

PRINCE WILLIAM
COUNTY



2024 PROJECT
ADMINISTRATORS HANDBOOK



Revision History

Release Date	Date Revised	Release Notes
-	2/5/2008	Revised Appendix Section 3.3.2 Department of Finance
2/5/2008	2/20/2015	Major update. Revised just under half of total sub-sections under Section 2: Process Descriptions and Section 3: Appendix
2/20/2015	6/1/2019	Major Update. Revised the majority of sub-sections under Section 2: Process Descriptions, Section 3: Appendix, and Section 4 Revision List
6/1/2019	2/17/2023	Major Update. Reviewed all sections except Appendices with appropriate department stakeholders and made suggested updates. Reformatted guide to be more modern in design.
2/17/2023	10/18/2024	Minor Update. Obtained sign off on 2023 updates. Reviewed Appendices with appropriate stakeholders and made suggested changes. Updated formatting and section organization to ensure the guide is easy to update for future revisions. Section 2.4.6 Plat Development was removed due to redundancy of information used in 2.2.16 Plat Preparation.
10/18/2024	TBD	



CONTENTS

About this Handbook

Section 1
Process List

Section 2
Process Descriptions

Section 3
Appendix



About this Handbook

Welcome to the Project Administrators Handbook, 2024 Edition. This handbook aims to introduce new staff to the project management processes and practices for Prince William County. It is also intended to serve as a point of reference for the initiation and oversight of projects throughout your career with the County.

Styles and Conventions

In this handbook, the following styles and conventions are used:

- **Bolding:** indicates important information.
- **Filled Checkboxes** (☑): indicate the section applies to the corresponding department.
- **Cross-Links:** References to other sub-chapters and page numbers serve as links to the corresponding information (i.e., see section 2.1.1 Kick-Off Overview on page 7).



Table of Contents

PROCESS LIST 1

PROCESS DESCRIPTIONS..... 6

2.1 Project Kick-Off 7

 2.1.1 Kick-Off Overview 7

 2.1.2 Planning Commission 10

 2.1.3 Architectural Review Board..... 12

 2.1.4 Appoint A/E Selection Committee 13

 2.1.5 Establish Scope of Work - Design 15

 2.1.6 Request for Proposal (RFP)..... 17

2.2 Design..... 19

 2.2.1 Programming 19

 2.2.2 Public Hearings 22

 2.2.3 Public Information Meeting 25

 2.2.3B Public Information Gathering (In addition to-Meeting) 27

 2.2.4 Alternative Analysis 29

 2.2.5 Contract Modifications..... 32

 2.2.6 Design Field Inspection..... 35

 2.2.7 Schematic Design 37

 2.2.8 Environmental Impact Studies..... 39

 2.2.9 Environmental Permitting 41

 2.2.10 Interior Design 43

 2.2.11 Task Order..... 44

 2.2.12 Design Development 47

 2.2.13 Design Development (Roads) 49

 2.2.14 Site Permitting 51

 2.2.15 Design Development (Survey) 54

 2.2.16 Plat Preparation..... 56

 2.2.17 Construction Documents 59

 2.2.18 Building Review and Permitting 62

 2.2.19 Invoices 66



2.3 Construction.....	69
2.3.1 Invitation for Bid (IFB)	69
2.3.2 Change Order.....	73
2.3.3 Application for Payment.....	76
2.3.4 Draw Downs for Bond or Lease-Funded Projects.....	79
2.3.5 Withholding and Releasing Retainage	84
2.3.5B Withholding and Releasing Retainage (Alternative Delivery Projects/PPTA Projects/Design-Build).....	86
2.3.6 Construction Inspection (Roads)	88
2.3.7 Commissioning	91
2.3.8 Construction (Buildings & Parks).....	93
2.3.9 Construction (Roads).....	96
2.3.10 Punch List Walkthrough (Buildings & Parks).....	98
2.3.11 Punch List Walkthrough (Roads)	101
2.3.12 Construction Information on Social Media	103
2.3.13 Procure & Install Furniture & Equipment.....	105
2.3.14 Procure & Install DoIT Data & Telecom Wiring.....	106
2.3.15 Internal Forces Road Construction	107
2.3.16 Design-Build Two Phase Selection Request for Qualifications (RFQ) and Request for Proposal (RFP) .	109
2.3.17 Active Construction Projects Lane Shift or Lane Closure Public Notification Process.....	112
2.4 Close-Out	114
2.4.1 Final Occupancy.....	114
2.4.2 Acquire Insurance.....	116
2.4.3 Warranty Period.....	118
2.4.4 VDOT Acceptance	121
2.4.5 Special Event/Ribbon Cutting.....	123
2.4.6 Release of Liens	125
2.4.7 Accounting Project Close-Out	126
2.4.8 VDOT Audit	128
2.4.9 Transition of Operating Budget.....	130
2.5 Utility Relocation.....	132
2.5.1 Identify Existing Utilities and Conflicts.....	132



2.5.2 Negotiate Fee Arrangement.....	135
2.5.3 Acquire Easements.....	137
2.5.4 Upgrades (Betterments).....	140
2.5.5 Request/Authorize Work.....	142
2.5.6 Dispose of Old Material.....	144
2.5.7 Relocation of Utilities.....	146
2.6 Land Acquisition.....	148
2.6.1 Land Acquisition Overview.....	148
2.6.2 Title Search.....	151
2.6.3 Receive Plat.....	153
2.6.4 Secure Appraisal.....	155
2.6.5 Make the Offer.....	158
2.6.6 Negotiate.....	162
2.6.7 Settlement.....	164
2.6.8 Condemnation (Quick-Take).....	167
2.6.9 Court Proceedings.....	169
2.7 Project Administration.....	171
2.7.1 Determining Debt Sale Amount and Timing.....	171
2.7.2 Bond/Lease Sale.....	174
2.7.3 Arbitrage.....	180
2.7.4 Post-Sale Debt Maintenance.....	183
2.7.5 Budget Transfers.....	186
2.7.6 Internal Payment for EnerGov Fees (Development Services & Environmental Management).....	189
2.8 Other Administration.....	191
2.8.1 Board Agenda.....	191
2.8.2 Life Cycle Management.....	194
2.8.3 Masterworks Project Management Software.....	196
2.8.4 Mobius Financial Management Software.....	197
APPENDIX.....	199
3.1. Glossary.....	200
3.2. Acronyms.....	204



3.3. External Contacts.....	206
3.4. Forms	207
3.4.1. Adjacent Property Owners Affidavit.....	209
3.4.2. Utility Plan and Estimate Checklist (Revised 2019)	210
3.4.3. Application and Certificate for Payment (AIA Document G702).....	211
3.4.4. Asset Ownership Transfer Form.....	212
3.4.5. BOCS Inter-Departmental Routing Slip	213
3.4.6. C-5.....	215
3.4.7. Certificate of Substantial Completion.....	216
3.4.8. Change Order (AIA Document G701).....	217
3.4.9. Consent of Surety Company to Final Payment (AIA Document G707).....	218
3.4.10. Consent of Surety to Reduction in or Partial Release of Retainage (AIA Document G707A)	219
3.4.11. Construction Change Directive (AIA Document G714).....	220
3.4.12. Contractor's Affidavit of Payment of Debts and Claims (AIA Document G706)	221
3.4.13. Contractor's Affidavit of Release of Liens (AIA Document G706A)	222
3.4.14. Cost Proposal Form for Interior Design Services	223
3.4.15. Daily Report.....	225
3.4.16. Daily Testing.....	226
3.4.17. HUD1	229
3.4.18. Planning Level Cost Estimate.....	232
3.4.19. Pre-Mobius Request Form - Invoice.....	235
3.4.20. Project Closure Checklist.....	236
3.4.21. Project Estimate Worksheet.....	237
3.4.22. Proposal Request (AIA Document G709).....	239
3.4.23. Public Facilities Determination (PFD).....	240
3.4.24. Public Facilities Review	246
3.4.25. Public Facilities Review Application.....	248
3.4.26. Punch List	254
3.4.27. Request for Payment – Information Required to Obtain Contractor Payment	277
3.4.28. Request for Payment	278
3.4.29. Request for Payment with Retainage	279



- 3.4.30. Right-of-Way Acquisition Report 280
- 3.4.31. Settlement Checklist (Churches) 281
- 3.4.32. Settlement Checklist (Corporations)..... 282
- 3.4.33. Settlement Checklist (Property Owners)..... 283
- 3.4.34. Solicitation Committee CXO Memo 284
- 3.4.35. Solicitation Information Form for Construction Projects..... 286
- 3.4.36. Solicitation Information Form for RFP Professional Engineering Services..... 288
- 3.4.37. Special Events Checklist..... 290
- 3.4.38. Task Order 291
- 3.4.39. VDOT PWC Bond Acceptance Checklist 293
- 3.4.40. W-9 294
- 3.4.41. Wire Transfer Notification 298
- 3.4.42. Work Request Form 299
- 3.4.43. Work Zone Safety Assistance..... 300
- 3.5. Capital Projects Materials..... 301

Table of Figures

- Figure 1: 2.1.1 Project Kick-Off 9
- Figure 2: 2.1.2 Planning Commission Process 11
- Figure 3: 2.1.4 Appoint A/E Selection Committee Process 14
- Figure 4: 2.1.6 Request for Proposal Process..... 18
- Figure 5: 2.2.1 Programming Process 21
- Figure 6: 2.2.2 Public Hearings Process for Locally Funded Project..... 23
- Figure 7: 2.2.2 Transportation Public Hearings Process Table for State Funded Project..... 24
- Figure 8: 2.2.3 Public Information Meeting Process..... 26
- Figure 9: 2.2.3B Public Information Gathering Process..... 28
- Figure 10: 2.2.4 Alternative Analysis Process 31
- Figure 11: 2.2.5 Contract Modifications Process 34
- Figure 12: 2.2.6 Design Field Inspection Process..... 36
- Figure 13: 2.2.7 Schematic Design Process 38
- Figure 14: 2.2.8 Environmental Impact Studies Process..... 40
- Figure 15: 2.2.9 Environmental Permitting Process 42
- Figure 16: 2.2.11 Task Order Process..... 46
- Figure 17: 2.2.12 Design Development Process 48
- Figure 18: 2.2.13 Design Development (Roads) Process 50



Figure 19: 2.2.14 Site Permitting Process 53

Figure 20: 2.2.15 Design Development (Survey) Process 55

Figure 21: 2.2.16 Plat Preparation Process..... 58

Figure 22: 2.2.17 Construction Documents Process 61

Figure 23: 2.2.18 Building Review and Permitting Process 64

Figure 24: 2.2.18 Construction Plans Submitted Process..... 65

Figure 25: 2.2.19 Invoices Process 68

Figure 26: 2.3.1 Invitation for Bid (IFB) Process 71

Figure 27: 2.3.1 Invitation for Bid (IFB) Process Continued 72

Figure 28: 2.3.2 Change Order Process..... 75

Figure 29: 2.3.3 Payment is Requested 78

Figure 30: 2.3.4 Draw Downs for Bond or Lease Funded Projects Process 82

Figure 31: 2.3.4 Draw Downs for Bond or Lease Funded Projects Process Continued..... 83

Figure 32: 2.3.5 Withholding and Releasing Retainage Process 85

Figure 33: 2.3.5B Alternative Delivery Projects/PPTA Projects/Design Build Withholding & Retainage Process 87

Figure 34: 2.3.6 Construction Inspection Process 90

Figure 35: 2.3.7 Commissioning Process 92

Figure 36: 2.3.8 Construction (Buildings & Parks) Process..... 95

Figure 37: 2.3.9 Construction (Roads) Process..... 97

Figure 38: 2.3.10 Punch List Walkthrough (Buildings & Parks) Process..... 100

Figure 39: 2.3.11 Punch List Walkthrough (Roads) Process 102

Figure 40: 2.3.12 Construction Information on Social Media Process..... 104

Figure 41: 2.3.15 Internal Forces Road Construction Process 108

Figure 42: 2.3.16 Design-Build Two Phase Selection RFQ Process..... 110

Figure 43: 2.3.16 Design-Build Two Phase Selection RFP Process..... 111

Figure 44: 2.4.1 Final Occupancy Process..... 115

Figure 45: 2.4.2 Acquire Insurance Process..... 117

Figure 46: 2.4.3 Warranty Period Process..... 120

Figure 47: 2.4.4 VDOT Acceptance Process 122

Figure 48: 2.4.5 Special Event/Ribbon Cutting Process..... 124

Figure 49: 2.4.8 Accounting Project Close-Out Process 127

Figure 50: 2.4.10 Transition of Operating Budget Process..... 131

Figure 51: 2.5.1 Identify Existing Utilities and Conflicts Process..... 134

Figure 52: 2.5.2 Negotiate Fee Arrangement Process..... 136

Figure 53: 2.5.3 Acquire Easements Process..... 139

Figure 54: 2.5.4 Upgrades (Betterments) Process 141

Figure 55: 2.5.5 Request/Authorize Work Process 143

Figure 56: 2.5.6 Dispose of Old Material Process 145

Figure 57: 2.5.7 Relocation of Utilities Process 147

Figure 58: 2.6.1 Land Acquisition Process Overview 150

Figure 59: 2.6.2 Title Search Process 152

Figure 60: 2.6.3 Receive Plat Process 154



Figure 61: 2.6.4 Secure Appraisal Process 156

Figure 62: 2.6.4 Offer Package Preparation Process 157

Figure 63: 2.6.5 Process for Making the Offer..... 160

Figure 64: 2.6.5 Process for Making the Offer with DOT/ROW Review..... 161

Figure 65: 2.6.6 Negotiation Process..... 163

Figure 66: 2.6.7 Settlement Process 165

Figure 67: 2.6.7 Settlement Process Continued..... 166

Figure 68: 2.6.8 Condemnation (Quick Take) Process..... 168

Figure 69: 2.6.9 Court Proceedings Process 170

Figure 70: 2.7.1 Process for Determining Debt Sale Amount and Timing..... 173

Figure 71: 2.7.2 Essential Approvals and Documents for Bond/Lease Sale Table 176

Figure 72: 2.7.2 Bond Sale Process..... 177

Figure 73: 2.7.2 GO Bond Referendum Financing Process..... 178

Figure 74: 2.7.2 Annual Appropriation Financing Process..... 179

Figure 75: 2.7.3 Arbitrage Process 182

Figure 76: 2.7.4 Post-Sale Debt Maintenance Process..... 185

Figure 77: 2.7.5 Budget Transfer Matrix 187

Figure 78: 2.7.5 Budget Transfers Process 188

Figure 79: 2.7.6 Internal Payment Process for ENERGOV Fees..... 190

Figure 80: 2.8.1 Board Agenda Process 193

Figure 81: 2.8.2 Life Cycle Management Process..... 195

Figure 82: Office of Executive Management Organization Chart **Error! Bookmark not defined.**

Figure 83: Department of Finance Organization Chart..... **Error! Bookmark not defined.**

Figure 84: Department of Facilities & Fleet Management Organization Chart **Error! Bookmark not defined.**

Figure 85: Department of Transportation Organization Chart..... **Error! Bookmark not defined.**

Figure 86: Park Grounds, Facility, and Support Services Organization Chart..... **Error! Bookmark not defined.**

Figure 87: Utility Plan and Estimate Checklist 210

Figure 88: 3.5.3 Application and Certificate for Payment Form..... 211

Figure 89: 3.5.4 Asset Ownership Transfer Form 212

Figure 90: 3.5.5. BOCS Inter-Departmental Routing Slip Page 1 213

Figure 91: 3.5.5 BOCS Inter-Departmental Routing Slip Page 2 214

Figure 92: 3.5.6 C-5 Form 215

Figure 93: 3.5.7 Certificate of Substantial Completion 216

Figure 94: 3.5.8 Change Order (AIA Document G701) 217

Figure 95: 3.5.9 Consent of Surety Company to Final Payment (AIA Document G707)..... 218

Figure 96: 3.5.10 Consent of Surety to Reduction in or Partial Release of Retainage (AIA Document G707A)..... 219

Figure 97: 3.5.11. Construction Change Directive (AIA Document G714)..... 220

Figure 98: 3.5.12. Contractor’s Affidavit of Payment of Debts and Claims (AIA Document G706)..... 221

Figure 99: 3.5.13. Contractor’s Affidavit of Release of Liens (AIA Document G706A)..... 222

Figure 100: 3.5.14 Cost Proposal Form for Interior Design Services Page 1..... 223

Figure 101: 3.5.14 Cost Proposal Form for Interior Design Services Page 2..... 224

Figure 102: 3.5.15 Daily Report 225



Figure 103: 3.5.16 Daily Testing Page 1..... 226

Figure 104: 3.5.16 Daily Testing Page 2..... 227

Figure 105: 3.5.16 Daily Testing Page 3..... 228

Figure 106: 3.5.17 HUD1 Page 1..... 229

Figure 107: 3.5.17 HUD1 Page 2..... 230

Figure 108: 3.5.17 HUD1 Page 3..... 231

Figure 109: 3.5.18. Planning Level Cost Estimate Page 1..... 232

Figure 110: 3.5.18. Planning Level Cost Estimate Page 2..... 233

Figure 111: 3.5.18. Planning Level Cost Estimate Page 3..... 234

Figure 112: 3.5.19 Pre-Mobius Request Form - Invoice 235

Figure 113: 3.5.20 Project Closure Checklist 236

Figure 114: 3.5.21 Project Cost Estimator Page 1 237

Figure 115: 3.5.21 Project Cost Estimator Page 2..... 238

Figure 116: 3.5.22 Proposal Request (AIA Document G709)..... 239

Figure 117: 3.5.23 Public Facilities Determination (PFD) Cover Sheet..... 240

Figure 118: 3.5.23 PFD Page 2 – Adjacent Owners 241

Figure 119: 3.5.23 PFD Page 3 – Existing Conditions & Demolition Plan..... 242

Figure 120: 3.5.23 PFD Page 4 – Site Layout Plan 243

Figure 121: 3.5.23 PFD Page 5 – Grading Plan 244

Figure 122: 3.5.23 PFD Page 6 - Landscape Plan 245

Figure 123: 3.5.24 Public Facilities Review Memo Page 1 246

Figure 124: 3.5.24 Public Facilities Review Memo Page 2..... 247

Figure 125: 3.5.25 Public Facilities Review (PFR) Cover Sheet..... 248

Figure 126: 3.5.25 PFR Instructions 249

Figure 127: 3.5.25 PFR Application for a Public Facility Review 250

Figure 128: 3.5.25 PFR Application for Deferral of Traffic Impact Analysis (TIA) 251

Figure 129: 3.5.25 PFR Cultural Resources Assessment 252

Figure 130: 3.5.25 PFR Cultural Resources Assessment and Record Check for Pending Development Applications . 253

Figure 131: 3.5.26 Punch List Page 1 254

Figure 132: 3.5.26 Punch List Page 2 255

Figure 133: 3.5.26 Punch List Page 3 256

Figure 134: 3.5.26 Punch List Page 4..... 257

Figure 135: 3.5.26 Punch List Page 5..... 258

Figure 136: 3.5.26 Punch List Page 6..... 259

Figure 137: 3.5.26 Punch List Page 7 260

Figure 138: 3.5.26 Punch List Page 8..... 261

Figure 139: 3.5.26 Punch List Page 9..... 262

Figure 140: 3.5.26 Punch List Page 10..... 263

Figure 141: 3.5.26 Punch List Page 11 264

Figure 142: 3.5.26 Punch List Page 12..... 265

Figure 143: 3.5.26 Punch List Page 13..... 266

Figure 144: 3.5.26 Punch List Site Visit Page 1 267



Figure 145: 3.5.26 Punch List Site Visit Page 2 268

Figure 146: 3.5.26 Punch List Site Visit Page 3 269

Figure 147: 3.5.26 Punch List Site Visit Page 4 270

Figure 148: 3.5.26 Punch List Site Visit Page 5 271

Figure 149: 3.5.26 Punch List Site Visit Page 6 272

Figure 150: 3.5.26 Punch List Site Visit Page 7 273

Figure 151: 3.5.26 Punch List Site Visit Page 8 274

Figure 152: 3.5.26 Punch List Site Visit Page 9 275

Figure 153: 3.5.26 Punch List Site Visit Page 10 276

Figure 154: 3.5.27 Request for Payment – Information Required to Obtain Contractor Payment..... 277

Figure 155: 3.5.28 Request for Payment..... 278

Figure 156: 3.5.29 Request for Payment with Retainage..... 279

Figure 157: 3.5.30 Right-of-Way Acquisition Report..... 280

Figure 158: 3.5.31 Settlement Checklist (Churches)..... 281

Figure 159: 3.5.32 Settlement Checklist (Corporations) 282

Figure 160: 3.5.33 Settlement Checklist (Property Owners)..... 283

Figure 161: 3.5.34 Solicitation Committee CXO Memo Page 1 284

Figure 162: 3.5.34 Solicitation Committee CXO Memo Page 2 285

Figure 163: 3.5.35 Solicitation Information Form for Construction Projects Page 1 286

Figure 164: 3.5.35 Solicitation Information Form for Construction Projects Page 2 287

Figure 165: 3.5.36 Solicitation Information Form for RFP Professional Engineering Services Page 1 288

Figure 166: 3.5.36 Solicitation Information Form for RFP Professional Engineering Services Page 2..... 289

Figure 167: 3.5.37 Special Events Checklist 290

Figure 168: 3.5.38 Task Order Page 1..... 291

Figure 169: Task Order Page 2 292

Figure 170: 3.5.39 VDOT PWC Bond Acceptance Checklist 293

Figure 171: 3.5.40 W-9 Page 1 294

Figure 172: 3.5.40 W-9 Page 2 295

Figure 173: 3.5.40 W-9 Page 3 296

Figure 174: 3.5.40 W-9 Page 4 297

Figure 175: 3.5.41 Wire Transfer Notification 298

Figure 176: 3.5.42 Work Request Form..... 299

Figure 177: 3.5.43 Work Zone Safety Assistance 300



PRINCE WILLIAM
COUNTY

PROCESS LIST

SECTION 1



CAPITAL PROJECT PROCESS LIST

Use the numbered section links in the table below to jump to the relevant sections.

Process	Buildings	Parks	Roads
Project Kick-Off			
2.1.1 Kick-Off Overview	✓	✓	✓
2.1.2 Planning Commission	✓	✓	
2.1.3 Architectural Review Board	✓		
2.1.4 Appoint A/E Selection Committee	✓	✓	✓
2.1.5 Establish Scope of Work - Design	✓	✓	✓
2.1.6 Request for Proposal (RFP)	✓	✓	✓
Design			
2.2.1 Programming	✓	✓	✓
2.2.2 Public Hearings	✓	✓	✓
2.2.3 Public Information Meeting	✓	✓	✓
2.2.4 Alternative Analysis	✓	✓	✓
2.2.5 Contract Modifications	✓	✓	✓
2.2.6 Design Field Inspection			✓
2.2.7 Schematic Design	✓	✓	
2.2.8 Environmental Impact Studies	✓	✓	✓
2.2.9 Environmental Permitting	✓	✓	✓
2.2.10 Interior Design	✓	✓	
2.2.11 Task Order	✓	✓	✓
2.2.12 Design Development	✓	✓	
2.2.13 Design Development (Roads)			✓
2.2.14 Site Permitting	✓	✓	
2.2.15 Design Development (Survey)	✓	✓	
2.2.16 Plat Preparation	✓	✓	✓
2.2.17 Construction Documents	✓	✓	✓
2.2.18 Building Review and Permitting	✓	✓	
2.2.19 Invoices	✓	✓	✓
Construction			
2.3.1 Invitation for Bid (IFB)	✓	✓	✓
2.3.2 Change Order	✓	✓	✓
2.3.3 Application for Payment	✓	✓	✓
2.3.4 Draw Downs for Bond or Lease-Funded Projects	✓	✓	✓
2.3.5 Withholding and Releasing Retainage	✓	✓	✓
2.3.5B Withholding and Releasing Retainage (Alternative Delivery Projects/PPTA Projects/Design-Build)			✓
2.3.6 Construction Inspection (Roads)			✓
2.3.7 Commissioning	✓		
2.3.8 Construction (Buildings & Parks)	✓	✓	
2.3.9 Construction (Roads)			✓
2.3.10 Punch List Walkthrough (Buildings & Parks)	✓	✓	
2.3.11 Punch List Walkthrough (Roads)			✓
2.3.12 Construction Information on Social Media	✓	✓	✓
2.3.13 Procure & Install Furniture & Equipment	✓		
2.3.14 Procure & Install DoIT Data & Telecom Wiring	✓	✓	
2.3.15 Internal Forces Road Construction			✓
2.3.16 Design-Build Two Phase Selection Request for Qualifications (RFQ) and Request for Proposal (RFP)			✓
2.3.17 Active Construction Projects Lane Shift or Lane Closure Public Notification Process	✓		✓

Process	Buildings	Parks	Roads
Close-Out			
2.4.1 Final Occupancy	✓	✓	
2.4.2 Acquire Insurance	✓	✓	
2.4.3 Warranty Period	✓	✓	
2.4.4 VDOT Acceptance			✓
2.4.5 Special Event/Ribbon Cutting	✓	✓	✓
2.4.6 Release of Liens	✓		
2.4.7 Accounting Project Close-Out	✓	✓	✓
2.4.8 VDOT Audit			✓
2.4.9 Transition of Operating Budget	✓	✓	
Utility Relocation			
2.5.1 Identify Existing Utilities and Conflicts	✓		✓
2.5.2 Negotiate Fee Arrangement	✓		✓
2.5.3 Acquire Easements	✓	✓	✓
2.5.4 Upgrades (Betterments)			✓
2.5.5 Request/Authorize Work			✓
2.5.6 Dispose of Old Material	✓	✓	✓
2.5.7 Relocation of Utilities			✓
Land Acquisition			
2.6.1 Land Acquisition Overview			✓
2.6.2 Title Search			✓
2.6.3 Receive Plat			✓
2.6.4 Secure Appraisal			✓
2.6.5 Make the Offer			✓
2.6.6 Negotiate			✓
2.6.7 Settlement			✓
2.6.8 Condemnation (Quick-Take)			✓
2.6.9 Court Proceedings			✓
Project Administration			
2.7.1 Determining Debt Sale Amount and Timing	✓	✓	✓
2.7.2 Bond/Lease Sale	✓	✓	✓
2.7.3 Arbitrage	✓	✓	✓
2.7.4 Post-Sale Debt Maintenance	✓	✓	✓
2.7.5 Budget Transfers	✓	✓	✓
2.7.6 Internal Payment for EnerGov Fees (Development Services & Environmental Management)	✓	✓	✓
Other Administrative			
2.8.1 Board Agenda	✓	✓	✓
2.8.2 Life Cycle Management	✓	✓	
2.8.3 Masterworks Project Management Software	✓	✓	✓
2.8.4 Mobius Financial Management Software	✓	✓	✓

CAPITAL PROJECT PROCESS BY DEPARTMENT LIST

Use the numbered section links in the table below to jump to the relevant sections.

Facilities and Fleet Management	
Project Kick-Off	2.1.1 Kick-Off Overview - 2.1.6 Request for Proposal (RFP)
Design	2.2.1 Programming - 2.2.5 Contract Modifications 2.2.7 Schematic Design - 2.2.12 Design Development 2.2.14 Site Permitting - 2.2.19 Invoices
Construction	2.3.1 Invitation for Bid (IFB) - 2.3.5 Withholding and Releasing Retainage 2.3.7 Commissioning - 2.3.8 Construction (Buildings & Parks) 2.3.10 Punch List Walkthrough (Buildings & Parks) 2.3.12 Construction Information on Social Media - 2.3.14 Procure & Install DoIT Data & Telecom Wiring 2.3.17 Active Construction Projects Lane Shift or Lane Closure Public Notification Process
Close-Out	2.4.1 Final Occupancy - 2.4.3 Warranty Period 2.4.5 Special Event/Ribbon Cutting - 2.4.7 Accounting Project Close-Out 2.4.9 Transition of Operating Budget
Utility Relocation	2.5.1 Identify Existing Utilities and Conflicts - 2.5.3 Acquire Easements 2.5.6 Dispose of Old Material
Land Acquisition	Not Applicable
Project Administration	2.7.1 Determining Debt Sale Amount and Timing - 2.7.6 Internal Payment for EnerGov Fees (Development Services & Environmental Management)
Other Administrative	2.8.1 Board Agenda - 2.8.4 Mobius Financial Management Software
Parks and Recreation	
Project Kick-Off	2.1.1 Kick-Off Overview - 2.1.2 Planning Commission 2.1.4 Appoint A/E Selection Committee - 2.1.6 Request for Proposal (RFP)
Design	2.2.1 Programming - 2.2.5 Contract Modifications 2.2.7 Schematic Design - 2.2.12 Design Development 2.2.14 Site Permitting - 2.2.19 Invoices
Construction	2.3.1 Invitation for Bid (IFB) - 2.3.5 Withholding and Releasing Retainage 2.3.8 Construction (Buildings & Parks) 2.3.10 Punch List Walkthrough (Buildings & Parks) 2.3.12 Construction Information on Social Media 2.3.14 Procure & Install DoIT Data & Telecom Wiring
Close-Out	2.4.1 Final Occupancy - 2.4.3 Warranty Period 2.4.5 Special Event/Ribbon Cutting 2.4.7 Accounting Project Close-Out 2.4.9 Transition of Operating Budget
Utility Relocation	2.5.3 Acquire Easements 2.5.6 Dispose of Old Material
Land Acquisition	Not Applicable
Project Administration	2.7.1 Determining Debt Sale Amount and Timing - 2.7.6 Internal Payment for EnerGov Fees (Development Services & Environmental Management)
Other Administrative	2.8.1 Board Agenda - 2.8.4 Mobius Financial Management Software

Transportation	
Project Kick-Off	2.1.1 Kick-Off Overview 2.1.4 Appoint A/E Selection Committee - 2.1.6 Request for Proposal (RFP)
Design	2.2.1 Programming- 2.2.6 Design Field Inspection 2.2.8 Environmental Impact Studies - 2.2.9 Environmental Permitting 2.2.11 Task Order 2.2.13 Design Development (Roads) 2.2.16 Plat Preparation - 2.2.17 Construction Documents 2.2.19 Invoices
Construction	2.3.1 Invitation for Bid (IFB)- 2.3.6 Construction Inspection (Roads) 2.3.9 Construction (Roads) 2.3.11 Punch List Walkthrough (Roads) - 2.3.12 Construction Information on Social Media 2.3.15 Internal Forces Road Construction - 2.3.17 Active Construction Projects Lane Shift or Lane Closure Public Notification Process
Close-Out	2.4.4 VDOT Acceptance - 2.4.5 Special Event/Ribbon Cutting 2.4.7 Accounting Project Close-Out - 2.4.8 VDOT Audit
Utility Relocation	2.5.1 Identify Existing Utilities and Conflicts - 2.5.7 Relocation of Utilities
Land Acquisition	2.6.1 Land Acquisition Overview - 2.6.9 Court Proceedings
Project Administration	2.7.1 Determining Debt Sale Amount and Timing - 2.7.6 Internal Payment for EnerGov Fees (Development Services & Environmental Management)
Other Administrative	2.8.1 Board Agenda 2.8.3 Masterworks Project Management Software - 2.8.4 Mobius Financial Management Software



PROCESS DESCRIPTIONS

SECTION 2



2.1 Project Kick-Off

2.1.1 Kick-Off Overview

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

Directors of:

- Parks & Recreation
- Facilities & Fleet Management
- Transportation

Process Manager

Project Managers of:

- Parks & Recreation
- Facilities & Fleet Management
- Transportation

Description

This section provides an overview of the kick-off process, which initiates implementation of the project. The project has an approved budget and is ready to be implemented.

Prior to beginning the design process, the scope, budget, and other parameters of the project must be established. A request for proposal (RFP) must be issued by the Office of Procurement Services (OPS) to procure consulting services. The consultant will be selected and approved by the selection committee. The solicitation and contract award must comply with the County Procurement Regulations. Upon completion of the evaluation process, the contract will be awarded by the BOCS.

Contacts & Roles: Organization, Entity, or Individual

- Project Management
 - County Departments of Parks & Recreation, Facilities & Fleet Management, and Transportation
- Project Budget
 - Budget and Finance
- Solicit and Award Contracts
 - Procurement
- Contract Approval
 - Board of County Supervisors (BOCS)
- Suppliers
 - A/E Consultant
 - Project Vendors
- Other Involved Governmental Agencies
 - Boards and Commissions
- Customers/Users
 - Citizens

- Employees

Timelines: Deadlines, Critical Path Items

1. Project Budget: must be established prior to kick-off.
2. Scope of Work
3. Procurement and County Attorney Review
4. Issue RFP, Proposal Evaluation, and Consultant Selection
5. Award Contract
 - a. Consultant Selection if awarded through on-call contract.

Materials

- Request for Proposal
- Selection Committee Recommendation Letter
- Solicitation Information Form for RFP Professional Engineering Services

Forms

- ROM Cost Estimate

Reference to Other Processes

- Precedes
 - 2.2.12 Design Development on page 47
 - 2.2.13 Design Development (Roads) on page 49

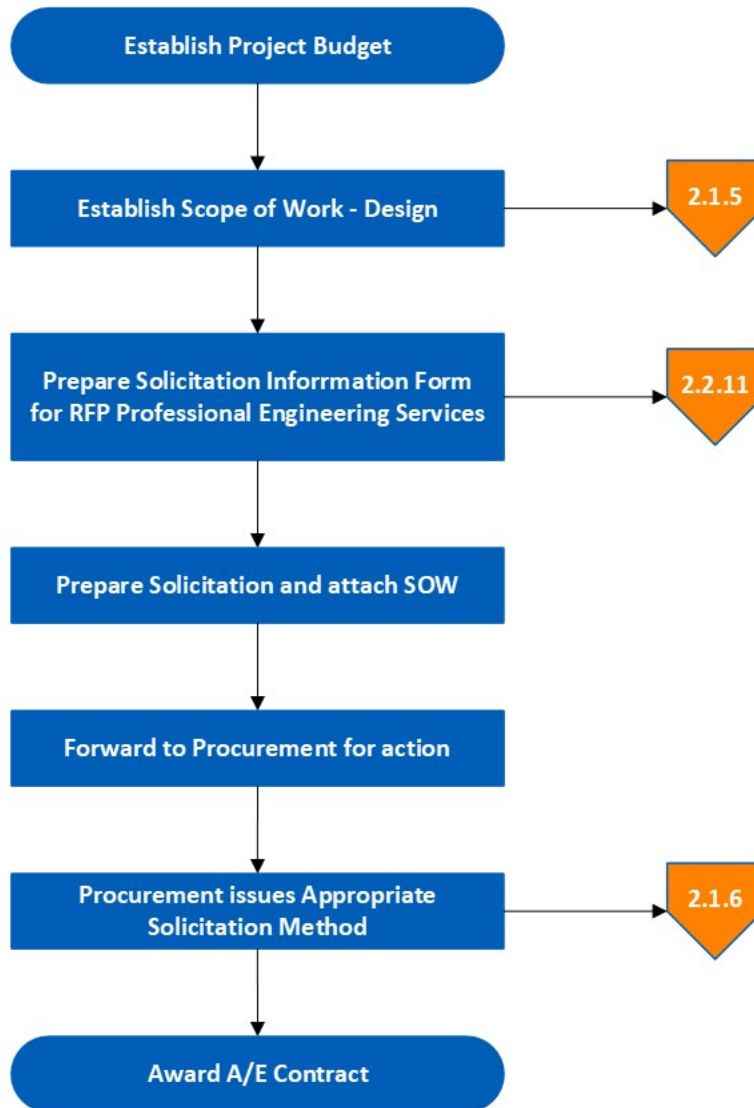


Figure 1: 2.1.1 Project Kick-Off

2.1.2 Planning Commission

Applicable to:

- Buildings
- Parks

Process Owner

Director of the Office of Planning

Process Manager

Project Managers for

- County Departments

Description

As part of the initial CIP budget process, the Planning Commission reviews projects to ensure they are included in the County Comprehensive Plan.

Prior to a project's design, a request for a Public Facilities Determination (PFD) is sent to the Planning Office. It includes a site map & description of the facility. If the Planning Office determines that the facility is in conformance with the comprehensive plan, no further action is needed. If the Planning Office does not approve the public facility review, it is then submitted to the Planning Commission to amend the comprehensive plan.

Contacts & Roles: Organization, Entity, or Individual

- Manage Public Facilities Review (PFR) Process
 - Planning Office
- Provide Project Needs Assessment, Required Forms, and ROM Cost Estimate
 - County Departments of
 - Facilities & Fleet Management
 - Parks & Recreation
- Review Public Facilities for Conformance to the Comprehensive Plan
 - Planning Commission

Timelines: Deadlines, Critical Path Items

1. Performance Needs Assessment
2. Issuance of Permit

Materials

Not applicable

Forms

- Public Facilities Review
- Public Facilities Review Application
- ROM Cost Estimate

Reference to Other Processes

- Precedes
 - 2.2.7 Schematic Design on page 37
 - 2.2.15 Design Development (Survey) on page 54

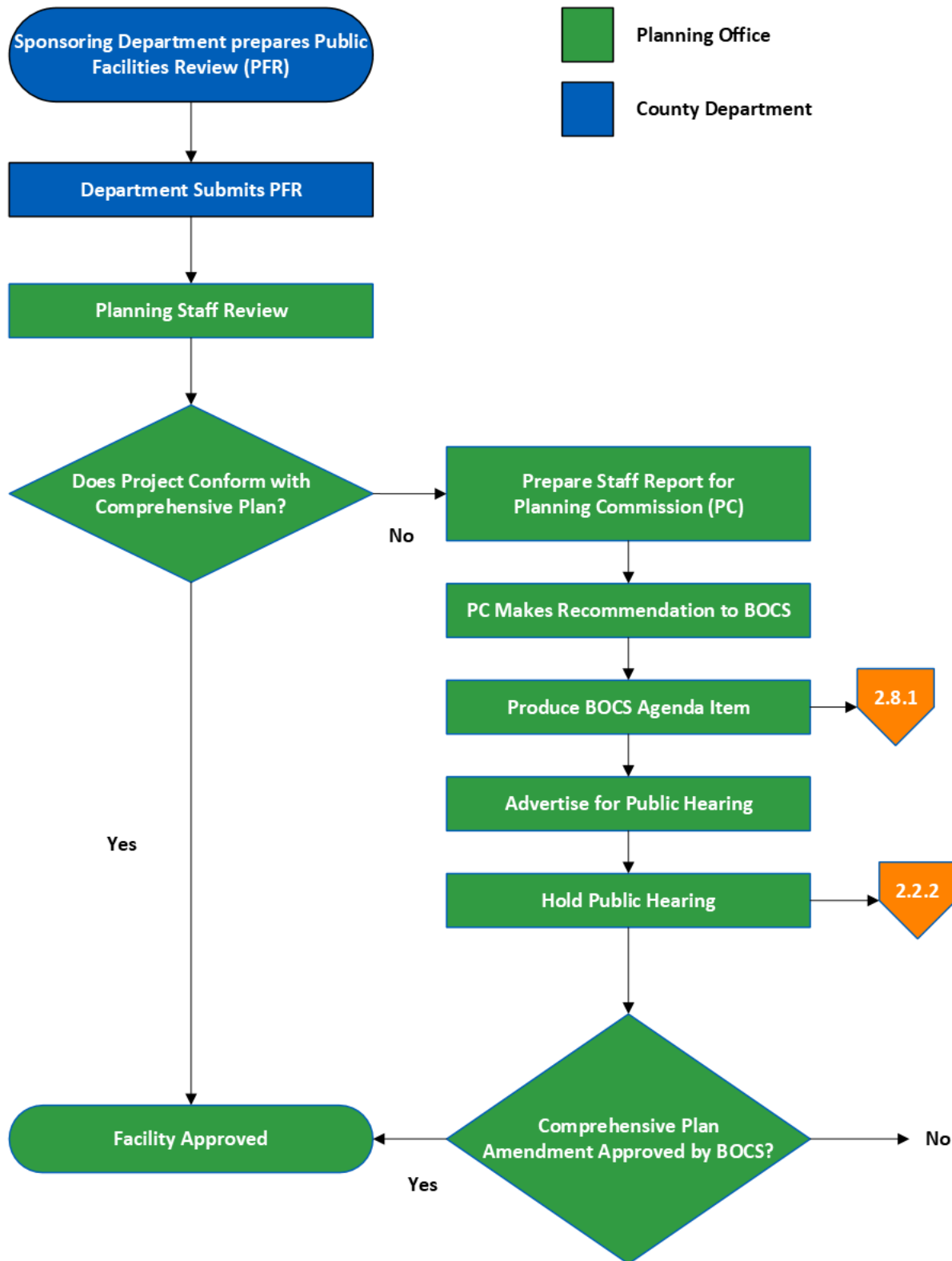


Figure 2: 2.1.2 Planning Commission Process

2.1.3 Architectural Review Board

Applicable to:

- Buildings

Process Owner

Director of Office of Planning

Process Manager

Project Managers of

- Facilities & Fleet Management
- County Architect

Description

Use of the Architectural Review Board (ARB) is rarely needed on County projects & is usually only done as a matter of courtesy for information only. Projects are sent to ARB on a case-by-case basis & are generally presented for projects that are within special districts, of special interest, or historic in nature.

Contacts & Roles: Organization, Entity, or Individual

- Prepare material for ARB
 - Department Project Manager
- Review projects when deemed appropriate.
 - Architectural Review Board

Timelines: Deadlines, Critical Path Items

1. Architectural Review Board
2. Solicitation of RFP when necessary

Materials

- Plans
- Graphics
- Narrative

Forms

Not applicable.

Reference to Other Processes

- Precedes 2.1.6 Request for Proposal (RFP) on page 17

2.1.4 Appoint A/E Selection Committee

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

- County Executive
- Executive Management

Process Manager

Project Managers of:

- Parks & Recreation
- Facilities & Fleet Management
- Transportation

Description

Prior to the start of any CIP project, a selection committee will be appointed to review architectural/engineering proposals submitted for the specific project & to recommend the selection of the consultant. The committee is made up of various members of county agencies who have a vested interest in the project. The project manager's role is to facilitate the process.

Names of potential committee members are forwarded via a standard memo to the County Executive for final approval. Once the memo is approved, the project manager forwards a letter of appointment, along with a schedule of anticipated activities to the selected members.

Contacts & Roles: Organization, Entity, or Individual

- Establish selection committee for RFP
 - Procurement

Timelines: Deadlines, Critical Path Items

1. Appointment of A/E Selection Committee
2. Solicitation Issuance

Materials

- Appointment Letter
- Request for CXO Signature Form
- Request Letter
- Request for Proposal (RFP)

Forms

- Solicitation Committee CXO Memo

Reference to Other Processes

- Precedes 2.1.6 Request for Proposal (RFP) on page 17

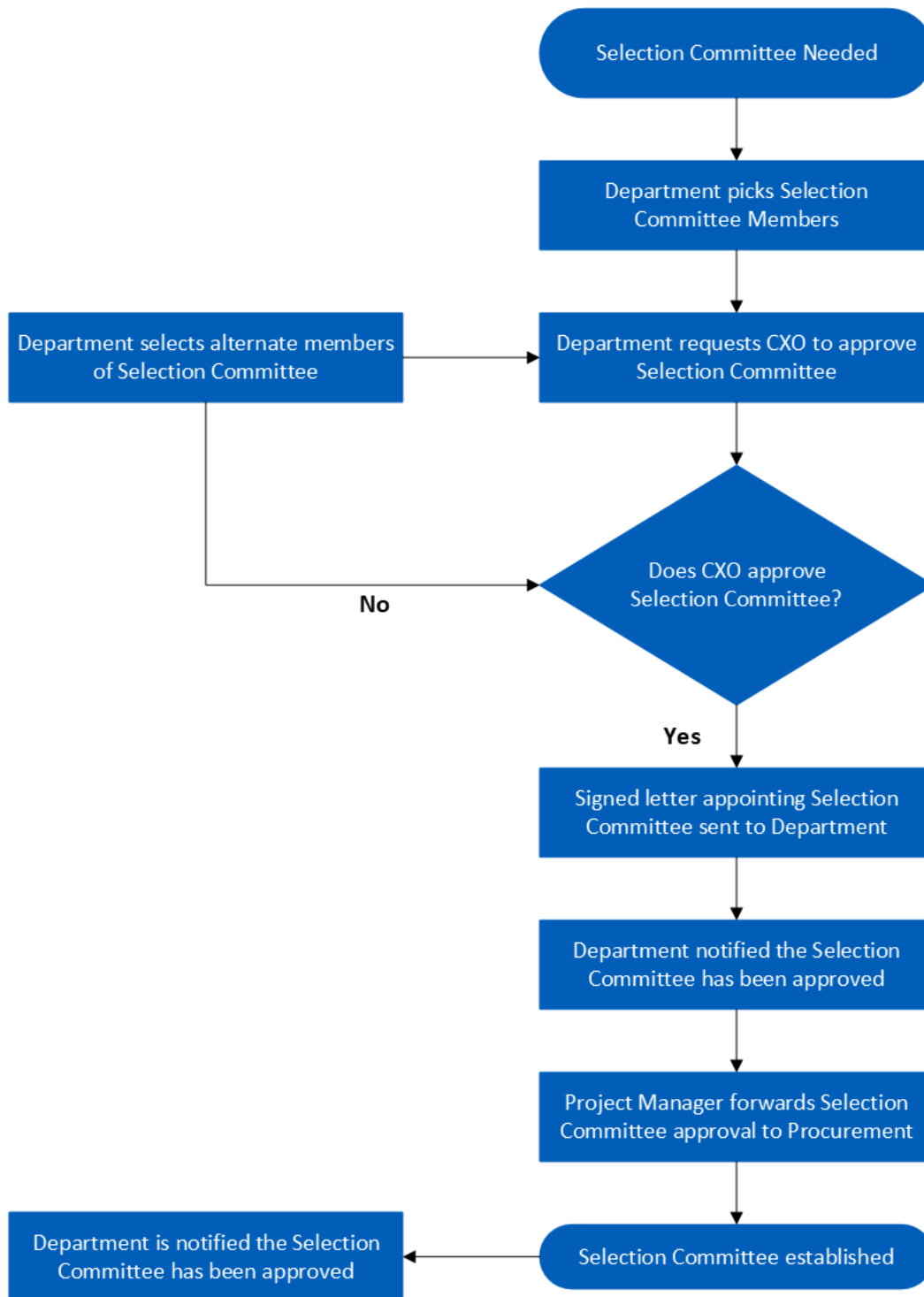


Figure 3: 2.1.4 Appoint A/E Selection Committee Process

2.1.5 Establish Scope of Work - Design

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

Directors of:

- Parks & Recreation
- Facilities & Fleet Management
- Transportation

Process Manager

Project Managers of:

- Parks & Recreation
- Facilities & Fleet Management
- Transportation

Description

During the CIP process, a preliminary Scope of Work (SOW) is developed for the project as part of the project description. Because a project can be listed in the CIP for a few years before it begins, the scope needs to be thoroughly reviewed & modified prior to submitting to Procurement for the formal RFP process.

This process includes reviewing the various stakeholders who will operate within & maintain the facility and/or project, determining the special features the project may have (i.e., security systems, generators, etc.), identifying the site & stating the needs that will be included in the project. Once this is completed, the scope of work is then forwarded to Procurement along with the requisition and the Solicitation Information Form for RFP Professional Engineering Services for the issuance of an RFP.

Contacts & Roles: Organization, Entity, or Individual

- Coordinate & gather information on various aspects & needs of the project.
 - The following Divisions, if applicable:
 - Public Works
 - Facilities & Fleet Management
 - Buildings & Grounds (B&G)
 - Property Management
 - Environmental Services
 - Transportation
 - Others if applicable

Timelines: Deadlines, Critical Path Items

1. Scope of Work (SOW)
2. Request for Proposal (RFP)
3. Task Order

Materials

- Scope of Work (SOW)

Forms

- Solicitation Information Form for RFP Professional Engineering Services

Reference to Other Processes

- Precedes 2.1.6 Request for Proposal (RFP) on page 17

2.1.6 Request for Proposal (RFP)

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

- Procurement
- Finance

Process Manager

- Capital Procurement Officer
 - Procurement
 - Finance

Description

An RFP is a formal solicitation & is the procurement mechanism used to acquire professional services where technical merit is the primary basis for award consideration. Factors such as quality, negotiated fees, availability & offeror's capability can be award factors in the acquisition of services. An RFP is used for projects where an existing contract or open-ended A/E consultant cannot be utilized as well as for any project that exceeds the threshold stated in the Professional Services section of the Procurement Regulations. Existing architectural and engineering professional term contract thresholds are in accordance with Section 2.2-4303.1 of the Virginia Public Procurement Act (VPPA). To acquire services under existing open-ended professional County contracts, go to the 2.2.11 Task Order process (see page 44).

Contacts & Roles: Organization, Entity, or Individual

- Provide information as requested by Procurement
 - County Department
- Procurement and contract process oversight
 - Procurement
- Approve contract by resolution
 - BOCS

Timelines: Deadlines, Critical Path Items

Not applicable.

Materials

- Solicitation Document(s)
- Automated forms in Mobius (see 2.8.4 Mobius Financial Management Software on page 197).
- Procurement Regulations

Forms

- Solicitation Information Form for RFP Professional Engineering Services

Reference to Other Processes

- Follows 2.1.5 Establish Scope of Work - Design on page 15.
- Precedes 2.2.1 Programming on page 19.

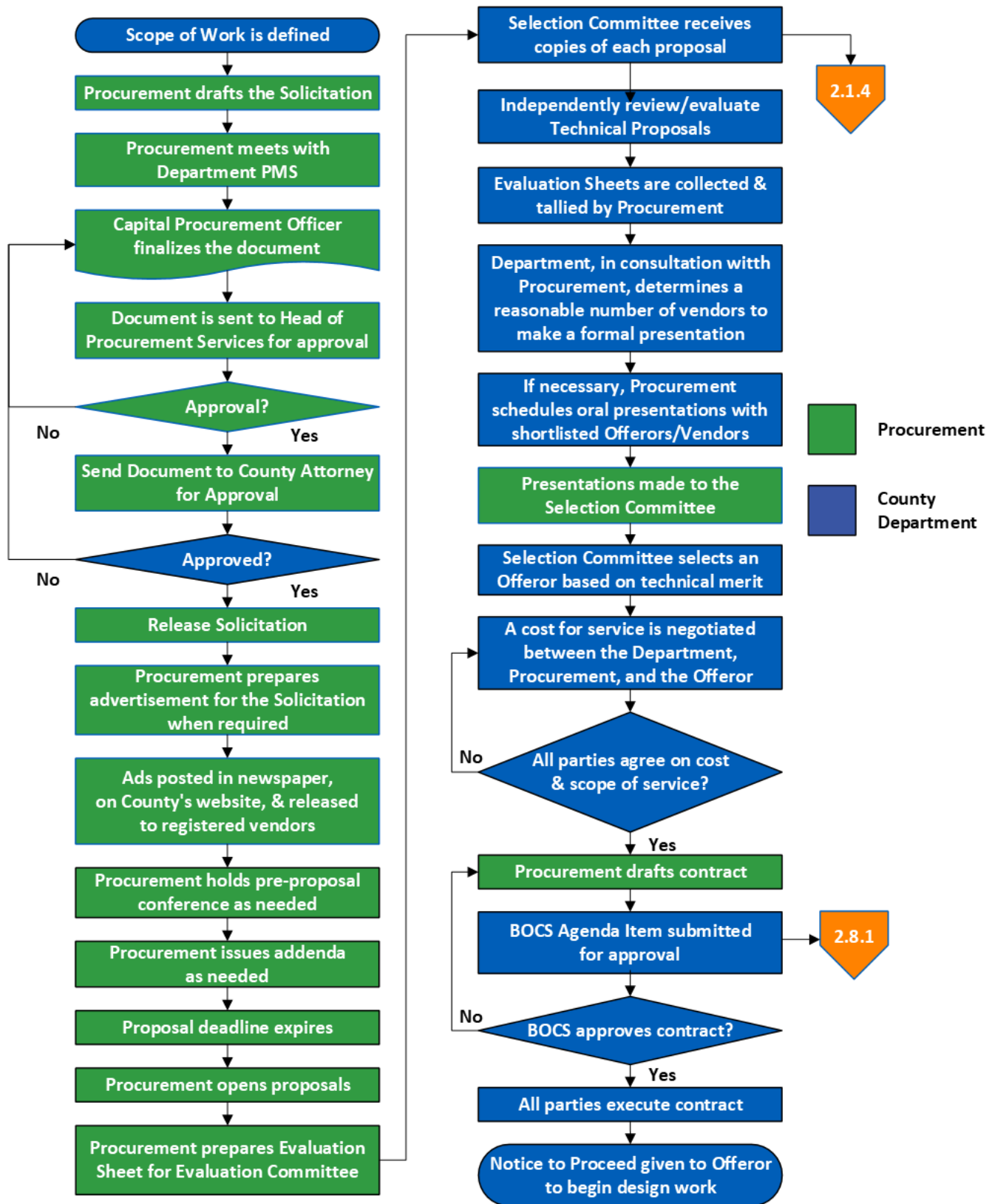


Figure 4: 2.1.6 Request for Proposal Process

2.2 Design

2.2.1 Programming

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

Directors of:

- Parks & Recreation
- Facilities & Fleet Management

Process Manager

Project Managers of

- Parks & Recreation
- Facilities & Fleet Management

Description

The program lays out the use of a proposed facility. Programming addresses the human physical & external factors influencing facility design. Also included are the external requirements & standards, such as planning & zoning ordinances, building codes and other related regulations. It is during the programming phase that the general size & character of the facility are established.

Contacts & Roles: Organization, Entity, or Individual

- Provide information specific to programming
 - User Agencies
 - For Parks & Recreation:
 - User Divisions
 - Partners
 - Community Stakeholders
- Provide technical information on the building systems operations
 - Facilities & Fleet Management: Buildings & Grounds (B&G)
 - Parks & Recreation: Maintenance and Operations Division
- Provide specific information on space standards, furniture, and interior finishes.
 - Property Management
- Provide technical expertise
 - A/E Consultant
- Provide overall guidance & coordination
 - Facilities & Fleet Management: Facilities Construction Management
 - Parks & Recreation: Planning & Capital Projects Division
- Provide technical information with data and telephones
 - Department of Information Technology (DoIT)
- Provide information concerning Resource Protection Areas (RPA), etc.
 - Environmental Management

Timelines: Deadlines, Critical Path Items

1. Obtain information on Resource Protection Areas from Environmental Management.
2. Obtain Geotechnical Report.

Materials

- Building Program
- Massing Diagram

Forms

Not applicable

Reference to Other Processes

Not applicable.

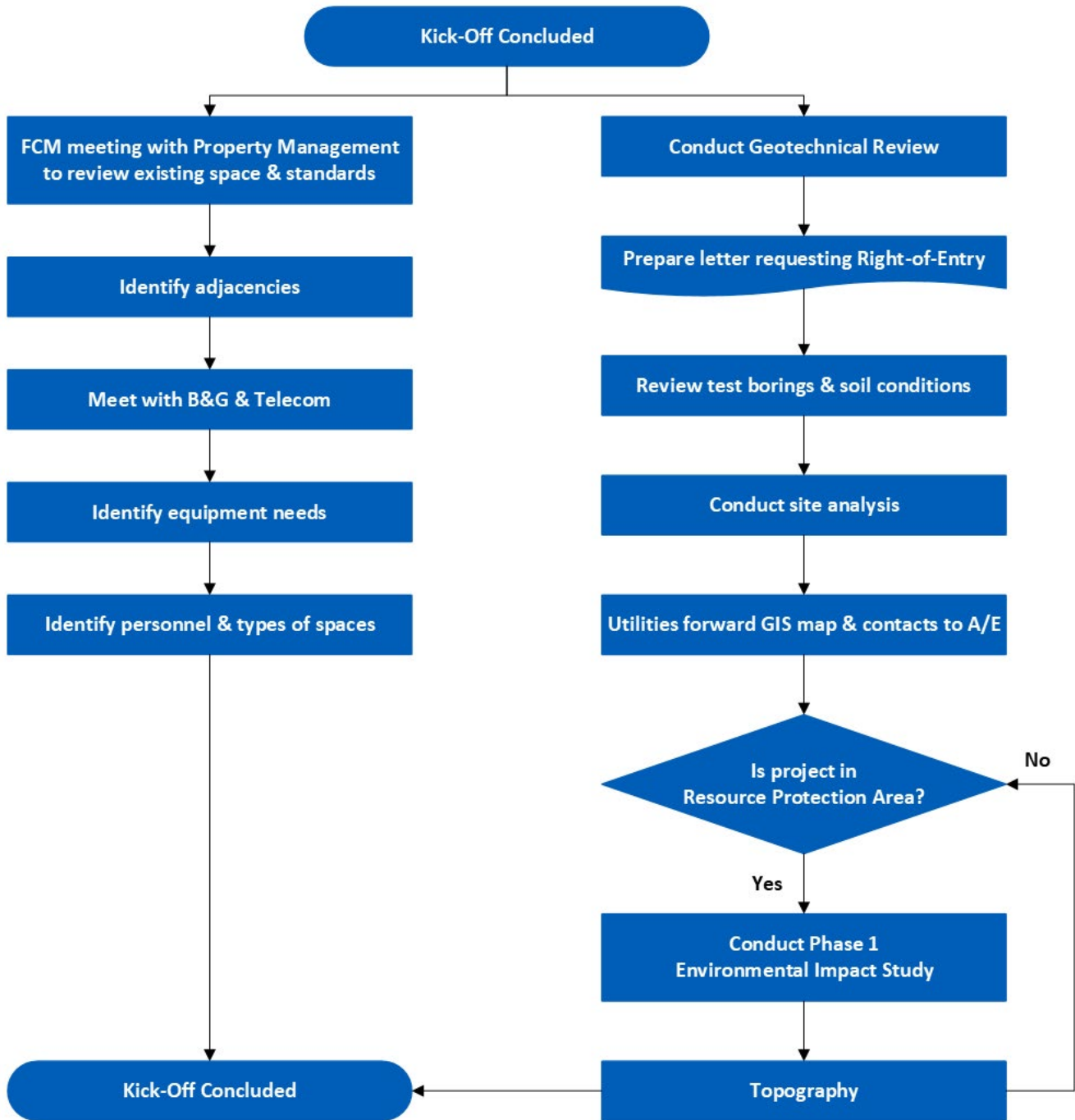


Figure 5: 2.2.1 Programming Process

2.2.2 Public Hearings

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

Clerk of:

- BOCS
- VDOT

Process Manager

Project Managers of:

- Parks & Recreation
- Facilities & Fleet Management
- Transportation

Description

A Public Hearing is a meeting held by the County to elicit public comment on proposed or ongoing projects.

A Public Hearing may be required:

- when determined by the Planning Office as part of a Public Facilities Review;
- when property acquisition is needed;
- when a utility needs to be relocated;
- or, when a Public Information Meeting has not been conducted.
 - This meeting is required on a case-by- case basis.

Contacts & Roles: Organization, Entity, or Individual

- Prepare documentation for a public hearing
 - Project Manager(s)
- Advertises the Public Hearing
 - County Department
 - Facilities & Fleet Management
 - Transportation
 - Parks & Recreation:
 - Clerk's Office
- Authorizes and holds Public Hearing
 - BOCS

Timelines: Deadlines, Critical Path Items

1. BOCS approves a Public Hearing.
2. Advertise the Public Hearing.
3. Draft BOCS Agenda Item to approve the final design.

Materials

- BOCS Agenda Item

Forms

Not applicable

Reference to Other Processes

- Precedes
 - 2.2.12 Design Development on page 47
 - 2.2.13 Design Development (Roads) on page 49

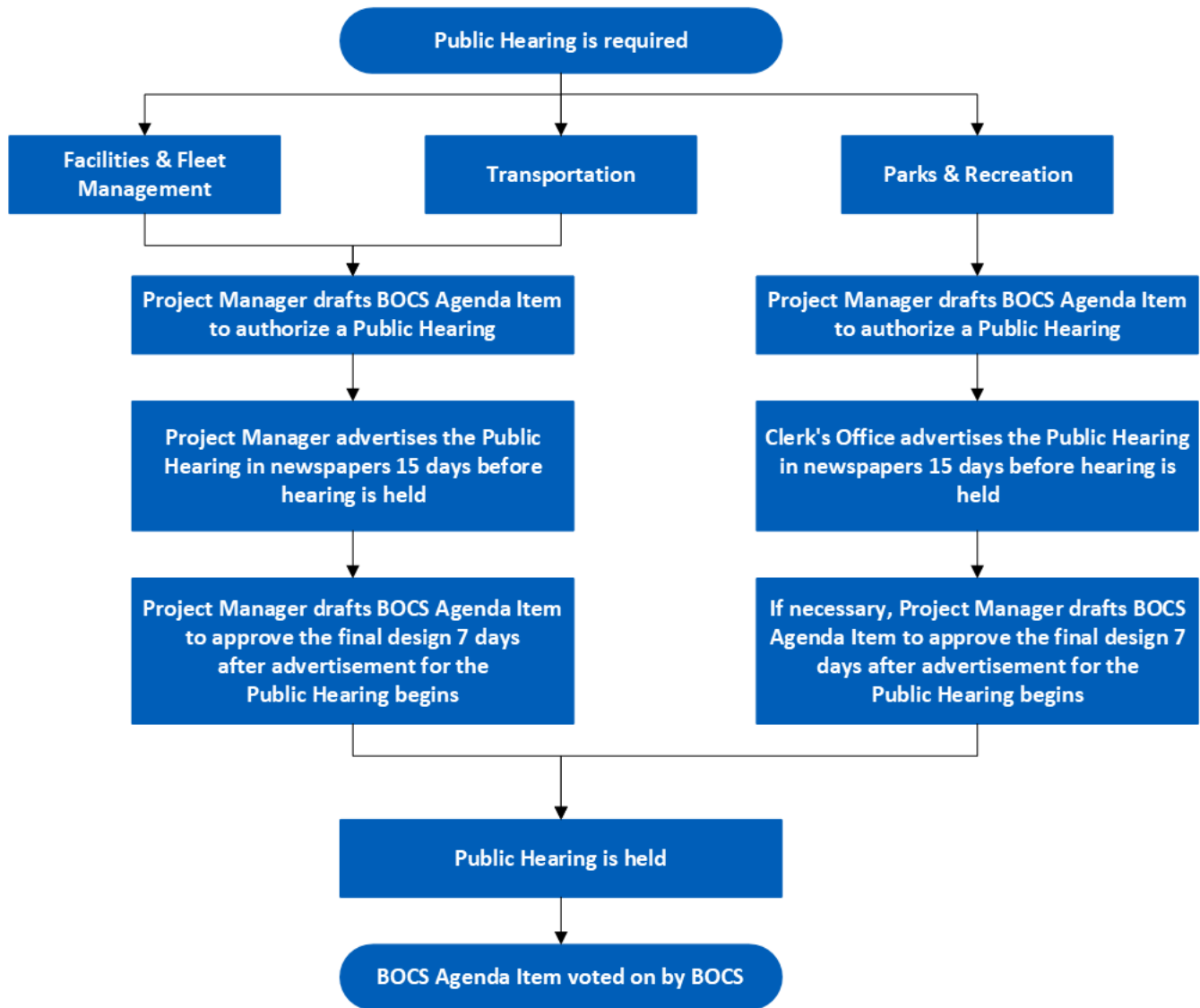


Figure 6: 2.2.2 Public Hearings Process for Locally Funded Project

Task/Submittal/File Documentation	Locality Responsibility	VDOT Project Coordinator Responsibility	Submittal Timing/Recordkeeping Requirements
Determination of public participation requirements	Prepare and submit to Project Coordinator	Concur with locality decision	@ Scoping
Notice of Public Hearing in newspaper (2x) and posting	Post and send notice to Project Coordinator	N/A	Not less than 30 days prior to Public Hearing. Approximately one week prior to Public Hearing
Notice of Willingness to Hold a Public Hearing in newspaper (2x) and other appropriate notifications	Post and send notice to Project Coordinator	Project Coordinator reviews for completeness. Support is available.	Not less than 15 days prior to the expiration of willingness period and approximately one week prior to expiration date of willingness.
Draft of Project information Sheet(s) section 3.03 and Appendix A-1 of the Public Involvement Manual includes a listing of the suggested documents for Public Information session/Public Hearing.	Prepare and submit to Project Coordinator	Project Coordinator Reviews for completeness. Support is available from Public Affairs office If needed.	30 days prior to hearing
Draft Project Information Sheet(s)	N/A	Review and provide comments to locality. Support is available from Public Affairs office if needed.	10 business days
Final Project Information Sheet(s)	Prepare for public hearing	N/A	5 days prior to hearing
Conduct the Public Hearing- Section 3.05 and Appendix A-3 of the Public Involvement Manual provides guidance on holding a Public Hearing	N/A	N/A	N/A
PH Transcript Appendix A-5 (Transcript Submission) of the Public	Prepare and submit to Project Coordinator	Process in accordance with Tiered Project oversight process.	Prepared and submitted to VDOT Project Coordinator 15 days after close of written comment period; final comments provided to LPA within 15 days of their submittal
Location and/or design approval in accordance with Tier 1/ Tier 2 processes and VDOT's Public Involvement Manual, Location and/or Design Approval Flow Charts.	N/A	Commonwealth Transportation Board for location, Chief engineer for design	45 days for Commonwealth Transportation Board approval, 30 days for design approval

State funded Project Process Retrieved from LAP Manual, Project Development VDOT.

Figure 7: 2.2.2 Transportation Public Hearings Process Table for State Funded Project

2.2.3 Public Information Meeting

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

Directors of:

- Parks & Recreation
- Facilities & Fleet Management
- Transportation

Process Manager

Project Managers of:

- Parks & Recreation
- Facilities & Fleet Management
- Transportation

Description

The Public Information Meeting process is recommended when citizens are impacted by the project. The meeting is conducted to obtain citizens' feedback. Generally, the meeting is held at about 30% and 60% of design completion. The District Supervisor attends the informational meeting.

Contacts & Roles: Organization, Entity, or Individual

- Conducts the meeting
 - Department Director
- Attends the meeting
 - District Supervisor
 - Department Staff
 - Provide answers to questions as applicable.
- Provides feedback
 - Citizens
- Provides technical expertise
 - A/E Consultant

Timelines: Deadlines, Critical Path Items

Not applicable

Materials

- Building program

Forms

Not applicable

Reference to Other Processes

Not applicable

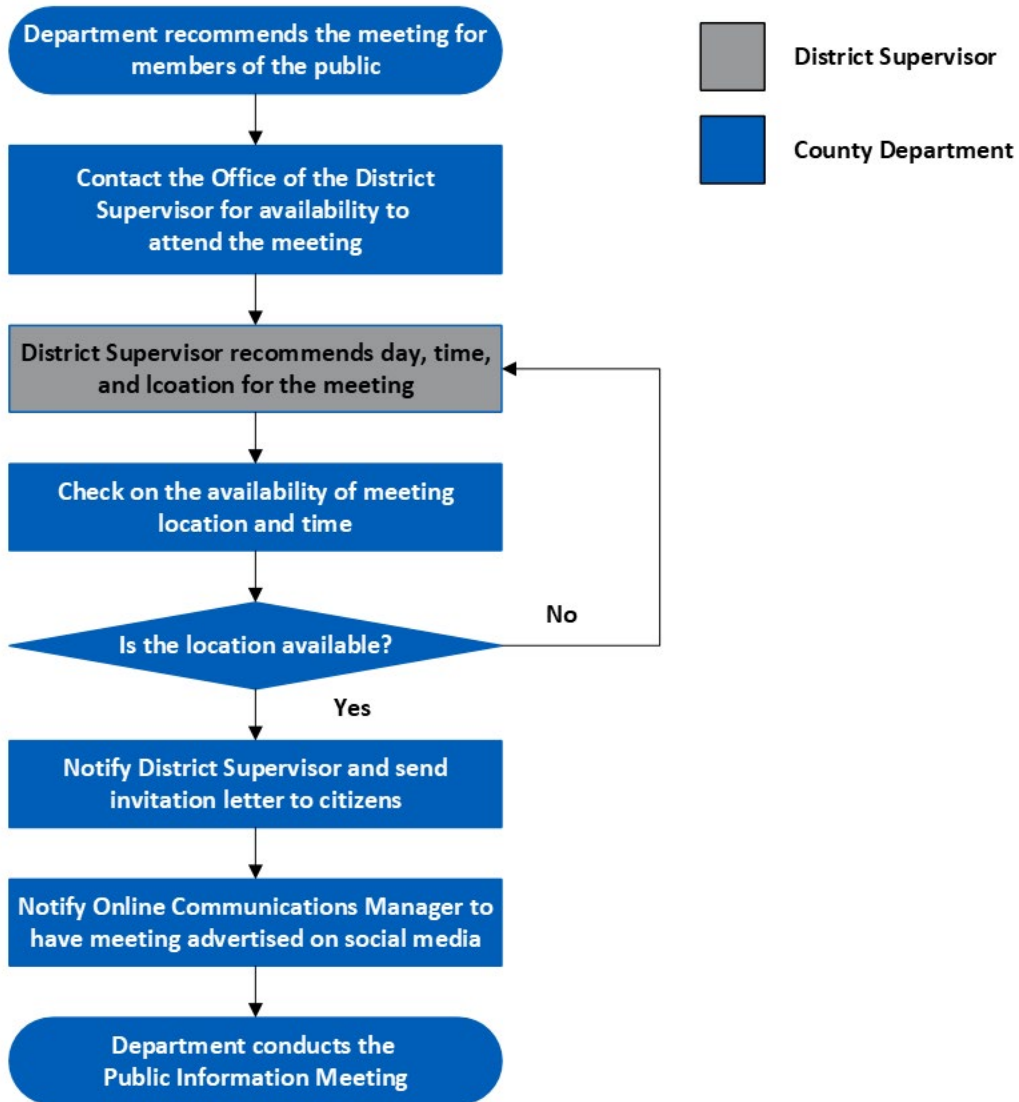


Figure 8: 2.2.3 Public Information Meeting Process

2.2.3B Public Information Gathering (In addition to-Meeting)

Applicable to:

- Parks

Process Owner

Directors of:

- Parks & Recreation

Process Manager

Project Managers of:

- Parks & Recreation

Description

The Public Information Gathering process is recommended when citizens are impacted by the project. During the project planning process, online surveys or other community feedback gathering is performed to solicit citizen input.

Contacts & Roles: Organization, Entity, or Individual

- Determines the need for community outreach
 - Department Director
- Conduct online survey
 - Department Communications staff
 - Build and publish online survey
 - Send out public announcement via email and community newsletters
 - Close survey on published closing date
 - Review survey results and provide report
 - Department Staff
 - Provide answers to questions as applicable.
- Focus Group Meeting for Stakeholders
 - Prior to Focus Group meeting, develop stakeholder questions
 - Communications Staff
 - Planning Staff
- Provides feedback
 - Citizens
- Review community outreach results
 - Department Staff
 - Department Director

Timelines: Deadlines, Critical Path Items

Not applicable

Materials

- Online survey builder

Forms

Not applicable

Reference to Other Processes
Not applicable

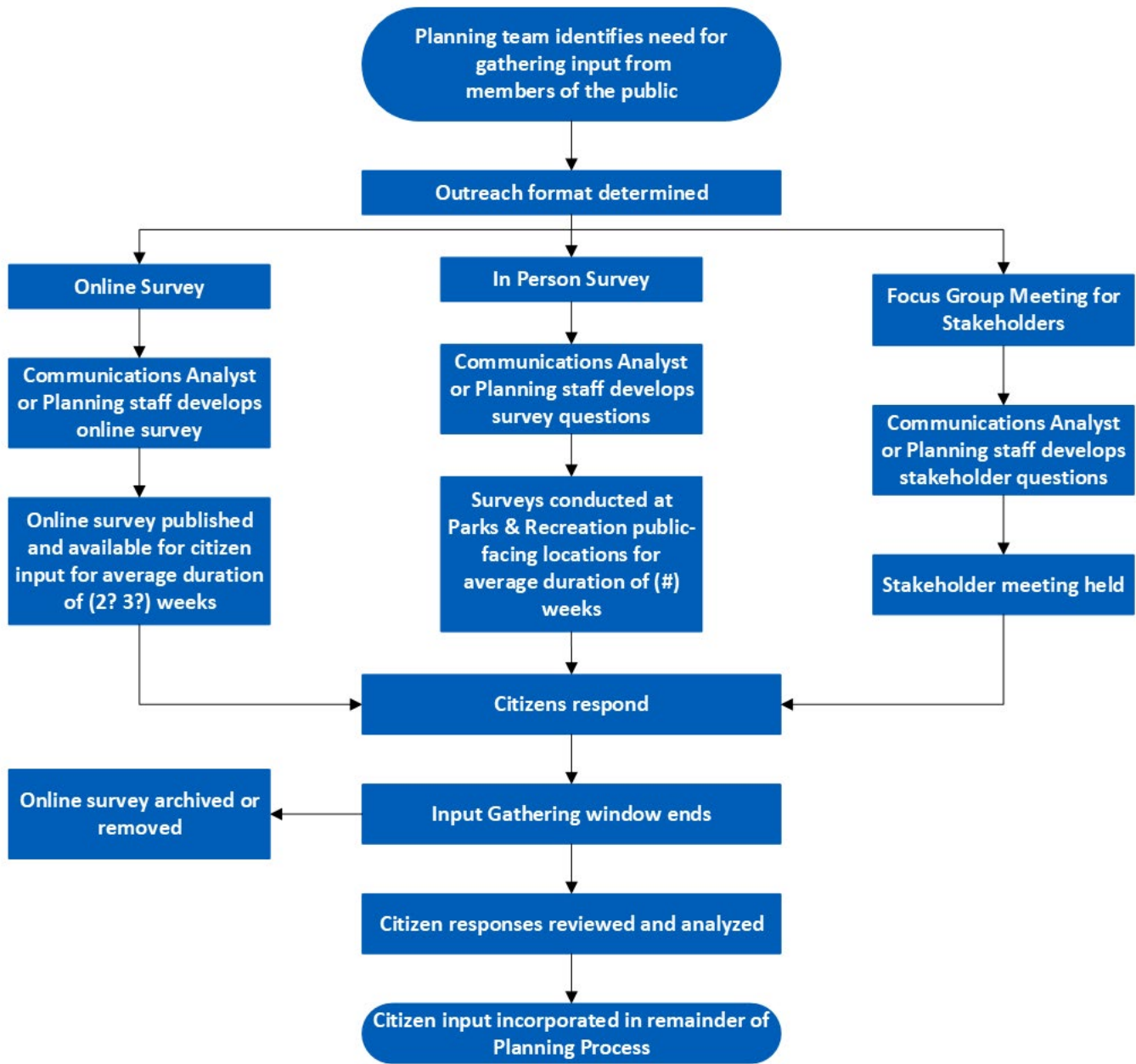


Figure 9: 2.2.3B Public Information Gathering Process

2.2.4 Alternative Analysis

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

Directors of:

- Parks & Recreation
- Facilities & Fleet Management
- Transportation

Process Manager

Project Managers of:

- Parks & Recreation
- Facilities & Fleet Management
- Transportation

Description

Alternative analysis is the opportunity for BOCS and the public to respond to alternatives in the project. In the case of roads, it may be a particular alignment; in the case of buildings, it may be location, scale, and character of the proposed facility. Several variables can be determined in the alternative analysis. Approval of a preferred alternative allows the architectural or engineering services to proceed to final design.

Process Items to Consider:

- 1) Project should already have determined beginning and end.
- 2) Project Manager should analyze project.
- 3) Project Manager should come up with 3-4 possible alternatives.
- 4) Project Manager should analyze all possible alternatives for traffic, right-of-way impact, etc.
- 5) Project Manager should conduct Public Information Meeting.
- 6) Project Manager should gather citizen input.
- 7) Project Manager should present recommended alternative to BOCS.

Contacts & Roles: Organization, Entity, or Individual

- Provide design, recommendations, and any materials needed for BOCS decision.
 - A/E Consultant
- Select alignment for Roads and determine building character on case-by-case basis
 - BOCS
- Provide feedback at Public Information Meetings
 - Citizens
- Provide locations and impact of location on project
 - Utility Companies
- Provide technical support for road alignments
 - VDOT
- Provide technical support as needed
 - Other County Agencies

- Provide coordination as needed with prospective road alignments
 - Developer

Timelines: Deadlines, Critical Path Items

1. Draft Conceptual Plan in a format that can be presented in a public forum.
2. For road alignment, either a Public Information Meeting or Public Hearing must be conducted prior to BOCS selection of the alternative.
3. BOCS approval is required for road alignment but is optional for building character.
4. Once an alternative is selected, the Project Manager can send the plans to VDOT for approval, if applicable.

