**STATE OF ALASKA**

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**DEPARTMENT OF TRANSPORTATION**

**& PUBLIC FACILITIES**

Central Region

Highway Design

Project Closeout Guide

Highway Design Project Closeout Guide

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| --- | --- |
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|  |  |

# Introduction

Project closeout, or archiving, is the process that closes out the financial award for a local public agency highway project. Supporting documentation must be securely filed and available upon request for audits or reviews by Federal Highway Administration (FHWA) or other government officials. In addition, documents must be retained according to the requirements of the State of Alaska’s [*Records Retention and Disposition Schedule No. 25-539*](https://archives.alaska.gov/documents/rims/schedules/dot/25-539.2.pdf) for the Alaska Department of Transportation & Public Facilities (DOT&PF), Statewide Design & Engineering Services Division. These documents ensure all required documents are retained, and the records support the overseeing agency’s decision to accept a project. Detailed, accurate, and complete documentation of critical files must retained for closeout throughout the life of the project.

This guide describes the Highway Design portion of the project closeout process for the DOT&PF Central Region roadway projects and formalizes the process to promote efficient data transfer within the department and between local, state, and federal agencies, consultants, and the public. This process will be used for all roadway projects regardless of funding source. The DOT&PF reserves the right to reject and require correction of any deliverables that do not meet requirements outlined herein.

The content of this guide is intended to be neither static nor all-inclusive. Updating this guide is an ongoing process and revisions will be made periodically. Please consult the [FTP site](https://dot.alaska.gov/creg/design/highways/Submittals/Project_Closeout/) or the internal [HighwayDesignMasters folder](file:///C:\LIB\HighwayDesignMasters\DesignGuidance\Project%20Closeout%20(Archive)\CR_Project_Closeout_Guide.docx) on the LIB drive prior to beginning the closeout process to ensure that you are using the most current version.

Questions, comments, and recommendations are always welcome and may be addressed to:

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Contact the department’s Design Project Manager, or their designated staff, (hereafter PM) to request clarifications on this guide or to receive approval to deviate from it.

## Intended Use

This guide is intended to provide uniform procedures and standards for organizations for data transfer to the DOT&PF. This process should be done concurrently as the design progresses – this will lessen the effort required to complete the closeout process. Final project closeout will occur after project bid opening award to ensure all addenda and conformed copies are included.

The department’s PM will have final responsibility that all deliverables have been received and is responsible for delivering files as directed in this document.

## Quality Control

High quality is essential for preserving project knowledge for future needs. For in-house projects, the PM is responsible for the quality control of all documentation. For consultant designed projects, the consultant PM is responsible for quality control. The department will check submissions to verify compliance with this guide and reserves the right to reject and require correction of any deliverables that do not meet requirements outlined herein.

## Personally Identifiable Information (PII)

No personally identifiable information (PII) should be collected or included in the Project Closeout Document. "Personal information" is defined to include information on an individual, that is not encrypted, that consists of the individual's name and one or more of several other pieces of information, including a social security number, driver's license number, account number, password, or other access codes (AS 45.48.010).

# Transfer to Construction

After the project’s bid opening, a Transfer to Construction Memo will be completed. This document contains the pertinent project information to share with Construction and contains the following sections:

* Project Description (Number, ATP End Date, Background)
* Key Personnel
* Professional Service Agreements (PSA)
* Financial
* Reporting Information
* Utilities
* Right-of-Way (ROW)
* Environmental
* Public Involvement
* Unique Features
* Attachments
* Other documents available but not transmitted

This memo is started by the PM however they may request the consultant to fill out portions of the memo.

To facilitate project knowledge transfer, Design should work with Construction to set up a meeting to discuss the main points contained within the memo once drafted. After the meeting, Design will finalize the memo and distribute.

Use the Transfer to Construction Memo template, with instructions, located here: [L:\HighwayDesignMasters\SubmittalForms\Transfer to Construction](file:///L:\HighwayDesignMasters\SubmittalForms\Transfer%20to%20Construction).

