

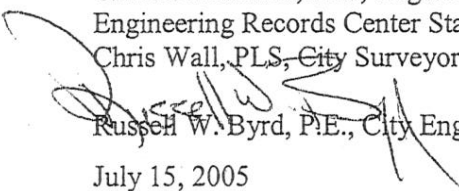


Public Works Department
Engineering Division

City of Winston-Salem
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MEMORANDUM

To: Developers
Engineers
Contractors
Glenn Cobb, Joint Governmental Affairs Director, W-S Homebuilders
Ben Salt, Public Policy & Communications Director, W-S Chamber of Commerce
David Doss, P.E, Engineering Supervisor-Field Operations
David Hege, Construction Inspection Supervisor
Engineering Construction Inspectors
Charles Hendrick, PLS, Engineering Records Center Supervisor
Engineering Records Center Staff
Chris Wall, PLS, City Surveyor

From:  Russell W. Byrd, P.E., City Engineer

Date: July 15, 2005

Subject: Construction Certification and Record Drawing Requirements

As a result of recent problems with infrastructure installations that have affected public health and safety, effective immediately, the following items will be required prior to final street and/or utility acceptance:

1. A letter of certification, prepared by the registered professional (design) engineer of record, or consulting engineer responsible for construction inspection, shall be submitted to the Engineering Division. This certification shall clearly state the name of the subdivision, the phase, the streets and lots included as well as any required outfall drainage and sewer included in the approved plans. It shall be submitted on the letterhead of the firm preparing the construction plans and shall bear the engineer's seal, signature and date of certifications. The certification shall be required for all public and private infrastructure (streets, drainage, water and sewer systems) shown on the approved plans.

2. The certification statement shall essentially read as follows: "I, <Name of Engineer>, P.E., a Professional Engineer, duly registered in the State of North Carolina, hereby certify that to the best of my knowledge, information, and belief, all public and private infrastructure required for <Project Name and Phase> have been installed in general conformance with the approved plans and Current City and State standards and are ready to be placed in service." Substitute language acceptable to this office may be allowed, but should be requested in advance of certification and record drawing submittal.
3. Record Drawings (formerly known as as-built drawings), duly identified as such, with detailed information as required by City Engineering Division guidelines, shall be submitted to the Engineering Division for review.

These record drawings and accompanying certification letter shall be submitted to the Engineering Division for review and approval a minimum of one week prior to requesting the final inspection. If you have questions concerning this issue, please do not hesitate to contact me at 336-747-6830 (office), 336-414-0714 (mobile) or by email at russellb@cityofws.org

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Greg Turner, P.E., Assistant City Manager- Public Works
Sue Hyde, P.E, Streets Director
David Saunders, P.E., City County Utilities Director
Charley Norton, City-County Inspections Director
Stan Polanis, Director of Transportation
Keith Huff, Assistant Streets Director
Robert Prestwood, Assistant Streets Director
Andrea Keyser, Engineering Supervisor – Design Services
Kevin Lyons, Engineering Supervisor
Al Ray, PE, City Stormwater Engineer
Jeff Kopf, Erosion Control Supervisor, City County Inspections
Terry Cornett, P.E., Utilities Special Project Engineer
Ronnie Vernon, Civil Engineer
Bryan Alston, Civil Engineer