Materials

- BOCS Agenda Item
- Transmittals

Forms

Not applicable

Reference to Other Processes

- Occurs throughout
 - 2.2.2 Public Hearings on page 22
 - 2.2.3 Public Information Meeting on page 25

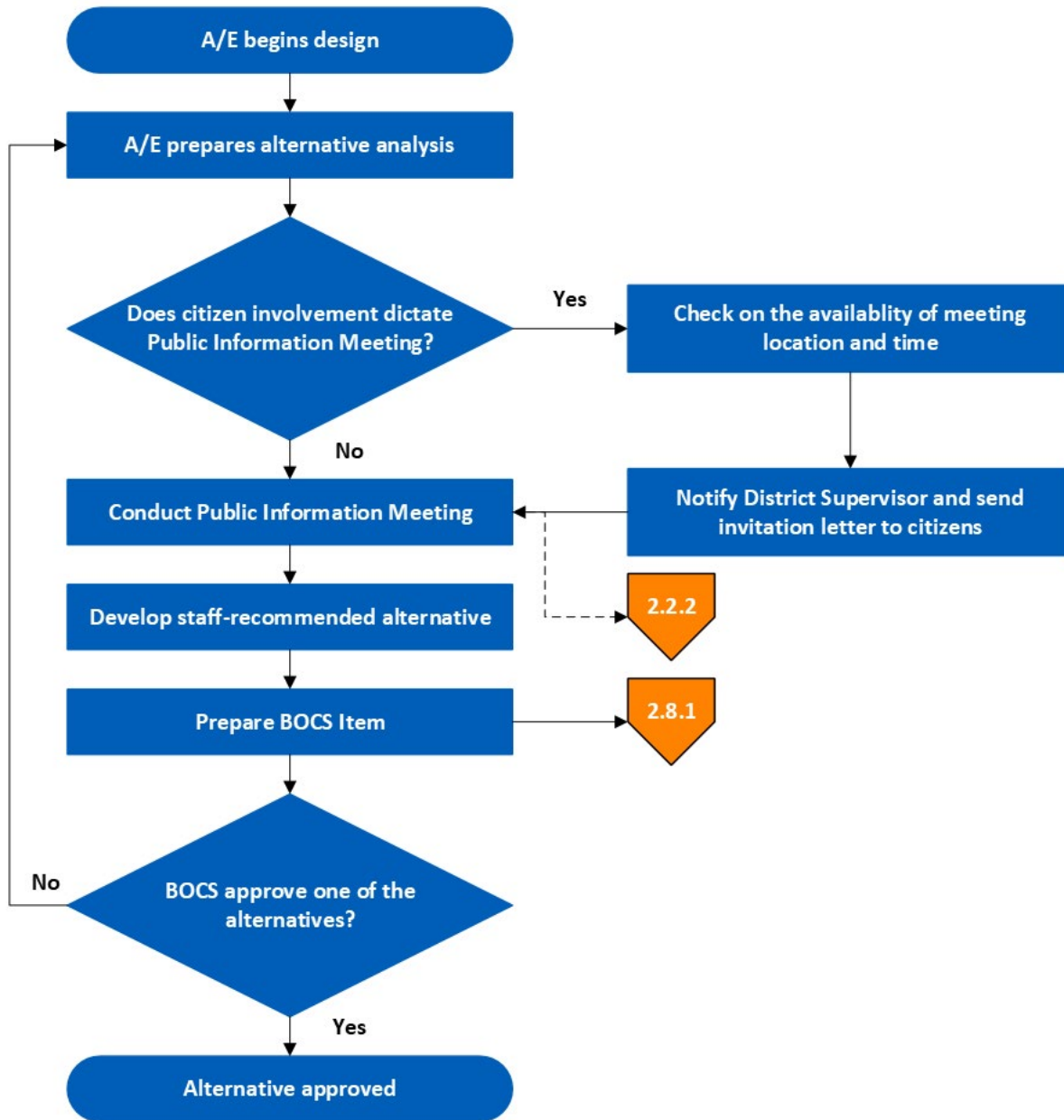


Figure 10: 2.2.4 Alternative Analysis Process

2.2.5 Contract Modifications

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

Director of Procurement

Process Manager

Project Managers of:

- Parks & Recreation
- Facilities & Fleet Management
- Transportation

Description

Changes to a contract for professional services are done through a contract modification. Contract modifications occur when the consultant and County agree that additional work is needed to successfully design the project. Changes may occur because of a change in the original scope of work, specific unforeseen obstacles which require variation from the original plan, or the addition of other features or options to the project.

Notes:

- Any changes in design that are outside of the original scope of work need to be modified in writing;
- The Project Manager must obtain an estimate for the modifications;
- If approved, Project Manager sends to Procurement;
- The Capital Procurement Officer reviews the contract modification and confirms it can be routed for signature.
 - If changes are required, the contract modification is returned to the Project Manager to make the requested changes.
- If the amount of the modification is within 25%, or less than \$50,000, of the original contract, then the Director or authorized designee may approve the modification;
- If the amount of the modification is more than \$50,000 or 25% of the original contract, the contract modification must be approved by the BOCS.
- Every time there is a contract modification, the original amount will change to the original+ the modification amount or the original + any previous modification amounts + the new modification. So, 25% should be based on that amount which is original + all modifications unless a higher amount is approved by the BOCS.

Contacts & Roles: Organization, Entity, or Individual

- Requests and negotiates scope and cost of contract modification.
 - A/E Consultant
- Initiate contract modification & sends to Procurement for review.
 - Project Manager
- Verify availability of funds, process the modification, and coordinate with procurement.
 - Departmental accounting staff
- Review documentation, process, and approve purchase order increase and modification
 - Procurement

- Route approved contract modification through contractor/consultant and then Procurement.
 - Project Manager

Timelines: Deadlines, Critical Path Items

1. Procurement approval
2. BOCS approval

Materials

- Contract Modification
- BOCS Agenda Item

Forms

- Contract Modification Form

Reference to Other Processes

- Precedes
 - 2.2.12 Design Development on page 47
 - 2.2.13 Design Development (Roads) on page 49
- Occurs throughout
 - 2.8.1 Board Agenda on page 191

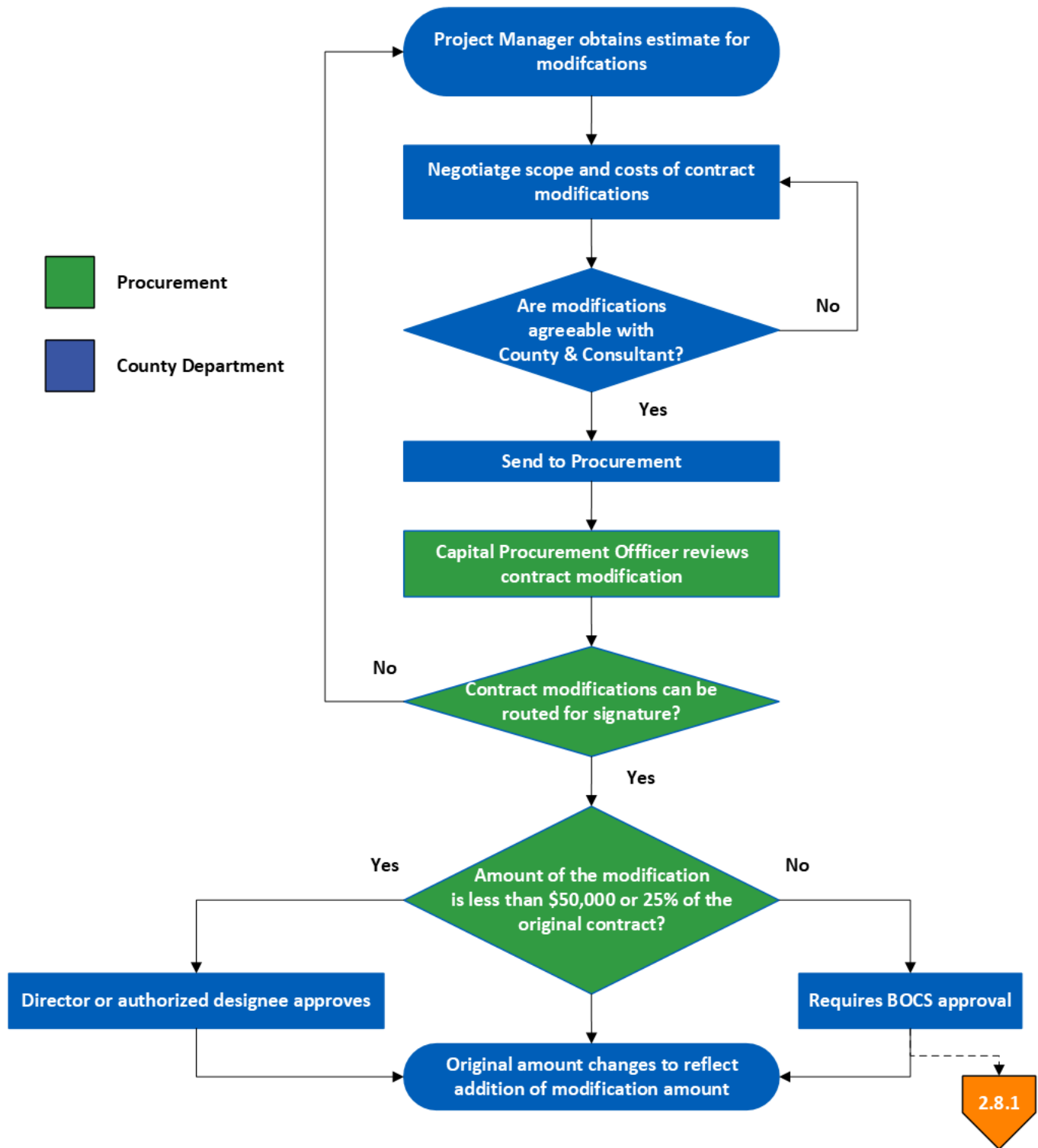


Figure 11: 2.2.5 Contract Modifications Process

2.2.6 Design Field Inspection

Applicable to:

- Roads

Process Owner

Director of Transportation

Process Manager

Project Manager(s) of Transportation

Description

When the design on a state and/or federal road project is 30% complete all involved parties are invited to formally review the project. As part of the review a field visit is conducted.

Contacts & Roles: Organization, Entity, or Individual

- Work with department staff to review design status
 - A/E Consultant
- Work with A/E Consultant to review design status
 - Department staff

Timelines: Deadlines, Critical Path Items

1. Estimates

Materials

- Transmittals

Forms

Not applicable

Reference to Other Processes

- Concurrent with 2.2.13 Design Development (Roads) on page 49

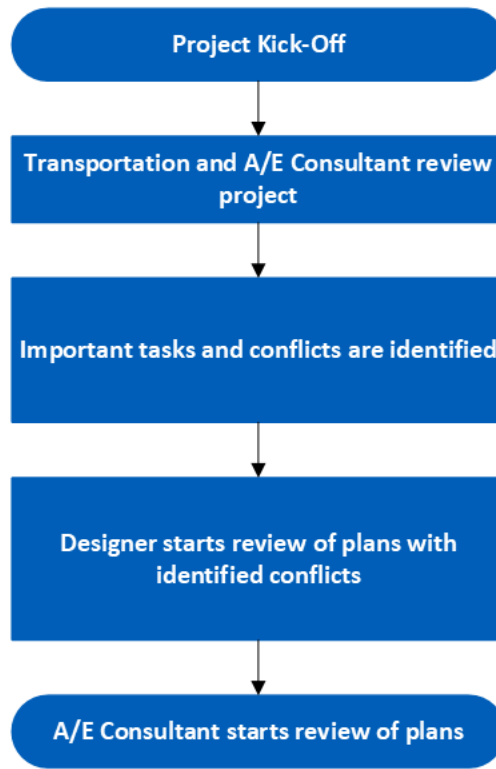


Figure 12: 2.2.6 Design Field Inspection Process

2.2.7 Schematic Design

Applicable to:

- Buildings
- Parks

Process Owner

Directors of:

- Parks & Recreation
- Facilities & Fleet Management

Process Manager

Project Managers of

- Parks & Recreation
- Facilities & Fleet Management
- Facilities Construction

Description

The schematic design phase takes the programming information and puts it into a graphic/presentation. Schematic plans often include 1 to 2 alternate designs.

The primary objective of the schematics phase is to arrive at a clearly defined, feasible concept and present it in a way that the end user can understand. A professional cost estimate is prepared as part of the process to ensure the project is within budget. If the budget is exceeded, then the schematic plans must be revised to be within the approved budget.

Contacts & Roles: Organization, Entity, or Individual

- Review & advise on possible (site) conflicts
 - Planning
- Review & advise on building code issues
 - Building Development
- Review and approve operational issues resolution
 - Facilities & Fleet Management: Buildings & Grounds (B&G)
 - Parks & Recreation: Maintenance and Operations Division
- Review for compliance to standards
 - Facilities & Fleet Management: Facilities Construction Management (FCM)
 - Parks & Recreation: Planning & Capital Projects Division
- Review technological aspects of the design
 - Department of Information Technology (DoIT)

Timelines: Deadlines, Critical Path Items

1. Review time
 - a. In-house review by users
 - i. Buildings & Grounds
 - ii. Property Management

Materials

- Drawings by consultants

- Building program

Forms

Not applicable

Reference to Other Processes

- Precedes 2.2.2 Public Hearings on page 22

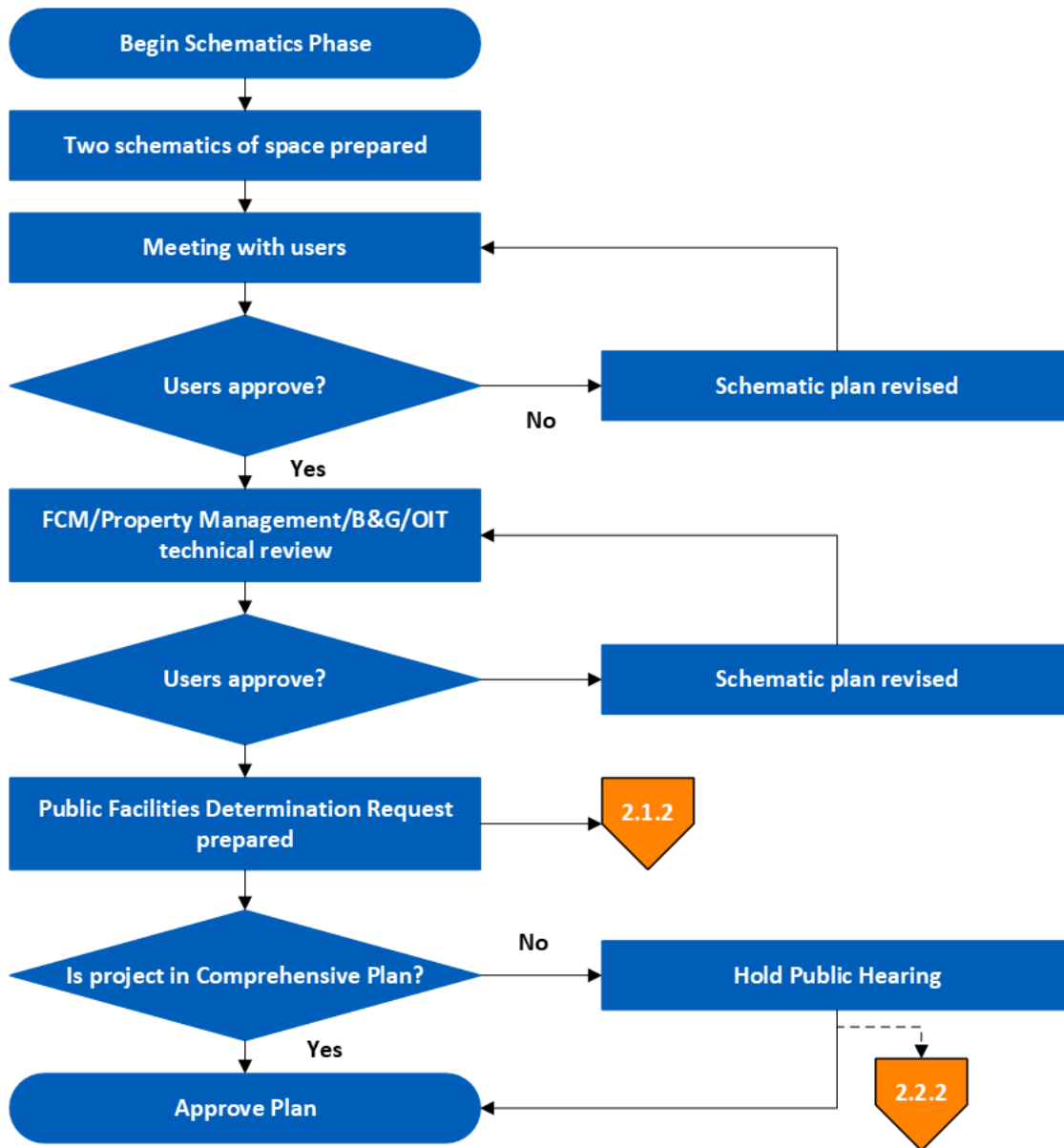


Figure 13: 2.2.7 Schematic Design Process

2.2.8 Environmental Impact Studies

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

Directors of:

- Parks & Recreation
- Facilities & Fleet Management
- Transportation

Process Manager

Project Managers of

- Parks & Recreation
- Facilities & Fleet Management
- Transportation

Description

Environmental impact studies must be performed by the consultant to determine the impact of the project on streams, rivers, wildlife, wetlands, and other environmentally sensitive ecosystems.

Contacts & Roles: Organization, Entity, or Individual

- VDOT (not applicable to Parks & Recreation)
- Transportation
- Department of Environmental Quality (DEQ)
- BOCS
- Citizens
- Developers
- County Agencies

Timelines: Deadlines, Critical Path Items

1. VDOT/Transportation Review
2. 60% Plans
3. National Environmental Policy Act (NEPA) Process
4. Environmental Resource Survey

Materials

- NEPA Permit
- VDOT
- Transmittals

Forms

Not applicable

Reference to Other Processes

Not applicable

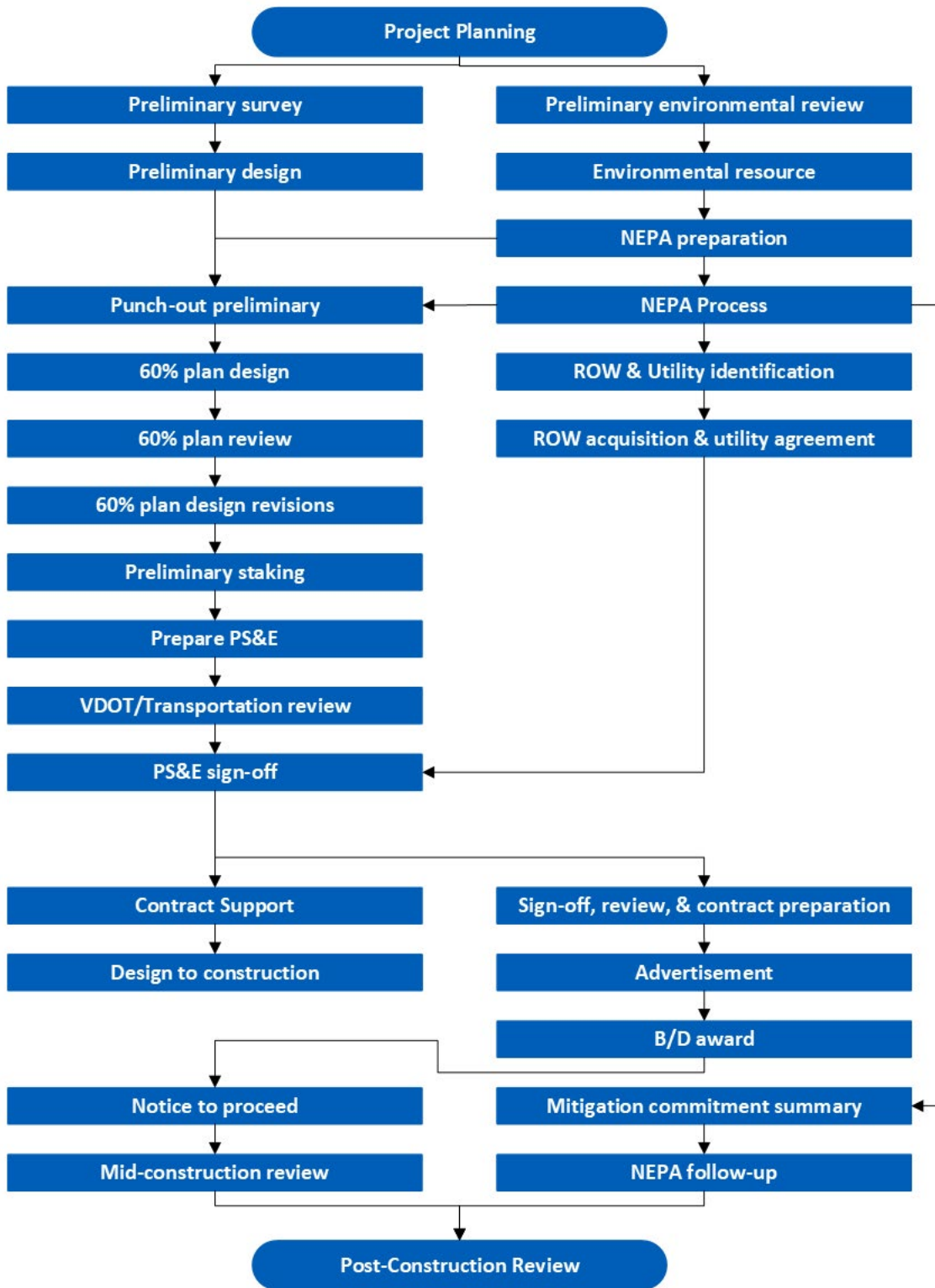


Figure 14: 2.2.8 Environmental Impact Studies Process

2.2.9 Environmental Permitting

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

Directors of:

- Parks & Recreation
- Facilities & Fleet Management
- Transportation

Process Manager

Project Managers of

- Parks & Recreation
- Facilities & Fleet Management
- Transportation

Description

This section outlines a process for merging the elements of the NEPA permitting process relating to all County road bond and Capital Improvement Program (CIP) projects. This process assures the environmentally sound and effective development of major county, state, or federally funded projects.

Contacts & Roles: Organization, Entity, or Individual

- Review and approve
 - Transportation
 - If applicable:
 - VDOT
 - Public Works
 - Department of Environmental Quality (DEQ)

Timelines: Deadlines, Critical Path Items

1. NEPA Preparation
2. Prepare Finding of No Significant Impact (FONSI)
3. Prepare Categorical Exclusion
4. Prepare Environmental Impact Study (EIS)
5. Prepare Record of Decision (ROD)

Materials

- EIS
- FONSI
- NEPA Permit
- ROD
- Transmittals

Forms

Not applicable

Reference to Other Processes

- Precedes 2.2.8 Environmental Impact Studies on page 39

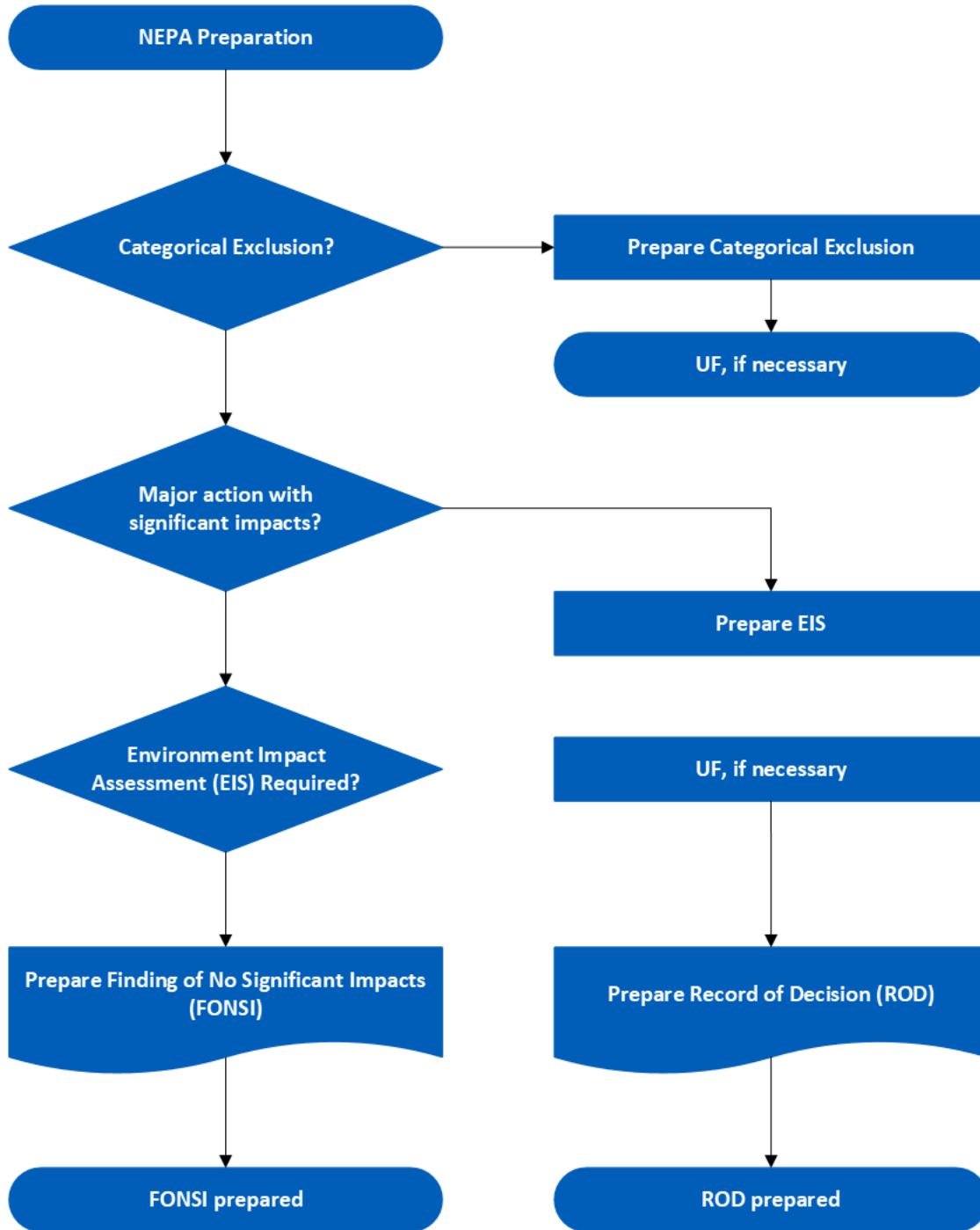


Figure 15: 2.2.9 Environmental Permitting Process

2.2.10 Interior Design

Applicable to:

- Buildings
- Parks

Process Owner

Directors of:

- Parks & Recreation
- Facilities & Fleet Management

Process Manager

Project and Property Managers of

- Parks & Recreation
- Facilities & Fleet Management

Description

Interior Design services are procured and are contracted as part of the A/E services (preferred). An alternate means of procuring services is use of Property Management's interior design contracts.

Contacts & Roles: Organization, Entity, or Individual

- Review needs
 - Department of Information Technology (DoIT)
 - Buildings & Grounds (B&G)
 - Maintenance and Operations
 - Facility End User Division(s)
- Review and evaluate bids if contracted separately. If interior design is procured through FCM Architect/Engineer, Property Management is involved throughout the design
 - Property Management
- Coordinate process with architect/engineer team
 - Facilities Construction Management (FCM)
- Provide feedback
 - Users

Timelines: Deadlines, Critical Path Items

1. Schematic Design

Materials

Not applicable

Forms

- Cost Proposal Form for Interior Design Services

Reference to Other Processes

- Follows
 - 2.2.1 Programming on page 19
 - 2.2.7 Schematic Design on page 37
- Occurs throughout
 - 2.2.4 Alternative Analysis on page 29

2.2.11 Task Order

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

Directors of:

- Parks & Recreation
- Facilities & Fleet Management
- Transportation

Process Manager

Project Managers of

- Parks & Recreation
- Facilities & Fleet Management
- Transportation

Description

A task order is a contract mechanism used to acquire services from an established open-ended professional services contract.

Task orders can be issued for services, such as professional (architect commissioning, materials testing, special inspections, third party inspections, cost estimating, etc.)

The task order guideline, which include the entire process, and the requirements can be found under Procurement forms on the County's intranet.

Contacts & Roles: Organization, Entity, or Individual

- Approve task order
 - Procurement
- Create SOW and negotiate cost
 - Project Manager

Timelines: Deadlines, Critical Path Items

1. Scope of Work (SOW)
2. Design Development
3. Cost Proposal
4. Performance Period

Materials

- A/E Consultant proposal

Forms

- Task Order Form

Reference to Other Processes

- Occurs throughout:
 - 2.2.12 Design Development on page 47
 - 2.2.13 Design Development (Roads) on page 49
 - 2.5.2 Negotiate Fee Arrangement on page 135
 - 2.5.7 Relocation of Utilities on page 146
 - 2.5.5 Request/Authorize Work on page 142
 - 2.7.5 Budget Transfers on page 186

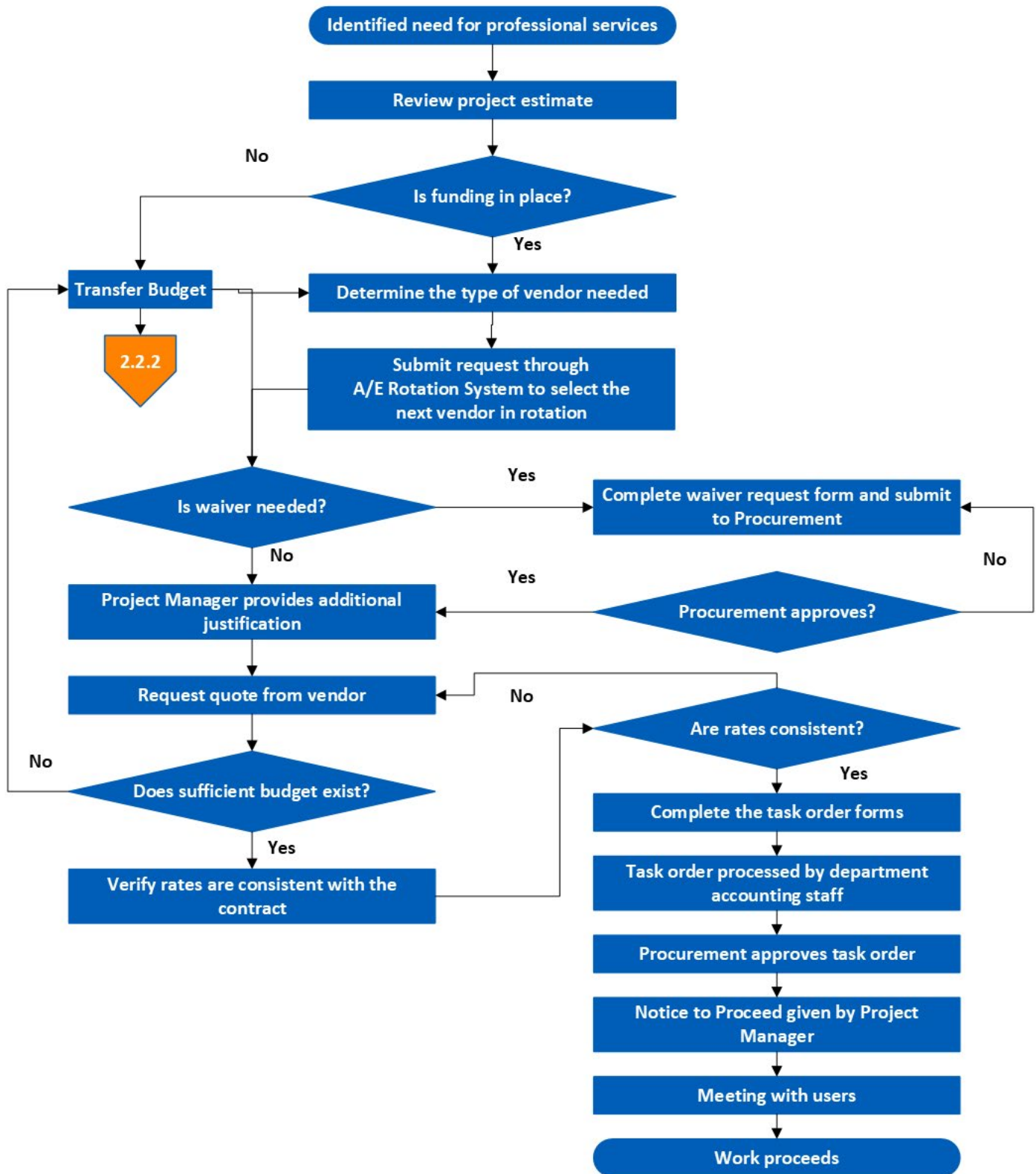


Figure 16: 2.2.11 Task Order Process

2.2.12 Design Development

Applicable to:

- Buildings
- Parks

Process Owner

Directors of:

- Parks & Recreation
- Facilities & Fleet Management

Process Manager

Project Managers of

- Parks & Recreation
- Facilities & Fleet Management

Description

Design Development (DD) for buildings defines and describes all important aspects of the project.

The DD phase produces drawings and specifications that fix and describe the size and character of the project, through the creation of fully developed floor plans, interior and exterior elevations, reflected ceiling plans, wall and building sections, and electrical, mechanical, plumbing and fire protections systems.

Contacts & Roles: Organization, Entity, or Individual

- Manage, facilitate, and coordinate with the consultants, users, and building officials.
 - Facilities Construction Management (FCM)
 - DoIT
 - Project Manager
- Manage, facilitate, and coordinate with Property Management and Environmental Management
 - Project Manager
- Perform design reviews
 - Project Manager
- Provides input on building maintainability and control systems
 - B&G
 - Maintenance and Operations

Timelines: Deadlines, Critical Path Items

1. 50% Review – Internal review by FCM, PM, B&G, and DoIT for compliance to standards and needs.
2. Cost Estimate – If over budget, project needs to be revised to fit budget.

Materials

- Design Drawings
- Professional Cost Estimate

Forms

Not applicable

Reference to Other Processes

- Follows 2.2.7 Schematic Design on page 37

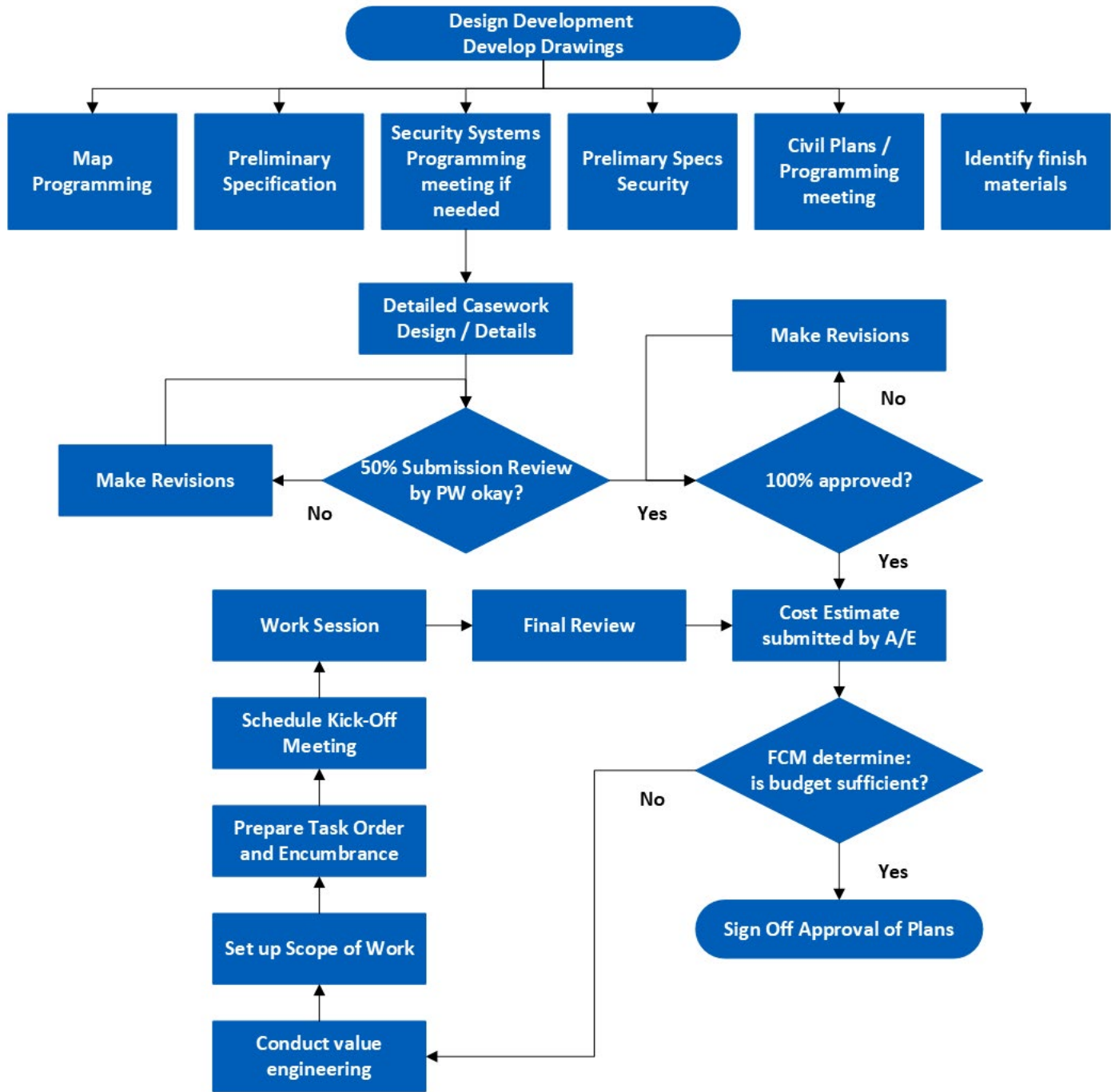


Figure 17: 2.2.12 Design Development Process

2.2.13 Design Development (Roads)

Applicable to:

- Roads

Process Owner

Director of Transportation

Process Manager

Project Manager(s) of Transportation

Description

Design Development (DD) for road projects is the process of hiring a professional services company to develop an approved set of plans ready for construction.

Contacts & Roles: Organization, Entity, or Individual

- Provide technical support
 - VDOT
- Provide input and design alternative selection
 - BOCS
- Provide alternatives and impact feedback
 - Citizens
- Provide coordination with proffered improvements near the County project
 - Developers
- Provide coordination
 - A/E Consultants
- Review project and provide comments
 - County Project Managers

Timelines: Deadlines, Critical Path Items

1. Public Information Meeting – Public Information Meetings are sometimes necessary when citizen involvement or concern is high.
2. BOCS design approval – BOCS selects alternative.
3. 70% submission to VDOT – 70% submission is the first opportunity to receive feedback from VDOT. Approval at 70% is not necessary, but incorporation of comments is required.
4. 100% submission to VDOT – Submission is required before plans can be constructed.

Materials

- BOCS Agenda Item
- Contract & Transmittals
- VDOT

Forms

Not applicable

Reference to Other Processes

- Follows 2.1.6 Request for Proposal (RFP) on page 17
- Occurs throughout 2.2.4 Alternative Analysis on page 29
- Concurrent with:
 - 2.5.1 Identify Existing Utilities and Conflicts on page 132
 - 2.6.1 Land Acquisition Overview on page 148
- Precedes 2.3.1 Invitation for Bid (IFB) on page 69

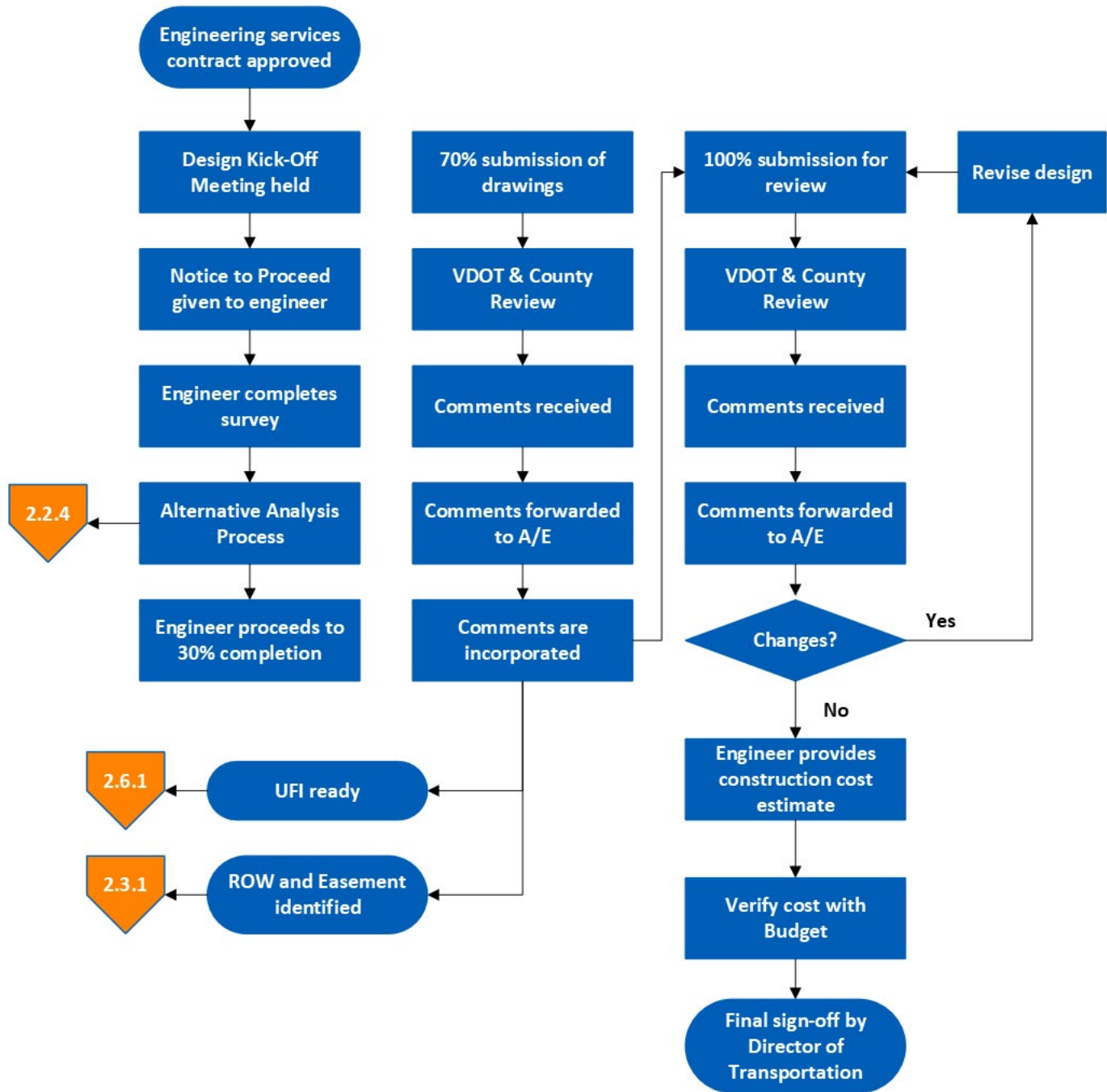


Figure 18: 2.2.13 Design Development (Roads) Process

2.2.14 Site Permitting

Applicable to:

- Buildings
- Parks

Process Owner

Directors of:

- Parks & Recreation
- Facilities & Fleet Management

Process Manager

Project Managers of

- Parks & Recreation
- Facilities & Fleet Management

Description

A site plan must be approved by County reviewers prior to the issuance of a building permit. A site plan is typically submitted to the County for review in advance of the building permit County review process. The County review is typically concurrent with the building permit drawings.

Contacts & Roles: Organization, Entity, or Individual

- Project Management
 - Facilities Construction Management (FCM)
 - Property Management (PM)
 - Buildings & Grounds (B&G)
 - Parks & Recreation
- Site plan review
 - Office of Planning
 - Other departments (Transportation, Environmental Management, VDOT, DEQ, etc.)
- Coordination with other review agencies
 - Office of Planning
- Responsible for design and resolution of all County comments
 - A/E Consultant

Timelines: Deadlines, Critical Path Items

1. Approval of site plan – Must be approved prior to issuance of the building permit.

Materials

- SOP 1.007.1 Reference Guide for Facilities Projects
- Permit letter
- Site plan application
- Transmittals

Forms

- Public Facilities Review (PFR)

Reference to Other Processes

- Precedes 2.2.18 Building Review and Permitting on page 62

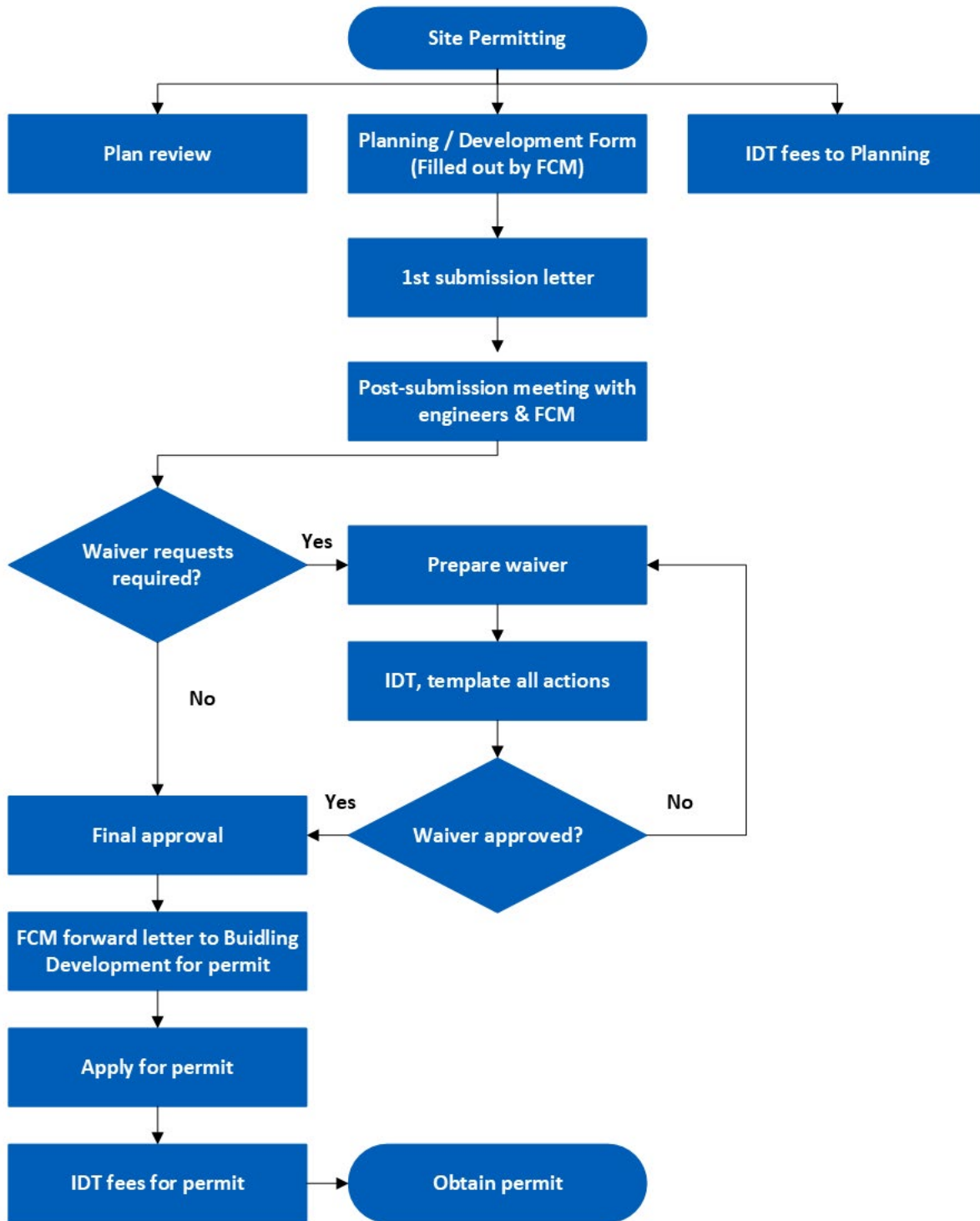


Figure 19: 2.2.14 Site Permitting Process

2.2.15 Design Development (Survey)

Applicable to:

- Buildings
- Parks

Process Owner

Director of Parks & Recreation

Process Manager

Project Managers of

- Parks & Recreation
- Facilities & Fleet Management

Description

An important part of the design process is the survey. An accurate record of the impacted land is necessary for the completion of any project. For design projects, the A/E procures and manages those services as part of their contract.

Contacts & Roles: Organization, Entity, or Individual

- Titles will be needed
 - Transportation (Right-of-Way)
 - Parks & Recreation
- Provide coordination for building projects
 - Facilities & Fleet Management
 - Parks & Recreation
- Approve the consultant if procured using the open-end professional contracts
 - Procurement
- Provide the survey
 - A/E Consultant

Timelines: Deadlines, Critical Path Items

1. Confirm that survey is part of Design Contract – Task Order only needed if survey services are not included in A/E contract.

Materials

- Contract
- Task Order (if needed)

Forms

Not applicable

Reference to Other Processes

- Precedes
 - 2.1.6 Request for Proposal (RFP) on page 17
 - 2.2.12 Design Development on page 47
 - 2.2.13 Design Development (Roads) on page 49
- Concurrent with 2.2.11 Task Order on page 44

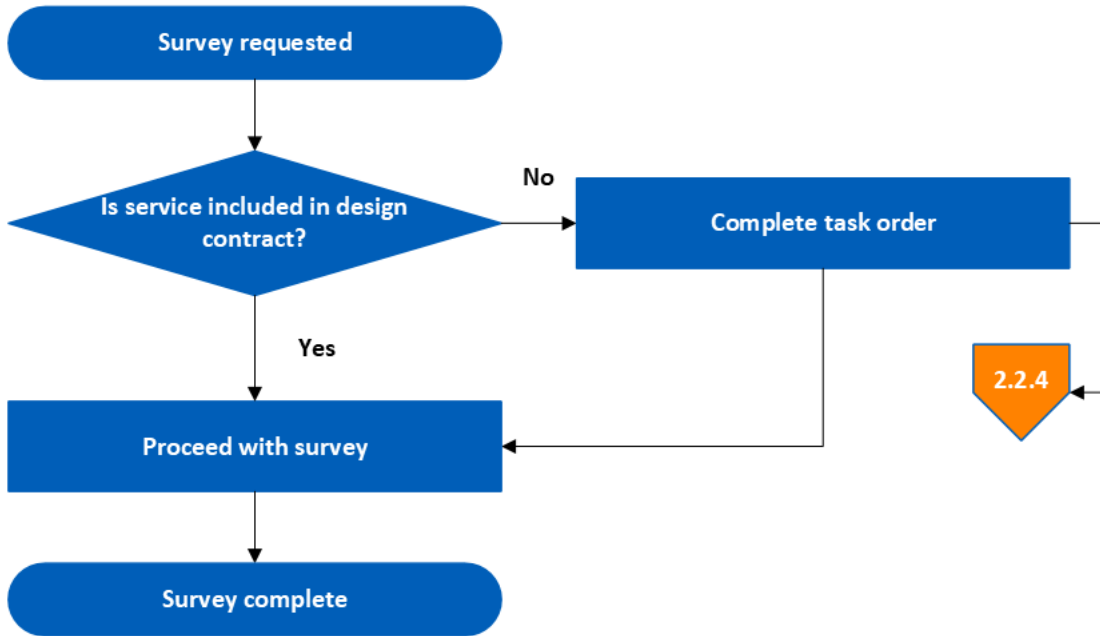


Figure 20: 2.2.15 Design Development (Survey) Process

2.2.16 Plat Preparation

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

Directors of:

- Parks & Recreation
- Facilities & Fleet Management
- Transportation

Process Manager

Project Managers of

- Parks & Recreation
- Facilities & Fleet Management
- Transportation

Description

Legal documentation of property is required for all projects. The drawing of the property is known as the plat. The plat includes all dedications, easements, rights-of-way, or other encumbrances on the site. The plat also locates buildings and associated support structures on the site, along with roads, storm water management and utilities.

NOTE:

- All rights-of-way take, permanent and temporary easements, and utility easements need to be determined before any plats can be prepared.
- Plats are prepared as part of Design Contract.

Contacts & Roles: Organization, Entity, or Individual

- Prepares plats
 - A/E Consultant
- Manages plat review and approval process
 - FFM
 - Transportation
 - Parks & Recreation
- Approves plats if there are dedications, easements, or rights-of-way
 - BOCS
- Prepare deeds and record plats
 - County Attorney
- Record deeds
 - Clerk of the Court
- Conduct field inspections
 - Utility Companies

Timelines: Deadlines, Critical Path Items

1. Plan completion at 70% to 100%

- a. Transportation projects initiate plat preparation at 70%.
- b. Building projects initiate plat preparation prior to submission for site permitting.
- c. CIP building projects require submission of the plat and site plan at approximately 50% of design or post design development.

Materials

- Plat
- Titles

Forms

Not applicable

Reference to Other Processes

- Precedes
 - 2.2.12 Design Development on page 47
 - 2.2.13 Design Development (Roads) on page 49
 - 2.2.15 Design Development (Survey) on page 54

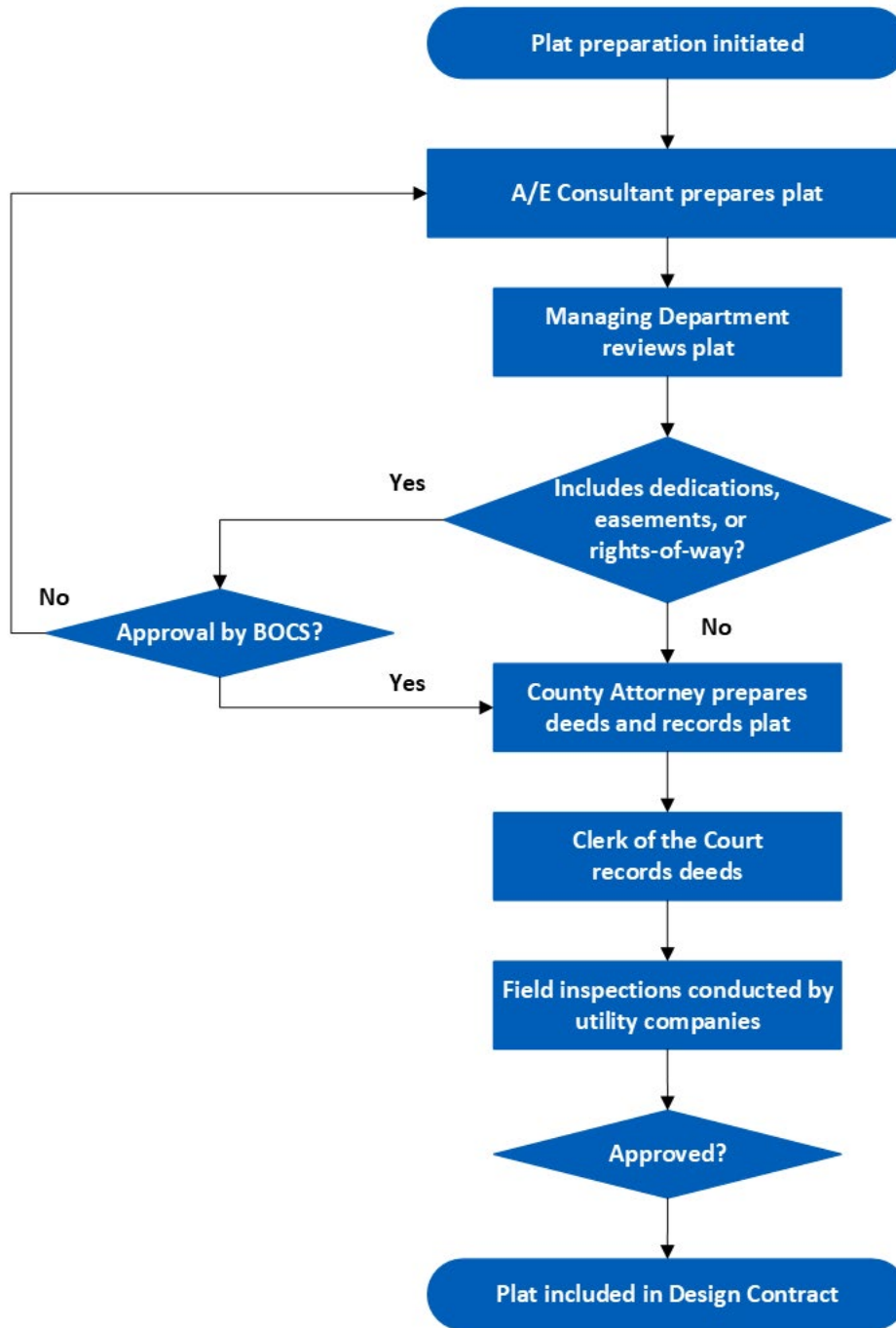


Figure 21: 2.2.16 Plat Preparation Process

2.2.17 Construction Documents

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

Directors of:

- Parks & Recreation
- Facilities & Fleet Management
- Transportation

Process Manager

Project Managers of:

- Parks & Recreation
- Facilities & Fleet Management
- Transportation

Description

Construction Documents (CDs) are prepared by the A/E and reviewed by the CIP team to ensure the building and its elements meet the County's needs. They establish the contractual obligations of the owner and contractor to each other during the project; identify the responsibilities of all parties (A/E, GC, Owners); communicate the quantity, quality and relationship of all work required to construct the project; and provide the medium to solicit a firm cost for construction. CDs include, but are not limited to, bid requirements, contract forms, contract conditions, specifications, drawings, addenda, and contract modifications.

Contacts & Roles: Organization, Entity, or Individual

- Prepare construction documents and obtain final cost estimate
 - A/E Consultant
- Special provisions in construction documents
 - For road and parks projects:
 - Citizen provided special provisions are occasionally annotated in the construction documents.
 - VDOT provided special provisions and notes are included in the construction documents.
- Coordinate design reviews with Property Management, Buildings & Grounds, Environmental Management, and others as necessary
 - Project Manager

Timelines: Deadlines, Critical Path Items

1. 100% plans – Required for permitting.
2. VDOT Approvals – VDOT approves 100% plans for road projects.
3. Cost Estimates – Provided by an outside consultant and validate CIP estimates.

Materials

- Construction documents

Forms

Not applicable

Reference to Other Processes

- Precedes
 - 2.3.1 Invitation for Bid (IFB) on page 69
- Follows
 - 2.2.12 Design Development on page 47
 - 2.2.13 Design Development (Roads) on page 49
 - 2.2.16 Plat Preparation on page 56

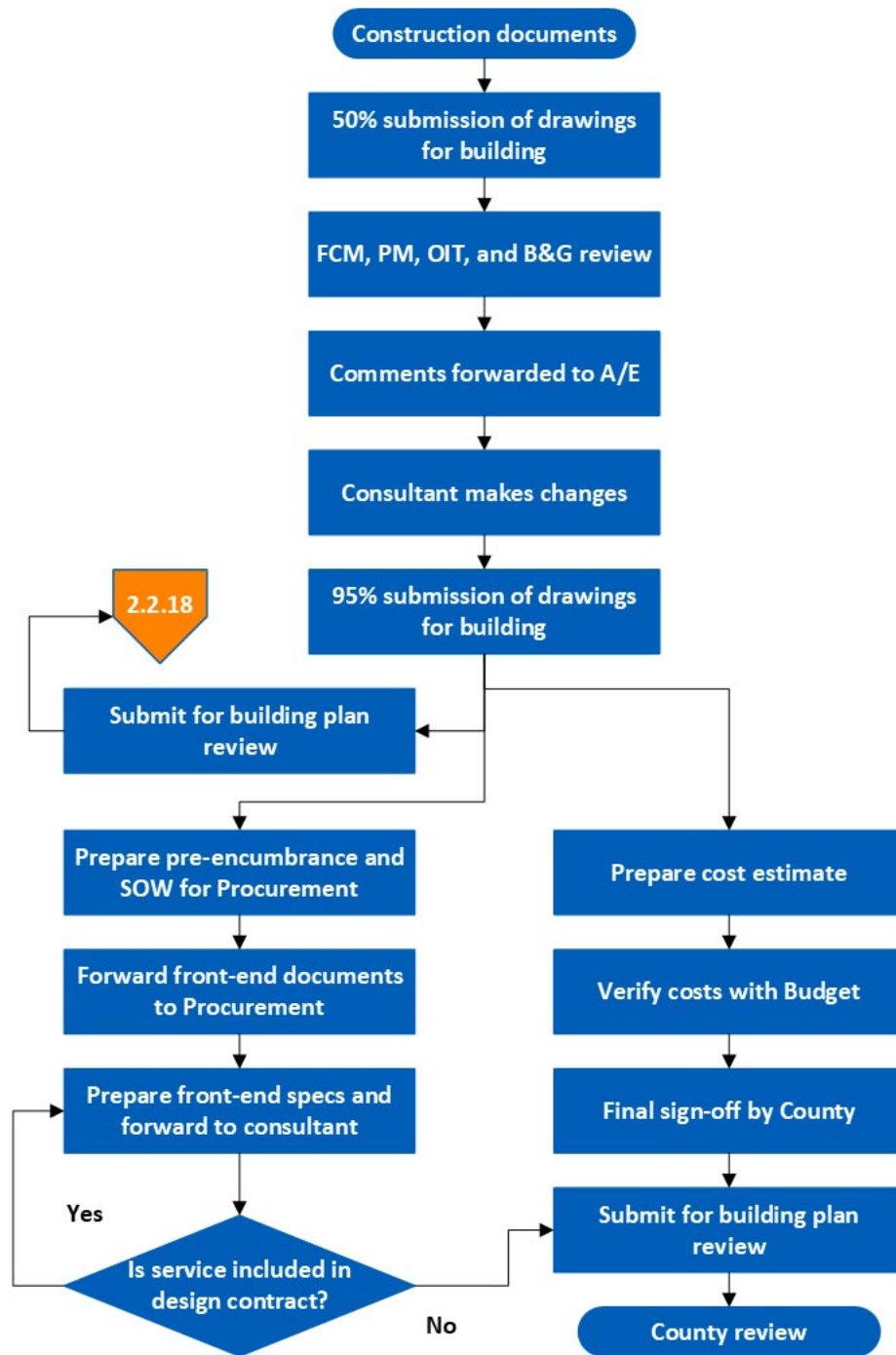


Figure 22: 2.2.17 Construction Documents Process

2.2.18 Building Review and Permitting

Applicable to:

- Buildings
- Parks

Process Owner

Directors of:

- Parks & Recreation
- Facilities & Fleet Management

Process Manager

Plan Reviewers of:

- Building Development
- Parks & Recreation
- Facilities & Fleet Management

Description

All construction plans are prepared in accordance with the International Building Code (IBC) as adopted by Virginia. The consulting development services architect submits the initial plans to the managing department for review. Comments generated by the reviewers are then forwarded to the A/E for resolution. Plans are submitted to Building Development Division for plan review and applicable fees are paid. Rounds of comment and comment resolution ensue. Once all comments are addressed, submitted, and approved by the reviewers, a building permit is issued for the project.

For road projects, building permits are issued for structural and electrical components.

NOTE: The reviews are completed in sequential order. Failure of any of the reviews (building, mechanical, electrical, etc.) results in a negative assessment of the construction plans. Comments are then sent to A/E, which revises the plans. The revised plans cycle through the review process again, skipping those reviews which were positive previously. This process continues until all reviews are positive.

Contacts & Roles: Organization, Entity, or Individual

- Facilitate and coordinate the submission, review comments, and completion of all tasks by consultant.
 - Facilities & Fleet Management
 - FCM
 - PM
 - B&G
 - Parks & Recreation
- Respond to review comments
 - A/E Consultant
- Facilitate submission of plans
 - Transportation

Timelines: Deadlines, Critical Path Items

1. Timely response to review comments

Materials

- Building Permit Application
- Transmittals
- Watershed documents

Forms

Not applicable

Reference to Other Processes

- Follows 2.2.17 Construction Documents on page 2.2.17 Construction Documents

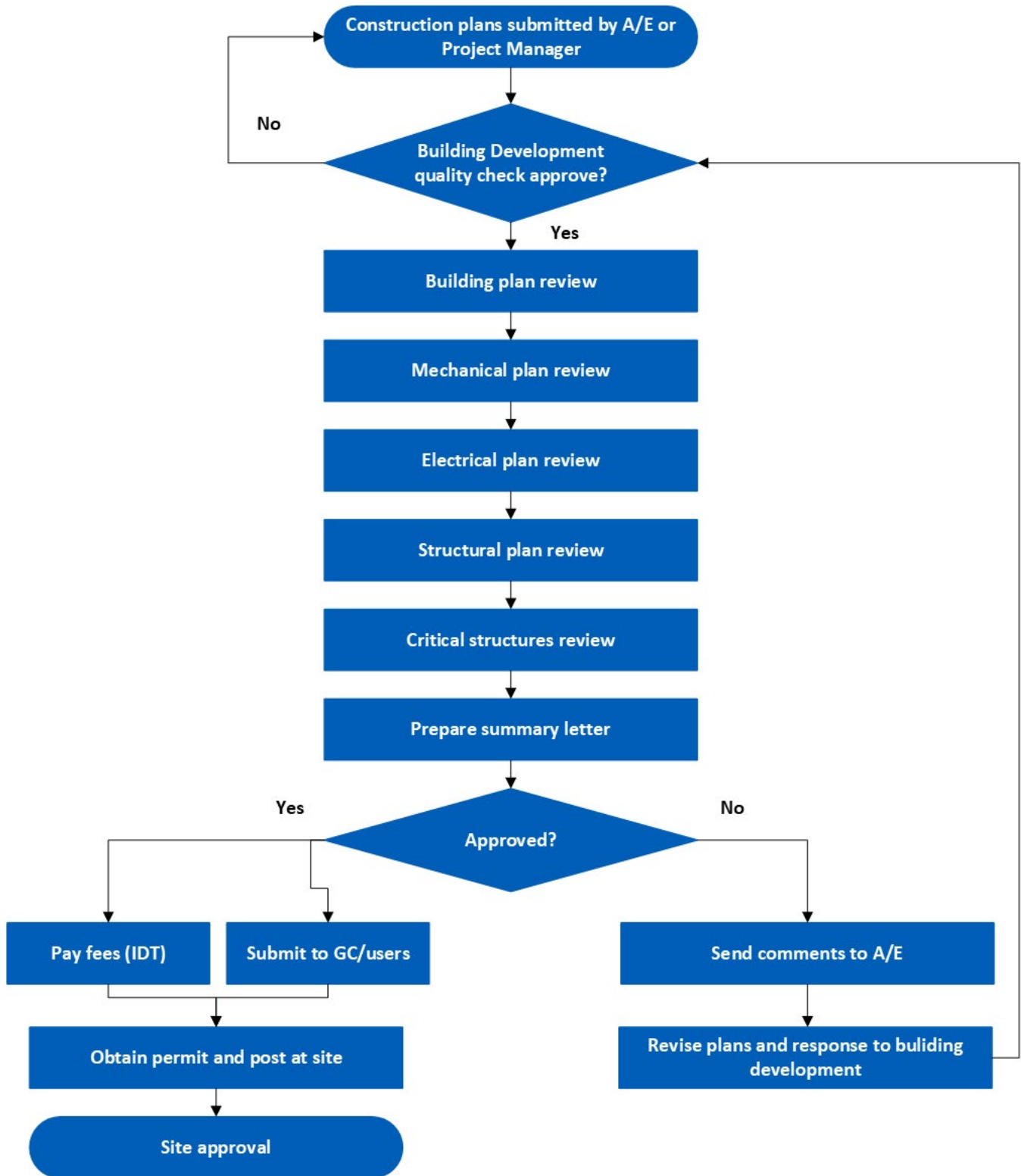


Figure 23: 2.2.18 Building Review and Permitting Process

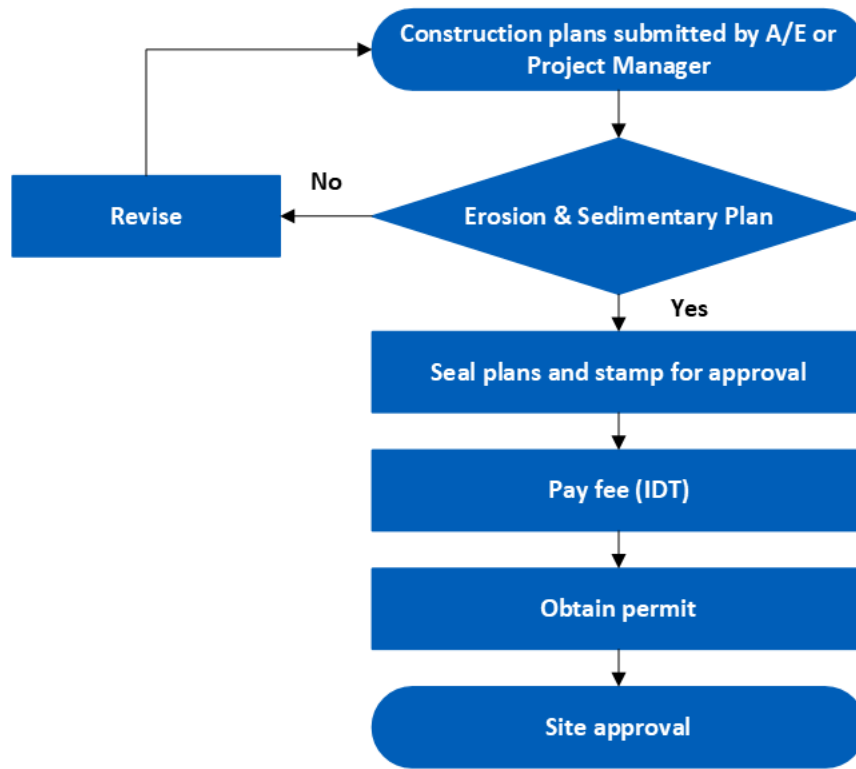


Figure 24: 2.2.18 Construction Plans Submitted Process

2.2.19 Invoices

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

Directors of:

- Parks & Recreation
- Facilities & Fleet Management
- Transportation

Process Manager

Project Managers of:

- Parks & Recreation
- Facilities & Fleet Management
- Transportation

Description

Invoices on Capital Improvement Program Projects are typically paid from a Purchase Order. The review of invoices is essential for maintaining proper financial controls and project management.

If an invoice is received from a County department, then an Inter-department transfer (IDT) is needed to pay the invoice through Mobius.

Contacts & Roles: Organization, Entity, or Individual

- Sign the invoice and attest that is in accordance with the contract and that the billable items are accurate.
 - Project Manager
- Ensure proper financial controls are used.
 - Department approval - Approval paths may differ across departments, however the managing department for the project is responsible for ensuring the proper controls are used.
- Final electronic approval on all invoices
 - Accounts Payable

Timelines: Deadlines, Critical Path Items

1. Project Manager Signature – The Project Manager must sign the invoice, attesting that it is in accordance with the contract and the billable items are accurate.
2. Department approval – Approval paths may differ across departments; however, it is the responsibility of the managing department to ensure that proper financial controls are used.
3. Accounts Payable approval – Accounts payable will have final electronic approval on all invoices.

Materials

- Invoice

Forms

- Pre-Mobius Form (Transportation)

Reference to Other Processes

Not applicable

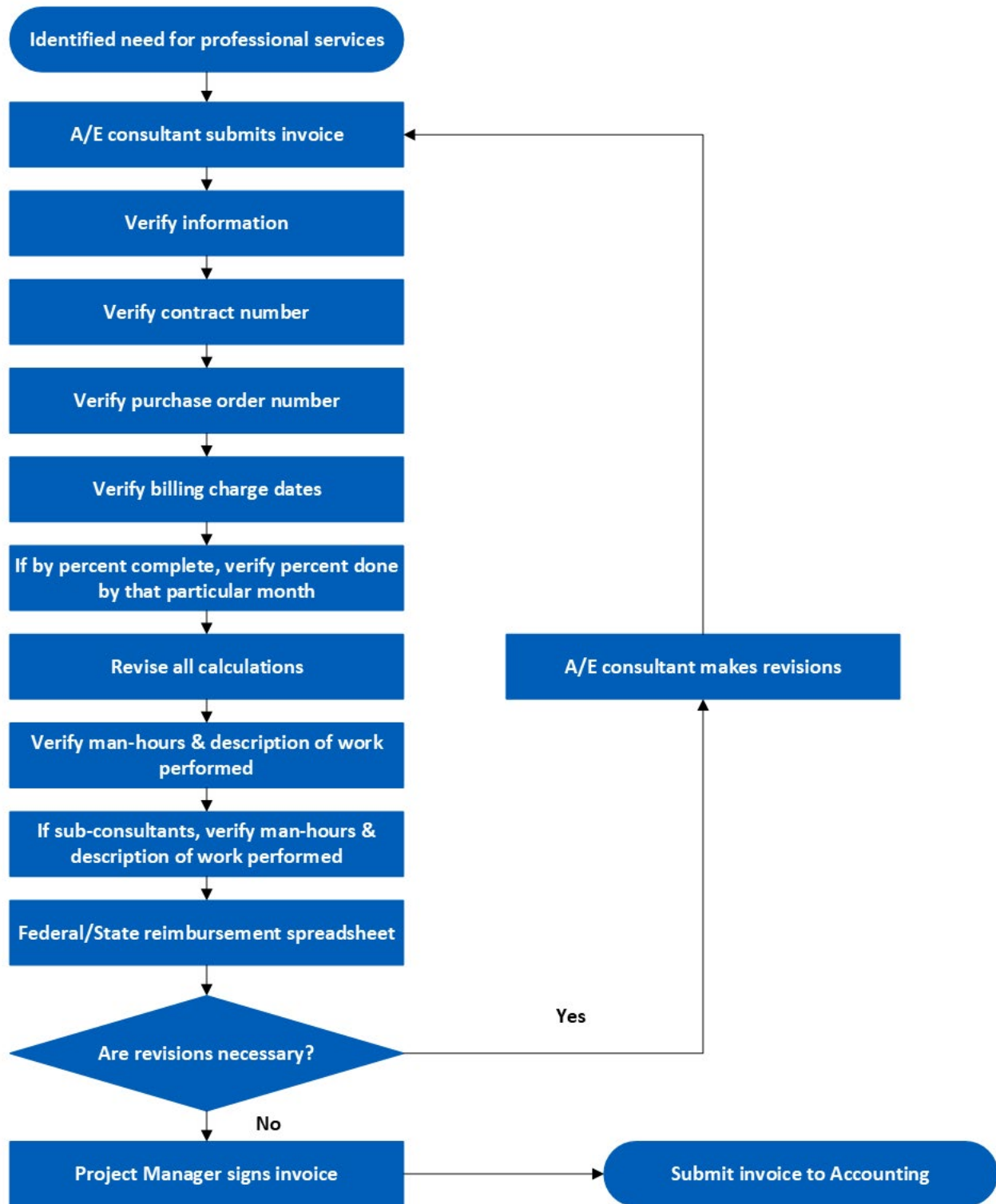


Figure 25: 2.2.19 Invoices Process

2.3 Construction

2.3.1 Invitation for Bid (IFB)

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

Director of Finance

Process Manager

Project Managers of:

- Procurement
- Finance

Description

An Invitation for Bids (IFB) is a formal solicitation and is the purchasing mechanism used to acquire construction services. It is initiated by the using department and processed by the Chief Procurement Officer in accordance with established rules and regulations.

For federal projects or grant funding, the state administrator must review and approve the bid documents (e.g., TEA-21).

All design contracts must be awarded by BOCS. Construction contracts have varying levels of authority to execute determined by dollar threshold.

