

# **Indian Hills General Improvement District**

## **Inspection & Testing Policy**



**Amended August 11, 1999**

**INDIAN HILLS GENERAL IMPROVEMENT DISTRICT  
INSPECTION AND TESTING PROCEDURES**

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**I. INTRODUCTION**

This document has been prepared by the Indian Hills G.I.D. (District) in order to set forth the requirements for testing and inspection of improvements.

The Owner/Developer is responsible for arranging inspection and testing services involving all work covered by this document for each phase of development. Listed below are the options available to the Owner/Developer for providing these services unless otherwise approved by District:

**A) District Inspection, Owner/Developer Testing:**

District performs all required inspections and Owner/Developer contracts with a Testing Firm acceptable to District to perform all required testing as set forth herein.

**B) District Inspection, District Testing:**

District performs all required inspections and contracts with a Testing Firm acceptable to District for all required testing as set forth herein.

**C) Owner/Developer Inspection & Testing:**

Owner/Developer contracts with an Inspection Firm acceptable to District to perform inspections as set forth herein and a Testing Firm acceptable to District to perform all required testing as set forth herein.

Notwithstanding anything herein to the contrary, District reserves the right to reject any inspector or inspection firm as to any project or portion of project for any reason which District deems to be in it's best interests including but not limited to a conflict of interest situation.

It is the responsibility of the Owner/Developer to select the inspection and testing option. The Owner/Developer must indicate their choice of options in writing to the District prior to commencement of construction. The option selected by the Owner/Developer is final and will not be changed without prior approval of District. In the event Owner Developer fails to indicate their choice of options prior to construction, Owner/Developer has waived their right to select an inspection/testing option. In such situations, District will appoint an inspector and testing firm. All costs will be passed on to the Owner/Developer with appropriate supporting documentation, including, but not limited to, hours incurred and copies of any relevant inspection or testing reports.

Furthermore, it is the sole responsibility of the Owner/Developer to notify the inspector and/or testing firm a minimum of one day in advance regarding any work that requires inspection or testing in accordance with this policy. Should said Owner/Developer

repeatedly fail to notify inspector and/or testing firm in a timely manner, regardless of the selected option, District will require full-time inspection services at the sole expense of the Owner/Developer. In addition, it shall become the inspector's responsibility to insure notification of testing firm whenever testing services are warranted. "Repeatedly fails" is defined as failure to provide required notification in excess of three instances during any one phase of development for which a tentative or final map is submitted and approved by Douglas County.

## **II. DEFINITIONS**

### **Responsible Department.**

Within the organization of IHGID, and under the general direction and responsibility of its General Manager; District reserves the right to have designated staff observe and communicate with the inspector with regards to testing and inspection activities.

Standard Details for Public Works Construction as adopted by District herein after referred to as the SDPWC and as described in the Appendix.

Standard Specifications for Public Works Construction as adopted by District including amendments thereto, hereinafter referred to as the SSPWC, a description of which is included in the Appendix.

## **III. INSPECTION & TESTING FIRMS**

**A) General:** The inspection and/or testing firm must maintain general liability and property damage insurance with minimum amount of \$1,000,000 single event/\$2,000,000 aggregate along with errors and omission insurance. The services of the certified testing firm shall be performed either a) under the direction of a civil or geological engineer licensed in the State of Nevada, pursuant to NRS 625, who is a member of the firm and has at least five (5) years engineering experience in the inspection and testing of construction methods and materials or b) under the direction of the District's Engineer. The licensed engineer must be on the local staff and generally available for immediate site visits or other analysis. The inspection firm is responsible for inspections pursuant to these procedures, the SSPWC and the SDPWC. The testing firm is responsible for testing as per these procedures, the SSPWC and the SDPWC.

**B) Laboratory:** The testing firm shall have the capability of performing all field and laboratory testing associated with its intended functions according to governing procedures and shall have the facilities and equipment required for all testing performed. If at any time equipment or expertise in the performance of a specialized test is not available in-house, the services of a subconsultant or their equipment may be utilized.

