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Chapter 12. Construction Complete

12.1 Contractor's Notice of Project Nearing Completion

The contractor is to notify the LG when the project is 90- 120 days from completion. The LG staff in responsible charge and the GDOT Project Manager will conduct a semi-final field inspection to confirm that status.

12.2 Final Inspection and Final Acceptance

It is the LG's responsibility to schedule Closing Conference 60 days prior to the projected completion of the project. The GDOT Project Manager, other interested parties and the LG staff in responsible charge of the project will meet with the contractor. The Closing Conference will discuss all outstanding items of work; final reports needed and provide the contractor with a corrections list, list of information needed for Material Certification, a list of final reports and other paper work required for acceptance of the project.

It is the contractor's responsibility to notify the LG in writing of substantial completion, including the actions completed on the corrections list. The LG will review the project, verify contractor's statement of completion and notify the GDOT Project Manager.

When all work is complete, the LG will notify the GDOT Project Manager and State Construction Engineer that the local administered project is ready for Final Inspection. The LG will notify the GDOT Project Manager and the contractor when Final Inspection is scheduled so that the Project Superintendent can attend.

Final Acceptance is the responsibility of the GDOT Project Manager. FHWA reserves the right to conduct final inspection and final acceptance when the scope of work determines it necessary.

The Specification - Section 105.16 details additional information related to final inspections.

http://www.dot.ga.gov/PS/Business/Source

Standard Specifications: General Provisions

101–Definition of Terms
105–Control of Work
106–Control of Materials
107–Legal Regulations and Responsibility to the Public
108–Prosecution and Progress
109–Measurement and Payment

12.3 Final Audit

The LG will complete the following activities prior to requesting GDOT to conduct a final audit. The following items are not all-inclusive for every local administered project.

1. Verify that all project records are organized per GDOT policies.
2. Check all Line Item Folders:
    a. Verify that all inspectors' reports are accounted for and complete.

   b. Verify the cumulative total-to-date on the last report matches the Final Construction Report.
   c. Complete zero quantity Inspectors Reports for items not used.

3. Check Approved Supplemental Agreements (SA):
   a. Verify that the Approved Supplemental Agreements folder contains a copy of all approved Supplemental Agreements.
   b. Verify that all Supplemental Agreement items used have inspector reports to cover payment and that file folders are set up for each Item.
   c. Verify all Supplemental Agreements paid, if not used:
      - Attach a note to approved copy of SA giving reasons for not using SA.
      - If minor items are not used the above does not need to be done.
4. Verify that files contain approved documentation on all Subcontractors
5. Verify that payrolls have been received covering the period of time that the Contractor and all Subcontractors worked on the project.
6. Verify that the Final DBE report has been received by the Contractor.
   a. Check Final DBE report to verify that all subcontractors listed were approved as DBE's for this Contract.
   b. Sign Final DBE report.
7. Verify that the Document Control Log and the Correspondence files are up-to-date and organized.
8. Verify that all diaries are accounted for and up to date. (See "The Source," Construction Manual, General Provisions, Section 3 - Diaries for information that is required in diaries).
9. Verify that all dates are entered on the Contract Status Time Report and correct.
10. "As-built" plans up to date.
11. Verify that Earthwork Items have sufficient documentation to support final payment.
12. Verify that sufficient funds are available for any items that will be paid on the Final Construction Report.
13. Complete the Final Package Checklist (DOT 733).

If any of the above items have discrepancies, they must be resolved or be in the process of being resolved before requesting a Final Audit. Make a list of all discrepancies and the status of said items. This list should be attached to the front of the Final Package and marked off by the Project Engineer as they are resolved. Once all the items have been resolved the Auditor will complete the Final Audit.

The Final Audit can be completed without the Materials Certificate being received, but will be noted on the Final Audit. The project cannot be closed out until the Materials Certificate is received from GDOT.

12.4 Final Payment

Procedures for making final payments:

1. Within 4 weeks from the date that the Project has reported Punch List Complete, the LG will submit the Final Package to the GDOT Project Manager. This time may be extended for extenuating circumstances.
2. On resurfacing and asphalt widening Projects, the LG will submit the final package to the GDOT Project Manager within two weeks of completion of the Punch List.
3. The GDOT Project Manager will notify, by e-mail, The Office of Construction http://www.dot.ga.gov/PS/Business/Contractors auditor that the project is ready for Final Audit. This request comes only after the GDOT Project Manager has thoroughly reviewed the project records using the Project Checklist for Requesting a Final Audit (See the Construction Manual, Project Checklist Prior to Requesting a Final Audit Section 109.08.C in The Source on the GDOT website) as a guideline.
4. Local Government will retain all records, once Final Acceptance and the Final Audit have been completed.
5. Immediately on Final Acceptance, the LG will send final quantities to the Contractor by Registered or Certified mail.
    a. If the Contractor accepts the Statement or has no questions within 20 days, the LG will forward to the GDOT Project Manager the Final Package to the Office of Construction http://www.dot.ga.gov/PS/Business/Contractors
    b. If the Contractor questions the Statement within 20 days, the LG will resolve any necessary adjustments or refers all disputes through the GDOT Project Manager to the Chief Engineer for final resolution.
6. The LG will submit the Final Package to the Office of Construction http://www.dot.ga.gov/PS/Business/Contractors for processing.
7. The Chief Engineer will sign the Final Statement to certify that it is correct and will submit it to the Treasurer for payment.
8. The Treasurer will send the Contractor the Department's standard release form by Registered or Certified mail.
    a. If the Contractor signs the release, the Treasurer will make the final payment to the Contractor and its Surety.
    b. If the Contractor fails to act within 120 days, then:

       The Contractor is declared in default and is barred from recovery of claim.

       The Surety will sign the release form.

       The Treasurer will make final payment to the Surety.
    c. If the Contractor files a lawsuit within 120 days, then:

       The Construction Claims Office will initiate litigation and will begin final adjudication.

When the lawsuit is resolved, the Treasurer will make final payment.