

Implementation of Non-Joint Construction Completion Certificate (CCC) Process for Underground Utilities

Following discussions in our annual industry engagement meetings, Subdivision Development Inspections (SDI) will be piloting a change to the inspection process for Construction Completion Certificate's (CCC) related to Underground Utilities. The current process for achieving CCC sign-off involves a "Joint Inspection" with the SDI inspector and the consulting engineer's field inspector. The new process will give Consultants the option to participate in a non-joint field inspection prior to CCC with the consulting engineer and their contractor.

This opportunity will help achieve timelier CCC signoffs while still ensuring that the systems installed are fully functional and tested prior to entering the maintenance period. The pilot will commence on June 1st, 2024, and run for the entirety of the 2024 construction season after which it will be evaluated for next steps. Note that this is an optional process and Consulting Engineers who wish to partake in a joint inspection(s) may still do so following the existing process.

Process Plan for Consultants

1. Request for Non-Joint CCC Inspection will still be submitted to waterutilityinspections@calgary.ca. This will include all applicable required documentation as per the current established procedures.
2. The Consultant of record will conduct a field inspection with their contractor. (They will ensure all installations are completed to the approved drawings and all new infrastructure is installed, tested, and operational.)
3. Once the non-joint inspection is completed, the consultant will provide fully marked up coversheets with acceptances and notations of any deficiencies corrected at time of or post inspection. They will also provide a signed declaration letter indicating the inspection was completed as per City requirements. This will be submitted as a follow up to the initial request for non-joint CCC inspection to waterutilityinspections@calgary.ca
4. After receiving this documentation, SDI will initiate a follow-up audit in the field by the assigned Certificate Inspector.
5. Upon completion of the audit:
 - If the results are acceptable, then SDI will provide a sign-off date of when the consultant first requested the inspection. This will establish the maintenance period(s) coming up to future Final Acceptance Certificate (FAC).
 - If the results are not acceptable, the consultant will be provided the opportunity to correct and the date of sign-off will be based on the date when confirmation of the corrected deficiency was provided.

Declaration Letter Format & Requirements

- Format:
 - On company letterhead
 - Signed and sealed by the Consulting Engineer

- Items to note in the letter:
 - Project information: Project name and phase as noted in Urban Development Online (UDO), Development Agreement number, Construction Drawing number (*Project information should mirror UDO titles*).
 - Statement indicating: “As requested, we confirm that **DEVELOPER** understands and accepts the risks of proceeding with a non-joint inspection process in order to obtain an expedited Construction Completion Certificate (CCC).”
 - Risks include repairs being required after CCC on work not completed to City Specifications, deficiencies not found during the Final Acceptance Certificate (FAC) inspection would have to be rectified and could hold-up final sign-off.
 - Statement indicating that: “All systems are fully functional, sewers are operational, water mains are pressure tested and chlorinated, and all underground infrastructure that forms part of this phase was constructed in accordance with City Specifications.”
 - In addition to this letter, the following were provided to the Senior Utility Inspector to fulfill our outstanding obligations:
 - Completion of a non-joint inspection of all items
 - Confirmation of the resolution of any outstanding Development Field Orders (DFO's)
 - All required CCC essential and non-essential items for each utility as outlined in the *Construction Completion Checklist Sheet* (Section #7 of the Consulting Engineers Field Services Guidelines)
 - “On behalf of **DEVELOPER**, we hereby request CCC sign-off for this development.”

Next Steps

This new, optional, process for Underground Utility CCC inspections will be evaluated on an ongoing basis, throughout the 2024 construction season, to establish a baseline for a level of consistency and competency of the consultants' non-joint inspections. The Consulting Engineer is expected to take full responsibility for resolving any issues that are identified in the field during active construction. If deemed necessary, additional post-construction submissions may be required.

At the conclusion of the year, we will summarize our findings from the pilot and present to our industry partners for collaboration on next steps.

Questions or comments about this new process can be directed towards Chris Oliver, Leader of Subdivision Development Inspections.

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