

## PROJECT CLOSE-OUT DOCUMENTS

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

TYPE: \_\_\_\_\_

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

### I. AS-BUILT DRAWINGS (All as-builts must have a cover sheet)

- \_\_\_\_\_ A. Three sets of signed and sealed as-built drawings (size 24" x 36")
- \_\_\_\_\_ B. One set of reproducible Mylar as-built drawings (size 24" x 36")
- \_\_\_\_\_ C. One set of reduced as-built drawings 11" x 17"
- \_\_\_\_\_ D. One set of reduced as-built drawings 8-1/2" x 11" (marked Exhibit "A" with page numbers as outlined below)
- \_\_\_\_\_ E. One soft copy of as-built drawings in AutoCAD release 14 or higher formatted as follows:
  - \_\_\_\_\_ 1. Must be in NAD83 State Plane Coordinates
  - \_\_\_\_\_ 2. Layers must be converted to the City of Miramar standard layering format [See Appendix G (2)]

### II. ENGINEERING REQUIREMENTS

- \_\_\_\_\_ A. Regulatory Agency Approval letters (BCHD, DPEP, SBDD, BCTED, SFWMD, BCED, etc.)
- \_\_\_\_\_ B. Letter of Certification from Engineer of Record indicating that the paving, drainage, water, sewer 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
- \_\_\_\_\_ E. If the project includes a sewage pump station, a check for \$18,000 must be submitted to the City for the installation of a telemetry system and the purchase of an emergency backup generator.
- \_\_\_\_\_ F. For roadway projects, a certification letter for landscaping is required from City's Community Development Department.
- \_\_\_\_\_ G. Video tapes of sanitary gravity system

### 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)]
- \_\_\_\_\_ G. Opinion of Title (dated subsequent to the Easement Document) [See Appendix G (10)]
- \_\_\_\_\_ H. License to Encroach into Easement [See Appendix G (11)]

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” - 8-1/2" x 11" as-built drawing water, sewer, reuse, paving and drainage facilities (only those items to be accepted by the City) to serve \_\_\_\_\_.
- \_\_\_\_\_ 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)
- \_\_\_\_\_ C. Exhibit “C” - Sketch and Legal Description of Easement(s)/ Warranty Deed, signed and sealed by a Professional Surveyor and Mapper, in 8-1/2" x 11" format