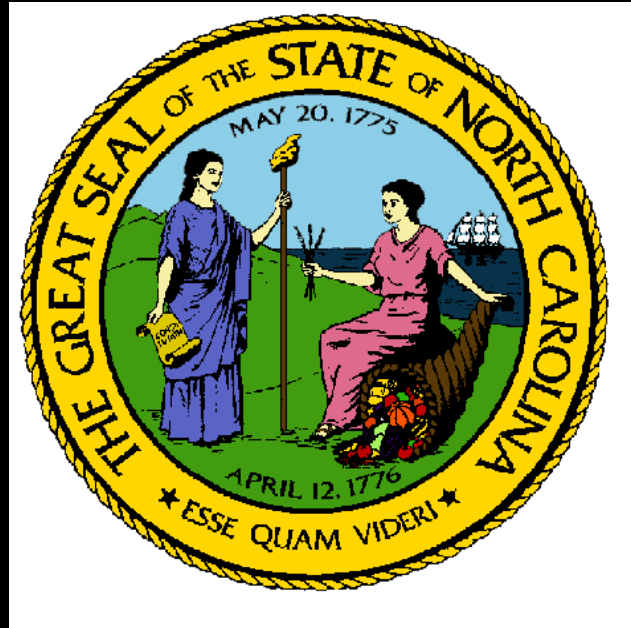


30th Annual State Construction Conference

SCO Office Overview & Changes **Construction Management Section**

Michael Hughes, PE
Assistant Director

State Construction Manual



State Construction Office

Gregory A. Driver, P.E., Director

301 North Wilmington Street, Suite 450

Raleigh, NC 27601-2827

(919) 807-4100 (office)

(919) 807-4110 (fax)

Tenth Edition

March 2011

State Construction Manual

Forms and Documents

Reports

Services

SCO Conference

SBC Information

Frank B. Turner Award

Links

Contact Us

Search NCDOA Sites

Go

Forms and Documents

- **Administration & Design Contract**

- [Requirements and Guidelines](#)
- [Forms](#)

- **Flood Plain Management**

- [Requirements and Guidelines](#)
- [Forms](#)

- **Design Review**

- [Requirements and Guidelines](#)
- [Forms](#)

- **Bidding & Contract**

- [Requirements and Guidelines](#)
- [Forms](#)

- **Construction Administration**

- [Requirements and Guidelines](#)
- [Forms](#)

- **Project Close-out**

- [Requirements and Guidelines](#)
- [Forms](#)

- **Other**

- [State Construction Manual \(2011 Draft\)](#)
- [Electrical Guidelines \(2011 Draft\)](#)



Opportunity to improve design firms' cash flow

Energy Efficient Design Tax Deductions

IRS Section 179D

Expedited Project Closeout

History of State Construction





NC State University
1909



Jurisdiction of the State Construction Office

GS 143-341(3)

Architecture and Engineering

GS 143-139(e)

Enforcement of Building Code

§ 116-31.11. Powers of Board regarding certain fee negotiations, contracts, and capital improvements.

(a) Notwithstanding G.S. 143-341(3) and G.S. 143-135.1, the Board shall, with respect to the design, construction, or renovation of buildings, utilities, and other property developments of The University of North Carolina requiring the estimated expenditure of public money of two million **dollars** (\$2,000,000) or less:

- (1) Conduct the fee negotiations for all design contracts and supervise the letting of all construction and design contracts.
- (2) Develop procedures governing the responsibilities of The University of North Carolina and its affiliated and constituent institutions to perform the duties of the Department of Administration and the Director or Office of State Construction under G.S. 133-1.1(d) and G.S. 143-341(3).
- (3) Develop procedures and reasonable limitations governing the use of open-end design agreements, subject to G.S. 143-64.34 and the approval of the State Building Commission.
- (4) Use existing plans and specifications for construction projects, where feasible. Prior to designing a project, the Board shall consult with the Department of Administration on the availability of existing plans and specifications and the feasibility of using them for a project.

(b) The Board may delegate its authority under subsection (a) of this section to a constituent or affiliated institution if the institution is qualified under guidelines adopted by the Board and approved by the State Building Commission and the Director of the Budget.

(c) The University shall use the standard contracts for design and construction currently in use for State capital improvement projects by the Office of State Construction of the Department of Administration.

