



ROCHESTER

Minnesota



July 31, 2018

City Owner Program Project Managers

Subject: Required Documents for Project Closure

DEPARTMENT OF PUBLIC WORKS
201 4th Street SE, Room 108
Rochester, MN 55904-3740
(507) 328-2400
FAX #(507) 328-2401

- City Owner Contract
- Contractor's Schedule – Gantt Chart
- Engineer's Certification of Acceptance Part I and Part II
- Geotechnical Report
- Material Certifications
- Material Test Reports
- Pavement Design Contract
- Pavement Design Report (also in Geotechnical Report)
- Preconstruction meeting minutes
- Oversight and Observation Contract
- Notice to Proceed
- Release for Construction – Building Permits
- Observation Diaries
- Photos
- Stage Inspection Diaries
- Televising Request Form
- Punch List
- Approved PDF Plan (at time of signature)
- Approved CAD Plan (at time of signature)
- Record Drawing – PDF
- Record Drawing – CAD
- Items directed by City Staff
- MPCA Sanitary Sewer Extension Permit

Ver.08.01.2018

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