

**As-Built Checklists and Responsibilities**  
**Refer to Specifications Section 317 for Details**

**In case of inconsistency with the specifications, specifications govern.**

**Contractor Responsibilities**

- ☐ ***Submit qualifications for the ABE*** to the SHA District/Office construction project engineer (Engineer) for acceptance. ABE may be employed by the contractor but not working construction on this contract. Qualifications include: full name, PE license number and expiration date; name of employing company, contact information, relevant work experience, proof of Responsible Personnel certification.
- ☐ If applicable, obtain the names and resumes of the designees from the ABE. Upon acceptance of the designee by the Contractor, the Contractor shall give this information to the Engineer for acceptance.
- ☐ ***Ensure presence of the ABE or Designee during all phases of SWM facility construction including work in the footprint of the facility.*** Failure of the accepted ABE/ABE designees to adequately monitor the specified construction activities is grounds for replacement of the ABE and reconstruction of all work on SWM facilities and practices that may have already been performed.
- ☐ ***At the direction of the Engineer, ABE or the ABE designee, immediately correct deficiencies before moving to the next construction activity associated with the impacted SWM facility.***
- ☐ ***Perform an as-built survey*** of each completed facility including plans, profiles, details, and as-built data tables in accordance with the specifications. Include the seal, signature, license number, and date of license expiration of the PLS who completes the SWM facility as-built survey.
- ☐ Update SWM facility as-built surveys when adjustments are required to address comments.

## **As-Built Checklists and Responsibilities**

### **Refer to Specifications Section 317 and the Contract Plans for Data Tables for Additional Details**

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#### **ABE/Designee Responsibilities**

##### **The following must be done by the ABE or the ABE designee:**

- ☐ Be present for all SWM facility construction activities; generally before, during, and after grading and installation of each element of a SWM facility.
- ☐ Establish a location where the daily reports will be retained for access by the ABE and all ABE Designees to maintain a single source. Documents shall be available to the District upon request.
- ☐ Prepare daily written reports for construction activities associated with SWM facilities to include photos and the data required as listed in the specifications and as-built certification data tables. The reports shall include: the SWM facility identification number (BMP No. or SWM Fac. No.) and type of SWM facility or practice; the date and location of the activity; photographs, taken during inspections, that clearly show the construction activities as listed on the corresponding SWM facility as-built data table, with dates, location and descriptions of what appears in the photographs; verification of whether SWM facility as-built construction is as specified, noting any required deviations from the Contract Documents based on field conditions.
- ☐ Obtain copies of material approvals for items associated with the SWM facilities (BSM, Clay, embankment fill).
- ☐ Obtain copies of compaction test results for SWM facility embankments.
- ☐ Alert the Contractor and SHA when SWM facilities under construction do not match the Contract Documents. Resolve issues prior to moving on with BMP construction.

##### **The following must be done by the ABE:**

- ☐ Coordinate with the Contractor to request SWM report files or CADD files as needed.
- ☐ Perform all computations that demonstrate SWM facilities function as presented in the latest approved SWM Report for facilities constructed out of tolerance.
  - ☐ If the computations result in a change to the water quality summary sheet, coordinate findings with the Contractor, Engineer, SHA HHD and SHA PRD.
- ☐ Obtain the SWM as-built survey (greenline) from the Contractor and verify its accuracy.
- ☐ Obtain EIC testing, approvals, or other documentation for inclusion in the as-built certification package.
- ☐ Prepare the SWM facility as-built certification package as outlined in the specifications and submit the completed package via the QA Toolkit.

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**Refer to Specifications Section 317 for Details and the**  
**Contract Plans for Data Tables**

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**SWM Facility As-Built Structural Acceptance Certification Package**

- ☐ Title page with the ABE's PE seal, signature, license number, and date of license expiration for structural acceptance of each facility. If a certification package includes multiple SWM facilities a single title page for the package is sufficient.
- ☐ Statements for each facility stating one of the following regarding water quality management:
  - 1) The facility has been constructed within tolerances.
  - 2) The facility was constructed out of tolerance. Computations are included showing the constructed facility meets the original design.
- ☐ Statements for each facility stating one of the following regarding peak flow management (when applicable):
  - 1) The facility has been constructed within tolerances.
  - 2) The facility was constructed out of tolerance. Computations are included showing the constructed facility meets the original design.
  - 3) The facility was constructed out of tolerance. Provided computations show the change in peak flow management.
- ☐ A narrative discussing any deviations from the latest SHA PRD approved design plan. This narrative is only necessary when tolerances are not met.
- ☐ Computations for each facility constructed out of tolerance. Confirm the outfall is stable in the as-built condition. New or updated concurrence letters and peak flow waivers are required for peak flow increases. **[Note that these may be denied in which case the facility would require reconstruction.]**
- ☐ SWM facility construction daily inspection reports with photographs. Each report should include SWM ID#, type of facility, date of activity, name of ABE/Designee providing the report (or EIC for Small Ponds and MDE Dam Safety Permitted facilities), work being completed, any information specific to construction that day (e.g., deviations from plans, discussions specific to SWM construction), photos. Photos are required prior to and during all phases of excavation and grading, during installation of each element of the facility, and when landscaping is established. Final landscaping photos are not required for the initial submittal of the certification package.
- ☐ Copies of material approval forms (i.e., BSM, stone, pipe.).
- ☐ Copies of material and installation test reports and results (i.e., embankment and embankment compaction).
- ☐ The completed as-built certification data tables signed and sealed by the ABE and compiled with the Contractor's green line as-built into a single plan set. If a certification package includes multiple SWM facilities all plan sheets should be combined into a single plan set.

**SWM Facility As-Built Final Acceptance**

A copy of the Landscape Acceptance from the Administration's Landscape Programs Division for the landscaping establishment is required for Final Acceptance of each facility.

**Attachment:** SWMFAC AB Certification Package Template