

MSBA Pre-Closeout Questionnaire

MASSACHUSETTS SCHOOL BUILDING AUTHORITY
PUBLIC SCHOOL DISTRICT
SCHOOL

PROJECT # _____
MASSACHUSETTS SCHOOL BUILDING AUTHORITY
CLOSEOUT QUESTIONNAIRE

(for New Construction and Addition/Renovation projects)

Please complete this questionnaire ASAP to provide us information that will help us understand the optimal timing for the closeout of the subject project and facilitate the final grant payment to the District/Community. The first step in the closeout process is the develop the final project audit. To initiate the final audit, the District must submit 100% of the project costs to the MSBA via the MSBA's web-based Pro-Pay system. The completion of this questionnaire will help us schedule the final audit. Please note that the MSBA will not reimburse the last 5% of the grant until the audit is complete, the District/Community accepts the audit and the District/Community has completed and submitted the required closeout documents. In the meantime, please complete the following questionnaire ASAP and return it to the MSBA, Attn: Sarah Young.

1.) Before the MSBA can make the final grant payment to the District, the District has to have paid 100% of the project costs and have submitted invoices for those costs to the MSBA.

- Has the District paid 100% of the project costs? yes no
- Has the District submitted all the projects costs to the MSBA through Pro-Pay? yes no
- Was the final payment request marked "F"? yes no
- If all of the invoices have been provided, please explain any difference between the budget and the final project costs.

If all the project costs have been submitted, please move to Question 4.

2.) Please indicate the amounts left to pay on the contract and the reasons:

<input type="checkbox"/> Remaining contract balance	Value: \$	Please indicate the anticipated timing of the payment of these costs.
<input type="checkbox"/> Punchlist	Value: \$	Please provide a detailed breakdown:
<input type="checkbox"/> Owner claims against the contractor	Value: \$	Please explain:
<input type="checkbox"/> Other pending project costs	Value: \$	Please explain:
<input type="checkbox"/> Other pending project costs	Value: \$	Please explain:
<input type="checkbox"/> Other pending project costs	Value: \$	Please explain:

3.) Please estimate the month/year that the district will submit the **final** request for reimbursement.

4.) Is there any pending or on-going litigation related to this project? yes no If so, please describe.

5.) Are there/will there be any liquidated damages or back charges assessed on the general or other contractors? yes no If yes, please describe:

6.) Were there any other sources of revenue to the project?

- | | | |
|--------------------------------------|------------------------------|-----------------------------|
| Legal Settlements | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Grants | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Insurance Proceeds | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Credits | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Rebates | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Rental Revenues | <input type="checkbox"/> yes | <input type="checkbox"/> no |
| Other Third Party Sources of Revenue | <input type="checkbox"/> yes | <input type="checkbox"/> no |

- If so, please provide details and amounts, and attach documentation that substantiates the sources:

Completed and submitted by:

Type name: _____ Date: _____

Sign name: _____

DCAMM Contractor Evaluation

Division of Capital Asset Management and Maintenance



STANDARD CONTRACTOR EVALUATION FORM for PUBLIC BUILDING PROJECTS

(Revised: 10/16/2013)

INSTRUCTIONS for PUBLIC AWARDING AUTHORITIES:

This Evaluation form is for use *only* by Public Awarding Authorities and their representatives in evaluating the performance of both prime/general contractors and filed sub-bid contractors on Massachusetts Public Building Projects bid under M.G.L. c. 149A and c. 149, Sections 44A and 44F.

Completion, Signing and Submission of this Form for FINAL Evaluations

(1) WHO COMPLETES THE FORM?

- (a) For contracts estimated to cost \$1,500,000 or more (requiring an Owner's Project Manager – "OPM"), the OPM must complete this form. See M.G.L. c. 149, Sec. 44A 1/2, M.G.L. c. 149, Sec. 44D(7); 810 CMR 8.02(3)(a); 810 CMR 8.09(2)(a).
- (b) For contracts estimated to cost less than \$1,500,000 (not requiring an Owner's Project Manager – "OPM"), an official from the Awarding Authority, architect/designer representing the Awarding Authority or any other party responsible for oversight of the project must complete this form. See M.G.L. c. 149, Sec. 44D(7); 810 CMR 8.02(3)(b); 810 CMR 8.09(2)(b).

NOTE: Per 810 CMR 8.09(2)(b), "An Awarding Authority or Owner's Project Manager may seek input from the general contractor in evaluating a *sub-bidder's* performance of a Building Project, however, the Awarding Authority or their representative must complete and sign the Standard Contractor Evaluation Form."

(2) WHEN MUST IT BE COMPLETED and SUBMITTED?

- (a) For Prime/General Contractors: This form must be completed and submitted within 70 calendar days from completion of the project, or from the earlier termination of a contractor. See 810 CMR 8.02(1).
- (b) For Sub-bidders: This form must be completed and submitted within 90 calendar days from completion of the project, or from the earlier termination of the Sub-bidder. See 810 CMR 8.09(1).

NOTE: A project is deemed "complete" upon use and/or occupancy, or upon issuance of a certificate of use and/or occupancy, or termination of a Building Project, whichever is earlier. See 810 CMR 4.01.

(3) WHO MUST SIGN IT?

