



INTERNATIONAL BOUNDARY & WATER COMMISSION
CM CLOSEOUT LIST

Project: _____ Task Order Number: _____

Contractor: _____ Contract Number: _____

The list below represents common items required prior to final acceptance of an USIBWC construction management task order. Review SOW Deliverables section for full Contract requirements.

CLOSEOUT ITEM	DATE TO IBWC	DATE IBWC ACCEPTED
Agenda and minutes of each meeting		
Monthly update reports		
Signed copies of all submittal reviews		
CM's consolidated list of all submittals per applicable Contract specifications		
Copy of CM's final submittal register		
All reviews of the project schedule (base and monthly)		
Copy of CM's final RFI log		
Signed copies of all RFI reviews		
Copies of all reviews, technical analysis, and other items related to REAs, claims, and construction Contract modifications		
QA plan		
Log of construction progress of pay items		
Log of all noncompliance work/deficiencies		
Log of all QC activities		
Signed copy of all CI Daily Inspection Reports (reports shall include any items originally included with the daily report), IBWC Form 145A		
Signed copy of all FEM Daily Inspection Reports (reports shall include any items originally included with the daily report), IBWC Form 203		
Copy of final construction deficiency and punch list (IBWC Form 150)		
All monthly pay estimate reviews (IBWC Form 242)		
Written review of record drawings provided by Construction Contractor to ensure that all changes were thoroughly documented		
Copies of all project related correspondence between the Construction Contractor and the COR, between the CM Contractor and COR, between the CM Contractor and the Construction Contractor, and any other project related correspondence received by the CM Contractor		
All construction photos with applicable captions (IBWC Form 148)		
Letters from the CI and FEM certifying that construction was completed in accordance with the Contract requirements		
Letter from CM as well as a summary/log of all Construction Contractor provided QC data certifying that testing meets or exceeds Contract requirements		
Letter(s) certifying review and completeness of all construction survey data, quality control data, submittals, and record drawings.		
Written recommendation for final acceptance that based upon your inspection and construction management, that the project was constructed per Contract specifications and required environmental laws/regulations		
Turn in copies of all USIBWC keys		
Contractor's Release of Claims, IBWC Form 243		
Contractor has certified to the CO that all data marked SBU, whether provided by USIBWC or created under this Contract, has been destroyed		



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INSTRUCTIONS

This form may be used by either the CM Contractor or USIBWC to document receipt and review of closeout items.

Please note that the **Contract Number** required in the header is the base Contract number under which the Task Order was issued.

This form is provided as guidance and to help keep track of items submitted as part of closing out your Task Order. Items on this list may or may not apply to your specific Task Order. Refer to your Scope of Work (SOW) "Deliverables" section for specific closeout requirements.

Unlike other USIBWC forms, this form works best when it is left as a pdf fillable form. It can then be updated as items are completed for Task Order closeout. Each time it is updated, resend it to the COR.

If the form is updated by hand, each update is required to be rescanned to pdf from the original document. Do not print out a scanned copy, hand update, and then rescan. Only update your original copy and keep rescanning it as updates are added.

Place "N/A" instead of a date for any items that do not apply to your Task Order.



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Project: **Make Believe Levee Project** Task Order Number: **191BWC99F9999**
Contractor: **Far Out Management, Inc.** Contract Number: **191BWC99D9999**

The list below represents common items required prior to final acceptance of an USIBWC construction management task order. Review SOW Deliverables section for full Contract requirements.

CLOSEOUT ITEM	DATE TO IBWC	DATE IBWC ACCEPTED
Agenda and minutes of each meeting	1/24/2023	2/4/2023
Monthly update reports	1/24/2023	2/4/2023
Signed copies of all submittal reviews	1/24/2023	2/4/2023
CM's consolidated list of all submittals per applicable Contract specifications	1/24/2023	2/4/2023
Copy of CM's final submittal register	1/24/2023	2/4/2023
All reviews of the project schedule (base and monthly)	1/24/2023	2/4/2023
Copy of CM's final RFI log	1/24/2023	2/4/2023
Signed copies of all RFI reviews	1/24/2023	2/4/2023
Copies of all reviews, technical analysis, and other items related to REAs, claims, and construction Contract modifications	2/6/2023	
QA plan	1/24/2023	
Log of construction progress of pay items	1/24/2023	2/4/2023
Log of all noncompliance work/deficiencies	2/6/2023	
Log of all QC activities	2/5/2023	
Signed copy of all CI Daily Inspection Reports (reports shall include any items originally included with the daily report), IBWC Form 145A	1/24/2023	
Signed copy of all FEM Daily Inspection Reports (reports shall include any items originally included with the daily report), IBWC Form 203	1/24/2023	2/4/2023
Copy of final construction deficiency and punch list (IBWC Form 150)	2/6/2023	
All monthly pay estimate reviews (IBWC Form 242)	1/24/2023	
Written review of record drawings provided by Construction Contractor to ensure that all changes were thoroughly documented		
Copies of all project related correspondence between the Construction Contractor and the COR, between the CM Contractor and COR, between the CM Contractor and the Construction Contractor, and any other project related correspondence received by the CM Contractor		
All construction photos with applicable captions (IBWC Form 148)	1/24/2023	
Letters from the CI and FEM certifying that construction was completed in accordance with the Contract requirements		
Letter from CM as well as a summary/log of all Construction Contractor provided QC data certifying that testing meets or exceeds Contract requirements		
Letter(s) certifying review and completeness of all construction survey data, quality control data, submittals, and record drawings.		
Written recommendation for final acceptance that based upon your inspection and construction management, that the project was constructed per Contract specifications and required environmental laws/regulations		
Turn in copies of all USIBWC keys		
Contractor's Release of Claims, IBWC Form 243		
Contractor has certified to the CO that all data marked SBU, whether provided by USIBWC or created under this Contract, has been destroyed	N/A	N/A