

## Moises Salazar

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**From:** Josie Escalante [josie.escalante@hchd.org]  
**Sent:** Friday, March 26, 2010 12:28 PM  
**To:** Moises Salazar  
**Subject:** Mission Clinic  
**Attachments:** ATT00005.txt

Moises,

Please proceed with obtaining the appropriate approvals for the substantial competition for CAS.

Work Site:  
Mission Clinic  
211 South Schuebach  
Mission, Texas

Eduardo Olivarez  
Chief Administrative Officer  
Hidalgo County Health & Humans Services  
1304 South 25th Ave  
Edinburg, Texas 78542



# AIA Document G704™ – 2000

## Certificate of Substantial Completion

**PROJECT:**  
*(Name and address):*  
Renovations to the Hidalgo County  
Health Clinic

**PROJECT NUMBER:** 08-1007/  
**CONTRACT FOR:** PO # 617915  
**CONTRACT DATE:** 2/19/09

**OWNER:**   
**ARCHITECT:**   
**CONTRACTOR:**   
**FIELD:**   
**OTHER:**

**TO OWNER:**  
*(Name and address):*  
Hidalgo County  
100 E. Cano, Edinburg, Texas 78539

**TO CONTRACTOR:**  
*(Name and address):*  
CAS Companies, 111 Brand Lane, Ste. 400,  
Stafford, Texas 77477

**PROJECT OR PORTION OF THE PROJECT DESIGNATED FOR PARTIAL OCCUPANCY OR USE SHALL INCLUDE:**

MISSION CLINIC

The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated above is the date of issuance established by this Certificate, which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

**Warranty**  
ALL WARRANTIES

**Date of Commencement**  
DECEMBER 17, 2009

Reynaldo Vargas, Architect, Inc. dba  
V-A Architecture

12/17/09

ARCHITECT

BY 

DATE OF ISSUANCE

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment.

**Cost estimate of Work that is incomplete or defective:** \$ 3,000.00

The Contractor will complete or correct the Work on the list of items attached hereto within Thirty ( 30 ) days from the above date of Substantial Completion.

CONTRACTOR

BY 

DATE

2-12-10

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at \_\_\_\_\_ (time) on \_\_\_\_\_ (date).

Hidalgo County

OWNER

BY \_\_\_\_\_

DATE \_\_\_\_\_

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:

*(Note: Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)*

ALL RESPONSIBILITIES SHALL CEASE FOR THE CONTRACTOR AND COMMENCE FOR THE OWNER ON THURSDAY, DECEMBER 17, 2009 AT 5:00 PM

Renovations to the Hidalgo County Health Clinics  
Mission

**THIS PUNCHLIST APPLIES TO ALL FOUR CLINICS**

Prepared by: Reynaldo Vargas, Architect, and Tomás René Canul , Project Manager

Date(s): December 17, 2009

**NOTE: FAILURE TO INCLUDE AN ITEM ON THE PUNCH LIST DOES NOT ALTER THE RESPONSIBILITY OF THE CONTRACTOR TO COMPLETE ALL WORK IN ACCORDANCE WITH THE CONTRACT DOCUMENTS.**

- I. It is the responsibility of the General Contractor to incorporate all defective items (within the General Contractor's scope of work) noted on the TDLR Inspection Report (to be issued at a later time) by the Registered Accessibility Specialist in order be in compliance with the Texas Accessibility Standards.**

**01700 CONTRACT CLOSEOUT**

**PART 1 - GENERAL (WHERE APPLICABLE)**

- 1.01 DESCRIPTION :** In anticipation of the completion of construction operations, the contractor shall, in compliance with project specification preparation, coordination, assembly and subsequent transmittal of project documents and records to the Architect for review as on of the prerequisites for certification of substantial completion and final payment.
- 1.02 PROJECT RECORDS AND DOCUMENT REQUIRED PRIOR TO SUBSTANTIAL COMPLETION :** The required project records and documents for submittal prior to achievement of substantial completion shall include, but not necessarily be limited, to the following list of items (3) copies of each) bound in three (3), three ring binders, with the Project name, Owner's name, Architect's name, and Contractor's name.
  1. Provide a list of all sub-contractors and the major suppliers of materials for the project including their business address and telephone numbers, and contract person(s) for Warranty work.
  2. Obtain and deliver to Architect, for delivery to Owner, all special tools necessary for maintenance, operation, or monitoring of equipment apparatus.
  3. Obtain and deliver to Architect, all printed information regarding special treatment such as tile, glass, wall coverings, floor coverings, cabinets, countertops, woodwork, plastic/fiberglass/acrylic surfaces, hardware, plumbing fixtures, HVAC filter/equipment, and light fixtures.
  4. Typewritten record of all tests made of materials, equipment and systems. All such records shall state the date tests were conducted, and the names of all persons making and witnessing the tests, and citing unusual conditions relevant to the test. Documented tests shall include, but not be limited to the following:

