SECTION 200 ACCEPTANCE PROCEDURES

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SECTION 200 ACCEPTANCE PROCEDURES

210.00 GENERAL CONDITIONS

Prior to requesting inspection for Construction Acceptance of the work:

A. All temporary structures, debris, mud and waste materials shall be removed from all public property.
B. A complete and accurate set of "as built" drawings as described in Section 222.00 shall be submitted to the Director of Public Works. Changes to the original design drawings must be supported by documentation that contains the signature and seal of a Colorado Registered Professional Engineer.
C. All relative testing certifications and documentation shall be submitted to the Director of Public Works. All required certifications must contain the signature and seal of a Colorado Registered Professional Engineer.
D. All other supporting documentation as may be required shall be submitted to the Director of Public Works as described in Section 222.00.

220.00 CONSTRUCTION ACCEPTANCE PROCEDURES FOR DEVELOPMENT PUBLIC IMPROVEMENTS

221.00 Inspection

Upon completion of all construction and prior to requesting Town's Construction Acceptance, the Contractor and/or Owners representative should conduct their own inspection and make all necessary corrections.

When the improvements to be accepted are complete and ready for inspection, the inspection may be initiated by:

A. Written request from the Developer to the Director of Public Works outlining which facilities are ready for inspection, or
B. The Director of Public Works, if he/she determines it to be necessary, may inform the Developer that an inspection will be made, and outline those facilities which will be inspected.

The Director of Public Works will then schedule a date and time for inspection with members of the Town staff within one (1) week of request. Within two (2) weeks after the construction acceptance inspection, a list of deficiencies will be prepared by the Director of Public Works and presented to the Developer. Within one (1) week of receipt of this list, the Developer shall submit a satisfactory time schedule for correction of the deficiencies. After the Developer and the Contractor have corrected the deficiencies, the developer must inform the Town that repairs have been made, and a follow-up inspection will be scheduled.

The time schedule noted above may be extended only under special circumstances with the written approval of the Director of Public Works. Should the deficiencies not be corrected in the

time period outlined herein, the Town has the right to prepare another list of deficiencies and/or draw upon the performance guarantee as specified in the improvement or subdivision agreement to complete the improvements.

222.00 Construction Acceptance Procedures

After the Public Improvements have passed inspection, the Developer shall request in writing a Construction Acceptance letter within fifteen (15) days of inspection.

A. A full set of "as built", permanent, reproducible mylars four (4) mil thickness, double matted reverse film, 24"x36" (sepia's not acceptable), with the accuracy attested to by a Registered Professional Engineer licensed to practice in Colorado. All of the "as-built" drawings shall contain the following statement:

This plan and the information contained hereon accurately represents the "As Built" condition of the improvements as shown as of _____(date)_____.

By: _____ P.E. No. _____
John Doe

(Mylar copy to be signed with seal over signature)

B. A CD of "as-built" plan drawings in AutoCAD (.dwg) and PDF (.pdf) format.
1. External references must be bound to the AutoCAD file or all drawing files shall be included in a folder that will enable the drawing files to open correctly so they will not require re-mapping.
2. A single PDF is required for each sheet in the project. Each sheet shall be labeled with the sheet number and sheet title (1 of 7 Cover Sheet, 2 of 7 General Notes, etc.). All PDF's shall be put in a folder with the project name.

C. Field inspection reports as required in Section 160.00 of these STANDARDS AND SPECIFICATIONS.

D. A final sworn affidavit of construction cost; and

E. Any other items required under the subdivision agreement.

F. Additional "as built" information is required for entry into Town's GIS system in accordance with the current User Guide.

223.00 Warranty Period Repairs, Replacement, and Maintenance of Improvements

For a two (2) year period from the date of "Construction Acceptance" of any improvements related to the Development, the Owner shall, at his own expense, take all actions necessary to maintain said improvements and make all needed repairs or replacements which, in the reasonable opinion of Erie, shall become necessary, except that Erie shall be responsible for snow removal. If within thirty- (30) days after Owner's receipt of written notice from Erie requesting such repairs or replacements, Owner has not completed such repairs, Erie may exercise its right to secure performance as provided in the Development Agreement.

At least thirty- (30) days before the two- (2) years has elapsed from the issuance of the Construction Acceptance, the Developer must request an inspection for consideration of completion of the warranty period. Following inspection, a list of deficiencies will be prepared. After repairs have been made, a follow-up inspection must be requested. The warranty period is not over until all warranty repairs have been made. The warranty period for repairs shall be one year.

230.00 CONSTRUCTION ACCEPTANCE PROCEDURES FOR PUBLIC IMPROVEMENTS CONTRACTED BY THE TOWN

The inspection and acceptance procedures for public improvements contracted by the Town are specified in the contract documents.

240. 00 FINAL ACCEPTANCE PROCEDURES FOR DEVELOPMENT PUBLIC IMPROVEMENTS

241.00 Final Inspection

Thirty- (30) days prior to expiration of two- (2) year warranty period and prior to requesting Town final acceptance, owner's representative should conduct their own inspection and make all necessary corrections. An inspection checklist may be obtained from the Public Works Department.

