**Contract No. : Project Description:**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAP# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Final Inspection letter (punch list completed)

Final Acceptance Letter: Confirm Final Acceptance letter signed by M&O

Change Orders Finalized:

Final Change Order (signed, all items zeroed out)

Confirm all signed change orders on file

Confirm all change orders signed off by FHWA (Federal Aid Projects ONLY)

Per PoDIPlan

Estimates Finalized:

Final Estimate (signed, all items paid) Including Claims if Applicable

Confirm all signed estimates on file

Final Estimate: Submit the following to Finance along with signed Final Estimate

CN-91 General Contractor Certification of Payment

CN-102 General Contractor Release

CN-103 Sub-contractor Release (each sub-contractor)

Bond Company Release

Final Estimate (signed)

Purchase Orders: Confirm all Purchase Orders zeroed out in FACTS for phases below

Phase 4 Construction

Phase 3 Construction Engineering (only Construction Section’s items)

Phase 19 Contingency

Audit: Submit Request for Audit form to [DelDOTAuditManagement@state.de.us](mailto:DelDOTAuditManagement@state.de.us)

Primavera Update: Confirm updated as closeout

Archive: All Construction contract files boxed per DelDOT Retention Schedule

\_\_\_\_\_\_\_\_\_\_ DBE + OJT (Check)

\_\_\_\_\_\_\_\_\_\_ Release Contingency + after phase money if no outstanding need

\_\_\_\_\_\_\_\_\_\_ Warranties (plant, paint, etc.)

\_\_\_\_\_\_\_\_\_\_ Materials Certification (FHWA) 637.207 (a) (3) List of all items meeting specs.

\_\_\_\_\_\_\_\_\_\_ Permits (DNREC, ACOE, NCC, etc.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Area Engineer Date