# Project Documentation

This section describes the project closeout deliverables for a typical roadway project. This applies to all projects unless otherwise stated. Project documents will be stored digitally with hardcopies required as noted in Section 3.3.

Project closeout shall occur immediately after the project’s bid opening. This ensures that any addenda are included, and funds are available to complete this work.

There are four major tasks to be completed:

1. CAD Files Submission,
2. Project Closeout Document Submission,
3. Standalone Project Documents Submission,
4. Project Folder Cleanup

Tasks 1-3 will be delivered to the Highways Standard Manager\*, through the PM, using a flash drive or similar storage device. Task 4 is the PM’s responsibility. Digital files will be stored in the [Archive folder](file:///L:\Archive) on the LIB drive and the department’s approved electronic document storage site.

\*The exception is the functional drawings should be placed in the project files by the PM.

## CAD Files

The information presented in this guide assumes that the user has a solid understanding of the department’s project development process and common commands and features of Autodesk Civil 3D. Deliverables should be readable by Autodesk Civil 3D. Check with the PM for the appropriate release version.

* CAD files should be:
* In compliance with the Central Region CAD Standards & Drafting Guide
* Drawings shall be audited and purged of excess information prior to final submittal
* All superfluous styles should be purged, and subsequent layers purged from the drawing
* Drawings shall have excess line work and notes deleted
* Drawings shall be zoomed out to display entire sheet or model
* All necessary files shall be included with the CAD file, including, but not limited to, xrefs, fonts, hatch, line types, plot styles, and excel files (for Autocad tables)

*Note: The department reserves the right to specify explicit versions of the Autodesk Civil 3D to use. The file specifications are based on the need to have complete file compatibility across different functional groups as they use CAD files. This facilitates use of automated software, consistent as-built procedures, and organized practices to maximize efficiency within the department.*

### Intermediate Project Records

The department reserves the right to request preliminary electronic deliverables for compliance with department standards. Intermediate archiving of digital AutoCAD files should be done with the submittal of each design review (i.e., Local, Plans-In-Hand, PS&E, Certification, and As-Advertised). This process will ensure a “snapshot” of the project is taken at each design milestone and is documented sufficiently. This must also be completed with any major change in the scope of the project.

Deliver a copy as described above under Section 3.1 CAD Files when requested by the PM. Use “eTransmit” to submit CAD files of the drawings. Select “Keep files and folders as is” for the Path options in eTransmit and submit the eTransmit Report that is generated at the time of publishing.

Note: Intermediate project archiving should not be included with the final deliverables.

### Final Design CAD Files

CAD files should be delivered in two different folders, *“Functional Drawings”* and *“Planset Drawings”*.

*Functional Drawings*

Functional drawings include all files located within the Civ3D folder. This folder should be cleaned of all old or superseded files. For consultant designed projects, e-transmit these files and place them on the Project Closeout flash drive. For in-house designs, the Civ3D folder will remain within the project folder and do not need to be transferred.

The intent for these drawings is a starting point for a future project. External references should not be bound and data references should not be promoted. Below is one way to organize the files as an example.

* ACAD (Source Drawing) Folder: This folder will contain all source drawings with Civil 3D objects such as alignments, profiles, surfaces, pipe networks, and corridors.
* Planset Folder: All drawing in the planset should be contained in this folder. All plan set drawings will follow the naming convention.
* Miscellaneous or Working Folder: All drawings for backup should be contained in this folder (i.e. quantity calculations, environmental area calculations, etc.)
* Figures and Exhibits Folder: All drawings used for the creation of figures should be organized and labeled appropriately.

All data source objects and images are to be provided upon project completion. These include SHP, SPF, Raster and database files.

These drawing files are to be placed within the project folder on the HYD drive. It is the PM’s responsibility to place these files.

*Planset Drawings*

These drawings should only be the plan sheets of the as-awarded set (as-advertised + addenda) and will be used for as-built purposes. All data references should be promoted and related dependent files such as xrefs, font files, linetypes, CTB files, images, data source files, hatch patterns, and Excel files for AutoCAD tables should be included. This will create a complete package of planset drawing files.

