

Construction Process Checklist

PLAN APPROVAL

All design plans and reports are required to be approved and signed by the City Engineer prior to commencing construction.

Submit Engineer's Cost Estimate for approval:

When submitting plans for signature, the cost estimate shall be included for construction of all improvements that are within the public right-of-ways including onsite grading, dedicated public right-of-ways or dedicated public utility easements. Engineer's Cost Estimates are required to obtain a performance bond from Surety and shall include the following:

- 100% of the cost based on the estimate of the labor and materials necessary to complete the improvements
- Shall include a minimum of a 10% contingency
- Shall be sealed and signed by a Professional Engineer
- Shall be approved and signed by the City Engineer

PRE-CONSTRUCTION

Pre-Construction is the interim stage between final design approval and commencing construction. The following steps must be completed prior to starting construction in the City of Buckeye.

Submit pre-construction documents for approval:

The following items are required before the pre-con meeting is scheduled and engineering permit issued. Completed forms are to be submitted to the Construction Coordinator.

Public Infrastructure Assurance Agreement (PIAA) with all exhibits and bonds

Unless waived by the City Engineer, the developer is required to provide financial guarantee in the form of the Public Infrastructure Assurance Agreement (PIAA) for construction of all improvements that are constructed within the City right-of-ways including onsite grading or dedicated public right-of-ways. This agreement shall contain the following exhibits:

- Exhibit A: Legal Description
- Exhibit B: Approved Engineer's Cost Estimate
- Exhibit C: List of Plans and Specifications
- Exhibit D/E: Financial Guarantee by Performance Bond or Letter of Credit

Certificate of Insurance

Provide a Certificate of Insurance endorsing the City of Buckeye as an additional insured.

Maricopa County Dust Control Permit

Storm Water Pollution Prevention Plan

ADEQ Notice of Intent

MCESD Approval to Construct

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Pre-Construction Meeting:

Once completed pre-construction documents are received and approved, the pre-con meeting will be scheduled within approximately one week. The following items must be completed and submitted to the Construction Coordinator when requesting pre-con:

Pre-Construction Request / Information Form

Traffic Control Plan (submit prior or bring to the pre-con meeting)

Submit Traffic Control Plan for review and approval

Material Submittals (submit prior or bring to the pre-con meeting)

All civil material submittals need to be submitted for review and approval. Material Submittals review timeframe are approximately 16 City working days. Material Submittals need to be submitted according to the Overall Improvement Material Submittal Checklist.

Obtain City Permit:

Following the Pre-con meeting, the Owner/Contractor may go directly to the permit counter to complete the permit process and receive a permit to start construction.

CONSTRUCTION

Ongoing Construction Inspections:

All inspections must be requested through the City website or through the City call in system. A copy of approved plans, permits, and Business License shall be onsite at all times and available to the City Inspector.

Submit “To Pave” As-Built Drawings for review and approval:

As-built drawings for public Sewer, Storm Drain, and Water must be submitted for review and approval prior to paving. Plans must be reviewed and approved in order to pave.

Commence Paving

Submit “For Final” As-Built Drawings for review and approval:

As-built drawings for all improvements must be submitted for review and approval. Upon approval of Final as-builts, a CD/DVD of all final as-builts in CAD and PDF format will be required.

Schedule Final Walk through the Construction Coordinator:

At least one review of the final as-built drawings must be submitted for review prior to requesting and scheduling the Final Walk. The Final Walk needs to be requested and scheduled through the Construction Coordinator. The City will conduct a verification of the Pre-Plat or Final-Plat stipulations and all Final Engineering Documentation to determine that all stipulations and project requirements have been met.

Conduct Final Walk and create punch list items

A copy of the punch list is required to be submitted to the construction coordinator

Complete punch list items:

Punch List items must be completed within 30 days of the Final Walk. After completing the punch list items, request an inspection through the City's permit portal. The punch list must be signed off by the inspector and provided to the Construction Coordinator. If punch list

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items are not completed within 30 days or signed off by the inspector, the Owner/Contractor will be required to schedule an additional Final Walk to re-inspect the entire project.

ACCEPTANCE AND WARRANTY

Obtain City Acceptance and begin 2 year warranty:

Upon approval of the Final Asbuilts, an Acceptance and Warranty Letter will be issued. The Acceptance and Warranty Letter is required to be signed by the Owner, notarized, and returned to the Construction Coordinator acknowledging the Acceptance and Warranty for the project or construction.

Request and receive bond reduction to 10% of original guarantee:

Upon project Acceptance, the financial guarantee (Performance Bond or Letter of Credit) may be requested to be reduced to 10% of the original guarantee amount or the Owner may submit a Maintenance Bond for 10% of the original guarantee amount to provide the required financial guarantee during the 2 year warranty. Complete the required form and submit to the Construction Coordinator:

Financial Assurance Reduction / Exoneration Request

CERTIFICATE OF OCCUPANCY (commercial projects only)

The Certificate of Occupancy (C of O) shall be issued after the project has been accepted by the City and all requirements have been met. The Owner is required to apply for the C of O and obtain department signatures for approval.

END OF THE WARRANTY

Schedule Warranty Walk through the Construction Coordinator

The Warranty Walk must be requested and scheduled through the Construction Coordinator.

Conduct Warranty Walk and create punch list items

A copy of the punch list is required to be submitted to the construction coordinator.

Complete punch list items

Punch List items must be completed within 30 days of the Warranty Walk. After completing the punch list items, request an inspection through the City's permit portal. The punch list must be signed off by the inspector and provided to the Construction Coordinator. If punch list items are not completed within 30 days or signed off by the inspector, the Owner/Contractor will be responsible for scheduling an additional Warranty Walk to re-inspect the project.

Obtain Final Conveyance Letter releasing the project to the City

Upon receiving the signed off punch list, a Final Conveyance Letter will be issued releasing the project to the City.

Request and receive bond exoneration

Upon Final Conveyance of project, the financial guarantee (Performance Bond, Maintenance Bond, Letter of Credit, or Cash Bond) may be requested to be exonerated. Complete the required form and submit to the Construction Coordinator:

Financial Assurance Reduction / Exoneration Request