



# AIA<sup>®</sup> Document G704<sup>™</sup> – 2000

## Certificate of Substantial Completion

**PROJECT:***(Name and address)*

Hidalgo County Old Administration Building  
1st & 2nd Floor Remodel  
100 E Cano  
Edinburg, Texas 78539

**PROJECT NUMBER: /****CONTRACT FOR:** General Construction**CONTRACT DATE:** October 23, 2012OWNER: ARCHITECT: CONTRACTOR: FIELD: OTHER: **TO OWNER:***(Name and address)*

County of Hidalgo  
2802 S Business Highway 281  
Edinburg, TX 78539

**TO CONTRACTOR:***(Name and address)*

D. Wilson Construction Company  
P O Box 3455  
McAllen, TX 78502

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

Entire Project - See Attachment 'A'.

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**

Contractor's work on Fire Alarm System.  
Contractor's work on Fire Sprinkler System  
All other project work items

**Date of Commencement**

Date of Completion of Contractor's Work  
Date of Completion of Contractor's Work  
6-21-2015

Alcocer Garcia Associates, Inc.

ARCHITECT

*Serge A. Garcia*  
BY

6/21/2015

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: \$8,000.00**

The Contractor will complete or correct the Work on the list of items attached hereto within See Attachment 'A' (0) days from the above date of Substantial Completion.

D. Wilson Construction  
Company

CONTRACTOR

*[Signature]*  
BY

*6/24/15*  
DATE

The Owner accepts the Work or designated portion as substantially complete and will assume full possession at 8:00 A.M. (time) on 5/26/2015 plus see Attachment 'A' (date).

County of Hidalgo

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**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.)*

Owner is to assume responsibility for all of the above on 5/26/2015 except damage to the work. Refer to Attachment 'A' for Owner's and Contractor's responsibilities for damage.

## ATTACHMENT 'A' TO SUBSTANTIAL COMPLETION FORM

Project: 1<sup>st</sup> & 2<sup>nd</sup> Floor Remodel, Former Administration Building  
Owner: County of Hidalgo, Texas  
Contractor: D. Wilson Construction Company  
Architect: Alcocer Garcia Associates

The issuance of Substantial Completion is intended to enable the Owner to occupy the project areas to the extent permitted by the Temporary Occupancy Certificate obtained and posted by the Contractor. The Owner and the Contractor hereby agree to the following :

1. The Owner assumes responsibility for insurance, security, utilities, damage to the work and maintenance as of 8:00 A.M., June 15, 2015. Contractor to be responsible for damage caused to the work by personnel under his control until date of final acceptance of the project by the Owner. Owner to be responsible for damage caused by personnel under Owner's control.

2. The amount of \$ 8000.00 is to be withheld by the Owner until after the Contractor has fully completed all work items shown on previous punch lists and final punch list attached. The Contractor's final work at the Fire Alarm System and at the Fire Sprinkler System is to be completed within 30 days after the Owner completes the repairs / replacement for these systems. Contractor's completion of above to be a condition for final payment to Contractor.

3. Owner's claim against the Contractor for roof damage: \$ 13 368.65

Owner's claim against the Contractor for damage to Owner's A/C equipment: \$ 3,612.00

The Owner and the Contractor are to make good faith efforts to reach a settlement agreement on each claim within 60 days of Substantial Completion date. Contractor shall provide his written response to each claim to Owner and to Architect. The Owner and the Contractor shall provide further information as requested by either party from the other. Should there be no settlement agreement reached within the above specified time, the Owner and the Contractor shall retain their rights to seek legal recourse. Any other claims that may arise shall be considered separate from above. The total amount of the Owner's claims (\$16,980.65) is to be withheld by the Owner pending the settlement of the above two claims.

4. Liquidated damages are hereby waived by the Owner as not chargeable due to circumstances beyond the Contractor's control.

5. Other items to be provided by the Contractor as part of project close-out include, but not limited to:

- a. Record Drawings to Architect.
- b. Owner's Operations / Maintenance Manuals.
- c. Warranties required by specifications.
- d. Test Reports required by specifications.
- e. Contractor's general material and labor 1-year warranty letter.
- f. Items, as applicable, contained in 9.10.2 of the General Conditions of the Contract for Construction.
- g. Certification by Contractor regarding asbestos-free project.
- h. Completion of Contractor's required operations instructions to Owner's personnel.

Alcocer Garcia Associates, Inc.  
1333 East Jasmine  
McAllen, Texas 78501  
956.618.2007

**Hidalgo County Old Administration Building-  
1<sup>st</sup> & 2<sup>nd</sup> Floor Remodel  
FINAL PUNCH LIST  
JUNE 12, 2015**

**GENERAL:**

- A. Clean floors, base, doors, hardware, door & window frames, trim glass, cabinets, counter tops, fixtures and railings.
- B. A/C, electrical and plumbing final punch list to be provided by architect to general contractor.
- C. Additional inspection to be conducted by architect and MEP engineer to verify completion of punch list items.