Contacts & Roles: Organization, Entity, or Individual

- Provide latest special provisions for road projects.
 - VDOT
- Provide information for the IFB.
 - User Department
- Approve all design contract awards.
 - BOCS
- Review and approve IFB documents for contract when federal or state funding Involved.
 - State Administrator
- Complete Project Information Form and provide necessary supporting documentation for the contract.
 - Project Manager
- Review the Project Information Form and issue the IFB.
 - Procurement

Timelines: Deadlines, Critical Path Items

1. Determine solicitation method needed based on cost
2. Is funding sufficient?
3. Is solicitation approved?

Materials

Not applicable

Forms

- Capital Projects Information Form

Reference to Other Processes

Not applicable

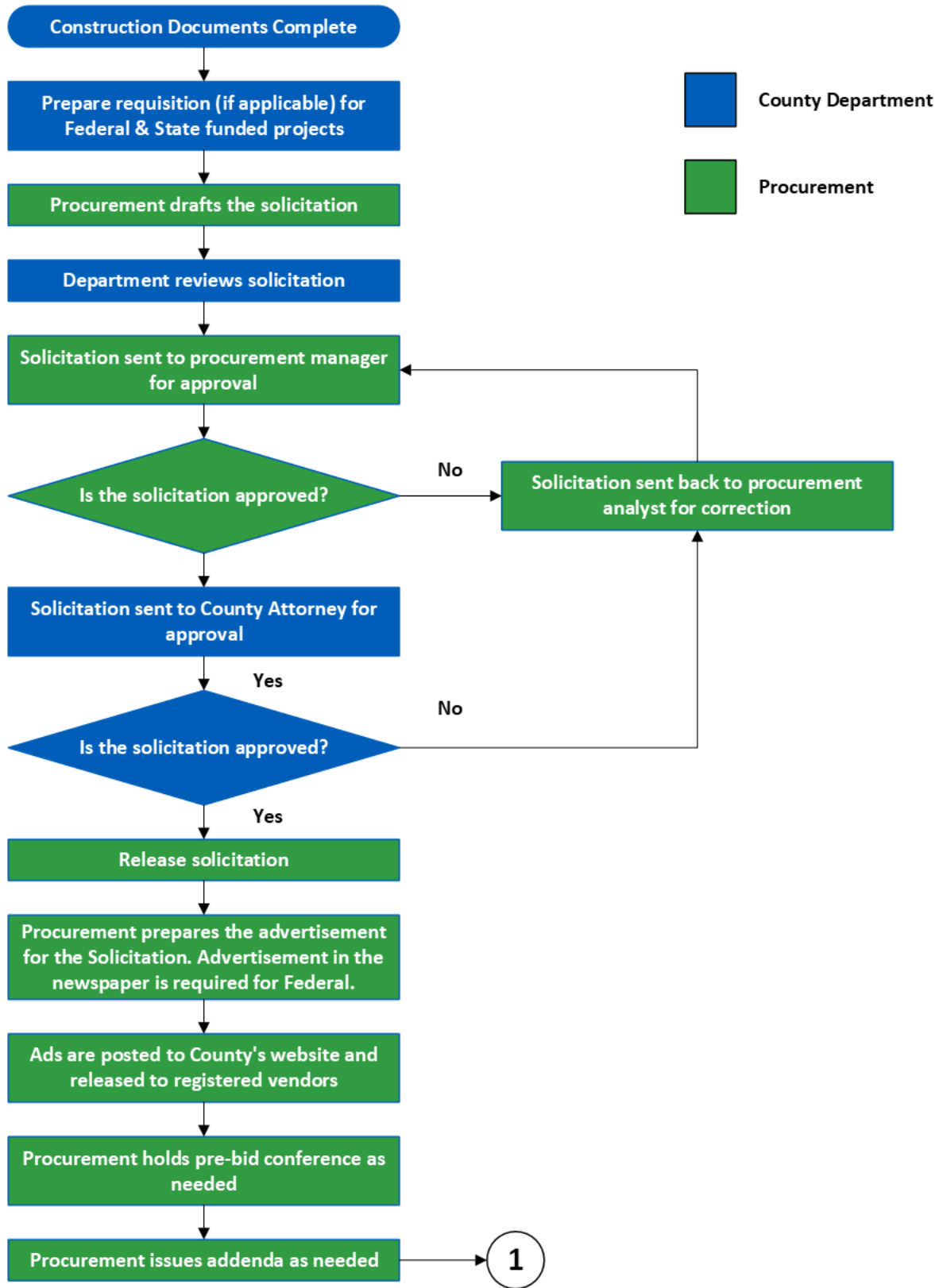


Figure 26: 2.3.1 Invitation for Bid (IFB) Process

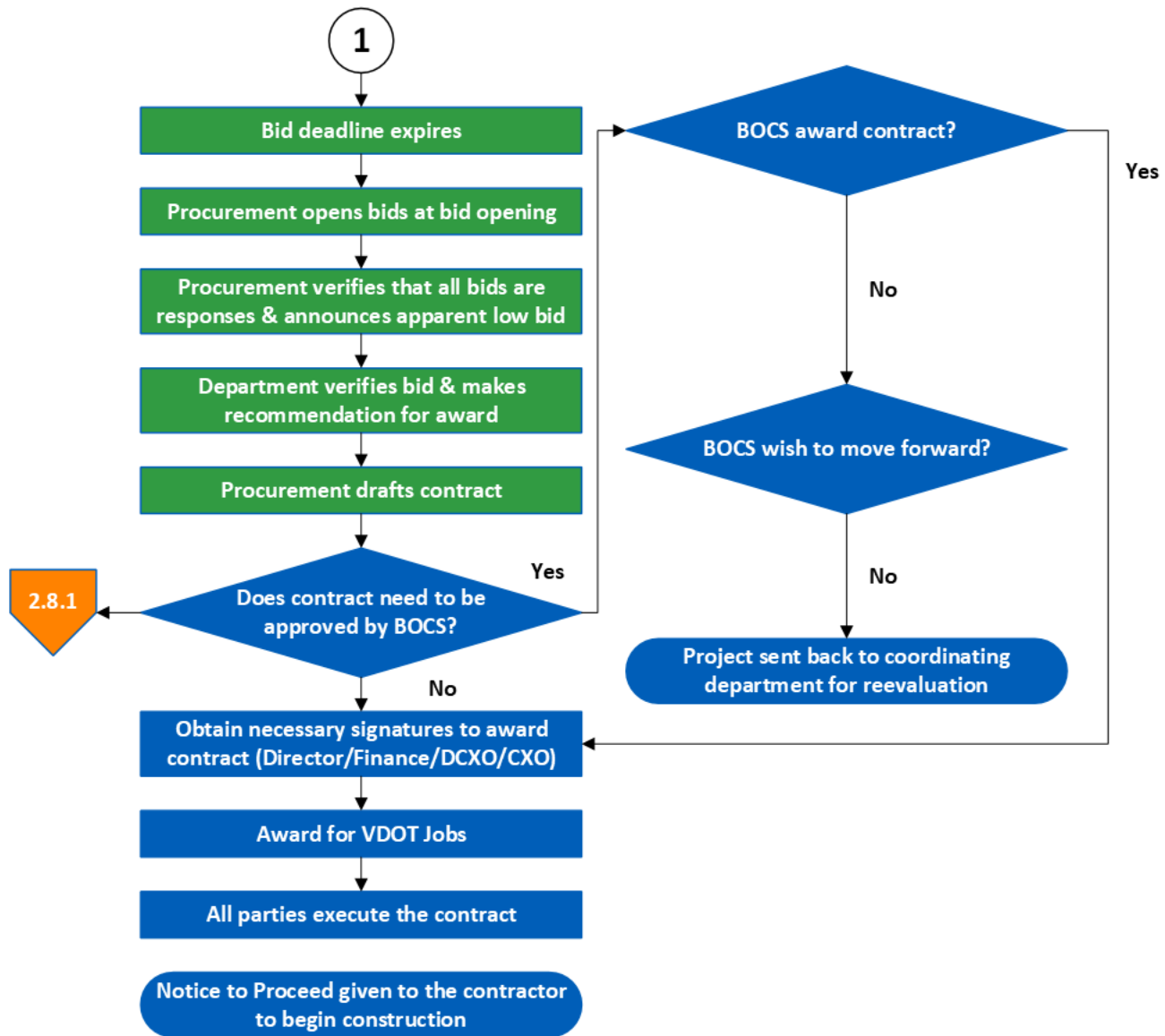


Figure 27: 2.3.1 Invitation for Bid (IFB) Process Continued

2.3.2 Change Order

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

Director of Finance

Process Manager

Project Managers of

- Facilities & Fleet Management
- Transportation

Description

A Change Order is a document which is signed by contractor, A/E, and owner which authorizes an addition, deletion, or revision in the work or an adjustment in the contract price or the contract terms, issued on or after the effective date of the agreement. Changes may occur as a result of a change in the original scope of work, specific unforeseen obstacles which require variation from the original plan, or the addition of other features or options to the project.

Contacts & Roles: Organization, Entity, or Individual

- Negotiate the terms of the Change Order
 - User Department
 - Contractor
- Approve change orders
 - Less than 25% of original contract or below \$50,000
 - User Department & Procurement Manager
 - Over 25% of the original amount, or \$50,000, whichever is greater
 - BOCS

Timelines: Deadlines, Critical Path Items

1. Receive estimates
2. Negotiate terms of the Change Order
3. Approve Change Orders following the correct approval path.

Materials

Not applicable

Forms

- Change Order (AIA Document G701)
- Proposal Request (AIA Document G709)
- County Change Order Form

Reference to Other Processes

- Follows 2.3.1 Invitation for Bid (IFB) on page 69
- Concurrent with:
 - 2.3.8 Construction (Buildings & Parks) on page 93
 - 2.3.9 Construction (Roads) on page 96
 - 2.8.1 Board Agenda on page 191

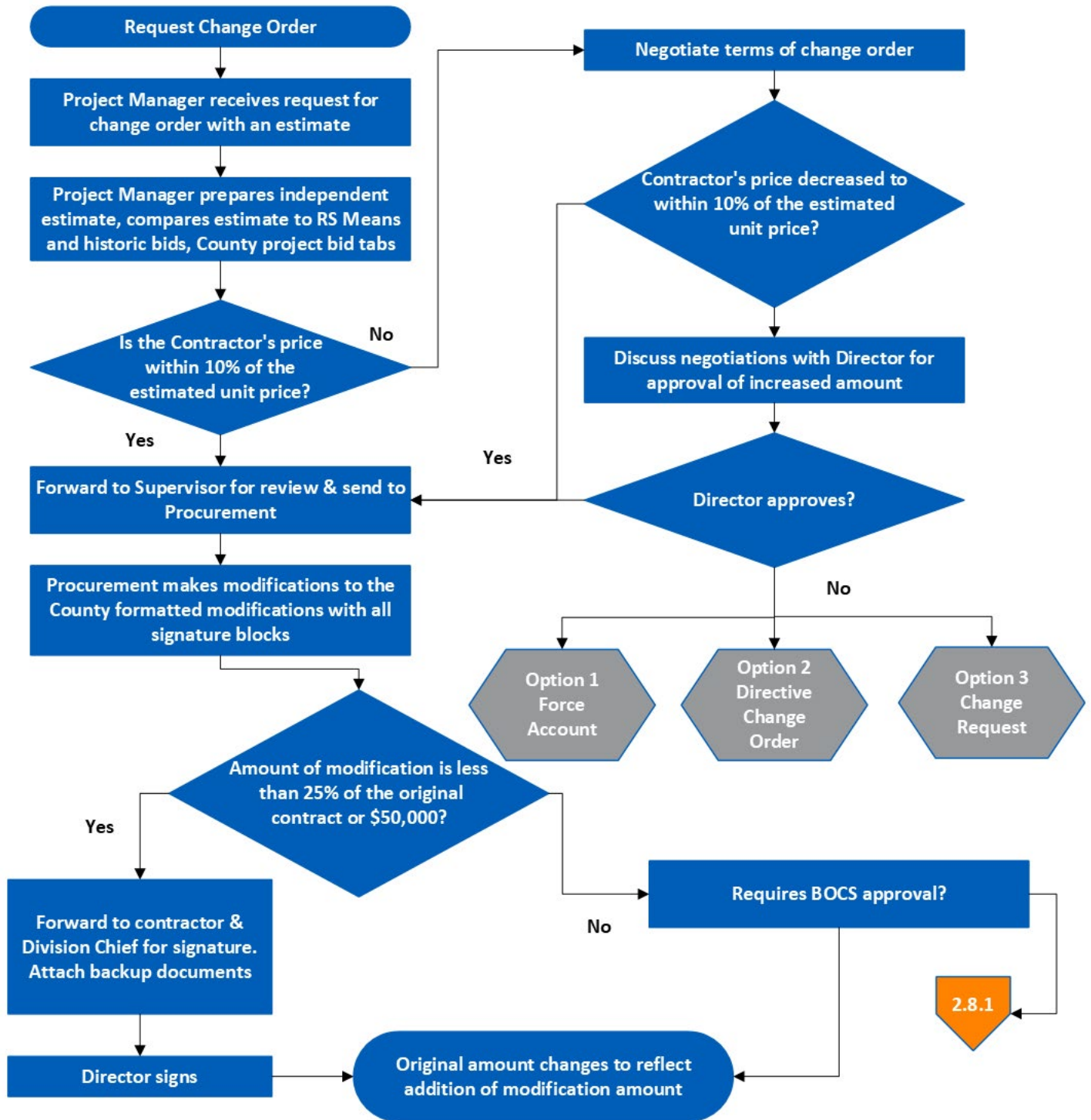


Figure 28: 2.3.2 Change Order Process

2.3.3 Application for Payment

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

Directors of:

- Parks & Recreation
- Facilities & Fleet Management
- Transportation

Process Manager

Project Managers of:

- Parks & Recreation
- Facilities & Fleet Management
- Transportation

Description

Application for payment (on CIP projects are typically paid from a PO. The review of applications for payment is essential for maintaining proper financial controls and project management. All requests for payment that include stored materials or prepayment for materials/services must have proof of purchase and storage as applicable. This can include, but is not limited to, photographs of the materials in storage, affidavits of purchase/storage, bills of lading and/ or FCM staff observance of the materials.

Contacts & Roles: Organization, Entity, or Individual

- Provide the applications for payment.
 - Vendor
- Receive and review requests for payment against a Purchase Order for accuracy and completeness.
 - User Department
- Final approval of requests for payment.
 - Accounts Payable

Timelines: Deadlines, Critical Path Items

1. Construction Manager signature – The Construction Manager must sign the request for payment, attesting that the request is in accordance with the contract and the billable items are accurate.
2. Department approval – Approval paths may differ across departments; however, it is the responsibility of the managing department to ensure that proper financial controls are used.
3. Accounts Payable approval – Accounts payable will have final electronic approval on all requests for payment.

Materials

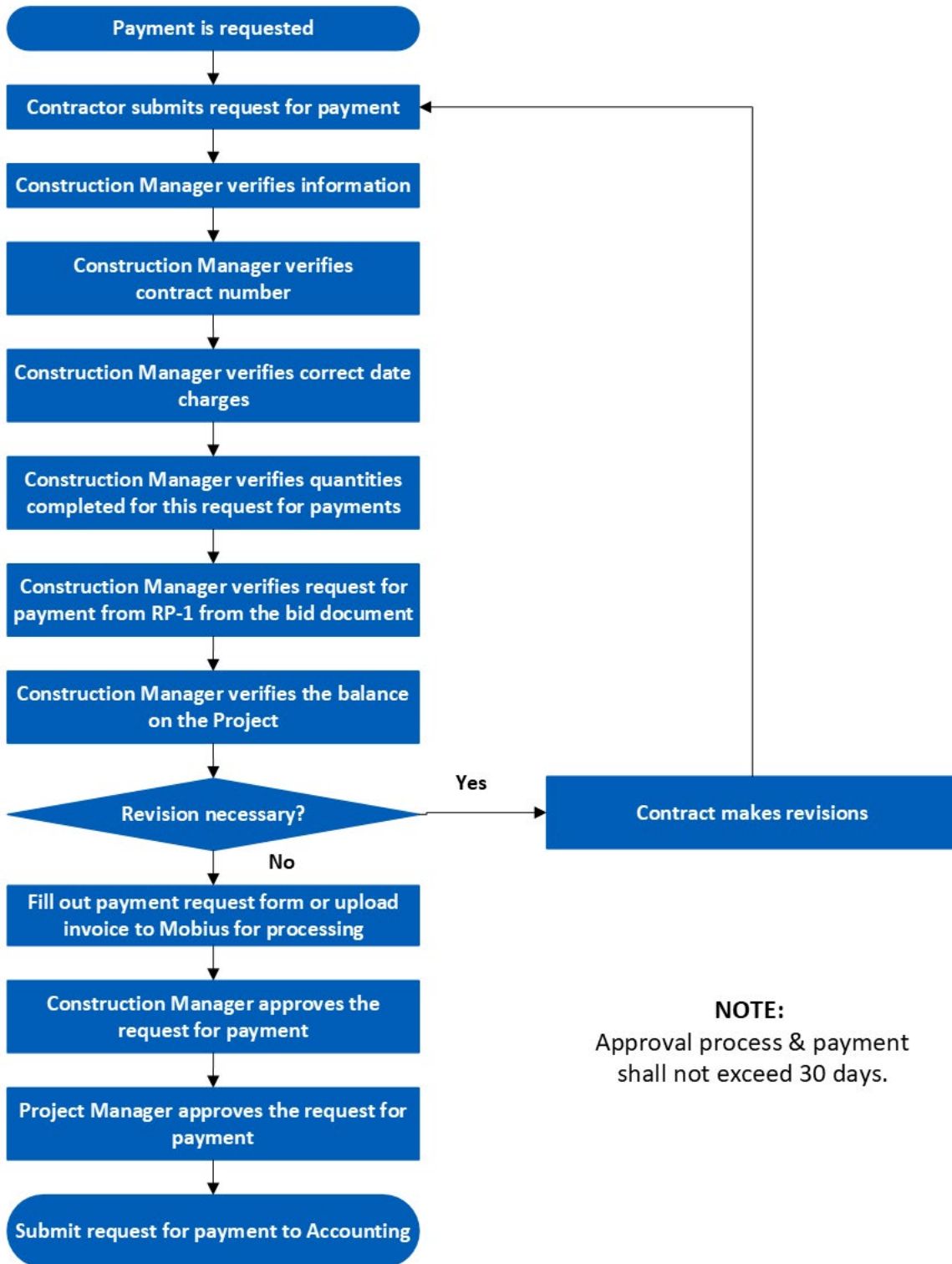
- Invoices and/or internal charges

Forms

- Application and Certificate for Payment (AIA Document G702) – for buildings
- For roads
 - Request for Payment
 - Pre-Mobius Request Form

Reference to Other Processes

- Concurrent with:
 - 2.3.8 Construction (Buildings & Parks) on page 93
 - 2.3.9 Construction (Roads) on page 93



NOTE:
Approval process & payment shall not exceed 30 days.

Figure 29: 2.3.3 Payment is Requested

2.3.4 Draw Downs for Bond or Lease-Funded Projects

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

Treasury Manager

Process Manager

Fiscal Services Manager in Finance Department

Description

Some Capital Improvement Projects are funded through debt, also known as bond sales. The County uses cash from the General Fund to pay for expenses as they occur. Periodically, County agencies are required to complete draw downs (also known as cash draws) for projects so that the revenues from debt can supplant general fund revenues. Refer to Additional Information that starts on the next page for more detail.

Contacts & Roles: Organization, Entity, or Individual

- Approve invoices and payments, which are the basis for, and incorporated into, draw downs. Certify information contained in draw down request.
 - Department Project Managers
- Prepares the draw down request.
 - Department Accounting Staff
- Reviews draw down request after it is submitted by department. Submits the completed draw down to the internal portfolio managers.
 - Fiscal Services Manager
- Submits the draw down data to external portfolio manager.
 - Internal Portfolio Manager
- Releases bond proceeds cash to the County bank account.
 - External (Third-Party) Portfolio Manager

Timelines: Deadlines, Critical Path Items

1. 6-month IRS milestone – 10% of expenses.
2. 12-month IRS milestone – 45% of expenses.
3. 18-month IRS milestone – 75% of expenses.
4. 24-month IRS milestone – 95% of expenses.
5. 36-month IRS milestone – 100% of expenses.

Materials

- Invoices and/or internal charges
- Summary of Expenses
- Letter to Trustee/Portfolio Manager

Forms

Not applicable

Reference to Other Processes

- Follows 2.7.2 Bond/Lease Sale on page 174

- Concurrent with 2.7.3 Arbitrage on page 180

Additional Information

External portfolio manager reports semi-annually based on closing date:

Arbitrage

- If all milestones are met County keeps all interest and does not perform arbitrage calculation.
- Milestones (spend & draw):
 - 6 months – 10%
 - 12 months – 45%
 - 18 months – 75%
 - 24 months – 95%
 - 6 months – 100%
- If one milestone is missed, the County performs arbitrage calculation.
- If one milestone is missed AND the County earns more interest than it pays, the difference goes to the IRS.

Several things must be completed before initiating a bond draw down:

- BOCS must approve the project appropriations that include bond/lease financing support.
- Expenditures being drawn must have been paid and related processing completed.
- It is preferred that the supporting bond sale has been completed.
- The project expenditure must be appropriate for bond financing support, i.e., that it is a capital improvement and has a 20-year practical, useful life. You should not draw for operating expenses, for equipment that is not part of the facility, or for equipment/other items that do not have a 20-year useful life.

It is recommended that as each vendor payment, or direct County expense is incurred, a copy of the invoice(s) is set aside into a draw down file (filed by project by bond sale).

At regular intervals a Facilities & Fleet Management/Transportation processor (clerk, accountant, Project Manager) should gather a full set of the invoices and signed copies of internal charges which have occurred since the last draw down was executed. (The frequency for preparing a project's drawdowns depends on its rate of expenditures – drawdowns should be monthly, if the project is active and expending funds frequently or at least quarterly if the project is moving slowly.)

The Facilities & Fleet Management/Transportation processor prepares a summary of the payments/invoices/charges the draw down will be reimbursing. The processor then prepares a cover letter to the external Portfolio Manager or Trustee as appropriate. The cover letter should be addressed to the correct person (i.e. the Portfolio Manager's or Trustee's representative). The cover letter also should identify the portfolio manager's correct account number, the amount to be drawn, the cumulative total of all prior drawdowns for this project, the outstanding direct proceeds balance for this project, and the remaining balance of the direct proceeds for this project after the draw down is completed. The certification of expenses should be signed by the Project Manager or by the department Director.

The cover letter, summary of the invoices, and the full set of the invoice copies and copies of signed internal charges should be assembled into one package constituting the draw down. The Facilities & Fleet Management/Transportation manager reviews the draw down, and if correct, sends it to the department Director (or designee) for signature. Once the department Director has signed the draw down, the draw down is forwarded to Finance for review.

After reviewing the draw down Finance either returns the draw down to its originator for correction or sends it to the external Portfolio Manager or trustee for their processing and for their release of the bond proceeds to the County. The external Portfolio Manager or the Trustee transfers the cash reimbursement to the County concentration account (County's primary checking account).

NOTE: By policy approved by the BOCS, interest earned on bond proceeds is normally transferred to the County's Capital Reserve. These transfers of interest earnings are executed periodically during the fiscal year if appropriate, and at least one time per year after the fiscal year closes. An exception can be made to this use of interest earning if and when the BOCS directly budgets and appropriates some or all of the actual interest earnings in a specific amount to a specific project.

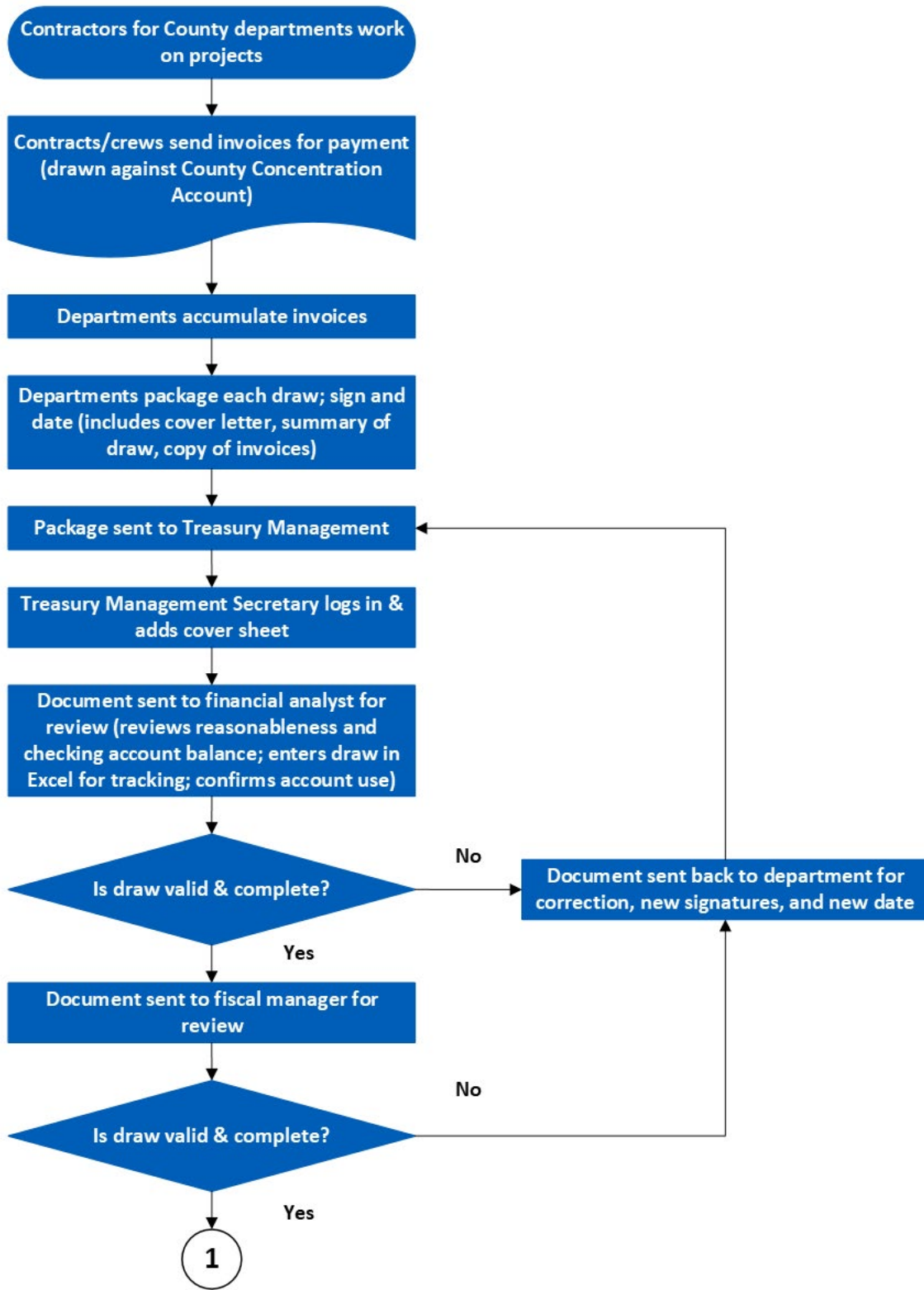


Figure 30: 2.3.4 Draw Downs for Bond or Lease Funded Projects Process

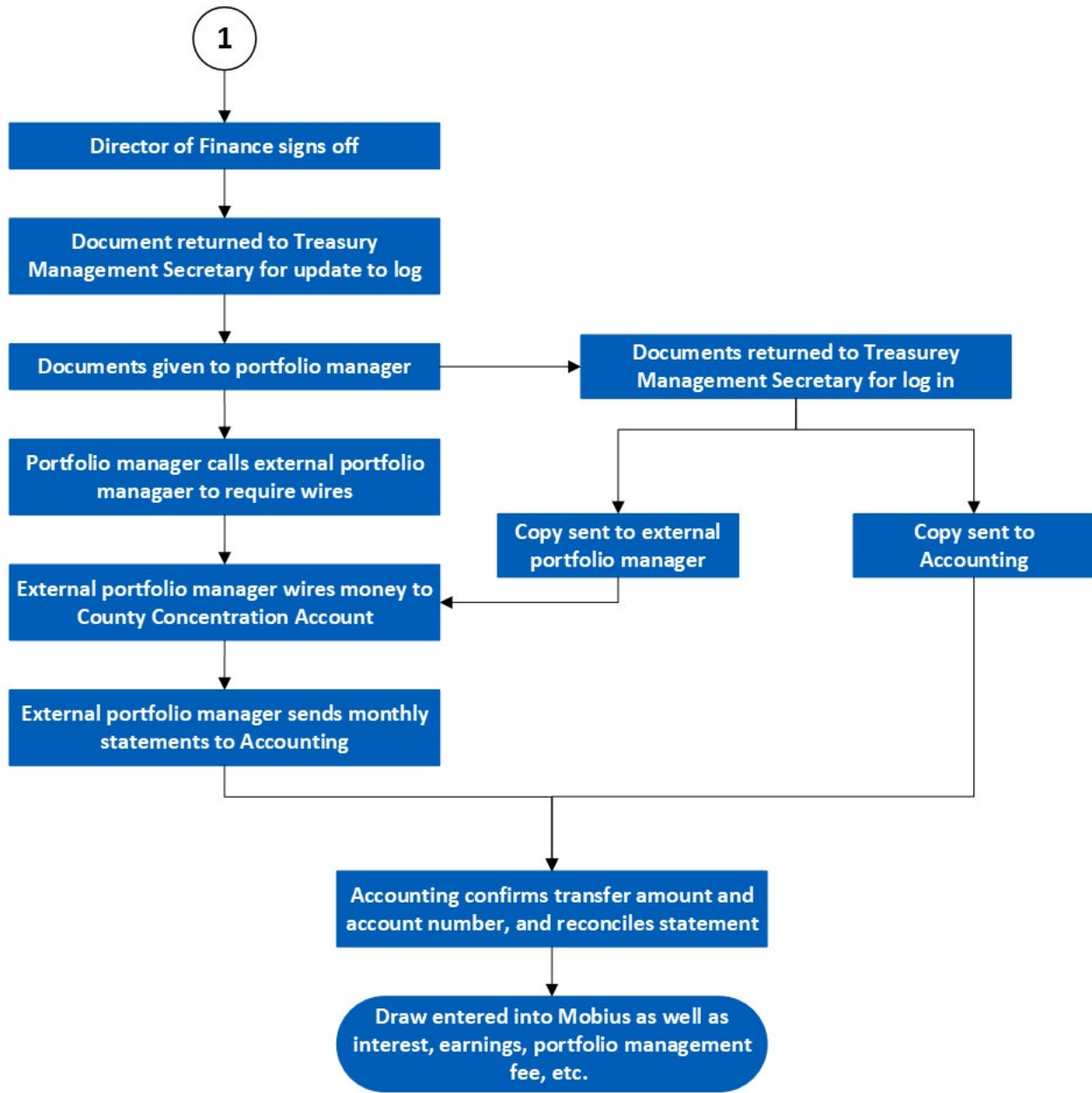


Figure 31: 2.3.4 Draw Downs for Bond or Lease Funded Projects Process Continued

2.3.5 Withholding and Releasing Retainage

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

Director of Finance

Process Manager

Project Managers of:

- Parks & Recreation
- Facilities & Fleet Management
- Transportation

Description

The County, as owner, retains a portion of the contractors' funds with each payment, per Prince William County Purchasing Regulation (Section 600.12). The typical amount is 5% of each payment. Those funds are encumbered and held in a separate account for payout at the completion of the project. Retainage provides the leverage to assure work has been completed 100% per the contract documents. It also provides funds in the event work is not completed per the contract or is deficient. The retainage is held until after the final payment is made and all punch list work is complete. Partial release of retainage can be made following substantial completion, provided that the value of the outstanding work is less than the remaining retainage being held.

Contacts & Roles: Organization, Entity, or Individual

- Submit Requests for Payment.
 - General Contractor
- Approve Retainage.
 - Project Manager
- Process Requests for Payment and withhold retainage.
 - Department Accounting Staff

Timelines: Deadlines, Critical Path Items

1. Receipt of Request for Payment – Contractor submits Request for Payment to the County.
2. Prior to release of retainage:
 - a. All items on the Punch list must be complete.
 - b. Road must be accepted by VDOT.
 - c. Occupancy Permit must be issued for buildings

Materials

Not applicable

Forms

- Request for Payment – for roads
- Application and Certificate for Payment (AIA Document G702) – for buildings
- Consent of Surety to Reduction in or Partial Release of Retainage (AIA Document G707A)
- Consent of Surety Company to Final Payment (AIA Document G707)

Reference to Other Processes

- Follows 2.3.3 Application for Payment on page 76

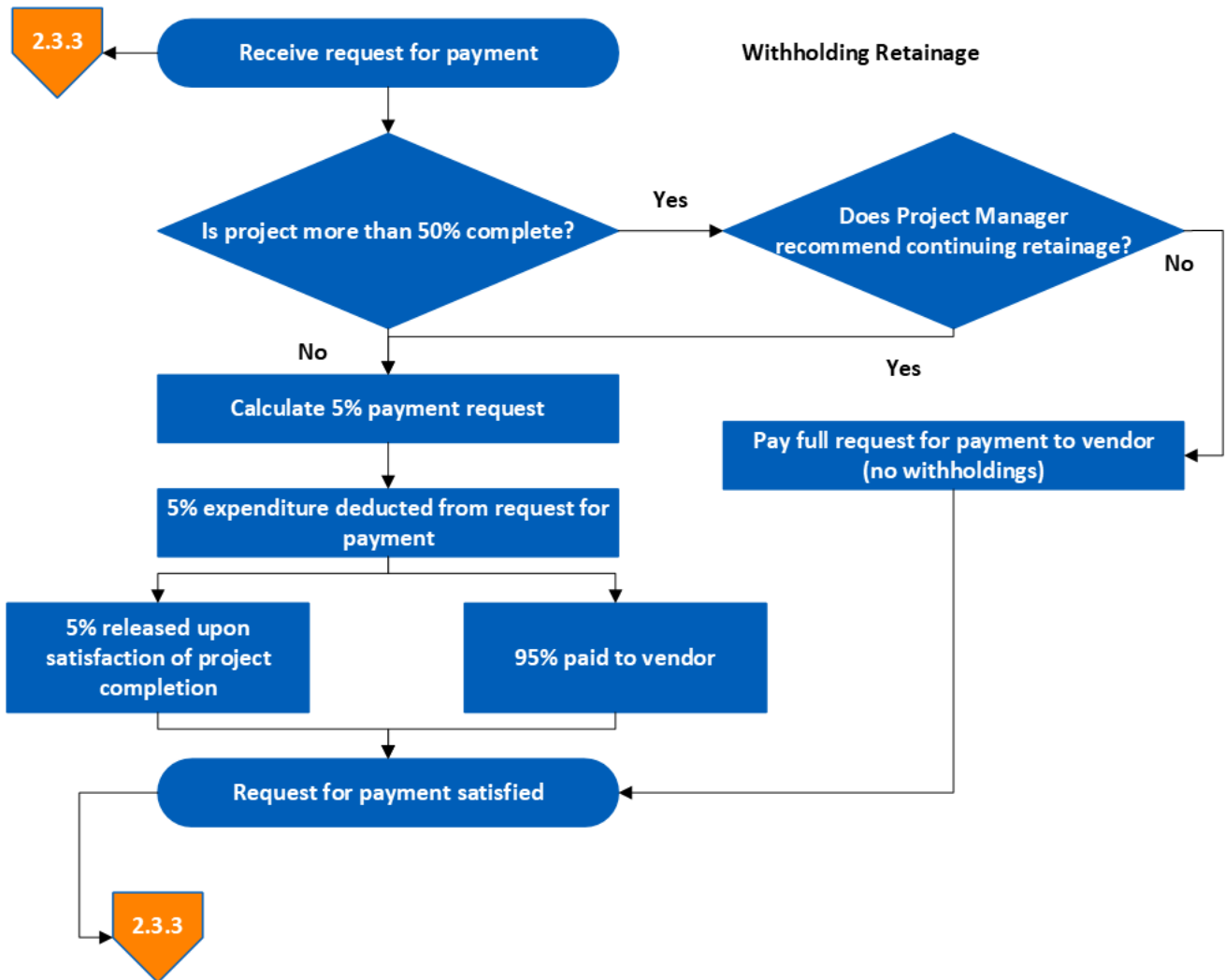


Figure 32: 2.3.5 Withholding and Releasing Retainage Process

2.3.5B Withholding and Releasing Retainage (Alternative Delivery Projects/PPTA Projects/Design-Build)

Applicable to:

- Roads

Process Owner

Director of Finance

Process Manager

Project Managers of:

- Facilities & Fleet Management
- Transportation

Description

The withholding and releasing of retainage for Alternative Delivery Transportation Projects, PPTA Projects and Design-Build Projects will be determined during project negotiations.

If negotiated, the withholding and releasing of retainage for the Alternative Delivery, PPTA, and Design-Build Projects can follow the standard Design-Bid-Build process for retainage.

Contacts & Roles: Organization, Entity, or Individual

- Submit Requests for Payment
 - General Contractor
- Approve Retainage
 - Project Manager
- Process Requests for Payment and withhold retainage
 - Department Accounting Staff

Timelines: Deadlines, Critical Path Items

1. 50% completion – Make determinations about withholding retainage.
2. Receipt of Request for Payment – Contractor submits Request for Payment to the County.
3. Prior to release of retainage:
 - a. All items on the Punch list must be complete.
 - b. Road must be accepted by VDOT.
 - c. Final Request for Payment has been received.

Materials

- Not applicable

Forms

- Request for Payment – for roads
- Consent of Surety to Reduction in or Partial Release of Retainage (AIA Document G707A)
- Consent of Surety Company to Final Payment (AIA Document G707)

Reference to Other Processes

- Follows
 - 2.3.3 Application for Payment on page 76
 - 2.3.5 Withholding and Releasing Retainage on page 84

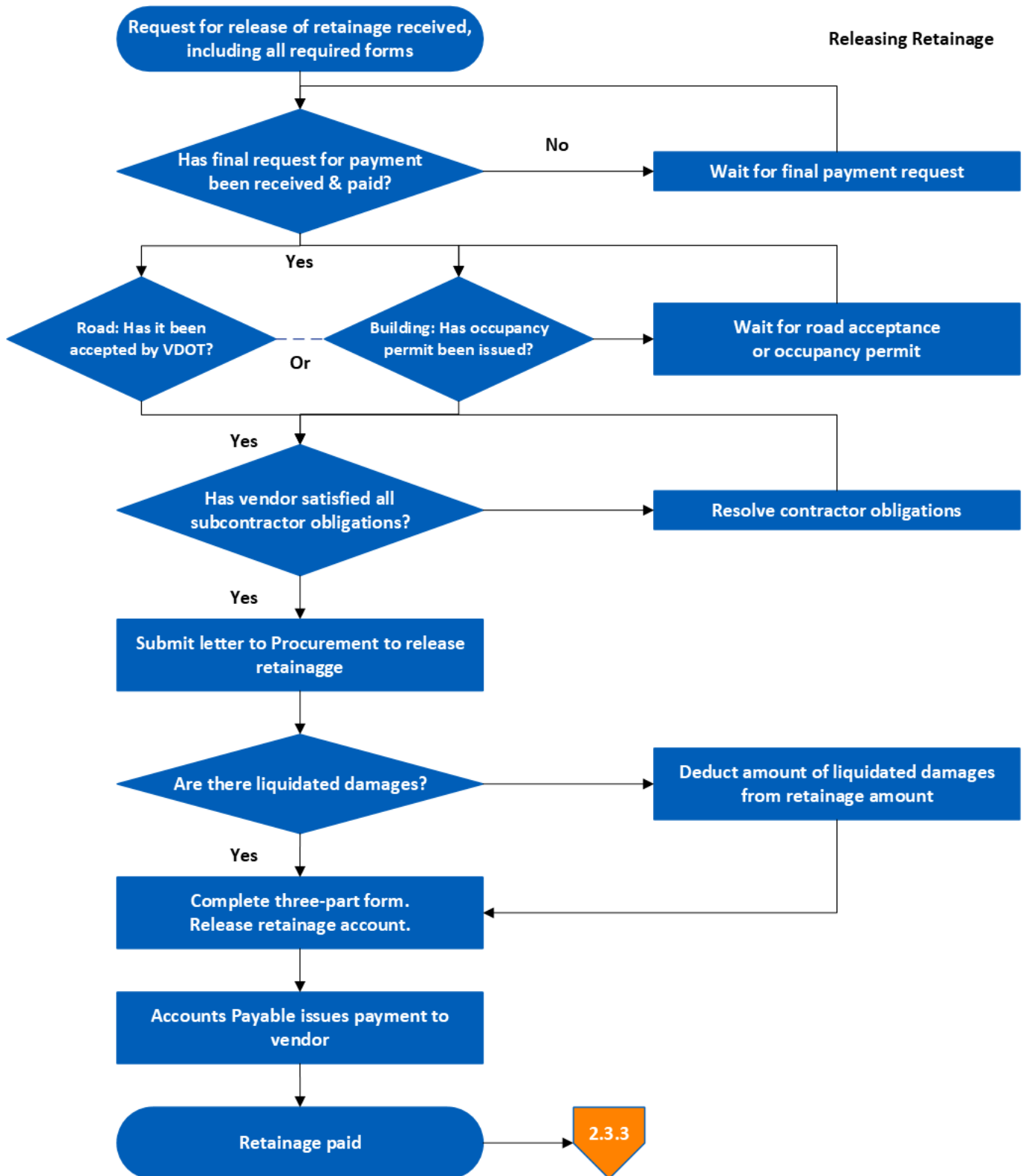


Figure 33: 2.3.5B Alternative Delivery Projects/PPTA Projects/Design Build Withholding & Retainage Process

2.3.6 Construction Inspection (Roads)

Applicable to:

- Roads

Process Owner

Director of Transportation

Process Manager

Project Manager of Transportation

Description

During construction, the County either provides or hires an inspector to monitor the day-to-day activities of project construction. Usually there will be a general construction inspector and a geotechnical inspector.

Refer to Additional Information beginning below for more detail.

Contacts & Roles: Organization, Entity, or Individual

- Provide bi-weekly schedule
 - Contractor
- Randomly inspect and give feedback about the project to the County Project Manager
 - VDOT
- Provide feedback
 - Citizens
 - VDOT - random inspection feedback
 - Public Works - Storm Water Management feedback
- Manage field operations
 - Project inspector

Timelines: Deadlines, Critical Path Items

1. Testing inspection – On call tests all project materials.
2. Review quantities from GC – Project inspector reviews and approves daily quantities.
3. Maintenance or traffic control – Contractor contact VDOT and request a lane closure approval.

Materials

- Daily Tickets

Forms

- Daily Reporting
- Daily Testing
- Work Zone Safety Assistance

Reference to Other Processes

- Concurrent with 2.3.9 Construction (Roads) on page 96

Additional Information

Below are basic job descriptions, qualifications, experience and general duties and responsibilities of the Inspector.

General Construction Inspector's Role and Responsibilities

- Inspection of
 - Clearing, grading, excavation and placement of embankments and all other required activities as proposed by the County.
 - Drainage pipes, structures and stormwater management facilities, including pipe jacking.

- Curbing and paving.
- Incidental items.
- Signal, signing, and marking installation
- Waterline and sanitary sewer relocations required under the contract.
- Bridges and structures.
- Review and monitoring of maintenance of traffic
- Track project quantities and review contractor invoices
- Review of project schedules and attend the weekly project coordination meetings.
- Maintain daily field logs

The Construction Inspector Senior requires frequent contact with engineers and department personnel to discuss and resolve field construction issues and to obtain technical guidance in specialty areas of engineering and inspections. This position requires frequent external contact with general construction contractor personnel in an effort to schedule and coordinate project inspections and resolve problems; including local government and law enforcement agencies; to explain work under construction and coordinate traffic control with suppliers and monitor receipt of materials; including utility companies to coordinate relocation and installation; and with the public to provide information and resolve issues.

Additional duties will include:

- Monitor the work of contractors and subcontractors to ensure quality control and contract compliance for roadway, structure, and bridge construction projects of moderate to considerable complexity.
- Maintain a diary of the project and accurate timeline of events.
- Independently coordinates and directs all phases of construction inspection of projects that are typically complicated by extensive traffic control, sensitive political or environmental concerns, or significant project coordination with property owners, utility companies, and local and federal government representatives.
- Verifies lines, grades, dimensions and elevations using survey and field engineering equipment.
- Coordinates and schedules phases of construction with the prime contractor and department personnel; reviews and monitors contractors' plan of operation; and advises contractors of violations and recommends adjustments to operations.
- Request clarification to construction plans; makes field measurements of pay items and conducts daily diaries, materials notebooks, as-built plans, pay quantity records, progress schedules, change orders, and monthly estimates.
- Testing Services – Contact on call geo firm to perform testing.

Geotechnical Inspector's Role and Responsibilities:

- Inspect, test and monitor excavations, bedding, drainage facilities, backfilling, soil compaction/ placement and undercut.
- Test and monitor asphalt pavement, reinforcement steel, concrete pouring, formwork and structures.
- All boring logs, testing location, classification and any results of geotechnical investigation should be represented in a report.
- Verify lines and dimensions to ensure compliance with plans.
- Perform sampling and testing on construction materials as per project standards.
- Provide daily diaries, as-built plans, log in testing.
- Advise the Engineer of violations and recommends adjustment to operations to meet project requirements.
- Provide consultation, investigations, evaluations and written documentation in the analysis of sub- surface, site conditions and other Geotechnical issues as requested by the Construction Manager.

The knowledge skills and abilities of the Construction inspector and Engineering staff personnel shall include, but not limited to, the following:

- 3 years of inspection experience including a working knowledge of roadway and structure construction methods, materials, standards, construction symbols and terminology.
- Knowledge experience in mathematics including algebra, geometry, and trigonometry.
- Ability to read and interpret roadway, structure and specifications.
- Communicate effectively with County representatives and Contractor personnel.
- Expected to hold VDOT or equivalent certifications in the following disciplines:
- Soil and Aggregate Field Compaction
- Soil Classification and Structure Foundation
- Asphalt Field
- Hydraulic Cement Concrete Field
- Erosion and sediment control inspection certification
- Engineering support staff is expected to be Virginia Licensed P.E. Having 10 years of experience in the practice of Engineering defined as where the principles and methods of Engineering are applied to consultation, investigation and evaluation of structures, processes and transportation systems.
- A materials technician will be required on site at all times when the Contractor is placing embankment, backfilling structures or drainage items and during all concrete pours. The County has provided herein in this section the requirements to be met for Test and Inspections.
- It shall be the testing firm's responsibility to ensure that Testing and Inspections are provided in accordance with requirement contained in this section.

Prior to any Testing and Inspection services, the testing firm shall provide the County with the Technicians resumes confirming the qualifications of the assigned Technicians providing these services.

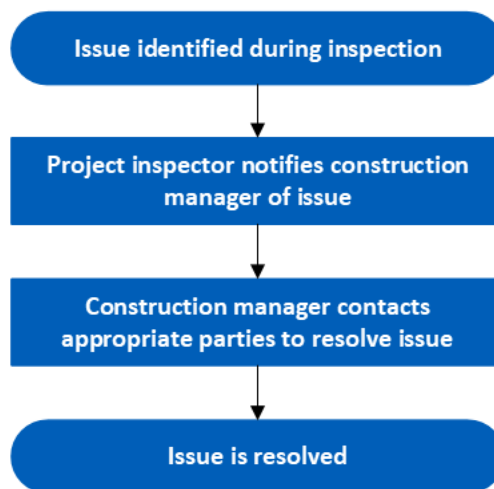


Figure 34: 2.3.6 Construction Inspection Process

2.3.7 Commissioning

Applicable to:

- Buildings

Process Owner

Director of Facilities & Fleet Management

Process Manager

Project/Construction Manager of Facilities & Fleet Management

Description

Commissioning is a systematic process of assuring that a building's systems perform in accordance with the design intent and the owner's operational needs. This can include systems such as HVAC, security, plumbing, and electrical.

The County implements commissioning in two phases – installation verification and functional performance testing. These two processes verify and document conformance with the design intent, contract documents and optimal building performance.

Contacts & Roles: Organization, Entity, or Individual

- Provide feedback as it relates to maintaining systems upon completion of the project.
 - Buildings & Grounds (B&G)
- Actively participate in installation and future maintenance issues.
 - B&G
- Manage building control system through third party contract.
 - B&G
- Manage the commissioning contract.
 - Facilities Construction Management (FCM)
- Facilitate sustainability concepts of the design.
 - FCM
- Coordinate impact of systems and/or furniture on design.
 - Property Management
- Inspect projects and provides feedback on code compliance.
 - Building Development

Timelines: Deadlines, Critical Path Items

1. Design Development – Must begin in early part of the design process to be totally effective.
2. Construction – Ongoing inspections are conducted during construction.
3. Substantial Completion – Before occupancy, the commissioning agent must evaluate the systems to ensure they are in conformance with the contract documents and that all systems are functional.
4. Final Completion – Prior to issuing the certificate of final completion, a full and comprehensive report must be delivered to the owner.

Materials

- Commissioning Report
- Intermediate Reports

Forms

Not applicable

Reference to Other Processes

- Precedes 2.2.11 Task Order on page 44
- Occurs throughout:

- 2.2.12 Design Development on page 47
- 2.2.17 Construction Documents on page 59
- 2.3.8 Construction (Buildings & Parks) on page 93
- Concurrent with 2.3.10 Punch List Walkthrough (Buildings & Parks) on page 98
- Follows 2.4.1 Final Occupancy on page 114

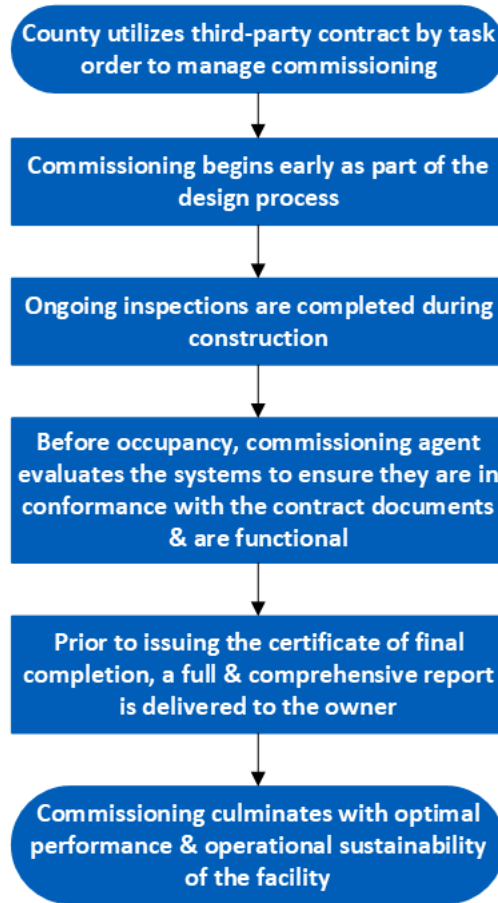


Figure 35: 2.3.7 Commissioning Process

2.3.8 Construction (Buildings & Parks)

Applicable to:

- Buildings
- Parks

Process Owner

Directors of:

- Parks & Recreation
- Facilities & Fleet Management

Process Manager

Project Managers of:

- Parks & Recreation
- Facilities & Fleet Management

Description

The construction of a building occurs in basic phases. These include clearing and grading, site work, foundations, structure and infra- structure build out, interior finish work and final cleaning of the completed building. The architect's role during this period is to interpret the intent of the construction documents, provide additional information as needed, observe progress in the field, issue change orders and complete all inspections to ensure the performance of the contractor in completing the physical work as depicted in the construction documents.

Contacts & Roles: Organization, Entity, or Individual

- Manage the project and process
 - FCM
- Maintain budget
 - FCM
- Perform work
 - Contractor
- Perform building inspections
 - Building Development
 - Fire Marshall's Office
- Perform site inspections
 - Environmental Management
- Support staff and contractual issues
 - Procurement

Timelines: Deadlines, Critical Path Items

1. Varies project to project.

Materials

- Supplemental instruction (Provided by A/E architect)

Forms

- Change Order (AIA Document G701)
- Construction Change Directive (AIA Document G714)
- Application and Certificate for Payment (AIA Document G702)
- Proposal Request (AIA Document G709)

Reference to Other Processes

- Occurs throughout:
 - 2.3.2 Change Order on page 73
 - 2.3.3 Application for Payment on page 76
 - 2.3.7 Commissioning on page 91
- Precedes:
 - 2.3.10 Punch List Walkthrough (Buildings & Parks) on page 98
 - 2.4.1 Final Occupancy on page 114

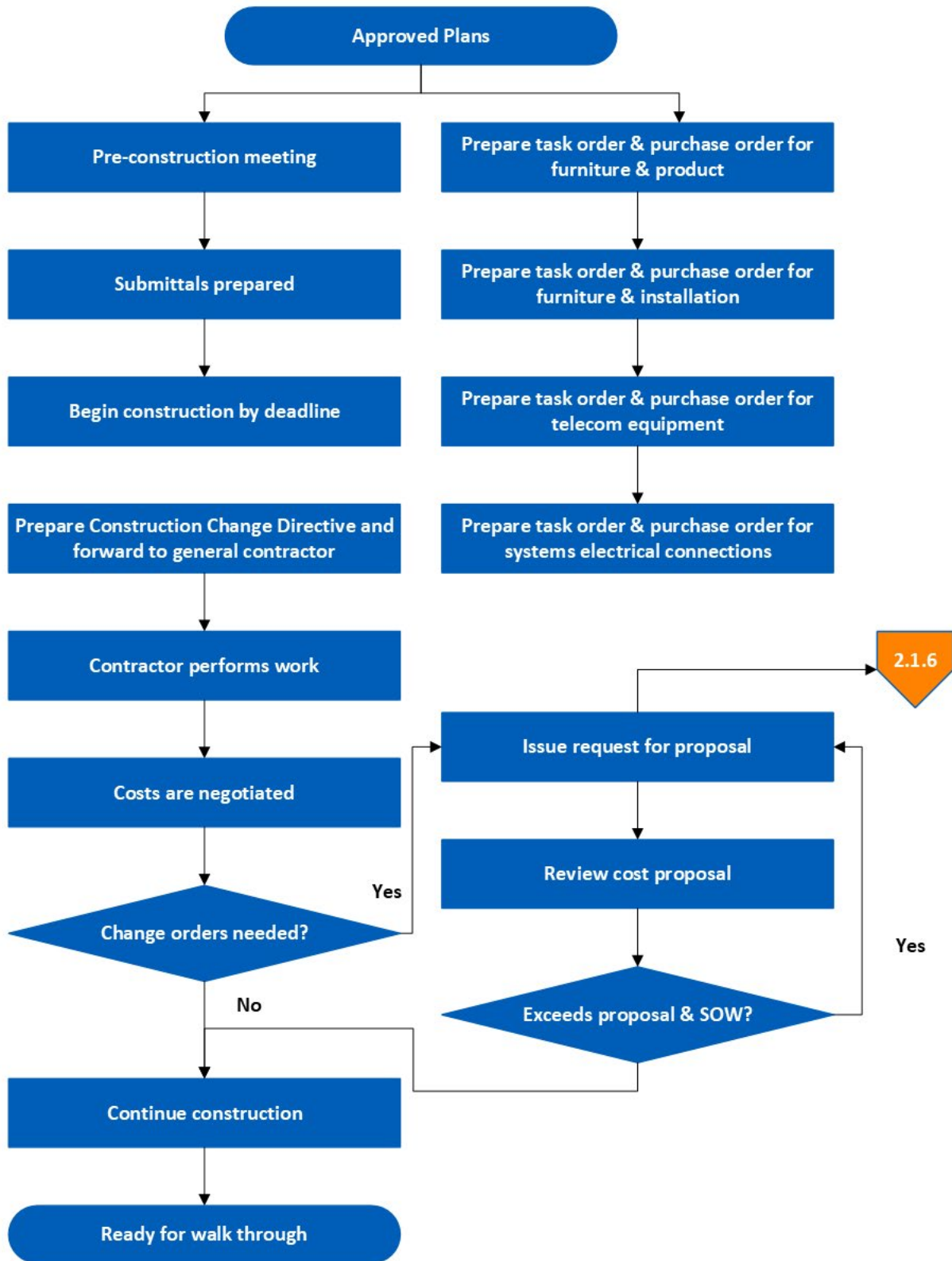


Figure 36: 2.3.8 Construction (Buildings & Parks) Process

2.3.9 Construction (Roads)

Applicable to:

- Roads

Process Owner

Director of Transportation

Process Manager

Project Manager of Transportation

Description

After plan approval by VDOT and completion of a bid package, construction is advertised, and the lowest responsive and responsible bidder is awarded the construction contract.

Sometimes during the course of road construction, safety personnel are required for traffic control/routing due to Lane/Road Closure.

Contacts & Roles: Organization, Entity, or Individual

- Construct project
 - Contractor
- Conduct periodic inspections.
 - VDOT
- Make special request that may be accommodated with the project.
 - Citizens
- Review and approve changes to the construction plans.
 - VDOT
- Project management and inspection
 - Transportation
- Assist in project management
 - Consultants
- Work Zone Safety Assistance
 - Safety/Police Department

Timelines: Deadlines, Critical Path Items

1. Pre-construction meeting – Notice to Proceed (NTP) given and contract executed.
2. Construction deadlines – Deadlines need to be met as prescribed in the contract.

Materials

- Transmittals

Forms

- Work Zone Safety Assistance

Reference to Other Processes

- Follows
 - 2.6.1 Land Acquisition Overview on page 148
 - 2.5.7 Relocation of Utilities on page 146
- Occurs throughout:
 - 2.2.17 Construction Documents on 59
 - 2.3.3 Application for Payment on page 76
 - 2.3.6 Construction Inspection (Roads) on page 88
 - 2.2.11 Task Order on page 44

- 2.3.17 Active Construction Projects Lane Shift or Lane Closure Public Notification Process on page 112
- Precedes:
 - 2.3.11 Punch List Walkthrough (Roads) on page 101
 - 2.4.5 Special Event/Ribbon Cutting on page 123

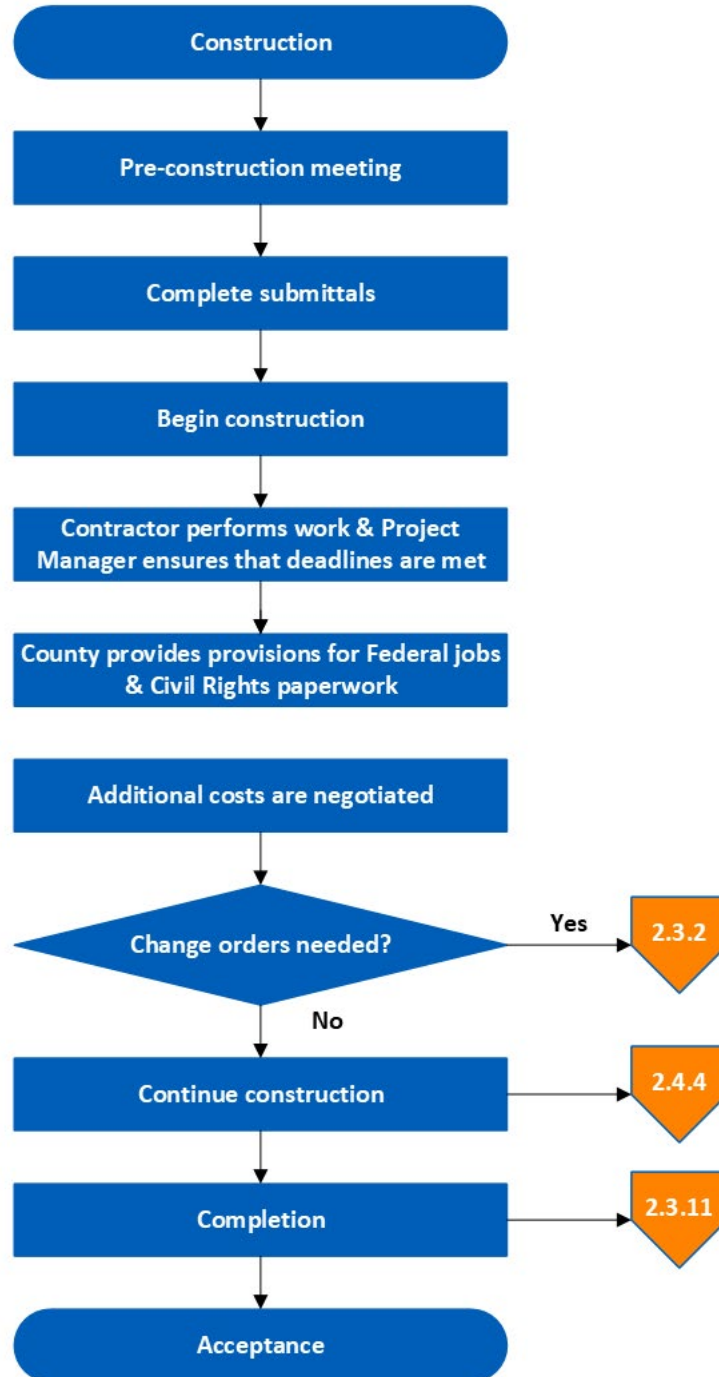


Figure 37: 2.3.9 Construction (Roads) Process

2.3.10 Punch List Walkthrough (Buildings & Parks)

Applicable to:

- Buildings
- Parks

Process Owner

Directors of:

- Parks & Recreation
- Facilities & Fleet Management

Process Manager

Project/FCM Managers of:

- Parks & Recreation
- Facilities & Fleet Management

Description

The contractor initially proposes to the owner and architect that all construction is “substantially complete,” meaning that all inspections are completed, a punch list of outstanding work is produced.

A/E will walk the site with the GC and owners representatives and review all items still remaining. Any item noted that is not complete, substandard or not in place per the terms of the contract is included on the list. Once completed, the list is signed off on by the GC, A/E, and owner, and incorporated into the Certificate of Substantial Completion.

See Additional Information on the next page for more detail.

Contacts & Roles: Organization, Entity, or Individual

- Reviews the building for operational issues and maintenance, long- term care.
 - B&G
 - Maintenance and Operations
- Conducts the punch list walkthrough and completes identified work.
 - Contractor
- Generates the punch list and arbitrates disputes during the walkthrough.
 - A/E Consultant
- Reviews site for proper drainage and environmental compliance.
 - Environmental Management

Timelines: Deadlines, Critical Path Items

1. Conduct walkthrough
2. Issue formal punch list
3. Completed work – Within the contract-specified timeframe and prior to move-in.

Materials

Not applicable

Forms

- Certificate of Substantial Completion
- Punch list
- Adjacent Property Owners Affidavit

Reference to Other Processes

- Follows:
 - 2.3.8 Construction (Buildings & Parks) on page 93
- Concurrent with:
 - 2.3.7 Commissioning on page 91
 - 2.3.14 Procure & Install DoIT Data & Telecom Wiring on page 106
- Precedes:
 - 2.3.13 Procure & Install Furniture & Equipment on page 105
 - 2.4.1 Final Occupancy on page 114

Additional Information

The Owner's representation during this walkthrough is critical since it is the official documentation of outstanding items. The Owner's team includes the Facilities Construction Management Project Manager, a representative from B&G (usually the building engineer assigned to the building) and a representative from Property Management.

The time to complete the punch list items is determined by contract and is generally 60 to 90 days from the date of the walkthrough. Once all of that work is completed, any items noted are considered a warranty item or latent defect.

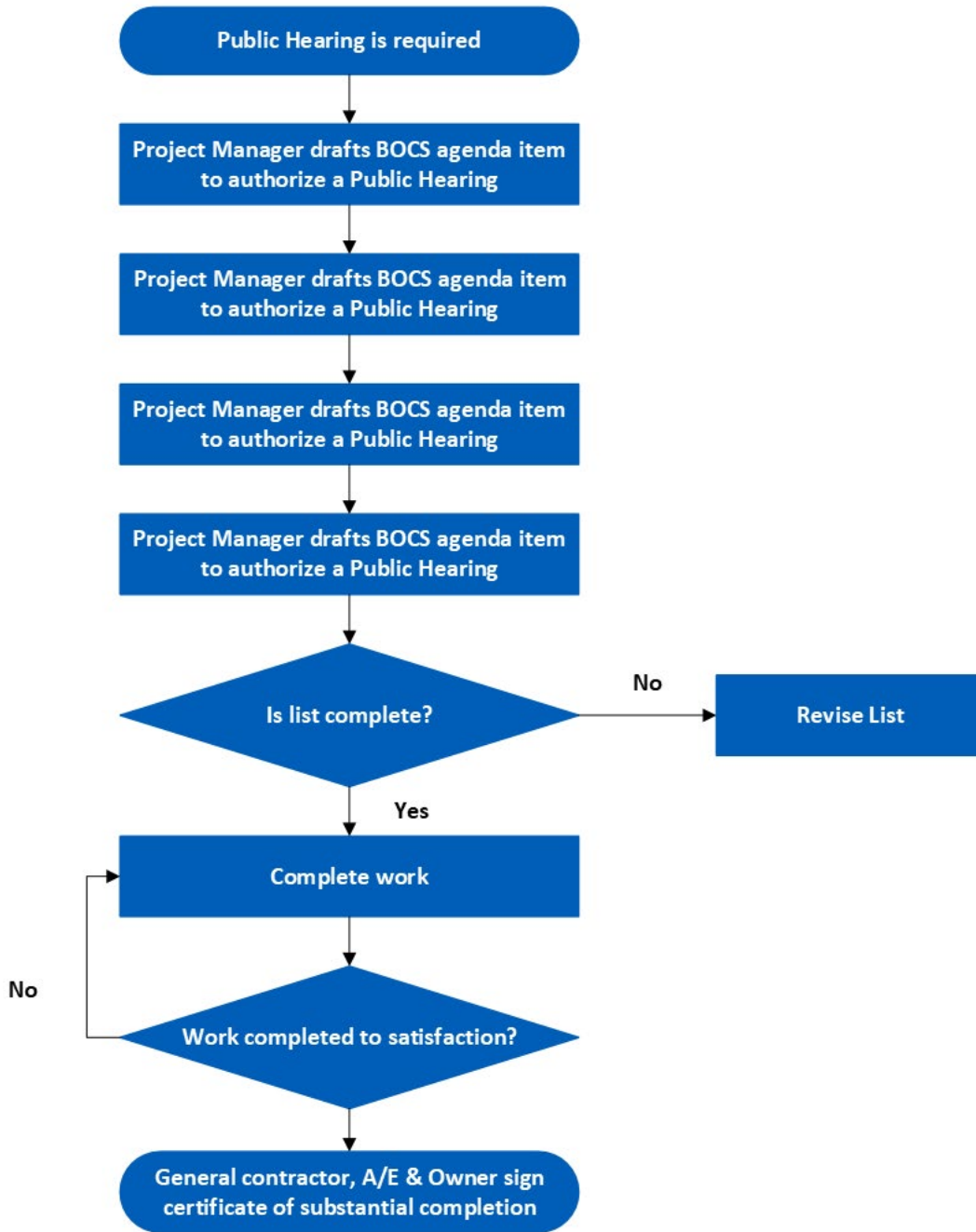


Figure 38: 2.3.10 Punch List Walkthrough (Buildings & Parks) Process

2.3.11 Punch List Walkthrough (Roads)

Applicable to:

- Roads

Process Owner

Director of Transportation

Process Manager

Project Manager of Transportation

Description

Punch list issues are items that are not constructed on the project properly, and they must be addressed by the contractor prior to being accepted by VDOT.

Near the completion of construction, the Project Manager, construction inspector, and the contractor walk the project and prepare a list of all items that need to be addressed by the contractor. The contractor addresses all the items.

The Project Manager, construction inspector, and the contractor walk the project with a VDOT representative and prepare a list of all items that still need to be fixed or addressed. The contractor addresses the items.

VDOT walks the project again and certifies that all issues are resolved.

Contacts & Roles: Organization, Entity, or Individual

- Provide project management
 - Transportation
- Inspects project
 - Transportation
 - VDOT
- Certifies the completion of punch list items
 - VDOT
- Complete the punch list items

Timelines: Deadlines, Critical Path Items

1. Construction complete – Construction must be substantially complete prior to punch list walkthrough.
2. VDOT first walkthrough – Create punch list.
3. All punch list items addressed – Contractor and Project Manager address punch list items.
4. VDOT final walkthrough – Ensures that punch list items have been addressed.
5. Project Manager – Issue C-5

Materials

Not applicable

Forms

- C-5

Reference to Other Processes

- Follows:
 - 2.3.6 Construction Inspection (Roads) on page 88
 - 2.3.9 Construction (Roads) on page 96
- Precedes:
 - 2.4.4 VDOT Acceptance on page 121
 - 2.3.5 Withholding and Releasing Retainage on page 84

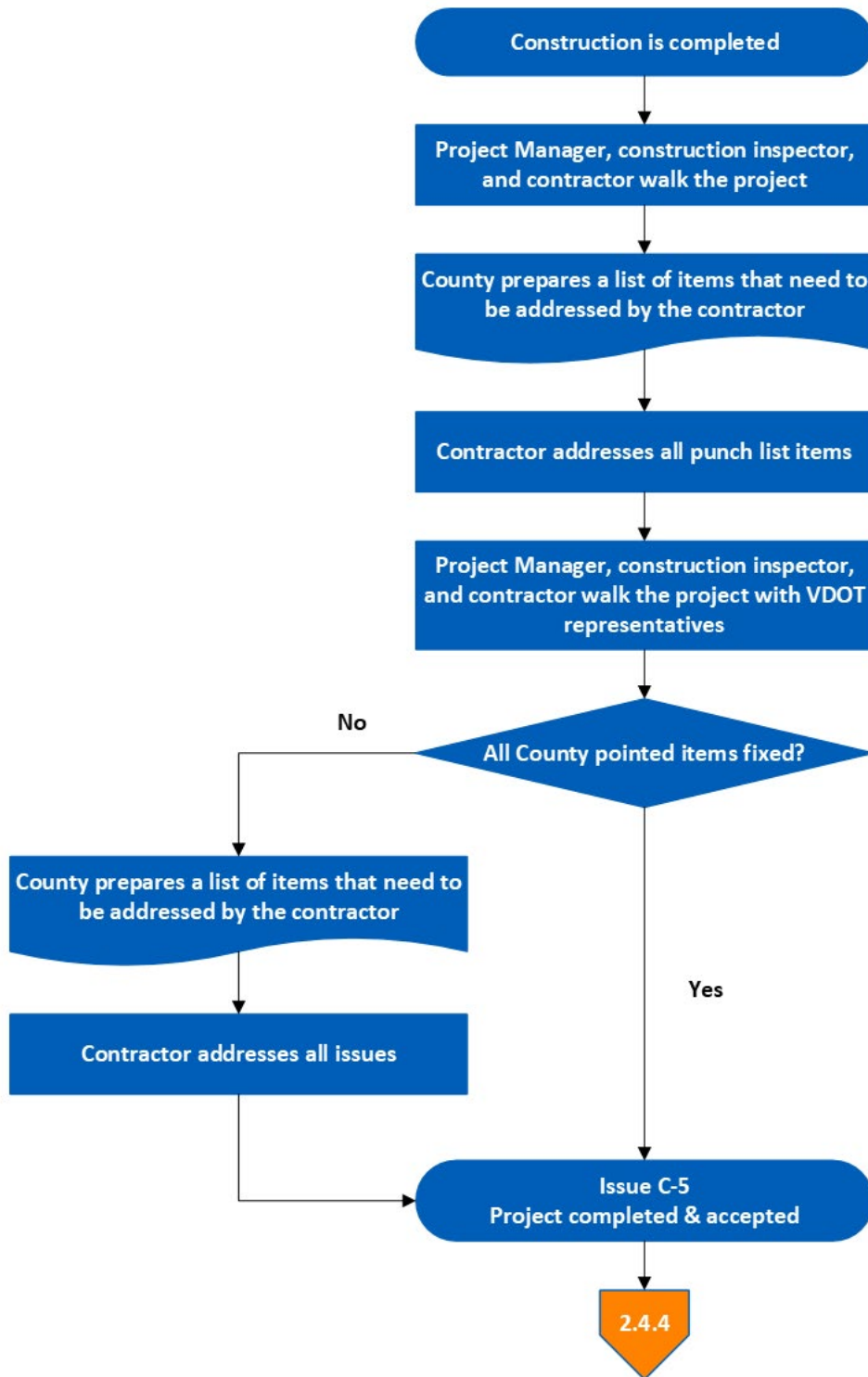


Figure 39: 2.3.11 Punch List Walkthrough (Roads) Process

2.3.12 Construction Information on Social Media

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

Director of Communications in the Office of Executive Management

Process Manager

Project Managers of:

- Parks & Recreation
- Facilities & Fleet Management

Description

The County's Communications Department utilizes social media to notify citizens of important information regarding County construction projects. Note that while Parks & Recreation uses its own social media channels to share information on its projects, other official County social media channels may also share this information to expand community outreach.

Department of Communication requires that items be submitted at least 10 business days in advance of posting.

Contacts & Roles: Organization, Entity, or Individual

- Draft message to be posted.
 - Project Manager
- Approve message and post on social media.
 - Communications Department

Timelines: Deadlines, Critical Path Items

1. Timeliness of Message Posting – Post the message at least one week prior to an event and then throughout the duration of the construction.

Materials

Not applicable

Forms

Not applicable

Reference to Other Processes

- Occurs throughout:
 - 2.3.8 Construction (Buildings & Parks) on page 93
 - 2.3.9 Construction (Roads) on page 96

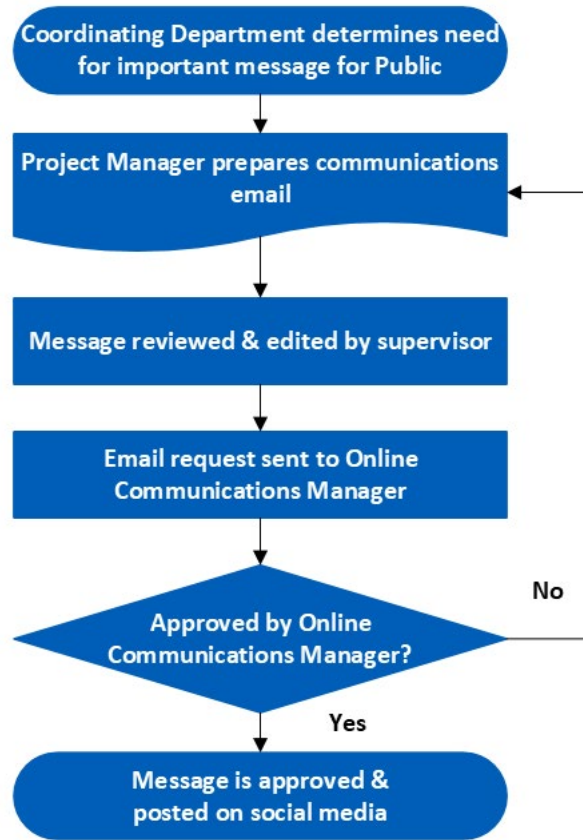


Figure 40: 2.3.12 Construction Information on Social Media Process

2.3.13 Procure & Install Furniture & Equipment

Applicable to:

- Buildings

Process Owner

Property Management Division Chief of Facilities & Fleet Management.

Process Manager

Project Manager and Property Manager of Facilities & Fleet Management.

Description

Property Management Project Manager attends bi-weekly construction meetings to stay informed regarding project timelines. Project Manager works with project design team to formulate timeline, selection, and ordering of user agency required furniture.

Contacts & Roles: Organization, Entity, or Individual

- Prepare documents and implement tasks to accomplish project goals.
 - Property Management Project Managers
- Coordinate with Property Management and User agency.
 - FCM Project Manager

Timelines: Deadlines, Critical Path Items

1. Completion of building construction – Prior to moving in furniture.

Materials

Not applicable

Forms

- Project Estimate Worksheet

Reference to Other Processes

- Follows:
 - 2.2.10 Interior Design on page 43
 - 2.3.8 Construction (Buildings & Parks) on page 93

2.3.14 Procure & Install DoIT Data & Telecom Wiring

Applicable to:

- Buildings
- Parks

Process Owner

Project Manager of DoIT

Process Manager

Project Managers of:

- DoIT
- Facilities & Fleet Management

Description

Project Manager submits a work request to pull data and telecom wiring.

Contact needs to be maintained with FCM to begin installation of data and telecom.

Contacts & Roles: Organization, Entity, or Individual

- Prepare documents and implement tasks to accomplish project goals.
 - DoIT
 - Managing Department Project Manager

Timelines: Deadlines, Critical Path Items

1. Completion of building construction – Prior to installation of data and telecom.

Materials

Not applicable

Forms

- Project Estimate Worksheet

Reference to Other Processes

- Follows:
 - 2.2.10 Interior Design on page 43
 - 2.3.8 Construction (Buildings & Parks) on page 93

2.3.15 Internal Forces Road Construction

Applicable to:

- Roads

Process Owner

Director of Transportation

Process Manager

Project Managers of:

- Facilities & Fleet Management
- Transportation

Description

After the plan has been approved by the County and VDOT and the engineer's estimate is less than two million dollars, the Director of Transportation will review the scope of work, complexity of the project, and anticipated completion date to determine if work can be completed by the Department of Facilities & Fleet Management Construction Services.

