

APPENDIX 7C

DEN Construction Management Forms

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- CM-06 7460-1 Request Form
- CM-09 Request for Substitution
- CM-10 Warranty (Contractor)
- CM-11 Warranty (Subcontractor)
- CM-14 Daily DEN Inspection Report
- CM-14 Inspector's Progress Report (Form 266)
- CM-17 Request for Information (RFI)
- CM-20 Change Notice (CN)
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- CM-21a Change Directive
- CM-26 Subcontractor Partial Lien Release
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- CM-35 Warranty Repair Request
- CM-36 Certificate of Substantial Completion
- CM-37 Certificate of Final Completion and Acceptance of the Work
- CM-42 Route Sheet - Certificate of Substantial Completion
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- CM-65 Log - Spare Parts and Overstock
- CM-70 Final Lien Release Subcontractor (Construction)
- CM-75 Closeout Checklist
- CM-78 Inspector's Progress Report (Form 266)



PRECONSTRUCTION MEETING AGENDA

(Date and Time of Meeting)

Location: ____

Contract No: _____

Project Title: _____

1. Introduction
<Project Manager>
 - Sign in
 - The purpose of the meeting is to allow the Contractor and the City and County of Denver Team to formally meet each other to establish lines of communications and to restate the Administrative ground rules as stated in the Contract.
 - Introductions (See attached Responsible Party Contact List)
2. EEO/SBE/DBE/MBE/WBE Affirmative Action Requirements (IB-24, IB-27, SC-5, SC-18)
<DSBO Representative>
 - Contract requirements overview
 - EEO Statement Guidelines (form attached)
 - Monthly Compliance Form (form attached)
 - Questions
3. Prevailing Wage (IB-25, GCC Title 10)
<CCD Representative>
 - Overview of program requirements
 - Electronic Submission of Certified Payroll (Hard copy Distributed)
 - Questions
4. Treasury (IB-22, GCC-323)
(CCD Representative's Name)
 - Overview of program requirements
 - Sales Tax Exemption Certificate
 - Questions
5. Environmental (Section 015719)
<DEN ES Representative>
 - Overview of the Contract's environmental requirements
 - NEPA Requirements (if applicable)
 - Questions
6. ROCIP
<Safety Representative>
 - Overview of DEN ROCIP program
 - Overview of Contract's ROCIP requirements
 - Questions
7. Contractor Monthly Payment Application Procedure (GCC Title 9)
<Project Manager and Business Management Services Representatives>
 - Invoice due date will be the _____ of each month
 - Contractor to provide a Contract Schedule of Values (GCC 903), identify costs by Specification Section - (Section 012910)
 - Payment format - percent (%) complete based on Schedule of Values

- Meet with Project Manager and review payment application prior to submission
- Contractor and DEN agree upon value of the Work completed for the prior month
- Payment for Stored Materials:
 - Must be for a "substantial" item (small items not acceptable)
 - Requires original invoices and verification by DEN Project Inspector
 - If stored locally off-site, must also supply certification of insurance
 - Must be inspected and accepted by DEN Project Inspector
 - Payment for stored materials is at the discretion of the Project Manager
- Pay Application Process
- Submittals

(Required with monthly payment application)

- Monthly progress report (Section 013210)
- Updated Construction Schedule (Section 013210)
- Textura Payment Processing
 - Required on any construction project > \$ 1,000,000. (Or at the discretion of the Sr. Director, verify).
 - Sign Pay Applications and Submit electronically
 - Complete visibility of the process for all participants with access
 - Partial Lien Release received from subcontractors
- Development and Certification
 - Contractor develops the Pay Application through CM and includes all required back-up information.
 - Schedule of Values(SOV) is entered/updated monthly in CM
 - SOV is reviewed by Project Manager
 - Certification by Project Manager based upon approved SOV in CM
- Approval Process
 - Contractor submits Pay Application to Business Management Services via email using the following address: ContractAdminInvoices@flydenver.com.
- Prompt Pay Requirements
- Questions

8. Airport Security Procedures (Sections 011420, 011430)
<Security Representative>

- Employee Badging requirements
- Vehicle Permit requirements
- Questions

9. Airport Operational Procedures (Sections 011400, 01111)
(Project Managers: Note Airside vs. Landside Requirements)
<Airport Operations Representative>

- Overview of procedures for:
 - Vehicle and Employee access to Airfield Operation Area (AOA)
 - Roof Access
 - Equipment Usage (status of Form 7460-1)
 - Airside/Landside Shut Down Requests
- Overview of project-specific Airfield Construction Safety & Phasing Plan
- Questions

10. Contract Status
<Project Manager>

- Notice to Proceed
- Permits
- Licenses
- Questions

11. Submittal Procedures (Section 013300)
<Contract Administrator>

- Submittal Transmittal/Review/Comments Form developed using CM

- Submittal Schedule (within 14 days of NTP)
- Submittal Log – Developed in CM
- Contract-required information
- Review action and response time (CM)
- Record drawing requirements (Section 017840)
- Shop drawings requirements (i.e., shall have different tasks segregated onto different sheets)
- Submittals should reference applicable task number (CM)
- Questions

12. Required Administrative Information

<Contract Administrator>

- General Conditions, Special Conditions, and Division 1 Requirements (see attached forms)
- Plans of Work - before starting work (Section 011400)
- Supervisor Interview - before starting work (Section 011400)
- Welder Certifications - before starting work (Section 011400)
- Questions

13. Communication/Correspondence/Procedures

<Contract Administrator>

- All correspondence must be serialized sequentially, and separate incoming and outgoing correspondence logs maintained by the contractor for each entity associated with this Contract.
- Review current Document Serialization and Document Control format.
 - Correspondence Number Format
 - 3-digits alpha – DEV – AIM Development
 - 2-digits numeric - Year
 - 2-digits numeric - AIM Section Number
 - 1-digit alpha - DEN FMT Sub-Section **
 - 3-digits numeric - Sequentially Assigned Number
 - Example: DEV1350A001.00.01.02.08
- Copies of all incoming and outgoing correspondence logs that the Contractor is required to keep must be provided with each payment application. Copies of sample correspondence logs are attached.
- All correspondence from the Contractor is to be addressed to:
 - (Name), Project Manager
 - Department of Aviation
 - City and County of Denver
 - Denver International Airport
 - Airport Office Building 7TH Floor
 - 8500 Peña Boulevard
 - Denver, Colorado 80249-6340
- Correspondence to the Contractor is to be addressed to:
 - (Name), Project Manager
 - (Address)
 - Requests for Information (RFIs) are created by the Contractor within Primavera Contract Management and directed to the Project Manager
 - Questions

14. Change Procedures (GCC Title 11)

<Contract Administrator>

- Refer to attached flow diagrams :
 1. Contractor's Change Request
 2. Change Notice
 3. Change Order Directive
 4. Change Order
 5. Task Change Order

- As appropriate on the above forms, the Contractor shall state the estimated percentage of the work to be performed by M/WBE subcontractors.
- If the Contractor and the Project Manager cannot reconcile an issue related to time or money, then the Contractor can pursue process available under G.C.C. Title 12
- Questions

15. Quality Control/Quality Assurance/Inspection (Sections 014310, 014510, 014520)

<QA Manager Representative>

- Overview of DEN Quality Assurance Program
- Overview of Contractor's QC Plan
- FAA Quality Acceptance requirements (if applicable)
- Overview of Project Personnel Responsibilities
- Overview of procedures for:
 - Pre-Work Coordination
 - Defect/Deficiencies & Corrective Action
 - Material Testing & Inspections
- Questions

16. Contractor's Daily Report

<Project Manager>

- These are to be turned in daily to the Project Manager (form attached).by noon the day following the activities reported on.
- If no work is scheduled, the Contractor shall provide a daily report and outline the duration of inactivity.
- First reports will be submitted to the Project Manager within 48 hours of the start of work (Section 013119)
- Questions

17. Contractor's Sequence of Work and Schedule of Values (Sections 013210, 012910)

<Project Manager and Project Controls Representative>

- Contractor to provide Construction Progress Schedule
- Schedule to be submitted within 14 days after NTP including major equipment/material procurement
- Activity resource requirements to be agreed upon by Contractor and the Project Manager prior to first schedule submittal
- Schedule of Values (form attached) subject to Project Manager approval
- Questions

18. DEN Surveying

<Land Survey Supervisor>

- Overview of Contract's Survey requirements
- Survey's Statement of Work
- Survey and Quality Control Plan
- Geodetic Verification and Validation
- DEN Low Distortion Projection and DEN Control Points
- As-built surveys, as required
- Final Project Survey Report
- Questions

19. Contract Closeout

<Project Manager>

- Review the Closeout Checklist (work on this checklist throughout the life cycle of the project)
- Questions

20. Miscellaneous Items

<Project Manager>

- Key Checkout Procedure
- Notify Project Inspector of all planned inspections by the Building Department or other agencies

- Project Meetings – Established between the PM and Contractor
- 3 day notice required for System Interruptions (Section 011400)
- Concourse Tenant Contacts
- Questions

21. Contractor Presentation

<Contractor Representative>

- Provide a list and introduce its key staff (i.e. Superintendents, QC Manager and other personnel); positions/responsibilities, emergency night telephone numbers, along with a list of Subcontractors, including names and phone numbers of their Project Managers
- 90-day preliminary progress schedule
- Narrative description of work plans
- Office, storage areas, construction area layouts, and temporary easements
- Safety, first aid, emergency actions, and security procedures
- Housekeeping procedures
- Construction methods and the general sequence of the entire Contract and general worksite layout and haul routes.
- Contractor's general noise, hazardous material, and water pollution control plans and quality control plan
- Method for coordination and notification for utility work
- Contractors procedure to coordinate its work with the work of other Contractors
- Deliveries and priorities of major equipment
- Shop drawings and submittal schedule
- Temporary signs
- Building permits
- Contractor licenses
- Other Contract matters
- Questions

22. Questions and Answers

23. Attachments

- Responsible Party Contact List
- EEO Plan Statement Guidelines
- Monthly Compliance Form
- Contractor's Certificate of Payment
- Sample of Incoming Correspondence Log
- Sample of Outgoing Correspondence Log
- Required General Conditions and Special Conditions Submittals
- Required Division 1 Submittals
- Contractor's Daily Report Form
- Contract Closeout Checklist
- Flow Diagrams
- Sample of Schedule of Values

7460 REQUEST FORM

PROJECT DESCRIPTION

Please submit form to: Planning@flydenver.com

Project Title: _____

Project Number: _____

Project Manager: _____

Project Description: (Include project boundaries, all project sites, above and below ground structures, project duration, and all equipment and heights.)

