

## \*CHAPTER 36 – ACCEPTANCE OF PROJECT

Subsections 00150.90 and 00150.95 address Final Inspection and Final Acceptance of a Project.

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:

- The intent of the Project is being fulfilled, and
- Special concerns are being adequately addressed.

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.

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 Projects that are (or contain):

- Designated as a Full Federal Oversight (FFO) Project, invite Federal Highway Administration (FHWA) to participate.
- National Bridge Inventory Structures, invite ODOT Bridge Section to participate and inspect any NBI bridges open to traffic.
- Culverts 72 inches or larger in diameter, invite ODOT Bridge Section to participate and/or inform them that an inspection is needed.
- Coating Warranty, invite the Structure Coatings Engineer to participate in a Post Construction Review meeting.
- Stormwater Control Facilities, follow the Geo-Environmental Technical Bulletin [GE16-02\(B\)](#) for the required operation and maintenance manual requirements.

A representative from the ODOT Bridge Section (i.e. your regional Bridge Inspector) must be informed of any Structures and culverts 72 inches or larger in diameter that are completed or are opened to traffic so an inspection can occur within 90 days (per the Code of Federal Regulation 650.315).

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.

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\* All marked text updated January 2017

**OREGON DEPARTMENT OF TRANSPORTATION  
CONSTRUCTION MANUAL**

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.

Following issuance of Second Notification and as specified in Subsection 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 Subsection 00140.90) to review the Project and notify the Contractor of all known remaining Work.

When the Contractor has completed all Contract Work and fulfilled its obligations concerning Project documentation, the PM and Area Manager (AM) must recommend acceptance of the Project by one of the following methods:

- Prepare a memo, signed and dated by the PM, 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](#).

		<b>RECOMMENDATION OF PROJECT ACCEPTANCE</b>	
		<input type="checkbox"/> INTERMEDIATE <input type="checkbox"/> FINAL	
PROJECT NAME (SECTION) CONSTRUCTION MANUAL FORM EXAMPLE		CONTRACT NO. C12345	
HIGHWAY Main Highway		F.A. PROJECT NO. X-STP-S001(12)	
CONTRACTOR PRIME CONSTRUCTION COMPANY		SECOND NOTIFICATION DATE 6/15/2010	
CONTRACT TIME ELAPSED 100%	CONTRACT WORK COMPLETED 100%	CONTRACT WORK IN PROGRESS 0%	CONTRACT WORK QUALITY Acceptable
DATE CONTRACTOR'S FINAL INSPECTION REQUEST RECEIVED 6/8/2010	INSPECTION DATE 6/17/2010	INSPECTED BY Rich Imahato, Inspector	
IN COMPANY WITH Stanley Goodnight, Area Manager - Rhoda Head, PM - Bob Neill, Asst. PM - James McNamee, Dist 6 Maintenance			
REMARKS (SCOPE OF INSPECTION, FINDING, RECOMMENDATIONS, INSTRUCTIONS, ETC.)  Project inspection was a final project walkthrough. Of note was the pleasing appearance of the white painted timber guardrail. The railing, protective screening and extra width provided by the viaduct is a good safety feature for vehicles, cyclists and pedestrians.  Widening of the roadway and a full width overlay was excellent and improves the safety of this section of Main Highway. The full width overlay was added by Contract Change Order #5 in lieu of shoulders only.  Project acceptance is hereby recommended.			

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 AM. If the AM concurs with the recommendation, the AM will also sign and date the memo or form indicating the recommended acceptance and forward it to the Construction Section.

The PM must assure that all comments and concerns about constructability, problem, solutions, and suggested future design changes are included in the PM's Narrative, (form 734-2756) which will be distributed to the appropriate Project development units and others. [*Refer to [Chapter 37 – Submittal of Final Project Documentation](#)*]

As specified in Subsection 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 (on Projects Bid prior to September 23, 2013) or 45 Calendar Days (on Projects Bid after September 23, 2013) following issuance of Second Notification per 00199.30(b). This allows for expiration of the 15 or 45 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.