DENVER

DIA CLOSEOUT PROCESS & PROCEDURES

Mary Henderson-Reps, Russ Smith, & Russ Carr Contract Administrators November, 2014 DENVER INTE



CLOSEOUT PROCESS

- Closeout is defined as being "The period that represents the time when the Project Manager reviews the Project, verifies that all the Contract Document requirements have been met and the systems or facility is functioning as intended."
- The Closeout Process begins at the "beginning" of the Job.
- Five Steps to the Process:
 - Step 1 Issuance of Closeout Checklist to Contractor
 - Step 2 Substantial Completion
 - Step 3 Final Completion
 - Step 4 Advertisement
 - Step 5 Retention Billing



DENVER



Step 1 – Closeout Checklist to Contractor

- The Closeout Checklist should be reviewed by the DIA Project Manager (PM) and Contract Administrator (CA) and edited for any Non-Applicable Items.
- The CA issues the Closeout Checklist (CM-75) within the Bid Documentation.
 The purpose of this change is to begin the Closeout Process at the beginning of the Project.
- Contractor reviews and provides a Serial Letter stating which Items they believe are Non-Applicable or can be closed and why.
- Contractor provides required Closeout documentation throughout the Project or Task.
- Originals must be provided for the Consent of Surety and all Subcontractor Lien
 Releases.



Step 2 – Substantial Completion

- The City & County of Denver General Conditions (Yellow Book) defines Substantial Completion as "the Work has progressed to the point that the City can take beneficial occupancy or utilize the Work for the purpose that is intended, and the Work complies with all applicable coded and regulations, including if required, issuance of a Certificate of Occupancy, or certificate of suitability for use from appropriate governmental agencies, as determined by the Manager in his sole discretion."
- Contractor will request Substantial Completion on their company's letterhead accompanied by the Punch List (CM-74) prepared during the Walk-thru with the Project Managers, Designer of Record, and Quality Assurance Inspector (QA).
- CA will fill out the Request for Substantial Completion to be routed for signatures.





Step 3 – Final Completion

- Final Completion will be issued when the following criteria have been met:

- Contractors portion of the Closeout Checklist is complete.
- All Original Subcontractor Final Lien Releases have been provided by the Contractor.
- All RFI's have been answered and Submittals have been provided, accepted and the Logs have been closed.

DFNVFR

- All NCR's and Deficiencies have been addressed, remediated, and accepted by QA and DIA's PM.
- All Contractors Change Requests and Change Orders have been issued and executed, including the Final Reconciliation Change Order if applicable.
- Deductions have been made for liquidated damages or work not provided if applicable.
- Final Completion inspection has been made and there are no open items on the Final Punch List.
- Final Punch List has been signed off by the PM, DOR, and QA.
- Disposition of all failing tests have been agreed to or remediated and signed off.
- All Permits have been signed off, closed and provided to the Project Management Team (PMT).
- All Owner training has been completed to DIA's end user satisfaction.
- All Spare Parts and O & M Manuals have been turned over to DIA if applicable.



Step 4 – Project Advertisement

- When Final Completion and Acceptance has been issued and executed, the CA will Request Advertisement from Business Management Services (BMS).
- Contractors Consent of Surety from their Bond Issuance company must be included. This can be attained with the executed Substantial Completion document.
- Advertisement will be scheduled and run for 21 consecutive days giving any parties with claims to the Project an opportunity to file for Claim.
- A Notice of Settlement is issued by BMS and notification sent to the PMT.



Step 5 – Retention Billing

- Final Billing or Retention billing may be requested by the Contractor when the following criteria have been met:
 - Executed Final Completion.
 - Contractor's Settlement Publication Advertisement has expired.
 - Sales Tax Exemption Certificate has been provided.
 - Original Final Lien Releases have been provided.
 - Completed Closeout Checklist.
 - Original Consent of Surety has been provided.
 - Contractors Affidavit of Completion has been provided.
 - Statement of Accounting from the Contractor has been provided.



