

Construction Activity Descriptions

July, 2024



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Construction

Construction Initiated (5000)

Start the Construction Phase. (Milestone)

Activity Predecessor:	4950
Activity Successor:	5010, 5012, 5014

Prepare Advertising Package (5010)

The Designer submits the advertising package to the Project Manager. The Project Manager reviews the package and submits it to the Bureau of Construction Management (CM) for processing. CM reviews the Construction Cost Estimate and makes final adjustments as necessary. CM reviews the final construction schedule and makes final adjustments and corrections as necessary.

CM sends a request to the Project Manager to obtain Soil Boring Logs from the Designer. The Project Manager forwards a copy of these logs in PDF format to the Bureau of Project Systems Management (PSM) for Posting on BidX.

CM sends a request to the Project Manager to obtain the Geotechnical Engineering Design Report from the Designer. The Designer forwards a copy of the Geotechnical Engineering Design Report to the Engineering Documents Unit (EDU). EDU makes the Report available to bidders during advertisement.

CM prepares the Advertisement for Bids memo and sends it to the Bureau of Construction Services Procurement (CSP) (along with the Supplementary Specifications Section 101.01) and Director of Accounting and Auditing by e-mail no later than the Thursday before the scheduled advertisement date.

Upon approval of the Advertisement for Bids memo, CM prepares and sends the Advertisement for Bids memo to CSP and Regional Construction.

Upon receipt of FHWA Authorization, the Bureau of Construction Management (CM) sends the Final Plans and Specifications, including the Equal Employment Opportunity (EEO) Special Provisions, to PSM for posting on BidX and distribution.

CM prepares and circulates the Commission Action (AD-12) for Advertisement for approval.

The public announcement, as required by law, invites bids for construction work to be performed. CSP places an advertisement in all major newspapers three weeks before bid date to inform contractors of the Contract's availability. The public announcement invites bids for construction work to be performed.

<u>Role Description</u>	
Responsible:	Construction Management, Geotechnical Engineering, Designer, Bureau of Construction Services Procurement, Project Manager, Bureau of Program Systems Management
Consulted:	NA
Informed:	Regional Construction, Director of Accounting and Auditing
Activity Predecessor:	5000
Activity Successor:	5020
Activity Duration:	5 days State, 10 days Federal
Product Produced:	Advertising Package; Geotechnical Engineering Design Report; Advertisement for Bid Memo; Final Plans and Specifications; AD-12
Related Guidance Document:	Procurement Services Guidelines, Bureau of Construction Management Unit Procedures

USCG Construction Coordination and Submittals (5012)

Prior to construction the Regional Construction submits additional documents requested by the USCG, the list of submittals shall be found in the USCG response to the bridge exemption determination or the conditions of the approved USCG bridge permit.

<u>Role Description</u>	
Responsible:	Regional Construction, Contractor, Designer, United States Coast Guard District Bridge Office
Consulted:	Structural Value Solutions Unit, NJDOT Movable Bridge Unit
Informed:	Project Manager, Bureau of Landscape Architecture and Environmental Solutions
Activity Predecessor:	5000
Activity Successor:	5090
Activity Duration:	90
Product Produced:	Construction Submittals
Related Guidance Document:	Bridge Exemption Determination, USCG Bridge Permit

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Submit and Secure Private Aids to Navigation Application (5014)

If NJDOT or the contractor are putting buoys or day beacons in the water for safe navigation around the construction site, a Private Aids to Navigation (PATON) application, USCG form CG2554, would need to be submitted by Regional Construction to the USCG Waterways Branch Private Aids Section (WBPAS). The WBPAS has 60 days to review the application and provide the PATON Permit. Ownership of the buoys or day beacons that are placed in the water belongs to the owner stated on the application. They are legally obligated to establish, maintain and operate buoys or day beacons the as prescribed by the Coast Guard. Once the permit is issued, it is valid for the duration that the buoys or day beacons are in place. Another application is then prepared and submitted to discontinue the PATON permit.

