

MCDOT Closeout Checklist for Construction Contracts / Construction Projects
C = Required for Contract Closeout (Final Payment) / P = Required for Construction Project Closeout



Project No.:					
Project Name:					
Submitted By / Date:					
	Document	C / P	Brief Description	Completed (Initial)	Does Not Apply
Construction Engineer \ Consultant Resident Engineer	Final Inspection and Letter of Substantial Completion	C	Verify completion of work and construction quality; communicate additional work requirements (punch list) to the contractor.		
	Letter of Final Acceptance	C	Final Acceptance following completion of all punch list items and the Engineer has determined that all Contractor's field work is complete.		
	Final Pay Estimate (Retention Release)	C	Final Pay Estimate is for release of retention Only (unless Contractor posted securities in escrow). Payment of final work performed quantities is made with the prior Pay Estimate.		
	Final Quantity Adjustment Change Order	C	Compares as-built and as-bid quantities and adjusts all quantities to 100% paid. Serves as change order for final contract amount. Part of Final Pay Estimate.		
	Escrow Release	C	MCDOT sent release authorization to bank for escrow account (if posted in-lieu of retention)		
	Completion Report	C	Summary of project, summary of change orders, recommending acceptance, sealed and signed by the Resident Engineer. Submitted with, but not part of Final Pay Estimate.		
	Pay Item Overrun and Underrun Explanation	C	This report includes all bid items that vary from estimated quantity by 10% or more, or dollar amounts over \$15,000. Submitted with, but not part of Final Pay Estimate.		
	Record Drawings	P	Record Drawings (as-builts) with Engineers seal and signature and Record Drawing Certification on cover sheet. Refer to MCDOT Record Drawing SOP		
	Materials Testing Plan	P	Materials testing plan showing the original plan and the actual testing done, signed by the Engineer.		
	Photo and Video Logs	P	All photos and video logs taken before, during and after completion of project submitted to MCDOT.		
	Project Files	P	Hard-copy files per MCDOT Construction file standards. All electronic Record Document files prepared and submitted per the MCDOT Construction file standards.		
	Survey Monuments	P	Location and data for new or relocated monuments have been sent to MCDOT Survey Branch.		
	Shop Drawings & O&M Manuals	P	Submittals, O&M manuals, instructions submitted to MCDOT; also, if required by the contract: spare parts for signals, irrigation systems, salvage items, etc.		
Load Tickets	P	Sorted, bound, and labeled by lots/dates.			
Federal Aid Projects	Final Inspection	C	MCDOT PM, ADOT LPA Certification Acceptance Coordinator, ADOT UPM PM and FHWA Coordinator invited to final inspection.		
	Final Acceptance Letter to ADOT	P	Copy of Final Acceptance letter sent to MCDOT Federal Aid Coordinator (who will file and forward to ADOT/FHWA Coordinator as part of the MCDOT federal reimbursement request).		
	Labor Documentation Summary (including DBE Final Affidavits)	C	Summary of conformance to labor standards: includes employee interviews, payroll certifications, and evidence of restitution if there were underpaid employees.		
	Materials Final Closeout	P	A final materials closeout report requiring ADOT's Materials Group approval.		
	Record Drawings	P	Record Drawings (as-builts) with Engineers seal and signature and Record Drawing Certification on cover sheet provided to MCDOT Federal Aid Coordinator.		
	On Job Training Closeout	C	Training hours report and form must be provided to the MCDOT Federal-Aid coordinator (when Training is a contract requirement).		
Buy America	C	Buy America checklist for materials certifications must be provided to the MCDOT Federal-Aid Coordinator.			
TCE's and	IGA No.	P	Conditions specified in IGA has been satisfied.		
	TCE No.	P	Conditions specified in TCE has been satisfied.		
	Final Invoice to Partners	P	All cost-sharing partners have been invoiced for their final/total share of construction cost.		
Permits	Environmental Assessment/Clearance - Compliance Certification	P	Environmental Compliance Form is submitted. Construction Engineer Certification that mitigation measures completed according to EA. If exceptions, attach details.		
	SWPPP	C	Requirements have been completed and the contractor has submitted the Notice of Termination to ADEQ or EPA (required for Indian Community land).		
	ADOT Access Permit	C	Permits requirements for working within ADOT R/W have been satisfied and the "Permit Closing" letter returned.		
	Corps of Engineers 404 Permit	C	Requirements satisfied and letter sent to COE closing the permit.		
	EPA Clean Water Act 401 Certification	C	Requirements have been satisfied.		
	City and Utility Permits	C	Applies where contractor must acquire a permit from a utility or city, as specified in the contract, and all permit requirements have been satisfied.		
	MCDOT Utility Permits	P	Applies where MCDOT CM Consultant is responsible for permit inspection of utility company work within project limits; permits returned to MCDOT.		
	MCDOT ROW Permit	P	Permit form "Start/Completion/Emergency Notice" needs to be closed.		
Contractor	Consent of Surety	C	Provided by the contractor - signed by the authorized representative of the Surety with General Power of Attorney attached. Part of Final Pay Estimate (Retention Release).		
	Certificate of Performance (COP) and Payment of Claims Affidavit	C	Two signed certifications by Contractor that all work has been fully completed and all claims paid. Part of Final Pay Estimate (Retention Release).		
	SBE participation report	C	MCDOT SBE report required with all payments. Part of Final Pay Estimate (Retention Release).		
Reviewed and Accepted					
			MCDOT Project Construction Engineer		Date