Contacts & Roles: Organization, Entity, or Individual

- Project management and inspection.
 - Transportation
- Provide a cost estimate and schedule.
 - Facilities & Fleet Management
- Conduct periodic inspections.
 - VDOT
- Review and approve changes to the construction plans.
 - VDOT

Timelines: Deadlines, Critical Path Items

1. Project Manager prepares an estimate.
2. Facilities & Fleet Management provide their estimate of the work.
3. Director approves work (when required).
4. Pre-construction metering: Notice to proceed (NTP) given and agreement signed.
5. Construction deadlines: Deadlines need to be met as prescribed in agreement.

Materials

Not applicable

Forms

Not applicable

Reference to Other Processes

- Follows:
 - 2.3.1 Invitation for Bid (IFB) on page 69
 - 2.6.1 Land Acquisition Overview on page 148
 - 2.5.7 Relocation of Utilities on page 146
- Occurs throughout:
 - 2.3.3 Application for Payment on page 76
 - 2.3.6 Construction Inspection (Roads) on page 88
 - 2.2.11 Task Order on page 44

- Precedes:
 - 2.3.11 Punch List Walkthrough (Roads) on page 101
 - 2.4.5 Special Event/Ribbon Cutting on page 123

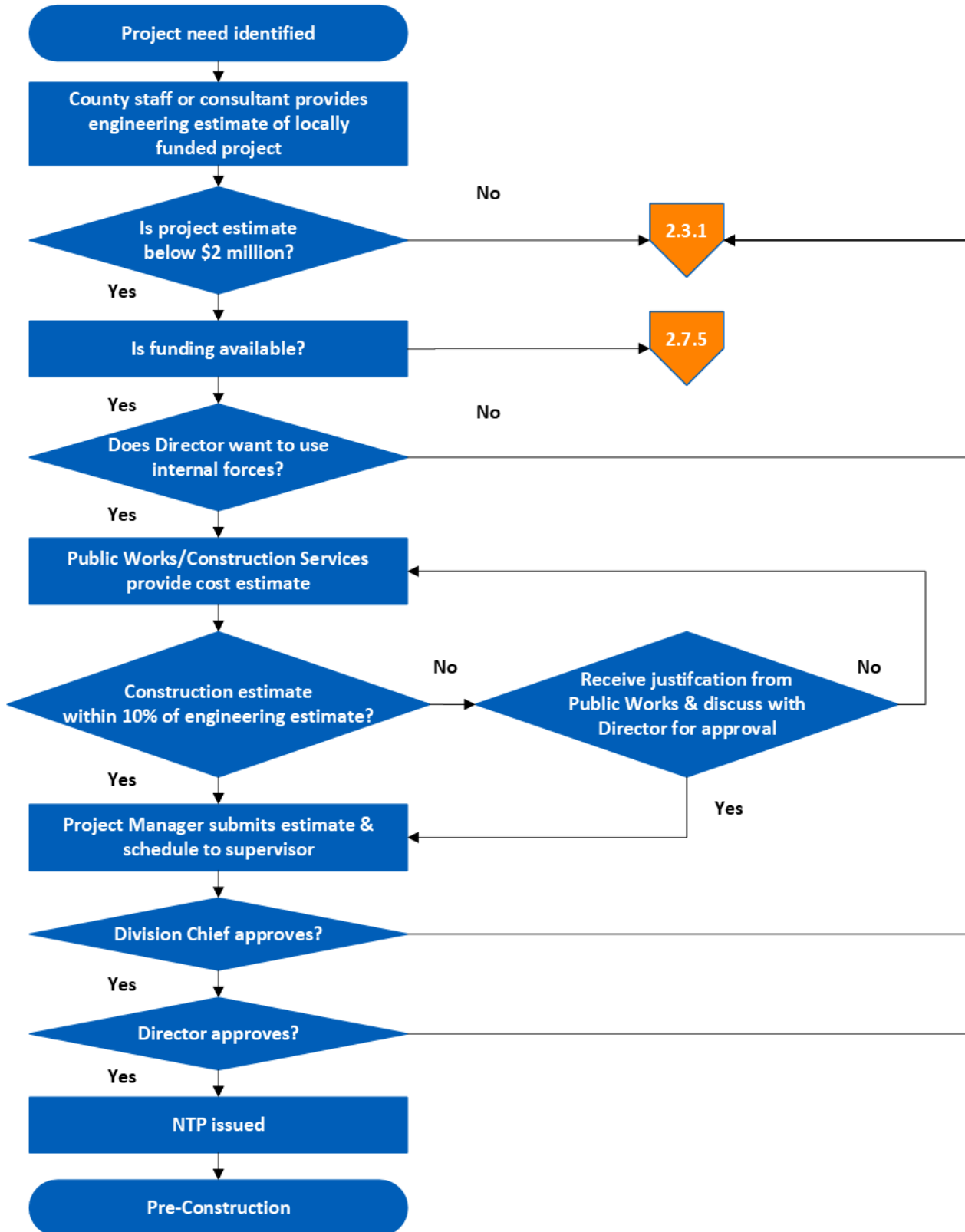


Figure 41: 2.3.15 Internal Forces Road Construction Process

2.3.16 Design-Build Two Phase Selection Request for Qualifications (RFQ) and Request for Proposal (RFP)

Applicable to:

- Roads

Process Owner

Director of Finance

Process Manager

Procurement

Description

The two-phase selection process consists of an RFQ and RFP. The Statement of Qualifications (SOQ) is used to create a Short-List of the three (3) highest ranked Offerors. Only the Offerors on the Short-List will be invited to submit a Proposal in response to the RFP. The two- phase selection process is used for complex or relatively large projects so the number of Offerors submitting a Proposal can be narrowed down to those most highly qualified Offerors. It is initiated by the using department and processed by the Director of Finance in accordance with established rules and regulations.

Contacts & Roles: Organization, Entity, or Individual

- Provide latest special provisions for road projects.
 - VDOT
- Provide information for RFQ and RFP.
 - Transportation
 - Facilities & Fleet Management
 -
- Completes Solicitation Information Form and provides necessary supporting document for the contract.
 - Project Manager
- Review Solicitation Information Form and issue RFQ and RFP.
 - Procurement
- Approve the contract award.
 - BOCS
- Reviews and approves RFQ and RFP documents for contract when federal or state funding involved.
 - State Administrator

Timelines: Deadlines, Critical Path Items

1. RFQ and RFP

Materials

Not applicable

Forms

- Solicitation Information Form for Construction Projects
- Solicitation Information Form for RFP Professional Engineering

Reference to Other Processes

Not applicable

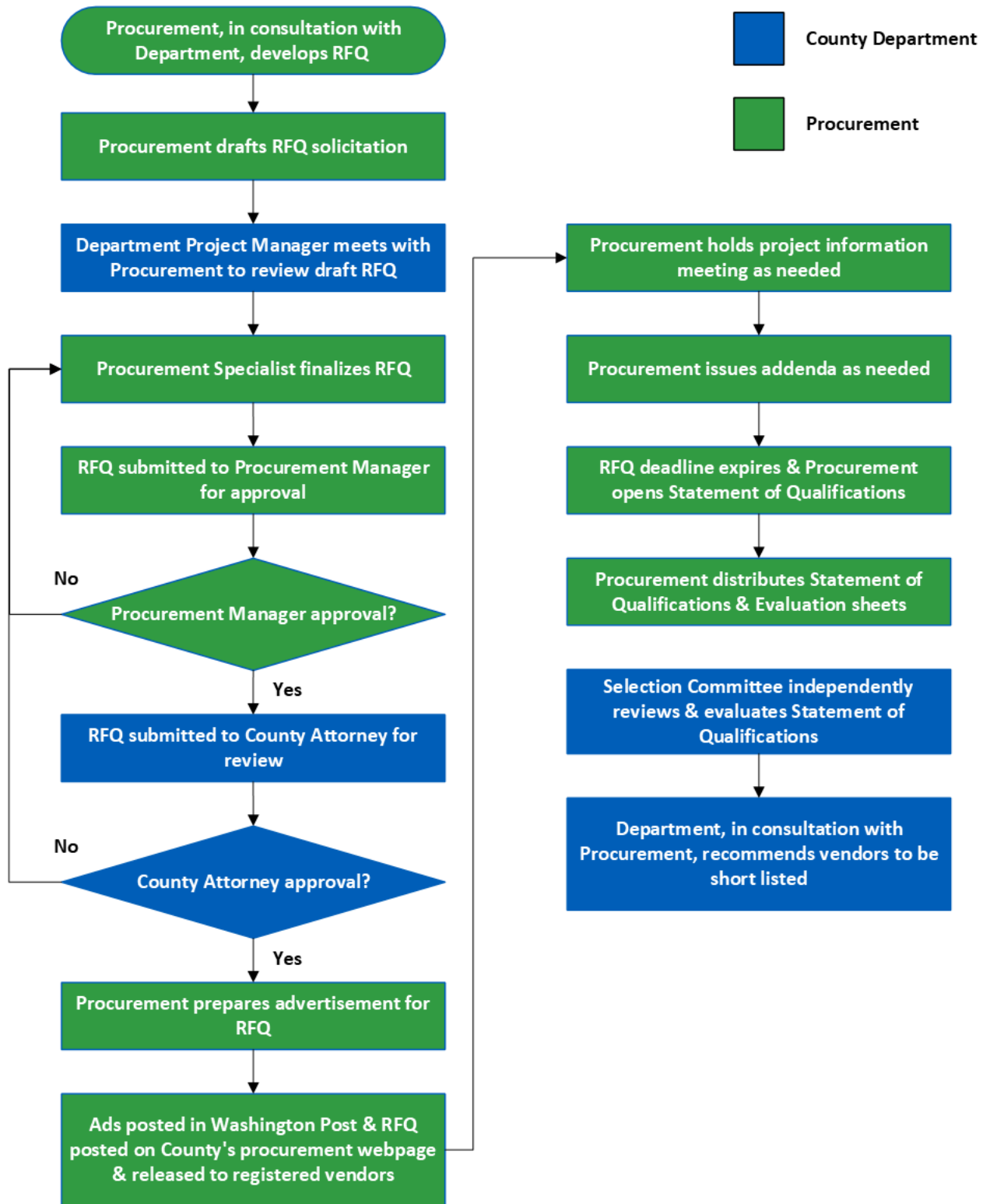


Figure 42: 2.3.16 Design-Build Two Phase Selection RFQ Process

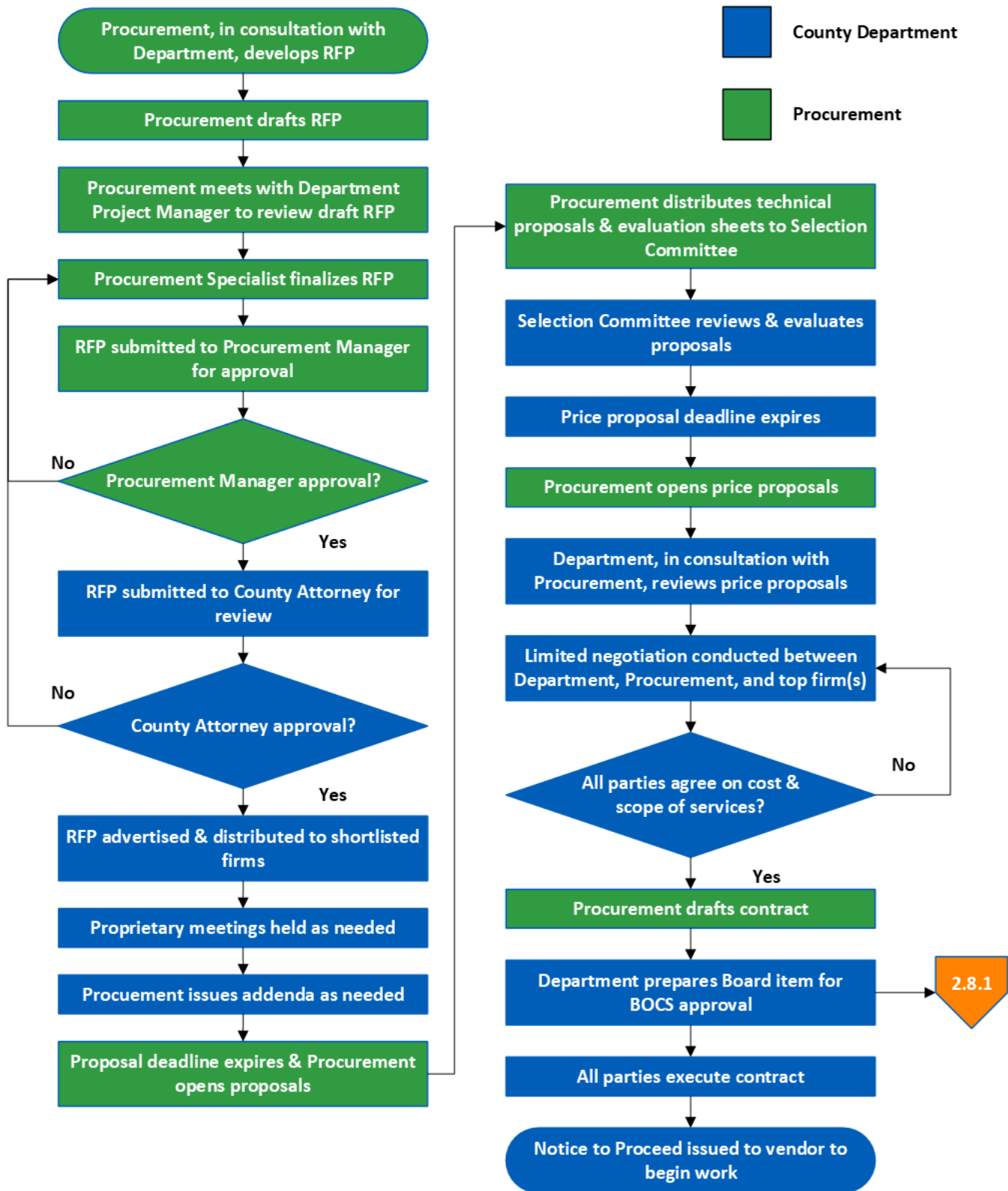


Figure 43: 2.3.16 Design-Build Two Phase Selection RFP Process

2.3.17 Active Construction Projects Lane Shift or Lane Closure Public Notification Process

Applicable to:

- Buildings
- Roads

Process Owner

Director of Transportation

Process Manager

Project Managers of:

- Facilities & Fleet Management
- Transportation

Description

This process is to get approval for lane shifts, lane closures or detours from Virginia Department of Transportation (VDOT) due to road and/or sidewalk construction. It is also to inform the public, County Supervisors' office and Management of closures.

If work zone safety assistance is required (traffic control), the form must be completed. If personnel are requested and canceled, there is an automatic 2-hour charge.

Contacts & Roles: Organization, Entity, or Individual

- Request lane closure approval from VDOT.
 - Contractor
- Provide approved lane closures/detours.
 - VDOT
- Provide copy of approved lane closures/detours and notify all interested parties.
 - Construction Manager

Timelines: Deadlines, Critical Path Items

1. The contractor shall be guided by the approved plan's authorized lane closure hours and contract special provisions.
2. Transportation Construction Managers must stress full compliance with VDOT's Virginia Work Area Protection Manual and Manual on Uniform Traffic Control Devices and all applicable lane closure implementation instructions at the pre-construction meetings and on progress meetings ahead of lane closure/shift events.
3. The contractor shall request lane closure approval from VDOT's Lane Closure Advisory Management System (LCAMS).
4. The County Construction Manager shall provide a copy of the approved detours two weeks prior to the detour date to the VDOT permit manager and to the County Transportation Management Analyst I to add to VDOT and County websites.
5. Contractor shall place variable message boards to inform the traveling public one week prior to detour date.
6. VDOT permit manager will add the detour plans to their website.
7. The County construction manager shall notify the County Supervisor's office with lane closures and detours. Construction managers must notify PWC communications two weeks ahead of lane closure/shift events. Update PWC communication and media notifications as needed. Issue a press release at least a one week in

advance and post on the PWC and Transportation websites. Post advance notices in place per VDOT policies.

8. The contractor shall call VDOT LCAMS when the first lane closure cone/barrel has been placed. The contractor shall call VDOT LCAMS when the last cone/barrel has been removed and the road is reopened back to traveling public.

Materials

Not applicable

Forms

- Work Zone Safety Assistance

Reference to Other Processes

- Occurs throughout 2.3.9 Construction (Roads) on page 96

2.4 Close-Out

2.4.1 Final Occupancy

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

Directors of:

- Parks & Recreation
- Facilities & Fleet Management

Process Manager

County Architect

- Parks & Recreation
- Facilities & Fleet Management

Description

The contractor initially decides that the construction work is complete, including all punch list items, and is ready for a final inspection by the owner and architect. The final application for payment, along with supporting data, must accompany the contractor's request for final inspection. The supporting data includes an Affidavit of Payment of Debts and Claims (AIA form G706), Affidavit of Release of Liens (AIA form G706A), Consent of Surety (AIA form G707) and a statement of insurance turnover. Also required are all as-built drawings for the project.

When the architect determines that the work is acceptable and in conformance with the contract documents, the architect will promptly issue a Certificate of Final Completion. Upon issuance of this document, final payment may be made.

Contacts & Roles: Organization, Entity, or Individual

- Submit request for final inspection.
 - General Contractor

Timelines: Deadlines, Critical Path Items

1. Contractor makes request for final inspection and application for payment – Work must be complete before Certificate of Final Completion can be issued.
2. Certificate of Final Completion – Architect issues Certificate of Final Completion if determined that work is acceptable.

Materials

- Statement of Insurance Turnover

Forms

- Contractor's Affidavit of Payment of Debts and Claims (AIA Document G706)
- Contractor's Affidavit of Release of Liens (AIA Document G706A)
- Consent of Surety Company to Final Payment (AIA Document G707)

Reference to Other Processes

- Follows:
 - 2.3.8 Construction (Buildings & Parks) on page 93
 - 2.3.10 Punch List Walkthrough (Buildings & Parks) on page 98
- Precedes 2.4.2 Acquire Insurance on page 116

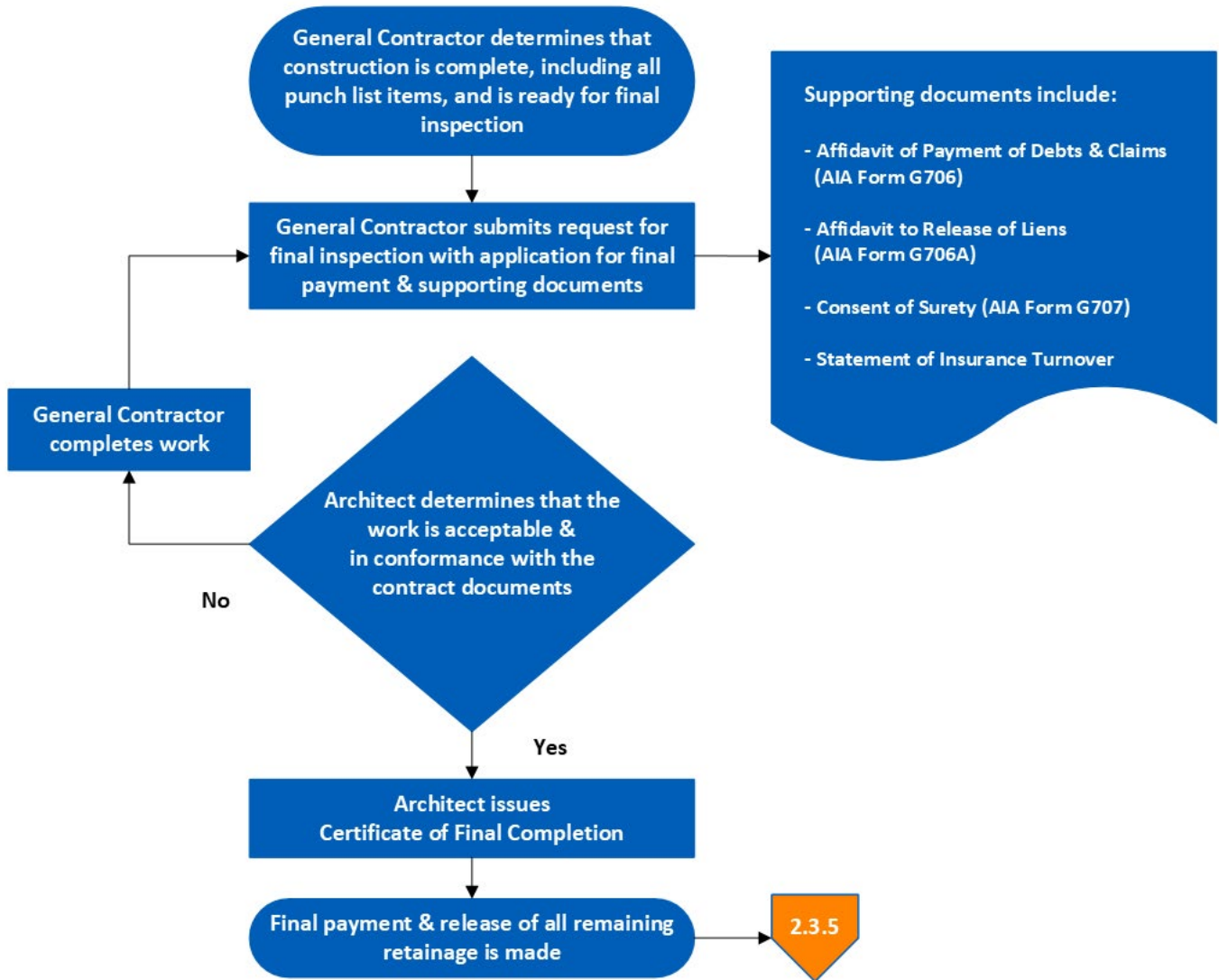


Figure 44: 2.4.1 Final Occupancy Process

2.4.2 Acquire Insurance

Applicable to:

- Buildings
- Parks

Process Owner

Director of Finance

Process Manager

Risk Management Division Chief

- Finance
- Facilities & Fleet Management

Description

During construction, the contractor will have insurance on the facility. However, once the facility has reached substantial completion and the County can occupy the building, the County must add the facility to its insurance policy.

Contacts & Roles: Organization, Entity, or Individual

- Provide building data to Risk Management.
 - Managing Department
- Acquire insurance.
 - Risk Management
- Adds new facility to County's policy.
 - Insurer

Timelines: Deadlines, Critical Path Items

1. Acquire insurance prior to occupancy

Materials

- Letter from GC to County stating change over in insurance

Forms

Not applicable

Reference to Other Processes

- Concurrent with 2.4.1 Final Occupancy on page 114

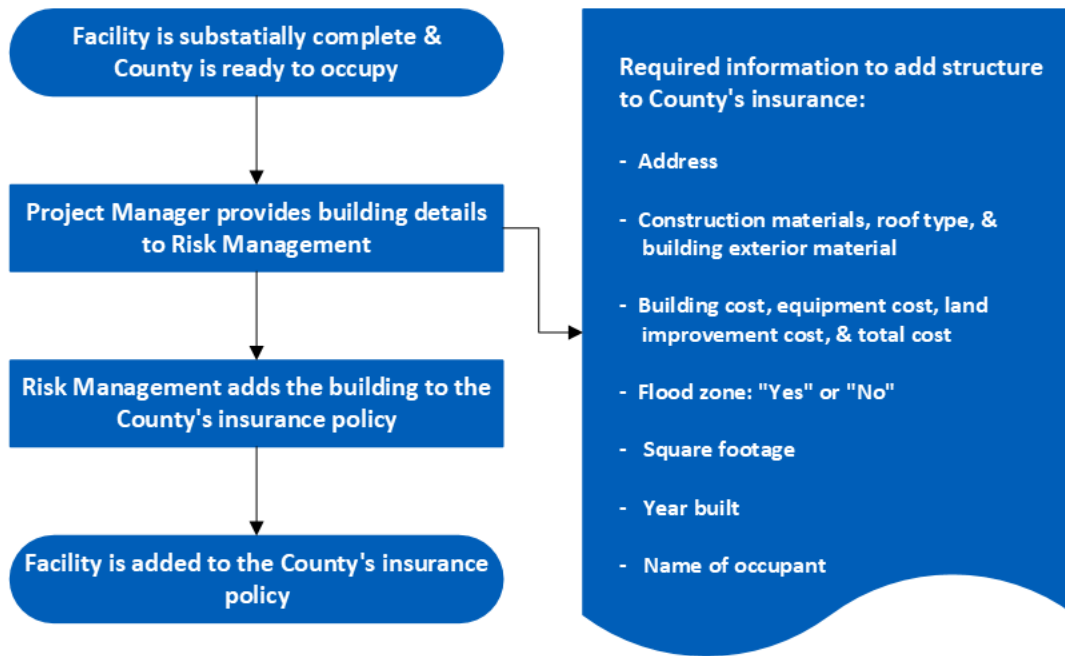


Figure 45: 2.4.2 Acquire Insurance Process

2.4.3 Warranty Period

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

Directors of:

- Parks & Recreation
- Facilities & Fleet Management

Process Manager

Buildings & Grounds Division Chief

- Parks & Recreation
- Facilities & Fleet Management

Description

The warranty period begins upon satisfactory completion of construction, demonstration of meeting specifications, and acceptance by the County. Documents supporting maintenance and operations are provided.

The Building Engineer assigned to the site holds the documentation supporting the warranty.

See Additional Information for more detail.

Contacts & Roles: Organization, Entity, or Individual

- Transition of responsibilities from contractor to County.
 - General Contractor
 - Subcontractors)
 - Architect
- Receives the warranty, operates in its parameters for the specified time, and facilitates the transition of responsibilities from contractor to County. Occasionally performed via a third-party contract.
 - B&G
- Receivers of the support efforts and maximize contractual agreements.
 - Building occupants
- Maximize contractual agreements.
 - FFM
 - Procurement
- Notify General Contractor of areas of non- compliance.
 - FFM

Timelines: Deadlines, Critical Path Items

1. Construction complete.
2. Maintenance & Operations Documents

Materials

- Binder of all warranties from contractor

Forms

Not applicable

Reference to Other Processes

- Follows:
 - 2.3.8 Construction (Buildings & Parks) on page 93
 - 2.3.10 Punch List Walkthrough (Buildings & Parks) on page 98
- Precedes 2.4.2 Acquire Insurance on page 116

Additional Information

The general contractor warrants to the owner and architect that all materials and equipment will be of good quality and new (unless otherwise stated) and that the work will be free from defects and will conform to the requirements stated in the contract documents.

At the time of substantial completion, the GC will provide to the owner a complete list of all written warranties and related documents. These are listed in the specification portion of the contract documents. The warranty period begins on the date of issuance of the Certificate of Substantial Completion, unless otherwise noted.

The warranty period for contractor performed work is 12 months, unless modified by contract. If, during the warranty period, any work is found to be not in accordance with the contract documents, the contractor is responsible to correct it promptly when notified by the owner. Some products will have longer manufacturer warranty periods, as indicated within the contract documents. These warranties will be delivered to Buildings & Grounds for their use in the future. (Ex. roof materials, HVAC equipment, etc.)

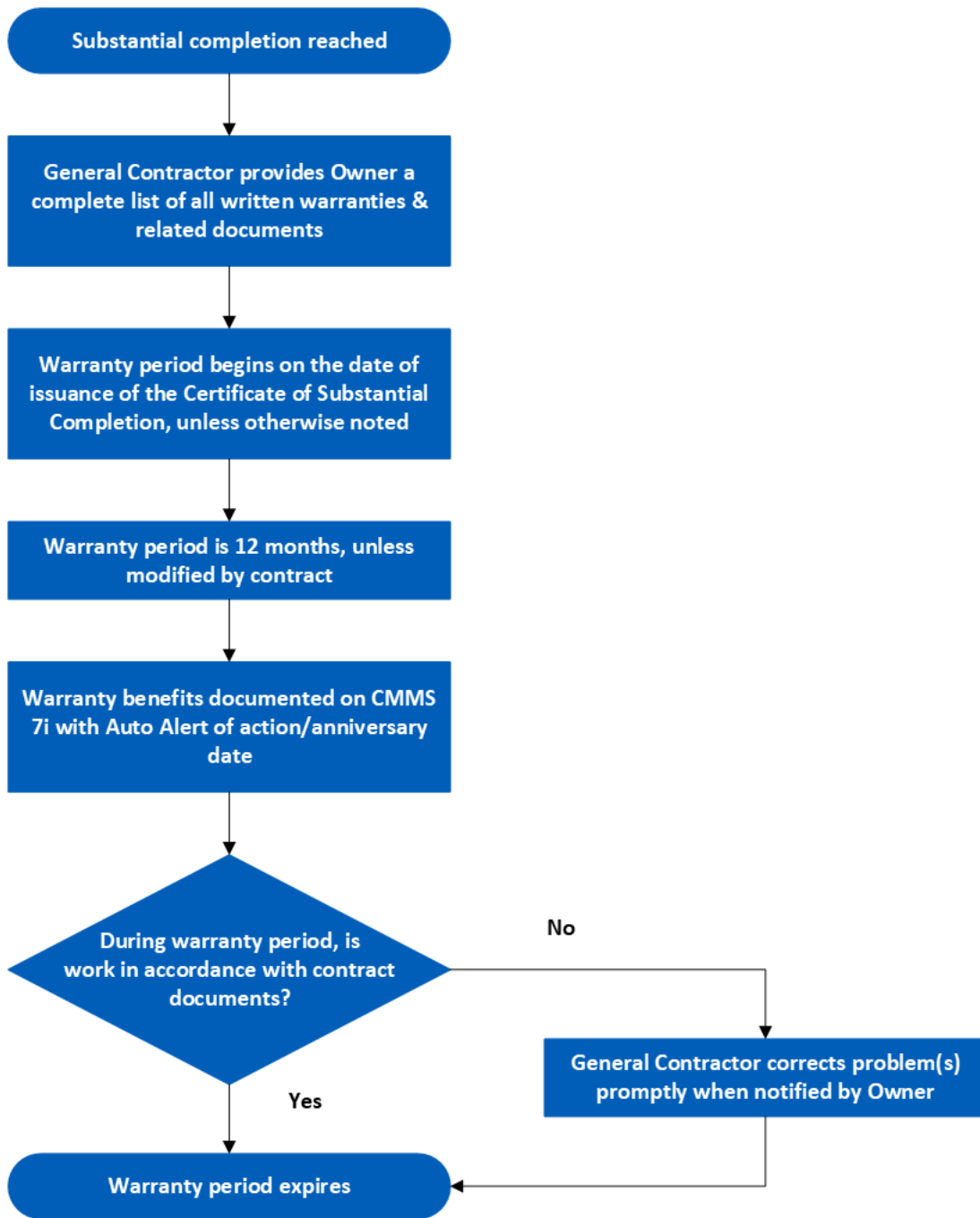


Figure 46: 2.4.3 Warranty Period Process

2.4.4 VDOT Acceptance

Applicable to:

- Roads

Process Owner

Manassas Resident Engineer

Process Manager

Project Manager of Transportation

Description

Roads constructed by the County are turned over to VDOT for operation and maintenance through the street acceptance process. The County contractor is responsible for maintenance until the road is accepted by VDOT.

Contacts & Roles: Organization, Entity, or Individual

- Request VDOT to accept the road into the state secondary system.
 - BOCS
- Correct deficiencies.
 - Contractors
- Prepare final street acceptance documents and assume maintenance responsibilities for the road.
 - VDOT
- Schedule documentation review with VDOT
 - Transportation Project Manager
- Prepare the BOCS resolution and staff report.
 - Transportation Project Manager
- Review plats and plans.
 - Design Manager

Timelines: Deadlines, Critical Path Items

1. All plats recorded – Clerk of the Court records the plats.
2. All legal documents recorded – County Attorney records legal documents.
3. As-Built Plans – Provided by the contractor.
4. Agreement for structures – County and state agree on maintenance of any structures.

Materials

- Bond Acceptance Documents
- Transmittals

Forms

- VDOT Street Acceptance Checklist

Reference to Other Processes

- Follows:
 - 2.3.9 Construction (Roads) on page 96
 - 2.3.11 Punch List Walkthrough (Roads) on page 101
- Precedes 2.8.1 Board Agenda on page 191

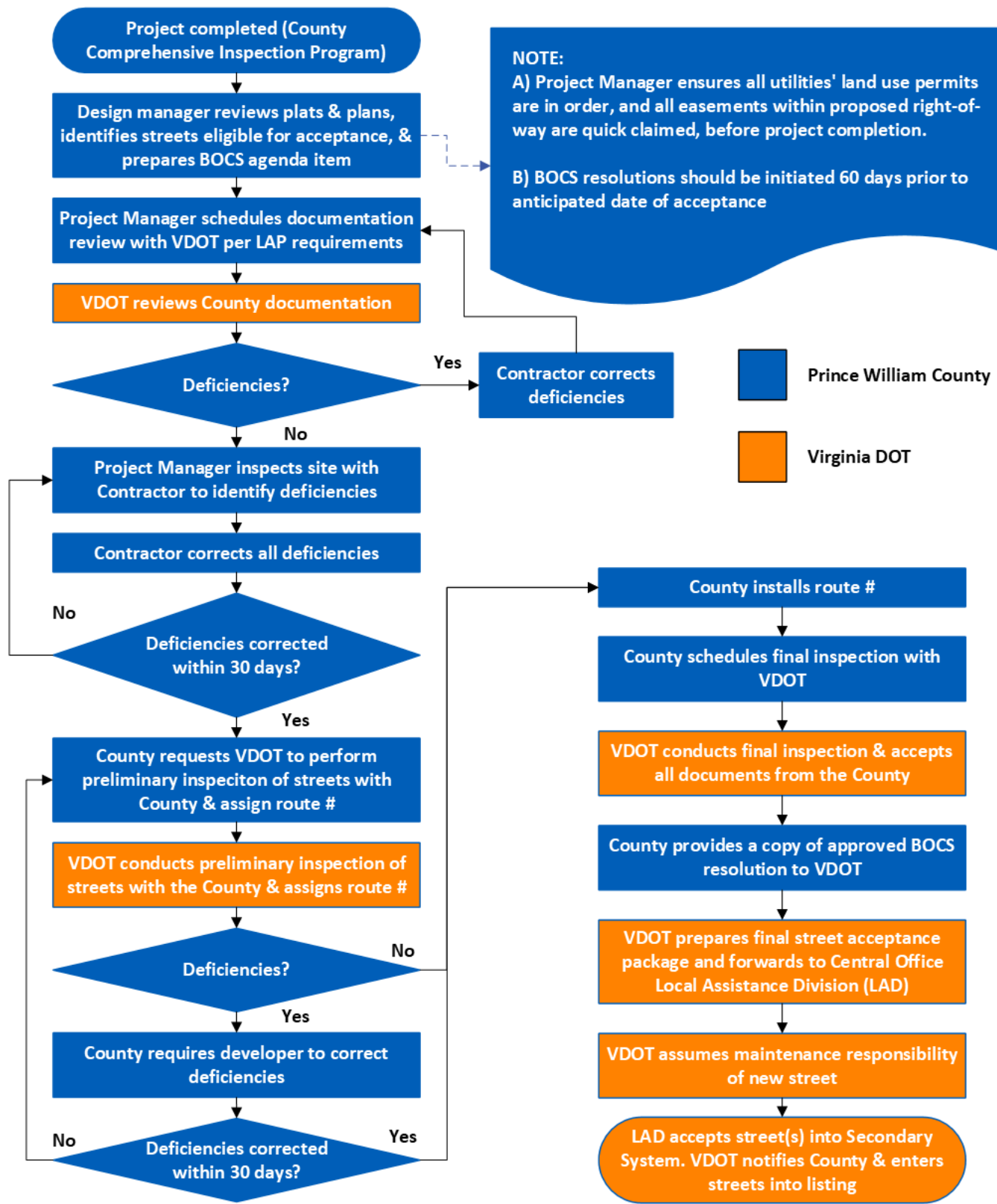


Figure 47: 2.4.4 VDOT Acceptance Process

2.4.5 Special Event/Ribbon Cutting

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

Director of Office of Executive Management

Process Manager

Public Information Specialist of:

- Office of Executive Management
- Communications
- Facilities & Fleet Management
- Property Management
- Parks & Recreation

Description

Upon completion of a capital project, a special event may be held to mark the conclusion of the project. These are usually conducted at the request or decision of the BOCS. Special events are organized and run by the Office of Communications or the Managing Department. Department staff must provide necessary information to the Office of Communications for special events.

Contacts & Roles: Organization, Entity, or Individual

- Request, attend, or participate in special event.
 - BOCS
- Prepare event checklist and coordinate with Communications staff.
 - FFM Project Manager
- Confirm event date with BOCS, County Executive Office, and participants.
 - Communications staff
- Provide traffic safety.
 - Police
- Invited to attend special event.
 - Contractors
 - Subcontractors
 - Other special guests

Timelines: Deadlines, Critical Path Items

1. Project Completion – Project must be substantially complete and occupied.

Materials

Not applicable

Forms

- Special Events Checklist

Reference to Other Processes

- Follows:
 - 2.3.8 Construction (Buildings & Parks) on page 93
 - 2.3.9 Construction (Roads) on page 96

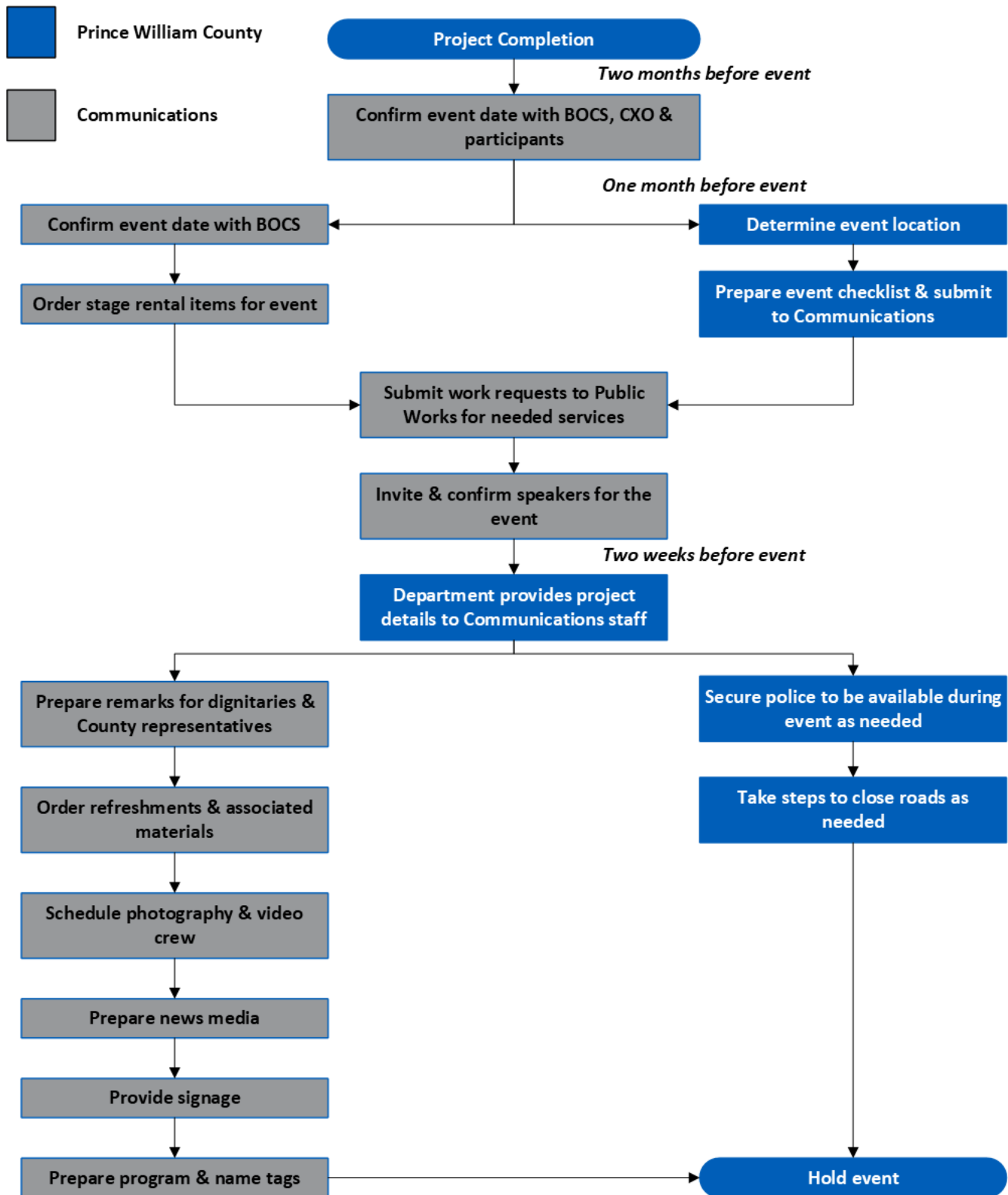


Figure 48: 2.4.5 Special Event/Ribbon Cutting Process

2.4.6 Release of Liens

Applicable to:

- Buildings

Process Owner

Directors of:

- Finance
- Facilities & Fleet Management

Process Manager

Project Manager of Facilities & Fleet Management

Description

A lien on a project is defined as any financial encumbrance, claim, or financial security interest placed on a material supplier or subcontractor for materials and/or work performed, but not yet paid for by the General Contractor. Per the County Code/Code of Virginia, liens are not permissible on county jobs since payments are only allowed for work actually performed. The Code also stipulates that all portions of funds paid to a GC and owed to a supplier or subcontractor is to be paid to the appropriate party within 7 days of receipt of funds.

A release of liens is a document that states all payments, barring any other arrangements between the GC/Supplier/Sub-contractor, have been made and there are no outstanding financial obligations. Even though not required by Code, releases are requested for major categories of work or high dollar items to ensure that subcontractors and suppliers are being paid in accordance with the contract. The timing can be either during the project as part of the pay request or at the completion of the project. This will be outlined in the contract documents between the GC and the County and can vary from project to project.

Contacts & Roles: Organization, Entity, or Individual

- Manage the process.
 - Project Managers
- Request forms for review in situations where there may be a dispute.
 - Procurement analyst
- Supplies the release of liens.
 - Contractor

Timelines: Deadlines, Critical Path Items

1. Release of Liens – Must be received before a final payment can be made.

Materials

Not applicable

Forms

- Contractor's Affidavit of Release of Liens (AIA Document G706A)

Reference to Other Processes

- Precedes 2.4.1 Final Occupancy on page 114

2.4.7 Accounting Project Close-Out

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

Directors of:

- Finance
- Management & Budget

Process Manager

Accounting Division Chief

- Finance
- Management & Budget

Description

Once a project is completed and all revenue and expenditures have been recorded in Mobius, the Project (if applicable) needs to be closed so no further transactions can be posted to the project.

Using departments should move any available funds as necessary to close the project. Example: Any Transportation Roadway Improvement Program funding should be moved off the project to the corresponding Magisterial District holding account.

Contacts & Roles: Organization, Entity, or Individual

- Coordinate with Finance to close Project.
 - User Department
- Complete the Closure Checklist.
 - User Department
- Complete final review and close project in accounting system.
 - Finance
- Reviews closure of Project and moves any & all funds in OTBI as requested
 - Budget

Timelines: Deadlines, Critical Path Items

1. Completion of the Mobius Closure Checklist – Project Manager ensures that all project revenues and expenditures are finalized.

Materials

Not applicable

Forms

- Project Closure Checklist

Reference to Other Processes

- Occurs throughout:
 - 2.3.4 Draw Downs for Bond or Lease-Funded Projects on page 79
 - 2.3.5 Withholding and Releasing Retainage on page 84

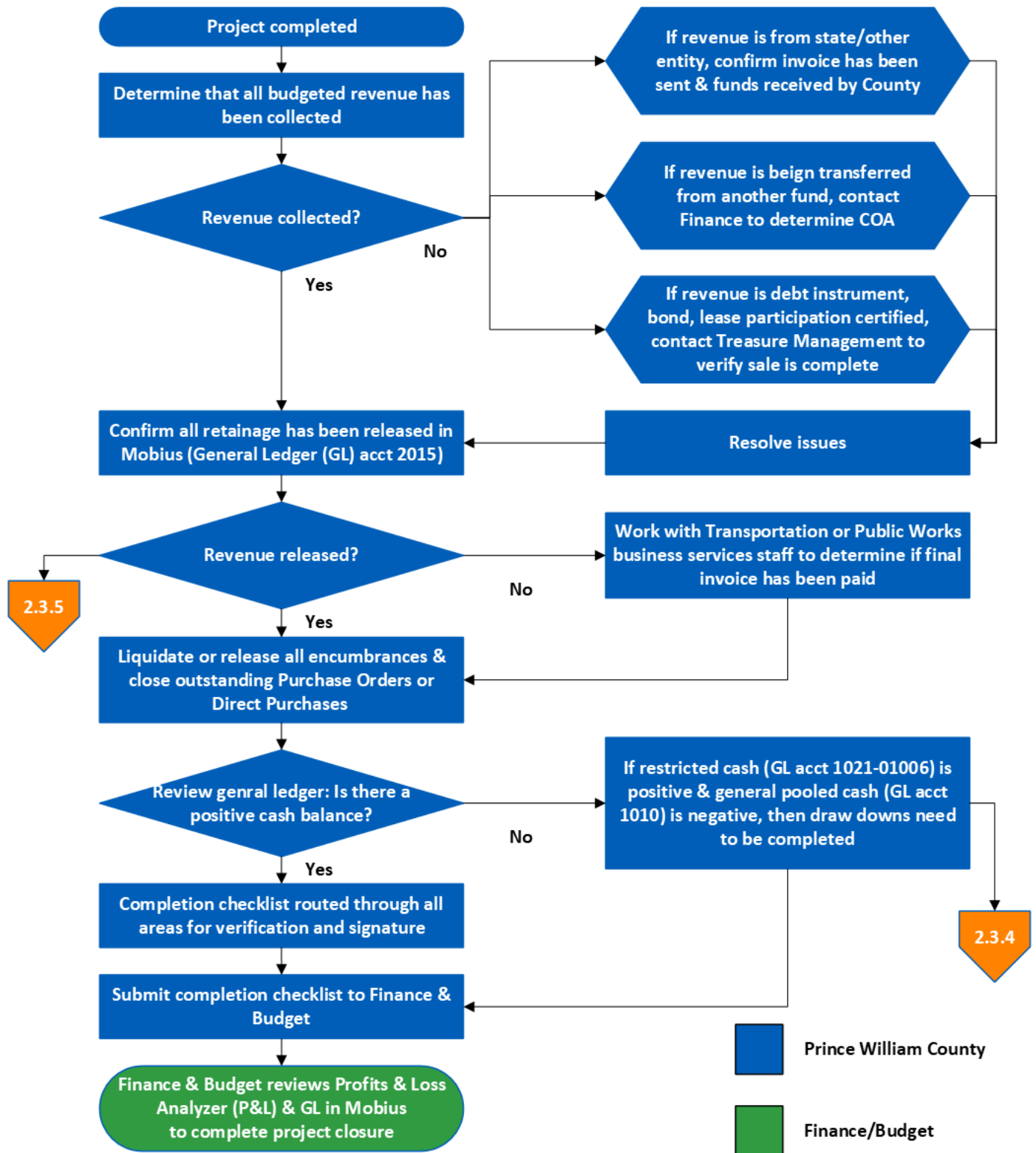


Figure 49: 2.4.8 Accounting Project Close-Out Process

2.4.8 VDOT Audit

Applicable to:

- Roads

Process Owner

Director of Federal Highway Administration

Process Manager

VDOT

Description

This process may be necessary when administering state- or federally- funded projects, in which case a random audit of basic construction and project records may be conducted to verify compliance with federal and state laws and regulations and any requirements within the project agreement. Project records must be maintained for a period of not less than three years following Federal Highway Administration (FHWA) acceptance of the final voucher, and the locality shall make such records available to VDOT upon request.

See Additional Information on the next page for more detail.

Contacts & Roles: Organization, Entity, or Individual

- Request, conduct, and approve audit.
 - VDOT
- Provide necessary documentation.
 - Transportation

Timelines: Deadlines, Critical Path Items

1. Project completion – Follows VDOT acceptance.

Materials

- Project Acceptance Letter
- Source of Materials C-25
- Certification Statement TL-131
- Materials Notebook TL-142
- Electronic Plans - As Built Plans

Forms

- Road Notification Inventory Form M4.01 Official Start & End Dates C-5

Reference to Other Processes

- Follows 2.4.4 VDOT Acceptance on page 121

Additional Information

Additional information can be found in the Guide for Local Administration of Virginia Department of Transportation Projects and the Office of Management and Budget's Circular No. A-133.

- http://www.virginiadot.org/business/locally_administered_projects_manual.asp
- http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2012

The following forms/resources and processes are to be followed only for Federal/State Projects:

Contract Documents

- LPA to send VDOT a copy of LPA's written project acceptance letter.
- LPA to prepare and submit C-5 to VDOT. (To include start and end dates).
- LPA to prepare and submit M4.01 (Road Notification Inventory Form) to VDOT.
- LPA to prepare and submit final (As Built Plans) Electronic Plans to VDOT in PDF format. LPA to submit final C- 25 source of material's form to VDOT.
- LPA to submit final Materials Notebook (TL-142) to VDOT.
- LPA to submit Materials Certification Statement (TL-131) to VDOT.

Final Invoicing

- LPA to establish final contract value and provide a document to VDOT indicating that all parties are in agreement with the final contract value.
- LPA to prepare final invoice and have it reviewed by an independent reviewer not affiliated with the project.
- LPA to submit final invoice to VDOT as well as documentation of invoice verification

2.4.9 Transition of Operating Budget

Applicable to:

- Buildings
- Parks

Process Owner

Directors of:

- Parks & Recreation
- Facilities & Fleet Management

Process Manager

B&G or PM Division Chief

- Parks & Recreation
- Facilities & Fleet Management

Description

This process covers the shift of operational responsibility for the structure from the contractor to the County. This shift includes County staffing, utility responsibilities, and all services.

NOTE: Operational costs, identified in the CIP, must be approved through the annual budget process prior to completion of the facility.

Contacts & Roles: Organization, Entity, or Individual

- Coordination of funding shift during budget cycle approximating completion.
 - B&G
 - Maintenance and Operations
- Manage the utility costs.
 - PM

Timelines: Deadlines, Critical Path Items

1. CIP Established – Operating and one-time costs are calculated on the best available information at the time of submission of the CIP project.
2. Cost Reviews – Conducted annually during the CIP budget process to update operating and one-time costs.
3. Establishment of General Fund Budget – Time is critical to have funding in place and for obtaining staff, supplies, and one-time items in advance of construction completion. Staffing/hiring is complex and is usually started 12 months in advance of anticipated construction completion to support building inspection, training, project management, and occupancy.

Materials

- CIP Forms

Forms

- Budget (General Fund)

Reference to Other Processes

- Precedes 2.8.2 Life Cycle Management on page 194

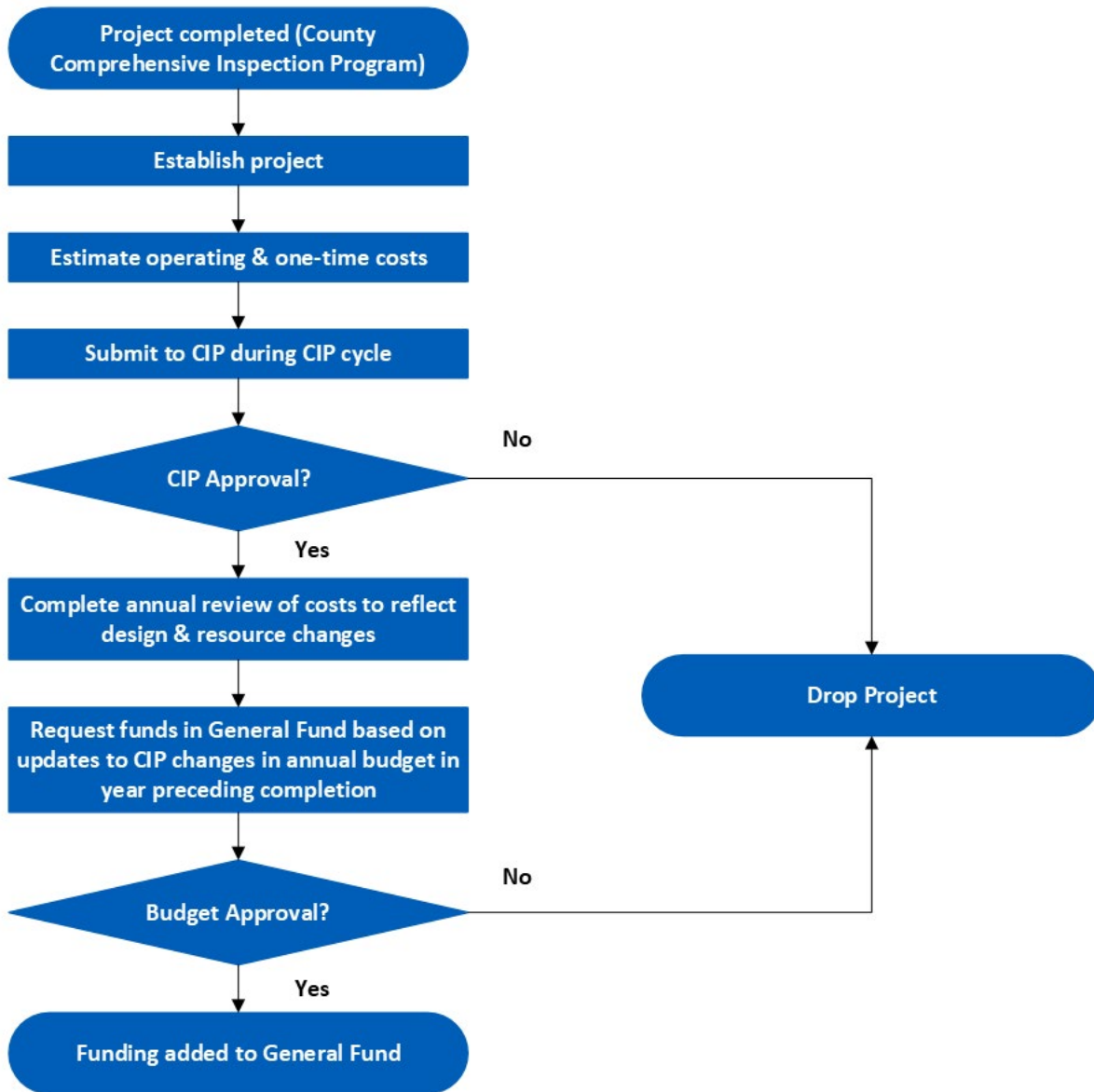


Figure 50: 2.4.10 Transition of Operating Budget Process

2.5 Utility Relocation

2.5.1 Identify Existing Utilities and Conflicts

Applicable to:

- Buildings
- Roads

Process Owner

Directors of:

- Facilities & Fleet Management
- Transportation

Process Manager

Project Managers of:

- Facilities & Fleet Management
- Transportation

Description

During design, all utilities and conflicts within the project limits are identified by the consulting engineer. Utilities are identified through coordination with utility companies, reviewing old plans, and field location by a utility locating contractor.

See Additional Information for more detail.

Contacts & Roles: Organization, Entity, or Individual

- Identify utilities
 - Utility Companies
 - Service Authority (PWCSA)
- Mark utilities
 - Utility Companies
- Coordinate with utility companies and Service Authority team
 - FFM
 - Transportation
- Schedule and conduct UFI meeting
 - FFM
 - Transportation
- Complete UT-9's
 - A/E Consultant

Timelines: Deadlines, Critical Path Items

1. Determine potential conflicts.
2. Coordinate with utility companies.
3. Order test holes – Determine exact location of the utilities.

Materials

- UFI
- Transmittals

Forms

- UT-9

Reference to Other Processes

- Precedes 2.2.13 Design Development (Roads) on page 49

Additional Information

1. UFI meeting is held, and utility companies are provided with project plans by the consultant engineer.
2. After review of plans, utility companies submit easement requests. Based on their request, A/E consultant prepares plats. Once all easements are finalized, utility companies submit a completed plan and estimate.
3. The A/E Consultants reviews and approves the plan and estimate and completes the P&E checklist (UT- 9). Based on the approved plan and estimate, purchase orders are set up for each utility company.
4. Right-of-way team works on acquiring easements. Once easements are acquired, a letter is sent to utility company authorizing them to initiate relocation. If the utility company is abandoning any easement, then a “quit claim” must be processed.
5. If both contractor and utility company are expected to be on the project at the same time, a special provision must be added to the bid documents that denotes coordination between the contractor and utility company.
6. Determining Potential Conflicts—Possible conflicts are identified on the plans and verified by performing utility test holes. Usually pipe and culvert crossing are potential conflict areas.
7. During CIP projects, existing utilities are located during the programming phase to identify any possible conflicts with the new building.

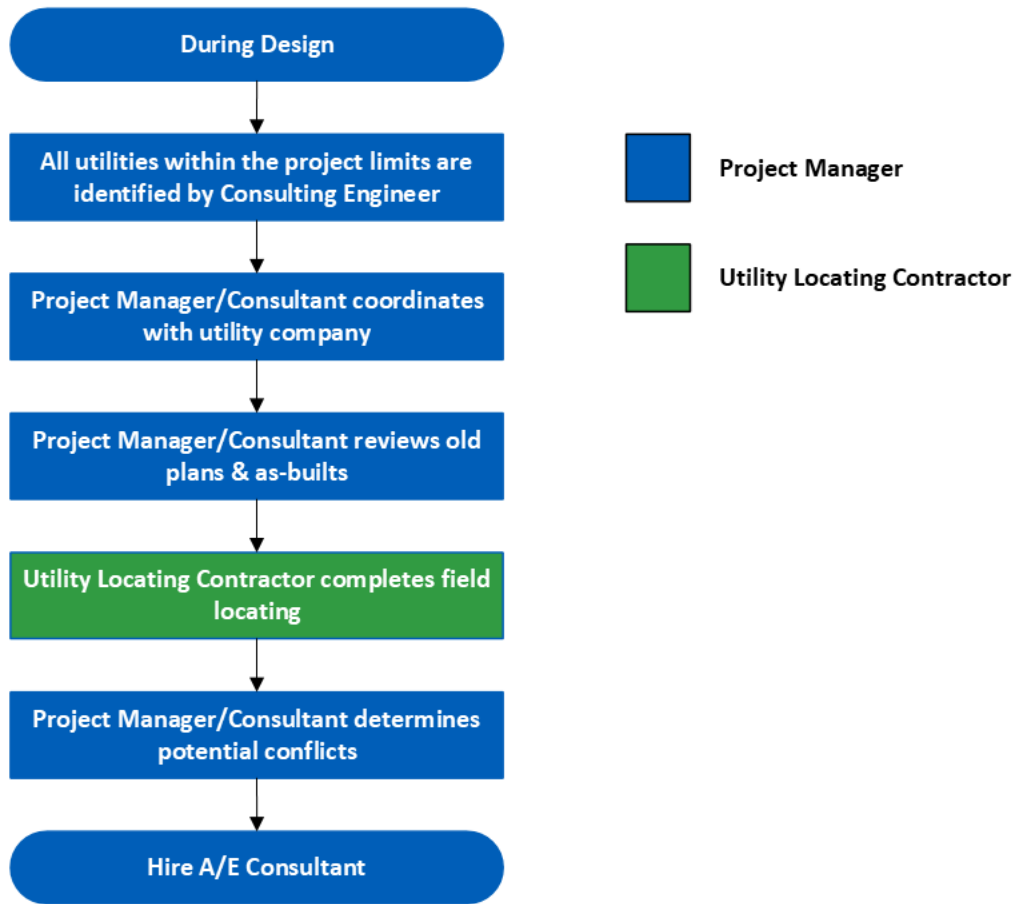


Figure 51: 2.5.1 Identify Existing Utilities and Conflicts Process

2.5.2 Negotiate Fee Arrangement

Applicable to:

- Buildings
- Roads

Process Owner

Directors of:

- Facilities & Fleet Management
- Transportation

Process Manager

Project Managers of

- Facilities & Fleet Management
- Transportation

Description

Utility companies will check the UT-9 from the A/E Consultant to determine priority rights. Depending on the findings this form will show the percent obligation of the utility company and Transportation.

Contacts & Roles: Organization, Entity, or Individual

- Review UT-9.
 - Utility companies
- Provide a cost and time estimate for relocation.
 - Utility companies
- Consult with A/E Consultant to review and approve estimates.
 - Transportation Project Manager
- Prepares Appendix 21.
 - A/E Consultant

Timelines: Deadlines, Critical Path Items

1. 60% Plans – Project Manager schedules UFI.
2. A/E Consultant prepares Appendix 21
3. Utility company reviews Appendix 21
4. Determination of responsibilities between County and utility company.

Materials

Not applicable

Forms

- Appendix 21

Reference to Other Processes

- Precedes 2.5.1 Identify Existing Utilities and Conflicts on page 132

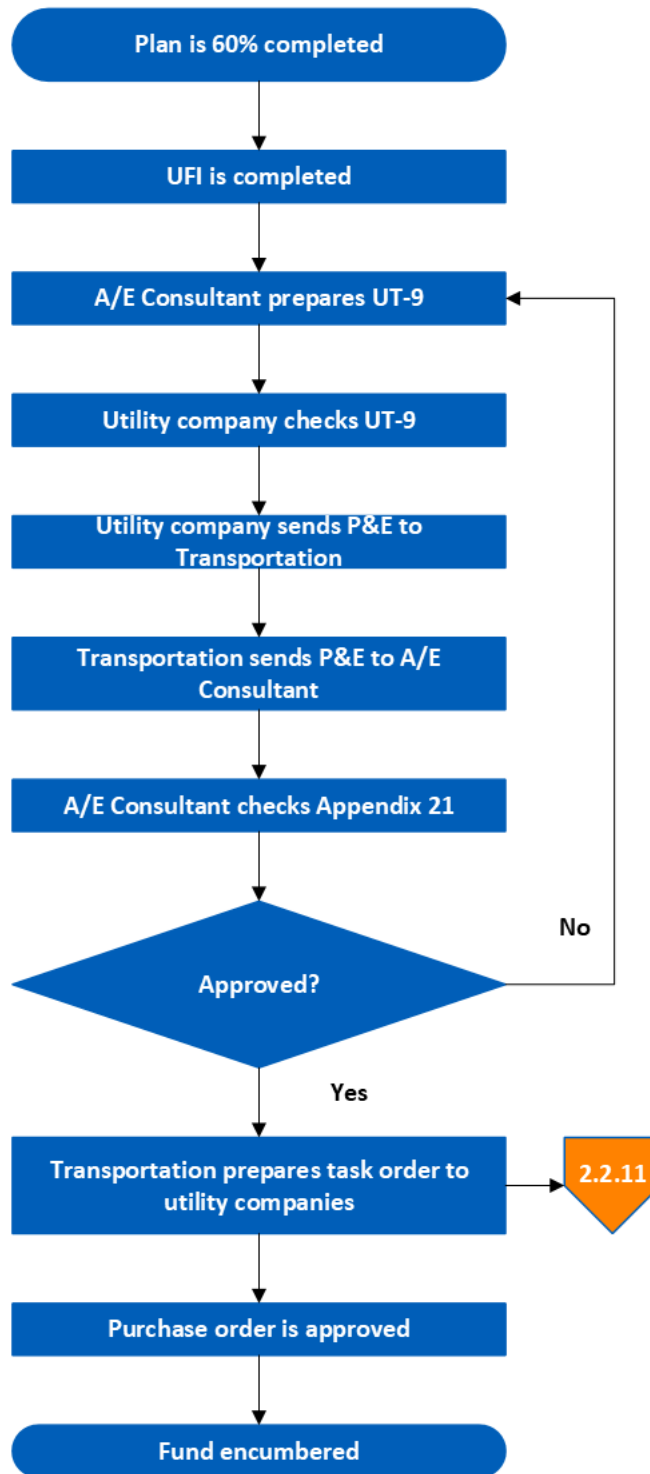


Figure 52: 2.5.2 Negotiate Fee Arrangement Process

2.5.3 Acquire Easements

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

Directors of:

- Facilities & Fleet Management
- Transportation

Process Manager

Project Managers of

- Facilities & Fleet Management
- Transportation

Description

The County must acquire all necessary easements, temporary or permanent, for utility relocations.

Contacts & Roles: Organization, Entity, or Individual

- Submit easement requests.
 - Utility companies
- Receive and approve the easement requests submitted by the utility company.
 - Project Manager
- Provide plans, which determine the easement requirements
 - A/E Consultant
- Submit temporary and permanent construction easements.
 - A/E Consultant
- Provide title report.
 - Title search company
- Provide appraisals.
 - Appraisal company
- Review and negotiate compensation for easements with County Right-of-Way agent.
 - Property owner
- Negotiate compensation for easements with property owners
 - Right-of-Way agent
- Prepare BOCS report.
 - Right-of-Way agent
- Authorize Public Hearings and condemnations of land for easements; grant easements and transfer to utility companies
 - BOCS
- Prepares COT (Certificate of Taking) and records deeds.
 - County Attorney
- Hold easement compensation until agreement is reached with property owner.
 - Circuit Court

Timelines: Deadlines, Critical Path Items

1. 70% plans – Given to utility companies to determine conflicts and relocations.
2. Order plats – From A/E consultant.
3. Negotiations – Right-of-Way agent begins negotiations with property owner. The County must make a bona fide offer before proceeding with COT.
4. Settlements – If the County and the owner can successfully negotiate compensation, the County proceeds to settlement.
5. COT – If settlement cannot be reached, the County proceeds with COT, which necessitates BOCS action.

Materials

Not applicable

Forms

Not applicable

Reference to Other Processes

- Concurrent with:
 - 2.2.13 Design Development (Roads) on page 49
 - 2.2.16 Plat Preparation on page 56
 - 2.6.4 Secure Appraisal on page 155
 - 2.6.5 Make the Offer on page 158
 - 2.6.6 Negotiate on page 162
 - 2.6.7 Settlement on page 164
 - 2.6.8 Condemnation (Quick-Take) on page 167
- Precedes 2.6.9 Court Proceedings on page 169

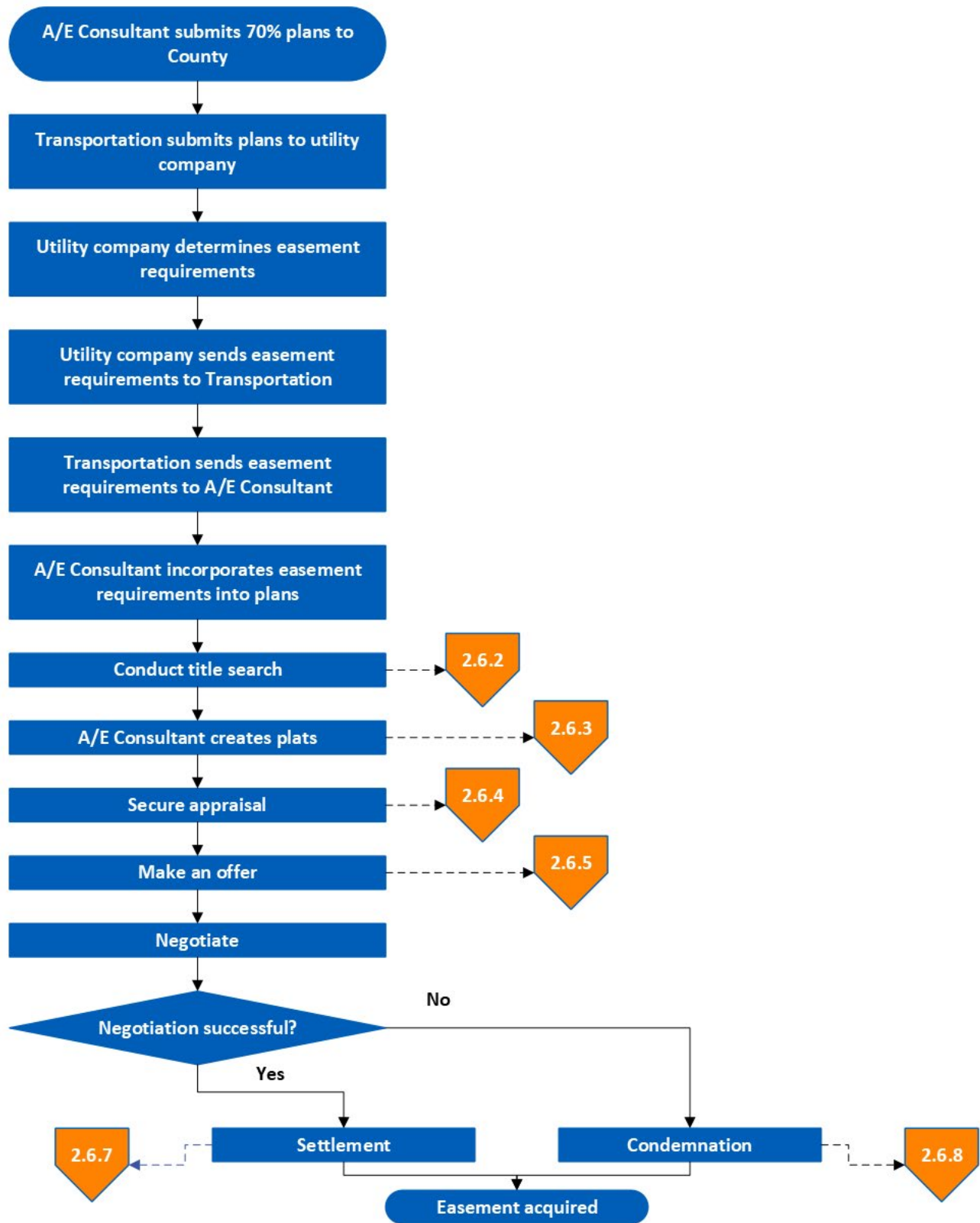


Figure 53: 2.5.3 Acquire Easements Process

2.5.4 Upgrades (Betterments)

Applicable to:

- Roads

Process Owner

Director of Transportation

Process Manager

Project Manager of Transportation

Description

Upgrade of the utilities occurs when an existing line is under capacity and there is a road project that will relocate utilities. Service Authority decides that they will pay for upgrade.

Contacts & Roles: Organization, Entity, or Individual

- Approve betterment agreement.
 - BOCS
- Provide information to A/E consultant.
 - Transportation Project Manager
- Request betterments and approve plans.
 - Utility Company and/or Developer
- Incorporate betterments in plans.
 - A/E Consultant

Timelines: Deadlines, Critical Path Items

1. Appendix 21 – Documents water or sewer conflicts.
2. Utility Company and/or Developer checks and recommends upgrades – Utility Company and/or Developer must approve upgrades prior to incorporation in the design plans.
3. A/E consultant changes plans – Upgrades must be incorporated into the design plans prior to construction.

Materials

Not applicable

Forms

- Appendix 21

Reference to Other Processes

- Precedes:
 - 2.2.13 Design Development (Roads) on page 49
 - 2.3.9 Construction (Roads) on page 96
- Concurrent with:
 - 2.5.7 Relocation of Utilities on page 146
 - 2.8.1 Board Agenda on page 191

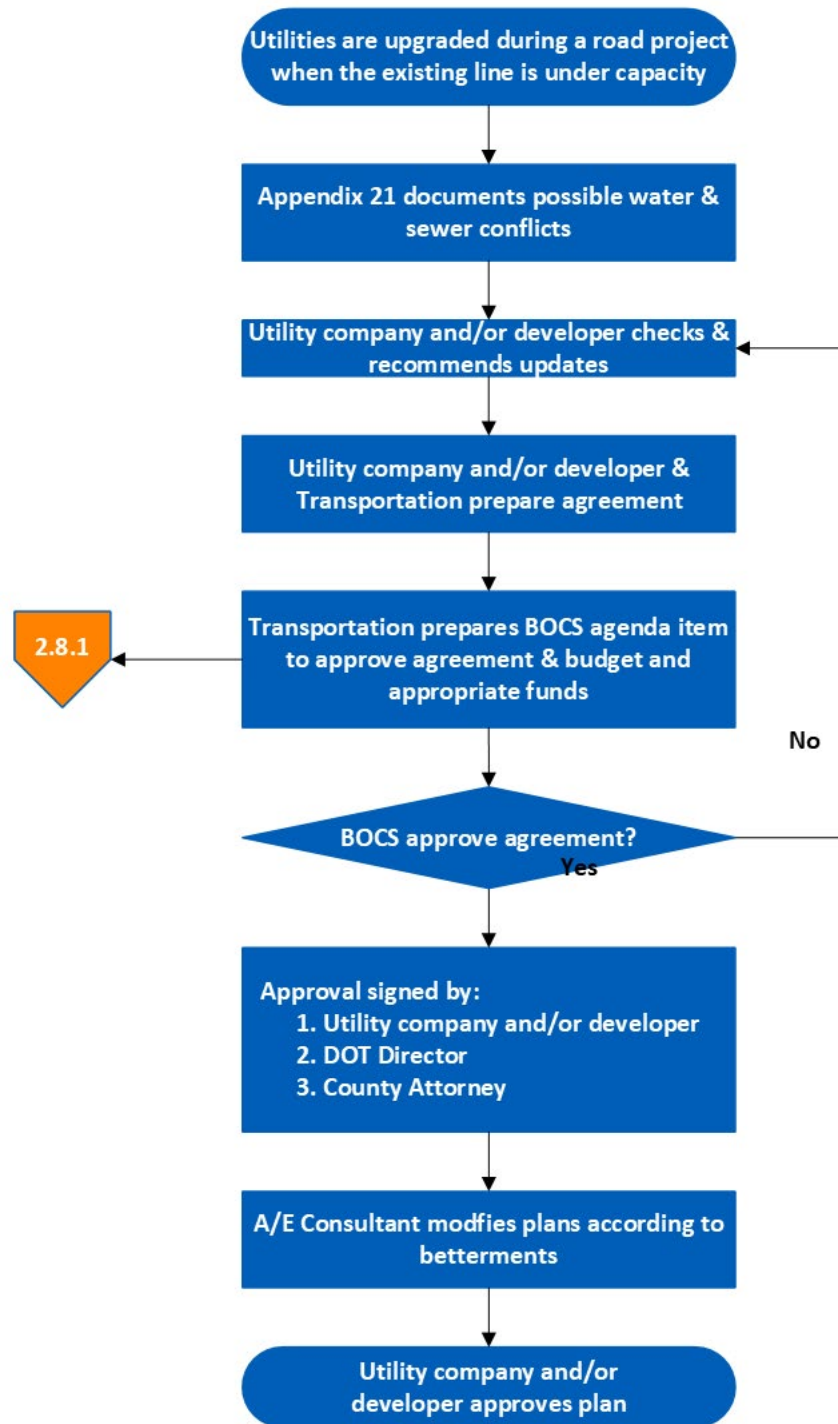


Figure 54: 2.5.4 Upgrades (Betterments) Process

2.5.5 Request/Authorize Work

Applicable to:

- Roads

Process Owner

Director of Transportation

Process Manager

Project Managers of Transportation

Description

Transportation needs to send a letter to the utility companies to request work to start with relocations.

Contacts & Roles: Organization, Entity, or Individual

- Provide utility relocation plans and estimates.
 - Utility companies
- Request Notice to Proceed (NTP).
 - Utility companies
- Provide UT-9 for to utility company
 - Project Manager
- Review and negotiate cost estimate
 - Project Manager
- Checks on task order status, and if approved, sends NTP.
 - Project Manager

Timelines: Deadlines, Critical Path Items

1. Task order – Task order must be approved before NTP can be sent.
2. Notice to Proceed (NTP) – Project Manager sends NTP.

Materials

Not applicable.