All Evaluations Require Two Signatures, as follows:

- (a) For contracts estimated to cost \$1,500,000 or more (requiring an Owner's Project Manager – "OPM"): (i) the OPM must sign as required under M.G.L. Ch. 149, Sec. 44D(7); 810 CMR 8.02(3)(a); and 810 CMR 8.09(2)(a); *and* the Awarding Authority must sign as required under M.G.L. Ch. 149, Sec. 44D(7), 810 CMR 8.02(4) and 810 CMR 8.09(3).
- (b) For contracts estimated to cost less than \$1,500,000 (not requiring an Owner's Project Manager – "OPM"): (i) an official from the Awarding Authority, architect/designer representing the Awarding Authority, or any other party responsible for the oversight of the project must sign as required under M.G.L. Ch. 149, Sec. 44D(7); 810 CMR 8.02(3)(b); and 810 CMR 8.09(2)(b); *and* (ii) the Awarding Authority must sign as required under M.G.L. Ch. 149, Sec. 44D(7), 810 CMR 8.02(4) and 810 CMR 8.09(3).

NOTE: In accordance with M.G.L. c. 149, Sec. 44D (7), "No person shall be liable for any injury or loss to a contractor as a result of the completion of a contractor evaluation form as required by this section unless the individual completing the form has been found by a court of competent jurisdiction to have acted in a willful, wanton or reckless manner."

(4) WHERE MUST THE FORM BE SUBMITTED?

- (a) This completed form must be submitted by mail to Commonwealth of Massachusetts, DCAMM – 15th Floor, ATTN.: Contractor Certification Office, One Ashburton Place, Boston, MA 02108; or by fax to (617) 727-8284; or by email to certeval.dcammm@state.ma.us
- (b) Pursuant to M.G.L. c. 149, Sec. 44D (7), a copy of this form must be sent by the Awarding Authority to the contractor. The contractor shall, within 30 days of receipt of same, be entitled (but not obligated) to submit a written response to DCAMM disputing any information contained in the evaluation and setting forth any additional information concerning the building project or the oversight of the contract by the public agency that may be relevant to the evaluation of the contractor's performance.

Index of Final Audit Closeout Materials

Index of Final Audit Closeout Material (issue date: 4.15.14)
 Non-Repairs (New, Add/Reno, SLI projects)

Name of District: Longmeadow

Name of School: Longmeadow High School

Project #: 200801590505

The following lists all of the actions and/or documents necessary for the final closeout audit of the referenced project. A box *with* an "x" indicates the MSBA has received the documentation; "R" means that the documents are required; "NA" means that the documents are not applicable. The MSBA forms can be found on the MSBA website or by clicking on the following link: <http://www.massschoolbuildings.org/building/completing>. Please note that final payment cannot be made until the MSBA receives these documents.

Required Final Audit Closeout Documentation	
R = Required NA = not required X = received by MSBA.	
For MSBA use	
<input checked="" type="checkbox"/>	PFA Bid Budget Entered in ProPay
<input type="checkbox"/>	R Payment of 100% of project costs and submission of the final request for reimbursement via Pro-Pay
<input type="checkbox"/>	R MSBA Pre-Closeout Questionnaire
<input type="checkbox"/>	R MSBA form for Final Request and Certificate for Reimbursement
<input type="checkbox"/>	R MSBA form for Commissioning Certificate of Completion-for projects having a 10 month re-inspection
<input type="checkbox"/>	R MSBA Certification of Sustainable School Achievement (for Non-Repairs or Add/Reno projects)
<input type="checkbox"/>	R MSBA Milestone Schedule
<input type="checkbox"/>	Designer's Contract and Amendments (if not already on file)
<input type="checkbox"/>	R Certificate of Substantial Completion
<input type="checkbox"/>	Construction Contract and Change Orders (if not already on file)
<input type="checkbox"/>	OPM's Contract and Amendments (if not already on file)
<input type="checkbox"/>	R Permanent Certificate of Occupancy
<input type="checkbox"/>	R MSBA Audit Report Acceptance/Non-Acceptance Form (will be sent under separate cover with the Final Audit)
<input type="checkbox"/>	R MSBA Sources and Uses Form (will be sent under separate cover with the Final Audit)
<input type="checkbox"/>	Other (as deemed necessary)

MSBA FORM for Certification of Sustainable School Achievement

MSBA FORM for Final Request and Certificate for Reimbursement

MSBA FORM for Commissioning Certificate of Completion

MSBA FORM for Milestone Schedule

MSBA FORM for Sources and Uses

MASSACHUSETTS SCHOOL BUILDING AUTHORITY
SCHOOL DISTRICT
SCHOOL
PROJECT #
MILESTONE SCHEDULE

Please complete the following milestone dates (retroactively or prospectively). Fill in "N/A" for milestones that do not apply. Fill out multiple sheets for projects with more than one phase and indicate the phase on each sheet.

	Scheduled	Actual
OPM Selected / Contracted	_____	_____
Designer Selected / Contracted	_____	_____
Project Scope & Budget Agreement Executed	_____	_____
Project Funding Agreement Executed	_____	_____
CM@Risk Award (if applicable)	_____	_____
Bids Received	_____	_____
Date of Executed GMP (if applicable)	_____	_____
Notice to Proceed (General Contractor)	_____	_____
Project Substantial Completion	_____	_____
Permanent Certificate of Occupancy	_____	_____
Student Move-In	_____	_____
Demolition of Building and Associated Sitework Complete	_____	_____
GC Release Retainage / Punch List Complete	_____	_____
GC Contract Final Completion	_____	_____

Completed and Submitted by: _____

Title: _____

Date: _____

**MSBA FORM for
 Certification of Sustainable
 School Achievement**

**MSBA FORM for Final
 Request and Certificate
 for Reimbursement**

**MSBA FORM for
 Commissioning Certificate
 of Completion**

**MSBA FORM for
 Milestone Schedule**

**MSBA FORM for
 Sources and Uses**

MASSACHUSETTS SCHOOL BUILDING AUTHORITY
SCHOOL DISTRICT
SCHOOL
PROJECT #
 CERTIFICATE OF SUSTAINABLE SCHOOL ACHIEVEMENT

We hereby certify that the above noted school project has completed all requirements stated in MSBA Sustainable Schools policy as stated in the March 31, 2010 MSBA Board meeting memo, the Project Scope and Budget Agreement and complies with the MSBA Green School Program as follows:

