

SECTION 017710

CONTRACT CLOSEOUT

PART 1 - GENERAL

1.1 REQUIREMENTS INCLUDED

- A. The Contractor shall comply with requirements stated in the Contract and Specifications for administrative procedures in closing out the Work.

1.2 SUBSTANTIAL COMPLETION

- A. When the Contractor considers the Work substantially complete, Contractor shall submit to the City:

1. A written notice that the Work, or designated portion thereof, is substantially complete.
2. A site inspection with the Engineer, City and Contractor will be scheduled. A punch list of items to be completed or corrected will be generated at this inspection.

- B. Within a reasonable time, the City will make an inspection to determine the status of completion.

- C. Should the City determine that the Work is not substantially complete:

1. The City will promptly notify the Contractor in writing, giving the reasons therefor.
2. The Contractor shall remedy the deficiencies in the Work and send a second written notice of substantial completion to the City.
3. The City will reinspect the Work.

- D. When the City finds that the Work is substantially complete, the City will execute and deliver to the Contractor a Certificate of Substantial Completion with a revised punch list of items to be completed or corrected.

1.3 FINAL INSPECTION

- A. When the Contractor considers the Work is complete, they shall submit written certification that:

1. Contract Documents have been reviewed.
2. Work has been inspected for compliance with Contract Documents.
3. Work has been completed in accordance with Contract Documents.
4. Equipment and systems have been tested in the presence of the City and are operational.
5. Work, including punch list items, are completed and ready for final inspection.

B. The City will make an inspection to verify the status of completion with reasonable promptness after receipt of such certification.

C. Should the City consider that the Work is incomplete or defective:

1. The City will promptly notify the Contractor in writing, listing the incomplete or defective work.
2. The Contractor shall take immediate steps to remedy the stated deficiencies and send a second written certification to the City that the Work is complete.
3. The City will reinspect the Work.

D. When the City finds that the Work is acceptable under the Contract Documents, they shall request that the Contractor make closeout submittals.

1.4 CONTRACTOR'S CLOSEOUT SUBMITTALS TO ENGINEER AND CITY

A. Evidence of compliance with requirements of governing and regulatory authorities.

B. Project Record Documents: Requirements of Section 017839 – Project Record Documents.

C. Warranties and Bonds: Requirements of General Conditions and Section 017836 – Warranties and Bonds.

D. Keys and Keying Schedule.

E. Spare Parts and Maintenance Materials.

- F. Evidence of Payment and Release of Liens: Requirements of General and Supplementary Conditions.
- G. Certificate of Insurance for Products and Completed Operations: Requirements of General Conditions.
- H. Consent of Surety to Final Payment.
- I. Proof that taxes, fees, and similar obligations were paid.

1.5 FINAL ADJUSTMENTS OF ACCOUNTS

- A. Submit a final statement of accounting to the City.
- B. Statement shall reflect all adjustments to the Contractor Sum:
 - 1. The original Contract Sum.
 - 2. Additions and deductions resulting from:
 - a. Previous Change Orders.
 - b. Unit Prices.
 - c. Deductions for uncorrected Work.
 - d. Deductions for liquidated damages.
 - e. Other adjustments.
 - 3. Total Contract Sum, as adjusted.
 - 4. Previous payments.
 - 5. Sum remaining due.

- C. Contractor will prepare a final Change Order, reflecting approved adjustments to the Contract sum which were not previously made by Change Orders.

1.6 FINAL APPLICATION FOR PAYMENT

- A. The Contractor shall submit the final Application for Payment in accordance with procedures and requirements stated in the General Conditions.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION

A. The Contractor shall furnish all necessary tools and labor required to allow the City to verify the status of completion. The tools shall include, but not be limited to the following (as applicable):

1. Vault Entry Equipment.
2. Shovel.
3. Lamps & Mirror(s).
4. Probe Rod.
5. Valve Key.
6. Manhole Hook.
7. All necessary labor to help on the test for completion.

END OF SECTION