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CHAPTER 5 TASK ORDER CLOSEOUT

5.1 OVERVIEW

Following the final acceptance of work, the Government closes out the task order file. The closeout process involves the CO, COTR, Programs Manager, Finance Manager and A/E consultant.

The COTR plays an important role in determining whether the A/E consultant has satisfactorily performed the required work and has met contractual obligations. The task order is physically complete when the A/E consultant has completed the required services and the Government has inspected and accepted the deliverables. A primary objective of the closeout is to identify and resolve any outstanding obligations or pending liabilities of either the Government or the A/E consultant and to ensure proper documentation of all contract-related decisions.

Following the COTR's indication by formal documents that the task order is physically complete, the COTR and CO begin administration of the closeout.

As part of the closeout process, the COTR also submits an evaluation of the A/E consultant's performance. This information becomes part of the official record and serves as the basis for evaluating the A/E's past performance in future source selections. The CO may provide the A/E consultant with a copy of the evaluation, and the A/E may submit a response to an evaluation reflecting poor performance.

Overview EFLHD 5-1

5.2 CLOSEOUT DOCUMENTS

The COTR initiates administrative closeout of task orders and uses a closeout checklist to confirm completion of all activities necessary to close out the task order. The checklist shows completion dates for specified activities, including the SF 1034 Final Voucher (see Exhibit 5.2-A), the COTR's Final Report (see Exhibit 5.2-B) and the A/E Performance Evaluation (see Section 5.3). The COTR completes the checklist and routes it, with all the documents attached, through the CO, who forwards it to Finance for final payment, processing and closing of the contract account. The COTR maintains a copy of the checklist and its attached documents in the COTR file.

See the EFLHD intranet at http://169.135.226.20/ppgm/docs/programming/completed_project_account_closeout_procedures.pdf for the completed project account closeout procedures.

5.2.1 Forms and Templates

To view or download forms and templates, use the links below:

- Closeout Checklist.
- SF 1034 Final Voucher.
- DOT F 4220.4 Contractor's Release.
- Task Order Closeout Letter to A/E.

Exhibit 5.2-A SF 1034 FINAL VOUCHER

Standard Form 1034 Revised October 1987 Department of the Treasury 1 FFM 4-2000 SERVICES OTHER THAN PERSONAL VOUCHER NO.								
U.S. DEPARTMENT, US Department of T	ransportation	ESTABLISHMENT AND LOCATION		UCHER PREPARED 11/05/				SCHEDULE NO.
Federal Highway Ac Eastern Federal Land		vision	Commission of the seal	DTFH71-02-D-000X		rder 0002		PAID BY
21400 Ridgetop Circ		vision		ION NUMBER AND D				
Sterling, VA 20166				. 2003. 1.0.3.300074 1.0.0 2.000.00 2.000 1.00000	9 (m)			
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OF ORDER	OR SERVICE	schedule, and other informa	ation deemed	necessary)	103	COST	PER	1
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				Section 10	1	1,274.30	LS	1,274.30
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		specifically conditioned upon the	execution	of the contractor's				0.00
		release and agreement attached.						0.00
								0.00
Use continuation sheet(s				e the space belo	ow)		TOTA	L 1,274.30
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ADVANCE		Contracting Officer, Eastern Federa	l Lands Hig	ghway Division				
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(Date)	-	(Authorized Certifying Officer)	2			77	(Title)	
		ACCO	UNTING	CLASSIFICATION				
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revious edition usable	The information of	PR equested on this form is required under the	IVACY AC	T STATEMENT	for the num-	ose of dishursin	Federal	money

Exhibit 5.2-B COTR FINAL ACCEPTANCE OF A/E SERVICES MEMORANDUM



Memorandum

U.S. Department of Transportation

Federal Highway Administration EASTERN FEDERAL LANDS HIGHWAY DIVISION 21400 RIDGETOP CIRCLE STERLING, VA 20166

INFORMATION: Final Report

Subject: A/E Engineering Service by A/E

DTFH71-02-D-00XXX Task Order No. 0002

Date: November 24, 2004

HFHD-15

Reply to

Name

Contracting Officer's Technical Representative

To: Name

Contracting Officer

Task Order No. 0002 for development of PS&E on Cold Hill Road, KY PLH 56(1), 781(1) required of A/E was completed on July 16, 2004.

There are no outstanding issues to be resolved regarding Task Order No. 0002.