1. Additional reimbursement goals stated in the Project Scope and Budget Agreement associated with the MSBA Green School Program (check one):
 - a. 0.0%
 - b. 1.5% (applicable only for projects registered with CHPS prior to July 1, 2010)
 - c. 2.0%

2. Project type (check one):
 - a. major addition and / or renovation
 - b. new construction.

3. Check one of the following as applicable: (note that 2006 MA-CHPS is only applicable for projects registered with CHPS prior to July 1, 2010)
 - a. Using **2006 MA-CHPS**, for no additional reimbursement, the project achieved a level of 29 points or fewer.
 - b. Using **2006 MA-CHPS**, for 1.5% additional reimbursement, the project achieved a level of 30 -33 points.
 - c. Using **2006 MA-CHPS** for 2.0% additional reimbursement, the project achieved a level of 34 points or greater.
 - d. Using **2009 MA-CHPS**, for no additional reimbursement, the project achieved a level of Verified / 40 points for new construction, 35 points for renovation.
 - e. Using **2009 LEED-S**, for no additional reimbursement, the project achieved a level of Certified / 40 points (including a minimum of 5 points in EA Credit #1).
 - f. Using **2009 MA-CHPS**, for 2% additional reimbursement, the project achieved a level of Leader / 50 points for new construction, 45 points for renovation.
 - g. Using **2009 LEED-S**, for 2% additional reimbursement, the project achieved a level of Silver / 50 points (including a minimum of 5 points in EA Credit #1).

4. _____ Final level of achieved points.

5. Attached as a part of this certification are the final MA-CHPS or LEED-S scorecard and the certification letter from CHPS or USGBC confirming that achievement.

Designer signature: _____ **OPM signature:** _____

Firm: _____

Firm: _____

Type name: _____

Type name: _____

Title: _____

Title: _____

Date: _____

Date: _____

MSBA FORM for
Certification of Sustainable
School Achievement

MSBA FORM for Final
Request and Certificate
for Reimbursement

MSBA FORM for
Commissioning Certificate
of Completion

MSBA FORM for
Milestone Schedule

MSBA FORM for
Sources and Uses

Certificate of Sustainable School Achievement

A/E REVIEW

Contractor Data

OPM Data

Owner Data

Cx Data

SUBMIT FOR SUSTAINABILITY
CERTIFICATION

MSBA Form for Certificate of Sustainable School Achievement

MSBA FORM for Final Request for Reimbursement

_____ SCHOOL DISTRICT
 _____ SCHOOL
 PROJECT # _____
FINAL REQUEST AND CERTIFICATE FOR REIMBURSEMENT

-Page 1 of 2-

The undersigned hereby certifies to the best of his/her knowledge and belief that the _____ School Project has been completed and constructed in accordance with the Construction Contract Documents.

 Certified: **Owner's Project Manager** (sign)

Type Name: _____

Title: _____

Firm: _____

Date: _____

The undersigned hereby certifies to the best of his/her knowledge and belief that the _____ School Project has been completed and constructed in accordance with the Construction Contract Documents and all applicable building codes and safety codes in effect at the time of construction; and that the Project was constructed in accordance with the applicable MSBA sustainability requirements.

 Certified: **Designer** (sign)

Type Name: _____

Title: _____

Firm: _____

Date: _____

_____ SCHOOL DISTRICT
 _____ SCHOOL
FINAL REQUEST AND CERTIFICATE FOR REIMBURSEMENT

-Page 2 of 2-

The undersigned hereby further certifies to the best of his/her knowledge and belief that:

- all of the terms and conditions of the Project Funding Agreement for the _____ School Project, all other agreements between the _____ District and the MSBA, and all applicable regulations and guidelines of the MSBA have been satisfied. The undersigned further certifies that any construction related liens have been released.
- the _____ School District shall maintain the _____ School and all elements of the project as delivered to the District in a good, safe and habitable condition in all respects, except for normal wear and tear, and in full compliance with M.G.L. c. 70B, 963 CMR 2.00 *et seq.*, and all applicable laws, ordinances, covenants and rules and regulations set forth by any government authority with jurisdiction over matters concerning the condition and the use of this facility. The District hereby acknowledges and agrees that it shall spend at least 50% of the sum of the school district's calculated foundation budget amounts for the purposes of foundation utility and ordinary maintenance expenses, and extraordinary maintenance allotment as defined in M.G.L. c. 70, for said purposes.
- The District has received all warranties, vendor materials and training as required by the contract documents.
- the _____ School District has completed the DCAM evaluations of General Contractor, Designer and Subcontractors¹ as required and submitted these evaluations to DCAM on the referenced MSBA funded project.

