

SECTION 01700

PROJECT CLOSEOUT

1.01 GENERAL REQUIREMENTS:

- A. When project construction reaches 75% complete, a 75% Closeout Meeting with the UA Project Manager and the Contractor is required to review in detail all requirements for completing and closing out the project. When project construction reaches 95% complete, a Closeout Meeting with the UA Project Manager, the Contractor, Project Architect, and others as appropriate is required to further review requirements for project close out.
- B. Except as noted, delivery of items listed hereunder are prerequisites for release of final retainage as indicated on the contractor's application for payment.
- C. All required warranties and guarantees will commence upon date of Certificate of Substantial Completion.
- D. Closeout Submittal Requirements:
 - 1. Operation and Maintenance manuals to be uploaded to the University's Procore project site in PDF format. (Hardcopy not required). See General Conditions of the Contract and specification sections regarding Shop Drawings & Submittals. Operation and Maintenance manuals are to be uploaded during construction but no later than 30 days prior to contract completion date.
 - 2. One (1) Closeout Binder labeled "Closeouts" including UA project name and job number with all applicable items in order as listed under "Project Closeout Items".
 - 3. Electronic project closeout items to be uploaded to the University's Procore project site in PDF format.
- E. Projects must be closed within sixty (60) days of Certificate of Substantial Completion. (This means all closeout documents have been reviewed and accepted by The Awarding Authority.)

1.02 PROJECT CLOSEOUT ITEMS:

- A. Furnish the following items in order to successfully close out a project:
 - 1. As-Built Drawings and specification mark-ups must be reviewed by project team for completeness.
 - 2. Operation and Maintenance Manuals (O&M)
 - a) GC to upload electronic copy into University's Procore project site (*PDF Format*). *Hardcopy not required.*
 - b) A/E to provide confirmation on letterhead that all O&M's have been uploaded to University's Procore project site.
 - 3. Training sessions for Owner's personnel, as required per project specifications (*Attendee sign-in sheets required*).
 - 4. Certificate of Occupancy from City
 - 5. Approved HVAC Test and Balance Report and Documented Functional Performance Testing (*by the Commissioning Agent, if applicable*)
 - 6. Control Drawings are to be complete and available for review.
 - 7. Fire Alarm Certification (*copy is acceptable*)

8. State Elevator Inspection Report
9. Boiler Inspection Report
10. UA Project Manager to complete the following:
 - a) Fill out and submit State Insurance Fund Form to Risk Management five (5) UA business days prior to substantial completion.
 - b) If required, complete and submit the Capital Project Report (Attachment I to Board Rule 415) to the UA System Office.
 - c) Completion of Easements
 - d) Update Campus Bird
11. Construction Record Documents:
 - a) "As-Built" Drawings
 - i. All field red-lines incorporated, external references bound and "As-Built" indicated in title block on each page.
 - ii. Submit electronic copy (PDF and CAD) to A/E for approval.
 - iii. Upload to Procore Documents Tool all CAD files, one (1) PDF full set of plans as well as separate files for each page of the PDF set.
 - iv. Civil & Sitework Projects – upload to Procore Documents Tool the AutoCAD Civil 3D (.dwg) files of site plan, site utility plans and site power plans. Plans to be referenced to the Alabama West Zone Grid NAD 1983.
 - b) Control Drawings (Bond Copy) – upload in PDF format to Procore Documents Tool.
 - c) Final "As-Built" Specifications labeled "As-Built" on cover page – upload in PDF format to Procore Documents Tool.
 - d) Submittals – upload in PDF format to Procore Documents Tool.
 - e) Shop Drawings – upload in PDF format to Procore Documents Tool.
 - f) PM to provide transmittal from UA plan room confirming all of the above as received.
12. Advertisement of Completion
 - a) Option 1: Notice of Completion posted to UA public website for 21 days, or
 - b) Option 2: Contractor runs Advertisement of Completion in Tuscaloosa News for three (3) consecutive weeks, provide document with ad clipping, signature, and notary seal (a copy is acceptable).
13. UA Affidavit of Release of Liens - from GC only, on UA form (*form is available in project specifications*). Release of Liens - from GC and all subcontractors.
14. GC and Subcontractor Warranties - Standard (1) year (*per Section 47 of General Conditions*) & any extended that may be required.
15. Extended Manufacturer's Warranties
16. Roof Warranties - Standard Five-Year (DCM Form C-9) plus additional as specified.
17. Delivery of Maintenance Stock Items as required per project specifications - Furnish signed receipts.
18. Receipt for return of all keys - Transmit to UA Project Manager or Field Coordinator.
19. Executed elevator maintenance agreement (*copy*)
20. Termite Contract (*copy is acceptable*)

- 21. Certificate of Substantial Completion (COSC), fully executed (copy)
- 22. GC to provide copy of executed Final Change Order Form as part of close-out binder.
 - a) Main form only with all signatures, must include all reconciliations (*previous errors, allowances and /or unit prices*).
- 23. Consent of Surety to Final Payment (*date of Power of Attorney must be same or later than date indicated on Consent of Surety*).
- 24. Certification from A/E that final punch lists items have been completed.
- 25. Utilities - Confirmation that all have been transferred into "UA" name.
- 26. Construction Debris Report - Submit estimated tons of construction debris hauled off from project site on GC letterhead.
- 27. Equipment List for Maintenance and Replacement Parts - Provide a list of all equipment (*i.e. water heaters, air handlers, etc.*) with model numbers, serial numbers and warranty periods. Include filter and belt list for each air handler unit.
- B. Items A.1 through A.9 above must be complete and reviewed by A/E prior to scheduling a final inspection with UA and are a condition precedent to issuing Certificate of Substantial Completion.
- C. When applicable all Davis Bacon requirements must be reported and final submission on file with the UA before closeouts are considered complete.
- D. Submission of other documentation may be required in the Specifications and Construction Drawings.
- E. All closeout Documents are to be submitted within 45 days of substantial completion. If not submitted within 45 days the Awarding Authority, with no further notice required, may elect, at its sole discretion, acquire all outstanding required documents, and the actual cost thereof will be deducted from the contract.

1.03 INSPECTIONS

- A. Final Inspection: For a Certificate of Substantial Completion (COSC) to be issued the Final Inspection must be conducted by the Architect, Engineers & UA and appropriate Public Officials upon notification by Contractor and concurrence by Architect, Engineer & UA that project is complete. Punch lists prepared at inspections shall be corrected within thirty days of the date of the COSC.
- B. Year-End Inspection: To be conducted jointly by Architect, Engineer, UA and appropriate Public Officials approximately 1 year after completion and upon notice by Architect, Engineer, UA, and Public Officials. Any and all defects will be expected to be remedied as soon as possible.

END OF SECTION