

RESOLUTION NO. 73-92

June 4, 1992

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
ADOPTING CONSTRUCTION PROCEDURES MANUAL**

WHEREAS, the Vandenberg Village Community Services District engages in construction projects by contract of a variety of District water and wastewater physical facilities and buildings, access roads, site improvements, etc.; and

WHEREAS, design of such projects may be accomplished by contract with a variety of consulting engineers, architects, surveyors, landscape architects, etc., or by professional staff of the District; and

WHEREAS, construction of such projects may be accomplished by contract with a variety of construction contractors; and

WHEREAS, it is desirable that project management during the construction phase of such projects be in accordance with a standardized set of procedures, so as to assure that all parties involved in the project mutually understand the manner in which the project will proceed; and

WHEREAS, the District's Interim General Manager, John R. Stratford, is a California Registered Civil Engineer and is experienced in construction project management and procedures, and he has prepared a "Construction Procedures Manual, Vandenberg Village Community Services District, April 1992" for use by this District in accomplishing construction projects, which is attached hereto as "Exhibit A", and made a part hereof by this reference.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Vandenberg Village Community Services District as follows:

The "Construction Procedures Manual, Vandenberg Village Community Services District, April 1992, Prepared by John R. Stratford, P.E., Consulting Engineer, Project

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
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Management, and Interim General Manager", is hereby approved and adopted, and shall serve as this District's construction procedures manual and guide for the management of District construction projects.

On the motion of Director Small

Second Director Picciuolo

Roll call vote, to wit:

AYES: Directors Picciuolo, Small and White

NOES: None

ABSENT: Directors Nash and Nosler

ABSTAIN: None

Resolution No. 73-92 is hereby adopted.

Phyllis C. White
President, Board of Directors

ATTEST:

Deanna M. Bruegl
Secretary, Board of Directors

SECRETARY'S CERTIFICATE

I, Deanna M. Bruegl, Secretary of the Board of Directors of the Vandenberg Village Community Services District, hereby certify that the foregoing is a true and correct copy of Resolution No. 73-92, passed and adopted by the Board of Directors of the Vandenberg Village Community Services District at its Regular Meeting held on the 4th day of June, 1992.

Deanna M. Bruegl

RESOLUTION NO. 73-92

EXHIBIT "A"

CONSTRUCTION PROCEDURES MANUAL
VANDENBERG VILLAGE
COMMUNITY SERVICES DISTRICT

APRIL 1992

Prepared by:

JOHN R. STRATFORD, P.E.
CONSULTING ENGINEER
PROJECT MANAGEMENT
INTERIM GENERAL MANAGER

PREFACE

The purpose of this Manual is to provide a set of standardized procedures for the administration of construction contracts of the Vandenberg Village Community Services District. The contents are intended to complement but not supplant the Plans, Specifications and Contract Documents for a Project which were prepared by a Project Design Consultant for the District. If any question arises pertaining to the subjects covered herein, then reference should be made to appropriate sections of the Contract Plans and Specifications, which shall govern in any conflict with this Construction Procedures Manual.

This manual is intended to improve and expedite communication and performance in pursuing a Project. It should be used as a "Ready Reference" for guidance of all who are involved in accomplishing a Project.

ACKNOWLEDGEMENT

This Manual was prepared by the following Civil Engineer, licensed in the State of California. Upon its adoption by the District Board of Directors, it may be used as a Procedures Manual for District construction projects, but shall not be used to supplant any conditions of Design Consultant's plans, specifications or other contract documents. Whenever the provisions of this Construction Procedures Manual conflict with the provisions of the District Designer's (staff or consultant) plans, specifications and contract documents then the provisions of said Designer plans, specifications or contract documents shall prevail. This Procedures Manual shall not be revised before its use on a project without the review and express written consent of John R. Stratford.

Prepared: APRIL 30, 1992
Date

John R. Stratford
John R. Stratford,
Civil Engineer



Reg. No. CE14898
Exp. 03/31/93

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

Approved by Resolution No. 73 -92

by: Deanna M. Bruehl
Deanna M. Bruehl
Secretary, Board of Directors

CONSTRUCTION PROCEDURES MANUAL

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RESOLUTION 47-91, OCTOBER 3, 1991
POLICIES AND PROCEDURES FOR CONSTRUCTION CONTRACT
ADMINISTRATION

A. PROJECT DIRECTORY

PROJECT NAME _____

PROJECT NO. _____

DATE _____

This Project Directory provides the names, addresses and phone numbers of the organizations and key individuals which represent the Vandenberg Village Community Services District in prosecuting the Project designated herein. Attached to this Project Directory and immediately following it are a Construction File Information Form (CP-01) and a Contractor Information Form (CP-02), which provide key data on the Project and detailed information on the Prime Contractor and his Subcontractors.

1. DISTRICT

District Office _____

Mailing Address _____

Telephone Number _____

District Manager _____

District Engineer (may be consultant) _____

District Finance Officer _____

District Legal Counsel _____

District CPA/Auditor _____

2. DISTRICT PROJECT MANAGER (STAFF OR CONSULTANT)

Name _____

Office Location _____

Mailing Address _____

Telephone Number _____

Chief Inspector _____

Project Site Telephone _____

PROJECT DIRECTORY (continued)

3. DESIGN CONSULTANT

Name _____

Office Location _____

Mailing Address _____

Telephone Number _____

Project Principal _____

Project Manager _____

4. CONSTRUCTION ENGINEER CONSULTANT

Name _____

Office Location _____

Mailing Address _____

Telephone Number _____ FAX _____

Project Principal _____

Project Manager _____

Chief Inspector _____

Project Site Telephone _____ FAX _____

5. CONSTRUCTION CONTRACTORS

Information on construction contractors is to be provided on Construction File Information Form (CP-01), sample copy attached, and on Contractor Information Form (CP-02), sample copy attached.

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

CONSTRUCTION FILE INFORMATION FORM

Project Name _____ Project No. _____

Date Form Initially Filled In _____

District Address _____

Authorized Representative _____ Phone _____

Design Engineer _____ Phone _____

Employed by _____ Phone _____

Address _____ FAX _____

Project Manager _____ Phone _____

Employed by _____ Phone _____

Address _____ FAX _____

Resident Engineer/Inspector _____ Phone _____

Employed by _____ Phone _____

Address _____ FAX _____

Prime Contractor _____ Phone _____

Address _____ FAX _____

Total Contract Amount \$ _____

Job Description _____

Job Location _____

Notice to Proceed or Contract Start Date _____

Original Schedule Completion Date _____

Authorized Extension to (date) _____

Pre-Construction Meeting Date _____

All Construction Complete Date _____

Contract Acceptance Date (by Board of Directors) _____

Notes _____

**VILLAGE COMMUNITY SERVICES DISTRICT
CONTRACTOR INFORMATION FORM**

Project Name _____ Form
Initially Filled In _____
(date)

Project No: _____

Contract Designation _____

Name of Prime Contractor _____

Home Office Location _____

Home Office Mailing Address _____

Home Office Telephone No: _____ FAX _____

Responsible Principal of Firm _____

Project Field Superintendent/Manager _____

Project Site Office Location _____

Project Local Mailing Address _____

Prime Contractor's Previous Experience (Typical)

1. Project Name/Designation _____
Type of Project _____
Dollar Value of Contract \$ _____
Owner/Agency _____

2. Project Name/Designation _____
Type of Project _____
Dollar Value of Contract \$ _____
Owner/Agency _____

CONTRACTOR INFORMATION FORM (continued)

3. Project Name/Designation _____
Type of Project _____
Dollar Value of Contract \$ _____
4. Project Name/Designation _____
Type of Project _____
Dollar Value of Contract \$ _____
Owner/Agency _____
5. Project Name/Designation _____
Type of Project _____
Dollar Value of Contract \$ _____
Owner/Agency _____

Owner/Agency Subcontractors and Their Key Personnel

1. Subcontractor Name _____
Home Office Location and Telephone _____
Responsible Project Manager _____
Local Location and Telephone _____
Responsible Job Site Representative _____
2. Subcontractor Name _____
Home Office Location and Telephone _____
Responsible Project Manager _____
Local Location and Telephone _____
Responsible Job Site Representative _____

CONTRACTOR INFORMATION FORM (continued)

3. Subcontractor Name _____
Home Office Location and Telephone _____
Responsible Project Manager _____
Local Location and Telephone _____
Responsible Job Site Representative _____
4. Subcontractor Name _____
Home Office Location and Telephone _____
Responsible Project Manager _____
Local Location and Telephone _____
Responsible Job Site Representative _____
5. Subcontractor Name _____
Home Office Location and Telephone _____
Responsible Project Manager _____
Local Location and Telephone _____
Responsible Job Site Representative _____
6. Subcontractor Name _____
Home Office Location and Telephone _____
Responsible Project Manager _____
Local Location and Telephone _____
Responsible Job Site Representative _____

B. RESPONSIBILITIES: DISTRICT, DESIGN CONSULTANT, CONSTRUCTION MANAGER/ENGINEER, CONTRACTOR(S)

During the Construction Phase, project responsibilities are divided among the District, the Design Consultant, the Construction Manager/Engineer and the Contractor(s). Basic assignments of responsibility are as follows:

1. District

Is responsible for funding the project; providing legal assistance and review of contract documents such as changes and claims (by retained legal counsel); providing a meeting room for conducting the preconstruction conference and for project management and coordination meetings. The District is responsible for making regular progress payments to contractor(s), consultants and other vendors; reviewing and approving proposed change orders; approving and accepting the completed project, participating in operator training and start-up; review and authorization of final project close-out requests; and participating in any final audit.

2. Design Consultant

Will provide design consultation and advice to the District during project construction. Will prepare sketches and drawing revisions to resolve actual field conditions encountered and to correct plans and specifications. Will review all submittals and shop drawings and approve or return for corrections. Will review and respond to requests for clarification, changes, time extensions, etc. Will review all proposed Change Orders and recommend District approval/disapproval. Will review all progress pay requests and recommend District approval/disapproval. Will make periodic visits to site to verify compliance with design intent. Will prepare the O & M Manual and Plan of Operation and will be responsible for the operator training program. Will participate in the final inspection of the project and will make written certification of project completion. Will make final revisions of all project drawings and provide a set of reproducible record (as-built) drawings.