<u>Role Description</u>	
Responsible:	Regional Construction, USCG Waterways Branch Private Aids Section, Contractor
Consulted:	Office of Maritime Resources, Structural Value Solutions Unit, NJDOT Movable Bridge Unit
Informed:	Designer, Project Manager, Bureau of Landscape Architecture and Environmental Solutions
Activity Predecessor:	5000
Activity Successor:	5100
Activity Duration:	120
Product Produced:	USCG Private Aids to Navigation application, USCG Private Aids to Navigation permit
Related Guidance Document:	5th Coast Guard District, Private Aids to Navigation Information Handout

Project Advertised (5020)

The project has been advertised. (Milestone)

Activity Predecessor:	5010
Activity Successor:	5030

Prepare Bids (5030)

Contractors review the Advertising Package (contract documents) and prepare and submit bids.

The Bureau of Construction Management (CM) forwards all Contract inquires from Contractors or Suppliers to the Project Manager who forwards them to the Designer for the appropriate response. All inquiries submitted by the posted deadline (except requests for Bid date extension) will be documented

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and responded to via addendum. The Designer prepares the addendum. CM reviews the addendum and submits it to Program Systems Management for posting on BidX.

On Full Oversight projects, FHWA approval is required prior to posting of the addendum on BidX.

Contractors are required to acknowledge all addenda posted through the Department's electronic bidding process program (BidX) before the opening of bids. The Department will not accept a bid if the Bidder has not acknowledged all addenda posted.

If a pre-bid meeting is necessary on larger or unusual projects, the Project Manager makes arrangements for this meeting.

On the day before bids, CM e-mails the Bid Opening Memo to the Bureau of Construction Services Procurement (CSP).

<u>Role Description</u>	
Responsible:	Contractors, Bureau of Construction Management, Project Manager, Designer, Bureau of Construction Services Procurement, Division of Capital Program Support, Bureau of Program Systems Management, Project Manager
Consulted:	NA
Informed:	NA
Activity Predecessor:	5020
Activity Successor:	5040
Activity Duration:	15
Product Produced:	Addendum; Bid Opening Memo
Related Guidance Document:	Procurement Services Guidelines, www.bidx.com

Bids Received (5040)

Bids from Contractors are received. (Milestone)

Activity Predecessor:	5030
Activity Successor:	5050

Award Contract (5050)

After bids are received on an individual project, the Deputy Attorney General (DAG) and the Bureau of Construction Services Procurement (CSP) perform a legal review of all the bids to identify material defects and reject bids. CSP notifies the Office of Civil Rights, the Bureau of Construction Management (CM), the Bureau of Program Systems Management (PSM) and the Project Manager of the rejected bids.

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PSM adjusts the bid rankings based on the legal review. CSP certifies the individual bid prices that make up each contractor’s total bid. CSP organizes and tabulates the bids so that they are ranked by cost and can be compared across bid items. CSP posts the total bid amount for all bids.

CM reviews the two lowest bids for conformity with the Contract and compares the bids. CM makes a recommendation to accept the proposal of the lowest responsible bidder and award or reject the bids according to Policy & Procedure 310.

CM analyzes the bids to determine competitiveness as per FHWA Technical Advisory T-5080.4 and sends a memo to CSP stating the findings and whether the project can be awarded under the State Administered/Alternate Procedures. On Full-Oversight Projects, the CSP sends the bid analysis to the Bureau of Program Coordination to forward to FHWA. FHWA reviews the bid analysis and provides written concurrence on the award. CM forwards a memo of recommendation for award or rejection to the Project Manager for concurrence. After concurring, the Project Manager forwards the recommendation to CSP.

CSP circulates an AD-12 to award or reject the bids.

CSP prepares and forwards the Award Memo to announce the selected Contractor. CSP notifies the selected Contractor of the NJDOT's selection and posts the results of the bid selection process on NJDOT’s website.

