

STAGE 6 – FINAL INSPECTION and ACCEPTANCE SUMMARY

[Chapter 3 Link](#)

Final site inspection with City Staff, accurate validated final as-built drawings (.pdf and ACAD), remaining passing test results, and receipt of all required surface related construction closeout documents trigger the final project acceptance. In only some cases, a **conditional acceptance** is granted when utility (water, sewer, or other project improvements) infrastructure needs related surface completion or other circumstances are identified and approved by City Engineer or City project leads. In this event, the Utility Stage 5 checklist submittal deems conditional acceptance, and will still **require** submittal of the Stage 6 packet herein for the installed utility. The warranty period for the infrastructure that has been conditionally accepted will begin, but may be extended, when all Stage 6 requirements for **all infrastructure** (water, sewer, stormwater, surface, and other) has been satisfied.

1. Before requesting a final construction inspection by City Engineering, the developer's representative shall conduct an independent final construction inspection. After completing the independent inspection, notify the contractor of all identified deficiencies or defects, where the contractor is responsible for correcting all deficiencies or defects. Next, the developer's representative requests to schedule a final construction inspection with City Engineering. *Stage 5 submittals must be stand-alone and will no longer be accepted as a combined submittal with Stage 6.* During the scheduled final construction inspection with the developer's representative, City Engineering will generate a punch list, as applicable, and provide a copy of the punch list to developer's representative.
2. Developer's representative is responsible for notifying City Engineering **in writing** that all punch list items have been satisfied and completed.
3. Developer's representative shall submit all requested items listed on the Stage 6 Checklist, certifying that the public improvements were installed in accordance with the plans and specifications. Signature on this Stage 6 checklist is also referred as the "Certificate of Completion."
4. The warranty period, typically 2 years, will not begin until acceptable "As-Built" drawing files have been successfully received and accepted.
5. Developer's representative is required to coordinate with City Project Lead to determine if contact with any other applicable City agencies, such as the Parks Department, Building Division, or Fire Department, is needed for final inspections. City Engineering requires documentation from these agencies, as applicable, prior to acceptance of a project.

Acceptance or Denial of Stage 6

The Developer's Representative/Engineer of Record will receive a Project Acceptance notice that defines the warranty period and any subsequent necessary action items. If a conditional acceptance notice is granted, the City sends a "Conditional Project Acceptance" notice that documents the next steps required for the project or development to obtain "Project Acceptance" status.



If Stage 6 is denied, an email to the Developer’s Representative/Engineer of Record will be transmitted that identifies outstanding items that need completion.

Proceed to Stage 7, Final Inspection and Acceptance commensurate with defined warranty period



STAGE 6 – FINAL INSPECTION and ACCEPTANCE CHECKLIST

This checklist is a guide to meet *Missoula City Public Works Standards and Specifications Manual*, specific regulations (Titles 12 & 17(Articles 3, 5, and 9), and other minimum requirements that will enable City Staff to adequately review and approve submitted documents required for this stage.

(This checklist is not all inclusive, so other information may also be required.)

Project Name: _____

City Project # (**MUST** be provided): _____

Developer’s Representative Name/Contact Info: _____

Developer’s/Owner Name/email/Contact Info: _____

Date Submitted and version (year) of Manual: _____

Plans Submitted (“x” as applicable): _____ Surface _____ Sewer _____ Water _____ Storm

Other (specify) _____

STAGE NUMBER	STAGE PROCESS
1	Project Development/Initiation
2	Conceptual Design Review
3	Preliminary Construction Plan Review
4	Release for Construction (RFC) Plan
5	Utility Inspection and Testing
6	Final Inspection and Acceptance
7	Warranty Inspection

REQUIRED SUBMITTAL DOCUMENTATION

Do not leave boxes blank; ALL BOXES MUST BE CHECKED (X or v) or N/A as appropriate

FINAL INSPECTION AND ACCEPTANCE

All documents shall be submitted as a single bookmarked pdf, using the formatting and file-naming conventions described below. Any submittals that have not been properly organized will be returned for resubmittal.

