## ANACORTES PUBLIC WORKS DEPARTMENT
### Engineering and Development Services
#### Required Submittals

**Construction Plan Submittal**

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*(Check pertinent information for the following requirements)*

- Pay Plan Review Fee per the Engineering Plan Review Fee and Construction Inspection Fee Form.

**Complete Submittal, but not limited to:**

- Engineers Estimate of Construction
- 4 sets of black line prints of the Construction Plans
- 2 sets of Clear/Grade/Fill Permit application applied for and paid
- 4 sets of black line prints of the Landscape Plan
- 2 copies of the Large Parcel Storm Water Plan
- 2 copies of the Small Parcel Storm Water Plan
- 2 copies of the Storm Water Quality Plan
- 2 copies of the Geotech Report
- 2 copies of the Traffic Control Plan for approval
- 2 copies of the NPDES Permit
- 2 copies of the recorded survey
- 2 copies of a Narrative as to how the construction plans conform to the Facts and Findings
- 2 copies of Request for Deviation from the EDS Standards
- 2 copies of the Fire Flow Test Report
- 2 copies of the Water System Design Report
Construction Plan Approval:

N/A Need Submitted (Check pertinent information for the following requirements)

- Pay Construction Inspection Fee, per the Engineering Plan Review Fee and Construction Inspection Fee form.
- Mylar for signatures, includes a sign-off from the Building
- 4 sets of black line prints

Preconstruction:

- No construction can begin until: (See Facts and Findings, if any)
- Clear/Grade/Fill has been applied, approved and paid for.
- Landscape Plan approved by Planning Commission or Planning Director, per the Facts and Findings.

Schedule the preconstruction meeting. Information Required:

1. Provide Liability Insurance with the City of Anacortes as additional insured in the amount of $1,000,000.00, form CG2026 or similar.
2. Provide copies of all flaggers’ certifications
3. Provide verification of General Contractors State License
4. Provide verification of all Subcontractors State License
5. Provide verification of the Subcontractors City of Anacortes Business License.
6. Provide verification of General Contractors City of Anacortes Business License.
7. Provide a contact list of Key people that will be working on this project, as well as the order of communication.
8. Provide verification of the Erosion Control Supervisor Certification.
9. Provide a Proctor and Sieve Analysis of Material Used. See the City of Anacortes Right-of-Way and Testing Practice. All material must be approved by the City of Anacortes Public Works Director
10. Establish a weekly meeting, if needed.
11. Indicate special inspection agency and geo-engineer.

All Erosion Control Measures installed and approved the Public Works Inspector or designated Representative.

All Construction Fencing in place and approved by the Public Works Inspector or designated Representative.

1 Copy of the Contractor’s Spill Prevention Program
Weekly Tool Box Safety Meeting Minutes
Provide 1 copy of the PSE plans for Street Lighting approval.
**Construction:**

*(Check pertinent information for the following requirements)*

- Call for inspections. See the Preconstruction Agenda.
- Provide daily Compaction Testing. See the approved plans and Preconstruction Agenda.
- Call for Water Pressure Test. Contractor to provide pretest prior to calling for Inspection.
- Provide Water Sample to the Department of Health for testing.
- Provide Sewer Pressure Test. Contractor to provide pretest prior to calling for Inspection. A re-inspection fee will apply.
- Provided Erosion Control weekly/Monthly reports. See approved plans and EDS Standards.
- Provide daily on-site Geotech Inspections.
- Provide daily Geotech Reports.

**Video Inspection Request:** Before a Television Inspection can be performed, all work has been inspected by the City of Anacortes and all items have been completed and the required information provided to the City of Anacortes:

1. Photos of installation. Including all connections made. To be supplied to the Public Works Inspector.
2. Trenches are backfilled and compacted to subgrade elevation.
3. Proctor and Sieve Analysis of the trench backfill material are supplied to the Public Works Inspector.
4. Compaction test reports for trench backfill are supplied to the Public Works Inspector.
5. Manholes are installed and backfilled, per the plans and standard specification.
6. Proper connections to the manholes.
7. Manhole channels have been installed, per the plans and standard specifications.
8. Lines have been flushed and cleaned.
9. Every line segment has been air pressure tested and passed
10. All work has been inspected and approved by the PW Inspector.

Once this work has been completed and verified by the Public Works Inspector, the Contractor can request a “Video Inspection Request” from the Public Works Inspector. The Public Works Inspector will process the request with the Operations Department for scheduling of the sewer line and storm line.

Before final acceptance of the sanitary sewer and storm drainage, the Contactor shall correct all deficiencies found during the Television Inspection. An additional inspection fee will apply.
**Construction Acceptance:**

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**Prior to calling for a Final Inspection by the COA Public Works:**

Contractor to complete and return to the Public Works Inspector, the Final Inspection Guidelines for Contractors Inspection Form. The Public Works Inspector will verify completion.

- Provide a set of As-builts to use as reference at the site walk.
- Schedule the site walk. Wednesday mornings from 9:00 am to Noon is the time that the City Departments have set aside for this activity.
- Provide As-builts for City review and approval. (1) copy in Mylar form and (1) copy in digital form in AutoCAD 2000 minimum.
- Complete Punch List items, if any.
- Submit a formal request for a Performance Bond for minor work to be completed, if desired. The Performance Bond is the cost of construction x 150%.
- Provide a Performance Bond. Per the Anacortes Municipal Code, it is only valid for 1-year.

**Provide, but not limited to:**

- All compaction testing information.
- All Video information, Sanitary Sewer, Storm Drainage
- All photos of construction with identification of location and description.
- All geotechnical reports, including Final Report
- Verification of correction notice completion
- Water Pressure Test Reports
- Sewer Pressure Test Reports
- Asphalt Inspection Forms
- Fire Flow Test Report

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**Final Plat Approval:**

Provide verification of Construction Cost. This is used to establish the 2-year Maintenance Bond. The Maintenance Bond is 10% of the Construction Cost.

- Provide a (2) year Maintenance Bond. If there is a Performance Bond in place, the (2) year Maintenance Bond does not take affect until the Performance Bond is completed and accepted by the City of Anacortes.
- Complete and submit the Final Plat Submittal checklist with the Supplemental Public Works Submittal Requirements. See EDS Standards Appendix “C”.
- Provide (2) Copies of the recorded document.