Forms

- VDOT Utility Manual (Appendix No. 4 UT-9 Utility Field Inspection)
- VDOT Utility Manual (Appendix No. 5 UT-9A Underground Utility Data Sheet)
- VDOT Utility Manual (Appendix No. 21 Plan and Estimate Check List)

Reference to Other Processes

- Follows 2.2.11 Task Order on page 44
- Precedes 2.5.2 Negotiate Fee Arrangement on page 135

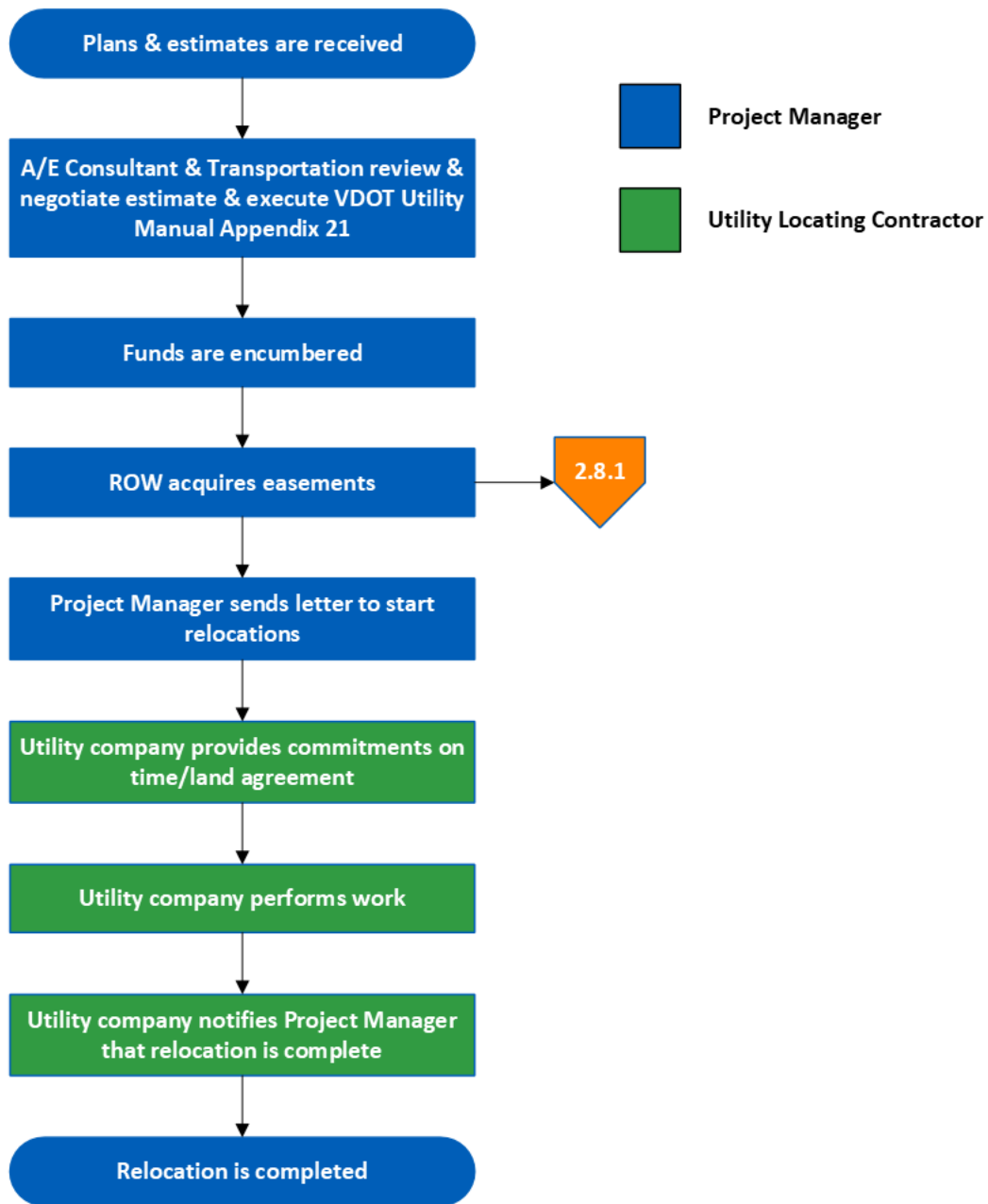


Figure 55: 2.5.5 Request/Authorize Work Process

2.5.6 Dispose of Old Material

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

Directors of:

- Facilities & Fleet Management
- Transportation

Process Manager

Project Managers of:

- Facilities & Fleet Management
- Transportation

Description

All utility companies are responsible for removal and disposal of all material as a result of relocations. They are responsible to inform Miss Utility of Virginia (VA 811) about abandoned lines and location of new lines.

Contacts & Roles: Organization, Entity, or Individual

- Inform utility companies about removal of remaining material.
 - Project Manager
- Remove remaining material.
 - Utility companies

Timelines: Deadlines, Critical Path Items

1. Relocation is complete
2. Remove old material
3. Abandon lines
4. Inform Misc Utility (VA 811)

Materials

Not applicable

Forms

Not applicable

Reference to Other Processes

Not applicable

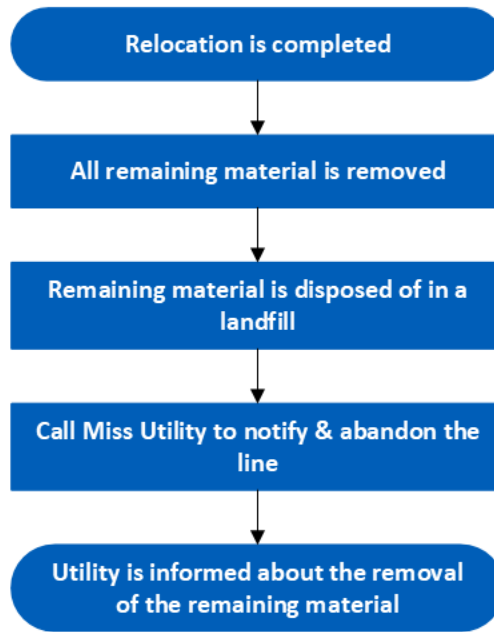


Figure 56: 2.5.6 Dispose of Old Material Process

2.5.7 Relocation of Utilities

Applicable to:

- Roads

Process Owner

Director of Transportation

Process Manager

Project Managers of Transportation

Description

Existing utilities must be relocated to accommodate improvements to the roadway. Easements must be acquired prior to relocation. Utilities may include phone lines, cable, water and wastewater, storm sewer, gas, and electric.

Contacts & Roles: Organization, Entity, or Individual

- Oversee relocation operations.
 - Project Manager
- Provide relocations.
 - Utility companies

Timelines: Deadlines, Critical Path Items

1. Notice to Proceed (NTP) – Work may begin when a formal notice is given to proceed.
2. Utility company performs work.

Materials

Not applicable

Forms

Not applicable

Reference to Other Processes

- Follows:
 - 2.5.3 Acquire Easements on page 137
 - 2.5.5 Request/Authorize Work on page 142
- Precedes 2.3.9 Construction (Roads) on page 96

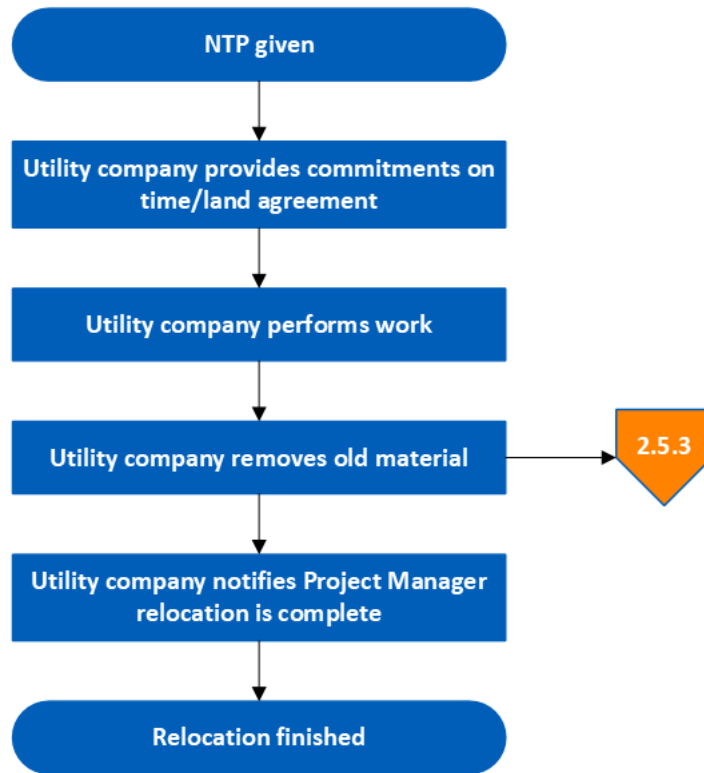


Figure 57: 2.5.7 Relocation of Utilities Process

2.6 Land Acquisition

2.6.1 Land Acquisition Overview

Applicable to:

- Roads

Process Owner

Director of Transportation

Process Manager

Right-of-Way Agent of Transportation

Description

Acquisition is the process of acquiring real property (real estate) or some interest therein. In the course of building roads, often the County must acquire property from private owners. This section provides an overview of the acquisition process. More detailed information about individual aspects of land acquisition is found in the remaining sections of chapter 2.6.

Contacts & Roles: Organization, Entity, or Individual

- Supply plans and plats.
 - Engineering and construction firms
- Supply feedback on road alignment, which determines property requirements.
 - Citizens
- Prepare purchase order.
 - Department Accounting
- Review acquisition.
 - Finance
 - Budget
 - County Attorney
- Approve settlements:
 - Below \$300,000
 - Transportation Director
 - Between \$300,000 and \$500,000
 - County Executive
 - Over \$500,000
 - BOCS
- Provide appraisals
 - Appraisers
- Provide title report
 - Title search company
- Coordinate property acquisition with the construction schedule
 - Project Manager

Timelines: Deadlines, Critical Path Items

1. GPIN parcel listings – Receive from Project Manager.
2. Title Search – Contractor.
3. Plat – Contractor.
4. Appraisal – Contractor.

5. Purchase Order – Department Accounting.

Materials

- GPIN Parcel
- Project plans
- Appraisal

Forms

- Comp Approval Form for items < \$500,000

Reference to Other Processes

- Follows 2.2.11 Task Order on page 44
- Occurs throughout:
 - 2.2.2 Public Hearings on page 22
 - 2.3.9 Construction (Roads) on page 96
 - 2.8.1 Board Agenda on page 191
- Precedes 2.3.1 Invitation for Bid (IFB) on page 69

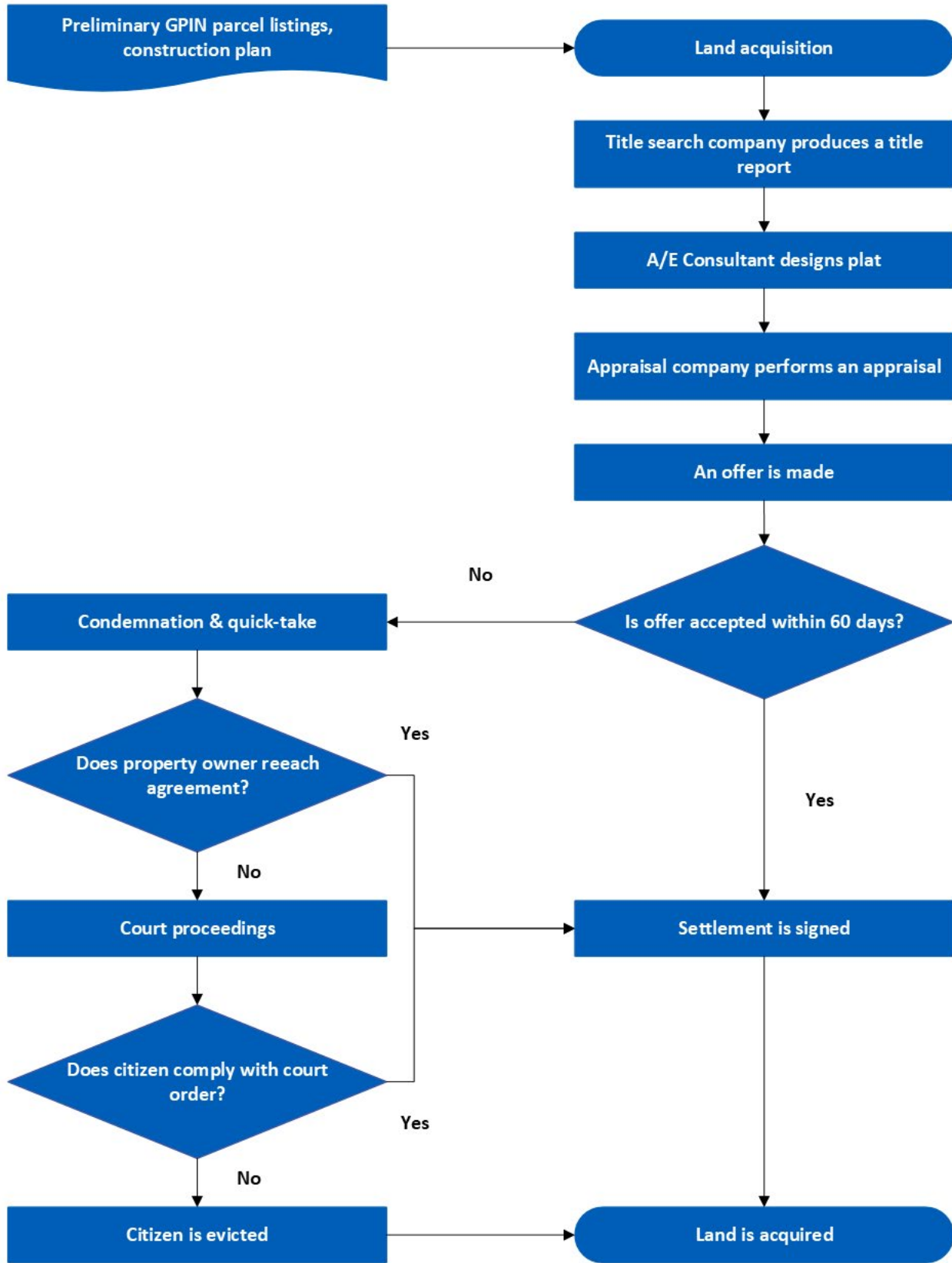


Figure 58: 2.6.1 Land Acquisition Process Overview

2.6.2 Title Search

Applicable to:

- Roads

Process Owner

Director of Transportation

Process Manager

Right-of-Way Agent of Transportation

Description

The purpose of this process is to produce a title report for the acquisition of land from private property owners. The title report determines ownership of all property interests to be acquired.

Right-of-Way agent works with project manager to select title search company using the on-call vendor list.

Contacts & Roles: Organization, Entity, or Individual

- Provide GPIN listing.
 - Project Manager
- Produce a title report.
 - Title search company

Timelines: Deadlines, Critical Path Items

1. GPIN parcel listing – Supplied by Project Manager.
2. Task and Purchase Orders – Completed by Transportation Accounting.
3. Quote for service – Supplied by title search company.

Materials

- Vendor contract list (Procurement website)

Forms

Not applicable

Reference to Other Processes

- Concurrent with 2.2.11 Task Order on page 44
- Precedes 2.6.3 Receive Plat on page 153

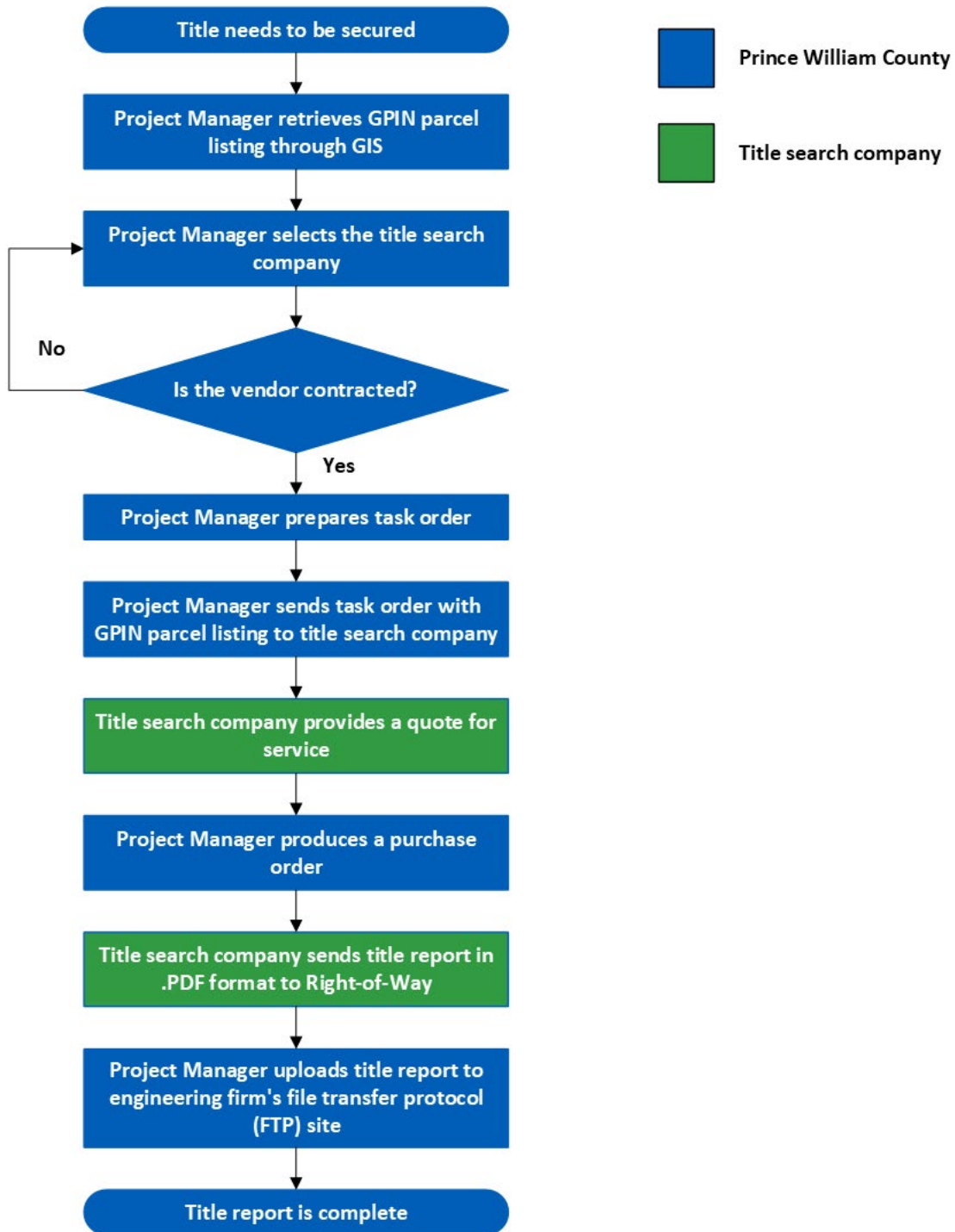


Figure 59: 2.6.2 Title Search Process

2.6.3 Receive Plat

Applicable to:

- Roads

Process Owner

Director of Transportation

Process Manager

Right-of-Way Agent of Transportation

Description

The purpose of this process is to produce a plat. A plat is necessary for the acquisition of land from private property owners.

Contacts & Roles: Organization, Entity, or Individual

- Coordinate distribution and approval of the plat.
 - Project Manager
- Review plat for accuracy.
 - GIS Specialist
- Produce plat.
 - Engineering firm
- Upload title report.
 - Right-of-Way
- Review and approve plat.
 - Right-of-Way

Timelines: Deadlines, Critical Path Items

1. Title Report – Received from title Search Company.

Materials

Not applicable

Forms

Not applicable

Reference to Other Processes

- Follows 2.6.2 Title Search on page 151
- Precedes 2.6.4 Secure Appraisal on page 155

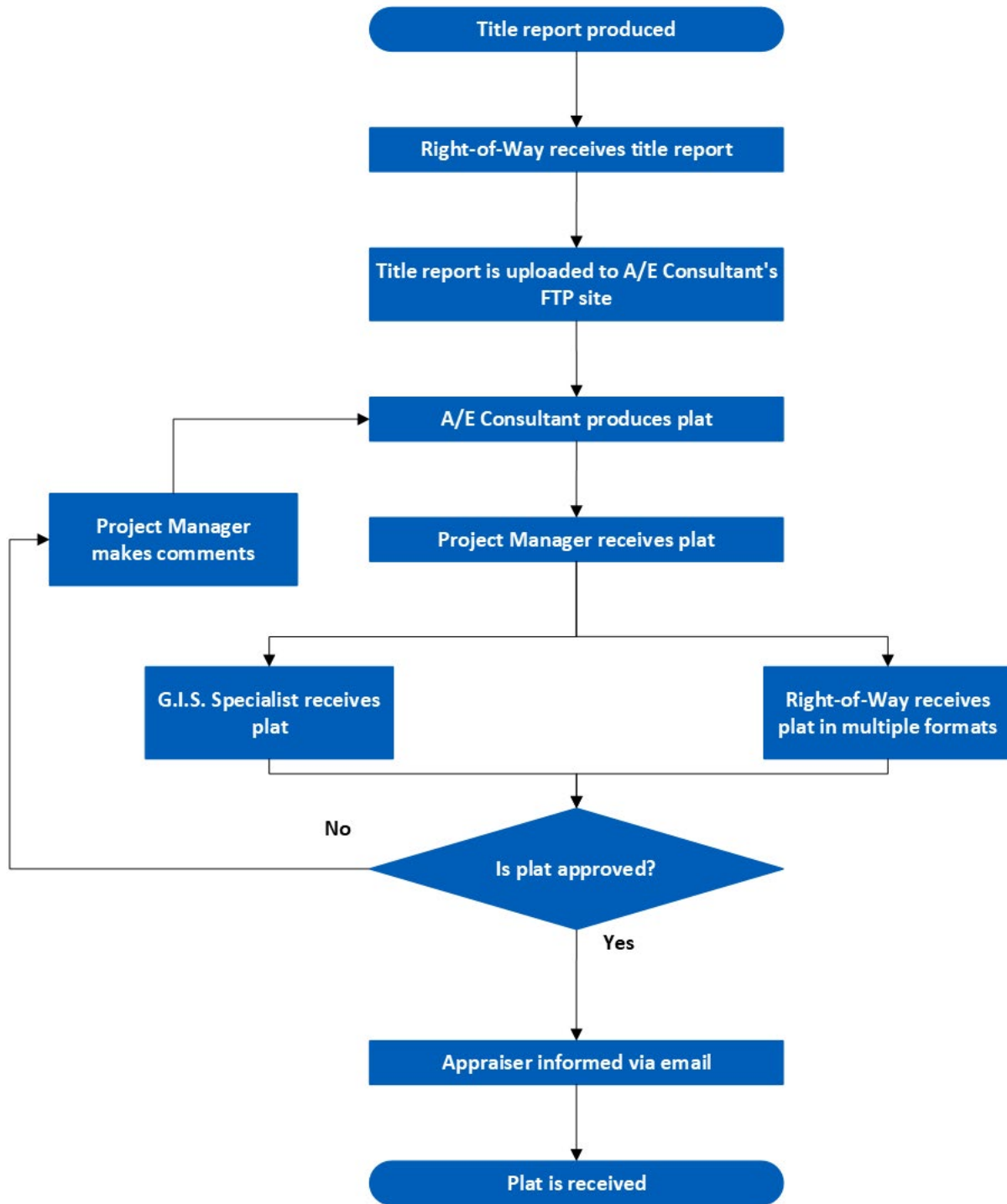


Figure 60: 2.6.3 Receive Plat Process

2.6.4 Secure Appraisal

Applicable to:

- Roads

Process Owner

Director of Transportation

Process Manager

Right-of-Way Agent of Transportation

Description

The purpose of this process is to acquire a real property (real estate) appraisal. The appraisal is the basis for determining the amount the County will offer to acquire land from a property owner.

Contacts & Roles: Organization, Entity, or Individual

- Supply a vendor contract list.
 - Procurement
- Create pertinent financial documents.
 - Transportation Accounting

Timelines: Deadlines, Critical Path Items

1. Title Report – Supplied by the title search company.
2. Plat – Supplied by the engineering firm.

Materials

- GPIN parcel listing
- Vendor contract list (Procurement website)
- Construction plan
- Purchase Order

Forms

Not applicable

Reference to Other Processes

- Follows 2.6.3 Receive Plat on page 153
- Concurrent with 2.2.11 Task Order on page 44
- Precedes 2.6.5 Make the Offer on page 158

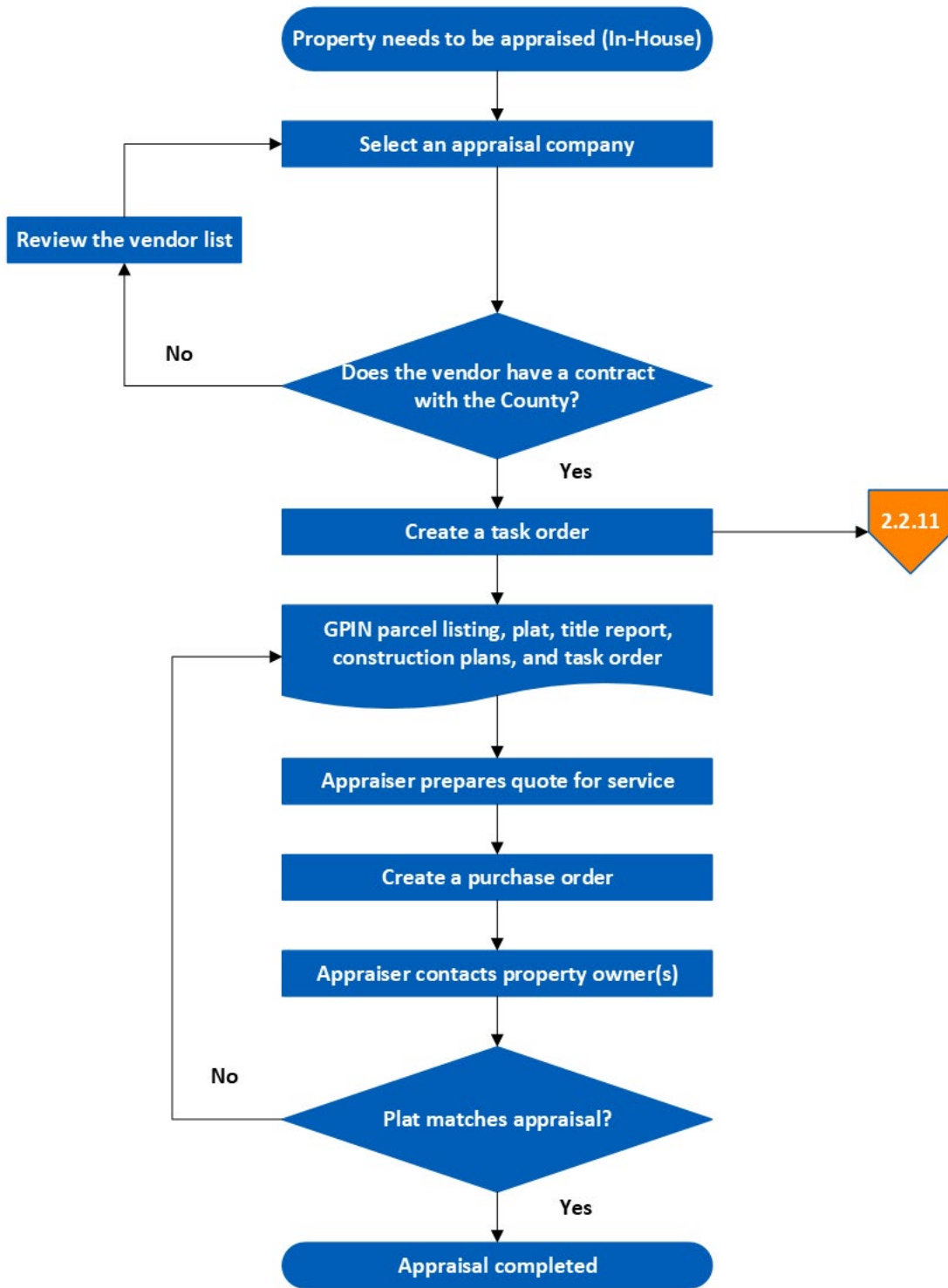


Figure 61: 2.6.4 Secure Appraisal Process

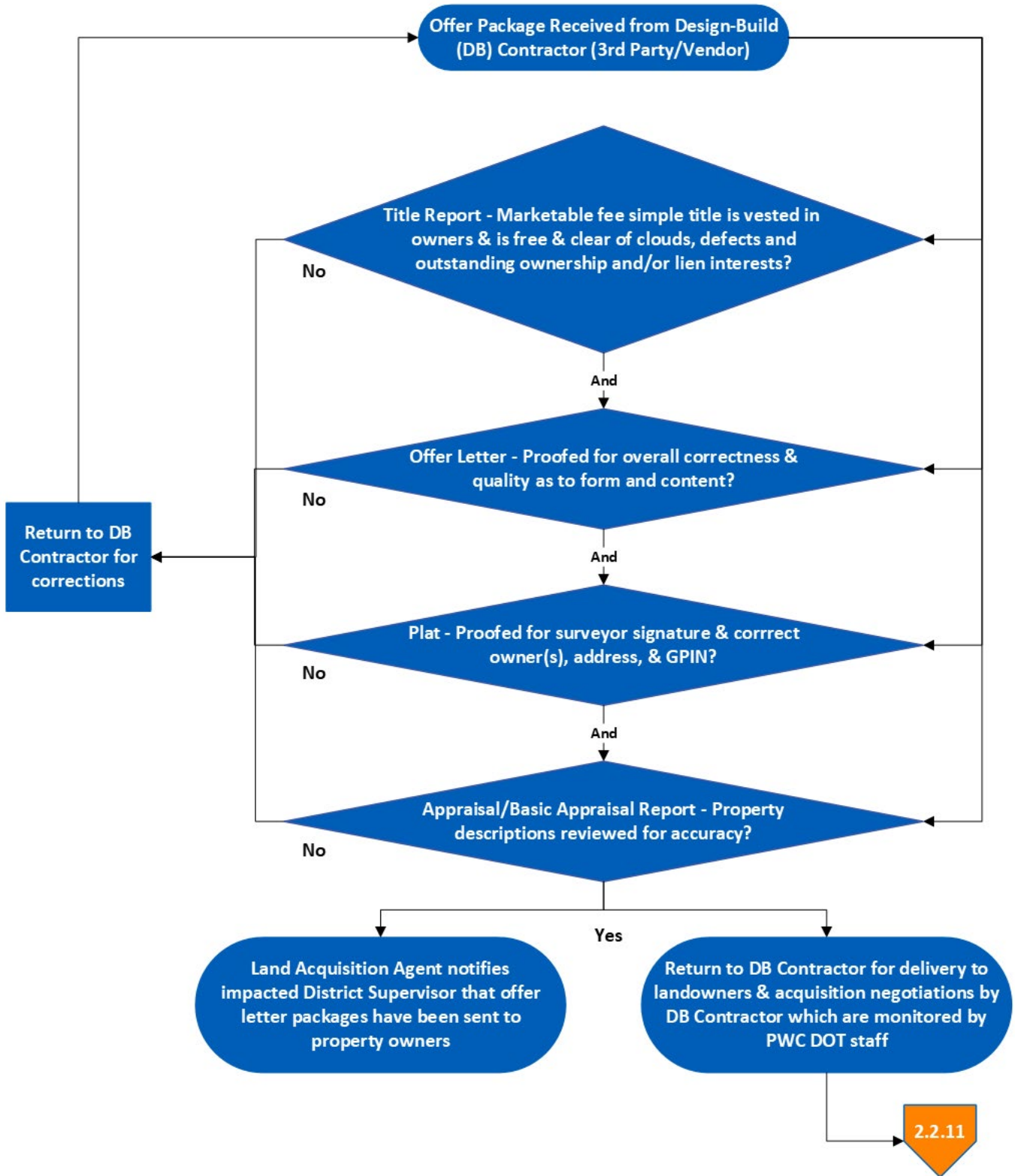


Figure 62: 2.6.4 Offer Package Preparation Process

2.6.5 Make the Offer

Applicable to:

- Roads

Process Owner

Director of Transportation

Process Manager

Right-of-Way Agent of Transportation

Description

This section explains the process for submitting an offer letter for settlement of the acquisition of real property (real estate) or some interest therein.

The offer letter consists of the appraisal, title report, plat and agreement. In addition to sending the offer to the property owner, the impacted District Supervisor and County Attorney is notified that the offer packages have gone out. Following receipt of the offer letter, the County may enter into negotiations with the property owner in order to reach a signed agreement.

Contacts & Roles: Organization, Entity, or Individual

- Accept or reject offer.
 - Property Owner
- Provide information for negotiation.
 - Property Owner
- Monitor settlement.
 - Transportation Director
 - Magisterial District Supervisor
- Review the offer.
 - County Attorney
- Assist with negotiations.
 - County Attorney
- Provide information on any applicable tax liens against the property.
 - County Attorney

Timelines: Deadlines, Critical Path Items

1. If no response from property owner within 30 days of mailing the offer letter, a second letter is distributed – Copies of all first letter documents are included in the second offer letter.
2. Negotiations end six months after a project is complete – Court proceedings will then determine compensation.

Materials

- Appraisal
- Construction Drawing
- Easements
- Title Report
- Plat
- Right of Entry
- Mortgage Information Sheet
- Agreement

Forms

- Settlement Checklist (Property Owners)
- Settlement Checklist (Churches)
- Settlement Checklist (Corporations)
- W9 Form

Reference to Other Processes

- Follows:
 - 2.6.2 Title Search on page 151
 - 2.6.3 Receive Plat on page 153
 - 2.6.4 Secure Appraisal on page 155
- Precedes 2.6.6 Negotiate on page 162

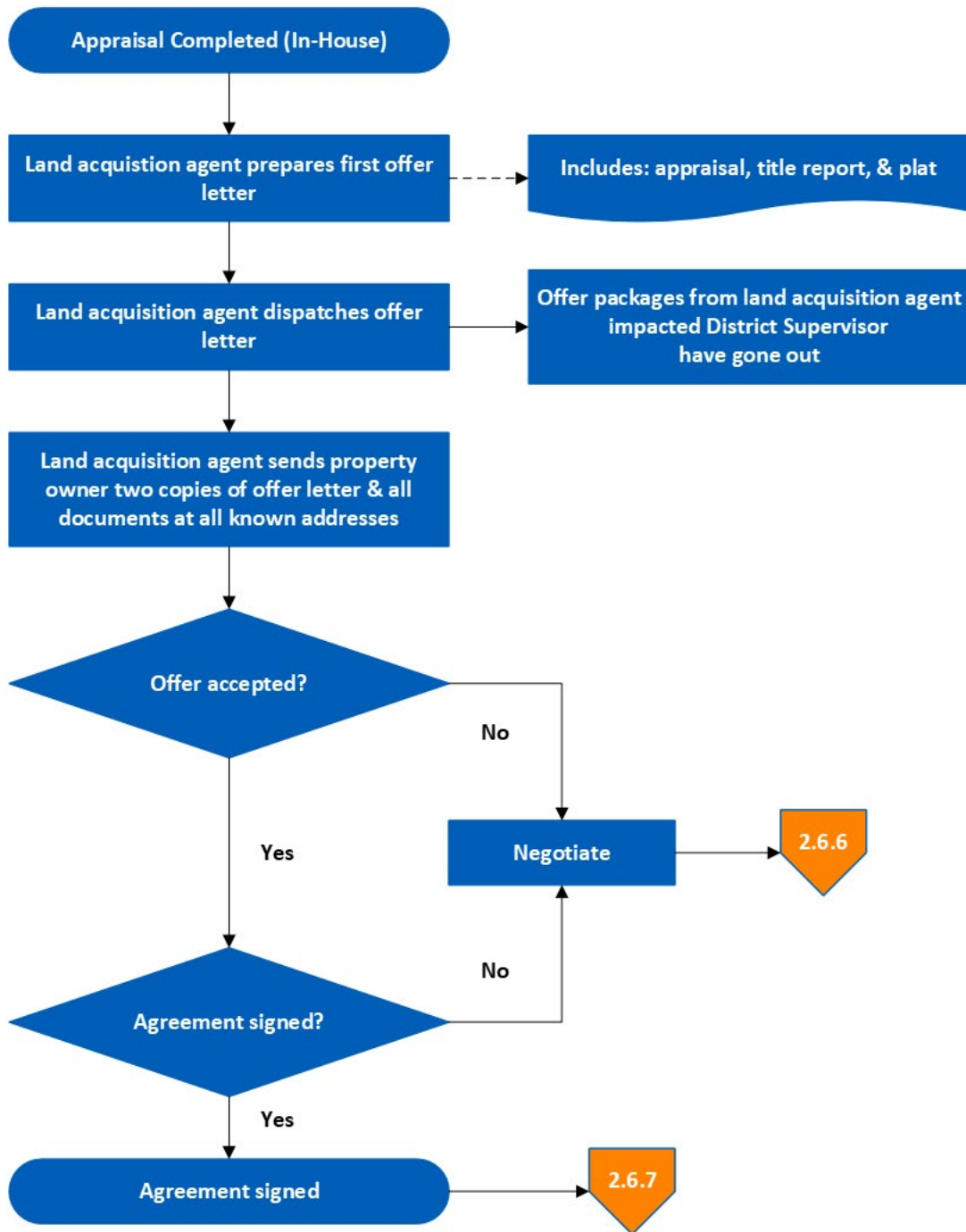


Figure 63: 2.6.5 Process for Making the Offer

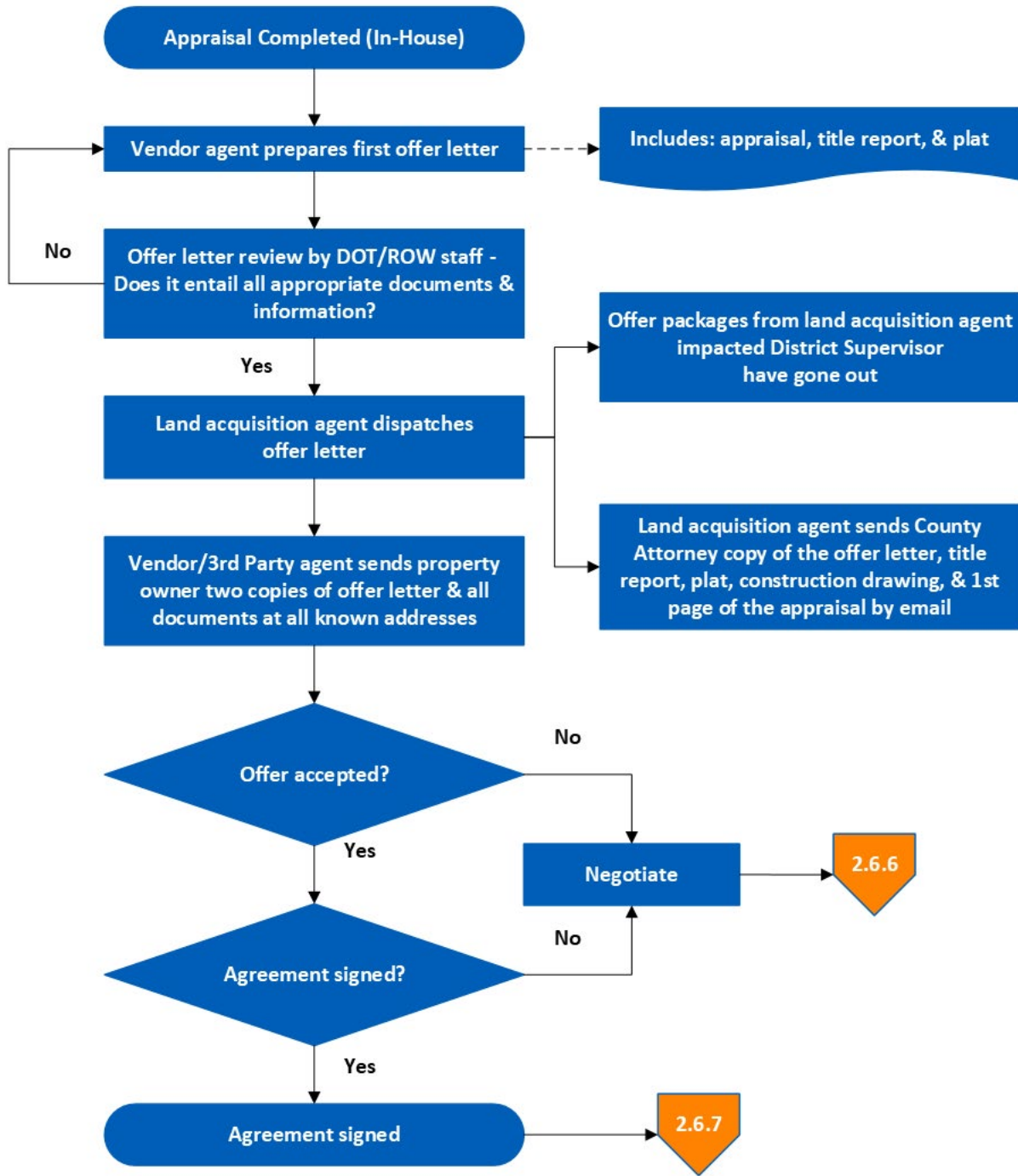


Figure 64: 2.6.5 Process for Making the Offer with DOT/ROW Review

2.6.6 Negotiate

Applicable to:

- Roads

Process Owner

Director of Transportation

Process Manager

Right-of-Way Agent of Transportation

Description

This section explains the process of reaching an agreement for the fair market value of real estate property.

If the initial offer is not agreed to, the County and property owner enter into negotiations to reach a settlement. The property owner presents pertinent information to the County, which was not considered during the appraisal. The County considers the information and, if the request is reasonable, the County amends its offer and settles with the property owner. If the request is unreasonable, the County condemns the property, and negotiations about the property value continue.

Contacts & Roles: Organization, Entity, or Individual

- Present information and a counteroffer.
 - Property Owner
- Provide the property value.
 - Appraiser
- Review counteroffers for acceptance or rejection.
 - Right-of-Way
- Negotiate with the property owner to reach a fair settlement.
 - Right-of-Way

Timelines: Deadlines, Critical Path Items

1. Condemnation – This process allows the right of entry to a property as the negotiation process proceeds.
2. Review of a counteroffer – There is no set formula to the determination of a counteroffer being accepted as reasonable. Right-of-Way's decision to approve a counteroffer does not acknowledge a commitment by the County. Further review and approval of a counteroffer occurs during the settlement process.

Materials

- Offer letter documents

Forms

Not applicable

Reference to Other Processes

- Follows 2.6.5 Make the Offer on page 158
- Concurrent with 2.6.7 Settlement on page 164
- Precedes 2.6.8 Condemnation (Quick-Take) on page 167

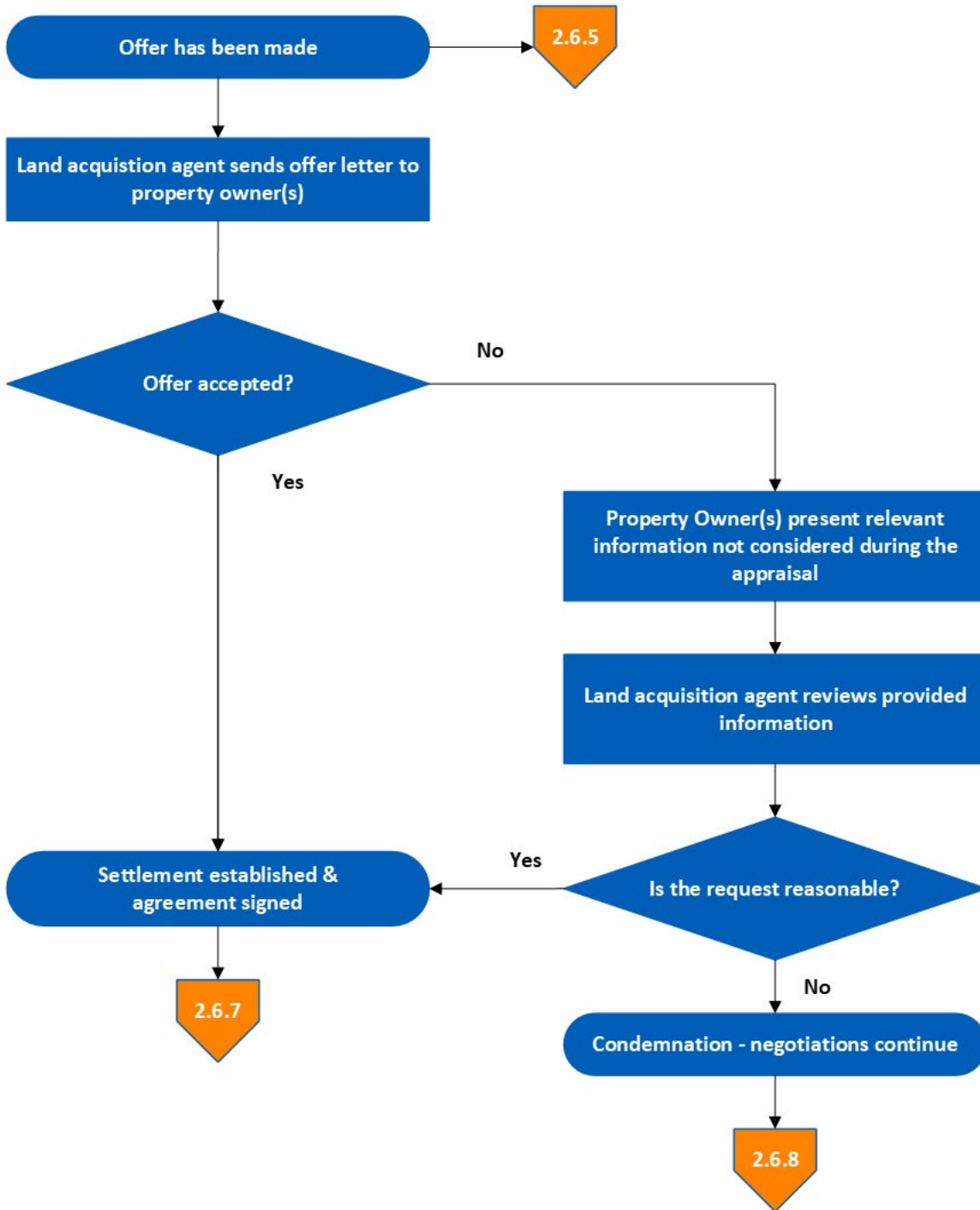


Figure 65: 2.6.6 Negotiation Process

2.6.7 Settlement

Applicable to:

- Roads

Process Owner

Director of Transportation

Process Manager

Right-of-Way Agent of Transportation

Description

This section explains the process of settlement approval, payment, and documentation.

Once the property owner and the County representative agree on the amount of compensation, right-of-way staff produce an Acquisition Report, which is reviewed by the County Attorney, Finance, Budget, and the Director of Transportation (and the ACXO and CXO, if the compensation amount is greater than \$300,000, but less than \$500,000). All settlements over \$500,000 require approval by BOCS. Right-of-Way then begins the process of producing a check for the property owner and filing pertinent records.

Contacts & Roles: Organization, Entity, or Individual

- Prepare pertinent financial documents.
 - Transportation Accounting
- Record and enter a deed.
 - County Attorney
- Prepare all reports.
 - Right-of-Way
- Oversee the settlement process.
 - Right-of-Way
- Prepare the HUD1 form.
 - Settlement Attorney

Timelines: Deadlines, Critical Path Items

1. Signed Agreement – Agreement on the compensation amount must be signed prior to the preparation of the Acquisition Report.
2. HUD1 Form – Prepared by a settlement attorney.
3. Approved Right-of-Way Acquisition Report – The report is approved by the County Attorney, Director of Finance, Budget Director, Director of Transportation, and if needed the County Executive.
4. Deed – Recorded by the County Attorney.

Materials

- Request for Proposal (RFP)

Forms

- Right-of-Way Acquisition Report
- HUD1

Reference to Other Processes

- Concurrent with 2.6.6 Negotiate on page 162

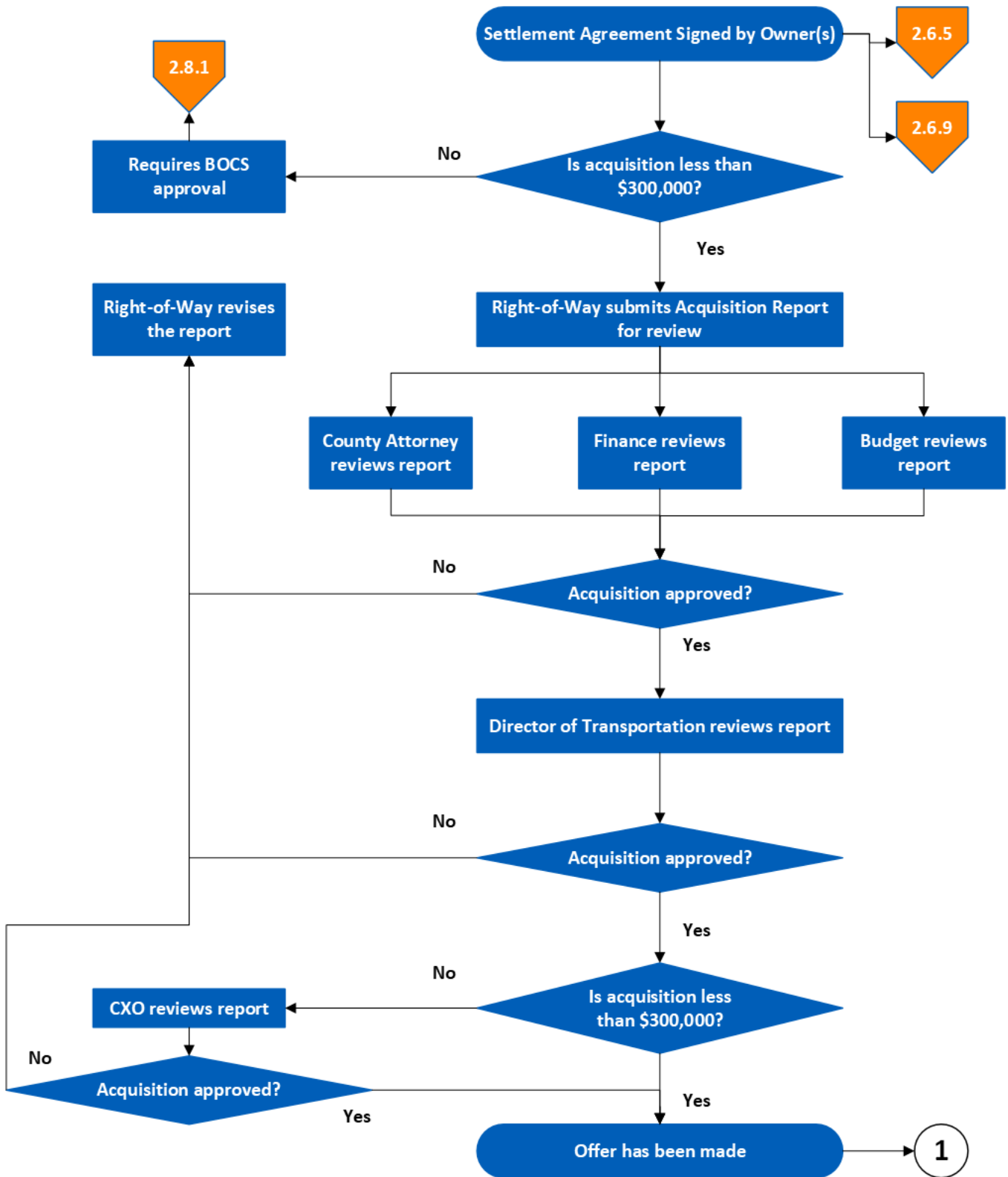


Figure 66: 2.6.7 Settlement Process

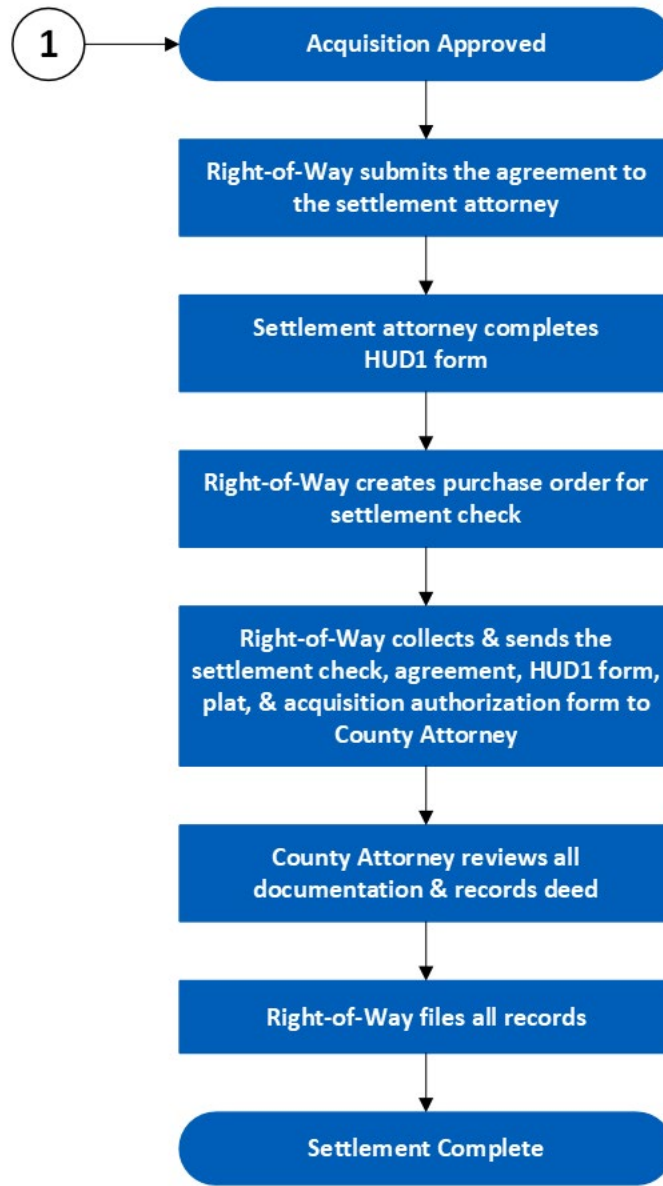


Figure 67: 2.6.7 Settlement Process Continued

2.6.8 Condemnation (Quick-Take)

Applicable to:

- Roads

Process Owner

Director of Transportation

Process Manager

Right-of-Way Agent of Transportation

Description

Condemnation or eminent domain is a power of the BOCS. If settlement with the property owner cannot be reached after the initial offer, the County can condemn the property and continue negotiations with the property owner.

BOCS can only condemn a property by resolution after a public hearing is conducted. Condemnation can have benefits for the County and the property owner. If the property owner feels that the offer was unacceptable then the Court can determine the value of the property. Condemnation allows additional time for negotiation and for consideration of the offer while the County maintains the project's schedule.

Contacts & Roles: Organization, Entity, or Individual

- File condemnation papers with the Court.
 - County Attorney
- Process payment of the property value to court.
 - Transportation Accounting
- Coordinate Public Hearings and condemnation proceedings.
 - Clerk to BOCS

Timelines: Deadlines, Critical Path Items

1. Appraisal – The amount of compensation filed with the courts is based on an independent appraisal.
2. Offer letter – The offer letters have been sent to all known address of the property owner.
3. Public Hearing – Must be advertised two weeks prior to BOCS authorizing condemnation.

Materials

- BOCS Agenda Item

Forms

Not applicable

Reference to Other Processes

- Follows:
 - 2.2.2 Public Hearings on page 22
 - 2.6.5 Make the Offer on page 158
- Concurrent with:
 - 2.6.6 Negotiate on page 162
 - 2.8.1 Board Agenda on page 191
- Precedes 2.6.9 Court Proceedings on page 169

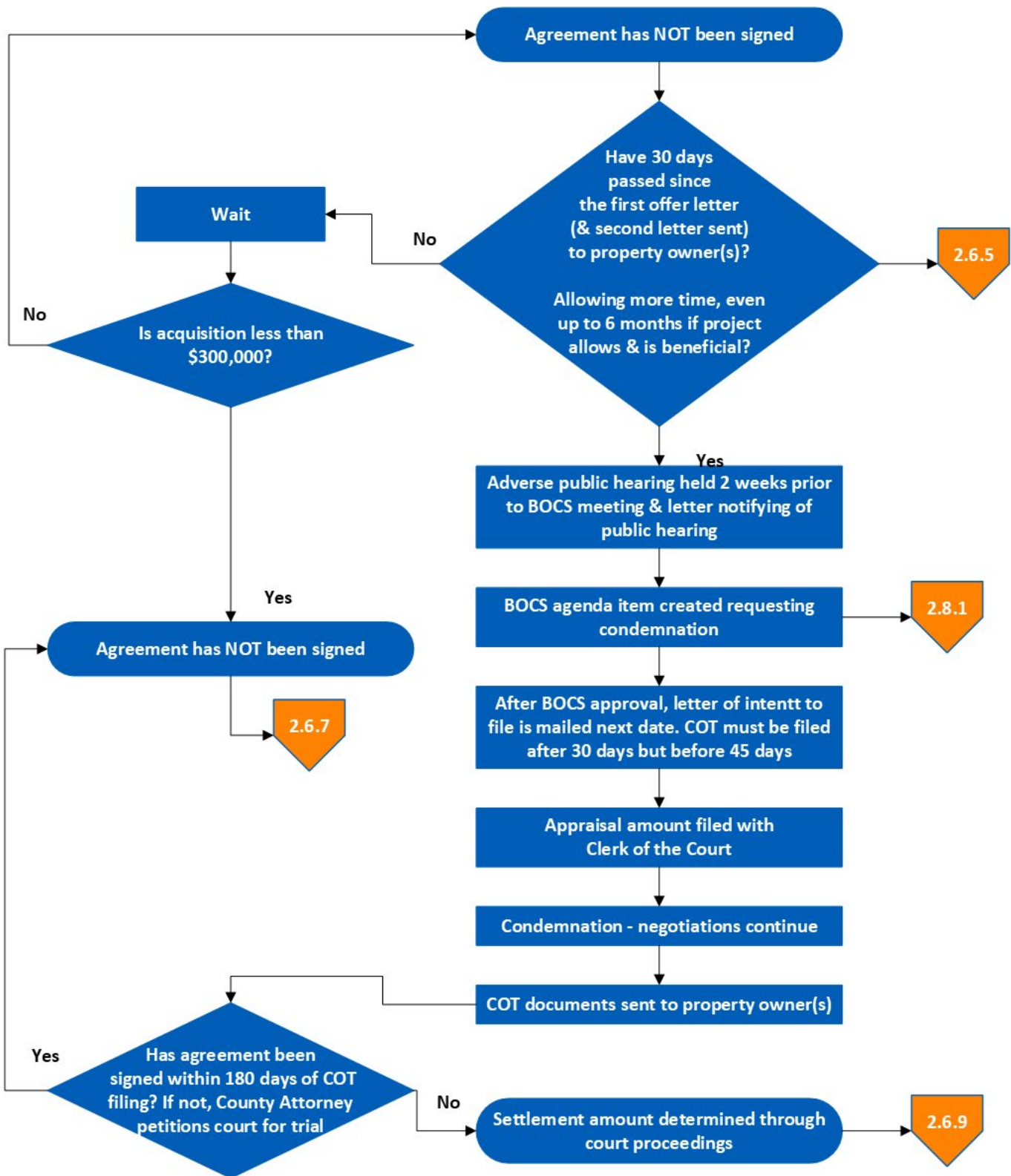


Figure 68: 2.6.8 Condemnation (Quick Take) Process

2.6.9 Court Proceedings

Applicable to:

- Roads

Process Owner

County Attorney

Process Manager

County Attorney

Description

If settlement cannot be reached, the condemnation will go to trial. Evidence is presented on the value of the property. After hearing testimony and viewing the property, the court will establish the binding value of the property.

Contacts & Roles: Organization, Entity, or Individual

- Provide documentation of a bona fide effort to reach a settlement.
 - Right-of-Way
- Present evidence in court as to the value of their property.
 - Property Owner

Timelines: Deadlines, Critical Path Items

1. Condemnation – 180 days must pass since COT Filing.

Materials

Not applicable

Forms

Not applicable

Reference to Other Processes

- Follows 2.6.8 Condemnation (Quick-Take) on page 167

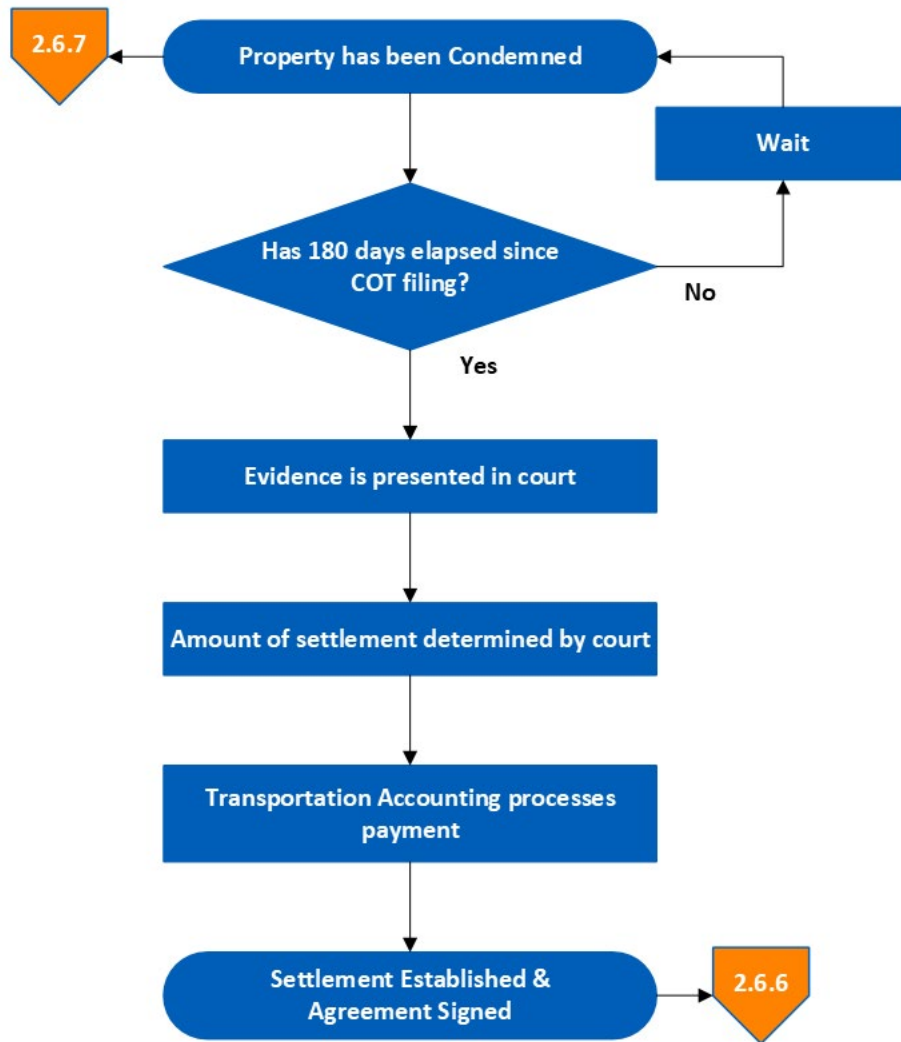


Figure 69: 2.6.9 Court Proceedings Process

2.7 Project Administration

2.7.1 Determining Debt Sale Amount and Timing

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

Treasury Manager of Finance

Process Manager

Fiscal Services Manager of Finance

Description

Timely and accurate debt sales ensure a judicious use of County's assets. This process prevents the County from exceeding debt capacity, avoids payments, and allows projects to proceed on schedule.

Project Managers are responsible for determining the flow of cash on a Capital Project and providing this analysis quarterly to the Finance Department and to Budget at least annually through the CIP process and when requested in preparation for a bond sale. Budget provides cashflow analysis to Finance, who determines the amount and timing of debt sales.

See Additional Information starting on the next page for more detail.

Contacts & Roles: Organization, Entity, or Individual

- Provide cashflow analysis annually and as needed.
 - Project Managers (with debt-funded projects)
- Approve all debt sales.
 - BOCS
- Review cashflows.
 - Finance
 - Budget
- Review programs cash flow in the CIP.
 - Budget
- Execute debt sales.
 - Finance

Timelines: Deadlines, Critical Path Items

1. CIP – Must be reviewed and updated annually to revise the 5-year plan.
2. Bond Sale Preparation – Cash flow estimates must be reviewed and revised as needed/requested to assist in signing and timing bond sales

Materials

- Project cash flow worksheet

Forms

Not applicable

Reference to Other Processes

- Precedes 2.7.2 Bond/Lease Sale on page 174

Additional Information

Project cashflow is key to determining the amount and timing of a financing lease or bond sale. Project cash flow estimates apply to both project revenue and expenditure cashflows.

Individual project cashflow estimates should be performed by the Project Managers at each annual CIP update and at other times as requested, including ongoing CIP meetings.

The cashflow should identify and use as a starting point the actual revenues and expenses that have been received or incurred by the project from its inception up to the date the cashflow is prepared. The cashflow estimates should be as accurate as possible, they should not be conservative or aggressive estimates.

Facilities & Fleet Management/Transportation managers should accumulate the cashflow schedules of all the projects for which they are responsible and place them in the appropriate package of project materials being sent to the Budget Office as part of the annual CIP update, or in response to other requests for this data.

Budget and Finance both review the project updates included in the annual CIP submission. Finance also compares these submissions to reports from the accounting system which reflect actual expenses and revenues. These project reviews, performed in connection with development of the CIP, become the means of initially establishing and scheduling the future bond sales during the CIP period and especially the bond sales in the next 12 to 16 months. These project updates and the reviews of them are also essential for determining the County's position relative to its debt capacity limits.

Finance periodically performs a fiscal comparison of project expenditures shown in the accounting system, the current budget and on the current CIP as key components in setting the timing and size of the next bond/lease sale. Finance may request interim project cashflow updates in preparation for estimating the size and date of the next bond/lease sale series.

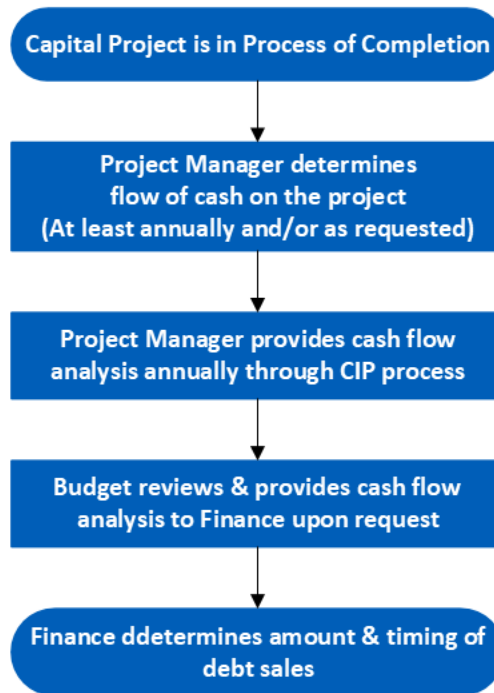


Figure 70: 2.7.1 Process for Determining Debt Sale Amount and Timing

2.7.2 Bond/Lease Sale

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

Treasury Manager of Finance

Process Manager

Fiscal Services Manager of Finance

Description

There is a set of specific actions that must take place for a bond sale or a lease sale to be initiated. Before describing these actions, a brief discussion of the difference between the two financing types is appropriate:

Bond Sales—A bond sale is borrowing in which a legal commitment is made by the County to repay the borrowed money plus interest to the purchasers of the County's bonds (the bondholders) at specific times and in specific amounts. These payments are normally made from tax revenues.

Lease Sales—A lease sale involves the borrowing of funds which are collateralized by some specific asset belonging to the County; the County pledges the asset as collateral for the life of the financing. The financing documents arrange for the County to lease the asset back during the life of the financing in exchange for repaying the bondholders' money plus interest at specific times and in specific amounts agreed upon in the financing documents. Should the County fail to make payment when due, the asset can be taken from the County and leased or sold to someone else and the resulting money is given to the bondholders as repayment of their loan to the County. "Conduit sales" through the Virginia Resources Authority (VRA) use a slightly modified version of a lease sale.

See Additional Information for more detail.

Contacts & Roles: Organization, Entity, or Individual

- Execute sale.
 - Treasury Management
- Notify departments when sales occur and provide them with account numbers and holders.
 - Treasury Management
- Prepare draws against the sale proceeds.
 - Using Department
 - Facilities & Fleet Management
 - Accounting
- External specialty attorney firm provides guidance/assistance to Finance Department and makes legal the declaration regarding tax exempt nature of the financing.
 - Bond Council
- Reconcile cash accounts and Mobius
 - Accounting
- Establish the formal credit rating of the County.
 - Credit Raters
- Hold bond proceeds.

- Trustee Investment Bank

Timelines: Deadlines, Critical Path Items

1. Vary depending on project cashflow rates/timing.

Materials

Not applicable

Forms

Not applicable

Reference to Other Processes

- Precedes:
 - 2.3.4 Draw Downs for Bond or Lease-Funded Projects on page 79
 - 2.7.3 Arbitrage on page 180

Additional Information

General process for issuing bonds/leases—There are several BOCS Approvals that must be secured before any type of financing can be completed, and the specific requirements overlap but vary between financings executed through Bond Sales, and financings executed through Lease Sales. These approvals and their related documents are arranged or organized by Finance with assistance from others. The essential approvals and documents are the following:

	Bonds	Leases
A sale must be included by the BOCS in the annual CIP.	✓	✓
One or more project budgets must have BOCS approved revenue appropriations from the sale, or multiple sales.	✓	✓
General Obligation (GO) Bonds require authorization by the County's citizens at a general election before the BOCS can initiate a GO sale.	✓	
Lease financings require the selection of an underwriter based on responses to a Request For Proposal. (In VRA "conduit sales" the VRA may select the underwriter.)		✓
Lease financings require the selection of a trustee based on Request For Proposal (RFP) or Request for Bid responses. (In VRA "conduit sales", the VRA selects the Trustee.)		✓
Lease financings require preparation of a series of leasing documents that must be approved by the BOCS. These documents are prepared by the Financial Advisor, Bond Counsel, County Attorney & Finance. (Finance/Treasury Management and the administrative staff of Transportation or Facilities & Fleet Management should jointly review the financing at this time to set up or modify any accounting structure that should be established at this time.)		✓
A preliminary and a final Official Statement (O/S) must be prepared for any type of financing the County executes.	✓	✓
The BOCS can approve a revenue bond sale without voter approval following a Public Hearing.	✓	
The BOCS can approve lease type financings without voter approval following a Public Hearing.		✓
The staff report for the BOCS approval of any type of financing will include specific amounts to be provided to one or more specifically named projects.	✓	✓
Once approved by the BOCS a credit rating must be obtained for the financing being executed. These credit ratings are obtained from Standard and Poor's, Moody's and	✓	✓

	Bonds	Leases
Fitch, credit rating agencies based in New York City. Contact Finance for requirements.		
Competitive financings are announced to the financial market and bids are taken on the designated sale day.	✓	
Negotiated financings are announced in the financial market and the preselected underwriter sells the bonds or lease obligations to bondholders.		✓
Closing documents are prepared to memorialize and formalize and legalize all aspects of the financing.	✓	✓
At the sale's closing, the cash proceeds of the financing are transferred to the County's external portfolio manager for retention and investment of the bond proceeds. (Finance/Treasury Management and the administrative staff of Transportation or Facilities & Fleet Management should jointly review the portfolio and cash draw process for the financing at this time.)	✓	✓

Figure 71: 2.7.2 Essential Approvals and Documents for Bond/Lease Sale Table

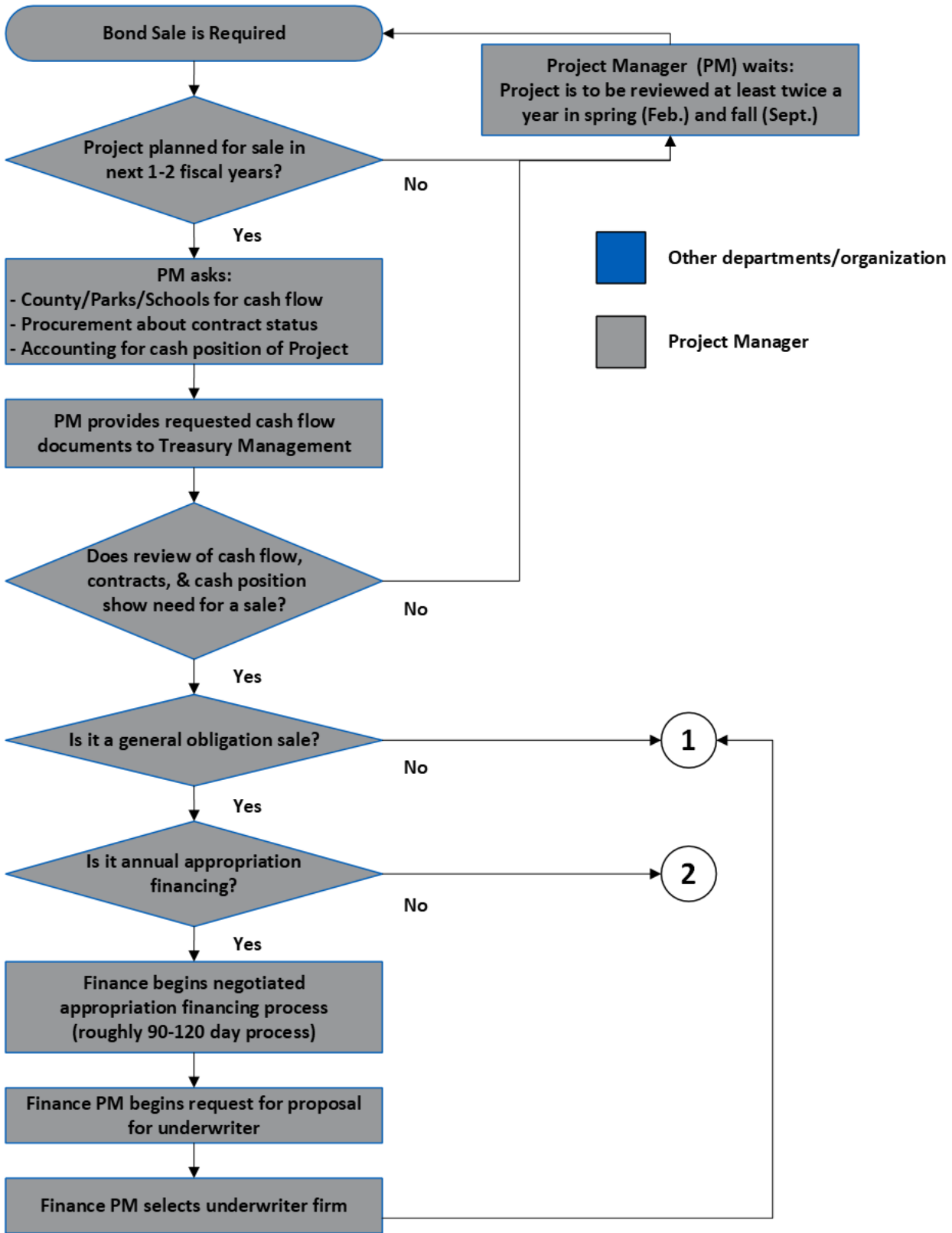


Figure 72: 2.7.2 Bond Sale Process

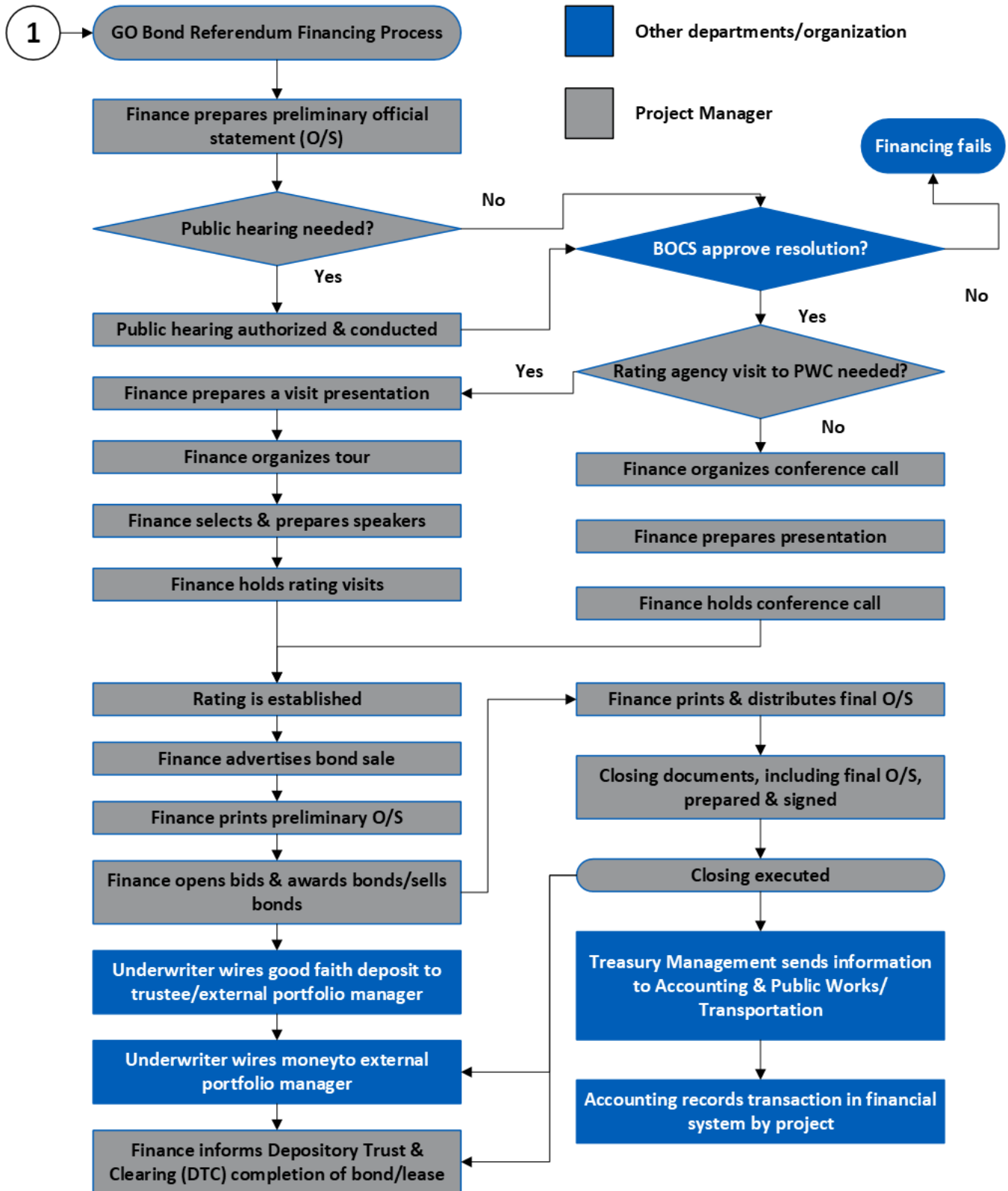


Figure 73: 2.7.2 GO Bond Referendum Financing Process

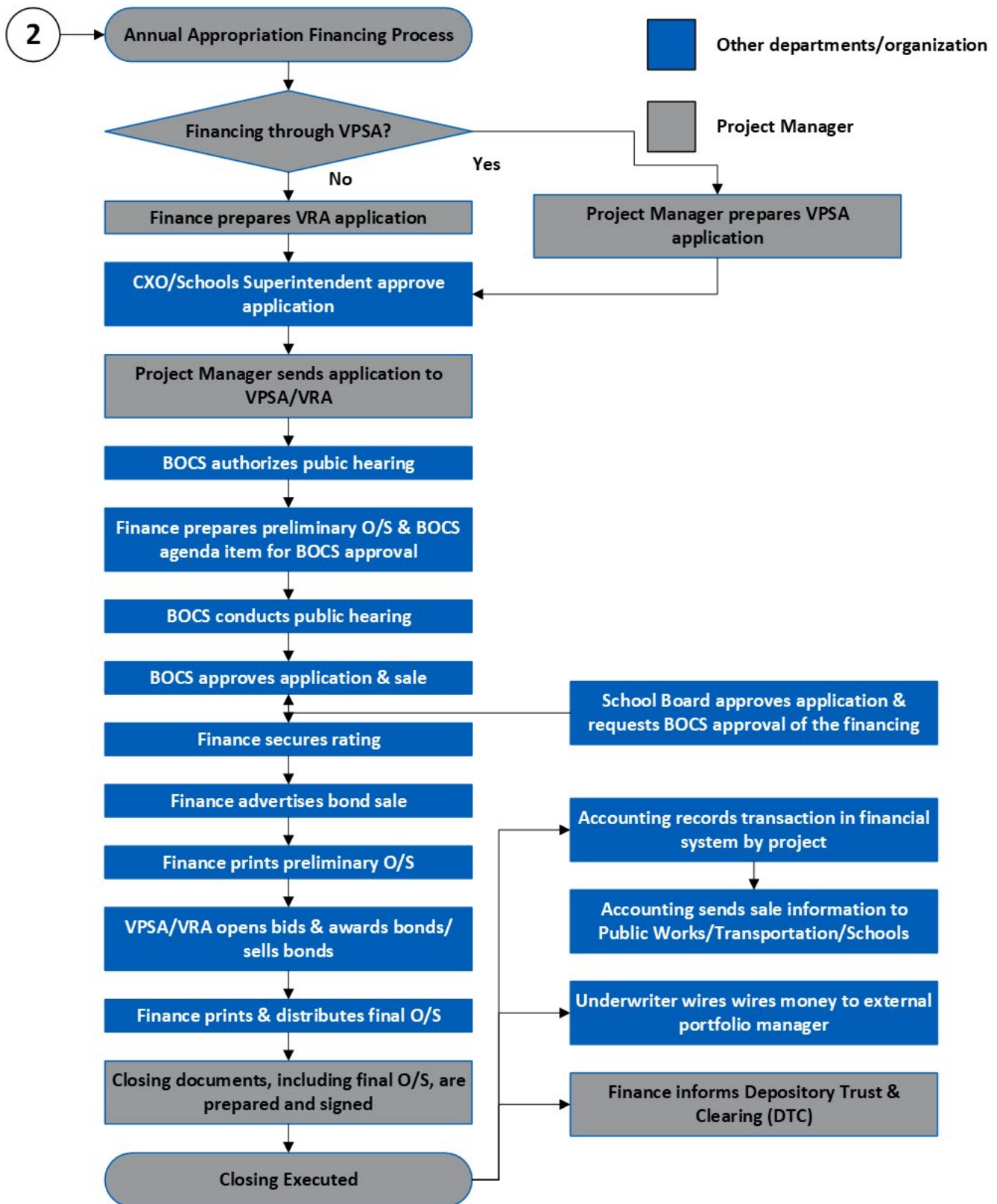


Figure 74: 2.7.2 Annual Appropriation Financing Process

2.7.3 Arbitrage

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

Treasury Manager of Finance

Process Manager

Fiscal Services Manager of Finance

Description

The U.S. Internal Revenue Service (IRS) has established a set of rules regulating the use of interest earned on the proceeds of all tax-exempt financings; both bonds and lease financing proceeds are subject to these regulations. (Many County road and facility construction projects are supported by tax-exempt financings.) The IRS is particularly concerned with the reinvestment of tax-exempt bonds into investment instruments that generate more interest than the borrower is paying on the tax-exempt bonds; this practice is called 'arbitrage'. Arbitrage is the net cash earned on the bond proceeds as a result of the difference between the two interest rates.

