

SECTION 01700

CONTRACT CLOSEOUT

PART I - GENERAL

1.01 REQUIREMENTS INCLUDE

- A. This Section includes administrative and procedural requirements for contract closeout.
- B. Contractor shall comply with requirements stated in Conditions of the Contract and in Specifications for administrative procedures in closing out the Work.

1.02 RELATED REQUIREMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.
- B. Closeout requirements for specific construction activities are included in the appropriate Sections in Divisions 2 through 16.

1.03 QUALITY ASSURANCE

- A. Prior to requesting inspection by the Architect, use adequate means to assure that the Work is completed in accordance with specified requirements and is ready for the requested inspection.

PART II - PRODUCTS - Not Used.

PART III - EXECUTION

3.01 SUBSTANTIAL COMPLETION PREREQUISITES

- A. Before requesting inspection for substantial completion, the Contractor shall complete the following:
 - 1. Obtain and submit releases enabling the Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
 - 2. Deliver tools, spare parts, extra stock, and similar items.
 - 3. Make final changeover of permanent locks and transmit keys to the Owner. Advise the Owner's personnel of changeover in security provisions.

4. Complete startup testing of systems and instruction of the Owner's operation and maintenance personnel. Discontinue and remove temporary facilities from the site, along with mockups, construction tools, and similar elements.
5. Commissioning specified in Division 18 must be complete, except for Functional Performance Testing and BAS Controls training, prior to substantial Completion, unless approved in writing by the Owner.

3.02 PREREQUISITES TO FUNCTIONAL COMPLETION

All TAB work specified in Division 15 and Commissioning specified in Division 18 must be complete prior to Functional Completion, unless approved in writing by the Owner. Exceptions to this are planned control system training performed after occupancy and any required seasonal or approved deferred testing.

The Owner will determine date of Functional Completion after reviewing Commissioning Agent's recommendation for Functional Completion.

3.03 SUBSTANTIAL COMPLETION

- A. When Contractor considers the Work substantially complete and ready for inspection, submit the following to the Architect:
 1. A written notice that the Work or designated portion thereof, is substantially complete.
 2. A comprehensive punch list of items to be completed or corrected. The punch list shall be in a format as approved by the architect.
- B. Within a reasonable time after receipt of such notice, Architect and Engineers will make observations to determine the status of completion.
- C. Should Architect determine that the Work is not substantially complete:
 1. Architect will promptly notify the Contractor, in writing, giving the reasons therefore, including the incompleteness of the work.
 2. Contractor shall remedy the deficiencies in the Work, and send a second written notice of Substantial Completion to the Architect.
 3. Architect will make his second observation of the Work areas. All corrections should be made at this time.
- D. When Architect concurs that the Work is substantially complete, the Architect will:

1. Review the administrative procedures, submittals and requirements to ascertain that all contract provisions have been met.
2. Prepare a Certificate of Substantial Completion on an AIA Form G704, accompanied by Contractor's list of items to be completed or corrected, as verified and amended by the Architect.
3. Submit the Certificate to Owner and Contractor for their written acceptance of the responsibilities assigned to them in the Certificate.

3.04 FINAL COMPLETION

- A. When Contractor considers the Work is finally complete; he shall submit written certification that:
 1. Contract Documents have been reviewed.
 2. Work has been inspected for compliance with Contract Documents.
 3. Work has been completed in accordance with Contract Documents.
 4. Equipment and systems have been tested in the presence of the Owner's representative and are operational.
 5. Work is completed and ready for final observation by Architect.
- B. Architect will make an observation to verify the status of completion with reasonable promptness after receipt of such certification.
- C. If the Architect considers that the Work is incomplete or defective:
 1. Architect will promptly notify the Contractor, in writing, listing the incomplete or defective Work.
 2. Contractor shall take immediate steps to remedy the stated deficiencies and send a second written certification to Architect that the Work is complete.
- D. When the Architect finds that the Work is acceptable under the Contract Documents, he shall review the closeout submittals. Upon approval of these documents, the Architect will issue a certificate of final completion.

3.05 OBSERVATION FEES

- A. If the Architect has to perform additional observations, due to incompleteness of the work, the procedure will govern:
1. Owner will compensate Architect for such additional services.
 2. Owner will deduct the amount of such compensation from the final payment to the Contractor.

3.06 CONTRACTOR'S CLOSEOUT SUBMITTALS TO ARCHITECT/ENGINEER

- A. Before requesting final inspection for certification of final acceptance and final payment, complete the following
1. Certificate of Occupancy or equivalent format by governing agency
 2. Submittal and approval of all Operating and Maintenance Manuals.
 3. Final As-Built survey (if required)
 4. Project Record Documents and As-Builts
 5. Keys and Keying Schedule (to requirements of Section 08710 - Finish Hardware).
 6. Evidence of Payment and Release of Liens (in accordance with conditions of each Contract).
 7. Consent of Surety to Final payment, for each Bonded Contractor.
 8. General letter on Construction Manager's letterhead stating completion of work in accordance with the contract documents and the guarantee period of the work.

3.07 OPERATION OF SYSTEMS AND EQUIPMENT

- A. Obtain final agreement from the Owner that instruction of the Owner's personnel in proper operation and maintenance of systems, equipment and similar item has been satisfactorily completed and no outstanding instructions remain to be done.

3.08 FINAL ACCOUNTING

- A. Submit final Application for Payment reflecting adjustments to Contract Sum indicating as applicable:

1. Original Contract Sum.
 2. Previous Change Orders.
 3. Changes under unit prices.
 4. Deductions for Uncorrected Work.
 5. Penalties.
 6. Deductions for liquidated damages.
 7. Deductions for reinspection fees.
 8. Other adjustments to Contract Sum.
 9. Total Contract Sum as adjusted.
 10. Previous payments.
 11. Sum remaining due.
- B. Architect will prepare a final Change Order reflecting approved adjustments to the Contract Sum that were not previously made by Change Orders.

3.09 APPLICATION FOR FINAL PAYMENT

- A. Submit application for final payment in accordance with provisions of Conditions of the Contract.

END OF SECTION