3. Construction Manager/Engineer

Is responsible for maintaining the project record system. Is responsible for overall surveillance and quality control of the project construction. Is responsible for organizing and conducting the preconstruction conference. Will review and make recommendations to management concerning the contractor's proposed time schedule and the contractor's schedule of values. Will conduct weekly or bi-weekly project coordination meetings. Will provide a responsible project engineer and necessary project inspectors. Will check contractor progress pay requests and recommend for Design Consultant and District Manager approval. Will continuously maintain a set of "red-line" prints, showing all corrections as they occur. These "red-line" prints will be kept, independent of the "Record Drawings" required to be prepared and delivered by the Contractor. They will be used for verification of contractor's work and "Record Drawings" for the Project. Will prepare change orders for Design Consultant and District Manager review and approval. Will maintain records of contractor force account work.

RESPONSIBILITIES (continued)

Will keep a current set of copies of job-site records and will promptly provide the originals of all documentation to the District Manager for maintenance in the project's master record system. Will prepare and submit for Design Consultant and District Manager review a monthly progress report, with job photos. Will monitor contractor compliance with manpower and EEO requirements, obtain compliance reports from contractors and submit them to the District Manager. Will conduct the final inspection of the project and prepare the Final Project Report. Will coordinate project start-up. Will assist the District with the resolution of any contractor claims.

4. Construction Contractor(s)

..... Is responsible for management, performance and completion of construction under the construction contract. Will provide a full-time resident construction manager or superintendent. Is responsible for the safety program for all work performed under the contract. Will participate in a preconstruction conference. Will prepare and submit a proposed construction schedule chart and a proposed schedule of contract values. Will revise the proposed time schedule and the proposed schedule of values, as necessary, after District management review. Will revise the schedule chart as needed during construction. Is responsible for preparing, maintaining and delivering a set of "record drawings" for the Project, showing the location and configuration of all work on the project, as corrected by the records of the Contractor. Is responsible for all purchasing, expediting, inventory control and labor relations for the work under the construction contract. Will participate in weekly or bi-weekly project coordination meetings with representatives of the District, the Design Consultant and the Construction Manager/Engineer. Will prepare monthly progress payment requests and provide support documentation. Is responsible for actual project start-up and for guarantee of performance.

A tabular portrayal of project responsibilities during the Construction Phase is shown on Figure B-1, immediately following.

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

CONSTRUCTION PHASE - RESPONSIBILITY ASSIGNMENTS

DISTRICT ADMINISTRATION

- Funding (grant or loan)
- Funding - local District cash reserves Borrowing
- Legal assistance Contract interpretation Claims analysis & resolution
- Litigation assistance(if needed)
- Criteria and policy direction
- Correlate with grant or loan agencies
- Progress payments to:
 - Contractor
 - Consultants
 - Other Vendors
- Approve change orders
- Approval & acceptance of Project
- Grant or Loan project close out request
- Arrange dedication ceremony
- Conduct Project dedication ceremony
- Project dedication ceremony
- Participate in compliance audit

CONSTRUCTION MANAGER/ENGINEER

- Conduct preconstruction conference
- Conduct weekly or bi-weekly coordination meeting
- Update & monitor PM plan
- Update & monitor cash flow analysis
- Maintain project record system
- Maintain project accounts
- Project correspondence
- Review change orders for approval
- Monitor:
 - schedules
 - costs
 - cash flow
 - O & M manual
 - Plan of operation
- Approve billings for payment
- Submit grant or loan payment requests
- Log and monitor status of submittals
- Log and monitor status of change orders
- Construction quality control

- Review contractor's proposed schedule of values
- Provide project Manager/engineer & inspectors
- Approve contractor pay requests
- Prepare grant or loan pay requests
- Prepare and maintain current drawing revisions ("red line prints") as check prints
- Monthly progress reports
- Job site records
- Monitor manpower & EEO compliance
- Conduct final inspection, coordinate start-up
- Prepare final grant or loan requests
- Conduct pre-audit review
- Assist with compliance audit

DESIGN CONSULTANT

- Attend pre-construction conference
- Design consultation and advice
- Provide detailed mapping and interpretation of geologic features of project
- Periodic site visits
- Document interpretation and design clarification
- Review shop drawings and submittals
- Prepare design changes
- Approval of material and equipment changes
- Design advice in conjunction with change orders
- Prepare record drawings
- Attend meetings
- Final O & M manual
- Plan of operation
- Operator training
- Final inspection
- Assist with start-up

CONTRACTOR(S)

- Attend pre-construction conference
- Construction schedule chart:
 - prepare & submit to District
 - revise to conform to District's requirements
 - revise as needed during construction
- Schedule of values:
 - prepare, submit to District
 - revise per District's requirements
- Manage construction functions
- Prepare progress pay requests
- Purchasing
- Expediting
- Inventory control
- Labor relations
- Federal EEO compliance
- Project safety program
- Attend meetings:
 - bi-weekly coordination
 - other meeting
- Coordinate with other contractors
- Start up project
- Guarantee project

Figure B-1

C. SAFETY

Pursuant to Section _____ of the Specifications, the Contractor is responsible for managing and coordinating Project safety in compliance with all applicable provisions of Federal and State Safety laws and regulations.

D. EQUAL OPPORTUNITY EMPLOYMENT

The project may be funded by a grant or loan from the United States or the State of California. In such case, the Contract and the Contractor are subject to the Federal or State regulations regarding equal opportunity employment. In any event the contract and the Contractor are subject to such laws and regulations of the State of California. It is the Contractor's responsibility to comply with these laws and regulations. At preconstruction conference the District will inform the contractors of their obligations.

E. EASEMENTS AND PERMITS

The District has procured land, permanent easements and rights-of-way and temporary easements necessary to the construction of the project. Some of the easements may include restrictions or conditions which control the Contractor's time of occupancy, methods or work, restoration of facilities and clean-up. The Contractor must make himself familiar with all easements and their conditions, and must comply with such conditions. Critical easement conditions will be highlighted by the Construction Manager/Engineer during the Preconstruction Conference. If the contractor decides he needs additional working easement areas, work sites or materials sites to facilitate his operations, it shall be his sole responsibility to locate, negotiate, obtain and pay for such additional working easements, work sites and materials sites. For detailed requirements concerning easements, refer to Section _____ of the Specifications.

The District has complied with all primary requirements necessary to construct the Project. However, it may be necessary for the Contractor to obtain certain construction related permits in the contractor's name in order to proceed with construction. In such cases the Contractor shall be responsible for obtaining and paying for such permits, but the District and its Consultants will assist the Contractor in expeditiously obtaining such permits. The Contractor must keep copies of required permits conspicuously posted at the job site. The Contractor is required to strictly comply with the conditions of all permits. Critical permit conditions will be highlighted by the Construction Manager/Engineer during the Preconstruction Conference.

For detailed requirements related to laws, permits, fees and taxes, refer to Section _____ of the Specifications.

F. INSPECTIONS

The District will provide resident inspection for the Project, either by staff or by consultant service. Inspectors will be representing the District in all matters related to contracted construction of the Project. The Contractor shall cooperate with such inspectors by providing reasonable and timely access to all work in progress, and by not covering any completed stage of work until it has been inspected, approved and checked off by assigned inspectors. Inspectors shall maintain a daily check-off and approval/disapproval form. If, upon inspection, an item of work is disapproved, the Contractor shall promptly rectify the affected work and resubmit it for follow-up inspection.

A typical, but not all-inclusive, list of inspector's duties is shown on Figure F-1. Included in the Appendix are the following regularly used inspection forms:

1.Daily Inspection Report (Form No. CP-03)
2. Daily Inspection Report - Continuation Sheet (Form No. CP-04)
3. Non-conformance Report (Form No. CP-05)
4. Daily Inspection Check-Off and Approval/Disapproval (Form No. CP-06)
5. Project Weekly Progress Report (Form No. CP-07)
6. Monthly Summary of Construction Activities (Form No. CP-08)

For detailed requirements concerning inspection and testing refer to Section _____ of the Specifications.

TABLE OF CRITICAL FIELD INSPECTOR'S DUTIES

1. General

- Review Plans and Specifications
- Review Bid Addenda (record in Plans and Specs)
- Review daily work schedule with Contractor's superintendent and provide inspection service as required.
- Review survey control points, cut sheets and coordinate survey progress.
- Review soils and testing (concrete, materials, etc.) and coordinate testing progress.
- Keep records of testing for compliance with specifications.
- Review Change Orders for compliance with contract documents.
- Provide daily, weekly, monthly and final inspection reports as required.
- Provide "punch list" for items that are incomplete or not consistent with plans and specifications.

2. Special (or Major) Areas of Inspection, May include, But May Not Be Limited To:

- To:
- a. Concrete
 - Observe or take slump tests.
 - Take test cylinders.
 - Place test cylinders in prepared container and request pick up from testing lab.
 - Record data for further reference.
 - Review Pour Card submitted by Contractor.
 - Observe form work, reinforcing steel placement, concrete chairs or supports, imbedments, pipe spools, foundation bolts, etc., for completeness and compliance with plans and specifications and shop drawing submittals including any approved changes.
 - Observe placement and vibration.
 - b. Mechanical - Piping, Pumps, Valves, etc.
 - Inspect materials, when they arrive at job site, for compliance with plans and specs and approved changes. (Notify Construction Manager/Engineer of any observed differences.)
 - Inspect for damage, missing parts, incompatible fittings, etc.
 - Observe installation.
 - Observe testing and start up.
 - Assist in recording test data as required.
 - c. Earthwork
 - Review excavation and de-watering plan, as applicable.
 - Review soil materials to be used for embankment and backfill for compliance with specifications.
 - Observe placement of earth materials in embankment for compliance with specifications regarding embankment zoning and material placement, moisture content, compaction, etc.
 - Check for uniform compaction methods.
 - Request soils testing lab to perform specified tests and report findings to the Construction Manager/Engineer.
 - Keep records of locations of failed or unsatisfactory compaction reports for future reference.

