

## Chapter 5-2-41

# PUBLIC INFRASTRUCTURE IMPROVEMENTS

## INTRODUCTION, DEFINITIONS AND FUNDAMENTALS

~~Chapter 5 Section 2-41~~ outlines the procedures for design development, approval and construction of Infrastructure Improvements and City Capital Improvement projects. ~~The process is generalized to accommodate both Capital Improvement Projects (CIP) and Private Developer Projects. The City of Albuquerque defines the following terms and concepts as stated, and applies them uniformly throughout this portion of the development process manual.~~

~~In general, infrastructure required for a private development project within public right-of-way shall be shown in the DRC Plans. For Private Developer Projects, if an infrastructure list was generated at DRB, DRC Plans shall be generated to show construction of items on the approved infrastructure list. Various types of procedures involving an agreement between the Private Developer and the City include:~~

### DEFINITIONS

#### AMAFECA:

~~Albuquerque Metropolitan Arroyo Flood Control Authority, a political subdivision of the State of New Mexico established pursuant to Section 72-16-1 et seq. N.M.S.A., 1978.~~

#### CAPITAL IMPROVEMENT PROJECT (CIP):

~~A City funded public purpose capital improvements project undertaken to implement the City's adopted goals and objectives. The types of funds normally included in the capital improvement program of City projects are: General Obligation Bonds, Revenue Bonds, Urban Enhancement Fund monies, Tax Increment Fund monies, Community Action Grant monies, and assessment districts to which City funds from sources other than the preceding are supplied.~~

#### CONSULTING ENGINEER:-

~~A professional engineer registered in New Mexico. The engineer, engaged by the developer or the City, that designs the public infrastructure improvements referred to in these procedures. This engineer must be knowledgeable about City design criteria and standards and must ensure that the design complies with all requirements concerning platting. (See Volume II, Design Criteria.) For CIP projects involving improvements other than public infrastructure, the word Consultant can be substituted for Consulting Engineer.~~

#### DESIGN ENGINEER:

~~Engineer in the City Public Works Department who is assigned coordination and review of a project which is designed by a private consulting engineer.~~

#### DESIGN REVIEW COMMITTEE (DRC):-

**Comment [JJ1]:** All cross-references will be updated when the section goes back into layout so please ignore any references currently indicated by Xs.

**Comment [JJ2]:** The initial TOC update matrix calls for all definitions to be consolidated into one section.

One option the project team has discussed is creating a tooltip that allows important definitions to be appear by hovering over the word.

A committee of City employees representing the City Engineer, Construction Management, Hydrology, Parks, Water/Wastewater Development, City Architect, and Transportation Development; the Committee is chaired by the City Engineer's representative. The DRC meets regularly to review and approve design plans or relay combined staff concerns on unapproved final plans. The DRC also conducts Pre-Design conferences requested for new projects and in-house review meetings to consolidate comments for presentation to the Consulting Engineer.

**DEVELOPER:-**

Any individual, corporation, company, firm, partnership, joint venture, or other entity responsible for land platting and/or construction or placement of any infrastructure within the boundaries of the City. The developer is usually the property owner and also is referred to as the "Subdivider". If the property owner has engaged a representative to act as his agent, the agent must possess a legally binding agreement with the property owner in order to act in the property owner's behalf with regard to the development of the project.

**DEVELOPMENT REVIEW BOARD (DRB):-**

An administrative board, consisting of five members representing major City agencies, which meets for the purpose of subdivision review and approval.

**INFRASTRUCTURE IMPROVEMENTS:-**

Streets; sidewalks; sanitary sewer and water system facilities; drainage and flood control facilities; street lighting; traffic signals; bus bays and bus shelters; and other improvements used by the public or used in common by owners of lots within a subdivision that conform to adopted City design standards.

**LONG RANGE MAJOR STREET PLAN (LRMSP):-**

Essentially an overlay map of the Albuquerque urban area depicting the long range plan for major street systems as adopted by the Middle Rio Grande Council of Governments, Urban Transportation Planning Policy Board. It is the guiding document in the selection of major street location and character. Since it is periodically updated, only current copies should be used.

**MASTER PLAN DRAINAGE AND/OR FLOOD CONTROL FACILITY:-**

Any drainage, flood control or erosion control facility recommended in the adopted Albuquerque Master Drainage Plan (Resolution 63-1981), amendments thereto, or any voter approved, general obligation bond financed facility, or any Council approved revenue financed facilities.

**MASTER PLAN SANITARY SEWER LINE:-**

A sanitary sewer line in conformance with the current Area Wide Wastewater and Treatment Facilities Plan which is available at the City's Public Works Department.

**MASTER PLAN WATER LINE:-**

A water line in conformance with the current Master Plan of Water Supply for City of Albuquerque, New Mexico and Environs, which is available at the City's Public Works Department.

### MASTER SCHEDULER/DRC COORDINATOR:-

An individual within the Public Works/City Engineering Division, Project Review Section's staff whose primary responsibility it is to receive, log, and route engineering drawings for review and approval. This individual maintains the current project status report log book.

### METHODS OF CONSTRUCTION:-

—Following are established procedures for construction of Public Infrastructure Improvements. City policy requires City approved plans and estimate payment of prescribed engineering permit fees to the City, inspection and certification of the work by a New Mexico Registered Professional Engineer, and completion of the work to the City's satisfaction.

#### —Capital Improvements Program (CIP):-

—The CIP process involves City funding of construction work to be owned and maintained by the City. The detailed process for these projects is outlined in a separate document, titled CIP Manual. Although specifically governed by that manual and any related agreement for professional services, such projects will normally follow a review and approval process through the DRC, similar to processes outlined in Chapter 5. Special CIP Projects occasionally are created which involve joint City and private funding, usually by Procedure "C" process. Appropriate processing for special projects will be defined at time of project creation.

#### —Procedure "A":

A procedure by which a developer constructs ~~required~~ public infrastructure improvements by a City-approved contractor of the developer's own choice, ~~when required right of way and/or easements already exist and infrastructure is not being required~~ as part of a site plan or platting action.

#### —Procedure "A" (Village or County):

~~A procedure by which a developer constructs required public infrastructure improvements by a City approved contractor of the developer's own choice, when tying into City owned Utilities that have been extended into the Village of Los Ranchos or Bernalillo County.~~

Comment [JJ3]: Process is obsolete.

#### Procedure "B":

A procedure by which a ~~subdivider-developer~~ constructs required public and/or private infrastructure improvements shown on an infrastructure list by a City-approved contractor of the ~~subdivider's-developer's~~ choice; improvements are required as a result of a site plan or platting action which requires either financial guarantee or construction prior to platting or site plan approval.

#### —Procedure "B" (Modified):

~~A procedure by which a subdivider-developer constructs required public and/or private infrastructure improvements shown on an infrastructure list by a City approved contractor of the subdivider's-developer's choice; improvements are required as a result of a site plan or platting action, but approval of such platting or site plan has previously been granted.~~

**Procedure "B" (Modified / Non Work Order):-**

~~A procedure by which a subdivider/developer constructs required public sidewalks or private infrastructure improvements by a contractor of the subdivider's/developer's choice; improvements are required as a result of a site plan or platting action.~~

**Procedure "C":**

A procedure by which the City constructs public infrastructure improvements ~~by use of a current Public Works Contract~~; these improvements may be wholly funded by the developer(s). Contract administration is by the City. Private funds must be received prior to contracting the work.

**Procedure "C" (Modified):**

A procedure by which the City constructs public infrastructure improvements ~~by use of a current Public Works Contract~~; these improvements may be only partially funded by developer(s). These include deferred items (contributions for sidewalks, traffic signals, intersection improvements, etc.), 50/50 contributions and no adjustments are made after the construction. Contract administration is by the City. Private funds must be received prior to contracting the work.

**Comment [JJ4]:** Language moved into sidebar

~~**Special Assessment District (SAD):**~~

~~Developer requests the City Engineer to place the public infrastructure improvements in a special assessment district. Although the possibility exists for the developer to use this method, it is not normally associated with timely subdivision development. This method is strictly governed by State law and requires City Council approval at various stages of design and construction. Prior consultation with the City Engineer, SAD Engineer, and approval by the Mayor is required to use this method. This chapter includes no additional information concerning special assessment districts. Refer to Council Bill F/S R-134 Enactment No. 208-1984 for additional information.~~

~~**Permit Process:**~~

~~A separate construction process where the Sidewalk Ordinance allows construction of curb & gutter, valley gutter, sidewalk and drivepads under the inspection and supervision of the Street Maintenance Division of the Public Works Department.~~

~~**Public Works Contract:-**~~

~~A City contract to construct public infrastructure improvements. These contracts are advertised on a periodic basis (approximately each quarter year) to construct specified Bid Lots or projects requested by City agencies and/or private developers. May involve joint City and private funding.~~

~~**MRGCD:-**~~

~~Middle Rio Grande Conservancy District.~~

~~**PROJECT ADMINISTRATOR:-**~~

~~Individual within the Public Works/Engineering Division/Project Review Section's staff responsible for review and processing of various documents for approval for Subdivision Improvements Agreements, Municipal Liens, Financial Guaranties, Drainage Covenants, Drainage Agreements, Easements, Work Orders, and Releases of Agreements, Municipal Liens, and Financial Guaranties. This individual maintains the current data base program for the above referenced items~~

**PRO RATA CHARGES:-**

~~That portion of the installation cost for sanitary sewer and water lines constructed by third parties which is due from those who later connect to these lines.~~

**SUBDIVIDER:-**

~~Any individual, corporation or other legal entity causing or proposing the subdivision of a tract of land, resulting in infrastructure construction being required in accordance with the Development Review Board findings. Also see definition of "Developer".~~

**WORK ORDER (W.O):-**

~~Title given to project documentation bearing the City Engineer's authorization to construct infrastructure improvements. Specific requirements/documentation are identified under, "Procedure: Work Order", of this chapter.~~

**FUNDAMENTALS**

Features of approved designs must address requirements established by the Development Review Board (DRB).

Designs must be reviewed and approved by the City Engineer and staff of other City offices concerned with infrastructure and Capital Improvements Projects. Approval of the design is obtained from the DRC; appeal to the City Engineer; appeal to appropriate Group Directors; appeal to Chief Administrative Officer.

The City will not accept maintenance responsibility unless all construction is warranted in accordance with the Subdivision Ordinance requirements and the City of Albuquerque Standard Specifications for Public Works Construction, (Standard Specifications) current edition.

~~Master plan water and sewer lines are usually constructed by the City's Public Works Contract with joint funding by developer(s). The City may permit master plan lines to be installed by the developer's contractor, provided no City funds are available. Refer to Council Bill No. R-390; Enactment No. 20-1984.~~

~~**PARTIAL ACCEPTANCE** :- City acceptance of portions of public infrastructure is possible providing the partial system for the portion, (i.e., water, sanitary sewer, storm sewer, drainage and paving) is capable of functioning adequately to meet City operational and maintenance standards. Capital Improvements Projects will follow contract requirements in regards to partial acceptance.~~

~~**FINAL ACCEPTANCE**: City's Final acceptance by the City of a completed project requires completed construction in accordance with approved plans and specifications along with any~~

**Comment [WJ5]:** For the greater DPM procedures, there should be an appeal process to technical review committee.

Reads awkwardly, consider putting in a flowchart

**Comment [WJ6]:** Kris asked to delete this.

**Comment [DPS7]:** Talk to Kris Cadena about revisions of this paragraph

WUA to comment

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approved revisions. It also requires submittal of acceptable, reproducible, As-Built drawings of the work (see Section X, Procedure: Work Orders, step 10 7 through 12), and payment of all outstanding fees and permits. All necessary easements, covenants and licenses must also be completed prior to acceptance. Capital Improvement Projects will follow contract requirements in regards to final acceptance.

**GOVERNING REGULATIONS:**

Plans for infrastructure improvements must be prepared according to the ordinances and policies listed in the Infrastructure Improvements Governing Regulations Summary, found on the City of Albuquerque website. Also follow include policies from other applicable government agencies including, but not limited to, AMAFCA, EPA, OSHA, and AASHTO, as applicable. The following is a summary of City regulations and ordinances pertaining to work covered within Chapter 5 Section 2-1.

Regulation	Content
<u>Flood Hazard Ordinance</u>	Article 7-3 R.O.A. 1994).
<u>Drainage Ordinance</u>	Article 7-3 R.O.A. 1994).
<u>Integrated Development Ordinance</u>	
<u>Subdivision Ordinance</u>	Article 7-16 R.O.A. 1994
<u>Uniform Administrative Code and Technical Codes</u>	Article 7-19 R.O.A. 1994
<u>Sidewalk Ordinance</u>	Article 8-6 R.O.A. 1994
<u>Street Excavation Ordinance</u>	Article 8-7 R.O.A. 1994
<u>Future Street Lines Ordinance</u>	Article 8-8 R.O.A. 1994
<u>Curb Cuts Ordinance</u>	Article 8-13 R.O.A. 1994
<u>Water Waste Ordinance</u>	Article 8-16 R.O.A. 1994
<u>Traffic Code</u>	<u>Chapter 8, Articles 1-6, Code of Ordinances</u>
<u>Development Process Manual</u>	<u>Technical Standards</u>
<u>Current City of Albuquerque Standard Specifications for Public Works Construction and Standard Details</u>	<u>Standard Specifications</u>
<b><u>CAUTIONARY NOTE: Forms are updated periodically and user is cautioned to confirm the most recent revisions. Please call Project Administrator Contract Specialist at 924-3997.</u></b>	

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Comment [JJ9]: Hyperlink

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Comment [LTJ8]: Clarify this language

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Comment [WJ10]: •Water Authority Ordinances  
 •Complete Streets Ordinance  
 •Storm Drain  
 •Stormwater Quality  
 •MS4  
 Check if there are others that may need to be included, check in with Racquel and Curtis.

Comment [JJ11]: Racquel which article applies to this section?

- ~~— Flood Hazard Ordinance (Article 7-3 R.O.A. 1994)).~~
- ~~— Drainage Ordinance (Article 7-9 R.O.A. 1994)).~~
- ~~— Zoning Code (Article 7-14 R.O.A. 1994)).~~
- ~~— Subdivision Ordinance (Article 7-16 R.O.A. 1994)).~~
- ~~— Uniform Administrative Code and Technical Codes (Article 7-19 R.O.A. 1994)).~~
- ~~— Sidewalk Ordinance (Article 8-6 R.O.A. 1994)).~~
- ~~— Street Excavation Ordinance (Article 8-7 R.O.A. 1994)).~~
- ~~— Future Street Lines Ordinance (Article 8-8 R.O.A. 1994)).~~
- ~~— Curb Cuts Ordinance (Article 8-13 R.O.A. 1994)).~~
- ~~— Water Waste Ordinance (Article 8-16 R.O.A. 1994)).~~
- ~~— Development Process Manual, Volume 2, Design Criteria.~~
- ~~— Current City of Albuquerque Standard Specifications for Public Works Construction and Standard Details (Standard Specifications)~~

**CAUTIONARY NOTE:** ~~Forms are updated periodically and user is cautioned to confirm the most recent revisions. Please call Project Administrator/Contract Specialist at 924-3997.~~

**PRE-DESIGN PHASE (OPTIONAL)**

For complex development projects, ~~it is recommended to consider beginning this phase should begin after the~~ Development Review Board review of the Sketch Plat and submittal of the Conceptual Grading and Drainage Plan. (See Chapter 2, Subdivision and Chapter 17, Drainage.) ~~For less complicated development projects, the pre-design phase is optional, and the DRC process may begin after DRB approval of Preliminary Plat or Site Development Plan approval.~~ Capital Improvements Projects shall be governed by contractual agreements. ~~For less complicated projects, the pre-design phase is optional, and the process may begin after DRB approval of Preliminary Plat or Site Development Plan approval. A Pre-Design Conference is mandatory for any special project which proposes new or unusual design concepts.~~

**Comment [VMJ12]:** What defines a complex project?  
Consider rewording this section so that reads more as an optional process, either/or.

