



SCOPING CLOSE-OUT CHECKLIST

(Insert or attach additional information if it helps clarify the request)

Project Name:	
Project Number:	
Project Manager:	Date:
Project Manager Signature:	

Project Managers:	
<input type="checkbox"/>	Scope of work as identified in Project Work Plan has been successfully completed.
<input type="checkbox"/>	Recommended Alternative approved on _____ (date)
<input type="checkbox"/>	A detailed scope report of the approved Recommended Alternative has been prepared, a copy is on file and a copy is attached. The final scope report has been sealed and signed.
<input type="checkbox"/>	Work Assignment or Contract has been invoiced in full and COP received.
<input type="checkbox"/>	Complete and submit Consultant Evaluation form to contract staff, as necessary.
<input type="checkbox"/>	Project filing is complete. Working files deleted and record documents migrated to On-Base.
<input type="checkbox"/>	Submit request to Planning Branch to analyze Scoping Document for a Project Rating Score.
<input type="checkbox"/>	Closeout/Lessons learned meeting held on _____ (date). Lessons learned and remaining project issues discussed by Project Team.
The Following Lessons Were Learned:	

Survey:	
<input type="checkbox"/>	All Survey requirements have been properly identified



<input type="checkbox"/>	Survey records are in scoping project file
The Following Survey Issues Remain to be Resolved:	

Utility:	
<input type="checkbox"/>	All Utilities in project footprint have been identified.
<input type="checkbox"/>	Approved Recommended Alternative dry-up impact properly identified. There is/is not a potential schedule impact due to canal dry-up schedules.
<input type="checkbox"/>	Approved Recommended Alternative prior rights impact properly identified.
<input type="checkbox"/>	Railroad crossing requirements properly identified in Approved Recommended Alternative.
<input type="checkbox"/>	Identification of utility relocation concepts and associated R/W and easement requirements.
<input type="checkbox"/>	Utility Relocation cost estimate has been reviewed.
The Following Utility Issues Remain to be Resolved:	

Right-of-Way:	
<input type="checkbox"/>	All Right-of-Way parcels and temporary easements have been properly identified.
<input type="checkbox"/>	State, federal and Indian Community land has been identified.
<input type="checkbox"/>	Estimated Right-of-Way cost has been determined and reviewed.
<input type="checkbox"/>	Right-of-way impact on partners identified



The Following Right-of-Way Issues Remain to be Resolved:

Environmental:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | All Environmental issues have been identified and next steps have been documented. |
| <input type="checkbox"/> | Required Environmental permits identified. |
| <input type="checkbox"/> | Environmental Mitigation cost estimate has been reviewed. |

The Following Environmental Permit and Mitigation Actions Have Been Identified:

Financial Services:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Scoping study financial partners payments have been received. |
|--------------------------|---|

IGA:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Scoping financial partners have been billed for their portion of Scoping costs. |
| <input type="checkbox"/> | Potential IGA partner(s) have been identified. |
| <input type="checkbox"/> | IGA partner(s) interest has been determined. |

The Following IGA Issues Remain to be Resolved:



**Maricopa County
Department of Transportation**

Construction:

Construction estimate has been reviewed is complete.

Constructability has been reviewed.

Materials:

Pavement recommendation conforms to design requirements.

Communications:

Summary of Public involvement and/or stakeholder issues documented.

Procurement:

All consultant contracts are closed and certificate of completion on file.

All consultant final payments have been made.

Other Comments:

PM Branch Manager:

Date:

Signature: