

Chapter 17. Project Closeout

A. OVERVIEW

Closing the construction phase of a project in a timely manner is a high priority for ODOT, FHWA, LPAs and construction contractors in order to reduce administrative costs and free resources to work on other projects.

Project closeout is most successful when the LPA has set up a quality control plan at the beginning of the project and maintained the project records needed for final closeout concurrent with the progress of the project. It is also important for the LPA to diligently pursue contract completion with the contractor for any missing items or punch list work.

Federal Project closeout requirements are outlined in a short video on the FHWA website. Please select the link in the Resources box to view.

Resources:

- [FHWA Federal-aid Essentials Project Closeout](#)

B. ROLES AND RESPONSIBILITIES

B.1. LPA Responsibilities

a. Final Acceptance Inspection

The LPA sends a request to the ODOT Local Agency Liaison to participate in the final inspection **within 15 days** of completion of all the on-site work including the punch list items. A copy of the punch list letter that is sent to the contractor should accompany the request for ODOT participation. Depending on the project, the Local Agency Liaison may invite the ODOT Region Environmental Coordinator, a representative of ODOT's Bridge Section or others as needed.

The Local Agency Liaison may accompany the LPA on the initial punch list inspection depending on the complexity or risk of the project, as this helps to avoid discovery of additional punch list work after the contractor has demobilized from the site.

b. Civil Rights at Second Notification

The LPA shall notify the ODOT Civil Rights Field Coordinator when Second Notification (or LPA's equivalent) is issued so the Civil Rights Field Coordinator can determine if any paperwork is missing prior to the LPA's issuance of Third Notification. The LPA shall work closely with the Civil Rights Field Coordinator to confirm project goals and training hours have been met as applicable. Refer to Section C, Chapter 8 of this LAG for Certified LPAs for more information.

c. Bridge Project Requirements within 90 Days of Second Notification

For projects with work on the National Bridge Inventory, the LPA must provide written notification to the ODOT Bridge Inventory Coordinator when a bridge project is complete so the initial inspection can be scheduled.

The LPA shall also submit (or ensure its consultant submits) the following reports and documentation to the ODOT Local Bridge Standards Engineer:

- As-constructed bridge drawings in electronic (PDF format) (signed, final copy that contains final construction notes)
- Foundation report (PDF format)
- Pile records and drill logs (if applicable)
- Hydraulics reports (scour analysis report include within)
- Load rating calculation book (either digital PDF format that is digitally sealed and signed, or a hard printed copy that has been stamped, bound and labeled). The LPA shall provide a stamped report with all electronic files to the ODOT Local Bridge Standards Engineer when the project is complete.

The notification of bridge project completion and the project submittals are required **within 90 days** of the issuance of Second Notification (or LPA’s equivalent). Copy the ODOT Local Agency Liaison.

d. Project Acceptance

Following the final acceptance inspection, the LPA completes and signs the Recommendation of Project Acceptance form 734-1384 and sends it to the Local Agency Liaison for ODOT signature and distribution as needed.

Resources:

- [Recommendation of Project Acceptance \(734-1384\)](#)

e. Third Notification (or LPA Equivalent)

Once all of the project documentation (including certifications and warranties) has been received and compiled by the LPA, and the ODOT Region Assurance Specialist has signed-off on their risk-based review of the LPA’s quality and quantity documentation, the LPA will issue Third Notification (or the LPA’s equivalent) to the contractor.

f. LPA Submittals:

The LPA will then submit the following to the regional ODOT Local Agency Liaison:

- Third Notification or equivalent (copy the ODOT Construction Section)

- Foreign Steel Summary form 734-1968 - All steel, iron and any coating applied to a finished steel or iron product, must meet the “Buy America” provisions.
- Final Materials Certification form 734-1979.
- The final Documentation Review Report signed by the ODOT Region Assurance Specialist assigned to the project.

Additional submittals for projects with work on or along the state highway system:

- Contract plans and As-Constructed drawings

Resources:

- [ODOT Construction Section email](#)
- [Final Materials Certification Form \(734-1979\)](#)
- [Certified Local Public Agency Quarterly Report – Sample \(734-5034\)](#)

In addition, the LPA shall provide the Local Agency Liaison with documentation confirming submittal of the following documents (if applicable and for the portions of work on or along the state highway system):

- ODOT Signal Inspection forms
- ODOT Push Button Inspection forms (734-5245 a-b, as applicable)
- ODOT Curb Ramp Inspection forms (734-5020 a-g, as applicable)

g. Final Project Invoice:

The LPA submits the final invoice to ODOT and marks it as “Final Invoice.” Final invoices shall be submitted for processing per the project intergovernmental agreement, which typically requires submittal within 45 days from the end of contract completion date for construction.

h. Final Quarterly Report:

Submit final Certified Local Public Agency Quarterly Report form 734-5034 to the Certification Program Office.

Note on Records Retention: The LPA is responsible for retaining all certifications and reports for at least six years after final acceptance of the project.

For additional Information about ODOT’s approach to project close-out, refer to Chapters 36 and 37 of the ODOT Construction Manual.

Resources:

- [ODOT Construction Manual](#)

B.2. ODOT Responsibilities

- Final inspection and project acceptance.

- Final payment to the LPA.
- Notice to FHWA of project completion.
- Closeout of ODOT expenditure accounts.

C. ADDITIONAL INFORMATION FOR DEMONSTRATION PROJECTS

The following covers common items the LPA submits to the ODOT Local Agency Liaison for demonstration projects in addition to documents listed in section 1 above.

- Final progress payment estimate.
- Any contractor disputes or claims.
- Final test summary.
- Certified Local Public Agency Labor Compliance Certification (Form 734-5032).

Resources:

- [Certified Local Public Agency Labor Compliance Certification \(734-5032\)](#)