**Comment [JJ13]:** Phase Titles / Information will live in sidebar

**1) INFRASTRUCTURE DESIGN DEVELOPMENT PROCEDURE**

~~Prior to making a submittal to the DRC, the applicant shall coordinate with the DRC Chair to determine -establish whether the work order requires a full work order, a mini-non-SIA non-IIA work order, or an ABCWUA Water Authority WUA mini work order. A full work order shall be needed for any substantial work within City right-of-way. A City non-SIA non-IIA mini work order may be allowed for work within City right-of-way which involves very minimal impact to city-owned facilities, such as a few required utility connections on a major street from a new building facility.~~

Applicants can request special permission from the DRC Chair to submit a project through the ~~minion-SIA~~non-IA work order process. However, ~~a~~All projects that have associated infrastructure lists shall require review through the full work order process.

A project may be defined as a ~~for an ABC~~WUA Water Authority ~~WUA~~ mini work order if there are no water main or sewer line extensions involved in the project, and all that is required are utility connections to existing facilities within a street classified as either a major local or residential roadway. ~~....~~. A connection that would normally require a tapping permit can be included in the ~~WUA~~Water Authority mini work order process. In this case, the applicant shall coordinate with ~~ABCQUA~~WUA Water Authority directly and no formal DRC submittal shall be required.

~~—This procedure is for development, design, and approval of infrastructure improvement plans and Capital Improvements Projects. The process is generalized to accommodate both Capital Improvement Projects (CIP) and Private Developer projects.~~

a) Pre-Design Conference

- i) In ~~special~~ cases when a DRC applicant is unsure of infrastructure requirements or DRC process, the applicant may choose to request a Pre-Design Conference. A Pre-Design Conference allows the developer, ~~consulting engineer~~Consulting Engineer, DRC members, and other City staff to discuss detailed design requirements, the ~~consulting engineer~~Consulting Engineer's approach to implementing DRB infrastructure requirements and the subsequent design and review procedures.

~~ii) —To schedule a Pre-Design Conference, the applicant~~

~~iii) ii) —Submit~~submits all application materials indicated on the ~~AHBA-Developer Project Design Review Committee Submittal Requirement (Mini-Work Order Process)~~Full Work Order or City ~~MiniNon-SIA~~Non-IA -Work Order Process Checklist ~~Design Development and Work Order~~ to the ~~Master Scheduler~~DRC Coordinator, including:

(1) ~~— Check with Master Scheduler for schedule of DRC meetings and application deadlines. Submittals will be placed on the agenda and a DRC meeting will be held within six (6) to fourteen (14) working days depending upon project complexity and DRC workload.~~

(2) ~~Application Materials: (See Figure 1 Design Development and Work Order Checklist).~~

~~• The ~~e~~Completed ~~a~~Application for Design and Construction form, (Figure 4). The Developer should indicate on the application the acceptance option that is requested.~~

~~— Partial acceptance in which City acceptance of portions of public infrastructure is possible providing the partial system for the portion, (i.e., water, sanitary sewer, storm sewer, drainage and paving) is capable of functioning adequately to meet City operational and maintenance standards.~~

Comment [WJ14]: Jeanne to create new checklist.

Comment [WJ15]: Jeanne to create submittal materials for this.

~~Final acceptance by the City of a completed project requires completed construction in accordance with approved plans and specifications along with any approved revisions.~~

~~(3) Four (4) copies of DRB Summary (speed memos/minutes) and Sketch Plat (if available, a Preliminary Plat and DRB Findings [See Chapter 2, Subdivision] may be substituted).~~

~~(4) A copy of the City Hydrologist's Letter of Approval of the Conceptual Drainage and Grading Plan (See Chapter 22, Drainage Criteria).~~

~~(5) One (1) copy of the written statement of Water and Sewer Availability from the Utility Development Division.~~

~~\*If required by scope of project or level of approval/instruction sought.~~

~~Note: If a developer or designer does not have all required submittals available, the developer may still apply for a Pre-Design Conference with the DRC. However, the outcome of the conference will be a limited instruction, pending receipt by the DRC of the remaining required submittals. A second Pre-Design Conference may be conducted, if requested by the applicant or required by the DRC due to project scope.~~

**Comment [JJ16]:** Footnote this material under bullet number 1

~~iv) Outcome:~~

~~iii) Upon receiving the application, the Master Scheduler/DRC Coordinator shall:~~

~~(1) Review application material for completeness. If insufficient, developer is notified of additional requirements.~~

~~(2) Schedule the Pre-Design Conference for DRC meeting.~~

~~(2) Schedule the Pre-Design Conference for DRC meeting.~~

~~(3) Assigns the project number, unless previously assigned.~~

~~(4) Starts or updates a project file.~~

~~iv) Complete submittals will be placed on the agenda and a DRC meeting will be held within sixthree (63) to fourteen (14) working days depending upon project complexity, and DRC workload, and schedule availability.~~

~~v) The option for infrastructure acceptance partial or final~~

~~vi) Step 2: Pre-Design Conference~~

~~vii) The Pre-Design Conference allows the developer, consulting engineer, DRC members, and other City staff to discuss detailed design requirements, the consulting engineer's approach to implementing DRB infrastructure requirements, construction phasing for partial acceptance, and the subsequent design and review procedures.~~

~~viii) Partial Acceptance: When application for design and construction of public infrastructure improvements is made, the developer indicates on the application if partial acceptance of the proposed construction will be requested. Partial acceptance will be a topic for discussion at the Pre-Design Conference. Each subdivision for~~

which partial acceptance of improvements is requested will be examined at the Pre-Design Conference to determine what parts, if any, can function adequately without the remaining parts. These will be designated the "stand alone" parts. If no "stand alone" parts can be determined, then the infrastructure improvements cannot be partially accepted. If "stand alone" parts are identified, the developer may achieve partial acceptance of the infrastructure improvements for these parts by:

- (1) (a) ~~Dividing the entire subdivision into projects for each of the "stand alone" parts (each project will have its own separate work order), or~~
- (2) (b) ~~Assuring construction of required infrastructure in accordance with Section 6 of the Subdivision Ordinance.~~

~~ix) The option selected by the developer during the Pre-Design Conference will be made a part of the Pre-Design Conference minutes. The minutes will also indicate the requirement (prior to acceptance of "stand alone" parts by the City) that the developer or agent must provide to the City all data, such as As-Built drawings, valve cards, etc., necessary for the City's operation and maintenance of the improvements being accepted. Warranty will commence at the time a Certification of Completion and Acceptance is issued by the City. If bonding is used, written acceptance will not occur until the bond is obtained by the developer for the City's benefit.~~

~~x) Outcome:~~

~~• Meeting Minutes of the meeting are prepared that delineate the items discussed at the conference and agreements reached will be issued for the signature of the DRC Chairman. Meeting minutes shall include:~~

~~— The acceptance option selected by the developer during the Pre-Design Conference. (See page 5-11 under DRC Chairman);~~

~~— the requirement (prior to acceptance of "stand alone" parts by the City) that the developer or agent must provide to the City all data, such as As-Built drawings, valve cards, etc., necessary for the City's operation and maintenance of the improvements being accepted. Warranty will commence at the time a Certification of Completion and Acceptance is issued by the City. If bonding is used, written acceptance will not occur until the bond is obtained by the developer for the City's benefit.~~

## DESIGN AND REVIEW PHASE

b) ~~Step 3:~~ Design Development

~~i) The Consulting engineer/Consulting Engineer prepares plans according to guidelines of the Pre-Design Conference, incorporating any required materials into the infrastructure design.~~

~~ii) Construction Plans and Specifications must be prepared in accordance with current Standard Specifications unless otherwise approved by the DRC.~~

**Comment [JJ17]:** Phase Titles / Information will live in sidebar

—Format and content of plan sets shall ~~follow the be as outlined in DPM Volume 2, Chapter 27, Chapter 4, Drafting and Construction Plans Specifications outlined in Chapter X3 of this DPM.~~

iii)

e) ~~Step 4: Preliminary Design Review (30, 60 or 90% complete plans) by DRC and Other City Offices~~

c)

i) **Applicant shall determine plan completion percentage for preliminary submittal based on complexity of project. Choice to applicant is given in order to expedite review of smaller projects and allow a more thorough plan review of more complex projects.**

i) ~~The applicant —sSubmits all required material listed on the AHBA — Developer Projects Design Review Committee Submittal Requirements for Full Work Order or City MiniNon-SIA/Non-IIA-Work Order Design Development and Work Order Checklist to the Engineering Division/Project Review Section DRC for a preliminary design review. Completed submittals will be scheduled for a DRC meeting within six (6) to fourteen (14) working days depending upon project complexity and DRC work load. Required materials include<sup>3</sup>:~~

ii) ~~Required Materials: (See Figure 1, Design Development and Work Order Checklist)~~

iii) ~~Letter of Transmittal addressed to the DRC Chairman requesting design review and identifying the level of completeness/approval sought. Include a brief description of the scope of the design work and other points the consulting engineer considers important for review. Project number must be referenced in the letter.~~

iv) ~~A copy of the Pre-Design Conference minutes and any required submittals.~~

v) ~~A copy of the DRB Findings on the Preliminary Plat or Site Development Plan. (See Chapter 2, Subdivision)\*~~

vi) ~~Eight (8) copies of the DRB approved listing of required infrastructure improvements. (Figure 12, Exhibit A)\*~~

<sup>3</sup>\* ~~Required when project involves platting or a Site Development Plan approval.~~

~~Note: — Plans submitted at this stage are required to be 65% to 95% complete. Submittal of Grading and Drainage plan must be made to Hydrology Section at this time. Revisions made by committee members should address design concepts, technical approach etc., and not address inappropriate level issues. —~~

~~Projects that consist of minor, single function infrastructure improvements, do not need to be scheduled through the DRC meeting process if waived by the DRC Chairman. These projects can be submitted as final designs with the original mylars routed by the Master Scheduler to the various DRC members for approval signatures~~

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Comment [EF 7.1118]: Do we want to specify what preliminary means? (30/60/90)?

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Comment [LTJ19]: Add language that design reviews should be based on the complexity of the project.

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Comment [DRC20]: Hyperlink

Comment [EF 7.1121]: DRC?

vii) ~~One (1) copy of Design Deposit Fee Calculation Sheet (See Figure 5) and appropriate engineering fee. Deposit is approximately one quarter of total engineering fees.~~

viii) ~~Eight (8) sets of plans, prepared according to standards identified in Chapter 27, Drafting and Construction Plans. Project number must appear on each sheet. If the plans are being submitted for final review, prints must bear the seal of the engineer who prepared them. Architectural projects may require fewer plan sets.~~

ix) ~~Two (2) additional sets of plans are required if the project includes or affects parks or landscaping.~~

x) ~~Fire Marshall approval of Fire Hydrant location (as necessary).~~

~~Three (3) sets of Arterial Pavement design calculations and/or analysis.~~

~~xi)ii)~~

**Comment [DRC22]:** Deleted per discussion with DRC staff whom felt listing the appropriate checklist was enough.

~~\* Required when project involves platting or a Site Development Plan approval.~~

~~Note: — Plans submitted at this stage are required to be 65% to 95% complete. Submittal of Grading and Drainage plan must be made to Hydrology Section at this time. Revisions made by committee members should address design concepts, technical approach etc., and not address inappropriate level issues.~~

xii) ~~Projects that consist of minor, single function infrastructure improvements, do not need to be scheduled through the DRC meeting process if waived by the DRC Chairman. These projects can be submitted as final designs with the original mylars routed by the Master Scheduler/DRC Coordinator to the various DRC members for approval signatures.~~

xiii) ~~Outcome:~~

xiv) ~~Upon receiving the application, the Master Scheduler/DRC Coordinator shall:~~

~~iii) —~~

~~(1) Checks for the completeness of submittal and notifies applicant of any missing items; holds until submittal is complete or rejects submittal, if appropriate. (See Check List, Figure 1).~~

~~(1) —~~

~~(2) Updates project file.~~

~~(2) —~~

~~(3) Schedule as comment review meeting for DRC to present combined comments to the Consulting Engineer/Consulting Engineer.~~

~~(4) Distribute these plan sets, transmittal letter and other required material per the Notice of DRC Meeting form to appropriate City departments/offices for review.~~

~~(5) Notify the Consulting Engineer/Consulting Engineer of scheduled comment review meeting.~~

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xv) ~~The DRC Chairman shall:~~

iv) ~~\_\_\_\_\_~~

~~(4) Reviews plans for quality and content. If the submittal is unacceptable, areas of major concern are identified and the submittal is returned to the Consulting Engineer Consulting Engineer for correction.~~

~~(1)~~

~~(2) \_\_\_\_\_ Identifies items to be distributed with plans to the necessary various City Departments and government review agencies, noting and notes any special distribution (e.g., AMAFCA, Parks and Recreation, City Architect Traffic Operations, etc.). Also,~~

~~(3) Specifies review time based on complexity of project and current staff workload, a (minimum of five three (53) and typically a maximum of fourteen (14) working days between submittal and scheduled meeting).~~

~~\_\_\_\_\_ A DRC Comment Review Meeting shall be conducted as a forum to discuss the concerns submitted from the DRC members and the various review agencies. The DRC's comments will be documented briefly on the through meeting minutes, and any remaining concerns will be documented as mark ups on the plans.~~

~~xvi)v) Take notes and collects comments made by Committee members and distributes Meeting minutes shall then be distributed to all DRC members and the Consulting Engineer Consulting Engineer.~~

~~d) \_\_\_\_\_ Master Scheduler:~~

~~e) \_\_\_\_\_ Schedules comment review meeting for DRC to present combined comments to the Consulting Engineer.~~

~~f) \_\_\_\_\_ Distributes plan sets, transmittal letter and other required material to appropriate City offices for review. (See Figure 6 – Notice of DRC Meeting).~~

~~g) \_\_\_\_\_ Notifies consulting engineer of scheduled comment review meeting.~~

~~h) \_\_\_\_\_ DRC Chairman:~~

~~i) \_\_\_\_\_ Conducts the DRC Comment Review Meeting as forum for discussion of concerns regarding comments submitted from the DRC members.~~

~~j) \_\_\_\_\_ Takes notes and collects comments made by Committee members and distributes meeting minutes to all DRC members and Consulting Engineer.~~

~~k) Step 5: \_\_\_\_\_ Incorporation of Comments and Preparation of Final Plans and Estimate Sheet Estimate Sheet of Infrastructure Improvements~~

~~d) \_\_\_\_\_~~

~~i) Following the Preliminary Design Review, \_\_\_\_\_ (The Consulting Engineer Consulting Engineer must either incorporate the City review comments into the proposed final plans or propose acceptable alternatives.~~

~~i) \_\_\_\_\_ The Consulting Engineer Consulting Engineer uses the Infrastructure Improvements Estimate Sheet for Infrastructure Improvements (Figure 7 – Estimate Sheet) to prepare an estimate of the quantities of materials for the project. The nomenclature used to describe the items of materials listed on the estimate sheet must conform to that in the current Standard Specifications where applicable. The~~

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Comment [JJ23]: Hyperlink figure 7

abbreviated description of the nomenclature must be used, as shown in the City Engineer's Estimated Unit Prices:

ii) ~~The estimate sheet~~Estimate Sheet of Infrastructure Improvements should indicate those items of construction to be built by separate permit, those that are private infrastructure, and deferred items. The estimate sheet must also include a cost estimate based on current City Engineer's Estimated Unit Prices. ~~(Available from City Engineer's Office).~~shall indicate incorporate all public infrastructure to be built as part of the plan set.

h) ~~Step 6: Review of Final Plans (90 to 100% complete plans) and Estimate Sheet~~Estimate Sheet of Infrastructure Improvements Review

i) ~~The Consulting Engineer~~Consulting Engineer submits the materials listed on the CIP Work Order Projects Design Review Committee Submittal Requirements for Full Work Order Design Development and Work Order Checklist Checklist or the City Non-SIA Non-IIA work order checklist to the ~~Master Scheduler~~DRC Coordinator. The complete package of required submittals must be received prior to being scheduled for a DRC meeting.

ii) Upon receiving the submittal, the DRC Coordinator shall verify its completeness. If complete, the submittal is reviewed with DRC Chair in order to schedule the DRC meeting. ~~Required materials include:~~  
Transmittal letter requesting City review of final plans and scheduling for DRC approval meeting.  
Final Estimate Sheet (Figure 7).  
Up to five (5) sets of prints of the plans as determined at previous DRC session  
City review comments or marked up plans.  
Written summary of how comments were addressed or why they were not and/or responses on the marked up plans initialed by the Design Engineer.  
One (1) additional set of plans is required to review if the project includes or affects parks or landscaping.

