

**APPENDIX B
CHECKLISTS**

1. Project Initiation Checklist
2. Plan Submittal Checklist
3. Design Phase Checklist
4. Pre-Construction Conference Checklist
5. Construction Phase Checklist
6. Final Acceptance Checklist
7. Warranty Period Checklist

PROJECT INITIATION CHECKLIST

(Y = Yes N = No NA = Not Applicable)

PROJECT NAME: _____

- _____ Pre-Submittal Meeting Held
- _____ Codes & Standards provided
- _____ Project File Opened
- _____ Application for Service Form Completed Properly and Submitted along with Preliminary Project Plans and Specifications and Property Deed
- _____ Project Concept Approved by the District Board and Owner notified in writing
- _____ Project Concept Denied by the District Board and Owner notified in writing
- _____ Reimbursement Agreement Required
- _____ Reimbursement Agreement Signed
- _____ If RA required, Plan Review Retainer Submitted

1. (list all applicable items)

Accepted by: _____ “
District Engineer Date

Plan Sheets

- _____ North arrow (oriented to top or right of the drawing)
- _____ Property lines
- _____ Ownership or subdivision information
- _____ Street names and easements with width dimensions
- _____ Location and depth of existing buried utility lines
- _____ Location and elevation of benchmarks. Where feasible, use the most recent City of Durango NAD 83 aerial datum with scaling factors provided by the District.
- _____ Site topography at 2-foot interval contours.
- _____ Significant physical features such as creeks, drainage facilities, railroads, and irrigation ditches that might influence the location of underground utilities.
- _____ 100-Year Flood Plain Limits
- _____ Supporting Data including calculations, Design Summaries, surveys, and geotechnical information.
- _____ Show all easements, right-of-ways, and property lines in the construction zone.
- _____ Location and legal descriptions of easements to be provided.
- _____ Locations of right-of-way lines
- _____ Indicate the type, size, and ownership of all existing utilities in easements or rights-of-way in which the proposed infrastructure is to be constructed. Tie utilities and house connections to street or right-of-way line or property line.

Profile Sheets

- _____ Vertical and horizontal grids with scales
- _____ Ground surface, existing and proposed

- _____ Existing and proposed utility lines where crossed
- _____ Bench marks
- _____ Existing and proposed manholes with horizontal coordinates, inverts and rim elevations

Detail Sheets

- _____ Reference the Districts Standard Details, contained in this document by general note.

Sanitary Sewer

In addition to the general plan, profile, and details, all sanitary sewer construction plans shall include the following:

- _____ All sewer lines shall be shown in both plan and profile. The plan view shall be directly above the profile when feasible.
- _____ The plan view will show centerline of sewer mains and service lines with ties, stationing matching profile, bearing and distance of proposed alignment, manhole coordinates, angles of deflection, distance from property lines and/or right-of-way lines, and other pertinent data to depict the horizontal location of the line(s).
- _____ The profile view will show distance between manholes, stationing, proposed line grade, pipe type, pipe size, existing ground surface, other buried utilities to be crossed and other pertinent data to depict the vertical location of the line(s).
- _____ Sewer lines and manholes shall be located in the center of a driving lane.
- _____ Show manhole elevations (rim, surface, invert in, invert out)
- _____ Manhole numbers shall conform to the District's numbering system.
- _____ Proposed future extensions
- _____ Proposed service connections or stub-ins
- _____ Proposed concrete encasements
- _____ Methods of construction for tie-ins to the existing system
- _____ Horizontal and vertical utility separation criteria met or mitigation provided
- _____ Detailed drawings of lift stations, if any

DESIGN PHASE CHECKLIST

(Y = Yes N = No NA = Not Applicable)

PROJECT NAME: _____

- _____ Plans meet Plan Submittal Requirements
- _____ Plans in accordance with District Design Criteria
- _____ Plans in accordance with District Technical Specifications
- _____ Plans in accordance with District Technical Details
- _____ Supporting data submitted
- _____ Other agency comments submitted
- _____ Plats and rights-of-way to be dedicated fully signed and recorded by the County and copies of these documents submitted to the District
- _____ Final Design accepted by the District
- _____ One complete master set of final drawings, stamped and signed by the Owner’s Engineer, and stamped “Approved for Construction”, presented to the District’s Engineer for his signature in the District Signature Block.
- _____ 3 Copies of signed and stamped plan sets, and 3 copies of all bid/construction contract documentation and technical specifications, provided to the District.
- _____ Excess Plan Review Retainage refunded after final plans approved
- _____ 3 Copies of an itemized cost estimate for improvements to be dedicated to the District prepared by a registered professional engineer in the state of Colorado, provided to the District.
- _____ A Development Improvement Agreement executed and accepted by the District.

