

PROJECT CLOSEOUT

1. Sponsor certification of final acceptance of the project.
2. Sponsor materials certification statement letter to GDOT.
3. Final certified project pay item quantities and cost of the contract.
4. Final Inspection letter with punch list items and verification those items are complete
5. Certification letter from the prime contractor for each individual DBE firm's work attesting to the actual work performed by the DBE firm and the amount paid the DBE firm. This certification must be signed by both the prime contractor and the DBE firm.
6. A certified copy of contractors project payroll records.
7. One copy of Final Testing Summary that meets the specification requirements of the construction contract.
8. Copy of all Change Orders and Supplemental Agreements between the Sponsor and the contractor (if applicable).
9. A copy of all Sponsor approved invoices from the design/consultant engineer for project services including project administration, design, supervision, and materials testing.
10. One electronic set of record drawings on a compact disc (CD) or posted to GDOT ftp site in pdf format copied to a single file (each sheet must be sealed, signed, and dated by the engineer).
11. Two copies of the revised Airport Layout Drawing (ALD) showing as-built conditions (if required).