The complete package of required submittals must be received prior to being scheduled for a DRC meeting. Completed submittals will be scheduled for a DRC meeting within six (6) to fourteen (14) working days of receipt depending upon project complexity and DRC workload.

i) ~~The DRC Coordinator shall then schedule the DRC meeting~~—Submittal Materials:  
(See Figure 1, Design Development and Work Order Checklist)

ii) ~~• Transmittal letter requesting City review of final plans and scheduling for DRC approval meeting.~~

iii) ~~• Final Estimate Sheet (Figure 7).~~

iv) ~~• Up to five (5) sets of prints of the plans as determined at previous DRC session~~

v) ~~• City review comments or marked up plans.~~

vi) ~~• Written summary of how comments were addressed or why they were not and/or responses on the marked up plans initialed by the Design Engineer.~~

vii) ~~• One (1) additional set of plans is required to review if the project includes or affects parks or landscaping.~~

viii) ~~Outcome:~~

ix) ~~• Upon receiving the submitta~~

**Comment [VMJ24]:** Paper easements need to be addressed here.

**Comment [DRC25]:** Hyperlink

**Comment [VMJ26]:** Checklist requires figure 7 and 21.

**Comment [EF 7.1127]:** Eric added this checklist, verify with Jeanne.

**Comment [DRC28]:** Deleted per discussion with DRC staff whom felt listing the appropriate checklist was enough.

~~x) The Master Scheduler/DRC Coordinator shall:~~

~~xi) Verifies/verify its completeness of submittal (Figure 1, per the required materials list on the Design Development and Work Order Check List);~~

~~— If complete, the Reviews submittal is to be received/viewed with DRC Chairman to schedule for DRC meeting.~~

~~xii) Completed submittals will be scheduled for a DRC meeting within sixthree (63) to fourteen (14) working days of receipt of the completed submittal, depending upon project complexity and DRC workload.~~

~~iv) The DRC Coordinator shall schedule the DRC meeting. Post scheduling, The DRC Coordinator shall then schedule the DRC meeting. Post scheduling the DRC Coordinator shall:~~

~~(1) Distributes the plans, estimate, **construction plan review comments** and/or marked-up plans to the DRC members for review, with notice of scheduling for DRC.~~

~~(1)-~~

~~(2) Notify the consulting engineer/Consulting Engineer of scheduled DRC meeting with final plans.~~

~~(2)~~

~~(3) If applicable, Complete the Requests any outstanding pro-rata due for Determination of Outstanding Pro-Rate Charges for Water & Sanitary Sewer from Special Assessments, Department of Finance and Management, (Figure 8) the Water Authority/WUA Water Authority.~~

~~xiii) The DRC Chair shall:~~

~~(1) Reviews the estimate sheet/Estimate Sheet of Infrastructure Improvements for completeness and accuracy.~~

~~(2) Completes the Section 14 of Estimate Sheet/Estimate Sheet of Infrastructure Improvements for Infrastructure Improvements, Figure 7.~~

~~(3) Reviews final plans for compliance with review comments.~~

~~(4) Conducts the DRC meeting as a forum for discussion of final review comments.~~

~~(5) Takes notes and collects comments made by committee members. Comments should be made in written form, but are usually provided on marked up plans.~~

~~(4) Documents any remaining concerns and distribute meeting minutes to all DRC members and Consulting Engineer/Consulting Engineer.~~

~~vi) The DRC Chair, in coordination with user departments, shall verify that any necessary easements are recorded.~~

#### f) Establishment of Pro-Rata

(1) If the project included public water and/or sanitary sewer work and it has been determined that pro-rata will be generated, the subdivider may complete the Pro-

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Comment [DRC29]: Hyperlink to current figure 8

Comment [VMJ30]: Address the review of figure 7, 8, and 21

Comment [DRC31]: Hyperlink to current figure 7.

Rata Statement requesting establishment of pro-rata. The following process is initiated after the subdivider identifies the parcels to be assessed:

Comment [DRC32]: Hyperlink to current figure 21

- (a) The Administrative Assistant, Construction Management Division sends the project file, with final payment application that is applicable to the WUA Water Authority facilities.
  - (b) The WUA Water Authority Utility Development Section staff calculates the preliminary pro-rated value of improvements to adjacent parcels of land in accordance with the Public water and public sanitary sewer improvement only and the WUA Water Authority Water and Wastewater System Expansion Ordinance. (Final pro-rata will be determined by the contractor's final invoice.)
- ~~WUA approval of construction plans is contingent upon the WUA approved development agreement, payment of outstanding pro-rata, and executed availability statement and serviceability letter.~~

#### APPROVAL / SIGNATURE PHASE

~~m)g) Step 7: Incorporation of Comments and~~ Preparation of Plans and Estimate for Approval Signatures

- i) Water Authority approval of construction plans is contingent upon the Water Authority approved development agreement, payment of outstanding pro-rata, and executed availability statement and serviceability letter.
- ~~i) The Consulting Engineer Consulting Engineer shall :~~
- ii) ~~m) Makes the~~ necessary final corrections on document(s).
- iii) ~~Submits to the Master Scheduler DRC Coordinator original mylars of the Revised pPlans bearing Engineer's seal, signature, and date are to be submitted to the DRC Coordinator. The submittal shall i~~Include sets of prints if requested by the minutes of the ~~last~~ final DRC meeting.

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(iii) The Consulting Engineer uses the Estimate Sheet for Infrastructure Improvements to prepare an estimate of the quantities of materials for the project. The Estimate Sheet of Infrastructure Improvements shall incorporate all public infrastructure to be built as part of the plan set.

~~n)h) Step 8: Final Approval of Plans and Estimate~~

- ~~i) Upon receiving the revised sealed plans, the Master Scheduler DRC Coordinator :~~
- ~~ii) Verifies the~~ completeness of submittal.
- ii) ~~If a Signature Session was required per the DRC's meeting notes, the DRC Coordinator Either~~ schedules a DRC Signature Session meeting. Signature session occurs (Usually six-three (63) to fourteen (14) -working days between submittal and scheduled meeting as the workload permits.) If a Signature Meeting was not required the or routes the original mylars-plans are routed for DRC member's signatures.

~~The DRC meeting minutes from the previous meeting will state whether a Signature Session meeting is required or not. (Usually six (6) working days between submittal and scheduled meeting as the workload permits.)~~

~~iii) • The DRC Chairman:~~

~~iii) The DRC Chair —• Verifies that the corrections requested by DRC were incorporated, if applicable.~~

~~—(iv) The DRC Chair then reviews the Estimate Sheet of Infrastructure Improvements from the consulting engineer for completeness and accuracy and completes DRC's portion of the Estimate Sheet of Improvements including computation of any excavation and restoration fees.~~

~~iv) • If a Signature Session is required, the DRC Chair shall conducts the session. Conducts DRC Signature Session meeting if required.~~

~~v) • After all signatures are affixed, the Chair shall rReviews the design package for completeness and sign estimate sheet Estimate Sheet of Infrastructure Improvements and original mylars plans. after all other signatures are affixed. The signed plans and estimate sheet Estimate sSheet of Infrastructure Improvements are to be forwarded~~

~~vi)iv) —• Forwards signed plans and estimate sheet to the Master Scheduler DRC Coordinator.~~

~~vii)v) Note: The Approval is valid for a period of one (1) year, after which resubmittal and approval of any revisions is required prior to Work Order issuance.~~

## 2) **PROCEDURE: Construction Agreements**

(~~Subdivision Improvement~~ Infrastructure Improvement s-Agreement - ISIA)

This section, X.X, covers the required Agreement between the City and the developer relating to the process by which the construction of the infrastructure will be financed and completed. Procedures A, B, and C are defined at the beginning of this chapter in the adjacent sidebar and relate directly to standard city forms of agreement for accomplishing improvements.

"Procedure B" is used to construct infrastructure required by the DRB.

A developer using a "Procedure B" agreement for construction of improvements may also elect to have the City construct such improvements via a Public Works Contract DMD contract ("Procedure C"). This approach may require completion of both a "Procedure C" and a "Procedure B" agreement. However, since the developer can usually negotiate lower contract prices than the City receives in the public bid process used in "Procedure C", it is unlikely that many developers will find this alternative attractive.

Standard deferral forms, (Sidewalk Deferral Agreements) are available in this Chapter section on the City of Albuquerque website. The Sidewalk Deferral Agreement allows the developer to delay construction of sidewalks within a subdivision until lot development. Construction of deferred

**Comment [VMJ33]:** Add language that if the project is a PID it is identified on the application.

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sidewalks must be financially assured as provided in the Subdivision Ordinance. The process outlined for "Procedure B" in this section also applies to Sidewalk Deferral Agreements.

#### Alternative Method for Construction of Sidewalks

Summaries of steps for processing the various agreements follow. In accordance with City of Albuquerque Ordinance 14-14-5-12, the owner of a residential development may elect upon the approval of the City of the Engineer to choose the Alternative Method for Construction of Sidewalks. In such an event, the owner shall be responsible for construction of the sidewalks, and they shall also submit a nonrefundable payment to the City for 10% of the estimated construction cost of the sidewalks. The funds received would be placed in a separate Capital Implementation Program activity in the Street Maintenance Program. The form for the Alternative Sidewalk is provided through the COA website.

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#### Summaries of steps for processing the various Infrastructure Improvement Agreements Subdivision Improvements Agreements are as follows:-

When the approved DRB infrastructure list has required infrastructure within multiple governmental agency jurisdictions, each jurisdiction is responsible for their own agreements and financial guarantees. The City will execute an agreement and necessary financial guaranties only for those infrastructures identified as "City of Albuquerque".

##### a) Procedure A:

##### viii)j) Applicability

Procedure A applies to the —Private construction of public infrastructure on existing right-of-way or easements without subdivision taking place, or it may —or apply to Site Development Plan requirements with financial assurance requirements or required infrastructure.

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##### ix)ii) Procedure Submittal Requirements

This Section, 2-1.2-1.B, specifies the document and requirements needed to complete an agreement to Construct Public Improvements by a City Contract.

(+)The developer:

(1) —C completes the Agreement (Figure 11, Agreement to Construct Public Improvements):

Comment [DRC34]: Hyperlink to current figure 11.

- (a) leaving —The date is to be left blank as it—The date is filled in by the City on the date of final signature.
- (b) —The agreement shall Selects and—states who will inspect, survey and test the construction.
- (c) —The agreement is to be signed by the developer Signs agreement and has and the signature is to be notarized. If the developer is not the owner of the real estate, the developer must submit satisfactory evidence of authority to execute the infrastructure agreement and other related documents.

(2) The —Submits original of agreement shall be submitted to Project Administrator Contract Specialist DRC Department, along with Work Order

documents. The Work Order document process is outlined in ~~Figures 1, 2, 3, and~~ the Work Order procedures ~~Section 2-1.3~~.

~~(3) Outcome:~~

~~(4) Upon receiving the agreement, the Project Administrator Contract Specialist DRC Department:~~

~~(5) (3) Reviews its format and content of agreement. If acceptable, the agreements shall be forwarded to:~~

~~(a) Forwards to The DRC Chairman and City Engineer for review, approval and signature.~~

~~(b) (a) Forwards to City Legal for review and approval.~~

~~(c) (b) Forwards to The Director, Public Works Department City Engineer, for signature and notarization.~~

~~(6) (4) The Project Administrator Contract Specialist DRC Department records the document at the County Clerk's Office and:~~

~~Files files the original with the City Clerk.~~

~~(7) (5) Distributes Copies of Agreement are to be distributed to the City Project file, the Consultant, and the Developer as part of the Work Order documents (see later procedure Work Order procedure in Section 2-1.3).~~

~~(8) (6) The Signed Agreement shall becomes part of the Work Order document set.~~

⇒ b) Procedure B:

i) Applicability

~~Procedure B applies to Private~~ construction of required public and/or required private infrastructure (new subdivisions after June, 1983).

ii) Procedure

~~This Section, x.x, specifies the document and requirements needed to complete an agreement to Construct Public and/or private infrastructure required by the DRB. This is a procedure involving construction of infrastructure required by the DRB.~~ Because of the number of details to be addressed, initial submittal of an unsigned draft package for City Staff review and comment is recommended.

(1) Agreement Package

~~Submittal Requirements:~~

~~(a) The Developer:~~

~~(b) Completes the Agreement. (Figure 12. Agreement to Construct Public and/or Private Subdivision Infrastructure Improvements). The agreement is to be~~

~~(c) (a) s. Signed agreement and has the signature is to be notarized.~~

**Comment [LTJ35]:** Discussion on if Legal review / approval is needed. Planning will check with City Legal.

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**Comment [LTJ36]:** Change language to DRC rather than Contract Specialist

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~~(d)~~(b) ~~The~~ ~~—~~ ~~Submits~~ original of agreement, along with the DRB approved Infrastructure List is to be submitted to the Project Administrator Contract Specialist DRC Department.

~~(e)~~(c) ~~—~~ ~~Submits~~ ~~If a~~ financial guaranty is, if required, a to Project Administrator Contract Specialist ~~—~~ ~~Sample format for Irrevocable Letter of Credit (Figure 14), Escrow Letter (Figure 15), Subdivision Infrastructure Improvements Bond (Figure 16), Loan Reserve (Figure 17), Cashier's Check, and/or Municipal Lien (Figure 30) are to be submitted to the Project Administrator Contract Specialist DRC Department, included in this chapter (see Note below).~~

~~(d)~~ ~~—~~ ~~Note:~~ ~~—~~ The financial guaranty shall provide that the City may demand payment from the financial guaranty issuer, commencing on the date of the construction completion deadline, and extending for a period of not less than sixty (60) days thereafter.

~~(e)~~ The financial guaranty must be issued by:

~~(i)~~ ~~a)~~ A federally insured financial institution; or

~~(ii)~~ ~~b)~~ A surety licensed to do business in New Mexico; or

~~(iii)~~ ~~e)~~ A title company authorized to do business in New Mexico.

~~(f)~~ A financial guarantee amount is calculated as follows:

~~(i)~~ 125% of the City's estimated cost of uncompleted required infrastructure plus 10% of the City's estimated cost of the City's estimated cost of the completed work, including N.M. Gross Receipts tax, survey and inspection fees, and testing.