_____ Stage 6 Checklist completed and signed by Preparer/Developer's Representative

_____ Conditional acceptance granted (yes/no)

_____ If **conditional acceptance** was granted, written verification from City staff that open or outstanding items have been deemed acceptable and conditional acceptance status has changed to **accepted status**.

_____ For **water and sewer main extensions**, DEQ letter and as-builts sent that certifies project as complete; if previously submitted in Stage 5, denote here _____

_____ **Final As-Built Plans, (COMPLETE SET)**, which include **ALL** easements (including public/private utility, storm drainage/runoff, public/private access, right-of-way, etc.), including and in addition to existing easements for this project. Provide the recording information for all these easements whether in book and page or on recorded plat.

_____ **Final service Ditchcard record drawings. USE OF CITY'S FORMAT/ELECTRONIC SUBMITTAL REQUIRED - WILL BE REJECTED IF NOT COMPLETED CORRECTLY** – legal permit number, signature, date, etc. This includes sanitary, water, STEP, and stormwater.

_____ Recorded Easements

_____ Compaction testing of all improvements installed within the public right-of-way, public access easements, and public non-motorized access easements

_____ Materials testing (concrete testing, asphalt testing, proctors, gradations, etc.)

_____ Survey points (manhole inlet/outlet inverts, valve box, curb box, etc.)

_____ Project logs/inspection reports

_____ Approved submittals for all materials used on the project (including gravel, pipe, and appurtenances and any other mechanical equipment)

_____ Pertinent construction photos of all connections, valves, bends, hydrants, etc., before and after polywrap, after thrustblock with whiteboard w/date, station, and fitting description. If previously submitted in stage 5, denote here _____

_____ If applicable, a cashier's check for chip and seal or epoxy striping is required for a subdivision with any public street improvements, such as hot-mix asphalt paving.

- _____ Written verification completion of all punch-list items
- _____ Maintenance Bond provided per Section 2.4.2 of the Public Works Standards and Specifications
- _____ Final Stormwater Operation & Maintenance Manual
- _____ City Stormwater Permit-Notice of Termination (NOT); NOT and NOT Confirmation Letter from DEQ if a General Permit/Stormwater Pollution Prevention Plan (SWPPP) was required; if final stabilization has not been achieved, then indicate date when final stabilization is anticipated, pay renewal fees as required and submit NOT(s) within 30 days of final stabilization.
- _____ SWPPP inspection logs
- _____ Signed/Recorded agreements (developer, funding, maintenance, etc.)

DIGITAL / ELECTRONIC AS-BUILT FILES REQUIRED – (GIS)

1. Lot/Parcel Layout/Easements and Streets
2. Sanitary Sewer
3. Water Utility
4. Storm Drainage
5. Combined Overview

DIGITAL DATA REQUIREMENTS

File Formats Include:

- One (1) bookmarked Adobe Acrobat®*.PDF format CD containing ALL RFC Plans

AND One (1) copy of:

- Autodesk® AutoCAD™ *.DWG format
- Or ESRI® ArcMap™-compatible format file

File Names: File names should contain the prefix associated with the utility type followed by the suffix containing the city file number. **Utility Prefix + Project Number = Filename**

1. Lot/Parcel Layout/Easements and Streets: *“surface-city file number”*
2. Sanitary Sewer: *“ss-2020-036”*
3. Water Utilities: *“w-2020-036”*
4. Storm Drainage or Stormwater: *“sw-2020-036”* or *“sd-2020-036”*
5. Ditchcards need separate .pdf file named as the permit: 2023-MSS-<type>-#####.pdf
6. Combined Overview: *“combined-2020-036”*

Deliverables: All digital files shall be compressed together in .zip or .rar format using the city project file number followed by the project name, followed by the stage number (e.g., 2020-036_Stage3), and individual files using the above naming convention.

