



# State Construction Office

## FINAL REPORTS

Chapter 600 Construction Manual  
<http://www.nc-sco.com/Manual/manual.htm>

By  
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# Final Report Objectives

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1. **Proof of project completion**
2. **Proof of no outstanding claims or disputes**
3. **Developing project's as-built conditions**
4. **Owner's record drawings and specifications**
5. **Establish the release of Designer final payment**

# General Requirements

1. **Owner/Designer Agreement :**
  - a. **Sec. 1.16:** Designer to correct plans & specs at completion
  - b. **Sec. 1.17:** Delivery of Final Report and Record Drawings to Owner and SCO
  - c. **Sec. 1.18:** 5% of total design fee can be released after Approval of Final Report by Owner and SCO
2. **Record Drawings:**
  - a. **Owner:** Hard copy of sealed as-built drawings & Specs plus **unprotected** CAD files of floors, roof & RCP plans
  - b. **SCO:** Two sets of **protected** digital media in PDF & CAD  
No longer require hard copy of the as-built drawings
3. **Final Report:**

Intrinsic technical document of project & requires professional seals

# General Requirements (New)

1. As the preferred method, the Final Report can be e-mailed to:  
**[scofinalreports@doa.nc.gov](mailto:scofinalreports@doa.nc.gov)**
2. or a CD disk of the Final Report can be mailed to our office at:  
**% Final Reports  
State Construction Office  
1307 Mail Service Center  
Raleigh, NC 27699-1307**



# Final Report Checklist

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## 1. Title Page:

### FINAL REPORT

Project Title

Project Location

Owning Agency

SCO State ID Number

Designer's Information

Date Submitted

Designer of Record Seal



# Final Report Checklist

**2. Table of Contents:**

It is requested that the foregoing outline be used

**3. Checklist:**

Properly filled out, it is used for review of this report

**4. SCO Final Inspection for Owner Occupancy:**

Developed at the State Final Inspection

The Beneficial Occupancy form cannot be used

**5. Contract Dates:**

Bid Opening, Award, Notice-to-Proceed, Final Inspection,  
Project acceptance & Warranty expiration date

# Final Report Checklist (cont.)

## 6. Exhibit "A": Project Description

- a. **Architectural:** A complete description of the building interior and exterior, Square Footage Figures.
- b. **Structural:** Describe type of foundation system, framing system, floor system, etc. Include a schedule of floor and roof live loads.
- c. **Plumbing:** Describe the plumbing, the point of connection to sewer, the source of cold and hot water, storm drainage and sprinkler system.
- d. **HVAC:** Describe the type of mechanical systems – steam, hot water, chilled water, forced air; method of distribution; building automation controls.
- e. **Electrical:** Describe the electrical service system, power and lighting system, emergency system, fire alarm system.

# Final Report Checklist (cont.)

## 7. Exhibit "B": Cost Data

- a. Accurate costing is required
- b. Copy and paste the cost data table format from NC State Construction Manual - Chapter 602.7
- c. Greatest number of errors encountered in this part of the Final Report

## 7. Exhibit "B" - Cost Data.

Contracts	Contract Fee	Change Orders/ Amendments	Subtotal
Single Prime	\$ -	\$ -	\$ -
General Contract	\$ -	\$ -	\$ -
Plumbing Contract	\$ -	\$ -	\$ -
HVAC Contract	\$ -	\$ -	\$ -
Electrical Contract	\$ -	\$ -	\$ -
Elevator Contract	\$ -	\$ -	\$ -
Other Contract(s)	\$ -	\$ -	\$ -
Design Contract	\$ -	\$ -	\$ -
Owner Costs*	\$ -	\$ -	\$ -
<b>Total Contract</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\*Owner Costs could include: surveys, soil investigations, concrete tests, advertising

### Break out the following Cost Data:

- A. Cost per Square Foot of Gross Floor Area (Based on Total Cost of Building)
- B. Percentage of Total Cost for each of the above Contracts
- C. Cost per Office, Occupant or Hospital Bed (Based on Total Cost of Building)
- D. If Cost per Square Foot is not applicable, identify units and use a standardized unit pricing format

**"Exhibit B" – Cost Data**

<u>Contract:</u>	<u>Original Sum:</u>	<u>Change Orders:</u>	<u>Total Contract Cost:</u>
General Contract	\$ 3,137,992.00	\$ 73,827.55	\$ 3,211,819.55
Plumbing Contract	\$ 165,000.00	\$ 0.00	\$ 165,000.00
HVAC Contract	\$ 380,519.00	\$ 3,388.52	\$ 383,907.52
Electrical Contract	\$ 456,000.00	\$ 0.00	\$ 456,000.00
Fire Protection Contract	\$ 58,109.00	\$ 1,793.22	\$ 59,902.22
Sub-total	\$ 4,197,620.00	\$ 79,009.29	
Total Construction Contract: .....			\$ 4,276,629.29

Design Fees (including additional inspection services and liquidated damages if applicable): .....\$ 554,106

Costs furnished separately by the owner:

