

## **Standard Operating Procedure**

### **I. Title: Project Closeout**

**II. Purpose:** Ensure all work is completed satisfactorily, required documentation is completed and/or received in accordance with contract requirements, and move a construction project from Substantial Completion to Accounting status in FAMIS.

### **III. Actions (Chronological Order)**

- 1) Prior to scheduling a substantial completion walk-through, per UGC 12.1, the Contractor shall submit all documents listed in UGC 12.1.1 and the Equipment Add-Update-Retire log to PMCS Contracting section. The PSP or design professional of record shall review the submitted documentation for completion.
- 2) The PSP or design professional of record notifies the contractor when review is complete and communicates whether to resubmit the Owner's Records or submit the record copy.
- 3) The Project Manager (PM) forwards the electronic copy of Equipment Add-Update-Retire Log to the Project Specialist (PS) who files it in the project folder under Post Construction→Maintenance Schedules, and sends it to Facilities Services Maintenance Manager.
- 4) PM schedules substantial completion walk-through and invites Client, Construction Coordinator (CC), Zone Maintenance Supervisor, Project Manager of Warranty and Commissioning (as optional), Contractor, Professional Service Provider (PSP) (if applicable), and any other relevant stakeholders and notifies Project Specialist (PS) and the Manager of Contracts (CM) or the Contracts Specialist (CS).
- 5) CS prepares the Certificate of Substantial Completion and provides to PM to take to the walk-through meeting.
- 6) PM prints a copy of the Corrective Action Log to take to the walk-through meeting. This printout will serve as the punchlist and should have enough blank lines to add items for the punchlist items which are found during the walk-through.
- 7) The PM and PSP manage the substantial completion walk-through, manually adding punchlist items as they are identified during the walkthrough.



# Project Management & Construction Services

- 8) If PM and PSP determine that the project is Substantially Complete, the PM, PSP, Occupant, and Contractor sign the CoSC and punchlist while on-site. PM returns the Certificate to the Manager of Procurement and Compliance (MPC).
- 9) PM updates FAMIS status to Subst\_Comp and the Substantial Completion and Warranty Actual Begin Date under the Schedule tab.
- 10) Should a substantial completion walk-through occur without the PM having the Certificate of Substantial Completion, the PM will notify the CS who will retroactively create the Certificate and provide to the respective PS to assist in obtaining required signatures.

Note: items may later be added to the punchlist with agreement from the Contractor, PSP, and PM

- 11) The Manager of Contracting and Procurement or a Contract Specialist (CS) sends a copy of COSC to the CS to assist in monitoring submittal of the PSP final invoice in a timely manner. The PM should request any additional services proposals for adjustment of the fee to the final contract sum as soon as possible.
- 12) CS issues Close-Out Letter to the Contractor.
- 13) PS initiates Notification of Substantial Completion Letter with attached punchlist and sends them to the Client/User.
- 14) PS sends Outlook calendar invitation to PM for notification 30 days prior to the end of the warranty to follow up with Client and notification of one year warranty expiration date.
- 15) PS begins work order closeout process, excluding PMCS Contracts and JOC work orders at this time (see FAMIS Work Order Closeout SOP).
- 16) If applicable, PM approves Additional Services proposal from PSP. This is the proposal which adjusts the Professional Services fee to the final contract sum for work order closeout.
- 17) PM forwards approved proposal to PS. PS completes PSP Proposal Checklist, scans the PSP Checklist and proposal, and submits the proposal and checklist to PMCS Contracts.



# Project Management & Construction Services

18) CS receives final pay app, along with required closeout documents, from Contractor and forwards Equipment Add-Update-Retire log, O&M Manuals and Record Documents to PS. PS processes per the following:

**NOTE:** Contractor's Final Pay Application, Affidavit of Bills Paid, Original Warranty Letter, Locks & Keys Receipts, copy of Equipment Add-Update-Retire Log and Consent of Surety for Final Payment will remain with Contracts Department.

**Final Pay Application** – Processed by Contracts and forwarded to Project Specialist for obtaining signatures from CC, PM, and PSP (if there is a PSP on the project). After all pertinent signatures have been obtained, PS returns approved pay application to CS who then forwards it to Business Services. Once Business Services has processed the final pay application, AM or CS updates FAMIS per FAMIS CP process instructions.

- a. **Record Documents (As-Builts)** – PS saves PDF as-built drawings to the project folder in “K. Post Construction\Record Documents”. PS then sends notice to the Location Information group ([space@austin.utexas.edu](mailto:space@austin.utexas.edu)) and the Production Control Project Manager that PDF as-builts have saved to the project folder. The PS also submits paper as-builts to the PMCS Production Control Project Manager.
- b. **O&M Manual /Approved Submittals/Warranty** – PS downloads O&M and Approved Submittals from CD or other electronic format provided by contractor to “K. Post Construction” in the project file. PS forwards O&M and Approved Submittals CD (including current Equipment Add-Update-Retire form) to the Project Manager of Warranty and Commissioning. PS files transmittal or sent e-mail in the project folder.

19) PS completes closing work orders (see FAMIS Work Order Closeout SOP). Contract, JOC, and PSP contract files and work orders to be closed out by CS, who will notify PS after they are closed.

20) Once all work orders are closed, cancelled, or in PO\_ACTIVE status, PS authorizes the version, changes the CP status to ACCOUNTING (see FAMIS CP Closeout SOP).

## IV. References

2005 Uniform General and Supplementary Conditions for University of Texas System Building Construction Contracts



# Project Management & Construction Services

Additional General Conditions for all UT PMCS Building Construction Contracts

Special Conditions in Project Contract Documents

Equipment Add-Update-Retire Template SOP

FAMIS CP Process (available on FAMIS help site)