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~~(g)~~(g) ~~—~~ ~~Financial guaranty reductions will be allowed for construction projects in excess of \$150,000.00. Upon completion and Engineer's certification at one-third and two-thirds of the entire work associated with the original financial guaranty, a requested reduction of the financial guaranty may be permitted. All financial guaranty reductions shall be at the sole discretion of the City Engineer, Public Works Department. Each reduction will release 90% of the City's estimated cost of the completed and certified work required by the financial guaranty.~~

~~—~~ **Outcome:**

~~(g)~~ ~~—~~ ~~Upon receipt, the Project Administrator Contract Specialist DRC Department~~

~~(h)~~ ~~—~~ ~~Screens~~ agreement package shall be screened by the Project Administrator Contract Specialist DRC Department to verify that comments and required submittals have been incorporated. If acceptable, the package is forwarded to:

- (i) ~~Reviews final agreement package and forwards package to DRC Chairman and City Engineer for review, approval and signature.~~
- (ii)(i) ~~Forwards agreement package to City Legal Department for review and approval.~~
- (ii)(ii) ~~After Legal Department has reviewed and approved agreement, the agreement is to be forwards forwarded to the Director of the, Public Works Department DMD for signature and notarization.~~
- (i) ~~Records The original of agreement and Claim of Lien, if applicable, shall be recorded with the County Clerk and-~~
- (j)(i) ~~Files original of agreement and financial guaranty (if applicable) filed with the City Clerk.~~
- (k)(i) ~~Distributes Executed copies of agreement are distributed to the City project file, consultant, and the Developer. The City Engineer (Hydrology) is notified for sign-off of Site Development Plan and/or Final Plat.~~
- (k) ~~The Site Development Plan and/or Final plat approval will be withheld until the "Procedure B" agreement is completed AND either a suitable financial guaranty is received by the City OR the required improvements are completed and -accepted by the City.~~
- (l) ~~If final plat is approved and recorded prior to Work Order issuance, the Developer submits a mylar sepia print copy of the recorded plat sheet(s) to the DRC Chairman to be substituted for the Preliminary Plat Sheet in the construction drawing set. If construction is to be completed before the recording of the Plat, a copy of the approved Preliminary Plat shall remain in the construction plan set during construction.~~
- (m) ~~The Signed Agreement shall becomes a part of the Work Order document set.~~

(2) ~~Step 2:~~ Revisions to Plat, Plans, or Agreement

- (a) ~~After approval of construction plans and estimates, and after filing a Procedure "B" Agreement, a~~ Any significant revision to the Plat, Plat status, or the DRB Infrastructure Listing after approval of construction plans and estimates, and after filing a Procedure "B" Agreement, will require filing an Amendment. ~~This The Amendment~~ form documents the desire by the Developer and the City to have the provisions of the original Agreement apply to the identified revisions, and provides for any necessary adjustment to the financial guaranty.
- (b) Any such plat and/or plan revisions must be approved by the DRB and/or DRC as appropriate. Minor revisions to the approved infrastructure list may be made on the infrastructure list with the approval of the Developer, the DRC Chairman and the appropriate DRB member(s).
- (c) ~~Any proposed amendments to a filed Procedure "B" Agreement must be approved by the City Engineer and City, Legal Department and Public Works Director.~~ Depending upon the nature and impact of the revision, either an amendment ~~to the original agreement will be filed or a completely revised agreement may be filed to supersede the original agreement.~~

(d) When the Developer amends the Agreement to request Final Plat approval, when Final Plat approval was not previously requested, and a Work Order has been issued, the Financial Guarantee amount will be calculated as follows:

- (i) 125% of the City's estimated cost of uncompleted required infrastructure ~~plus 10% of the City's estimated cost of the completed work~~, including N.M. Gross Receipts tax, survey and inspection fees, and testing.

(3) ~~Step 3:—~~Extension of Time to Complete Required ~~Subdivision Improvement~~Infrastructure improvement agreements

(a) The City's Subdivision Ordinance and the text of the Standard Agreement to Construct ~~Subdivision Improvement~~Infrastructure improvements (~~Figures 11 & 12~~) provide that the required improvements shall be completed within two years of execution of the Agreement. Such period may be extended by the DRB. The conditions which indicate it is appropriate to extend the time of completion are as follows:

- (i) ~~1—~~When the Required Infrastructure cannot be constructed until completion of publicly-funded improvements necessary to permit construction of the required infrastructure.
- (ii) ~~2—~~When the required infrastructure will not be usable initially and existing interim improvements are adequate for short term needs.
- (iii) ~~3—~~When no other development is adversely affected by the continued deferral of public improvements.
- (iv) ~~4—~~When the street pattern and development are such that only minimal need exists for immediate construction of sidewalks, a sidewalk deferral may be granted by the DRB. This deferral may be granted for a period of up to four (4) years without an extension.

(b) The DRB shall not approve extensions unless it makes findings, based upon the evidence presented to it at a public meeting, that:

- (i) ~~1—~~The extension would not be injurious to the public safety, health or welfare, or to adjacent property, the neighborhood or the community; and
- (ii) ~~2—~~The extension will not conflict significantly with the goals and provisions of any City, County, or AMAFCA adopted plan or policy, the applicable zoning ordinance, or any other City Ordinances; and
- (iii) ~~3—~~The extension will not hinder future planning, public right-of-way acquisition, or the financing of construction of public infrastructure improvements.

**Procedures:**

(c) ~~A. Application—~~An application for ~~the an~~ extensions beyond ~~the original~~ two year ~~periods~~ must be filed at the Planning Division for review by the DRB.

~~B. Review—The DRB shall review the extension request and supplemental material submitted. The DRB may request comments from other City~~

~~departments, governmental agencies and franchised utilities as may be appropriate.~~

Comment [JJ37]: Language moved further down

### C. Hearing and Notice

~~(d) 1. Public Hearing~~—Decision upon a completed and filed application for extension approval, for all infrastructure other than temporarily deferred sidewalks, shall be rendered after a public hearing thereon, which public hearing shall be held not later than thirty (30) days after the City has received developer's completed application materials.

- (i) Requests for extensions involving temporarily deferred sidewalks only, will not require a public hearing. Decisions on a completed and filed application for such an extension may be rendered at the next regularly scheduled meeting of the DRB.

### ~~2. Public Notice~~

~~(d)(e) a. Publication~~—Public notice of the extension request shall be placed in a newspaper of general circulation in the City ~~by the Planning Director. The notice shall be published~~ at least fifteen (15) days before the date of the hearing. The notice shall indicate:

- (i) ~~(1)~~—The location of the site where the extension is being requested.  
(ii) ~~(2)~~—Where interested persons may examine the application for extension.  
(iii) ~~(3)~~—Where they may file comments.  
(iv) ~~(4)~~—The time and place of the public hearing.

~~(e)(f) b. Sign Posting~~—The posting of signs may be an additional requirement of the extension; signs will be required when the extension involves sidewalks and any streets on the Long Range Major Street Plan.

~~3. Temporarily Deferred Sidewalks~~ Requests for extensions involving temporarily deferred sidewalks only, will not require a public hearing. Decisions on a completed and filed application for such an extension may be rendered at the next regularly scheduled meeting of the DRB.

Comment [JJ38]: Moved to bullet e.i above

### ~~Outcome:~~

~~(g) a.~~ The DRB shall review the extension request and supplemental material submitted. The DRB may request comments from other City departments, governmental agencies and franchised utilities as may be appropriate.

~~(h)~~ After the public hearing, the DRB Chair ~~man~~ shall issues an official notice of the meeting action taken by the DRB.

### ~~Submittal Requirements:~~

~~(i) a.~~ If approved, the Developer submits to following materials to the Project Administrator ~~Contract Specialist~~ DRC Department:

- (i) ~~a.~~ The Extension Agreement, Procedure "B" (Figure 18).

- (ii) ~~—~~ The notice of DRB action.
- (iii) ~~—~~ The Extended Financial Guaranty.
- (iv) ~~—~~ The County Clerk Recording Fees.

**~~—Outcome:~~**

- (h) ~~—~~ Upon receipt of the extension packet, the ~~Project Administrator~~ Contract Specialist DRC Department shall :
  - (i) ~~—~~ ~~Reviews~~ the format and content of Extension Agreement. If acceptable, the package is forwarded to:
    - (i) ~~—~~ ~~Forwards to the DRC Chairman & City Engineer for review, approval and signature.~~
    - (ii)(i) ~~—~~ ~~Forwards to City Legal Department~~ for review and approval as to form.;
    - (iii)(ii) ~~—~~ ~~Forwards to The Director of, Public Works Department, City Engineer~~ for signature and notarization.
- (k) ~~—~~ ~~The Records~~ Extension Agreement shall be recorded with County Clerk and the financial guaranty filed with City Clerk.
- (k) ~~—~~ ~~Files original Extension Agreement and financial guaranty with City Clerk.~~
- (l) ~~—~~ ~~Distributes executed~~ Executed copies shall be distributed to Developer and project file(s).

~~p)c)~~ Procedure C:

i) Applicability

Procedure C applies to City construction of public infrastructure by a public works contract wholly or partially funded by the developer.

~~This procedure is in response to a developer's request to have the City contract for construction of the desired improvements. This process is also required if any City funds are used.~~

~~—Submittal Requirements:~~

ii) Procedure

~~—This Section, 2-1.2-3.B, specifies the requirements needed to complete an agreement to Construct Public Improvements by a City Contract. This procedure is in response to a developer's request to have the City contract for construction of the desired improvements. This process is also required if any City funds are used.~~

(1) Agreement

- (a) ~~The Developer should :~~
  - (a) ~~—~~ ~~Discusses~~ discuss the agreement (Figure 13, Agreement to Construct Public Improvements by City Contract) with the ~~Project Administrator~~ Contract Specialist DRC Department prior to its completion.
  - (b) ~~The Agreement shall be~~

**Comment [JJ39]:** Moved to bullet ii procedures below

- ~~(e)~~ —• ~~Completes agreement, as completed as discussed with the Project AdministratorContract SpecialistDRC Department. The completed agreement is to be signed by the developer and the~~
- ~~(b)~~ —• ~~Signs agreement and gets signature shall be notarized.~~
- ~~(c)~~ —• ~~The developer sSubmits the agreement and City-approved estimated amount of construction cost to the Project AdministratorContract SpecialistDRC Department.~~

**—Outcome:**

- ~~(f)~~ —• ~~Upon receipt, the Project AdministratorContract SpecialistDRC Department :~~
- ~~(d)~~ —• ~~Reviews reviews the format and content of agreement package. If acceptable, the package is ,forwards-forwarded to:~~
  - ~~(i)~~ ~~The DRC Chairman and City Engineer for review, approval and signature,.~~
  - ~~(ii)(i)~~ —• ~~Forwards agreement package to City Legal Department for review and approval; and-~~
  - ~~(iii)(ii)~~ —• ~~After Legal Department reviews and approves agreement package, the forwards to Director of, Public WorksCity Engineer Department, for signature and notarization.~~
- ~~(g)~~ —• ~~The extension Records the document agreement shall be recorded at the County Clerk's Office and the —.~~
- ~~(e)~~ —• ~~Files original Agreement-filed with the City Clerk.~~
- ~~(f)~~ —• ~~Distributes-Executed copies of agreement are to be distributed to City's project file, the City user department, Public Works Department/FinanceCity Engineer, consultant, and developer.~~
- ~~(g)~~ —• ~~The sSigned agreement shall becomes a part of the Work Order document set.~~

3) **PROCEDURE:**—Work Order(S)

This section, 2-1.3, covers the requirements for obtaining the City Engineer's authorization to construct infrastructure improvements and are required for the construction of all public infrastructure. Documentation bearing the City Engineer's authorization is required to construct infrastructure improvements.

a) Applicability

Work Orders bearing the City Engineer's authorization are required for the construction of all public infrastructure.

b) Procedures

This Section, 2-3.B, specifies the documentation and procedures required for the issuance of a work order.

**PRE-CONSTRUCTION PHASE FOR PRIVATE DEVELOPMENT PROJECTS**

During this phase, all arrangements required to complete the construction contract between the developer and the contractor, or City and contractor, are identified.

~~ii)j) Step 1: Contract Documentation~~

- (1) ~~The Developer shall c~~Complete the necessary documents and submit all materials listed on the ~~X Checklist~~ to the ~~Project DRC Administrator~~Contract SpecialistDRC Department. ~~Submittal materials include:~~

~~—Submittal Requirements:~~

~~—Developer Provides:~~

- ~~(a) • Completed agreement (Figure 11, 12, or 13) if not already approved (see pages 5-18 through 5-24).~~
- ~~(b) • Copy of construction contract with licensed contractor reflecting work detailed on approved plans and estimate.\*<sup>ii</sup>~~
- ~~(c) • Insurance certificate.\*~~
- ~~(d) • Performance/Warranty Bond (or equal) and Labor and Material Payment Bond (Figure 20).\*~~
- ~~(e) • Pro-rata statement, water and sanitary sewer only (Figure 21). Failure to request Pro-rata at this time shall result in a waiver to request Pro-rata at a later date.~~
- ~~(f) • Other items if applicable:
  - ~~(i) • Copy of necessary easements.~~
  - ~~(ii) • Copy of State Highway DepartmentNM Department of Transportation permits.~~
  - ~~(iii) • Copy of utility company encroachment permits.~~
  - ~~(iv) • AMAFCA or MRGCD approval and License Agreements.~~
  - ~~(v) • Approval of other entities or utilities as necessary for project scope.~~
  - ~~(vi) • Reproducible copy of recorded plat for plan set as required.~~~~

~~\*Not applicable to "Procedure C".~~

- ~~(g) — Outcome:~~
- ~~(h) • Upon receiving the contract documentation, the Project Contract SpecialistDRC Department DRC Administrator:~~
- ~~(i) • V~~er~~ifies that the scope of work on the contract is same as shown on City-DRC approved Estimate Sheet of Infrastructure Improvements estimate and plan set. If correct, the agreement package is forwarded to~~
- ~~(j) • Forwards Agreement package to City Legal Department for review and approval.~~
- ~~(a)~~
- ~~(b) • When documentation has been approved by the Legal Department, the Project DRC AdministratorContract SpecialistDRC Department prepares the Work Order Issuance Checklist Work Order package, and calculates amount of engineering fees due.~~

~~iii)ii) Step 2: Payment of Fees~~

**Comment [DRC 6.1240]:** Coordinate with Madeline to determine the name of this checklist.

**Comment [DRC 6.1241]:** Hyperlink to checklist.

**Comment [DRC 7.1142]:** This checklist doesn't currently exist and will need to be created. Coordinate creation with Madeline.

