**Attachment A**

Active Construction Project Tracking Form

Project Name / CIP #

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| Milestone | Date Completed |
| DEQ Approval or Waiver |  |
| Final Opinion of Probable Construction Cost Submitted |  |
| Conformed Documents Submitted |  |
| Pre-Construction Meeting Held |  |
| Notice to Proceed (NTP) Issued to Contractor |  |
| Contractor’s Preliminary Construction Schedule Submitted |  |
| Hydrostatic Pressure Test |  |
| Interim Record Drawings Submitted |  |
| Final Record Drawings Submitted |  |
| Interim Valve Guides Submitted |  |
| Final Valve Guides Submitted |  |
| Certificate to Construct (CTC) Received from VDEQ |  |
| O&M Manuals Submitted  |  |
| Equipment Records Form Populated and Submitted |  |
| Certificate to Operate (CTO) Received |  |
| Certification of Substantial Completion  |  |
| Letter of Final Completion Submitted to Contractor |  |
| Contractor’s Final Payment Submitted |  |
| Contractor Post Construction Evaluation Completed |  |
| Engineer’s Final Payment Submitted |  |
| Engineer / Architect Evaluation Completed |  |
| Letter of Warranty Completion Submitted |  |

NOTES

* Interim and Final Valve Guides to Operations and CAD/GIS
* Interim and Final Record Drawings to Operations and CAD/GIS
* Engineer Evaluation (within 60 days of Final Payment to Professional Services Firm)
* Contractor Evaluation (within 60 days of Final Payment to Contractor)