LOCATION(S)

All information must be provided in DIA LDP or LAT / LONG.
Project boundaries and trenching information should be provided as polygons.

Description of Location:

Include all work location details (relationship to nearest RWY). Complete 'description' field information. Include locations (Temporary or Permanent), elevations (MSL and AGL), and descriptions for each of the following: project boundaries (with max equipment height, tallest structure, crane locations, and trenching / digging locations with depth).

Additional Crane Information:

Crane Operation:	Day	Night	Both
Can be lowered at night:		Yes	No
Start Date:	_____	End Date:	_____
Max Height(s):	_____	Swing Radius:	_____
Days in Operation:	_____		

7460 REQUEST FORM

SPONSOR

Attention of (company name): _____
Name: _____
Address: _____
City: _____
State: _____ Zip: _____
Phone Number: _____ - _____ - _____ Fax: _____ - _____ - _____
Email: _____

WORK DETAILS

Notice of: **Fill in as many fields as needed for construction.**

New Construction Alteration Existing
Construction Timeframe:
Permanent Temporary
If temporary, _____ Months _____ Days

Work Schedule: **First date must be at least 50 calendar days in future.**

Start Date: _____
End Date: _____

Equipment Type: **Check all that apply. If other, please list all equipment for project.
(Include attachment for additional equipment.)**

Antenna Tower Crane Building
Power Line Landfill Water Tank
Other: _____

Marking/Painting and / or Lighting Preferred (optional):

Red Lights and Paint Dual – Red and Medium Intensity
White – Medium Intensity Dual – Red and High Intensity
White – High Intensity Other: _____

FCC Antenna Structure Registration Number (optional): _____

Previous FAA Aeronautical Study Number (optional): _____

ATTACH FILE(S)

- Include CAD drawings
- Include point table of project boundaries, crane locations, etc. (CSV / Excel / CAD points)
- Include list of all equipment required for project with AGL height(s)

FAA 7460 REQUEST FORM

Federal Aviation Regulation (FAR) Part 77 "Notice of Proposed Construction or Alteration" requires notice to the FAA of any permanent construction and/or erection of temporary structures, both off-airport by others and on-airport property. The FAA requires a **"minimum" of 60 days notice** (on average the length of approval is 90-120 days). In order to expedite your request to file a FAA Notice of proposed Construction or Alteration, Form 7460, the following information is required. Depending on the nature of the project, a CAD drawing may also be requested. Please note – all requested information below must be filled out. Any information omitted, such as latitude/longitude (or LDP) and/or ground elevation, will delay filing until information is received.



Request For Substitution Contract No. (Number)Contract Title: (Title)

This form is to be used only after Notice to Proceed. Completely fill in this form. If necessary, use additional pages. If a question is not applicable, write "NA". Use of this form will help ensure a faster response to the Contractor's request.

I. In accordance with General Condition 406, check the appropriate item for the reason for the substitution request:

A. The specified material or equipment is not available (provide name and telephone number of who was contacted at bid time and at time order was placed):

B. The specified material or equipment is not deliverable within a reasonable time (provide the delivery time quoted at the time of bid, telephone number and name of person contacted, when the contractor was notified this time could not be met, and why:

—

C. The substitution is being requested as allowed by technical specification:

—

II. What is specified in the contract?

A. Specification section and page _____

B. Drawing number and detail _____

C. Specific product

D. Specified manufacturer _____

E. Specified model number and features _____

F. Other specified requirements _____

III. Substitution being requested:

A. Substitution product

B. Substitution manufacturer _____

C. Substitution model number and features _____



Request For Substitution Contract No. (Number)Contract Title: (Title)

- IV. Provide additional reasons why the substitution is being requested under technical specification Section 012510: _____
-
- V. Provide a list of all variations from what is specified in the contract. Any variation not listed and later found to affect the City could lead to rejection of the substitution at a later date.
- VI. Provide detailed manufacturer's literature, samples, and drawings to comply with technical specification submittal requirements.
- VII. Provide details on compatibility with the rest of the project, including but not limited to:
- A. Dimensions, including required clearances (provide a sketch showing an outline of the substitution with dimensions and clearances as required).
 - B. Utility connection size, type, and locations, including electrical, plumbing, HVAC, fire protection, and controls (provide a sketch showing the locations of each utility connection and a brief description of the connection).
 - C. Samples of color and texture, as required.
 - D. Performance characteristics, including performance curves and different operating conditions.
- VIII. Provide details on reliability, ease of use and maintenance, including:
- A. Instructions on operation and maintenance
 - B. The name and location of the local organization that is certified to maintain the substitution.
 - C. A list of at least three other projects of similar nature to this contract where the substitution has been in use for at least one year. This list shall include the telephone number and the name of the person to contact at these projects.
- IX. Provide detailed information on cost of the specified material versus the substitution, including but not limited to:
- A. Operating cost for one year and for the life of the substitution
 - B. Energy consumption for one year.
 - C. Maintenance cost for one year and for the life of the substitution
 - D. Cleaning cost for one year and for the life of the substitution



Request For Substitution Contract No. (Number) Contract Title: (Title)

- E. Repair parts list recommended by the manufacturer, including prices
 - F. Cost to install parts
 - G. Cost to upgrade to the next higher performance level
 - H. A list of any license fees or royalties that must be paid
 - I. Any additional costs for the area in which the substitution is located; such as, additional heating or cooling requirements to maintain a prescribed environment
- X. Provide detailed information on the schedule impact of approving the substitution, including but not limited to:
- A. Date by which the substitution must be approved to avoid any schedule impact (note that substitution requirements must be submitted 30 days prior to when the order must be placed per GC 406).
 - B. Date the order will be placed.
 - C. What item in the schedule is the substitution connected to or with, and how is it connected?
 - D. When the submittal requirements of technical specification section 01300 and 01340 will be met.
 - E. Any impact on Milestone dates or Contract Time.
 - F. Any impact on the sequence of work as shown on the accepted schedule.
- XI. Provide potential cost savings to the Contractor and the Contractor's willingness to share with the City, including but not limited to savings in:
- A. Change in material price due to substitution \$ _____
 - B. Change in installation price due to substitution \$ _____
 - C. Increased float or altered schedule critical path? Yes _____ No _____
 - D. Increased production rates on other work? Yes _____ No _____
 - E. Change in prices from subcontractors due to substitution? \$ _____

SUBSTITUTIONS THAT WILL INCREASE OR DECREASE THE CONTRACT AMOUNT, OR MODIFY ANY SCHEDULED EVENT, MUST BE SUBMITTED WITH A DETAIL NARRATIVE AND COST AND/OR SCHEDULE BREAKDOWN



Request For Substitution
Contract No. (Number)Contract Title: (Title)

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XII. The substitution's ability to meet all applicable governing regulations, rules, and laws, including funding agency requirements.

NOTE: Specified materials and equipment on FAA funded contracts must meet FAA requirements. The Contractor will provide proof that the exact substitution being requested is FAA approved.



Request For Substitution
Contract No. (Number)Contract Title: (Title)

CONTRACTOR'S STATEMENT:

The substitution being submitted is equal to or superior in all respects to the contract required item or process. All differences between the substitution and the contract required items or process are described in this request along with all cost and scheduling data.

Contractor's Superintendent Name

Date

Signature

As a condition of submitting a Request for Substitution, the Contractor waives all rights to claim for extra cost for change in Contract Time other than those outlined in the request and approved by the Deputy Manager of Aviation. The Contractor also, by submitting a Request for Substitution, accepts all liability for cost and scheduling impact on other contractors or the City due to the substitution.



Request For Substitution
Contract No. (Number)Contract Title: (Title)

RECOMMENDATION AND APPROVAL: (IF DISAPPROVED, STATE THE REASON)

- I. _____, Designer of Record recommendation:
APPROVED _____ **APPROVED AS NOTED** _____ **DISAPPROVED** _____
Notes:
- II. _____, Project Manager – AIM recommendation:
APPROVED _____ **APPROVED AS NOTED** _____ **DISAPPROVED** _____
Notes:
- III. _____, Project Controls – AIM recommendation:
APPROVED _____ **APPROVED AS NOTED** _____ **DISAPPROVED** _____
Notes:
- IV. _____, QA Project Manager – AIM recommendation:
APPROVED _____ **APPROVED AS NOTED** _____ **DISAPPROVED** _____
Notes:
- V. _____, Supervisor - AIM recommendation:
APPROVED _____ **APPROVED AS NOTED** _____ **DISAPPROVED** _____
Notes:
- VI. _____, Director - AIM recommendation:
APPROVED _____ **APPROVED AS NOTED** _____ **DISAPPROVED** _____
Notes:
- VII. Mark Adams, Sr. Director of AIM Development recommendation:
APPROVED _____ **APPROVED AS NOTED** _____ **DISAPPROVED** _____
Notes:

If approval is given, it is based on the information provided with particular emphasis on the list of variations. If any information is incorrect or incomplete, approval may be withdrawn at the Contractor's expense.



CONTRACTOR WARRANTY

CONTRACT/TASK NAME:

CONTRACT/TASK NO. CE

Contractor: _____

Work - means all work performed by the Contractor under the contract referred to above.

City - means the City and County of Denver, Colorado

Contract Documents - means contract documents for the DEN contract between the City and the contractor referred to above.

