


City of La Quinta

ENGINEERING BULLETIN #09-01

TO: All Interested Parties

FROM:  Timothy R. Jonasson, Public Works Director/City Engineer

SUBJECT: Policy for Submittal of Record Drawings for Project Closeout

DATE: March 19, 2009

In an effort to clarify procedures for project close out in the City of La Quinta, this bulletin establishes a policy for the submittal of Record Drawings.

Projects may be closed out by 1) utilization of Record Drawings or 2) by utilizing Original Plans with companion Substitute Mylar revisions (as required) and a "Project Conformance" letter issued by the Engineer of Record (EOR).

Record Drawings should be submitted if minor design changes were implemented within the normal course of field installation and if Original Plan(s)/Substitute Mylar(s) do not completely and accurately represent the physical installation. Record Drawings are intended to document the installed design to the best knowledge of the EOR following post-construction field review by the EOR, contractor discussion(s) and review of construction plan annotations.

Alternatively, a wet stamped EOR letter stating "Project was constructed in conformance with prior City approved plans, reference PSN _____" is requested for projects that do not require further plan modification beyond Original Plans and/or Substitute Mylar revisions. The "Project Conformance" letter will be included in the permanent City Plan Archive and may be used in lieu of Record Drawing preparation and submittal. Please note that Substitute Mylar revisions, checked and approved by Public Works are required if significant design changes are implemented.

Specific requirements for Record Drawings and Substitute Mylar revisions are shown on the attached Table 1.

Submittal of signed Record Drawings or submittal of an EOR "Project Conformance" letter is necessary to close the project and release bond(s), deposit(s) or equivalent security. "As-Built" certifications have been eliminated from City requirements.

TABLE 1 - RECORD DRAWINGS & SUBSTITUTE MYLARS

Record Drawings or Substitute Mylars *	Significant Changes to Design Allowed	EOR Signs Drawing	City Engineer Signs Drawing	Document Approved Prior to Construction	Sub Mylar Stamp	Revised Areas Clouded	Design & Review Process	Format	PW Archive Filing
Record Drawings	No	Yes	No	No	No	Yes	No City Review or Plan Check Primary Record Drawing Information Sources: Original Plans, Contractor Discussions & Field Plan Annotations and Limited EOR Post Construction Site Visit	Bond or Mylar	Placement on Top of Prior Design Sheet, Same PSN "RECORD DRAWING" stamp placed on each Plan Sheet No "SUPERCEDED" stamp on Prior Plan Submittal in City Plan Archive
Substitute Mylars (Revisions)	Yes	Yes	Yes	Yes (Generally)	Yes	Yes	EOR Provides Design Changes Prior to Construction, Public Works Plan Checks	Bond (OK for CIP) Mylar for All Others	Placement on Top of Prior Design Sheet, Same PSN "SUBSTITUTE MYLAR" stamp is placed on each modified plan sheet "SUPERCEDED" stamp on Prior Plan Submittal in City Plan Archive

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