

April 20, 2021

MEMORANDUM FOR: City-Owner Program Project Managers

SUBJECT: Required Documents for Project Closure

- City-Owner Contract
- Contractor's Schedule (Gantt Chart)
- Engineer's Certification of Acceptance Part I and Part II
- Geotechnical Report
- Material Certifications
- Material Test Reports
- Pavement Design Contract
- Pavement Design Report (also in Geotechnical Report)
- Preconstruction Meeting Minutes
- Oversight and Observation Contract
- Notice to Proceed
- Release for Construction – Building Permits
- Observation Diaries
- Photos
- Stage Inspection Diaries
- Televising Request Form
- Punch List
- Approved PDF Plan (at time of signature)
- Approved CAD Plan (at time of signature)
- Record Drawing – PDF
- Record Drawing – CAD
- Items directed by City Staff
- MPCA Sanitary Sewer Extension Permit