

SECTION 017700
CLOSEOUT PROCEDURES

PART 1 GENERAL

1.1 DESCRIPTION OF WORK

- A. This Section specifies each Prime Contractor's administrative and procedural requirements for project closeout.

1.2 RELATED WORK SPECIFIED ELSEWHERE

- A. Applicable provisions of Bidding Requirements, Contract Requirements in Division 0 and all applicable Division 1 sections.

1.3 SUBSTANTIAL COMPLETION

- A. When the work is considered substantially complete, submit a written notice to the PRA that the Work, or a designated portion thereof, is substantially complete. Include a list of all items that require completion or correction.
- B. Within a reasonable time after receipt of such notice, an inspection by the PRA/City will be made to determine the status of completion.
- C. If the Work is not considered substantially complete; the Contractor will be notified in writing, giving the reasons therefore.
- D. Contractor shall remedy the deficiencies in the Work, and send a second written notice of substantial completion. This notice shall include a statement of action taken on each item noted as requiring correction or completion to achieve "Substantial Completion" status.
- E. The Work will be inspected a second time and if not considered substantially complete, the two steps in paragraphs A and B above will be repeated.
- F. When the PRA/City concurs that the Work is substantially complete, they will:
 - 1. Prepare a Certificate of Substantial Completion, accompanied by Contractor's list of items to be completed or corrected, as verified and amended by the PRA.
 - 2. Submit the Certificate to Contractor for written notice of the responsibilities assigned in the Certificate.
- G. Contractor shall prepare Application for Payment at Substantial Completion and complete administrative and submittal requirements per Section 012900 Payment Procedures.

1.4 FINAL OBSERVATION

- A. When the Work is considered complete, submit written certification that:
 - 1. Contract Documents have been reviewed.
 - 2. Work has been inspected by the Contractor and has been completed in compliance with Contract Documents.

3. Equipment and systems have been tested in the presence of the Project Coordinator and are operational.
 4. Work is ready for final observation.
- B. Inspection by the PRA/City will be made to verify the status of completion with reasonable promptness after receipt of such certification.
 - C. If the Work is not considered complete; the Contractor will be notified in writing, listing the incomplete or defective Work.
 - D. Contractor shall take immediate steps to remedy the stated deficiencies, and, after correcting deficiencies, he shall send a second written certification that the Work is complete. This certification shall itemize each deficiency noted and a statement of action taken to remedy or complete the Work.
 - E. The Work will be observed a second time and if not considered substantially complete, the two steps in paragraphs A and B above will be repeated.
 - F. When the Work is acceptable under the Contract Documents, the Contractor shall be requested to make closeout submittals.

1.5 ADDITIONAL OBSERVATION FEES

- A. Should more than two observations at substantial or final completion and/or for required mock ups be required due to failure of the Work to comply with the claims of status of completion made by the Contractor:
 1. PRA will compensate the Design Professional for such additional services.
 2. PRA will deduct the amount of such compensation from the final payment to the Contractor.

1.6 CLOSEOUT SUBMITTALS

- A. When the Work is complete submit the following:
 1. Evidence of compliance with requirement of governing authorities as follows:
 - a. Certificate of Occupancy.
 - b. Certificates of Inspection for Work requiring Certificate of Inspection by governing authority.
 - c. Certificate and Reports of Inspection, Testing and Approval.
 2. Project Record Documents as specified under Division 1.
 3. Operation and Maintenance Manuals as specified under Division 1.
 4. Warranties as specified under Division 1.
 5. Keys and Keying Schedule as specified under Finish Hardware - Division 8.
 6. Spare Parts and Maintenance Materials as specified.
 7. Evidence of Payment and Release of Liens to the requirements of General and Supplementary Conditions.
 8. Requirements for Final Payment Application per Section 012900 Payment Procedures, Division 1.

9. Consent of Surety.

1.7 SPARE PARTS AND MAINTENANCE MATERIALS

- A. Furnish spare parts and maintenance materials as specified under various Sections of the Specifications.
- B. Package and label parts and materials as directed and store in area of the building where directed by the PRA.

1.8 FINAL ADJUSTMENT OF ACCOUNTS

- A. Submit a final statement of accounting.
- 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. Change Orders caused by substitutions including deductions for review.
 - 3. Deductions for uncorrected Work.
 - 4. Deductions for re-inspection payments.
 - 5. Other adjustments.
 - 6. Total Contract Sum, as adjusted.
 - 7. Previous payments.
 - 8. Sum remaining due.
- C. The PRA will prepare a final Change Order, reflecting approved adjustments to the Contract Sum which were not previously made by Change Orders.

1.9 FINAL APPLICATION FOR PAYMENT

- A. Submit the final Application for Payment in accordance with procedures and requirements stated herein.

PART 2 PRODUCTS Not Used

PART 3 EXECUTION

- 3.1 Sample Certificate of Substantial Completion Form, see Project Coordinator for actual form.

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