Certified:

 Chief Executive Officer (sign)

 Superintendent (sign)

 School Committee Chair (sign)

Name: _____

Name: _____

Name: _____

Title: _____

Title: _____

Title: _____

Date: _____

Date: _____

Date: _____

¹ The term "subcontractor" shall mean all filed sub-bidders as defined in M.G.L. c. 149, §44F

Final Request and Certificate for Reimbursement

FINANCIAL RECONCILIATION



FINAL RECLASSIFICATION /
RESUBMISSION



PROPAY FINAL REQUEST FOR
REIMBURSEMENT



MSBA Form for Final Request and Certificate for Reimbursement

Certificate of Sustainable
School Achievement



Financial Reconciliation

Home

- Region 01
 - Amherst
 - Wildwood Elementary 20130080050
 - Longmeadow
 - Blueberry Hill Center
 - Glenbrook Middle
 - Longmeadow High 200801590505
 - Williams Middle
 - Wolf Swamp Road
- Region 02
 - Grafton
 - Grafton Elementary
 - Grafton Memorial Senior 200801100505
 - 201101100505G
 - Grafton Middle
 - North Grafton Elementary
 - South Grafton Elementary
 - 201101100005G
- Region 03
 - Stoneham
 - Stoneham Middle School 200902840405
- Region 04
 - Newton
 - Cabot 201302070025

Project Details	Contract Details	Budget Details	Payment Requests	Prior Requests	Audit Details	Finance	Audit Adjustment
Prior Requests		Submission Forms					
District Name	Grafton	School Name	Grafton Memorial S				
MSBA ID	200801100505	Budget Phase	PFA Bid				
Procurement Type	CM-at-Risk	Total Project Budget	\$72,016,800				
Project Type	Core Program	Board Approved Final TFG Date	11/19/2014				
Project Scope	New Construction	Estimated Max Total Facilities Grant (95% Amt)	\$34,635,940(\$32,90				
FSA Effective Date	9/18/2009	Maximum Total Facilities Grant	\$33,831,458				
PFA Effective Date	4/5/2010	Total MSBA Payment Amount (to Date)	\$33,831,456				
PFA Bid Date	9/29/2011	Percent of Total Facilities Grant Paid (to Date)	100.00%				
Reimbursement Rate	56.89%	Project Phase	Final Audit Approv				

Reports

[Schedule of Ineligible Project Costs](#) [Export All Submitted Invoices to Excel](#)

Search invoice

Vendor Name Invoice No.

Payment Request No	Request Type	Electronic Payment Request Date	Submitted Amount	Eligible Project Cost	Ineligible Project Cost	MSBA Payment Amount	MSBA Payment Date
1		2/8/2010	\$304,814	\$304,796	\$18	\$161,207	3/11/2010
2		3/11/2010	\$174,240	\$174,240	\$0	\$92,156	4/2/2010
3		5/18/2010	\$411,599	\$393,690	\$17,909	\$243,130	6/22/2010
4		6/24/2010	\$373,769	\$373,769	\$0	\$212,637	7/15/2010
5		8/4/2010	\$387,535	\$387,535	\$0	\$220,470	8/26/2010
6		9/29/2010	\$613,204	\$613,204	\$0	\$348,851	10/21/2010

MSBA FORM for Commissioning Certificate of Completion

MASSACHUSETTS SCHOOL BUILDING AUTHORITY
 SCHOOL DISTRICT
 SCHOOL
 PROJECT #
 COMMISSIONING CERTIFICATE OF COMPLETION
 (for Projects having a 10 month re-inspection)
 (Page 1 of 2)

The undersigned Commissioning Consultant hereby certifies that all requirements for commissioning have been completed in accordance with the Master Commissioning Services Agreement dated _____ and Work Order No. _____ dated _____ between the Commissioning Consultant and the MSBA.

Commissioned Systems:

Applicable	Not Applicable	
<input type="checkbox"/>	<input type="checkbox"/>	Building Envelope
<input type="checkbox"/>	<input type="checkbox"/>	Roofing Systems
<input type="checkbox"/>	<input type="checkbox"/>	HVAC Systems
<input type="checkbox"/>	<input type="checkbox"/>	Plumbing Systems
<input type="checkbox"/>	<input type="checkbox"/>	Electrical Power Systems
<input type="checkbox"/>	<input type="checkbox"/>	Voice, Data and Video Systems
<input type="checkbox"/>	<input type="checkbox"/>	Life Safety Systems
<input type="checkbox"/>	<input type="checkbox"/>	Building Automation and Control Systems

- Functional performance tests for each sub-system and system as established by the Commissioning Plan have been executed and satisfactory performance has been achieved.
- All items listed on the Issues Log have been appropriately resolved.
- The Post Commissioning site visit (10-months after Substantial Completion) and Project review (if applicable) have been completed.
- A Final Commissioning Report has been submitted to the MSBA and the Owner.

 Certified: Commissioning Consultant (sign)

Firm: _____
 Type name: _____
 Title: _____
 Date: _____

The Owner's Project Manager acknowledges:

- Functional performance tests for each sub-system and system as established by the Commissioning Plan have been executed and satisfactory performance has been achieved.
- All items listed on the Issues Log have been appropriately resolved.
- The Post Commissioning site visit (10-months after Substantial Completion) and Project review (if applicable) have been completed.
- A Final Commissioning Report has been submitted to the MSBA and the Owner.

 Acknowledged: Owner's Project Manager (sign)

Firm: _____
 Type name: _____
 Title: _____ Date: _____

MASSACHUSETTS SCHOOL BUILDING AUTHORITY
 SCHOOL DISTRICT
 SCHOOL
 PROJECT #
 COMMISSIONING CERTIFICATE OF COMPLETION
 (for Projects having a 10 month re-inspection)
 (page 2 of 2)

For Completion by the Owner:

Please describe any "callbacks" during the 10 month commissioning corrective period or the one year warranty period.

