

PROJECT FILES & CONSTRUCTION RECORDS

The following is a list of recommended documents the entity may want to keep in the project construction files. This is not intended to be an exhaustive list of all documents that may need to be kept in the project files.

To be maintained in a secure location by the entity:

1. Index of files
2. General correspondence
3. Loan assistance documents and assurances
4. Engineering contracts (design, construction management, project certification)
5. Project certifications, including Davis Bacon Wage Act reports, interview records, certified payrolls, copies of entity certification, and American Iron & Steel documentation or U.S. Iron, Steel, and Manufactured Goods documentation and certifications.
6. Regulatory agency permits and correspondence
7. Land deeds, right-of-way, easements, permits for installation
8. Planning documents [engineering reports, system evaluations (I/I reports), SSES, distribution modeling, environmental documents]
9. Operation & maintenance manual, including plan of operation and responsible personnel
10. Property management system (asset management or fiscal sustainability plan)
11. Force account records (time sheets, direct purchases invoices, equipment use logs)
12. TWDB outlay reports and supporting documentation
13. Fiscal records & account ledgers
14. Engineering & test lab reports and invoices (itemized)
15. TWDB inspection reports

A separate set of the files below should be kept on each contract, e.g. 20-a, 20-b, etc.

16. Plan and specification approvals from Texas Commission on Environmental Quality (if required) and TWDB.
17. Approved plans and specifications (include addenda)
18. Advertisement for bids and affidavit of advertising
19. Bid proposal, bid tabulation, engineers recommendation to award, bid bond, any required forms, entity's action to award
20. Executed contract documents, including payment and performance bonds, and construction contract agreement
21. Entity's and funding agency notice to proceed for the contract
22. Shop drawings, parts manuals, equipment brochures
23. Construction schedules & related correspondence
24. Monthly construction estimate & material invoices
25. Daily inspection reports & inspector logs

26. Change orders (request for changes with cost & pricing analysis, approval & eligibility by TWDB, executed change orders)
27. Concrete test results (batch design, compressive strength)
28. Soil test results (curves & densities)
29. Contract finalization test results
30. Miscellaneous test results (paint, equipment and other)
31. As-built drawings
32. Operation & maintenance information, including operation instructions, equipment & material certifications, warranty information
33. Start-up activities, operator training
34. Certificates of completion/acceptance/occupancy (as required)