



FINAL DESIGN CLOSE-OUT CHECKLIST

(Insert or attach additional information if it helps clarify the request)

Project Name:	
Project Number:	
Project Manager:	Date:
Project Manager Signature:	

Project Manager:	
<input type="checkbox"/>	Scope of work as identified in Project Work Plan has been successfully completed.
<input type="checkbox"/>	PS&E quality has been verified. Plan assembly (PS&E) has been reviewed.
<input type="checkbox"/>	Specifications are not in conflict with the plans. In those instances where plans need to contain specifications for clarification of the design, IGA, construction, phasing, etc., the Project Manager will verify the reference is identified with the specifications.
<input type="checkbox"/>	Plans have been checked by design team in the field within the previous 60 calendar days prior to issue for bid signatures and any resulting issues have been resolved. <i>Date of field review:</i>
<input type="checkbox"/>	Plan in hand field meeting held on _____ (date).
<input type="checkbox"/>	BOS Bid Solicitation approved on _____ (date).
<input type="checkbox"/>	Sealed PS&E approved on _____ (date).
<input type="checkbox"/>	Design to Construction hand-off meeting held on _____ (date).
<input type="checkbox"/>	Certification that the plans have been reviewed for constructability (reviewed by the Construction Manager who will be responsible for the oversight of the construction).
<input type="checkbox"/>	File management completed. Record documents have been archived and working files discarded.
<input type="checkbox"/>	Work Assignment or Contract has been invoiced in full and COP received.
<input type="checkbox"/>	Complete and submit Consultant Evaluation form to contract staff, as necessary.
<input type="checkbox"/>	Advertisement package has been checked for completeness and accuracy.



The Following Lessons Were Learned:

Design:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Design and construction references have been checked, are appropriate and specifically identified by date and/or edition number. |
| <input type="checkbox"/> | Issues raised and errors found in the review processes (Scoping, 60%, 95%, etc.) are reconciled and/or corrected in the final documents. Consensus has been reached. Comment resolution sheets have final dispositions. |
| <input type="checkbox"/> | Drainage report has been completed and reviewed. |
| <input type="checkbox"/> | Bridge selection report has been completed and reviewed. |
| <input type="checkbox"/> | Geotechnical Report and Pavement design has been reviewed and approved. |
| <input type="checkbox"/> | Cost estimate is current and accurate. |

Survey:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | All Survey requirements have been properly identified. |
| <input type="checkbox"/> | The spatial datum (benchmark) has been identified, properly referenced and located in the field, and adjacent existing improvements are referenced to the same datum. |
| <input type="checkbox"/> | Survey records are in project file. |

The Following Survey Issues Remain to be Resolved:

Utility:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Plans reflect all known utilities and their location |
| <input type="checkbox"/> | Pothole data is obtained and presented on plans as necessary. |
| <input type="checkbox"/> | Relocated utilities are accurately reflected on the plans. |
| <input type="checkbox"/> | All Utilities in project footprint have been cleared. |



<input type="checkbox"/>	Utility Clearance Memo is in the project file on SharePoint.
The Following Utility Issues Remain to be Resolved:	

Right-of-Way:	
<input type="checkbox"/>	All Right-of-Way parcels and temporary easements have been properly acquired.
<input type="checkbox"/>	Right-of-way Clearance Memo is in the project file on SharePoint.
The Following Right-of-Way Issues Remain to be Resolved:	

Environmental:	
<input type="checkbox"/>	Design matches scope of work in the environmental clearance.
<input type="checkbox"/>	All Environmental issues have been identified and next steps have been documented.
<input type="checkbox"/>	Environmental Clearance Memo is in the project file on SharePoint.
The Following Environmental Permit and Mitigation Actions Have Been Identified:	

IGA:	
<input type="checkbox"/>	Final design financial partners have been billed for their portion of design costs.
<input type="checkbox"/>	IGA with partner(s) have been completed, signed and is in project file.
The Following IGA Issues Remain to be Resolved:	



**Maricopa County
Department of Transportation**

Communications:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Possible need for updated public notice or involvement has been evaluated. |
| <input type="checkbox"/> | Meeting held with construction and partnering staff to set partnering bid item allowance in the engineer's estimate. |

Procurement:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | All consultant contracts are closed and certificate of completion on file. |
| <input type="checkbox"/> | All consultant final payments have been made. |

Other Comments:

PM Branch Manager:

Date:

Signature: