

## Construction Process Checklist

**PLAN APPROVAL**

All design plans and reports are required to be approved and signed by the City Engineer prior to commencing construction.

**PRE-CONSTRUCTION**

Pre-Construction is the interim stage between final design approval and commencing construction. The following steps must be completed prior to starting construction in the City of Buckeye.

**Submit Pre-construction documents for approval:**

The following items are required before the pre-con meeting is scheduled and engineering permit issued. Complete the forms and submit to the Construction Coordinator. Forms need to be submitted at least two weeks prior to expected pre-con meeting date.

*Engineer's Cost Estimate (required to obtain performance bond from Surety)*

*Public Infrastructure Assurance Agreement (PIAA) with all exhibits and bonds*

Unless waived by the City Engineer, the developer is required to provide financial guarantee in the form of the Public Infrastructure Assurance Agreement (PIAA) for construction of all improvements that are constructed within the City right-of-ways including onsite grading or dedicated public right-of-ways. This agreement shall contain the following as exhibits:

- Exhibit A: Legal Description
- Exhibit B: Approved Engineer's Cost Estimate
  - Shall be sealed and signed by a Professional Engineer
  - Shall include a minimum of a 10% contingency
  - Must be Approved and Signed by the City Engineer
- Exhibit C: List of Plans and Specifications
- Exhibit D/E: Financial Guarantee by Performance Bond or Letter of Credit

*Certificate of Insurance*

Provide a Certificate of Insurance endorsing the City of Buckeye as an additional insured.

*Maricopa County Dust Control Permit*

*Storm Water Pollution Prevention Plan (SWPPP)*

*Arizona Department of Environmental Quality (ADEQ) Notice of Intent*

*Maricopa County Environmental Services Department (MCESD) Approval to Construct*

**Pre-Construction Meeting:**

Once completed pre-construction documents are received and approved, the pre-con meeting will be scheduled within approximately one week. The following items must be completed when requesting pre-con and/or must bring to the pre-con meeting:

*Pre-Construction Request / Information Form*

*Traffic Control Plan*

Submit Traffic Control Plan for review and approval

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**Material Submittals**

All civil material submittals need to be submitted for review and approval. Material Submittals review timeframe are approximately 16 City working days. Material Submittals need to be submitted according to the Material Submittal Checklists for the following items:

- *Drainage Package*
- *Improvement Package*
- *Paving Package*
- *Sewer Package*
- *Traffic Signal Package*
- *Water Package*

**Obtain City Permit:**

Following the Pre-con meeting, the Owner/Contractor may go directly to the permit counter to complete the permit process and receive a permit to start construction.

**CONSTRUCTION**

**Ongoing Construction Inspections:**

All inspections must be requested through the City website or through the City call in system. A copy of plans, permits, and Business License shall be onsite at all times and available to the City Inspector.

**Submit “To Pave” As-Built Drawings for review and approval:**

As-built drawings for Sewer, Storm Drain, and Water must be submitted for review and approval prior to paving. Plans must be reviewed and approved in order to pave.

**Commence Paving**

**Submit “For Final” As-Built Drawings for review and approval:**

As-built drawings for all improvements must be submitted for review and approval.

**Schedule Final Walk through the Construction Coordinator:**

At least one review of the final as-built drawings must be submitted for review and approval prior to requesting and scheduling the Final Walk. The Final Walk needs to be requested and scheduled through the Construction Coordinator. Verification of the PrePlat stipulations will also be required. The City will review the project to determine that all stipulations and project requirements have been met.

**Conduct Final Walk and create punch list items**

**Complete punch list items:**

Punch List items must be completed within 30 days of the Final Walk. After completing the punch list items, request an inspection through the City's permit portal. The punch list must be signed off by the inspector and provided to the Construction Coordinator. If punch list items are not completed within 30 days or signed off by the inspector, the Owner/Contractor will be responsible for scheduling an additional Final Walk to re-inspect the project. The signed-off punch list will become a part of the Final Submittal Package.

**ACCEPTANCE AND WARRANTY**

**Submit Final Submittal Package for review and approval:**

All projects require a Final Submittal Package to be submitted for review and approval at the close of all construction and after the Final Walk and Punch List have been completed and signed off.

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The Final Submittal Package shall be submitted for review and approval within 60 days of the Final Walk. Use one of the following checklists as applicable to the project:

- *Capital Improvement Project (CIP)*
- *Commercial Pads with Drainage*
- *Commercial Pads without Drainage*
- *Commercial Site (and Schools)*
- *Major Infrastructure*
- *Residential*
- *Traffic Signals*

**Obtain City Acceptance and begin 2 year warranty:**

Upon approval of the Final Submittal Package, an Acceptance and Warranty Letter will be issued. The Acceptance and Warranty Letter is required to be signed by the Owner, notarized, and returned to the Construction Coordinator; acknowledging the Acceptance and Warranty for the project or construction..

**Request and receive bond reduction to 10% of original guarantee:**

With or after the Acceptance and Warranty Letter, the financial guarantee (Performance Bond, Letter of Credit, or Cash Bond) may be requested to be reduced to 10% of the original guarantee amount or the Owner may submit a Maintenance Bond for 10% of the original guarantee amount to provide the required financial guarantee during the 2 year warranty. Complete the following form and submit to the Construction Coordinator for requests for bond reductions:

*Financial Assurance – Reduction-Exoneration Request*

**CERTIFICATE OF OCCUPANCY**

The Certificate of Occupancy (CofO) shall be issued after the project has been accepted by the City and all requirements have been met. The Owner is required to apply for the CofO and obtain department signatures for approval.

**CLOSE OF WARRANTY**

**Schedule Warranty Walk through the Construction Coordinator:**

The Warranty Walk must be requested and scheduled through the Construction Coordinator.

**Conduct Final Walk and create punch list items**

**Complete punch list items:**

Punch List items must be completed within 30 days of the Final Walk. After completing the punch list items, request an inspection through the City's permit portal. The punch list must be signed off by the inspector and provided to the Construction Coordinator. If punch list items are not completed within 30 days or signed off by the inspector, the Owner/Contractor will be responsible for scheduling an additional Final Walk to re-inspect the project.

**Obtain Final Conveyance Letter releasing the project to the City.**

Upon receiving the signed off punch list, a Final Conveyance Letter will be issued releasing the project to the City.

**Request and receive bond exoneration:**

With or after the Final Conveyance Letter, the financial guarantee (Performance Bond, Maintenance Bond, Letter of Credit, or Cash Bond) may be requested to be exonerated. Complete the following form and submit to the Construction Coordinator for requests for bond reductions:

*Financial Assurance – Reduction-Exoneration Request*