**PUNCH LIST ITEMS:**

1. *Remove spare drawer slides from drawer*
2. *Set ceiling tile*
3. *Bottom of door rubs on floor*
4. *Clean mastic off of floor tile*
5. *Clean white residue off of ceramic floor tile joints*
6. *Check door closer pressure.*
7. *Replace scratched ceiling tile*
8. *Wall to ceiling: seal off wall gap*
9. *Paint drop(s) on floor. Clean*
- 10. Touch up paint on wall**
11. *Clean off dust in upper cabinet shelf*
12. *Remove over spill paint off of window frame*
13. *Missing screws at door lite frame*
- 14. Cover hole on wall with wall plate**
15. *Missing door and frame*
16. *Bottom of door: splattered paint marks (County Judge's Office C-6/103)*
17. *Door lite frame: one screw head is not finished to match frame (dark bronze)*
- 18. Caulk around wall plate**
19. *Water mark on ceiling tile*
- 20. Touch up ceiling tile**
- 21. Replace broken ceiling tile**
- 22. Touch up ceiling grid , scratched**
- 23. Touch up door frame @ head and jambs**
24. *Caulk at bottom of water closet- TYPICAL THROUGH OUT*
25. *Add insulation to exposed sink P-Traps*
26. *Caulk around conduits at ceiling*
27. *Install threshold*
28. *Touch up gap at top of door frame*
29. *Repair floor tile*
30. *Seal corner of base*

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31. *Touch up / clean molding above door*
32. *Add missing door cylinders*
33. *Touch up door trim*
34. *Smooth out and touch up top of wood closure board*
35. *Install missing floor tile*
36. *Touch up wall below upper cabinets*
37. *Add caulk to end of base*
- 38. Touch up door lite frame both sides**
39. *Touch up wall at knee space*
40. *Caulk at bottom of frame at counter top*
41. *Even out paint at frame edges – both sides*
42. *Add door closer*
43. *Install missing ceiling tile*
44. *Tighten corner of metal panel above glass frame*
45. *Install silencers at metal frames*
46. *Clean ceiling grid*
47. *Clean air diffuser*
48. *Straighten cover plate*
- 49. Caulk at sprinkler head**
50. *Seal gap at ceiling grid*
51. *Touch up top of door frame*
52. *Add threshold*
53. *Seal holes, touch up plastic laminate*
54. *Install wall plaque*
55. *Install missing grommets*
56. *Touch up joints at wood cap*
57. *Stain door face to match double doors*
58. *Paint exposed conduits*
59. *Adjust door strike*
- 60. Touch up door**
61. *Touch up Frames*
62. *Smooth out concrete at canopy columns*
63. *Paint exposed conduits to match brick cover*
- 64. Touch up door frame**
65. *Caulk at ceiling grid joints*
66. *Touch up joints at wood caps*
- 67. Touch up paint around wall plate**
68. *Install wall plaque*
69. *Touch up holes in plastic laminate*
70. *Install missing grommets at counter top*
71. *Replace cover plate*
72. *Re-stain face of door to match double doors*
73. *Caulk wall around sprinkler head*
74. *Fill gaps on ceramic floor tile*
75. *Clean glass – Typical through out*
76. *Remove plastic wrap at roof access ladder*
77. *Remove trash*

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- 78. *Touch up bottom of horizontal trim*
- 79. *Clean toilet bowl*
- 80. *Secure/fasten handrail to wall*
- 81. *Touch up wall screw hole at handrail*

**Punch List**

**Project:** Hidalgo County 1<sup>st</sup> & 2<sup>nd</sup> Floors Remodel  
**Date:** 05.13.15  
**Architect:** AGA Design Consulting  
**Time:** 2:00 PM

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**Contractor:**

D. Wilson Construction

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The following is a list of items to be completed or corrected by the contractor. The failure to include any item on this list does not relieve the contractor of his responsibilities to complete all work in accordance with the contract documents. Mechanical, Electrical, and Plumbing items requiring attention are as follows:

**Mechanical:**

1. Provide insulation on all condensate drain lines.
2. Provide pete's plugs on chilled water lines as specified.
3. Provide thermostats on chilled water lines as specified.
4. Provide strainers on chilled water lines as specified.
5. Verify that all damaged duct insulation, due to testing and balance, is repaired.
6. Provide missing return air grilles that are not installed.
7. Provide missing transfer grilles and ducts that are not installed.
8. Verify why AHU-F is sweating; verify that unit and ductwork is insulated as required.
9. Verify that only one primary pump is running within the PUMP ROOM.
10. Verify that all pete's plugs, thermostats, strainers, pressure gauges, and stainless steel braided connectors are installed.
11. Verify why secondary pump seals are leaking.
12. Provide chemical feeder in PUMP ROOM as specified.
13. Provide new expansion tank in PUMP ROOM as specified, old tank is still installed.
14. All electrical wiring for fan coil units are to be concealed in wall.
15. Remove all excess building materials, trash and debris from within the mechanical rooms.
16. Provide equipment labels on all equipment.
17. Provide owner with extra set of filter(s) and fan belt(s) per specifications.
18. Provide training on controls and mechanical equipments per specifications.
19. Provide owner with operation and maintenance manuals on all equipment.
20. Provide test and balance reports.



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**Electrical:**

1. Verify all floor boxes are terminated with receptacles and/or blank cover plates.
2. Provide owner with operation and maintenance manuals.

**Plumbing:**

1. Verify that all water heaters work properly and set to specified temperature.
2. Provide flexible hose to each mop sink per schedule.
3. Water closet located on 2<sup>nd</sup> floor women's gang restroom is not flushing properly; fixture P2 west side.
4. Condensate drain lines shall be insulated.
5. Provide training to maintenance personnel on all plumbing equipment.
6. Provide owner with operation and maintenance manuals.

**Signed:** Luis Javier Pena, PE; Abram L. Dominguez, PE

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