

## 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 Stage 5 checklist submittal deems conditional acceptance, and will still **require** submittal of the Stage 6 packet herein for the installed utility. The outstanding utility, surface, or other improvements that are not yet completed will be documented on the transmittal letter submitted with this Stage 6 packet. Lastly, 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, ~~storm water~~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 in order to determine if contact with any other applicable City agencies, such as the Parks Department, Building Division, or Fire Department, 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**



## FINAL INSPECTION and ACCEPTANCE CHECKLIST STAGE 6

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; — 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: \_\_\_\_\_

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	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 ✓) 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 in Stage 5 (yes/no)

\_\_\_\_\_ If **conditional acceptance** was granted in Stage 5, 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.

\_\_\_\_\_ **Final service stub-out 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 ~~storm-water~~stormwater.

\_\_\_\_\_ 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.)

\_\_\_\_\_ 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 ~~Storm Water~~Stormwater Operation & Maintenance Manual

\_\_\_\_\_ City ~~Storm Water~~Stormwater Permit-Notice of Termination (NOT); NOT and NOT Confirmation Letter from DEQ if a General Permit/~~Storm Water~~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

<b>DIGITAL / ELECTRONIC AS-BUILT FILES REQUIRED – (GIS)</b>
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<b>1. Lot/Parcel Layout/Easements and Streets</b>
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<b>2. Sanitary Sewer</b>
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<b>3. Water Utility</b>
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<b>4. Storm Drainage</b>
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<b>5. Combined Overview</b>
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### **DIGITAL DATA REQUIREMENTS**

#### **File Formats Included:**

\_\_\_\_\_ Adobe Acrobat®\*.PDF containing ALL RFC Plans drawings, bookmarked.

\_\_\_\_\_ Autodesk® AutoCAD™ \*.DWG format

\_\_\_\_\_ ESRI® ArcMap™-compatible format file

\_\_\_\_\_ Other: \_\_\_\_\_

#### **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 ~~Storm Water~~Stormwater: *"sw-2020-036"* or *"sd-2020-036"*

5. 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 (ex. 2020-036\_Stage3), and individual files using the above naming convention.

#### **Coordinate System**

- Un-projected files or files with incorrectly applied projections will be rejected.
- Note: The City only requires that digital data be submitted in state plane grid. It is unnecessary to submit at ground.

**Accuracy Requirements:**

Please note that Stage 5 accuracy requirements are the same as those in Stage 6 and are as follows:

- Submission must be accurate to **1/10<sup>th</sup> of a foot**. These items include all utilities and property corners within the project area or effected in the project.
- 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.
- If derived from GNSS measurements, the submission must use and note the geoid model used. Valid models for our areas include:
  - GEOID18
  - GEOID12A
  - GEOID12B

**1) Lot / Parcel Layout / Easements and Streets**

- |  |   |
|--|---|
| <input type="checkbox"/> Lot / Parcel Lines                  | <input type="checkbox"/> Sidewalks  |
| <input type="checkbox"/> Lot Numbers                         | <input type="checkbox"/> Curbs  |
| <input type="checkbox"/> Street Centerlines (New & Existing) | <input type="checkbox"/> All easements related to the project, new and existing. Book and page number required. |
| <input type="checkbox"/> Street Names (New & Existing)       |   |

**2) Sanitary Sewer Utilities**

- |  |   |
|--|---|
| <input type="checkbox"/> Sanitary Sewer Utilities (New and existing) | <input type="checkbox"/> Street names on new and existing streets;                      |
| <input type="checkbox"/> Lot lines;                                  | <input type="checkbox"/> All utility easements related to the project, new and existing |
| <input type="checkbox"/> Lot numbers;                                |   |

**3) Water Utilities**

- |  |   |
|--|---|
| <input type="checkbox"/> Water Utilities (New and existing)        | <input type="checkbox"/> All utility easements related to the project, new and existing. Book and page number required. |
| <input type="checkbox"/> Lot lines;                                |   |
| <input type="checkbox"/> Lot numbers;                              |   |
| <input type="checkbox"/> Street names on new and existing streets; |   |

**4) ~~Storm Water~~Stormwater Utilities**

- |   |   |
|---|---|
| <input type="checkbox"/> <del>Storm Water</del> Stormwater Utilities (New and existing) | <input type="checkbox"/> All utility easements related to the project, new and existing. Book and page number required. |
| <input type="checkbox"/> Lot lines;   |   |
| <input type="checkbox"/> Lot numbers;   |   |
| <input type="checkbox"/> Street names on new and existing streets;                      |   |

5) **Project Overview**

- Sanitary Sewer
  - Water Utilities
  - ~~Storm Water~~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.

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# 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. The materials, proctors, asphalt, concrete, compaction test reports, etc., are enclosed. The following details any exceptions or follow up action taken:

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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 ~~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 ~~STORM WATER~~ 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. ~~Date PreCon meeting(s) held~~ \_\_\_\_\_
- 4.3. 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 Recorders Office for this project
  - \_\_\_\_\_ Confirmation that copies of the Private ~~Storm Water~~ Stormwater Facility Maintenance Covenant and Access Easement have been recorded at the Missoula County Clerk and Recorders Office for this project
  - \_\_\_\_\_ Final ~~Storm Water~~ 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:

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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 ~~storm water~~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 ~~storm water~~stormwater dry well(s)

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

\_\_\_\_\_ @ cost \$ \_\_\_\_\_ of ~~storm water~~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 \_\_\_\_\_ I.f. @ cost \$ \_\_\_\_\_  
 18-inch \_\_\_\_\_ I.f. @ cost \$ \_\_\_\_\_  
 \_\_\_\_\_ I.f. @ cost \$ \_\_\_\_\_  
 \_\_\_\_\_ I.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, ~~Storm Water~~Stormwater, and ~~Storm Water~~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 ~~storm-water~~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)**

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