<u>Role Description</u>	
Responsible:	Bureau of Construction Services Procurement, Bureau of Construction Management, Project Manager, FHWA
Consulted:	NA
Informed:	Contractors
Activity Predecessor:	5040
Activity Successor:	5060
Activity Duration:	15 days State, 20 days Federal
Product Produced:	Bid Analysis; AD-12; Award Memo
Related Guidance Document:	Procurement Services Guidelines, Bureau of Construction Management Unit Procedures, FHWA Technical Advisory T-5080.4

Contract Awarded (5060)

The contract has been awarded to the lowest bidder. (Milestone)

Activity Predecessor:	5050
Activity Successor:	5070

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Execute Contract (5070)

The Bureau of Construction Services Procurement (CSP) prepares and sends the Contract to the selected Contractor. Within fourteen (14) days of the date of Award or Conditional Award, the selected Contractor shall properly and duly sign the Contract.

The selected Contractor signs and returns the Contract with a performance bond and a payment bond. CSP ensures that the penal sum of the bond is equal to at least the Total Contract Price less the bid price for Performance and Payment bond. With the bond, a Surety Agent provides a certification authorizing the attorney-in-fact to commit the Surety and a true and correct statement of the Surety’s financial condition. The Contractor submits the broker’s fees, the certified rate schedule and the report of execution for the bond to the RE.

Upon receipt of the signed contract and required documents, CSP circulates the Contract for Department signature. After the Contract is executed, CSP prepares the Notice to Proceed (NTP). CSP sends the executed Contract and the NTP to the selected Contractor, Accounting and Auditing, and Regional Construction.

<u>Role Description</u>	
Responsible:	Bureau of Construction Services Procurement, Contractor
Consulted:	NA
Informed:	Accounting and Auditing, Regional Construction, RE
Activity Predecessor:	5060
Activity Successor:	5080
Activity Duration:	35
Product Produced:	Signed Contract; Notice to Proceed
Related Guidance Document:	Specification Section 103

Hold Pre-Construction Meeting (5080)

Regional Construction holds a pre-construction meeting. The Pre-Construction Meeting is the meeting between the Department, the selected Contractor and other key stakeholders that provides a project overview and establishes initial project contacts. Prior to attending the Pre-Construction Meeting, the Project Manager, RE and Designer review the Risk Register to familiarize themselves with the associated project risks and risk response action plans. During the Pre-Construction Meeting, if the Contractor identifies any construction-related risks, the Project Manager reviews the Risk Register to determine if the risk has been previously identified. If the risk has not been previously identified, the Project Manager adds the risk to the Risk Register and determines an appropriate risk response action plan.

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Stakeholders attending the meeting may include the Division of Community and Constituent Relations, Project Manager, Division of Regional Operations, Bureau of Construction Management, appropriate Subject Matter Experts and Designer.

<u>Role Description</u>	
Responsible:	Regional Construction, Contractor, Division of Community and Constituent Relations, Project Manager, Division of Regional Operations, Bureau of Construction Management, Subject Matter Experts, Designer
Consulted:	Risk Management Support Group
Informed:	NA
Activity Predecessor:	5070
Activity Successor:	5085
Activity Duration:	20
Product Produced:	Meeting Minutes from Pre-Construction Meeting
Related Guidance Document:	Construction Procedures Handbook, Risk Management Guideline

Hold Pre-Construction ITS Meeting (5085)

Regional Construction Management holds a post pre-construction ITS meeting for projects that include installation of ITS facilities. The Post Pre-Construction ITS Meeting is the meeting between the selected Contractor, the Sub-Contractor for ITS work, Bureau of Mobility & Systems Engineering, Mobility Engineering Operations-Work Zone, Regional Construction and other key stakeholders that provides a project overview and establishes initial project contacts. During the ITS Pre-Construction Meeting, if the Contractor identifies any ITS construction-related risks, the Project Manager reviews the Risk Register to determine if the risk has been previously identified. If the risk has not been previously identified, the Project Manager adds the risk to the Risk Register and determines an appropriate risk response action plan.

Stakeholders attending the meeting may include the Bureau of Transportation Data and Safety, Bureau of Maintenance (Electrical) and Designer.

