

Acceptance of Improvements Checklist

Completion and Acceptance of Public Improvements:

- ☐ Verify and record all utility and drainage easements or rights-of-way.
- ☐ Provide documentation of water quality/pressure tests and TCEQ approvals.
- ☐ Submit O&M manuals and warranties for any mechanical or lift station equipment.
- ☐ Confirm that any performance bonds or letters of credit are formally released or converted to the maintenance bond.
- ☐ Coordinate with the city, project engineer, project developer, project contractor to schedule an final walk-through on-site inspection to certify the improvements are complete.
- ☐ The project engineer will need to create a punch list of all items and redline plans of the areas called out for repair. The project engineer will send the punch list items to the city for our records.
- ☐ Once the punch list items are complete schedule a follow-up walkthrough inspection to address punch list.
- ☐ Once punch list items are complete provide a letter from the Developer's Engineer that construction conforms to the city's plans and specifications, the standards contained in or referred to herein, and the construction plans.
 - ☐ Once we receive this letter from the project engineer, we can provide the letter from the city for the bonding agency.
- ☐ Estimated Costs of improvements from the developers engineer will need to be provided to the City for the City Engineer to review and approve the amounts for the Maintenance Bond.
- ☐ Developer must provide the city with a Maintenance Bond serving as a guarantee (equal to the total improvement costs) that all workmanship and materials shall be free of defects for a period of two (2) year from the date of acceptance by the City. The bond should name the "City of Caldwell"

"As-built" record drawings:

- ☐ As-built engineering & construction drawings printed (2 sets 24" x 36")
- ☐ A georeferenced CAD and GIS shapefile must be emailed to the city. City will confirm coordinate system and verify accuracy.

Plat Filing:

- ☐ Provide the City with three (3) mylar and three (3) paper copies of the plat exhibit and certification sheets.



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- ☐ Obtain all signatures from owners, surveyors, engineers, and notary prior to delivering to City Hall. City Staff will get the city's signatures for approval then take the plat to file it at the County Clerk's Office.
- ☐ City Staff will contact you when the plat has been filed and when you can pick up your paper copy of the plat.

Following the 1-year period being completed:

- ☐ After two (2) year period has passed schedule, a warranty walk-through inspection to be conducted.
- ☐ On-site Warranty Inspection (TBD) to certify that improvements have withstood the 2-year warranty period.
- ☐ Warranty Punchlist items (redlined and called out, if any).
- ☐ Follow-up walkthrough inspection to address Warranty punch list items.
 - ☐ Letter of Certification from the Developer's Engineer that construction conforms to the plans and specifications, the standards contained in or referred to herein, and the construction plans and that the developer is requesting to release the Maintenance Bond (see attached example);
 - ☐ The City will provide a letter of acceptance for improvements and release the maintenance bond to certify that the city will assume maintenance, moving forward.