



PE/PS WORKSHOP

2009

Session #14 Contract Close-out

- Section 27 of General Instructions to Field Employees
- Partial Acceptance – mile sections
- Substantial completion (101.59) – lanes open, traffic markings, permanent erosion control, safety appurtenances, lighting, signals & signs



- Final Acceptance
- Pre-final & final inspection
- Date contractor is relieved of further maintenance
- Punch list items
- Date of last work – remove signs



14-2 Specification References

- Final clean-up 104.08
- ROW, borrow, disposal areas, all property damaged by work
- All excess materials, structures, equipment



105.15 Acceptance & Final Inspection

- (a) Partial Acceptance
- (b) Final Acceptance – 105.15, 10 days to get started. 108.09, 5 work days to complete punch list
- Reference to 107.18
- If time expired, contractor responsible for damages
- Time not expired, Department pays for portions opened to traffic if contractor cannot collect damages from responsible party



107.19

- Contractor's responsibility for work
- Maintenance of all features, drainage, plantings, necessary signage until relieved of maintenance



107.23

- Waiver of Legal Rights
- Correction of measurements, estimate
- Recovery of overpayment
- Latent defects, warranty, guaranty



Contract Documentation

- 108.12
- Payroll records, lease agreements, material invoices, EEO documentation



109.08

- Final Payment
- Acceptance = relieved of maintenance
- 180 days to make final estimate
- Unless contractor files claim for additional compensation



Final Construction Records

- Maintain documentation as work proceeds
- Project is not complete until the documentation is finalized
- Section 28 of GIFE provides some guidelines. Future revision of GIFE will incorporate more specifics



Memorandum 08-07

- Contract Finalization
- Reconcile quantities
- Preliminary 642 to contractor
- Complete all date entries and documents per checklist
- PE/PS must prepare final estimate when notified by central office



Failed Material/Material Records

- Make sure proper documentation is received before using material
- Make sure all materials and tests have been reported correctly
- Make sure there is no unresolved failed material – failed material has been replaced or change order has been processed



Questions ?



ACME Paving, Inc. 7654321 R-32109
 CONTRACTOR PROJECT NUMBER CONTRACT NUMBER

Letting Date 4-15-08 Date of First Work 6-3-08
 Notice to Proceed Date ... 5-20-08 Date of Last Work 11-18-08

Work Days Allowed	_____	days
Contract Overrun (_____ %)	x _____	days
	(NO. OF WORK DAYS)	
Additional Days Approved	_____	days
Total Work Days Allowed	_____	days
Number of Work Days Used	_____	days
Number of Work Days Over	_____	days

Calendar Days Allowed	_____	days
Contract Overrun (_____ %)	x _____	days
	(NO. OF CALENDAR DAYS)	
Additional Days Approved	_____	days
Total Calendar Days Allowed	_____	days
Number of Calendar Days Used	_____	days
Number of Calendar Days Over	_____	days

FOR CALENDAR DATE CONTRACTS:

Contract Completion Date 10-17-08 date

Delay in issuing Notice to Proceed 5 days

Contract Overrun (..... %) x days

* Number of days starting with the day after the Letting, to and including the Original Completion Date

Additional Time or Date Approved 20 days/date

Adjusted Calendar Completion Date 11-11-08 date

Actual Calendar Completion Date (same as date of last work) .. 11-18-08 date

Number of Calendar Days Over 7 days

FOR INTERMEDIATE COMPLETION TIME: (Open to traffic, road closure,
traffic restriction)

Original Intermediate Completion Time (from Special Provisions) 30 days/~~date~~

Contract Overrun (_____ %) x _____ ** days

** See Special Provisions, if Intermediate Completion Date is
specified, number of days starting with the day after the Letting,
to and including the Intermediate Completion Date

Additional Time or Date Approved 3 days/~~date~~

Adjusted Intermediate Completion Time 33 days/~~date~~

First Day of Closure or Restriction 8-11-08 date

Last Day of Closure or Restriction 9-15-08 date

Number of Days Used 35 days

Number of Days Over 2 days

LIQUIDATED DAMAGES TO BE ASSESSED:

Work Day Contracts: _____ days @ \$ _____ / day = \$ _____

Calendar Day Contracts: _____ days @ \$ _____ / day = \$ _____

Calendar Date Contracts: 7 days @ \$ 1500.00 / day = \$ 10,500.00

Intermediate Completion Time: 2 days @ \$ 1000.00 / day = \$ 2,000.00

TOTAL \$12,500.00

**AUTHORIZED TIME EXTENSIONS
FOR ALL CONTRACTS**

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<u>Date of Document</u>	<u>Type of Document</u>	<u>Authority Given By</u>	<u>Extension</u> <u>Contract Completion — Intermediate</u>	
9-9-08	change Order #2	J.W. Keefer DCE	3	3
FINAL INSPECTION TIME WAIVER			<u>17</u>	
TOTAL DAYS OR REVISED DATE			<u>20</u>	<u>3</u>

**FINAL INSPECTION TIME WAIVER
FOR CALENDAR DATE CONTRACTS**

Date Construction Substantially Completed 10-28-08
(As shown on Form IC-639.)
Date Relieved of Maintenance 11-24-08
(As shown on the Final Acceptance Letter.)
Balance 27 Calendar Days
(The number of days between the above two dates,
not inclusive.)
Exclusions (explain below) 10 Calendar Days
(The number of days used in addition to what is actually
permitted, normally punch list or removal of traffic control
devices.)
Balance Waived (enter above) 17 Calendar Days
(The difference between the above "Calendar Days" lines.)

