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## **A.11 SERVICES DURING POST CONSTRUCTION AND WARRANTY**

### **A.11.1 General**

A.11.1.1 Provide general engineering services for administering the work during the post construction phase.

A.11.1.2 At the end of the warranty period, two years from the date of substantial performance, re-issue any As-Built Drawings to reflect any changes made during the warranty period.

### **A.11.2 Post Construction Services**

A.11.2.1 Develop and maintain records of warranty on all installed components, and update the City of status every six months in a written report.

A.11.2.2 Where any materials and equipment supplied and/or installed for the contract, or part thereof, that were found to be defective or inadequate within the guarantee/warranty period, instruct the Contractor/Installer/Supplier to replace/correct the deficiencies without cost to the City.

#### **A.11.2.3 Warranty Requests**

1. Use the Warranty Request Form (see form 10-1 below) to record warranty issues and document responses. Obtain clarification from the requestor as required and forward the Warranty Request to the Contractor with five (5) working days after receipt. Urgent Warranty Requests shall be forwarded to the Contractor immediately.
2. Prepare and maintain a Warranty Request Log. The Log must include the following column headings: WR No.; Equipment/Description; Date Received; Date Forwarded to Contractor; Date Responded, Remarks; Date Completed.

#### **A.11.2.4 During the two-year warranty period ensures that:**

1. Inspection shall be carried out every six (6) months.
2. Inspection where required is carried out by all parties concerned, including Consultant, Contractor, City Project Manager, Operating Staff and Operating Support Staff.
3. The list of warranty issues identified during the inspection is sent to the Contractor within five (5) working days.
4. Contractor has valid insurance during the Warranty period.

#### **A.11.2.5 Where Warranty Requests, or inspections identify work that requires rectification:**

1. Ensure the contractor notifies the city prior to carrying out the rectification work and follow the Shutdown Request Notification process as applicable
2. Ensure the contractor provides sufficient notice so that any work performed can be monitored and/or inspected

A.11.2.6 Conduct formal warranty status review meetings every six months. The meetings will review the following as a minimum:

1. Warranty Request Log
2. Outstanding warranty issues

A.11.2.7 Provide final warranty report at the end of 2 years outlining status of all warranty work.

A.11.2.8. Where the construction contract includes a warranty holdback clause the consultant shall prepare a letter verifying the work and recommending the release of holdback.

A.11.2.9 Upon completion of satisfactory rectification of work by the Contractor, notify the Contractor and the City in writing stating that all of its contractual obligations under the terms of the warranty have been fulfilled, upon expiration of the two-year warranty period.

### **A.11.3 Lessons Learned**

#### **A.11.3.1 Operability Review and Workshop**

1. Facilitate a half day workshop with the City to review the construction work as constructed and to present options for improvement.

### **A.11.4 Consultant's Cost Control of Project during Post Construction**

A.11.4.1. The City requires that the Consultant be fully responsible for cost control of the project with respect to engineering fees and construction administration. The City will require timely reports of impending overrun of fees, or construction contract cost.

A.11.4.2 Timely report or manner is defined as a reasonable period for which it will permit the Project Manager to report to Committee and Council **PRIOR** to the expected overrun in engineering fees. Where the Consultant does not exercise proper cost control and has incurred additional cost, the City will not be obliged to honour payment for such services.

### **A.11.5 Summary of Deliverables for Post Construction Services**

ITEM	PRIOR TO PROJECT CLOSEOUT
1	FINAL INSPECTION AND REPORT

**END OF APPENDIX A.11**

## A.11.6 Warranty Request Form – 11-1

<b>CONTRACTOR</b>		<b>WR NO.</b>	
<b>PROJECT</b>	xxxx - TAB	<b>DATE SUBMITTED</b>	
<b>CONTRACT NO.</b>		<b>DATE COMPLETED</b>	
<b>LOCATION</b>		<b>EQUIPMENT</b>	
Drawing Reference		Equipment Tag No.	
Warranty Start Date		Warranty End Date	
<b>Description of Problem</b>			
<b>Observation/Action Taken by City</b>			
<b>Contractor's Response</b>			

☐ Further Action Required      ☐ No Further Action Required      Date: \_\_\_\_\_

Engineer: \_\_\_\_\_  
Authorized Representative

☐ Final Acceptance      City Engineer: \_\_\_\_\_  
Authorized Representative