I. CONTRACTOR'S WARRANTIES AND CORRECTION WORK

A. The contractor warrants to the City that all parts, materials, components, equipment, and other items incorporated into the Work are new, unless otherwise specified, and are suitable for the purpose used, are of good quality, are free from faults and defects, and are in conformance with the contract documents. The contractor also warrants that its workers are sufficiently skilled to produce quality Work free from faults and defects. Work not so conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. The contractor, when requested, shall furnish the City with satisfactory evidence as to the kind and quality of materials and equipment incorporated into the Work. The contractor further warrants that the construction processes and methods employed to perform the Work have in the past proven to be suitable for the results expected.

B. The contractor further warrants that it has full title to all parts, materials, components, equipment, and other items conveyed to the City under the terms of this contract, that its transfer of such title to the City is rightful, and that all such parts, materials, components, equipment, and other items shall be transferred free and clear from all security interests, liens, or encumbrances whatsoever. The contractor agrees to warrant and defend such title against all persons claiming the whole, or any part thereof, at no cost to the City.

C. The contractor shall promptly investigate, repair, replace or otherwise correct any of its workmanship and any parts, materials, components, equipment, or other items incorporated into the Work which contain faults or defects whether such failures are observed by the City or the contractor at any time during the contract term or during the warranty period. The contractor shall bear all costs of investigating and correcting, which includes the design efforts necessary to correct such Work covered by the warranty as described under the 2011 edition of the General Contract Conditions, Title 18 or elsewhere in the contract documents. If repair or replacement of faulty items of the Work is necessary, proper temporary substitutes shall be provided by the contractor in order to maintain the progress of the Work and/or keep systems operating without any additional costs to the City. The obligations of this Contractor Warranty shall survive termination of the contract under the provisions of the 2011 edition of the General Contract Conditions, Title 22. Nothing herein shall limit the City's right to seek recovery for latent defects that are not observable until after the warranty periods have run.

D. The contractor's warranty for all Work components shall continue for the following period:

1. For a period of one (1) year after the date of Substantial Completion or for such longer period of time as may be prescribed by the terms of any special warranties required by the contract documents.



CONTRACTOR WARRANTY

CONTRACT/TASK NAME:

CONTRACT/TASK NO. CE

E. Nothing contained in this Contractor Warranty shall be construed to establish a period of limitation with respect to any other obligation that the contractor might have under the contract documents. The establishment of the warranty period set forth above relates only to the specific obligation of the contractor to correct the Work and has no relationship to the time within which its obligation to comply with the contract documents may be sought to be enforced, nor to the time within which proceedings may be commenced to establish the contractor's liability with respect to its obligations and resulting damages other than specifically to correct the Work.

F. The contractor, at its own expense, shall also investigate, repair, or replace any damages to any equipment, facilities, or other personal or real property owned or leased by the City which is damaged as a result of any such fault or defect in the Work with no cost to the City.

G. All subcontractor's, manufacturer's, and supplier's warranties, express or implied, for any part of the Work and any materials used therein, shall be obtained and enforced by the contractor for the benefit of the City whether or not these warranties have been assigned or otherwise transferred to the City. The contractor shall assign or transfer such warranties to the City if the City requests the contractor to do so, but such transfer shall not affect the contractor's obligation to enforce such warranties. These warranties are listed at the end of this document and attached hereto.

II. PERFORMANCE DURING WARRANTY PERIOD

A. The City will notify the contractor of Work found to be defective and fails to satisfy the warranties as described the 2011 edition of the General Contract Conditions, Article 18, Section 1801, or elsewhere in the contract documents. The contractor shall, within ten (10) days or such longer time as may be requested and set forth in the notice, commence the repair, replacement, or correction of the defective work. Should the contractor fail to complete such Work within a reasonable period, the City may make the repairs or replacements at the expense of the contractor. If the City determines that immediate action to make repairs, replacements, or other corrections is necessary because of emergency conditions or to prevent further loss or damage, the City may proceed without notice to the contractor, but at the expense of the contractor.

B. If the contractor does not proceed with the correction of such defective work within the time fixed by written notice from the Project Manager, or in an emergency condition, the City may remove the defective work and may store the materials or equipment at the expense of the contractor. If the contractor does not pay the cost of the removal and storage within ten (10) days thereafter, the City may, upon ten (10) additional days written notice, sell the stored Work at auction.

C. If the proceeds of any such sale do not cover all costs which the City has incurred and which the contractor should have borne, the difference shall be charged to the contractor and the contractor and its surety shall be liable for and pay the difference to the City.

D. If the contractor does not agree that the Work is defective or the defective work is its responsibility and if there are no emergency conditions, the contractor may request review, in writing, of the City's decision in accordance with the 2011 edition of the General Contract Conditions, Title 13. If such review is not requested



CONTRACTOR WARRANTY

CONTRACT/TASK NAME:

CONTRACT/TASK NO. CE

within ten (10) days of the notification of defective work, the contractor shall have waived the right to contest its responsibility for the correction of the defective work. Under emergency conditions, the contractor shall immediately correct the alleged defective work, and the question of responsibility for the expense shall be determined by the Deputy Manager of Aviation, subject to the right of the contractor to seek review, within ten (10) days of the City's notice allocating responsibility for the expense.

E. Should the City claim by written communication sent or mailed before the warranty period expires that certain defective work exists and that it requires repair or replacement, the warranty period for such defective work shall be automatically extended for as long as that defective work exists.

III. CONTRACTOR'S SPECIAL EXTENDED WARRANTIES AND OTHER WARRANTIES REQUIRED BY THE TECHNICAL SPECIFICATIONS.

(Copies of applicable pages from the technical specifications are attached.)

The list below represents contractor warranty requirements and warranty periods specifically required by the contract document technical specifications. The fact that warranty requirements or warranty periods for all work performed by the contractor are not listed in the technical specifications does not affect or limit the contractor's general warranty described in paragraph I of this Contractor Warranty.

<u>Specification Number</u>	<u>Specification Title</u>	<u>Warranty Period</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

IV. MANUFACTURER WARRANTIES REQUIRED BY THE TECHNICAL SPECIFICATIONS

(Copies of applicable pages from the technical specifications are attached.)

The list below represents the manufacturer's warranties specifically required by the contract documents. These warranties are attached.

<u>Specification Number</u>	<u>Warranty Period</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



CONTRACTOR WARRANTY

CONTRACT/TASK NAME:

CONTRACT/TASK NO. CE

ASSIGNMENT OF WARRANTY

The contractor hereby assigns this Contractor Warranty, special extended warranties, and manufacturer's warranties listed above, and attached hereto, to the City (except those that may be listed below), but such assignment shall not affect the contractor's obligation to enforce such warranty as provided under paragraph I.G above of this Contractor Warranty and such assignment does not affect the contractor's warranties described elsewhere in the contract documents.

Contractor:

By: _____

Title: _____

Date: _____



CONTRACTOR / SUBCONTRACTOR WARRANTY

CONTRACT/TASK TITLE: _____

CONTRACT/TASK NUMBER: _____

Subcontract No.: _____

Contractor: _____

Subcontractor: _____

Description:

Work – means all work performed by the Contractor under the contract referred to above.

City – means the City and County of Denver, Colorado

Contract Documents – means contract documents for the DEN contract between the City and the contractor referred to above.

Subcontract Documents – means subcontract documents for the subcontract between the contractor and subcontractor referred to above.

I. SUBCONTRACTOR'S WARRANTIES AND CORRECTION WORK

A. The subcontractor warrants to the contractor that all parts, materials, components, equipment, systems and other items incorporated into the Work are new, unless otherwise specified, and are suitable for the purpose used, are of good quality, are free from faults and defects, and are in conformance with the subcontract documents. The subcontractor also warrants that its workers are sufficiently skilled to produce quality work free from faults and defects. Work not so conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. The subcontractor, when requested, shall furnish the contractor with satisfactory evidence as to the kind and quality of materials and equipment incorporated into the Work. The subcontractor further warrants that the construction processes and methods employed to perform the Work have in the past proven to be suitable for the results expected.

B. The subcontractor further warrants that it has full title to all parts, materials, components, equipment and other items conveyed to the contractor under the terms of this subcontract, that its transfer of such title to the contractor is rightful, and that all such parts, materials, components, equipment and other items shall be transferred free and clear from all security interests, liens or encumbrances whatsoever. The subcontractor agrees to warrant and defend such title against all persons claiming the whole, or any part thereof, at no cost to the contractor.

C. The subcontractor shall promptly investigate, repair, replace or otherwise correct any of its workmanship and any parts, materials, components, equipment or other items incorporated into the Work which contain faults or defects whether such failures are observed by the City or the contractor at any time during the subcontract term or during the warranty period. The subcontractor shall bear all costs of investigating and correcting, which includes the design efforts necessary to correct such Work covered by the warranty as described under the 2011 edition of the General Contract Conditions, Title 18 or elsewhere in the subcontract documents. If repair or replacement of faulty items of the Work is necessary, proper temporary substitutions shall be provided by the subcontractor in order to maintain the progress of the Work and/or keep systems operating without any additional costs to the contractor or the City. The obligations of this Subcontractor



CONTRACTOR / SUBCONTRACTOR WARRANTY

CONTRACT/TASK TITLE:

CONTRACT/TASK NUMBER:

Warranty shall survive termination of the subcontract under the provisions of the 2011 edition of the General Contract Conditions, Title 22. Nothing herein shall limit the contractor's right to seek recovery for latent defects that are not observable until after the warranty periods have run.

D. The subcontractor's warranty for all Work components shall continue for the following period:

1. For a period of one (1) year after the date of Substantial Completion or for such longer period of time as may be prescribed by the terms of any special warranties required by the subcontract documents.

E. Nothing contained in this Subcontractor Warranty shall be construed to establish a period of limitation with respect to any other obligation that the subcontractor might have under the subcontract documents. The establishment of the warranty period set forth above relates only to the specific obligation of the subcontractor to correct the Work and has no relationship to the time within which its obligation to comply with the subcontract documents may be sought to be enforced, nor to the time within which proceedings may be commenced to establish the subcontractor's liability with respect to its obligations and resulting damages other than specifically to correct the Work.