See Additional Information beginning below for more detail.

Contacts & Roles: Organization, Entity, or Individual

- Trustees
- Internal Portfolio Manager
- Project Manager associated with debt-funded projects
- IRS
- External Portfolio Manager

Timelines: Deadlines, Critical Path Items

2. 6-month IRS milestones – 10% of expenses.
3. 12-month IRS milestones – 45% of expenses.
4. 18-month IRS milestones – 75% of expenses.
5. 24-month IRS milestones – 95% of expenses (100% if there is no retainage).
6. 36-month IRS milestone – 100% of expenses (Note: To avoid paying the IRS when arbitrage is earned all these expenditures milestones must be met).

Materials

Not applicable

Forms

Not applicable

Reference to Other Processes

- Follows 2.7.2 Bond/Lease Sale on page 174
- Concurrent with 2.3.4 Draw Downs for Bond or Lease-Funded Projects on page 79

Additional Information

There are circumstances in which the IRS requires the tax-exempt borrower to pay the IRS any arbitrage earnings the borrower makes on the reinvestment of tax-exempt financing proceeds. The County may avoid paying the IRS anything and avoid doing arbitrage obligation calculations if the County complies with the IRS rules for the use of tax-exempt proceeds. The key IRS rule in connection with arbitrage is this: the County must spend the bond sale proceeds in accordance with the following IRS expenditure milestones:

1. During the first 6 months after a bond sale the County must spend and draw down at least 10% of the sale proceeds (including interest earned thereon).
2. During the first 12 months after a bond sale the County must spend and draw down at least 45% of the sale proceeds (including interest earned thereon).
3. During the first 18 months after a bond sale the County must spend and draw down at least 75% of the sale proceeds (including interest earned thereon).
4. During the first 24 months after a bond sale the County must spend and draw down all the sale proceeds (including interest earned thereon). Contractor retainage is exempted from this spending requirement resulting in up to a 5% exemption for reasonable retainage; otherwise, the requirement is that 100% of the sale proceeds must be spent.
5. By the end of the 36th month after a bond sale the County must spend and draw down all the sale proceeds including all of the retainage payments (including interest earned).

To avoid arbitrage obligation calculations and payments the County must meet all five of these spending milestones. It is important to note that if a single one of these spending milestones on a financing is not met, then that County financing becomes subject to the IRS's arbitrage payment requirements. If more interest on the proceeds is earned that is paid the excess earnings must be paid to the IRS. Though there are many other rules and requirements, these spending milestones are the most pertinent to the Project Manager.

Key factors for Project Managers:

1. Borrowed funds should not be requested before they are needed.
2. When a project receives borrowed funds, those funds should be spent before the milestone date.
3. Cash draws should be submitted as soon as possible and always before the milestone date.

Arbitrage calculations are extremely intricate, and many peculiar rules affect the arbitrage obligation; consequently, the County has these calculations performed under contract by an outside consultant specializing in this work. These calculations are arranged by Finance. Finance also arranges any and all of the actual arbitrage payments to the IRS.

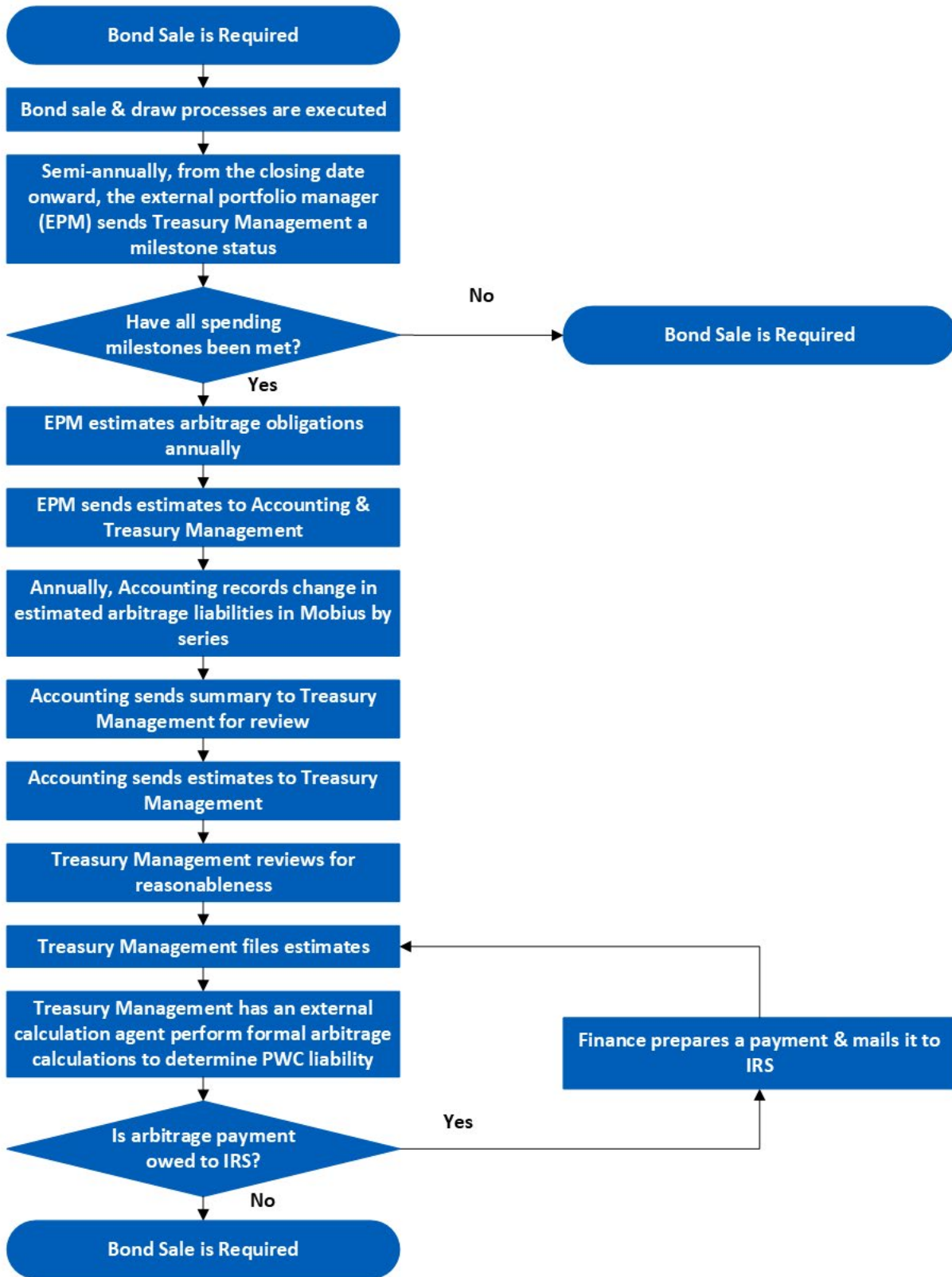


Figure 75: 2.7.3 Arbitrage Process

2.7.4 Post-Sale Debt Maintenance

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

Treasury Manager of Finance

Process Manager

Fiscal Services Manager of Finance

Description

After a bond sale or lease sale has been completed there are a series of ongoing activities or actions which are performed by Finance from the closing of the financing until the final debt service payment is made.

The major tasks include:

- Making debt service payments when due, and in the amounts due, based on the financing agreement.
- Completing the annual information disclosure, which the U.S. Securities and Exchange Commission (SEC) requires from all tax-exempt borrowers.
- Giving immediate notice to the SEC if a 'material event' takes place.
- Performing arbitrage management as needed, including arbitrage obligation calculations and payments.

See Additional Information on the next page for more detail.

Contacts & Roles: Organization, Entity, or Individual

- Debt services annual appropriations.
 - BOCS
- Perform all required tasks for debt service payment and IRS/SEC.
 - Treasury Management

Timelines: Deadlines, Critical Path Items

1. N/A to project, payments every 6 months, and annual disclosure executed by Finance – Treasury Management.

Materials

- SEC Disclosure Letter

Forms

- Wire Transfer Form

Reference to Other Processes

- Precedes 2.7.2 Bond/Lease Sale on page 174
- Concurrent with 2.7.3 Arbitrage on page 180

Additional Information

Major tasks in post-sale debt maintenance include:

- Making debt service payments when due, and in the amounts due, based on the financing agreement. These payments are normally made twice a year but may be organized with different payment periods and amounts. The annual principal payment is normally 1/20th of the original amount borrowed plus interest accrued.
- Completing the annual information disclosure, which the U.S. Securities and Exchange Commission (SEC) requires from all tax-exempt borrowers. This report includes relatively abbreviated statements of the County's financial position, demographics, economic conditions and changes in debt position.
- Giving immediate notice to the SEC if a 'material event' takes place. Material events include missed debt service payment(s), any other 'nonpayment' default, a draw on bond sale reserves, bond calls, refunding of bonds, credit rating changes, the sale or loss of the property collateralizing a financing, loss of tax exemption, etc.
- Performing arbitrage management as needed, including arranging arbitrage obligation calculations and payments. If a financing misses its draw down milestones it becomes subject to the U.S. Internal Revenue Service's (IRS) arbitrage regulations. Finance determines if a financing's construction draws miss the IRS's milestones. If they were missed Finance arranges to have the arbitrage calculation(s) performed by an outside consultant. At a minimum, arbitrage calculations are performed, and any payments are made as required every 5 years from the date of the original financing's sale closing. If the County owes a payment to the IRS, Finance arranges payment to the IRS using part of the funds earned as interest on the bonds without affecting the project funding.

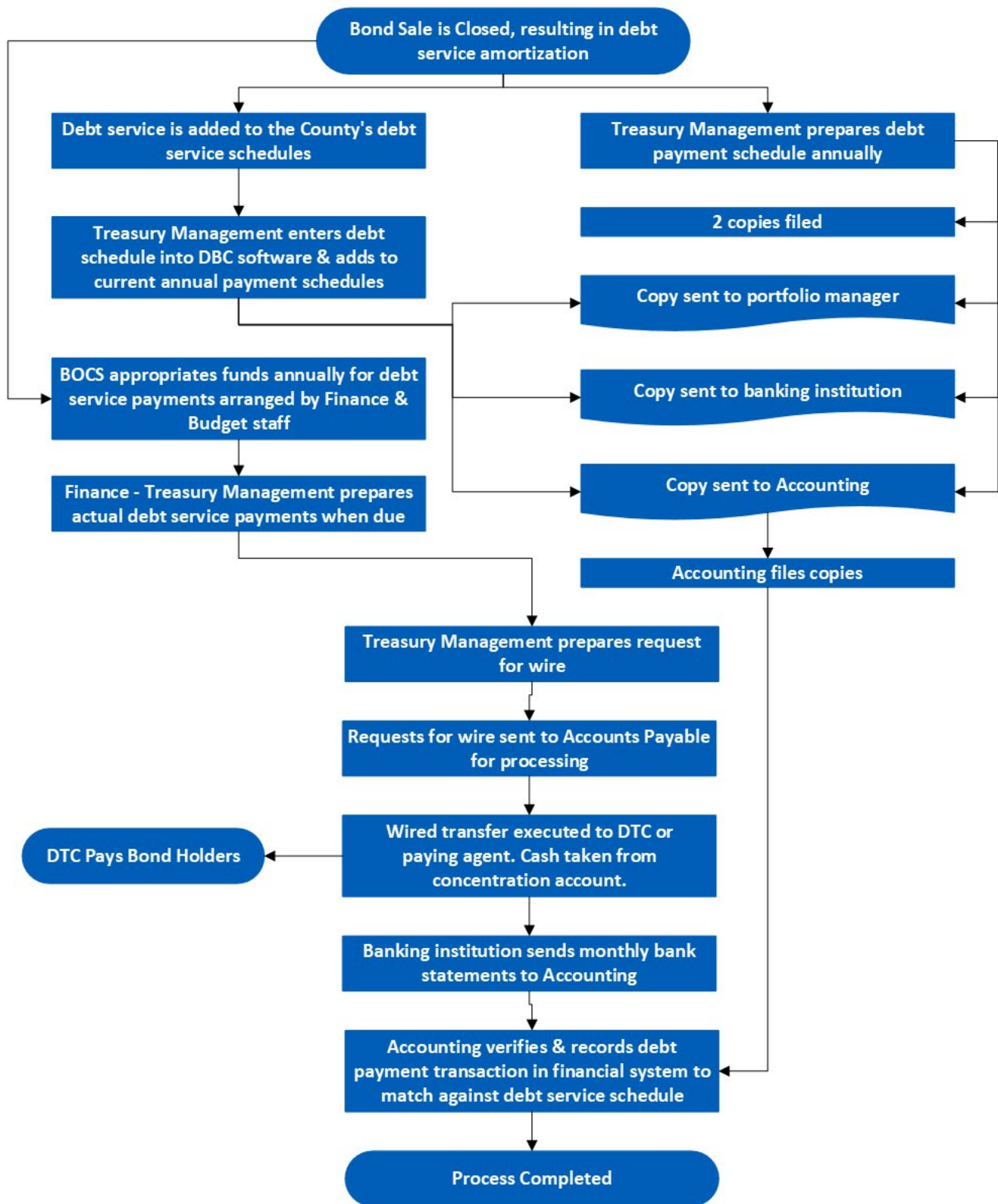


Figure 76: 2.7.4 Post-Sale Debt Maintenance Process

2.7.5 Budget Transfers

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

Director of Office of Management & Budget

Process Manager

Account Staff of County Departments

Description

The purpose of a budget transfer is to provide sufficient operating flexibility to County departments, while ensuring adequate policy and fiscal control.

The level of approval needed for a given budget transfer is dependent on the amount, source, and destination of the transfer (see Process Notes).

See Additional Information on the next page for more detail.

Contacts & Roles: Organization, Entity, or Individual

- Identify need for budget transfer.
 - Project Manager
- Recommend use of funds within project budget.
 - Project Manager
- Review requests.
 - Department Accounting Staff
 - Budget
 - Finance
- Create budget transfer.
 - Department Accounting Staff
- Accept/Reject all budget transfer requests.
 - Budget
- Post approved budget transfers into the County's accounting system.
 - Finance

Timelines: Deadlines, Critical Path Items

1. Request received – It is the responsibility of the project manager to identify budget deficiencies before a need becomes urgent.
2. Director Approval – All budget transfers must be approved by the Department Director or his/her designee.
3. Recorded – Budget transfers are not finalized until posted into the County's financial system.

Materials

Not applicable

Forms

Not applicable

Reference to Other Processes

Not applicable

Additional Information

Special Provisions:

The budget transfer process is governed by the approved Budget Transfer Policy and Procedures documents.

- All transfers that have the final approval authority of the Department Head or the Director of OMB shall go directly to Budget. Transfers requiring Board approval shall be routed via a staff report and resolution through the normal agenda process.
- Budget transfers of the same or similar nature shall not be divided into separate transfers to avoid a higher level of approval.
- Transfers involving the internal service funds (i.e., changes to the 4xxx expenditure code [object level 3]) must be approved by the Department Head(s), and the Director of OMB. Transfers into/out of a 4xxx expenditure code (object level 3) must recognize and account for their impact on the internal service fund's revenues and expenditures (i.e., it will impact revenue code 0960 as well as an expenditure code [object level 3] in an internal service fund OCA).
- The Board of County Supervisors approval is required for any use of fund balance and all transfers into and out of capital projects.
- Should the request meet the criteria established for OMB review and approval, the requesting agency shall complete the Budget Transfer Form and submit the form to OMB. The requesting agency shall include the supporting rationale for the transfer AND, in the case of a request that meets one or more of the criteria in Section III.B. Of the Budget Transfer Policy, the agency must specifically address that criterion in the supporting rationale.
- The Board of County Supervisors shall approve any transfer that translates into a decrease in non-local revenue or an increase in local tax support requirement.
- All transfers must have a reason for request clearly stated on the budget transfer form.
- Matters not covered by this procedure shall be forwarded to the County Executive for resolution.

Budget Transfer Matrix		
	Department Head Approval	BOCS Approval
(A) Transfers Within Fund, Department and Expenditure Category (Object Level 1)	\$1+	N/A
(B) Transfers Within Fund and Department Between Expenditure Categories (Object Level 1)	\$1 to \$19,999	\$20,000+
(C) Transfers Within Fund Between Departments	\$1 to \$19,999	\$20,000+
(D) Transfers Between Funds, Sub Funds	\$1 to \$19,999	\$20,000+

Figure 77: 2.7.5 Budget Transfer Matrix

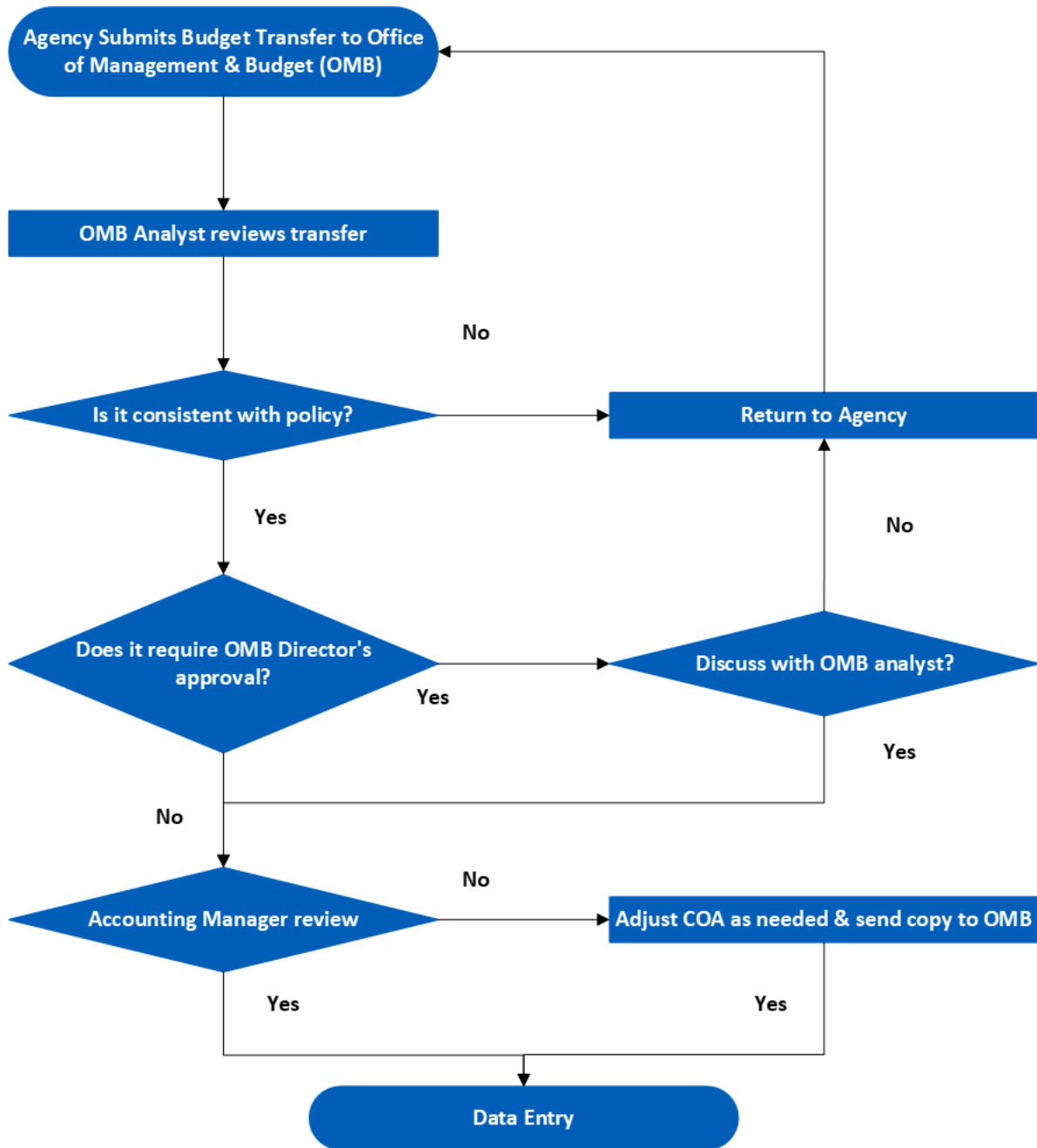


Figure 78: 2.7.5 Budget Transfers Process

2.7.6 Internal Payment for EnerGov Fees (Development Services & Environmental Management)

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

Treasury Manager of Finance

Process Manager

Fiscal Services Manager of Finance

Description

A project may incur plan review AND permit fees payable to the Department of Development Services or the Department of Facilities & Fleet Management Environmental Management. Journal Entries are the preferred payment method over check or credit card. Journal entries shift existing available project funding from one department to another department to pay for an invoice for services and/or fees from EnerGov.

EnerGov is the County's land management system

Contacts & Roles: Organization, Entity, or Individual

- Notified by EnerGov that payment is needed on a plan or permit.
 - Project Manager
- Work with appropriate staff to have the item(s) invoiced.
 - Project Manager
- Complete Pre-Mobius Request Form and forward to Accounting Staff.
 - Project Manager
- Review Request Forms and complete the Journal Entry in Mobius.
 - Department Accounting Staff
- Review and post Journal Entry into the County's accounting system.
 - Finance

Timelines: Deadlines, Critical Path Items

1. Request received – It is the responsibility of the project manager to identify service and/or fees needed by another department and process paperwork a minimum of 3 days prior to required deadline.
2. Director Approval – All journal entries must be approved by the Department Director or his/her designee.
3. Recorded – Journal entries are not finalized until posted into the County's accounting system.

Materials

- EnerGov Invoice
- EnerGov Letter (varies by permit/plan)

Forms

- Pre-Mobius Request Form

Reference to Other Processes

Not applicable

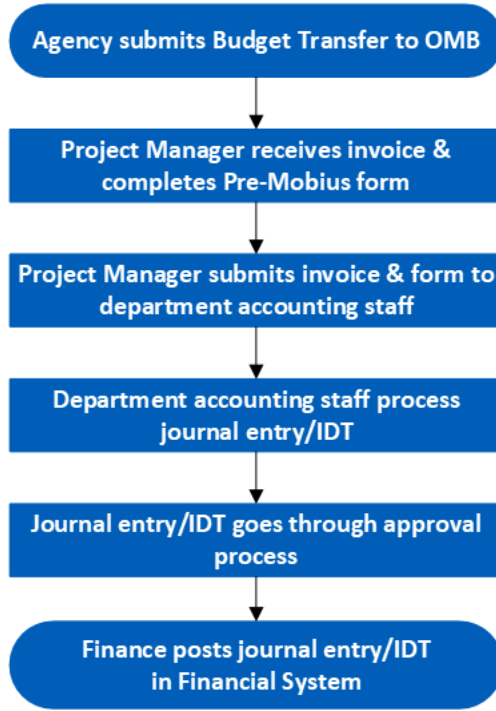


Figure 79: 2.7.6 Internal Payment Process for ENERGOV Fees

2.8 Other Administration

2.8.1 Board Agenda

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

Clerk of the BOCS in Office of Executive Management

Process Manager

Project Managers of:

- Parks & Recreation
- Facilities & Fleet Management
- Transportation

Description

Any issue needing approval by the BOCS must be submitted through a staff report and resolution for presentation to BOCS.

Contacts & Roles: Organization, Entity, or Individual

- Draft staff report, resolution and any other item necessary as part of the Board Agenda Item and follow items through the entire process.
 - County Department
- Facilitate the review and distribution process.
 - Clerk of BOCS
- Advertise Public Hearing
 - Clerk of BOCS
- Review documents when mandatory.
 - County Executive
 - County Attorney
 - Budget
 - Finance
 - Clerk of BOCS
 - Other County Departments if applicable
- Approve or disapprove item.
 - BOCS

Timelines: Deadlines, Critical Path Items

1. Public Hearing advertisement – Any item requiring a Public Hearing must be submitted for advertisement to the Clerk of BOCS.
2. Close Agenda – Date that all items must be submitted to the Clerk of BOCS.
3. Dispatch date – All comments must be addressed.
4. Board date – Date at which action is to be taken by BOCS.

Materials

- BOCS Agenda Item

Forms

- BOCS Internal Routing Slip
- BOCS External Routing Slip

Reference to Other Processes

Not applicable

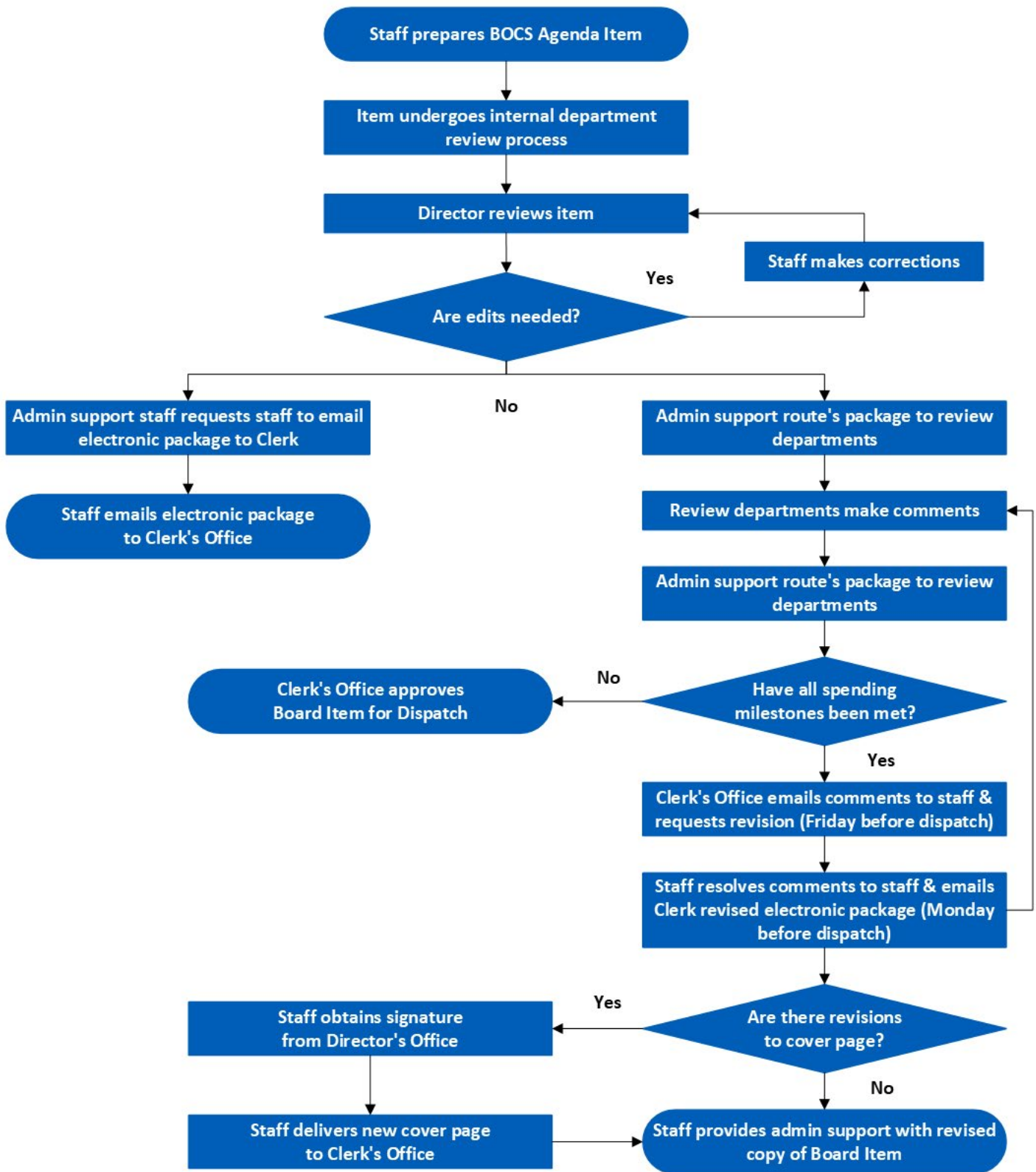


Figure 80: 2.8.1 Board Agenda Process

2.8.2 Life Cycle Management

Applicable to:

- Buildings
- Parks

Process Owner

Directors of:

- Parks & Recreation
- Facilities & Fleet Management

Process Manager

- B&G Division Chief of Facilities & Fleet Management
- Maintenance and Operations Chief of Parks & Recreation

Description

Depending on the process owner, the B&G Division Chief of Facilities & Fleet Management, or the Maintenance and Operations Chief of Parks & Recreation, maintains the facility and surroundings in a safe, functional, and attractive condition.

Contacts & Roles: Organization, Entity, or Individual

- Maintenance, cyclic replacement, renovation, etc.
 - B&G
 - Maintenance and Operations
- Maintains as-built drawings.
 - B&G
 - Maintenance and Operations
 - Property Management
- Approves annual expenses and requisitions.
 - Budget
- Provides review and guidance.
 - Procurement
 - FFM
- Reviews and monitors financial transactions.
 - Accounting

Timelines: Deadlines, Critical Path Items

1. CIP Approval – Basic funding.
2. Transition of funds – Funds to General Fund budget.
3. Life Cycle Management – Annual Fund Review.

Materials

Not applicable

Forms

- Work Request Form
- Asset Ownership Transfer Form

Reference to Other Processes

- Follows 2.4.9 Transition of Operating Budget on page 130

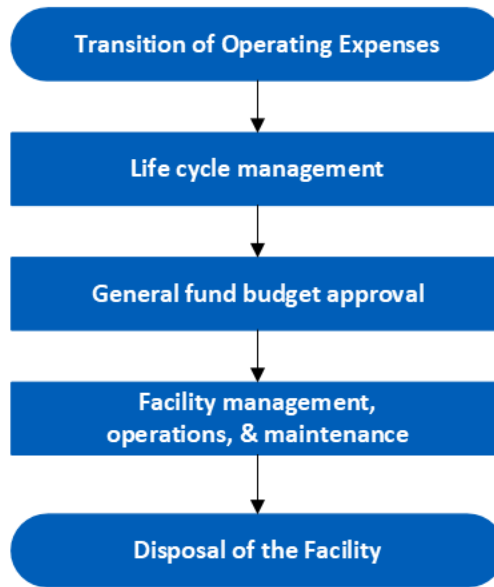


Figure 81: 2.8.2 Life Cycle Management Process

2.8.3 Masterworks Project Management Software

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

Directors of:

- Parks & Recreation
- Facilities & Fleet Management
- Transportation

Process Manager

Project Managers of:

- Parks & Recreation
- Facilities & Fleet Management
- Transportation

Description

All County staff engaging in project management activities on County capital projects are required to utilize the County's project management software (Aurigo Masterworks). The specific manner in which staff utilize the project management software shall be defined by their individual departments. However, it is expected that the project management software be used to the maximum extent possible to achieve optimal project delivery.

Contacts & Roles: Organization, Entity, or Individual

- Store and maintain project documentation and records in the County's project management system.
 - Project Manager
- Ensure that project managers are storing and maintaining project documentation and records in the project management system.
 - Department Director –
- Ongoing maintenance of the project management software.
 - Facilities & Fleet Management

Timelines: Deadlines, Critical Path Items

1. Project management software shall be utilized throughout the entire capital project process, per department guidelines.

Materials

- Aurigo Masterworks project management software.

Forms

Not applicable

Reference to Other Processes

NOTE:

Project management software shall be utilized for all capital project processes, as appropriate.

2.8.4 Mobius Financial Management Software

Applicable to:

- Buildings
- Parks
- Roads

Process Owner

Directors of:

- Parks & Recreation
- Facilities & Fleet Management
- Transportation

Process Manager

Accounting Staff of

- Parks & Recreation
- Facilities & Fleet Management
- Transportation
- Finance

Description

Paste here

Contacts & Roles: Organization, Entity, or Individual

- Complete automated forms in Mobius as applicable.
 - Department Accounting Staff
- Process inter-department transfers to pay invoices from County departments.
 - Department Accounting Staff
- Record all revenue and expenditures for the project.
 - Department Accounting Staff
- Ensure all project revenue and expenditures are finalized.
 - Project Manager
- Reconcile cash accounts and Mobius
 - Department Accounting Staff
- Complete Pre-Mobius Request Form and forward to Accounting Staff.
 - Project Manager
- Review Request Forms and complete the Journal Entry in Mobius.
 - Department Accounting Staff

Timelines: Deadlines, Critical Path Items

1. Mobius software shall be utilized throughout the entire capital project process for tracking and recording money spent on the project, invoices sent and paid, and other accounting practices as applicable, per department guidelines.

Materials

- Mobius software.

Forms

- Pre-Mobius Request Form

Reference to Other Processes

- Concurrent with:
 - 2.1.6 Request for Proposal (RFP) on page 17
 - 2.2.19 Invoices on page 66
 - 2.3.3 Application for Payment on page 76
 - 2.4.7 Accounting Project Close-Out on page 126
 - 2.7.2 Bond/Lease Sale on page 174
 - 2.7.6 Internal Payment for EnerGov Fees (Development Services & Environmental Management) on page 189

APPENDIX

SECTION 3



3.1. Glossary

Capital Projects Glossary

Term	Definition
Budget Transfer	Process to move appropriated funds from one account or subaccount to another account or subaccount.
Capital Expenditure	The use of funds for the acquisition or construction of major capital assets (e.g. land, road, buildings).
Capital Improvement Program	The capital infrastructure component of the County's fiscal plan and implementation tool of the Strategic Plan and Comprehensive Plan.
Certificate of Take (COT)	As defined by the Virginia State Code a COT means a certificate recorded by an authorized condemnor with the court wherein condemnation proceedings are pending or are to be instituted, in connection with which the authorized condemnor has deposited funds with the court as provided in subdivision A 1 of § 25.1-305.
Certificates of Participation	According to InvestorWords.com, certificates of participation refer to "Financing in which an individual buys a share of the lease revenues of an agreement made by a municipal or governmental entity, rather than the bond being secured by those revenues" ¹ . The authority usually uses the proceeds to construct a facility that is leased to the municipality, releasing the municipality from restrictions on the amount of debt that they can incur.
Change Order	A written order signed by a person authorized under authorized by the Purchasing Regulations directing a Contractor to make changes, which the changes clause of any contract authorizes to be ordered with or without the consent of the Contractor. ²
Condemnor	As defined by Collins Dictionary, a government or private party with the power to acquire private property for public use. ³
Constrained Long-Range Plan	The Financially Constrained Long-Range Transportation Plan, or CLRP, identifies all regionally significant transportation projects and programs that are planned in the Washington metropolitan area between 2008 and 2030. Over 750 projects are included, ranging from simple highway landscaping to billion-dollar highway and transit projects. Some of the projects will be completed in the near future, while others are only in the initial planning stage. The projects and programs that go into the CLRP are developed cooperatively by governmental bodies and agencies represented on the National Capital Region Transportation Planning Board (TPB). The TPB Vision, the policy framework adopted by the TPB in 1998, serves as the regional guide for project development. ⁴
Construction Change Directive	A directive for changes in the Work for use where the owner and contractor have not reached an agreement on proposed changes in the Contract Sum or Contract Time. Form G714-2007 was developed as a directive for changes in the work which, if not expeditiously implemented, might delay the project.

¹ http://www.investorwords.com/810/Certificate_of_Participation.html

² Defined as per the Prince William County Purchasing Regulations Section 100.04.

³ <https://www.collinsdictionary.com/us/dictionary/english/condensable>

⁴ <http://www.mwcog.org/clrp/>

Term	Definition
	Upon receipt of a completed G714-2007, the contractor must promptly proceed with the change in the work described therein. ⁵
Contractor	Any vendor awarded a contract by the Board of County Supervisors or any using department.
Customers	Any beneficiary of the product or process.
Departments	Any County unit reporting directly to the County Executive or other board or commission
Direct Purchase Order	A procurement instrument created by using department of exempt purchases, sole source purchases, and contract releases (blankets). ²
Direct Voucher	A procurement instrument created by using department for all purchases under \$1,000 and for emergency purchases over \$1,000. ²
Environmental Impact Statement	A document required by the National Environmental Policy Act (NEPA), which defines the effect of a project on natural resources and location.
Environmental Study Assessment	A Phase I Environmental Site Assessment is a report prepared for a real estate holding which identifies potential or existing environmental contamination liabilities. The analysis, often called a Phase I ESA, typically addresses both the underlying land as well as physical improvements to the property; however, techniques applied in a Phase I ESA never include actual collection of physical samples or chemical analyses of any kind. Scrutiny of the land includes examination of potential soil contamination, groundwater quality, surface water quality and sometimes issues related to hazardous substance.
Fiscal Year (FY)	The fiscal year for Prince William County begins on July 1 and ends on June 30 (e.g. Fiscal Year 2008 begins on July 1, 2007, and ends June 30, 2008).
Freedom of Information Act (FOIA)	The body of Federal law protecting the rights of individuals to have access to public documents and records.
General Fund	Primary sources of unrestricted revenue for the local government.
General Ledger	A book of final entry of all the financial accounts of the County with offsetting debits and credits.
General Obligation Bonds	According to investopedia.com, a general obligation bond is "[a] municipal bond backed by the credit and 'taxing power' of the issuing jurisdiction rather than the revenue from a given project. General obligation bonds are issued with the belief that a municipality will be able to repay its debt obligation through taxation or revenue from projects. No assets are used as collateral." ^{2 6}
Geographical Information System (GIS)	A specialized, database-driven computer information system. The database contains observations of spatially distributed features, activities or events, which can be defined in space as points, lines, or areas. The GIS allows users to capture, store, display, manipulate, and analyze geographically referenced data.
Government Finance Officers Association	A professional association whose primary mission is to "enhance and promote the professional management of governments for the public benefit by identifying and developing financial policies and practices and promoting them through education, training, and leadership." ^{1 2}

⁵ http://www.aia.org/docs_series_g

⁶ <http://www.investopedia.com/terms/g/generalobligationbond.asp>

Term	Definition
Inter Departmental Transfer	Process by which expenditures and/or revenues are transferred from one County agency to another County agency.
Invitation For Bids	All documents whether attached or incorporated by reference, utilized for soliciting sealed bids. ²
Lease Purchase Certificates	A financing mechanism that uses a lease on the project being financed to collateralize the loan/financing. The certificates are the associated, formal, legal contract/commitment to repay the loan by making debt service payments at set times and in set amounts as described within the certificates.
Liquidated Damages	An agreement between two or more parties where a fixed sum is awarded for unsatisfactory execution of the terms in a binding contract.
Metropolitan Washington Council of Government (MWCOG or COG)	According to their website, MWCOG is "a regional organization of Washington area local governments. COG is composed of 21 local governments surrounding our nation's capital, plus area members of the Maryland and Virginia legislatures, the U.S. Senate, and the U.S. House of Representatives. COG provides a focus for action and develops sound regional responses to such issues as the environment, affordable housing, economic development, health and family concerns, human services, population growth, public safety, and transportation." ⁷
Modification	Any written alteration of a contract signed by the parties bound by the contract. ²
Northern Virginia Transportation Authority	A regional authority created by the Virginia General Assembly on July 1, 2002, charged with developing a regional transportation plan, working with Northern Virginia's communities to develop regional priorities and policies to improve air quality, and serve as an advocate for the transportation needs of Northern Virginia before the state and federal governments."
Northern Virginia Transportation Commission	The Northern Virginia Transportation Commission (NVTC) was established to manage and control the functions, affairs, and property of the Northern Virginia Transportation District--which was created by the 1964 Acts of Assembly of the Commonwealth of Virginia, Chapter 630; and the Transportation District Act. The purpose of the Act is to facilitate "planning and developing a transportation system for Northern Virginia and for the safety, comfort and convenience of its citizens and for the economical utilization of public funds." ⁸
Notice to Proceed	Official notice given by an authorized County representative to commence work on a project.
Official Statement	According to Scott & Stringfellow Inc., an official statement is "[a] required document published during any municipal bond offering, the Official Statement offers financial information, details of the bond offering and a legal opinion as to the validity of the offering." ⁹
Operating Expenditure	The use of funds on reoccurring expenses.
Organizational Cost Account	The OCA code is the lowest level of detail in Mobius.
Participants	Any person, organization, or agency involved in the execution of a process.
Potomac Rappahannock Transportation Commission	The Potomac and Rappahannock Transportation Commission (PRTC) is a multi-jurisdictional agency representing Prince William and Stafford Counties and the cities of Manassas, Manassas Park and Fredericksburg.

⁷ http://www.gfoa.org/index.php?option=com_content&task=view&id=76&Itemid=96

⁸ <http://www.thinkoutsidethecar.org/nvtc/background.asp>

⁹ <http://www.scottstringfellow.com/ss/glossary.asp#O>

Term	Definition
Profits & Loss Analyzer (P&L)	A financial statement summarizing revenues, expenditures, and balance.
Project Manager	Refers to a County employee with general authority and responsibilities for the oversight and implementation of a task.
Public Private Education Act	A state law that allows private entities to enter into agreements to construct, improve, maintain and operate educational facilities.
Public Private Transportation Act	A state law that allows private entities to enter into agreements to construct, improve, maintain and operate transportation facilities.
Purchase Order	A procurement instrument issued by the Purchasing Office to order supplies, services, insurance, or construction. ²
Request for Proposals	A request for an offer from one or more vendors and includes the general terms, which are sought from the offeror.
Request for Quotations	A request for an offer from one or more vendors under an open market procurement where the estimated cost is less than \$50,000. ²
Requisition	A document or documents, in a form prescribed by the Director of Finance, which shall constitute demand by the using department for the provision of supplies, services, insurance, or construction. ²
Scope of Work	A statement of work expected to be performed, which may include deliverables and an expected level of performance.
Six-Year Secondary Road Plan	A document showing the allocation of state funds toward local transportation projects over a six-year period.
Solicitation	The process of notifying vendors that the County wishes to receive bids or proposals on a set of requirements to provide supplies, services, insurance, or construction. Solicitation documents include Request for Quotation (RFQ), Request for Proposal (RFP), and Invitation for Bid (IFB). ²
Stake Holders	Any person, organization, or agency who has a vested interest in the outcome of a process.
Task Order	A specific work agreement issued to a vendor on an existing open-ended contract. Vendors are pre-qualified and must be used in sequential order unless special circumstances dictate the use of a waiver. Waivers must be approved by the Purchasing Office prior to issuance of a task order.
Transportation & Roadway Improvement Program (TRIP)	TRIP is a Prince William County program that provides funding by magisterial district for the construction of capital improvements to PWC's local roadways and other transportation facilities, specifically small-scale projects.
Transportation Improvement Plan	A three-year program of federal, state, and locally funded transportation projects for which MPO approval is required.
Utility Field Inspection	The on-site location and marking of utilities (e.g. water, sewer, cable, telecommunications, etc.) that may be in conflict with proposed construction activities.
Virginia Railway Express	A state funded commuter rail.
Virginia Resources Authority	An organization created by the general assembly used to finance local capital projects for public safety, transportation, wastewater, flood prevention & dam safety, solid waste, water, federal facility development, brownfield remediation and redevelopment, airports, land conservation & preservation, and wireless broadband.

3.2. Acronyms

Capital Projects Acronyms

Abbreviation	Full Name
A/E	Architect/Engineer; Architecture/Engineering
ADA	Americans with Disabilities Act
AIA	American Institute of Architects
B&G	Buildings and Grounds
BOCS	Board of County Supervisors
BT	Budget Transfer
CCD	Construction Change Directive
CIP	Capital Improvement Program
CLRP	Constrained Long-Range Plan
CO	Change Order
COP	Certificates of Participation
COT	Certificate of Take
CTB	Commonwealth Transportation Board
CXO	County Executive Office
CY	Calendar Year
DEQ	Department of Environmental Quality
DOT	Department of Transportation
DOIT/DoIT	Department of Information Technology
DPO	Direct Purchase Order
EIS	Environmental Impact Study
FCM	Facilities Construction Management
FOIA	Freedom of Information Act
FONSI	Finding of No Significant Impact
FY	Fiscal Year
GC	General Contractor
GF	General Fund
GFOA	Government Financial Officers Association
GIS	Geographical Information System
GL	General Ledger
GO	General Obligation Bonds
GPIN	Grid Parcel Identification Number
IDT	Inter-Departmental Transfer (see REA)
IFB	Invitation for Bids
LD	Liquidated Damages
LP	Lease Purchase Certificates

Abbreviation	Full Name
MWCOG	(Metropolitan Washington) Council of Government
NEPA	National Environmental Policy Act
NTP	Notice to Proceed
NVTA	Northern Virginia Transportation Authority
NVTC	Northern Virginia Transportation Commission
OEM	Office of Executive Management
OMB	Office of Management and Budget
OS	Official Statement
P&L	Profits & Loss Analyzer
PM	Project Manager
PO	Purchase Order
PPEA	Public Private Education Act
PPTA	Public Private Transportation Act
Prop. Mgmt.	Property Management
PRTC	Potomac Rappahannock Transportation Commission/Omniride
Purch	Purchasing
PW	Public Works
PWCSA	Prince William County Service Authority
REA	Revenue and Expenditure Adjustment (see IDT)
RFI	Request for Information
RFP	Request for Proposals
RFQ	Request for Quotations
ROD	Record of Decision
ROW	Right-of-Way
SA	Service Authority
SC	Subcontractor
SOW	Scope of Work
Sq. FT.	Square Foot
SSYP	Six-Year Secondary Road Plan
TEA-21	Transportation Equity Act for the 21st Century
TIP	Transportation Improvement Plan
TO	Task Order
TRIP	Transportation & Roadway Improvement Program
UFI	Utility Field Inspection
VDOT	Virginia Department of Transportation
VRA	Virginia Resources Authority
VRE	Virginia Railway Express

3.3. External Contacts

Organization	Title	Name	Phone	Email
AT&T	OSP Engineer, Proj Program Mgmt	Marc Bianco	N/A	mb458f@att.com
Century Link (Army)	Senior Engineer	Noah Dobbins	703-464-7529	Noah.Dobbins@CenturyLink.com
Colonial Pipeline Company	Relocation Project Manager	Heath Bryant	678-762-2269	HBryant@colpipe.com
Columbia Gas	Associate Field Engineer	Christopher E. Scott	540-341-4544	christopherScott@nisource.com
Comcast	Construction Supervisor	Amy Goad	202-815-9919	Amy_Goad@comcast.com
Dominion Power	Project Manager	David Ojumu	571-203-5165	david.o.ojumu@dominionenergy.com
Fiberlight	Project Manager	Wayne Haithcox	571-421-7575	wayne.haithcox@fiberlight.com
Level 3 Communications	OSP Engineer	Boyd Williams	703.639.9758	Boyd.Williams@centurylink.com
Manassas Electric	Asst. Director/Electrical Services	David Jones	703-257-8351	djones@ci.manassas.va.us
Metroduct	Operations Manager	Travis Walter	703-335-5301	tjwalter@metroductsystems.com
Miss Utility	N/A	N/A	811	N/A
Northern Virginia Electric Cooperative	Distribution Designer	Carol Comstock	703-754-6732	CComstock@NOVEC.COM
Prince William County Service Authority	Inspection Manager	Conrad Holtslag	703-898-3433	choltslag@pwcs.org
Prince William County Service Authority	Project Engineer II	Edward Kovalchuk	703-375-7944	E.Kovalchuk@pwcsa.org
Summit IG	OSP Engineer	Chip Turner	703-376-3703	cturner@summitig.com
Verizon	Construction – Local Manager	Joe Zych	540-903-4188	joezych@msn.com
VDOT ITS	Engineer	David Smallwood	703-334-0208	David.smallwood@vdot.virginia.gov
VDOT	Permits Manager	Dave Heironimus	571-748-8175	David.Heironimus@VDOT.Virginia.gov
Virginia Department of Health	Permits	Maria Mitchellbork	N/A	Maria.Mitchellbork@VDH.Virginia.gov
Virginia DEQ	Permit Construction	Mariana Lupini	N/A	mariana.Lupini@deq.virginia.gov
Washington Gas	SP Engineer II	Michael Stablein	703-750-4270	mstablein@washgas.com
Williams Gas Pipeline Atlantic-Gulf	Engineer II	Austin Bennett	434-964-2126	Austin.Bennett@williams.com
Zayo Group	Operations PM, Mid-Atlantic Region	Brad Leatherman	703-928-0649	bradley.leatherman@zayo.com

3.4. Forms

Capital Project Forms

Form examples follow in alphabetic order as shown in the table below.

Form Name	References
Adjacent Property Owners Affidavit	2.1.2
Appendix 21	2.5.1, 2.5.2, 2.5.4
Application and Certificate for Payment (AIA Document G702)	2.3.3, 2.3.5, 2.3.8
Asset Transfer Form	2.8.2
BOCS Inter-Departmental Routing Slip	2.8.1
C-5	2.3.11, 2.4.9
Certificate of Substantial Completion	2.3.10
Change Order (AIA Document G701)	2.3.2, 2.3.8
Consent of Surety Company to Final Payment (AIA Document G707)	2.3.5, 2.4.1
Consent of Surety to Reduction in or Partial Release of Retainage (AIA Document G707A)	2.3.5
Construction Change Directive (AIA Document G714)	2.3.8
Contractor's Affidavit of Payment of Debts and Claims (AIA Document G706)	2.4.1
Contractor's Affidavit of Release of Liens (AIA Document G706A)	2.4.1, 2.4.7
Cost Proposal form for Interior Design Services	2.2.10
Daily Report	2.3.6
Daily Testing	2.3.6
HUD1	2.6.7
Planning Level Cost Estimate	2.1.1
Pre-Mobius Request Form - Invoice	2.2.19, 2.3.3, 2.7.6
Project Closure Checklist	2.4.8
Project Estimate Worksheet	2.3.13, 2.3.14
Proposal Request (AIA Document G709)	2.3.2, 2.3.8
Public Facilities Determination (PFD)	2.2.15
Public Facilities Review	2.1.2
Public Facilities Review Application	2.1.2
Punch list	2.3.10
Request for Payment – Information Required to Obtain Contractor Payment	2.3.3, 2.3.5
Request for Payment	2.3.3, 2.3.5
Request for Payment with Retainage	2.3.3, 2.3.5
Right-of-Way Acquisition Report	2.6.7
Settlement Checklist (Churches)	2.6.5
Settlement Checklist (Corporations)	2.6.5
Settlement Checklist (Property Owners)	2.6.5

Form Name	References
Solicitation Committee CXO Memo	2.1.4
Solicitation Information Form for Construction Projects	2.3.16
Solicitation Information Form for RFP Professional Engineering Services	2.1.6, 2.3.16
Special Events Checklist	2.4.5
Task Order Form	2.2.11
VDOT Street Acceptance Checklist	2.4.4
W9 Form	2.6.5
Wire Transfer Form	2.7.4
Work Request	2.8.2
Work Zone Safety Assistance	2.3.9, 2.3.17

3.5.2. Utility Plan and Estimate Checklist (Revised 2019)

Rev. 07/19

PLAN AND ESTIMATE CHECKLIST

Utility Owner _____	Estimate Amount _____ \$	
Project _____	Authorized Utility Co Share _____ \$	_____ %
UPC _____	Authorized VDOT Share _____ \$	_____ %

(Indicate Yes, No, or N/A in space provided by each item)

- () 1. Check Form UT-9 to determine responsibility of payment. Does it agree with utility plans and estimate?
- () 2. Does permit inventory (LUPS) show any new facilities which have been installed?
- () 3. Is there a narrative statement describing existing and proposed facilities?
- () 4. Do plans show existing and proposed right of way lines?
- () 5. Are utilities referenced to road plan stations?
- () 6. Do plans contain legend?
- () 7. Do plans show existing and proposed utility facilities?
- () 8. Is temporary work necessary?
- () 9. Does proposed adjustment conflict with road construction or other utility adjustments?
- () 10. Is special provision necessary?
- () 11. Are profiles or cross-sections of proposed crossings included?
- () 12. Has proposed adjustment been checked with all highway plan revisions?
- () 13. Does plan and estimate include only state responsibility portion of adjustment?
- () 14. Does plan and estimate include total adjustment with State's responsibility pro-rated?
- () 15. Do estimate and plan quantities agree?
- () 16. In your opinion, do plans show most practical and economical adjustment?
- () 17. Do plans show betterment?
- () 18. Is betterment credit allowed in estimate? Check breakdown.
- () 19. Conduit:
 - () a. Is underground conduit proposed?
 - () b. Is there sufficient justification for number of ducts proposed?
 - () c. Are bridge attachments proposed?
- () 20. In your opinion, does estimate show an unreasonable costs? (Engineering, right of way, material, force labor, contract labor, etc.) If "yes" explain in comments.
- () 21. Is utility company requesting use of contract work?
 - Is request adequate? ()
- () 22. Does estimate provide sufficient salvage credit? Check breakdown.
- () 23. Is work schedule included?
- () 24. Interstate:
 - () a. Does adjustment generally conform to AASHTO Policy?
 - () b. Are proposed poles, anchors, manholes, etc., located within limited access right of way?
 - () c. If so, is there any alternative?
 - () d. Are aerial and underground crossings held to a minimum?
- () 25. Primary:
 - () a. Are proposed facilities located on right of way?
 - () b. Is right of way 33.53 meters (110 feet) or over?
 - () c. Has utility signed comprehensive agreement?
 - () d. Are proposed facilities located according to agreement?
- () 26. Is information on real property interest and/or rights included?
- () 27. "MAP 21 Buy America Complaint" included?

LIST ANY COMMENT REGARDING PLANS AND ESTIMATE ON BACK OF FORM.

BY _____ DATE _____

Copy of this checklist should be maintained in the utility file on each project.

Figure 82: Utility Plan and Estimate Checklist

3.5.3. Application and Certificate for Payment (AIA Document G702)

APPLICATION AND CERTIFICATE FOR PAYMENT AIA DOCUMENT G702 (Instructions on reverse side) PAGE ONE OF PAGES

TO (OWNER): PROJECT: APPLICATION NO: Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM (CONTRACTOR): VIA (ARCHITECT): ARCHITECT'S PROJECT NO:

CONTRACT FOR: CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner			
TOTAL			
Approved this Month			
Number	Date Approved		
TOTALS			

Net change by Change Orders

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:
 By: _____ Date: _____

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ _____
2. Net change by Change Orders \$ _____
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ _____
4. TOTAL COMPLETED & STORED TO DATE \$ _____
 (Column G on G703)
5. RETAINAGE:
 - a. ____ % of Completed Work \$ _____
 (Column D + E on G703)
 - b. ____ % of Stored Material \$ _____
 (Column F on G703)
 Total Retainage (Line 5a + 5b or Total in Column I of G703) \$ _____
6. TOTAL EARNED LESS RETAINAGE \$ _____
 (Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ _____
8. CURRENT PAYMENT DUE \$ _____
9. BALANCE TO FINISH, PLUS RETAINAGE \$ _____
 (Line 3 less Line 6)

State of: _____ County of: _____
 Subscribed and sworn to before me this _____ day of _____, 20__
 Notary Public:
 My Commission expires: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ _____
 (Attach explanation if amount certified differs from the amount applied for.)
 ARCHITECT:

By: _____ Date: _____
 This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Figure 83:3.5.3 Application and Certificate for Payment Form

3.5.4. Asset Ownership Transfer Form

**PRINCE WILLIAM COUNTY
ASSET OWNERSHIP TRANSFER FORM**

I hereby request the following to be: TRANSFERRED TO SURPLUS TRADED IN (As part of sealed bid proposal or Request for Quote)
 TRANSFERRED FROM SURPLUS DISPOSED - Reason: _____
 TRANSFERRED TO _____

	PROPERTY ID#	DESCRIPTION (Include Make & Model)	QTY	SERIAL NUMBER	CONDITION OF ITEM(S)	KEYS & MANUAL ATTACHED	CURRENT LOCATION	FUTURE LOCATION	HISTORICAL SIGNIFICANCE COMMENTS
1.						<input type="checkbox"/> KEYS <input type="checkbox"/> OPERATING MANUALS			
2.						<input type="checkbox"/> KEYS <input type="checkbox"/> OPERATING MANUALS			
3.						<input type="checkbox"/> KEYS <input type="checkbox"/> OPERATING MANUALS			
4.						<input type="checkbox"/> KEYS <input type="checkbox"/> OPERATING MANUALS			

Initiator's Name _____ Phone/Ext. _____ Internal Zip _____ Department Name _____ Section/Unit _____ Dept. No. _____ Department Head Signature _____ Date _____

I hereby acknowledge receipt of asset(s):

Receiver's Name _____ Phone/Ext. _____ Internal Zip _____ Department Name _____ Section/Unit _____ Dept. No. _____ Department Head Signature _____ Date _____

FOR PUBLIC WORKS AND DIRECTOR OF FINANCE ONLY

ITEM	RECOMMENDED DISPOSITION OF ITEM				CONDITION OF ITEM			ESTIMATED REPAIR COST
1.	<input type="checkbox"/> Hold for Future Use	<input type="checkbox"/> Sale	<input type="checkbox"/> Transfer	<input type="checkbox"/> Scrap	<input type="checkbox"/> Excellent	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	\$
2.	<input type="checkbox"/> Hold for Future Use	<input type="checkbox"/> Sale	<input type="checkbox"/> Transfer	<input type="checkbox"/> Scrap	<input type="checkbox"/> Excellent	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	\$
3.	<input type="checkbox"/> Hold for Future Use	<input type="checkbox"/> Sale	<input type="checkbox"/> Transfer	<input type="checkbox"/> Scrap	<input type="checkbox"/> Excellent	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	\$
4.	<input type="checkbox"/> Hold for Future Use	<input type="checkbox"/> Sale	<input type="checkbox"/> Transfer	<input type="checkbox"/> Scrap	<input type="checkbox"/> Excellent	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	\$

Approved/Disapproved By: _____ Date _____ Disposal Accomplished By: _____ Date _____
Director, Public Works Landfill Superintendent

Director, Finance _____ Date _____ Witnessed By: _____ Date _____
Representative, Public Works

Figure 84: 3.5.4 Asset Ownership Transfer Form

**DEPARTMENT OF TRANSPORTATION
BOARD AGENDA ITEM ROUTING SLIP**

AGENDA TITLE:

TARGET BOARD DATE:

PLEASE SEE _____ FOR QUESTIONS OR CORRECTIONS.
(ITEM AUTHOR)

ROUTING:

B.S. ANALYST _____

ASSISTANT DIRECTOR _____

ASSISTANT DIRECTOR B.S. _____

DIRECTOR _____

Y N

COMMENTS:

Figure 86: 3.5.5 BOCS Inter-Departmental Routing Slip Page 2

3.5.6. C-5
**C-5 LAP
LAD 10/11**

**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF TRANSPORTATION
REPORTING STARTING AND COMPLETION OF PROJECTS
LOCALLY ADMINISTERED PROJECTS**

State Project No.	UPC	Federal Project No.
Locality/Local Sponsor PRINCE WILLIAM COUNTY	Local Project No.	

Contractor:
Project Description / Phase:

-

	DATE STARTED	DATE COMPLETED
Contract Work	_____	_____
Local Forces	_____	_____
Utilities	_____	_____

This project / phase is complete. All work has been inspected and deemed acceptable by the Locality or Project Sponsor for Enhancement projects. It is certified that work was completed in accordance with approved plans and specifications.

- This work was completed within VDOT right of way; land-use permit is on file.
 This work was completed outside VDOT right of way.

A final inspection was performed on _____ (date). _____ of VDOT was in attendance.

Unless noted below, the project termini were not altered during construction.

REMARKS OR EXPLANATIONS:

Local Official Signature

Printed Name

Title

Local Acceptance Date

Once completed, a copy should be provided to the VDOT Project Coordinator for further distribution within VDOT

Received By: _____
 VDOT Project Coordinator Signature

Date: _____

Figure 87: 3.5.6 C-5 Form

3.5.7. Certificate of Substantial Completion

CERTIFICATE OF SUBSTANTIAL COMPLETION

AIA DOCUMENT G704

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER

PROJECT:
(name, address)

ARCHITECT:

ARCHITECT'S PROJECT NUMBER:

TO (Owner):

CONTRACTOR:

CONTRACT FOR:

DATE OF ISSUANCE:

CONTRACT DATE:

PROJECT OR DESIGNATED PORTION SHALL INCLUDE:

The Work performed under this Contract has been reviewed and found to be substantially complete. The Date of Substantial Completion of the Project or portion thereof designated above is hereby established as

which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below.

DEFINITION OF DATE OF SUBSTANTIAL COMPLETION

The Date of Substantial Completion of the Work or designated portion thereof is the Date certified by the Architect when construction is sufficiently complete, in accordance with the Contract Documents, so the Owner can occupy or utilize the Work or designated portion thereof for the use for which it is intended, as expressed in the Contract Documents.

A list of items to be completed or corrected, prepared by the Contractor and verified and amended by the Architect, is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. The date of commencement of warranties for items on the attached list will be the date of final payment unless otherwise agreed to in writing.

ARCHITECT _____ BY _____ DATE _____

The Contractor will complete or correct the Work on the list of items attached hereto within _____ days from the above Date of Substantial Completion.

CONTRACTOR _____ BY _____ DATE _____

The Owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at _____ (time) on _____ (date).

OWNER _____ BY _____ DATE _____

The responsibilities of the Owner and the Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:
 (Note—Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage; Contractor shall secure consent of surety company, if any.)

Figure 88: 3.5.7 Certificate of Substantial Completion

3.5.8. Change Order (AIA Document G701)

CHANGE ORDER

AIA DOCUMENT G701

- OWNER
- ARCHITECT
- CONTRACTOR
- FIELD
- OTHER

PROJECT:
(name, address)

CHANGE ORDER NUMBER:

DATE:

TO CONTRACTOR:
(name, address)

ARCHITECT'S PROJECT NO:

CONTRACT DATE:

CONTRACT FOR:

The Contract is changed as follows:

Not valid until signed by the Owner, Architect and Contractor.

The original (Contract Sum) (Guaranteed Maximum Price) was \$
 Net change by previously authorized Change Orders \$
 The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was \$
 The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased)
 (unchanged) by this Change Order in the amount of \$
 The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be .. \$

The Contract Time will be (increased) (decreased) (unchanged) by () days.
 The date of Substantial Completion as of the date of this Change Order therefore is

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

ARCHITECT	CONTRACTOR	OWNER
Address	Address	Address
BY _____	BY _____	BY _____
DATE _____	DATE _____	DATE _____

Figure 89: 3.5.8 Change Order (AIA Document G701)

3.5.9. Consent of Surety Company to Final Payment (AIA Document G707)

CONSENT OF SURETY COMPANY TO FINAL PAYMENT

AIA DOCUMENT G707

OWNER
 ARCHITECT
 CONTRACTOR
 SURETY
 OTHER

PROJECT:
(name, address)

TO (Owner)

ARCHITECT'S PROJECT NO:
CONTRACT FOR:

CONTRACTOR:

CONTRACT DATE:

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(here insert name and address of Surety Company)

, SURETY COMPANY,

on bond of (here insert name and address of Contractor)

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not
relieve the Surety Company of any of its obligations to (here insert name and address of Owner)

, OWNER,

as set forth in the said Surety Company's bond.

IN WITNESS WHEREOF,
the Surety Company has hereunto set its hand this

day of 19

Surety Company

Signature of Authorized Representative

Attest:
(Seal):

Title

NOTE: This form is to be used as a companion document to AIA DOCUMENT G706, CONTRACTOR'S AFFIDAVIT OF PAYMENT OF DEBTS AND CLAIMS, Current Edition

AIA DOCUMENT G707 • CONSENT OF SURETY COMPANY TO FINAL PAYMENT • APRIL 1970 EDITION • AIA®
© 1970 • THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., NW, WASHINGTON, D.C. 20006

ONE PAGE

Figure 90: 3.5.9 Consent of Surety Company to Final Payment (AIA Document G707)

3.5.10. Consent of Surety to Reduction in or Partial Release of Retainage (AIA Document G707A)

**CONSENT OF SURETY
TO REDUCTION IN OR
PARTIAL RELEASE OF RETAINAGE**

- OWNER
- ARCHITECT
- CONTRACTOR
- SURETY
- OTHER

AIA DOCUMENT G707A

PROJECT:
(name, address)*

TO (Owner)

ARCHITECT'S PROJECT NO:

CONTRACT FOR:

CONTRACT DATE:

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(here insert name and address of Surety as it appears in the bond).

, SURETY,

on bond of (here insert name and address of Contractor as it appears in the bond)

, CONTRACTOR,

hereby approves the reduction in or partial release of retainage to the Contractor as follows:

The Surety agrees that such reduction in or partial release of retainage to the Contractor shall not relieve the Surety
of any of its obligations to (here insert name and address of Owner)

, OWNER,

as set forth in the said Surety's bond.

IN WITNESS WHEREOF,
the Surety has hereunto set its hand this

day of 19

Surety

Signature of Authorized Representative

Attest:
(Seal):

Title

Figure 91: 3.5.10 Consent of Surety to Reduction in or Partial Release of Retainage (AIA Document G707A)

3.5.11. Construction Change Directive (AIA Document G714)

CONSTRUCTION CHANGE DIRECTIVE

- OWNER
- ARCHITECT
- CONTRACTOR
- FIELD
- OTHER

AIA DOCUMENT G714

(Instructions on reverse side. This document replaces AIA Document G713, Construction Change Authorization.)

PROJECT:
(name, address)

TO CONTRACTOR:
(name, address)

DIRECTIVE NO:

DATE:

ARCHITECT'S PROJECT NO:

CONTRACT DATE:

CONTRACT FOR:

You are hereby directed to make the following change(s) in this Contract:

PROPOSED ADJUSTMENTS

1. The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:

- Lump Sum (increase) (decrease) of \$ _____
- Unit Price of \$ _____ per _____
- as provided in Subparagraph 7.3.6 of AIA Document A201, 1987 edition.
- as follows:

2. The Contract Time is proposed to (be adjusted) (remain unchanged). The proposed adjustment, if any, is (an increase of _____ days) (a decrease of _____ days).

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

Signature by the Contractor indicates the Contractor's agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this Construction Change Directive.

ARCHITECT _____ OWNER _____

Address _____ Address _____

BY _____ BY _____

DATE _____ DATE _____

CONTRACTOR _____

Address _____

BY _____

DATE _____

Figure 92: 3.5.11. Construction Change Directive (AIA Document G714)

3.5.13. Contractor's Affidavit of Release of Liens (AIA Document G706A)

CONTRACTOR'S AFFIDAVIT OF RELEASE OF LIENS

AIA DOCUMENT G706A

OWNER
 ARCHITECT
 CONTRACTOR
 SURETY
 OTHER

TO (Owner)

ARCHITECT'S PROJECT NO:

CONTRACT FOR:

PROJECT:
(name, address)

CONTRACT DATE:

State of:

County of:

The undersigned, pursuant to Article 9 of the General Conditions of the Contract for Construction, AIA Document A201, hereby certifies that to the best of his knowledge, information and belief, except as listed below, the Releases or Waivers of Lien attached hereto include the Contractor, all Subcontractors, all suppliers of materials and equipment, and all performers of Work, labor or services who have or may have liens against any property of the Owner arising in any manner out of the performance of the Contract referenced above.

EXCEPTIONS: (If none, write "None". If required by the Owner, the Contractor shall furnish bond satisfactory to the Owner for each exception.)

SUPPORTING DOCUMENTS ATTACHED HERETO:

1. Contractor's Release or Waiver of Liens, conditional upon receipt of final payment.
2. Separate Releases or Waivers of Liens from Subcontractors and material and equipment suppliers, to the extent required by the Owner, accompanied by a list thereof.

CONTRACTOR:

Address:

BY:

Subscribed and sworn to before me this
day of 19

Notary Public:

My Commission Expires:

Figure 94: 3.5.13. Contractor's Affidavit of Release of Liens (AIA Document G706A)

3.5.14. Cost Proposal Form for Interior Design Services



COUNTY OF PRINCE WILLIAM
 PROPERTY MANAGEMENT
 9517 Innovation Drive, Manassas, Virginia 20109
 (703) 792-7290 Metro 631-1703 Fax: (703) 792-330-5435

COST PROPOSAL

DATE:	50% Submittal due:	100% Submittal due:
CONTRACTOR PROVIDING SERVICE:		
CONTRACT NAME AND NUMBER:	Interior Design Services	
CONTRACT EXPIRATION DATE:	OPTION YEAR:	
CONTRACTOR'S ADDRESS:		
CONTRACTOR'S CONTACT:	PHONE:	
	FAX:	
COUNTY PROJECT MANAGER:	PHONE:	
	CELL:	
PROJECT NAME AND NUMBER:		
BUILDING#: FL#: PROJECT ADDRESS:		
COUNTY END USER:	PHONE:	

SCOPE OF WORK: This project entails the design of

Programming

- General
- Report
- Blocking/Option Development
- 1 Option
- 2 - 3 Options
- Schematics
- 50% Submittal
- 75% Submittal
- Base Building Plan
- Area of Project
- Entire Floor
- Other
- Construction Documents
- Design Intent
- Complete Bid Set
- Electrical
- Mechanical
- Structural
- Plumbing
- Fire Evacuation Drawings

Existing Systems Furniture Plans

- In Existing Format
- Component With Panel Plan
- Electric Infeed Locations
- New Systems Furniture Plans
- Spec plus Format
- CAP Format
- Systems Furniture Product
- Equity Panels
- Saxony, Opal
- Sennit, Oatmeal
- Other
- Components
- Equity soft gray
- neutral
- other
- Reuter
- Electric
- 6/8 Wire
- 10 Wire

Figure 95: 3.5.14 Cost Proposal Form for Interior Design Services Page 1

Page 2
 Project Name and Number:
 Contractor:
 Contract Name and Number: Interior Design Services
 Expiration Date:

QTY	LABOR DESCRIPTION	HR. RATE	SURVEY	SCHEMATICS	INSTALL PLANS	REVIEW MEETING	TOTAL HRS	TOTAL
	INTERIORS							
	Principal							
	Senior Designer							
	Junior Designer							
	CAD Draftsman							
	Project Manager							
	Field Installation Supervisor							
	Project Engineer							
	Reimbursable Expenses	Each						
	Photocopies							
	Floppy Disks							
	Color Copies							
		Per S.F.						
	Bluelines							
	Mylars							
	Vellums							
		TOTAL						

ESTIMATED COST (Not to Exceed):		\$ _____	
<i>(To be filled in by contractor prior to start of work)</i>			
PRICE FIRM THROUGH (Minimum of 120 days):	DATE:		
PERIOD OF PERFORMANCE:	DATE:		
<i>(Services shall be performed and deliverables provided by)</i>			
ESTIMATE PREPARED IN ACCORDANCE WITH THE ABOVE SCOPE OF WORK BY:			
		DATE:	
<i>(Contractor)</i>			
AUTHORIZED BY:		DATE:	
<i>(County Rep/Project Manager, Property Management)</i>			
WORK COMPLETED:		DATE:	
<i>(Contractor)</i>			

Instructions: Contractor to FAX estimate to (703) 330-5435 authorization by County Rep/Project Manager by _____ at 5:00PM.
 Contractor to notify County Rep/Project Manager if job cost exceeds estimate. Contractor to submit authorized copy with invoice.
 8/10/07

Figure 96: 3.5.14 Cost Proposal Form for Interior Design Services Page 2

3.5.16. Daily Testing

21A/21B or CR6

The undersigned arrived on site, as requested, to observe placement and compaction of subbase [VDOT No. 21A or 21B graded aggregate, CR6, VDOT No. 57 course aggregate] (pick one) for _____ (give location of subbase placement and provide site sketch for exact test locations). Please see the attached sketch.

