City of Port St Lucie Utility Systems Department
Utility Acceptance Turnover Check List
UtilEng@cityofpsl.com

"A City for All Ages"

Project Name _____ **PSLUSD File No.** _____

The complete package shall be submitted electronically via email; once approved by PSLUSD, a paper copy shall be submitted.

		EOR Initials
01	**Utility Acceptance Turnover Checklist** (This form, Signed by Engineer Of Record)	
	As-Built Survey (Signed & Sealed by Professional Surveyor)	
02	1 Signed & Sealed Full Size Paper Set	
03	2 CD's each containing one single file in PDF of the full set of as-builts (all sheets) & AutoCAD files and any other associated files (using standard fonts) of the full set of as-builts. (1 PDF and CAD files on each disk)	
04	**Contractor's Affidavit & Release of Lien** (PSLUSD Doc No 130)	
05	Sunbiz Detail by Entity Name	
06	**Request for Approval to Place a System into Operation** (PSLUSD Doc No 132) (or FDEP Certifications, if applicable)	
07	**Owner's Affidavit** (PSLUSD Doc 35)	
08	Sunbiz Detail by Entity Name	
	Inspection Forms,Overtime/Re-Inspection/Other Fees	
09	Passing Final Inspection Report (PSLUSD Doc No 111)	
10	Overtime Fees	
11	Re-Inspection Fees	
12	Other Fees (Explain): _____	
13	**Bill of Sale** (PSLUSD Doc No. 20) signed original complete	
14	**Material and Installation Warranty for One Year** (On city's Standard Form, printed on Contractor's Letterhead, PSLUSD Doc No 115)	
15	Other: _____	

_____
Engineer of Record Name Printed

_____ _____
Engineer of Record Signature Date

PSLUSD Office Use Only

Date Turnover Received For Review: _____ By: _____

Date Turnover Accepted: _____

Date of Final Project Acceptance: _____

Comments: _____

As Built Survey (signed & sealed by Professional Surveyor)

CONTRACTOR'S AFFIDAVIT AND RELEASE OF LIEN

Before me, the undersigned authority, duly authorized to take acknowledgments and administer oaths, personally appeared _____ ("Contractor"), who, after being first duly sworn, deposes and says that:

1. I am a licensed contractor in the State of Florida doing business as _____ (name of business), located at _____ _____(mailing address).

2. Contractor, pursuant to the Contract dated _____ ("Contract") between Contractor and _____("Owner"), for certain construction related to a project known as _____ has heretofore furnished, or caused to be furnished, labor, materials, and/ or other service for the construction of certain water and sewer utility improvements, as more particularly set forth in the Contract.

3. Contractor represents that all work to be preformed under the aforesaid Contract with respect to the water and sewer utility improvements has been fully completed and that all subcontractors, materialmen, lienors, and potential lienors, who have furnished labor, materials, and/or other services with respect to such utility improvements have been paid in full, or, if not, have executed partial Waiver of Liens, pertaining to the labor, material, and/or other services provided in connection with the construction of the utility improvements.

4. In consideration of final payment to the Contractor, and all other previous payments paid by the Owner to the Contractor, the undersigned does hereby, for and in behalf of the Contractor, waive, release and relinquish the Contractor's right to any claim or demand or right to impose a lien or liens for work done or materials for services furnished or any other class of lien whatsoever, on any of the property owned or to be transferred for ownership to the City of Port St. Lucie, including easement and right-of-way ownership interests, on which improvements have been completed in connection with the aforementioned Contract.

5. Contractor represents that he has authority to execute a full and final Release of Lien for and on behalf of the Contractor.

Under penalties of perjury, I declare that I have read the foregoing Affidavit and the facts stated in it are true.

_____
Signature

_____
Printed Name

STATE OF _____
COUNTY OF _____

On this _____ day of _____, 20____, before me, the undersigned notary, personally appeared _____,who [ ] is personally known to me or [ ] proved to me through identification documents allowed by law, which were _____, to be the person who signed the preceding document in my presence and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of his/her knowledge and belief.

Notary Seal

_____
Notary Public

_____
Printed Name

My Commission Expires: _____

Sunbiz Detail by Entity Name

CITY OF PORT ST. LUCIE
UTILITY SYSTEMS DEPARTMENT
900 SE Ogden Lane
Port St. Lucie, FL 34983
(772) 873-6400 – TDD Accessible
(772) 873-6405 – FAX
Jesus A. Merejo, Director

REQUEST FOR APPROVAL TO PLACE A WATER DISTRIBUTION AND/OR WASTEWATER COLLECTION/TRANSMISSION SYSTEM INTO OPERATION

Instructions: The form must be completed and submitted to the PSLUSD with the Turnover Package**.** All information shall be typed or printed in ink and all blanks must be filled.