F. The subcontractor, at its own expense, shall also investigate, repair or replace any damages to any equipment, facilities or other personal or real property owned or leased by the contractor or the City which is damaged as a result of any such fault or defect in the Work with no cost to the contractor or the City.

G. All subcontractor's sub-tier subcontractors, manufacturer's and supplier's warranties, express or implied, for any part of the Work and any materials used therein, shall be obtained and enforced by the subcontractor for the benefit of the City whether or not these warranties have been assigned or otherwise transferred to the contractor or the City. The subcontractor shall assign or transfer such warranties to the contractor or the City if the contractor requests the subcontractor to do so, but such transfer shall not affect the subcontractor's obligation to enforce such warranties. These warranties are listed at the end of this document and attached hereto.

II. PERFORMANCE DURING WARRANTY PERIOD

A. The contractor will notify the subcontractor of Work found to be defective and fails to satisfy the warranties as described in the 2011 edition of the General Contract Conditions, Article 18, Section 1801, or elsewhere in the subcontract documents. The subcontractor shall, within ten (10) days or such longer time as may be requested and set forth in the notice, commence the repair, replacement or correction of the defective work. Should the subcontractor fail to complete such Work within a reasonable period, the contractor may make the repairs or replacements at the expense of the subcontractor. If the contractor determines that immediate action to make repairs, replacements or other corrections is necessary because of emergency conditions or to prevent further loss or damage, the contractor may proceed without notice to the subcontractor, but at the expense of the subcontractor.

B. If the subcontractor does not proceed with the correction of such defective work within the time fixed by written notice from the contractor, or in an emergency condition, the contractor may remove the defective work and may store the materials or equipment at the expense of the subcontractor. If the subcontractor does not pay the cost of the removal and storage within ten (10) days thereafter, the contractor may, upon ten (10) additional days written notice, sell the stored Work at auction.



CONTRACTOR / SUBCONTRACTOR WARRANTY

CONTRACT/TASK TITLE: _____

CONTRACT/TASK NUMBER: _____

C. If the proceeds of any such sale do not cover all costs which the contractor has incurred and which the subcontractor should have borne, the difference shall be charged to the subcontractor and the subcontractor and its surety shall be liable for and pay the difference to the contractor.

D. If the subcontractor does not agree that the work is defective or the defective work is its responsibility and if there are no emergency conditions, the subcontractor may request, in writing, a review of the contractor's decision in accordance with the 2011 edition of the General Contract Conditions, Title 13. If such review is not requested within ten (10) days of the notification of defective work, the subcontractor shall have waived the right to contest its responsibility for the correction of the defective work. Under emergency conditions, the subcontractor shall immediately correct the alleged defective work, and the question of responsibility for the expense shall be determined by the contractor, subject to the right of the subcontractor to seek review, within ten (10) days of the contractor's notice allocating responsibility for the expense.

E. Should the contractor claim by written communication sent or mailed before the warranty period expires that certain defective work exists and that it requires repair or replacement, the warranty period for such defective work shall be automatically extended for as long as that defective work exists.

III. SUBCONTRACTOR'S SPECIAL EXTENDED WARRANTIES AND OTHER WARRANTIES REQUIRED BY THE TECHNICAL SPECIFICATIONS

(Copies of applicable pages from the Technical Specifications are attached.)

The list below represents subcontractor warranty requirements and warranty periods specifically required by the subcontract document technical specifications. The fact that warranty requirements or warranty periods for all work performed by the subcontractor are not listed in the technical specifications does not affect or limit the subcontractor's general warranty described in paragraph I of this Subcontractor Warranty.

<u>Specification Number</u>	<u>Specification Title</u>	<u>Warranty Period</u>
-----------------------------	----------------------------	------------------------

IV. MANUFACTURER WARRANTIES REQUIRED BY THE TECHNICAL SPECIFICATIONS

(Copies of applicable pages from the Technical Specifications are attached.)

The list below represents the manufacturer's warranties specifically required by the contract documents. These warranties are attached.

<u>Specification Number</u>	<u>Specification Title</u>	<u>Warranty Period</u>
-----------------------------	----------------------------	------------------------

Subcontractor:

By: _____

Title: _____

Date: _____



CONTRACTOR / SUBCONTRACTOR WARRANTY

CONTRACT/TASK TITLE: _____

CONTRACT/TASK NUMBER: _____

ASSIGNMENT OF WARRANTY

The subcontractor hereby assigns this Subcontractor Warranty, special extended warranties and manufacturer's warranties listed above, and attached hereto, to the contractor (except those that may be listed below), but such assignment shall not affect the subcontractor's obligation to enforce such warranty as provided under paragraph I.G above of this Subcontractor Warranty and such assignment does not affect the subcontractor's warranties described elsewhere in the contract documents.

Subcontractor:

By: _____

Title: _____

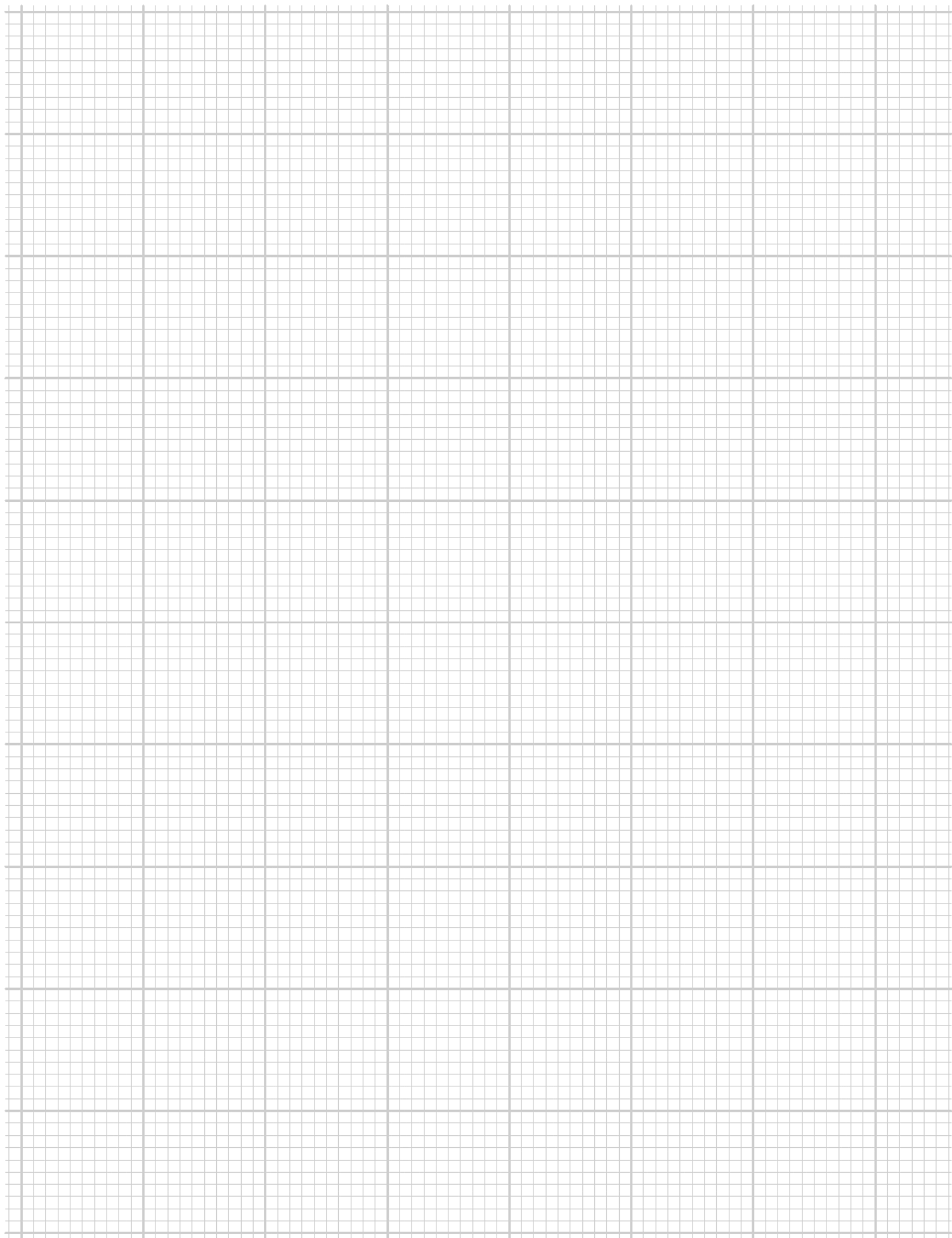
Date: _____

Contractor:

By: _____

Title: _____

Date: _____





SUBCONTRACTOR ACCEPTANCE CERTIFICATION

Contract/Task Number _____

Contract/Task Name: _____

SECTION ONE - ACCEPTANCE

Pursuant to General Conditions 502, Subcontractor Acceptance, _____
(Contractor Company Name)

certifies that the following subcontractors have been investigated and that to the best of my knowledge, none of the bases for rejection listed in General Contract Conditions, Title 502.2.A through 502.2.J exist for these proposed subcontractors.

<u>Subcontractor Name</u>	<u>Contact Name</u>	<u>Contact Title</u>	<u>Contact Number</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Contractor Signature & Title – Officer or Principal of the Contractor) (Date)

SECTION TWO - REJECTION

Pursuant to General Conditions 502.2, Subcontractor Acceptance, DEN has reviewed the above subcontractor list and is rejecting the subcontractor(s) below for the following reasons:

<u>Subcontractor Name</u>	<u>Check all of the GC 502.2 reasons that apply</u>									
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	A	B	C	D	E	F	G	H	I	J
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	A	B	C	D	E	F	G	H	I	J

(Senior Director, AIM) (Date)

(Assistant City Attorney) (Date)

Attached is a list of all judicial and administrative proceedings in the last five (5) years in which the proposed subcontractor is or was a party and the proceedings involved any of the problems listed above or in which the proposed subcontractor filed for bankruptcy. General Conditions Title 5 does not create and shall not be interpreted as creating any contractual relationship or privity of contract between the City and any subcontractor. The acceptance or rejection of a proposed subcontractor shall not create in that subcontractor a right to any subcontract nor shall said acceptance or rejection relieve the contractor of its responsibility for the work of any subcontractor.