Surveys: .....	\$ 0
Concrete testing .....	\$ 0
Advertising .....	\$ 0
Additional plans and specifications .....	\$ 0
<b>TOTAL</b>	<b>\$ 0</b>

**Total Project Cost .....\$ 4,276,629.29**

Total Project Costs:

1. Cost per square foot of gross floor area based on total cost of building:  
23,555 s.f. = \$182 per s.f.
  
2. Percentage of total building cost for each of the above contracts:

General Contract	75.10%
Plumbing Contract	3.85%
HVAC Contract	8.90%
Electrical Contract	10.70%
Fire Protection Contract	1.45%

**Exhibit B - Cost Data**

<b>Construction Costs</b>			
<u>Single Prime Contract</u>			
Base Bid		525,730	
Change Order #1	30,946.73	\$28,552.98	- no
Change Order #2	3,443.29	\$1,983.35	- no
<b>Sub-Total Construction Costs</b>		\$556,266	wrong
<b>Design Fees</b>	orig 68,500 am 7,500.	\$76,000	frank
<b>TOTAL PROJECT COST</b>		\$632,266	

# Final Report Checklist (cont.)

## 8. Exhibit "C": Change Orders

- a. Create column under General, Plumbing, Mechanical, and Electrical Contract
- b. Set out the change order number
- c. Provide a brief description of the change order involved
- d. Set forth the amount in a right-hand column as an addition or a deduction.
- e. Total the amount of additions and deductions under each contract

### Exhibit C Change Orders

Change Order #	Description	Cost
1	Delete bulkhead where sprinkler was to be installed (D&D COR#1)	<\$7,230.00>
2	Repair walls damaged during the mold abatement of the Gamma Building (D&D COR#5)	\$3,373.00
3	Upgrade ceiling tile to USG #2210 Climaplus. Owner & contractor to split cost 50/50 (D&D COR#8)	\$515.00
4	Replaced damaged electrical devices and covers which were damaged during mold abatement. (D&D #9 \$365.00) Painting of restrooms (D&D #10/RFI#20/SW COR#1)	\$1,936.00
5	Existing penetrations through exiting smoke barriers were not properly protected. Install flashing around duct (D&D COR#11, \$3,254.00). Fire caulk as directed per SCO (D&D COR#12, \$2,135.00).	\$5,389.00
6	Mold abatement, replace removed wall board and repair of existing conditions concealed above old ceiling. D&D COR#'s 21, 22, 23, 24, 25R, 26, 27 & 28	\$22,743.00
7	D&D COR #30 patch penetrations/openings in walls per SCO & COR#31 time extension 7 days with extended overhead, 36 days no cost	\$6,921.00
8	Re-circuit emergency egress lighting at 18A & 32A. Time extension of 120 days was approved	\$1,923.00
<b>Total Change Orders</b>		<del>\$33,647.00</del>

\$35,570.00

# Final Report Checklist (cont.)

## 9. Exhibit "D": Contractors List

- a. Names and Addresses of Contractors and Material Suppliers
- b. Subheads in this exhibit:
  - Single Prime
  - General Contract
  - Plumbing Contract
  - Heating, Ventilating and Air Conditioning Contract
  - Electrical Contract
  - Other Contract(s)

# Final Report Checklist (cont.)

## 10. Exhibit "E": Energy Criteria

1. The Designer shall include the **2006 NC BUILDING CODE SUMMARY – APPENDIX B** and indicate compliance by using the appropriate forms from the NC State Administrative Code and the ASHRAE/IES Standard 90.1-2004 User's Manual or other methods approved by the State Construction Office.
2. For projects using the 2009 NC Building Code with a GSF of less than 20,000 the energy criteria to include is under the 2009 NC Administrative Code and Policies, Appendix B.
3. For projects over 20,000 GSF complying with the Energy Bill, provide the Energy Model Forms per <http://www.nc-sco.com/Forms/ENERGY%20MODEL%20FORMS.doc>

## **Exhibit E**

### **ENERGY CRITERIA**

The Designers certify that this project complies with the Energy Code for Commercial and High Rise Residential Buildings and Chapter XXXII, Volume I, North Carolina State Building Code. Prescriptive/Performance compliance calculations are included in the construction documents, and are attested to by signature from the Architect/Engineer-of-Record.

# Final Report Checklist (cont.)

## 11. Exhibit "F": Designer Certifications

1. SCO Certificate of Completion By Designer of Record
2. SCO Certificate of Compliance from each Consultant
3. Seals on all certificates shall be visible

# Final Report Checklist (cont.)

12. **Exhibit "G": Construction Close-Out Documents**
  1. Contractor's Affidavit of Release of Liens
  2. Contractor's Affidavit of Payment and Debts and Claims
  3. Consent of Surety Company to Final Payment
  4. Final Pay Application w/ Final MBE documents
  5. Visible Seals on all Affidavits and Consent

# Final Report Checklist (cont.)

13. Are there any unsettled Claims?

None

14. As-Built Drawings:

- a. Two sets of **protected** digital media one in PDF & one in DWG format
- b. SCO no longer requires a hard copy of the as-built drawings



# State Construction Office

**THANK YOU**

SCO Conference: March 24, 2009