



OREGON DEPT OF TRANSPORTATION

LAG Manual –Section C

Chapter 17 - Project Closeout

ODOT Certification Program Office

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Document Owner: ODOT Certification Program Manager

Document Purpose: Provide information for Certified Local Public Agency on Project Closeout.

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1. Document Revision History

This document was originally issued on June 16, 2015. The following revisions have been approved and issued:

Changes to this document must be approved by ODOT and FHWA.

Revision Date	Revision Details (only the last ten revisions are retained)
June 16, 2015	Original Issue
	Revised Sections xxxxxxxx

2. Overview

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

Project closeout is most successful when the local public agency 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 and view the short video.

3. Roles and Responsibilities

3.1 Project Closeout of Documents and Actions

3.1.1 LPA Responsibilities

- LPA will send a request to the ODOT Local Agency Liaison (LAL) 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.
- Final Project Acceptance [Recommendation of Project Acceptance Form 734-1384](#)
- Final Invoice (approving authority file) – The LPA shall submit the final invoice and mark it as “Final Billing”. Final invoices shall be submitted to State for processing as per the project intergovernmental agreement (IGA) which normally states within 45 days from the end of contract completion date for construction. Final invoices submitted after the 45 days shall not be eligible for reimbursement.
- The LPA will submit to ODOT the “As-Constructed Plans” if the project is on or affecting an ODOT facility (the state highway system), the NHS or for [National Bridge Inventory \(NBI\)](#) bridge projects.
 - For all [National Bridge Inventory \(NBI\)](#) structures, the LPA shall submit all as-built bridge drawings (pdf electronic files preferred but if you have 24x36 paper copies, then we will take the paper copies), pile records, foundation report and hydraulics report to the ODOT LAL, with a copy copied to the appropriate ODOT staff, such as Bridge, Construction Contract Administration, or Tech. LPA shall notify the State’s Senior Local Bridge Standards Engineer if there is a contract in place to load rate the bridge. If there is not a contract in place, LPA shall hire a consultant to obtain the load rating. LPA shall provide a stamped report to the State’s Senior Local Bridge Standards Engineer when it is complete. LPA must provide written notification to State’s Bridge Inventory Coordinator when a bridge project is complete so the initial

inspection can be scheduled within 6 months from the end of contract completion for construction.

- [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 \(Form 734-1979\)](#)
- Civil Rights Forms – LPA will contact the ODOT LAL who will coordinate with ODOT’s Office of Civil Rights for proper remittance of project Civil Rights records and data to ODOT. See chapter 8 of this section of the LAG manual for more information.
- [Final Documentation Review Report \(Form 734-2704\)](#) (DRR) signed by the ODOT RAS assigned to the project.
- LPA will send a copy of the third note to [ODOT Construction Section](#) and copy the ODOT LAL.
- Final Certified Local Public Agency Quarterly Report ([Form 734-2590](#)) to the Certification Program Manager

3.1.2 ODOT Responsibilities

- Final payment to certified LPA
- Final inspection and final inspection report
- Notice to FHWA of project completion
- Closeout of ODOT expenditure accounts

NOTE: The local public agency is responsible for retaining all certifications and reports for at least six years after final acceptance of the project.

4. Additional Information for Test Projects

The following checklist covers common items the LPA submits to the ODOT LAL for test projects in addition to documents listed in section 1.

- Final progress payment estimate
- Any contractor disputes or Claims
- Test summary - final
- New “Certified Local Public Agency Labor Compliance Certification” which replaces the ODOT Project Managers Labor Compliance form