Final Project Closeout

Recordkeeper Job Aid

Construction Division

Texas Department of Transportation

Construction Recordkeeper Job Aid

Overview

Complete and accurate records are important for proper administration of all contracts and are required to be held after acceptance according to the records retention schedule.

The goal of this document is to provide information regarding closing out an active project correctly and in a timely manner in accordance with the Department's requirements and responsibilities.

Resources

- *Construction Contract Administration Manual* (CCAM), Chapter 4, "Project Records and Closeout"
- Construction Division (CST), Recordkeeper Development Program webpage (internal access only)
    - 2024 Project File Index
    - 2024 Audit Template – includes checklists for final audit and closeout

Audits

Maintaining accurate and compliant project records ensures a smooth final audit and closeout. Final acceptance requests are not the time to discover outstanding paperwork, miscalculations of materials, or other issues of noncompliance. Additional information regarding auditing project records is available in the Recordkeeper Job Aid, "Audits/Project Reviews."

A self-audit should occur each month to verify the pay items have the proper documentation prior to payment.

An internal audit is a system of checks and balances to ensure projects follow TxDOT policies and procedures. Audits can be performed by another person from within the same Area Office (AO), another AO, or the District Construction Office (DCO).

A final project audit is performed to create the list of outstanding items needed. Prior to sending the project records to the DCO for the official final audit, the recordkeeper will need to identify documentation needed at completion of work, ensure all materials have the correct documentation and any testing has been completed, and the documents have been added to the project records according to the project index and naming conventions.

Project Closeout Timeline

Identifying information needed for compliant project records and developing a plan to obtain necessary documentation should be ongoing, but a thorough review should occur at the time the punchlist is being created for the field. Resources include the Project Records Checklist for bid items, the Contract, the Spec Book, special provisions and special specs, and test methods applicable to the project.

Once the needed records are identified, provide a listing to the contractor by email. If the contractor is nonresponsive, escalate using the escalation ladder to receive the necessary documents. Provide the date documentation is due and follow up until it is received. During the SiteManager Diary credit stages, continue to audit the records, gather the documentation, and communicate with the project personnel including the contractor about necessary outstanding items to continue generating the monthly progress estimates.

1. "Awaiting AE acceptance" status – The Area Engineer (AE) inspects, then accepts the work and sends an email to the DCO stating that the project has been accepted by the Area Engineer.

   Complete the final audit for items needed for the project records and email the list to the contractor with a due date.

   - Review the following items in SiteManager and verify:
     - key dates are all entered correctly,
     - checklist Event dates are all entered correctly,
     - critical dates are entered per the district's policies and procedures,
     - estimates are all generated each month, using estimate history and estimate discrepancy reports,
     - all Daily Work reports are entered and approved, and
     - there are no outstanding change orders.
   - Review items in ProjectWise. Refer to the Recordkeeper Filing job aid for additional information on completing this item,
   - Review items in LCPtracker. Refer to the Labor Compliance job aid for payroll discrepancies, audits, and printing out summaries of final payroll activities.
   - Complete the final audit by reviewing items in TxDOT's DMS. Refer to the DBE, OJT, and Prompt Pay Recordkeeper job aids on items to be completed and reviewed in DMS.

2. "Awaiting final acceptance" status – This pertains to the ten calendar days in which the DCO must inspect and accept the project.

3. "Awaiting final documentation" status – This starts the 60-day completion countdown and the final audit by DCO.

   When the project moves into this phase, the recordkeeper should be able to process the progress payment for 7% mobilization (MOB) and remaining barricades on the monthly estimate, if all work is complete and accepted. The AE has the authority to withhold this payment and additional payments to ensure compliance, safety, timeliness, and quality per the CCAM and Standard Specifications Article 5.1, "Authority of the Engineer."

4. "OTHER: Generating Final Estimate or Final Estimate" – When directed by DCO, run the final estimate to include the final 3% MOB. Transfer the records to DCO for retention and archive per the record retention schedule.

All documents and items should be cleared within 60 days. If they are not, continue documenting the project files with the reasons for non-closure.