- Were the issues resolved to the Owner's satisfaction? yes no
- If no, please explain:

- Were the consultants responsive to the resolution of the issues? yes no
- If no, please explain:

Certified:

 Chief Executive Officer (sign)

Name: _____
 Title: _____
 Date: _____

 Superintendent (sign)

Name: _____
 Title: _____
 Date: _____

 School Committee Chair (sign)

Name: _____
 Title: _____
 Date: _____

Commissioning Certificate of Completion

SUBSTANTIAL COMPLETION

Punch list /
C of O

Financial
Reconciliation

Sustainability
Certification

Cx 10 MONTH WARRANTY REVIEW

MSBA Form for Commissioning Certificate of Completion

MASSACHUSETTS SCHOOL BUILDING AUTHORITY
SCHOOL DISTRICT
SCHOOL
PROJECT # _____
SOURCES AND USES FORM
(To be submitted after receipt of the MSBA Final Audit)

Uses of Funds:	
Total Project Budget	\$ _____
Sources of Funds:	
MSBA Grant (per the MSBA Final Audit)	\$ _____
Cash Contribution by the District	\$ _____
General Obligation Bonds issued by the District	\$ _____
General Obligation Bonds to be issued by the District	\$ _____
Legal Settlement *	\$ _____
Insurance Proceeds *	\$ _____
Rebates*	\$ _____
Surety Payments*	\$ _____
Rental Revenue*	\$ _____
All Other Sources – Please list (e.g., other grants)*	\$ _____

* Please provide a detailed explanation if applicable:

Certified:

Chief Executive Officer (sign)

Superintendent (sign)

School Committee Chair (sign)

