



# ROCHESTER

*Minnesota*



TO: Observation and Oversight Stakeholders

FROM: City Public Works – City Owner Coordinator

SUBJECT: Completed Work and Percent of Remaining Work Retainage

DATE: October 31, 2017

DEPARTMENT OF PUBLIC WORKS  
201 4<sup>th</sup> Street SE, Room 108  
Rochester, MN 55904-3740  
(507) 328-2400  
FAX #(507) 328-2401

---

The City will retain an additional percentage over and above the cost of the remaining work to be completed by the Oversight and Observation Firm. The percentage will confirm that funds are available to complete the remaining, required work even if there is additional items not accounted for, unforeseen instances, and/or project closure items are more time consuming than expected.

A formal letter will be submitted to the Manager of Engineering, City Infrastructure Engineer and City Owner Coordinator from the developer, owner and/or a designated project representative requesting release of unused funds for Oversight and Observation activities.

The letter will include an itemized list of remaining items and activities yet to be completed by the Oversight and Observation Firm and the costs associated with them. All remaining items must be accounted for including, but not limited to, final reports, walkthroughs, punch lists, inspection of repairs, closure documents and other items required and/or directed by Public Works staff.

The following dollar amounts will determine the percentage of funds to be retained by the City.

- \$0 - \$1,000 of work remaining by the O&O firm will have a 200% retainage of funds by City.
- \$1,001 - \$3,000 of work remaining by the O&O firm will have a 175% retainage of funds by City.
- \$3,001 - \$6,000 of work remaining by the O&O firm will have 150% retainage of funds by City.
- \$6001 and above of work remaining by the O&O firm will have no additional retainage of fund by City.

A handwritten signature in cursive script that reads "Doug Nelson".

Doug Nelson, P.E.  
Manager of Engineering, City of Rochester