

CHAPTER 36 – ACCEPTANCE OF PROJECT

Sections 00150.90 and 00150.95 address final inspection and Final Acceptance of a Project.

The Final Acceptance process needs to start very early in the Project, when the Project team (including a representative of the unit that will maintain the Project when it is completed) establishes the objectives for the Project and identifies any special Project concerns. As the Project is designed and constructed, the Project Manager (PM) must do at least the following for final inspection and to recommend Project acceptance:

1. Before a project is advertised for Bid, the PM should meet with the Project team to assure that the Project will address the special concerns and achieve its objectives. If new or additional Project needs have developed after the original project development was completed, the Project team should be involved in determining whether to incorporate those new needs into the Project to be advertised and constructed.
2. When construction of the Project is 50-75% complete, or when the Project has started to take shape and its final configuration is apparent, the PM should confer with the Project team as needed to assure that:
 - a. The intent of the project is being fulfilled, and
 - b. Special concerns are being adequately addressed.
3. When the Project is nearly complete, the PM, with input from the Project team, will review the Project to assure that the Project will function properly and that no improper Materials or construction are evident. Remember that the Project team must include a representative of the unit that will maintain the Project when it is completed. The intent of this step is to identify construction or Material deficiencies before the Contractor has left the Project.

For non-exempt Federal-Aid projects, FHWA will also need to be invited to participate.

The PM and Project Team need to determine if a post-Project critique needs to be completed in order to improve any processes or products that were involved in the Project.

4. The PM will work with the Contractor to develop punch lists or other means to assure that all cleanup and repair Work is accomplished. This effort should start prior to issuing Second Notification.

5. Following issuance of Second Notification and as specified in Section 00150.90, the PM has 15 Calendar Days after being notified by the Contractor that it considers the Project to be complete, including all punch list items and final documentation, and final trimming and cleanup, according to Section 00140.90 to review the Project and notify the Contractor of all known remaining Work.
6. When the Contractor has completed all Contract Work and fulfilled its obligations concerning Project documentation, the PM and Area Manager must recommend acceptance of the Project by one (1) of the following methods:
 - Prepare a memo, with signature and date, stating that all Contract Work has been completed in accordance with the Contract and recommending acceptance; or
 - Complete a [Recommendation of Project Acceptance, form 734-1384](#) (See [Exhibit 36\(A\)](#)) with signature and date.

Remember that the authority to “accept” the Project is vested with the Transportation Commission which has delegated that authority to the Construction Section.

For projects with Local Agency or other funding, the PM must also include a letter from the Local Agency or other funding source stating that it accepts the Project as being complete.

The PM sends the recommendation to the Area Manager. If the Area Manager concurs with the recommendation, the Area Manager will also recommend acceptance and send it to the Construction Section.

When the Construction Section receives the recommendation of acceptance from the Area Manager and has completed or received all other needed documentation, it will make final payment and notify the Contractor of Project acceptance.

7. The PM must assure that all comments and concerns about constructability, problems, solutions, and suggested future design changes are included in the Project Narrative that will be distributed to the appropriate Project development units and others. [*Refer to Chapter 37 – Submittal of Final Project Documentation*]

As specified in Section 00150.91, the Contractor or the PM may request a Post-Construction Review meeting. The purpose of this meeting is to examine the Project for possible process improvements that may benefit future projects. This meeting must be held before Third Notification is issued, but not

earlier than 15 Calendar Days following issuance of Second Notification. This allows for expiration of the 15 Calendar Day period during which the Contractor can file a claim. [*Refer to Chapter 13 – Contract Time*] Any affected and interested individuals should be invited to the meeting.

**OREGON DEPARTMENT OF TRANSPORTATION
CONSTRUCTION MANUAL**

OREGON DEPARTMENT OF TRANSPORTATION



RECOMMENDATION OF PROJECT ACCEPTANCE

INTERMEDIATE
 FINAL

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| PROJECT NAME (SECTION) US 26: Multitorpor U'Xing. - Timberline Highway | | CONTRACT NO. 13117 | |
| HIGHWAY Mt. Hood | | F.A. PROJECT NO. X-NH-S026(046) | |
| CONTRACTOR Roy L. Houck Construction Co. | | SECOND NOTIFICATION DATE 8/5/2006 | |
| CONTRACT TIME ELAPSED 100% + 15 Days | CONTRACT WORK COMPLETED 100% | CONTRACT WORK IN PROGRESS 0% | CONTRACT WORK QUALITY Acceptable |
| DATE CONTRACTOR'S FINAL INSPECTION REQUEST RECEIVED n/a | INSPECTION DATE 8/5/2006 | INSPECTED BY See below | |

IN COMPANY WITH
See below

REMARKS (SCOPE OF INSPECTION, FINDING, RECOMMENDATIONS, INSTRUCTIONS, ETC.)

Most project work was completed just prior to a winter suspension, so there was not time for a formal Final Inspection as a group. At different times, the PM, APM (Bob Neill), PC (Rob Wattman), and Maintenance (Jim McNamee) each looked over the project and provided comments. The inspector confirmed all contract work was completed on August 5, 2006.

The junction of the Timberline Highway and the Mt. Hood Highway had an inlet for pipe crossing US 26 that was in a deep ditch. Maintenance performed an inlet adjustment and re-graded the ditch to eliminate the problem. This work was performed under a State Force Order.

The engineered striping plan extended the EB left turn lane to the Timberline Highway, which created a "no left turn" scenario for Maintenance turning into their facility from the WB direction. It was determined that the correction to this problem was beyond the scope of this project (and budget), with a potential solution of creating a new access into the Maintenance facility.

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| <p>ORIGINAL: PROJECT MANAGER SENDS TO AREA MANAGER, AREA MANAGER SENDS TO CONSTRUCTION SECTION</p> <p>COPY</p> <p>_____ REGION</p> <p>_____ DISTRICT MANAGER</p> <p>_____ PROJECT MANAGER, CPM, OR LIAISON (STATE)</p> <p>_____ FHWA (FINAL F.A. ONLY)</p> <p>_____ CONSULTANT AND LOCAL AGENCY (IF APPLICABLE)</p> | <p>ALL ON-SITE WORK HAS BEEN COMPLETED IN ACCORDANCE WITH THE CONTRACT AND I RECOMMEND ACCEPTANCE.</p> <p><i>Mark Beem</i> 12-27-07 PROJECT MANAGER SIGNATURE DATE</p> <hr/> <p>I RECOMMEND PROJECT ACCEPTANCE</p> <p><i>R. W. ...</i> 1/2/08 AREA MANAGER SIGNATURE DATE</p> |
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734-1384 (9/00)

JAN 02 2008