<u>Role Description</u>	
Responsible:	Regional Construction Management, Contractor, Project Manager, Mobility Engineering Operations-Work Zone, Regional Construction, Designer
Consulted:	NA
Informed:	NA
Activity Predecessor:	5080
Activity Successor:	5090
Activity Duration:	20
Product Produced:	Meeting Minutes from Pre-Construction ITS Meeting
Related Guidance Document:	ITS Interim Guidelines, Risk Management Guideline

Construction Started (5090)

The point where the “Notice to Proceed” is given to the Contractor to start the project’s construction. (Milestone)

Activity Predecessor:	5085, 5012
Activity Successor:	5100, 5110, 5120, 5130, 5140, 5150

Perform Construction (5100)

The Contractor performs the necessary tasks to complete construction of the capital project. During the performance of construction tasks, the Contractor prepares traffic interference notices for all changes to the current traffic pattern and submits them to the Resident Engineer (RE). The RE submits the traffic interference reports to Mobility Engineering Operations-Work Zone.

The RE monitors the work to ensure compliance with the Contract. The RE prepares monthly progress estimates that track the progress of contractors and subcontractors.

If the Contractor identifies any risks during construction, the Project Manager reviews the Risk Register to determine if the risk has been previously identified. If the risk has not been previously identified, the Project Manager adds the risk to the Risk Register and determines an appropriate risk response action plan.

The Project Manager, RE, and Designer monitor the project for any contract/design issues raised during construction against the risk response action plans to address the raised issue. The Project Manager controls the risk response strategies as construction progresses.

During construction, inspections are performed by the RE to ensure the safe and proper construction of the project. Near the end of construction, the Contractor informs the RE of Substantial Completion.

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The RE and Field Manager review and inspect the entire project to concur with the Contractor’s assertion of Substantial Completion.

For Major Projects, the Project Manager prepares annual updates to the Financial Plan, as required by FHWA regulations, until the project has completed construction. As per FHWA regulations, a Financial Plan must be completed for a project that is estimated to have a total cost of \$100,000,000 or more.

NJDOT works closely with the local elected officials and the business community to minimize impacts on traffic and businesses caused by construction. Meetings are held as necessary to inform the public and local officials of upcoming traffic/access impacts.

<u>Role Description</u>	
Responsible:	Contractor, Regional Construction, RE, Designer, Project Manager, Division of Community and Constituent Relations, Inspection Consultant
Consulted:	NA
Informed:	NA
Activity Predecessor:	5090, 5014
Activity Successor:	5165
Activity Duration:	270
Product Produced:	Traffic Interference Notices/Reports; Annual Updates to the Financial Plan
Related Guidance Document:	Construction Procedures Handbook, Risk Management Guideline

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Provide Environmental Permit Notifications (5110)

The RE provides the Notice of Construction to the Office of Environmental Solutions for submission to the permitting agencies.

<u>Role Description</u>	
Responsible:	RE, Office of Environmental Solutions
Consulted:	NA
Informed:	NA
Activity Predecessor:	5090
Activity Successor:	5100 lag
Activity Duration:	15
Product Produced:	Notice of Construction
Related Guidance Document:	Construction Procedures Handbook, Subsection 105.05 of the 2007 Standard Specifications

Prepare Working Drawings (5120)

During Construction, the Contractor prepares and submits Working Drawings. There are two primary types of Working Drawings, those requiring “Certification” and those requiring “Approval.” The process for the submission and processing of Working Drawings is specified in Subsection 105.05 of the 2007 Standard Specifications.

<u>Role Description</u>	
Responsible:	Contractor
Consulted:	Regional Construction
Informed:	Project Manager, RE, Engineering Documents Unit
Activity Predecessor:	5090
Activity Successor:	5100 lag
Activity Duration:	60
Product Produced:	Working Drawings
Related Guidance Document:	Specification Sections 105.04, 105.05, Table 105.05; Construction Procedures Handbook

Prepare Value Engineering Construction Proposal (5130)

The Contractor may prepare a Value Engineering Construction Proposal (VECP) during the course of construction as specified in Subpart 104.02.03 of the 2007 Standard Specifications. As per Federal-aid

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Policy Guide G011.9 VECs are “a construction contract provision that encourages the contractor to propose changes in the contract requirements that will accomplish the project's functional requirements at less cost or improve value or service at no increase or a minor increase in cost. The net savings of each proposal is usually shared with the contractor at a stated reasonable rate.”