**C) Technicians:** Inspection technicians shall have a minimum two (2) years experience in construction inspection and shall be familiar with the accepted industry procedures, procedures contained herein, the SSPWC, and the SDPWC. Testing

technicians shall have a minimum of six (6) months experience in testing and shall be familiar with the accepted industry procedures, procedures contained herein, the SSPWC, and the SDPWC. Proof of experience may be accepted by certification from an approved agency (i.e., ACI for concrete, etc.) or firm's licensed engineer.

Technicians shall be equipped with reliable transportation and a communication device which insures routine access.

Technicians will provide information requested by Indian Hills in a timely and courteous manner.

#### **IV. REQUIRED INSPECTION AND TESTING**

##### **A) General Notes and Requirements for Inspectors:**

Inspectors are required to be present on the project site to verify the following:

- 1) Approved plans, specifications, approved submittals, and required permits for the project are at the job site, including any approved revisions.  
NOTE: It is the responsibility of the permittee to deliver two (2) full sets of the approved plans, specifications, submittals, and a copy of the permit to the District. District will provide a copy of the permittee's approved plans specifications, and submittals to the inspection firm.
- 2) Traffic Control Plan is implemented, when required.
- 3) Construction materials meet the requirements of the SSPWC, the SDPWC, and the approved project plans and specifications.
- 4) Construction meets the requirements of the SSPWC, the SDPWC, and the approved project plans and specifications.
- 5) Testing is being performed in conformance with these procedures, the SSPWC, the SDPWC, the approved project plans and specifications, and the criteria of the various testing agencies.

The inspector shall clearly note any deficiencies in the above requirements in his inspection reports. Furthermore, he shall verbally notify contractor when and if any of the requirements are not met and discuss options for rectifying any deficiencies. Assuming an agreement is reached between the contractor and inspector for correcting the noted deficiency(ies), contractor will be given a reasonable amount of time acceptable to the inspector to make the correction(s).

Should no agreement between contractor and inspector be reached for remedying the noted deficiency(ies) OR should contractor fail to correct deficiency(ies) within the allotted time, inspector shall notify District's General Manager verbally, or the District's

Engineer in the General Manager's absence. A written follow-up that unequivocally relates the problem(s) encountered and efforts to date by the inspector to resolve said problems(s) will be submitted within three (3) working days. It will then become the General Manager's responsibility to resolve any identified problems directly with the developer or contractor.

Inspections performed by the inspector generally will only cover work up to the time of inspection for the incremental unit of work being performed by the contractor. There is no presumption that work performed by the contractor on subsequent days or on other incremental units of a particular operation will be approved without further inspections.

The inspector is required to maintain a daily log which at a minimum will detail each and every inspection made, the results, discussions and directions to contractors, testers, district or other personnel, weather conditions, and any other pertinent data to support the results of all construction activities. Daily logs for work inspected Sunday through Saturday shall be submitted to the District's General Manager and Project Design Engineer no later than the following Wednesday. General Manager will see that copies of those logs, as appropriate, are forwarded to the District's Engineer.

For each inspection activity outlined in this manual, it is understood that the inspector must notify the contractor's assigned representative that each inspection has passed or failed and that a failure must be corrected before proceeding to the next phase of the activity. The inspector shall be fully familiar with all of the procedures, details, and requirements of the SSPWC and the SDPWC as well as the specific drawings, notes, and specifications of the individual project being inspected.

The inspector is expected to observe and review all traffic control measures used by the contractor and to observe and review all public safety procedures used by the contractor. The inspector is expected to notify the contractor's assigned representative of any public safety or traffic control violations for immediate correction. In the event a contractor ignores or refuses to correct an item, the inspector shall note such action and immediately notify the District's General Manager of the circumstances.

The inspector must note any changes or revisions to any alignment, grade, or design detail approved by the Design Engineer and District, and constructed by the contractor for the purposes of record drawing accuracy and provide the changes or revisions to the firm responsible for preparation of the record drawings.

Should the District's General Manager deem it necessary, he will notify the contractor in writing that any further work will be conducted at contractor's or Owner/Developer's own risk.

The inspection and testing firms shall provide the District with a written certification that the project inspection or testing complied with the standards referenced herein, within five (5) working days of project construction completion.

**V. FINAL INSPECTION**

- A) Upon completion of all construction related to the above and prior to final acceptance, one set each of record drawing prints prepared by an engineer or surveyor licensed in the State of Nevada shall be supplied by the owner/developer along with a written request for a final inspection to District.
  
