

Seattle Engineering Department



NOTICE OF FINAL INSPECTION

Gary Zarker, Director of Engineering
Charles Royer, Mayor

TO

- | | | | |
|---|---|---|---|
| <input checked="" type="checkbox"/> Project File | <input type="checkbox"/> K. D. Wright | <input type="checkbox"/> U.S. West Communications | <input type="checkbox"/> Dept. of Game |
| <input checked="" type="checkbox"/> Project Mgr./ | <input type="checkbox"/> Landscape | <input type="checkbox"/> Wash. Natural Gas | <input type="checkbox"/> Seattle Steam |
| <input checked="" type="checkbox"/> Design/ | <input type="checkbox"/> Bridge Maintenance | <input type="checkbox"/> Metro | <input type="checkbox"/> WSDOT |
| <input checked="" type="checkbox"/> Contractor | <input type="checkbox"/> Water Department | <input type="checkbox"/> Dept. of Natural Resources | <input type="checkbox"/> SNCR |
| <input checked="" type="checkbox"/> Field Constr. Records | <input type="checkbox"/> Parks Department | <input type="checkbox"/> Port of Seattle | <input type="checkbox"/> UPRR |
| <input checked="" type="checkbox"/> Contract Payments | <input type="checkbox"/> City Light | <input type="checkbox"/> U. S. Coast Guard | <input type="checkbox"/> BNR |
| <input checked="" type="checkbox"/> Operations Support/RVH | <input type="checkbox"/> Fire Department | <input type="checkbox"/> Dept. of Fisheries | <input checked="" type="checkbox"/> ARC |
| <input checked="" type="checkbox"/> DWU/Bud McCormick | <input type="checkbox"/> Police Department | <input type="checkbox"/> Corps of Engineers | <input type="checkbox"/> DCD |
| <input checked="" type="checkbox"/> Transportation Services
Patton/Arnesen | <input type="checkbox"/> Human Rights (2) | <input type="checkbox"/> Dept. of Ecology | |

RETURN TO CONSTRUCTION MGMT. SECTION-ROOM 600, MUNICIPAL BLDG., 98104 NO LATER THAN _____

BY _____ DATE _____ JOB NO. _____ BPW NO. _____

PROJECT NAME _____ ORD. NO. _____

TYPE OF WORK _____ PLAN NO. _____

CONTRACTOR _____ INSPECTOR _____ PHONE _____

The contractor has notified the Construction Management Section that all work on the above improvement is now completed. Therefore, a final inspection of this project is scheduled for _____ at location of _____.

Your comments regarding noted discrepancies of work not satisfactorily completed and/or in need of correction, to meet the contract requirements, is requested. A combined final "punch list" will be compiled by the Construction Division and formally transmitted to the contractor. If no response is received from you by the above noted date, it will be assumed that you have no comments and are prepared to resume responsibility for the maintenance of those utilities within and adjacent to the project area and in which you hold vested interest, ownership or stewardship. When all items on said punch list have been satisfactorily completed and/or corrected, a Notice of Completion will be sent to you.

RESULTS OF FIELD INSPECTION; DISCREPANCIES NOTED

BY _____ DATE _____

/ska

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An Equal Employment Opportunity - Affirmative Action Employer

Seattle Engineering Department, Room 910, Seattle Municipal Building, 600 Fourth Avenue, Seattle WA 98104-1879. (206) 684-5000

Seattle Engineering Department



FORMAL PUNCH LIST TRANSMITTAL

Gary Zarker, Director of Engineering
Charles Royer, Mayor

TO: _____ DATE: _____ JOB NO.: _____

SUBJECT: _____

ATTN: _____

We have completed our final inspection of the above referenced project. In accordance with Section (1-05.11 and 1-05.12) or (9-1.06) of the contract specifications, the attached listing of discrepancies, items _____ through _____ must be satisfactorily corrected and/or completed before recommendation for acceptance can be made to the Board of Public Works. Also, in accordance with Section (1-08.4) or (8-1.02), you are expected to vigorously prosecute the correction of these deficiencies.

The working day count which has been held in suspension during the final inspection and punch list formulation period will recommence on the next working day following the date of this notice and will continue until the indicated items have been determined complete by Senior Construction Engineer.

Please notify Mr. _____ at _____, or call the SED Construction Office at 684-5068 when all discrepancy items have been completed so that a re-inspection can be scheduled.