Name: _____

Name: _____

Name: _____

Title: _____

Title: _____

Title: _____

Date: _____

Date: _____

Date: _____

**MSBA FORM for
 Certification of Sustainable
 School Achievement**

**MSBA FORM for Final
 Request and Certificate
 for Reimbursement**

**MSBA FORM for
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 of Completion**

**MSBA FORM for
 Milestone Schedule**

**MSBA FORM for
 Sources and Uses**

Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

Maureen G. Valente
Chief Executive Officer

John K. McCarthy
Executive Director, Deputy CEO



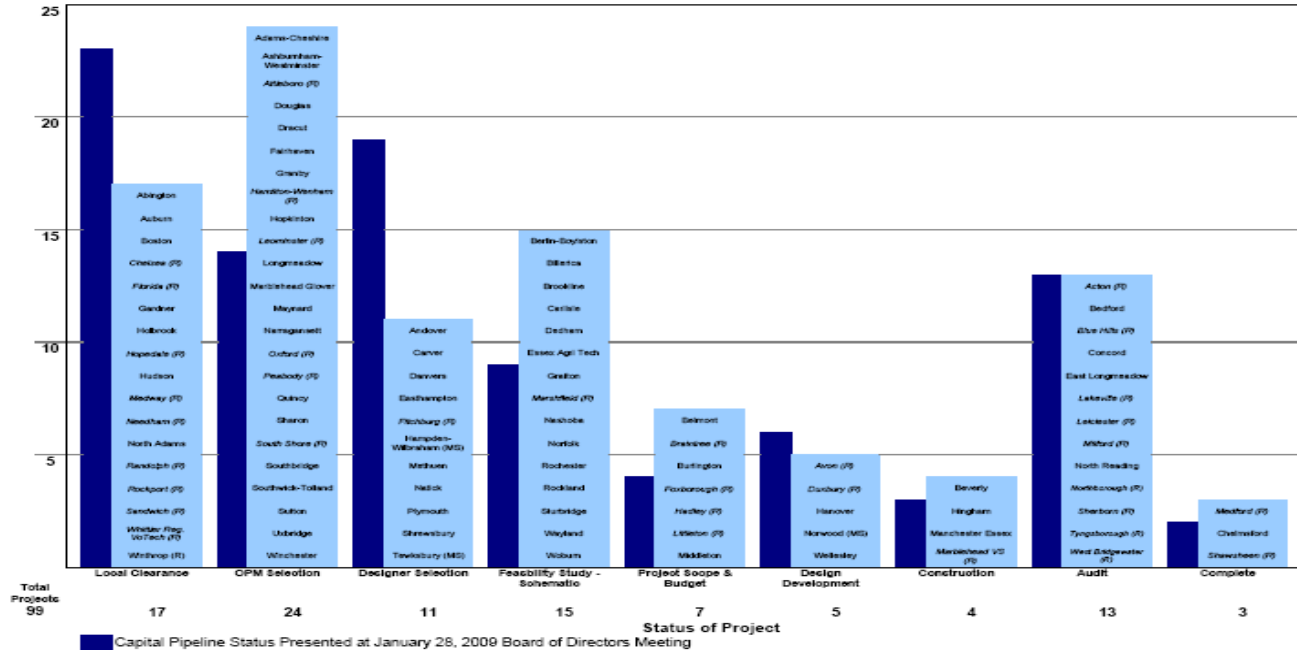
Construction Closeout

OPM Roundtable
January 21, 2016



Closeout – Capital Pipeline

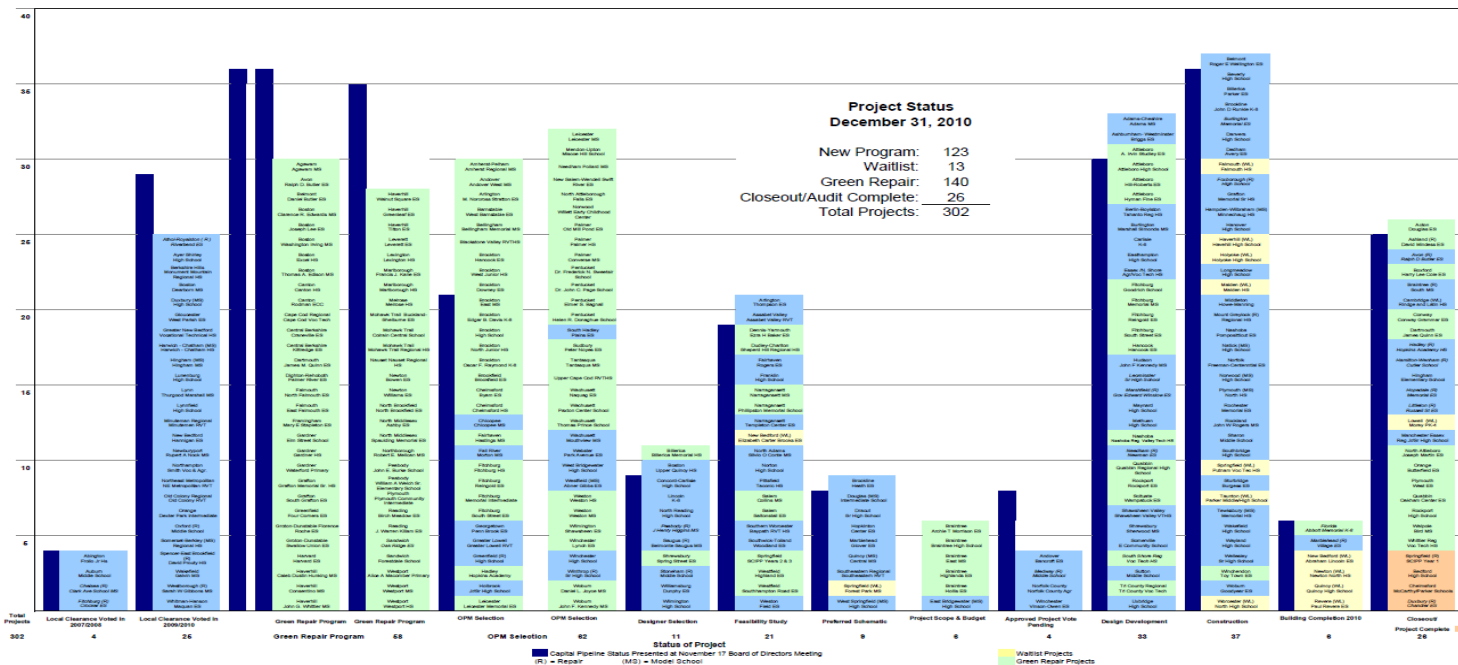
■ Volume (March 2009)





Closeout – Capital Pipeline

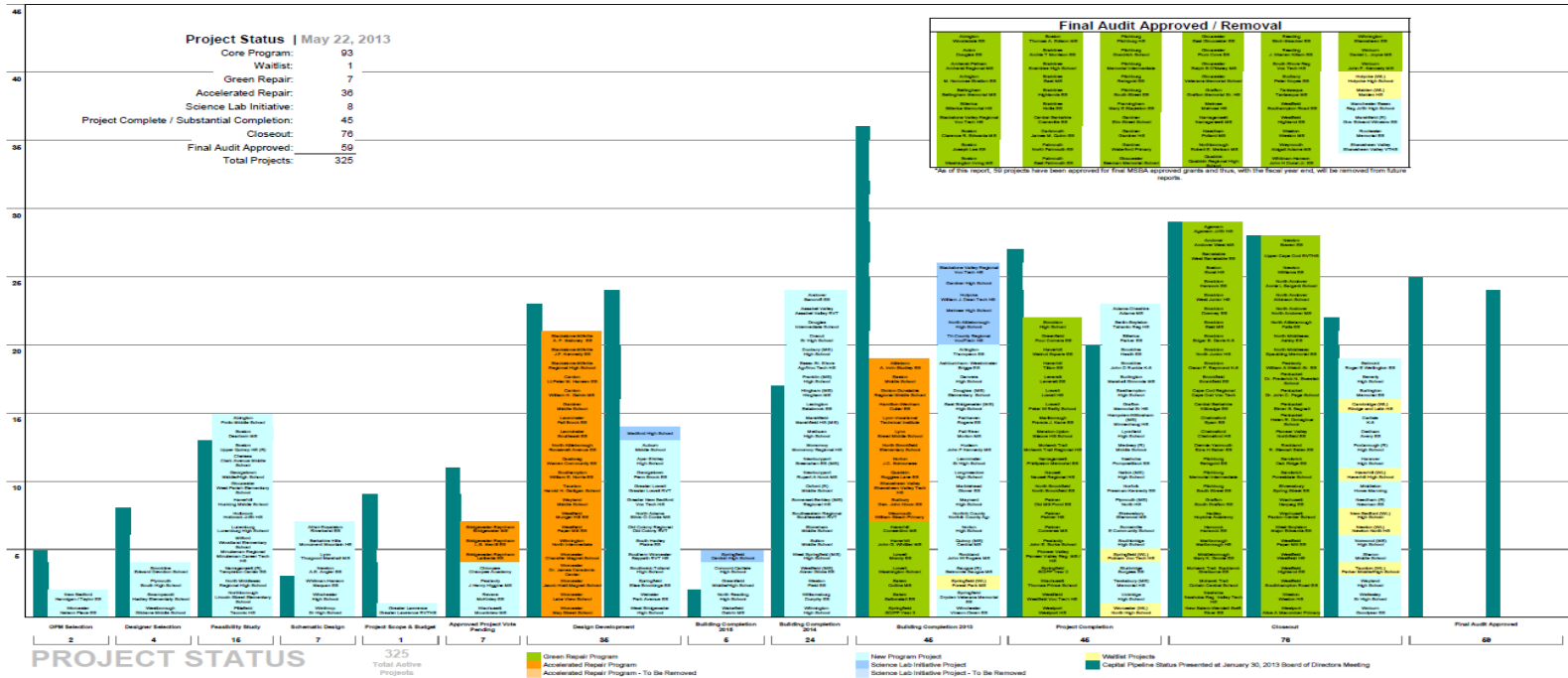
Volume (January 2011)