**Comment [JJ43]:** Replaced by cross-reference to appropriate spreadsheet.

**Comment [WJ44]:** Hyperlink

(1) ~~Engineering fees will be calculated based upon services provided by the City, per the approved agreement.~~

(2) ~~The Project DRC Administrator Contract Specialist DRC Department shall contact the developer and/or consultant to submit balance of engineering fees, recording fees, restoration, or excavation fees as applicable and to pay any outstanding WUA Water Authority pro-rata.~~

~~Engineering fees will be calculated based upon services provided by the City, per the approved agreement.~~

**~~Submittal Requirements:~~**

(3) ~~The Developer pays:~~

- (a) ~~Any outstanding pro-rata charges to DFM Special Assessments Office Water Authority WUA Water Authority, (Figure 8).~~
- (b) ~~The Developer pays required amount for engineering fees and recording fees, restoration, or excavation fees as applicable to the Planning Department City, as applicable.~~

**~~Outcome:~~**

(2) ~~When fees/funds are received and deposited, Project DRC Administrator Contract Specialist signs Estimate Sheet Estimate Sheet of Infrastructure Improvements (Figure 7) indicating that outside funds have been received.~~

iv) ~~iii) Step 3: Preparation of Work Order (Internal City Process No Developer Responsibility)~~

- (a) ~~The DRC Project Administrator DRC Chair :~~
- (b) ~~C confirms that all required easements and permits have been obtained and included with Work Order documents.~~

(e) (a)   
(b) ~~If accurate, the Project DRC Administrator Contract Specialist DRC Department:~~

- (i) ~~Signs the Estimate Sheet Estimate Sheet of Infrastructure Improvements (Figure 7) indicating indicating that fees have been received and that the contract documentation is complete and the project is ready for issuance of Work Order.~~

(ii) ~~Prepares Figure 22, the Work Order Issuance Checklist~~

(iii) ~~Forwards the material to the Master Scheduler DRC Coordinator.~~

(d) ~~Upon receipt, the Master Scheduler DRC Coordinator:~~

- (i) (ii) ~~Attaches Forwards the original plans and the Estimate Sheet of Infrastructure Infrastructure Improvements (Figure 7), and forwards to City Engineer for review and approval signature.~~

Comment [JJ45]: Removed duplicated below.

Comment [DRC46]: Coordinate with Madeline to determine which checklist to coordinate here

Comment [DRC47]: Hyperlink to current figure 7

~~(ii)(iii) —•—~~ Makes the required number of full size, ~~and~~ half-size copies of plans, physical and pdf copies of wWork oOrder package ~~per for~~ distribution ~~schedule, on Figure 23.~~

~~(iii) —•—~~ Makes any extra prints or mylar copies of copy plans that have been requested by developer or ~~consulting engineer~~ Consulting Engineer (to be billed directly to requester); ~~and.~~

~~(iv) —•—~~ Forwards plans and Work Order package to Chief Construction Engineer/City Engineer/ Construction Management Section with the Transmittal/Work Order Transmittal To Inspection Form (Figure 23).

~~(e)(c)~~ Upon receipt, the —•— Chief Construction Engineer/City Engineer/DRC: of the /Construction Management Section:

~~(i) —•—~~ Assigns a Construction Engineer, whom assigns a Construction Inspector, and

~~(ii) —•—~~ Assigns an inspector.

~~(iii)(ii) —•—~~ Notifies the contractor to pick up wWork oOrder package.

~~v)iv)~~ Step 4a: Contractor Obtains Permit(s) Attainment

~~(1) —•—~~ The contractor must obtain required sidewalk and excavation ordinance permits before release of the Work Order by the Construction Management Section.

#### **~~—~~Submittal Requirements:**

~~(2) —•—~~ The Contractor obtains all required permits as noted on the Work Order Issuance Checklist (Figure 22) and the Estimate Sheet/Estimate Sheet of Infrastructure Improvements of Infrastructure Improvements (Figure 7). All required permits must be acquired —•— Contractor signs all copies of the Estimate Sheet (Figure 7) shall be signed by the Contractor.

~~(1) —•—~~ The contractor must obtain required sidewalk and excavation ordinance permits before release of the Work Order by the Construction Management Section.

#### **~~—~~Outcome:**

~~(3)(2) —•—~~ Once the permits are obtained, the Construction Management Section/DRC Coordinator schedules a pre-construction meeting and distributes the wWork oOrder package.

~~v)y)~~ Step 4b and 4c: Surveying/Staking Arrangements and Preconstruction Conference

The following two (2) activities may be undertaken in the order the contractor chooses. Both must be accomplished prior to the construction phase.

~~(1) —•—~~ **Submittal Requirements:**

**Comment [DRC48]:** Hyperlink to current figure 23

**Comment [DRC49]:** Hyperlink to which checklist here?

**Comment [DRC50]:** Hyperlink to current figure 7

**Comment [DRC 6.1251]:** Reference approved material submittals here.

Check with Madeline about what materials are required for this.

**Comment [JJ52]:** Move language into the sidebar.

~~(a) If the City Surveyor is to do the work, two (2) working days notice shall be given. (If workload precludes response, the contractor may be directed to perform survey/staking work.) All work under Procedure C is normally performed by the City Surveyor.~~

~~(1) The DRC Administrator shall to call schedule a A Pre-Construction Conference is held to discuss the project schedule and any potential problems that may arise.~~

~~(b) The~~

~~(e) Consulting Engineer Consulting Engineer, the Contractor, the Chief Construction Engineer City Engineer, Surveyor, the Testing Lab, the Assigned Construction Engineer, and the Construction Inspector, and a WUA Water Authority representative are required to participate in the Pre-Construction Conference.~~

~~(a)~~

~~(d)(b) Other City Departments, the City Engineer, the Water Utility Authority WUA Water Authority, any other applicable government agencies, and private utilities representatives may participate as if appropriate.~~

~~(2) Potential problems, project construction schedule, etc. are discussed.~~

~~(3) Outcome:~~

~~(4)(2) Once the Pre-Construction Conference has occurred the construction phase may begin.~~

## CONSTRUCTION PHASE

~~vii) Step 5: Surveying/Staking~~

~~vi)~~

### Submittal Requirements:

~~(1) The Contractor requests the Survey/Staking work to be done by the party specified in the agreement. (Survey/Staking arrangements may be arranged prior to the pre-construction conference.)~~

~~— If the City Surveyor is to do the work, two (2) working days notice shall be given. (If workload precludes response, the contractor may be directed to perform survey/staking work.) All work under Procedure C is normally performed by the City Surveyor.~~

~~(1)(2) After Surveying / Staking is complete, the Surveyor submits the construction staking notes/cut sheets to the party responsible for inspection of the project, as identified in the agreement.~~

~~(2) Outcome:~~

~~(3) The Inspection Agency specified in the (per) agreement shall:~~

~~(4)(3) Reviews the construction staking notes/cut sheets for apparent compliance with the approved construction plans. This review is not intended to relieve the surveyor of his responsibility to properly lay out and stake the work shown on the plans.~~

**Comment [DRC 7.1153]:** Section needs to be restructured to deal with both the DMD and DRC processes

The procedure itself needs to be updated.

~~(5)~~(4) ~~Once the review is completed the Inspection Agency~~ ~~Notifies the contractor that the survey notes/cut sheets have been reviewed, and found acceptable, and that construction operations may proceed. If the inspection agency has not responded within 24 hours, the contractor may proceed at his own risk.~~

~~(a)~~ ~~If errors or deficiencies are found in the surveyor's submittal, the surveyor is notified by the Inspection Agency to make necessary corrections and the contractor is advised not to begin construction until necessary corrections are made.~~

~~(a)~~ ~~If found acceptable, the Contractor is notified that construction operations may proceed.~~

~~(b)~~ ~~If the inspection agency has not responded within 24 hours, the Contractor may proceed at his/her own risk.~~

~~(6)~~(5) ~~The Contractor shall commence work on any portion of the project only after the Surveyor's submittal for that portion is received and approved by the Inspection Agency.~~

~~viii~~(vii) ~~Step 6a:~~ Construction Activities

(1) The following are examples of construction activities, but they are not necessarily all inclusive. Technical construction and contract items and more detailed responsibilities are contained in the City's Standard Specifications and any other applicable governmental agency standards.

~~The Contractor Scheduling (by the contractor) includes:~~

~~trial water shut-offs through the Water Authority WUA Water Authority.~~

~~(a)~~

~~(b) Scheduling (by the contractor) the various inspections of completed work with the Inspector, and/ or submitting shop drawings and material samples to Construction Engineer for review and approval.~~

~~1. On projects inspected by the City, the City Inspector inspecting verifies the materials, workmanship and conformance to plans and specifications throughout the construction phase.~~

~~2. On projects inspected by a consulting engineer Consulting Engineer, the inspector Consulting Engineer Consulting Engineer will submit to the Construction Management Section all test results and daily inspection reports on a weekly basis.~~

~~(b) The Contractor:~~

~~(c) Scheduling trial water shut-offs through the Public Works Department.~~

~~(d) Schedules scheduling various inspections of completed work with inspector, and/ or.~~

**Comment [VMJ54]:** Define which inspector COA, WUA, County and private inspectors.

~~(e) • Submittings shop drawings and material samples to Chief Construction Engineer Construction Management Section for review and approval.~~

~~(f) • The Inspector inspecting:~~

~~(g) • Inspects materials, workmanship and conformance to plans and specifications throughout the construction phase.~~

~~(i) • On projects inspected by a consulting engineer, the inspector will submit to the Construction Management Section all test results and daily inspection reports on a weekly basis.~~

(2) • Once a set of plans have been approved for construction, anyone desiring additional prints may obtain them a pdf of the plans from the Maps and Records Section at established printing costs DRC. Drawings may only be checked out for printing by reproduction firms or others who are authorized by the City Engineer.

~~(3) • Plan revisions made by the Consulting Engineer Consulting Engineer require review/approval by City staff prior to their construction (see Step 6b Section X, Change Orders).~~

~~(3)~~

(4) • Field changes must be approved by the Chief Construction Engineer City Engineer, DRC, CSD, and/or the WUA Water Authority prior to their construction. The Chief Construction Engineer City Engineer, DRC, CSD, and/or the WUA Water Authority, in consultation with the developer and/or Consulting Engineer Consulting Engineer who prepared the plans, determines whether the change is of enough significance to require the completion of Section X, Change Orders Step 6b.

ix) viii) Step 6b: Plan Revisions During Construction – CHANGE ORDER(s) - Plan Revisions During Construction

–Due to the impact upon construction cost and final product, plan revisions made after Work Order issuance must be reviewed and approved by City staff, the Developer, ~~and~~ the Contractor, and representatives of other government agencies as applicable.

Comment [JJ55]: update reference

Comment [WJ56]: Eric to check in with CSD to ensure that this process works for them

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(+) For Private Development Projects, the change order process is summarized below:

~~(2) The Transmittal Materials:~~

~~(3) Consulting Engineer Consulting Engineer (or party proposing to make revisions) shall:~~

~~(4) • mMake as request to Maps and Records Supervisor DRC or CSD for permission to check out and revise the original drawings and state the scope and purpose for changes.~~

~~(1) • Provides~~

~~(5)(2) Upon completion of revision, the Consulting Engineer shall submit the revised drawings along with an~~ ~~• Submits Revised originals drawings plus an~~

Comment [WJ57]: define in definitions: Construction Service Division

~~electronic copy of the plans shall be submitted to the Master Scheduler/DRC Coordinator, along with a revised Estimate Sheet of Infrastructure Improvements (Figure 7).~~

~~(6) Upon receipt, the Outcome:~~

~~(7) Master Scheduler/DRC Coordinator shall:~~

~~(8) Process the revisions for review and approval.~~

~~(9)(3) Minor All revisions will be distributed similar to final review plans for DRC reviewers for approval/acceptance.~~

~~(a) Major revisions may be required to follow the normal review phase for design approval.~~

~~(10)(4) If approved/accepted, the DRC Coordinator notifies the Consulting Engineer that the revised design is approved.~~

~~(11) After revised design is approved, the Transmittal Materials:~~

~~(5) Developer:~~

~~(12) (after revised design is approved):~~

~~(a) Submits a copy of Change Order Form, Figure 26, signed by contractor, to the Master Scheduler/DRC Coordinator.~~

~~(a) Submits the~~

~~(b) Submits Consent of Surety (warranty bond) to any increase in contract amount to the DRC; and~~

~~(c) Pays any additional engineering fees or defers to project close out with concurrence of the DRC Chairman.~~

#### ~~Outcome:~~

~~(13) The Master Scheduler/DRC Coordinator:~~

~~(14) Secures the approval of the DRC Chairman on revised Estimate Sheet of Infrastructure Improvements, including revised permit fees, Change Order Form (Figure 26), and plans.~~

~~(15) If applicable, collects any additional fees are collected and:~~

~~(16)(6) If applicable, routes the consent of surety is routed to City Legal Department for review and approval.~~

~~(17)(7) Runs All necessary prints are made and distributes revisions are distributed; similar to the Work Order distribution (Figure 23).~~

#### ~~FOLLOW UP ACTIONS:~~

~~(18) To follow-up, the Contractor:~~

~~(19) Obtains any additional required permits and~~

~~(8) Picks up Work Order revisions from the Construction Management Section.~~

For Capital Improvement Projects (CIPs), greater detail is provided in the Department of Municipal Development's (DMD) document [Change Order Request \(COR\) Pre-Approval Process](#) [provide link], which process is summarized below:

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1. If project includes federal funding, the normal pre-approval process through the NM Department of Transportation Construction Oversight Engineer should take place prior to submitting COR to DMD.
2. Request change order pre-approval by submitting a written request to the DMD's Construction Services Division (CSD) including the City Project Number, project name, the current project estimated cost, reason for the COR, proposed cost for the COR, and the proposed funding information (e.g., activity number). If the project is federally funded, include their approval or disapproval. Include any e-mail correspondence or the future custom pre-approval report with the request.
3. Pre-approval may be accomplished initially via e-mail correspondence. This is an interim measure until a custom web-based interface is built to handle the pre-approval requests.
4. Once pre-approval is obtained, the Project Manager will provide written approval to the contractor to proceed with the change order.

(20)

\*)ix) Step 7: Pre-Final Inspection

~~**NOTE: PARTIAL ACCEPTANCE**...If partial acceptance is being requested per conditions of the Pre-Design Conference, (Step 2), the following steps and instructions generally apply except that "Final Acceptance" is identified as "Partial Acceptance". Under partial acceptance, a financial guaranty may be reduced, or a partial release of lien may be executed by the City, as provided in Procedure B (Figure 12), however the agreement cannot be released (Figure 24) until all required infrastructure on the DRB approved Infrastructure List is completed and accepted.~~

~~**INITIATING ACTION**~~

- (1) ~~The Inspector, consulting engineer, and the Contractor~~ conduct a pre-final inspection to determine if the work is ready for final inspection.

~~**Outcome:**~~

- (a) ~~If project is ready for final inspection for a capital improvements project, the CSD inspector notifies the Construction Engineer notifies all involved parties. For private development projects, the consulting engineer notifies all involved parties.~~
- (b) ~~Otherwise, if~~ If project is not ready for final inspection, the Contractor must complete necessary work prior to scheduling final inspection.

(b)

~~As Built drawings and data must be furnished to the Chief Construction Engineer/City Engineer prior to the final inspection. If not available, final inspection will be delayed until they are available.~~

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**Comment [DRC 6.1258]:** Moe to determine what as-built are to be submitted, prior or post inspection.