- Inform Contractor of areas needing rework (Punch List).
- Observe reworking of areas where needed.
- Request soils testing lab to perform tests in reworked areas.
- Observe installation of all sub-drains, record locations, evaluations and types of drain installed.
- Observe installation and check out of all instrumentation. Report location, evaluations and details of instrument installations.

d. Underground Pipe Placement

- Review pipe classification for proper size of trench width.
- Review shop submittals and trench calculations with Construction Manager/Engineer for proper shoring required.
- Report discrepancies to Construction Manager/Engineer and Contractor.
- Observe trench bedding conditions for compliance with above.
- Observe back fill and compaction.*
- Request Soils testing lab to provide compaction testing and results.
- Report failed or unsatisfactory test areas to the Construction Manager/Engineer.
- Keep records of compaction results for future references.
- Observe surface (A.C.) placement.
- Inform Contractor of areas needing rework (Punch List).

e. Electrical and Controls

- Review final and approved shop drawing submittals for specific layout and requirements.
- Review conduit placement prior to concrete or masonry work.
- Check motor connection and switches including controls and panel connections.
- Check grounding requirements for MCC and panels.
- Check for bonding and observe testing.
- Check for labels on wires, switches, relays, motors, controls, etc.

f. Structural Steel Placement¹

- Check final and approved shop drawings.
- Check steel material upon arrival at site.
- Reject or mark steel not complying with plans or specifications.
- Check connections with other steel members or imbedments.
- Check Pour Cards prior to concrete placement.

g. Other Inspection Areas

- Welding
- Roofing materials and waterproofing
- Masonry, windows, doors, hardware
- Traffic Control
- Drainage and storm water control
- Irrigation and landscaping placement
- Final job inspection

*Observe pipe placement, completion of joints, disinfecting, flushing, pressure testing and leakage testing.

Figure F-1

G. CONSTRUCTION SURVEYING

The District will furnish land surveys and establish sufficient base lines for locating the principal component parts of the work, together with sufficient bench marks adjacent to the work. The Contractor will furnish detailed alignment and grade stakes for construction sites, water lines, access roads, etc., as stated in the Specifications. The Contractor shall notify the Construction Engineer at least 48 hours in advance of when Baseline stakes will be required if they have not already been installed by the District. The District will provide, or update bench marks and the project baselines. The Contractor will be responsible for providing or paying for additional staking needed to construct the Project.

The Contractor will provide competent employees to set installation lines and elevations. From the information provided by the District, unless otherwise specified in the Contract Documents, the Contractor shall develop and make all detail surveys needed for construction such as slope stakes, batter boards, and other working points, lines, elevations and cut sheets.

For detailed requirement relating to surveying refer to Section _____ of the Specifications.

H. CONSTRUCTION COMMUNICATION AND DOCUMENTATION

The heart of project control is good communication. Also needed is good documentation and record keeping.

1. Communication

Both oral and written communications are essential to the successful completion of the project. Oral communications are accomplished most effectively in planned meetings of key participants. These planned meetings can be scheduled for specific milestone occasions and also for regular, periodic status review and project adjustment. Other oral communication is normally on a one-to-one basis, in person or by telephone, and usually is unscheduled, in immediate response to specific circumstances. Written communication occurs in many forms, from letters and memos to diaries, minutes of meetings, notes of telephone conversations and fill-in of standard forms.

a. Meetings

After execution of contract and prior to or at the start of construction, the Construction Manager/Engineer will hold a Pre-Construction Conference with responsible representatives of the Contractor, the Design Consultant, the District and others as appropriate to discuss the work in accordance with the applicable procedures indicated in the Specifications. Also discussed will be the procedures contained in this Construction Procedures Manual. The Construction Manager/Engineer will chair the meeting and will generally follow the agenda format shown on Form No. CP-09).

During Construction, the Construction Manager/Engineer will hold weekly, bi-weekly or semi-monthly coordination meetings with responsible representatives of the Contractors and the Design Consultant, to review the status of work on the Project, identify problems, and receive contractor's proposed activities for the upcoming weeks. The meetings will be held at the District's project field office. The Construction Manager/Engineer will chair the meeting and will follow a standard agenda format (Form No. CP-10). The Construction Manager/Engineer, or the District, will provide a recording clerk to take minutes of the meeting. Copies of the minutes will be provided to all meeting participants.

Activities found to be seriously behind schedule will be flagged for immediate attention and re-evaluation of project schedules. Problems such as coordination and interface among contractor, consultants, the District or other agencies, will be highlighted and feasible solutions considered immediately.

The Construction Manager/Engineer may also call other coordination and problem solving meetings on an unscheduled basis whenever this appears desirable to coordinate the Project. He will include those project representatives necessary to deal with the specific cause of the meeting. Minutes will be taken of such meeting, with copies to affected parties.

CONSTRUCTION COMMUNICATION AND DOCUMENTATION (continued)

b. Written Communications

Written communications consist of letters, report forms, minutes of meetings, notes of telephone conversations, memos confirming verbal discussions, etc. These occur in large volume during the course of construction and are essential to prosecution and control. These normally deal with questions related to the design plans and specifications and to construction problems. Concerted effort will be made to have each question and answer reduced to writing. Copies of these written communications will then be distributed to the representatives of the parties involved in the construction program.

2. Documentation

It is essential that all significant matters be reduced to writing, as mentioned above, and maintained in a well organized record system. Many of the most important transactions are accomplished by means of appropriately filled out forms. Examples of some of these forms are included in the Appendix of this Construction Procedures Manual. Construction photographs of any unusual conditions will be taken by the District's representative immediately that such condition is observed. The District will maintain an indexed file of all construction photographs. The index will be kept on Photo Record File Index (Form CP-11). Photographs will be used to facilitate project reviews and discussions during project meetings. Video camera may also be used to document aspects of the Project.

I. SHOP DRAWINGS AND SUBMITTALS

The Contractor must make the initial review of all shop drawings and submittals to check for errors. The Contractor (not Subcontractors) will submit to the District's Construction Manager/Engineer, for the Design Consultant's review and approval, all shop drawings, samples, material lists, equipment data, instruction manuals, and record documents. All submittals shall be transmitted with a properly filled-in copy of the "Shop Drawing/Material Review Request" form (CP-12). The Construction Manager/Engineer will record receipt of the submittal in the "Log of Contractors' Submittals" (CP-13), and transmit the submittal to the Design Consultant for review and action. "Contractor Submittals and Shop Drawings Flow Diagram" (Figure I-1) shows the routing and disposition of submittals, and the Construction Manager/Engineer's supervisory role in the oversight of the status of submissions.

Refer to the contract specifications for detailed requirements for shop drawings and submittals.

**VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
CONTRACTOR SUBMITTALS AND SHOP DRAWINGS FLOW DIAGRAM**

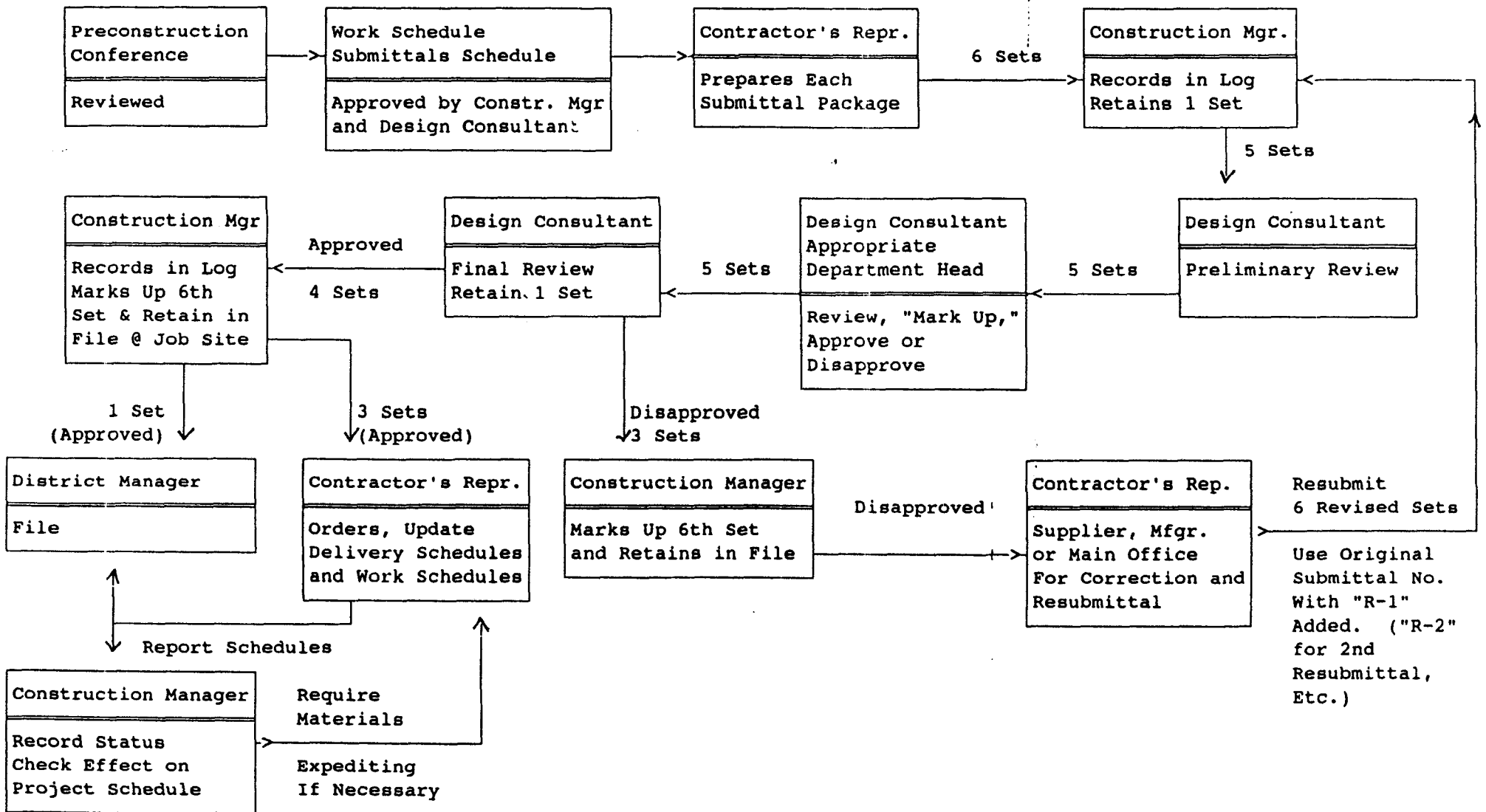


Figure I 1

J. PROGRESS PAYMENTS (INCLUDING RETENTION REQUIREMENTS)

1. Schedules, Reports and Records

As stated in Section _____ of the Specifications and discussed in the Preconstruction Conference, the Prime Contractor is required to submit to the Construction Manager/Engineer for approval, a schedule of values for lump sum bid items. This is to be integrated with the project work schedule and submittal schedule. These schedules will be used in the evaluation of Contractor Progress Payment Requests to the District.

2. Pay Period

On or immediately after the _____ day of each month the Contractor is to submit to the Construction Manager/Engineer Request For Progress Payment. This request is to be for work performed and for materials on the site up to and including the _____ day of the month. The Request For Progress Payment is to be submitted on a "Payment Application and Certificate" form (CP-14).