Battle Vance Pettigrew Roof Replacement & Exterior Restoration

\$1,835,000



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

Division of Finance and Administration

Facilities Planning & Construction



Fetzer Gym Addition - Wrestling

\$2,317,000



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

Division of Finance and Administration

Facilities Planning & Construction



102.6 Non-State-Funded Projects

102.6.1 General

102.6.2 Privately Funded Projects on State Owned Land

102.6.3 Privately Funded Projects on Private Land

102.6.4 Privately Funded Projects on Community College Land



G-1. Provide Elevators for Accessibility

Estimated Cost: \$ 2,450,000

Priority: Immediate

The residential buildings at this site do not include accessible routes for multilevel buildings as required by the 2009 NC Building Code Section 1104.4 #3 for public dormitories. Should the buildings become state-owned, all floors would need to be accessible. According to Section 1007.2, an accessible means of egress must meet at least one of eight requirements. Although the buildings could meet current State building codes by meeting any of the eight requirements of 1007.2, the installation of elevators appears to be the only feasible solution. Please note that the 2009 code is less stringent than the 1999 NC Accessibility Code, under which the buildings were constructed, which requires that elevators be provided in multistory public buildings without allowing other options available in the current 2009 NC Building Code.

Although these buildings could meet the NC Building Code by complying with any of the eight criteria of 1007.2, federal law does not offer this flexibility. The US Department of Justice's ADA Standards for Accessible Design [Section 4.3.8](#) states that changes in level greater than 1/2" require that a curb ramp, ramp, elevator, or platform lift be provided. Stairs and steps do not provide an accessible route.

It is therefore recommended that elevator towers, elevators and accessible connectors and walkways be constructed to access all building levels, and that all common areas and parking access areas be brought up to full compliance with State and Federal requirements. It is estimated that twelve elevator towers will be needed. The estimate includes costs for electrical generators, transfer switches and wiring for the elevators.



103 Responsibilities of the State Construction Office

103.1 Architectural and Engineering

- 103.1.1 Facility Condition Assessment Program
- 103.1.2 Certification of Statement of Needs
- 103.1.3 Procurement of Design Services
- 103.1.4 Review and Approval of Plans and Specifications
- 103.1.5 Management of Bidding and Construction Contracting
- 103.1.6 Supervision and Inspection of Construction Work
- 103.1.7 Management of State Buildings in Wake County
- 103.1.8 Other Responsibilities

103.2 Building Code Enforcement

- 103.2.1 Supervision and Administration
- 103.2.2 Department of Administration Secretary Approval
- 103.2.3 Electrical Wiring Inspections
- 103.2.4 Project Approval and Acceptance
- 103.2.5 Authority to Seek Remedies



Management of State Buildings in Wake County

103 Responsibilities of the State Construction Office

103.1 Architectural and Engineering

- 103.1.1 Facility Condition Assessment Program
- 103.1.2 Certification of Statement of Needs
- 103.1.3 Procurement of Design Services
- 103.1.4 Review and Approval of Plans and Specifications
- 103.1.5 Management of Bidding and Construction Contracting
- 103.1.6 Supervision and Inspection of Construction Work
- 103.1.7 Management of State Buildings in Wake County
- 103.1.8 Other Responsibilities

103.2 Building Code Enforcement

- 103.2.1 Supervision and Administration
- 103.2.2 Department of Administration Secretary Approval
- 103.2.3 Electrical Wiring Inspections
- 103.2.4 Project Approval and Acceptance
- 103.2.5 Authority to Seek Remedies



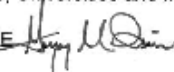
North Carolina
Department of Administration

Beverly Eaves Perdue, Governor
Moses Carey, Jr., Secretary

State Construction Office
Gregory A. Driver, P.E., Director

MEMORANDUM 01-2010

To: Chief Executive Officers, Business Managers and Capital Projects Coordinators
of All State Agencies, Universities and Institutions

From: Gregory A. Driver, PE 

Subject: Section 179D Federal Tax Deduction Program
State Owned Property

Date: August 11, 2010

Session law 2010-167, Section 6, establishes the Department of Administration as the owner of all State Property as it relates to the Allocation of Federal Section 179D Tax Deduction for Energy Efficient Commercial Buildings. This Session law amends G.S. 143-341 by adding paragraph f, which requires as a duty of the Department of Administration "to provide written allocation of the deduction allowed under section 179D of the Code, as defined in G.S. 105-228.90, for designing energy efficient commercial building property that is installed on or in property owned by the State. The allocation must be made in accordance with section 179D of the Code."