**Comment [EF 7.1159]:** AB data before final inspection? Should be after.

~~(c) Criteria for As-Built drawings are covered in Chapter 27X4, Drafting Standards. Criteria for Engineer Certification are covered in Chapter 22X4.~~

Comment [DRC 6.1260]: Cross-reference

~~(2) For SUBMITTAL MATERIALS~~

~~(3) • City Staked Project (Public Infrastructures Only) projects shall follow the following procedures:~~

~~(a) • The City Surveyor will give inspector a marked-up set of drawings showing As-Built conditions of Public infrastructures.~~

~~The • Developer's registered engineer certifies that the finished grade, which may be based on information provided by a registered land surveyor, is in substantial compliance with the approved grading and drainage plan. The engineer shall also declare the change in grade at the property line. Substantial changes in grade may require additional review by the Development Review Board and/or the original approving bodies.~~

~~(b) The Maps and Records Section will make As-Built notations on the original plan and then forward to Construction Management Section for confirmation of accuracy.~~

Comment [DRC 6.1261]: Removed as this is no longer current practice

~~(4) • For Staked Project (Public and Private Infrastructures Projects) shall utilize the following procedures:~~

~~(a) The • Private surveyor does staking and also supplies As-Built to the Contractor.~~

~~(b) The • Contractor Engineer of Record is responsible for checking out and correcting original drawings to As-Built conditions. As-Built must be certified by the State of N.M. registered Engineer or Surveyor.~~

~~(c) The • Contractor Engineer of Record submits As-Built to Construction Management the DRC or CSD Section for review and approval.~~

~~(d) The • Developer's registered Engineer certifies that the finished grade, which may be based on information provided by a registered Land Surveyor, is in substantial compliance with the approved grading and drainage plan. The Engineer shall also declare the change in grade at the property line. Substantial changes in grade may require additional review by the Development Review Board and/or the original approving bodies.~~

Comment [WJ62]: define this term in the definitions

~~Outcome:~~

~~• City Staked Project:~~

~~• Maps and Records Section will make As-Built notations on the original plan and then forward to Construction Management Section for confirmation of accuracy.~~

Comment [JJ63]: Language moved up to under bullet 2 and new 2.c

~~(5) • The following procedures apply for All all Projects:~~

~~(a) • The Chief construction engineer/Construction Engineer signs As-Built indicating Construction Management Section concurrence with information shown.~~

- (b) ~~The Maps and Records Section logs receipt of approved As-Builts and initiates in house process to update facility maps and the electronic set of plans. Originals will be filed.~~
- (c) ~~The City Engineer Hydrology Division logs receipt of certified finished grading plan.~~
- (d) ~~If water and/or sanitary sewer improvements were constructed, a copy of the As-Built drawings, the valve cards, and manhole information sheets (see Section X.xxi, Final Inspection Step 9 below) are sent to Water Operations Group/Utility Authority WUA Water Authority by the Construction Engineer.~~

~~xi)x) Step 9: Final Inspection~~

~~INITIATING ACTION~~

- (1) ~~The Inspector completes pre-final inspection (Step 7 See Section xix, Pre-Final Inspection) and recommends final inspection to construction engineer.~~
- (2) ~~The Contractor submits valve cards and manhole information sheets to the Inspector.~~

~~Outcome:~~

- ~~(3)(2) A final inspection is scheduled with the Contractor, consulting engineer/Consulting Engineer, the Developer, and all City staff concerned with the project, and other government agencies as applicable.~~
- ~~(4)(3) At final inspection, a list of discrepancies (punch list) is prepared by the Consulting Engineer (for private development projects) or CSD (for CIPs) which is given to the Contractor for correction. A copy is sent to the Developer, the consulting engineer/Consulting Engineer, and City staff concerned with the project.~~
- ~~(4) A markup of as-built plans are required by the final inspection meeting for private development projects.~~

~~INITIATING ACTION~~

- ~~(5) The Contractor shall:~~
- ~~(6) C completes all work indicated on the correct all discrepancies (punch-list items).~~
- ~~(7)(5) When the work is complete, the Contractor nNotifies the Inspector(s) when ready that the work is ready for verification.~~

~~Outcome:~~

- ~~(8)(6) The Inspector verifies that discrepancies are corrected.~~

~~INITIATING ACTION~~

- ~~(9)(7) The Contractor sends the Inspector final quantities sheet and invoices.~~

xi) Completion of As-Built Plans

**Comment [DRC64]:** Valve cards and manhole references were removed per WUA comments that valve cards and manhole information sheets are obsolete.

**Comment [DPS65]:** Cross-reference/Hyperlink

**Comment [DRC 6.1266]:** Shabab would like to combine sections 3,4,5 into one criteria for staking rather than separate sections.

Moe to review and provide comments

**Comment [DPS67]:** Cross-reference/Hyperlink

**Comment [JJ68]:** Update reference

**Comment [DRC69]:** Per WUA valve cards and manhole information sheets are obsolete.

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- (1) The Engineer of Record is responsible for checking out and correcting original drawings to As-Built conditions
- (2) As-Built drawings and data must be furnished to the Construction Engineer (private development), or CSD (Capital Improvement Projects) prior to the final project close-out. Criteria for As-Built drawings and Engineer Certification are covered in Chapter 4, Construction Plan Standards Drafting Standards. ~~Verify correct citations / hyperlink~~
- (3) Any approved change orders and/or design revisions shall be reflected on the As-Built drawings.
- (4) As-Built must be certified by the State of N.M.-licensed Engineer or Surveyor. This certification shall state that project is in substantial compliance with the approved Grading and Drainage Plan.
- (5) The Engineer or Surveyor shall also declare the change in grade at the property line. Substantial changes in grade may require additional review by the Development Review Board and/or the original approving bodies.
- (6) As-Built must also bear the Surveyor's Certificate, signed by a N.M.-licensed Surveyor.
- (7) Upon approval, the Construction Engineer or CSD signs As-Built indicating concurrence with information shown.

**Comment [WJ70]:** Define this term in the definitions

**Comment [DRC 6.1271]:** Cross-reference

- (a) The as-built drawings are indexed into DMD Maps and Records Image Repository. Then, the process is initiated to update facility maps.
- (b) If water and/or sanitary sewer improvements were constructed, a copy of the As-Built drawings (see Section xi, Final Inspection below) are sent to WUA Water Authority by the Construction Engineer.

**Comment [DRC72]:** Valve cards and manhole references were removed per WUA comments that valve cards and manhole information sheets are obsolete.

**Comment [DPS73]:** Cross-reference/Hyperlink

~~the As Built drawings are the they As Built drawings and data must be furnished to the City Engineer prior to the final inspection. If not available, final inspection will be delayed until they are available.~~

**Comment [DRC 6.1274]:** Shabab would like to combine sections 3,4,5 into one criteria for staking rather than separate sections.

Moe to review and provide comments

- (i) Criteria for As Built drawings and Engineer Certification are covered in Chapter 4, Drafting Standards.

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(10) — Any

(11) — a

(1) —

~~Staked Public and Private Infrastructures Projects shall utilize the following procedures:~~

**Comment [DRC 6.1275]:** Moe to determine what as-built are to be submitted, prior or post inspection.

**Comment [DRC 6.1276]:** Cross-reference

~~The private surveyor does staking and also supplies As Built to the Contractor.~~

~~The Engineer of Record is responsible for checking out and correcting original drawings to As Built conditions. As Built must be certified by the State of N.M. registered Engineer or Surveyor.~~

**Comment [WJ77]:** define this term in the definitions

~~The Engineer of Record submits As Built to the DRC or CSD for review and approval.~~

**Comment [EF 7.1178]:** CSD?

~~The Developer's registered Engineer certifies that the finished grade, which may be based on information provided by a registered Land Surveyor, is in substantial compliance with the approved grading and drainage plan. The Engineer shall also declare the change in grade at the property line. Substantial changes in grade may require additional review by the Development Review Board and/or the original approving bodies.~~

~~The following procedures apply for all Projects:~~

~~The Construction Engineer signs As-Builts indicating Construction Management Section concurrence with information shown.~~

~~The Maps and Records Section logs receipt of approved As-Builts and initiates in-house process to update facility maps and the electronic set of plans. Originals will be filed.~~

~~The City Engineer logs receipt of certified finished grading plan.~~

~~If water and/or sanitary sewer improvements were constructed, a copy of the As-Built drawings (see Section xi, Final Inspection below) are sent to WUA/WATER AUTHORITY by the Construction Engineer.~~

**Comment [JJ79]:** Language moved up to under bullet 2 and new 2.c

**Comment [DRC80]:** Valve cards and manhole references were removed per WUA comments that valve cards and manhole information sheets are obsolete.

**Comment [DPS81]:** Cross-reference/Hyperlink

**Comment [DRC 6.1282]:** Shabab would like to combine sections 3,4,5 into one criteria for staking rather than separate sections.

Moe to review and provide comments

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## Post-Construction Phase

xii) Acceptance by ~~Step 10: WUA~~ Water Authority ~~Installation of Meters~~

a) ~~WUA~~ Water Authority shall receive a Certification of Substantial Compliance from the engineer of record and a ~~WUA~~ Water Authority closeout package for the water and/or sanitary sewer infrastructure.

b) ~~If acceptable to the Water Authority~~ Water Authority, the ~~Water Authority~~ Water Authority will issue a Letter of Conditional Project Acceptance and will accept and assume ownership and maintenance responsibilities for the facilities and is able to provide service to the subject development. It is to be noted that once the ~~Water Authority~~ Water Authority accepts the infrastructure, it will be booked as a ~~Water Authority~~ Water Authority asset.

c) The ~~Water Authority~~ Water Authority's acceptance of the facilities herein is expressly conditioned upon final acceptance of the project by the City of Albuquerque. The ~~Water Authority~~ Water Authority's conditional acceptance does not relieve the developer of any obligation or cost that may be required by the City Engineer as a final condition of project approval including, but not limited to, any additional obligation or cost related to sanitary sewer and/or water infrastructure. The contractor's one (1) year warranty period will begin from the date of the City Engineer's final acceptance of the project.

d) ~~Once the Water Authority~~Water Authority ~~has accepted the infrastructure, the Developer may apply to the Water Authority~~Water Authority's ~~New Services section for installation of water meters,~~

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e) ~~The New Services Section will schedule an installation of the meters after payment of required fees.~~

~~After verification that discrepancies (noted on the punch list) are corrected, and after WUA WATER AUTHORITY Close Out Package has been accepted by the WUA WATER AUTHORITY Engineer, the Developer may apply to the Customer Services Section Utility Development and New Service section of the Water Authority WUA WATER AUTHORITY for installation of water meters.~~

~~The construction engineer, Construction Management Section, Utility Development Section of the Water Authority WUA WATER AUTHORITY will review the application and/or Close Out Package. If it is satisfactory, will issue a Letter of Conditional Project Acceptance Meter Release letter, via email, to the Customer Services New Services, Engineer of Record, and City DRC Chair, Section.~~

~~Customer The New Services Section will schedule an installation of the meters after payment of required fees or outstanding pro rata and the Meter Release letter Letter of Conditional Project Acceptance has been issued.~~

~~(i) "Out parcels" which are not within the development may have to wait for pro rata to be established (see step 13 of this Section x.xvx, Establishment of Pro Rate) before a meter will be installed as the Contractor's final invoice is used to calculate pro rata.~~

xiii) ~~Step 11:~~ Certificate of Completion and Acceptance

(1) For ~~Capital Improvement Projects~~ – refer to Section 10.7 Post Construction of the ~~Project Manager Handbook~~ from the Department of Municipal Development.

(+) ~~CSD???~~

(2) For ~~Private Development Projects~~, the following is required: ~~DRC~~

(a) ~~The completed~~ package shall be forwarded to ~~Chief Construction Engineer~~the Construction ~~Engineer, Construction Management Section.~~

(b) ~~After receiving the final quantities sheet and invoices from the Contractor, the Inspecting Agency,~~

(c) ~~Prepares a Final Acceptance Recommendation after receiving the final quantities sheet and invoices from the contractor.~~

(b) ~~Includes in The Final Acceptance Package shall include all materials indicated on the Closeout Checklist and all Water Authority WUA WATER AUTHORITY requirements per the X Checklist.~~

~~If a Subdivision Improvement Infrastructure improvement s Agreement - Public and/or Private~~

Comment [WJ83]: Need to verify if there is a separate CSD process for this.

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Comment [DRC 6.1284]: Coordinate with Madeline to determine the appropriate checklist to reference here.

Comment [WJ85]: hyperlink

- (i) ~~(Procedure B) Procedure "B" Agreement (Figure 12)~~ was completed for the project, the following events also occur:
- a. If applicable, the documentation shall be accepted by the City Surveyor, and the Hydrology shall review and approve the Drainage Certification and Letter of Map Revision (LOMR).

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~~(d)~~:

- (i) ~~The~~ Completed ~~Certificate of Substantial Compliance, Figure 27,~~ if inspection was done by a consulting engineer.
1. ~~Final quantities of material used with explanation of overruns & underruns.~~
    - a. ~~C~~ ~~o~~ contractor's final invoice(s).
    - b. ~~Any test data that (may have been compiled during course of construction.)~~  
~~Copies of excavation and sidewalk permits as required.~~
    - c. ~~All Water Authority requirements per the~~ ~~checklist.~~

Comment [DRC86]: hyperlink to current Figure 27,

Comment [DRC 6.1287]: Eliminated as the checklist that indicates all these materials is being cross-referenced.

- ~~(e)(c)~~ The ~~Administrative Assistant~~~~DRC~~ shall, ~~Construction Management Section~~ determine, based upon actual construction cost, if additional engineering fees are required, and verifies with ~~Project~~ Construction Engineer that project can be accepted.

~~(f)~~ ~~SUBMITTAL MATERIALS~~

- ~~(e)(d)~~ ~~The~~ Developer pays any required additional engineering fees.

~~Outcome:~~

- ~~(h)(e)~~ ~~When all fees are paid, the~~ ~~Administrative Assistant~~~~DRC Coordinator~~ forwards the original ~~w~~Work ~~o~~Order package to the Construction Engineer for recommendation of final acceptance.

- ~~(i)(f)~~ ~~The~~ ~~Project Administrator~~~~Contract Specialist~~~~DRC Department~~~~DRC Coordinator~~ processes the Certification of Completion letter, the release of any applicable Agreements, any remaining financial guaranty (Figure 25) or liens and forwards them to the City Engineer. The original financial guaranty is returned to the issuing financial institution or agency.

- (i) If any of the improvements are to be included in a Public Improvement District (PID) or a Tax Increment Development District (TIDD), the City first issues a Letter of Work Order Completion which confirms that the improvements are complete and that the City is willing to accept the improvements after acceptance from the PID or TIDD board. Then the developer conveys the improvements to the PID or TIDD board, which reviews the proposed improvements. If the improvements are accepted by the board, they will notify the City of its acceptance of the improvements. The City then issues a Certification of Completion and Acceptance to the Developer.

- (j)(g) After all signatures are obtained, the Releases are recorded with the County Clerk by the ~~Project Administrator~~ Contract Specialist DRC Department with all originals filed with the City Clerk and -copies of the documents sent to the developer and ~~consulting engineer~~ Consulting Engineer.
- (k)(h) ~~The~~ — Certificate of Completion is sent to all applicable parties.

xiv) Step 12: Warranty Card for Construction

- (1) Prior to the expiration of the one year warranty period, a notification of the expiration of the ~~Administrative Assistant~~ warranty card (Figure 28) shall be forwarded to all applicable parties.
- (1) ~~Outcome:~~
- (2) ~~There will be a~~ City inspection of the construction shall take place before the expiration of the warranty period.
- (3) A punch list of any deficiencies shall be sent to the Contractor for correction prior to the warranty expiration date. If Contractor fails to correct deficiencies, the City reserves the right to call on the Performance and Warranty Bond, the Labor and Material Bond, or other legal recourse as necessary.

**Comment [WJ88]:** Eric will check with CSD for their process

~~xv) Step 13: Establishment of Pro Rata~~

- (1) ~~If the project included water and/or sanitary sewer work and it has been determined that pro-rata will be generated, the subdivider may complete the Pro-Rata Statement (Figure 21) requesting establishment of pro-rata. The following process is initiated after the subdivider identifies the parcels to be assessed: (City responsibility—no developer responsibility.)~~
- (a) ~~The Administrative Assistant, Construction Management Division sends the project file, with final payment package to Utility Development Section.~~
- (b) ~~The Utility Development Section staff calculates pro-rated value of improvements to adjacent parcels of land in accordance with City Water and Sewer Extension Policy (DPM Volume III, Chapter 31) the Public water and public sanitary sewer improvement only and the Water Authority WUA WATER AUTHORITY Water and Wastewater System Expansion Ordinance.~~
- (c) ~~The Project file is returned to Administrative Assistant, Construction Management Section, who forwards a copy of pro-rata calculations to DFM, Special Assessments Office.~~
- (2) ~~Outcome:~~
- (3) ~~The DFM, Special Assessments Office New Services section collects pro-rated value of work from owners of adjacent parcels when service is requested from the pro-rated facility.~~
- ~~Collected pro-rata charges are refunded to the agency or individual that originally funded the improvement. (Note:~~
- (4) ~~No inflation or cost escalation adjustments are made to the amount of charges or reimbursement for any pro-rated cost.)~~

**Comment [DRC89]:** Per WUA, This entire pro-rata process can be removed or shortened and better detailed in the WUA Guide to Development.

