

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Administration	Policy # 91-7
Title:	Procedures for Approval and Acceptance of District Improvements	

PURPOSE

- 1) District Staff will review District Consultant prepared Improvement Plans and associated documents for conformance with District Standards.
- 2) District Staff will approve District Consultant prepared improvement plans when the improvement plans and associated documents conform to the District Standards.
- 3) District Staff will request that the District Improvement Committee recommend to the District Board that the project be advertised for competitive bidding.
- 4) Upon receipt of the bids, District Staff will review the bids and provide all bids and make recommendations for award of the contract, in the format provided by the Committee, for consideration by the District Improvement Committee.
- 5) Upon the recommendation of the District Improvement Committee, the District Board will determine whether to award the contract and to authorize the General Manager to execute the necessary contract documents.
- 6) The General Manager will execute the necessary contract documents subject to the receipt of the following documents:
 - a) Faithful Performance and Labor & Materials Bonds (each in the amount of not less than 100% of the contract amount).
 - b) Insurance certificates as required by the contract.
 - c) Easements and right of entry authorizations.
 - d) Other requirements that may be specified by the Board.
- 7) Upon completion of the improvements, the contractor shall request a formal inspection ("walk-through") of the project by District Staff for identification and listing of deficiencies.
- 8) Upon the contractor's completion of the items of work identified in the listing of deficiencies, posting of the One (1) Year Warranty Bond (in the amount of at least 10% of the contract amount) and execution of the proper guarantee form, District Staff will request that the District Improvement Committee recommend to the District Board that the completed improvements be accepted for maintenance.
- 9) The District Board, acting upon the recommendation of the Improvement Committee, acts to:

- a) Accept the completed improvements for maintenance.
 - b) Order the filing of the Notice of Completion.
 - c) Order the release of retention subject to the successful completion of the 35 day Stop Payment Period.
 - d) Order the release of the Faithful Performance and Labor & Materials Bonds.
- 10) Prior to expiration of the One (1) Year Warranty period, District Staff will perform an inspection (“walk-through”) of the project for identification and listing of deficiencies.
 - 11) Upon the contractor’s completion of the items of work identified in the listing of deficiencies found on the One (1) Year Warranty period inspection, District Staff will request that the District Improvement Committee recommend to the District Board that the One (1) Year Warranty Bond be released.
 - 12) The District Board, acting upon the recommendation of the Improvement Committee, acts to order the release of the One (1) Year Warranty Bond.
 - 13) Upon the Board’s acceptance, the project will be turned over to the Finance Committee for audit issue reviews.

Approved by CSD Board of Directors	November 20, 1991
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