

SECTION 01700 - Contract Closeout

PART 1 - GENERAL

1.1 REQUIREMENTS INCLUDED

- A. Comply with requirements stated in Conditions of the Contract and in Specifications for administrative procedures in closing out the work, including but not limited to record drawings / as-built plans.

1.2 RELATED REQUIREMENTS

- A. Conditions of the Contract. Fiscal provisions, legal submittals and additional administrative requirements.
- B. Section 01710 - Cleaning
- D. The respective sections of Specifications: Closeout Submittals

1.3 SUBSTANTIAL COMPLETION

- A. When Contractor considers the work is substantially complete, he/she shall submit to the Engineer:
 - 1. A written notice that the work or designated portion thereof is substantially complete.
 - 2. A list of items to be completed or corrected.
- B. Within a reasonable time after receipt of such notice, the Engineer will make an inspection to determine the status of completion.
- C. Should the Engineer determine that the work is not substantially complete:
 - 1. The Engineer will promptly notify the Contractor in writing, giving the reasons therefor.
 - 2. Contractor shall remedy the deficiencies in the work, and send a second written notice of substantial completion to the Engineer.
 - 3. The Engineer will reinspect the work.
- D. When the Engineer finds that the work is substantially complete, he/she will:
 - 1. Prepare and deliver to Owner a tentative Certificate of Substantial Completion with a tentative list of items to be completed or corrected before final payment.
 - 2. After consideration of any objections made by the Owner as provided in Conditions of the Contract, and when the Engineer considers the work substantially complete, he/she will execute and deliver to the Owner and the Contractor a definite Certificate of Substantial Completion with a revised tentative list of items to be completed or corrected.

1.4 FINAL INSPECTION

- A. When the Contractor considers the work is complete, he/she 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 Owner's

- representative and are operational.
5. Work is completed and ready for final inspection.
- B. The Engineer will make an inspection to verify the status of completion with reasonable promptness after receipt of such certification.
- C. Should the Engineer consider that the work is incomplete or defective:
1. The Engineer will promptly notify the Contractor in writing, listing the incomplete and/or defective work.
 2. Contractor shall take immediate steps to remedy the stated deficiencies, and submit a second written certification to the Engineer that the work is complete.
 3. The Engineer will reinspect the work.
- D. When the Engineer finds that the work is acceptable under the Contract Documents, he shall request the Contractor to make closeout submittals.

1.5 REINSPECTION FEES

- A. Should the Engineer perform reinspections due to failure of the work to comply with the claims of status of completion made by the Contractor:
1. Owner will compensate the Engineer for such additional services.
 2. Owner will deduct the amount of such compensation from the final payment to the Contractor.

1.6 CONTRACTOR'S CLOSEOUT SUBMITTALS TO ENGINEER

- A. Evidence of compliance with requirements of governing authorities.
- B. Warranties and Bonds: to requirements of Section 01740.
- C. Evidence of Payment and Release of Liens: to requirements of the Contract Requirements, General Conditions and Supplementary Conditions.
- D. Certificate of Insurance for products and completed operations.

1.7 FINAL ADJUSTMENT OF ACCOUNTS

- A. Submit a final statement of accounting to the Engineer.
- B. Statement shall reflect all adjustments to the Contract Sum:
1. The original Contract Sum.
 2. Additions and deductions resulting from:
 - a. Previous Change Orders.
 - b. Allowances.
 - c. Unit Prices.
 - d. Deductions for uncorrected work.
 - e. Penalties and Bonuses.
 - f. Deductions for liquidated damages.
 - g. Deductions for reinspection payments.
 - h. Other adjustments.
 3. Total Contract Sum, as adjusted.
 4. Previous payments.
 5. Sum remaining due.
- C. Engineer will prepare a final Change Order, reflecting approved adjustments to the Contract Sum which were not made by previous Change Orders.