One option would be to provide a statement that pro-rata needs to be established and provide a cross-reference/hyperlink to the appropriate procedures. Check in with City/WUA staff if this is a more appropriate approach.

**Comment [DRC90]:** Hyperlink to current figure 21

**Comment [DRC91]:** WUA Comment: What is the final payment package? Need to discuss a preliminary pro rata is determined during the design stage based on an engineer's final estimate.

**Comment [DRC92]:** WUA verify these references.

**Comment [DRC93]:** Per the WUA, This process is no longer valid. It stays internal to Utility Development

## **DESIGN DEVELOPMENT PROCESS**

### **Pre-Design Phase**

- Completed Application Form (Figure 4)
- Four (4) copies of DRB Summary and of sketch (or Preliminary) Plat\*
- Letter of Approval from Hydrology of Conceptual Grading & Drainage Plan\*
- One copy of Water and Sewer Availability Statement from Utility Development Division\*

### **Preliminary Design Review Phase**

- Transmittal Letter requesting review and describing project
- Pre-Design minutes
- One copy of Water and Sewer Availability Statement from Utility Development Division\*
- DRB minutes or Findings on Preliminary Plat\*
- Eight (8) copies of DRB Approved List of Required Infrastructure (Figure 12, Exhibit A)\*
- Design Deposit Fee and Deposit Fee Calculation Sheet (Figure 5)
- Eight (8) sets of plans plus two (2) additional if affecting parks or landscaping
- Fire Marshall approval of fire hydrant location
- Three (3) sets of pavement design for arterial pavement

### **Final Design Review Phase**

- Five (5) sets of corrected plans plus one (1) additional if affecting parks or landscaping.
- Letter of Transmittal requesting placement on DRC agenda
- Copy of City review comments
- Response as to how each comment was addressed and explanation of why any comments were not addressed
- Return of all marked up drawings from previous meeting
- Final engineer's estimate based on City Engineer's estimate and unit prices (Figure 7) and measurement and payment provisions per the standard City Specifications for Public Works Construction

### **Approval Signature Phase**

- Original mylars of final drawings
- Corrected plan set prints and/or final Estimate as required by previous DRC meeting minutes

## **WORK ORDER DOCUMENT PROCESS**

- Completed Agreement (SIA)
- Copy of executed contract (with bid quantities matching approved plan and estimate)\*
- Contractor's Insurance Certificate\*

- ~~Warranty/Performance Bond (or equal) (Figure 20) and Labor & Material Payment Bond\*~~
- ~~Pro Rata Statement (W & SAS only) (Figure 21)\*~~
- ~~Approved drawings~~
- ~~Approved Engineer's Estimate (Figure 7)~~
- ~~Other Items when Applicable:~~
  - ~~Copy of any necessary Grant of Easements~~
  - ~~Copy of any required NMSHD permits~~
  - ~~Copy of any required PNM Encroachment Permits~~
  - ~~Copy of AMAFCA or MRGCD approval if required~~
  - ~~Copy of Recorded Plat in plan set~~

~~\*When applicable to project scope or required for level of approval sought.~~

**Comment [JJ94]:** Move to Admin  
Application materials are also incorporated  
into the steps above

**FIGURE 2**  
**Design Development and Work Order**  
**Checklist for Water and/or Sanitary Extension**  
**Procedure "A"**

**DESIGN DEVELOPMENT PROCESS**

**Pre-Design Phase**

- Completed Application Form (Figure 4)
- One (1) copy of Water and Sewer Availability Statement from Utility Development Division
- Transmittal Letter requesting review and describing project

**Design Review Phase**

- Pre-Design minutes
- Design Deposit Fee and Deposit Fee Calculation Sheet (Figure 5)
- Eight sets of plans plus two (2) additional if affecting parks or landscaping
- Fire Marshall approval of fire hydrant location

**Approval Phase**

- Five (5) sets of corrected plans plus one (1) additional if affecting parks or landscaping
- Letter of Transmittal stating how comments have been addressed and requesting approval meeting
- Return all comments or marked-up drawings from previous meeting
- Copy of City review comments
- Final engineer's estimate based on City Engineer's unit prices and measurement and payment provisions per the Standard City Specifications for Public Works Construction (Figure 7)
- Originals of final plans

**WORK ORDER DOCUMENT PROCESS**

- Completed agreement
- Copy of contractor-developer contract matching the approved City estimate
- Contractor's Insurance Certificate
- Warranty/Performance Bond and Labor and Material Payment Bond
- Approved plans
- Approved City estimate (Figure 7)
- Other Items when Applicable:
  - Copy of any necessary Grant of Easements
  - Copy of any required NMSHD permits
  - Copy of any required PNM Encroachment Permits

- Copy of AMAFCA or MRGCD approval if required
- Copy of recorded plat in plan set

**FIGURE 3**  
**Design Development and Work Order Checklist**  
for Pavement Improvements  
Procedure "A"

**DESIGN DEVELOPMENT PROCESS**

**Pre-Design Phase and/or Design Review Phase**

- Completed Application Form (Figure 4)
- Transmittal Letter requesting review and describing project
- Pavement design calculation (3 sets)

**Design Review Phase**

- Pre-Design minutes
- Design Deposit Fee and Deposit Fee Calculation Sheet (Figure 5)
- Eight sets of plans plus two (2) additional if affecting parks or landscaping

**Approval Phase**

- Five (5) sets of corrected plans plus one (1) additional if affecting parks or landscaping.
- Letter of Transmittal stating how comments have been addressed and requesting approval meeting.
- Return all comments or marked up drawings from previous meeting.
- Final engineer's estimate based on City Engineer's unit prices and measurement and payment provisions per the Standard City Specifications for Public Works Construction (Figure 7)
- Originals of final plans

**WORK ORDER DOCUMENT PROCESS**

- Completed agreement
- Copy of contractor developer contract matching the approved City estimate
- Contractor's insurance certificate
- Warranty/performance bond and labor and material payment bond
- Approved plans
- Approved City estimate (Figure 7)

- Other Items when Applicable:
- Copy of any necessary Grant of Easements
- Copy of any required NMSHD permits
- Copy of any required PNM Encroachment Permits
- Copy of AMAFCA or MRGCD approval if required
- Copy of recorded plat in plan set

**FIGURE 4**

**APPLICATION FOR DESIGN AND CONSTRUCTION  
OF INFRASTRUCTURE IMPROVEMENTS**

**INSTRUCTIONS: PRINT OR TYPE IN BLACK INK ONLY.**

(Use Additional Sheets, If Necessary)

**1. APPLICANT INFORMATION: \_\_\_\_\_ DATE: \_\_\_\_\_**

a. Developer: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_

b. Owner's Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_

c. Consulting Engineer: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_

d. Person to call regarding this application: \_\_\_\_\_  
 Phone No. \_\_\_\_\_ Firm: \_\_\_\_\_

**2. LOCATION OF REQUEST:**

Zone Map No. \_\_\_\_\_ DRB Case No. \_\_\_\_\_  
 Legal Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**IF FINAL PLAT NOT YET APPROVED, DATE PRELIMINARY PLAT EXPIRES:**

Date Plat Approved: \_\_\_\_\_ Date Plat Recorded: \_\_\_\_\_

~~3. DESCRIPTION OF IMPROVEMENTS PROPOSED: (Give Street Names Where Applicable)~~

~~\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_~~

~~(Use additional sheets, if needed)~~

~~Master Plan Waterline to be constructed? \_\_\_ YES \_\_\_ NO \_\_\_ UNKNOWN~~

~~Master Plan Sanitary Sewer line to be constructed? \_\_\_ YES \_\_\_ NO \_\_\_ UNKNOWN~~

~~4. LEVEL OF SUBMITTAL: Applicant requests entry into the Project design review process as indicated below, and has included appropriate submittals required:~~

~~\_\_\_ Pre-Design (Orientation) \_\_\_ Design Review (Preliminary = 65% - 95%)~~

~~\_\_\_ Pre-Design w/Submittals \_\_\_ Design Review (Final = 95% Complete)~~

~~Applicant requests consideration for Partial Acceptance \_\_\_ YES \_\_\_ NO~~

~~Drainage Submittal is being prepared by: \_\_\_\_\_~~

~~5. PROPOSED METHODS TO CONSTRUCT~~

~~Public Improvements will be built by:~~

~~\_\_\_ Private Contractor (Procedure A or B)~~

~~\_\_\_ City Contractor (Procedure C)~~

~~Public Improvements will be constructed:~~

~~\_\_\_ Under one contract (Single plan set)~~

~~\_\_\_ Under separate contracts for portions of the work (This requires separate plan sets for each contract)~~

~~6. REQUIRED ATTACHMENTS (See Pre-Design Phase, DPM Chapter 5):~~

~~SIGNATURE: \_\_\_\_\_~~

~~APPLICANT/AGENT~~

~~\_\_\_\_\_~~

~~PROJECT REVIEW SECTION - INTERNAL USE ONLY~~

~~Application Received By: \_\_\_\_\_ Date: \_\_\_\_\_~~

~~Pre-Design Conference Date: \_\_\_\_\_~~

Copy Distribution: Applicant/Agent  
Project File

City Project No. \_\_\_\_\_

**FIGURE 5**  
**DESIGN DEPOSIT FEE CALCULATION SHEET**

DATE: \_\_\_\_\_  
PROJECT NO.: \_\_\_\_\_

DEPOSIT SCHEDULE

CONSTRUCTION FEE	UNIT PRICE	DEPOSIT X QUANTITY	= FEE
SANITARY SEWER	\$ .35	X _____ LF	= _____
WATER	\$ .30	X _____ LF	= _____
WATER (FIRE HYDRANT)	\$43.00	X _____ EA	= _____
PAVING (RESIDENTIAL)	\$ 1.05	X _____ LF	= _____
PAVING (1/2 ARTERIAL)	\$ 1.25	X _____ LF	= _____
MEDIAN LANDSCAPING	\$ _____	X _____ LF	= _____
STORM DRAINAGE (PIPE)	\$ .85	X _____ LF	= _____
STORM DRAINAGE (Channel)	\$ 2.20	X _____ LF	= _____
TOTAL FEE \$			_____

Based on 6.6% engineering fee. Rates may be periodically adjusted. Current figures available from City Engineer.

**DEPOSITOR:**

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ CREDIT TO: Fund 110

Signed \_\_\_\_\_ 441004 5815000

This deposit fee shall be deposited with the City Treasurer and held for a period of one year after the date of deposit. During this period the deposit fee may be applied to the required total Engineering Fee prior to release of the Work Order. Deposit fee not utilized within the above period of one year will be forfeited and no refunds will be made.

**FIGURE 6**  
**CITY OF ALBUQUERQUE**  
**NOTICE OF DRC MEETING**

PROJECT NO: \_\_\_\_\_

\_\_\_\_\_ ZONE ATLAS \_\_\_\_\_

\_\_\_\_\_ (DATE)

**PROJECT NAME:** \_\_\_\_\_

\_\_\_\_\_

**TYPE OF PROJECT:** CIP \_\_\_ PWC \_\_\_ SAD \_\_\_ PRIVATE \_\_\_

**Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Firm:** \_\_\_\_\_

\_\_\_\_\_ Scheduled with the DRC on \_\_\_\_\_ at \_\_\_\_\_ in Conf. Room \_\_\_\_\_

\_\_\_\_\_ No Meeting scheduled. Please return any comments by \_\_\_\_\_

**The Project Is Scheduled For:**

\_\_\_ Design Report Review \_\_\_ Final Plan Review ( **Appr. Infra. List** )

\_\_\_ Pre-Design Meeting \_\_\_ Signoff of Plans ( **MyIars Required** )

\_\_\_ Preliminary Plan Review \_\_\_\_\_

**The Project Relates To:**

\_\_\_ Water \_\_\_ San. Sewer \_\_\_ Paving \_\_\_ Storm Drainage \_\_\_\_\_

**The Attached Package Includes:**

\_\_\_ Drawings \_\_\_ Spec's \_\_\_ Estimate \_\_\_ Report \_\_\_ Memo Only

Indicated below are the Departments/Divisions that have received project documents and are invited to attend. It will be the Project Manager's responsibility to notify consulting engineering firms of dates and times of scheduled meetings on all CIP projects.

**On Private Plans:** First **8** Receive Prel. Plans — First **5** Receive Final Plans

\_\_\_ Project Review — All

\_\_\_ Transportation Dev. — All

\_\_\_ Utility Design — All

\_\_\_ Hydrology — All

\_\_\_ Construction — All

\_\_\_ Traffic Operations — All

\_\_\_ Construction Coordinator — ALL FINAL

\_\_\_ Street Maint. — All

\_\_\_ Water Shutoff Plan: **Yes/No** — All WATER

~~\_\_\_\_\_ Parks & Rec. ALL LANDSCAPING~~  
~~\_\_\_\_\_ Transit Dept. CIP/Memos~~  
~~\_\_\_\_\_ Utility Coordinator PWC & CIP~~  
~~\_\_\_\_\_ Line Maintenance CIP/SAS~~  
~~\_\_\_\_\_ City Architect ARCHITECTURAL~~  
~~\_\_\_\_\_ SAD Engineer SAD~~  
~~\_\_\_\_\_ Transportation Dev. CIP/TRANS.~~  
~~\_\_\_\_\_ Project Coordinator CIP/Memos~~  
~~\_\_\_\_\_ General Services Dept. BUILDINGS~~  
~~\_\_\_\_\_ PWD/City Attorney SPECIFICATIONS~~  
~~\_\_\_\_\_ Planning Department CIP/Memos~~  
~~\_\_\_\_\_ CIP CIP/Memos~~  
~~\_\_\_\_\_~~  
~~\_\_\_\_\_~~

**FIGURE 7**  
**ESTIMATE SHEET INSTRUCTIONS**

The estimate sheet is referred to throughout all phases of the design and construction process. It is used in the preparation of cost and quantities estimates, approval of construction plans, issuance of Work Order authorizing construction to proceed and final acceptance of project.

**INSTRUCTIONS FOR COMPLETION OF FORM:**

Print or type in black ink only. Attach additional sheets if necessary.

Numbers 1. through 4. are self explanatory.

5. Specific locations will be identified as name of street or easement on which construction is to occur. Examples:

- a. Center St. from 1st Ave. to 3rd Ave.
- b. John St. from Rob St. to Dick Ln.
- c. Joe Court from Rob St. to cul de sac.
- d. 20' easement from 1st Ave. to 3rd Ave.

This chart will coincide with the specific location(s). Appropriate X's will identify the work to be done under water (W), sanitary sewer (SAS), storm drainage facilities (SD), paving (P), and miscellaneous (Misc.).

6. Item number will be taken from City Engineers Standard Unit Prices. When standard items do not exist for proposed work, the Engineer may determine a special item description and unit price, or request same from City Engineer.

7. A short description will be used in this column. Standard short descriptions will be per City Engineer's Estimated Unit Prices for Construction.

