

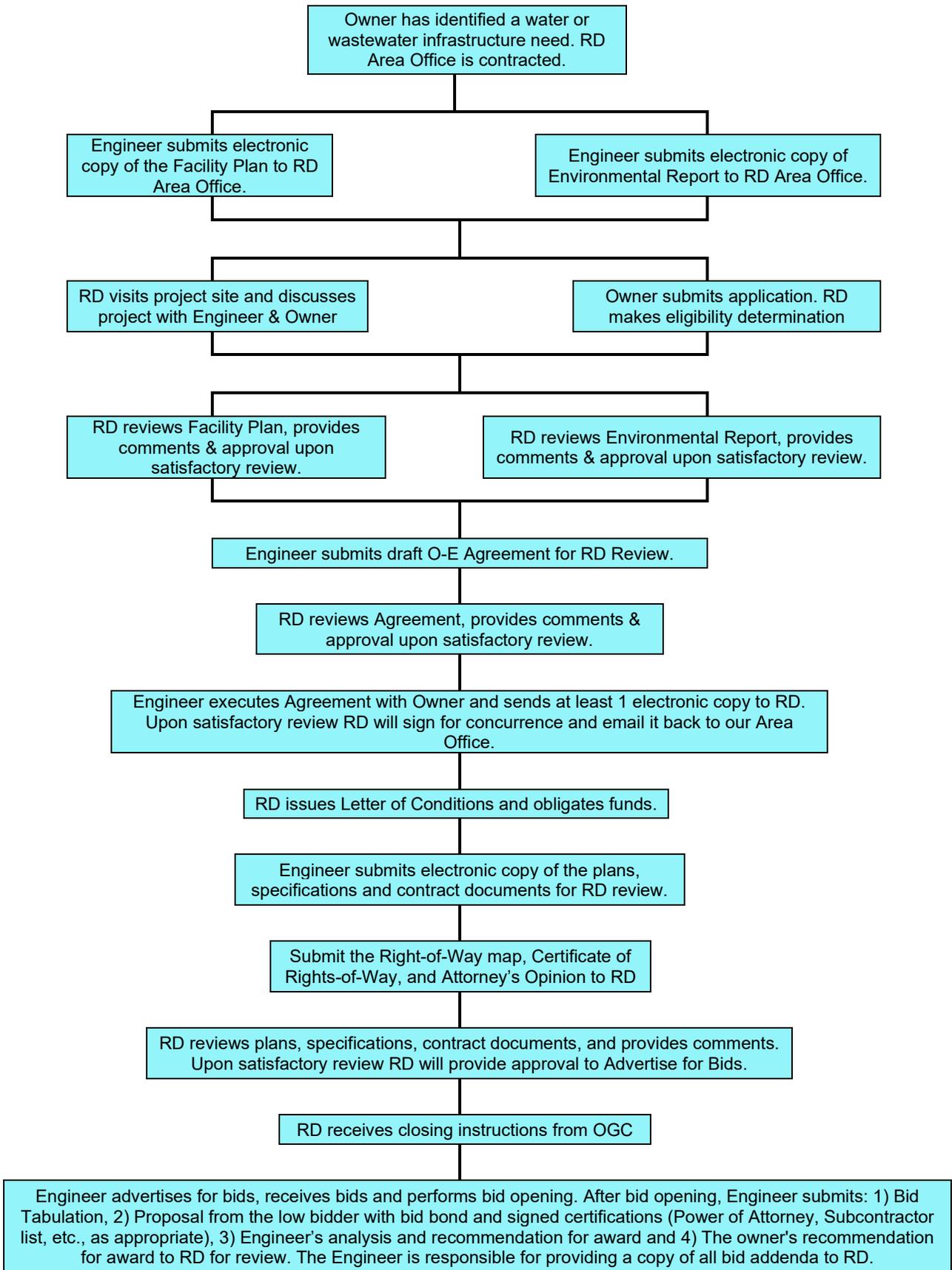
# Water & Wastewater Consulting Engineer Flow Chart

Facility Plan &  
Environmental

O-E Agreement

Plan, Specification, &  
Contract Review

Advertising for Bids



Flow Chart continued on next page



Flow Chart continued from previous page

Contract Award

Upon satisfactory review of the bid documents, RD will provide a letter of concurrence for award.

Contract Execution

Owner issues Notice of Award. Engineer prepares and sends to RD an electronic copy of the Project Manual containing the following: Agreement (signed by owner and contractor), Performance and Payment bonds, Power of Attorney, Certificates of Insurance (as required in contract), and Certificate of Owner's Attorney. All items must be included in the contract documents and sent electronically to RD Area Office for review, then submitted to State Office for concurrence.

Upon satisfactory review of contracts, RD will sign (digitally) for agency concurrence and email it to the Owner and Engineer.

Notice to Proceed

Prior to the preconstruction conference, the engineer must submit a resume of qualifications of the resident inspector to the owner and to RD State Office for acceptance in writing. Full-time resident inspection is required for all construction unless a written exception is made by RD upon written request of the owner. The resident inspector is required to maintain a record of daily construction progress.

Pre-construction conference is held with Engineer, RD, owner, contractor, significant subcontractors and others as needed.

Owner Issues Notice to Proceed.

Construction

Invoices for payment of construction costs must be approved by the owner, project engineer and concurred with by RD. Typically this will be done on a monthly basis.

Any change orders that may arise during the course of construction must be clearly identified and explained through use of EJCDC C-941. All change orders must be approved by the owner, project engineer, and a copy provided to all interested parties.

A pre-final inspection will be made by the owner, resident inspector, project engineer, contractor, representatives of other agencies involved, and RD representatives (State Office Engineer must be present). The inspection results will be recorded by the project engineer and a copy provided to all interested parties.

Engineer executes EJCDC C-625 "Certificate of Substantial Completion" and provides copy to RD.

Warranty Inspection

Engineer delivers as-built plans and O&M manuals to the owner.

A final inspection will be made by RD before concurring with the final pay application.

Engineer, Owner, and RD representative perform 11 month inspection. If no items of concern are noted during the inspection, the project is complete.