3. Retentions

Pursuant to Section _____ of the Specifications, _____ percent of each month's amount earned by the Contractor will be retained by the District until _____ percent of the contract work is completed. At that point, at the District's discretion, if work is proceeding satisfactorily, retention may be discontinued except for the amount previously retained.

Pursuant to Section _____ of the Specifications, the Contractor may elect to place sufficient acceptable securities with the District or in an escrow account, in lieu of the District's retention of the funds. Earnings from such an escrow account shall accrue to the benefit of the Contractor. All procedures and documentation shall be as provided by State Law (See Section _____ of the Specifications).

4. Preparation and Processing of Monthly Progress Payment Requests

a. Each monthly progress payment is to be submitted on a copy of the form "Payment Application and Certificate" (CP-14). It is to be prepared and certified by the Contractor and submitted to the Construction Manager/Engineer, on or immediately following the _____ day of each month. It is to include an attached itemization, prepared in conformance with Section _____ of the Specifications and the approved schedule of values. Progress payment requests will proceed as shown on the Progress Payment Flow Chart, (Figure J-1).

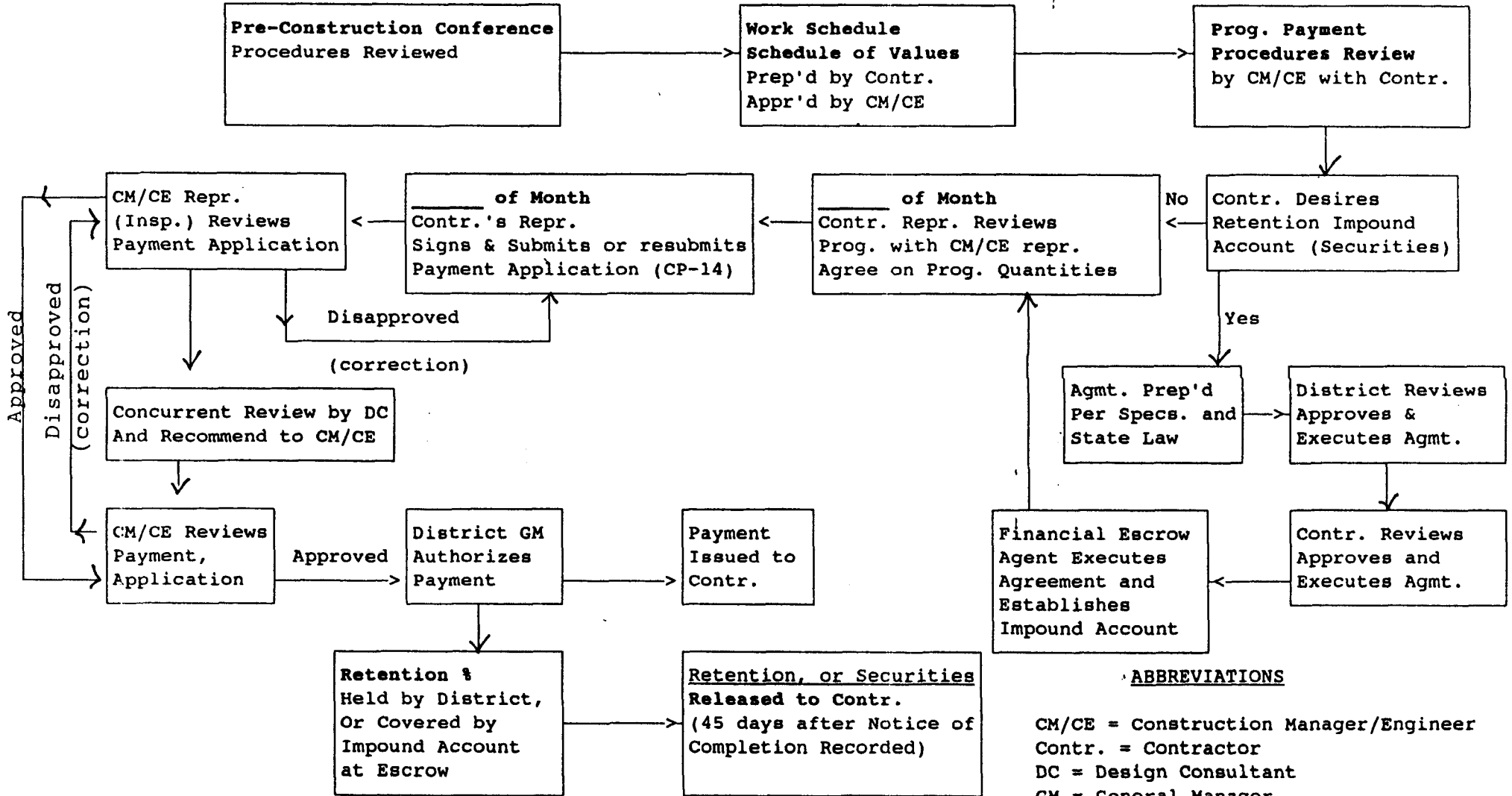
b. Pursuant to Section _____ of the Specifications, requests for payments for materials on the site are to be accompanied by invoices, bills of sale, delivery tickets or other documentation that will establish the District's title and the value of materials for which payment is requested.

PROGRESS PAYMENTS (continued)

- c. Requests for payment of Change Orders authorized by the District are to be accompanied by signed daily work orders for labor, equipment and materials if performed on a time and material basis. These are to be submitted on "Cost of Work Record" forms (CP-18).
- d. Preparation of the request for progress payment should be preceded by consultation between the Contractor and the Construction Manager/Engineer to determine acceptable percentages of completion for items in the Schedule of Values for which work has been performed.
- e. The extension of the total amount due per Schedule Item should agree with the percentage of completion. (This may necessitate expressing the percentage figure to four decimal places).
- f. The Contractor is to submit the original and one copy of the "Payment Application and Certificate" (CP-14) to the Construction Manager/Engineer who will review the request, confer with the Design Consultant, check all mathematical entries, percentages and extension, and when satisfactory, will transmit the Form CP-14 to the District General Manager with recommendations for payment.
- g. The "Payment Application and Certificate" (Form CP-14) must be signed by an authorized representative of the Contractor.
- h. Upon approval by the District General Manager the progress payment request will be paid.
- i. Payment will then be issued to the Contractor by the District, with retention of a portion of the funds by the District, as indicated above. If a retention securities escrow account has been established, the District will make 100% payment of the approved monthly progress payment.
- j. Upon satisfactory completion of the Contract work, and official acceptance by the District, the retained amount will be paid to the Contractor by District, or the District will authorize the release of impounded securities to the Contractor, all subject to the provisions of Section ____ of the Specifications.

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

PROGRESS PAYMENT FLOW DIAGRAM



ABBREVIATIONS

- CM/CE = Construction Manager/Engineer
- Contr. = Contractor
- DC = Design Consultant
- GM = General Manager
- Insp. = Inspector
- Prep'd = Prepared
- Appr'd = Approved
- Prog. = Progress
- Repr. = Representative

Figure I 1

K. PROJECT MODIFICATIONS (FIELD ORDERS, WORK DIRECTIVE CHANGES, CHANGE ORDERS)

1. Field Orders

The District may, at any time, and normally through the direction of the Construction Manager/Engineer, issue a Field Order, which may be used to issue supplemental instructions, clarifications or minor changes not involving a change in the contract price or the contract time. The intent of Field Orders is to assure prompt coordination, guidance and resolution concerning questions and issues which emerge in the course of the project, and to provide written documentation for the project records (See Figure K-1).

a. Form

See Form No. CP-15

b. Origin

Field Orders may be requested by the District, the Design Consultant, the construction Manager/Engineer or the contractor. Normally, the Field Order will be prepared by the Design Consultant and/or the Construction Manager/Engineer, and will be issued by the Construction Manager/Engineer. Field Orders will be identified by number in chronological order.

c. Distribution

Upon issuance by the Construction Manager/Engineer, copies will be distributed as follows:

Construction Manager/Engineer	1 copy (original)
Design Consultant	1 copy
Contractor	1 copy
District General Manager	1 copy

2. Work Directive Change

The District may, at any time, order additions, deletions or revisions of work, normally through the direction of the Construction Manager/Engineer. For the purpose of expediting the work and documenting the actions, a Work Directive Change (WDC) describing the modification will be prepared by the Contract Engineer/Project Manager for review and approval by the District General Manager. If no change in contract price or contract completion time schedule is necessary, then the Work Directive Change or Bulletin shall serve as an order for the Contractor to proceed with the modification.

If a change in contract price or contract completion time schedule is necessary, then the Contractor will be requested to submit a cost estimate and/or a completion time schedule revision estimate for the modification. If the cost or time change estimate provided by the Contractor is satisfactory to the Construction Manager/Engineer, the same Work Directive Change or Bulletin may be used to authorize the Contractor to

PROJECT MODIFICATIONS (continued)

proceed. After the authorized work is approved by the General Manager, or other authorized District representative, a Change Order will be issued for the credit or payment.

a. Form

See Form No. CP-16.

b. Method of Determining Cost or Credit

The cost or credit to District may be determined by the following methods:

- (1) Unit prices (previously approved, or negotiated)
- (2) Lump sum (previously approved, or negotiated)
- (3) Cost plus fixed amount for overhead and profit
- (4) Force account (time and materials)
- (5) Other _____

c. Origin

Work Directive Changes will originate with the Construction Manager/Engineer who will describe the work involved, compile cost figures supplied by the Contractor, if applicable, and provide sketches or drawings necessary for construction or clarification. Work Directive Changes will be identified by number in chronological order.

d. Distribution

After approval by the Construction Manager/Engineer, copies will be distributed as follows:

Construction Manager/Engineer	1 copy
Design Consultant	1 copy
Contractor	1 copy
District General Manager	1 copy

3. Change Orders

a. Origin

Change Orders will originate with the Construction Manager/Engineer who will describe the work involved, compile cost figures and prepare necessary drawings, or have them prepared by the Design Consultant. Identification will be by number in chronological order. A Change Order may be issued to cover a single major Work Directive Change or may be comprised of one or more Work Directive Changes (See Figure K-1). The Construction Manager/Engineer shall log and maintain status of Change Orders on "Change Order Control Sheet".