The PS&E and other required design data have been provided to the EFLHD PD Team and are currently being used in the formal documentation of the project.

The deliverables provided by A/E are acceptable and fulfill the requirements of the Task Order's Scope of Work.

There was one modification to this Task Order. Contract Modification #1 was a no cost modification. This modification of 1 month was required due to a delay caused by internal EFLHD decisions and thereby extended the review time.

Acceptance of the work and final payment of \$ 1,274.30, the final amount due, is recommended. The total contract cost for Task Order No. 0002 is \$240,966.00

A final voucher, Standard Form 1034, and a release of claims were sent to A/E. The Release of Claims was signed and the final payment is recommended for processing.



5.3 A/E PERFORMANCE EVALUATIONS

The COTR conducts the performance evaluation of the A/E consultant. Generally, the COTR conducts these performance evaluations at the following times:

- When the COTR is changed.
- When the task order is completed (included with the closeout package).
- When interim evaluations are needed.
- When poor performance is identified.

The COTR considers all the circumstances of the project when rating the performance of an A/E consultant, including the complexity of the project, the environment (for example, hostile public, difficult partner agency or remote locations), the Government's performance (for example, reviews and comments) and other project-related factors.

For the A/E performance evaluation process, including the recommended evaluation time frames, see the following on the EFLHD intranet:

- http://169.135.226.20/ppgm/docs/acquisitions/Overview_of_AE_Performance_Evaluation_Process.pdf.
- http://169.135.226.20/ppgm/docs/acquisitions/ae_evaluation_design.pdf.

Evaluating the performance of an A/E consultant is a process similar to a Federal Government supervisor evaluating the performance of a Federal employee. In other words, the Performance Evaluation form (see Exhibit 5.3-A) should include more than just checkmarks in the applicable boxes. It should tell the "story" of the project. The COTR should always include some narrative in the last box of the form or on a continuation/attachment page.

The COTR provides the performance rating documents to the CO. The CO determines whether to provide copies of the documents to the A/E consultant, allowing the consultant an opportunity to submit a response to the rating.

5.3.1 Forms and Templates

To view or download the form, use the link below:

Performance Evaluation (Architect-Engineer).

Exhibit 5.3-A PERFORMANCE EVALUATION OF A/E

PERFORMANCE EV (ARCHITECT-EN		XXXXX	PROJECT NUMBER XXXXXX A/E OR CONSTRUCTION CONTRACT NUMBER					
A consider our of service of service of	*	DTFH71-02-D-0000X Task Order 0002						
IMPORTANT: Be sure to complete back of form. If additional s	pace is necessary for any item, use	Remarks section on back.						
3. TYPE OF EVALUATION a. PHASE OF COMPLETION b. SERVICES (X or INTERIM (TECHNICAL CONS SERVICES SUPP	C. X IF APPL TRUCTION TERMINA (Explain.)		5. DELIVERY ORDER NO. (if applicable)				
Project - Reconstruction and Improvement of Daniel Boone National Forest,		urel County, Ker	ntucky					
7. NAME AND ADDRESS OF AE CONTRACTOR		8. NAME, ADDRES	S AND PHONE NUMBER O	F DESIGN COTR				
A/E		<name> FHWA/EFLHE 21400 Ridgeto Sterling, VA 2</name>	op Circle 0166					
AE CONTRACT DATA (Items 9c thru 9f are no TYPE OF WORK (Design, study, etc.)	t applicable during construc	b. TYPE OF CONTRAC		ICT.) LIVERY/INDEFINITE QUANTITY (IDNO				
Produce PS&E package for Cold H	ill Road	FIRM FIXED-PRICE COST-REIMBURSEI	X TASK ORDER	X TASK ORDER UNDER IDIQ				
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\$ 240,966.00	NO. AMO	DUNT 0,00	\$ 240,966.00					
d. CONTRACT OR TASK ORDER AWARD DATE 05/22/2003	e. NEGOTIATED CONTRAC COMPLETION DATE (Inc.	T OR TASK ORDER dude extensions)	COMPLETION DATE	f. ACTUAL CONTRACT OR TASK ORDER COMPLETION DATE 07/16/2004				
10. CONSTRUCTION CONTRACT DATA								
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<name>, Highway Engineer</name>		<name>, Cor</name>	ntracting Officer					
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15. REMARKS	Į	1						
FLHD FORM (JUN 2001)								

Exhibit 5.3-A PERFORMANCE EVALUATION OF A/E

(Continued)

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