



City of Albuquerque

P.O. BOX 1293 ALBUQUERQUE, NEW MEXICO 87103

February 21, 1991

Procedure "A"

KenMont Partners
P.O. Box 13138
Albuquerque, N.M. 87192-3138

RE: CONSTRUCTION WORK ORDER PROCESS

PROJECT #3171.90
High Street Apartments

Gentlemen:

The City has reviewed and approved the Construction Drawings and Estimate for the aforementioned project. Attached for your use are 3 copies of the approved plan(s) & estimate. In order for this project to be constructed, the following documentation must be submitted (see Chapter 5 of the DPM for a detailed description of the process):

1. The attached Public Improvements Agreement filled in, signed and notarized.
2. A copy of the construction contract between the Developer and Contractor reflecting the Engineer's estimated quantities and work items. The contractor should do a complete work item take off from the quantities estimated by the Engineer. The City has not verified these estimated quantities and takes no responsibility for their accuracy.
3. The attached bond forms (labor & material payment and performance/warranty) for the amount of the construction contract, with a copy of the Power of Attorney Certificate accompanying the bonds.
4. The Certificate of Insurance for public liability of \$1,000,000 provided in accordance with Section 3 of the agreement.
5. The attached pro-rata statement must be filled out & returned prior to work order issuance.

In order to assist you in filling out the blanks as they appear on the attached form, the following instructions are provided:

1. Leave the agreement date blank, the City will fill this in when the agreement is executed.
2. State the developer's name and the type of legal entity (e.g. New Mexico corporation, limited partnership, general partnership, joint venture, individual, owner, etc.), state the address and phone number.

PUBLIC WORKS DEPARTMENT

Walter H. Nickerson, Jr., P.E.
Assistant Director Public Works

ENGINEERING GROUP

Telephone (505) 768-2500

AN EQUAL OPPORTUNITY EMPLOYER

3. Describe the lands according to plat description.
4. State name of present property owner, exactly as shown on document conveying ownership to present owner.
5. Insert City Project No. and deadline for completion of construction.
6. List types of improvements to be constructed.
7. State the engineering fee. This amount is based on whether the City or private entities are performing surveying, inspection, and testing services for the project. The City's Public Works Department is usually able to provide surveying, inspection, and testing services if desired. Contact the Project Administrator for the current fee schedule.
8. Identify the entities performing surveying, inspection and testing.
9. Developer must sign and state the title of the person signing (e.g. general partner, president, vice president, managing partner, etc.) If the capacity of the person signing (e.g., Project Supervisor) is not obviously the title of someone who can bind the developer regarding real estate-related matters, the developer must submit a power of attorney acceptable to the City's Legal Department, acceptable corporate resolution or minutes verifying authority, or other acceptable evidence.
10. Developer(s) signature(s) must be notarized and the title must be stated exactly as shown in developer's signature block.

Upon receipt of this package in it's entirety, the package will be forwarded to the Legal Department and the City's Chief Administrative Officer (CAO) for approval. Prior to issuance of the work order, you will be required to pay the Engineering Fees and any outstanding pro-rata charges. Once the fees are collected, the Work Order package will be prepared for distribution within three (3) working days.

For proper processing of the documents, please use the attached forms provided. (PLEASE DO NOT RETYPE.) Additional forms are available if required, or should you have any questions, please do not hesitate to contact me at 768-2515.

Sincerely

Project Administrator

Attachments: Estimate & Plan(s) (3 copies)
Agreement Form
Bond Forms
Example-Certificate of Insurance
Pro-Rata Statement (if applicable)

Note: Following are special conditions which apply to this project and which must be addressed prior to issuance of the Work Order.

cc: Jeff Mortensen & Associates