

How to... Process an Estimate with Electronic Signatures

- You have reconciled with the contractor and you have received the following:

- WFLHD 500

This is assuming that your contractor is using EEBACS for their estimates. If they are not, do everything with the contractor's invoice as you would with the WFLHD 500.

- You email the Final Review Engineer (WFL.Final_Review@dot.gov) the following:

- Write: I received the contractor's WFLHD 500 on (date) and approved it on (date) for (project name).
- Attach: WFLHD 500


- You mail (hard copies) the following to the Final Review Engineer:

- **NOTHING**

This is assuming that your contractor is using EEBACS for their estimates. If they are not, do everything with the contractor's invoice as you would with the WFLHD 500.

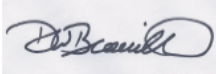

- The Final Review Engineer will email you the estimate package. Now you will:

- Sign the 1st page of the estimate with your eSignature.
- Email the estimate with your signature back to the Final Review Engineer.



Digitally signed by Final Review Engineer
DN: cn=Final Review Engineer,
o=Western Federal Lands Highway
Division, ou=Construction,
email=WFL.Final_Review@dot.gov,
c=US
Date: 2015.05.08 12:02:32 -07'00'

Example of the 1st Page of the Estimate

Progress Payment Report		Report Date: 05/08/15	
Western Federal Lands		1 out of 10	
Project Number:	WA SAN JUAN 18(1)	State:	WA
Project Name:	Cattle Point Road Relocation	County:	San Juan
Contract Number:	DTFH7015C00007	Partner Agency(s):	NPS
Award Date:	03/16/2015	Awarded Project Length:	1.272 Miles
		Description:	Grading, Base, Drainage, Utilities and Roadway Deactivation
Progress Payment Number:	1	Start Date:	04/07/2015
		End Date:	04/30/2015
Contractor:	Strider Construction Co., Inc. 4721 Northwest Drive, Bellingham Washington 98226		
Payment This Progress Period:	\$208,776.67 ok SG 5/8	Contractor Certification Received:	05/07/2015
<p>I certify that the quantities, including overruns, shown herein are supported by measurements or are estimated in accordance with the prescribed methods, that applicable tests have been performed and that contractor's payrolls and invoices have been submitted as prescribed.</p>			
		<small>Digitally signed by DONALD W BROUILLARD DN: c=US, o=U.S. Government, ou=DOT FHWAVarcoverWA, ou=FRWA FHWAVarcoverWA, cn=DONALD W BROUILLARD Date: 2015.05.08 09:25:47 -0700'</small>	
Submitted:	Donald W Brouillard Project Engineer	Date:	_____
Signature:	Craig E Sanders Construction Operations Engineer	Date:	_____
Signature:	_____	Date:	_____
Signature:	_____	Date:	_____
<p style="color: red; font-weight: bold;">RECOMMEND FOR PAYMENT</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <hr style="border: 1px solid red;"/> <p style="color: red;">Construction</p> </div> <div style="text-align: center;"> <small>Digitally signed by SAMANTHA J GOULD DN: c=US, o=U.S. Government, ou=DOT FHWAVarcoverWA, ou=FRWA FHWAVarcoverWA, cn=SAMANTHA J GOULD Date: 2015.05.08 09:30:13 -0700'</small> <hr style="border: 1px solid red;"/> <p style="color: red;">Date</p> </div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="text-align: center;"> <hr style="border: 1px solid red;"/> <p style="color: red;">Finance Manager</p> </div> <div style="text-align: center;"> <hr style="border: 1px solid red;"/> <p style="color: red;">Date</p> </div> </div>			