

## SECTION 11

### REQUIREMENTS FOR FINAL ACCEPTANCE

#### 11-1 GENERAL

Acceptance of a project by the City occurs in several stages. In this regard, there are several appropriate terms that pertain:

- 11-1.1 Interim Field Acceptance: Interim field acceptance may be granted for occupancy clearance purposes. Occupancy clearances from Public Works may be given for particular units when requested even though the entire water system is not yet ready to be "Field Accepted." However, in no event can occupancy clearances be given where satisfactory service cannot be assured. Clearance for occupancy does not imply that the City has waived any right to insist on repairs or corrections of punch list items subsequently identified by a final inspection of the entire water system.
- 11-1.2 Field Acceptance: Field acceptance is when the Public Works inspector and Public Works superintendent (or his representative) jointly inspect the project and agree that all requirements as shown on the approved drawings and as specified in these Standards have been met.
- 11-1.3 Final Acceptance: Final acceptance is when the City Council formally accepts the water system by resolution.

#### 11-2 FIELD ACCEPTANCE

After satisfactory completion of the improvements, the Public Works inspector will provide a field acceptance letter to the Director. However, it shall be the applicant's responsibility to initiate action and to supply the required administrative items prior to official City Council acceptance of the improvements.

#### 11-3 RECORD DRAWINGS

Original "Record Drawings" and four sets of blueline prints shall be submitted to the Public Works Department. The "Record Drawings" shall reflect the actual improvements made and give the accurate location of all new or relocated facilities.

The applicant's engineer shall sign, date and affix their registration number on the certificate of record drawings statement contained on the title sheet of the water drawings. It should be emphasized that the applicant's engineer is responsible for the accuracy of the "Record Drawings." He/She is therefore advised to actively observe and/or participate during construction to ensure that the project is built according to the plans. All changes, whether done through the formal change order process, or done as a field adjustment, must be depicted on the "Record Drawings."

#### **11-4 OTHER ADMINISTRATIVE ITEMS**

Depending upon the project, there can be other administrative items required before final acceptance. Examples are payment of any unpaid connection fees, invoices, requirements involving dedication of easements, etc.

#### **11-5 APPROVAL FOR FINAL ACCEPTANCE**

When all field and administrative requirements have been met, and record drawings have been accepted, staff will prepare a resolution recommending City Council acceptance of the improvements.

The Thousand Oaks Municipal Code contains additional requirements for final acceptance. One is of special note, namely that 50 percent of the units or buildings must be occupied or that at least 75 percent of the units or buildings must be under construction.

The normal maintenance and guarantee period is one year from the date of City Council acceptance, and the bond retention is 10 percent of the final cost of construction. Both of these may be increased if, in the opinion of the Public Works Department, the normal period and amount are not sufficient.

#### **11-6 STATUS DURING MAINTENANCE AND GUARANTEE PERIOD**

The applicant/contractor is responsible during the guarantee period for the proper performance and maintenance of the water system. In the event repairs are necessary to the water system during the guarantee period, said repairs must be accomplished by the applicant/contractor. If the repair work is not commenced within a reasonable period of time or not done to the satisfaction of the City, the City will perform this work, and the cost will be invoiced to the applicant/contractor. Failure to pay the City for said work will result in the City not releasing the applicant's bonds or not refunding of any other sureties held by the City.

## **11-7 EXONERATION OF SURETY**

Upon acceptance by the City Council, 90 percent of both the performance bond and the labor and material bond may be exonerated. The remaining 10 percent of each bond remains in force until the project is fully exonerated. There is a minimum one-year maintenance and guarantee period prior to full exoneration.

