



CONTRACT & PROJECT CLOSEOUT

Phase 1: Construction to Substantial Completion

Signed CSC form for the *entire project* is sent to DFCM Contracts. This needs to be *sent in within 1 week of when it was signed*

The PM will then move the project to '**Substantial Completion**' status

Final inspection is complete

Phase 2: Contract Closeout

Professional Services (Non-Design):

1) Studies/final documents for the contract, final invoice, and PPRE form are sent to DFCM Contracts *in one email*

Construction:

- 1) Signed CSC form for the *entire project* was sent to DFCM Contracts in Phase 1
- 2) Final Inspection is uploaded to EDMS
- 3) Contractors final pay app *signed by both the AE and the Agency* is sent to DFCM Contracts *in one email*

Design:

- 1) All Construction Contract closeout requirements are met
- 2) A/E final invoice and all project closeout documents listed on *Closeout Checklist* that were not previously submitted are sent to DFCM Contracts

The PMA will change each contract status to '**Contract Complete**' when the requirements above have been satisfied

Phase 3: Project Closeout

Closeout requirements for each contract are satisfied and the contract is in '**Contract Complete**' or '**Closed**' status, ***Contractor Retainage Pay App has been submitted**

All purchase orders are in '**Final Payment**', '**Paid**', or '**Closed**' status

PMs personal project closeout folder is uploaded to ProjectWise

The PM will then change the project status to '**Closeout**' status

The PMA will change the project status to '**Closeout Accounting**' when they have verified all requirements have been satisfied

The PMA will move the closeout documents that have been uploaded to Project Wise to the appropriate project and building folders:

- As-builts
- Warranties
- O&Ms

REMINDERS

- 1) PMs have **45 days** to move their improvement projects from Substantial Completion to Closeout.
- 2) Do not send final payments directly to the CBA email or they will be rejected.
- 3) Final pay apps are to be sent in with contracts closeout documents in one email.
- 4) The Agency must sign the final pay app verifying the punch list is complete, agency training has been done and the work has been completed to their satisfaction.