Project Close Out Timeline
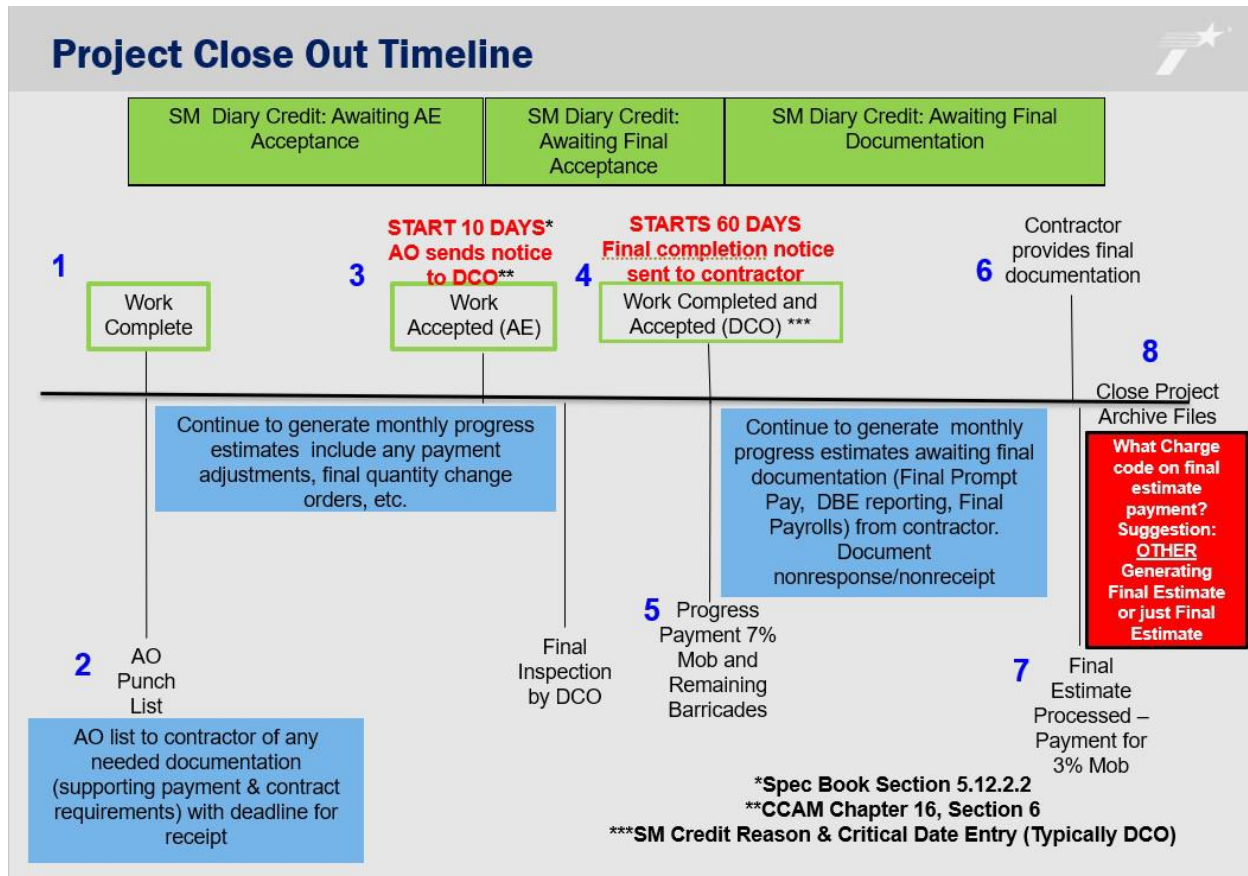
Contractor Evaluation

Confirm that the contractor has been scheduled to meet with the AE for their final evaluation. The hard copy of Form 2707, "Contractor Evaluation Form," must be completed prior to running a final estimate. It is important to maintain the project records throughout the life of the project to support the final contractor evaluation. Ensure the appropriate documentation is available to the AE to support the rating. Refer to the Recordkeeper Contractor Evaluation job aid for additional information on completing this item.

Project Evaluation

Confirm that the AE has completed Form 2803, "Project Evaluation." The hard copy of Form 2803 must be completed prior to running a final estimate. It is important to maintain the project records throughout the life of the project to support the project evaluation. Ensure the appropriate documentation is available to the AE to support the rating. Refer to the Recordkeeper (Design) Project Evaluation job aid for additional information on completing this item.

Final Estimate

Refer to the Recordkeeper Estimate Job aid for additional information on running a final estimate for the project.

Final Plans

A final as-built plan set must be submitted once the project is complete. Refer to CCAM Chapter 4, Section 5, "Project Closeout," for final plans submittal requirements. Generally, the final plan set will include plan modifications made during the project such as:

- change orders,
- plan sheet revisions,
- removals or additions to bid items or quantities made by executed change orders,
- drill shaft records,
- shop drawings, and
- any as-built notations and illustrations made during the lifespan of the project, such as slight changes of location or adjustments to line items.

The final plan set must be signed and sealed by the AE, along with additional information identified in the CCAM, and sent to plansol@txdot.gov before the project can be officially completed.

Disputes and Claims

In the event of a dispute on the project, the final estimate can be run and any additional payments made through supplemental estimates. Disputes are decided at the discretion of the District Engineer, and the contractor may file a claim if they do not agree with the decision.

Claims are unresolved disputes and require formal action. If the project is going to claims, the District Engineer, the Construction Division, the Contract Claim Committee, or the General Counsel Division may notify the District of the claim, and the records must be gathered, maintained, and retained until the claim has been settled.

Best Practices

The project closeout process starts from day one with organization and compilation of required documents. The regular and timely accounting of all documents filed in the project records and conducting multiple audits throughout the life of the project will make the final audit and documentation request less challenging and more straightforward when the project is entering the closeout timeline.

Conduct a self-audit and review the information in the project files upon being assigned to any active project. This ensures that the required documentation is accounted for when the recordkeeper assumes the duties on an existing contract and allows the recordkeeper time to familiarize themselves with the project specifics and any outstanding issues. Self-audits lead to discussions with the project managers, inspectors, AE, and relevant personnel to identify concerns and resolve them before they become an issue. The CST Recordkeeper Development Program webpage includes tools that will help with self-audits and other types of project records audits to assist with required documentation.