# Conejo de Albuquerque Construction Management
## Planning Department
### Submittal Requirements for Work Order Close Out

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**CONTRACTOR ACKNOWLEDGEMENT**

<table>
<thead>
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<th>Project Number:</th>
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<tbody>
<tr>
<td>Project Name:</td>
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</table>

**Private Inspection Team**

- **Inspecting Consultant:** Click here
- **Surveyor:** Click here
- **Laboratory:** Click here
- **SWPPP:** Click here

**City of Albuquerque Inspection Team**

- **Inspector / phone:** Click here
- **Const. Engineer / phone:** Click here
- **SWPPP Phone:** Click here

**Preconstruction Meeting**

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

Acknowledged: Contractor Representative Click here to enter a date.

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

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**WORK ORDER CLOSE OUT SUBMITTAL REQUIREMENTS**

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

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<th>Note #</th>
<th>Item*</th>
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<td>Certificate of Substantial Compliance</td>
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<td>2</td>
<td>Infrastructure List or Project Description</td>
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<td>3</td>
<td>Contractor’s Final Invoice(s) must reflect a zero balance</td>
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<td>4</td>
<td>Over/Underrun Sheet</td>
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<td>ABCWUA Acceptance Letter</td>
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<td>Pay Reduction for Non-Complying In-Place Material and Engineer’s Recommendation Letter</td>
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<td>Inspector/Engineer Daily Logs</td>
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<td>Final Inspection and Punch List(s)</td>
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<td>Private Infrastructure Certification Letter (e.g. private streets, private storm drains)</td>
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<td>COA Traffic Engineering</td>
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<td>COA Storm Drain Maintenance Acceptance</td>
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<td>Grading and Drainage Certification</td>
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<td>21</td>
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* = SEE “NOTES DEFINED”, PAGE THREE THROUGH FIVE FOR ADDITIONAL INFORMATION
ACRONYMS

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

DEFINITIONS

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

REFERENCES

City of Albuquerque Standard Specifications for Public Works, latest revision.
Albuquerque, New Mexico, Development Process Manual, latest revision.

CONDITION

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

NOTES DEFINED

Note 1, Certificate of Substantial Compliance: A Certificate of Substantial Compliance must be completed by the Consultant and included in the work order close out submittal.
Note 2, Infrastructure List or Project Description: Consultant must provide a description of all public infrastructure installed with the project. The project description must have the Consultant's signature and be included in the work order close out submittal. An infrastructure list may be used in lieu of a written description, but it must be the most recent. Each item on the infrastructure list that was constructed with the project must be initialed and dated by the Consultant. For items not on the infrastructure list, a written description must be provided and have the Consultant's signature.

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

Note 4, Over/Underrun Sheet: Consultant must provide an over/underrun sheet that compares the original contract quantities, unit price, and total cost with the as-built quantities, unit price and total cost with the work order close out submittal. When quantities vary by more than 10% from the original contract, the Consultant must supply an explanation.

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

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

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

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

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

Note 10, Inspector/Engineer Daily Logs: Daily logs must be for the duration of the project, i.e. from the Contractor's proposed construction start date (defined in the “Contractor Acknowledgement”, top portion of page one) to when the final work order close out is submitted. Periods of no activity must also be noted. Daily logs must be provided to the City Inspector weekly until the final work order close out has been submitted. Consultant must provide a copy of all daily logs with the work order close out submittal. All logs should be signed and dated by the inspector performing the inspections.
Note 11, Final Inspection and Punch List(s): The final inspections may not be scheduled without the City Inspectors approval. Final inspection notices must be e-mailed by the Consultant to the inspection team one week prior to the meeting. The inspection team consists of but not limited to the City Inspector, City Construction Engineer, Consultant Engineer and Inspector, Maintenance Inspector, and the Contractor. For water and sewer final inspections contact ABCWUA regarding their requirements. At the storm drain, paving, parks, or traffic engineering final inspection, the Consultant must provide a copy of the red line as-builts and originals of any tests and video tapes that might have been generated. The Consultant must provide a punch list to the City Construction Engineer within three business days after each final inspection. The City Construction Engineer will review the list for completeness. The Consultant must work with the contractor to address all items on the approved punch list. Depending on the severity of the deficiencies, the City Construction Engineer may require another final inspection. The Consultant must certify that the punch list items were addressed for each particular inspection. This can be in the form of a letter regarding the punch list and certifying that all items were addressed, or simply a signature from the Consultant on the existing punch list with the date and statement regarding the punch list completion. A copy of the punch list(s) and completion certification must be with the work order close out submittal.

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

Note 13, As-Builts and Final Plat: Consultant must provide electronic as-builts per COA DPM with the work order close out submittal. Consultant must provide red line as-builts for the inspection team at each final inspection. An electronic Final plat must be included in the work order close out submittal.

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

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

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

Note 17, Street Light Acceptance and Number of Street Lights: Consultant must provide documentation of Acceptance from the COA Street lighting Section or PNM and the number of Street Lights must be indicated in the table provided as part of the close out certification.

Note 18, COA Traffic Engineering: Consultant must provide documentation of COA Traffic Engineering Acceptance for traffic signals or other Traffic Engineering items as directed by the Construction Engineer.

Note 19, Storm Maintenance Acceptance: Consultant must provide documentation of Acceptance from the COA Storm Maintenance Section.
Note 20, Grading and Drainage Certification: Consultant must provide documentation of Acceptance (Release of Financial Guaranty) from Planning Dept Hydrology.

Note 21, Other Agency Approval: Consultant must provide documentation of Acceptance from other agencies.