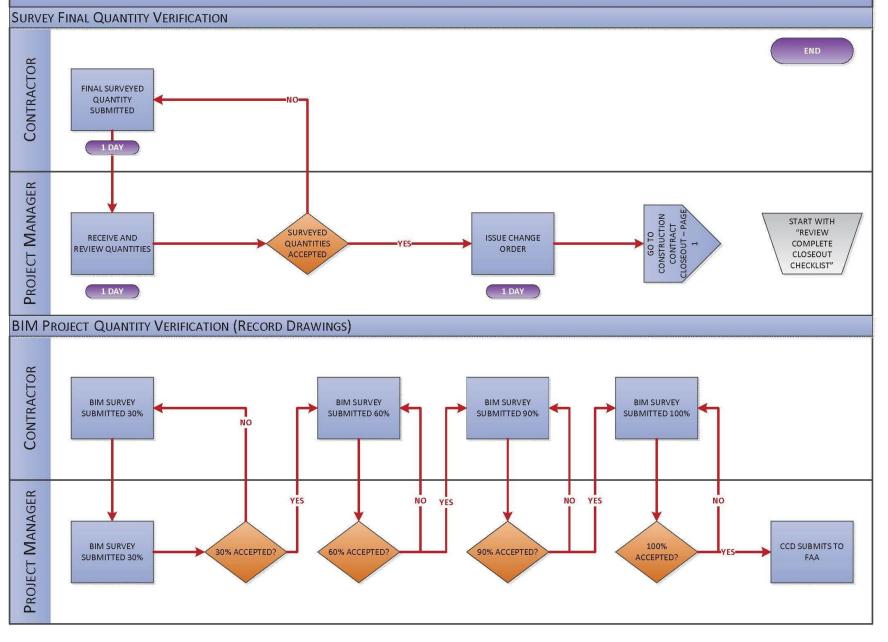
DFNVFR

- Billing for Retention is essentially the same as all other billings, but must be billed separately from all other Tasks or billings.
- Once Retention has been billed and paid, other than any Warranty work that arises, the Project is considered closed.



FAA CONTRACT CLOSEOUT

PROCESS TIME = 30 DAYS + CLOSEOUT 90 DAYS = 120 CAL. DAYS





9

DENVER INTERNATIONAL AIRPORT 2013 ANNUAL AIRFIELD PAVEMENT REHABILITATION Final Report (AIP-81)





• DENVER

DENVER INTERNATIONAL AIRPORT 2013 ANNUAL AIRFIELD PAVEMENT REHABILITATION (AIP-81)

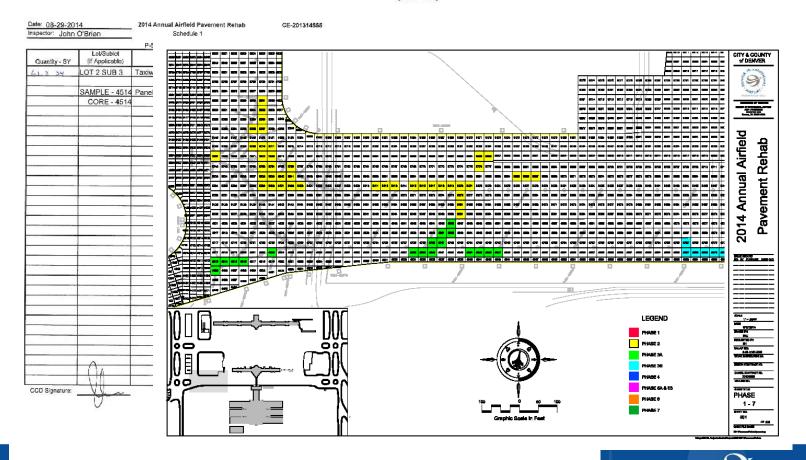
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DENVER INTERNATIONAL AIRPORT 2013 ANNUAL AIRFIELD PAVEMENT REHABILITATION (AIP-81)



DENVER INTERNATIONAL AIRPORT TOGETHER WE SOAR

Denver International Airport Contract: 201208796 Project Title: 2013 Annual Airfield Pavement Rehabilitation Contractor: Interstate Highway Construction, Inc.