PROJECT MODIFICATIONS (continued)

b. Form

The "Change Order" will be prepared on Form CP-17. If the cost or credit to the District is determined by: Cost plus fixed amount for overhead and profit, or time and materials, a daily cost record must be maintained with certified copies to the District as work progresses. Costs so recorded shall include only labor, materials and equipment. The daily cost record will be prepared and signed by the Contractor and submitted to the Construction Manager/Engineer, in triplicate. The daily cost record will be prepared on the form titled "Cost of Work Record" (Form No. CP-18).

c. Allowance For Overhead and Profit

If operating under "Cost of Work" provisions of the specifications the percentages allowed for the Contractor's overhead and profit are as follows:

(1) Contractor's forces only:

(a) Labor - 20 percent

(b) Materials - 15 percent

(c) Equipment - 15 percent

(2) Work done by subcontractor's forces:

Subcontractor adds the same 20% and 15% to his work Contractor adds 5% to subcontractor's total

d. Decrease (Credit)

The amount of any credit to the District will be the amount of the actual net decrease as determined by the District.

e. Routing Procedure (Change Order Flow Diagram), Approval and Distribution

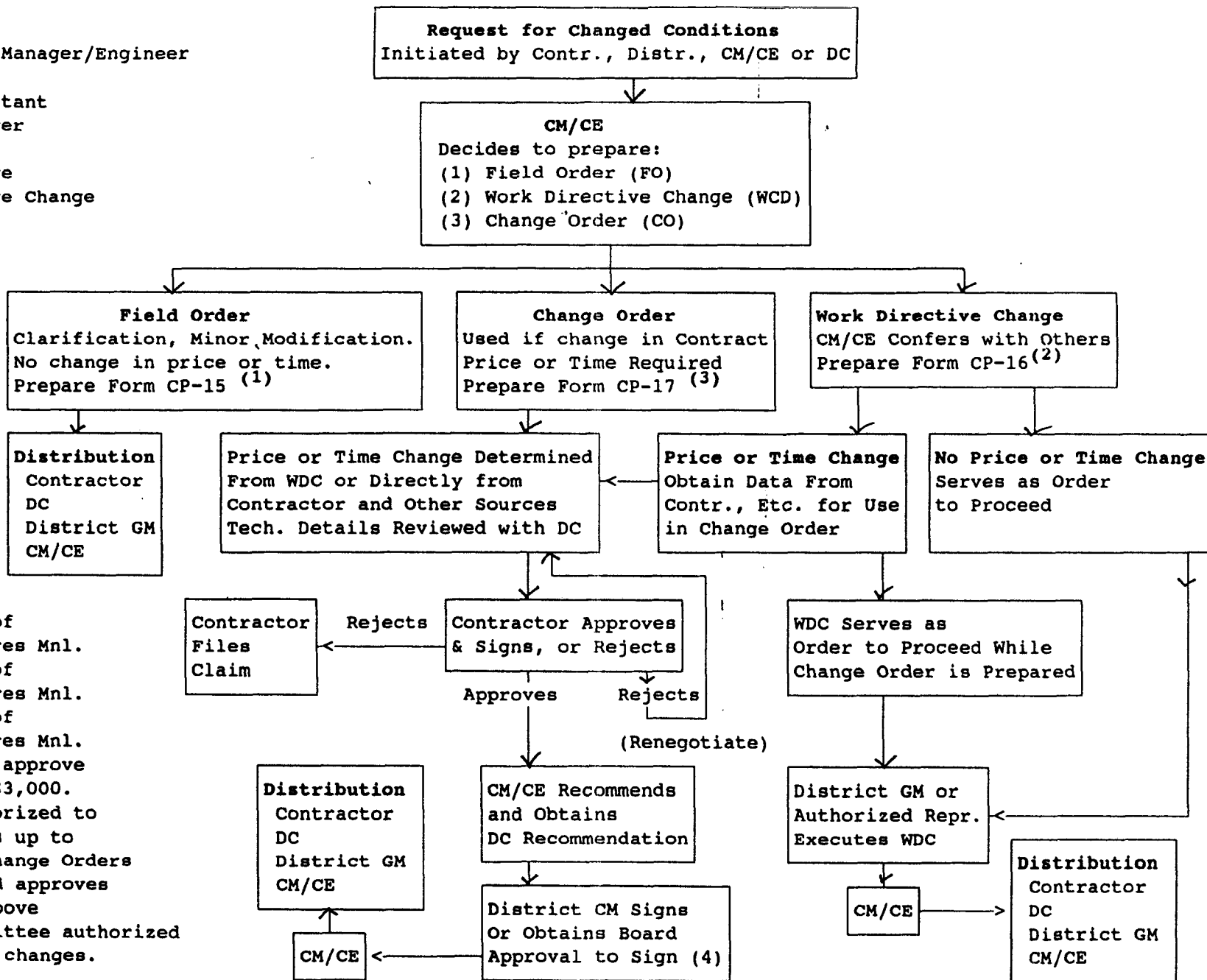
Change Orders will proceed as shown on the Change Order Flow Diagram (Figure K-1)

The Construction Manager/Engineer will complete the Change Order and deliver four copies to Contractor for initial approval and signature. After approval by Contractor, Construction Manager/Engineer and Design Consultant will approve and forward to District General Manager. The Change Order will then be approved by the General Manager, a committee of the Board of Directors or by the Board of Directors, as appropriate. After receipt of all approvals, Construction Manager/Engineer will forward signed copies to Contractor, District General Manager, Design Consultant and project file.

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT CHANGE ORDER FLOW DIAGRAM

Abbreviations:

CM/CE = Construction Manager/Engineer
 Contr. = Contractor
 DC = Design Consultant
 GM = General Manager
 Distr. = District
 Repr. = Representative
 WDC = Work Directive Change



NOTES:

- (1) See Section K.1 of Construction Procedures Mnl.
- (2) See Section K.2 of Construction Procedures Mnl.
- (3) See Section K.3 of Construction Procedures Mnl.
- (4) GM authorized to approve Change Orders up to \$3,000. Board Committee authorized to approve Change Orders up to \$10,000, or urgent Change Orders above \$10,000. Board approves most Change Orders above \$10,000. Board committee authorized to approve time only changes.

Figure K-1

L. OPERATIONS AND MAINTENANCE MANUALS

The Design Consultant (DC) is to prepare an Operations and Maintenance Manual for the facilities constructed by this project. However, in order to prepare this overall system Operations and Maintenance Manual, it is necessary for DC to obtain accurate and complete manufacturer's Operations and Maintenance Manual for each component of the installed facilities.

Pursuant to Section _____ of the Specifications, the contractor must submit manufacturer's Operations and Maintenance Manual to the Construction Manager/Engineer by _____% of construction completion and in the same manner that shop drawings and other construction details are submitted. Upon review by the DC, if a Manual is sufficient, the contractor will be so notified. If it is not sufficient, then the Contractor will be required to obtain more adequate operating and maintenance literature from the manufacturer for re-submittal.

M. GUARANTEES

Pursuant to Section _____ of the specifications the contractor is to warrant and guarantee the entire work and all parts thereof, including that performed by subcontractors, sub-subcontractors, and others employed directly or indirectly on and for the work, against faulty or defective materials, equipment, or workmanship for a period of one year from the date of the Owner's written final acceptance of the work or phase of the work, or such longer period of time as may be prescribed by law or by the terms of any special guaranty or warranty required by the contract documents for the Project.

The Contractor is to arrange that each manufacturer's or supplier's guarantee for equipment or components of the facilities installed under the Contract shall provide for the District to be a beneficiary of the guarantee. This is particularly applicable to any manufacturer's guarantees which extend beyond the basic one year contractor's project guarantee stated above.

N. FINAL INSPECTIONS

Upon written notice from the Contractor that the entire Work required by the Contract Documents is complete and that all submittals required by him are made, and after the Contractor has delivered the bonds, certificates of inspection, proof of insurance, guarantees, warranties, releases, and other documents, all as required by the Contract Documents or by law, a post construction conference will be held to review the Work and resolve any unsettled matters. Present at the conference shall be the Construction Manager/Engineer, the General Manager, the Design Consultant, the Inspector, the Mitigation Monitoring Coordinator, the contractor, and the contractor's Superintendent. Following this conference, Design Consultant will make a final inspection with the Construction Manager/Engineer, the General Manager, and the Contractor, and the District will notify the contractor in writing of any deficiencies in the submittals and other documents required of him. The Contractor promptly shall make such corrections as are necessary to remedy all defects or deficiencies. After the contractor has completed any such corrections to the satisfaction of the District, the District will issue a written final acceptance of the Work and file any notice of completion required by law or otherwise.

Final Inspection will be in two phases: a semifinal inspection by the Construction Manager/Engineer and the Design Consultant, and the Contractor; and a final inspection, including representatives of the Design Consultant, the District, the Contractor, and any State or County agency. At the conclusion of the semifinal inspection, the Construction Manager/Engineer will provide the contractor, in writing, a "punch list" of items requiring completion or remedial work. The Contractor shall rectify all matters on the "punch list" before making his formal request, in writing, for Final Inspection. Upon completion of the final inspection, if further completion or remedial work is determined to be necessary, the Construction Manager/Engineer shall transmit to the Contractor a final list of items for remedial attention.

O. PROJECT COMPLETION AND START-UP

Prior to making request for Final Payment the Contractor shall perform the following obligations:

1. Cleanup of the Work Site

Upon completion of the construction, the Contractor shall, at his own expense, remove all temporary structures, rubbish, and waste materials resulting from his operation. In the event that the Contractor does not properly clean up promptly, the District will withhold final acceptance of the contract work (See Specifications Section ____).

2. Correction of Final "Punch-List" Items

Upon receipt of the final punch-list of remedial items from the Construction Manager/Engineer, the Contractor shall promptly perform such remedial work.

3. Operational Start-Up

After the job site has been acceptably cleaned up and remedial work has been performed, the Contractor shall cooperate with the Construction Manager/Engineer, the Design Consultant and operating personnel of the District in the start-up of facilities operation. The Contractor shall provide his supervisory and technical personnel, as well as representatives of manufacturers, to participate in facilities start-up and instruction of District operating personnel. Contractor shall satisfactorily operate the facilities for a period of two days (24 hours per day).

P. RELEASES (LIENS, STOP NOTICES, ETC.)

Under terms of California law it is normal for subcontractors and suppliers to submit preliminary notice of lien to the project owner (District) in relation to any materials or work provided for the project to the prime contractor. When the Contractor believes that the contract work is complete, but before the District will consider acceptance of the work, the Contractor shall obtain a written release or waiver of lien, in form and content acceptable to District's legal counsel, from each supplier or subcontractor who has issued a preliminary notice of lien.

