

Vermont Department of Environmental Conservation

*Agency of Natural Resources***EC7**Facilities Engineering Division  
Construction Section  
1 National Life Drive, Main 1  
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## Project Closeout Checklist

Project:

Owner:

Engineer:

FED Representative:

Funding  
Source:

Loan #:

Contract #:

Date:

Total Construction Cost:

Eligible Cost:

**The following items must be filed with FED Construction in order to closeout a project:**Pre-Bid:

1.	Loan Documents	Complete	N/A
2.	Design Comments	Complete	N/A
3.	Bid-ability and Constructability Comments	Complete	N/A
4.	Permits	Complete	N/A
5.	Easements	Complete	N/A
6.	Authority to Advertise	Complete	N/A
7.	Bid Advertisement	Complete	N/A
8.	DBE Solicitation	Complete	N/A
9.	Construction Cost Estimate	Complete	N/A
10.	Addenda Approvals	Complete	N/A
11.	Pre-Bid Meeting Minutes and Checklist	Complete	N/A
12.	AIS Inspection	Complete	N/A
13.	Final DBE Listing	Complete	N/A

Bid and Contract Documents

1.	Step III Agreement	Complete	N/A
2.	Step III Amendments	Complete	N/A
3.	Bid	Complete	N/A
4.	Bid Tab	Complete	N/A
5.	Engineer's Recommendation	Complete	N/A
6.	Award Concurrence	Complete	N/A
7.	Notice to Proceed	Complete	N/A
8.	Executed Contract	Complete	N/A
9.	DBE Effort Package	Complete	N/A
10.	Certificate of Substantial Completion	Complete	N/A
11.	Certificate of Final Completion	Complete	N/A

Construction Documents:

1.	Pre-Construction Meeting Notes	Complete	N/A
2.	Site Visit Checklists	Complete	N/A
3.	Inspection Comments	Complete	N/A
4.	Photos	Complete	N/A
5.	E-mail/Management Correspondence	Complete	N/A
6.	O&M Manual	Complete	N/A
7.	Record Drawings	Complete	N/A

Financial Documents:

1.	Project Cost Summary	Complete	N/A
2.	Change Orders	Complete	N/A
3.	Small Purchases	Complete	N/A
4.	Force Account	Complete	N/A

Disadvantaged Business Enterprise Documents:

1.	DBE Annual and Final Reports	Complete	N/A
2.	EPA Form 6100-2 DBE Subcontractor Participation	Complete	N/A

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Davis-Bacon and Related Act Documents:

1.	Request for Classifications and DOL Responses	Complete	N/A
2.	Employee Wage Rate Interviews	Complete	N/A
3.	Prime Contractor Weekly Certified Payrolls	Complete	N/A
4.	Subcontractor Weekly Certified Payrolls	Complete	N/A

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American Iron and Steel Documents:

1.	Owner Certification	Complete	N/A
2.	Contractor Certification	Complete	N/A
3.	Manufacturer Certifications	Complete	N/A
4.	AIS Waivers	Complete	N/A

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