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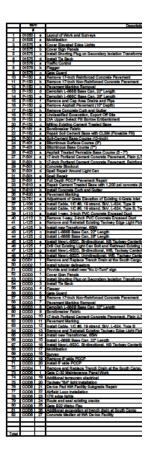
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July 2013 Propert 201308708 - AIP Closed 2013 Address Preventent Refeats

Final Payment Summary Worksheet PROJECT: 201208796 (AIP-3-08-0086-081) LOCATION:



		-	
		Sponsor Action	FAA Action
Federal Work Items:	Total Costs	Ineliaible Costs	ALLOWABLE COSTS FOR FEDERAL PARTICIPATION (Total costs - Ineligible costs)
CONSTRUCTION:			
Firm Name: Interstate Highway Construction			
Total Construction Contract Amount	\$ 2,860,385.95	s -	s -
C.O. (Summary)	\$ 942,666.79	5 -	5 -
Revised Contract Amount	\$ 3,803,052.74	5 -	\$ -
Amount towards AIP-081	\$ 3,803,052.74	\$ 1,430,663.41	\$ - \$ 2,372,389.33
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Denver International Airport

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	0.00				1,132,000000000	\$ 2,850.00 \$ 7,809.20
	0.00					
	0.00				1.00000000	\$ 2,154,00 \$ 1,476,00
•	0.00	•		s -	11.0000000000	\$ 31,790.00
-	6.00				11.00000000	\$ 15,000,00 \$ 15,000,00
	0.00				1.000000000	\$ 5.425.17
	6.00				316.20000000	
	0.00			· ·	318,700000000	\$ 78,175.00
-					1.00000000	
					1.000000000	\$ 2,128.45
-	0.00	-			1.00000000	
	0.00			s -	1.000000000	\$ 44,268.79
					1.000000000	\$ 10,080.51
	200	1			1.00000000	\$ 16,006,20 \$ 10,780,00
-	0.00	•			1.0000000000	\$ 58,086,73
	0.00				1,0000000000	\$ 4,249.08
	6.00	· ·		\$.	1.000000000	\$ 3,498.00
_						
309.33		\$ 1,779,292.00		\$ 1,779,292.00		5 1,400,000,41

(Note: The percent Federal share must be rounded down to the nearest dollar).



July 2013 Project 201208708 - Alf' David 2013 Anthel Provide Land

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July 2012 Project CE10135 2011 Annual Atriekt Pavement Rehabilitation

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MATERIAL TEST REQUIREMENTS

PROJECT: 201208796 - 2013 Annual Airfield Pavement Rehabilitation CONTRACTOR: Interstate Highway Construction, Inc. QUALITY ASSURANCE: Kumar and Associates

