

**City of Albuquerque Construction Management
Planning Department
Submittal Requirements for Work Order Close Out**

Figure 33

CONTRACTOR ACKNOWLEDGEMENT

Project Number: Click here **Project Name:** Click here

Private Inspection Team

City of Albuquerque Inspection Team

Inspecting Consultant: Click here Inspector / phone: Click here
 Surveyor: Click here Const. Engineer / phone: Click here
 Laboratory: Click here
 SWPPP: Click here SWPPP Phone: Click here

Preconstruction Meeting

Date: Click here **Time:** Click here **Place:** Click here to enter text.

Acknowledged: _____ Click here to enter a date.

Contractor Representative Date

Contractor's Proposed Start Date: Click here to enter a date.

WORK ORDER CLOSE OUT SUBMITTAL REQUIREMENTS

Inspecting Consultant Engineer must provide the following items to the City of Albuquerque as part of the close out package. This will expedite the close out process. Inspecting Consultant Engineer must initial all items included in the submittal below, and if applicable, write N/A (Not Applicable) and provide a written explanation why item is not required.

Note #	Item ^A	Consultant Engineer Initials
1	Certificate of Substantial Compliance	
2	Infrastructure List or Project Description	
3	Contractor's Final Invoice(s) must reflect a zero balance	
4	Over/Underrun Sheet	
5	ABCWUA Acceptance Letter	
6	Material Submittals ^B	
7	Correspondence	
8	Material Test Reports ^C	
9	Pay Reduction for Non-Complying In-Place Material and Engineer's Recommendation Letter ^C	
10	Inspector/Engineer Daily Logs ^C	
11	Final Inspection and Punch List(s) ^C	
12	Private Infrastructure Certification Letter (e.g. private streets, private storm drains)	
13	As-Builts including Recorded Final Plat	
14	Construction Surveying Notes	
15	Centerline Monumentation	
16	Change Orders ^C	
17	Number of Street Lights	<i>Count</i>
18	COA Traffic Engineering or PNM Acceptance Letter for Street Lights	
19	Storm Inlets Uncovered and Not Blocked	

^A = SEE "NOTES DEFINED", PAGE THREE THROUGH FIVE FOR ADDITIONAL INFORMATION

^B = ALSO REQUIRED AT THE BEGINNING OF THE PROJECT

^C = REQUIRED THROUGHOUT THE PROJECT DURATION

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ACRONYMS

COA.....	City of Albuquerque
COA Std Specs	City of Albuquerque Standard Specifications for Public Works
DPM.....	COA Development Process Manual
DRC	COA Design Review Committee
ABCWUA.....	Albuquerque Bernalillo County Water Utility Authority
SWPPP.....	Storm Water Pollution Prevention Program

DEFINITIONS

City Agreement.....	City of Albuquerque contract between City and Developer/Subdivider.
City Construction Engineer.....	COA Construction Engineer, with the Construction Management Section/Development Review Services Division/ Planning Department.
City Inspector.....	COA Inspector, with the Construction Management Section/Development Review Services Division/ Planning Department.
Consultant	Inspecting Consultant Engineer of record as defined in the Agreement that will be performing construction inspection services.
Contractor	Contractor of record as defined in the construction papers work submitted with Agreement.
Design Engineer.....	Design Engineer that stamped the DRC approved Plans and specifications.
Developer.....	Developer of record as defined in the Agreement (usually a Procedure A).
Laboratory.....	Laboratory of record as defined in the Agreement that will be providing the quality control testing and sampling.
Maintenance Inspector	COA or ABCWUA Inspector representing their particular infrastructure to be maintained.
Subdivider.....	Subdivider of record as defined in the Agreement (usually a Procedure B).
Surveyor.....	Surveyor of record as defined in the Agreement

REFERENCES

City of Albuquerque Standard Specifications for Public Works, Update 8, most recent update.

Albuquerque, New Mexico, Development Process Manual, most recent update.

CONDITION

All items must be submitted by the Inspecting Consultant Engineer of record as a complete work order close out package. Missing items that lack an explanation will result in the package being rejected. The City of Albuquerque will review the package, and within two weeks notify the Consultant Engineer of any additional information that might be required or the approval thereof.

NOTES DEFINED

Note 1, Certificate of Substantial Compliance: A Certificate of Substantial Compliance must be completed by the Consultant and included in the work order close out submittal (DPM Chapter 5, Figure 27).

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Note 2, Infrastructure List or Project Description: Consultant must provide a description of all public infrastructure installed with the project. The project description must have the Consultants signature and be included in the work order close out submittal. An infrastructure list may be used in lieu of a written description, but it must be the most recent. Each item on the infrastructure list that was constructed with the project must be initialed and dated by the Consultant. For items not on the infrastructure list, a written description must be provided and have the Consultants signature.

Note 3, Contractor's Final Invoice(s): Contractor must provide a final invoice that is in the same format as the original contract with the work order close out submittal. The invoice must reflect the final as-built quantities, final as-built unit prices, and total as-built project cost. The invoice must reflect a zero balance with no retainage or amount due.

Note 4, Over/Underrun Sheet: Consultant must provide an over/underrun sheet that compares the original contract quantities, unit price, and total cost with the as-built quantities, unit price and total cost with the work order close out submittal. The format must be the same as the Design Engineer's estimate with the city item numbers and short description included. When quantities vary by more than 10% or contract pricing varies by more than \$5,000 from the original contract, the Consultant must supply an explanation.

Note 5, ABCWUA Acceptance Letter: Consultant must provide a copy of the Albuquerque Bernalillo County Water Utility Authority acceptance letter with the work order close out submittal.

