

# PROJECT CLOSE-OUT DOCUMENTS

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

LOCATION: \_\_\_\_\_

I. AS-BUILT DRAWINGS (All as-builts must have a cover sheet, indicating sheet index, location sketch, etc.)

- \_\_\_\_\_ A. Two sets of signed and sealed as-built drawings (size 24" x 36") of water, sewer, reuse, paving and drainage facilities (only those items to be accepted by the City). For public roadway projects, also include as-built drawings of landscape/irrigation and lighting.
- \_\_\_\_\_ B. One digital copy on CD of the following:
  - \_\_\_\_\_ 1. As-built drawings of all the infrastructure improvements constructed, in Adobe PDF format and AutoCAD release 2006 or higher format. As-built must be in NAD 83 State Plane Coordinates. Layers must be converted to the City of Miramar standard layering format [See Appendix G (2)]
  - \_\_\_\_\_ 2. Provide sewer profile of as-built drawings in Adobe PDF and AutoCAD format.
  - \_\_\_\_\_ 3. Provide Exhibit "B"- Certified Actual Cost of Construction of water, sewer, reuse, paving and drainage facilities (only those items to be accepted by the City) in Excel format.
  - \_\_\_\_\_ 4. Provide valve types, sizes and its GPS Coordinates for the water, force main and reuse main valves within this project in Excel format [See Appendix G (15)].

II. ENGINEERING REQUIREMENTS

- \_\_\_\_\_ A. Regulatory Agency final certification letters (BCHD, BCDERD, SBDD, BCTED, SFWMD, BCHCED, etc.)
- \_\_\_\_\_ B. Letter of Certification from Engineer of Record indicating that the paving, drainage, water, sewer, pavement marking & signage and reuse (if applicable) systems were built according to the approved plans and specifications.
- \_\_\_\_\_ C. Operating manuals for appropriate equipments
- \_\_\_\_\_ D. Engineer's Daily Construction Reports, including NPDES inspections.
- \_\_\_\_\_ E. Provide a copy of the last FPL bill for the Wastewater Pump station (if any) for transferring the account to City's name.
- \_\_\_\_\_ F. For roadway projects, a certification letter for landscaping is required from City's Community Development & Economic Development Department.
- \_\_\_\_\_ G. DVD of sanitary gravity system TV.
  - 1. Code system of the CCTV inspection data submitted must be in PACP format
  - 2. Must be able to export data in NASSCO PACP Version 6 Exchange Access Database with video and image files provided
  - 3. Must use exact Manhole IDs as supplied by the City (e.g. MH017-031).
  - 4. Pictures of defects are required to be taken and furnished to the city.

5. Contractor is to submit a REFERENCE BINDER as the final report containing the following:
  - Name of the company
  - Profile Report/ Main Section for each section videotaped
  - Inspection Report
  - In addition to other required NASSCO pipe conditions, it is required that upstream and downstream manhole rim to invert measurements are reported for every segment of pipe reported.
  - Inspection photos
  - DVDs with the company logo affix to the DVDs in the format supra.

\_\_\_\_\_ H. For Projects that have not completed second lift of asphalt on the roads, provide surety bond in the amount of 125% of the cost of the second lift of asphalt.

### III. LEGAL DOCUMENTS

- \_\_\_\_\_ A. Absolute Bill of Sale [See Appendix G (6)]
- \_\_\_\_\_ B. Warranty (effective from the date of City's acceptance) [See Appendix G (5)]
- \_\_\_\_\_ C. Waiver and Release of Lien from Contractor [See Appendix G (7)]
- \_\_\_\_\_ D. No Lien Affidavit [See Appendix G (8)]
- \_\_\_\_\_ E. Easement Document [See Appendix G (10)]
- \_\_\_\_\_ F. Warranty Deed (if the project includes the conveyance of a pump station parcel or right-of-way) [See Appendix G (12) & Appendix (14)]
- \_\_\_\_\_ G. Opinion of Title (dated subsequent to the Easement Document) [See Appendix G (10)]

IV. MAINTENANCE BOND (from Developer) – Maintenance Bond shall be 25% of Exhibit "B": itemized installation cost. The one-year maintenance period shall commence on \_\_\_\_\_ (date of Commission acceptance of these facilities).

### V. LIST OF EXHIBITS

- \_\_\_\_\_ A. Exhibit "A" - Sketch and legal description of Easement(s) and/or Right-of-Way/Pump Station parcel signed and sealed by a Professional Surveyor and Mapper, in 8-1/2" x 11" format.
- \_\_\_\_\_ B. Exhibit "B"- Certified Actual Cost of Construction of water, sewer, reuse, paving and drainage facilities (only those items to be accepted by the City)

VI. The Developer shall record the Bill of Sale, Easement, Warranty Deed etc., upon acceptance by the City Commission/City Manager and provide the original recorded documents back to Construction and Facilities Management Department for record keeping.