

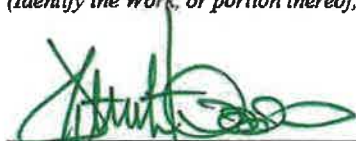
**AIA®****Document G704® – 2017****Certificate of Substantial Completion****PROJECT: (name and address)**
New Sallyport at Baldwin County
Courthouse PH&J #2302GVA**CONTRACT INFORMATION:**
Contract For: General Construction**CERTIFICATE INFORMATION:**
Certificate Number: 1

Date: 10-17-2024

Date: 06-30-2026

OWNER: (name and address)
Baldwin County Commission
312 Courthouse Square, Suite 12
Bay Minette, AL 36507**ARCHITECT: (name and address)**
PH&J Architects, Inc.
807 S. McDonough Street
Montgomery, AL 36104**CONTRACTOR: (name and address)**
Rogers & Willard, Inc.
550 St. Michael Street, Suite A
Mobile, AL 36602

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate. (Identify the Work, or portion thereof, that is substantially complete.)


 ARCHITECT (Signature)

 BY: Patrick T. Addison, Principal Architect
 (Printed name, title, and license number if required)

 06-24-2026
 Date Of Substantial Completion
WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:
 (Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:
 (Identify the list of Work to be completed or corrected.)
 See attached punch list items dated June 24, 2026

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within Thirty (30) days from the above date of Substantial Completion.

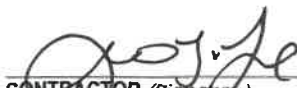
Cost estimate of Work to be completed or corrected: \$148,616.00

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

Owner will be responsible for security, heat, utilities, damage to the work, insurance

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:


 CONTRACTOR (Signature)

 Matt Lomax - Project Manager
 (Printed name and title)

 6-30-26
 Date

OWNER (Signature)

(Printed name and title)

Date



Founded 1957 • Pearson, Humphries, & Jones Architects

STATEMENT OF FIELD OBSERVATIONS

Date: 6/24/26

PH&J #: 2302-GVA

PROJECT NAME AND LOCATION:

Baldwin County Courthouse Sallyport
for the Baldwin County Commission
Bay Minette, Alabama

OWNER ENTITY NAME & ADDRESS:

Baldwin County Commission
257 Hand Avenue, Annex III
Bay Minette, AL 36507

Phone No.:

CONTRACTOR COMPANY NAME & ADDRESS:

Rogers & Willard
550 Saint Michael Street, Suite A
Mobile, AL 36602

ARCHITECT/ENGINEER FIRM NAME & ADDRESS:

PH&J Architects, Inc.
807 South McDonough Street
Montgomery, AL 36104

Phone No.: 251-300-0449

Phone No.:

PROJECT DATA ON THE DATE OF OBSERVATION:

Site Conditions: n/a

Starting Date: 11/25/24

Scheduled State of Completion:

100%

Contractor's Superintendent: Terry Covas

No. of Workers: n/a

Weather: n/a

Contract Completion Date: 9/21/25

Estimated Actual Completion:

100%

Job Phone #: 251-465-0134

COMMENTS/DEFICIENCIES:

- A Final Inspection was held this date for the project, see attached sign-in sheet for those in attendance.
- See attached punch-list from Mechanical Engineer.
- See attached punch-list from Electrical Engineer.
- Rytec door on north end, set limits to match south door. Adjust and lubricate (noisy opening).
- Replace stained ceiling tiles.
- Men's Holding Cell B7, adjust bubbler.
- Remove labels/stickers from plumbing fixtures.
- Clean and polish clean-out covers and floor drain covers.
- Paint exposed conduit. (No paint inside Sallyport).
- Touch-up paint on hollow metal door in Sallyport.
- Pressure wash and remove concrete splatter from storm structure tops.
- Paint downspout boots (black).
- Install Knox Boxes.
- Date of Substantial Completion will be June 24, 2026. GC to provide all Project Close-out Documents per the Specifications.
- Items remaining to be completed: Cabinets, security bench modifications, toilet seats, elevator room door, stairwell door, toilet fixtures, demo doors, protection and final cleaning, masonry patch, painting doors, security equipment, Knox boxes and lock.