Note 6, Material Submittals: Submittals for materials used during construction must be approved by the Consultant prior to being installed/purchased by the Contractor. As part of the work order close out submittal, the Consultant must supply a certification for the materials installed with the project. The certification of each item shall include but not limited to material type, manufacturer, size, etc... This may take the form of a list with the Consultants seal and stamp, copy of the product data sheet with the Consultants seal and stamp, or a copy of the COA approved product list with each item identified and Consultants seal and stamp, lumped by discipline (i.e. asphalt, concrete, sewer, water, etc...).

Note 7, Correspondence: Consultant, Developer, Surveyor, Laboratory, and Contractor must provide copies of all correspondence that transpired over the duration of the project with the work order close out submittal.

Note 8, Material Test Reports: Contractor is responsible for ensuring that material tests are performed in accordance with the latest COA Std Specs. The Consultant, as part of their inspection program, must review the Contractors testing program and test results. This is done to ensure that the frequency and test results meet or exceed minimum COA Std Specs. Material testing results can include, but not limited to the following: backfill compactions, asphalt properties and compaction results, soil properties, and concrete properties and compressive strength results. The Laboratory must provide material testing results during the course of the project to the City Construction Engineer, Contractor, and Consultant. Any non-complying results must be faxed within 24 hours to the City Construction Engineer, Contractor, and Consultant as defined in the COA Std Specs. The Consultant must provide a copy of all test reports with the work order close out submittal, lumped by discipline (i.e. asphalt, concrete, soil compaction, etc...). For non-complying results see Note 9.

Note 9, Pay Reduction for Non-Complying In-Place Material and Engineer's Recommendation Letter: The Laboratory must supply test results including pay reduction factor for all tests that do not fall within the 100% pay factor as per the COA Std Specs. Consultant must complete the pay factor calculation as per the COA Std Specs and write a letter of recommendation. The acceptance by the City Construction Engineer for the non-complying material must take place prior to the final paving inspection.

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Note 10, Inspector/Engineer Daily Logs: Daily logs must be for the duration of the project, i.e. from the Contractors proposed construction start date (defined in the “Contractor Acknowledgement”, top portion of page one) to when the final work order close out is submitted. Periods of no activity must also be noted. Daily logs must be provided to the City Inspector weekly until the final work order close out has been submitted. Consultant must provide a copy of all daily logs with the work order close out submittal. All logs should be signed and dated by the inspector performing the inspections.

Note 11, Final Inspection and Punch List(s): The final inspections may not be scheduled without the City Inspectors approval. Final inspection notices must be faxed or e-mailed by the Consultant to the inspection team one week prior to the meeting. The inspection team consists of but not limited to the City Inspector, City Construction Engineer, Consultant Engineer and Inspector, Maintenance Inspector, and the Contractor. For water and sewer final inspections contact ABCWUA regarding their requirements. At the storm drain, paving, parks, or traffic engineering final inspection, the Consultant must provide a copy of the red line as-builts and originals of any tests and video tapes that might have been generated. The Consultant must provide a punch list to the City Construction Engineer within three business days after each final inspection. The City Construction Engineer will review the list for completeness. The Consultant must work with the contractor to address all items on the approved punch list. Depending on the severity of the deficiencies, the City Construction Engineer may require another final inspection. The Consultant must certify that the punch list items were addressed for each particular inspection. This can be in the form of a letter regarding the punch list and certifying that all items were addressed, or simply a signature from the Consultant on the existing punch list with the date and statement regarding the punch list completion. A copy of the punch list(s) and completion certification must be with the work order close out submittal.

Note 12, Private Infrastructure Certification Letter (e.g. private streets, private storm drains): Consultant must provide a letter certifying that all private infrastructure listed on the infrastructure list was constructed in accordance with City of Albuquerque standard specifications and testing conformed to the requirements of the City of Albuquerque Std Specs. The letter must also state that the Consultant shall maintain all records and test results for the private infrastructure for five years.

Note 13, As-Builts: Consultant must provide as-built mylars as per COA DPM Chapter 27 with the work order close out submittal. Consultant must provide red line as-builts for the inspection team at each final inspection. Final plat must be included with mylar as-builts included in work order close out submittal (Preliminary plats are not acceptable).

Note 14, Construction Surveying Notes: Surveyor must provide a copy of all survey notes to the Consultant.

Note 15, Centerline Monumentation: Centerline Monumentation assurance letter must be submitted to the City Surveyor. Once the City Surveyor has verified the monumentation, a copy of the Centerline Monumentation acceptance letter will be provided internally.

Note 16, Change Orders: Minor modifications to the plans, recommended by the Consultant, may be approved in the field by the City Inspector or City Construction Engineer. Modifications to the plans, as recommended by the Consultant, which are more complex but not elaborate enough for a change order, shall be submitted to the City Inspector in writing with appropriate sealed and stamped drawings for approval by the City Construction Engineer. No work may occur on the revised design until all parties have signed the submitted change. The Consultant shall ensure that all modifications are accurately documented on the as-built drawings. More elaborate changes to the original plans will require a complete change order with a DRC review and collection of additional fees and possible modification to the Contractor’s bonds. It is the responsibility of the Consultant to ensure that any recommended changes meet the original design intent and all other applicable standards.

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Note 17, Number of Street Lights: The number of Street Lights must be indicated in the table provided as part of the close out certification (page one of this document).

Note 18, COA Traffic Engineering or PNM Acceptance Letter for Street Lights: COA or PNM Acceptance Letter for street lights: Consultant must provide an acceptance letter from the City of Albuquerque or PNM for all street lights installed with the work order close out submittal.

Note 19, Storm inlets uncovered and not blocked: The storm drain system must be fully operational. Items such as SWPPP measures cannot be located in the City of Albuquerque right of way or blocking the storm drain system without a current SO-19 permit approving such measures.