(1) Project Information:

Name of Project _____

Water Construction Permit # _____Request is for ○Entire Project ○ Partial

Wastewater Construction Permit # _____Request is for ○ Entire Project ○ Partial

If partial, describe the portion for which approval is being requested (including the pipe length; total number of manholes and pump stations if applicable)

Water_____
_____

Wastewater_____
_____
_____

(2) Certification by the Engineer-of-Record

I, the undersigned professional engineer registered in Florida, certify the following:

- That this project has been constructed in accordance with the construction permit and engineering plans and specifications approved by the PSLUSD. The deviations noted herein will not prevent this project from functioning compliance with the PSLUSD standards and applicable regulations of the Florida Department of Environmental Protection;
- That the as-built survey for this project is complete and includes substantial deviations* from the approved engineering plans and specifications;
- That the O&M manual for the project has been prepared or examined by me, or by an individual (s) under my direct supervision, and that there is reasonable assurance, in my professional judgment, that the facilities when properly maintained and operated in accordance with this manual, will function as intended; and
- That, to the best of my knowledge and belief, all required tests have been performed and the new or modified facilities met the specified requirements.

This certification is based upon on-site observation of construction conducted by me or by a project representative under my direct supervision and upon review of shop drawings, test results/records, and record drawings performed by me or by a project representative under my direct supervision. The following is a description and explanation of substantial deviations* from the approved plans and specifications for the substantially completed portion of this project.

(Affix Seal)

Signed_____
Date_____

Name _____ Florida Registration # _____

Company Name _____

Address_____
_____

Telephone _____ Fax _____ Email _____

* **Substantial deviations are construction deviations greater than 10% from plans or specifications and any deviations which fall below the minimum standards established in the PSLUSD Utility Standards Manual.**

OWNER'S AFFIDAVIT

BEFORE ME, the undersigned authority, personally appeared _____ _____("Affiant"), who, being by me first duly sworn, on oath, deposes and says:

1. Affiant is the owner of property situated in the County of St. Lucie and State of Florida, as more particularly described in Exhibit "A", attached hereto and made a part hereof (the "Property"). Affiant does not know of any facts by reason of which the title to or possession of the Property might be disputed or questioned, or by reason of which claim to the Property might be asserted adversely, including, but not limited to, tenancies or leases of the Property or parties in possession thereof.

2. Affiant says that to Affiant's own personal knowledge, all labor and materials furnished and used in connection with improvements made upon that portion of the Property over which the Affiant has conveyed or will convey an easement for utility improvements (the "Easement Premises") to the City of Port St. Lucie (the "City") have been paid for in full to date, and that there are no unpaid bills for labor performed or materials furnished in connection with such improvements upon the Easement Premises, and that Affiant does not know of any person, firm or corporation who has or claims to have any lien against the Easement Premises for labor performed or materials furnished in connection with improvements within the past 90 days; and that Affiant has not and will not execute any instruments that would adversely affect title or interest in the water and sewer utility improvements transferred or to be transferred to the City, or title or interest in the easement interest granted or to be granted to the City over the Easement Premises.

3. Affiant understands that this Affidavit will be relied upon by the City in taking title to the utility facilities conveyed pursuant to the Bill of Sale.

_____
Signature

_____
Printed Name

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20___, by _____, as _____ of _____. Said person (check one) ☐ is personally known to me, or ☐ produced _____ as identification.

Seal

_____
Signature

_____
Printed Name
Notary Public, State of _____

OWNER'S AFFIDAVIT
EXHIBIT "A"
LEGAL DESCRIPTION

Sunbiz Detail by Entity Name

PORT ST. LUCIE UTILITY SYSTEMS DEPARTMENT
FINAL INSPECTION REPORT

Project Name: _____ Engineer: _____

Project #: _____ Utility Contractor: _____

Initial Inspection Date: _____ Reinspection Date: _____

	Y	N	N/A		Y	N	N/A
All grading complete				RPZ plumb and stable			
Valve pads are level				Meters set			
Discs are correct				Meters locked			
Valve lids painted correct color				All meters have separate curb stop			
Valves turn freely				Meters over 3" have hi/lo flow setup			
Electronic Marker System balls in place				Blow off assemblies correct			
Sample points removed and plugged				Fire hydrants paint not scufffed			
Fire Service has hi/lo flow setup				Fire hydrant meets clearances			
Fire service has chains and locks				Hydrant chains intact			
Mains have cover in swale areas				Air Release Valve (ARV)			
Reflective PavementMarker's in place				ARV lid painted correct color			
All necessary valves opened or closed				ARV lid doesn't hit valve			
Pumpstation fence has no damage				Landscape/Tree issues			
Fence Gates open/close smoothly				Concrete work has no damage			
All pad locks in place				Manholes at correct elevation			
Interceptors at grade				Manholes are clean			
Interceptors have correct lids				Manholes have correct lids			
Interceptor lids are labeled correctly				Clean outs in place with covers			