Coordinate System

AutoCAD® and ArcMap™ files shall be georeferenced and projected. Horizontal (X/Y):

- NAD 1983 (2011) State Plane Montana FIPS 2500 (Intl Feet)

- Digital files are not required to be projected vertically. However, inverts and other vertical information conveyed must be reported using NAVD88 (ft.).
- Submission must use and note the geoid model used. Valid models for our areas include:
 - GEOID18
 - GEOID12A
 - GEOID12B
- Un-projected files or files with incorrectly applied projections will be rejected.

Note: The City requires digital data to be submitted in state plane grid.

Accuracy Requirements:

- Submission must be horizontally accurate to **1/10th of a foot**. Submission must be vertically accurate to **1/10th of a foot**. These items include all utilities and property corners within the project area or effected in the project. Digital files (.dwg or shapefiles) must reference a minimum of two county control points indicating the beginning point of the survey. As-built drawings, including pipe slopes, should be updated to reflect survey data.
- All submissions must be referenced to the National Spatial Reference System (NSRS) and comply with Montana Code Annotated, Title 70, Chapter 22, Part 2.
- For local control points tied to the NSRS, contact the Missoula County Surveyors Office.

1) Lot / Parcel Layout / Easements and Streets

- Lot / Parcel Lines
- Lot Numbers
- Street Centerlines (New & Existing)
- Street Names (New & Existing)
- Sidewalks
- Curbs
- All easements related to the project, new and existing. Book and page number required.

2) Sanitary Sewer Utilities

- Sanitary Sewer Utilities (New and existing)
- Lot lines;
- Lot numbers;
- Street names on new and existing streets;
- All utility easements related to the project, new and existing

3) Water Utilities

- Water Utilities (New and existing)
- Lot lines;
- Lot numbers;
- Street names on new and existing streets;
- All utility easements related to the project, new and existing. Book and page number required

4) Stormwater Utilities

- Stormwater Utilities (New and existing)
- Lot lines;
- Lot numbers;
- Street names on new and existing streets;
- All utility easements related to the project, new and existing. Book and page number required.

5) Project Overview

- Sanitary Sewer



- Water Utilities
- Stormwater Utilities
- Lot / Parcel Lines
- Lot Numbers
- Street Centerlines (New & Existing)
- Street Names (New & Existing)
- Sidewalks
- Curbs
- All easements related to the project, new and existing. Book and page number required.

DEVELOPER REPRESENTATIVE'S ACCEPTANCE AND CERTIFICATE OF COMPLETION FOR SURFACE INFRASTRUCTURE

SURFACE INFRASTRUCTURE

1. The final inspection was performed with the City on: _____
2. Name of City Inspector(s): _____
3. REQUIRED SURFACE TESTING and DOCUMENTATION
 - In place density tests
 - Compaction testing of trenches and/or roadway elements installed within public ROW and public easements.
 - All test results for materials used and/or placed during construction (concrete testing, asphalt testing, gradations, proctors, etc.)
4. The following information is required for surface infrastructure projects. **DO NOT CHANGE THIS FORM, and REPORT QUANTITIES ONLY IN REQUESTED UNITS, NO EXCEPTIONS.** All actual construction (as-built) quantities and associated costs of all **PUBLIC** right-of-way/easement surface infrastructure, for Federal Audit reporting, to include:

MOTORIZED TRANSPORTATION:

Embankment: _____ c.y. @ cost \$ _____ of earth work / sub-grade

Excavation: _____ c.y. @ cost \$ _____ of earth work / sub-grade

Base: _____ c.y. @ cost \$ _____ of base

Sub-base: _____ c.y. @ cost \$ _____ of sub-base

_____ s.f. @ cost \$ _____ of asphalt paving in public street

_____ s.f. @ cost \$ _____ of asphalt paving in private street

_____ s.f. @ cost \$ _____ of asphalt paving in alley

_____ s.f. @ cost \$ _____ of concrete paving in approach(es) /apron(s) & driveway(s)

_____ l.f. @ cost \$ _____ of concrete curb/gutter

_____ ea. @ cost \$ _____ of traffic management signage

_____ ea. @ cost \$ _____ of traffic management lights / signals

_____ l.f. @ cost \$ _____ of traffic management striping

_____ @ cost \$ _____ of motorized transportation;

other: _____



NON-MOTORIZED TRANSPORTATION:

_____ s.f. @ cost \$ _____ of concrete sidewalk
_____ s.f. @ cost \$ _____ of asphalt trail / pathway
_____ @ cost \$ _____ of non-motorized transportation;
other: _____

OTHER INFRASTRUCTURE REQUIREMENTS – (as applicable)

- 5. If applicable, documentation (letter, email, photographs, etc.) is attached or included, that the following additional City of Missoula agencies and related interested parties have approved the pertinent requirements, including but NOT limited to:
 - _____ City Parks and Recreation Department (*boulevard trees, sprinkler systems, parks, open spaces, etc.*)
 - _____ City Fire Department (*fire protection/combustible construction, hydrants, equipment/fire truck access, etc.*)
 - _____ City Police Department (*life safety issues, emergency services access, property and structure(s), visibility, etc.*)
 - _____ City Building Division (*structure/construction, code requirements, etc.*)
 - _____ City Planning (*zoning, subdivision regulations, conditions of approval, boulevard improvements, floodplain administrator, etc.*)
 - _____ City-County Health Department (*air quality, water quality, food service, etc.*)
 - _____ Missoula Parking Commission (*Central Business District [CBD], University Parking District*)
 - _____ Missoula County Public Works Department (*overlapping projects, generally dry-laid sanitary sewer*)
 - _____ Mountain Line (*bus structures and access*)
 - _____ Missoula Redevelopment Agency [MRA]
 - _____ Montana Department of Transportation [MDT] (*Federal and State motor vehicle/transportation routes*)
 - _____ University of Montana [UM] (*University related projects*)
 - _____ Montana Rail Link [MRL]
 - _____ Irrigation/Ditch Company District
 - _____ Other

PROJECT ACCEPTANCE AND CERTIFICATION FOR SURFACE INFRASTRUCTURE

I have reviewed all information and this submittal is true and accurate. To the best of my knowledge, all requirements have been satisfied.

APPLICANTS CERTIFICATION:

Developer Representative’s Signature

Date of Certification

(Signature and Date are required for City of Missoula Acceptance)

DEVELOPER REPRESENTATIVE’S ACCEPTANCE AND CERTIFICATE OF COMPLETION FOR SANITARY SEWER, WATER, AND STORMWATER INFRASTRUCTURE

1. If requesting a sewer rebate, this request must be made separately to the City Engineering Division, in writing, within 30 days after the City’s acceptance and approval of an installed sanitary sewer main. A separate form is available upon request and must be used to set up the rebate.
2. For more information on the sewer rebate process, refer to the link on the Stage 6 Summary.
3. The final inspection was made with the City on: _____
4. The City inspector(s) was/were: _____
5. Digital copies of the following items are included for review; if previously submitted, please denote
 - _____ All test results for compaction
 - _____ All test results for materials (concrete testing, asphalt testing, gradations, etc.)
 - _____ All test results for air, deflection, TV, lamp, vacuum, electrical, and tank leakage (unless previously submitted)
 - _____ Photographs of all manhole inlets and outlets, including location, and/or tank connections (hard copy and digital)
 - _____ All test results for water main pressure testing and Bacti testing.
 - _____ Pertinent construction photos of all connections, valves, bends, hydrants, etc., before and after polywrap, after thrustblock with whiteboard w/date, station, and fitting description
 - _____ Information from suppliers and recommended installation practices and OEMs
 - _____ Developer Representative/inspector’s logs
 - _____ Copy of Certification Letters sent to the Department of Environmental Quality
 - _____ Confirmation that copies of all public utility easements have been recorded at the Missoula County Clerk/ and Records Office for this project
 - _____ Confirmation that copies of the Private Stormwater Facility Maintenance Covenant and Access Easement have been recorded at the Missoula County Clerk and Records Office for this project
 - _____ Final Stormwater Operation & Maintenance Manual
6. The materials, proctors, asphalt, concrete, compaction test reports, etc., are enclosed. The following details any exceptions or follow up action taken:
 - _____
 - _____

