

Close-out



Documentation

- ❖ DISTRICT WIDE REQUIREMENT – The District has implemented the requirement of the “Blue Folder” for final LAP documentation. This needs to be used on every LAP project in Broward, Palm Beach and the Treasure Coast.
- ❖ The “Blue Folder” typically used is the *SMEAD Legal Size 19021* with 2 dividers.




Close-out



Documentation

Tab 1

- ❖ CLOSE OUT CHECK LIST
- ❖ NTP
- ❖ RECORD OF FINAL PLANS (FDOT – Form # 525-010-47)
- ❖ LIQUIDATED DAMAGES ANALYSIS (if assessed)
- ❖ OVERRUN/UNDER RUN
- ❖ CHANGE ORDER(S) WITH TIME
- ❖ TIME DAY COUNTS

LAP PROJECT CLOSE OUT CHECKLIST LOCAL AGENCY	
	
<i>District 4 Local Programs</i>	
Financial Project Id (FM): _____ Date: _____	
Agency: _____	
Project Name: _____	
<input type="checkbox"/> OFF SHS <input type="checkbox"/> ON SHS <input type="checkbox"/> CRITICAL PROJECT	
REQUIREMENTS	
<input type="checkbox"/>	• LAP Record of Final Plans and Documentation (form# 525-010-47)
<input type="checkbox"/>	• Overrun and Underrun calculations (if applicable)
<input type="checkbox"/>	• Final Inspection Acceptance form
<input type="checkbox"/>	• Material Certification letter (See Sample Letter verbiage)
<input type="checkbox"/>	• Release of Liens documents
<input type="checkbox"/>	• Anticipated DBE Participation (form# 275-030-12)
<input type="checkbox"/>	• MBE Payment Certification (form #375-030-31)
<input type="checkbox"/>	• Asbuilts
<small>Note: Include these documents with the final invoice. Incomplete close out package will result in suspension of final invoice.</small>	
<small>Page 1 of 1</small>	

Close-out



Documentation

Tab 2

- ❖ FINAL INVOICE
 - ❖ Will be sent to the Program Coordinator by the Local Agency and reviewed by CEI/FDOT Oversight
- ❖ FINAL RELEASE OF LIEN
- ❖ CERTIFICATION OF PAYMENTS
 - ❖ Certification of Compliance with EEO Form # 700-011-13 and
 - ❖ Construction Compliance with Specs. And Plans Form # 700-020-02
- ❖ MONTHLY MPRs
- ❖ CONTRACTOR AFFIDAVIT AND SURETY CONSENT – Form # 700-050-21

Close-out



Documentation

Tab 3

- ❖ FINAL INSPECTION AND ACCEPTANCE FORM –
 - ❖ Local Agency Program Final Inspection and Acceptance of Federal Aid Project Form # 525-010-42

Tab 4

- ❖ MATERIALS CERTIFICATION LETTER
 - ❖ Form # 525-010-300 is a sample
 - ❖ This will have the Local Agency's letterhead

Close-out



Documentation

Tab 5

- ❖ DBE SUBCONTRACTS

Tab 6

- ❖ CONSTRUCTION INITIAL CCCA* FORM
- ❖ CONSTRUCTION FINAL CCCCA* FORM
- ❖ LAP Performance Evaluation - Form # 525-010-29
- ❖ PHOTOS
 - ❖ (a) Progress photos need to be taken before, during and at project completion by the CEI oversight and uploaded into LAPIT along with a monthly progress report.
- ❖ CERTIFIED AS-BUILTS