

Project Closeout Forms for Tribes - Optional

TRIBAL TRANSPORTATION PROGRAM

PROJECT CLOSEOUT CHECKLIST

Project Name:

Project Number:

Final Estimate Assembly:

- Certification Of Final Estimate
- Contractor's Release
- Summary of Quantities
- As-Built Plans

Final Construction Report

- Final Estimate Assembly (See above)
- Final Construction Report Summary Sheet
- Reports (as required):
 - Daily Diaries
 - Weekly Progress Reports
 - Clear Water Act (NOT)
 - Certificate of Material Compliance
 - Utility Adjustments
 - Report on Use of Regulatory Speed Signs (if Regulatory Speed order used)
 - Report on Claims (if the contractor submits a claim)
- Explanation of Overruns, Underruns, Change Documents. (List only contract major bid items whose final quantity varied more than 25% from the estimated quantity and an explanation of all change document items)
- Right-of-Way Certification
- Proof of Use for Material Sources with Material Site Record.
- Final Inspection Report

**TRIBAL TRANSPORTATION PROGRAM
CERTIFICATION
FINAL ESTIMATE REVIEW REPORT**

Project Number: _____ **Contractor:** _____
Project Name: _____
Description of Work: _____

Required Project Completion Date: _____ / _____ **Calendar Days**
Actual Project Completion Date: _____ / _____ **Calendar Days**
Project Manager: _____ **Project Engineer:** _____

Final Acceptance Date: _____
Days Overrun: _____ **Liquidated Damages**
Assessed: _____

Final Amount: _____ **Bid Amount:** _____
Materials Certification Date: _____ **Right-of-Way Clearance Date:** _____
Dept. of Revenue Clearance Date: _____

CLASSIFICATION OF COSTS – FINAL AMOUNTS

Indian Reservation Road: _____
Alaska Department of Transportation and Public Facilities: _____
Denali Commission: _____
Other: _____

Total: _____

Remarks _____

I certify that my review of this project, in accordance with TTP policy, indicates that all work has been completed within the term of the contract and authorized change documents; and it also indicates that funds have been properly classified unless otherwise noted above.

Signature of Reviewer

Date Submitted

**TRIBAL TRANSPORTATION
PROGRAM
CONTRACTOR'S RELEASE**

Issue Date: _____
Project No: _____
Contract No.: _____

Project Name: _____ Located at: _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Contract Compensation Summary</td> </tr> <tr> <td>Final Amount: _____</td> </tr> <tr> <td>Less Liquidated Damages: _____</td> </tr> <tr> <td>Total Final Sum: _____</td> </tr> <tr> <td>Less previous payments OR Estimate(s), 1 through _____</td> </tr> <tr> <td>Totaling: Final Payment Due: _____</td> </tr> </table>	Contract Compensation Summary	Final Amount: _____	Less Liquidated Damages: _____	Total Final Sum: _____	Less previous payments OR Estimate(s), 1 through _____	Totaling: Final Payment Due: _____
Contract Compensation Summary							
Final Amount: _____							
Less Liquidated Damages: _____							
Total Final Sum: _____							
Less previous payments OR Estimate(s), 1 through _____							
Totaling: Final Payment Due: _____							

Pursuant to the terms of the written contract dated _____, _____ for the construction of _____
 Project Number(s) _____, and in consideration of the total final sum of _____ Dollars () which has been or is to be paid under the said contract to (Contractor's Name)

located at _____
 (hereinafter called the Contractor) or it assignees, if any, the Contractor, upon payment of the said sum by the Tribe, does remise, release, and discharge the Tribe, its officers, agents, and employees, of and from all liabilities, obligations, claims, and demands whatsoever under or arising from said contract, whether known or unknown and whether or not ascertainable at the time of the execution of this instrument except specified claims in stated amounts or in estimated amounts where the amounts are not susceptible of exact statement by the Contractor, as follows:

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The Contractor agrees, in connection with the claims which are not released as set forth above, that (s)he will comply with all of the provisions of the said contract, including without limitation those provisions relating to the notification of the Tribe and relating to the prosecution of claims.
 IN WITNESS WHEREOF, this release was executed this _____ day of _____, _____.

