

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VII	SUBSECTION B	DATE
CONSTRUCTION COMPLETION	PROJECT CLOSE-OUT WORK BOOK	06/30/2016

1. Form DC-155 - Project Close-out Workbook:

The RE must maintain [DC-155 - Project Close-out Workbook](#) for each project. A project specific DC-155 Project Close-out Workbook will be generated and maintained by the RE from the most recent template of the DC-155 at least three months prior to the original Substantial Completion date of the project. This workbook identifies all the necessary tasks that are required to close a typical project. The RE needs to perform only the applicable tasks based on the scope of the project. The intent is to provide a summary of the dates when the activities/forms were performed/generated, so that the RE can track and monitor all the tasks that are necessary to close the project in a timely manner. The worksheet labeled "Tab A" of DC-155 Project Close-out Workbook will be updated at least four times in a year by the respective Region Office, and will be posted on the DOT intranet.

2. Monthly Regional Close-out Report:

In the first week of each month, the Regional Construction Engineer is required to submit a monthly Regional Project Close-out Report ([See Sample A](#)) to the Director of Construction and Materials. This report may require a meeting between the RCE and Director of Construction and Materials.

3. Five-Stage Project Close-out process:

The RE and Region office will follow the Five-Stage Project Close-out process ([See Sample B](#)) in compliance with the target durations for each stage, and for all key milestones/close-out tasks as established on the following page in order to close out the project in a timely manner.

Stage	Key Milestones/Close-out Tasks	Target dates		
		Project cost up to \$10 M and/or Limited Scope projects	Project cost between \$10 M to \$30 M	Project cost above \$ 30 M
Stage 1 OR 1A (Avg. 2 to 4 months)	Contract Original Substantial Completion Date (COSCD)	From Contract Documents	From Contract Documents	From Contract Documents
	First Notice of Sub. Completion from Contractor	First notice Date	First notice Date	First notice Date
	Acceptable Notice of Sub. Completion from Contractor(ANSC)	Last notice Concurrred by RE & FM	Last notice Concurrred by RE & FM	Last notice Concurrred by RE & FM
	Corrective Action Inspection Date (CAI)	ANSC + 3 weeks	ANSC + 3 weeks	ANSC + 3 weeks
	Actual Substantial Completion Date (ASCD)			
	Contract Original Completion Date (COCD)	From Contract Documents	From Contract Documents	From Contract Documents
	First Notice of Completion from Contractor	First notice Date	First notice Date	First notice Date
	Acceptable Notice of Completion from Contractor (ANC)	Last notice Concurrred by RE & FM	Last notice Concurrred by RE & FM	Last notice Concurrred by RE & FM
	Acceptance Inspection Date (AI)	ANC +3 weeks	ANC +3 weeks	ANC +4 weeks
	Actual Completion Date (ACD)			
Stages 2 and 3 (Avg. 4 months)	Initiation of Close-out (ICO)	AI + 1 week	AI + 1 week	AI + 2 weeks
	Region to initiate DC-20	ICO + 1 week	ICO + 1 week	ICO + 2 week
	Final DC-83 to Region Office	ICO + 1 week	ICO + 2 week	ICO + 2 weeks
	LB-95 A to Bureau of Materials	ICO + 1 week	ICO + 2 week	ICO + 2 weeks
	As-builts review and approval date	ICO + 4 weeks	ICO + 6 weeks	ICO + 8 weeks
	Final Change Order Execution Date (FCO)	ICO + 8 weeks	ICO + 10 weeks	ICO + 14 weeks
	Department's Acceptance pkg.(DAP) Exec. Date	ICO + 10 weeks	ICO + 12 weeks	ICO + 16 weeks
	Final Estimate approval by Region, and to Accounting(FE)	ICO + 14 weeks	ICO + 16 weeks	ICO + 20 weeks
Stage 4 (Avg. 4 months)	Proposed Final Certificate from Accounting	ICO + 18 weeks	ICO + 20 weeks	ICO + 24 weeks
	Proposed Final Certificate to Contractor	ICO + 20 weeks	ICO + 22 weeks	ICO + 26 weeks
	Signed Proposed Final Certificate to Accounting	ICO + 25 weeks	ICO + 27 weeks	ICO + 31 weeks
	Final Certificate from Accounting	ICO + 30 weeks	ICO + 32 weeks	ICO + 38 weeks
Stage 5 (Avg. 1 month)	Federal Close out Pkg.(FCP) to Director, Construction and Materials	ICO + 33 weeks	ICO + 35 weeks	ICO + 42weeks
	Confirmation date of receipt of FCP	ICO + 34 weeks	ICO + 36 weeks	ICO + 43 weeks