Material	Quantity	Test Type	Acceptance / Control Tests	Test Frequency	# of Tests Required	# of Tests Taken	# of Retests Taken	# of Passing Tests	# of Outstanding Failures
P-401a Bituminous Surface Course	319 tons	Air Voids Stability Flow Mat Density Joint Density Smoothness Grade Thickness	Acceptance Acceptance Acceptance Acceptance Acceptance Acceptance Acceptance Acceptance	500 tons 500 tons 500 tons 500 tons 500 tons 2,000 sy 2,000 sy 500 tons	2 2 2 Varies 0 0 2		0 0 0 QA Inspector in QA Inspector in 0	9 9 9 0 0 the field	0 0 0 0 0 0
P-401b Bituminous Base Course	818 tons	Air Voids Stability Flow Mat Density Joint Density Smoothness Grade Thickness	Acceptance Acceptance Acceptance Acceptance Acceptance Acceptance Acceptance Acceptance	500 tons 500 tons 500 tons 500 tons 500 tons 2,000 sy 2,000 sy 500 tons	2 2 2 Varies 1 1 2		0 0 0 QA Inspector ir QA Inspector ir 0		a 1 0 0 0 0
P-501 Portland Cement Concrete Pavement	16,181 sy	Flexural Strength Thickness Smoothness Grade Edge Slump Dowel Bar Alignment	Acceptance Acceptance Acceptance Acceptance Acceptance Acceptance	530 sy 1,059 sy Entire surface Entire surface All edges All dowel bars	31 15	Performed by Performed by	0 QA Inspector In QA Inspector In QA Inspector In QA Inspector In	n the field In the field	0 b 1
P-610 Structural Concrete		Compressive Strength	Acceptance		Varies	20	0	20	0

All deductions are referenced in Part VII.

a) This Air Void test failure was accounted for in the PWL calculation sheet as shown on the following sheets for P-401.

b) This one (1) Thickness test failure was accounted for on the PWL calculation sheets as shown on the following sheets for P-501. One (1) test was in a lot with an average thickness of 17.3" resulting in 100% pay for the lot.



• DENVER

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Acceptance Test Summary P-401 (Surface Course) Derver International Airport Derver, Colorado

June 2014 201208796 2013 Pavement Rehab

				Acceptance	e Test		Control Ter	st		
N	Init Price lix: \$106.00 .C: Cost inci			Marshall Air Voids (%)	Mat Density (%)	Thickness (inch)	Marshall Unit Wt. (pcf)	Stability (lbs)	Flow (.01in)	Joint Density (%)
S	pecification			2-5	96.30%			>1,800	8-16	93.30%
Γ	Date: Lot	9/28/2013 1	Lot Average	3.56	98.22%	2.560	151.9	3473.00	13.70	N/A
	Location: Lift	WA De-ice Pad Surface	Standard Deviation	1.206	1.200			146.521	0.67	N/A
T	% Pay: Tons Mix:	100% 370	QU	1.1980					3.5000	
T	Ton AC: Total Pay:	N/A \$ 39,220.00	PWL	1.2902	1.6026			146.5210	8.5000	N/A N/A
ŀ	Date:	2	Lot	100.00	100.00			100.00	100.00	N/A
	Location:	Surface	Standard							
T	% Pay:	Canac	QU							
T	Tons Mix: Ton AC:		QL							
L	Total Pay:		PWL							

• DENVER

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June 2014

ASPHALTIC CONCRETE - PAYMENT ADJUSTMENTS FOR DENSITIES & AIR VOIDS (ver 11/02/06)
Denver International Airport

Acceptance T Denver Intern Denver, Colo

Unit Price Mix: \$106.00 AC: Cost inci Specification
Date:
Lot
Location:
Lift
% Pay:
Tons Mix:
Ton AC:
Total Pay: Date:
Lot
Location:
Lift
% Pay:
Tons Mix:
Ton AC:
Total Pay:

		2013	Annual A	irfield Pave	201208 ment R		· ation (Surface	e Course)								
			P-4	01 SUMMAI	RY (IAW	/ AC 15	0/5370	-10B)									
Maninum Project Pay (percent)		Maximum Total Payment	Penalties due to Rejected Lots	Project Cap in Dollars					Total Payment	Allowed for Proj note below)	ject (see						
100		\$39,220.00	\$0.00	\$39,220.00						\$39,220.00							
	LOT QUA	NTITIES (ton)	UNIT P	RICE/ton		PAY FA	CTOR			PAY PER LOT				F LOT P			
LOT	MIX	AC	MIX	AC	Density	Air Void	Joint	Final	MIX	AC	TOTAL	M Density		Jo Density	PWL	Air V Avg	Voids PWL
TOTALS	370.00	#DIV/0!	\$	\$	%	%	Deduct	%									
1	370.00	#DIV/0!	\$106.00	\$0.00	106.00	106.00	0.00	106.00	\$41,573.20		\$41,573.20	98.22	100	*****	entor	3.56	100
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June 2014 Project 201208796 2013 Pavement Rehab