PRE-CONSTRUCTION CONFERENCE CHECKLIST

(Y = Yes N = No NA = Not Applicable)

PROJECT NAME: _____

- _____ Names of all Conference Attendees recorded
- _____ Contact names and numbers exchanged
- _____ Review Project Schedule and determine frequency of schedule updates
- _____ Determine schedule for Progress Meetings
- _____ Identify any Submittals that may be required and submittal schedule and protocols
- _____ Identify any Traffic Control Plans that may be needed
- _____ Review Inspection Notification requirements and activities requiring inspection.
- _____ Review Construction Impact Mitigation Requirements
- _____ Discuss coordination with other contractors and regulatory agencies
- _____ Determine if construction easement agreements are properly executed
- _____ Review Contractor's proposed Safety Program
- _____ Establish Materials Testing requirements
- _____ Determine if all necessary Permits are in place
- _____ Determine if all necessary Insurance and Bonds are in order and receive copy of Insurance certificate listing District as an additional insured.
- _____ Discuss record drawings
- _____ Discuss critical work sequencing
- _____ Construction Inspection Retainer received
- _____ Final Plans, signed and stamped, received
- _____ Financial guarantee in place

PRE-CONSTRUCTION CONFERENCE CHECKLIST

(Y = Yes N = No NA = Not Applicable)

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- _____ Determine if construction easement agreements are properly executed
- _____ Review Contractor's proposed Safety Program
- _____ Establish Materials Testing requirements
- _____ Determine if all necessary Permits are in place
- _____ Determine if all necessary Insurance and Bonds are in order and receive copy of Insurance certificate listing District as an additional insured.
- _____ Discuss record drawings
- _____ Discuss critical work sequencing
- _____ Construction Inspection Retainer received
- _____ Final Plans, signed and stamped, received
- _____ Financial guarantee in place

CONSTRUCTION PHASE CHECKLIST

(Y = Yes N = No NA = Not Applicable)

PROJECT NAME: _____

Pre-Construction

- _____ Project Schedule submitted
- _____ List of Contacts provided
- _____ Traffic Control Plan provided
- _____ Materials Testing Plan provided
- _____ Pre-Construction Conference held

Construction

- _____ 48-Hour Notification for all connections to District infrastructure
- _____ Shop Drawings and other submittals provided
- _____ Satisfactory mitigation of construction impacts

FINAL ACCEPTANCE CHECKLIST

(Y = Yes N = No NA = Not Applicable)

PROJECT NAME: _____

Once the project construction phase is completed, final acceptance of the facilities by the District shall be in accordance with the requirements of the District's Codes and Standards Project Protocols Section 2.5 – Final Acceptance, and the following checklist.

When the developer considers the entire work ready for its intended use, the developer shall notify the District in writing that the entire work is substantially complete and request the District prepare an "Agreement for Dedication of Improvements" (ADI). This written request shall be accompanied by all required documentation and information outlined in this checklist. When the submittal is complete, the District will draft the ADI which will dedicate the improvements to the District, establish the date of substantial completion and move the project from the construction phase into the warranty phase.

Constructed per District standards and approved design drawings

- _____ All outstanding work or punch list items completed
- _____ Restoration of previous conditions including surface feature restoration completed
- _____ Final Inspection of all facilities completed by District Personnel
- _____ All acceptance testing completed and documents filed
 - _____ Air test
 - _____ Lamp test
 - _____ Mandrel test
 - _____ Pressure testing as necessary
 - _____ Manholes, vaults, valve boxes, etc. inspected – grouting, invert construction, surfacing and collars completed
 - _____ All specialty construction completed to meet design requirements and to District requirements; O & M manuals and product literature provided, operator training provided as required
- _____ Facilities cleaned and ready for use

Developer Submittals and Information

- _____ Lien waiver releases or bond to cover outstanding claims provided
- _____ Materials testing reports provided
- _____ Project photographs provided in digital form as have been required or requested during construction
- _____ Accurate, stamped, as-built plans provided with the following:

- A post construction survey shall be completed and plans revised to reflect the surveyed information
- Plans shall be stamped by a Colorado Registered Professional Engineer
- Plans shall depict all constructed facilities in both plan and profile
- Plans shall include background information such as major constructed facilities including roadways, buildings, drainage features, other major utilities, and most importantly all easements and right of ways to be dedicated to the district.
- Plans shall be provided in both paper and AutoCAD 2002 electronic format

_____ Final plats provided as an electronic overlay over the as-built plans

Financial Issues

_____ All Reimbursement agreement funds are reconciled and paid prior to the commencement of the warranty period

Legal and Administrative Issues

_____ The developer and the District have completed an “Agreement for Dedicaiton of Improvements” (ADI). This agreement will:

- Establish the Date of Substantial completion
- Formally dedicate and accept the constructed facilities into the District
- Release the construction phase financial sureties established in the DIA
- Establish the warranty requirements and ensure a warranty surety is provided

WARRANTY PERIOD CHECKLIST

(Y = Yes N = No NA = Not Applicable)

PROJECT NAME: _____

_____ Warranty Punchlist Compiled

_____ Warranty Punchlist Completed

_____ Warranty CCTV Completed

_____ Final Financial Guarantee Refunded

_____ Project Completed