## Project Closeout Document

The Project Closeout Document is an all-inclusive repository for project development files. The purpose is to document design decisions made during the project’s design and meet the department’s [*Records Retention and Disposition Schedule No. 25-539*](https://archives.alaska.gov/documents/rims/schedules/dot/25-539.2.pdf). This file may be used to inform future engineers why certain design features were used. It may also help inform adjacent projects, used for an audit, or protect the State during a legal action.

The final deliverable will be a PDF document that’s searchable and bookmarked. A template is provided in Appendix B including the typical sections that may be used for the PDF bookmarks. Adjust the template as needed to meet the project filing needs. Central Region has created an Instructional Guide on how to create a Project Closeout Document. An example is also available to illustrate the final deliverable. These documents can be found in the [Project Closeout Folder](https://dot.alaska.gov/creg/design/highways/Submittals/Project_Closeout/).

Use the following naming convention:

<IRIS Program #> <Project Title> {Vol #} Archive.pdf

Example: *CFHWY00381 AMATS Airport Heights Debarr to Glenn Hwy PP Archive.pdf*

In some cases, it may be advantageous to create multiple PDF files. An example of this is a consultant designed project where the consultant provides their files, and the PM creates their own file. It is recommended these two files be incorporated into one document. However, in certain cases this may not be practicable. In those cases, the two PDFs should be listed as Vol 1 and Vol 2. It’s recommended on the index a notation is included to alert the viewer what is included in the volumes – see the example in the [Project Closeout Folder](https://dot.alaska.gov/creg/design/highways/Submittals/Project_Closeout/).

*Design Projects with Phased Construction (Parent/Child Projects)*

For design projects with phased construction (parent/child projects), most of the design documents will be included with the final construction project’s Project Closeout Document. For prior construction phases, include the specific design files for that construction project. This will result in a much smaller closeout document. To aid in future research, add the statement ‘Design was done under <Parent Project Name> < Federal Number/IRIS Program Number >’ as part of the document’s index.

Generally, the final construction project will use the design (parent) program number. This helps both Federal and State staff in closing out the parent project. However, when this does not occur, add the last construction project’s name and number to the index sheet.

*Multiple Projects Advertised Together*

For projects advertised together but designed separately, an individual Project Closeout Document for each project is required. These documents will be stored together.

The following is a generalized breakdown of the categories within the Project Closeout Document.

### Reports

A copy of all final reports associated with the project should be included. If a document is included as part of another document, i.e., Geotechnical Recommendations are an appendix to the DSR, then these files do not need to be included as a separate document.

These may include:

* Design Study Report
* Preliminary Engineering Report
* Geotechnical Report
* 3R Analysis
* Traffic Study Report
* ADA Transition Memo
* Geotechnical Recommendations
* Trip Reports
* Value Engineering Study

This should be a complete package. All final reports should be included so other functional groups are not relied upon for finding documentation.

See Section 3.3 on submittal requirements for standalone documents.

Note: Use engineering judgment and error on the side of caution.

### Design Direction, Meeting Documentation & Correspondence Log

Correspondence consists of records that document communications created/received by an agency that directly relate to program or administrative functions. Correspondence should be well organized and logged.

Note: Not all correspondence needs to be included. Correspondence regarding a final design decision or a change in direction needs to be included. Use engineering judgment and error on the side of caution.

### Public Involvement

The public involvement effort should be well documented throughout the project. All public involvement related correspondence should be well organized by date and all responses should be logged. For each public meeting, all the provided documents should be included in the project files. Copies of each meeting debrief should accompany the meeting information.

Note: This should be a dynamic document and should be a continuous process throughout the project life. Follow through and documentation of the public involvement process is imperative to the success of a project. Furthermore, if your project has a “project specific” website that is not established and maintained on the DOT&PF main domain (not recommended), reduce the project website to a graphic showing the as-advertised project (from the last open house should be good), a link to navigator (for construction status updates), and contact info for the Construction PM. Work with your PI consultant to completely shut down the site as soon after advertising as you can.