If the Contractor submits a VE Construction Proposal, the Contractor is responsible for also submitting a list of risks associated with the VE Construction Proposal. The Project Manager reviews the identified risks. If the Project Manager accepts the VE Construction Proposal, the Project Manager informs the Contractor that all risks associated with the VE Construction Proposal are the responsibility of the Contractor.

The Bureau of Quality Management Services (QMS) coordinates the review of the VEC with the Project Manager, RE and appropriate Subject Matter Experts. If applicable, QMS prepares specifications, details, etc. for new standards based on approved VE proposals. The RE approves or rejects the VE proposal

<u>Role Description</u>	
Responsible:	Contractor, Bureau of Quality Management Services, RE
Consulted:	Project Manager
Informed:	NA
Activity Predecessor:	5090 lag
Activity Successor:	5100 lag
Activity Duration:	15
Product Produced:	Value Engineering Construction Proposal
Related Guidance Document:	Specification Section 104.11, Federal-aid Policy Guide G011.9, Construction Procedures Handbook, Risk Management Guideline

Process Construction Change Requests (5140)

The Department has the right to make changes to the project scope at any time, including altering the Contract, altering the requirements of an Item, increasing or decreasing the quantities of any Item, or deleting any Item. Design changes are made based on field observations that may be requested by Regional Construction, the RE or the Contractor.

Change orders are written orders that modify the contract and are provided to the Contractor by the RE. The Project Manager processes the change orders according to the Change Control Board Procedures, along with Standard Specifications Section 104. The Designer updates the Design Communications Report (DCR) to reflect any design decisions.

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<u>Role Description</u>	
Responsible:	RE, Contractor, Regional Construction, Project Manager
Consulted:	NA
Informed:	NA
Activity Predecessor:	5090
Activity Successor:	5170 FF
Activity Duration:	25
Product Produced:	Updates to the Design Communications Report (DCR)
Related Guidance Document:	Change Control Board Procedures, Specifications Section 104, Construction Procedures Handbook

Prepare Contractor Claims (5150)

The Contractor prepares and sends a Contractual Notice Form (DC-161) to the RE.

There are four steps to resolution of disputes and claims:

1. Review by the RE/Project Manager
2. Review by the Regional Claims Review Board
3. Review by the Department Claims Committee
4. Nonbinding Mediation

The claims process is specified in Subsection 107.12 of the 2007 Standard Specifications.

<u>Role Description</u>	
Responsible:	Contractor, Division of Project Management, Claims Unit, Project Manager, RE, Regional Claims Review Board, Department Claims Committee
Consulted:	NA
Informed:	Project Manager, Field Manager, Regional Construction
Activity Predecessor:	5090
Activity Successor:	5180 FF
Activity Duration:	10
Product Produced:	Contractual Notice Form (DC-161)
Related Guidance Document:	Specification Section 109.11, P&P 810 & 811, Construction Procedures Handbook, Subsection 107.12 of the 2007 Standard Specifications

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Issue Traffic Regulation Orders (5185)

Just prior to reaching substantial construction completion, the Project Manager notifies the appropriate municipal officials to issue the applicable Traffic Regulation Order (TRO) resolution(s) for each TRO. Once issued, the appropriate municipal officials sends a sealed copy of the of issued TRO resolution(s) to the Bureau of Traffic Engineering. The Bureau of Traffic Engineering will issue the applicable TRO(s) and sends copies of the executed TRO to the appropriate municipal officials and the Project Manager.

<u>Role Description</u>	
Responsible:	Project Manager
Consulted:	Appropriate Municipal Officials, Bureau of Traffic Engineering
Informed:	Appropriate Municipal Officials, Project Manager
Activity Predecessor:	5100 lag
Activity Successor:	5170
Activity Duration:	20
Product Produced:	Traffic Regulation Order (TRO) Resolution(s)
Related Guidance Document:	NJDOT Policy and Procedures 907, Adoption of Traffic Regulations

Prepare Contractor Evaluations (5160)

The RE evaluates the quality of the Contractor’s performance and provides results to the Bureau of Construction Services Procurement.