If a supplier or subcontractor on the project issues a Stop Notice to the District concerning non-payment by the contractor for any materials supplied or work performed on the Project, the District, upon review with its legal counsel, will normally withhold payment to the contractor in an amount sufficient to cover the amount specified in the Stop Notice. Regardless of the degree of completion of contract work, the District will continue to withhold this amount until the contractor has obtained and submitted to the District an acceptable release of the Stop Notice.

Upon completion of the contract work to the satisfaction of the Construction Manager/Engineer and the Design Consultant, and receipt, by the District of satisfactory releases from all materials suppliers and subcontractors on the project, the contractor shall submit to the District a "Contractor's Certificate of Release and Request for Final Payment" (Form No. CP-19).

Q. FINAL ACCEPTANCE, RECORDING AND PAYMENT

Upon satisfactory completion of the contract work or designated phase thereof, and receipt, by the District, of required releases and the "Contractor's Certificate of Release and Request for Final Payment" (CP-19), the acceptance process is as follows:

1. The Construction Manager/Engineer and the Design Consultant make recommendation to the District General Manager for approval and acceptance of the contract work, or designated phase thereof.
2. The General Manager/Engineer recommends to the District Board of Directors that the contract work, or designated phase thereof, is substantially complete and ready for acceptance by the Board.
3. The Board adopts a resolution determining that the contract work, or designated phases thereof, is substantially complete and is accepted. The resolution directs the General Manager or other authorized District representative to do the following:
 - a. Issue a "Notice of Substantial Completion" (Form CP-20) to the Contractor.
 - b. File with the County Recorder of the County of Santa Barbara a "Notice of Completion of Contract" (Form CP-21).

On the date established in the "Notice of Substantial Completion" the Contractor's required one-year warranty period will commence, and the District will assume operational responsibility for the completed facilities.

4. Upon issuance of the "Notice of Substantial Completion" to the Contractor the District will make final payment to the Contractor of the amount remaining after deducting all prior payments and all amounts to be kept or retained under the provisions of the contract documents (See Specifications, Section ____).
5. Within ten days of the Board adoption of the resolution determining the contract work, or designated phase thereof, completed and accepted, the General Manager will file with the County Recorder the "Notice of Completion of Contract".
6. A period of up to 45 calendar days will elapse from the date of filing of the "Notice of Completion of Contract" with the County Recorder before final payments of retained amounts Will be made to the contractor.
7. If no stop notices are received by the District within the stated 30-day filing period, the District will issue final payment of retained amounts of the contract work, or designated phase thereof, to the contractor within a further processing period of up to 15 days. If any stop notice is received by the District within the 30-day waiting period, it will be referred to the District's legal counsel and final payment of retained amounts will be deferred or adjusted in accordance with advice of legal counsel, until such stop notice matter has been satisfactorily resolved.

APPENDIX A
STANDARD FORMS

**VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
CONSTRUCTION FILE INFORMATION FORM**

Project Name _____ Project No. _____

Date Form Initially Filled In _____

District Address _____

Authorized Representative _____ Phone _____

Design Engineer _____ Phone _____
Employed by _____ Phone _____
Address _____ FAX _____

Project Manager _____ Phone _____
Employed by _____ Phone _____
Address _____ FAX _____

Resident Engineer/Inspector _____ Phone _____
Employed by _____ Phone _____
Address _____ FAX _____

Prime Contractor _____ Phone _____
Address _____ FAX _____

Total Contract Amount \$ _____

Job Description _____

Job Location _____

Notice to Proceed or Contract Start Date _____

Original Schedule Completion Date _____

Authorized Extension to (date) _____

Pre-Construction Meeting Date _____

All Construction Complete Date _____

Contract Acceptance Date (by Board of Directors) _____

Notes _____

**VILLAGE COMMUNITY SERVICES DISTRICT
CONTRACTOR INFORMATION FORM**

Project Name _____ Date Form
Initially Filled In _____
Date _____

Project No: _____

Contract Designation _____

Name of Prime Contractor _____

Home Office Location _____

Home Office Mailing Address _____

Home Office Telephone No: _____ FAX _____

Responsible Principal of Firm _____

Project Field Superintendent/Manager _____

Project Site Office Location _____

Project Local Mailing Address _____

Prime Contractor's Previous Experience (Typical)

1. Project Name/Designation _____

Type of Project _____

Dollar Value of Contract \$ _____

Owner/Agency _____

2. Project Name/Designation _____

Type of Project _____

Dollar Value of Contract \$ _____

Owner/Agency _____

CONTRACTOR INFORMATION FORM (continued)

3. Project Name/Designation _____
Type of Project _____
Dollar Value of Contract \$ _____
4. Project Name/Designation _____
Type of Project _____
Dollar Value of Contract \$ _____
Owner/Agency _____
5. Project Name/Designation _____
Type of Project _____
Dollar Value of Contract \$ _____
Owner/Agency _____

Owner/Agency Subcontractors and Their Key Personnel

1. Subcontractor Name _____
Home Office Location and Telephone _____
Responsible Project Manager _____
Local Location and Telephone _____
Responsible Job Site Representative _____
2. Subcontractor Name _____
Home Office Location and Telephone _____
Responsible Project Manager _____
Local Location and Telephone _____
Responsible Job Site Representative _____

CONTRACTOR INFORMATION FORM (continued)

- 3. Subcontractor Name _____
Home Office Location and Telephone _____
Responsible Project Manager _____
Local Location and Telephone _____
Responsible Job Site Representative _____
- 4. Subcontractor Name _____
Home Office Location and Telephone _____
Responsible Project Manager _____
Local Location and Telephone _____
Responsible Job Site Representative _____
- 5. Subcontractor Name _____
Home Office Location and Telephone _____
Responsible Project Manager _____
Local Location and Telephone _____
Responsible Job Site Representative _____
- 6. Subcontractor Name _____
Home Office Location and Telephone _____
Responsible Project Manager _____
Local Location and Telephone _____
Responsible Job Site Representative _____

INSPECTOR-IN-CHARGE

PREPARE IN DUPLICATE AT END OF EACH DAY. RETAIN THE DUPLICATE COPY AND FORWARD THE ORIGINAL TO THE PROJECT MANAGER

DAILY INSPECTION REPORT

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

JOB FILE NO.

DATE

REPORT NO.

SHEET NO.

TYPE OF PROJECT	PROJECT TITLE	LOCATION
CONTRACTOR	CONTRACTOR'S SUPERINTENDENT	WEATHER
CALENDAR DAYS IN CONTRACT: _____	DATE STARTED _____	CALENDAR DAYS USED _____
EXTENSIONS BY CHANGE ORDER:	COMPLETION	CALENDAR DAYS LEFT

WORK DONE BY CONTRACTOR

DESCRIPTION OF WORK	FROM STA.	TO STA.	AMOUNT	REMARKS

CONTRACTOR'S LABOR FORCE

CONTRACTOR'S EQUIPMENT

ADEQUATE	INADEQUATE	ADEQUATE	INADEQUATE
----------	------------	----------	------------

SUMMARY OF MATERIAL DELIVERY SLIPS

OFFICIAL VISITORS TO JOB

ITEM	SOURCE	NO. LOADS	QUANT.	NAME	TITLE	COMMENTS

WORK DONE BY OTHERS

UTILITY COMPANY, ETC.

DESCRIPTION OF WORK

OTHER PAPERS SENT WITH THIS REPORT

INSPECTION FORCE

MATERIALS TEST REPORTS	OTHER:	NAME	ASSIGNMENT	HRS.
MATERIALS DELIVERY SLIPS				
REQ. CHANGE ORDER				
FORCE ACCT. REPORT				

DELAYS:

ACCIDENTS:

DEFECTIVE WORK TO BE CORRECTED LATER:

REMARKS: (Use other side of sheet, or attach more sheets, if necessary)

Inspector's Signature

**VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
NON-CONFORMANCE REPORT**

Attachment To Daily Inspection Report No. _____ Date _____

PROJECT: _____ PROJECT NO. _____

CONTRACTOR: _____

OBSERVED NON-CONFORMANCE: _____

CORRECTIVE ACTION REQUIRED: _____

Contractor has been notified by: _____ Daily Report No. _____

Yes No Verbally In Writing Date: _____

DEFICIENCY HAS BEEN CORRECTED

DAILY REPORT NO.: _____

by: _____

DATE: _____

CORRECTIVE MEASURES ARE ACCEPTABLE

DAILY REPORT NO.: _____

by: _____

DATE: _____

COMMENTS: _____

ATTACHMENT IDENTIFICATION: _____

Prepared By (signature) _____ Title _____

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
PROJECT WEEKLY PROGRESS REPORT

PROJECT: _____ PROJECT NO. _____ DATE _____

CONTRACTOR _____

1. WORK ACCOMPLISHED THIS WEEK

2. WORK SCHEDULED NEXT WEEK

3. PROJECT SCHEDULE

Total Work Days Scheduled _____ Start Date _____
Total Work Days To Date _____
Gained Or (Lost) Days To Date _____ Completion Date _____
Total Days Remaining To Completion _____
Comments _____

4. CONSTRUCTION BUDGET VS. ACTUAL (Dollar Amount in Thousands)

A. Committed to Date:

1. Basic contract	_____	_____
2. Approved change orders	_____	_____
3. Owner furnished equipment	_____	_____
b. Contingency (3% of Basic Contract)	_____	_____
c. Construction Budget	_____	_____
d. Estimated Increase or (Decrease) from Budget	_____	_____

5. PERCENT OF WORK COMPLETED _____

Prepared By (Signature)

Title

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
MONTHLY SUMMARY OF CONSTRUCTION ACTIVITIES

DATE: _____

PROJECT: _____

PROJECT NO. _____

CONTRACTOR: _____

CONTRACT AMOUNT: _____

AMOUNT THIS PERIOD: _____

AMOUNT TO DATE: _____

PERCENT COMPLETE: _____

WORK PROGRESS CURRENT: _____

PROJECTED: _____

DELIVERY PROBLEMS AND/OR DELAYS, CORRECTIVE ACTION TAKEN: _____

POTENTIAL MODIFICATIONS: _____

POTENTIAL CLAIMS: _____

Prepared By (Signature)

Title

**VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
PRE-CONSTRUCTION CONFERENCE**

Project: _____ Project No. _____
Date: _____ Time: _____
Location: _____
Person Conducting Meeting: _____ Title: _____
Participants: _____ Representing: _____

ILLUSTRATIVE AGENDA

1. **Identification of Key Personnel of All Parties**
 - a. Names and phone numbers
 - b. Define authority and responsibility of key personnel
 - c. Designate sole contact for administration of contract