Closeout – Capital Pipeline

Volume (June 2013)



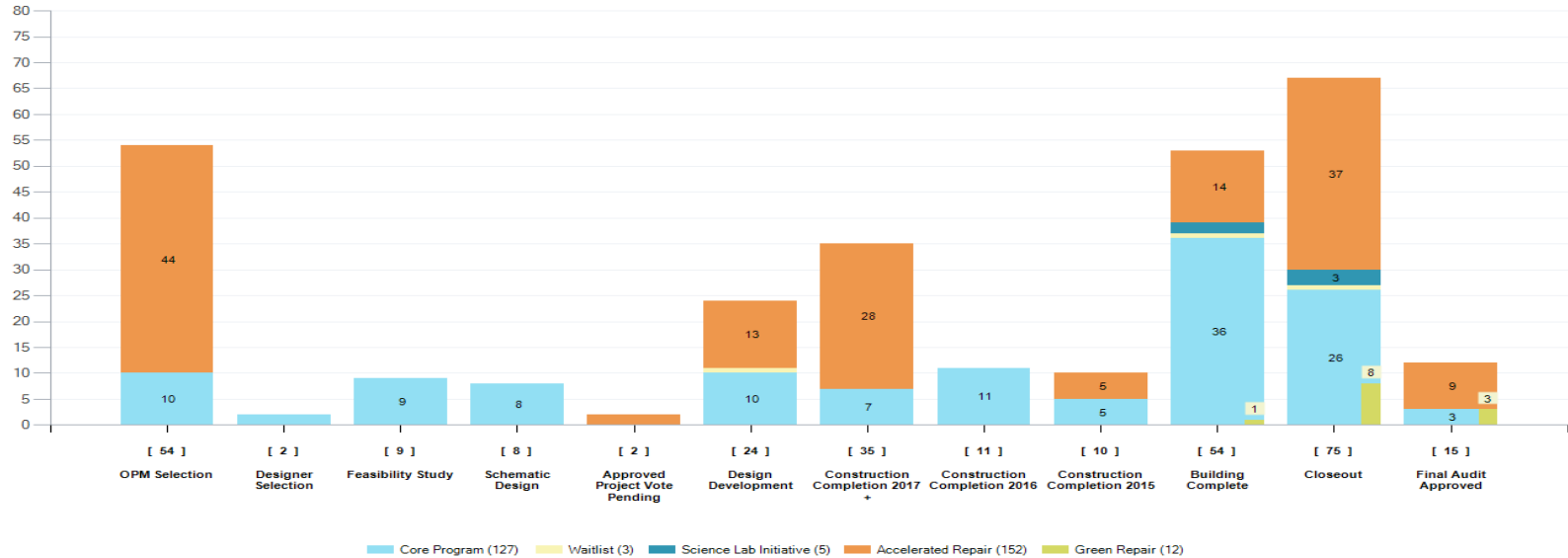


Closeout – November 2015

PROJECT STATUS

Total Number of Projects: 299

Wednesday, November 18, 2015



Number less than 3 is not shown in the chart



Closeout – Invitations & Audit Approvals

- Green / Accelerated Repair Program

Fiscal Year	Invited In	Final Audit Approved
2010	189 Green	0
2011		5 Green
2012	36 ARP	28 Green
2013	45 ARP	61 Green
2014	51 ARP	57 Green 4 ARP
2015	44 ARP	28 Green 16 ARP
2016	TBD	3 Green 17 ARP
Total	189 Green 176 ARP	182 Green 37 ARP



Closeout – Invitations & Audit Approvals

- Core Program

Fiscal Year	Invited In	Final Audit Approved
2009	59	14 (2 Add/Reno; 12 Repair)
2010	16	5
2011	4	9
2012	16	8
2013	16	6
2014	19	9
2015	15	28 (includes 21 Core, 3 SLI, 4 WL)
2016	TBD	8 (6 Core, 1 SLI, 1 WL)
Total	145	87



