



11490 Westheimer Road, Suite 700  
Houston, TX 77077  
Tel: 713-423-7300  
Fax: 281-589-8295

## Transmittal

**To:** Bill Pedersen, P.E. **From:** Jennifer Harrison, P.E.  
**Organization/ Address:** Director of Public Works **Date:** January 30, 2017  
City of Deer Park  
710 E. San Augustine  
Deer Park, TX 77536  
**Re:** Wastewater Treatment Plant Phase 1 Improvements Close-Out Documents  
**Job #:** 131400-98603/109076  
**Via:** ☐ Mail: ☒ Overnight: **FEDEX** ☐ Courier:

Enclosed please find:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> For your information | <input type="checkbox"/> Approved                       |
| <input type="checkbox"/> For your review                 | <input type="checkbox"/> Approved as noted              |
| <input checked="" type="checkbox"/> For your signature   | <input type="checkbox"/> Returned to you for correction |

### Message:

Bill,

Please find attached the required close-out documentation for the Phase 1 project as follows:

- Final Pay Application (#16)
- Change Order #4 (Final)
- Recommendation for Final Payment by Engineer
- Contractor's Release of Owner
- Certificate of Substantial Completion
- Certificate of Final Completion

The Record Drawings and a CD of the eRoom files are forthcoming under separate cover. Please let me know if you need any further information.

Regards,

Jenn

Signed



**CSA Construction, Inc. / General Contractors**

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713/686-8868 Phone  
713/686-8889 Fax

2314 McAllister Road  
Houston, Texas 77092

January 27, 2017

CDM Smith  
Attn: Jennifer Harrison, P.E.  
11490 Westheimer Rd, Suite 700  
Houston, Texas 77077

RE: City of Deer Park, Texas  
Wastewater Treatment Plant Improvements – Phase I  
CSA Job No. 1503  
**PAY APPLICATION #16 & Final**

Dear Jennifer:

Enclosed you will find three (3) executed originals of the following for the above referenced project:

1. Pay Application #16 & Final,
2. Change Order #4,
3. Recommendation for Final Payment,
4. Contractor's Release of Owner,
5. Certificate of Substantial Completion, and
6. Certificate of Final Completion.

Please sign/date each document (where required) and then forward to the City for their signature and final payment. We request that one (1) fully executed original of each document be returned to our office to my attention.

Please do not hesitate to contact me if you have any questions.

Sincerely,

Tim Robertson  
Project Manager  
CSA Construction, Inc.

Enclosure