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| **Note: Where the term “General Contractor” or “Contractor” is used in this document it has the same meaning as “Construction Manager at Risk” or ‘Design-Builder”, as applicable to the specific project.** | |
| **Substantial Completion** is defined as that stage in the progress of the Work when the Work or designated portion thereof is **sufficiently complete**, except for Functional Testing and controls training, in accordance with the Contract Documents, so that the Owner can **occupy** or **utilize** the Work for its intended use.  It is the General Contractor’s obligation to determine when that stage occurs. The Work or designated portion thereof is not sufficiently complete if more than a relatively few minor items, considering the size and complexity of the project, remain to be completed. All Health, Welfare and Safety issues must have been addressed, all necessary permits, certificates and releases obtained and all required testing successfully completed. Requirements defined in Section 01 77 00 “Closeout Procedures for D-B-B, CMR or D-B, as applicable, Division 01 General Requirements, shall be fully complied with in full.  Determination of Substantial Completion is solely within the discretion of the State of Connecticut. Upon inspection, if Substantial Completion is not granted, the General Contractor must complete or correct those items that are not in accordance with the requirements of the Contract Documents. The General Contractor must then request a subsequent Inspection for Substantial Completion. All costs of this or any additional inspections will be borne by the GeneralContractor  The General Contractor must request an Inspection for Substantial Completion, in writing. The request shall be submitted to the Project Manager *through* the Construction Administrator. The requested date and time of the inspection shall be not less than twelve (12) calendar days from the date the request is received by the Project Manager. The Project Manager, at his option, may designate a different date and time than that requested by the General Contractor.  In accordance with **Article 30,** **Substantial Completion And Acceptance of the General Conditions (D-B-B and CMR),** the Request shall certify that the Contractor has completed its own inspection prior to the request and that the Contractor is compliant with all requirements of Section 01 77 00 “Closeout Procedures” of the Division 01 General Requirements and the Request must also include a statement that a **principal or senior executive of the Contractor** is ready, willing and able to attend a walk through inspection with the Architect and/or Engineer, Owner, Construction Administrator, and Agency Representative. | |
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| **Instructions for completing the Contractor Request For Substantial Completion Inspection:**  (The Contractor shall enter all of the following data in the lightly bordered spaces only) | |
| **1.** | Enter the **Date.** |
| **2.** | Enter the name of the **DAS Project Manager** for this project. |
| **3.** | Enter the Name and Address of the **Construction Administrator** for this project. |
| **4.** | Enter the Name and Address of the **Principal or Senior Executive of the Contractor.** |
| **5.** | Enter the **DAS Project Number,** **Project Title,** and **Project Address.** |
| **6.** | Enter the **Date** and **Time** for the requested Inspection. |
| **7.** | Enter a **Description of the Work** or that portion that is to be inspected. |
| **8.** | Enter the **Business Name** of the General Contractor. |
| **9.** | Enter the **Name and Title** of the person representing the General Contractor. |
| **10.** | **Sign** and forward this request to the DAS Project Manager, through the Construction Administrator. |

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| **Date:** | | **Date** | |  | | | | | | | |
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| **To DAS Project Manager:** | | **DAS PM Name** | | | | | |  | | | |
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| **DAS Project Manager Address:** | | **Department of Administrative Services**  **Design & Construction Project Management**  **450 Columbus Blvd. Suite 1201**  **Hartford, CT 06103** | | | | | |  | | | |
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| **Via the Construction Administrator:** | | **CA Name** | | | | | | - CA Representative | | | |
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| **Construction Administrator Address:** | | **CA Address** | | | | | |  | | | |
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| **From General Contractor:** | | **GC Name** | | | | | |  | | | |
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| **General Contractor Address:** | | **GC Address** | | | | | |  | | | |
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| **DAS Project Number:** | | **DAS Project Number** | | | | | |  | | | |
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| **Project Title:** | | **Project Title** | | | | | |  | | | |
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| **Project Address:** | | **GC Address** | | | | | |  | | | |
|  | |  |  | | | | | | | | |
| **GC Requested Inspection Date:** | | **Day Name** |  | | **Month Date** |  | **Month Name** | |  | **Year** |  |
|  | | *(Day Name)* |  | | *(Month Date)* |  | *(Month Name)* | |  | *(Year)* |  |
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|  | **Brief Description of the Work or portion thereof:** | | | | | | | | | |  |
|  | **Description** | | | | | | | | | |  |
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| Please be advised that the General Contractor has determined that the work required by the Contract Documents for the captioned project has been completed and is ready for Inspection for Substantial Completion. The General Contractor requests that the DAS Project Manager set the above indicated date and time for this inspection.  The General Contractor certifies that it has completed its own inspection prior to this request and is compliant with all requirements of Section 01 77 00 “Closeout Procedures” of the Division 01 General Requirements. A principal or senior executive of the General Contractor is ready, willing, and able to attend a walk through inspection with the Architect and/or Engineer, Owner, Construction Administrator, and Agency Representative.  It is noted that the requested date and time for this inspection is subject to approval by the DAS Project Manager who, at the DAS Project Manager’s option, may designate a different date.  The undersigned General Contractor or Authorized Representative agrees that should a re-inspection, or multiple re-inspections, be necessary all costs thereof shall be borne by the General Contractor. | | | | | | | | | | |
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| **Contractor Business Name:** | | | | | | **Contractor's Busines Name** | | | |  | |
|  | | | | | | (Typed Name) | | | |  | |
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| **Contractor’s Principal or Senior Executive Name:** | | | | | | **Contractor's Principal of Senior Executive Nane** | | | |  | |
|  | | | | | | *(Typed Name)* | | | |  | |
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| **Principal or Senior Executive Title:** | | | | | |  | | | |  | |
|  | | | | | | *(Typed Principal Or Senior Executive Title)* | | | |  | |
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|  | | | | | | *(Signature of Principal or Senior Executive Title)* | | | |  | |
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| **Copies:** |  | CA |  | Architect/Engineer |  | | Agency Representative |  | File YH7 / YF7 | |