As such, any designer requesting a written allocation should contact this office. The information that will need to be submitted is as follows:

1. Transmittal letter describing project, SCO project ID#, and proposed percentage allocation of deduction to each architect and/or engineer.
2. IRS Form for Allocation of Deduction completely filled in with their signature. Separate forms for each designer participating in the allocation, with the amount listed, will be needed.
3. Copy of EPA Act Compliance Certification.
4. Copy of Engineering Analysis Report performed on the building.
5. Copy of Building Code Summary from the plans showing the building square feet.
6. Copy of Design contract with all amendments.
7. Listing of all architects and engineers and their responsibility on the project.
8. A letter from each architectural and engineering firm not participating in the allocation, stating such.
9. Self addressed stamped envelope or FedEx envelope for return of the signed document.

If you have any questions regarding this memorandum, please contact Michael Hughes of this office.

Mailing Address:
1307 Mail Service Center
Raleigh NC 27699-1307

Telephone (919)807-4100
Fax (919)807-4110
State Courier #56-02-01

Location:
301 N. Wilmington St, Suite 450
Raleigh, North Carolina 27601



Inspection Responsibilities

GS 143-341(3)

Architecture and Engineering

GS 143-139(e)

Enforcement of Building Code

103 Responsibilities of the State Construction Office

103.1 Architectural and Engineering

- 103.1.1 Facility Condition Assessment Program
- 103.1.2 Certification of Statement of Needs
- 103.1.3 Procurement of Design Services
- 103.1.4 Review and Approval of Plans and Specifications
- 103.1.5 Management of Bidding and Construction Contracting
- 103.1.6 Supervision and Inspection of Construction Work
- 103.1.7 Management of State Buildings in Wake County
- 103.1.8 Other Responsibilities

103.2 Building Code Enforcement

- 103.2.1 Supervision and Administration
- 103.2.2 Department of Administration Secretary Approval
- 103.2.3 Electrical Wiring Inspections
- 103.2.4 Project Approval and Acceptance
- 103.2.5 Authority to Seek Remedies

§ 133-1.1. Certain buildings involving public funds to be designed, etc., by architect or engineer.

(a) In the interest of public health, safety and economy, every officer, board, department, or commission charged with the duty of approving plans and specifications or awarding or entering into contracts involving the expenditure of public funds in excess of:

- (1) Three hundred thousand dollars (\$300,000) for the repair of public buildings where such repair does not include major structural change in framing or foundation support systems, or five hundred thousand dollars (\$500,000) for the repair of public buildings by The University of North Carolina or its constituent institutions where such repair does not include major structural change in framing or foundation support systems,
- (1a) One hundred thousand dollars (\$100,000) for the repair of public buildings affecting life safety systems,
- (2) One hundred thirty-five thousand dollars (\$135,000) for the repair of public buildings where such repair includes major structural change in framing or foundation support systems, or
- (3) One hundred thirty-five thousand dollars (\$135,000) for the construction of, or additions to, public buildings or State-owned and operated utilities, shall require that such plans and specifications be prepared by a registered architect, in accordance with the provisions of Chapter 83A of the General Statutes, or by a registered engineer, in accordance with the provisions of Chapter 89C of the General Statutes, or by both architect and engineer, particularly qualified by training and experience for the type of work involved, and that the North Carolina seal of such architect or engineer together with the name and address of such architect or engineer, or both, be placed on all these plans and specifications.

