

Chapter 17. Project Closeout

17.1 OVERVIEW

Closing the planning or construction phase of a project in a timely manner is a high priority for ODOT, FHWA, LPAs and contractors 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 as the project progresses. It is important for the LPA to coordinate with the contractor or consultant if there are any missing documents or remaining work to be completed (on the punch list).

The following sections describe the ODOT closeout process for Certified LPA projects. Federal Project closeout requirements are outlined in a short video on the FHWA website (see the resource section at the end of this chapter).

17.2 NON-CONSTRUCTION PROJECTS (INCLUDING PLANNING)

17.2.1 LPA Responsibilities

- Close consultant contracts per contract administration requirements. See Section C, Chapter 4 of this manual.
- Submit final invoices to ODOT consistent with the project agreement requirements.
- Submit any other required documentation as specified in the project agreement.
- Submit final Certified Local Public Agency Quarterly Report form 734-5034 to the Certification Program office.

17.2.2 ODOT Responsibilities

- ODOT initiates the closeout process after the final invoice has been paid to the LPA and the final deliverables have been reviewed and determined to be complete.
- Project contact completes a Recommendation of Project Acceptance form 734-1384.
- Project contact prepares and distributes EA closure memo.
- Project contact sends a copy of the Recommendation of Project Acceptance form and EA closure memo to the LPA.
- ODOT saves copy of the memo, the final deliverables (plan document, etc.), and any other relevant documentation in the project closeout folder.

17.3 CONSTRUCTION PROJECTS

17.3.1 LPA Responsibilities

In general, the Certified LPA should follow the requirements in their ODOT approved specifications as included in the construction contract. The guidelines below should be followed to the extent there is no conflict with the contract requirements.

a. Final Acceptance Inspection

The LPA sends a request to the ODOT project contact 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 ODOT project contact may invite the ODOT region environmental coordinator, a representative of ODOT bridge section, or others as needed.

The ODOT project contact 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 manual 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 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 project contact.

The LPA shall also submit (or ensure its consultant submits) reports and documentation to the ODOT local bridge standards engineer per the project agreement requirements. This may include:

- 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 local bridge standards engineer when the project is complete.

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 ODOT project contact for ODOT signature and distribution as needed.

e. Third Notification (or LPA Equivalent)

Once all the project documentation (including certifications and warranties) has been received and compiled by the LPA, and the ODOT region assurance specialist (RAS) and civil rights field coordinator do not have any outstanding issues with the contractor's 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 ODOT project contact:

- Third Notification or equivalent (copy ODOTContractSvcs@odot.oregon.gov)
- 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
- Foreign Construction Materials Summary form 734-5437, must meet “Build America, Buy America” provisions
- Final Materials Certification form 734-1979
- The final Documentation Review Report signed by the RAS assigned to the project (or a copy of the ODOT notice that the project was not selected for RAS review)
- Certified Local Public Agency Labor Compliance form 734-5032

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

- Contract plans and As-Constructed drawings

In addition, the LPA shall provide the ODOT project contact 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 (pole 734-5103, foundation 734-5104)
- ODOT Push Button Inspection forms (734-5245 A-B, as applicable)
- ODOT Curb Ramp Inspection forms (734-5020 A-H, 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 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.

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.

17.3.2 ODOT Responsibilities

- Final inspection and project acceptance.
- Final payment to the LPA.
- Notice to FHWA of project completion.
- Closeout of ODOT expenditure accounts, including sending EA closure memo.

17.4 ADDITIONAL INFORMATION FOR DEMONSTRATION PROJECTS

The following covers common items the LPA submits to the ODOT project contact 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).

17.5 RESOURCES

For related questions not covered here, contact the ODOT project contact.

Provider	Resource Title	Description	Link
FHWA	Project Management Project Closeout	Federal-Aid Essentials Video	https://highways.dot.gov/fed-aid-essentials/videos
ODOT	Forms Directory	Search by form title, number, or subject	https://www.oregon.gov/odot/Forms/Pages/default.aspx
ODOT	Construction Manual	Website with links to full manual and manual updates	https://www.oregon.gov/ODOT/Construction/Pages/Construction-Manual.aspx