1.8 FINAL APPLICATION FOR PAYMENT

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

1.9 CLOSEOUT SUBMITTALS

- A. When the Engineer finds that the work is acceptable under the contract documents, he shall request the Contractor to make closeout submittals.
- B. The Contract's closeout submittals shall include:
 1. Evidence of compliance with requirements of governing authorities.
 2. Project Record Documents.
 3. Operating and Maintenance Data, Instructions to Owner's Personnel.
 4. Warranties and Bonds.
 5. Spare Parts and Maintenance Materials.
 6. Evidence of Payment and Release of Liens (Final Release of Lien Form).
 7. Completed Affidavit Form.
 8. Certificate of Insurance for Products and Completed Operations.

1.10 ADDITIONAL CLOSEOUT REQUIREMENTS (Record Drawing / As-Built)

- A. Project Record Documents - The Contractor shall keep one record copy of all Specifications, Drawings, Addenda, Modifications, Shop Drawings, Field Test Records and Samples at the site in good order and annotated to show all changes made during the construction process. These shall be available to the Engineer for examination and shall be delivered to the Engineer for the Owner upon completion of the Work.
- B. Documents and samples shall be stored in the Contractor's field office apart from documents used for construction. The Contractor shall provide files and racks for storage of documents, and a locked cabinet or secure storage space for storage of samples.
- C. Documents shall be maintained in a clean, dry legible condition and in good order. Record documents shall not be used for construction purposes.
- D. Each document shall be labeled "PROJECT RECORD" in neat, large printed letters.
- E. Information shall be recorded concurrently with construction progress.
- F. No work shall be concealed until required information is recorded.
- G. Drawings shall be legibly marked to record actual construction information on: depth of various elements of foundation in relation to finish first floor datum; horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements; location of internal utilities and appurtenances concealed in the construction, referenced to visible and accessible features of the structure; field changes of dimension and detail; changes made by field Order or by Change Order; and details not on original contract drawings.
- H. All horizontal and vertical record information must be obtained by a Professional Land Surveyor, who is licensed in the State of Florida. Information must be signed and sealed by the licensed Surveyor.
- I. Specifications and Addenda shall have each section legible marked to record: manufacturer, trade name, catalog number, and supplier of each product and item of equipment actually installed; and changes made by Field Order or by Change Order.

- J. At contract closeout Record Documents shall be delivered to the Engineer for the Owner. The submittal shall be accompanied with a transmittal letter in duplicate, containing:
1. Date
 2. Project title and number
 3. Contractor's name and address
 4. Title and number of each Record Document
 5. Signature of Contractor or his authorized representative
- K. Operating and Maintenance Data - The Contractor shall compile product data and related information appropriate for Owner's maintenance and operation of products furnished under the Contract. He shall instruct Owner's personnel in the maintenance of products and in the operation of equipment and systems. THIS PARAGRAPH IS NOT APPLICABLE TO THIS PROJECT.
- L. Prior to the installation of any item of equipment, operation and maintenance data shall be submitted, if applicable. Submittal shall be in seven (7) copies in addition to any copies the Contractor desires returned to him and shall be in addition to the shop drawing submittals. THIS PARAGRAPH IS NOT APPLICABLE TO THIS PROJECT.
- M. The submittals shall include but not necessarily be limited to: THIS PARAGRAPH IS NOT APPLICABLE TO THIS PROJECT.
1. Manufacturer's specifications.
 2. Directions and instructions relating to assembly, installation, operation and maintenance.
 3. Parts list with catalog numbers and other data necessary for ordering replacements.
- N. Operation and maintenance data shall be submitted for each item of equipment, instrumentation and controls for which shop drawing submittals are required. THIS PARAGRAPH IS NOT APPLICABLE TO THIS PROJECT.
- O. The construction plans will be provided to the awarded contractor in AutoCAD format to assist in the contractor's preparation of record drawings / as-built. The plans have been prepared to **NGVD** vertical datum. Upon final submission and acceptance of the record drawings by the ENGINEER, the contractor shall provide an electronic copy (AutoCAD format) to the engineer on a compact disc. The record drawing shall be provided in **NGVD** vertical datum. In addition another set of record drawings in electronic format shall be provided to the ENGINEER established to **NAVD** vertical datum. As a minimum, the record drawings shall conform to the original design plans to the maximum extent possible and maintain such AutoCAD format such as view port, scale, notes, and contents.

PART 2 - PRODUCTS

(Not Used)

PART 3 - EXECUTION

(Not Used)

**** END OF SECTION ****