- (b) (1) On all projects requiring the services of an architect, an architect shall conduct frequent and regular inspections or such inspections as required by contract and shall issue a signed and sealed certificate of compliance to the awarding authority that:
- a. The inspections of the construction, repairs or installations have been conducted with the degree of care and professional skill and judgment ordinarily exercised by a member of that profession; and
 - b. To the best of his knowledge and in the professional opinion of the architect, the contractor has fulfilled the obligations of such plans, specifications, and contract.
- (2) On all projects requiring the services of an engineer, an engineer shall conduct frequent and regular inspections or such inspections as required by contract and shall issue a signed and sealed certificate of compliance to the awarding authority that:
- a. The inspections of the construction, repairs, or installations have been conducted with the degree of care and professional skill and judgment ordinarily exercised by a member of that profession; and
 - b. To the best of his knowledge and in the professional opinion of the engineer, the contractor has fulfilled the obligations of such plans, specifications, and contract.
- (3) No certificate of compliance shall be issued until the architect and/or engineer is satisfied that the contractor has fulfilled the obligations of such plans, specifications, and contract.

If

Plans approved
by code
reviewer

and

Building
constructed
according to plans

then

Building meets
code

Chapter 200 – Agency and Institution Capital Projects

201 Responsibilities of Agencies and Institutions

201.1 Policies and Procedures

202 Capital Project Coordinator

203 State Capital Budgets

204 Requests for Capital Improvement Funding

205 Certification of Form OC-25 Cost Estimate

206 Advance Planning

207 Design and Construction

207.1 Designer Selection

207.2 Design Contract

207.3 Advance Planning

207.4 Commissioning

207.5 Design Phase

207.6 Bidding and Contracts

207.7 Construction

207.8 Final Inspection

207.9 Training and Operations & Maintenance

207.10 Project Closeout

208 Emergency Projects

Chapter 300 – Procurement of Design Services

- 301 General Requirements**
- 302 State Building Commission Authority**
- 303 Major and Minor Project Definitions**
- 304 Agency Request for Design Services**
- 305 Designer Pre-Selection for Minor Projects**
- 306 Designer Interviews for Major Projects**
- 307 State Building Commission Approval**
- 308 Standard Design Contract**
 - 308.1 Programming and Advanced Planning**
 - 308.2 Annual Service Fixed-Term Agreements**
 - 308.3 Design Contract Terms**
 - 308.4 Negotiation of Design Contract**
 - 308.5 Preparation of Design Contract**
 - 308.6 Assignment of SCO Project ID Number**
 - 308.7 Interscope Registration**

Chapter 400 – Regulatory Review Agencies

- 401 General Requirements**
- 402 Agency Review Times**
- 403 Owner Review**
- 404 Department of Administration**
 - 404.1 State Construction Office
 - 404.2 State Environmental Clearinghouse
 - 404.3 State Property Office
- 405 Department of Labor**
 - 405.1 Elevator and Amusement Bureau
 - 405.2 Boiler and Pressure Vessel Division
- 406 Department of Health and Human Services**
 - 406.1 Construction Division
- 407 Department of Cultural Resources**
 - 407.1 State Historic Preservation Office
- 408 Information Technology Systems (ITS)**
- 409 Department of Environment and Natural Resources**
 - 409.1 Division of Waste Management
 - 409.2 Division of Air Quality
 - 409.3 Division of Land Resources
 - 409.4 Division of Water Quality
 - 409.5 Division of Coastal Management
 - 409.6 Division of Parks and Recreation
 - 409.7 Division of Environmental Health
- 410 Department of Transportation**
- 411 Department of Agriculture**

Chapter 500 – Design Guidelines

501 General

- 501.1 Professional Seals
- 501.2 Public Works Design Requirements

502 Forms and Guidelines

503 Programming and Advanced Planning

504 Schematic Design Phase

505 Design Development Phase

506 Combined Schematic and Design Development

- 506.1 Architectural
- 506.2 Civil/Structural
- 506.3 Mechanical
- 506.4 Electrical

507 Construction Document Phase

- 507.1 General
- 507.2 Cost Estimate & Budget Control
- 507.3 Bid Alternates
- 507.4 Project Manual
- 507.5 Instructions to Bidders and General Conditions of the Contract
- 507.6 Supplementary General
- 507.7 Special Conditions / Requirements
- 507.8 Division 1 – General Requirements