2. **Authority and Responsibilities**
 - a. Methods of construction (Methods may be challenged)
 - b. Rejection of work by inspector
 - c. Stopping the work (Right reserved to District alone)
 - d. Safety at the site
 - e. Issuance of field orders from Construction Engineer/Project Manager
 - f. Authority of the Inspector and/or Resident Project Representative

3. **Conformance with Plans and Specifications**
 - a. Areas of special concern
 - b. Response to contractor inquiries
 - c. Clarification of specification provisions

4. **Contract Administration**
 - a. Notice to Proceed
 - b. Time of the contract

PRE-CONSTRUCTION CONFERENCE (continued)

- c. Liquidated damages
 - d. Insurance requirements and bonds
 - e. Record drawings (procedure, responsibility for)
 - f. Mobilization (identify scope)
 - g. Contractor submittal procedure (through Construction Manager)
 - h. Surveys and staking
 - i. Bid allocation of lump sum bids (not valid as cost-basis on extra work)
 - j. Environmental requirements (cleanup; sanitary, dust, chemicals, etc.)
 - k. Environmental mitigation (mitigation monitoring plan/program)
 - l. Project modification procedures (field orders, change orders, extra work)
 - m. Unforeseen underground conditions procedures
 - n. Coordination with utilities
 - o. Progress payments and retainage procedures
 - p. Construction communication and documentation
 - q. Close-out procedures
5. Materials and Equipment
- a. Substitution of "or equal" items
 - b. District-furnished materials or equipment
 - c. Storage and protection
 - d. Concealed shipping damages
 - e. Payment for materials not yet used in the work
6. Contractor's Schedule
- a. Owner/engineer rights to approve
 - b. Submittal requirements
 - c. Owner/engineer can set milestone date
7. Change Orders and Extra Work
- a. Who has authority to issue
 - b. Effect on time and cost
 - c. Field order versus change order
 - d. Cumulative change order
8. Subcontractors and Suppliers
- a. Contractual relationship
 - b. Submittal requirements
 - c. Owner/engineer: no direct contact alone
 - d. Fair Subcontracting Act requirements

PRE-CONSTRUCTION CONFERENCE (continued)

9. Handling of Disputes, Protests and Claims

- a. Must exhaust all contractual means
- b. Resolution by the engineer

10. Labor Requirements

- a. Documentation and Audit Requirements
- b. State and local requirements

11. Rights-of-Way and Easements

- a. Permanent easements for project
- b. Temporary easements for construction
- c. Dumping sites and storage areas
- d. Access to the site by heavy equipment

12. Owner Protection

- a. Warranties and guarantees
- b. Bond protection during guarantee
- c. Security
- d. Extended maintenance of landscaping

13. Punch List Procedures

- a. Contractor certification of completion
- b. Punch list inspections
- c. Final acceptance inspection (run-up, testing, final walk-through)
- d. Withheld funds for remaining punch list items

**VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
PROJECT COORDINATION MEETING**

PROJECT: _____ PROJECT NO. _____
Date: _____ Time: _____
Location: _____
Person Conducting Meeting: _____ Title: _____
Participants: _____ Representing: _____

AGENDA

1. Old Business
 - a. Review and approve minutes of previous meeting
 - b. Confirm action completed from previous agenda action list
 - c. Review incomplete items from previous agenda action list; determine and assign further action required

2. New Business
 - a. Review schedules, discuss lead or lag on action items and determine corrective actions required
 - b. Review coordination and interface problems
 - c. Review progress payments status
 - d. Review project modification requests
 - i. By contractors
 - ii. By Construction Manager/Engineer
 - e. New questions or issues raised; actions and assignments
 - i. Construction Manager/Engineer
 - ii. Design Consultants
 - iii. Contractors
 - iv. Others (County, State, Federal, etc.)
 - f. Adjournment

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
SHOP DRAWING/MATERIAL REVIEW REQUEST

INSTRUCTION: Complete this form and attach to each specific shop drawing submittal.

- 1. Contract Name _____
- 2. Project No. _____
- 3. Submission No. _____
- 4. Submittal: (a) New _____ (b) Re-Submittal _____
- 5. Date of this submittal _____
- 6. Date of receipt by Project Designer _____
- 7. Name of Design Firm _____
- 8. Previous Submission No. (if any) _____
- 9. Contractor _____
- 10. Submitted by: (signature and date) _____
(Signature and Date)

11. <u>Item</u>	12. <u>Specification Section and Paragraph Nos.</u>	13. <u>Description of Material (name, type, model, catalog no., mfg., etc.</u>
_____	_____	_____

14. Comments: Include all drawing titles and numbers, specific information not on drawings, information provided later, etc.

FOR USE BY DESIGN CONSULTANT ONLY:

- 15. Action taken:* _____
- 16. Reviewed by: _____
(signature and date)
- 17. Construction Manager/Engineer review and forward to Contractor
- _____
- _____
- _____
- (signature and date)

*See Design Consultant's review stamp on individual items

**VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
PAYMENT APPLICATION AND CERTIFICATE**

Application No.: _____
 Period From _____, 19__ to _____, 19__
 Project: _____
 Contractor: _____

Date: _____
 Sheet _____ of _____
 Project No. _____

PAYMENT APPLICATION

1. Original contract sum \$ _____
2. Contract modifications approved
 in previous applications \$ _____
 Additions \$ _____ Deductions \$ _____
3. Contract modifications approved this period
 (list contract modification nos.) \$ _____
 Additions \$ _____ Deductions \$ _____
4. Net change by contract modifications
 (sum of lines 2 & 3) \$ _____
5. Revised contract amount
 (sum of lines 1 & 4) \$ _____
6. Total value of work to date
 (attach payment breakdown) \$ _____
7. Percent project complete
 (line 6 divided by line 5 times 100) %
8. Percent time used to date %
9. Material on hand (attach listing) \$ _____
10. Subtotal (sum of lines 6 & 9) \$ _____
11. Less retainage to date \$ _____
12. Subtotal (line 10 minus line 11) \$ _____
13. Less previous certificates for payment
 (Item 12 from previous application) \$ _____
14. Current payment due (line 12 minus line 13) \$ _____

CERTIFICATE

The undersigned Contractor certifies that the work covered by this Payment Application has been completed in accordance with the Contract documents, that all amounts have been paid by him for work for which previous Certificates for Payments were issued and payments received from the District, and that the current payment shown herein is now due.

Contractor

By _____ Date _____

I hereby acknowledge that the Material and Labor involved on the above estimate are correct, and payment on same is due Contractor.

Construction Manager/Engineer

By _____ Date _____

Approved by:

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

General Manager _____ Date _____

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

FIELD ORDER

TO: (Contractor) _____ Field Order No.: _____

FROM: Vandenberg Village Community Services District Date: _____

by: _____
Construction Manager/Engineer

PROJECT: _____

DESCRIPTION OF WORK: _____

Per Specifications: _____

ACTION TO BE TAKEN: _____

You are hereby authorized to proceed at no change in cost or time schedule.

NOTE: Refer correspondence to the above project title and Field Order number. If reference is made to drawings, specifications or addenda, give number and date.

Construction Manager/Engineer

- Distribution:
1. Original to Construction Manager/Engineer
 2. Copy to Contractor
 3. Copy to District Design Consultant
 4. Copy to District Manager

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
WORK DIRECTIVE CHANGE

No. _____

PROJECT: _____

Date of Issuance: _____

VANDENBERG VILLAGE
COMMUNITY SERVICES DISTRICT
3757 Constellation Road
Vandenberg Village, CA 93436

District's Project No. _____

Contractor: _____

Engineer: _____

Contract For: _____

Engineer's Project No. _____

You are directed to proceed promptly with the following change(s):

Description: (Attach additional sheets, if necessary) _____

Purpose of Work Directive Change: _____

Attachments: (list documents supporting change) _____

If a claim is made that the above change(s) have affected Contract Price or Contract Time, any claim for a Change Order based thereon will involve one of the following methods of determining the effect of the change(s):

Method of determining change in Contract Price:

___ Time and Materials ___ Cost plus fixed fee ___ Other ___ Unit Prices

Estimated increase (decrease) in Contract Price: \$ _____

If the change involves an increase, the estimated amount is not to be exceeded without further authorization.

Method of determining change in Contract Time:

___ Contractor's records ___ Engineer's records ___ Other

Estimated increase (decrease) in contract time: _____ days.

If the change involves an increase, the estimated time is not to be exceeded without further authorization.

RECOMMENDED:

By _____
Engineer

Date _____

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

By _____

Title _____

Date _____

WORK DIRECTIVE CHANGE (continued)

INSTRUCTIONS

A. GENERAL INFORMATION

This document was developed for use in situations involving changes in the work which, if not processed expeditiously, might delay the project. These changes are often initiated in the field and may affect the contract price or the contract time. This is not a change order, but only a directive to proceed with work that may be included in a subsequent change order.

For supplemental instructions and minor changes not involving a change in the contract price or the contract time, a Field Order may be used.

B. COMPLETING THE WORK DIRECTIVE CHANGE FORM

Engineer initiates the form, including a description of the items involved and attachments.

Based on conversations between Engineer and Contractor, Engineer completes the following:

METHOD OF DETERMINING CHANGE, IF ANY, IN CONTRACT PRICE:
Mark the method to be used in determining the final cost of work involved and the net effect on the contract price. If the change involves an increase in the contract price and the estimated amount is approached before the additional or changed work is completed, another Work Directive Change must be issued to change the estimated price or Contractor may stop the changed work when the estimated price is reached. If the Work Directive change is not likely to change the contract price, the space for estimated increase (decrease) should be marked "Not Applicable".

METHOD OF DETERMINING CHANGE, IF ANY, IN CONTRACT TIME:
Mark the method to be used in determining the change in contract time and the estimated increase or decrease in contract time. If the change involves an increase in the contract time and the estimated time is approached before the additional or changed work is completed, another Work Directive Change must be issued to change the time or Contractor may stop the changed work when the estimated time is reached. If the Work Directive Change is not likely to change the contract Time, the space for estimated increase (decrease) should be marked "Not Applicable".

Once the Engineer has completed and signed the form, all copies should be sent to District for authorization because Engineer alone does not have authority to authorize changes in price or time. Once authorized by District, a copy should be sent by Engineer to contractor.

Once the work covered by this directive is completed or final cost and time determined, contractor should submit documentation for inclusion in a Change Order.

THIS IS A DIRECTIVE TO PROCEED WITH A CHANGE THAT MAY AFFECT THE CONTRACT PRICE OR THE CONTRACT TIME. A CHANGE ORDER, IF ANY, SHOULD BE CONSIDERED PROMPTLY.