<u>Role Description</u>	
Responsible:	RE
Consulted:	NA
Informed:	Regional Construction, Bureau of Construction Services Procurement, Field Manager
Activity Predecessor:	5100 lag
Activity Successor:	5170 FF
Activity Duration:	30
Product Produced:	Contractor Evaluations
Related Guidance Document:	Construction Procedures Handbook

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Substantial Completion (5165)

The project has reached Substantial Completion. (Milestone)

Activity Predecessor:	5100
Activity Successor:	5170, 5066

Suubmit Bridge Completion Form (5066)

Upon completion of bridge construction, the designer submits the Bridges Over Navigable Waters of the United States Completion Report (CG-4599 form) or any other documents per the exemption or the permit condition to the project manager. The Project Manager submits the CG-4599 form to the United States Coast Guard (USCG) District Bridge Office (DBO) or FHWA, depending on the source of the project funding and the type of exemption.

<u>Role Description</u>	
Responsible:	FHWA, Project Manager, Designer
Consulted:	Regional Construction
Informed:	Structural Value Solutions Unit
Activity Predecessor:	5165
Activity Successor:	5170
Activity Duration:	45
Product Produced:	Bridge Completion Report
Related Guidance Document:	Bridge Exemption Determination, USCG Bridge Permit, CG-4599 Form

Final Acceptance (5170)

Upon completion of all construction work, the Contractor submits the paperwork for Project Completion and for Final Acceptance. At this time, the RE and Field Manager (FM) perform the Final Acceptance Inspection. If the RE and FM deem that all work is not completed satisfactorily, the RE notifies the contractor and includes a corrective action list. If the RE and FM find the work has been satisfactorily completed, the RE will send a final inspection notice to all units involved and the local authorities, if applicable. The Contractor addresses all concerns and completes the work to RE satisfaction.

The Project Manager identifies and verifies funding is available for the Construction Engineering Designer to complete the as-built plans.

The RE marks up a set of construction plans with as-built quantities (marked up “white plans”) and prepares an As-Built Summary (DC-104). The RE certifies, on the key sheet, that the project has been constructed in conformity with the original plans, specifications and modifications, if any, as described in the approved change orders and signs and dates the certification. The RE forwards the marked up

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white plans to the Designer and a copy of the transmittal letter to the Regional Construction Engineer, Construction Field Manager and Project Manager. The RE forwards the marked up white plans to the Designer and a copy of the transmittal letter to the Regional Construction Engineer, Construction Field Manager and Project Manager. The Designer transfers all the information as marked by the RE, except the RE certification, onto the project mylars and sends the mylars to Engineering Documents Unit (EDU).

The Designer adds the certification statement: "I CERTIFY THAT THESE PLANS ARE A REPRESENTATION OF THE PROJECT WHICH THE RE CERTIFIED AS CONSTRUCTED IN CONFORMITY WITH THE ORIGINAL PLANS SPECIFICATIONS AND MODIFICATIONS, IF ANY, AS DESCRIBED IN THE APPROVED CHANGE ORDERS" to the project mylars. This statement shall be included on the Key Sheet mylar and shall be signed and dated by the Designer's Project Manager.

The Designer makes one set of vellum or sepia copies of all as-built plan sheets. The Designer forwards the marked up as-built white plans and the vellum or sepia copies to the appropriate Regional Survey Office with a copy of the transmittal letter to Regional Construction, Field Manager and Project Manager. The Designer returns the original as-built project mylars to EDU with a copy of the transmittal letter to Regional Construction, Field Manager and Project Manager.

