

ABA Construction Project Close-Out Checklist

State Agency Directors Approval:	Date:	
Project Coordinator Approval:	Date:	
Project Name:	ABA Project #:	
Substantial Completion Date:	Occupancy Date:	
ITEM	DATE REC'D	INITIALS
1 PROJECT BID RELATED DOCUMENTS		
/ a) Bid Documents for A&E Professional Services Contract		
1) Request for Proposal		
2) Proof of Advertisement(s)		
3) Panel Evaluations of Proposal		
4) ABA, DFA Approval to Award Documents		
/ b) Pre-Bid Plan Submittals and ABA Responses		
/ c) Full Set of Approved Plans & Specifications (including division zero documents)		
/ d) Bid Documents		
1) Project Disclosure Statement		
2) Invitation for Bid		
3) Proof of Advertisement(s)		
4) Bid Addendums		
/ e) Bids Received		
1) Bid Security		
/ f) Certified Bid Tabulation		
/ g) Negotiated Changes		
/ h) Intent to Award		
2 CONTRACTS & AGREEMENTS		
/ a) A&E Professional Services Contract		
/ b) General Contractors Agreement with Owner		
/ c) Performance and Payment Bond		
/ d) Certificates of Insurance and Policies		
/ e) Notice to Proceed		
/ f) EO 98-04 Contract and Grant Disclosure Form(s): Contractor and Subcontractors		
/ g) Change Orders		
/ h) Maintenance and/or Service Contract(s)		
3 CLOSE-OUT DOCUMENTS		
/ a) Substantial Completion Form		
* b) Certificate of Final Completion		
* c) Application for Final Payment		
* d) Release of Lien		
* e) Consent of Surety		
/ f) Certificate of Occupancy		
* g) Agency's Request for Final Payment		
* h) Design Professional Closeout Certification		
/ i) Agency's Decision Regarding Assessing Liquidated Damages		
4 DESIGNED PROFESSIONAL / CONTRACTOR SUPPLIED CLOSE-OUT DOCUMENTS		
/ a) Roof Warranty from Manufacture (two copies)		
1) Manufactures Inspection of Roof Installation and Final Inspection		
2) Inspect Roof 30 Days Prior to Manufactures Warranty		
/ b) Contractors Two-Year Labor Warranty on Roof Installation		

