.