

**STANDARD CONSTRUCTION OPERATING PROCEDURE**

City of New York

Department of Design and Construction  
Division of Infrastructure Bureau of Construction

**SCOP..... : 02 -001G**

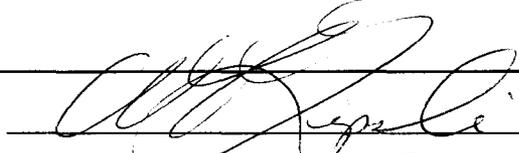
**CATEGORY.. : REI CONTRACT**

**Subcategory : CLOSEOUT**

**SUBJECT: REI CONSULTANT FINAL ACCEPTANCE**

Keywords ..... Consultant Acceptance,  
REI

**APPROVED:**

  
*Assistant Commissioner - William F. Lipski, P.E.*

Supersedes... : N/A

Supplements.... : N/A

Sheet..... : 1 of 1

Issue Date..... : January 8, 2001

Attached is the Consultant "REI (Resident Engineering and Inspection) Final Acceptance Letter" for Task Orders and REI Contracts which is required for all REI Final Payments (including retainage releases). Prior to issuing Final Acceptance on a task order or contract, the EIC must ensure that all required work has been completed by the Consultant. The attached "REI Final Acceptance Checklist" and associated "Approved Final Inventory and Condition Report" for items purchased by the Consultant are to be completed by the EIC prior to the preparation of the REI Final Acceptance letter. Signed copies of both are to be included as attachments to the Final Acceptance letter to be signed by the A/C.

In addition, in order to assure timely completion of closeout tasks on REI Consultant managed projects, the consultants are to be informed of the closeout tasks that they are required to complete at the start of the project so that tasks can be worked on as the project progresses. At Substantial Completion, the Consultants are to be reminded that all closeout work (except Final Payment) is to be completed within two months of Substantial Completion. In addition, if any consultants do not complete closeout tasks in a timely manner, the attached "Overdue Closeout Tasks" letter is to be sent to them.



City of New York **Department of Design and Construction**

**Kenneth Holden**  
Commissioner

*NOTE: Remove all italicized items from the final version of this letter and attachments.*

**Richard Ocken**  
Deputy Commissioner  
Infrastructure

*Final Acceptance Letter to REI Consultant*

30-30 Thomson Avenue  
Long Island City, NY 11101

DATE

[www.nyc.gov/buildnyc](http://www.nyc.gov/buildnyc)

MR/MS 1ST NAME LAST NAME  
TITLE  
CONSULTANT  
STREET ADDRESS  
CITY, STATE ZIP

Re: **REI Final Acceptance**  
REI CAPIS ID:  
REI Contract Reg. No.:  
Task Order No.: *(if applicable)*  
Project CAPIS ID:  
Project Description:

Dear MR/MS LAST NAME:

***SELECT ONE***

Please be advised that all work under the subject (REI contract or task order) has been completed. The Department of Design and Construction has received and acknowledges acceptance of all required submittals.

***SELECT ONE***

Therefore, all work under this (REI Contract or task order) is accepted as of \_\_\_\_/\_\_\_\_/\_\_\_\_.

At this time you may submit a final payment request including release of retainage for this (REI Contract or task order).

***SELECT ONE***

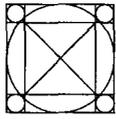
Very truly yours,

*(Name)*  
Assistant Commissioner

Attachments: Signed REI Final Acceptance Checklist, Signed Approved Final Inventory And Condition Report

C: Borough Director, EIC, Construction Support, Program Management Borough Director  
REI FA

11/29/2001  
DDC99-1-136



City of New York Department of Design and Construction

# Memo

DATE:

TO: \_\_\_\_\_, Borough Director

FROM: \_\_\_\_\_, EIC

SUBJECT: REI Contract Project No., REI CAPIS ID, REI Firm, REI Compt. Reg. No.,  
Project Capis ID, Project Description  
**REI Final Acceptance Checklist, TASK ORDER No. (if applicable)**

**SELECT ONE**

All work under the subject REI (contract or task order) has been completed. The final completion date (*last submittal approval date below*) was \_\_\_\_/\_\_\_\_/\_\_\_\_.

The following required submittals (please indicate N/R if not required) have been received, reviewed, approved and forwarded to the appropriate Agency:

	<u>DATE APPROVED</u>	<u>EIC INITIALS</u>
1. Contractor's final payment package.	_____	_____
2. Comptroller's claim report (if applicable).	_____	_____
3. Complete project records (including the following):	_____	_____
• RE Diary and Inspector's Reports.	_____	_____
• Preconstruction and progress photographs.	_____	_____
• Material certifications and test results.	_____	_____
• Payment records including backup sheets.	_____	_____
• All other miscellaneous project records.	_____	_____
• All sidewalk violation, PIR and construction reports sorted by Bock/Lot #.	_____	_____
4. Sewer fixed assets.	_____	_____
5. Water fixed assets	_____	_____
6. Sewer as-builts.	_____	_____
7. Highway as-builts (including two microfilm copies).	_____	_____
8. Water as-builts (in-service sheets, tap and field cards).	_____	_____
9. Catch basin inventory.	_____	_____
10. Pedestrian ramp inventory.	_____	_____
11. Sewer connection assessments.	_____	_____
12. Sidewalk assessments.	_____	_____
13. Contract closeout report. *	_____	_____
14. City purchased equipment returned.	_____	_____

(Attach Approved Final Inventory and Condition Report)

**Final Payment and release of all retainages can be made.**

\_\_\_\_\_  
EIC Signature / Date

\* See REI Contract section 6.4.39 (b) or 5.4.37 (b) "Engineer's Responsibilities for Contract Close-out and Finalization"





City of New York **Department of Design and Construction**

**Kenneth Holden**  
Commissioner

**Richard Ocken**  
Deputy Commissioner  
Infrastructure

30-30 Thomson Avenue  
Long Island City, NY 11101

Tel. 718 / 391-2254  
Fax 718 / 391-2390  
www.nyc.gov/buildnyc

ATTN: Name  
Consultant  
Address

DATE

Re: FMS (CAPIS) ID:  
PROJECT DESCR.  
REI Contract Reg. #:

**Overdue Closeout Tasks**

Dear Mr./Ms.:

Please be advised that the above referenced project was substantially completed over 60 days ago. Your contract calls for the submission of the following items that are now overdue (check all that apply):

- Sewer fixed assets.
- Water fixed assets
- Sewer as-builts.
- Highway as-builts (including two microfilm copies).
- Water as-builts (in-service sheets, tap and field cards).
- Catch basin inventory.
- Pedestrian ramp inventory.
- Sewer connection assessments.
- Sidewalk assessments.
- Contract closeout report.

Please complete and submit these items as soon as possible. Failure to submit these items in a timely manner may be reflected on your Performance Evaluation. If you have any further questions concerning this matter, please contact (*EIC Name*) at (*Phone number*).

Very truly yours,

*Name*  
*Title*  
Infrastructure/Construction