This Section for Denver International Airport Use Only

With the exception of those Subcontractors listed in Section Two, the Subcontractors listed in Section One are accepted by the City.

_____, Project Manager Date

_____, Supervisor Date

_____, Director, AIM Date



Change Notice (CN)

Contractor : _____
 Procurement No. _____
 (Ref.)CR.No.: _____

Change Notice No. : _____
 Date Issued _____
 Originator: _____

To Contractor :

You are hereby requested to provide a proposal for this Change Notice, as described below, in accordance with General Contract Conditions Title 1102.2 and Special Conditions SC-21 .

DESCRIPTION OF CHANGE :

Drawing Changes :

Specification Changes :

If your proposal includes a request for additional Contract Time, your proposal must be accompanied by a revised Construction Schedule as described in General Contract Conditions Title 1105.4.

The Contractor shall provide the estimated percentage of the work to be performed by M/WBE subcontractors.

Proposal Required by : _____
 (Date)

_____, Project Manager _____ Date
 Airport Infrastructure Management



DENVER INTERNATIONAL AIRPORT

Change Order

Contractor: _____
Address: _____

PIRF No.: _____
CO No.: _____
CO Date: _____
Contract Title: _____
Contract Number: _____

Contractor is directed to perform the following change to the above Change Order. All other provisions of the above contract shall continue in full force and effect except as specifically changed herein.

Table with 2 columns: Description, Funding Summary. Includes text: 'The Final Amount constitutes compensation in full on behalf of the City...' and a row with \$0.00 and Total.

Contract Summary table with rows for Original Contract / Change Order / Directive Amount, Previous Change Orders / Directives, This Change Order / Directive (col J), Revised Contract / Change Order / Directive Amount, and Performance Bond Coverage is Adequate? with Yes/No checkboxes.

ACCEPTED BY CONTRACTOR: and APPROVED BY: City and County of Denver. Includes signature lines for Company, Project Manager, Supervisor, Michelle Martin, and Mark Adams, along with dates.



DENVER INTERNATIONAL AIRPORT

Change Order

Contractor: _____
Address: _____

PIRF No.: _____
CO No.: _____
CO Date: _____
Contract Title: _____
Contract Number: _____

Table with 6 columns: ITEM DESCRIPTION, 90% of CCD Estimate or T&M w/ NTE, Final Amount, Reconciled Difference, Increase (Decrease) to contract amount, Budget Source. Includes a summary row at the bottom with values \$0.00.



Change Directive

Contractor: _____
 Address: _____

PIRF No.: _____
 CD No.: _____
 CD Date: _____
 Contract / Task Order Title: _____
 Contract / Task Order Number: _____

Contractor is hereby instructed to perform the following changes in the above Contract. All other provisions of the Contract shall, except as specifically changed herein, continue in full force and effect. Upon receipt of this Change Directive, Contractor shall promptly sign the Change Directive and return it to the Project Manager, and shall promptly proceed with performing the Change in the Work (GC1102.4).

A Change Directive constitutes partial compensation to the Contractor based on Time and Materials spent in performance of the Change Directive. When the City and the Contractor reach agreement on a 'Final Amount' of an item or items, a Change Order shall be executed (GC 1102.6)

The Contractor shall provide the percentage allocation of the work to be performed by M/WBE subcontractors.

Under this Change Directive the City agrees to comply with GC 1102.3 and 1102.5 and pay the Contractor on a Time and Materials basis for this Change Directive on a periodic basis until a Change Order is negotiated and executed.

ITEM DESCRIPTION	Not To Exceed Amount	Budget Source
	\$0.00	Total

The 'Final Amount' constitutes compensation in full on behalf of the City to the Contractor, its subcontractors and its suppliers, for all costs and markups directly attributable to the amendment herein, for delays related thereto, and for performance of the Work within the time stated in the contract as estimated by the City.	Funding Summary		
		\$0.00	Total

Contract Summary

Original Contract / Task Order Amount: _____	Original Completion Date: _____
Previous Approved Change Orders: (#) _____	Approved Time Extensions: _____ Days
This Change Directive: _____	This Change Directive: _____ Days
Revised Contract / Task Order Amount: \$ -	Revised Completion Date: 1/0/1900
Projected Contract / Task Order Modifications* _____	Projected Contract / Task Order Modifications* _____ Days
Projected Contract / Task Order Amount: \$ -	Projected Contract / Task Order Amount: 1/0/1900

Performance Bond Coverage is Adequate?: Yes No

**Based on approved CD's not yet included in Change Orders and Change Orders not yet issued.*

ACCEPTED BY CONTRACTOR:	APPROVED BY: City and County of Denver
Company _____	(Name), Project Manager _____ Date
Project Manager _____	(Name), Supervisor _____ Date
Signature _____ Date	(Name), Director (up to \$50,000.00) _____ Date
	Mark Adams, Sr. Director - AIM (over \$50,000.00) _____ Date



NONCONFORMANCE REPORT (NCR)
(PAGE 1)

CONTRACT/TASK TITLE: _____

CONTRACT/TASK NUMBER: _____

CONTRACTOR: _____ NCR NO.: _____ PAGE _____ OF _____

THIS NONCONFORMANCE REPORT WAS INITIATED BY: _____

ATTENTION: _____ DATE: _____
(Name of Contractor's Superintendent)

Notice is hereby given that the terms, materials and/or items of work, as fully described below, were reviewed, inspected and/or tested by this office and were found to be not in conformance with the requirements of the subject contract.

YOUR IMMEDIATE ATTENTION AND CORRECTIVE ACTION ARE REQUIRED

No payment will be made by the owner for work deemed to be in nonconformance with the contract until such time as corrective actions have been submitted, approved and performed (see *Page 2* for corrective action, proposal, acceptance, and performance sections).

DESCRIPTION OF NONCONFORMING ITEMS:

CONTRACT REFERENCE:

By: _____

RECEIPT ACKNOWLEDGEMENT IS REQUIRED

RECEIPT BY: _____ DATE: _____



NONCONFORMANCE REPORT (NCR)

(PAGE 2)

CONTRACT/TASK TITLE: _____ CONTRACT/TASK NO.: _____

CONTRACTOR: _____ NCR NO.: _____ PAGE _____ OF _____

ATTENTION: _____ DATE: _____
(Name of Contractor's Superintendent)

1. **PROPOSAL** (Contractor's description of proposed corrective action (use additional sheets if necessary):

PROPOSAL DATE: _____ PROPOSAL BY: _____

2. **ACCEPTANCE:** ____ Design Consultant* ____ City: ____ other ____ (review of corrective action proposal)

RESPONSE DATE: _____ RESPONSE BY: _____

*Design Consultant must accept all design-related proposals for corrective action

3. **PERFORMANCE** Field inspection remarks (reference inspection report number):

INSPECTION DATE: _____ INSPECTION BY: _____

DISPOSITION

The status of the subject nonconforming item(s) and of proper corrective action(s) is as follows:

By: _____
Project Manager



DENVER INTERNATIONAL AIRPORT PARTIAL LIEN RELEASE – CONSTRUCTION (Subcontractor)

Project: _____

Date: _____

City Contract No. _____

Current Subcontract
Amount: \$ _____

FROM:
Subcontractor _____

(1) Last Progress Payment for billing
period ending _____ 20__

Address: _____

\$ _____

City/State: _____

(2) Progress invoiced for previous billing
period (if unpaid) _____ 20__

Telephone: _____

\$ _____

TO:
Contractor _____

(3) Progress invoiced for current billing
period ending _____ 20__

Address: _____

\$ _____

City/State: _____

(4) **Total Paid to Date:**
\$ _____

() MBE/WBE () SBE () DBE () Non

The undersigned Subcontractor hereby (1) acknowledges receipt of the progress payment referred to above as the Last Progress Payment which, when added to the total of all previous progress payments, constitutes full payment, less retainage, for all labor, services, material and supplies which the undersigned has provided for use in and upon the project described above through _____, 20__ and, (2) hereby releases the Contractor, surety, the City and County of Denver, and any intermediate subcontractor or supplier of any tier from any and all claims prior to the above mentioned date, except for the withheld retainage.

The Subcontractor also hereby agrees that the Contractor, Surety, the City and County of Denver, and any intermediate subcontractor or supplier of any tier shall be released from any and all claims arising out of its performance or non-performance of any contract associated with the above project through _____, 20__, except for withheld retainage after it has received full payment, less retainage, of the amount invoiced for the current billing period.

Subcontractor: _____

Certified by: _____

Title: _____

Date: _____

SUBMITTAL OF SHOP DRAWINGS, EQUIPMENT DATA, MATERIAL SAMPLES OR MANUFACTURER'S CERTIFICATES OF COMPLIANCE					DATE: July 15, 2017		New Submittal Resubmittal	
<small>(Read the instructions tab prior to initiating this form)</small>								
Section I REQUEST FOR APPROVAL OF THE FOLLOWING ITEMS (This section will be initiated by the Contractor)								
TO: City and County of Denver 8500 Pena Boulevard Denver, Colorado 80249 Attention:		FROM:		CONTRACT NO.		SUBMITTAL NO.		
						PREVIOUS SUBMITTAL NO.		
SPECIFICATION SECTION NO. (Cover only one section with each submittal)			PROJECT TITLE AND LOCATION					
I T E M #	DESCRIPTION OF ITEM SUBMITTED (Type, size, model number, etc.)		MFG. OR CONTR. CAT. CURVE DRAWING OR BROCHURE NO. (See Instruction No. 7)	No. of Copies	CONTRACT REFERENCE DOCUMENT		VAR. (See Instruction No. 5)	FOR CCD ACTION CODE
	a.	b.	c.		e.	f.		
REMARKS:				Section II APPROVAL ACTION				
CONTRACTOR'S CERTIFICATION: (SEAL & SIGNATURE OF CONTRACTOR P.E. (as required))				PROJECT MANAGER REVIEW:				
				<input type="checkbox"/> ACCEPTED (ACC) Item Nos. _____ <input type="checkbox"/> ACCEPTED AS NOTED (AAN) Item Nos. _____ <input type="checkbox"/> REVISE & RESUBMIT (R&R) Item Nos. _____ <input type="checkbox"/> REJECTED (REJ) Item Nos. _____ <input type="checkbox"/> FOR INFORMATION ONLY (FIO) Item Nos. _____				
				Review is only for conformance to the respective requirements of the Contract Documents. Confirmation of dimensions, fabrication processes, construction techniques and coordination of the work of all trades are the sole responsibility of the Contractor. Permission to proceed with procurement, fabrication and/or construction is general only and shall not relieve nor diminish the responsibility of the Contractor for full compliance with the requirements of the Contract Documents.				
I certify that the above submitted items have been reviewed in detail, and are correct and in strict conformance with the Contract Drawings and Specifications except as otherwise noted.				Contract No. _____ Submittal No. 0				
NAME AND SIGNATURE OF CONTRACTOR:				Name of Project Manager: _____				
ENCLOSURES RETURNED (List by Item No.)				Signature of Project Manager: _____ Date: _____				
COMMENTS BY Project Manager ATTACHED (if applicable)								