### Project Management

This task will be completed by DOT&PF staff and is the responsibility of the PM.

Financial documents will be stored and archived by the Project Control section. However, the following should be included in the design’s project files:

* Scope, Schedule, and Budget
* Project Management Plan
* Time Extension Letters
* Signed Certification Form

### Professional Service Agreements

This task will be completed by DOT&PF staff and is the responsibility of the PM.

Signed contract documents (PSA, RONS, etc.) and billings will be stored by the Contracts and Finance sections, respectively and will be archived by those sections. This section will only include files not included by other sections.

### Adjudicated Design Review Comments

Include the adjudicated design review (i.e. Local, Plans-In-Hand, PS&E) comments.

Note: The responses to the comments should in the past tense and be the same copies that were submitted with the subsequent review. Adjudicated comments are used to document reviews were held in accordance with Highway Preconstruction Manual. There is no need to include the entire review package as part of the closeout document.

### Final Engineer’s Estimate & Computations

The final engineer’s estimate should be included – including any changes made by addenda. Include the computations used to determine quantities organized by item number. Calculations and assumptions should be shown for each item.

### Final PS&E Package

The blue-ink, signed original half-size prints of the project will be stored in Contracts. Include a copy of the As-Awarded package (includes all addenda) – this document can be obtained from Graphics. Submit a standalone package according to Section 3.3.

### Miscellaneous Project Information

Any other information developed by the project deemed important should be included.

## Standalone Documents

Standalone documents are files that are used more often than other closeout documents and need to be easily accessed. Therefore, in addition to being included in the Project Closeout Document, a separate copy will be submitted in the requested format.

Listed below are some of the more common documents.

### Preliminary Engineering Report (PER) or Reconnaissance Engineering Study (RES)

Submit a digital copy, if the PER/RES is not included as an appendix in the Design Study Report, using the naming convention:

<IRIS Program #> <Project Title> PER (or RES).pdf

Example: *CFHWY00359 Dowling Rd-Seward Hwy Interchange Recon PER.pdf*

Deliver the digital copy to the Standards Manager.

### Design Study Report (DSR)

Submit the final DSR using the naming convention:

<IRIS Program #> <Project Title> DSR.pdf

Example: *CFHWY00593 HSIP HFST Removal in Select Locations DSR.pdf*

Deliver the digital copy and original, bound document to the Standards Manager. Ensure the digital copy and bound document include any follow-on design memos and final documents (i.e., final geotechnical recommendations & report, environmental document with re-evaluations, etc.)

### As-Awarded Package

Submit a digital copy of the As-Awarded package (as-advertised plans + specifications + addenda). These can be obtained from the Graphics (as-awarded/conformed set – preferred document) or pulled from the [Bid Express website](https://www.bidx.com/ak/lettings). Use the naming convention:

<IRIS Program #> Plans (or Project Manual or Addendum No. #).pdf

Example: *CFHWY00593 Plans.pdf*

*CFHWY00593 Project Manual.pdf*

Deliver the digital copy to the Standards Manager.

### Specifications

Submit a digital copy of the final specifications, including addenda, in Word format with all track changes accepted. Use the naming convention set forth in the [*Specifications Project Provisions Guide*](http://www.dot.state.ak.us/creg/design/highways/specs/Specification_Provision_Guides/CR_Project_Provisions-Guide-060113NavPane.doc):

<IRIS Program #>-BID-<mmddyy>.docx [mmddyy = AASHTOWare letting date]

Example: *CFHWY00593-BID-101620.docx*

Deliver the digital copy to the Specifications Engineer and Standards Manager.

### ADA Transition Memo

Submit a digital copy of the ADA Transition Memo using the following naming convention:

<IRIS Program #> ADA Transition Memo.pdf

Example: *CFHWY00237 ADA Transition Memo.pdf*

Distribute a copy following the ADA Transition Memo distribution list including the Civil Rights Office, ADA Coordinator and Standards Manager.

