

**SAN ANTONIO WATER SYSTEM
FINAL INSPECTION / PROJECT CLOSEOUT PROCESS**

PROJECT / PERMIT / GCP NUMBER: _____

PROJECT NAME: _____

CONTRACTOR: _____ **INSPECTOR:** _____

| | | | |
|----------------|----------------------------------|------|-------------------------------|
| KEY: CA | Contract Administration | CI | Construction Inspection |
| PE | Project Engineer | Cont | Contractor |
| AEC | Architect, Engineer, Consultant | TWDB | Texas Water Development Board |
| IP | IF Plan / TWDB Program Monitor | Fin | SAWS Acct / Finance |
| RE | SAWS Real Estate | AB | SAWS As-built / Mapping |
| OPR | Office of Primary Responsibility | | |

| <u>ITEM ACTION</u> | <u>OPR</u> | <u>NA</u> | <u>DONE</u> | <u>DATE COMPLETE</u> |
|--|------------|--------------------------|--------------------------|----------------------|
| 1. Schedule and conduct semi-final walk-through Inspect and review contractor's initial punchlist | CI | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 2. Correct items on punchlist | Cont | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 3. Submit copies of video tapes (Pre and Post) to CI | Cont | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 4. Schedule and conduct training | Cont | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 5. Submit spare parts to CI | Cont | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 6. Submit copies of all test reports to CI | Cont | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 7. Cleanup job-site, remove field office, equipment, and unused material / supplies | Cont | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 8. Submit Manufacturer's Acceptance Reports to CI | Cont | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 9. Submit O&M Manuals to CI | Cont | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 10. Submit MSDS's and other documentation to CI | Cont | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 11. Schedule final inspection, attendees include Contractor, SAWS Project Engineer, Design Consultant, CSA Streets Inspector, and others as necessary. | CI | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 12. Conduct final inspection Review contractor's list of outstanding punchlist items | CI | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 13. Coordinate Contractor "red-line" drawings with SAWS Inspector's "mark-up" drawings, all parties to sign "red-lines" | Cont / CI | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

| <u>ITEM ACTION</u> | <u>OPR</u> | <u>NA</u> | <u>DONE</u> | <u>DATE COMPLETE</u> |
|---|------------|--|--|----------------------|
| 14. Submit copies of all contractor daily reports to CI | Cont | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 15. Complete outstanding punchlist items | Cont | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 16. Inspect punchlist repairs | CI | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 17. Complete “take-off” estimate between Construction Admin and Inspector using “marked up” drawings | CI | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 18. Coordinate “take-off” with contractor & consultant | CI | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 19. Prepare Semi-Final invoice | Cont | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 20. Sign Semi-Final invoice | Cont / AEC | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 21. Submit signed Semi-Final payment invoice to CI | Cont | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 22. Coordinate and sign Semi-Final Payment | CI/CA | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 23. Forward “marked up” drawings to Mapping Section | CI | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 24. Forward “red-line” drawings to Consultant (If designed by Consultant) | Cont | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 25. Consultant prepares “As-Built” drawings (If designed by Consultant) Submits to Mapping for review and acceptance Also reviewed by Project Engineer | AEC | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 26. Forward “red-line” drawings to Inspections (If designed by SAWS In-house) Deliver drawings to Mapping | Cont CI | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | _____ _____ |
| 27. Mapping prepares “As-builts” (If designed by SAWS In-house) | AB | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 28. Prepare letter of Conditional Acceptance, send to CA Include list of outstanding MINOR punchlist items, warranty start date, etc. | CI | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 29. Send memo to CA stating all punchlist actions done | CI | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 30. Prepare Letter of Conditional Approval, send to Cont | CA | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 31. Prepare “overs & unders” Final Recapitulation (Recap) Change order (If designed by Consultant) | AEC | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

| <u>ITEM ACTION</u> | <u>OPR</u> | <u>NA</u> | <u>DONE</u> | <u>DATE COMPLETE</u> |
|---|------------|--------------------------|--------------------------|----------------------|
| 32. Prepare “overs & unders” Final Recapitulation (Recap) Change Order (If designed by SAWS In-house) | CI | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 33. Coordinate and sign Recap Change Order (Project Engineer holds signed change order documents until Board approves, if necessary) | All | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 34. Prepare Board Item for Recap Change Order (If final change amount is >\$25K increase or deduction) | PE | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 35. Notify Real Estate work is complete | CI | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <i>OVERALL PROJECT RESPONSIBILITY TRANSFERS FROM CI TO CA AT THIS POINT</i> | | | | |
| 36. Submit Final Release of Liens to CA Signed by all subcontractors and suppliers | Cont | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 37. Submit final certified payroll report to CA | Cont | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 38. Review and approve final certified payroll report | CA | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 39. Submit Letter of Guarantee to CA | Cont | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 40. Submit Bonding Company’s Authorization for Release of Retainage to CA | Cont | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 41. Request TWDB approval to release retainage | IP | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 42. TWDB approves release of retainage | TWDB | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 43. Notify Finance to Release Retainage | CA | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 44. Direct deposit Retainage to Contractor | Fin | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 45. Close Accounts | Fin | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 46. Close Contract Files | CA | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 47. Send files to storage for 7 years | CA/CI | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

NOTES:

1. Closeout of a project typically takes 90 – 120 days minimum after the Final Inspection occurs.
2. Projects with Recap Change Orders exceeding \pm \$25,000 require SAWS Board approval will normally require an additional 60 days.
3. Partial release of retainage is not routinely approved.