



**SPECIAL PROVISIONS
FOR
CLOSEOUT PROCEDURES**

**Polk County
HDP-1945(411)--71-77**

**Effective Date
January 22, 2025**

THE STANDARD SPECIFICATIONS, SERIES 2023, ARE AMENDED BY THE FOLLOWING MODIFICATIONS AND ADDITIONS. THESE ARE SPECIAL PROVISIONS AND THEY SHALL PREVAIL OVER THOSE PUBLISHED IN THE STANDARD SPECIFICATIONS.

PART 1 GENERAL

1.01 Record Documents.

- A.** Contractor shall maintain, at the site (or in Contractor's possession), one set of record documents in hard copy or pdf format including all plans and specifications in good condition and legibly annotated to show changes made during construction. Store record documents separate from documents used for construction, clearly mark, and make accessible to Engineer at all times.
- B.** Record information on record documents concurrent with construction progress. Engineer may require Contractor to improve its performance with regard to recording formation during the construction process. Contractor to provide in-progress record plans to Engineer on an annual basis.
- C.** Record for each product section of the specifications a description of the actual products installed including the following:
 - 1.** Manufacturer's name and product model number
 - 2.** Product substitutions or alternates used.
 - 3.** Changes made by change order.
 - 4.** Quality control procedures and test results.
- D.** Record plans shall have recorded, at a minimum, the following items legibly marked to record actual construction:
 - 1.** Approved version of all Shop Drawings.
 - 2.** Measured depths or elevations of foundations in relation to a clearly defined, reproducible datum (Project datum is shown on the plans).

3. Measured horizontal and vertical locations of pipe inverts, wall locations, gates and appurtenances, referenced to permanent surface improvements or survey markers.
 4. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible permanent features of the work.
 5. Changes made by change order and all minor field changes of dimension and detail.
 6. Details not shown on original plans.
 7. Existing features and utilities demolished or removed not shown on original plans. Contractor shall document any features or utilities found during inspection trench related activities. Contractor shall document the extents of such removals.
- E. Contractor shall submit record documents, all operations and maintenance manuals, and other submittals required by other sections of these specifications.

1.02 Cleanup.

- A. Contractor shall keep the premises free from accumulations of waste materials, rubbish and other debris resulting from the work, and at the completion of the work, shall remove all waste materials, rubbish and debris from the premises as well as all tools, construction equipment and machinery, temporary facilities, and surplus materials. Contractor shall leave the site clean and ready for use by Contracting Authority.
- B. Contractor shall provide cleaning of all surfaces, systems and fixtures, including removal of labels, tags, grease, oil, dirt, dust, stains, etc.
- C. Debris shall not be buried on site.

1.03 Final Submittals.

Contractor shall submit one copy of all record documents for documentation. Record documents consist of all plans and specifications legibly annotated to reflect all changes made during construction.

1.04 Method of Measurement and Basis of Payment.

All costs to comply with the requirements of this special provision shall be considered to be incidental to the contract and no additional compensation will be provided.