Signed _____ Title _____

Copies To:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Project File | <input checked="" type="checkbox"/> Contract Payments |
| <input checked="" type="checkbox"/> Project Manager/ | <input type="checkbox"/> Police Department |
| <input checked="" type="checkbox"/> Design/ | <input type="checkbox"/> Pacific N.W. Bell Telephone |
| <input type="checkbox"/> Construction Contracts | <input type="checkbox"/> WA State Dept. of Transportation |
| <input checked="" type="checkbox"/> Contractor | <input type="checkbox"/> Washington Natural Gas |
| <input type="checkbox"/> DCLU/Permits | <input type="checkbox"/> Seattle Steam |
| <input type="checkbox"/> DWU/Bill Clendaniel | <input type="checkbox"/> Department of Community Development |
| <input checked="" type="checkbox"/> Operations Support | <input type="checkbox"/> Department of Natural Resources |
| <input type="checkbox"/> Transportation Services | <input type="checkbox"/> Port of Seattle |
| <input type="checkbox"/> K. D. Wright | <input type="checkbox"/> U.S. Coast Guard |
| <input checked="" type="checkbox"/> Field Constr. Records/M. D. Derr | <input type="checkbox"/> Department of Fisheries |
| <input type="checkbox"/> Landscape | <input type="checkbox"/> Corps of Engineers |
| <input type="checkbox"/> Bridge Maintenance | <input type="checkbox"/> Department of Ecology |
| <input type="checkbox"/> Water Department | <input type="checkbox"/> Department of Game |
| <input type="checkbox"/> Parks Department | <input type="checkbox"/> Seattle North Coast Railroad |
| <input type="checkbox"/> City Light | <input type="checkbox"/> Union Pacific Railroad |
| <input type="checkbox"/> Fire Department | <input type="checkbox"/> Burlington Northern Railroad |
| <input type="checkbox"/> Metro/Jim Hawthorne, MS-65 | <input checked="" type="checkbox"/> Administrative Records Center |

HWJ/ :ska

CLOSE-OUT NOTICE TO CONTRACTOR (Seniors, please fill in blanks)

Date: _____

Contractor: _____

Gentlemen:

The Construction Division of the City Engineering Department is now preparing its recommendations to the Board of Public Works for acceptance of

(Project Name)

Our records indicate that your Notice to Proceed on this project was issued on _____, with a planned completion date of _____.
mo. day year mo. day year

During the course of work, _____ days were declared by the Engineer as "Unworkable days due to weather conditions" and for which an Extension of Time in that amount will be allowed provided a request therefore is made.

You have submitted _____ Applications for Extension of Time (form 281) whereby _____ days of time extension is requested for other causes of delay as provided for by Section 1-08.8 of the contract specifications. We have reviewed the Record of Contract Delays and intend to recommend that _____ days Extension of Time be allowed for these causes.

_____ work suspensions were ordered by the Engineer for the period _____ as provided for by Section 1-.08.8 of the contract specifications.

Based on these records and provided the indicated requests are approved by the Board of Public Works, the revised planned completion date would be _____.
mo. day year

The project was considered substantially complete (completed to the extent that the Owner had full and unrestricted use and benefit of the facilities, both from an operation and safety standpoint) on _____.
mo. day year.

The last day of work (including punch list preparation) is recorded as _____ mo. day year and is considered the project completion date (except for plant establishment and quaranty periods as called for by the specifications). If this date occurs after the revised planned completion date (_____), Liquidated and/or Actual Damages as provided for under Section 1-08.9 of the contract specifications are indicated unless such overrun can be justified, proper applications made therefore and approved, all as required by the contract specifications.

If Liquidated or Actual Damages are indicated and you believe a basis for extension of time exists as provided for under Section 1-08.8 of the contract specifications, you are expected to submit an Extension of Time Request together with supporting material for our consideration within 10 days of this notice. Request made after 10 days hence will not be included in our recommendations to the Board of Public Works for acceptance of this project.

Principal Construction Engineer

Seattle Engineering Department



NOTICE OF COMPLETION

Gary Zarker, Director of Engineering
Charles Royer, Mayor

TO

<input checked="" type="checkbox"/> Project File	<input type="checkbox"/> K. D. Wright	<input type="checkbox"/> U.S. West Communications	<input type="checkbox"/> Dept. of Game
<input checked="" type="checkbox"/> Project Mgr./	<input type="checkbox"/> Landscape	<input type="checkbox"/> Wash. Natural Gas	<input type="checkbox"/> Seattle Steam
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<input checked="" type="checkbox"/> DWJ/Bud McCormick	<input type="checkbox"/> Police Department	<input type="checkbox"/> Corps of Engineers	<input type="checkbox"/> DCD
<input checked="" type="checkbox"/> Transportation Services Patton/Amesen	<input type="checkbox"/> Human Rights (2)	<input type="checkbox"/> Dept. of Ecology	

RETURN TO CONSTRUCTION MGMT. SECTION-ROOM 600, MUNICIPAL BLDG., 98104 NO LATER THAN _____

BY _____ DATE _____ JOB NO. _____ BPW NO. _____

PROJECT NAME _____ ORD. NO. _____

TYPE OF WORK _____ PLAN NO. _____

CONTRACTOR _____ INSPECTOR _____ PHONE _____

The Engineer has determined that the above referenced improvement was substantially complete on _____ 19__ and that all work, including discrepancies noted during the final inspection and included on the resulting punch list, was completed on _____ 19__.

