

PROJECT FINAL PACKET CHECKLIST

PIN No.:	Project No:	Project Name:
Prime Contractor:		

This form lists the documents required by UDOT before a project can be closed out. Place the items listed in Projectwise with the correct attributes. No hard copies are required for submission for final closeout.

Final Forms/Documentation – (PROJECTWISE)

- C-114 Signature Sheet
- C-119 Contractor Performance Report (Send copy of final report to contractor)
- C-119A UDOT Crew Performance Report (send to Distr. Eng., NOT required for closeout)
- C-190 Project Acceptance Reports
- C-197 Final Estimate Check
- C-199 Post Construction Conference Report
- C-200 Certificate of Receipt and Release (One required for each private property Owner)
- Final Estimate, and Surety Consent letter
- Field Books (hard copy or electronic copy placed in ProjectWise)
- Project Diaries (hard copy or electronic copy placed in ProjectWise)
- OCIP Final Deduction (OCIP projects only – Make sure OCIP deductions are entered in PDBS)
- Survey Plat CD in Microstation Format (When Boundary Survey is required) – Distribute per Standard Specification 02896

Final Forms/Documentation – (PDBS)

- DBE Item Payment Analysis (**Federal Aid Projects Only**)
- Project Ledger (Checked against Field Books or IPAQ/PDBS Entries)
- Contract Over/Under Run Report
- Item Status Report
- Prompt Payments (per Project Specifications)

Resident Engineer’s Project Documentation – (PROJECTWISE)

- RE Daily Diary (Printed and/or electronic copy)
- List of Field Book Numbers to Archive (Consultant Projects)
- As-Constructed Plans

Project Files/Records – (PROJECTWISE)

- Preconstruction /Correspondence
- Notice of Award
- Notice to Proceed
- Preconstruction Conference Agenda, minutes and attendance roster
- Partnering Charter – Formal/Informal
- All Correspondence (incoming/outgoing)

- Request for Information (RFI)
- Public Information (Flyers/Log Book)
- Change Orders (Signed) (all) (Forms C-100, C-101, C-102, C-103, C-104, and C-107)
- R-5 – Transfer of Materials or Equipment
- Progress Payments (Email Central Compliance & Contracts Specialist)
- Stockpile Material Invoices and Paid Invoices
- C-300 Fuel Cost Adjustments
- C-302 Asphalt Cost Adjustments

Project Reports – (PROJECTWISE)

- C-111 Project Daily Reports (CRE Files) (UDOT on IPAQ)
- Signed Monthly Status of Contract Time (all – NTP through Contract Completion)
- CPM Schedule - Base Line and each update per Estimate
- Weekly Schedule/Progress/Partnering Meeting minutes
- C-120 Project Inspection Reports & FHWA Inspection Reports
- GASB Form (If answer to question #1 is no, do not answer any more questions.)

Request to Sublet Work/Certified Payrolls – (PROJECTWISE)

- C-115 (Signed) Request to Sublet (one original)
- C-116 (Signed) Request to Sublet Certification (one original for each C-115) **Federal Aid Projects Only**
- Complete Subcontract Agreement (including all documents listed on C-116)
- WH – 347 Certified Payrolls & Statement of Compliance **Federal Aid Projects Only**

Materials – (PROJECTWISE)

Note: All test reports and material acceptance information are to be maintained in the Resident Engineer's office project files until Project Closeout and then turned in with the Final Paperwork. Establish files numerically by bid item number. Include all certifications, material test reports, approved shop drawings, etc. to support acceptance and payment. RCS DOES NOT CHECK FOR MATERIALS CERTIFICATION (S). THIS FUNCTION IS THE RESPONSIBILITY OF THE RESIDENT ENGINEER, THE REGION MATERIALS ENGINEER, AND THE DISTRICT ENGINEER.

- Suppliers List
- C-106 Notice of Unacceptable Work or Material
- C-196 Project Materials Certification
- C-196A Exceptions to Plans, Specifications or Material Acceptance Program
- Targets/Approved Mix Designs
- Central/Region Material Lab Reports
- Concrete Strength Reports
- Scale/Meter Certifications
- Weigh Tickets/Batch Tickets
- C-500 Buy America Form **Federal Aid Projects Only**

Safety – (PROJECTWISE)

- Traffic Control Plan (RE must have indicated “Reviewed and Accepted” and Sign and Date)
- Daily Traffic Control Inspection Reports
- Traffic Control/Flagging Certifications
- Safety Inspections (UDOT Safety Officer)
- Contractor’s Claim Procedure (Reference Spec. 00820, not a written requirement, but Contractor should have provided one at RE’s request)
- OCIP (Owner Controlled Insurance Program)
- Weekly Safety Meetings / Rosters
- OSHA 30
- OSHA 500

