

**CONSTRUCTION PLANS
SECTION 4-500
CONSTRUCTION PHASING, STOP WORK PROCEDURE,
CONSTRUCTION CHANGES, PROJECT CLOSEOUT
AND AS-BUILTS**

4-500 CONSTRUCTION PHASING, STOP WORK PROCEDURE, CONSTRUCTION CHANGES, PROJECT CLOSEOUT AND AS-BUILTS

4-500.1 Construction Phasing

The purpose of this section is to set forth guidelines for construction phasing so that the ultimate end user of the project is not unduly burdened by partially constructed facilities.

1. If an off-site unbuilt access road is needed to serve the project (Project "A") and the unbuilt access road has been designed and bonded for by another entity (Project "B"), Owner "A" must either:
 - a. Enter into an agreement with Owner "B" and the City for the joint construction of said roadway; or,
 - b. must design and bond independently for said roadway

Needed roadways are those that are required per the approved Tentative Map or as otherwise required by the City Engineer for adequate circulation.

2. Projects that have not begun construction within two years of final map approval may, with initiation by the City Council, revert to acreage pursuant to 66499.11 of the Map Act.
3. In accordance with provisions in Subdivision Improvement Agreements, in the event that a Project has been sold, transferred or foreclosed upon, the city shall require the new owner of such Project to execute a new subdivision improvement agreement and submit new bonds prior to the new owner obtaining his/her/their first building permit.
4. Projects that have are partially constructed and have been suspended indefinitely shall be graded for long term sustainability to the satisfaction of the City Engineer.
5. Prior to the construction of buildings the owner shall comply with Chula Vista Fire Department Policies for water, access, temporary turnarounds and street signs.
6. Prior to building permit sign off, the owner shall plant and irrigate all adjacent slopes, medians and parkways and final pave the street, complete all street improvements, unless bonded with erosion control BMP's in place.

4-500.2 Stop Work Procedure

The purpose of this section is to provide guidance for when a stop work order is appropriate during the grading or construction of facilities by private developers from plans signed by the City Engineer. It is the intent of this policy to ensure that construction proceeds in an orderly manner without major interruptions in the work if at all possible. (References: 2006 Standard Specifications for Public Works Construction, Section 6-3, "Suspension of Work"; Chula Vista Municipal Code Chapter 12.20 and Chapter 15.04)

1. Health and Safety – There shall be no circumstance where this procedure limits the Public Works Inspector from protecting the health and safety of the public by stopping all work at a construction site.
2. Major changes in work requiring a Construction Change to the plans – The Public Works Inspector shall inform the Principal Civil Engineer, Public Works Inspection Section when the nature of a change in work or change in conditions necessitates a construction change to the plans prior to commencing work. If the Principal Civil Engineer concurs with this finding, the Public Works Inspector shall immediately communicate this direction to the contractor. The contractor will be allowed to continue to progress on other portions of plans while the construction change is processed by the Development Services Department – Land Development Section. It shall be the Contractor's obligation to inform the Engineer of Work / Owner that the plans require a construction change. Should the contractor continue to work on the area specifically under review for a construction change before the approval of the construction change, the Public Works Inspector shall issue a stop work notice.
3. Minor changes in work to be shown on the as-built "red line" plans. – Should the Principal Civil Engineer make a finding that the changes are not Major as specified in Section 2 defined in the above bullet, the changes shall be shown on the red-line plans and processed as "As-Built" at the end of construction.

4-501 General Description of Plan Changes

4-501.1 Revisions are changes in the design

required by changed design requirements identified prior to start of construction. Revisions shall follow the general procedure in Section 4-502.

4-501.2 Construction Changes are

changes in the design required by unforeseen field conditions. Construction changes shall be approved before the proposed change is constructed. Construction changes must be submitted to and approved by the Development Services Department – Land Development Section to the Inspection Section, but may be processed either by the Land Development Section or by the Inspection Section as determined by the Inspection Section, and shall follow the general procedure in Section 4-502

4-501.3 As-built changes are

revisions to construction plans to reflect as constructed conditions. As-builts are to be processed by the Inspection Section following the general procedure in Section 4-502 and must be complete and approved prior to acceptance of all public improvements and release of bonds. Grading plans are as-built in accordance with Section 15.04.140 of the Municipal Code. Typically, the following items are added to approved plans during the as-built process:

1. Add sewer laterals to plan view with a distance from the closest property line indicated, show backflow preventors on plan view, and complete sewer lateral table.

2. List structural street sections with limits indicated for each change;
3. Show street light conduit locations, pull boxes and power sources;
4. Show driveway locations including driveway centerline with street centerline stationing and width of driveway.

4-502 General AS-Built Procedure

1. Submit two sets of blueprints with changes indicated in red. If the project is not yet complete, then the redlined plans will be returned to the Engineer-of-Work and marked "Rejected - Resubmit Upon Project Completion". If the plans contain errors or are incomplete they will be returned to the Engineer-of-Work for corrections.
2. After changes are approved provide one set of sepias for City files and check out mylars. Mylars may be checked out by the Engineer of Work or a bonded messenger approved by the City.
3. Make revisions on originals per approved redline changes. Alternatively, computer generated "As-Built" mylars and a digital "As-Built" file in DWG format, upon approval of the redline blueprint plan, may be submitted in-lieu of hand-drafted revisions, but must be signed by the Inspection Section Senior Civil Engineer and must include the "As-Built Replacement Street Approval" as specified in Section 4-503.
4. Complete "Engineer of Work Certificate" on title sheet and "As-Built Certificate" on each plan sheet (See Section 4-105 and 4-208)
5. Submit revised mylar and the approved blueprints to City for signature.
6. Provide mylar and number of blueprints as specified in Section 5-200.
7. New mylars may not be submitted for construction changes unless otherwise approved by the City Engineer.