If you concur in, or have no objection to this determination, you are requested to sign, date, and return this notice by the above date. If you do not concur in this determination, you are requested to return this form by the above date and include therewith a concise description of the work which you consider remains unfinished and adversely affects properties or improvements under your charge. If such response is not received by the above date, it will be assumed that you concur in the completion of the above improvement and that you will immediately resume total responsibility for the maintenance of those utilities and improvements within or adjacent to the project area and in which you hold vested interest, ownership or stewardship.

RESULTS OF FIELD INSPECTION; DISCREPANCIES NOTED

BY _____ DATE _____

/ska

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DO NOT TYPE AS "FINAL" UNTIL HWJ CONCURS

BPW CLOSE OUT LETTER

INPUT FORM

Date:

Barbara Taber
Executive Director
Board of Public Works
City of Seattle

Dear Ms. Taber:

SUBJECT: _____

ORDINANCE # _____ BPW # _____

The improvement of _____ as authorized
by Ordinance # _____ has been completed by _____
_____ with the exception of _____.

We recommend that

- ___ this improvement be accepted by the Board.
- ___ the current contract be called complete and the attached Supplemental Contract be approved to carry out the remaining 365 calendar day plant establishment work.
- ___ _____

The Notice to Proceed on this project was issued on _____, _____
with ___ working days provided to complete the work. The expiration date was
_____, 19____. During the course of the work, the following occurred
which altered the required completion date:

- a. _____ () days were recorded by the Engineer as unworkable due to abnormally inclement weather.
- b. _____ () working days were necessary for the Contractor to perform change order work for field revisions requested by the Engineer.

Barbara Taber
Date
Page Two

- c. Work was suspended for _____ () days to allow procurement and placement of plant material during the normal planting season.
- d. Work was suspended for _____ () days, from _____ through _____ for final inspections and compiling a coordinated Discrepancy (Punch) List for the contractor to correct, per specification.
- ____. Work was suspended for _____ () days, from _____ through _____ for material procurement.

_____ () days were required to _____

The Engineering Department has granted an extension of time for a. through ____ above. This resulted in:

- ____ a timely completion with no liquidated damages.
- ____ a _____ () day early completion with no liquidated damages.
- ____ a _____ () day late completion, requiring the assessment of:
____ liquidated damages at \$ _____ per day for the _____ () days between the revised expiration date and substantial completion.
- ____ actual cost damages to be computed for the _____ () days between substantial completion and actual completion.
- ____ actual cost damages to be computed for the _____ () days between the revised expiration date and actual completion.

Project Summary

Contractor: _____
Notice to Proceed Date: _____
Working Days Allowed: _____
Material Procurement Days Allowed: _____
Expiration Date: _____
Approved Extension of Time: _____
Revised Expiration Date: _____
Substantial Completion Date: _____
Actual Completion Date: _____
Original Contract Award: _____
Total Value of Scheduled Work: _____
_____ Change Orders Totaling: _____
Total Value of All Work: _____

The Contractor and Subcontractor Performance Evaluations, Supplemental Contract for Landscape Establishment, and Application for Extension of Time are attached.

Sincerely,

A. BRUCE WASELL, P.E.
Director of Engineering Services

ABW/ :ska

Attachments

- | | |
|----------------------------------|------------------------------------|
| cc: Gary Zarker | Transportation (JAK) |
| Fire Department | Street Use (KTJ) |
| Captain O'Mahony, SPD | Financial Management |
| Office for Women's Rights | Construction Contracts (DJH) |
| Department of Labor & Industries | Construction Management (3) (HWJ/ |
| Human Rights Department (2) | Field Construction Records/HAK) |
| Water Department | Contract Payments |
| City Light Department | Roadway Maintenance |
| Community Affairs Division | State Department of Transportation |
| DWU/Bud McCormick | U.S. West Communications |
| Photo Lab | Metro Transit (Sandaas) |
| Senior Engineer/ | Washington Natural Gas |
| Project Manager/ | Contractor/ |