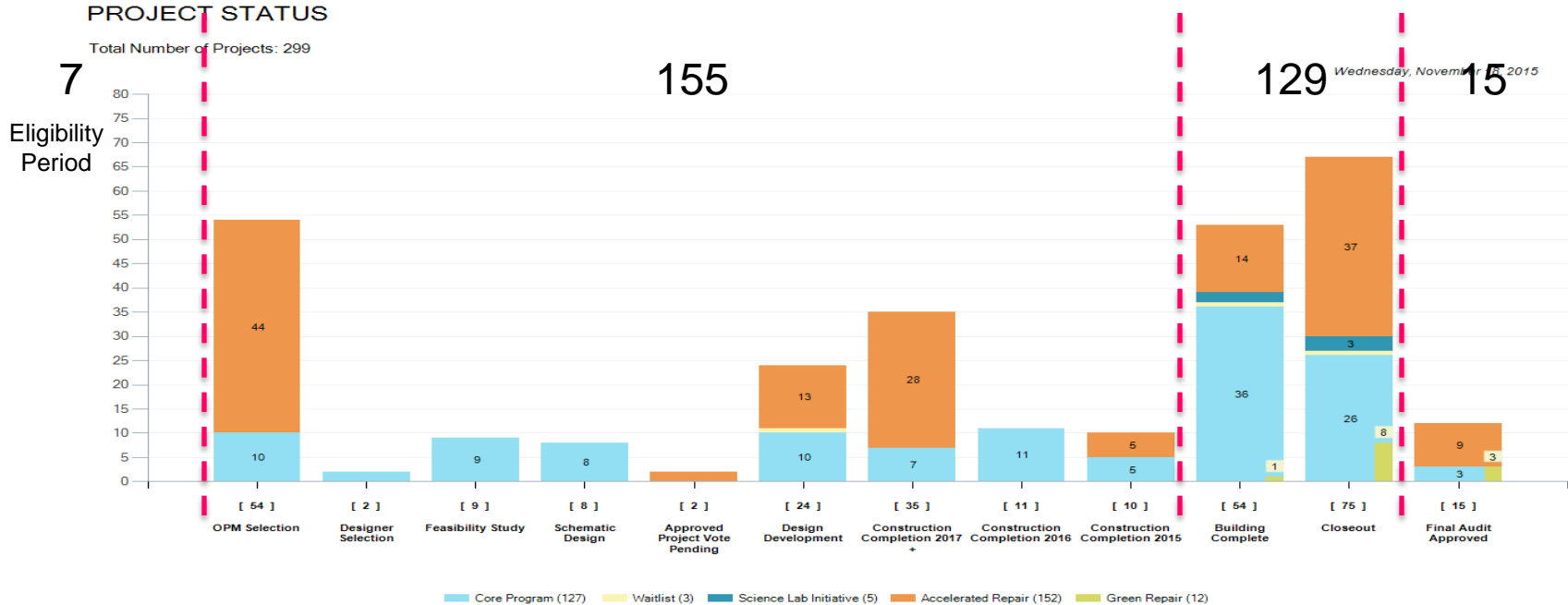
Closeout – Construction Deliverables

- Final Change Order Review
- Final GMP Review
- BRR
- Commissioning Certificate
- Sustainable Certificate
- 100% DCAMM Evaluation



Closeout – November 2015

- 54% of active projects in the Capital Pipeline are in OPM Selection – Construction
- 46% of active projects in the Capital Pipeline are in Building Complete – Closeout



Number less than 3 is not shown in the chart

Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

Maureen G. Valente
Chief Executive Officer

John K. McCarthy
Executive Director, Deputy CEO



Project Closeouts

OPM Roundtable
January 21, 2016



Background

As of January 15, 2016 the MSBA has:

- Completed final audits of 1,105 projects totaling approximately \$18 billion in submitted costs;
- Audited approximately \$4 billion in costs for the 220 projects currently submitting monthly requests for reimbursement; and
- Achieved audit savings of over \$1.4 billion.



When does Closeout Begin?

- Closeout consists of the Final Audit of the project and begins with the G.C.'s first application for payment
- A well mapped SOV is critical to the review and approval of applications for payment and reimbursements to the District



Importance of the SOV to Closeout

- A good Closeout depends on a good SOV:
 - SOV is mapped correctly to the Divisions
 - Use MSBA standard classification codes
 - Refer to Module 7 for a link to the MSBA SOV template
 - All submitted costs must tie to the SOV on each application and the final application
 - Change Orders are kept current



Communication

- Communication of SOV modifications is critical!!
- Changes to the SOV may have an impact on the eligible basis and must be reconciled with the budget
- Reconciliation of the SOV and the approved budget facilitates a smooth closeout



Key Steps in the Closeout

- Final change orders and BRRs have been processed and the use of GMP contingency (if applicable to the project) has been reconciled with the MSBA
- The work has been declared substantially complete by the Designer and the Contractor is completing the punch list and demobilizing site



When does Closeout Begin?

- The 10 month commissioning site visit (if applicable to the project) is nearing completion
- The submittals to achieve CHPS/LEED certification are in process (if applicable to the project)
- The MSBA has paid 95% of the project costs and will not pay the final 5% of the grant until the Project is closed out and approved by the MSBA Board of Directors



Key Steps in the Closeout

- BRRs are entered to reconcile the Project Budget to reflect any changes in the SOV from the final GC payment application
- The Project Budget and all executed PFA amendments have been entered in the Pro-Pay system and match the approved budget in the MSBA Project Funding Agreement (Attachment A)



The Closeout Audit

- The Closeout Final Audit begins when the District submits its final request for reimbursement (100% of the designer, contractor and OPM costs have been paid)
- An auditor is assigned to preparing the final audit
- The audit gets an internal review prior to issuance to the District
- The District submits the required closeout forms



Closeout Audit Documents

The District submits the required closeout forms

- MSBA Pre-Closeout Questionnaire (New or Add/Reno projects)
- MSBA Closeout Questionnaire (All Repair Projects)
- MSBA Final Request and Certificate for Reimbursement (All Projects)
- **MSBA Commissioning Certificate of Completion** - Non-Repairs (for Projects having a 10 mo. Cx re-inspection)
- MSBA Commissioning Certificate of Completion - Accelerated/Green Repairs (for Projects NOT having a 10 mo. Cx re-inspection)
- **MSBA Certificate of Sustainable School Achievement** (For Projects pursuing MA CHPS or LEED designation)
- MSBA Milestone Schedule (New or Add/Reno projects)
- MSBA Sources and Uses Form (May be submitted after receipt of final audit)
- **CP has received the 100% DCAMM Notification of Evaluation from the District**



Completion of the Closeout Process

- Projects go to the Board only if certain Closeout Documents have been submitted.
- Board Approval of Final Audit and Final Payment to the District.
- Final Grant Payment is made to the District if all the requisite Closeout Documents have been submitted.

Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

Maureen G. Valente
Chief Executive Officer

John K. McCarthy
Executive Director, Deputy CEO



Questions?

Contact:

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Audit Staff 8:45 – 5:00

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