

**READ THIS FIRST**

This Project Spec Document may need additional modifications to suit your project. It is recommended that you proofread each section, paying attention to any "Notes" boxes such as this one--you should remove these "Notes" sections as you go. Also, do a search for all bracket characters " [ ] " as they are used to show you areas containing options or project specific details (you can use Microsoft Word's Find feature {Ctrl-F} to jump to an open bracket " [ " character quickly). Again, these bracket characters should be removed.

It is important that every paragraph be numbered to allow for easy referencing. If you use the document's built in styles and formatting your outline should be fine (turn on the formatting toolbar by going to View > Toolbars > Formatting). Most paragraphs will use the style "Numbered Material" and can be promoted (Tab) or demoted (Shift-Tab).

You should not have to manually enter extra spaces, carriage returns or outline characters such as A, B, C, or 1.01, 1.02; the formatting will do this for you. The entire document is 11 pt. Arial. If you paste items in, you may need to reapply the "Numbered Material" format.

**PART 1 GENERAL**

**1.01 GENERAL REQUIREMENTS**

- A. The Contractor shall ensure that all procedures and actions identified in this section and elsewhere in the Contract Documents necessary to fully complete the Public Works Project Closeout are accomplished in a timely and effective manner. Lack of compliance with the closeout requirements will result in delays to release of all responsibilities within the contract and retainage.
- B. Refer to the attached Typical Public Works Project Timeline, which identifies the major closeout actions and milestones to be accomplished.
- C. All Milestones identified in Section 01 77 00 Construction Project Closeout must be completed before achieving the Public Works Project Closeout Checklist identified herein.

**1.02 CLOSEOUT ADMINISTRATIVE REQUIREMENTS**

- A. To achieve Final Acceptance, the Closeout Administrative Requirements must be achieved, as per the General Conditions.

**1.03 RELEASE OF RETAINAGE TO CONTRACTOR**

- A. The Contractor must request release of retainage from the Port.
- B. Refer to General Conditions for release of retainage requirements

**1.04 POST-FINAL ACCEPTANCE INSURANCE REQUIREMENTS**

- A. Refer to General Conditions.

**PART 2 PRODUCTS - Not Used**

**PART 3 EXECUTION - Not Used**

**PART 4 MEASUREMENT AND PAYMENT**

**4.01 GENERAL**

No separate measurement or payment will be made for the work required by this section. The cost for this portion of the Work will be considered incidental to, and

included in the payments made for the applicable bid items in the [Schedule of Unit Prices] [Lump Sum price bid for the Project].

End of Section
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**APPENDIX A**

**PUBLIC WORKS PROJECT CLOSEOUT CHECKLIST**

ITEM:	BY:	DATE:
1. Receive Release of Claims from Contractor and verification that all Subcontractors Industrial Insurance is in good standing		
2. Contractor submits Affidavit of Wages Paid for Contractor and all subcontractors		
3. Memorandum of Final Acceptance issued		
4. Notice of Completion of Public Works Contract sent to state agencies and Contractor		
5. Port receives releases from L&I, Employment Security and Department of Revenue		
6. Release retainage or retainage bond		