After granting Final Acceptance, Regional Construction sends the required documents to FHWA for their records. These documents include:

- Original LB-96 Material Certification
- Original fully executed Final Construction Order without attachments but with the final cost sharing distribution (DC-17/174)
- Original DC-123 Contractor's Final Certification of Compliance
- Copy of the final Certification of Cost; Copy of the AD-12 Department of Action Slip (Accepting the Project)
- Form FA-8 - Contractor's Statement of Materials and Labor
- Written confirmation that the Final Inspection Deficiencies noted by the FHWA have been corrected, if applicable.

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<u>Role Description</u>	
Responsible:	Regional Construction, Project Manager, Designer, RE, Contractor, Engineering Documents Unit
Consulted:	NA
Informed:	Regional Construction Engineer, Field Manager, FHWA
Activity Predecessor:	5066, 5160 FF, 5165
Activity Successor:	5180, 5190
Activity Duration:	40
Product Produced:	Paperwork for Project Completion and Final Acceptance; Final Inspection Notice
Related Guidance Document:	Specification Sections 109.07, 109.09, 109.11; P&P 343 & 813, Construction Procedures Handbook

Complete Consultant Agreement Closeout (5180)

The Project Manager performs the steps necessary to close out the consultant agreement. If required, instruct the Designer to submit their Final Invoice for construction engineering services. Upon payment of the final invoice, notify Accounting to close the job number.

<u>Role Description</u>	
Responsible:	Project Manager, Designer
Consulted:	NA
Informed:	Accounting, Designer
Activity Predecessor:	5150 FF, 5170
Activity Successor:	5200
Activity Duration:	20
Product Produced:	Closeout of Consultant Agreement; Final Invoice
Related Guidance Document:	Closeout Procedure Guideline, Construction Procedures Handbook

Complete Consultant Inspection Agreement Closeout (5190)

Regional Construction performs the steps necessary to close out the consultant inspection agreement. If required, instruct the inspection consultant to submit their Final Invoice for construction inspection services.

<u>Role Description</u>	
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Responsible:	Regional Construction, Inspection Consultant
Consulted:	NA
Informed:	Inspection Consultant
Activity Predecessor:	5170
Activity Successor:	5200
Activity Duration:	20
Product Produced:	Closeout of Consultant Inspection Agreement
Related Guidance Document:	Closeout Procedure Guideline, Construction Procedures Handbook

FHWA Project Agreement Closing & Suspense Analysis (5200)

On full oversight projects, the Project Manager determines when all services covered by the Agreement and the Addenda/Modifications to the Agreement have been completed to the satisfaction of the State. The Project Manager then summarizes the Scope of Services undertaken for the project and prepares the request to FHWA for Federal Acceptance.

For State funded projects, the Project Manager notifies the Division of Project Management Division Director by memo that the project is being closed out. The Project Manager requests any project support materials from the appropriate unit needed for future reference.

The Project Manager prepares an AD-12 requesting the Agreement be closed after Final Audit and cancellation of any remaining funds.

The Project Manager notifies Capital Program Coordination to close out the Job Number, and provide a copy of the notification to Accounting and to the Bureau of Professional Services.

<u>Role Description</u>	
Responsible:	Project Manager, Capital Program Coordination
Consulted:	NA
Informed:	FHWA, Accounting, Bureau of Professional Services
Activity Predecessor:	5180, 5190
Activity Successor:	5210
Activity Duration:	20
Product Produced:	AD-12
Related Guidance Document:	P&P 337

Conduct Final Audit (5210)

Procedures are subject to change without notice.

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The Project Manager sends a memo to Auditing requesting if final payment can be made. No payment shall be made until the final as-built project mylars are returned to the Engineering Documents Unit. This includes the approval of all Final Acceptance Inspections (reports and corrective actions), obtaining FHWA approvals (if applicable) and a letter of acceptance as necessary.

<u>Role Description</u>	
Responsible:	Project Manager, Accounting
Consulted:	Engineering Documents Unit
Informed:	Bureau of Construction Management
Activity Predecessor:	5200
Activity Successor:	5220
Activity Duration:	15
Product Produced:	Memo to Auditing on Final Payment
Related Guidance Document:	Specification Section 109.09

Construction Complete (5220)

The Construction Phase has been completed. (Milestone)

Activity Predecessor:	5210
Activity Successor:	NA