508 Code Enforcement

509 Organization of Design Documents

- 509.1 Specifications

510 Drawing Set

- 510.1 Size
- 510.2 Orientation and Presentation

Chapter 600 – Construction Contracts and Bidding

601 Formal and Informal Contract Definitions

602 Formal Contracts

603 Informal Contracts

604 Bidding Methods and Contracting

604.1 Single Prime

604.2 Separate Multi-Prime

604.3 Dual Bidding

604.4 Construction Manager and Construction Manager at Risk

604.5 Alternative Contracting Methods

605 Bid Documents

605.1 Prequalification of Bidders

605.2 Advertisement in Newspapers and Websites

605.3 Notice to Bidders

605.4 Instructions to Bidders and General Conditions

605.5 Supplementary General Conditions

605.6 Minority Business Enterprise Guidelines

605.7 Proposal Form

605.8 Bid Bond

605.9 Performance and Payment Bonds

605.10 Form of Construction Contracts

606 Bidding Procedures

606.1 Prequalification of Bidders

606.2 Plan Rooms and Websites

606.3 Substitutions

606.4 Pre-Bid Meetings

606.5 Addenda

606.6 Bid Opening

606.7 Close of Bidding

606.8 Change or Withdrawal of Bid

606.9 Opening of Bids

Chapter 700 – Construction Management

701 Construction Management Section Responsibilities

701.1 Architecture and Engineering

701.2 Code Enforcement

702 Project Monitor Responsibilities

702.1 Assignment of Project Monitor

702.2 Supervision Responsibilities

702.3 Code Enforcement

703 Designer Responsibilities

703.1 Notice to Proceed

703.2 Pre-Construction Conference

703.3 Inspections

703.4 Monthly Meetings

703.5 Monthly Reports

703.6 Shop Drawings

703.7 Progress Payments

703.8 Field Testing

703.9 Change Orders

704 Commissioning Authority

704.1 Requirement for Commissioning

704.2 Responsibilities of Commissioning Authority

704.3 Commissioning Report

705 Electrical Inspections

705.1 General

705.2 Inspectors Assigned Territory

705.3 Scope of Electrical Inspections

706 Surety

707 Beneficial Occupancy

708 Final Inspection

709 Construction Claims

712 Project Closeout and Record Documents

712.1 Final Payment to Designers

712.2 Contractor As-Built Drawings

712.3 Record Document Requirements

712.4 Approval of Final Project Closeout Documents

712.4.1 Final Inspection Checklist

712.4.2 Verification of Punch List Completion

712.4.3 Unsettled Claim Verification

712.4.4 Record Documents

712.4.5 Final Pay Application

712.4.6 Certificates of Compliance

712.4.7 Certificate of Completion

PROJECT CLOSE OUT

Project Closeout Summary

Project Title:	Green Square Complex	Sequence #	
Department:	Environment & Natural Resources	Agency	
Code	40716	Item	
Description	\$25,000,000 = 2007 Capital Appropriations	Funding Year	
Design Contract #	1	Designer	
File #	07-06938-01	Scope	
Package Extension	D	Package Title	
Final Inspection Date:		Final Acceptance Date	
Final Acceptance Date:		Project Close Out Date	

WORKFLOW ACTIVITY - *current workflow step is highlighted*

Step	Action	Role	Organization	User	Completed On	Alerted On	Disposition
1	UPDATE	DESIGNER					
2	SUBMIT	DESIGNER					
3	APPROVE	SCO	St. Construction				

1. INSPECTION DOCUMENTS | 2. CLAIM VERIFICATION | 3. RECORD DOCUMENTS | 4. CONSTRUCTION CLOSE-OUT | 5. DESIGNER CERTIFICATES | 6. OWNER CLOSEOUT

1. Complete the following documents according to the instructions in **Sections 712** of the State Construction Manual. If applicable, a link is provided to download a blank form.

- Verification of Punchlist Completion (If Applicable)
- Final Inspection for Owner Occupancy
- Partial Utilization for Beneficial Occupancy (If Applicable)

2. Upload a scanned copy of each document using the section below.

UPLOADED INSPECTION DOCUMENTS

Type	Description	Filename
Verification of Punchlist Completion (If Applicable) <input type="button" value="Download"/>		<input type="text"/> <input type="button" value="Browse..."/>

COMMENTS

Comment

http://10.13.2.7:8080/interscope_preprod/projectCloseOut.action?parent=true&uid=8059

InterScope - State Construction Office - Page :: PROJ...