7. The following footages of public sanitary sewer main were installed at the stated costs:

2-inch _____ l.f. @ cost \$ _____
 4-inch _____ l.f. @ cost \$ _____
 6-inch _____ l.f. @ cost \$ _____
 8-inch _____ l.f. @ cost \$ _____
 10-inch _____ l.f. @ cost \$ _____
 12-inch _____ l.f. @ cost \$ _____
 _____ l.f. @ cost \$ _____
 _____ l.f. @ cost \$ _____

8. The following footages of public stormwater main were installed at the stated costs:

12-inch _____ l.f. @ cost \$ _____
 14-inch _____ l.f. @ cost \$ _____
 15-inch _____ l.f. @ cost \$ _____
 18-inch _____ l.f. @ cost \$ _____
 _____ l.f. @ cost \$ _____
 _____ l.f. @ cost \$ _____
 _____ ea. @ cost \$ _____ of stormwater dry well(s)

9. The following quantities of Stormwater Pollution Prevention (SWPPP) measures at the stated or lump sum costs:

_____ @ cost \$ _____ of stormwater management;
 other: _____

10. The following footages of public water main were installed at the stated costs:

4-inch _____ l.f. @ cost \$ _____
 6-inch _____ l.f. @ cost \$ _____
 8-inch _____ l.f. @ cost \$ _____
 10-inch _____ l.f. @ cost \$ _____
 12-inch _____ l.f. @ cost \$ _____
 16-inch _____ l.f. @ cost \$ _____
 18-inch _____ l.f. @ cost \$ _____
 _____ l.f. @ cost \$ _____
 _____ l.f. @ cost \$ _____

11. Compaction testing of utilities installed within public right-of-way, public access easements, and public non-motorized access easements.

OTHER INFRASTRUCTURE REQUIREMENTS – (as applicable)

12. If applicable, documentation (letter, email, photographs, etc.) is attached or included that the following additional City of Missoula agencies and related interested parties have approved the pertinent requirements, including but NOT limited to:

- _____ Date Missoula Water PreCon meeting held _____
- _____ City Parks and Recreation Department (*boulevard trees, sprinkler systems, parks, open spaces, etc.*)
- _____ City Fire Department (*fire protection/combustible construction, hydrants, equipment/fire truck access, etc.*)
- _____ City Police Department (*life safety issues, emergency services access, property and structure(s) visibility, etc.*)
- _____ City Building Division (*structure/construction, code requirements, etc.*)
- _____ City Planning (*zoning, subdivision regulations, conditions of approval, boulevard improvements, floodplain administrator, etc.*)
- _____ City-County Health Department (*air quality, water quality, food service, etc.*)
- _____ Missoula Parking Commission (*Central Business District (CBD), University Parking District*)
- _____ Missoula County Public Works Department (*overlapping projects, generally dry-laid sanitary sewer*)
- _____ Mountain Line (*bus structures and access*)
- _____ Missoula Redevelopment Agency (MRA)
- _____ Montana Department of Transportation (MDT) (*Federal and State motor vehicle/transportation routes*)
- _____ University of Montana (UM) (*University-related projects*)
- _____ Montana Rail Link (MRL)
- _____ Irrigation/Ditch Company District
- _____ Other



PROJECT ACCEPTANCE AND CERTIFICATION FOR WATER, SANITARY SEWER, STORMWATER, AND STORMWATER POLLUTION PREVENTION PLAN

I certify that this project was installed in accordance with the approved plans and specifications, all punch-list items have been completed and accepted, the water, sewer, and stormwater project is complete.

I have reviewed all information and to the best of my knowledge, all requirements have been satisfied and this submittal is true and accurate.

APPLICANTS CERTIFICATION:

Developer Representative's Signature

Date of Certification

(Signature and Date are required for City of Missoula Acceptance)