

**Construction Contract Closeout Report  
Design Contract Closeout Procedures**

CONSTRUCTION CONTRACT CLOSEOUT SUMMARY

Exhibit 6.11

CONTRACT NO. \_\_\_\_\_ FINAL PAYMENT NO. \_\_\_\_\_

DESCRIPTION \_\_\_\_\_

CONTRACTOR \_\_\_\_\_

A. AWARD \$ \_\_\_\_\_

B. Change Orders No. \$ \_\_\_\_\_

C. Claims No. \$ \_\_\_\_\_

D. Balance & Excess Reports (Allowances only) \$ \_\_\_\_\_

E. AUTHORIZED CONTRACT VALUE \$ \_\_\_\_\_

F. Balance & Excess Reports (Excluding Allowances) \$ \_\_\_\_\_

G. TOTAL PROJECT COST (Total Work-to-Date) ADJUSTMENTS TO CONTRACT \$ \_\_\_\_\_

AWARD

H. Total Project Cost to Award (G divided by A) \_\_\_\_\_

I. Change Orders to Award (B divided by A) \_\_\_\_\_

J. Claims to Award (C divided by A) \_\_\_\_\_

K. Balance & Excess Reports to Award (D + F divided by A) B&E Allowances to Award  
(0 divided by A) B&E Items/C.O.'s to Award (F divided by A) \_\_\_\_\_

L. DBE Participation Reported Through This Payment

M. DBE Goal \_\_\_\_\_ DBE Participation (L divided by E) \$ \_\_\_\_\_

N. Second Low Bidder \_\_\_\_\_

O. Second Low Bidder's Computed Bid Total \_\_\_\_\_

P. Difference Between Second Low Bid and Award (O divided by A) \$ \_\_\_\_\_

Q. Engineer Estimate \_\_\_\_\_

R. Difference Between Total Project Cost and Engineer Estimate (G divided by Q) \_\_\_\_\_

\_\_\_\_\_  
Project Manager

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- P. Difference Between Second Low Bid and Award (0 divided by A) \$ \_\_\_\_\_
- Q. Engineer Estimate \_\_\_\_\_
- R. Difference Between Total Project Cost and Engineer Estimate (G divided by Q) \_\_\_\_\_

\_\_\_\_\_ Project Manager

TO: Deputy Directors  
Project Manager



MASSACHUSETTS  
BAY  
TRANSPORTATION  
AUTHORITY

FROM: Margaret H. Hinkle  
Manager of Professional Services  
Procurement

DATE: November 1, 2007

RE: Close-out Procedures, Professional Services Contracts

Final payment invoices must be accompanied by a Close-out Report prepared by the Project Office and approved by the cognizant Deputy Director.

The following is a summary of items which should be included in the report. Additional and pertinent information and documentation as appropriate should also be addressed.

- Specific Design and Construction Directorate objectives and procedures have been met.
- The terms of the Contract, scope of services and costs were complied with and the objectives accomplished
- The contract was carried out in an economical and efficient manner
- The quality of professional services and cooperation provided by each consultant supports their selection for future contracts
- The contract was carried out in compliance with MBTA and FTA procedures and regulations
- The contract records are complete and organized for easy future access by the Design and Construction Directorate and Internal and External auditors
- Certification that there are no "errors and omissions" for which the Authority should pursue credit to the contract
- Final Consultant Performance Evaluation Rating Sheet must be attached to the Close-out Report.

If further clarification is required, please call me at ext 3135.