8. Estimated unit price shall be the unit price as per current City Engineer's Estimated Unit Prices for Construction.

~~9. The Engineer's estimated quantity for each item of construction shall be indicated.~~

~~10. Estimated amount shall be calculated by multiplying the estimated unit price by the estimated quantity.~~

~~11. As built quantity shall be the actual quantities of materials installed or actual amount of construction item accomplished.~~

~~12. As Built amount shall be calculated by multiplying the contract unit price by the As Built quantity.~~

~~13. This section to be completed by DRC Chairman.~~

~~14. All items pertinent to this project will be included in this section. If easements, NMSHD permit(s), MRGCD permit(s) or other permits are necessary, the requirements will be indicated for the estimate and shown as obtained or recorded prior to release of the Work Order. Figure 21 should be completed and attached to the Estimate Sheet even if no pro-rata is to be generated.~~

~~15. Person in charge of preparing this estimate will sign and date this estimate and the City's staff engineer who reviews it will also sign and date it.~~

~~PROJECT TOTALS 7 15 14 1~~

~~(1) Include extra Figure 22 for Senior Civil Engineer, extra copy of ALL paperwork, and originals of Contract Documents.~~

~~(2) Include original mylars of plan set.~~

~~(3) Include 1 copy of Figures 7, 21, & 22, Infrastructure List, Construction Paperwork, and 1 half size plan set if Pro-rata is generated~~

~~(4) Include original copy of Figure 22.~~

~~(5) 1 copy of Figure 22 and Contractor's Proposal goes to the Unit Prices Engineer.~~

~~Receipt Acknowledged By:~~

~~\_\_\_\_\_~~

~~Date \_\_\_\_\_~~

**FIGURE 24**  
**RELEASE OF AGREEMENT**

TITLE OF PROJECT: \_\_\_\_\_

SUBDIVIDER: \_\_\_\_\_

CITY PROJECT NO. \_\_\_\_\_

THIS RELEASE IS EXECUTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_.



amount of \$ \_\_\_\_\_ was issued by [name of financial institution/surety:] \_\_\_\_\_ ("Financial Institution") to insure Subdivider's performance under the terms of the [name of Agreement:] \_\_\_\_\_, which Agreement was recorded on \_\_\_\_\_, 20 \_\_\_\_\_ in the records of the Clerk of Bernalillo County, New Mexico, in Book Misc. \_\_\_\_\_, pages \_\_\_\_\_ through \_\_\_\_\_; and

WHEREAS, the Subdivider has completed and the City has accepted the improvements required by the terms of the Agreement and the Subdivider has performed all of Subdivider's financial obligations under the Agreement.

NOW THEREFORE, in consideration of the above, the City no longer requires the Financial Guarantee as security for the work to be performed under the Agreement and hereby releases the Financial Guarantee.

CITY OF ALBUQUERQUE APPROVED BY:

\_\_\_\_\_  
\_\_\_\_\_  
Director, Public Works Department City Engineer

\_\_\_\_\_  
\_\_\_\_\_  
Date

**FIGURE 26**  
**CHANGE ORDER FORM**  
**PUBLIC WORKS DEPARTMENT**  
**ENGINEERING GROUP - CITY ENGINEERING DIVISION**

**CHANGE ORDER # \_\_\_\_\_**

DATE: \_\_\_\_\_ PROJECT NO.: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

DEVELOPER: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

TITLE/LOCATION/LEGAL DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REVISED CONTRACT AMOUNT**

1. Original Contract Amount \$ \_\_\_\_\_
2. Current Contract Amount Including All Previously Approved \$ \_\_\_\_\_
3. Amount of This Change Order \$ \_\_\_\_\_
4. Total Revised Contract Amount Including this Change Order \$ \_\_\_\_\_

**REVISED ENGINEERING & PERMIT FEES**

1. Engineering Fees @ \_\_\_\_\_% for this Change Order \$ \_\_\_\_\_
2. Permit Fees for this Change Order: \_\_\_\_\_  
\$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_  
3. Additional Surety due for this Change Order \$ \_\_\_\_\_

\_\_\_\_\_  
CHANGE ORDER APPROVED: \_\_\_\_\_

\_\_\_\_\_  
CONTRACTOR DATE

\_\_\_\_\_  
OWNER DATE

PLANS/ESTIMATE & FEES APPROVED: \_\_\_\_\_

\_\_\_\_\_  
DRC CHAIRMAN DATE

CHANGE ORDER TO CONSTRUCTION MANAGEMENT DIVISION \_\_\_\_\_  
\_\_\_\_\_  
DATE

CHANGE ORDER APPROVED: \_\_\_\_\_  
\_\_\_\_\_  
CONSTRUCTION MANAGEMENT DIVISION DATE

xe: Work Order Distribution

**FIGURE 27**  
**CERTIFICATE OF SUBSTANTIAL COMPLIANCE**

I, \_\_\_\_\_, of the firm of \_\_\_\_\_, a Registered Professional Engineer in the State of New Mexico, and Project Engineer for the construction of:

\_\_\_\_\_ (project name)

Project No: \_\_\_\_\_ Sheets \_\_\_\_\_

Including:  Storm Drainage

Sanitary Sewer

Water

Curb and Gutter

Paving

Other \_\_\_\_\_

as constructed by \_\_\_\_\_ (Contractor)

under contract to \_\_\_\_\_ (Developer)

do hereby certify, to the best of my knowledge and belief, that the infrastructure installed as part of the project noted above has been inspected by me or by a qualified person under my direct supervision and has been constructed in accordance with the plans and specifications approved by the City Engineer and that the original design intent of the approved plans has been met, except as noted by me on the as-built construction drawings. This Certification is based on site inspections by me or personnel under my direction and survey information provided by \_\_\_\_\_ (Surveyor Name), NMPS number \_\_\_\_\_ (PS#) \_\_\_\_\_.



**PUBLIC WORKS DEPARTMENT  
ENGINEERING GROUP - CONSTRUCTION DIVISION**

**PROJECT NO.** \_\_\_\_\_

**PROJECT TITLE:** \_\_\_\_\_ Reduction No.: \_\_\_\_\_

**DEVELOPER:** \_\_\_\_\_ Period \_\_\_\_ to \_\_\_\_

**CONTRACTOR:** \_\_\_\_\_

**Original Loan Reserve Amount:** \$ \_\_\_\_\_

**REDUCTION CALCULATIONS**

Total completed to date: \_\_\_\_\_ \$ \_\_\_\_\_

(using approved estimate sheet)

+ \$ \_\_\_\_\_ @ 5.5625 % NMGRT

\_\_\_\_\_

Subtotal \_\_\_\_\_

+ \$ \_\_\_\_\_ @ 8.6 % Eng. fee & testing

\_\_\_\_\_

Subtotal \$ \_\_\_\_\_ x 125% = \$ \_\_\_\_\_

Less 10% Retainage (per Policy # PW 001) < \$ \_\_\_\_\_ >

Less Previous Reductions: < \_\_\_\_\_ >

Reduction Amount This Estimate: \_\_\_\_\_ \$ \_\_\_\_\_

**NEW FINANCIAL GUARANTY REQUIRED:** \_\_\_\_\_ \$ \_\_\_\_\_

**RECOMMENDED BY:** \_\_\_\_\_ **APPROVED BY:** \_\_\_\_\_

\_\_\_\_\_ Construction Engineer \_\_\_\_\_ City Engineer

**NOTE:** 1) attach itemized list of as built work items using approved Estimate Sheet (Figure 7);

2) use same percentages of NMGRT, Engineering Fees, and testing as used in calculating the Financial Guaranty amount.

**3) THIS REDUCTION IN THE FINANCIAL GUARANTY AMOUNT SHALL NOT BE EFFECTIVE OR ACCEPTED BY THE CITY UNTIL: 1.) AN AMENDMENT TO THE SUBDIVISION IMPROVEMENTS AGREEMENTS IS SUBMITTED AND ACCEPTED BY THE CITY AND 2.) AN AMENDED FINANCIAL GUARANTY EXECUTED BY THE FINANCIAL INSTITUTION IS SUBMITTED AND ACCEPTED BY THE CITY.**

**FIGURE 30  
CLAIM AND NOTICE OF LIEN**

**TITLE OF PROJECT:** \_\_\_\_\_  
**SUBDIVIDER:** \_\_\_\_\_  
**CITY PROJECT NO.:** \_\_\_\_\_

The City of Albuquerque ("City") claims a lien ("City Lien") on the real property described below for 125% of the cost of construction of all infrastructure improvements ("Improvements") required in connection with the development of (name of subdivision) \_\_\_\_\_, said Improvements being more particularly described in that certain subdivision Improvements Agreement ("Agreement") between the City of Albuquerque and (name of owner and/or subdivider) \_\_\_\_\_ and recorded in the office of the Clerk of Bernalillo County, New Mexico in Misc. Book \_\_\_ at page(s) \_\_\_. This Lien is established pursuant to Article 14-14-3 of the Revised Ordinances of Albuquerque, New Mexico, 1994, as amended, and is claimed as assurance for the satisfactory completion of construction of the Improvements by the construction completion deadline as required by the Agreement.

**OWNER:** \_\_\_\_\_

**ADDRESS  
OF OWNER:** \_\_\_\_\_

**LEGAL DESCRIPTION:** \_\_\_\_\_

**FORMER  
LEGAL DESCRIPTION:** \_\_\_\_\_

**AMOUNT:** \$\_\_\_ Plus any cost incurred for a title search and update, which amount shall bear interest at the rate of twelve percent (12%) per year from the date of filing of this Claim and Notice of Lien.

**PERIOD OF TIME COVERED:** Expiration of construction completion deadline \_\_\_\_\_. Notwithstanding the expiration date for the construction completion deadline, the City may record this Claim and Notice of Lien at any time the City determines that any alternative Financial Guaranty does not provide adequate assurance that construction of the Improvements will occur.

WITNESS my hand and seal this \_\_\_ day of \_\_\_, 20 \_\_\_.

\_\_\_\_\_  
City Clerk  
City of Albuquerque  
Bernalillo County, New Mexico

**APPROVED:**

\_\_\_\_\_  
City Engineer  
Public Works Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_  
Director  
Public Works Department

\_\_\_\_\_  
\_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_  
Director  
Department Finance & Management

\_\_\_\_\_  
\_\_\_\_\_  
Date

STATE OF NEW MEXICO )  
\_\_\_\_\_) ss:  
COUNTY OF BERNALILLO )

On this the \_\_\_ day of \_\_, 20 \_\_\_\_, Before me appeared \_\_\_\_\_ to me personally known, who being by me duly sworn or affirmed did say that she is the City Clerk of the City of Albuquerque, County of Bernalillo, State of New Mexico, and that said instrument was signed and sealed on behalf of said City of Albuquerque by authority of its City Council and the laws of the State of New Mexico and of said City of Albuquerque, and the County Clerk acknowledges said instrument to be the free act and Claim and Notice of Lien of the City of Albuquerque.

\_\_\_\_\_  
\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_  
\_\_\_\_\_

**FIGURE 31**  
**RELEASE OF LIEN**

**TITLE OF PROJECT:** \_\_\_\_\_  
**SUBDIVISION:** \_\_\_\_\_  
**CITY PROJECT NO.:** \_\_\_\_\_

The City of Albuquerque, lienholder under a certain Claim and Notice of Lien filed of record in the Office of the Clerk of Bernalillo County, New Mexico in Misc. Book \_\_\_ at pages(s) \_\_\_ as document no. \_\_\_ release and discharges the following real property described in said lien, from the Lien and operation thereof:

**REAL PROPERTY RELEASE:** \_\_\_\_\_  
\_\_\_\_\_

**WITNESS** my hand and seal this \_\_\_ day of \_\_, 20 \_\_\_\_,

\_\_\_\_\_  
\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City of Albuquerque  
\_\_\_\_\_  
Bernalillo County, New Mexico

**APPROVED:**

\_\_\_\_\_  
\_\_\_\_\_  
Director \_\_\_\_\_ Director  
Public Works Department \_\_\_\_\_ Department of Finance & Admin. Services

\_\_\_\_\_  
\_\_\_\_\_  
Date \_\_\_\_\_ Date

STATE OF NEW MEXICO \_\_\_\_\_ )  
\_\_\_\_\_) ss.  
COUNTY OF BERNALILLO \_\_\_\_\_ )

On this the \_\_, day of \_\_, 20\_\_, before me appeared \_\_\_\_\_ to me personally known, who being by me duly sworn or affirmed did say that she is the City Clerk of the City of Albuquerque, County of Bernalillo, State of New Mexico, and that said instrument was signed and sealed in behalf of said City of Albuquerque by authority of its city Council and the laws of the State of New Mexico and of said City of Albuquerque, and the County Clerk acknowledges said instrument to be free act and Claim and Notice of Lien of the City of Albuquerque.

\_\_\_\_\_  
\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_  
\_\_\_\_\_

**FIGURE 32  
PARTIAL RELEASE OF LIEN**

**TITLE OF PROJECT:** \_\_\_\_\_  
**SUBDIVISION:** \_\_\_\_\_  
**CITY PROJECT NO.:** \_\_\_\_\_

The City of Albuquerque, lienholder under a certain Claim and Notice of Lien filed of record in the office of the Clerk of Bernalillo County, New Mexico in Misc. Book \_\_\_\_ at page \_\_\_\_ as document no. \_\_\_\_\_ partial releases and discharges the following amount and portion real property described in said lien, from the Lien and Operation thereof:

**AMOUNT RELEASED:** \_\_\_\_\_

**PORTION OF REAL PROPERTY RELEASED:** \_\_\_\_\_  
\_\_\_\_\_

**AMOUNT REMAINING:** \_\_\_\_\_

This Partial Release of Lien is executed Pursuant to Article 14-14-3 of the Revised Ordinances of Albuquerque, New Mexico, 1994, as amended, and is given as a result of the satisfactory

completion of construction of part of the improvements required in connection with the development of (name of Subdivision) \_\_\_\_\_, said improvements being more particularly described in that certain Subdivision Improvements Agreement between the City of Albuquerque and (name of owner and/or subdivider) \_\_\_\_\_ Recorded in the office of the Clerk of Bernalillo County, New Mexico in Misc. Book \_\_\_\_ at page \_\_\_\_.

WITNESS my hand and seal this \_\_\_\_ (Date) day of \_\_\_\_ (Month), 20\_\_.

\_\_\_\_\_  
City Clerk  
City of Albuquerque  
Bernalillo County, New Mexico

**APPROVED:**

\_\_\_\_\_  
Director \_\_\_\_\_ Director  
Public Works Department \_\_\_\_\_ Department of Finance & Admin. Ser.

\_\_\_\_\_  
Date \_\_\_\_\_ Date

STATE OF NEW MEXICO \_\_\_\_\_ )  
\_\_\_\_\_ ) ss:  
COUNTY OF BERNALILLO \_\_\_\_\_ )

On this the \_\_ day of \_\_, 20\_\_, before me appeared \_\_\_\_\_ to me personally known, who being by me duly sworn or affirmed did say that she is the City Clerk of the City of Albuquerque, County of Bernalillo, State of New Mexico, and that said instrument was signed and sealed in behalf of said City of Albuquerque by authority of its City Council and the laws of the State of New Mexico and of said City of Albuquerque, and the County Clerk acknowledges said instrument to be the free act and Claim and Notice of Lien of the City of Albuquerque.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_ |

Comment [JJ95]: Forms will move to Admin

<sup>i</sup> If a developer or designer does not have all required submittals available, the developer may still apply for a Pre-Design Conference with the DRC. However, the outcome of the conference will be a limited instruction, pending receipt by the DRC, of the remaining required submittals. A second Pre-Design Conference may be conducted, if requested by the applicant or required by the DRC due to project scope.

<sup>ii</sup> Not applicable to "Procedure C".