

Watershed Agricultural Program SOP

3.1.12.01

BMP PAYMENT AND AS-BUILT DOCUMENTATION (ORGANIZATIONAL)

This describes the organizational procedures for BMP payments and as-built documentation that will be completed after final inspection/certification of BMPs.

1. The attached checklist (3.1.12.01A) shall be used when submitting projects for payment and with project as-built files. This checklist and SOP have been developed for guidance and to reduce the duplication of documentation required for payment and as-built files.
2. The project technician/inspector is responsible for initialing each item as acknowledgement of submittal.
3. If the project as-builts are not complete at the time payment is requested, the technician shall initial the required documents for payment and submit the checklist with the payment request. The WAC Contracting Officer (CO) will return the original checklist to the appropriate technician for as-builts upon payment submittal.
4. Project as-built files must be submitted to the CO within 30 days of BMP certification as recorded on the WFP-3 and/or WFP-7.
 - See As-Built Requirements document dated 3/18/13 for details.
5. Following the review of as-builts by the CO, the CO shall initial and date the as-built drawings.
6. Administrative staff will assemble the final documentation file to include but not limited to: project as-built – procurement records, survey, engineer consultation, research documents and calculations. Post completion information on the working draft WFP-2. Scan the final documentation, review the scan, for completeness, secure the file and save it on to: (ex. J:/farms/"Farm ID#"/Final Documentation/asbuilt_DEC-100_10-15)
 - When saving the file; name the file "asbuilt_DEC-100_10-15". The last numbers are the BMP numbers that were built in that specific project.
 - Projects certified by a Professional Engineer (PE); the hard copy as-built drawings and package must be archived for 7 years. Packages not certified by a "PE" are recycled.