Utilizing the Nuclear Method (ASTM D-2922) (or the Sand Cone Method (ASTM S-1556) (write only the method used) to check compaction of subbase [VDOT No. 21A or 21B graded aggregate, CR6, VDOT No. 57 course aggregate] (pick one); test results indicated that the compacted material, at the areas and elevations tested, met or exceeded the project requirements of _____ % the maximum dry density as obtained (if from supplier, give the company name) in our laboratory by using the Standard Proctor Method (ASTM D-698) (or the Modified Proctor Method (ASTM D-1557) (write only the proctor method used), (with the exception of _____ (give locations (s) of areas that failed). The contractor was notified and _____ (describe what action was taken).

The subbase observed on this date appeared to be placed in compliance with project drawings and specifications with regards to lift thickness and moisture content. (with the exception of _____ (describe what failed and why).

Supplementary forms:

Compaction Summary Sheet-attached to field report
Prince William County forms as necessary

Additional notes on 21A or 21B testing:

- * Always include a sketch showing exact placement and test locations.
- * Find out what quarry the material is coming from. Call the quarry and ask for a proctor value for the material they are hauling. The quarry will give you the following; 1. Dry density of the material; 2. The percent of +4 material ; 3. The specific gravity of the +4; and 4. The optimum moisture content of the -4 material. Use these numbers with the nomograph to perform a +4 correction and moisture content correction.
- * The type of equipment used to compact 21A, 21B or CR6 determines allowable lift thickness. If a jumping-jack is used for compaction, lifts should not exceed 3" in thickness (uncompacted). If a large steel-drum roller is used, 21A, 21B or CR 6 can be placed in up to 6' lifts.
- * Do not test for compaction on an area of subbase that has an excessive amount of course or fine aggregate.
- * **TECHNICIAN REMEMBER TO ALWAYS (ALL REPORTS) GIVE THE PINK COPY TO CONTRACTOR BEFORE LEAVING THE JOB SITE, ESPECIALLY IF A DEFICIENCY EXISTED FOR THAT DAY.**

Figure 98: 3.5.16 Daily Testing Page 1

DAILY TESTING

Geotechnical Consulting & Testing, Inc.

4899 Prince William Parkway
Woodbridge, Virginia 22192
Phone (703) 730-4160

21505 Greenoak Way
Dulles, Virginia 20166
Phone (703) 421-4000



**NUCLEAR DENSITY TEST FOR SOIL OR AGGREGATE
DIRECT TRANSMISSION ONLY**

Project: _____ Date: _____
 Producer: _____ Plant Location: _____
 Nuc. Gauge Mod. No. _____ Serial No: _____

FIELD TEST NUMBER: _____
 STREET _____
 STATION _____
 REFERENCE TO CENTER LINE _____
 ELEVATION _____
 TYPE OF TEST _____
 METHOD OF COMPACTION _____
 COMPACTED DEPTH OF LIFT _____
 GAUGE DEPTH SETTING _____

DENSITY DETERMINATION

(A) WET DENSITY PCF _____
 (B) MOISTURE WT. PCF _____
 (C) DRY DENSITY PCF (A-B) _____
 (D) PERCENT MOISTURE (C/G) _____
 (E) MAXIMUM DRY WT. PCF _____
 (F) OPTIMUM MOISTURE CONTENT _____
 (G) CORRECTED MAX. DRY WT. _____
 (H) CORRECTED OPTIMUM MOIST. _____
 (I) % DENSITY (C/G) X 100 _____
 (J) % DENSITY REQUIRED _____

4 DETERMINATION

(A) WT. OF TOTAL SAMPLE & PAN _____
 (B) WT. OF PAN _____
 (C) NET WT. OF SAMPLE (A/B) _____
 (D) WT OF +4 MAT. & PAN _____
 (E) WT. OF PAN _____
 (F) NET WT OF +4 MAT. (D/E) _____
 (G) % OF +4 MAT. (F/C) X 100 _____

Technician: _____
 Cert No. _____
 Observed by: _____
 (PWC Inspector)

SEAL

I CERTIFY THAT THE REFERENCED TESTS WERE CONDUCTED IN CONFORMANCE WITH THE CURRENT VIRGINIA TEST METHODS (VTM) STANDARDS AND PROCEDURES AND WITH THE PRIOR APPROVAL OF THE APPROPRIATE INSPECTION DIVISION.

 (Signature) (Date)

Figure 99: 3.5.16 Daily Testing Page 2

3.5.17. HUD1

OMB Approval No. 2502-0265



A. Settlement Statement (HUD-1)

B. Type of Loan						
1. <input type="checkbox"/> FHA	2. <input type="checkbox"/> RHS	3. <input type="checkbox"/> Conv. Unins.	E. File Number:	7. Loan Number:	B. Mortgage Insurance Case Number:	
4. <input type="checkbox"/> VA	5. <input type="checkbox"/> Conv. Ins.					
C. Note: This form is furnished to give you a statement of actual settlement costs. Amounts paid to and by the settlement agent are shown. Items marked "(p.o.c.*)" were paid outside the closing; they are shown here for informational purposes and are not included in the totals.						
D. Name & Address of Borrower:			E. Name & Address of Seller:		F. Name & Address of Lender:	
G. Property Location:			H. Settlement Agent:		I. Settlement Date:	
			Place of Settlement:			

J. Summary of Borrower's Transaction

100. Gross Amount Due from Borrower	
101. Contract sales price	
102. Personal property	
103. Settlement charges to borrower (line 1400)	
104.	
105.	
Adjustment for items paid by seller in advance	
106. City/town taxes to	
107. County taxes to	
108. Assessments to	
109.	
110.	
111.	
112.	
120. Gross Amount Due from Borrower	
200. Amount Paid by or in Behalf of Borrower	
201. Deposit or earnest money	
202. Principal amount of new loan(s)	
203. Existing loan(s) taken subject to	
204.	
205.	
206.	
207.	
208.	
209.	
Adjustments for items unpaid by seller	
210. City/town taxes to	
211. County taxes to	
212. Assessments to	
213.	
214.	
215.	
216.	
217.	
218.	
219.	
220. Total Paid by/for Borrower	
300. Cash at Settlement from/to Borrower	
301. Gross amount due from borrower (line 120)	
302. Less amounts paid by/for borrower (line 220)	()
303. Cash <input type="checkbox"/> From <input type="checkbox"/> To Borrower	

K. Summary of Seller's Transaction

400. Gross Amount Due to Seller	
401. Contract sales price	
402. Personal property	
403.	
404.	
405.	
Adjustment for items paid by seller in advance	
406. City/town taxes to	
407. County taxes to	
408. Assessments to	
409.	
410.	
411.	
412.	
420. Gross Amount Due to Seller	
500. Reductions in Amount Due to seller	
501. Excess deposit (see instructions)	
502. Settlement charges to seller (line 1400)	
503. Existing loan(s) taken subject to	
504. Payoff of first mortgage loan	
505. Payoff of second mortgage loan	
506.	
507.	
508.	
509.	
Adjustments for items unpaid by seller	
510. City/town taxes to	
511. County taxes to	
512. Assessments to	
513.	
514.	
515.	
516.	
517.	
518.	
519.	
520. Total Reduction Amount Due Seller	
600. Cash at Settlement to/from Seller	
601. Gross amount due to seller (line 420)	
602. Less reductions in amounts due seller (line 520)	()
603. Cash <input type="checkbox"/> To <input type="checkbox"/> From Seller	

The Public Reporting Burden for this collection of information is estimated to average 35 minutes per response for collecting, reviewing, and reporting the data. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. No confidentiality is assured; this disclosure is mandatory. This is designed to provide the parties to a RESPA covered transaction with information during the settlement process.

Figure 101: 3.5.17 HUD1 Page 1

L. Settlement Charges				Paid From Borrower's Funds at Settlement	Paid From Seller's Funds at Settlement
700. Total Real Estate Broker Fees					
Division of commission (line 700) as follows :					
701. \$	to				
702. \$	to				
703. Commission paid at settlement					
704.					
800. Items Payable in Connection with Loan					
801. Our origination charge	\$		(from GFE #1)		
802. Your credit or charge (points) for the specific interest rate chosen	\$		(from GFE #2)		
803. Your adjusted origination charges			(from GFE #A)		
804. Appraisal fee to			(from GFE #3)		
805. Credit report to			(from GFE #3)		
806. Tax service to			(from GFE #3)		
807. Flood certification to			(from GFE #3)		
808.					
809.					
810.					
811.					
900. Items Required by Lender to be Paid in Advance					
901. Daily interest charges from	to	@ \$	/day	(from GFE #10)	
902. Mortgage insurance premium for	months to			(from GFE #3)	
903. Homeowner's insurance for	years to			(from GFE #11)	
904.					
1000. Reserves Deposited with Lender					
1001. Initial deposit for your escrow account				(from GFE #9)	
1002. Homeowner's insurance	months @ \$		per month \$		
1003. Mortgage insurance	months @ \$		per month \$		
1004. Property Taxes	months @ \$		per month \$		
1005.	months @ \$		per month \$		
1006.	months @ \$		per month \$		
1007. Aggregate Adjustment					\$
1100. Title Charges					
1101. Title services and lender's title insurance				(from GFE #4)	
1102. Settlement or closing fee				\$	
1103. Owner's title insurance				(from GFE #5)	
1104. Lender's title insurance				\$	
1105. Lender's title policy limit \$					
1106. Owner's title policy limit \$					
1107. Agent's portion of the total title insurance premium to				\$	
1108. Underwriter's portion of the total title insurance premium to				\$	
1109.					
1110.					
1111.					
1200. Government Recording and Transfer Charges					
1201. Government recording charges				(from GFE #7)	
1202. Deed \$	Mortgage \$		Release \$		
1203. Transfer taxes				(from GFE #8)	
1204. City/County taxstamps	Deed \$		Mortgage \$		
1205. State taxstamps	Deed \$		Mortgage \$		
1206.					
1300. Additional Settlement Charges					
1301. Required services that you can shop for				(from GFE #6)	
1302.				\$	
1303.				\$	
1304.					
1305.					
1400. Total Settlement Charges (enter on lines 103, Section J and 502, Section K)					

Figure 102: 3.5.17 HUD1 Page 2

3.5.18. Planning Level Cost Estimate

Planning Level Cost Estimate-

Project Start Year : 20##

Date:

Construction Cost Estimate :
 Estimate Year :
 Project Start Year :

PE Design		Design	Management
PE Design (consultant fees)	5%-20% of construction		
PWC PM Fees/Costs	25%-35% of PE		\$0.00
VDOT PM Fees/Costs	5%-15% of PE		\$0.00
Permits	5% of PE		\$0.00
Environmental Fees/Costs			\$0.00
PE Subtotals		\$0.00	\$0.00
PE TOTAL			\$0.00

Right of Way		ROW	Management
Right of Way Acquisition			
Utility Relocation			
Environmental Mitigations			
ROW/Utility Relocations Subtotals		\$0.00	\$0.00
ROW/Utility Relocation TOTAL			\$0.00

CONSTRUCTION		Construction	Management
Construction (contractor cost)	100% of estimate		
PWC PM and CEI Fees	15%-30% of estimate		\$0.00
VDOT PM and CEI Fees	2%-5% of estimate		\$0.00
Construction Subtotals		\$0.00	\$0.00
Construction TOTAL			\$0.00

Current TOTAL COST	(PE, ROW and Construction present value)	\$0.00
---------------------------	------------------------------------------	---------------

Figure 104: 3.5.18. Planning Level Cost Estimate Page 1

Planning Level Cost Estimate-

Current Cost Estimate with Contingencies

Date: 0-Jan-00

CONTINGENCIES

PE Design Contingency	10%-40% of PE Design	0.0
ROW Contingency	0% for Right of Way	0.0
Construction Contingency	10%-40% of Construction	30.0
PM and CM Contingency	10% for PWC+VDOT Project Management	0.0

	Design	Management
PE Subtotals	\$0.00	\$0.00
PE TOTAL	\$0.00	

	ROW	Management
ROW Subtotals	\$0.00	\$0.00
ROW TOTAL	\$0.00	

	Construction	Management
Construction Subtotals	\$0.00	\$0.00
Construction TOTAL	\$0.00	

Estimated Budget TOTAL COST (PE, ROW and Construction present value with contingencies)	\$0.00
------------------------------------------------------------------------------------------------	---------------

Figure 105: 3.5.18. Planning Level Cost Estimate Page 2

Planning Level Cost Estimate-

Future Cost Estimate

Date:

CURRENT COST YEAR : 0

Current TOTAL COST (PE, ROW and Construction present value with contingencies) **\$0.00**

FUTURE COST YEAR : 2021

Delay in years 2 years
 Inflation Rate 2.5%-5.0% per annum 4.00 %

	Design	Management
PE Design Subtotals	\$0.00	\$0.00
PE Design TOTAL	\$0.00	

	ROW	Management
ROW Subtotals	\$0.00	\$0.00
ROW TOTAL	\$0.00	

	Construction	Management
Construction Subtotals	\$0.00	\$0.00
Construction TOTAL	\$0.00	

Future TOTAL COST (PE, ROW and Construction future value with contingencies) **\$0.00**

Cost in delaying project \$0.00

Figure 106: 3.5.18. Planning Level Cost Estimate Page 3

3.5.19. Pre-Mobius Request Form - Invoice



Department of Transportation
Ricardo Canizales
Director of Transportation

Pre-Mobius Approval Form

Transaction: Select Date: _____

Operating Acct: Select

Project Name: Prince William County Fire Station 22 Vendor Name: _____

Check Boxes: Check Pick Up Billing Required Split Payment Final Payment/Close PO

For ROW Only: Select Object: 53201 - Professional Services

Project: _____ Task: 30.01 - Construction PO Number: _____ Amount: \$ _____

**Note - You must use both award and allocation fields if you checked split payment for a project.*

Award 1: _____ Allocation Amount: \$ _____

Award 2: _____ Allocation Amount: \$ _____

Description:

Signatures

Initiator: _____ Comments: _____

Section Lead: _____ Comments: _____

Assistant Director:
(Capital Division over \$200K) _____ Comments: _____

Requisitions Only

Director of Transportation: _____

Figure 107: 3.5.19 Pre-Mobius Request Form - Invoice

3.5.20. Project Closure Checklist

Prince William County Department of Transportation Project Closure Checklist

Project Name Date

Project Manager Project Number

Please sign indicating you have reviewed (and checked off) activities relating to your respective responsibilities.

PROJECT MANAGER				
Activity	YES	NO	N/A	Comments
All environmental issues have been resolved and finalized.				
All outstanding and/or potential utility issues, including relocation invoices have been identified and paid.				
All notice of intent to file claim/claims and issues have been identified and resolved.				
All contractor assessed damages have been identified and resolved.				
All the contract requirements for bonds have been met and released (bid, performance, labor, etc.)				
All field office refunds for electric services, phone, water, etc., have been identified and collected.				
All punch list items are completed.				
The project has been accepted by the County and VDOT and C-3 has been issued				
All internal service obligations and bills have been identified and paid. (Construction Crew, Cost Recoveries, IDT's, etc.)				
All Agency proffers, donations and other funds have been identified and received.				
All pending or potential litigation has been identified and forwarded to the County Attorney and resolved.				
Project close out has been submitted to VDOT.				
All contract work is completed, billed, and paid or released by PWC including retainage.				
Final invoice mailed to VDOT.				

RIGHT OF WAY				
Activity	YES	NO	N/A	Comments
All right of way issues have been identified, settled and/or paid.				
All pending or potential litigation has been identified and forwarded to the County Attorney and resolved.				
Estimated outstanding right of way liability	Amount \$			

AGENCY ACCOUNTING				
Activity	YES	NO	N/A	Comments
All general ledger payable and receivable balances are zero.				
All field office refunds for electric services, phone, water, etc., have been identified and collected.				
All revenue agreements have been identified, billed and received. (Bonds, Service Authority, VDOT, etc.)				
All hours have been billed and recovered through cost recovery.				
All outstanding invoices have been paid.				
All retainage funds have been released.				
All purchase orders have been closed.				

PROCUREMENT				
Activity	YES	NO	N/A	Comments
Purchase orders are closed and related procurement documents for project closure have been received.				

BUSINESS SERVICES ANALYST				
Activity	YES	NO	N/A	Comments
All revenue and expense budgets have been reconciled and appropriate transfers made.				
All Board Resolutions have been resolved.				
BT to Close Project - Financially				

Attachments:

SIGNATURE APPROVALS			
Project Manager	<input style="width: 90%;" type="text"/>	Assistant Transportation Director	<input style="width: 90%;" type="text"/>
Right-of-Way Agent	<input style="width: 90%;" type="text"/>	Fiscal Manager	<input style="width: 90%;" type="text"/>
Fiscal Analyst	<input style="width: 90%;" type="text"/>	Director	<input style="width: 90%;" type="text"/>
Procurement Analyst	<input style="width: 90%;" type="text"/>	Forwarded to Finance/Accounting	<input style="width: 90%;" type="text"/>
SBS Analyst	<input style="width: 90%;" type="text"/>	Division Forwarded to Budget	<input style="width: 90%;" type="text"/>

Figure 108: 3.5.20 Project Closure Checklist

3.5.21. Project Estimate Worksheet

PROJECT COST ESTIMATOR

THIS WORKSHEET WAS DEVELOPED BASED ON ALL NEW PRODUCT AND IS ONLY TO BE USED AS AN ESTIMATE OF WHAT COSTS MAY BE ASSOCIATED WITH A PROJECT.

Please complete a Space Request Form for complete Project pricing and details at pmforms@pwcgov.org

<u>PROJECT TASKS</u>	<u>COST PER UNIT</u>
SYSTEMS FURNITURE	
Design for systems furniture	\$1,000.00
Standard Work Station	\$750.00
Straight Work Station	\$500.00
File banks/Bookcases	\$50.00
All New Product – EQUITY	
Standard Work Station	\$8,000.00
Straight Work Station	\$3,500.00
File banks/Bookcases	\$1,500.00
Articulating Keyboard Tray	\$230.00
Systems Products, reconfig (1/2 WH EQUITY)	
Standard Work Station	\$4,500.00
Straight Work Station	\$2,000.00
File banks/Bookcases	\$700.00
Existing System Tear Down	
Standard Work Station	\$100.00
Straight Work Station	\$75.00
File banks/Bookcases	\$50.00
Installation of Systems	
Standard Work Station	\$500.00
Straight Work Station	\$250.00
File banks/Bookcases	\$150.00
Electrical	
Disconnections	\$25.00
Connections	\$150.00
FREESTANDING FURNITURE	
Chairs	
Task Chairs (Fabric - Mid Back)	\$700.00
Executive Chairs (Leather -High Back)	\$1,300.00
Conference/Guest Chairs (Leather Seat/Mesh Back)	\$800.00
Stacking/Nesting Chairs (KI-Perry)	\$250.00
Stacking/Nesting Poly Shell	\$200.00

Figure 109: 3.5.21 Project Cost Estimator Page 1

Desks/(Kimball-Affinity)	
Standard Double Pedestal	\$1,500.00
Secretarial "L"	\$2,200.00
Executive "L"	\$2,000.00
Executive "U"	\$2,800.00
Tables (Kimball)	
Rectangular 96x48 (wood)	\$3,700.00
Round 48" (wood)	\$1,350.00
Folding, 36"x72 (Laminate)	\$750.00
Folding Round 48" (Laminate)	\$375.00
Bookcases	
2 Shelf (Wood)	\$600.00
4 Shelf (Wood)	\$800.00
2 Shelf (Metal)	\$375.00
4 Shelf (Metal)	\$475.00
File Cabinets (Lateral)	
2-Drawer (Wood)	\$700.00
4-Drawer (Wood)	\$1,200.00
2-Drawer (Metal)	\$475.00
4-Drawer (Metal)	\$875.00
Misc. Furniture	
Computer Table (Laminate or Wood)	\$500.00
Credenza/Storage (Kimball)	\$1,200.00
Hospitality Cart	\$1,500.00
Storage Cabinet (Metal)	\$575.00
Shelving (Metal - Heavy Duty 18"x36"x78")	\$300.00
Plan File - Flat 5 Drawer (Metal)	\$400.00
MISCELLANEOUS COSTS	
Permits (Electrical)	\$500.00
Move	
Employee in systems furniture	\$250.00
Employee in freestanding furniture	\$200.00
Shared Space i.e. CR, Recep, etc...	\$125.00
Construction	
Architectural Design, CD's	\$3,500.00
Construction materials & labor	
Engineering Fees (Electrical, Mechanical, & Structural)	\$7,500.00
Security (Keypads, DCS Systems)	\$2,500.00
Carpet Tiles per Square Yard	\$45.00

Figure 110: 3.5.21 Project Cost Estimator Page 2

3.5.22. Proposal Request (AIA Document G709)

PROPOSAL REQUEST

AIA DOCUMENT G709

- OWNER
- ARCHITECT
- CONTRACTOR
- FIELD
- OTHER

PROJECT:
(name, address)

PROPOSAL REQUEST NO:

OWNER:

DATE:

TO: (Contractor)

ARCHITECT'S PROJECT NO:

CONTRACT FOR:

CONTRACT DATED:

Please submit an itemized quotation for changes in the Contract Sum and/or Time incidental to proposed modifications to the Contract Documents described herein.

THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.

Description: (Written description of the Work)

Attachments: (List attached documents that support description)

ARCHITECT:

BY:

AIA DOCUMENT G709 • PROPOSAL REQUEST • APRIL 1970 EDITION • AIA® • © 1970 • THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, D.C. 20006

ONE PAGE

Figure 111: 3.5.22 Proposal Request (AIA Document G709)

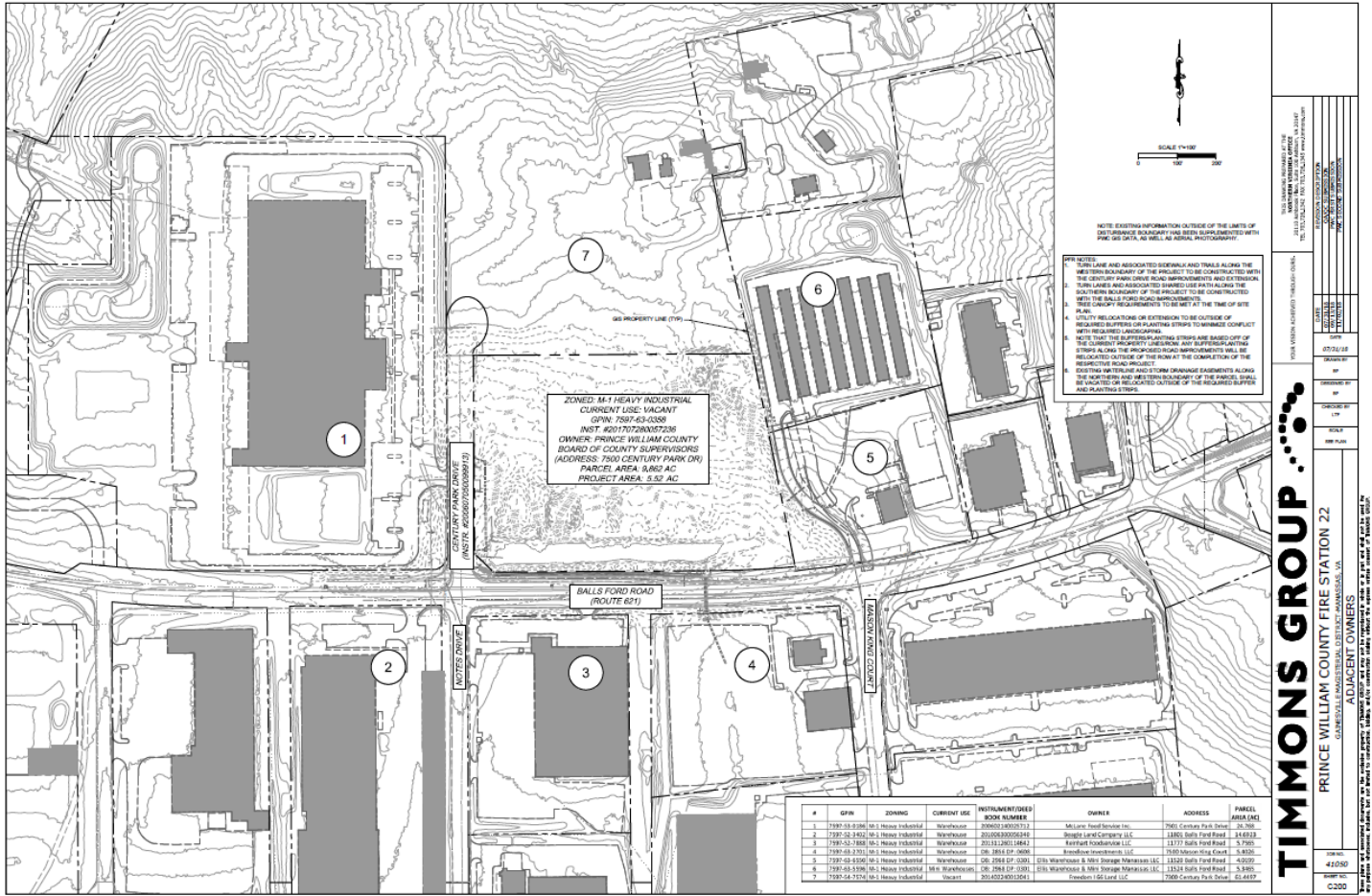


Figure 113: 3.5.23 PFD Page 2 - Adjacent Owners

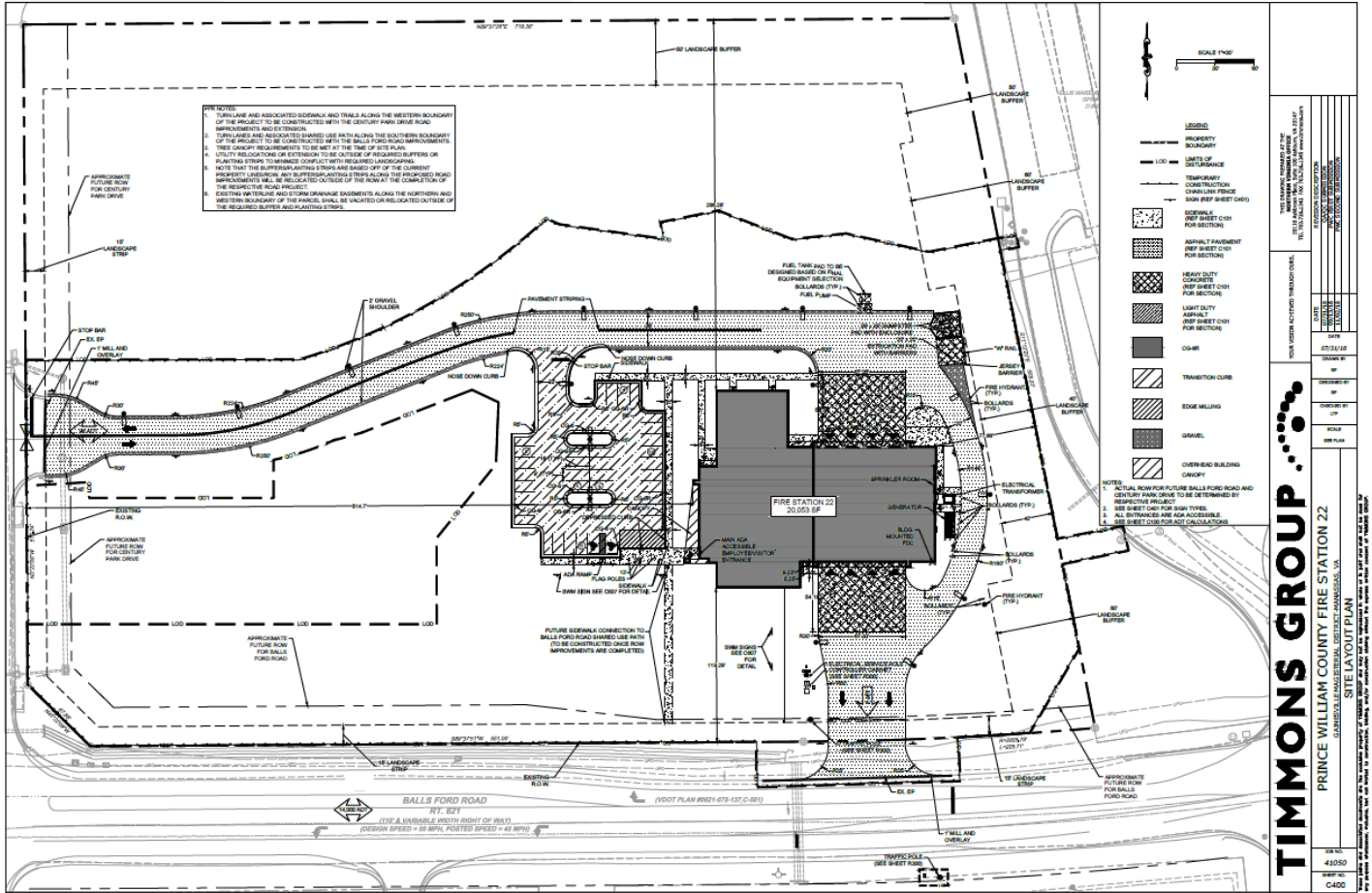


Figure 115: 3.5.23 PFD Page 4 - Site Layout Plan

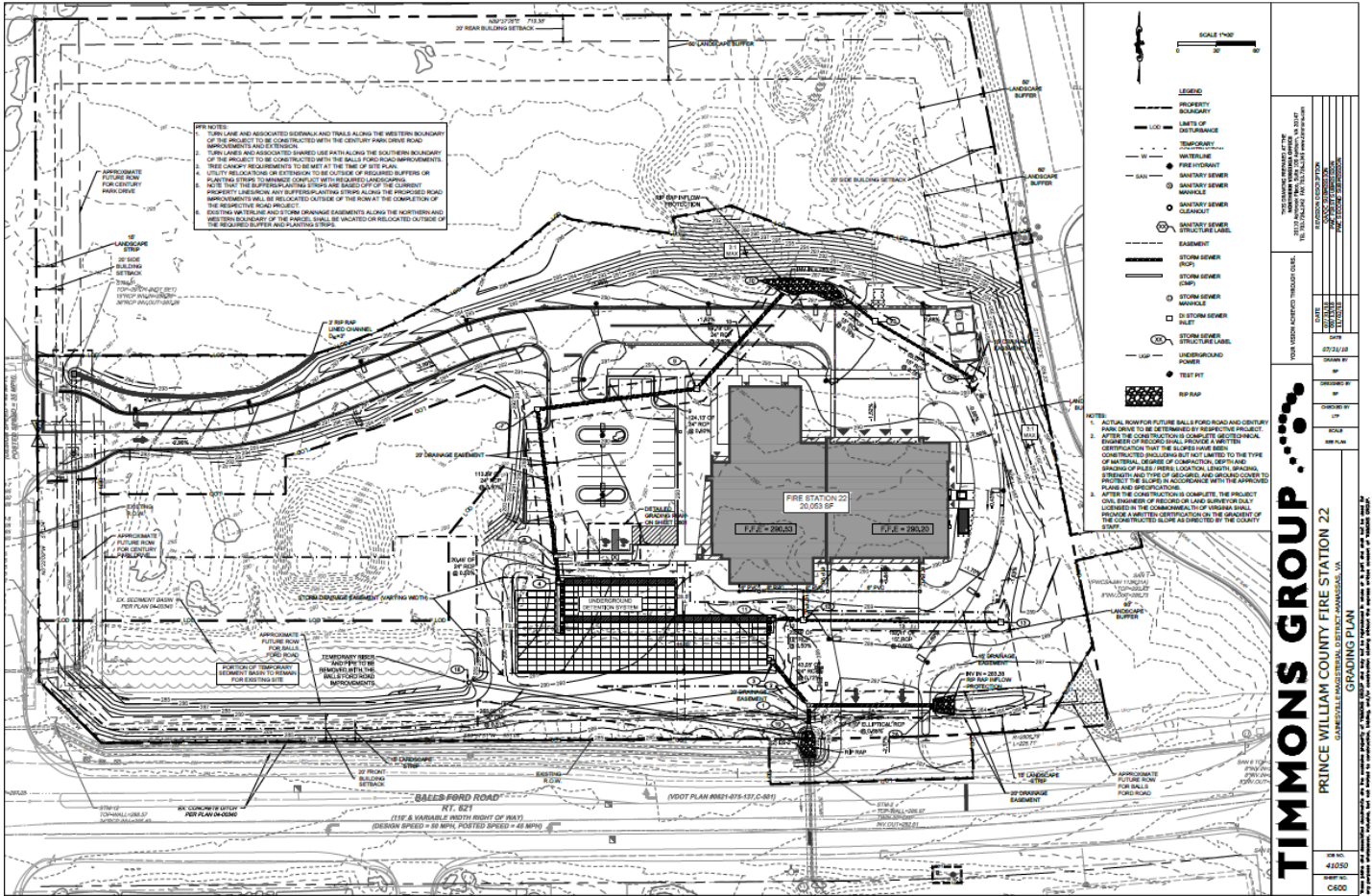


Figure 116: 3.5.23 PFD Page 5 - Grading Plan

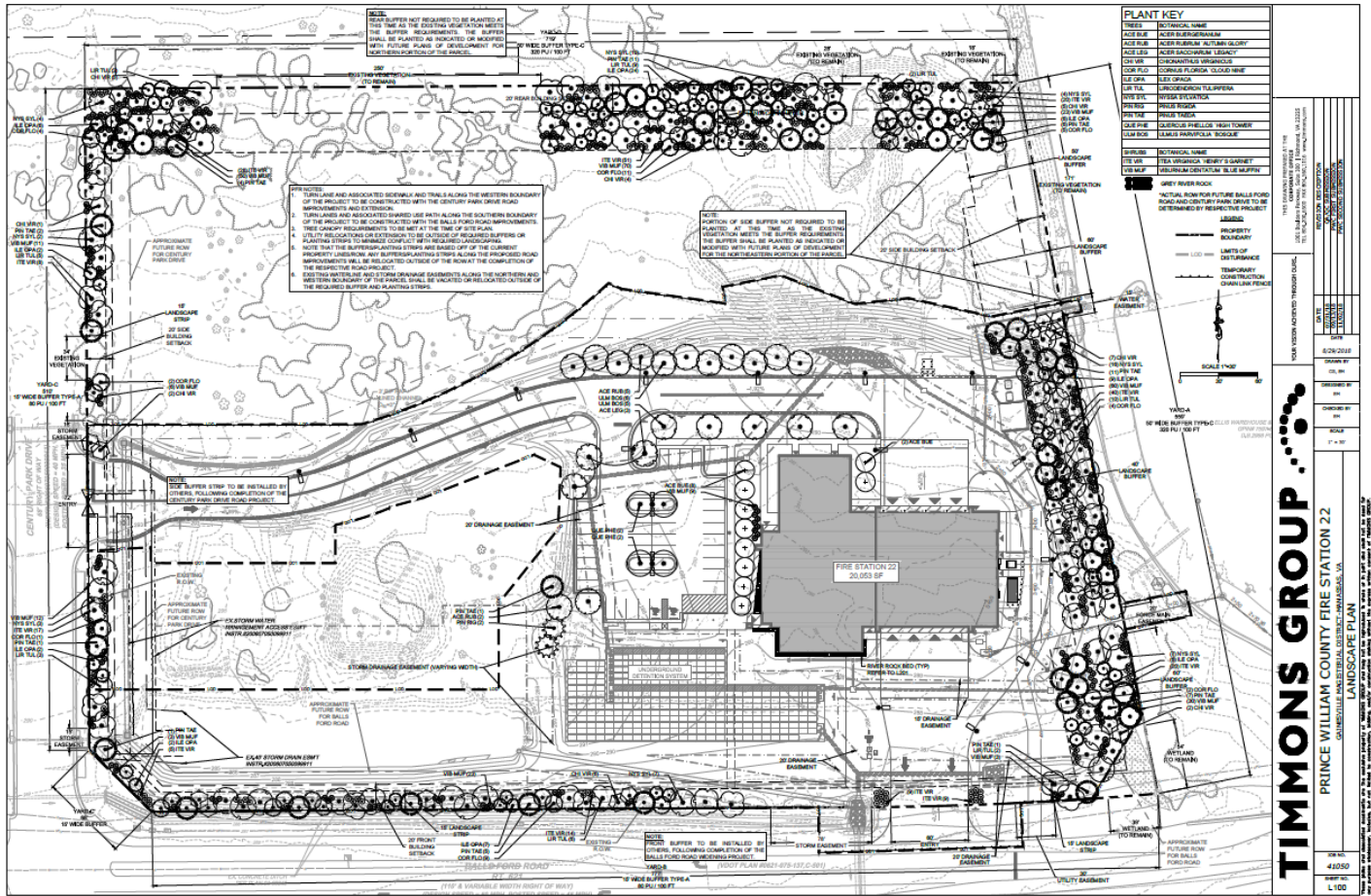


Figure 117: 3.5.23 PFD Page 6 - Landscape Plan

3.5.24. Public Facilities Review

December 4, 2018

TO: Bryce Barrett, Planner
Department of Planning

Thru; Lou Ann Dorrier, County Architect
Department of Public Works

FROM: Thomas Bruun, Director
Department of Public Works

RE: Public Facility Review #PFR2019-00005, Fire Station 22 – Letter of Commitment
Gainesville Magisterial District

The Prince William County Department of Public Works is requesting a Public Facility Review (PFR) under §15.2-2232 Code of Virginia to allow for the construction of a 20,053 Square Foot Fire Station with up to four apparatus bays located at 7500 Century Park Drive. The site is identified on County Maps as GPIN: 7597-63-0358. The following commitments are intended to offset some of the impacts of the proposal and to generally render the application more consistent with the Comprehensive Plan and comments received at the November 16, 2018 Post-Submission meeting.

Site design

1. Public Works commits to develop the property in substantial compliance with the plan entitled “Prince William County Fire Station 22” dated July 31, 2018 and revised on December 3, 2018 (the “Plan”).
2. The limits of disturbance will be as shown on the Plan and subject to minor modifications in connection with final site plan review or final engineering.
3. The maximum impervious surface resulting from the facility construction will be approximately as shown on the Plan. Compliance will be shown on final site plan.

Police

4. The site lighting will maintain an average of 2.0 foot candles in parking and pedestrian areas
5. All other applicable zoning requirements for height and illumination levels on site will be met and considerations made to utilize Crime Prevention through Environmental Design (CPTED) best practices at time of site plan review.

Water and Sewer

6. Public Works commits to design and construct all on-site and off-site water and sanitary sewer utility improvements necessary to develop the subject property in accordance with the Service Authority’s USM, and County and State requirements, standards and

Figure 118: 3.5.24 Public Facilities Review Memo Page 1

regulations at time of site plan review.

Transportation

7. Public Works commits to coordinate with the lead engineering firm Rinker Design Associates, P.C. to reflect the approved **Balls Ford Road Widening** plans and the lead engineering firm for the **Transform I-66 Outside the Beltway** project regarding the right-of-way for all construction related easements and road construction
8. Public Works commits to providing pedestrian connection from the entrance of the fire station to the trail proposed along Balls Ford Road project as shown on the plan and subject to minor modifications in connection with final site plan review or final engineering.
9. Public Works commits to providing directional signage to ensure the emergency vehicle egress on Balls Ford is not utilized as an entrance. Compliance will be shown on final site plan.

Watershed

10. Public Works commits to minimize conflicts with existing utilities and easements with landscaping buffers. Compliance will be shown on final site plan.
11. The Northern portion of the Property will remain undisturbed in lieu of required buffers.
12. The required landscape strips along Balls Ford Road and Century Park Drive will be installed after completion of the **Balls Ford Road Widening and Transform I-66 Outside the Beltway** road improvements. Such landscape strip shall be on the subject property and outside the required utility easements parallel to the roads. Compliance will be shown on final site plan.

Figure 119: 3.5.24 Public Facilities Review Memo Page 2

3.5.25. Public Facilities Review Application



Director of Planning

Application Package for Public Facilities Review (PFR)

Contents

Instructions	2
Application for a Public Facility Review	3
Application for Deferral of Traffic Impact Analysis (TIA) ...	4
Cultural Resources Assessment.....	5

Figure 120: 3.5.25 Public Facilities Review (PFR) Cover Sheet

Clear Form

INSTRUCTIONS

Before submission of a Public Facility Review (PFR) Application please complete a [Public Facility Determination Request Form](#) in order to determine if a PFR Application is required.

All applicable items contained in this application package must be completed and submitted. Additional information may be requested during the quality control review.

Please attach additional pages where necessary to identify all requested information clearly.

SUBMISSION REQUIREMENTS

- **Completed PFR Application**
 - PFR Fee in accordance with the current [Fee Schedule](#). Checks payable to "Prince William County".
 - Application for a Public Facility Review (Page 3)
 - Fill in the Case Name.
 - Identify the Public Facility.
 - List all affected parcels by GPIN and indicate the zoning district(s) and acreage of each parcel.
 - Describe the location of the property.
 - Give names of the property owner, authorized agent, applicant, and engineer. Check the box next to the contact person to whom correspondence on the application should be sent.
 - Sign the application.
 - Provide a written narrative that includes:
 - Nature of the proposed use.
 - Statement citing the relevant chapters, goals, policies, and action strategies of the Comprehensive Plan that demonstrate that the location, character, and extent of the proposal are consistent.
 - Complete the Application for Deferral of Traffic Impact Analysis (TIA) (page 4).
 - Cultural Resources Assessment for Pending Development Applications (page 5).
- **The following copies and types of plans**
 - 25 folded copies - Large plans to accurately depict the layout, up to 24" x 36" (11" x 17" preferred).
 - 1 copy - Reduced to letter size (8 1/2" x 11") plan.
 - A scale of no less than 1" = 200'.
 - Contour interval no greater than five (5) feet.
 - Date of plan, north arrow match lines, and sheet numbers.
 - Vicinity map, preferably at 1" = 2000'.
 - Present zoning district(s), including overlay districts, of the project parcel(s) and all adjacent parcels, along with their present use. Provide the project name and plan number of adjacent development as assigned by Prince William County, if applicable.
 - The project parcel(s) GPIN(s) and all adjacent parcel GPINs.
 - Total project site acreage.
 - Generalized proposed structures and/or buildings including number and size, street access layout, off-street parking, recreation areas, open space, improvements to existing street and right-of-way, buffers, vehicles per day, and stormwater management facilities.
 - Existing easements, covenants, and any other restrictions shown.
 - Existing drainage facilities, including major culverts, ponds, and streams.
 - Location of all existing improvements and buildings on site.
 - Electronic version of plans in Adobe PDF format (submitted on a CD or other memory device).
 - Location of existing vegetation and approximate grading and clearing limits.
- **On a case-by-case basis, staff may request additional information to analyze the application.**

Figure 121: 3.5.25 PFR Instructions

Clear Page

APPLICATION FOR A PUBLIC FACILITY REVIEW
TO THE PLANNING COMMISSION OF PRINCE WILLIAM COUNTY, VIRGINIA

Case Name: _____

Public Facility Review to allow the following (state the purpose of the application):

GPIN	Zoning	Acres

Property Location: Describe the location of the property by distance, in feet or portion of a mile, and direction from an intersection of two (2) public roads or streets:

The name(s), mailing address(es), and telephone number(s) of owner(s), authorized agent(s), contract purchaser/lessee, and engineer(s) as applicable are (attach additional pages if necessary):

Owner of Property*

Authorized Agent(s)*

Name: _____	Name: _____
Mailing Address: _____	Mailing Address: _____
City/State/Zip: _____	City/State/Zip: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

Contract Purchaser/Lessee*

Engineer*

Name: _____	Name: _____
Mailing Address: _____	Mailing Address: _____
City/State/Zip: _____	City/State/Zip: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

*Check the box next to the contact to which correspondence should be sent.

I have read this application, understand its intent, and freely consent to its filing. Furthermore, I have the power to authorize and hereby grant permission to Prince William County officials and other authorized government agents on official business to enter the property as necessary to process this application.

Signed this _____ day of _____, _____.

Signature of Applicant _____

(If anyone other than owner is signing, Power of Attorney must be attached.)

Figure 122: 3.5.25 PFR Application for a Public Facility Review

Clear Page

Application for Deferral of Traffic Impact Analysis (TIA)

To be completed with assistance from PWC Transportation Department
www.pwcva.gov/Transportation or (703) 792-6825

To be completed by applicant:

Applicant Name: _____ Phone: _____

Proposed Use: _____

Address: _____ Lot Size: _____

Select One: Rezoning Special Use Permit Other: _____

To be completed by applicant:				To be completed by PWC Transportation Department:				
Tract/Use	Area	Zoning	Land Use	ITE Code	(ITE Latest Edition Trip Rate)	Trips - 24 Hours	Trips - AM Peak	Trips - PM Peak
Total								
1200 Daily Trips or 100 Peak Hour Trips						Yes		
						No		

FOR OFFICE USE ONLY

A TIA (three copies and two information disks) is required to be submitted with the application. The consultant preparing the analysis must meet with the PWC Department of Transportation and VDOT to discuss the scope and requirements of the analysis before beginning the analysis. Additionally, at the scoping session, VDOT will determine whether a 527 review is required, as well as the applicable fee.

A TIA is not required to be submitted at this time. The traffic generated by the proposed development does not appear to exceed the thresholds established in §602.01 of the Prince William County Design and Construction Standards Manual (DCSM). However, a TIA may be required later in the rezoning/special use permit process or during the site plan review process if subsequent details warrant a TIA. The applicant should also be aware that a 527 review may be required by VDOT and may want to contact VDOT to verify whether a 527 review will be warranted.

A TIA has been waived by the Director for the following reasons: _____

Reviewed by (print name): _____ Date: _____

Additional Notes:

Figure 123: 3.5.25 PFR Application for Deferral of Traffic Impact Analysis (TIA)



Clear Form

Cultural Resources Assessment for Pending Development Applications

This is a desk review of the project and is subject to change if additional information becomes available. Contact the Planning Office at (703) 792-7615 or email planning@pwcva.gov for more information.

Applicant/ Project Information	Project Name	Applicant Name	
	Email	Phone	Fax
	GPIN(s)		
	Visual Inspection Findings		

County Archaeologist Use Only		
County Records Check (Verify reference to site on the following)		
<ol style="list-style-type: none"> 1. Virginia Department of Historical Resources (VCRIS)..... <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Aerial Photography (1937 - 2021)..... <input type="checkbox"/> Yes <input type="checkbox"/> No 3. 1820 Prince William County Map (Wood)..... <input type="checkbox"/> Yes <input type="checkbox"/> No 4. 1901 Prince William County Map (Brown)..... <input type="checkbox"/> Yes <input type="checkbox"/> No 5. 1904 Army Maneuvers Map..... <input type="checkbox"/> Yes <input type="checkbox"/> No 6. 1915 - 1927 USGS 15 Minute Quad Maps..... <input type="checkbox"/> Yes <input type="checkbox"/> No 7. 1933 Virginia Highway Map..... <input type="checkbox"/> Yes <input type="checkbox"/> No 8. Eugene Scheel's Historic Prince William Map..... <input type="checkbox"/> Yes <input type="checkbox"/> No 9. Eugene Scheel's African American Heritage Map..... <input type="checkbox"/> Yes <input type="checkbox"/> No 10. County Register of Historic Sites (CRHS)..... <input type="checkbox"/> Yes <input type="checkbox"/> No 11. High Sensitivity Areas - Historic Sites Map..... <input type="checkbox"/> Yes <input type="checkbox"/> No 12. High Sensitivity Areas - Prehistoric Sites Map..... <input type="checkbox"/> Yes <input type="checkbox"/> No 13. The Official Military Atlas of the Civil War..... <input type="checkbox"/> Yes <input type="checkbox"/> No 14. Civil War Map from the Library of Congress..... <input type="checkbox"/> Yes <input type="checkbox"/> No 15. American Battlefield Protection Program Maps..... <input type="checkbox"/> Yes <input type="checkbox"/> No 16. Map of Fairfax, Loudoun, & Prince William Counties..... <input type="checkbox"/> Yes <input type="checkbox"/> No 17. USGS Topographic Maps..... <input type="checkbox"/> Yes <input type="checkbox"/> No 18. Cemetery Database..... <input type="checkbox"/> Yes <input type="checkbox"/> No 19. Other: _____ 	<p style="text-align: center;"><u>Comments</u></p>	
Findings		
<input type="checkbox"/> A CRHS (#10) or a Prehistoric and/or Historic High Sensitivity Area (#11/12) is checked on the list above, therefore, a Phase I Cultural Resources Survey* must be submitted with Rezoning and Special Use Permit applications per Sections 32-700.20(9) and 32-700.50(3)(a) of the Zoning Ordinance.		
<input type="checkbox"/> There is a medium to high potential for finding archaeological sites and or historic structures on the project area, therefore, a Phase I Cultural Resources Survey* must be submitted with Rezoning and Special Use Permit applications per Sections 32-700.20(9) and 32-700.50(3)(a) of the Zoning Ordinance.		
<input type="checkbox"/> Archaeological and historic sites or graves are recorded on the project area, but no Phase I Cultural Resources Survey is required at this time.		
<input type="checkbox"/> No archaeological and historic sites or graves are recorded on the project area.		
<input type="checkbox"/> No Phase I cultural resource survey is warranted at this time due to ground disturbance or recommendations of no further work from prior cultural resource survey reports.		
Comments: _____		

County Archaeologist Signature: _____ Date: _____

This assessment is valid for one year from the County Archaeologist's signature date.

*All scopes of work must be approved by the County Archaeologist prior to initiation of work.

Figure 124: 3.5.25 PFR Cultural Resources Assessment

Clear Page

**Cultural Resources Assessment and Record Check
for Pending Development Applications**

This is a desk review of the project and is subject to change if additional information becomes available.
Contact the Planning Office at 703-792-7615 or planning@pwcgov.org for more information.

Project Name: Prince William County Fire Station 22
 Project GPIN/Address: 7500 Century Park Drive - 7597-63-0358
 Applicant Name: Public Works - FCM Phone #: 703-792-4061
 Fax #: 703-792-5118 Email: jmittchell2@pwcgov.org
 Visual Inspection Findings: _____

COUNTY ARCHAEOLOGIST OFFICIAL USE

County Records Check: (Verify reference to site on the following)

- | | | |
|--------------------------------------------------------|-----------|----------|
| 1. Prince William County Cultural Resources Map (GIS) | Yes _____ | No _____ |
| 2. 1820 Prince William County Map (Wood) | Yes _____ | No _____ |
| 3. 1901 Prince William County Map (Brown) | Yes _____ | No _____ |
| 4. 1904 Army Maneuvers Map | Yes _____ | No _____ |
| 5. 1915-1927 USGS 15 Minute Quad Maps | Yes _____ | No _____ |
| 6. 1933 Virginia Highway Map | Yes _____ | No _____ |
| 7. Eugene Scheel's Historic Prince William Map | Yes _____ | No _____ |
| 8. Eugene Scheel's African American Heritage Map | Yes _____ | No _____ |
| 9. County Register of Historic Sites (CRHS) | Yes _____ | No _____ |
| 10. High Sensitivity Areas – Historic Sites Map | Yes _____ | No _____ |
| 11. High Sensitivity Areas – Prehistoric Sites Map | Yes _____ | No _____ |
| 12. The Official Military Atlas of the Civil War | Yes _____ | No _____ |
| 13. Civil War Map from the Library of Congress | Yes _____ | No _____ |
| 14. American Battlefield Protection Program Maps | Yes _____ | No _____ |
| 15. Map of Fairfax, Loudoun, & Prince William Counties | Yes _____ | No _____ |
| 16. USGS Topographic Maps | Yes _____ | No _____ |
| 17. Other _____ | | |

Findings:

- _____ A CRHS or a Prehistoric or Historic High Sensitivity Area is checked on the list above, therefore, a Phase I Cultural Resources Survey* must be submitted with Rezoning and Special Use Permit applications per Sections 32-700.20(9) and 32-700.50(3)(a) of the Zoning Ordinance.
- _____ There is a medium to high potential for finding archaeological sites and or historic structures on the project area, therefore, a Phase I Cultural Resources Survey* must be submitted with Rezoning and Special Use Permit applications per Sections 32-700.20(9) and 32-700.50(3)(a) of the Zoning Ordinance.
- _____ No archaeological and historic sites or graves are recorded on the project area.
- _____ Further cultural resource review by the County Archaeologist is not warranted due to ground disturbance or recommendations of no further work from prior cultural resource survey reports.

Comments: _____

County Archaeologist Signature: _____ Date: _____

This assessment is valid for one year from the County Archaeologist's signature date.

*All scopes of work must be approved by the County Archaeologist prior to initiation of work.

Cultural Resources Assessment and Record Check
Revised April 2016
Page 1 of 1

Figure 125:3.5.25 PFR Cultural Resources Assessment and Record Check for Pending Development Applications

3.5.26. Punch List

CDPS Punch List 2018-03-29.xlsx, Master List

Conditions as noted during FCM partial walk-through of floor 2, 2018-03-29									
Item	Date	Bldg Area	Rm #	Description	Resp	Comments/ date	Signoff/ date		
1	3/15/2018	Vestibule	100	Crash doors near icemaker		Needs panic hardware/RG	26-Mar		
2	12/15/2017	Vestibule	100	Columns need to be prepped/painted	Paintworx	Completed		FCM	26-Mar
3	12/12/2017	Vestibule	100	Floor needs to be re-surfaced - there are flaws	Dickerson	Item stricken/RG		FCM	26-Mar
4	12/12/2017	Vestibule	100	Storefront frame needs to be repainted	Design Glazing	Needs touchup/RG	26-Mar		
5	3/15/2018	Break room	101	Need caulking between curtain wall and linoleum		Noted	26-Mar		
6	12/15/2017	Break room	101	Window frame to vestibule paint is incomplete	Design Glazing	Completed		FCM	26-Mar
7	12/12/2017	Break room	101	Columns need to be prepped/painted	Paintworx				
8	12/12/2017	Break room	101	Scratches on counter surfaces need to be sanded/polished	DES	Stainless steel counters	26-Mar		
9	3/15/2018	Corridor	103	Column near stairs on LL south needs painting	Paintworx	Vinyl base in lieu of paint	26-Mar		
10	3/15/2018	Corridor	103	Terrazzo base on column outside Data Room #112		Noted	26-Mar		
11	12/15/2017	Corridor	103	Column needs scuffmaster paint at bottom, stopped early	Paintworx	See item #9		FCM	26-Mar
12	12/15/2017	Corridor	103	Columns need to be prepped/painted	Paintworx	See item #9		FCM	26-Mar
13	3/15/2018	Fitness	104	OK		See item #14	26-Mar		
14	12/12/2017	Fitness	104	Water fountain spout replaced/cleaned, paint residue	Craster	Noted	26-Mar		
15	3/15/2018	Fitness storage	105	OK				FCM	15-Mar
16	3/15/2018	Vestibule women's locker	106	OK				FCM	15-Mar
17	3/15/2018	First Aid, women's locker	107	OK		Refrigerator moved in	26-Mar	FCM	15-Mar
18	3/15/2018	Women's locker	108	Small refrigerator to be moved here		Completed		FCM	26-Mar
19	3/15/2018	Women's locker	108	Transition for threshold from hallway		Noted	26-Mar		
20	1/3/2018	Women's shower	109	Grab bar installed in wrong location; replace damaged wall tile above shower seat.	I-Tiles	Completed		FCM	26-Mar

1/13

Incorporates previous punchlist items

FCM, D'Antonio, x6921

Figure 126: 3.5.26 Punch List Page 1

CDPS Punch List 2018-03-29.xlsx, Master List

Conditions as noted during FCM partial walk-through of floor 2, 2018-03-29									
Item	Date	Bldg Area	Rm #	Description	Resp	Comments/ date	Signoff/ date		
21	1/3/2018	Women's rm	110	Provide engraved plates at all receptacles	FLBE	Plate outside Rm 107	26-Mar		
22	3/15/2018	Elec closet	111	OK				FCM	15-Mar
23	3/15/2018	Data Room	112	OK				FCM	15-Mar
24	1/3/2018	Stair 4	413	Conceal exposed conduit	FLBE	Item stricken/RG		FCM	26-Mar
25	3/15/2018	Janitor	114	Broken hose hanger		Noted	26-Mar		
26	3/15/2018	Janitor	114	Needs transition strip		Noted	26-Mar		
27	3/15/2018	Men's locker vestibule	115	Needs sign in corridor (number & function)		Completed		FCM	26-Mar
28	3/15/2018	Men's locker	116	Caulk on lockers 24, 54-55, 88		Noted	26-Mar		
29	3/15/2018	Men's locker	116	Lockers 50-51 have dings in metal		Noted	26-Mar		
30	1/3/2018	Men's locker	116	Current status of power strip configuration and locker remains open; mockup is not followed; appears to be some issue with concealment of electrical cord wire and placement of plug to electrical outlet and their location		Install quads on each locker (parts on order)	26-Mar		
31	3/15/2018	First Aid, men's locker	117	OK				FCM	15-Mar
32	3/15/2018	First Aid, men's locker	118	OK				FCM	15-Mar
33	3/15/2018	First Aid, men's locker	119	OK				FCM	15-Mar
34	1/3/2018	Men's toilet	120	Label access doors	Acme	Noted	26-Mar		
35	1/3/2018	Men's toilet	120	Provide engraved plates at all receptacles	FLBE	Noted	26-Mar		
36	3/15/2018	Men's shower	121	OK				FCM	15-Mar
37	3/15/2018	Men's toilet	122	OK				FCM	15-Mar
38	3/15/2018	Vestibule	423	Needs sign in corridor (number & function)		Item stricken		FCM	26-Mar
39	3/15/2018	Roll call room	124	Pressure filler for columns		Noted	26-Mar		
40	3/15/2018	Roll call room	124	Transitions for thresholds		Noted	26-Mar		
41	3/15/2018	Corridor	125	Outside Rms 152-164, paint bottoms (under wainscoting) dark grey		Completed		FCM	26-Mar
42	3/15/2018	Sgts Squad A	126	Damaged squares of carpet need to be replaced					

Figure 127: 3.5.26 Punch List Page 2

CDPS Punch List 2018-03-29.xlsx, Master List

Conditions as noted during FCM partial walk-through of floor 2, 2018-03-29									
Item	Date	Bldg Area	Rm #	Description	Resp	Comments/date	Signoff/date		
43	3/15/2018	Sgts Squad A	126	Patch holes in wall near TV					
44	3/15/2018	Sgts Squad B	127	Patch holes in wall near TV					
45	3/15/2018	Sgts Squad C	128	Patch holes in wall near TV					
46	1/3/2018	Sgts Squad C	128	Provide sealant white that matches ceiling tile around columns, so that it hides the split in the tile	K-Plus/Paintworx				
47	3/15/2018	Report writing workm	129	OK				FCM	15-Mar
48	3/15/2018	Report writing	130	OK				FCM	15-Mar
49	3/15/2018	Storage	131	OK				FCM	15-Mar
50	3/15/2018	Sgts Squad D	132	Patch holes in wall near TV					
51	12/12/2017	Sgts Squad D	132	No door stop	SGC	Item stricken/RG	26-Mar		
52	3/15/2018	Sgts Squad F	133	Patch holes in wall near TV					
53	3/15/2018	Sgts Squad E	134	Patch holes in wall near TV					
54	3/15/2018	Corridor	135	Damaged square of carpet (outside #138) to be replaced		Completed		FCM	26-Mar
55	3/15/2018	Lieutenant	136	OK				FCM	15-Mar
56	3/15/2018	Copy/break rm	137	OK				FCM	15-Mar
57	3/15/2018	Lieutenant	138	OK				FCM	15-Mar
58	3/15/2018	Lieutenant	139	OK				FCM	15-Mar
59	3/15/2018	Deputy Dist Cmdr	140	OK				FCM	15-Mar
60	3/15/2018	Open office	141	OK				FCM	15-Mar
61	3/15/2018	Conference rm	142	Remove textured wallpaper; paint grey - LAD to select color (throughout)		Item stricken		FCM	26-Mar
62	3/15/2018	Captain	143	HVAC has slight rattle; needs adjustment		Needs change order to complete b/c duct	26-Mar		
63	3/15/2018	Captain	143	Move blower over one square					
64	3/15/2018	Lieutenant	144	OK				FCM	15-Mar
65	3/15/2018	Sergeant	145	OK				FCM	15-Mar
66	3/15/2018	Lieutenant	146	OK				FCM	15-Mar
67	3/15/2018	Lieutenant	147	Caulk/glue on sidelight (halfway side) needs to be cleaned off		Completed		FCM	26-Mar

Figure 128: 3.5.26 Punch List Page 3

CDPS Punch List 2018-03-29.xlsx, Master List

Conditions as noted during FCM partial walk-through of floor 2, 2018-03-29									
Item	Date	Bldg Area	Rm #	Description	Resp	Comments/date	Signoff/date		
68	3/15/2018	Public Safety Techs	148	OK			FCM	15-Mar	
69	3/15/2018	Armory	149	Sprinklerhead (outside entrance to room) is missing a flange		Noted		26-Mar	
70	3/15/2018	Armory	149	Stainless steel counters scratched		Need to be polished/buffed		26-Mar	
71	3/15/2018	Restroom outside armory	150	Need transition strips		Noted		26-Mar	
72	3/15/2018	Restroom outside armory	151	Need transition strips		Noted		26-Mar	
73	3/15/2018	Communications	152	Threshold needs transition strip		Noted		26-Mar	
74	3/15/2018	Service Corridor	153	OK			FCM	15-Mar	
75	3/15/2018	Mechanical	154	OK			FCM	15-Mar	
76	3/15/2018	Demark	155	OK			FCM	15-Mar	
77	3/15/2018	Electrical	156	Ductwork - needs packing of opening between steel and concrete		Noted		26-Mar	
78	1/3/2018	Electrical	156	Provide electrical raceway identification on conduits not utilizing colored conduits	FLBE	Noted		26-Mar	
79	3/15/2018	B&G	157	OK			FCM	15-Mar	
80	3/15/2018	Janitor	159	OK			FCM	15-Mar	
81	3/15/2018	Monitor room	160	Need transition strips		Noted		26-Mar	
82	3/15/2018	Vestibule	161	OK			FCM	15-Mar	
83	3/15/2018	Juvenile rm 1	162	Walls need to be painted		Completed		FCM	26-Mar
84	3/15/2018	Bag & tag	163	Paint on door jamb		Completed		FCM	26-Mar
85	4/3/2018	Bag & tag	463	Repair excessive dip in floor as you enter room from terrazzo corridor	CCA	Item stricken		FCM	26-Mar
86	3/15/2018	Juvenile rm 2	164	OK			FCM	15-Mar	
87	3/15/2018	Evidence processing	165	OK			FCM	15-Mar	
88	3/15/2018	Secure vestibule	166	Bolt on the gun safe at the sallyport needs to be cut flush					
89	3/15/2018	Suspect Processing	167	Being redone					

Figure 129: 3.5.26 Punch List Page 4

CDPS Punch List 2018-03-29.xlsx, Master List

Conditions as noted during FCM partial walk-through of floor 2, 2018-03-29									
Item	Date	Bldg Area	Rm #	Description	Resp	Comments/date	Signoff/date		
90	1/3/2018	Suspect Processing	167	Checker plates to be installed with countersunk flash fasteners - reinstall	William	Check detail; may not need to be countersunk/RG	26-Mar		
91	3/15/2018	Restroom	168	OK				FCM	15-Mar
92	3/15/2018	EDP1	169	OK				FCM	15-Mar
93	3/15/2018	Interview	170	Need transition strips					
94	3/15/2018	EDP2	171	OK				FCM	15-Mar
95	3/15/2018	Vestibule	172	OK				FCM	15-Mar
96	3/15/2018	Stairwell	173	OK				FCM	15-Mar
97	3/15/2018	Sallyport	174	Door needs to be adjusted		North door /RG	26-Mar		
98	3/15/2018	Exit from support bldg	175	Coal tar surface ok?					
99	3/15/2018	Support bldg	175	Doors need adjustment - can see daylight/feel outside air at bottom					
100	3/15/2018	Support bldg	175	Epoxy and scratches on floors					
101	3/15/2018	Support bldg	175	Exterior door needs paint					
102	3/15/2018	Bulk storage	176	OK				FCM	15-Mar
103	3/15/2018	Patrol bikes	177	Paint outer door frame (near top)					
104	3/15/2018	K-9	178	OK				FCM	15-Mar
105	3/15/2018	Storage	179	OK				FCM	15-Mar
106	3/15/2018	Sprinkler	181	Full plate - exterior					
107	3/15/2018	Sprinkler	181	Missing a switchbox					
108	3/15/2018	Sprinkler	181	Reset damper					
109	3/15/2018	Sprinkler	181	Weatherstripping to exterior door					
110	3/15/2018	Vestibule	200	As noted below					
111	1/3/2018	Vestibule	200	Adjust weather stripping around doors	Design Glazing				
112	1/3/2018	Vestibule	200	Both sets of doors are dragging and sticking on each other - adjust doors to seat properly in frame and work independently from adjoining door	Design Glazing				
113	1/3/2018	Vestibule	200	Paint exterior door where bondo has occurred if paint does not match replacement door	Design Glazing				

5/13

Incorporates previous punchlist items

FCM, D'Antonio, x6921

Figure 130: 3.5.26 Punch List Page 5

CDPS Punch List 2018-03-29.xlsx, Master List

Conditions as noted during FCM partial walk-through of floor 2, 2018-03-29									
Item	Date	Bldg Area	Rm #	Description	Resp	Comments/ date	Signoff/ date		
114	1/3/2018	Vestibule	200	Repaint columns	SGC				
115	12/12/2017	Vestibule	200	Need to replace felt on side of metal doors where they meet each other to seal out the cold air	Design Glazing				
116	3/15/2018	Lobby	201	Arms on door closers need to be identical		Completed		FCM	26-Mar
117	3/15/2018	Lobby	201	Bubbling where end of X bars meet ceiling, left side (facing front)/drywall	SGC	Completed		FCM	26-Mar
118	3/15/2018	Lobby	201	Cleaning of glazed areas (throughout)					
119	1/3/2018	Lobby	201	Install light fixtures H1 & H2 lights	FLBE	Completed		FCM	29-Mar
120	1/3/2018	Lobby	201	Provide switch for display case light	FLBE	Check detail/RG			
121	12/18/2017	Lobby	201	Top of crossbars in vault of lobby ceiling sloppy, needs sanding/touchup	SGC	Duplicate of item #117		FCM	26-Mar
122	12/12/2017	Lobby	201	Sharp edge on display	SGC	Item stricken		FCM	26-Mar
123	12/11/2017	Lobby	201	Drywall mud around top of crossbars in vaulted ceiling of lobby is sloppy, needs work	SGC	Duplicate of item #117		FCM	26-Mar
124	1/3/2018	Lobby men's	202	Label access doors	ACME	Completed		FCM	26-Mar
125	3/15/2018	Vestibule	203	OK				FCM	15-Mar
126	3/15/2018	IA waiting	204	OK				FCM	15-Mar
127	3/15/2018	IA conf rm	206	Remove textured wallpaper; paint grey - LAD to select color		In progress; paper has been	26-Mar		
128	12/12/2017	IA conf rm	206	Space in corner cabinet, repair required	DES				
129	12/18/2017	Copy rm	208	Column needs prep, paint	SGC	Completed		FCM	29-Mar
130	1/3/2018	IA break rm	209	Provide proper FCO for sheet vinyl	CCA				
131	3/15/2018	Internal Affairs	210	OK				FCM	15-Mar
132	3/15/2018	IA office	211	OK				FCM	15-Mar
133	3/15/2018	Admin Support Asst	212	OK				FCM	15-Mar
134	3/15/2018	Storage	213	OK				FCM	15-Mar
135	3/15/2018	Women's rm	214	Floor needs cleaning; 3/29, noted gouge in floor in front of toilet		Noted/ see photo	29-Mar		
136	3/15/2018	Women's rm	214	Hole in door near lever needs plug		Completed		FCM	29-Mar
137	1/3/2018	Women's rm	214	Provide label for access door	ACME	Completed		FCM	29-Mar

Figure 131: 3.5.26 Punch List Page 6

CDPS Punch List 2018-03-29.xlsx, Master List

Conditions as noted during FCM partial walk-through of floor 2, 2018-03-29									
Item	Date	Bldg Area	Rm #	Description	Resp	Comments/ date	Signoff/ date		
138	1/3/2018	Women's rm	214	Remove grout from tile face at door location and throughout space	I-Tiles	Noted/see photo	29-Mar		
139	3/15/2018	Men's rm	215	OK				FCM	15-Mar
140	3/15/2018	Corridor	216	OK				FCM	15-Mar
141	3/15/2018	Stair	217	OK				FCM	15-Mar
142	12/12/2017	Data closet	218	Wall paint incomplete	Paintworx				
143	1/3/2018	Electrical	219	Cavity between exterior wall and door needs to be filled	SGC	Completed		FCM	29-Mar
144	1/3/2018	Electrical	219	Housing of DSS-4A is not seated near equipment label	ACME/FLBE				
145	3/15/2018	Janitor closet	220	Replace drain cover and clean out drain		Room locked	29-Mar		
146	1/3/2018	Janitor closet	220	Noise from above ceiling	ACME	Item stricken/RG	26-Mar		
147	1/3/2018	Janitor closet	220	Repaint storm line	Paintworx	Room locked	29-Mar		
148	3/15/2018	Executive toilet	221	OK				FCM	15-Mar
149	3/15/2018	Chief's corridor	222	Corner guards		Noted	29-Mar		
150	12/12/2017	Chief's corridor	222	Corner edge of floor molding not correct, should be beveled	SGC				
151	3/15/2018	Deputy Chief	223	OK				FCM	15-Mar
152	3/15/2018	Chief	224	OK				FCM	15-Mar
153	3/15/2018	Admin Support Coord	225	OK				FCM	15-Mar
154	3/15/2018	Chief Aide	226	OK				FCM	15-Mar
155	3/15/2018	Chief's coffee area	227	OK				FCM	15-Mar
156	3/15/2018	Copy room	228	Surface scuff marks; need sealant or caulk		Completed		FCM	29-Mar
157	1/3/2018	Copy room	228	Install transition strip at door threshold	CCA	Completed		FCM	29-Mar
158	12/18/2017	Copy room	228	Gouge in caulk next to door	K-Plus				
159	3/15/2018	Conference	229	Remove textured wallpaper; paint grey		Per RG - in progress; paper has been removed	29-Mar		
160	1/3/2018	Conference	229	Provide IR extender	FLBE/ACME				
161	12/18/2017	Assistant Chief	230	Corner on right needs repair -cracked	SGC				

Figure 132: 3.5.26 Punch List Page 7

CDPS Punch List 2018-03-29.xlsx, Master List

Conditions as noted during FCM partial walk-through of floor 2, 2018-03-29									
Item	Date	Bldg Area	Rm #	Description	Resp	Comments/ date		Signoff/ date	
162	3/15/2018	Admin Support Coord	231	OK				FCM	15-Mar
163	3/15/2018	Assistant Chief	232	OK				FCM	15-Mar
164	3/15/2018	File area	233	OK				FCM	15-Mar
165	3/15/2018	Admin Support Asst	234	OK				FCM	15-Mar
166	3/15/2018	Reception	235	OK				FCM	15-Mar
167	12/18/2017	Chief's Office waiting area	236	Door to 222 needs trim paint, (removal of) excess caulk	Paintworx	Completed		FCM	29-Mar
168	12/18/2017	Chief's Office waiting area	236	Overspray on storefront	Paintworx	Completed		FCM	29-Mar
169	12/18/2017	Chief's Office waiting area	236	Wall paint needed around reception desk	Paintworx	Completed		FCM	29-Mar
170	3/15/2018	Corridor	237	OK				FCM	15-Mar
171	3/15/2018	PIO suite	238	OK				FCM	15-Mar
172	3/15/2018	PIO office	239	OK				FCM	15-Mar
173	3/15/2018	Elevator equipt	240	OK				FCM	15-Mar
174	3/15/2018	Stair 2	241	OK				FCM	15-Mar
175	3/15/2018	Corridor	242	OK				FCM	15-Mar
176	1/3/2018	Front desk	243	Remove glue from carpet tile	CCA				
177	3/15/2018	Vestibule	244	Crimp in door striping near hinge - cut out and sand		Completed		FCM	29-Mar
178	3/15/2018	Report taking	245	OK				FCM	15-Mar
179	3/15/2018	Lobby women's bath	246	OK				FCM	15-Mar
180	3/15/2018	FTSD Conference rm	247	OK				FCM	15-Mar
181	3/15/2018	Corridor	248	As noted below					
182	1/3/2018	Corridor	248	Complete AV & security	FLBE/Owner				
183	1/3/2018	Corridor	248	Repair dent in light at stairwell	FLBE				
184	3/15/2018	Chair storage rm	249	OK				FCM	15-Mar
185	3/15/2018	Training room	250	Install blank plates in data drops		Noted	29-Mar		

Figure 133: 3.5.26 Punch List Page 8

CDPS Punch List 2018-03-29.xlsx, Master List

Conditions as noted during FCM partial walk-through of floor 2, 2018-03-29									
Item	Date	Bldg Area	Rm #	Description	Resp	Comments/date		Signoff/date	
186	1/3/2018	Training room	250	Investigate noise coming from grille near 249	ACME	Item stricken/RG		FCM	26-Mar
187	1/3/2018	Training room	250	Provide 5 gang stainless steel plates for	FLBE	Noted	29-Mar		
188	1/3/2018	Training room	250	Verify proper mech operation; currently excessive noise in space	ACME	Item stricken/RG		FCM	26-Mar
189	3/15/2018	Vestibule	251	OK				FCM	15-Mar
190	3/15/2018	Storage rm 4	253	OK				FCM	15-Mar
191	1/3/2018	AV Storage	254	Repair dent in light fixture	FLBE	Room locked/inaccessible	29-Mar		
192	1/3/2018	Kitchen	255	Repair or replace cabinet door above sink - currently scratched near handle	DES	Completed		FCM	29-Mar
193	1/3/2018	Chief's storage	256	Fan loud	ACME	Item stricken/RG		FCM	26-Mar
194	12/12/2017	Chief's storage	256	Fan very loud	ACME	Item stricken/RG		FCM	26-Mar
195	3/15/2018	Planning	257	OK				FCM	15-Mar
196	3/15/2018	Assistant Chief	258	OK				FCM	15-Mar
197	3/15/2018	Admin Support Coord	259	OK				FCM	15-Mar
198	3/15/2018	Division Chief	260	OK				FCM	15-Mar
199	3/15/2018	Janitor	261	OK				FCM	15-Mar
200	3/15/2018	Women's rm	262	Doorsill needs transition strip		Noted	29-Mar		
201	3/15/2018	Women's rm	262	handicap stall needs stopper on wall behind door					
202	1/3/2018	Women's rm	262	Remove paint from toilet partitions	Paintworx	Scratches on door - see photo	29-Mar		
203	12/18/2017	Women's rm	262	Wall where partition attaches needs to be redone (head rail)	SGC	Completed		FCM	29-Mar
204	12/12/2017	Women's rm	262	Threshold is needed under door	SGC	Item stricken/duplicate		FCM	29-Mar
205	3/15/2018	Men's rm	263	Doorsill needs transition strip		Noted	29-Mar		
206	12/18/2017	Open office	264	Window frames are scratched - need to be painted	Paintworx	Noted - see photo; also noted in adjoining space #293	29-Mar		

Figure 134: 3.5.26 Punch List Page 9

CDPS Punch List 2018-03-29.xlsx, Master List

Conditions as noted during FCM partial walk-through of floor 2, 2018-03-29								
Item	Date	Bldg Area	Rm #	Description	Resp	Comments/date	Signoff/date	
207	3/15/2018	Security equipt rm	265	Flooring at entrance bubbling, needs repair		Noted	29-Mar	
208	1/3/2018	Security equipt rm	265	Install transition strip at door threshold	CCA	Noted	29-Mar	
209	1/3/2018	Security equipt rm	265	Repair gyp board walls	CCA	Noted	29-Mar	
210	1/3/2018	Security equipt rm	265	Rework flooring (material underneath floor surface)	CCA	Stricken - duplicate of item #207		FCM 29-Mar
211	3/15/2018	ITMB	266	Blank plates in drops (throughout)				
212	1/3/2018	ITMB	266	Install doors at electric closet per change order	SGC	Per RG - pending	26-Mar	
213	1/3/2018	ITMB	266	Investigate noise coming from galle	ACME	Item stricken		FCM 29-Mar
214	1/3/2018	ITMB	266	Repair damage to door frame 272 and 273 at door and side light	All Phase	Completed		FCM 29-Mar
215	1/3/2018	ITMB	266	Repair damaged door frame at 270 at door & sidelight	All Phase			FCM 29-Mar
216	1/3/2018	ITMB	266	Repair damaged door frame at 271 at door & sidelight	All Phase			FCM 29-Mar
217	1/3/2018	ITMB	266	Replace or repair door frame 276	SGC/All Phase			FCM 29-Mar
218	12/18/2017	ITMB	266	Corners need corner guards	All Phase			
219	12/18/2017	ITMB	266	Dirty wall covering	Paintworx			
220	12/18/2017	ITMB	266	Window frame needs caulk	SGC			
221	3/15/2018	ITMB workroom	267	OK				FCM 15-Mar
222	3/15/2018	Lieutenant	268	OK				FCM 15-Mar
223	3/15/2018	Systems Developer	270	Window screws don't match; paint for uniformity		Completed		FCM 29-Mar
224	12/12/2017	Systems Developer	270	Missing screws on interior window frames	Design Glazing	Completed		FCM 29-Mar
225	3/15/2018	Lt/MIS Coordinator	271	Window screws don't match; paint for uniformity		Completed		FCM 29-Mar
226	3/15/2018	MF Analyst	272	Window screws don't match; paint for uniformity		Completed		FCM 29-Mar
227	1/3/2018	MF Analyst	272	Inner core of diffuser out of square	ACME			

Figure 135: 3.5.26 Punch List Page 10

CDPS Punch List 2018-03-29.xlsx, Master List

Conditions as noted during FCM partial walk-through of floor 2, 2018-03-29									
Item	Date	Bldg Area	Rm #	Description	Resp	Comments/date		Signoff/date	
228	1/3/2018	MF Analyst	272	Prep and repaint door and window frame	Paintworx	Completed		FCM	29-Mar
229	3/15/2018	Admin Analyst	273	Window screws don't match; paint for uniformity		Completed		FCM	29-Mar
230	1/3/2018	Comm/Telecom	274	Provide ID for all Allen Bradley starter switches in space	FLBE	Noted	29-Mar		
231	1/3/2018	Comm/Telecom	274	Remove foil tape from filter grille	ACME				
232	3/15/2018	Admin Specialist	275	See comments - info only		Dent in overhead systems furniture (PM gets this)			
233	1/3/2018	Admin Specialist	275	Investigate noise coming from grille	ACME	Item stricken/RG		FCM	26-Mar
234	12/12/2017	Admin Analyst	275	Damaged and missing ceiling tiles	All Phase	Completed		FCM	29-Mar
235	3/15/2018	Copy room 3	276	Caulk/glue bootprints on floor - clean		Completed		FCM	29-Mar
236	12/12/2017	Copy room 3	276	Tile floor needs cleaning	Cleanmaster	Cleaned; however, there are now gouges and scratches in floor tile. See photo	29-Mar		
237	12/18/2017	Storage	277	Scratched door	SGC	Noted	29-Mar		
238	1/3/2018	Corridor	278	Repair scratches in elevator frame and	SGC				
239	1/3/2018	Stair 3	279	Install threshold at door leading to roof; excessive gap	SGC/All Phase				
240	1/3/2018	Stair 3	279	Provide caulking at perimeter of door frame to roof; prep and paint frame and door	SGC				
241	12/12/2017	Stair 3	279	Large gap at bottom of door leading to roof	SGC	Per RG - material ordered	26-Mar		
242	3/15/2018	Elevator equipt	280	OK				FCM	15-Mar
243	3/15/2018	Interview suite	281	Column outside this room needs to be sanded and bonded					
244	3/15/2018	Interview	282	Missing threshold drops		Noted	29-Mar		
245	3/15/2018	Interview	283	Missing threshold drops		Noted	29-Mar		
246	1/3/2018	Interview	283	Confirm need for sound seals on door frame	Owner	Item stricken/RG		FCM	26-Mar

11/13

Incorporates previous punchlist items

FCM, D'Antonio, x6921

Figure 136: 3.5.26 Punch List Page 11

CDPS Punch List 2018-03-29.xlsx, Master List

Conditions as noted during FCM partial walk-through of floor 2, 2018-03-29									
Item	Date	Bldg Area	Rm #	Description	Resp	Comments/ date	Signoff/ date		
247	4/3/2018	Interview	283	Fan loud		Item stricken/RG	FCM	26-Mar	
248	3/15/2018	Interview	284	Missing threshold drops		Noted		29-Mar	
249	3/15/2018	Interview	284	Pilot light outside room does not energize		Noted		29-Mar	
250	4/3/2018	Interview	284	Fan loud	ACME	Item stricken/RG	FCM	26-Mar	
251	3/15/2018	Interview	285	Missing threshold drops		Noted		29-Mar	
252	1/3/2018	Interview	285	All items on Owner list still apply					
253	4/3/2018	Interview	285	Fan loud	ACME	Item stricken/RG	FCM	26-Mar	
254	12/18/2017	Interview	285	Seams in wall covering visible; excess glue	Paintworx	Noted		29-Mar	
255	3/15/2018	Restroom	286	Trap primer		There is now glue on floor which needs to be removed		29-Mar	
256	3/15/2018	Monitor room	287	Threshold and plates		Noted		29-Mar	
257	3/15/2018	Copy room	288	Stopper on wall behind refrigerator door		Item stricken	FCM	29-Mar	
258	12/18/2017	Copy room	288	Dent in wall behind door	All Phase	Completed		FCM	29-Mar
259	3/15/2018	CID supervisor	289	OK				FCM	15-Mar
260	3/15/2018	CID supervisor	290	OK				FCM	15-Mar
261	3/15/2018	CID supervisor	291	OK				FCM	15-Mar
262	3/15/2018	CID supervisor	292	OK				FCM	15-Mar
263	3/15/2018	Detectives	293	Window scratches, see item 206 for comments on adjoining space		Noted - see photo		29-Mar	
264	3/15/2018	CID conf rm	294	Cracked plate on wall needs to be replaced		Completed		FCM	29-Mar
265	3/15/2018	CID conf rm	294	Window frame needs sanding/painting/caulking		Noted		29-Mar	
266	1/3/2018	CID conf rm	294	Install carpet in floor access panel recess	CCA	Completed/RG		FCM	26-Mar
267	4/3/2018	CID conf rm	294	Install markable surface on gyp board columns	Paintworx	Item stricken/RG		FCM	26-Mar
268	1/3/2018	CID conf rm	294	Wall plate upside down	FLBE				
269	3/15/2018	Electrical	295	OK				FCM	15-Mar
270	3/15/2018	General item	GEN	Check door handles - some play in all					
271	1/3/2018	General item	GEN	At all exposed steel columns on this project, properly prepare columns for finish paint	All				

Figure 137: 3.5.26 Punch List Page 12

CDPS Punch List 2018-03-29.xlsx, Master List

Conditions as noted during FCM partial walk-through of floor 2, 2018-03-29									
Item	Date	Bldg Area	Rm #	Description	Resp	Comments/date	Signoff/date		
247	1/3/2018	Interview	283	Fan loud		Item stricken/RG		FCM	26-Mar
248	3/15/2018	Interview	284	Missing threshold drops		Noted	29-Mar		
249	3/15/2018	Interview	284	Pilot light outside room does not energize		Noted	29-Mar		
250	1/3/2018	Interview	284	Fan loud	ACME	Item stricken/RG		FCM	26-Mar
251	3/15/2018	Interview	285	Missing threshold drops		Noted	29-Mar		
252	1/3/2018	Interview	285	All items on Owner list still apply					
253	1/3/2018	Interview	285	Fan loud	ACME	Item stricken/RG		FCM	26-Mar
254	12/18/2017	Interview	285	Seams in wall covering visible; excess glue	Paintworx	Noted	29-Mar		
255	3/15/2018	Restroom	286	Trap primer		There is now glue on floor which needs to be removed	29-Mar		
256	3/15/2018	Monitor room	287	Threshold and plates		Noted	29-Mar		
257	3/15/2018	Copy room	288	Stopper on wall behind refrigerator door		Item stricken		FCM	29-Mar
258	12/18/2017	Copy room	288	Dent in wall behind door	All Phase	Completed		FCM	29-Mar
259	3/15/2018	CID supervisor	289	OK				FCM	15-Mar
260	3/15/2018	CID supervisor	290	OK				FCM	15-Mar
261	3/15/2018	CID supervisor	291	OK				FCM	15-Mar
262	3/15/2018	CID supervisor	292	OK				FCM	15-Mar
263	3/15/2018	Detectives	293	Window scratches, see item 206 for comments on adjoining space		Noted - see photo	29-Mar		
264	3/15/2018	CID conf rm	294	Cracked plate on wall needs to be replaced		Completed		FCM	29-Mar
265	3/15/2018	CID conf rm	294	Window frame needs sanding/painting/caulking		Noted	29-Mar		
266	1/3/2018	CID conf rm	294	Install carpet in floor access panel recess	CCA	Completed/RG		FCM	26-Mar
267	1/3/2018	CID conf rm	294	Install markable surface on gyp board columns	Paintworx	Item stricken/RG		FCM	26-Mar
268	1/3/2018	CID conf rm	294	Wall plate upside down	FLBE				
269	3/15/2018	Electrical	295	OK				FCM	15-Mar
270	3/15/2018	General item	GEN	Check door handles - some play in all					
271	1/3/2018	General item	GEN	At all exposed steel columns on this project, properly prepare columns for finish paint	All				

12/13

Incorporates previous punchlist items

FCM, D'Antonio, x6921

Figure 138: 3.5.26 Punch List Page 13



RINKER DESIGN ASSOCIATES, P.C.

