

# PROJECT FINAL CLOSEOUT CHECKLIST

## *Highways Projects*

**PROJECT NO.:** \_\_\_\_\_

**PROJECT NAME:** \_\_\_\_\_

### FINAL ESTIMATE ASSEMBLY

- Certification of Final Estimate (Form 25D-116).
- Contractor's Release (Form 25D-117).
- Summary of Quantities (Form 25D-25).
- Project Materials Certificate from Materials Section.      DATE: \_\_\_\_\_
- "As-Built" Plans      DATE: \_\_\_\_\_
- Department of Labor Tax Clearance.      DATE: \_\_\_\_\_
- Department or Revenue Tax Clearance.      DATE: \_\_\_\_\_
- Department of Labor Notice of Completion (NOC)      DATE: \_\_\_\_\_
- Alaska Railroad Release, if applicable

### FINAL CONSTRUCTION REPORT

- Final Estimate Assembly (see above).**
- Final Construction Report Summary.
- Reports (as required):    Report on Design Recommendations (required)  
  Report on Claims (if a claim was submitted)  
  Report on ARRA Documentation
- Explanation of Overruns, Underruns and Change Documents. List only contract major bid items (>5% of award amount) whose final quantity varied more than 25% from the estimated quantity and an explanation of all change document items.
- Proof of Construction for Right-of-Way (Form 25D-173) -- Completed only if the right-of-way involves public land.
- Proof of Use for Material Sources (Form 25D-174) with Material Site Record -- Completed only if sites are State furnished or controlled.