- B) The General Manager will schedule final inspections by project inspector, all department staff as applicable and compile written punch lists. The General Manager will schedule an on site meeting, with the owner, or his representative, contractor, project inspector and all concerned department staff within ten (10) working days of receipt of the request for final inspection to discuss punch list items. Projects which do not involve public water or sewer main extensions will be scheduled within five (5) working days.
  
- C) Upon completion of any punch list items, the owner/developer shall submit a written request to the General Manager for final inspection. The General Manager will schedule inspections, as appropriate, by department staff, by the District's Engineer, and by the project Inspector, and if all work is acceptable, provide the owner with a written approval accompanied by a request for mylar record drawings and a maintenance bond within ten (10) working days. Punch list items will each be initialed and dated by the project inspector assigned to the project and by the District's Engineer or appropriate staff who are charged with maintaining the respective project elements.

Should any items on the original punch list be incomplete or additional damage to improvements which occurred after the inspection be discovered, the inspector will provide the owner and contractor a second punch list and subsequent inspections will be scheduled depending on work load.

- D) Upon completion of any punch list items addressed by the final inspection and receipt of reproducible record drawings by the District, the General Manager will agendize the request and ask the District Board of Trustees to approve and accept the new improvements and subsequently will provide written acceptance of the public improvements for maintenance purposes.

**VI. RECORD DRAWINGS**

- A) Record drawings as required in VI (C) below and submitted to the District shall be accompanied by a transmittal letter which identifies the development by name, address, A.P.N., and the reason for the submittal.
  
- B) Reproducible record drawings shall be 3 mil (minimum) mylar.

- C) Record drawings shall be prepared and signed by a Nevada licensed engineer or surveyor and shall include the following, as appropriate:
- 1) Centerline stationing and dimensions from street centerline or easement line for all sewer manholes and lift stations.
  - 2) Centerline stationing and dimensions from street centerline or easement line for all water and reclaimed water valves, hydrants, meter boxes, flush valve assemblies, air release valves, check valves, booster pump stations and pressure reducing stations.
  - 3) Stationing and dimensions for all private fire hydrant and sprinkler line installations are required from the main to the check valves only.
  - 4) Centerline stationing and dimensions from street centerline or easement lines for catch basins, drop inlets, storm drain manholes, face of curb, sidewalk and/or edge of pavement.
  - 5) Dimensions for all specialty items such as pressure reducing valve stations, water tanks, altitude valves, booster pump stations, and lift stations.
  - 6) Information received from the contractor and/or district inspectors.
  - 7) The Engineer or Surveyor shall prepare the record drawings on a copy of the plans approved and signed by District. The changes shall be noted by marking a line through the dimension or elevation and noting the new dimension or elevation adjacent to it with an Record Drawing designation (i.e. 23.2" R.D.).
  - 8) The Engineer or Surveyor shall place a certification on the drawing, stating that the record drawings accurately reflect items ( 1 ) through (7) above, to the best of their knowledge and belief.
- D) Operation and maintenance information shall be supplied in a three ring binder format.

**VII. MAINTENANCE BOND**

A maintenance bond that fully complies with the provisions of the subdivision agreement, PUD agreement or parcel map agreement shall be submitted prior to final acceptance.

**VIII. BOARD INTENT REGARDING DISTRICT'S SELECTION OF INSPECTOR**

**It is the expressed intent of the District's Board that the District's contracted (appointed) inspector shall provide inspection services for new District projects or**

project phases, not to exceed five thousand dollars (\$5000.00, only upon the expressed written authorization of its general manager. In the case of an emergency, verbal authorization must be given by either the General manager or board Chairman, followed by written confirmation within one working day. Furthermore, it shall be the General Manager's sole determination, with concurrence by the Board Chairman, what constitutes a "new" project or project phase. In no instance, except in unforeseen circumstances and prior Board approval, will the District's appointed inspector bill in excess of \$5000 for any single project or phase, except in unforeseen circumstances and upon General Manager and Chairman's prior approval.

In the event the District's appointed inspector's estimate for services for any one single project or phase exceeds \$5,000.00 but less than \$10,000.00, the General Manager shall solicit at least three proposals from its list of acceptable firms capable of providing the requested services.