Engineering • Surveying • Land Planning
Transportation • Right of Way • Environmental

Punch List Site Visit

Date: December 29, 2017

Attended by: Sharon Dusza, Tim Freeland: RDA, Gary Morrison, PWC Buildings & Grounds

Job Name/Number: Prince William County Central District Police Station 13175-001

Prepared by: Sharon Dusza, RDA; Ashby Thompson, RDA

Punchlist Items:

Itemized below are deficiencies for all site work located outside of the highway response course that we found during our site visit on December 29, 2017.

General:

Purge all lift holes at curb inlets.

Remove large stones and fine grade, reseed in grassed areas.

Parking Spaces not properly spaced at 9'. Contractor to survey or provide documentation of parking space dimensions for all parking spaces on site.

Repaint all chipping/peeling paint.

Repair/replace gouges/chips in curb & gutter.

Replace concrete where cracking.

Clean gravel, straw, trash, debris from site

Verify that all pole lights work

1. Cracked curb.



20171229_132855.jpg

Figure 139: 3.5.26 Punch List Site Visit Page 1

Punchlist

Item #	Date Noted	Bldg Area	Room #	Type	Issue	Status
Project Name: Central District Police Station						
On 1-11-2018 and 1-25-2018 an Exterior; Roof and Support Building Punchlist Inspection of the Central District Police Station project located in Prince William County, Virginia was performed. The following is a list of items found. Failure to include any items on this list does not alter the responsibility of the Contractor to complete all of the work in accordance with the Contract Documents.						
1	1/11/2018	General Item	NA	Gen	Redo granular at all tar seams throughout entire roof - granular are of the wrong color (gray) at various locations and is lightly applied at all locations	Defer to Architect
4	1/11/2018	General Item	NA	Gen	At the metal panels excessive gaps in the spline metal within the reveals an numerous locations - in particular at corners leaving excessive voids. Make corrections to eliminate these voids	Complete
5	1/11/2018	General Item	NA	Gen	Copings - complete crimping at the drip edge - currently the coping has been crimped at various locations but is not continuous	Defer to Architect
6	1/11/2018	General Item	NA	Gen	Clean all galvanized steel supporting the louvres and provide TU galvanized at rusted locations	Defer to Architect
7	1/11/2018	General Item	NA	Gen	At all metal panels - adjust to provide a uniform reveal between panels at both vertical and horizontal joints	Defer to Architect
8	1/11/2018	General Item	NA	Gen	Remove silt from brick	Defer to Architect
9	1/11/2018	General Item	NA	Gen	Provide threshold at all ext. doors	Complete
10	1/11/2018	General Item	NA	Gen	Paint all lintels at windows throughout bldg.	Defer to Architect
11	1/11/2018	General Item	NA	Gen	All masonry at Security Wall - Clean brick - removing silt	Defer to Architect
12	1/11/2018	General Item	NA	Gen	Remove zip strip and provide caulking at all joints between concrete and masonry	Defer to Architect
13	1/11/2018	General Item	NA	Gen	Cut the gate post on the S, N, E walls center gate down so that cap of post is below the precast masonry	Incomplete
14	1/11/2018	General Item	NA	Gen	Install Snow Guards (Bar Type) at all Metal Roof Locations per Contract.	Complete
17	1/25/2018	General Item		Gen	Provide flat steel cover plate at OHCDs through out project where excessive gap exists between steel and brick work - paint steel to match lintel	Defer to Architect
18	1/25/2018	General Item		Gen	Install Snow Guards standing seam roof	Complete
19	1/25/2018	General Item		Gen	Install pedestals+F275	Defer to Architect
21	1/25/2018	General Item		Gen	Verify proper operation of all wall hydrants	Defer to Architect
23	1/25/2018	General Item		Gen	Soffit metal panels at windows installed in an unworkman like manner	Defer to Architect
24	1/25/2018	General Item		Gen	Crimp coping continuously not just at 5' on center	Defer to Architect
25	1/25/2018	General Item		Gen	Provide mortar or caulking at vertical joints in precast	Defer to Architect
26	1/25/2018	General Item		Gen	Cut down all clean outs flush with grade and verify if concrete pads required	Defer to Architect
27	1/25/2018	General Item		Gen	Clean all excessive concrete from concrete curbs and light pole bases	Defer to Architect
28	1/25/2018	General Item		Gen	Ensure standing grass throughout	Defer to Architect
31	1/25/2018	General Item		Gen	Paint all lintel steel at window heads	Complete
32	1/25/2018	General Item		Gen	Provide caulking at base of metal panels to brick work currently excessive gap	Defer to Architect
33	1/25/2018	General Item		Gen	Repair all damaged precast at all locations - if repair is detectable by naked eye replace precast	Defer to Architect
35	1/11/2018	Roof N to S End			Splines at the stair tower have slipped leaving excessive gap exposed structure	Defer to Architect
41	1/11/2018	Roof N to S End			Install missing cover at overflow drains - middle of bldg.	Complete
42	1/11/2018	Roof N to S End			Install missing flashing seam adjacent to the stink pipe behind the aluminum panel entry	Complete
44	1/11/2018	Roof N to S End			Remove ladder from roof	Complete
45	1/11/2018	Roof N to S End			Provide roof manufactures final certification for roof installation	Defer to Architect
46	1/11/2018	Roof N to S End			Excessive gap in coping - gravel stop - raised entry roofing above the aluminum wall panel	Defer to Architect

Figure 140: 3.5.26 Punch List Site Visit Page 2

47	1/11/2018	Roof N to S End		Remove excessive caulk at coping joints along the E wall	Defer to Architect
48	1/11/2018	Roof N to S End		The raised roofing area above the entry are not accessible - review at a later date	Defer to Architect
52	1/11/2018	Roof N to S End		Reveal splines have slipped at the stair tower at the S - make corrections necessary	Defer to Architect
53	1/11/2018	Roof N to S End		Reveals and metal panel at the stair tower at the S, are not uniformed - and vary in width size - adjust for uniform reveals	Defer to Architect
54	1/11/2018	Roof N to S End		Provide threshold at access door from bldg. to roof	Complete
55	1/11/2018	Roof N to S End		Rework trim at perimeter of access door to roof and provide caulking as necessary	Defer to Architect
56	1/11/2018	Roof N to S End		Remove chalk lines from metal panels	Defer to Architect
59	1/11/2018	Roof N to S End		Provide splash blocks at downspouts at all locations where downspouts dump to roof	Incomplete
61	1/11/2018	Roof N to S End		Make entire roof look like the roofing that has been replaced on the W side of the S stair tower - currently the correct granular have been utilized as this location however it is still missing at the curb seams	Defer to Architect
63	1/11/2018	Roof N to S End		Provide missing metal at reveal at the stair tower at the S end - numerous locations	Defer to Architect
64	1/11/2018	Roof N to S End		Metal at reveals at the stair tower at the S, is discolored - does not match. Replace	Defer to Architect
68	1/11/2018	Roof N to S End		Verify light over access door is operational	Defer to Architect
69	1/11/2018	Dumpster Pad and Mech. Yard		Fill 6x6 steel tube columns with concrete and install steel cap at the top of each column	Defer to Architect
71	1/11/2018	Dumpster Pad and Mech. Yard		Provide receivers for the cane latch at all gates - provide at closed and open positions	Complete
74	1/11/2018	Dumpster Pad and Mech. Yard		Provide caulking at zipped strip expansion at joint between concrete and brick work	Defer to Architect
76	1/11/2018	Dumpster Pad and Mech. Yard		Repair damage at gate right hand leaf of dumpster enclosure	Complete
77	1/11/2018	Dumpster Pad and Mech. Yard		Verify operation of wall packs	Defer to Architect
78	1/11/2018	Dumpster Pad and Mech. Yard		Replace brick at wall pack behind generator - currently excessive gap	Complete
79	1/11/2018	Dumpster Pad and Mech. Yard		Remove protective tape from stair nosing and clean concrete	Complete
81	1/11/2018	Dumpster Pad and Mech. Yard		Clean brick adjacent to mech. Room door	Incomplete
82	1/11/2018	Dumpster Pad and Mech. Yard		Clean precast above mech. Room door	Incomplete
83	1/11/2018	Dumpster Pad and Mech. Yard		Replace brick above mech. Room door where core drill has occurred and is now leaving a void in the wall	Complete
84	1/11/2018	Dumpster Pad and Mech. Yard		Rework gates to a plumb condition - currently gates are racked in place - in particular gate at the S end	Complete
85	1/11/2018	Dumpster Pad and Mech. Yard		Repair or replace gate that's damaged at the top in front of transformer	Complete
87	1/11/2018	Dumpster Pad and Mech. Yard		Verify empty conduit adjacent to retaining wall	Defer to Architect
88	1/11/2018	Dumpster Pad and Mech. Yard		Provide caulking at control joint at the SW corner of support bldg.	Defer to Architect
90	1/11/2018	Dumpster Pad and Mech. Yard		Complete work at the dirt island SW corner of support bldg. and establish grass	Complete
91	1/11/2018	Dumpster Pad and Mech. Yard		Raise cleanout within asphalt area on W side of sally port and install cleanout cover	Complete
93	1/11/2018	Dumpster Pad and Mech. Yard		Provide closure plate between bldg. steel and brick at OHD of sally port	Defer to Architect
95	1/11/2018	Dumpster Pad and Mech. Yard		Paint gas line gray	Defer to Architect
96	1/11/2018	Dumpster Pad and Mech. Yard		Adjust gas line so it is not touching the handrail	By gas company

Figure 141: 3.5.26 Punch List Site Visit Page 3

98	1/11/2018	South Building Elevation		Rework all metal panels above at the canopy above the double doors	Defer to Architect	
102	1/11/2018	South Building Elevation		Clean louvre	Complete	
103	1/11/2018	South Building Elevation		Repaint door signage - fire exit door - do not block - currently painting is blurry	Complete	
104	1/11/2018	South Building Elevation		Clean all brick work at the end of main bldg.	Complete	
105	1/11/2018	South Building Elevation		Provide missing lock at sprinkler room door	Incomplete	
106	1/11/2018	South Building Elevation		Patch and repair brick work where conduit for electric meter penetrates the bldg.	Complete	
107	1/11/2018	South Building Elevation		Adjust the end cap of the aluminum panel eyebrow canopy at the upper level - currently the end cap panel is cockeyed	Incomplete	
108	1/11/2018	South Building Elevation		Rework coping on the left hand side of the stair tower where it meets the aluminum panel	Defer to Architect	
109	1/11/2018	South Building Elevation		Adjust the height of the "haggard" ground box outside of the service corridor - currently it is sitting low or below the asphalt surface	Complete	
110	1/11/2018	South Building Elevation		Clean precast all locations on bldg.	Defer to Architect	
111	1/11/2018	South Building Elevation		Remove debris from steel lintels and paint steel lintels at all door locations	Defer to Architect	
112	1/11/2018	South Building Elevation		When reworking canopy above sprinkler room and service corridor, extend canopy tight to brick on right side to eliminate the 1 1/2" caulk joint	Complete	
113	1/11/2018	Dumpster Pad and Mech. Yard		Replace damage to gate at this end of generator enclosure	Complete	
114	1/11/2018	Dumpster Pad and Mech. Yard		Patch overcut asphalt at the removal bollards	Complete	
118	1/11/2018	Security Fencing at Rear Yards		Verify proper bolt security gates - currently bolts extend up at the driving surface	Defer to Architect	
119	1/11/2018	Security Fencing at Rear Yards		Clean mortar joint at all inside corners of security fencing	Defer to Architect	
120	1/11/2018	Fuel Tank Storage		Move the lightning protection conduits at the fuel tank storage to the inside of enclosure as opposed as it is currently mounted on ext.	Complete	
121	1/11/2018	Fuel Tank Storage		Clean all CMU within the fuel tank enclosure	Complete	
122	1/11/2018	Fuel Tank Storage		PU masonry within fuel tank enclosure	Complete	
123	1/11/2018	Fuel Tank Storage		Remove mud off walls of fuel tank enclosure	Complete	
125	1/11/2018	Fuel Tank Storage		Remove overspray of hydro seed at the brick work on E side of fuel tank enclosure	Incomplete	
126	1/11/2018	Security Fencing at Rear Yards		Remove silt and over seed at all brick piers and chain-link fence locations	Defer to Architect	
127	1/11/2018	Security Fencing at Rear Yards		Cut all metal post tops at chain-link fence that extends up to the precast to just above the horizontal top rail to ensure post cap are below the precast	Incomplete	
128	1/11/2018	Security Fencing at Rear Yards		Replace damaged brick at pier at the SE corner and the 1st pier on the S end heading N	Complete	
129	1/11/2018	Security Fencing at Rear Yards		Repair damaged protective coating at gates and post on the E	Complete	
130	1/11/2018	Security Fencing at Rear Yards		Excessive gap between finish grade and chain-link fencing, 2nd panel to the left of right hand gate	Incomplete	will complete by
131	1/11/2018	Security Fencing at Rear Yards		Fence panel 6, 7 8 , 10 on the E security wall have excessive gap between grade and bottom rail of fence	Incomplete	will complete by
132	1/11/2018	Security Fencing at Rear Yards		Adjust ALL Chain Link Fences to provide a Maximum 2" between finish grade and fence fabric (323113-3.1.1 - page 5)	Incomplete	will complete by
133	1/11/2018	Security Fencing at Rear Yards		Remove paint from brick pier on the N - 1st pier from the gate wall	Defer to Architect	
137	1/11/2018	Security Fencing at Rear Yards		Provide caulking at joint between concrete and brick pier and brick wall	Complete	
138	1/11/2018	Security Fencing at Rear Yards		Provide caps at stop posts installed at the end of security gate track	Incomplete	
139	1/11/2018	Security Fencing at Rear Yards		Remove concrete splatter from man door on the inside and repaint	Complete	
140	1/11/2018	Security Fencing at Rear Yards		Repair damaged brick at man door jamb	Complete	

Figure 142: 3.5.26 Punch List Site Visit Page 4

ID	Date	Location	Notes	Completion Status
141	1/11/2018	Security Fencing at Rear Yards	Install door position switch at man door	Complete
144	1/25/2018	Support Bldg	Install thresholds at ext. doors	Complete
146	1/25/2018	Support Bldg	Caulk door frames to CMU and lintels to CMU	Complete
148	1/25/2018	Support Bldg	Provide weather stripping at OHCD currently light bleed and top, sides and bottom of doors	Complete
149	1/25/2018	Support Bldg	Verify proper operation of the climovent system	Defer to Architect
158	1/25/2018	Support Bldg	Paint all conduit and piping in space	Incomplete
159	1/25/2018	Support Bldg	Ensure proper operation of OHDs	Defer to Architect
160	1/25/2018	Support Bldg	Recoat the floor - currently where the floor has been cut for the vehicle sensor is done in an unworkman like manner and is unacceptable	Defer to Architect
161	1/25/2018	Support Bldg	Remove floor drain cover under wash station - currently epoxy paint has covered the access	Defer to Architect
162	1/25/2018	Support Bldg	Remove protective film from SF above CD	Defer to Architect
164	1/25/2018	Support Bldg	Explain why excessive gap under CD on the N end	Defer to Architect
167	1/25/2018	Support Bldg	PU drywall at joint between roof structure and wall prior to painting	Complete
168	1/25/2018	Support Bldg	Verify proper operation of all systems	Defer to Architect
170	1/25/2018	Support Bldg	Provide soap CMU at unused gas penetration in wall	Defer to Architect
172	1/25/2018	Support Bldg	Extend CI at CMU adjacent to storage room door 176 to finish floor	Defer to Architect
174	1/25/2018	Support Bldg	Paint all exposed ductwork in space	Incomplete
175	1/25/2018	Support Bldg	Extend CI to finish floor adjacent to the kennel door	Defer to Architect
176	1/25/2018	Support Bldg	Paint steel columns all the way to roof structure	Complete
177	1/25/2018	Support Bldg	Install control mechanism to the OHCD at the S end	Defer to Architect
186	1/25/2018		179 Paint exposed conduits at ceiling	Complete
190	1/25/2018		179 Seal door frame to finish floor	Complete
193	1/25/2018		178 Sand smooth doorframe and repaint door frame and door	Complete
195	1/25/2018		178 Remove paint from wall runner at ceiling	Complete
199	1/25/2018		178 Replace gates at kennel - currently gates are too wide causing the hinge side to project out	Complete
206	1/25/2018		178 Verify electrical outlet adjacent to the dog bathing station - currently there is a cover plate installed	Complete
207	1/25/2018		178 Paint CMU under dog bathing station	Complete
208	1/25/2018		178 Install door stop	Complete
212	1/25/2018		177 Seal all wall penetrations at CMU prior to painting	Complete
217	1/25/2018		177 Provide mortar at head joint above wall base on back wall	Defer to Architect
222	1/25/2018		177 Paint conduits	Complete
223	1/25/2018		177 Provide engraved cover plates at electrical devices and	Complete
224	1/25/2018		177 GC storing materials in this room - additional items may be discovered once GC has vacated space	Defer to Architect
226	1/25/2018		176 Paint housekeeping pad	Complete
228	1/25/2018		176 Provide missing CMU at plumbing for the wall hydrant	Defer to Architect
231	1/25/2018		176 Complete electrical in corner	Defer to Architect
232	1/25/2018		176 Paint conduits	Complete
234	1/25/2018		176 Ensure backboard for the altronix is fire treated - currently no labels shown	Defer to Architect
236	1/25/2018		176 Paint saddles at piping	Complete
237	1/25/2018		176 Paint sprinkler piping	Complete
238	1/25/2018		176 Paint all thread and Kendorf metal	Complete
245	1/25/2018	Support Bldg	176 Explain why the control sensors at the S end - conduit runs through the fire strobe	Defer to Architect
246	1/25/2018	Support Bldg	176 Verify proper warning strobes at OHDs - currently they are fire strobes	Defer to Architect
248	1/25/2018	S of Support Bldg	176 Paint electrical conduit to match adjacent surface	Complete
254	1/25/2018	S of Support Bldg	176 Wash down brick	Complete
256	1/25/2018	S of Support Bldg	176 Adjust metal panels reveals currently they are not uniformed	Complete
257	1/25/2018	S of Support Bldg	176 Rework corners at overhang - excessive gaps	Complete
259	1/25/2018	E of Support Bldg	176 Provide caulking at perimeter of louvre	Defer to Architect
261	1/25/2018	E of Support Bldg	176 Adjust metal panels reveals currently they are not uniformed	Defer to Architect

Painted at 8' wall

Painted at 8'

Figure 143: 3.5.26 Punch List Site Visit Page 5

262	1/25/2018	E of Support Bldg		Rework mortar at top course above flashing and head joints	Defer to Architect
264	1/25/2018	E of Support Bldg		Paint conduits to match brick color	Complete
265	1/25/2018	E of Support Bldg		Replace panels at gable overhang; currently 2 joints are vertical, the remainder of joints follow slope of roof.	Defer to Architect
268	1/25/2018	N of Support Bldg		Rework asphalt in area - currently patches are unacceptable	Defer to Architect
269	1/25/2018	N of Support Bldg		Adjust metal panels reveals currently they are not uniformed	Defer to Architect
270	1/25/2018	N of Support Bldg		Rework brick work at top course adjacent to the flashing and vertical head joints	Defer to Architect
271	1/25/2018	N of Support Bldg		Remove unused gas penetration and provide brick	Defer to Architect
272	1/25/2018	N of Support Bldg		Clean underside of canopy - if staining cannot be removed then paint canopy decking	Defer to Architect
273	1/25/2018	N of Support Bldg		Sand canopy steel and repaint	Defer to Architect
274	1/25/2018	N of Support Bldg		Paint gas line	Defer to Architect
275	1/25/2018	N of Support Bldg		Provide caulk joint between steel and brick under canopy	Complete
276	1/25/2018	N of Support Bldg		Verify gutter at canopy - currently sagging in middle where joints occur	Incomplete
277	1/25/2018	N of Support Bldg		Paint downspout boots	Complete
278	1/25/2018	N of Support Bldg		Provide closure steel at jams of the CD to close off gap between brick and steel	Defer to Architect
279	1/25/2018	N of Support Bldg		Remove paint from brick behind the man door	Complete
280	1/25/2018	N of Support Bldg		Clean all brick work	Complete
281	1/25/2018	N of Support Bldg		Paint conduits at security gates to match brick	Complete
282	1/25/2018	N of Support Bldg		Paint conduits in platform at security gate motor black to match gate	Complete
283	1/25/2018	N of Support Bldg		Repaint steel at canopy	Complete
286	1/25/2018	N of Support Bldg		Seal gaps in gutter of canopy - currently gaps at several locations	Complete
288	1/25/2018	N of Support Bldg		Metal at top right of the window is discolored from the remaining metal - replace	Defer to Architect
290	1/25/2018	E Elev. Main Bldg		Provide closure plate at CD to close gap between brick and steel	Complete
295	1/25/2018	E Elev. Main Bldg		Provide caulking at perimeter of louvre above man door	Defer to Architect
298	1/25/2018	E Elev. Main Bldg		Adjust metal panels reveals currently they are not uniformed	Defer to Architect
300	1/25/2018	E Elev. Main Bldg		Provide weather striping at top of door	Complete
303	1/25/2018	E Elev. Main Bldg		Paint downspout boot	Complete
304	1/25/2018	E Elev. Main Bldg		Replace damage brick left hand side of OHD at the bottom	Defer to Architect
308	1/25/2018	E Elev. Main Bldg		Paint conduit to match brick work at the left hand of main bldg.	Complete
309	1/25/2018	E Elev. Main Bldg		Adjust metal panels reveals currently they are not uniformed	Defer to Architect
311	1/25/2018	E Elev. Main Bldg		Seal gaps and holes in decking	Complete
313	1/25/2018	E Elev. Main Bldg		Sand smooth canopy steel and repaint (Both Canopies)	Defer to Architect
315	1/25/2018	E Elev. Main Bldg		Explain unused conduit penetrations at bldg.	Defer to Architect
316	1/25/2018	E Elev. Main Bldg		Provide caulking at perimeter of AL SF	Complete
317	1/25/2018	E Elev. Main Bldg		Provide caulking at perimeter of louvres in wall	Defer to Architect
318	1/25/2018	E Elev. Main Bldg		Adjust sun shade fins to all match same angle	Defer to Architect
321	1/25/2018	E Elev. Main Bldg		Remove protective film from cleanouts in sidewalk	Defer to Architect
323	1/25/2018	E Elev. Main Bldg		Paint lintels at windows	Defer to Architect
325	1/25/2018	E Elev. Main Bldg		Excessive gap at right end of soffit CW system adjacent to the overflow	Defer to Architect
326	1/25/2018	E Elev. Main Bldg		Cut EJ material and provide caulking at all site concrete	Defer to Architect
327	1/25/2018	E Elev. Main Bldg		Install mortar or caulk at vertical joints at precast per contract	Defer to Architect
329	1/25/2018	E Elev. Main Bldg		Rework metal panels at first punch Curtain Wall, right side of large CW system	Defer to Architect
330	1/25/2018	E Elev. Main Bldg		Jams at punch windows are not perpendicular to the window frame system - they splay in and out - correct	Defer to Architect
332	1/25/2018	E Elev. Main Bldg		Note: All comments for canopies above apply to All canopies on this project.	Defer to Architect
333	1/25/2018	E Elev. Main Bldg		Explain unused conduit penetrations at bldg. - cut these conduits back flush and cap at brick	Defer to Architect
334	1/25/2018	E Elev. Main Bldg		PU mortar at right hand side of break room window jamb	Complete
337	1/25/2018	E Elev. Main Bldg		Damaged metal panel under 3rd window from the N end	Defer to Architect
338	1/25/2018	E Elev. Main Bldg		PU mortar joints in brick work various locations	Defer to Architect
339	1/25/2018	E Elev. Main Bldg		Paint conduits in platform at security gate motor black to match gate	Complete
343	1/25/2018	N Elev. Main Bldg		Repair or replace damage precast at head of window	Incomplete
344	1/25/2018	N Elev. Main Bldg		Provide mortar or caulking at vertical joints in precast	Complete
346	1/25/2018	N Elev. Main Bldg		Damaged metal panels at Stairtower	Defer to Architect

Will be fixed by c

Figure 144: 3.5.26 Punch List Site Visit Page 6

347	1/25/2018	E Elev. Main Bldg.		Repair gap in reveal at 1st punch window from the CW system right hand side ????	Defer to Architect	With canopy
349	1/25/2018	N Elev. Main Bldg.		Replace cracked concrete at bottom of stairs	Incomplete	
350	1/25/2018	N Elev. Main Bldg.		Install missing device at metals panels at stairwell currently open electrical	Defer to Architect	
352	1/25/2018	N Elev. Main Bldg.		Provide caulking at perimeter of punch window at NW corner	Complete	
354	1/25/2018	N Elev. Main Bldg.		Paint lintel at window heads (Typical at all Lintel locations on this project)	Complete	
356	1/25/2018	N Elev. Main Bldg.		Extend CJ to grade between window and stairwell	Complete	
357	1/25/2018	N Elev. Main Bldg.		Cut and remove unused conduit in corner adjacent to stairwell	Complete	
358	1/25/2018	E Elev. Main Bldg		Cut down conduits to grade and provide cleanout cap and verify if concrete is required at these locaitons	Complete	
361	1/25/2018	E Elev. Main Bldg		Excessive gap at left end window	Complete	
362	1/25/2018	E Elev. Main Bldg		Excessive gap at first alcove left hand on left side	Complete	
363	1/25/2018	E Elev. Main Bldg		Caulk joint between soffit and brick pilasters	Complete	
365	1/25/2018	E Elev. Main Bldg		Adjust sun shading to point at same angle at all locations	Defer to Architect	
366	1/25/2018	E Elev. Main Bldg		Rework metal at top of window frames across the front	Defer to Architect	
367	1/25/2018	E Elev. Main Bldg		Metal work under windows not plumb and level - rework	Defer to Architect	
368	1/25/2018	E Elev. Main Bldg		Excessive gap between metal panel and window frame throughout	Defer to Architect	
372	1/25/2018	E Elev. Main Bldg		Rework joint between precast sill and brick work	Defer to Architect	
373	1/25/2018	E Elev. Main Bldg		Clean lambs tongue overflow on left hand side of entry	Complete	
375	1/25/2018	E Elev. Main Bldg		Explain pipe penetration below the wall hydrant left hand side of entry	Defer to Architect	
376	1/25/2018	E Elev. Main Bldg		Rework metal panels at entry at soffit currently significant slopes is unacceptable	Defer to Architect	
378	1/25/2018	E Elev. Main Bldg		Rework entry canopy currently significant bow on right side	Defer to Architect	
379	1/25/2018	E Elev. Main Bldg		Rework all end caps at all eyebrow metal panel installation	Defer to Architect	
380	1/25/2018	E Elev. Main Bldg		Provide continous crimp at coping	Defer to Architect	
381	1/25/2018	E Elev. Main Bldg		Rework metal at entry where canopy meets metal panels	Defer to Architect	
382	1/25/2018	E Elev. Main Bldg		Adjust metal panels reveals currently they are not uniformed	Defer to Architect	
383	1/25/2018	E Elev. Main Bldg		Redo blue reveal at vertical metal panels	Defer to Architect	
384	1/25/2018	E Elev. Main Bldg		Re insall precast at right hand side of vertical blue metal panels	Defer to Architect	
385	1/25/2018	E Elev. Main Bldg		Rework precast installation at top of pilasters currently projecting excessively over brick work	Defer to Architect	
386	1/25/2018	E Elev. Main Bldg		Provide caulking between CW system and brick work- all joint locations	Defer to Architect	
395	1/25/2018	E Elev. Main Bldg		Caulk joint at end of steel lintel where it meets the brick work	Complete	
396	1/25/2018	E Elev. Main Bldg		Caulk joint between lintel and brick pilasters	Complete	
401	1/25/2018	E Elev. Main Bldg		Damaged metal panels at variuos locaitons - replace panels	Defer to Architect	
402	1/25/2018	E Elev. Main Bldg		Rework spline at metal panels	Defer to Architect	
403	1/25/2018	E Elev. Main Bldg		Adjust metal panels reveals currently they are not uniformed	Defer to Architect	
405	1/25/2018	E Elev. Main Bldg		Repaint gas line gray and adjust so as not to touch metal handrail	Defer to Architect	
406	1/25/2018	E Elev. Main Bldg		Rework overhang at the S end - at end of overhang	Defer to Architect	
407	1/25/2018	E Elev. Main Bldg		Provide caulking at perimeter of all window frames	Complete	
408	1/25/2018	Gen		Clean all precast removing silt from precast - numerous locations	Defer to Architect	
410	1/25/2018	E Elev. Main Bldg		Rework metal drip edge under precast at front plaza walls	Defer to Architect	
411	1/25/2018	E Elev. Main Bldg		Clean brick work at plaza walls	Incomplete	
412	1/25/2018	E Elev. Main Bldg		Replace damaged precast where electriciaan installed electrical devices at plaza	Complete	
413	1/25/2018	Gen		Install missing caulking at joints in precast	Defer to Architect	
415	1/25/2018	E Elev. Main Bldg		Rework overhang metal - currently bowed significantly above entry door	Defer to Architect	
416	1/25/2018	Front Plaza		Remove exposed CMU at the bottom of the stairs at the front plaza and install brick	Complete	
418	1/25/2018	Elevators		Not inspected inoperable.	Defer to Architect	
419	1/25/2018	General	GEN	Ensure overcurrent protective devices settings have been made by authorized service representative.	Complete	
420	1/25/2018	General	GEN	Provide ARC Flash Hazard warning labels on all panelboards and disconnects ensure the label provides the following information taken from the arc-flash hazard analysis. Location, nominal voltage, Flash protection boundary, hazard risk category, incident energy, working distance, engineering report number-revision number and issue date.	Complete	
421	1/25/2018	General	GEN	Complete all Cx activities / demonstrations required.	Complete	

Figure 145: 3.5.26 Punch List Site Visit Page 7

425	1/25/2018	General		GEN	Provide electrical raceway identification on conduits not utilizing colorized conduit.	Defer to Architect	
426	1/25/2018	General		GEN	Provide engraved laminate tags for all electrical equipment. EMON DMON meters, ATS, Transformers, disconnects, etc.	Complete	
427	1/25/2018	General		GEN	Complete TAB	Complete	
428	1/25/2018	General		GEN	Complete HVAC water treatment analysis	Complete	
429	1/25/2018	General		GEN	Complete and confirm water sterilization of domestic water is complete.	Complete	
430	1/25/2018	General		GEN	Provide engraved laminate tags for concealed electrical equipment	N/A	
433	1/25/2018		Site		FDC is not chrome as specified.	Incomplete	Confirm
434	1/25/2018		Site		Exterior receptacles have the incorrect while in use cover. Replace all with Die Cast Aluminum as specified and approved.	Complete	
436	1/25/2018		Site		Remove tape and confirm operation of sump pump drain. Provide splash block.	Complete	
437	1/25/2018		Site		Remove all conduits/piping around permitted of building utilized for temporary services.	Complete	
438	1/25/2018		Site		Electrical handholes to be flush with ground.	Defer to Architect	
441	1/25/2018		Site		Several Light poles are not plug. Shim and correct.	Defer to Architect	
442	1/25/2018		Site		Light pole base skirts are not sitting flush to concrete.	Defer to Architect	
443	1/25/2018		Site		Remove light pole bolt cut ends from grass.	Defer to Architect	
444	1/25/2018		Site		Weatherized enclosures receptacle covers shall be stainless, with engraved panelboard and circuit.	N/A	Labels can be ins
445	1/25/2018		Site		Bolt skirt missing from southern 4 way light pole.	Incomplete	FLBE ordered
448	1/25/2018		Site		repaved drive aisle to remove noticeable patches.	On Separate List	
449	1/25/2018		Site		Paint gas line	Defer to Architect	
450	1/25/2018		Site		Polish downspout boots	Complete	
451	1/25/2018		Site		paint all exposed electrical conduit same color as structure.	Complete	
452	1/25/2018		Site		Plug un used conduits	Complete	
453	1/25/2018		Site		Lightning conductor exposed and unattached near bike rack. Ground/complete.	Defer to Architect	
454	1/25/2018		Site		Site light near fuel station. Half of the distribution array is not functioning.	Defer to Architect	
455	1/25/2018		Support Bldg. Bay		Engraved Laminate tags for disconnects, etc.	N/A	
456	1/25/2018		Support Bldg. Bay		Paint all exposed mechanical piping and ductwork.	Complete	
457	1/25/2018		Support Bldg. Bay		Remove all tape / rust and concrete from drains and restore factory finish.	Complete	
462	1/25/2018		Support Bldg. Bay		Replace burned out overhead lighting	Incomplete	
463	1/25/2018		Support Bldg. Bay		Provide engraved panelboard and circuit on all receptacles. This included overhead receptacles.	N/A	
465	1/25/2018		Support Bldg. Bay		Grout all sleeves to CMU and pack annular space	Defer to Architect	
466	1/25/2018		Support Bldg. Bay		Receptacle under keypad not provided with while in use cover	Incomplete	Confirm
467	1/25/2018		Support Bldg. Bay		why has 1/2" conduit been utilized? Specs call for a minimum of 3/4" conduit.	Defer to Architect	
469	1/25/2018		179		Grout all sleeves to CMU and pack annular space	Defer to Architect	
471	1/25/2018		179		Label J box covers	Incomplete	
473	1/25/2018		178		Receptacle not provided under k-9 bath	Complete	
474	1/25/2018		178		Receptacle under k-9 bath to have while in use cover	Complete	
476	1/25/2018		178		Unused coach rod plates left on CMU remove/ patch holes.	Defer to Architect	
477	1/25/2018		178		Provide escutcheons where pipes penetrate ceiling	Complete	
478	1/25/2018		178		Light switch is to be with Occ. Sensor.	Complete	
483	1/25/2018		177		Provide extension handles on all valves.	Defer to Architect	
485	1/25/2018		177		Fully apply color identification on conduits.	Incomplete	
487	1/25/2018		176		Rework and request reinspection.	Defer to Architect	

Figure 146: 3.5.26 Punch List Site Visit Page 8

488	1/25/2018		176	Panel UP3 - Circuit arrangement does not match contract documents. Typed panelboard schedule not provided on card stock within sleeve, Provide ARC flash Warning label as required. Spare breakers not left in on position. Panel is not accepted in current state. Rework and request reinspection.	Complete
489	1/25/2018		176	Plywood does not appear to be fire rated. Additionally plywood if fire treated labels have been painted over.	Defer to Architect
491	1/25/2018		176	Provide nylon bushings on conduits.	Incomplete
492	1/25/2018		176	Complete wiring / piping and replace face shell	Defer to Architect
493	1/25/2018		176	Mechanical insulation is to cover all specialties.	Defer to Architect
494	1/25/2018	Ext Sally port		Lightning conductor has been installed exposed. Concealed conductor and conduit inside building.	Defer to Architect
495	1/25/2018	Ext Fuel Station		Lightning protection not concealed inside enclosure. This area was not submitted for approval of routing. Rework cabling to not drape across stone work.	Defer to Architect
496	1/25/2018	Generator yard		Provide engraved laminate tag on disconnects	N/A
498	1/25/2018	Generator yard		Galv coat all cut ends of unistrut	Complete
499	1/25/2018	Generator yard		Patch hole in brick at sally port	Complete
500	1/25/2018		180	Panel H3 - Circuit arrangement does not match contract documents. Typed panelboard schedule not provided on card stock within sleeve, Provide ARC flash Warning label as required. Spare breakers not left in on position. Panel is not accepted in current state. Rework and request reinspection.	Could not get into room
501	1/25/2018		180	Panel HM3 - Circuit arrangement does not match contract documents. Typed panelboard schedule not provided on card stock within sleeve, Provide ARC flash Warning label as required. Spare breakers not left in on position. Panel is not accepted in current state. Rework and request reinspection.	Could not get into room
502	1/25/2018		180	Panel XH3 - Circuit arrangement does not match contract documents. Typed panelboard schedule not provided on card stock within sleeve, Provide ARC flash Warning label as required. Spare breakers not left in on position. Panel is not accepted in current state. Rework and request reinspection.	Could not get into room
503	1/25/2018		180	Panel 2MLA - Circuit arrangement does not match contract documents. Typed panelboard schedule not provided on card stock within sleeve, Provide ARC flash Warning label as required. Spare breakers not left in on position. Panel is not accepted in current state. Rework and request reinspection.	Could not get into room
504	1/25/2018		180	Label all lighting contactors	Could not get into room
505	1/25/2018		180	Clean split system and pan	Could not get into room

Figure 147: 3.5.26 Punch List Site Visit Page 9

506	1/25/2018		180		Seal all conduits	Could not get into room
507	1/25/2018		180		Paint gas piping	Could not get into room
508	1/25/2018		180		Provide new ductwork section where holes has been cut.	Could not get into room
509	1/25/2018		180		Panel L3 - Circuit arrangement does not match contract documents. Typed panelboard schedule not provided on card stock within sleeve, Provide ARC flash Warning label as required. Spare breakers not left in on position. Panel is not accepted in current state. Rework and request reinspection.	Could not get into room
510	1/25/2018		180		Panel EL3 - Circuit "1" tripped, Circuit arrangement does not match contract documents. Typed panelboard schedule not provided on card stock within sleeve, Provide ARC flash Warning label as required. Spare breakers not left in on position. Panel is not accepted in current state. Rework and request reinspection.	Could not get into room
511	1/25/2018		180		Panel ML3 - Provide engraved laminate tag, Proper common trip breaker not provided wire providing trip not acceptable. Circuit arrangement does not match contract documents. Typed panelboard schedule not provided on card stock within sleeve, Provide ARC flash Warning label as required. Spare breakers not left in on position. Panel is not accepted in current state. Rework and request reinspection.	Could not get into room
512	1/25/2018		180		Clean air compressor	Could not get into room
513	1/25/2018		180		Complete BAS work	Could not get into room
514	1/25/2018		180		Paint exposed compressor piping	Could not get into room
515	1/25/2018		180		Light switch is to be with Occ. Sensor.	Could not get into room
516	1/25/2018		Generator		Remove items from generator	Could not get into room
517	1/25/2018		Generator		Panel board cover left open	Complete
519	1/25/2018		Generator		Light burned out in generator	Complete
520	1/25/2018		Generator		Remove fuel soaked rags from fuel overflow.	Defer to Architect
521	1/25/2018		Generator		Clean interior surfaces	Complete
522	1/25/2018		Fuel Kiosk		Provide final coats of paint on conduits and wire raceways	Complete
524	1/25/2018		Roof		Provide correct while in use receptacle cover and provide engraved cover with panelboard and circuit.	N/A
527	1/25/2018		Roof		Provide engraved laminate tags on disconnects.	Incomplete
533	1/25/2018		Roof		Provide domes for all roof drains	Complete
534	1/25/2018		RTU-1		Damage to energy wheel media RTU-1	Defer to Architect
535	1/25/2018		RTU-1		Return all interior surfaces to factory condition.	Defer to Architect
536	1/25/2018		RTU-1		All specialties to be insulated	Defer to Architect
537	1/25/2018		RTU-1		Comb all damage from pre-heat coil	Defer to Architect
538	1/25/2018		RTU-2		Damage to energy wheel media RTU-1	Defer to Architect
539	1/25/2018		RTU-2		Return all interior surfaces to factory condition.	Defer to Architect
540	1/25/2018		RTU-2		All specialties to be insulated	Defer to Architect
541	1/25/2018		RTU-2		Comb all damage from pre-heat coil	Defer to Architect
					MEP Comments	

Labels can be ins

Figure 148: 3.5.26 Punch List Site Visit Page 10

3.5.27. Request for Payment – Information Required to Obtain Contractor Payment

Prince William County Department of Transportation DOT Accounting

Request for Payment

Information Required to Obtain Contractor Payment Form for a Project

Name of Project -

Project Number –

Name of Contractor -

Contract No. -

PO Number -

Contract Date -

Original Contract Amount -

Retainage to be Held Yes or No -

Retainage %

Please return to Keronda Swinton as soon as Contract has been approved.

Figure 149: 3.5.27 Request for Payment – Information Required to Obtain Contractor Payment

3.5.28. Request for Payment

PRINCE WILLIAM COUNTY DEPARTMENT OF TRANSPORTATION
 CONTRACTOR 'S REQUEST FOR PAYMENT
 PROJECT NAME
 Contractor Name

CONTRACT NO. _____ PO# _____ Project # _____

CONTRACT DATE _____ INVOICE DATE _____

REQUEST FOR PAYMENT NO. _____

SUBMISSION OF (CHECK ONE)

_____ PROGRESS PAYMENT _____ SEMI-FINAL PAYMENT
 NOTE: SUBMISSION OF FINAL APPLICATION FOR PAYMENT SHALL BE FOR RETAINAGE ONLY

ORIGINAL CONTRACT AMOUNT _____

CHANGE ORDERS _____

ADJUSTED CONTRACT AMOUNT INCLUDING CHANGE ORDERS _____

(1) ORIGINAL WORK EARNED LESS PREVIOUS STORED MATERIALS _____

(2) CHANGE ORDER WORK EARNED _____

(3) PRICE ADJUSTMENT "ASPHALT" _____ -

(4) PRICE ADJUSTMENT "STEEL GUARD RAIL" _____ -

(5a) STORED MATERIALS PREVIOUS REQUEST _____

(5b) ADDITIONAL MATERIALS ON HAND THIS REQ _____ -

(5c) REMOVED MATERIALS ON HAND THIS REQ _____ -

(5d) BALANCE MATERIALS ON HAND (5a+5b-5c) \$ _____ -

(5) TOTAL AMOUNT MATERIALS EARNED & STORED _____ -

(6) TOTAL AMOUNT EARNED (1+2+3+4+5) \$ _____ -

(7) TOTAL AMOUNT PREVIOUSLY INVOICED _____

(8) TOTAL AMOUNT DUE CONTRACTOR THIS INVOICE (6-7) \$ _____ -

*srl

Approved by: Contractor

DATE _____

Signed _____

Approved by: Prince William County

DATE _____

Signed _____

Figure 150: 3.5.28 Request for Payment

3.5.29. Request for Payment with Retainage

PRINCE WILLIAM COUNTY DEPARTMENT OF TRANSPORTATION
CONTRACTOR 'S REQUEST FOR PAYMENT WITH RETAINAGE
 (Name of Project)
 (Contractor's Name)

CONTRACT NO. _____ PO# _____ Project # _____
 CONTRACT DATE _____ INVOICE DATE _____
 REQUEST FOR PAYMENT NO. _____

SUBMISSION OF (CHECK ONE)

_____ **PROGRESS PAYMENT** _____ **SEMI-FINAL PAYMENT**
 NOTE: SUBMISSION OF FINAL APPLICATION FOR PAYMENT SHALL BE FOR RETAINAGE ONLY

ORIGINAL CONTRACT AMOUNT	_____
CHANGE ORDERS	_____
ADJUSTED CONTRACT AMOUNT INCLUDING CHANGE ORDERS	\$ -
(1) ORIGINAL WORK EARNED LESS PREVIOUS STORED MATERIALS	_____
(2) CHANGE ORDER WORK EARNED	_____
(3) PRICE ADJUSTMENT "ASPHALT"	-
(4) PRICE ADJUSTMENT "STEEL GUARD RAIL"	-
(5a) STORED MATERIALS PREVIOUS REQUEST	_____
(5b) ADDITIONAL MATERIALS ON HAND THIS REQ	-
(5c) REMOVED MATERIALS ON HAND THIS REQ	-
(5d) BALANCE MATERIALS ON HAND (5a+5b-5c)	\$ -
(5) TOTAL AMOUNT MATERIALS EARNED & STORED	-
(6) TOTAL AMOUNT EARNED (1+2+3+4+5)	\$ -
(7) RETAINAGE WITHHELD YEAR-TO-DATE (line 6*5%)	\$ -
(8) TOTAL RETAINAGE WITHHELD THRU LAST REQUEST	_____
(9) RETAINAGE WITHHELD CURRENT REQUEST (7-8)	\$ -
(10) TOTAL AMOUNT PREVIOUSLY INVOICED	_____
(11) TOTAL AMOUNT DUE CONTRACTOR THIS INVOICE (6-7)-10	\$ -

Note: Submission of Final Application for Payment shall be for Retainage only.

*srl

Approved by: Contractor

DATE _____ Signed _____

Approved by: Prince William County

DATE _____ Signed _____

Figure 151: 3.5.29 Request for Payment with Retainage

3.5.30. Right-of-Way Acquisition Report



Department of Transportation

Right-of-Way Acquisition Report Compensation Approval Form

TRACKING No.	SUBMITTED	
Project: _____		
Recipient: Location: _____		
Compensation for: <input type="checkbox"/> Fee Simple <input type="checkbox"/> Easement <input type="checkbox"/> Damages <input type="checkbox"/> Relocation		
Approximate Sq Footage: _____	Appraisal Amount: \$ _____	
Amount of Compensation: _____	Object: _____	
Approval Signature		
County Attorney: _____	Date	Due Date **/**/**
Director of Finance: _____		**/**/**
Budget Director: _____		**/**/**
Final Approval		
Director of Transportation: _____	Date	Due Date **/**/**
ACXO >\$300,000 _____		**/**/**
County Executive > \$300,000 _____		**/**/**

Figure 152: 3.5.30 Right-of-Way Acquisition Report

3.5.31. Settlement Checklist (Churches)

Prince William County Transportation Department Settlement Check List

In an effort to expedite your settlement as quickly as possible, please provide the following information and mail to Prince William County Department of Transportation, 5 County Complex Court, Suite 290, Prince William, VA 22192, Attn: Scott Hatten Mailstop DS990. If you have questions please contact Mr. Scott Hatten at: 703-792-6257 or shatten@pwcgov.org

For Churches

Please complete all which apply:

Parties Authorized To Sign (place additional signers on back of sheet):

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Enclosed

Completed Mortgage Information Sheet Signed W- 9

Corporate Resolution authorizing sale of land/easements/ROW to Prince William County

Corporate Resolution designating authorized signer for corporate land transactions

Copies of all Petitions/Orders of Designating Trustees

Board Minutes approving resolutions (if applicable)

Signed/notarized Deed Signed/notarized Agreement

Signed Utility easements (Verizon, NOVEC, Dominion, Comcast, Washington Gas, etc.)

Signed Right-Of-Entry Agreements Copy of current title policy

How would you like to conduct settlement: By Fed-Ex __ In-person __

To whom and where the documents should be sent: Name _____

Title: _____ Phone: _____ Fax: _____

Address: _____

City, State, Zip _____ Email: _____

Figure 153: 3.5.31 Settlement Checklist (Churches)

3.5.32. Settlement Checklist (Corporations)

**Prince William County Transportation Department
Settlement Check List**

In an effort to expedite your settlement as quickly as possible, please provide the following information and mail to Prince William County Department of Transportation, 5 County Complex Court, Suite 290, Prince William, VA 22192, Attn: Scott Hatten, Mailstop DS990. If you have questions please contact Mr. Scott Hatten at: 703-792-6257 or shatten@pwcgov.org

For Corporations
Please complete all which apply:

Parties Authorized To Sign:

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Enclosed

Completed Mortgage Information Sheet Signed W- 9

Copy of Articles of Incorporation, Copy of SCC certificate in good standing

Current Operating Agreement and all amendments, if none Certification there is no Operating Agreement

Corporate Resolution authorizing sale of land/easements/ROW to Prince William County

Corporate Resolution designating authorized signer for corporate land transactions

Board Minutes approving resolutions (if applicable)

Signed/notarized Deed Signed/notarized Agreement

Signed Utility easements (Verizon, NOVEC, Dominion, Comcast, Washington Gas, etc.)

Signed Right-Of-Entry Agreements Copy of current title policy

How would you like to conduct settlement: By Fed-Ex __ In-person __

To whom and where the documents should be sent: Name _____

Title: _____ Phone: _____ Fax: _____

Address: _____

City, State, Zip _____ Email: _____

Figure 154: 3.5.32 Settlement Checklist (Corporations)

3.5.33. Settlement Checklist (Property Owners)

Prince William County Transportation Department Settlement Check List

In an effort to expedite your settlement as quickly as possible, please provide the following information and mail to Prince William County Department of Transportation, 5 County Complex Court, Suite 290, Prince William, VA 22192, Attn: Scott Hatten, Mailstop DS990. If you have questions please contact Mr. Scott Hatten at: 703-792-6257 or shatten@pwc.gov

For Property Owners

Please complete all which apply – if applicable:

Name: _____ Name: _____

Address: _____ city, state, zip: _____

Phone: _____ Office: _____ Cell: _____

Contact Email: _____

Enclosed

Completed Mortgage Information Sheet (copy of statement)

Signed W-9 Copy of title policy Signed/notarized Agreement Signed Deed

Are you planning to refinance soon? Yes _____ No _____

New lender contact information _____

Signed/notarized Agreement Signed Right-Of-Entry Agreements

Signed Utility easements (Verizon, NOVEC, Dominion, Comcast, Washington Gas, etc.)

Power -of-Attorney/ Court Orders appointing Trustee

Student Loans paid off: Yes _____ No _____ Copy of payment slip

10. If represented by Counsel – Name, Address, Phone, Fax, Email _____

Figure 155: 3.5.33 Settlement Checklist (Property Owners)

3.5.34. Solicitation Committee CXO Memo

Solicitation Committee CXO Memo

Department Name
Your division

Date

TO: name
County Executive

FROM: title

RE: Approval of Selection Committee for the Purpose of Interviewing, Evaluating, and Selecting Consulting Services for name of projectI. Background: in chronological order is as follows:

- A. project name - short description.
- B. Budget – Funds are
- C. Request for Proposals – A Request for Proposals (RFP) has been prepared to solicit proposals from consultants for NAME OF PROJECT.
- D. Selection Committee Approval – The County Executive must approve the Selection Committee whose function is to interview, evaluate, and select a design consultant in accordance with County Purchasing Regulations.

II. Current Situation is as follows:

- A. Proposal Due Date – Proposals from consultants are due _____
- B. Selection Committee Recommendation – The recommended committee members to interview, evaluate, and select the most applicable candidates are as follows:

Date
Page 2

1. Name & title
2. Name & title
3. Name & title
4. Name & title

C. Selection Committee Approval – This Selection Committee requires the approval of the County Executive in accordance with Prince William County Purchasing Regulations.

III. Recommendation is that the Selection Committee identified above be approved for the purpose of interviewing, evaluating, and selecting a design consultant for the NAME OF PROJECT. A check in the appropriate box and a signature on the line at the bottom of this memo provides approval of the recommendation.

Approved

Disapproved

County Executive

Date

Cc: , Purchasing Manager

Figure 157: 3.5.34 Solicitation Committee CXO Memo Page 2

3.5.35. Solicitation Information Form for Construction Projects

SOLICITATION INFORMATION FORM FOR CONSTRUCTION PROJECTS

SUBMITTED BY:

DATE SUBMITTED:

This form must accompany the following 100% final completed and approved electronic documents. Submit the above documents to Contract Specialist as word/excel files. Ensure each file reflects in lower left corner of each page a document creation or origination date.

- Contract Special Provisions (CSP)
- Special Provisions / Copied Note (VSP)
- Schedule of Unit Prices

GENERAL

The following information is requested to assist the Contract Specialist in preparing your construction solicitation. Failure to provide a detailed response to the questions herein may result in delay in the Contract Specialist completing the final solicitation document and/or rejection of your requisition to proceed with review of your solicitation.

Please furnish the following information if applicable, to your project:

1. Name of Project (name indicated in CIP and as shown on the plans)

2. Full description of Work and overview of project (Include location/address)

Provide generalized background, important details and related project information

3. Detail how project is funded (state/county/federal, etc.) Note: Federal and State funded projects have different front-end documents than projects funded 100% by PWC
4. Provide COA number.
5. Provide date of approval of plans (no solicitation will be advertised without final approved plans – no exceptions).
6. Provide Name/phone number of contact person for contracting Department.
7. Provide a “suggested schedule” of activities for advertising, pre-bid conference, opening bids, and award. In an effort to determine award date by BOCS, it is recommended Engineer review the BOCS Agenda meeting schedule dates including, the date for Close of Agenda date for preparation of Staff Report and the Agenda Dispatch date.
8. Provide Prince William County employees’ name/phone number whom Purchasing will coordinate solicitation front-end document preparation and address technical question
9. Provide Name/phone number of contact person of Engineer firm (Designer)
10. Provide Design Engineering consultants ‘construction estimate (attached excel Schedule of Unit Prices from Design Consultant)
11. Indicate amount Bidders must pay to CD ROM bidding documents & Plans.
12. Indicate Number calendar days or the specific date for construction contractor to complete the work.
13. Specify or provide details regarding (PWC or Consultant) providing construction over-sight/on-site construction activities.
14. Indicate who will provide construction inspections/testing services
15. Describe additional related details

Form Completed By: _____ Date: _____

3.5.36. Solicitation Information Form for RFP Professional Engineering Services

SOLICITATION INFORMATION FORM FOR RFP PROFESSIONAL ENGINEERING SERVICES

SUBMITTED BY: _____

DATE SUBMITTED: _____

GENERAL

The following information is requested to assist the Contract Specialist in preparing your RFP solicitation. Failure to provide a detailed response to the questions herein may result in delay in the Contract Specialist completing the final solicitation document and/or rejection of your requisition to proceed with review of your solicitation.

Please furnish the following information if applicable, to your project:

1. Name of Project (name indicated in CIP and as shown on the plans)
2. Brief description and overview of project (Include location/address)
3. Describe how project is funded (state/county/federal, etc.) Provide OCA number.
4. Provide generalized background, important details and related project information.
5. Does solicitation require prior to advertisement review/approval by any governmental agency (VDOT/FHWA)? Is so state governmental agency. Provide names of approval agencies i.e. VDOT. Include contact person name and number
6. **Submit/attach a copy of any/all jurisdictional agreements, including VDOT/FHWA grants**

Figure 160: 3.5.36 Solicitation Information Form for RFP Professional Engineering Services Page 1

7. Does this project require CTB or any other governmental agency approval for award

8. Provide Prince William County employees' name/phone number whom Purchasing will address technical questions

9. Provide a "suggested schedule" of activities for advertising, RFP due date, Proposal Evaluation timeline, Negotiations and award. In an effort to determine award date by BOCS, it is recommended Engineer review the BOCS Agenda meeting schedule dates including, the date for Close of Agenda date for preparation of Staff Report and the Agenda Dispatch date.

10. Describe additional related details

Form Completed By: _____ Date: _____

Figure 161: 3.5.36 Solicitation Information Form for RFP Professional Engineering Services Page 2

3.5.37. Special Events Checklist



Prince William County, Department of Transportation

Special Event Checklist Information

Type of Event	
Date of Event (including time of event)	
Project Description	
Location of Event	
Is there is a street sign in the background for photo opportunity?	
Event Format: <ul style="list-style-type: none"> • Do you need chairs? • Do you need audio speakers? • Do you need a podium? • Do you need a stage? • Do you need a tent? • Do you need a refreshment table? 	
Speaker(s) for Event	
Guests for the Event (those who should receive an invitation for the event)	
Dignitaries who need to be recognized <ul style="list-style-type: none"> • If yes, who? 	
Refreshments needed for the event? <ul style="list-style-type: none"> • If yes, what kind of refreshments? 	
Directions to Event	
Is an event program needed? <ul style="list-style-type: none"> • If yes, what is the schedule? 	
Do you need nametags for the event? <ul style="list-style-type: none"> • If yes, who needs nametags? 	

Once this form has been completed, please forward to Communications for their use in planning the event

Figure 162: 3.5.37 Special Events Checklist

3.5.38. Task Order



TASK ORDER

Task Order Number: Insert No. Task Order Date: Select Date
Contract Name: Insert Contract Name Contract Number: Insert No.
Project Name: Insert Project Name Project Number: Insert No.

PWC REPRESENTATIVE

Contact Person/Title: Insert Name, Insert Title
Department/Division: Insert Name, Insert Title
Phone Number: Insert Phone No. Email: Enter Email Address

CONTRACTOR/CONSULTANT

Business Name: Insert Business Name
Contact Person/Title: Insert Name, Insert Title
Phone Number: Insert Phone No. Email: Enter Email Address

Precedence of Documents

In the event of inconsistencies among documents, the following shall take precedence:

1. Contract Number Insert No. between the Parties.
2. Purchase Order/Task Order issued and its attachment(s). *(Identify attachments.)*

Task Order Amount

Total Task Order Amount not to exceed \$ Insert Amount without prior written County approval.

Period of Performance

Contractor/Consultant shall begin performance within calendar days from receipt of a Purchase Order.

Scope of Work shall be completed within calendar days **or** by [Click to enter a specific date.](#)

Scope of Work

In accordance with the Provisions of the Contract/Purchase Order/Task Order referenced above, the Contractor shall provide: Specify or attach a detailed Scope of Work including supporting documents, e.g. Deliverables, Deliverable Schedule, Proposal, Cost Estimate, Fee Schedule. If attached please indicate "See attached".

Figure 163: 3.5.38 Task Order Page 1

Click or tap here to enter text.
 Task Order No. [Click to enter a specific date](#)
 Date

Approvals

Purchase Order approvals in Mobius signify that the Contract Administrator, Department Approver(s), and Buyer, as applicable, reviewed all information related to this Task Order, and that all details are in accordance with the terms of the Contract and the Prince William County Procurement Regulations. No work shall begin until the Contractor receives an approved Purchase Order or updated Purchase Order.

- The Contractor/Consultant must sign the Task Order.
- The Using Department Head or Project Manager must sign the Task Order.
- The Chief Procurement Officer or designee must sign any Task Order \$200,000 and over for non-transportation related projects and Task Orders \$500,000 and over for Transportation related projects.
- Modifications that result in the total Task Order value exceeding \$200,000 for non-transportation, and \$500,000 for Transportation related projects shall be signed by the Chief Procurement Officer or designee.
- Capital Procurement Officers have a designated signatory authority of \$500,000.
- Fully signed task orders (to include modifications), must be attached to the resulting PO.

DEPARTMENT NAME & ADDRESS: Click or tap here to enter text.	COMPANY NAME & ADDRESS: Click or tap here to enter text.
AGENCY'S AUTHORIZED SIGNATURE:	CONTRACTOR'S AUTHORIZED SIGNATURE:
TYPED/PRINTED NAME & TITLE: Click or tap here to enter text.	TYPED/PRINTED NAME & TITLE: Click or tap here to enter text.

Task order is greater than \$200,000 (Non-Transportation) or \$500,000 (Transportation): Yes No

PROCUREMENT SERVICES AUTHORIZED SIGNATURE:

Chief Procurement Officer (or designee)

Figure 164: Task Order Page 2

3.5.39. VDOT PWC Bond Acceptance Checklist

**VIRGINIA DEPARTMENT OF TRANSPORTATION
MANASSAS RESIDENCY**

Check List for PWC Bond Acceptance Documents

Project:

- Record Plats** – All plats must be recorded and show the deed book, page number and date, or the instrument number.
- Legal Instruments** - quit claim deeds, vacated easements, turn-around easements, etc. All documents must be recorded and show the deed book, page number and date, or the instrument number.
- Construction Plans** - Compact disc containing “full scale” as-built plans on TIFF files.
- Typical Section** - Chart with typical section and right-of-way information.
- Composite** – (1) copy of a project sketch showing changes to primary and secondary system of highways including additions, abandonment’s and discontinuances with corresponding mileage for each segment.
- Draft Resolution** – (1) copy of the B.O.S. draft resolution.
- Land Use Permit Applications / Utilities** – Applications submitted from all companies with utilities in R/W. Applications must include (2) copies of a plan sheet or sketch with locations of utilities highlighted.
- Land Use Permit Applications / P.W.C.** – Applications submitted from P.W.C. for landscaping, sidewalks not maintained by VDOT, etc. Applications must include (2) copies of plans. Landscaping plans must be pre-approved by V.D.O.T.
- Maintenance Agreements** – Agreements for extrinsic structures (dams, tunnels, etc.), concrete driveways in ditch sections, VDOT snow removal access, etc.

Notes: 1. All information must be legible.
2. If an item is not required, indicate N/A in the appropriate check box.

Figure 165: 3.5.39 VDOT PWC Bond Acceptance Checklist

3.5.40. W-9

Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service	<h2 style="margin:0;">Request for Taxpayer Identification Number and Certification</h2>	Give Form to the requester. Do not send to the IRS.	
Print or type See Specific Instructions on page 2.	1 Name (as shown on your Income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____		
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>		
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)	
	6 City, state, and ZIP code		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; border: 1px solid black; height: 20px;"></td> <td style="width:25%; border: 1px solid black; height: 20px;"></td> <td style="width:25%; border: 1px solid black; height: 20px;"></td> <td style="width:25%; border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td></td> <td></td> </tr> </table>					-	-		
-	-							
or								
Employer identification number								
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; border: 1px solid black; height: 20px;"></td> <td style="width:25%; border: 1px solid black; height: 20px;"></td> <td style="width:25%; border: 1px solid black; height: 20px;"></td> <td style="width:25%; border: 1px solid black; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td></td> <td></td> </tr> </table>					-	-		
-	-							

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
------------------	----------------------------------	--------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/990.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Figure 166: 3.5.40 W-9 Page 1

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China Income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II Instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See Exempt payee code on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See Exemption from FATCA reporting code on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Figure 167: 3.5.40 W-9 Page 2

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of uncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and Its Instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-9.

Figure 168: 3.5.40 W-9 Page 3

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. **Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.
2. **Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.
3. **Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.
4. **Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).
5. **Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ¹
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ¹
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ¹
9. Corporation or LLC electing corporate status on Form 9932 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(ii)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN.
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, *Identity Theft Prevention and Victim Assistance*.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Figure 169: 3.5.40 W-9 Page 4


3.5.42. Work Request Form

Rev. 6/1/2019

Work Request Form

Please do not use special characters like '&'. These may cause the form to give errors.

Short Description:

Date/time of Submission: Date 

Requestor Name:

Requestor's Phone #:

Requesting Agency:

Onsite Point of Contact:

Phone #:


Address for work:

Building #:

City:

Zipcode:

Description of Requested Work:

Requested Completion Date: Date 

(10 working days for standard requests)

IDT Code(if applicable):

Authorized By:



Figure 171: 3.5.42 Work Request Form

3.5.43. Work Zone Safety Assistance



Prince William County Department of Transportation
Work Zone Safety Assistance

Date: _____

Shift: Day/Night (Circle One) _____

Police Officer's Name (Print) _____

Badge # _____

PWC DOT Supervisor/ Representative (Print) _____

Project Name _____

Project Number _____

Location Worked _____

Hours Worked(From-To) Include am/pm _____

Total Hours _____

Notes Example - Job cancelled after arrival

Police Officers Signature _____

PWC DOT Supervisor/Representative Signature _____

PWC DOT Construction Chief Signature _____

Copy of completed Time Sheet will be sent to Katherine Gaskins and DOT Accounting By DOT Supervisor

Rev. 6/1/2019

Figure 172: 3.5.43 Work Zone Safety Assistance

3.5. Capital Projects Materials

Materials Name	References
Agreement	2.6.5 Make the Offer
Appraisal	2.6.1 Land Acquisition Overview 2.6.5 Make the Offer
Automated Forms in ASCEND	2.6.1 Land Acquisition Overview
Binder of All Warranties from Contractor	2.4.3 Warranty Period
BOCS Item for Public Hearing	2.2.2 Public Hearings
BOCS Resolution	2.2.4 Alternative Analysis 2.6.8 Condemnation (Quick-Take) 2.8.1 Board Agenda
BOCS Staff Report and Resolution	2.2.5 Contract Modifications 2.2.13 Design Development (Roads) 2.4.4 VDOT Acceptance
Bond Acceptance Documents	2.4.9 Transition of Operating Budget
Budget (General Fund) Forms	2.2.18 Building Review and Permitting
Building Permit	2.2.1 Programming
Building Program	2.4.9 Transition of Operating Budget
CIP Forms	2.3.7 Commissioning
Commissioning Report	2.2.17 Construction Documents
Construction Documents	2.6.5 Make the Offer
Construction Drawing	2.6.4 Secure Appraisal
Construction Plan	2.2.11 Task Order
Consultant's Proposal	2.2.15 Design Development (Survey)
Contract	2.2.5 Contract Modifications
Contract Modification	2.3.3 Application for Payment 2.3.4 Draw Downs for Bond or Lease-Funded Projects
Copies of Invoices and/or Internal Charges	2.3.6 Construction Inspection (Roads)
Daily Tickets	2.2.12 Design Development
Design Drawings	2.2.7 Schematic Design
Drawings by Consultants	2.2.7 Schematic Design
Easements	2.6.5 Make the Offer
EIS	2.2.9 Environmental Permitting
FONSI	2.2.9 Environmental Permitting
Geotechnical Report	2.2.1 Programming
GPIN Parcel Listing	2.6.1 Land Acquisition Overview 2.6.4 Secure Appraisal
Intermediate Reports	2.3.7 Commissioning
Letter from GC to County stating Change Over in Insurance	2.4.2 Acquire Insurance
Letter to Trustee/Project Manager	2.3.4 Draw Downs for Bond or Lease-Funded Projects
Letters to Citizens	2.2.3 Public Information Meeting
Mortgage Information Sheet	2.6.5 Make the Offer
NEPA Permit	2.2.8 Environmental Impact Studies 2.2.9 Environmental Permitting
Offer Letter	2.6.6 Negotiate

Materials Name	References
Permit Letter	2.2.14 Site Permitting
Plat	2.2.16 Plat Preparation 2.6.5 Make the Offer
Professional Cost Estimate	2.2.12 Design Development
	2.7.1 Determining Debt Sale Amount and Timing
Project Plans	2.6.1 Land Acquisition Overview
Purchase Order	2.6.4 Secure Appraisal
Request for Proposal (RFP)	2.1.1 Kick-Off Overview 2.6.7 Settlement 2.7.1 Determining Debt Sale Amount and Timing
Right of Entry	2.6.5 Make the Offer
ROD	2.2.9 Environmental Permitting
Scope of Work (SOW)	2.1.5 Establish Scope of Work - Design
Site Plan Application	2.2.14 Site Permitting
Solicitation Document	2.1.6 Request for Proposal (RFP)
Summary of Expenses	2.3.4 Draw Downs for Bond or Lease-Funded Projects
Supplemental Instructions	2.3.8 Construction (Buildings & Parks)
Task Order	2.2.11 Task Order 2.2.15 Design Development (Survey)
Title Report	2.6.5 Make the Offer
Titles	2.2.16 Plat Preparation
Transmittals	2.2.4 Alternative Analysis 2.2.6 Design Field Inspection 2.2.8 Environmental Impact Studies 2.2.9 Environmental Permitting 2.2.13 Design Development (Roads) 2.2.14 Site Permitting 2.2.18 Building Review and Permitting 2.3.9 Construction (Roads) 2.4.4 VDOT Acceptance 2.5.1 Identify Existing Utilities and Conflicts
UFI	2.5.1 Identify Existing Utilities and Conflicts
Utility Service Work Order	2.2.11 Task Order
VDOT	2.2.8 Environmental Impact Studies 2.2.13 Design Development (Roads)
Vendor Contract List	2.6.2 Title Search 2.6.4 Secure Appraisal