REMARKS: *Excluding 6 days from Date of Last Work to
Date Relieved of Maintenance. Excluding 4 days
excess time for completion of punch list work.*

Date Review Completed: _____

District Review By: _____

DISTRICT CONSTRUCTION ENGINEER

FOR CENTRAL OFFICE USE ONLY

Date Review Completed: _____

Date Record Received: _____

Reviewed By: _____

FINAL REVIEW OFFICER

CHECK LIST FOR IC-639

	Pre-Final Insp	Punch List	Sod Maint	Date Sod Rpd	Dated Fail	Final Insp	Signs Removed	Last Work Day
DWR	48	49	50	51	52	54	57	7
DIARY	48	49	50	51	52	54	57	7
KEY DATES	48	49	50	51	52	54	57	7

PLEASE MAKE SURE ALL DATES FROM THE IC-639 ARE PUT INTO SITE MANAGER IN THE KEY DATES AND EITHER THE DIARY OR THE DWR.

Key Date Type		Projected Date	Actual Date	Required to Activate	Required to Finalize
Authorized to Remove Signs (108.09)	**	00/00/00	00/00/00	N	Y
Central Office Contract Review Complete		00/00/00	00/00/00	N	Y
District Contract Review Complete		00/00/00	00/00/00	N	Y
Failed Material Replaced (105.03)	#52	00/00/00	00/00/00	N	Y
Final Acceptance (105.15)		00/00/00	00/00/00	N	Y
Final Inspection (105.15)	#54	00/00/00	00/00/00	N	Y
First Day of Work		00/00/00	00/00/00	N	Y
Last Day of Work (105.15)	#7	00/00/00	00/00/00	N	Y
Other		00/00/00	00/00/00	N	N
PE/S Contract Review Complete		00/00/00	00/00/00	N	Y
Pre-Final Inspection	#48	00/00/00	00/00/00	N	Y
Punch List Items Completed (108.09)	#49	00/00/00	00/00/00	N	Y
Sod Maintenance Expired (621.10)		00/00/00	00/00/00	N	Y
Sod Repaired (621.10)		00/00/00	00/00/00	N	Y
Substantial Completion (101.59)	#37	00/00/00	00/00/00	N	Y
Temp Traffic Contrl Devices Rem (108.09)	#57	00/00/00	00/00/00	N	Y

** This also needs to be filled in.

IC-639

2. Project Number (s)
3. Contract Number
7. Date of Last Work
37. Date Construction Completed
38. Date Released of Maintenance
46. List names of those who attended Pre-Final from INDOT, Contractor, etc.
47. Name Contractor Representative
48. Date of Pre-Final Inspection
49. Date Punch list completed, if applicable
50. Date Sod Maintenance Expired, if applicable
51. Date Sod Repaired, if applicable
52. Date Failed Material Replaced
53. List names of those who attended Final from INDOT, Contractor, etc.
54. Date of Final Inspection
55. and 56. Contract Limits
57. Date Signs or Temporary Traffic Control Devices Removed
58. Right-of-Way is or is not clear of all encroachments

**REPORT OF CONTRACT FINAL INSPECTION
AND RECOMMENDATION FOR ACCEPTANCE**Contract R-32109 (3) Project 7654321 (2)# Date Construction Completed October 28, 2008 (37)
(The date all items were completed, except punch list & removal of traffic control devices)Preliminary Inspection made by D. Construction Engineer, A. Engineer, P. Supervisor - INDOT; (46)D. Representative - Acme Paving (47) on November 10, 2008 (48)# Date Punch List Items Completed November 16, 2008 (49)Sod Maintenance Expired on N/A (50)# Date Sod Repaired, if necessary N/A (51)# Date Failed Material Replaced N/A (52)# Final Inspection made by A. Engineer, P. Supervisor - INDOT; (53)D. Representative - Acme Paving (47) on November 24, 2008 (54) and all was found to

be satisfactory from Station 5 + 69 55 to Station 341 + 59 56

Date Construction Signs and Temporary Traffic Control Devices Removed November 18, 2008 57

Pavement Smoothness (does) (does not) comply with the Specifications. _____

Pavement Markings (have) (have not) been placed in accordance with the IMUTCD manual or as directed by the District Traffic Engineer. _____

Right-of-Way (is) 58 (is not) clear of all encroachments. _____

Date of Last Work November 18, 2008 7

Release of Maintenance November 24, 2008 38

RECOMMEND ACCEPTANCE

DISTRICT CONSTRUCTION ENGINEER

* County or city signatures when
required (at least two)

* By: _____

* By: _____

* By: _____

LOCAL PUBLIC AGENCY