_____ Witness	_____ Contractor
_____ Witness	By: _____ Title: _____

(NOTE: In the case of a corporation, witnesses are not required, but certificate on reverse side must be completed by a corporate officer other than the one who signs above.)

CERTIFICATE

I, _____, certify that I am the _____
Name Title
of the corporation named as Contractor in the foregoing release; that _____
Name
who signed said release on behalf of the Contractor was then _____
Official Title
of said corporation; that said release was duly signed for and in behalf of said corporation by
authority of its governing body and is within the scope of its corporate powers.

Signature

Print Name

IN WITNESS WHEREOF,
I have set my hand and affixed my official seal this _____ day of _____, _____.

My Commission Expires: _____
Notary Public _____

TRIBAL TRANSPORTATION PROGRAM
FINAL CONSTRUCTION REPORT SUMMARY SHEET

PROJECT NAME: _____
PROJECT NUMBER: _____
PROJECT LOCATIONS: _____
PROJECT DESCRIPTION: _____ _____
PROJECT ENGINEER: _____
CONTRACTOR: _____
DATE OF AWARD: _____ NOTICE TO PROCEED: _____
START DATE OF CONSTRUCTION: _____
ORIGINAL CONTRACT COMPLETION DATE: _____
AMENDED CONTRACT COMPLETION DATE: _____
PROJECT ACCEPTANCE DATE: _____
OVERRUN TIME: _____ DAYS LIQUIDATED DAMAGES: _____ DAYS
ENGINEER'S ESTIMATE: _____
ORIGINAL AWARD AMOUNT: _____
ADDITION OR REDUCTION AFTER AWARD: _____
FINAL CONTRACT AMOUNT: _____

TRIBAL TRANSPORTATION PROGRAM
RIGHT-OF-WAY CERTIFICATION
AND
RELOCATION PROGRAM ASSURANCES

There are _____ parcels on this project and _____ temporary easements and permits.

All individuals and families were relocated to decent, safe, and sanitary housing, or displaced persons were relocated to the adequate replacement housing that the Tribe made available to them in accordance with the provisions of the current BIA/FHWA directives and one of the following applies:

All necessary right-of-ways, including control of access rights when pertinent, were acquired including legal and physical possession. There are _____ parcels in condemnation.

Although all necessary right-of-ways were not fully acquired, the right to occupy and to use all rights-of-way required for the proper execution of the project was acquired. There are _____ parcels with right of entry only.

The acquisition or right of occupancy and use of a few remaining parcels is not complete, but all occupants of the residences on such parcels have replacement housing made available to them in accordance with 49 C.F.R. 24.204. A listing of these parcels with their anticipated acquisition date is shown on the attached sheet.

Construction will be contained within existing right-of-way.

Date _____

TRIBE'S TRANSPORTATION PROGRAM OFFICIAL

Print Name

FINAL INSPECTION OF TRIBAL TRANSPORTATION PROGRAM PROJECT		
1. PROJECT NAME AND NUMBER	2. TRIBAL COUNCIL	3. CITY
4. DESCRIPTION OF IMPROVEMENT AS PROGRAMMED		
5. CONTRACTOR'S NAME		6. CONTRACT AMOUNT
<p>7. NOTICE OF COMPLETION: The above listed project is completed. A final inspection by the Tribe's Transportation Program has found this project to be in reasonable conformance with the PS&E.</p> <p style="text-align: right;">_____ Date _____</p> <p>SIGNATURE (TRIBE'S TRANSPORTATION PROGRAM OFFICIAL)</p> <p>_____</p> <p>NAME and TITLE</p>		
8. INSPECTION MADE BY		9. DATE OF INSPECTION
10. IN COMPANY WITH		
CC:		