

Acceptance of Project

Sections 00150.90 and 00150.95 of the contract address final inspection and final acceptance of a project.

In reality, 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 special project concerns. As the project is designed and constructed, the Project Manager must do at least the following for final inspection and to recommend project acceptance:

1. Before a project is advertised for bids, the Project Manager should meet with the Project Team (including a representative of the unit that will maintain the project when it is completed)* to assure that the project will address the special concerns and achieve its objectives. If, for some unknown reason, “new” or additional work needs have developed since the project development was done, the Project Team should be involved in determining whether to include those new needs into the project to be advertised and constructed.
2. When construction of the project is 50-75% complete (when the project has taken pretty good shape and its final configuration is apparent), the Project Manager should confer with the Project Team (including a representative of the unit that will maintain the project when it is completed)* as needed to assure that:
 - a. The intent of the project is being fulfilled
 - b. Special concerns are being adequately addressed.
3. When the project is nearly complete, the Project Manager, with any needed 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.* For non-exempt Federal-Aid projects, FHWA should also be invited to participate. The intent of this step is to identify construction or material deficiencies before the Contractor has left the project.

At this step, the Project Manager and Project Team need to determine if any post-project critique needs to be done to improve any processes or products that were involved in the project.

* Revised July, 2001

4. The Project Manager will work with the Contractor to develop punch lists or other means to assure that all cleanup and repair work is accomplished. As specified in Section 00150.90, if the Contractor notifies the Project Manager that the project is complete, the Project Manager must review the project and notify the Contractor of known remaining work within 15 days.
5. When the Contractor has completed all on-site work, the Project Manager and Area Manager must recommend acceptance of the project by one of the following methods:
 - Preparing a memo, with signature and date, stating that all on-site project work has been completed in accordance with the contract and recommending acceptance, or
 - Completing a Recommendation of Project Acceptance, form 734-1384 (see example in Exhibit 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 Project Manager should also include a letter from the local agency or other funding source stating that it accepts the project as being complete.

The Project Manager 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 when all other needed items are complete.

6. The Project Manager 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. See the Submittal of Final Project Documentation section (37) of this Manual. The Project Manager may also need to convene a post-project critique, with affected and interested individuals, to identify needed improvements to processes or products that were involved in the project.

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