Denver International Airport P-501 Non-Reinforced Concrete Summary Design Thickness = 17" Specified Flexural Strength = 700 psi

1	CO	RE THICKN	ESS (INCH				KUAL STRE	NGTH		TOTAL	LOT	UNIT	TOTAL
		LOT AVG	PWL	% PAY		DAY	LOT AVG	PWL	% PAY	% PAY	QUANTITY	PRICE	PAYMENT
						Sample 2							
Α	17.4				720	755							
В	17.5				760	735							
С	17.3				800	750							
D	18.7	17.7	97	106.00%	735	715	746.25	97	106.00%	100.00%	2,697.00	\$121.00	\$326,337.00
2	CO	re Thickn					XUAL STRE			TOTAL	LOT	UNIT	TOTAL
		LOT AVG	PWL	% PAY		DAY	LOT AVG	PWL	% PAY	% PAY	QUANTITY	PRICE	PAYMENT
					Sample 1	Sample 2							
A	17.7				745	750							
B	17.7				815	810							
C	16.8				705	810							
D	17.0	17.3	85	103.40%	800	815	781.25	85	97.50%	100.00%	1,891.00	\$121.00	\$228,811.00
3	CO	RE THICKN					XUAL STRE			TOTAL	LOT	UNIT	TOTAL
		LOTAVG	PWL	% PAY		DAY	LOTAVG	PWL	% PAY	% PAY	QUANTITY	PRICE	PAYMENT
					Sample 1	Sample 2							
A	18.2				870	840							
В	17.8				870 845	840 810							
BC	17.8 17.9		100	100.000	870 845 800	840 810 795	040.75	100	400.000	100.00%	0.748.00		taan cac oo
B C D	17.8 17.9 18.3	18.1	100	106.00%	870 845	840 810 795 760	813.75	100	106.00%	100.00%	2,716.00	\$121.00	\$328,636.00
BC	17.8 17.9 18.3	RE THICKN	ESS (INCH	IES)	870 845 800 790	840 810 795 760 FLE	KUAL STRE	NGTH		TOTAL	LOT	UNIT	TOTAL
B C D	17.8 17.9 18.3				870 845 800 790 281	840 810 795 780 FLE DAY	LOT AVG		106.00% % PAY				
B C D 4	17.8 17.9 18.3 CO	RE THICKN	ESS (INCH	IES)	870 845 800 790 281	840 810 795 760 FLE DAY Sample 2	LOT AVG	NGTH		TOTAL	LOT	UNIT	TOTAL
B C D 4	17.8 17.9 18.3 CO 18.0	RE THICKN	ESS (INCH	IES)	870 845 800 790 281 Sample 1	840 810 795 760 FLE DAY Sample 2 835	LOT AVG	NGTH		TOTAL	LOT	UNIT	TOTAL
B C D 4 A B	17.8 17.9 18.3 CO 18.0 17.1	RE THICKN	ESS (INCH	IES)	870 845 800 790 281 Sample 1 790	840 810 795 760 FLE2 DAY Sample 2 835 810	LOT AVG	NGTH		TOTAL	LOT	UNIT	TOTAL
B C D 4	17.8 17.9 18.3 CO 18.0	RE THICKN	ESS (INCH	IES)	870 845 800 790 281 Sample 1	840 810 795 760 FLE DAY Sample 2 835	LOT AVG	NGTH		TOTAL	LOT	UNIT	TOTAL

ACCEPTANCE TESTS



Denver International Airport P-501 Non-Reinforced Concrete Summary Design Thickness = 17" Specified Flexural Strength = 700 psi