### Value Engineering (VE) Study

Submit a digital copy of the VE Study using the naming convention:

<IRIS Program #> <Project Name> VE.pdf

Example: *Z524620000 Knik-Goose Bay Rd Recon VE.pdf*

Verify the VE Study was sent to the Value Engineering Coordinator. Per [P&P 05.01.030](https://dot.alaska.gov/edocs_code/edocs_document_relay_nativefile_bydocname.cfm?inline=1&ddocname=DOT-JNU_139917) this should have occurred within 15 days of the analysis completion.

Deliver the digital copy to the VE Engineering Coordinator as noted above and to the Standards Manager at project closeout.

### Agreements with Local Agencies

Submit a digital copy of agreements made with local agencies like Memorandum of Agreement/Understanding (MOA/MOU) or Transfer of Responsibilities (TORA). Use the naming convention:

<IRIS Program #> <Project Title> MOA (MOU or TORA).pdf

Example: Z*557300000 36th Ave Arctic Blvd to C St TORA.pdf*

### Other Reports

Provide a digital copy of other reports deemed significant to the project development and deliver to the Highways Standards Manager via the PM. At a minimum, any document that is signed and sealed should be included using the naming convention:

<IRIS Program #> <Project Title> <Short Abbreviation of Report Type>.pdf

Example: Z*524770000 Homer East End Rd MP 3.75 to 12.2 H&H.pdf*

## Project Folder

For in-house projects, digital project files will be kept in the project folder located on the HYD drive. Files should be logically organized and follow the accepted folder structure at the time the project was started.

After project bid opening, staff will clean up the active project folder. This includes deleting temporary working files and draft documents (unless they may be used in the future, example: Additive Alternates that were not bid). Once completed, the project folder will be moved to the “\_Archive” folder in the “Projects” folder on the HYD drive.

For consultant designed project in addition of what’s stated above, the consultant will provide digital project documents to the PM after project bid opening. The PM will add these files to the project folder prior to placing the folder into the “\_Archive” folder. It is the responsibility of the PM and their staff to remove any duplicate documents prior to moving the folder. Consultants consult with the PM on what deliverables are applicable, and whether a second submittal will be expected for Design Support During Construction after construction is complete. Provide all support documentation associated with work described in your Statement of Services.



# Project Management and Contract Closeout

The project management and contract documents will be stored on file with Project Control and Contracts sections, respectively. However, digital copies should be archived in the project folder for ease of auditing purposes. The following should be included:

* PDAs
* Scope, Schedule, and Budget
* Project Management Plan
* Signed Project Certification Form
* Time Extension Letters
* Reimbursable Agreements
* MOA/MOU/TORA

For Consultant projects, include all documents required for in-house projects and copies of the following documents:

* PSA (including all Amendments)
* Offer/Acceptance Letters
* RONs
* NTPs
* Billings
* Progress Reports

This task will be completed by DOT&PF staff and be the responsibility of the PM.

# Digital Document Storage

Digital files will be stored in the Archive folder on the LIB drive.

The following files will be required to be uploaded to eDocs or similar electronic document repository:

* Final DSR
* Conformed Plans (after award – done by Graphics)
* Conformed Specifications (after award – done by Graphics)
* Final As-Builts (done by Graphics)

Ensure the PDF file has been optimized and optical character recognition (OCR) has been enabled. The DSR location (latitude and longitude) will be the same as the values included on the A1 sheet when uploaded. The DSR shall be verified by the PM and checked using Google Earth or similar geospatial tool.

# construction documentation

During the construction of a project, it may be necessary to replace and/or add sealed sheets to the contract documents. These changes should be included within the Construction Project Closeout Document. However to ensure these documents are properly archived, provide a digital copy to the Standards Manager and deliver the wet-signature documents to the Highway Review Engineer.

