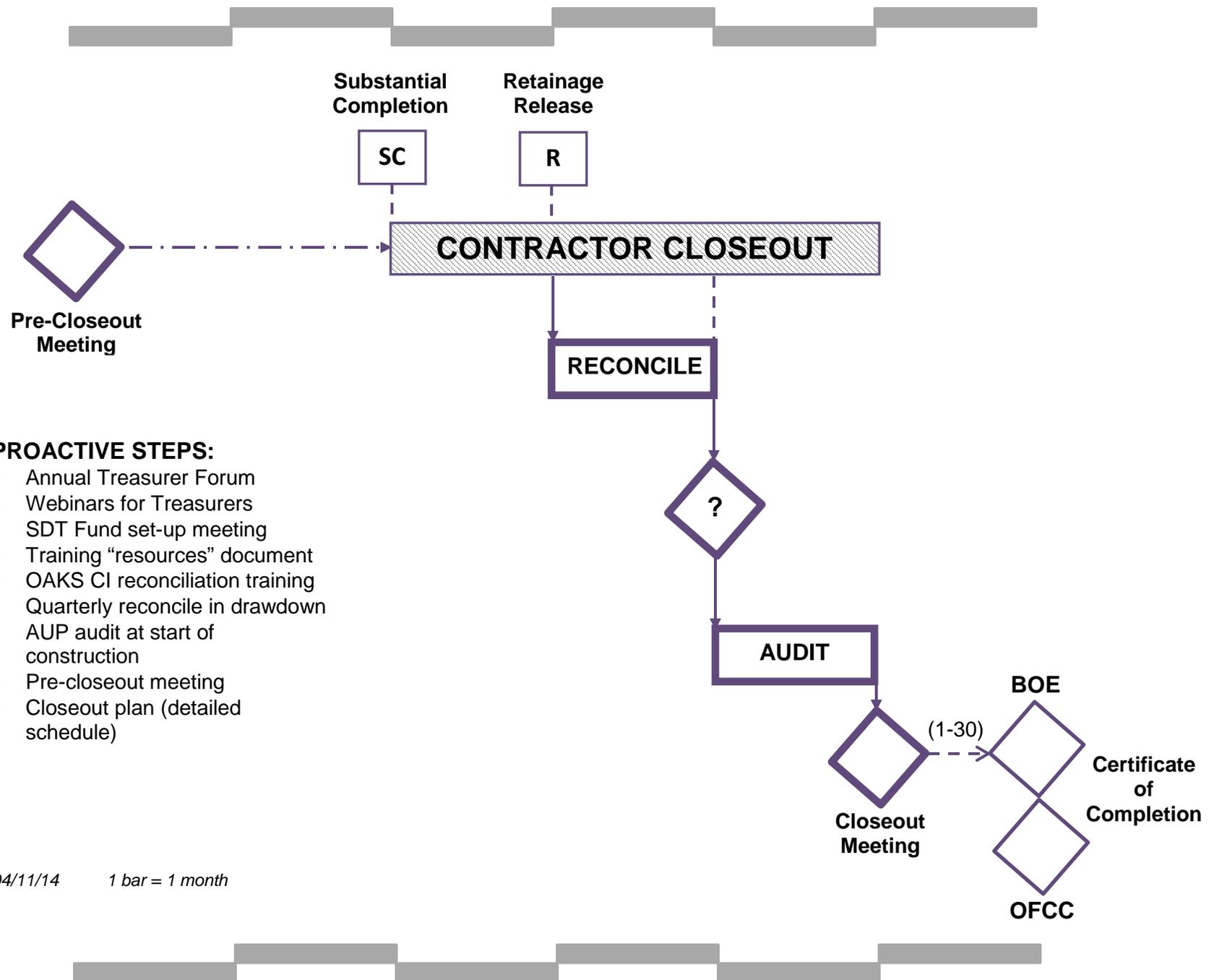


OSFC Project Agreement Closeout Process and Timeline



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Ohio Facilities Construction Commission Standard Forms and Documents

Closeout Process

All funded Ohio School Facilities Program projects are required to go through a closeout process. This process includes Contractor Closeout and the reconciliation and electronic submission of required financial closeout documents (*see OFCC Closeout Process/Timeline*). The closeout process will be managed by the designated Closeout Manager with support from the School District. If the role of Closeout Manager has not been specifically identified, then the management of project closeout shall be the responsibility of the OFCC Project Manager (PM).

The project team (design professionals, contractors, District and OFCC representatives) will participate in a Pre-Closeout Meeting 60 days in advance of the anticipated Substantial Completion date. The purpose of this meeting is to review the detailed Closeout Plan for Contractor Closeout. Teams should plan to complete all outstanding work and submit all required Contractor Closeout documents within 90 days after Substantial Completion.

Approximately 30 days after Substantial Completion, the Contractor(s) will be submitting its Pay Application for work completed through Substantial Completion and requesting release of Contractor retainage. At this time, when the construction is substantially complete, the detailed project financial records used to actively manage the building project will be reconciled with the School District Treasurer's financial records. It is expected this reconciliation will take no longer than 30 days to complete.

Once the Project's financial records have been reconciled with the support of the Treasurer, the Closeout Manager will determine if the Contractor Closeout is progressing as planned. Approximately 30 days prior to the anticipated completion of Contractor Closeout, the reconciled project financial records will be audited by OFCC. It is expected that this audit will take no longer than 30 days to complete.

When the Contractor Closeout process and financial audit is complete, the Closeout Manager will schedule the Closeout Meeting with all stakeholders. The purpose of the Closeout Meeting is to close all contracts and issues on the Project and sign-off on the financial closeout.

A Certificate of Completion of the Project Agreement shall be issued and approved by both the Board and the Commission. At that time the Commission's direct interest and participation in the Project effectively ends and the School District takes sole authority for property ownership and facilities management, including proper maintenance and the final disposition of any funds remaining in Fund 010.