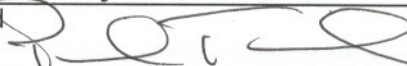




Title PROJECT CLOSEOUT	Document Code No. CON <u>7-5-1</u> (AEP)
Department/Issuing Agency King County Executive	Effective Date. October 1, 2000
Approved 	

1.0 SUBJECT TITLE: Project Closeout

- 1.1 EFFECTIVE DATE: October 1, 2000.
- 1.2 TYPE OF ACTION: SUPERCEDING CON 7-5 (AEP).
- 1.3 KEY WORDS: SEE APPENDIX A TO CON 7-13 (AEP).

2.0 PURPOSE:

- 2.1 To establish requirements for closing out completed construction contracts and CAPITAL PROJECTS.

3.0 ORGANIZATIONS AFFECTED:

- 3.1 All Executive Departments, Offices and Agencies.

4.0 REFERENCES:

- 4.1 CON 7-13 (AEP) Introduction to Construction Management Policies and Procedures.
- 4.2 CON 7-9-1 (AEP) Capital Project Planning and Management.
- 4.3 CON 7-7-1 (AEP) Procurement for Capital Projects.
- 4.4 CON 7-8-1 (AEP) Change Order/Amendment Administration.
- 4.5 CON 7-14 (AEP) Design Management.
- 4.6 CON 7-10-1 (AEP) Project Control Officer.
- 4.7 FIN 15-2-1 (AEP) Audits of Construction Management Practices.

5.0 DEFINITIONS:

- 5.1 See CON 7-13 (AEP) Appendix A "P&P Defined Terminology".

6.0 POLICIES:

- 6.1 IA and FINANCIAL MANAGEMENT DIVISION STAFF are responsible for CONTRACT closeout and the timely release of RETAINAGE when all CONTRACT

- 6.2 obligations have been met. Release of RETAINAGE shall follow the procedures outlined in RCW ch. 60.28.
- 6.3 For PROFESSIONAL SERVICES and CONSTRUCTION SERVICES CONTRACTS, the IA shall complete a CONTRACTOR/CONSULTANT performance evaluation form to evaluate and track the quality of services of past CONTRACTORS and CONSULTANTS (such evaluation forms shall be created by PCSS and provided to all IAs). Evaluations will be tracked by the DOF PCO for reference during future procurements, and will be used during future selection process CONTRACTORS and CONSULTANTS contracts and in planning effective management and controls.
- 6.4 Each IA shall include CONTRACT and project closeout procedures in its project management manual.

7.0 PROCEDURES:

Action By: Action

- 7.1 Procedures for CONTRACT and project closeout described in the IA project management manuals shall cover, at a minimum, the following:

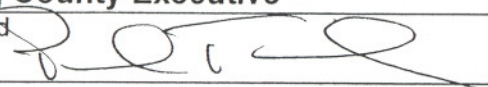
- IA
 - 7.1.1 Preparation and approval of punchlist items.
 - 7.1.2 Final inspection.
 - 7.1.3 Final contract payment approval process.
 - 7.1.4 Certificate of occupancy.
 - 7.1.5 Warranty documentation.
 - 7.1.6 Acceptance of operations and maintenance manuals.
 - 7.1.7 As-built drawing format and submittal.
 - 7.1.8 Final acceptance.
 - 7.1.9 Lien releases.
 - 7.1.10 Retainage release process.
 - 7.1.11 Project documentation archiving.

8.0 RESPONSIBILITIES:

- 8.1 The IA and FINANCIAL MANAGEMENT DIVISION STAFF are responsible for working together to fulfill all CONTRACT and project closeout responsibilities.
- 8.2 IA is responsible for ensuring the completion of all CONTRACT and project closeout procedures required in the project management manuals.
- 8.3 PCSS to develop King County Contractor Evaluation Form and King County Consultant Evaluation Form.

9.0 APPENDICES: None.



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9.0 APPENDICES: None.