

Water Authority Work Order Checklist

The following items are required for all Water Authority work orders:

Developer:

1. Availability Statement (executed copy signed by Executive Director)
2. Development Agreement or Service Connection Agreement (if applicable).
3. Determination of Outstanding Pro-Rata Form (any outstanding pro rata for the property being developed must be paid prior to final approval if the project is not associated with a platting action)
4. Request for Pro-Rata Assessment Form (to be signed by developer regardless of option selected)
5. Signed Agreement for the Construction of Water and/or Sewer Improvements (based on the “Developer Work Order Information Sheet”)

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. Copy of contract between developer and contractor (must include an itemized proposal from the contractor)
7. Certificate of insurance (naming Water Authority as certificate holder and as additionally insured)
8. Performance and Warranty Bond – 100% of the amount for the Water Authority infrastructure to be constructed (based on the contractors itemized bid)
9. Contractors itemized bid. As a suggested format, the City Engineer’s Unit Price List may be used.
10. Labor and Payment Bond – 100% of the amount for the Water Authority infrastructure to be constructed (based on the contractors itemized bid)



Engineer/Designer:

11. Approved Design Plans - .pdf copy to scale
12. Include Engineer's Final Estimate (itemized)
13. Final Project description (Word document), which is a written description of infrastructure to become Water Authority assets (including quantities). This is separate from an infrastructure list.
14. Signed License Agreements from NMDOT, MRGCD, or other agencies as applicable.
15. Required easements, paper or plats. Recorded versions are required prior to project close out.
16. Prior to approval for construction, material submittals must be provided by the contractor and approved by the engineer conforming with the latest version of the Water Authority Approved Products List, Standard Details, and Specifications. A copy of the Approved Products List with items to be used highlighted is also required.

Water Authority Approval:

17. All items above must be completed as applicable
18. Engineering Fees must be paid – 3.25% of Water Authority infrastructure (plus tax) is charged based on contractor's unit price contract
19. Once plans approved for construction are provided, a pre-construction meeting shall be coordinated by the contractor with the Water Authority Inspection Team.

Construction cannot commence until all of the above-mentioned items have been satisfied.