4-503 As-Built with Replacement Mylars

1. Submit two sets of blueprints with changes indicated in red for review and approval.
2. After changes are approved, submit replacement mylars for signature showing all approved changes from original plans in a revision bubble. Include the following additional signature box for City approval of replacement mylar:

<u>AS-BUILT REPLACEMENT SHEET APPROVAL</u>	
Sr. Civil Engineer _____	Date _____
Principal Senior Civil Engineer _____	Date _____
Original City Engineer approval date: _____	

3. Complete "Engineer of Work Certificate" on title sheet and "As-Built Certificate" on each plan sheet (See Section 4-105 and 4-208)
4. Provide copies of approved as-builts as specified in Section 5-200.

4-504 Project Closeout Procedures

1. Field Inspection

- a. The Inspection Section receives a written request from developer for a Final Inspection of improvements or grading. A Final Inspection will be scheduled with the Developer within two weeks of receipt of the request.
- b. The Final Inspection should be conducted when the adjacent buildings are completed. If the structures are not completed, a second Final Inspection will be required after the last building is permanently occupied in the project area.
- c. A Punch List of corrective work and outstanding paperwork to be completed will be sent to the developer within two weeks of the Final Inspection walk.
- d. Once the Developer has completed the corrective work on the punch list the Developer requests a reinspection. The reinspection will be scheduled within two weeks.

2. Project Acceptance

- a. **Improvements:** Once all punch list items are complete and a positive balance exists in the developer's deposit account, the Public Works inspector prepares an acceptance memo and forwards to the Director of Public Works for final acceptance. The Faithful Performance and Labor and Material bond can be released with Director of Public Works initial on the acceptance memo and the receipt of the maintenance bond. Rewrite this to indicate acceptance memo and close-out happens after the one yr maintenance period and finally the release of the maintenance bond.

b. Landscaping

- i. Any Landscaping associated with and/or adjacent to a roadway must be completed prior to the City Accepting the roadway
- ii. City Bonded Landscaping shall not be turned over for Home Owner Association Maintenance until
 1. A cursory walkthrough with the City Landscape Inspector and the HOA and has been completed and all punch list items corrected.
 2. Landscaping and irrigation installed per plan verified by the landscape architect of record, and a City L&I Substantial Conformance Form 5522 has been filled out, signed and submitted.
 3. Assignment of any developer maintenance agreement.
 4. Ownership of the lot transferred from the developer to the HOA.
- iii. The turnover to the CFD for City Open Space maintenance shall not occur until:
 1. Landscaping and irrigation, lighting, fencing, walls, trails, and any other CFD maintained improvements have been installed and verified per plan by the landscape architect of record, and

a City L&I Substantial Conformance Form 5522 has been filled out, signed and submitted.

2. At a minimum, one (1), complete irrigation water meter, point of connection, controller, and all landscaping, lighting (including lighting electric meter and pedestal and electrical point of connection), communication (including communication point of connection), drainage, fencing, walls, trails, and any other CFD maintained improvements and infrastructures associated with and/or adjacent to such points of connection, have been completely installed per City approved plans.
3. A walkthrough with the City Landscape Inspector has been completed and all punch list items corrected.
4. A CFD L&I utility, infrastructure and any other maintained improvements, "maintenance turnover map", has been submitted to the City's Open Space Division (Paul Sirois and Chevis Fennell, 1800 Maxwell Rd., Chula Vista, CA 91911) 18 months prior to the intended date for the City to take over maintenance. This map is to include: square footage of all areas of the City's 5 Open Space maintenance codes (see City Open Space Division for details), and all utility information, all infrastructure information (walls, fencing, trees, drainage, trails, pedestrian lighting, etc.), and any other CFD maintained improvements associated with and/or adjacent to areas intended to be turned over to the City of Chula Vista for maintenance.
5. The CFD has collected adequate funds for the maintenance thereof, and a system to continue to collect adequate funding indefinitely has been set up and is in place.
6. The City has accepted the irrevocable offer of dedication or otherwise owns or has an easement to maintain the lot, and this information has been recorded and submitted to the City Open Space Division.
7. A one year establishment period (which begins after all landscaping, irrigation, lighting, fencing, walls, trails, and any other CFD maintained improvements have been installed and completed) is complete and all punchlist items corrected.

c. Grading Permits:

- i. Once all punchlist items are complete the grading bond will be released after the permit is signed by the Inspector.
- ii. If there is a desilt maintenance agreement associated with the grading project, the release of the bond is controlled by the agreement. (typically 5 years after the last building permit is complete)
- iii. If any CFD maintained BMP's or basins are associated with the grading bond, the acceptance of the facility and the release of the bond is conditioned on there being enough funds in the CFD for the maintenance thereof.

3. Maintenance Period

- a. Approximately ten to eleven months after the acceptance of the public improvements, the Inspector will perform a maintenance walk and inform the Developer of any corrective work in writing.
- b. Once the Developer has completed all corrective work and brought the deposit account to a positive balance the maintenance bond will be released and the project will be closed-out. Any funds remaining in the account at that time will be returned to the developer.

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