DENVER INTERNATIONAL AIRPORT

INVOICE PROCESSING DOCUMENT CHECK LIST FOR CONSTRUCTION FINAL PAYMENT APPLICATION

CONTRACTOR: _____

PROJECT NUMBER: _____

- (A) ___ Copy of Certificates of Final Completion
- (B) ___ Copy of Notice of Contractor's Settlement Publication
- (C) ___ Copy of Contractor's Sales and Use Tax Exemption Certificate
- (D) ___ Original Lien Releases
- (E) ___ Copy of Project Manager's Final Completion Checklist
- (F) ___ Original Consent of Surety
- (G) ___ Contractor's Affidavit
- (H) ___ Statement of Accounting
- (I) ___ Original Bill of Sale for equipment and trailers
- (J) ___ Title for trailer(s)

The following items are provided by Tech Services:

- (K) ___ Treasury Release – Sales Tax Payment
- (L) ___ Small Business Opportunity Division for SBE/DBE Goal Compliance
- (M) ___ Notification to City Attorney
- (N) ___ Notification to Access Services

IF ALL DOCUMENTS HAVE NOT BEEN RECEIVED, STATE REASON: _____

Processed by: _____



WARRANTY REPAIR REQUEST

DATE: _____

WRR NO.: _____

TO:
(Contractor)

FROM:
DENVER INTERNATIONAL AIRPORT
8500 Peña Boulevard
Denver, Colorado 80249

SUBJECT:

Description of defect and location: _____

Correction required by: _____

Requested by: _____

Spec. No.: _____ Subcontractor: _____ Mfg/Vendor: _____

CORRECTIVE ACTION: _____

Contractor/Supplier: _____

Contractor Technician: _____

Witnessed by: Inspector _____ DEN Airport Infrastructure Management _____

Comments: _____

cc: #DIA-AIMAssetManagement@flydenver.com

DENVER INTERNATIONAL AIRPORT
CERTIFICATE OF SUBSTANTIAL COMPLETION
(CONTRACT, TASK ORDER, or MILESTONE)

CONTRACT / TASK ORDER NAME: _____

CONTRACT / TASK ORDER NUMBER: _____

MILESTONE: _____

CONTRACTOR: _____

DATE/TIME: _____

This Certificate is for Substantial Completion for the above noted Contract / Task Order as defined in General Conditions Title 19, on the date and at time listed above.

The date of Substantial Completion, per the Contract Documents, is ___ days after NTP. NTP was issued on ____. The Substantial Completion date, as extended by executed Change Order Number / Task Change Order Number ____ is therefore required to be on ____.

Issue of Substantial Completion does not waive any rights the City may have under General Conditions, Title 602, LIQUIDATED DAMAGES.

CITY AND COUNTY OF DENVER AND DESIGNER OF RECORD CERTIFICATION:

I hereby certify that for the purpose only of abating liquidated damages applicable to this contract after Substantial Completion:

- a) This Project has been substantially completed according to the contract documents (including, but not limited to, General Conditions Title 19, *Substantial Completion of the Work*) and all modifications as of (date) at (time) ; i.e., the Work is complete to the point that the City can fully occupy or utilize the Work for the purpose for which it was intended and, if required, a Temporary Certificate of Occupancy from the appropriate government agencies has been obtained by the City at its sole discretion.
- b) This Certificate is not intended to constitute evidence of Final Acceptance of the Contract, or any portion of the Contract Work.
- c) All remaining work, including punch list items, is subject to provisions of the Contract including, but not limited to, General Conditions Title 20, *Final Completion and Acceptance of Work*, and Technical Specifications Section 01700, *Contract Closeout*.

Project Manager

Designer of Record – Company Name

**Designer of Record – Authorized Representative
Signature and Date**

CERTIFICATE OF SUBSTANTIAL COMPLETION

Contract / Task Order Name: _____

Contract / Task Order Number: _____

CONTRACTOR ACCEPTANCE:

I, as the Authorized Representative of the Contractor on this Contract, agree to:

- a) Complete unfinished or partially finished contract work and required correction whether noted in this certificate or at a later date prior to Final Completion and Acceptance of the Work.
- b) Abide by responsibilities for security, maintenance, property insurance premiums, damage to work and to satisfactorily address punch list items in the time noted below by the Project Manager:

Security: _____

Maintenance: _____

Property Insurance Premiums: _____

Damage to Work: _____

Water, Heat and Utilities (City is responsible unless noted otherwise per General Conditions Title 1903): _____ N/A

- c) Punch list items and Time-to-Fix items (list may be attached): _____ Punch-list attached to be completed

Contractor Company Name

Contractor Authorized Representative Name (print)

Contractor Authorized Representative - Signature / Date

CITY AND COUNTY OF DENVER AND FUNDING AGENCY RECOMMENDATION:

I recommend approval of this Certificate of Substantial Completion:

_____, **Funding Agency Name**

_____, **Supervisor-AIM** **Date**

_____, **Funding Agency Name**

_____, **Director-AIM** **Date**

_____, **Funding Agency Authorization Representative**

Mark Adams, Sr. Director-AIM **Date**
Development

**cc: Accounting Supervisor, Asset Management Team,
DSBO, Ruth Rodriguez**

DENVER INTERNATIONAL AIRPORT
CERTIFICATE OF FINAL COMPLETION AND
ACCEPTANCE OF WORK

CONTRACT / TASK ORDER NAME:

CONTRACT / TASK ORDER NUMBER:

CONTRACTOR:

DATE OF FINAL COMPLETION AND ACCEPTANCE OF THE WORK:

This Certificate is for Final Completion and Acceptance of the Work described in Contract / Task Order Number _____ as defined in General Conditions, Title 20, and is established as of the date listed above.

The present Contract / Task Order (Directive) Completion Date for this work, as extended by executed Change Order Number / Task Order Change Order (Directive) Number _____ is _____.

CCD AND DESIGNER OF RECORD CERTIFICATION:

I hereby certify that for the purpose of establishing the date of Final Completion and Acceptance of the Work for this Contract / Task Order:

- a) This Contract / Task Order has been fully completed in accordance with the contract documents (including but not limited to General Conditions, Title 20, *Final Completion and Acceptance of the Work*) and all modifications as of (date) ; i.e., the work is fully complete such that final application for payment can be submitted by the Contractor, advertisement of Contract / Task Order closeout and final payment can be published by the City and County of Denver and final payment can be made to the Contractor.
- b) All punch list items from the Certificates of Substantial Completion and from Final Inspections have been corrected by the Contractor to the satisfaction of the Project Manager.
- c) Final cleanup by the Contractor has been completed in accordance with Technical Specifications, Section 01710, *Cleaning*, to the satisfaction of the Project Manager.
- d) Contract Record Documents have been submitted by the Contractor in accordance with Technical Specifications, Section 01720, *Contract Record Documents*, to the satisfaction of the Project Manager.
- e) A Final Statement of Accounting has been submitted by the Contractor in accordance with Technical Specifications, Section 01700, *Contract Closeout*, to the satisfaction of the undersigned
- f) All quantities have been agreed to and all Change Orders (Directives) / Task Orders (Directives) have been executed.

DENVER INTERNATIONAL AIRPORT

Certificate of Final Completion and Acceptance of the Work

Contract / Task Order Name: _____

Contract / Task Order Number _____

(name)
Project Manager, DEN-AIM
(Signature and Date)

Designer of Record – Company Name

Designer of Record
Authorized Representative
(Signature and Date)

(name)
Supervisor– AIM
(Signature and Date)

(name)
Director – AIM
(Signature and Date)

CONTRACTOR ACCEPTANCE:

I, as the Authorized Representative of the Contractor on this Contract / Task Order, agree:

- a) That the Contractor has provided to the City and County of Denver written certification of Final Completion of the Contract / Task Order, per Technical Specifications, Section 01700, *Contract Closeout*.
- b) That the Contractor has provided to the City and County of Denver written notification that all punch list items are complete, all clean-up has been done, all warranties have been provided, all training is complete, all spare parts have been turned over to the City, all testing and start-up has been performed, and all submittals required by the Contract Documents have been made and accepted as required by General Conditions, Title 2002 and Technical Specifications, Section 01700, *Contract Closeout*.

DENVER INTERNATIONAL AIRPORT

Certificate of Final completion and Acceptance of the Work

Contract / Task Order Name: _____

Contract / Task Order Number _____

Contractor Company Name

Contractor Authorized Representative Name (print)

Contractor Authorized Representative - Signature / Date

CCD AND FUNDING AGENCY (FAA, TSA, CDOT, etc.) ACCEPTANCE:

I recommend approval of this Certificate of Final Completion and Acceptance of the Work.

