

Water Authority Work Order Checklist

The following items are required for all Water Authority work orders that are not within City of Albuquerque Right-of-Way:

Developer:

1. Availability/Serviceability Statement (executed copy signed by Executive Director)
2. Development Agreement (only applies if development is outside of Adopted Service Area - must have a Serviceability Letter executed first.)
3. Figure 8 – Request for determination of outstanding Pro Rata (any outstanding pro rata for the property being development must be paid prior to final approval)
4. Figure 21 – Pro-Rata Statement (to be signed by developer regardless of option selected)
5. Work Order Agreement (Developer will fill out the "Developer Work Order Information Sheet")
 - a. Water Authority staff will fill out the agreement and submit as a packet to include Contractor forms below.

Contractor: These items are sent to our Legal Counsel through the Executive Services Coordinator

6. Agreement between Developer and Contractor with the proposal for the work.
7. Certificate of insurance
 - a. Water Authority must be additionally insured and listed in the accord 101 and specified on the certificate.
8. Performance and Warranty Bond – in the amount of the proposal for Water Authority items.
9. Labor and Payment Bond – in the amount of the proposal for Water Authority Items.

Engineer/Designer:

10. Design Plans – Include Engineer estimate for each review
 - a. Initial Review
 - b. Follow up reviews as needed with written responses to the ABCWUA written comments.
11. Final signature set – approved by reviewing Engineer
12. Project Description including a listing of infrastructure to become the property of the Water Authority (including quantities).

Approval:

13. All documents above must be completed as applicable
14. Engineering Fees must be paid –
 - a. Currently 3.25% (plus tax) is charged in the amount of the engineer's final estimate of Water Authority items.
 - b. The ABCWUA reviewing engineer will generate a TREASURER'S REPORT OF DEPOSITS (a.k.a. Deposit Sheet) and send it to New Services.
 - c. New Services will contact Developer with instructions for payment.
15. Prior to the pre-construction meeting the ABCWUA reviewing engineer must approve the material submittals.

The work order plans cannot be approved until all of the above-mentioned items have been satisfied.

16. Once all applicable documents have been received
 - a. Approved plans are provided,
 - b. a pre-construction meeting shall be coordinated with the Water Authority Inspection team with a minimum of two weeks' notice.

The work order plans cannot be approved until all of the above-mentioned items have been satisfied.

If you have any questions, please feel free to contact Randall Carroll at rcarroll@abcwua.org.

Sincerely,



Randall J. Carroll, P.E.
Senior Engineer
Utility Development