InterSCOPE :: State Of North Carolina - State Construction Office

user: Mike Gioielli

HOME Alerts New Find

Reports

PROJECT CLOSE OUT

Project Closeout Summary

Project Title:	Green Square Complex	Sequence:	
Department:	Environment & Natural Resources	Age:	
Code:	40716	Funding:	
Description:	\$25,000,000 = 2007 Capital Appropriations	Design:	
Design Contract #:	1	Sc:	
File #:	07-06938-01	Package:	
Package Extension:	D	Final Acceptance:	
Final Inspection Date:		Project Close Out:	
Final Acceptance Date:			

WORKFLOW ACTIVITY - current workflow step is highlighted

Step	Action	Role	Organization	User	Completed On	Alerted On	Disposition
1	UPDATE	DESIGNER					
2	SUBMIT	DESIGNER					
3	APPROVE	SCO	St. Construction				

- 1. INSPECTION DOCUMENTS
- 2. CLAIM VERIFICATION
- 3. RECORD DOCUMENTS
- 4. CONSTRUCTION CLOSE-OUT
- 5. DESIGNER CERTIFICATES
- 6. OWNER CLOSEOUT

Refer to Section 709 - Construction Claims in the State Construction Manual.

Are there any unsettled claims existing on this project ? YES NO

COMMENTS

Comment:

Ad

Final Acceptance Date:

Project Close Out Da

WORKFLOW ACTIVITY - current workflow step is highlighted

Step	Action	Role	Organization	User	Completed On	Alerted On	Disposition
1	UPDATE	DESIGNER					
2	SUBMIT	DESIGNER					
3	APPROVE	SCO	St. Construction				

- 1. INSPECTION DOCUMENTS
- 2. CLAIM VERIFICATION
- 3. RECORD DOCUMENTS
- 4. CONSTRUCTION CLOSE-OUT
- 5. DESIGNER CERTIFICATES
- 6. OWNER CLOSEOUT

Refer to the following sections in the State Construction Manual regarding Record Documents:

- Section 711.2 - Contractor As-Built Drawings
- Section 711.2 - Record Document Requirements
- Section 711.3.4 - Record Documents

Drawings	Instructions	Sent To	Date Sent	Date Received
Contractor As-Built (red line)	<ol style="list-style-type: none"> Create one set of Contractor As-Built (Red line) drawings in hardcopy format. Send this drawing set to the Owner and enter the date sent. 	OWNER	<input type="text"/>	<input type="text"/>
Designer CAD (.DWG)	<ol style="list-style-type: none"> Create one set of CDs/DVDs in CAD format (.DWG) of each drawing with or without designer seals Label each disc with the label information provided below. Send this drawing set to the Owner. Enter the date sent. 	OWNER	<input type="text"/>	<input type="text"/>
Designer Sealed (.PDF)	<ol style="list-style-type: none"> Create one set of .PDF files WITH designer seals for each of the drawings. If the files are UNDER 50 megabytes in size, upload these to InterScope below. If the files are OVER 50 megabytes in size, send them on a CD to the State Construction Office. Ent 	STATE CONSTRUCTION	<input type="text"/>	<input type="text"/>
State Property (.DWG)	<ol style="list-style-type: none"> Create one set of CDs/DVDs in CAD format (.DWG) containing the Building Summary Sheet and th Send this drawing set to the State Property Office. Enter the date sent. 	STATE PROPERTY	<input type="text"/>	<input type="text"/>

PRINT, CUT AND INSERT THE FOLLOWING LABEL IN THE CD JEWEL CASE:

State of North Carolina
DEPARTMENT OF ADMINISTRATION
State Construction Office



PROJECT RECORD DRAWINGS

SCO ID #:	07-06938-01D
Project Name:	DENR Office Building
Project Location:	113 West Jones Street Raleigh, NC 27603
Owner:	Environment & Natural Resources / ENR General
Designer Name:	O'Brien/Atkins Associates, PA
Designer Address:	PO Box 12037 Research Triangle Park, NC 27709
Designer Email:	jatkins@obrienatkins.com
Submittal Date:	Tue Mar 22 15:16:22 EDT 2011
Comments:	<input type="text"/>