# Appendix A: Project Submittal Form

PROJECT FILES CHECKLIST

For

Project Name

Project No.: Federal/State

Date: July 19, 2023

The following items have been completed for project closeout:

Project folder has been cleaned and moved to “\_Archive” folder on the HYD Project folder including the CAD Functional Drawings

Original Reports (hardcopies) have been given to Standards Manager

* Preliminary/Reconnaissance Engineering Report
* Design Study Report (with all final revisions included)

Digital files given to Highways Standards Manager

* Project Closeout Document
* CAD Functional Drawings\*
* CAD Planset Drawings
* Specifications (in Word & sent to Specification Engineer)
* Design Study Report (in PDF – with all final revisions included)
* As-Awarded Plans & Specifications (in PDF)
* Value Engineering Study (and sent to Value Engineering Coordinator as noted in Section 3.3.1.6)
* ADA Transition Memo (and sent to ADA Coordinator)
* Agreements with Local Agencies
* Other Reports

\*If submitted together with CAD Planset Drawings. CAD Functional drawings should be archived within the project’s Civ3D folder by Project Manager.

Completed by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature & Date

# Appendix B: Project File Index & Dividers Sample

Edit the appendix per project requirements.

PROJECT FILES INDEX

For

Project Name

Project No.: Federal/State

Date: July 19, 2023

Modify the list below to reflect project files included in the final project closeout package.

* Reports
  + Design Study Report
  + Preliminary Engineering Report
  + Geotechnical Report
  + 3R Analysis
  + Traffic Study Report
  + ADA Transition Memo
  + Geotechnical Recommendations
  + Trip Reports
  + Value Engineering Study
* Design Direction, Meeting Documentation, & Correspondence Log
  + Design Direction
  + Meeting Documentation
  + Correspondence
    - Bridge
    - Construction
    - Design
    - Environmental
    - Hydrology
    - Geotechnical
    - Materials
    - Right of Way
    - Survey
    - Traffic
    - Utilities
* Public Involvement
  + Signed Certification Form
* Adjudicated Design Review Comments
  + Local Review Adjudicated Comments
  + PIH Review Adjudicated Comments
  + PS&E Review Adjudicated Comments
* Engineer’s Estimates & Computations
* Final PS&E Package (including all addenda)
* Project Management
  + Scope, Schedule, and Budget
  + Project Management Plan
  + Grant or Funding Information
  + Time Extension Letters
* Miscellaneous Project Information

Reports

Design Study Report

Preliminary Engineering Report

Geotechnical Report

3R Analysis

Traffic Study Report

ADA Transition Memo

Geotechnical Recommendations

Trip Reports

Value Engineering Study

Reports:

Design Study Report

Reports:

Preliminary Engineering Report

Reports:

Geotechnical Report

Reports:

3R Analysis

Reports:

Traffic Study Report

Reports:

ADA Transition Memo

Reports:

Geotechnical Recommendations

Reports:

Trip Reports

Reports:

Value Engineering Study

Design Direction, Meeting Documentation, & Correspondence Log

Bridge

Construction

Design

Environmental

Hydrology

Geotechnical

Materials

Right of Way

Survey

Traffic

Utilities

Design Direction

Meeting Documentation

Correspondence:

Bridge

Correspondence:

Construction

Correspondence:

Design

Correspondence:

Environmental

Correspondence:

Hydrology

Correspondence:

Geotechnical

Correspondence:

Materials

Correspondence:

Right of Way

Correspondence:

Survey

Correspondence:

Traffic

Correspondence:

Utilities

Public Involvement

Adjudicated Design Review Comments

Adjudicated Local Review Comments

Adjudicated PIH Review Comments

Adjudicated PS&E Review Comments

Design Review:

Adjudicated Local Review Comments

Design Review:

Adjudicated PIH Review Comments

Design Review:

Adjudicated PS&E Review Comments

As-Awarded PS&E Package

(include all addenda)

Engineer’s Estimate & Computations

Project Management

Scope, Schedule, and Budget

Project Management Plan

Time Extension Letters

Signed Certification Form

Project Management:

Scope, Schedule, and Budget

Project Management:

Project Management Plan

Project Management:

Time Extension Letters

Project Management:

Signed Certification Form

Miscellaneous Project Information