

West Travis County Public Utility Agency

Project Close-Out Documentation Requirements for

Phase _____ Section _____

Documentation Requirements			
Required	Format	Included in Close-Out Package	Construction Requirements
X			Applicable Fees <i>(Service Request Fee, Engineering Review Fee, Construction Inspection Fee)</i>
X	pdf & hard copy		Maintenance Bonds (1 year at 100% of Construction Cost)
X	pdf & hard copy		Engineer approved Materials/Product Submittals
X	pdf & hard copy		All Construction Contracts & Specification Documents (required for Conveyance Agreement)
X	CAD base file, pdf & hard copy		Final Construction Drawings Marked and Stamped by Engineer as "As-Built Drawings" <i>(1 - Full Size Copy / 1 - pdf / 1 - Digital Copy CAD file of base)</i>
X	pdf & hard copy		Engineer's Certificate of Substantial Completion
X	pdf & hard copy		Third-party Testing / Inspection Reports
X	pdf & hard copy		Warranty Information (dates, contracts, walk-through)
X	pdf & hard copy		Final certified pay estimate
X	pdf & hard copy		Final Certified Quantities for facilities to be dedicated to the PUA (required for Conveyance Agreement)
X	pdf & hard copy		Contractors' Affidavits of All Bills Paid
X	pdf & hard copy		O&M Manuals <i>(esp. for mechanical equipment)</i>
Required	Format	Included in Close-Out Package	Easement Requirements
X	pdf & hard copy		Certified Letter - Verification for PUA water/wastewater lines located in Right-of-Way (ROW)
X	pdf & hard copy		Certified Letter - Verification that all PUA facilities are in required Easements.
X	pdf & hard copy		Recorded Final Plats of property, if applicable
X	pdf & hard copy		Field Notes & sketch for Easements to be dedicated by Separate Instrument, if applicable. All easements to be recorded by the PUA.
X	pdf & hard copy		Title Insurance Policy for all easements, insuring good and indefeasible title, if applicable
X	pdf & hard copy		Leases, if applicable
X	pdf & hard copy		Franchise Agreements, if applicable
Required	Format	Included in Close-Out Package	Reimbursement Requirements (if applicable)
	pdf & hard copy		Acceptance of Audit
	pdf & hard copy		Bid Advertisement and Affidavits
	pdf & hard copy		Certified Bid Tabulations
	pdf & hard copy		All Pay Estimates
	pdf & hard copy		All Change Orders
	pdf & hard copy		Final Pay Request
	pdf & hard copy		Map of area being reimbursed, including plats / lots
	pdf & hard copy		Invoices for construction and non-construction items, plus front / back of checks showing payment
	pdf & hard copy		Funds Wiring or ACH instructions
Required	Format	Included in Close-Out Package	Special Condition Requirements (if applicable)
	pdf & hard copy		Memo of Understanding (MOU) Letter - Engineer's Certification of Compliance
	pdf & hard copy		Engineer's Certification of Acceptance & Completion Optional Enhanced Measures (OEM) / Post-construction - Attachment 2B Water & Wastewater Service Development Policy

All closeout items shall be submitted as a package (single bond copy with table of contents and section divider)

*In addition to providing the items listed above, the Conveyance Agreement must be approved by the PUA Board prior to project acceptance. PUA Board meeting - 3rd Thursday of month, Agenda Deadline - End of day Friday before Board meeting