Signature

Jim Hagan

Report No.

26Final

cc: Owner, Architect/Engineer, Contractor



ZGOUVAS, EIRING & ASSOCIATES
CONSULTING ENGINEERS, INC.

BALDWIN CO. SITE VISIT

June 24, 2026

SALLYPORT

1. Provide testing of CO and NO2 system and verify operation as specified 15700-60 & -61, Part 20.
2. Set time for alarm for CO and NO2 system to react no more than 10 seconds after sensors detect hazardous conditions.

COURTHOUSE BASEMENT

1. Provide condensate shutdown switches and wire to shutdown unit and alarm to BAS upon detection of obstruction.
2. Pack all penetrations of waste piping under counter cabinets with mineral wool insulation, seal air tight and provide escutcheons as required.
3. Identify and paint all water piping at water heater.
4. Provide valve extensions on all water valves. Remove plastic from sprinkler head in water heater room.
5. When piping water heater auxiliary drain pan to drain, pipe must be in bottom of the pan.
6. Program water heater time clock to owner's desired schedule.
7. Identify all sprinkler piping as specified.
8. Provide access doors to all smoke detectors as specified.
9. Provide test and balance report.
10. Paint all chilled/hot water in mechanical rooms with 2 coats enamel paint using ANSI required color schemes as specified.
11. Identify all access doors as specified.
12. Verify operation of UV-C lights in air handling units and test for turning off when AHU access doors are opened.

13. Provide warning signage for UV-C lighting as specified 15700-66.
14. Provide factory start-up report for new air handling units as specified 15700-57, Para. 17.13.
15. Provide disinfection of the domestic water system as specified 15400-10, Para. 6.8. If portions of the building are finalized and turned over for the Owner's use, and a previously tested portion of the system is interrupted to plumb in remaining portions of the building, all water must be re-tested after each portion is released.

GUNN & ASSOCIATES P.C.

FINAL OBSERVATION REPORT

TO: Jim Hagan – PH&J Architects

FROM: Hank Lubert – Gunn & Associates P.C.

PRESENT AT SITE: Hank Lubert – Gunn & Associates P.C.
Jim Hagan – PH&J Architects

DATE / TIME: June 24, 2026
G & A Job #24-133

RE: New Sally Port at the
Baldwin County Courthouse
Bay Minette, Alabama

The purpose of this memorandum is to document our walk-thru on June 24, 2026. We have prepared a punchlist of incomplete or deficient construction items as noted below:

I. Electrical – Final Observation Report:

1. The Fire Alarm Duct Detector located in the Basement failed. Correct and re-test as required.
2. Install missing push penny on exterior box.
3. Panels shall have permanent circuit numbering.
4. Clean exterior fixtures as required.
5. Change stamp steel box to Type "FS" box.
6. Install blank covers on boxes if devices are not installed.
7. Verify all mechanical units are fuse per unit nameplate.
8. Provide labels for disconnect switches per plans and specs.
9. Provide type written directory cards as required with metal holder.
10. Seal around conduit from exterior to interior as required.
11. Furnish and install metal directory card holder per plans and specs.
12. Install breaker lock for Fire Alarm circuit breaker in existing panel.
13. Replace existing Fire Alarm Pull Station with new device. Remove break glass device.
14. Aim emergency battery lights to light egress.
15. Install junction box covers as required.
16. Verify all occupancy sensors are adjusted correctly and the sensitivity set for proper operation and proper location.
17. Coordinate setting for Walters system located in Sally Port.
18. It shall be the contractor's responsibility to tighten all conductor lugs on branch breakers and panel feeders. Lugs shall be tightened to panel manufacturer's recommendations. Do not over-tighten. Ensure adequate torque has been applied to avoid safety/fire hazard resulting from loosely connected conductors.

Please review these items and give me a call at 334/ 285-1273 if you have any additional questions or comments.

Hank Lubert

Gunn & Associates P.C.

3102 Highway 14

Millbrook, Alabama 36054

PH- 334)-285-1273 ex. 204

E-mail- lubert@gaengineers.com