Final Inspection Pass _____ Final Re-Inspection Pass _____

Comments _____

Attendees _____

Engineer _____ Signature _____ Date

BILL OF SALE

KNOW ALL MEN BY THESE PRESENTS, that _____, ("Transferor"), for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, does grant, bargain, sell, transfer and deliver unto the City, its successors and assigns, all those certain goods and chattels located on or benefiting that certain real property (the "Real Property") located in the County of St. Lucie, State of Florida, as more particularly described in Exhibit "A", attached hereto and made a part hereof, such goods and chattels described as follows:

> All pipelines, pipes, tees, ells, manholes, connections, cut-offs, fire hydrants, valves, lift stations and all other equipment used or useful for and/or in connection with the water distribution system and/or wastewater collection system constructed and installed by Transferor, as described in the material list attached hereto and made a part hereof as Exhibit "B", together with all of the rights of the Transferor arising out of any and all guarantees, performance bonds, contracts and agreements of Transferor in connection with said water supply distribution and/or wastewater collection system.

TOGETHER, with every right, privilege, permit and easement of any kind and nature of Transferor, in and relating to connection with the aforesaid water distribution system and/or wastewater collection system.

TO HAVE AND TO HOLD the same unto the City, its successors and assigns, forever.

AND TRANSFEROR does for itself, its successors and assigns, covenant to and with the City, its successors and assigns, that Transferor is the lawful owner of the above described goods and chattels and that the said property is free and clear of all liens, encumbrances, and charges whatsoever; that it has good right and lawful authority to sell the same as aforesaid, and that it does warrant to defend the title and the sale of the said properties hereby made, unto the City, its successors and assigns, against the claims and demands of all persons whomsoever.

BILL OF SALE, Continued

IN WITNESS WHEREOF, Transferor has caused this Bill of Sale to be executed this _____day of _____, 20___.

WITNESS:

_____
Signature

_____
Printed Name

BY:

_____
Signature

_____
Printed Name

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____day of _____, 20___, by _____, as _____of _____.
Said person (check one) • is personally known to me, or • produced _____as identification.

_____
Signature

Seal

_____
Printed Name
Notary Public, State of _____

WITNESS:

_____
Signature

_____
Printed Name

BY:

_____
Signature

_____
Printed Name

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____day of _____, 20___, by _____, as _____of _____.
Said person (check one) • is personally known to me, or • produced _____as identification.

_____
Signature

Seal

_____
Printed Name
Notary Public, State of _____

BILL OF SALE
EXHIBIT "A"
LEGAL DESCRIPTION OF THE PROPERTY

BILL OF SALE
EXHIBIT "B"

ASSET LIST FOR WATER IMPROVEMENTS
(Cost to include material and installation)

Project Name: _____ Project # _____

Item Description	Quantity	Unit Cost	Total
			Total Amount

Seal

_____ _____
Signature of Engineer Date

BILL OF SALE
EXHIBIT "B"

ASSET LIST FOR WATER IMPROVEMENTS
(Cost to include material and installation)

Project Name: _____ Project # _____

Item Description	Quantity	Unit Cost	Total
			Total Amount

Seal

_____ _____
Signature of Engineer Date

WARRANTY

This warranty applies to the project known as _____,

located at the address of _____.

I,_____ hereby certify that the water and/or wastewater facilities for the above referenced project have been completed in compliance with approved plans, specifications and permits, change orders and/or field directives. All materials and workmanship are fully guaranteed and warranted for a period of one (1) year from the date of acceptance by the City of Port St. Lucie as shown below. Any defective materials or workmanship will be repaired at no expense to the City for defects documented during the warranty period.

Signature: _____ **Date:** _____

Title: _____

For PSLUSD Use Only

Acceptance Date: _____ **By:** _____

Warranty Expiration Date: _____ **Project Number:** _____

Signature Authorization Checked by: _____ **Date:** _____

Warranty Faxed to Contractor by: _____ **Date:** _____