1	CO	RE THICKN	ESS (INCH	IES)	
		LOT AVG	PWL	% PAY	28 [
					Sample 1
Α	17.4				720
В	17.5				760
С	17.3				800
D	18.7	17.7	97	106.00%	735
2	CO	RE THICKN			
		LOT AVG	PWL	% PAY	28 [
					Sample 1
A	17.7				745
В	17.7				815
С	16.8				705
D	17.0	17.3	85	103.40%	800
3	CO	RE THICKN	ESS (INCH	IES)	
3	CO	RE THICKN			28 [
			ESS (INCH	IES)	Sample 1
A	18.2		ESS (INCH	IES)	Sample 1 870
AB	18.2 17.8		ESS (INCH	IES)	Sample 1 870 845
A B C	18.2 17.8 17.9	LOT AVG	ESS (INCH PWL	IES) % PAY	Sample 1 870 845 800
A B C D	18.2 17.8 17.9 18.3	LOT AVG 18.1	ESS (INCH PWL 100	IES) % PAY 106.00%	Sample 1 870 845
A B C	18.2 17.8 17.9 18.3	LOT AVG 18.1 RE THICKN	ESS (INCH PWL 100 ESS (INCH	IES) % PAY 106.00% IES)	Sample 1 870 845 800 790
A B C D	18.2 17.8 17.9 18.3	LOT AVG 18.1	ESS (INCH PWL 100	IES) % PAY 106.00%	Sample 1 870 845 800 790 28 0
A B C D 4	18.2 17.8 17.9 18.3 CO	LOT AVG 18.1 RE THICKN	ESS (INCH PWL 100 ESS (INCH	IES) % PAY 106.00% IES)	Sample 1 870 845 800 790
A B C D 4	18.2 17.8 17.9 18.3 CO 18.0	LOT AVG 18.1 RE THICKN	ESS (INCH PWL 100 ESS (INCH	IES) % PAY 106.00% IES)	Sample 1 870 845 800 790 28 [Sample 1
A B C D 4 A B	18.2 17.8 17.9 18.3 CO 18.0 17.1	LOT AVG 18.1 RE THICKN	ESS (INCH PWL 100 ESS (INCH	IES) % PAY 106.00% IES)	Sample 1 870 845 800 790 28 I Sample 1 790
A B C D 4	18.2 17.8 17.9 18.3 CO 18.0	LOT AVG 18.1 RE THICKN	ESS (INCH PWL 100 ESS (INCH	IES) % PAY 106.00% IES)	Sample 1 870 845 800 790 28 [Sample 1

201208796 2013 Annual Airfield Pavement Rehabiliatation (17" Non-Reinforced) P-501 SUMMARY Max Project Max Allowable Penalties due to Project Cap in Total Payment Allowed for Pay (percent) Payment Rejected lots Dollars Project (see note below) 100 100 \$1,370,712.20 \$0.00 \$1,370,712.20 \$1,370,712.20 PERCENT PAY PAY LOT NUMBER BID UNIT QUANTITY FINAL PAY FACTOR DOLLARS STRENGTH THICKNESS QUANTITY PRICE (SY or CY) (Rejected lots may not be offset) TOTALS 11,328.20 11,957.78 % % % 2,697.00 106.00 106.00 106.00 2,858.82 345,917.22 121.00 1 121.00 1,891.00 106.00 97.50 103.35 1,954.35 236,476.17 2 3 121.00 2,716.00 106.00 106.00 106.00 2,878.90 348,354.10 2,176.18 2,089.47 121.00 2,053.00 106.00 106.00 263,317.78 4 106.00 106.00 121.00 1,971.20 106.00 252,826.11

PCC PAVEMENT - PAYMENT FACTORS FOR STRENGTH AND THICKNESS PAYMENT METHOD FOR STANDARD THICKNESS REQUIREMENTS OF ITEM P-501 (chg 10) Denver International Airport

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V0010 (chg10) Printed 6/11/2014

