

INDIAN HILLS GENERAL IMPROVEMENT DISTRICT

Inspection & Testing Policy



Adopted August 11, 1999
Amended May 22, 2019

INDIAN HILLS GENERAL IMPROVEMENT DISTRICT INSPECTION AND TESTING PROCEDURES

I. INTRODUCTION

This document has been prepared by the Indian Hills General Improvement District (“District”) to set forth the requirements for testing and inspection of improvements.

The Owner/Developer (“Owner”) is responsible for arranging inspection and testing services involving all work covered by this document for each phase of development and for payment thereof. Listed below are options available to the Owner for these services, unless otherwise determined by the District. (Note: District staff will provide and coordinate inspections regardless of option selected.)

A. District Inspection, Owner Testing:

District performs all required inspections and Owner contracts with a testing firm acceptable to the District to perform all required testing.

B. District Inspection, District Testing:

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

C. Third Party Inspectors:

District may hire third party inspectors at Owner’s expense.

It is the Owner’s responsibility to notify the District, the inspector or the testing firm, as applicable, a minimum of one day prior to inspection or testing in accordance with this policy. Should Owner repeatedly fail to notify inspector and/or testing firm in a timely manner, District may require full-time inspection services at Owner’s sole expense. In addition, it is the inspector’s responsibility to notify the testing firm whenever testing services are warranted.

II. DEFINITIONS

Responsible Department

The District’s General Manger shall oversee this policy. District reserves the right to have designated staff observe and communicate with the inspector and or tester with regard to their activities.

“SDPWC” means Standard Details for Public Works Construction, as adopted by the District, including amendments thereto.

“SSPWC” means Standard Specifications for Public Works Construction as adopted by the District including amendments thereto.

III. **FIRM QUALIFICATIONS**

A. General:

All testing firms for which certifications are required shall be so certified by the State of Nevada. The testing firm must maintain general liability and property damage insurance with a minimum amount of \$1,000,000 single event/ \$2,000,000 aggregate along with error and omission coverage. The services of the 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 Chapter 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 generally available for immediate site visits or other analysis. Inspection and testing firms are responsible for their services pursuant to this Policy, 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 assistance of a sub consultant may be utilized.

C. Technicians:

Inspection technicians shall have a minimum of two (2) years experience in construction inspection and shall be familiar with this Policy, accepted industry procedures, 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, this Policy, the SSPWC, and the SDPWC. Evidence of experience may be 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 ensures routine access.

Technicians will respond to District information requests in a timely and courteous manner.

IV. **FINAL INSPECTION**

A. Upon completion of all construction related to the above and prior to final acceptance, one set each of record drawing (as-built) 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 the District.

B. The General Manager will schedule final inspections. District staff shall compile written punch lists as applicable. The General Manager will schedule an onsite meeting with the Owner, or its representative, contractor, project inspector and

all concerned department staff within ten (10) working days of completing the inspection to discuss punch list items.

- C. Upon completion of any punch list items, the Owner 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. If all work is acceptable, District will provide the Owner with a written approval accompanied by a request for record drawings as required, if any, and any required maintenance bonds 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 should additional items be discovered, the District will provide the owner and contractor a second punch list and subsequent inspections will be scheduled.

- 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 agendaize the request and ask the District Board of Trustees to approve and accept the new improvements. Upon approval, District will provide written acceptance of the public improvements for maintenance purposes.

V. **RECORD DRAWINGS**

- A. Record drawings submitted to the District shall be accompanied by a transmittal letter which identifies the development by name, address, A.P.N., the reason for the submittal and the effective date of the drawings.
- B. Reproducible record drawings shall be provided in both PDF and CAD formats.
- C. Record drawings shall be prepared and signed by a Nevada licensed engineer or surveyor, as applicable, and shall include:
 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, hydrant, 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 a Record Drawing designation (i.e. 23.2 R.D.).
8. The Engineer of 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, warranty and maintenance information shall be supplied in a PDF and three-ring binder format.

VI. 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.