



WG.5: ENGINEERING CONSULTANT PROJECT CHECKLIST

Please use this checklist as a guide throughout the project and provide a copy of the signed completed form with your final packet. Thank you!

PROJECT NAME: _____

A. Project Initiation:

- Signed professional services letter returned to Missoula Water.
- Detailed engineering services scope and fee estimate (detailed with hours by task).

B. Design:

- Preliminary plans meeting the requirements of WG-7 and Missoula Water Standards and Specifications and WG-2 Backflow Requirements.
- Plans approved by City or County.
- DEQ submittal provided to Missoula Water.
- Invoices should indicate cumulative amount billed on project as a percentage of the contract amount and also included in estimate of the percentage of work complete.
- Environmental conditions considered:
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- Letter from appropriate fire department accepting fire hydrant quantities and locations.
- Letter from appropriate fire department stating required fire flows. (Fire department "accepting" existing fire flows at hydrants is not acceptable to Missoula Water.)
- DEQ approval letter to Missoula Water.
- DEQ Deviation Approval, if applicable.
- Plat and/or lot layout to Missoula Water
- Shapefile of proposed mains and hydrants to Missoula Water.
- Max day demands.
- Easement documents, if applicable.

C. Bidding:

- Bid package provided for review meeting requirements of WG-7.
- Detailed construction cost estimate provide to Missoula Water, local traffic control contractor, and local supplier.
- Copy of bid pack, addendums, and list of plan holders to Missoula Water.

- Bid form requires general contractor's choosing not to bid to sign and return bid form.
- Certified bid tab to Missoula Water.

D. Construction:

- Obtain addresses of each new lot prior to preconstruction meeting.
- Pipe and materials submittal reviewed and approved.
- Preconstruction meeting – provide recap to all parties.
- Change orders provided for review/signature as applicable (copies to developer).
- Provide inspections in accordance with WG.6.
- Review and approve any contractor invoices (without 5% retainage).
- Coordinate lien releases, if necessary.
- Confirmation that project passed pressure testing of mains and service lines.
- Confirmation that 2 certified lab sample(s) 24 hours apart passed.
- Copy of engineer's certification to DEQ that project was installed according to plans.
- Walkthrough on project prior to paving.
- Confirmation that any project punch list items were completed.
- Substantial Completion Form completed.

E. Project Closing:

Please note: As of January 2017 all close out packages should be provided electronically as a bookmarked PDF document.

- Daily construction reports.
- Photos as described in WG.6. Provided all photos electronically. Separate out all photos of fittings.
- Soils and materials testing reports as applicable.
- Copies of permits and fees as applicable.
- Copies of submittals.
- Ditch cards provided (with addresses, not lot numbers).
- Recorded easements provided.
- As-builts provided (1 full size hard copy and electronic: PDF, AutoCAD, and GIS SHAPEFILE).
- Engineering invoice with indication that it is the final invoice for the project.

Related Guidelines (<http://www.ci.missoula.mt.us/standards.html>)

WG.6: Inspection Observation Minimum Requirements

WG.7: Bid Document Review Checklist

WG.2: Backflow Requirements

Project Manager (printed)

Project Manager (signature)

Date