Utility/Railroad/Cooperative Agreements – (PROJECTWISE)

- Signed Utility Change Orders
- Utility Agreements / Betterment Agreements
- C-104 Daily/Weekly Record of Labor Materials, and Equipment
- Utility Invoices
- C-193 Utility Fiscal Review Report
- C-193A Utility Fiscal Review Report

Environmental Clearances/Permits/Controls Documentation - (PROJECTWISE)

- Environmental Clearances and Permits by the contractor for off-site work
- SWPPP (Storm Water Pollution Prevention Plan) Binder
The entire binder should be scanned for archive. Check to ensure the binder includes the following minimum requirements:
- SWPPP front end documentation (i.e. Cover page, project description, signature page, and project contacts)
- Environmental Control Supervisor (ECS) Certifications
- Notice of Intent (NOI) for Utah Construction General Permit
- SWPPP Plan Sheets (Red lined by the Contractor)
- Inspection forms (from date of NOI to date of NOT or close of project)
- Corrective Action forms (any taken during the project construction)
- Notice of Termination (NOT) for Utah Construction General Permit – If disturbed areas do not meet final stabilization requirements, the contractor may request transfer of the Permit to UDOT Region Environmental Manager.
- Spill Response Documentation (i.e. spill notifications, evaluation, reporting, and proof of mitigation)
- Environmental Commitments Tracking (as applicable)
- Documentation that the Certificate of Compliance was sent the USACE for projects that had a stream alteration permit or a Corps 404 Permit (as applicable)

Civil Rights/Training – (PROJECTWISE) (Federal Aid Projects Only)

REGULATION REFERENCES

<input type="checkbox"/>	EEO Officer identification to the RE.....FHWA 1273.II.2 (This can be included in the Complaint Procedure and/or EEO Policy)
<input type="checkbox"/>	EEO Policy.....FHWA 1273.II.3, 41 CFR 60.4.3.7.a (Including discrimination statement and commitment to provide workplace free of HIC)
<input type="checkbox"/>	EEO Meeting Documentation (every 6 months).....FHWA 1273.II.3.a (Agenda, meeting minutes, roster, etc.)
<input type="checkbox"/>	Complaint Procedure..... 23 CFR 230.409.e.2.vii
<input type="checkbox"/>	C-130 Training Commitment Form (Formerly the OJT100).....FHWA 1273.II.6
<input type="checkbox"/>	Apprenticeship Certification of Registration.....FHWA 1273.II.6 (Obtain if there are questions on if apprentice hours should count, or if certs have expired.)
<input type="checkbox"/>	C-131 EEO Bulletin Board Review.....23 CFR 230.409.e.2.i
<input type="checkbox"/>	C-136 Labor & EEO Interviews of Workman.....29 CFR 5.5a.3.iii
<input type="checkbox"/>	C-138 Civil Rights Final Payment checklist
<input type="checkbox"/>	C-139 Training Hours Reimbursement Affidavit Prime
<input type="checkbox"/>	C-139A Training Hours Reimbursement Affidavit Sub-Contractor
<input type="checkbox"/>	C-141 Commercially Useful Function (CUF) (Required for all DBE's).....49 CFR 26.55
<input type="checkbox"/>	Form 1444 – Request for Authorization of Additional Classifications.....FHWA 1273.IV.1.b

Civil Rights/Training – (PDBS) (Federal Aid Projects Only)

<input type="checkbox"/>	DBE Item Payment Analysis
<input type="checkbox"/>	PR-1391 Yearly EEO Report (Required in Month of July Only) (Certified Payroll)
<input type="checkbox"/>	1444 Classification by Project Report (Certified Payroll)
<input type="checkbox"/>	Employee Error Exceptions Report (Certified Payroll)
<input type="checkbox"/>	On-The-Job Trainee Project Hours Worked Report

Note: Some items may only apply to Federal Aid Projects.

By signing below, the Resident Engineer indicates that all documentation/records have been checked against this Checklist and are included in this Package and are ready for submittal to the Region Contracts Specialist (RCS) for review. DO NOT SUBMIT PROJECT TO THE RCS FOR REVIEW IF ANY ITEMS LISTED ON THIS CHECKLIST ARE MISSING.

Resident Engineer Signature: _____

Printed Name: _____

Consultant Company Name (if applicable): _____

Date: _____