CITY OF FORT WAYNE MASTER UPDATED: 1/5/15

SECTION

CLOSEOUT PROCEDURES

NTS: Include this section on projects when the Contractor is to submit bonds, releases, record documents, or other formal documentation at project closeout. Edit this section to suit the project.

1. GENERAL
	1. SUBMITTALS
		1. Informational Submittals:
			1. Submit prior to application for final payment.
				1. Record Documents: As required in General Conditions.
				2. Special bonds, Special Guarantees, and Service Agreements.
				3. Consent of Surety to Final Payment: As required in General Conditions.
				4. Releases or Waivers of Liens and Claims: As required in General Conditions.
				5. Releases from Agreements.

NTS: Section “1.2” is to be included if project is bid on unit price basis. Section to be deleted or revised if project is to be bid on lump sum basis.

* 1. MEASUREMENT AND PAYMENT
		1. This item is to be included in overall project cost and not bid as a separate Work Item.
	2. RELEASES FROM AGREEMENTS

NTS: Retain Section “A” below if required by Owner. Delete if not applicable.

* + 1. Furnish Owner written releases from property owners or public agencies where side agreements or special easements have been made, or where Contractor’s operations have not been kept within the Owner’s construction right-of-way as per the General Conditions.
	1. CONTRACT COMPLIANCE
		1. Complete and submit all contract compliance documentation prior to final closeout and payment.

NTS: Section “1.5” to be included if using State Revolving Funds (SRF). Delete if not using SRF.

* 1. STATE REVOLVING FUND DOCUMENTATION
		1. Complete and submit all required documentation for SRF compliance prior to final closeout and payment.
1. PRODUCTS (Not Used)
2. EXECUTION
	1. RESTORATION, CLEANUP, AND FINAL INSPECTION

NTS: When standard language in Article “A”, below, is edited or supplemented, coordinate with the General Conditions, Paragraph GC-14.06, and the Supplementary Conditions.

* + 1. Procedures for requesting and documenting the final inspection are in the General Conditions, as may be modified by the Supplementary Conditions.

NTS: Edit Section “B” below for project specific requirements.

* + 1. All Work shall be complete including:
			1. Final grading.
			2. Wetland restoration.
			3. Trees replaced, as required
			4. Restoration of lay-down area.
			5. Seeding.

NTS: Delete Paragraph “C” or “D” depending upon the project type. Modify requirements to suit project.

* + 1. Linear Projects
			1. Remove grease, dirt, dust, paint or plaster splatter, stains, labels, fingerprints, and other foreign materials from exposed surfaces.
			2. Repair, patch, and touch up marred surfaces to specified finish and match adjacent surfaces.
		2. Facilities Projects
			1. Leave the Work and adjacent areas affected in a cleaned condition satisfactory to Owner and Engineer.
			2. Remove grease, dirt, dust, paint or plaster splatter, stains, labels, fingerprints, and other foreign materials from exposed surfaces.
			3. Repair, patch, and touch up marred surfaces to specified finish and match adjacent surfaces.
			4. Clean all windows.
			5. Broom clean exterior paved driveways and parking areas.
			6. Hose clean sidewalks, loading areas, and other contiguous structures.
			7. Replace air-handling filters and clean ducts, blowers, and coils of ventilation units operated during construction.
			8. Leave water courses, gutters, and ditches open and clean.
	1. SUBSTANTIAL COMPLETION
		1. At completion of the Work or of a part thereof and immediately prior to Contractor’s request for certificate of Substantial Completion; or if no certificate is issued, immediately prior to Contractor’s notice of completion, complete the following, as applicable.

NTS: Edit Items “1” through “4” below based on project specific requirements.

* + - 1. Confirm all utility services and accounts have been transferred to Owner.
				1. Provide all account information.
			2. Confirm that all testing report documentation has been completed and transferred to Owner.
			3. Confirm that all applicable mains are properly abandoned.
			4. Provide all Operations and Maintenance manuals to Owner.
		1. Attached to the certificate of Substantial Completion will be a list of items to be completed or corrected before final payment.
			1. Contractor shall coordinate meeting location and time with Engineer for creation of the list.
			2. Contractor shall maintain list until all items are completed.

NTS: Add other project specific cleanup instructions below, such as information for wells drilled onsite.

+ + END OF SECTION + +