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

CHANGE ORDER

PROJECT: _____ No. _____

VANDENBERG VILLAGE
COMMUNITY SERVICES DISTRICT
3757 Constellation Road
Vandenberg Village, CA 93436

DATE OF ISSUANCE: _____

District's Project No. _____

Contractor: _____

Engineer: _____

Engineer's Project No. _____

Contract For:

You are directed to proceed promptly with the following change(s):

Description: (Attach additional sheets, if necessary) _____

Purpose of Change order: _____

CHANGE IN CONTRACT PRICE

CHANGE IN CONTRACT TIME

Original contract price:

Original contract time:

\$ _____

Contract price prior to this Change Order:

Contract time prior to this Change Order:

\$ _____

Net increase or decrease in contract price:

Net increase or decrease in days:

\$ _____

New contract price with all Change Orders:

New contract time with all Change Orders:

\$ _____

RECOMMENDED:

APPROVED:

APPROVED:

by: _____

by: _____

by: _____

Design Consultant

General Manager

Contractor

Date: _____

by: _____

Date: _____

Date: _____

Construction Manager

Date: _____

CHANGE ORDER (continued)

INSTRUCTIONS

A. GENERAL INFORMATION

This document was developed to provide a uniform format for handling contract changes that affect contract price or contract time. Changes that have been initiated by a work Directive Change must be incorporated into a subsequent Change Order if they affect price or time.

Changes that affect contract price or contract time should be promptly covered by a Change Order. The practice of accumulating change order items to reduce the administrative burden may lead to unnecessary disputes.

For supplemental instructions and minor changes not involving a change in the contract price or contract time, a Field Order may be used.

B. COMPLETING THE CHANGE ORDER FORM

Construction Manager/Engineer initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from District, or both. It is forwarded to Design Consultant for review, recommendation and return to Construction Manager/Engineer.

Once construction Manager/Engineer has completed and signed the form, all copies should be sent to Contractor for approval. After approval by Contractor, all copies should be sent to District for approval. Construction Manager/Engineer should make distribution of executed copies after approval by District.

If a change only applies to price or to time, cross out the part of the tabulation that does not apply.

**VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
COST OF WORK RECORD**

PROJECT NO. _____

Work Directive Change No. _____ Report No. _____

PROJECT NAME _____

Date Performed _____

Date of Report _____

WORK PERFORMED BY _____

Today \$ _____

To Date \$ _____

DESCRIPTION OF WORK _____

Contractor Job No. _____

Contractor Report No. _____

Equip. No.	EQUIPMENT	Hours	Hourly Rate		Extended Amounts		P.R. No.	LABOR	Hours	Hourly Rate		Extended Amounts	
									OT				
									Reg				
									OT				
									Reg				
									OT				
									Reg				
									OT				
									Reg				
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									OT				
									Reg				
									OT				
									Reg				
									OT				
									REG				
MATERIAL AND/OR WORK DONE BY SPECIALISTS													
Description		No. Unit	Unit Cost						Sub-Total				
TOTAL COST OF EQUIPMENT, MATERIALS AND WORK >								TOTAL COST OF LABOR			A		
											B		

Contractor's Representative

+ _____ % MARKUP ON LABOR COST (see contract) (A) _____
 + _____ % MARKUP ON EQUIPMENT, MATERIAL AND WORK COST (B) _____

RECOMMENDED FOR PROGRESS PAYMENT

Construction Manager/Engineer

APPROVED FOR PROGRESS PAYMENT

General Manager

FOR DISTRICT USE ONLY
Pd. on Est. No. _____
Checked by _____

TOTAL THIS REPORT _____

INSTRUCTIONS TO CONTRACTORS

1. On the line "Work Performed by", enter the name of the company which maintains the payroll for the employees listed on the report. **MAKE A SEPARATE REPORT FOR EACH COMPANY'S WORK.**
2. In the upper right hand corner, fill in the Work Directive Change number (WDC), but leave Report No. blank. The last two lines are for contractor's own job designation.
3. On "Date Performed", enter date work was actually done. On "Date of Report", enter the date report is prepared.
4. Under "Equipment", describe the equipment in the same manner as it is described in the current Equipment Rental Rate Booklet (California Department of Transportation).
5. Under "Labor", show employee's payroll number, if there is one, name and wage classification. **LIST OPERATORS ON THE SAME LINE AS THE EQUIPMENT THEY OPERATED** . If one person operates more than one piece of equipment, indicate this on the report. If equipment is owner-operated, mark "O/op" under "Labor" on same line as the equipment.
6. Under "Material and/or Work Done by Specialist", show net amount, after available discounts, whether or not taken. Attach two copies of each invoice.
7. Submit reports promptly in accordance with Section _____ of the Specifications.

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
CONTRACTOR'S CERTIFICATE OF RELEASE AND REQUEST FOR FINAL PAYMENT

Contract Title and Description: _____

Contract Date: _____

1. The undersigned hereby certifies that there is due from and payable by the Vandenberg Village Community Services District (hereinafter referred to as the "District") to the Contractor under the Contract and any approved Change Orders, the balance of _____ Dollars (\$ _____)

2. The undersigned further certifies that there are now outstanding and unsettled items which he claims are just and due and owing by the District. (Itemize claims, if any). (Attach supplemental sheets, if necessary)

3. The undersigned further certifies that all work required under this Contract, including work required under approved Change Order Nos.

has been performed in accordance with the terms thereof, and that there are no unpaid claims for materials, supplies or equipment and no claims of laborers or mechanics for unpaid wages arising out of the performance of the contract, except as shown in Paragraph 2 above, and that the wage rates paid by the contractor and all subcontractors were in conformity with the Contract provisions relating to wage rates.

4. Except for the amounts stated under Paragraph 1 and 2 hereof, the undersigned has received from the District all sums of money payable to the undersigned under or pursuant to the above mentioned Contract or any amendment, modification, or change thereof.

5. In consideration of the payment of the amount stated in Paragraph 1 hereof, the undersigned does hereby release the District from any and all claims arising under or by virtue of this Contract, except for any amounts listed in Paragraph 2 hereof; provided, however, that if for any reason the District does not pay in full the amount stated in Paragraph 1 hereof, any deduction shall not affect the validity of this release, but the amount so deducted shall be automatically included under Paragraph 2 as an amount which the contractor has not released but will release upon payment thereof. The Contractor further certifies that upon the payment of the amount listed in Paragraph 2 hereof, and of any amount which may be deducted from Paragraph 1 hereof, he releases

the District from any and all claims of any nature whatsoever arising out of said Contract or modification thereof, and will execute such further releases or assurances as the District may request.

CERTIFICATE OF COMPLIANCE:

I hereby certify under penalty of perjury that the facts set forth in the foregoing document are true and correct.

Contractor

by: _____

Title: _____

Date: _____

NOTE: Contractor, please attach properly filled out copy of regular progress payment form.

For District Use Only)

AUTHORIZATION FOR PAYMENT:

The services covered by this bill were rendered in compliance with the contract and were satisfactory.

Payment in the amount of \$ _____
is recommended.

Construction Manager/Engineer Date

Design Consultant Date

Said recommended payment in the amount of \$ _____
is authorized.

District Manager Date

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT
NOTICE OF SUBSTANTIAL COMPLETION

District's Project No. _____ Engineer's Project No. _____

Project: _____

Contractor: _____ Original Contract Date: _____

Contract for Construction of: _____

Project or Specified Part Shall Include _____

Substantial Completion Date _____

The work performed under this contract has been inspected by authorized representatives of the District, Contractor, and Engineer, and the Project (or specified part of the Project, as indicated above) is hereby accepted by the District and declared to be substantially completed on above date.

Completion of the work shall be the date of such acceptance of the Work by the District, as provided under California Civil Code Section 3086. Completion shall mean substantial performance of the contract as such is defined in Black's Law Dictionary, Revised Fourth Edition, West Publishing Company.

A list of all items remaining to be completed or corrected is appended hereto. All such work shall be completed or corrected to the satisfaction of the District within _____ calendar days after the above substantial completion date, otherwise the Contractor does hereby waive any and all claims to all monies withheld by the District under the Contract to cover the value of such uncompleted or uncorrected items.

Engineer

by _____
Authorized Representative Date

The Contractor hereby accepts the above Notice of Completion and agrees to complete and correct all of the items on the appended list within _____ calendar days or waives all rights to any monies withheld therefor.

Contractor

by _____
Authorized Representative Date

The District accepts the project or specified area of the project as substantially completed and will assume full possession of the Project or specified area of the Project at _____ (time), on _____ (date). The responsibility for heat, utilities, security, and insurance under the Contract Documents will be assumed by the District after that date.

FOR THE VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

by: _____
Authorized Representative Date

REMARKS: The following or supplementary sheets listing such items remaining to be completed or corrected are hereby made a part of this document by this reference hereto.

RECORDING REQUESTED BY:

Vandenberg Village Community Services District

AND WHEN RECORDED, RETURN TO:

Vandenberg Village Community Services District
3757 Constellation Road
Vandenberg Village, CA 93436

NOTICE OF COMPLETION OF CONTRACT

NOTICE IS HEREBY GIVEN by the Vandenberg Village Community Services District, whose address is 3757 Constellation Road, Vandenberg Village, CA 93436, a public body, corporate and politic, that on the _____ day of _____, 19____, this District duly entered into a contract with _____ of the City of _____, State of California, for the following work:

that the _____ is the surety under the contract bonds furnished in connection with said contract; and that the work contemplated in said contract has been completed and accepted by the Vandenberg Village Community Services District on _____, 19____.

General Manager
Vandenberg Village Community Services District

STATE OF CALIFORNIA)
)SS:
COUNTY OF SANTA BARBARA)

_____, being duly sworn, deposes and says:

That he is the General Manager of the Vandenberg Village Community Services District, and that he has read the above Notice of Completion of Contract and knows the contents thereof, and that the facts stated therein are true.

General Manager
Vandenberg Village Community Services District

Subscribed and sworn to before me on _____, 19____.

Notary Public

VANDENBERG VILLAGE COMMUNITY SERVICES DISTRICT

PROJECT MEMORANDUM

PROJECT NAME _____ PROJECT NO. _____

DATE _____

From: ___ GM ___ CM/CE ___ Insp. ___ DC ___ CON ___ Other _____

To: ___ GM ___ CM/CE ___ Insp. ___ DC ___ CON ___ Other _____

Subject: _____

Analysis: _____

Action: _____

Attachments: _____

(signature)