When the improvements to be accepted are complete and ready for final inspection, the final inspection may be initiated by:

A. Written request from the Developer to the Director of Public Works outlining which facilities are ready for final inspection, or
B. The Director of Public Works, if he determines it to be necessary, may outline those facilities that will be inspected.

The Director of Public Works will then schedule a date and time for final inspection with members of the Town staff within one (1) week of request. Within two (2) weeks after the final inspection, a list of deficiencies will be prepared by the Director of Public Works and presented to the Developer. Within one (1) week of receipt of this list, the Developer shall submit a schedule for correction of the deficiencies acceptable to the Town. After the Developer and the Contractor have corrected the deficiencies, the Developer must inform the Town that repairs have been made, and a follow-up final inspection will be scheduled.

The time schedule noted above may be extended only under special circumstances with the written approval of the Director of Public Works. Should the deficiencies not be corrected in the time period outlined herein, the Town has the right to prepare another list of deficiencies and/or draw upon the performance guarantee as specified in the improvement or subdivision agreement to complete the improvements.

242.00 Final Acceptance Procedures

After the Public Improvements have passed the final inspection, the Developer shall request in writing a Final Acceptance Letter within fifteen (15) days of final inspection.

243.00 Repairs and Replacement

Upon issuance of Final Acceptance, the Public Works Department will take full responsibility of the improvements, except for repairs and replacements that, in the opinion of the Director of Public Works, shall become necessary for those repaired/replaced items. At the end of the warranty, items repaired/replaced under the two (2) year warranty period will be subject to an additional one (1) year warranty. If, within ten (10) days after the Developer has received written notice from the Director of Public Works requesting repairs or replacements, the Developer has not undertaken to make the repairs or replacements, the Town may make the repairs and replacements and draw upon the Developer's performance guarantee as specified in the subdivision agreement.

Approximately one (1) year following final acceptance, the Developer must request an inspection for consideration of completion of the warranty period. Following inspection, a list of deficiencies will be prepared. After repairs have been made, a follow-up inspection must be requested. The warranty period is not over until all warranty repairs have been made. The warranty period for repairs shall be one (1) year.

250.00 FINAL ACCEPTANCE PROCEDURES FOR PUBLIC IMPROVEMENTS CONTRACTED BY THE TOWN

The inspection and construction acceptance procedures for public improvements contracted by the Town are specified in the contract documents.

251.00 Final Warranty Inspection

Thirty- (30) days prior to expiration of two- (2) year warranty period and prior to requesting Town final acceptance, Contractor should conduct their own inspection and make all necessary corrections. An inspection checklist may be obtained from the Public Works Department.

When the improvements to be accepted are complete and ready for final inspection, the final inspection may be initiated by:

A Written request from the Contractor to the Director of Public Works outlining which facilities are ready for final inspection, or

B The Director of Public Works, if he determines it to be necessary, may outline those facilities that will be inspected.

The Director of Public Works will then schedule a date and time for final inspection with members of the Town staff within one (1) week of request. Within two (2) weeks after the final inspection, a list of deficiencies will be prepared by the Director of Public Works and presented to the Contractor. Within one (1) week of receipt of this list, the Contractor shall submit a satisfactory time schedule for correction of the deficiencies. THE DEFICIENCIES MUST BE CORRECTED WITHIN THIRTY- (30) DAYS OF THE RECEIPT OF THE LIST. After the

Contractor has corrected the deficiencies, the Contractor must inform the Town that repairs have been made, and a follow-up final inspection will be scheduled.

The time schedule noted above may be extended only under special circumstances with the written approval of the Director of Public Works. Should the deficiencies not be corrected in the time period outlined herein, the Town has the right to prepare another list of deficiencies and/or draw upon the performance guarantee as specified in the construction agreement to complete the improvements.

252.00 Final Acceptance Procedures

After the Public Improvements have passed the final inspection, the Contractor shall request in writing a Final Acceptance Letter within fifteen (15) days of final inspection.

253.00 Repairs and Replacement

Upon issuance of Final Acceptance, the Public Works Department will take full responsibility of the improvements, except for repairs and replacements that, in the opinion of the Director of Public Works, shall become necessary for those repaired/replaced items. At the end of the warranty, items repaired/replaced under the two (2) year warranty period will be subject to an additional one (1) year warranty. If, within ten (10) days after the Contractor has received written notice from the Director of Public Works requesting repairs or replacements, the Contractor has not undertaken to make the repairs or replacements, the Town may make the repairs and replacements and draw upon the Contractor's performance guarantee as specified in the construction agreement.

Approximately one (1) year following final acceptance, the Contractor must request an inspection for consideration of completion of the warranty period. Following inspection, a list of deficiencies will be prepared. After repairs have been made, a follow-up inspection must be requested. The warranty period is not over until all warranty repairs have been made. The warranty period for repairs shall be one (1) year.