Mark Adams,
Sr. Director – AIM Development
Signature / Date

Funding Agency

Funding Agency Authorized Representative
(Signature and Date)

cc: Accounting Supervisor
Asset Management Team
Ruth Rodriguez
DSBO

DENVER INTERNATIONAL AIRPORT
CERTIFICATE OF SUBSTANTIAL COMPLETION
ROUTE SHEET

CONTRACT NUMBER: _____

MILESTONE NO: _____

CONTRACT NAME: _____

CONTRACTOR: _____

DATE OF SUBSTANTIAL COMPLETION: _____

<u>Route to:</u>	<u>Initial</u>	<u>Date</u>
____, Project Manager - AIM	_____	_____
____, Designer of Record	_____	_____
____, Contractor	_____	_____
____, Supervisor - AIM	_____	_____
____, Director - AIM	_____	_____
Mark Adams, Sr. Director – AIM Development	_____	_____

Return to: _____

cc: Director-AIM-Development (with Certificate)
#DIA-AIMAssetManagement@flydenver.com
Tim White (with Certificate)
Michelle Villafuerte (with Certificate)

DENVER INTERNATIONAL AIRPORT

CERTIFICATE OF FINAL COMPLETION AND ACCEPTANCE OF WORK

ROUTE SHEET

CONTRACT NUMBER: _____

CONTRACT NAME: _____

CONTRACTOR: _____

DATE OF SUBSTANTIAL COMPLETION: _____

<u>Route to:</u>	<u>Initial</u>	<u>Date</u>
____, Project Manager-AIM	_____	_____
____, Designer of Record	_____	_____
____, Contractor	_____	_____
____, Supervisor-AIM	_____	_____
____, Director-AIM	_____	_____
Mark Adams, Sr. Director-AIM Development	_____	_____

Return to: _____

cc: DIA-Encumbrances@flydenver.com (with Certificate)
Finance (CIP/O&M) (with Certificate)



DENVER INTERNATIONAL AIRPORT WARRANTY LOG

CONTRACT TITLE:			PROJECT MANAGER:					
CONTRACTOR:			CHIEF INSPECTOR:					
CONTRACT COMPLETION DATE:			CONTRACT ADMINISTRATOR:					
PRODUCT	SPEC. NUMBER	DATE ACCEPTED	DESCRIPTION OF WARRANTY	LIMITATIONS	EFFECTIVE	DURATION		EXPIRES
						Years	Days	



DENVER INTERNATIONAL AIRPORT SPARE PARTS and OVERSTOCK LOG

PRINTED: 7/15/2017

PROJECT NAME: _____

CONTRACT NO.: _____

CONTRACTOR: _____

PROJECT MANAGER: _____

#	SPEC. NO.	SPEC. SECTION	DESCRIPTION	PART #	SPARE PARTS QTY REQ'D	DATE SPARE PARTS RECEIVED	Total QTY.	SPARE	OVER STOC K	MSDS REC'D	MANUFACTURER / SUPPLIER
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											



DENVER INTERNATIONAL AIRPORT SPARE PARTS and OVERSTOCK LOG

PRINTED: 7/15/2017

PROJECT NAME: _____

CONTRACT NO.: _____

CONTRACTOR: _____

PROJECT MANAGER: _____

#	SPEC. NO.	SPEC. SECTION	DESCRIPTION	PART #	SPARE PARTS QTY REQ'D	DATE SPARE PARTS RECEIVED	Total QTY.	SPARE	OVER STOC K	MSDS REC'D	MANUFACTURER / SUPPLIER
20											
21											
22											
23											
24											
25											
26											
27											
28											



DENVER INTERNATIONAL AIRPORT FINAL LIEN RELEASE – CONSTRUCTION (Subcontractor)

Project: _____

Date: _____

City Contract No. _____

Subcontractor Contract No. _____

FROM:

Subcontractor: _____

Dated: _____, 20__

(1) Last Progress Payment for billing
period ending _____, 20__

Address: _____

\$ _____

City/State: _____

(2) Does not apply

Telephone: _____

TO:

Contractor: _____

(3) Does not apply

Address: _____

City/State: _____

(4) **Total Paid to Date:**

\$ _____

SBE
 DBE
 MBE
 WBE
 Non

The undersigned Subcontractor hereby (1) acknowledges receipt of the progress payment referred to above as the Last Progress Payment which, when added to the total of all previous progress payments, constitutes full payment for all labor, services, materials and supplies which the undersigned has provided for use in and upon the project described above through _____, 20__ and, (2) hereby releases the Contractor, Surety, the City and County of Denver, and any intermediate subcontractor or supplier of any tier from any and all claims prior to the above mentioned date.

The Subcontractor also hereby agrees that the Contractor, Surety, the City and County of Denver, and any intermediate subcontractor or supplier of any tier shall be released from any and all claims arising out of its performance or non-performance of any contract associated with the above project.

Subcontractor: _____

Certified by: _____

Title: _____

Date: _____

PUNCH LIST LOG

CONTRACT/TASK TITLE: _____

CONTRACT/TASK NO: _____

CONTRACTOR: _____

PROJECT MANAGER: _____

PUNCH LIST NUMBER	DATE ISSUED	NUMBER OF ENTRIES	REMARKS	DATE LIST CLOSED



Punch List

Contract/Task Title: _____

Punch List No: _____ Page _____ of _____

Contract/Task No: _____

Date: _____

Contractor: _____

At your request and on _____, a () pre-final () final completion walkthrough inspection, to include the herein noted areas and elements of the subject contract, was conducted by () this office and/or () others (see attendance list attached). The results of this inspection produced the () following () attached list of deficient items of the work which require your immediate attention and corrective actions. Kindly notify this office for a reinspection of the listed items when your corrective measures are complete.

DESCRIPTION OF LOCATION AND ELEMENTS OF WORK INSPECTED: _____

DESCRIPTION OF DEFICIENT ITEMS (SEE ATTACHMENT AS APPLICABLE):

ITEM NO.	DATE ORIGINATED	ORIGINATED BY	DESCRIPTION	LOCATION	ASSIGNED TO	DATE CLOSED	CLOSED BY	COMMENTS
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

CLOSEOUT CHECKLIST

CONTRACT No.:
 CONTRACT TITLE:
 CONTRACTOR:
 Substantial Completion Date:
 Final Completion Date:
 Project Advertisement Date:

		Total Count
Total Potential Closeout Issues:		86
Contractor Issues:		57
CCD Issues:		12
BMS Issues:		5
Contractor/CCD Issues:		12
Items N/A:		0
Total Issues to Complete:		86
Items N/A:		0
Items Complete:		0
		86

***Notes:**

- 1-Reference Contract-Current spec numbers are listed first. The old spec numbers are in parentheses. Red numbers have no new equivalent.
- 2 - If the Responsible Party for an item is classified as Not Aplicable (N/A), the status is N/A.

#	Item #	REFERENCE CONTRACT	Description of task	Ref. Documents	RESPONSIBLE PARTY	STATUS *	COMPLETION DATE (NA if Not Applicable)	COMMENTS
NTP (N) through Close-Out								
1	N1	GC 323	State Sales Tax Exemption Certificates from GC & Subs Submitted to PM		Contractor	OPEN		
2	N2	014525/0145103/ 014320 (01401/01403/01404)	Complete Quality Control Plan, Including Amendments & Quality Control Personnel Qualifications Submitted & Accepted		Contractor	OPEN		
3	N3	GC 1601	Insurance Certificates Submitted (Auto Liability)		Contractor	OPEN		
4	N4	GC 1601	Insurance Certificates Submitted (Builders Risk, General Liability, Workers Compensation)		Contractor	OPEN		
5	N5	GC 801 GC 802 013540/013520/017840 (01110/01111/ 01112/01720)	Complete Safety Plan Including Amendments & Sub-Contractors Safety Plans/Job Hazard Analysis Submitted and Accepted		Contractor	OPEN		
6	N6	013119/017840 (01200/01720)	Pre-construction Meeting Minutes Recorded, Submitted and Filed		Contractor/CCD	OPEN		
7	N7	015719/017840 (01566/01720)	Erosion & Sediment Control Plan Documents Including Amendments & Reports Submitted & Accepted		Contractor	OPEN		
Construction (C) through CloseOut								
8	C1	012910/16610 (01370/01620)	Stored Materials Inspection Records, Including Drawings Showing Locations of, Submitted & Accepted		Contractor	OPEN		
9	C2	015719 (01566)	MSDS Sheets & Logs Maintained On-Site		Contractor	OPEN		
10	C3	GC 2003 017840 (01720)	As-Built Shop Drawings Submitted & Accepted		Contractor	OPEN		
11	C4	012510 (01630)	Substitution Requests have been closed out - either accepted & change order issued or rejected		Contractor	OPEN		
12	C5	013325/017840 (01340/01720)	Certificate of Compliance for Materials Submitted & Accepted		Contractor	OPEN		
13	C6	014545/01650/017840 (01401/01650/01720)	Test Procedures Submitted and Accepted (Equipment or Materials)		Contractor	OPEN		
14	C7	014510/017840 (01403/01720)	Daily Quality Control & Construction Reports Submitted & Accepted		Contractor	OPEN		
15	C8	014545/017840 (01401/01720)	Materials Test Reports Submitted and Accepted		Contractor	OPEN		
16	C9	014545/014510/017840 (01401/01403/01720)	Proper Number and Type of Materials Tests Verified & Submitted		Contractor	OPEN		
17	C10	014545/017840 (01401/01720)	Lab Inspection Reports Submitted & Accepted		Contractor	OPEN		
18	C11	GC 309/GC 404 017840 (01720)	All RFI's are Responded to & the Log Updated		Contractor	OPEN		
19	C12	GC 309 017840 (01720)	All Correspondence Logs & Submittal Logs Are Complete and Show Final Action on all items needing Contractor Reply		Contractor	OPEN		
20	C13	017840 (01720)	Coring Reports Submitted to Determine Thickness of Materials - FAA and CDOT Requirement		Contractor	OPEN		
21	C14	017840 (01720)	Quality Control Self-Audits, Including Minutes of QC Meetings, Submitted & Accepted		Contractor	OPEN		
22	C15	013119/017840 (01200/01720)	Copies of Weekly Progress Meeting Minutes Submitted & Accepted		Contractor	OPEN		
23	C16	015719/017840 (01566/01720)	Record Copy of Hazardous and Regulated Materials Use and Disposition Submitted & Accepted		Contractor	OPEN		
24	C17	013210/013233 (01310/01380)	Copies of All Monthly Progress & Schedule Reports/ Photos / Maps Submitted & Accepted		Contractor	OPEN		
25	C18	GC 801	Copies of All OSHA Correspondence Submitted		Contractor	OPEN		
26	C19	GC 801 013510/017840 (01110/01720)	All First Reports of Injury Submitted & Accepted		Contractor	OPEN		
27	C20	GC 317 011810 (01020)	All Utility Company Permits & Licenses Obtained & Submitted According to Contract Requirements		Contractor	OPEN		
28	C21	GC 121/GC 205/GC 206 014100/015719 (01060/01566)	All Permits Issued & Received for Use of Facility from Building Inspection, Dept. of Health, Zoning Administration & Wastewater Management Division Submitted		Contractor	OPEN		
29	C22	015719 (01566)	All Changes & Amendments to the SWMP Submitted & Accepted		Contractor	OPEN		
30	C23	GC 2001 017420 (01710)	As Part of Clean-up, All Catch Basins, Manholes, Drains and Traps Cleaned, and All Temporary Erosion Control Removed (Verified)		Contractor/CCD	OPEN		
31	C24	GC 2001/GC 2002 017420 (01710)	Final Clean of Building (s) Complete / Ready to Use / Accepted by CCD		Contractor	OPEN		
32	C25	GC 2001/GC 2002 017420 (01710)	As part of Final Clean-up, Broken & Scratched Windows Repaired/Replaced, scratched Surfaces Repaired/Replaced, and Clean and Adjust All Units of Equipment That Are part of the Building System.		Contractor	OPEN		
33	C26	GC 316 017330 (01410)	All Cutting/Fitting/Patching Completed in Accordance with Contract Documents/Contract Requirements		Contractor	OPEN		
34	C27	GC 2001/GC 2002 017420 (01710)	Clean Work Constructed and Ready For Use Before Final Inspection, Including Roadways, Drives and Walks		Contractor	OPEN		
35	C28	GC 2001/GC 2002 015210/015050 (01500/01505)	As Part of Final Clean/De-Mob All Waste Materials, Excess Materials, Tools, Equipment, Temporary Structures & Temporary Facilities, etc. Removed/Cleaned, Inspected & Accepted by CCD		Contractor	OPEN		
CLOSE OUT (CT)								
36	CT1	GC 1901/GC 1902/ GC 2002 017720 (01700)	Notice Given of Substantial Completion and the Contractor's Punch List to the Project Manager. Inspection of Work Completed by DOR, PM, City Maintenance and AOR Team. Punchlist Prepared by DOR following Inspection.		Contractor/CCD	OPEN		
37	CT2	GC 1902/GC 1903/ GC 2003 017720 (01700)	Certificate of Substantial Completion issued by PM including Punch List.		CCD	OPEN		
38	CT3	GC 2002 013210/017840 (01310/01720)	Final as-built Schedule, Drawings and Specifications Submitted and Accepted.		Contractor	OPEN		

