

Table of Contents

SECTION B	NON-CERTIFIED AGENCY. 2
Chapter 17	Project Closure..... 2
A. OVERVIEW.....	2
B. ROLES AND RESPONSIBILITIES	2
1. Local Agency Coordinates With ODOT.....	2
2. Local Agency	3
a. Final Reports	3
b. Final Inspection.....	3
3. ODOT	3
a. On-site Construction Work	3
b. All Contract Work.....	4
c. Final Acceptance.....	4
C. PROJECT QUALITY ASSURANCE.....	4

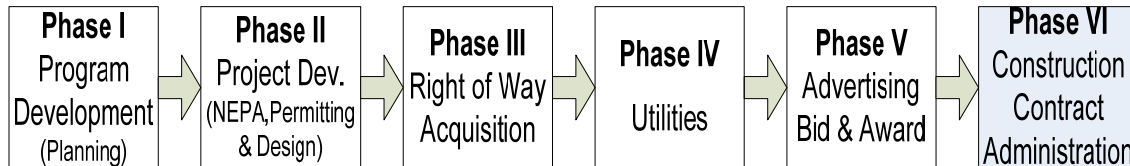
SECTION B

NON-CERTIFIED AGENCY

Chapter 17

Project Closure

Project closure occurs at the end of the construction phase. This chapter lists requirements for closing the project accounts at ODOT and FHWA.



A. OVERVIEW

Project closure is most successful when the local agency has set up a quality control plan at the beginning of the project and maintained the records needed for final submittal concurrent with the progress of the project. After substantial completion of the construction work, it is important for the non-certified local agency to diligently pursue contract completion. After construction of an FHWA funded transportation project, specific procedures are carried out to terminate the project's finances, contracts and review project performance. These procedures are necessary in order to settle any outstanding contract obligations and to ensure that funds were expended properly.

B. ROLES AND RESPONSIBILITIES

1. Local Agency Coordinates With ODOT

The non-certified local agency, in coordination with ODOT, prepares the following project closure documents:

- Punch list and second notification;
- Completion letters (third notification, state force orders);
- Material certification and records;
- Final quantities;
- Project narrative;
- Payrolls and labor compliance;
- Right of way monumentation; and
- Project acceptance letter.

2. Local Agency

The non-certified local agency must carry out the following requirements to prepare the project for acceptance by ODOT.

a. Final Reports

A construction project is complete when the local agency submits the following items to the [Regional Local Agency Liaison](#):

1. final billing (approving authority file);
2. final project documentation (approving authority file);
3. materials certification;
4. document compliance with “Buy America” – use ODOT’s [Certificate of Materials Origin](#) form and the Foreign Steel Summary to document compliance; and
5. as constructed plans.

Refer to Section B, Chapter 16, Construction Contract Administration, for additional details regarding these final reports.

b. Final Inspection

Within 15 calendar days after completion of the work, the local agency Project Engineer shall notify the [Regional Local Agency Liaison](#) with a request for final inspection and acceptance. Refer to ODOT’s [Standard Specification 150.90](#) for additional information.

3. ODOT

ODOT is responsible for the following project closure documents or actions:

- Nonparticipating cost approval;
- Final payment to contractor;
- Final inspection report;
- Project acceptance letter; and
- Notice to FHWA of project completion.

a. On-site Construction Work

ODOT’s [Regional Local Agency Liaison](#) and [Construction Section Region Assurance Specialist](#) will inspect the project at a time close to the completion of on-site work to ensure the contractor’s compliance with the plans, specifications and materials quality requirements.

When all on-site work on the project is completed, including but not limited to change order work and extra work, the local agency will issue Second Notification as specified in ODOT’s [Standard Specification 180.50g](#).

Within 15 calendar days after the local agency receives the contractor's written notification that all punch list items, final trimming and cleanup according to ODOT's [Standard Specification 140.90](#) have been completed, the local agency will review the project and notify the contractor that all work is complete, or will give the contractor written instruction regarding incomplete or unsatisfactory work.

b. All Contract Work

The local agency, will issue the Third Notification when the contractor has satisfactorily accomplished all of the following:

1. the contractor has completed all on-site work required under the contract;
2. the contractor has removed all equipment; and
3. the contractor has submitted all required certifications, bills, forms, warranties and other documents.

Refer to ODOT's [Standard Specification 150.90](#) for additional information.

c. Final Acceptance

After ODOT completes final inspection of all work and the Third Notification is sent to the contractor, ODOT will acknowledge final project acceptance. ODOT will notify the contractor in writing of the date of final acceptance within seven calendar days after final acceptance, or as soon thereafter as is practicable.

Refer to ODOT's [Construction Manual](#) for complete project closure requirements.

C. PROJECT QUALITY ASSURANCE

All ODOT projects, including local agency projects, are subject to random ODOT quality assurance reviews. Refer to ODOT's [Quality Assurance Guidebook](#) for additional information.