PART 1 - GENERAL

1.01 DESCRIPTION:

A. Supplemental requirements to the Conditions of the Contract and Specifications for administrative procedures in closing out the Work.

1.02 REQUIREMENTS FOR ACHIEVING SUBSTANTIAL COMPLETION:

A. Prior to requesting Engineer's inspection for certification of Substantial Completion, the Contractor must meet the following requirements:

1. The facility shall be sufficiently complete and cleaned with all construction material removed, to allow the unrestricted use of the facility including installation of permanent cores in locks, and transmittal of keys to Engineer.
2. Submittal of pay request for all items completed in order to satisfy the requirements of Substantial Completion.
3. Complete and submit a release, granting the Engineer's staff and facility users' full and unrestricted use of the Work and access to services and utilities including final building permit inspection and occupancy or temporary occupancy permits as required.
4. Complete start-up of systems and provide copies of initial balancing reports.
5. Record Documents have been submitted to and approved by the Consultant in accordance with the requirements of Section 01 78 39 - Record Documents.
6. Operating and Maintenance Manuals have been submitted to and approved by the Consultant in accordance with the requirements of Section 01 78 23 - Operating and Maintenance Manual.
7. Warranties and Bonds Manual, including but not limited to special guarantees, workmanship, final certifications and similar documents have been provided and warranties inserted into the O & M Manuals in accordance with the requirements of Section 01 78 36 - Warranties and Bonds.
8. Write a letter to the Engineer on the attached form requesting that a Substantial Completion Date be established.

B. Process to achieve Substantial Completion:

1. Upon receipt of Contractor's request, Engineer shall request that the Consultant conduct a preliminary inspection to verify if the project meets the requirements for substantial completion. If the Consultant concurs that substantial completion has been met, the Engineer will be so notified and a punch list inspection will scheduled within ten (10) working days of the notification. If the Consultant determines that the project is not Substantially Complete, the Engineer will be so notified and the Engineer will notify the Contractor of the portions of the Work that must be completed before a punch list inspection can be scheduled.
2. The Consultant shall be responsible for preparing the punch list based upon the results of the inspection. The Engineer's designated representative will also inspect the project and provide a written punch list to the Consultant.

These lists will be compiled into a single list by the Consultant and issued to the Contractor. If the inspection reveals that the Work is not Substantially Complete, the process in 1.02.B.1 shall be repeated.

3. After inspection confirms that the Work is Substantially Complete, the Engineer shall prepare certificate of Substantial Completion establishing the date of Substantial Completion and provide a copy to the Contractor with a copy of the punch list. The date of Substantial Completion shall be used to determine the cut-off date for liquidated damages.
4. Re-inspection Fees: When inspection shows that the Work has not attained the completion status claimed, the Contractor shall compensate the Engineer for additional time expended in subsequent inspections at the Engineer's standard hourly billing rate.

1.03 REQUIREMENTS FOR ACHIEVING PHYSICAL COMPLETION:

A. The Contractor shall show evidence of compliance with requirements of the following:

1. All permits required by regulatory agencies that have been issued.
2. Discontinue (or change over) and remove from project site temporary facilities and services, along with construction tools and facilities, mock-ups, and similar elements.
3. Testing of the operations of all systems has been completed and copies of the final balancing report submitted to the Engineer.
4. All deficiencies identified on the punch list have been corrected.
5. Upon correction of all punch list items, the Contractor shall notify the Engineer on the attached form that physical completion has been achieved and request scheduling of the a final punch list inspection.

B. Process to Achieve Physical Completion:

1. Upon receipt of the Contractor's request for final inspection, the Engineer shall request that the Consultant verify that all punch list items have been corrected. If the Consultant concurs, the Engineer will be so notified and a final punch list inspection will be scheduled within five (5) working days of the notification. If the Consultant determines that the punch list items remain to be corrected, the Engineer will be notified and the Engineer will notify the Contractor of the items that must be corrected before a final punch list inspection can be scheduled.
2. The Consultant shall prepare the final punch list inspection report based upon the results of the inspection. If the final inspection reveals that punch list items remain to be corrected, the process in 1.03.B.1 shall be repeated.
3. After inspection shows that all punch list items have been corrected, the Engineer shall prepare the certificate of Physical Completion establishing the Physical Completion Date and provide a copy to the Contractor. The date of Physical Completion shall be used to determine the start of the one-year and extended warranties period.

4. Re-inspection Fees: When inspection reveals that the Work has not attained the completion status claimed, the Contractor shall compensate Engineer for additional time expended in subsequent inspections at Engineer's standard hourly billing rate.

1.04 ENGINEER'S RECOMMENDATION FOR CONTRACT COMPLETION DATE:

A. The Engineer's written recommendation for Contract Completion Date initiates the contract completion approval process. The Engineer will issue the written recommendation for contract completion date to the Owner upon the Engineer's determination that the following requirements have been fulfilled:

1. Terms and requirements of all permits issued by regulatory agencies have been satisfied.
2. All required special testing has been completed and approved.
3. All changes to the Work have been completed and approved by Change Order, with associated changes to contract price, time, and bonding requirements incorporated in the final pay request.
4. Dates for Substantial and Physical Completion have been established in writing by the Engineer.
5. Contractor's Performance Evaluation by the Engineer's Project Manager has been filed.
6. Requirements for training of the Engineer's personnel and final testing of operating systems have been satisfied.

PART 2 - PRODUCTS: *(Not Used)*

PART 3 - EXECUTION: *(Not Used)*

END OF SECTION

(Substantial Completion and Physical Completion form letters follow)

SUBSTANTIAL COMPLETION

Date:

Rebecca Rufin, Parks Engineer
Seattle Department of Parks and Recreation
800 Maynard Avenue South, 3rd Floor
Seattle, Washington 98134-1336

Re: *Project Name*

The Work performed under this Contract has been substantially completed. The Contractor, *(Name)*, hereby requests a Punch List Inspection of Substantial Completion and establishment of the date of Substantial Completion.

The Contractor will complete or correct the Work on the punch list within (# of days) working days from the date of Substantial Completion established by the Engineer.

_____	_____	_____
Contractor	By	Date

PHYSICAL COMPLETION

Date: _____

Rebecca Rufin, Parks Engineer
Seattle Department of Parks and Recreation
800 Maynard Avenue South, 3rd Floor
Seattle, Washington 98134-1336

Re: *Project Name*

The Work items identified in the inspection punch list have been completed. The Contractor, _____, hereby requests certification of Physical Completion and establishment of the date of Physical Completion and the beginning of the warranty period.

The Contractor understands that the Seattle Department of Parks and Recreation will assume all maintenance of the facility upon Physical Completion.

_____	_____	_____
Contractor	By	Date