- a. HVAC systems flow balancing charts, records and test reports.
  - b. Hot and cold water systems balancing and sterilizing charts, records and test reports including water heaters and element.
  - c. Complete electrical system test charts and reports.
    - 1. Power circuits
      - All power outlets
      - All GFI circuits
      - All circuit breakers
      - All equipment connections
      - All grounding systems
    - 2. Lighting Circuits
      - All interior lighting circuits and controls
      - All exterior lighting circuits and controls
      - All fixture mounting and connections
      - All emergency lighting
    - 3. Appliance and Equipment Circuits
      - Verify proper voltages
      - Verify proper operation
      - Test all equipment and appliances
    - 4. Fire alarm system tests
    - 5. Communication system tests
  - d. Doors, Hardware and Weather-stripping/operation test reports.
- 5. Manufacturer's printed instruction manuals describing operating, servicing, maintenance and repair of each item of equipment and apparatus, including a complete description of each item with all ratings, capacities, and characteristics along with full detailed parts lists including all numbered parts of each item.
  - 6. Written documentation indicating that the Owner has received all of the prescribed sessions of in-service training associated with systems, materials, equipment, maintenance, and procedures, including, but not limited to the following:
    - a. Plumbing Systems
    - b. Heating, Ventilating and Air Conditioning Systems
    - c. Electrical Systems
      - 1. Power
      - 2. Lighting
      - 3. Fire Alarm
      - 4. Communication

7. Keys and key identification and written certification that all locks have been changed immediately prior to transmitting keys. All keys shall be transmitted to Owner at Substantial Completion. Owner shall disperse key(s) to Contractor to complete punch list.
8. Warranties, Bonds, Guarantees, and Certifications.
  - a. General Contractor's 1 year Warranty
  - b. Termite Protection 5 year Guarantee
  - c. Roofing Contractor's 10 year Guarantee
  - d. Door Manufacturer's Guarantee(s)
  - e. Hardware Manufacturer's Guarantee(s)
  - f. Plumbing Contractor's Guarantee(s)
    1. General Guarantee
    2. Water Heater Guarantee(s)
    3. Fixtures and trim Guarantee(s)
    4. Special Equipment Guarantee(s)
  - g. HVAC Contractor's Guarantee(s)
    1. General Guarantee
  - h. Electrical Contractor's Guarantee(s)
    1. General Guarantee
    2. Panel and Equipment Guarantees
    3. Lighting Fixtures and Equipment Guarantee(s)
    4. Special Equipment Guarantee(s)
  - i. Hollow Metal Guarantee(s)
  - j. Toilet Partitions Guarantee
  - k. Specialties guarantee(s)
  - l. Kitchen Equipment, etc. Guarantee(s)
9. Record Drawings and Specifications
10. Documents required by the General and Supplementary General conditions.
11. Fire Chief/Marshall's inspection certificate
12. Occupancy Permit
13. Labels from all labeled doors, frames, assemblies, etc.
14. Contractor's "punch list" of items to be completed
15. Include Table of Contents with tabbed, rigid dividers between sections. Three ring binders shall be white with clear plastic cover to receive front and side title information.

16. Such materials shall be included, by General Contractor, in a section entitled **"MAINTENANCE"**.
17. Such test data shall be included within the 3-ring binder and within a section entitled **"TEST DATA"**.
18. Such instruction manuals shall be included in the 3-ring binder and shall be entitled **"MANUALS"**.
19. Such documentation shall be included within the 3-ring binder and within a section entitled **"IN-SERVICE TRAINING"**.
20. Such key identification and documentation shall be included within the 3-ring binder and in a section entitled **"KEYS"**.
21. Such warranties, Bonds, Guarantees and Certifications shall be included within separate sections within the 3-ring binder and shall be entitled **"BONDS"**, **"CERTIFICATES"**, **"GUARANTEES"**.
22. Drawings shall be reduced to an 11" high height with width folded-in.
23. Sections shall each be tabbed and entitled with rigid dividers.

All above information is to be transmitted to Architect at one time prior to requesting substantial completion inspection.

#### 1.03 **PROJECT RECORDS AND DOCUMENTS REQUIRED PRIOR TO FINAL PAYMENT**

The following project records and documents for submittal prior to final payment shall include, but not necessarily be limited to, the following list of items (3 copies of each):

1. General Contractor's written certification that all punch list items have been completed.
2. Certification of Contractor's affidavit of payment of debts and claims, AIA G706A.
3. Certification of Contractor's affidavit of release of Liens, AIA G706A.
4. Certificate of consent of surety company to final payment, AIA G707.
5. Documents required by the General and Supplementary General conditions.
6. Documents required by the General and Supplementary General Conditions.
7. Contractor's request for final payment.
8. Resolution of all allowances.

**CLEANING UP:** Leave all area in clean condition; remove from site all waste material, lumber, debris, etc. Glass windows to be thoroughly cleaned and washed, replace all broken glass.

Mission Clinic:

1. Clean down spouts.
2. Stripe parking Lot.
3. Fix door handle in lab.
4. Touch up handrails.
5. Fix 4068 door.
6. Install curtains in rooms 110 and 113.
7. Install covebase.
8. Repair concrete surfacing that is cracking.