#	Item #	REFERENCE CONTRACT	Description of task	Ref. Documents	RESPONSIBLE PARTY	STATUS *	COMPLETION DATE (NA if Not Applicable)	COMMENTS
39	CT4	GC 910	All Change Notices Settled. CN Log Updated and Closed.		Contractor/CCD	OPEN		
40	CT5	GC 602/GC 910	Liquidated Damages Assessed and Change Order Issued, Accepted and Executed.		Contractor/CCD	OPEN		
41	CT6	GC 910	All CCR's Responded to and Closed		Contractor/CCD	OPEN		
42	CT7	GC 910	All CODs/TODs Reconciled and Closed. Change Orders Issued when Applicable.		Contractor/CCD	OPEN		
43	CT8	GC 1706 014545/014510/014320/017840 (01401/01403/01404/01720)	All NCR Dispositions Agreed to and Accepted.		Contractor/CCD	OPEN		
44	CT9	GC 1706 014545/014510/014320/017840 (01401/01403/01404/01720)	Deficiency Log Accepted and Closed		CCD	OPEN		
45	CT10	GC 1706 014545/014510/014320/017840 (01401/01403/01404/01720)	All Contractor's and DEN Project Manager's NCRs are Closed and the Log Updated. Deductions Confirmed in Final Change Order.		Contractor/CCD	OPEN		
46	CT11	013223/017840 (01050/01720)	Survey Books Submitted and Accepted (must be legible)		Contractor	OPEN		
47	CT12	017840 (01720)	Record of Caisson Drill Logs Submitted & Accepted		Contractor	OPEN		
48	CT13	GC 910 017720 (01700)	All Contractor's and DEN Project Manager's Deficiencies are Closed and the Log Updated.		CCD	OPEN		
49	CT14	GC 2003 017835 (01740)	Fully Executed Warranties and Bonds Submitted and Executed		Contractor	OPEN		
50	CT15	GC 2003 017825 (01730)	Operation and Maintenance Manuals Submitted and Accepted		Contractor	OPEN		
51	CT16	SC-9 011420/017720 (01015/01700)	All Airport ID Badges returned to Security		Contractor	OPEN		
52	CT17	SC-9/SC 11 011430/017720 (01016/01700)	All Vehicle Permits turned in to Security		Contractor	OPEN		
53	CT18	017840 (01720)	O&M Manuals for PM's Office Trailer (as part of the contract) Submitted and Accepted		Contractor	OPEN		
54	CT19	GC 2001 015210 (01500)	All Temporary Facilities Removed and Areas Cleaned and/or Repaired to Original State		Contractor	OPEN		
55	CT20	GC 2003 015210/016610/017720/ 017420/017840 (01500/01620/01700/ 01710/01720)	Lighting, Electrical & Circuit Diagrams for All Temporary Facilities, Including As-Built Drawings of All Underground Utilities/Shop & Working Drawings/Manufacturer Literature Submitted and Accepted		Contractor	OPEN		
56	CT21	017420 (01710)	Permanent Keys for Cabinets and Doors/Detachable Labels and Tags Handed Over to PM		Contractor	OPEN		
57	CT22	SC-9	Construction Keys for Doors Returned to PM		Contractor	OPEN		
58	CT23	As Req'd by Specs.	Spare Parts Provided and Delivered as per Contract Documents		Contractor	OPEN		
59	CT24	017515 (01650)	Startup & Testing of All Equipment and Systems in Work Completed and Verified		Contractor	OPEN		
60	CT25	017515 (01650)	All Training of Appropriate Personnel Regarding the Work Completed and Verified. Training Videos Received and Accepted.		Contractor	OPEN		
61	CT26	GC 910 012025/013223/017840 (01025/01050/01720)	Final Field Survey Completed - Submitted and Accepted to Verify Final Quantities		CCD	OPEN		
62	CT27	012025 (01025)	Weight Tickets Submitted & Accepted for Final Payment		Contractor	OPEN		
63	CT28	GC 910 012025/013223 (01025/01050)	All Area Measurements and Linear Measurements Submitted and Accepted for Final Payment		CCD	OPEN		Detachable labels & Tags removed and Filed with City?
64	CT29	013223 (01050)	As-Built Survey Completed, Submitted & Accepted		Contractor	OPEN		
65	CT30	GC 910	Change Order Issued to Reconcile Final Quantities, Defects, or Final Contract Amount - All Change Orders Settled		CCD	OPEN		
66	CT31	GC 803	All Contractor Damaged Property, Public or Private, Repaired or Replaced at Contractors Expense, Verified & Accepted		Contractor	OPEN		
67	CT32	013223 (01050)	FAA EALP Survey/BIM Survey Completed, Submitted & Accepted		Contractor	OPEN		
68	CT33	GC 2002	Certificate of Final Completion and Acceptance Issued by CCD		CCD	OPEN		
69	CT34	GC 2003	Written Certificate (Contractors Affidavit) that Work is Complete Submitted and Accepted		Contractor	OPEN		
70	CT35	GC 2003	Signed Final Lien Releases from all Subcontractors, materialmen, Suppliers, Manufacturers & Dealers for all labor, equipment & materials used or furnished on the Work Submitted and Accepted.		Contractor	OPEN		
71	CT36	GC 2002 017840 (01590/01720)	Bill of Sale and Title for Contractor provided Office Trailers (Including Inventory of Furnishings), Equipment Trailers & Equipment Submitted and Accepted		Contractor	OPEN		
72	CT37	GC 910 017720 (01700)	Final Statement of Accounting Submitted to the PM and Accepted		Contractor	OPEN		
73	CT38	GC 2003	Consent of Surety Delivered to the PM, Notice Sent to Finance Re: Advertisement for Final Payment		Contractor/CCD	OPEN		
74	CT39	GC 2003	Final Application for Payment Submitted and Accepted		Contractor	OPEN		
75	CT40	GC 2003	Received Certificate of Contract Release from Contractor		CCD	OPEN		
76	CT41		Final Report by PM Submitted to FAA ADO - FAA Requirement		CCD	OPEN		
77	CT42		Turnover of PM & Resident Engineers Files to Records Management		CCD	OPEN		
78	CT 43		Notification to Risk Management - ROCIP Notice of Work Completion	ROCIP Form 6	Contractor/CCD	OPEN		
79	CT 44		Confirm the Destruction/Return of SSI Documentation	PS-20	Contractor/CCD	OPEN		
OTHER DIVISIONS - OD (The following Items to be Provided by CCD)								
80	OD1		Notification Sent to Airport Security		BMS	OPEN		
81	OD2		Notification Sent to Airport Legal Services		BMS	OPEN		
82	OD3		Notification Sent to City Treasurer		BMS	OPEN		
83	OD4		Notification Sent to DSBO Requesting Approval to Close Contract		BMS	OPEN		
84	OD5		Received Certificate of Contract Release from Contractor		BMS	OPEN		
85	OD6		Certificate Issued for Use of Facility (TCO or CO)		CCD	OPEN		
86	OD8		Permit(s) for Use of Facility from Wastewater Mgmt.		CCD	OPEN		