PRINT LABEL

CLOSE

PROJECT CLOSE OUT

Project Closeout Summary

Project Title:	Green Square Complex	Sequence:	
Department:	Environment & Natural Resources	Age:	
Code:	40716	Funding:	
Description:	\$25,000,000 = 2007 Capital Appropriations	Design:	
Design Contract #:	1	SO:	
File #:	07-06938-01	Package:	
Package Extension:	D	Final Acceptance:	
Final Inspection Date:		Project Close Out:	
Final Acceptance Date:			

WORKFLOW ACTIVITY - current workflow step is highlighted

Step	Action	Role	Organization	User	Completed On	Alerted On	Disposition
1	UPDATE	DESIGNER					
2	SUBMIT	DESIGNER					
3	APPROVE	SCO	St. Construction				

- 1. INSPECTION DOCUMENTS
- 2. CLAIM VERIFICATION
- 3. RECORD DOCUMENTS
- 4. CONSTRUCTION CLOSE-OUT**
- 5. DESIGNER CERTIFICATES
- 6. OWNER CLOSEOUT

1. Complete the following documents according to the instructions in Section 712 of the State Construction Manual. If applicable, a link is provided to download a blank form

- Final Pay Application
- Consent of Surety of Final Payment [Download](#)
- Contractor's Affidavit of Release of Liens [Download](#)
- Contractor's Affidavit of Payment of Debts and Claims [Download](#)
- Appendix E - MBE Documentation for Contract Payments [Download](#)

2. Upload a scanned copy of each document using the section below.

PROJECT CLOSE OUT

Project Closeout Summary

Project Title:	Green Square Complex	Sequence:	
Department:	Environment & Natural Resources	Age:	
Code:	40716	Funding:	
Description:	\$25,000,000 = 2007 Capital Appropriations	Design:	
Design Contract #:	1	SO:	
File #:	07-06938-01	Package:	
Package Extension:	D	Final Acceptance:	
Final Inspection Date:		Project Close Out:	
Final Acceptance Date:			

WORKFLOW ACTIVITY - current workflow step is highlighted

Step	Action	Role	Organization	User	Completed On	Alerted On	Disposition
1	UPDATE	DESIGNER					
2	SUBMIT	DESIGNER					
3	APPROVE	SCO	St. Construction				

- 1. INSPECTION DOCUMENTS
- 2. CLAIM VERIFICATION
- 3. RECORD DOCUMENTS
- 4. CONSTRUCTION CLOSE-OUT
- 5. DESIGNER CERTIFICATES**
- 6. OWNER CLOSEOUT

1. Was a Flood Plain Permit required on this project ? YES NO If YES, the following documents must be provided: Flood Plain Certificate of Compliance, Flood Plain

1. Complete the following documents according to the instructions in Section 712 of the State Construction Manual. A link is provided to download a blank form.

- Certificate of Compliance [Download](#)
- Certificate of Completion [Download](#)
- Flood Plain Certificate of Compliance [Download](#)
- Flood Plain Elevation Certificate [Download](#)

2. Upload a scanned copy of each certificate on a separate document using the section below:

http://10.13.2.7:8080/interscope_preprod/projectCloseOut.action?parent=true&uid=8059

InterScope - State Construction Office - Page :: PROJ...

HOME Alerts New Find

Reports

PROJECT CLOSE OUT

Project Closeout Summary

Project Title:	Green Square Complex	Sequence:	
Department:	Environment & Natural Resources	Age:	
Code:	40716	Funding:	
Description:	\$25,000,000 = 2007 Capital Appropriations	Design:	
Design Contract #:	1	Source:	
File #:	07-06938-01	Package:	
Package Extension:	D	Final Acceptance:	
Final Inspection Date:		Project Close Out:	
Final Acceptance Date:			

WORKFLOW ACTIVITY - current workflow step is highlighted

Step	Action	Role	Organization	User	Completed On	Alerted On	Disposition
1	UPDATE	DESIGNER					
2	SUBMIT	DESIGNER					
3	APPROVE	SCO	St. Construction				

- 1. INSPECTION DOCUMENTS
- 2. CLAIM VERIFICATION
- 3. RECORD DOCUMENTS
- 4. CONSTRUCTION CLOSE-OUT
- 5. DESIGNER CERTIFICATES
- 6. OWNER CLOSEOUT

Date of Final Payment:

Final Budget (\$Cost):

COMMENTS

Comment:

