

## WATER AUTHORITY CLOSEOUT PACKAGE CHECKLIST

**PROJECT NUMBER & NAME:** \_\_\_\_\_

The following items are required for all closeout packages for projects requiring Water Authority acceptance. Service will not be provided until the items below have been provided in full and the Water Authority issues an acceptance letter for the infrastructure:

1.  Water Authority Certificate of Substantial Compliance
2.  Project Description  
Written description in Word document or PDF format of infrastructure to become Water Authority assets (including quantities). This is separate from an infrastructure list.
3.  Contractor's Final Invoice with zero balance (or latest invoice showing a zero balance for Water Authority infrastructure).
  - a. This must be itemized (lump sum costs are not acceptable) to show costs of each Water Authority item.
  - b. Subtotals of water, non-potable, and sanitary sewer infrastructure must be shown as well as an overall total.
4.  Material submittals
  - a. Submittals are to be provided by the contractor and approved by the engineer conforming with the latest version of the Water Authority Approved Products List, Standard Details, and Specifications. A copy of the Approved Products List with used items highlighted is also required.
  - b. Include the current Water Authority approved product list with indication of items used. **DO NOT** include submittals for non-Water Authority infrastructure.
  - c. Include any submittals for items not on the Water Authority Approved Products List and that were approved by the Water Authority.
5.  Consulting Inspector logs
  - a. Include pictures of surface features, pipes, overall project, other pertinent infrastructure installed.
  - b. Include notes explaining the inspection being observed, and any issues that are observed and resolved.
6.  Final inspection punch list
  - a. Include a letter from the consulting engineer certifying items have been addressed and the date they were addressed.
  - b. Include a list of attendees for the final inspection.
7.  Correspondence
  - a. All correspondence must be included and provided regarding the construction process.
8.  Requests for Information (RFIs)
9.  Change Orders
  - a. Must include all applicable changes in cost on the final invoice and be noted as a changed item including the associated costs.
  - b. Discuss the reason for the change order.
10. Test reports
  - a.  Hydrostatic
  - b.  Potability – tested by Water Authority inspection team and provided by Water Authority testing lab.
  - c.  Low Pressure Air and Mandrel
  - d.  Sanitary sewer video inspection
    - i. To include proper formatting and must be submitted to the Water Authority Engineer and include all associated files (refer to sanitary sewer video inspection requirements document)
  - e.  Materials Testing – include tests applicable to Water Authority infrastructure. **DO NOT** submit test reports for non-Water Authority items (e.g. lot compaction, paving, subgrade, base course, curb and gutter, sidewalk, etc.)
    - i.  Concrete (i.e. manhole bases, valve and manhole collars, etc.)
    - ii.  Density – compaction for water and sanitary sewer infrastructure

IF any test failed the retests must be provided and noted clearly.

11. Record Drawings (Certification from both surveyor and engineer)
  - a.  Digital .pdf copy (to scale)
  - b.  Confirm all recording information for easements has been included
  - c.  Include latest plat
  - d.  Electronic CAD files
12.  Easements (if applicable)
13.  Deeds approved by Water Authority Legal (if applicable)
14.  License agreements (if applicable)
15.  Affidavit of No Liens (executed by the contractor)
  - a. Certifies that all material and labor suppliers have been paid and that no liens have been filed for payment. Developer and Contractor warrant the work as complete and fit for purpose.

All closeout packages submitted to the Water Authority shall be in PDF format and grouped according to the closeout package checklist. Closeout packages shall be complete and free of errors. Incomplete closeout packages will not be accepted and will delay the closeout process, ultimately delaying service for the project.

16.  Asset management onboarding workbook  
Vertical and horizontal asset management workbook must be completed by the Water Authority engineer using the contractor's final invoice.